



DEPARTMENT OF HUMAN RIGHTS AND ETHICS

**RANJIT HAKIM**

EXECUTIVE DIRECTOR

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**TONI PRECKWINKLE**

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of Commissioners**

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December 15, 2014

Honorable Timothy O. Schneider  
Commissioner, 15th District  
Cook County Board of Commissioners  
118 North Clark Street, Room 567  
Chicago, Illinois 60602

Dear Commissioner Schneider:

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 (Cook County Ordinance 12-O-20), I have reviewed your revised Contingency Account Expense Report for the period covering July 1, 2014 to November 30, 2014, Reimbursement Request, and supporting documentation submitted on November 24, 2014.

I have approved, signed, and forwarded the 29C form (and supporting documentation) to the Office of the Comptroller for further review and processing.

Please ask your staff to submit your contingency fund reimbursement requests on a monthly or quarterly basis. Cook County Code of Ordinance ("County Code"), § 34-40(c)(4) ("Within 30 days of the end of each quarter of the County's fiscal year, or within each month of said quarter at the option of each Commissioner, Commissioners shall submit an expenditure report and supporting documentation[.]"). The next quarter ends February 28, 2014. Going forward, I will be unable to approve contingency fund reimbursement requests for expenses incurred more than one quarter prior to the date of the request.

If you have any questions, please 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  
Ivana Dabizljevic, Director of Financial Control, Office of the Cook County  
Comptroller  
Matthew B. DeLeon, Secretary to the Board of Cook County Commissioners  
Jamie Jones, Administrative Assistant III, Secretary to the Board

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

**July 1 – November 30 , 2014**

Commissioner: Timothy D. Schneider District 15

**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) \_\_\_\_\_  
\*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) \_\_\_\_\_  
*Cannot be for both fuel and mileage.*

1549 miles @ \$0.555 per mile \$859.69

b. Parking Fees/Tolls \_\_\_\_\_

c. Financing Costs of Official Vehicle (is this vehicle used exclusively for official duties or % of use for County business) \_\_\_\_\_

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 \_\_\_\_\_  
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) *Rotary Club of Elgin*  
*\$1,080.00*

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**



\_\_\_\_\_  
**SIGN COMMISSIONER NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PREPARED BY**

\_\_\_\_\_  
**DATE**