

Phone Type \_\_\_\_\_ Phone # \_\_\_\_\_  
Private Info

Attire:

**OTHER PEOPLE AND ENTITES**

Entity Type: OTHER THAN LISTED  
Name: \_\_\_\_\_ Private Info  
Alias: \_\_\_\_\_  
Sex: \_\_\_\_\_ Race: \_\_\_\_\_ Personal Privacy  
Height: \_\_\_\_\_ Perso Weight: \_\_\_\_\_ Person  
SSN #: \_\_\_\_\_  
Employer / School: \_\_\_\_\_ Personal Privacy  
Address Type \_\_\_\_\_ Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_  
Private Info

Phone Type \_\_\_\_\_ Phone # \_\_\_\_\_  
Private Info

Attire:

**OTHER PEOPLE AND ENTITES**

Entity Type: OTHER THAN LISTED  
Name: \_\_\_\_\_ Private Info  
Alias: \_\_\_\_\_  
Sex: \_\_\_\_\_ Personal Race: \_\_\_\_\_  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_  
SSN #: \_\_\_\_\_  
Employer / School: \_\_\_\_\_ Personal Privacy  
Address Type \_\_\_\_\_ Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_  
241 CANTERBURY LN BOLINGBROOK, IL 60440

Phone Type \_\_\_\_\_ Phone # \_\_\_\_\_

Attire:

**OTHER PEOPLE AND ENTITES**

Entity Type: OTHER THAN LISTED  
Name: \_\_\_\_\_ Private Info  
Alias: \_\_\_\_\_  
Sex: \_\_\_\_\_ Personal Race: \_\_\_\_\_ Person  
Height: \_\_\_\_\_ Person Weight: \_\_\_\_\_  
SSN #: \_\_\_\_\_  
Employer / School: \_\_\_\_\_ Personal Privacy  
Address Type \_\_\_\_\_ Address \_\_\_\_\_ City / State / Zip \_\_\_\_\_  
Private Info

Phone Type \_\_\_\_\_ Phone # \_\_\_\_\_  
Private Info

Attire:

**NARRATIVE**

In summary, on Monday 01/15/19 at approximately 0845 hours, I responded to the Bolingbrook Police Department (BPD) for a follow-up report. Present in a second floor BPD training room were the following: Bolingbrook Police personnel Sergeant Gallas #1154, Detective Draskler #931, Officer Cassidy #1122 and Officer Swendsen #1198 and \_\_\_\_\_ Personal Privacy  
Private Info and \_\_\_\_\_ Personal Privacy Private Info

Private Info related that he had concerns about how \_\_\_\_\_ Personal Privacy Private Info and \_\_\_\_\_ Personal Privacy

Personal Private Info used government computers while in their official capacities.

I was advised that on 12/27/2018 (BPD Incident #18-51620), Private reported that emails were allegedly deleted from a Dupage Township email account. On the date of this report, Private related the following in summation and not verbatim: that on 03/27/18, Private was unexpectedly terminated during a board meeting. On 04/06/18, he received a text message from Private, indicating that a vendor was awaiting payment for accounting services rendered. Private responded that he would not authorize the payment. Private related that he was under the impression that Private was going to offer her professional services for these specific accounting related matters. Private related that he was unaware that two vendors, Private and Private had been hired to conduct a Quickbook Pro accounting services. Private alleges that these two vendors are step-daughters of Private Info. Private related that he is unable to verify that Priv and Priv actually provided the accounting services that they were paid for.

Private related that payments to vendors are approved during board meetings and due to the monetary amounts being low and because there was not a company name associated with the above vendors, payment was approved at the time without question. Private related there is a stamp with his signature that is used to authorize checks and that he suspects Priv used this stamp on the above payments. Private related that during past practices, Priv would advise Private of when the stamp would be used and for the above referenced payments to Private and Private, he was not advised.

Private related that Private alleged that approximately \$80,000.00 was stolen \$300,000.00 was unaccounted for or misappropriated in Dupage Township accounts. Private Info then requested a forensic audit of the Township's financial records on 04/24/18 and the Dupage Township Board approved the forensic auditing firm on 05/22/18. The forensic audit was completed on 08/20/18 and the findings were presented to the Dupage Township Board at the 08/22/18 meeting. Through the forensic audit, it was discovered the amount discrepancy was due to a clerical error.

Private requested Private Info to access emails between Private and Priv due to inconsistent statements regarding financial issues and job functions. On 08/23/18, a Freedom of Information Act (FOIA) request was served to Dupage Township requesting all emails between Private Info and Private Info from 01/01/17 and the date of the request. During the fulfillment of this FOIA, it was discovered that emails from Private Info and Private Info Township email accounts had allegedly been deleted.

Private related that Dupage Township switched Information Technology firms from Ateki to OutSource after the 08/23/18 FOIA request. OutSource submitted a trouble ticket to Microsoft to recover deleted emails. Private alleged that OutSource recovered 89 deleted emails from Private Info and nine deleted emails from Private Info. These emails were placed back into Microsoft Outlook and Private alleges that the emails were deleted again at a later time. On the date of this report, Private submitted copies of emails that were recovered from Township accounts. These emails were uploaded to P1 labeled "Deleted Emails."

Private also alleged that Private Info had a document on her Township computer containing a spreadsheet of financial donations made to Private Info political campaign. It is believed the information contained in this spreadsheet was obtained while Private was present at one of Private political campaign fundraisers.

The following documents were uploaded to P1 and submitted into evidence by Ofc. Cassidy #1122:

Item 001: Deleted Emails, FOIA from 08/23/18, Miscellaneous Emails, Private Info Statement and Attachments, Payroll Check and Time Sheet.

This report has been turned over to BPD Investigations; nothing further at this time.

# Redaction Log

Total Number of Redactions in Document: 106

## Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
1	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	9
2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	17
2	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	25
3	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	3
3	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	47

## Redaction Log

### Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1(9) 2(25) 3(3)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(5) 2(17) 3(47)



375 W Briarcliff Rd  
Bolingbrook, IL 60440  
(630) 226-8600

Approved By: \_\_\_\_\_

Approved On: \_\_\_\_\_

**INCIDENT SUMMARY**

**Subject:** Quasi-Criminal Investigation  
**Occurred On:** Friday 4/6/2018 12:00:00 AM  
**Occurred Address:** 241 CANTERBURY LN , BOLINGBROOK, IL 60440

**Reported On:** 12/27/2018 3:02:59 PM  
**Or Between:** Tuesday 1/15/2019 3:02:30 PM  
**Location Name:** DUPAGE TOWNSHIP OFFICE

**Report Type:** Civil Report  
**Disposition:** PROSECUTION DECLINED (EXCEPTIONAL CLEARANCE)  
**Reporting Officer:** Hilbruner, Joseph 1129  
**Assisted By:**  
Draksler, Donald 931

**Beat:** B205

**Juvenile Report:** N - No

OFFENSE	HATE BIAS	COMPLETED
9100 - INVESTIGATION QUASI-CRIMINAL		No

**VICTIM**

**Victim Type:** Government  
**Victim Of:** 9100 - INVESTIGATION QUASI-CRIMINAL  
**Name / Entity Name:** DUPAGE TOWNSHIP  
**Individual Information**

**LEADS #:**

<b>Alias:</b>	<b>Race:</b>	<b>DOB:</b>	<b>Age:</b>
<b>Sex:</b>	<b>Weight:</b>	<b>Hair:</b>	<b>Eye:</b>
<b>Height:</b>		<b>DLN #:</b>	<b>DLN State:</b>
<b>SSN #:</b>		<b>Occupation / Grade:</b>	
<b>Employer / School:</b>	<b>Address</b>	<b>City / State / Zip</b>	
<b>Address Type</b>	241 CANTERBURY LN	BOLINGBROOK, IL 60440	
<b>Phone Type</b>	<b>Phone #</b>		
B - Business	(630) 759-1317		

**Attire:**

**Injuries / Weapons**

Offense	Injury	Injury Weapon
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**Offender Relationships**

Offender	Relationship	Offense
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**OTHER PEOPLE AND ENTITIES**

**Entity Type:** EMPLOYEE

**LEADS #:**

<b>Name:</b> Private Info			
<b>Alias:</b>			
<b>Sex:</b> Personal	<b>Race:</b> Personal	<b>DOB:</b> Private Info	<b>Age:</b> Personal
<b>Height:</b> Person	<b>Weight:</b> Pers	<b>Hair:</b>	<b>Eye:</b> Privacy
<b>SSN #:</b>		<b>DLN #:</b> Private Info	<b>DLN State:</b> Private
<b>Employer / School:</b> Personal Privacy		<b>Occupation / Grade:</b> Personal Privacy	
<b>Address Type</b>	<b>Address</b>	<b>City / State / Zip</b>	

Private Info

Phone Type

Phone #

Private Info

Attire:

**OTHER PEOPLE AND ENTITIES**

Entity Type: OTHER THAN LISTED

Name: Private Info

LEADS #:

Alias: Private Info

Sex: Personal

Race: Personal Privacy

DOB: Private Info

Age: Personal

Height: Person

Weight: Perso

Hair: Personal

Eye: Privacy

SSN #:

DLN #: Private Info

DLN State: Private

Employer / School: Personal Privacy

Occupation / Grade: Personal Privacy

Address Type: Address

City / State / Zip

Private Info

Phone Type

Phone #

Private Info

Attire:

**OTHER PEOPLE AND ENTITIES**

Entity Type: OTHER THAN LISTED

Name: Private Info

LEADS #:

Alias:

Sex: Personal

Race:

DOB:

Age:

Height:

Weight:

Hair:

Eye:

SSN #:

DLN #:

DLN State:

Employer / School: Personal Privacy

Occupation / Grade: Personal Privacy

Address Type: Address

City / State / Zip

241 CANTERBURY LN

BOLINGBROOK, IL 60440

Phone Type

Phone #

Attire:

**OTHER PEOPLE AND ENTITIES**

Entity Type: OTHER THAN LISTED

Name: Private Info

LEADS #:

Alias:

Sex: Personal

Race: Personal

DOB: Private Info

Age: Personal

Height: Perso

Weight: Perso

Hair: Person

Eye: Privacy

SSN #:

DLN #: Private Info

DLN State: Private

Employer / School: Personal Privacy

Occupation / Grade: Perso

Address Type: Address

City / State / Zip

Private Info

Phone Type

Phone #

Private Info

Attire:

**NARRATIVE**

Supplemental Report  
See Crime Report 19-211

In Summary:

On 11/06/19, the Reporting Detective (R/D) was assigned the follow-up investigation, in reference to a report of a quasi-criminal

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investigation. Upon completion of the R/D's investigation, the case was presented the case to Will County Assistant State Attorney (ASA) Casson and later turned over to ASA Long. Soon thereafter, the R/D, was later advised by ASA Long, that the case is not criminal in nature and that no compliant status will be filed by his office. Based on the declination of complaints by the Will County States Attorney's office and the inability to locate a criminal offense, the R/D considers the investigation into this matter to be closed.

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Case Closed  
Code 08

Reporting Officer

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Approved By

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## Redaction Log

Total Number of Redactions in Document: 46

### Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
1	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	8
2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	15
2	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	19

## Redaction Log

### Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1(8) 2(19)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(4) 2(15)





William M. Mayer,  
Supervisor

REQUEST FOR INFORMATION  
(UNDER THE FREEDOM OF INFORMATION ACT)

DATE: 8/23/18

INDIVIDUAL(S) MAKING REQUEST:

Private Info

MAILING ADDRESS:

Private Info

HOME PHONE:

Private Info

WORK PHONE:

SIGNATURE:

Personal Privacy

Please describe the public records you are requesting. In order to expedite the search, please be specific.

ALL EMAILS FROM Private Info TO Private Info  
FROM JANUARY 1, 2017 TO CURRENT DATE.  
ALL EMAILS FROM Private Info TO Private Info  
FROM JANUARY 1, 2017 TO CURRENT DATE.

Please indicate if you wish to review materials or require copies.

COPY ☒ INSPECT ☐

The DuPage Township will respond to this request within five (5) working days.

FOR OFFICE USE ONLY

Date Response Due: 8/29 Date Response Given: \_\_\_\_\_ By: \_\_\_\_\_

Response (if denied, state reason): \_\_\_\_\_

Records Available: ☐ Yes ☐ No Shown by: \_\_\_\_\_ Date: \_\_\_\_\_

Copies Made: ☐ Yes ☐ No How Many: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

## Redaction Log

Total Number of Redactions in Document: 8

### Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
1	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1



## Redaction Log

### Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1(1)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(7)



DUPAGE TOWNSHIP

74946

74946 INVOICE NUMBER	DATE	ITEM NUM.	DESCRIPTION	ITEM AMOUNT
011618	01/16/18	11530/	TRAINING	\$454.80

ACCT# 12/11/18 - 12/22/18

01/16/18

\$454.80

FOUR HUNDRED FIFTY-FOUR DOLLARS AND 80/100\*\*\*\*\*

Private Info

@

✓

VOID CRYSTALINE

USE WITH 84508 EMMG COPY

Dalme Corporation 1-800-328-0904 or [www.dalme.com/shop](http://www.dalme.com/shop)

PRINTED IN U.S.A.

19-00211:002

11/25/2019  
T8PD36CE

Desc: (0001) Copies of payroll

# Biweekly Timesheet

Employee: Private Info

Weeks of: Mon. 12/11 - Fri. 12/22

Hourly Wage: \$30/hr

Supervisor: Attn: Dupage Township

Overtime Wage: \_\_\_\_\_

Week 1

	Start Time	End Time	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday	5:30PM	6:45PM	7:00PM	8:00PM		2.25
Friday	6:00PM	10:00PM			4	4
Saturday						
Sunday						

Week 2

	Start Time	End Time	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday	6:00 PM	9:00 PM				3
Friday	12:30 PM	5:45 PM				5.91
Saturday						
Sunday						

Total Regular Hrs:	15.16
Total Overtime Hrs:	
Total Pay:	\$454.80

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

All work consisted of setting up Quickbooks file, setting up chart of accounts and setting up budgets for all accounts.

74946

## PAGE TOWNSHIP

74946 INVOICE NUMBER	DATE	ITEM NUM.	DESCRIPTION Private Info	ITEM AMOUNT
011618	01/16/18	11530/	TRAINING	\$454.80

ACCT# 12/11/18 - 12/22/18

74946

**DUPAGE TOWNSHIP**  
241 CANTERBURY LANE 630-759-1817  
BOLINGBROOK, IL 60440-2831

**First Midwest Bank**  
www.firstmidwest.com  
70-160/719



01/16/18 DATE

\$454.80

AMOUNT

FOUR HUNDRED FIFTY-FOUR DOLLARS AND 80/100

HE  
ER

Private Info



Personal Privacy

AUTHORIZED SIGNATURE

Private Info

74946

## PAGE TOWNSHIP

74946 INVOICE NUMBER	DATE	ITEM NUM.	DESCRIPTION Private Info	ITEM AMOUNT
011618	01/16/18	11530/	TRAINING	\$454.80

ACCT# 12/11/18 - 12/22/18

01/16/18

\$454.80

FOUR HUNDRED FIFTY-FOUR DOLLARS AND 80/100

Private Info

\_\_\_\_\_

## Form W-9 (Rev. 11-2017)

# Biweekly Timesheet

Employee: Private Info

Weeks of: Mon. 12/11 - Fri. 12/22

Hourly Wage: \$30/hr

Supervisor: Attn: Dupage Township

Overtime Wage: \_\_\_\_\_

Week 1

	Start Time	End Time	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday	5:30PM	6:45PM	7:00PM	8:00PM		2.25
Friday	6:00PM	10:00PM			4	4
Saturday						
Sunday						

Week 2

	Start Time	End Time	Regular Hours	Overtime Hours	Vacation/Sick Hours	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday	6:00 PM	9:00 PM				3
Friday	12:30 PM	5:45 PM				5.91
Saturday						
Sunday						

Total Regular Hrs:	15.18
Total Overtime Hrs:	
Total Pay:	\$454.80


  
 Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

All work consisted of setting up Quickbooks file, setting up chart of accounts and setting up budgets for all accounts.

11530

Employee	Date	Hours worked	Description
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Private Info

Private Info	2/15/2018		1 Township
	2/16/2018		1 Township
	2/20/2018		1 Township
	2/21/2018		1 Township
Total			4

Private Info	2/23/2018		4 Township
	2/28/2018		6 Township
	3/1/2018		6 Township
	3/2/2018		4 Township

TOTAL			20
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Private Info

**From:** BBA Bolingbrook Admin <[bbadmin@benfordbrown.com](mailto:bbadmin@benfordbrown.com)>  
**Sent:** Friday, March 9, 2018 1:00 PM  
**To:** Private Info Private Info  
**Subject:** Timesheet  
**Attachments:** Dupage Township hours.xlsx

Good afternoon,

my timesheet is attached.

Best Regards,

Private Info

BB&A  
Benford Brown & Associates  
343 N. Schmidt Rd.  
Bolingbrook, IL 60440  
Ph: 630-679-9424  
Fax: 630-679-9432  
Email: [bbadmin@benfordbrown.com](mailto:bbadmin@benfordbrown.com)  
Website: [www.benfordbrown.com](http://www.benfordbrown.com)

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Private Info</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=S corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ Exemptions to general and simplified backup rules (if any) _____
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
or								
Employer identification number								

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person **Personal Privacy**

Date **2/21/2017**

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

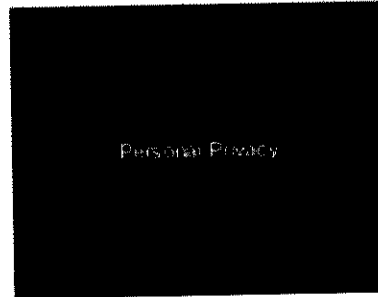
- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

Employee	Date	Hours worked	Description
Private Info	2/15/2018	1	Township
	2/16/2018	1	Township
	2/20/2018	1	Township
	2/21/2018	1	Township
Total		4	
Private Info	2/23/2018	4	Township
	2/28/2018	6	Township
	3/1/2018	6	Township
	3/2/2018	4	Township
TOTAL		20	



Private Info

**From:**

Private Info

Private Info

**Sent:**

Thursday, March 8, 2018 2:07 PM


**To:**

Private Info

**Subject:**

Private Info Rate

Private Info rate is \$25/hour. Please email her when the check is ready and she is come and pick it up.

Employee	Date	Hours worked	Description
 Private Info	2/15/2018		1 Township
	2/16/2018		1 Township
	2/20/2018		1 Township
	2/21/2018		1 Township
Total			4

DUPAGE TOWNSHIP

75431

75431 INVOICE NUMBER	DATE	ITEM NUM.	DESCRIPTION Private Info	ITEM AMOUNT
030918	03/09/18	11530/	QUICKBOOKS ASSISTANCE	\$500.00

ACCT #

**DUPAGE TOWNSHIP**  
241 CANTERBURY LANE 630-758-1917  
BOLINGBROOK, IL 60440-2834

**First Midwest Bank**  
www.firstmidwest.com  
70-160/719



75431

03/09/18 DATE \$500.00 AMOUNT

FIVE HUNDRED DOLLARS AND 00/100

AY  
3 THE  
RDER  
F

Private Info



Personal Privacy

AUTHORIZED SIGNATURE

Private Info

DUPAGE TOWNSHIP

75431

75431 INVOICE NUMBER	DATE	ITEM NUM.	DESCRIPTION Private Info	ITEM AMOUNT
030918	03/09/18	11530/	QUICKBOOKS ASSISTANCE	\$500.00

ACCT #

03/09/18 \$500.00

FIVE HUNDRED DOLLARS AND 00/100

Private Info

DUPAGE TOWNSHIP

75550

Private Info

03/22/18

CHECK TOTAL - \$ 600.00

INVOICE  
NUMBER  
031618

INVOICE  
DATE  
03/16/18

ITEM  
NUM  
01

DESCRIPTION  
QUICKBOOKS TRAINING

ITEM  
AMOUNT  
600.00  
600.00 \*

INVOICE TOTAL



PRODUCT 955-M-02

USE WITH #1500 ENVELOPE

Dalzell Corporation 1-800-328-0904 or [www.dalzell.com/shop](http://www.dalzell.com/shop)

PRINTED IN U.S.A.

Employee	Date	Hours worked	Description
----------	------	--------------	-------------

Private Info

3/5/2017	3 Township
3/6/2017	2 Township
3/7/2017	4 Township
3/8/2017	4 Township
3/9/2017	1

Personal Privacy

Private Info

3/12/2017	1 Township
3/13/2017	4 Township
3/14/2017	2 Township
3/15/2017	2 Township
3/16/2017	1 Township

TOTAL

24

Preliminary Drafts

Preliminary Drafts



75550

## DUPAGE TOWNSHIP

Private Info

03/22/18

CHECK TOTAL - \$ 600.00

INVOICE NUMBER	INVOICE DATE	ITEM NUM	DESCRIPTION	ITEM AMOUNT
031618	03/16/18	01	QUICKBOOKS TRAINING	600.00
INVOICE TOTAL				600.00

75550

**DUPAGE TOWNSHIP**  
241 CANTERBURY LANE 630-759-1317  
BOLINGBROOK, IL 60440-2834

**First Midwest Bank**  
www.firstmidwest.com  
70-160/719



03/22/18 DATE \$600.00 AMOUNT

SIX HUNDRED DOLLARS AND 00 CENTS

PAY  
TO THE  
ORDER  
OF

Private Info

AUTHORIZED SIGNATURE

Private Info

## DUPAGE TOWNSHIP

75550

Private Info

03/22/18

CHECK TOTAL - \$ 600.00

INVOICE NUMBER	INVOICE DATE	ITEM NUM	DESCRIPTION	ITEM AMOUNT
031618	03/16/18	01	QUICKBOOKS TRAINING	600.00
INVOICE TOTAL				600.00

ACCT# 12/1/18 - 12/31/18		74946	
<b>DUPAGE TOWNSHIP</b> 241 CARRINGTON LANE AND 750 1ST ST BOLINGBROOK, IL 60440-2834		<b>First Midwest Bank</b> www.firstmidwest.com 70-160/718	
01/18/18		\$454.80	
FOUR HUNDRED FIFTY-FOUR DOLLARS AND 80/100			
PAY TO THE ORDER OF	Private Info	Personal Privacy	
Private Info			
		Private Info	

ACCT #		75431	
<b>DUPAGE TOWNSHIP</b> 241 CAMDENBURG LANE #30700-1317 B'V. HEDGECOCK, IL 60140-1317		<b>First Midwest Bank</b> www.firstmidwest.com 708-660-7719	
FIVE HUNDRED DOLLARS AND 00/100		03/09/18	1500.00
PAY TO THE ORDER OF	Private Info	Personal Privacy	
Private Info			

Private Info	Seq: 31 Batch: 095995 Date: 03/12/18	PERSONAL PRIVACY
--------------	--	------------------



## Redaction Log

Total Number of Redactions in Document: 62

### Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
3	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
3	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
4	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
4	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
5	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
5	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
6	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3

## Redaction Log

Page	Reason	Description	Occurrences
7	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
8	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
8	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
9	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
9	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
10	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
11	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
12	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
12	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
13	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1

## Redaction Log

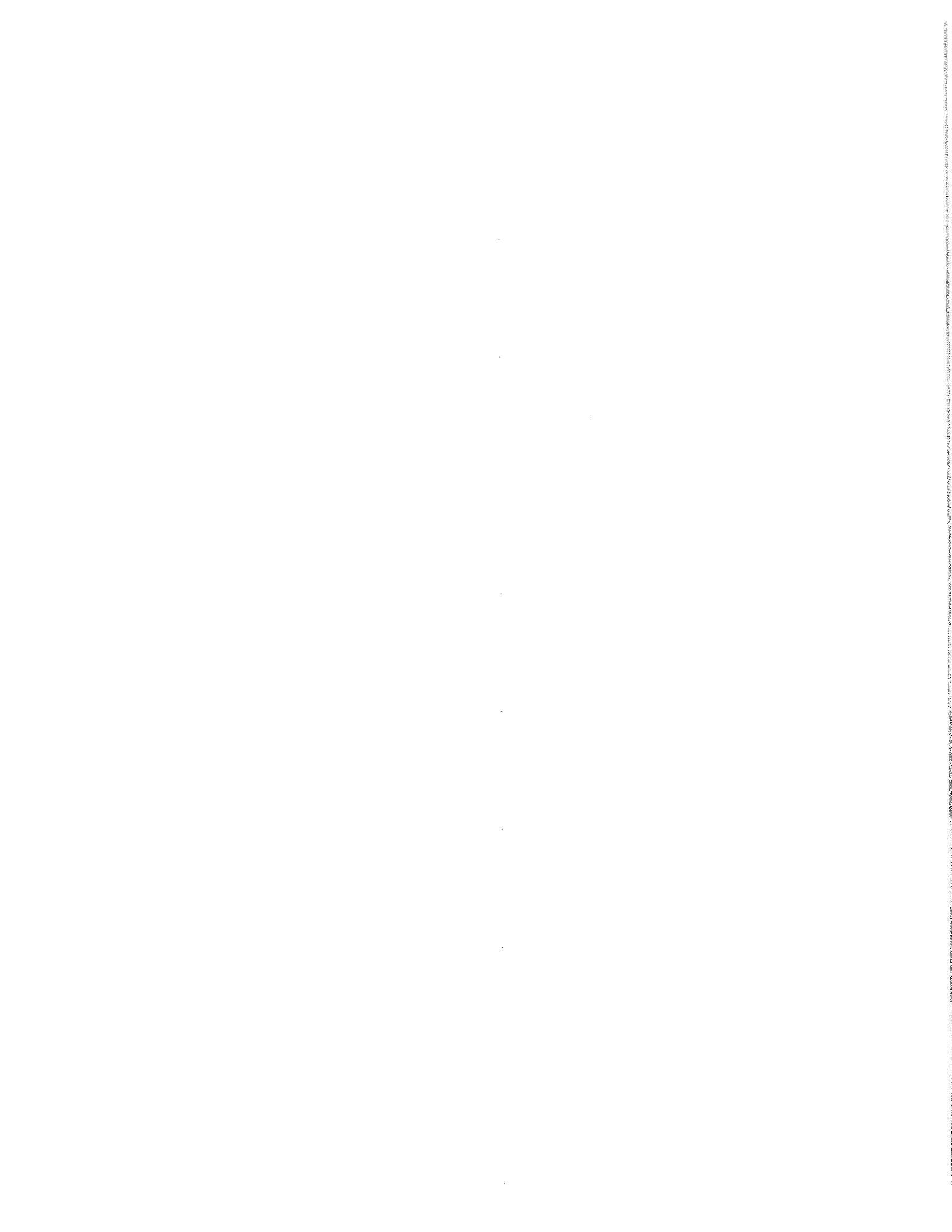
Page	Reason	Description	Occurrences
13	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
14	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
14	Preliminary Drafts	Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated. 5 ILCS 140/7(1)(f)	2
14	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
15	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
16	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
16	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
17	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	2
17	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
18	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	2
18	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2

# Redaction Log

## Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	3(1) 4(1) 5(1) 8(1) 9(1) 12(1) 13(1) 14(1) 16(1) 17(2) 18(2)
Preliminary Drafts	Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated. 5 ILCS 140/7(1)(f)	14(2)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(2) 2(1) 3(5) 4(1) 5(1) 6(3) 7(4) 8(1) 9(2) 10(6) 11(1) 12(5) 13(1) 14(2) 15(4) 16(3) 17(3) 18(2)





CONFIDENTIAL

## **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements of DuPage Township as of and for the year ended March 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the Township's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all deficiencies, significant deficiencies or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements of the Township's financial statements on a timely basis. A deficiency in design exists when a control necessary to meet a control objective is missing or an existing control is not properly designed so that, even if the control operates as designed, a control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We observed the following matters that we consider to be material weaknesses and significant deficiencies.

### **Material Weakness**

#### **Accounting Software/Financial Reporting**

The software program used to perform the accounting functions of the Township was acquired several years ago. Since that time, the Township has experienced significant changes in accounting requirements. The current system is unable to provide modified accrual basis financial information for governmental activities of the Township. As a result, the year-end audit process includes the preparation of numerous accounting entries to prepare financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP). These entries are developed by the auditors.

As a result, the Township cannot provide periodic GAAP basis financial reports to management or members of the Board of Trustees.

Accounting software trends have produced more sophisticated tools to perform complex accounting functions that would better meet the needs of the Township and increase productivity with respect to financial transactions.

The Township should undergo a review of the existing accounting system and analyze the financial reporting needs of the Township. This evaluation should focus on insuring that the Township's financial systems maximize the productivity of its finance staff, provide reliable and timely modified accrual basis financial information, and meet additional financial reporting needs of management and the Board of Trustees.

*Management Response:* We agree software program is antiquated and lack the ability to maximize the productivity of the financial staff. We are acquiring QuickBooks Pro which we understand is well known and should increase the ability for transactions to be transferred by the auditors. We are seeking professional training for both staff members who will be using the program. It is our hope to be able to have this fully functional by the end of the current fiscal year.



1901 S Meyers Road, Suite 500  
Oakbrook Terrace, IL 60181-5209  
630.282.9500 Fax: 630.282.9495

BKD Tax ID#: 44-0160260

INVOICE

DuPage Township  
241 Canterbury Lane  
Bolingbrook IL 60440

AMOUNT ENCLOSED

\$

Date: 05/26/17

Page: 1

Client#: 1150949 - Invoice#: BK00754776

**Please return top portion with payment**

Client#: 1150949 - Invoice#: BK00754776

Accounting services and consultation connected with the reconciliation of the  
Town Fund for April, 2017

875.00

Invoice Total

\$ 875.00

Personal Privacy

Invoices are due upon receipt and assessed finance charges after 32  
days past due date unless detailed in engagement letter.

***Thank you for your business!***

BKD, LLP • 1901 S Meyers Road, Suite 500 • Oakbrook Terrace, IL 60181-5209  
Phone 630.282.9500 • Fax 630.282.9495



1901 S Meyers Road, Suite 500  
Oakbrook Terrace, IL 60181-5209  
630.282.9500 Fax: 630.282.9495

BKD Tax ID#: 44-0160260

# INVOICE

DuPage Township  
241 Canterbury Lane  
Bolingbrook IL 60440

Personal Privacy

## AMOUNT ENCLOSED

\$

Date: 06/12/17

Page: 1

Client#: 1150949 - Invoice#: BK00760406

Please return top portion with payment

Client#: 1150949 - Invoice#: BK00760406

Bank reconciliation assistance - 43 hours @ \$175/hr

7,525.00

Discounted for concerns over prior year templates

(3,525.00)

Invoice Total

\$ 4,000.00

Personal Privacy

DUPAGE TOWNSHIP

73103

BKD, LLP  
CHECK TOTAL - \$ 4,000.00

06/26/17

INVOICE NUMBER	INVOICE DATE	ITEM NUM	DESCRIPTION	ITEM AMOUNT
0760406	06/12/17	01	PROFESSIONAL SERVICE	4,000.00
INVOICE TOTAL				4,000.00 *

Private Info

**Subject:** DuPage Township - QuickBooks Implementation Discussion  
**Location:** Skype Meeting  
**Start:** Thu 11/9/2017 12:00 PM  
**End:** Thu 11/9/2017 1:00 PM  
**Recurrence:** (none)  
**Meeting Status:** Accepted  
**Organizer:** Private Info

### → Join Skype Meeting

Trouble Joining? [Try Skype Web App](#)

#### Join by phone

[417-831-7379 Springfield, MO \(US Region\)](#) [English \(United States\)](#)

[855-255-7041 Toll Free \(US Region\)](#) [English \(United States\)](#)

[Find a local number](#)

Conference ID: 6410149

[Forgot your dial-in PIN?](#) [Help](#)

\*\*\*\*\* BKD, LLP Internet Email Confidentiality Footer \*\*\*\*\*

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Any tax advice contained in the body of this email was not intended or written to be used, and cannot be used, by the recipient for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code or applicable state or local tax law provisions.

These discussions and conclusions are based on the facts as stated and existing authorities as of the date of this email. Our advice could change as a result of changes in the applicable laws and regulations. We are under no obligation to update this information if such changes occur. Our advice is based on your unique facts and circumstances as you communicated them to us and should not be used or relied on by anyone else.



< spam

From:

Private Info

To:

Private Info

Hide



**Fwd: QuickBooks - Professional Development Course 5**

September 20, 2017 at 4:36 PM

Found in DuPage Township Sent...

FYI ..

Sent from my iPhone

Begin forwarded message:

From: [toi@toi.org](mailto:toi@toi.org)

Date: September 20, 2017 at 4:10:26 PM CDT

To:

Private Info

**Subject: QuickBooks - Professional Development Course 5**



Quick books

Cancel

Private Info 11/9/17  
Accepted: DuPage Township - QuickBoo...  
Attachment: winmail.dat

Private Info 10/26/17  
Quick books  
Hey Private Info Where are we at with Quick  
books training? Regards, Private Info

Private Info 10/19/17  
RE: AFR Upload  
Awesome!!!! Where are we at with Quick  
books training?? Regards, Private Info  
From: Private Info

Private Info 9/20/17  
Fwd: QuickBooks - Professional Develop...  
FYI .. Sent from my iPhone Begin  
forwarded message: From: toi@toi.org  
Date: September 20, 2017 at 4:10:26 PM...

Edit

< spam



From:

[Redacted] Private Info



To:

[Redacted] Private Info

Hide

**RE: AFR Upload**

October 19, 2017 at 11:42 AM

Found in DuPage Township Sent...

**Awesome!!!!**

**Where are we at with Quick books training??**

**Regards,**

[Redacted] Private Info



Message

From: [REDACTED] Private Info  
Sent: 11/15/2017 3:43:02 PM  
To: [REDACTED] Private Info  
Subject: FW: Message from "RNP002673DD0907"  
Attachments: 20171115154056837.pdf

This is what BDK gave me....

Regards,

[REDACTED] Private Info

-----Original Message-----

From: scanner@dupagetownship.com [mailto:scanner@dupagetownship.com]  
Sent: Wednesday, November 15, 2017 2:41 PM  
To: [REDACTED] Private Info  
Subject: Message from "RNP002673DD0907"

This E-mail was sent from "RNP002673DD0907" (MP C4504).

Scan Date: 11.15.2017 15:40:56 (-0500)  
Queries to: scanner@dupagetownship.com



## 2018 Order Form

Your clients can purchase Intuit QuickBooks 2018 products at reduced prices. Please note, Intuit will discontinue version 2015 in May 2018

Referring Accounting Firm: \_\_\_\_\_ Referring Firm CAN: \_\_\_\_\_

Referring Accountant & Email: \_\_\_\_\_

### CLIENT INFO:

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Address (No P.O. Boxes): \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

### FOR YOUR CLIENTS:

#### QuickBooks Online Subscriptions

Note: Accountant Wholesale discount of 50% in perpetuity; Client Direct Pay discount is applied for the first 12 months.

	List Price	Client Direct Pay	Accountant Wholesale	Total Price
<input type="checkbox"/> QuickBooks Online Essentials	\$ 35/mo.	\$ 25/mo.	\$ 17/mo.	\$ _____
<input type="checkbox"/> QuickBooks Online Plus	\$ 50/mo.	\$ 35/mo.	\$ 25/mo.	\$ _____
<input type="checkbox"/> QuickBooks Online Plus with Payroll	\$ 60/mo.	\$ 45/mo.	\$ 45/mo.	\$ _____
<input type="checkbox"/> QuickBooks Online Plus with Full Service Payroll	\$ 149/mo.	\$ 75/mo.	\$ 75/mo.	\$ _____

#### QuickBooks Desktop Licenses

	List Price	Quantity	Accountant Wholesale	Total Price
<input type="checkbox"/> Pro - 1 User	\$ 199.95	_____	\$ 199.99	\$ _____
<input type="checkbox"/> Pro - 2 User	\$ 349.95	_____	\$ 349.99	\$ _____
<input type="checkbox"/> Pro - 3 User	\$ 799.95	_____	\$ 499.99	\$ _____

<input type="checkbox"/> QuickBooks for Mac - 1 User	\$ 199.95	_____	\$ 199.99	\$ _____
<input type="checkbox"/> QuickBooks for Mac - 2 User	\$ 349.95	_____	\$ 349.99	\$ _____
<input type="checkbox"/> QuickBooks for Mac - 3 User	\$ 799.95	_____	\$ 499.99	\$ _____

<input type="checkbox"/> Premier - 1 User	\$ 499.95	_____	\$ 349.99	\$ _____
<input type="checkbox"/> Premier - 2 User	\$ 849.95	_____	\$ 549.99	\$ _____
<input type="checkbox"/> Premier - 3 User	\$ 1,249.95	_____	\$ 829.99	\$ _____
<input type="checkbox"/> Premier - 4 User	\$ 1,599.95	_____	\$ 1,039.99	\$ _____
<input type="checkbox"/> Premier - 5 User	\$ 1,949.95	_____	\$ 1,249.99	\$ _____

<input type="checkbox"/> Basic Payroll - Annually + \$2.00/employee/month - EIN _____	\$ 250.00	_____	\$ 250.00	\$ _____
<input type="checkbox"/> Enhanced Payroll - Annually + \$2.00/employee/month - EIN _____	\$ 390.00	_____	\$ 390.00	\$ _____
<input type="checkbox"/> Full Service Payroll - Monthly + \$2.00/employee/month - EIN _____	\$ 95.00	_____	\$ 95.00	\$ _____

### FOR YOUR FIRM:

<input type="checkbox"/> Accountant's Edition - Email or call for quantity specific discounts ProAdvisor	\$ 349.99	\$ _____
<input type="checkbox"/> Deluxe - Accountant's Edition & Cloud	\$ 349.99	\$ _____
<input type="checkbox"/> ProAdvisor Premier - Cloud, Accountant's, Enterprise, PDS, Mac Editions		

Please indicate the count of individual persons who will need to use QuickBooks Accountant version -> \_\_\_\_\_  
Note: Version Protection, Accountant Copy File Transfer, and Client Collaborator Tool Subscriptions run for 1 year, and software does not expire.

### Choose a payment method below:

Grand Total (Applicable Sales Tax will be added) \$ \_\_\_\_\_

Firm Credit Card ☐ Client credit card ☐

Credit Card Number \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security code: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

☐ EFT (n/a for QuickBooks Online)

Name on Account \_\_\_\_\_ Account Number \_\_\_\_\_ Routing Number \_\_\_\_\_

Pricing questions & completed order forms should be emailed to: [AccountantOrders@intuit.com](mailto:AccountantOrders@intuit.com)  
For quotes on Merchant Services or Point of Sale, please email [AccountantOrders@intuit.com](mailto:AccountantOrders@intuit.com)  
For questions on desktop migration to QuickBooks Online contact: [Natasha\\_Gorman@intuit.com](mailto:Natasha_Gorman@intuit.com)

From: [Redacted] Private Info  
Sent: Thursday, January 11, 2018 9:19 AM  
To: [Redacted] Private Info  
Subject: FW: Access to Laptop  
Importance: High

[Redacted] Private Info

Can you send me a copy of the Comcast bill for the Township building? I need to call Comcast and confirm that we have a Static IP package loaded and I will need the account number on the most recent bill to talk to Comcast's Customer Support.

Respectfully,

[Redacted] Private Info

---

From: [Redacted] Private Info  
Date: Wednesday, January 10, 2018 at 8:17 PM  
To: [Redacted] Private Info  
Cc: [Redacted] Private Info  
Subject: Access to Laptop

[Redacted] Private Info

Please let me know when the remote access is re-established. We will need this before we can process with the data entry.



Benford Brown & Associates

CPA Firm  
Bright People  
Bright Ideas  
Amazing Results

[Redacted] Private Info

Benford Brown & Associates, LLC  
343 North Schmale Road | Bolingbrook, Illinois 60440  
(630) 679-9434 (office)  
(630) 679-9432 (fax)  
[www.benfordbrown.com](http://www.benfordbrown.com)

To send me information securely, please visit [www.benfordbrown.sharefile.com](http://www.benfordbrown.sharefile.com)

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Message

From: [REDACTED] Private Info  
Sent: 1/11/2018 11:57:17 AM  
To: [REDACTED] Private Info  
Subject: RE: Access to Laptop

yes

Regards.

[REDACTED] Private Info

**Award Winning**

**William M. Mayer - Supervisor**

**IS WORKING FOR YOU!**

**RIGHT NOW!**

[www.dupagetownship.com](http://www.dupagetownship.com)

**ADMINISTRATIVE OFFICES**  
241 Canterbury Lane | Bolingbrook, IL 60440-3834  
tel: (630) 759-1317 | fax: (630) 759-3412

**FOOD PANTRY**  
719 Parkwood Ave. | Romeoville, IL 60446  
tel: 815-886-7986 | fax: 815-886-6700

From: [REDACTED] Private Info  
Sent: Thursday, January 11, 2018 9:38 AM  
To: [REDACTED] Private Info  
Cc: [REDACTED] Private Info  
Subject: Re: Access to Laptop  
Importance: High

Do I have your approval to add a Static IP package to your account? We need to add at least one IP so that we can configure your router for external access.

From: [REDACTED] Private Info  
Date: Thursday, January 11, 2018 at 10:32 AM  
To: [REDACTED] Private Info  
Subject: RE: Access to Laptop

[REDACTED] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

Message

From: [REDACTED] Private Info  
Sent: 12/26/2017 9:36:07 AM  
To: [REDACTED] Private Info  
Subject: Fwd: information needed for conversion

Sent from my iPhone

Begin forwarded message:

From: [REDACTED] Private Info  
Date: December 26, 2017 at 9:18:04 AM CST  
To: [REDACTED] Private Info  
Subject: RE: Information needed for conversion

What she is requesting this time around is extensive! Extremely extensive and not something I have solely in the computer. It will take some time to gather and send this information.

[REDACTED] Private Info

*241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412*

From: [REDACTED] Private Info  
Sent: Tuesday, December 26, 2017 9:04 AM  
To: [REDACTED] Private Info  
Cc: [REDACTED] Private Info  
Subject: Re: Information needed for conversion

[REDACTED] Private

I thought this project was done?

Sent from my iPhone

On Dec 24, 2017, at 6:07 PM, [REDACTED] Private Info wrote:

[REDACTED] Private

We need items 2 through 7 on the attached memo. You can load the items to Sharefile on our firm's website. I sent the access instructions in a separate email back in December. If you need any help access the secure portal, please give me a call.

<image001.jpg>

To send me information securely, please visit [www.benfordbrown.sharefile.com](http://www.benfordbrown.sharefile.com)



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From: [Redacted]  
Sent: Wednesday, December 13, 2017 4:44 PM  
To: [Redacted]  
Subject: Information needed for conversion

[Redacted]

Please review the attached letter and let me know if you have any questions.

<image004.jpg>

To send me information securely, please visit [www.benfordbrown.sharefile.com](http://www.benfordbrown.sharefile.com)

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<QuickBooks Transition Letter - DuPage Township.pdf>

Message

From: [REDACTED] Private Info.  
Sent: 12/26/2017 9:03:37 AM  
To: [REDACTED] Private Info.  
CC:  
Subject: Re: Information needed for conversion

[REDACTED] Private

I thought this project was done?

Sent from my iPhone

On Dec 24, 2017, at 6:07 PM, [REDACTED] Private Info. wrote:

[REDACTED] Private

We need items 2 through 7 on the attached memo. You can load the items to Sharefile on our firm's website. I sent the access instructions in a separate email back in December. If you need any help access the secure portal, please give me a call.

<image001.jpg>

To send me information securely, please visit [www.benfordbrown.sharefile.com](http://www.benfordbrown.sharefile.com)

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From: [REDACTED] Private Info.  
Sent: Wednesday, December 13, 2017 4:44 PM  
To: [REDACTED] Private Info.  
Subject: Information needed for conversion

[REDACTED] Private

Please review the attached letter and let me know if you have any questions.

<image004.jpg>

Message

From: [REDACTED] Private Info  
Sent: 12/26/2017 9:03:37 AM  
To: [REDACTED] Private Info  
CC:  
Subject: Re: Information needed for conversion

[REDACTED] Private Info

I thought this project was done?

Sent from my iPhone

On Dec 24, 2017, at 6:07 PM, [REDACTED] Private Info wrote:

[REDACTED] Private Info

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From: [REDACTED] Private Info  
Sent: Wednesday, December 13, 2017 4:44 PM  
To: [REDACTED] Private Info  
Subject: Information needed for conversion

[REDACTED] Private Info

Please review the attached letter and let me know if you have any questions.

<image004.jpg>

# Redaction Log

Total Number of Redactions in Document: 72

## Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Confidential Srce	The information requested, if released, would unavoidably disclose the identity of a confidential source, or persons who file complaints with or provide information to various law enforcement agencies. 5 ILCS 140/7(1)(d)(iv)	1
4	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
5	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	2
6	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
8	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
9	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8
10	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
11	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
13	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	9

# Redaction Log

Page	Reason	Description	Occurrences
14	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	9
15	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	11
16	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
17	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8
18	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8

## Redaction Log

### Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Confidential Src	The information requested, if released, would unavoidably disclose the identity of a confidential source, or persons who file complaints with or provide information to various law enforcement agencies. 5 ILCS 140/7(1)(d)(iv)	1(1)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	4(1) 5(2)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6(2) 8(3) 9(8) 10(3) 11(4) 13(9) 14(9) 15(11) 16(3) 17(8) 18(8)



Private Info

From: Private Info  
Sent: Friday, May 25, 2018 11:12 PM  
To: Private Info  
Subject: Clarification regarding emails

Private Info

Thank you for copying me on the email regarding why you discontinued your IT services with DuPage Township. I apologize for the negative experience you said you encountered while responding to our requests for your assistance. During our meeting on Tuesday, May 22, 2018, Private Info read a report to the board, that stated the following:

- 1) 5/1/18 – Private from Ateki sent an email stating that he was choosing to quote “walk away from assisting DuPage Township with any IT needs”. I don’t think portion of your email that was read, fully discussed to the public or the board why you choose to stop assisting the township. I will submit a copy of your email from 5/1/18 as a part of my trustee’s comments at our next board meeting.
- 2) 5/9/18 – The email system was not accessible for several employees. Private Info hired an IT firm to assist with getting the emails back up and complying with FOIA requests. With Ateki abruptly stopping services, a staff person had to personally assist with retrieving information to comply with a FOIA request. The staff person completed a search of Private Info emails looking for emails between Private and some of the trustees. The staff person stated the following in the written report:
  - a. There appears to be emails that have been deleted
  - b. There were no emails from October 21, 2017 until one email in January
  - c. There were no emails until February 22, 2018
  - d. The new IT company states that Private emails has large chunks of emails that are missing and it appears to have been done intentionally
- 3) 5/15/18 – After Comcast replaced the modem from the 251 building, the new IT person, a new dynamic public IP Address was assigned. Within an hour, the new IT person said the location could no longer reach the email websites. The IT company said for an unknown reason, our activity was being monitored and there was a trigger to block traffic from the 251 building.
- 4) 5/17/18 – Private Info received an email from Priv with Outsource Solutions (the new IT company). Private stated that comcast confirmed the email host was blocking the traffic. Comcast also recommended switching to a static IP address. Private was able to contact Private with Awebnow, who finally agreed to clear the block. 10:29 am – Priv sent an email recommending we switch to MS365. Shortly after this email, the email system was again not working. We could send emails but not retrieve. Private from Ateki explained that we had exceeded our data limit. Priv suggested we increase our data to 100 GB and pay monthly instead of yearly.

Please respond/confirm my questions and/or comments below:

- 1) I inquired about the township’s status regarding responding to FOIA’s. Private Info said we are having issues responding to a set of FOIA requests because of IT issues. When you terminated your services on May 1, 2018, were you aware of any IT issues we were having that prevented us from responding to the FOIA requests?
- 2) When you terminated your IT services on May 1, 2018, please explain what services you had completed in an effort to respond to the FOIA’s.

19-00211:004

Desc: [QD01] Misc e-mails : Q  
Bolingbrook Police Department

11/25/18  
TBDP386G1



- 3) When you terminated your IT services on May 1, 2018, approximately how much work did you still need to complete and what date would you have been able to provide us with responses to our outstanding FOIA requests.
- 4) After I received your email terminating your services, I called you for the next few days and spoke to you regarding staying on to complete the FOIA requests given their urgent nature. You agreed to continue to assist us as well. Were you contacted by anyone else from the Township regarding the FOIA request?
- 5) You informed me that our attorney contacted you after we spoke and instructed you to discontinue working on the FOIA requests until further notice. Do you recall what day you were contacted.
- 6) When was the next time anyone contacted you regarding IT services or information needed regarding DuPage Township.
- 7) During our meeting on April 24, 2018, [Private Info] and I both asked you questions regarding [Private] email account. You initially said that I contacted you the morning of March 28, 2018. I clarified that you had contacted me the morning of March 28, 2018 inquiring about [Private] termination and that I did not contact you. You stated you would change the password and I asked you to backup her emails. You backed up emails immediately upon hanging up the phone with me. I asked [Private Info] when he had reached out to you, to request you to disconnect [Private] access or change her password. He stated that he reached out to you later on that week. The week ended on Friday, March 30, 2018. Concerned that no one was responding to any emails being sent to [Private] old email account, on March 30, 2018, I sent you a text asking you to forward a copy of [Private] emails to [Private Info] .. The day after our April 24, 2018 board meeting, I reviewed the text messages between you and I. I found a text message from me to you on Sunday, April 1, 2018 at 5:24 pm where I asked you "Did [Pri] ever reach out to you and ask for [Private] new email password?" You stated "Nope, I have only discussed this subject with you, since my conversation with [Priv] that started everything". You texted me on Wednesday April 4, 2018 at 10:20 am and said "Just an FYI... [Priv] just called me and asked for me to setup forwards from his township emails.....". After I discovered that the statement [Priv] made at our meeting on April 24, 2018 was false, I called you and discussed the above text message exchange. You confirmed that you had not been contacted by [Private Info] or anyone at the township regarding [Private Info] system access. I then asked you when did [Private Info] contact you and request you disconnect [Private] access or change her password. You stated that [Private Info] had not contacted you after [Private] termination regarding her system access. On April 11, 2018, we had some issues regarding a report being deleted from our township webpage. Given that some people may have still been using the original password assigned to them and those passwords were the same, I recommended you consider changing everyone's passwords given the recent staff turnover. You said you had spoken with [Private Info] and he also suggested the same thing. On Friday, April 26, 2018, you forwarded me a copy of the attached email that you sent to [Private Info] on Friday, April 6, 2018. This email also contained the incorrect statement that I contacted you on March 28, 2018. You also stated that the only other request that you received during this time frame was from [Private Info] [Private] requesting forwarding of his email. [Private Info] never sent you an email correcting anything you said in your April 6, 2018 email to him. This email also proved that [Private Info] knew he was making a false statement at our April 24, 2018 meeting when responding to my question regarding him contacting you concerning disconnecting [Private Info] system access.
- 8) After you terminated services with DuPage Township, with the exception of me, when was your next contact by anyone concerning the township?
- 9) The township does not have a server. The township emails are stored on your server and you are the host. Please provide all details regarding requests to access and/or move our emails from your server.
- 10) If any of the statements made at our May 22, 2018 meeting are inaccurate, please respond with the correct information.
- 11) I shared with you a text message I received from [Private Info] stating "Why did you and [Private] from Ateki break protocol and share [Private] email info. " My response to [Priv] stated "I have no idea of what happened to [Private Info] emails or [Private Info] emails....good thing her emails were backed up before [Private] took away her access. So run tell that!!!!" How long have you provided IT services to DuPage Township? I understand you did not have a contract and did not provide any regular IT services (i.e. backup services, server support, etc.) to the township and you were only contacted on an as needed basis. Please tell me what township protocol you were aware of or informed about during the time you provided services. Also, please

confirm that prior to me asking you to change the email passwords for some of the trustees, we all had the same passwords even though you recommended to [Private Info] that it was not a good idea for trustees, employees, etc. to be assigned the same password.

- 12) Tonight I contacted you and informed you that [Private Info] reported on Tuesday that [Private Info] emails from October 2017 through January 2018 were deleted. Also I confirmed with you that you backed up [Private Info] emails per my request the day after she was terminated and prior to changing the password. Tonight, you checked your backup file and stated that [Private Info] inbox contains emails back to 8/8/17 at 8:53 a.m. You also stated that her sent items folder is extremely large and goes back to 4/6/11. Please let me know if there are emails in [Private Info] inbox and sent mail between October 2017 and February 2018. Do not send the backup of [Private Info] emails to me or anyone else. If you recall, the attorney instructed you to send the emails to her, so she could ensure any attorney privileged emails are only accessed by her. You stated you have an Outlook download of the IMAP emails that were in [Private Info] inbox. I will forward your response to these question to the attorney.
- 13) On April 1, 2018, I sent the following request via email: "Please recovery all of the deleted emails for [Private Info] [Private Info] that your system is able to recover. Please let me know when and how I can access the deleted emails." During a phone conversation after this request, you stated that you were running a program to recover any deleted emails. You never instructed me how to access the deleted emails. If you were able to recover emails deleted prior to [Private Info] termination, please let me know.

[Private Info]

DuPage Township Trustee

Private Info

From:  
Sent:  
To:  
Subject:

Private Info  
Monday, April 2, 2018 1:22 PM  
Private Info  
Re: Request for Computer Assistance



Okay. I have that open on my schedule for you.

Respectfully,

Private Info

684 W Boughton Rd Ste 104  
Bolingbrook, IL 60440-1793  
Tel: +1 (800) 392-8354

From: [REDACTED]  
Sent: Monday, April 2, 2018 12:43:35 PM  
To: Private Info  
Subject: RE: Request for Computer Assistance

I will call you after 2 pm, I have a few questions about the attachment.

From: Private Info  
Sent: Sunday, April 1, 2018 10:43 PM  
To: Private Info  
Subject: RE: Request for Computer Assistance  
Importance: High

I checked the available mail logs and I was able to compile a list of IP addresses that were used to logged-in to [REDACTED] and [REDACTED] Private Info. The list may be long, since you both may have these accounts loaded up on mobile devices that are constantly switching IP addresses as you move the device around during the day. I did not find any login results for [REDACTED] Private Info, since she may just check her e-mail at work, and I only saw a single authentication failure for [REDACTED] Private Info on March 7th:

```
/var/log/maillog-20180311:Mar 7 12:24:25 awebmw dovecot: pop3-login: Disconnected (auth failed, 1 attempts in 3  
secs): user=<[REDACTED] Private Info>, method=PLAIN, [REDACTED] Private Info  
session=<hdQWq9ZmD/AlMeDN>
```

I've attached two text files which contain all the IP addresses I could see accessing the accounts over email. These can be viewed in a text editor of your choice.

If you have any additional questions, please feel free to reach out to me.

From: [REDACTED] Private Info  
Sent: Sunday, April 1, 2018 4:05 PM

**From:** [Redacted] Private Info  
**Date:** May 5, 2018 at 12:35:42 AM GMT+2  
**To:** [Redacted] Private Info  
**Subject:** [Redacted] Private Info Ateki Monthly Support Agreement

Here is a copy of our general agreement.

[Redacted] Private Info

tel: +1 (800) 392-8354  
A quick reply from my iPhone

Private Info

**From:**

Private Info

**Sent:**

Sunday, April 1, 2018 4:05 PM

**To:**

Private Info

**Subject:**

Request for Computer Assistance

Private Info

I have a few requests for you.

1. Please send me a report of all of the IP addresses that have accessed the email addresses for [redacted] and [redacted] Private Info
2. Please recovery all of the deleted emails for [redacted] Private Info that your system is able to recover. Please let me know when and how I can access the deleted emails.
3. The email passwords for [redacted] Private Info were changed today.

Private Info

DuPage Township Trustee



CPA Firm  
Bright People  
Brilliant Ideas  
Amazing Results

Benford Brown & Associates, LLC  
343 N. Schmidt Road  
Bolingbrook, IL 60440  
Tel: (630) 679-9424  
Fax: (630) 679-9432  
www.benfordbrown.com

December 13, 2017

I need the following items to begin the QuickBooks setup. I have setup a folder on ShareFile under **Private** name. She should receive an email notification. Please have her upload all the items listed below as PDF files. The payroll items and the year to date general ledger is the most urgent part so we can run a parallel payroll before year end.

- 1) Chart of Accounts
- 2) Year to date General Ledger
- 3) General Ledger for the last fiscal year
- 4) Copies of all bank statements for all bank accounts for the current fiscal year
- 5) For all employees, I need a copy of their employee record that includes (name, social security number, banking information for direct deposit, tax withholding information and other payroll deductions
- 6) Also for the employees, please provide me with a copy of their last paycheck stub.

If there are any question, please contact me at 630-679-9424

Sincerely,

  
Private Info

  
Private Info

Partner

Private Info

**From:**

Private Info

**Sent:**

Thursday, March 8, 2018 2:07 PM

**To:**

Private Info

**Subject:**

Rate

Private Info rate is \$25/hour. Please email her when the check is ready and she is come and pick it up.

Private Info

**From:**

Private Info

**Sent:**

Monday, April 9, 2018 3:46 PM

**To:**

Private Info

**Cc:**

**Subject:**

Audit report for year ending 3/31/17  
DuPage Township FY 17 AFR.pdf

**Attachments:**

Private Info

Please load this to our website. Also, I asked the auditor for the audit report for the period ending 3/31/15. As I stated in a previous email, we have the one for 3/31/14 and 3/31/16, but the one labeled 3/31/15 is not correct.

Thank you.

**From:**

Private Info

**Sent:** Monday, April 9, 2018 3:06 PM

**To:**

Private Info

**Subject:** RE: Management Letters

Private Info

Per your request, please see attached. Thanks.

Private Info

1901 S Meyers Road, Suite 500  
Oakbrook Terrace, IL 60181  
630.282.9500 Ext.23561  
630.282.9522 Direct

**BKD**

Everyone needs a trusted advisor.  
Who's yours?

CPAs & Advisors

SIGN UP FOR BKD THOUGHTWARE®

**From:**

Private Info

**Sent:** Saturday, April 07, 2018 1:55 PM

**To:**

Private Info

**Subject:** RE: Management Letters

Private

Can you also please email me a copy of our last audit report for period ending March 31, 2017. I noticed that it is not available on our township website. Thank you.



Bolingbrook, IL 60440-1793  
Tel: +1 (800) 392-8354

Private Info

**From:**

Private Info

**Sent:**

Saturday, April 7, 2018 2:34 PM

**To:**

Private Info

**Subject:**

Audit Reports

Private Info

The audit reports that are on the website are for year ending 3/31/2016 and 3/31/2014. The one for 2015 is a duplicate of the one for 2014. Can you please fix the link to display the audit report for the period ending 3/31/2015 for the year 2014-2015.

Also, I do not see our most recent audit for the period ending 3/31/17. I have asked the auditors for this report so you can display it online.

Private Info

# Redaction Log

Total Number of Redactions in Document: 117

## Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	19
2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	33
3	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13
4	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	15
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## Redaction Log

Page	Reason	Description	Occurrences
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## Redaction Log

### Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(19) 2(33) 3(13) 4(15) 5(4) 6(9) 7(3) 8(5) 9(11) 11(5)



Mac & Cheese Sponsor Letter

Date: 03/06/2017 [02:02:43 PM CST]

From:

Private Info

To:

Subject: FR: Mac & Cheese Sponsor Letter

Is this sufficient?



CPA Firm  
Eight People  
Full-time  
Accounting Results

Benford Brown & Associates, LLC  
343 North Schmale Road | Springfield, Illinois 60440  
(630) 679-9434 (office)  
(630) 679-9432 (fax)  
www.benfordbrown.com

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From:

Private Info

Sent: Friday, March 03, 2017 9:38 AM

To:

Private Info

Cc:

Subject: Re: Mac & Cheese Sponsor Letter

Here is the flyer that we have used to promote it. What else do you need?

Private Info

20 N. Wacker  
Suite 2027  
Chicago, IL 60606

11/25/2015  
TBD36CK  
19-00211:005  
Recovered emails  
Desc: [0001] Recovered emails

V: Mac & Cheese Sponsor Letter

Private Info

**Offering Factoring & ABL Lines of Credit from \$0 - \$15 Million.**

On Fri, Mar 3, 2017 at 9:24 AM, Private Info wrote:

Can one of you please send me an email about the Mac&Cheese fundraiser. The township needs an email for the request for sponsorship.

Sent from my iPhone



Date: 04/13/2017 [05:27:31 PM CDT]  
 From: [Redacted] Private Info  
 To: [Redacted] Private Info  
 [Redacted] Private Info  
 Subject: Change of Address for The HEART Organization

Private Info

My office will be assisting with the business operations as the board transitions. Please change the mailing address for any future payments to my office address. Also, if there are any outstanding checks that have not cleared, please issue a stop payment and reissue.

One of the board members, [Redacted] Private Info will be the contact for the HEART Organization during the transition. His phone number is [Redacted] Private Info if you have any questions.



CPA Firm  
 Eight People  
 Billard Mann  
 Accounting Results

[Redacted] Private Info  
 Benford Brown & Associates, LLC  
 243 North Schmitt Road | Springfield, Illinois 62740  
 (630) 679-9424 (office)  
 (630) 679-4432 (fax)  
 www.benfordbrown.com

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Date: 06/22/2017 (03:39:46 PM CDT)  
 From: [Redacted]  
 To: [Redacted] Private Info  
 Subject: FW: Check for Rotary fundraiser on Friday

Did this check go in the mail??

Re: [Redacted]

Private Info

**Award Winning**

**William M. Mayer - Supervisor**

**WORKING FOR YOU!**

**RIGHT NOW!**

[www.dupagetownship.com](http://www.dupagetownship.com)

**ADMINISTRATIVE OFFICES**  
 241 Canterbury Lane | Bolingbrook, IL 60440-2834  
 tel: (630) 759-1317 | fax: (630) 759-3412

**FOOD PANTRY**  
 719 Parkwood Ave. | Romeoville, IL 60446  
 tel: 815-886-7986 | fax: 815-886-6700

From: [Redacted]  
 Sent: Thursday, June 22, 2017 9:41 AM  
 To: [Redacted] Private Info  
 Cc: [Redacted]  
 Subject: FW: Check for Rotary fundraiser on Friday

Please respond to [Redacted] email below:



CPA Firm  
 Budget Practice  
 Budget Service  
 Accounting Practice

Private Info

Benford Brown & Associates, LLC  
 242 North School Road | Bolingbrook, Illinois 60440  
 (630) 479-4324 (office)  
 (630) 479-4332 (fax)  
[www.benfordbrown.com](http://www.benfordbrown.com)

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From: [Redacted]  
 Sent: Thursday, June 22, 2017 7:13 AM  
 To: [Redacted]  
 Subject: Check for Rotary fundraiser on Friday

Can I pick up the DuPage Township check to take with me on Friday to the Rotary/Slammer event. Where should I go for this?

Private Info

Date: 12/13/2017 (04:47:58 PM CST)

From: [redacted] Private Info

To: [redacted] Private Info

Subject: \*\*\*SPAM\*\*\* [redacted] Private Info has shared the folder 'DuPage Township' with you.

<https://benfordbrown.sharefile.com/styles/images/e6b32897-a011-4799-9cc5-8b8d5868f637.jpg>

[redacted] Private Info

has shared the folder DuPage Township with you.

Note From [redacted] Private Info

I've added you to a folder

To access this folder, you must first activate your account and set your personal password.

<https://benfordbrown.sharefile.com/f/fo6d3b2f-f7df-41d2-8975-65fa09995734?a=840ba85e36633cc3>Click here to activate your account and view this folder<https://benfordbrown.sharefile.com/f/fo6d3b2f-f7df-41d2-8975-65fa09995734?a=840ba85e36633cc3>ShareFile is a tool for sending, receiving, and organizing your businessfiles online. It can be used as a password-protected area for sharinginformation with clients and partners, and it's an easy way to send filesthat are too large to e-mail.Trouble with the above link? You can copy and paste the following URL intoyour web

brower:https://benfordbrown.sharefile.com/f/fo6d3b2f-f7df-41d2-8975-65fa09995734?a=840ba85e36633cc3

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<http://email.sf-notifications.com/wf/open?upn=PCcUuy5U1Bnmh7QK49CHUOh006wf0Ef0z8q3I6Pck6kl04IPRGx-2BMR0IIDvhFmuLuVTCbUJQ7MqfyNxqP2Mj-2FR4j6kxDI4QiorDXoly6TismvVJa18MOuF7Q7ALVil0iqfGRAg1BYGX4WkQn-2Bk-2FE1CySeh08FvdwPwU-2F1hihl7f3U9nanaRaXkqC1QlvGFh1r0sv5Bo9AVg30J4-2B1Y-2Bt2-2BEqPkS0cS3xkOYdplyfGeGohYBqRVD0wNoF09fTntS1IUVFwTB1n5dQEGTEuNSsexgineBggcXoYgg41XzfxRl-2FotbAgGTaOnS0h0Cvt61>

Date: 12/28/2017 (09:31:27 PM CST)  
From: [REDACTED] Private Info  
To: [REDACTED] Private Info  
Cc: [REDACTED]  
Subject: General Ledger and Bank Activity

Private

I hope you are feeling better.

I had a chance to review the General Ledger report that you printed and the bank statements. Attached please find an additional request regarding the general ledger.

Also, let me know when you load the payroll information.

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Date: 12/27/2017 [09:46:26 AM CST]  
 From: [REDACTED] Private Info  
 To: [REDACTED] Private Info  
 Subject: RE: Information needed for conversion

I will give you a call.



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Benford Brown & Associates, LLC  
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 (830) 679-9432 (fax)  
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From: [REDACTED] Private Info  
 Sent: Tuesday, December 26, 2017 9:39 AM  
 To: [REDACTED] Private Info

Subject: RE: Information needed for conversion

Private

I will be completing the last payroll for 2017 today. Do you want the items in number 7 for the payroll I am doing today or from the payroll from 12/15/17. We do payroll on a Semi-monthly basis. Most employees are on the semi-monthly schedule. Some employees (Elected Officials, Senior Program teachers and one employee in the assessor department) are paid on a monthly basis. Please also note that there is not one payroll General Ledger line item, they are broken down by department and then salary within that department. We wish to keep it that way. Also note, in the General Ledger line item 15544 which is senior program teachers, some teachers are on the payroll and are paid through that line item even though the account type is an expense and classed as contractual services. Whereas other program teachers are paid through that same line item are paid like

vendors and do not go through the payroll system. Please feel free to call if need further clarification.

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1817  
Fax: 630-759-8412

From:

Private Info

Sent: Sunday, December 24, 2017 6:08 PM

To:

Private Info

Cc:

Subject: RE: Information needed for conversion

Private

We need items 2 through 7 on the attached memo. You can load the items to Sharefile on our firm's website. I sent the access instructions in a separate email back in December. If you need any help access the secure portal, please give me a call.



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Sent: Tuesday, December 26, 2017 10:03 AM

To:

Subject: RE: Information needed for conversion

Please clarify what your definition of 2) Year to date General Ledger. Are you requesting the general ledger activity for every general ledger line item? I can print out a General Ledger for each line item, which would be the activity for the year, but it would be a separate report for each line item, Revenues, Expenses and liability accounts. There is not one general ledger for all activity. Please clarify if you in fact want the general ledger report for each line item. This would be quite a long report.

I can print out a general ledger for revenue, expenses and liability accounts. The liability accounts are holding accounts that get closed out at the end of the fiscal year. These are holding accounts for Senior Trips. The reason for this is so internally we can clearly see what Senior Trips we are losing money on and which we made money

on. The Senior Trips are not geared to either lose nor make money. We are trying to have the trips to simply pay for themselves. This is a fine line. Consequently, we created the liability accounts to determine exactly how close to even each trip ends. Any liability account that the trip has not been completed as of the end of the fiscal year is kept as a liability account carried over into the next fiscal year.

There is one more big liability account 21404, which is in the Banquet Fund. This is a holding account for deposits made for banquet rentals. All deposit made toward an event in Banquets are placed in the holding account since they should not be considered revenue until the event is closed. We can't consider the funds on deposit as revenue because they can and are refunded at any time if the client cancels an event. Once the event is completed it is closed out and funds are reclassified from the 21404-liability account into the appropriate revenue account. Being the nature of Banquets, deposits for event dates can be placed held for two years. Especially for the summer months where clients are putting deposits down for weddings.

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

---



Date: 01/10/2018 [06:03:42 PM CST]

From:

Private Info

To:

Private Info

Subject: Status of Transition

I have attached an update. Please let me know if you have any questions.



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[www.benfordbrown.com](http://www.benfordbrown.com)

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Benford Brown & Associates, LLC  
343 N. Schmidt Road  
Bolingbrook, IL 60440  
Tel: (630) 679-9434  
Fax: (630) 679-9432  
www.benfordbrown.com

January 10, 2018

- 1) Payroll Update – We will continue to move forward with entering the payroll so we can begin to run some parallel payroll cycles.
- 2) Accounting Update – It took us 2 hours yesterday to go over the April 2017 Bank statement for the disbursement account and obtain supporting documentation. I want to make sure move forward as quickly as possible, so I will pull together exactly what is needed for each bank account from April through December. I will have someone on site at your location to make the specific copies of the supporting documentation needed in order to get the data entered into QuickBooks. She can also print all reports needed as well. [Private] will just need to upload the items to Sharefile. This person is just there to copy, she will not be entering data so there is no need for [Private] to have to explain the process again. I now understand the process and I will teach it to the person that is entering the data.
- 3) Software Installation – I will work with [Private] to get the QuickBooks Software installed on [Private] and [Private] computer. [Private Info] person is coming to pick up the laptop from my office and it will be set up over there going forward. This will allow [Private] and [Private] access during the transition.
- 4) Training – I will train [Private] and [Private] separately. I will coordinate training with both of them when we are ready to move forward.

If there are any question, please contact me at [Private Info]

Sincerely,

[Redacted Signature]

Partner

Date: 01/16/2018 [12:25:44 PM CST]

From: [REDACTED]

To: [REDACTED]

Subject: RE: Biweekly-Timesheet

Ok thanks and [REDACTED] can bring the check when she comes to pick up the binders.



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Private

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From: [REDACTED]

Private Info

/Sent: Tuesday, January 16, 2018 12:06 PM

To: [REDACTED]

Private Info

Subject: RE: Biweekly-Timesheet

Would you like to pick up the check, have it dropped by your office or mail it?

Also, while setting up for our payroll in Quick Books we are Semi-monthly not biweekly for most employees. We have 24 pay periods in a year, with the exception of Trustees, Collector, Program Teachers and one employee in the Assessor's office they have 12 pay periods in a year. Compared to Semi-weekly where there can be 25 or 26 pay periods depending on the year.

Private Info

the 15<sup>th</sup> or last day fall on a Sunday the Township employee manual states that their payday would then be the Friday before. So, if Sunday was the 15<sup>th</sup>, and I am required to have their pay to them the Friday before that means they would need to receive it on the 13<sup>th</sup>. The bank requires two full business days for the process consequently I would need to process the payroll on the 11<sup>th</sup> of the month.

The pay is to [Private] and not BBA with no withholds, correct?

[Private Info]

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From:

[Private Info]

Sent: Wednesday, January 10, 2018 7:35 PM

To:

[Private Info]

Subject: FW: Biweekly-Timesheet

Timesheet for [Private] for period ending 12/22/17. I will send another one soon.

Please let me know when the check is ready. If you are able to direct deposit her pay, please let me know.

If you need anything else in order to pay her, please let me know that as well. I uploaded the Form W9 to Sharefile because it contains personal information.



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[Private Info]

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# Biweekly Timesheet

Employee: Private Info

Weeks of: Mon. 12/11 - Fri. 12/22

Hourly Wage: \$30/hr

Supervisor: Attn: Dupage Township

Overtime Wage: \_\_\_\_\_

Week 1

5:30PM	6:45PM	7:00PM	8:00PM		
6:00PM	10:00PM			4	

Week 2

6:00 PM	9:00 PM				
12:30 PM	5:45 PM				

Total Regular Pay	115.43
Total Overtime Pay	
Total Pay	115.43

Personal Privacy

Date

Supervisor Signature

Date

11530

All work consisted of setting up Quickbooks file, setting up chart of accounts and setting up budgets for all accounts.

Date: 01/17/2018 [12:27:01 PM CST]  
From: [REDACTED] Private Info  
To: [REDACTED] Private Info  
Subject: RE: Biweekly-Timesheet

[REDACTED] is not an employee of BBA, she is a consultant for the conversion. She turns in her timesheets every two weeks when she is working on the project. A check is fine whenever you do the next payroll for vendor payments.



Benford Brown &amp; Associates

CPA Firm

Eight People

Bellingham, WA

Accounting Services

Private Info  
Benford Brown & Associates, LLC  
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(430) 679-9432 (fax)  
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From: [REDACTED] Private Info  
Sent: Thursday, January 11, 2018 10:39 AM  
To: [REDACTED] Private Info  
Subject: RE: Biweekly-Timesheet

I am guessing that Benford Brown and Associates has payroll on a semiweekly schedule. The township does not.

Also, all banks require two full business days for an ach transaction to go through. I can see by my own personal account that the funds arrive the next day after I do the direct deposits but there have been a few occurrences where others have not. This has been contributed to a certain bank having website updates or issues. It is my guess that the banks do this as a precaution. I am required to process payroll in a manner that the employees receive their pay on the actual pay day. The pay days are the 15th of the month and the last day of the month. If

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info  
Sent: Wednesday, January 10, 2018 7:35 PM  
To: [Redacted] Private Info

Subject: FW: Biweekly-Timesheet

Timesheet for [Redacted] Private Info for period ending 12/22/17. I will send another one soon.

Please let me know when the check is ready. If you are able to direct deposit her pay, please let me know.

If you need anything else in order to pay her, please let me know that as well. I uploaded the Form W9 to Sharefile because it contains personal information.



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Private

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243 North Schmidt Road | Bollingbrook, Illinois 60440  
(630) 679-9424 (office)  
(630) 679-9422 (fax)  
[www.sanfordbrown.com](http://www.sanfordbrown.com)

There is no Unemployment to be submitted for elected officials because if they stop doing their job it is because they resigned or lost the election. That is not grounds for Unemployment. Just like an employee who is hired as seasonal. The employment is mutually agreed that the time they are employed is temporary. Once their job is fulfilled and they are no longer actively employed by us, there are no grounds for receiving unemployment because it was mutually agreed upon that the job was temporary.



There are no funds withheld from employees for unemployment. Unemployment is only paid by the employer.

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: Private Info

Sent: Sunday, January 21, 2018 5:46 PM

To: Private Info

Cc: Private Info

Subject: Additional questions

Private

I have a few more follow up payroll questions:

1. For all deductions other than taxes, how often are they paid and what date do you normally pay them (i.e. IMRF, health insurance, etc.). I also need the names of the vendors and the accounts numbers.
2. You noted that trustees are not subject to state unemployment taxes. I am not familiar with the state employment laws. What IDES rule exempts unemployment taxes for trustees.



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Private Info

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www.benfordbrown.com

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Date: 01/22/2018 [04:15:56 PM CST]  
 From: [REDACTED] Private Info  
 To: [REDACTED]  
 Cc: [REDACTED] Private Info  
 Subject: RE: Dupage Payroll Setup

Private

I tried to call you in the office, it went to voicemail. I can not finish setting up the payroll until you give me specifically what I am asking for in one email. I provided you with a sample below if you want to set it up in an excel file, with only five columns with the information below. I must have the following for EACH payroll in January and February of 2018.

1. The payroll cycle (semi-monthly or monthly)
2. The beginning date of the pay period
3. The ending date of the pay period
4. The check date
5. Employee type

In your response below you gave me the ending date of the pay period no other dates, I am missing everything else. In the previous email, you only gave me the dates for the first pay period.

If you have any questions, please give me a call.



Benford Brown & Associates

CPA Firm

Major People

Business Ideas

Accounting Services

Private Info

Benford Brown & Associates, LLC  
 361 North Schmale Road | Bolingbrook, Illinois 60440  
 (630) 679-9424 (office)  
 (630) 679-9432 (fax)  
[www.benfordbrown.com](http://www.benfordbrown.com)

To send me information securely, please visit [www.benfordbrown.sharefile.com](http://www.benfordbrown.sharefile.com)

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From: [REDACTED] Private Info  
 Sent: Monday, January 22, 2018 9:32 AM  
 To: [REDACTED] Private Info  
 Subject: RE: Dupage Payroll Setup

The second payroll includes all that were in the first payroll and include the monthly employees listed above. There is not a separate payroll run for the semi-monthly and the monthly. They are simply added in.

Payroll Type	Period Start Date	Period End Date	Check Date	Employee Type
<b>Semi-monthly</b>				
	01/01/18	01/15/18	1/10/18	All Employees
<b>except</b>				Collector
				Trustees
				Senior
Program Teachers				Assessor
Department				

Payroll Type	period Start Date	Period End Date	Check Date
Employee			
Semi-monthly			
Monthly	1/16/18	1/31/18	1/28/18
Semi-monthly plus			
Monthly; Collector			
		Trustees	
Program Teachers			

Private info

**241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-8412**

From: [REDACTED] Private Info:

Sent: Sunday, January 21, 2018 6:08 PM

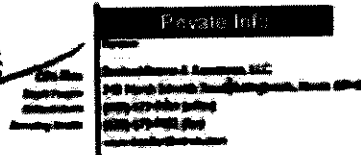
To: [REDACTED]

Cc: [REDACTED]

**Subject: Re: Dupage Payroll Setup**

Discussion

**Pro:** is trying to setup payroll and we still don't have answers to the questions below. My first question asks for all of the different pay types (i.e. semi-monthly, monthly), pay dates and check dates. You sent me an excel spreadsheet that showed only semi monthly pay information for one payroll. It also only lists the first payroll of the year. Please review the questions below again and provide me with one combined list that has all of the information requested below.



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On Jan 17, 2018, at 4:30 PM [Private Info] wrote:

All copies are made and I also did an excel spread sheet for information. Do you want the employees listed in alphabetical order?

[Private Info]

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1817  
Fax: 630-759-8412

From: [Private Info]  
Sent: Wednesday, January 17, 2018 1:26 PM  
To: [Private Info]  
Cc: [Private Info]  
Subject: RE: Dupage Payroll Setup

[Private Info]

I still can't setup payroll with the information provided. I am trying to mirror the 2018 payroll runs thus far, so I need exact dates, amounts and formula.

1. Please list only the following information: Payroll type (i.e., bi-weekly, semi-monthly, monthly), period start date, period end date, check date. I only need those items for each payroll type. I only need this for any checks with Jan 2018 and Feb 2018 check date. And I need to know which employees are on which payroll cycle. For example

Payroll Type	Period Start Date	Period End Date	Check Date
Employee Type			
Bi-weekly	12/16/17	12/29/17	1/5/18
All Full time employees			

2. For the different pension code, please give me the withholding formula. (For example, pension code 1, pension code 2, etc.) I need the formula for each pension code.
3. If there are any other formulas needed please send me those (i.e. health insurance, life insurance, etc.). If it is a flat amount, I will use the amount on the paystub.
4. I need a copy of all of the employee's paystubs for all of the 2018 payroll runs, meaning if their check has a 2018 check date, I need a copy of all of their pay stubs.
5. For 2018, what is the max wage amount subject to state unemployment.

Please let me know if you are able to get this for me by the end of the day.

<image001.jpg>

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From: [REDACTED] Private Info

Sent: Friday, January 05, 2018 10:47 AM

To: [REDACTED] Private Info

Cc: Private

Subject: RE: Dupage Payroll Setup

I see I was inconsistent on the listing for full time and part time basically if they are salary they are considered full time and get 24 pay periods per year

With the exception of trustees and collector, senior program teachers, and [REDACTED] Private Info from the Assessor department they are full time having 12 (monthly) pay periods per year. ALL HOURLY ARE AS NEEDED AND DO NOT HAVE A REGULAR AMOUNT OF HOURS. I updated that document with the payroll information and attached.

Please answer all of the following questions regarding employee payroll:

1. What is the period ending date and the check date for every type of payroll?

I can't state an exact date for each payroll. There are two pay periods in a month.

The pay periods are the 1<sup>st</sup> of the month through the 15<sup>th</sup> of the month. The second pay period is the 16<sup>th</sup> through the last day of the month.

Per banking regulations, the payroll must be processed two business days prior to the date of the pay period end. The banks require two business days to process the direct deposits. Obviously this process date changes with each month. If the 15<sup>th</sup> falls on a Sunday then the prior Friday, which would be Friday the 13<sup>th</sup>, becomes the pay day. To fulfill the banks requirements, I would then process two days prior to the 13<sup>th</sup> resulting in the processing date to become Wednesday the 11<sup>th</sup>. Other than those types of situations occur, the 15<sup>th</sup> would then be processed on the 13<sup>th</sup>, yet employees are paid through the 15<sup>th</sup>. Those employees that are on salary that does not matter, but those employees that are paid hourly estimate those final two days with what would be their expected scheduled work hours. If their schedule does not occur as planned there is an adjustment made on the next pay period. That happens rarely. The same process works for the last day of the month. Of course the last day of the month could occur on many different days since month either end at day 28, 30 or 31. At the beginning of each calendar I make up a schedule of days that time sheets are do. On that same schedule I include the days the invoices are due in order to comply with statute and post the payable dollars on the Friday prior to a Tuesday Board meeting when payables are approved. I have attached the schedule for the 2018 calendar year. As you can see the very first payroll for 2018, had to accommodate the MLK Day on Monday the 15<sup>th</sup> which is a holiday for the township as well as the Banks. Sorry that I can't just give you a date, it's just not that simple. Please also note, most employees are paid twice a month yet, Trustees, Collector, Program Teachers and one from the Assessor's office are paid monthly. So it is a Semi-monthly run on the first payroll and a Semi-monthly and Monthly run on the last payroll of the month.

2. What is the routing and account number for the bank account used to pay employees?

All checks are run through the Disbursing account NO Checks are run through the different Fund Accounts. I make an internal bank transfer from the Fund Accounts to the disbursing to cover the payables charged to each fund. Disbursing account Bank routing Acct #

2(a). How frequently do you run payroll? Twice a month

2(b). What is the average amount of your payroll for all employees per pay period? Avg. 66,000.00

2(c). How much does your highest paid employee earn per pay period?

Up until the last pay period that would be Private Info at \$85,000.00 per year salary. Starting 1/1/18 Assessor Private Info salary will increase to \$90,000.00 per year salary.

3. Is the marital status the same as the filing status on each W-4? Yes, every W-4 is on file and that is the way withholding occur. Marital, exemptions and additional withholdings as per the employee's request.

4. What are the account numbers for the IL Dept. of Revenue & IL Dept of Employment Services? The IDOR is the Private Info the IDES is Private Info

5. What is the current company unemployment rate? Unemployment Rate for 2017 is 2.65 with the Max taxable wage being 12,960. The rate for 2018 changes to 2.725 Also please NOTE: as of 9/11/17 the employers payments to IDES must be made through Illinois Department of Revenue "MY TAX ILLINOIS"

6. Is any employee part-time? We have many part time hourly employees. That is listed on the sheet I gave you that breaks down the way each employee is paid. There are more part time employees than full time employees. It might be easier to list the Full time ones.

FULL TIME  
NAME LAST

NAME FIRST

NOTES

PART TIME  
NAME LAST

NAME FIRST

Private Info

Private life

Figure 10.12

also get time and 1/2 OT

## Figure 1

**摘要**

**241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1817  
Fax: 630-759-3412**

**From:** [REDACTED] Private Info  
**Sent:** Thursday, January 4, 2018 6:54 PM  
**To:** [REDACTED]  
**Cc:** [REDACTED] Private Info  
**Subject:** Fwd: Dupage Payroll Setup

## Further info

We need the information below in order to finish setting up the employees on payroll. Please respond to the emails below.

<image002.jpg>

**From:** [REDACTED] Private Info

**To:** [REDACTED] Private Info

**Subject: Payroll Details**

**Subject: Payroll Details**

Please load the payroll check stubs for the last payroll of January and the two payrolls in February to sharefile. Also, please load all future paystubs until the transition is complete.



Date: 03/15/2018 [12:44:25 PM CDT]

From: [REDACTED] Private Info

To: [REDACTED] Private Info

Cc:

Subject: RE: QuickBooks Transition

Private Info

✓ If the questions you wish to ask are as stated in the Subject line of this email regarding the QuickBooks Transition I will be happy to take your phone call and answer your questions. If the questions you wish to speak to me about are regarding a matter other than the QuickBooks transition I respectfully request that I have the attorney present.

Respectfully,

[REDACTED] Private Info

241 Canterbury Lane

Bolingbrook, IL 60440

Phone: 630-759-1317

Fax: 630-759-3412

✓ From: [REDACTED] Private Info

Sent: Thursday, March 15, 2018 12:37 PM

To: [REDACTED] Private Info

Cc:

Subject: QuickBooks Transition

Private Info

When we spoke yesterday, you told that you were informed that you could not speak with any trustees directly regarding accounting matters. I confirmed with the Township attorney today that the board HAS NOT adopted any policy that states that. Please give me call, I have some questions for you.

Private Info

Date: 03/15/2018 (01:59:31 PM CDT)

From: [REDACTED] Private Info

To: [REDACTED] Private Info

Subject: RE: QuickBooks Transition

Private

I don't need it today, but I do need them within the next few days so we could continue. I couldn't find them in the payroll binder [REDACTED] gave me, so I wanted to confirm she had not already given them to me earlier this week when she gave me the binder.

From: [REDACTED] Private Info

Sent: Thursday, March 15, 2018 1:27 PM

To: [REDACTED] Private Info

Private Info

Subject: RE: QuickBooks Transition

I will not have time today.

From: [REDACTED] Private Info

Private Info

Sent: Thursday, March 15, 2018 12:17 PM

To: [REDACTED] Private Info

Private Info

Subject: RE: QuickBooks Transition

The funds needed to cover the payroll get transferred into the disbursing account to cover the checks issued. Each fund has dollars transferred.

Private

Will you have time to make copies of all the fund bank statements for [REDACTED] Otherwise I know I will not get to that until possibly late tomorrow.

Private Info

241 Canterbury Lane

Bolingbrook, IL 60440

Phone: 630-759-1317

Fax: 630-759-3412

Date: 03/15/2018 [12:36:48 PM CDT]

From:

To:

Private Info

Cc:

Subject: QuickBooks Transition

Private

When we spoke yesterday, you told that you were informed that you could not speak with any trustees directly regarding accounting matters. I confirmed with the Township attorney today that the board HAS NOT adopted any policy that states that. Please give me call, I have some questions for you.

Private Info

DuPage Township Trustee

wd: \$4,000 Donation

https://www.fox.com/...

Date: 03/30/2018 [08:05:34 AM CDT]  
From: [Redacted]  
To: [Redacted]  
Subject: Fwd: \$4,000 Donation

You can add this description to the check register. I spoke to [Redacted] yesterday and I have asked for a copy of the actual bill for our files.

He said the request for the turf installation came from [Redacted] and the funding came from several sources.

Sent from my iPhone

Begin forwarded message:

From: [Redacted] Private Info  
Date: March 30, 2018 at 8:00:34 AM CDT  
To: [Redacted] Private Info  
Subject: Fwd: \$4,000 Donation

Sent from my iPhone

Begin forwarded message:

From: [Redacted] Private Info  
Date: March 28, 2018 at 6:10:52 PM CDT  
To: [Redacted] Private Info  
Subject: Re: \$4,000 Donation

Turf Cricket pitch at Indian Boundary Park

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----  
From: [Redacted] Private Info  
Date: 3/28/18 5:52 PM (GMT-06:00)  
To: [Redacted] Private Info  
Subject: \$4,000 Donation

[Redacted]

Quick question for you. Bolingbrook Park District Foundation received a check for \$4,000 on 2/28/17. Check #2145 from Youth and Friends. I know I asked you about this before, but I can't find your response in my email. Please let me know what this payment was for (sponsorship, etc.).

2145

7/17/2018, 11:53

2/28/17

bol park dist foundation

4,000.00

Private Info

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Click here <<https://www.mailcontrol.com/sp/eeOG3b2rILGX2POPOmVUml+xXZX6lbasHopvt9wgt7sPul8gpt5MHFT+Wr9uoR3eX3q7MX&xR8fmF8UmgH100>> to report this email as spam.

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Date: 03/28/2018 10:25:56 AM CDT  
From: [REDACTED] Private Info  
To: [REDACTED]  
Subject: Policy Change was not approved

Private

I am updated you regarding our meeting last night. The board DID NOT approve the policy recommendation submitted by [REDACTED] Private Info I know you stated verbally agreed to a new policy but I want to clarify a few things.

Per the Township rules/laws, the board of trustees is responsible for policy and procedures for the township, which means the board had to approved that policy. I also confirmed that with our legal counsel.

Having said that, I, nor will any other board member copy HR or [REDACTED] Private Info on requests to you, unless we feel it is an HR related matter.

Please respond to my outstanding requests when you have time. If you have any questions or concerns regarding this email, please let me know and I will address them.

Private Info

DuPage Township Trustee

Date: 02/07/2018 (09:53:14 AM CST)

From:

To: [REDACTED] Private Info

Cc:

Subject: Re: Additional questions

Thanks [REDACTED] I will let you know if there are any additional questions.

Sent from my iPhone

On Feb 5, 2018, at 11:27 AM, [REDACTED] Private Info wrote:

1. IMRF - You said IMRF percentages are: DuPage Township Percentage for 2018 is 11.67% and 4.5% Employee based on Gross. The employers rate changes yearly but the Employee rate does not change. I assume that is for anyone coded IMRF -1. What is the formula for those listed as IMRF - 2?

If an employee does not participate in IMRF then they are Pension plan 1

Pension Plan 1 is FICA Fed and state taxes withheld only.

[REDACTED] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From:

Sent: Sunday, February 4, 2018 6:41 PM

To:

[REDACTED] Private Info

Cc:

Subject: Re: Additional questions

[REDACTED] Private

You still didn't list the period start date and period end date or check date for the monthly payroll in the chart below:

1. In order for us to process payroll, we are going to use 1/1/18 as a start date, 1/31/18 as the end date and 1/31/18 as the paycheck date. For February I will use 2/1/18 as a start date, 2/28/18 as an end date and 2/28/18 as a check date. If these are not correct, then please fill-in the blank boxes on the chart below and resend it to me.
2. IMRF - You said IMRF percentages are: DuPage Township Percentage for 2018 is 11.67% and 4.5% Employee based on Gross. The employers rate changes yearly but the Employee rate does not change. I assume that is for anyone coded IMRF -1. What is the formula for those listed as IMRF - 2?
3. IMRF 1 and IMRF 2 - Is there a dollar limit the employees can contribute?
4. IMRF 1 and IMRF 2 - Employer match - Is there a dollar limit the employees can contribute?
5. For [REDACTED] we need to know the date her sick days and vacation days are supposed to accrue and the amount.
6. Your notes state that [REDACTED] has no medicare or anything else being taken out from his check, but the year to date shows some deductions. Please advise.
7. For [REDACTED] you a note that sick/vacation days accrue on 4/1/17 and then another note about 10/15/18. Is that accurate?

<image001.jpg>

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On Jan 23, 2018, at 3:34 PM, [theshuns@dupagestownship.com](mailto:theshuns@dupagestownship.com) wrote:

<b>PAYROLL TYPE</b>				
<b>1ST PAY PERIOD OF THE MONTH</b>				
<b>SEMI MONTHLY</b>	<b>PERIOD START DATE</b>	<b>PERIOD END DATE</b>	<b>CHECK DATE</b>	<b>EMPLOYEE TYPE</b>
	1/1/18	1/15/18	1/10/18	<b>SEMI MONTHLY 24 PAY PERIODS</b>
<b>PAYROLL TYPE</b>				
<b>2ND PAY PERIOD OF THE MONTH</b>	<b>PERIOD START DATE</b>	<b>PERIOD END DATE</b>	<b>CHECK DATE</b>	<b>EMPLOYEE TYPE</b>
<b>SEMI MONTHLY</b>	1/16/2018	1/31/2018	1/29/2018	<b>SEMI MONTHLY 24 PAY PERIODS</b>
<b>MONTHLY</b>				<b>MONTHLY 12 PAY PERIODS</b>
<b>PAYROLL TYPE</b>				
<b>1ST PAY PERIOD OF THE MONTH</b>				
<b>SEMI MONTHLY</b>	<b>PERIOD START DATE</b>	<b>PERIOD END DATE</b>	<b>CHECK DATE</b>	<b>EMPLOYEE TYPE</b>
	2/1/18	2/15/18	2/12/18	<b>SEMI MONTHLY 24 PAY PERIODS</b>
<b>PAYROLL TYPE</b>				
<b>2ND PAY PERIOD OF THE MONTH</b>	<b>PERIOD START DATE</b>	<b>PERIOD END DATE</b>	<b>CHECK DATE</b>	<b>EMPLOYEE TYPE</b>
<b>SEMI MONTHLY</b>	2/16/2018	2/28/2018	2/26/2018	<b>SEMI MONTHLY 24 PAY PERIODS</b>
<b>MONTHLY</b>				<b>MONTHLY 12 PAY PERIODS</b>

### Trustees & Collector

Private info.

### Senior Program Enclosed

Private Info

### Assessor Debt

Private Info

If an hourly employee does not work during the covered pay period they simply do not get a pay check. This happens very often.

**I hope this covers all your questions**

Private Info

**241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1817  
Fax: 630-759-8412**

From: [REDACTED] Private Info  
Sent: Tuesday, January 23, 2018 12:30 PM  
To: [REDACTED] Private Info  
Cc: [REDACTED]  
Subject: Re: Additional questions



Ok. I still need the account numbers for all of the payees, not the G/L number.

And the other payroll dates for Jan and Feb. If you have questions on what I need, call me.

Sent from my iPhone

On Jan 22, 2018, at 4:31 PM, [REDACTED] Private Info wrote:

We get a monthly health insurance invoice. The invoice does not generate through payroll. It is paid through the payables. The check that is generated is paid to DuPage Township not the insurance provider. The amount withheld from the employee checks is paid to DuPage Township Towns fund and DuPage Township GA fund.

[REDACTED] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [REDACTED]  
Sent: Monday, January 22, 2018 4:17 PM  
To: [REDACTED] Private Info  
Cc: [REDACTED]  
Subject: RE: Additional questions

How often do you receive an invoice for health insurance, monthly, weekly? I need the account number for the vendor, not the GL account number. Sorry for the confusion.

<image001.jpg>

To send me information securely, please visit [www.benfordbrown.sharefile.com](http://www.benfordbrown.sharefile.com)

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From: [REDACTED] Private Info  
Sent: Monday, January 22, 2018 9:11 AM  
To: [REDACTED] Private Info  
Cc: [REDACTED]  
Subject: RE: Additional questions

IMRF is paid once a month. Before payment is made I must report wages for the month via the IMRF website. Once the report is done and verified and submitted to IMRF that the proper amounts have been withheld, I have to pay IMRF using their website set up for payment. There is no other option.

The health insurance is paid when the invoice is received. I code out the invoice for every department. The employee's portion of the health insurance is \$25.00 flat rate per pay period. The withheld amount gets paid to DuPage Township for the proper fund. Both Kim and Tracey are paid through the GA fund. The \$25.00 that is withheld for their portion of health insurance is paid to the DuPage Township GA fund. That deposit into GA is coded to the health insurance line 31505. The same is done for the employees paid from the Town Fund. \$25.00 is withheld from each employee receiving health insurance and paid through the Town Fund. That would be all other employees besides [REDACTED] who receive health insurance. The \$25.00 is withheld and a check is generated to be paid to the DuPage Township Town fund. That check is coded to be deposited into the Town Fund and broken down by department. \$275.00 was withheld from the pay period ending 1/15/18. That was 11 employees who receive healthcare insurance. The \$275.00 is generated automatically and a check is paid



From: [Redacted] Private Info

Sent: Monday, April 2, 2018 2:11 PM

To: [Redacted] Private Info

Subject: FW: 2017 Laws & Duties Handbook Combo and Financial Procedures for Townships

[Redacted] Private Info is making this request for the Township of Illinois handbook, CD and Financial Procedures from TOI. How am I to proceed?

[Redacted] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info

To: [Redacted] Private Info

Subject: RE: 2017 Laws & Duties Handbook Combo and Financial Procedures for Townships

[Redacted] Private Info

I apologize for the confusion, when I referred to combo, I meant the Handbook. The combo is a hard copy and CD.

The additional one would be a Financial Procedures book that is separate.

I recommend ordering the combo and the financial procedures for each one of us, so that would be (\$27 + \$15 = \$42 each set) \$42 X 5 trustee = \$210

From: [Redacted] Private Info

Sent: Monday, April 2, 2018 9:34 AM

To: [Redacted] Private Info

Cc:

Subject: RE: 2017 Laws & Duties Handbook Combo and Financial Procedures for Townships

Two copies of the Laws & Duties Handbook were ordered on 8/3/17 from TOI. I have one of them and [Redacted] Private Info had the other one. [Redacted] Private Info now has [Redacted] Private Info copy. I was not made aware that there was a Combo with Financial Procedures. I believe that the information regarding the availability of the new handbooks is listed in the Perspective Magazine. I do not receive that magazine only [Redacted] Private Info and the trustees receive that.

I went on the Township Officials of Illinois website and found that we can order additional copies of the 2017 Laws & Duties Handbook at \$27.00 each. There is a Financial Procedures for Illinois Townships but it does not say the date of publication, simply states that it was updated from the 2007 edition. The cost

of the Financial Procedures for Illinois Townships is \$15.00 each. There is not a combo package of the two books. The combo package is the Laws & Duties handbook and a CD of the Laws & Duties handbook.

Private Info

211 Canterbury Lane  
Holingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From:

Private Info

Sent: Monday, April 2, 2018 9:44 AM

To:

Private Info

Cc:

Subject: FW: 2017 Laws & Duties Handbook Combo and Financial Procedures for Townships

Private

Can you advise if these have been ordered? If not, can you please fulfill Private Info request to have these ordered. Thank you!

Private Info

From:

Private Info

Sent: Thursday, March 29, 2018 4:08 PM

To:

Private Info

Subject: 2017 Laws & Duties Handbook Combo and Financial Procedures for Townships

Private Info

I am checking to see if the township has ordered the 2017 Laws & Duties Handbook and Financial Procedures for Townships Booklet or if there are any extras.

If not, I would like to ask Private to order a set for me and for the other trustees.

Thank you

Date: 04/05/2018 (05:56:33 PM CDT)

From: [Redacted] Private Info

To: [Redacted] Private Info

Subject: Re: Budget workshop

No problem. Whenever you can get them, it's fine

Sent from my iPhone

On Apr 5, 2018, at 9:39 AM, [Redacted] Private Info wrote:

I know you have requested other things, I am very swamped trying to get all things into the system to close the year and have the Supervisor's Annual statement prepared by the meeting this evening. I will get the items for you once this is all in the system. I apologize for the delay.

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info

Sent: Wednesday, April 4, 2018 9:01 PM

To: [Redacted] Private Info

Subject: Budget workshop

Private Info

When is our budget workshop normally scheduled? Is it in May? Also, can you email me a copy of the last approved budget or let me know where I can find it online.

Thank you

Date: 04/13/2018 [09:28:10 PM CDT]  
From: [REDACTED] Private Info  
To: [REDACTED] Private Info  
Subject: Budget Workshop Preparation

Private Info

I have the budgets and audit reports dating back to year ending March 31, 2012. I would like to be able to review the general ledger detail for following years. Please run a PDF for each year and upload them to Sharefile before Saturday, April 21, 2018. Thank you again for being there to assist us. I know I will have questions for you regarding the chart of accounts, and the process regarding the accounts given to you to pay certain expenses out of. Given that you have been around for over 12 years, please upload any other reports you think will be helpful for us as well.

1. Year ending March 31, 2012
2. Year ending March 31, 2013
3. Year ending March 31, 2014
4. Year ending March 31, 2015
5. Year ending March 31, 2016
6. Year ending March 31, 2017
7. Year ending March 31, 2018

Private Info

DuPage Township Trustee

Date: 04/28/2018 [11:24:39 AM CDT]  
From: [Redacted] Private Info  
To: [Redacted] Private Info  
Subject: Fwd: Budget Workshop Preparation

Private

This is the information I requested for tomorrow. Please let me know when it is loaded to Sharefile. If you can also load the annual statements for those years as well, I would really appreciate it.

Also, I know you said [Redacted] handled the budget but I wanted to point out one thing. I noticed the beginning balance for GA for the 2017-2018 budget is \$80,000 less than the actual ending balance for the prior year. It actually matches the ending balance from two years prior.

Also the beginning balance for GA does not match the General Ledger, or the annual statement. I can show you all of them tomorrow, I printed them to give them to you. But giving you a heads up since you told me you have been helping with the upcoming budget the past few days.

The purpose of the meeting tomorrow is go to over historical information, not the 2018-2019 budget.

Sent from my iPhone

Begin forwarded message:

From: [Redacted]  
Date: April 13, 2018 at 9:28:10 PM CDT  
To: [Redacted] Private Info  
Subject: Budget Workshop Preparation

Private Info

I have the budgets and audit reports dating back to year ending March 31, 2012. I would like to be able to review the general ledger detail for following years. Please run a PDF for each year and upload them to Sharefile before Saturday, April 21, 2018. Thank you again for being there to assist us. I know I will have questions for you regarding the chart of accounts, and the process regarding the accounts given to you to pay certain expenses out of. Given that you have been around for over 12 years, please upload any other reports you think will be helpful for us as well.

Year ending March 31, 2012  
Year ending March 31, 2013  
Year ending March 31, 2014  
Year ending March 31, 2015  
Year ending March 31, 2016  
Year ending March 31, 2017  
Year ending March 31, 2018

Private Info

DuPage Township Trustee

for agenda

Date: 04/16/2018 [08:54:43 AM CDT]  
From: [Redacted]  
To: [Redacted]  
Subject: RE: Request for agenda

Thank you. Well [Redacted] and I have asked to have it added to the agenda. So it will be discussed.

From: [Redacted]  
Sent: [Redacted]  
To: [Redacted]  
Subject: RE: Request for agenda

The only response I received was one from [Redacted] saying that sending the email to the Trustees was in violation to the Open Meetings Act advising anyone else that was on that email not to respond to all. I also received an email from [Redacted] stating

[Redacted]

I don't know why this was sent to trustees or [Redacted] and [Redacted]

This should have been brought up with Human resources and she could have brought it to the attention of the supervisor. As he is responsible for the day to day running of the township. Contacting all of us like this could violate open meetings act. Please any issues bring to the attention of the human resources director.

Thank you

[Redacted]

Dupage township

I replied to [Redacted] It was brought to the attention of Human Resources by [Redacted] Apparently this exception can only be made by vote of the board. The township attorney agrees that this is the case. This is why I am requesting it be on the agenda. You are correct I probably shouldn't have emailed every trustee according to the Open Meetings act, besides the fact that doing so, now it must be discussed in an open meeting. [Redacted] replied "Agreed"

[Redacted]

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted]

[Redacted]

7/17/2018, 11:45



E: request for agenda

<https://swebmw.ixdns.com:2096/cpsess2107406509/horde/imp/view...>

Sent: Sunday, April 15, 2018 8:31 AM

To:

Subject: Re: request for agenda

Private Info

I am not sure if you received a response to your request to add the item below to the agenda.

Myself, Private Info and Private Info have had difficulties adding agenda items in the past. I am now aware of several ways to add items to the agenda. Private confirmed for legal counsel last week that as long as two board members submit a request, it will be added to the agenda. This was per my request.

Private Info and Private Info and I have expressed our concern at the last few board meetings regarding the lack of response to the auditors recommendations to develop more written policies and procedures as well.

The three of us have submitted your request to the agenda for our next board meeting. If you have any requests in the future, please let us know.

Also if and any other employees that are able to confirm the verbal instructions received by Private are able to attend the meeting, please do. We may need your assistance in explaining this matter to the board.

Sent from my iPhone

On Apr 11, 2018, at 5:14 PM, Private Info <mailto:Private Info> wrote:

Private Info

I am sending this email on behalf of the employees who risk losing earned vacation time for fiscal year 17-18.

The new employee manual states that all vacation time must be used by April 1st which is the start of the new fiscal year, or by the employee's anniversary date. Employees who have been with the township for many years and prior to 4/1/13 have been awarded new vacation time, sick days and personal days on the start of the new fiscal year. Employees who started working at DuPage Township after 4/1/13 accrued vacation, sick and personal days on the anniversary of their start date.

It is noted that no exceptions to the Employee manual can be made and unused vacation time at the end of the fiscal year is at

verbal permission to carry those days they are suddenly unable to do so. One employee has already used last fiscal year's vacation days into this new fiscal year, just this past week. This time already taken and being under the impression it was permitted until May 15th, will now have to have that week deducted out of this new fiscal year vacation time instead.

We are proposing that it be placed on the agenda for the April 24, 2018 board meeting to make an exception to this rule in the employee manual for this past fiscal year, to permit the employees to be able to use their vacation days accrued in fiscal year 17-18 to carry over until at least May 15, 2018.

If the board wishes to implement this exception on a permanent basis and amend the Employee manual we certainly would not be opposed. We would very much like to know in advance and prepare accordingly

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

Date: 04/11/2018 (09:34:10 AM CDT)  
From: [REDACTED]  
To: [REDACTED]  
Subject: RE: 2017-2018 Audit Engagement Letter

No. I have not even been informed that the board approved any firm to do the annual audit.

[REDACTED]  
Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

-----Original Message-----  
From: [REDACTED] Private Info  
Sent: Wednesday, April 11, 2018 9:24 AM  
To: [REDACTED] Private Info  
Subject: RE: 2017-2018 Audit Engagement Letter

Ok, have you made any payments regarding the 2018 audit?

Thanks

-----Original Message-----  
From: [REDACTED]  
Sent: Wednesday, April 11, 2018 8:39 AM  
To: [REDACTED] Private Info  
Subject: RE: 2017-2018 Audit Engagement Letter

I didn't receive a copy.

[REDACTED]  
Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

-----Original Message-----  
From: [REDACTED] Private Info  
Sent: Tuesday, April 10, 2018 8:24 PM  
To: [REDACTED] Private Info  
Subject: 2017-2018 Audit Engagement Letter

[REDACTED]  
Private

At the last meeting, the board voted on the BKD audit proposal. If the engagement letter has been signed, would you have received a copy? If so, please send me a copy.

If you don't receive a copy or we have not received a copy then just let me know.

Thank you.

[REDACTED]  
Private Info

DuPage Township Trustee

Sent from my iPhone

it report for year ending 3/31/17

<https://awebmw.ixdns.com:2096/cpsess2107406509/horde/imp/view...>

Date: 04/09/2018 [03:46:01 PM CDT]  
From: [REDACTED]  
To: [REDACTED] Private Info  
Cc: [REDACTED]  
Subject: Audit report for year ending 3/31/17

Private Info

Please load this to our website. Also, I asked the auditor for the audit report for the period ending 3/31/15. As I stated in a previous email, we have the one for 3/31/14 and 3/31/16, but the one labeled 3/31/15 is not correct.

Thank you.

From: [REDACTED] Private Info  
Sent: Monday, April 9, 2018 3:06 PM  
To: [REDACTED] Private Info  
Subject: RE: Management Letters

Private Info

Per your request, please see attached. Thanks.

Private Info

1901 S Meyers Road, Suite 500  
Oakbrook Terrace, IL 60181  
630.282.9500 Ext.23561  
630.282.9522 Direct

**BKD** Everyone needs a trusted advisor.  
Who's yours?  
CPAs & Advisors  
SIGN UP FOR BKD THOUGHTWARE®

From: [REDACTED] Private Info  
Sent: Saturday, April 07, 2018 1:55 PM  
To: [REDACTED] Private Info  
Subject: RE: Management Letters

Private

Can you also please email me a copy of our last audit report for period ending March 31, 2017. I noticed that it is not available on our township website. Thank you.

From: [REDACTED] Private Info  
Sent: Tuesday, April 3, 2018 12:19 PM  
To: [REDACTED] Private Info  
Subject: RE: Management Letters

Hi Private Info

7/17/2018 11:51 AM

Attached are the SAS 114 and 115 letters (if issued) from 2009-2013. I do not believe Wolf and Company performed the audit in 2008 or if so, it has passed record retention date. Please let me know if you have any questions or I can help with anything else. Thanks.

Private Info

1901 S Meyers Road, Suite 500  
Oakbrook Terrace, IL 60181  
630.282.9500 Ext.23561  
630.282.9522 Direct

**BKD**

Everyone needs a trusted advisor.  
Who's yours?

CPAs & Advisors

SIGN UP FOR BKD THOUGHTWARE®

From:

Private Info

Sent: Monday, April 02, 2018 4:14 PM

To:

Private Info

Subject: FW: Management Letters

From:

Private Info

Sent: Wednesday, March 21, 2018 2:26 PM

To:

Subject: FW: Management Letters

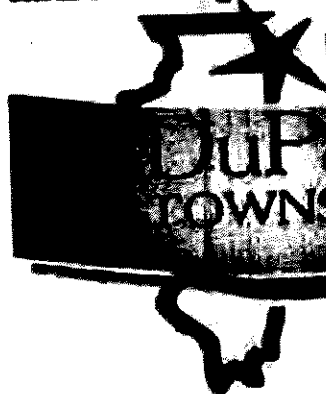
Here you go...

Regards,

Private Info

Award Winning

William M. Meyer - Supervisor



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[www.dupagetownship.com](http://www.dupagetownship.com)

ADMINISTRATIVE OFFICES  
241 Canterbury Lane | Oakbrook, IL 60140-2834  
tel: (630) 759-1317 | fax: (630) 759-3412

FOOD PARTIES  
719 Parkwood Ave. | Rosemont, IL 60018  
tel: 815-848-7908 | fax: 815-848-6708

Private Info

Good afternoon. Private Info forwarded the attached SAS114 letters. I requested them dating back to 2008. Please

report for year ending 3/31/17

<https://webmail.xdms.com:2096/cpsess2107406509/lorde/imp/view...>

let me know if you have any questions.

Private Info

DuPage Township Trustee

From: [Redacted] Private Info  
Sent: Wednesday, March 21, 2018 2:00 PM  
To: [Redacted] Private Info  
Subject: Management Letters

Private

Per your request, please see attached. Thanks.

Private Info

1901 S Meyers Road, Suite 500  
Oakbrook Terrace, IL 60181  
630.282.9500 Ext.23581  
630.282.9522 Direct



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Who's yours?

CPA & Advisors

SIGN UP FOR BKD THOUGHTWARE®

\*\*\*\*\* BKD, LLP Internet Email Confidentiality Footer \*\*\*\*\*

Privileged/Confidential information may be contained in this message. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or deliver this message to anyone. In such case, you should destroy this message, and notify us immediately. If you or your employer do not consent to Internet email messages of this kind, please advise us immediately. Opinions, conclusions and other information expressed in this message are not given or endorsed by my firm or employer unless otherwise indicated by an authorized representative independent of this message.

Any tax advice contained in the body of this email was not intended or written to be used, and cannot be used, by the recipient for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code or applicable state or local tax law provisions.

These discussions and conclusions are based on the facts as stated and existing authorities as of the date of this email. Our advice could change as a result of changes in the applicable laws and regulations. We are under no obligation to update this information if such changes occur. Our advice

7/17/2018 11:51 AM

I report for year ending 3/31/17

<https://awebrnw.ixdns.com:2096/cpsess2107406509/horde/imp/view....>

is based on your unique facts and circumstances as you communicated them to us and should not be used or relied on by anyone else.

From: [Redacted] Private Info  
Sent: Wednesday, April 11, 2018 9:24 PM

To: [Redacted] Private Info  
Cc: [Redacted]

[Redacted] said she didn't take it off, I didn't take it off and [Redacted] says he didn't take it off, so who did? [Redacted] can you tell by the activity on the website how the payables from the March 13, 2018 board meeting were removed?

Should I put them back on?

Quoting [Redacted] Private Info

> [Redacted] Private Info

>

>

>

> I noticed the 2017 audit wasn't posted and one of the audits had the wrong  
> report attached. I obtained copies from the auditors. That was the only  
> change I submitted.

>

>

>

> From: [Redacted] Private Info

> Sent: Wednesday, April 11, 2018 2:31 PM

> To: [Redacted] Private Info

> Cc:

> Subject: RE: payables on the website

>

>

>

> Oh, the one that had the audit pdfs on the wrong date? I would have changed  
> that if I had known or realized.

>

>

>

>

>

>

>

> 241 Canterbury Lane

>

> Bolingbrook, IL 60440



>  
> Phone: 630-759-1317

>  
> Fax: 630-759-3412

>  
>  
> From: [REDACTED] Private Info  
> Sent: Wednesday, April 11, 2018 2:19 PM

> To: [REDACTED] Private Info  
> Cc: [REDACTED] Private Info

> Subject: Re: payables on the website

>  
>  
>  
> The one [REDACTED] copied you on.

>  
>  
>  
> [REDACTED] Private Info  
>  
> tel: +1 (800) 392-8354

>  
> A quick reply from my iPhone

>  
>  
> From: [REDACTED] Private Info

> [REDACTED] Private Info  
> Sent: Wednesday, April 11, 2018 3:18:44 PM

> To: [REDACTED] Private Info  
> Cc: [REDACTED] Private Info  
> [REDACTED] Private Info

> Subject: RE: payables on the website

>  
>  
>  
> What request do you have?

>  
>  
>  
> [REDACTED] Private Info  
>  
>

> 241 Canterbury Lane

>

> Bolingbrook, IL 60440

>

> Phone: 630-759-1317

>

> Fax: 630-759-3412

>

>

>

> From: [REDACTED] Private Info

> Sent: Wednesday, April 11, 2018 2:08 PM

> To: [REDACTED] Private Info

> Cc: [REDACTED] Private Info

> [REDACTED] Private Info

> Subject: Re: payables on the website

>

>

>

> Please only provide instructions from you and [REDACTED] Private concerning the  
> website. We will be processing those requests later today.

>

>

>

>

>

>

>

> tel: +1 (800) 392-8354

>

> A quick reply from my iPhone

>

>

>

> From: [REDACTED] Private Info

> [REDACTED] Private Info

> Sent: Wednesday, April 11, 2018 3:04:45 PM

> To: [REDACTED] Private Info

> Cc: [REDACTED] Private Info

> Subject: payables on the website

>

>

>

>

>

> I can see that the payables for the board meeting dated 3/13/18 was removed.  
> Neither I nor [REDACTED] Private have removed them from the website. Do you know why this  
> is off? Should I be putting them back on? Tell me what you know.

>

>

>

> Thanks,

>

>

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>

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>

>

>

>

> 241 Canterbury Lane

>

> Bolingbrook, IL 60440

>

> Phone: 630-759-1317

>

> Fax: 630-759-3412

Private Info

Date: 04/28/2018 [09:00:07 AM CDT]

From: [REDACTED]

To: [REDACTED]

Private Info

Cc: [REDACTED]

Subject: Re: QuickBooks Transition

When I spoke to [REDACTED] while I was at TOI she told me she was having a meeting with [REDACTED]. She told me she had spoken to the auditors and they recommended Quickbooks as well.

She also said she was going to have [REDACTED] speak to you about switching to Quickbooks and that we had to do it because it was an audit issue.

[REDACTED] happened to text me while [REDACTED] and I were in training. And I called her right afterwards and told her I have found a training class for both of you. She said [REDACTED] was on board with the transition and the auditor gave her the form she had sent me.

Thank you for taking the time to respond.

Sent from my iPhone

On Apr 27, 2018, at 12:54 PM, [REDACTED] wrote:

I think you are right about it being the guy that works with the auditor. It was not [REDACTED] the auditor himself it was a different guy that works at BKD.

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [REDACTED]

Sent: Friday, April 27, 2018 12:51 PM

To: [REDACTED]

Subject: RE: QuickBooks Transition

I just spoke to [REDACTED] again. He said he didn't get involved until it was time to install the software. He also said he would not have instructed [REDACTED] to go to Intuit to purchase the software, for the same reason I didn't, because you don't receive discount pricing on Intuit. The auditor sent [REDACTED] an order form, she sent the form to me via text, and I told her to list my firm information for a discount. The only three males would be the auditor, [REDACTED]. The auditor gave her the form, [REDACTED] didn't get involved until the software was purchased. Is there another "He" that I may be missing. I also remember calling [REDACTED] after [REDACTED] and I sat in on the QuickBooks session and she had told me that she had met with [REDACTED] and the QuickBooks Transition was a go. I told her I would have my office order the software and to send me the credit card information.

So if [REDACTED] is saying she never met with [REDACTED] back in November to find out we were transitioning to QuickBooks, then how would I have known. [REDACTED] never seemed surprised when I gave him updates verbally or when he asked me how was the installation going.

The email with the software codes arrived on December 5th and I sent the email to [REDACTED] at that time to install.

My text message to him on December 6th was to understand where he would install the software. At that time, [REDACTED] said he started discussing with [REDACTED] and [REDACTED] about where to install in, and the possible purchase of a laptop.

From: [REDACTED]

Private Info

Sent: Friday, April 27, 2018 9:57 AM

To: [REDACTED]

Private Info

Subject: RE: QuickBooks Transition

Private Info

To answer your question, I am not aware of any conversations between [Private] and [Private] about QuickBooks. I assumed that [Private] and the rest of the Board knew, but never did I witness a conversation to confirm that. It was much to my surprise to find out that [Private] and the Board did not know. Any involvement that I had assisting with the transition, came from direct order of [Private], or yourself, never [Private]. Also, to be honest, as I read the text messages that you have attached, the message stating that "he is in there talking to [Private] right now", is clearly referring to [Private]. In the message right before this one, you guys are also referring to [Private].

<image001.jpg> <image002.jpg>

Per the text messages you have attached, [Private] is the one who told [Private] to go to Intuit for better pricing, not [Private]. As far as any verbal updates that you gave, I obviously can not confirm or deny that. So, in my professional opinion, I do not feel that [Private] lied. I do not see anywhere in the messages attached, any indication, that [Private] was aware or gave approval. [Private] has stated to me that she does not recall speaking to [Private] at all about the QuickBooks transition. I have no reason to believe that [Private] would not be honest about that.

I just wanted to give my honest opinion of how those text messages read to a third party. Thank you for taking the time to read my response.

Private Info

From: [Private Info]

Sent: Thursday, April 26, 2018 8:26 PM

To: [Private Info]

Subject: QuickBooks Transition

Private

I have attached my text message correspondence with [Private] from November 13, November 14 and November 29th of 2017. In the message on 11-14-17 #3, [Private] stated that you were going in to talk to [Private] "right now" about the change-over to QuickBooks. I stated in our board meeting on Tuesday, April 24, 2018, that you knew about the change over from the beginning and that my office would be helping with it. You said you did not. I also provided you with verbal updates from time to time over the past few months when were out at events.

Given that you are in charge of day to day operations, your approval for this project was received back in November of 2017 when you told [Private] about the transition and that I was helping with it, per [Private] text messages.

You used a lie as a reason to not pay [Private Info] for the last invoice submitted and a reason to come and grab the copies that we had been using to complete the transition. [Private] was being paid an hourly rate, similar to our summer interns. [Private] stated on Saturday at the Budget workshop that we pay our summer interns as 1099 contractors. We have never as a board approved them individually before hiring them. [Private] arrangement was similar to how we handle the summer interns. I did not do anything inappropriate, unethical or unauthorized. Based on these facts, she should be paid.

We were so close to being completing with this project after months of work, which would have been completed in time for the auditors to complete the audit in QuickBooks. Now once again, your actions will cause a delay in us meeting our audit weaknesses noted in the 2018 Audit Report.

I am requesting a written apology from you. You lied and misrepresented the facts and intentionally misled your fellow board members and the audience in an open meeting. I want your written apology included in the minutes for the April 24, 2018 meeting. You did this in an effort to make me look bad because I complained about the unauthorized website design and garden project that [Private] started without your and/or the board's knowledge. You also were being vindictive by not paying [Private Info] for the work she completed. I am requesting a check for [Private Info] no later than close of business on Monday, April 30, 2018.

I am going to share this email with each trustee and the clerk in separate emails to ask them to address this at the next meeting, as I will not be in attendance and to let them know you lied and misrepresented the facts to intentionally mislead them.

Private

Please respond to this email and let me know exactly what Private told you on November 14, 2017 regarding the QuickBooks Transition. I want to share your response with the other board members and ask them to reconsider the payment to Private Info for the outstanding invoice as I will not be at the next board meeting. If you are aware of any discussions between Private Info regarding the QuickBooks Transition, and you are comfortable sharing via email, please do.

Private

I know you have been helping with this as well, if you are aware of any conversations between Private Info regarding the QuickBooks Transition, I would truly appreciate your response as well.

Date: 04/26/2018 [03:39:27 PM CDT]  
From: [Redacted] Private Info  
To: [Redacted] Private Info  
Cc: [Redacted]  
Subject: FW: [dupageto] E-Mail Password Change

Private

Private just sent this to me. I know there are a few statements below that are not accurate. I will issue my response to the corrections below via my attorney. Her name is [Redacted] Private Info I spoke to [Redacted] Private Info will be speak to [Redacted] Private Info

I am only putting you on notice that I will be responding with corrections to the timeline below.

Thanks again for your assistance.

✓ From: [Redacted] Private Info  
Sent: Thursday, April 26, 2018 3:15 PM  
To: [Redacted] Private Info  
Subject: Fwd: [dupageto] E-Mail Password Change

This is what I sent to [Redacted] Private when requested.

[Redacted] Private Info

tel: +1 (800) 392-8354

A quick reply from my iPhone

From: [Redacted] Private Info  
Sent: Friday, April 6, 2018 8:26:38 PM  
To: [Redacted] Private Info  
Subject: [dupageto] E-Mail Password Change

Good Evening [Redacted] Private

Per your request, here is a written statement of what I have been personally asked to do for DuPage Township since Wednesday, March 28, 2018.

I was contacted by telephone by [Private Info] at approximately 9:48 am CDT on Wednesday, March 28, 2018. At which time [Private Info] requested that I change the e-mail password for [Private Info]. I was able to clearly identify that the person on the phone was [Private Info] so I immediately completed her request and sent her the updated password via a text message to her personal mobile device.

The only other verbal request that I received during that time frame came from you, when you asked me to assist you with adding an e-mail forwarder to your personal Hotmail account from your DuPage Township e-mail addresses.

I also briefly consulted on the telephone with [Private Info] and [Private Info] on how to update their passwords, add an e-mail forwarder, and use the webmail portal, however they would've made any changes themselves. I was only on the line to give them a brief "how to" description of the process. I did not share any password information with them, nor did I make any changes on their behalf.

Should you need anything else, feel free to let me know.

[Private Info]

684 W Boughton Rd Ste 104

Bolingbrook, IL 60440-1793

Tel: +1 (800) 392-8354



Date: 04/06/2018 [03:51:33 PM CDT]  
From: [REDACTED]  
To: [REDACTED] Private Info  
Subject: Quickbooks Transition update

Private

We are on the final stages of all the other data entry for the fiscal year. The final phase will be the payroll processing.

Private will need a general ledger for the 2017-2018 year that will show the payee, check amount detail by general ledger account/fund.

She can compare this to the Quickbooks data to confirm the data matches your system.

If you can upload it to Sharefile that will be the fine.

Thanks

Private Info

DuPage Township Trustee

Sent from my iPhone

✓  
4  
From: [Redacted] Private Info  
Sent: Friday, April 27, 2018 11:49 AM  
To: [Redacted] Private Info  
Subject: RE: QuickBooks Transition

Private

An a previous text [Redacted] was asking me for a QuickBooks update because she had a meeting in 10 minutes. That meeting was with [Redacted]. And she also said he was meeting with [Redacted]. I only sent a portion of the text messages. I have close to 100 of them regarding the transition.

I will forward the complaint to my attorney then for follow-up. As you know retaliation is illegal under both state and federal laws. So its up to [Redacted] if he wants to own up to his lie or wait until I send all the emails and text messages after my attorney files a formal complaint of retaliation.

As the HR person, I am asking you to help me address this matter. If you would like to see all of the other documentation that I have, please let me know and we can meet with my attorney present.

I took [Redacted] off this email so this request is considered confidential. I am trying to resolve this matter internally.

Even though I proved that [Redacted] acted without the board and/or [Redacted] knowledge regarding the website design and garden purchase, I still approved the payments to [Redacted] because it was not his fault. This situation is not [Redacted] fault and she should not suffer damages because some of the elected officials have concerns.

Please let me know if you are willing to speak with [Redacted] regarding this matter.

From: [Redacted] Private Info  
Sent: Friday, April 27, 2018 9:57 AM  
To: [Redacted] Private Info  
Subject: RE: QuickBooks Transition

2  
Private Info

To answer your question, I am not aware of any conversations between [Redacted] about QuickBooks. I assumed that [Redacted] and the rest of the Board knew, but never did I witness a conversation to confirm that. It was much to my surprise to find out that [Redacted] and the Board did not know. Any involvement that I had assisting with the transition, came from direct order of [Redacted] or yourself, never [Redacted]. Also, to be honest, as I read the text messages that you have attached, the message stating that "he is in there talking to [Redacted] right now", is clearly referring to [Redacted]. In the message right before this one, you guys are also referring to [Redacted].

From: [Redacted] Private Info

Sent: Friday, April 27, 2018 1:11 PM

To: [Redacted] Private Info

Subject: RE: QuickBooks Transition

Ok, I don't want to take up your work day. I have more text messages and emails as well back in November. But I won't worry about sending all of them. When I spoke to [Redacted] while at TOI, she said [Redacted] had spoken to you and told you we were changing and that the auditor had insisted on us changing. She had I had spoken the year before about making the changes but she said it was really going to happen this time.

[Redacted] Private Info

Sent: Friday, April 27, 2018 12:55 PM

To: [Redacted] Private Info

Subject: RE: QuickBooks Transition

I think you are right about it being the guy that works with the auditor. It was not [Redacted] the auditor himself it was a different guy that works at BKD.

[Redacted] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3112

From: [Redacted] Private Info

Sent: Friday, April 27, 2018 12:51 PM

To: [Redacted] Private Info

Subject: RE: QuickBooks Transition

I just spoke to [Redacted] again. He said he didn't get involved until it was time to install the software. He also said he would not have instructed [Redacted] to go to Intuit to purchase the software, for the same reason I didn't, because you don't receive discount pricing on Intuit. The auditor sent [Redacted] an order form, she sent the form to me via text, and I told her to list my firm information for a discount. The only three males would be the auditor, [Redacted] Private Info. The auditor gave her the form, [Redacted] didn't get involved until the software was purchased. Is there another "He" that I may be missing. I also remember calling [Redacted] after [Redacted] and I sat in on the QuickBooks session and she had told me that she had met with [Redacted] and the QuickBooks Transition was a go. I told her I would have my office order the software and to send me the credit card information.

So if [Redacted] is saying she never met with [Redacted] back in November to find out we were transitioning to QuickBooks, then how would I have known [Redacted] never seemed surprised when I gave him updates verbally or when he asked me how was the installation going.

Copies of accounting records

https://awebmw.ixdns.com:2096/cpsess2107406509/horde/imp/view...

Date: 05/09/2018 [05:03:07 PM CDT]

From: [Redacted] Private Info

To: [Redacted] Private Info

Cc:

Subject: Re: Copies of accounting records

Per our legal counsel, he suggested [Redacted] is the best person to review the documents and initial the number of pages of each document that is being returned.

I copied [Redacted] on this email. You can direct any follow up questions to him.

I will be back in the office on Monday. After the series of emails today, I would prefer to be present. That way if there are any questions, I can answer them right away to expedite the process.

Please let me know what day and time next week works and I will check my schedule to ensure I don't have a conflict. It shouldn't take more than an hour.

Sent from my iPhone

On May 9, 2018, at 6:07 PM, [Redacted] Private Info wrote:

Private

I agree with both [Redacted] Private Info, being as [Redacted] Private doesn't have record of what was actually dropped off at your location, there is no proof as to the exact records being returned. Having them sign a blanket statement stating they picked up documents from your office is different than having a detailed list of 1000 pages with no proof.

Being as a motion was made at the April 24th meeting that documents needed to be returned the next day, are you able to have someone from your office return them to the township office?

In regards to your mention of contracting [Redacted] I will advise again that he is no longer the Township Attorney as of the April 24th meeting and as of that date should not be involved in our day to day activities.

Thank you,

[Redacted] Private Info

DuPage Township Supervisor

Quoting [Redacted] Private Info:

I'm just going to let the attorney handle it.

It appears it was ok to just "pick up" everything, with no one signing off on a list of items being returned. Then the next misrepresentation would be that we didn't return everything we received. Signing off on the over 1,000 pages we return means we agree on what is being returned. I would have no way to prove what I gave you back.

My goal is making sure someone signs off saying exactly what is being given back.

The next option, I assume is to shred the documents, given that they are all copies. I will await the advise of legal counsel.

Sent from my iPhone

On May 9, 2018, at 5:46 PM, [Redacted] Private Info wrote:

What difference does the inventory make anyway? Just because you say it is in there then it

probably is but what does that matter? You could have made copies of all or any of it. It should not make a difference. I will not sign anything that says I received anything, because it does not matter

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

-----Original Message-----

From: Private Info  
Sent: Wednesday, May 9, 2018 10:42 AM  
To: Private Info  
Cc: Private Info  
Subject: Re: Copies of accounting records

You did mention that you didn't feel comfortable. You stated that you were going to have Private come back with you.

The listing is an inventory of the reports we received with the names on them, period ending date and number of pages.

I will email Private for the best way to proceed.

Sent from my iPhone

On May 9, 2018, at 4:16 PM, Private Info wrote:

Private Info

As we discussed, I do not feel comfortable signing off on documents that I may not be certain to what they are. I mentioned the request for signatures to Private as well, and she has also stated that she does not feel comfortable signing off.

Private

-----Original Message-----

From: Private Info  
Sent: Tuesday, May 8, 2018 10:05 PM  
To: Private Info  
Subject: Copies of accounting records

Private

I spoke to my office staff today and they said the township accounting records haven't been picked up. Please let me know when you all will be able to come and pick them up.

Private Info

DuPage Township Trustee

Sent from my iPhone

Copies of accounting records

<https://awebmw.ixdms.com:2096/cpsess2107406509/horde/imp/view...>

Date: 05/09/2018 [10:41:37 AM CDT]

From: [Redacted] Private Info

To: [Redacted] Private Info

Cc:

Subject: Re: Copies of accounting records

You did mention that you didn't feel comfortable. You stated that you were going to have [Redacted] come back with you.

The listing is an inventory of the reports we received with the names on them, period ending date and number of pages.

I will email [Redacted] for the best way to proceed.

Sent from my iPhone

On May 9, 2018, at 4:16 PM,

[Redacted] Private Info

wrote:

[Redacted] Private Info

As we discussed, I do not feel comfortable signing off on documents that I may not be certain to what they are. I mentioned the request for signatures to [Redacted] as well, and she has also stated that she does not feel comfortable signing off.

[Redacted] Private

-----Original Message-----

From: [Redacted] Private Info

Sent: Tuesday, May 8, 2018 10:05 PM

To: [Redacted] Private Info

Subject: Copies of accounting records

[Redacted] Private

I spoke to my office staff today and they said the township accounting records haven't been picked up. Please let me know when you all will be able to come and pick them up.

[Redacted] Private Info

DuPage Township Trustee

Sent from my iPhone

Date: 05/09/2018 [11:33:09 AM CDT]  
From: [Private Info]  
To: [Private Info]  
Cc: [Private Info]  
Subject: Re: Copies of accounting records

[Private] told me at one point that [Private] was keeping a list of what was being given to me and that [Private] had some questions about [Private] keeping said list. I have the email and text exchange notifying me of this.

Also, the list it is not a blanket statement. It is a list of the name of report and number of pages and the period ending date. This is actually what our firm has used in the past when we have assisted the FBI and US Attorney with investigations.

We can await legal counsel recommendation given that I would prefer to have someone review what is being returned and confirm that all the items listed on report are what I am returning.

Also, I received [Private] response to your last email and I have also spoken with his office to ensure I have the correct understanding of his letter. It stated that he is still the attorney for the township and that your actions at our meeting was a unilateral decision.

My attorney is [Private Info] and you can consult with her regarding the return of the documents. Her email address is [Private Info]. Her phone number is [Private Info].

Sent from my iPhone

On May 9, 2018, at 6:07 PM, [Private Info] wrote:

[Private Info]

I agree with both [Private Info], being as [Private] doesn't have record of what was actually dropped off at your location, there is no proof as to the exact records being returned. Having them sign a blanket statement stating they picked up documents from your office is different than having a detailed list of 1000 pages with no proof.

Being as a motion was made at the April 24th meeting that documents needed to be returned the next day, are you able to have someone from your office return them to the township office?

In regards to your mention of contracting [Private Info] I will advise again that he is no longer the Township Attorney as of the April 24th meeting and as of that date should not be involved in our day to day activities.

Thank you,

[Private Info]

DuPage Township Supervisor

Quoting [Private Info]:

I'm just going to let the attorney handle it.

It appears it was ok to just "pick up" everything, with no one signing off on a list of items being returned. Then the next misrepresentation would be that we didn't return everything we received. Signing off on the over 1,000 pages we return means we agree on what is being returned. I would have no way to prove what I gave you back.

My goal is making sure someone signs off saying exactly what is being given back.

The next option, I assume is to shred the documents, given that they are all copies. I will await the advise of legal counsel.

Sent from my iPhone

Date: 07/05/2018 [04:41:23 PM CDT]

From: [Private Info]

To: [Private Info]

Cc: [Private Info]

Subject: RE: Bills to be paid

[Private Info]

I consulted with legal counsel prior to sending you the original request. The statement you highlighted represents the entire board. I checked and I did not find any statutory provision that states only the Supervisor as a member of the board can submit items for open payables. If you are aware of any such statutory provision, please let me know.

I have, as a backup already sent the request to [Private Info] earlier this week to add them to the agenda individually given the short week. Please email me copies of the three invoices prior to our meeting next Tuesday, so that I will have a copy to reference during our meeting.

I do apologize that you feel you are being placed in the middle of the debate. Given that this is an accounting matter, I sent the request to you.

Also, I copied [Private Info] on this request and removed [Private Info] from my response, because [Private Info] was a part of the original request for the bill submission. This original request is from [Private Info] and myself.

[Private Info]

DuPage Township Trustee

From: [Private Info]

Sent: Thursday, July 5, 2018 9:46 AM

To: [Private Info]

Cc: [Private Info]

Subject: RE: Bills to be paid

As shown below there is nothing in the statute that states any/all invoices or billings must be presented in the open payables for outstanding bills.

(60 ILCS 1/80-10)

Sec. 80-10. Board meetings; township and road district accounts.

(a) The township board shall meet at the township clerk's office for the purpose of examining and auditing the township and road district accounts before any bills (other than general assistance, obligations for Social Security taxes as required by the Social Security Enabling Act, and wages



that are subject to the Illinois Wage Payment and Collection Act, or other expenses determined by the township board by resolution) are paid, provided that payments made pursuant to a board resolution shall be reviewed and verified at the next meeting. The board may meet at other times as they determine. The township board may consider and approve bills individually or in a summary statement of any number of bills.

(b) Upon the request of the supervisor or of any 2 board members, the township clerk shall call a meeting at the time requested and shall furnish to the board members at least 48 hours' notice of the meeting.

(c) The township board may declare a vacancy in the office of township supervisor or trustee if the supervisor or a trustee has 5 or more consecutive unexcused absences from regularly scheduled township board meetings.

(d) The township board may adopt rules not inconsistent with this Code to govern its meetings. The rules may provide for excused absences of the supervisor or trustees from township board meetings.

(e) All meetings of the township board shall be open to the public as provided in the Open Meetings Act.  
(Source: P.A. 98-1174, eff. 1-12-15.)

What it does say is that the board may consider and approve bills individually or in a summary statement. Since we are aware that the three invoices [Private Info] is requesting be placed in the open payables are up for dispute and discussion, I suggest that the three invoices be placed on the agenda individually and discussed individually rather than in the summary of open invoices. This would then not jeopardize the payment of other invoices that we don't foresee to have any issues.

I also feel, once again, as though I am being put in the middle of this debate and truly being placed between a rock and a hard place. Between these ongoing debates and huge amounts requests for information, the forensic audit and unruly FOIA requests I have been inundated with, I am having a difficult time completing my regular work. Not to mention the abundant amount of stress placed upon me. I respectfully request that we figure out a way to resolve these issues in a peaceful and professional manner.

Respectfully,

[Redacted Signature Block]  
Private Info

241 Canterbury Lane

Bolingbrook, IL 60440

Phone: 630-759-1317

Fax: 630-759-3412

From: [Redacted]

Private Info

RE: Bills to be paid

<https://awebmw.ixdns.com:2096/cpsess2107406509/horde/imp/view...>

Private Info

Sent: Tuesday, July 3, 2018 2:33 PM

To:

Private Info

Cc:

Private Info

Subject: Bills to be paid

Private Info

Pursuant to 60 ILCS 1/80-10, please include in the open payables the outstanding bills for:

1. Kavanagh Grumley & Gorboid LLC
2. BDK's outstanding invoices
3. Private Info invoice

Private Info will provide the second approval.

Private Info

DuPage Township Trustee

Date: 07/06/2018 [06:34:14 AM CDT]

From: [Redacted] Private Info

To: [Redacted] Private Info

Subject: Re: Bills to be paid

No worries, [Redacted] Thank you.

Private Info

On Jul 5, 2018, at 4:48 PM, [Redacted] Private Info wrote:

I'm glad that you were able to get it on the agenda for the meeting, I feel that is the best way to resolve this. I really am stuck in the middle once again

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info

Sent: Thursday, July 5, 2018 4:41 PM

To: [Redacted] Private Info

Cc: [Redacted] Private Info

Subject: RE: Bills to be paid

Private

I consulted with legal counsel prior to sending you the original request. The statement you highlighted represents the entire board. I checked and I did not find any statutory provision that states only the Supervisor as a member of the board can submit items for open payables. If you are aware of any such statutory provision, please let me know.

I have, as a backup already sent the request to [Redacted] Private Info earlier this week to add them to the agenda individually given the short week. Please email me copies of the three invoices prior to our meeting next Tuesday, so that I will have a copy to reference during our meeting.

I do apologize that you feel you are being placed in the middle of the debate. Given that this is an accounting matter, I sent the request to you.

Also, I copied [Redacted] Private Info on this request and removed [Redacted] Private Info from my response, because [Redacted] Private Info was a part of the original request for the bill submission. This original request is from [Redacted] Private Info and myself.

Private Info

DuPage Township Trustee

From: [Redacted] Private Info

Sent: Thursday, July 5, 2018 9:46 AM

To: [Redacted] Private Info

Cc: [Redacted] Private Info

Subject: RE: Bills to be paid

As shown below there is nothing in the statute that states any/all invoices or billings must be presented in the open payables for outstanding bills.

(60 ILCS 1/80-10)

Sec. 80-10. Board meetings; township and road district accounts.

(a) The township board shall meet at the township clerk's office for the purpose of examining and auditing the township and road district accounts before any bills (other than general assistance, obligations for Social Security taxes as required by the Social Security Enabling Act, and wages that

are subject to the Illinois Wage Payment and Collection Act, or other expenses determined by the township board by resolution) are paid, provided that payments made pursuant to a board resolution shall be reviewed and verified at the next meeting. The board may meet at other times as they determine. The township board may consider and approve bills individually or in a summary statement of any number of bills.

(b) Upon the request of the supervisor or of any 2 board members, the township clerk shall call a meeting at the time requested and shall furnish to the board members at least 48 hours' notice of the meeting.

(c) The township board may declare a vacancy in the office of township supervisor or trustee if the supervisor or a trustee has 5 or more consecutive unexcused absences from regularly scheduled township board meetings.

(d) The township board may adopt rules not inconsistent with this Code to govern its meetings. The rules may provide for excused absences of the supervisor or trustees from township board meetings.

(e) All meetings of the township board shall be open to the public as provided in the Open Meetings Act.

(Source: P.A. 98-1174, eff. 1-12-15.)

What is does say is that the board may consider and approve bills individually or in a summary statement. Since we are aware that the three invoices [Private Info] is requesting be place in the open payables are up for dispute and discussion, I suggest that the three invoices be placed on the agenda individually and discussed individually rather than in the summary of open invoices. This would then not jeopardize the payment of other invoices that we don't foresee to have any issues.

I also feel, once again, as though I am being put in the middle of this debate and truly being placed between a rock and a hard place. Between these ongoing debates and huge amounts requests for information, the forensic audit and unruly FOIA requests I have been inundated with, I am having a difficult time completing my regular work. Not to mention the abundant amount of stress placed upon me. I respectfully request that we figure out a way to resolve these issues in a peaceful and professional manner.

Respectfully,

[Private Info]

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Private Info]

Sent: Tuesday, July 3, 2018 2:33 PM

To: [Private Info]

Cc: [Private Info]

Subject: Bills to be paid

[Private Info]

Pursuant to 60 ILCS 1/80-10, please include in the open payables the outstanding bills for:

1. Kavanagh Grumley & Gorbald LLC
2. BDK's outstanding invoices
3. [Private Info] invoice

[Private Info] will provide the second approval.

[Private Info]

DuPage Township Trustee

Date: 07/07/2018 [10:30:01 AM CDT]

From: [Redacted] Private Info

To: [Redacted] Private Info

Subject: Re: Order form for General Assistance Manual and Emergency Assistance Manual

No worries. I will have the attorney determine what the law states. Thanks. Have a nice weekend.

[Redacted] Private Info

On Jul 6, 2018, at 4:18 PM, [Redacted] Private Info wrote:

In speaking with [Redacted] Private Info he stated that 60 ILCS 1/8-10 has nothing to do with allowing trustees to add any invoices to payables, therefore, I will not be adding requested invoices to the upcoming meeting. If you have further questions, please direct them to [Redacted] Private Info.

[Redacted] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info

Sent: Thursday, July 5, 2018 4:50 PM

To: [Redacted] Private Info

Cc:

Subject: Order form for General Assistance Manual and Emergency Assistance Manual

[Redacted] Private

Pursuant to 60 ILCS 1/8-10, please include in the attached order forms and amounts in the open payables for discussion at our next meeting. This is a request from [Redacted] Private Info and I.

Thank you and I hope you had a nice holiday.

[Redacted] Private Info

DuPage Township Trustee

Date: 07/10/2018 [11:07:25 AM CDT]

From:

To:

Private Info

Cc:

Subject: Re: FOIA request again

The FOIA from Private Info was received on Sunday and I received it yesterday.

I will be sending FOIA requests regarding me to Private Info to review, and respond.

As I stated yesterday, I only have one email. All others emails I received regarding that matter were emails from Private Info to Private Info that were forwarded to me by Private Info

I recommend you request an extension to allow Private an opportunity to review the response to the FOIA

Private Info

On Jul 10, 2018, at 8:58 AM, Private Info wrote:

Private Info

Please respond to the emails regarding FOIA requests as quickly as possible, we are held to a 5 day timeline and must comply. We received another FOIA request that I must reply by Friday. I understand that this is time consuming for all of you, but the request that need response from you are far less than the ones we are getting.

Please provide all email correspondences to you from Private Info

Thank you,

Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

Date: 07/10/2018 (02:38:12 PM CDT)  
From: [Redacted] Private Info  
To: [Redacted] Private Info  
Cc: [Redacted]  
Subject: Re: FOIA request again

The township has access to all of my township emails, so you have what you need to respond to the request.

I would prefer to have an attorney review the FOIA's based on the advice we received from [Redacted] our attorney for the insurance company.

My understanding from a recent email from [Redacted] is that she will be working on a trial and not available for a few weeks. That is why I suggested [Redacted]. I will try to get clarity tonight at our board meeting.

Thank You

[Redacted] Private Info

On Jul 10, 2018, at 11:33 AM, [Redacted] Private Info wrote:

[Redacted] Private Info

I do not have access to your emails. As far as I am concerned I have a memo from [Redacted] Private Info dated May 17, 2018 that states that Law firm Kavanaugh, Grumley and Gorboid LLC are not DuPage Township's attorneys. I have attached a copy of that memo, which I must abide by. If you wish to have the response to this and other FOIA request reviewed by an attorney that is your choice and you would need to retrieve those emails for that attorney to review. I sent you the original FOIA request from [Redacted] Private Info it is your choice if you wish to have an attorney review that request.

[Redacted] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info  
Sent: Tuesday, July 10, 2018 11:18 AM  
To: [Redacted] Private Info  
Cc: [Redacted]  
Subject: Re: FOIA request again

Ok, I just received this request this morning, all email correspondence was via my township email. Therefore you do not need my assistance to respond.

Please send a copy of original FOIA request and the emails to [Redacted] Private Info to review prior to responding.

[Redacted] Private Info

On Jul 10, 2018, at 11:09 AM, [Redacted] Private Info wrote:

This one is for emails from [Redacted] Private Info I have requested the 5-day extension already. It is due to him by Tuesday

[Redacted] Private Info

241 Canterbury Lane

Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

From: [Redacted] Private Info  
Sent: Tuesday, July 10, 2018 11:07 AM  
To: [Redacted]  
Cc: [Redacted] Private Info  
Subject: Re: FOIA request again

The FOIA from [Redacted] Private Info was received on Sunday and I received it yesterday.

I will be sending FOIA requests regarding me to [Redacted] Private Info to review, and respond.

As I stated yesterday, I only have one email. All others emails I received regarding that matter were emails from [Redacted] Private Info to [Redacted] Private Info that were forwarded to me by [Redacted].

I recommend you request an extension to allow [Redacted] Private an opportunity to review the response to the FOIA

[Redacted] Private Info

On Jul 10, 2018, at 8:58 AM, [Redacted] Private Info wrote:

[Redacted] Private Info

Please respond to the emails regarding FOIA requests as quickly as possible, we are held to a 5 day timeline and must comply. We received another FOIA request that I must reply by Friday. I understand that this is time consuming for all of you, but the request that need response from you are far less than the ones we are getting.

Please provide all email correspondences to you from [Redacted] Private Info.

Thank you,

[Redacted] Private Info

241 Canterbury Lane  
Bolingbrook, IL 60440  
Phone: 630-759-1317  
Fax: 630-759-3412

<Memo from [Redacted] Private the Attorney.docx>



Private Info

**From:** [Redacted] Private Info  
**Sent:** Wednesday, August 22, 2018 12:22 AM  
**To:** [Redacted] Private Info  
**Subject:** Re: Payable report for 8/21/18 meeting

Call me during the board meeting if there are any more questions

Private Info

Quoting [Redacted] Private Info:

> Private Info

>  
> I am not feeling better and I have not returned to work. I am doing my  
> best to help [Redacted] as much as I can via the phone and email. This  
> exhausts me and I am down for the rest of the day dead on my feet. I  
> am trying my best because there is only so much one person can do.  
> This fighting and the FOIAs I believe brought me to [Redacted] Personal Privacy

> [Redacted] Personal Privacy

> [Redacted] Personal Privacy

> [Redacted] Personal Privacy I am still trying to help.

>  
> We have gone through this with the trustees and [Redacted] Private Info but I  
> guess none of you can retain this information.

>  
> All of these payable are through the Town Fund. In other words nothing  
> is from the Cemetery Fund, the Banquet Fund or GA Fund.  
> Within the Town fund there are departments.

>  
> The payable you see on the payable listing for the 08-22-18 special  
> board meeting are all for Senior recreation trips. This has been this  
> way for 10 years now. Every trip has a holding GL line item for one  
> trip. This way all revenue and all expenses for that trip go into that  
> holding line item. In the end we can clearly see if the senior  
> recreation trip broke even, gained money or lost money. It is not a  
> perfect science and it can go either way as much as [Redacted] Private Info tries.

>  
> The first two were on the visa card and of course they are a month old  
> by the time the statement gets to us and gets processed. At this point  
> since the board didn't approve those bills the visa payment will be  
> very late. Seems to be the norm these days rather than a rarity.

>  
> If you look in the fourth column you will see the GL line item each  
> one is coming out of. The first one in the amount of \$178.44 is an  
> expense for a trip to Four Winds Casino. The GL line item is 11247C  
> which is for Casino trips. This was paid with the visa.

## Redaction Log

Total Number of Redactions in Document: 666

### Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
3	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
4	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	10
5	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
6	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
7	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
8	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5

## Redaction Log

Page	Reason	Description	Occurrences
9	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
10	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
11	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
12	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12
13	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
14	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
15	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
15	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
16	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6

## Redaction Log

Page	Reason	Description	Occurrences
17	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
18	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
19	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
20	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
21	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
22	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
23	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
24	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
25	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7

## Redaction Log

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26	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
27	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8
28	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	14
29	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
30	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	11
31	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
32	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6
33	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	11
34	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	6

## Redaction Log

Page	Reason	Description	Occurrences
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36	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
37	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13
38	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	10
39	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
40	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	4
41	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8
42	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	16
43	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13

## Redaction Log

Page	Reason	Description	Occurrences
44	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1
45	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12
46	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13
47	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8
48	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
50	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	10
51	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	11
52	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	11
53	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1

## Redaction Log

Page	Reason	Description	Occurrences
54	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	30
55	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	34
56	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
57	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	14
58	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	9
59	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	5
60	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	24
61	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	21
62	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12



## Redaction Log

Page	Reason	Description	Occurrences
63	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13
64	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12
65	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	18
66	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12
67	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	3
68	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	7
69	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	18
70	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	8
71	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12

## Redaction Log

Page	Reason	Description	Occurrences
72	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13
73	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	18
74	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	14
75	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	9
75	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	4

# Redaction Log

## Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	15(1) 75(4)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(6) 2(2) 3(7) 4(10) 5(6) 6(3) 7(6) 8(5) 9(2) 10(1) 11(4) 12(12) 13(7) 14(6) 15(1) 16(6) 17(4) 18(7) 19(5) 20(6) 21(5) 22(6) 23(4) 24(3) 25(7) 26(2) 27(8) 28(14) 29(4) 30(11) 31(1) 32(6) 33(11) 34(6) 35(7) 36(4) 37(13) 38(10) 39(7) 40(4) 41(8) 42(16) 43(13) 44(1) 45(12) 46(13) 47(8) 48(5) 50(10) 51(11) 52(11) 53(1) 54(30) 55(34) 56(7) 57(14) 58(9)

## Redaction Log

Reason	Description	Pages (Count)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	59(5) 60(24) 61(21) 62(12) 63(13) 64(12) 65(18) 66(12) 67(3) 68(7) 69(18) 70(8) 71(12) 72(13) 73(18) 74(14) 75(9)



375 W Briarcliff Rd  
Bolingbrook, IL 60440  
(630) 226-8600

Approved By: \_\_\_\_\_

Approved On: \_\_\_\_\_

**INCIDENT SUMMARY**

**Subject:** Identity Theft  
**Occurred On:** Friday 4/6/2018 12:00:00 AM  
**Occurred Address:** 375 W Briarcliff Rd , BOLINGBROOK, IL 60440

**Reported On:** 2/20/2019 4:56:00 PM  
**Or Between:** Tuesday 4/24/2018 12:00:00 AM  
**Location Name:** BOLINGBROOK PD

**Report Type:** Criminal Report (No Arrest)  
**Disposition:** OPEN  
**Reporting Officer:** Poradyla, Joseph 1197  
**Assisted By:**  
Draksler, Donald 931

**Beat:** B205  
**Juvenile Report:** N - No

OFFENSE	HATE BIAS	COMPLETED
1137 - IDENTITY THEFT		Yes

**SUSPECT**

<b>Name:</b> Private Info		<b>LEADS #:</b>	
<b>Alias:</b>		<b>DOB:</b> Private Info	<b>Age:</b> Personal
<b>Sex:</b> Personal	<b>Race:</b> Personal Privacy	<b>Hair:</b> Personal	<b>Eye:</b> Privacy
<b>Height:</b> Persona	<b>Weight:</b> Perso	<b>DLN #:</b> Private Info	<b>DLN State:</b> Private
<b>SSN #:</b>		<b>Occupation / Grade:</b> Personal Privacy	
<b>Employee / School:</b> Personal Privacy		<b>City / State / Zip:</b>	
<b>Address Type:</b>	<b>Address:</b>		
	Private Info		
<b>Phone Type:</b>		<b>Phone:</b>	
	Private Info		
<b>Scar / Mark / Tattoo:</b>	<b>SMT Location:</b>	<b>Description:</b>	
<b>Attire:</b>			

**SUSPECTED OF**

Offense	# of Charges
1137 - IDENTITY THEFT	1

**VICTIM**

<b>Victim Type:</b> Individual		<b>LEADS #:</b>	
<b>Victim Of:</b> 1137 - IDENTITY THEFT			
<b>Name / Entity Name:</b> Private Info			
<b>Individual Information</b>			
<b>Alias:</b>		<b>DOB:</b> Private Info	<b>Age:</b> Private
<b>Sex:</b> Personal	<b>Race:</b> Personal	<b>Hair:</b> Persona	<b>Eye:</b> Personal
<b>Height:</b> Person	<b>Weight:</b> Person	<b>DLN #:</b> Private Info	<b>DLN State:</b> Private
<b>SSN #:</b>		<b>Occupation / Grade:</b>	
<b>Employer / School:</b>		<b>City / State / Zip:</b>	
<b>Address Type:</b>	<b>Address:</b>		
	Private Info		
<b>Phone Type:</b>		<b>Phone #:</b>	

Private Info

Attire:

Injuries / Weapons

Offense

Injury

Injury Weapon

Offender Relationships

Offender

Relationship

Offense

Private Info

Personal Privacy

1137 - IDENTITY THEFT

**NARRATIVE**

See report #19-815 for full account of incident.

Reporting Officer

Approved By

375 W Briarcliff Rd  
Bolingbrook, IL 60440  
(630) 226-8600

Approved By: \_\_\_\_\_

Approved On: \_\_\_\_\_

**INCIDENT SUMMARY**

**Subject:** Identity Theft  
**Occurred On:** Friday 4/6/2018 12:00:00 AM  
**Occurred Address:** 375 W Briarcliff Rd , BOLINGBROOK, IL 60440

**Reported On:** 2/20/2019 4:57:50 PM  
**Or Between:** Tuesday 4/24/2018 12:00:00 AM  
**Location Name:** BOLINGBROOK PD

**Report Type:** Criminal Report (No Arrest)  
**Disposition:** OPEN  
**Reporting Officer:** Poradyla, Joseph 1197  
**Assisted By:**  
Draksler, Donald 931

**Beat:** B205

**Juvenile Report:** N - No

OFFENSE	HATE BIAS	COMPLETED
1137 - IDENTITY THEFT		Yes

**SUSPECT**

Name: Private Info		LEADS #:	
Alias		DOB: Private Info	Age: Private
Sex: Personal	Race: Personal Privacy	Hair: Personal	Eyes: Personal
Height: Person	Weight: Perso	DLN #: Private Info	DLN State: Private
SSN #:		Occupation / Grade: Personal Privacy	City / State / Zip
Employee / School: Personal Privacy	Address Type	Address	
Phone Type	Private Info	Phone	
Scar / Mark / Tattoo	SMT Location	Description	
Attire:			

**SUSPECTED OF**

Offense	# of Charges
1137 - IDENTITY THEFT	1

**VICTIM**

Victim Type: Individual		LEADS #:	
Victim Of: 1137 IDENTITY THEFT			
Name / Entity Name: Private Info			
Individual Information			
Alias: Private Info		DOB: Private Info	Age: Personal Privacy
Sex: Personal	Race: Personal	Hair: Personal Privacy	Eyes: Personal Privacy
Height: Perso	Weight: Perso	DLN #: Private Info	DLN State: Private
SSN #:		Occupation / Grade:	City / State / Zip
Employer / School: Personal Privacy	Address Type	Address	
Phone Type	Private Info	Phone #	



Private Info		
Attire:		
<b>Injuries / Weapons</b>		
Offense	Injury	Injury Weapon
<b>Offender Relationships</b>		
Offender	Relationship	Offense
Private Info	Personal Privacy	1137 - IDENTITY THEFT

**NARRATIVE**

On 2/20/19 at 1700hrs Reporting Officer Poradyla #1197 (R/O) and Reporting Detective Draksler #931 (R/D) met with Private and Private Info reference Identity Theft.

R/O spoke with Personal Privacy Private Info who reported verbally as well as in written form, that her and Perso Personal Private Info personal information was removed from the DuPage Township building without their permission and taken offsite. It should be noted that while Private is Personal Privacy Private is not. His personal information was included in her personal/employee paperwork which was kept at the DuPage township building. Private advised she was made aware of said information/security breach during a DuPage Township meeting on April 24, 2018. She further stated that Personal Private Info had ordered the removal of all DuPage Township employees and elected official's private and personal information files from the township building to be brought to her office located at 343 N Schmidt Rd Bolingbrook IL 60440 [Benford Brown & Associates]. While the illegally obtained information was in the accounting firm's possession, Private had Personal Privacy Private and Private complete a Quick Books Tax program conversion of Private and Private information. Private expressed concern that her sensitive, personal information was unlawfully given to both Priv and Priv who are not bonded, nor are they accountants and whom have arrest records for theft.

R/O also spoke with Private Info who related similar concerns verbally as well as in written form. Priv stated that due to Personal Personal Privacy, his informational security was compromised as well. He too stated that his personal information was removed without his permission from the DuPage Township building by Private Info.

Personal information for both Private and Priv included names, birthdates, W-2 tax forms, Social Security Numbers, bank account and routing numbers. Private also reported that there was an e-mail sent by Private requesting her Private IP address for her personal computer; which she did not supply. Private was adamant that she never gave permission for that information to be removed from the township building, and/or released to the above individuals. Both Private and Priv were very concerned about possible if not further ramifications of this identity theft.

Both Private Info and Private Info written statements have been entered into evidence.

Nothing further at this time.

Reporting Officer

Approved By

# Redaction Log

Total Number of Redactions in Document: 98

## Redaction Reasons by Page

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2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
2	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1
3	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	15
3	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	13
4	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	32
4	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	9

# Redaction Log

## Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1(14) 2(1) 3(15) 4(9)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(12) 2(2) 3(13) 4(32)



375 W Briarcliff Rd  
Bolingbrook, IL 60440  
(630) 226-8600

Approved By: \_\_\_\_\_

Approved On: \_\_\_\_\_

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**Or Between:** Tuesday 4/24/2018 12:00:00 AM  
**Location Name:** BOLINGBROOK PD

**Report Type:** Criminal Report (No Arrest)  
**Disposition:** PROSECUTION DECLINED (EXCEPTIONAL CLEARANCE)  
**Reporting Officer:** Hilbruner, Joseph 1129  
**Assisted By:**  
Draksler, Donald 931

**Beat:** B205

**Juvenile Report:** N - No

OFFENSE	HATE BIAS	COMPLETED
1137 - IDENTITY THEFT		Yes

**SUSPECT**

<b>Name:</b> Private Info	<b>LEADS #:</b>
<b>Alias</b>	
<b>Sex:</b> Personal	<b>Race:</b> Personal Privacy
<b>DOB:</b> Private Info	<b>Age:</b> Personal Privacy
<b>Height:</b> Perso	<b>Hair:</b> Personal
<b>Weight:</b> Perso	<b>Eye:</b> Personal Privacy
<b>SSN #:</b>	<b>DLN #:</b> Private Info
<b>DLN State:</b> Private	
<b>Employee / School:</b> Personal Privacy	<b>Occupation / Grade:</b> Personal Privacy
<b>Address Type</b>	<b>City / State / Zip</b>
<b>Address</b>	
<b>Phone Type</b>	<b>Phone</b>
<b>Scar / Mark / Tattoo</b>	<b>SMT Location</b>
<b>Attire:</b>	<b>Description</b>

**SUSPECTED OF**

Offense	# of Charges
1137 - IDENTITY THEFT	1

**VICTIM**

<b>Victim Type:</b> Individual	<b>LEADS #:</b>
<b>Victim Of:</b> 1137 - IDENTITY THEFT	
<b>Name / Entity Name:</b> Private Info	
<b>Individual Information</b>	
<b>Alias:</b> Private Info	
<b>Sex:</b> Personal	<b>Race:</b> Personal
<b>DOB:</b> Private Info	<b>Age:</b> Personal
<b>Height:</b> Perso	<b>Hair:</b> Personal Privacy
<b>Weight:</b> Perso	<b>Eye:</b> Personal Privacy
<b>SSN #:</b>	<b>DLN #:</b> Private Info
<b>DLN State:</b> Private	
<b>Employer / School:</b> Personal Privacy	<b>Occupation / Grade:</b>
<b>Address Type</b>	<b>City / State / Zip</b>
<b>Address</b>	
<b>Private Info</b>	

Phone Type

Phone #

Private Info

Attire:

**Injuries / Weapons**

Offense

Injury

Injury Weapon

**Offender Relationships**

Offender

Relationship

Offense

Private Info

Personal Privacy

1137 - IDENTITY THEFT

**NARRATIVE**

Supplemental Report

See Crime Report 19-815

In Summary:

On 11/06/19, the Reporting Detective (R/D) was assigned the follow-up investigation, in reference to an identity theft. Upon completion of the R/D's investigation, the case was presented the case to Will County Assistant State Attorney (ASA) Casson and later turned over to ASA Long. Soon thereafter, the R/D, was later advised by ASA Long, that the case is not criminal in nature and that no compliant status will be filed by his office. Based on the declination of complaints by the Will County States Attorney's office and the inability to locate a criminal offense, the R/D considers the investigation into this matter to be closed.

Case Closed

Code 08

Reporting Officer

Approved By



# Redaction Log

Total Number of Redactions in Document: 30

## Redaction Reasons by Page

Page	Reason	Description	Occurrences
1	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	12
1	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	15
2	Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	2
2	Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1



## Redaction Log

### Redaction Reasons by Exemption

Reason	Description	Pages (Count)
Personal Privacy	The information requested, if disclosed, would constitute a clearly unwarranted invasion of personal privacy. 5 ILCS 140/7(1)(c)	1(15) 2(1)
Private Info	Private information, as defined by Section 2(c-5), such as social security number, home or personal telephone numbers, and personal email addresses, except as otherwise provided by law. 5 ILCS 140/7(1)(b)	1(12) 2(2)

