



VILLAGE OF
LEMONT

**FINANCIAL POLICIES
AND PROCEDURES**

ADOPTED NOVEMBER 2021

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Section 1 - Budget Policy

1:10 Village Mission Statement

The Village of Lemont is dedicated to promoting and preserving the character of the community and ensuring a high quality of life through professional public service provided in a friendly, consistent, and fiscally responsible manner, emphasizing the best interest of the community as a whole.

1:20 Budget Principles

The Village of Lemont Budget Policy is based on a set of fundamental principles designed to maintain an organization with a strong financial condition and a proactive approach to serving the needs of its citizens. Adherence to these principles will enable the Village to provide services in a cost-effective manner in both good times and in periods of sustained economic downturn and uncertainty. These principles include:

1. The Village budget shall reflect a long-term perspective and incorporate policies and management strategies to achieve the Village's long-term goals.
2. The Village budget process shall identify broad organizational goals and link the departmental spending plans directly to the accomplishment of these goals.
3. The Village shall publish an annual budget which serves as a communication tool, demonstrating the Village's accountability for the sources and uses of public funds and providing an operations guide to assist personnel in the responsible management and application of these resources.
4. The focus of budget decisions will be on results and outcomes. The Village will continually monitor its financial condition, performance relative to the adopted budget, and stakeholder satisfaction with programs and services and make adjustments as needed.
5. The budget shall be designed to promote involvement from citizens, staff, local businesses and other interested stakeholders. The annual budget shall be provided in its entirety on the Village's website, and the Village will annually exceed statutory requirements for public discussion and deliberation on the budget.
6. The budget will be prepared on the current financial resource's measurement focus for all funds, using the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for enterprise and internal service funds.

1:30 Budget Process

The Village of Lemont has adopted the budget system for managing Village finances in accordance with Illinois Compiled Statutes 65 ILCS 5/8-2-9.1-10 as documented in Ordinance 0-23-11. The budget process consists of activities that encompass the development, implementation and evaluation of the budget process, including:

1. *Strategic Plan* – The Mayor, Village Board and Village Administrator will establish broad goals that provide overall direction for the government. This will be completed at the beginning of each budget cycle. These goals will serve as a framework for decision making. The strategic plan shall include the identification of opportunities and challenges for government services, capital assets, and management.
2. *Budget Preparation* – in accordance with Illinois Compiled Statutes, the Mayor shall appoint a Budget Officer. The Budget Officer is responsible for coordinating the overall preparation and administration of the Village budget. The Department Heads have primary responsibility for formulating budget proposals that support the priorities and direction provided by the Village Board. The Budget Officer will assist the Department Heads in identifying budget problems, formulating solutions and alternatives, and implementing any necessary corrective actions.
3. *Balanced Budget* – the Village shall adopt a balanced operating budget, which is defined as a budget where projected revenues are equal to budgeted expenditures within the current fiscal period. Capital projects funds and other projects funded from existing resources (e.g., fund balances) are excluded from this policy.
4. *Performance Budgeting* – performance measures will be utilized and reported in department budgets. The measures will tie to the specific goals for the department as well as to the overall strategic goals of the Village. The Village will prepare historical trends and comparisons to other municipalities and use other financial management tools to monitor and improve Village services.
5. *Budget Calendar* – the Village Board of Trustees shall adopt a Budget Ordinance, including a budget for all funds utilized by the Village, before the beginning of each fiscal year, in accordance with the following timeframe:
 - a. Strategic Planning Session- the Mayor, Village Board of Trustees, Village Administrator, and Department Heads will attend a strategic planning session to outline long-term goals and provide overall direction for the Village. This will be held in December.
 - b. Department Head Budget Memo- the Budget Officer prepares a Department Head Budget Memo, outlining the Village’s strategic goals and informing the departments

of the upcoming budget requirements. This will be distributed to the Department Heads by December 31.

- c. Budget Kick-Off Meeting- the Finance Department hosts a budget kick off meeting. The meeting includes instructions on entering in estimates for the current budget year and department requests. Additionally, new personnel forms are distributed. Completed forms and budget entries are due to the Finance by early January.
- d. Capital Planning Meeting- An access database has been created for the Village of Lemont 5-year capital plan. The Finance Department sends out the updated Access file to all departments. Departments entered their requests for Capital over the next five years. The Budget Officer meets with the Village Engineer, Community Development staff and Public Works staff to review the proposed capital projects for the next fiscal year and as well as the 5-year capital project plan. This meeting will be held by January 31.
- e. Committee of the Whole Meeting (Budget Guidance and Fiscal Update)- the Budget Officer and Finance Director will present the initial budget estimates, revenue projections, and capital project plans for discussion by the committee at the February meeting.
- f. The Capital Plan Resolution – the Village Board will approve the capital plan by early March.
- g. Department Head Budget Session- in February the Budget Officer will meet with the Department Heads to review initial budget projections and seek input from Department Heads. This meeting can be combined with the Finance Committee meeting.
- h. Finance Committee Meeting- the Budget Officer presents the proposed budget to the Finance Committee for review by early March.
- i. Committee of Whole Meeting (Tentative Budget)- the Budget Officer presents the tentative budget for discussion at the Committee of the Whole meeting in March.
- j. Public Inspection- the Village will announce that the tentative budget is available for public inspection, available on the Village’s website in mid-March. The Village is required to make this available for public review for a minimum of 10 days.
- k. Public Hearing- the Village will conduct a public hearing on the budget in mid-March. Notice of this hearing will be published at least 10 days prior to the hearing, not more than 14 days.
- l. Board Approval- the Budget Officer will present the final budget to the Board of Trustees by April 30 for approval.

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- m. County Clerk Filing- the Village shall file a certified copy of the budget with the County Clerk’s office for the counties of Cook, DuPage, and Will within 30 days of the adoption of the budget ordinance.
6. *Budget Monitoring* – the Finance Department will maintain a system for monitoring the Village’s budget performance. Interim financial reports comparing actual experience against budgeted revenues and expenditures in the current fiscal period shall be distributed and reviewed with the Village Board on a quarterly basis. The Finance Department will also provide monthly reports comparing actual experience with budgeted revenues and expenditures in the current fiscal period to Department Heads. The Department Heads have primary responsibility for ensuring their departments stay within their annual adopted budget.
7. *Budget Adjustments and Amendments* – during the course of the year, the Village may determine that a significant individual purchase or other unplanned event may cause a budgeted account to exceed the budgeted amount. The Village may adjust the original budget using one of the following methods:
- a. Budget adjustment – this involves a reallocation of existing appropriations and does not change the Fund’s overall budget. In accordance with the budget officer ordinance adopted by the Village, the Department Heads are authorized to delete, add to, change or create subclasses within object classes budgeted previously to the department, subject to the prior approval of the Budget Officer and the Village Administrator, or the Mayor, in the event the Village Administrator is the Budget Officer.
 - b. Budget amendment – this provides an addition to or reduction of existing budget authority which results in a change to the Fund’s bottom line. This type of change requires an ordinance that amends the original budget and states the sources of funding for the incremental for the change. At least quarterly, the Budget Officer will determine whether or not he/she needs to prepare a formal ordinance amending the budget.
8. *Distinguished Budget Presentation* – the Village will seek to prepare its budget based on the requirements of the Government Finance Officers Association’s (GFOA) Budget Presentation Award program.

1:40 Revenue Policies¹

The Village must be sensitive to the balance between the need for services and the Village’s ability to raise fees, charges, and taxes to support those services. The Village revenue estimates are to be conservatively forecasted and include the following principles:

1. *Mix of revenues* - the Village should strive to maintain a stable and diverse mix of revenues in order to balance the sources of revenue and protect against short-term fluctuations in any one revenue source.

2. *Charges for services* - the Village shall have fees for services that benefit specific users established in such a manner which fully supports all direct and indirect costs associated with providing the service. Departments that impose fees or service charges should prepare and periodically (i.e., annually) update cost-of-service studies for such services.
3. *One-time revenues* - the Village shall avoid the use of one-time or otherwise intermittent revenues to support on-going operational costs.
4. *Grant Agreements* - the Village shall explore the award of various local, State and/or Federal grants to support one-time capital or non-recurring expenditures. Prior to application and again prior to acceptance, the Village will review the grant agreement to ensure matching requirements are reasonable and attainable and ensure compliance with regulatory requirements is possible.
5. *Monitoring changes* - the Village will monitor changes in key revenues on, at a minimum, a quarterly basis, and report on significant changes in collections or emerging trends.

1:50 Operating Expenditure Policies¹

It is important that the Village maintain an adequate and effective cost analysis and containment program.

1. *Public Stewardship* – the Village shall maintain a level of expenditure which will provide for the public wellbeing and the safety of the residents of the community.
2. *Current resources* – the Village shall strive to pay for current operating expenses from available operating revenues.
3. *Full cost allocation* – the Village budget shall reflect the full cost of providing services and avoid practices which balance current costs at the expense or detriment of future years, such as deferring or postponing necessary expenses.
4. *New programs and services* – the Village should avoid the implementation of new programs or services without the identification of a dedicated revenue stream to pay for them.
5. *Employee Staffing* – the Village shall allocate staff and resources necessary to safely, effectively and efficiently meet the needs of its citizens. Any changes to staffing and resource levels shall be consistent with the overall goals and priorities of the Village Board.
6. *Employee pension plans* – the Village shall provide for the responsible and timely funding of required employee pension plans in accordance with accepted actuarial standards and practices.

1:60 Capital Investment Policies¹

The capital assets of the Village and their condition are critical to the quality of services provided and are therefore an important part of determining whether the needs and priorities of stakeholders can be met. The Village maintains a 5-year capital improvement plan which serves as an integral part of budget preparation.

1. *Capital replacement* - the budget shall provide a systematic approach for the replacement of Village equipment and infrastructure which include funding replacement of these assets over their anticipated useful life. The Village should assess the issues, challenges and opportunities affecting the provision of capital assets in the future, including community needs and priorities, the impact of deferred maintenance, funding issues, changes in technology, and any legal or regulatory changes.
2. *Capital project proposals* – the Village should include project cost estimates for the Capital Budget that are based upon a thorough analysis of the project and are expected to be as reliable as the level of detail known about the project.
3. *Operating cost impact* - Proposals shall include all reasonable attainable cost estimates for operating and maintenance costs necessary for the life cycle of the asset.
4. *Comprehensive resource plan* – the plan should include the amount and type of resources required, a timeline, and financing strategies to be employed. The resources should be differentiated by phase of the project, where applicable.
5. *Budget cost* – capital projects will be budgeted at the full estimated cost of completing the project, or unique phase for larger projects, in the year the project is expected to be started.
6. *Contingencies* – the Village shall include a reasonable amount for contingencies for each project award in the budgeted amount. The amount set aside shall correspond with industry standards and shall not exceed 10%.
7. *Multi-year projects* – capital projects that are not expensed during the budget period may be re-budgeted or carried over to the next fiscal period. Multi-year projects with unexpended funds will be carried over to the next fiscal period.
8. *Capital project funding* - A capital project will not be budgeted unless there is a reasonable expectation that funding is available.

1:70 Investment and Debt Policies¹

The Village investment and debt issuance policies are designed to maintain a strong financial condition and incorporates the following principles:

1. *Asset Preservation* – Preservation and safety of assets is a higher priority than return on investments. Therefore, the Village will seek a reasonable return on its investments while also preserving the original capital investment. The Village maintains an Investment Policy, approved by the Village Board of Trustees and updated annually.
2. *Debt Issuance* – the Village will strive to keep a strong bond rating by monitoring and improving its financial stability. Before debt is issued, consideration will be given to:
 - a. Whether the revenue stream is available to repay debt.
 - b. Alternate methods of financing.
 - c. Whether it would not be cost effective to delay issuing debt.

1:80 Reserve Policies¹

The Village will maintain adequate reserves in order to reduce the potential need to borrow to fund operations or abruptly reduce services during periods of economic downturn or other emergencies. It will also place resources into reserve for long-term capital needs and pension obligations. To accomplish these goals, the Village has specified specific reserve requirements in several funds. These detailed requirements are incorporated in the Village Fund Balance Policy.

FOOTNOTES:

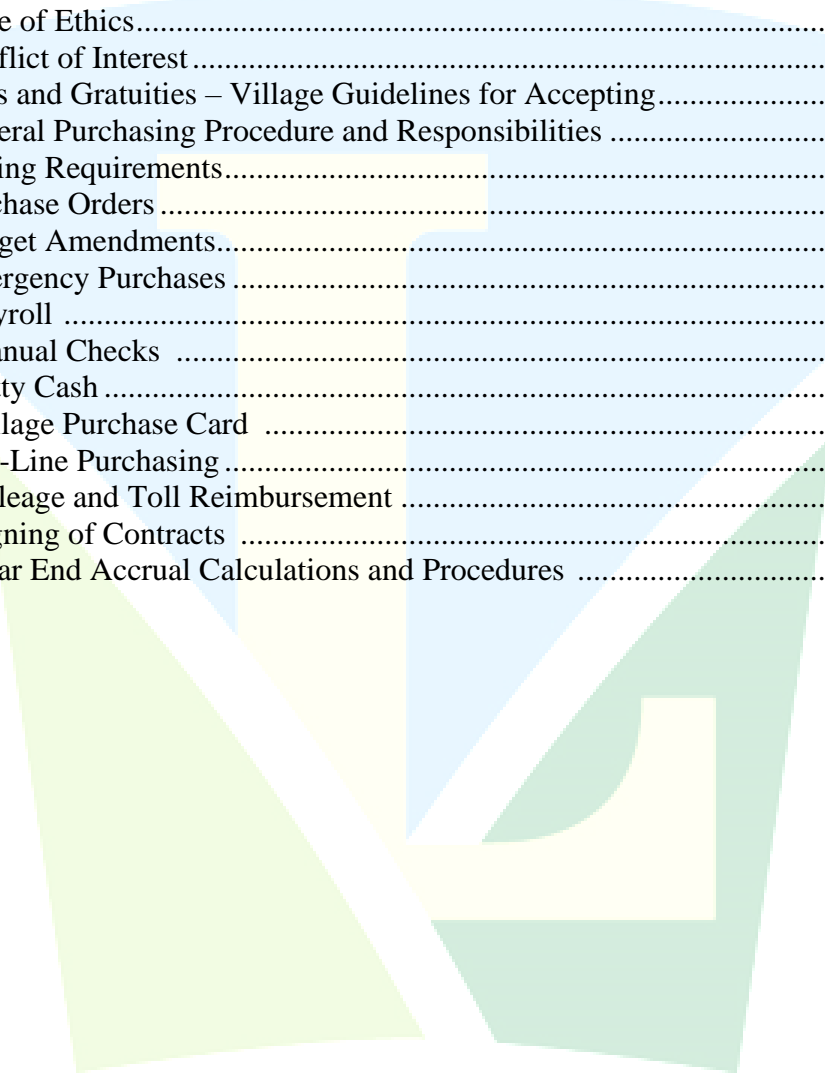
1. See the following Village Policies at www.lemont.il.us:
 - a. Village Revenue and Cash Management Policy
 - b. Village Purchasing Authority Policy
 - c. Village Capital Asset Policy
 - d. Village Investment Policy
 - e. Village Debt Policy
 - f. Village Fund Balance Policy
 - g. Police Pension Fund- Investment Policy
 - h. Police Pension Fund-Actuarial Funding Policy



Section 2 – Purchasing Authority Policy and Procedure

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Section 2 – Purchasing Authority Policy and Procedures

2:10 Purpose

The purpose of this policy is to provide the Village of Lemont staff with guidelines and directions for the acquisition of goods and services. When used with good judgment and common sense, the policies and procedures conveyed within will allow the Village to obtain required supplies and services efficiently and economically.

Employees are expected to read this policy and provide the Finance Department with feedback regarding the policies and procedures contained within. This policy is designed to be a fluid document and will be modified from time to time to conform with changes in legislation, technology and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees who need help dealing with specific situations not covered by the manual should contact the Village Treasurer for assistance.

The Village Administrator, or his/her designee, shall be the final authority with regards to enforcement of any of the provisions of this policy. Failure to follow the procedures outlined in this policy may lead to disciplinary action.

2:20 Code of Ethics

All Village personnel engaged in purchasing and related activities shall conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the Village and the residents of Lemont. Village employees shall strive to:

- Ensure that public money is spent efficiently and effectively and in accordance with statutes, regulations and Village policies.
- Maintain confidentiality at all times.
- Not accept gifts or favors from current or potential suppliers, which might compromise the integrity of their purchasing function.
- Specify generic descriptions of goods wherever possible in lieu of brand names when compiling specifications.
- Never allow purchase orders for identical goods or services to be split or variations to Village Board approvals to be made in order to circumvent established policy.
- Purchase without favor or prejudice.

- Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any subsequent information is made available to all bidders.
- Establish and maintain procedures to ensure that fair and equal consideration is given to each offer or quotation received and selection is based upon the lowest total cost compliant bid.
- Offer a prompt and courteous response to all inquiries from potential or existing suppliers.

It shall be the responsibility of the Village Administrator to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary.

2:30 Conflict of Interest Policy

Except as may be disclosed to and permitted by the Village Board, it shall be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

1. The employee is contemporaneously employed by a bidder, vendor or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest in the company; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning, prospective employment with a bidder, vendor or contractor.

The employee's immediate family shall be defined as a spouse, children, parents, brothers and sisters and any other person living in the same household as the employee.

It shall be the responsibility of the Village Administrator to determine if a violation of this Conflict-of-Interest policy has occurred and if disciplinary action is necessary.

2:40 Gifts and Gratuities – Village Guidelines for Accepting

Village personnel should be aware that offers of gratitude from vendors could be designed to compromise objective judgment in product or service selection. Accordingly, it is Village policy to observe the highest standards of ethics and shield the employee, the Village and the vendor from any suggestion or appearance of conflict of interest.

No employee shall permit any influence from vendors, which could conflict with the best interest of the Village or prejudice the Village's reputation. Expenditures of Village funds to vendors shall not by intention personally benefit any person employed with the Village. Employees are bound by the gift ban section of the Lemont Illinois Municipal Code. To the extent there is no violation of this code employees shall strive to follow the following guidelines:

1. Tangible gifts or gratuities shall not be accepted where their value suggests something more than merely a social gesture. Such gifts should be returned with a statement of Village policy. Promotional or advertising items of nominal value such as key chains, pens, coffee mugs, calendars and holiday candy are acceptable. Promotional gifts that are capable of being shared, such as a box of chocolates, shall be shared within the office or section where the recipient works.
2. Association with vendor representatives at business meals or business organization meetings is occasionally necessary and is neither questionable nor unethical, provided the individual keeps himself/herself free of obligation.
3. Personal loans of money or equipment are not to be accepted from a vendor or an individual associated with a vendor doing business with the Village.
4. Solicitation of vendors for merchandise or certificates to serve as door prizes or favors is normally prohibited. However, the Village Administrator may approve exceptions.
5. Corporate discounts granted to Village employees are acceptable only if they are offered to all Village employees and other corporate clients of the vendor.

If in any doubt about the propriety of accepting a gift, the matter should be referred to the Department Head who will, if necessary, discuss the matter with the Village Administrator or his/her designee.

2:50 General Purchasing Procedure and Responsibilities

1. The Village Board adopts a budget for the fiscal year.
2. Purchases of goods/services for budgeted items may be ordered by Department Heads provided that expenditure does not exceed the amount available in the budget. Exceptions to
3. This general rule will occur when a purchase order is required (Section G), pricing requires Board action (Section F), or a budget amendment is required (Section H).

4. The level of budget authority (the level at which expenditures cannot legally exceed the budget) granted to the Village Treasurer is established at the individual fund level.
5. Approved invoices are forwarded by Departments to the Finance Department for inclusion in the Village's Payment Register approval process. Invoices should be submitted to Finance on a regular basis as received.
6. The Finance Department sends any invoices received directly by the Finance Department to appropriate departments for review and signature of Department Head on invoice. Certain recurring invoices (e.g., contract amounts, utilities) do not need to be returned to the individual department for approval. In these instances, a memo from the Department Head with the appropriate coding will be maintained in the vendor file as evidence of approval and coding.
7. Checks are processed on a bi-weekly basis. Those checks not requiring specific board approval can be mailed 30 days from the date of invoice or earlier if a discount is allowed.
8. All properly approved invoices are then compiled by the Finance Department on a Payment Register for Board approval. The Warrant List is included in the agenda packet for the Board Meeting.
9. The Board approves the Payment Register at the Board Meeting

2:60 Pricing Requirements

The Village's policy is to obtain the most cost-effective price available for purchases through competitive pricing. Pricing should generally be obtained from at least three vendors except as noted in the following guidelines or as otherwise required by law. The following guidelines will determine the level of pricing required for purchases.

1. Purchase total less than \$2,500 – One verbal quote is sufficient. If the nature of the purchase is repetitive (i.e., monthly), pricing does not need to be obtained every time, but should be reviewed annually. Employees are encouraged to seek additional pricing when possible.
2. Purchase total \$2,500 - \$4,999 – Three verbal quotes required.
3. Purchase total \$5,000 - \$9,999 – Three written quotes required.
4. Purchase total \$10,000 - \$19,999 - Authorization required by purchase order which must be approved by the Village Administrator. Written price quotes are required. Purchase Orders are discussed further in Section G.
5. Purchases \$20,000 or more - Must be authorized by the Village Board prior to Purchase Order approval. Formal bid or RFP process required.

Exceptions to the pricing requirements include single source vendors, repetitive purchases, requirements by State statute or local ordinance, purchases thru the State of Illinois Joint Purchasing program or other state cooperatives, financially advantageous joint purchases with other units of government, emergency purchases, contractual obligations, professional associations, professional.

services for legal, engineering, architect, insurance, medical, accounting, auditing, technology, surveying or any other unusual purchasing situation.

2:70 Purchase Orders

The policy intends to limit the use of purchase orders. Departments will be required to file purchase orders only if one of the following criteria is met:

1. Purchase is for \$2,500 or more.
2. The vendor requires a purchase order in order to deliver the good or service and invoice for the item at a later date.
3. A significant time period is anticipated between the ordering of an item and the payment of such item. Examples include capital projects which take place over several months, commodities used over several months (e.g., road salt) and items ordered well in advance of delivery (e.g., fire engine).

In order to expedite purchasing throughout the year, blanket purchase orders may also be prepared on a fiscal year basis if authorized by the Village Administrator. Blanket purchase orders are for vendors that require a purchase order amount for small items or per unit purchases.

2:80 Budget Amendments

If a department determines that a significant individual purchase will cause a budgeted account number to go over budget, the department should submit a budget amendment request. Approval of a budget amendment request is as follows:

1. If the amount is less than \$10,000 and can be transferred from another account where a positive budget variance is anticipated, the Village Treasurer has the authority to approve the request.
2. If the amount is \$10,000 or greater and can be covered by another account, the Village Administrator has the authority to approve the request.
3. If the amount cannot be offset by a reduction in spending from another account, then the budget amendment request will be presented to the Board for approval. The preferred method of presentation to the Board is for the Department Head to include the preparation of a budget amendment request along with an agenda item. However, the Department Head can also prepare a written memorandum to the Village Administrator requesting inclusion of an amendment on the board agenda should the purchase itself (e.g., contract approval) not require prior Board approval. Such inclusion must be approved by the Village Administrator.

2:90 Emergency Purchases

Emergencies are defined as events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety. In the event of an emergency affecting the public health and safety, the Public Works Director shall have additional authority up to \$10,000 for emergency purchases for the following items:

- Services/maintenance to maintain vehicles.
- Services/materials to maintain wells.
- Services/materials to maintain streets.
- Services/materials to maintain sewer system.
- Services/materials to maintain water system.

The Village administrator will have authority of \$50,000 for emergency purposes.

Documentation of the emergency and the need for immediate action shall be presented to the Village Board, together with an itemized account of all expenditures. Reporting to the Board would be handled through the first warrant list process immediately following the emergency expenditure.

2:100 Payroll

The Mayor and Board of Trustees authorize the Village Treasurer on a fiscal year basis to pay wages and salaries of Village employees in accordance with the rates of compensation established by the Board along with the payment of all payroll taxes, pension contributions, and such other obligations according to Federal, State, local, or pension fund requirements.

2:110 Manual Checks

Occasionally, a need will arise for a check to be prepared manually outside of the normal claims list process. These manual checks are needed when a check has to be remitted prior to the next Board Meeting Payment Register process. The Village's policy is to keep requests for manual checks at a minimum. Common items for which manual checks can be prepared include 1) Payroll related checks; 2) Late notification of seminar registrations or late decisions to attend; 3) Unavoidable cash on delivery transactions; 4) Board approved contractual obligations requiring check; 5) Emergency purchases, 6) Agreed to arrangements pre-approved by the Village Administrator with vendors, 7) Situations which will significantly impair the Village financially if a check is not prepared; and 8) Situations which would significantly impair the Village's operations if a check is not prepared.

The Finance Department will process manual checks no more frequently than weekly. The Finance Director may authorize a non-emergency related check between weekly cycles in situations where immediate issuance of the check is needed to prevent an adverse impact on the Village. The Department Head must submit a written request for a manual check to the Village Treasurer. All manual checks are to be approved by the Department Head and Village Treasurer. In the Village Treasurer's absence, the Village Administrator may approve manual checks. Departments will have to demonstrate that a manual check fit one of the above criteria.

Once a check is prepared, reporting to the Board including invoice approval, will take place through the first following payment register process which corresponds to the manual check date.

2:120 Petty Cash

The Village Board has approved two petty cash funds within the Village as follows: Village Hall Cashier-\$500; Police Chief Secretary- \$500. Responsibility for custody and safeguarding of each fund and for all fund disbursements rests with the appropriate Department Head. The Department Head may designate an employee in their department as custodian of the petty cash fund.

Petty cash is to be used to reimburse employees for Village expenses which the employee incurs up front and for small purchases which are handled most efficiently by utilizing petty cash. The following restrictions apply:

1. Individual petty cash purchases are limited to a maximum of \$75.00.
2. Employee must prepare a petty cash voucher which is approved by the Department Head.
3. Receipts documenting the expense must be attached to the petty cash voucher.

Disbursements from petty cash funds cannot be ultimately approved without receipts. If cash is provided in advance of the purchase, the employee must return the unused cash along with the receipt. If an employee cannot provide a receipt, alternative verification approved by the Department Head must be attached.

Each department is responsible for balancing and reconciling its own petty cash fund. Departments replenish petty cash funds by submitting a request to the Finance Department. The request is then processed through the Warrant List procedure. The request for replenishment must be supported by petty cash vouchers/receipts which agree to the amount of the request. The fund must be at least 50% depleted for the Finance Department to process a check to replenish. The funds must be replenished at fiscal year-end for all expenses at that point in time.

Departments can request an increase to their petty cash fund amount through the regular warrant list process. Approval of such a request by the Village Board will also constitute approval of amending this policy to reflect the increased amount.

2:130 Village Purchase Card

The Village purchase card is administered under a separate Purchase Card Policy. See that policy for applicable guidelines.

2:140 On-Line Purchasing

The Internet may be utilized for on-line purchasing as a tool for obtaining favorable pricing, preferred products/services and securing expedited procurement.

Online purchasing is subject to all requirements of this policy and is not to be used for means other than allowed by this policy. On-line purchasing shall be subject to the pricing requirements of purchasing procedures Section F.

Online purchases are to be made preferably utilizing a Village issued purchase card which is subject to the procedures as discussed in the Village Purchase Card Policy. Situations when an employee utilizes their own credit card to make a purchase on behalf of the Village are subject to pre-approval of the employee's Department Head. Such pre-approved purchases will be reimbursed directly to the employee through the Village's regular payment register process. The employee must obtain a receipt or other form of documentation substantiating the on-line purchase. Should an employee make an on-line purchase without pre-approval, reimbursement of that purchase can be denied by the Village.

2:150 Mileage & Toll Reimbursement

Reimbursement for the mileage for non-overnight travel when driving a personal vehicle for Village business and for related tolls incurred shall be made to employees on a monthly basis. Employees shall complete the Monthly Mileage & Toll Reimbursement form and submit the form for payment through the Village's regular claims list process. The form is attached as Exhibit B. It is the Village's policy to reimburse employees for every business mile driven by a personal vehicle at the Internal Revenue Service (IRS) standard mileage rate. The form will be modified by the Finance Department each time the IRS adjusts the rate, typically on a calendar year basis. Employees will be reimbursed for actual toll expenses. Employees using personal vehicles on Village business must have adequate automobile insurance coverage.

2:160 Signing of Contracts

All contracts in excess of \$10,000 and under \$19,999.99 must be signed by the Village Administrator. Additionally, all contracts in value of \$20,000 or more, any documents requiring the signature of the Mayor and/or Village Administrator, and/or any other person designated by the Village Board must be executed accordingly.

2:170 Year-End Accrual Calculations and Procedures

The Village shall calculate all year-end accruals with the goal of preparing complete, fully adjusted trial balances on April 30 each year reflecting all purchase related accruals. Each year in March, the Treasurer shall issue a memorandum to the Village’s department directors detailing the year end accrual calculations and procedures. The memorandum should include, but not be limited to items such as the year end accounts payable accrual, unbilled goods or services at year end, year-end purchase order procedures and the manual check cut-off date.



Section 3 – Purchasing Card Policy and Procedure

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Section 3 – Purchasing Card Policy and Procedures

3:10 Introduction

The Purchase (Credit) Card Program is intended to streamline and simplify purchasing and payment procedures by consolidating supplier invoices and eliminating form processing. The Payment Settlement Entity (PSE) is selected by Village personnel to process vendor payments on the Village's behalf. The Purchase Card Program is not intended to avoid or bypass appropriate procurement or payment procedures. Rather, the Program complements the existing processes available. The Purchase Card also gives personnel an opportunity to make practical decisions in obtaining products or services for which they are knowledgeable and reduces administrative burdens. Management information reports are available, enabling the Department Heads to improve management control and decision-making.

This Policy provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other Program information.

The cardholder needs to remember that he/she is committing Village funds each time the purchasing card is used. This is a responsibility that should not be taken lightly. The cardholder is the person responsible for all charges made to the card. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal and recovery of all unauthorized purchases.

The card has no impact on the cardholder's personal credit. Although the card lists an individual's name, the card is actually issued to the Village of Lemont.

The Finance Department is responsible for implementing the Purchase Card Program within the Village. The Treasurer (Program Administrator) is the Village's primary representative to the purchasing card vendor. This individual is responsible for card issuance, card cancellation and communicating to the purchasing card vendor, who, within the Village, receives the cards, monthly billings, additional statements and management reports.

Outline of Purchase Card Procedures:

1. Cardholder orders products or services directly from suppliers.
2. Supplier processes the order.
3. The PSE checks for compliance with applicable limits.
4. The supplier delivers the product or service.
5. The PSE arranges payment to the supplier in as few as three business days.
6. The Program Administrator downloads reports from the PSE website.
7. The Cardholder reviews the purchases and codes them correctly.
8. Supervisor or Department Head signs Statement of Account
9. Reports are sent to the Program Administrator
10. The file is downloaded into the ERP system.

11. All documentation is scanned and filed.
12. The Village sends a single payment to the PSE.
13. The Village uses various management information reports to review and analyze spending.

3:20 Policy

A majority of the purchases on the credit card are for small purchases. **The current monthly limit for each a majority of card holders is \$5,000, unless there is a definite need for an increase. The Village of Lemont is liable for authorized charges made using the card.**

Purchase cards shall be used:

- **Official** Village of Lemont purchases only.
- Use of the card for personal items is not permitted even if it is with the intention of reimbursement.
- Efforts should be made to use vendors who accept the purchasing card where appropriate in order to maximize administrative cost savings.
- Sales tax should not be charged.

If the employee has questions on the appropriate use of the Purchasing Card, the employee should contact the Finance Director.

3:30 Procedures

1. Card Issuance

Purchasing Cards will be issued to individuals who have a need as determined by their Department Head and approved by the Village Administrator. Examples of individuals requiring a Purchasing Card are:

- Anyone with authority to order supplies, materials or the ability to pay utilities on-line.
- Anyone who reconciles and resolves procurement problems.
- Anyone who has a demonstratable need for the card to avoid spending personal funds on Village business and later being reimbursed by the Village.
- Anyone who needs to make frequent purchases while away from their usual work location.

The ideal Cardholder will meet all four criteria. Former employees, non-employees such as contractors, are not eligible to obtain purchasing cards.

To obtain a Purchasing Card:

1. Department Head must submit in writing a request for an employee to obtain a card.
2. Send the request to the Finance Director
3. Attend a training orientation and receive the Purchasing Card. A form is signed by the card holder indicating that he/she has read the policy and will adhere to it. The Purchasing Cards are issued with the name of the Cardholder and the Village of Lemont names embossed on the front.

2. Card Profiles

- 1. Dollar limits per Cardholder:** This limit allows Department Heads to designate the total amount an employee can spend during the monthly billing cycle. A running balance is maintained by the PSE that increases with each authorized charge until the Cardholder reaches the assigned monthly limit. If the limit is reached before the end of the billing cycle, new attempts for authorization are denied.

3. Cancellation of Card

- Cardholders must return the Purchase Card to the Village Program Administrator immediately upon request or upon termination of employment.
- It shall be the responsibility of the Department Heads to ensure all cancelled cards are collected from the employee prior to the employee leaving and forwarded to the Program Administrator to be destroyed.

4. Changes

The Village Program Administrator must be contacted when changes need to be made to existing purchasing cards. If a new purchasing card needs to be issued, the Cardholder should receive the replacement card in 7-10 business days. The old card, unless it is lost, must be turned in to the Program Administrator before the replacement card is issued. The Department Head should utilize the Program Maintenance Worksheet (located at Appendix A-2) to:

- Make name changes,
- Increase or decrease spending limit/restrictions,
- Card replacement, or
- Change accounting information contained on the card's magnetic tape.

The Program Maintenance Worksheet should be provided to the Village Program Administrator to effect the changes. The approximate time to complete a change is 3 to 5 business days after receipt by the PSE.

5. Purchasing Card Security

Authorized use of the Purchasing Card is limited to the person whose name appears on the face of the card. The Purchasing Card must not be loaned to another person or given to another employee.

The Purchasing Card, or any document containing the card account number, should be kept in an accessible but secure location. The account number on the purchasing card should not be posted or left in a conspicuous place. **The account number must not be faxed to vendors.**

If the Purchasing Card is lost or stolen, the Cardholder must immediately notify the Village's Program Administrator **and** the PSE.

The Village is liable for the use of the Purchasing Card by authorized users, provided that the use is within the single per transaction dollar limit. The Village of Lemont does not accept liability for the following:

- Unauthorized use of the Purchasing Card.
- Account numbers that are fraudulently used.
- Purchases made with stolen or lost cards that are beyond the maximum limit of \$50, and after discovery and reporting to the PSE of card loss or theft. **Exception: If the PSE investigation finds the employee used the card for personal gain the Village becomes liable, and the employee would be subject to termination.**

6. General Requirements for Card Use

Please see the Village's Procurement Card Usage Guide for specific requirements.

7. Ordering Procedures

- Information to provide a supplier:
 - Provide the vendor with Cardholder name and card number.
 - Expiration date of the Card.
 - Remind the supplier that the Village is exempt from Sales Tax. The vendor will verify the account number with the PSE. The spending limit will be checked electronically for compliance with applicable limits.
 - Business ship-to address.
 - Preferred methods of shipment, i.e., FOB Destination, freight prepaid and allowed.

-- **Please Note: The purchasing card number should not appear anywhere on the exterior of the package. This number is CONFIDENTIAL!**

- Information to obtain from supplier:

- Order confirmation or tracking number.
- Base cost of purchase.
- Anticipated delivery date.
- Freight cost, if available.

- Retain all documentation pertaining to the purchase. When the vendor delivers the order, or the order is picked up, documentation of the purchase (such as sales receipt or packing slip) should accompany the order. The documentation must be kept on file by the Cardholder for reconciliation to the charge card statement.

- Returns, Credits and Disputed Items

In most cases, disputes can be resolved directly **between the Cardholder and the vendor** that provides the goods and services. The Cardholder must use the following guidelines when returning an item or for other disputed items such as sales tax charged:

- If an item needs to be returned for any reason, the Cardholder should send the item back to the vendor in the manner agreed upon.
- Returns of material to suppliers must be handled as credits and treated as separate transactions.
- Returns are not to be handled as exchanges or combined with other purchases.
- A separate transaction must be placed to re-order the correct material.
- **Cash refunds are not allowed under any circumstances!!**
- Call the supplier as soon as possible. Promptness is important.
- Obtain supplier's Return Authorization Number, i.e., approval to return.

- Information to give to supplier:

- Card Number
- Name
- Phone number
- Confirmation number/packing slip number

-- The vendor should issue a credit for items that are returned or for sales tax inadvertently charged. This credit will appear on a subsequent charge card statement.

- Confirm that the supplier will issue the credit to the purchase card.

-- If the cardholder and the vendor cannot resolve an issue, the Cardholder should dispute the charge in writing to the PSE by faxing a completed dispute form (Appendix A-5) with a copy to the Finance Department. The PSE will process and investigate the dispute on the Cardholder's behalf and assist in the resolution. A temporary credit will be issued pending final resolution.

-- If there is still a problem, contact the department head or the Finance Department.

8. Charge Card Statement Reconciliation

- Department Procedures

1. Overview:

- The Purchasing Charge Card billing cycle is approximately 30 days in length.
- The PSE mails Cardholders statements approximately three to four days after the cut-off date. Given mail cycles, the statement can be received as late as the 7th of the month.

The Finance Department sends out the monthly worksheet to each card holder or department liaison around the end of the month.

Department Head forwards the Worksheet and supporting documentation to the Finance Department.

2. Reconciliation Procedures:

The department is responsible for retaining documentation of purchases and returns and reconciling them to the Worksheet that is downloaded. The following guidelines are recommended for reconciliation:

- The Cardholder shall be required to retain a receipt, invoice or other appropriate supporting documentation for each, and every purchase made on the credit card.
- The Cardholder will match and attach all such receipts to the Worksheet in the same order as the transactions appear on the statement and sign and date the statement, and notate on the report, “okay to pay.”
- The department head will review the cardholder’s Worksheet, make the appropriate changes (account numbers), initial with authorized signature and forward all information to the Finance. Continued delinquencies in forwarding statements to the Finance Department **shall** result in the loss of credit card privileges.
 - The Cardholder’s Transaction Log Worksheet must be signed by the Cardholder; reviewed, approved and signed by a supervisor.
- If at any point a Cardholder, Department Head or Finance Department employee identifies an issue that would otherwise cause the Village to be paying the wrong amount to the PSE, it is imperative that communication be initiated to all appropriate personnel involved in the process.
- All supporting documentation pertaining to the purchases and returns on the statement should be kept on file until disposition in accordance with Village policies.

3. Discrepancies:

- Discrepancies should be noted on the Worksheet for subsequent resolution. It is the Cardholder’s responsibility to first work with the applicable vendor, then directly with the PSE in order to resolve the issue with temporary credits issued during pending investigation by the PSE.
 - All unresolved issues should be brought to the attention of the Department Head and if necessary, then to the Finance Department.

9. Charge Card Statement Payment Guidelines

- **Finance Procedures**

The Finance Department is responsible for processing payments to the PSE. The following guidelines must be observed when processing payments:

- Upon receipt of the monthly invoice from the PSE the Finance Department will reconcile all of the Worksheets to the master statement received from the PSE.

- Upon receipt of supporting documentation and reconciliation to the invoice (completeness, accuracy), the supporting documentation will be attached to the invoice and filed accordingly.
- Such supporting documentation should be received by the 5th of the month the statement is received. For those departments that do not meet such timelines, appropriate follow-up should be conducted by the Program Administrator with continued delinquencies of the department resulting in the loss of credit card privileges.
- An annual analysis will be performed by the Program Administrator that will compile the following information using the PSE reports as appropriate detail.
 - Total volume of transactions and dollar amount of transactions for which a credit card was used.
 - Top vendors by volume of transactions report generated (to be used to identify vendors that may be subject to credit card purchases).
 - Comparison of credit card purchases to non-credit card purchases analysis by volume of transactions and by dollar of transactions with trend analysis performed in subsequent years.
- The payment due date is established by the terms of the contract with the PSE.

3:40 Management Information

Management Information Reports

There are many on-line reports that the finance department liaison can download from the website. Any cardholder can request a report.

Account Spending Analysis Detail	Account Statement
Account Spending Analysis	Cost Allocation Detail
Card Program Analysis	Account Status
Merchant Category Monthly Summary	Line-Item Detail
Merchant Detail	Merchant Exception
Merchant Supplier Summary	Account Activity Exception

- **Internal Controls**

Department Heads must develop and document internal control procedures to ensure that all approved monthly statements are turned into Finance by the **5th** of each month. The department procedures must:

- Ensure the Transaction Log Worksheets have been reviewed and approved by the Cardholder's supervisor and that the appropriate expense accounts have been charged.
- Ensure unacceptable materials and incomplete services are documented on the Purchasing Log Worksheet and the purchaser took the appropriate corrective action with the vendor, and
- Ensure the original payment processing documents are sent to the Finance Department and a copy is maintained in a department file for audit purposes.
- The Finance Department will perform "spot" post-audits of charge card transaction activity to ensure compliance with the procedures contained herein.

- **Records Retention**

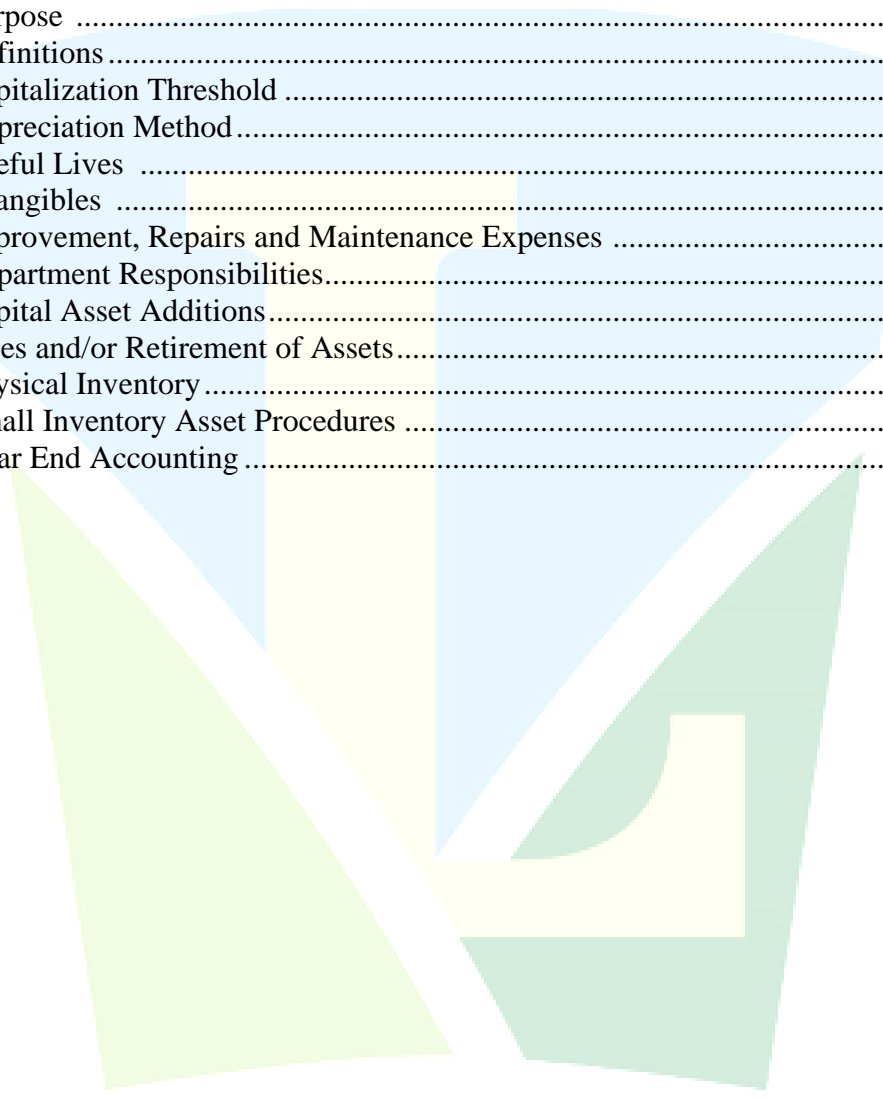
Records should be maintained for a period of seven years after final payment.



Section 4 – Capital Asset Policy and Procedure

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Section 4 – Capital Asset Policy and Procedure

4:10 Purpose

The Capital Asset Policy and Procedures provides guidelines to establish and maintain capital asset records that comply with governmental financial reporting standards, provides for adequate stewardship over Village resources, and provides centralized documentation for insurance and asset management purposes.

4:20 Definitions

1. *Accumulated Depreciation* – the total reduction in value over time of an asset since its acquisition, which is recorded for financial statement purposes.
2. *Acquisition Costs* - assets should be recorded and reported at historical costs, which include the vendor's invoice, initial installation cost, modifications, attachments, accessories or apparatus necessary to make the asset usable and render it into service. Historical costs also include ancillary charges such as site preparation costs and professional fees.
3. *Capital Assets* - capital assets are tangible and intangible assets acquired for use in operations that will benefit the Village for more than a single fiscal period.
4. *Construction in Progress* - an asset that is comprised of the substantially incomplete construction costs of, typically, a road, water system or building. Depreciation is not applied to construction in progress.
5. *Depreciation* – a method for allocating the acquisition cost of capital assets over time. Generally Accepted Accounting Principles (GAAP) requires that the value of capital assets must be written off as an expense over the useful life of the asset.
6. *Disposition* - the final status of an asset when it is removed from the capital asset account and is no longer physically located on the Village's property. This can be upon sale, scrap or donation.
7. *General Capital Asset Group* - general fixed assets are those capital assets which are acquired or constructed through governmental fund resources and used to provide general government services. As a result of GASB 34 pronouncement, these assets which meet the minimum capitalization threshold are capitalized and depreciated over the estimated useful lives.
8. *Infrastructure* - infrastructure shall include roads (including curbs and gutters), bridges, water and sewer mains, pumping stations, lift stations, traffic lights, streetlights, stormwater, right of way, easements, etc.

9. *Leased Equipment* - leased equipment should be capitalized if the lease agreement meets any one of the following criteria:
 - a. The lease transfers ownership of the property to the Village by the end of the lease.
 - b. The lease contains a bargain purchase option.
 - c. The lease term is 75 percent or more of the estimated economic life of the leased property.
 - d. The present value of the minimum lease payments at the inception of the lease, excluding executor costs, equals at least 90 percent of the fair value of the leased property.
10. *Net Book Value* – the difference between the acquisition cost and accumulated depreciation.
11. *Proprietary Capital Assets* - assets acquired or constructed by proprietary funds (Water and Sewer Fund, Parking Fund) and meet the minimum capitalization threshold, are capitalized and depreciated over their estimated useful lives. Depreciation is computed using the straight-line method.
12. *Surplus equipment* – An item or items that are no longer needed or required.
13. *Useful Life* – The period over which a capital asset has utility to the Village in performing the function for which it was purchased.

4:30 Capitalization Threshold

The capitalization threshold or minimum value of an asset at the time of acquisition is established at \$50,000 for infrastructure and easements and \$10,000 for all other assets. The threshold is applied on an individual basis. All tangible and intangible capital assets that exceed the threshold will be capitalized and depreciated over the asset's useful life.

4:40 Depreciation Method

All capital assets are depreciated using the straight-line method. All assets are depreciated based on the date the asset is placed in service. If an asset is not fully depreciated upon disposal, the depreciation is calculated to the date of disposal for that asset.

4:50 Useful Lives

Useful lives will be reviewed annually by the Finance Department. The Village depreciates over the following useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and improvements	50
Water, sewer & stormwater infrastructure	65
Bridges	50
Other infrastructure	10-20
Land improvements	20
Machinery and equipment	5 - 30
Computer software	5 - 20
Vehicles	5 - 7
Water and sewerage systems	20 - 50

4:60 Intangibles

The Village is in possession of assets that may be considered intangibles assets, including computer software and easements. The Village will account for intangibles in accordance with GASB Statement No. 51, *Accounting and Financial Reporting for Intangible Assets*. Computer software will be capitalized if the acquisition cost meets the capitalization threshold. Easements will be accounted for as follows:

1. A temporary easement will not be recognized as a capital asset.
2. A permanent easement will be recognized as a capital asset subject to all the following conditions:
 - a. The easement is evidenced by a final plat of subdivision and acceptance of related improvements, if appropriate. Any final plat of subdivision should include the total acreage of easements accepted by the Village.
 - b. A permanent easement will be valued at 10% of the current land-cash fee rate for improved land of equivalent acreage.
 - c. A permanent easement will be capitalized if it has a value of \$50,000 or more. Easements will be aggregated within a general area (e.g., a subdivision) for the purpose of determining whether the \$50,000 threshold is met.
 - d. A permanent easement associated with a proprietary fund activity will be recorded in the appropriate proprietary fund. Other permanent easements will be recorded in the general fixed asset account group for inclusion in the Village’s government-wide financial statements.
 - e. The value of a permanent easement will not be amortized.

4:70 Improvement, Repair and Maintenance Expenses

Routine repair and maintenance costs will be expensed as incurred and will not be capitalized. Street regrinding, patching, etc. is considered maintenance and will not be capitalized. Repairs of water and sewer assets will not be capitalized unless the repairs materially extend the life of the original asset.

4:80 Department Responsibilities

Departments are responsible for protecting and controlling the use of Village assets assigned to their department. The department will be responsible for preparing the agenda item submitted with relevant documentation for purchase and disposal of assets. Once approved by the Village Board, the Finance department is responsible for appropriately accounting for the purchase and disposal of the assets.

4:90 Capital Asset Additions

The Village may acquire assets through purchase, lease or donation. When an asset is purchased or leased, the department will forward a copy of the invoice to the Finance Department for payment. The Finance Department will identify assets that meet the capitalization requirements. Individual assets as well as infrastructure are included as entries in the capital asset software, which assigns a unique asset number.

The Village may also acquire assets through donations (e.g., developer contributions). Prior to acceptance, the Village must obtain documentation of the value of the asset being donated. When a donation is accepted through the Village Ordinance or Resolution process, the Finance Department will obtain the supporting documentation and enter the information into the capital asset software system.

Inventory tags are to be used when feasible. The tags should be placed on the principal body of the asset and removed only when the item is sold, scrapped, or otherwise disposed of.

4:100 Sales and/or Retirements of Assets

Disposal, sale or retirement of an asset may only occur after the asset is declared surplus and approved by the Village Board. When a capital asset is disposed of, its cost and accumulated depreciation are removed from the Village's capital asset software and accounting software and a gain or loss, if any, is recognized.

The finance department will remove the item from the capital asset software system and record the disposal in the general ledger.

4:110 Physical Inventory

The Village and each department will conduct a physical inventory at least once per year at fiscal year-end. The Finance Department will provide each department with an inventory worksheet identifying all capital assets under their control. Each department will be responsible for completing the physical inventory of the items, verifying the existence and condition of each item on the worksheet, and making note of any additions, deletions, or leases of property that are not reflected on the list. The final list will be reviewed by the department head, who will sign as acknowledgement of their approval and then returned to the Finance Department. The inventory should be performed by a team including at least one

representative from the department and one individual from an independent department not responsible for the safeguarding of assets.

The Finance Department will perform a sample verification of the physical inventory items and reconcile the listings to the capital asset software system.

4:120 Small Inventory Asset Procedures

Assets that do not meet the capitalization requirements, but qualify as a small asset for inventory tracking, shall be expensed when purchased. Small assets include all computer equipment, office equipment, and any other department specific items that are designated as small asset items by the Department Head. These items will be maintained in the capital asset software for inventory tracking purposes only. . The Finance Department will enter the information into the capital asset software but designate the item as a non-capital asset inventory item. The departments will maintain control over their small inventory asset listing.

4:130 Year End Accounting

At year-end the Finance Department will generate the following reports from the capital asset software system:

1. Property Accounting Summary – this report summarizes the original cost, accumulated depreciation and book value in a summarized format. Separate reports are generated for the governmental funds and proprietary funds.
2. Net Changes Summary – this report summarizes the additions and disposals in a summarized format.
3. Depreciation Detail – this report includes the beginning accumulated depreciation, current year depreciation and ending accumulated depreciation in detail.

The Finance Department will prepare the necessary journal entries to record changes in capital assets and depreciation. In addition, the Finance Department will prepare all journal entries necessary to present the general fixed asset account group in the government-wide financial statements, in accordance with GASB Statement No. 34.





Section 5 – Debt Management Policy

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Section 5 – Debt Management Policy

5:10 Purpose and Goals

This Debt Management Policy sets forth comprehensive guidelines for the financing of capital projects and infrastructure. It is the objective of the policy that the Village obtain financing only when necessary; the process for identifying the timing and amount of debt or other financing be as efficient as possible; and the most favorable interest and other costs be obtained.

In following this policy, the Village shall pursue the following goals when issuing debt:

1. Maintain at least an Aa2 credit rating for each general obligation debt issue, and an Aa credit rating for each revenue bond debt issue.
2. Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
3. Effectively utilize debt capacity in relation to Village growth and the tax base, or utility rate base to meet long-term capital requirements.
4. Consider market timing.
5. Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the Village's general obligation debt and related tax levy at the time the new debt is issued. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its related rate structure will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practical, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
6. Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap or underlie the Village.
7. Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, categorical grants, revolving loans or other state/federal aid.
8. Minimize debt interest costs.

5:20 Debt Issuances

1. Authority and Purposes of the Issuance of Debt

The laws of the State of Illinois authorize the issuance of debt by the Village. The Local Bond Law confers upon municipalities the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the Village may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bonds.

2. Types of Debt Issuances

- a. *Short Term Debt (three years or less)*: The Village may issue short-term debt which may include, but not be limited to, bond anticipation notes or variable rate demand notes, those instruments which allow the Village to meet cash flow requirements or provide increased flexibility in financing programs.
- b. *Long Term Debt (more than three years)*: The Village may issue long-term debt which may include, but not limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds and double-barreled bonds. The Village may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

3. Structure of Debt Issuances

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The Village shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use and moderate the impact to the taxpayer.

4. Sale of Securities

All debt issues shall be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless the Village Board deems a negotiated sale the most advantageous to the Village.

5. Markets

The Village shall make use of domestic capital markets when the conditions best fit the Village's financing needs.

6. Credit Enhancements

The Village may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the Village with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Village Board.

5:30 Legal Constraints

1. State Law

30 ILCS 305/0.01, et. seq.: the short title is "The Bond Authorization Act."

2. Authority for Debt

The Village may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Village Board.

3. Debt Limitation

Under Illinois Compiled Statutes the Village's general obligation bonded debt issuances are subject to a legal limitation based on 8.625% of the total assessed value of real estate property.

The Village is subject to debt limitations by Illinois Property Tax Extension Limitation Law (PTELL). PTELL allows the issuance of an amount of general obligation debt equal to the aggregate extension for principal and interest payments for non-referendum bonds that the Village issued prior to January 1, 1997. Limited bonds are general obligation bonds that are issued without referendum. These bonds must be identified as limited bonds at the time of issuance. The following bonds are not subject to PTELL limitations:

- Alternate revenue bonds
- Refunding obligations issued to refund or to continue to refund operations initially issued pursuant to referendum

4. Methods of Sale

All bonds shall be sold at a public sale via sealed proposal or live auction, except that bonds may be sold at a private sale in accordance with 30 ILCS 350/10. The Village may issue temporary notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

- a. *Bonds:* All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than five years from the dated date of the bonds. Term bonds may be allowable if recommended by the Village’s financial advisor, in lieu of a fixed maturity schedule, and approved by the Village Board.
- b. *Financial Advisor:* As a matter of independence, the Financial Advisor will not bid on nor underwrite any Village debt issues on which it is advising.

5. Credit Implications

When issuing new debt, the Village should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

- a. *Ratio of Net Bonded Debt to Estimated Full Value:* The formula for this computation is Net Bonded Debt, which is the total outstanding debt divided by the current Estimated Full Value as determined by the Township Assessors.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
1.55	4.00	2.42

- b. *Net Bonded Debt Per Capita:* The formula for this computation is Net Bonded Debt divided by the current population as determined by the most recent census information available.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
\$1,854	\$2,000	N/A

- c. *Income Per Capita:* The formula for this computation is income for all households (the number obtained from the most current census data) divided by the current population as determined by the most recent census information available.

- d. *Ratio of Net Bonded Debt to Equalized Value:* The formula for this computation is Net Bonded Debt, which is the total outstanding debt divided by the current Assessed Value as determined by the Township Assessors.

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
4.71	6.00	N/A

- e. *Ratio of Annual Debt Service to General Government Expenditures:* The formula for this computation is annual debt service expenditures divided by General Government (i.e., General, Special, and Debt Service Funds) expenditures (excluding certain interfund transfers).

<u>Current</u>	<u>Ceiling</u>	<u>Median</u>
7.29	16.00	8.14

- f. *Rapidity of Debt Service Repayment:* Exclusive of refunding and mini-bond issues, the Village’s general obligation bond issues shall be so structured whereby at least twenty percent of the principal and interest for each issue is repaid in five years, and fifty in ten years.

**Current ratio based on latest audited financials (04/30/2020). Median values obtained from Moody’s 2009 US Local Government Medians. N/A indicates ratio was not included as part of this data source.

5:40 Debt Administration

1. Financial Disclosures

The Village shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations.

2. Review of Financing Proposals

All capital financing proposals that involve a pledge of the Village’s credit through the sale of securities, execution of loans or lease agreements and/or otherwise directly involve the lending or pledging of the Village’s credit shall be referred to the Village Administrator who shall determine the financial feasibility, and the impact on existing debt of such proposal, and shall make recommendations accordingly to the Village Administrator.

3. Investment of Bond Proceeds

The Village will invest bond proceeds in accordance with the Village’s adopted investment policy.

4. Establishing Financing Priorities

The Village Administrator shall administer and coordinate the Village’s debt issuance program and activities, including timing of issuance, method of sale, structuring the issue, and marketing strategies. The Village Administrator along with the Village’s financial advisor shall meet, as appropriate, with the Village Administrator and the Village Board regarding the status of the current year's program and to make specific recommendations.

5. Ratings Agency Relations

The Village shall endeavor to maintain effective relations with the rating agencies. The Village Administrator, Village Administrator, the Village Treasurer and the Village’s financial advisors shall meet with, make presentations to, or otherwise communicate with the rating agencies on a consistent and regular basis in order to keep the agencies informed concerning the Village’s capital plans, debt issuance program, and other appropriate financial information.

6. Investment Community Relations

The Village shall endeavor to maintain a positive relationship with the investment community. The Village Administrator and the Village’s financial advisor shall, as necessary, prepare reports and other forms of communication regarding the Village’s indebtedness, as well as its future financing plans. This includes information presented to the press and other media.

7. Refunding Policy

The Village shall consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.

8. Investment of Borrowed Proceeds

The Village acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the Village. The management of public funds shall enable the Village to respond to changes in markets or changes in payment or construction schedules so as to (i) optimize returns, (ii) ensure liquidity, and (iii) minimize risk.

9. Federal Arbitrage Rebate Requirement

The Village shall maintain or cause to be maintained an appropriate system of accounting to calculate bond investment arbitrage earnings in accordance with the Tax Reform Act of 1986, as amended or supplemented, and applicable United States Treasury regulations related thereto. Such amounts shall be computed annually and transferred from the Bond Construction Fund (i.e., interest earnings revenue account) to the Debt Service Fund escrow account, or other appropriate accounts, for eventual payment to the United States Treasury.

In order to avoid arbitrage earnings on bond proceeds, Village staff shall recommend issuance of debt based upon the cash flow needs of the capital improvement project in which contracts for construction or other goods and services can reasonably be expected to be awarded during the calendar year. Consideration shall be given to the feasibility of obtaining rights-of-way, engineering services, or other matters which may affect the completion of the project in a timely manner, before a recommendation to issue debt is made.

5:50 Governmental Obligation Bonds Alternate Revenue Source Bonds

The Village may seek to finance the capital needs of governmental activities and its revenue producing enterprise funds through the issuance of Alternate Revenue Source debt obligations. These debt obligations are payable from various limited revenue sources.

1. **Governmental Funds**

Revenue sources pledged for governmental activities include income taxes, sales taxes, use taxes and utility taxes. The Village may only pledge up to 50% of the annual revenue received for debt service.

2. **Enterprise Funds**

Revenue sources pledged for enterprise funds include water and sewerage revenues. In addition, the Village has pledged revenue from income taxes, sales taxes and use taxes as additional funding for repayment of these obligations. The Village may only pledge up to 50% of the annual revenue received for debt service.

Prior to issuing Alternate Revenue Source debt obligations, the Village Administrator and Village Treasurer will develop financial plans and projections showing the feasibility of the planned financing, required rates and charges needed to support the planned financing and the impact of the planned financing on rate payers, property owners and the other affected parties. On an annual basis, the Village will review the percent of revenue stream that is pledged for repayment of debt for compliance with Village limitations. If it is not feasible to issue an Alternative Revenue obligation, then a revenue- secured debt obligation should be considered.

5:60 Conduit Financing

Under federal and state statutes the Village Board has the authority to issue tax-exempt bonds for non-profit organizations organized under Internal Revenue Code 501 (c) (3), and economic development revenue bonds, also known as private activity bonds, under the Tax Reform Act of 1986. These tax-exempt bonds shall be collectively referred to as conduit financings. The Village has no liability or responsibility for repayment of the debt authorized under these statutes.

The following policy and procedures shall be followed prior to the issuance of any such debt:

1. The applicant shall contact the Village Administrator or the Village Treasurer and submit a formal application for the issuance of conduit financing.

2. For private activity bonds (economic development revenue bonds), the application shall include a written proposal which should include, but not be limited to, the following information, where applicable:
 - a. A description of the project including original issuance, refinancing, re-collateralization or other action sought;
 - b. A statement indicating the amount of funding required for the project and a description of the purpose for which such funding will be used.
 - c. A description of any proposed financing arrangement for the project (e.g., loan agreement, or Village to own the project and lease to applicant).
 - d. A statement of the public purpose to be served by the issuance of economic development revenue bonds for the project;
 - e. An anticipated construction schedule and schedule for completing the financing.
 - f. The name and address of the proposed purchaser of the economic development revenue bonds proposed to be issued, if known;
 - g. A complete description, with such supporting exhibits as may be appropriate, of the physical aspects of the project;
 - h. Projected number of vehicles entering the facility area per day.
 - i. Ability of the streets to carry additional load.
 - j. Drainage/storm sewer requirements.
 - k. Utility requirements.
 - l. Ability of the schools to accommodate possible enrollment increases.
 - m. Financial stability of the applicant.
 - n. Description of principal business of applicant.
 - o. Number of employees anticipated at the new facility.
 - p. Number of new jobs to be created.

- q. Number of management level employees.
 - r. Types of skills required by the facility's employees.
 - s. Yearly payroll/average employee salary.
 - t. Projected appraised/assessed value of the facility's real personal property in Lemont.
 - u. Number of years the prospective tenant has been in business.
 - v. Number of plant relocations since 1960, if applicable w. Civic Awareness
3. For the issuance of 501 (c) (3) bonds the proposal shall include all of the information listed in section 2. above as well as the following, as applicable:
 - a. A statement of the public purpose to be served by the issuance of 501 (c) (3) revenue bonds for the project.
 4. The information submitted by the applicant should be reviewed by the Village Administrator and the Village's financial and legal advisors and a summary of such information, together with an evaluation thereof and the recommendation of the staff should be presented to the Village Board as promptly as practicable thereafter. In addition, the Village may retain the services of qualified legal counsel to act as special counsel or the Village's financial advisor to do a study of the economic viability of the project. The applicant shall be responsible for all fees of the financial and legal advisors and shall deposit with the Village a sum sufficient to cover such costs and fees as determined from time to time by the Village Administrator.
 5. The Village Board shall review the report presented to them by the Village staff as promptly as practicable after receipt thereof and shall take one of the following actions:
 - a. Notify the applicant in writing that its proposal has been rejected and refund to the applicant any uncommitted balance of the deposit, if any.
 - b. Adopt a resolution of intent to proceed with the project and refund to the applicant any uncommitted balance of the deposit, if any.
 6. If a resolution of intent is adopted by the Village Board, the financing, refinancing, or re-collateralization may proceed pursuant to the provisions of this policy. All costs of issuance associated with such financing, including any expenses attributable to the Village, shall be borne by the applicant.

5:80 TIF Debt

Tax Increment Financing debt is excluded from this policy as it is governed by the specific TIF redevelopment agreement.

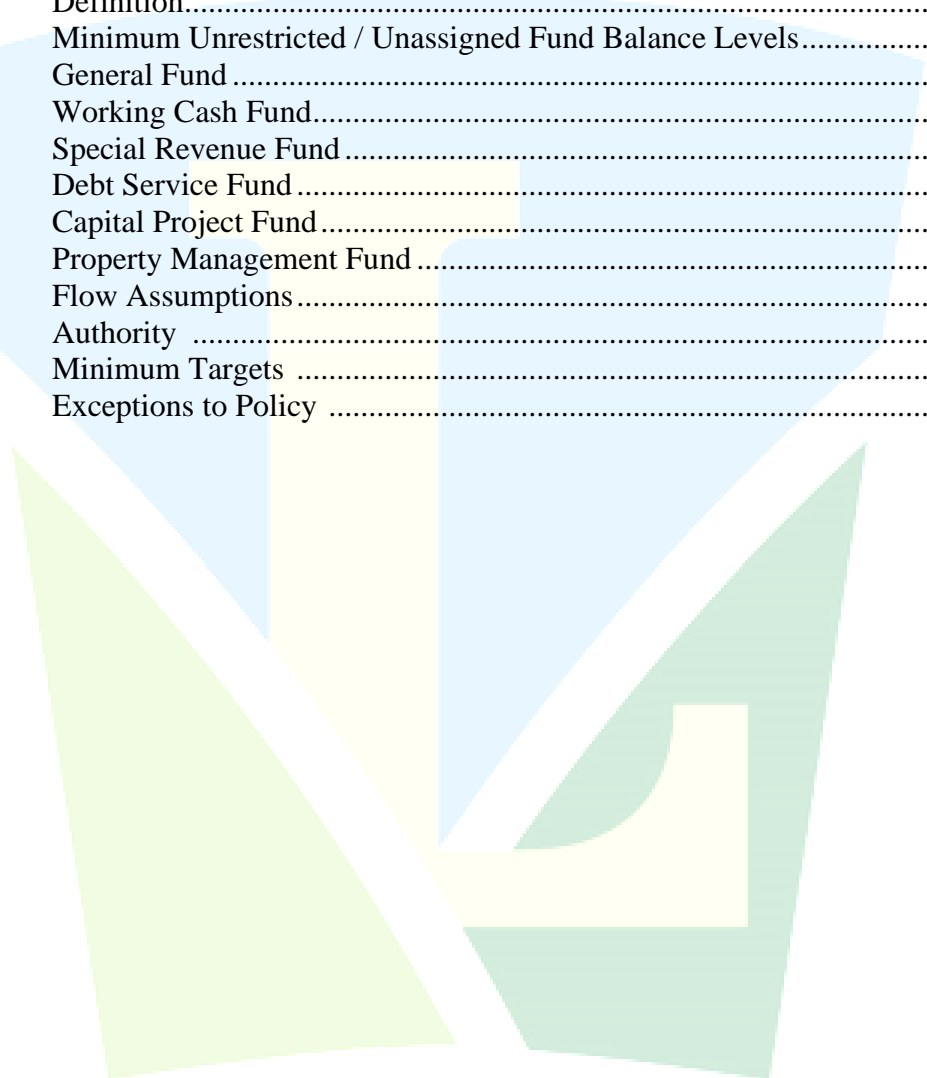




Section 6 – Fund Balance Policy

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Section 6 – Fund Balance Policy

6:10 Purpose and Scope

Fund Balance is defined as the excess of assets over liabilities. This Fund Balance Policy establishes a minimum level (target range) at which the projected end-of-year fund balance should be maintained to provide financial stability, cash flow for operations, and the assurance that the Village will be able to respond to emergencies with fiscal strength.

The purpose of this policy is to establish fund balance classifications that establish a hierarchy based on the extent to which the Village must observe constraints imposed upon use of the resources that are reported by the governmental funds. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

The fund balance will be composed of three primary categories: 1) Non-spendable Fund Balance, 2) Restricted Fund Balance and 3) Unrestricted Fund Balance.

6:20 Definitions

1. *Governmental Funds* - are used to account for all or most of the Village's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general capital assets (capital projects funds) and the servicing of general long-term debt (debt service funds). The General Fund is used to account for all activities of the Village not accounted for in some other fund.
2. *Fund Balance* – the difference between assets and liabilities in a Governmental Fund.
3. *Non-spendable Fund Balance* – the portion of a Governmental Fund's net assets that are not available to be spent, either short-term or long-term, in either form or through legal restrictions (e.g., prepaid items)
4. *Restricted Fund Balance* – the portion of Governmental Fund's net assets that are subject to external enforceable legal restrictions (e.g., property tax levies).
5. *Unrestricted Fund Balance* – is made up of three components:
 - a. *Committed Fund Balance* – the portion of a Governmental Fund's net assets with self-imposed constraints or limitations that have been placed at the highest level of decision making.
 - b. *Assigned Fund Balance* – the portion of a Governmental Fund's net assets to denote an intended use of resources.
 - c. *Unassigned Fund Balance* – available expendable financial resources in a

governmental funds that are not the object of tentative management plan (i.e., assignments). Positive unassigned fund balance can only be reported in the general fund. Any residual fund balance in all other governmental funds is assumed at a minimum to be assigned for the purpose of the fund.

6:30 Minimum Unrestricted Fund Balance Levels

This policy applies to the Village’s governmental funds as follows:

1. *General Fund* – The General Fund is a major fund and the general operating fund of the Village. It is used to account for all financial resources except those that are accounted for in another fund. Each year a portion of the spendable fund balance will be determined as follows:
 - a. Restricted - A portion of the fund balance may be restricted through external legal requirements.
 - b. Committed – A portion of the fund balance may be committed through formal action of the Village’s Board of Trustees through a resolution or ordinance adopted before the end of the fiscal year.
 - c. Assigned – A portion of the fund balance may be committed by action of the Village Administrator/Budget Officer. The amount will represent the funds the Village intends to use for a specific purpose. This will be adjusted annually.
 - d. Unassigned – The unassigned fund balance will be reviewed annually during the budget process. This unassigned fund balance will be maintained at a target level of 35% of annual budgeted operating expenditures. Operating Expenditures does not include one-time capital equipment and transfer of funds. Balances in excess of 40% of annual budgeted expenditures may be transferred to the Capital Project Fund to support future capital projects and or Police Pension Fund.
2. *Working Cash Fund* – The working cash fund is a permanent fund. The Working Cash fund provides the Village with a source for internal borrowing to meet short-term liquidity needs. Working cash revenues are restricted by Illinois state statute (65 ILCS 5/). Therefore, no specific target range is established for this fund.
3. *Special Revenue Funds* – Special revenue funds are used to account for and report the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt services or capital projects. Financing for most special revenue funds is provided by a specific annual property tax levy. In some cases, financing is received from a motor fuel tax imposed by the state. These proceeds are devoted exclusively to the purposes for which the special tax was authorized.

- a. *Motor Fuel Tax Fund* – this is a fund established to account for revenues derived from a specific motor fuel allotment and expenses of these monies for the highways and streets throughout the Village. Per state statute, Motor Fuel Tax Fund program revenue is legally restricted to the purpose of the fund. Therefore, the entire balance of the fund will be restricted. Furthermore, the fund balance of the Motor Fuel Tax Fund is 100% committed for maintenance and construction. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target range is established for this fund.
 - b. *Infrastructure Maintenance Fund*- this is a fund established to account for capital infrastructure expenditures supported by the Village’s non home rule sales tax. Per ordinance, the revenue is restricted for the purpose of capital expenditures. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target range is established for this fund.
4. *Debt Service Fund* – This fund was established to account for financial resources that are restricted, committed, or assigned to payment of principal and interest owed on debt. The Village budgets an amount of approximately the principal and interest that is anticipated to be paid. Any fund balance accumulation should be minimum and less than 5%.

The Debt Service Fund’s fund balance is 100% restricted for debt service.
5. *Capital Project Funds* – These funds are established to account for and report the financial resources that are restricted, committed, or assigned to expenditure for capital outlays including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.
6. *Property Maintenance Fund* – These funds are established to account for and report the financial resources that are restricted, committed, or assigned to expenditure for facility maintenance. These expenditures are based on outlined maintenance plans and are funded by annual transfers from the General Fund. Increases and decreases in fund balances are associated with the specific projects planned. Therefore, no specific target range is established for this fund.

The Property Maintenance Fund’s fund balance will be considered restricted, committed, or assigned depending on the intended source/use of funds.

6:40 Flow Assumptions

Some projects (funds) are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). When restricted funds exist, those funds are used first, then unrestricted. For unrestricted funds, committed funds are used first, then assigned, then unassigned.

6:50 Authority

1. Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Village Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year-end.

2. Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the Village’s intent to use fund balance for a specific purpose. The authority may be delegated to the Village Administrator.

6:60 Minimum Targets

Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue projections suggest that revenue will not meet expectations and the fund targets will not be met by

the end of the year, the Village Administrator will take the following actions to reach the goals established in the adopted budget:

- Review expenses with management,
- Reduce capital asset expenditures,
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals,
- Present to the Village Board other expenditure control options, including those that might modify the goals established in the adopted budget.

6:70 Exceptions to the Policy

If the Village Board adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a five-year period.

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Section 7 – Investment Policy

7:10 Scope

This Policy applies to the cash management and investment activities of the Village of Lemont and covers all Village funds other than those of the Police Pension Plan. It is the policy of the Village of Lemont to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all state and local statutes governing the investment of public funds. With the exception of the Police Pension Fund, all other funds of the Village shall be administered in accordance with the provisions of this policy. The Police Pension Fund shall be administered in accordance with the contractual and statutory requirements of that fund. Any monies received for the Police Pension Fund shall be administered by the written order of the Board of Trustees of that Fund.

Pooling of Funds

Except for cash in certain restricted and special funds, the Village will consolidate cash and investment balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles monthly.

7:20 Objectives

The primary objectives of investment activities, in priority order, shall be Legality, Safety, Liquidity, and Total Return.

1. Legality

The Village's investments will be in compliance with all federal, state and other legal statutes and requirements governing the investment of public funds.

2. Safety

Safety of principal, along with legality, are the foremost objectives of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, custodial credit risk, and interest rate risk in the overall portfolio. The Village shall diversify its investments to minimize risks regarding individual securities.

a. Credit Risk

Credit Risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The Village will minimize credit risk by:

- Limiting investments to the types of securities listed in Section E of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the Village will do business in accordance with Section D.1. of this policy.
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Custodial Credit Risk

Custodial Credit Risk is the risk that, in the event of a bank or counterparty failure, the Village's collateral securing uninsured deposits or investments may not be recovered. The Village will minimize custodial credit risk over deposits with financial institutions by ensuring that all deposits with financial institutions are insured or collateralized with securities held by the Village's agent in the Village's name.—All investments shall be conducted on a Delivery vs Payment (DVP) basis. Securities will be held by a third-party securities custodian designated by the Village separate from where the investment was purchased.

c. Interest Rate Risk

Interest Rate Risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Village will minimize interest rate risk by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the weighted average maturity of the portfolio to no more than two years and limiting the maximum maturity of any investment to three years from the date of purchase, unless matched to a specific future cash flow need.

3. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. Alternatively, a portion of the portfolio may also be placed in local government investment pools which offer same-day liquidity for short-term funds.

4. Total Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the legality, safety and liquidity objectives described above. Return on investments is of secondary importance compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

7:30 Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the “prudent person,” which states “ Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probably safety of their capital as well as the probable income to be derived” and shall be applied in the context of managing the entire portfolio.

Investment officers acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Village.

3. Delegation of Authority

Authority to manage the investment program is granted to the Village Administrator derived from the following: 30 ILCS 235 et. seq. The Village Administrator or designee establishes written procedures and internal controls for the operation of the investment program that is consistent with the investment policy. **Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements.** No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Village Administrator. The Village Administrator and Village Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, including outside investment managers.

7:40 Safekeeping and Custody

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment services. In addition, a list also will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- Audited financial statements.
- Proof of National Association of Securities Dealers (NASD) certification.
- Proof of state registration.
- Completed broker/dealer questionnaire.

- Certification of having read and understood and agreeing to comply with the Village’s investment policy.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Village Administrator.

2. Internal Controls

The Village Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived and the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Village Administrator shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion.
- Separation of transaction authority from accounting and recordkeeping.
- Custodial safekeeping.
- Avoidance of physical-delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of telephone transactions for investments and wire transfers.
- Dual authorizations of wire transfers.
- Development of a wire transfer agreement with the lead bank or third party custodian.

See Attachment A: Village of Lemont Investment Procedures and Internal Controls Manual.

3. Delivery vs Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Village custodian prior to the release of funds.

4. Safekeeping

Securities will be held by a [centralized] independent third-party custodian selected by the Village as evidenced by safekeeping receipts in the Village’s name and a written custodial agreement. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

7:50 Suitable and Authorized Investments

1. Investment Types

Except as modified herein all investments purchased under this policy shall be guided by the Public Funds Investment Act 30 ILCS 235 et seq. and all revisions thereto, as may be made by the Illinois Legislature. Below is a summary of acceptable investments as determined by the Village Administrator in compliance with the applicable statute:

- a. U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value and are rated A or better by a nationally recognized ratings agency.
- b. Certificates of deposit and other evidences of deposit at financial institutions, bankers' acceptances, and commercial paper, rated in the three highest tier (e.g., A-1, P-1,D-1, or F- 1 or higher) by a nationally recognized rating agency
- c. Investment-grade obligations (rated A or better by a nationally recognized ratings agency) of state, provincial and local governments and public authorities.
- d. Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
- e. Local government investment pools.

Investment in derivatives shall be prohibited without the approval of the Board of Trustees of the above instruments shall require authorization by the appropriate governing authority.

2. Collateralization

Monies held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:

- (a) U.S. Government securities.
- (b) Obligations of federal agencies.
- (c) Obligations of federal instrumentalities.
- (d) General obligation bonds of any United States state or local government rated “A” or better (i.e., at least upper medium quality) by Moody’s Investors Service, Standard & Poor’s Rating Service, or Fitch Investors Service.

The chief investment officer may reject any form of collateral at any time.

The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral may not be released without the signature of the chief investment officer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the chief investment officer, and evidenced by a safekeeping receipt.

The market value of collateral will be determined based upon quotations reflected in the edition of *The Wall Street Journal* published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in *The Wall Street Journal*, its market value will be determined using a comparable source acceptable to the chief investment officer.

Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to the chief investment officer.

7:60 Investment Parameters

1. Diversification

The investments shall be diversified by:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities). No more than 10% of the portfolio can be invested in any one investment.
- Limiting investment in securities that have higher credit risks.
- Investing in securities with varying maturities.

- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

2. Maximum Maturities

To the extent possible, the Village shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Village will not directly invest in securities maturing more than three (3) years from the date of purchase. The Village shall adopt weighted average maturity limitations, consistent with the investment objectives, as previously noted.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in these types of securities shall be disclosed in writing to the Board of Trustees.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

7:70 Reporting

The Village Treasurer shall prepare an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last quarter. This management summary will be prepared in a manner which will allow the Village to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Village Administrator and the Village Board Finance Officer. The report will include the following:

- Listing of individual securities held, by fund, at the end of the reporting period reporting original cost and current market value of each security.
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- Listing of investments by maturity date.
- The purchase and safekeeping institutions.

7:80 Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis. The benchmarks shall be reflective of the actual securities being purchased and risks undertaken, and the benchmark shall have a similar weighted average maturity as the portfolio.

7:90 Marking to Market

The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least quarterly. This review of the investment portfolio, in terms of value and price volatility, should be performed consistent with the GFOA Recommended Practices on “Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools”. In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

7:100 Policy Consideration

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed on an annual basis. Any changes must be approved by the Village board in consultation with the individuals charged with maintaining internal controls.

7:110 Approval of Investment Policy

The investment policy shall be formally approved and adopted by the Village Board of the Village of Lemont and reviewed annually.

Section 8 - Investment Procedures and Internal Controls Manual – Attachment A

A. Introduction

The Village Treasurer and Village Administrator are responsible for conducting cash and investment transactions for all funds (except the Police Pension Fund) held by or for the benefit of the Village of Lemont. The responsibility for the administration of the investment program has been delegated to the Village Administrator and Village Treasurer, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy.

B. Objective

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Village Administrator and Village Treasurer to ensure that the manual is current with investment industry standards and practices.

C. Standard of Prudence

The standard of prudence to be used by the investment staff shall be that of a “prudent person” and shall be applied in the context of managing the overall portfolio. The Village Treasurer, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The “prudent person” standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

D. Investment Decisions

The investment staff, which includes the Village Administrator and Village Treasurer, shall adhere to the guidelines of the Village of Lemont’s Investment Policy regarding all investment procedures or any other cash and investment transactions.

E. Chain of Command

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Village Board of Trustees
2. Village Administrator
3. Village Treasurer

F. Duties and Responsibilities

The Village Administrator and the Village Treasurer have specific duties and responsibilities as stated in their respective position descriptions. The Village Administrator shall be responsible for the management of the investment program and the Village Treasurer shall be responsible for the daily operational duties (i.e., purchases, sells, bank transfers, wires, and reports) with another finance department employee responsible for the accounting along with monitoring compliance with the internal control procedures.

G. Ethics and Conflict of Interest

For the protection of the investment staff, it is imperative that full disclosure be made by investment personnel and the Board of Trustees to the Village Administrator of any material interests which they may hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Village.

H. Separation of Duties

Investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for approving investment transactions should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements.

I. Reporting Requirements

A quarterly report shall be prepared and forwarded to the Village Administrator who in turn shall forward to the Village Board. The report shall contain, but not be limited to, the following information:

- | | |
|----------------------------|-----------------------------------|
| a) Security ID | f) Par value |
| b) Purchase date | g) Original cost value |
| c) Maturity date | h) Coupon rate (if applicable) |
| d) Purchase institution | i) Yield to maturity |
| e) Safekeeping institution | j) System assigned account number |

A mark-to-market report shall be prepared on a quarterly basis. This report shall include the market value, book value, and unrealized gain or loss of the securities in the portfolio. These values should be obtained from a reputable and independent source.

J. Operations

“Operations” is defined as those necessary procedures and duties required to maintain a properly working department on a daily basis.

1. Daily Investment Procedures

The following is a basic outline of routine daily procedures necessary to maintain proper documentation on cash and investment transactions.

Each morning, the daily bank balances shall be obtained from the depository bank

The Village Treasurer shall be responsible for providing the Village Administrator with daily information regarding the cash requirements and required maturity dates for all funds.

2. Daily Investment Worksheet (“cash book”)

On a daily basis, it is necessary to monitor cash activity within specific bank accounts for the purpose of determining net cash available for investment.

A quarterly review of the cash balances shall be conducted by the Village Treasurer to determine availability of cash as well as future anticipated cash flows for the purpose of determining amount and duration of investments.

All cash and investment transactions shall be journalized, by bank account, and given to the Village Treasurer or Assistant Finance Director before 5:00 p.m. each day.

Proper documentation and authorization shall be required before any cash or investment transaction is executed.

3. Authorized Wire and ACH Transfers

Only the Village Treasurer or Assistant Finance Director shall be authorized to originate the transfer of Village funds for investment and payment of debt service purposes to established Village bank accounts. Wire instructions and personal identification numbers (PIN’s) shall be safeguarded by the authorized representatives.

All bank transfer requests shall be in writing and approved by an authorized representative and all requests shall be filed with the investment work-up documents. All bank transfers will require two signatures, the Village Treasurer and the Village

Administrator. Phone or On line wire transfers may be performed provided such requests are made over recorded lines and a written confirmation of the transfer is prepared by the bank. The purpose of the bank transfer must be noted as part of the transfer information.

Wire transfers shall be confirmed by a third party independent of the authorization function.

4. Securities' Confirmations

The processing of securities' confirmations, including the filing and reconciling, shall be reviewed by an individual who did not execute the purchase or sale. All confirmations for securities, including certificates of deposit, shall be attached to the daily investment work-up documentation. The original confirmations are not permitted to leave the Finance Department, and only copies will be provided upon request.

Upon receipt, the safekeeping account listing shall be reconciled against the appropriate investment reports.

5. Coupon Notices

Securities which periodically pay coupons will require that the amount of the coupon payments be transferred to the appropriate bank account and a journal entry prepared and given to the Village Treasurer.

6. Safekeeping Procedures

All securities purchased for the Village shall be received by "delivery vs. payment" (DVP) to the Village's designated custodian for safekeeping. The Village's designated safekeeping institution shall be notified of the trade prior to or on the day of settlement. Confirmation of the delivery will include the type of security purchased/sold, CUSIP, coupon rate (if applicable), maturity, purchase and settlement dates, par value and purchase price.

Nonnegotiable Certificates of deposit are permitted to be safekept at the issuing bank provided they are fully collateralized and pledges are held at an independent third party institution. Negotiable certificates of deposit should be on a DVP basis as noted above. All certificates of deposit confirmations must be verified against the appropriate investment reports and general ledger account on a monthly basis.

Additional requirements and procedures are outlined in the Third-Party Custodial Safekeeping Agreement regarding safekeeping procedures.

K. Accounting for Investment Transactions

Investments shall be recorded in the financial records at original cost. Interest income will be recognized at maturity or amortized as of the last day of the fiscal year according to the effective interest method of amortization.

L. Investment Information

1. Internal Investment Reports

Investment reports are generated by the Village Treasurer. Each report shall be checked against the original documentation and the appropriate general ledger accounts to ensure the accuracy of the reports on a monthly basis. Furthermore, the investment reports shall be safekept by the Finance Department.

2. Market Values

Market values shall be calculated on a quarterly basis by the Village Treasurer and a report provided to the Village Administrator and the Board of Trustees.

3. Trust Statements

Original statements for the Village's investment accounts which are held by a custodian shall be reconciled by the Village Treasurer on a monthly basis.

M. Selection of Dealers and Bankers

As stated in the Village of Lemont's Investment Policy, the Village Treasurer shall only purchase securities from financial institutions which are qualified as public depositories by the Village of Lemont or from broker/dealers that were selected based on credit worthiness that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule).

The Finance Department shall provide each authorized dealer a copy of the Village's Investment Policy and each dealer shall be required to submit, in writing, a statement that they have received, read and understand the Village's investment policy. This statement shall be submitted to the Village Administrator.

Once all requirements are met, the Finance Department will provide the dealer with a list of staff members who are authorized to conduct cash and investment transactions.

N. Security Selection Process

When purchasing or selling securities, the Finance Department shall select the security which provides both the highest rate of return within the established parameters of the Investment

Policy and satisfies the current objectives and needs of the Village’s portfolio. These selections shall be made based on a minimum of two (2) bids/quotes (unless securities are being purchased at the FED window) being obtained from banks and/or broker/dealers on the securities in question.

Two bids/quotes are not necessary in the following situations:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
2. When no active market exists for the issue being traded due to the age or depth of the issue.
3. When a security is unique to a single dealer, for example, a private placement.
4. When the transaction involves new issue or issues in the “when issued” market.

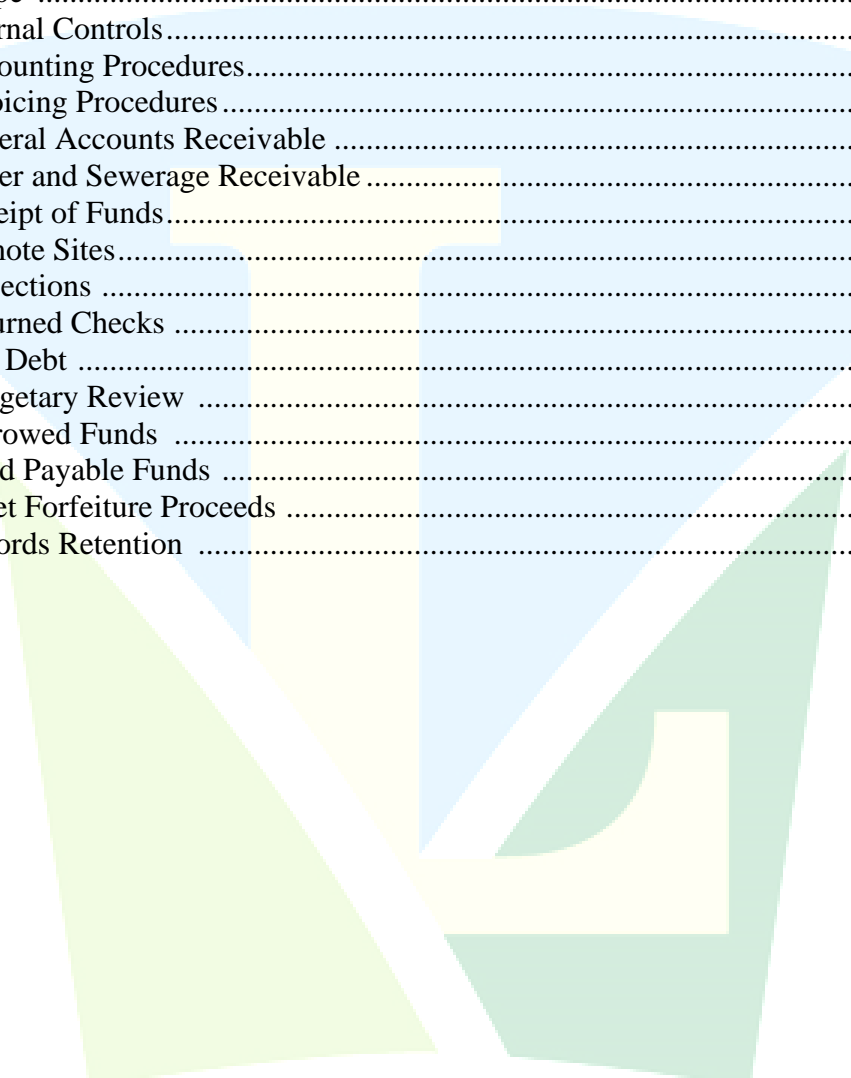
When using the competitive bid process, all bids shall become part of the record of the specific security involved.



Section 9 - Revenue and Cash Management Policy

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Section 9 – Revenue and Cash Management Policy

9:10 Scope

The Revenue and Cash Management Policy applies to all revenue collected, except where state or federal laws supersede. Major revenue sources for the Village of Lemont include real estate taxes, franchise revenues, state shared revenues, utility usage, licenses and permits, fines, and charges for services. Proper controls over revenue are essential to maintaining strong financial management practices.

9:20 Internal Controls

All aspects of cash receipts and accounts receivable shall be subject to proper internal controls. Management of each department shall be familiar with the Revenue and Cash Management Policy and established internal controls that are properly documented and followed by staff members. Internal controls include:

1. Segregation of duties for authorization, recording and custodian functions.
2. Daily processing of cash receipts and accounts receivable transactions.
3. Timely deposit of funds.
4. Timely reconciliation to the general ledger and other supporting ledgers.
5. Establishment of physical security procedures.
6. Notification of management upon suspicion of fraud. Management shall then notify the appropriate authorities (e.g., law enforcement, state agencies) in a timely manner for further investigation.

See Attachment A: Revenue and Cash Management Procedures and Internal Control Manual for additional documentation of procedures and controls.

9:30 Accounting Procedures

All receipts and receivables shall be recorded in keeping with current authoritative standards and practices, including:

1. Revenue shall be recorded in the proper general ledger account by fund and revenue source.

2. Revenue shall be recorded in the proper fiscal accounting period in accordance with the modified accrual basis of accounting for governmental funds and the accrual basis of accounting for business type activities. The Village will strive to minimize differences in revenue recognition for governmental funds and governmental activities.

9:40 Invoicing Procedures

1. General Accounts Receivable

Invoices are created for services that have or are to be provided in the future. There are several types of invoices, including but not limited to:

- Business Licenses – liquor, amusement devices, tobacco, health inspection, home occupation, scavenger;
 - Special Events – for Police and LEMA providing traffic and/or safety services;
 - Ordinance Violations – false alarm, property maintenance;
- a) All initiated bills shall have a due date of 30 days from the bill date, unless otherwise stated per ordinance or resolution. Invoices for license renewals shall be generated by April 1, allowing 30 days for payment prior to due date of May 1. Police Special Detail bills shall be generated within 30 days after the payroll date that identifies the special detail assignment.
 - b) Invoices are created by Police, Public Works and Finance departments with the final approval of the Finance department.
 - c) Invoices shall be generated in the accounting system software accounts receivable module which automatically updates the general ledger.

2. Water and Sewerage Receivable

The Village maintains accounts receivable for water and sewerage services. The Village is divided into two sections. Each section is invoiced every other month for a two month billing period. The sections are rotated to allow for monthly billing process representing half of the households.

- a) All initiated bills are dated the 1st day of the month, covering usage for the two months ended the last day of the prior month. Bills have a due date on the 20th day of the month.
- b) An accounts receivable aging for all water and sewer billings is maintained by the Water Billing Supervisor.
- c) Bills shall be generated using the accounting system software utility billing module. The meter readings automatically update the utility billing module which automatically updates the general ledger.

9:50 Receipt of Funds

The Finance Department shall serve as primary recipient for all revenue collection sites. Each department with remote collection responsibility shall utilize a separate cash register and establish and maintain an adequate system of internal controls for receipts. Controls shall include, at a minimum, the following:

1. The method of payment (e.g., cash, check or credit card) shall be indicated on the receipt. This is entered into the accounting system software at time of transaction.
2. Identification of the individual receiving payment on receipt. The accounting system software identifies the Finance Department Clerk who is logged onto the computer to process the receipts.
3. The receipt shall allow for immediate revenue account classification in conformance with the established chart of accounts.

The checks will be remotely deposited in the bank. Bank maintains scanned images of checks.

4. Bank reconciliations will be done by an individual not involved in the receipting or posting process or establishment of mitigating controls and approved by Finance Director
5. Recording of receipts in the financial accounting system on a timely basis.
6. Timely posting of adjustments with supervisory approval required.
7. Timely reconciliation and deposit of funds received.

See Attachment A: Revenue and Cash Management Procedures and Internal Control Manual for additional documentation of current procedures and controls.

9:60 Remote Sites

Remotes site for the Village include the Police Department. Controls shall include, at a minimum, the following:

1. Dollar Threshold: At any such point a remote collection site accumulates in the aggregate over \$1,000 in cash and/or \$2,500 in checks, such funds shall be deposited by the beginning of the next business day.
2. Timely Threshold: All collections shall be deposited within five business days of receipts.
3. Un-deposited funds will be secured in a locked drawer or the safe.

4. Any differences in the cash reconciliation process will be investigated and resolved.
5. Personnel are prohibited from using change drawer to cash personal checks.

9:70 Collections

Each department shall establish and maintain an adequate system of internal control to provide for timely collection of receivables.

1. All accounts receivable shall be recorded in the accounting system software. The Water Billing Supervisor will maintain the Water and Sewerage Aged Trial Balance and the Finance Director will maintain the General Accounts Receivable Aged Trial Balance. The Finance Director will reconcile each subsidiary ledger to the general ledger on an annual basis.
2. Review of outstanding balances on a quarterly basis and for those accounts that become past due, proper delinquent notice shall be provided to the payee.
3. For those accounts that are greater than 270 days past due and over \$1,000, notice and supporting detail shall be provided to the appropriate collection division for further collection efforts.
4. Assignment to a collection agency shall be considered. When cost effective, the government-wide selected collection agency shall be utilized to assure maximum collections.

9:80 Returned Checks

Each department shall establish and maintain an adequate system of internal controls for returned checks.

1. Unless otherwise stated per Ordinance or Resolution, all checks returned due to insufficient funds shall be processed by the Finance Department with assistance from the Water Billing Supervisor for those returned checks for water and sewerage billing.
2. Fees shall be charged for the returned check in accordance with applicable statutes or established practices. Returned checks shall be processed at least twice through the Village's financial institution.

9:90 Bad Debt

Each department shall maintain an adequate system of internal controls to provide for the accurate and timely recognition of an allowance for doubtful account and bad debt expense.

1. The amount of the allowance for doubtful accounts shall be based upon the percentage of receivable method.
2. The computation of the allowance for doubtful accounts shall be performed annually based upon the aging of the receivables and recent history of write-offs at fiscal year end, subject to concurrence by the external auditors.
3. For write-offs, collection efforts shall be performed for a period equivalent to the statute of limitations or less if bankruptcy has been discharged for an account, business no longer exists, or individual is deceased, or at the discretion of the Village Administrator, at which point such amounts shall be written-off upon approval by the Village Administrator.
4. For any account written-off, such customer information shall be retained for five years and service denied on credit until previously written-off balances have been satisfied, unless specifically approved by the Village Administrator.

9:100 Budgetary Review

Revenue collections and accounts receivable shall be monitored in a timely manner.

1. Revenue initiating departments shall have oversight in the formulation of revenue budgets.
2. Revenue budget estimates shall be supported with documented variable assumptions (base, rate, etc).
3. Monitoring of revenue budget shall be performed in a timely manner throughout the fiscal year and shall include an analysis of actual versus budgeted variances. Revised forecasts shall be communicated to the Budget Officer on a timely basis.
4. Continued compliance of revenue with all laws and/or regulations shall be the responsibility of the revenue initiating department.

9:110 Escrowed Funds

Funds received by the Village in advance of revenue recognition or funds anticipated to be remitted back to the payee shall be recorded in an escrow liability account. The Village escrow agreement does not provide for the establishment of interest bearing accounts. The Village Planning Department maintains the File by Client, which includes an excel summary of escrow account activity. The Village will not maintain a receivable balance for developers. In the event of a net receivable, the developer will be required to replenish the escrow fund within a 30 day time period. The Finance Department reconciles the detail to the general ledger on a monthly basis.

Funds received as impact fees pursuant to a development will be reconciled on a monthly basis and remitted to the appropriate governmental entity entitled to receive the fee within 30 days of the reconciliation.

9:120 Bond Payable Funds

Funds received by the Village as insurance of performance and anticipated to be remitted back to the payee shall be recorded in a bond payable account. The Village maintains a detail listing of funds received and returned by permit number. The Finance Department reconciles the detail to the general ledger on a monthly basis.

9:130 Forfeited Asset Proceeds

The Village shall maintain an adequate system of internal controls for proceeds from asset forfeitures to ensure compliance with applicable laws and regulations.

1. A separate bank account will be maintained for forfeited asset proceeds. A separate revenue general ledger account will be maintained for each type of forfeiture proceeds.
2. All interest income generated by forfeiture accounts must be deposited and recorded into the corresponding bank and general ledger account on a timely basis.
3. The Finance Department and Police Department will maintain procedures to ensure expenditures of proceeds are in accordance with applicable laws and regulations.
4. The Finance Department will reconcile the forfeiture general ledger accounts on a monthly basis.
5. All required reports must be completed and filed with the appropriate authority on a timely basis.

NOTE: See Asset Forfeiture Procedures Manual for additional documentation of procedures and controls.



9:140 Record Retention

The Village shall retain all records related to revenue and cash management for a period of seven years. The Village will follow the State of IL’s record retention policy on maintaining records. And will obtain approval from the State of IL prior to destruction.





Section 10 – Police Pension Fund Policy

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Section 10 – Police Pension Fund Policy

10:10 Statement of Investment Policy, Objectives and Guidelines

1. Scope and Purpose

This investment policy applies to all assets of the Lemont Police Pension Fund. The Primary objective of the Lemont Police Pension Fund is to provide eligible employees with retirement benefits and ensure appropriate funding.

2. Parties Associated with the Plan

A. Board of Trustees for the Lemont Police Pension Fund

- Holds ultimate responsibility for the Fund and the appropriateness of its investment policy and its execution.
- May retain consultants, money managers, and other advisors to implement and execute investment policy as it relates to the Fund.
- Reviews adequacy or need for change of this statement.
- Meets quarterly and reviews reports concerning the Funds asset management.
- Engages a custodian.
- Defines investment policy, objectives, and guidelines for the Fund including risk tolerance.
- Ensures administration of the Fund in accordance with the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3.

B. Custodian

- Accepts possession of securities for safe keeping; collects and disburses income; collects principle of sold, matured or called items; and provides accurate, timely market value pricing, including accrued interest, for all securities under their care.
- Provides timely monthly statements, which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
- Effects receipt and delivery following purchases and sales of securities on a timely and accurate basis.
- Ensures that all cash is productively employed at all times.
- Meets as required with the Board of Trustees and provides reports relative to the status of the Plan.

C. Investment Consultant

- Assists the Board of Trustees in developing investment policy guidelines, including asset class choices, asset allocation targets and risk diversification.
- Conducts money manager searches when requested by the Board of Trustees.
- Provides the Board of Trustees with objective information on a broad spectrum of investment decisions and assists in evaluating the merits of each particular

investment product, and money manager as to the track records management styles and quality.

- Monitors the performance of the aggregate plan, investment managers, and provides regular quarterly reports to the Board of Trustees, which aids them in determining the progress towards the investment objectives.

D. Money Managers

- Will have full discretion in the management of the assets allocated to the investment managers, subject to overall investment guidelines set by the Board of Trustees.
- Serve as fiduciaries responsible and will be held to the Prudent Expert Standard for specific securities decisions.
- Will abide by the Illinois Pension Code which governs Illinois Downstate Police Pension Funds, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1-113.2, 1-113.3 and 1-113.4, and will abide by duties, responsibilities and guidelines detailed in any specific investment manager agreement entered into by the manager and Board of Trustees.
- Will report at least quarterly the current investments held in their account, their current market value and all transactions within the account.
- Will communicate any major changes in economic outlook, investment strategy, or any other factors, which affect implementation of their investment process, or the investment objective of the Plan.
- Will inform the Board in writing of any qualitative change in the investment management organization: Examples include changes in portfolio management personnel, ownership structure, investment philosophy, etc.

3. Investment Objectives and Guidelines

A. Policies

The primary policies of the fund, in order of priority are as follows:

- Capital Appreciation Equity investments shall be undertaken in a manner that seeks to grow the principal value of the Lemont Police Pension Fund over time and the Board of Trustees is willing to invest in securities that have historically demonstrated a moderate degree of risk of loss or principal value to pursue its objective.
- Safety Fixed income investments shall be undertaken in a manner that seeks to ensure the preservation of capital. As such, the Board of Trustees has consciously diversified the aggregate fund to ensure that adverse or unexpected results will not have an excessively detrimental impact on the entire portfolio. Diversification is to be interpreted to include diversification by asset type, by characteristic, by number of investments, and in the case of investment managers, by investment style.
- Liquidity The investment portfolio will remain sufficiently liquid to enable the pension fund to pay all necessary benefits and meet all operating requirements, which might be reasonably anticipated.

- Return on Investment Assets will be invested to achieve attractive real rates of return. Following the Prudent Man Standard for preservation of capital, assets will be invested to achieve the highest possible rate of return, consistent with the plans tolerance for risk as determined by the Board of Trustees in its role as a fiduciary.
- Investment management can be delegated to external professional organizations. The managers will operate within a set of guidelines, objectives, and constraints, which are attached hereto. It is the judgment of the Board at this time that there is no immediate need for liquidity with respect to those assets which are managed by money managers. In the short term, the Board believes that the obligations of the fund will be met by other monies and should not be a concern of any investment manager. The Board will periodically provide investment managers with an estimate of expected net cash flows with sufficient advance notice to allow the orderly buildup of necessary liquid reserves.
- The Board of Trustees will follow the policy that, except for established guidelines and unusual circumstances, the fund's investment managers will place no restrictions on the selection of individual investments.
- As a Downstate Police Pension Fund in the State of Illinois, the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Articles 1 and 3 restrict the Fund. These statutes are hereby incorporated into this policy statement by reference herein.
- Investments made in contracts and agreements of Life Insurance Companies licensed to do business in the State of Illinois shall be rated at least A+ by A.M. Best Company, Aa rated by Moody's, and AA+ rated by Standard and Poor's rating services. Notwithstanding, the portfolio of the general account of the Insurance Company shall not invest more than 10% of the portfolio in real estate and/or more than 10% of the portfolio in bonds with ratings of less than Baa1 by Moody's or BBB+ by Standard and Poor's.
- The total investment in the accounts described in paragraph 5 above shall not exceed 10% of the aggregate market value of the Fund.
- Investment grade general obligation debt issued by the State of Illinois or any county, township or Municipal Corporation of the State of Illinois may be held in the portfolio. Issuers that are downgraded to less than investment grade by one of the two largest rating services must be sold within 90 days.
- Investment grade U.S. dollar denominated non-convertible corporate bonds may be held in the portfolio. Said securities shall be rated investment grade by at least one of the two largest rating services at time of purchase. Said securities shall be sold within 90 days if the issuer is downgraded to less than investment grade by any of the major rating agencies.

- Proxies shall be voted by the Board of Trustees unless investment advisors who have discretionary control over assets of the plan are employed. Then the plans managers shall vote all proxies in the best interest of the pension plan. Should voting issues or situations arise where an investment manager needs clarification; the Board of Trustees should be considered as the source for such clarification.
- Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Fund.
- All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible Pension Fund custodial account prior to the release of funds.
- Except for pecuniary interest permitted under subsection (f) of Section 3-14-4 of the Illinois Municipal Code or under Section 3.2 of the Public Officer Prohibited Practices Act, no person acting as Treasurer or Financial Officer or who is employed in any similar capacity by or for a public agency may do any of the following:
 - a) Have any interest, directly or indirectly, in any investments in which the agency is authorized to invest.
 - b) Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.
 - c) Receive, in any manner, compensation of any kind from any investments in which the agency is not authorized to invest.
- It is the policy of the Pension Fund and in accordance with GFOA's Recommended Practices on the Collateralization of Public Deposits (attachment 1), the Fund requires that funds held in depository accounts, time deposit accounts, or money market mutual funds, or invested in the certificates of deposit of financial institutions (banks, savings and loan associations, or credit unions) in excess of FDIC or SAIF insurance shall be secured by some form of collateral. The Village will accept the following assets as collateral:
 - a) U.S. Government securities.
 - b) Obligations of federal agencies.
 - c) Obligations of federal instrumentalities.
 - d) General obligation bonds of any United States state or local government rated "A" or better (i.e., at least upper medium quality) by

Moody’s Investors Service, Standard & Poor’s Rating Service, or Fitch Investors Service.

- The Board may reject any form of collateral at any time. The amount of the collateral provided by a financial institution will not be less than 110% of the market value of the net amount of deposits and investments to be secured. The ratio of market value of collateral to the amount of funds to be secured will be reviewed monthly by the chief investment to officer. Additional collateral will be requested of a financial institution when the ratio declines below the required level. Collateral will be released if the fair market value exceeds the required level. Collateral may not be released without the signature of the Treasurer. Pledged collateral will be held in safekeeping, by an independent third-party depository, or the Federal Reserve Bank, as designated by the Board, and evidenced by a safekeeping receipt. The market value of collateral will be determined based upon quotations reflected in the edition of The Wall Street Journal published on the first business day following the quarter concerned. (This edition will report the market value of securities as of the last day of the quarter concerned.) If a security provided as collateral is not listed in The Wall Street Journal, its market value will be determined using a comparable source acceptable to the chief investment officer. Financial institutions pledging collateral will sign a collateral agreement that meets the requirements of the Financial Institution Resource Recovery Enforcement Act (FIRREA) acceptable to Board.
- The Board is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Fund are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management. Accordingly, the Board shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:
 - a) Control of collusion.
 - b) Separation of transaction authority from accounting and recordkeeping.
 - c) Custodial safekeeping.
 - d) Avoidance of physical-delivery securities.
 - e) Clear delegation of authority to subordinate staff members.
 - f) Written confirmation of telephone transactions for investments and wire transfers.
 - g) Dual authorizations of wire transfers.
 - h) Development of a procedure for making wire transfers.
- In accordance with the Investment Sustainability requirements of the Illinois Pension Code, the Board recognizes material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Board, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include but are not limited to: (1) corporate governance and leadership factors; (2) environmental factors; (3) social capital factors; (4)

human capital factors; and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. (40 ILCS 5/1-113.6 and 1-113.17)

B. Prohibited Transactions

- Prohibited transactions are those transactions specifically prohibited in the Illinois Pension Code, Illinois Compiled Statutes Chapter 40 Act 5 Sections 1-110, 1-111 and 3-135, as well as:

- a) Short selling
- b) Margin transactions
- c) Transactions involving futures or options contracts
- d) Reverse repurchase agreements
- e) Repurchase agreements
- f) Borrowing or lending of cash or securities
- g) Derivatives
- h) Collateralized Mortgage Obligation
- i) American Depository Receipts (ADR's)

Nothing in this section shall prohibit the plan from owning eligible long only diversified open-end mutual funds that may make use of the above strategies.

- **Portfolio Asset Allocation Guidelines**

- The Board of Trustees has adopted the asset allocation policy shown below for Plan assets. Target percentages have been determined for each asset class along with allocations ranges. Equities shall not exceed 65% of the portfolio. Percentage allocations are intended to serve as guidelines; the Board will not be required to remain strictly within the designated ranges. The Fund will review the portfolio quarterly for rebalancing. Market conditions or an investment transition may require an interim investment strategy and, therefore a temporary imbalance in asset mix.

	Min	Target	Max
Cash	1%	2%	5%
Fixed Income	20%	33%	65%
Lg. Cap. Domestic Equities	26%	52%	55%
Sm. Cap. Domestic Equities	2%	5%	7%
International Equities	2%	5%	7%
Real Estate	0%	3%	5%

- Cash investments shall be defined as funds, which can be quickly liquidated without loss of principal.
- Fixed income investments shall be defined as U.S. Government or U.S Government agency bonds, certificates of deposit, investment grade Illinois municipal bonds, dollar denominated non-convertible investment grade corporate bonds, fixed annuities or

guaranteed investment contracts of any insurance company and commingled trust accounts, which only invest in the above, described investment vehicles.

- Equity securities shall be defined as preferred or common stocks created or existing under the laws of the United States and are listed on a national securities exchange, board of trade or are quoted in the National Association of Securities Dealers Automated Quotation System National Market System. Said issuers shall have been in existence for at least 5 years and have not been in arrears of any payment of dividends on its preferred stock during the preceding 5 years. Domestic Equities shall also be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more and invest in a diversified portfolio of common or preferred stocks, bonds, or money market instruments, and exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
- International and real estate securities shall be defined as mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of \$250 million or more, and invest in a diversified portfolio of stocks, bonds, or money market instruments or pooled accounts managed, operated and administered by a bank, subsidiaries of banks or subsidiaries of bank holding companies which invested in a diversified portfolio of stocks, bonds or money market instruments and exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of equities.

4. Performance Objectives

- Over a 5-year investment horizon it is the goal of the aggregate plan to meet or exceed a total rate of return of 7.00%. This investment goal is not meant to be imposed on each investment manager. Specific investment goals and constraints for each investment manager, if any, shall be incorporated as part of this statement. Each manager shall receive a written set of manager guidelines outlining his specific goals and constraints as they may differ from those objectives of the entire plan.
- Meet or exceed the return of the blended market indices of 35% of the Barclays Capital Aggregate Index and 65% of the S&P 500 index.
- The Fund shall generally display an overall level of risk in the aggregate portfolio which is consistent with the risk associated with the benchmarks specified in paragraph 2 above. Risk will be measured by the annualized standard deviation of monthly returns.
- The Board of Trustees understands that in order to achieve its objectives for the Plans assets, the Plan will experience volatility of returns and fluctuations of market value as well as periods of losses. Losses will be viewed within the context of appropriate market indices. Performance will be reviewed for the following periods, the most current quarter, year-to-date, one, three, and five years, and since inception

5. Liability

- The Board of Trustees, members and employees acting in accordance with prescribed procedures and exercising due diligence shall be relieved of personal responsibility for the performance of any security as to price and/or earnings, provided that deviations from expectations are reported promptly, and appropriate action is taken to minimize adverse developments. This Statement is adopted on 20 by the Board of Trustees of the Fund whose signatures appear below.

President
Secretary

10:20 Fixed Income Guidelines

1. Investment Philosophy

- The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
- The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

2. Fixed Income Guidelines

- The following instruments are the only investment vehicles in which the manager shall be permitted to invest in.
 - A. In bonds, notes, certificates of indebtedness, Treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest. Bonds, notes, debentures or other similar obligations of the following agencies of the United States of America: The Federal Housing administration; Government National Mortgage Association; Public Housing Boards; Farmers Home Administration; General Services Administration; Maritime Administration; Small Business Administration and Small Business Administration Loan Pools; Tennessee Valley Authority; Washington Metropolitan Area Transit Authority; Federal Land Banks; Federal Intermediate Credit Banks; Banks for Cooperatives; Federal Farm Credit Banks, and Federal Home Loan Banks.
 - B. Up to 10% of the fixed account may be invested in investment grade general obligation bonds issued by the State of Illinois, or any county, township or Municipal Corporation of the State of Illinois. Said securities shall be sold in 90 days if said issuer is downgraded to less than investment grade by any of the rating services.

- C. Up to 30% of the fixed income portfolio may be invested in U.S. dollar denominated non-convertible corporate bonds subject to the following restrictions. No single position shall be greater than 2% of the fixed income portfolio and no single issuer shall carry a weight greater than 5% (at the time of purchase) of the fixed income portfolio. Further said debt shall be rated investment grade by one of the two largest rating services. Said security shall be sold if said issuer is downgraded to less than investment grade by any of the rating services.
- D. FDIC insured certificates of deposit of any Federally Chartered Bank. Certificates of deposit in any Illinois Chartered Bank are allowed so long as said bank certifies annually to the Board of Trustees that it does not engage in predatory lending practices.
- E. The original issue size of securities selected should be such to afford a high degree of marketability.
- F. In money market mutual funds registered under the investment act of 1940, provided that the portfolio of any such money market fund is limited to obligations described in paragraphs a, b, and c above.

3. Performance

- Manager performance shall be measured using a three-year moving average and shall:
 - A. Meet or exceed net of fees the returns of an unmanaged market index comprised of the Barclays Aggregate Bond index. The return on the fund's investments shall include net income and appreciation.
 - B. Achieve a total rate of return, gross of fees of the top 50% of a peer group of active fixed income managers with like investment constraints.
 - C. Performance will be reviewed for the following periods, the most recent calendar quarter, calendar year-to-date, trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this day of _____20 and agree to comply with the provisions of this statement.

Investment Professional Signature

Printed Name and Title

10:30 Domestic Equity Guidelines

- 1. Investment Philosophy
 - The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
 - The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.
- 2. Common Stock Guidelines
 - Cash should not exceed 10% of the equity portfolio.

- Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, and have total assets of at least \$250 million. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
- Equity investment in any one company may not exceed 5% of the equity portfolio at time of purchase.
- If the management firm has investments in equities of any one company that exceeds 5% of the company's equity outstanding, it shall be brought to the immediate attention of Board of Trustees.
- The manager is expected to prudently diversify the portfolio across industry and economic sectors. It is expected that at least 60% of the major industry sectors in the Russell 3000 index will be represented in the portfolio. Furthermore, the manager is to notify the Board of Trustees, with an explanation when any Russell 3000 industry or sector is outweighed by more than 120%.
- Generally, the equity portfolio shall display an overall level of risk which is consistent with the level of risk associated with the Russell 3000. Risk will be measured by the annualized standard deviation of monthly returns.

2. Performance

- Manager performance shall be measured using a three-year moving average and shall:
 - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of Russell 3000 equity index.
 - b) Achieve a total rate of return gross of fees of the top 45% of a peer group of active equity core managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk taken by the universe of managers. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
- Performance will be reviewed for the following periods, the most recent calendar quarter Calendar Year-to-date, trailing one, three and five years and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this day of _____ 20 and agree to comply with the provisions of this statement.

Investment Professional Signature

Printed Name and Title

10:40 International Guidelines

1. Investment Philosophy

- The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
- The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

2. Common Stock Guidelines

- Cash shall not exceed 5% of the equity portfolio.
- Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, and have total assets of at least \$250 million. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of equities.
- Invest in a diversified portfolio of common or preferred stocks, which are geographically diversified in a number of regions including the Americas (U.S. and Canada), Greater Europe and Greater Asia. Said fund and shall not have more than a 15% exposure in the United States and Canada.
- The manager is expected to prudently diversify the portfolio across industry and economic sectors.
- Generally, the equity portfolio shall display an overall level of risk which is consistent with the level of risk associated with the MSCI EAFE index. The annualized standard deviation of monthly returns will measure risk.

3. Performance

- Manager performance shall be measured using a three-year moving average and shall:
 - a) Meet or exceed net of fees the returns of an unmanaged market index comprised of the MSCI EAFE (net) total return equity index.
 - b) Achieve a total rate of return net of fees of the top 45% of a peer group of active international fund managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the MSCI EAFE index. The annualized standard deviation of monthly returns will measure risk. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.
- Performance will be reviewed for the following periods, the most recent calendar quarter calendar year-to-date trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this day of _____ 20 and agree to comply with the provisions of this statement.

Investment Professional Signature

Printed Name and Title

10:50 Real Estate Guidelines

1. Investment Philosophy

- The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
- The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

2. Common Stock Guidelines

- Cash shall not exceed 5% of the equity portfolio.
- Equity securities shall mean diversified open-end mutual funds managed by an investment company as defined and registered under the Federal Investment Company Act of 1940 and Registered under the Illinois Securities Law of 1953, have been in operation for at least 5 years, have total assets of at least \$250 million, or collective trusts (commingled or pooled trusts) administered and operated by a bank, subsidiaries of banks, or subsidiaries of bank holding companies, which invest in a diversified portfolio of International (not to exceed 40% of the real estate portfolio) or U.S. publicly traded Real Estate Investment Trusts. 75% of the company's total revenue must be derived from the ownership and operation of real estate assets to be considered an eligible REIT. Equity securities shall also mean exchange traded funds which do not employ inverse or leveraged strategies and invest in diversified portfolio of domestic equities.
- The manager is expected to prudently diversify the portfolio across industry and economic sectors. It is expected that at least 75% of the major real estate sectors in the Dow Jones US Real Estate index will be represented in the portfolio.
- Generally, the equity portfolio shall display an overall level of risk, which is consistent with the level of risk associated with the Dow Jones US Real Estate index. Risk will be measured by the annualized standard deviation of monthly returns.

3. Performance

- Manager performance shall be measured using a three-year moving average and shall:
 - a) Meet or exceed gross of fees the returns of an unmanaged market index comprised of the Dow Jones US Real Estate index.

b) Achieve a total rate of return gross of fees of the top 33% of a peer group of active REIT managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the Dow Jones US Real Estate index. The annualized standard deviation of monthly returns will measure risk. These criteria shall be evaluated over longer market cycles of 3, 5, 7 and 10 years.

- Performance will be reviewed for the following periods: most recent calendar quarter, calendar year-to-date, trailing one, three and five years, and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this day of _____20 and agree to comply with the provisions of this statement.

Investment Professional Signature

Printed Name and Title

10:60 Strategic Beta Guidelines

1. Investment Philosophy

- The manager is expected to manage assets in a style similar to the one utilized over the past three years. Any significant deviation from the managers stated style would require written approval from the Board of Trustees.
- The manager is expected to earn the highest possible rate of return consistent with the risk tolerance of the Board of Trustees.

2. Common Stock Guidelines

- Cash shall not exceed 10% of the equity portfolio.
- Equities shall be defined as Exchange Traded Funds (ETF's) invested in a portfolio of large-cap domestic equities. Inverse and leveraged ETF's are prohibited
- The manager is expected to prudently diversify the portfolio across industry and economic sectors and market capitalizations.
- Generally, the equity portfolio shall display an overall level of risk, which is consistent with the level of risk associated with the S&P 500 total return index. Risk will be measured by the annualized standard deviation of monthly returns.

3. Performance

- Manager performance shall be measured using a three-year moving average and shall:
 - a. Achieve returns (net of appropriate expense ratios) of an unmanaged market index comprised of the S&P 500 total return index.
 - b. Achieve a total rate of return net of fees of the top 50% of a peer group of active large-cap equity managers. Returns shall be evaluated in conjunction with the risk taken by the investment manager relative to the risk of the Wilshire Total Market total return index and shall generally display the risk associated with the S&P 500 total return

index. These criteria shall be evaluated over longer market cycles of rolling 3 and 5 years.

- Performance will be reviewed for the following periods:
Three months, Calendar Year to Date, one, three and five years and since inception.

I have received the Policy Statement of the Lemont Police Pension Fund this day of _____20 and agree to comply with the provisions of this statement.

_____ Investment Professional Signature

_____ Printed Name and Title

