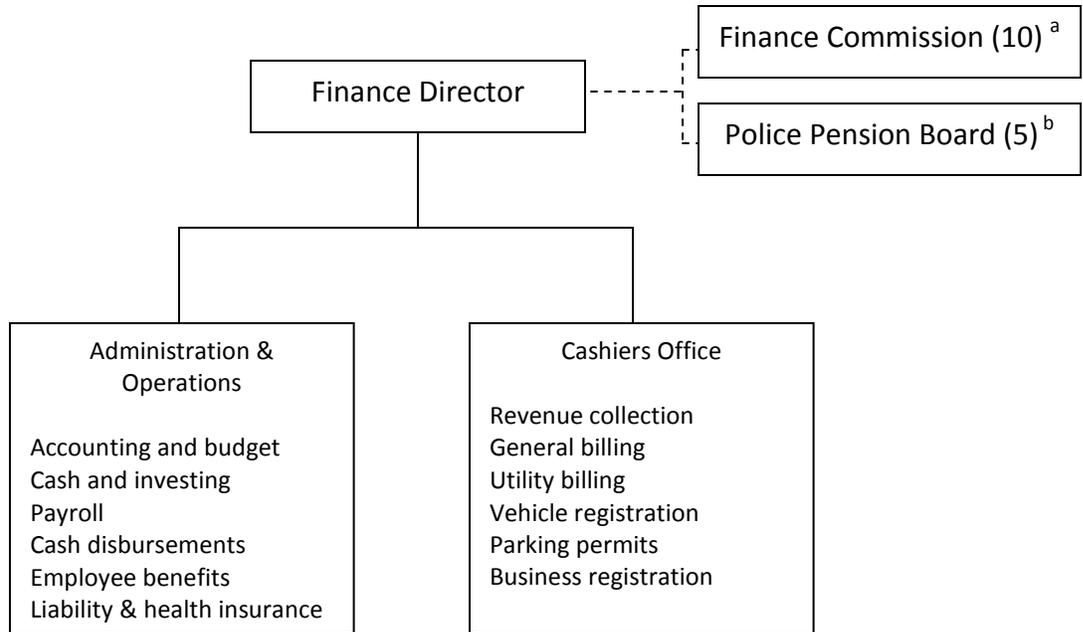


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FINANCE DEPARTMENT CALENDAR YEAR 2015



- Assistant Finance Director (1)
- Accounting Specialist (1)
- Accounts Payable Coordinator (1 P.T. = 0.6 FTE)
- Business Office Coordinator (1 P.T. = 0.45FTE)

- Accounts Manager (1)
- Accounts Receivable Coordinator (4 P.T. = 1.8FTE)
- Billing Coordinator (4 P.T. = 1.8 FTE)
- Water Meter Reader (5 P.T. = 1 FTE)

<u>Calendar Year 2015 Budget</u>	Employee	
	<u>Count</u>	<u>FTE</u>
Full Time Personnel	4	4.00
Part-Time Personnel	<u>15</u>	<u>5.65</u>
Total Employees / FTEs	<u>19</u>	<u>9.65</u>

(FTE = Full-Time Equivalent)

<u>Budgeted Full-Time Employees</u>	<u>FY07</u>	<u>FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>CY15</u>
Operations	5	5	4*	4	4	4	4	3**	3	3
Cashiers Office	1	1	1	1	1	1	1	1	1	1
Total FT	6	6	5	5	5	5	5	4	4	4

a. Finance Commission is advisory to the Village Board, established by local ordinance, impaneled with resident experts, including business leaders and government auditors.
 b. Police Pension Board has specific statutory authority established in Article III of the Illinois Pension Code to oversee and manage the Glen Ellyn Police Pension Fund. Members include Village appointees, active police officers, and an annuitant.

FINANCE DEPARTMENT

The Finance Department serves internal and external customers, provides assistance to residents and customers, provides management reports and information to elected officials and management, and provides payroll and benefits services to employees. The Department provides service to the Village, Library, Glenbard Wastewater Authority, and Glen Ellyn Volunteer Fire Company.

The Finance Department is responsible for overseeing the fiscal operations of the Village. Primary responsibilities of the department include accounting, financial reporting, budgeting, long-term financial planning, capital financing, cash management, investment of Village funds, payment of bills, billing, collection of revenue, payroll, and pension administration. Starting in FY12/13, the Finance Department has taken on management and administration of employee benefits, such as health insurance, and managing liability insurance claims. In FY13/14, the Information Technology (IT) function was moved to the Village Manager's Office. In Short Year 14, the Finance Department was divided between Administration and Operations, and Cashiers Office.

Many of the functions performed by the department represent an internal service to other departments. Additionally, the Department performs accounting and related administrative services for the Glen Ellyn Public Library (GEPL) and the Glenbard Wastewater Authority (GWA), and provides support to the Glen Ellyn Volunteer Fire Company (GEVFC). A service charge representing the cost of services provided to other Village funds, the GEPL and GWA is collected and recognized as revenue in the General Fund.

The proposed staffing complement for Calendar Year 2015 includes 4 full-time, 10 part-time employees, and 5 meter readers. Departmental staff is divided into two areas including Administration and Operations and the Cashiers Office.

Administration and Operations - This segment of the department is staffed by three full-time employees including a full-time Finance Director, Assistant Finance Director, and Accounting Specialist and two part-time employees including a Accounts Payable Coordinator and a Business Office Coordinator. Primary responsibilities of this area include general administration, accounting services, accounts payable, payroll processing, pension fund administration, insurance, and employee benefits services. The Business Office Coordinator specializes in coordinating accounting and financial reporting for the Village Links/Reserve 22.

General administration of the department is the responsibility of the Finance Director. Primary duties include the coordination and management of staff resources, coordination of the Village's annual budget process, management of the Village's independent annual financial audit, cash management, investment of Village funds, and planning for long-term capital project financing.

The accounting function records cash receipts and cash disbursements in accordance with

established policies and procedures. Monthly financial statements are prepared and distributed to department managers for review of current spending against budgeted amounts. The accounts payable function processes all disbursements for the Village, the Glenbard Wastewater Authority, the Glen Ellyn Volunteer Fire Company and the Glen Ellyn Public Library. Beginning in Calendar Year 2015, the Library will begin processing its own accounts payable.

Each year, in conformance with State statutes, the Village undergoes an audit of its financial statements and records by an independent audit firm for the purpose of obtaining an opinion as to whether the Village's financial statements are prepared in conformity with Generally Accepted Accounting Principles (GAAP). The department is responsible for the coordination and preparation of the Village's annual financial statements (Comprehensive Annual Financial Report or "CAFR") through its audit firm as well as preparing all documentation and records necessary to support the amounts and disclosures in the financial statements.

For the past 25 years, the Village has received recognition for its CAFR in the form of a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This program requires preparation of financial statements in accordance with detailed program criteria, which help ensure a financial report that is well organized and easily readable as well as ensuring a spirit of complete disclosure and comparability with other local government financial statements.

The Village received for the fifth time a Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its Annual Budget for the fiscal year beginning May 1, 2013.

Cashiers Office - The Cashiers Office, located in the Civic Center lobby area, is staffed by a full-time Accounts Manager, four part-time Accounts Receivable Coordinators, four part-time Billing Coordinators and five Meter Readers. This segment of the department represents the main point of contact for many Village residents. The Cashiers Office collects and records all payments received via the mail or in person at the Civic Center as well as receiving utility bill payments electronically from external financial institutions, which performs payment processing (lockbox and online bill pay) services for monthly Village utility bills.

The Cashiers Office manages all facets of the Village's monthly combined utility billing program for water/sanitary sewer and residential solid waste collection services. The Village presently services approximately 8,000 water/sewer and 7,000 solid waste accounts through monthly billings and handles all related customer service and account maintenance. Additionally, the cashiers office administers the Village vehicle license program (approximately 16,000 transactions per year), the business registration program for approximately 1,000 businesses (which includes an annual fire inspection that is coordinated through the Planning and Development Department) and the parking permit renewal process which covers more than 800 customers parking in various lots throughout the Central Business District. Other transactions include the collection of building permit fees, real estate transfer taxes, dog licenses, parking citations and other miscellaneous fees.

Accomplishments for Short Year 2014

In addition to the array of services provided to other departments and the public on an ongoing basis, the department was involved in a number of significant activities and projects during the fiscal year as itemized below.

1. Completed annual audit – The annual audit was completed and will be submitted for consideration for the Government Finance Officers Association’s Award for Excellence in Financial Reporting.
2. Conversion to UBCIS – The conversion process was begun for conversion to an updated version of our utility billing software. Once completed, this conversion will permit the Village to begin e-billing and will also streamline additional utility billing functions.
3. Automation of Payroll Status Forms – In conjunction with the Village Manager’s Office, the payroll status form is in the process of being converted from a paper form to an automated process within our MUNIS software. This update will provide more a more timely and automated transmission of data between human resources, finance, and the other Village departments.
4. Conversion to a calendar year budget – The Short Fiscal Year 2014 provided the bridge between the Village’s previous April 30 fiscal year end and the new calendar year fiscal year. Implementing the conversion required attention to detail and while our software systems and financial reports were transitioned to the new fiscal year.
5. Improved financial reporting for Village Links/Reserve 22 – The finance department began preparing biweekly financial statements for the Village Links/Reserve 22. The increased frequency of reporting assists the Village Links/Reserve 22 in daily management of their operations. A Business Office Coordinator was also hired to focus solely on financial operations and analysis for the Village Links/Reserve 22.
6. Implemented a monthly financial narrative – Each month, the Finance Commission receives a monthly financial packet which provides a dashboard and key financial data for the General Fund and the Recreation Fund. Beginning in the short year, a narrative was created to highlight the key activities of the month and year-to-date to aid the Commission in interpreting the financial reports.
7. Managed turnover personnel – Three key full time positions turned over in the Finance Department in Short Year 14. The Cashiers Office also had four vacancies during the Short Year 14. These transitions were effectively managed by the dedication of the remaining personnel and temporary external accounting assistance.

8. Revised 10 year Capital Improvements Plan (CIP) – The department assisted in revising the 10-year CIP which was presented to the Village Board.
9. Completed Two Lockbox Conversions – When our current bank was acquired by a new bank, it was necessary to convert our Village Services Bill lockbox. The new lockbox was at a higher cost and had reduced services; therefore, the Cashiers Office found an alternative lockbox provider which decreased costs and increased service offerings.
10. Reviewed Police Pension Funding Policy – The assumptions used in the Police Pension’s actuarial report were reviewed with both the Finance Commission and the Police Pension Board in order to provide a recommendation to the Village Board.
11. Fire Services Fee – Starting May 1, 2014, the Village added a Fire Services Fee to the Village Services Bill. This fee provides financial assistance to the Glen Ellyn Volunteer Fire Company. The Cashier’s Office ensured that implementation of the fee on the bill was seamless and responded to any inquiries regarding the new fee.

Goals and Objectives for Calendar Year 2015

Activities of the department will continue to focus on improving and enhancing operational efficiency and effectiveness both within the department and throughout the larger organization. Some of these undertakings include:

1. Continue to improve ongoing operations:
 - a. Oversee the overall budget and guide the organization to stay under budget annually as well as continue to evaluate and initiate cost control ideas and programs.
 - b. Look for ways to reduce paper filing and paper distribution of reports and documentation.
 - c. Achieve the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting, Distinguished Budget Presentation Award and Award for Outstanding Achievement in Popular Annual Financial Reporting.
 - d. Improve financial reporting to residents and other stakeholders by focused reporting on government-fund basis.
 - e. Improve processes: accounts payable, payroll, escrow tracking, bank reconciliations, generating financial reports.
2. Complete the pre-budget analysis including the following:

- a. Five year forecast.
 - b. Review and make recommendations to the HRST, SSA, new revenue ideas, and other improvements of Village Financial policies.
 - c. Review all fees and fines and adjust accordingly.
3. Successful conversion to UBCIS, which will allow e-billing to utility customers.
 4. Implementation of budget module in MUNIS.
 5. Better financial reporting for the Recreation Fund to achieve multiple objectives including daily operations monitoring, management oversight, advisory board oversight, and Village Board oversight.
 6. More detailed capital project reporting.
 7. Review investment program with the Finance Commission Investment Subcommittee.
 8. Review parking rates. Seek proposals for alternate payment methods for parking patrons (daily pay lots and parking meters).
 9. Review fund balance (cash reserve) policy.
 10. Review and make recommendations for improvement of Village financial policies.
 11. Implement positive pay.

GENERAL FUND

FINANCE DEPARTMENT

(122000)

AS OF FY13/14, IT FUNCTIONS HAVE MOVED TO ITS OWN COST CENTER

AS OF SY14, THE FINANCE DEPARTMENT HAS BEEN DIVIDED INTO TWO COST CENTERS

*Village of Glen Ellyn
Calendar Year 2015 Budget*

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget
Personnel Services								
510100	Salaries - Pension	\$ 461,709	\$ 372,772	\$ 268,000	\$ 237,000	\$ 403,584	\$ 352,885	\$ 370,000
510120	Salaries - Non-pension	173,439	173,600	120,000	147,200	167,816	202,526	199,500
510200	Overtime	1,251	-	-	-	-	-	-
510400	FICA	46,562	40,028	29,500	24,000	41,824	36,716	43,500
510500	IMRF	53,968	44,484	32,300	28,500	48,777	41,939	40,000
	Subtotal	736,929	630,884	449,800	436,700	662,001	634,066	653,000
Contractual Services								
520305	Employee Relations	109	620	400	400	647	482	800
520600	Dues / Subscriptions	1,862	1,330	800	500	1,675	780	2,100
520620	Employee Education	4,523	2,888	900	500	1,561	2,437	2,475
520625	Travel	1,967	2,369	2,300	1,210	2,114	1,512	2,450
520630	State Unemployment Claims	18,680	27,015	17,000	12,000	17,529	21,486	-
520650	Public Notices	2,556	2,411	2,700	2,700	2,448	2,797	2,700
520825	Audit Fees	35,909	37,904	35,750	38,585	36,426	38,585	35,500
520835	Banking Services	10,611	11,327	8,000	8,000	11,285	11,710	15,350
520900	Postage	28,070	27,985	18,700	17,530	28,158	28,400	29,100
520905	Printing	1,941	1,898	1,300	4,200	3,079	4,470	7,700
520975	Maintenance - Equipment	74,755	1,740	1,000	1,300	3,690	1,735	2,000
521055	Professional Services / Other	16,143	20,776	3,000	43,000	2,248	61,600	5,100
521195	Telecommunications	26,463	850	400	400	9,896	600	1,200
590600	IFT / Health Insurance	49,670	35,741	24,100	19,200	36,359	30,252	43,400
590610	IFT / Insurance - General	2,500	3,900	3,200	3,200	3,433	4,500	4,300
	Subtotal	275,759	178,754	119,550	152,725	197,288	211,346	154,175
Commodities								
530100	Office Supplies	9,144	4,968	4,000	3,300	8,039	4,494	6,400
530105	Operating Supplies	7,411	7,206	2,400	3,200	3,102	7,525	5,800
	Subtotal	16,555	12,174	6,400	6,500	11,141	12,019	12,200
Capital Outlay								
570110	Computer Equipment / Projects	33,795	241	-	-	11,635	932	-
	Subtotal	33,795	241	-	-	11,635	932	-
TOTAL EXPENDITURES		\$ 1,063,038	\$ 822,053	\$ 575,750	\$ 595,925	\$ 882,065	\$ 858,363	\$ 819,375
IT Cost center		\$ -	\$ 304,953.00	\$ 269,225.00	\$ 241,222.00	\$ 244,584.00	\$ 301,590.00	\$ 540,233.00
Finance plus IT		\$ 1,063,038	\$ 1,127,006	\$ 844,975	\$ 837,147	\$ 1,126,649	\$ 1,159,953	\$ 1,359,608

GENERAL FUND

FINANCE DEPARTMENT - ADMIN AND OPERATIONS
(122100)

Village of Glen Ellyn
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual*	Year 2015 Budget	
Personnel Services									
510100	Salaries - Pension	\$ -	\$ -	\$ 224,000	\$ 196,000	\$ -	\$ 196,000	\$ 301,000	
510120	Salaries - Non-pension	-	-	-	22,200	-	22,200	26,500	
510400	FICA	-	-	17,000	17,000	-	17,000	25,000	
510500	IMRF	-	-	27,000	24,000	-	24,000	32,500	
	Subtotal	-	-	268,000	259,200	-	259,200	385,000	1
Contractual Services									
520305	Employee Relations	-	-	230	200	-	200	500	2
520600	Dues / Subscriptions	-	-	800	500	-	500	2,100	3
520620	Employee Education	-	-	900	500	-	500	2,000	4
520625	Travel	-	-	2,300	1,200	-	1,200	2,400	5
520630	State Unemployment Claims	-	-	17,000	12,000	-	12,000	-	6
520650	Public Notices	-	-	2,700	2,700	-	2,700	2,700	7
520825	Audit Fees	-	-	35,750	38,585	-	38,585	35,500	8
520835	Banking Services	-	-	8,000	8,000	-	8,000	14,700	9
520900	Postage	-	-	18,700	17,000	-	17,000	26,000	10
520905	Printing	-	-	1,300	1,600	-	1,600	1,700	11
520975	Maintenance - Equipment	-	-	1,000	1,300	-	1,300	2,000	12
521055	Professional Services / Other	-	-	2,000	43,000	-	43,000	5,100	13
521195	Telecommunications	-	-	400	400	-	400	1,200	
590600	IFT / Health Insurance	-	-	12,430	7,200	-	7,200	27,400	
590610	IFT / Insurance - General	-	-	2,100	2,100	-	2,100	2,800	
	Subtotal	-	-	105,610	136,285	-	136,285	126,100	
Commodities									
530100	Office Supplies	-	-	2,700	2,000	-	2,000	4,000	
530105	Operating Supplies	-	-	1,300	2,400	-	2,400	2,300	14
	Subtotal	-	-	4,000	4,400	-	4,400	6,300	
	TOTAL EXPENDITURES	\$ -	\$ -	\$ 377,610	\$ 399,885	\$ -	\$ 399,885	\$ 517,400	

This cost center was created for the SY14 budget. Activity is totaled on the Finance Department budget page for comparison purposes.

*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**BUDGET FOOTNOTES
FINANCE DEPARTMENT**

* Prior to FY13/14, the Information Technology Function was included in the Finance Department.

Starting in SY14, the Finance Department expenditures have been divided into two cost centers: Administration and Operations, and Cashiers Office.

ADMINISTRATION AND OPERATIONS

1. **Salaries:** Salaries assume all positions will remain filled. The IT Manager has been moved to the Information Technology cost center in FY13/14.
2. **Dues /Subscriptions:** Includes the following memberships and subscriptions:

IGFOA (Director & Asst. Director)	\$400
American Payroll Association (Accounting Specialist)	\$260
Illinois CPA Society (Director)	\$295
CPA License Renewal (Director)	\$125
GFOA (Village membership)	\$250
Budget award application	\$350
CAFR award application	\$420
Total	\$2100

3. **Employee Education:** Training includes various seminar and meetings conducted by the IGFOA or other organizations.

IGFOA Conference (Director & Asst. Director)	\$700
GFOA Conference (Director)	\$440
IGFOA Training Seminars (Director, Asst. Director, Accounting Specialist)	\$780
Other	\$80
Total	\$2,000

4. **Travel:** \$1,250 is budgeted in for travel to the GFOA conference for the Director. \$980 is budgeted for both the Director and Assistant Director to travel to the IGFOA state conference, which is held each fall. \$170 is budgeted for meals not provided in conference registration and for mileage while conducting Village business.
5. **State Unemployment Claims:** This line item was moved to the Village Manager’s Office for Calendar Year 2015.

BUDGET FOOTNOTES FINANCE DEPARTMENT

6. **Public Notices:** We will be required to publish notice in the newspaper for the annual Treasurer's Report (\$2,000), budget public hearing (\$200), and property tax levy public hearing (\$500).
7. **Audit Fees:** The Village is required by State statute to have an annual audit performed by independent Certified Public Accountants. The amount budgeted for Calendar Year 2015 represents audit fees for the review of fiscal year May 1, 2014, through December 31, 2014. Although the audit period is shorter, we do not anticipate a reduction in fees as the audit procedures cannot be reduced for a shortened period.
8. **Banking Services:** Prior to FY08/09, the Village paid for its banking services through a compensating balance arrangement. Following a request for proposal process in the fall of 2008, the new banking services agreement provides for compensation through monthly charges versus the requirement to maintain a compensating balance. In Calendar Year 2015, it is budgeted to implement positive pay, with a cost of approximately \$3,000.
9. **Postage:** This account pays for all general outgoing Village postage metered at the Civic Center. Increases in postage rates are likely to be moderated by more use of emailing and scanning technologies.
10. **Printing:** Printing services are now distinguished from operating supplies for items such as printing budget documents and services to print forms and other notices. We will print both the budget document (\$1,400) and audit supplies (\$300).
11. **Maintenance - Equipment:** A majority of costs in this line have been moved to the Information Technology cost center. Postage machine rental remains the sole cost in this line item.
12. **Professional Services / Other:** The Calendar Year 2016 budget will be prepared using our MUNIS software, which will require implementation guidance from MUNIS estimated at \$5,100.
13. **Telecommunications:** This line previously included Village wide telecommunications and internet service, which has been moved to the Information Technology cost center. This provides for the cell phone reimbursement for the Director.
14. **Operating Supplies:** This line item provides for many of the department's annual supplies and forms including payroll and accounts payable check stock, year-end tax forms, and document publication supplies. The costs for printing services that had previously been paid from this account have been moved to the printing line item.

GENERAL FUND
FINANCE DEPARTMENT - CASHIERS OFFICE
(122200)

Village of Glen Ellyn
Calendar Year 2015 Budget

<u>Object Code</u>	<u>Account Description</u>	<u>FY12/13 Actual</u>	<u>FY13/14 Actual</u>	<u>SY2014 8 Month Revised Budget</u>	<u>SY2014 8 Month Estimated Actual</u>	<u>Calendar Year 2013 Actual</u>	<u>Calendar Year 2014 Est. Actual*</u>	<u>Calendar Year 2015 Budget</u>	
Personnel Services									
510100	Salaries - Pension	\$ -	\$ -	\$ 44,000	\$ 41,000	\$ -	\$ -	\$ 69,000	
510120	Salaries - Non-pension	-	-	120,000	125,000	-	-	173,000	
510400	FICA	-	-	12,500	7,000	-	-	18,500	
510500	IMRF	-	-	5,300	4,500	-	-	7,500	
	Subtotal	-	-	181,800	177,500	-	-	268,000	1
Contractual Services									
520305	Employee Relations	-	-	170	200	-	-	300	
520620	Employee Education	-	-	-	-	-	-	475	2
520625	Travel	-	-	-	10	-	-	50	
520835	Banking Services	-	-	-	-	-	-	650	
520900	Postage	-	-	-	530	-	-	3,100	3
520905	Printing	-	-	-	2,600	-	-	6,000	4
521055	Professional Services / Other	-	-	1,000	-	-	-	-	5
590600	IFT / Health Insurance	-	-	11,670	12,000	-	-	16,000	
590610	IFT / Insurance - General	-	-	1,100	1,100	-	-	1,500	
	Subtotal	-	-	13,940	16,440	-	-	28,075	
Commodities									
530100	Office Supplies	-	-	1,300	1,300	-	-	2,400	
530105	Operating Supplies	-	-	1,100	800	-	-	3,500	6
	Subtotal	-	-	2,400	2,100	-	-	5,900	
	TOTAL EXPENDITURES	\$ -	\$ -	\$ 198,140	\$ 196,040	\$ -	\$ -	\$ 301,975	

This cost center was created for the SY14 budget. Activity is totaled on the Finance Department budget page for comparison purposes.

*As only a partial calendar year is available for 2014 as the cost center was created in May, Calendar Year 2014 Estimated Actual is not presented.

**BUDGET FOOTNOTES
FINANCE DEPARTMENT**

CASHIERS OFFICE

1. **Salaries:** Salaries for SY14 and CY 15 assume all positions will remain filled. The Cashiers Office continues to operate at 10% fewer hours than in FY08/09. Staffing includes one full time Accounts Manager, four part time Accounts Receivable Coordinators, and four part time Billing Coordinators.
2. **Employee Education:** Training includes various seminar and meetings conducted by the IGFOA or other organizations.
3. **Postage:** This account pays for postage costs for the mailing of approximately 12,000 vehicle registration applications (for approximately 16,000 vehicles) and annual business registration materials. Postage costs for the monthly water / sewer / refuse bills are budgeted in the Water & Sanitary Sewer and Residential Solid Waste Funds. Increases in postage rates are likely to be moderated by more use of emailing and scanning technologies.
4. **Printing:** Printing services are now distinguished from operating supplies for items such as printing budget documents and services to print forms and other notices..
5. **Professional Services / Other:** We have retained a modest budget for professional services that may be need to help with fiscal year transition or other billing issues that may arise.
6. **Operating Supplies:** This line item provides for many of the department's annual supplies, including decals and tags associated with vehicle, business and dog registration.

VILLAGE OF GLEN ELLYN
CY 15 ANNUAL BUDGET
PERSONNEL SCHEDULE

FINANCE DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY11/12 Budgeted Employees</u>	<u>FY12/13 Budgeted Employees</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>CY15 Budgeted Employees</u>
Administration & Operations							
Finance Director	FT	U	1.00	1.00	1.00	1.00	1.00
Assistant Finance Director	FT	P	1.00	1.00	1.00	1.00	1.00
Information Technology Manager ¹	FT	S	1.00	1.00	-	-	-
Accounting Specialist	FT	I	1.00	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	PT	D	0.60	0.60	0.60	0.60	0.60
Business Office Coordinator ²	PT	F	-	-	-	-	0.45
Cashier's Office							
Accounts Manager	FT	J	1.00	1.00	1.00	1.00	1.00
Accounts Receivable Coordinator (4)	PT	D	1.80	1.80	1.80	1.80	1.80
Billing Coordinator (4)	PT	D	1.80	1.80	1.80	1.80	1.80
Water Meter Readers (5)	PT	N/A	1.00	1.00	1.00	1.00	1.00
TOTAL EMPLOYEES (Full-time Equivalents)			10.20	10.20	9.20	9.20	9.65
Full-time Number of Positions			5	5	4	4	4
Part-time Number of Positions			13	13	14	14	15

1 The Information Technology Manager was relocated to its own division within Administration starting in FY14.

2 The Business Office Coordinator is a new position in CY15 and will focus on finance operations for the Village Links Golf Course and Reserve 22 Restaurant.

* Information regarding salary ranges can be found in the appendix.

INSURANCE FUND

The Insurance Fund serves as a centralized cost center for the Village's health benefits plan and general liability/workers compensation insurance costs. The principle revenues of the Insurance Fund are transfers from other funds and departments based on their proportionate share of total costs.

Health Benefits Plan – The Village's health benefits plan provides medical, dental, prescription, vision, and life insurance benefits to full-time staff and to retired employees and a few others. The Glenbard Wastewater Authority and Glen Ellyn Public Library are also participants in the plan and contribute their proportionate share of costs each year. Employee participants pay 20% of the total plan costs, in addition to usage deductibles and co-payments, while retired employees pay 100% of the total cost.

Prior to January 1, 2009, the health benefits plan was a self-funded plan, whereby the Village and its participants/beneficiaries contributed the total anticipated costs of health benefit claims, "stop loss" insurance, and plan administration each year. The Village retained a health benefits consultant to perform plan analysis, benefit reviews and cost projections, and hired a third party administrator to handle the payment of claims.

Beginning January 1, 2009, the Village joined the Intergovernmental Personnel Benefit Cooperative (IPBC), a pool of approximately 70 Illinois municipalities who have joined together as an intergovernmental cooperative for the purpose of providing economies of scale and risk pooling among its members. Participation in this program was intended to offer the Village better price stability with respect to annual changes in its insurance costs, as well as offer a greater variety of choices (including lower cost programs) to participating employees.

Liability/Workers Compensation Insurance – This category includes all other types of insurance carried by the Village, other than the employee health benefits program, and includes coverages for property, liability, auto, workers compensation, boiler, public official's liability and the like.

The Village participates in the Municipal Insurance Cooperative Agency (MICA), which pools general liability / workers compensation insurance coverages with other local governments. MICA is a privately administered insurance pool consisting of about 20 municipal and other local government agencies within Illinois.

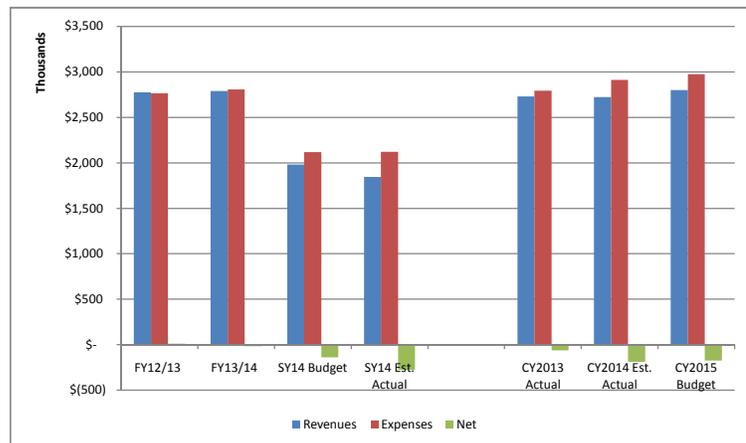
INSURANCE FUND

Village of Glen Ellyn
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
Revenues / Inflows (6000)									
440600	Health Plan Contrib. - Employee	\$ 404,212	\$ 421,527	\$ 295,700	\$ 305,100	\$ 419,298	\$ 434,354	\$ 424,300	1
440605	Health Plan Contrib. - Others	164,321	148,002	81,700	91,100	145,465	137,500	138,200	1
440610	Health Plan Contrib. - Library	237,014	240,205	170,020	150,200	244,662	224,890	189,810	2
440620	Health Plan Contrib. - GWA	202,473	209,740	139,140	140,800	200,537	206,742	221,400	2
460100	Interest Income	4,070	3,984	2,160	2,400	3,971	4,008	3,500	
489000	Miscellaneous Revenue	68,567	-	-	16	-	16	25,300	3
490601	IFT / Law*	-	-	-	-	-	-	5,200	
490602	IFT / Administration	42,999	53,147	36,300	38,200	49,699	54,713	38,300	4
490603	IFT/ Information Technology	-	14,121	9,970	9,700	6,727	14,094	13,300	4
490604	IFT / Finance - Admin*	52,170	39,641	14,530	14,200	39,792	26,552	30,200	4
490605	IFT / Finance - Cashiers*	-	-	12,770	12,400	-	12,400	17,500	4
490606	IFT / Public Works - Adm/Eng	97,092	61,310	66,610	41,730	72,475	60,857	96,000	4
490608	IFT / Equipment Services	60,412	60,517	44,430	43,400	64,531	60,598	69,300	4
490610	IFT / Public Works Streets*	110,883	136,435	60,140	67,500	130,743	112,276	86,800	4
490611	IFT / Public Works Forestry*	-	-	35,850	41,200	-	41,200	85,600	4
490612	IFT / Facilities Maintenance	10,429	9,954	7,840	7,700	10,014	10,869	11,400	4
490613	IFT / Police - Admin*	-	-	121,620	73,800	-	73,800	128,800	4
490614	IFT / Police - Operations*	683,469	726,897	353,640	312,500	700,103	543,896	501,800	4
490619	IFT / Police - Investigations*	-	-	44,460	43,300	-	43,300	72,900	4
490615	IFT / Volunteer Fire	199,100	159,300	-	-	172,567	53,100	-	4
490625	IFT / Fire Department	-	-	64,900	64,900	-	64,900	196,400	4
490626	IFT / EMS	-	-	64,900	64,900	-	64,900	-	4
490616	IFT / P&D - Planning*	98,831	86,681	23,140	22,500	83,049	48,764	31,300	4
490619	IFT / P&D - Building*	-	-	36,970	35,900	-	35,900	50,400	4
490617	IFT / Economic Development	100	1,100	900	900	767	1,267	1,100	4
490618	IFT / Parking	600	600	500	500	600	700	800	4
490620	IFT / Water	98,174	131,263	71,010	78,700	123,353	119,383	110,900	4
490622	IFT / Sewer	95,743	137,538	67,610	68,800	126,297	111,584	101,400	4
490624	IFT / Recreation	146,499	146,820	154,040	114,000	136,024	160,028	149,400	4
	TOTAL REVENUES	\$ 2,777,158	\$ 2,788,782	\$ 1,980,850	\$ 1,846,346	\$ 2,730,674	\$ 2,722,591	\$ 2,801,310	
Expenses / Outflows (6000)									
Contractual Services									
520870	Risk Management	\$ 5,187	\$ 4,728	\$ 5,900	\$ 10,000	\$ 4,807	\$ 10,983	\$ 11,570	5
520885	Liability Insurance	490,819	494,062	516,620	561,136	479,075	578,607	612,000	6
520893	Wellness/Health Incentives	32,241	8,812	19,600	18,000	28,293	21,090	20,000	7
520895	Health/Life Insurance	2,236,391	2,298,388	1,577,000	1,533,300	2,280,786	2,301,276	2,331,000	8
	TOTAL EXPENSES	\$ 2,764,638	\$ 2,805,990	\$ 2,119,120	\$ 2,122,436	\$ 2,792,961	\$ 2,911,956	\$ 2,974,570	
FUND INCREASE (DECREASE)		\$ 12,520	\$ (17,208)	\$ (138,270)	\$ (276,090)	\$ (62,287)	\$ (189,365)	\$ (173,260)	

Available Cash Analysis (000's)	
Available, May 1, 2014	\$ 1,609
Preliminary SY14 Inflow/(Outflow)	(276)
Budgeted CY15 Inflow/(Outflow)	(173)
Projected Available, December 31, 2015	<u>\$ 1,160</u>

* New cost centers in Finance, Police, Planning and Development and Public Works added for SY14. The Law cost center was added in CY15.



BUDGET FOOTNOTES INSURANCE FUND

1. **Employee / Retiree / Other Contributions:** Full-time employees participating in the Village's health benefits plan pay for 20% of the total costs for the plan year by payroll deduction. Retired and separated employees choosing to continue participation in the health plan pay 100% of their costs.
2. **Health Plan Contribution – Library & Glenbard Wastewater Authority (GWA):** The Library and GWA are part of the Village's health insurance plan. On a monthly basis, the Library and GWA reimburse the Village for their share of the health insurance costs.
3. **Miscellaneous Revenue:** The Village participates in a health insurance pool. The pool has implemented wellness initiatives as a method of controlling health claims and therefore costs. By implementing a wellness program that meets a minimum standard of participation, the Village qualifies to receive an incentive that is estimated at \$25,300 for calendar year 2015.
4. **Internal Fund Transfer (IFT's)**– The Insurance Fund charges each department for its share of the funds costs, including health insurance, liability insurance, and other related costs. Health insurance is allocated based on anticipated health insurance usage and cost. Liability insurance is allocated based upon operating expenditures/expenses and departmental risk.
5. **Risk Management:** The Risk Management account funds such items as the Village's safety program (\$2,000), employee assistance program (\$2,700), random drug and alcohol testing (\$4,270), independent medical examinations (\$2,100) and the attendance at the Municipal Insurance Cooperative Agency (MICA) meetings (\$500).
6. **Liability Insurance:** The Village pools its risk and liability insurance coverages with about 20 other municipal members through the Municipal Insurance Cooperative Agency (MICA). Annual premiums payable to MICA are determined through an allocation model which is based on each member's loss experience (2/3) and loss exposure (1/3) over the past four claim years. Premiums are paid in May of each year and are anticipated to escalate 5% this year, such that anticipated cost is \$576,000. Other insurance paid includes public officials bond (\$130), excess crime (\$1,175), and underground storage tank (\$5,700). Lastly, this item includes an estimation of deductibles and direct claim payments of \$17,400.
7. **Wellness/Health Incentives:** The Village's employee health plan includes a wellness screening each fall. The Village covers the cost of the screening for full time employees and their spouses and retirees and their spouses. Flu shots are also offered for free to all employees. Beginning in FY13/14, our health insurance risk pool began paying for \$100 of the screening for each full time employee and spouse, saving the Village approximately

\$10,000. Employees who participate are eligible for up to \$400 in credit towards their insurance deductibles and Glen Ellyn Chamber of Commerce gift certificates. The program encourages healthy lifestyles with the goal of reducing future health care costs.

8. **Health Benefits / Life Insurance:** Beginning January 1, 2009, the Village began participation in the Intergovernmental Personnel Benefit Cooperative (IPBC) as a means of better stabilizing changes in health costs. The Village has seen favorable premium increases over the past few years as compared to the national average. Premium changes for SY14 range between a decrease of 4.5% to an increase of 3.5%, based up on the type of insurance (PPO, HMO or Dental). Based upon estimates provided by our insurance broker, we are budgeting for a 4% increase in premiums beginning July 1, 2015 for the plan year.

GLEN ELLYN POLICE PENSION FUND

The Glen Ellyn Police Pension Fund is organized under state statute (40 ILCS 5/3-101) to provide “for the benefit of its police officers and of their surviving spouses, children, and certain other dependents”. Our Police Pension Fund is administered by a five-member Pension Board as defined by statute, and includes two members (typically residents) appointed by the Village Board, two active police officers, and one current beneficiary.

Money used to pay for the benefits of retired police officers comes from three sources:

- Active Police Officers – This is expected to generate about \$340,000 in CY15. Police officers contribute 9.91 percent of their base salary in accordance with state statute. Note – Police Officers do not participate or contribute to Social Security, but do pay a Medicare tax of 1.45% of salary.
- Investment Income – Income generated by the Fund’s investment holdings. The pension fund investment portfolio has a longer-term focus, and broader ranges of investments are permitted, than that used for general Village investments.
- Village Contribution – According to calculations performed by an independent actuary, this is the amount needed to fully fund the plan (from a long-term time perspective) based on a set of interest earnings rate, salary rate increase, mortality, and other assumptions. For Calendar Year 2015, we are budgeting a \$1.153 million contribution. This is in anticipation of lowering the investment return assumption which will increase the required contribution to the fund.

Retirement Benefits

The Police Pension Plan, set by State law, provides retirement benefits at age 50, with a minimum of 20 years of service, at a rate of one half the annual salary attached to the rank held on the last day of service. The annual pension increases by 2.5% of the annual salary for each additional year of service over 20 years up to 30 years to a maximum of 75% of such annual salary. Generally, upon the attainment of age 55, retired Police Officers receive an annual compounded increase in their pension of 3% each January 1st. Changes in law have modified this benefit for officers who began employment after January 1, 2011. These modified benefits include normal retirement age of 55, non-compounding CPI-based cost of living increases after age 60, and benefits based on the average salary over the last eight years. There are 34 beneficiaries receiving a monthly police pension from the Glen Ellyn Police Pension Fund at an estimated cost of about \$1.7 million for CY15.

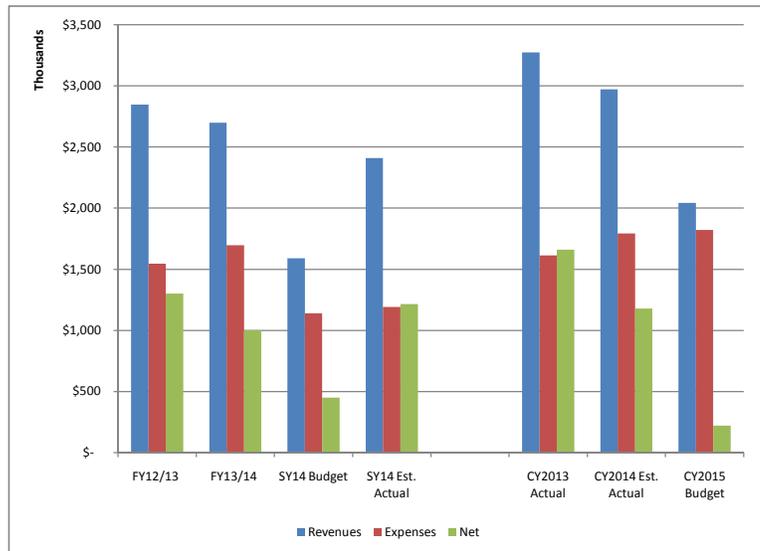
POLICE PENSION FUND

Village of Glen Ellyn
Calendar Year 2015 Budget

Object Code	Account Description	FY12/13	FY13/14	SY2014	SY2014	Calendar	Calendar	Calendar	
		Actual	Actual	8 Month Revised Budget	8 Month Estimated Actual	Year 2013 Actual	Year 2014 Est. Actual	Year 2015 Budget	
Revenues / Inflows (9000)									
440700	Employee Contributions	\$ 317,099	\$ 338,139	\$ 240,000	\$ 225,000	\$ 332,929	\$ 331,560	\$ 340,000	1
460100	Interest Income	254,855	495,015	335,000	275,000	413,130	423,955	500,000	2
460725	Realized Gain/Loss on Invest.	293,168	486,256	33,500	33,500	559,012	(42,374)	50,000	2
460730	Unrealized Gain/Loss on Invest.	1,012,677	398,946	-	895,000	987,347	1,278,310	-	
490700	IFT / General Fund	969,000	980,000	981,000	981,000	980,000	981,000	1,153,000	3
489000	Miscellaneous Revenue	-	50	-	-	-	50	-	
	TOTAL REVENUES	\$ 2,846,799	\$ 2,698,406	\$ 1,589,500	\$ 2,409,500	\$ 3,272,418	\$ 2,972,501	\$ 2,043,000	
Expenses / Outflows (9000)									
Contractual Services									
520600	Conferences / Seminars	\$ 1,465	\$ 2,164	\$ 2,000	\$ 1,100	\$ 2,479	\$ 1,405	\$ 2,000	4
520605	Association Dues	775	775	800	775	1,550	775	800	5
520610	Department of Insurance Filing Fee	4,567	4,709	4,900	4,873	4,722	4,873	5,000	6
520625	Travel	980	462	500	500	462	500	1,000	7
520700	Legal Fees	547	4,132	500	-	4,628	50	500	8
520800	Investment Manager / Advisor	42,937	27,264	28,500	28,000	25,502	37,292	40,000	9
520815	Custodial Account Fees	15,934	16,574	12,500	12,500	16,205	20,889	17,500	10
520820	Actuarial Services	1,050	1,200	1,200	1,200	1,200	1,200	1,250	11
520830	Accounting Service Fees	2,100	525	2,100	2,100	2,100	2,100	2,100	12
520880	Fiduciary Liability Insurance	3,668	3,914	4,000	4,115	3,914	4,115	4,000	13
520900	Postage and Shipping	15	-	-	-	15	-	-	
521055	Professional Services - Other	-	7,660	-	-	7,660	-	-	
521205	Service Pensions	1,301,995	1,343,872	910,300	907,600	1,327,178	1,366,687	1,430,000	14
521210	Disability Pensions	72,346	110,687	86,300	86,300	91,971	129,443	131,000	14
521215	Surviving Spouse Pensions	97,433	97,433	65,000	104,252	97,433	136,729	156,500	14
521220	Employee Contribution Refunds	-	74,116	20,000	39,700	26,187	87,629	30,000	
	TOTAL EXPENSES	\$ 1,545,812	\$ 1,695,487	\$ 1,138,600	\$ 1,193,015	\$ 1,613,206	\$ 1,793,687	\$ 1,821,650	
	FUND INCREASE (DECREASE)	\$ 1,300,987	\$ 1,002,919	\$ 450,900	\$ 1,216,485	\$ 1,659,212	\$ 1,178,814	\$ 221,350	

Available Cash and Investments Analysis (000's)

Available, May 1, 2014	\$ 24,849
Preliminary SY14 Inflow/(Outflow)	1,216
Budgeted CY15 Inflow/(Outflow)	221
Projected Available, December 31, 2015	\$ 26,287



BUDGET FOOTNOTES POLICE PENSION FUND

1. **Employee Contributions:** Covered employees contribute 9.91% of their base salary to the Police Pension Fund.
2. **Investment returns (interest income and realized gains/losses):** Investment returns are budgeted conservatively as market conditions and returns cannot be known.
3. **IFT/General Fund:** This is the employer contribution to the Police Pension Fund. The amount of the contribution is calculated by an enrolled actuary using various assumptions. For FY13/14 and SY2014, those assumptions included a 7.25% long term investment rate of return and 5.0% salary increase. Prior to determining the FY14 contribution, assumptions were 7.5% for investment returns and 6.0% for salary increases. The investment return assumption has been decreased to 7.0% and which has increased the annual contribution to \$1,153,000.
4. **Conferences/Seminars:** Training for the Police Pension Board that is required by state statute.
5. **Association Dues:** Annual membership to the Illinois Public Pension Fund Association. Membership allows board members to take training at reduced cost.
6. **Department of Insurance Filing Fee:** Each year, the Pension Fund is required to file an annual report with the Illinois Department of Insurance. The Department of Insurance charges a fee for submission.
7. **Travel:** This line item provides for reimbursement of travel expenses for pension board members who attend training.
8. **Legal Fees:** In FY13/14, a duty disability application resulted in approximately \$5,000 of legal fees. No other disability is known at this time so it is anticipated for legal fees to return to a minimal level.
9. **Investment Manager/Advisor:** The Police Pension Fund retains an investment advisor to manage the Fund's investments.
10. **Custodial Account Fees:** The Police Pension Fund investments are held by MB Financial, which charges a quarterly custodial account fee.
11. **Actuarial Fees:** An enrolled actuary is engaged to calculate the annual contribution to the Police Pension Fund.

12. **Accounting Service Fees:** A certified public accountant prepares the annual report submitted to the Department of Insurance.
13. **Fiduciary Liability Insurance:** An annual insurance premium for the Police Pension Board.
14. **Pensions:** The Pension Fund is required to pay for earned pensions to retirees, disabled officers, and surviving spouses.
15. **Employee Contribution Refunds:** If an employee separates from the Village, they may request their contributions be refunded to them or paid to another pension fund. This is a placeholder in the event that this refund would need to be made.

The chart below illustrates the historical pension funds assets, unfunded liability, total fund liability (the total of the assets and unfunded liability), Village contributions, and funded ratio of the fund.

