



CHARLES SUAREZ
Treasurer
St. Clair County

St. Clair County Bldg
10 Public Square
Belleville IL 62220-1623

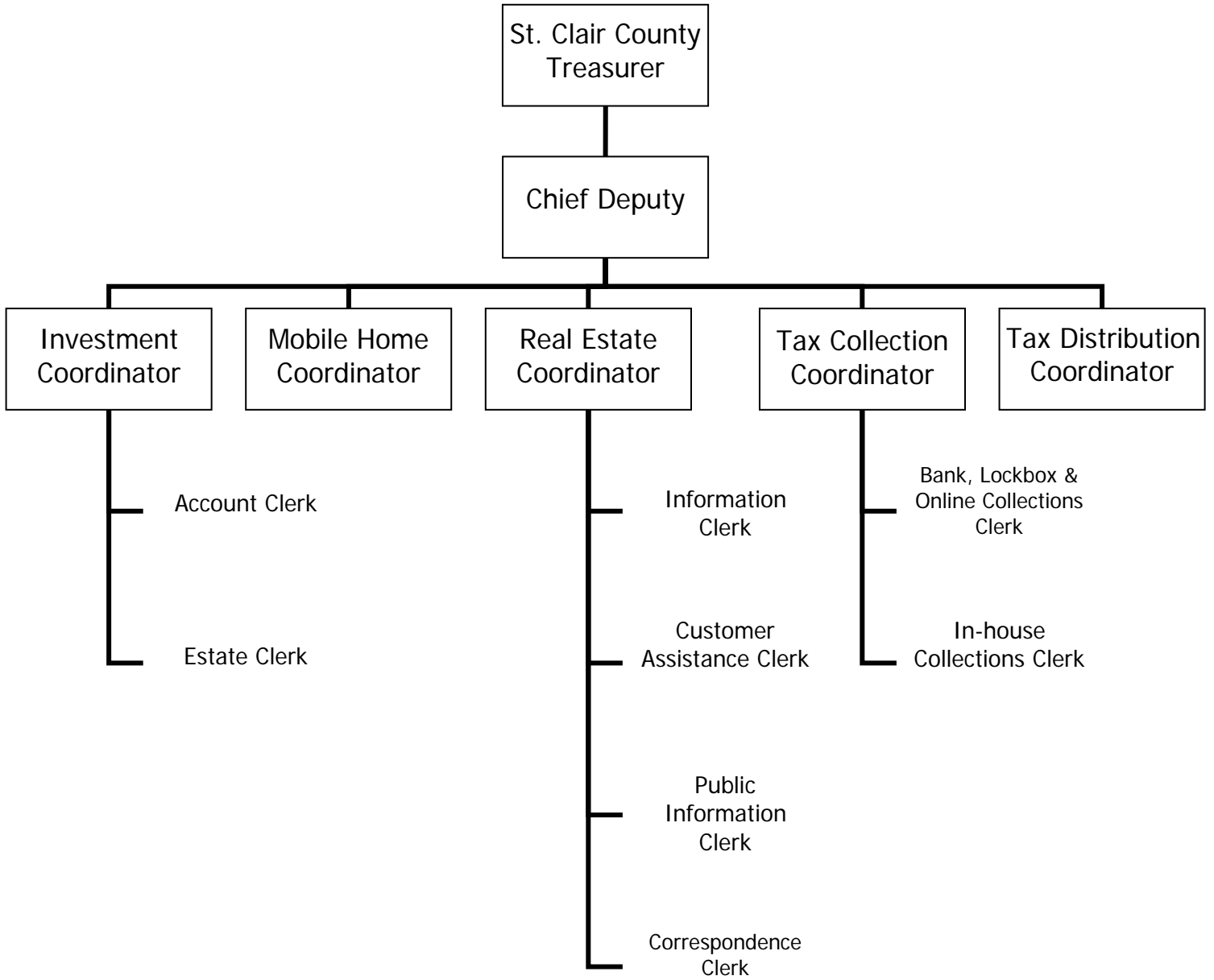
Phone
(618) 277-6600

The purpose of the Treasurer's Office is two-fold:

1. The Treasurer's Office is responsible for safeguarding, maintaining and investing more than \$185 million in County funds. We strive to insure that all County money is secure, liquid as needed and invested at a fair market or higher interest rate.
2. The Treasurer's Office is in charge of billing, collecting and distributing real estate taxes. We make every effort to perform these tasks efficiently and expeditiously. We bill and collect taxes for over 150,000 parcels of real estate and distribute \$330+ million to over 250 taxing bodies. We hold all tax money prior to distribution at fair market or higher interest rates and distribute those earnings to the taxing districts in a timely manner.

We endeavor to provide more information about real estate tax programs and procedures to the taxpaying public.

We try to have a proactive attitude in raising technical or business related issues;
We strive to maintain professional courtesy and integrity at all times.



St. Clair County Treasurer's Office 2014

St. Clair County Treasurer	1
Full-time Employees	12
Part-time Employees	4
2011 Budget	\$830,215

St. Clair County Treasurer

Available Records

Abandoned Property Annual Reports

Administrative Files, Miscellaneous Correspondence, Memos and Related E-mails

Assignment Records

Audits (copies)

Bankruptcy Notices

Bankruptcy Records (Claims)

Cancelled Checks, Bank Statements and Deposit Slips

Cash Receipts

Cashiers Daily Balance Sheets

Certificates of Error

Check Copies and Check Stubs

Financial Records, Computer Reports

Paid Bills, Invoices and Vouchers

✿ Paid Real Estate Tax Statements

Receipts for Certified Mail of Delinquent Tax Notices

State and Federal Tax Statements and Reports

(W-2's, W-3's, W-4's, IL-501's, IL-941's, Etc.)

Tax Sale Certificate of Purchase (Copies)

Treasurer's Annual Reports to County Board

Treasurer's Monthly Reports to County Board

✿ Available on the St. Clair County Web Site:

www.co-st.clair.il.us

Request for public records may be submitted by mail to:

St. Clair County Treasurer

10 Public Square

Belleville IL 62220

Request for public records may be submitted by E-mail to:

sean.murley@co-st-clair.il.us

The St. Clair County Freedom of Information Act Officers are Assistant State's Attorneys, Benjamin P. Henning, Lisa M. Porter and Sean Murley.

HOW TO REQUEST INFORMATION

In order for any member of the public to request information and/or public records from the St. Clair County Treasurer's Office, he/she must make such a request in written format and must specifically request the information or documents requested. The request may be submitted by mail, e-mail or in person.

**St. Clair County Treasurer
10 Public Square
Belleville IL 62220**

sean.murley@co.st-clair.il.us

SCHEDULE OF FEES

(Pursuant to the Illinois Freedom of Information Act 5 ILCS 140/1 *et. seq.*)

- 1) The first fifty (50) pages of black and white, letter or legal sized copies are **FREE**.
- 2) Each copy after the 50th page of black and white, letter or legal sized is **15 CENTS** per page.
- 3) A request of color copies or copies in a size other than legal or letter will be charged the office's **ACTUAL COST OF REPRODUCTION** of these copies.
- 4) For documents produced in electronic format, the requestor will be charged the office's **ACTUAL COST OF PROVIDING THE MEDIA** (cd, dvd, diskette, etc.) which will contain the documents requested. No per page cost will be charged for documents provided only in electronic format.
- 5) For obtaining a certified copy an additional fee of **\$1.00 PER CERTIFIED DOCUMENT** will be assessed.

Please Note: This office may require payment of all fees prior to the initiation of any copying of documents pursuant to statute. Reproduction fees for requests to be used for commercial purposes require advance payment of all fees.