

# **FREEDOM OF INFORMATION ACT (FOIA)**

## **NOTICE**

### **LEE COUNTY TREASURER'S OFFICE**

#### **Functions:**

- This office collects all real estate and mobile home privilege tax to be distributed to all governing taxing bodies.
- Printing & mailing of real estate tax bills.
- Collect and distribute drainage tax.
- Collect and distribute of county grant monies.
- Collect and distribute tourism tax.
- Responsible of investing all county money.
- Maintain the general fund and all 130 county funds.
- Deposits and maintains records of county revenue.
- Oversee State of Illinois Sr. Def. Program.
- File monthly reports for salary reimbursements from St. of IL.
- Balancing and distribution of county payroll.
- Submits quarterly reports to the IRS.
- Produce monthly reports to County Board.

This office consists of 1 elected official, 3 full-time employees.

The annual operating budget of the Lee County Treasurer's Office FY18 is \$253,290.

Any person may request, preferably in writing, information and documents by making a clear and concise request to the FOIA officer. The FOIA officer for this office is Melissa Lawrence, who may be contacted as follows:

Lee County Treasurer's Office  
P.O. Box 328  
Dixon, IL 61021

(815) 288-4477 phone  
(815) 288-3623 fax

Email:  
treasurer@reinc.net  
trmml@countyoflee.org