



HOFFMAN ESTATES

September 1, 2023

**Village of Hoffman Estates
Request for Proposals for Auditing Services – FY2023– FY2027**

Dear Auditing Firm:

The Village of Hoffman Estates invites qualified firms of certified public accountants to submit a proposal for auditing services for the Village of Hoffman Estates. Auditing services will also encompass the preparation of Village’s annual comprehensive financial report (ACFR) for submittal to the GFOA’s Certificate of Achievement for Excellence in Financial Reporting Program.

This document is a Request for Proposals (RFP) from auditing firms who are capable of conducting municipal audits in accordance with legal and professional standards. Further details of these requirements are outlined in the following pages. Please note that the information contained in this cover letter is an integral part of the RFP.

Your proposal will include the following information:

- 1) Itemized Cost Breakdown (see attached worksheet)
- 2) A minimum of five (5) municipal references including municipal name, contact name, and contact telephone number.
- 3) Narrative information responding to the issues and questions within this RFP.

Characterization of Audit

The annual audit is commissioned by the Village of Hoffman Estates Board of Trustees. The audit is intended to make an opinion on the fairness of the Village’s financial statements. In addition, we consider the annual audit process to be a significant management tool in analyzing our finances and management processes and procedures. It is important that the selected auditing firm works in a cooperative manner with the Village Board and management to address any issues that may arise, not just irregularities or suspicion of fraud or theft. We depend on many perspectives during our routine decision-making processes. We expect that our auditor will bring forth issues that the auditor may see as a management or operational inefficiency or

lacking in any respect. We consider this a team effort, and welcome suggestions for improvement.

Timeline

The deadline for submitting proposals is 2:00 p.m. on Friday, September 29th, 2023. The Village anticipates awarding the contract to a responsive, responsible proposal submitter at the Monday, November 6, 2023 Village Board Meeting. **The Village may choose to interview the top firms prior to making a final determination.**

Please return your proposals by 2:00 P.M. on Friday, September 29th, 2023, to

**Village of Hoffman Estates
AUDIT PROPOSAL
Rachel Musiala, Director of Finance
1900 Hassell Road
Hoffman Estates, IL 60169
Telephone 847/843-4802**

Hard copies of proposals are not required to be submitted. Please email a .pdf version of your proposal to Rachel.Musiala@vohe.org by the due date.

Pre-Proposal Meeting

We will hold a voluntary pre-proposal meeting to answer any questions that proposing firms may have. The meeting will be held in the Council Chambers of the Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169 on Tuesday, September 12, 2023 at 1:00 p.m. Attendance at this meeting is voluntary and not required.

Proposal Evaluation

Proposals will not be evaluated solely on cost. **The Village will award the contract based on the proposal that is in the best interest of the Village regardless of cost.** RFPs shall be evaluated on the requirement factors and specifications best serving the Village's overall operational needs at a cost-beneficial price.

Proposal Submission Requirements

The following information is required to be submitted with your proposal. Failure to submit all information may be grounds to disqualify the proposal.

- 1) Itemized Cost Breakdown, Attachment A – 1 pdf version**
Itemized costs must be submitted for all phases of the audit, including preparation of financial statements, execution of all legally required filings, preparation of the Village's ACFR for submittal to the GFOA's Certificate of Achievement for Excellence in Financial Reporting Program, and preparation of other miscellaneous reports as required. (You will find a worksheet attached to assist in examining the costs.)

- 2) **Five (5) references (all should be from a public agency) – 1 pdf**
At least five (5) references are required. All references should be from public agencies who have received GFOA’s Certificate of Achievement for Excellence in Financial Reporting. Include the project scope and cost, name of agency, contact person for the agency, contact telephone number, starting and ending dates of the project, and any other relevant information about the project or public agency.
- 3) **Response to questions and issues raised in pages 4-12 of this request for proposal – 1 pdf**
Please respond to the questions and issues raised throughout this request for proposals. You may address any issues not specifically requested in the worksheet in a narrative format.

Term of Engagement

The term of engagement for auditing services is for the fiscal year ending December 31, 2023, with the option of auditing its financial statements for each of the subsequent four fiscal years (2024 through 2027). The Village may or may not extend the engagement for up to three additional years if agreed to in writing.

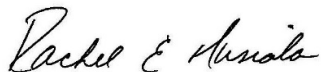
Sample Auditing Contract

Pages 14-16 include a sample auditing contract. In your response, please note if you have any issues or concerns with the terms of the contract. If you have a proposed audit engagement contract, you must provide a draft contract along with your proposal.

Firms desiring to submit cost proposals on this project may be asked to meet with Village officials to clarify details of the project. If you have any questions, please contact me at 847-843-4802 or Rachel.Musiala@vohe.org.

We look forward to your submittal.

Sincerely,



Rachel Musiala
Director of Finance
Village of Hoffman Estates

**VILLAGE OF HOFFMAN ESTATES
AUDITING SERVICES RFP
PROPOSAL DEADLINE: 2:00 P.M. ON SEPTEMBER 29, 2023**

A. Scope of Work to be Performed

The Village of Hoffman Estates desires the auditor to express an opinion on the fair presentation of its governmental activities, its business-type activities, each of its major funds, and its aggregate remaining fund information in conformity with generally accepted accounting principles.

The Village of Hoffman Estates also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supplemental data contained in the Annual Comprehensive Financial Report. However, the auditor is to provide an "in-relation-to" opinion on the supplemental schedules based on the auditing procedures applied during the audit of the general purpose financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory or statistical sections of the report. Additionally, the auditor is to provide an "in-relation-to" opinion on the Consolidated Year-End Financial Report (CYEFR) required by the grant accountability and transparency act (GATA).

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor is not required to audit the schedule of federal expenditures. However, the auditor is to provide an "in-relation-to" report on that schedule based on the auditing procedures applied during the audit of the financial statements.

It is the Village's intent that the auditor will be responsible for the compilation of the Illinois Comptroller's Annual Financial Report for the Village. The responsibilities include preparation of the required reports and electronically filing the reports with the related offices.

The Village also has six tax increment financing (TIF) Districts that require Annual Financial/Compliance Reports that the selected auditing firm will be responsible for. Five of the TIF Districts have had revenues over \$100,000. Our most recent Annual Financial/Compliance Reports for the five TIF Districts can be found on our website at www.hoffmanestates.org/finance or by contacting Rachel Musiala at (847)843-4802.

It is requested that the proposal also include an option for a Report on Compliance with Requirements Applicable to each Major Program and Internal Control over Compliance in Accordance with OMB Circular A-133, if necessary. The Village has met the threshold for a single audit for several years and is likely to meet this threshold in the near future.

The Village's NOW Arena

In late 2009 the Village took over ownership of the NOW Arena located in Hoffman Estates after the owner/developer defaulted on the property (originally built in 2006). The Arena, an enterprise fund for the Village, is operated by a management company hired by the Village. The 11,000 seat venue hosts a wide range of events throughout the year. The 80-90 events annually bring in about 350,000 attendees in total. The Village oversees all financial operations of the Arena and works closely with the Arena financial staff throughout the year. If your firm has any experience auditing arenas or similar venues, please include that information within your proposal. Since the Arena is required, contractually, to pay for their portion of the Village audit, as part of your pricing proposal, please list a separate cost for the time it will take to audit the financial activities of the Arena and that enterprise fund. It is likely that that cost will need to be billed separately as it will be paid directly to the auditors by the Arena.

In preparing your proposal, please note that from time to time it will be necessary for your personnel to meet with Village personnel regarding accounting matters. Additionally, we may contact your firm periodically requesting general information of a financial management nature. We would not expect this type of service to be very time consuming and as such we would expect this to be built into the fixed audit fee. However, if fees will apply, there is a space on the pricing worksheet to list this information.

Upon completion of the audit, the Auditor may be required to make an oral report of the audit results to the Village President and Board at a regular meeting of the Village Board or Finance Committee.

B. Auditing Standards to be Followed

To meet the requirements of this request for proposal, the audit shall be performed in accordance with generally accepting auditing standards, the standards for financial audits set forth in the General Accounting Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

C. Reports to be Issued

The auditor shall prepare the following reports at the completion of the audit:

- 1) Twenty (20) copies of the Annual Comprehensive Financial Report. Report preparation, editing, printing and supplies including covers, dividers, and spines shall be the responsibility of the auditor. The Letter of Transmittal, Management's Discussion and Analysis, Statistical Section, and any necessary letterhead will be provided by the Village of Hoffman Estates.
- 2) One (1) electronic copy of the Annual Comprehensive Financial Report in .pdf format.

- 3) Twelve (12) copies of a report on the financial statements, internal control and compliance in accordance with the audit guide and standards for compliance with the Single Audit Act, as may be required.
- 4) One electric copy of the in relation to opinion for Consolidated Year-End Financial Report.
- 5) Twelve (12) copies of each of the TIF Districts Financial and Compliance Report, along with one (1) electronic copy in .pdf format. Currently there are 5 TIF Districts that require this report.
- 6) A letter to management containing appropriate suggestions for improvement of accounting procedures and internal controls for the Village's consideration. This letter should contain comments and recommendations for controlling any internal weaknesses discovered and shall be reviewed by the Director of Finance and Village Manager before finalizing.
- 7) Response to prior year comments from the Government Finance Officers Association relating to the Certificate of Achievement for Excellence in Financial Reporting Award Program.

D. Special Considerations

The Village of Hoffman Estates will send its Annual Comprehensive Financial Report to the Government Finance Officers Association for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will be required to provide significant assistance to the Village of Hoffman Estates to continue to meet the requirements of this program.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years or until the end of our contractual relationship, whichever is longer, unless the firm is notified in writing by the Village of Hoffman Estates of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the Village of Hoffman Estates.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Person

The auditor's principal contact with the Village of Hoffman Estates will be Susana Arroyo, Assistant Director of Finance, who will coordinate the assistance to be provided by the Village of Hoffman Estates to the auditor. Susana's telephone number is 847-843-4807.

B. Background Information

The Village was incorporated in 1959 and is a home-rule municipality under the 1970 Illinois Constitution. The Village is located approximately 30 miles northwest of Chicago and currently has a population of 52,530 (2020 Census). The Village consists of approximately 22.1 square miles lying in one county and four townships. The Village of Hoffman Estates' fiscal year begins on January 1 and ends on December 31.

The Village offers a wide range of municipal services appropriate for suburban communities, including police and fire protection, health and social services, water and sewer utilities, street construction and maintenance, code enforcement, planning and zoning, and general administrative services.

The Village employs approximately 356 full-time-equivalent employees.

The Village is organized into 7 departments: General Government, Police, Fire, Public Works, Development Services, Health & Human Services, and Information Systems. The accounting and financial reporting functions of the Village of Hoffman Estates are centralized.

More detailed information on the government and its finances can be found in the budget document and/or ACFR. These documents can be accessed on the internet at www.hoffmanestates.org/finance or by contacting Rachel Musiala at (847)843-4802.

C. Fund Structure

The Village of Hoffman Estates uses the following fund types in its financial reporting:

<u>Fund Type</u>	<u>Number of Funds and Discretely Presented Component Units</u>	<u>Number of Funds w/ Legally Adopted Annual Budgets</u>
Primary Government:		
General	<u>1</u>	<u>1</u>
Special Revenue	<u>9</u>	<u>9</u>
Debt Service	<u>6</u>	<u>6</u>
Capital Project	<u>14</u>	<u>14</u>
Enterprise	<u>2</u>	<u>2</u>
Internal Service	<u>2</u>	<u>2</u>
Pension Trust	<u>2</u>	<u>2</u>
Custodial	<u>1</u>	<u>0</u>

The Village has no Discretely Presented Component Units.

D. Budgetary Basis of Accounting

The Village of Hoffman Estates prepares its budgets on a modified accrual basis of accounting.

E. Pension Plans

The Village of Hoffman Estates participates in the Illinois Municipal Retirement Fund and also has defined benefit pension plans for the Police Department and Fire Department.

F. Magnitude of Finance Operations

The Village of Hoffman Estates Finance Department provides the budgetary, accounting, payroll, accounts payable, water billing, cash receipts, and office services functions. The Department has a staff of 16 full-time and 3 part-time employees.

IV. TIME REQUIREMENTS

The auditors must be able to meet the following essential dates for the subsequent fiscal year audit:

- Annual pre-audit planning meeting by late November.
- Preliminary fieldwork work completed by December 31.
- Final fieldwork completed by March 15.
- Draft reports completed by May 15.
- Audit briefing to the Treasurer and Director of Finance prior to final draft determination.
- Final printed and bound reports by June 15.

It is anticipated that soon after the planning meeting in November and at the end of preliminary fieldwork, the auditors will provide the Village a detailed listing of all audit workpapers that need to be prepared by the Village for final fieldwork. If you will be unable to provide this listing, please note this fact in your proposal.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the Village of Hoffman Estates as directed by the auditor.

B. Audit Proposal

1. General Requirements

The purpose of the proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Village of Hoffman Estates in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the RFP's requirements.

2. Independence

The firm should provide an affirmative statement that it is independent of the Village of Hoffman Estates as defined by the generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards*.

3. License to Practice in Illinois

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Illinois.

4. Firm Qualifications and Experience

The proposal should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in the State of Illinois. Provide information on the government auditing experience of each person, including information on relevant continuing professional education (received and given, if applicable) for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Village of Hoffman Estates. However, in either case, the Village of Hoffman Estates retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements performed in the last three years that are similar to the engagement described in

this request for proposal (minimum of five references). Also, indicate those municipalities that achieved the Certificate of Achievement for Excellence in Financial Reporting award while your firm was engaged as their auditors. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact. Specifically identify those engagements at which the managers and other supervisors who will be assigned to the Hoffman Estates engagement have worked.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed. Proposers will be required to provide the following information on their audit approach:

- a. Proposed timing of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of EDP software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of the Village of Hoffman Estates' internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Village of Hoffman Estates.

C. Dollar Cost

1. Total All-Inclusive Maximum Price

Attachment A must be completed and signed. Attachment A's price should specify all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price is to include all direct and indirect costs including all out-of-pocket expenses.

The Village of Hoffman Estates will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for each.

The cost schedule should include a schedule of professional fees and expenses broken into the above categories, if appropriate.

3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the firm's proposal. Interim billings shall cover a period of not less than one calendar month.

VI. EVALUATION PROCEDURES

A. Selection Committee

Proposals submitted will be evaluated by a Selection Committee consisting of the Director of Finance, Village Treasurer, Assistant Director of Finance, and the Accounting Manager.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements
 - a) The audit firm is independent and licensed to practice in Illinois.
 - b) The audit firm's professional personnel have received adequate continuing professional education within the preceding three years, and the majority of the assigned personnel are registered or licensed certified public accountants.
 - c) The firm has no conflict of interest with regard to any other work performed by the firm for the Village of Hoffman Estates.
 - d) The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - e) The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.
2. Technical Qualifications

- a) The firm exhibits expertise based on past experience and performance on comparable government engagements.
- b) The firm's demonstrated ability to assist its governmental clients in attaining and retaining the GFOA Certificate of Achievement in Financial Reporting.
- c) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.

3. Price Consideration

Cost will not be the primary factor in the selection of an audit firm, but will be a consideration.

C. Oral Presentations - Interviews

During the evaluation process, the Selection Committee may, at its discretion, request firms make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

It is anticipated that the Village Board will select a firm based upon the recommendation of the Selection Committee.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Hoffman Estates and the firm selected.

The Village of Hoffman Estates reserves the right without prejudice to reject any or all proposals.

ATTACHMENT A

**AUDITING SERVICES RFP
RESPONSE FORM**

Firm: _____

Firm Contact/Project Manager: _____

Address: _____

Telephone numbers: _____

Signature of Authorized agent: _____

Print name and position of Authorized Agent: _____

Date of proposal submission: _____

FEE STRUCTURE: (if more space is needed, please attach a separate worksheet)

	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
ACFR, etc. ¹	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Arena Fieldwork	_____	_____	_____	_____	_____
Single Audit	_____	_____	_____	_____	_____
Comptroller AFR	_____	_____	_____	_____	_____
TIF Compliance (5 expected in 2023)	_____	_____	_____	_____	_____
Total	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Fees for additional accounting-related questions through- out the year	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

¹Audit Fieldwork, ACFR including all supplies, Management Letter, and GFOA Certificate Response

SAMPLE AUDITING CONTRACT

This agreement entered into this _____ day of, 20____, between the Village of Hoffman Estates, County of Cook, State of Illinois, hereinafter referred to as the Village and _____, hereinafter referred to as the Auditor. The parties hereto agree as follows:

1. The Auditor shall conduct an examination of the records, accounts, and procedures of the Village for the Fiscal period **January 1, 2023 – December 31, 2023**. The Village shall have the exclusive option of engaging the selected Auditor for each of the subsequent four fiscal years (January 1, 2024 – December 31, 2024, through January 1, 2027 – December 31, 2027) at the rates provided in the proposal. The annual audit will take place during the annual schedule as presented in the Request for Proposals dated September 1, 2023. Permission for extension for time of completion may be granted for good cause by the Director of Finance.
2. Village and Auditor agree to terms as outlined in the Request for Proposals dated September 1, 2023 and the selected Proposal dated _____ attached hereto as Exhibit A and Exhibit B and incorporated herein by reference.
3. The examination shall be made of all funds of the Village.
4. The Auditor shall review the audit program with the Director of Finance, identifying the records to be audited and the procedures to be followed. The Village may require that the Auditor include in the audit additional records and procedures which are generally accepted, as defined in standard provisions referenced in 10 and 11 below.
5. The Village shall have closed and balanced all accounts and will provide trial balances for all funds to be examined by the auditor.
6. The Village shall provide for each fund the following records for examination
 - a. A Balance Sheet
 - b. A statement of revenues and expenditures and comparison with appropriation and/or budget.
7. The Village shall supply additional financial and statistical information, not subject to examination by the Auditor, but necessary to substantially conform to the principles and standards of public financial reporting prescribed by the Governmental Accounting Standards Board.

8. The Village shall provide space, deemed adequate by the Auditor, in which the Auditor may effectively conduct the examination.
9. The audit shall be in compliance with the Single Audit Act of 1984 and as subsequently amended.
10. The examination shall be made in accordance with generally accepted auditing standards as adopted by the membership of the American Institute of Certified Public Accountants (AICPA) in the statement of Auditing Standards No. 1, "Codification of Auditing Standards and Procedures"/
11. The examination shall be made in accordance with generally accepted governmental auditing procedures as prescribed by the National Committee on Governmental Accounting in Governmental Accounting. Auditing and Financial Reporting and by the AICPA in Industry Audit Guide-Audits of State and Local Governmental Units. The audit shall conform generally to the "Guide to Reporting for Illinois Cities and Villages" published by the Illinois CPA Society.
12. The Auditor shall complete the Illinois "Annual Municipal Supplemental Report" ("Comptroller Report"), and shall provide such statements and supplementary data as may be referenced in said report.
13. The Auditor shall observe the adequacy of the system of internal control. If weaknesses are noted, appropriate recommendations should first be reviewed with the appropriate public official and then included in a separate letter to the legislative body.
14. The Village authorizes the Auditor to disclose immediately all findings of fraud or embezzlement to the appropriate law enforcement agency after notifying the appropriate Village authorities.
15. The auditor shall express an unqualified opinion on all funds or shall state the reasons, in detail, for qualifications or disclaimer opinions.
16. The Auditor shall provide twenty (20) bound copies and one (1) electronic copy of the municipal audit report. The bound copies shall be printed on regular letter size (8 1/2" x 11") paper, using both sides of the page whenever possible.
17. The Auditor may submit periodic progress billing as work progresses, but not more often than monthly and not to exceed a total of 60% of the annual fee until the audit has been completed and accepted.
18. If unusual circumstances are encountered during the course of the audit, making it necessary for the Auditor to do added work, the Auditor shall immediately report such conditions to the responsible Village official and both parties may negotiate such additional compensation as appears justified.

19. The Village shall pay the Auditor a fee as specified in Attachment A included in the proposal submitted by the Auditor attached hereto as Exhibit B. No additional work or expenses shall be incurred by Auditor without the written consent of the Village.
20. Upon completion of the audit, the Auditor shall make an oral report of the audit results to the Village President and Board at a regular meeting of the Village Board or Finance Committee.
21. A Management Letter shall be prepared, outlining any deficiencies found and suggestions for improvement of finances and procedures. The written report shall be delivered no later than June 15 of each year, and prior to the oral presentation to the Board of Trustees.
22. This Agreement shall not be assigned.
23. The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principals. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook County, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

IN WITNESS WHEREOF, the parties have hereto signed this agreement as of the day and year herein first above written.

Village President

ATTEST:

Village Clerk

Auditing Firm
President/Managing Partner

ATTEST:

Auditing Firm Secretary