



DuPage Water Commission

600 E. Butterfield Road, Elmhurst, IL 60126-4642
(630) 834-0100 Fax: (630) 834-0120

AGENDA FINANCE COMMITTEE

THURSDAY, MARCH 12, 2009
7:00 P.M.

600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126

COMMITTEE MEMBERS

G. Mathews, Chair

T. Bennington

F. Saverino

D. Zeilenga

- I. Roll Call
- II. Approval of Minutes for Committee Meeting of January 9, 2009
- III. Treasurer's Report – February, 2009
- IV. Financial Statements – February, 2009
- V. Resolution No. R-17-09 A Resolution Authorizing the Electronic Transfer of Funds for the Remittance of all Illinois Taxes.
- VI. Online Financial Information
- VII. National Institute of Government Purchasing
- VIII. Discussion on FY 2008-2009 Auditors
- IX. Accounts Payable
- X. Other
- XI. Adjournment

Board\Agendas\Finance\FC 2009-03.doc

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
FINANCE COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON JANUARY 8, 2009**

The meeting was called to order at 7:13 P.M. at the offices of the DuPage Water Commission, 600 E. Butterfield Rd., Elmhurst, Illinois 60126. Committee members in attendance: Committee Chairman G. Mathews, Commissioner F. Saverino and Commissioner D. Zeilenga. Also in attendance: Treasurer R. Thorn and Financial Administrator M. Richter

MINUTES OF MEETING – December 11, 2008

A motion was made by Commissioner Zeilenga and seconded by Commissioner Saverino to approve the minutes of December 11, 2008 Finance Committee meeting. The motion carried unanimously.

TREASURER'S REPORT – December, 2008

Treasurer Thorn presented the December 2008 Treasurer's Report for Committee review.

FINANCIAL STATEMENTS – December, 2008

The Committee reviewed the December 2008 financial statements. After a brief discussion, the Committee accepted the financial statements for December 2008.

ACCOUNTS PAYABLE

The Committee reviewed the Accounts Payable in the amount of \$4,789.98; a consensus was agreed for recommendation to the Board for approval.

OTHER

Commissioner Zeilenga requested that monthly and year-to-date water sales dollars be reported and compared to the previous year water sales dollars. In addition, Commissioner Zeilenga requested a narrative on the five year forecast explaining the need for a rate increase versus the available balances.

ADJOURNMENT

With no further business to come before the Committee, the meeting was adjourned at 7:23 P.M.



DuPage Water Commission

MEMORANDUM

TO: Robert Martin, General Manager

FROM: R. Max Richter, Financial Administrator *RMR*

DATE: March 6, 2009

SUBJECT: Financial Report – February

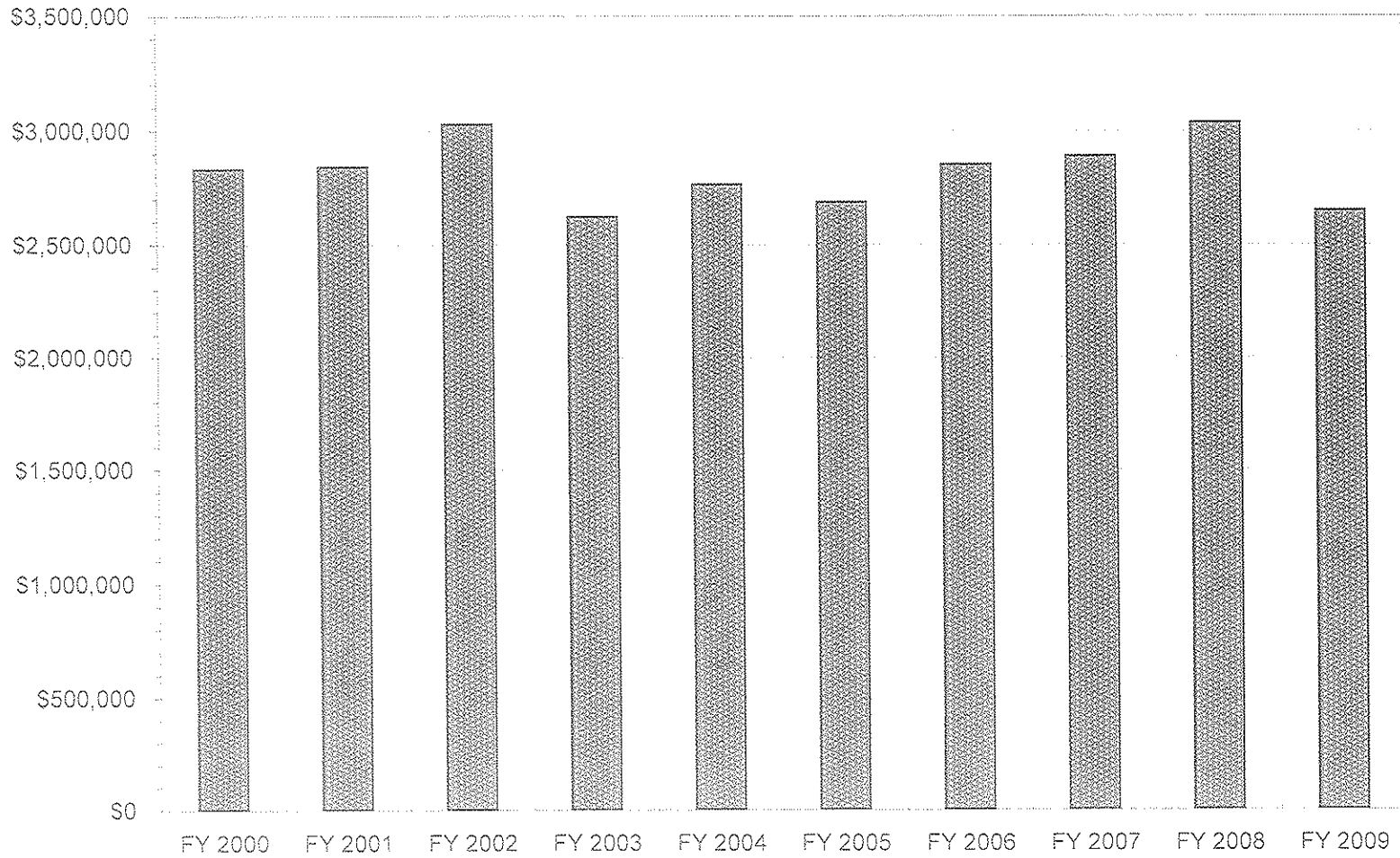
- Water sales for the month are under budget by \$0.3 million (10.4%) and for the year under budget by \$6.8 million (19.5%). Sales are \$0.3 million (13.8%) more than the same month for last fiscal year. Year-to-date sales are \$0.5 million (1.8%) more than last fiscal year.
- Water purchases from Chicago for the month are over budget by \$0.2 million (5.2%) and for the year under budget by \$8.2 million (17.0%). Purchases are \$0.3 million (10.0%) more than the same month for last fiscal year and year-to-date are \$3.0 million (8.1%) more than last fiscal year.
- February sales tax collections (November sales) were \$383,955 (12.7%) less than the same period last fiscal year. Year-to-date sales tax collections are \$1.8 million (6.12%) less than last fiscal year.
- Commission's investment portfolio had a market value of \$77.5 million on February 28, 2009. The original purchase price of the portfolio was \$78.1 million. The portfolio was earning approximately 0.756% based on market yield and 1.033% based on original purchase price.
- Following is a summary of the Historical Check Report and Accounts Payable for the March 12, 2009 Commission meeting:

February A/P History Check Report (1)		\$5,670,192.40
Holland & Knight	\$7,695.71	
Divane Bros. Electric Co.	22,914.69	
Martam Construction, Inc.	26,381.85	
A/P Regular Open Item Register		56,992.25
	Total	<u>\$5,727,184.65</u>

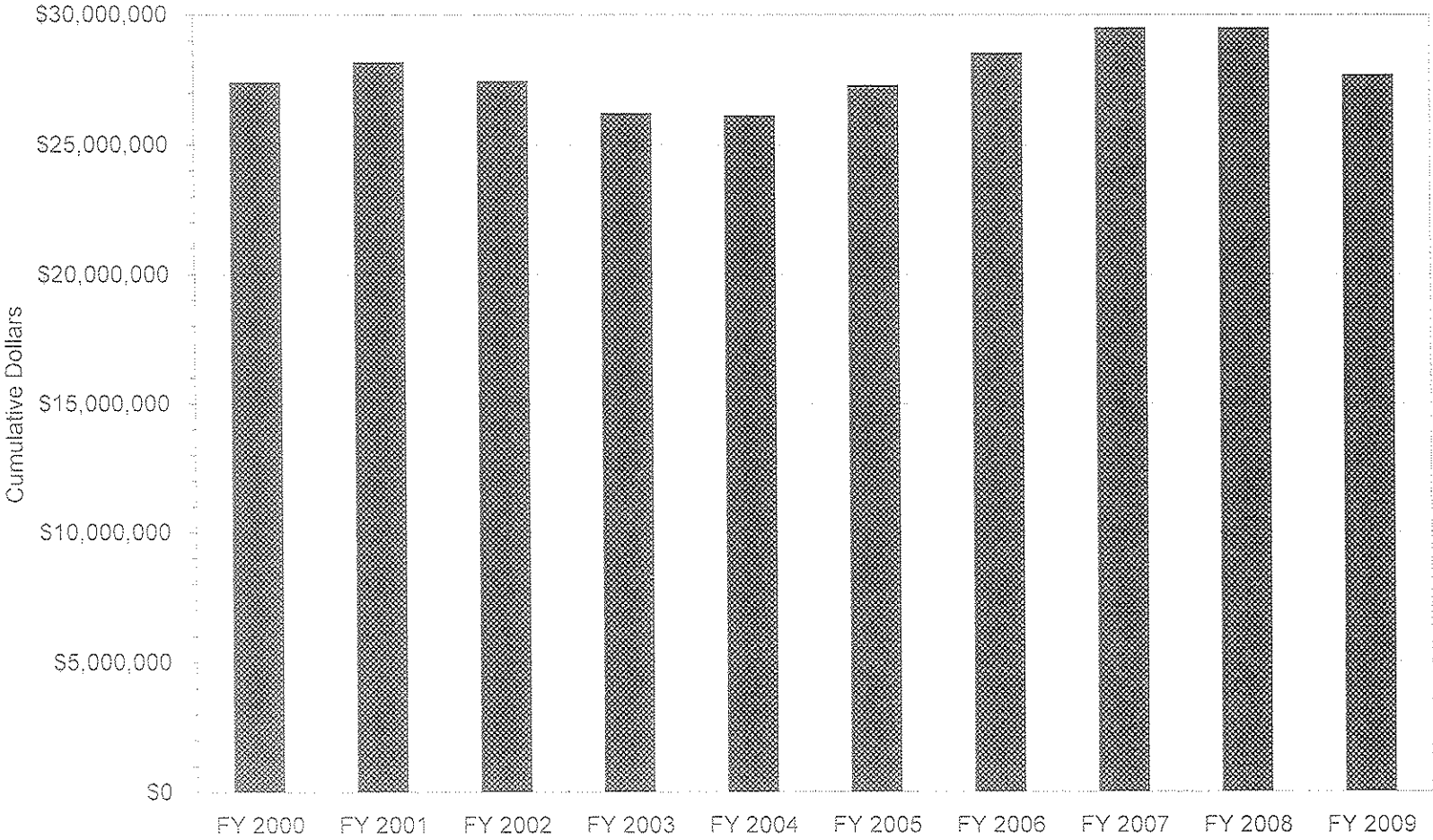
1) Previously authorized.

cc: Chairman and Commissioners

DuPage Water Commission
Sales Tax Collected - Current Month



DuPage Water Commission
Sales Tax Collections - Year to Date



BALANCE SHEET

AS OF: FEBRUARY 28TH, 2009

01

-WATER FUND

2007-2008

2008-2009

ACCOUNT #

ACCOUNT NAME

BALANCE

BALANCE

ASSETS

=====

CURRENT

CASH

724,000.42

314,461.57

INVESTMENTS

90,566,141.57

77,527,904.98

ACCOUNTS RECEIVABLE

WATER SALES

3,472,805.02

4,501,038.15

INTEREST RECEIVABLE

814,177.63

725,684.23

OTHER

8,560,187.96

9,193,313.00

INVENTORY & PREPAIDS

745,426.53

633,838.15

TOTAL CURRENT ASSETS

104,882,739.13

92,896,240.08

NONCURRENT ASSETS

FIXED ASSETS

447,623,580.89

448,252,559.76

LESS: ACCUMULATED DEPRECIATION

(98,034,542.74)

(104,648,072.17)

CONSTRUCTION WORK IN PROGRESS

21,553,558.70

23,871,843.06

LONG TERM RECEIVABLES

5,637,191.54

5,637,191.54

DEFERRED WATER SUPPLY CONTRACTS

0.00

0.00

TOTAL NONCURRENT ASSETS

376,779,788.39

373,113,522.19

TOTAL ASSETS

481,662,527.52

466,009,762.27

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LIABILITIES

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CURRENT LIABILITIES

ACCOUNTS PAYABLE

4,786,131.44

5,009,344.55

BONDS PAYABLE

19,840,000.00

20,830,000.00

DUE TO THE COUNTY

0.00

0.00

ACCRUED INTEREST

2,923,220.83

2,503,444.50

CONTRACT RETENTION

162,764.51

1,640,627.52

DEFERRED REVENUE

2,429,586.45

2,288,979.41

TOTAL CURRENT LIABILITIES

30,141,703.23

32,272,395.98

NONCURRENT LIABILITIES

REVENUE BONDS

87,925,616.00

78,686,906.97

GENERAL OBLIGATION BONDS

35,589,385.96

24,239,957.35

DUE TO THE COUNTY

0.00

0.00

TOTAL NONCURRENT LIABILITIES

123,515,001.96

102,926,864.32

TOTAL LIABILITIES

153,656,705.19

135,199,260.30

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BEGINNING EQUITY/RESERVES

362,973,609.61

330,867,899.20

TOTAL REVENUE

66,536,551.29

63,764,477.11

TOTAL EXPENSES

101,504,338.57

63,821,874.34

TOTAL EQUITY/RESERVES

(34,967,787.28)

(57,397.23)

NET ASSETS

481,662,527.52

466,009,762.27

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DU PAGE WATER COMMISSION
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: FEBRUARY 28TH, 2009

01 -WATER FUND
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 83.33

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR PO ADJUST.	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
WATER SERVICE	48,698,950	3,198,557.74	0.00	34,756,805.26	0.00	13,942,144.74	71.37
TAXES	36,268,083	2,650,721.49	0.00	27,659,628.15	0.00	8,608,454.85	76.26
OTHER INCOME	4,449,291	(89,782.50)	0.00	1,348,043.70	0.00	3,101,247.30	30.30
TOTAL REVENUES	89,416,324	5,759,496.73	0.00	63,764,477.11	0.00	25,651,846.89	71.31
<u>EXPENDITURE SUMMARY</u>							
<u>ADMINISTRATION</u>							
PERSONNEL SERVICES	4,502,215	298,497.77	0.00	3,181,502.25	0.00	1,320,713.12	70.67
CONTRACT SERVICES	1,211,665	32,862.67	0.00	524,006.78	0.00	687,658.22	43.25
INSURANCE	831,874	43,142.27	0.00	590,544.50	0.00	241,329.50	70.99
OPERATIONAL SUPPORT SRVS	966,339	36,005.29	0.00	637,392.34	0.00	328,946.66	65.96
WATER OPERATION	68,608,960	4,214,530.18	0.00	45,252,592.25	0.00	20,356,367.75	68.97
BOND INTEREST	6,767,972	563,450.18	0.00	5,716,420.34	0.00	1,051,551.66	84.46
CAPITAL	6,991,524	581,962.64	0.00	5,779,523.37	0.00	1,212,000.63	82.66
WORK IN PROGRESS	17,882,500	737,441.41	0.00	2,139,892.51	0.00	15,742,607.49	11.97
TOTAL ADMINISTRATION	104,763,049	6,507,892.41	0.00	63,821,874.34	0.00	40,941,175.03	60.92
TOTAL EXPENDITURES	104,763,049	6,507,892.41	0.00	63,821,874.34	0.00	40,941,175.03	60.92
REVENUE OVER/ (UNDER) EXPENDITURES	(15,346,725)	(748,395.68)	0.00	(57,397.23)	0.00	(15,289,328.14)	0.37

DU PAGE WATER COMMISSION
 INVESTMENTS
 (Unaudited)
 February 28, 2009

FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE	PURCHASED TO YIELD	MARKET YIELD	PAR VALUE	MARKET	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 02/28/09	BID PRICE 02/28/09
Water Fund Depository Accounts (01-1210)											
Illinois Funds-Money Market	0.443%	02/28/09	03/01/09	0.443%	0.443%	\$ 820,735.23	\$ 820,735.23	\$ -	\$ 820,735.23	\$ -	100.000
Illinois Funds-Prime Fund	0.484%	02/28/09	03/01/09	0.484%	0.484%	1,227,102.76	1,227,102.76	-	1,227,102.76	-	100.000
				0.468%	0.468%	\$ 2,047,837.99	\$ 2,047,837.99	\$ -	\$ 2,047,837.99	\$ -	
Water Fund Oper & Maint Acct (01-1211)											
Illinois Funds-Money Market	0.471%	02/28/09	03/01/09	0.443%	0.443%	\$ 5,503,528.37	\$ 5,503,528.37	\$ -	\$ 5,503,528.37	\$ -	100.000
Illinois Funds-Prime Fund	0.625%	02/28/09	03/01/09	0.484%	0.484%	6,313,470.41	6,313,470.41	-	6,313,470.41	-	100.000
				0.465%	0.465%	\$ 11,816,998.78	\$ 11,816,998.78	\$ -	\$ 11,816,998.78	\$ -	
Revenue Bond Interest Account (01-1212)											
One Group Government Money Market	0.000%	02/28/09	03/01/09	0.000%	0.000%	\$ 847.03	\$ 847.03	\$ -	\$ 847.03	\$ -	100.000
U. S. Treas. Notes (JP Morgan)	4.500%	11/17/08	04/30/09	0.707%	0.231%	591,000.00	595,053.13	(6,071.50)	601,134.73	8,865.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	12/16/08	04/30/09	0.017%	0.231%	384,000.00	386,640.00	(3,780.00)	390,420.00	5,760.00	100.688
U. S. Treas. Bills (JP Morgan)	0.000%	01/13/09	04/30/09	0.071%	0.210%	393,000.00	392,674.61	(43.42)	392,918.23	-	99.968
U. S. Treas. Bills (JP Morgan)	0.000%	02/17/09	04/30/09	0.142%	0.210%	392,000.00	391,875.13	(15.11)	391,890.24	-	99.968
				0.269%	0.221%	\$ 1,760,847.03	\$ 1,767,300.10	\$ (9,910.13)	\$ 1,777,210.23	\$ 14,525.00	
Revenue Bond Principal (01-1213)											
One Group Government Money Market	0.000%	02/28/09	03/01/09	0.000%	0.000%	\$ 888.82	\$ 888.82	\$ -	\$ 888.82	\$ -	100.000
U. S. Treas. Notes (JP Morgan)	4.500%	05/07/08	04/30/09	1.915%	0.231%	1,368,000.00	1,377,405.00	(24,795.00)	1,402,200.00	20,520.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	06/23/08	04/30/09	2.450%	0.231%	760,000.00	765,362.50	(6,043.75)	793,406.25	11,700.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	07/16/08	04/30/09	2.076%	0.231%	776,000.00	781,335.00	(9,336.25)	790,671.25	11,640.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	08/14/08	04/30/09	1.996%	0.231%	775,000.00	780,328.13	(8,325.19)	788,653.32	11,625.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	09/12/08	04/30/09	1.910%	0.231%	773,000.00	778,314.38	(7,246.67)	785,561.25	11,595.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	10/09/08	04/30/09	1.136%	0.231%	769,000.00	774,285.68	(9,131.67)	783,418.75	11,535.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	11/17/08	04/30/09	0.707%	0.231%	899,000.00	905,180.63	(9,236.82)	914,416.45	13,485.00	100.688
U. S. Treas. Notes (JP Morgan)	4.500%	12/16/08	04/30/09	0.017%	0.231%	780,000.00	785,362.50	(7,678.13)	793,040.63	11,700.00	100.688
U. S. Treas. Bills (JP Morgan)	0.000%	01/13/09	04/30/09	0.071%	0.210%	799,000.00	798,745.47	(68.29)	798,633.76	-	99.968
U. S. Treas. Bills (JP Morgan)	0.000%	02/17/09	04/30/09	0.142%	0.210%	798,000.00	797,745.79	(30.77)	797,776.58	-	99.968
				1.275%	0.227%	\$ 8,517,888.82	\$ 8,564,955.10	\$ (83,911.94)	\$ 8,648,867.04	\$ 103,800.00	
Revenue Bond Debt Svc Reserve (01-1214)											
				N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
Water Fund Oper & Maint Res (01-1215)											
Illinois Funds-Money Market	0.443%	02/28/09	03/01/09	0.443%	0.443%	\$ 6,561,263.71	\$ 6,561,263.71	\$ -	\$ 6,561,263.71	\$ -	100.000
Illinois Funds-Prime Fund	0.484%	02/28/09	03/01/09	0.484%	0.484%	6,976,112.01	6,976,112.01	-	6,976,112.01	-	100.000
				0.464%	0.464%	\$ 13,537,375.72	\$ 13,537,375.72	\$ -	\$ 13,537,375.72	\$ -	

DU PAGE WATER COMMISSION
 INVESTMENTS
 (Unaudited)
 February 28, 2009


FUND SOURCE	COUPON RATE	PURCHASE DATE	MATURITY DATE	PURCHASED TO YIELD	MARKET YIELD	PAR VALUE	MARKET	AMORTIZED DISCOUNT (PREMIUM)	PURCHASE PRICE	ACCRUED INTEREST 02/28/09	BID PRICE 02/28/09
Water Fund Depreciation Account (01-1215)											
Illinois Funds-Money Market	0.443%	02/28/09	03/01/09	0.443%	0.443%	\$ 1,698,495.38	\$ 1,698,495.38	\$ -	\$ 1,698,495.38	\$ -	100.000
Illinois Funds-Prime Fund	0.484%	02/28/09	03/01/09	0.484%	0.484%	3,874,328.98	3,874,328.98	-	3,874,328.98	-	100.000
				0.472%	0.472%	\$ 5,572,824.36	\$ 5,572,824.36	\$ -	\$ 5,572,824.36	\$ -	
Water Fund General Account (01-1217)											
Illinois Funds-Money Market	0.443%	02/28/09	03/01/09	0.443%	0.443%	\$ -	\$ -	\$ -	\$ -	\$ -	100.000
Illinois Funds-Prime Fund	0.484%	02/28/09	03/01/09	0.484%	0.484%	-	-	-	-	-	100.000
				N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
Water Fund General Account (01-1218)											
Illinois Funds-Money Market	0.443%	02/28/09	03/01/09	0.443%	0.443%	\$ -	\$ -	\$ -	\$ -	\$ -	100.000
Illinois Funds-Prime Fund	0.484%	02/28/09	03/01/09	0.484%	0.484%	-	-	-	-	-	100.000
				N/A	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	
Sales Tax Funds (01-1230)											
Illinois Funds-Money Market	0.443%	02/28/09	03/01/09	0.443%	0.443%	\$ 336,422.71	\$ 336,422.71	\$ -	\$ 336,422.71	\$ -	100.000
Illinois Funds-Prime Fund	0.484%	02/28/09	03/01/09	0.484%	0.484%	-	-	-	-	-	100.000
Cert. of Deposit (Winfield Community Bank)	3.000%	05/17/08	05/15/09	3.000%	3.000%	2,500,000.00	2,500,000.00	-	2,500,000.00	52,602.74	100.000
Cert. of Deposit (West Suburban Bank)	3.100%	07/17/08	07/17/09	3.100%	3.100%	5,935,100.00	5,935,100.00	-	5,935,100.00	113,921.40	100.000
Cert. of Deposit (West Suburban Bank)	3.195%	10/17/08	10/17/09	3.195%	3.195%	64,900.00	64,900.00	-	64,900.00	761.25	100.000
				2.971%	2.971%	\$ 8,836,422.71	\$ 8,836,422.71	\$ -	\$ 8,836,422.71	\$ 167,285.39	
2001 G.O. Bonds Debt Service (01-1243)											
FAMGOFIC Money Market	0.386%	02/28/09	03/01/09	0.386%	0.386%	\$ 1,423.34	\$ 1,423.34	\$ -	\$ 1,423.34	\$ 265.09	100.000
U.S. Treas. Notes (U.S. BANK)	4.750%	03/14/08	02/28/09	1.392%	0.397%	13,133,000.00	13,133,000.00	(414,745.82)	13,547,745.82	311,908.75	100.000
U.S. Treas. Notes (U.S. BANK)	4.000%	02/24/09	09/30/09	0.524%	0.461%	674,000.00	685,584.38	(342.26)	685,926.64	13,480.00	101.719
U.S. Treas. Notes (U.S. BANK)	2.000%	02/24/09	02/28/10	0.726%	0.792%	11,432,000.00	11,564,182.50	(14,290.00)	11,578,472.50	114,320.00	101.156
				1.065%	0.578%	\$ 25,240,423.34	\$ 25,384,190.22	\$ (429,376.08)	\$ 25,613,568.30	\$ 439,973.84	
TOTAL ALL FUNDS				1.033%	0.769%	\$ 77,330,618.75	\$ 77,527,904.98	\$ (523,200.15)	\$ 78,051,105.13	\$ 725,864.23	
February 28, 2009				90 DAY US TREASURY YIELD	0.238%						



DuPage Water Commission

MEMORANDUM

TO: Robert L. Martin, P.E.
General Manager

FROM: R. Max Richter 
Financial Administrator

DATE: March 6, 2009

SUBJECT: On line Financial Information

I have reviewed the County of DuPage's web site to determine what financial data was added. The data added were check registers for "Department Expenditures", "Vendor Expenditures" and "Purchase Order/Contract Expenditures" for 2009 and 2008 fiscal years.

Currently, the Commission meeting materials are placed on the Commission's website. This includes not only the various resolutions and ordinances, but also the monthly balance sheet, income statement, cash and investment report, check register for paid invoices and a report for invoices to be paid. These are replaced on a monthly basis, so only the current month reports are available.

I would recommend that the Commission maintain an unaudited section which would contain PDF files for a year-to-date check register, the current income statement and balance sheet. In this way, the current financial information would be available at all times.



DuPage Water Commission

MEMORANDUM

TO: Administration Committee
Finance Committee

FROM: R. Max Richter 
Financial Administrator

DATE: March 6, 2009

SUBJECT: The National Institute of Governmental Purchasing

The National Institute of Governmental Purchasing (NIGP) is a national non-profit organization which provides support for personnel in the public sector purchasing profession was reviewed at the August Commission meeting and agreed to put on hold to allow the newly appointed Commissioners to become more familiar with the Commission. NIGP provides members services which include education, research, technical assistance, and policy and procedure manuals on the procurement process.

I reviewed the organization's website and believe that the Commission would not benefit from joining NIGP.

The Commission has implemented the purchasing module of DataStream 71. This system has internal controls which track historical costs, the required accounting information associated with the individual part and an approval process. In addition to the controls in place, the Commission is audited annually not only on the financial information, but also on the internal controls of the Commission including the purchasing functions.

I recommend that the Commission not apply for membership to NIGP.