



September 26, 2023

**Gary Marschke**  
*Supervisor*

**Barbara Parker**  
*Clerk*

**Thomas E. Braxton**  
**Terri Ransom**  
**Debra "Debi" Savage**  
**Reem Townsend**  
*Trustees*

**Kenneth Harris**  
*Assessor*

**Monty Jackson**  
*Collector*

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Est. 1850

Sikich LLP  
Certified Public Accountants & Advisors  
1415 W. Diehl Road, Suite 400  
Naperville, IL 60563

Ladies and Gentlemen:

This representation letter is provided in connection with your audit of the financial statements of DuPage Township (the Township), which comprise the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information as of March 31, 2023 and the respective changes in financial position for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 26, 2023, the following representations made to you during your audit.

#### **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 30, 2023, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which the Township is contingently liable, if any, have been properly recorded or disclosed.

### **Information Provided**

1. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, other matters, and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within the Township from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Township Board or summaries of actions of recent meetings for which minutes have not yet been prepared.

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the Township and involves:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the Township's financial statements communicated by employees, former employees, regulators, or others.
6. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
7. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
8. We have disclosed to you the identity of the Township's related parties and all the related party relationships and transactions, including any side agreements.

#### **Government - Specific**

1. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
2. We have a process to track the status of audit findings and recommendations.
3. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
4. The Township has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
5. We are responsible for compliance with the laws, regulations and provisions of contracts and grant agreements applicable to us; including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.

6. We have identified and disclosed to you all instances of identified and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we believe have a material effect on the financial statements.
7. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
8. As part of your audit, you assisted with preparation of the financial statements and disclosures. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and disclosures.
9. The Township has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
10. The Township has complied with all aspects of contractual agreements that would have a material effect on the basic financial statements in the event of noncompliance.
11. The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
12. The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended.
13. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
14. Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
15. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
16. Provisions for uncollectible receivables have been properly identified and recorded.
17. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

18. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
19. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
20. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.
22. We have appropriately disclosed the Township's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
23. We are following our established accounting policy regarding which resources that is restricted, committed, assigned or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
24. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
25. With respect to the supplementary information.
  - a. We acknowledge our responsibility for presenting the combining and individual financial statements and schedules in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b. If the combining and individual financial statements and schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the combining and individual financial statements and schedules no later than the date we issue the supplementary information and the auditor's report thereon.

PASSED ADJUSTMENTS

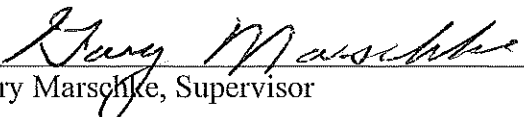
		DUPAGE TOWNSHIP (CLIENT)			GOVERNMENTAL ACTIVITIES (OPINION UNIT)	
		For the Year Ended <u>3/31/2023</u>				
All entries posted as Debit (Credit)						
Description	Workpaper Reference	Assets	(Liabilities)	(Net Position)	Change in Net Position	
Current Effect of Prior Period Passed AJE's that have carried forward to Current Period	None	\$ -	\$ -	\$ -	\$ -	
Overstatement of compensated absences at March 31, 2022	4106	-	-	(7,523)	7,523	
Understatement of capital assets at March 31, 2022	3504	-	-	(13,466)	13,466	
To record leases in accordance with GASBS No. 87 at March 31, 2023	3551	18,810	(18,749)	-	(61)	
To record estimated OPEB liability at March 31, 2023	4160	-	(43,525)	43,525	-	
Totals		\$ 18,810	\$ (62,274)	\$ 22,536	\$ 20,928	

PASSED ADJUSTMENTS

		DUPAGE TOWNSHIP (CLIENT)			GENERAL FUND (OPINION UNIT)	
		For the Year Ended <u>3/31/2023</u>				
All entries posted as Debit (Credit)						
Description	Workpaper Reference	Assets	(Liabilities)	(Fund Balance)	Change in Fund Balance	
Current Effect of Prior Period Passed AJE's that have carried forward to Current Period	None	\$ -	\$ -	\$ -	\$ -	
Overstatement of compensated absences at March 31, 2022		-	-	(6,004)	6,004	
Totals		\$ -	\$ -	\$ (6,004)	\$ 6,004	

PASSED ADJUSTMENTS

		DUPAGE TOWNSHIP (CLIENT)			GENERAL ASSISTANCE FUND (OPINION UNIT)	
		For the Year Ended <u>3/31/2023</u>				
All entries posted as Debit (Credit)						
Description	Workpaper Reference	Assets	(Liabilities)	(Fund Balance)	Change in Fund Balance	
Current Effect of Prior Period Passed AJE's that have carried forward to Current Period	None	\$ -	\$ -	\$ -	\$ -	
Overstatement of compensated absences at March 31, 2022		-	-	(2,656)	2,656	
Totals		\$ -	\$ -	\$ (2,656)	\$ 2,656	

  
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Gary Marschke, Supervisor

  
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Jackie Traynere, Administrator