

County of Adams

Office of County Treasurer

Terry E. Asher
County Treasurer/Collector
treasurer@co.adams.il.us

507 Vermont Street Suite G12
Quincy, Illinois 62301-2998

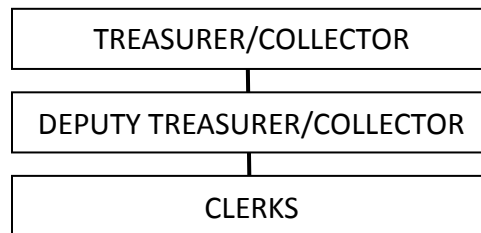
Phone: (217)-277-2245
Fax: (217)-277-2000

FREEDOM OF INFORMATION ACT INFORMATION

Office Purpose and Description.

- Receives and safely keeps the revenues and other public monies of the County
- Pays the County's bills.
- Collects real estate property taxes and mobile home local services tax and distributes collected taxes to over 100 local tax districts.
- Invests any surplus funds
- Stores tax records and accounts and provides information to interested parties.

Organizational Chart



Budget (2018 Fiscal Year).

- The County Treasurer budget is \$213,839, which includes \$204,859 for salaries and wages (96% of total).
- The County Collector budget is \$32,412. This budget pays for printing and mailing tax bills and delinquent tax notices, publishing the Notice of Annual Application for Judgment and Sale, and payroll for overtime and part time employees.
- A Tax Sale Automation Fund pays up to \$15,000 for the costs related to the automation of property tax collections and delinquent property tax sales, and to defray the cost of providing electronic access to property tax collection records and delinquent tax sale records.

Office Locations. The Treasurer has a single office in the west side of the Adams County Courthouse, in Suite G12. Access the office from the 5th Street entrance.

Staffing.

- Full-time staff consists of the County Treasurer, Deputy Treasurer and three clerks.
- Up to four part-time staff assists with property tax collections near due dates.

The County Treasurer primarily reports to the Adams County Board and advises the Adams County Board through the Finance Committee.

Public records available online (<http://www.co.adams.il.us/Treasurer/index.htm>):

- Tax records starting with the 2000 tax year including duplicate tax bills are available online using the following link: <http://taxrecords.co.adams.il.us>
- Annual audited financial reports
- Annual Treasurer's reports
- Monthly financial reports
- Results for the previous tax sale
- Tax distribution settlement sheets
- Unclaimed funds list
- Treasurer policies

Methods to request access to public records.

- Designated FOIA Officers.

| | | | |
|------------|-------------|--------------|--|
| Primary: | Terry Asher | 217-277-2245 | treasurer@co.adams.il.us |
| Alternate: | Mary Lenane | 217-277-2248 | mtenane@co.adams.il.us |
| Alternate: | Kyla Crosby | 217-277-2246 | kcrosby@co.adams.il.us |
- Make all requests in writing to the FOIA officers shown above. A treasurer-specific FOIA request form follows this page or is online using the following links:
 - <http://www.co.adams.il.us/treasurer/Forms/foiarequest.pdf>
 - <http://www.co.adams.il.us/treasurer/Forms/foiarequest.doc> provides a fillable form in a Microsoft Word format.
- E-mail your request to a designated FOIA officer at the addresses above.
- Fax your request to 217-277-2000
- Mail your request to:

ADAMS COUNTY TREASURER
507 VERMONT STREET SUITE G12
QUINCY IL 62301-2998.

Fees.

- \$0.15 per page may be charged for paper copies in excess of 50 pages and may be waived on request. There is no fee for scanned or electronic copies that may be sent by e-mail.
- As allowed by the Illinois Property Tax Code, the collector may charge tax research and duplicate tax bill fees of up to \$3.50 per parcel per tax year. The Collector maintains two computers for public use at no charge. Additional information is available online at <http://www.co.adams.il.us/treasurer/Forms/datapolicy.pdf>.
- Records or documents available for release upon request. Per Illinois statute, fees may apply to items with an asterisk (*).

| | |
|----------------------------|---|
| • Tax records* | • County Funds Summary |
| • Tax bills* | • County Summary Revenue Report |
| • Annual Financial Reports | • County Summary Budget and Expenditures Report |

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FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR RECORDS

Date of Request: _____

[Click here for a fillable form](#)

Name of Requester: _____

Street Address: _____

City _____ State _____ Zip+4 _____

Telephone (Required): _____ Ext: _____

Fax (Optional): _____

E-mail (Optional): _____

Request Submitted By: E-mail U.S. Mail Fax In Person

Records Requested*: _____

** Provide as much specific detail as possible so the public body can identify the information that you are seeking.
You may attach additional pages, if necessary.*

Is this request for a Commercial Purpose? YES NO

It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)

Are you requesting a fee waiver? YES NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)

Do you want copies of the documents? YES NO

If yes, specify format: Paper Electronic

If electronic copies, in what format? _____

Treasurer response: Sent on _____

Response sent by: _____

If request is denied, specify reason: _____

Additional details: _____

Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.