



TEACHERS' RETIREMENT SYSTEM OF THE STATE OF ILLINOIS

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Richard W. Ingram, Executive Director

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June 13, 2016

Janet Russo
Villa Park SD 45
255 W Vermont St
Villa Park IL 60181

TRS Code: 022-0450

Dear Ms. Russo:

Please find the Audit Report for the 2014-15 audit of your district attached.

There are no corrections required for the item listed as an observation. We bring this to your attention for assistance with future reporting.

From our review, it is clear that you have a thorough understanding of TRS reporting rules and that every effort is made to remain in compliance with our rules. TRS appreciates that you maintain excellent documentation on behalf of District 45. Your cooperation and assistance with this audit process have been very much appreciated. If you have any questions, please don't hesitate to call me at (888) 877-0890, extension 2415.

Sincerely,

A handwritten signature in black ink that reads "Amy Green". The signature is written in a cursive, flowing style.

Amy Green
Employer Services Auditor IV

Enc.
cc: Superintendent

Audit Report Villa Park SD 45

Introduction

The Teachers' Retirement System (TRS) conducts periodic examinations of employer records to ensure proper service and salary information is reported for its members. Section 16-158.1 of the Illinois Pension Code authorizes the audit of school district records.

The primary focus of the review is to determine whether census data submitted to TRS for our members is accurate and to determine whether earnings and service information reported to TRS is in compliance with the laws and rules administered by TRS. The school district is responsible for accurate reporting and should maintain its own internal control system, internal review and internal audit functions.

During the audit TRS reviewed district records for the 2014-15 school year. The following observation was noted.

Observation #1 – Sick Leave Granted in Excess of Normal Annual Allotment

Article X, section 2.b. of the teachers' collective bargaining agreement states, "Employees injured while performing their regular duties may be granted up to thirty (30) days additional sick leave per year on a non-cumulative basis." Please be aware that if such granting occurs within a teacher's final four years before retirement the granted days must be listed on the member's Sick Leave Certification at the time of retirement and may result in District 45 incurring an excess sick leave granting cost. (Please refer to Chapter 8, pages 8 and 9 of the TRS *Employer Guide*.) Also, if the granting occurs during a teacher's final two years of service, the available-for-use test must be applied to determine the number of unused, uncompensated sick leave days that can be reported to TRS when the member retires. (Please refer to Chapter 6, pages 2, 3 and 4 in the TRS *Employer Guide*.)