

**Village of Bensenville
Village Board Room
12 South Center Street
Bensenville, Illinois 60106
Counties of DuPage and Cook**

**MINUTES OF THE ADMINISTRATION, FINANCE AND LEGISLATION
COMMITTEE MEETING**
January 20, 2015

CALL TO ORDER: Chairman Jarecki called the meeting to order at 7:53 p.m.

PRESENT: Upon roll call by Deputy Village Clerk, Corey Williamsen, the following Board Members were present:

Chairman Jarecki, President Soto, Bartlett, Janowiak, O'Connell, Ridder, Wesseler

Absent: None

A quorum was present.

Village Clerk, Ilsa Rivera-Trujillo, was also present.

Staff Present: Cassady, Caracci, DiSanto, Finner, Flood, Kosman, Rysavy, Schaeffer, Sloth, Thakkar, Viger, Williamsen

**Approval of
Minutes:** The November 25, 2014 Administration, Finance and Legislation Committee Minutes were presented.

Motion: Trustee Janowiak made a motion to approve the minutes as presented. Trustee Bartlett seconded the motion.

All were in favor. Motion carried.

Accounting Firm

Sikich, LLP:

Director of Finance, Tim Sloth, presented to the Committee a Resolution Authorizing the Execution of an Agreement between the Village of Bensenville and the Accounting Firm Sikich, LLP to Provide an Expert and Independent Opinion in the Form of an Internal Controls Review/Fraud Risk Assessment.

Mr. Sloth stated after being the victim of fraudulent activity, the Village of Bensenville added, improved, and strengthened internal controls in the organization. Mr. Sloth stated continued vigilance and testing of these controls is a key component in the 2015 Strategic Plan. Mr. Sloth stated staff recommends contracting with auditing firm Sikich LLP to perform an independent fraud risk assessment and internal controls review. Sikich is a leader in these type of assessments, which are completely separate from our annual financial audit done by Lauterbach and Amen LLP. Mr. Sloth stated the proposed contract is for \$18,000 and would commence in March if approved, culminating with a final report around May. Mr. Sloth stated staff recommends approval.

Trustee Bartlett asked if the Village's current accounting firm provides this service. Mr. Sloth stated they provide limited services of such.

Motion:

Trustee Ridder made a motion to approve this item for placement on a future Village Board Meeting agenda for action. Trustee Janowiak seconded the motion.

All were in favor. Motion carried.

2014 Fraud Risk

Assessment:

Director of Finance, Tim Sloth, presented to the Committee the 2014 Fraud Risk Assessment program preliminary findings.

There were no questions from the Committee.

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INFORMATIONAL

ITEMS: Director of Finance, Tim Sloth, presented the standard operating processes developed for the Finance Department.

ADJOURNMENT: President Soto made a motion to adjourn the meeting. Trustee Ridder seconded the motion.

All were in favor. Motion carried.

Chairman Jarecki adjourned the meeting at 8:15 p.m.

Corey Williamsen

Deputy Village Clerk

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bensenville this 17th day, February 2015