

Agenda 012819.doc

VI Review of Executive Session Minutes.docx

VIIA Meeting Minutes 12172018.pdf

VIIC Treasurers Report August 2018.xlsx

VIID Treasurers Report October 2018.xlsx

VIIE Treasurers Report November 2018.xlsx

VIIF Treasurers Report Sept 2018.xlsx

VIIG Treasurers Report December 2018.xlsx

VIIH Revenue & Expenses for December 2018.pdf

XIIA Foundation Appointment.docx

XIIB Purchase of Bus.docx

XIIB1 Resolution 2019-01 Purchase of Bus.docx

XIIB2 Midwest Bus Quote.PDF

XIIC Sale of Surplus Property.docx

XIIC1 Ordinance 2019-02 Sell surplus property.docx

XIID Municipal Agreement.docx

XIID1 Raymond James Agreement.pdf

XIIE MSI HR Module.docx

XIIE1 MSI-HR quote.pdf



Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
390 South Ave.
Board of Commissioners
January 28, 2019
6:30 p.m.
AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**

IV. Citizens to be Heard

The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 5 minutes in duration. Interrogation of the Park District Staff, President or Board of Commissioners will not be allowed at this time, nor will any comment from the Board. Personal invectives against Park District Staff or Elected Officials are not permitted.

V. Presentations

- A. 2017-2018 Annual Audit

VI. Review of Executive Session Meeting Minutes

VII. Consent Agenda

- A. Approval of December 17, 2018 Meeting Minutes
- B. Approval of December 17, 2018 Executive Session Meeting Minutes – not to release
- C. Approval for the August 2018 Treasurer's Report
- D. Approval for the September 2018 Treasurer's Report
- E. Approval for the October 2018 Treasurer's Report
- F. Approval for the November 2018 Treasurer's Report
- G. Approval for the December 2018 Treasurer's Report
- H. Approval of payables paid between meetings from December 18, 2018 to January 22, 2019 in the amount of \$99,230.18.
- I. Approval of December 2018 Transfer of Funds within Heartland Bank, Money Market #219 to the checking account #235 in the amount of \$150,000.00.

VIII. Director's Report

IX. Staff Reports

- A. Youth Education Director
- B. Finance/Human Resources Director
- C. Recreation Supervisors
- D. Parks Supervisor

X. President's Report

XI. Board Commissioner Reports

XII. New Business

- A. Foundation Appointment
- B. Resolution #2019-01 Purchase of 14 Passenger Bus
- C. Ordinance #2019-02 Sale of Surplus Property
- D. Raymond James Financial Agreement
- E. Purchase of MSI HR Module

XIII. Old Business

XIV. Adjournment – Next meeting – February 11, 2019

In compliance with the Americans with Disabilities Act, if you need assistance or special accommodations in order to participate in the meeting, please contact the Hampshire Township Park District Administration Office at (847) 683-2690 a minimum of 72 hours in advance of the scheduled meeting. Every effort will be made to allow for meeting participation.



Memorandum

To: Hampshire Park Board of Commissioners
From: Laura Schraw, Executive Director
Date: January 28, 2019
Agenda Item: VI.
Subject: Review of Executive Session Meeting Minutes

Background

Unpublished written minutes of all closed meetings are to be reviewed not less than semi-annually. Minutes are to be reviewed to determine if (a) the need for confidentiality still exists as to all or part of those minutes, or (b) if the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The results of the review are to be reported in the open session of the Board of Commissioners. (5 ILCS 120/2.06)

In the semi-annual review, the minutes from February 1, 2018 were inadvertently omitted from the review list and Staff is requesting that they be reviewed at this time.

Recommendation

It is recommended that the minutes from the February 1, 2018 Executive Session Meeting not be released.



**Hampshire Township Park District
Board of Commissioners
Board Meeting Minutes
December 17, 2018**

Call to Order:

At 6:30 p.m., President Nathan Looman called the Board meeting to order.

Commissioners Present: Nathan Looman, Jamie Herrmann, Aaron Kelly, Jennifer Reid

Commissioners Absent: Bill Hornbeck

Staff Present: Laura Schraw- Executive Director, Patti Prill- Finance Director, Toby Koth- Parks Supervisor.

Approval of Agenda: Commissioner Herrmann made a motion to approve the amended agenda. Seconded by Commissioner Kelly. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

Citizens to be Heard: None

Consent Agenda

- A. Approval of November 26, 2018 Public Hearing Meeting Minutes
- B. Approval of November 26, 2018 Meeting Minutes
- C. Approval for the July 2018 Treasurer's Report
- D. Approval of payables paid between meetings from November 22, 2018 to December 13, 2018 in the amount of \$21,548.18

Commissioner Kelly inquired about tuition revenue projections for daycare and tuition for ETC as it appears that the Park District will exceed the projected revenue amount. Executive Director Schraw explained that our billing changed as well as the Park District ran summer camps that parents were encouraged to sign up for that all contributed to the extra revenue. Commissioner Kelly inquired if this extra revenue could be used toward capital expenses.

Commissioner Kelly made a motion to approve the consent agenda items. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

Director's Report- Executive Director Schraw reported that on December 3rd she went to a Game Time seminar- they are matching 50% of purchases for their equipment, deadline to apply is in January 4, 2019. Someone from Game Time will be doing a research grant and would be taking data on how the children used the play and incorporated play on the equipment. Executive Director Schraw reported that OSLAD grants should be awarded by March 1st, 2019. COMED rebate update: \$12,642 was our final rebate, and our cost was \$10,700 to switch over to LEDs. The Park District should recoup cost of lights in 1 year. There will be a safety meeting with updated safety binder this week. The new website should be up and live as of next week.

Staff Reports

Youth Education Director- Director Kesse reported on happenings at the daycare/preschool. This week's activities include movie day, baking gingerbread cookies, grandparent-child Christmas gift activity, pajama day and gift exchange day. The lights in the classrooms have been updated. During Christmas break rooms will be painted, carpeting replaced and floors waxed.

Finance/Human Resources Director- Finance Director Prill reported that open enrollment went very smoothly. The Park District will begin emailing direct deposit notices starting 2019 which will save time and money (supplies cost). Director Prill has discovered when doing the July Treasurer's report Card Connect has their charges going into a checking account and on the 3rd day they subtract their fees from the deposit so it would either show up as a charge or as a deposit for the remainder. Director Prill worked with Heartland Bank and will have separate money market accounts for Card Connect to deposit/withdraw into.

Recreation Supervisors- Supervisor Prill reported on Session 1 of Basketball wraps up this weekend. Session 2 sign up has started. Supervisor Prill would like to draft for 7th and 8th grade basketball. The athletics program will be playing with Huntley this year (they have 6 teams and Hampshire has 4). The referee company has been going well. New gym attendant has been working out well and has been helping with things at the gym. There will be a 7th/8th grade volleyball camp run by a parent. Supervisor Prill met with the Elgin Sports Commission and they are interested in filling our fields for extra practices and tournaments.

Supervisor Barone reported on past events that included the Tree Lighting, Sip n Sign, Grinch Candy Cane Hunt (167 pre-registered), and Letters from Santa. Supervisor Barone has been working on the upcoming brochure as well.

Parks Supervisor- Supervisor Koth reported on maintenance updates at the preschool. All vehicles are in the process of being stickered. Supervisor Koth reported on general maintenance and upkeep with waxing and general maintenance and upkeep.

President's Report- None

Board Commissioner Reports- None

New Business

A. FY20 Budget Calendar

Executive Director Schraw informed the Board of Commissioners with the timeline for the upcoming year.

Old Business- None

Executive Session: At 7:31 p.m. Commissioner Reid made a motion to adjourn to Executive Session for Discussion of meeting minutes lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. (5 ILCS 120/2 from Ch. 102, par. 42,c. 21.)

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. (5 ILCS 120/2 from Ch. 102 par. 42 c.1.)

Motion seconded by Commissioner Kelly. Motion passed 3 Ayes, 0 Nays, 0 Abstain.

At 8:06 p.m. Commissioner Herrmann made a motion to resume the regular board meeting. Seconded by Commissioner Reid. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

Release of Executive Session Meeting Minutes

Commissioner Kelly made a motion to not release meeting minutes from May 20, 2013, December 16, 2013, January 29, 2018 and February 14, 2018. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

Commissioner Kelly made a motion to release executive session meeting minutes from October 21, 2013, November 16, 2015, November 21, 2016, May 7, 2018, May 21, 2018, June 18, 2018, July 2, 2018, July 16, 2018 and August 20, 2018. Seconded by Commissioner Herrmann. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.

Motions Resulting from Executive Session- None

Adjournment: At 8:09 p.m. Commissioner Herrmann made a motion to adjourn the meeting. Seconded by Commissioner Reid. Motion passed with 3 Ayes, 0 Nays, 0 Abstain.



TREASURERS REPORT

2018 AUGUST (4)

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
CORPORATE FUND	\$ 145,646.35	\$ 6,701.82	\$ 17,402.88	\$ 134,945.29
Non-Cash Receipts & Disbursements		\$ 15,547.01	\$ 15,547.01	
Liability Adjustment	\$ 5,056.63			\$ 4,590.15
RECREATION FUND	\$ 381,217.31	\$ 89,130.83	\$ 67,860.34	\$ 402,487.80
Liability Adjustment	\$ 285.00			\$ 285.00
CAPITAL FUND	\$ (45,294.30)	\$ 104.93	\$ -	\$ (45,189.37)
Capital Repairs	\$ 32,947.02	\$ -	\$ -	\$ 32,947.02
DEBT SERVICE	\$ (15,311.60)	\$ 510.94	\$ -	\$ (14,800.66)
LIABILITY FUND	\$ 22,481.69	\$ 634.42	\$ 3,911.78	\$ 19,204.33
SPECIAL RECREATION FUND	\$ 51,081.54	\$ 1,743.52	\$ 5,504.20	\$ 47,320.86
TOTAL	\$ 578,109.64	\$ 114,373.47	\$ 110,226.21	\$ 581,790.42

ASSETS	BEGINNING BALANCE		RECONCILED ACCOUNTS
HEARTLAND CHECKING	\$ 107,593.85		\$ 90,797.04
HEARTLAND MONEY MARKET #219	\$ 100,989.34		\$ 166,640.58
HEARTLAND MONEY MARKET #4534	\$ 62,778.94		\$ 17,249.64
IPDLAF ACCOUNT	\$ 66,497.90		\$ 66,602.83
IL FUND-CREDIT CARD ACCT	\$ 201,380.64		\$ 201,569.93
IL NATIONAL BANK	\$ 1,000.00		\$ 1,000.00
IL FUND-WEBEX ACCOUNT	\$ 36,868.97		\$ 36,930.40
IL NATIONAL BANK	\$ 1,000.00		\$ 1,000.00
TOTAL	\$ 578,109.64	\$ -	\$ 581,790.42

TREASURERS REPORT

TREASURERS REPORT

2018 OCTOBER (6)

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
CORPORATE FUND	\$ 182,357.83	\$ 42,718.27	\$ 18,877.67	\$ 206,198.43
Non-Cash Receipts & Disbursements		\$ 16,302.40	\$ 16,302.40	
Liability Adjustment	\$ 4,537.72			\$ 4,667.65
RECREATION FUND	\$ 442,314.32	\$ 113,255.60	\$ 71,133.43	\$ 484,436.49
Liability Adjustment	\$ 385.00			\$ 285.00
CAPITAL FUND	\$ 142,559.12	\$ 112.64	\$ -	\$ 142,671.76
Capital Repairs	\$ 32,947.02	\$ -	\$ -	\$ 32,947.02
DEBT SERVICE	\$ (6,001.14)	\$ 4,970.69	\$ -	\$ (1,030.45)
LIABILITY FUND	\$ 26,325.97	\$ 6,172.03	\$ 3,908.01	\$ 28,589.99
SPECIAL RECREATION FUND	\$ 73,465.07	\$ 16,961.98	\$ 5,502.52	\$ 84,924.53
TOTAL	\$ 898,890.91	\$ 200,493.61	\$ 115,724.03	\$ 983,690.42

ASSETS	BEGINNING BALANCE		RECONCILED ACCOUNTS
HEARTLAND CHECKING	\$ 137,364.10		\$ 129,676.11
HEARTLAND MONEY MARKET #219	\$ 675,570.98		\$ 769,944.65
HEARTLAND MONEY MARKET #4534	\$ 17,250.15		\$ 17,251.34
IPDLAF ACCOUNT	\$ 66,705.68		\$ 66,818.32
IL FUND-CREDIT CARD ACCT	\$ -		\$ -
IL NATIONAL BANK	\$ 1,000.00		\$ -
IL FUND-WEBEX ACCOUNT	\$ -		\$ -
IL NATIONAL BANK	\$ 1,000.00		\$ -
TOTAL	\$ 898,890.91	\$ -	\$ 983,690.42

TREASURERS REPORT

TREASURERS REPORT

2018 NOVEMBER (7)

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
CORPORATE FUND	\$ 206,198.43	\$ 4,438.18	\$ 30,590.59	\$ 180,046.02
Non-Cash Receipts & Disbursements		\$ 22,973.02	\$ 22,973.02	
Liability Adjustment	\$ 4,667.65			\$ 5,756.25
RECREATION FUND	\$ 484,436.49	\$ 93,837.66	\$ 97,965.03	\$ 480,309.12
Liability Adjustment	\$ 285.00			\$ 285.00
CAPITAL FUND	\$ 142,671.76	\$ 113.65	\$ 10,578.00	\$ 132,207.41
Capital Repairs	\$ 32,947.02	\$ -	\$ -	\$ 32,947.02
DEBT SERVICE	\$ (1,030.45)	\$ 297.89	\$ 64,685.00	\$ (65,417.56)
LIABILITY FUND	\$ 28,589.99	\$ 369.87	\$ 5,364.53	\$ 23,595.33
SPECIAL RECREATION FUND	\$ 84,924.53	\$ 1,016.54	\$ 5,906.17	\$ 80,034.90
TOTAL	\$ 983,690.42	\$ 123,046.81	\$ 238,062.34	\$ 869,763.49

ASSETS	BEGINNING BALANCE		RECONCILED ACCOUNTS
HEARTLAND CHECKING	\$ 129,676.11		\$ 151,712.43
HEARTLAND MONEY MARKET #219	\$ 769,944.65		\$ 633,867.75
HEARTLAND MONEY MARKET #4534	\$ 17,251.34		\$ 17,251.34
IPDLAF ACCOUNT	\$ 66,818.32		\$ 66,931.97
TOTAL	\$ 983,690.42	\$ -	\$ 869,763.49

TREASURERS REPORT

TREASURERS REPORT

2018 SEPTEMBER (5)

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
CORPORATE FUND	\$ 134,945.29	\$ 73,918.66	\$ 26,506.12	\$ 182,357.83
Non-Cash Receipts & Disbursements		\$ 15,511.75	\$ 15,511.75	
Liability Adjustment	\$ 4,590.15			\$ 4,537.72
RECREATION FUND	\$ 402,487.80	\$ 111,563.22	\$ 71,736.70	\$ 442,314.32
Liability Adjustment	\$ 285.00			\$ 385.00
CAPITAL FUND	\$ (45,189.37)	\$ 187,802.85	\$ 54.36	\$ 142,559.12
Capital Repairs	\$ 32,947.02	\$ -	\$ -	\$ 32,947.02
DEBT SERVICE	\$ (14,800.66)	\$ 9,274.52	\$ 475.00	\$ (6,001.14)
LIABILITY FUND	\$ 19,204.33	\$ 11,516.02	\$ 4,394.38	\$ 26,325.97
SPECIAL RECREATION FUND	\$ 47,320.86	\$ 31,648.38	\$ 5,504.17	\$ 73,465.07
TOTAL	\$ 581,790.42	\$ 441,235.40	\$ 124,182.48	\$ 898,890.91

ASSETS	BEGINNING BALANCE		RECONCILED ACCOUNTS
HEARTLAND CHECKING	\$ 90,797.04		\$ 137,364.10
HEARTLAND MONEY MARKET #219	\$ 166,640.58		\$ 675,570.98
HEARTLAND MONEY MARKET #4534	\$ 17,249.64		\$ 17,250.15
IPDLAF ACCOUNT	\$ 66,602.83		\$ 66,705.68
IL FUND-CREDIT CARD ACCT	\$ 201,569.93		\$ -
IL NATIONAL BANK	\$ 1,000.00		\$ 1,000.00
IL FUND-WEBEX ACCOUNT	\$ 36,930.40		\$ -
IL NATIONAL BANK	\$ 1,000.00		\$ 1,000.00
TOTAL	\$ 581,790.42	\$ -	\$ 898,890.91

TREASURERS REPORT

TREASURERS REPORT

2018 DECEMBER (8)

FUND	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
CORPORATE FUND	\$ 180,046.02	\$ 3,235.24	\$ 21,942.47	\$ 161,338.79
Non-Cash Receipts & Disbursements		\$ 15,736.23	\$ 15,736.23	
Liability Adjustment	\$ 5,756.25			\$ 2,674.11
RECREATION FUND	\$ 480,309.12	\$ 76,201.67	\$ 77,911.91	\$ 478,598.88
Liability Adjustment	\$ 285.00			\$ 480.00
CAPITAL FUND	\$ 132,207.41	\$ 123.80	\$ 66,025.00	\$ 66,306.21
Capital Repairs	\$ 32,947.02	\$ -	\$ -	\$ 32,947.02
DEBT SERVICE	\$ (65,417.56)	\$ -	\$ 31,470.75	\$ (96,888.31)
LIABILITY FUND	\$ 23,595.33	\$ -	\$ 6,039.78	\$ 17,555.55
SPECIAL RECREATION FUND	\$ 80,034.90	\$ -	\$ 804.21	\$ 79,230.69
TOTAL	\$ 869,763.49	\$ 95,296.94	\$ 219,930.35	\$ 742,242.94

ASSETS	BEGINNING BALANCE		RECONCILED ACCOUNTS
HEARTLAND CHECKING	\$ 151,712.43		\$ 164,744.84
HEARTLAND MONEY MARKET #219	\$ 633,867.75		\$ 493,190.44
HEARTLAND MONEY MARKET #4534	\$ 17,251.34		\$ 17,251.89
IPDLAF ACCOUNT	\$ 66,931.97		\$ 67,055.77
TOTAL	\$ 869,763.49	\$ -	\$ 742,242.94

TREASURERS REPORT

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CORPORATE FUND							
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administrative							
REVENUES							
General Operations							
Administrative							
10-10-01-025-3000	Misc Income-Corporate	0.00	0.00	0.0	0.00	0.00	0.0
10-10-01-025-3002	NSF Bank Fees	0.00	0.00	0.0	0.00	0.00	0.0
10-10-01-025-3101	Property Tax-Corp Fund	21,065.92	0.00	100.0	252,791.00	252,826.54	0.0
10-10-01-025-3103	Transition Fees	416.67	974.16	133.8	5,000.00	8,317.15	66.3
10-10-01-025-3104	Impact Fees-Corp	0.00	0.00	0.0	0.00	0.00	0.0
10-10-01-025-3105	Grants-Corporate	0.00	0.00	0.0	0.00	0.00	0.0
10-10-01-025-3106	Foundation Donation-Corp	0.00	0.00	0.0	0.00	0.00	0.0
10-10-01-025-3111	NWLL-Musco Lights	2,016.25	2,016.25	0.0	24,195.00	16,130.00	(33.3)
10-10-01-025-3112	Health Wellness	33.33	0.00	100.0	400.00	0.00	100.0
10-10-01-025-3201	Interest-Money Market	4.17	39.10	837.6	50.00	1,612.07	3124.1
10-10-01-025-3310	Personal Property Tax	250.00	155.73	(37.7)	3,000.00	1,766.86	(41.1)

TOTAL Administrative		23,786.34	3,185.24	(86.6)	285,436.00	280,652.62	(1.6)
TOTAL General Operations		23,786.34	3,185.24	(86.6)	285,436.00	280,652.62	(1.6)
TOTAL REVENUES: Administrative		23,786.34	3,185.24	(86.6)	285,436.00	280,652.62	(1.6)
Parks							
REVENUES							
Parks							
Ralph Seyller Park							
10-40-40-601-3320	Rental-Seyller Park	125.00	0.00	100.0	1,500.00	620.00	(58.6)
10-40-40-601-3322	Rental-Athletic Field Seyller	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Ralph Seyller Park		125.00	0.00	100.0	1,500.00	620.00	(58.6)
Bruce Ream Park							
10-40-40-602-3320	Rental-Bruce Ream Park	416.67	0.00	100.0	5,000.00	1,795.00	(64.1)
10-40-40-602-3322	Rental-Athletic Field Ream Pk	83.33	0.00	100.0	1,000.00	0.00	100.0

TOTAL Bruce Ream Park		500.00	0.00	100.0	6,000.00	1,795.00	(70.0)
Dorothy Schmidt Park							
10-40-40-603-3320	Rental-Dorothy Schmidt Park	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Dorothy Schmidt Park		0.00	0.00	0.0	0.00	0.00	0.0
Park at Tuscany Woods							
10-40-40-604-3320	Rental-Park at Tuscany Woods	166.67	0.00	100.0	2,000.00	0.00	100.0
10-40-40-604-3322	Rental-Athletic Field Tuscany	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Park at Tuscany Woods		166.67	0.00	100.0	2,000.00	0.00	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CORPORATE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL Parks		791.67	0.00	100.0	9,500.00	2,415.00	(74.5)
TOTAL REVENUES: Parks		791.67	0.00	100.0	9,500.00	2,415.00	(74.5)
Buildings							
REVENUES							
Buildings							
Administrative Building							
10-50-50-701-3303	Rental-Administrative Building	166.67	50.00	(70.0)	2,000.00	500.00	(75.0)
TOTAL Administrative Building		166.67	50.00	(70.0)	2,000.00	500.00	(75.0)
TOTAL Buildings		166.67	50.00	(70.0)	2,000.00	500.00	(75.0)
TOTAL REVENUES: Buildings		166.67	50.00	(70.0)	2,000.00	500.00	(75.0)
Administrative							
EXPENSES							
General Operations							
General Operations							
10-10-01-024-5000	Misc Expense-Corp	6.25	27.00	(332.0)	75.00	27.00	64.0
10-10-01-024-5008	Service Charge-E Pay	0.00	0.00	0.0	0.00	595.81	100.0
10-10-01-024-5010	Financial Fees	152.08	0.00	100.0	1,825.00	371.65	79.6
10-10-01-024-5012	Professional Fees	716.67	850.00	(18.6)	8,600.00	1,700.00	80.2
10-10-01-024-5013	Tech Support-Corp	540.19	338.62	37.3	6,482.32	5,777.47	10.8
10-10-01-024-5014	Printing Publications	104.17	487.60	(368.0)	1,250.00	715.76	42.7
10-10-01-024-5015	Bank Fees	64.79	45.75	29.3	777.50	328.75	57.7
10-10-01-024-5016	Membership Fees-Corp	223.50	1,032.71	(362.0)	2,682.00	2,550.71	4.9
10-10-01-024-5017	Conference Fees-Corp	166.67	270.00	(62.0)	2,000.00	270.00	86.5
10-10-01-024-5018	Mileage Tolls-Corp	50.00	148.90	(197.8)	600.00	522.82	12.8
10-10-01-024-5019	Education Fees-Corp	0.00	0.00	0.0	0.00	0.00	0.0
10-10-01-024-5020	Advertise Marketing-Corp	166.67	390.00	(134.0)	2,000.00	2,013.55	(0.6)
10-10-01-024-5021	Vandalism Deductible	166.67	0.00	100.0	2,000.00	1,000.00	50.0
10-10-01-024-5022	Postage-Corp	50.00	251.00	(402.0)	600.00	311.47	48.0
10-10-01-024-5023	Phone-Corp	422.67	327.01	22.6	5,072.00	3,301.13	34.9
10-10-01-024-5024	Copy Machine-Corp	125.00	554.20	(343.3)	1,500.00	1,675.99	(11.7)
10-10-01-024-5032	Legal Fees	212.58	150.00	29.4	2,551.00	2,650.75	(3.9)
10-10-01-024-5037	AmeriFlex Spending Fees	175.00	135.00	22.8	2,100.00	945.00	55.0
10-10-01-024-5038	Record Disposal	16.67	0.00	100.0	200.00	0.00	100.0
10-10-01-024-5060	Bottled Water	66.67	95.16	(42.7)	800.00	511.15	36.1
10-10-01-024-5061	Mobile E-Mail-Corp	80.00	80.00	0.0	960.00	560.00	41.6
10-10-01-024-6010	Supplies Office-Corp	201.25	105.50	47.5	2,415.00	392.22	83.7
10-10-01-024-6050	Furnishings Office-Corp	80.00	0.00	100.0	960.00	0.00	100.0
TOTAL General Operations		3,787.50	5,288.45	(39.6)	45,449.82	26,221.23	42.3

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CORPORATE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Administrative							
EXPENSES							
General Operations							
Awards/Recognition							
10-10-01-025-4020	FICA-Health Wellness	16.67	0.00	100.0	200.00	0.00	100.0
10-10-01-025-4021	Medicare-Health Wellness	4.17	0.00	100.0	50.00	0.00	100.0
10-10-01-025-4024	IMRF-Health Wellness	12.50	0.00	100.0	150.00	0.00	100.0
10-10-01-025-5062	Awards/Recognition	45.42	0.00	100.0	545.00	1,603.95	(194.3)
TOTAL Awards/Recognition		78.76	0.00	100.0	945.00	1,603.95	(69.7)
TOTAL General Operations		3,866.26	5,288.45	(36.7)	46,394.82	27,825.18	40.0
Administrative							
Grant-Returned							
10-10-10-024-5105	Grants-Returned	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Grant-Returned		0.00	0.00	0.0	0.00	0.00	0.0
Administrative							
10-10-10-025-4020	FICA-Corp Admin	358.00	285.36	20.2	4,296.00	2,376.68	44.6
10-10-10-025-4021	Medicare-Corp Admin	83.75	66.74	20.3	1,005.00	585.99	41.6
10-10-10-025-4024	IMRF-Corp Admin	577.50	502.01	13.0	6,930.00	4,499.84	35.0
10-10-10-025-4025	Health Insurance-Corp	722.80	1,205.20	(66.7)	8,673.60	5,620.80	35.2
10-10-10-025-4028	IDES Unemployment	656.08	0.00	100.0	7,873.00	865.57	89.0
10-10-10-025-4100	Salaries-Administration	5,774.67	5,286.60	8.4	69,296.07	47,579.37	31.3
10-10-10-025-9998	Debt Ser Transfer to Bond Fund	0.00	0.00	0.0	0.00	0.00	0.0
10-10-10-025-9999	Capital Transfers-Corp	1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL Administrative		9,839.47	7,345.91	25.3	118,073.67	61,528.25	47.8
TOTAL Administrative		9,839.47	7,345.91	25.3	118,073.67	61,528.25	47.8
TOTAL EXPENSES: Administrative		13,705.73	12,634.36	7.8	164,468.49	89,353.43	45.6
Parks							
EXPENSES							
Parks							
General Operations							
10-40-40-024-5000	Misc Expense-Parks	0.00	0.00	0.0	0.00	177.96	100.0
10-40-40-024-5059	Gasoline-Parks	308.33	165.00	46.4	3,700.00	3,662.91	1.0
10-40-40-024-5110	Vehicle Repairs	250.00	246.94	1.2	3,000.00	1,400.14	53.3
10-40-40-024-5120	Tree Replacement Program	83.33	0.00	100.0	1,000.00	0.00	100.0
10-40-40-024-6050	Equipment-Parks	83.33	0.00	100.0	1,000.00	4,088.35	(308.8)
10-40-40-024-6122	Shop Tools	41.67	56.53	(35.6)	500.00	914.33	(82.8)
10-40-40-024-6125	Supplies-Parks Dept	125.00	0.00	100.0	1,500.00	1,171.71	21.8
TOTAL General Operations		891.66	468.47	47.4	10,700.00	11,415.40	(6.6)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CORPORATE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Parks							
EXPENSES							
Parks							
Administrative							
10-40-40-025-4020	FICA-Parks Dept	220.42	205.45	6.7	2,645.00	2,534.17	4.1
10-40-40-025-4021	Medicare-Parks Dept	51.50	48.05	6.7	618.00	592.70	4.0
10-40-40-025-4024	IMRF-Parks Dept	162.25	134.39	17.1	1,947.00	1,209.54	37.8
10-40-40-025-4100	Salaries-Parks/Maintenance	3,555.08	3,313.74	6.7	42,661.00	40,874.46	4.1
TOTAL Administrative		3,989.25	3,701.63	7.2	47,871.00	45,210.87	5.5
Ralph Seyller Park							
10-40-40-601-5000	Misc Expense-Seyller Pk	0.00	0.00	0.0	0.00	0.00	0.0
10-40-40-601-5027	Garbage Waste-Seyller Pk	0.00	2,000.00	100.0	0.00	2,000.00	100.0
10-40-40-601-5124	Maintenance Grounds Bldgs	416.67	185.00	55.6	5,000.00	1,438.68	71.2
10-40-40-601-5320	Permit Fee-Seyller Park	0.00	0.00	0.0	0.00	0.00	0.0
10-40-40-601-6013	Supplies-Janitorial	25.00	0.00	100.0	300.00	65.31	78.2
TOTAL Ralph Seyller Park		441.67	2,185.00	(394.7)	5,300.00	3,503.99	33.8
Bruce Ream Park							
10-40-40-602-5000	Misc Expense-Bruce Ream Pk	0.00	0.00	0.0	0.00	0.00	0.0
10-40-40-602-5025	Electric-Bruce Ream Park	333.33	92.94	72.1	4,000.00	1,267.02	68.3
10-40-40-602-5027	Garbage Waste-Bruce Ream Pk	125.00	52.26	58.1	1,500.00	876.74	41.5
10-40-40-602-5031	Water-Bruce Ream Park	833.33	0.00	100.0	10,000.00	5,870.80	41.2
10-40-40-602-5124	Maintenance Repairs Bldgs	416.67	74.40	82.1	5,000.00	1,005.05	79.9
10-40-40-602-5320	Permit Fee-Bruce Ream Park	0.00	0.00	0.0	0.00	0.00	0.0
10-40-40-602-6013	Supplies-Janitorial	25.00	0.00	100.0	300.00	65.31	78.2
TOTAL Bruce Ream Park		1,733.33	219.60	87.3	20,800.00	9,084.92	56.3
Dorothy Schmidt Park							
10-40-40-603-5000	Misc Expense-D. Schmidt Pk	0.00	0.00	0.0	0.00	0.00	0.0
10-40-40-603-5027	Garbage Waste-D. Schmidt Pk	0.00	0.00	0.0	0.00	0.00	0.0
10-40-40-603-5124	Maintenance Repairs Bldgs	416.67	0.00	100.0	5,000.00	1,044.05	79.1
10-40-40-603-5320	Permit Fee-D. Schmidt Pk	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Dorothy Schmidt Park		416.67	0.00	100.0	5,000.00	1,044.05	79.1
Park at Tuscany Woods							
10-40-40-604-4631	Salaries-Field Labor Tuscany	41.67	0.00	100.0	500.00	0.00	100.0
10-40-40-604-5025	Electric-Park at Tuscany Woods	41.67	0.00	100.0	500.00	0.00	100.0
10-40-40-604-5031	Water-Park at Tuscany Woods	41.67	0.00	100.0	500.00	0.00	100.0
10-40-40-604-5041	Field Labor-Pk at Tuscany Wood	41.67	0.00	100.0	500.00	0.00	100.0
10-40-40-604-5124	Maintenance Grounds-New Park	83.33	0.00	100.0	1,000.00	1,786.42	(78.6)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CORPORATE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Parks							
EXPENSES							
Parks							
Park at Tuscany Woods							
10-40-40-604-5320	Permit Fee-Park at Tuscany	4.17	0.00	100.0	50.00	0.00	100.0
10-40-40-604-7006	NWLL-Musco Lights	2,016.25	2,016.25	0.0	24,195.00	18,146.25	25.0
TOTAL Park at Tuscany Woods		2,270.43	2,016.25	11.2	27,245.00	19,932.67	26.8
TOTAL Parks		9,743.01	8,590.95	11.8	116,916.00	90,191.90	22.8
TOTAL EXPENSES: Parks		9,743.01	8,590.95	11.8	116,916.00	90,191.90	22.8
Buildings							
EXPENSES							
Buildings							
Administrative							
10-50-50-025-4020	FICA-Janitorial Admin Building	12.33	0.00	100.0	148.00	216.07	(45.9)
10-50-50-025-4021	Medicare-Janitorial Admin Bldg	2.83	0.00	100.0	34.00	50.54	(48.6)
TOTAL Administrative		15.16	0.00	100.0	182.00	266.61	(46.4)
Administration Building							
10-50-50-701-4390	Salaries-Custodian Admin Bldg	200.00	0.00	100.0	2,400.00	3,485.00	(45.2)
10-50-50-701-5025	Electric-Admin Bldg	333.33	310.69	6.7	4,000.00	3,246.78	18.8
10-50-50-701-5026	Heat-Admin Bldg	183.33	288.88	(57.5)	2,200.00	776.30	64.7
10-50-50-701-5028	Fire Alarm System-Admin Bldg	160.92	0.00	100.0	1,931.00	820.90	57.4
10-50-50-701-5031	Water-Admin Building	33.33	0.00	100.0	400.00	246.80	38.3
10-50-50-701-5124	Maintenance Repairs-Admin Bldg	250.00	20.77	91.6	3,000.00	918.00	69.4
10-50-50-701-5320	Permit Fees	0.00	0.00	0.0	0.00	0.00	0.0
10-50-50-701-6050	Equipment-Administrative Bldg	41.67	0.00	100.0	500.00	0.00	100.0
10-50-50-701-6110	Supplies-Janitorial Admin Bldg	25.00	14.18	43.2	300.00	303.49	(1.1)
TOTAL Administration Building		1,227.58	634.52	48.3	14,731.00	9,797.27	33.4
Maintenance Building							
10-50-50-702-5026	Heat-Park Bldg	50.00	52.67	(5.3)	600.00	312.83	47.8
10-50-50-702-5028	Fire Alarm System-Parks Bldg	150.83	0.00	100.0	1,810.00	783.40	56.7
10-50-50-702-5124	Maintenance Repairs-Maint Bldg	166.67	0.00	100.0	2,000.00	35.37	98.2
10-50-50-702-6110	Janitorial Supplies-Parks Bldg	8.33	29.97	(259.7)	100.00	60.13	39.8
TOTAL Maintenance Building		375.83	82.64	78.0	4,510.00	1,191.73	73.5
TOTAL Buildings		1,618.57	717.16	55.6	19,423.00	11,255.61	42.0
TOTAL EXPENSES: Buildings		1,618.57	717.16	55.6	19,423.00	11,255.61	42.0

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Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

PAGE: 6
F-YR: 19

FUND: CORPORATE FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

TOTAL FUND REVENUES		24,744.68	3,235.24	(86.9)	296,936.00	283,567.62	(4.5)
TOTAL FUND EXPENSES		25,067.31	21,942.47	12.4	300,807.49	190,800.94	36.5
FUND SURPLUS (DEFICIT)		(322.63)	(18,707.23)	5698.3	(3,871.49)	92,766.68	(2496.1)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Recreation							
REVENUES							
Athletic Programs							
Open Gym							
20-20-20-212-3500	Open Gym-Basketball	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Open Gym		0.00	0.00	0.0	0.00	0.00	0.0
British Soccer Camp							
20-20-20-325-3500	British Soccer Camp	41.67	0.00	100.0	500.00	240.00	(52.0)

TOTAL British Soccer Camp		41.67	0.00	100.0	500.00	240.00	(52.0)
T-Ball							
20-20-20-800-3500	T-Ball	400.00	0.00	100.0	4,800.00	3,435.50	(28.4)

TOTAL T-Ball		400.00	0.00	100.0	4,800.00	3,435.50	(28.4)
Five Tool Player Baseball							
20-20-20-802-3500	Five Tool Player Baseball	0.00	0.00	0.0	0.00	622.00	100.0

TOTAL Five Tool Player Baseball		0.00	0.00	0.0	0.00	622.00	100.0
Spring Soccer							
20-20-20-811-3500	Spring Soccer	2,666.67	0.00	100.0	32,000.00	196.80	(99.3)

TOTAL Spring Soccer		2,666.67	0.00	100.0	32,000.00	196.80	(99.3)
Fall Soccer							
20-20-20-812-3500	Fall Soccer	2,833.33	0.00	100.0	34,000.00	33,396.55	(1.7)

TOTAL Fall Soccer		2,833.33	0.00	100.0	34,000.00	33,396.55	(1.7)
Basketball							
20-20-20-815-3500	Basketball	3,500.00	11,118.00	217.6	42,000.00	36,415.10	(13.3)

TOTAL Basketball		3,500.00	11,118.00	217.6	42,000.00	36,415.10	(13.3)
Flag Football							
20-20-20-819-3500	Flag Football	666.67	0.00	100.0	8,000.00	5,917.02	(26.0)

TOTAL Flag Football		666.67	0.00	100.0	8,000.00	5,917.02	(26.0)
Volleyball							
20-20-20-820-3500	Volleyball	333.33	522.00	56.6	4,000.00	3,453.00	(13.6)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL Volleyball		333.33	522.00	56.6	4,000.00	3,453.00	(13.6)
TOTAL Athletic Programs		10,733.34	11,640.00	8.4	128,800.00	85,260.97	(33.8)
Athletic Camps							
H.S. Wrestling							
20-20-21-818-3500 H.S. Wrestling Camp		0.00	0.00	0.0	0.00	1,560.00	100.0
TOTAL H.S. Wrestling		0.00	0.00	0.0	0.00	1,560.00	100.0
H.S. Cheerleading Camp							
20-20-21-828-3500 H.S. Cheerleading Camp		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL H.S. Cheerleading Camp		0.00	0.00	0.0	0.00	0.00	0.0
H.S. Football Camp							
20-20-21-850-3500 H.S. Football Camp		1,000.00	0.00	100.0	12,000.00	11,080.50	(7.6)
TOTAL H.S. Football Camp		1,000.00	0.00	100.0	12,000.00	11,080.50	(7.6)
H.S. Baseball Camp							
20-20-21-851-3500 H.S. Baseball Camp		333.33	0.00	100.0	4,000.00	8,825.00	120.6
TOTAL H.S. Baseball Camp		333.33	0.00	100.0	4,000.00	8,825.00	120.6
H.S. Volleyball Camp							
20-20-21-852-3500 H.S. Volleyball Camp		500.00	0.00	100.0	6,000.00	6,997.16	16.6
TOTAL H.S. Volleyball Camp		500.00	0.00	100.0	6,000.00	6,997.16	16.6
H.S. Softball Camp							
20-20-21-855-3500 H.S. Softball Camp		166.67	0.00	100.0	2,000.00	3,010.00	50.5
TOTAL H.S. Softball Camp		166.67	0.00	100.0	2,000.00	3,010.00	50.5
H.S. Tennis Camp							
20-20-21-856-3500 H.S. Tennis Camp		0.00	0.00	0.0	0.00	2,637.00	100.0
TOTAL H.S. Tennis Camp		0.00	0.00	0.0	0.00	2,637.00	100.0
H.S. Basketball Camp							
20-20-21-859-3500 H.S. Basketball Camp		1,333.33	0.00	100.0	16,000.00	18,584.69	16.1
TOTAL H.S. Basketball Camp		1,333.33	0.00	100.0	16,000.00	18,584.69	16.1

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Recreation							
REVENUES							
Athletic Camps							
Basketball Clinic							
20-20-21-865-3500	Speed School Camp	0.00	0.00	0.0	0.00	75.00	100.0

TOTAL Basketball Clinic		0.00	0.00	0.0	0.00	75.00	100.0
H.S. Soccer Camp							
20-20-21-867-3500	H.S. Soccer Camp	416.67	0.00	100.0	5,000.00	7,285.00	45.7

TOTAL H.S. Soccer Camp		416.67	0.00	100.0	5,000.00	7,285.00	45.7
H.S. Cross Country Camp							
20-20-21-868-3500	H.S. Cross Country Camp	0.00	0.00	0.0	0.00	60.00	100.0

TOTAL H.S. Cross Country Camp		0.00	0.00	0.0	0.00	60.00	100.0
TOTAL Athletic Camps		3,750.00	0.00	100.0	45,000.00	60,114.35	33.5
Adult Programs							
Adult Trips							
20-20-22-220-3500	Adult Trips	112.50	0.00	100.0	1,350.00	0.00	100.0

TOTAL Adult Trips		112.50	0.00	100.0	1,350.00	0.00	100.0
Adult Wellness							
20-20-22-221-3500	Adult Wellness	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Adult Wellness		0.00	0.00	0.0	0.00	0.00	0.0
Adult Workshops							
20-20-22-232-3500	Adult Workshops	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Adult Workshops		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Adult Programs		112.50	0.00	100.0	1,350.00	0.00	100.0
Recreation Programs							
--- UNDEFINED CODE ---							
20-20-23-318-3500	Ice Skating Classes	0.00	266.00	100.0	0.00	266.00	100.0

TOTAL --- UNDEFINED CODE ---		0.00	266.00	100.0	0.00	266.00	100.0
Dance Programs							
20-20-23-330-3500	Dance Programs	333.33	330.00	(1.0)	4,000.00	4,579.00	14.4

TOTAL Dance Programs		333.33	330.00	(1.0)	4,000.00	4,579.00	14.4

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
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FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Recreation							
REVENUES							
Recreation Programs							
Karate							
20-20-23-331-3500	Karate	250.00	250.00	0.0	3,000.00	1,874.00	(37.5)
TOTAL Karate		250.00	250.00	0.0	3,000.00	1,874.00	(37.5)
Horseback Riding							
20-20-23-333-3500	Horseback Riding	250.00	0.00	100.0	3,000.00	2,162.00	(27.9)
TOTAL Horseback Riding		250.00	0.00	100.0	3,000.00	2,162.00	(27.9)
Art Programs							
20-20-23-336-3500	Art Programs	16.67	114.00	583.8	200.00	1,134.00	467.0
TOTAL Art Programs		16.67	114.00	583.8	200.00	1,134.00	467.0
Private Lessons							
20-20-23-341-3500	Private Lessons	83.33	0.00	100.0	1,000.00	570.00	(43.0)
TOTAL Private Lessons		83.33	0.00	100.0	1,000.00	570.00	(43.0)
Parent & Child Music Class							
20-20-23-352-3500	Parent & Child Music Class	41.67	0.00	100.0	500.00	(250.00)	(150.0)
TOTAL Parent & Child Music Class		41.67	0.00	100.0	500.00	(250.00)	(150.0)
TOTAL Recreation Programs		975.00	960.00	(1.5)	11,700.00	10,335.00	(11.6)
Recreation Camps							
Summer Camp							
20-20-24-322-3500	Summer Fun Camp	833.33	0.00	100.0	10,000.00	8,744.26	(12.5)
TOTAL Summer Camp		833.33	0.00	100.0	10,000.00	8,744.26	(12.5)
Holiday Camps							
20-20-24-345-3500	Holiday Camps	41.67	175.00	319.9	500.00	485.00	(3.0)
TOTAL Holiday Camps		41.67	175.00	319.9	500.00	485.00	(3.0)
TOTAL Recreation Camps		875.00	175.00	(80.0)	10,500.00	9,229.26	(12.1)
Special Events							
Admission Tickets							
20-20-25-201-3500	Admission Tickets	75.00	0.00	100.0	900.00	1,278.00	42.0
TOTAL Admission Tickets		75.00	0.00	100.0	900.00	1,278.00	42.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Recreation							
REVENUES							
Special Events							
Coon Creek Classic							
20-20-25-224-3500	Coon Creek Classic	554.17	0.00	100.0	6,650.00	6,484.00	(2.5)
TOTAL Coon Creek Classic		554.17	0.00	100.0	6,650.00	6,484.00	(2.5)

Colour Me Lucky 5K							
20-20-25-225-3500	Colour Me Lucky 5K	166.67	0.00	100.0	2,000.00	1,785.00	(10.7)
TOTAL Colour Me Lucky 5K		166.67	0.00	100.0	2,000.00	1,785.00	(10.7)

Music Under the Oaks							
20-20-25-229-3500	Music Under the Oaks	166.67	0.00	100.0	2,000.00	3,648.50	82.4
TOTAL Music Under the Oaks		166.67	0.00	100.0	2,000.00	3,648.50	82.4

Fall Race							
20-20-25-230-3500	Fall Race	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Fall Race		0.00	0.00	0.0	0.00	0.00	0.0

Trunk N Treat							
20-20-25-323-3500	Trunk N Treat	58.33	0.00	100.0	700.00	275.00	(60.7)
TOTAL Trunk N Treat		58.33	0.00	100.0	700.00	275.00	(60.7)

Daddy Daughter Dance							
20-20-25-326-3500	Daddy Daughter Dance	166.67	0.00	100.0	2,000.00	0.00	100.0
TOTAL Daddy Daughter Dance		166.67	0.00	100.0	2,000.00	0.00	100.0

Bunny Visits							
20-20-25-328-3500	Bunny Visits	16.67	0.00	100.0	200.00	0.00	100.0
TOTAL Bunny Visits		16.67	0.00	100.0	200.00	0.00	100.0

Egg Hunt							
20-20-25-332-3500	Egg Hunt	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Egg Hunt		0.00	0.00	0.0	0.00	0.00	0.0

Santa Phone Calls							
20-20-25-339-3500	Santa Phone Calls	1.25	0.00	100.0	15.00	0.00	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

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TOTAL Santa Phone Calls		1.25	0.00	100.0	15.00	0.00	100.0
Candy Cane Hunt							
20-20-25-342-3500 Candy Cane Hunt		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Candy Cane Hunt		0.00	0.00	0.0	0.00	0.00	0.0
Winter Fun Night							
20-20-25-343-3500 Winter Fun Night		16.67	0.00	100.0	200.00	0.00	100.0
TOTAL Winter Fun Night		16.67	0.00	100.0	200.00	0.00	100.0
Parents Night Out							
20-20-25-344-3500 Parents Night Out		16.67	(36.00)	(315.9)	200.00	0.00	100.0
TOTAL Parents Night Out		16.67	(36.00)	(315.9)	200.00	0.00	100.0
Matchbox Races							
20-20-25-346-3500 Matchbox Races		4.17	0.00	100.0	50.00	0.00	100.0
TOTAL Matchbox Races		4.17	0.00	100.0	50.00	0.00	100.0
Tree Lighting							
20-20-25-347-3500 Tree Lighting		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Tree Lighting		0.00	0.00	0.0	0.00	0.00	0.0
Mom & Son Bowling							
20-20-25-348-3500 Mom & Son Bowling		8.33	0.00	100.0	100.00	0.00	100.0
TOTAL Mom & Son Bowling		8.33	0.00	100.0	100.00	0.00	100.0
Youth Bowling							
20-20-25-349-3500 Youth Bowling		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Youth Bowling		0.00	0.00	0.0	0.00	0.00	0.0
Cookie Decorating							
20-20-25-350-3500 Cookie Decorating		8.33	0.00	100.0	100.00	0.00	100.0
TOTAL Cookie Decorating		8.33	0.00	100.0	100.00	0.00	100.0
Sip & Shop							
20-20-25-351-3500 Sip & Shop		16.67	0.00	100.0	200.00	525.00	162.5

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
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FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
<hr/>							
TOTAL Sip & Shop		16.67	0.00	100.0	200.00	525.00	162.5
<hr/>							
--- UNDEFINED CODE ---							
20-20-25-353-3500 Mommy & Me		0.00	0.00	0.0	0.00	56.00	100.0
<hr/>							
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	56.00	100.0
TOTAL Special Events		1,276.27	(36.00)	(102.8)	15,315.00	14,051.50	(8.2)
<hr/>							
Miscellaneous Programs							
Gary Wright Gym							
20-20-29-704-3320 Rental-Gary Wright Gym		0.00	0.00	0.0	0.00	0.00	0.0
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TOTAL Gary Wright Gym		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Miscellaneous Programs		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: Recreation		17,722.11	12,739.00	(28.1)	212,665.00	178,996.08	(15.8)
<hr/>							
Youth Education							
REVENUES							
Daycare							
Daycare							
20-60-18-518-3000 Misc Income-Daycare		0.00	0.00	0.0	0.00	0.00	0.0
20-60-18-518-3305 Memory Books-Daycare		41.67	0.00	100.0	500.00	0.00	100.0
20-60-18-518-3306 Vision & Hearing-Daycare		41.67	0.00	100.0	500.00	0.00	100.0
20-60-18-518-3307 Registration Fee-Daycare		291.67	0.00	100.0	3,500.00	3,404.00	(2.7)
20-60-18-518-3500 Tuition-Daycare		26,666.67	16,553.78	(37.9)	320,000.00	249,428.67	(22.0)
<hr/>							
TOTAL Daycare		27,041.68	16,553.78	(38.7)	324,500.00	252,832.67	(22.0)
TOTAL Daycare		27,041.68	16,553.78	(38.7)	324,500.00	252,832.67	(22.0)
<hr/>							
Preschool							
Educational Materials							
20-60-26-518-3311 Educational Materials		20.83	0.00	100.0	250.00	347.00	38.8
<hr/>							
TOTAL Educational Materials		20.83	0.00	100.0	250.00	347.00	38.8
<hr/>							
Preschool							
20-60-26-524-3000 Misc Income-Preschool		33.33	0.00	100.0	400.00	0.00	100.0
20-60-26-524-3105 Grants-Preschool		0.00	0.00	0.0	0.00	0.00	0.0
20-60-26-524-3106 Foundation Donation-Preschool		0.00	0.00	0.0	0.00	0.00	0.0
20-60-26-524-3305 Memory Books-Preschool		50.00	0.00	100.0	600.00	782.00	30.3
20-60-26-524-3306 Vision & Hearing-Preschool		41.67	0.00	100.0	500.00	0.00	100.0
20-60-26-524-3307 Registration Fee-Preschool		833.33	0.00	100.0	10,000.00	3,680.00	(63.2)
20-60-26-524-3500 Tuition-Pre Kindergarten		10,901.25	13,141.50	20.5	130,815.00	64,842.50	(50.4)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Youth Education							
REVENUES							
Preschool							
Preschool							
20-60-26-524-3501	Tuition-Little Learners	10,551.00	10,046.00	(4.7)	126,612.00	49,700.00	(60.7)

TOTAL Preschool		22,410.58	23,187.50	3.4	268,927.00	119,004.50	(55.7)
TOTAL Preschool		22,431.41	23,187.50	3.3	269,177.00	119,351.50	(55.6)
Youth Education Camps							
Youth Education Camps							
20-60-27-527-3500	Youth Education Camps	250.00	(125.00)	(150.0)	3,000.00	5,028.75	67.6

TOTAL Youth Education Camps		250.00	(125.00)	(150.0)	3,000.00	5,028.75	67.6
TOTAL Youth Education Camps		250.00	(125.00)	(150.0)	3,000.00	5,028.75	67.6
ETC							
Extended Care							
20-60-28-501-3000	Misc Income-ETC	0.00	0.00	0.0	0.00	0.00	0.0
20-60-28-501-3307	Registration Fee-ETC	583.33	75.00	(87.1)	7,000.00	8,428.00	20.4
20-60-28-501-3500	ETC	14,166.67	23,621.39	66.7	170,000.00	150,768.32	(11.3)

TOTAL Extended Care		14,750.00	23,696.39	60.6	177,000.00	159,196.32	(10.0)
TOTAL ETC		14,750.00	23,696.39	60.6	177,000.00	159,196.32	(10.0)
TOTAL REVENUES: Youth Education		64,473.09	63,312.67	(1.8)	773,677.00	536,409.24	(30.6)
Administrative							
EXPENSES							
General Operations							
General Operations							
20-10-01-024-5013	Tech Support-Rec	436.16	420.00	3.7	5,233.85	2,902.28	44.5
20-10-01-024-5066	Computer Equipment	83.33	0.00	100.0	1,000.00	1,718.00	(71.8)

TOTAL General Operations		519.49	420.00	19.1	6,233.85	4,620.28	25.8
TOTAL General Operations		519.49	420.00	19.1	6,233.85	4,620.28	25.8
Administrative							
Capital Transfer							
20-10-10-025-9998	Debt Ser Transfer to Bond Fund	0.00	0.00	0.0	0.00	0.00	0.0
20-10-10-025-9999	Capital Transfers-Rec	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Capital Transfer		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Administrative		519.49	420.00	19.1	6,233.85	4,620.28	25.8

Hampshire Township Park District
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 8 PERIODS ENDING DECEMBER 31, 2018

		FUND: RECREATION FUND					
ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Recreation							
EXPENSES							
General Operations							
General Operations							
20-20-01-024-5000	Misc Expense-Rec	0.00	0.00	0.0	0.00	27.31	100.0
20-20-01-024-5008	Service Charge-Card Connect	1,083.33	1,275.22	(17.7)	13,000.00	10,768.21	17.1
20-20-01-024-5016	Membership Fees-Rec	45.83	0.00	100.0	550.00	999.00	(81.6)
20-20-01-024-5017	Conference Fees-Rec	208.33	65.00	68.8	2,500.00	65.00	97.4
20-20-01-024-5018	Mileage Tolls-Rec	45.83	130.59	(184.9)	550.00	522.95	4.9
20-20-01-024-5020	Advertise Marketing-Rec	275.00	0.00	100.0	3,300.00	557.81	83.1
20-20-01-024-5022	Postage-Rec	191.67	0.00	100.0	2,300.00	1,128.38	50.9
20-20-01-024-5061	Mobile E-Mail Rec	191.67	263.59	(37.5)	2,300.00	1,067.90	53.5
20-20-01-024-5140	Program Permit Fees	41.67	0.00	100.0	500.00	500.00	0.0
20-20-01-024-5318	Fundraising	0.00	0.00	0.0	0.00	25.94	100.0
20-20-01-024-6010	Supplies Office-Rec	146.67	134.65	8.2	1,760.00	574.17	67.3

TOTAL General Operations		2,230.00	1,869.05	16.1	26,760.00	16,236.67	39.3
TOTAL General Operations		2,230.00	1,869.05	16.1	26,760.00	16,236.67	39.3
Administrative							
Administrative							
20-20-10-025-4020	FICA-Rec Dept	689.33	718.95	(4.3)	8,272.00	6,137.18	25.8
20-20-10-025-4021	Medicare-Rec Dept	161.17	168.14	(4.3)	1,934.00	1,435.33	25.7
20-20-10-025-4024	IMRF-Rec Dept	1,161.08	890.68	23.2	13,933.00	8,007.02	42.5
20-20-10-025-4025	Health Insurance-Rec Staff	1,083.80	1,070.88	1.1	13,005.60	4,681.56	64.0
20-20-10-025-4100	Salaries-Administration	11,119.09	9,634.13	13.3	133,429.08	88,859.73	33.4

TOTAL Administrative		14,214.47	12,482.78	12.1	170,573.68	109,120.82	36.0
TOTAL Administrative		14,214.47	12,482.78	12.1	170,573.68	109,120.82	36.0
Athletic Programs							
Administrative							
20-20-20-024-5105	Grants-Returned	0.00	0.00	0.0	0.00	0.00	0.0
20-20-20-024-6321	Staff Appreciation	45.83	0.00	100.0	550.00	261.85	52.3
20-20-20-024-6322	Volunteer Appreciation	41.67	0.00	100.0	500.00	0.00	100.0

TOTAL Administrative		87.50	0.00	100.0	1,050.00	261.85	75.0
Administrative							
20-20-20-025-4020	FICA-Athletic Programs	62.50	68.95	(10.3)	750.00	273.58	63.5
20-20-20-025-4021	Medicare-Athletic Programs	14.58	16.14	(10.7)	175.00	64.03	63.4
20-20-20-025-4024	IMRF-Athletic Programs	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		77.08	85.09	(10.3)	925.00	337.61	63.5

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
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Recreation							
EXPENSES							
Athletic Programs							
Adult Softball							
20-20-20-210-4631	Salaries-Field Labor Adult Sof	0.00	0.00	0.0	0.00	35.00	100.0
20-20-20-210-4632	Salaries-Umpire Adult Softball	166.67	0.00	100.0	2,000.00	1,610.00	19.5
20-20-20-210-5225	Lights-Adult Softball	41.67	0.00	100.0	500.00	0.00	100.0
20-20-20-210-6215	Supplies-Adult Softball	41.67	0.00	100.0	500.00	383.47	23.3
TOTAL Adult Softball		250.01	0.00	100.0	3,000.00	2,028.47	32.3
Open Gym							
20-20-20-212-4630	Salaries-Site B-Ball Open Gym	26.67	0.00	100.0	320.00	0.00	100.0
20-20-20-212-6215	Supplies-B-Ball Open Gym	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Open Gym		26.67	0.00	100.0	320.00	0.00	100.0
T-Ball							
20-20-20-800-4630	Salaries-Site Super T-Ball	12.50	0.00	100.0	150.00	0.00	100.0
20-20-20-800-4631	Salaries-Field Labor T-Ball	8.33	0.00	100.0	100.00	0.00	100.0
20-20-20-800-6215	Supplies-T-Ball	291.67	0.00	100.0	3,500.00	3,745.45	(7.0)
TOTAL T-Ball		312.50	0.00	100.0	3,750.00	3,745.45	0.1
Five Tool Player Baseball							
20-20-20-802-5126	Contractual-Five Tool Player	0.00	0.00	0.0	0.00	400.00	100.0
20-20-20-802-6215	Supplies-Five Tool Player Base	0.00	0.00	0.0	0.00	450.77	100.0
TOTAL Five Tool Player Baseball		0.00	0.00	0.0	0.00	850.77	100.0
Spring Soccer							
20-20-20-811-4612	Salaries-Referee Spring Soccer	250.00	0.00	100.0	3,000.00	2,135.00	28.8
20-20-20-811-4630	Salaries-Site Sup Spring Socce	16.67	0.00	100.0	200.00	280.00	(40.0)
20-20-20-811-4631	Salaries-Field Labor Spring S	16.67	0.00	100.0	200.00	0.00	100.0
20-20-20-811-6215	Supplies-Spring Soccer	333.33	4.45	98.6	4,000.00	2,175.21	45.6
TOTAL Spring Soccer		616.67	4.45	99.2	7,400.00	4,590.21	37.9
Fall Soccer							
20-20-20-812-4612	Salaries-Referee Fall Soccer	166.67	0.00	100.0	2,000.00	1,890.00	5.5
20-20-20-812-4630	Salaries-Site Sup Fall Soccer	25.00	0.00	100.0	300.00	0.00	100.0
20-20-20-812-4631	Salaries-Field Labor Fall Socc	33.33	0.00	100.0	400.00	135.00	66.2
20-20-20-812-6215	Supplies-Fall Soccer	333.33	878.45	(163.5)	4,000.00	5,946.76	(48.6)
TOTAL Fall Soccer		558.33	878.45	(57.3)	6,700.00	7,971.76	(18.9)

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Recreation							
EXPENSES							
Athletic Camps							
H.S. Football Camp							
20-20-21-850-5126	Contractual-H.S. Football Camp	1,000.00	0.00	100.0	12,000.00	7,790.00	35.0
20-20-21-850-6215	Supplies-H.S. Football Camp	0.00	0.00	0.0	0.00	750.00	100.0
TOTAL H.S. Football Camp		1,000.00	0.00	100.0	12,000.00	8,540.00	28.8
H.S. Baseball Camp							
20-20-21-851-5126	Contractual-H.S. Baseball Camp	266.67	0.00	100.0	3,200.00	6,413.60	(100.4)
20-20-21-851-6215	Supplies-H.S. Baseball Camp	0.00	0.00	0.0	0.00	906.40	100.0
TOTAL H.S. Baseball Camp		266.67	0.00	100.0	3,200.00	7,320.00	(128.7)
H.S. Volleyball Camp							
20-20-21-852-5126	Contractual-H.S. Volleyball Ca	333.33	0.00	100.0	4,000.00	4,742.16	(18.5)
20-20-21-852-6215	Supplies-H.S. Volleyball Camp	0.00	0.00	0.0	0.00	800.00	100.0
TOTAL H.S. Volleyball Camp		333.33	0.00	100.0	4,000.00	5,542.16	(38.5)
H.S. Softball Camp							
20-20-21-855-5126	Contractual-H.S. Softball Camp	0.00	0.00	0.0	0.00	2,081.68	100.0
20-20-21-855-6215	Supplies H.S. Girls Softball	0.00	0.00	0.0	0.00	338.32	100.0
TOTAL H.S. Softball Camp		0.00	0.00	0.0	0.00	2,420.00	100.0
H.S. Tennis Camp							
20-20-21-856-5126	Contractual-H.S. Tennis Camp	33.33	0.00	100.0	400.00	2,182.00	(445.5)
TOTAL H.S. Tennis Camp		33.33	0.00	100.0	400.00	2,182.00	(445.5)
H.S. Basketball Camp							
20-20-21-859-5126	Contractual-H.S. Basketball Ca	800.00	0.00	100.0	9,600.00	14,749.94	(53.6)
20-20-21-859-6215	Supplies-H.S. Basketball Camp	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL H.S. Basketball Camp		800.00	0.00	100.0	9,600.00	14,749.94	(53.6)
Basketball Clinic							
20-20-21-865-5126	Contractual-Speed School Camp	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Basketball Clinic		0.00	0.00	0.0	0.00	0.00	0.0
H.S. Soccer Camp							
20-20-21-867-5126	Contractual-H.S. Soccer Camp	333.33	0.00	100.0	4,000.00	4,683.00	(17.0)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Recreation							
EXPENSES							
Athletic Camps							
H.S. Soccer Camp							
20-20-21-867-6215	Supplies-H.S. Soccer Camp	0.00	0.00	0.0	0.00	967.00	100.0

TOTAL H.S. Soccer Camp		333.33	0.00	100.0	4,000.00	5,650.00	(41.2)

H.S. Cross Country Camp							
20-20-21-868-5126	Contractual-H.S. Cross Country	3.33	0.00	100.0	40.00	48.00	(20.0)

TOTAL H.S. Cross Country Camp		3.33	0.00	100.0	40.00	48.00	(20.0)
TOTAL Athletic Camps		2,769.99	0.00	100.0	33,240.00	47,682.10	(43.4)

Adult Programs							
Administrative							
20-20-22-025-4020	FICA-Wellness Programs	0.00	0.00	0.0	0.00	0.00	0.0
20-20-22-025-4021	Medicare-Wellness Programs	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0

Adult Trips							
20-20-22-220-5126	Contractual-Adult Trips	33.33	0.00	100.0	400.00	0.00	100.0

TOTAL Adult Trips		33.33	0.00	100.0	400.00	0.00	100.0

Adult Wellness							
20-20-22-221-4610	Salaries-Adult Wellness	0.00	0.00	0.0	0.00	0.00	0.0
20-20-22-221-5126	Contractual-Adult Wellness	0.00	0.00	0.0	0.00	0.00	0.0
20-20-22-221-6215	Supplies-Adult Wellness	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Adult Wellness		0.00	0.00	0.0	0.00	0.00	0.0

Adult Workshops							
20-20-22-232-6215	Supplies-Adult Workshops	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Adult Workshops		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Adult Programs		33.33	0.00	100.0	400.00	0.00	100.0

Recreation Programs							
Administrative							
20-20-23-025-4020	FICA-Rec Programs	0.50	0.00	100.0	6.00	0.00	100.0
20-20-23-025-4021	Medicare-Rec Programs	0.08	0.00	100.0	1.00	0.00	100.0

TOTAL Administrative		0.58	0.00	100.0	7.00	0.00	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Recreation							
EXPENSES							
Recreation Camps							
Administrative							
20-20-24-025-4020	FICA-Rec Camps	41.83	0.00	100.0	502.00	381.92	23.9
20-20-24-025-4021	Medicare-Rec Camps	9.75	0.00	100.0	117.00	89.29	23.6
20-20-24-025-4024	IMRF-Rec Camps	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Administrative		51.58	0.00	100.0	619.00	471.21	23.8

Summer Camp							
20-20-24-322-4475	Salaries-Summer Fun Camp	625.00	0.00	100.0	7,500.00	6,159.72	17.8
20-20-24-322-5126	Contractual-Summer Fun Camp	0.00	0.00	0.0	0.00	275.00	100.0
20-20-24-322-6215	Supplies-Summer Fun Camp	16.67	0.00	100.0	200.00	250.05	(25.0)
TOTAL Summer Camp		641.67	0.00	100.0	7,700.00	6,684.77	13.1

Salaries-Holiday Camps							
20-20-24-345-6215	Supplies-Holiday Camps	0.00	38.85	100.0	0.00	38.85	100.0
TOTAL Salaries-Holiday Camps		0.00	38.85	100.0	0.00	38.85	100.0
TOTAL Recreation Camps		693.25	38.85	94.4	8,319.00	7,194.83	13.5

Special Events							
Administrative							
20-20-25-025-4020	FICA-Special Events	2.08	0.00	100.0	25.00	0.00	100.0
20-20-25-025-4021	Medicare-Special Events	0.50	0.00	100.0	6.00	0.00	100.0
TOTAL Administrative		2.58	0.00	100.0	31.00	0.00	100.0

Admission Tickets							
20-20-25-201-6215	Supplies-Admission Tickets	60.00	975.00	(1525.0)	720.00	1,227.00	(70.4)
TOTAL Admission Tickets		60.00	975.00	(1525.0)	720.00	1,227.00	(70.4)

Coon Creek Classic							
20-20-25-224-4601	Salaries-Coon Creek Classic	12.50	0.00	100.0	150.00	0.00	100.0
20-20-25-224-5126	Contractual-C C Classic	100.00	0.00	100.0	1,200.00	0.00	100.0
20-20-25-224-6215	Supplies-Coon Creek Classic	216.67	0.00	100.0	2,600.00	3,501.26	(34.6)
TOTAL Coon Creek Classic		329.17	0.00	100.0	3,950.00	3,501.26	11.3

Colour Me Lucky 5K							
20-20-25-225-4300	Salaries-Colour Me Lucky	0.00	0.00	0.0	0.00	0.00	0.0
20-20-25-225-6215	Supplies-Colour Me Lucky	125.00	0.00	100.0	1,500.00	1,129.64	24.6

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL Colour Me Lucky 5K		125.00	0.00	100.0	1,500.00	1,129.64	24.6
Music Under the Oaks							
20-20-25-229-4601	Salaries-Music & Wine Night	0.00	0.00	0.0	0.00	0.00	0.0
20-20-25-229-6215	Supplies-Music Under The Oaks	208.33	0.00	100.0	2,500.00	2,595.39	(3.8)
TOTAL Music Under the Oaks		208.33	0.00	100.0	2,500.00	2,595.39	(3.8)
Fall Race							
20-20-25-230-4475	Salaries-Fall Race	0.00	0.00	0.0	0.00	0.00	0.0
20-20-25-230-6215	Supplies-Fall Race	0.00	0.00	0.0	0.00	275.00	100.0
TOTAL Fall Race		0.00	0.00	0.0	0.00	275.00	100.0
Trunk N Treat							
20-20-25-323-4601	Salaries-Trunk N Treat	0.00	0.00	0.0	0.00	0.00	0.0
20-20-25-323-5126	Contractual-Trunk N Treat	8.33	0.00	100.0	100.00	275.00	(175.0)
20-20-25-323-6215	Supplies-Trunk N Treat	8.33	0.00	100.0	100.00	22.18	77.8
TOTAL Trunk N Treat		16.66	0.00	100.0	200.00	297.18	(48.5)
Daddy Daughter Dance							
20-20-25-326-5126	Contractual-Daddy Daughter	16.67	0.00	100.0	200.00	0.00	100.0
20-20-25-326-6215	Supplies-Daddy Daughter Dance	41.67	0.00	100.0	500.00	322.45	35.5
TOTAL Daddy Daughter Dance		58.34	0.00	100.0	700.00	322.45	53.9
Bunny Visits							
20-20-25-328-6215	Supplies-Bunny Visits	8.33	0.00	100.0	100.00	0.00	100.0
TOTAL Bunny Visits		8.33	0.00	100.0	100.00	0.00	100.0
Egg Hunt							
20-20-25-332-4601	Salaries-Egg Hunt	4.17	0.00	100.0	50.00	0.00	100.0
20-20-25-332-6215	Supplies-Egg Hunt	8.33	0.00	100.0	100.00	0.00	100.0
TOTAL Egg Hunt		12.50	0.00	100.0	150.00	0.00	100.0
Santa Phone Calls							
20-20-25-339-6215	Supplies-Santa Phone Calls	0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Santa Phone Calls		0.00	0.00	0.0	0.00	0.00	0.0
Candy Cane Hunt							

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

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Recreation							
EXPENSES							
Special Events							
Candy Cane Hunt							
20-20-25-342-6215	Supplies-Candy Cane Hunt	4.17	7.76	(86.0)	50.00	7.76	84.4

TOTAL Candy Cane Hunt		4.17	7.76	(86.0)	50.00	7.76	84.4
Winter Fun Night							
20-20-25-343-4612	Salaries-Winter Fun Night	8.33	0.00	100.0	100.00	0.00	100.0
20-20-25-343-6215	Supplies-Winter Fun Night	8.33	0.00	100.0	100.00	0.00	100.0

TOTAL Winter Fun Night		16.66	0.00	100.0	200.00	0.00	100.0
Parents Night Out							
20-20-25-344-4612	Salaries-Parents Night Out	8.33	0.00	100.0	100.00	0.00	100.0
20-20-25-344-6215	Supplies-Parents Night Out	8.33	0.00	100.0	100.00	327.50	(227.5)

TOTAL Parents Night Out		16.66	0.00	100.0	200.00	327.50	(63.7)
Matchbox Races							
20-20-25-346-6215	Supplies-Matchbox Races	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Matchbox Races		0.00	0.00	0.0	0.00	0.00	0.0
Tree Lighting							
20-20-25-347-6215	Supplies-Tree Lighting	2.08	7.76	(273.0)	25.00	7.76	68.9

TOTAL Tree Lighting		2.08	7.76	(273.0)	25.00	7.76	68.9
Mom & Son Bowling							
20-20-25-348-5126	Contractual-Mom & Son Bowling	6.67	0.00	100.0	80.00	0.00	100.0

TOTAL Mom & Son Bowling		6.67	0.00	100.0	80.00	0.00	100.0
Youth Bowling							
20-20-25-349-5126	Contractual-Youth Bowling	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Youth Bowling		0.00	0.00	0.0	0.00	0.00	0.0
Cookie Decorating							
20-20-25-350-5126	Contractual-Cookie Decorating	6.67	0.00	100.0	80.00	0.00	100.0

TOTAL Cookie Decorating		6.67	0.00	100.0	80.00	0.00	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Recreation							
EXPENSES							
Special Events							
Sip & Shop							
20-20-25-351-6215	Supplies-Sip & Shop	4.17	19.73	(373.1)	50.00	47.57	4.8

TOTAL Sip & Shop		4.17	19.73	(373.1)	50.00	47.57	4.8
--- UNDEFINED CODE ---							
20-20-25-353-5126	Contractual-Mommy & Me	0.00	0.00	0.0	0.00	0.00	0.0
20-20-25-353-6215	Supplies-Mommy & Me	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Special Events		877.99	1,010.25	(15.0)	10,536.00	9,738.51	7.5
Miscellaneous Programs							
Administrative							
20-20-29-025-4020	FICA-Misc Programs	0.00	0.00	0.0	0.00	0.00	0.0
20-20-29-025-4021	Medicare-Misc Programs	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0
Gary D. Wright Gym							
20-20-29-704-4630	Salaries-Site Super Rentals	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Gary D. Wright Gym		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Miscellaneous Programs		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Recreation		24,948.36	22,178.07	11.1	299,380.68	232,502.32	22.3
Buildings							
EXPENSES							
Buildings							
Administrative							
20-50-50-025-4020	FICA-Buildings	0.00	0.00	0.0	0.00	0.00	0.0
20-50-50-025-4021	Medicare-Buildings	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0
Gary D. Wright Gym							
20-50-50-704-6110	Supplies-Janitorial GDW	20.83	0.00	100.0	250.00	0.00	100.0

TOTAL Gary D. Wright Gym		20.83	0.00	100.0	250.00	0.00	100.0
TOTAL Buildings		20.83	0.00	100.0	250.00	0.00	100.0
TOTAL EXPENSES: Buildings		20.83	0.00	100.0	250.00	0.00	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Youth Education							
EXPENSES							
Daycare							
Administrative							
20-60-18-025-4020	FICA-Daycare	1,090.17	959.57	11.9	13,082.00	8,469.77	35.2
20-60-18-025-4021	Medicare-Daycare	255.00	224.39	12.0	3,060.00	1,980.82	35.2
20-60-18-025-4024	IMRF-Daycare	1,515.92	1,236.57	18.4	18,191.00	10,811.26	40.5
TOTAL Administrative		2,861.09	2,420.53	15.4	34,333.00	21,261.85	38.0
Daycare							
20-60-18-518-4025	Health Insurance-Daycare	2,047.61	1,810.40	11.5	24,571.32	9,792.99	60.1
20-60-18-518-4100	Salaries-Daycare	17,583.33	15,815.34	10.0	211,000.00	143,852.18	31.8
20-60-18-518-5000	Misc Expense-Daycare	0.00	0.00	0.0	0.00	0.00	0.0
20-60-18-518-5013	Tech Support-Daycare	182.17	92.00	49.5	2,186.00	1,918.27	12.2
20-60-18-518-5016	Membership Dues-Daycare	16.67	0.00	100.0	200.00	0.00	100.0
20-60-18-518-5018	Mileage Tolls-Daycare	47.50	19.22	59.5	570.00	134.54	76.4
20-60-18-518-5019	Staff Training-Daycare	83.33	270.00	(224.0)	1,000.00	270.00	73.0
20-60-18-518-5020	Advertising Marketing-Daycare	208.33	0.00	100.0	2,500.00	2,606.69	(4.2)
20-60-18-518-5022	Postage-Daycare	8.33	0.00	100.0	100.00	44.00	56.0
20-60-18-518-5134	Vision & Hearing-Daycare	0.00	0.00	0.0	0.00	0.00	0.0
20-60-18-518-5319	Memory Books-Daycare	41.67	0.00	100.0	500.00	0.00	100.0
20-60-18-518-5320	Permits & License Fee-Daycare	62.50	733.00	(1072.8)	750.00	733.00	2.2
20-60-18-518-6050	Furnishings-Daycare	125.00	473.77	(279.0)	1,500.00	557.06	62.8
20-60-18-518-6215	Supplies-Daycare	266.67	179.11	32.8	3,200.00	1,590.58	50.2
20-60-18-518-6320	Events-Daycare	25.00	0.00	100.0	300.00	164.97	45.0
20-60-18-518-6321	Staff Appreciation-Daycare	25.00	237.86	(851.4)	300.00	278.57	7.1
20-60-18-518-6325	Groceries-Daycare	875.00	1,299.86	(48.5)	10,500.00	7,835.92	25.3
20-60-18-518-9998	Debt Ser Transfer to Bond Fund	1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL Daycare		23,264.78	20,930.56	10.0	279,177.32	169,778.77	39.1
TOTAL Daycare		26,125.87	23,351.09	10.6	313,510.32	191,040.62	39.0
Preschool							
Administrative							
20-60-26-025-4020	FICA-Preschool	818.75	759.55	7.2	9,825.00	5,462.50	44.4
20-60-26-025-4021	Medicare-Preschool	191.50	177.63	7.2	2,298.00	1,277.43	44.4
20-60-26-025-4024	IMRF-Preschool	963.58	799.47	17.0	11,563.00	6,485.68	43.9
TOTAL Administrative		1,973.83	1,736.65	12.0	23,686.00	13,225.61	44.1
Educational Materials							
20-60-26-518-6315	Supplies-Educational Materials	0.00	0.00	0.0	0.00	320.65	100.0
TOTAL Educational Materials		0.00	0.00	0.0	0.00	320.65	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
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Youth Education							
EXPENSES							
Preschool							
Preschool							
20-60-26-524-4025	Health Insurance-Preschool	1,865.00	810.46	56.5	22,380.00	4,185.63	81.3
20-60-26-524-4100	Salaries-Preschool	13,205.94	12,297.84	6.8	158,471.24	89,111.92	43.7
20-60-26-524-5000	Misc Expense-Preschool	33.33	0.00	100.0	400.00	0.00	100.0
20-60-26-524-5013	Tech Support-Preschool	352.75	420.00	(19.0)	4,233.00	2,988.28	29.4
20-60-26-524-5016	Membership Fees-Preschool	8.33	0.00	100.0	100.00	0.00	100.0
20-60-26-524-5018	Mileage Tolls-Preschool	30.83	19.23	37.6	370.00	134.61	63.6
20-60-26-524-5019	Staff Training-Preschool	55.67	270.00	(385.0)	668.00	270.00	59.5
20-60-26-524-5020	Advertise Marketing-Preschool	16.67	0.00	100.0	200.00	0.00	100.0
20-60-26-524-5022	Postage-Preschool	8.33	0.00	100.0	100.00	44.00	56.0
20-60-26-524-5134	Vision & Hearing-Preschool	33.33	0.00	100.0	400.00	0.00	100.0
20-60-26-524-5319	Memory Books-Preschool	41.67	51.46	(23.4)	500.00	154.41	69.1
20-60-26-524-6050	Furnishings-Preschool	41.67	0.00	100.0	500.00	0.00	100.0
20-60-26-524-6215	Supplies-Preschool	125.00	26.46	78.8	1,500.00	273.71	81.7
20-60-26-524-6320	Events-Preschool	25.00	0.00	100.0	300.00	0.00	100.0
20-60-26-524-6321	Staff Appreciation-Preschool	41.67	169.90	(307.7)	500.00	210.63	57.8
20-60-26-524-6322	Volunteer Appreciation	0.00	0.00	0.0	0.00	0.00	0.0
20-60-26-524-6325	Groceries-Preschool	41.67	42.49	(1.9)	500.00	184.75	63.0
20-60-26-524-9998	Debt Ser Transfer to Bond Fund	500.00	0.00	100.0	6,000.00	0.00	100.0

TOTAL Preschool		16,426.86	14,107.84	14.1	197,122.24	97,557.94	50.5

Parent & Tot							
20-60-26-529-6215	Supplies-Parent & Tot	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Parent & Tot		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Preschool		18,400.69	15,844.49	13.8	220,808.24	111,104.20	49.6

Youth Education Camps							
Administrative							
20-60-27-025-4020	FICA-Youth Educations Camps	0.00	0.00	0.0	0.00	17.64	100.0
20-60-27-025-4021	Medicare-Youth Education Camps	0.00	0.00	0.0	0.00	4.12	100.0
20-60-27-025-4024	IMRF-Youth Education Camps	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		0.00	0.00	0.0	0.00	21.76	100.0

Little People Camps							
20-60-27-527-4341	Salaries-Youth Education Camps	0.00	0.00	0.0	0.00	284.44	100.0
20-60-27-527-6215	Supplies-Youth Education Camps	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Little People Camps		0.00	0.00	0.0	0.00	284.44	100.0
TOTAL Youth Education Camps		0.00	0.00	0.0	0.00	306.20	100.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Youth Education							
EXPENSES							
ETC							
Administrative							
20-60-28-025-4020	FICA-ETC	542.50	563.24	(3.8)	6,510.00	4,176.88	35.8
20-60-28-025-4021	Medicare-ETC	126.83	131.72	(3.8)	1,522.00	976.98	35.8
20-60-28-025-4024	IMRF-ETC	613.83	508.40	17.1	7,366.00	4,575.63	37.8

TOTAL Administrative		1,283.16	1,203.36	6.2	15,398.00	9,729.49	36.8
Extended Care							
20-60-28-501-4025	Health Insurance-ETC	963.34	1,867.80	(93.8)	11,560.08	7,470.36	35.3
20-60-28-501-4100	Salaries-ETC	8,750.01	9,601.44	(9.7)	105,000.15	73,590.75	29.9
20-60-28-501-5000	Misc Expense-ETC	0.00	0.00	0.0	0.00	0.00	0.0
20-60-28-501-5013	Tech Support-ETC	267.50	172.00	35.7	3,210.00	2,072.28	35.4
20-60-28-501-5019	Staff Training-ETC	25.00	0.00	100.0	300.00	0.00	100.0
20-60-28-501-5022	Postage-ETC	0.00	0.00	0.0	0.00	0.00	0.0
20-60-28-501-5126	Contractual-ETC	0.00	0.00	0.0	0.00	0.00	0.0
20-60-28-501-6050	Furnishings-ETC	16.67	0.00	100.0	200.00	0.00	100.0
20-60-28-501-6215	Supplies-ETC	37.50	170.82	(355.5)	450.00	317.61	29.4
20-60-28-501-6321	Staff Appreciation-ETC	25.00	0.00	100.0	300.00	0.00	100.0
20-60-28-501-9998	Debt Ser Transfer to Bond Fund	3,333.33	0.00	100.0	40,000.00	0.00	100.0

TOTAL Extended Care		13,418.35	11,812.06	11.9	161,020.23	83,451.00	48.1
TOTAL ETC		14,701.51	13,015.42	11.4	176,418.23	93,180.49	47.1
Little People Playtime							
Little People Playtime							
20-60-50-025-4020	FICA-LPP Building	28.75	2.51	91.2	345.00	79.85	76.8
20-60-50-025-4021	Medicare-LPP Building	6.75	0.59	91.2	81.00	18.71	76.9

TOTAL Little People Playtime		35.50	3.10	91.2	426.00	98.56	76.8
Little People Playtime							
20-60-50-703-4390	Salaries-Custodian LPP Bldg	463.42	40.53	91.2	5,561.00	1,286.27	76.8
20-60-50-703-5023	Phone-LPP Building	208.33	333.32	(60.0)	2,500.00	2,725.35	(9.0)
20-60-50-703-5024	Copy Machine-LPP Building	366.67	0.00	100.0	4,400.00	3,719.22	15.4
20-60-50-703-5025	Electric-LPP Building	625.00	663.45	(6.1)	7,500.00	5,925.62	20.9
20-60-50-703-5026	Heat-LPP Building	166.67	198.15	(18.8)	2,000.00	759.91	62.0
20-60-50-703-5028	Fire Alarm Sys-LPP Building	216.67	497.06	(129.4)	2,600.00	3,552.64	(36.6)
20-60-50-703-5031	Water-LPP Building	116.67	0.00	100.0	1,400.00	1,004.60	28.2
20-60-50-703-5124	Maint Grounds LPP Bldg	708.33	129.09	81.7	8,500.00	3,766.69	55.6
20-60-50-703-5131	Contractual-Service LPP Bldg	350.00	1,193.03	(240.8)	4,200.00	4,026.94	4.1
20-60-50-703-6110	Supplies-Janitorial LPP Bldg	83.33	45.11	45.8	1,000.00	970.37	2.9

TOTAL Little People Playtime		3,305.09	3,099.74	6.2	39,661.00	27,737.61	30.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

TOTAL	Little People Playtime	3,340.59	3,102.84	7.1	40,087.00	27,836.17	30.5
TOTAL	EXPENSES: Youth Education	62,568.66	55,313.84	11.5	750,823.79	423,467.68	43.6
TOTAL FUND	REVENUES	88,588.03	76,201.67	(13.9)	1,063,056.00	789,377.52	(25.7)
TOTAL FUND	EXPENSES	88,057.34	77,911.91	11.5	1,056,688.32	660,590.28	37.4
FUND	SURPLUS (DEFICIT)	530.69	(1,710.24)	(422.2)	6,367.68	128,787.24	1922.5

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CAPITAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administrative REVENUES							
General Operations							
Administrative							
30-10-01-025-3000	Misc Income-Capital	0.00	0.00	0.0	0.00	0.00	0.0
30-10-01-025-3104	Impact Fees-Capital	12,500.00	0.00	100.0	150,000.00	0.00	100.0
30-10-01-025-3105	Grants-Capital	15,641.67	0.00	100.0	187,700.00	187,700.00	0.0
30-10-01-025-3106	Foundation Donation-Capital	0.00	0.00	0.0	0.00	0.00	0.0
30-10-01-025-3110	Debt Certificate Revenue	0.00	0.00	0.0	0.00	0.00	0.0
30-10-01-025-3205	Interest-IIIT Money Market	0.00	123.80	100.0	0.00	852.92	100.0

TOTAL Administrative		28,141.67	123.80	(99.5)	337,700.00	188,552.92	(44.1)
TOTAL General Operations		28,141.67	123.80	(99.5)	337,700.00	188,552.92	(44.1)
Administrative Capital Transfer							
30-10-10-025-9000	Capital Transfers-Capital	3,333.33	0.00	100.0	40,000.00	0.00	100.0

TOTAL Capital Transfer		3,333.33	0.00	100.0	40,000.00	0.00	100.0
TOTAL Administrative		3,333.33	0.00	100.0	40,000.00	0.00	100.0
TOTAL REVENUES: Administrative		31,475.00	123.80	(99.6)	377,700.00	188,552.92	(50.0)
Administrative EXPENSES							
Administrative							
Administrative							
30-10-10-025-4020	FICA-Capital Admin	0.00	0.00	0.0	0.00	0.00	0.0
30-10-10-025-4021	Medicare-Capital Admin	0.00	0.00	0.0	0.00	0.00	0.0
30-10-10-025-4024	IMRF-Capital Admin	0.00	0.00	0.0	0.00	0.00	0.0
30-10-10-025-4100	Salaries-Adminstration	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Administrative		0.00	0.00	0.0	0.00	0.00	0.0
Capital Projects EXPENSES							
Capital Projects							
Furnishings							
30-30-30-024-6318	Furnishings	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Furnishings		0.00	0.00	0.0	0.00	0.00	0.0

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: CAPITAL FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Capital Projects							
EXPENSES							
Capital Projects							
Capital Projects							
30-30-30-026-7005	Parking Lot Maintenance	0.00	0.00	0.0	0.00	0.00	0.0
30-30-30-026-7011	Capital Improvement-Tuscany Pk	12,500.00	66,025.00	(428.2)	150,000.00	66,193.36	55.8
30-30-30-026-7013	Capital Improvement-Schmidt Pk	0.00	0.00	0.0	0.00	0.00	0.0
30-30-30-026-7014	Capital Improvement-B. Ream Pk	2,083.33	0.00	100.0	25,000.00	31,982.72	(27.9)
30-30-30-026-7016	Capital Improvement-Seyller Pk	0.00	0.00	0.0	0.00	0.00	0.0
30-30-30-026-7017	Capital Repairs	0.00	0.00	0.0	0.00	10,464.00	100.0
30-30-30-026-7020	Construction-LPP Building	0.00	0.00	0.0	0.00	0.00	0.0
30-30-30-026-7201	Vehicle Purchase	833.33	0.00	100.0	10,000.00	0.00	100.0
30-30-30-026-7202	Maintenance Equipment	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Capital Projects		15,416.66	66,025.00	(328.2)	185,000.00	108,640.08	41.2
TOTAL Capital Projects		15,416.66	66,025.00	(328.2)	185,000.00	108,640.08	41.2
TOTAL EXPENSES: Capital Projects		15,416.66	66,025.00	(328.2)	185,000.00	108,640.08	41.2
Buildings							
EXPENSES							
Buildings							
Administrative Building							
30-50-50-701-7124	Maintenance Repairs Admin Bldg	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative Building		0.00	0.00	0.0	0.00	0.00	0.0
Parks Building							
30-50-50-702-7124	Maintenance Repairs Parks Bldg	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Parks Building		0.00	0.00	0.0	0.00	0.00	0.0
Preschool Building							
30-50-50-703-7124	Maintenance Repairs-LPP Bldg	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Preschool Building		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Buildings		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Buildings		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND REVENUES		31,475.00	123.80	(99.6)	377,700.00	188,552.92	(50.0)
TOTAL FUND EXPENSES		15,416.66	66,025.00	(328.2)	185,000.00	108,640.08	41.2
FUND SURPLUS (DEFICIT)		16,058.34	(65,901.20)	(510.3)	192,700.00	79,912.84	(58.5)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: BOND FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administrative REVENUES							
General Operations							
Administrative							
40-10-01-025-3000	Bond Misc Income	0.00	0.00	0.0	0.00	0.00	0.0
40-10-01-025-3101	Property Tax-Bond Fund	2,772.58	0.00	100.0	33,271.00	33,182.82	(0.2)

TOTAL Administrative		2,772.58	0.00	100.0	33,271.00	33,182.82	(0.2)
TOTAL General Operations		2,772.58	0.00	100.0	33,271.00	33,182.82	(0.2)
Administrative							
Debt Service Transfer							
40-10-10-025-9000	Capital Incoming Transfers	0.00	0.00	0.0	0.00	0.00	0.0
40-10-10-025-9001	Debt Ser Incoming Transfers	8,416.67	0.00	100.0	101,000.00	0.00	100.0

TOTAL Debt Service Transfer		8,416.67	0.00	100.0	101,000.00	0.00	100.0
TOTAL Administrative		8,416.67	0.00	100.0	101,000.00	0.00	100.0
TOTAL REVENUES: Administrative		11,189.25	0.00	100.0	134,271.00	33,182.82	(75.2)
Administrative EXPENSES							
General Operations							
General Operations							
40-10-01-024-8015	Bond Interest	245.13	31,470.75	(2738.3)	2,941.50	31,470.75	(969.8)
40-10-01-024-8016	Bond Service Fees	39.58	0.00	100.0	475.00	0.00	100.0
40-10-01-024-8017	Bond Principal	2,500.00	0.00	100.0	30,000.00	0.00	100.0

TOTAL General Operations		2,784.71	31,470.75	(1030.1)	33,416.50	31,470.75	5.8
Debt Certificate Payment							
40-10-01-025-8020	Debt Certificate Payment	8,322.50	0.00	100.0	99,870.00	99,845.00	0.0

TOTAL Debt Certificate Payment		8,322.50	0.00	100.0	99,870.00	99,845.00	0.0
TOTAL General Operations		11,107.21	31,470.75	(183.3)	133,286.50	131,315.75	1.4
TOTAL EXPENSES: Administrative		11,107.21	31,470.75	(183.3)	133,286.50	131,315.75	1.4
TOTAL FUND REVENUES		11,189.25	0.00	100.0	134,271.00	33,182.82	(75.2)
TOTAL FUND EXPENSES		11,107.21	31,470.75	(183.3)	133,286.50	131,315.75	1.4
FUND SURPLUS (DEFICIT)		82.04	(31,470.75)	(8460.2)	984.50	(98,132.93)	(67.7)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: LIABILITY FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administrative REVENUES							
General Operations							
Administrative							
50-10-01-025-3000	Misc Income-Liability	0.00	0.00	0.0	0.00	0.00	0.0
50-10-01-025-3101	Property Tax-Liability Fund	3,442.67	0.00	100.0	41,312.00	41,202.51	(0.2)
50-10-01-025-3106	Foundation Donation-Liability	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		3,442.67	0.00	100.0	41,312.00	41,202.51	(0.2)
TOTAL General Operations		3,442.67	0.00	100.0	41,312.00	41,202.51	(0.2)
Administrative							
Capital Transfer							
50-10-10-025-9000	Capital Transfers-Liability	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Capital Transfer		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Administrative		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: Administrative		3,442.67	0.00	100.0	41,312.00	41,202.51	(0.2)
Administrative EXPENSES							
General Operations							
General Operations							
50-10-01-024-5000	Misc Expense-Liability	0.00	0.00	0.0	0.00	0.00	0.0
50-10-01-024-5009	Workshop Seminar Fees	12.50	65.00	(420.0)	150.00	133.10	11.2
50-10-01-024-5040	Insurance-Property	2,050.00	4,070.58	(98.5)	24,600.00	16,282.32	33.8
50-10-01-024-6216	Supplies-Staff Training	58.33	27.70	52.5	700.00	928.88	(32.7)

TOTAL General Operations		2,120.83	4,163.28	(96.3)	25,450.00	17,344.30	31.8
TOTAL General Operations		2,120.83	4,163.28	(96.3)	25,450.00	17,344.30	31.8
Administrative							
General Operations							
50-10-10-024-5007	Employment Physicals	20.83	0.00	100.0	250.00	0.00	100.0
50-10-10-024-5035	Background Cks Replenish	41.67	0.00	100.0	500.00	300.00	40.0
50-10-10-024-5036	Employer Compliance Poster	6.25	0.00	100.0	75.00	69.95	6.7

TOTAL General Operations		68.75	0.00	100.0	825.00	369.95	55.1
Administrative							
50-10-10-025-4020	FICA-Liability Admin	108.50	91.83	15.3	1,302.00	823.14	36.7
50-10-10-025-4021	Medicare-Liability Admin	25.42	21.48	15.5	305.00	192.55	36.8
50-10-10-025-4024	IMRF-Liability Admin	175.00	147.81	15.5	2,100.00	1,330.31	36.6
50-10-10-025-4100	Salaries-Administration	1,749.99	1,615.38	7.6	20,999.92	14,538.40	30.7

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: LIABILITY FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administrative							
EXPENSES							
Administrative							
Administrative							
50-10-10-025-9999	Capital Transfers Liability	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		2,058.91	1,876.50	8.8	24,706.92	16,884.40	31.6
TOTAL Administrative		2,127.66	1,876.50	11.8	25,531.92	17,254.35	32.4
TOTAL EXPENSES: Administrative		4,248.49	6,039.78	(42.1)	50,981.92	34,598.65	32.1
TOTAL FUND REVENUES		3,442.67	0.00	100.0	41,312.00	41,202.51	(0.2)
TOTAL FUND EXPENSES		4,248.49	6,039.78	(42.1)	50,981.92	34,598.65	32.1
FUND SURPLUS (DEFICIT)		(805.82)	(6,039.78)	649.5	(9,669.92)	6,603.86	(168.2)

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: SPECIAL RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administrative							
REVENUES							
General Operations							
Administrative							
60-10-01-025-3000	Misc Income-Special Rec	0.00	0.00	0.0	0.00	0.00	0.0
60-10-01-025-3101	Property Tax-Spec Rec Fund	9,461.08	0.00	100.0	113,533.00	113,232.97	(0.2)
60-10-01-025-3106	Foundation Donation-Spec Rec	0.00	0.00	0.0	0.00	0.00	0.0
60-10-01-025-3109	Inclusion Reimbursements	78.67	0.00	100.0	944.00	0.00	100.0

TOTAL Administrative		9,539.75	0.00	100.0	114,477.00	113,232.97	(1.0)
TOTAL General Operations		9,539.75	0.00	100.0	114,477.00	113,232.97	(1.0)
TOTAL REVENUES: Administrative		9,539.75	0.00	100.0	114,477.00	113,232.97	(1.0)
Administrative							
EXPENSES							
General Operations							
General Operations							
60-10-01-024-5051	NISRA-Rental Costs	0.00	0.00	0.0	0.00	0.00	0.0
60-10-01-024-5055	Designated Reserve Funds	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL General Operations		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL General Operations		0.00	0.00	0.0	0.00	0.00	0.0
Administrative							
General Operations							
60-10-10-024-5000	Misc Expense-Special Rec	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL General Operations		0.00	0.00	0.0	0.00	0.00	0.0
Administrative							
60-10-10-025-4020	FICA-Board Rep	46.50	39.36	15.3	558.00	352.76	36.7
60-10-10-025-4021	Medicare-Board Rep	10.92	9.20	15.7	131.00	82.41	37.0
60-10-10-025-4024	IMRF-Board Rep	75.00	63.36	15.5	900.00	570.09	36.6
60-10-10-025-4100	Salaries-Administration	749.92	692.29	7.6	8,999.00	6,230.57	30.7
60-10-10-025-4350	Inclusion Services	291.67	0.00	100.0	3,500.00	0.00	100.0
60-10-10-025-5016	Membership Dues-NISRA	3,933.08	0.00	100.0	47,197.00	33,097.00	29.8
60-10-10-025-9998	Debt Ser Transfer to Bond Fund	2,916.67	0.00	100.0	35,000.00	0.00	100.0
60-10-10-025-9999	Capital Transfers-Special Rec	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Administrative		8,023.76	804.21	89.9	96,285.00	40,332.83	58.1
TOTAL Administrative		8,023.76	804.21	89.9	96,285.00	40,332.83	58.1
TOTAL EXPENSES: Administrative		8,023.76	804.21	89.9	96,285.00	40,332.83	58.1

Hampshire Township Park District
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 8 PERIODS ENDING DECEMBER 31, 2018

FUND: SPECIAL RECREATION FUND

ACCOUNT NUMBER	DESCRIPTION	DECEMBER BUDGET	DECEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Capital Projects							
EXPENSES							
General Projects							
Capital Projects							
60-30-30-026-7012	Accessibility Project-Admin	0.00	0.00	0.0	0.00	0.00	0.0
60-30-30-026-7015	Accessibility Capital Projects	1,666.67	0.00	100.0	20,000.00	0.00	100.0
60-30-30-026-7017	Accessibility Audit	0.00	0.00	0.0	0.00	0.00	0.0
60-30-30-026-7019	Acces Audit Complianc Projects	0.00	0.00	0.0	0.00	0.00	0.0
60-30-30-026-7101	Accessible Picnic Tables	0.00	0.00	0.0	0.00	0.00	0.0

TOTAL Capital Projects		1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL General Projects		1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL EXPENSES: Capital Projects		1,666.67	0.00	100.0	20,000.00	0.00	100.0
TOTAL FUND REVENUES		9,539.75	0.00	100.0	114,477.00	113,232.97	(1.0)
TOTAL FUND EXPENSES		9,690.43	804.21	91.7	116,285.00	40,332.83	65.3
FUND SURPLUS (DEFICIT)		(150.68)	(804.21)	433.7	(1,808.00)	72,900.14	(4132.0)



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: January 28, 2019
Agenda Item: XII.A.
Subject: Foundation Appointment

Background

Mr. Fred Rackow has decided to step down from the Foundation Board and Mr. Steve Ream has accepted his nomination to replace his seat. The Park District Board of Commissioners is responsible for appointing the Foundation Board Member.

Recommendation

Motion and a second to appoint Steve Ream to the Hampshire Park District Foundation Board.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: January 28, 2019
Agenda Item: XII.D.
Subject: Purchase of Bus

Background

The Park District has seen lower enrollment in summer camp due to other agencies being able to offer more programming and opportunities to their participants. Staff is requesting to purchase a 14 passenger bus (15 total people with the driver) to be able to expand our Summer Camp to trips to other facilities. Several quotes were solicited outlining the vehicle specifications requested and due to the bus being a used purchase, Staff is requesting that we wave bid requirements and purchase the bus quoted (as attached.)

Recommendation

Motion and a second to wave bidding requirements and approve the attached resolution authorizing purchase of a bus from Midwest Transit.

RESOLUTION 2019-01

BE IT RESOLVED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE HAMPSHIRE TOWNSHIP PARK DISTRICT that the President be and is hereby authorized and directed to execute and the Treasurer is authorized to attest the resolution for the purchase of a 2013 Chevy/Collins, 6.0L gas, 14 passengers, 33,420 approximate miles with Midwest Transit Equipment.

DATED this 28th day of January, 2019.

HAMPSHIRE TOWNSHIP PARK DISTRICT, a
general park district organized and existing by
virtue of the laws of the state of Illinois,

By: _____
PRESIDENT

SEAL

ATTEST

SECRETARY

PASSED: January 28, 2019

APPROVED: January 28, 2019



Midwest Transit Equipment, Inc.
146 W. Issert Drive • P.O. Box 582
Kankakee, IL 60901
(800) 933-2412

USED SCHOOL BUS QUOTE

Tuesday January 14, 2019

SELLER:
MIDWEST TRANSIT EQUIPMENT
P.O. Box 582
Kankakee, IL 60901
(815) 933-2412

PURCHASER:
Hampshire Township Park District
390 South Ave
Hampshire, IL 60140
Attn: Nathan Looman

Dear Nathan,

Thank you for contacting Midwest Transit Equipment for your bus needs. It's my pleasure to quote you the following MFSAB/Activity bus.

118453 2013 Chevy/Collins, 6.0L gas, 14 passengers, 33420 approx. miles, Price \$31,500

Please contact me if you have any questions at 800-933-2412 ext. 1448.

Sincerely,

Rick Hanson
Used Bus Sales Manager

TERMS:

- The above pricing is F.O.B. Kankakee, IL
- Includes a 22 point inspection and IL Safety Lane Inspection
- Bus is sold AS IS
- Sales Tax, Title, & License not included (if applicable)
- Buses subject to prior sale unless held by a signed contract and \$500 deposit



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: January 28, 2019
Agenda Item: XII.C.
Subject: Sale of Surplus Property

Background

Staff is requesting to sell the 15 Passenger Ford Van upon the approval of purchasing a 14 passenger bus.

Recommendation

Motion and a second to approve Ordinance #2019-02 to sell surplus property.

ORDINANCE #2019-02
**AN ORDINANCE AUTHORIZING THE SALE
OF PERSONAL PROPERTY**

WHEREAS, in the opinion of the President and Board of Commissioners of the Hampshire Township Park District it is no longer necessary or useful to or for the best interests of the Hampshire Township Park District to retain the following described personal property: 2001 Ford 15 Passenger Van; and

WHEREAS, the Hampshire Township Park District desires to sell said personal property.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF COMMISSIONERS OF THE HAMPSHIRE TOWNSHIP PARK DISTRICT, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the Hampshire Township Park District finds that the following described personal property: 2001 Ford 15 Passenger Van, now owned by the Hampshire Township Park District, is no longer necessary or useful and the best interest of the District will be served by its sale.

SECTION 2: The Executive Director, or his duly authorized agent, be and is authorized to sell said personal property.

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication as provided by law.

HAMPSHIRE TOWNSHIP PARK
DISTRICT, a general park district
organized and existing under and by virtue of
the laws of the state of Illinois,

By: _____
PRESIDENT

SEAL

ATTEST

SECRETARY

PASSED: January 28, 2019

APPROVED: January 28, 2019

) SS

COUNTY OF McHENRY)

CERTIFICATION

I, _____, do hereby certify that I am the duly elected, authorized and acting Secretary of the Board of Commissioners of the _____ PARK DISTRICT, Counties of McHenry and 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 Ordinance hereto attached, entitled AN ORDINANCE AUTHORIZING THE SALE OF PERSONAL PROPERTY is a true and correct copy of an Ordinance duly passed and approved at the regular meeting of said President and Board of Commissioners held on the 23rd day of August, 2017, 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 ____ Commissioners voted NAY, whereupon said Ordinance was declared duly passed and was thereupon approved by said President.

SECRETARY

(CORPORATE SEAL)



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: January 28, 2019
Agenda Item: XII.D.
Subject: Approval of Municipal Advisory Agreement with Raymond James

Background

Please see the attached annual agreement for our contract with Raymond James. The agreement runs from October 1, 2018 to September 30, 2019.

Recommendation

Motion and a second to approve the agreement with Raymond James.

MUNICIPAL ADVISOR AGREEMENT

BY and BETWEEN

HAMPSHIRE TOWNSHIP PARK DISTRICT
Kane County, Illinois
and
RAYMOND JAMES & ASSOCIATES, INC.

THIS AGREEMENT is by and between Hampshire Township Park District (the "Issuer") and Raymond James & Associates, Inc. (the "Municipal Advisor").

WHEREAS, the Issuer wishes to hire the Municipal Advisor to serve as its municipal advisor and financial advisor in accordance with the provisions of this Agreement and the Municipal Advisor, through its Public Finance Department, is engaged in the business of providing, and is authorized under applicable Federal and State statutes and applicable regulatory rules to provide advisory services to the Issuer as provided herein, and

NOW THEREFORE, it is agreed by all parties signing this Municipal Advisor Agreement (the "Agreement") that:

I. SCOPE OF SERVICES

1. The Municipal Advisor will consult with and advise the Issuer with respect to its outstanding debt and any forms of credit enhancement and/or capital needs financing programs. This advice will generally include the following:
 - a. Evaluating opportunities to current or advance refund outstanding debt obligations and/or bonds of the Issuer;
 - b. Assisting the Issuer in reviewing financial plans and reports to support financing recommendations;
 - c. Evaluating the Issuer's credit profile and debt capacity;
 - d. Developing a debt and/or investment policy, if requested;
 - e. Assisting in managing relationships and interaction with rating agencies, bond insurers and bond investors;
 - f. Assisting the Issuer in hiring bond underwriters; and
 - g. Assisting the Issuer, at your request, in evaluating certain investment banking ideas that may be presented to the Issuer from time to time.
2. When the Issuer deems it necessary to issue bonds, notes, or other debt instruments (collectively, "Obligations") in the capital markets, the Municipal Advisor will consult with and advise the Issuer with respect to the various structures, provisions and covenants appropriate or advisable to consider as part of the new financing, generally including, but not necessarily limited to, the following:
 - a. obligation amounts;
 - b. principal, interest, and final maturity dates;
 - c. average life tests;

- d. maturity amortization schedules;
 - e. interest rates;
 - f. redemption provisions;
 - g. debt service;
 - h. coverage requirements;
 - i. flow of funds;
 - j. reserve funds;
 - k. sinking funds; and
 - l. security pledges.
3. The Municipal Advisor will, upon request, work with staff, underwriters and attorneys of the Issuer, including bond counsel, in the development of the financial and security provisions to be contained in the instruments authorizing and securing the Obligations undertaken by the Issuer.
4. The Municipal Advisor will, as requested, assist Issuer staff in the development of Issuer information to be used by the Issuer for presentation to investors, underwriters and others, including the scheduling of information meetings between these investors, underwriters or others and the Issuer, if necessary.
5. For negotiated transactions, the Municipal Advisor will assist in the sale of the Obligations and advise and assist the Issuer in the analysis of the pricing and fees to determine their reasonableness and acceptability.
6. Any services in connection with the Obligations with respect to swaps or other types of derivative products or the reinvestment of proceeds are not included within the scope of this Agreement and must be governed by a separate, written agreement covering such additional services.
7. The scope of services set forth in (1) through (6) above (the "Scope of Services") is subject to the following limitations:
 - a. The Scope of Services is limited solely to the services described above and is subject to any limitations set forth within the description of the Scope of Services.
 - b. Unless otherwise provided in the Scope of Services described above, Municipal Advisor is not responsible for preparing any preliminary or final official statement, or for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents.
 - c. The Scope of Services does not include tax, legal, accounting or engineering advice with respect to any Obligations municipal financial products or in connection with any opinion or certificate rendered by counsel or any other person at closing, and does not include review or advice on any feasibility study.

8. If Issuer has designated Municipal Advisor as its independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA exemption”) with respect to the activities and aspects described in the Scope of Services, the Scope of Services as they relate to such designation as IRMA shall be subject to any limitations with respect to Municipal Advisor’s activities as IRMA as may be provided in the Scope of Services described herein. Municipal Advisor is not responsible for verifying that it is independent (within the meaning of the IRMA exemption as interpreted by the SEC) from another party wishing to rely on the exemption from the definition of municipal advisor afforded under the IRMA exemption. Any reference to Municipal Advisor, its personnel and its role as IRMA in the written representation of Issuer contemplated under SEC Rule 15Ba1-1(d)(3)(vi)(B) is subject to prior approval by Municipal Advisor, and Issuer agrees not to represent, publicly or to any specific person, that Municipal Advisor is Issuer’s IRMA with respect to any aspect of municipal financial products or the issuance of municipal securities, or with respect to any specific municipal financial product or any specific issuance of municipal securities, outside the Scope of Services without Municipal Advisor’s prior written consent.
9. The Scope of Services may be changed only by written amendment or supplement to the Scope of Services described herein. The parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services.
10. MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to the Issuer’s determination whether to precede with a course of action or that form the basis for any advice provided by Municipal Advisor to the Issuer. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about Issuer and the authority of each person acting on the Issuer’s behalf. Issuer agrees to cooperate, and to cause its agents to cooperate, with Municipal Advisor in carrying out these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have Municipal Advisor provide advice with regard to any recommendation made by a third party, the Issuer will provide to Municipal Advisor written direction to do so as well as any information it has received from such third party relating to its recommendation.

II. UNDERTAKINGS BY THE ISSUER

1. The Issuer will make available to the Municipal Advisor financial data and information concerning the Issuer’s fiscal operation. Issuer officials and staff will be responsible for collecting, assembling and organizing the documentation essential to its financing activities and disclosure responsibilities and drafting and distribution of Offering Documents and other disclosure documents relating to the Obligations.

2. The Issuer will work with bond counsel who will issue an approving legal opinion to accompany the issuance of the Obligations, and also with appropriate Issuer's local legal counsel with respect thereto. Additionally, the Issuer will either retain or work with counsel to advise it as to the adequacy of disclosure and to assist with the preparation of the Offering Documents or other official documents relating to the Obligations.

III. PAYMENT TO THE MUNICIPAL ADVISOR

1. For performance of the services enumerated in Article I, Paragraphs 1-5, above, the Issuer will compensate the Municipal Advisor a fee of \$5,000.00.
2. All costs and expenses incurred by the Municipal Advisor related to the performance of this Agreement will be paid by the Issuer.
3. The Issuer agrees to promptly pay the Municipal Advisor the fees described in Article III, Paragraph 1, above, and the costs and expenses described in Article III, Paragraph 2, above, as mutually agreed on, upon receiving an invoice from the Municipal Advisor.

IV. PAYMENT OF COSTS OF ISSUANCE

The Issuer shall be responsible for payment of all the costs of issuing the Obligations and completing a financing, including, but not necessarily limited to, the following:

- a. Printing, web posting, and any other means of distribution or dissemination of the offering document;
- b. Fees of the national ratings agencies;
- c. Bond printing costs;
- d. Bond, Local, Disclosure, Bank and/or Underwriter's Counsel fees;
- e. Underwriting fees;
- f. Bond Registrar/Paying Agent and/or Escrow Agent fees;
- g. Escrow verification fees; and
- h. Bond insurance premiums, if any.

V. GENERAL PROVISIONS

1. The Issuer understands and acknowledges that the Municipal Advisor or its affiliates may have trading and other business relationships with members of the Issuer's underwriting team, or other participants in the proposed transaction. Additionally, the Municipal Advisor or its affiliates may have trading and other business relationships with potential purchasers of the Obligations. These relationships include, but may not be limited to, trading lines, frequent purchases and sales of securities and other engagements through which Municipal Advisor may have, among other things, an economic interest. Notwithstanding the foregoing, Municipal Advisor will not receive any compensation with respect to the issuance of the Obligations other than as disclosed above. Municipal Advisor is involved in a wide range of activities from which conflicting interests or duties may arise. Information which is held elsewhere within Raymond James, but of which none of the Municipal Advisor's personnel involved in the proposed transaction actually has knowledge, will not for any

purpose be taken into account in determining Municipal Advisor's responsibilities to the Issuer.

2. Both parties acknowledge and agree that the Municipal Advisor is acting solely as a financial advisor to the Issuer; Municipal Advisor's engagement by the Issuer is limited to providing financial advisory services to the Issuer. The Municipal Advisor has not been engaged to compare alternatives to the Obligations/Bonds/Notes. The Municipal Advisor is not a fiduciary of any other party to the transaction. The Municipal Advisor will not (1) provide any assurances that any investment made during its engagement is the best possible investment available for the Issuer's situation or that every possible alternative or provider has been considered and/or solicited, (ii) investigate the veracity of any certifications provided by any party, (iii) provide legal or accounting assurance that any matter or procedure complies with any applicable law, or (iv) be liable to any party if an investment fails to close or for default of same. Municipal Advisor's limited engagement terminates upon the expiration of the term of this Agreement and Municipal Advisor shall have no further duties or obligations thereafter.
3. MSRB Rule G-42 requires that Municipal Advisor provide you with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in Municipal Advisor's Disclosure Statement delivered to the Issuer as Exhibit A to this Agreement.
4. The Municipal Advisor agrees to assist the Issuer as provided only on the basis that it is expressly understood and agreed that the Municipal Advisor assumes no responsibility to the Issuer or any person for the accuracy or completeness of any information contained in any Preliminary Official Statement or Final Official Statement issued in connection with the Obligations.
5. This Agreement will be effect from January 1, 2019 through December 31, 2019 and may be terminated by either party hereto with ten (10) business days prior written notice to the other. In the event of such termination, whether by either party hereto, the Municipal Advisor shall promptly submit for payment, and Issuer shall promptly pay, a final bill for the payment of all unpaid fees and unreimbursed costs and expenses then due and owing. Other than the foregoing, neither party shall incur any liability to the other arising out of the termination of this Agreement. However, this Article 5 shall survive any such termination.
6. In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties hereunder on the part of Municipal Advisor or any of its associated persons, Municipal Advisor and its associated persons shall have no liability to the Issuer for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other investment, or for any financial or other damages resulting from Issuer's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by Municipal Advisor to Issuer. No recourse shall be had against Municipal Advisor for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of Client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with

any Obligation or otherwise relating to the tax treatment of any Obligation, or in connection with any opinion or certificate rendered by counsel or any other party. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by Issuer of any of its legal rights under applicable U.S. federal securities laws or any other laws whose applicability is not permitted to be contractually waived, nor shall it constitute a waiver or diminution of Municipal Advisor's fiduciary duty to Client under Section 15B(c) (1) of the Securities Exchange Act of 1934, as amended, and the rules thereunder. The Issuer hereby covenants and agrees that it will indemnify and hold harmless the Municipal Advisor, its parent and affiliates, and each of the foregoing entities' officers, directors, employees and agents (the "Municipal Advisor Indemnitees") against any and all losses, claims, demands, damages or liabilities of any kind whatsoever, arising from or out of the acts, omissions or doings of the Issuer, its representatives, employees or agents, or in any way relating to the financings or other matter within the purview of this Agreement, whether pursuant to statute or at common law or otherwise (hereinafter, "Claims"), and will reimburse each of the Municipal Advisor Indemnitees for any legal or other expense reasonably incurred by it in connection with investigating or defending any such Claims or actions or proceedings arising from such Claims, whether or not resulting in any liability.

7. This Agreement embodies all the terms, agreements, conditions and rights contemplated and negotiated by the Issuer and the Municipal Advisor, and supersedes any and all discussions and understandings, written or oral, between Issuer and Municipal Advisor regarding the subject matter hereof. Any modifications and/or amendments must be made in writing and signed by both parties.
8. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without reference to its conflicts of law principles.
9. Any dispute arising out of this Agreement or the performance hereof shall be resolved in binding arbitration before the American Arbitration Association, pursuant to its commercial arbitration rules. Each party, to the fullest extent permitted by law, knowingly, voluntarily and intentionally waives its right to a jury trial in any action or other legal proceeding arising out of or relating to this Agreement or the performance hereof.
10. This Agreement shall be binding upon and inure to the benefit of the Issuer and Municipal Advisor, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.
11. This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE DULY CAUSED THIS AGREEMENT to be signed and sealed by their respective authorized officers this _____ day of _____, 2019.

HAMPSHIRE TOWNSHIP PARK DISTRICT
Kane County, Illinois

By: _____

Name: _____

Title: _____

RAYMOND JAMES & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Th. L. Chapman", followed by a horizontal line.

Thomas L. Chapman
Managing Director

EXHIBIT A

January 2, 2019

Ms. Laura Schraw, PLA
Executive Director
Hampshire Township Park District
390 South Avenue
Hampshire, Illinois 60140

Ms. Patti Prill
Financing Director
Hampshire Township Park District
390 South Avenue
Hampshire, Illinois 60140

Dear Laura and Patti:

This letter is provided under new Municipal Securities Rulemaking Board (MSRB) Rule G-42 in connection with our engagement as municipal advisor under the **Municipal Advisor Agreement** dated October 12, 2017 (the "Agreement") between **Raymond James & Associates, Inc.** ("Raymond James") and **Hampshire Township Park District** (the "Client"). This letter will serve as written documentation required under MSRB Rule G-42 of certain specific terms, disclosures and other items of information relating to our municipal advisory relationship.

1. Scope of Services. (a) **Services to be provided.** The scope of services with respect to Raymond James's engagement with the Client is as provided in the Agreement (the "Scope of Services").

(b) **Limitations on Scope of Services.** The Scope of Services is subject to such limitations as may be provided in the Agreement.

(c) **IRMA status.** If the Client has designated Raymond James as its independent registered municipal advisor ("IRMA") for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA exemption"), the Scope of Services is not deemed to be expanded to include all actual or potential issuances of municipal securities or municipal financial products merely because Raymond James, as IRMA, reviews a third-party recommendation relating to a particular actual or potential issuance of municipal securities or municipal financial product not otherwise considered within the Scope of Services. Raymond James is not responsible for verifying that it is independent (within the meaning of the IRMA exemption as interpreted by the SEC) from another party wishing to rely on the exemption from the definition of municipal advisor afforded under the IRMA exemption. Raymond James requests that the Client provide to it, for review, any written representation of the Client contemplated under SEC Rule 15Ba1-1(d)(3)(vi)(B) that references Raymond James, its personnel and its role as IRMA. In addition, Raymond James requests that the Client not represent, publicly or to any specific person, that Raymond James is Client's IRMA with respect to any aspect of municipal financial products or the issuance of municipal securities, or with respect to any specific municipal financial product or any specific issuance of municipal securities, not within the Scope of Services without first discussing such representation with Raymond James.

2. Raymond James's Regulatory Duties When Servicing the Client. MSRB Rule G-42 requires that Raymond James make a reasonable inquiry as to the facts that are relevant to the Client's determination whether to proceed with a course of action that forms the basis for and advice provided by Raymond James to the Client. The rule also requires that Raymond James undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Raymond James is also required under the rule to use reasonable diligence to know the essential facts about the Client and the authority of each person acting on the Client's behalf.

Accordingly, Raymond James will seek the Client's assistance and cooperation, and the assistance and cooperation of Client's agents, with the carrying out by Raymond James of these regulatory duties, including providing to Raymond James accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, to the extent the Client seeks to have Raymond James provide advice with regard to any recommendation made by a third party,

Raymond James requests that the Client provide to Raymond James written direction to do so as well as any information it has received from such third party relating to its recommendation.

3. Term. The term of Raymond James's engagement as municipal advisor and the terms on which the engagement may be terminated are as provided in the Agreement.

4. Compensation. The form and basis of compensation for Raymond James's services as municipal advisor are as provided in the Agreement.

5. Required Disclosures. MSRB Rule G-42 requires that Raymond James provide you with the following disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history.

(a) ***Disclosures of Conflicts of Interest.*** MSRB Rule G-42 requires that municipal advisors provide to their clients disclosures relating to any actual or potential material conflicts of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist based on the exercise of reasonable diligence by the municipal advisor, municipal advisors are required to provide a written statement to that effect.

Accordingly, Raymond James makes the following disclosures with respect to material conflicts of interest in connection with the Scope of Services under this Agreement, together with explanations of how Raymond James addresses or intends to manage or mitigate each conflict. To that end, with respect to all of the conflicts disclosed below, Raymond James mitigates such conflicts through its adherence to its fiduciary duty to the Client, which includes a duty of loyalty to the Client in performing all municipal advisory activities for the Client. This duty of loyalty obligates Raymond James to deal honestly and with the utmost good faith with the Client and to act in the Client's best interests without regard to Raymond James's financial or other interests. In addition, because Raymond James is a broker-dealer with significant capital due to the nature of its overall business, the success and profitability of Raymond James is not dependent on maximizing short-term revenue generated from individualized recommendations to its clients but instead is dependent on long-term profitability built on a foundation of integrity and quality of service. Furthermore, Raymond James's municipal advisory supervisory structure, leveraging our long-standing and comprehensive broker-dealer supervisory processes and practices, provides strong safeguards against individual representatives of Raymond James potentially departing from their regulatory duties due to personal interests. The disclosures below describe, as applicable, any additional mitigations that may be relevant with respect to any specific conflict disclosed below.

Compensation-Based Conflicts. The fees due under this Agreement are in a fixed amount established by the Agreement. The amount is usually based upon an analysis by the Client and Raymond James of, among other things, the expected duration and complexity of the transaction and the Scope of Services to be performed by Raymond James. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Raymond James may suffer a loss. Thus, Raymond James may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. This conflict of interest is mitigated by the general mitigations described above.

Other Municipal Advisor or Underwriting Relationships. Raymond James serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of the Client. For example, Raymond James serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client under this Agreement. These other clients may, from time to time and depending on the specific circumstances, have competing interests, such as accessing the new issue market with the most advantageous timing and with limited competition at the time of the offering. In acting in the interests of its various clients, Raymond James could potentially face a conflict of interest arising from these competing client interests. In other cases, as a broker-dealer that engages in underwritings of new issuances of municipal securities by other municipal entities, the interests of Raymond James to achieve a successful and profitable underwriting for its municipal entity underwriting clients could potentially constitute a conflict of interest if, as in the example above, the municipal entities that Raymond James serves as underwriter or municipal advisor have competing interests in seeking to access the new issue market with the most advantageous timing and with limited competition at the time of the offering. None of these other engagements or relationships would impair Raymond James's ability to fulfill its regulatory duties to the Client.

Broker-Dealer and Investment Advisory Business. Raymond James is a broker-dealer and investment advisory firm that engages in a broad range of securities-related activities to service its clients, in addition to serving as a municipal advisor or underwriter. Such securities-related activities, which may include but are not limited to the buying and selling of new issue and outstanding securities and investment advice in connection with such securities, including securities of the Client, may be undertaken on behalf of, or as counterparty to, the Client, personnel of the Client, and current or potential investors in the securities of the Client. These other clients may, from time to time and depending on the specific circumstances, have interests in conflict with those of the Client, such as when their buying or selling of the Client's securities may have an adverse effect on the market for the Client's securities, and the interests of such other clients could create the incentive for Raymond James to make recommendations to the Client that could result in more advantageous pricing for the other clients. Furthermore, any potential conflict arising from Raymond James effecting or otherwise assisting such other clients in connection with such transactions is mitigated by means of such activities being engaged in on customary terms through units of Raymond James that operate independently from Raymond James's municipal advisory business, thereby reducing the likelihood that the interests of such other clients would have an impact on the services provided by Raymond James to the Client under this Agreement.

Secondary Market Transactions in Client's Securities. Raymond James, in connection with its sales and trading activities, may take a principal position in securities, including securities of the Client, and therefore Raymond James could have interests in conflict with those of the Client with respect to the value of the Client's securities while held in inventory and the levels of mark-up or mark-down that may be available in connection with purchases and sales thereof. In particular, Raymond James or its affiliates may submit orders for and acquire the Client's securities issued in an issue under the Agreement from members of the underwriting syndicate, either for its own account or for the accounts of its customers. This activity may result in a conflict of interest with the Client in that it could create the incentive for Raymond James to make recommendations to the Client that could result in more advantageous pricing of the Client's bond in the marketplace. Any such conflict is mitigated by means of such activities being engaged in on customary terms through units of the Raymond James that operate independently from Raymond James's municipal advisory business, thereby reducing the likelihood that such investment activities would have an impact on the services provided by Raymond James to the Client under this Agreement.

(b) *Disclosures of Information Regarding Legal Events and Disciplinary History.* MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to its client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

Accordingly, Raymond James sets out below required disclosures and related information in connection with such disclosures.

Raymond James discloses the following legal or disciplinary events that may be material to the Client's evaluation of Raymond James or the integrity of Raymond James's management or advisory personnel: We are aware of no such events at this time. Should such an event happen in the future, the details of such event would be available in Item 6D(2)(b) and the accompanying Regulatory Action DRP on Form MA-I available at <http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=0000724743&owner=exclude&count=40&hidefilings=0>.

The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by Raymond James in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. If any of the above DRPs provides that a DRP has been filed on Form ADV, BD, or U4 for the applicable event, information provided by Raymond James on Form BD or Form U4 is publicly accessible through reports generated by BrokerCheck at <http://brokercheck.finra.org>, and Raymond James's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov>. For purposes of accessing such BrokerCheck reports or Form ADV, Raymond James's CRD number is 161 59 1905.

How to Access Form MA and Form MA-I Filings. Raymond James's most recent Form MA and each most recent Form MA-I filed with the SEC are available on the SEC's EDGAR system at <http://www.sec.gov/cgi-bin/browse-edgar?action=getcompany&CIK=000 072 4743>. The SEC permits certain items of information required on Form MA or MA-I to be provided by reference to such required information already filed by Raymond James in its capacity as a broker-dealer on Form BD or Form U4 or as an investment adviser on Form ADV, as applicable. Information provided by Raymond James on Form BD or Form U4 is publicly accessible through reports generated by BrokerCheck at <http://brokercheck.finra.org>, and Raymond James's most recent Form ADV is publicly accessible at the Investment Adviser Public Disclosure website at <http://www.adviserinfo.sec.gov>. For purposes of accessing such BrokerCheck reports or Form ADV, Raymond James's CRD number is 161 59 1905.

Most Recent Change in Legal or Disciplinary Event Disclosure. Raymond James has not made any material legal or disciplinary event disclosures on Form MA or any Form MA-I filed with the SEC.

(c) **Future Supplemental Disclosures.** As required by MSRB Rule G-42, this Section 5 may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described above, or to provide updated information with regard to any legal or disciplinary events of Raymond James. Raymond James will provide the Client with any such supplement or amendment as it becomes available throughout the term of the Agreement.

(d) **MSRB Rule G-10 Required Disclosures.** Raymond James & Associates, Inc. is registered with and subject to the rules and regulations of the U.S. Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB). Both the SEC and the MSRB publish websites containing information and resources designed to educate investors. In addition to educational materials about the municipal securities market and municipal securities market data, the MSRB website includes an investor brochure describing protections that may be provided by MSRB rules, including how to file a complaint with the appropriate regulatory authority. For more information, visit www.sec.gov and www.msrb.org.

RAYMOND JAMES & ASSOCIATES, INC.



By: Thomas L. Chapman
Title: Managing Director, Public Finance
Date: 1/2/2019



Memorandum

To: Hampshire Park District Board of Commissioners
From: Patti Prill, HR/Finance Director
Date: January 28, 2019
Agenda Item: XII.E.
Subject: Purchase of MSI HR Module

Background

We had purchased the HR module a couple of years ago to find out that the software would not work on my computer. A request for a full refund was granted.

At this time I am requesting that we try the software again, which we will be installing on a new computer once it is purchased.

The features in the HR Module would save time, and cut down on manual entry for reports needed for IRS, also allowing expansion to the personnel information within the payroll system.

Recommendation

Motion and a second to purchase the MSI HR Module at a cost of \$4,000.00 for the software and \$550.00 for annual maintenance and support.



Purchase Agreement

Date: 1/23/2019
Contract#: HKC-G4C6Y1
Effective To: 1/31/2019
Prepared By: Holly Caston

This understanding between **Hampshire Township Park District** at 390 South Avenue, Hampshire IL 60140 ("Purchaser") and **Municipal Software, Inc.** at 2429 Military Road Suite 300, Niagara Falls, NY 14304 ("Harris") confirms the purchase of the following licensed software products and/or services:

Qty	Item	Price	Ext Amount
SOFTWARE LICENSES:			
1	Human Resources - MSI	\$2,500.00	\$2,500.00
Total SOFTWARE LICENSES:			\$2,500.00
PROFESSIONAL SERVICES:			
Application Consulting			
6	Training per hour- MSI	\$150.00	\$900.00
Subtotal			\$900.00
Infrastructure			
4	Installation- MSI	\$150.00	\$600.00
Subtotal			\$600.00
Total PROFESSIONAL SERVICES:			\$1,500.00
TOTAL:			\$4,000.00
ANNUAL MAINTENANCE & SUPPORT:			\$550.00

Immediately thereafter the 1st Years Annual Maintenance Fee Period, subsequent Annual Maintenance Fees will be calculated at the then current Harris rate.

All charges are exclusive of out-of-pocket expenses for services performed. Charges for actual and reasonable out-of-pocket expenses, including but not limited to travel and lodging expenses, will be billed monthly as accrued.

Quote does not include applicable sales tax. If the Purchaser is Tax Exempt, a Tax Exemption Certificate (or other documentation) must be provided with this signed Contract. Otherwise, applicable sales tax will be applied at the time of billing.

AGREEMENT TERMS AND CONDITIONS:

1. Definition

a. Software Applications "Software Applications" are the computer programs explicitly listed above in the section titled "Software Products" and those indicated using initials by the Purchaser in the section titled "Software Options."

2. Payment Terms

Order will be processed with the return of signed contract and an initial payment of 50% of the total software, professional services, hardware, and customizations as outlined above. Orders will not be processed until both of these two requirements are satisfied.

The remaining fees for the Software Applications shall be invoiced after delivery (CD-ROM or Electronic Transfer) to Purchaser and due thirty (30) days from the date of invoice.

License Transfer Fees, if applicable, shall be invoiced at the start of the project and due in thirty (30) days.

Professional Services and any applicable travel and lodging expenses, shall be billed monthly as the work is performed.

State Taxes are applicable on prices listed. If the Purchaser is Tax Exempt, a Tax Exemption Certificate must be provided with this signed Contract.

3. Delivery Media Type: CD-ROM or Electronic Transfer

4. Delivery Schedule

The parties will agree upon an appropriate training, project, and delivery schedule based on, among other things, the modules in respect of which training is required and the skills and availability of both the Purchaser and Harris staff members.

5. Data Conversion

The success of a data conversion is based on the format and quality of the input data. Unless otherwise indicated, conversion is strictly limited to non-dollar amounts. A typical utility billing conversion includes information such as names, addresses, phone numbers, and services. Only information explicitly listed in this document will be converted. Initial cost estimates for conversion are included in system pricing proposals but these are only estimates until inspections or sample data can be examined to verify data formats and data integrity. Only then can an accurate conversion cost can be established. Any costs associated with obtaining the data from the existing vendor are the responsibility of the Purchaser. Sample data shall be provided in standard fixed length format with ASCII display characters only. Data must be on a media formats readable by Harris. File layouts must include: record size, field length, field starting and ending points, field name, field type, data field description.

Where ever possible, the data extraction shall be done twice. The first extraction is to test and create the conversion tools. The second extraction is done when the implementation is ready to go live.

In the event a data re-conversion is required, for whatever reason, Purchaser will be billed at the original rate quoted above in the Conversion section of the Agreement.

6. Maintenance and Support Fees

Maintenance and Support fees ("MSF") include all program updates, enhancements and general releases that Harris makes available to the Purchaser as part of its regular software maintenance program. MSF does not include fees for any third party licenses or Harris services that may be necessary to perform a third party license upgrade. MSF also includes access to the Harris support hot line.

The initial maintenance amount will be billed and due the earlier of sixty (60) days from the date of signing of the Agreement or the date which represents the Completion of Services. Harris reserves the right to change maintenance and support fees from time to time.

Subsequent years' MSF shall be rendered at the beginning of each year in which services are to be furnished. Lapses in annual MSF will be monitored and will lead to denial of support, upgrade privileges and termination of Licenses. In the event of a lapse, Purchaser will be subject to reactivation fees not to exceed 40% of the current annual MSF applied to each year of the lapse including partial year lapses plus the amount representing "the lapsed" MSF. The specific services provided by the technical support staff are outlined in the Harris Software Support Agreement Standard Guidelines.

7. Additional Customization(s)

The Purchaser and Harris have jointly reviewed the Software Applications and have determined that all items are adequate except as noted in the CUSTOMIZATIONS section. Additional customization(s) or report modifications not identified in this Agreement will be quoted as requested and billed at the hourly rate of \$150.00. Customizations and/or report modifications requested one year or more from the date of this agreement will be billed at the then current Harris hourly rate. No additional customizations will be undertaken without prior agreement by both parties on cost, scope of functionality, and the impact on the project schedule.

Twenty-two percent of any fees associated with any customization services will automatically be added to the Purchaser's MSF.

8. Forms

Purchaser agrees to use standard forms unless otherwise indicated. If purchaser does not order forms from Harris, forms must be approved by Harris Project Manager (named below in Section 15) before ordering. A Change Order may be issued to purchaser by Harris for any report modifications, which will be billed at a rate of one hundred-fifty dollars (\$150) per hour.

9. Professional Services

Additional professional services are available on-site or via the telephone. Telephone work is billed at \$150.00 per hour. On-site work is billed at \$1050.00 per day plus travel, lodging and per diem expenses. Work performed one year or more from the date of this agreement will be billed at the then current Harris rates. Help line support does not include training. New employees must be trained by Purchaser or by making arrangements with Harris.

In the event, Purchaser wishes to schedule any professional services on a Saturday; there is a \$250 surcharge. Application consulting and setup services may include but are not limited to: software installation, configuration, data validation, system setup, system balancing, interface setup, interface testing, process training, application training and business requirements gathering.

10. Travel and Lodging Expenses

Travel and lodging expenses will be billed in conjunction with any services work performed at the Purchaser's offices by Harris personnel. Lodging expenses will include hotel expenses and will only be charged if an employee is required to spend the evening. Travel expenses may include airfare if the employee is required to travel by air to reach the Purchaser's offices. Travel may include the cost of a rental car. If an employee uses his/her personal vehicle, mileage will be charged at the currently published IRS reimbursement rate. When an employee is at or traveling to the Purchaser's offices, fifty-five dollars (\$55) per day will be charged to cover meals and incidentals. If an employee must travel on Saturday, Sunday, or a holiday, or is at the purchaser's office on a holiday, one hundred-ten dollars (\$110) per day will be charged to cover meals and incidentals.

Harris will use its best efforts to minimize all travel and lodging expenses. Only actual travel and lodging expenses will be billed to the Purchaser.

11. Grant of License

Harris hereby grants Purchaser a nontransferable, nonexclusive, nonrefundable license under the terms of this Agreement to use the Software Applications on its equipment subject to the following:

- a. The Purchaser may not sublicense, rent, lease or assign the Software Applications.
- b. No license is given to Purchaser for the source code to the Software Applications. The Purchaser is expressly prohibited from reverse engineering, decompiling, or disassembling the Software Applications or from creating a derivative or modified copy of the Software Applications.
- c. Initial delivery of the Software Application shall be COTS ("Commercial off the shelf"). Purchaser is not relying upon any future product availability or functionality upon entering into the payment obligations under this Agreement

12. Performance by Customer

- a. Co-operation by Purchaser The Purchaser acknowledges that the success and timeliness of the implementation process shall require the active participation and collaboration of the Purchaser and its staff and agrees to act reasonably and co-operate fully with the Consultant to achieve the Completion of Services.
- b. Required Programs The Purchaser acknowledges that if the use of the Software requires that the Purchaser obtain and install additional software programs, then the Purchaser agrees that the acquisition of the additional software programs shall be at its sole cost and that the cost thereof is not included in the fees herein. The Purchaser further acknowledges that the operation of the Software requires the Purchaser's hardware to be of sufficient quality, condition and repair, and the Purchaser agrees to maintain its hardware in the appropriate quality, condition and repair at its sole cost and expense, in order to facilitate the achievement of Completion of Services.
- c. Project Manager The Purchaser shall appoint a project manager who shall work closely with Harris Staff to facilitate the successful completion of the implementation process and who shall be responsible for supervising the staff of the Purchaser and their co-operation with and participation in such process.

13. Warranty Disclaimer

Harris does not make, and hereby disclaims, any and all express and/or implied warranties regarding the services or any material provided by Harris to Purchaser pursuant to this agreement, including, but not limited to, warranties of merchantability, fitness for a particular purpose, and non-infringement, and warranties arising from a course of dealing, usage or trade practice. Further, Harris does not warrant that the Software Licenses will meet any exact user requirements, and that the software will operate error free or uninterrupted. In the event an error is discovered in one of the Software Applications currently covered by MSF, and the error is confirmed, Harris will make reasonable efforts to provide Purchaser with a correction.

It is acknowledged by the parties hereto that the Hardware provided by Harris to Customer pursuant to this Agreement was manufactured and delivered to Customer by a third party manufacturer and Harris is reselling it to Customer. As such, Harris makes no warranties, express or implied, with respect to the Hardware, including, without limitation, their merchantability or fitness for a particular purpose. Any warranty Customer has with respect to the Hardware shall be solely provided by the manufacturer(s)."

14. Limitations on Liability

Purchaser agrees that Harris' liability hereunder for damages, regardless of the form of action, shall be limited to actual direct damages and shall not exceed the charges hereunder paid by Purchaser to Harris. Purchaser further agrees that Harris will not be liable for any other damages including consequential, incidental, special, exemplary damages, lost profits, failure to realize anticipated savings, data loss, loss of goodwill, business opportunities or reputation, economic loss or for any claim or demand by any third party, except a claim for patent or copyright infringement with respect to Licensed Software.

15. Change Order Process

With respect to any proposed changes to the Services defined by this Agreement, the parties will cooperate in good faith to execute Change Orders in respect thereof, and will not unreasonably withhold approval of such proposed changes. If either party causes or requests a change in the allocation of the resources of Harris applied to a task, changes in completion schedules for individual tasks or for overall implementation, and changes in staffing that require Harris to provide additional work hours, Harris may propose a change to cover the additional work effort required of it. Approval of any such proposed changes will not be unreasonably withheld (it being acknowledged that any such material changes may require modifications to the consideration paid, and timelines governing, the Services), and any disputes regarding changes shall be handled initially by discussions between the parties which will be convened in good faith by the parties to resolve any such matters in dispute.

The following individuals are authorized to sign off on change orders on the Purchaser's behalf:

Name: _____ Title: _____

Name: _____ Title: _____

The following individuals are authorized to sign off on change orders on Harris's behalf:

Jennifer Hartley - Director of Professional Services

Marcus Myers – Professional Services Manager

Jody Bennett – VP of Sales

16. Cancellation Policy

In the event of cancellation of the Agreement by either party for any reason, Purchaser agrees to pay for all Software Applications delivered, any Professional Services rendered and T&L expenses incurred prior to the cancellation. Initial down payment of deposit is non-refundable. Purchaser must provide written notification to Harris if it wishes to cancel the Agreement.

Cancellation of any on-site Services by Purchaser is allowed for any reason if done in writing more than fourteen (14) days in advance of such Services. Cancellation by Purchaser with fourteen (14) days or less of scheduled on-site Services will be billed at fifty percent (50%) of the on-site fee, plus any non-recoverable costs incurred by Harris due to advance scheduling of travel. Additionally, Purchaser hereby acknowledges that cancellation of on-site Services means that such on-site Services will be rescheduled as Harris' then current schedule permits. Harris is not responsible for any delay in Purchaser's project resulting from Purchaser's cancellation of consulting. If additional services are required because the Purchaser was not adequately prepared for the on-site services, Harris will provide a Change Order to the Purchaser for the additional services.

17. Governing Law; Venue

This Agreement shall be governed by the substantive and procedural laws of the State of New York. Purchaser hereby agrees to submit to the exclusive jurisdiction of, and venue in, the courts in the State of New York in any dispute arising out of or related to this agreement.

18. Entire Agreement

This Agreement shall constitute the entire agreement between the parties hereto with respect to the matters covered herein. Any modification or waiver of this Agreement is effective only if it is in writing signed by an authorized representative of the party to be charged. Provisions of a Customer purchase order or similar document are not applicable if they conflict with or add to the terms of this Agreement.

Purchaser: **Hampshire Township Park District (IL)**

By: _____ Date: _____

Title: _____

Purchaser's Project Leader:

Contact Name: _____

Contact Title: _____

E-mail address: _____

Phone #: _____

Purchaser's Accounts Payable Dept Information:

Billing Address: _____

Accounts Payable Contact: _____

Email Address: _____

Phone & Fax #: _____

Alternate Contact: _____