

Wauponsee Township Board Meeting Minutes

November 08, 2017

The regular scheduled meeting of the Board of Trustees of Wauponsee Township of Grundy County, the State of Illinois was held on the above date at the Wauponsee Township Road and Bridge Office for the purpose of conducting normal business. Supervisor Fannin opened the meeting at 7:00 PM. The Pledge of Allegiance to the flag followed immediately.

The meeting attendance roll call results are shown below.

Trustees:	Jeff Carr	Physically Present
	Andy Chandler	Physically Present
	Tom Baker	Physically Present
	Neil Romines	Physically Present
Supervisor:	Steven Fannin	Physically Present
Road Commissioner:	Mark Doerfler	Physically Present
Township Clerk	Charles Sargent	Physically Present

Residents Present:
None

Public Comments
None

Approval of Minutes

Meeting minutes for the October 11th meeting was presented. A motion to approve the minutes as presented was made by Trustee Romines and seconded by Trustee Carr. The motion passed on a voice vote.

Approval of Claims

A motion was made by Trustee Baker and seconded by Trustee Romines to authorize the Wauponsee Township Fund claims as presented by the Treasurer and the bank end of the period summary statement.

Trustees:	Jeff Carr	Yes
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

A motion was made by Trustee Romines and seconded by Trustee Chandler to authorize the Wauponsee Township Road and Bridge Fund claims as presented.

Trustees:	Jeff Carr	Yes
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The claim details are listed on the attachment to these minutes.

Supervisor's Report

Supervisor Fannin reported the following:

- He recently contacted the bank serving the township for help with report language and procedures for generating reports. He was referred to another office for the help requested.

Road Commissioner's Report

Commissioner Doerfler reported the following:

- The 2004 Peterbilt is being sand blasted to remove corrosion. A recent inspection resulted in an estimated ten more years of use. The repair work should help prolong the trucks use.
- All vehicles have been thru the safety lane.
- The parking lot at 20 Southmor Rd. is being paved tomorrow.
- Lund and Gulley Rds. will be paved next week.
- The ditch project on Lund Rd. can likely move forward now that some general agreement has been reached with the property owner. The fence work will now have to wait until next year.
- The dead ash trees have been removed from W. Pine Bluff Road. The area has been cleaned up. Some of the trees cut down were outside the Road District easement. The owner, who has until now been unknown, expressed some concern over the removal of the dead trees and the logs placed there to prevent access by 4 wheelers and snowmobiles. He was informed that since the Road District was unable to locate him they have been maintaining the trees. Barrier walls will be placed where the logs and trees were removed.
- The Township sign will be repainted and placed on 35 Southmor Rd. at some future date.

Clerk's Report

- OMA and FOIA Training is overdue for some elected officials.
- A book is being compiled to include all Township Policies, Resolutions, and Ordinances.

Unfinished Business

- Annual Treasures Report/Comptrollers Report

Erica Blumberg, representing the Township auditors Mack & Associates, presented the Board with the completed audit report. During the presentation, she summarized the report findings and answered questions. Mack & Associates also filed the comptrollers report with the state. A motion was made by Trustee Chandler and seconded by Trustee Romines to accept the report as presented. Supervisor Fannin asked for a roll call vote.

Trustees:	Jeff Carr	Yes
	Andy Chandler	Yes
	Tom Baker	Yes
	Neil Romines	Yes
Supervisor:	Steven Fannin	Yes

The motion passed on a roll call vote. The report details and recommendations are filed with the County Clerk and the Township Clerk.

New Business

Tax levy Approval

Supervisor Fannin presented a tentative tax levy request for review by the Board. (Copy attached) The final tax levy request will be approved at the December Board meeting.

Adjournment

Being no further business, Trustee Romines made a motion to adjourn the meeting. Trustee Carr seconded the motion, which carried on a voice vote. The meeting was adjourned at 8:15 PM.

Meeting minutes approved on December 13, 2017

- Trustee
- Trustee
- Trustee
- Trustee
- Supervisor
- Township Clerk

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Welcome	Reports ▼	Transfers and Payments ▼	Account Services ▼	Administration ▼
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Favorites: (Edit)

Welcome WAUPONSEE TOWNSHIP. [Print this page](#)

Your last Business Express sign on was Thursday, October 19, 2017 at 11:11 AM ET.

Important information re:Your Privacy and Security.

Click here to review the current Business Account Agreement at www.firstmidwest.com/businessacctagreement

Message Center

New messages: 2

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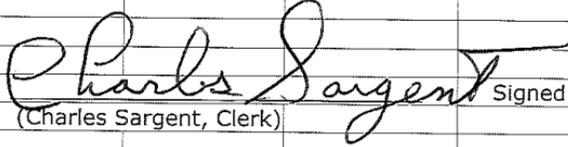
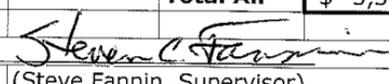
Deposit Account Balances as of 11/06/2017

To view deposit account details, click the Account Number.

ABA/TRC	Account Number	Description	Balance
Checking Accounts			
071901604	*6014	CHECKING-6014	\$23,502.75
071901604	*7014	CHECKING-7014	\$50,838.82
071901604	*8018	CHECKING-8018	\$282,707.72
071901604	*0018	NORMAN WAUPONSEE MULTI	\$4,898.36
Savings Accounts			
071901604	*0208	NORMAN WAUPONSEE MULTI	\$88.48
071901604	*7204	SAVINGS-7204	\$5,007.20
071901604	*8118	SAVINGS-8118	\$13,028.67

CD Account Balances as of 11/03/2017

ABA/TRC	Account Number	Description	Balance
071901604	*1209	CD-1209	\$38,037.69

Wauponsee Township Town Fund						
11-Oct-17						
Monthly						
Employee	Salary	FICA	Medicare	State	Total/Month	
Baker, Tom	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95	\$ 87.40	
Carr, Jeff	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95	\$ 87.40	
Chandler, Andy	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95	\$ 87.40	
Romines, Neal	\$ 100.00	\$ 6.20	\$ 1.45	\$ 4.95	\$ 87.40	
Sargent, Charles	\$451.00	\$ 27.96	\$ 6.54	\$ 22.32	\$ 394.17	
Fannin, Steve	\$1,166.67	\$ 72.33	\$ 16.92	\$ 57.75	\$ 1,019.67	
Doerfler, Mark	\$2,764.92	\$ 171.42	\$ 40.09	\$ 136.86	\$ 2,416.54	
	\$ 4,782.58			Total	\$ 4,179.98	
Payable To	For				Town Fund	
Steve's Lawn Service	Service on 10/05, 10/25				\$ 100.00	
EFTPS	Federal 941's on-line				\$ 785.71	
			FICA	\$ 636.81		
			MED	\$ 148.89		
			WH			
IL TAXNET	State tax on-line (NOV)				\$ 254.20	
				Total	\$ 1,139.91	
Payable To	For				General Assistance Fund	
				Total	\$ -	
Loan/Transfer				Total		
				Total All	\$ 5,319.88	
Attest			Signed			
	(Charles Sargent, Clerk)			(Steve Fannin, Supervisor)		

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**TOWNSHIP HIGHWAY COMMISSIONER'S MONTHLY REPORT
TO
COUNTY ENGINEER**

County of **GRUNDY**
WAUPONSEE Township

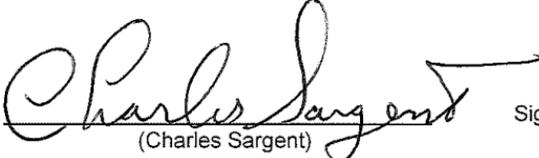
To: CRAIG CASSEM, County Engineer
245 North Illinois Route 47
Morris, Illinois 60450

Month of **NOVEMBER 2017**

Date	Order No.	Payable to	For What	General Road & Bridge Fund
11.2.17	7323	Jack Duvick	Labor-- Gross\$293.25, IST\$14.52, Med\$4.25, FICA\$18.18	\$ 256.30
11.2.17	7324	Bill Doerfler	Labor-- Gross\$59.50, IST\$2.95, Med\$.86, FICA\$3.69	\$ 52.00
11.7.17	7325	Narvick Brothers	Lift Rental	\$ 125.00
11.7.17	7326	Menards	Supplies	\$ 38.75
11.7.17	7327	Bovic Contracting	Right of way mowing -- Dwight Rd, W. Southmor Rd	\$ 4,725.00
11.7.17	7328	Com Cast	Phone/ Internet/ TV	\$ 183.01
11.7.17	7329	Matteson Ace	Supplies	\$ 4.99
11.7.17	7330	Bonnell Industries	Anti Rust Spray and applicator	\$ 141.25
11.7.17	7331	Johnson Oil	Fuel -- Gasoline	\$ 45.54
11.7.17	7332	Central Limestone	Stone for North Lot	\$ 123.30
11.7.17	7333	Cortina, Mueller & Frobish	Lund Road	\$ 600.00
11.7.17	7334	Com Ed	Electric- South Building-2607121042	\$ 689.14
11.7.17	7335	BankCard Processing Center	Credit Card -- Truck parts, Magnet, Hotel	\$ 883.69
11.7.17	7336	Kindelspire Auto Supply	Inverter for Truck 5	\$ 123.40
11.7.17	7337	Troutman Excavating	North Lot HMA Removal, Grading	\$ 3,045.50
11.7.17	7338	George McComb Landscaping	Landscape Maintenance	\$ 207.00
11.7.17	7339	Hi Viz Inc	Safety Glasses	\$ 24.00
11.7.17	7340	Endeavor Advanced Solutions	Safety Vests	\$ 93.00
Monthly Total				\$ 11,360.87

Monthly Summary Of Receipts, Expenditures, & Balances

Beginning Month Balance		
Receipts During Month	\$	11,360.87
Ending Month Balance	\$	(11,360.87)

Attest  (Charles Sargent) Signed  (Mark W. Doerfler)

Budget 2017-2018

4/1/2017 through 3/31/2018 Using 2016-2017

11/8/2017

Page 1

Category Description	4/1/2017 Actual	- Budget	3/31/2018 Difference
EXPENSES			
Admin Capitol Outlay			
Equipment	0.00	1,000.00	1,000.00
Other Admin Capitol Outlay	0.00	0.00	0.00
TOTAL Admin Capitol Outlay	0.00	1,000.00	1,000.00
Admin Commodities			
Office Supplies	883.12	1,000.00	116.88
Other Admin Commodities	0.00	0.00	0.00
TOTAL Admin Commodities	883.12	1,000.00	116.88
Admin Contrcatual Service			
Contract Payment	369.60	700.00	330.40
Insurance	7,417.00	8,000.00	583.00
Leagal Service	3,475.00	2,500.00	-975.00
Postage	0.00	100.00	100.00
Printing	0.00	100.00	100.00
Publishing	0.00	0.00	0.00
Telephone	1,861.09	4,000.00	2,138.91
Training	0.00	200.00	200.00
Traveling Expence	156.80	200.00	43.20
Other Admin Contrcatual Service	0.00	0.00	0.00
TOTAL Admin Contrcatual Service	13,279.49	15,800.00	2,520.51
Admin Other	580.00	3,000.00	2,420.00
Admin Personnel			
Salaries	16,000.00	17,000.00	1,000.00
Other Admin Personnel	0.00	0.00	0.00
TOTAL Admin Personnel	16,000.00	17,000.00	1,000.00
GC Highway Commissioners	0.00	0.00	0.00
Maint Capitol Outlay			
Building	3,045.50	2,000.00	-1,045.50
Equipment	5,281.68	40,000.00	34,718.32
Vehicle	2,630.61	5,000.00	2,369.39
Other Maint Capitol Outlay	0.00	0.00	0.00
TOTAL Maint Capitol Outlay	10,957.79	47,000.00	36,042.21
Maint Commodities			
Bridge	0.00	0.00	0.00
Buliding	0.00	10,000.00	10,000.00
Diesel Fuel	1,055.40	10,000.00	8,944.60
Equipment	3,910.38	7,000.00	3,089.62
Gasoline	988.17	4,000.00	3,011.83
Lubricants	0.00	2,000.00	2,000.00
Operating Supplies	6,547.67	8,000.00	1,452.33
Road	24,235.14	45,000.00	20,764.86
Snow Removal	2,079.62	5,000.00	2,920.38
Vehicle	7,054.30	5,000.00	-2,054.30
Other Maint Commodities	0.00	0.00	0.00

Budget 2017-2018

11/8/2017

4/1/2017 through 3/31/2018 Using 2016-2017

Page 2

Category Description	4/1/2017 Actual	- Budget	3/31/2018 Difference
TOTAL Maint Commodities	45,870.68	96,000.00	50,129.32
Maint Contractual Service			
Bridge	0.00	0.00	0.00
Building	2,113.30	20,000.00	17,886.70
Contract Payment	0.00	0.00	0.00
Engineering Services	4,096.00	10,000.00	5,904.00
Equipment	1,279.00	5,000.00	3,721.00
Rentals	5,920.00	10,000.00	4,080.00
Road	64,240.62	191,365.00	127,124.38
Snow Removal	575.00	10,000.00	9,425.00
Utilities	2,905.67	6,000.00	3,094.33
Vehicle	5,250.67	5,000.00	-250.67
Other Maint Contractual Service	0.00	0.00	0.00
TOTAL Maint Contractual Service	86,380.26	257,365.00	170,984.74
Maint Other			
IPWMAN Deployment	0.00	2,000.00	2,000.00
Miscellaneous Expence	775.84	3,500.00	2,724.16
Other Maint Other	0.00	0.00	0.00
TOTAL Maint Other	775.84	5,500.00	4,724.16
Maint Personnel			
Salaries	11,535.80	40,000.00	28,464.20
Other Maint Personnel	0.00	0.00	0.00
TOTAL Maint Personnel	11,535.80	40,000.00	28,464.20
TOTAL EXPENSES	186,262.98	483,665.00	297,402.02
OVERALL TOTAL	-186,262.98	-483,665.00	297,402.02



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STEPHANIE HEISNER

CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Trustees
Wauponsee Township, Illinois

In planning and performing our audit of the financial statements of the governmental activities, and each major fund of Wauponsee Township, Illinois as of and for the year ended March 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered Wauponsee Township, Illinois' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Wauponsee Township, Illinois' internal control. Accordingly, we do not express an opinion on the effectiveness of Wauponsee Township, Illinois' 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 material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control 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 on a timely basis. 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 entity's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control that we consider to be a material weakness.

A significant deficiency is a deficiency, or a 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 consider the deficiencies in internal control described in the attachment to this letter (2017-01 through 2017-03) to be significant deficiencies.

During our audit, we also became aware of deficiencies in internal control other than significant deficiencies or material weaknesses, and other matters that are opportunities for strengthening internal controls and operating efficiency. These are described in the attachment to this letter (2017-04 through 2017-08).

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various governmental unit personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

This communication is intended solely for the information and use of management the Board of Trustees, and others within the Township, and is not intended to be, and should not be, used by anyone other than these specified parties.


Mack & Associates, P.C.
Certified Public Accountants

Morris, Illinois
October 27, 2017

Wauponsee Township, Illinois

**Schedule of Significant Deficiencies
March 31, 2017**

We consider the deficiencies in internal control described below to be significant deficiencies:

2017-01: Financial Statement Preparation

Condition:

The Township's personnel do not prepare the Township's financial statements and related disclosures. The Township engages the external auditors to assist in preparing these reports using the financial reports provided by the Township. The Auditors are required to gather and summarize financial information from several sources to compile a complete set of financial statements.

Criteria:

The Board of Trustees has the ultimate responsibility for the Township's system of internal control over financial reporting. As independent auditors, the external auditors cannot be considered a part of the Township's system of internal controls. While it is acceptable to outsource various functions, responsibility for internal control cannot be outsourced to external auditors.

While it is common practice for the auditors to prepare the financial statements for many entities, this is considered an internal control deficiency in accordance with generally accepted auditing standards, which requires written communication to those charged with governance.

Cause:

The Township lacks the resources to prepare complete and accurate financial statements, including the required note disclosures.

Effect:

Because the auditors, not management, have prepared the financial statements and related disclosures, material misstatements to the financial statements may not be prevented or detected by the Township's system of internal controls.

Recommendation:

The Township could consider the costs and benefits of dedicating the necessary staff resources, technical training, and oversight to ensure the Township's financial statements are accurately prepared in accordance with the modified-cash basis of accounting. However, the Township may determine that the cost of implementing internal controls related to financial statement preparation in accordance with GASB standards outweighs the benefits to be gained.

Wauponsee Township, Illinois

**Schedule of Significant Deficiencies
March 31, 2017**

2017-02: Financial Oversight

Condition:

There is insufficient financial oversight by management and those charged with governance of the Township. Oversight of the Township's processes, procedures, and controls related to financial reporting are not effective to ensure the financial statements and related disclosures are accurate.

Criteria:

The Board of Trustees has the ultimate responsibility for oversight of the Township's system of internal control over financial reporting. While it is acceptable to outsource various functions, responsibility for financial oversight cannot be outsourced to external auditors. As independent auditors, the external auditors cannot be considered a part of the Township's system of internal controls.

In an ideal setting, the Board of Trustees would possess a thorough understanding of financial and regulatory matters, and receive and review detailed financial information, sufficient to oversee the Township's system of internal control over financial reporting.

Cause:

As elected officials, Trustees may not possess comprehensive financial and regulatory knowledge to effectively oversee the Township's system of internal controls over financial reporting. Additionally, management may not provide the Board with necessary information required for adequate oversight.

Effect:

Material misstatements to the financial statements may not be prevented or detected during the normal course of operations.

As a result of insufficient financial oversight during the year, we identified a significant number of internal control deficiencies and matters, which are included on the following pages.

Recommendation:

It is imperative that management involved in the financial reporting process and those charged with governance obtain a thorough understanding of financial and regulatory matters, and receive and review detailed financial information sufficient to take responsibility for oversight of the Township's financial operations and internal controls.

Wauponsee Township, Illinois

**Schedule of Significant Deficiencies
March 31, 2017**

2017-03: Segregation of Duties

Condition:

There is inadequate segregation of duties in the financial reporting process. The Township's Supervisor makes deposits, writes and signs checks, reconciles bank balances, and records all transactions.

Criteria:

Proper segregation of duties ensures that no single individual has control over two or more phases of a transaction or operation in order to minimize the risk of errors and fraudulent activity.

Cause:

As a municipal entity, the Township is unable to completely segregate accounting duties due to minimal staff on hand.

Effect:

Misstatements due to error or fraud may not be prevented or detected during the normal course of operations.

Recommendation:

The Township should mitigate risks arising from the lack of segregation of duties by maintaining a strong system of financial oversight. Members of the Board of Trustees should consider performing the following procedures:

- Thoroughly reviewing and approving all bills and invoices, prior to disbursement
- Requiring dual signatures on all checks over a designated threshold
- Performing a detailed monthly review of the bank statements and reconciliations

Wauponsee Township, Illinois

**Schedule of Management Comments and Recommendations
March 31, 2017**

In addition to the significant deficiencies reported on the preceding page, we became aware of the following matters that are opportunities for strengthening internal controls and operating efficiency:

2017-04: Budget and Appropriations

Description:

Expenditures exceeded appropriations for the following individual funds:

Fund	Excess
General (Town) Fund	\$ 29,991

In addition, the budget document contained clerical errors in the General Fund, resulting in an overstatement of total budgeted revenues and an understatement of total budgeted administrative expenditures for the fiscal year ended March 31, 2017.

Recommendation:

Township management should carefully monitor each fund to ensure that expenditures do not exceed appropriations. In addition, the Board of Trustees should review the budget in detail to avoid clerical errors in the budget before approval.

2017-05: Financial Reporting

Description:

Management has not developed an adequate system of financial reporting. Processes, procedures, and controls related to financial reporting are not effective to ensure the financial statements and related disclosures are accurate. For example, revenues, expenditures, and beginning fund balances in the Supervisor Statements did not agree to the cash activity report prepared by the Supervisor.

Recommendation:

Material misstatements to the financial statements may not be prevented or detected during the normal course of business. Additionally, certain transactions may not be properly classified in the financial statements. The Township should develop a system of financial reporting that provides complete and accurate financial information on a timely basis.

Wauponee Township, Illinois

**Schedule of Management Comments and Recommendations
March 31, 2017**

2017-06: Document Retention/ Bank Card Processes

Description:

During expenditure testing, various instances were noted in which there was no invoice that was available to be reviewed. In addition, there were no receipts or invoices to substantiate the charges on the Road and Bridge bank card. The monthly statement was able to be viewed, but there was no support for the underlying transactions.

Recommendation:

Management should retain supporting documentation for all purchases made during the year. In addition, management should require receipts or invoices for purchases made on the bank card to be provided.

2017-07: Accounting for Capital Assets

Description:

The external auditors maintain the Township's listing of capital assets for reporting in the annual financial statements. The Township relies on the auditors to determine capital additions and disposals annually.

The Board of Trustees has the ultimate responsibility for the Township's system of internal control over financial reporting. While it is acceptable to outsource various functions, responsibility for internal control cannot be outsourced to external auditors. As independent auditors, the external auditors cannot be considered a part of the Township's system of internal controls.

Recommendation:

We recommend the Township provide a complete listing of capital additions and disposals to the auditors to ensure completeness and accuracy of the capital asset listing.

2017-08: Accounting for Payroll

Description:

The Township does not properly record payroll transactions related to hourly highway employees. Payroll expense is currently recorded at the net amount paid to employees, while payroll taxes expense includes employee taxes withheld. Accounting standards require salaries and payroll to be reported at the gross amount, while payroll taxes expense should include only the employer responsibility. Audit adjustments were required to properly reflect payroll and related taxes expenditures and liabilities for the fiscal year.

Recommendation:

Payroll expense should be recorded at the gross amount earned by the employees, and payroll taxes expense should only include the Township's portion of taxes paid on employee wages.

**Wauponsee Township Board
Meeting Agenda
November 08, 2017
7:00pm at Township Road District
Office**

1. Call Meeting to Order
Pledge of Allegiance
2. Public Comment/ Statements
3. Approval of Minutes
4. Approval of Claims
5. Reports
Supervisor's
Highway Commissioner's
Clerk's
6. Unfinished Business
Annual Treasurer's Report/ Comptroller's Report
7. New Business
Approval of tax levy for 2018
8. Adjournment

Next Meeting: December 13, 2017

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