

**Yorkville Public Library
Community Relations Committee Meeting
May 24, 7:00 pm
902 Game Farm Rd.
Michelle Pfister Meeting Room**

1. Roll Call
2. Recognition of Visitors
3. Public Comment
5. New Business – Discussion of Library District
6. Executive Session (if needed)

For the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

7. Adjournment

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Illinois Compiled Statutes

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Information maintained by the Legislative Reference Bureau

Updating the database of the Illinois Compiled Statutes (ILCS) is an ongoing process. Recent laws may not yet be included in the ILCS database, but they are found on this site as [Public Acts](#) soon after they become law. For information concerning the relationship between statutes and Public Acts, refer to the [Guide](#).

Because the statute database is maintained primarily for legislative drafting purposes, statutory changes are sometimes included in the statute database before they take effect. If the source note at the end of a Section of the statutes includes a Public Act that has not yet taken effect, the version of the law that is currently in effect may have already been removed from the database and you should refer to that Public Act to see the changes made to the current law.

LIBRARIES

(75 ILCS 16/) Public Library District Act of 1991.

(75 ILCS 16/Art. 5 heading)

ARTICLE 5. CREATION OF DISTRICT BY PETITION

(75 ILCS 16/5-5)

Sec. 5-5. Authorization. All or any portion of the territory within one or more counties may, under this Act, be organized and formed into a district for the purpose of levying a tax or taxes to pay for establishing, equipping, maintaining, and supporting library services.

(Source: P.A. 87-1277.)

(75 ILCS 16/5-10)

Sec. 5-10. Petition to establish district.

(a) The organization of a district library in a territory without a local tax supported library or in such a territory and contiguous territory of a municipality, township, or county operating a local tax supported library may be initiated as described in paragraph (1) or (2) of this subsection.

(1) One hundred or more of the voters of a territory without a local tax supported library may petition the circuit court of the county that contains all of the territory (or a larger portion of the territory than any other county containing a portion of the territory) to cause to be submitted to the voters of the proposed district the question of whether the proposed territory shall be organized as a public library district. The petition shall contain the provisions set forth in this Section and, in addition, shall allege that the territory of the proposed district does not include, in whole or in part, any existing tax supported public library.

(2) The library board of a local tax supported library established by a municipality, township, or county, or 100 or more of the voters of the municipality, township, or county, may petition to cause to be submitted to the voters of the entire territory the question of whether a public library district shall be organized to include the

municipality, township, or county and contiguous territory that is without a local tax supported library.

(b) The petition specified in this Section shall contain a legal description of the boundaries of the territory to be embraced within the proposed district, shall specify the name of the district and the proposed tax rate limit for the district if it is in excess of 0.15%, and shall petition the circuit court to set the date of a hearing on the petition before a judge of the circuit court. If the territory of the proposed district encompasses the same territory as an existing school district, municipality, township, or county, the description of the proposed district may be by reference to that entity.
(Source: P.A. 87-1277.)

(75 ILCS 16/5-15)

Sec. 5-15. Order for hearing; notice.

(a) Upon the submission of the petition to the circuit court as provided in Section 5-10, the circuit court shall enter an order setting the date of the hearing on the petition and naming the judge who will preside at the hearing.

(b) The petitioners shall publish notice of the time, date, and place of the hearing, including the name of the judge who will preside at the hearing. The notice shall be published in accordance with Section 1-30. The petitioners shall also, concurrently with the publication of the notice of the hearing, send notice of the hearing and a copy of the petition to the board of trustees of each public library serving an area contiguous to or within the proposed library district boundaries.

(Source: P.A. 87-1277.)

(75 ILCS 16/5-20)

Sec. 5-20. Hearing. At the hearing ordered under Section 5-15, the petitioners shall present proof of the notice of the hearing and of the matters alleged in the petition to the presiding judge. All persons residing within the proposed district shall have a reasonable opportunity to be heard regarding the location of the boundaries of the proposed district and to make suggestions regarding the boundaries.

(Source: P.A. 87-1277.)

(75 ILCS 16/5-25)

Sec. 5-25. Order for election; notice.

(a) The judge, after hearing the statements, evidence, and suggestions of the petitioners and other persons appearing before the court, shall enter an order calling an election. The order shall do the following:

(1) Fix the boundaries of the proposed district. For that purpose and only to that extent, and only upon a showing of good cause, the judge may alter and amend the petition.

(2) Require a map to be prepared depicting (i) the boundaries of the proposed district, (ii) the boundaries of any municipality or township that lies wholly or partially within the proposed district, and (iii) the county lines of all counties affected.

(3) Designate the regular election when the election to establish a district will be held. The judge shall certify the order and the question of organization and establishment of the proposed public library district to the proper election authority, who shall submit the question to the voters of the proposed district in accordance with the Election Code.

(b) In addition to the requirements of the Election Code,

notice of the election shall specify the purpose of the election and contain a map and legal description of the proposed district.

(Source: P.A. 87-1277.)

(75 ILCS 16/5-30)

Sec. 5-30. Election; form of proposition.

(a) The proposition at the election shall be in substantially the following form:

Shall a public library district be established in all or part of (name of county)?

(b) If no tax rate limit is specified in the ballot, the tax rate limit of the newly organized district shall be as set forth in Section 35-5. If, however, the petitioners, under Section 5-10, specify a rate higher than the rate set forth in Section 35-5, the proposition shall be in substantially the following form:

Shall a public library district be established in all or part of (name of county) with a maximum annual public library tax rate established at (rate)% of the value of all taxable property in the district as equalized and assessed by the Department of Revenue?

In no event shall the tax rate exceed the maximum tax rate set forth in Section 35-10.

(c) A proposition for the establishment of a public library district shall not be submitted to the voters in the proposed district more often than once in a 12-month period.

(Source: P.A. 87-1277.)

(75 ILCS 16/5-35)

Sec. 5-35. Election results.

(a) The election authority shall, within 10 days after the election, file with the circuit court ordering the election its certificate setting forth the results of the election in each precinct.

(b) The judge assigned to hear the case shall enter a final judgment setting forth the results of the election based upon the certificate filed in the court by the election authority, and the order shall become a part of the records of the court.

(c) The question of establishment of a district shall be based upon the majority of votes cast on the question by the voters of the proposed territory determined as follows:

(1) Where the proposed territory does not include a municipality or any portion of a municipality, then the majority of all the votes cast upon the question shall determine establishment.

(2) Where the proposed territory does include a municipality or any portion of a municipality, then the votes cast shall be divided into 2 lots. The votes cast within the municipalities shall be counted together, and the votes cast outside of the municipalities shall be counted together, and the question must carry in each group in order to establish the district. If there are 2 or more municipalities within the proposed territory, and the question of establishment carries in both groups as provided in this paragraph but the votes cast in one municipality having its own tax supported library are against establishment of the district, then the district shall be deemed established, but the dissenting municipality with its own tax supported library shall be excluded from the territory of the district.

(3) Where the proposed territory includes a township having its own tax supported library and the question of establishment carries in all areas as provided in paragraph (2), the township votes on the question shall also be

counted separately, and if the votes cast within the township with its own tax supported library are against establishment, then the dissenting township shall be excluded from the territory of the district.
(Source: P.A. 87-1277.)

(75 ILCS 16/5-40)

Sec. 5-40. Transfer and sharing of assets.

(a) Any assets, including real and personal property and tax and other monies, received or due for the purposes of the library and held by the corporate authority of a municipal, township, or county library included in the library district, shall be transferred to the library district. "Property" includes any building or buildings permanently occupied by and publicly designated as the library building or buildings and used solely for library purposes.

(b) Nothing in Section 5-35 or 5-45 or this Section shall preclude a municipality, township, or county, by written agreement, from sharing a library building or buildings with a district library when the establishment of a library district has been approved and the district includes wholly within its territory a municipal, township, or county library.

(Source: P.A. 87-1277.)

(75 ILCS 16/5-45)

Sec. 5-45. Authorization to levy tax. When the establishment of a library district has been approved and the district includes wholly within its territory a municipal, township, or county library, only the library district shall levy the annual public library tax.

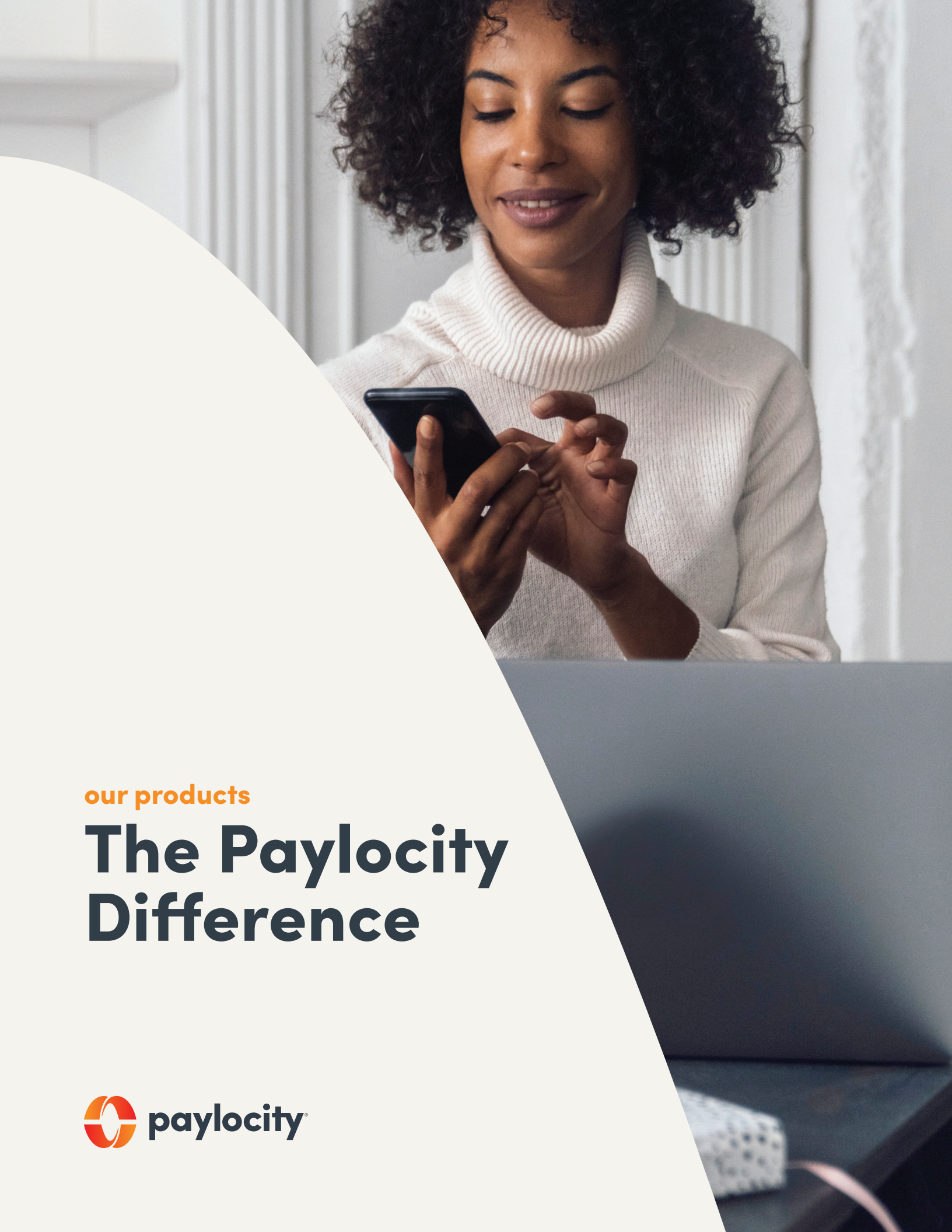
(Source: P.A. 87-1277.)

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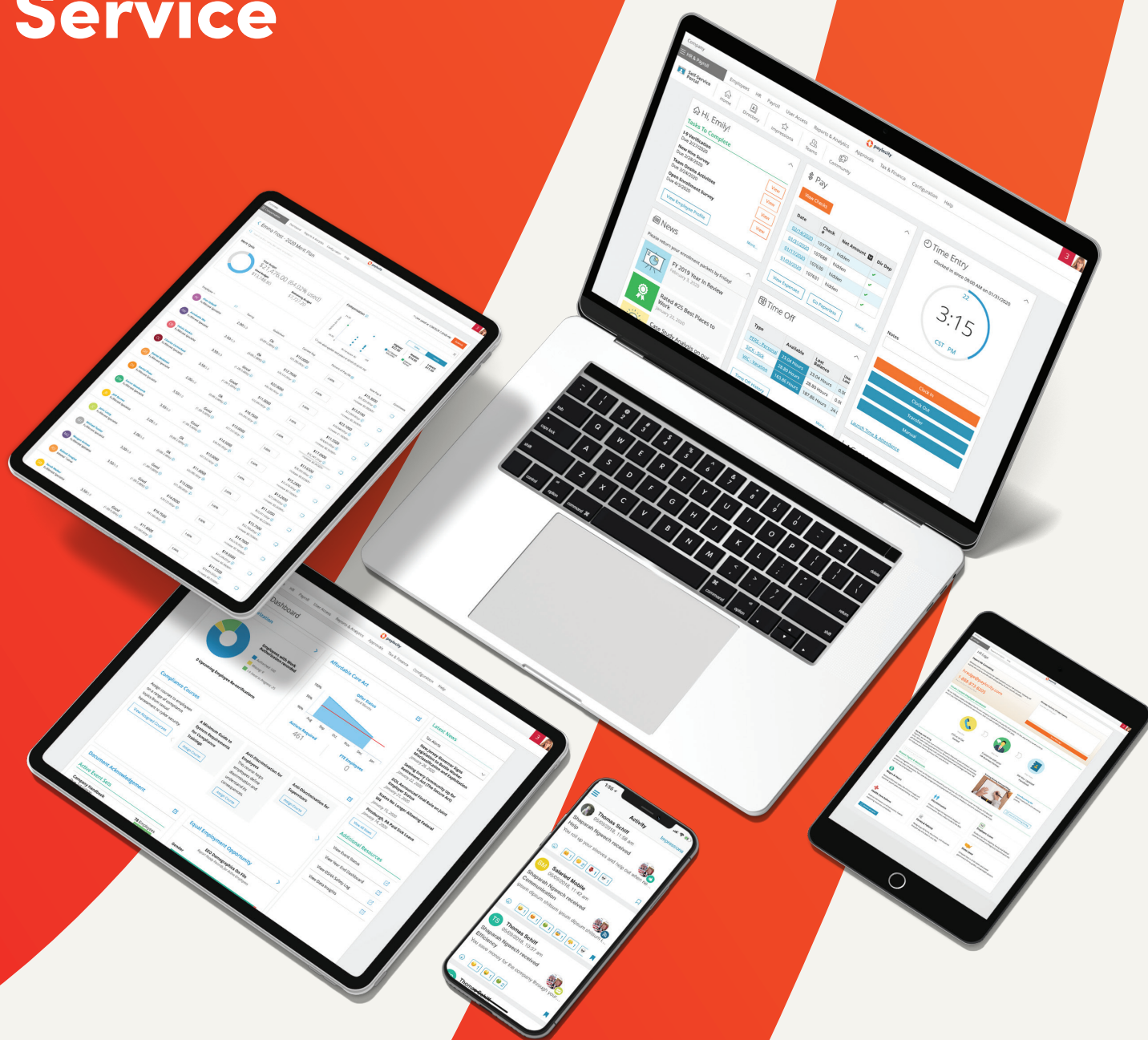


our products

The Paylocity Difference



A Unified Product Suite Backed By Innovation, HR Expertise, and Best-In-Class Service



an all-in-one solution

Tailored to Your Needs

We meet you where you are today, helping you evolve at the pace of your business. Our software helps tackle your biggest human capital management challenges throughout the employee journey, so you can focus on tomorrow.



We Create Together

We partner with you to create great software and deliver on your unmet needs. We move forward quickly to solve today's challenges and anticipate tomorrow's needs. And we use our own features so we can continue improving to make sure we've got them right.



We Root for Your Success

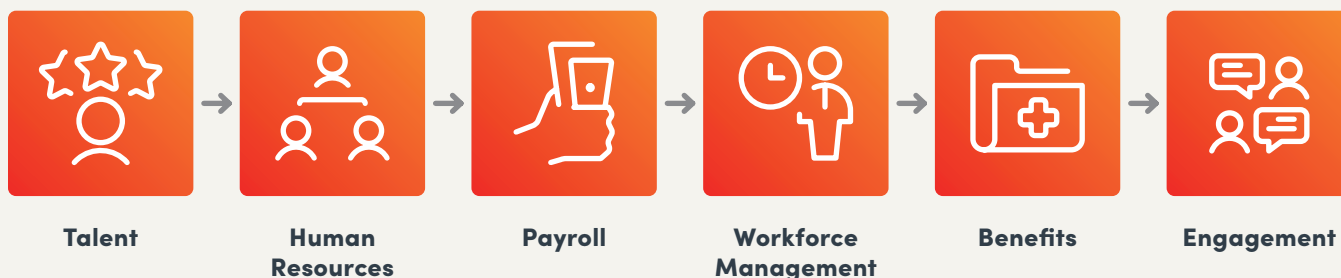
Our in-house HR experts know the challenges you face and work to craft an experience that will help you make a difference. We'll provide you resources around compliance, tax, and user adoption to support you and your team.

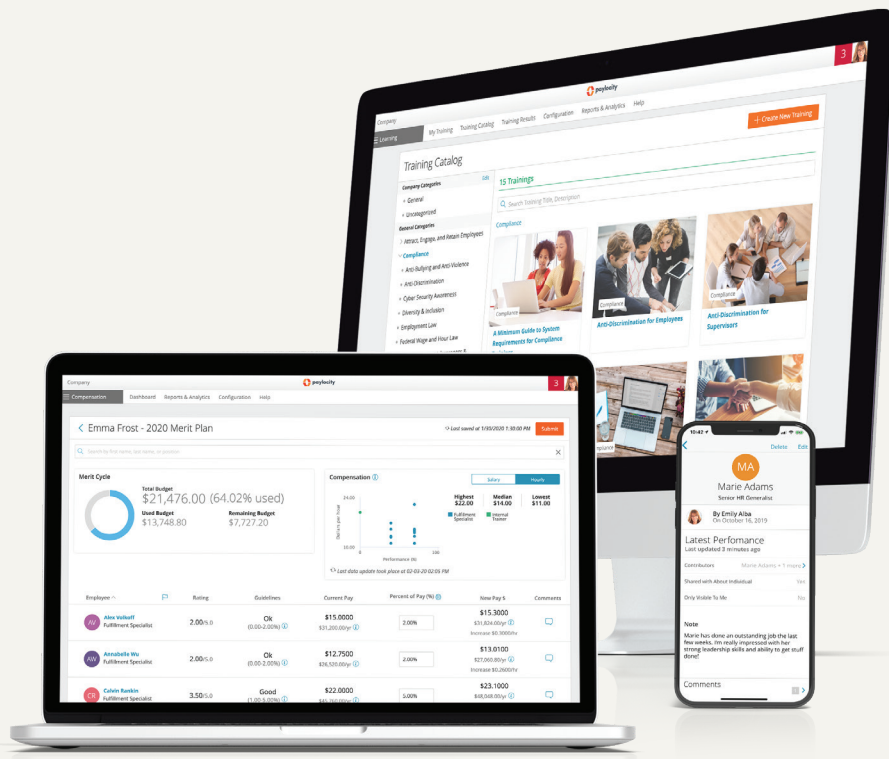


We're with You at Every Step

Your priorities are our priorities. We've got you covered with dedicated, on-demand support for every part of your journey. From implementation to ongoing assistance around new feature rollouts, we tailor our entire support system to fuel your success.

Employee Journey





Energize Your People from Day One

Your company's most important resource is your people, and their needs are constantly evolving. Our range of talent management tools help you get top candidates in the door so they can succeed. Fair pay, learning opportunities, and career development are just the beginning to driving job satisfaction every step of the way.

Recruiting

Post open positions to a customizable page and manage prospective employees through a series of workflows. Push new hires directly to the Onboarding portal for an improved and streamlined candidate experience overall.

Onboarding

With an intuitive user interface, introduce new hires to your company and gather pertinent employee data through a customized portal. Responsive design allows employees to complete tasks from any device—mobile, tablet, or desktop.

Learning Management System (LMS)

Educate employees with interactive, online training courses. Assign sessions to targeted employees from our training course library or design and upload your own corporate education materials. Plus, ensure compliance, meet organizational needs, and more with our robust employee progress tracking.

Performance Reviews

Build an unlimited number of review forms, incorporating as many questions or unique success factors as needed to assess employees.

Goal Management: Set and manage employee development by defining goals during the review process to revisit at the employee's next appraisal.

Performance Journaling: Make managing performance a year-round activity by regularly adding notes, monitoring goals, and documenting achievements within the employee profile.

Compensation Management

Make informed decisions by fairly and competitively rewarding employees through annual increases or one-time bonus payments that align with your organization's guidelines.



human resources

Modernize Your Work

Once your new hires move seamlessly to Onboarding, managing employee information and data can be time consuming. Streamline your HR processes using modern tools. Track headcount and status for positions at your company, view important data to help you drive business decisions, collect important employee documents and more. Automate HR intricacies and modernize the way you work.

Compliance Dashboard

Maintain a secure and compliant workplace with quick access to work authorizations, EEO data, industry news, interactive training courses, and more.

Year End Dashboard

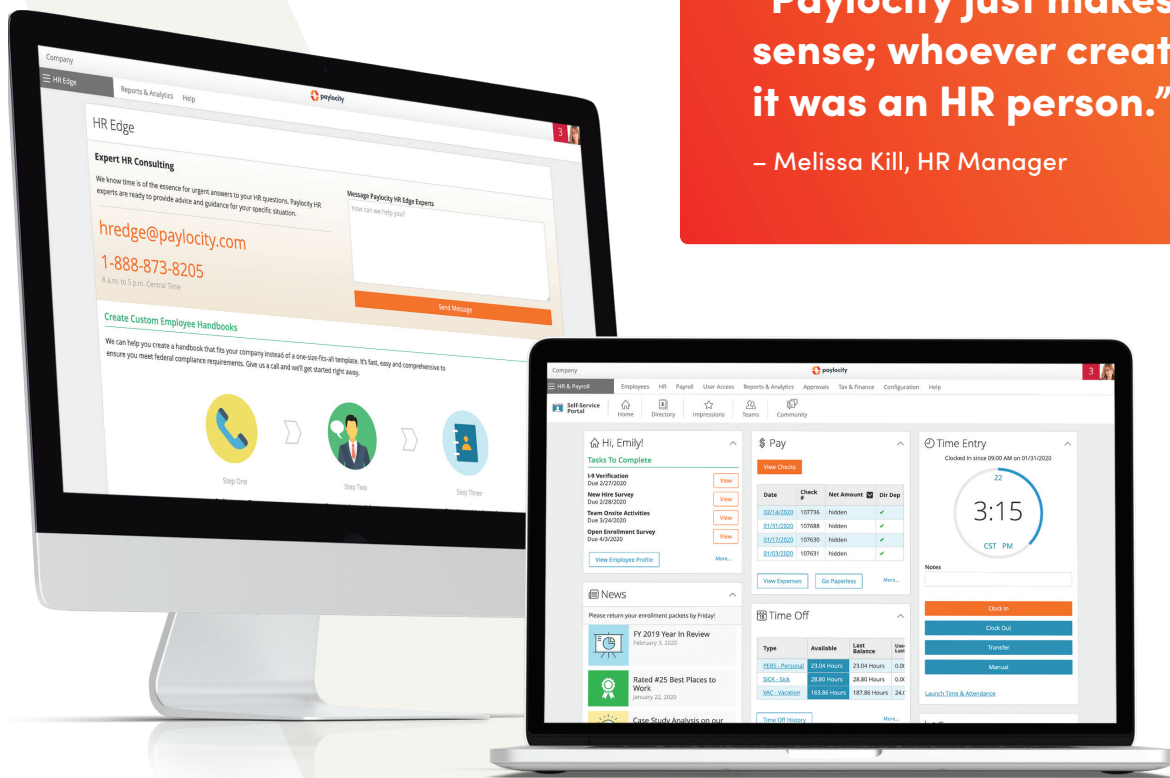
Prepare for Year End by previewing W-2s, viewing potential errors that could delay tax filing, creating reminders, and more.

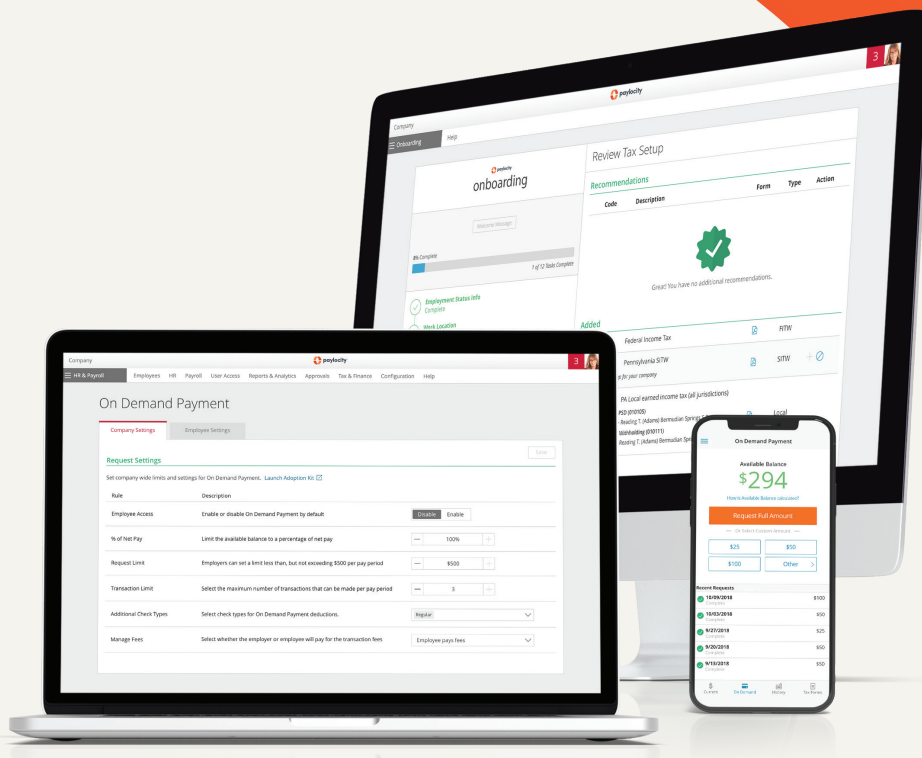
HR Edge

In today's complex world of compliance requirements, social issues, and HR policies, the risk is too high to "get it wrong." Unfortunately, one poor decision or missed deadline could negatively impact a business. Paylocity's HR Edge partners with your company to minimize risk, enhance your brand, and more.

"Paylocity just makes sense; whoever created it was an HR person."

– Melissa Kill, HR Manager





Save Time, Gain Peace of Mind

Employees rely on their paychecks, so you have to get your payroll right. Use our software to simplify payroll, automate processes, and stay tax compliant, all in one spot. Pull expense reimbursements into paychecks and run custom reports to get the data you need. And provide the flexibility for employees to access a portion of their earned wages when they need it. Ensure accuracy and get time back in your day.

Templates and Checklists

Bring together any of the hundreds of fields onto one screen to make gathering demographics, earnings, deductions, and direct deposit information a breeze.

Custom Frameworks

Work with our experts to configure custom general ledgers, accruals, and complex reports with calculations for quick, actionable decision-making.

Expense Management

Eliminate the need for spreadsheets, calculators, and signatures by automating the process of submitting, approving, and reimbursing employee expense reports.

On Demand Pay

Give your employees the financial flexibility they desire. Providing them early access to a portion of their earned wages during the active pay cycle can reduce financial stress and improve employee satisfaction. And they'll get peace of mind by ensuring their bill payments are always on time.

Garnishment Managed Services

With our expert guidance, you can take the stress out of complying with complex legal requirements and put the focus back where it belongs — on your business.

“It used to take multiple staff members close to three full days to process and reconcile payroll every period. With Paylocity, it takes one team member no more than 90 minutes to complete it from start to end.”

– Peter Chen, Vice President, Finance



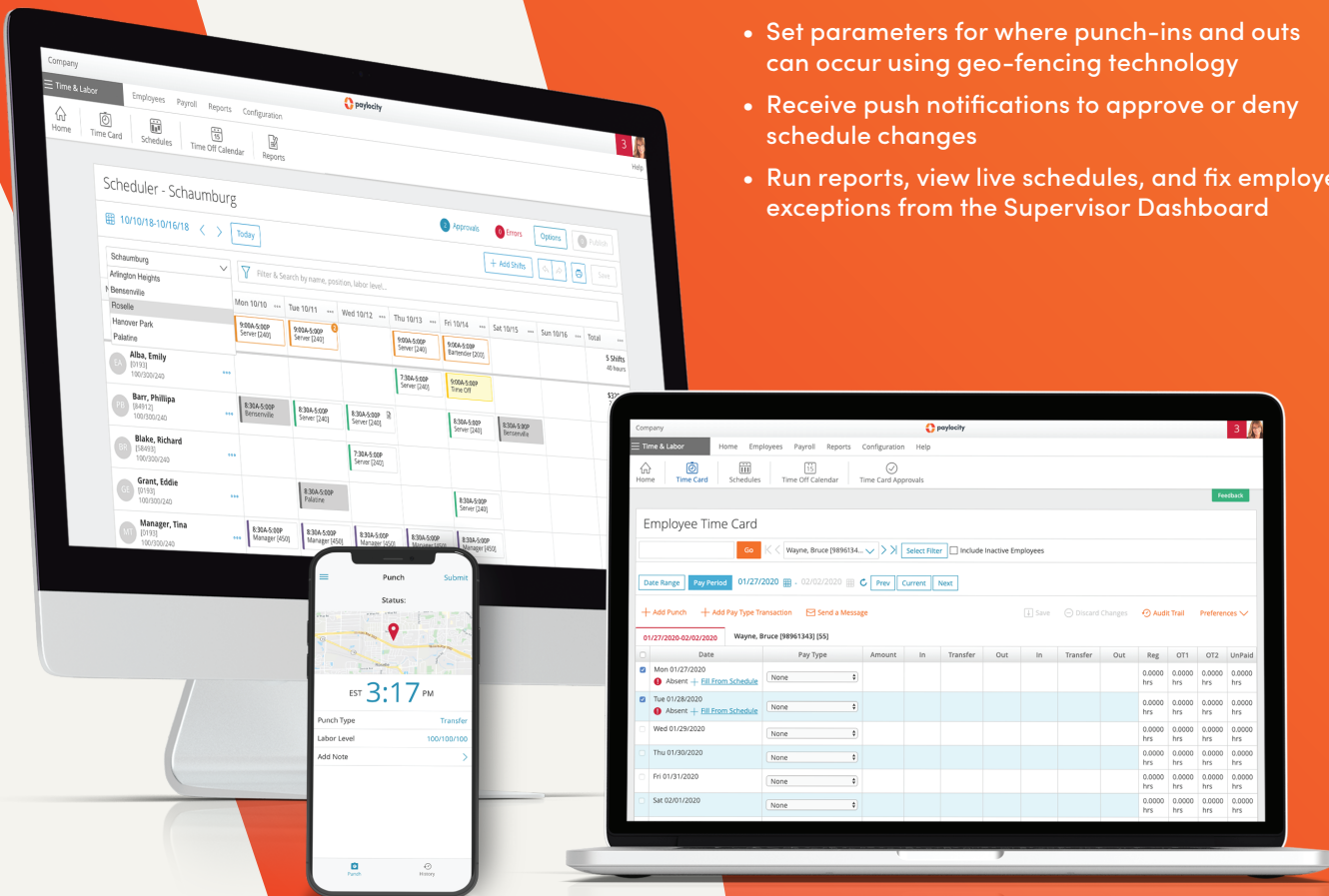
workforce management

Maximize Workforce Productivity

Employees have different schedules, shifts, and exemptions. Tracking attendance and planning for your labor needs is critical to your day-to-day success. Use our Workforce Management tools to get data insights on time and attendance to run your business more efficiently. And empower employees to handle daily needs, like clocking in and out. Take the manual work out of time tracking, while reducing compliance risk and increasing productivity across the board.

Time & Labor

- Track attendance data and assign/track points for occurrences such as tardiness, absenteeism, or misuse of breaks
- Set parameters for where punch-ins and outs can occur using geo-fencing technology
- Receive push notifications to approve or deny schedule changes
- Run reports, view live schedules, and fix employee exceptions from the Supervisor Dashboard





benefits

Perk Up Your Benefits

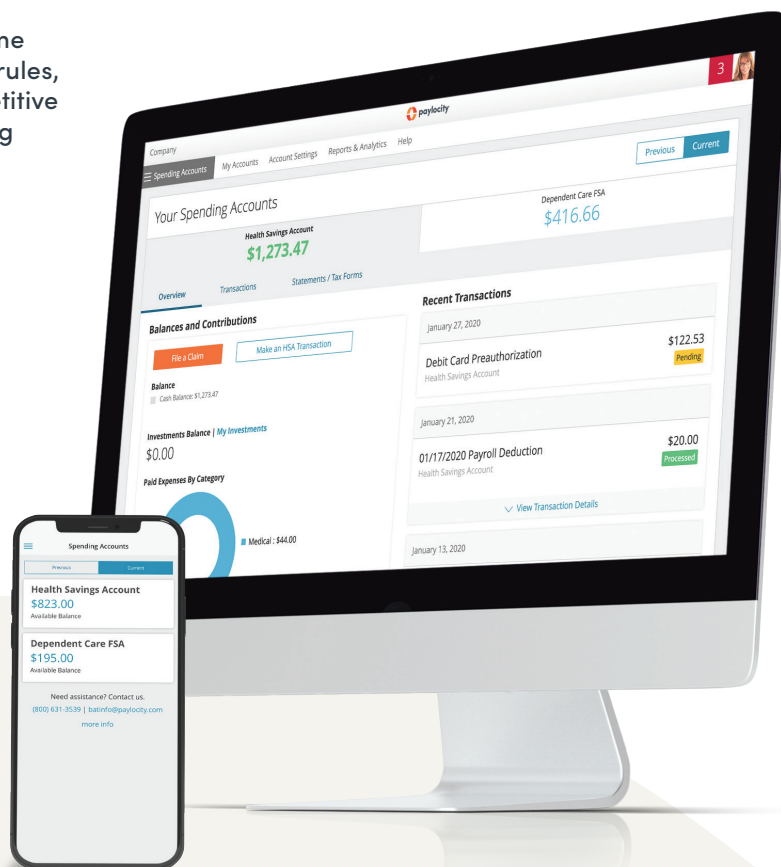
The world of benefits can seem overwhelming with all the options available and pieces to manage. Let us simplify it for you. Plan and administer competitive benefit packages in one place with our Benefits tool. The experience is better for employees too, with mobile access to view benefits info on the go. Easily connect benefits with HR & Payroll, to reduce costs, minimize risk, and keep employees happy.

Benefits Administration

Ensure employees complete enrollment on time through custom announcements, enrollment rules, and eligibility groups. Eliminate manual, repetitive steps in the process by automatically updating deductions in your payroll system.

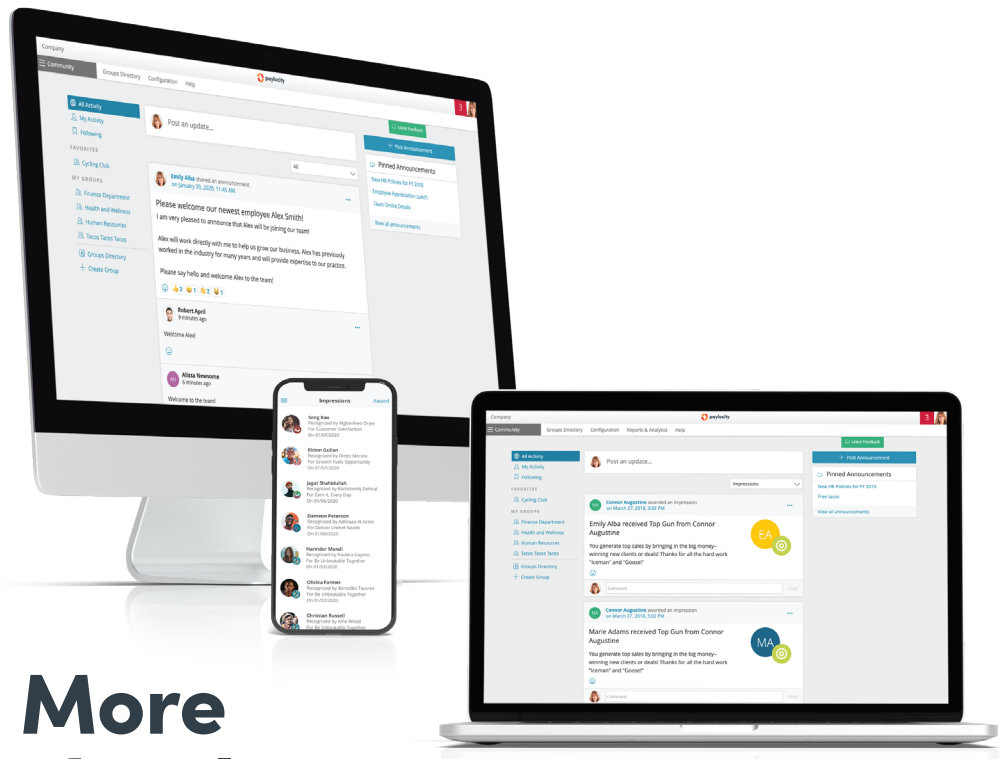
Flexible Benefit Programs

Built right into your payroll and HCM system, managing third-party benefit plans such as FSAs, HSAs, HRAs, TMAs, COBRA, and POPs has never been easier. With this enhanced user experience, employees can manage programs, check balances, submit claims, and more.



“We did open enrollment through Paylocity Benefits, and that streamlined the process a lot for us. Benefits enrollment used to be paper-based. Now employees just go in and elect whatever coverage they want.”

– Laurie Fadden, Manager of Employee Development



Create a More Connected Culture

Your employees see their time at work as more than just a job — they see it as an opportunity to make true connections. They want to feel seen and heard and be recognized for a job well done. Our Engagement tools can help you create these opportunities and open the door for two-way communication and connection.

Self-Service

Keep employees connected and provide easy access to essential personal and company information. Requesting time off, updating personal data, accessing company news and policies, and more is at your employees' fingertips.

Community

Streamline communications and foster a culture of engagement with Community. This social communication and collaboration platform, built within the self-service portal and mobile app, provides a central hub for employees to stay up-to-date and connect and collaborate across the organization, regardless of role or location.

Surveys

Gather valuable feedback from employees in real-time to increase employee engagement, drive authentic change, and reinforce expectations.

Peer Recognition

In today's workplace, employees of every generation want more than traditional recognition. They're looking for acknowledgment from the peers they work with every day. Give employees the power to celebrate each other anytime from anywhere with Impressions, Paylocity's peer recognition tool. Increase overall engagement by sharing these virtual pats-on-the-back across the organization directly from Community and give employees the positive feedback they seek.

Metrics Made Easy

Your workforce is evolving quickly, and it's important to understand their changing needs. Use our dashboard analytics and reporting tools to dig into employee trends and make more informed decisions. View real-time, visualized data to monitor key metrics and take strategic action. Take a data-driven approach to HR and get to know your people better.

Demographics

Analyze ethnicity, gender, and generations data and filter by a variety of categories to identify patterns or trends over time.

Headcount

Access year-over-year trend data to see how headcount and term count change over time; view active employees by department or generation.

Turnover

Identify turnover trends by manager, location, department, and more to improve retention and reduce costs.

Labor Cost

View insights that help diagnose discrepancies, uncover hidden costs, and identify ways to take action on specific issues raising your labor costs.

Retention

Leverage data on compensation, tenure, drive time, and more to create retention strategies based on when employees typically leave.

Utilization

View login data to understand product usage, driving engagement and collaboration.

Reports

Build reports with our intuitive, powerful ad-hoc report writer or choose from more than 100 standard reports. With point-in-time reporting, run queries to view data that existed at any point in record history.





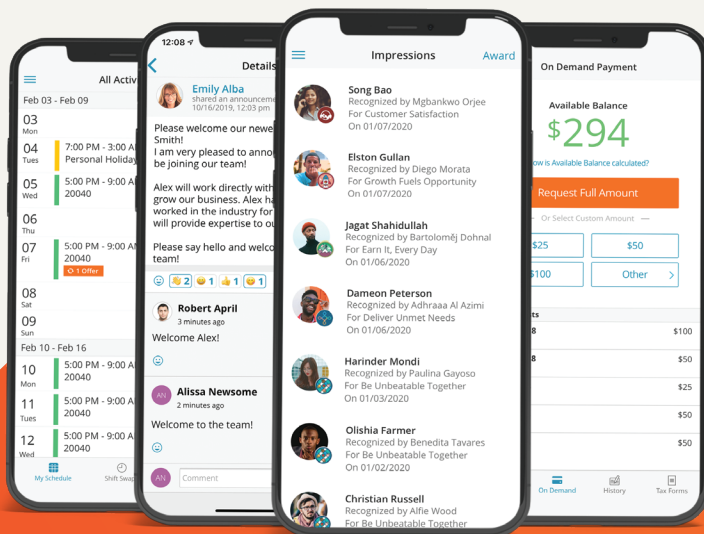
mobile

Paylocity On-the-Go

When you're on the move, your phone is your main source of information and connection. With the Paylocity Mobile App, we bring our solutions directly to you, wherever you are. From viewing paychecks to requesting time off to staying in touch with coworkers, our app gives you the freedom to stay connected anywhere, anytime.

With software built to work where and when you need it, Paylocity solutions are mobile-responsive and available as a mobile app. With the Paylocity mobile app, employees can:

- Log in using Touch ID for faster, easier access to payroll, HR, and personal data
- View paycheck information, check history, schedules, time sheets, benefit information, and time-off requests
- Stay current on company news, announcements, and employee achievements
- Plus, managers can view schedule changes, approve time-off requests, receive push notifications, and more.



integrations

Bring Integrations with You

You should have the freedom to choose the software and systems that are best for your business — and your people. Our 180° and 360° integrations give vendors the ability to automate data flow to and from the platform or in either (single) direction. Leverage the systems you need without the hassle of disparate data, time-consuming management, or poor user experience.

Webhooks

Automate common employee event occurrences with instant notification mechanisms.

API Library

Simplify, standardize, and streamline integrations with Paylocity using our API documentation.

Marketplace

Connect Paylocity with other important business systems you use by exploring our 300+ vendor marketplace.



About Paylocity

Paylocity (NASDAQ: PCTY) is a leading provider of cloud-based HR and payroll software solutions headquartered in Schaumburg, IL. Founded in 1997 and publicly traded since 2014, Paylocity offers an intuitive, easy-to-use product suite that helps businesses tackle today's challenges while moving them toward the promise of tomorrow. Known for its unique culture and consistently recognized as one of the best places to work, Paylocity accompanies its clients on the journey to create great workplaces and help people achieve their best through automation, data-driven insights, and engagement.

For more information, visit paylocity.com.



Emerging Markets Price Proposal

Company Name: Yorkville Public Library

Address: 902 Gamefarm Rd

City, State + Zip: Yorkville, IL 60560

Phone: 630-240-3240

Email: russ.walter@yorkville.lib.il.us

Contact Name: Russell Walter

Active Employees: 26

Pay Frequency: Biweekly

First Check Date: 6/1/2021

Sales Rep: Anthony Bartolotte

Address: 1400 American Ln

City, State + Zip: Schaumburg, IL 60173

Phone: 224-857-5263

Email: tbartolotte@paylocity.com

Effortless Payroll Package

Included: Payroll Processing, Tax Service, Direct Deposit, Employee Self Service with Mobile App, Garnishments, New Hire Reporting, Poster E Update, Remote Print Backs, HR Support Center, QuickBooks Online and Bank Checks or Check Signing with Sealing

Product	Monthly Base	Per Employee Per Month	# of Employees	Employee Monthly Cost	Monthly Cost	Set Up Cost
Effortless Payroll	\$125.00	\$4.00	26	\$104.00	\$229.00	\$200.00

Product	Annual Base	Cost per W-2	# of W-2s	Annual Cost	Set Up Cost
W-2s	\$50.00	\$7.00	26	\$232.00	N/A

Package Price Summary

Total Annual Cost of W-2s	Total Monthly Cost	Total Annual Cost	Total Set Up Cost
\$232.00	\$229.00	\$2,748.00	\$200.00

Signature:

Date: 5/18/2021

Bundle Comparison

	Effortless Payroll	Efficient Technology	Modern Workplace	Modern Workplace Plus
Base/Month	\$125	\$150	\$200	\$250
Per Employee/Month (PEPM)	\$4	\$6	\$9	\$12

Features

Payroll Processing	✓	✓	✓	✓
Direct Deposit	✓	✓	✓	✓
Bank Checks, Signing, and Sealing	✓	✓	✓	✓
Remote Print Back	✓	✓	✓	✓
Tax Service	✓	✓	✓	✓
Employee Self-Service (ESS)	✓	✓	✓	✓
HR Support Center (Library)	✓	✓	✓	✓
Garnishments	✓	✓	✓	✓
QuickBooks Online Integration	✓	✓	✓	✓
New Hire Reporting	✓	✓	✓	✓
Reporting and Analytics Dashboards	✓	✓	✓	✓
E-Poster Update	✓	✓	✓	✓
Impressions	✓	✓	✓	✓
Community	✓	✓	✓	✓
Unemployment Service		✓	✓	✓
Time-Off Accruals		✓	✓	✓
Time and Labor		✓	✓	✓
Expense Management Tool		✓	✓	✓
Benefit Essentials		✓	✓	✓
Enhanced HR		✓	✓	✓
GL Desktop Integration		✓	✓	✓
Recruiting (ATS)			✓	✓
Onboarding			✓	✓
Learning Management System (LMS)			✓	✓
Performance Management			✓	✓
Employee Navigator			✓	✓
Premium Video			✓	✓
Compliance Dashboard				✓
Surveys				✓
E-Verify				✓

W2 Base (Year-End)	\$50
W2 Per Employee (Year-End)	\$7.00

Employee Count:	
Setup Fee:	
Initial Fee:	\$0.00
Monthly Fee:	\$0.00

A La Carte

	Setup Fee	Base Fee	Unit Fee
Officer Only	\$200	\$50	-
Quarterly or Annual	\$200	\$50	-
Delivery	-	\$15	-
Vendor Integrations:	-	-	-
Workers Comp	\$100	\$37.50	-
Retirement	\$525	\$37.50	-
Benefits	\$1,875	\$50	-
HR Edge	-	-	\$5

Employee Count:

Setup Fee:

Initial Fee: **\$0.00**

Monthly Fee: **\$0.00**

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Governmental Accounting, Inc.

Accounting Services & Applications

Our Vision

Commitment to Accounting Excellence

We strive to provide the best possible accounting systems, services and reporting to your local government. With changing government regulations and technology it is our job to stay atop both the regulatory and technological worlds while providing a quality service that meets your local government's needs.

Enhanced Understanding & Transparency

We recognize that local governments are looking for financial information they can use and understand. In an effort to achieve this, we work directly with management to produce a portfolio of deliverables that accurately reflect your current and future financial goals.

Savings of Growing Employee Costs

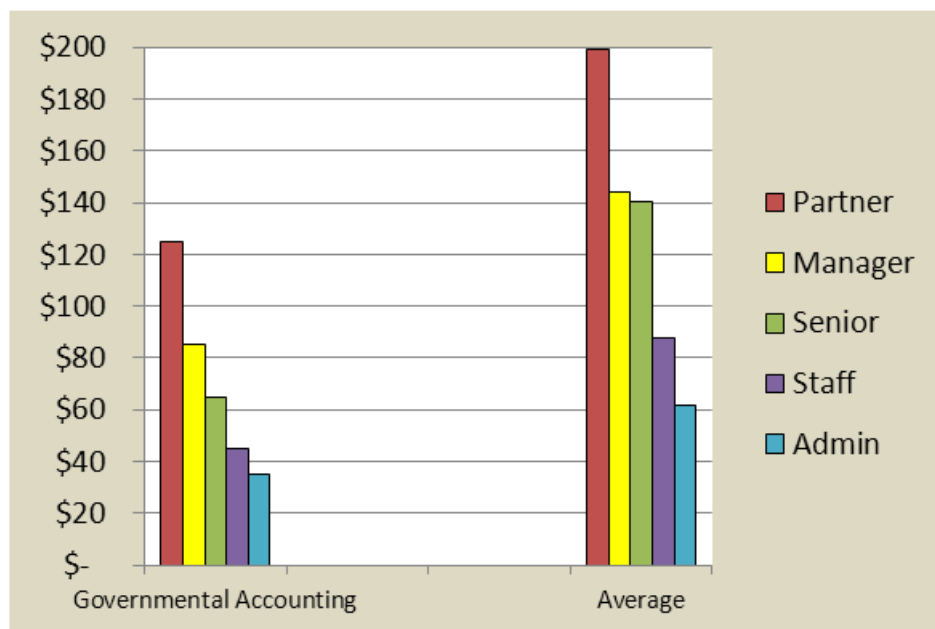
In the current economic climate, employee turnover and growing salary and benefit costs for full-time professionals can take their toll on any municipality. Our accounting service provides a reliable and cost-effective approach by offering a professional staff with a variety of skill sets at one monthly rate.

Our Firm

Governmental Accounting was created in 1992 to meet the accounting & systems needs of local governments. We are a non-opinion contract accounting firm and as such are not considered independent for auditing purposes. In other words, we work directly for you. We can provide a complete department if required, including on-site staff, computers, and software. In addition we can provide financial management and/or consulting with respect to your computers, staff and software. It's up to you. As many local government administrators have found, owning obsolete computers and software and retraining staff can be daunting and expensive. We can offer a turnkey alternative either way.

Our firm has qualified CPAs with over 25 years' experience, serving a substantial number of fire Districts, park Districts, townships, and various other governmental and non-profit organizations. Our team is committed to providing the best accounting and consulting services to help local governments achieve all their financial goals. We work closely with our clients to provide them the resources and understanding necessary to make sound financial decisions for their constituents.

With the complexity of today's economic conditions, government regulations and computerized systems, as well as growing salary and benefit costs, demands on accounting departments of local governments are greater than ever. Governmental Accounting, Inc. is specialized in the governmental sector and has cultivated an experienced and dedicated staff with a variety of skill sets to offer accounting solutions at a monthly price you can afford. We pride ourselves on our client relationships and promise to give you the attention you need without the administrative headaches.



Governmental Accounting, Inc.

Accounting Services & Applications

Schedule A
Scope of Services:

Responsibilities:

Cash Management

- a) Monitor all Account Balances (Weekly)
- b) Process, Record and Review All Daily Deposits (Weekly)
- c) Provide and Record Cash Transfers from Bank Accounts (Weekly)
- d) Reconcile Bank Accounts (Monthly)
- e) Facilitate and Research Investments (As Needed)
- f) Grant Request for Funds (Quarterly)
- g) Collection of Ambulance Fees Monitoring (Monthly)

Accounts Payable

- a) Process, Record and Review Approved Invoices in QuickBooks (Weekly)
- b) Process Board Audit Report (Monthly)
- c) Provide Account Allocation Oversight and Budget Review (Weekly)
- d) Insurance Reporting (Semiannual)
- e) Year-end 1099 & 1096 Processing (Yearly)

Payroll (*Services Provided by Payroll Service)

- a) Integrate with QuickBooks
- b) Review of New Hire Set-Up (As Needed)
- c) Review of Step and Pct. Increases (As Needed)
- d) Review Retroactive Increases for New Union Contracts (As Needed)
- e) Review of Insurance Withholding Changes (As Needed)

General Ledger

- a) Record and Allocate Property Tax Receipts, Personal Property Replacement Taxes (Monthly)
- b) Record and Allocate Interest from Investments (Monthly)
- c) Compile Monthly Financial Statements (Treasurer's Report including Monthly Revenue and Expenditure Review, Detailed Revenue Report, Dept. Summary Expense & Wage Reports, etc.) (Monthly)
- d) Review of Historical Trend Analysis and Prior Year with Chief (Monthly)
- e) Review of Budget v. Actual and Fund Balance with Chief (Monthly)
- f) Account Analysis with Chief (As Needed)
- g) Prepare Monthly Board Financial Presentation (Monthly)
- h) Preparation of Accrual Accounting for Audit including Deferred Program Revenue, Payroll Accruals, Account Payable, Prepaid Expenses, etc. (Yearly)
- i) Unique Report Creation (As Needed)

Capital Projects & Debt Service

- a) Work with Counsel to Co-ordinate Debt Options (As Needed)
- b) Compute Debt Service Schedules and Capital Projects Assessment (As Needed)

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- c) Review Debt and Capital Project/Vehicle Replacement Analysis with Chief (Monthly)
- d) Present Proposed Debt Service and Capital Projects to the Board (Yearly)

Budgets

- a) Work to Create Budget Timeline (1 Week)
- b) Create and Review Individual Budget Submissions (6-8 Weeks)
- c) Compile Budget Worksheets and Review with Budget Team (4 Weeks)
- d) Compile Detailed Budget (3 Weeks)
- e) Compile Summary, Payroll and Property Tax Budgets (3 Weeks)
- f) Compile Trustee Budget Documents (1 Week)
- g) Present Proposed Budget to the Board (Yearly)
- h) Work with Counsel to Prepare Budget Ordinance (Yearly)
- i) Chart of Account Maintenance for Account Changes (Yearly)

Levy

- a) Compute Tax Levy Figures (Yearly)
- b) Present Proposed Tax Levy to the Board (Yearly)
- c) Work with Counsel to Prepare Tax Levy Determination Resolution (Yearly)
- d) Work with Counsel to Prepare Tax Levy Ordinance (Yearly)

Audit

- a) Work with Auditors (Yearly)
- b) Review and Enter All Audit Adjustments (Yearly)
- c) Reconcile Audit with Books (Yearly)
- d) Preparation of Treasurer's Report (Yearly)

Future Projects

- a) Website Update for Financial Information
- b) GFOA Financial Reporting Award (Additional Fee)

Additional Responsibilities

- a) Attend Monthly Board Meetings
- b) Trustee Requests
- c) Referendum
- d) Overall E-commerce Upgrades
- e) Disconnection / Annexation Review
- f) Tax Rate Comparison
- g) Compliance Reviews for Insurance, Pension, etc.
- h) CPI Review

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Schedule B
FIRE DISTRICT REFERNECES:

Addison Fire Protection District (630-628-3100) *GFOA AWARD
Addison, IL
Board President: Michael Super
Fire Chief: Joseph Leone

Algonquin Lake in the Hills Fire Protection District (847-658-8233) *GFOA AWARD
Lake in the Hills, IL
Board President: Rick Naatz
Fire Chief: Mike Kern

Bartlett Fire Protection District (630-837-3701) *GFOA AWARD
Bartlett, IL
Board President: Jim McCarthy
Fire Chief: Bill Gabrenya

Bloomington Fire Protection District (630-924-5859) *GFOA AWARD
Bloomington, IL
Board President: Lydia DiBuono
Fire Chief: Jeffrey Janus

Carol Stream Fire Protection District (630-668-4836) *GFOA AWARD
Carol Stream, IL
Board President: William Natick
Fire Chief: Robert Hoff

Fox River and Countryside Fire Protection District (630-584-3473) *GFOA AWARD
St. Charles, IL
Board President: Bob Handley
Fire Chief: John Nixon

Frankfort Fire Protection District (815-469-1700) *GFOA AWARD
Frankfort, IL
Board President: Robert Jacobs
Fire Chief: Robert Wilson

Lisle Woodridge Fire Protection District (630-353-3000) *GFOA AWARD
Lisle, IL
Board President: Brent Frank
Fire Chief: Keith Krestan

Plainfield Fire Protection District (815-436-5335) *GFOA AWARD
Plainfield, IL
Board President: William Barnes
Fire Chief: Jon Stratton

West Chicago Fire Protection District (630-231-2123) *GFOA AWARD
West Chicago, IL
Board President: Charles Bratcher
Fire Chief: Pat Tanner

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Palos Fire Protection District
Palos Hills, IL
Board President: Kevin McCurrie
Fire Chief: Mike McDonald

Pingree Grove Fire Protection District
Pingree Grove, IL
Board President: Ron Hartman
Fire Chief: Mitch Crocetti

Homer Township Fire Protection District
Lockport, IL
Board President: Paul Anderson
Fire Chief: Chris Locacius

Glenside Fire Protection District
Glen Ellyn, IL
Board President: Nicholas Kosiara
Fire Chief: Russell Wood

Lincolnshire-Riverwoods Fire Protection District
Lincolnshire, IL
Board President: Barbara LaPiana
Fire Chief: Tom Krueger

Woodstock Fire Protection District
Woodstock, IL
Board President: Robert A. Kristensen
Fire Chief: Michael Hill

New Lenox Fire Protection District
New Lenox, IL
Board President: Skip Minger
Fire Chief: Adam Riegel

North Palos Fire Protection District
North Palos, IL
Board President: Marguerite Hodek
Fire Chief: Paul Mackin

Bristol Kendall Fire Protection District
Yorkville, IL
Board President: David Stewart
Fire Chief: James Bateman

Mokena Fire Protection District
Mokena, IL
Board President: William Haas
Fire Chief: Howard Stephens

Manhattan Fire Protection District
Manhattan, IL
Board President: William Moncrief
Fire Chief: Steve Malone