



COOK COUNTY BOARD OF ETHICS

RANJIT HAKIM
EXECUTIVE DIRECTOR

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TONI PRECKWINKLE

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August 6, 2015

Honorable Robert Steele
Commissioner, 2nd District
Cook County Board of Commissioners
118 North Clark Street, Room 567
Chicago, Illinois 60602

Dear Commissioner Steele:

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 Second Quarter 2015 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation.

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

On a going forward basis, please obtain metered receipts for any reimbursable taxi rides.

As always, 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
Tatyana Sitkovsky, 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
First Quarter Report (March 1, 2015 to May 31, 2015)
Commissioner Robert B. Steele, 2nd District

1. **NON-POLITICAL COSTS RELATING TO ATTENDANCE AT MEETINGS AND EVENTS, IN THE PERFORMANCE OF OFFICIAL DUTIES** (Specify meeting or event attended and submit itemized receipts)

a. Meals (provide detail as to how these costs are related to official duties; if costs for third parties are involved, specify the general topics discussed; exclude the cost of alcoholic beverages) **\$77.28 please see attached spreadsheet for details**

b. Cost for admission to non-political/non-fundraising meetings or events in the performance of official duties (e.g., ticket, admission or registration fee)

c. Lodging and airfare

d. Other costs related to attendance at meeting or event in the performance of official duties, or attendance at civic, social, fraternal or community events (specify; cannot be political, fundraising, or for the general promotion of any particular religious, philanthropic, or charitable mission)

2. **TRAVEL AND TRANSPORTATION EXPENSE FOR COUNTY FUNCTIONS, MEETINGS AND DUTIES** (Submit mileage log and itemized receipts)

a. Fuel/Usage (usage at current mileage rate, cannot seek reimbursement for both fuel and usage)

b. Parking Fees/Tolls **\$48.00**

- c. Financing Costs of Official Vehicle
(reimbursement for percentage attributable to official Cook County use only)

- d. Other Transit (fare, taxi, livery; specify to/from) **Taxi \$50.40**

3. **PRE-APPROVED EDUCATIONAL EXPENSES DIRECTLY RELATED TO COUNTY GOVERNMENT DUTIES** (Submit brief description of how course is related to government finance or other functions of County government)

- a. Tuition _____
- b. Fees _____
- c. Books _____
- d. Other Materials (specify) _____

4. **PERIODICALS AND PUBLICATIONS RELATED TO OFFICIAL DUTIES**

- a. Newspapers _____
- b. Journals _____
- c. Magazines _____
- d. Books _____
- e. Electronic Subscriptions _____
- f. Other (specify) _____

5. **MEMBERSHIP FEES FOR COMMUNITY OR CIVIC ORGANIZATIONS** (Specify organization)

6. **OTHER MISCELLANEOUS COSTS DIRECTLY RELATED TO OFFICIAL CONSTITUENT SERVICES BY YOUR OFFICE** (Must specifically identify the constituent service provided and its relation to the official duties and

responsibilities of a County Commissioner)

Substantiating Documentation

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

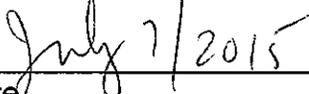
- a. Executed mileage logs
- b. Fuel receipts
- c. Copies of travel documents
- d. Copies of cancelled checks, redacted bank/credit card statements which indicate proof of payment, and what payment was for
- e. Course/program/workshop description for pre-qualified educational programs and verification of completion or attendance, or passage, if applicable
- f. Itemized receipts

I (We) have reviewed the Contingency Fund Usage Guidelines Ordinance, codified at County Code, § 34-40, and submit this request in compliance with all requirements, including refraining from requesting reimbursement for any personal or political expenses, in violation of § 34-40(c)(2)-(3) or any other applicable laws.

Robert B. Steele – 2nd District
Print Commissioner's Name & District

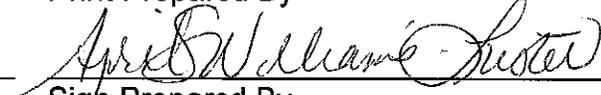


Sign Commissioner's Name

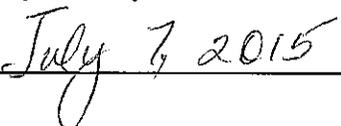


Date

April S. Williams-Luster
Print Prepared By



Sign Prepared By



Date