



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

RANJIT HAKIM

EXECUTIVE DIRECTOR

69 W. Washington St. Suite 3040 • Chicago, Illinois 60602 • (312) 603- 1100 • F (312) 603-9988

November 27, 2013

Honorable Elizabeth Gorman
Commissioner, 17th District
Cook County Board of Commissioners
118 North Clark Street, Room 567
Chicago, Illinois 60602

Dear Commissioner Gorman:

In accordance with the Ordinance Adopting Guidelines for the Expenditure and Reimbursement of Contingency Funds for Cook County Commissioners (Cook County Ordinance 09-O-32), as amended on May 1, 2012, I have reviewed your revised June 2013 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on November 27, 2013.

Thank you for revising your mileage log to remove travel reimbursement for a non-political fundraising event and clarifying the description of one of the requested meal reimbursements. I have approved, signed, and forwarded the 29C form (and supporting documentation) to the Office of the Comptroller for payment.

As a reminder, going forward please ask your staff to retain the original itemized receipts supporting the payments reflected on your credit card statement for which you are seeking reimbursement. This will allow your staff and mine to ensure the accuracy of reimbursement deductions (for example, for alcohol on meals) and will allow staff from the Office of the Comptroller to demonstrate to any auditor that the same controls are in place for contingency fund reimbursement requests as are in place for the thousands of other invoices they process for the County each year.

If you have any questions, do not hesitate to contact me at (312) 603-1106.

Sincerely,

Ranjit Hakim
Executive Director

cc: Lawrence Wilson, Comptroller, Office of the Cook County Comptroller
Timothy Kinsella, Director of Financial Controls, Office of the Cook County
Comptroller
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners

TONI PRECKWINKLE

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16th District

ELIZABETH ANN DOODY GORMAN

17th District

**COOK COUNTY BOARD OF COMMISSIONERS
CONTINGENCY ACCOUNT EXPENSE REPORT FOR:**

June 1 – June 30, 2013

Commissioner: Elizabeth "Liz" Doody Gorman District 17

1. ATTENDANCE AT MEETINGS AND EVENTS IN THE PERFORMANCE OF OFFICIAL DUTIES (HELD BY OTHERS)

- a. Meals (if constituents are involved, Specify; generally, topics discussed) \$ 496.28
***Alcoholic beverages should not be purchased with contingency funds.**
- b. Cost for meetings and events in the performance of official duties (e.g. cost of tickets or admission fee) _____
- c. Other Costs (specify; must be for attendance at event and not for general promotion of organization) _____

2. TRAVEL AND TRANSPORTATION EXPENSE FOR COUNTY FUNCTIONS, MEETINGS AND DUTIES

- a. Fuel/Usage (at current mileage rate) \$ 179.49
Cannot be for both fuel and mileage.
- b. Parking Fees/Tolls \$19.56
- c. Financing Costs of Official Vehicle (is this vehicle used exclusively for official duties or % of use for County business) \$460.20
Reimbursement for partial car payment for vehicle used by Commissioner in connection with officials duties [based on the percentage of vehicle useage attributable to County business [log attached].
- d. Fare (specify air, bus, train, etc.) _____
- e. Public Transit, Taxi, Livery (Specify to, from) _____

3. EDUCATION PROGRAMS RELATED TO COUNTY GOVERNMENT (ENROLLED IN BY YOU).
Brief description of how course is related to government finance or other functions of county government.

- a. Tuition \$451.64
Reimbursement for loan for education program [MBA-University of Notre Dame] for topics associated with the functions of County government [synopsis attached] completed.
- b. Fees
- c. Books

4. PERIODICALS AND PUBLICATIONS RELATED TO OFFICIAL DUTIES.

- a. Other Materials (specify)
- b. Newspapers _____

- c. Journals
- d. Magazines
- e. Books
- f. Electronic Subscriptions
- g. Other (specify)

5. **MEMBERSHIP FEES FOR COMMUNITY OR CIVIC ORGANIZATIONS**

(Specify the organization)

6. **COSTS DIRECTLY RELATED TO THE PROVISION OF COUNTY CONSTITUENT SERVICES (BY YOUR OFFICE)** (specify) (if constituents are involved, specify generally topics discussed)

7. **I HAVE NOT ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD**

_____ to _____

8. **I HAVE ACCEPTED CONTINGENCY FUNDS FOR THE PERIOD**

_____ to _____, but I HAVE NOT USED THEM DURING THIS REPORTING PERIOD.

For all categories, please attach the following documents in support of the above list of expenditures. All documents must be legible. Where it is indicated, please specify the additional necessary information on the attached documents.

- a. Mileage Logs
- b. Fuel Receipts
- c. Copies of Travel Documents
- d. Copies of Cancelled Checks
- e. Course Description for Qualified Educational Progress
- f. Expense Receipts (specify whether the expense receipts for meals fall under number 1a or 6)

PRINT COMMISSIONER NAME & DISTRICT
ELIZABTH "LIZ" DOODY GORMAN - 17th District



SIGN COMMISSIONER NAME

_____ **October 9, 2013** _____
DATE

PREPARED BY

DATE

TONI PRECKWINKLE
PRESIDENT, COOK COUNTY
BOARD OF COMMISSIONERS

KIMBERLY M. FOXX
EXECUTIVE DIRECTOR



BOARD OF ETHICS MEMBERS
ROSEANN OLIVER, CHAIR
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PASTOR SAMUEL E. HINKLE III
ANNE I. SHAW
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FILE COPY

COOK COUNTY BOARD OF ETHICS

69 W. WASHINGTON STREET, SUITE 3040
CHICAGO, ILLINOIS 60602
312/603-4304 OFFICE
312/603-3760 FAX 312/603-1011 TTY/TDD

July 18, 2013

Hon. Elizabeth Gorman
Commissioner -- 17th District
County Building
118 N. Clark St.
Chicago, IL 60602

Dear Commissioner:

I have reviewed your Contingency Account Expense Report for May 2013, and found it to be lacking sufficient detail. The Financing Costs of Official Vehicle is substantiated in part by two checks (memo portion redacted) to Chase Bank in a total amount of \$600.00. This payment is explained in a letter from your office dated July 12, 2013, as reimbursement to your parents for their contribution of a vehicle used as a trade in toward the purchase price of the vehicle used for official duties. The percentage of government use is applied to calculate the amount in the Expense Report. The checks are not payable to your parents but to Chase Bank which is the equivalent of a check made out to cash. There is nothing in the report itself to document or in any way connect this payment to the transaction described in your letter. The sum of \$451.64 is reported as reimbursement for a loan education program. This same figure appears on a checking account statement submitted as an attachment to the form. The item on the checking account statement is described as Sallio Mae online payment CKF728690234POS. No invoice or other billing information is included. There is nothing in the report to document the reason, or for whom, this payment was made.

It is respectfully requested that you submit further documentation to clarify the foregoing issues. If you wish further discussion of this matter do not hesitate to call me at 312-603-1107.

A handwritten signature in cursive script, appearing to read "Frank E. Gardner".

Frank E. Gardner
Legal Counsel

cc: Kimberly M. Foxx
Elizabeth Balderas