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Meeting of the  
HAMPSHIRE TOWNSHIP PARK DISTRICT  
390 South Ave.  
Board of Commissioners  
November 25, 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. Recreation Assessment Update & Input

**VI. Consent Agenda**

- A. Approval of October 14, 2019 Meeting Minutes
- B. Approval of October 28, 2019 Meeting Minutes
- C. Approval of payables paid from 10-21-19 to 11-20-19 between meetings in the amount of \$113,651.84
- D. No Transfers to Report

**VII. Staff Reports**

**VIII. Commissioner and Staff Comments**

**IX. New Business**

- A. 2020 Park Board Meeting Schedule
- B. Personnel Policy Revisions

**X. Old Business**

- A. HES Playground
- B. Tuscany Woods Restroom/Concession Facility
- C. Tuscany Woods Park Update

**XI. Executive Session**

**XII. Adjournment** – Next meeting – December 2, 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.*



**Hampshire Township Park District  
Board of Commissioners  
Working Meeting Minutes  
October 14, 2019**

**Call to Order:**

At 6:31 p.m., President Looman called the meeting to order.

**Commissioners Present:** Nathan Looman, Jamie Herrmann, Jennifer Reid, Meagan Tiffany, Joe Majcher

**Commissioners Absent:**

**Staff Present:** Laura Schraw- Executive Director

Commissioner Reid made a motion to approve the agenda. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard:** A Representative from the Hampshire Elementary School HSO spoke to the Board of Commissioners. Tom Piazza (HSO President) spoke regarding purchasing another apparatus for the playground at HES. The playground is shared by HES and ETC and Tom is wondering if the HSO and the Board of Commissioners would be interested in partnering together to purchase a piece of playground equipment to be purchased by this time next year. Executive Director Schraw is working with the School District and with the HSO to find the best pricing and discounts available. Executive Director Schraw will contact playground companies regarding multi-piece discounts.

**Discussion Items:**

**A. Comprehensive Plan-** Executive Director Schraw reported that the Focus Group meeting will be this Wednesday (10/16). The Community Meeting will be on October 21st from 6-7pm.

**B. Community Survey-** The Park District received an 8% response rate, the Park District received over 600 responses. The survey company has begun analyzing the survey data.

**C. Veteran's Memorial-** The Memorial is going in, and concrete has been poured for the foundation for the Memorial. The VFW will be doing another brick fundraiser in November. The Eagle Scout will be constructing the path for the Memorial.

**D. Park at Tuscany Woods Update-** Executive Director Schraw continues to research Restroom and Concessions Facilities. She has spoken to a plumber and the plumber believes that with our current 1 1/4in water lines that we would be able to use tank toilets and would not need to retrench and lay bigger pipe. Executive Director Schraw continues to determine if a prefab unit or a unit that would require assembly would be the better choice for the Park District. Executive Director Schraw presented the Board of Commissioners with cost and design options. Executive Director Schraw also spoke to the

Board about parking and parking lot options for Tuscany Woods Park. Executive Director Schraw will hope to have a final recommendation to present to the Board of Commissioners at the October 28, 2019 meeting.

**E. FY20-FY25 Budget Discussion-** Executive Director Schraw emailed the Board of Commissioners the proposed budget and cost increases. She encouraged the Board of email her with any questions or concerns.

**F. HES Playground Project-** Tom Piazza spoke to the Board about partnering for the purchase of playground equipment at Hampshire Elementary School.

**G. Solar Energy-** Executive Director Schraw submitted proposals to the Board of Commissioners for Solar Energy. Both proposals would expect the cost up front and the Park District would get rebates. Executive Director Schraw reports that the Park District would not be able to front the cost for this project.

**H. IAPD Conference 2020-** Executive Director Schraw informed the Board that it is time to register for the 2020 IAPD Conference. Executive Director Schraw reports that registration ends in December. Executive Director Schraw will reach out to the staff to see who is interested in attending. Schraw requests that if Board Members are interested in attending to email her their interest.

**I. Pack 22 Trailer Agreement-** The Boy Scout trailer has been at Ream Park for a year. President Looman will look into other storage options, but does request that the trailer get moved into a less obtrusive spot.

**J. Park Zone – Ream-** Per the request of a resident, Executive Director Schraw brought to the Board's attention if another Park Zone would need to be added along Jefferson adjacent to Ream. Executive Director Schraw reported that the only benefit would be to curb speeding through the parking area at Ream.

**K. 2020 Meeting Calendar-** Executive Director Schraw presented the proposed meeting dates for 2020 for the Board to review.

**L. Kane County Land Cash Ordinance-** Executive Director Schraw shared that Kane County is revising their Land Cash Ordinance.

**President and Commissioners Reports-** None

**Director Reports:** None

**Adjournment:** At 8:49 p.m. Commissioner Majcher made a motion to adjourn the meeting. Seconded by Commissioner Herrmann. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.



**Hampshire Township Park District  
Board of Commissioners  
Meeting Minutes  
October 28, 2019**

**Call to Order:**

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

**Commissioners Present:** Nathan Looman, Jennifer Reid, Meagan Tiffany, Jamie Herrmann, Joe Majcher

**Commissioners Absent:**

**Staff Present:** Laura Schraw- Executive Director, Patti Prill- Finance Director, Rosemary Kesse- Early Childhood Director, Michael Prill- Athletics Supervisor, Stephanie Barone- Recreation Supervisor, Toby Koth- Parks Supervisor

Commissioner Herrmann made a motion to approve the agenda. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**Citizens to be Heard:** None

**Presentations**

- A. **Community Survey Results-** Bonnie from the Pathways Resource Group came to present the highlights of the survey results. In summary, there are two sample pools in the survey. Bonnie highlighted the most used programs that the Park District offers. In her summary it included programs that were of most interest. The area of highest interest/use Hampshire Residents stated that they would use a Health/Fitness facility, but also the majority would not support the funding. Overall, the response rate was adequate for the sample size and survey results.
- B. **Audit Presentation-** Roger Wooten- CPA, presented the annual audit for the Park District. Overall, the financial health of the Park District is healthy, There are no financial irregularities, excessive debt or pension problems. In summary, the Park District is meeting its financial goals. Director Prill does not have any concerns with the audit or financial health of the Park District.

**Consent Agenda-**

- A. Approval of September 23, 2019 Meeting Minutes
- B. Approval of September 23, 2019 Executive Session Meeting Minutes
- C. Approval of October 14, 2019 Meeting Minutes
- D. Approval for the August 2019 Treasurer's Report
- E. Approval for the September 2019 Treasurer's Report

- F. Approval of September-October 2019 Transfer of Funds within Heartland Bank, Money Market #219 in the amount of \$180,000.00
- G. G. Approval of payables paid from 09-17-19 to 10-21-19 between meetings in the amount of \$62,642.00.

Commissioner Herrmann made a motion to approve the consent agenda items. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**Staff Reports:** Staff reports were submitted electronically to Commissioners prior to meeting. Questions and comments were asked to relevant staff.

**Commissioner and Staff Comments:** President Looman asked Supervisor Prill about sending emails/letters to parents and/or coaches prior to the season starting about parent/coach etiquette. Discussion was had about including a Code of Conduct in the brochure as well as consulting with PDRMA about including it in our waiver and registration form. President Looman commended Supervisor Prill on his handling of these difficult parent situations. Commissioner Reid summarized the Community Meeting attended on 10/21/2019.

#### **New Business**

- A. Tuscany Woods Restroom/Concession Facility-**Executive Director Schraw reviewed Concession Facility specs and quotes. Executive Director Schraw is recommending that the Park District use CXT Keystone. Commissioner Tiffany made a motion to Authorize the Executive Director to sign the purchase order for a CXT Keystone restroom/concession facility for Tuscany Woods through Sourcewell Contract #030117 for the Park at Tuscany Woods in the amount of \$156,615. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- B. Abatement Ordinance #2019-11-** Executive Director reviewed the Abatement Ordinance and the rationale behind it. Commissioner Reid made a motion to approve Abatement Ordinance #2019-11. Seconded by Commissioner Majcher.  
Roll Call Vote:  
Tiffany- Aye  
Majcher- Aye  
Herrmann- Aye  
Reid- Aye  
Looman-Aye  
Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- C. FY20 Levy-** Executive Director Schraw informed the Board that on November 25, 2019 there will be a Public Hearing for the FY20 Levy. Commissioner Herrmann made a motion to approve the h the required notice in the newspaper and also a motion to hold the required public hearing on November 25, 2019 at 6:15pm. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- D. Delegation of Authority-** Commissioner Tiffany made a motion to approve the Delegation of Authority in President Looman's name. Seconded by Commissioner Majcher. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- E. Youth Education Program Fees – Preschool-** Executive Director Schraw presented to the Board of Commissioners the proposed Preschool Program Fees for the 2020 calendar year and beyond. Executive Director Schraw and Director Kesse are requesting that the Board approve the increase for the 2020-2021 calendar year only. Commissioner Herrmann made a motion to approve the Program Fees for FY 21. Seconded by Commissioner Tiffany. Motion passed 5 Ayes, 0 Nays, 0 Abstain.
- F. IAPD Conference Representative-** Executive Director Schraw asked that the Board select and vote upon the Delegate and First, Second and Third Alternate. Commissioner Reid nominated President Looman as the Delegate for the IAPD Conference. Seconded by Commissioner Herrmann. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

**Old Business- None**

**Adjournment:** At 7:49 p.m. Commissioner Majcher made a motion to adjourn the meeting. Seconded by Commissioner Tiffany. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.

DATE: 11/20/2019  
TIME: 15:22:18  
ID: GL470007.WOW

Hampshire Township Park District  
SUBCLASS DETAIL REVENUE & EXPENSE REPORT  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

PAGE: 1  
F-YR: 20

FUND: CORPORATE FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
PROGRAM EXPENSES						
10-10-01-024-5000	Misc Expense-Corp	0.00	0.00	0.00	37.50	75.00
10-10-01-024-5010	Financial Fees	0.00	0.00	94.71	912.48	1,825.00
10-10-01-024-5012	Professional Fees	3,500.00	3,500.00	850.00	4,999.98	10,000.00
10-10-01-024-5013	Tech Support-Corp	220.98	7,238.63	5,330.85	5,813.64	11,627.32
10-10-01-024-5014	Printing Publications	0.00	87.28	126.90	624.98	1,250.00
10-10-01-024-5015	Bank Fees	0.00	250.50	225.25	388.74	777.50
10-10-01-024-5016	Membership Fees-Corp	0.00	1,805.35	1,518.00	1,386.00	2,772.00
10-10-01-024-5017	Conference Fees-Corp	0.00	0.00	0.00	999.98	2,000.00
10-10-01-024-5018	Mileage Tolls-Corp	23.00	176.54	301.54	499.98	1,000.00
10-10-01-024-5019	Education Fees-Corp	0.00	0.00	0.00	0.00	0.00
10-10-01-024-5020	Advertise Marketing-Corp	0.00	78.96	1,623.55	999.98	2,000.00
10-10-01-024-5021	Vandalism Deductible	0.00	0.00	0.00	999.98	2,000.00
10-10-01-024-5022	Postage-Corp	9.25	36.75	49.43	300.00	600.00
10-10-01-024-5023	Phone-Corp	656.21	2,963.90	2,527.70	2,535.98	5,072.00
10-10-01-024-5024	Copy Machine-Corp	405.90	1,110.68	941.65	1,099.98	2,200.00
10-10-01-024-5032	Legal Fees	50.00	875.00	1,655.00	5,000.48	10,001.00
10-10-01-024-5037	AmeriFlex Spending Fees	0.00	675.00	675.00	1,050.00	2,100.00
10-10-01-024-5038	Record Disposal	0.00	0.00	0.00	99.98	200.00
10-10-01-024-5060	Bottled Water	82.69	629.00	355.37	399.98	800.00
10-10-01-024-5061	Mobile E-Mail-Corp	117.12	667.61	400.00	480.00	960.00
10-10-01-024-6010	Supplies Office-Corp	5.00	510.84	286.72	1,207.50	2,415.00
10-10-01-024-6050	Furnishings Office-Corp	0.00	0.00	0.00	679.98	1,360.00
10-10-10-024-5105	Grants-Returned	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES		5,070.15	20,606.04	16,961.67	30,517.12	61,034.82
SURPLUS (DEFICIT)		(5,070.15)	(20,606.04)	(16,961.67)	(30,517.12)	(61,034.82)

025 Administrative

PROGRAM REVENUES

10-10-01-025-3000	Misc Income-Corporate	0.00	70.00	0.00	0.00	0.00
10-10-01-025-3002	NSF Bank Fees	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3101	Property Tax-Corp Fund	42,760.28	260,836.59	250,563.16	131,871.98	263,744.00
10-10-01-025-3103	Transition Fees	7,567.28	8,559.95	7,342.99	2,499.98	5,000.00
10-10-01-025-3104	Impact Fees-Corp	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3105	Grants-Corporate	0.00	200,000.00	0.00	0.00	0.00
10-10-01-025-3106	Foundation Donation-Corp	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3111	NWLL-Musco Lights	4,032.50	12,097.50	12,097.50	12,097.50	24,195.00
10-10-01-025-3112	Health Wellness	0.00	0.00	0.00	0.00	0.00
10-10-01-025-3201	Interest-Money Market	0.00	149.86	1,514.42	249.98	500.00
10-10-01-025-3310	Personal Property Tax	1,280.00	3,348.53	1,611.13	1,500.00	3,000.00



DATE: 11/20/2019  
TIME: 15:22:18  
ID: GL470007.WOW

Hampshire Township Park District  
SUBCLASS DETAIL REVENUE & EXPENSE REPORT  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

PAGE: 2  
F-YR: 20

FUND: CORPORATE FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
TOTAL PROGRAM REVENUES		55,640.06	485,062.43	273,129.20	148,219.44	296,439.00
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025 Administrative						
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PROGRAM EXPENSES						
10-10-01-025-4020	FICA-Health Wellness	0.00	0.00	0.00	0.00	0.00
10-10-01-025-4021	Medicare-Health Wellness	0.00	0.00	0.00	0.00	0.00
10-10-01-025-4024	IMRF-Health Wellness	0.00	0.00	0.00	0.00	0.00
10-10-01-025-5062	Awards/Recognition	0.00	48.50	1,090.05	750.00	1,500.00
10-10-10-025-4020	FICA-Corp Admin	341.17	2,235.35	1,662.08	2,315.48	4,631.00
10-10-10-025-4021	Medicare-Corp Admin	79.80	522.80	418.85	541.50	1,083.00
10-10-10-025-4024	IMRF-Corp Admin	498.94	3,234.92	3,253.95	3,024.98	6,050.00
10-10-10-025-4025	Health Insurance-Corp	1,216.02	4,247.22	3,713.00	4,420.80	8,841.60
10-10-10-025-4028	IDES Unemployment	634.21	2,228.89	865.57	2,749.98	5,500.00
10-10-10-025-4100	Salaries-Administration	5,959.74	38,738.29	34,362.87	37,343.52	74,687.07
10-10-10-025-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	0.00	0.00
10-10-10-025-9999	Capital Transfers-Corp	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES		8,729.88	51,255.97	45,366.37	51,146.26	102,292.67
SURPLUS (DEFICIT)		46,910.18	433,806.46	227,762.83	97,073.18	194,146.33

FUND: CORPORATE FUND  
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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024 Parks						
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PROGRAM EXPENSES						
10-40-40-024-5000	Misc Expense-Parks	0.00	0.00	177.96	0.00	0.00
10-40-40-024-5059	Gasoline-Parks	771.16	3,305.39	3,168.56	1,999.98	4,000.00
10-40-40-024-5110	Vehicle Repairs	136.99	1,327.87	782.28	1,500.00	3,000.00
10-40-40-024-5120	Tree Replacement Program	0.00	1,000.00	0.00	499.98	1,000.00
10-40-40-024-6050	Equipment-Parks	42.30	568.44	1,965.99	499.98	1,000.00
10-40-40-024-6122	Shop Tools	133.47	352.29	798.40	499.98	1,000.00
10-40-40-024-6125	Supplies-Parks Dept	0.00	969.76	979.21	750.00	1,500.00
TOTAL PROGRAM EXPENSES		1,083.92	7,523.75	7,872.40	5,749.92	11,500.00
SURPLUS (DEFICIT)		(1,083.92)	(7,523.75)	(7,872.40)	(5,749.92)	(11,500.00)
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025 Parks						
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PROGRAM EXPENSES						
10-40-40-025-4020	FICA-Parks Dept	234.07	1,743.10	1,994.70	1,798.98	3,598.00
10-40-40-025-4021	Medicare-Parks Dept	54.75	407.65	466.54	420.98	842.00
10-40-40-025-4024	IMRF-Parks Dept	122.54	796.54	873.56	796.98	1,594.00
10-40-40-025-4100	Salaries-Parks/Maintenance	3,775.38	28,114.61	32,173.13	29,012.84	58,025.72
TOTAL PROGRAM EXPENSES		4,186.74	31,061.90	35,507.93	32,029.78	64,059.72
SURPLUS (DEFICIT)		(4,186.74)	(31,061.90)	(35,507.93)	(32,029.78)	(64,059.72)
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601 Ralph Seyller Park						
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PROGRAM REVENUES						
10-40-40-601-3320	Rental-Seyller Park	0.00	360.00	620.00	750.00	1,500.00
10-40-40-601-3322	Rental-Athletic Field Seylle	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM REVENUES		0.00	360.00	620.00	750.00	1,500.00
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601 Ralph Seyller Park						
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PROGRAM EXPENSES						
10-40-40-601-5000	Misc Expense-Seyller Pk	0.00	0.00	0.00	0.00	0.00

FUND: CORPORATE FUND  
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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601 Ralph Seyller Park						
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10-40-40-601-5027	Garbage Waste-Seyller Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-601-5124	Maint Park Grounds-Seyller	4,020.50	7,906.48	802.73	2,499.98	5,000.00
10-40-40-601-5320	Permit Fee-Seyller Park	0.00	0.00	0.00	0.00	0.00
10-40-40-601-6013	Supplies-Janitorial	22.08	158.68	65.31	150.00	300.00
TOTAL PROGRAM EXPENSES		4,042.58	8,065.16	868.04	2,649.98	5,300.00
SURPLUS (DEFICIT)		(4,042.58)	(7,705.16)	(248.04)	(1,899.98)	(3,800.00)
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602 Bruce Ream Park						
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PROGRAM REVENUES						
10-40-40-602-3320	Rental-Bruce Ream Park	0.00	2,515.00	1,795.00	999.98	2,000.00
10-40-40-602-3322	Rental-Athletic Field Ream P	0.00	1,090.00	0.00	499.98	1,000.00
TOTAL PROGRAM REVENUES		0.00	3,605.00	1,795.00	1,499.96	3,000.00
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602 Bruce Ream Park						
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PROGRAM EXPENSES						
10-40-40-602-5000	Misc Expense-Bruce Ream Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-602-5025	Electric-Bruce Ream Park	253.69	1,136.53	1,082.40	1,999.98	4,000.00
10-40-40-602-5027	Garbage Waste-Bruce Ream Pk	114.24	969.13	723.87	750.00	1,500.00
10-40-40-602-5031	Water-Bruce Ream Park	0.00	5,262.09	5,253.40	4,999.98	10,000.00
10-40-40-602-5124	Maint Parks Grounds-Ream Pk	487.80	11,416.90	(157.23)	2,499.98	5,000.00
10-40-40-602-5320	Permit Fee-Bruce Ream Park	0.00	0.00	0.00	0.00	0.00
10-40-40-602-6013	Supplies-Janitorial	22.08	158.68	65.31	150.00	300.00
TOTAL PROGRAM EXPENSES		877.81	18,943.33	6,967.75	10,399.94	20,800.00
SURPLUS (DEFICIT)		(877.81)	(15,338.33)	(5,172.75)	(8,899.98)	(17,800.00)
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603 Dorothy Schmidt Park						
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PROGRAM REVENUES						
10-40-40-603-3320	Rental-Dorothy Schmidt Park	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM REVENUES		0.00	0.00	0.00	0.00	0.00

FUND: CORPORATE FUND  
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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603	Dorothy Schmidt Park					
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PROGRAM EXPENSES						
10-40-40-603-5000	Misc Expense-D. Schmidt Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-603-5027	Garbage Waste-D. Schmidt Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-603-5124	Maint Park Grounds-Schmidt P	599.85	2,000.16	685.85	2,499.98	5,000.00
10-40-40-603-5320	Permit Fee-D. Schmidt Pk	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES		599.85	2,000.16	685.85	2,499.98	5,000.00
SURPLUS (DEFICIT)		(599.85)	(2,000.16)	(685.85)	(2,499.98)	(5,000.00)
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604	Park at Tuscany Woods					
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PROGRAM REVENUES						
10-40-40-604-3320	Rental-Park at Tuscany Woods	0.00	0.00	0.00	999.98	2,000.00
10-40-40-604-3322	Rental-Athletic Field Tuscan	0.00	50.00	0.00	0.00	0.00
TOTAL PROGRAM REVENUES		0.00	50.00	0.00	999.98	2,000.00
-----						
604	Park at Tuscany Woods					
-----						
PROGRAM EXPENSES						
10-40-40-604-4631	Salaries-Field Labor Tuscany	0.00	0.00	0.00	249.98	500.00
10-40-40-604-5025	Electric-Park at Tuscany Woo	50.24	50.24	0.00	249.98	500.00
10-40-40-604-5031	Water-Park at Tuscany Woods	0.00	0.00	0.00	249.98	500.00
10-40-40-604-5041	Field Labor-Pk at Tuscany Wo	0.00	0.00	0.00	249.98	500.00
10-40-40-604-5124	Maint Park Grounds-Pk Tuscan	315.50	875.04	516.44	499.98	1,000.00
10-40-40-604-5320	Permit Fee-Park at Tuscany	0.00	0.00	0.00	24.98	50.00
10-40-40-604-7006	NWLL-Musco Lights	0.00	12,097.50	14,113.75	12,097.50	24,195.00
TOTAL PROGRAM EXPENSES		365.74	13,022.78	14,630.19	13,622.38	27,245.00
SURPLUS (DEFICIT)		(365.74)	(12,972.78)	(14,630.19)	(12,622.40)	(25,245.00)

FUND: CORPORATE FUND  
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
025	Buildings					
-----						
PROGRAM EXPENSES						
10-50-50-025-4020	FICA-Janitorial Admin Buildi	22.32	148.80	204.29	74.48	149.00
10-50-50-025-4021	Medicare-Janitorial Admin Bl	5.22	34.82	47.79	17.48	35.00
	TOTAL PROGRAM EXPENSES	27.54	183.62	252.08	91.96	184.00
	SURPLUS (DEFICIT)	(27.54)	(183.62)	(252.08)	(91.96)	(184.00)
-----						
701	Administrative Building					
-----						
PROGRAM REVENUES						
10-50-50-701-3303	Rental-Administrative Buildi	110.00	900.00	350.00	750.00	1,500.00
	TOTAL PROGRAM REVENUES	110.00	900.00	350.00	750.00	1,500.00
-----						
701	Administrative Building					
-----						
PROGRAM EXPENSES						
10-50-50-701-4390	Salaries-Custodian Admin Bld	360.00	2,400.00	3,295.00	1,200.00	2,400.00
10-50-50-701-5025	Electric-Admin Bldg	394.93	2,135.65	2,652.20	1,999.98	4,000.00
10-50-50-701-5026	Heat-Admin Bldg	95.26	5,857.87	290.41	1,099.98	2,200.00
10-50-50-701-5028	Fire Alarm System-Admin Bldg	0.00	330.00	612.15	965.48	1,931.00
10-50-50-701-5031	Water-Admin Building	0.00	261.64	193.16	300.00	600.00
10-50-50-701-5124	Maintenance Repairs-Admin Bl	11.28	906.28	698.58	1,500.00	3,000.00
10-50-50-701-5320	Permit Fees	0.00	0.00	0.00	0.00	0.00
10-50-50-701-6050	Equipment-Administrative Bld	0.00	7.59	0.00	249.98	500.00
10-50-50-701-6110	Supplies-Janitorial Admin Bl	22.08	528.20	3.99	150.00	300.00
	TOTAL PROGRAM EXPENSES	883.55	12,427.23	7,745.49	7,465.42	14,931.00
	SURPLUS (DEFICIT)	(773.55)	(11,527.23)	(7,395.49)	(6,715.42)	(13,431.00)
-----						
702	Administrative Building					
-----						
PROGRAM EXPENSES						
10-50-50-702-5026	Heat-Park Bldg	37.86	225.26	194.68	300.00	600.00
10-50-50-702-5028	Fire Alarm System-Parks Bldg	0.00	330.00	612.15	904.98	1,810.00

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Hampshire Township Park District  
SUBCLASS DETAIL REVENUE & EXPENSE REPORT  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

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FUND: CORPORATE FUND  
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
702	Administrative Building					
-----						
10-50-50-702-5124	Maintenance Repairs-Maint B1	0.00	13.57	7.47	999.98	2,000.00
10-50-50-702-6110	Janitorial Supplies-Parks B1	22.08	22.08	0.00	49.98	100.00
	TOTAL PROGRAM EXPENSES	59.94	590.91	814.30	2,254.94	4,510.00
	SURPLUS (DEFICIT)	(59.94)	(590.91)	(814.30)	(2,254.94)	(4,510.00)
TOTAL FUND REVENUES		55,750.06	489,977.43	275,894.20	152,219.38	304,439.00
TOTAL FUND EXPENSES		25,927.70	165,680.85	137,672.07	158,427.68	316,857.21
FUND SURPLUS (DEFICIT)		29,822.36	324,296.58	138,222.13	(6,208.30)	(12,418.21)

FUND: RECREATION FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
024	Grants Awards					
-----						
PROGRAM REVENUES						
20-10-01-024-3105	Grants-Recreation	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
024	Grants Awards					
-----						
PROGRAM EXPENSES						
20-10-01-024-5013	Tech Support-Rec	55.20	2,687.60	2,272.28	6,366.90	12,733.85
20-10-01-024-5066	Computer Equipment	7,160.94	7,419.93	1,718.00	2,499.98	5,000.00
	TOTAL PROGRAM EXPENSES	7,216.14	10,107.53	3,990.28	8,866.88	17,733.85
	SURPLUS (DEFICIT)	(7,216.14)	(10,107.53)	(3,990.28)	(8,866.88)	(17,733.85)
-----						
025	Administrative					
-----						
PROGRAM REVENUES						
20-10-01-025-3000	Misc Income-Rec	0.00	0.00	0.00	0.00	0.00
20-10-01-025-3101	Property Tax-Rec Fund	12,469.56	76,063.96	72,859.42	38,460.00	76,920.00
20-10-01-025-3103	Transition Fees	0.00	0.00	0.00	0.00	0.00
20-10-01-025-3104	Impact Fees-Recreation	0.00	0.00	0.00	0.00	0.00
20-10-01-025-3106	Foundation Donation-Rec	0.00	0.00	20.00	0.00	0.00
20-10-01-025-3108	NonRes Access To Res Rate	0.00	0.00	282.77	499.98	1,000.00
20-10-01-025-3302	Brochure Sponsorship	0.00	0.00	0.00	999.98	2,000.00
20-10-10-025-9000	Fund Transfer to Rec Fund	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	12,469.56	76,063.96	73,162.19	39,959.96	79,920.00
-----						
025	Administrative					
-----						
PROGRAM EXPENSES						
20-10-10-025-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	0.00	0.00
20-10-10-025-9999	Capital Transfers-Rec	0.00	0.00	0.00	9,999.98	20,000.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	9,999.98	20,000.00
	SURPLUS (DEFICIT)	12,469.56	76,063.96	73,162.19	29,959.98	59,920.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
024	General Operations					
-----						
PROGRAM REVENUES						
20-20-01-024-3100	Fundraising	0.00	0.00	5.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	5.00	0.00	0.00
-----						
024	General Operations					
-----						
PROGRAM EXPENSES						
20-20-01-024-5000	Misc Expense-Rec	0.00	0.00	27.31	0.00	0.00
20-20-01-024-5008	Service Charge-Card Connect	25.00	7,314.47	6,503.97	7,500.00	15,000.00
20-20-01-024-5016	Membership Fees-Rec	0.00	612.95	999.00	274.98	550.00
20-20-01-024-5017	Conference Fees-Rec	0.00	0.00	0.00	1,749.98	3,500.00
20-20-01-024-5018	Mileage Tolls-Rec	118.98	972.16	288.04	632.48	1,265.00
20-20-01-024-5020	Advertise Marketing-Rec	0.00	5,662.86	557.81	1,800.00	3,600.00
20-20-01-024-5022	Postage-Rec	55.00	660.49	1,128.38	1,149.98	2,300.00
20-20-01-024-5042	Comprehensive Plan	5,301.38	24,637.23	0.00	24,999.98	50,000.00
20-20-01-024-5061	Mobile E-Mail Rec	538.93	1,249.61	804.31	1,399.98	2,800.00
20-20-01-024-5140	Program Permit Fees	0.00	51.18	0.00	249.98	500.00
20-20-01-024-5318	Fundraising	0.00	0.00	25.94	0.00	0.00
20-20-01-024-6010	Supplies Office-Rec	455.73	552.17	439.52	480.00	960.00
20-20-20-024-5105	Grants-Returned	0.00	0.00	0.00	0.00	0.00
20-20-20-024-6321	Staff Appreciation	0.00	28.88	261.85	300.00	600.00
20-20-20-024-6322	Volunteer Appreciation	0.00	100.00	0.00	249.98	500.00
	TOTAL PROGRAM EXPENSES	6,495.02	41,842.00	11,036.13	40,787.34	81,575.00
	SURPLUS (DEFICIT)	(6,495.02)	(41,842.00)	(11,031.13)	(40,787.34)	(81,575.00)
-----						
025	General Operations					
-----						
PROGRAM EXPENSES						
20-20-10-025-4020	FICA-Rec Dept	743.72	4,881.40	4,345.13	4,587.98	9,176.00
20-20-10-025-4021	Medicare-Rec Dept	173.93	1,141.64	1,016.21	1,074.48	2,149.00
20-20-10-025-4024	IMRF-Rec Dept	859.43	5,582.22	5,784.88	5,294.48	10,589.00
20-20-10-025-4025	Health Insurance-Rec Staff	1,082.82	3,545.94	3,025.24	3,673.20	7,346.40
20-20-10-025-4100	Salaries-Administration	10,510.31	69,408.73	64,774.40	73,996.26	147,992.53
20-20-20-025-4020	FICA-Athletic Programs	39.22	144.93	163.09	541.98	1,084.00
20-20-20-025-4021	Medicare-Athletic Programs	9.17	33.90	38.17	87.98	176.00
20-20-20-025-4024	IMRF-Athletic Programs	0.00	0.00	0.00	0.00	0.00



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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
025 General Operations						
-----						
20-20-21-025-4020	FICA-Athletic Camps	0.00	14.88	0.00	0.00	0.00
20-20-21-025-4021	Medicare-Athletic Camps	0.00	3.48	0.00	0.00	0.00
20-20-22-025-4020	FICA-Wellness Programs	0.00	0.00	0.00	0.00	0.00
20-20-22-025-4021	Medicare-Wellness Programs	0.00	0.00	0.00	0.00	0.00
20-20-23-025-4020	FICA-Rec Programs	0.00	0.00	0.00	0.00	0.00
20-20-23-025-4021	Medicare-Rec Programs	0.00	0.00	0.00	0.00	0.00
20-20-24-025-4020	FICA-Rec Camps	0.00	1,107.78	381.92	232.50	465.00
20-20-24-025-4021	Medicare-Rec Camps	0.00	259.14	89.29	54.48	109.00
20-20-24-025-4024	IMRF-Rec Camps	0.00	31.26	0.00	0.00	0.00
20-20-25-025-4020	FICA-Special Events	0.00	23.44	0.00	15.98	32.00
20-20-25-025-4021	Medicare-Special Events	0.00	5.49	0.00	3.98	8.00
20-20-29-025-4020	FICA-Misc Programs	0.00	0.00	0.00	0.00	0.00
20-20-29-025-4021	Medicare-Misc Programs	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES		13,418.60	86,184.23	79,618.33	89,563.30	179,126.93
SURPLUS (DEFICIT)		(13,418.60)	(86,184.23)	(79,618.33)	(89,563.30)	(179,126.93)
-----						
201 Admission Tickets						
-----						
PROGRAM REVENUES						
20-20-25-201-3500	Admission Tickets	714.00	1,650.00	1,278.00	750.00	1,500.00
TOTAL PROGRAM REVENUES		714.00	1,650.00	1,278.00	750.00	1,500.00
-----						
201 Admission Tickets						
-----						
PROGRAM EXPENSES						
20-20-25-201-6215	Supplies-Admission Tickets	912.00	912.00	252.00	759.98	1,520.00
TOTAL PROGRAM EXPENSES		912.00	912.00	252.00	759.98	1,520.00
SURPLUS (DEFICIT)		(198.00)	738.00	1,026.00	(9.98)	(20.00)
-----						
210 Adult Softball						
-----						
PROGRAM REVENUES						

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
210	Adult Softball					
-----						
20-20-20-210-3500	Adult Softball	0.00	1,250.00	1,585.00	1,500.00	3,000.00
	TOTAL PROGRAM REVENUES	0.00	1,250.00	1,585.00	1,500.00	3,000.00
-----						
210	Adult Softball					
-----						
PROGRAM EXPENSES						
20-20-20-210-4631	Salaries-Field Labor Adult S	0.00	0.00	35.00	0.00	0.00
20-20-20-210-4632	Salaries-Umpire Adult Softba	394.00	1,619.00	1,400.00	750.00	1,500.00
20-20-20-210-5225	Lights-Adult Softball	0.00	100.00	0.00	249.98	500.00
20-20-20-210-6215	Supplies-Adult Softball	0.00	36.46	383.47	249.98	500.00
	TOTAL PROGRAM EXPENSES	394.00	1,755.46	1,818.47	1,249.96	2,500.00
	SURPLUS (DEFICIT)	(394.00)	(505.46)	(233.47)	250.04	500.00
-----						
212	Open Gym					
-----						
PROGRAM REVENUES						
20-20-20-212-3500	Open Gym-Basketball	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
212	Open Gym					
-----						
PROGRAM EXPENSES						
20-20-20-212-4630	Salaries-Site B-Ball Open Gy	0.00	0.00	0.00	0.00	0.00
20-20-20-212-6215	Supplies-B-Ball Open Gym	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
214	Adult Cup in Hand League					
-----						
PROGRAM REVENUES						

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
214	Adult Cup in Hand League					
-----						
20-20-20-214-3500	Adult Cup in Hand League	0.00	1,500.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	1,500.00	0.00	0.00	0.00
-----						
214	Adult Cup in Hand League					
-----						
PROGRAM EXPENSES						
20-20-20-214-4630	Salaries-Site Super Adult Cu	0.00	0.00	0.00	0.00	0.00
20-20-20-214-5225	Lights-Adult Cup in Hand	0.00	0.00	0.00	0.00	0.00
20-20-20-214-6215	Supplies-Adult Cup in Hand	0.00	1,127.10	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	1,127.10	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	372.90	0.00	0.00	0.00
-----						
220	Adult Trips					
-----						
PROGRAM REVENUES						
20-20-22-220-3500	Adult Trips	0.00	0.00	0.00	249.98	500.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	249.98	500.00
-----						
220	Adult Trips					
-----						
PROGRAM EXPENSES						
20-20-22-220-5126	Contractual-Adult Trips	0.00	0.00	0.00	199.98	400.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	199.98	400.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	50.00	100.00
-----						
221	Adult Wellness					
-----						
PROGRAM REVENUES						
20-20-22-221-3500	Adult Wellness	369.00	4,800.85	0.00	2,499.98	5,000.00
	TOTAL PROGRAM REVENUES	369.00	4,800.85	0.00	2,499.98	5,000.00

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Hampshire Township Park District  
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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
221	Adult Wellness					
-----						
PROGRAM EXPENSES						
20-20-22-221-4610	Salaries-Adult Wellness	0.00	0.00	0.00	0.00	0.00
20-20-22-221-5126	Contractual-Adult Wellness	932.00	4,375.32	0.00	1,999.98	4,000.00
20-20-22-221-6215	Supplies-Adult Wellness	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	932.00	4,375.32	0.00	1,999.98	4,000.00
	SURPLUS (DEFICIT)	(563.00)	425.53	0.00	500.00	1,000.00
-----						
222	Movies in the Park					
-----						
PROGRAM REVENUES						
20-20-25-222-3500	Movies in the Park	0.00	600.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	600.00	0.00	0.00	0.00
-----						
222	Movies in the Park					
-----						
PROGRAM EXPENSES						
20-20-25-222-6215	Supplies-Movies in the Park	0.00	1,471.27	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	1,471.27	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	(871.27)	0.00	0.00	0.00
-----						
224	Coon Creek Classic					
-----						
PROGRAM REVENUES						
20-20-25-224-3500	Coon Creek Classic	0.00	6,183.75	6,484.00	3,324.98	6,650.00
	TOTAL PROGRAM REVENUES	0.00	6,183.75	6,484.00	3,324.98	6,650.00
-----						
224	Coon Creek Classic					
-----						
PROGRAM EXPENSES						
20-20-25-224-4601	Salaries-Coon Creek Classic	0.00	239.61	0.00	75.00	150.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
224 Coon Creek Classic						
-----						
20-20-25-224-5126	Contractual-C C Classic	0.00	400.00	0.00	600.00	1,200.00
20-20-25-224-6215	Supplies-Coon Creek Classic	0.00	3,383.12	3,501.26	849.98	1,700.00
	TOTAL PROGRAM EXPENSES	0.00	4,022.73	3,501.26	1,524.98	3,050.00
	SURPLUS (DEFICIT)	0.00	2,161.02	2,982.74	1,800.00	3,600.00
-----						
225 Colour Me Lucky 5K						
-----						
PROGRAM REVENUES						
20-20-25-225-3500	Colour Me Lucky 5K	0.00	0.00	1,785.00	999.98	2,000.00
	TOTAL PROGRAM REVENUES	0.00	0.00	1,785.00	999.98	2,000.00
-----						
225 Colour Me Lucky 5K						
-----						
PROGRAM EXPENSES						
20-20-25-225-4300	Salaries-Colour Me Lucky	0.00	0.00	0.00	24.98	50.00
20-20-25-225-6215	Supplies-Colour Me Lucky	0.00	1,150.00	1,129.64	750.00	1,500.00
	TOTAL PROGRAM EXPENSES	0.00	1,150.00	1,129.64	774.98	1,550.00
	SURPLUS (DEFICIT)	0.00	(1,150.00)	655.36	225.00	450.00
-----						
229 Music Under the Oaks						
-----						
PROGRAM REVENUES						
20-20-25-229-3500	Music Under the Oaks	0.00	1,194.00	3,648.50	1,749.98	3,500.00
	TOTAL PROGRAM REVENUES	0.00	1,194.00	3,648.50	1,749.98	3,500.00
-----						
229 Music Under the Oaks						
-----						
PROGRAM EXPENSES						
20-20-25-229-4601	Salaries-Music Under the Oak	0.00	100.00	0.00	0.00	0.00
20-20-25-229-6215	Supplies-Music Under The Oak	0.00	787.44	2,595.39	1,249.98	2,500.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
	TOTAL PROGRAM EXPENSES	0.00	887.44	2,595.39	1,249.98	2,500.00
	SURPLUS (DEFICIT)	0.00	306.56	1,053.11	500.00	1,000.00
-----						
230	Fall Race					
-----						
PROGRAM REVENUES						
20-20-25-230-3500	Fall Race	0.00	0.00	0.00	499.98	1,000.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	499.98	1,000.00
-----						
230	Fall Race					
-----						
PROGRAM EXPENSES						
20-20-25-230-4475	Salaries-Fall Race	0.00	0.00	0.00	0.00	0.00
20-20-25-230-6215	Supplies-Fall Race	0.00	0.00	275.00	249.98	500.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	275.00	249.98	500.00
	SURPLUS (DEFICIT)	0.00	0.00	(275.00)	250.00	500.00
-----						
232	Adult Workshops					
-----						
PROGRAM REVENUES						
20-20-22-232-3500	Adult Workshops	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
232	Adult Workshops					
-----						
PROGRAM EXPENSES						
20-20-22-232-6215	Supplies-Adult Workshops	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
318	Ice Skating Classes					
-----						
PROGRAM REVENUES						
20-20-23-318-3500	Ice Skating Classes	0.00	133.00	0.00	150.00	300.00
	TOTAL PROGRAM REVENUES	0.00	133.00	0.00	150.00	300.00
-----						
318	Ice Skating Classes					
-----						
PROGRAM EXPENSES						
20-20-23-318-5126	Contractual-Ice Skating Clas	0.00	0.00	0.00	105.00	210.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	105.00	210.00
	SURPLUS (DEFICIT)	0.00	133.00	0.00	45.00	90.00
-----						
322	Summer Camp					
-----						
PROGRAM REVENUES						
20-20-24-322-3500	Summer Fun Camp	25.00	37,208.28	8,724.26	4,999.98	10,000.00
	TOTAL PROGRAM REVENUES	25.00	37,208.28	8,724.26	4,999.98	10,000.00
-----						
322	Summer Camp					
-----						
PROGRAM EXPENSES						
20-20-24-322-4475	Salaries-Summer Fun Camp	0.00	18,423.01	6,159.72	3,750.00	7,500.00
20-20-24-322-5126	Contractual-Summer Fun Camp	0.00	0.00	275.00	137.48	275.00
20-20-24-322-6215	Supplies-Summer Fun Camp	0.00	10,075.25	250.05	124.98	250.00
	TOTAL PROGRAM EXPENSES	0.00	28,498.26	6,684.77	4,012.46	8,025.00
	SURPLUS (DEFICIT)	25.00	8,710.02	2,039.49	987.52	1,975.00
-----						
323	Trunk N Treat					
-----						
PROGRAM REVENUES						
20-20-25-323-3500	Trunk N Treat	0.00	275.00	275.00	137.48	275.00

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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
	TOTAL PROGRAM REVENUES	0.00	275.00	275.00	137.48	275.00
-----						
323	Trunk N Treat					
-----						
PROGRAM EXPENSES						
20-20-25-323-4601	Salaries-Trunk N Treat	0.00	0.00	0.00	0.00	0.00
20-20-25-323-5126	Contractual-Trunk N Treat	0.00	275.00	275.00	137.48	275.00
20-20-25-323-6215	Supplies-Trunk N Treat	0.00	0.00	22.18	49.98	100.00
	TOTAL PROGRAM EXPENSES	0.00	275.00	297.18	187.46	375.00
	SURPLUS (DEFICIT)	0.00	0.00	(22.18)	(49.98)	(100.00)
-----						
325	British Soccer Camp					
-----						
PROGRAM REVENUES						
20-20-20-325-3500	British Soccer Camp	0.00	340.00	240.00	129.98	260.00
	TOTAL PROGRAM REVENUES	0.00	340.00	240.00	129.98	260.00
-----						
326	Daddy Daughter Dance					
-----						
PROGRAM REVENUES						
20-20-25-326-3500	Daddy Daughter Dance	0.00	(45.00)	0.00	999.98	2,000.00
	TOTAL PROGRAM REVENUES	0.00	(45.00)	0.00	999.98	2,000.00
-----						
326	Daddy Daughter Dance					
-----						
PROGRAM EXPENSES						
20-20-25-326-5126	Contractual-Daddy Daughter	0.00	0.00	0.00	124.98	250.00
20-20-25-326-6215	Supplies-Daddy Daughter Danc	0.00	59.74	322.45	249.98	500.00
	TOTAL PROGRAM EXPENSES	0.00	59.74	322.45	374.96	750.00
	SURPLUS (DEFICIT)	0.00	(104.74)	(322.45)	625.02	1,250.00
-----						
328	Bunny Visits					
-----						
PROGRAM REVENUES						



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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
20-20-25-328-3500	Bunny Visits	0.00	0.00	0.00	150.00	300.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	150.00	300.00
-----						
328	Bunny Visits					
-----						
PROGRAM EXPENSES						
20-20-25-328-6215	Supplies-Bunny Visits	0.00	0.00	0.00	124.98	250.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	124.98	250.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	25.02	50.00
-----						
330	Dance Programs					
-----						
PROGRAM REVENUES						
20-20-23-330-3500	Dance Programs	492.00	6,571.00	3,699.00	4,500.00	9,000.00
	TOTAL PROGRAM REVENUES	492.00	6,571.00	3,699.00	4,500.00	9,000.00
-----						
330	Dance Programs					
-----						
PROGRAM EXPENSES						
20-20-23-330-4610	Salaries-Dance Programs	0.00	0.00	0.00	0.00	0.00
20-20-23-330-5126	Contractual-Dance Programs	0.00	1,762.60	0.00	3,600.00	7,200.00
20-20-23-330-6215	Supplies-Dance Programs	0.00	0.00	1,222.20	49.98	100.00
	TOTAL PROGRAM EXPENSES	0.00	1,762.60	1,222.20	3,649.98	7,300.00
	SURPLUS (DEFICIT)	492.00	4,808.40	2,476.80	850.02	1,700.00
-----						
331	Karate					
-----						
PROGRAM REVENUES						
20-20-23-331-3500	Karate	150.00	255.00	1,324.00	999.98	2,000.00
	TOTAL PROGRAM REVENUES	150.00	255.00	1,324.00	999.98	2,000.00
-----						
331	Karate					
-----						
PROGRAM EXPENSES						

FUND: RECREATION FUND  
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ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
20-20-23-331-5126	Contractual-Karate	0.00	160.00	760.00	900.00	1,800.00
	TOTAL PROGRAM EXPENSES	0.00	160.00	760.00	900.00	1,800.00
	SURPLUS (DEFICIT)	150.00	95.00	564.00	99.98	200.00
-----						
332	Egg Hunt					
-----						
PROGRAM REVENUES						
20-20-25-332-3500	Egg Hunt	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
332	Egg Hunt					
-----						
PROGRAM EXPENSES						
20-20-25-332-4601	Salaries-Egg Hunt	0.00	0.00	0.00	24.98	50.00
20-20-25-332-6215	Supplies-Egg Hunt	0.00	0.00	0.00	49.98	100.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	74.96	150.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	(74.96)	(150.00)
-----						
333	Horseback Riding					
-----						
PROGRAM REVENUES						
20-20-23-333-3500	Horseback Riding	0.00	2,682.00	2,162.00	2,250.00	4,500.00
	TOTAL PROGRAM REVENUES	0.00	2,682.00	2,162.00	2,250.00	4,500.00
-----						
333	Horseback Riding					
-----						
PROGRAM EXPENSES						
20-20-23-333-5126	Contractual-Horseback Ride	0.00	2,754.00	1,326.00	1,800.00	3,600.00
	TOTAL PROGRAM EXPENSES	0.00	2,754.00	1,326.00	1,800.00	3,600.00
	SURPLUS (DEFICIT)	0.00	(72.00)	836.00	450.00	900.00

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-----						
336	Art Programs					
-----						
PROGRAM REVENUES						
20-20-23-336-3500	Art Programs	0.00	0.00	868.00	600.00	1,200.00
	TOTAL PROGRAM REVENUES	0.00	0.00	868.00	600.00	1,200.00
-----						
336	Art Programs					
-----						
PROGRAM EXPENSES						
20-20-23-336-4610	Salaries-Art Programs	0.00	0.00	0.00	0.00	0.00
20-20-23-336-6215	Supplies-Art Programs	0.00	0.00	305.00	579.98	1,160.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	305.00	579.98	1,160.00
	SURPLUS (DEFICIT)	0.00	0.00	563.00	20.02	40.00
-----						
339	Santa Phone Calls					
-----						
PROGRAM REVENUES						
20-20-25-339-3500	Santa Phone Calls	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
339	Santa Phone Calls					
-----						
PROGRAM EXPENSES						
20-20-25-339-6215	Supplies-Santa Phone Calls	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
341	Private Lessons					
-----						
PROGRAM REVENUES						
20-20-23-341-3500	Private Lessons	(270.00)	570.00	960.00	300.00	600.00
	TOTAL PROGRAM REVENUES	(270.00)	570.00	960.00	300.00	600.00

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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
341	Private Lessons					
-----						
PROGRAM EXPENSES						
20-20-23-341-5126	Contractual-Private Lessons	0.00	416.00	880.00	240.00	480.00
20-20-23-341-6215	Supplies-Private Lessons	0.00	0.00	65.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	416.00	945.00	240.00	480.00
	SURPLUS (DEFICIT)	(270.00)	154.00	15.00	60.00	120.00
-----						
342	Candy Cane Hunt					
-----						
PROGRAM REVENUES						
20-20-25-342-3500	Candy Cane Hunt	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
342	Candy Cane Hunt					
-----						
PROGRAM EXPENSES						
20-20-25-342-6215	Supplies-Candy Cane Hunt	0.00	0.00	0.00	24.98	50.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	24.98	50.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	(24.98)	(50.00)
-----						
343	Winter Fun Night					
-----						
PROGRAM REVENUES						
20-20-25-343-3500	Winter Fun Night	0.00	0.00	0.00	99.98	200.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	99.98	200.00
-----						
343	Winter Fun Night					
-----						
PROGRAM EXPENSES						
20-20-25-343-4612	Salaries-Winter Fun Night	0.00	0.00	0.00	49.98	100.00
20-20-25-343-6215	Supplies-Winter Fun Night	0.00	0.00	0.00	49.98	100.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	99.96	200.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.02	0.00
-----						
344	Parents Night Out					
-----						
PROGRAM REVENUES						
20-20-25-344-3500	Parents Night Out	280.00	329.00	0.00	99.98	200.00
	TOTAL PROGRAM REVENUES	280.00	329.00	0.00	99.98	200.00
-----						
344	Parents Night Out					
-----						
PROGRAM EXPENSES						
20-20-25-344-4612	Salaries-Parents Night Out	0.00	0.00	0.00	79.98	160.00
20-20-25-344-6215	Supplies-Parents Night Out	140.00	440.00	327.50	0.00	0.00
	TOTAL PROGRAM EXPENSES	140.00	440.00	327.50	79.98	160.00
	SURPLUS (DEFICIT)	140.00	(111.00)	(327.50)	20.00	40.00
-----						
345	Holiday Camps					
-----						
PROGRAM REVENUES						
20-20-24-345-3500	Holiday Camps	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
345	Holiday Camps					
-----						
PROGRAM EXPENSES						
20-20-24-345-6215	Supplies-Holiday Camps	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
346	Matchbox Races					
-----						
PROGRAM REVENUES						
20-20-25-346-3500	Matchbox Races	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
346	Matchbox Races					
-----						
PROGRAM EXPENSES						
20-20-25-346-6215	Supplies-Matchbox Races	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
347	Tree Lighting					
-----						
PROGRAM REVENUES						
20-20-25-347-3500	Tree Lighting	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
347	Tree Lighting					
-----						
PROGRAM EXPENSES						
20-20-25-347-6215	Supplies-Tree Lighting	0.00	0.00	0.00	12.48	25.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	12.48	25.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	(12.48)	(25.00)
-----						
348	Mom & Son Bowling					
-----						
PROGRAM REVENUES						
20-20-25-348-3500	Mom & Son Bowling	0.00	0.00	0.00	49.98	100.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	49.98	100.00

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-----						
348	Mom & Son Bowling					
-----						
PROGRAM EXPENSES						
20-20-25-348-5126	Contractual-Mom & Son Bowlin	0.00	0.00	0.00	39.98	80.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	39.98	80.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	10.00	20.00
-----						
349	Youth Bowling					
-----						
PROGRAM REVENUES						
20-20-25-349-3500	Youth Bowling	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
349	Youth Bowling					
-----						
PROGRAM EXPENSES						
20-20-25-349-5126	Contractual-Youth Bowling	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
350	Cookie Decorating					
-----						
PROGRAM REVENUES						
20-20-25-350-3500	Cookie Decorating	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
350	Cookie Decorating					
-----						
PROGRAM EXPENSES						
20-20-25-350-5126	Contractual-Cookie Decoratin	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
351	Sip & Shop					
-----						
PROGRAM REVENUES						
20-20-25-351-3500	Sip & Shop	0.00	0.00	475.00	99.98	200.00
	TOTAL PROGRAM REVENUES	0.00	0.00	475.00	99.98	200.00
-----						
351	Sip & Shop					
-----						
PROGRAM EXPENSES						
20-20-25-351-6215	Supplies-Sip & Shop	0.00	0.00	26.21	24.98	50.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	26.21	24.98	50.00
	SURPLUS (DEFICIT)	0.00	0.00	448.79	75.00	150.00
-----						
352	Parent & Child Music Class					
-----						
PROGRAM REVENUES						
20-20-23-352-3500	Parent & Child Music Class	0.00	5.00	(200.00)	249.98	500.00
	TOTAL PROGRAM REVENUES	0.00	5.00	(200.00)	249.98	500.00
-----						
352	Parent & Child Music Class					
-----						
PROGRAM EXPENSES						
20-20-23-352-5126	Contractual-Parent & Child M	0.00	0.00	0.00	199.98	400.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	199.98	400.00
	SURPLUS (DEFICIT)	0.00	5.00	(200.00)	50.00	100.00
-----						
353	Mommy & Me					
-----						
PROGRAM REVENUES						
20-20-25-353-3500	Mommy & Me	0.00	0.00	56.00	150.00	300.00
	TOTAL PROGRAM REVENUES	0.00	0.00	56.00	150.00	300.00



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-----						
353	Mommy & Me					
-----						
PROGRAM EXPENSES						
20-20-25-353-5126	Contractual-Mommy & Me	0.00	0.00	0.00	120.00	240.00
20-20-25-353-6215	Supplies-Mommy & Me	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	120.00	240.00
	SURPLUS (DEFICIT)	0.00	0.00	56.00	30.00	60.00
-----						
704	Gary Wright Gym					
-----						
PROGRAM REVENUES						
20-20-29-704-3320	Rental-Gary Wright Gym	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
-----						
704	Gary Wright Gym					
-----						
PROGRAM EXPENSES						
20-20-29-704-4630	Salaries-Site Super Rentals	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
800	T-Ball					
-----						
PROGRAM REVENUES						
20-20-20-800-3500	T-Ball	17.00	3,868.00	3,435.50	3,000.00	6,000.00
	TOTAL PROGRAM REVENUES	17.00	3,868.00	3,435.50	3,000.00	6,000.00
-----						
800	T-Ball					
-----						
PROGRAM EXPENSES						
20-20-20-800-4630	Salaries-Site Super T-Ball	0.00	20.00	0.00	0.00	0.00
20-20-20-800-4631	Salaries-Field Labor T-Ball	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
800	T-Ball					
-----						
20-20-20-800-6215	Supplies-T-Ball	0.00	3,591.15	3,745.45	1,999.98	4,000.00
	TOTAL PROGRAM EXPENSES	0.00	3,611.15	3,745.45	1,999.98	4,000.00
	SURPLUS (DEFICIT)	17.00	256.85	(309.95)	1,000.02	2,000.00
-----						
802	Five Tool Player Baseball					
-----						
PROGRAM REVENUES						
20-20-20-802-3500	Five Tool Player Baseball	0.00	0.00	622.00	750.00	1,500.00
	TOTAL PROGRAM REVENUES	0.00	0.00	622.00	750.00	1,500.00
-----						
802	Five Tool Player Baseball					
-----						
PROGRAM EXPENSES						
20-20-20-802-5126	Contractual-Five Tool Player	0.00	0.00	400.00	525.00	1,050.00
20-20-20-802-6215	Supplies-Five Tool Player Ba	0.00	0.00	450.77	225.00	450.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	850.77	750.00	1,500.00
	SURPLUS (DEFICIT)	0.00	0.00	(228.77)	0.00	0.00
-----						
811	Spring Soccer					
-----						
PROGRAM REVENUES						
20-20-20-811-3500	Spring Soccer	0.00	(10.50)	196.80	15,999.98	32,000.00
	TOTAL PROGRAM REVENUES	0.00	(10.50)	196.80	15,999.98	32,000.00
-----						
811	Spring Soccer					
-----						
PROGRAM EXPENSES						
20-20-20-811-4612	Salaries-Referee Spring Socc	0.00	1,290.00	2,135.00	1,500.00	3,000.00
20-20-20-811-4630	Salaries-Site Sup Spring Soc	0.00	20.00	280.00	300.00	600.00
20-20-20-811-4631	Salaries-Field Labor Spring	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
811	Spring Soccer					
-----						
20-20-20-811-6215	Supplies-Spring Soccer	1,103.83	2,305.49	2,170.76	3,000.00	6,000.00
	TOTAL PROGRAM EXPENSES	1,103.83	3,615.49	4,585.76	4,800.00	9,600.00
	SURPLUS (DEFICIT)	(1,103.83)	(3,625.99)	(4,388.96)	11,199.98	22,400.00
-----						
812	Fall Soccer					
-----						
PROGRAM REVENUES						
20-20-20-812-3500	Fall Soccer	204.50	32,681.00	33,327.55	15,999.98	32,000.00
	TOTAL PROGRAM REVENUES	204.50	32,681.00	33,327.55	15,999.98	32,000.00
-----						
812	Fall Soccer					
-----						
PROGRAM EXPENSES						
20-20-20-812-4612	Salaries-Referee Fall Soccer	838.00	1,837.00	810.00	999.98	2,000.00
20-20-20-812-4630	Salaries-Site Sup Fall Socce	44.00	94.00	0.00	300.00	600.00
20-20-20-812-4631	Salaries-Field Labor Fall So	160.00	160.00	135.00	0.00	0.00
20-20-20-812-6215	Supplies-Fall Soccer	1,103.83	3,310.90	5,068.31	3,000.00	6,000.00
	TOTAL PROGRAM EXPENSES	2,145.83	5,401.90	6,013.31	4,299.98	8,600.00
	SURPLUS (DEFICIT)	(1,941.33)	27,279.10	27,314.24	11,700.00	23,400.00
-----						
815	Basketball					
-----						
PROGRAM REVENUES						
20-20-20-815-3500	Basketball	15,163.90	20,930.40	22,939.60	19,999.98	40,000.00
	TOTAL PROGRAM REVENUES	15,163.90	20,930.40	22,939.60	19,999.98	40,000.00
-----						
815	Basketball					
-----						
PROGRAM EXPENSES						
20-20-20-815-4612	Salaries-Referee Basketball	0.00	0.00	0.00	3,499.98	7,000.00

ACCOUNT		OCTOBER	FISCAL	PRIOR	FISCAL	ANNUAL
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR-TO-DATE	YTD	YEAR
			ACTUAL	ACTUAL	BUDGET	BUDGET
-----						
815	Basketball					
-----						
20-20-20-815-4630	Salaries-Site Super Basketba	0.00	325.00	0.00	1,500.00	3,000.00
20-20-20-815-6215	Supplies-Basketball	166.97	218.32	4,659.09	3,000.00	6,000.00
	TOTAL PROGRAM EXPENSES	166.97	543.32	4,659.09	7,999.98	16,000.00
	SURPLUS (DEFICIT)	14,996.93	20,387.08	18,280.51	12,000.00	24,000.00
-----						
819	Flag Football					
-----						
PROGRAM REVENUES						
20-20-20-819-3500	Flag Football	53.00	5,980.75	5,917.02	3,000.00	6,000.00
	TOTAL PROGRAM REVENUES	53.00	5,980.75	5,917.02	3,000.00	6,000.00
-----						
819	Flag Football					
-----						
PROGRAM EXPENSES						
20-20-20-819-4612	Salaries-Referee Flag Footba	280.00	280.00	140.00	300.00	600.00
20-20-20-819-4630	Salaries-Site Super Flag Foo	0.00	0.00	0.00	240.00	480.00
20-20-20-819-4631	Salaries-Field Labor Flag Fo	0.00	0.00	70.00	99.98	200.00
20-20-20-819-6215	Supplies-Flag Football	514.68	2,074.61	1,633.91	999.98	2,000.00
	TOTAL PROGRAM EXPENSES	794.68	2,354.61	1,843.91	1,639.96	3,280.00
	SURPLUS (DEFICIT)	(741.68)	3,626.14	4,073.11	1,360.04	2,720.00
-----						
820	Volleyball					
-----						
PROGRAM REVENUES						
20-20-20-820-3500	Volleyball	177.00	2,390.00	2,339.00	2,499.98	5,000.00
	TOTAL PROGRAM REVENUES	177.00	2,390.00	2,339.00	2,499.98	5,000.00
-----						
820	Volleyball					

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PAGE: 30  
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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
820	Volleyball					
-----						
20-20-20-820-4612	Salaries-Referee Volleyball	276.00	462.00	0.00	249.98	500.00
20-20-20-820-4630	Salaries-Site Super Volleyba	140.00	140.00	0.00	249.98	500.00
20-20-20-820-6215	Supplies-Volleyball	212.33	319.40	287.06	349.98	700.00
	TOTAL PROGRAM EXPENSES	628.33	921.40	287.06	849.94	1,700.00
	SURPLUS (DEFICIT)	(451.33)	1,468.60	2,051.94	1,650.04	3,300.00
-----						
853	Summer Athletic Camps					
-----						
PROGRAM REVENUES						
20-20-21-853-3500	Summer Athletic Camps	0.00	4,952.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	4,952.00	0.00	0.00	0.00
-----						
853	Summer Athletic Camps					
-----						
PROGRAM EXPENSES						
20-20-21-853-4630	Salaries-Site Sup Sum Ath Ca	0.00	240.00	0.00	0.00	0.00
20-20-21-853-5126	Contractual-Summer Athletic	0.00	3,405.50	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	3,645.50	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	1,306.50	0.00	0.00	0.00
-----						
865	Basketball Clinic					
-----						
PROGRAM REVENUES						
20-20-21-865-3500	Speed School Camp	0.00	0.00	75.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	75.00	0.00	0.00
-----						
865	Basketball Clinic					
-----						
PROGRAM EXPENSES						
20-20-21-865-5126	Contractual-Speed School Cam	0.00	0.00	0.00	0.00	0.00

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Hampshire Township Park District  
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FOR 6 PERIODS ENDING OCTOBER 31, 2019

PAGE: 31  
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FUND: RECREATION FUND  
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	75.00	0.00	0.00

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Hampshire Township Park District  
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PAGE: 32  
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FUND: RECREATION FUND  
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
025	Buildings					
-----						
PROGRAM EXPENSES						
20-50-50-025-4020	FICA-Buildings	0.00	0.00	0.00	0.00	0.00
20-50-50-025-4021	Medicare-Buildings	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
704	Buildings					
-----						
PROGRAM EXPENSES						
20-50-50-704-6110	Supplies-Janitorial GDW	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

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Hampshire Township Park District  
SUBCLASS DETAIL REVENUE & EXPENSE REPORT  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

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FUND: RECREATION FUND  
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
025	Youth Education					
-----						
PROGRAM EXPENSES						
20-60-18-025-4020	FICA-Daycare	1,043.37	6,430.58	6,092.16	6,540.98	13,082.00
20-60-18-025-4021	Medicare-Daycare	244.02	1,503.92	1,424.80	1,530.00	3,060.00
20-60-18-025-4024	IMRF-Daycare	1,155.80	7,448.28	7,777.15	7,591.50	15,183.00
20-60-26-025-4020	FICA-Preschool	744.07	3,691.57	3,637.16	4,353.98	8,708.00
20-60-26-025-4021	Medicare-Preschool	174.02	863.34	850.56	1,018.50	2,037.00
20-60-26-025-4024	IMRF-Preschool	684.95	3,940.27	4,473.56	4,080.00	8,160.00
20-60-27-025-4020	FICA-Youth Educations Camps	0.00	105.25	17.64	0.00	0.00
20-60-27-025-4021	Medicare-Youth Education Cam	0.00	24.61	4.12	0.00	0.00
20-60-27-025-4024	IMRF-Youth Education Camps	0.00	0.00	0.00	0.00	0.00
20-60-28-025-4020	FICA-ETC	582.33	3,100.06	2,819.73	3,564.98	7,130.00
20-60-28-025-4021	Medicare-ETC	136.22	725.00	659.56	833.48	1,667.00
20-60-28-025-4024	IMRF-ETC	434.16	2,981.10	3,304.62	3,036.48	6,073.00
20-60-50-025-4020	FICA-LPP Building	45.37	133.32	75.18	0.00	0.00
20-60-50-025-4021	Medicare-LPP Building	10.61	31.17	17.61	14.48	29.00
TOTAL PROGRAM EXPENSES		5,254.92	30,978.47	31,153.85	32,564.38	65,129.00
SURPLUS (DEFICIT)		(5,254.92)	(30,978.47)	(31,153.85)	(32,564.38)	(65,129.00)
-----						
501	Extended Care					
-----						
PROGRAM REVENUES						
20-60-28-501-3000	Misc Income-ETC	0.00	0.00	0.00	0.00	0.00
20-60-28-501-3307	Registration Fee-ETC	20.00	9,120.00	8,038.00	4,249.98	8,500.00
20-60-28-501-3500	ETC	26,577.34	108,665.06	102,267.34	109,999.98	220,000.00
TOTAL PROGRAM REVENUES		26,597.34	117,785.06	110,305.34	114,249.96	228,500.00
-----						
501	Extended Care					
-----						
PROGRAM EXPENSES						
20-60-28-501-4025	Health Insurance-ETC	1,889.44	5,666.64	4,668.66	5,923.20	11,846.40
20-60-28-501-4100	Salaries-ETC	10,211.56	54,232.83	50,345.66	57,499.98	115,000.00
20-60-28-501-5000	Misc Expense-ETC	0.00	0.00	0.00	0.00	0.00
20-60-28-501-5013	Tech Support-ETC	55.20	2,048.63	1,814.28	1,605.13	3,210.31
20-60-28-501-5019	Staff Training-ETC	0.00	0.00	0.00	150.00	300.00
20-60-28-501-5022	Postage-ETC	0.00	0.00	0.00	0.00	0.00
20-60-28-501-5126	Contractual-ETC	0.00	0.00	0.00	0.00	0.00



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FUND: RECREATION FUND  
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
501	Extended Care					
-----						
20-60-28-501-6050	Furnishings-ETC	0.00	0.00	0.00	99.98	200.00
20-60-28-501-6215	Supplies-ETC	(15.69)	128.94	0.00	999.98	2,000.00
20-60-28-501-6321	Staff Appreciation-ETC	0.00	0.00	0.00	150.00	300.00
20-60-28-501-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	19,999.98	40,000.00
	TOTAL PROGRAM EXPENSES	12,140.51	62,077.04	56,828.60	86,428.25	172,856.71
	SURPLUS (DEFICIT)	14,456.83	55,708.02	53,476.74	27,821.71	55,643.29
-----						
518	Daycare					
-----						
PROGRAM REVENUES						
20-60-18-518-3000	Misc Income-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-3305	Memory Books-Daycare	0.00	0.00	0.00	249.98	500.00
20-60-18-518-3306	Vision & Hearing-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-3307	Registration Fee-Daycare	90.00	3,080.00	3,250.00	1,749.98	3,500.00
20-60-18-518-3500	Tuition-Daycare	33,619.12	192,511.42	191,993.83	184,999.98	370,000.00
20-60-26-518-3311	Educational Materials	28.00	308.00	347.00	124.98	250.00
	TOTAL PROGRAM REVENUES	33,737.12	195,899.42	195,590.83	187,124.92	374,250.00
-----						
518	Daycare					
-----						
PROGRAM EXPENSES						
20-60-18-518-4025	Health Insurance-Daycare	2,844.78	9,713.67	7,123.96	13,212.00	26,424.00
20-60-18-518-4100	Salaries-Daycare	17,649.19	110,340.39	104,702.62	105,499.98	211,000.00
20-60-18-518-5000	Misc Expense-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-5013	Tech Support-Daycare	55.20	374.00	1,780.27	1,093.38	2,186.77
20-60-18-518-5016	Membership Dues-Daycare	0.00	0.00	0.00	99.98	200.00
20-60-18-518-5018	Mileage Tolls-Daycare	38.45	153.78	96.10	285.00	570.00
20-60-18-518-5019	Staff Training-Daycare	0.00	315.00	0.00	499.98	1,000.00
20-60-18-518-5020	Advertising Marketing-Daycar	0.00	100.00	2,338.69	1,249.98	2,500.00
20-60-18-518-5022	Postage-Daycare	6.85	6.85	44.00	49.98	100.00
20-60-18-518-5134	Vision & Hearing-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-5319	Memory Books-Daycare	6.12	12.72	0.00	249.98	500.00
20-60-18-518-5320	Permits & License Fee-Daycar	0.00	0.00	0.00	375.00	750.00
20-60-18-518-6050	Furnishings-Daycare	69.70	222.08	83.29	750.00	1,500.00
20-60-18-518-6215	Supplies-Daycare	214.50	805.45	1,308.35	1,599.98	3,200.00
20-60-18-518-6320	Events-Daycare	0.00	0.00	164.97	150.00	300.00

FUND: RECREATION FUND  
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
518	Daycare					
-----						
20-60-18-518-6321	Staff Appreciation-Daycare	0.00	76.00	40.71	150.00	300.00
20-60-18-518-6325	Groceries-Daycare	1,140.54	5,783.05	5,480.26	6,249.98	12,500.00
20-60-18-518-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	9,999.98	20,000.00
20-60-26-518-6315	Supplies-Educational Materia	335.23	335.23	320.65	0.00	0.00
	TOTAL PROGRAM EXPENSES	22,360.56	128,238.22	123,483.87	141,515.20	283,030.77
	SURPLUS (DEFICIT)	11,376.56	67,661.20	72,106.96	45,609.72	91,219.23
-----						
524	Preschool					
-----						
PROGRAM REVENUES						
20-60-26-524-3000	Misc Income-Preschool	0.00	0.00	0.00	199.98	400.00
20-60-26-524-3105	Grants-Preschool	0.00	0.00	0.00	0.00	0.00
20-60-26-524-3106	Foundation Donation-Preschoo	0.00	0.00	0.00	0.00	0.00
20-60-26-524-3305	Memory Books-Preschool	54.00	765.00	782.00	300.00	600.00
20-60-26-524-3306	Vision & Hearing-Preschool	0.00	0.00	0.00	499.98	1,000.00
20-60-26-524-3307	Registration Fee-Preschool	0.00	1,380.00	3,565.00	4,999.98	10,000.00
20-60-26-524-3500	Tuition-Pre Kindergarten	13,372.50	49,822.00	39,079.50	54,999.98	110,000.00
20-60-26-524-3501	Tuition-Little Learners	9,445.00	37,684.00	29,519.00	45,499.98	91,000.00
	TOTAL PROGRAM REVENUES	22,871.50	89,651.00	72,945.50	106,499.90	213,000.00
-----						
524	Preschool					
-----						
PROGRAM EXPENSES						
20-60-26-524-4025	Health Insurance-Preschool	716.00	2,747.37	3,075.17	5,670.00	11,340.00
20-60-26-524-4100	Salaries-Preschool	12,171.58	61,110.10	59,461.06	70,228.98	140,458.00
20-60-26-524-5000	Misc Expense-Preschool	0.00	0.00	0.00	0.00	0.00
20-60-26-524-5013	Tech Support-Preschool	55.20	3,807.27	2,358.28	2,116.92	4,233.85
20-60-26-524-5016	Membership Fees-Preschool	0.00	0.00	0.00	49.98	100.00
20-60-26-524-5018	Mileage Tolls-Preschool	0.00	76.92	96.15	184.98	370.00
20-60-26-524-5019	Staff Training-Preschool	11.00	281.00	0.00	333.98	668.00
20-60-26-524-5020	Advertise Marketing-Preschoo	0.00	200.00	0.00	99.98	200.00
20-60-26-524-5022	Postage-Preschool	0.00	40.00	44.00	49.98	100.00
20-60-26-524-5134	Vision & Hearing-Preschool	0.00	0.00	0.00	199.98	400.00
20-60-26-524-5319	Memory Books-Preschool	19.32	46.88	83.35	249.98	500.00
20-60-26-524-6050	Furnishings-Preschool	69.70	222.07	0.00	249.98	500.00
20-60-26-524-6215	Supplies-Preschool	140.90	350.18	204.68	750.00	1,500.00

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Hampshire Township Park District  
SUBCLASS DETAIL REVENUE & EXPENSE REPORT  
FOR 6 PERIODS ENDING OCTOBER 31, 2019

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FUND: RECREATION FUND  
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
524	Preschool					
-----						
20-60-26-524-6320	Events-Preschool	0.00	21.18	0.00	150.00	300.00
20-60-26-524-6321	Staff Appreciation-Preschool	0.00	0.00	40.73	249.98	500.00
20-60-26-524-6322	Volunteer Appreciation	0.00	0.00	0.00	0.00	0.00
20-60-26-524-6325	Groceries-Preschool	87.73	282.27	106.95	249.98	500.00
20-60-26-524-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	3,000.00	6,000.00
	TOTAL PROGRAM EXPENSES	13,271.43	69,185.24	65,470.37	83,834.70	167,669.85
	SURPLUS (DEFICIT)	9,600.07	20,465.76	7,475.13	22,665.20	45,330.15
-----						
527	Youth Education Camps					
-----						
PROGRAM REVENUES						
20-60-27-527-3500	Youth Education Camps	0.00	6,528.75	5,073.75	1,500.00	3,000.00
	TOTAL PROGRAM REVENUES	0.00	6,528.75	5,073.75	1,500.00	3,000.00
-----						
527	Youth Education Camps					
-----						
PROGRAM EXPENSES						
20-60-27-527-4341	Salaries-Youth Education Cam	0.00	1,697.57	284.44	0.00	0.00
20-60-27-527-6215	Supplies-Youth Education Cam	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	1,697.57	284.44	0.00	0.00
	SURPLUS (DEFICIT)	0.00	4,831.18	4,789.31	1,500.00	3,000.00
-----						
529	Youth Education Camps					
-----						
PROGRAM EXPENSES						
20-60-26-529-6215	Supplies-Parent & Tot	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND  
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
703	Youth Education Camps					
-----						
PROGRAM EXPENSES						
20-60-50-703-4390	Salaries-Custodian LPP Bldg	731.70	2,150.10	1,211.00	999.98	2,000.00
20-60-50-703-5023	Phone-LPP Building	443.69	2,196.03	1,937.93	1,849.98	3,700.00
20-60-50-703-5024	Copy Machine-LPP Building	0.00	149.00	3,719.22	2,199.98	4,400.00
20-60-50-703-5025	Electric-LPP Building	675.19	3,591.32	4,621.76	3,750.00	7,500.00
20-60-50-703-5026	Heat-LPP Building	270.11	675.02	420.00	999.98	2,000.00
20-60-50-703-5028	Fire Alarm Sys-LPP Building	549.00	4,238.74	3,055.58	2,865.00	5,730.00
20-60-50-703-5031	Water-LPP Building	0.00	744.56	722.48	699.98	1,400.00
20-60-50-703-5124	Maint Grounds LPP Bldg	319.07	1,977.05	3,488.63	4,249.98	8,500.00
20-60-50-703-5131	Contractual-Service LPP Bldg	3,843.31	6,488.32	1,798.83	3,594.98	7,190.00
20-60-50-703-6110	Supplies-Janitorial LPP Bldg	177.27	375.07	797.05	750.00	1,500.00
TOTAL PROGRAM EXPENSES		7,009.34	22,585.21	21,772.48	21,959.86	43,920.00
SURPLUS (DEFICIT)		(7,009.34)	(22,585.21)	(21,772.48)	(21,959.86)	(43,920.00)
TOTAL FUND REVENUES		113,050.92	622,221.72	835,193.04	538,126.84	1,076,255.00
TOTAL FUND EXPENSES		94,384.16	523,055.80	575,083.84	558,521.67	1,117,047.11
FUND SURPLUS (DEFICIT)		18,666.76	99,165.92	260,109.20	(20,394.83)	(40,792.11)

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FUND: CAPITAL FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
025	Administrative					
-----						
PROGRAM REVENUES						
30-10-01-025-3000	Misc Income-Capital	0.00	0.00	0.00	0.00	0.00
30-10-01-025-3104	Impact Fees-Capital	0.00	0.00	0.00	75,000.00	150,000.00
30-10-01-025-3105	Grants-Capital	0.00	0.00	187,700.00	109,999.98	220,000.00
30-10-01-025-3106	Foundation Donation-Capital	0.00	0.00	0.00	0.00	0.00
30-10-01-025-3110	Debt Certificate Revenue	0.00	0.00	0.00	0.00	0.00
30-10-01-025-3205	Interest-IIIIT Money Market	0.00	599.37	615.47	424.98	850.00
30-10-10-025-9000	Capital Transfers-Capital	0.00	0.00	0.00	24,999.98	50,000.00
	TOTAL PROGRAM REVENUES	0.00	599.37	188,315.47	210,424.94	420,850.00
-----						
025	Administrative					
-----						
PROGRAM EXPENSES						
30-10-10-025-4020	FICA-Capital Admin	0.00	0.00	0.00	0.00	0.00
30-10-10-025-4021	Medicare-Capital Admin	0.00	0.00	0.00	0.00	0.00
30-10-10-025-4024	IMRF-Capital Admin	0.00	0.00	0.00	0.00	0.00
30-10-10-025-4100	Salaries-Adminstration	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	599.37	188,315.47	210,424.94	420,850.00

FUND: CAPITAL FUND  
DEPT: Capital Projects

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
024	Capital Projects					
-----						
PROGRAM EXPENSES						
30-30-30-024-6318	Furnishings	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
026	Capital Projects					
-----						
PROGRAM EXPENSES						
30-30-30-026-7005	Parking Lot Maintenance	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7011	Capital Improvement-Tuscany	5,726.02	145,205.68	54.36	174,999.98	350,000.00
30-30-30-026-7013	Capital Improvement-Schmidt	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7014	Capital Improvement-B. Ream	0.00	2,463.00	31,982.72	0.00	0.00
30-30-30-026-7016	Capital Improvement-Seyller	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7017	Capital Repairs	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7020	Construction-LPP Building	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7201	Vehicle Purchase	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7202	Maintenance Equipment	0.00	10,000.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	5,726.02	157,668.68	32,037.08	174,999.98	350,000.00
	SURPLUS (DEFICIT)	(5,726.02)	(157,668.68)	(32,037.08)	(174,999.98)	(350,000.00)

FUND: CAPITAL FUND  
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
701	Buildings					
-----						
PROGRAM EXPENSES						
30-50-50-701-7124	Maintenance Repairs Admin Bldg	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
702	Buildings					
-----						
PROGRAM EXPENSES						
30-50-50-702-7124	Maintenance Repairs Parks Bldg	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
703	Buildings					
-----						
PROGRAM EXPENSES						
30-50-50-703-7124	Maintenance Repairs-LPP Bldg	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
TOTAL FUND REVENUES		0.00	599.37	1,023,508.51	210,424.94	420,850.00
TOTAL FUND EXPENSES		5,726.02	157,668.68	607,120.92	174,999.98	350,000.00
FUND SURPLUS (DEFICIT)		(5,726.02)	(157,069.31)	416,387.59	35,424.96	70,850.00

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FUND: BOND FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
024 Administrative						
-----						
PROGRAM EXPENSES						
40-10-01-024-8015	Bond Interest	0.00	1,073.25	0.00	1,073.22	2,146.50
40-10-01-024-8016	Bond Service Fees	0.00	475.00	0.00	99.98	200.00
40-10-01-024-8017	Bond Principal	0.00	0.00	0.00	15,499.98	31,000.00
TOTAL PROGRAM EXPENSES		0.00	1,548.25	0.00	16,673.18	33,346.50
SURPLUS (DEFICIT)		0.00	(1,548.25)	0.00	(16,673.18)	(33,346.50)
-----						
025 Administrative						
-----						
PROGRAM REVENUES						
40-10-01-025-3000	Bond Misc Income	0.00	0.00	0.00	0.00	0.00
40-10-01-025-3101	Property Tax-Bond Fund	5,426.93	33,104.10	32,884.93	16,738.50	33,477.00
40-10-10-025-9000	Capital Incoming Transfers	0.00	0.00	0.00	0.00	0.00
40-10-10-025-9001	Debt Ser Incoming Transfers	0.00	0.00	0.00	50,499.98	101,000.00
TOTAL PROGRAM REVENUES		5,426.93	33,104.10	32,884.93	67,238.48	134,477.00
-----						
025 Administrative						
-----						
PROGRAM EXPENSES						
40-10-01-025-8020	Debt Certificate Payment	64,310.00	98,620.00	35,160.00	49,560.00	99,120.00
TOTAL PROGRAM EXPENSES		64,310.00	98,620.00	35,160.00	49,560.00	99,120.00
SURPLUS (DEFICIT)		(58,883.07)	(65,515.90)	(2,275.07)	17,678.48	35,357.00
-----						
TOTAL FUND REVENUES		5,426.93	33,104.10	1,056,393.44	67,238.48	134,477.00
TOTAL FUND EXPENSES		64,310.00	100,168.25	642,280.92	66,233.18	132,466.50
FUND SURPLUS (DEFICIT)		(58,883.07)	(67,064.15)	414,112.52	1,005.30	2,010.50



FUND: LIABILITY FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
024	Administrative					
-----						
PROGRAM EXPENSES						
50-10-01-024-5000	Misc Expense-Liability	0.00	0.00	0.00	0.00	0.00
50-10-01-024-5009	Workshop Seminar Fees	0.00	0.00	42.00	75.00	150.00
50-10-01-024-5040	Insurance-Property	4,202.02	14,707.06	10,176.45	13,003.98	26,008.00
50-10-01-024-6216	Supplies-Staff Training	39.63	757.16	482.58	349.98	700.00
50-10-10-024-5007	Employment Physicals	92.00	184.00	0.00	124.98	250.00
50-10-10-024-5035	Background Cks Replenish	0.00	0.00	300.00	225.00	450.00
50-10-10-024-5036	Employer Compliance Poster	0.00	0.00	0.00	75.00	150.00
TOTAL PROGRAM EXPENSES		4,333.65	15,648.22	11,001.03	13,853.94	27,708.00
SURPLUS (DEFICIT)		(4,333.65)	(15,648.22)	(11,001.03)	(13,853.94)	(27,708.00)
-----						
025	Administrative					
-----						
PROGRAM REVENUES						
50-10-01-025-3000	Misc Income-Liability	0.00	0.00	0.00	0.00	0.00
50-10-01-025-3101	Property Tax-Liability Fund	6,988.41	42,629.10	40,832.64	21,554.48	43,109.00
50-10-01-025-3106	Foundation Donation-Liabilit	0.00	0.00	0.00	0.00	0.00
50-10-10-025-9000	Capital Transfers-Liability	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM REVENUES		6,988.41	42,629.10	40,832.64	21,554.48	43,109.00
-----						
025	Administrative					
-----						
PROGRAM EXPENSES						
50-10-01-025-4020	FICA-Liability Wellness	0.00	0.00	0.00	0.00	0.00
50-10-01-025-4021	Medicare-Liability Wellness	0.00	0.00	0.00	0.00	0.00
50-10-10-025-4020	FICA-Liability Admin	46.23	297.11	593.69	507.48	1,015.00
50-10-10-025-4021	Medicare-Liability Admin	10.81	69.50	138.89	897.48	1,795.00
50-10-10-025-4024	IMRF-Liability Admin	66.93	435.00	960.78	501.48	1,003.00
50-10-10-025-4100	Salaries-Administration	826.19	5,370.29	10,499.95	6,190.51	12,381.07
50-10-10-025-9999	Capital Transfers Liability	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES		950.16	6,171.90	12,193.31	8,096.95	16,194.07
SURPLUS (DEFICIT)		6,038.25	36,457.20	28,639.33	13,457.53	26,914.93
-----						
TOTAL FUND REVENUES		6,988.41	42,629.10	1,097,226.08	21,554.48	43,109.00
TOTAL FUND EXPENSES		5,283.81	21,820.12	665,475.26	21,950.89	43,902.07
FUND SURPLUS (DEFICIT)		1,704.60	20,808.98	431,750.82	(396.41)	(793.07)

FUND: SPECIAL RECREATION FUND  
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
024	Administrative					
-----						
PROGRAM EXPENSES						
60-10-01-024-5051	NISRA-Rental Costs	0.00	0.00	0.00	0.00	0.00
60-10-01-024-5055	Designated Reserve Funds	0.00	0.00	0.00	0.00	0.00
60-10-10-024-5000	Misc Expense-Special Rec	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
-----						
025	Administrative					
-----						
PROGRAM REVENUES						
60-10-01-025-3000	Misc Income-Special Rec	0.00	0.00	0.00	0.00	0.00
60-10-01-025-3101	Property Tax-Spec Rec Fund	19,530.16	119,133.39	112,216.43	60,237.48	120,475.00
60-10-01-025-3106	Foundation Donation-Spec Rec	0.00	0.00	0.00	0.00	0.00
60-10-01-025-3109	Inclusion Reimbursements	0.00	0.00	0.00	471.98	944.00
	TOTAL PROGRAM REVENUES	19,530.16	119,133.39	112,216.43	60,709.46	121,419.00
-----						
025	Administrative					
-----						
PROGRAM EXPENSES						
60-10-10-025-4020	FICA-Board Rep	29.17	187.62	254.43	351.00	702.00
60-10-10-025-4021	Medicare-Board Rep	6.82	43.86	59.43	81.98	164.00
60-10-10-025-4024	IMRF-Board Rep	42.26	274.82	411.73	316.50	633.00
60-10-10-025-4100	Salaries-Administration	521.80	3,391.70	4,499.86	3,909.78	7,819.62
60-10-10-025-4350	Inclusion Services	0.00	0.00	0.00	1,749.98	3,500.00
60-10-10-025-5016	Membership Dues-NISRA	4,000.00	27,197.00	28,397.00	23,598.48	47,197.00
60-10-10-025-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	17,499.98	35,000.00
60-10-10-025-9999	Capital Transfers-Special Re	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	4,600.05	31,095.00	33,622.45	47,507.70	95,015.62
	SURPLUS (DEFICIT)	14,930.11	88,038.39	78,593.98	13,201.76	26,403.38

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FUND: SPECIAL RECREATION FUND  
DEPT: Capital Projects

ACCOUNT NUMBER	DESCRIPTION	OCTOBER ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
-----						
026 Capital Projects						
-----						
PROGRAM EXPENSES						
60-30-30-026-7012	Accessibility Project-Admin	0.00	0.00	0.00	0.00	0.00
60-30-30-026-7015	Accessibility Capital Projec	0.00	0.00	0.00	15,000.00	30,000.00
60-30-30-026-7017	Accessibility Audit	0.00	0.00	0.00	0.00	0.00
60-30-30-026-7019	Acces Audit Complianc Projec	0.00	0.00	0.00	0.00	0.00
60-30-30-026-7101	Accessible Picnic Tables	0.00	0.00	0.00	0.00	0.00
TOTAL PROGRAM EXPENSES		0.00	0.00	0.00	15,000.00	30,000.00
SURPLUS (DEFICIT)		0.00	0.00	0.00	(15,000.00)	(30,000.00)
TOTAL FUND REVENUES		19,530.16	119,133.39	1,209,442.51	60,709.46	121,419.00
TOTAL FUND EXPENSES		4,600.05	31,095.00	699,097.71	62,507.70	125,015.62
FUND SURPLUS (DEFICIT)		14,930.11	88,038.39	510,344.80	(1,798.24)	(3,596.62)



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** VII.  
**Subject:** Staff Reports

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### **Director's Report**

- The Eagle Scout withdrew contributing to the Veteran's Memorial, he did not feel he could accomplish the project with the weather that has been here this fall.
- Attended the IAPD Legal Symposium on November 14<sup>th</sup>. Discovered several things that had to be updated in our employee manual. We are not receiving legal bulletins from our attorney regarding changes, so subsequently I have registered for several attorney's newsletters to hopefully prevent these situations from happening in the future.
- Attended the PDRMA Risk Management Institute on November 15<sup>th</sup>.
- Staff has been battling all of our phone lines not working, RecTrac issues including receipt emails not going out every few days, transition to the new server causing a few glitches, etc. It's a daily challenge of something not working properly and spending the time to figure out who to contact regarding the matter.
- Attended a TimeClock Plus management training and all Supervisory staff attended a TimeClock Plus training.
- There is a rental of the lighted fields at Tuscany for a dog competition on Monday night's through December 2<sup>nd</sup>.
- Creating the prairie/woodland construction documents and specs for bidding for Tuscany Woods.
- We will be attending the Mistletoe Market on December 8<sup>th</sup>. Staff is splitting the shifts and if any Commissioners would like to attend you are welcome to do so! The event runs from 10-4 and we will have a craft and giving away reusable grocery bags.
- Attended the NISRA meeting.

### **Finance/HR**

#### **Human Resources**

- Attended a webinar on PDRMA's 2020 health screening. Director Schraw and HR/Finance Director Prill had a full days training on TimeClock Plus. It was mostly letting them know what we needed so they could setup the program. We had another training along with the department supervisors showing us how to use the program.
- Open enrollment papers were due this week and HR/Finance Director Prill has been working with employees to get these completed. They introduced a new process this year and it was a big change for everyone. Ameriflex participant reports were sent on Thursday November 21<sup>st</sup>.

#### **Finance**

- Four more hours of MSI training are necessary for the HR module. The representative has to come on site, HR/Finance Director Prill is working to get this scheduled.
- The levy was published in the Northwest Herald on November 14<sup>th</sup> and the public meeting notice was published on November 18<sup>th</sup>.

## **Recreation**

### **Special Events and Programs**

- The Youth Dance fall session concluded Monday, November 11th with the big Dance Showcase at GDW Gym. Each class performed their own number and Ms. Tammi brought them all together at the end for group dance that all learned separately in classes. Each dancer has been receiving a dance showcase t-shirt to wear for the shows and we will continue that but we have decided to add tutus for the upcoming spring show in March 2020. Next fall we will move on to costumes as the dance parents were recently surveyed and most want to move to costumes.
- Brochure layout is complete. Staff has the draft for editing and it should go to print on Monday.
- Program Supervisor Barone met with our resident yoga instructor and we added a Sunset Yoga class after noticing a good interest for an evening "drop in" based Yoga class with the option to still sign up for the whole session. Class started Tuesday with 4 drop-in's and sounds as though all loved the class and will be back and bringing friends next week. We have decided to keep the class on the schedule for winter/spring 2020 and add in a Yogalates class before it on Tuesday evenings.
- Upcoming events: 11/30-Santa's Workshop, 12/6 Tree Lighting and 12/14 Grinch Candy Cane Hunt.

## **Athletics**

- Soccer: Survey has been posted and we received some great feedback. We will take these results and look into changing a few things in the spring of 2020. Creating an even playing field across the league will become a huge focus point for us next year. We will be creating a new registration question: "How many sessions has your child played of the sport". This will allow us to visually see how new or experienced players are before being placed on a team. Coaching requests will no longer be allowed. We will still allow a one to one friend request and a day of the week request for practice. Something that another Park District told us about coach requests; "That's great that the coach is good and that they work well with the kids. However, why shouldn't more kids get the opportunity to get coached by him/her?" We are also looking into creating a player database that will have coaches leave feedback on players at the end of the season. This will also give us some way of tracking who has had what coach and how they are progressing in the sport.
- Basketball: Basketball has started and we played our first set of games last Saturday. Site Supervisor, Josh Fodor has been doing a great job in running the gym for practice. We plan on having 2 to 3 site supervisors at the gym on Saturdays to make sure we are watching both games. We have 54 Bitty age kids (6 teams), 78 co-ed Small Shots (8 teams), 22 Jr. Girls (3 teams), 39 Jr. Boys (4 teams). 30 5th/6th Grade Boys (3 teams). 7th/8th Basketball starts in January 2020. We have purchased numbered bibs to pin on the kids shirts during assessments to allow coaches to easily identify the players for the player draft following the assessment.
- Safety: Attended the PDRMA Risk Management Institute on November 15<sup>th</sup>.

## **Extended Care**

- Currently we have 91 enrolled at GDW, with ten (10) Half Punch participants and four (4) Full Day Punch Passes.
- Two (2) new employees have been hired for GDW for the 1:30 to 3:15 shift until the high school staff arrives. ETC Supervisor Johnson will be spending some time at HES to help HES Supervisor Petersen and her staff and to familiarize myself with the children/parents a bit more.

- HES has 71 children enrolled, eight (8) Half Punch Passes and six (6) Full Punch passes.

### **Parks**

- Removing picnic tables from parks and stack for winter
- Continue looking for storage place for bus (no luck yet)
- Begin chopping and dispersing leaves in parks
- Winterize the bathrooms for the season
- Final grass cut at Schmidt and Tuscany
- Tuscany, Seyller, and ream ballfield are aerated and fertilized
- Remove big soccer nets.
- Seeded worn areas at ream
- Ordered salt for winter maintenance
- Serviced lightning detection systems
- Chemicals ordered for strip and wax community rm.
- Prepped for shampoo carpets in administration bldg.
- Ordered additional wax for LPP if they decide they need waxing of floors.
- New tires on plow truck and plow repair in anticipation of snow.
- If weather holds replace light sensors in pavilions with proper LED sensors so everything works properly.
- Final trim of bushes at LPP, Seyller bathroom area, and Schmidt.
- Blow and clean entire gutter system at LPP.
- Begin annual critter removal from admin bldg.
- Repair broken window frame on community room exterior window.

### **Youth Education**

#### **Little People Playtime**

- It took all of October and part of November for 18 children in the morning Pre-Kindergarten to have a turn to raise the outside flag and lead the Pledge of Allegiance. Rain and snow were the reasons for the frequent rescheduling. This honor will resume in the spring for the rest of the Pre-Kindergarten children.
- Staff is busy gathering the necessary paperwork/documentation for the December deadline to submit to DCFS for renewal of the license for Little People Playtime. Staff has been in close contact with the new licensing representative. Relicensing occurs every three years.
- Fall 2020 Day Care and Preschool information is ready for publication in the next FUN GUIDE.
- The Veterans Day observance was moved indoors (weather again!). All children gathered for a talk by a uniformed veteran (Grandpa Schlechter) who held the children's interest by sharing stories of his rescue dog in Vietnam. There was nothing graphic.
- Parents and children have experience two snowfalls to date. Changing from boots to shoes/slippers is now routine for most of the children.
- Thank you to Parks for clearing the parking lot and walks.
- November 27 Cook Kathy is preparing a Thanksgiving feast for the Day Care children.
- Happy Thanksgiving to all!



## Memorandum

**To:** Hampshire Park Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** IX.A.  
**Subject:** 2020 Meeting Schedule

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### **Background**

Attached is the 2020 Meeting Schedule. Please note that the November meeting was changed to before Thanksgiving break due to ballot timelines.

### **Recommendation**

Motion and second to approve the 2020 Meeting Schedule as presented.



**Hampshire Township Park District**

390 South Avenue

P.O. Box 953

Hampshire, IL 60140

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[www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org)

**Hampshire Township Park District**

## **2020 PARK BOARD MEETING SCHEDULE**

All meetings are listed below and held at the Administration Offices at 390 South Avenue, Hampshire, IL 60140 at 6:30PM.

Any changes in the meeting time or location will be posted on the Park District website:

[www.hampshireparkdistrict.org](http://www.hampshireparkdistrict.org).

**Working Board Meetings**

**General Board Meetings**

January 13, 2020

January 27, 2020

February 10, 2020

February 24, 2020

March 9, 2020

March 30, 2020\*

April 13, 2020

April 27, 2020

May 11, 2020

May 18, 2020\*

June 8, 2020

June 22, 2020

July 13, 2020

July 27, 2020

August 10, 2020

August 24, 2020

September 14, 2020

September 28, 2020

October 12, 2020

October 26, 2020

November 9, 2020

November 16, 2020\*

December 7, 2020\*

December 14, 2020\*

*\*Indicates the meeting is not on the second or fourth Monday of the month.*





## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** IX.B.  
**Subject:** Personnel Policy Changes

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### **Background**

Finance/HR Director Prill has modified the personnel policy for the new laws that have gone into effect. The changes are noted below.

### **Personnel Policy Manual**

### **Changes for January 1, 2020**

#### **Table of Contents**

- A. Changes made reflecting all the below changes
- B. Fix typographical errors

#### **Section 1.2 Non-Discrimination and Anti-Harassment Policy**

- A. Verbiage updates to comply with the Workplace Transparency Act

#### **Section 1.18 Alcohol and Drug Abuse**

- A. Verbiage up updates to comply with the new Cannabis law going into effect Jan 1,2020

#### **Section 2.1 Compensation Program**

- A. Added verbiage that employees are prohibited discussing wages.

#### **Section 2.6 Recording of Hours Worked**

- A. Changed verbiage for third party "TimeClock Plus" software.

#### **Section 3.2 Personal Leave Time-FT/Requesting Time off-PT**

- A. Changed verbiage for third party "TimeClock Plus" software.
- B. Fix Typographical errors

#### **Section 3.1 School Visitation Rights Act**

- A. Added new verbiage from "classroom activities" to "academic meetings"
- B. Added new verbiage from "classroom activities" to "meetings"

#### **Section 3.4 Living Donor Protection Act**

- A. Changed title of section from Employee Blood Donation Leave to Living Donor Protection Act.
- B. Added new verbiage to include organ, bone marrow and donating double red cells and blood platelets.

**Section 4.2 Insurance Plans**

- A. Corrected page 4 with “ This page intentionally left blank” verbiage.

**Recommendation**

Motion and a second to approve changes to the Hampshire Township Park District Personnel Policy.



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Introduction

The Park District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Park District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the Park District as well as anyone using the Park District's facilities, to refrain from sexual and other harassment. The Park District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, civil union partnership, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, civil union partnership, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the Park District prohibit disparate treatment on the basis of sex, sexual orientation, civil union partnership, or any other protected

## Section 1: Employment Policies and Procedures

characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

### Definitions of Harassment and Discrimination

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a. Suggesting or demanding sexual involvement of another employee, whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment
  - b. Submission to or refusal to engage in such rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
  - c. The harassment has the purpose or effect of substantially interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Discrimination** consists of employment actions taken against an individual based on an actual or perceived characteristic protected by law, such as sex, race, color, ancestry, national origin, citizenship status, religion, age, disability, marital status, sexual orientation, gender identity, pregnancy, military or veteran status, genetic information, order of protection status, or any other

category protected by applicable law. In other words, discrimination occurs when an individual is treated differently or unequally because the individual is a member or perceived member of a protected group.

**Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, civil union partnership, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including termination, discharge.

## Retaliation Is Prohibited

The Park District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Any form of retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, is strictly prohibited by the Illinois Human Rights Act, the Illinois State Officials and Employee Act, the Illinois Whistleblower Act, Title VII or the Civil Rights Act of 1964, and Employer policy. Any individual who retaliates against another for exercising his or her rights under this policy shall be subject to

~~discipline, up to and including termination, will be subject to disciplinary action.~~

## Reporting Procedure

The Park District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at you to make a complaint.

- **Direct Communication with Offender:** If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- **Report to Supervisory and Administrative Personnel:** At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate

supervisor, department head or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the source of the problem, condones the problem or ignores the problem, report directly to the Executive Director. If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should contact the President of the Board of Commissioners.

- **Report to Executive Director/President of the Board of Park Commissioners:** An employee may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or his designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid. If your complaint alleges harassment by the Executive Director, or if the Executive Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board of Commissioners. An investigation will be conducted and appropriate action will be taken when an allegation is determined to be valid. At no time will personnel involved in the alleged harassment conduct the investigation.

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## Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using Park District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. Third parties and/or non-employees are protected from discrimination or harassment in the employment setting under the Workplace Transparency Act (WTA). The Park District will make reasonable effort to protect you from further contact with such persons. Please recognize, however, that the Park District has limited control over the actions of non-employees.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his or her rights in pursuing legal action.

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## Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible.



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All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not you are the intended victim.

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### The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Park District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The Park District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination.

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### Responsive Action

The Park District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as the Park District believes appropriate under the circumstances.

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### False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

While we hope to be able to resolve any complaints of harassment within the Park District, we acknowledge your right to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if it determines that there

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## Section 1: Employment Policies and Procedures

is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

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### Resolution Outside Employer

The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, and individual has the right to contact the Illinois Department of Human Reights (IDHR) and/or the Equal Employment Opportunity Commission (EEOC) about filing a formal complaint. An IDHR or EEOC complaint must be filed within 300 days of the alleged incident(s) unless it is a continuing offense.

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# Section 1: Employment Policies and Procedures

## 1.18 Alcohol and Drug Abuse

### Alcohol & Drug Abuse PolicyIntroduction

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### Introduction

The Hampshire Township Park District has implemented an Alcohol and Drug Abuse Policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since Park District employees operate, supervise and maintain parks, facilities, programs and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the Park District wishes to maximize the health and safety of its patrons and employees.

This policy also expresses the Park District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 *et seq.* and 30 ILCS 580/1 *et seq.*). In accordance with these statutes and concerns, the Park District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the Park District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, **all** Park District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the Park District's Controlled Substance and Alcohol Testing Policy for positions that require a Commercial Drivers License (CDL). Park District employees who operate Park District commercial motor vehicles and possess a Commercial Drivers License have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial drivers license (see Alcohol and Drug Procedures For CDL Employees which follows at

end of Section 1.18-9). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures For CDL Employees is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures For CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures For CDL Employees and the provisions of any other Park District policy, rule, procedure, or practice, the provisions of the Alcohol and Drug Procedures For CDL Employees will control.

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### ACTS PROHIBITED

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, medical marijuana and alcohol, is prohibited on Park District Property during any on-call period or while acting on behalf of the Park District ~~agency~~.

### DEFINITIONS

For purposes of this Policy, the following definitions apply:

1. **"Alcohol"** means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. **"Cannabis"** is defined as provided in the Cannabis Control Act (720 ILCS 550/1 et seq.) which provisions are specifically incorporated in this Policy by reference.
3. **"Controlled Substance"** means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. **"Criminal Drug Statute"** means a criminal statute involving the manufacture, distribution, dispensation, possession, or use of any controlled substance or cannabis.
5. **"Executive Director"** is the Director of Parks and Recreation of the Hampshire Township Park District.
6. **"District Property"** means any building, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the Park District. District Property also includes property used by Park District patrons while on Park District sponsored events or field trips or property of others

when presence thereon by the Park District employee is related to employment with the Park District.

7. **"Drugs"** mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.
8. **"Medical Facility"** means any physician, laboratory, clinic, hospital, or other similar entity.
9. **"On Call"** means the employee is scheduled with at least 24 hours' notice by the Park District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the Park District's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
10. **"Policy"** means this Alcohol and Drug Abuse Policy of the Hampshire Township Park District.
11. **"Possess"** means to have either in or on an employee's person, personal effects, desk, files, or other similar area.
12. **"Prescription/OTC Drugs"** mean prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.
13. **"Public Safety Responsibility"** means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive Park District agency vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.
14. **"Under the Influence" or "impaired"** means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including: symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or

manufacturing process; or carelessness that results in any injury to the employee or others.

### **VOLUNTARY TREATMENT**

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The Hampshire Township Park District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem, if the employee is not in violation of the Park District's drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a defense for violating the Park District's Alcohol and Drug Abuse policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct and standards including, but not limited to, those regarding attendance, job performance and safe and sober behavior on the job. The Hampshire Township Park District encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with Park District management and/or the Park District's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources Manager for details. Hampshire Township Park District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

### **SCREENING AND TESTING**

**Pre-employment Testing.** The Hampshire Township Park District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the Park District to do so.

**Reasonable Suspicion Testing.** The Hampshire Township Park District will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of, or is impaired by, drugs or alcohol. (See Definition of "Under the Influence" or "impaired"

above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the Park District.

**Random Testing.** The Hampshire Township Park District may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

**Post-accident or Post-incident Testing.** The Hampshire Township Park District may require the screening or testing of any employee following a workplace accident or injury that results in property damage to agency or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the Park District will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

**Post-rehabilitation Program Testing.** The Hampshire Township Park District may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

**The Testing Process.** A medical facility selected by the Park District at the Park District's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

**Opportunity to Contest.** After the Park District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulatable symptoms that demonstrate impairment or being under the influence, the employee

will have a reasonable opportunity to contest the basis of the Park District's determination. However, any the District will make a final decision at its sole and exclusive discretion.

**Consent Forms Required.** The Hampshire Township Park District requires each employee to sign a consent form, a copy of which is included with this Policy. The Park District will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The Hampshire Township Park District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the Park District, in its sole discretion, under the circumstances.

### TREATMENT

If the medical facility recommends treatment, the Park District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the Park District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The Park District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

### USE OF PRESCRIPTION/OTC DRUGS

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the Park District



~~agency~~ will not penalize an employee solely for his or her status as a qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may perform his or her job duties safely while using the prescription/OTC drug. The Park District ~~agency~~ will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

## NOTICE OF CONVICTIONS

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including dismissal.

## DISCIPLINE/PENALTIES FOR VIOLATION

1. The Park District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on Park District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the Park District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the Park District's ~~agency's~~ Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the Park District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by

the Park District and by a federal, state, or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remain unsatisfactory.

3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the Park District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the Park District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

## **INSPECTIONS**

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the Park District and which the District permits an employee to use during employment are and remain the property of the Park District at all times, and employees have no reasonable expectation of privacy regarding such property. The Hampshire Township Park District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.
2. Any such property reasonably suspected of having or holding such substances is subject to search by the Park District.
3. The Park District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

## RECORDS

The Park District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a file separate from the regular personnel files. Access will be limited to those who need to know. The Park District will not disclose these records to persons outside the Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

## CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the Hampshire Park District ~~(the "agency")~~ at the District~~agency~~'s expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to an agency official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the Park District~~agency~~'s Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge.

If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the Park District ~~agency~~ or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to an Park District ~~agency~~ official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or District~~agency~~ regarding my reported use of prescription/OTC drugs in accordance with the Park District~~agency~~'s Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the ~~Park District agency~~ and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the ~~Park District agency~~'s Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the ~~District agency~~ the use of prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

Employee Name: \_\_\_\_\_

(Print)

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

☐ I agree to the screening or testing      ☐ I will not agree to the screening or testing

Employee Name: \_\_\_\_\_

(Print)

Employee Signature: \_\_\_\_\_

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## Alcohol and Drug Procedures for CDL Employees

### D.O.T. DRUG AND ALCOHOL PROCEDURE

#### Introduction

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are: Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

#### Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby co-workers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of his or her ability to place for and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The Park District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Finance/Human Resources Director. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the Park District's E.A.P. through the employees' immediate supervisor or the Finance/Human Resources Director.

## Affected Employees

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Hampshire Township Park District. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime, ~~an~~ call-back time and when given a 24 hour notice of on call status. An exception may be made by the Executive Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

## Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Executive Director in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
- Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the Park District agency and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the Hampshire Township Park District agency.
- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

## Tests Performed

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

### Alcohol Test:

Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.

Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.

If test results are negative the employee returns to work. Results will be reported to the Executive Director.

If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.

If retest results are negative, test is reported to the Executive Director as negative.

If retest results are positive, the test results are immediately reported to the Executive Director.

### Controlled Substances Test

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two hours) and attempt again.
- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.
- Sample is sent to lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Executive-Director.
- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO. If negative, the MRO reports a negative result to the Executive Director.
- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he will contact the Executive Director and ask the Executive Director to tell the employee to contact the MRO. If the



employee does not contact the MRO within 72 hours, the MRO will determine the test results as positive. The MRO reports to the Executive Director test results as positive or negative.

- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

## **Six circumstances under which testing will be performed:**

### **1. Pre-employment Testing (382.301,. 413)**

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.

### **2. Random Testing (382.305)**

All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

### **3. Reasonable Suspicion Testing (382.307)**

When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).

The employee will be informed of his or her right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he will be required to call someone to drive him home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when he returns to work. If the employee insists on driving himself, the local Police Department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

### **4. Post Accident Testing (382.303)**

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

#### **5. Return to Duty Testing (382.309):**

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or

Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

#### **6. Follow-up Testing (382.311,.605)**

Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.

The Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a maximum of five years.

At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.

Employee is responsible for all costs associated with follow-up testing.

### **Consequences of failed or refused tests (382.605)**

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.

The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Executive Director.

The S.A.P. will report back to the Executive Director that the employee:

- a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
- b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
- c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.

6. When the S.A.P. reports to the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
  - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.

- c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Executive Director.

### **Required Training**

1. All affected employees will be informed of the new D.O.T. regs and these policies and procedures to implement the regs.
2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All employees will sign a receipt that they attended the training. The receipt will be kept in Park District records.

## Section 2: Payroll Policies and Procedures

# 2.1 Compensation Program

The Board of Commissioners generally reviews the Park District's compensation program annually and any changes made in the compensation program will be established by official action of the Board.

Under usual and appropriate circumstances, full-time employees will be considered for salary adjustments on an annual basis, which will be based on several factors, including without limitation, performance. Any adjustments generally will be effective on a schedule pre-determined by the Executive Director. Part-time employees will be considered for salary adjustments based on several factors, including without limitation, performance, on either their anniversary date or on a schedule pre-determined by their department head or the Executive Director. Employees receiving an unsatisfactory performance evaluation are not eligible for any wage increase and may be subject to disciplinary action, up to and including dismissal.

The department heads may, at any time during the year, recommend an adjustment to an employee's wage, subject to the Executive Director's approval. All salary and wage decisions are the sole discretion of the Park District.

Employee's are prohibited in discussing wages, wage increases, or other compensation related information with other employee's.

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## Section 2: Payroll Policies and Procedures

### 2.6 Recording of Hours Worked

All ~~exempt and non-exempt~~ employees are required to maintain an accurate and legible record of the hours worked within TimeClock Plus, whether by time sheet or time card. These time records, which must be approved by your immediate supervisor, are the basis for your paycheck calculation. Time is computed to the nearest quarter of an hour (15 minutes) per week. All employees who are scheduled to work more than six consecutive hours receive an unpaid meal period. See Section 2.7. If you have permission to leave during working hours, you must sign out when you leave and sign in when you return. You are responsible for your own time records. Violation of this policy may result in appropriate disciplinary action, up to and including immediate discharge.

***Employees are not to clock or sign in or out for other employees. Recording another employee's time record or falsification of your own time record is against Park District rules and is grounds for disciplinary action, up to and including dismissal.***

Once an employee clocks or signs in, work is to commence immediately. Failure to do so is considered falsification of timekeeping records.

If an employee forgets to clock or sign in or out, he must notify his supervisor immediately so the time may be accurately recorded for payroll.

~~Exempt full time employees are not required to sign in or out; however, they are required to record total hours worked per day on or off site and PTO time used on a time sheet or time card.~~

~~All Non-exempt full time~~ employees are required to sign in and sign out on days they work. Exempt full-time employees will also record any vacation time, sick time, personal days, building closure days when taken, and record PTO time used on a time sheet or time card. RTO (Request Time Off) PTO (Paid Time Off) must be requested recorded on a "Request for Leave" form and approved by the Executive Director or their immediate Supervisor. ~~Exempt employees do not have to record meal time breaks. All Employees must clock or sign in and sign out for meal breaks. Non-exempt employees must record meal breaks.~~



The Hampshire Township Park District does not mandate that employees use the TimeClock Plus mobile application. Computerized equipment will be available at employees work location to clock in or out through out the day.

If an employee chooses to use the TimeClock Plus application on their personal mobile phone, the Park District is not responsible for reimbursement of any fees or expenses that may occur while using the application, such as, but not limited to, data fees, service fees, tech support fees, operational fees of any kind, or damages that may occur to the mobile phone.

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## Section 3: Time Off Benefits

# 3.2 Personal Leave Time- FT/Requesting Time Off-PT

Eligibility .....	1	Scheduling Vacation Time/RTO .....	2
Introduction.....	1	Vacation Accumulation.....	3
Vacation Time- First Year of Employment.....	2	Vacation Payout Upon Termination .....	3
After the Frist Year of Employment.....	2	Reporting PLT/RTO to Payroll .....	3

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### Eligibility

Part-time hourly employees once scheduled to work may request time off.

Full-time employees earn personal leave time beginning after the six months probation/introductory period and continuous employment begins as outlined below:

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### Introduction

The Hampshire Township Park District provides Time Off Benefits to all eligible employees so that they may attend to personal needs. Time Off Benefits are defined as vacation days, personal leave days and sick days. Time Off Benefits may be counted toward an employee's family and medical leave entitlement, if applicable, in accordance with **Policy 3.8 Family & Medical Leave**.

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### Amount of Vacation Days

The basis for administering vacation time policy is the employee's anniversary month. The number of eligible vacation hours is determined by an employee's total benefit years of service while employed by the Park District on a continuous full-time basis. Vacation Time hour is based on the employee's regular work schedule. The year of hire will count as one year of service.

## First Year of Employment

1. Full-time introductory employees are not eligible for Personal Leave Time for the first six months of employment. After six months, full-time introductory employees earn Personal Leave Time hours on an accrual basis according to the hire month. The month of hire will count as a full month of employment.

## After the First Year of Employment

The basis for administering the vacation policy is based on the full-time employee's anniversary date of employment. The number of eligible vacation days is determined by an employee's total years of service while employed by the Park District on a continuous full-time basis. Vacation Time is based on the employee's regular work schedule. The year of hire will count as on calendar year of service.

Years of Service	Vaction Time Hours
Intro year-1	40
2-4	80
5-9	120
10-14	160
15+	200

If you are a new employee, the Executive Director may, with Board approval, give you vacation credit for service years with other Park Districts. In order to qualify, the Executive Director may require you to submit written verification of dates of your employment with prior employers.

## Scheduling Vacation Time/Requesting Time Off (RTO)

The minimum Vacation Time/RTO increments is 1 hour. Vacation hours must be approved in advance by your immediate supervisor. Your vacation request should be made at least one week prior to the planned leave. Vacation requests should be discussed with your Supervisor at least 7 days in advance. Your immediate supervisor will make every effort to comply with your request for vacation/RTO time. In all cases, your immediate supervisor will schedule your vacation/RTO leave when the Park District can best afford to be without your services. Your immediate supervisor will approve or disapprove the dates requested depending on the workload during the particular time requested. When two or more employees in the

same department request the same days off (and it is not possible to let both have it) the department head will decide based on factors such as seniority, timeliness of vacation request, personal situations, and emergencies. Your immediate supervisor may require you to reschedule your vacation/RTO request if it is determined that your presence is necessary for the efficient or safe operation of the Park District.

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## Vacation Time Accumulation

At the beginning of an employee's anniversary month vacation time will accrual on the first and second pay periods. Vacation days can be banked to a maximum of 160 hours (20 days). Unused vacation time beyond the 160 hours of banked time will be forfeited until vacation hours are used and accrual will begin once again with continued employment

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## Vacation Payout Upon Termination

If your employment is terminated for any reason, you will receive pay for any accrued unused vacation time banked during the calendar year of your termination. Payment for unused vacation days/hours at the time your employment with the Park District is terminated is based upon your regular hourly rate of pay or rate of salary at the time of termination.

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## Reporting Personal Leave Time to Payroll

Vacation/~~RTO~~ time is to be recorded on the employee's TimeClock Plus submission. ~~time sheet or time card by the employee.~~ In addition, a "Request for Time Off" form is to be completed by full-time/part-time employees and signed by their immediate supervisor. ~~The request form must accompany the time sheet or time card.~~

If you fail to return to work following the end of an approved Personal Leave Time we may consider you to have voluntarily resigned your position with the Park District effective immediately.

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## Section 3: Time Off Benefits

### 3.10 School Visitation Rights Act

If you have worked for the Park District at least six (6) months for an average of at least twenty (20) hours per week, you may be eligible to take up to eight (8) hours of unpaid school visitation leave per school year to attend school conferences, behavioral meetings, or academic meetings ~~classroom activities~~ related to your child(ren) if the conference or meeting ~~classroom activities~~ cannot be scheduled during non-work hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of leave may be taken in any one day. Leave will not be granted until the employee has used all available PTO time.

Before arranging attendance at the school conference or activity, you must provide the Park District with a written request for leave at least seven (7) days in advance of the requested time off. In an emergency situation, you may give twenty-four (24) hours notice. In addition, you must consult with your immediate supervisor to schedule the leave so as not to disrupt operations unduly.

School visitation leave shall be unpaid. You may choose, however, to make up the time taken for school visitation leave on a different day or shift if such arrangement may reasonably be provided by the Park District. If you choose not to make up the time taken, or an arrangement to make up such time cannot be made, you will not be compensated for the leave taken.

Upon completion of a school visitation, you may be required to produce documentation of your visit from the school administrator and submit such documentation to the Park District.

***Failure to submit the documentation upon request to the Park District within 2 working days of your school visit may subject you to disciplinary action.***

Please contact the Finance/Human Resources Director for further information regarding school visitation leave.

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## 3.14 Living Donor Protection~~Employee Blood~~ ~~Donation Leave~~ Act

Eligibility .....	1
Notice .....	1
Verification .....	1

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### Eligibility

Any full-time employee who has been employed by the Park District for at least six (6) months shall be entitled to up to one hour blood doantion leave, with pay, every 56 days.

a. A participating employee subject to this Act who wishes to donate blood, an organ, or bone marrow shall request in advance leave under this Act.

b. An employee may us up to 30 days of organ donation leave in any 12-month period to serve as a bone marrow donor, up to 30 days of organ donation leave in any 12-month period to serve as an organ donor, up to one hour to donate blood, up to 1.5 hours to donate double red cells, and up to 2 hours to donate blood platelets. The frequency of the blood donation times shall be set by rule in accordance with appropriate medical standards established by the American Red Cross, America's Blood Centers, the American Association of Blood Banks, or other nationally-recognized standards.

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### Notice

An employee may use organ donation leave or other leave authorized in Subsection (b) of this Section only after obtaining approval from the employee's department supervisor.



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## Verification

The Park District may require a written statement from the blood bank or donor center confirming that the employee kept the appointment for the donation.

~~the blood bank confirming that the employee kept the appointment to donate blood.~~

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## Section 4: Employee Benefits

# 4.2 Insurance Plans

Introduction .....	1	Part-time Classification I Employee Insurance Plan.....	2
Full-time Employee Insurance Plans .....	2	COBRA .....	3
Medical, Dental & Vision .....	2		
Life and AD&D Insurance .....	2		
Supplemental Life Insurance .....	2		

---

### Introduction

Eligible employees may enroll in certain group insurance plans based on their employment classification by timely completion of the required enrollment forms. The employee's portion of any required premium payment may be made through payroll deduction.

Group plans are subject to the rules and regulations of the insurance providers and the Park District. Except where prohibited by law, the Park District reserves the right to change, modify, cancel or discontinue any group insurance plans or change the amount of the required employee premium at any time with or without notice. Employees' insurance under the plan(s) will terminate immediately if the group policies are cancelled or if the employee fails to make any required premium payment.

Newly hired employees do not have to complete their Introductory Period before being eligible to participate in the plan; they are eligible to participate on their 91st day of employment provided that they meet all plan requirements.

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## Full-time Employee Insurance Plans

The following group insurance plans are limited to full-time employees and their dependents (as defined by the insurance providers).

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### Medical , Dental and Vision

Group medical, hospitalization, dental and vision insurance are available to all eligible full-time employees. After the completion of the 90 day introductory waiting period, they are eligible to participate on the 91<sup>st</sup> day of employment provided that they meet all plan requirements. Employees are expected to pay a portion of the cost. A summary plan descriptions is available from the Financial/Human Resources Director.

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### Life and AD&D Insurance

The Park District provides all eligible full-time employees with basic life and accidental death and dismemberment (AD&D) insurance based on the employee's annual base salary. This insurance is currently provided at no cost to the employee. A summary plan description is available from the Finance/Human Resources Director.

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### Supplemental Life Insurance

The Park District offers supplemental life and AD&D policies to eligible full-time employees and their dependents. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details on these plans are available from the Finance/Human Resources Director.

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## Part-time Classification I Employee Insurance Plan

The Park District offers medical insurance to eligible part-time classification I employees who are scheduled to work at least 1,560 hours but less than 2,080 during a calendar year. . A portion of the premium will be paid by the park district, Payment may be made through payroll deduction. Details are available from the Finance/Human Resources Director.

The Park District offers medical insurance to eligible part-time classification I employees and their dependents (as defined by the insurance provider) who work at least 1,000 hours but less than 1,560 hours during a calendar year. The entire premium must be paid by the employee. Payment may be made through payroll deduction. Details are available from the Finance/Human Resources Director.

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## COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) (note: for insured plans, add the following: *and under Illinois*

law) provides employees and their covered dependents the option to extend group health insurance coverage in the event the insurance terminates due to separation of employment, reduction of hours, death, divorce or legal separation, disability, or Medicare entitlement. Please contact the Business Manager for detailed information on COBRA (note: for insured plans, add the following: *and Illinois law*).

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## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** IX.C.  
**Subject:** Soccer Survey Results

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### **Background**

Athletic Supervisor Prill will be discussing with the board the results of the Fall Soccer Survey at the meeting and discuss changes to be potentially implemented for Spring 2020.

### **Recommendation**

Discussion item.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** X.A.  
**Subject:** HES Playground

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### **Background**

The HSO Playground committee met and selected a design for the playground. Two options were discussed.

Staff will present and discuss the selected conceptual design, a matching sponsorship drive, and a cap for the Park District's contribution. Unfortunately, D300 canceled the December Buildings and Grounds Committee meeting, so there will not be an opportunity to have present and discuss to obtain approval until the meeting on January 14<sup>th</sup>. However, it was ok'd that we proceed with fundraising with a note on the drawing that the playground is conceptual and pending D300 approval.

### **Recommendation**

Discussion item.





## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** X.B.  
**Subject:** Tuscany Woods Restroom Concession Facility

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### **Background**

The original quote approved for CXT via the Sourcewell contract in the amount of \$156,615 did not have automatic on/off for the bathroom faucets. Parks Supervisor Koth mentioned that he is switching out the faucets in our other bathrooms to the automatic models, so Staff is requesting to change the quote and approve with the electronic lavatory faucets in the amount of \$1,220.

### **Recommendation**

Authorize the Executive Director to sign the revised purchase order for a CXT Keystone restroom/concession facility for Tuscany Woods through Sourcewell Contract #030117 for the Park at Tuscany Woods in the amount of \$157,835.



## Memorandum

**To:** Hampshire Park District Board of Commissioners  
**From:** Laura Schraw, Executive Director  
**Date:** November 25, 2019  
**Agenda Item:** X.C.  
**Subject:** Tuscany Woods Construction Timeline

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### **Background**

Updated Tuscany Woods Timeline.

### **Recommendation**

Informational only.

## **The Park at Tuscany Woods Construction - Planning & Progress Report 11.25.19**

### **June**

- Hampshire Township Park District received the grant authorization from the Illinois Department of Natural Resources
- The playground and installation was authorized by the Park Board via the PlayCore/Illinois Park and Recreation Association Grant.

### **July**

- Playground installation.
- The Village engineering firm was contacted about the lack of sanitary sewer between the park and the live line on Jake Lane. Staff is currently reviewing options with the engineers and the Village staff.
- Staff is contacting vendors for options for the Restroom/Concession facility.
- Staff is contacting vendors for options on the warming shelter.
- Staff is working on a timeline for construction.
- Staff is in contact with TransCanada for improving the area that is currently under construction for the pipeline.

### **October**

- Awarded a \$10,000 Community Investment Grant for the Natural Area from TransCanada.
- TransCanada completed their seeding work on the pipeline area.

### **November**

- Revisions to the restroom/concession facility order.
- Plans are near complete for the bidding of the woodlands/natural area. Right now the intention is to bid these out on November 27, 2019 and have the bid due on December 12, 2019 for approval of a contract award at our December 16, 2019 meeting.

### **Winter/Spring 2020**

- Working with engineer to complete the restroom/concession plan documents.
- Obtaining the variance for the sanitary connection.
- Completing plans for the shelter/warming shelter.
- Dog Park fencing construction documents.
- Natural area interpretive signage design.