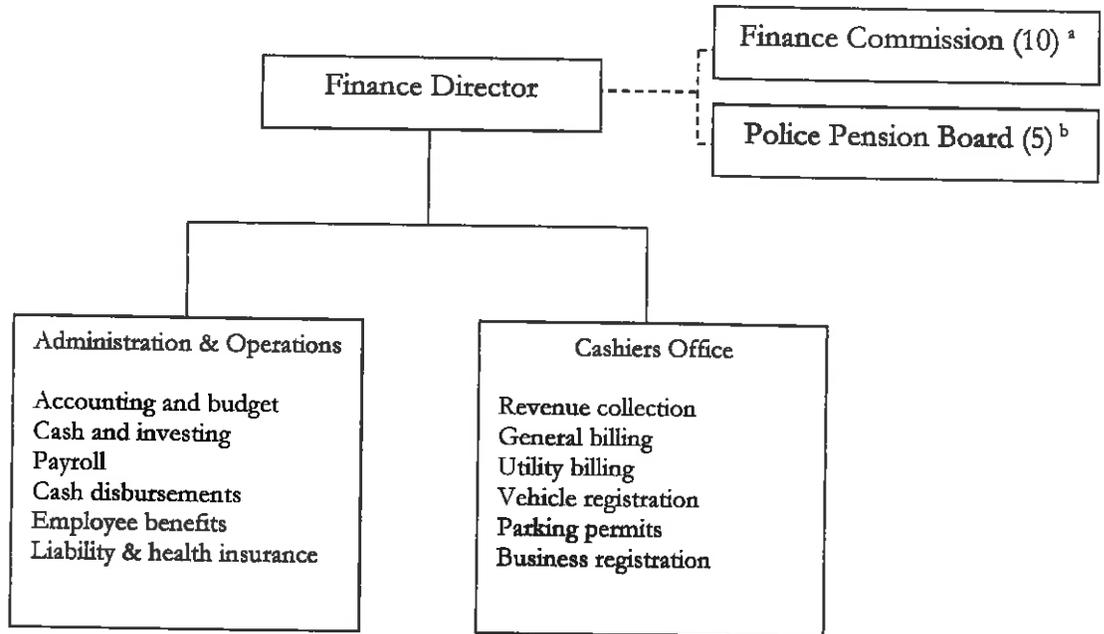


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FINANCE DEPARTMENT FISCAL YEAR 2017



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

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

Fiscal Year 2017 Budget	Employee	
	Count	FTE
Full Time Personnel	4	4.00
Part-Time Personnel	15	5.65
Total Employees / FTEs	19	9.65

(FTE = Full-Time Equivalent)

<u>Budgeted Full-Time Employees</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>SY14</u>	<u>FY15</u>	<u>FY16</u>	<u>FY17</u>
Operations	4*	4	4	4	4	3**	3	3	3	3
Cashiers Office	1	1	1	1	1	1	1	1	1	1
Total FT	5	5	5	5	5	4	4	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.

*Personnel Analyst position moved to Village Manager's Budget

**I.T. Manager position moved to a separate Information Technology Division under Administration.

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, Glen Ellyn Public Library (GEPL), Glenbard Wastewater Authority (GWA), and Glen Ellyn Volunteer Fire Company (GEVFC).

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 took 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 the Cashiers Office to provide better delineation of the cost of the two operations.

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 for Calendar Year 2017 includes 4 full-time employees, 10 part-time employees, and 5 meter readers.

Administration and Operations - This segment of the department is staffed by three full-time employees, a Finance Director, Assistant Finance Director, and Accounting Specialist. This segment also includes two part-time employees, an Accounts Payable Coordinator and a Business Office Coordinator. Primary responsibilities of this area are 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 transactions 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, and the Glen Ellyn Volunteer Fire Company.

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 27 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 sixth time a Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for its Annual Budget for the fiscal year 2015.

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 Specialists, four part-time Billing Specialists 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, email and in person at the Civic Center as well as receiving utility bill payments electronically from external financial institutions, which perform 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 8,200 water/sewer and 7,400 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, and other miscellaneous fees.

Accomplishments for Calendar Year 2016

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. **Excellence in Financial Reporting** – For the twenty-seventh consecutive year, the Village's Comprehensive Annual Financial Report (CAFR) was awarded a Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA).

2. Distinguished Budget Presentation Award – For the sixth consecutive year, the Village received the Distinguished Budget Presentation Award from GFOA for the adopted Village budget for FY2016.
3. Completed the Annual Audit – The annual audit was completed and was submitted for consideration for the Government Finance Officers Association’s Award for Excellence in Financial Reporting. For the 2015 annual audit, GASB Statement Number 68, *Accounting and Financial Reporting for Pensions*, was implemented.
4. Completed the Five-Year Forecast – In July, the Five Year Forecast was updated, focusing on the General Fund, Capital Projects Fund, Water & Sewer Fund, and debt and pension liabilities. This year, a Five Year Forecast for the Village Links/Reserve 22 Fund was also prepared.
5. Implemented e-billing for the Village Services Bill.
6. Began the process of automating the accounts payable cycle, which will be completed in 2017.
7. Distributed and filed all Affordable Care Act forms and filings within the required deadlines.
8. Implemented the OpenGov financial transparency platform.
9. Reviewed vehicle sticker fees and vehicle sticker program.
10. Absorbed workload during the maternity leave of a key employee, with minimal impact to services provided.

Goals and Objectives for Calendar Year 2017

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. Maintain AAA rating by maintaining a diverse tax base, strong financial policies and healthy reserves.
2. 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 and the Distinguished Budget Presentation Award.

3. Complete the pre-budget analysis including the following:
 - a. Five year forecast.
 - b. Review and make recommendations to the home rule sales tax, special service assessments, new revenue ideas, and other improvements of Village Financial policies.
4. Implementation of new Government Accounting Standards Board Pronouncements.
5. Complete automation of the accounts payable process.
6. Review fund balance (cash reserve) policy.
7. Review permit and licensing fees to ensure they are commensurate with the cost of providing services and comparable to other communities.
8. Implement enhanced parking payment options for the daily commuter lot.

VILLAGE OF GLEN ELLYN
2017 BL'

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: FINANCE - ADMIN & OPERATIONS

ORG	OBJECT	ACCOUNT DESCRIPTION	2015	2016	2016	2016	2017	2017
			ACTUAL	ORIG BUDGET	REV BUDGET	PROJECTION	BUDGET	% CHG 2016 ORG BUD
122100 FINANCE - ADMIN & OPERATIONS								
122100	510100	SALARIES - PENSIONABLE	\$ 290,956	\$ 302,500	\$ 302,500	\$ 301,000	\$ 315,600	4.3%
122100	510120	SALARIES - NON PENSIONABLE	32,918	27,000	27,000	29,300	29,600	9.6%
122100	510400	FICA TAXES	24,250	25,200	25,200	25,300	26,400	4.8%
122100	510500	IMRF EMPLOYER CONTRIBUTIONS	29,918	32,750	32,750	32,600	32,600	-0.5%
122100	520305	EMPLOYEE RECOGNITION	60	500	500	500	500	0.0%
122100	520600	DUES-SUBSCRIPTIONS-REG FEES	2,686	2,150	2,150	2,100	2,350	9.3%
122100	520620	EMPLOYEE EDUCATION	2,025	2,000	2,000	2,160	3,300	65.0%
122100	520625	TRAVEL	2,061	2,400	2,400	1,150	3,600	50.0%
122100	520650	PUBLIC NOTICES	2,819	2,850	2,850	2,850	2,850	0.0%
122100	520825	AUDIT	30,032	30,035	30,035	30,032	30,535	1.7%
122100	520835	BANKING SERVICES	15,367	14,700	14,700	17,500	18,000	22.4%
122100	520900	POSTAGE & SHIPPING	23,956	28,800	28,800	26,800	28,800	0.0%
122100	520905	PRINTING	1,807	2,160	2,160	1,810	2,160	0.0%
122100	520975	MAINTENANCE-EQUIPMENT	1,740	2,000	2,000	1,740	2,000	0.0%
122100	521055	PROFESSIONAL SERVICES - OTHER	3,775	13,500	13,500	10,675	2,500	-81.5%
122100	521195	TELECOMMUNICATIONS	600	1,800	1,800	600	1,800	0.0%
122100	530100	OFFICE SUPPLIES	2,138	4,000	4,000	4,000	4,000	0.0%
122100	530105	OPERATING SUPPLIES	2,108	2,300	2,300	2,300	2,300	0.0%
122100	580110	EQUIPMENT/CAPITAL OUTLAY	-	37,000	37,000	35,000	7,000	-81.1%
122100	590600	TRANSFER TO INSURANCE - HEALTH	28,677	31,600	31,600	30,500	33,600	6.3%
122100	590610	TRANSFER TO INSURANCE - GEN	2,800	2,800	2,800	2,800	2,200	-21
TOTAL		FINANCE - ADMIN & OPERATIONS	\$ 500,693	\$ 568,045	\$ 568,045	\$ 560,717	\$ 551,695	-2.9%

**FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: ADMINISTRATION & OPERATIONS**

2017 BUDGET

122100 510100 - SALARIES - PENSIONABLE	315,600
FINANCE DIRECTOR	126,700
ASSISTANT FINANCE DIRECTOR	89,800
PAYROLL & ACCOUNTING SPECIALIST	60,200
ACCOUNTS PAYABLE COORDINATOR	38,900
122100 510120 - SALARIES - NON PENSIONABLE	29,600
BUSINESS OFFICE COORDINATOR FOR VILLAGE LINKS/RESERVE 22. COST TO THE GENERAL FUND IS OFFSET BY AN IFT FROM THE VILLAGE LINKS/RESERVE 22	29,600
122100 510400 - FICA TAXES	26,400
122100 510500 - IMRF EMPLOYER CONTRIBUTIONS	32,600
122100 520305 - EMPLOYEE RECOGNITION	500
MISCELLANEOUS EMPLOYEE RECOGNITION EXPENDITURES	500
122100 520600 - DUES-SUBSCRIPTIONS-REG FEES	2,350
ILLINOIS GOVT FINANCE OFFICERS MEMBERSHIP FOR DIRECTOR AND ASST DIRECTOR	420
AMERICAN PAYROLL ASSOCIATION MEMBERSHIP	260
ILLINOIS CPA SOCIETY MEMBERSHIP FOR DIRECTOR	320
GFOA MEMBERSHIP FOR DIRECTOR AND ASST DIRECTOR	350
COMPREHENSIVE ANNUAL FINANCIAL REPORT AWARD APPLICATION FEE	550
BUDGET AWARD APPLICATION FEE	450
122100 520620 - EMPLOYEE EDUCATION	3,300
IGFOA TRAINING SEMINARS	680
PAYROLL SEMINAR	100
IGFOA STATE CONFERENCE FOR DIRECTOR AND ASST DIRECTOR	750
GFOA CONFERENCE FOR DIRECTOR	450
MISC TRAINING	300
GFOA WEBINAR	220
MUNIS CONFERENCE	800

**FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: ADMINISTRATION & OPERATIONS**

	2017 BUDGET
122100 520625 - TRAVEL	3,600
IGFOA CONFERENCE TRAVEL FOR DIRECTOR AND ASST DIRECTOR	1,030
GFOA CONFERENCE TRAVEL FOR DIRECTOR	1,300
MISC TRAVEL COSTS	70
MUNIS CONFERENCE TRAVEL	1,200
122100 520650 - PUBLIC NOTICES	2,850
BUDGET PUBLIC HEARING NOTICE	200
PROPERTY TAX LEVY PUBLIC HEARING NOTICE	650
ANNUAL TREASURER'S REPORT PUBLICATION	2,000
122100 520825 - AUDIT	30,535
ANNUAL AUDIT	30,500
AUDIT CONFIRMATION FEES	35
122100 520835 - BANKING SERVICES	18,000
122100 520900 - POSTAGE & SHIPPING	28,800
ALL GENERAL OUTGOING POSTAGE METERED AT THE CIVIC CENTER	28,000
POSTAL PERMITS	700
MISC FED-EX COSTS	100
122100 520905 - PRINTING	2,160
COVERS AND TABS FOR ANNUAL AUDIT	300
BUSINESS CARDS (AS NEEDED)	60
PRINTING OF ANNUAL BUDGET	1,800
122100 520975 - MAINTENANCE-EQUIPMENT	2,000
POSTAGE MACHINE RENTAL (\$500 PER QUARTER)	2,000
122100 521055 - PROFESSIONAL SERVICES - OTHER	2,500
OPEN GOV FINANCIAL TRANSPARENCY ONLINE PLATFORM	2,500
122100 521195 - TELECOMMUNICATIONS	1,800
CELL PHONE STIPEND FOR DIRECTOR AND ASST DIRECTOR	1,800
122100 530100 - OFFICE SUPPLIES	4,000
MISCELLANEOUS OFFICE SUPPLIES	4,000
122100 530105 - OPERATING SUPPLIES	2,300
CHECK STOCK	1,100
YEAR END TAX FORMS	400
DOCUMENT DESTRUCTION COST	500
MISC OPERATING SUPPLIES	300

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: ADMINISTRATION & OPERATIONS

		2017 BUDGET
122100	580110 - EQUIPMENT/CAPITAL OUTLAY	7,000
	SCANNERS FOR AP AUTOMATION	7,000
122100	590600 - TRANSFER TO INSURANCE - HEALTH	33,600
	HEALTH INSURANCE CONTRIBUTION	33,600
122100	590610 - TRANSFER TO INSURANCE - GEN	2,200
	GENERAL INSURANCE TRANSFER	2,200
TOTAL	FINANCE - ADMIN & OPERATIONS	551,695

VILLAGE OF GLEN ELLEN
2017 BL

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: FINANCE - CASHIERS OFFICE

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
122200 FINANCE - CASHIERS OFFICE								
122200	510100	SALARIES - PENSIONABLE	\$ 66,420	\$ 70,000	\$ 70,000	\$ 70,030	\$ 71,200	1.7%
122200	510120	SALARIES - NON PENSIONABLE	170,184	176,600	176,600	178,000	179,000	1.4%
122200	510400	FICA TAXES	17,775	18,800	18,800	18,900	19,200	2.1%
122200	510500	IMRF EMPLOYER CONTRIBUTIONS	6,720	7,500	7,500	7,500	7,400	-1.3%
122200	520305	EMPLOYEE RECOGNITION	91	300	300	300	350	16.7%
122200	520620	EMPLOYEE EDUCATION	95	475	475	400	475	0.0%
122200	520625	TRAVEL	-	50	50	20	50	0.0%
122200	520835	BANKING SERVICES	446	790	790	650	875	10.8%
122200	520900	POSTAGE & SHIPPING	2,712	3,100	3,100	2,712	3,100	0.0%
122200	520905	PRINTING	6,854	6,345	6,345	6,000	6,795	7.1%
122200	530100	OFFICE SUPPLIES	2,123	3,900	3,900	3,200	3,980	2.1%
122200	530105	OPERATING SUPPLIES	807	4,790	4,790	3,588	4,790	0.0%
122200	590600	TRANSFER TO INSURANCE - HEALTH	16,234	16,300	16,300	16,100	17,400	6.7%
122200	590610	TRANSFER TO INSURANCE - GEN	1,500	1,800	1,800	1,800	1,800	0.0%
TOTAL		FINANCE - CASHIERS OFFICE	\$ 291,960	\$ 310,750	\$ 310,750	\$ 309,200	\$ 316,415	1.8%

**FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE**

**VILLAGE OF GLEN ELLYN
2017 BUDGET**

	2017 BUDGET
122200 510100 - SALARIES - PENSIONABLE	71,200
ACCOUNTS MANAGER	71,200
122200 510120 - SALARIES - NON PENSIONABLE	179,000
FOUR PART-TIME BILLING COORDINATORS	91,900
FOUR PART-TIME ACCOUNTS RECEIVABLE COORDINATORS	87,100
122200 510400 - FICA TAXES	19,200
122200 510500 - IMRF EMPLOYER CONTRIBUTIONS	7,400
122200 520305 - EMPLOYEE RECOGNITION	350
VEHICLE STICKER LUNCH	120
EE RECOGNITION	230
122200 520620 - EMPLOYEE EDUCATION	475
MISC TRAININGS	200
IGFOA TRAINING SEMINARS	200
LEGACY CONFERENCE	75
122200 520625 - TRAVEL	50
MISC MILEAGE REIMBURSEMENTS (LOCAL MEETINGS	50
122200 520835 - BANKING SERVICES	875
DUNBAR COLLECTIONS	875
SERVICE @ 3 TIMES A WEEK PICKUP SPLIT BETWEEN FINANCE, WATER SEWER AND REFUSE.	
122200 520900 - POSTAGE & SHIPPING	3,100
VEHICLE STICKER MAILING	3,100

FUND: GENERAL FUND
DEPARTMENT: FINANCE
ORGANIZATION: CASHIERS OFFICE

2017 BUDGET

122200 520905 - PRINTING	6,795
VEHICLE STICKER FORM PRINTING FOR ANNUAL MAILING	3,200
VEHICLE STICKER COUNTER FORMS	100
NEW RESIDENT APPLICATIONS	180
TRANSFER TAX FORMS	180
TRANSFER TAX REFUND FORMS	100
RETT STAMP DECALS	180
FINAL WATER/CHANGE OF OWNERSHIP	200
CART CHANGEOUT BOOKS	300
DAILY WORK BATCH SLIPS	345
RECEIPT BOOKS	400
YARD/REFUSE/LEAF STICKER SALE BOOKS	810
BUSINESS CARDS	400
BUSINESS LICENSE ANNUAL RENEWAL	400
122200 530100 - OFFICE SUPPLIES	3,980
TONER CARTRIDGES	1,800
COPY PAPER	180
OFFICE SUPPLIES	2,000
CASHIER CASH DRAWER	-
122200 530105 - OPERATING SUPPLIES	4,790
VEHICLE STICKER DECALS	2,300
BUSINESS REGISTRATION DECALS	600
MOTORCYCLE AND DOG TAGS	700
ENVELOPES	900
DEPOSIT SLIPS	90
DUNBAR DEPOSIT BOOK WITH LABELS	200
122200 590600 - TRANSFER TO INSURANCE - HEALTH	17,400
HEALTH INSURANCE CONTRIBUTION	17,400
122200 590610 - TRANSFER TO INSURANCE - GEN	1,800
GENERAL INSURANCE CONTRIBUTION	1,800
TOTAL FINANCE - CASHIERS OFFICE	316,415

VILLAGE OF GLEN ELLYN
FISCAL YEAR 2017 ANNUAL BUDGET
PERSONNEL SCHEDULE

FINANCE DEPARTMENT

<u>Classification</u>	<u>Status</u>	<u>Salary Range*</u>	<u>FY13/14 Budgeted Employees</u>	<u>SY 14 Budgeted Employees</u>	<u>FY15 Budgeted Employees</u>	<u>FY16 Budgeted Employees</u>	<u>FY17 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
Accounting Specialist	FT	I	1.00	1.00	1.00	1.00	1.00
Accounts Payable Coordinator	PT	G	0.60	0.60	0.60	0.60	0.60
Business Office Coordinator ¹	PT	F	-	-	0.45	0.45	0.45
Cashier's Office							
Accounts Manager	FT	J	1.00	1.00	1.00	1.00	1.00
Accounts Receivable Specialist (4)	PT	D	1.80	1.80	1.80	1.80	1.80
Billing Specialist (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)			<u>9.20</u>	<u>9.20</u>	<u>9.65</u>	<u>9.65</u>	<u>9.65</u>
Full-time Number of Positions			4	4	4	4	4
Part-time Number of Positions			14	14	15	15	15

¹ The Business Office Coordinator is a new position in FY15 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, 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 80 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. 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. Under this policy, the Village has a deductible of \$1,000 for most claims. Other insurance paid includes public officials bond, excess crime, and underground storage claims.

Wellness – The Village also has a Wellness Program for its employees. The program includes an annual health screening each fall. The Village covers the cost of the screening for full-time employees and their spouses and retirees and their spouses and covers half of the cost of the screening for part-time employees. Flu shots are offered for free to all employees. Starting in FY13/14, our health insurance pool began paying \$100 of the screening cost for each full time employee and spouse. Employees receive incentives such as premium adjustments for participating in the screening. In 2014, the health insurance pool also began offering wellness incentives based upon the structure of the wellness program and the participation in the annual screening.

VILLAGE OF GLEN ELLYN
2017 BUDGET

FUND: INSURANCE FUND
DEPARTMENT: FINANCE

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
6000 INSURANCE REVENUES								
6000	440600	HEALTH PLAN EMPLOYEE CONTRIB	\$ 421,279	\$ 502,500	\$ 502,500	\$ 431,000	\$ 473,175	-5.8%
6000	440605	HEALTH PLAN RETIREE/OTHER CONT	141,637	141,000	141,000	137,000	173,000	22.7%
6000	440610	HEALTH PLAN CONTRIB - LIBRARY	214,449	220,000	220,000	250,900	268,900	22.2%
6000	440620	HEALTH PLAN CONTRIB - GWA	214,154	195,000	195,000	227,000	258,500	32.6%
6000	460100	INVESTMENT INCOME	13,286	3,500	3,500	3,400	3,500	0.0%
6000	480885	IRMA REFUND	9,880	-	-	-	-	#DIV/0!
6000	489000	MISCELLANEOUS REVENUE	-	23,000	23,000	23,000	27,700	20.4%
6000	490601	IFT / LAW INSURANCE	5,593	7,000	7,000	7,000	7,600	8.6%
6000	490602	IFT/GEN ADMIN INSURANCE	23,577	22,200	22,200	21,900	22,800	2.7%
6000	490603	IFT / IT INSURANCE	13,935	15,400	15,400	15,200	16,200	5.2%
6000	490604	IFT/FINANCE ADMIN INSURANCE	31,476	34,400	34,400	33,300	35,800	4.1%
6000	490605	IFT/ FINANCE - CASHIERS INSURANCE	17,734	18,100	18,100	17,900	19,200	6.1%
6000	490606	IFT/ PW ADMIN & ENG INSURANCE	62,894	66,700	66,700	58,200	70,600	5.8%
6000	490608	IFT/ EQUIPMENT SERV INSURANCE	59,769	62,600	62,600	60,400	63,500	1.4%
6000	490609	IFT/ BUILDING INSURANCE	56,643	70,000	70,000	72,900	84,900	21.3%
6000	490610	IFT/ PW STREETS	90,406	91,500	91,500	92,400	118,200	29.2%
6000	490611	IFT/ PW FORESTRY INSURANCE	76,636	80,000	80,000	78,700	86,900	8.6%
6000	490612	IFT/FACILITIES MAINT INSURANCE	10,454	12,700	12,700	19,100	38,000	199.2%
6000	490613	IFT/ POLICE ADMIN INSURANCE	121,096	140,400	140,400	109,800	118,400	-15.7%
6000	490614	IFT/ POLICE OPERATIONS INSURANCE	505,777	525,100	525,100	509,900	521,800	-0.6%
6000	490616	IFT/PLANNING INSURANCE	42,840	42,500	42,500	44,100	51,500	21.2%
6000	490617	IFT / ECONOMIC DEVELOPMENT	1,100	1,500	1,500	1,500	1,300	-13.3%
6000	490618	IFT/ PARKING INSURANCE	800	900	900	900	700	-22.2%
6000	490619	IFT/ POLICE INVEST INSURANCE	83,485	91,200	91,200	82,500	91,900	0.8%
6000	490620	IFT/ WATER DIVISION INSURANCE	127,602	138,400	138,400	128,900	145,100	4.8%
6000	490622	IFT/ SEWER DIVISION INSURANCE	105,952	114,400	114,400	105,200	116,700	2.0%
6000	490624	IFT/ RECREATION INSURANCE	155,380	181,200	181,200	184,840	223,500	23.3%
6000	490625	IFT/ FIRE INSURANCE	196,400	205,300	205,300	205,300	206,400	0.5%
TOTAL		INSURANCE REVENUES	\$ 2,804,235	\$ 3,006,500	\$ 3,006,500	\$ 2,922,240	\$ 3,245,775	8.0%
60000 INSURANCE EXPENDITURES								
60000	520870	RISK MANAGEMENT	\$ 12,088	\$ 9,600	\$ 9,600	\$ 9,736	\$ 8,900	-7.3%
60000	520885	LIABILITY INSURANCE - MICA	602,755	652,300	652,300	618,774	657,850	0.9%
60000	520893	WELLNESS/HEALTH INCENTIVES	10,814	23,000	23,000	23,000	27,700	20.4%
60000	520895	INSURANCE-HOSPITAL GROUP LIFE	2,187,668	2,303,500	2,303,500	2,318,000	2,549,500	10.7%
TOTAL		INSURANCE EXPENDITURES	\$ 2,813,325	\$ 2,988,400	\$ 2,988,400	\$ 2,969,510	\$ 3,243,950	8.6%
TOTAL		INSURANCE FUND	\$ (9,090)	\$ 18,100	\$ 18,100	\$ (47,270)	\$ 1,825	-89.9%

Available Cash Analysis

Available, January 1, 2016	\$ 1,335,400
Preliminary FY2016 inflow / (outflow)	\$ (47,270)
Budgeted FY2017 inflow / (outflow)	\$ 1,825
Projected Available, December 31, 2017	\$ 1,289,955

2017 BUDGET

6000 INSURANCE REVENUES	
6000 440600 - HEALTH PLAN EMPLOYEE CONTRIBUTION	473,175
VILLAGE EMPLOYEE CONTRIBUTION	341,750
LIBRARY EMPLOYEE CONTRIBUTION	66,800
GWA EMPLOYEE CONTRIBUTION	64,625
6000 440605 - HEALTH PLAN RETIREE/OTHER CONT	173,000
RETIREE PAYMENTS FOR HEALTH INSURANCE	173,000
6000 440610 - HEALTH PLAN CONTRIBUTION - LIBRARY	268,900
LIBRARY HEALTH INSURANCE CONTRIBUTION	268,900
6000 440620 - HEALTH PLAN CONTRIBUTION - GWA	258,500
GWA HEALTH INSURANCE CONTRIBUTION	258,500
6000 460100 - INVESTMENT INCOME	3,500
6000 489000 - MISCELLANEOUS REVENUE	27,700
WELLNESS INCENTIVE REIMBURSEMENT FROM INSURANCE POOL	27,700
6000 490601 - IFT / LAW INSURANCE	7,600
HEALTH INSURANCE CONTRIBUTION	6,400
GENERAL INSURANCE CONTRIBUTION	1,200
6000 490602 - IFT/GEN ADMIN INSURANCE	22,800
HEALTH INSURANCE CONTRIBUTION	19,700
GENERAL INSURANCE CONTRIBUTION	3,100
6000 490603 - IFT / IT INSURANCE	16,200
HEALTH INSURANCE CONTRIBUTION	14,000
GENERAL INSURANCE CONTRIBUTION	2,200
6000 490604 - IFT/FINANCE ADMIN INSURANCE	35,800
HEALTH INSURANCE CONTRIBUTION	33,600
GENERAL INSURANCE CONTRIBUTION	2,200
6000 490605 - IFT/ FINANCE - CASHIERS INSURANCE	19,200
HEALTH INSURANCE CONTRIBUTION	17,400
GENERAL INSURANCE CONTRIBUTION	1,800
6000 490606 - IFT/ PW ADMIN & ENG INSURANCE	70,600
HEALTH INSURANCE CONTRIBUTION	62,600
GENERAL INSURANCE CONTRIBUTION	8,000
6000 490608 - IFT/ EQUIPMENT SERV INSURANCE	63,500
HEALTH INSURANCE CONTRIBUTION	50,900
GENERAL INSURANCE CONTRIBUTION	12,600

**FUND: INSURANCE FUND
DEPARTMENT: FINANCE**

VILLAGE OF GLEN ELLYN
2017 BUDGET

	2017 BUDGET
6000 490609 - IFT/ BUILDING INSURANCE	84,900
HEALTH INSURANCE CONTRIBUTION	76,200
GENERAL INSURANCE CONTRIBUTION	8,700
6000 490610 - IFT/ PW STREETS	118,200
HEALTH INSURANCE CONTRIBUTION	57,100
GENERAL INSURANCE CONTRIBUTION	61,100
6000 490611 - IFT/ PW FORESTRY INSURANCE	86,900
HEALTH INSURANCE CONTRIBUTION	44,800
GENERAL INSURANCE CONTRIBUTION	42,100
6000 490612 - IFT/FACILITIES MAINT INSURANCE	38,000
HEALTH INSURANCE CONTRIBUTION	31,300
GENERAL INSURANCE CONTRIBUTION	6,700
6000 490613 - IFT/ POLICE ADMIN INSURANCE	118,400
HEALTH INSURANCE CONTRIBUTION	105,300
GENERAL INSURANCE CONTRIBUTION	13,100
6000 490614 - IFT/ POLICE OPERATIONS INSURANCE	521,800
HEALTH INSURANCE CONTRIBUTION	428,200
GENERAL INSURANCE CONTRIBUTION	93,600
6000 490616 - IFT/PLANNING INSURANCE	51,500
HEALTH INSURANCE CONTRIBUTION	49,200
GENERAL INSURANCE CONTRIBUTION	2,300
6000 490617 - IFT / ECONOMIC DEVELOPMENT	1,300
GENERAL INSURANCE CONTRIBUTION	1,300
6000 490618 - IFT/ PARKING INSURANCE	700
GENERAL INSURANCE CONTRIBUTION	700
6000 490619 - IFT/ POLICE INVESTIGATIONS INSURANCE	91,900
HEALTH INSURANCE CONTRIBUTION	71,200
GENERAL INSURANCE CONTRIBUTION	20,700
6000 490620 - IFT/ WATER DIVISION INSURANCE	145,100
HEALTH INSURANCE CONTRIBUTION	86,600
GENERAL INSURANCE CONTRIBUTION	58,500
6000 490622 - IFT/ SEWER DIVISION INSURANCE	116,700
HEALTH INSURANCE CONTRIBUTION	72,700
GENERAL INSURANCE CONTRIBUTION	44,000
6000 490624 - IFT/ RECREATION INSURANCE	223,500
HEALTH INSURANCE CONTRIBUTION	146,900
GENERAL INSURANCE CONTRIBUTION	76,600

**FUND: INSURANCE FUND
DEPARTMENT: FINANCE**

		2017 BUDGET
	6000 490625 - IFT/ FIRE INSURANCE	206,400
	GENERAL INSURANCE CONTRIBUTION	206,400
TOTAL	INSURANCE REVENUES	3,245,775
	60000 INSURANCE EXPENDITURES	
	60000 520870 - RISK MANAGEMENT	8,900
	EMPLOYEE DRUG TESTING	3,400
	SAFETY PROGRAM	1,000
	EMPLOYEE ASSISTANCE PROGRAM	2,700
	MISC EXPENSES (INDEPENDENT MEDICAL EVAL MICA TRAVEL	1,800
	 60000 520885 - LIABILITY INSURANCE - MICA	 657,850
	MICA PREMIUM FOR LIABILITY AND WORKERS COMPENSATION INSURANCE. ASSUMES A 4% INCREASE IN PREMIUM DEDUCTIBLE PAYMENTS	 634,650 17,000
	PUBLIC OFFICIALS BOND	1,000
	EXCESS CRIME INSURANCE	1,200
	UNDERGROUND STORAGE TANK INSURANCE	4,000
	 60000 520893 - WELLNESS/HEALTH INCENTIVES	 27,700
	WELLNESS SCREENING EXPENSES	5,000
	WELLNESS INCENTIVES	18,100
	OTHER WELLNESS EVENTS/ACTIVITIES	1,000
	HEALTHY OPTIONS ONLINE WELLNESS PORTAL	3,600
	 60000 520895 - INSURANCE-HOSPITAL GROUP LIFE	 2,549,500
	SWAHM HEALTH INSURANCE COSTS - INCLUDES 3% INCREASE TO PREMIUM IN JULY 2017 FSA AND COBRA ADMINISTRATION MISCELLANEOUS EXPENSES	 2,546,000 2,500 1,000
TOTAL	INSURANCE EXPENDITURES	3,243,950

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 –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 Fiscal Year 2017, we are budgeting a \$1.613 million contribution. This is in anticipation of lowering the investment return assumption which will increase the required contribution to the fund. The contribution is made from the Village’s General Fund to the Police Pension 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 37 beneficiaries receiving a monthly police pension from the Glen Ellyn Police Pension Fund at an estimated cost of about \$2.12 million for FY17.

FUND: POLICE PENSION FUND
DEPARTMENT: FINANCE

ORG	OBJECT	ACCOUNT DESCRIPTION	2015 ACTUAL	2016 ORIG BUDGET	2016 REV BUDGET	2016 PROJECTION	2017 BUDGET	2017 % CHG 2016 ORG BUD
9000 POLICE PENSION REVENUES								
9000	440700	POLICE PENSION EE CONTRIBUTION	\$ 344,953	\$ 362,000	\$ 362,000	\$ 345,000	\$ 340,000	-6.1%
9000	460100	INTEREST INCOME	194	200	200	8,000	8,000	3900.0%
9000	460700	INVESTMENT INCOME - FIXED INC	456,529	300,000	300,000	465,000	400,000	33.3%
9000	460710	INVESTMENT INCOME-DIV/CAP	136,753	50,000	50,000	100,000	100,000	100.0%
9000	460725	REALIZED GAIN/LOSS ON INVESTME	38,170	40,000	40,000	1,121,000	40,000	0.0%
9000	460730	UNREALIZED GAIN/LOSS ON INV	(589,338)	1,000,000	1,000,000	305,000	1,200,000	20.0%
9000	490700	TRANSFER TO POLICE PENSION	1,153,000	1,292,000	1,692,000	1,692,000	1,613,000	24.8%
TOTAL		POLICE PENSION REVENUE	\$ 1,540,261	\$ 3,044,200	\$ 3,444,200	\$ 4,036,000	\$ 3,701,000	21.6%
90000 POLICE PENSION EXPENDITURES								
90000	520600	DUES-SUBSCRIPTIONS-REG FEES	\$ 975	\$ 2,000	\$ 2,000	\$ 1,100	\$ 2,000	0.0%
90000	520605	ASSOCIATION DUES	795	800	800	800	800	0.0%
90000	520610	STATE OF IL FILING FEE	4,976	5,100	5,100	5,223	5,300	3.9%
90000	520625	TRAVEL	1,518	1,000	1,000	1,500	1,500	50.0%
90000	520700	LEGAL - GENERAL COUNSEL	-	500	500	500	500	0.0%
90000	520800	INVESTMENT MANAGER/ADVISOR	36,582	41,000	41,000	40,000	50,000	22.0%
90000	520815	CUSTODIAL ACCOUNT FEES	17,539	18,500	18,500	17,500	18,500	0.0%
90000	520820	ACTUARIAL FEES	1,450	1,500	1,500	1,600	5,000	233.3%
90000	520830	ACCOUNTING SERVICES FEES	575	575	575	575	600	4.3%
90000	520880	FIDUCIARY INSURANCE	4,344	4,600	4,600	4,451	4,700	2.2%
90000	521055	PROFESSIONAL SERVICES - OTHER	-	-	-	150	-	0.0%
90000	521205	SERVICE PENSIONS	1,472,632	1,600,000	1,600,000	1,663,000	1,800,000	12
90000	521210	DUTY DISABILITY PENSIONS	130,835	133,000	133,000	164,000	165,000	2
90000	521215	SURVIVING SPOUSE PENSION	156,378	157,000	157,000	147,000	150,000	-4.5%
90000	521220	EMPLOYEE CONTRIBUTION REFUND	2,891	30,000	30,000	6,000	30,000	0.0%
TOTAL		POLICE PENSION EXPENDITURES	\$ 1,831,489	\$ 1,995,575	\$ 1,995,575	\$ 2,053,399	\$ 2,233,900	11.9%
TOTAL		POLICE PENSION FUND	\$ (291,229)	\$ 1,048,625	\$ 1,448,625	\$ 1,982,601	\$ 1,467,100	39.9%

Available Cash Analysis

Available, January 1, 2016	\$ 25,797,118
Preliminary FY2016 inflow / (outflow)	\$ 1,982,601
Budgeted FY2017 inflow / (outflow)	\$ 1,467,100
Projected Available, December 31, 2017	<u>\$ 29,246,819</u>

**FUND: POLICE PENSION FUND
DEPARTMENT: FINANCE**

VILLAGE OF GLEN ELLYN
2017 BUDGET

		2017 BUDGET
9000 POLICE PENSION REVENUES		
9000 440700 - POLICE PENSION EE CONTRIBUTION		340,000
PROJECTS A SMALL DECREASE IN CONTRIBUTIONS DUE TO RETIREMENTS/TURNOVER		340,000
9000 460100 - INTEREST INCOME		8,000
CONSERVATIVE BUDGET ESTIMATE BASED UPON 2016 ESTIMATED ACTUAL RESULTS		8,000
9000 460700 - INVESTMENT INCOME - FIXED INC		400,000
ESTIMATE BASED ON 2016 ESTIMATED ACTUAL AND ACHIEVING A 6.5% RETURN FOR 2017		400,000
9000 460710 - INVESTMENT INCOME-DIV/CAP		100,000
ESTIMATED BASED UPON ANTICIPATED 2016 ESTIMATED ACTUAL RESULTS AND ACHIEVING A 6.5% RETURN FOR 2017		100,000
9000 460725 - REALIZED GAIN/LOSS ON INVESTME		40,000
BASED ON HISTORICAL RESULTS		40,000
9000 460730 - UNREALIZED GAIN/LOSS ON INV		1,200,000
BASED UPON ACHIEVING A 6.5% INVESTMENT RETURN		1,200,000
9000 490700 - TRANSFER TO POLICE PENSION		1,613,000
BASED UPON INVESTMENT RETURN OF 6.5% AND SALARY ASSUMPTION OF 5%		1,613,000
TOTAL POLICE PENSION REVENUES		3,701,000
90000 POLICE PENSION EXPENDITURES		
90000 520600 - DUES-SUBSCRIPTIONS-REG FEES		2,000
TRAINING FOR TRUSTEES REQUIRED BY ILLINOIS STATUTES		2,000
90000 520605 - ASSOCIATION DUES		800
ILLINOIS PUBLIC PENSION FUND ASSOC MEMBERSHIP WHICH ALLOWS TRUSTEES TO ATTEND TRAINING AT REDUCED RATES		800
90000 520610 - STATE OF IL FILING FEE		5,300
FEE FOR SUBMISSION OF ANNUAL REPORT TO THE ILLINOIS DEPARTMENT OF INSURANCE		5,300

FUND: POLICE PENSION FUND
DEPARTMENT: FINANCE

	2017 BUDGET
90000 520625 - TRAVEL	1,500
COVERS TRAVEL EXPENSES FOR TRUSTEES WHILE AT REQUIRED TRAINING	1,500
90000 520700 - LEGAL - GENERAL COUNSEL	500
INCIDENTAL LEGAL EXPENSES	500
90000 520800 - INVESTMENT MANAGER/ADVISOR	50,000
THE PENSION FUND RETAINS AN INVESTMENT ADVISOR TO MANAGE THE FUND'S INVESTMENTS POTENTIAL NEW ADVISOR IN 2017	50,000
90000 520815 - CUSTODIAL ACCOUNT FEES	18,500
MB FINANCIAL IS THE CUSTODIAL ACCOUNT FOR THE FUND WHICH CHARGES A QUARTERLY CUSTODIAL FEE	18,500
90000 520820 - ACTUARIAL FEES	5,000
ENROLLED ACTUARY ENGAGED TO CALCULATE THE ANNUAL CONTRIBUTION TO PENSION FUND AND PROVIDE REQUIRED INFO FOR ANNUAL AUDIT	5,000
90000 520830 - ACCOUNTING SERVICES FEES	600
PREPARATION OF ANNUAL REPORT SUBMITTED TO THE DEPARTMENT OF INSURANCE	600
90000 520880 - FIDUCIARY INSURANCE	4,700
ANNUAL INSURANCE PREMIUM - BASED OF PRIOR YEAR INCREASES OF 5-6%	4,700
90000 521205 - SERVICE PENSIONS	1,800,000
INCLUDES KNOWN PENSION PAYMENTS AN ESCALATOR FOR ANY NEW RETIREMENTS	1,800,000
90000 521210 - DUTY DISABILITY PENSIONS	165,000
ESTIMATED DUTY DISABILITY PENSION PAYMENTS FOR 2017. ASSUMES NO NEW OCCURRENCES	165,000
90000 521215 - SURVIVING SPOUSE PENSION	150,000
SURVIVING SPOUSE PENSION COSTS; ASSUMES NO NEW PENSIONS IN 2017	150,000
90000 521220 - EMPLOYEE CONTRIBUTION REFUND	30,000
CONTRIBUTION REFUNDS REQUIRED BY STATUTES. REFUNDS HAVE RANGED FROM \$20- -\$74,000 DEPENDENT ON NUMBER OF REQUESTS.	30,000
TOTAL POLICE PENSION EXPENDITURES	2,233,900