



MEMORANDUM

TO: IRMA Finance Directors/Treasurers

FROM: Ashli Motyka, Director, Finance and Administration

DATE: June 28, 2021

RE: **Preparation of the 2022 Revenue Base Worksheet**

Action Requested: Fill out and return one of the provided two versions of the revenue base worksheet by **August 2, 2021**. Return your completed worksheet as an Excel file as well as a copy of your most recent audited financials via email to ashlim@irmarisk.org.

Background: IRMA uses a formula based, in part, on revenues to calculate each member's annual contribution. The revenue information is provided by each member on a revenue base worksheet and verified by IRMA staff against the member's audited financial statements. The revenue base numbers and resulting contribution calculations are ultimately part of IRMA's annual budget. **As such, it is critical that we receive revenue base information from our members in a timely manner.**

Discussion: Attached is the Revenue Base Worksheet for 2022. Please complete the worksheet, save it in an Excel format to match your CAFR, and have the Finance Director/Treasurer/Village Administrator/Manager approve and email it to Ashli Motyka at ashlim@irmarisk.org no later than **August 2nd along with copy of your most recent audited financials.**

The worksheet is completed by filling in the revenue dollar amounts (no decimals) for each fund along with the reference page numbers from your CAFR or Audited Financial Report dated 2/28/20, 4/30/20, 5/31/20, 6/30/20, or 12/31/20. Under the exclusions/deductions section, list the fund name, page number, and reason for deduction. Please list the numbers/totals as they appear in your financial report. The worksheet will subtotal and total automatically. If you need a copy of your 2021 Revenue Base Worksheet for reference purposes, let us know. **If you change your fiscal year, also let us know as we must do some different calculations to average the short and long years.**

The IRMA Bylaws define Revenue Base as all income with certain deductions or exclusions. For your reference, the definition of revenue base is attached. You are also entitled to deduct interfund transfers that are included as revenue in both funds. Please note that many members report police/fire pension tax levy funds as tax revenue in the General Fund. In that case, do not list it on the worksheet under Fiduciary or it will be counted twice. **As a reminder, COVID revenue will not be included in the revenue base so please list all COVID revenue amounts separately on the revenue base worksheet, so we can assure these revenues are excluded.**

After we receive your information, it will be checked against your entity's audited financial statements, and you will be contacted if there are any discrepancies. We will try to obtain the audited financial report from your entity's website and will advise you if we are unable to do so.

Ultimately, the member is responsible for filling out the revenue base accurately and timely. Attached are IRMA bylaw sections 3.09 (A) and 4.01 (ix) regarding the requirements and financial penalties for late filing. If you have any questions or comments, please contact Ashli Motyka at ashlim@irmarisk.org or (708) 236-6371.

Attachments

IRMA 2022 Contribution Revenue Base Worksheet - Short Version

Member name: _____

The IRMA 2022 Revenue Base Worksheet is based on the figures from your calendar year 2020 or fiscal year 2019-2020 audited financial statements.

Please edit the descriptions, insert and delete rows, and format to best match your financial report. Round to nearest whole number.

Fund	Page #	Total Revenue	Explanation, if necessary
General Fund			
Capital Projects			
Other Govt			
Firefighters Pension			
Sub-total Revenue Base			

Allowed deductions or exclusions: (enter as negative numbers)

Fund	Page #	Amount	Explanation, if necessary
Less CARES Act Revenue:			
Less FEMA COVID Grant(s):			
Less American Recovery Plan Revenue:			
Less Other COVID Revenue Source (Please identify source below):			
Sub-total Deductions			
Total Revenue Base			

I hereby declare that the member revenue information that is stated above is to the best of my knowledge and belief, true, correct and complete and in accordance with the IRMA by-laws as amended and the member's Audited Financial Statements.

Prepared by:

Approved by:

Name\Title

Administrator\Treasurer\CFO

Please return to IRMA via email as an Excel formatted file

Date

The email must be sent by the approving person.

IRMA 2022 Contribution Revenue Base Worksheet - Long Version

Member name:

The IRMA 2022 Revenue Base Worksheet is based on the figures from your calendar year 2020 or fiscal year 2019-2020 audited financial statements. Please edit the descriptions, insert and delete rows, and format to best match your financial report. Round to nearest whole number.

Do not use Statement of Activities numbers.

Fund	Page #	Amount	Subtotals	Explanation, if necessary
Governmental Funds-Major (please add fund names)				
General Fund				
Subtotal			0	
Governmental Funds-Nonmajor (please add fund names)				
Subtotal			0	
Total Governmental Fund Revenues			0	Should match CAFR total

Remember to add a Other Financing Sources or Non-Operating Revenue line for each fund if necessary.

Do not deduct expenses from the revenue.

If your CAFR reports water and sewer revenue together, please change the headings below to match your financial report.

Water Sales				
Water-other operating revenues				
Water-Nonoperating Revenues				
Subtotal			0	
Sewer Sales				
Sewer-other operating revenues				
Sewer-Nonoperating Revenues				
Subtotal			0	
Stormwater Charges				
Stowmwater-other operating revenues				
Stormwater-Nonoperating Revenues				
Subtotal			0	

Remember to add a Non-Operating Revenue line for each fund if necessary. Do not deduct expenses from the revenue.

add any other funds not listed elsewhere				
Internal Service - Operating Revenues				

Less: Interfund transfers to Internal Service (Enter as negative)			
Internal Service - Nonoperating Revenues			
Police/Fire - Employer Contributions (If not reported as revenue in General Fund or any other reported fund)			
Other			
Component Unit-Library (if covered by IRMA)			Please provide a library audit page showing the revenue if not included in your audit
Sub-total Revenue Base		0	

Allowed deductions or exclusions: (enter as negative numbers)

Please add or delete rows as needed

See the bylaws for the full list of allowable deductions. Common deduction suggestions are listed below.

Fund	Page #	Amount	Explanation, if necessary
Less: Interest Expense			
Less: 50% of Water Sales (Enter as a negative)			deduction allowed on sales only
Less: 50% of Sewer Sales (Enter as a negative)			deduction allowed on sales only
Less: 50% of Stormwater Charges (Enter as a negative)			deduction allowed on charges/fees only
Fund name			Refunds and credits from IRMA
Fund name			Excess surplus credit from IRMA
Fund name			
Refuse deduction (90% only of amount paid to contractor)			Contract expiration date:
Gain on the sale of capital assets-must be included in revenue first			
Less CARES Act Revenue:			
Less FEMA COVID Grant(s):			
Less American Recovery Plan Revenue:			
Less Other COVID Revenue Source (Please identify source below):			
Sub-total Deductions		0	
Total Revenue Base		0	

I hereby declare that the member revenue information that is stated above is to the best of my knowledge and belief, true, correct and complete and in accordance with the IRMA by-laws as amended and the member's Audited Financial Statements.

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Name\Title

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