

ORDINANCE NO. 2596

OCT 15 2007

**AN ORDINANCE TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT TO HIRE J.W. BOYLE & CO., LTD. TO PROVIDE PROFESSIONAL ACCOUNTING SERVICES TO THE CITY OF COLUMBIA, ILLINOIS**

  
City Clerk

WHEREAS, the City Council of the City of Columbia, Illinois (the "City") has found and determined and does hereby declare that it is necessary and appropriate the City employ a Certified Public Accounting firm to assist in the preparation and review of various City financial reports, assist in preparation of the annual tax levy ordinance, assist in preparation of the annual budget, assist in preparation of reports required for incentive agreements, and perform other accounting services upon request of the City; and,

WHEREAS, the City Council of the City has determined the City should employ J.W. Boyle & Co., LTD. of Columbia, Illinois to provide the accounting services and financial advice aforesaid; and,

WHEREAS, it is necessary and appropriate this Ordinance be enacted for the use and purpose of authorizing the employment of J.W. Boyle & Co., LTD. to provide the aforementioned accounting services and financial advice.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Columbia, Illinois, as follows:

**Section 1.** The recitals contained above in the preamble of this Ordinance are hereby incorporated herein by reference, the same as if set forth in this Section of this Ordinance verbatim, as findings of the City Council of the City of Columbia, Illinois.

**Section 2.** The City Council of the City of Columbia, Illinois does hereby authorize and direct the Mayor to employ J.W. Boyle & Co., LTD. to provide the accounting services and financial advice described above in the preamble of this Ordinance (and as is more particularly described in the July 2007 Proposal to Provide Accounting Services prepared by J.W. Boyle & Co., LTD. attached hereto).

**Section 3.** The Mayor is hereby authorized and directed to make and enter into said Professional Services Contract to employ J.W. Boyle & Co., LTD. to provide the accounting services and financial advice aforesaid, in the form attached hereto, which is hereby approved as to form, and in as many counterparts as the Mayor shall determine; and, the City Clerk is hereby authorized and directed to attest the same and affix thereto the corporate seal of the City.

**Section 4.** This Ordinance shall be in full force and effect from and after its passage by the City Council and approval by the Mayor, as provided by law.

Alderman Hejna moved the adoption of the above and foregoing Ordinance; the motion was seconded by Alderman Oberkfell, and the roll call vote was as follows:

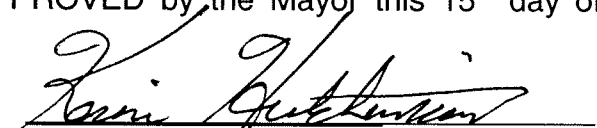
YEAS: Aldermen Ebersohl, Agne, Niemietz, Unnerstall, Row, Hejna, Oberkfell, Stumpf and Mayor Hutchinson.

NAYS: None.


ABSENT: None.

ABSTENTIONS: None.

PASSED by the City Council and APPROVED by the Mayor this 15<sup>th</sup> day of October, 2007.

  
\_\_\_\_\_  
KEVIN B. HUTCHINSON, Mayor

ATTEST:

  
\_\_\_\_\_  
WESLEY J. HOEFFKEN, City Clerk

(SEAL)

MARK E. GLUECK, CPA  
RUSSELL E. GREGSON, CPA  
GREGORY J. HODITS, CPA  
BRIAN A. OTTEN, CPA  
DALE B. HOLTMANN, CPA  
KEITH G. BRINKMANN, CPA

J.W. BOYLE, CPA (1924 - 1984)

# J.W. BOYLE & CO., LTD.

ESTABLISHED 1924

October 10, 2007

City of Columbia  
P.O. Box 467  
208 South Rapp Avenue  
Columbia, IL 62236-0467

We are pleased to confirm our understanding of the arrangements relative to providing professional accounting services for the City of Columbia, Illinois.

We understand that your request for services includes the following items:

1. Preparation of report on the monthly Statement of Funds.
2. Assistance in preparation of annual tax levy ordinance.
3. Assistance in preparation of the annual budget.
4. Preparation of reports required for incentive agreements.

We anticipate that you may wish for us to perform these services as well:

1. Assistance in drafting Management's Discussion and Analysis of the financial statements as required under Governmental Accounting Standards Board Statement No. 34 (GASB #34).
2. Preparation of City's annual financial statements (without opining on the financial statements).
3. Preparation of workpapers supporting the financial statements so that they may be audited by audit firm.
4. Assistance with adoption of new accounting standards as they are issued.
5. Assistance in maintaining depreciation schedules.

6. Assistance in preparation of Comptroller's Report as they relate to Tax Increment Finance Districts.
7. Assistance in preparation of adjusting journal entries to be reviewed by management.
8. Assistance in management's assessment of fraud risks as required under auditing standards.

We will perform accounting services that you direct us to perform.

J.W. Boyle & Co. will not perform management functions or make management decisions on behalf of the City of Columbia. However, we will provide advice and recommendations to assist management of the City of Columbia in performing its functions and making decisions.

You are responsible for management decisions and functions, and for designing a competent employee to oversee any bookkeeping services, tax services, or other services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate significant deficiencies or material weaknesses in your internal control as part of this engagement.

We recognize that the costs of professional auditing and accounting services are significant expenses for the City. We will work with you to control these costs through effective use of engagement personnel, development of a close working relationship throughout the year, and thorough planning and control of the engagement.

The charges for our services are based on the amount of time expended by each professional at billing rates established on the basis of experience and knowledge.

Our hourly rates are as follows:

	<u>Per Hour</u>
Principal	\$100.00
Manager	\$ 75.00
Staff Accountant	\$ 55.00

We shall be pleased to discuss this letter with you at any time.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to us.

Yours very truly,


J. W. BOYLE & CO., LTD.

By   
Keith G. Brinkmann, CPA

KGB/jlw

ACKNOWLEDGED:

CITY OF COLUMBIA, ILLINOIS

By 

Date: \_\_\_\_\_