



ANDREW MANAR  
CHAIRMAN

# MACOUPIN COUNTY BOARD

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JULIA WATSON  
VICE CHAIRPERSON

PETE DUNCAN  
CLERK

GABE SPRINGER  
CHIEF FINANCIAL OFFICER

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VERYL REIHER

## MEMORANDUM

February 15, 2011

TO: All Individuals and Entities Receiving Loans from the Macoupin County Revolving Loan Funds

FROM: Gabe Springer, Chief Financial Officer of the County Board

RE: Future Invoicing of Revolving Loan Payments Due Monthly

Along with this memorandum, please find an enclosed invoice associated with your monthly loan payment to the Macoupin County Revolving Loan Fund.

Macoupin County Board Resolution 2011.13 requires the monthly invoicing of all outstanding loans granted from the Macoupin County Revolving Loan Funds to include all required monthly payment information.

In addition to other information concerning your loan, the following is included in the enclosed invoice under the "Current Payment Information" section:

- Invoice Date and Number
- Late Amount Due
- Payment Due Date
- Who to make checks payable to
- Current Amount Due
- How to submit your monthly payment

Future monthly invoices will not be accompanied by a memorandum or other supplemental letter unless adjustments are to be made to your monthly payment.

Should you have any questions after reading this memorandum or reviewing your monthly invoice, please feel free to contact me at 217.854.3341 or [gabe.springer@macoupincountyil.gov](mailto:gabe.springer@macoupincountyil.gov).

Sincerely,

Gabe Springer  
Chief Financial Officer of the County Board