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

TONI PRECKWINKLE
PRESIDENT
Cook County Board of Commissioners

EARLEAN COLLINS
1st District

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ELIZABETH ANN DOODY GORMAN
17th District

January 15, 2014

Honorable Robert B. Steele
Commissioner, 2d 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 revised 4Q2013 Contingency Account Expense Report, Reimbursement Requests, and supporting documentation submitted on January 15, 2014.

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

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

COOK COUNTY BOARD OF COMMISSIONERS
CONTINGENCY ACCOUNT EXPENSE REPORT FOR:

Fourth Quarter Report (September 1, 2013 - November 30, 2013)

Commissioner: Robert B. Steele **District** 2nd District

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.** $45.86

   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. _____

   b. Parking Fees/Tolls $106.00

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

   d. Fare (specify air, bus, train, etc.) _____

   e. Public Transit, **Taxi**, Livery (Specify to, from) $20.75

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
   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**

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**

N/A

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

Fourth Quarter of September 1, 2013 - November 30, 2013. Grand Total $172.61

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

Robert B. Steele-Cook County Commissioner -2nd District

SIGN COMMISSIONER NAME

1/14/14

DATE

Tawanna Calvin Tawanna Calvin

PREPARED BY

1/14/14

DATE