



**Meeting of the  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
390 South Avenue  
Board of Commissioners  
June 22, 2020  
6:15 p.m.  
PUBLIC HEARING  
AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Public Comments – FY21 Budget and Appropriation Ordinance #2020-04**
- IV. Approval of the FY21 Budget and Appropriation Ordinance #2020-04**
- V. Adjournment**



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Patricia Prill, Financial/HR Director  
**Date:** June 22, 2020  
**Agenda Item:** IV.  
**Subject:** Budget and Appropriation Ordinance

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### **Background**

The Park District Code of the State of Illinois requires adoption and passage of an annual appropriation ordinance by the Board of Commissioners within the first quarter of each fiscal year. This document is prepared after the Board approves the tentative operating budget in April for the next fiscal year and is then made available for public inspection for 30 days. The Code also requires certain things be included in this ordinance such as statement of cash on hand at the beginning of the fiscal year and estimated revenues from various sources expected throughout the fiscal year. This ordinance fully complies with the requirements of the Code.

### **Recommendation**

The FY21 Budget and Appropriation Ordinance #2020-04 has been available for public inspection for 30 days as required by law. Staff recommends approval of the FY21 Budget and Appropriation Ordinance.

**2020-04**  
**ANNUAL BUDGET & APPROPRIATION ORDINANCE**  
**HAMPSHIRE TOWNSHIP PARK DISTRICT**  
**HAMPSHIRE, ILLINOIS**

CERTIFICATION OF ANNUAL BUDGET & APPROPRIATION ORDINANCE

I, Laura Schraw, the undersigned Director of the Hampshire Township Park District, depose and state the foregoing attached Annual Budget and Appropriation Ordinance for the Hampshire Township Park District for the 2020-2021 fiscal years, adopted on June 22nd, 2020

\_\_\_\_\_  
Laura Schraw, Executive Director

Hampshire Township Park District

Subscribed to before me on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2020

\_\_\_\_\_  
Notary Public

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

THE COMBINED BUDGET AND APPROPRIATION ORDINANCE OF THE HAMPSHIRE TOWNSHIP PARK DISTRICT, KANE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF MAY, A.D. 2020 AND ENDING ON THE 30TH DAY OF APRIL, A.D. 2021.

WHEREAS, the Board of commissioners of the Hampshire Township Park District, Kane County, Illinois, cause to prepared in a tentative form a Budget and Appropriation Ordinance, and the Secretary of the Board has made the same conveniently available to public inspections for at least 30 days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on June 22, 2020, and notice of said hearing was given at least one week prior there to as required by law, and all other legal requirements have been complied with:

NOW, THEREFORE, BE IT ORDAINED by the Board of Park commissioners of the HAMPSHIRE TOWNSHIP PARK DISTRICT, Kane County, Illinois as follows:

Section 1.

That the fiscal year of this Park District be and the same hereby is fixed and declared to begin May 1st, 2020 and end on April 30th, 2021.

Section 2.

That the amounts herein set forth, or so much thereof as may be authorized by law and as needed, are hereby budgeted and appropriated for the corporate purposes of the Hampshire Township Park District, Kane County, Illinois, to defray all necessary expenses of said Park District, as specified in section 3 for fiscal year.

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

Section 3.

The amounts budgeted and appropriated for each object or purpose are as follows:

<b>Fund</b>	<b>Total Budgeted Expenditures</b>	<b>Total Appropriated Expenditures</b>
Corporate	\$ 318,192.00	\$ 381,830.00
Recreation	\$ 1,126,202.00	\$ 1,351,442.00
Capital	\$ 544,225.00	\$ 653,070.00
Bond & Debt Service	\$ 132,170.00	\$ 132,170.00
Liability	\$ 39,754.00	\$ 47,704.00
Special Recreation	\$ 130,481.00	\$ 156,577.00
<b>Grand Total</b>	<b>\$ 2,291,024.00</b>	<b>\$ 2,722,793.00</b>

**ESTIMATED REVENUES AVAILABLE**

Estimated Cash and Investments on hand May 1st, 2020	\$ 1,015,078.00
General Property Taxes	\$ 564,579.00
Personal Property Replacement Taxes	\$ 4,300.00
Interest on Investments	\$ 1,250.00
Recreation Registration & other Receipts	\$ 1,177,560.00
<b>Estimated Revenue Available Total</b>	<b>\$ 2,762,767.00</b>

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

<b>ITEMS OF APPROPRIATION</b>	<b>CORPORATE FUND</b>
Miscellaneous Expense	\$ 1,259.00
Awards/Recognition	\$ 15,000.00
Advertising	\$ 5,000.00
Financial Fees	\$ 1,200.00
Computer Software/Support	\$ 15,900.00
Printing Publications	\$ 1,500.00
Membership Fees	\$ 3,725.00
Mileage/Tolls	\$ 2,604.00
Vandalism	\$ 3,000.00
Postage	\$ 1,000.00
Utilities	\$ 25,000.00
Copy Machine	\$ 2,500.00
Office Supplies	\$ 2,285.00
Professional Fees	\$ 5,000.00
Salaries & Benefits	\$ 238,000.00
Vehicle Maintenance/Repairs	\$ 10,008.00
Tree Replacement	\$ 3,000.00
Tools Parks Dept	\$ 3,713.00
Garbage/Waste Removal	\$ 1,246.00
Parks Grounds/Building Maintenance	\$ 12,000.00
Facility Maintenance/Repairs	\$ 3,500.00
Parks Equipment	\$ 5,000.00
Janitorial Supplies	\$ 2,500.00
Gasoline	\$ 6,000.00
Fire Alarm System	\$ 11,890.00
 <b>TOTAL CORPORATE FUND</b>	 <b>\$ 381,830.00</b>

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

<b>ITEM OF APPROPRIATION</b>	<b>RECREATION FUND</b>
Computer Software/Support	\$ 19,650.00
Debt Bond	\$ 101,000.00
Mileage/Tolls	\$ 4,203.00
Advertising/Marketing	\$ 7,320.00
Postage	\$ 1,110.00
Utilities	\$ 65,952.00
Mobile Phones	\$ 4,250.00
Office Supplies	\$ 4,720.00
Salaries & Benefits	\$ 755,340.00
Program Fees	\$ 300,400.00
Supplies	\$ 62,624.00
Rentals	\$ 5,840.00
Contractual Fees	\$ 8,790.00
Education/Training	\$ 4,032.00
Copy Machine	\$ 6,211.00
 <b>TOTAL RECREATION FUND</b>	 <b>\$ 1,351,442.00</b>

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

**ITEMS OF APPROPRIATION**

**CAPITAL FUND**

Capital Repairs	\$ 5,000.00
Park Improvement	\$ 648,070.00

<b>TOTAL CAPITAL FUND</b>	<b>\$ 653,070.00</b>
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**ITEMS OF APPROPRIATION**

**BOND FUND**

Bond Interest	\$ 1,325.00
Bond Principal	\$ 32,000.00
Bond Service Charges	\$ 475.00
Debt Certificate	\$ 98,370.00

<b>TOTAL BOND FUND</b>	<b>\$ 132,170.00</b>
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**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

**ITEMS OF APPROPRIATION**

**LIABILITY FUND**

Insurance/Property/Liability  
Risk Reduction Expenses

\$ 23,517.00  
\$ 24,187.00

**TOTAL LIABILITY FUND**

**\$ 47,704.00**

**ITEMS OF APPROPRIATION**

**SPECIAL RECREATON FUND**

Salaries  
Inclusion Services  
Membership Dues  
Debt Certificate Payment  
Accessibility Capital Projects  
Miscellaneous Expense

\$ 18,340.00  
\$ 10,476.00  
\$ 57,833.00  
\$ 35,000.00  
\$ 25,892.00  
\$ 9,036.00

**TOTAL SPECIAL RECREATION FUND**

**\$ 156,577.00**

**TOTAL OF ALL FUNDS**

**\$ 2,722,793.00**

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

**Section 4.**

The several sums herein before mentioned, aggregate amount of which is \$2,722,793.00 are hereby appropriated as porportionate fractional parts of said amount. That all of the unexpended balances of any item or items of any general appropriation made in this Ordinance be expended in making up any insufficiency in any item or items in the same general appropriation made by this Ordinance, in accordance with applicable law.

**Section 5.**

That all unexpended balances from appropriations of previous years are newly reappropriated for same or similar purposes.

**Section 6.**

That the invalidity of any portion of this Ordinance, or any of the times thereof, shall not render invalid any other portion or item thereof which can be given effect without the valid part.

**ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS**

Section 7.

That this Ordinance shall be in full force and effect after its passage and approval according to law.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2020  
Nays: \_\_\_\_\_ Absent: \_\_\_\_\_  
Ayes: \_\_\_\_\_

\_\_\_\_\_  
Jennifer Reid  
Secretary

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Nathan Looman  
President

Board of Park Commissioners  
Hampshire Township Park District  
Kane County, IL

Attested and filed in my office this \_\_\_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Jennifer Reid, Secretary  
Board of Commissioners  
Hampshire Township Park District

ANNUAL BUDGET & APPROPRIATION ORDINANCE  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
HAMPSHIRE, ILLINOIS

STATE OF ILLINOIS     }  
                                  }  
                                  }

COUNTY OF KANE

CERTIFICATION

I, Jennifer Reid, do hereby certify that I am the duly elected, authorized and acting Secretary of the **HAMPSHIRE TOWNSHIP PARK DISTRICT**, County of Kane, State of Illinois, and that as such Secretary, I am the keeper of the records and minutes of the proceedings of the Board of Commissioners of said District. I do hereby certify that the foregoing Budget and Appropriation Ordinance 2020-04 hereto attached, is a true and correct copy of an Ordinance duly passed and approved at a regular meeting of said President and Board of Commissioners held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 at which time \_\_\_\_\_ Commissioners were present and \_\_\_\_\_ Commissioners were absent. Motion was made by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_ that the foregoing Ordinance be passed and approved. Upon roll call vote \_\_\_\_\_ Commissioners voted AYE and \_\_\_\_\_ voted NAY, where upon said Ordinance was declared duly passed and was there upon approved by said President.

\_\_\_\_\_  
Jennifer Reid  
Secretary

(CORPORATE SEAL)

## CERTIFICATION OF ESTIMATED REVENUES

In Accordance with Public Act 83-881

Unit Name: Hampshire Township Park District    Fund: Corporate

Revenue estimate for fiscal year beginning May 1, 2020

Source of Revenue	Amount
Funds available at beginning of fiscal year	\$ 82,875.00
Property Taxes	\$ 276,196.00
Personal Property Taxes	\$ 4,300.00
Interest	\$ 300.00
Rentals	\$ 8,000.00
Transition Fees	\$ 5,000.00
NWLL Musco Lights	\$ 24,196.00
PATH Health & Wellness	\$ 400.00
	\$ 401,267.00
<b>Total Estimated Revenue</b>	

### CERTIFICATION

I, Laura Schraw, the chief fiscal Officer of the Hampshire Township Park District, do hereby certify that the above is a true estimate of revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: \_\_\_\_\_

(seal)

\_\_\_\_\_  
Laura Schraw

Title: Executive Director

## CERTIFICATION OF ESTIMATED REVENUES

In Accordance with Public Act 83-881

Unit Name: Hampshire Township Park District    Fund: Recreation

Revenue estimate for fiscal year beginning May 1, 2020

Source of Revenue	Amount
Funds available at beginning of fiscal year	\$ 461,697.00
Property Taxes	\$ 79,098.00
Recreation Registrations	\$ 1,003,738.00
Brochure Sponsorship	\$ 2,000.00
Non-Resident Access to Resident Rates	\$ 250.00
	\$ 1,546,783.00
<b>Total Estimated Revenue</b>	

### CERTIFICATION

I, Laura Schraw, the chief fiscal Officer of the Hampshire Township Park District, do hereby certify that the above is a true estimate of revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: \_\_\_\_\_

(seal)

\_\_\_\_\_  
Laura Schraw

Title: Executive Director

### CERTIFICATION OF ESTIMATED REVENUES

In Accordance with Public Act 83-881

Unit Name: Hampshire Township Park District Fund: Capital

Revenue estimate for fiscal year beginning May 1, 2020

<b>Source of Revenue</b>	<b>Amount</b>
Funds available at beginning of fiscal year	\$ 454,831.00
Impact Fees	\$ -
Grants	\$ -
Transfer (from Corporate)	\$ 30,000.00
Interest-Money Market	\$ 950.00
<b>Total Estimated Revenue</b>	<b>\$ 485,781.00</b>

### CERTIFICATION

I, Laura Schraw, the chief fiscal Officer of the Hampshire Township Park District, do hereby certify that the above is a true estimate of revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: \_\_\_\_\_

(seal)

Laura Schraw  
Title: Executive Director

### CERTIFICATION OF ESTIMATED REVENUES

In Accordance with Public Act 83-881

Unit Name: Hampshire Township Park District Fund: Bond

Revenue estimate for fiscal year beginning May 1, 2020

<b>Source of Revenue</b>	<b>Amount</b>
Funds available at beginning of fiscal year	\$ 4,712.00
Property Taxes	\$ 33,657.00
Transfers from Recreation & Special Recreation Funds	\$ 101,000.00
<b>Total Estimated Revenue</b>	<b>\$ 139,369.00</b>

## CERTIFICATION

I, Laura Schraw, the chief fiscal Officer of the Hampshire Township Park District, do hereby certify that the above is a true estimate of revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: \_\_\_\_\_  
(seal)

Laura Schraw  
Title: Executive Director



### CERTIFICATION OF ESTIMATED REVENUES

In Accordance with Public Act 83-881

Unit Name: Hampshire Township Park District Fund: Liability

Revenue estimate for fiscal year beginning May 1, 2020

Source of Revenue	Amount
Funds available at beginning of fiscal year	\$ 5,561.00
Property Taxes	\$ 45,388.00
Total Estimated Revenue	\$ 50,949.00

## CERTIFICATION

I, Laura Schraw, the chief fiscal Officer of the Hampshire Township Park District, do hereby certify that the above is a true estimate of revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: \_\_\_\_\_  
(seal)

Laura Schraw  
Title: Executive Director

### CERTIFICATION OF ESTIMATED REVENUES

In Accordance with Public Act 83-881

Unit Name: Hampshire Township Park District Fund: Special Recreation

Revenue estimate for fiscal year beginning May 1, 2020

<b>Source of Revenue</b>	<b>Amount</b>
Funds available at beginning of fiscal year	\$ 7,434.00
Property Taxes	\$ 130,240.00
Inclusion Reimbursments	\$ 944.00
<b>Total Estimated Revenue</b>	<b>\$ 138,618.00</b>

### CERTIFICATION

I, Laura Schraw, the chief fiscal Officer of the Hampshire Township Park District, do hereby certify that the above is a true estimate of revenues anticipated to be received by this governmental unit in the next fiscal year for the indicated fund.

Dated: \_\_\_\_\_  
(seal)

Laura Schraw  
Title: Executive Director