

MINUTES OF THE COMMITTEE OF THE WHOLE  
FOR THE CORPORATE AUTHORITIES OF THE  
VILLAGE OF CAMPTON HILLS  
September 21, 2010  
CAMPTON COMMUNITY CENTER  
5N082 OLD LA FOX ROAD, CAMPTON HILLS, ILLINOIS

President Smith called the Committee of the Whole of the Corporate Authorities of the Village of Campton Hills to order at 6:38P.M.

Clerk Higgins called the Roll:

- Present in Person: Trustees Andersen, George, Kopec, Lenkaitis and Strauss
- Absent: Trustee Millette
- Also Present: Attorney Braithwaite, Chief Hoffman, Treasurer Slade

Police Report:

Chief Hoffman presented the August 2010 Police Report (the complete report is on file in Village Hall). He reported that accidents were down 50% from this time last year and that he included three letters of appreciation received for officers in the report. He also announced that he hired a new part-time officer, Elliot Rose. Chief Hoffman informed the Board that there were several speed trailers set up collecting data around the Village and that he would present the data collected during his October Police Report. Chief Hoffman also reported that the Drug Enforcement Agency was working with municipalities to sponsor a prescription drug collection day. The Campton Hill's Police Department is participating in the program and Chief Hoffman announced the public was welcome to bring any medications to the Police Department on Saturday September 25, 2010, between 9:00a.m and 12:00a.m and that no questions would be asked about their donations.

425 -- Calls for service  
1 -- Domestic violence  
10 -- Collisions, 2 with injuries  
166 -- Vacation checks  
152 -- Citations, 2 DUI  
5 -- Thefts  
0 -- Drug Crime  
17 -- Burglar alarms  
2 -- Burglaries  
14 -- Property damage  
33 -- Assist other agencies  
5 -- Firework complaints  
6 -- Vandalism  
1 -- E-alert

Treasurer's Report:

(The Complete written report is available in Village Hall). Treasurer Slade was sworn into Office by President Smith. Ms. Slade introduced herself to the Board and stated that she is making progress in refining the QuickBooks Treasurer's Reports. She also announced that she would be preparing the Reports using the accrual accounting method since that is the method required for the annual audit. She explained that using the cash basis and then making journal entry adjustments at the end of the fiscal year was expensive and

inefficient and by using the accrual method substantially reduces the preparation time for the audit and helps to keep accounting costs within budget. Trustee Lenkaitis asked if there have been "rules and procedures" implemented. Treasurer Slade replied that the Financial Procedures were 50% complete and that there had been great strides made since she and former Treasurer Behrens took office.

Treasurer Slade's review compared the differences between the July and August Treasurer's Report. She explained that the July Treasurer's Report was prepared using the cash basis method. Under Police costs, she announced she had found an incorrect accrual for the 2010 Fiscal Year of approximately \$35,000, and that the part-time police hours had been listed under the full-time police expenses in July but were reclassified for the August Report. She also explained that she had divided the expenses for the Administrative Assistant equally between Village Administration and the Police Department. The July Report had 100% of payroll expenses deducted from Administrative expenses.

Audit Review:

President Smith introduced Auditor Laurie DeFazio of Knutte & Associates. Ms. DeFazio invited the Trustees to e-mail her any questions they might have concerning the Audit Report. She also gave a brief description of the audit process. Due to the turnover in Treasurers, and the Village's dependence upon the State of Illinois to provide shared revenue, the Village received a rating of "moderate risk" which she explained gave the guidelines for the depth of the audit investigation. SSA#1 and Combined SSAs# 2 & 3 all had negative Fund balances. Ms. DeFazio did inform the Board that the State's financial situation could negatively impact the Village.

President Smith said that the Finance Committee would be looking at pension payments at one of their meetings. Because President Smith worked with the Auditors for the fieldwork, she commented on the thoroughness of the auditors. It was also announced that this was the last year in the three-year auditing contract with Knutte & Associates. Ms. DeFazio stated that Knutte and Associates would like to be kept on the list for bidding for the next audit contract.

Discussion related to items on the Consent Agenda and any other item on the September 21, 2010 Regular Meeting Agenda.

One correction was noted on the Committee of the Whole minutes for August 17, 2010.

Trustee Lenkaitis moved to adjourn the Committee of the Whole Meeting of the Corporate Authorities of the Village of Campton Hills; seconded by Trustee Kopec.

A voice vote was called and was unanimous. President Smith adjourned the Committee of the Whole of the Corporate Authorities of the Village of Campton Hills at 7:58P.M.

Approved this 5<sup>th</sup> day of October, 2010

  
Patsy Smith, Village President

  
Carolyn Higgins, Village Clerk

Signed this 6<sup>th</sup> day of October, 2010