

Board of Trustees and Management  
Village of La Grange Park  
La Grange Park, Illinois 60526

As part of our audit of the financial statements of the Village of La Grange Park as of and for the year ended April 30, 2016, we wish to communicate the following to you.

## **Audit Scope and Results**

### ***Auditor's Responsibility Under Auditing Standards Generally Accepted in the United States of America***

An audit performed in accordance with auditing standards generally accepted in the United States of America is designed to obtain reasonable, rather than absolute, assurance about the financial statements. In performing auditing procedures, we establish scopes of audit tests in relation to the financial statements taken as a whole. Our engagement does not include a detailed audit of every transaction. Our engagement letter more specifically describes our responsibilities.

These standards require communication of significant matters related to the financial statement audit that are relevant to the responsibilities of those charged with governance in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. The standards do not require the auditor to design procedures for the purpose of identifying other matters to be communicated with those charged with governance.

An audit of the financial statements does not relieve management or those charged with governance of their responsibilities. Our engagement letter more specifically describes your responsibilities.

### ***Qualitative Aspects of Significant Accounting Policies and Practices***

#### ***Significant Accounting Policies***

The Village's significant accounting policies are described in Note 1 of the audited financial statements. We noted no unusual accounting policies or accounting methods used by the Village for unusual transactions. However, we do call your attention to the following topics:

As disclosed in Note 1 to the financial statements, in 2016 the Village adopted new accounting guidance required by Governmental Accounting Standards Board Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, and Governmental Accounting Standards Board Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68*. Our opinions are not modified with respect to these matters.

### ***Alternative Accounting Treatments***

We had discussions with management regarding alternative accounting treatments within accounting principles generally accepted in the United States of America for policies and practices for material items, including recognition, measurement and disclosure considerations related to the accounting for specific transactions as well as general accounting policies, as follows:

- No matters reportable.

### ***Management Judgments and Accounting Estimates***

Accounting estimates are an integral part of financial statement preparation by management, based on its judgments. The following areas involve significant estimates for which we are prepared to discuss management's estimation process and our procedures for testing the reasonableness of those estimates:

- Management's calculations of depreciation expense is based on estimated useful lives for assets. We evaluated the key factors and assumptions used to develop the depreciation expense in determining that it is reasonable in relation to the financial statements taken as a whole.
- Pension and other postemployment benefit costs and liabilities, as disclosed in Note 9, are based on actuarial assumptions and are subject to uncertainties of future events.

### ***Financial Statement Disclosures***

The following areas involve particularly sensitive financial statement disclosures for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

- Note 5 discloses interfund activity including transfers during the fiscal year 2016.
- Note 6 discloses the long-term debt obligations of the Village, including future maturities.
- Note 9 discloses the activity and liability for pension benefits under the Illinois Municipal Retirement Fund (IMRF) and the Village Police Pension Fund.
- Note 10 discloses restatements that were posted to beginning balances.

### ***Audit Adjustments***

During the course of any audit, an auditor may propose adjustments to financial statement amounts. Management evaluates our proposals and records those adjustments which, in its judgment, are required to prevent the financial statements from being materially misstated. No entries were proposed during the audit.

### ***Proposed Audit Adjustments Not Recorded***

- In the current year, the Village noted that the Net Investment Income as reported by IMRF in their CAFR was different from the Net Investment Income per the actuarial valuation. This difference would have an impact in the Net Pension Liability, Deferred Outflows for Pensions and Pension expense line items. The Village chose to record the Net Pension Liability, Deferred Outflows for Pensions and Pension expense based on the actuarial valuation. Also, the Village did not record the balance for an Intergovernmental Personnel Benefits Cooperative (IPBC) deposit. The proposed entries had the amounts been recorded based on IMRF's CAFR have been attached to this letter.

### ***Auditor's Judgments About the Quality of the Entity's Accounting Principles***

During the course of the audit, we made the following observations regarding the Village's application of accounting principles:

- No matters are reportable.

### ***Disagreements with Management***

The following matters involved disagreements which if not satisfactorily resolved would have caused a modified auditor's opinion on the financial statements:

- No matters are reportable.

### ***Consultation with Other Accountants***

During our audit, we became aware that management had consulted with other accountants about the following auditing or accounting matters:

- No matters are reportable.

### ***Significant Issues Discussed with Management***

#### ***Prior to Retention***

During our discussion with management prior to our engagement, the following issues regarding application of accounting principles or auditing standards were discussed:

- No matters are reportable.

#### ***During the Audit Process***

During the audit process, the following issues were discussed or were the subject of correspondence with management:

- No matters are reportable.

### ***Difficulties Encountered in Performing the Audit***

Our audit requires cooperative effort between management and the audit team. During our audit, we found significant difficulties in working effectively on the following matters:

- No matters are reportable.

### ***Other Material Written Communications***

Listed below are other material written communications between management and us related to the audit:

- Management representation letter (attached).

## **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements of the Village of La Grange Park as of and for the year ended April 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the Village's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control. Accordingly, we do not express an opinion on the effectiveness of the Village's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, there can be no assurance that all deficiencies, significant deficiencies or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be a material weakness and others that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements of the Village's financial statements on a timely basis. A deficiency in design exists when a control necessary to meet a control objective is missing or an existing control is not properly designed so that, even if the control operates as designed, a control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Village's financial statements will not be prevented or detected and corrected on a timely basis.

A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

We observed the following matters that we consider to be material weaknesses and significant deficiencies.

### ***Material Weakness***

As noted previously in this letter, there were material prior period restatements posted during the audit process. Auditing Standards AU-C Section 265, *Communicating Internal Control Related Matters Identified in an Audit*, dictates that material restatements of prior period amounts should be regarded as material weaknesses in internal control. The review of financial statements must be sufficient to allow for timely identification and correction of a material misstatement prior to issuance.

The governmental activities, business-type activities and proprietary funds beginning net positions were restated because of the correction of certain account balances from the prior year. The first restatement was an adjustment to governmental activities in the amount of \$1,624,049 to record deferred inflows of resources related to property taxes that were levied for 2016 but were erroneously reported as revenue in 2015, but should be recognized as revenue in 2016. The second restatement was an adjustment of \$114,644 to the General Fund and governmental activities, an adjustment of \$27,594 to business-type activities, an adjustment of \$20,155 to the Water Fund and an adjustment of \$7,439 to the Sewer Fund to record IRMA prepaid insurance.

*Recommendations:* We recommend that the Village continue to evaluate its financial statement review process to ensure that completeness and accuracy in financial statement balances.

*Management Response:* The Village thoroughly reviews its financial statements and consults with professional accounting resources, including the Village auditors, during the review process. In preparing for the fiscal year 2016 close, both of the items noted above were brought forth during discussions between Village management and the Village's auditors. The manner in which both items were recorded in prior years was understood to be correct by Village management and the prior Village's auditors. Village management concurs that the manner in which both items were previously recorded necessitates the restatements.

### ***Significant Deficiencies***

#### ***Entity Level Controls***

*Comments:* We have considered the internal control structure, including the risk of fraud, at the Village in order to determine our audit procedures. The Village does not perform a formal fraud risk assessment and has no formal fraud prevention program. Fraud prevention requires a system of rules that minimize the likelihood of fraud occurring and at the same time maximizes the possibility of detecting any fraudulent activity. A strong fraud prevention program should incorporate the five interrelated components of internal control:

- Control Environment.

- Risk Assessment.
- Control Activities.
- Information and Communication.
- Monitoring.

*Recommendations:* We recommend that the Village document and adopt a formal fraud prevention program. The program should document the policies, procedures and strategies related to the five components of internal control and all components should be reviewed. The control environment sets the moral tone and is the base on which all of the other aspects of internal control are built. It is necessary that top management be responsible for the internal control and fraud prevention programs of the Village. It is also recommended to adopt a whistle blower policy that will be suitable to the Village operation.

*Management's Response:* The Village has a system of internal controls in place over each area of financial transactions, and has written documentation detailing those controls which have been provided to the Village's auditors. Village management recognizes the benefits of performing a formal fraud assessment and implementing formal fraud programs. As with all internal control programs, the costs of the controls must be weighed against the added benefits. Village management will consult with the Village auditors and determine how to best implement these recommendations within the constraints of the Village's financial and staffing resources.

### ***Strategic IT Plan and IT Policy***

*Comments:* In the audit of the fiscal year 2016 Village financial statements, we have considered the processes and controls that were in place related to Information Technology (IT). The Village does not have a strategic IT plan and a comprehensive IT policy that deals with the following areas:

- Regular required password changes.
- Security and access to server room.
- Back-up process and disaster recovery plan.

We noted the following deficiency in the areas of security, back-up process and disaster recovery plan.

- The Village does not require regular password changes to active users.
- The Village servers are located in an unlocked room. It is visible and can be accessed by the regular Village employees and visitors.

- The Village conducts daily back up of Village data and transactions into two servers that mirror each other that are located in the same location. The Village does not have a remote back-up location and does not have a formal and tested disaster recovery plan.

*Recommendations:* We recommend that the Village confer with its IT Consultant to document and adopt a Strategic IT Plan and a comprehensive IT Policy that is suitable to the Village operation. The formal Strategic IT Plan and IT Policy should address the issue of security, back up and operational continuity.

*Management Response:* Village management recognizes the importance of maintaining the security of the Village's IT systems. As with all internal control programs, the costs of the controls must be weighed against the added benefits. Village management will consult with the Village auditors and the Village's IT service provider and determine how to best implement these recommendations within the constraints of the Village's financial and staffing resources.

## **Other Matters**

### ***Future Pronouncements***

#### ***GASB Statement No. 72, "Fair Value Measurement and Application"***

On March 2, 2015, the GASB released Statement No. 72, *Fair Value Measurement and Application*, which would generally require state and local governments to measure investments at fair value. GASB's goal is to enhance comparability of governmental financial statements by requiring fair value measurement for certain assets and liabilities using a consistent definition and accepted valuation techniques. This standard expands fair value disclosures to provide comprehensive information for financial statement users about the impact of fair value measurements on a government's financial position. The requirements are effective for financial statements for periods beginning after June 15, 2015, with early application encouraged. Therefore, the statement will be required to be adopted no later than the fiscal year ending April 30, 2017.

The Village should consider what additional investments may be subject to fair value measurement and if existing internal controls are sufficient. Governments also should consider if current information systems are adequate to provide the information required for the new disclosures and if any valuation specialists may be needed.

***GASB Statement No. 75, “Accounting and Financial Reporting for Postemployment Benefits Other Than Pension”***

GASB Statement No. 75 replaces the requirements of GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 75 requires governments to report a liability on the face of the financial statements, in accordance with the following:

- Employers that are responsible only for OPEB liabilities for their own employees and that provide OPEB through a defined benefit OPEB plan administered through a trust that meets specified criteria will report a net OPEB liability (the difference between the total OPEB liability and the assets accumulated in trust to make the benefit payments).
- Employers that participate in a cost-sharing OPEB plan that is administered through a trust that meets specified criteria will report a liability equal to the employer’s proportionate share for the collective OPEB liability for all employers participating in the plan.
- Employers that do not provide OPEB through a trust that meets specified criteria will report the total OPEB liability for their own employees.

GASB Statement No. 75 requires more extensive note disclosures and required supplementary information (RSI) about the OPEB liabilities. GASB Statement No. 75 is effective for fiscal years beginning after June 15, 2017. Therefore, the statement will be effective for the Village’s year ending April 30, 2019.

***GASB Statement No. 82, “Pension Issues – an amendment of GASB Statements No. 67, No.68 and No.73”***

GASB Statement No. 82, is effective for periods beginning after June 15, 2016, except for certain of its provisions which are effective on or after June 15, 2017. GASB 82 addresses three issues: presentation of payroll-related measures in RSI, selection of assumptions and classification of employer-paid member contributions.

While not effective in the short term, we recommend the Village begin assessing the potential impact on the financial statements of this statement and begin the process of communicating the impact with those charged with governance and other stakeholders. Management’s written responses to the material weakness and significant deficiencies identified in our audit have not been subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on them.

### ***GASB Lease Project***

In January 2016, GASB released an exposure draft on its lease accounting project. The proposed standard would establish a single model for lease accounting based on the principle that leases represent the financing of the right to use an underlying asset. Specifically, the proposed standard contemplates the following accounting guidance for lessees and lessors:

***Lessee Accounting*** – A lessee would recognize a liability measured at the present value of payments expected to be made for the lease term, and an asset measured at the amount of the initial lease liability, plus any payments made to the lessor at or before the beginning of the lease and certain indirect costs. A lessee would reduce the liability as payments are made and recognize an outflow of resources for interest on the liability. The asset would be amortized by the lessee over the shorter of the lease term or the useful life of the asset.

***Lessor Accounting*** – A lessor would recognize a receivable measured at the present value of the lease payments expected for the lease term and a deferred inflow of resources measured at the value of the lease receivable plus any payments received at or prior to the beginning of the lease that relate to future periods. The lessor would reduce the receivable as payments are received and recognize an inflow of resources from the deferred inflow of resources in a systematic and rational manner over the term of the lease. A lessor would not derecognize the asset underlying the lease.

The lease term used to measure the asset or liability would be based on the period in which the lessee has the noncancelable right to use the underlying asset. The lease term would also contemplate any lease extension or termination for which it is reasonably certain the lessee would exercise the related option.

This proposed standard would not apply to leases for intangible assets, biological assets (*i.e.* timber), service concession agreements or leases in which the underlying asset is financed with conduit debt that is reported on the lessor.

The deadline for comments on this exposure draft was May 31, 2016, and expected effective date is for periods beginning after December 15, 2018, or the Village's 2020 fiscal year. It is anticipated that leases would be recognized using the facts and circumstances in effect at the beginning of the period of implementation (*i.e.* May 1, 2020, for the Village). We will continue to keep the Village apprised of the status of this project, as its impact could be significant to the Village's accounting and financial reporting.

### ***IRS Activity***

As outlined in their priority guidance plan for fiscal year 2016, the Internal Revenue Service (IRS) is increasing their oversight of Governmental entities' tax compliance through a balanced approach of outreach, education and examination activities. The IRS plans to use and rely on data-driven analytics which will allow the IRS to improve their selections for examinations. The strategy behind this is to allow the IRS to invest their

limited resources in areas that will provide the greatest impact for rising tax dollars and education. The IRS plans to focus 75% of their examinations on Governmental entities with \$10 million or more in gross wages which will allow them to maximize their wage base coverage while also allowing the IRS to address material and significant compliance issues, which include:

- Contractor vs employee classifications
- Payroll compliance
- Fringe benefits

In addition, the IRS will also conduct specific compliance initiative projects where the IRS believes there is a high risk of non-compliance.

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Management's written response to the significant deficiencies and material weaknesses identified in our audit has not been subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Board of Trustees and management of the Village La Grange Park, Illinois, is not intended to be and should not be used by anyone other than these specified parties.

*BKD, LLP*

Oakbrook Terrace, Illinois  
September 22, 2016

PRESIDENT  
Dr. James L. Discipio

VILLAGE MANAGER  
Julia A. Cedillo

VILLAGE CLERK  
Amanda G. Seidel



TRUSTEES  
Scott F. Mesick  
Patricia B. Rocco  
Michael L. Sheehan  
James P. Kucera  
Robert T. Lautner  
Jamie M. Zaura

September 22, 2016

**BKD, LLP**  
Certified Public Accountants  
1901 South Meyer Road, Suite 500  
Oakbrook Terrace, Illinois 60181

We are providing this letter in connection with your audits of our financial statements as of and for the year ended April 30, 2016. We confirm that we are responsible for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, operations and compliance, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, the following:

1. We have fulfilled our responsibilities, as set out in the terms of our engagement letter dated March 21, 2016, for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.

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4. We have reviewed and approved a draft of the financial statements and related notes referred to above, which you prepared in connection with your audit of our financial statements. We acknowledge that we are responsible for the fair presentation of the financial statements and related notes.
5. We have provided you with:
  - (a) Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters.
  - (b) Additional information that you have requested from us for the purpose of the audit.
  - (c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - (d) All minutes of meetings of the governing body held through the date of this letter.
  - (e) All significant contracts and grants.
6. All transactions have been recorded in the accounting records and are reflected in the financial statements.
7. We have informed you of all current risks of a material amount that are not adequately prevented or detected by entity procedures with respect to:
  - (a) Misappropriation of assets.
  - (b) Misrepresented or misstated assets, liabilities or net position.
8. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.
9. We have no knowledge of any known or suspected:
  - (a) Fraudulent financial reporting or misappropriation of assets involving management or employees who have significant roles in internal control.
  - (b) Fraudulent financial reporting or misappropriation of assets involving others that could have a material effect on the financial statements.

10. We have no knowledge of any allegations of fraud or suspected fraud affecting the Village received in communications from employees, customers, regulators, suppliers or others.
11. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America. We understand that the term related party refers to an affiliate; management, and members of their immediate families, component units; and any other party with which the entity may deal if it can significantly influence, or be influenced by, the management or operating policies of the other. The term affiliate refers to a party that directly or indirectly controls, or is controlled by, or is under common control with us.
12. Except as reflected in the financial statements, there are no:
  - (a) Plans or intentions that may materially affect carrying values or classifications of assets and liabilities.
  - (b) Material transactions omitted or improperly recorded in the financial statements.
  - (c) Material gain/loss contingencies requiring accrual or disclosure, including those arising from environmental remediation obligations.
  - (d) Events occurring subsequent to the balance sheet date through the date of this letter requiring adjustment or disclosure in the financial statements.
  - (e) Agreements to purchase assets previously sold.
  - (f) Restrictions on cash balances or compensating balance agreements.
  - (g) Guarantees, whether written or oral, under which the Village is contingently liable.
13. We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
14. We have no reason to believe the Village owes any penalties or payments under the Employer Shared Responsibility Provisions of the Patient Protection and Affordable Care Act nor have we received any correspondence from the IRS or other agencies indicating such payments may be due.

15. We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with accounting principles generally accepted in the United States of America.
16. Adequate provisions and allowances have been accrued for any material losses from:
  - (a) Uncollectible receivables.
  - (b) Reducing obsolete or excess inventories to estimated net realizable value.
  - (c) Sales commitments, including those unable to be fulfilled.
  - (d) Purchase commitments in excess of normal requirements or above prevailing market prices.
17. Except as disclosed in the financial statements, we have:
  - (a) Satisfactory title to all recorded assets, and they are not subject to any liens, pledges or other encumbrances.
  - (b) Complied with all aspects of contractual and grant agreements, for which noncompliance would materially affect the financial statements.
18. We have not been designated as a potentially responsible party (PRP or equivalent status) by the Environmental Protection Agency (EPA) or other cognizant regulatory agency with authority to enforce environmental laws and regulations.
19. With regard to deposit and investment activities:
  - (a) All deposit, repurchase and reverse repurchase agreements and investment transactions have been made in accordance with legal and contractual requirements.
  - (b) Disclosures of deposit and investment balances and risks in the financial statements are consistent with our understanding of the applicable laws regarding enforceability of any pledges of collateral.
  - (c) We understand that your audit does not represent an opinion regarding the enforceability of any collateral pledges.

20. With respect to any nonattest services you have provided us during the year, including ((drafting of the Village financial statement and related notes):
- (a) We have designated a qualified management-level individual to be responsible and accountable for overseeing the nonattest services.
  - (b) We have established and monitored the performance of the nonattest services to ensure that they meet our objectives.
  - (c) We have made any and all decisions involving management functions with respect to the nonattest services and accept full responsibility for such decisions.
  - (d) We have evaluated the adequacy of the services performed and any findings that resulted.
21. The supplementary information required by the Governmental Accounting Standards Board, consisting of management's discussion and analysis, budgetary comparisons, and pension and other postemployment benefit information, has been prepared and is measured and presented in conformity with the applicable GASB pronouncements, and we acknowledge our responsibility for the information. The information contained therein is based on all facts, decisions and conditions currently known to us and is measured using the same methods and assumptions as were used in the preparation of the financial statements. We believe the significant assumptions underlying the measurement and/or presentation of the information are reasonable and appropriate. There has been no change from the preceding period in the methods of measurement and presentation.
22. With regard to supplementary information:
- (a) We acknowledge our responsibility for the presentation of the supplementary information in accordance with the applicable criteria.
  - (b) We believe the supplementary information is fairly presented, both in form and content, in accordance with the applicable criteria.
  - (c) The methods of measurement and presentation of the supplementary information are unchanged from those used in the prior period.
  - (d) We believe the significant assumptions or interpretations underlying the measurement and/or presentation of the supplementary information are reasonable and appropriate.
  - (e) If the supplementary information is not presented with the audited financial statements, we acknowledge we will make the audited financial statements

readily available to intended users of the supplementary information no later than the date such information and the related auditor's report are issued.



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Julia Cedillo, Village Manager



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Larry Noller, Director of Finance/Treasurer







