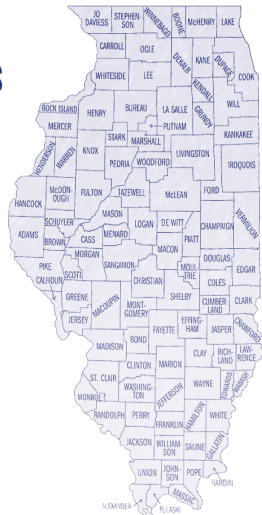


# TOWNSHIP CATALOG

EXPERIENCED GOVERNMENTAL PRINTER  
&  
SUPPLIER TO ILLINOIS TOWNSHIPS

- ★ Township Printing & Supplies
- ★ Enduro Binders/Plat Cabinets
- ★ Stamps & Embossers
- ★ Letterheads/Brochures
- ★ Multi-Part Forms
- ★ Business Cards
- ★ Envelopes/Specialty Envelopes
- ★ All things on paper & so much more



**UP NORTH PRINTING**  
1050 REPUBLIC DR. ★ ADDISON, IL 60101

CALL US WITH ALL YOUR PRINTING  
NEEDS CONTACT: RACHEL PLUMLEY  
224-451-7788  
RACHEL@UPNORTHPRINTING.COM  
WWW.UPNORTHPRINTING.COM



★ **MINUTE BOOK SHEETS**

★ **WARRANTS**

★ **MINUTE BOOKS**

★ **BUDGET & LEVY SUPPLIES**

★ **ANNUAL REPORT SUPPLIES**

★ **DOUBLE ENTRY  
BOOKKEEPING SYSTEM**

★ **CUSTOM PRINTING**

★ **STAMPS & EMBOSSERS**

We stock the following list of record keeping forms designed exclusively for township use. Should you have any questions concerning these forms, please call our experienced staff.

**CALL OR EMAIL**  
**224-451-7788**  
**[rachel@upnorthprinting.com](mailto:rachel@upnorthprinting.com)**

## KIT # 452 BUDGET & LEVY SET

<b>Form#</b>	<b>Amt.</b>	<b>Description</b>
384	3	Assessors Budget Request
406	2	Oath of Moderator of Town Meeting
411	2	Instruction Sheet-Road Districts
412	8	Budget & Appropriation Ordinance-Road District
413	6	Tax Levy Ordinance-Road District
413A	2	Petition for Tax Levy Increase-Road District
413B	3	Certificate of Compliance-Truth in Taxation / Road District
414	3	Certification of Tax Levy Ordinance-Road District
415	6	Notice of Public Hearing on Road District Budget
416	2	Transfer of Appropriation-Road District
416A	6	Transfer of Surplus-General Town Fund
416B	6	Transfer of Surplus Fund -Petition
420A	2	Certified Estimate of Revenues by Source-Road District
420B	2	Certification of Budget & Appropriation Ordinance-Road District
422A	2	Certified Estimate of Revenues by Source-Twp
422B	2	Certification of Budget & Appropriation Ordinance-Township
428	2	Consent for Tax Levy Increase-Road District
431	2	Instructions Sheet-Township
432	8	Budget & Appropriation Ordinance-Township
433	6	Tax Levy Ordinance-Township
433A	3	Certification of Compliance-Truth in Taxation-Town Levy
434	3	Certification of Tax Levy Ordinance-Township
435	6	Notice of Public Hearing on Township Budget
436	2	Transfer of Appropriation-Township
436A1	2	Pocket Township Calendar
436A	1	Large Wall Township Calendar
438	6	Annual Town Meeting Notice
438A	6	Special Town Meeting Notice

## KIT # 453 ANNUAL REPORT FORMS SET

<b>Form#</b>	<b>Amt.</b>	<b>Description</b>
388	6	Certificate of Auditing Committee
391	4	Highway Commissioner Annual Report (Balance Sheet)
391A	4	Highway Commissioner Annual Report (Creditor Sheet)
391B	6	Highway Commissioner Annual Report (Expenditure Sheet)
391C	4	Highway Commissioner Annual Report (Inventory-Sheet)
400	1pad	Highway Commissioner Labor Statement
400A	2	Prevailing Wage Sheet
400B	2	Certificate For Prevailing Wage Sheet
403	15	Highway Commissioner Monthly Reports
403A	15	Highway Commissioner Monthly Reports (Continuation)
423	6	Supervisor's Financial Statement of Financial Affairs
423A	6	Supervisors Financial Statement of Financial Affairs (Balance Sheet)
423B	12	Supervisors Statement of Financial Affairs
425	4	Road District Treasurer's Annual Report (Balance Sheet)
425A	4	Road District Treasurer's Annual Report (Expenditure Sheet)
436A1	2	Pocket Township Calendar
436A	1	Large Wall Township Calendar
440A	2	Warrant of Appointment of the Township Board of Trustees
440B	2	Township Clerk's Notice-Fill Vacancy

## KIT # 452E BUDGET & LEVY SET - MULTI-TOWNSHIP SET

<b>Form#</b>	<b>Amt.</b>	<b>Description</b>
384-MT	1	Instruction Sheet-Multi-Township
426A-MT	2	Certification of Budget & Appropriation Ordinance-Multi-Township
426B-MT	2	Certified Estimate of Revenues by Source Multi-Township
432-MT	3	Budget & Appropriation Ordinance-Multi-Township
433-MT	3	Tax Levy Ordinance-Multi-Township
433A-MT	3	Certificate of Compliance-Truth in Taxation Multi-Township
434-MT	3	Certification of Tax Levy Ordinance Multi-Township
435-MT	6	Notice of Public Hearing on Budget Multi-Township
436A1	2	Pocket Township Calendar
436A	1	Large Wall Township Calendar



## MINUTE BOOK BINDERS

<b>1025A</b>	Imitation Black Leather	- 14 x 8 1/2
<b>1026A</b>	Imitation Red Leather	- 14 x 8 1/2
<b>1025A.5</b>	Imitation Black Leather	- 11 x 8 1/2
<b>1026A.5</b>	Imitation Red Leather	- 11 x 8 1/2

Minute books have 3 rectangular posts and accommodate 250 sheets or 500 pages. Standard binder filler sheets are 14 x 8 1/2 specified unless . Custom Lettering may be applied to binders for an additional charge.

## WARRANTS/ORDERS

<b>389A</b>	Disbursement Order. . . . .	50 per book
<b>397</b>	General Assistance Order. . . . .	2 part NCR
<b>397A</b>	General Order . . . . .	2 part NCR
<b>417</b>	Road & Bridge Order . . . . .	2 part NCR
<b>417B</b>	Permanent Road & Bridge Order . . . . .	2 part NCR
<b>417C</b>	Road & Bridge Warrant . . . . .	50 per book
<b>440</b>	Town Fund Order . . . . .	2 part NCR
<b>440C</b>	Warrant Book-Township . . . . .	50 per book

## MISCELLANEOUS

<b>386</b>	Assessors-Oath
<b>389</b>	Disbursements Sheets - General All Funds
<b>394</b>	Claim Sheets-Claim Against Township
<b>409</b>	Petition-Special Road Tax
<b>418</b>	Supervisors-Bond / Road & Bridge
<b>419</b>	Supervisors-Bond / Town
<b>436A</b>	Large Wall Township Calendar
<b>436A1</b>	Pocket Township Calendar

# DOUBLE ENTRY BOOKKEEPING SYSTEMS

Up North Printing can provide your township with a Double Entry Bookkeeping System. This system allows you to keep up to date financial information of all income received, all disbursements made, and monthly totals of expenditures of line items in your budgets.

## BOOKKEEPING SYSTEM INCLUDES

1	Binder
6 - 443 - 450	Red Poly Divider Sheets, each imprinted with Specific Funds Title
4 - 450A	General Assistance Ledger Sheets
12 - 450B	Road and Bridge Ledger Sheets
12 - 450C	Blank Fund Ledger Sheets
12 - 450D	Town Fund Ledger Sheets

**The above items are also sold separately.**

### ADVANTAGES OF USING OUR BOOKKEEPING SYSTEM

1. Accurate Double Entry System of all accounts, located in one book.
2. Makes available the current amount of funds extended and income received immediately available to all Township Officials.
3. Makes year end financial reports much easier by keeping information up to date.
4. Makes budgeting of fund and line items more efficient by knowing exact amount expended.
5. Cost efficient. Major cost of initial purchase is the binder and divider sheets. Only ledger sheets for future years need be ordered.







