



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, September 11, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

### APPROVAL OF PHONE PARTICIPATION (Roll Call)

### APPROVAL OF AGENDA (Voice Vote)

### APPROVAL OF MINUTES (Voice Vote)

- [1.](#) Motion to approve Public Hearing Minutes from August 14, 2024
- [2.](#) Motion to approve Board of Trustees Meeting minutes from August 14, 2024

**PUBLIC COMMENT** *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

### NEW BUSINESS

- [3.](#) Motion to discuss/approve the release of Greene Forensic Accounting Solutions accounts payable check in the amount of \$14,835.25.
- [4.](#) Motion to discuss and possible action on preliminary forensic audit report.
- [5.](#) Motion to discuss/approve quote from Monroe Truck Equipment, Inc to purchase replacement dump body on the 2016 Chevrolet 1 ton in the amount of \$12,014.
- [6.](#) motion to discuss/approve to get notification system for residents.

**NEW BUSINESS**

7. Motion to go into executive session pursuant to 5 ILCS 120/2(c) (1) Personnel - The appointment, employment compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body.

**NEW BUSINESS**

8. Motion to discuss/approve an applicant to fill Accounting and Billing Clerk vacancy.

**ADJOURNMENT (Voice Vote)**

KJ/KM 09/09/2024



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

## Minutes – PUBLIC HEARING

**Wednesday, August 14, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

### MINUTES

#### ROLL CALL

The meeting called to order by President Don Sattler at 7:02 pm

#### PRESENT

President Don Sattler  
 Admin Chairman Owen Costanza  
 Finance Chairman Jeff Goings at 7:05 pm  
 Trustee Dan Cheek  
 Trustee Austin Davies  
 Trustee Betsy Straw  
 Trustee Bruce Moore  
 Clerk Karri Miller  
 Attorney Richard Breun  
 Treasurer Carina Boyd  
 Building Official Ken Garrett

#### APPROVAL OF AGENDA

The motion was made by Admin Chairman Costanza and seconded by Trustee Cheek.  
 Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Straw, Trustee Moore

#### CONVENE PUBLIC HEARING

Motion to discuss/approve a Petition for Amendment for Annexation Agreement with Gerstad Builders, Inc. and Harris Farms, Oak Lawn LTD.

The motion was made by Admin Chairman Costanza and seconded by Trustee Cheek. Motion passed by voice vote.

The public hearing opened at 7:07 pm

Attorney Mark Saladin on behalf of Gerstad Builders went over the annexation agreement.

#### PUBLIC COMMENT

no public comment

**CLOSE PUBLIC HEARING**

The motion was made by Admin Chairman Costanza and seconded by Trustee Cheek. Motion passed by voice vote.

The public hearing closed at 7:14 pm

**ADJOURNMENT**

The motion was made by Admin Chairman Costanza and seconded by Trustee Richardson.

Motion passed by voice vote.

The meeting adjourned at 7:15 pm



# VILLAGE OF POPLAR GROVE

*"A Great Place to Call Home"*

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## VILLAGE BOARD OF TRUSTEES

**Wednesday, August 14, 2024 - 7:00 PM**

200 N. Hill Street, Poplar Grove, IL 61065

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### CALL TO ORDER

The meeting called to order by President Don Sattler at 7:20pm

### ROLL CALL

President Don Sattler

Admin Chairman Owen Costanza

Finance Chairman Jeff Goings at 7:05 pm

Trustee Dan Cheek

Trustee Austin Davies

Trustee Betsy Straw

Trustee Bruce Moore

Clerk Karri Miller

Attorney Richard Breun

Treasurer Carina Boyd

Public Works Director David Howe

Building Official Ken Garrett

### PLEDGE OF ALLEGIANCE

### APPROVAL OF PHONE PARTICIPATION (Roll Call)

### APPROVAL OF AGENDA (Voice Vote)

The motion was made by Admin Chairman Costanza and seconded by Trustee Moore. Motion passed by voice vote.

The motion was made by Admin Chairman Costanza and seconded by Finance Chairman Goings to discuss legal bills. Motion passed by voice vote.

### APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve Public Hearing meeting minutes July 10, 2024.

The motion was made by Admin Chairman Costanza and seconded by Trustee Moore. The motion was approved by voice vote.

Motion made by Trustee Davies, Seconded by Admin Chairman Costanza to amend the minutes to fix the closing of the public hearing from 7:53 pm to 7:23 pm. The motion was approved by voice vote

- 2. Motion to approve minutes from June 19, 2024 Board of Trustee Minutes. Motion made by Finance Chairman Goings, Seconded by Admin Chairman Costanza. Trustee Straw requested changes to the minutes. minutes held over for correction.
- 3. Motion to approve July 10, 2024 Board of Trustee Meeting minutes. Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion passed by voice vote.

**PUBLIC COMMENT** *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

Owen Costanza - Mr. Costanza read a Response letter from Sosnowski Szeto dated July 19, 2024, regarding comments made by Trustee Austin Davies. Clarification on the elimination of the village administrator position in 2018.

**NEW BUSINESS**

- 4. Motion to discuss/approve the Petition for amendment to the Annexation Agreement with Gerstad Builders, Inc. and Harris Farms, Oak Lawn LTD. Motion made by Admin Chairman Costanza, Seconded by Trustee Austin. Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek to amend the agreement to add the 10-year extension into the agreement. Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw
- 5. Motion to discuss/approve a new liquor license for GOE, LLC d/b/a Ocello's Pizza & Italian Restaurant for Class A,D,J. Motion made by Trustee Davies, Seconded by Admin Chairman Costanza. Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw Giesseppa Ocello - Ocello Pizza is expected to be open in late September or early October.
- 6. Motion to discuss/approve The Shortline, Inc. Class E liquor license.

Motion made by Trustee Davies, Seconded by Admin Chairman Costanza.  
 Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek,  
 Trustee Davies, Trustee Moore, Trustee Straw  
 Clerk Miller stated that the license is for the fly in event at the Poplar Grove Airport

7. Motion to discuss/approve quote from Sabel Mechanical for the Collection Point Pump in the amount of \$30,079.12.  
 Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
 Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw  
 Public Works Director Howe went over the need for the pump. PWD Howe stated that the Village has an agreement with Sabel.  
 President Sattler asked if the Village needed to get quotes on the pump.  
 Clerk Miller stated that the Village has a standing agreement with Sabel.
8. Motion to discuss/approve bid approval for East Edson Public Works shop residing and roof repair.  
 Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
 Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw  
 PWD Howe went over the quotes and stated Martin was the lowest quote.
9. Motion to discuss SCADA and Complete Integration & Services update.  
 Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
 Trustee Goings stated the need to create a detailed plan outlining what needs to be done, including timeframes. Afterward, a comprehensive game plan will be developed.  
 PWD Howe stated the Estimated cost: \$150,000+ for the entire project.
10. Motion to discuss/approve Electrical Aggregate program to the lowest bidder for Village service.  
 Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
 PWD Howe stated that the current program expires on September 30.  
 Trustee Straw asked if the Village had looked into solar options. PWD Howe stated that he has and the state solar program has changed.  
 Trustee Goings asked if our electrical aggregate representative could come and report to the board.  
 PWD Howe will reach out to the representative and put it on the agenda for next week.
11. Motion to discuss/approve Cleaning quotes for Village Hall.  
 Motion made by Admin Chairman Costanza, Seconded by Trustee Straw.  
 Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw

Treasurer Carina Boyd went over the cleaning quotes. Morgan Building Maintenance came in as the lowest quote.

12. Motion to discuss and possible action for bid approval with a Private Security Firm for Village Hall.  
The motion was made by Admin Chairman Costanza and seconded by Finance Chairman Goings.  
Trustee Costanza expressed his desire to seek bids for private security services. He emphasized the need for security presence at Village Hall during the day and at meetings. Trustee Costanza noted that while the office staff has access to a panic button, it currently takes 20 minutes for assistance to arrive, which raises concerns. He also mentioned that his concerns were heightened after viewing the executive session video.  
Trustee Moore asked if there had been any threats made to staff by any elected officials  
\*\*Laureen Randall - Public Comment:\*\*  
Mrs. Randall inquired about the proper procedure for addressing items after the public comment period has ended. She also expressed concern that the board should avoid questioning individuals while the person accused of harassment is present.
- Trustees asked staff to get quotes for bullet proof glass for the windows.

- 12.a Discussion on Legal Bills  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Trustee Costanza requested a review of the bills, specifically questioning why the village was charged \$30,000 for six weeks of work. The trustees asked the treasurer to email all bills to the board for their review.  
discussion only.

### **EXECUTIVE SESSION**

13. Motion to go into executive session pursuant to 5 ILCS 120/2(c)(11) Pending Litigation when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent.  
Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek, Trustee Davies, Trustee Moore, Trustee Straw  
Went into closed session at 8:50pm  
came back into open session at 9:15pm

PRESENT

President Don Sattler



Admin Chairman Owen Costanza  
Finance Chairman Jeff Goings  
Trustee Dan Cheek  
Trustee Austin Davies  
Trustee Bruce Moore  
Trustee Betsy Straw  
Clerk Karri Miller  
Attorney Richard Bruen

#### **NEW BUSINESS**

14. Motion to discuss/approve the release of audio and video for the July 10, 2024 Executive Session meeting.  
Motion made by Admin Chairman Costanza, Seconded by Finance Chairman Goings.  
Voting Yea: Admin Chairman Costanza, Finance Chairman Goings, Trustee Cheek  
Voting Nay: Trustee Davies, Trustee Moore  
Voting Abstaining: Trustee Straw  
Attorney Bruen stated the motion passed  
Trustee Costanza went over the video and what it shows.  
Trustee Straw stated that she abstained pending litigation

#### **ADJOURNMENT (Voice Vote)**

Motion made by Admin Chairman Costanza, Seconded by Trustee Cheek. Motion passed by voice vote  
meeting adjourned at 9:32 pm

**VILLAGE OF POPLAR GROVE**

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**REPORT OF FINDINGS OF  
EXAMINATION OF CREDIT CARD EXPENDITURES  
2022 & 2023**

**SEPTEMBER 11, 2024**

Draft for Discussion



**GREENE**

Forensic Accounting Solutions LLP

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CHICAGO, ILLINOIS • 60602  
TELEPHONE: (312) 692-1000 • FAX: (312) 692-1172

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# GREENE

Forensic Accounting Solutions LLP

## REPORT LETTER

The Board of Trustees  
Village of Poplar Grove  
200 N. Hill Street  
Poplar Grove, Illinois 61065

Dear Trustees:

We have performed a preliminary forensic examination of credit card records and invoices paid for 2022 and 2023. As the credit card payments included travel and procurement activity, we reviewed the Village ordinances for both activities and compared them against the State Statutes. We also reviewed three large payments for 2022 to see if those complied with the Village Ordinances and State Statutes.

In addition, the Village President requested that we review the Village practice of accepting donations from Village vendors, and we compared this practice with the Village Ordinance and State Statutes.

Our examination was conducted in accordance with Statement for Forensic and Valuation Services No. 1 of the American Institute of Certified Public Accountants. You are responsible for maintaining the accounting records and establishing and maintaining effective internal control over financial reporting. We were not engaged to and did not conduct an audit of the Village's financial statements following U.S. Generally Accepted Auditing Standards. Accordingly, we do not express such an opinion on the Village's financial statements.

Enclosed is our report detailing our procedures and findings. Our examination was performed on a limited set of documents. We appreciate the assistance we received from the Village Treasurer, Village Attorney, and Village President.

It is possible that, due to the limited nature of our procedures, other issues may exist that we did not identify during this engagement.

**Greene Forensic Accounting Solutions LLP**

Chicago, IL  
September 11, 2024

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## BACKGROUND

Greene Forensic Accounting Solutions LLP (“Greene”) was retained on June 19, 2024, to provide the Village of Poplar Grove, Illinois (“Village”) a forensic audit of the Village’s credit card expenditures for the period of 2019 through 2022, potentially expanding the engagement to include a full forensic audit of the Village’s General Fund. Subsequently, the scope of the credit card forensic audit was expanded to include 2017 through 2023, beginning with a preliminary examination of the credit card transactions and invoices for 2022 and 2023. The preliminary examination is the subject of this report.

We found that the Village credit cards are generally used to pay for travel expenses and purchases. Our report compared applicable travel and procurement Illinois Statutes to corresponding Village Ordinances and the Village’s current practices.

Subsequently, the Village President requested that we review donations being solicited by the Village from Village vendors to fund food baskets distributed to needy families.

## EXECUTIVE SUMMARY

### Village Credit Cards

- The Village maintains three copies of a single Master Card in the name of the Village Clerk.
- The card is used for travel expenses, purchases of goods, subscriptions, and tuition payments.
- There is minimum accountability for the use of the card.
- We did not find an ordinance and policy governing the use of the cards.
  - The card(s) leave the Village Hall. There is no sign-out log or process.
  - While receipts support many of the charges shown on the monthly statement, there is no accountability or approval for using the card. This is further discussed in the travel and procurement sections of the report.
  - In many cases, we could not determine the individual using the card and the associated business purpose.
- Although the Village is exempt from sales tax, we found that sales tax was generally paid when the Master Card was used in-person.
- The Home Depot Card charges were not approved, but sales tax was not charged. The card or account was only moderately used.
- The Marathon card (account) used for purchasing diesel fuel is well supported. The vendor provides a list with the monthly invoice detailing the date, fuel purchased, and the individual purchasing the fuel.

### Travel

- The Master card(s) is used to direct-pay much of Trustee and Employee travel.
- It is used in-person and remotely.
- The current processes do not conform to State Statutes and the Village ordinances concerning travel.

- The Village Ordinance for Travel is inconsistent with the State Statute. The Ordinance, as written, only pertains to Village Trustees, although it is required to include Village employees.
- The Village Employee Handbook concerning travel is inconsistent with the State Statute covering travel and the Village Ordinance addressing Trustee travel.
- Expenses paid directly by the Village through the Village Master Card are not submitted on an expense report with employee-incurred expenses to obtain Village Board approval and document the actual costs incurred for any one trip.
- The directly paid with Credit Card travel receipts generally do not show the individual incurring the expense or those attending meals.
- Expenses exceeding allowed limits or preapproved ceilings are not reviewed by the Village Board and approved by a roll call vote as required by State Statute and Village Ordinance.
- The Village Credit Card is used to purchase in-person and carry-out meals for staff and others. There is no accountability for these purchases.
- The meal limits imposed by the Village Ordinance and Employee handbook (they are different) appear unrealistic, especially when attending events in Chicago and other major metropolitan areas.
- Travel, meals, lodging, and other related expenses are subject to Freedom of Information Act (FOIA) requests by State Statute. The current practices make it virtually impossible to comply with a FOIA request as we did not see an accounting for any official travel, meal, seminar attendance, or other related event.
- The Village President is provided a Stipend for official travel and related expenses. The Stipend is treated as salary. This practice appears to conflict with the State Statute governing travel. We brought this to the attention of the Village Attorney and understand that the Stipend will be discontinued at the end of the current Village President's term.
- The Village Treasurer informed us that certain individuals received a non-taxed Stipend to cover cell phone costs. We believe that the Village Attorney needs to review this practice to determine if it is allowed under the Statute and if those calls, texts, and emails are subject to FOIA.

#### Procurement

- The Village Master Card is used for purchases under \$2,500.
- The State Statute governing purchases for Municipalities is split between Municipalities under 500,000 and those above 500,000. We compared the State Statute for Municipalities under 500,000 with the Village Ordinance and found that the Village Ordinance was more detailed.
- The credit card is used for subscription payments (Adobe, Microsoft, etc.) and purchases for meals, flowers, and small tools/supplies.
- In many instances, there were receipts but no pre-approvals. As noted earlier, the Village does not have a policy governing the use of the Cards.
- Many charges included payment of sales tax. The Village Treasurer has been in discussions with Microsoft regarding its continuing to charge sales tax on subscriptions. We believe that the Village Attorney may be able to assist with this issue.
- In addition to reviewing purchases made with the Credit Card, we selected three large purchases to determine compliance with the Village Ordinance and State Law. One was a major contract renewal, one was an emergency purchase, and one was a large equipment purchase. All three purchases had compliance issues, which are discussed below.

**Gifts**

We review the Village's practice of soliciting donations from Village vendors. We discussed this practice with the Village Attorney who informed us that it violates Article VIII of the Illinois Constitution.

**RECOMMENDATIONS**

- The Village should adopt a written policy covering the use of the Village Master Card, including the allowed purposes, authorized users, purchase limits, required documentation, and a pre-approval process.
- The Village should adopt a procedure for the use of the Home Depot Card, including the allowed purposes, authorized users, purchase limits, required documentation, and a pre-approval process.
- The Village Travel Ordinance should be amended to include Employees.
- The Village Ordinance and Village Employee Handbook addressing Travel should be updated to conform to the State Statute. The Village Ordinance should specify a village expense report form. Travelers should account for all travel expenses on an expense report.
- The Village Ordinance for meal limits should be updated to reflect current costs. The Village Handbook and Village Ordinance should reflect the same meal limits.
- The Village Travel Ordinance should provide a policy for the use of rental vehicles. The policy should include the use of private vs. rental vehicles, the types of vehicles allowed, the permitted use of the vehicles, transporting non-village employees and family members, purchasing rental insurance and the approval process.
- The Village should revisit the use of stipends in light of the State Statutes governing Trustee and Employee Travel Expenses.
- The Village should adopt a policy governing staff on-site and off-site meals.
- Village Employees should be instructed in the use of the Village Tax Exemption Permit, to ensure that the Village is not charged for sales tax on Village purchases.
- To ensure that the Village receives the best pricing possible, applicable purchases should be put out for bids whenever possible. When bidding is not possible, or the Village determines to select a different vendor, the Village should follow the State Statute and Village Ordinance and the payment file should include documentation supporting this decision.
- The Gift policy and practice should be updated to conform to State Statutes and the Illinois Constitution.

**VILLAGE CREDIT CARDS**

The Village maintains several Credit Card accounts.

### **MASTER CARD**

The Village has a Master Card in the name of the Village Clerk. There are three copies of the card. The card is used for travel expenses and procurement purchases by the Village Clerk and others. In addition, the card(s) are taken by Trustees and Village employees to make in-person purchases and pay for travel expenses, hotels, meals, seminars, etc. We were informed that the Village does not maintain a log or sign-out procedure for the card(s), and the Village does not have a specific ordinance governing the use of the Village credit cards.

We did not see evidence of pre-expenditure approval for most credit card payments and post-expenditure approvals by the appropriate individuals for charges made on the credit card. Regarding travel expenses paid using the card, those incurring an expense still need to complete an expense report and obtain Trustee approval as required by Village ordinance and State law. We did not find Trustee approval for expenses that exceeded approved limits. The Travel Expenditures and Procurement sections discuss the relevant State and Village requirements and current practices in detail.

The Treasurer supports the monthly credit card invoice with receipts she receives from those using the card. In certain instances, including subscription payments, she does not receive a receipt and instead prints out the details provided by the bank. We found that most of those receipts, especially for in-person purchases, do not show the purchase details, business purpose, or those attending meals.

We digitized the credit card statements from 2019 to 2023 and found that Village Trustees and Employees charged approximately \$127K to the Master Card(s). We noted that almost all in-person charges included sales tax, leading us to believe that the individuals using the card are not presenting a copy of the Village's tax exemption when making purchases. We only found one purchase, made on 3/21/23 from Harbor Freight, that exceeded the Village's \$2,500 limit on small purchases.

In addition to purchasing supplies and travel-related expenses, we noted numerous purchases for take-out meals for Village employees. We did not find a policy for this practice other than the travel ordinance and State statute, both of which require Board pre-approval and the submission of an expense report for such purchases.

A detail of credit card purchases is found in Exhibit 1.

### **HOME DEPOT CREDIT CARD**

The Village also has a Home Depot Card. We reviewed the invoices for 2022 and 2023 and noted a few purchases per month, well under the \$2,500 Village limit for small purchases. Home Depot did not charge the Village sales tax.

### **MARATHON**

The Village also maintains an account with Marathon for the purchase of Village fuel. The monthly invoice includes details of each purchase and the individual making the purchase.



VILLAGE OF POPLAR GROVE

026866

DATE: 09/09/21

INVOICE DATE	INVOICE NUMBER	P.O. NUMBER	DESCRIPTION	AMOUNT
08/15/21	73469372		PUBLIC WORKS FUEL 7.15.21 - 08.15.21	1,127.77
VENDOR	WEX BANK - MARATHON FLEET CARD	0429	CHECK TOTAL	1,127.77

PRODUCT DLT104 USE WITH 91063 ENVELOPE

Quill.Com (800) 789-1331

6141346401



Draft for Discussion



# Invoice Statement

INVOICE NUMBER: 73469372  
 ACCOUNT NAME: Village of Poplar Grove

PAGE 1

ACCOUNT NUMBER	CREDIT LIMIT	DAYS THIS PERIOD	BILL CLOSING DATE	PAYMENT DUE DATE	AMOUNT DUE
7560-00-132350-0	7000.00	31	AUG-15-2021	SEP-03-2021	1127.77

DATE	ACTIVITY DESCRIPTION	CHARGES / DEBITS	PAYMENTS / CREDITS
AUG-09-2021	Payment - Thank You		1018.46
AUG-13-2021	Fuel Purchases	1117.77	
AUG-13-2021	Other Adjustments this Period	10.00	
YOUR SAVINGS FROM DISCOUNTS THIS PERIOD = \$24.79			

RECEIVED  
 AUG 16 2021

BY: .....0429.....

ENTERED

INVOICE APPROVAL

G/L Account Code: 01-53-4303  
 Description: \_\_\_\_\_  
 DEPT: MH ADMIN: CD

The Finance Charge is determined by applying a periodic rate of 0%

PURCHASES, RETURNS AND PAYMENTS MADE JUST PRIOR TO BILLING DATE MAY NOT APPEAR UNTIL THE NEXT INVOICE/STATEMENT.

PREVIOUS BALANCE	(-)PAYMENTS	(+)ACTIVITY THIS PERIOD	(-)SAVINGS THIS PERIOD	(=)NEW BALANCE
1018.46	1018.46	1127.77	0.00	1127.77

CALL CUSTOMER SERVICE TO PAY BY PHONE  
 FEDERAL TAX ID: 841425616

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND TERMS.  
 TO ENSURE PROPER CREDIT, TEAR AT PERFORATION AND INCLUDE BOTTOM PORTION WITH YOUR PAYMENT

Transaction Date	Units	Unit of Measure	Unit Cost	Total Fuel Cost	Discount	Net Cost	Driver Last Name	Driver First Name
08/10/2021	20.516	GA	3.249	66.66	-1.44	65.22	Hilden	Mitch
07/15/2021	21.298	GA	3.249	69.2	-1.49	67.71	Hilden	Mitch
07/27/2021	17.912	GA	3.139	56.23	-1.25	54.98	Hilden	Mitch
08/05/2021	28.284	GA	3.248	91.89	-1.98	89.91	Martenson	Kyle
07/20/2021	25.883	GA	3.199	82.8	-1.81	80.99	Martenson	Kyle
07/30/2021	21.168	GA	3.298	69.83	-1.48	68.35	Martenson	Kyle
08/02/2021	36.501	GA	3.299	120.42	-2.56	117.86	Howe	David
07/22/2021	28.831	GA	3.138	90.5	-2.02	88.48	Howe	David
07/29/2021	29.77	GA	3.298	98.21	-2.08	96.13	Howe	David
08/11/2021	30.356	GA	3.199	97.11	-2.12	94.99	Howe	David
07/28/2021	12.392	GA	3.139	38.9	-0.87	38.03	Kasper	Jake
07/30/2021	11.184	GA	3.259	36.45	-0.78	35.67	Kasper	Jake
07/20/2021	28.501	GA	3.198	91.17	-2	89.17	Kasper	Jake
08/09/2021	26.844	GA	3.249	87.22	-1.88	85.34	Kasper	Jake
07/23/2021	14.645	GA	3.138	45.97	-1.03	44.94	Kasper	Jake

Draft for Discussion

**EMPLOYEE AND TRUSTEE EXPENSES**

The Village Master Card is used to direct pay many travel, meal, lodging, and seminar expenses. The Illinois Local Government Expense Control Act governs travel-related expenses at the state level. It states [pertinent text is **bolded** for purposes of discussion]:

*(50 ILCS 150/) Local Government Travel Expense Control Act  
(50 ILCS 150/1)*

*Sec. 1. Short title. This Act may be cited as the Local Government Travel Expense Control Act.*

*(Source: P.A. 99-604, eff. 1-1-17.)*

*(50 ILCS 150/5)*

Sec. 5. Definitions. As used in this Act:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.

**"Travel" means any expenditure directly incident to official travel by employees and officers of a local public agency or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.**

(Source: P.A. 99-604, eff. 1-1-17.)

50 ILCS 150/10)

**Sec. 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported by the minimum documentation required under Section 20 of this Act. The regulations may allow for approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances. On and after 180 days after January 1, 2017 (the effective date of this Act), no travel, meal, or lodging expense shall be approved or paid by a local public agency unless regulations have been adopted under this Section.**

(Source: P.A. 99-604, eff. 1-1-17; 100-201, eff. 8-18-17.)

(50 ILCS 150/15)

**Sec. 15. Approval of expenses. On or after 60 days after January 1, 2017 (the effective date of this Act), expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency, may only be approved by roll call vote at an open meeting of the governing**

**board or corporate authorities of the local public agency.**  
(Source: P.A. 99-604, eff. 1-1-17; 100-201, eff. 8-18-17.)

(50 ILCS 150/20)

**Sec. 20. Documentation of expenses.** Before an expense for travel, meals, or lodging may be approved under Section 15 of this Act, **the following minimum documentation must first be submitted, in writing, to the governing board or corporate authorities:**

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;**
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;**
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and**
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.**

**All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act.**

(Source: P.A. 99-604, eff. 1-1-17.)

(50 ILCS 150/25)

**Sec. 25. Entertainment expenses.** No local public agency may reimburse any governing board member, employee, or officer for any entertainment expense.

(Source: P.A. 99-604, eff. 1-1-17.)

The Village ordinance governing Trustee and Employee travel is found in Chapter 6 [Pertinent text is **bolded** for purposes of discussion]:

*Chapter 1-6J-1. Elected Official Travel Reimbursement*

**1-6J-1. ELECTED OFFICIAL TRAVEL REIMBURSEMENT.**

- A. ***Before a training session, seminar, or class begins, any member of the corporate authorities must submit to the Village President or his or her designee documentation regarding the training, seminar or class along with the anticipated costs associated therewith. At the time of review, and before attendance is approved or denied, consideration will be given to mileage, food, attendance fees and wages. No member of the corporate authorities will be reimbursed for any entertainment expense, which includes shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement.***
- B. ***All training, seminars and classes must be approved by the Village Board before the training, seminar or class begins. Approval for training and classes is at the discretion of the Village Board and will only be approved if the training or class is necessary for the employee or elected official to perform his/her duties.***
- C. ***Prior to the approval of such expenses, the following minimum documentation must be submitted.***
- 1. An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred; and***
  - 2. The name of the individual who is requesting or received the travel, meal, or lodging expense; and***
  - 3. The office of the individual who is requesting or received the travel, meal, or lodging expense; and***
  - 4. The date or dates and nature of the official business in which the travel, meal, or lodging expense will be or was expended. Backup documentation (\*meal stubs, parking, toll slips, mileage readings) is required for actual reimbursement of expenses.***
- D. ***Classes and conferences are the only types of official business for which travel, meal, and lodging expenses are allowed. The maximum allowable reimbursement for travel, meal, and lodging expenses is set at \$800.00 per class or conference. Meal costs are subject to the following per day maximum reimbursement limits. Breakfast - \$8.00, Lunch - \$12.00, Dinner - \$20.00. If a meal or meals is provided with the training class attended, reimbursement will not be provided by the Village meals. The Village will not reimburse for any alcohol expenses of any kind. A form for submission of travel, meal, and lodging should be obtained from the Village Clerk. Approval of expenses that exceed the maximum allowable travel, meal, or lodging expenses, will only be approved in the event of an emergency or other extraordinary circumstances. Expenses for travel, meals and lodging of any member of the corporate authorities that exceeds the maximum reimbursement allowed under the regulations adopted under this paragraph may only be approved by a roll call vote at an open meeting of the corporate authorities of the Village.***

(Ord. 17-12, passed 8-16-2017; Ord. No. 2021-04, § 4, 3-17-2021)

## DISCUSSION

Section 5 of the State Statute states: *"Local public agency" means a school district, community college district, or unit of local government other than a home rule unit.* We consulted the Illinois Counties and Incorporated Municipalities published by the Illinois Secretary of State in 2012 and did not see the Village listed as a "home rule" entity. We confirmed with the City Attorney that the Village is not a Home Rule entity and is, therefore, a "Local Public Agency."

Under the statute, "Travel" includes any expenditure directly incident to official travel by **employees and officers** of a local public agency or by wards or charges of a local public agency involving **reimbursement** to travelers or **direct payment** to private agencies providing transportation or related services.

Section 10 of the Statute states: *"Sec. 10. Regulation of travel expenses. All local public agencies shall, by resolution or ordinance, regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees..."*

We looked at Poplar Grove Ordinance Chapter 6 - Village Officers and Employees, Article J. Reimbursement for Training/Class(es)/Travel. The only paragraph under this section is 1-6J-1. Elected Official Travel Reimbursement. **We did not find that the ordinance addressed employee travel, which is required under this state law.**

### Travel Reimbursement Elements required under the statute

Written documentation of the expense is to be submitted to the governing board or corporate authorities, including an estimate of the expenses if the travel has not been incurred or a receipt for travel, meals, or lodging for travel that has been incurred, including:

- A. The name of the individual who received or is requesting travel, meal, or lodging.
- B. Job title or office of the individual who received or requested the travel, meal, or lodging expense.
- C. The dates or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

The corresponding ordinance may approve expenses more than those allowed under the statute.

Section 10 states: *The regulations may approve expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances.*

However, Section 20 states: *1) any officer or employee that exceeds the maximum allowed under the regulations adopted under Section 10 of this Act; or (2) any member of the governing board or corporate authorities of the local public agency may only be approved by roll call vote at an open meeting of the governing board or corporate authorities of the local public agency."*

So, while expenses exceeding the amounts allowed by the statute may be reimbursed to an employee or trustee, the **approval must take place in an open meeting via a roll call vote.**

- D. All documents and information under this section are subject to the Freedom of Information Act (FOIA).**
- E. No entertainment is allowed.

**Corresponding Village Ordinance Elements (for Trustees)**

- A. Prior approval by the Village Board is required to attend training, seminars, or classes and incur associated costs. Documentation must first be submitted to the Village President or his designee. There is no reimbursement for entertainment.
- B. Necessary to the employee or elected official's duties (note that this section mentions employee).
- C. Prior approval with minimum documentation to be submitted includes:
  - a. An estimate of costs
  - b. The name of the individual
  - c. The office of the individual
  - d. The dates(s)
- D. The individual must submit the receipts to obtain reimbursement following the travel, seminar, class, or training.
- E. Only classes and conferences will be allowed.
- F. The Village has imposed the following maximum amounts:
  - a. \$800 per class or conference
  - b. \$8 for breakfast
  - c. \$12 for lunch
  - d. \$20 for dinner



- G. Any excess expenditures must be approved by a roll call vote by the Board during an open meeting. The excess expenditures must be incurred due to emergency or other extraordinary circumstances.

#### **Comparison of the state statute and Village ordinance(s)**

1. The Village Ordinance only pertains to Trustees. The Village appears to lack the required ordinance covering employees. This can be cured by changing the ordinance's name to encompass both Trustees and Employees, as Chapter 6 pertains to both.
2. The Village Ordinance is more precise than the statute in stipulating limits for classes, training, etc., and meals.
3. The meal charge limits may need to be updated to reflect the cost of travel, especially when in Chicago.
4. The Village Ordinance does not mention that travel, meals, etc., are subject to FOIA.
  - a. The ordinance does not provide for prescribing the process for reimbursement of expenses or stipulating that expenses are first incurred by the traveler and then reimbursed by the Village.
  - b. The ordinance refers to an expense report but does not specify a standardized form to be used for reporting expenses as required by the Statute.
  - c. The lack of a prescribed process for submitting all related expenses for approval and reimbursement makes it impossible for the Village to assess if the traveler has abided by the specified limits.

Although the state statute appears to allow direct payment for certain transportation expenses (***“direct payment to private agencies providing transportation or related services”***), the Village ordinance does not address direct payment of expenses and the process the traveler would be required to follow to include those transportation costs in his/her travel expense report to obtain final approval for the incurred expense.

#### **Corresponding Village Employee Handbook**

The Village President provided Greene with a copy of the Personnel Handbook, which was last amended on March 15, 2023. Note that in the disclaimer section, it states:

*IN THE EVENT OF A CONFLICT BETWEEN THIS HANDBOOK AND THE ORDINANCES OF THE VILLAGE OF POPLAR GROVE OR AN APPLICABLE COLLECTIVE BARGAINING AGREEMENT, THE APPLICABLE ORDINANCE AND/OR APPLICABLE AGREEMENT SHALL PREVAIL.*

Section 8.2 of the Handbook discusses Employee Travel and Expense Reimbursement:

### **8.2 Travel and Expense Reimbursement**

*Employees who incur expenses while performing Village duties will receive reimbursement in accordance with current IRS regulations. To qualify for reimbursement, an employee must submit to his/her Department Head a detailed expense report, including original receipts and invoices.*

*An employee who is required to use his/her personal vehicle for authorized Village business will be reimbursed at the current IRS rate per mile. Such employees must have a valid driver's license and adequate automobile insurance. Reimbursement must be approved by the Department Head. An employee must keep a record of his/her mileage and submit a Village expense report.*

*Meal costs shall be reimbursed only if they occur during attendance at an approved function where an employee attends on account of their employment with the Village.*

*Meal costs shall be reimbursed up to a maximum of **\$55.00** per day.*

*Employees shall be reimbursed up to the \$55.00 per day, only upon presentation of the original meal receipt on a detailed expense report.*

*The Village will not reimburse the employee for any alcohol consumption expenses.*

The Handbook also has a section on reimbursing employees for out-of-pocket expenses or losses incurred on behalf of the Village.

### **8.3 General Expenses**

*The Village will reimburse employees for all necessary expenditures or losses incurred within the employee's scope of employment that are directly related to services performed for the Village. "Necessary expenditures" is defined as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the Village.*

*Employees must submit all necessary reimbursement requests with appropriate supporting documentation within 30 days after incurring the expense. If supporting documentation is nonexistent, missing, or lost, the employee shall submit a signed statement regarding any such receipts.*

*The Village will not reimburse employees for losses due to an employee's own negligence, normal wear, or losses due to theft unless the Village's negligence caused the theft.*

Greene recommends that the Handbook be updated to reflect the State Statute and Village ordinances regarding the payment of employee-incurred expenses.

### OBSERVED ACTUAL PRACTICE

We digitized expenses charged to the Village credit card for 2019 to 2023 and reviewed numerous receipts that were included to support the credit card invoices. We also reviewed expense reports filed for 2022 to 2023. We found the following:

- A. Expense Reports are not submitted, except for miscellaneous expenditures paid or incurred by the employee or trustee.
- B. Major travel, meals, tuition, gas, and related expenses are generally charged directly to the Village credit card.
- C. According to the Village President, no ordinance governs the use of the Village Credit Card.
- D. The credit card receipts do not specify the individual (s) incurring the charges. Some meal receipts indicate that they were for multiple individuals, but generally, no individuals are named on the receipts.
- E. Hotel receipts include comingled costs. For example, one receipt included two valet parking charges per day. There was no documentation specifying who the charges pertained to.
- F. IML Approvals:
  - a. 2022 Conference from July 13, 2022, minutes:

*Motion to discuss/approve 2022 IML Training Conference in Chicago Illinois at a maximum reimbursable cost of \$2,000 per person*

*Motion made by Finance Chairman Miller, Seconded by Trustee Wethington. Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Goings, Trustee Wethington, Trustee Cheek, Trustee Straw*

*Clerk Anderberg asked the board and staff to email her if they would like to attend so she can sign them up.*

- b. 2023 Conference from June 14, 2023, minutes:

*Motion to discuss/approve 2023 IML Training Conference in Chicago Illinois at a maximum reimbursable cost of \$2,000 per person*

*Motion made by Finance Chairman Miller, Seconded by Trustee Cheek. Voting Yea: Finance Chairman Miller, Admin Chairman Costanza, Trustee Cheek, Trustee Straw, Trustee Richardson*

*IML is September 21-23. Clerk Anderberg suggest the new elected trustees goes to this one as there is a newly elected clerk track. Clerk Anderberg stated that registration opens last week in July. If staff or Elected officials would like to go please email the clerk's office*

- c. We did not see post-IML conference reviews and approvals of costs incurred.
- G.** The credit card bill is approved by the Board of Trustees before being paid. While this approval is necessary to pay the credit card bill, we do not see it replacing the processes and approvals required by state law and Village ordinances.
- H.** There were no expense reports detailing all the expenses incurred for a particular trip (including costs charged to the Village credit card and expenses incurred by the Employee or Trustee) demonstrating compliance with the law and ordinance. The ordinance does not specify the individuals required to approve expense reports.
- I.** The state statute specifically refers to **meals** as a cost requiring reimbursement. However, we found multiple instances of local meal charges on the Village Master Card with no documentation specifying the attendees or showing that the meal expense had prior approval. We did not find expense reports for these charges.
- J.** Rental vehicles were charged to the Village Master Card. There was no evidence of prior approval for the charge, and we did not see a policy for the use of rental vehicles. No expense report was submitted for the use of the vehicle.
- K.** The Village President receives a stipend instead of submitting expenses that appear to conflict with the state statute. Chapter 1-6-3 C of the Village Ordinance states:

*Village President Expense Reimbursement/Stipend. The Village President shall receive reimbursement from the Village for expenses incurred by him or her in the course of performing official duties including, but not limited to, mileage, telephone usage, outside meeting expenses and the like, in the form of a monthly expense stipend in the sum of \$500.00.*

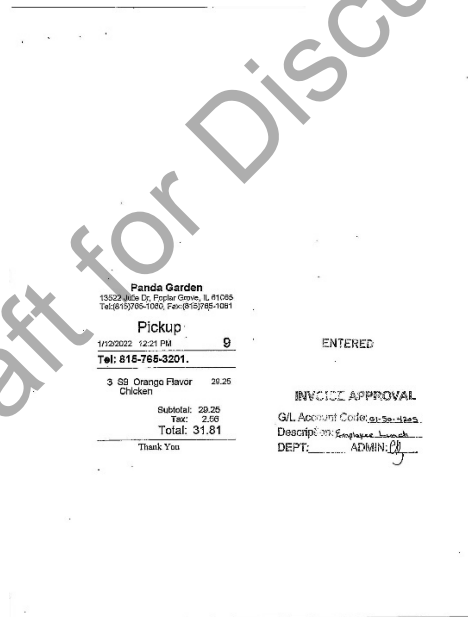
We discussed this with the Village Attorney on August 9, 2024. The Stipend was eliminated at the following Trustees' meeting, effective with the next election. The Village President informed us that the stipend was reported as taxable compensation.

- L. The Treasurer informed us that certain employees receive a monthly Stipend for cell phone usage, which is not reported as compensation. We recommend that the Village Attorney review this practice and determine if those devices receiving support with Village funds are subject to FOIA requests (calls, text messages, and emails).

Exhibit I details all the credit charges incurred by the Village for 2022 and 2023.

**Following are examples of the Village credit card charges and corresponding receipts for travel and meal expenses (the description precedes copies of the documentation):**

1. Panda Garden – Carryout employee lunch for three unnamed individuals. Unknown purchaser. No approvals or expense report. The Village paid Sales tax to the vendor even though the purchase was paid directly by the Village.



2. This appears to be a carryout lunch related to the building code. The purchaser’s name is not shown on the receipt, and there are no details about the participants or business justification for the expense. No expense report was completed and approved. The Village paid sales tax to the vendor even though the expense was paid directly by the Village.

Delivery  Pick Up

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

Address Village of PB

House  Apartment  Town House

Time Ordered	Promised Delivery Time	Date
20 CP		
20 CS		
20 Annex		
20 L-mid		
20 B-wid		

THANK YOU

11A/110

24286

Tax \_\_\_\_\_

Delivery \_\_\_\_\_

Total 112.32

Blag / Code

02/24/22 11:45:25

Inv #: 000003 Appr Code: 92410E

Transaction ID: 022-nCBY0RZCL

Apprvd: OnLine Batch#: 000269

AVS Code: ZIP MATCH Z

CVC2 Code: MATCH N

Phone Order

XXXXXXXXXXXX0006

Method: Mar

Amount: 132

Tax: 10.00

Total: 112.32

Customer Copy

ENTERED

INVOICE APPROVAL

G/L Account Code: 01:50-4205

Description: Blag / Code w/ig lunch

DEPT: \_\_\_\_\_ ADMIN: Ch

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- 3. Carryout party tray. There is no evidence of an individual ordering the food, and no expense report was submitted. Sales tax was paid to the vendor even though the purchase was paid directly by the Village.

**Smokin Coop BBQ Pit**  
 2022 BUSINESS ROUTE 20  
 BELVIDERE, IL 610087100  
 8157425761

**ORDER: village of poplar  
 grove  
 Carry-out**

Cashier: CARRIE S.  
 19-Apr-2022 11:11:07A  
 Transaction 000039

1 Party Tray (1 week Notice Required) Call to Order!!!	\$55.00
1 Brisket by the Pound 5 lb @ \$20.59/lb	\$102.95
	Hot \$0.00
1 Pork N Beans # 2 lb @ \$4.89/lb	\$9.78
1 Mac & Cheese by the LB 5 lb @ \$6.70/lb	\$33.50
1 Bottle Original Sauce	\$3.61
1 Bottle Spicy Sauce	\$3.61

**Subtotal \$208.45**

Tax1	7.75%	\$11.33
Tax3	1%	\$0.62
Tax 2	1%	\$1.46
<b>Total Taxes</b>		<b>\$13.41</b>

**Total \$221.86**

CREDIT CARD SALE \$221.86  
 MASTERCARD 0006

19-Apr-2022 11:12:43A  
 \$221.86 | Method: KEYED  
 MASTERCARD  
 XXXXXXXXXXXX0006  
 MANUALLY ENTERED  
 Reference ID: 210900502869  
 Auth ID: 01955E  
 MID: \*\*\*\*\*2565  
 SIGNATURE VERIFIED

Online: <https://clover.com/p/NHM8BERNSJOQR>



**Customer Info**  
 Name:  
 MANUALLY ENTERED

Order NCQ945JEF904M  
 Payment NHM8BERNSJOQR

4. 2022 IML Conference - charges for multiple meals in downtown Chicago, all exceeding allowed daily limit, charged to Village Master Card. No indication of purchaser, those in attendance, or the approved business purpose. No evidence of an expense report being submitted for this trip. Sales tax was paid, although the charges were paid directly by the Village.

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SWEETWATER  
225 N. Michigan Ave.  
Chicago, IL 60601  
(312) 698 - 7111

Date: Sep15'22 08:04PM  
Card Type: Mastercard  
Acct #: XXXXXXXXXXXX0006  
Card Entry: SWIPED  
Trans Type: PURCHASE  
Auth Code: 01544E  
Check: 852  
Table: 3/1  
Server: SWS Jaquelin

Subtotal: 100.72

TIP: 20.00

ROUND UP FOR CHARITY: 120.72

TOTAL: 120.72

We are supporting Clean Water  
Fund for cleaner and safer  
water, cleaner air, and  
protection from toxic pollution  
in our homes, neighborhoods,  
and workplaces. Round up your  
change today to help this  
worthy cause!  
[www.rounditupamerica.org](http://www.rounditupamerica.org)

\*\*\* Customer Copy \*\*\*

SWEETWATER  
225 N. Michigan Ave.  
Chicago, IL 60601  
(312) 698 - 7111

985 Jaquelin

Tbl 3/1 Chk 852 Gst 2  
Sep15'22 07:02PM

Dining Rm

1 Pork Chop 26.00  
1 Fried Chix fries 16.00  
1 Fish Tacos 17.50  
1 Meatloaf 20.00  
1 Iced Tea 4.00  
1 Coke 4.00

Sub Total 87.50  
Tax 10.59  
3% Surcharge 2.63  
TOTAL DUE 100.72

Please consider paying with a  
debit or credit card and  
donation to

ENTERED

INVOICE APPROVAL

G/L Account Code: 01-57-4205


Description: 2 ML Meal 9-15-22

DEPT: ADMIN: *[Signature]*

5. 2022 IML Conference - Hilton Charges dated September 15, 2022. Portfolio shows two room occupants, but the occupant names are not disclosed. No expense report submitted or approved. Valet parking was charged although hotel website shows that self-parking is offered for a fee. There are multiple valet charges on one portfolio. Meal charges exceeding the ordinance limit are charged to the hotel bill. Sales tax is charged for the stay, even though the charge was paid directly by the Village. Appears that the individual charged the Village for an upgraded room. Unclear if the Village is entitled to the Hilton Honor points, as it paid for the room directly. We did not see a Village policy on this.

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	Sep 16, 2022	2	Confirmed	332.00
	Sep 17, 2022	2	Confirmed	332.00
	Additional GuestRate			
	Second Guest	0.00		
<b>Total Charge</b>	996.00			
<b>Tax Disclosure</b>	Room rates shown do not include 17.4% Room Tax per night. Total charges presented on the website will include all room fees and taxes.			
<b>Cancel Policy</b>	Reservation is guaranteed with a credit card on file. Cancellations made within 72 hours of arrival will result in a late cancellation fee equal to one night's room and tax.			

**Hilton**  
CHICAGO  
720 South Michigan Avenue | Chicago, IL 60605  
t: 312-922-4400 | f: 312-922-5240

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6.



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 CHICAGO, IL 60605  
 United States of America  
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 Reservations  
 www.hilton.com or 1 800 HILTONS

ANDERBERG, KARRI  
 200 N. HILL STREET  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 2427K1T  
 Arrival Date: 9/15/2022 3:14:00 PM  
 Departure Date: 9/18/2022 10:01:00 AM  
 Adult/Child: 2/0  
 Cashier ID: DALVARADO  
 Room Rate: 332.00  
 AL:  
 HH # 416769389 GOLD  
 VAT #  
 Folio No/Che 4122577 A

Confirmation Number: 3282883734

HILTON CHICAGO 9/18/2022 10:00:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/15/2022	GARAGE PARKING-VALET 012-636	ARASH	21632302	\$55.30		
9/15/2022	GARAGE PARKING-VALET	ARASH	21632303	\$55.30		
9/15/2022	GUEST ROOM	ARASH	21632304	\$332.00		
9/15/2022	HOTEL CITY TAX	ARASH	21632304	\$14.94		
9/15/2022	HOTEL STATE TAX	ARASH	21632304	\$39.51		
9/15/2022	COOK COUNTY TAX	ARASH	21632304	\$3.32		
9/16/2022	HERB N KITCHEN	LINTR	21633419	\$42.91		
9/16/2022	Hilton Honors Daily FB Credit 2022 - COMP	LINTR	21633420		(\$36.00)	
9/16/2022	GARAGE PARKING-VALET 012-636	ARASH	21635245	\$55.30		
9/16/2022	GARAGE PARKING-VALET	ARASH	21635246	\$55.30		
9/16/2022	GUEST ROOM	ARASH	21635247	\$332.00		
9/16/2022	HOTEL CITY TAX	ARASH	21635247	\$14.94		
9/16/2022	HOTEL STATE TAX	ARASH	21635247	\$39.51		
9/16/2022	COOK COUNTY TAX	ARASH	21635247	\$3.32		
9/17/2022	GARAGE PARKING-VALET 012-636	DPARAGA	21638278	\$55.30		
9/17/2022	GARAGE PARKING-VALET	DPARAGA	21638279	\$55.30		
9/17/2022	GUEST ROOM	DPARAGA	21638280	\$332.00		
9/17/2022	HOTEL CITY TAX	DPARAGA	21638280	\$14.94		
9/17/2022	HOTEL STATE TAX	DPARAGA	21638280	\$39.51		
9/17/2022	COOK COUNTY TAX	DPARAGA	21638280	\$3.32		
9/18/2022	720 GRILL	LINTR	21639132	\$70.82		
9/18/2022	Hilton Honors Daily FB Credit 2022 - COMP	LINTR	21639133		(\$36.00)	

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ENTERED

INVOICE APPROVAL

G/L Account Code: 01-57-4205

Description: Room for 7 nights 9-15-9-18-22

DEPT: \_\_\_\_\_ ADMIN: UIG C1212 ER 2-n-110

200 N. HILL STREET  
POPLAR GROVE IL 61065  
UNITED STATES OF AMERICA

Room No. 2427/111  
Arrival Date: 9/15/2022 3:14:00 PM  
Departure Date: 9/18/2022 10:01:00 AM  
Adult/Child: 2/0  
Cashier ID: DALVARADO  
Room Rate: 332.00  
AL:  
HH # 416769389 GOLD  
VAT #  
Folio No/Che 4122577 A

Confirmation Number: 3282883734

HILTON CHICAGO 9/18/2022 10:00:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/18/2022	MC *0006	DALVARA DO	21639195		(\$1,542.84)	
**BALANCE**						\$0.00

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CREDIT CARD DETAIL

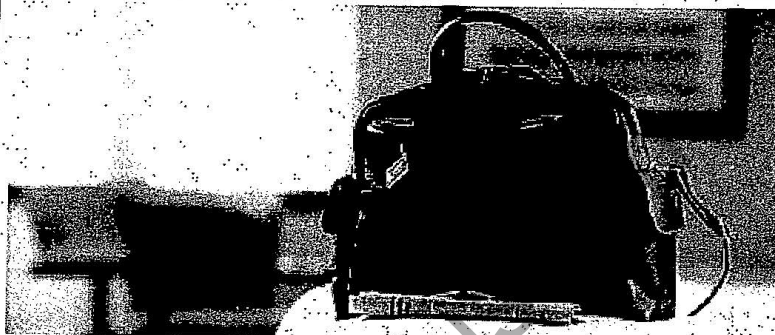
APPR CODE	01868E	MERCHANT ID	000100682400
CARD NUMBER	MC *0006	EXP DATE	05/25
TRANSACTION ID	21639195	TRANS TYPE	Sale

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XXXXXXXXXX

**Karri Anderberg**

**From:** The Hilton Chicago Team <info@cvent.com>  
**Sent:** Tuesday, July 26, 2022 1:47 PM  
**To:** Karri Anderberg  
**Subject:** The Hilton Chicago Reservation Confirmation



**109th IML Annual Conference  
 Hilton Chicago  
 Sep 15, 2022 to Sep 17, 2022**

**RESERVATION CONFIRMATION**

We are pleased to confirm your reservation at Hilton Chicago. Our staff is looking forward to your arrival for 109th IML Annual Conference. Below you will find details of your reservation. If your travel plans change and you need to modify your reservation, please [click here](#).

Hotel Confirmation	3282883734			
Date Booked	Jul 26, 2022			
Reservation Name	Karri Anderberg			
Arrival Date	Sep 15, 2022			
Departure Date	Sep 18, 2022			
Room Type	1 King Bed High Floor Superior Room			
Number of Guests	2			
Night by Night Rate	Date	Guest(s)	Status	Rate
	Sep 15, 2022	2	Confirmed	332.00

	Sep 16, 2022	2	Confirmed	332.00
	Sep 17, 2022	2	Confirmed	332.00
	Additional GuestRate			
	Second Guest	.00		
<b>Total Charge</b>	<b>996.00</b>			
<b>Tax Disclosure</b>	Room rates shown do not include 17.4% Room Tax per night. Total charges presented on the website will include all room fees and taxes.			
<b>Cancel Policy</b>	Reservation is guaranteed with a credit card on file. Cancellations made within 72 hours of arrival will result in a late cancellation fee equal to one night's room and tax.			



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2022 IML Conference - Hilton Charge for another Village employee. No expense reports filed, room charged to Village credit card, but Hilton Honor Points awarded to traveler. Sales tax paid to vendor. Portfolio shows multiple individuals in room, but individuals are not disclosed. Room appears to have been upgraded at Village expense.

Draft for Discussion





**Name and Address**  
 WETHINGTON, ED  
 PO BOX325  
 SUBLETTE, IL 61367

**Hotel Address**  
 720 SOUTH MICHIGAN AVENUE  
 CHICAGO, IL 60605

Room 2325/K1T  
 Arrival Date 09/15/22  
 Departure Date 09/18/22  
 Adult/Child 2/0  
 Room Rate \$332.00  
 Rate Plan C-IML  
 Honors # 1650152752  
 Airline:

Reservations  
 www.hilton.com or  
 1-800-HILTONS

Confirmation # 3285084343

09/18/22 PAGE 1

DATE	REFERENCE	DESCRIPTION	AMOUNT
09/15/22	21632215	GUEST ROOM	\$332.00
09/15/22	21632215	HOTEL CITY TAX	\$14.94
09/15/22	21632215	HOTEL STATE TAX	\$39.51
09/15/22	21632215	COOK COUNTY TAX	\$3.32
09/16/22	21635152	GUEST ROOM	\$332.00
09/16/22	21635152	HOTEL CITY TAX	\$14.94
09/16/22	21635152	HOTEL STATE TAX	\$39.51
09/16/22	21635152	COOK COUNTY TAX	\$3.32
09/17/22	21638207	GUEST ROOM	\$332.00
09/17/22	21638207	HOTEL CITY TAX	\$14.94
09/17/22	21638207	HOTEL STATE TAX	\$39.51
09/17/22	21638207	COOK COUNTY TAX	\$3.32
09/18/22	21639109	*****0006	(\$1169.31)
		ENTERED	
		** BALANCE **	\$0.00

INVOICE APPROVAL

G/L Account Code: 01-30-4205

Description: Room 2325 Wethington

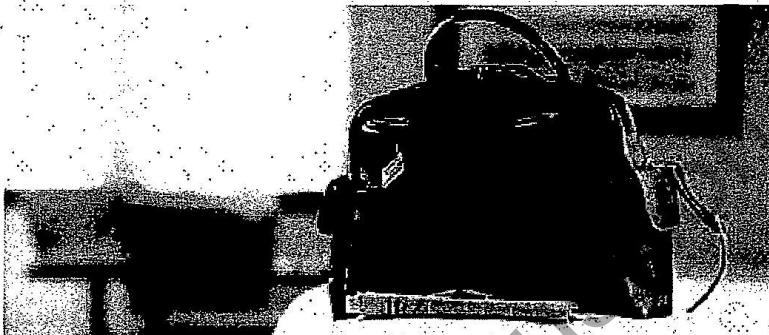
DEPT: \_\_\_\_\_ ADMIN: Ch 9-15-9-18-22

The on-line eFolio is a courtesy informational service, subject to Privacy Policy and Site Usage; actual folio kept in hotel records.



**Karri Anderberg**

**From:** The Hilton Chicago Team <info@cvent.com>  
**Sent:** Tuesday, July 26, 2022 1:53 PM  
**To:** Karri Anderberg  
**Subject:** The Hilton Chicago Reservation Confirmation




**109th IML Annual Conference**  
**Hilton Chicago**  
**Sep 15, 2022 to Sep 17, 2022**

**RESERVATION CONFIRMATION**

We are pleased to confirm your reservation at Hilton Chicago. Our staff is looking forward to your arrival for 109th IML Annual Conference. Below you will find details of your reservation. If your travel plans change and you need to modify your reservation, please [click here](#).

Hotel Confirmation	3285084343		
Date Booked	Jul 26, 2022		
Reservation Name	Edward Wethington		
Arrival Date	Sep 15, 2022		
Departure Date	Sep 18, 2022		
Room Type	1 King Bed High Floor Superior Room		
Number of Guests	2		
Night by Night Rate	Date	Guest(s)	Status      Rate
	Sep 15, 2022	2	Confirmed    332.00

7. 2023 IML Conference – Examples of Hotel Receipts.



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**COSTANZA, OWEN**  
~~XXXXXXXXXXXXXXXXXXXX~~  
199 EAST EDSON STREET  
  
FOPLAR GROVE IL 61065  
UNITED STATES OF AMERICA

Room No: 1716/KIDL  
Arrival Date: 9/21/2023 1:26:00 PM  
Departure Date: 9/24/2023 1:30:00 PM  
Adult/Child: 2/0  
Cashier ID: LALVARADO  
Room Rate: 287.00  
AL:  
HH # 277159106 SILVER  
VAT #  
Folio No/Che 4312496 B

Confirmation Number: 3407965989  
HILTON CHICAGO 9/24/2023 1:29:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	ROOM UPGRADE IJH5118	KGUEBER T	22402494	\$40.00		
9/21/2023	HOTEL CITY TAX	KGUEBER T	22402494	\$1.80		
9/21/2023	HOTEL ST TAX	KGUEBER T	22402494	\$4.76		
9/21/2023	COOK COUNTY TAX	KGUEBER T	22402494	\$0.40		
9/21/2023	GROUP SPECIAL VALET PARKING 19	KGUEBER T	22403783	\$57.40		
9/22/2023	ROOM UPGRADE IJH5118	KGUEBER T	22405841	\$40.00		
9/22/2023	HOTEL CITY TAX	KGUEBER T	22405841	\$1.80		
9/22/2023	HOTEL ST TAX	KGUEBER T	22405841	\$4.76		
9/22/2023	COOK COUNTY TAX	KGUEBER T	22405841	\$0.40		
9/22/2023	GROUP SPECIAL VALET PARKING 19	KGUEBER T	22405842	\$57.40		
9/23/2023	ROOM UPGRADE IJH5118	KGUEBER T	22409040	\$40.00		
9/23/2023	HOTEL CITY TAX	KGUEBER T	22409040	\$1.80		
9/23/2023	HOTEL ST TAX	KGUEBER T	22409040	\$4.76		
9/23/2023	COOK COUNTY TAX	KGUEBER T	22409040	\$0.40		
9/23/2023	GROUP SPECIAL VALET PARKING 19	KGUEBER T	22409041	\$57.40		
9/24/2023	720 GRILL	LINTR	22410481	\$85.52		

Page:1

COSTANZA, OWEN  
199 EAST EDSON STREET  
POPLAR GROVE IL 61065  
UNITED STATES OF AMERICA

Room No: 1716/K1DL  
Arrival Date: 9/21/2023 1:26:00 PM  
Departure Date: 9/24/2023 1:30:00 PM  
Adult/Child: 2/0  
Cashier ID: LALVARADO  
Room Rate: 287.00  
AL:  
HH # 277159106 SILVER  
VAT #  
Folio No/Che 4312496 B

Confirmation Number: 3407965989

HILTON CHICAGO 9/24/2023 1:29:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/24/2023	AX *3007	KCAHILL	22411184		(\$398.60)	
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE	172554	MERCHANT ID	4410109011
CARD NUMBER	AX *3007	EXP DATE	03/28
TRANSACTION ID	22411184	TRANS TYPE	Sale

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COSTANZA, OWEN  
 199 EAST EDSON STREET  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 1716/KIDL  
 Arrival Date: 9/21/2023 1:26:00 PM  
 Departure Date: 9/24/2023 1:30:00 PM  
 Adult/Child: 2/0  
 Cashier ID: LALVARADO  
 Room Rate: 287.00  
 AL:  
 HH # 277159106 SILVER  
 VAT #  
 Folio No/Che 4312486 A

Confirmation Number: 3407965989

HILTON CHICAGO 9/24/2023 1:29:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	GUEST ROOM	KGUEBER T	22402495	\$287.00		
9/21/2023	HOTEL CITY TAX	KGUEBER T	22402495	\$12.92		
9/21/2023	HOTEL STATE TAX	KGUEBER T	22402495	\$34.15		
9/21/2023	COOK COUNTY TAX	KGUEBER T	22402495	\$2.87		
9/22/2023	CONVERGE VISA/MASTER	VaraPrasa d1	22404257		(\$1,010.81)	
9/22/2023	GUEST ROOM	KGUEBER T	22405843	\$287.00		
9/22/2023	HOTEL CITY TAX	KGUEBER T	22405843	\$12.92		
9/22/2023	HOTEL STATE TAX	KGUEBER T	22405843	\$34.15		
9/22/2023	COOK COUNTY TAX	KGUEBER T	22405843	\$2.87		
9/23/2023	GUEST ROOM	KGUEBER T	22409042	\$287.00		
9/23/2023	HOTEL CITY TAX	KGUEBER T	22409042	\$12.92		
9/23/2023	HOTEL STATE TAX	KGUEBER T	22409042	\$34.15		
9/23/2023	COOK COUNTY TAX	KGUEBER T	22409042	\$2.87		
9/24/2023	SMALL BALANCE W/O	KCAHILL	22411183		(\$0.01)	
					**BALANCE**	\$0.00

XXXXXXXXXX



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MILLER, ERIC  
 304 RIDGESTONE TRL  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 1962/D2  
 Arrival Date: 9/21/2023 1:21:00 PM  
 Departure Date: 9/24/2023 2:15:00 PM  
 Adult/Child: 1/0  
 Cashier ID: JGRIFFIN  
 Room Rate: 287,00  
 AL:  
 HH # 416769389 SILVER  
 VAT #  
 Folio No/Che 4312491 B

Confirmation Number: 3403472763  
 HILTON CHICAGO 9/24/2023 2:14:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	GARAGE PARKING-SELF0199314	KGUEBER T	22402753	\$25.00		
9/22/2023	GARAGE PARKING-SELF0199314	KGUEBER T	22406093	\$25.00		
9/23/2023	GARAGE PARKING-SELF0199314	KGUEBER T	22409275	\$25.00		
9/24/2023	MC *7378	JGRIFFIN	22411312		(\$75.00)	
			**BALANCE**			\$0.00

CREDIT CARD DETAIL

APPR CODE 075423 MERCHANT ID 000100682400  
 CARD NUMBER MC \*7378 EXP DATE 12/24  
 TRANSACTION ID 22411312 TRANS TYPE Sale

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MILLER, ERIC  
 304 RIDGESTONE TRL  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 1962/D2  
 Arrival Date: 9/21/2023 1:21:00 PM  
 Departure Date: 9/24/2023 2:15:00 PM  
 Adult/Child: 1/0  
 Cashier ID: JGRIFFIN  
 Room Rate: 287.00  
 AL:  
 HH # 416769389 SILVER  
 VAT #  
 Folio No/Che 4312491 A

Confirmation Number: 3403472763  
 HILTON CHICAGO 9/24/2023 2:14:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	GUEST ROOM	KGUEBER T	22402754	\$287.00		
9/21/2023	HOTEL CITY TAX	KGUEBER T	22402754	\$12.92		
9/21/2023	HOTEL STATE TAX	KGUEBER T	22402754	\$34.15		
9/21/2023	COOK COUNTY TAX	KGUEBER T	22402754	\$2.87		
9/22/2023	CONVERGE VISA/MASTER	VaraPrasa d1	22404255		(\$1,010.81)	
9/22/2023	GUEST ROOM	KGUEBER T	22406094	\$287.00		
9/22/2023	HOTEL CITY TAX	KGUEBER T	22406094	\$12.92		
9/22/2023	HOTEL STATE TAX	KGUEBER T	22406094	\$34.15		
9/22/2023	COOK COUNTY TAX	KGUEBER T	22406094	\$2.87		
9/23/2023	GUEST ROOM	KGUEBER T	22409276	\$287.00		
9/23/2023	HOTEL CITY TAX	KGUEBER T	22409276	\$12.92		
9/23/2023	HOTEL STATE TAX	KGUEBER T	22409276	\$34.15		
9/23/2023	COOK COUNTY TAX	KGUEBER T	22409276	\$2.87		

MILLER, ERIC  
304 RIDGESTONE TRL  
POPLAR GROVE IL 61065  
UNITED STATES OF AMERICA

Room No: 1962/D2  
Arrival Date: 9/21/2023 1:21:00 PM  
Departure Date: 9/24/2023 2:15:00 PM  
Adult/Child: 1/0  
Cashier ID: JGRIFFIN  
Room Rate: 287.00  
AL:  
HH # 416769389 SILVER  
VAT #  
Folio No/Che 4312491 A

Confirmation Number: 3403472763

HILTON CHICAGO 9/24/2023 2:14:00 PM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/24/2023	MC *0006	JGRIFFIN	22411311		(\$0.01)	

\*\*BALANCE\*\*

\$0.00

CREDIT CARD DETAIL

APPR CODE	02189E	MERCHANT ID	000100682400
CARD NUMBER	MC *0006	EXP DATE	05/25
TRANSACTION ID	22411311	TRANS TYPE	Sale

XXXXXXXXXX





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STRAW, ELIZABETH  
 5445 ILLINOIS ROUTE 173  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 2069/K1DL  
 Arrival Date: 9/21/2023 10:09:00 AM  
 Departure Date: 9/24/2023 9:59:00 AM  
 Adult/Child: 1/0  
 Cashier ID: KCAHILL  
 Room Rate: 307.00  
 AL:  
 HH # 416769389 SILVER  
 VAT #  
 Folio No/Che 4312503 B

Confirmation Number: 3412185396  
 HILTON CHICAGO 9/24/2023 9:59:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	720 GRILL	LINTR	22400891	\$53.30		
9/21/2023	ROOM UPGRADE IBT6365	KGUEBER T	22402856	\$40.00		
9/21/2023	HOTEL CITY TAX	KGUEBER T	22402856	\$1.80		
9/21/2023	HOTEL ST TAX	KGUEBER T	22402856	\$4.76		
9/21/2023	COOK COUNTY TAX	KGUEBER T	22402856	\$0.40		
9/22/2023	ROOM UPGRADE IBT6365	KGUEBER T	22406197	\$40.00		
9/22/2023	HOTEL CITY TAX	KGUEBER T	22406197	\$1.80		
9/22/2023	HOTEL ST TAX	KGUEBER T	22406197	\$4.76		
9/22/2023	COOK COUNTY TAX	KGUEBER T	22406197	\$0.40		
9/23/2023	ROOM UPGRADE IBT6365	KGUEBER T	22409380	\$40.00		
9/23/2023	HOTEL CITY TAX	KGUEBER T	22409380	\$1.80		
9/23/2023	HOTEL ST TAX	KGUEBER T	22409380	\$4.76		
9/23/2023	COOK COUNTY TAX	KGUEBER T	22409380	\$0.40		
9/24/2023	MC #4008 REF=0004312503-07644041 CHIP 05 Application Label: MASTERCARD DEBIT TC: D62A6DE636D0F1B5 TVR: 8080048000	KCAHILL	22410597		(\$194.18)	

STRAW, ELIZABETH  
5445 ILLINOIS ROUTE 173  
POPLAR GROVE IL 61065  
UNITED STATES OF AMERICA

Room No: 2069/K1DL  
Arrival Date: 9/21/2023 10:09:00 AM  
Departure Date: 9/24/2023 9:59:00 AM  
Adult/Child: 1/0  
Cashier ID: KCAHILL  
Room Rate: 307.00  
AL:  
HH # 416769389 SILVER  
VAT #  
Folio No/Che 4312503 B

Confirmation Number: 3412185396

HILTON CHICAGO 9/24/2023 9:59:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
	AID: A0000000041010					
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE	038678	MERCHANT ID	000100682400
CARD NUMBER	MC *4008	EXP DATE	01/25
TRANSACTION ID	22410597	TRANS TYPE	Sale

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STRAW, ELIZABETH  
 5445 ILLINOIS ROUTE 173  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 2069/K1DL  
 Arrival Date: 9/21/2023 10:09:00 AM  
 Departure Date: 9/24/2023 9:59:00 AM  
 Adult/Child: 1/0  
 Cashier ID: KCAHILL  
 Room Rate: 307.00  
 AL:  
 HH # 416769389 SILVER  
 VAT #  
 Folio No/Che 4312503 A

Confirmation Number: 3412185396

HILTON CHICAGO 9/24/2023 9:58:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	GUEST ROOM	KGUEBER T	22402857	\$307.00		
9/21/2023	HOTEL CITY TAX	KGUEBER T	22402857	\$13.82		
9/21/2023	HOTEL STATE TAX	KGUEBER T	22402857	\$36.53		
9/21/2023	COOK COUNTY TAX	KGUEBER T	22402857	\$3.07		
9/22/2023	CONVERGE VISA/MASTER	VaraPrasa d1	22404260		(\$1,081.25)	
9/22/2023	GUEST ROOM	KGUEBER T	22406198	\$307.00		
9/22/2023	HOTEL CITY TAX	KGUEBER T	22406198	\$13.82		
9/22/2023	HOTEL STATE TAX	KGUEBER T	22406198	\$36.53		
9/22/2023	COOK COUNTY TAX	KGUEBER T	22406198	\$3.07		
9/23/2023	GUEST ROOM	KGUEBER T	22409381	\$307.00		
9/23/2023	HOTEL CITY TAX	KGUEBER T	22409381	\$13.82		
9/23/2023	HOTEL STATE TAX	KGUEBER T	22409381	\$36.53		
9/23/2023	COOK COUNTY TAX	KGUEBER T	22409381	\$3.07		

STRAW, ELIZABETH  
5445 ILLINOIS ROUTE 173  
POPLAR GROVE IL 61065  
UNITED STATES OF AMERICA

Room No: 2069/K1DL  
Arrival Date: 9/21/2023 10:09:00 AM  
Departure Date: 9/24/2023 9:59:00 AM  
Adult/Child: 1/0  
Cashier ID: KCAHILL  
Room Rate: 307.00  
AL:  
HH # 416769389 SILVER  
VAT #  
Folio No/Che 4312503 A

Confirmation Number: 3412185396

HILTON CHICAGO 9/24/2023 9:58:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/24/2023	MC *0006	KCAHILL	22410596		(\$0.01)	
**BALANCE**						\$0.00

CREDIT CARD DETAIL			
APPR CODE	02104E	MERCHANT ID	000100682400
CARD NUMBER	MC *0006	EXP DATE	05/25
TRANSACTION ID	22410596	TRANS TYPE	Sale

Draft for Discussion

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RICHARDSON, KRISTI  
 415 HUGHES PRKWY  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 1073/D2  
 Arrival Date: 9/21/2023 12:52:00 PM  
 Departure Date: 9/24/2023 10:50:00 AM  
 Adult/Child: 1/0  
 Cashier ID: SPATUN  
 Room Rate: 287.00  
 AL:  
 HH # 416769389 SILVER  
 VAT #  
 Folio No/Che 4312508 B

Confirmation Number: 3407860396

HILTON CHICAGO 9/24/2023 10:49:00 AM

DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/22/2023	720 GRILL	LINTR	22404060	\$43.76		
9/23/2023	720 GRILL	LINTR	22407612	\$43.76		
9/24/2023	AX*2009	SPATUN	22410738		(\$87.52)	
**BALANCE**						\$0.00

CREDIT CARD DETAIL

APPR CODE	896811	MERCHANT ID	4410109011
CARD NUMBER	AX*2009	EXP DATE	10/24
TRANSACTION ID	22410738	TRANS TYPE	Sale

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RICHARDSON, KRISTI  
 415 HUGHES PRKWY  
 POPLAR GROVE IL 61065  
 UNITED STATES OF AMERICA

Room No: 1073/D2  
 Arrival Date: 9/21/2023 12:52:00 PM  
 Departure Date: 9/24/2023  
 Adult/Child: 1/0  
 Cashier ID: KGUEBERT  
 Room Rate: 287.00  
 AL:  
 HH # 416769389 SILVER  
 VAT #  
 Follo No/Che 4312508 A

Confirmation Number: 3407860396

HILTON CHICAGO 9/23/2023 4:09:00 AM


DATE	DESCRIPTION	ID	REF NO	CHARGES	CREDIT	BALANCE
9/21/2023	GUEST ROOM	KGUEBERT	22401887	\$287.00		
		T				
9/21/2023	HOTEL CITY TAX	KGUEBERT	22401887	\$12.92		
		T				
9/21/2023	HOTEL STATE TAX	KGUEBERT	22401887	\$34.15		
		T				
9/21/2023	COOK COUNTY TAX	KGUEBERT	22401887	\$2.87		
		T				
9/22/2023	CONVERGE VISA/MASTER	VaraPrasad1	22404258		(\$1,010.81)	
9/22/2023	GUEST ROOM	KGUEBERT	22405269	\$287.00		
		T				
9/22/2023	HOTEL CITY TAX	KGUEBERT	22405269	\$12.92		
		T				
9/22/2023	HOTEL STATE TAX	KGUEBERT	22405269	\$34.15		
		T				
9/22/2023	COOK COUNTY TAX	KGUEBERT	22405269	\$2.87		
		T				
9/23/2023	GUEST ROOM	KGUEBERT	22408596	\$287.00		
		T				
9/23/2023	HOTEL CITY TAX	KGUEBERT	22408596	\$12.92		
		T				
9/23/2023	HOTEL STATE TAX	KGUEBERT	22408596	\$34.15		
		T				
9/23/2023	COOK COUNTY TAX	KGUEBERT	22408596	\$2.87		
		T				
WILL BE SETTLED TO MC*0006						\$0.01
EFFECTIVE BALANCE OF						\$0.00


XXXXXXXXXX

Confirmation # 3407965989



Hilton Chicago 

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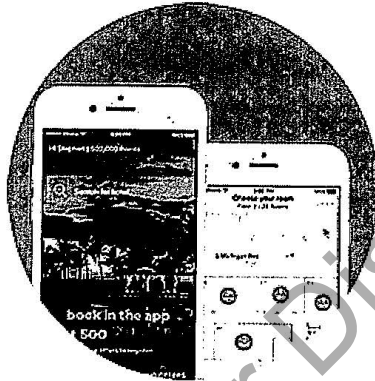
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Disclaimer: Room Interior varies by hotel and the room booked may differ from room shown in this email.

[Click here](#) to see Hilton's policy regarding firearms on hotel premises.

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\*\* Service of alcoholic beverages is subject to state and local laws. Must be of legal drinking age. Hilton Requests Upon Arrival (TM) items are subject to availability.

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2023\_R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_ML

Draft for Discussion

**Billing Department**

**From:** Katie Jaster  
**Sent:** Friday, September 15, 2023 1:21 PM  
**To:** Billing Department  
**Subject:** FW: Your upcoming Sep-21-2023 stay at Hilton Chicago

*Katie Jaster*  
Deputy Clerk  
200 N. Hill Street  
Poplar Grove, IL 61065  
(815) 765.3201 Phone  
(815) 765.3571 Fax  
<https://www.poplargo-ll.gov/>

**From:** Owen Costanza <owen@villagepresidentpg.com>  
**Sent:** Thursday, September 14, 2023 4:11 PM  
**To:** Katie Jaster <kjaster@villageofpoplargo.com>  
**Subject:** Fwd: Your upcoming Sep-21-2023 stay at Hilton Chicago

Name spelled wrong

Sent from my T-Mobile 5G Device  
Get [Outlook for Android](#)

**From:** Hilton Honors <noreply@h6.hilton.com>  
**Sent:** Thursday, September 14, 2023 4:04:31 PM  
**To:** [ocostanza@villageofpoplargo.com](mailto:ocostanza@villageofpoplargo.com) <[ocostanza@villageofpoplargo.com](mailto:ocostanza@villageofpoplargo.com)>  
**Subject:** Your upcoming Sep-21-2023 stay at Hilton Chicago

[X]



**Join Hilton Honors**



Get instant benefits by joining - for free.

**See you soon,  
Owen Costanza.**

Your upcoming stay with us is in 6 days. Here's what you need to know.

Thank you for your payment.



\$1,010.81 (USD)

September 19, 2023 09:45 AM

Payment  55\*\*\*\*\*0006

Transaction ID 190923C1D-BAE85CA1-5627-4144-A1DD-657ECDCA6015

Approval Code 01944E

Transient Guest (Qty:1) \$1,010.81 each \$1,010.81

Subtotal \$1,010.81

Total \$1,010.81

You Paid (USD) \$1,010.81

**Return Policy**

Contact your Event Coordinator

**BILL TO**

Barb Resch  
200 North Hill Street  
Billing@villageofpoplargo.com  
Poplar Grove IL 61065  
USA

**GUEST INFORMATION**

ERIC MILLER  
Arrival Date 2023/09/21

Draft for Discussion

**Billing Department**

**From:** Hilton Chicago Events <noreply@elavon.com>  
**Sent:** Monday, September 18, 2023 4:33 PM  
**To:** Billing Department  
**Subject:** New Invoice with Payment Link from Hilton Chicago



**Hilton Chicago Events has sent you a request for Payment on your invoice**

Dear Barb,

We want to take this opportunity to thank you for choosing the Hilton Chicago.

**INVOICE DETAILS**

Billed To	<b>Barb Resch</b>
Invoice Number	<b>3403472763</b>
Guest Name	<b>ERIC MILLER</b>
Guest Arrival Date	<b>2023/09/21</b>
Invoice Amount	<b>1,010.81 USD</b>
Delivery/Due Date	<b>2023/09/18</b>
Please use Resch	<b>as last name to access secure website</b>
Please use Billing@villageofpoplargo.com	<b>as email to access secure website</b>
Please pay by 9-18-23	<b>to ensure payment post before check in</b>

Thank you for your business.

Hilton Chicago Events

[View & Pay Invoice](#)

---

Hilton Chicago Events

720 S Michigan AVE

Chicago IL 60605 USA

312-922-4400

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Draft for Discussion

Billing Department

From: Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>  
Sent: Monday, September 18, 2023 4:53 PM  
To: Billing Department  
Subject: Your Sep-21-2023 Confirmation #3403472763



**Join Hilton Honors**



Get instant benefits by joining - for free.

**See you soon, ERIC MILLER**

Your reservation for Sep-21-2023 has been confirmed.

Confirmation #3403472763



**Hilton Chicago**

720 South Michigan Avenue  
Chicago IL 60605 US  
[Maps & Directions>>](#)

+13129224400

**21 THU SEP**

Check In: 3:00 PM



**3 Nights**

**24 SUN SEP**

Check Out: 11:00 AM



[Add to Calendar](#)

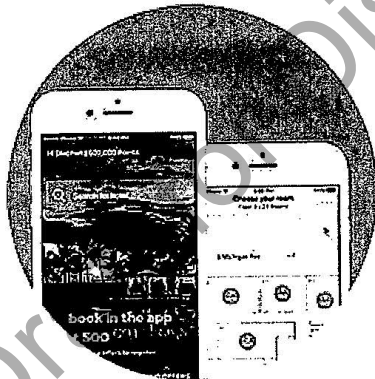
**Your Room Information**

Guest Name: ERIC MILLER  
Guests: 1 Adult

<b>Rooms:</b>	1
<b>Room Plan:</b>	2 DOUBLE BEDS
<b>Your Rate Information</b>	IML ILLINOIS MUNICIPAL
<hr/>	
<b>Rate per night</b>	
21-Sep-2023 - 24-Sep-2023	287.00 USD
<b>Total for Stay per Room Rate</b>	<b>861.00 USD</b>
<b>Taxes</b>	149.81 USD
<hr/>	
<b>Total price for Stay</b>	<b>1,010.81 USD</b>

 [Modify Your Reservation >>](#)

**Plan Ahead With These Tips:**



JOIN HILTON HONORS

**Contactless Arrival  
with Hilton Honors**

Go straight to your room with Digital Key and get access to other great member perks when you join Hilton Honors and download the Hilton Honors app.

[Learn More](#)



# Enjoy a 4,500 Point Welcome Bonus

Earn 1,500 Points on your upcoming stay, plus an extra 3,000 Points after two stays when you join Hilton Honors.

[join for free](#)

[Rate Rules and Cancellation Policy](#)

[Review Your Cancellation Policy](#)

[Comments & Requests | Additional Information](#)

30% DISCOUNT ON OVERNIGHT SELF-PARKING AND VALET-PARKING GST-TO Tax

17.4% Per Room Per Night

Valet Parking: 82.00 USD Per Night

Self-Parking: 69.00 USD Per Night



Please do not reply to this email, as mail sent to this address cannot be answered. If you have questions please visit our [Customer Support](#) page and select the applicable contact method.

[Welcome Bonus Terms & Conditions](#)

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This offer is only valid for customers enrolling in Hilton Honors on or after Jan 1st, 2020.

Offer is valid for any eligible stays booked directly with Hilton through Hilton-approved booking channels and completed within six months ("Promotional Period"), beginning the day the participant enrolls in Hilton Honors, at any hotel or resort in the Hilton Portfolio. All stays must be completed in the 6 months following enrollment date to earn Bonus Points.

Hilton Honors(TM) participants must complete up to two (2) paid stays during the Promotional Period to obtain Hilton Honors(TM) Bonus Points. The first stay within the Promotional Period will earn 2,000 Bonus Points. The second stay within the Promotional Period will earn 3,000 Bonus Points. If a guest completes just (1) eligible stay, they will receive 2,000 Hilton Honors(TM) Bonus Points. Any stays with a checkout date after the Promotional Period end date will not count towards earning Bonus Points.

Hilton reserves the right to decline any application at any time for any reason. Hilton may require additional validation in its complete discretion and this may take an additional 5-7-business days.

This offer may be terminated without notice. Bonus Points do not count toward elite tier qualification. Please allow six to eight weeks from completion of your stay for Bonus Points to appear in your Hilton Honors account. A "stay" is defined as the total number of consecutive nights spent at the same hotel, whether or not a guest checks out and checks back in again. Offer is not valid for groups and cannot be combined with other select offers. In-Room Internet Access, Fitness Center/Health Club Access and Bottled Water benefits may not be complimentary at properties with a resort charge. Space-available upgrades only available at select brands. Elite status benefits are subject to availability and vary by brand. For more information, please visit [HiltonHonors.com](https://hiltonhonors.com).

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Using a debit/credit card to check in? A hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through date of check-out. Holds may not be released for 72 hours from date of check-out or longer at the discretion of your card issuer. [Click here](#) if you need to modify or cancel your reservation.

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R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_EN

Thank you for your payment.



\$1,010.81 (USD)

September 19, 2023 09:47 AM

Payment  55\*\*\*\*\*0006

Transaction ID 19092302D-1F70EC7A-AC0B-4CDB-9D9F-29446CBADC9C

Approval Code 01963E

Transient Guest (Qty:1) \$1,010.81 each \$1,010.81

Subtotal \$1,010.81

Total \$1,010.81

You Paid (USD) \$1,010.81

**Return Policy**

Contact your Event Coordinator

**BILL TO**

Barb Resch  
200 N Hill Street  
Billing@villageofpoplargo.com  
Poplar Grove Illinois 61065  
USA

**GUEST INFORMATION**

OWEN COSTANZA  
Arrival Date 2023/09/21

Draft for Discussion

Billing Department

**From:** Hilton Chicago Events <noreply@elavon.com>  
**Sent:** Monday, September 18, 2023 4:36 PM  
**To:** Billing Department  
**Subject:** New Invoice with Payment Link from Hilton Chicago



**Hilton Chicago Events has sent you a request for Payment on your invoice**

Dear Barb,

We want to take this opportunity to thank you for choosing the Hilton Chicago.

**INVOICE DETAILS**

<b>Billed To</b>	<b>Barb Resch</b>
Invoice Number	<b>3407965989</b>
Guest Name	<b>OWEN COSTANZA</b>
Guest Arrival Date	<b>2023/09/21</b>
Invoice Amount	<b>1,010.81 USD</b>
Delivery/Due Date	<b>2023/09/18</b>
Please use Resch	<b>as last name to access secure website</b>
Please use Billing@villageofpoplargo.com	<b>as email to access secure website</b>
Please pay by 9-18-23	<b>to ensure payment post before check in</b>

Thank you for your business.

Hilton Chicago Events

[View & Pay Invoice](#)

---

Hilton Chicago Events

720 S Michigan AVE

Chicago IL 60605 USA

312-922-4400

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Draft for Discussion

Billing Department

**From:** Hilton Hotels & Resorts Confirmed <noreply@h6.hilton.com>  
**Sent:** Monday, September 18, 2023 4:51 PM  
**To:** Billing Department  
**Subject:** Your Sep-21-2023 Confirmation #3407965989



**Join Hilton Honors**



Get instant benefits by joining - for free.

**See you soon, OWEN COSTANZA**

Your reservation for Sep-21-2023 has been confirmed.

Confirmation #3407965989



**Hilton Chicago**

720 South Michigan Avenue  
Chicago IL 60605 US  
[Maps & Directions>>](#)

+13129224400

**21 THU**  
**SEP**

Check In: 3:00 PM

  
**3 Nights**

**24 SUN**  
**SEP**

Check Out: 11:00 AM



[Add to Calendar](#)

**Your Room Information**

**Guest Name:** OWEN COSTANZA  
**Guests:** 1 Adult

1

Rooms: 1  
Room Plan: 1 KING BED LAKEVIEW  
Your Rate Information IML ILLINOIS MUNICIPAL

Rate per night  
21-Sep-2023 - 24-Sep-2023 287.00 USD  
Total for Stay per Room Rate 861.00 USD  
Taxes 149.81 USD

Total price for Stay 1,010.81 USD

 [Modify Your Reservation >>](#)

**Plan Ahead With These Tips:**

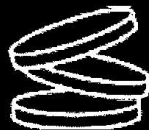
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with Hilton Honors**

Go straight to your room with Digital Key and get access to other great member perks when you join Hilton Honors and download the Hilton Honors app.



[Learn More](#)



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[join for free](#)

[Rate Rules and Cancellation Policy](#)

[Review Your Cancellation Policy](#)

[Comments & Requests | Additional Information](#)

30% DISCOUNT ON OVERNIGHT SELF-PARKING AND VALET-PARKING† + \$40 UP-Tax

17.4% Per Room Per Night

Valet Parking: 82.00 USD Per Night

Self-Parking: 69.00 USD Per Night



LXR

CONRAD



CURIO COLLECTION



TAPESTRY COLLECTION



TEMPO

MOTTO



spark

HOMEWOOD SUITES

HOME2 SUITES

Hilton GRAND VACATIONS



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[Welcome Bonus Terms & Conditions](#)

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R03\_B02\_NMK\_OTR\_V33\_MULTIBR\_H03\_EN



Thank you for your payment.



\$1,010.81 (USD)

September 19, 2023 09:48 AM

Payment  55\*\*\*\*\*0006

Transaction ID 190923010-F8691714-E6CB-459A-AC56-A4E539A37634

Approval Code 01976E

Transient Guest (Qty:1) \$1,010.81 each \$1,010.81

Subtotal \$1,010.81

Total \$1,010.81

You Paid (USD) \$1,010.81

**Return Policy**

Contact your Event Coordinator

**BILL TO**

Barb Resch  
200 N Hill Street  
Billing@villageofpoplargo.com  
Poplar Grove Illinois 61065  
USA

**GUEST INFORMATION**

KRISTI RICHARDSON  
Arrival Date 2023/09/21

Draft for Discussion

Billing Department

**From:** Hilton Chicago Events <noreply@elavon.com>  
**Sent:** Monday, September 18, 2023 4:38 PM  
**To:** Billing Department  
**Subject:** New Invoice with Payment Link from Hilton Chicago



**Hilton Chicago Events has sent you a request for Payment on your invoice**

Dear Barb,

We want to take this opportunity to thank you for choosing the Hilton Chicago.

**INVOICE DETAILS**

Billed To	<b>Barb Resch</b>
Invoice Number	<b>3407860396</b>
Guest Name	<b>KRISTI RICHARDSON</b>
Guest Arrival Date	<b>2023/09/21</b>
Invoice Amount	<b>1,010.81 USD</b>
Delivery/Due Date	<b>2023/09/18</b>
Please use Resch	<b>as last name to access secure website</b>
Please use Billing@villageofpoplargo.com	<b>as email to access secure website</b>
Please pay by 9-18-23	<b>to ensure payment post before check in</b>

Thank you for your business.

Hilton Chicago Events

[View & Pay Invoice](#)

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Hilton Chicago Events

720 S Michigan AVE

Chicago IL 60605 USA

312-922-4400

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Draft for Discussion

**Example of Expense Report for 2023 IML**

This expense report appears to have been submitted to cover expenses that were not charged to the Village's credit card. The expense report does not include a comprehensive accounting of all the expenses incurred by the traveler for this event. The \$99 Uber charge does not indicate the number of travelers or business purpose. There is no place on the expense report for an approval.

Draft for Discussion

VILLAGE OF POPLAR GROVE

027646

DATE: 10/07/22

INVOICE DATE	INVOICE NUMBER	P.O. NUMBER	DESCRIPTION	AMOUNT
09/30/22	0915-091822		REIMBURSEMENT MILEAGE & MEALS TO IML	248.95
VENDOR	ERIC MILLER	0353	CHECK TOTAL	248.95

PRODUCT DLT104 USE WITH 91663 ENVELOPE

Quill.Com Vendor 14823 (800) 789-1331

64873461001



Draft for Discussion



**Eric Miller**

**From:** Uber Receipts <noreply@uber.com>  
**Sent:** Friday, September 16, 2022 11:55 PM  
**To:** Eric Miller  
**Subject:** [Personal] Your Friday evening trip with Uber

The screenshot shows an Uber receipt for a trip on September 16, 2022. The total amount is \$99.45. The receipt is broken down into Distance (\$7.40), Time (\$18.66), and Base Fare (\$3.00). The Normal Fare is \$29.06, and there is a Surge multiplier of x3.1, which amounts to \$61.03. A note mentions that surcharges mandated by the City of Chicago may make the trip more expensive, with a link to learn more. The receipt is framed by a green header and a white body, with a small error icon in the top left corner.

Total **\$99.45**  
September 16, 2022

**Total \$99.45**

Surcharges mandated by the City of Chicago may make your trip more expensive.  
[Learn more.](#)

Distance	\$7.40
Time	\$18.66
Base Fare	\$3.00
<b>Normal Fare</b>	<b>\$29.06</b>
Surge x3.1	\$61.03

Subtotal	\$90.09
Booking Fee	\$1.90
Temporary Fuel Surcharge	\$0.55
Chicago Accessibility Surcharge	\$0.10
Chicago TNP Administrative Surcharge	\$0.02
Chicago Ground Transportation Surcharge	\$1.13
Tips	\$5.66

**Payments**

 <b>Mastercard ••••7378</b> <span style="float: right;">\$99.45</span> 9/16/22 11:52 PM
---

[Download PDF](#)

**You rode with Nor**

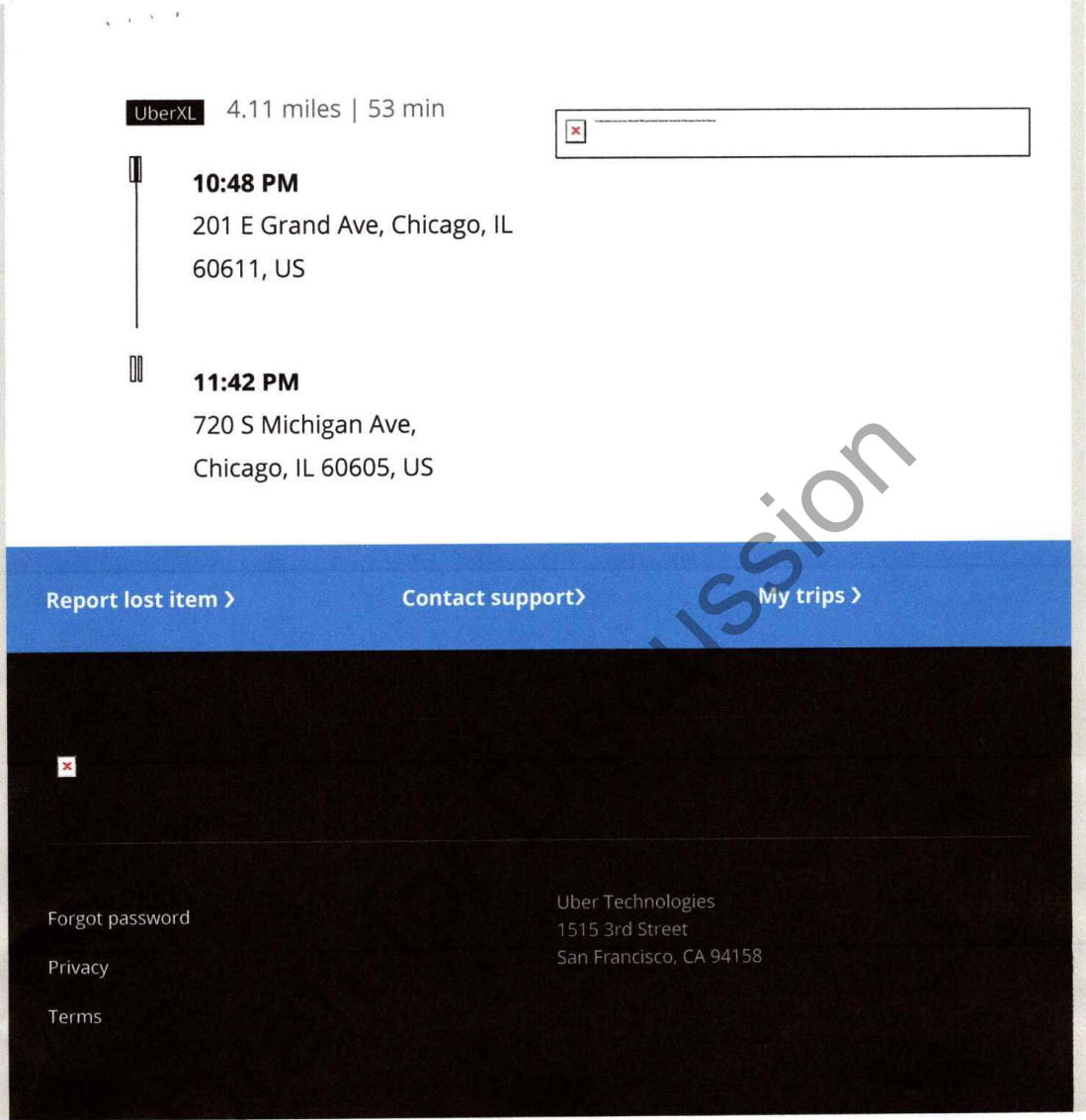
4.97 Rating Has passed a multi-step safety screen

Transportation Network Company: Uber Technologies, Inc.

When you ride with Uber, your trips are insured in case of a covered accident.

[Learn more >](#)





*N* **Volare Ristorante**  
201 East Grand  
Chicago IL, 60611  
312.410.9900

*Eric*

1220 Astrit E

-----  
Tbl 62/1      Chk 1152      Gst 10  
                 Sep16'22 08:33PM  
-----

**Restaurant**

- 2 Bruschetta 22.00
- \* 2 Calamari (S Large) 38.00
- 2 Risotto Fattoria 50.00
- 1 Gnocchi Vodka Add Chicken 32.00
- 1 Gnocchi Vodka 24.00
- 1 Salmone Dinner 29.00
- 1 Griliata Mista 24.00
- 1 Ravioli Ricotta 23.00
- 1 Sarda Penne 26.00
- 1 Spagh-Pomodoro 24.00
- \* 1 Risotto Volare 30.00
- \* 3 Creme Brulee (1 Per Eric) 22.50
- 2 Semifreddo 16.00
- 2 Choccol Decadence 17.00
- 2 Soda 9.00
- 2 Peroni 12.00
- 1 Tito's \$ROCKS 16.00
- 2 Iced Tea 9.00
- 2 Mango Martini 32.00
- 2 Lemon Drop 32.00
- 2 GL Rose' 24.00
- 1 GLPinot Noir 12.00
- 1 Tito's \$ROCKS 16.00

Sub Total 539.50  
 Tax 63.39  
 10:17PM TOTAL DUE **602.89**

**THANK YOU**  
TIP IS NOT INCLUDED

## CONCLUSION

We did not see any evidence that the Village Board received an accounting for expenditures made by the Trustee or Employee for a particular trip and approved out-of-policy expenditures. We found numerous expenditures where we were unable to ascertain the individual using the Village credit card and/or receiving the benefit of the expenditure. We found many travel, seminar, and meal expenses directly charged to the Village Master Card when the State Statute appears to limit this practice to transportation charges. The current Village practices make it virtually impossible for the Village to comply with FOIA requests.

## PROCUREMENT

The Village Credit Card is also used for purchasing goods, services, and subscriptions. The State Statutes and Village Ordinances classify procurement practices according to the size and nature of the purchase. We reviewed the law, ordinances, and practices for each type of purchase.

### MAJOR PURCHASES

The state statute governing purchases by public municipalities of less than 500,000 is shown below [pertinent text is **bolded** for purposes of discussion]:

*(65 ILCS 5/Art. 8 Div. 9 heading)*

*DIVISION 9. PURCHASING AND PUBLIC  
WORKS CONTRACTS IN MUNICIPALITIES  
OF LESS THAN 500,000*

*(65 ILCS 5/8-9-1) (from Ch. 24, par. 8-9-1)*

*Sec. 8-9-1. In municipalities of less than 500,000 except as otherwise provided in Articles 4 and 5 any work or other public improvement which is not to be paid for in whole or in part by special assessment or special taxation, **when the expense thereof will exceed \$25,000, shall be constructed either (1) by a contract let to the lowest responsible bidder after advertising for bids, in the manner prescribed by ordinance, except that any such contract may be entered into by the proper officers without advertising for bids, if authorized by a vote of two-thirds of all the alderpersons or trustees then holding office; or (2) in the following manner, if authorized by a vote of two-thirds of all the alderpersons or trustees then holding office, to-wit: the commissioner of public works or other proper officers to be***

*designated by ordinance, shall superintend and cause to be carried out the construction of the work or other public improvement and shall employ exclusively for the performance of all manual labor thereon, laborers and artisans whom the municipality shall pay by the day or hour; and all material of the value of \$25,000 and upward used in the construction of the work or other public improvement, shall be purchased by contract let to the lowest responsible bidder in the manner to be prescribed by ordinance. However, nothing contained in this Section shall apply to any contract by a city, village or incorporated town with the federal government or any agency thereof.*

*In every city which has adopted Division 1 of Article 10, every such laborer or artisan shall be certified by the civil service commission to the commissioner of public works or other proper officers, in accordance with the requirement of that division.*

*In municipalities of 500,000 or more population the letting of contracts for work or other public improvements of the character described in this Section shall be governed by the provisions of Division 10 of this Article 8.  
(Source: P.A. 102-15, eff. 6-17-21.)*

*(65 ILCS 5/8-9-2) (from Ch. 24, par. 8-9-2)  
Sec. 8-9-2. (a) In municipalities of less than 500,000 population, the corporate authorities may provide by ordinance that all supplies needed for use of the municipality shall be furnished by contract, let to the lowest bidder.  
In municipalities of more than 500,000 population the provisions of Division 10 of this Article 8 shall apply to and govern the purchase of supplies.*

*The provisions of this Section are subject to any contrary provisions contained in "An Act concerning the use of Illinois mined coal in certain plants and institutions", filed July 13, 1937, as heretofore and hereafter amended.*

*(b) The corporate authorities of a municipality may by ordinance provide that contracts to provide goods and services to the municipality contain a provision requiring the contractor and its affiliates to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act, and municipal use tax on all sales of tangible personal property into the municipality in accordance with a municipal ordinance authorized by Section 8-11-6 or 8-11-1.5, during the term of the contract or for some other specified period, regardless of*

*whether the contractor or affiliate is a "retailer maintaining a place of business within this State" as defined in Section 2 of the Use Tax Act. The provision may state that if the requirement is not met, the contract may be terminated by the municipality, and the contractor may be subject to such other penalties or the exercise of such remedies as may be stated in the contract or the ordinance adopted under this Section. An ordinance adopted under this Section may contain exceptions for emergencies or other circumstances when the exception is in the best interest of the public. For purposes of this Section, the term "affiliate" means any entity that (1) directly, indirectly, or constructively controls another entity, (2) is directly, indirectly, or constructively controlled by another entity, or (3) is subject to the control of a common entity. For purposes of this subsection (b), an entity controls another entity if it owns, directly or individually, more than 10% of the voting securities of that entity. As used in this subsection (b), the term "voting security" means a security that (1) confers upon the holder the right to vote for the election of members of the board of directors or similar governing body of the business or (2) is convertible into, or entitles the holder to receive upon its exercise, a security that confers such a right to vote. A general partnership interest is a voting security. (Source: P.A. 93-25, eff. 6-20-03.)*

*(65 ILCS 5/8-9-3) (from Ch. 24, par. 8-9-3)  
Sec. 8-9-3. In the event of a conflict between the application of this Division 9 of Article 8 and the application of "An Act concerning municipalities, counties and other political subdivisions", enacted by the 85th General Assembly, the provisions of "An Act concerning municipalities, counties and other political subdivisions" shall prevail. (Source: P.A. 85-854.)*

*(65 ILCS 5/8-9-4)  
Sec. 8-9-4. Long-term contracts. Any municipality may enter into a long-term energy contract, even if the length of the contract would exceed the term of office of the corporate authorities that approved the contract. (Source: P.A. 93-58, eff. 1-1-04.)*

**The Village Purchasing Ordinance** [pertinent text is **bolded** for purposes of discussion]:

#### CHAPTER 10. PURCHASING PROCEDURES

### **1-10-1. PURCHASING AND BACKGROUND.**

*The purpose of this directive is to provide comprehensive purchasing policies and procedures as guidance in procuring equipment, materials, supplies and services for the operational requirements of the Village and is created to ensure competitive and unbiased selection of qualified and cost-effective vendors and suppliers. This chapter is intended for use by Village personnel as a general reference and will be revised as policies and procedures require revisions or clarification.*

*(Ord. 2012-020, 5-14-2012)*

### **1-10-2. PURCHASING OBJECTIVES.**

*The objectives of this purchasing manual are as follows.*

*It is the philosophy of the Village to conduct a purchasing process which will result in maximum value in the goods and services purchased for the tax dollar spent. It is the policy of the Village that the purchasing process will achieve the following objectives.*

- A. *Purchase goods and services at the lowest cost consistent with specified quality and service levels.*
- B. ***Promote full competition from vendors through a standardized formal bidding process.***
- C. ***Comply with all local, state and federal regulations regarding the purchase of municipal goods and services.***
- D. *Maintain standards of quality in materials.*
- E. *Avoid duplication, waste and obsolescence with respect to materials and equipment.*

*The policies and procedures in the sections that follow are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined in Section 1-10-3.*

*To enable the Village to follow a purchasing procedure which promotes availability of material and services when needed, without creating excess inventory.*

*To provide adequate controls and oversight over Village expenditures as required by the Village's auditors and in compliance with local government accounting practices and principles.*

*Note. The following policies and procedures are meant to serve as guidelines and may not govern every purchasing situation which may arise. When purchases of an emergency nature are necessary, the Village should strive to maintain the objectives outlined above.*

*(Ord. 2012-020, 5-14-2012)*

### **1-10-3. GENERAL PURCHASING POLICIES.**

*This section describes Village **purchasing policies which apply to all non-emergency purchases** of material, equipment, supplies, and services.*

#### **PURCHASING CATEGORIES**

*Non-emergency purchases made by the Village may be grouped under the following categories.*

- A. ***Purchases up to \$2,500.***

- B. **Purchases between \$2,501.00 and state limit, as defined in ILCS Ch. 65, Act 5, § 8-9-1 and as amended, hereafter referred to as "state limit."**
- C. **Purchases above the state limit.**

*All of these categories require a different level of organizational approval.*

- A. **Purchases up to \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.**
- B. **Purchases between \$2,501.00 and the state limit require three written quotes and the approval of the Village Treasurer and Village President. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.**
- C. **Purchases above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees.**

**Emergency Purchases. In the event of enemy caused, other disaster, or other exigent circumstances, the Village President or his/her designee is authorized on behalf of the Village to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by the Village Code.**

*The terms and any conditions of any purchase of services by the Village shall be memorialized in writing (e.g. contracts, purchase orders, etc.).*

*(Ord. 2012-020, 5-14-2012; Amd. Ord. 2017-11, 6-21-2017; Ord. No. 18-26, § 2, 9-19-2018; Ord. No. 2021-04, § 5, 3-17-2021)*

#### **1-10-4. PURCHASING PROCEDURES.**

**PURCHASES UNDER \$2,500.00. Purchases up to \$2,500.00 can be made in the open market with approval of the Department head. Verbal or written quotes are encouraged whenever possible. Physical records regarding dates, contacts, and quotes received should be retained in the Department's files.**

##### **PROCEDURE.**

1. *Staff evaluates need for service or item based on Department and Village objectives and verifies that funds are appropriated and available.*
2. *Staff obtains verbal or written quotes if possible, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations.*
3. *Staff makes recommendation after review of quotes and Department head gives final approval.*
4. *Village Board retains oversight through approvals of monthly warrants and annual budget.*

*If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.*

*PURCHASES BETWEEN \$2,501.00—State limit. Purchases of materials, equipment, services or supplies between \$2,501.00 and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms.*

**PROCEDURE.**

1. *Staff evaluates need for service or item based on Department and Village objectives and verifies that funds are appropriated and available.*
2. *Staff obtains three written quotes, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.*
3. *Staff makes recommendation to the Village Treasurer after review of quotes. The Village Treasurer makes a recommendation to Village President for final approval.*
4. *Village Board retains oversight through approvals of monthly warrants and annual budget.*

*If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.*

*PURCHASES ABOVE STATE LIMIT. Purchases of materials, equipment, services or supplies above the state limit must be competitively bid through formal public bid procedures, and in accordance with state law and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees. Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department Head shall first obtain in writing, whenever possible, at least three (3) informal bids to furnish same. In these situations, the Village President may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.*

**PROCEDURE.**



1. Staff evaluates need for service or item based on Department and Village objectives and verifies that funds are appropriated and available.
2. Notice of call for bids shall be published in a newspaper of general circulation throughout the Village by at least one insertion which shall be at least ten days prior to the time designated for opening bids. The notice shall include a general description of the article or service desired; shall state the time, date and place of bid opening and shall designate where bidding documents may be found.
3. Formal bids are opened and read publicly at Village Hall on the date specified and immediately following the time shown in the notice of call for bids. Bids are read aloud and recorded on a bid tabulation form. A copy of the bid tab form is available to all bidders after the bid opening.
4. Bids are tabulated and analyzed by the appropriate staff and memorandum issued to the appropriate committee stating how the award should be made. The appropriate committee shall provide a recommendation to the Village Board based on its review of the recommended bid. Recommendation is usually based upon an award to the lowest responsible, responsive bidder meeting specifications. Criteria for awarding bids shall be made in the bid specifications and are subject to modification depending on the product or service being acquired.
5. Final bid is awarded by the Village Board, and official contracts and/or agreements are signed by the Village President.

*PETTY CASH PURCHASES.* The petty cash fund should be used whenever immediate payment for goods is needed. Petty cash should be restricted to payments less than \$200.00 where practicable. All petty cash payments must be supported with receipts. Use of petty cash should be avoided unless necessary. The Village Treasurer or his/her designee is responsible for the petty cash fund and are the only persons allowed to disburse money from the account.

(Ord. 012-020,5-14-2012; Amd. Ord. 2017-11, 6-21-2017; Ord. No. 2021-04 , § 6, 3-17-2021)

## DISCUSSION

Many purchases were paid by the Village Credit Card which is discussed in a separate section of this report. We selected three purchases over \$2,500 to observe if the purchase complied with state law and the village ordinance.

### **Purchase #1**

Check Number: 027365

Date: 5/12/22

Vendor: Cherry Valley Landscape Center

Description of Purchase: Zero Turn Mower

Amount: \$20,291

Observation: This purchase was made via a Village check. According to the Treasurer, the Village wanted a mower which was compatible with its existing fleet of mowers. The mower was purchased without a

competitive bidding process. The applicable Village Ordinance required three bids. We found examples of this mower on the internet. There were no bids obtained and the Village President did not approve the purchase as required (see purchase approval form below) for both bid and no-bid purchases.

Resolution 2022-17 was drafted to approve this purchase. It stated that the Village had attempted to procure three quotes and was unable to do so. We did not see any documentation to support this statement.

From the Village Purchasing Procedure:

*PURCHASES BETWEEN \$2,501.00—State limit. Purchases of materials, equipment, services or supplies between \$2,501.00 and the state limit are made by obtaining three written quotes where practical and the approvals of the Village Treasurer and Village President. Physical records regarding dates, contacts and quotes received shall be retained in the Department's files along with utilization of purchase order forms.*

*PROCEDURE.*

- 1. Staff evaluates need for service or item based on Department and Village objectives and verifies that funds are appropriated and available.*
- 2. **Staff obtains three written quotes, including taking telephone bids, obtaining prices through catalogs or electronic means, and receiving letter quotations. Due diligence must be done to obtain three written quotes. If three written quotes are unable to be obtained, formal approval from the Village Treasurer, and Village President must be obtained prior to purchase.***
- 3. Staff makes recommendation to the Village Treasurer after review of quotes. **The Village Treasurer makes a recommendation to Village President for final approval.***
- 4. Village Board retains oversight through approvals of monthly warrants and annual budget. If a supplier is recommended who has not quoted the lowest price, staff should document the reason for not recommending the supplier quoting the lowest price. If the purchase is for a routine operating good or service, a price comparison shall be performed once during the fiscal year. Exceptions to obtaining price quotes from more than one vendor may occur in the event an item is unique and/or specialized or specifications are detailed.*

Q U O T A T I O N

PAGE: 1

CHERRY VALLEY LANDSCAPE CENTER INC  
7711 NEWBURG RD  
ROCKFORD, IL 61108 USA  
Phone #: (815)977-5268  
Fax #: (815)977-5384

PHONE #: (815)765-3201  
CELL #: (815)742-0418  
ALT. #:  
P.O.#:  
TERMS: Net 10th EOM  
SALES TYPE: Quote

DATE: 3/24/2022  
ORDER #: 36196  
CUSTOMER #: 105828  
CP: RonE  
LOCATION: 1  
STATUS: Active

**BILL TO** 105828

VILLAGE OF POPLAR GROVE  
200 HILL ST  
POPLAR GROVE, IL 61065 US

**SHIP TO**

VILLAGE OF POPLAR GROVE  
200 HILL ST  
POPLAR GROVE, IL 61065 US

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	NET	TOTAL
SCA	841N	STTII-61V-25KBD TURF TIGER2 61"V 25KUBOTA DIESEL	1	\$20,291.00	\$20,291.00

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL: \$20,291.00  
TAX: \$0.00  
**ORDER TOTAL: \$20,291.00**

Authorized By: \_\_\_\_\_

S A L E S   O R D E R

PAGE: 1

CHERRY VALLEY LANDSCAPE CENTER INC  
7711 NEWBURG RD  
ROCKFORD, IL 61108 USA  
Phone #: (815)977-5268  
Fax #: (815)977-5384

PHONE #: (815)765-3201  
CELL #: (815)742-0418  
ALT. #:  
P.O.#:  
TERMS: **Net 10th EOM**  
SALES TYPE: **Sales Order**  
CP: **RonE**  
SALES REP: **RonE**

DATE: **5/11/2022**  
ORDER #: **36196**  
CUSTOMER #: **105828**  
LOCATION: **1**  
STATUS: **Active**

**BILL TO 105828**

VILLAGE OF POPLAR GROVE  
200 HILL ST  
POPLAR GROVE, IL 61065 US

**SHIP TO**

VILLAGE OF POPLAR GROVE  
200 HILL ST  
POPLAR GROVE, IL 61065 US

MFR	PRODUCT NUMBER	DESCRIPTION	ORD	SOLD	B/O	NET	TOTAL
SCA	841N	STTII-61V-25KBD TURF TIGER2 61"V 25KUBOTA DIESEL S/N: S9000081	1		0	\$20,291.00	\$20,291.00

All special orders require prepayment and this deposit is not refundable. No returns on electrical or special order items. There may be a 20% restocking fee imposed on returned items. All returns must be accompanied by the original receipt and be made within 30 days. Thank you for your business!

SUBTOTAL: **\$20,291.00**

TAX: **\$0.00**

ORDER TOTAL: **\$20,291.00**

BALANCE REMAINING: **\$20,291.00**

Draft for Discussion

**INVOICE APPROVAL**

G/L Account Code: 90-52-4441

Description: Zero Turn Mower

DEPT: \_\_\_\_\_ ADMIN: CH

*ESM*

Picked Up By: \_\_\_\_\_

# PURCHASE APPROVAL FORM



This form must be used when making a purchase on behalf of the Village of Poplar Grove which requires Approvals.

DATE: 5/5/25		
FUND: <input type="checkbox"/> ADMIN (01) <input type="checkbox"/> WATER & SEWER (31) <input checked="" type="checkbox"/> CAPITAL (90)	DEPARTMENT: <input type="checkbox"/> Administration (50) <input checked="" type="checkbox"/> Parks (52) <input type="checkbox"/> Streets (53) <input type="checkbox"/> Water (70) <input type="checkbox"/> Sewer (75)	G/L ACCOUNT LINE 90-52-4441 Is this a Budgeted Item? <input checked="" type="radio"/> YES <input type="radio"/> NO

VENDOR/CONTRACTOR: CHERRY VALLEY LANDSCAPE	AMOUNT: \$20,291.00
DESCRIPTION OF ITEM: ZERO TURN MOWER STII-61V-25KBD TURF TIGER2 61"V 25KUBOTA DIESEL	

**Purchases \$0-2,500**

Obtained verbal or written quotes which are attached. Verification of funds is required.  
Signature of Department Head prior to purchase.

**Purchases \$2,501-State Limit (currently \$20,000)**

Three written quotes required to be attached. May not order without three written quotes prior, or formal approval in advance of purchase.

**Purchases Above Sate Limit (Above \$20,000)**

Competitively Bid through public bid procedures and Village Board approval.

DATE OF BOARD APPROVAL: \_\_\_\_\_

APPROVED BY:

Village Administrator \_\_\_\_\_ Date 5/5/22  
 Village Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Village President \_\_\_\_\_ Date \_\_\_\_\_

**Emergency Authorization**

Village President is authorized to approve an emergency purchase under Sect. 1-10-3 Emergency Purchases.

---

**Purchase # 2**

Check Numbers: 028145, 027404, 027781

Dates: 6/08/22, 06/10/22, 12/09/22

Vendor: Object Controls, Inc.

Description of Purchase: Emergency Repair to Wastewater Treatment Plant South

Amounts: \$22,766.00, \$11,399.55, \$2,356.59

Observations: We did not see any written approvals for this emergency purchase.

From the Village Purchasing procedure:

*Emergency Purchases. In the event of enemy caused, other disaster, or other exigent circumstances, the Village President or his/her designee is authorized on behalf of the Village to procure such services, supplies, equipment, or materials as may be necessary for such purposes, in view of exigency, without regard to the statutory procedures or formalities normally prescribed by law pertaining to Village contracts or obligations, as authorized by the Village Code.*

Draft for Discussion

VILLAGE OF POPLAR GROVE

028145

DATE: 06/08/23

INVOICE DATE	INVOICE NUMBER	P.O. NUMBER	DESCRIPTION	AMOUNT
05/10/23	2023-2223		VFD REPAIR COMPLETION SOUTH PLANT	22,766.00
VENDOR	OBJECT CONTROLS INC	0589	CHECK TOTAL	22,766.00

PRODUCT DLT104 USE WITH 91663 ENVELOPE

Quill.Com Vendor 14823 (800) 789-1331

64873461001



Draft for Discussion



PO Box 43  
 Hubertus, WI 53033  
 920-266-4037

# Invoice

DATE	INVOICE #
5/10/2023	2023-2223

<b>BILL TO</b>
Ion Stear, Test Inc Village of Poplar Grove 610 South State Street Poplar Grove, IL 61065

<b>SHIP TO</b>
Test, Inc Village of Poplar Grove Ion Stear 610 South State Street Poplar Grove, IL 61065

<b>TERMS</b>	<b>DUE DATE</b>	<b>JOB NUMBER</b>	<b>P.O. NUMBER</b>
Net 20	5/30/2023	1034-ABB-VFD	Verbal: Ion Stear

QTY	DESCRIPTION	Amount	Prior %	Curr %	Total %	AMOUNT
3	VFD, 60 HP, Output Current: 77 A, Voltage: 480 VAC , Voltage Range: 380-480V, NEMA 1 / UL Type 1 (IP21), Wall-mounted	22,766.00		100.00%	100.00%	22,766.00
<b>ENTERED</b>						
<b>INVOICE APPROVAL</b>						
G/L Account Code: <u>31-70-4900</u>						
Description: <u>VFD Repair Completion South Plant</u>						
DEPT: <u>SM</u> ADMIN: <u>Ch</u>						
<i>from May 2022</i>						
<b>Total</b>						\$22,766.00

YOU MUST REMIT SALES TAX (IF ANY) DIRECTLY TO YOUR STATE, EXCEPT WISCONSIN.



VILLAGE OF POPLAR GROVE

027404

DATE: 06/10/22

INVOICE DATE	INVOICE NUMBER	P.O. NUMBER	DESCRIPTION	AMOUNT
05/19/22	2022-2162		VFD EMERGENCY REPAIR SOUTH PLANT	11,399.55
VENDOR	OBJECT CONTROLS INC	0589	CHECK TOTAL	11,399.55

PRODUCT DLT104

USE WITH 91663 ENVELOPE

Quill.Com Vendor 14823 (800) 789-1331

64873461001



Draft for Discussion



PO Box 43  
 Hubertus, WI 53033  
 920-266-4037

# Invoice

DATE	INVOICE #
5/19/2022	2022-2162

BILL TO
Village of Poplar Grove South WWTP 200 Hill Street Poplar Grove IL 61065

SHIPPED TO
Ion Stear 610 South State Street Poplar Grove, IL 61065

TERMS	DUE DATE	P.O. NUMBER
Net 30	6/18/2022	Verbal: Ion Stear

QTY	DESCRIPTION	EACH	AMOUNT
1	Service Date: 5-11-2022  Location: Poplar Grove Waster Water Treatment Plant, South  Requested by: PO emergency south plant vfd purchase Authorized by Ion Stear with verbal approval from Eric Miller and Carina Boyd. istear@testinc.com  Reason: Faulty SBR #1 mixer drive  Finding: Drive appears to be damaged from power surge. No longer operational. Remove and remount new 60HP VFD. Configure and test.  Out of Wisconsin	11,399.55	11,399.55
	ENTERED  INVOICE APPROVAL  G/L Account Code: <u>31-76-4930</u> Description: <u>VFD Emergency - South Plant</u> DEPT: _____ ADMIN: <u>Ch</u>  RECEIVED MAY 19 2022 BY: <u>25881</u>	0.00%	0.00
<b>Total</b>			\$11,399.55

YOU MUST REMIT SALES TAX (IF ANY) DIRECTLY TO YOUR STATE, EXCEPT WISCONSIN.

VILLAGE OF POPLAR GROVE

027781

DATE: 12/09/22

INVOICE DATE	INVOICE NUMBER	P.O. NUMBER	DESCRIPTION	AMOUNT
11/03/22	2022-2183		EMERGENCY REPAIRS - NWWTP	2,356.59
VENDOR	OBJECT CONTROLS INC	0589	CHECK TOTAL	2,356.59

PRODUCT DLT104

USE WITH 91663 ENVELOPE

Quill.Com Vendor 14823 (800) 789-1331

64873461001



Draft for Discussion



PO Box 43  
 Hubertus, WI 53033  
 920-266-4037

# Invoice

DATE	INVOICE #
11/3/2022	2022-2183

<b>BILL TO</b>
Test, Inc Village of Poplar Grove 610 South State Street Poplar Grove, IL 61065

<b>SHIP TO</b>
Test, Inc Village of Poplar Grove Ion Stear 610 South State Street Poplar Grove, IL 61065

<b>TERMS</b>	<b>DUE DATE</b>	<b>JOB NUMBER</b>	<b>P.O. NUMBER</b>
Net 30	12/3/2022		Verbal: Ion Stear

QTY	DESCRIPTION	Amount	Prior %	Curr %	Total %	AMOUNT
3	Electric Ball Valve Actuator: 115V AC, On-Off Signal, 140 in-lb Torque, 2.5 sec Cycle Time	1,606.59		100.00%	100.00%	1,606.59T
5	System down service cal 7-19-22: Evaluated system determined entire system down. Electricians doing remote control panel replacement tripped out PLC. When the system was power cycled, the failover PLC was did not come up properly preventing th primary from operating. Disabled failover PLC, restarted system. Operating properly now. Travel time: 2hrs, Labor: 3 hrs Out of Wisconsin	750.00		100.00%	100.00%	750.00
		0.00				0.00
<b>ENTERED</b>						
<b>INVOICE APPROVAL -0589</b>						
G/L Account Code: 31-78-4240						
Description: Emergency Repairs - North Plant						
DEPT: <u>DM</u> ADMIN: <u>CS</u>						
<b>Total</b>						\$2,356.59

YOU MUST REMIT SALES TAX (IF ANY) DIRECTLY TO YOUR STATE, EXCEPT WISCONSIN.

**Purchase # 3**

Check Numbers: N/A

Dates: 10/1/22

Vendor: Test, Inc.

Description of Purchase: Operations Management and Supervision Agreement for Water Treatment Plant Operations, Contract Dated 10/1/22

Amount: \$1,131,774.36 plus testing fees.

Observations:

This is a three-year Contract with two one-year automatic extensions. The Total Value is: **\$1,131,774.36**, the contract was not put out for public bids, and was signed by the Village President. The contract was approved during a Village Meeting on August 10, 2022. At that meeting two of the seven trustees were absent. The Treasurer informed Greene that the contract was not bid out due to the existing relationship.

The motion to approve Resolution 22-29 authorizing the Village President to sign the no-bid Test, Inc. contract received four votes, or 80% of the Trustees present. The vote did not appear to follow the Village Ordinance for no-bid contracts which states **“The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities”**. The State Statute (see below) required approval by 2/3’s of all the Trustees (**“authorized by a vote of two-thirds of all the alderpersons or trustees then holding office”**), or five of the eight Trustees, which did not occur. Additionally, we did not see any documentation in the minutes or with the contract to justify the need to bypass the bidding requirements. We recommend this contract be approved in accordance with the Village Ordinance and State law. We also recommend that when the Village finds it necessary to bypass the standard bidding process for large purchases, the basis of that decision should be fully vetted and documented.

From the Minutes:

*“Motion to discuss/approve **Resolution 22-29** A Resolution of the Village of Poplar Grove, Illinois to approve and authorize the Village President to execute a operations management and supervision agreement for wastewater treatment plants, lift stations, and water treatment plants for the Village of Poplar Grove with Test, INC.*

*Motion made by Finance Chairman Miller, Seconded by Admin Chairman Quimby. Voting Yea: Finance Chairman Miller, Admin Chairman Quimby, Trustee Cheek, Trustee Straw”*

From the State Statute:

*“65 ILCS 5/Art. 8 Div. 9 heading)  
DIVISION 9. PURCHASING AND PUBLIC  
WORKS CONTRACTS IN MUNICIPALITIES  
OF LESS THAN 500,000*

*Sec. 8-9-1. In municipalities of less than 500,000 except as otherwise provided in Articles 4 and 5 any work or other public improvement which is not to be paid for in whole or in part by special assessment or special taxation, when the expense thereof will exceed \$25,000, shall be constructed either (1) by a contract let to the lowest responsible bidder after advertising for bids, in the manner prescribed by ordinance, **except that any such contract may be entered into by the proper officers without advertising for bids, if authorized by a vote of two-thirds of all the alderpersons or trustees then holding office**; or (2) in the following manner, if authorized by a vote of two-thirds of all the alderpersons or trustees then holding office, to-wit: the commissioner of public works or other proper officers to be designated by ordinance, shall superintend and cause to be carried out the construction of the work or other public improvement and shall employ exclusively for the performance of all manual labor thereon, laborers and artisans whom the municipality shall pay by the day or hour; and all material of the value of \$25,000 and upward used in the construction of the work or other public improvement, shall be purchased by contract let to the lowest responsible bidder in the manner to be prescribed by ordinance. However, nothing contained in this Section shall apply to any contract by a city, village or incorporated town with the federal government or any agency thereof."*

From the Village Purchasing procedure:

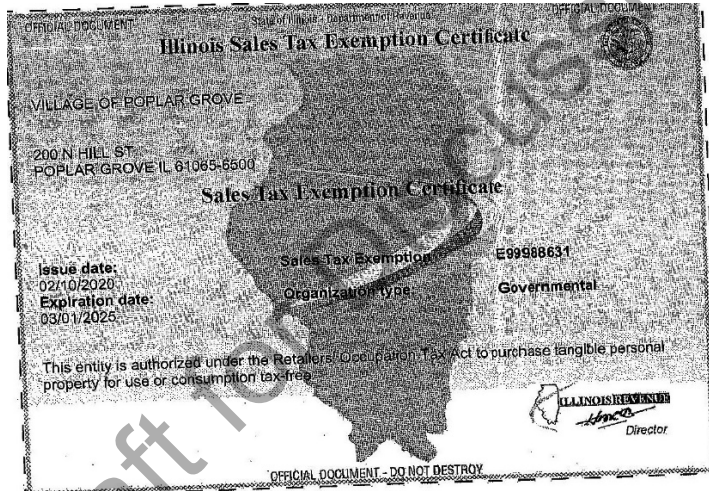
*PURCHASES ABOVE STATE LIMIT. Purchases of materials, equipment, services or supplies above the state limit **must be competitively bid through formal public bid procedures, and in accordance with state law** and Village ordinances. Bid documents require written approval of the Village President, and final bid approval is made by the Village Board. Requires approval of the Village Treasurer, Village President, and Board of Trustees. The Village President may waive the public bid requirement when procuring certain professional services as outlined in state statute. In cases of urgently needed material or urgent repairs involving labor and material, such repairs and material may be obtained through negotiated contract without formal advertising with the approval of the Village President, when it is in the best interest of the Village and when it is impractical to convene a meeting of the Board of Trustees. Negotiated purchases without formal advertising may be approved by the Board of Trustees when it is impractical to secure competition, when it is impossible to draft adequate specifications or any other adequately detailed description of the required property or services, or when the contemplated contract involves maintenance, repair, alteration or inspection and the exact nature or amount of work to be done is not known. However, the Department Head shall first obtain in writing, whenever possible, at least three (3) informal bids to furnish same. In these situations, the Village President*

*may require that request for proposals be utilized. The purchasing procedure under this paragraph may be waived by a two-thirds vote of the corporate authorities.*

Another note: some purchases are made through Menards which often offers an 11% rebate. However, the Treasurer informed us that the Village does not apply for the rebates. We did not determine if the purchases and resulting rebates were material.

### SALES AND USE TAX

The Village is exempt from Illinois Sales and Use Tax. However, we found numerous instances where purchases where sales tax was paid when the purchase was made using the Village credit card. We believe that when the Village Credit Card is used in person, the authorized user should also present a copy of the Village’s tax exemption certificate to ensure that tax is not charged.



We also noted that Microsoft continues to invoice Illinois Sales Tax on its monthly subscription invoice. We discussed this issue with the Treasurer who said that Microsoft is refusing to abate the tax because the Village does not appear on a list it relies on for tax exemption. The Village is included in the Illinois Secretary of State listing of Illinois Counties and Incorporated Municipalities. We recommend that the Village Attorney contact Microsoft to correct its error and demand a refund of erroneously collected taxes.

### GIFTS

Gift baskets for needy families are purchased with the Village Credit Card using funds solicited from Village Vendors. We discussed this practice with the Village Attorney, President, and Treasurer, and reviewed the applicable State Statute. The practice appears to violate the State Statute and the Village Attorney

informed us that it also violates Article VIII of the Illinois Constitution. She suggested that the Village may be able to form a nonprofit to carry out this mission.

Article 10 of the Illinois Statutes:

(5 ILCS 430/Art. 10 heading)

ARTICLE 10

GIFT BAN

(Source: P.A. 93-617, eff. 12-9-03.)

**(5 ILCS 430/10-10)**

***Sec. 10-10. Gift ban. Except as otherwise provided in this Article, no officer, member, or State employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the officer, member, or State employee. No prohibited source shall intentionally offer or make a gift that violates this Section.***

***(Source: P.A. 93-617, eff. 12-9-03.)***

(5 ILCS 430/10-15)

*Sec. 10-15. Gift ban; exceptions. The restriction in Section 10-10 does not apply to the following:*

*(1) Opportunities, benefits, and services that are*

*available on the same conditions as for the general public.*

*(2) Anything for which the officer, member, or State*

*employee pays the market value.*

*(3) Any (i) contribution that is lawfully made under*

*the Election Code or under this Act or (ii) activities associated with a fundraising event in support of a political organization or candidate.*



*(4) Educational materials and missions. This*

*exception may be further defined by rules adopted by the appropriate ethics commission or by the Auditor General for the Auditor General and employees of the Office of the Auditor General.*

*(5) Travel expenses for a meeting to discuss State*

*business. This exception may be further defined by rules adopted by the appropriate ethics commission or by the Auditor General for the Auditor General and employees of the Office of the Auditor General.*

*(6) A gift from a relative, meaning those people*

*related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiance or fiancée.*

*(7) Anything provided by an individual on the basis*

*of a personal friendship unless the member, officer, or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the member, officer, or employee and not because of the personal friendship.*

*In determining whether a gift is provided on the*

*basis of personal friendship, the member, officer, or employee shall consider the circumstances under which the gift was offered, such as:*

*(i) the history of the relationship between the*

*individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;*

*(ii) whether to the actual knowledge of the*

*member, officer, or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and*

*(iii) whether to the actual knowledge of the*

*member, officer, or employee the individual who gave the gift also at the same time gave the same or similar gifts to other members, officers, or employees.*

*(8) Food or refreshments not exceeding \$75 per person*

*in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.*

*(9) Food, refreshments, lodging, transportation, and*

*other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the officer, member, or employee as an office holder or employee) of the officer, member, or employee, or the spouse of the officer, member, or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer, member, or employee, and are customarily provided to others in similar circumstances.*

*(10) Intra-governmental and inter-governmental gifts.*

*For the purpose of this Act, "intra-governmental gift" means any gift given to a member, officer, or employee of a State agency from another member, officer, or employee of the same State agency; and "inter-governmental gift" means any gift given to a member, officer, or employee of a State agency, by a member, officer, or employee of another State agency, of a federal agency, or of any governmental entity.*

*(11) Bequests, inheritances, and other transfers at death.*

*(12) Any item or items from any one prohibited source*

*during any calendar year having a cumulative total value of less than \$100.*

*Each of the exceptions listed in this Section is mutually exclusive and independent of one another.*

*(Source: P.A. 93-617, eff. 12-9-03.)*

(5 ILCS 430/10-30)

*Sec. 10-30. Gift ban; disposition of gifts. A member, officer, or employee does not violate this Act if the member, officer, or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.*

*(Source: P.A. 93-617, eff. 12-9-03.)*

(5 ILCS 430/10-40)

*Sec. 10-40. Gift ban; further restrictions. A State agency may adopt or maintain policies that are more restrictive than those set forth in this Article and may continue to follow any existing policies, statutes, or regulations that are more restrictive or are in addition to those set forth in this Article.*

*(Source: P.A. 93-617, eff. 12-9-03.)*

What is a prohibited source? A prohibited source includes vendors seeking or doing business with the Village or regulated by the Village. Please see the pamphlet below from the Executive Ethics Commission:

## RETURNING A GIFT

If you receive a prohibited gift that you did not ask for, promptly return it to the giver, or donate an amount equal to the value of the gift to an appropriate 501(c)(3) charity. If you take one of these steps, there is no violation of the Gift Ban. In such an instance, though, make sure you carefully document what happened, and disclose it to your supervisor as soon as reasonably possible.

## APPEARANCES

The purpose of the Gift Ban is not only to ensure that employees act in the public's interest, but also to ensure that employees appear to be acting in the public's interest. Some gifts may seem to fit within an exception, but still give the appearance of having undue influence over the employee or agency.

## WHEN IN DOUBT, GET HELP!

If you receive any gift that seems inappropriate, or have any questions about how the Gift Ban applies to you, contact your agency's Ethics Officer.

THIS PUBLICATION IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT INTENDED TO CONSTITUTE AN OPINION.



EXECUTIVE ETHICS COMMISSION  
State of Illinois  
401 S. Spring Street  
513 William Stratton Building Springfield,  
IL 62706  
Phone: (217) 558-1393  
Fax: (217) 558-1399  
Michelle Casey, Executive Director

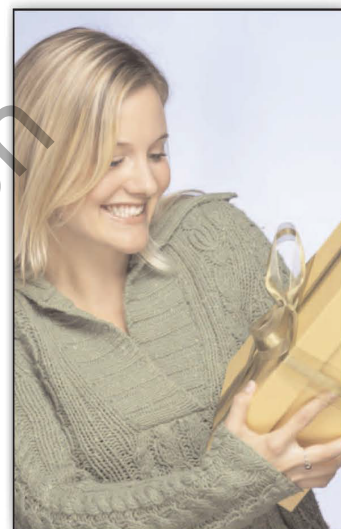
*For more information, see the Executive Ethics Commission's web site, [www.eec.illinois.gov](http://www.eec.illinois.gov) or contact your agency's Ethics Officer.*

Printed by Authority State of Illinois



EXECUTIVE ETHICS COMMISSION

## THE GIFT BAN



Draft for Discussion

## THE GIFT BAN

As State of Illinois employees, we are paid to serve the public interest. No additional compensation, gifts or favors are needed to ensure that we do our jobs. In fact, accepting a gift may lead others to believe that State employees are not serving the public interest but rather, their own private interest. It may also be a violation of the law.

**Example:** A construction company sent Ted, a State employee, four baseball tickets. The following month Ted approved a contract amendment that increased the construction company's contract by several thousand dollars.

Did Ted's approval of the amendment serve the public's interest or his own private interest?

The Illinois Ethics Act prohibits various gifts. Specifically, State employees may not accept gifts from prohibited sources. As always, if you have any questions about how the law applies to you, contact your Ethics Officer.

## WHAT'S A GIFT?

The Gift Ban defines "gift" more broadly than some might expect. Generally speaking, a gift is anything worth money.

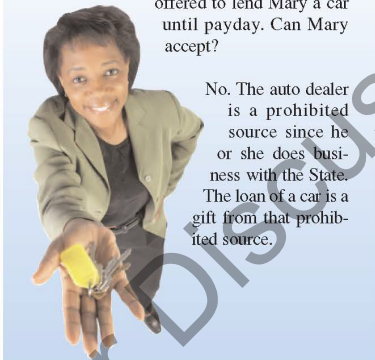
The term "gift" includes not only tangible items (such as cash, food or drink) but also intangibles including discounts, loans, hospitality and entertainment. It also includes payment for giving a speech if your invitation to speak stems from the fact that you are a State employee.

## PROHIBITED SOURCES

Though the definition of "gift" is very broad, the Gift Ban prohibits State employees from receiving gifts from only certain givers, called prohibited sources. Prohibited sources are people or entities that fit one or more of the following categories:

- 1) do or seek to do State business with the recipient or the recipient's agency;
- 2) conduct activities regulated by the recipient or the recipient's agency;
- 3) have interests that may be substantially affected by the recipient's official duties; or
- 4) are registered or required to be registered as lobbyists.

**Example:** Mary monitors contracts for a State agency, including a contract with an auto dealership. When Mary mentioned that her car needed expensive repairs, the dealer offered to lend Mary a car until payday. Can Mary accept?



No. The auto dealer is a prohibited source since he or she does business with the State. The loan of a car is a gift from that prohibited source.

## EXCEPTIONS

Gifts from prohibited sources do not violate the Gift Ban if they fall under one or more of the following exceptions:

- gifts available to the public under the same conditions;
- gifts for which the recipient paid market value;
- lawful campaign contributions or a fundraising event;
- educational materials or missions;
- travel expenses for a meeting to discuss State business;
- gifts received from a relative;
- gifts provided by an individual on the basis of personal friendship;
- food or refreshments not exceeding \$75 per day;
- benefits related to outside business or employment activities;
- intra-governmental and inter-governmental gifts
- bequests, inheritances and other transfers at death
- gifts from one prohibited source with a cumulative value of less than \$100 during any calendar year.

Individual State offices and agencies may have more restrictive policies than those contained in the Gift Ban. You should consult your Ethics Officer if you have any questions.

Below is an excerpt of the Village Ordinance Regarding Soliciting Gifts:

### 1-11-2. ACTIVITIES PROHIBITED.

- A. *The solicitation or acceptance of gifts prohibited to be solicited or accepted under the Act, by any Officer or any employee of the Village, is hereby prohibited.*
- B. *The offering or making of gifts prohibited to be offered or made to an Officer or employee of the Village under the Act, is hereby prohibited.*
- C. *The participation in political activities prohibited under the Act, by any Officer or employee of the Village, is hereby prohibited.*

(Ord. 2018-01, 4-18-2018)

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## EXHIBIT 1

Draft for Discussion

**Exhibit I**  
**Village of Poplar Grove**  
**Master Card Activity by Payee**  
**May 2019 to December 2023**

**Totals    \$ 127,440.01    \$ (125,009.40)**

Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
8/29/2021	8/6/2021	8/6/2021		*FINANCE CHARGE* PURCHASES REFUND	(16.41)	-	(16.41)
10/28/2022	10/12/2022	10/14/2022		3457-LOGAN S ROADHOUSE NORMAL IL	26.56	26.56	-
10/28/2022	10/12/2022	10/14/2022		3457-LOGAN S ROADHOUSE NORMAL IL	26.56	26.56	-
5/29/2023	5/18/2023	5/19/2023		5840 LORING MINNEAPOLIS MN	125.00	125.00	-
1/29/2020	1/26/2020	1/27/2020	0543664DB008LFWFL	5GUY'S 1542 QSR CHAMPAIGN IL	14.66	14.66	-
4/28/2023	4/19/2023	4/21/2023		6 STREET CAFÉ SPRINGFIELD IL	16.35	16.35	-
9/28/2023	9/13/2023	9/14/2023		640 MEATS LOVES PARK IL	15.72	15.72	-
7/29/2021	7/21/2021	7/22/2021		ACCESSDISPLAYGROUP 8002891539 NY	881.27	881.27	-
2/27/2020	1/29/2020	1/30/2020	5531020DDORNLEDIP	ACROBAT PRO SUBS 8008336687 CA	191.12	191.12	-
3/29/2021	3/26/2021	3/28/2021		ADOBE 4085366000 CA	15.93	15.93	-
4/28/2023	3/29/2023	3/30/2023		ADOBE *ACROPRO SUBS 40853660 CREDIT	(19.11)	-	(19.11)
4/28/2023	3/29/2023	3/30/2023		ADOBE *ACROPRO SUBS 40853660 CREDIT	(213.56)	-	(213.56)
4/28/2023	3/31/2023	4/2/2023		ADOBE *ACROPRO SUBS 40853660 CREDIT	(20.47)	-	(20.47)
4/28/2023	3/31/2023	4/2/2023		ADOBE *ACROPRO SUBS 40853660 CREDIT	(88.74)	-	(88.74)
9/27/2019	9/15/2019	9/16/2019		ADOBE *ACROPRO SUBS 8008336687 CA	191.12	191.12	-
3/29/2023	3/28/2023	3/29/2023		ADOBE *ADOBE 4085366000 CA	1,223.49	1,223.49	-
5/29/2019	5/8/2019	5/9/2019		ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
5/29/2020	5/8/2020	5/10/2020	5531020GH0RY5YHRB	ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
9/28/2020	9/15/2020	9/16/2020	5531020LKLQK61YV8	ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
2/26/2021	1/29/2021	1/31/2021		ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
4/28/2021	4/26/2021	4/27/2021		ADOBE ACROPRO SUBS 4085366000 CA	15.93	15.93	-
5/28/2021	5/8/2021	5/10/2021		ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
5/28/2021	5/26/2021	5/27/2021		ADOBE ACROPRO SUBS 4085366000 CA	15.93	15.93	-
9/28/2021	9/17/2021	9/19/2021		ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
5/29/2022	5/10/2022	5/11/2022		ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
7/29/2022	7/28/2022	7/29/2022		ADOBE ACROPRO SUBS 4085366000 CA	96.87	96.87	-
9/28/2022	9/15/2022	9/16/2022		ADOBE ACROPRO SUBS 4085366000 CA	191.12	191.12	-
11/28/2022	11/25/2022	11/27/2022		ADOBE ACROPRO SUBS 4085366000 CA	15.93	15.93	-
12/29/2022	12/25/2022	12/26/2022		ADOBE ACROPRO SUBS 4085366000 CA	15.93	15.93	-
1/29/2023	1/25/2023	1/26/2023		ADOBE ACROPRO SUBS 4085366000 CA	15.93	15.93	-
1/29/2023	1/28/2023	1/29/2023		ADOBE ACROPRO SUBS 4085366000 CA	254.87	254.87	-
2/26/2023	2/25/2023	2/26/2023		ADOBE ACROPRO SUBS 4085366000 CA	15.93	15.93	-
3/29/2023	3/28/2023	3/29/2023		ADOBE ACROPRO SUBS 4085366000 CA	21.24	21.24	-
4/28/2023	3/31/2023	4/2/2023		ADOBE ACROPRO SUBS 4085366000 CA	607.99	607.99	-
6/28/2021	6/25/2021	6/25/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
7/29/2021	7/25/2021	7/26/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
8/29/2021	8/25/2021	8/26/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
9/28/2021	9/25/2021	9/26/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
10/29/2021	10/25/2021	10/25/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
11/28/2021	11/25/2021	11/26/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
12/29/2021	12/25/2021	12/26/2021		ADOBE INC 8008336687 CA	15.93	15.93	-
1/28/2022	1/25/2022	1/25/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
2/25/2022	2/25/2022	2/25/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
3/29/2022	3/25/2022	3/27/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
4/28/2022	4/25/2022	4/26/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
5/29/2022	5/25/2022	5/25/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
6/28/2022	6/25/2022	6/26/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
7/29/2022	7/25/2022	7/26/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
8/29/2022	8/25/2022	8/25/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
9/28/2022	9/25/2022	9/26/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
10/28/2022	10/25/2022	10/26/2022		ADOBE INC 8008336687 CA	15.93	15.93	-
3/29/2020	3/9/2020	3/10/2020	6550036EM2DM1XEN6	AEDLAND.COM 6412206670 IA	219.99	219.99	-
3/29/2020	3/9/2020	3/10/2020	5550036EM2DZ5334D	AEDLAND.COM 6412206670 IA	171.00	171.00	-
12/29/2019	12/7/2019	12/9/2019		ALDI 40067 BELVIDERE IL	114.71	114.71	-
12/29/2020	12/8/2020	12/10/2020	0514048P8LM8MTYLD	ALDI 40067 BELVIDERE IL	232.41	232.41	-
12/29/2020	12/9/2020	12/11/2020	0514048P9LMBP6GJK	ALDI 40067 BELVIDERE IL	113.10	113.10	-
12/29/2020	12/9/2020	12/11/2020	0514048P9LMBP6GK3	ALDI 40067 BELVIDERE IL	19.90	19.90	-
12/29/2020	12/14/2020	12/16/2020	0514048PELM8MYS4Y	ALDI 40067 BELVIDERE IL	52.15	52.15	-
12/29/2021	12/8/2021	12/10/2021		ALDI 40067 BELVIDERE IL	62.08	62.08	-

**Exhibit I**  
**Village of Poplar Grove**  
**Master Card Activity by Payee**  
**May 2019 to December 2023**

<b>Totals</b>	<b>\$ 127,440.01</b>	<b>\$ (125,009.40)</b>
---------------	----------------------	------------------------

Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
12/29/2022	12/5/2022	12/7/2022		ALDI 40067 BELVIDERE IL	63.90	63.90	-
12/29/2022	12/16/2022	12/18/2022		ALDI 40067 BELVIDERE IL	102.04	102.04	-
12/29/2022	12/19/2022	12/21/2022		ALDI 40067 BELVIDERE IL	379.23	379.23	-
12/29/2023	12/4/2023	12/6/2023		ALDI 40067 BELVIDERE IL	330.60	330.60	-
12/29/2023	12/20/2023	12/22/2023		ALDI 40067 BELVIDERE IL	90.91	90.91	-
12/29/2020	12/9/2020	12/11/2020	0514048P9LMBP6WD9	ALDI 40073 MACHESNEY PAR IL	216.97	216.97	-
12/29/2020	12/9/2020	12/11/2020	0514048P9LMBP6WDH	ALDI 40073 MACHESNEY PAR IL	98.02	98.02	-
12/29/2020	12/11/2020	12/14/2020	0514048PBLM8VZJAV	ALDI 40073 MACHESNEY PAR IL	45.69	45.69	-
12/29/2021	12/13/2021	12/15/2021		ALDI 40073 MACHESNEY PAR IL	88.81	88.81	-
12/29/2021	12/13/2021	12/15/2021		ALDI 40073 MACHESNEY PAR IL	82.60	82.60	-
12/29/2023	12/6/2023	12/8/2023		ALDI 40073 MACHESNEY PAR IL	10.54	10.54	-
12/29/2020	12/10/2020	12/13/2020	0514048PALM8RDS2	ALDI 40075 ROCKFORD IL	20.98	20.98	-
12/29/2021	12/1/2021	12/3/2021		ALDI 40075 ROCKFORD IL	406.20	406.20	-
12/29/2021	12/13/2021	12/15/2021		ALDI 40075 ROCKFORD IL	38.23	38.23	-
12/29/2020	12/8/2020	12/10/2020	0514048P8LM8MV9L2	ALDI 40088 ROCKTON IL	317.30	317.30	-
12/29/2023	12/4/2023	12/6/2023		ALDI 64063 ROSCOE IL	140.15	140.15	-
5/28/2021	5/8/2021	5/10/2021		AMWAY GRAND PLZ HTLF GRAND RAPIDS MI	12.60	12.60	-
5/28/2021	5/9/2021	5/10/2021		AMWAY GRAND PLZ HTLF GRAND RAPIDS MI	6.81	6.81	-
5/28/2021	5/12/2021	5/13/2021		AMWAY GRAND PLZ HTLF GRAND RAPIDS MI	12.60	12.60	-
5/28/2021	5/14/2021	5/17/2021		AMWAY GRAND PLZ HTLF GRAND RAPIDS MI	1,404.20	1,404.20	-
5/28/2021	5/14/2021	5/16/2021		AMWAY GRAND PLZ HTLF GRAND RAPIDS MI	12.60	12.60	-
5/29/2020	4/30/2020	5/1/2020	5543286G95SQ90AT5	AMZ*RENEGADE PRODUCT AMZN.COM/PMTS WA	193.23	193.23	-
4/28/2022	4/21/2022	4/22/2022		APWA-WORKZONE 8165955279 MO	375.00	375.00	-
6/28/2019	6/20/2019	6/23/2019		ARTUROS MEXICAN RESTAU POPLAR GROVE IL	32.28	32.28	-
8/29/2019	8/27/2019	8/29/2019		ARTUROS MEXICAN RESTAU POPLAR GROVE IL	70.18	70.18	-
5/29/2020	5/21/2020	5/24/2020	25247BOGZ01JWAY9H	ARTUROS MEXICAN RESTAU POPLAR GROVE IL	50.85	50.85	-
11/27/2020	10/30/2020	11/2/2020	2524780N103J6X1HN	ARTUROS MEXICAN RESTAU POPLAR GROVE IL	87.95	87.95	-
1/29/2021	1/8/2021	1/11/2021		ARTUROS MEXICAN RESTAU POPLAR GROVE IL	69.64	69.64	-
5/29/2023	5/5/2023	5/7/2023		ARTUROS MEXICAN RESTAU POPLAR GROVE IL	61.15	61.15	-
9/27/2019	9/11/2019	9/12/2019		AUTOMATIONDIRECT.COM 7708897588 GA	220.00	220.00	-
8/29/2021	8/13/2021	8/15/2021		AUTOMATIONDIRECT.COM 7708897588 GA	190.72	190.72	-
3/29/2022	3/25/2022	3/27/2022		AUTOMATIONDIRECT.COM 7708897588 GA	177.00	177.00	-
				AVIS.COM PREPAY 8003527900 VA			
5/29/2023	5/3/2023	5/4/2023		#125431036 RTRN CTY MINNEAPOLIS	373.05	373.05	-
5/28/2021	5/18/2021	5/18/2021		BALANCE TRANSFER 5590 6142 8470 0062	489.50	489.50	-
6/28/2022	6/16/2022	6/17/2022		BELVIDERE FIESTA MARKE BELVIDERE IL	6.04	6.04	-
10/29/2020	10/14/2020	10/15/2020	0541018MG8JPBV80P	BEST BUY 00000455 ROCKFORD IL	97.86	97.86	-
11/27/2020	11/17/2020	11/18/2020	0541019NJ8JTRMYHX	BEST BUY 00000455 ROCKFORD IL	195.74	195.74	-
7/29/2022	7/14/2022	7/15/2022		BESTBUYCOM806661305950 888BESTBUY MN	69.99	69.99	-
5/29/2020	5/13/2020	5/14/2020	5548077GP0RMMT6VV	BLAIN'S FARM & FLEET 6087542821 WI	42.51	42.51	-
7/29/2022	7/15/2022	7/17/2022		BLAIN'S FARM & FLEET 6087542821 WI	466.46	466.46	-
11/28/2022	11/9/2022	11/10/2022		BLAIN'S FARM & FLEET 6087542821 WI	485.96	485.96	-
2/27/2020	2/10/2020	2/12/2020	7536943DS55JW7YYZ	BOONE COUNTY FAMILY RE CALEDONIA IL	27.18	27.18	-
11/27/2020	11/21/2020	11/23/2020	7536943NPR533YX4	BOONE COUNTY FAMILY RE CALEDONIA IL	58.60	58.60	-
12/29/2020	12/11/2020	12/14/2020	7536943PQV3H2RS11	BOONE COUNTY FAMILY RE CALEDONIA IL	27.10	27.10	-
12/29/2020	12/19/2020	12/21/2020	7536943PKW982SGJ5	BOONE COUNTY FAMILY RE CALEDONIA IL	28.92	28.92	-
12/29/2020	12/22/2020	12/24/2020	7536943PNWPA1QDAM	BOONE COUNTY FAMILY RE CALEDONIA IL	44.10	44.10	-
12/29/2020	12/23/2020	12/25/2020	7536943PPWW517L1Z	BOONE COUNTY FAMILY RE CALEDONIA IL	23.16	23.16	-
3/29/2021	3/4/2021	3/7/2021		BOONE COUNTY FAMILY RE CALEDONIA IL	461.10	461.10	-
12/29/2021	12/17/2021	12/20/2021		BOONE COUNTY FAMILY RE CALEDONIA IL	83.74	83.74	-
3/29/2022	3/2/2022	3/4/2022		BOONE COUNTY FAMILY RE CALEDONIA IL	83.74	83.74	-
11/28/2022	11/22/2022	11/23/2022		BOONE COUNTY FAMILY RE CALEDONIA IL	109.98	109.98	-
6/28/2022	6/15/2022	6/16/2022		BOONE COUNTYLICENSE & BELVIDERE IL	214.00	214.00	-
10/29/2021	10/12/2021	10/14/2021		BP#9657560BECKS 27 QPS MENDOTA IL	4.53	4.53	-
11/28/2022	11/8/2022	11/10/2022		BRAVO PIZZA BELVIDERE IL	215.14	215.14	-
4/28/2023	4/4/2023	4/6/2023		BRAVO PIZZA BELVIDERE IL	211.89	211.89	-
5/28/2021	5/7/2021	5/10/2021		BUDDY'S 116-OLO 3137651500 MI	15.98	15.98	-
1/29/2020	1/22/2020	1/24/2020	2524780D701WVSVNE	BUFFALO WILD WINGS MOUNT VERNON IL	28.67	28.67	-
10/28/2022	10/25/2022	10/26/2022		BY THE DOZEN BAKERY IN MACHESNEY PAR IL	74.99	74.99	-



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**Totals    \$ 127,440.01    \$ (125,009.40)**

Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
12/29/2022	11/29/2022	11/30/2022		BY THE DOZEN BAKERY IN MACHESNEY PAR IL	80.61	80.61	-
5/29/2023	5/18/2023	5/19/2023		CARIBOU COFFEE CO #134 MINNEAPOLIS MN	16.58	16.58	-
				CARPENTER STREET HOTEL SPRINGFIELD IL			
5/29/2019	4/30/2019	5/5/2019		CHECK-IN 04/30/19 FOLIO #00115955	231.89	231.89	-
5/28/2021	5/27/2021	5/28/2021		CASEY EQUIPMENT CHERRY CHERRY VALLEY IL	135.00	135.00	-
5/28/2021	5/7/2021	5/10/2021		CASEYS BELVIDERE BELVIDERE IL	48.88	48.88	-
5/28/2021	5/7/2021	5/10/2021		CASEYS BELVIDERE BELVIDERE IL	18.48	18.48	-
7/29/2021	7/26/2021	7/28/2021		CASEYS BELVIDERE BELVIDERE IL	41.72	41.72	-
8/29/2021	8/10/2021	8/12/2021		CASEYS BELVIDERE BELVIDERE IL	2.51	2.51	-
8/29/2021	8/10/2021	8/12/2021		CASEYS BELVIDERE BELVIDERE IL	2.51	2.51	-
7/29/2021	7/21/2021	7/23/2021		CASEYS GEN STORE 2588 WILLIAMSVILLE IL	8.25	8.25	-
10/29/2021	10/15/2021	10/17/2021		CASEYS GEN STORE 3095 EL PASO IL	38.70	38.70	-
11/27/2020	11/21/2020	11/23/2020	0543684NN5S9XRRQ1	CASEYS PIZZA 3598 515-965-6120 IL	49.51	49.51	-
10/28/2022	10/10/2022	10/11/2022		CDLDIRECT.COM EL PASO TX	249.00	249.00	-
11/28/2022	11/14/2022	11/15/2022		CDLDIRECT.COM EL PASO TX	249.00	249.00	-
4/28/2023	4/26/2023	4/27/2023		CHEESECAKE SCHAUMBURG SCHAUMBURG IL	21.78	21.78	-
1/28/2022	1/27/2022	1/28/2022		CHERRY VALLEY LANDSCAP 815-977-5268 IL	305.78	305.78	-
10/29/2019	10/16/2019	10/18/2019		CHESAPEAKE SEAFOOD HOU SPRINGFIELD IL	18.93	18.93	-
12/29/2021	12/1/2021	12/3/2021		CHICK-FIL-A #03018 ROCKFORD IL	17.49	17.49	-
1/29/2020	1/24/2020	1/26/2020	0543664D9EHSZLBMA	CHILI S GRILL & BAR 00 615-244-4687 IL	41.00	41.00	-
11/28/2019	11/20/2019	11/21/2019		CHILI S GRILL & BAR 43 BLOOMINGTON IL	17.83	17.83	-
9/27/2019	9/9/2019	9/10/2019		CHIPOTLE 1035 BLOOMINGTON IL	14.29	14.29	-
10/29/2019	10/2/2019	10/3/2019		CITY OF MADISON PARKIN MADISON WI	11.25	11.25	-
12/29/2019	12/4/2019	12/5/2019		CITY OF MADISON PARKIN MADISON WI	9.75	9.75	-
5/28/2021	5/10/2021	5/11/2021		CKE*FLANAGANS IRISH PU GRAND RAPIDS MI	22.08	22.08	-
9/27/2019	9/20/2019	9/23/2019		CMT CHICAGO IL27690015 CHICAGO IL	11.25	11.25	-
7/29/2021	7/24/2021	7/26/2021		COLDSTONE #1276 QPS SHILOH IL	7.77	7.77	-
11/28/2019	10/30/2019	11/1/2019		COLISEUM BAR MADISON WI	16.27	16.27	-
10/29/2020	10/16/2020	10/18/2020	5530959MJ2E0GFEB	COOKIES BY DESIGN #10 8152825400 IL	71.11	71.11	-
9/27/2019	9/19/2019	9/20/2019		CORNER BAKERY 0079 CHICAGO IL	11.13	11.13	-
				COUNTRY INN & SUITES B ELK GROVE VIL IL			
4/28/2023	4/26/2023	4/28/2023		CHECK-IN 04/25/23 FOLIO #0000000593	246.34	246.34	-
				COUNTRY INN AND SUITES ELK GROVE VIL IL			
7/29/2022	7/15/2022	7/17/2022		CHECK-IN 07/14/22 FOLIO #142665148	117.52	117.52	-
				COURTYARD CHICAGO DOWN CHICAGO IL			
3/29/2020	2/28/2020	2/29/2020	5543286EQ5SDYSAVQ	CHECK-IN 02/28/20 FOLIO #M06024	27.35	27.35	-
				COURTYARD CHICAGO DOWN CHICAGO IL			
3/29/2020	2/29/2020	3/2/2020	5543286ED5ST58J5A	CHECK-IN 02/29/20 FOLIO #M06276	79.94	79.94	-
				COURTYARD OHICAGO DOWN CHICAGO IL			
3/29/2020	3/2/2020	3/3/2020	5543286EE5V0L16BM	CHECK-IN 03/02/20 FOLIO #062007	232.91	232.91	-
12/29/2022	12/5/2022	12/6/2022		CRACKER BARREL #244 RO ROCKFORD IL	38.02	38.02	-
3/29/2020	2/27/2020	2/29/2020	5550629EB61NLS72E	CRIMSON RIDGE 8153999000 IL	66.07	66.07	-
5/29/2020	5/14/2020	5/17/2020	5550629GR60XT5DFA	CRIMSON RIDGE 8153999000 IL	66.07	66.07	-
5/29/2020	5/19/2020	5/21/2020	5550629GX60XRN4K0	CRIMSON RIDGE 8153999000 IL	83.78	83.78	-
10/29/2020	10/23/2020	10/27/2020	5550629MW60XRG178	CRIMSON RIDGE 8153999000 IL	87.72	87.72	-
12/29/2020	12/14/2020	12/17/2020	5550629PF60XT2B8R	CRIMSON RIDGE 8153999000 IL	82.35	82.35	-
2/26/2021	2/18/2021	2/21/2021		CRIMSON RIDGE ROCKFORD IL	98.59	98.59	-
2/26/2021	2/22/2021	2/23/2021		CRIMSON RIDGE ROCKFORD IL	131.06	131.06	-
5/28/2021	5/10/2021	5/11/2021		CRIMSON RIDGE ROCKFORD IL	58.71	58.71	-
9/28/2022	9/15/2022	9/18/2022		CRUISIN GENOA GREAT FO GENOA IL	22.69	22.69	-
1/29/2020	1/21/2020	1/23/2020	7518412D6S66DYA57	CUCINA DI ROSA ROCKFORD IL	48.59	48.59	-
11/28/2019	11/18/2019	11/19/2019		DAIRY QUEEN #42318 BLOOMINGTON IL	14.25	14.25	-
9/28/2021	9/27/2021	9/28/2021		DESIGNS BY DIEDRICH II JOLIET IL	69.80	69.80	-
7/29/2021	7/22/2021	7/25/2021		DEWEYS PIZZA O FALLON O FALLON IL	19.81	19.81	-
7/29/2021	7/23/2021	7/26/2021		DEWEYS PIZZA O FALLON O FALLON IL	19.05	19.05	-
9/28/2021	9/14/2021	9/15/2021		DOLLAR GENERAL 15682 POPLAR GROVE IL	8.09	8.09	-
12/29/2022	12/15/2022	12/16/2022		DOLLAR GENERAL 15682 POPLAR GROVE IL	6.47	6.47	-
12/29/2022	12/15/2022	12/16/2022		DOLLAR GENERAL 15682 POPLAR GROVE IL	2.20	2.20	-
12/29/2019	12/7/2019	12/9/2019		DOLLAR TREE BELVIDERE IL	27.71	27.71	-

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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
12/29/2019	12/9/2019	12/10/2019		DOLLAR TREE BELVIDERE IL	19.49	19.49	-
12/29/2020	12/15/2020	12/16/2020	0543684PF00B8VZJV	DOLLAR TREE BELVIDERE IL	11.91	11.91	-
11/28/2021	11/19/2021	11/21/2021		DOLLAR TREE BELVIDERE IL	33.56	33.56	-
7/29/2021	7/25/2021	7/26/2021		DOORDASH*DRAKES SAN FRANCISCO CA	53.80	53.80	-
7/29/2021	7/22/2021	7/23/2021		DOORDASH*FREDDYS FROZE SAN FRANCISCO CA	17.72	17.72	-
5/28/2021	5/9/2021	5/10/2021		DOORDASH*HOPCAT SAN FRANCISCO CA	30.28	30.28	-
4/28/2021	4/21/2021	4/23/2021		DOORDASH*JERSEYMIKES SAN FRANCISCO CA	17.71	17.71	-
9/27/2019	9/7/2019	9/9/2019		DOORDASH*MOD PIZZA 6506819470 CA	19.88	19.88	-
5/28/2021	5/9/2021	5/10/2021		DOORDASH*THE CHEESECAK SAN FRANCISCO CA	39.34	39.34	-
				DOUBLETREE BY BILTON B BLOOMINGTON IL			
10/29/2021	10/15/2021	10/17/2021		CHECK-IN 10/12/21 FOLIO #586697	419.25	419.25	-
				DOUBLETREE BY HILTON B 3096646446 IL			
10/28/2022	10/14/2022	10/16/2022		CHECK-IN 10/11/22 FOLIO #629577	403.20	403.20	-
				DOUBLETREE BY HILTON B 3096646446 IL			
10/28/2022	10/14/2022	10/16/2022		CHECK-IN 10/11/22 FOLIO #630348	672.00	672.00	-
				DOUBLETREE BY HILTON B BLOOMINGTON IL			
10/29/2023	10/13/2023	10/15/2023		CHECK-IN 10/08/23 FOLIO #680684	700.00	700.00	-
				DOUBLETREE HILTON B 3096646446 IL			
10/29/2021	10/15/2021	10/17/2021		CHECK-IN 10/10/21 FOLIO #586698	672.00	672.00	-
10/29/2019	10/14/2019	10/15/2019		DOUBLETREE THE TAVERN SPRINGFIELD IL	20.56	20.56	-
				DOUBLETREEHOTELSMOUNTVERNON IL			
				CHECK-IN 1/26/20 FOLIO #73081	471.85	471.85	-
1/29/2020	1/26/2020	1/27/2020	5543687DB3TAKNN57	DULTMEIER SALES 4023331444 NE	273.16	273.16	-
8/28/2020	8/27/2020	8/28/2020	5550080L12BJW08VY	EASTERN IL UNIVERSITY 2175816605 IL	25.00	25.00	-
8/28/2020	8/27/2020	8/28/2020	1544985L1066FJKF5	EASTERN IL UNIVERSITY 2175816605 IL	550.00	550.00	-
8/29/2021	7/29/2021	7/30/2021		EASTERN IL UNIVERSITY 2175816605 IL	450.00	450.00	-
8/29/2021	7/29/2021	7/30/2021		EASTERN IL UNIVERSITY 2175816605 IL	500.00	500.00	-
8/29/2022	8/9/2022	8/10/2022		EASTERN IL UNIVERSITY 2175816605 IL	600.00	600.00	-
8/29/2022	8/16/2022	8/17/2022		EASTERN IL UNIVERSITY 2175816605 IL	600.00	600.00	-
9/28/2023	9/14/2023	9/15/2023		EASTERN IL UNIVERSITY 2175816605 IL	600.00	600.00	-
6/28/2019	6/18/2019	6/19/2019		EASTERN IL UNIVERSITY CHARLESTON CREDIT	(119.00)	-	(119.00)
7/29/2019	7/25/2019	7/26/2019		EASTERN IL UNIVERSITY CHARLESTON IL	550.00	550.00	-
10/29/2019	10/17/2019	10/18/2019		EASTERN IL UNIVERSITY CHARLESTON IL	410.00	410.00	-
				EASTLAND SUITES BLM BLOOMINGTON IL			
11/28/2019	11/21/2019	11/22/2019		CHECK-IN 11/17/19 FOLIO #1000048734	515.20	515.20	-
2/26/2021	2/17/2021	2/18/2021		EASYDNS.COM ETOBICOKE ON	19.95	19.95	-
12/29/2021	12/3/2021	12/5/2021		EASYDNS.COM ETOBICOKE ON	19.95	19.95	-
1/28/2022	1/24/2022	1/25/2022		EASYDNS.COM ETOBICOKE ON	89.78	89.78	-
5/28/2021	5/27/2021	5/28/2021		EB ATHENIAN DIALOGUE 8014137200 CA	80.00	80.00	-
9/28/2020	9/10/2020	9/11/2020	5542950LEMLDP5NVF	EB SELECTCHICAGO FDI 8014137200 CA	150.00	150.00	-
10/29/2021	10/26/2021	10/27/2021		EDWARDS APPLE ORCHARD POPLAR GROVE IL	64.03	64.03	-
11/28/2022	11/10/2022	11/11/2022		EDWARDS APPLE ORCHARD POPLAR GROVE IL	25.98	25.98	-
9/28/2023	8/29/2023	8/30/2023		EDWARDS APPLE ORCHARD POPLAR GROVE IL	51.46	51.46	-
9/27/2019	9/8/2019	9/10/2019		EMBASSY CAFFEINAS MKPL ST CHARLES MO	5.72	5.72	-
				EMBASSY SUITES ST LUIS ST CHARES MO			
9/27/2019	9/7/2019	9/9/2019		CHECK-IN 09/07/19 FOLIO #761481	178.14	178.14	-
				EMBASSY SUITES ST LUIS ST CHARES MO			
9/27/2019	9/9/2019	9/11/2019		CHECK-IN 09/09/19 FOLIO #761482	452.97	452.97	-
				ENTERPRISE RENT-A-CAR 815-6368300 IL			
11/28/2021	11/8/2021	11/9/2021		#D562805 RTRN CTY BELVIDERE	25.55	25.55	-
				ENTERPRISE RENT-A-CAR BELVIDERE IL			
7/29/2021	7/26/2021	7/27/2021		#3YMKSH RTRN CTY BELVIDERE	338.40	338.40	-
				ENTERPRISE RENT-A-CAR BELVIDERE IL			
10/29/2021	10/17/2021	10/18/2021		#4NP0LX RTRN CTY BELVIDERE	303.80	303.80	-
				ENTERPRISE RENT-A-CAR BELVIDERE IL			
10/28/2022	10/14/2022	10/16/2022		#7T4PG1 RTRN CTY BELVIDERE	222.68	222.68	-
5/29/2020	5/17/2020	5/18/2020	5542950GSLW AANXZD	ETRAILER CORPORATION 6388879300 MO	170.21	170.21	-
6/28/2022	6/24/2022	6/26/2022		FACEBK 3EHSZF3VF2 MENLO PARK CA	7.00	7.00	-
6/28/2021	6/11/2021	6/11/2021		FACEBK 3ZVUF5TVF2 MENLO PARK CA	2.00	2.00	-
7/29/2022	7/7/2022	7/7/2022		FACEBK 6LGGBG3VF2 MENLO PARK CA	20.89	20.89	-

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6/28/2022	6/11/2022	6/12/2022		FACEBK 7ZZA7FTUF2 MENLO PARK CA	5.00	5.00	-
7/29/2021	7/7/2021	7/7/2021		FACEBK CG4W36FVF2 MENLO PARK CA	2.00	2.00	-
6/28/2022	6/27/2022	6/28/2022		FACEBK CPPZBFPUF2 MENLO PARK CA	25.00	25.00	-
6/28/2022	6/25/2022	6/26/2022		FACEBK DMZW9FPUF2 MENLO PARK CA	10.00	10.00	-
6/28/2021	6/10/2021	6/10/2021		FACEBK EX49T4KVF2 MENLO PARK CA	2.00	2.00	-
6/28/2022	6/26/2022	6/26/2022		FACEBK HZX5UEBFV2 MENLO PARK CA	15.00	15.00	-
6/28/2021	6/9/2021	6/9/2021		FACEBK JQDLC5XUF2 MENLO PARK CA	2.00	2.00	-
6/28/2022	6/9/2022	6/10/2022		FACEBK M6PDME7VF2 MENLO PARK CA	5.00	5.00	-
6/28/2022	6/24/2022	6/24/2022		FACEBK NYFZ8FPUF2 MENLO PARK CA	7.00	7.00	-
6/28/2021	6/13/2021	6/14/2021		FACEBK PZEYZ4PUF2 MENLO PARK CA	3.00	3.00	-
6/28/2021	6/12/2021	6/14/2021		FACEBK QJCUQ47VF2 MENLO PARK CA	3.00	3.00	-
7/29/2019	6/30/2019	7/1/2019		FACEBK SVKMCMN9US MENLO PARK CA	65.03	65.03	-
6/28/2022	6/26/2022	6/27/2022		FACEBK SXZF3G3VF2 MENLO PARK CA	15.00	15.00	-
7/29/2022	6/28/2022	6/29/2022		FACEBK Y88D9GFVF2 MENLO PARK CA	35.00	35.00	-
7/29/2022	6/29/2022	6/30/2022		FACEBK YGK35F7VF2 MENLO PARK CA	50.00	50.00	-
12/29/2019	12/19/2019	12/20/2019		FARM & FLT OF BELVIDER BELVIDERE IL	200.00	200.00	-
6/28/2020	6/11/2020	6/12/2020	0514048HKLYPPFRYX	FESTIVAL FOODS JANESVILLE WI	41.83	41.83	-
3/29/2023	3/28/2023	3/29/2023		FLOWER SHOP NETWORK 8773767363 AR	97.18	97.18	-
1/29/2020	1/3/2020	1/5/2020	0513437QLHESN2JDY	FMCSA D&A CLEARINGHOUS 202-366-0928 DC	6.25	6.25	-
12/29/2023	12/11/2023	12/12/2023		FMCSA D&A CLEARINGHOUS WASHINGTON DC	25.00	25.00	-
5/28/2021	5/25/2021	5/25/2021		FRAUD BALANCE TRANSFER (FT)	(49.31)	-	(49.31)
5/28/2021	5/25/2021	5/25/2021		FRAUD BALANCE TRANSFER (FT)	(64.37)	-	(64.37)
10/29/2019	10/18/2019	10/21/2019		FREDDY'S 36-0002 SPRINGFIELD IL	9.54	9.54	-
5/28/2021	4/28/2021	4/29/2021		FSP*2 FROGGY JUMPS 815-566-8686 IL	482.48	482.48	-
1/29/2020	1/17/2020	1/19/2020	5531020D12E5283W5	FTD.COM 8007363383 IL	64.79	64.79	-
5/29/2023	5/18/2023	5/19/2023		GARDEN BERRY CAFE HAMP HAMPSHIRE IL	17.09	17.09	-
7/29/2019	7/24/2019	7/25/2019		GARRETT'S RESTAURANT ROCKFORD IL	33.30	33.30	-
9/27/2019	9/12/2019	9/13/2019		GARRETT'S RESTAURANT ROCKFORD IL	34.93	34.93	-
5/29/2022	5/19/2022	5/20/2022		GENSLER GARDENS - LP LOVES PARK IL	307.13	307.13	-
3/29/2021	3/4/2021	3/7/2021		GFS STORE #0785 ROCKFORD IL	45.32	45.32	-
11/28/2021	11/19/2021	11/21/2021		GFS STORE #0785 ROCKFORD IL	44.58	44.58	-
8/29/2019	8/2/2019	8/2/2019		GH*GLOBALINDUSTRIALEQ 800-645-2986 FL	544.63	544.63	-
5/28/2021	5/5/2021	5/6/2021		GOOD JUJU 779-4750051 IL	39.45	39.45	-
11/28/2022	11/16/2022	11/17/2022		GOODYEAR COMMERCIAL TI ROCKFORD IL	713.88	713.88	-
11/28/2022	11/22/2022	11/23/2022		GOTOCOM*LOGMEINPRO GOTO.COM MA	349.99	349.99	-
12/29/2023	11/28/2023	11/29/2023		GOTOCOM*LOGMEINPRO LOGMEIN.COM MA	349.99	349.99	-
5/28/2021	5/12/2021	5/13/2021		GOVERNMENT FINANCE OFF CHICAGO IL	170.00	170.00	-
6/28/2019	6/24/2019	6/26/2019		GRAND BEAR LEDGE UTICA IL CREDIT			
				CHECK-IN 6/23/19 FOLIO #00362746	(122.09)	-	(122.09)
				GRAND BEAR LEDGE UTICA IL			
6/28/2019	6/23/2019	6/26/2019		CHECK-IN 6/23/19 FOLIO #00362746	122.09	122.09	-
10/28/2022	9/29/2022	9/30/2022		GRUBHUBCHILIS 8775851085 NY	62.34	62.34	-
9/27/2019	9/7/2019	9/7/2019		GRUBHUBFAZOLIS 8775851085 NY	25.80	25.80	-
6/28/2021	6/4/2021	6/6/2021		GRUBHUBJERSEYMIKES 8775851085 NY	70.00	70.00	-
10/28/2022	9/28/2022	9/29/2022		GRUBHUBJERSEYMIKES 8775851085 NY	42.66	42.66	-
5/29/2023	5/18/2023	5/19/2023		GRUBHUBNOODLESCOMPANY 8775851085 NY	26.91	26.91	-
8/28/2020	8/19/2020	8/20/2020	5542950KRM MY1LK86	GRUBHUBPANDAEXPRESS 8775851085 NY	44.86	44.86	-
1/29/2023	1/12/2023	1/13/2023		GRUBHUBPANERABREAD 8775851085 NY	84.15	84.15	-
10/29/2019	10/16/2019	10/16/2019		GRUBHUBPIESTHELIMIT 8775851085 NY	23.69	23.69	-
9/27/2019	9/9/2019	9/10/2019		GRUBHUBREDLOBSTER 8775851085 NY	49.20	49.20	-
9/28/2020	9/1/2020	9/2/2020	5542950L5MNNNSK4AG	GRUBHUBSTEAKNSHAKE 8775851085 NY	32.29	32.29	-
3/29/2023	3/21/2023	3/22/2023		HARBOR FREIGHT TOOLS 1 LOVES PARK IL	3,499.00	3,499.00	-
2/25/2022	2/18/2022	2/20/2022		HARBOR FREIGHT TOOLS 8 ROCKFORD IL	196.98	196.98	-
3/29/2023	3/20/2023	3/21/2023		HARBOR FREIGHT TOOLS 8 ROCKFORD IL	239.99	239.99	-
9/27/2019	9/21/2019	9/23/2019		HERB N KITCHEN CHICAGO IL	8.26	8.26	-
9/27/2019	9/21/2019	9/23/2019		HERB N KITCHEN CHICAGO IL	7.26	7.26	-
9/27/2019	9/22/2019	9/24/2019		HILTON 720 SOUTH GRILL CHICAGO IL	113.01	113.01	-
				HILTON ADVPURCH8002367 MEMPHIS TN			
7/29/2021	7/8/2021	7/14/2021		CHECK-IN 07/07/21 FOLIO #1511486270	655.14	655.14	-

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**Totals    \$ 127,440.01    \$ (125,009.40)**

Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
9/28/2023	9/19/2023	9/20/2023		HILTON CHICAGO CONCIER CHICAGO IL	1,081.25	1,081.25	-
9/28/2023	9/19/2023	9/20/2023		HILTON CHICAGO CONCIER CHICAGO IL	1,010.81	1,010.81	-
9/28/2023	9/19/2023	9/20/2023		HILTON CHICAGO CONCIER CHICAGO IL	1,010.81	1,010.81	-
9/28/2023	9/19/2023	9/20/2023		HILTON CHICAGO CONCIER CHICAGO IL	1,010.81	1,010.81	-
9/28/2022	9/18/2022	9/19/2022		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/15/22 FOLIO #122577	1,542.84	1,542.84	-
9/28/2022	9/18/2022	9/19/2022		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/15/22 FOLIO #122579	1,169.31	1,169.31	-
9/27/2019	9/21/2019	9/23/2019		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/21/19 FOLIO #3811426	990.38	990.38	-
9/28/2023	9/24/2023	9/25/2023		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/21/23 FOLIO #4312491	0.01	0.01	-
9/28/2023	9/24/2023	9/25/2023		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/21/23 FOLIO #4312503	0.01	0.01	-
9/28/2023	9/24/2023	9/25/2023		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/21/23 FOLIO #4312508	0.01	0.01	-
9/27/2019	9/22/2019	9/24/2019		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/22/19 FOLIO #3773449	980.63	980.63	-
9/27/2019	9/22/2019	9/24/2019		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/22/19 FOLIO #3773450	1,184.13	1,184.13	-
9/27/2019	9/22/2019	9/24/2019		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 09/22/19 FOLIO #3778832	1,072.23	1,072.23	-
9/28/2021	9/26/2021	9/27/2021		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 9/23/21 FOLIO #3984879	975.60	975.60	-
9/28/2021	9/26/2021	9/27/2021		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 9/23/21 FOLIO #3985036	1,266.48	1,266.48	-
9/28/2021	9/26/2021	9/27/2021		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 9/23/21 FOLIO #3985039	1,133.10	1,133.10	-
9/28/2021	9/26/2021	9/27/2021		HILTON HOTELS CHICAGO CHICAGO IL			
				CHECK-IN 9/23/21 FOLIO #3990622	1,133.10	1,133.10	-
9/28/2021	9/26/2021	9/27/2021		HILTON KITTY OSHEAS CHICAGO IL	54.66	54.66	-
11/28/2023	11/16/2023	11/19/2023		HOBBY-LOBBY #0186 CRYSTAL LAKE I CREDIT	(53.81)	-	(53.81)
11/28/2023	11/11/2023	11/13/2023		HOBBY-LOBBY #0186 CRYSTAL LAKE IL	148.52	148.52	-
11/28/2021	11/17/2021	11/19/2021		HOBBY-LOBBY #0189 ROCKFORD IL	96.61	96.61	-
11/28/2022	11/11/2022	11/13/2022		HOBBY-LOBBY #0189 ROCKFORD IL	59.60	59.60	-
11/28/2022	11/15/2022	11/17/2022		HOBBY-LOBBY #0189 ROCKFORD IL	45.37	45.37	-
11/28/2021	11/12/2021	11/14/2021		HOBBY-LOBBY #847 MACHESNEY PAR IL	118.84	118.84	-
11/28/2022	11/11/2022	11/13/2022		HOBBY-LOBBY #847 MACHESNEY PAR IL	73.08	73.08	-
2/27/2020	2/3/2020	2/4/2020	8230182DJS66FYD1B	HOFFMAN HOUSE ROCKFORD IL	39.30	39.30	-
4/28/2023	4/19/2023	4/21/2023		HOLIDAY INN EXPRESS SP SPRINGFIELD IL			
				CHECK-IN 04/18/23 FOLIO #11482121	193.86	193.86	-
8/29/2022	8/3/2022	8/5/2022		HOMEDEPOT.COM 800-430-3376 GA	127.00	127.00	-
2/26/2023	2/3/2023	2/5/2023		HOMEDEPOT.COM 800-430-3376 GA	199.00	199.00	-
2/26/2023	2/7/2023	2/9/2023		HOMEDEPOT.COM 800-430-3376 GA	199.00	199.00	-
3/29/2023	3/17/2023	3/19/2023		HOMEDEPOT.COM 800-430-3376 GA	589.00	589.00	-
3/29/2023	3/17/2023	3/19/2023		HOMEDEPOT.COM 800-430-3376 GA	149.00	149.00	-
2/26/2023	2/7/2023	2/9/2023		HOMEDEPOT.COM 800-430-CREDIT	(199.00)	-	(199.00)
12/29/2022	11/29/2022	12/1/2022		HONEYBAKED HAM COMPANY CRYSTAL LAKE IL	279.80	279.80	-
5/29/2023	5/13/2023	5/15/2023		HYATT REF MINNEAPOLIS F MINNEAPOLIS MN	16.32	16.32	-
5/29/2023	5/16/2023	5/18/2023		HYATT REG MINNEAPOLIS F MINNEAPOLIS MN	15.32	15.32	-
5/29/2023	5/17/2023	5/19/2023		HYATT REG MINNEAPOLIS F MINNEAPOLIS MN	15.27	15.27	-
5/29/2023	5/21/2023	5/23/2023		HYATT REGENCY MINNEAPO MINNEAPOLIS MN			
				CHECK-IN 05/12/23 FOLIO #43878808	1,173.54	1,173.54	-
5/29/2023	5/21/2023	5/24/2023		HYATT REGENCY MINNEAPO MINNEAPOLIS MN			
				CHECK-IN 05/12/23 FOLIO #43878808	530.22	530.22	-
5/29/2019	5/22/2019	5/24/2019		HYDEOUT BAR GRILL POPLAR GROVE IL	48.60	48.60	-
6/28/2019	5/29/2019	5/31/2019		HYDEOUT BAR GRILL POPLAR GROVE IL	51.00	51.00	-
6/28/2019	5/30/2019	6/2/2019		HYDEOUT BAR GRILL POPLAR GROVE IL	69.05	69.05	-
11/28/2019	11/17/2019	11/18/2019		HY-VEE BLOOMINGTON 103 BLOOMINGTON IL	14.77	14.77	-

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10/28/2022	10/20/2022	10/21/2022		IANSPIZZA.COM MADISON WI	8.50	8.50	-
4/28/2021	4/27/2021	4/28/2021		IIMC 90994441 CREDIT	(50.00)	-	(50.00)
1/29/2023	1/15/2023	1/16/2023		IIMC 9099444162 CA	930.00	930.00	-
7/29/2019	7/18/2019	7/19/2019		IL MUNICIPAL LEAGUE 2175251220 IL	310.00	310.00	-
7/29/2019	7/25/2019	7/26/2019		IL MUNICIPAL LEAGUE 2175251220 IL	310.00	310.00	-
8/29/2019	8/27/2019	8/28/2019		IL MUNICIPAL LEAGUE 2175251220 IL	250.00	250.00	-
7/29/2021	7/22/2021	7/23/2021		IL MUNICIPAL LEAGUE 2175251220 IL	310.00	310.00	-
7/29/2021	7/23/2021	7/25/2021		IL MUNICIPAL LEAGUE 2175251220 IL	930.00	930.00	-
8/29/2021	8/11/2021	8/12/2021		IL MUNICIPAL LEAGUE 2175251220 IL	870.00	870.00	-
4/28/2022	4/7/2022	4/8/2022		IL MUNICIPAL LEAGUE 2175251220 IL	90.00	90.00	-
7/29/2022	7/26/2022	7/27/2022		IL MUNICIPAL LEAGUE 2175251220 IL	1,240.00	1,240.00	-
8/29/2023	7/31/2023	8/1/2023		IL MUNICIPAL LEAGUE 2175251220 IL	1,240.00	1,240.00	-
9/28/2021	9/23/2021	9/24/2021		IL MUNICIPAL LEAGUE SPRINGFIELD IL	180.00	180.00	-
9/27/2019	9/19/2019	9/20/2019		IL MUNICIPAL LEAGUE SPRINGFIELD IL	140.00	140.00	-
2/27/2020	2/25/2020	2/27/2020	5560036E90R6VLQJF	IL TOLLWAY-AUTOREPLENI 8008247277 IL	30.00	30.00	-
8/29/2023	8/22/2023	8/24/2023		IL TOLLWAY-WEB DOWNERS GROVE IL	19.60	19.60	-
8/29/2023	8/23/2023	8/25/2023		IL TOLLWAY-WEB DOWNERS GROVE IL	25.00	25.00	-
8/29/2023	8/23/2023	8/25/2023		IL TOLLWAY-WEB-UNPD TO DOWNERS GROVE IL	4.90	4.90	-
12/29/2019	12/9/2019	12/11/2019		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	40.00	40.00	-
4/28/2020	4/14/2020	4/16/2020	8518089FSWGVDWNHX	ILLINOIS GOVERNMENT FI GLEN ELLYN IL	200.00	200.00	-
7/29/2020	7/20/2020	7/22/2020	8518089JVWGDWNGM	ILLINOIS GOVERNMENT FI GLEN ELLYN IL	40.00	40.00	-
8/28/2020	8/24/2020	8/26/2020	8518089KYWGDWNGW	ILLINOIS GOVERNMENT FI GLEN ELLYN IL	(40.00)	-	(40.00)
1/29/2021	1/26/2021	1/28/2021		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	200.00	200.00	-
8/29/2021	7/30/2021	8/2/2021		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	20.00	20.00	-
10/29/2021	10/15/2021	10/18/2021		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	20.00	20.00	-
4/28/2022	3/28/2022	3/30/2022		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	20.00	20.00	-
8/29/2022	8/2/2022	8/4/2022		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	20.00	20.00	-
10/28/2022	10/7/2022	10/10/2022		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	20.00	20.00	-
2/26/2023	2/15/2023	2/17/2023		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	25.00	25.00	-
6/28/2023	6/6/2023	6/8/2023		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	50.00	50.00	-
11/28/2023	11/17/2023	11/20/2023		ILLINOIS GOVERNMENT FI GLEN ELLYN IL	25.00	25.00	-
2/27/2020	2/17/2020	2/19/2020	8518089E1WGDWNHD	ILLINOIS GOVERNMENT FI GLEN ELLYN IL	20.00	20.00	-
9/28/2022	9/26/2022	9/27/2022		IN *BELVIDERE AREA CHA 815-5444357 IL	90.00	90.00	-
12/29/2023	12/1/2023	12/3/2023		IN *THE WEATHER PROS 800-262-3246 CA	399.00	399.00	-
12/29/2022	12/2/2022	12/4/2022		INSTACART*ALDI 8882467822 CA	205.22	205.22	-
5/29/2019	5/13/2018	5/14/2019		INT*IN *U GOTTA JUMP 815-7846289 IL	175.00	175.00	-
9/27/2019	9/5/2019	9/6/2019		INT*IN *WIN-911 SOFTWA 512-6468202 TX	495.00	495.00	-
7/29/2021	7/29/2021	7/29/2021		INTEREST	16.41	16.41	-
12/29/2020	12/3/2020	12/4/2020	5543687P33W7D9ZPA	INTERNATIONAL INSTITUT 909-9444162 CA	795.00	795.00	-
7/29/2022	6/29/2022	6/30/2022		INTERNATIONAL INSTITUT 909-9444162 CA	175.00	175.00	-
5/28/2021	5/7/2021	5/9/2021		ITR LAKE STATION TOLLS ELKHART IN	1.10	1.10	-
5/28/2021	5/7/2021	5/9/2021		ITR WESTPOINT TOLLS ELKHART IN	2.80	2.80	-
11/28/2022	11/1/2022	11/3/2022		JERSEY MIKES 27032 WEST DUNDEE IL	145.90	145.90	-
5/28/2021	5/15/2021	5/17/2021		JERSEY MIKES ONLINE OR 8003217676 NJ	64.37	64.37	-
5/28/2021	5/12/2021	5/13/2021		JETS PIZZA-MI-131 - GRAND RAPIDS MI	30.34	30.34	-
10/29/2021	10/15/2021	10/17/2021		JIMMY JOHNS 415 BLOOMINGTON IL	11.40	11.40	-
2/27/2020	1/29/2020	1/30/2020	7545667DDS66KFA6A	JMK NIPPON ROCKFORD IL	63.59	63.59	-
6/28/2019	6/27/2019	6/28/2019		JOHNSTOWN MEAT CO WALWORTH WI	260.35	260.35	-
10/29/2021	10/12/2021	10/13/2021		KFC D 191002 MENDOTA IL	7.44	7.44	-
9/27/2019	9/19/2019	9/20/2019		KILWINS CHOCOLATES FUD CHICAGO IL	21.89	21.89	-
11/27/2020	11/20/2020	11/22/2020	0543684NNHESKZYZP	KOHL'S #0140 ROCKFORD IL	19.56	19.56	-
3/29/2021	3/13/2021	3/15/2021		LAPTOP CHARGERS FACTOR 5129602220 TX	41.78	41.78	-
7/29/2021	7/29/2021	7/29/2021		LATE FEE	25.00	25.00	-
10/29/2021	10/14/2021	10/15/2021		LOGANS 457 NORMAL IL NORMAL IL	32.67	32.67	-
4/28/2021	4/23/2021	4/25/2021		LOGMEIN*GOTOCCONNECT LOGMEIN.COM UT	10.00	10.00	-
10/29/2019	10/28/2019	10/29/2019		LOGMEIN*PRO2 LOGMEIN.COM MA	181.77	181.77	-
10/29/2020	10/27/2020	10/28/2020	5543286MX5STRTY64	LOGMEIN*PRO2 LOGMEIN.COM MA	360.93	360.93	-
11/28/2021	11/23/2021	11/24/2021		LOGMEIN*PRO2 LOGMEIN.COM MA	349.99	349.99	-
1/29/2020	1/10/2020	1/12/2020	7545491QSS66MQLM6	LOU BACHRODT AUTO ROCKFORD IL	227.45	227.45	-

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10/28/2022	10/14/2022	10/16/2022		LOVE'S #529 OGLESBY IL	3.63	3.63	-
5/29/2023	5/12/2023	5/14/2023		LOVE'S #637 DEKORRA-POY WI	35.90	35.90	-
11/28/2022	11/17/2022	11/18/2022		LOWES #00191* ROCKFORD IL	22.91	22.91	-
11/27/2020	10/29/2020	10/30/2020	6543286MZ5SA011TS	LOWES #00907* 865-483-7521 NC	389.05	389.05	-
1/28/2022	1/17/2022	1/18/2022		LOWES #00907* 865-483-7521 NC	57.62	57.62	-
1/29/2020	1/17/2020	1/19/2020	5543286D15SXX6GMB	LOWES #02310* MACHESNEY PAR IL	88.16	88.16	-
11/27/2020	11/14/2020	11/16/2020	5543286NF5SG76EXZ	LOWES #02310* MACHESNEY PAR IL	43.48	43.48	-
11/27/2020	11/19/2020	11/20/2020	5543286NM5SWHYMAV	LOWES #02310* MACHESNEY PAR IL	13.01	13.01	-
6/28/2022	6/2/2022	6/3/2022		LOWES #02310* MACHESNEY PAR IL	64.42	64.42	-
6/28/2022	6/2/2022	6/3/2022		LOWES #02310* MACHESNEY PAR IL	27.68	27.68	-
11/28/2023	11/15/2023	11/16/2023		LOWES #02310* MACHESNEY PAR IL	27.42	27.42	-
8/29/2021	8/11/2021	8/12/2021		MARATHON PETRO 40154 POPLAR GROVE IL	4.23	4.23	-
11/28/2019	11/22/2019	11/24/2019		MARIANOS #544 CRYSTAL LAKE IL	19.95	19.95	-
7/29/2022	7/14/2022	7/15/2022		MARINO'S PIZZERIA & CA 8473520090 IL	38.92	38.92	-
10/28/2022	10/14/2022	10/16/2022		MCDONALDS F12244 BLOOMINGTON IL	13.38	13.38	-
5/28/2021	5/7/2021	5/9/2021		MCDONALD'S F17741 HOLLND MI	9.84	9.84	-
9/27/2019	9/6/2019	9/9/2019		MCDONALD'S F28783 WILLIAMSVILLE IL	7.35	7.35	-
7/29/2021	7/25/2021	7/26/2021		MCDONALD'S F37096 SPRINGFIELD IL	10.28	10.28	-
1/29/2020	1/22/2020	1/23/2020	051404BD6LYRAZG8M	MCDONALD'S F7740 TUSCOLA IL	9.13	9.13	-
12/29/2021	12/13/2021	12/14/2021		MCDONALD'S M2902 ROCKFORD IL	9.21	9.21	-
11/27/2020	11/21/2020	11/23/2020	0514048NPLM93XZHS	MCDONALD'S M2917 MACHESNEY PAR IL	40.92	40.92	-
2/27/2020	2/18/2020	2/20/2020	5543286E25SXGSY20	MEIJER # 192 ROCKFORD IL	12.68	12.68	-
12/29/2020	12/16/2020	12/18/2020	5543286PG5SYJKH88	MEIJER # 281 MACHESNEY PRK IL	58.81	58.81	-
5/29/2022	4/27/2022	4/29/2022		MEIJER #281 877-363-4537 IL	22.81	22.81	-
6/28/2022	6/15/2022	6/17/2022		MEIJER #281 877-363-4537 IL	9.53	9.53	-
7/29/2019	6/27/2019	6/30/2019		MEIJER #281 MACHESNEY IL	118.93	118.93	-
9/28/2023	9/12/2023	9/13/2023		MEIJER #281 MACHESNEY IL	43.36	43.36	-
12/29/2019	12/12/2018	12/15/2019		MEIJER #281 MACHESNEY PRK IL	62.53	62.53	-
10/29/2019	10/23/2019	10/25/2019		MEIJER #281 MACHESNEY PRK IL	60.24	60.24	-
8/29/2022	8/11/2022	8/14/2022		MENARDS BELOIT WI BELOIT WI	176.03	176.03	-
9/28/2023	9/5/2023	9/7/2023		MENARDS CHERRY VALLEY ROCKFORD IL	348.71	348.71	-
8/29/2022	8/11/2022	8/14/2022		MENARDS EAU CLAIRE EAS 800-000-0000 WI	211.60	211.60	-
8/29/2022	8/24/2022	8/28/2022		MENARDS EAU CLAIRE EAS EAU CLAIRE CREDIT	(211.60)	-	(211.60)
11/28/2019	11/22/2019	11/25/2019		MENARDS E-COMMERCE 800-000-0000WI	34.22	34.22	-
3/29/2020	3/24/2020	3/26/2020	0230537F52X616E2B	MENARDS E-COMMERCE 800-000-0000 WI	370.55	370.55	-
11/27/2020	11/20/2020	11/23/2020	0230537NN2X7MTYP7	MENARDS MACHESNEY PARK MACHESNEY PAR IL	106.86	106.86	-
5/29/2022	5/20/2022	5/22/2022		MENARDS MACHESNEY PARK MACHESNEY PAR IL	9.59	9.59	-
11/28/2022	11/11/2022	11/13/2022		MENARDS MACHESNEY PARK MACHESNEY PAR IL	11.14	11.14	-
10/29/2021	9/29/2021	10/1/2021		MENARDS WOODSTOCK IL WOODSTOCK IL	200.11	200.11	-
11/27/2020	11/18/2020	11/19/2020	5543286NL5SHWZ9WN	MICHAELS STORES 8771 MACHESNEY PRK IL	16.30	16.30	-
4/28/2021	4/2/2021	4/4/2021		MICROSOFT MSBILLINFO MSBILLINFO WA	159.38	159.38	-
4/28/2021	4/2/2021	4/4/2021		MICROSOFT MSBILLINFO MSBILLINFO WA	32.00	32.00	-
3/29/2023	3/1/2023	3/2/2023		MICROSOFT*365 80064276 CREDIT	(177.79)	-	(177.79)
1/29/2020	12/29/2019	12/30/2019	5513158BBBM960J13	MICROSOFT*OFFICE 365 MSBILLINFO CREDIT	(79.70)	-	(79.70)
12/29/2023	12/12/2023	12/13/2023		MISSION BBQ - GLEN BUR GLEN BURNIE MD	382.25	382.25	-
7/29/2019	7/25/2019	7/26/2019		MISSOURI STATE WEB 4178365128 MO	280.00	280.00	-
3/29/2020	3/17/2020	3/18/2020	6550080EX8ABEVBO	MORTIMER'S ROAD HOUSE POPLAR GROVE IL	44.00	44.00	-
7/29/2021	7/25/2021	7/26/2021		MOTOMART 3156 O'FALLON IL	42.73	42.73	-
7/29/2019	7/13/2019	7/14/2019		MSFT * E03008MV36 MSBILLINFO WA	15.94	15.94	-
9/27/2019	9/2/2019	9/2/2019		MSFT * E030082EAO MSBILLINFO WA	15.94	15.94	-
10/29/2019	10/2/2019	10/2/2019		MSFT * E030097G7S MSBILLINFO WA	15.94	15.94	-
11/28/2019	11/2/2019	11/3/2019		MSFT * E03009FRWK MSBILLINFO WA	15.94	15.94	-
12/29/2019	12/2/2019	12/2/2019		MSFT * E03009O98B MSBILLINFO WA	15.94	15.94	-
12/29/2019	12/14/2019	12/15/2019		MSFT * E03009SDNL MSBILLINFO WA	4.00	4.00	-
2/27/2020	2/2/2020	2/3/2020	1527021DH0009E5BX	MSFT * E0300A5FZR MSBILLINFO WA	298.18	298.18	-
2/27/2020	2/2/2020	2/3/2020	1527021DH0061N795	MSFT * E0300A5G2O MSBILLINFO WA	68.00	68.00	-
3/29/2020	3/2/2020	3/2/2020	1527021EE000QL895	MSFT * E0300AE5AC MSBILLINFO WA	159.38	159.38	-
3/29/2020	3/2/2020	3/2/2020	1527021EE0004PJAG	MSFT * E0300AE5AD MSBILLINFO WA	36.00	36.00	-
4/28/2020	4/2/2020	4/2/2020	152T021FD0013F1TX	MSFT * E0300AN4GB MSBILLINFO WA	159.38	159.38	-

**Exhibit I**  
**Village of Poplar Grove**  
**Master Card Activity by Payee**  
**May 2019 to December 2023**

<b>Totals</b>	<b>\$ 127,440.01</b>	<b>\$ (125,009.40)</b>
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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
4/28/2020	4/2/2020	4/2/2020	1527021FD0015BT87	MSFT * E0300AN4GC MSBILLINFO WA	36.00	36.00	-
5/29/2020	5/2/2020	5/3/2020	1527021GB000WSYN9	MSFT * E0300AW1UW MSBILLINFO WA	159.38	159.38	-
5/29/2020	5/2/2020	5/3/2020	1527021GB000V9LFL	MSFT * E0300AW1UW MSBILLINFO WA	36.00	36.00	-
6/28/2020	6/2/2020	6/2/2020	1527021HA000PNRTQ	MSFT * E0300B5MP8 MSBILLINFO WA	159.38	159.38	-
6/28/2020	6/2/2020	6/2/2020	1527021HA00382P3Q	MSFT * E0300B5MP9 MSBILLINFO WA	36.00	36.00	-
7/29/2020	7/2/2020	7/2/2020	1527021J8000KT5FE	MSFT * E0300BF96Y MSBILLINFO WA	159.38	159.38	-
7/29/2020	7/2/2020	7/2/2020	1527021J8000PQ70D	MSFT * E0300BF96Z MSBILLINFO WA	36.00	36.00	-
8/28/2020	8/2/2020	8/3/2020	1527021K7001F323K	MSFT * E0300BOWT0 MSBILL.INFO WA	159.38	159.38	-
8/28/2020	8/1/2020	8/3/2020	5513158K7BM944HGA	MSFT * E0300BOY70 8006427676 WA	36.00	36.00	-
9/28/2020	9/2/2020	9/2/2020	5513158L6BM93535Z	MSFT * E0300BYQDM 8006427676 WA	36.00	36.00	-
1/29/2021	1/2/2021	1/3/2021		MSFT * E0300D433C MSBILLINFO WA	159.38	159.38	-
1/29/2021	1/2/2021	1/3/2021		MSFT * E0300D485M MSBILLINFO WA	32.00	32.00	-
2/26/2021	2/4/2021	2/4/2021		MSFT * E0300DF27P MSBILL.INFO WA	159.38	159.38	-
2/26/2021	2/4/2021	2/4/2021		MSFT * E0300DF27Q MSBILL.INFO WA	32.00	32.00	-
5/28/2021	5/2/2021	5/3/2021		MSFT * E0300ECGVC 8006427676 WA	159.38	159.38	-
5/28/2021	5/2/2021	5/3/2021		MSFT * E0300ECGVD MSBILLINFO WA	32.00	32.00	-
6/28/2021	6/2/2021	6/2/2021		MSFT * E0300EOAYK MSBILLINFO WA	46.40	46.40	-
6/28/2021	6/2/2021	6/2/2021		MSFT * E0300EOAYZ MSBILLINFO WA	161.63	161.63	-
7/29/2021	7/2/2021	7/2/2021		MSFT * E0300F05EX MSBILLINFO WA	161.63	161.63	-
7/29/2021	7/2/2021	7/2/2021		MSFT * E0300F05EY MSBILLINFO WA	40.00	40.00	-
8/29/2021	8/2/2021	8/2/2021		MSFT * E0300FBYTS MSBILLINFO WA	40.00	40.00	-
8/29/2021	8/2/2021	8/2/2021		MSFT * E0300FBYYS MSBILLINFO WA	161.63	161.63	-
9/28/2021	9/2/2021	9/2/2021		MSFT * E0300F08KL MSBILLINFO WA	161.63	161.63	-
9/28/2021	9/2/2021	9/2/2021		MSFT * E0300F08KM MSBILLINFO WA	40.00	40.00	-
10/29/2021	10/2/2021	10/3/2021		MSFT * E0300G0I7S MSBILLINFO WA	161.63	161.63	-
10/29/2021	10/2/2021	10/3/2021		MSFT * E0300G0I7T 8006427676 WA	40.00	40.00	-
11/28/2021	11/2/2021	11/2/2021		MSFT * E0300GCROM MSBILLINFO WA	161.63	161.63	-
11/28/2021	11/2/2021	11/2/2021		MSFT * E0300GCRON MSBILLINFO WA	40.00	40.00	-
12/29/2021	12/2/2021	12/2/2021		MSFT * E0300GPC9D MSBILLINFO WA	161.63	161.63	-
12/29/2021	12/2/2021	12/2/2021		MSFT * E0300GPC9E MSBILLINFO WA	40.00	40.00	-
1/28/2022	1/1/2022	1/2/2022		MSFT * E0300H22KU 8006427676 WA	161.63	161.63	-
1/28/2022	1/2/2022	1/2/2022		MSFT * E0300H22KV MSBILLINFO WA	40.00	40.00	-
2/25/2022	2/2/2022	2/2/2022		MSFT * E0300HF4P7 MSBILLINFO WA	40.00	40.00	-
2/25/2022	2/2/2022	2/2/2022		MSFT * E0300HF5LI MSBILLINFO WA	161.63	161.63	-
3/29/2022	3/2/2022	3/2/2022		MSFT * E0300HRUS8 MSBILLINFO WA	161.63	161.63	-
3/29/2022	3/2/2022	3/2/2022		MSFT * E0300HRUS9 MSBILLINFO WA	40.00	40.00	-
4/28/2022	4/1/2022	4/3/2022		MSFT * E0300I52HR MSBILLINFO WA	161.63	161.63	-
4/28/2022	4/2/2022	4/3/2022		MSFT * E0300I52HS MSBILLINFO WA	40.00	40.00	-
5/29/2022	5/2/2022	5/2/2022		MSFT * E0300IIF9 MSBILLINFO WA	40.00	40.00	-
5/29/2022	5/2/2022	5/2/2022		MSFT * E0300IUG2 MSBILLINFO WA	161.63	161.63	-
6/28/2022	6/2/2022	6/2/2022		MSFT * E0300IWCFJ MSBILLINFO WA	181.57	181.57	-
6/28/2022	6/2/2022	6/2/2022		MSFT * E0300IWCFK MSBILLINFO WA	40.00	40.00	-
7/29/2022	7/2/2022	7/3/2022		MSFT * E0300JAJFW 8006427676 WA	44.39	44.39	-
7/29/2022	7/2/2022	7/3/2022		MSFT * E0300JASD4 MSBILLINFO WA	177.79	177.79	-
8/29/2022	8/2/2022	8/2/2022		MSFT * E0300JOOWJ MSBILLINFO WA	177.79	177.79	-
8/29/2022	8/2/2022	8/2/2022		MSFT * E0300JOOWK MSBILLINFO WA	44.00	44.00	-
9/28/2022	9/1/2022	9/4/2022		MSFT * E0300K2893 MSBILLINFO WA	177.79	177.79	-
9/28/2022	9/2/2022	9/2/2022		MSFT * E0300K2A7T MSBILLINFO WA	44.00	44.00	-
10/28/2022	10/2/2022	10/2/2022		MSFT * E0300KGA99 MSBILLINFO WA	177.79	177.79	-
10/28/2022	10/2/2022	10/2/2022		MSFT * E0300KGA9A MSBILLINFO WA	44.00	44.00	-
11/28/2022	11/2/2022	11/2/2022		MSFT * E0300KU3MB MSBILLINFO WA	44.00	44.00	-
11/28/2022	11/2/2022	11/2/2022		MSFT * E0300KUF2X MSBILLINFO WA	177.79	177.79	-
12/29/2022	12/2/2022	12/2/2022		MSFT * E0300L845A MSBILLINFO WA	177.79	177.79	-
12/29/2022	12/2/2022	12/2/2022		MSFT * E0300L845B MSBILLINFO WA	44.00	44.00	-
1/29/2023	1/2/2023	1/2/2023		MSFT * E0300LM9CD MSBILLINFO WA	44.00	44.00	-
1/29/2023	1/1/2023	1/2/2023		MSFT * E0300LMDZ MSBILLINFO WA	177.79	177.79	-
2/26/2023	2/2/2023	2/2/2023		MSFT * E0300M0T4E MSBILLINFO WA	177.79	177.79	-
2/26/2023	12/1/2023	2/2/2023		MSFT * E0300M0T4F 8006427676 WA	44.00	44.00	-
2/26/2023	2/5/2023	2/5/2023		MSFT * E0300M2XHA MSBILLINFO WA	1,939.50	1,939.50	-

**Exhibit I  
Village of Poplar Grove  
Master Card Activity by Payee  
May 2019 to December 2023**

**Totals    \$ 127,440.01    \$ (125,009.40)**

Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
3/29/2023	3/2/2023	3/2/2023		MSFT * E0300MEVFD MSBILLINFO WA	44.00	44.00	-
4/28/2023	4/2/2023	4/2/2023		MSFT * E0300MTFQI MSBILLINFO WA	44.00	44.00	-
5/29/2023	5/1/2023	5/2/2023		MSFT * E0300N8D6P REDMOND WA	44.00	44.00	-
6/28/2023	6/2/2023	6/2/2023		MSFT * E0300NNHN0 MSBILLINFO WA	44.00	44.00	-
7/28/2023	7/8/2023	7/8/2023		MSFT * E0300O1XIC MSBILLINFO WA	116.00	116.00	-
8/29/2023	8/1/2023	8/3/2023		MSFT * E0300OGPUE REDMOND WA	80.00	80.00	-
9/28/2023	9/2/2023	9/3/2023		MSFT * E0300OV1I0 MSBILLINFO WA	80.00	80.00	-
10/29/2023	10/2/2023	10/2/2023		MSFT * E0300P9ERQ MSBILLINFO WA	80.00	80.00	-
11/28/2023	11/6/2023	11/7/2023		MSFT * E0300PO9PC MSBILLINFO WA	80.00	80.00	-
12/29/2023	12/2/2023	12/3/2023		MSFT * E0300Q1YXP MSBILLINFO WA	80.00	80.00	-
9/28/2020	9/2/2020	9/2/2020	1527021L6004YrN2P	MSFT* E0300BYQDL MSBILLINFO WA	159.38	159.38	-
10/29/2020	10/2/2020	10/2/2020	1527021M4001WKKXE	MSFT* E0300C8ZSS MSBILLINFO WA	159.38	159.38	-
10/29/2020	10/2/2020	10/2/2020	1527021M4001PMH74	MSFT* E0300C8ZST MSBILLINFO WA	36.00	36.00	-
11/27/2020	11/2/2020	11/2/2020	1527021N3002BDVKD	MSFT* E0300CJ4T1 MSBILLINFO WA	159.38	159.38	-
11/27/2020	11/2/2020	11/2/2020	1527C21N3002051T3	MSFT* E0300CJ4T2 MSBILLINFO WA	30.27	30.27	-
12/29/2020	12/2/2020	12/3/2020	5513158P1BM97Y3S9	MSFT* E0300CTQFJ 8006427676 WA	159.38	159.38	-
12/29/2020	12/2/2020	12/3/2020	5513158P1BM97Y4NL	MSFT* E0300CTQFK 8006427676 WA	32.00	32.00	-
3/29/2021	3/2/2021	3/2/2021		MSFT* E0300DQ0MD 8006427676 WA	159.38	159.38	-
3/29/2021	3/2/2021	3/2/2021		MSFT* E0300DQ0ME 8006427676 WA	32.00	32.00	-
7/29/2020	7/1/2020	7/2/2020	7533700J88PQPR89L	NEDS RESTAURANT BELVIDERE IL	39.09	39.09	-
11/28/2019	11/17/2019	11/18/2019		NOODLES & COMPANY 9506 BLOOMINGTON IL	13.01	13.01	-
9/27/2019	9/20/2019	9/22/2019		NORTHWEST MGMT CHICAGO IL	19.20	19.20	-
1/29/2021	1/27/2021	1/28/2021		OFFICE DEPOT #2336 MACHESNEY PAR IL	22.61	22.61	-
7/29/2020	7/22/2020	7/23/2020	0230537JXEHWSE54	OFFICEMAX/DEPOT 6071 ROCKFORD IL	18.70	18.70	-
11/27/2020	11/20/2020	11/22/2020	7230182NM366HVEA4	OLD FASHION BAKERY BELOIT WI	178.80	178.80	-
11/28/2022	11/8/2022	11/9/2022		O'REILLY AUTO PARTS 43 BELVIDERE IL	28.99	28.99	-
11/28/2019	11/19/2019	11/20/2019		OUTBACK 1454 BLOOMINGTON IL	38.65	38.65	-
12/29/2020	12/9/2020	12/10/2020	5531020P9RQEG8MPN	PANDA EXPRESS 1758 MACHESNEY PAR IL	21.59	21.59	-
1/28/2022	1/12/2022	1/13/2022		PANDA GARDEN POPLAR GROVE IL	31.81	31.81	-
5/28/2021	5/14/2021	5/14/2021		PANERA BREAD #203738 O 616-451-CREDIT	26.43	26.43	-
5/28/2021	5/14/2021	5/14/2021		PANERA BREAD #203738 O 616-451-CREDIT	17.47	17.47	-
5/28/2021	5/14/2021	5/14/2021		PANERA BREAD #203738 O 616-451-CREDIT	(26.43)	-	(26.43)
7/29/2021	7/22/2021	7/22/2021		PANERA BREAD #600771 O 618-222-9630 IL	24.07	24.07	-
12/29/2021	12/18/2021	12/19/2021		PANERA BREAD #601560 O 815-316-2554 IL	81.48	81.48	-
10/29/2023	10/17/2023	10/17/2023		PANERA BREAD #601560 O 815-316-2554 IL	73.43	73.43	-
7/29/2022	7/6/2022	7/7/2022		PANERA BREAD #601560 P MACHESNEY PAR IL	16.49	16.49	-
9/28/2023	9/1/2023	9/1/2023		PANERA BREAD #601971 O 779-552-2008 IL	409.56	409.56	-
8/28/2020	8/12/2020	8/13/2020	5543286KJSVOOSPOX	PANERA BREAD #601971 P BELVIDERE IL	13.72	13.72	-
5/29/2019	5/10/2019	5/10/2019		PAYMENT - THANK YOU	(1,696.56)	-	(1,696.56)
6/28/2019	6/12/2019	6/12/2019		PAYMENT - THANK YOU	(1,319.03)	-	(1,319.03)
7/29/2019	7/12/2019	7/12/2019		PAYMENT - THANK YOU	(1,368.16)	-	(1,368.16)
8/29/2019	8/13/2019	8/13/2019		PAYMENT - THANK YOU	(38.62)	-	(38.62)
8/29/2019	8/13/2019	8/13/2019		PAYMENT - THANK YOU	(3,312.95)	-	(3,312.95)
9/27/2019	9/13/2019	9/13/2019		PAYMENT - THANK YOU	(1,273.66)	-	(1,273.66)
10/29/2019	10/15/2019	10/15/2019		PAYMENT - THANK YOU	(737.70)	-	(737.70)
10/29/2019	10/15/2019	10/15/2019		PAYMENT - THANK YOU	(6,300.06)	-	(6,300.06)
11/28/2019	11/13/2019	11/13/2019		PAYMENT - THANK YOU	(1,706.84)	-	(1,706.84)
12/29/2019	12/10/2019	12/10/2019		PAYMENT - THANK YOU	(1,012.14)	-	(1,012.14)
1/29/2020	1/15/2020	1/15/2020	8559061QZEHM6WER6	PAYMENT - THANK YOU	(353.95)	-	(353.95)
1/29/2020	1/15/2020	1/15/2020	8559061QZEHM6VJPA	PAYMENT - THANK YOU	(2,308.60)	-	(2,308.60)
2/27/2020	2/12/2020	2/12/2020	8559061DXEHM6TJMH	PAYMENT - THANK YOU	(1,032.02)	-	(1,032.02)
3/29/2020	3/10/2020	3/10/2020	8559061EPEHM67T4F	PAYMENT - THANK YOU	(916.77)	-	(916.77)
4/28/2020	4/14/2020	4/14/2020	8559061FTEHM65VKJ	PAYMENT - THANK YOU	(241.94)	-	(241.94)
4/28/2020	4/14/2020	4/14/2020	8559061FTEHM65VFZ	PAYMENT - THANK YOU	(2,342.63)	-	(2,342.63)
5/29/2020	5/19/2020	5/19/2020	8559061GWEHM6860V	PAYMENT - THANK YOU	(45.38)	-	(45.38)
5/29/2020	5/19/2020	5/19/2020	8559061GWEHM685LH	PAYMENT - THANK YOU	(77.54)	-	(77.54)
5/29/2020	5/19/2020	5/19/2020	8559061GWEHM685SP	PAYMENT - THANK YOU	(149.90)	-	(149.90)
5/29/2020	5/19/2020	5/19/2020	8559061GWEHM68671	PAYMENT - THANK YOU	(200.00)	-	(200.00)
6/28/2020	6/10/2020	6/10/2020	8559061HJEHM6EMB8	PAYMENT - THANK YOU	(1,164.00)	-	(1,164.00)



**Exhibit I  
Village of Poplar Grove  
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<b>Totals</b>	<b>\$ 127,440.01</b>	<b>\$ (125,009.40)</b>
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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
7/29/2020	7/17/2020	7/17/2020	8559061JPEHM6TH6E	PAYMENT - THANK YOU	(259.21)	-	(259.21)
8/28/2020	8/11/2020	8/11/2020	8559061KGEHM70WEJ	PAYMENT - THANK YOU	(293.17)	-	(293.17)
9/28/2020	9/17/2020	9/17/2020	8559061LMEHM6K37T	PAYMENT - THANK YOU	(575.76)	-	(575.76)
10/29/2020	10/13/2020	10/13/2020	8559061MFEHM67N9P	PAYMENT - THANK YOU	(1,192.79)	-	(1,192.79)
11/27/2020	11/10/2020	11/10/2020	8550061NBEHM6TZ8L	PAYMENT - THANK YOU	(1,786.38)	-	(1,786.38)
12/29/2020	12/16/2020	12/16/2020	8550061PFEHM6L821	PAYMENT - THANK YOU	(905.85)	-	(905.85)
12/29/2020	12/16/2020	12/16/2020	8550061PFEHM6L887	PAYMENT - THANK YOU	(1,455.99)	-	(1,455.99)
1/29/2021	1/13/2021	1/13/2021		PAYMENT - THANK YOU	(143.06)	-	(143.06)
1/29/2021	1/13/2021	1/13/2021		PAYMENT - THANK YOU	(1,519.63)	-	(1,519.63)
1/29/2021	1/13/2021	1/13/2021		PAYMENT - THANK YOU	(1,873.74)	-	(1,873.74)
2/26/2021	2/10/2021	2/10/2021		PAYMENT - THANK YOU	(516.20)	-	(516.20)
3/29/2021	3/12/2021	3/12/2021		PAYMENT - THANK YOU	(1,565.69)	-	(1,565.69)
4/28/2021	4/13/2021	4/13/2021		PAYMENT - THANK YOU	(774.07)	-	(774.07)
5/28/2021	5/11/2021	5/11/2021		PAYMENT - THANK YOU	(489.50)	-	(489.50)
6/28/2021	6/16/2021	6/16/2021		PAYMENT - THANK YOU	(260.21)	-	(260.21)
6/28/2021	6/16/2021	6/16/2021		PAYMENT - THANK YOU	(2,875.69)	-	(2,875.69)
8/29/2021	7/30/2021	7/30/2021		PAYMENT - THANK YOU	(305.96)	-	(305.96)
8/29/2021	8/13/2021	8/13/2021		PAYMENT - THANK YOU	(3,732.79)	-	(3,732.79)
9/28/2021	9/16/2021	9/16/2021		PAYMENT - THANK YOU	(2,379.97)	-	(2,379.97)
9/28/2021	9/16/2021	9/16/2021		PAYMENT - THANK YOU	(5,000.00)	-	(5,000.00)
10/29/2021	10/21/2021	10/21/2021		PAYMENT - THANK YOU	(1,561.06)	-	(1,561.06)
11/28/2021	11/19/2021	11/19/2021		PAYMENT - THANK YOU	(2,895.15)	-	(2,895.15)
12/29/2021	12/15/2021	12/15/2021		PAYMENT - THANK YOU	(1,166.48)	-	(1,166.48)
1/28/2022	1/12/2022	1/12/2022		PAYMENT - THANK YOU	(1,699.87)	-	(1,699.87)
1/28/2022	1/12/2022	1/12/2022		PAYMENT - THANK YOU	(1,943.64)	-	(1,943.64)
2/25/2022	2/24/2022	2/24/2022		PAYMENT - THANK YOU	(1,177.01)	-	(1,177.01)
3/29/2022	3/15/2022	3/15/2022		PAYMENT - THANK YOU	(580.56)	-	(580.56)
4/28/2022	4/11/2022	4/11/2022		PAYMENT - THANK YOU	(1,113.07)	-	(1,113.07)
5/29/2022	5/16/2022	5/16/2022		PAYMENT - THANK YOU	(1,613.45)	-	(1,613.45)
6/28/2022	6/21/2022	6/21/2022		PAYMENT - THANK YOU	(905.34)	-	(905.34)
7/29/2022	7/19/2022	7/19/2022		PAYMENT - THANK YOU	(2,501.85)	-	(2,501.85)
8/29/2022	8/16/2022	8/16/2022		PAYMENT - THANK YOU	(2,780.25)	-	(2,780.25)
9/28/2022	9/21/2022	9/21/2022		PAYMENT - THANK YOU	(2,109.61)	-	(2,109.61)
10/28/2022	10/13/2022	10/13/2022		PAYMENT - THANK YOU	(3,710.11)	-	(3,710.11)
11/28/2022	11/16/2022	11/16/2022		PAYMENT - THANK YOU	(2,414.55)	-	(2,414.55)
12/29/2022	12/13/2022	12/13/2022		PAYMENT - THANK YOU	(4,562.11)	-	(4,562.11)
1/29/2023	1/18/2023	1/18/2023		PAYMENT - THANK YOU	(3,607.29)	-	(3,607.29)
2/26/2023	2/22/2023	2/22/2023		PAYMENT - THANK YOU	(2,299.03)	-	(2,299.03)
3/29/2023	3/10/2023	3/10/2023		PAYMENT - THANK YOU	(4,056.20)	-	(4,056.20)
4/28/2023	4/12/2023	4/12/2023		PAYMENT - THANK YOU	(6,364.10)	-	(6,364.10)
5/29/2023	5/17/2023	5/17/2023		PAYMENT - THANK YOU	(1,016.58)	-	(1,016.58)
6/28/2023	6/14/2023	6/14/2023		PAYMENT - THANK YOU	(4,172.78)	-	(4,172.78)
7/28/2023	7/14/2023	7/14/2023		PAYMENT - THANK YOU	(324.66)	-	(324.66)
8/29/2023	8/9/2023	8/9/2023		PAYMENT - THANK YOU	(232.80)	-	(232.80)
9/28/2023	9/15/2023	9/15/2023		PAYMENT - THANK YOU	(1,000.00)	-	(1,000.00)
9/28/2023	9/21/2023	9/21/2023		PAYMENT - THANK YOU	(9,193.52)	-	(9,193.52)
11/28/2023	11/13/2023	11/13/2023		PAYMENT - THANK YOU	(8.98)	-	(8.98)
12/29/2023	12/18/2023	12/18/2023		PAYMENT - THANK YOU	(2,278.38)	-	(2,278.38)
11/28/2022	10/28/2022	10/30/2022		PAYPAL *BELVIDEREAR 4029357733 CA	30.00	30.00	-
3/29/2023	3/23/2023	3/24/2023		PAYPAL *BELVIDEREAR 4029357733 CA	30.00	30.00	-
11/28/2019	11/14/2019	11/15/2019		PAYPAL *EBAY SPOTBOY12 4029357733 CA	28.65	28.65	-
9/27/2019	9/23/2019	9/24/2019		PAYPAL *EMACKERT 4029357733 CA	220.00	220.00	-
2/26/2023	2/22/2023	2/24/2023		PAYPAL *TRANSCRIBEM 4029357733 CA	1,056.00	1,056.00	-
5/29/2023	5/11/2023	5/12/2023		PAYPAL *TRANSCRIBEM 4029357733 CA	168.00	168.00	-
5/29/2023	5/16/2023	5/17/2023		PB LEASING 844-256-6444 CT	1,400.73	1,400.73	-
10/28/2022	10/14/2022	10/16/2022		PETRO 59 TRAVEL STOR ROCHELLE IL	29.48	29.48	-
9/28/2020	9/24/2020	9/25/2020	5550036LX60JRQY96	PHYSICIANS IMMEDIATE C CHICAGO IL	240.00	240.00	-
11/28/2023	11/4/2023	11/5/2023		PITNEY BOWES PI 844-256-6444 CT	132.79	132.79	-
11/28/2023	11/4/2023	11/5/2023		PITNEY BOWES PI 844-256-6444 CT	114.75	114.75	-

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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
12/29/2023	12/7/2023	12/7/2023		PITNEY BOWES PI 844-256-6444 CT	208.32	208.32	-
				PLAZA WEST DEVELOPMENT PEORIA IL			
6/28/2019	6/21/2019	6/24/2019		CHECK-IN 06/20/19 FOLIO #250429	115.83	115.83	-
12/29/2019	12/9/2019	12/11/2019		POPLAR GROVE SNYDERS POPLAR GROVE IL	50.59	50.59	-
5/28/2021	5/14/2021	5/16/2021		PORT OF SUBS INC ONLIN 7757478378 NV	49.31	49.31	-
4/28/2021	4/12/2021	4/13/2021		PORTILLOS 646-7234341 NY	23.04	23.04	-
3/29/2020	2/28/2020	2/29/2020	5531020EQRQEB2JHX	PORTILLOS HOT DOGS #36 ROCKFORD IL	175.87	175.87	-
4/28/2022	4/26/2022	4/27/2022		PORTILLOS HOT DOGS #360 6309543773 IL	59.24	59.24	-
11/28/2019	11/2/2019	11/4/2019		PORTILLOS HOT DOGS #360 ROCKFORD IL	194.10	194.10	-
9/28/2023	9/8/2023	9/10/2023		PORTILLOS HOT DOGS #360 ROCKFORD IL	65.83	65.83	-
2/27/2020	2/26/2020	2/27/2020	5531020EARQEB2KPW	PORTILLOS HOT DOGS #36 ROCKFORD IL	65.98	65.98	-
10/29/2019	10/16/2019	10/17/2019		POSTMATES 55567 CHINA 8778877815 CA	26.74	26.74	-
9/28/2021	9/23/2021	9/24/2021		POTBELLY #245 CHICAGO IL	45.18	45.18	-
9/28/2023	9/13/2023	9/14/2023		PRAIRIE HILL MEATS SOUTH БЕЛОIT IL	193.80	193.80	-
7/29/2019	7/10/2019	7/11/2019		PROMO DIRECT 702-5344773 NV	1,002.55	1,002.55	-
9/27/2019	9/9/2019	9/10/2019		QT 615 06006159 HAZELWOOD MO	47.45	47.45	-
6/28/2019	6/21/2019	6/23/2019		RECOGNITION PROS, INC. LOVES PARK IL	640.00	640.00	-
4/28/2023	4/18/2023	4/20/2023		RED LOBSTER 0248 SPRINGFIELD IL	47.91	47.91	-
9/28/2023	9/7/2023	9/8/2023		RED WING SOESTORE#360 ROCKFORD IL	249.99	249.99	-
8/29/2021	8/6/2021	8/6/2021		REFUND OF LATE FEES	(25.00)	-	(25.00)
9/27/2019	9/19/2019	9/22/2019		REMINGTONS CHICAGO IL	225.93	225.93	-
3/29/2020	2/28/2020	3/2/2020	8513331EQLBZSMY6R	REMINGTONS CHICAGO IL	210.45	210.45	-
3/29/2020	2/29/2020	3/2/2020	5546029ED8AE3LQBT	RIVA RISTORANTE CHICAGO IL	177.20	177.20	-
8/29/2023	8/18/2023	8/20/2023		RIVERFRONT CHRYSLER NORTH AURORA IL	158.00	158.00	-
11/27/2020	11/13/2020	11/15/2020	5543286NE5S9MK7HB	RLI*INSURANCE POLICY 309-692-1000 IL	59.99	59.99	-
1/29/2021	1/13/2021	1/14/2021		RLI*INSURANCE POLICY 309-692-1000 IL	22.56	22.56	-
2/26/2023	2/1/2023	2/3/2023		ROCKFORD LIQUIDATION W ROCKFORD IL	432.60	432.60	-
6/28/2019	6/15/2019	6/17/2019		ROLLING AND DONUT BELVIDERE IL	24.62	24.62	-
7/29/2019	7/23/2019	7/24/2019		ROLLING AND DONUT BELVIDERE IL	11.58	11.58	-
3/29/2023	3/9/2023	3/10/2023		RONDO ENTERPRISES INC SYCAMORE IL	5.99	5.99	-
8/28/2020	8/6/2020	8/9/2020	8518089KQWGVKXQ8	ROSA S ITALIAN RESTAUR CAPRON IL	63.64	63.64	-
10/29/2020	10/9/2020	10/12/2020	8518089MDWGVKXOA	ROSA S ITALIAN RESTAUR CAPRON IL	74.91	74.91	-
11/27/2020	11/3/2020	11/5/2020	8518089NSWGVKXQ2	ROSA S ITALIAN RESTAUR CAPRON IL	150.00	150.00	-
4/28/2021	4/6/2021	4/8/2021		ROSA S ITALIAN RESTAUR CAPRON IL	85.02	85.02	-
4/28/2021	4/23/2021	4/25/2021		ROSA S ITALIAN RESTAUR CAPRON IL	34.94	34.94	-
7/29/2021	7/27/2021	7/28/2021		ROSA S ITALIAN RESTAUR CAPRON IL	85.20	85.20	-
9/28/2021	9/14/2021	9/15/2021		ROSA S ITALIAN RESTAUR CAPRON IL	75.27	75.27	-
11/28/2021	11/19/2021	11/22/2021		ROSA S ITALIAN RESTAUR CAPRON IL	44.36	44.36	-
12/29/2021	12/17/2021	12/19/2021		ROSA S ITALIAN RESTAUR CAPRON IL	260.79	260.79	-
2/25/2022	2/24/2022	2/25/2022		ROSA S ITALIAN RESTAUR CAPRON IL	112.32	112.32	-
3/29/2022	3/2/2022	3/3/2022		ROSA S ITALIAN RESTAUR CAPRON IL	242.51	242.51	-
8/29/2022	8/17/2022	8/18/2022		ROSA S ITALIAN RESTAUR CAPRON IL	64.86	64.86	-
11/28/2022	11/10/2022	11/11/2022		ROSA S ITALIAN RESTAUR CAPRON IL	274.25	274.25	-
1/29/2023	1/25/2023	1/26/2023		ROSA S ITALIAN RESTAUR CAPRON IL	37.39	37.39	-
3/29/2023	3/1/2023	3/2/2023		ROSA S ITALIAN RESTAUR CAPRON IL	249.24	249.24	-
3/29/2023	3/24/2023	3/26/2023		ROSA S ITALIAN RESTAUR CAPRON IL	30.47	30.47	-
6/28/2023	6/14/2023	6/15/2023		ROSA S ITALIAN RESTAUR CAPRON IL	108.19	108.19	-
6/28/2023	6/14/2023	6/15/2023		ROSA S ITALIAN RESTAUR CAPRON IL	6.53	6.53	-
7/29/2021	7/22/2021	7/25/2021		ROSATIS PIZZA HAMPSHI HAMPSHIRE IL	14.02	14.02	-
3/29/2020	3/17/2020	3/18/2020	5531020EY5SE2H4EF	ROSATI'S PIZZA 8153370370 IL	105.69	105.69	-
3/29/2020	3/17/2020	3/18/2020	5531020EY5SE2H4DM	ROSATI'S PIZZA 8153370370 IL	49.97	49.97	-
11/28/2023	10/27/2023	10/31/2023		RUTHS ROSES 84479922 CREDIT	(93.89)	-	(93.89)
10/29/2023	10/26/2023	10/29/2023		RUTHS ROSES 8447992245 NJ	93.89	93.89	-
12/29/2020	12/9/2020	12/10/2020	5542950P8JHR4NTB1	SA COMPANY 5612105475 FL	56.01	56.01	-
4/28/2020	4/23/2020	4/24/2020	5542950G2JHX8EKGL	SA COMPANY 5619486557 FL	50.64	50.64	-
12/29/2019	12/7/2019	12/9/2019		SAMS CLUB #8297 ROCKFORD IL	292.07	292.07	-
12/29/2019	12/10/2019	12/11/2019		SAMS CLUB #8297 ROCKFORD IL	81.69	81.69	-
12/29/2021	12/1/2021	12/2/2021		SAMS CLUB #8297 ROCKFORD IL	1,146.14	1,146.14	-
10/28/2022	10/18/2022	10/19/2022		SAMS CLUB #8297 ROCKFORD IL	127.22	127.22	-

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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
10/28/2022	10/18/2022	10/19/2022		SAMS CLUB #8297 ROCKFORD IL	110.00	110.00	-
12/29/2022	12/5/2022	12/6/2022		SAMSCLUB #8297 ROCKFORD IL	393.81	393.81	-
12/29/2022	12/8/2022	12/9/2022		SAMSCLUB #8297 ROCKFORD IL	348.05	348.05	-
12/29/2022	12/16/2022	12/18/2022		SAMSCLUB #8297 ROCKFORD IL	42.28	42.28	-
3/29/2023	2/28/2023	3/1/2023		SAMSCLUB #8297 ROCKFORD IL	26.96	26.96	-
12/29/2023	12/13/2023	12/14/2023		SAMSCLUB #8297 ROCKFORD IL	260.15	260.15	-
12/29/2023	12/20/2023	12/21/2023		SAMSCLUB #8297 ROCKFORD IL	104.12	104.12	-
12/29/2019	12/10/2019	12/15/2019		SAMSCLUB #8297 ROCKFORD IL CREDIT	(19.81)	-	(19.81)
11/28/2022	11/11/2022	11/13/2022		SAMSCLUB.COM 888-746-7726 AR	734.15	734.15	-
11/28/2022	11/15/2022	11/17/2022		SAMSCLUB.COM 888-746-7726 AR	311.62	311.62	-
11/28/2022	11/17/2022	11/20/2022		SAMSCLUB.COM 888-746-7726 AR	186.08	186.08	-
11/28/2022	11/21/2022	11/23/2022		SAMSCLUB.COM 888-746-7726 AR	62.20	62.20	-
12/29/2022	11/30/2022	12/2/2022		SAMSCLUB.COM 888-746-7726 AR	379.26	379.26	-
12/29/2022	12/21/2022	12/23/2022		SAMSCLUB.COM 888-746-7726 AR	327.26	327.26	-
2/26/2023	2/3/2023	2/6/2023		SAMSCLUB.COM 888-746-7726 AR	16.08	16.08	-
8/29/2023	7/29/2023	7/31/2023		SAMSCLUB.COM 888-746-7726 AR	127.37	127.37	-
8/29/2023	8/19/2023	8/21/2023		SAMSCLUB.COM 888-746-7726 AR	480.00	480.00	-
9/28/2023	8/29/2023	8/31/2023		SAMSCLUB.COM 888-746-7726 AR	111.52	111.52	-
11/28/2023	11/11/2023	11/13/2023		SAMSCLUB.COM 888-746-7726 AR	1,522.72	1,522.72	-
12/29/2023	12/1/2023	12/4/2023		SAMSCLUB.COM 888-746-7726 AR	167.55	167.55	-
11/28/2023	11/13/2023	11/15/2023		SAMSCLUB.COM 888-746-7726 AR	224.88	224.88	-
8/29/2023	8/22/2023	8/24/2023		SAMSCLUB.COM 888-746-CREDIT	(0.01)	-	(0.01)
5/29/2019	4/30/2019	5/2/2019		SAPUTOS RESTAURANT SPRINGFIELD IL	148.65	148.65	-
2/25/2022	2/10/2022	2/11/2022		SCHNUCKMARKETS 800-264-4400 MO	80.46	80.46	-
2/26/2023	2/8/2023	2/9/2023		SCHNUCKS ONLINE FLRL S 800-264-4400 MO	53.18	53.18	-
4/28/2023	4/27/2023	4/28/2023		SHAKE SHACK - 1155A 646-747-7178 IL	24.00	24.00	-
5/29/2019	5/7/2019	5/8/2019		SKILLPATH/NATIONAL 9133623900 KS	212.89	212.89	-
8/29/2022	8/28/2022	8/29/2022		SMK*SURVEYMONKEY.COM 971-2311154 CA	384.00	384.00	-
9/28/2020	8/28/2020	8/30/2020	7541823L12YE5NGT1	SMK*SURVEYMONKEY.COM 971-2445555 CA	384.00	384.00	-
9/28/2021	8/28/2021	8/30/2021		SMK*SURVEYMONKEY.COM 971-2445555 CA	384.00	384.00	-
8/29/2019	8/28/2019	8/29/2019		SMK*SURVEYMONKEY.COM PALO ALTO CA	384.00	384.00	-
8/29/2023	8/28/2023	8/29/2023		SMK*SURVEYMONKEY.COM PALO ALTO CA	468.00	468.00	-
4/28/2022	4/19/2022	4/21/2022		SMOKIN COOP BBQ PIT BELVIDERE IL	221.86	221.86	-
6/28/2022	6/16/2022	6/19/2022		SMOKIN COOP BBQ PIT BELVIDERE IL	279.16	279.16	-
6/28/2023	6/2/2023	6/5/2023		SMOKIN COOP BBQ PIT BELVIDERE IL	66.14	66.14	-
5/29/2019	5/7/2019	5/8/2019		SONICLEAR 626-5849706 CA	295.00	295.00	-
12/29/2023	12/5/2023	12/6/2023		SP GOTAGS EPHRATA WA	165.00	165.00	-
10/28/2022	10/27/2022	10/28/2022		SQ *JASON'S JERK MADISON WI	12.00	12.00	-
12/29/2019	12/7/2019	12/9/2019		SQ *SQ *APPLEBEE'S GRI BELVIDERE IL	79.50	79.50	-
1/29/2020	1/8/2020	1/9/2020	5543286QR5STOX7YL	SQ *SQ *APPLEBEE'S GRI BELVIDERE IL	52.84	52.84	-
7/29/2021	7/12/2021	7/13/2021		SQ*NOTARY PUBLIC ASSO GOSQ.COM IL	54.00	54.00	-
4/28/2021	4/27/2021	4/28/2021		SQ*ROLL N DONUTS BELVIDERE IL	11.58	11.58	-
5/28/2021	5/7/2021	5/9/2021		SQ*SKYWAY CONCESSION CHICAGO IL	5.80	5.80	-
10/29/2021	10/26/2021	10/27/2021		SQ*THE LINDBERG PUMPK CALEDONIA IL	21.75	21.75	-
7/29/2019	7/25/2019	7/28/2019		STARBUCKS STORE 13888 ROCKFORD IL	15.62	15.62	-
6/28/2019	5/28/2019	5/30/2019		STATE MOTOT & CONTROL SAINT LOUIS MO	93.75	93.75	-
6/28/2019	5/28/2019	5/30/2019		STATE MOTOT & CONTROL SAINT LOUIS MO	16.26	16.26	-
12/29/2019	12/4/2019	12/6/2019		STATESTREETBRATS MADISON WI	15.72	15.72	-
3/29/2020	3/1/2020	3/3/2020	2541575EE004ENEFJ	STCLAIR - ONTARIO CHICAGO IL	118.00	118.00	-
9/27/2019	9/18/2019	9/20/2019		SUBWAY 00278267 FOND DU LAC WI	13.74	13.74	-
3/29/2023	3/16/2023	3/17/2023		SUGAR GROVE CAFÉ INC SUGAR GROVE IL	27.33	27.33	-
11/28/2019	11/22/2019	11/24/2019		SULLIVAN S FOODS MAREN MARENGO IL	3.55	3.55	-
1/28/2022	1/12/2022	1/13/2022		SUPERBREAKERS 8668099078 NY	447.70	447.70	-
5/29/2023	5/12/2023	5/14/2023		SUSHI TRAIN DOWNTOWN MINNEAPOLIS MN	38.64	38.64	-
9/27/2019	9/19/2019	9/22/2019		SWEETWATER TAVER CHICAGO IL	55.83	55.83	-
9/28/2021	9/23/2021	9/26/2021		SWEETWATER TAVERN & GR CHICAGO IL	83.29	83.29	-
9/28/2021	9/23/2021	9/26/2021		SWEETWATER TAVERN & GR CHICAGO IL	63.41	63.41	-
9/28/2022	9/15/2022	9/18/2022		SWEETWATER TAVERN & GR CHICAGO IL	120.72	120.72	-
11/27/2020	10/30/2020	10/31/2020	8514051N0S66EWYJT	TAPESTRY LAND RECORDS 5633451200 IA	30.85	30.85	-

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Village of Poplar Grove  
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May 2019 to December 2023**

<b>Totals</b>	<b>\$ 127,440.01</b>	<b>\$ (125,009.40)</b>
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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount			
11/27/2020	10/30/2020	10/31/2020	8514051N0S66EWYWA	TAPESTRY LAND RECORDS 5633451200 IA	8.95	8.95	-	
4/28/2020	4/1/2020	4/2/2020	8514051FQS66K39PH	TAPESTRY LAND RECORDS . 5633451200 IA	26.90	26.90	-	
8/29/2019	7/30/2019	7/31/2019		TAPESTRY LAND RECORDS 5633451200 IA	13.90	13.90	-	
8/29/2019	7/30/2019	7/31/2019		TAPESTRY LAND RECORDS 5633451200 IA	10.95	10.95	-	
5/28/2021	5/26/2021	5/27/2021		TAPESTRY LAND RECORDS 5633451283 IA	6.95	6.95	-	
1/29/2023	1/9/2023	1/10/2023		TAPESTRY LAND RECORDS 5633451283 IA	19.90	19.90	-	
4/28/2023	4/20/2023	4/21/2023		TAPESTRY LAND RECORDS DAVENPORT IA	18.90	18.90	-	
11/28/2022	11/15/2022	11/16/2022		TARGET 00008102 ROCKFORD IL	52.20	52.20	-	
11/27/2020	11/19/2020	11/20/2020	0541019NL2LR86ZGV	TARGET 00017996 MACHESNEY PAR IL	134.85	134.85	-	
11/28/2021	11/12/2021	11/14/2021		TARGET 00017996 MACHESNEY PAR IL	21.75	21.75	-	
7/29/2019	7/25/2019	7/28/2019		TAVERN ON CLARK ROCKFORD IL	38.62	38.62	-	
9/27/2019	9/20/2019	9/23/2019		TAXI SVC CHICAGO CHICAGO IL	9.75	9.75	-	
2/26/2021	2/23/2021	2/24/2021		TELEDYNE INSTRUMENTS 402-4640231 CA	533.59	533.59	-	
12/29/2021	11/30/2021	12/1/2021		TELEDYNE INSTRUMENTS 402-4640231 CA	602.93	602.93	-	
9/28/2021	9/24/2021	9/26/2021		TEMPLE S 5 STAR MUFFLE BELVIDERE IL	363.97	363.97	-	
5/29/2022	5/20/2022	5/22/2022		THE HOME DEPOT #1956 MACHESNEY PK IL	43.48	43.48	-	
4/28/2023	4/20/2023	4/23/2023		THE HOME DEPOT #1956 MACHESNEY PK IL	(149.00)	-	(149.00)	
7/28/2023	7/6/2023	7/9/2023		THE HOME DEPOT #1956 MACHESNEY PK IL	83.93	83.93	-	
10/29/2019	10/2/2019	10/4/2019		THE KOLLEGE KLUB MADISON WI	15.50	15.50	-	
9/27/2019	9/18/2019	9/19/2019		THE MACARONI CHEESE SUN PRAIRIE WI	11.59	11.59	-	
5/29/2023	5/14/2023	5/16/2023		THE NEWS ROOM INC MINNEAPOLIS MN	31.59	31.59	-	
9/27/2019	9/21/2019	9/23/2019		THE TORTOISE CLUB CHICAGO IL	110.00	110.00	-	
12/29/2019	12/15/2019	12/16/2019		TIMBER POINTE GOLF CLU 7028308105 IL	1,219.90	1,219.90	-	
11/27/2020	11/18/2020	11/19/2020	0230537NL00FAFAG8	TJMAXX #0352 ROCKFORD IL	47.81	47.81	-	
12/29/2020	12/16/2020	12/17/2020	0230537PG00HJATN3	TJMAXX #0352 ROCKFORD IL	52.85	52.85	-	
4/28/2022	4/12/2022	4/13/2022		TLF*FRESH AND SILK FLO CAROL STREAM IL	139.80	139.80	-	
12/29/2020	12/8/2020	12/9/2020	0531461P8008675T3	TOM & JERRYS - BELVIDE BELVIDERE IL	13.63	13.63	-	
4/28/2023	4/28/2023	4/28/2023		TST* AMALFI ELK GROVE VIL IL	35.97	35.97	-	
10/28/2022	10/12/2022	10/12/2022		TST* BH - BLOOMINGTON BLOOMINGTON IL	21.00	21.00	-	
9/28/2023	9/21/2023	9/22/2023		TST* BURNT BARREL - SU SUGAR GROVE IL	29.25	29.25	-	
6/28/2019	6/16/2019	6/17/2019		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	184.02	184.02	-	
10/29/2019	10/16/2019	10/16/2019		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	70.46	70.46	-	
1/29/2020	1/17/2020	1/19/2020	0230537D12X6JF7J4	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	48.62	48.62	-	
2/27/2020	2/20/2020	2/21/2020	0230537E32X6NOKNY	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	50.61	50.61	-	
10/29/2020	10/8/2020	10/9/2020	0230597MA2X704AEB	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	37.10	37.10	-	
10/29/2020	10/20/2020	10/20/2020	0230537MNEHVYZAZ0	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	51.62	51.62	-	
11/27/2020	11/4/2020	11/4/2020	0230537NSEHWNR8S8	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	81.31	81.31	-	
11/27/2020	11/22/2020	11/23/2020	0230537NPEHX6EBVE	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	246.25	246.25	-	
12/29/2020	12/19/2020	12/21/2020	0230537PJ2X82KS91	TST* HYDEOUT BAR & GRI POPLAR GROVE IL	254.39	254.39	-	
10/29/2021	10/28/2021	10/28/2021		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	344.75	344.75	-	
5/29/2022	5/6/2022	5/6/2022		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	60.07	60.07	-	
5/29/2022	5/28/2022	5/29/2022		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	53.58	53.58	-	
9/28/2022	9/3/2022	9/4/2022		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	90.87	90.87	-	
2/26/2023	2/24/2023	2/24/2023		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	97.12	97.12	-	
6/28/2023	6/6/2023	6/7/2023		TST* HYDEOUT BAR & GRI POPLAR GROVE IL	49.80	49.80	-	
2/27/2020	2/18/2020	2/18/2020	0230537E1EHXGJPEW	TST* RBI S RESTAURANT ROCKFORD IL	35.98	35.98	-	
4/28/2023	4/28/2023	4/28/2023		TST* REAL TIME SPORTS ELK GROVE VIL IL	39.30	39.30	-	
7/28/2023	7/21/2023	7/21/2023		TST* SALSA STREET - SL SLEEPY HOLLOW IL	32.87	32.87	-	
5/29/2023	5/14/2023	5/15/2023		TST* THE NICOLLET DINE MINNEAPOLIS MN	26.10	26.10	-	
9/28/2021	9/25/2021	9/26/2021		TST*THE VILLAGE CHICAGO IL	312.20	312.20	-	
3/29/2022	3/2/2022	3/4/2022		U OF I CROP SCIENCE 8006442123 IL	45.00	45.00	-	
3/29/2022	3/2/2022	3/4/2022		U OF I CROP SCIENCE 8006442123 IL	25.00	25.00	-	
3/29/2022	3/2/2022	3/4/2022		U OF I CROP SCIENCE 8006442123 IL	25.00	25.00	-	
3/29/2022	3/2/2022	3/4/2022		U OF I CROP SCIENCE 8006442123 IL	25.00	25.00	-	
1/29/2023	1/20/2023	1/22/2023		U OF I CROP SCIENCE 8006442123 IL	135.00	135.00	-	
3/29/2020	3/5/2020	3/8/2020	5542036EJJAVHRDQ8	U OF IL ONLINE PAYMENT URBANA IL	266.50	266.50	-	
4/28/2020	3/27/2020	3/30/2020	5542036F8JASY57J8	U OF IL ONLINE PAYMENT URBANA IL CREDIT	(150.00)	-	(150.00)	
9/27/2019	9/20/2019	9/22/2019		UBER TRIP 8005928996 CA	17.16	17.16	-	
9/27/2019	9/20/2019	9/22/2019		UBER TRIP 8005928996 CA	12.52	12.52	-	

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Statement Ending	Tran Date	Post Date	Reference Number	Transaction Description	Amount		
9/27/2019	9/20/2019	9/22/2019		UBER TRIP 8005928996 CA	5.00	5.00	-
9/27/2019	9/20/2019	9/22/2019		UBER TRIP 8005928996 CA	5.00	5.00	-
9/27/2019	9/21/2019	9/22/2019		UBER TRIP 8005928996 CA	12.18	12.18	-
9/27/2019	9/21/2019	9/22/2019		UBER TRIP 8005928996 CA	11.90	11.90	-
9/27/2019	9/21/2019	9/22/2019		UBER TRIP 8005928996 CA	5.00	5.00	-
9/27/2019	9/21/2019	9/22/2019		UBER TRIP 8005928996 CA	5.00	5.00	-
3/29/2020	2/29/2020	3/2/2020	5542960EQLY170QTD	UBER TRIP 8005928996 CA	20.84	20.84	-
3/29/2020	2/29/2020	3/2/2020	5542960EQLY0PY38R	UBER TRIP 8005928996 CA	15.84	15.84	-
3/29/2020	2/29/2020	2/29/2020	5542950EQLXZ6HB6T	UBER TRIP 8005928996 CA	12.60	12.60	-
3/29/2020	2/29/2020	2/29/2020	5542950EQLXZQW5MX	UBER TRIP 8005928996 CA	9.42	9.42	-
3/29/2020	2/29/2020	2/29/2020	5542950EQLRQJSWMG	UBER TRIP 8005928996 CA	5.00	5.00	-
3/29/2020	2/29/2020	2/29/2020	5542950EQLXZ6HJET	UBER TRIP 8005928996 CA	5.00	5.00	-
3/29/2020	2/29/2020	3/2/2020	5542960EQLS9H7XVD	UBER TRIP 8005928996 CA	5.00	5.00	-
12/29/2020	12/16/2020	12/17/2020	0531461PG00BLPRAQ	ULTIMATE CAR WASH AND BELVIDERE IL	20.00	20.00	-
3/29/2022	3/4/2022	3/6/2022		ULTIMATE CAR WASH AND BELVIDERE IL	170.00	170.00	-
10/28/2022	10/20/2022	10/21/2022		UNIVERSITY SQUARE MADISON WI	22.00	22.00	-
10/28/2022	10/27/2022	10/28/2022		UNIVERSITY SQUARE MADISON WI	27.00	27.00	-
9/28/2022	9/15/2022	9/15/2022		UPS*1Z9TN51U4200007817 800-811-1648 GA	32.35	32.35	-
10/29/2020	10/15/2020	10/16/2020	0522702MJ00AH4XX2	USA PRODUCTS CO 800-271-7055 IA	798.00	798.00	-
4/28/2022	4/15/2022	4/17/2022		USCC IVR 8889449400 IL	489.99	489.99	-
11/27/2020	11/13/2020	11/15/2020	5545885NELQMXMN6R	USCELL 5786 MACHESNEY PAR IL	143.98	143.98	-
2/27/2020	2/13/2020	2/14/2020	0230537DXOOK2GF6M	USPS PO 1663780465 POPLAR GROVE IL	11.30	11.30	-
2/27/2020	2/13/2020	2/14/2020	0230537DXOOK2GF98	USPS PO 1663780465 POPLAR GROVE IL	2.85	2.85	-
6/28/2022	6/13/2022	6/14/2022		UWCC REGISTRATIONS 608-2622451 WI	100.00	100.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	335.00	335.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	289.00	289.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
6/28/2022	6/16/2022	6/17/2022		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
6/28/2022	6/27/2022	6/28/2022		UWCC REGISTRATIONS 608-2622451 WI	195.00	195.00	-
7/29/2022	7/20/2022	7/21/2022		UWCC REGISTRATIONS 608-2622451 WI	215.00	215.00	-
12/29/2022	12/7/2022	12/14/2022		UWCC REGISTRATIONS 608-2622451 WI	(150.00)	-	(150.00)
1/29/2023	1/3/2023	1/4/2023		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
1/29/2023	1/3/2023	1/4/2023		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
1/29/2023	1/3/2023	1/4/2023		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
1/29/2023	1/3/2023	1/4/2023		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
4/28/2023	3/30/2023	3/31/2023		UWCC REGISTRATIONS 608-2622451 WI	150.00	150.00	-
11/28/2023	11/20/2023	11/21/2023		UWCC REGISTRATIONS MADISON WI	150.00	150.00	-
7/29/2019	7/23/2019	7/24/2019		UWEX REGISTRATION 608-2622451 WI	150.00	150.00	-
7/29/2019	7/23/2019	7/24/2019		UWEX REGISTRATION 608-2622451 WI	150.00	150.00	-
7/29/2019	7/23/2019	7/24/2019		UWEX REGISTRATION 608-2622451 WI	150.00	150.00	-
7/29/2019	7/23/2019	7/24/2019		UWEX REGISTRATION 608-2622451 WI	150.00	150.00	-
11/28/2019	11/25/2019	11/26/2019		UWEX REGISTRATION 608-2622451 WI	75.00	75.00	-
5/28/2021	5/6/2021	5/7/2021		VISTAPR*VISTAPRINT.COM 866-8936743 MA	73.68	73.68	-
6/28/2022	6/8/2022	6/9/2022		VISTAPRINT 8662074955 MA	55.52	55.52	-
5/29/2023	5/1/2023	5/2/2023		VISTAPRINT 8662074955 MA	57.37	57.37	-
2/26/2021	2/18/2021	2/19/2021		VRSN DOTGOVREGISTRATIO 877-7344688 VA	400.00	400.00	-
10/28/2022	10/27/2022	10/28/2022		WALGREENS #11858 MADISON WI	2.63	2.63	-
9/28/2023	8/29/2023	8/30/2023		WAL-MART #1211 HARVARD IL	5.45	5.45	-
12/29/2020	12/10/2020	12/11/2020	5548382PABLGZP0KH	WAL-MART #1490 ROCKFORD IL	3.56	3.56	-
12/29/2019	12/5/2019	12/6/2019		WAL-MART #3597 BELVIDERE IL	123.28	123.28	-
12/29/2019	12/9/2019	12/10/2019		WAL-MART #3597 BELVIDERE IL	66.28	66.28	-
12/29/2019	12/19/2019	12/20/2019		WAL-MART #3597 BELVIDERE IL	175.00	175.00	-
11/27/2020	11/20/2020	11/22/2020	5548382NNBLH18WD1	WAL-MART #3597 BELVIDERE IL	18.56	18.56	-
12/29/2020	12/10/2020	12/11/2020	5548382PABLH5KLZT	WAL-MART #3597 BELVIDERE IL	32.20	32.20	-
12/29/2020	12/14/2020	12/15/2020	5548382PEBLH2WSP0	WAL-MART #3597 BELVIDERE IL	77.12	77.12	-
1/29/2021	1/26/2021	1/27/2021		WAL-MART #3597 BELVIDERE IL	10.01	10.01	-
3/29/2021	3/3/2021	3/4/2021		WAL-MART #3597 BELVIDERE IL	18.56	18.56	-

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10/29/2021	10/23/2021	10/24/2021		WAL-MART #3597 BELVIDERE IL	5.25	5.25	-
10/29/2021	10/26/2021	10/27/2021		WAL-MART #3597 BELVIDERE IL	394.39	394.39	-
10/29/2021	10/26/2021	10/27/2021		WAL-MART #3597 BELVIDERE IL	133.23	133.23	-
11/28/2021	11/17/2021	11/18/2021		WAL-MART #3597 BELVIDERE IL	84.39	84.39	-
11/28/2021	11/20/2021	11/21/2021		WAL-MART #3597 BELVIDERE IL	38.45	38.45	-
12/29/2021	12/8/2021	12/9/2021		WAL-MART #3597 BELVIDERE IL	67.27	67.27	-
12/29/2021	12/14/2021	12/15/2021		WAL-MART #3597 BELVIDERE IL	111.21	111.21	-
12/29/2021	12/16/2021	12/17/2021		WAL-MART #3597 BELVIDERE IL	87.28	87.28	-
11/28/2022	11/11/2022	11/13/2022		WAL-MART #3597 BELVIDERE IL	32.37	32.37	-
11/28/2022	11/15/2022	11/16/2022		WAL-MART #3597 BELVIDERE IL	13.92	13.92	-
12/29/2022	12/8/2022	12/9/2022		WAL-MART #3597 BELVIDERE IL	200.00	200.00	-
3/29/2023	3/1/2023	3/2/2023		WAL-MART #3597 BELVIDERE IL	8.27	8.27	-
12/29/2023	12/14/2023	12/15/2023		WAL-MART #3597 BELVIDERE IL	155.84	155.84	-
12/29/2023	12/18/2023	12/19/2023		WAL-MART #3597 BELVIDERE IL	229.47	229.47	-
11/28/2022	11/16/2022	11/17/2022		WALMART.COM 8009666546 AR	18.31	18.31	-
12/29/2022	12/4/2022	12/5/2022		WALMART.COM 8009666546 AR	111.97	111.97	-
12/29/2022	12/5/2022	12/6/2022		WALMART.COM 8009666546 AR	212.35	212.35	-
12/29/2022	12/10/2022	12/11/2022		WALMART.COM 8009666546 AR	169.47	169.47	-
8/29/2023	7/28/2023	7/30/2023		WALMART.COM WALMART.COM AR	297.00	297.00	-
8/29/2023	8/5/2023	8/6/2023		WALMART.COM WALMART.COM AR	36.96	36.96	-
12/29/2023	12/2/2023	12/3/2023		WALMART.COM WALMART.COM AR	338.34	338.34	-
12/29/2023	12/4/2023	12/5/2023		WALMART.COM WALMART.COM AR	(65.26)	-	(65.26)
12/29/2023	12/19/2023	12/20/2023		WALMART.COM WALMART.COM AR	65.70	65.70	-
10/29/2019	9/30/2019	10/1/2019		WEB*NETWORKSOLUTIONS 888-6429675 FL	342.90	342.90	-
1/29/2020	1/14/2020	1/15/2020	0543684Q2EHTDV4SG	WENDY'S 7022 HAMPSHIRE IL	9.71	9.71	-
12/29/2020	12/10/2020	12/11/2020	0543684PABLK6L9R6	WM SUPERCENTER #1490 ROCKFORD IL	25.31	25.31	-
11/28/2022	11/15/2022	11/16/2022		WM SUPERCENTER #1490 ROCKFORD IL	84.87	84.87	-
12/29/2023	12/12/2023	12/13/2023		WM SUPERCENTER #1490 ROCKFORD IL	200.00	200.00	-
11/28/2019	10/29/2019	10/30/2019		WM SUPERCENTER #3597 BELVIDERE IL	10.75	10.75	-
12/29/2019	12/7/2019	12/9/2019		WM SUPERCENTER #3597 BELVIDERE IL	84.20	84.20	-
6/28/2020	6/11/2020	6/12/2020	0543684HLBJTBYRX	WM SUPERCENTER #3597 BELVIDERE IL	22.00	22.00	-
10/29/2020	10/25/2020	10/26/2020	0543684MWBK1A72K	WM SUPERCENTER #3597 BELVIDERE IL	11.75	11.75	-
11/27/2020	11/2/2020	11/3/2020	0543684N4BLK0G5L4	WM SUPERCENTER #3597 BELVIDERE IL	10.87	10.87	-
11/27/2020	11/20/2020	11/22/2020	0543684NNBLK1LX4	WM SUPERCENTER #3597 BELVIDERE IL	10.06	10.06	-
12/29/2020	12/10/2020	12/11/2020	0543684PABLK6L9ST	WM SUPERCENTER #3597 BELVIDERE IL	223.26	223.26	-
12/29/2020	12/10/2020	12/11/2020	0543684PABLK6L9XQ	WM SUPERCENTER #3597 BELVIDERE IL	84.17	84.17	-
12/29/2020	12/15/2020	12/16/2020	0543664PFBKDXDW2	WM SUPERCENTER #3597 BELVIDERE IL	200.00	200.00	-
12/29/2020	12/15/2020	12/16/2020	0543684PFBKDXDTF	WM SUPERCENTER #3597 BELVIDERE IL	53.32	53.32	-
8/29/2021	8/9/2021	8/10/2021		WM SUPERCENTER #3597 BELVIDERE IL	76.67	76.67	-
10/29/2021	10/26/2021	10/27/2021		WM SUPERCENTER #3597 BELVIDERE IL	4.29	4.29	-
11/28/2021	10/31/2021	11/1/2021		WM SUPERCENTER #3597 BELVIDERE IL	90.84	90.84	-
12/29/2021	12/8/2021	12/9/2021		WM SUPERCENTER #3597 BELVIDERE IL	200.00	200.00	-
12/29/2021	12/13/2021	12/14/2021		WM SUPERCENTER #3597 BELVIDERE IL	60.54	60.54	-
12/29/2022	12/15/2022	12/16/2022		WM SUPERCENTER #3597 BELVIDERE IL	27.66	27.66	-
12/29/2020	12/11/2020	12/13/2020	0543684PBBLK9P29F	WM SUPERCENTER #3837 ROSCOE IL	68.70	68.70	-
10/28/2022	10/27/2022	10/28/2022		WWW.COSTCO.COM 800-955-CREDIT	(12.50)	-	(12.50)
12/29/2022	11/30/2022	11/30/2022		WWW.1800BASKETS.COM 800-227-5387 IL	149.97	149.97	-
9/28/2022	9/15/2022	9/16/2022		WWW.COSTCO.COM 800-955-2292 WA	212.49	212.49	-
10/29/2019	10/15/2019	10/16/2019		WYNDHAM SPRINGFIELD CI SPRINGFIELD IL	6.64	6.64	-
5/29/2020	4/29/2020	5/1/2020	5543286G95SB85GS2	WYNDHAM SPRINGFIELD CI SPRINGFIELD IL			
				CHECK-IN 04/28/20 FOLIO #187425	170.85	170.85	-
				WYNDHAM SPRINGFIELD CI SPRINGFIELD IL			
10/29/2019	10/18/2019	10/21/2019		CHECK-IN 10/14/19 FOLIO #185773	492.68	492.68	-
5/29/2019	4/30/2019	5/2/2019		WYNDHAM SPRINGFIELD FB SPRINGFIELD IL	15.88	15.88	-
4/28/2020	4/27/2020	4/28/2020	5548077G70RM16TWP	ZOOM.US 8887999666 CA	149.90	149.90	-
4/28/2021	4/27/2021	4/28/2021		ZOOM.US 888-799-9666 SAN JOSE CA	149.90	149.90	-
3/29/2022	3/15/2022	3/16/2022		ZOOM.US 888-799-9666 SAN JOSE CA	102.26	102.26	-
3/29/2023	3/15/2023	3/16/2023		ZOOM.US 888-799-9666 SAN JOSE CA	149.90	149.90	-



a brand of aebi schmidt



1051 W 7th Street
Monroe, WI 53566
Sales Rep: Tim Reynolds
Ph: 815-275-0223
www.MonroeTruck.com

Item 5.

Quotation ID: 9TRR002744
Date: 7/2/2024
Valid thru: 8/1/2024
Terms: NET 30
Quoted by: Tim Reynolds
Ph/Fax: 815-275-0223 / 608-329-8521

Quoted to:
POPLAR GROVE,VILL OF (ATTN: DAVID HOWE)
200 N HILL ST
POPLAR GROVE, IL 61065
Ph: 815-765-3201 / Fax: 815-765-3571
Email:

Chassis Information

Table with 5 columns: Year, Make, Model, Chassis Color, Cab Type, Single/Dual, CA, CT, Wheelbase, Engine, F.O. Number #, Vin.

Notes:

Monroe Truck Equipment, Inc. is pleased to offer the following quote for your review:

Table with 2 columns: Description, Amount. Includes 11' MTE D-SERIES, STAINLESS STEEL, 4-5 YD CAPACITY, RIGID SIDE, DUMP BODY and Quote Total: \$12,014.00.

\*\* DUE TO CURRENT MARKET CONDITIONS, IF THE CHASSIS WILL NOT BE ON-GROUND AT MONROE TRUCK EQUIPMENT WITHIN 240 CALENDAR DAYS OF ORDER DATE, WE WILL REQUIRE A MINIMUM 50% DOWN PAYMENT BEFORE THE 210TH DAY. IF YOU ARE NOT ABLE TO PROVIDE A DOWN PAYMENT, YOUR MUNICIPALITY COULD BE SUBJECT TO A MINIMUM OF 3% - 5% PRICE INCREASE ON BID PRICE AT TIME OF INVOICE!

Down Payment Due Date: \_\_\_\_\_

Additional Options:

Table with 3 columns: Description, Amount, Add to quote?. Includes DOUBLE-ACTING ELECTRIC SUB-FRAME HOIST (CHAMPION) and REMOVE EXISTING BODY AND INSTALL NEW.

Terms & Conditions

- Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
• Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis.
• State and Federal taxes will be added where applicable. Out-of-state municipal entities may be subject to Wisconsin sales tax.
• Restocking fees may be applicable for cancelled orders.
• MTE is not responsible or liable for equipment that does not meet local/state regulations if those laws are not made known at time of order.

By signing and accepting this quote, the customer agrees to the terms listed above and has confirmed that all chassis information listed above is accurate to chassis specs.

Form with fields for Re-Assign (Required for all pool units), MSO/MCO (ONLY check if legally required), Customer Signature, Customer P.O. Number, and Date of Acceptance.



## General Terms and Conditions for the Sale of Goods by Subsidiaries of ASH North America, Inc.

### SCOPE AND VALIDITY

- 1.1.** These General Terms and Conditions for the Sale of Goods (these "Terms") govern the sale and delivery of all goods and products (the "Products"), and all transactions incidental thereto, by such subsidiary of ASH North America, Inc. identified on the respective Confirmed Order (as defined below) as the seller or supplier ("Seller") to any of its customers (each a "Customer"). The liability of each such subsidiary under these Terms or any Confirmed Order shall be several and not joint. Customer acknowledges and agrees that nothing in these Terms or any Confirmed Order shall be construed as implying joint liability in any case of ASH North America, Inc. or any of its subsidiaries. Each Seller shall be solely responsible for its own acts or omissions under the respective agreement with Customer.
- 1.2.** No other terms or conditions shall be of any force or effect unless otherwise specifically agreed upon by Seller in a writing duly executed by an authorized officer of Seller. These Terms supersede any and all prior oral quotations, communications, agreements, or understandings of the parties in respect to the sale and delivery of the Products. The Seller may issue additional Terms and Conditions of Sale for certain products. These shall apply in addition to the present Terms. Any additional or different terms or conditions contained in Customer's Order (as defined below), response to Seller's confirmation, or any other form or document supplied by Customer are hereby expressly rejected and are rendered null, void, and of no effect. These Terms may not be modified, amended, waived, superseded, or rescinded, except by written agreement signed by an authorized officer of Seller. Delivery of the Products by Seller does not constitute acceptance of any of Customer's terms and conditions and do not serve to modify or amend these Terms.
- 1.3.** The issuance of an Order (as defined below) by Customer to Seller or any communication or conduct of Customer which confirms an agreement for the delivery of Products by Seller, as well as acceptance in whole or in part by Customer of any delivery of Products by Seller, shall be construed as Customer's acceptance of these Terms.

### 2. OFFERS, ORDERS AND CONFIRMATION

- 2.1.** Unless otherwise specified by Seller in writing, all offers made by Seller are not binding and may be revoked by Seller at any time without any liability to Customer.
- 2.2.** Customer shall issue to Seller orders for the purchase of Products, in written form via the order process determined by Seller from time to time (each, an "Order"). By issuing an Order to Seller, Customer makes an offer to purchase the Products pursuant to these Terms and the terms set forth on such Order. Provided that the Order contains the same terms as in Seller's corresponding offer, the Order shall be binding on Customer for six (6) weeks after Seller's receipt of such Order.
- 2.3.** Seller may refuse an Order for any or no reason. No Order is binding upon Seller until Seller's acceptance of the Order in writing, the issuance of any governmental permit, license, or authority to Seller, as may be required under applicable laws, rules and regulations, and the receipt by Seller of a resale license to be provided by Customer (a "Confirmed Order").
- 2.4.** Specifications and other information on drawings, data sheets, pictures, plans, brochures, catalogs, or Seller's website shall not be binding on Seller unless such specifications and information have been agreed to in writing by Seller in a Confirmed Order. Notwithstanding a Confirmed Order, Seller shall have no obligation to deliver Products to Customer or otherwise fulfill any of its obligations set forth in a Confirmed Order if Customer is in breach of any of its obligations hereunder or any Confirmed Order.
- 2.5.** Customer may submit to Seller written requests to change the terms of a Confirmed Order (each such request, a "Change Order Request"). Seller may, at its sole discretion, consider such Change Order Request, provided that Seller will have no obligation to perform any Change Order Request unless and until Seller has agreed in writing to adopt such Change Order Request. If Seller elects to consider such a Change Order Request, then Seller shall promptly notify Customer of any adjustment to the applicable purchase price for the Products.
- 2.6.** In the event Customer cancels any Confirmed Order for any reason, Customer shall reimburse to Seller all of Seller's costs and expenses associated with or incurred due to such cancellation, including but not limited to the cost of raw materials, labor, and storage if cancellation occurs before Seller's commencement of production. In the event Customer cancels any Confirmed Order for any reason and Seller has started the production of the Product on the respective Confirmed Order, Customer shall pay to Seller the full purchase price.
- 2.7.** Each Confirmed Order shall be considered a separate agreement between the parties, and any failure to deliver the Products under any Confirmed Order shall have no consequences for other deliveries of Products.

### 3. PRICES

- 3.1.** Unless otherwise agreed to by the parties in the applicable Confirmed Order, the prices of the Products shall be FCA (agreed delivery location on the applicable Confirmed Order), Incoterms 2022.
- 3.2.** Unless otherwise agreed to by the parties in a Confirmed Order, the price of the Products shall not include transportation, insurance, packaging, and Tooling (as defined below) and other materials used for the manufacturing and delivery, sales or use tax or any other similar applicable federal, state or foreign taxes, duties, levies, or charges in any jurisdiction in connection with the sale or delivery of the Products ("Taxes"). Such Taxes shall be payable by Customer, and if Seller is responsible for the collection thereof, such Taxes shall either be added to the price invoiced or be separately invoiced by Seller to Customer. Any special requests concerning shipping, transportation, and insurance shall be communicated to Seller in a timely manner and subject to Seller's prior written approval. Customer shall bear all costs resulting from such requests. In case of lead delivery times of more than two (2) months, Customer hereby acknowledges and agrees that Seller, may, at its sole discretion, increase or decrease the agreed prices on any Confirmed Order in the event of material price changes in wages, materials, energy or raw material after the date of the Confirmed Order.

### 4. PAYMENT TERMS

- 4.1.** Except as set forth in Section 4.2 or unless otherwise agreed in writing by Seller, the purchase price for the Products and all other amounts due under a Confirmed Order shall be due and payable in US dollars within thirty (30) days following the date of Seller's invoice for such Products without any discount, deduction or offset whatsoever. In no event shall any loss, damage, injury or destruction, Force Majeure (as defined below), or any other event beyond Customer's control release Customer from its obligation to make the payments required herein. Payment of all amounts due hereunder shall be made by bank transfer or in any other manner set forth on Seller's invoice. Customer shall be solely responsible for any bank fees, or other fees, incurred due to the wire transfer or any other selected payment method. If Seller agrees to payment by credit card, Seller shall charge an appropriate transaction fee, which the Customer shall also pay.
- 4.2.** In the event Seller becomes aware of circumstances or has reason to believe that there are circumstances that may have an adverse effect on Customer's financial condition, Seller may require the Customer to pay the total amount of the purchase price or fees, or a portion thereof prior to the delivery of the Products. Seller may, without any liability to Customer, refuse the delivery of any Product in the event the Customer fails to make the payment as required under this Section 4.2.
- 4.3.** Time is of the essence for the payment of all amounts due to Seller under any Confirmed Order. If Customer fails to make payments of any amount when due, Customer shall pay interest to Seller at the rate of one percent (1%) per month or such lesser amount as may be permitted by applicable law starting from the due date until payment to Seller of such amount in full. In addition to the interest, Seller may, at its sole discretion, charge the Customer a flat fee of \$40 for each reminder notice issued to Customer due to late payments. If Customer fails to comply with these Terms or a Confirmed Order, or if Customer becomes insolvent, all balances then due and owing to Seller shall become due immediately, notwithstanding any payment terms agreed by the parties. All costs and expenses incurred by Seller with respect to the collection of overdue payments (including, without limitation, reasonable attorney's fees, expert fees, and other expenses of litigation) shall be borne by Customer. Every payment by Customer shall first be applied to pay for Seller's cost of collection, then interest owed by Customer, and then to the oldest outstanding claim.
- 4.4.** Notwithstanding anything in the foregoing Section 4.3 or Section 5, if the parties agreed on installment payments in a Confirmed Order and Customer fails to make any installment payment when due, the remaining balance including accrued interest, and any expenses incurred by Seller shall be due and payable to Seller promptly upon Customer's receipt of written notice of delinquency from Seller.

### 5. SECURITY INTEREST

- 5.1.** If Seller extends credit to Customer for the purchase price for any Products (including but not limited to pursuant to Section 4.1.), or any other amounts due to Seller, Customer hereby grants to Seller as security for the timely payment and performance of all Customer's payment obligations to Seller, a first priority security interest (the "Security Interest") in all Products heretofore or in the future delivered to Customer and in the proceeds thereof for as long as such Products shall not have been sold by Customer in the ordinary course of business (the "Collateral"). Seller shall be entitled to file any and all financing, continuation, or similar statements under the Uniform Commercial Code in any jurisdiction and take any and all other action necessary or desirable, in Seller's sole and absolute discretion, to perfect its Security Interest in the Collateral and to establish, continue, preserve, and protect Seller's Security Interest in the Collateral. Customer agrees to take any and all actions and provide Customer with all information necessary to enable Seller to perfect and enforce its Security



Interest in all jurisdictions and vis-à-vis any of Customer's creditors, and hereby irrevocably grants to Seller a power of attorney to execute all necessary statements or documents in Customer's name for the perfection and enforcement of such Security Interest. The Security Interest shall remain in force until payment in full of the entire purchase price for such Products, and any other amounts due to Seller by Customer. Seller may, without notice, change or withdraw extensions of credit at any time.

## 6. OBLIGATIONS OF CUSTOMER

6.1. Customer shall use the Products solely for their intended purpose and pursuant to Seller's instructions, and agrees to use only qualified personnel for the handling of the Products. Customer shall ensure that its customers, employees, agents, and other representatives comply with this Section 6.1. and shall be responsible for their acts and omissions.

## 7. DELIVERY AND ACCEPTANCE

7.1. Unless otherwise agreed in writing by Seller, all deliveries of Products shall be made FCA (agreed delivery location) (Incoterms 2020) and title to and risk of loss for the Products shall pass to Customer upon delivery pursuant to this Section 7.1.

7.2. Any delivery and performance times or dates communicated by or on behalf of Seller are estimates and shall not be binding on Seller. Seller may make partial delivery of Products to be delivered under any Confirmed Order and invoice Customer separately for such partial deliveries or performance. If Customer has not received the Products after six (6) weeks from the estimated delivery date, Customer may make a written request to Seller for delivery. Customer hereby acknowledges and agrees that the actual delivery date of the Products is conditioned upon the complete, accurate and timely delivery of materials from Seller's vendors and suppliers. No delay in delivery of any Products shall relieve Customer of its obligation to accept the delivery or performance thereof and make payments of any amounts due in accordance with these Terms, including but not limited to delays caused governmental restrictions on exports or imports and similar measures.

7.3. Customer's failure to accept the delivery of Products pursuant to a Confirmed Order shall not release or excuse Customer from its obligation to timely pay all amounts due in connection with such Confirmed Order. The Products shall be deemed delivered at the time they have been made available to Customer. If Customer rejects or revokes acceptance of Products, or fails to pay any amounts when due, Seller, in its sole and absolute discretion, may extend the period of delivery of Products by such period as Seller may deem reasonable with such period not exceeding three (3) months from the agreed delivery date, or withhold or cancel delivery of any Products, or cancel any or all Confirmed Orders without any further obligations to Customer whatsoever. In such event, Customer shall be responsible for any and all costs and expenses incurred, or damages or losses suffered by Seller in connection with any such delay notwithstanding any action or inaction by Seller with regard to such delay. Any remaining Products that have not been accepted by Customer within the extended delivery period determined by Seller will be delivered and invoiced by Seller to Customer and Customer agrees to accept such delivery and pay for the purchase price and other amounts payable for the delivered Products.

## 8. EXAMINATION AND CONFORMITY TO ORDER

8.1. Promptly upon receipt of any Products, Customer shall conduct a full and complete inspection of such Products as to any defects and to confirm compliance with all requirements of the applicable Confirmed Order. Customer shall notify Seller in writing of any packaging defects, apparent defects, or non-compliance of such Products with the applicable Confirmed Order that Customer has or could reasonably have discovered during such inspection within seven (7) days from the date of receipt of such Products, and Customer shall notify Seller in writing within three (3) days of the date on which Customer shall first have become aware of any hidden defect or non-compliance which could not reasonably have been discovered during Customer's initial inspection of the Products. Such notification shall include reasonable details (including images) on the alleged defects including lot, batch, or Order numbers.

8.2. If Customer fails to timely notify Seller of any defects or other non-compliance of any Products delivered or Customer (or its customers, employees, agents, or representatives) uses, destroys, or modifies any Products that Customer knows or should have known to be defective or non-compliant without Seller's prior written consent, Customer shall be deemed to have unconditionally accepted such Products and waived all of its claims for breach of warranty or otherwise in respect of such Products.

8.3. Customer may only return the Products to Seller with Seller's prior written approval. If the return has been approved by Seller, Customer shall return the Products to Seller at Customer's sole risk and expense to the destination directed by Seller.

8.4. Complaints of Customer in connection with the shipping or transport shall be directed to the carrier promptly upon receipt of the delivery or the freight documents.

## 9. LIMITED PRODUCT WARRANTY

9.1. Seller warrants to Customer that the Products will be free of defects in material and workmanship and conform with the requirements set forth in the applicable Confirmed Order for a period of twelve (12) months from the date of delivery. (the "Limited Product Warranty").

9.2. Unless expressly agreed to in writing by Seller, Seller makes no warranty that the Products comply with applicable law, regulations, or specifications in any jurisdiction in which the Products may be used, integrated or incorporated. Any governmental or other approvals necessary in connection with the use, integration or incorporation of the Products shall be Customer's sole responsibility.

9.3. The Limited Product Warranty shall be void if the Defect (as defined below) resulted from (a) improper or inadequate use, storage, handling, operation, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following delivery of the Product, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

9.4. In the event of an alleged breach of the Limited Product Warranty (a "Defect"), Customer shall, at Customer's sole expense, send the Product to Seller. Seller shall conduct the necessary tests on such Product within a reasonable period. If Seller confirms the Defect, Seller shall, at its sole option and discretion, repair or replace the Defective Product. If the repair or replacement of the Defective Product is commercially unreasonable to Seller, Seller may, at its sole discretion, issue a refund to Customer in the amount Seller deems adequate. Such repair, replacement, or refund shall be the sole liability of Seller and the sole remedy of Customer with respect to a Defect. In no event shall any warranty claims for a Defect be made after twelve (12) months from the date of Customer's receipt of the Products. Any Products or parts returned to Seller for removal or repair under this Section 9.4 shall be the property of Seller. Any applicable Limited Product Warranty period shall not start anew with the repair or replacement of the Defective Product (or any portion thereof).

9.5. Except for Limited Product Warranty, SELLER HEREBY EXPRESSLY EXCLUDES AND DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NONINFRINGEMENT. Seller makes no other warranties with respect to the Products, and no person is authorized to make any warranties on behalf of Seller that are inconsistent with the warranties set forth under this Section 9.

## 10. LIMITATION OF LIABILITY

10.1. IN NO EVENT SHALL SELLER BE LIABLE TO CUSTOMER, ITS CUSTOMERS, EMPLOYEES, AGENTS, AND OTHER REPRESENTATIVES FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, REVENUE, GOODWILL, OR USE, WHETHER IN AN ACTION IN CONTRACT, TORT, STRICT LIABILITY, OR IMPOSED BY STATUTE, OR OTHERWISE, EVEN IF SELLER WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NOTWITHSTANDING ANY OF THE TERMS CONTAINED HEREIN, SELLER'S LIABILITY FOR ANY CLAIM – WHETHER BASED UPON CONTRACT, TORT, EQUITY, NEGLIGENCE, OR ANY OTHER LEGAL CONCEPT – SHALL IN NO EVENT EXCEED THE PURCHASE PRICE PAID BY THE CUSTOMER FOR THE PRODUCTS, GIVING RISE TO SUCH CLAIM. CUSTOMER HEREBY ACKNOWLEDGES AND AGREES THAT THE PROVISIONS OF THESE TERMS FAIRLY ALLOCATE THE RISKS BETWEEN SELLER AND CUSTOMER, THAT SELLER'S PRICING REFLECTS THIS ALLOCATION OF RISK, AND BUT FOR THIS ALLOCATION AND LIMITATION OF LIABILITY, SELLER WOULD NOT HAVE ENTERED INTO AN AGREEMENT WITH CUSTOMER FOR THE SALE OF THE PRODUCTS.

10.2. Seller shall not be liable for, and Customer assumes responsibility and shall indemnify, defend, and hold Seller harmless for any and all claims, including without limitation claims for personal injury or property damages, resulting from (a) the improper or inadequate use, storage, handling, operation, assembly, integration, incorporation, assembly, maintenance, or unauthorized alteration, modification, or repair of the Products (including without limitation, the use storage, handling, operation, or integration of the Products contrary to written instructions and/or recommendations of Seller or inadequate training of personnel), (b) changes to construction and materials pursuant to Customer's requests, (c) use of improper tools, resources, or accessories including those but not limited to any third party tools, resources, or accessories that are not approved by Seller or not in accordance with Seller's recommendations, instructions, or directions, (d) acts or omissions of Customer or third parties following the delivery of the Products, (e) Customer's failure to properly communicate Seller's instructions and warnings to users of the Products, or (f) Customer's, its employees, agents, representatives, customers or any third party's non-compliance with applicable laws, rules and regulation, (g) Force Majeure, or (h) ordinary wear and tear of the Products (e.g., sweep bristles).

10.3. In jurisdictions that limit or preclude limitations or exclusion of remedies, damages, or liability, such as liability for gross negligence or willful misconduct or do not allow implied warranties to be excluded, the limitation or exclusion of warranties, remedies, damages, or liability set forth in these Terms are intended to apply to the maximum extent permitted by

applicable law, and these Terms shall be deemed amended to comply with such limitations or exclusions. Customer may also have other rights that vary by state, country or other jurisdiction.

#### 11. CONFIDENTIALITY

11.1. "Confidential Information" means: (i) any know-how, trade secrets, and other business or technical information of Seller that is confidential or proprietary or due to its nature or under the circumstances of its disclosure the Customer knows or has reason to know should be treated as confidential or proprietary, including but not limited to quotations, drawings, project documentation, samples and models.

11.2. Confidential Information does not include information that: (i) is or becomes generally known to the public through no fault or breach of these Terms by the Customer; (ii) is rightfully known by the Customer at the time of disclosure without an obligation of confidentiality; (iii) is independently developed by the Customer without use of Seller's Confidential Information; (iv) is rightfully received by the Customer from a third party without restriction on use or disclosure; or (v) is disclosed with Seller's prior written approval.

11.3. Customer shall not use Seller's Confidential Information except as necessary to use the Products and will not disclose such Confidential Information to any third party except to those of its employees, agents, subcontractors, or representatives who have a bona fide need to know such Confidential Information to enable Customer to use the Products; provided that each such employee, agent, subcontractor, and/or representative is/are bound by a written agreement that contains use and nondisclosure restrictions not less stringent than the terms set forth in this Section 11.3. The Customer will employ all reasonable steps to protect Seller's Confidential Information from unauthorized use or disclosure, including, but not limited to, all steps that it takes to protect its own information of like importance. The foregoing obligations will not restrict the Customer from disclosing Seller's Confidential Information: (i) pursuant to the order or requirement of a court, administrative agency, or other governmental body, provided that the Customer gives reasonable notice to Seller to contest such order or requirement; (ii) to its legal or financial advisors; and (iii) as required under applicable securities regulations.

11.4. In the event of a violation or threatened violation of Customer's obligations under this Section 0, Seller shall be entitled to seek equitable relief, including in the form of a restraining order, orders for preliminary or permanent injunction, specific performance and any other relief that may be available from any court, without the requirement to secure or post any bond, or show actual monetary damages in connection with such relief. These remedies shall not be deemed to be exclusive but in addition to all other remedies available under these Terms, at law, or in equity.

#### 12. INTELLECTUAL PROPERTY

Seller reserves the sole and exclusive ownership of the intellectual property rights in the Products (including but not limited to the technology used to manufacture the Products) and any improvements thereof regardless of inventorship or authorship. Customer shall not (and shall cause its employees, agents, representatives and customers to not) reverse engineer, decompile, disassemble, or decode any of Seller's intellectual property embedded or used in any of the Product.

#### 13. FORCE MAJEURE

13.1. Seller shall not be responsible for any failure or delay in its performance under these Terms due to causes beyond its reasonable control, including, but not limited to, disruptions of the public power supply, communications, and transportation infrastructure, governmental measures, malware or hacker attacks, fire, extraordinary weather events, epidemics, pandemics (or any government restrictions implemented as a result thereof), nuclear and chemical accidents, earthquakes, war, terrorist attacks, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, or other acts of God.

#### 14. MISCELLANEOUS

14.1. If any provision contained in these Terms or any Confirmed Order is held by final judgment of a court of competent jurisdiction to be invalid, illegal, or unenforceable, such invalid, illegal, or unenforceable provision shall be severed from the remainder of these Terms or such Confirmed Order, and the remainder of these Terms or such Confirmed Order shall be enforced. In addition, the invalid, illegal, or unenforceable provision shall be deemed to be automatically modified, and, as so modified, to be included in these Terms, such modification being made to the minimum extent necessary to render such provision valid, legal, and enforceable.

14.2. Seller may assign its rights and/or delegate its liabilities under any Confirmed Order at any time. Customer may not assign its rights or delegate its responsibilities under a Confirmed Order without Seller's prior written consent.

14.3. Seller's waiver of any breach or violation of these Terms or the provisions of any Confirmed Order by Customer shall not be construed as a waiver of any other present or future breach or breaches by Customer.

14.4. The parties hereto are independent contractors and nothing in these Terms will be construed as creating a joint venture, partnership, employment, or agency relationship between the parties.

14.5. Notices by a party regarding the exercise of rights and obligations under these Terms must be signed by authorized representatives of such party, and delivered via courier, mail, or e-mail to the other party's address indicated in the applicable Confirmed Order, provided that a notice by e-mail shall only be validly given if receipt thereof is acknowledged in writing by the recipient.

#### 15. ENTIRE AGREEMENT; CONFLICTS.

15.1. These Terms, including the applicable Confirmed Order, constitute the entire and exclusive agreement of the parties regarding the subject matter hereof and supersede any and all prior or contemporaneous agreements, communications, and understandings (both written and oral) regarding such subject matter. In the event of a conflict between the provisions of these Terms and the provisions of a Confirmed Order, the provisions of the Confirmed Order will govern and control. Seller may amend or modify these Terms from time to time. Seller may, at its sole discretion, provide Customer with written notice of any such changes, revisions, amendments, or modifications, provided, however that any such changes, revisions, amendments, or modifications shall become effective without any further action by any party and that they shall not apply to any Confirmed Order prior to the effective date of such changes, revisions, amendments, or modifications.

#### 16. APPLICABLE LAW AND JURISDICTION

16.1. These Terms and the Confirmed Orders shall be governed by and construed in accordance with the laws of the State of Wisconsin without giving effect to any choice or conflict of law provision or rule that would defer to or cause the application of the substantive laws of any jurisdiction other than Wisconsin. The parties hereby expressly exclude the application of the 1980 United Nations Convention on Contracts for the International Sale of Goods.

16.2. Any dispute, controversy, or claim arising out of or relating to these Terms and any Confirmed Order, including but not limited to the execution, performance, or termination thereof or to any issue of liability arising out of the performance of these Terms or any Confirmed Order, which the parties have not been able to settle amicably shall be submitted to the exclusive jurisdiction of the state or federal courts with jurisdiction in the County of Calumet, Wisconsin, provided that notwithstanding the foregoing, Seller shall be entitled to seek specific performance and injunctive relief in any court of competent jurisdiction. Each party hereby waives any and all claims, pleas, or defenses (including without limitation a plea for *forum non conveniens*) that would permit such party to seek the jurisdiction of any courts or arbitration tribunals other than those set forth in the preceding sentence.

16.3. EACH PARTY HEREBY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THESE TERMS.







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