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**THE VILLAGE OF WILLOW SPRINGS  
COOK COUNTY, ILLINOIS**

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**ORDINANCE  
NUMBER 2015-O-14**

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**AN ORDINANCE APPROVING POLICIES AND PROCEDURES FOR THE  
EQUITABLE SHARING PROGRAM IN THE VILLAGE OF WILLOW SPRINGS,  
COOK COUNTY, ILLINOIS**

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**ALAN NOWACZYK, President  
ADENA BASKOVICH, Clerk**

**GEORGE BARTIK  
MARIO IMBARRATO  
ANNETTE KAPTUR  
KEVIN J. MALONEY  
KATHRYN STANPHILL  
JERRY STRAZZANTE**

**TRUSTEES**

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ORDINANCE NUMBER: 2015-O-14

AN ORDINANCE APPROVING POLICIES AND PROCEDURES FOR THE  
EQUITABLE SHARING PROGRAM IN THE VILLAGE OF WILLOW SPRINGS, COOK  
COUNTY, ILLINOIS

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**WHEREAS**, the Village of Willow Springs, Cook County, Illinois (the *Village*) is a duly organized and existing municipal corporation created under the provisions of the laws of the State of Illinois and under the provisions of the Illinois Municipal Code, as from time to time supplemented and amended; and

**WHEREAS**, revenue is provided to the Village by the Department of Justice pursuant to the Equitable Sharing Program from the forfeiture of moneys and assets; and

**WHEREAS**, the President and Board of Trustees of the Village of Willow Springs (the "*Corporate Authorities*") have determined that it is in the best interest of the health, safety and welfare of its residents to adopt procedures by which to follow with regard to the handling, appropriating and authorizing the use of Equitable Sharing Funds.

**NOW, THEREFORE, BE IT ORDAINED** by the President and the Board of Trustees of the Village of Willow Springs, Cook County, Illinois, as follows:

**Section 1.** That the above recitals and legislative findings are found to be true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

**Section 2.** The Policies and Procedures for the Equitable Sharing Program, a copy of which is attached hereto and made a part hereof as Exhibit A, is hereby authorized and approved in the form substantially presented to this Village Board with such revisions, if any, as determined necessary by the Village Administrator or Village Treasurer.

**Section 3.** If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance.

**Section 4.** All ordinances, resolutions, motions or orders in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**Section 5.** This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

*(Intentionally Left Blank)*

**ADOPTED** by the President and Board of Trustees of the Village of Willow Springs, Cook County, Illinois this 9<sup>th</sup> day of July 2015, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Bartik	✓			✓
Kaptur	✓			✓
Imbarrato	✓			✓
Maloney	✓			✓
Stanphill	✓			✓
Strazzante	✓			✓
(Mayor Nowaczyk)				✓
<b>TOTAL</b>	6			7

**APPROVED** by the President and Board of Trustees, Cook County, Illinois on this 9th day of July 2015.

ATTEST:

Adena Baskovich  
Adena Baskovich, Village Clerk

Alan Nowaczyk  
Alan Nowaczyk, Village President

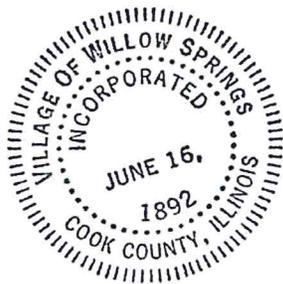
STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**CERTIFICATION**

I, Adena Baskovich, DO HEREBY CERTIFY that I am the duly qualified and appointed Clerk of the Village of Willow Springs, Cook County, Illinois, and that as such Clerk I do have charge of and custody of the books and records of the Village of Willow Springs, Cook County, Illinois.

I DO HEREBY FURTHER CERTIFY that the foregoing is a full, true and correct copy of ORDINANCE No. 2015-O-14 “AN ORDINANCE APPROVING POLICIES AND PROCEDURES FOR THE EQUITABLE SHARING PROGRAM IN THE VILLAGE OF WILLOW SPRINGS, COOK COUNTY, ILLINOIS” adopted and approved by the President and Board of Trustees of the Village of Willow Springs, Illinois, on July 9, 2015.

IN WITNESS WHEREOF, I have hereunto affixed my hand and the Corporate Seal of the Village of Willow Springs, Cook County, Illinois this 9<sup>th</sup> day of July, 2015.



  
\_\_\_\_\_  
Adena Baskovich, Village Clerk  
Village of Willow Springs, Cook County, Illinois

**EXHIBIT A**

*Policies and Procedures for the Equitable Sharing Program*

# **Village of Willow Springs Policies and Procedures for Equitable Sharing Program**

## **Overview**

The following provides an overview of the procedures to be followed by all Village employees in regards to the handling, appropriating and authorizing the use of Equitable Sharing Funds. The Village maintains segregated funds within its general ledger accounting system to track and monitor the use of revenues which are designated for specific restricted purposes. The Equitable Sharing Fund is one such fund designed to track and monitor the appropriations and spending of Equitable Sharing Revenue received from the Department of Justice through its Equitable Sharing Program of forfeiture moneys and assets.

## **Bank Reconciliations**

The Village Treasurer will reconcile the Police Equitable Sharing bank account on a monthly basis. The reconciliation will be reviewed and signed off by the Police Chief. A copy of the reconciliation will be kept with the Treasurer for public inspection and audit.

## **Journal Entries**

Journal entries within the Equitable Sharing Fund will be generated by the Village Treasurer. The journal entries will be approved by the Police Chief and a copy given to the Village Administrator. The nature of such entries are typically to book accruals for accounts payables or accounts receivables at year end, record interbank transfers and/or to correct errors which may have occurred during the posting process. Yearend entries will be made in accordance with Generally Accepted Accounting Principles.

## **Check Authorization and Disbursements**

Payment of expenses which are eligible to be paid from equitable sharing funds will be submitted to the Village's accounts payable clerk for payment. Payments will only be processed if submitted documentation includes a valid invoice adequate enough to determine the nature of the expense, the date the expense was incurred, the amount to be paid. The documentation

will evidence the authorization of the Police Chief's approval for payment and the general ledger account number to be charged. The check will be processed in accordance with the Village's normal accounts payable processing procedures which include the following:

1. Payment is included on the Warrant List of bills to pending approval. The Warrant List is submitted to the Village Board for approval at the next regular board meeting.
2. Following approval by the Village Board, checks will be processed for payment of all bills requested and approved at the Board meeting.
3. Check and supporting documentation are presented to the Village Administrator and the Village Clerk for signature on the checks
4. Invoices are mailed or delivered as indicated on the request for payment.
5. Invoices and documentation submitted for payment including Department Head authorization will be maintained by the Accounts Payable clerk for submission to auditors and available for inspection as required by the Illinois Freedom of Information Act.

The accounts payable clerk will forward to the Police Chief a report indicating the total checks issued on behalf of the Equitable Sharing Fund. The Police Chief will issue a check from the Equitable Sharing Bank account made payable to the Village of Willow Spring to reimburse the Village for expenses paid. The Police Chief will deliver the reimbursement check to the Village Clerk for deposit to the Village's Account Payable account.

#### **Fixed Assets Acquired by Equitable Sharing Funds:**

Acceptance of tangible nonexpendable properties: Any tangible property received from the Equitable Sharing Program must be approved by the Village Administrator prior to acceptance. Approval is evidenced by completing the Asset Acceptance Form. Upon acceptance, a copy of the form indicating receipt and delivery of the asset will be forwarded to the Village Administrator and the Village Treasurer.

Disposal of Village Assets: Prior to disposing of any Village owned asset, a request must be submitted to the Village Board to declare the asset as surplus property. Once the property is declared to be surplus and determined that there is no further benefit for the Village to continue ownership, the Village Board will direct the Village Administrator to affect an appropriate method of disposal. Proceeds from the sale of assets acquired by the Equitable Sharing Program shall be deposited into the Equitable Sharing Fund Bank Account. Copies of bill of sales or receipts of funds identifying the asset sold will be forwarded to the Village Administrator and the Village Treasurer.

### **Schedule of Federal Financial Assistance**

The Village Treasurer is responsible to prepare the Schedule of Federal Financial Assistance for each fiscal year. This schedule will be submitted to the Village's independent auditors for audit compliance as required by OMB Circular A-133 and *Government Auditing Standards*.

Grant Compliance and monitoring is the primary responsibility of the Head of the Department administering the grant, unless another Grant Administrator has been designated. Copies of all grant monitoring reports will be forwarded electronically to the Village Administrator and the Village Treasurer. Paper copies with signatures will be maintained by the Village Clerk as part of the official Village records. Oversight is monitored by the Village Administrator.

All Grant documents are to be executed by the Village President or his designee. Copies of executed documents shall be forwarded electronically to the Village Administrator and the Village Treasurer. The Village Clerk shall retain the original documents as part of the official Village records.

The Village Treasurer will prepare and file the Data Collection Form and Reporting Package to the Federal Audit Clearinghouse no more than 30 days after the Village's auditors submit their reports to the Village Board.

### **Village Correspondence**

All Village correspondence is to be written on official Village Letterhead. Letterhead should indicate the Village official place of business as *One Village Circle, Willow Springs, IL. 60480*

### **Equitable Sharing Agreement and Certification Reports**

The Annual Equitable Sharing Agreement and Certification Reports will be prepared collaboratively by the Police Chief and the Village Treasurer. Once the annual report is reconciled with the Village's general ledger for the Equitable Sharing Fund, the report will be submitted through the appropriate federal website. The Equitable Sharing Agreement and Certification Report and the reconciliation will be submitted to the Village's independent auditors as part of its annual financial and compliance audit.

**Alan P Nowaczyk**  
Village President

**Adena Baskovich**  
Village Clerk

**William P. Murray**  
Village Administrator



ONE VILLAGE CIRCLE, WILLOW SPRINGS, ILLINOIS 60480-1665  
(708) 467-3700 • FAX (708) 467-3710

Trustees:  
**George Bartik**  
**Annette Kaptur**  
**Mario Imbarrato**  
**Kevin J. Maloney**  
**Kathryn Stanphill**  
**Jerry Strazzante**

Policy Sign-Off Form

Policy: Police Equitable Sharing Program

I have received and reviewed the Willow Springs Policies and Procedures for the Police Equitable Sharing Program.

William Murray, Village Administrator

07.09.2015

Date

Adena Baskovich, Village Clerk

07.09.2015

Date



## **Department of Police**

VILLAGE OF WILLOW SPRINGS - COOK COUNTY, ILLINOIS  
8255 S. WILLOW SPRINGS RD, WILLOW SPRINGS, ILLINOIS 60480

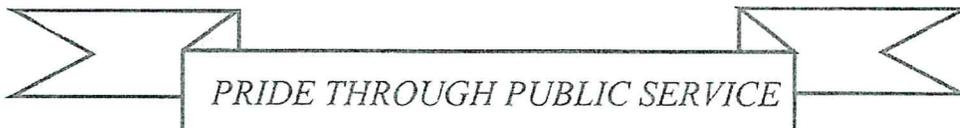
Non-Emergency Number (708) 839-2732  
Fax Number (708) 839-3024

August 8, 2015

The undersigned have received and reviewed the **Village of Willow Springs Policies and Procedures For Equitable Sharing Program.**

Peter Kokkinis  
Chief of Police

John Murray  
Director of Public Safety



# United States Department of Justice

## Asset Forfeiture and Money Laundering Section

certifies that

**Arlette Frye**

Lansing Police Department

has completed a three hour training in

**Equitable Sharing for Financial Support Staff**

Chicago, Illinois  
March 4, 2014



Alice W. Dery  
Deputy Chief, Policy and Training  
U.S. Department of Justice  
Asset Forfeiture and Money  
Laundering Section