

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village Council Meeting**  
**1/21/2025**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Addendum to Professional Services Agreement with Lauterbach & Amen, LLP for GASB 74/75 Actuarial Services	Robin Lahey Director of Finance

**SYNOPSIS**

A resolution approving an addendum to the professional services agreement with Lauterbach & Amen, LLP of Naperville has been prepared. The addendum adds GASB 74/75 actuarial services to the professional services agreement, which is required for the Village's year-end audit work.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2023-2025 include *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY25 Budget provides \$6,000 in the Health Fund for this service. Costs for future years will be budgeted accordingly.

**RECOMMENDATION**

Approval on the January 21, 2025 consent agenda.

**BACKGROUND**

Governmental Accounting Standards Board (GASB) 74 & 75 are required to address accounting and financial reporting for Other Post Employment Benefit (OPEB) plans that are provided to employees of state and local governmental employers. Lauterbach & Amen, LLP has been providing GASB 74/75 actuarial services for the Village of Downers Grove's OPEB trust since its inception in 2019. In September 2023 the Village of Downers Grove entered into a contract with Lauterbach & Amen, LLP for certain auditing services however, GASB 74/75 actuarial services were not incorporated into the contract at that time. This addendum incorporates these services into the original contract for fiscal years 2024 – 2027.

**ATTACHMENTS**

Resolution  
Addendum

**RESOLUTION NO. \_\_\_\_****A RESOLUTION AUTHORIZING EXECUTION OF A FIRST ADDENDUM TO THE  
CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND LAUTERBACH & AMEN, LLP**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain First Addendum (the "Agreement"), between the Village of Downers Grove (the "Village") and Lauterbach & Amen, LLP ("Lauterbach"), for certain auditing services, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

---

Mayor

Passed:

Attest: \_\_\_\_\_

Village Clerk

**FIRST ADDENDUM TO THE CONTRACT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
LAUTERBACH & AMEN, LLP**

The Village of Downers Grove, Illinois ("Village") and Lauterbach & Amen, LLP ("Lauterbach") entered into a contract for certain auditing services on or about September 19, 2023 ("Agreement"). The parties desire to amend the Agreement to add additional services under the following terms:

1. The Agreement is hereby amended to include the services identified by the letter from Lauterbach to the Village dated December 5, 2024, a copy of which is attached hereto as Exhibit A, and incorporated herein by reference ("Additional Services").
2. The costs for the Additional Services shall be as set forth in Exhibit A.
3. All other terms from the Agreement remain in full force and effect.

**VILLAGE OF DOWNERS GROVE**

**LAUTERBACH & AMEN, LLP**

Todd A. Schum

Attest:

Title: Partner

Rosa Berardi, Village Clerk

Date: 1/7/2025

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


**Lauterbach & Amen, LLP**

CERTIFIED PUBLIC ACCOUNTANTS

668 N. RIVER ROAD • NAPERVILLE, ILLINOIS 60563

PHONE 630.393.1483 • FAX 630.393.2516

[www.lauterbachamen.com](http://www.lauterbachamen.com)

December 5, 2024

Members of the Board of Trustees  
 Village of Downers Grove  
 801 Burlington Avenue  
 Downers Grove, Illinois 60515

We are pleased to confirm our acceptance and understanding of the services we will provide for the Village of Downers Grove for the fiscal years ending December 31, 2024 through December 31, 2027. It is our understanding that Lauterbach & Amen, LLP will prepare the GASB 74/75 Actuarial Valuation for the Village.

You agree to assume all management responsibilities for the actuarial services we provide; you will oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; you will evaluate the adequacy and results of the services and will accept responsibility for them.

Lauterbach & Amen, LLP does not assume any management responsibilities for the Village. These services cannot be relied upon to detect errors, irregularities, or illegal acts that may exist. However, we will inform you of any such matters that may come to our attention.

#### Costs for our services are as follows:

	Fiscal Year Ended	Fiscal Year Ended	Fiscal Year Ended	Fiscal Year Ended
Annual Actuarial Reports	12/31/2024	12/31/2025	12/31/2026	12/31/2027
• Preparation of GASB 74/75 Actuarial Valuation*	\$6,340	\$1,730	\$6,860	\$1,880
• Preparation of Audit Friendly Exhibits	Included	Included	Included	Included
<b>Total Annual Actuarial Reports</b>	<b>\$6,340</b>	<b>\$1,730</b>	<b>\$6,860</b>	<b>\$1,880</b>

\*All GASB 74/75 reporting will follow a biennial reporting cycle and for all fiscal year ends where a full-valuation is not required, we will prepare financial statement entries based on a limited actuarial report. The limited actuarial report will not require updating of participant or medical information but will be run at the most recently available discount rate required by the GASB 74/75 standards. If, for any reason, the Village or auditors require a full-valuation vs. the limited actuarial report, updating of all participant and medical information will be required and the fee for a full valuation will be charged.

#### Out of Scope Services:

Out of scope services will be billed on a time and charges basis. The hourly rate for out of scope services is \$275 per hour. We will provide an estimate of costs for any out of scope services when the service is requested and the scope is defined. You will not be charged any additional costs under this section unless written approval, including email confirmation, is provided ahead of time.

In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Please be advised that we will charge interest on late invoices over sixty days.

Either party may terminate our engagement at any time for any reason upon thirty (30) days written notice to the other. Subcontracting will be disclosed to the Village's Board of Trustees prior to beginning work. This agreement shall be governed by and construed in accordance with the laws of the State of Illinois.

We appreciate the opportunity to be of service to the Village of Downers Grove 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 in this letter, please indicate your acceptance by signing below and returning it to us.

Cordially,

*Lauterbach & Amen, LLP*

Lauterbach & Amen, LLP

---

**RESPONSE:**

This letter correctly sets forth the understanding of the Village of Downers Grove:

Accepted by: \_\_\_\_\_

Title: \_\_\_\_\_