

## **RESOLUTION 16-27**

### **APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SMITH, KOELLING, DYKSTRA & OHM, P.C. , BOURBONNAIS, IL, IN CONJUNCTION WITH MUNICIPAL AUDITING SERVICES FOR THE FISCAL YEAR ENDED APRIL 30, 2016.**

WHEREAS, the Village of Manteno, an Illinois municipal corporation and a unit of general local government is required to caused to be performed an annual audit of the financial statements of the village following the close of each fiscal year; and

WHEREAS, the Finance Committee recommends that Smith, Koelling, Dykstra & Ohm, P.C., Bourbonnais, IL are certified public accountants skilled in the area of public finance and the preparation of municipal audits as well as such other reports and documents that are required by the State of Illinois; and

WHEREAS, it is necessary that a certified public accountant firm skilled in public finance and in the preparation of municipal public sector municipal audits be retained for the purpose of preparing an audit of the financial statements of the Village of Manteno, Kankakee County for the fiscal year ended April 30, 2016.

NOW THEREFORE BE IT RESOLVED by the President and Board of Trustees, Village of Manteno, Kankakee County, Illinois as follows:

SECTION 1: That a professional services agreement with Smith, Koelling, Dykstra & Ohm, P.C., Bourbonnais, IL with the preparation of an annual audit of the financial statements of the Village of Manteno for the fiscal year ended April 30, 2016 be in the same as hereby approved.

SECTION 2: That the Village President is hereby authorized, empowered and directed to execute said agreement for professional auditing services provided for in Section 1 of this Resolution in the form and content of "Exhibit A" which is attached hereto and made a part hereof.


SECTION 3: That said approval provided for in Section 2 of the is Resolution may be extended or renewed for a succeeding year(s) at the sole discretion of the Village Board upon satisfactory completion, review and acceptance of the audit of the financial statements of the Village of Manteno for the fiscal year ended April 30, 2016.

Passed by the Board of Trustees of the Village of Manteno, Kankakee County, Illinois at a regular meeting thereof held on the 20<sup>th</sup> day of March, 2016 and approved by me as Village President on the same day.

RECORD OF THE VOTE	Yes	No	Abstain	Absent
President Timothy Nugent				
Trustee Timothy Boyce	✓			
Trustee Samuel Martin	✓			
Trustee Diane Dole	✓			
Trustee Todd Crockett	✓			
Trustee Joel Gesky	✓			
Trustee Wendell Phillips	✓			
TOTAL VOTES <i>or</i>				
BY OMNIBUS VOTE	6			

  
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 Timothy O. Nugent, Village President

ATTEST:

  
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 Alisa Blanchette, Village Clerk

**AUDITING SERVICES AGREEMENT**

**THIS AGREEMENT**, made this 3rd date of March, 2017, by and between Smith, Koelling, Dykstra & Ohm, P.C., hereinafter referred to as "Auditor", and the **VILLAGE OF MANTENO**, a municipal corporation in Kankakee County, Illinois, hereinafter referred to as "Village".

**SECTION I.** The Auditor agrees to furnish capable and efficient accountants to conduct a general audit of the books and financial records of the Village in accordance with Generally Accepted Auditing Standards (GAAS).

**SECTION II.** The Auditor agrees to begin the examination as soon after the acceptance of this Agreement to the mutual convenience of the Village and the Auditor. The Auditor further agrees that he will conduct said examination with diligence as to insure its completion at the earliest possible date with such efficiency and thoroughness as is expected under GAAS. In any event, the examination and Auditor's report shall be completed and a report delivered prior to October 1<sup>st</sup> of each year.

**SECTION III.** The Auditor and the Village shall comply with Section I, Audit Scope and Section II, General Information of the Request for Proposal (copy attached) and incorporate those sections into the contract.

**SECTION IV.** The Auditor agrees to adopt reasonable procedures as to insure the safe custody of his working papers for a period of time sufficient to satisfy legal and administrative requirements. Furthermore, he agrees to make the working papers available for examination by the Village as requested, and to provide copies of such work papers that may be requested by the Village's accounting staff.

**SECTION V.** The Auditor agrees to publish 15 copies of the Annual Finance Report, 15 copies of the TIF Report and 15 copies of the Single Audit.

SECTION VI. The Village agrees to pay the Auditor for services rendered based on the following not-to-exceed fees:

	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Annual Financial Report	<u>17,000</u>	<u>17,600</u>	<u>18,250</u>	<u>18,950</u>	<u>19,750</u>
Single Audit Report	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>	<u>NA</u>
TIF Audit Report	<u>2,000</u>	<u>2,100</u>	<u>2,150</u>	<u>2,250</u>	<u>2,350</u>
Total Fees	<u>19,000</u>	<u>19,700</u>	<u>20,400</u>	<u>21,200</u>	<u>22,100</u>

Payment will be made upon receipt of progress billings with final payment made after receipt of the Annual Financial Report, Single Audit Report and TIF Audit Report.

The Auditor and the Village agree that an equitable adjustment in the contract price may be negotiated if the cost or the time required for performance of the audit service is increased pursuant to a change in scope requested by the Village or required by State or Federal regulations.

SECTION VII. If the Auditor is unable to complete the audit before the scheduled completion date provided in Section II of this Agreement, written notice to the Village must be provided by the Auditor thirty (30) days prior to said date of completion.

The Auditor agrees to deliver the Audit Report prior to October 1<sup>st</sup> of each year of the Agreement, unless the Village has caused the audit period to be longer.

The Village reserves the right to cancel audit services for the remainder of the period covered by their agreement.

March 3, 2017  
Date

Marcus Meents Kollerg  
Auditor  
Signature of Authorized Representative

March 20, 2017  
Date

Timothy O. Nugent  
Timothy O. Nugent  
Village President

Attest:

Alisa Blanchette  
Alisa Blanchette  
Village Clerk