



RESOLUTION/ORDINANCE EXECUTIVE SUMMARY

Ordinance: No.

Authorizing External Audits Pursuant to the County Auditing Law 55 ILCS 5/6-31005 and Related Budget Transfer

Committee Flow: Finance and Budget Committee, Executive Committee, County Board

Contact: Kathleen T Hopkinson, 630.208.5132

Budget Information:

Was this item budgeted? Partially	Contract Approval Amount \$ 7,500
If not budgeted, explain funding source:	Budget Transfer Request: \$7,500
	Emergency Appropriation Amount: N/A

Summary:

The County Auditing Law, 55 ILCS 5/6-31005 requires that, in addition to annual audits, the County Board shall cause an audit to be made of all funds and accounts under the management or control of a county official to be performed by a qualified external auditor as soon as possible after such official leaves office for any reason, with such audit to be filed with the county board not later than 180 days after the official leaves office. The Executive Director of the Finance Department left the County in March 2023 and the Director of the Office of Emergency Management Department left the County in February 2023. Both of these departments have since replaced their Directors but require a transition audit to be conducted. The County has an existing audit contract with Baker Tilly to conduct the annual audit. Baker Tilly has also been called upon to conduct previous transition audits. Baker Tilly estimates that the cost to issue an agreed-upon procedures report for each of these departments – the Finance Department and the Office of Emergency Management – will cost no more than \$7,500.

In order to fund these transition audits, the Finance Department is requesting a budget transfer from the Personnel Services to the Contractual Services category of its FY 2024 Budget in the amount of \$7,500 as detailed in the chart below in order to fund the total cost of these audits. The lower forecasted amount for the Personnel Services budget category as compared to the original budget is due to the delay in hiring a Grant Administrator (started April 2024) and the loss of the Payroll Clerk (April 2024) with expected hiring not for several months.

Category	FY 2024 Original Budget	FY 2024 Forecast (includes implementation costs)	Difference	FY 2024 Requested Transfer
Personnel Services	\$1,146,396	\$1,091,487	\$54,908	(\$7,500)
Contractual Services	\$217,439	\$242,072	(\$24,633)	\$7,500
Commodities	\$5,544	\$4,651	(\$892)	
Capital	\$0	\$4,000	(\$4,000)	

Staff recommends approval