

Macon County Auditor

Carol A. Reed, Macon County Auditor

141 S Main Street, Suite 312
Decatur, IL 62523

Fax: (217) 424-1356
Web: <http://www.maconcounty-il.gov/index.php/auditor/>

Phone: (217) 424-1385

Summary of Purpose

The Auditor is the general accountant for Macon County Illinois, recording all financial transactions and reporting on financial results to the County Board and all other parties and individuals. The Auditor examines and pays claims, administers payroll and benefits, and provides staff support to the County Board in their adoption of a budget. The Auditor is the Director of Insurance and responsible for administering the County's insurance policies, as well as supervising the county's Human Resources function. The Auditor reports to the Boards Finance and OP Committees, and chairs the Insurance Committee as well as participating in various working groups.

Typical FOIA requests to the Macon County Auditor include monthly and annual financial reports for the activities of Macon County government, salary information for current employees, and information on particular expenditures authorized by Macon County.

Functional Subdivisions

<u>Accounting and Financial Reporting</u>	Monthly and Annual Reports	Budgeting	Financial Analysis
AP & AR	<u>Payroll and Employee Benefits</u>	Payroll and Payroll Records	IMRF Health Insurance
<u>Insurance and Risk Management</u>	General Liability	Property & Inland Marine	

Operating Budget

Operating Budget: \$440,000 The Macon County Auditor's office employs approximately 7 full-time employees.

Freedom of Information Act Requests

The public may request information and public records from the designated FOIA Officers by requesting such records in writing, subject to fees, to:

MC Auditor FOIA Officer
Carol Reed
141 S Main Street, Suite 312
Decatur, IL 62523

Response Time: All written requests shall be responded to within five (5) working days (5 ILCS/140/3) following the date the request is received, except in the instance when the request is for commercial purposes (within 21 working days). The five day count begins the day after receipt of the request. The requestor will be notified of a five day extension (working days) if the files are voluminous, at different locations, or if other reasons make it impossible to assemble and mail the request out within the normal five day period.

Fees: When a person requests a copy of a record maintained in an electronic format, the actual cost of the recording medium (i.e., disc) may be charged. A fee reasonably calculated to reimburse the actual cost to copy records may be charged. No fee shall be charged for the first 50 pages of black and white copies. The fee for letter or legal size copies shall not exceed 15 cents per page. Color copies or a size other than letter or legal may be charged at the actual cost.

It is the policy of Auditor Reed not to charge any fees for reasonable requests of Macon County citizens.