

**A RESOLUTION ACCEPTING A PROPOSAL TO PROVIDE
PROFESSIONAL ACCOUNTING SERVICES FROM
LAUTERBACH AND AMEN, LLP**

WHEREAS, the Village of Barrington Hills (the “Village”) is a home-rule municipality pursuant to Article VII, Section 6, of the Constitution of the State of Illinois, and as such is authorized to take all reasonable action pertaining to its affairs in accordance therewith; and

WHEREAS, over the past several months, Village staff has evaluated the current methods by which the Village manages its finance and accounting functions, particularly with reference to the Village’s limited administrative resources; and

WHEREAS, in support of the Village’s staff’s evaluation, the audit and accounting firm of Lauterbach and Amen, LLP has presented a proposal to the Village whereby the Village could outsource required accounting services; and

WHEREAS, the Village Treasurer has evaluated the proposal, and recommends that the Village President and Board of Trustees consider accepting the proposal of Lauterbach and Amen, LLP and to approve the outsourcing of the Village’s accounting functions.

WHEREAS, in review of this matter, the President and Board of Trustees has determined that the proposal for outsourcing accounting services will be beneficial to the efficient functioning of the Village, and recommends proceeding with such proposal, which is attached hereto and incorporated herein as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Barrington Hills, located in the Counties of Cook, Kane, Lake and McHenry, Illinois, as follows:

SECTION ONE: The recitals set forth above are incorporated herein and made a part hereof.

SECTION TWO: The Proposal attached hereto as Exhibit A is accepted, and Village Staff is directed to work with Lauterbach and Amen, LLP to draft the appropriate contract for services to be provided as detailed in the Proposal in an amount not to exceed that set forth in the Proposal, and to thereafter present it to the Village Board for approval.

SECTION THREE: This Resolution shall take effect immediately upon its passage and approval as provided by law.

Ayes: Nays: Absent:

PASSED AND APPROVED by the President and Board of Trustees of the Village of Barrington Hills, Illinois, this 29th day of August, 2016.

APPROVED:

ATTEST:

Village President

Village Clerk

Proposal to Provide
Professional Services to

VILLAGE OF BARRINGTON HILLS

Outsourced Accounting Services

Lauterbach and Amen, LLP

Certified Public Accountants
27W457 Warrenville Road
Warrenville, Illinois 60555-3902
www.lauterbachamen.com

Proposal to Provide
Professional Services to

VILLAGE OF BARRINGTON HILLS

Outsourced Accounting Services

Submitted by:

Lauterbach & Amen, LLP
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July 15, 2016

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Lauterbach and Amen, LLP

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SCOPE OF SERVICES

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SCOPE OF SERVICES

Overview

Our outsourced accounting services have grown out of the need for professional/CPA level advice and services. As an entity with limited administrative resources, you rely heavily on a few key individuals for all the administrative responsibilities. In the accounting and finance area, it is not always cost-effective for you to hire a \$100k salaried finance director. This is where Lauterbach & Amen, LLP has begun to fill the gap. We can offer a wide range of accounting and finance services to support the organization's needs at a fraction of the cost. Ultimately you only pay for the finance director level when you need him or her. These services include:

Initial Setup – We will review and recommend best practices for each of the following key areas: Vendors, Employees, Chart of Accounts, Transactions, and Financial Statements. In addition, our setup will include transitioning the accounting software to Thomson Reuters, Accounting CS cloud based platform.

Monthly Accounting Services – The fees for monthly accounting services are based upon who/how/when the below services are provided. This fee may include the cost of the cloud based accounting software that L&A could provide and support.

- Accounts Payable: We recommend training existing staff person to complete this accounting clerk level function. Transactions will be reviewed at month end.
- Accounts Receivable: We recommend training existing staff person to complete this accounting clerk level function. Transactions will be reviewed at month end.
- Payroll: We recommend training an existing staff person to transmit payroll data to our office. L&A's payroll department will finalize (including any direct deposits) and satisfy all state and federal tax reporting requirements.
- Bank Accounts: L&A will timely review all transaction and prepare the bank reconciliations on a monthly basis. This step provides one of the strongest features of internal controls.
- Financial Reporting: L&A will finalize the standard reporting requirements for management as well as the Board of Trustees. Upon completion, those reports will be made available on a timely basis.

Fiscal Year End Accounting Services –

- Audit Preparation – L&A will prepare audit workpapers including fully adjusted trial balances to support the financial statements.
- Tax Levy Preparation – L&A can provide annual tax levy preparation and planning services to compliment the above monthly accounting and payroll services.
- Budget Preparation – L&A can provide support to the Village or complete the entire budget process.

Other Services – L&A has formed professional resource alliances with other businesses in the areas of human resources, tax and information technology (computers) so, if required, we would be able to provide the organization the highest level of service.

PRICE AND BILLING

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PRICE AND BILLING

Services	Fees
Monthly Activities	
Accounts Payable	Optional
Accounts Receivable	Optional
Payroll	\$450
Month End Reporting	
Bank Reconciliations & Financial Reporting	\$1,600
Fiscal Year-End Activities	
Audit Workpaper Preparation	\$3,200
Tax Levy Preparation	\$1,000
Budget Preparation support	Optional
Total Annual Fees	\$28,800
Initial Setup (one-time)	\$3,200

Summary

Fees are billed on a monthly basis for services rendered. Fiscal Year-End Activities will be billed upon completion. The fees noted above assume existing staff will continue to process accounts payable and accounts receivable (deposits). Payroll will be transitioned to the accounting system. The initial setup cost is one-time and includes converting the software and training existing staff.

CLIENT LISTING

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CLIENT LISTING

Addison Public Library
Algonquin Area Public Library
Butterfield Park District
Cary, Village of
Central Lake County Joint Action Water Agency (CLCJAWA)
Chicago Heights, City of
Cooperative Computer Services (CCS)
Cortland, Town of
Darien-Woodridge Fire District
Des Plaines Public Library
Eisenhower Public Library
Fox River Grove Memorial Library
Geneva Public Library
Glenside Public Library
Glenview, Village of
Grayslake Fire District
Inverness, Village of
Library Insurance Mgmt and Risk Control (LIMRICC)
Lincolnshire-Riverwoods Fire District
Lincolnwood Public Library
Mutual Aid Box Alarm System (MABAS IL)
Naperville, City of
North Aurora Fire District
North Suburban Special Recreation Association
Northeast DuPage Special Recreation Association
Northfield Township
Northlake Fire District
Northwest Suburban Municipal JAWA
Northwest Water Commission
Norwood Park Fire District
Oregon Fire District
Solid Waste Agency of Northern Cook County
Southeast Emergency Communication (SEECOM)
Southwest Central Dispatch
St. Charles Public Library
Stillman Fire District
Tri-State Fire District
Warren-Newport Public Library
Wauconda Fire District
West Suburban Consolidated Dispatch Center
Western Springs, Village of
Winfield Public Library
Zion Township

REFERENCES

Lauterbach and Amen, LLP

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REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following individuals or any other governments who have been served by our firm.

Darien-Woodridge Fire Protection District
David Lambright
7550 Lyman Avenue
Darien, IL 60561
630.910.2200

Village of Glenview
Amy Ahner
1225 Waukegan Road
Glenview, IL 60025
847.904.4331

Wauconda Fire Protection District
Dave Geary
109 W. Liberty Street
Wauconda, IL 60084
847.526.2821

Town of Cortland
Cheryl Aldis
59 S. Somonauk Rd
Cortland, IL 60112
815.756.9041

Norwood Park Fire Protection District
Cyndi Stec
7447 W. Lawrence Avenue
Harwood Heights, IL 60706
708.867.5428

Village of Cary
Mary Ventrella
655 Village Hall Drive
Cary, IL 60013
847.639.0003

North Aurora Fire Protection District
Ryan Lambert
2 N. Monroe St.
North Aurora, IL 60542
630.897.9698

Butterfield Park District
Connie Murphy
21 W 730 Butterfield Rd.
Lombard, IL 60148
630.858.2229

Northlake Fire Protection District
Margaret Staron
118 E Parkview Drive
Northlake, IL 60164
708.562.3182

Zion Township
Cheri Neal
1015 27th Street
Zion, IL 60099
847.872.2811

Additional references can be provided upon request.

APPENDICES

Lauterbach and Amen, LLP

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Thomas G. Wieland
David A. Grotkin
Joel A. Joyce
Brian J. Mechenich



Carrie A. Gindt
Patrick G. Hoffert
Jason J. Wrasse

System Review Report

July 8, 2015

To the Partners of Lauterbach & Amen, LLP
and the Illinois CPA Society Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards.

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads 'Reilly, Penner & Benton LLP'. The signature is written in a cursive, flowing style.

Reilly, Penner & Benton LLP