

Village of Antioch, Illinois

**RESOLUTION NO. 21-88**

**A RESOLUTION AUTHORIZING THE VILLAGE ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH EDER, CASELLA & CO. FROM DECEMBER 9, 2021, TO OCTOBER 31, 2022, TO PROVIDE FINANCIAL AND ACCOUNTING SERVICES**

**WHEREAS**, the Village of Antioch, Lake County, Illinois (the "Village") is a duly organized and existing municipality created under the provisions of the laws of the State of Illinois; and

**WHEREAS**, the Assistant Finance Director retired in July 2020, the Village conducted interviews to fill the position and selected the best qualified candidate; and

**WHEREAS**, the selected candidate resigned from the position in December 2020; and

**WHEREAS**, the Finance Director will contract Eder, & Casella Co. provide financial and accounting services.

**WHEREAS**, the Finance Director will replace current contracted services to eliminate the perception of conflict of interest and fulfill the need for financial and accounting services. Such services will provide independence, reliability, eliminate vulnerability to the operations of the department along with efficiency.

**NOW THEREFORE, BE IT RESOLVED** by the Village of Antioch, Lake County, Illinois, as follows:

**SECTION ONE:** The Village Administrator is authorized and directed to execute an agreement with Eder, & Casella Co. to provide financial and accounting services for \$41,950 annually. Such contract will be reviewed annually.


**SECTION TWO:** This resolution shall take effect immediately upon passage.

**ADOPTED** by the Mayor and Board of Trustees of the Village of Antioch, Lake County, Illinois, on this 8<sup>th</sup> day of December, 2021.

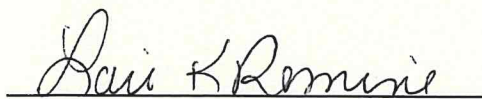
AYES: 6: Pierce, Macek, Pedersen, Bluthardt, Burman and Dominiak.

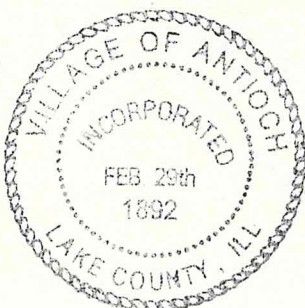
NAYS: 0.

ABSENT: 0.

  
\_\_\_\_\_  
Scott J. Gartner, Mayor

ATTEST:

  
\_\_\_\_\_  
Lori K. Romine, Village Clerk



EDER, CASELLA & CO  
**ACCOUNTING AND  
PAYROLL SERVICES  
PROPOSAL**

**MCHENRY**  
5400 West Elm Street  
Suite 203  
McHenry, IL 60050

**BARRINGTON**  
760 West Main Street  
Suite 100  
Barrington, IL 60010

# CONTENT

TRANSMITTAL LETTER	1
YOUR NEEDS AND OUR SOLUTIONS	2
PROFILE OF THE FIRM	3
WHO WE ARE	4
YOUR TEAM	5
VALUED CLIENT REFERENCES	6
SERVICES TO BE PROVIDED	7
SERVICE FEES AND TIMELINE	8
TEAM BIOS	9



# TRANSMITTAL LETTER

November 2, 2021

Board of Trustees:

Eder, Casella & Co. is pleased to submit our proposal to provide professional accounting and payroll services for the Village of Antioch for the period ending October 31, 2022. We are confident that our firm has the qualifications and expertise necessary to not only meet, but exceed your expectations.


Our firm believes that our extensive experience providing services for Illinois governments makes us the ideal candidate for this engagement. Your accounting and payroll team will be hand-picked from our well-qualified staff and tailored to fit your specific needs. Unlike many firms, all of our professional staff that supervise the governmental services have an average of eight years of governmental auditing/accounting experience.

Eder, Casella & Co. strives to provide the highest level of client satisfaction. The firm size allows us to provide the expertise of a larger firm but the personal service of a small firm. The firm's goal is to provide exceptional and timely service.

Enclosed is information about our firm, an explanation of the scope of the engagement, and references that can elaborate on our performance and service. We look forward to establishing a professional relationship with you and appreciate the opportunity to submit this proposal, which will remain firm and irrevocable for 60 days.

We welcome any questions you may have, so please don't hesitate to contact us should you have any questions. You can connect with me via email at [ksmith@edercasella.com](mailto:ksmith@edercasella.com) or by phone at 815-331-8122, or with Cheryden Juergensen via email at [cjuergensen@edercasella.com](mailto:cjuergensen@edercasella.com) or by phone at 815-331-8203.

Sincerely,



Kevin Smith, CPA  
Partner

# YOUR NEEDS AND OUR SOLUTIONS



## OUR SOLUTIONS TO MEET YOUR NEEDS

Village of Antioch needs an accounting and consulting firm that listens and can deliver. The following shows you, at a high level, how we plan to address your current and future needs.

### YOUR NEEDS



Quality and timely service throughout the year.



Service by highly qualified professionals.



Proven experience serving local governments.

### OUR SOLUTIONS



#### RESPONSIVE

We will meet the deadlines you have set. Your team will be available for questions throughout the year and will provide timely responses.



#### EXPERIENCED

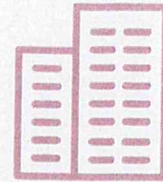
Our managers have an average of 8+ years of experience with governments.



#### SPECIALIZED

Experience with local governments of all sizes. Other services to local governments include fixed asset tracking, special projects, and grant specific audits.

# PROFILE OF THE FIRM



## HISTORY:

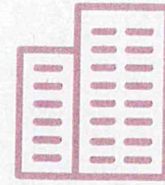
Eder, Casella & Co. is a certified public accounting firm located in McHenry and Barrington, Illinois. Founded in 1989, we have grown to become one of the largest accounting firms in McHenry County and have expanded our offices in order to provide that same exceptional service to Barrington and its surrounding area. We specialize in services to state and local governmental units, small businesses, and individuals. Eder, Casella & Co. provides a broad range of services including auditing, accounting, tax, payroll, IT services, and other management and advisory services.

Our firm provides services to over 90 governmental organizations, including villages, townships, cities, libraries, fire protection districts, school districts, special education districts, vocational systems, and other special taxing districts. The firm is also a member of the American Institute of Certified Public Accountants (AICPA) Governmental Audit Quality Center which promotes the importance of quality governmental audits and the value of such audits.

## LICENSE:

Eder, Casella & Co. is licensed to practice public accounting under registration number 066-005142. All key members of your accounting and payroll team will be registered/licensed public accountants in the State of Illinois. All partners are licensed to practice in the State of Illinois.

# WHO WE ARE



## STATE AND FEDERAL REVIEW:

Our firm or its partners have not been subject to any suspension, debarment, or disciplinary action with state regulatory bodies or professional organizations during the past three years or during the current year. In addition, the firm has not had any federal or state desk reviews or field reviews in the past three years or during the current year. Finally, the firm has not been involved in any litigation over the past three years or during the current year related to the quality of audit work or pricing of auditing services rendered.

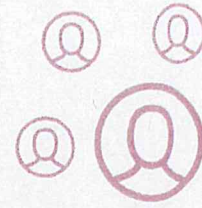
## INDEPENDENCE:

Eder, Casella & Co., its partners, and staff are independent of Village of Antioch as defined by generally accepted auditing standards, and by the United States General Accounting Office's *Government Auditing Standards*. We have no knowledge of business, investment, or family relationships with Village of Antioch, its agencies, officials, or other employees and personnel of our firm that would impair our independence.

## FIRM:

Eder, Casella & Co. is staffed with seventeen certified public accountants, eighteen accountants, and thirteen support staff. The professional staff includes five partners, ten managers, seven supervisors/senior accountants, and thirteen staff accountants. Specifically, our governmental team consists of twenty-one accountants.

# YOUR TEAM



## YOUR ACCOUNTING/PAYROLL TEAM

To your benefit, we strive to keep a level of continuity of staff with each client. Based on the type of service, the appropriate level of Eder, Casella & Co. staff will be provided to ensure that the services are performed accurately and timely. Included in the fee of services is cross-training for another Eder, Casella & Co. staff to ensure timely and uninterrupted services in the event that an Eder, Casella & Co. staff is on vacation or leave. The partners will oversee all services to ensure all services are performed to the satisfaction of the Village.

The resumes for the two partners that oversee governmental services are attached to this proposal.



# VALUED CLIENT REFERENCES



Our team here at Eder, Casella & Co. is committed to excellence and providing our clients with superior service. We currently provide a range of services to over 90 governmental organizations including townships, villages, cities, libraries, fire protection districts, and school districts, to name a few. We are happy to provide this list containing a few of our current local government clients. We encourage you to connect with these organizations to get their perspective on the value our services have provided to them through the years.

## Village of Round Lake Beach

- 10+ years of service
- Chuck Howard, Finance Director
- (847) 270-3024

## Village of Round Lake Heights

- 10+ years of service
- Maribel Carrillo, Office Manager
- (847) 546-1206 x301

# SERVICES TO BE PROVIDED



## PAYROLL (BI-WEEKLY)

- Import the PD timesheets
- Manually enter paid time off
- Enter the deferred compensation contributions

## OTHER PAYROLL

- One-time payroll system training
- Software is web based and the company will do the training

## PRE-AUDIT

- Prepare timely documents for Village auditor

## MONTHLY ACCOUNTING AND REPORTING

- 15 bank reconciliations (including all pension accounts)
- Review payroll entries
- Prepare Treasurer's Report

## OTHER

- Includes cross-training of additional staff member(s) to ensure timely and consistent services when one of our staff is on vacation, leave, etc.
- Any additional services or projects will be billed at our standard hourly rates.

# SERVICE FEES AND TIMELINE



Our fees for the accounting and payroll services will be as follows:

Service	Fee	Staffing Level
Payroll (Bi-weekly)	\$250 - \$475	Payroll Staff
Other Payroll	One-time payroll system training at a standard hourly rate of \$95 (estimated 2-3 hours)	Payroll Staff
Monthly accounting and reporting	\$1,800 per month	Manager / Staff Accountant
Pre-Audit services	Standard Hourly Rate – we estimate approximately \$8,000 based on the average we charge for other clients of a similar size	Manager / Staff Accountant
Other projects	Standard Hourly Rate	Depending on services needed

Our hourly rates for 2021 are as follows and are subject to change each calendar year:

Partner	\$260 - \$310
Manager	\$160 - \$200
Supervisor	\$140 - \$155
Staff	\$115 - \$135
Administration	\$50 - \$60

We will work with the Village to determine the timing of each service after the proposal has been approved by the Board.

# KEVIN SMITH, CPA

## PARTNER



ksmith@edercasella.com  
Woodstock, IL

### Professional Experience

Eder, Casella & Co. (June 2008 – Present, Internship – Summer 2007)  
Responsibilities:

- Manages and supervises accounting and auditing engagements for school districts, special education districts, and other governmental and not-for-profit clients.
- Prepares and reviews annual financial reports as well as the IRS form 990 and AG 990-IL.
- Prepares annual financial reports as well as annual reports for Illinois State Board of Education, Illinois Department of Insurance, and the Illinois Comptroller's Office.
- In charge of single audits in accordance with OMB Uniform Guidance Audit Guidelines.
- Assists school districts with the implementation of new accounting standards.
- Provides accounting consultation services for governmental clients.

### Professional Affiliations

- Licensed in the State of Illinois
- Member, Illinois CPA Society
- Member, Illinois CPA Society Governmental Report Review Committee
- Member, American Institute of Certified Public Accountants

### Honors & Activities

Dean's List – Northern Illinois University  
Student Accounting Society – Northern Illinois University

### Education

Certified Public Accountant  
Northern Illinois University – Bachelor of Science (Accounting), Magna Cum Laude

# CHERYDEN JUERGENSEN, CPA

## PARTNER



### Professional Experience

Eder, Casella & Co. (November 2002 – Present)

#### Responsibilities:

- Manage and reviews accounting and auditing engagements for not-for-profits, school districts, fire protection districts, villages, cities, townships, and other governmental clients.
- Prepares and reviews annual financial reports as well as the IRS form 990 and AG 990-IL.
- Presents results of audit to boards and committees.
- Supervises and reviews single audits in accordance with OMB Uniform Guidance Audit Guidelines.
- Assists not-for-profits with the implementation of new accounting standards.
- Provides accounting consultation services for not-for-profit clients.

Capin Crouse LLC (June 1998 – November 2002)

- Ms. Juergensen was in charge of audits of various types of non-profit organizations including human service organizations, colleges, and churches.

### Professional Affiliations

- Licensed in the State of Illinois
- Member, American Institute of Certified Public Accountants.
- Member, Illinois CPA Society
- Member, Government Finance Officers Association Special Review Committee for the Annual Comprehensive Financial Reporting Program

### Honors & Activities

Treasurer – McHenry Area Rotary Club (2011 – present)  
Treasurer – McHenry Area Soccer Federation (2015 – 2018)  
Dean's List – Trinity International University  
National Honor Society – Colorado Springs Christian School

### Education

Certified Public Accountant  
Trinity International University – Bachelor of Arts (Accounting Management/Economics) Cum Laude

**SIGNATURE  
PAGE**



November 2, 2021

Board of Trustees  
Village of Antioch  
874 Main Street  
Antioch, IL 60002

Members of the Board:

Please indicate acceptance of the professional accounting and payroll services outlined in this proposal for Village of Antioch at the fees stated in our accounting and payroll proposal dated November 2, 2021 by signing below and returning this letter to our office.

Sincerely,

Kevin Smith, CPA  
Partner

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

{ ec&co } eder, casella & co  
certified public accountants  
[www.edercasella.com](http://www.edercasella.com)

**MCHENRY**  
5400 West Elm Street  
Suite 203  
McHenry, IL 60050

**BARRINGTON**  
760 West Main Street  
Suite 100  
Barrington, IL 60010