

## *Office of the County Auditor*

FUNCTION: Accounting, Internal Auditing, Statistical Data Collection, Purchasing Card Administration & Transaction Review, Financial Reporting & Auditing, Fixed Asset Reporting, Voucher Approval, PO Approval, Revenue Projections, Grant Tracking, Budget Analysis, 1099 Reporting and Vendor ACH Payments, Contract Tracking, Receipts Auditing

LOCATION: County Office Building - 1504 Third Avenue Rock Island, Illinois 61201 (309)786-4451 - 1st Floor

RECORDS ON FILE:

County Budget, External Audit Reports (Including Statistical Section), Petty Cash Report, US Census Bureau Study, State Annual Financial Report (AFR), Monthly Revenue & Expenditure Report, Forest Preserve Audit Reports, Cash Receipts & Disbursements, Adjusting Journal Entries, Per Diem Report, Voucher Check Register/Distribution Register, Purchasing Card Reports, Purchase Orders Report – Paid/Outstanding, Condition Of Funds, Auditor’s Quarterly Report, Fixed Assets Report, 1099 Reporting, Paid Monthly Vouchers File, Transfers Of Appropriations, Resolutions Pertaining To Finances, Contracts And Agreements, Gasoline Inventory, Interim Financial Statements, Audit RFP, Audit Management Letter, Due To/From Other Funds Report, Appraisal Billings Due From Other Governmental Units, Grant Agreements, Single Audit, Circuit Clerk Audit, Cost Allocation Study, Treasurer’s Disbursement Reports, Internal Audit Reports