



## TOWNSHIP & ROAD DISTRICT DOCUMENTS CALENDAR

*List of some of important deadlines for township and road district clerks to file documents with the county clerk.*

(Dates are based upon a fiscal year of April 1 through March 31.)

<u>DEADLINE / DATE</u>	<u>TOPIC</u>	<u>STATUTORY REFERENCES</u>	<u>DESCRIPTION</u>
<b>02/01</b>	<u>Economic Interest</u> [Names with addresses Ph #. & office term]	5 ILCS 420/4A-106	On or before February 1, the clerk, supervisor or designee must certify to the <u>county clerk</u> , an alphabetical list of names and addresses of people who must file Economic Interest Statements.
<b>05/01</b>	Statement of Economic Interest Deadline	5 ILCS 420/4A-101 5 ILCS 420/4A-105	Elected and certain appointed officials must file a Statement of Economic Interest with <u>county clerk</u> by May 1 of each year. Persons appointed to fill vacancies must also file statements at time of appointment.
<b>07/30</b>	Budget Filing Deadline	35 ILCS 200/18-50	Last day to file certify budget and revenue sources with <u>county clerk</u> if budget is adopted at end of June. Must be filed with <u>county clerk</u> within 30 days of adoption. Therefore, filing deadline varies with the date of adoption. Clerk certifies the budget and supervisor certifies the revenue sources.
<b>09/30</b>	Annual Treasurer's Report Compiled	30 ILCS 15/1	Last day for the supervisor to prepare combined Annual Treasurer's Report for township and road district. Report must be completed within 6 months from end of fiscal year, sworn to, and filed with <u>county clerk and county treasurer</u> . (In counties over 500,000 population, report does not need to be filed with county treasurer).
<b>09/30</b>	Annual Treasurer's Report Published	30 ILCS 15/2 60 ILCS 1/70-30	Last day to publish Annual Treasurer's Report in an English language newspaper. Must be published within 6 months from end of fiscal year and filed with <u>county clerk's office</u> . Supervisor must provide each board member with copy of report as soon as possible after filing.

<u>DEADLINE / DATE</u>	<u>TOPIC</u>	<u>STATUTORY REFERENCES</u>	<u>DESCRIPTION</u>
<b>09/30</b>	Township Audit	50 ILCS 310/6 60 ILCS 1/80-20	Last day for townships to file audit with <u>state comptroller's office</u> and <u>county clerk</u> . Townships receiving revenues of \$850,000 or more for a fiscal year, exclusive of road district funds, must have CPA audit within 6 months from end of fiscal year. Townships receiving revenues of less than \$850,000 for a fiscal year, exclusive of road district funds, may have a 3-member independent audit committee instead of CPA audit. Committee audit must be filed with <u>county clerk</u> within 6 months from end of fiscal year. CPA audit required at end of supervisor's term or if vacancy occurs anytime in the position of supervisor.
<b>09/30</b>	Road District Audit	50 ILCS 310/6	Last day for road districts to file audit with <u>state comptroller's office</u> and <u>county clerk</u> . Road districts receiving revenues of \$850,000 or more for a fiscal year must have a CPA audit within 6 months from end of fiscal year.
<b>09/30</b>	Comptroller's Report	50 ILCS 310/3 50 ILCS 310/6	Last day to file Annual Financial Report with <u>state comptroller's office</u> and <u>county clerk</u> . Must be filed within 6 months from end of fiscal year. The report also serves as the Fiscal Responsibility Report Card.
<b>12/29</b>	Truth in Taxation Hearing, Adopt Levy & Filing	35 ILCS 200/18-90	Last day to hold truth In taxation hearing, adopt and file township and road district certificates of levy, tax levies and Certificate of Compliance for Truth in Taxation Law with <u>county clerk</u> .

<b><u>Note:</u></b>  <b>Additional Documents</b>	<p>All important township documents, ordinances, or resolutions should be filed with the office of county clerk in addition to the items listed above that are required by law. To review interpretations of requirements and applications required by law, seek the assistance of your township attorney or contact DCEO for important deadlines of interest to townships and road districts.</p> <p style="text-align: center;"><b>Illinois Department of Commerce and Economic Opportunity</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">620 East Adams Street Springfield, Illinois 62701 (217) 782-7500</td> <td style="width: 33%; border: none;">2309 West Main, Suite 118 Marion, Illinois 62959 (618) 997-4394</td> <td style="width: 33%; border: none;">James R. Thompson Center 100 West Randolph Street, Suite 3-400 Chicago, Illinois 60601 (312) 814-7179</td> </tr> </table> <p>Internet Address <a href="http://www.commerce.state.il.us">http://www.commerce.state.il.us</a></p>	620 East Adams Street Springfield, Illinois 62701 (217) 782-7500	2309 West Main, Suite 118 Marion, Illinois 62959 (618) 997-4394	James R. Thompson Center 100 West Randolph Street, Suite 3-400 Chicago, Illinois 60601 (312) 814-7179
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