



# TOIRMA Update

By Jim Donelan

TOIRMA Executive Director

## *TOIRMA Needs Your Help with the Transition*

**T**HE NOT SO NEW YEAR is in full swing and we have one month under our belts already. With winter well underway, highway commissioners and road district employees throughout Illinois have been working in not so pleasant conditions for a few months now. Not only is it cold out there, but the township election cycle is in progress. Whether it's a township trustee becoming a new supervisor, or someone who has never held elective office before, there will be new faces coming into township government in May. TOIRMA is in need of your assistance with this transition.

Most of the time in township government the transition is peaceful. Unfortunately, with the spirit of some campaigns and the personalities sometimes involved, this is not always the case. In either circumstance, it's important that you assist in an orderly, cooperative transition. Keep in mind how you felt as a newly elected official.

### **How can you help?**

#### **Human Resources Help Line**

Please make sure the newly elected officials are aware that TOIRMA offers a Human Resources Help Line. Designed as a way to assist TOIRMA Members with employment related matters such as hiring, disciplining, and terminating employees, this tool is an invaluable resource. Our professional staff will aid in making sure that township officials are following employment laws, rules, and best practices. The Help Line is a free

member service and may be accessed by calling toll-free (888) 472-6785, extension 1172. A flyer with more information is also available on the TOIRMA website, [www.toirma.org](http://www.toirma.org).

#### **Audit**

In addition to the employment related matters a newly elected official may encounter, there are also financial procedures to be aware of during the upcoming term. This is the year in the cycle in which all townships, regardless of their revenue amounts, are required to have an audit done by a certified public accountant (CPA). This audit must be completed within six months after the close of the fiscal year. Since the fiscal year for most townships begins on April 1st, the deadline is September 30th.

#### **Paying the Bills**

Most of the financial duties for townships and road districts fall upon the township supervisor, who by statute is the treasurer of all funds. In fact, a check is not valid unless the supervisor signs it. Township supervisors are also required to be bonded. Fortunately, for TOIRMA members, this is a part of our coverages. A packet with the bond will be mailed to each TOIRMA contact after the election with instructions.

Please help by making sure the trustees understand that one of their principal duties is to be the financial overseer for all funds. At one time, township trustees were even called township "auditors." This only emphasizes the importance of this function. Township boards

### **Annual Renewal Packets & Intergovernmental Cooperation Agreement**

We mailed the Annual Renewal Packets to each of our member contacts during the month of January. If you are the contact person, please review the contents of the packet. If you are not the contact person, please ask your contact person to make sure the review and response is completed.

Each TOIRMA Member (at least the supervisor and highway commissioner) should review and send back the requested information. Packets include: (1) Comprehensive General Liability Questionnaire, (2) listing of the Values for Vehicles; Inland Marine Equipment; and Buildings/Contents, and (3) listing of Estimated Payroll. **Your coverage is dependent on the accuracy of this information, so your reply is key.** Also, included in the packet this year is your Intergovernmental Cooperation Contract. There are two contracts in the packet, and both should be signed (one returned to TOIRMA and the other kept for your files). Renewal packets are due to TOIRMA by March 1, 2017.

have statutory duties relating to proposed expenditures/bills presented each month. Specifically, board members should ask the following questions. (1) Is the bill (order/warrant) being drawn from the proper fund within the adopted budget and appropriation ordinance? (2) Are there funds available to pay the expenditure?

Simply put, if the answer to either of these two questions is “no,” then the board should not approve the bill for payment. If the answer to both questions is “yes,” then the board should approve the bill for payment, and the supervisor should pay the bill. Even though highway commissioners and assessors are not technically a part of the township board, we strongly encourage them to ask any financial questions related to their respective offices.

TOIRMA is in need of your help, and we appreciate your willingness in assisting with a smooth transition to a new term of office.

As always, if you have questions, please feel free to contact me toll-free at (888) 562-7891 or by email at [jdonelan@toirma.org](mailto:jdonelan@toirma.org).



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main: 763-434-2828  
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## Serving the legal needs of townships and road districts

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