



February 26, 2015

The Honorable Mayor  
Members of the Board of Trustees  
Village of Antioch, Illinois

We are pleased to confirm our understanding of the services we are to provide the Village of Antioch, Illinois for the years ended April 30, 2015, April 30, 2016 and April 30, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the basic financial statements of the Village as of and for the years ended April 30, 2015, April 30, 2016 and April 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Village's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Village's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited: management's discussion and analysis, the budgetary comparison schedules, pension plan funding progress and employer contribution schedules, and other postemployment benefit obligation funding progress and employer contribution schedules.

We have also been engaged to report on supplementary information other than RSI that accompanies the Village's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole: combining and individual fund statements and budgetary comparison schedules, and other information listed as supplemental and schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: introductory and statistical information.



### *Audit Objective*

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the Village's financial statements. Our report will be addressed to the Board of Trustees of the Village. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

### *Management Responsibilities*

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation in the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements 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.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.



*Management Responsibilities (Continued)*

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

*Audit Procedures – General*

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Village of Antioch, Illinois

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*Audit Procedures – Internal Control*

Our audit will include obtaining an understanding of the Village and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

*Audit Procedures – Compliance*

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, will perform tests of the Village's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

*Engagement Administration, Fees, and Other*

Our fees for the April 30, 2015, April 30, 2016 and April 30, 2017 audit will be as stated in our proposal.

We appreciate the opportunity to be of service to the Village of Antioch, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return it to us.

Cordially,

*Lauterbach & Amen LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Antioch, Illinois.

By: \_\_\_\_\_

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

*John K. Kline*  
VILLAGE ADMINISTRATOR



# FEES AND BILLING



Lauterbach and Amen, LLP

Certified Public Accountants  
27W457 Warrenville Road  
Warrenville, Illinois 60555-3902  
[www.lauterbachamen.com](http://www.lauterbachamen.com)

## FEES AND BILLING


### AUDITING SERVICES RFP RESPONSE FORM

Firm: Lauterbach & Amen, LLP

Firm Contact / Project Manager: Ronald J. Amen

Address: 27W457 Warrenville Road  
Warrenville, IL 60555

Telephone and fax numbers: 630.393.1483 Phone 630.393.2516 Fax

Signature of Authorized agent: 

Print name and position of Authorized Agent: Ronald J. Amen, Partner

Date of proposal submission: September 30, 2014

#### FEE STRUCTURE

	2015	2016	2017
Municipal Audit and all Associated Work	\$27,000	\$27,700	\$28,400
TIF Comptrollers Report	\$775	\$800	\$825
Police Pension Fund IDOI	\$2,100	\$2,150	\$2,200
<b>Total</b>	<b>\$29,875</b>	<b>\$30,650</b>	<b>\$31,425</b>

## FEES AND BILLING - CONTINUED

	Hours	Standard Rate	Quoted Rate	Total
Partner	70	\$140	\$130	\$9,100
Manager	110	\$110	\$100	\$11,000
In - Charge	115	\$70	\$60	\$6,900
	<u>295</u>			<u>\$27,000</u>

In over seventeen years of providing auditing services, Lauterbach & Amen, LLP has never increased an audit fee from what was proposed in the RFP. This includes implementation of all GASB's.

Our firm stresses that we are available throughout the year to provide technical accounting and financial reporting assistance and support to the Village. We encourage clients to contact us with questions that may arise. In addition, we provide annual client training to introduce new pronouncements that may affect the Village and training on other topics based on client request.

If engaged, L&A will submit proof of Professional Liability Insurance coverage for an amount of \$1,000,000 and proof of Worker's Compensation Insurance sufficient to meet statutory requirements.



## FEES AND BILLING - CONTINUED

### ***Schedules Requested***

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The proposed annual fees are based upon staff support at all levels from Village personnel and that the Village will provide adjusted trial balances and support (detail schedules that reconcile to the trial balances) for all balance sheet accounts. At a minimum, management is to provide supporting schedules for the areas outlined in the fieldwork phase of the audit approach section of this proposal.

### ***Additional Services***

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Should it become necessary for the Village to request us to render additional services to either supplement the services requested in the RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement or new accounting standards, then such additional work will be performed only after discussing with management the level of effort and estimated costs prior to performing any such work.

As independence standards have recently become more stringent related to the types of additional services auditors can perform, L & A would review these independence standards and the type of services requested prior to proposing on any additional services.

### ***Conclusion***

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In closing, we would like to thank the Village for the opportunity to respond to your request for auditing services, and would like to emphasize that if chosen, L & A is committed to providing the resources needed to assure an unrivaled level of service and quality, the highest attention to detail, and a relationship with a firm of highly trained professionals exclusively working in the governmental sector.

*L & A will provide  
an unrivaled level of  
service and  
expertise.*



# REFERENCES



Lauterbach and Amen, LLP

Certified Public Accountants  
27W457 Warrenville Road  
Warrenville, Illinois 60555-3902  
[www.lauterbachamen.com](http://www.lauterbachamen.com)

## 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.

Village of Northfield \*  
Steve Noble  
361 Happ Road  
Northfield, IL 60093  
847-446-9200

Village of Libertyville \*  
Patricia A. Wesolowski  
118 W. Cook Ave.  
Libertyville, IL 60048  
847-918-2102

Village of Northbrook \*  
Jeff Rowitz  
1225 Cedar Lane  
Northbrook, IL 60062  
847-272-5050

Village of Vernon Hills \*  
Larry Nakrin  
290 Evergreen Drive  
Vernon Hills, IL 60061  
847-918-3554

Additional references can be provided upon request.

\* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.



## REFERENCES

Antioch *	Joy McCarthy 847-395-1000
Arlington Heights *	Thomas Kuehne 847-368-5510
Barrington *	Jason Hayden 847-304-3433
Beach Park *	Peggy McHugh 847-746-1770
Belvidere	Mike Chamberlain 815-544-2612
Bensenville *	Tim Sloth 630-766-8200
Brookfield *	Doug Cooper 708-485-1166
Burlington	Matt Krueger 847-683-2284
DeKalb *	Cathy Haley 815-748-2382
East Hazel Crest	Patricia Lazuka 708-798-0213
Elburn	Doug Elder 630-365-5060
Elk Grove *	Christine Tromp 847-357-4050
Elwood *	Nick Narducci 815-423-5011
Freeport	Cynthia Haggard 815-297-1300
Gilberts *	Marlene Blocker 847-428-4167
Glencoe *	David Clark 847-835-4113
Gurnee *	Diane Lembesis 847-599-7521
Hampshire	Lori Lyons 847-683-2181
Harvey	Treasurer 708-210-5530
Homewood *	Dennis Bubenik 708-206-3370
Justice	Treasuer 708-458-2520
Kenilworth	Maryann Van Dyke 847-251-1666
Kildeer	Annette Zborowski 847-438-6000
Lake Barrington	Peggy Hirsch 847-381-8557
Libertyville *	Pat Wesolowski 847-918-2102
Lincolnwood *	Bob Merkel 847-918-2102
Lombard *	Anne Fairbairn 630-620-5916
Manhattan *	Kevin Sing 815-418-2051
Maple Park	Cherly Aldridge 815-827-3309
Mount Prospect *	Lynn Jarog 847-818-5281
Northbrook *	Jeff Rowitz 847-272-5050
Northfield *	Steve Noble 847-446-9200
North Riverside *	Sue Scarpiniti 708-447-4211
Pingree Grove *	Treasurer 847-464-5533
Plano	Janey Goehst 630-552-8275
Poplar Grove	Maria Forrest 815-721-9239
Riverdale	Nicole Montague 708-753-1900
Riverside *	Jessica Frances 708-442-2233
Rockford *	Steve Stromquist 815-987-5621
Rolling Meadows *	Melissa Gallagher 847-870-9041
Sleepy Hollow	Ellen Volkening 847-428-2266
South Barrington	Michelle Bodie 847-381-7510
South Chicago Heights	John Dolasindki 708-755-1880
South Elgin *	Art Skibley 847-742-5780
Stone Park	Treasurer 708-845-5550
Streamwood *	Mary Johnson 630-736-3800
Sugar Grove *	Pat Chamberlin 630-466-4507
Summit	Treasurer 708-563-4800
Thornton *	Arlette Frye 708-877-4456
University Park	Lafayette Linear 708-235-4814
Vernon Hills *	Larry Nakrin 847-918-3554
Villa Park *	Shannon Lump 630-834-8500
Wauconda *	Treasurer 847-487-3574
West Chicago *	Linda Martin 630-293-2200
Wilmette *	Melinda Molloy 847-853-7599
Winnetka *	Edward McKee 847-501-6000
Yorkville *	Rob Fredrickson 630-553-8534

\* Asterisk indicates governments currently holding the GFOA Certificate of Achievement.

# CLIENT LISTING



Lauterbach and Amen, LLP

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27W457 Warrenville Road  
Warrenville, Illinois 60555-3902  
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# CLIENT LISTING

<b>MUNICIPALITIES</b>	<b>MUNICIPALITIES- Cont.</b>	<b>LIBRARIES- Cont.</b>
Antioch *	University Park	Des Plaines - Public Library
Arlington Heights *	Vernon Hills *	Elk Grove Public Library
Barrington *	Villa Park *	Forest Park - Public Library
Beach Park *	Wauconda *	Fox River Grove - Memorial Library
Belvidere	West Chicago *	Fox River Valley Public Library
Bensenville *	Wilmette *	Glencoe Public Library
Brookfield *	Winfield *	Glenside - Public Library
Burlington	Winnetka *	Mount Prospect Public Library
Cary *	Yorkville *	Riverside Public Library
Chicago Heights *		Thornton Public Library
Cortland		Warren-Newport - Public Library
DeKalb *		Winfield - Public Library
East Hazel Crest		
Elburn	<b>PARK DISTRICTS</b>	<b>OTHER</b>
Elk Grove *	Bloomington Park District *	Broadview Westchester JWA
Elwood *	Bolingbrook Park District *	Co-Op 90's Medical and Dental Plans
Franklin Park *	Butterfield Park District	Cuba Township
Freeport	Crystal Lake Park District *	Deerfield-Bannockburn FPD
Gilberts *	Downers Grove Park District *	DU-COMM
Glencoe *	Elk Grove Park District *	DuPage Mayors & Managers
Glenview *	Elmhurst Park District *	East Dundee Countryside FPD
Gurnee *	Geneseo Park District *	Grayslake Fire Prot. District
Hampshire	Geneva Park District *	Homer Township Fire Prot. District
Harvey	Glen Ellyn Park District *	IMET
Homewood *	Glencoe Park District	Intergov. Personnel Benefit Coop
Justice	Glenview Park District *	IPPFA
Kenilworth	Gurnee Park District *	Kane County Forest Preserve District
Kildeer *	Highland Park Park District *	MABAS - IL
Lake Barrington	Joliet Park District	MABAS - Northbrook
Libertyville *	Kenilworth Park District	Metro Risk Mgmt Agency
Lincolnwood *	LaGrange Park District *	NEDSRA
Lombard *	LaGrange Park Park District	NIPSTA
Manhattan *	Lake Bluff Park District	NORDCAT
Maple Park	Lemont Park District *	North Aurora Countryside FPD
Mount Prospect *	Manhattan Park District	North Maine FPD
North Riverside *	Memorial Park District	North Suburban Employee Benefit
Northbrook *	Mundelein Park District *	Northlake FPD
Northfield *	Naperville Park District *	Norwood Park FPD
Pingree Grove *	Norridge Park District	NSSRA
Plano	Northbrook Park District *	Regional Emergency Dispatch
Poplar Grove	Northfield Park District	Rutland Dundee Fire Prot. District
Riverdale	Park Ridge Park District *	SEASPARS
Riverside *	Round Lake Area Park District	SEECOMM
Rockford *	Schaumburg Park District	SOUTHCOM
Rolling Meadows *	St. Charles Park District *	Southwest Central Dispatch
Sleepy Hollow	Sycamore Park District	SWANCC
South Barrington	Vernon Hills Park District *	Tri County SRA
South Chicago Heights	Veteran's Park District	Warrenville FPD
South Elgin *	Warrenville Park District *	Wauconda Fire Prot. District
Stone Park	Wilmette Park District *	West Chicago Fire Prot. District
Streamwood *	Winnetka Park District *	West Suburban SRA
Suger Grove *		Zion Township
Summit	<b>LIBRARIES</b>	
Thornton *	Addison - Public Library	
	Algonquin - Public Library	
	Batavia - Public Library	
	Brookfield Public Library	
L&A services 104 Firefighters' Pension Funds		
L&A services 106 Police Pension Funds		

\* Asterisk indicates government currently holding the GFOA Certificate of Achievement.

# APPENDICES



Lauterbach and Amen, LLP

Certified Public Accountants  
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Steven C. Barney  
Steven R. Volz  
Daniel R. Brophay  
Thomas G. Wieland  
Michael W. Van Wagenen



David A. Grotkin  
Joel A. Joyce  
Brian J. Mechenich  
Carrie A. Gindt  
Patrick G. Hoffert

## System Review Report

April 20, 2012

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

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, 2012. 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. The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system, and the firm's compliance with its system of quality control 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/orsummary](http://www.aicpa.org/orsummary).

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, 2012, 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.

*Reilly, Penner & Benton LLP*



Reilly, Penner & Benton LLP  
1233 N. Mayfair Road Suite #302 • Milwaukee, WI 53226-3255 • 414-271-7800

[www.rpb.biz](http://www.rpb.biz)

**REQUEST FOR STATEMENTS OF INTEREST AND QUALIFICATIONS  
FOR THE VILLAGE OF ANTIOCH**

TO:


Joy McCarthy, Finance Director Village of Antioch 874 Main Street Antioch, IL 60002 Phone: 847-395-1000 Fax: 847-395-1920
--

FROM:

Vendor: Lauterbach & Amen, LLP
Address: 27W457 Warrenville Road
City, State, Zip Code: Warrenville, IL 60555
Contact Person: Ronald J. Amen
Phone Number: 630-393-1483

In compliance with the **Request for Statements of Interest and Qualifications**,  
The undersigned hereby furnishes the information requested and certifies that all  
information and statements contained herein are true and correct.

It is understood and agreed that the Village and / or consultants retained by the  
Village may conduct such investigations as are necessary and appropriate to verify  
the undersigned's qualifications and proposal. The undersigned hereby authorizes  
references and any other parties listed herein to furnish the Village with any  
information the Village may request, including, but not limited to, performance of  
previous work. The undersigned hereby releases any and all such parties from any  
legal responsibility whatsoever of having furnished such information to the Village.

Business Name: Lauterbach & Amen, LLP	Corporate Seal:
Signature: 	Print or Type Name: Ronald J. Amen
Title: Partner	Date: September 30, 2014