

**A RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE AGREEMENT WITH LAUTERBACH & AMEN, LLP TO PROVIDE SERVICES ATTENDANT WITH THE OFFICE OF VILLAGE TREASURER**

**WHEREAS**, the Village of Barrington Hills (the "Village") is a home-rule municipality pursuant to Article VII, Section 6, of the Constitution of the State of Illinois, and as such, is authorized to take all reasonable action pertaining to its affairs in accordance therewith, including but not limited to the execution of contracts for services attendant with Village Offices; and

**WHEREAS**, the Village is in need of services attendant with the Office of Village Treasurer, including the fulfillment of the duties and responsibilities of the Village Treasurer as generally described in the attached therein as Exhibit "A"; and

**WHEREAS**, the Village received a letter agreement from Lauterbach & Amen, LLP to provide services attendant with the Office of Village Treasurer at the compensation set forth agreement attached therein as Exhibit "B"; and

**WHEREAS**, the President and Board of Trustees of the Village find that the execution of the Agreement with Lauterbach & Amen, LLP to provide services attendant with the Office of Village Treasurer is in the best interests of the Village and its citizens.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees of the Village of Barrington Hills, located in the Counties of Cook, Kane, Lake and McHenry, Illinois, as follows:

**SECTION ONE:** The recitals set forth above are incorporated herein and made a part hereof.

**SECTION TWO:** The President is authorized to execute the letter Agreement with Lauterbach & Amen, LLP to provide services attendant with the Office of Village Treasurer as set forth in Exhibit "B".

**SECTION THREE:** Village Staff is directed to make all payments under the terms of the Agreement, and to take all other actions required for performance of the Agreement.

**SECTION FOUR:** This Resolution shall take effect September 1, 2021.

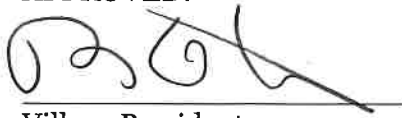
Ayes: 5 (Riff, Ekstrom, Buettner, Konicek, Cecola)

Nays: 0

Absent: 2 (Strauss, Croll)

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Barrington Hills, Illinois, this 23<sup>rd</sup> day of August, 2021.

APPROVED:

  
Village President

ATTEST:

  
Village Clerk



### **JOB DESCRIPTION – VILLAGE TREASURER**

The Treasurer is the Chief Financial Officer of the Village, and, as such is appointed by the Village President and reports to the Village Board.

**Responsibilities Include:**

- Receiving all money belonging to the Village
- Depositing all monies received to Village accounts
- Creating and submitting the Village warrants to the Board on a monthly basis
- Overseeing proper payment of Village debts, including the printing of monthly checks and submission of positive pay reports
- Providing overall review and oversight of the Village's financial statements and accounting system, including, but not limited to, the handling of banking, liquidity, and investment needs
- Working closely with Village Accountant, overseeing the creation of the monthly financial reports
- Interacting with the outside auditors and maintaining all internal control policies.
- Creating the annual budget, tax levy and appropriation ordinance in coordination with the Board and other departments
- Attending monthly Board meetings to present the financial results and advise the Board on matters relating to Municipal finance
- Maintaining the Village's GATA (Grant Accountability and Transparency Act) portal, including completing annual filings and required disclosures
- Participating in annual insurance and personnel meetings, as needed, to provide financial insight relating to impact of Village decisions and budget implications
- Preparing quarterly finance committee meetings
- On a regular basis, analyzing sales tax data and payroll filings.
- Serving as the Village's IMRF authorized representative, and submitting all IMRF reports and required IMRF deposits
- Serves as the treasurer of the police pension board, interacts with the Pension Board outside accountants, provides funding as needed, interfaces with pension board investment managers, attends quarterly meetings and reports monthly to the Village Board on all financial matters of the pension board
- Any other duties as required by the role of Treasurer

The work is somewhat cyclical with the budget/financial preparation occurring in Sept-Dec. The Village audit occurs April – June. The Village Treasurer works closely with the Village Accountant to help with the required audit schedules and year-end closing. The Treasurer may need to assist the Village Administrator and Village Board on special projects, as requested from time to time. These assignments will require an unspecified amount of time and typically occur two to three times per year.

This position requires a good working knowledge of governmental accounting, project deadline orientation and good communication skills (oral and written). The candidate should possess keen insight, proficiency with excel, and ability to learn new accounting systems.



August 16, 2021

The Honorable President  
Members of the Board of Trustees  
Village of Barrington Hills, Illinois

We are pleased to confirm our understanding of the services we are to provide for the Village of Barrington Hills.

It is our understanding that Lauterbach & Amen, LLP will provide accounting assistance fulfilling the duties and responsibilities of the Village Treasurer to the Village of Barrington Hills. Such assistance will be arranged between the Village and Lauterbach & Amen, LLP and will be billed \$2,208 monthly through December 31, 2022. The fee will then increase 3.0% in each subsequent year, unless there is a change in the services provided. If for any reason this arrangement becomes unacceptable, it can be terminated by either party with 30 days written notice.

These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

The Village agrees that during the term of this agreement and for a period of twelve months thereafter, the Village shall not solicit, or arrange an employment contract with personnel of Lauterbach & Amen, LLP. Violation of this provision shall, in addition to other relief, require the Village to compensate Lauterbach & Amen, LLP with one hundred percent of the solicited person's annual compensation.

Please indicate your acceptance of the above understanding by signing below. If your needs change, the nature of our services can be adjusted accordingly.

Cordially,

*Lauterbach & Amen, LLP*

LAUTERBACH & AMEN, LLP

RESPONSE:

This letter correctly sets forth the understanding of the Village of Barrington Hills, Illinois.

By:

Title:

*Village President*