



1415 W. Diehl Road, Suite 400
Naperville, Illinois 60563

630.566.8400 // www.sikich.com

Certified Public Accountants & Advisors
Members of American Institute of Certified Public Accountants

April 3, 2017

The Honorable President
Members of the Board of Trustees
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302

Ladies and Gentlemen:

This will confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide to the Village of Oak Park, Illinois (the Village).

First, it is important that you understand that our services will not satisfy any requirements for an audit in accordance with generally accepted auditing standards. We are accepting this engagement as accountants and consultants rather than as auditors. Therefore, we request that you do not record this as an audit engagement in your minutes and other memoranda.

The services we are proposing to be provided are included in Attachment A. We can provide these services upon the return of this engagement letter signed and on mutually agreeable dates at the Village's offices or remote assistance as requested.

The nonattest services described herein are performed under the requirements set forth in Section 101 of the AICPA Code of Professional Conduct. To ensure independence is maintained, professional standards require us to document that you understand and accept certain responsibilities. Management of the Village acknowledges their responsibility in fact and appearance to make informed judgments on the results of the services described above and in the attached listing. Mr. Steven Drazner, Chief Financial Officer, has been designated as the responsible party for oversight of the services being provided, including monitoring of the performance of the procedures to make sure that management's objectives are being met. Management also will evaluate adequacy of procedures performed and review and approve findings resulting therefrom. Management also will make any decisions involving management functions related to the performance of services indicated and will accept full responsibility for such services. Management will also establish and maintain internal controls, including monitoring ongoing activities.

The services as described above will be provided by Accounting Services Staff, Rebekah Flakus, a staff accountant and a staff accountant, under the direct supervision of Dan Berg, engagement partner. Assistance to be provided by your personnel will be coordinated with Steven Drazner.

Our fees for these services will be based on actual time spent on the engagement at an hourly rate of \$100 for the staff accountant, Rebekah Flakas, \$135 for the senior accountant, \$175 for the manager, if needed, and an hourly rate of \$305 for supervision and review by the engagement partner. These rates are effective through October 27, 2017 and are subject to change after this date. Services will be invoiced to you from time to time as work progresses. In accordance with Illinois Compiled Statutes, payments for all services are due within sixty days of receipt of an invoice. We anticipate that Rebekah will be the primary Sikich personnel assigned to your engagement. Should the need arise, we would assign other individuals as agreed to by the Village.

We appreciate the opportunity to be of service to the Village and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described above, please sign one copy of this letter in the space provided and return it to us.

Sincerely,


Daniel A. Berg (Apr 10, 2017)

By: Daniel A. Berg, CPA
Partner
On Behalf of Sikich LLP

Response:

This letter correctly sets forth the understanding of the Village of Oak Park.

By: _____

Title: _____

Date: _____

Appendix A

Village of Oak Park Proposed Accounting Services

Objective

Perform agreed upon accounting services as determined and directed by the Village's Chief Financial Officer to assist the Village in maintaining the accuracy and integrity of its accounting information by performing the assigned duties of the Village's Accountant position during a transition period.

Scope of Services

1. Assisting Finance/HR with the conversion of ADP payroll and PeopleSoft HR data to BS&A
2. Performing routine day-to-day accounting and financial reporting, but not posting journal entries or preparing source documents
3. Customer service when a supervisor is needed (if CFO not present)
4. Assisting with FY18 budget (2nd half of 6 month assignment)

Deliverables

Hard copies and electronic copies of any and all documents worked on for the Village. Electronic copies will be provided in Word, Excel or another format approved by the Village.