



BOARD ACTION REQUEST FORM

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SECTION 1: PURPOSE

The BOARD ACTION REQUEST FORM is designed to 1) enhance the orderly and efficient conduct of Committee and Board meetings; 2) serve as prior notice to all interested parties; 3) aid the Committee Chairs in meeting preparation; 4) provide the Departments with a mechanism for formal communication with the Board; and 5) aid in the creation of the official record of the meeting.

To request an item be added to a committee agenda, submit the completed FORM and all supporting documentation to the applicable Committee Chair for consideration at least 5 days prior to the meeting date/time.

SECTION 2: OVERVIEW

Subject: _____ **Requested by:** _____

To Committee(s): _____ **Meeting Date(s)** _____

Action Requested (Select One): **Motion** **Resolution** **Ordinance** **Contract Approval**

Executive Session **YES** **NO** **5 ILCS 120/2(c) Exception:** _____

Requestor's Recommended Action:

SECTION 3: PROPOSAL

Describe the action requested, including relevant background information, applicable statutory references, potential impact to the County and/or any other departments, and the proposed implementation timeline. Attach additional pages if needed.

SECTION 4: FINANCIAL IMPACT

Provide specific financial details including revenue or expenses associated with the request and if this is a one-time or recurring expense. If this is an unanticipated (unbudgeted) expense, explain the catalyst for the request. Attach relevant documents such as revenue/expense projections or vendor bids/quotes.

Budgetary Status (check all that apply): **Cost of Proposed Action:** _____

____ This action has no budgetary implications.

____ Funds are available in this FY budget. Line-item Description/Number _____

____ Funds are not budgeted in this FY. Proposed funding source: _____

____ If approved, funds will be requested for this action in next year's budget.

____ This action will bring in additional revenue of \$_____ Line-item _____

____ This action will reduce expenditures and/or be budget neutral.

Fee Proposal

While the process of conducting an audit can be very similar from accounting firm to accounting firm, the Wipfli difference includes the value you receive from our audit process. Our audit services approach is designed to deliver timely, cost-effective, high-quality professional services. It centers around service excellence, communication, and our continuing quest to be on the leading edge of industry changes. Right from the start of the audit engagement, you can expect Wipfli to understand your industry and provide expert assistance. Our well-planned approach ensures an efficient and effective audit experience.

	2021	2022	2023
County - (includes IL Comptroller filing and audit committee letter)	\$37,800	\$39,000	\$40,100
Circuit Clerk	4,500	4,500	4,500
DOAP/5311 - (assuming 4 grant specific audits 5311, 5311f, DOAP, CARES)	5,250	5,250	5,250
ETSB	4,500	4,500	4,500
Commissary	3,000	3,000	3,000
Single Audit - (assuming 2 major federal programs and filing of Data Collection Form)	8,000	8,000	8,000
		Total: \$64,250	\$64,350

The fees listed include all out of pocket expenses, travel, lodging, etc. (maximum out-of-pocket). Our fees listed also include normal communications with the County during the year usually relating to audit, accounting, tax, or compliance matters.

If the County requests additional services outside of the audit, an agreed upon procedures engagement would be entered into as a separate engagement as described below.

As with most of our engagements, we would anticipate giving the County an estimated fee up front prior to performing the procedures and often will give a not-to-exceed proposal.

Assumptions

The quote above is based on the following assumptions:

- County staff will be cooperative participants in the process and will effectively communicate with the auditors.
- Our Single Audit fee includes testing for two (2) major programs. Such testing is consistent with prior audit requirements.
- County staff will perform a comprehensive financial close process on the cash basis, and there will be minimal adjusting journal entries.