

Willowbrook

835 Midway Drive
Willowbrook, IL 60527-5549

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AGENDA

Mayor

Frank A. Trilla

Village Clerk

Leroy R. Hansen

Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

Village Administrator

Tim Halik

Chief of Police

Robert Schaller

Director of Finance

Carrie Dittman

REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, APRIL 8, 2019, AT 5:30 P.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
 - a) February 25, 2019 Special Joint Meeting of the Finance & Administration, Municipal Services, and Public Safety Committees
4. DISCUSSION – Amusement Tax
5. APPROVAL – Human Resource Advisory Services Proposal – Sikich
6. REPORT – GFOA Budget Award Recipient
7. APPROVAL – FY 2018/19 Audit Engagement Letter
8. DISCUSSION – OPEB Actuarial Valuation
9. REPORT – Monthly Disbursement Reports – January, February, March 2019
10. REPORT – Sales Tax, Business District Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax
11. VISITOR'S BUSINESS
12. COMMUNICATIONS
13. ADJOURNMENT



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MINUTES OF THE SPECIAL JOINT MEETING OF THE FINANCE AND ADMINISTRATION, MUNICIPAL SERVICES, AND PUBLIC SAFETY COMMITTEES OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY, FEBRUARY 25, 2019 AT 4:30 P.M. AT THE WILLOWBROOK VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Berglund at 4:36 p.m.

2. ROLL CALL

Those present at roll call were Mayor Frank Trilla, Trustees Sue Berglund, Umberto Davi, Terry Kelly, Michael Mistele, Gayle Neal, Village Administrator Tim Halik, Chief of Police Robert Schaller, Director of Finance Carrie Dittman and Supt. of Public Works Joe Coons.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance & Administration Committee held on Monday, January 14, 2019 were reviewed. Trustee Berglund made a motion to approve the minutes as presented, second by Trustee Mistele. Motion carried.

Minutes of the Regular Municipal Services Committee held on Monday, January 14, 2019 were reviewed. Trustee Kelly made a motion to approve the minutes as presented. Motion carried.

Minutes of the Regular Public Safety Committee held on Monday, January 14, 2019 were reviewed. Trustee Neal made a motion to approve the minutes as presented. Motion carried.

4. REVIEW – Fiscal Year 2019/20 Budget

Director Dittman began the presentation by thanking the committee members for attending. The presentation includes a review of the tentative budget thus far, and we are aware that some of the assumptions and amounts included are in draft form due to final results not yet being known. We have included revenue assumptions, anticipated departmental spending, and ending fund balances for the Village's major funds. We have not included items deemed to be discretionary; these will be presented in detail at the March budget workshop, however a sneak peek will be provided tonight. With regard to departmental spending, each and every line item of every fund was analyzed and amounts budgeted were based on maintaining the status quo with current programs; no automatic escalations were assumed for the FY 2019/20. However, 5-year forecast budgets do have assumed escalations. No salary increases for any employees are included at this point. A personnel discussion will take place at the March budget workshop. During the presentation, we welcome comments, feedback, and suggestions that can be made to the budget and brought forward to the next budget presentation.

Director Dittman went over the key dates of this year's budget schedule. The next meeting, the Board Budget Workshop, will take place on March 18, 2019.

The proposed 19/20 budget maintains all current programs and services. Fund balance at 4/30/2020 is expected to be \$4,248,080, which is 174 days of General Fund operating expense reserves. The cost to operate the Village for one day will be \$24,470. A five-year forecast for each of the Village's funds (except police pension) are presented later in the packet following the slides behind the 5-Year Forecast tab. The 5-year plan includes assumptions for future revenue (generally 1% annual increases for General but 0% increase for water) and expenditure increases (generally

3% for most expenditures, although 0% for salaries and 5-10% for future insurance and pension costs). The line item detail for all funds of the Village (except police pension) follows after the 5-year forecasts.

The FY 19/20 budget projects a drawdown of General Fund reserves of \$679,719. This will be the Village's third year in a row of drawing down fund balance. Health insurance rate increase of 4.9% is the projected increase that our insurance pool IPBC has said will be charged, however final rates will be voted on by the IPBC Board of Directors in March and the expense will be updated at that time. Police Pension contribution is an increase of 13.3% and is per the Pension Fund's formal request, which is based on the actuary's recommendation. IMRF is based on IMRF's actual required contribution rate for 2019, and the rate decreased by 2.51%.

Director Dittman continued with the reserve drawdown breakdown by department. Total General Fund revenues are expected to increase by 5.88% or \$485,719. Total General Fund expenditures are expected to increase by about \$90,000 to \$9.4 million. Administration is looking at an increase of \$250,000. Of that, \$150,000 is budgeted for ongoing crisis management of the Sterigenics issue. Additional payroll expense is expected for the payout of accumulated time for our retiring Village Administrator, and increased health insurance costs assuming new staff take family coverage (rather than single or none). The spike in the Parks Dept is due to the inclusion of \$95,000 in the ADA Park Improvements line, which was included when the Special Recreation Tax levy was adopted the end of 2018. This is for improvements at Ridgemoor Park and a contribution towards the Community Resource Center; if these projects do not occur the monies will not be spent. Finally, Public Works has a large increase this year due in part to increased salary costs of \$66,000 (1/2 of the new Supt of PW position is partially charged to PW) and increases in costs in tree, street/right of way and stormwater maintenance (\$60,000).

Major changes in the FY 19/20 revenue budget are as follows:

Sales tax – Actual collections this year are trending about 12% over what was budgeted as of January 2019. This equates to an estimated FY 18/19 collection of about \$4.0 million. For next year, we have added \$185,000 for Pete's Fresh Market, Stein Mart & Ulta based on projected data. We have NOT added anything for Marshall's/Skecher's due to the later opening and no data yet received. The budget for sales tax was increased to \$4.0 million.

Income tax – Also known as LGDF, the local government distributive fund, a State shared revenue that is based on population. Illinois Municipal League (IML) monitors state shared revenues and puts out estimates of what they believe the sharing will be. In the next year's budget, the IML estimate is \$100.75 per capita = \$860,405. The budget was increased to slightly under that amount, \$850,000. During last week's state budget address, info was released that showed Pritzker maintained the 5% reduction which was not included in these numbers; without that the budgeted amount increased \$113,681. If we factor that in, the budget would be \$815,000 rather than \$850,000. To be conservative, we may want to reduce this number given the new information we now have. Also, \$279,000 of the Series 2015 ARS bonds debt payment comes from income taxes.

Amusement tax – no change budgeted – about \$57,000 annually. Although the Willowbrook Ice Arena recently opened, we do not have good figures on which to base future amusement tax on. In the next month we may have more data on which to base an increase on.

Utility tax – consists of electric tax (Comed), gas tax (Nicor), and telecom tax (from various phone carriers collected by and remitted to us by the state) – reduction of \$52,000. Telecomm tax continues to drop each year as landlines are abandoned in favor of maintaining just a cell phone; this portion of the utility tax revenue will likely never recover to the levels we previously saw. The telecomm tax rate is already at the max of 6% as well, so there is no ability currently to increase that. Comed and Nicor tax rates are 5%. Total revenue for utility tax is budgeted next year at \$898,000.

Places of eating tax is stable and has outperformed the budget each year for the past 5 years. Based on that, but not including any additional revenues from new restaurants, we have increased the budget by \$15,000 to \$500,000.

Permits, including building, sign and other permits – increased budget by \$25,000 to \$275,000 to reflect trends of past 5 years of steady increases. Some very large projects occurred this year which raised the revenue far above that level (Power Construction, Ice Arena, WB Inn), however they are non-recurring and were not included in the increase.

Red light camera fines have been increased \$40,000. The three intersections are all up and running again, and we surpassed the budget for the entire current year back in November. The average of the last 3 normal, fully operational years is \$672,000, so we have increased next year's budget to \$600,000.

Water overhead reimbursement is up \$26,060. The water fund reimburses the General Fund for certain expenses charged directly to the General Fund that the water fund benefits from, such as a portion of salaries and benefits of employees, building costs, insurance premiums and other operating expenses. As the General Fund expenses have increased, the related reimbursement has also increased. A detail of the calculation of the OH reimbursement is included in the packet at the tab marked Water Overhead Allocation.

No grants are expected to be received in FY 19/20. We applied for a \$150,000 grant from DCEO the end of 2018 to offset the costs of the new roof and HVAC units on the CRC, however we have not been advised if we were awarded this or not. The old Knolls Lake grant that we were awarded several years ago, for which the project was determined not to be possible, is not allowed to be transferred to another project by DCEO. The grant funds that were advanced to us and not spent, about \$11,000, will need to be returned to DCEO.

Director Dittman next highlighted the pension costs of the Village. Police pension contribution for FY 19/20 is \$986,858 based on the actuary's calculation using the Entry Age Normal method with 100% funding by 2040. This is 13.3% higher than last year (\$115,774) and represents 50.57% of payroll. An alternate method using the statutory minimum Projected Unit Credit method would cost \$677,066 but does not comply with Generally Accepted Accounting Principles. The contribution does not factor in the recent disability pension granted to Sgt. Drake. Currently, the Police Pension Fund is paying out over \$1.4 M annually in benefits (15 retirees & 3 disabilities). The Police Pension Fund was about 71% funded as of 4/30/2018.

Conversely, the IMRF calendar rate of payroll for 2019 dropped to 12.23%, a 2.51% decrease or \$21,735. The total amount budgeted to be spent on the Village's IMRF contribution for FY 19/20 is \$158,597. IMRF was about 94% funded as of 12/31/2017.

Director Dittman explained that the Village's one bond issue, the Series 2015 General Obligation Alternate Revenue Source bonds, will have an FY 19/20 payment of \$326,344. The General Fund will contribute \$278,873 (from income taxes) and the Water Fund will contribute \$47,471 (from water user charges). No property taxes are collected to pay these.

The major expenses of the Water Fund are a full year's salary for the Supt. of Public Works (split with Public Works Dept); \$524,000 overhead reimbursement to General Fund; \$150,000 for water distribution system repairs; \$400,000 transfer to Water Capital Fund and \$122,000 in debt payments. Major expense of the Water Capital Fund is \$60,000 for Village-wide hydrant sandblasting/prime/paint. The Water Fund debt payments include the IEPA loan (year 3/20) for the standpipe re-coating (annual payment of \$54,448) and the Series 2015 bonds (year 5/20), used to repaint the first water tower (annual payment about \$20,000) and refund the Series 2008 bonds (annual payment about \$47,000).

Administrator Halik explained that the MFT Fund budget for FY 19/20 includes replacement of defective concrete, full depth patching, overlays of roadways and replacement of pavement markings within the Waterford Subdivision. Approximately \$302,348 will be available in the MFT Fund for this program. Prior to finalizing the contract, all roads will be visually inspected first after the winter season.

Director Dittman summarized the financial performance of the General Fund. The April 30, 2019 estimated actual deficit will be \$(120,707) vs. the budgeted deficit of \$(1,076,812). The General Fund outperformed the budget by about \$1.0 M due to outstanding revenues. The 4/30/20 ending fund balance amount yields 174 days of operating reserves, which is above the target of 120. The following revenues came in over budget which contributed to the heightened performance: sales taxes +\$436,000; income tax + \$106,000; places of eating tax + \$51,000; building permits + \$214,000; and red light camera fines + \$305,000. Utility taxes fell below the budget by - \$40,000.

While General Fund expenditures went approximately \$95,000 over budget, some savings were achieved by the following: Asst. Village Administrator salary only paying 4.5 months of \$90,000; admin intern position not filled; IRMA premium came in under budget; ADA park improvements not occurring in FY 18/19; red light camera fees \$50,000 < budget; police body cameras not implemented in FY 18/19; K-9 vehicle not purchased; and savings on police vehicle maintenance and plan review fees.

Conversely, there were several General Fund line items with unexpected overages: crisis management of Sterigenics was \$400,000 that was not budgeted (and could go higher); police overtime \$121,000 over as several officers were out on FMLA; \$73,000 over on stormwater improvements; building code plan review \$55,000 over, however this is offset by building permit revenue; \$12,500 more spent on outside IT consultant since the AVA position is vacant.

A quick summary of what transpired in the General Fund is that the planned drawdown of \$1,076,812 (151 days operating reserve) is actually only a \$120,707 drawdown (206 days) at 4/30/19, and that the 19/20 planned drawdown of \$679,719 will result in 174 days. The # days operating expense reserves is one indicator of financial condition; at 4/30/20, with a projected fund balance of \$4,248,080, the General Fund could operate for 174 days with no additional revenues. A second measure of financial condition is balancing the budget. If the recurring revenues in one year cover the expenditures, the budget is in balance (or has a surplus). If not, the budget is in a deficit position. We do not have a balanced budget as we are operating at a deficit again.

In looking at the General Fund's past four years of activity, FY 16 & FY 17 had surpluses and fund balances of about 75% of annual expenditures. FY 18 had major capital activity including the police dept. renovation and Willow Pond Park, which drew down fund balance. FY 19 had unexpected large operating expenditures such as Sterigenics crisis management, but very little capital. FY 20's budget currently includes a few vehicle replacements and some necessary IT upgrades including 2 new servers, new switches and new 1-2 computers to outfit the CRC. However, we do not yet have any capital related to the CRC interior buildout included.

Since February 2014 the Village has enjoyed a AAA bond rating. One factor rating agencies look at is budgetary flexibility, which measures the degree to which the Village can look to additional financial flexibility in times of stress. Good signs include the maintenance of an available fund balance exceeding 30% of General Fund expenditures for the most recently reported year, current year and next year. Maintaining a balance of 75% is preferable as it could prevent the bond rating from decreasing due to some other negative factor. We have dropped to 56% this year and projecting 46% next year.

Director Dittman next reviewed the days of operating expense chart for the next 5 years. We have pushed the date out where the Village will drop below the minimum target of 120 days to FY 23/24 due to our stellar revenue year. However, since each of the next 5 years predicts deficit spending, we need to continue to monitor this.

Turning to the Water & MFT Funds, whereas the General Fund is focused on fund balance as a financial performance measure, it is more appropriate to focus on the Water Fund's working capital (current assets – current liabilities), a measure of liquidity. Although the Water Fund's working capital is planned to decrease, it is mostly attributable to the \$400,000 transfer planned to the Water Capital Fund. There is no external requirement to do this, and the amount could be reduced or eliminated if necessary. It is budgeted at the same amount as the current year to build up fund balance in the Water Capital Fund for future water projects. MFT's fund balance remains healthy and the annual road program is designed to only spend what we have on hand.

Director Dittman described the larger planned expenditures from the Village Board & Clerk, Administration and Planning departments. Chief Schaller noted that the BOPC budget has \$10,000 budgeted for patrol officer written exams, but should also add another \$10,000 for sergeant testing. Director Dittman described the Parks & Recreation expenditures and that the new PT position would be filled if the CRC building is completed during the fiscal year 19/20, which would also affect the contract with Burr Ridge Park District to host our programs. The ADA park improvements as was adopted as part of the SRA tax levy is \$20,000 for Ridgemoor Park and \$75,000 towards the CRC, but these would only be spent if those projects occurred. Director Dittman also went over the Finance Department expenditures.

Chief Schaller discussed the police overtime, body cameras, radio dispatching and planned replacement of 2 squad cars. There was a brief discussion on the reason for the overtime, such as abuse of sick time, current year FMLA of three officers, and shift coverage for vacations. The Committee recommended an analysis be done of the cost of adding a new officer.

Administrator Halik discussed the expenditures in the Public Works Dept and Building/Zoning. Director Dittman reiterated the Water Fund expenses and the Hotel/Motel Fund advertising expense. This year, the \$75,000 advertising budget is planned to be split between the Village and the DuPage Convention and Visitors Bureau (DCVB) whereas in past years it was allocated solely to DCVB. Director Dittman highlighted the expenditures planned from MFT, SSA, Water Capital, Debt Service, LAFER and Business District Funds. We don't have any data from the state of IL yet for the impact on the Business District of Pete's or Marshalls/Skechers so those numbers are merely rough placeholders to be adjusted when data comes in next week.

Administrator Halik reminded the Committee that the current budget includes NO wage increases for union or non-union employees. Other discretionary items to be presented in detail at the March budget workshop include Phase II of the CRC at a cost of roughly \$767,600. Trustee Mistele asked that the cost of a canopy to match the other municipal campus buildings be added to be considered with the rest of the project cost. Other potential projects include the Garfield Ave sidewalk extension with the Village of Burr Ridge, the repair of the Village Hall pylon wall, Village park improvements that are being reviewed by the Park Commission, and the Village Hall & police dept. HVAC upgrades that are being reviewed by the Sterigenics task force. Director Dittman concluded the presentation by highlighting the projected available fund balances of the General Fund, Water Capital Fund and LAFER Fund and commenting on cash held by other entities on our behalf (IRMA & IPBC).

5. VISITOR'S BUSINESS

There were no visitors present at the meeting.

6. ADJOURNMENT

Motion to adjourn at 6:10 p.m. was made by Trustee Kelly, seconded by Trustee Mistele. Motion carried.

(Minutes transcribed by: Carrie Dittman)

Chapter 1

AMUSEMENT TAX¹

11-1-1: DEFINITION:

As used herein, the word "amusement" shall include both participative and exhibitivie entertainment, including, but not by way of limitation, the following activities and sports: any theatrical, dramatic, musical or spectacular performance; motion picture show; flower, poultry or animal show; carnival; amusement park rides; animal act; circus; rodeo; athletic contest, sport or game, including boxing, wrestling, skating, dancing, swimming, racing or riding animals or vehicles, baseball, basketball, softball, football, tennis, racquetball, handball, golf, hockey, track and field games, soccer, rugby, bowling, billiards and pool games, including the giving of lessons or demonstrations of any of the above described activities characterized as amusements in this section. The word "amusement" shall also include the use of amusement devices, as that word is defined in the provisions of this Code regulating amusement devices. (Ord. 77-O-10, 2-28-1977; amd. Ord. 77-O-40, 12-12-1977; Ord. 98-O-10, 3-9-1998)

11-1-2: TAX; AMOUNT:

A tax is hereby imposed upon all persons, firms or corporations operating places of amusement within the corporate limits of the Village in an amount equal to six percent (6%) of the gross receipts collected in the form of fees or charges for admission to any facility and/or the use of any facility, machine, device or equipment for the purpose of witnessing or participating in any amusement, irrespective of whether such fees or charges are characterized as admission fees, membership fees, service or use charges or rent. "Gross receipts" as defined herein shall be exclusive of any tax imposed by the United States government, the State of Illinois or any other governmental unit. (Ord. 98-O-10, 3-9-1998)

A fee or charge which entitles the patrons of any amusement operated within the corporate limits of the Village to tangible personal property or bona fide services in addition, and unrelated, to witnessing or participating in the amusement shall not be subject to the tax provided for in this chapter, except, however:

- (A) Where a fee or charge is comprised of identifiable components, packages or tiers, the tax provided for in this chapter shall be imposed on any such components, packages or tiers which provide solely for admission to any facility and/or the use of any facility or equipment for the purpose of witnessing or participating in any amusement, and
- (B) Where a patron pays a single fee or charge for admission to any facility and/or for the use of any facility or equipment for the purpose of witnessing or participating in any amusement and said fee or charge also entitles the patron of the amusement to the use of places of eating and/or other nonamusement facilities or services, such as nutritional instructions, weight loss counseling, diet counseling, cardiovascular examinations and counseling, and instructions in weightlifting and other physical fitness activities, the tax provided for in this chapter shall be imposed on such fee or charge in

its entirety, unless the Board of Trustees issues an allocation order setting forth the portions of such fee or charge which are and which are not subject to the tax provided for in this chapter. In such case said tax shall apply only to the portions of said fee or charge which the Board of Trustees determines to be subject to said tax. A person, firm or corporation obligated to pay the tax provided for in this chapter may apply for an allocation order by submitting a written application to the Village Clerk, on a form provided by the Village Administrator, together with an application fee in such amount as shall be established from time to time by a resolution or ordinance adopted by the Board of Trustees. The Village Administrator shall select a reasonable time and place for a hearing upon each application, provide the applicant with written notice thereof, by certified mail, not less than fifteen (15) days prior to such hearing, and shall preside over such hearing. Any party in interest may appear at such hearing in person or by attorney. The Village Administrator shall forward written recommendations to the Board of Trustees within thirty (30) days of the close of such hearing. The Village Administrator shall not recommend and the Board of Trustees shall not issue an allocation order unless the applicant establishes, by clear and convincing evidence at said hearing, that a specific portion or portions of the fee or charge are attributable to nonamusement services or facilities. An allocation order shall set forth the specific portion or portions of the fee or charge which are attributable to nonamusement services or facilities and the specific portion or portions thereof attributable to amusement services or facilities. From and after the issuance of an allocation order, the person, firm or corporation operating the subject place of amusement shall pay the tax specified hereinabove, with respect to the subject fee or charge, based only upon the portion or portions of the subject fee or charge attributable to amusement services or facilities.

As distinguished from private clubs operated on a not-for-profit basis, the persons, firms or corporations taxed hereunder shall be those operating places of amusement as a business for profit, irrespective of whether such amusement is offered generally to the public or requires a membership as a precondition to participation or observation of the amusement. (Ord. 92-O-14, 5-26-1992)

11-1-3: TIME OF PAYMENT:

The tax imposed herein shall be due and payable on the twenty fifth day of the month following the preceding calendar month during which the gross receipts were received. The tax shall be paid to and collected by the Village Clerk. (Ord. 77-O-40, 12-12-1977)

11-1-4: BOOKS AND RECORDS; SALE OR TRANSFER OF AMUSEMENT; NOTICE; MAINTENANCE OF RECORDS; FINAL AUDIT:

Each person, firm or corporation required to pay the tax provided for hereunder shall either personally or through his or its authorized agents, maintain complete books and records covering the operation of the amusement so taxed, indicating therein all receipts from the operation of said business, as herein defined. Such books and records shall be maintained on the premises wherein the amusement is so located and shall be subject to inspection by the Village or its authorized agents at all reasonable times.

Any person, firm or corporation liable for the payment of the Amusement Tax provided for hereunder shall give the Village thirty (30) days' prior written notice of the pending sale or transfer of ownership of any such amusement. Such person, firm or corporation shall maintain, within the corporate limits of the Village, complete books and records covering the operation of the amusement so taxed, for a period of six (6) months after such sale or transfer. These books and records shall be subject to a final audit by the

Village or its authorized agents at all reasonable times.

Upon completion of any final audit, the books and records so maintained may be removed from the corporate limits of the Village, prior to the expiration of the six (6) month period provided for hereinabove, with the prior written approval of the Village Administrator. (Ord. 83-O-2, 1-24-1983)

11-1-5: EXEMPTIONS:

Any person, firm or corporation liable for the payment of the Amusement Tax provided for in this chapter shall be exempt from the payment of any Municipal license fee required under this Code, directly and specifically related to the activities constituting the Amusement Tax. (Ord. 77-O-13, 3-14-1977)

11-1-6: REPORTS:

On or before the twenty fifth day of each month each person, firm or corporation liable for the payment of a tax hereunder shall file with the Village Clerk a written report in such form as the Clerk may from time to time provide, stating the gross receipts collected during the proceeding month in the form of fees or charges as herein defined. (Ord. 77-O-10, 2-28-1977)

11-1-7: INTEREST AND PENALTIES:

Late payment, underpayment or nonpayment of any tax due hereunder shall be subject to interest and penalties as set forth in the locally imposed and administered tax rights and responsibility provisions of this Code. Any person, firm or corporation violating any other provision of this chapter, upon conviction thereof, shall be punished by a fine of not more than the maximum amount permitted by section 1-4-1 of this Code for each offense. A separate offense shall be deemed committed on each day during or on which a violation occurs or continues. In addition, if any violation is not corrected within ten (10) days after written notice from the Village Clerk of any violation, the person, firm or corporation responsible for the operation of the amusement with respect to which the violation occurs shall be prohibited from operating same for a period of thirty (30) days.

Nothing in this section shall be construed as limiting any additional or further remedies that the Village may have relating to the enforcement of this chapter, or the collection of the amount of any tax due hereunder. (Ord. 01-O-05, 2-12-2001)

**FINANCE & ADMINISTRATION COMMITTEE MEETING
AGENDA ITEM SUMMARY SHEET**

AGENDA ITEM DESCRIPTION

**Proposal for Human Resource Advisory Services:
HR On Demand Support - Sikich**

COMMITTEE REVIEW

- ☒ Finance/Administration
☐ Municipal Services
☐ Public Safety

Meeting Date: 4/8/19

- | | |
|---|--|
| <input type="checkbox"/> Discussion Only | <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input checked="" type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee |

BACKGROUND

The Village of Willowbrook does not have a dedicated Human Resource (HR) professional on staff, and has supplemented Finance staff's knowledge of HR laws and regulations by outsourcing some of this function to Sikich's HR division. The Village first began using Sikich's HR subscription service in June 2014. At that time, the Village paid an annual fee of \$2,500 for unlimited phone calls to Sikich's HR staff to answer a variety of personnel related questions. The annual fee was lowered to \$2,340 for FY 2016/17, 2017/18 and 2018/19. Our current agreement expires on April 30, 2019.

The Village received a proposal (attached) on March 12, 2019 from Sikich for the next fiscal year, however, they have modified their agreement to bill on an hourly basis rather than a flat fee. The hourly rate is \$295.00/hour, billed in ¼ hour increments with monthly billing. Any large HR project would be quoted separately as its own engagement.

REQUEST FOR FEEDBACK

N/A

STAFF RECOMMENDATION

The Village did not heavily utilize Sikich's HR subscription in the past, however we have called them from time to time for assistance on various issues, approximately 10-15 hours per year. Staff recommends accepting the proposal to assist with the varying HR needs of the Village, since we do not have a dedicated HR professional on staff.

March 12, 2019

A black and white photograph of four business professionals (three men and one woman) sitting around a conference table, engaged in a discussion. The image is overlaid with a large, semi-transparent blue rectangle containing the proposal title.

PROPOSAL FOR HUMAN RESOURCES ADVISORY SERVICES: **HR ON DEMAND SUPPORT**

PREPARED FOR:

VILLAGE OF WILLOWBROOK

SUBMITTED BY:

Sikich Human Resources Advisory Services
Karlle Hinman, SHRM-CP
Human Resources Consultant
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EXECUTIVE SUMMARY

Engaging with Sikich on Human Resources (HR) Advisory Services is different because we never take a one-size-fits-all approach; we form strategic partnerships with clients to present customized and innovative solutions to the HR issues they face.

Sikich HR consultants help your organization focus on strengthening your core business process; our HR experts hit the ground running and can offer you a highly developed start-up process that positions your organization to make effective choices about HR priorities.

HIGH-TOUCH ADVANTAGE ensures that all supervisors and employees will have access to real people with in-depth knowledge of your organization and industry, as well as a custom solution structured to your needs.

PROFESSIONAL SERVICES INTEGRATION. Sikich's depth of professional service lines and geographic footprint, in addition to the collaborative nature of the firm, allow us to incorporate experts from other service lines and locations when their knowledge can add value to the search.

A TRANSPARENT APPROACH. We engage clients throughout, which allows us to serve as a true strategic partner.

PERSONALIZED SOLUTIONS will enable you to drive success through your core business practices without the worry of back-office operations.

DEFINING YOUR BEST POSSIBLE SOLUTIONS

Sikich has worked with a multitude of organizations like Village of Willowbrook to successfully meet similar objectives. Based on that success, we have determined several key strategies, which we would deploy to benefit Village of Willowbrook and its employees when it comes to facing your challenges and meeting your goals:

- Direct access to Sikich partners
- One provider with experts and solutions to cover all your HR needs
- Timely completion of professional services
- Fair pricing with added value in the form of thought leadership
- Broad knowledge base related to HR and best practices

DEFINING YOUR FUTURE SUCCESS

Additional details around these strategies and our HR-specific capabilities are included in the Scope of Services section. These strategies will not only fulfill your current needs, but will undoubtedly drive long-term growth for Village of Willowbrook.

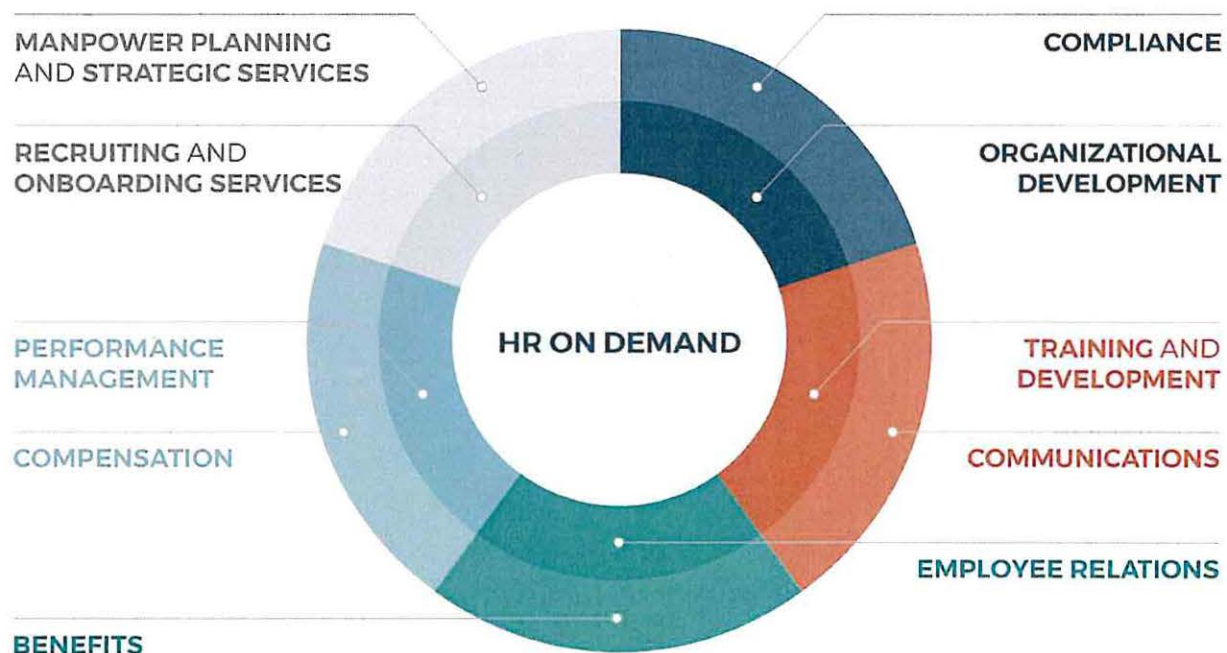
Throughout the following paragraphs, you will find summaries of each section within this proposal. We encourage you to review each section in its entirety to gain a detailed understanding of how we can help you build your bottom-line and achieve success.

SCOPE OF SERVICES FOR VILLAGE OF WILLOWBROOK

We appreciate the opportunity to present Village of Willowbrook with a proposal to provide HR on Demand advisory services. We believe our qualifications and experience are well-suited for this type of engagement as Sikich excels in helping clients overcome the organizational challenges they face by streamlining processes, minimizing risks, and providing tailored services to meet their unique needs. With on-demand help, Sikich HR consultants will blend in and help your organization focus on strengthening your core business process.

This proposal is being presented at the request of Village of Willowbrook, based on your need for HR on Demand services, and your main objective to consult with Sikich on any HR topic as needed. Sikich HR Advisory Services is pleased to present this proposal based on our understanding of the current HR needs of the organization. First, by partnering with Sikich, Village of Willowbrook will benefit with the “high touch” advantage, which ensures that all supervisors and employees will have access to real people with in-depth knowledge of your organization and industry, as well as a custom solution structured to your needs. This personalized solution will enable you to drive success through your core business practices without the worry of back-office operations. Secondly, HR on Demand service positions your organization to make effective choices about HR priorities with expert help to guide you and complete what can be the most complex and tedious tasks. It can become the strong foundation your organization needs.

By working with Sikich, Village of Willowbrook has the opportunity to enjoy a high level of human resource knowledge and experience while developing individuals to take on a greater role in the management and growth of people within the organization. It also allows Village of Willowbrook to have access to senior level human resource expertise without the cost of a full-time salary and benefits.



Sikich will provide HR Advisory services to Village of Willowbrook on an hourly, on-demand basis. We expect to serve as a resource for questions and guidance on HR and employment matters as needed. If questions turn into a more detailed project, we can provide alternative pricing options for those projects, or complete at the established hourly rate.

DELIVERY OF SERVICES

Human Resources Advisory Services can begin at the discretion of the client upon receipt of the signed engagement letter.

ASSUMPTIONS

- Village of Willowbrook will be responsible for any costs related to printing, mailing, or distribution of the materials or HR materials to employees and other potential resources.
- Village of Willowbrook will be responsible for direct costs related to travel including but not limited to: air and/or ground transportation and meals. Sikich will bill Village of Willowbrook for any travel expenses incurred by Sikich. These expenses will be billed on a pass-through basis with appropriate documentation in the month following the month in which expenses were incurred.
- This agreement does not include any services related to the Affordable Care Act (ACA); services related to the ACA will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.
- This agreement does not include any services related to payroll. If Village of Willowbrook is interested in utilizing Sikich for payroll preparation or execution, that will be the subject of a separate engagement letter and will be billable under a separate hourly rate structure than the services provided hereunder.
- This agreement does not include any services related to affirmative action or adheres to such requirements if applicable.
- Sikich confirms that the firm carries Errors and Omissions insurance coverage.

ACCEPTANCE OF THE PROPOSAL

Village of Willowbrook will need to provide Sikich with requested, relevant information in a timely fashion. Sikich is not responsible for any delays in advice or counsel due to delays on behalf of Village of Willowbrook. Thank you for allowing Sikich to submit a proposal for human resources advisory services. Should you have any questions, please contact Jenny Andrews at 630.210.3063 or jenny.andrews@sikich.com.

The foregoing proposes Sikich's professional services to be provided to Village of Willowbrook. This further constitutes our entire working agreement which is subject to changes or additions only if both parties agree to modifications. Your acceptance of this engagement letter is authorized by signing and returning the Terms and Investments pages.

TERMS AND INVESTMENT FOR VILLAGE OF WILLOWBROOK

The foregoing proposes Sikich's professional services to be provided to Village of Willowbrook. Village of Willowbrook is responsible for management decisions and functions; for designating a management-level individual with suitable skills, knowledge, and experience to oversee the services Sikich is providing and for evaluating the adequacy and results of those services and accepting responsibility for them.

These services will not satisfy any requirements for an audit in accordance with auditing standards generally accepted in the United States of America. We are accepting this engagement as consultants rather than auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

The professional investment to provide the services of HR support are as follows:

- The professional fees to provide the services described for the client will be \$295 per hour based on the expertise required to provide an appropriate level of service. These items will be billed monthly detailing an overview of how HR Advisory time was spent each month. Time spent on client work is recorded and billed in 1/4-hour increments.
- Additional work not quoted in the project proposal will be priced separately. Professional fees quoted in this proposal will remain in effect for 30 days. After 30 days, Sikich reserves the right to modify pricing.

Village of Willowbrook agrees to pay to Sikich the amount stated earlier, plus any and all other costs incurred as outlined. Sikich's philosophy on additional fees and/or billings is based on an understanding between Sikich and Village of Willowbrook on the scope of the work to be performed. Invoices not paid within 30 days are assessed a finance charge of 1½% per month (18% annual rate). In accordance with our firm policies, work may be suspended if your account balance becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed the services. You will be obligated to compensate us for all time expended and to reimburse us for all reasonable out-of-pocket expenditures through the date of termination.

PAYMENT METHOD OPTIONS**Remit Payment to:**

SIKICH LLP
1415 W. Diehl Rd. Suite 400
Naperville, IL 60563-2349

Employer Identification Number (EIN): 36-3168081

Sikich also offers three quick and easy online payment options:

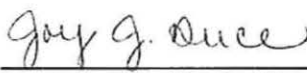
1. **Electronic Funds Transfer:** Pay your invoice online with our bank-transfer payment option. Transfer funds directly from your back with no additional fees.
2. **Credit Card – One Time Charge:** Pay your invoice online with our credit card payment option. A 3% processing fee will be applied to all credit card transactions.
3. **Payment Plan – 12 Monthly Payments:** QuickFee offers an easy, no hassle way for you to spread the cost of your invoice(s) totaling \$2,000 or more over 12 monthly payments. (Interest applies. Please call for shorter term options. No early payout/termination fees. If you have received Audit or Attest services, you may not use the 12 month QuickFee Financing Option to pay existing invoices. Please contact our office for shorter terms or questions.)

Client understands and agrees that (i) the advice provided by Sikich is based upon commonly accepted HR practices consistent with applicable Federal and State employment laws as commonly understood by HR professionals as of the date of the consultation, (ii) Sikich assumes no obligation to supplement or modify its advice to Client if any applicable laws change after the date of the consultation, (iii) Sikich assumes no obligation to provide advice to anyone other than the individuals authorized to receive services hereunder, (iv) the personnel at Sikich are not attorneys licensed to practice law, (v) the advice provided by Sikich is not intended to replace qualified legal counsel and Client is encouraged to seek such legal counsel, (vi) in no event shall the liability of Sikich under any circumstances exceed the amounts actually paid to it by Client for rendering services hereunder and (vii) in no event shall Sikich liable for any incidental, indirect, punitive, special or consequential damages related to the services provided under this engagement. Furthermore, you agree to indemnify and hold Sikich, our partners and employees, harmless against any damages, costs, expenses or fees arising out of any claims by third parties related to our provision of services under this engagement agreement, provided that the Client will have no indemnity obligation to the extent that a court of competent jurisdiction finds that any third party liability was caused by Sikich's gross negligence or willful misconduct in connection with the services performed hereunder.

Prepared by:

Karlie Hinman, SHRM-CP
Human Resources Consultant
Human Resources Advisory Services
Phone: 630.210.3077
Karlie.hinman@sikich.com

If you agree with the terms of the engagement as described above and intend to be legally bound thereby, please sign the enclosed copy and return it to us.

March 12, 2019	
_____	_____
Date	Signature of Authorized Representative of Sikich LLP

_____	_____
Date	Signature of Authorized Representative of Village of Willowbrook

ABOUT SIKICH

Sikich LLP, a leading professional services firm specializing in accounting, technology, and advisory services, has more than 750 employees throughout the country. Founded in 1982, Sikich now ranks as one of the country's Top 27 Certified Public Accounting firms and is among the top one percent of all enterprise resource planning solution partners in the world. From corporations and not-for-profits to state and local governments, Sikich clients can use a broad spectrum of services and products that help them reach long-term, strategic goals.



HERE'S WHAT CLIENTS HAVE TO SAY ABOUT **SIKICH®**

"Great personnel – from the partner to the staff."

*"I've never had audits go **smoother**."*

*"We have no concerns about **recommending Sikich** (to others)."*

*"They look for **opportunities** that we were not aware of."*

*On referring Sikich to others – "We would not hesitate. We don't say this often. You have to earn this. We demand **best in class providers** – service, accountability, etc."*

Qualities most often mentioned by clients that differentiate Sikich from our competition:

- The people
- Continuity of the team; they know us
- Professional
- Reliable and dependable
- Full-service and service-oriented
- Helpful
- Friendly, comfortable
- Local; location is key
- Trustworthy
- Easy to communicate with; easy to work with
- Open and honest lines of communication
- Technical knowledge and functional expertise
- Thorough, focused

SIKICH LOCATIONS**AKRON, OH**

274 White Pond Dr.
Akron, OH 44320
Phone: 330-864-6661
Fax: 330-864-6918

ATLANTA, GA

4080 McGinnis Ferry Rd.
Suite 1003
Alpharetta, GA 30005
Phone: 770-226-9374
Fax: 770-226-9376

BOSTON, MA

225 Cedar Hill St.
Suite 331
Marlborough, MA 01752
Phone: 508-485-5588

CHICAGO, IL*

200 W. Madison St.
Suite 3200
Chicago, IL 60606
Phone: 312-648-6666

COLUMBUS, OH

1030 Dublin Rd.
Suite 107
Columbus, OH 43215
Phone: 614-633-5270

DALLAS, TX

6860 North Dallas Pkwy
Suite 200
Plano, TX 75024
Phone: 496-906-2257

DECATUR, IL

132 South Water St.
Suite 300
Decatur, IL 62523
Phone: 217-423-6000
Fax: 217-423-6100

DENVER, CO

6021 S. Syracuse Way
Suite 200
Greenwood Village, CO 80111
Phone: 720-200-0142
Fax 720-488-5601

FORT WAYNE, IN

1910 St. Joe Center Rd.
Suite 35
Fort Wayne, IN 46825
Phone: 260-485-0665

HOUSTON, TX

2000 W. Sam Houston Pkwy
S.
Suite 850
Houston, TX 77042
Phone: 832-831-3549
Fax: 713-230-8188

INDIANAPOLIS, IN

8555 N. River Rd.
Suite 300
Indianapolis, IN 46240
Phone: 317-842-4466
Fax: 317-577-7724

KANSAS CITY, MO

1201 NW Briarcliff Pkwy
Suite 217
Kansas City, MO 64116
Phone: 816-673-7534

LOS ANGELES, CA

330 N. Brand Blvd.
Suite 870
Glendale, CA 91203
Phone: 310-315-9660
Fax: 330-864-6918

MILWAUKEE, WI

13400 Bishops Ln.
Suite 300
Brookfield, WI 53005
Phone: 262-754-9400
Fax: 262-754-9401

MINNEAPOLIS, MN

11670 Fountains Dr.
Suite 200
Minneapolis, MN 55369
Phone: 763-445-2632
Phone: 884-458-5018

NAPERVILLE, IL

1415 W. Diehl Rd.
Suite 400
Naperville, IL 60563
Phone: 630-566-8400
Fax: 630-566-8401

ROCKFORD, IL

401 W. State St.
Suite 509
Rockford, IL 61114
Phone: 815-282-6565
Fax: 815-282-6666

SPRINGFIELD, IL

3201 W. White Oaks Dr.
Suite 102
Springfield, IL 62704
Phone: 217-793-3363
Fax: 217-793-3016

ST. LOUIS, MO

12655 Olive Blvd.
Suite 200
St. Louis, MO 63141
Phone: 314-275-7277
Fax: 314-275-2341

COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

GFOA BUDGET AWARD FOR THE VILLAGE'S FISCAL YEAR 2018/19

COMMITTEE REVIEW

- ☒ Finance/Administration
☐ Municipal Services
☐ Public Safety

Meeting Date: 4/8/19

- | | |
|--|---|
| <input type="checkbox"/> Discussion Only | <input type="checkbox"/> Approval of Staff Recommendation (for consideration by Village Board at a later date) |
| <input type="checkbox"/> Seeking Feedback | <input type="checkbox"/> Approval of Staff Recommendation (for <u>immediate</u> consideration by Village Board) |
| <input checked="" type="checkbox"/> Regular Report | <input type="checkbox"/> Report/documents requested by Committee |

BACKGROUND

In August 2018, the Village submitted its FY 2018/19 budget to the Government Finance Officers Association (GFOA) for consideration of the Distinguished Budget Presentation Award. The budget award program was established in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

The Village was notified in late February that it has received the Distinguished Budget Presentation Award for the FY 2018/19 budget (see attachment). This was the 17th consecutive budget award the Village has received.

The Village is currently preparing the budget for the FY 2019/20, and plans to submit that budget to GFOA for consideration of the award program as well.

REQUEST FOR FEEDBACK (if any)

N/A

STAFF RECOMMENDATION (if any)

N/A



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806



FOR IMMEDIATE RELEASE

February 11, 2019

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **Village of Willowbrook, Illinois**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Carrie Dittman, Director of Finance**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association is a major professional association servicing the needs of more than 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington D.C.

Washington, DC Office

Federal Liaison Center, 660 North Capitol Street, NW, Suite 410 • Washington, DC 20001 • 202.393.8020 fax: 202.393.0780

www.gfoa.org



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of Willowbrook
Illinois**

For the Fiscal Year Beginning

May 1, 2018

Christopher P. Morill

Executive Director

COMMITTEE MEETING

AGENDA ITEM SUMMARY SHEET

AGENDA ITEM DESCRIPTION

PROPOSAL FOR FY 2018/19 AUDIT SERVICES:
BKD, LLP

COMMITTEE REVIEW

- ☒ Finance/Administration
☐ Municipal Services
☐ Public Safety

Meeting Date: 4/8/2019

- ☐ Discussion Only ☒ Approval of Staff Recommendation (for consideration by Village Board at a later date)
☐ Seeking Feedback ☐ Approval of Staff Recommendation (for immediate consideration by Village Board)
☐ Regular Report ☐ Report/documents requested by Committee

BACKGROUND

In FY 2010, the Village approved a three year contract with the accounting firm of Wolf & Company to provide audit services for the Village and its TIF Fund. The change in auditors was needed as the prior audit firm of Sikich LLP could not provide both Interim Village Administrator services and audit services in the same audit period. After FY 2012, Wolf (which was merged into another firm called BKD in 2015) continued to conduct the Village's annual audit on a year-to-year basis at the following fees:

FY 2012: \$24,100 (last year of contract)
FY 2013: \$24,800 (2.9% increase)
FY 2014: \$25,300 (2.0% increase)
FY 2015: \$25,800 + \$1,700 GASB 67 = \$27,500
FY 2016: \$25,500 + \$3,400 GASB 68 (Village & Police Pension) = \$28,900
FY 2017: \$29,750 + \$750 GASB 72 = \$30,500
FY 2018: \$30,940 base audit fee

The Village's prior audit partner and manager stayed with BKD, and BKD has submitted a one-year engagement letter to perform the Village audit for the year ended April 30, 2019 at a fee of \$32,180. This represents an overall increase of \$1,240 or 4.0% over last year's total fee. The additional fee to implement GASB S-75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be between \$1,500-\$3,500 depending upon complexity.

The following fees, if applicable, would be additional:

1. Audit of Village's Consolidated Year End Financial Report (CYEFR) – new state requirement - \$1,250
2. Single audit of federal funds - \$3,500

The Village is not bound to remain with BKD and could change auditors at any time. However, the RFP process to select a new auditor can be time consuming and somewhat costly. Therefore, staff would recommend at the present time that we accept a one-year audit extension with BKD.

STAFF RECOMMENDATION

The Village has continued to receive a Certificate of Achievement for Excellence in Financial Reporting award from the GFOA each year BKD/Wolf has been the auditor. In addition, Village staff has not had issues with BKD or their employees assigned to the audit engagement. Therefore, staff would recommend that the Village accept the attached engagement letter with BKD, LLP for a one-year auditing services agreement for Fiscal Year 2018/19.

April 3, 2019

Mr. Tim Halik, Village Administrator
Village of Willowbrook
835 Midway Drive
Willowbrook, Illinois 60527

We are pleased to confirm the arrangements of our engagement and the nature of the services we will provide to **VILLAGE OF WILLOWBROOK, ILLINOIS** (Village).

ENGAGEMENT OBJECTIVES AND SCOPE

We will audit the basic financial statements of the Village as of and for the year ended April 30, 2019, and the related notes to the basic financial statements.

Our audit will be conducted with the objectives of:

- Expressing an opinion on the financial statements.
- We will provide an in relation opinion for the Village's CYEFR required to be submitted in accordance with the Grant Accountability and Transparency Act (GATA).

OUR RESPONSIBILITIES

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Those standards require that we plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's

internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. Also, in the future, procedures could become inadequate because of changes in conditions or deterioration in design or operation. Two or more people may also circumvent controls, or management may override the system.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate letter to be signed by you and BKD.

Scott Termine, partner, is responsible for supervising the engagement team and authorizing the signing of reports.

We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Village's Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph(s), or withdraw from the engagement. If we discover conditions that may prohibit us from issuing a standard report, we will notify you as well. In such circumstances, further arrangements may be necessary to continue our engagement.

We will also express an opinion on whether the following supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Combining and individual fund statements and schedules
- Supplemental information for the Village's CYEFR required to be submitted in accordance with the Grant Accountability and Transparency Act (GATA)

YOUR RESPONSIBILITIES

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error; and
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
Page 3 of 8

- c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

As part of our audit process, we will request from management and those charged with governance written confirmation acknowledging certain responsibilities outlined in this engagement letter and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

With regard to supplementary information:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

OTHER SERVICES

We will provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes

In addition, we may perform other services for you not covered by this engagement letter. You agree to assume full responsibility for the substantive outcomes of the services described above and for any other services that we may provide, including any findings that may result. You also acknowledge that those services are adequate for your purposes and that you will establish and monitor the performance of those services to ensure that they meet management's objectives. Any and all decisions involving management responsibilities related to those services will be made by you, and you accept full responsibility for such decisions. We understand that you will designate a management-level individual to be responsible and accountable for overseeing the performance of those services, and that you will have determined this individual is qualified to conduct such oversight.

ENGAGEMENT FEES

The fee for our services is listed below. We will waive our standard administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

- Comprehensive Annual Financial Report - \$32,180
- Village's Consolidated Year End Financial Report (CYEFR) to be submitted in accordance with the Grant Accountability and Transparency Act (if required) - \$1,250
- Additional fees for audit work related to implementation of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, if applicable - \$1,500 - \$3,500
- Single Audit (if required) - \$3,500

Our fees are based upon the understanding that your personnel will be available to assist us. Assistance from your personnel is expected to include:

- Preparing audit schedules to support all significant balance sheet and certain other accounts
- Responding to auditor inquiries
- Preparing confirmation and other letters
- Pulling selected invoices and other documents from files
- Helping to resolve any differences or exceptions noted

We will provide you with a detailed list of assistance and schedules required and the date such assistance and schedules are to be provided before the audit begins. All schedules should be provided in electronic form unless indicated otherwise.

Our timely completion of the audit depends on your timely and accurate schedule and analyses preparation and on the availability of your personnel to provide other assistance. If there are inaccuracies or delays in preparing this material, or if we experience other assistance difficulties that add a significant amount of time to our work, our fees will increase.

Our pricing for this engagement and our fee structure are based upon the expectation that our invoices will be paid promptly. We will issue progress billings during the course of our engagement, and payment of our invoices is due upon receipt. Interest will be charged on any unpaid balance after 30 days at the rate of 10% per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10%.

Our estimate of fees does not include any time that may be required to address a restatement of the previous audited financial statements. Accordingly, any such work will be billed based on our quoted hourly rates.

The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

The following new accounting standard is effective for your fiscal year ending April 30, 2019. The impact of these standards on your financial statements will depend on your facts and circumstances. You should evaluate the effect of these standards well in advance of your fiscal year to obtain any additional information necessary and effectively implement them. The new standards effective beginning for April 30, 2019, are as follows:

- GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, issued in June 2015, replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 75 requires governments to report a liability on the face of the financial statements, in accordance with the following:
 - Employers that are responsible only for OPEB liabilities for their own employees and that provide OPEB through a defined benefit OPEB plan administered through a trust that meets specified criteria will report a net OPEB liability (the difference between the total OPEB liability and the assets accumulated in trust to make the benefit payments).
 - Employers that participate in a cost-sharing OPEB plan that is administered through a trust that meets specified criteria will report a liability equal to the employer's proportionate share for the collective OPEB liability for all employers participating in the plan.
 - Employers that provide OPEB, but not through a trust that meets specified criteria, will report the total OPEB liability for their own employees. GASB Statement No. 75 requires more extensive note disclosures and required supplementary information about the OPEB liabilities.

GASB Statement No. 75 is effective for fiscal years beginning after June 15, 2017. Therefore, the Statement will be effective for the Village's year ending April 30, 2019.

Our fees do not include time to assist you with implementing these standards. Should you require assistance, we will bill you at our standard hourly rates.

The Village may be involved in certain new transactions or events that may require additional work that is not included in our engagement fee and could result in additional charges.

Our engagement fee does not include any time for post-engagement consultation with your personnel or third parties, consent letters and related procedures for the use of our reports in offering documents, inquiries from regulators or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

Our fees may also increase if our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards.

If our invoices for this or any other engagement you may have with BKD are not paid within 30 days, we may suspend or terminate our services for this or any other engagement. In the event our work is suspended or terminated as a result of nonpayment, you agree we will not be responsible for any consequences to you.

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
Page 6 of 8

OTHER ENGAGEMENT MATTERS AND LIMITATIONS

BKD is not acting as your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, BKD is not recommending any action to you and does not owe you a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such information or communications with any and all internal or external advisors and experts you deem appropriate before acting on any such information or material provided by BKD.

Our workpapers and documentation retained in any form of media for this engagement are the property of BKD. We can be compelled to provide information under legal process. In addition, we may be requested by regulatory or enforcement bodies to make certain workpapers available to them pursuant to authority granted by law or regulation. You agree that we have no legal responsibility to you in the event we provide such documents or information.

You agree to indemnify and hold harmless BKD and its personnel from any claims, liabilities, costs and expenses relating to our services under this agreement attributable to false or incomplete representations by management, except to the extent determined to have resulted from the intentional or deliberate misconduct of BKD personnel.

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

In the event BKD or its affiliates or their employees, partners, shareholders, officers or directors (collectively "BKD Parties") are requested or authorized by the Village or are required by government regulation, subpoena, order or other legal process to produce documents or to provide testimony as witnesses with respect to any services rendered pursuant to this engagement or any other work or services provided by BKD Parties, the Village will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests, order, subpoenas or legal process.

The Village and BKD Parties agree that no claim or cause of action against BKD Parties arising in whole or in part out of services performed or to be performed under this engagement shall be filed more than two years after (i) the date of the report issued by BKD Parties pursuant to this engagement or (ii) the date of this engagement letter if no report has been issued. The Village and BKD Parties further agree that the maximum liability of BKD Parties for any and all claims and causes of action which may be asserted by the Village arising in whole or in part from any aspect of this engagement is limited to three times the total amount of fees paid by the Village to BKD Parties for services rendered under this engagement letter. The Village waives any claim or cause of action for punitive or exemplary damages against BKD Parties.

Either of us may terminate these services at any time. Both of us must agree, in writing, to any future modifications or extensions. If services are terminated, you agree to pay us for time expended to date. In addition, you will be billed travel costs and fees for services from other professionals, if any, as well as an

Mr. Tim Halik, Village Administrator
Village of Willowbrook
April 3, 2019
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administrative fee of 4% to cover items such as copies, postage and other delivery charges, supplies, technology-related costs such as computer processing, software licensing, research and library databases and similar expense items.

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected and all other provisions remain in full force and effect.

We may from time to time utilize third-party service providers, *e.g.*, domestic software processors or legal counsel, or disclose confidential information about you to third-party service providers in serving your account. We remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information. In the event we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider.

We will, at our discretion or upon your request, deliver financial or other confidential information to you electronically via email or other mechanism. You recognize and accept the risk involved, particularly in email delivery as the internet is not necessarily a secure medium of communication as messages can be intercepted and read by those determined to do so.

You agree you will not modify these documents for internal use or for distribution to third parties. You also understand that we may on occasion send you documents marked as draft and understand that those are for your review purpose only, should not be distributed in any way and should be destroyed as soon as possible.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors and assigns of you and BKD.

The entity may wish to include our report on these financial statements in an exempt offering document. The entity agrees that the aforementioned auditor's report, or reference to our firm, will not be included in any such offering document without notifying us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor's report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by the entity with which we are not involved will clearly indicate that we are not involved by including a disclosure such as, "**BKD, LLP**, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. **BKD, LLP**, also has not performed any procedures relating to this offering document."

You agree to notify us if you desire to place these financial statements or our report thereon along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that we have no responsibility as auditors to review information contained in electronic sites.

Mr. Tim Halik, Village Administrator
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Any time you intend to reference our firm name in any manner in any published materials, including on an electronic site, you agree to provide us with draft materials for our review and approval before publishing or posting such information.

BKD is a registered limited liability partnership under Missouri law. Under applicable professional standards, partners of **BKD, LLP** have the same responsibilities as do partners in a general accounting and consulting partnership with respect to conformance by themselves and other professionals in BKD with their professional and ethical obligations. However, unlike the partners in a general partnership, the partners in a registered limited liability partnership do not have individual civil liability, directly or indirectly, including by way of indemnification, contribution, assessment or otherwise, for any debts, obligations or liabilities of or chargeable to the registered limited liability partnership or each other, whether arising in tort, contract or otherwise.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities. If the signed copy you return to us is in electronic form, you agree that such copy shall be legally treated as a "duplicate original" of this agreement.

BKD, LLP

BKD, LLP

Acknowledged and agreed to on behalf of

VILLAGE OF WILLOWBROOK

BY _____
Name and Title - Member of Those
Charged With Governance

DATE _____

**VILLAGE OF WILLOWBROOK
CHECKS ISSUED
FISCAL YEAR 2018-2019**

MONTH	BOARD APPROVED WARRANTS	GROSS PAYROLL (ACTIVE & POLICE PENSION)	Note 1 HANDWRITTEN CHECKS	MONTHLY TOTAL
MAY	\$ 264,464.60	\$ 134,678.10		
MAY	360,509.37	279,636.26	\$ 782.00	\$ 1,040,070.33
JUNE	195,700.30	151,851.08		
JUNE	404,986.81	274,665.11	-	\$ 1,027,203.30
JULY	127,066.79	129,055.62		
JULY	421,839.32	277,614.93	46,624.78 2	\$ 1,002,201.44
AUG	260,405.02	137,369.79		
AUG	350,234.80	263,075.25		
AUG	-	129,085.57	682.64	\$ 1,140,853.07
SEPT	263,953.62	162,666.43		
SEPT	336,051.72	247,788.12	3,000.00	\$ 1,013,459.89
OCT	118,854.73	167,301.17		
OCT	399,518.66	247,652.72	134,225.80 3	\$ 1,067,553.08
NOV	218,696.02	165,980.64		
NOV	238,868.98	243,067.10	1,599.74	\$ 868,212.48
DEC	1,100,738.02	173,895.68		
DEC - safety		12,558.92		
DEC		242,898.82	198,126.95 4	\$ 1,728,218.39
JAN	524,927.11	167,158.76		
JAN	292,388.68	310,812.29	368.05	\$ 1,295,654.89
FEB	203,725.04	170,300.01		
FEB	277,096.06	287,593.75	112,166.05 5	\$ 1,050,880.91
MAR	167,252.61	158,355.32		
MAR	260,161.52	126,086.35		
MAR		275,002.24	7,382.98 6	\$ 994,241.02
APR				\$ -
APR				
	<u>\$ 6,787,439.78</u>	<u>\$ 4,936,150.03</u>	<u>\$ 504,958.99</u>	<u>\$ 12,228,548.80</u>

Note 1 Handwritten checks from prior month that appear on next warrant report have been subtracted so they are not double counted

2 Handwritten check to Tecorp, Inc. approved separately by Village board

3 Handwritten check to MJ Asphalt, approved separately by Village board

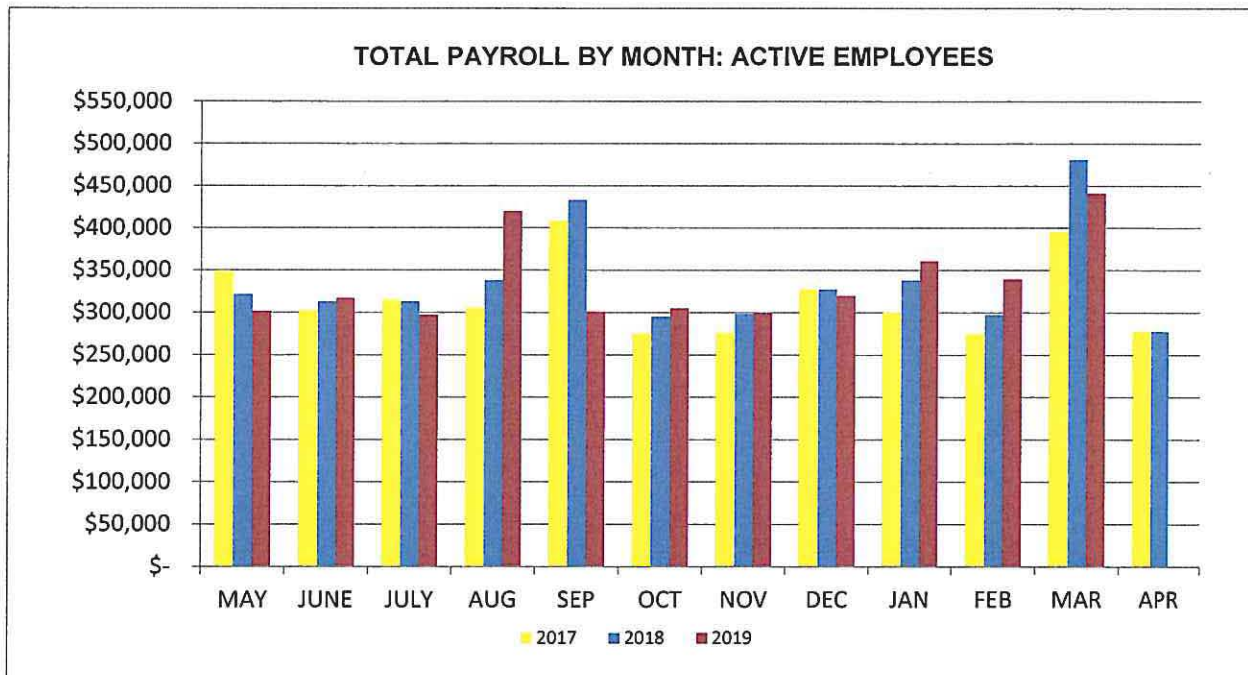
4, 5, 6 Handwritten checks to LJ Morse, approved separately by Village board

**VILLAGE OF WILLOWBROOK
PAYROLL - BY MONTH/YEAR
FY 2017 - FY 2019**

MONTHLY PAYROLL TOTALS (ACTIVE EMPLOYEES ONLY)

MONTH	FISCAL 2017	# of payrolls	FISCAL 2018	# of payrolls	FISCAL 2019	# of payrolls
MAY	\$ 348,394	2	\$ 321,672	2	\$ 301,687	2
JUNE	302,429	2	312,782	2	317,099	2
JULY	314,983	2	313,010	2	297,253	2
AUG	305,498	2	338,075	2	419,939	3
SEP	408,797	3	433,195	3	300,863	2
OCT	275,405	2	295,025	2	305,363	2
NOV	276,469	2	298,513	2	299,457	2
DEC	327,559	2 *	327,583	2 *	319,762	2 *
JAN	300,427	2	338,217	2	360,720	2
FEB	274,528	2	297,647	2	339,471	2
MAR	396,135	3	481,143	3	441,021	3
APR	277,793	2	277,787	2		
TOTAL	\$ 3,808,417	26	\$ 4,034,650	26	\$ 3,702,635	24
AVERAGE PAYROLL	\$ 146,478		\$ 155,179		\$ 154,276	
CHANGE FROM PRIOR YEAR			5.94%		-0.58%	

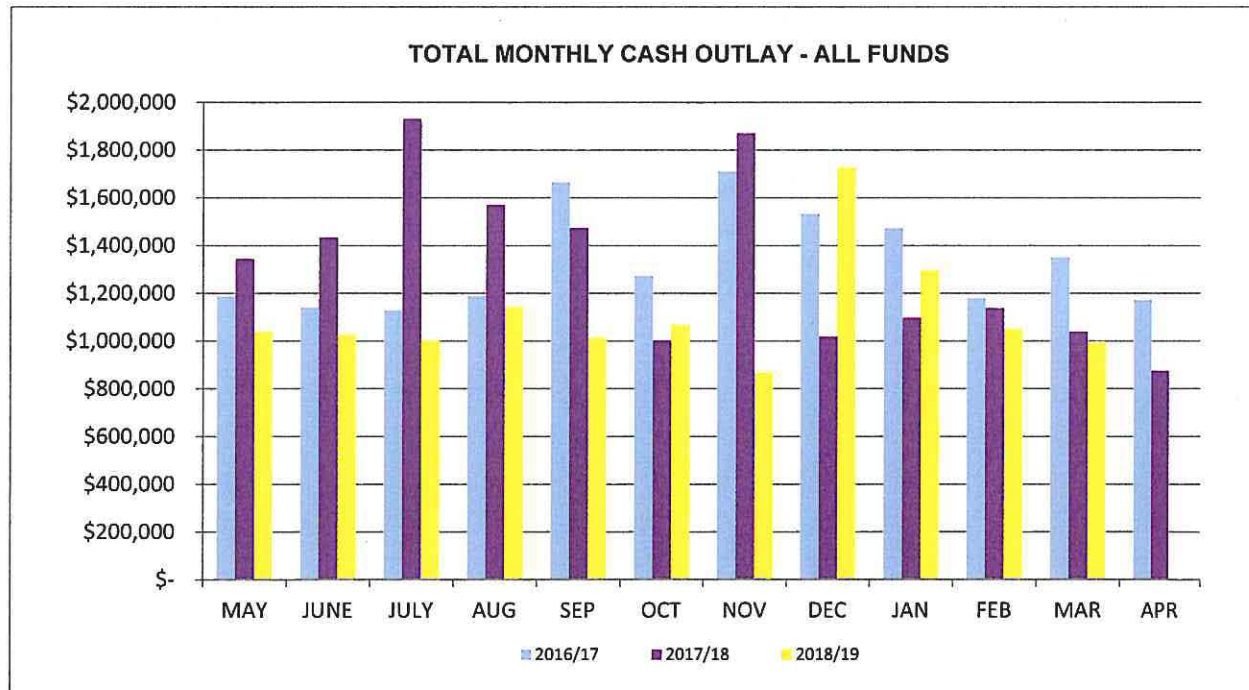
* Includes safety incentive



**VILLAGE OF WILLOWBROOK
CASH OUTLAY
ALL FUNDS**

MONTH	MONTHLY TOTALS			DAILY AVERAGE
	FISCAL 2016/17	FISCAL 2017/18	FISCAL 2018/19	FISCAL 2018/19
MAY	\$ 1,188,234 A	\$ 1,344,473 C	\$ 1,040,070	\$ 33,551
JUNE	1,141,186	1,434,254 D,E	1,027,203	34,240
JULY	1,128,892	1,931,329 C,D,E	1,002,201	32,329
AUG	1,188,339 B	1,569,952 D,E	1,140,853	36,802
SEP	1,665,829 B	1,473,375 E	1,013,460	33,782
OCT	1,273,226	1,001,287 E	1,067,553	34,437
NOV	1,711,581 C	1,871,238 C	868,212	28,940
DEC	1,533,413 C	1,017,934 F	1,728,219 G	55,749
JAN	1,472,885 B	1,097,010	1,295,655	41,795
FEB	1,180,244 C	1,137,731 F	1,050,881 A, G	37,531
MAR	1,351,417 C	1,039,332	994,241	32,072
APR	1,171,733 C	875,327		
TOTAL	\$ 16,006,979	\$ 15,793,242	\$ 12,228,548	
AVERAGE	\$ 1,333,915	\$ 1,316,104	\$ 1,111,686	\$ 36,475

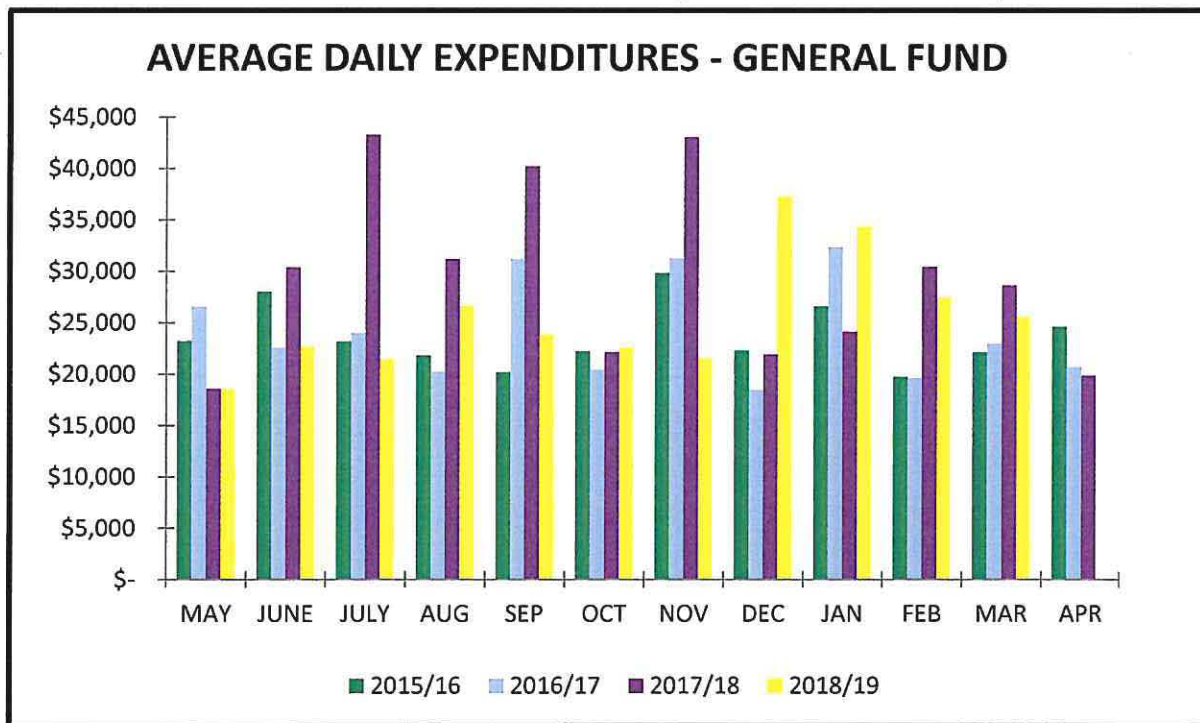
- A Includes retirement payout
- B Includes payment to Am-Coat Painting for standpipe repainting
- C Includes payment to LJ Morse for police department renovation
- D Includes payment to Tecorp for water tower painting
- E Includes payment to Clauss Brothers for Willow Pond Park renovation
- F Includes watermain lining payout
- G Includes payment to LJ Morse for CRC exterior renovation



**VILLAGE OF WILLOWBROOK
AVERAGE DAILY EXPENDITURES
GENERAL FUND**

MONTH	FISCAL 2015/16	FISCAL 2016/17	FISCAL 2017/18	FISCAL 2018/19
MAY	\$ 23,224	\$ 26,585	\$ 18,548	\$ 18,531
JUNE	28,030	22,563	30,355	22,655
JULY	23,173	24,006	43,297 A	21,462
AUG	21,816	20,266	31,156	26,618
SEP	20,205	31,190	40,215	23,835
OCT	22,217	20,454	22,129	22,535
NOV	29,824	31,257	43,060 A,B	21,549
DEC	22,293	18,476	21,898	37,302 B,D
JAN	26,606	32,341	24,115	34,349
FEB	19,732	19,649	30,435 C	27,484 D
MAR	22,134	22,966	28,627	25,592 D
APR	24,628	20,696	19,842	
AVERAGE	\$ 23,657	\$ 24,204	\$ 29,473	\$ 25,628
% CHANGE		2.31%	21.77%	-13.04%

- A** Includes contribution towards police dept renovation (transfer to LAFER Fund)
B Includes transfer to Debt Service Fund
C Includes snow removal and full year of tree storm damage remediation payments
D Includes contribution towards CRC renovation (transfer to LAFER Fund)



VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL SALES AND USE TAXES

MONTH DIST	SALE MADE		14-15	15-16	16-17	17-18	18-19
MAY	FEB	\$	245,589	\$ 253,282	\$ 267,882	\$ 264,472	\$ 276,118
JUNE	MAR		293,285	301,469	312,681	304,436	334,282
JULY	APR		293,319	267,013	269,580	304,925	309,957
AUG	MAY		342,029	328,251	331,887	345,478	376,154
SEPT	JUNE		330,203	349,847	398,196	354,582	364,229
OCT	JULY		318,631	306,409	316,266	313,701	320,062
NOV	AUG		349,800	337,896	315,293	361,826	339,020
DEC	SEPT		287,860	360,843	325,374	334,582	342,467
JAN	OCT		303,324	318,340	289,208	312,400	329,103
FEB	NOV		296,349	304,839	304,898	319,012	362,572
MARCH	DEC		365,874	393,072	371,080	416,900	428,214
APRIL	JAN		253,532	266,970	263,392	285,192	
TOTAL		\$	3,679,794	\$ 3,788,231	\$ 3,765,737	\$ 3,917,506	\$ 3,782,178
MTH AVG		\$	306,650	\$ 315,686	\$ 313,811	\$ 326,459	\$ 343,834
BUDGET		\$	3,450,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000	\$ 3,600,000

YEAR TO DATE LAST YEAR : \$ 3,632,314
YEAR TO DATE THIS YEAR : \$ 3,782,178
DIFFERENCE : \$ 149,864

PERCENTAGE CHANGE :

4.13%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,600,000
PERCENTAGE OF YEAR COMPLETED : 91.67%
PERCENTAGE OF REVENUE TO DATE : 105.06%
PROJECTION OF ANNUAL REVENUE : \$ 4,079,137
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 479,137
EST. PERCENT DIFF ACTUAL TO BUDGET 13.3%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT BUSINESS DISTRICT SALES TAX

MONTH DIST	SALE MADE	16-17	17-18	18-19
MAY	FEB	\$ -	\$ 33,892	\$ 33,887
JUNE	MAR	-	36,583	40,172
JULY	APR	-	35,311	34,830
AUG	MAY	-	38,019	39,441
SEPT	JUNE	-	37,321	40,597
OCT	JULY	-	34,773	38,253
NOV	AUG	-	40,727	42,081
DEC	SEPT	-	36,779	38,486
JAN	OCT	-	35,522	44,158
FEB	NOV	-	42,116	62,903
MARCH	DEC	-	57,664	79,892
APRIL	JAN	32,744	36,122	
TOTAL		\$ 32,744	\$ 464,829	\$ 494,700
MTH AVG		\$ 32,744	\$ 38,736	\$ 44,973
BUDGET			\$ 518,650	\$ 450,000

YEAR TO DATE LAST YEAR : \$ 428,707

YEAR TO DATE THIS YEAR : \$ 494,700

DIFFERENCE : \$ 65,993

PERCENTAGE CHANGE :

15.39%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 450,000

PERCENTAGE OF YEAR COMPLETED : 91.67%

PERCENTAGE OF REVENUE TO DATE : 109.93%

PROJECTION OF ANNUAL REVENUE : \$ 536,382

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 86,382

EST. PERCENT DIFF ACTUAL TO BUDGET 19.2%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL INCOME TAXES

MONTH		14-15		15-16		16-17		Note 1 17-18		Note 2 18-19
MAY	\$	129,077	\$	153,084	\$	116,485	\$	114,461	\$	117,127
JUNE		48,077		63,573		55,680		59,196		54,108
JULY		79,570		89,698		79,465		78,309		73,159
AUG		46,418		52,054		46,276		37,423		53,704
SEPT		45,391		49,578		50,547		44,142		52,413
OCT		80,992		87,136		74,694		67,208		81,459
NOV		54,604		57,454		50,133		50,580		58,669
DEC		41,059		44,933		45,419		44,530		48,629
JAN		69,567		84,307		73,433		64,897		70,855
FEB		103,795		92,258		84,930		93,937		85,245
MARCH		45,280		53,411		44,453		47,225		51,328
APRIL		92,531		82,644		85,726		72,516		
TOTAL	\$	836,361	\$	910,130	\$	807,241	\$	774,424	\$	746,696
MTH AVG	\$	69,697	\$	75,844	\$	67,270	\$	64,535	\$	67,881
BUDGET	\$	787,000	\$	634,095	\$	740,418	\$	862,540	\$	736,319

Note 1: 10% reduction in LGDF approved by State of IL (no reduction in Village budget)

Note 2: 5% reduction in LGDF approved by State of IL (Village budget reduced 10%)

YEAR TO DATE LAST YEAR:	\$	701,908
YEAR TO DATE THIS YEAR:	\$	746,696
DIFFERENCE:	\$	44,788

PERCENTAGE CHANGE:

6.38%

BUDGETED REVENUE:	\$	736,319
PERCENTAGE OF YEAR COMPLETED :		91.67%
PERCENTAGE OF REVENUE TO DATE :		101.41%
PROJECTION OF ANNUAL REVENUE :	\$	823,839
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$	87,520
EST. PERCENT DIFF ACTUAL TO BUDGET		11.9%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL UTILITY TAXES**

Telecommunications Tax - 6%
Nicor & Com-Ed - 5%

MONTH	14-15	15-16	16-17	17-18	18-19
MAY	\$ 99,485	\$ 76,117	\$ 76,429	\$ 71,829	\$ 73,377
JUNE	85,846	77,206	73,715	72,444	66,122
JULY	83,409	74,787	78,330	73,703	68,284
AUG	82,223	77,480	79,068	79,315	76,782
SEPT	80,670	83,767	80,232	78,406	74,848
OCT	78,849	84,774	83,653	76,352	77,551
NOV	72,129	77,541	74,678	69,376	70,012
DEC	75,956	73,164	73,400	73,501	71,174
JAN	91,629	82,913	87,946	81,944	81,654
FEB	104,644	90,637	96,872	96,949	83,737
MARCH	100,962	94,877	90,339	84,801	90,851
APRIL	91,452	78,653	80,801	77,637	
TOTAL	\$ 1,047,254	\$ 971,916	\$ 975,463	\$ 936,257	\$ 834,392
MTH AVG	\$ 87,271	\$ 80,993	\$ 81,289	\$ 78,021	\$ 75,854
BUDGET	\$ 1,075,000	\$ 1,075,000	\$ 1,000,000	\$ 1,000,000	\$ 950,000

YEAR TO DATE LAST YEAR: \$ 858,620

YEAR TO DATE THIS YEAR: \$ 834,392

DIFFERENCE: \$ (24,228)

PERCENTAGE CHANGE:

-2.82%

BUDGETED REVENUE: \$ 950,000

PERCENTAGE OF YEAR COMPLETED : 91.67%

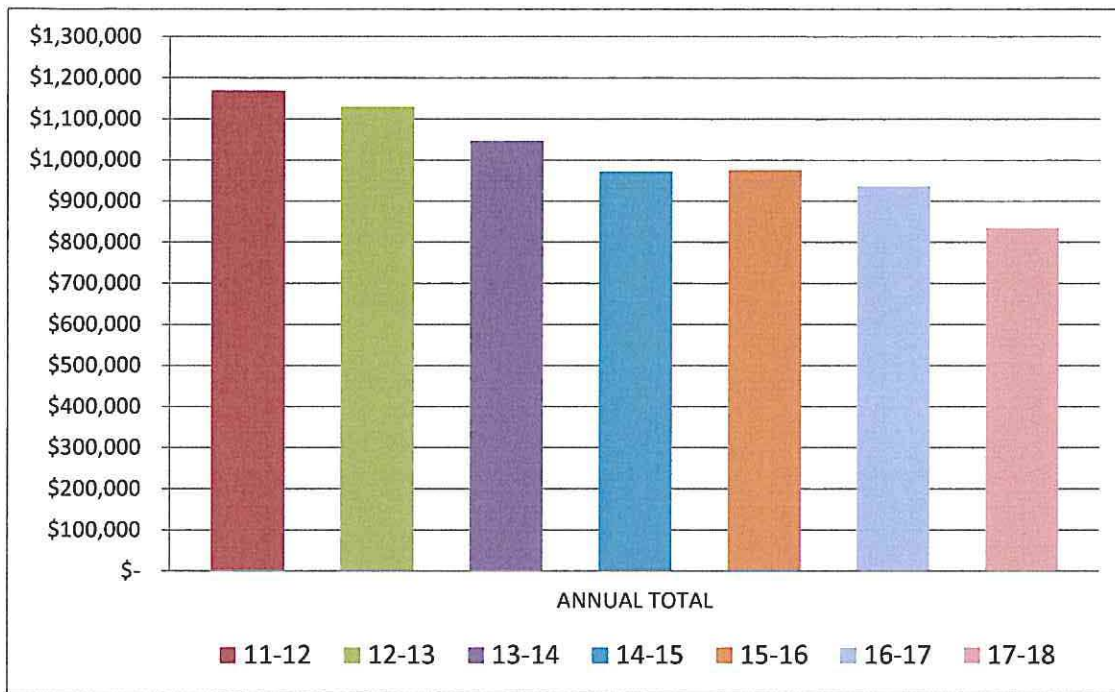
PERCENTAGE OF REVENUE TO DATE : 87.83%

PROJECTION OF ANNUAL REVENUE : \$ 909,838

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ (40,162)

EST. PERCENT DIFF ACTUAL TO BUDGET

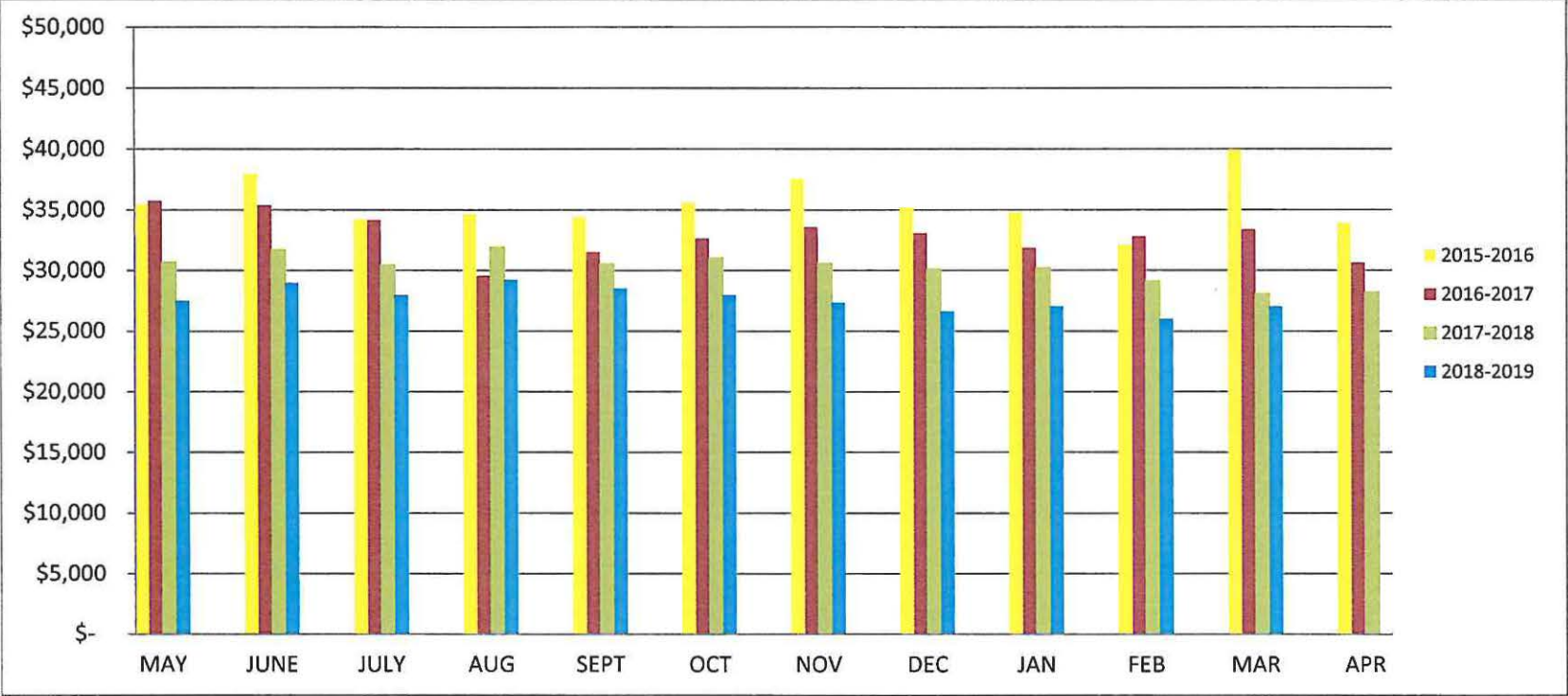
-4.2%



VILLAGE OF WILLOWBROOK
SIMPLIFIED TELECOMMUNICATION TAX
CASH BASIS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
MAY	\$ 42,452	\$ 37,525	\$ 35,456	\$ 35,774	\$ 30,650	\$ 27,516
JUNE	42,409	39,536	37,901	35,405	31,679	28,991
JULY	42,081	37,504	34,148	34,133	30,435	27,985
AUG	42,164	33,430	34,626	29,565	31,879	29,221
SEPT	39,419	33,909	34,389	31,506	30,495	28,519
OCT	41,333	33,239	35,567	32,636	31,009	27,985
NOV	40,398	33,142	37,509	33,567	30,559	27,346
DEC	41,474	32,322	35,136	33,074	30,112	26,616
JAN	41,338	32,454	34,752	31,848	30,180	27,034
FEB	40,051	35,607	32,046	32,796	29,102	25,975
MAR	39,527	36,250	39,967	33,363	28,050	27,021
APR	<u>39,390</u>	<u>36,717</u>	<u>33,877</u>	<u>30,616</u>	<u>28,170</u>	<u> </u>
TOTAL:	\$ 492,036	\$ 421,635	\$ 425,374	\$ 394,283	\$ 362,320	\$ 304,209
5 year average:		\$ 419,130				\$ 334,150
			YTD PRIOR YEAR			\$ 334,150
			YTD CURRENT YEAR			<u>\$ 304,209</u>
			DIFFERENCE			\$ (29,941)
			PERCENTAGE CHANGE			-8.96%

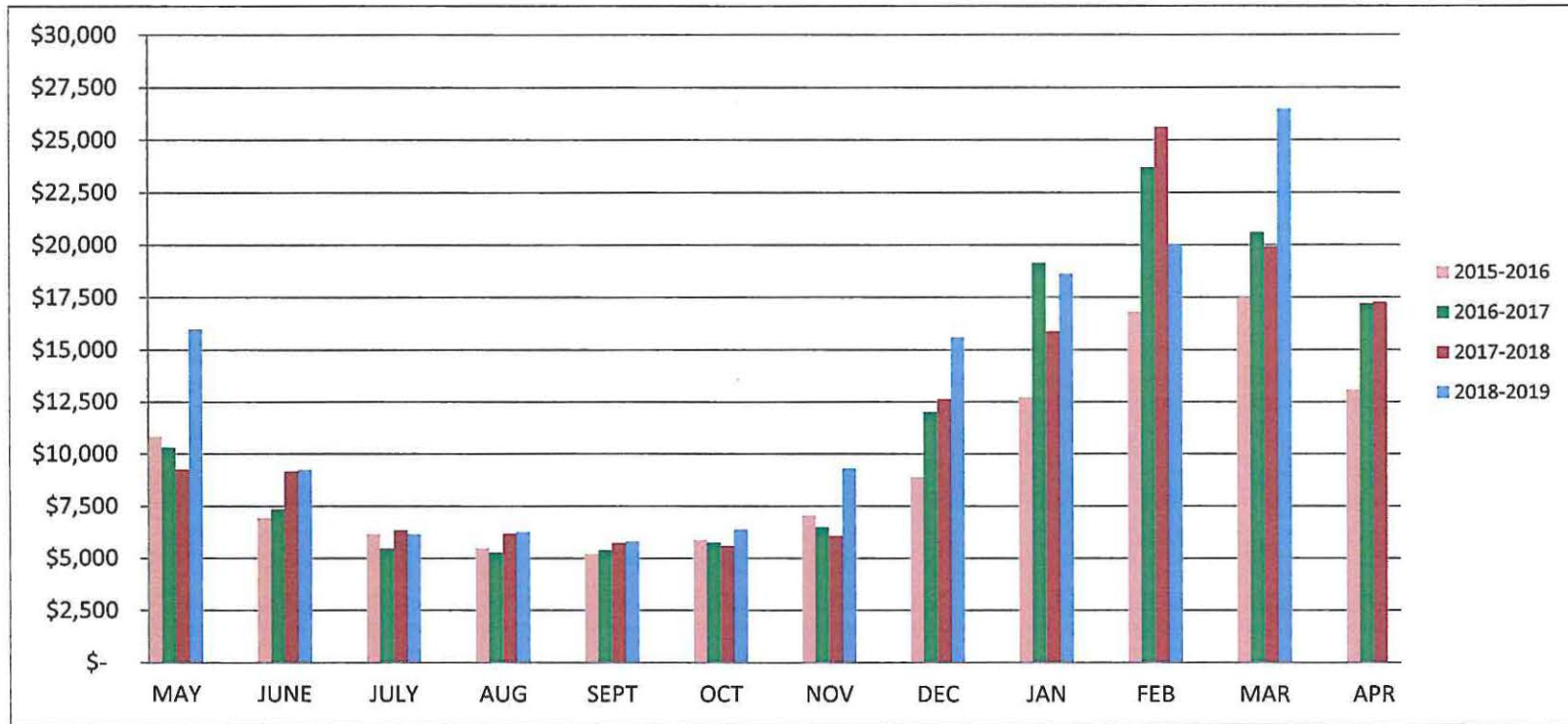
VILLAGE OF WILLOWBROOK
SIMPLIFIED TELECOMMUNICATION TAX
CASH BASIS



VILLAGE OF WILLOWBROOK
UTILITY TAX
NORTHERN ILLINOIS GAS
CASH BASIS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
MAY	\$ 19,790	\$ 27,131	\$ 10,832	\$ 10,304	\$ 9,264	\$ 15,975
JUNE	13,126	15,821	6,932	7,347	9,161	9,247
JULY	8,350	9,063	6,147	5,462	6,341	6,155
AUG	6,419	6,850	5,482	5,261	6,175	6,253
SEPT	5,485	9,298	5,187	5,386	5,736	5,810
OCT	5,431	6,986	5,873	5,747	5,600	6,372
NOV	6,141	7,796	7,043	6,471	6,071	9,305
DEC	9,658	13,316	8,900	12,010	12,635	15,590
JAN	16,750	22,014	12,720	19,149	15,856	18,618
FEB	26,101	27,140	16,804	23,695	25,618	19,961
MAR	30,852	22,595	17,469	20,597	19,908	26,447
APR	<u>32,360</u>	<u>19,735</u>	<u>13,062</u>	<u>17,197</u>	<u>17,257</u>	
TOTAL:	\$ 180,463	\$ 187,745	\$ 116,451	\$ 138,626	\$ 139,622	\$ 139,733
				YTD PRIOR YEAR		\$ 122,365
	5 year average:	\$ 152,581		YTD CURRENT YEAR		\$ 139,733
				DIFFERENCE		\$ 17,368
				PERCENTAGE CHANGE		14.19%

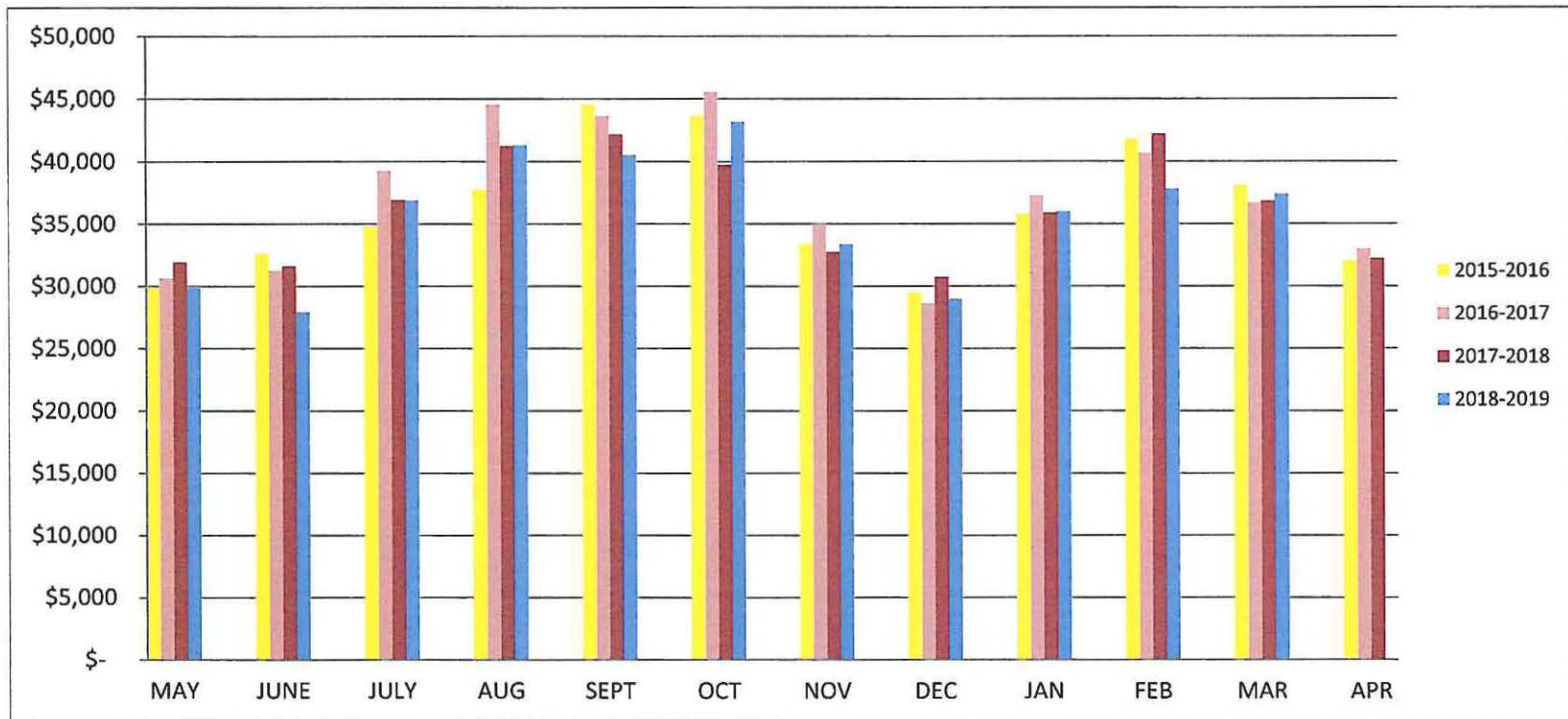
VILLAGE OF WILLOWBROOK
UTILITY TAX
NORTHERN ILLINOIS GAS
CASH BASIS



VILLAGE OF WILLOWBROOK
UTILITY TAX
COMMONWEALTH EDISON
CASH BASIS

	<u>2013-2014</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
MAY	\$ 28,332	\$ 34,830	\$ 29,829	\$ 30,662	\$ 31,915	\$ 29,886
JUNE	34,757	30,761	32,626	31,275	31,604	27,884
JULY	35,473	37,112	34,803	39,258	36,927	36,894
AUG	44,604	42,214	37,683	44,561	41,261	41,308
SEPT	41,416	37,735	44,502	43,660	42,175	40,520
OCT	44,973	39,066	43,645	45,590	39,743	43,194
NOV	30,575	31,474	33,301	34,959	32,746	33,361
DEC	35,055	30,601	29,440	28,636	30,754	28,968
JAN	39,885	37,443	35,753	37,269	35,908	36,002
FEB	44,586	42,180	41,787	40,701	42,229	37,801
MAR	43,930	42,448	38,065	36,699	36,843	37,383
APR	<u>37,084</u>	<u>35,331</u>	<u>32,026</u>	<u>32,988</u>	<u>32,209</u>	
TOTAL:	\$ 460,670	\$ 441,195	\$ 433,460	\$ 446,258	\$ 434,314	\$ 393,201
				YTD PRIOR YEAR		\$ 402,105
5 year average:		\$ 443,179		YTD CURRENT YEAR		<u>\$ 393,201</u>
				DIFFERENCE		\$ (8,904)
				PERCENTAGE CHANGE		-2.21%

VILLAGE OF WILLOWBROOK
UTILITY TAX
COMMONWEALTH EDISON
CASH BASIS



VILLAGE OF WILLOWBROOK FINANCIAL REPORT PLACES OF EATING TAXES

MONTH	14-15	15-16	16-17	17-18	18-19
MAY	\$ 39,473	\$ 38,401	\$ 41,442	\$ 39,855	\$ 40,666
JUNE	43,989	47,006	45,625	43,516	44,029
JULY	43,761	46,836	47,842	42,679	47,244
AUG	42,199	43,155	43,496	41,124	44,386
SEPT	43,417	45,463	42,850	44,371	44,262
OCT	40,479	46,049	43,124	41,841	44,738
NOV	42,106	40,168	40,684	40,921	41,827
DEC	40,298	45,711	40,440	40,544	44,667
JAN	45,215	44,734	35,511	58,256	44,111
FEB	39,057	39,271	35,157	39,067	46,802
MARCH	36,910	38,923	43,213	36,762	39,793
APRIL	43,180	42,586	41,137	45,969	
TOTAL	\$ 518,303	\$ 500,521	\$ 500,521	\$ 514,905	\$ 482,525
MTH AVG	\$ 41,674	\$ 43,192	\$ 41,710	\$ 42,909	\$ 43,866
BUDGET	\$ 450,000	\$ 460,000	\$ 475,000	\$ 485,000	\$ 485,000

YEAR TO DATE LAST YEAR:	\$ 468,936
YEAR TO DATE THIS YEAR:	\$ 482,525
DIFFERENCE:	\$ 13,589

PERCENTAGE OF INCREASE:

2.90%

BUDGETED REVENUE:	\$ 485,000
PERCENTAGE OF YEAR COMPLETED :	91.67%
PERCENTAGE OF REVENUE TO DATE :	99.49%
PROJECTION OF ANNUAL REVENUE :	\$ 529,826
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ 44,826
EST. PERCENT DIFF ACTUAL TO BUDGET	9.24%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT FINES

MONTH DIST	14-15	15-16	16-17	17-18	18-19	
MAY	\$ 12,716	\$ 15,102	\$ 11,090	\$ 16,151	\$ 10,691	
JUNE	19,200	12,488	9,365	13,897	16,043	
JULY	18,657	12,842	12,157	11,415	7,454	
AUG	7,725	12,465	15,130	20,048	11,967	
SEPT	18,620	11,832	9,867	12,359	8,190	
OCT	14,800	10,086	15,810	12,269	13,672	
NOV	12,007	6,253	13,410	9,357	11,179	
DEC	9,471	9,197	12,631	10,790	10,998	
JAN	20,032	8,567	21,272	9,705	10,916	
FEB	16,603	11,546	13,571	11,525	12,376	
MARCH	14,188	12,474	17,407	11,820	8,467	\$ 97,974.00 D.C. Circuit Court
APRIL	6,647	10,141	12,327	15,939		\$ 23,978.00 Village issued
TOTAL	\$ 170,666	\$ 132,993	\$ 164,037	\$ 155,275	\$ 121,953	\$ 121,952.00
MTH AVG	\$ 14,222	\$ 11,083	\$ 13,670	\$ 12,940	\$ 11,087	
BUDGET	\$ 145,000	\$ 145,000	\$ 130,000	\$ 130,000	\$ 130,000	

YEAR TO DATE LAST YEAR : \$ 139,336
YEAR TO DATE THIS YEAR : \$ 121,953
DIFFERENCE : \$ (17,383)

PERCENTAGE CHANGE

-12.48%

BUDGETED REVENUE: \$ 130,000
PERCENTAGE OF YEAR COMPLETED : 91.67%
PERCENTAGE OF REVENUE TO DATE : 93.81%
PROJECTION OF ANNUAL REVENUE : \$ 135,904
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 5,904
EST. PERCENT DIFF ACTUAL TO BUDGET 4.54%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT RED LIGHT FINES

MONTH DIST	Note 1			Note 2	
	14-15	15-16	16-17	17-18	18-19
MAY	\$ 56,175	\$ 39,110	\$ 60,454	\$ 57,850	\$ 75,711
JUNE	51,975	32,810	76,985	48,425	69,125
JULY	65,415	33,585	70,820	60,185	82,250
AUG	63,375	12,160	84,520	49,475	92,970
SEPT	46,240	3,559	81,365	52,170	86,300
OCT	59,245	3,985	66,295	50,230	95,425
NOV	67,250	18,825	50,555	51,165	84,560
DEC	48,647	26,400	50,850	50,575	85,365
JAN	45,532	41,225	59,660	44,045	73,419
FEB	41,502	61,384	38,590	64,700	68,560
MARCH	38,735	51,851	36,200	71,567	59,210
APRIL	39,635	58,285	43,500	74,330	
TOTAL	\$ 623,726	\$ 383,179	\$ 719,794	\$ 674,717	\$ 872,895
MTH AVG	\$ 51,977	\$ 31,932	\$ 59,983	\$ 56,226	\$ 79,354
BUDGET	\$ 540,000	\$ 540,000	\$ 525,000	\$ 560,000	\$ 560,000

YEAR TO DATE LAST YEAR : \$ 600,387

YEAR TO DATE THIS YEAR : \$ 872,895

DIFFERENCE : \$ 272,508

PERCENTAGE CHANGE: 45.39%

BUDGETED REVENUE: \$ 560,000

PERCENTAGE OF YEAR COMPLETED : 91.67%

PERCENTAGE OF REVENUE TO DATE : 155.87%

PROJECTION OF ANNUAL REVENUE : \$ 980,962

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 420,962

EST. PERCENT DIFF ACTUAL TO BUDGET 75.2%

Note 1 - The red light cameras at 75th St./Rt. 83 were down from 5/22/2015-9/27/2015 for camera maintenance/upgrade and as required by IDOT during the ongoing construction of the intersection.

Note 2 - The 63rd St./Rt. 83 camera also was down from 5/22/2015-9/26/2017.

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
BUILDING PERMITS**

MONTH	14-15	15-16	16-17	17-18	18-19
MAY	\$ 12,317	\$ 11,448	\$ 28,379	\$ 74,352 ⁶	\$ 53,165
JUNE	8,574	21,083	12,846	15,651	63,398 ⁸
JULY	15,008	19,427	19,166	34,261	87,643 ⁹
AUG	8,891	15,151	59,754 ³	63,136	42,532
SEPT	44,004	146,016 ²	62,108 ⁴	39,902	30,008
OCT	36,458	24,175	127,894 ⁵	60,823	24,737
NOV	4,709	39,743	72,070	43,295	61,612 ¹⁰
DEC	52,875	15,972	9,338	11,428	23,253
JAN	17,590	9,450	39,549	62,106 ⁷	47,395
FEB	23,298	9,393	25,008	27,862	230,171 ¹¹
MARCH	110,947 ¹	32,001	15,940	28,651	16,948
APRIL	20,098	24,754	16,072	150,099 ⁷	
TOTAL	\$ 354,769	\$ 368,613	\$ 488,124	\$ 611,566	\$ 680,862
MTH AVG	\$ 29,564	\$ 30,718	\$ 40,677	\$ 50,964	\$ 61,897
BUDGET	\$ 175,000	\$ 200,000	\$ 225,000	\$ 240,000	\$ 250,000

1 - March 2015 includes 2 permits for \$83,056 to Whole Foods.

2 - Sept 2015 includes 2 permits for \$18,477 to Willowbrook Inn, 2 for \$31,546 to Three Bridge Partners and 2 for \$82,405 for the Willowbrook Business Center.

3 - Aug 2016 includes permits to Level Construction (single family home) & Peter Michael Realty

4 - Sept 2016 includes permits to Peter Michael Realty & Fred Barbara (foundation)

5 - Oct 2016 includes permit to Peter Michael Realty

6 - May 2017 includes permit to Peter Michael Realty & Willowbrook Inn

7 - includes permit to Rose Development (Compass Arena)

8 - includes permit to Power Construction (former Turtle Wax bldg)

9- includes permits to JKC Ice & RESA Construction (Willowbrook Inn)

10- includes permits to ArcVision (Harlem Irving), Pulte Homes (2) & GEA Architects (Lumes)

11- includes permits to ROC Willowbrook for new storage facility (2 buildings)

YEAR TO DATE LAST YEAR:	\$ 461,467
YEAR TO DATE THIS YEAR:	\$ 680,862
DIFFERENCE:	\$ 219,395

PERCENTAGE OF CHANGE:

47.54%

BUDGETED REVENUE:	\$ 250,000
PERCENTAGE OF YEAR COMPLETED :	91.67%
PERCENTAGE OF REVENUE TO DATE :	272.34%
PROJECTION OF ANNUAL REVENUE :	\$ 902,322
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ 652,322
EST. PERCENT DIFF ACTUAL TO BUDGET	260.93%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
WATER SALES REVENUE**

WATER SALES REVENUE										% change
BILLING MONTH	Note 1		Note 2					from same month last fiscal year		
	14-15	15-16	16-17	17-18	18-19					
MAY	\$ 148,785	\$ 256,706	\$ 263,161	\$ 247,847	\$ 238,010	-4.0%				
JUNE	325,749	314,253	336,148	315,225	324,934	3.1%				
JULY	211,551	218,363	239,324	238,556	231,577	-2.9%				
AUG	258,283	303,288	322,609	335,018	316,533	-5.5%				
SEPT	315,476	359,696	544,406	351,489	370,074	5.3%				
OCT	212,111	236,358	255,530	257,241	240,680	-6.4%				
NOV	258,131	310,296	312,524	320,151	302,506	-5.5%				
DEC	281,238	325,328	318,013	329,836	309,763	-6.1%				
JAN	182,776	197,312	217,387	207,114	208,767	0.8%				
FEB	256,744	261,709	223,201	250,258	252,660	1.0%				
MARCH	307,225	326,533	294,917	301,012	304,339	1.1%				
APRIL	239,984	189,498	214,681	207,182		-100.0%				
TOTAL	\$ 2,998,053	\$ 3,299,340	\$ 3,541,901	\$ 3,360,929	\$ 3,099,843					
MTH AVG	\$ 249,838	\$ 274,945	\$ 295,158	\$ 280,077	\$ 281,804					
BUDGET	\$ 3,480,257	\$ 3,316,000	\$ 3,545,000	\$ 3,545,000	\$ 3,545,000					

Note 1 - 12% rate increase effective 1/1/15

Note 2 - Sept 2016 includes catch-up bill for shopping center \$181,169

YEAR TO DATE LAST YEAR:	\$ 3,153,747
YEAR TO DATE THIS YEAR:	\$ 3,099,843
DIFFERENCE:	\$ (53,904)

PERCENTAGE OF INCREASE: **-1.71%**

BUDGETED REVENUE:	\$ 3,545,000
PERCENTAGE OF YEAR COMPLETED :	91.67%
PERCENTAGE OF REVENUE TO DATE :	87.44%
PROJECTION OF ANNUAL REVENUE :	\$ 3,303,484
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ (241,516)
EST. PERCENT DIFF ACTUAL TO BUDGET	-6.81%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT MUNICIPAL HOTEL/MOTEL TAXES

Note 1, 2

MONTH	14-15	15-16	16-17	17-18	18-19
MAY	\$ 3,409	\$ 4,489	\$ 18,523	\$ 20,240	\$ 19,596
JUNE	4,789	5,581	21,089	22,069	24,542
JULY	5,196	27,829	22,892	25,925	28,692
AUG	3,746	30,072	28,480	27,346	28,026
SEPT	5,747	23,430	19,562	21,506	22,570
OCT	5,677	22,458	26,887	27,690	23,943
NOV	4,316	20,112	21,561	21,655	23,345
DEC	3,491	16,043	20,626	17,117	17,997
JAN	3,563	17,287	16,184	14,899	15,768
FEB	2,572	15,509	13,982	12,963	15,144
MARCH	3,014	13,763	13,759	13,893	14,187
APRIL	3,179	15,745	18,825	17,918	
TOTAL	\$ 48,699	\$ 212,318	\$ 242,370	\$ 243,221	\$ 233,810
MTH AVG	\$ 4,058	\$ 17,693	\$ 20,198	\$ 20,268	\$ 21,255
BUDGET	\$ 60,027	\$ 210,000	\$ 243,000	\$ 232,365	\$ 246,000

Note 1 - The Village raised the hotel tax from 1% to 5% effective June 1, 2015 (payments collected in July 2015).

Note 2 - The Willowbrook Inn's last payment was made in Jan 2016 (for month of Sept 2015). The hotel closed on Jan 22, 2016.

YEAR TO DATE LAST YEAR:	\$ 225,303
YEAR TO DATE THIS YEAR:	\$ 233,810
DIFFERENCE:	\$ 8,507

PERCENTAGE CHANGE:	3.78%
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BUDGETED REVENUE:	\$ 246,000
PERCENTAGE OF YEAR COMPLETED :	91.67%
PERCENTAGE OF REVENUE TO DATE :	95.04%
PROJECTION OF ANNUAL REVENUE :	\$ 252,405
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ 6,405
EST. PERCENT DIFF ACTUAL TO BUDGET	2.6%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT MOTOR FUEL TAX

MONTH DIST	14-15	15-16	16-17	17-18	18-19
MAY	\$ 54,685	\$ 19,862	\$ 19,435	\$ 18,698	\$ 19,550
JUNE	22,105	18,649	19,302	18,958	17,998
JULY	16,624	12,105	12,173	15,055	16,495
AUG	57,575	21,542 2	19,538	19,740	19,360
SEPT	12,653	20,756 2	18,555	18,646	18,668
OCT	17,202	13,977 2	16,379	16,481	15,595
NOV	18,515	18,160 2	18,960	18,870	20,460
DEC	18,766	21,032	19,318	19,231	19,263
JAN	21,506	19,274	20,259	18,870	18,549
FEB	20,211	18,616	19,259	19,320	18,528
MARCH	15,342	18,762	18,362	16,738	16,851
APRIL	7,870 1	16,136	15,656	16,593	
TOTAL	\$ 283,054	\$ 218,871	\$ 217,196	\$ 217,200	\$ 201,317
MTH AVG	\$ 23,588	\$ 18,239	\$ 18,100	\$ 18,100	\$ 18,302
BUDGET	\$ 241,766	\$ 203,252	\$ 221,186	\$ 219,905	\$ 219,905

Shaded - Includes special distribution of \$38,941, IL Capital Bill (program discontinued)

YEAR TO DATE LAST YEAR :	\$ 200,607
YEAR TO DATE THIS YEAR :	\$ 201,317
DIFFERENCE :	\$ 710

PERCENTAGE OF CHANGE:

0.35%

BUDGETED REVENUE:	\$ 219,905
PERCENTAGE OF YEAR COMPLETED :	91.67%
PERCENTAGE OF REVENUE TO DATE :	91.55%
PROJECTION OF ANNUAL REVENUE :	\$ 217,969
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ (1,936)
EST. PERCENT DIFF ACTUAL TO BUDGET	-0.9%

Note 1 - Reduction in April 2015 receipt due to Public Act 99-0002 (the State of IL's FY 15 budget fix) which allowed the state to transfer \$50 million from the IL MFT account to the State's General Fund. This is expected to be a one-time deduction.

Note 2 - Received payments in December 2015