

# FAQ'S

By: **Beth Eyrich**, *Underwriting Supervisor*

Renewal packets will be mailed to the majority of our members in January/2018.

Below are some "Frequently Asked Questions" and answers that pertain to the renewal packets.

## 1. Who needs to review the renewal packet?

We recommend reviewing the renewal packet at your board meeting. At minimum, the Supervisor should review the entire packet and the Highway Commissioner should review the control sheets as well.

## 2. Why do we get two payrolls to complete every year?

The renewal packet will have an **Estimated** Payroll sheet attached. We ask the township to estimate the payrolls for the 2018-2019 program year. Later in the year (around July), you will receive a Payroll **Audit**. We will ask you to record actual payroll paid out in the 2017-2018 program year.

## 3. Is it better to send in our own inventory spreadsheet or mark on the control sheets provided?

Please use the control sheets TOIRMA provides in your renewal packet to make changes. This will help us to process your packet efficiently. To delete items on the control sheets, you may draw a single line through items you no longer own. To add items, print the item, year, make, serial number, value, type {i.e. RC (Replacement Cost), FR (Functional Replacement), or ACV (Actual Cash Value)}, and effective date in the blank space below your printed name.

## 4. Why do we need to submit financial information on the renewal packet?

Each year we ask you to report the township's beginning balance and revenues. **All funds should be included, and information should come from the last fiscal year-end.** The beginning balance plus revenues becomes the amount of coverage for the Supervisor's / Treasurer's Bond, which is included in your TOIRMA coverage package.

## 5. Shouldn't I decrease my Inland Marine (equipment) values? My equipment isn't worth the amount listed.

If your equipment is listed at Functional Replacement (FR), you should not decrease the value. Functional Replacement allows you to value your equipment so you can get a different piece of used equipment, in the event of a covered loss, that will continue to meet the needs of the township. The replacement does not have to be the same year, make, or condition.

## 6. Do we have to bid out coverages at renewal each year?

Under the Intergovernmental Cooperation Act, TOIRMA members are not required to annually bid this coverage.

# IDOT Newly Elected Officials Training

By: **Mickey Goral**, *Member Services Associate*

TOIRMA, in partnership with the Township Officials of Illinois, joined with the Illinois Department of Transportation in sponsoring a number of General Administrative Duties Training Seminars for Township Highway Commissioners this past year. The Illinois Association of County Engineers also served as a sponsoring agency. Sessions were held in 14 different locations throughout the state, providing training for just over 500 attendees. Included in attendance were a large number of newly elected Highway Commissioners.

Various subjects were presented which pertained to specific duties and responsibilities of Highway Commissioners. Among the topics covered were Small Drainage, Traffic Signs/MUTCD, Seal Coating, and Emergency Management. There was also a wide ranging "Do's and Don'ts" presentation regarding Prevailing Wage, Social Media, FOIA, and the Open Meetings Act. IDOT provided an analysis of the Motor Fuel Tax, with emphasis on appropriate expenditures.

TOIRMA or TOI staff attended each of the 14 seminars and presented a comprehensive overview of the Budget and Levy Process for Township Road Districts. The presentation also included appropriations, as well as changing the budget through line item transfers and amendment. The information provided by TOIRMA and TOI was well received by both veteran and newly elected Highway Commissioners.

The feedback received by TOIRMA and IDOT for these sessions was very positive. The Highway Commissioners expressed their appreciation for the pertinent topics presented at the seminars, as well as for the many locations in which they were held.

TOIRMA and TOI were pleased to co-sponsor and participate in these seminars, as we are committed to providing high quality educational opportunities for our members. Please look for our participation in additional programs in the coming year.