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Meeting of the
HAMPSHIRE TOWNSHIP PARK DISTRICT
Board of Commissioners
July 25, 2022
6:30 p.m.
390 South Ave.

AGENDA

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Approval of Agenda**
- IV. Presentations**
 - A. Seyller Park Conceptual Design
- V. 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.
- VI. Consent Agenda**
 - A. Approval of June 27, 2022 Public Hearing Minutes
 - B. Approval of June 27, 2022 Meeting Minutes
 - C. Approval of June 27, 2022 Executive Session Meeting Minutes
 - D. Approval of July 11, 2022 Meeting Minutes
 - E. Approval of payables paid between meetings from 6-24-22 to 6-21-22 in the amount of \$58,935.09.
 - F. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to checking account in the amount of \$100,000.00 on July 7, 2022.
- VII. Staff Reports**
- VIII. Commissioner and Staff Comments**
- IX. New Business**
 - A. Resolution #2022-02 – Resolution Authorizing the Park District Purchasing Policy
 - B. Schmidt Park Asphalt Quotes
 - C. Seyller Park Design
- X. Old Business**
- XI. Executive Session**
- XII. Adjournment** – Next meeting – August 8, 2022

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
Public Hearing
June 27, 2022**

Call to Order:

At 6:18 p.m. President Herrmann called the public hearing to order.

Roll Call Vote:

Reid- present

Tiffany- present

Herrmann- present

Looman- present

Chiu- present

Staff Present: Laura Schraw- Executive Director, Patti Prill- Finance/HR Director, Michael Prill- Athletics Supervisor, Stephanie Barone-Recreation Supervisor, Toby Koth- Parks Supervisor

Public Comments regarding FY23 Budget and Appropriation Ordinance #2022-01-

Aaron Kelly was present for the public hearing and asked clarifying questions regarding discrepancies within the budget that was available to the public. Finance Director Prill answered any questions.

President Herrmann closed the public comments portion of the hearing at 6:24 p.m.

Commissioner Tiffany made a motion to approve FY23 Budget and Appropriate Ordinance #2022-01. Motion seconded by Commissioner Reid. President Herrmann presented the roll call:

Reid- Aye

Tiffany-Aye

Looman-Aye

Chiu-Aye

Motion passed 4 Ayes, 0 Nays, 0 Abstain.

Adjournment: At 6:25 p.m. Commissioner Tiffany made a motion to adjourn the public hearing. Seconded by Commissioner Looman. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.



**Hampshire Township Park District
Board of Commissioners
Meeting Minutes
June 27, 2022**

Call to Order:

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

Commissioners Present: Jamie Herrmann, Jennifer Reid, Meagan Tiffany, Tamara Chiu, Nathan Looman

Commissioners Absent:

Staff Present: Laura Schraw- Executive Director, Patti Prill- Finance/HR Director, Kim Johnson- ETC Supervisor, Stephanie Barone- Recreation Supervisor, Ashley Freer- DayCare Director, Michael Prill- Athletics Supervisor

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: Aaron Kelly attended today's meeting speaking in regards to fees associated with the daycare and preschool programs. Mr. Kelly's questions specifically pertain to the multiple registration fees (annual) that are required for the same class and student as well as the need to charge such fees after a child has enrolled and will be returning to the program for the following year. Staff answered questions. Mr. Kelly asked the Board to consider looking into the daycare/preschool registration fees and possibly re-structuring the fees charged to families (both new and returning).

The Chicago Youth Cricket Academy (CYCA) came today to present about their program and the land currently occupied by the Park District. Commissioner Looman asked in a tournament how many cricket fields would be needed. The CYCA would be proposing 7-9 cricket fields that could be used during the off-season as soccer fields for the Park District for their exclusive use. The CYCA would maintain the entire property (mowing, etc). The CYCA would do this in phases- with phase 1 potentially being completed by Spring 2023. The CYCA would like to lease the land for an initial 15 year lease with options to extend by 5 year increments. President Herrmann did inquire if the CYCA was looking at other land sites.

Consent Agenda

- A. Approval of March 21, 2022 Meeting Minutes
- B. Approval of April 25, 2022 Meeting Minutes
- C. Approval of payables paid between meetings from 4-24-2022 to 5-18-22 in the amount of \$119,224.15
- D. Approval of payables paid between meetings from 5-19-22 to 6-23-22 in the amount of \$52,596.05
- E. Approval of Transfer of Funds within Heartland Bank, from Money Market #9624 to checking account in the amount of \$100,000.00 on May 13, 2022

- F. Approval of Transfer of Funds within Heartland Bank, from Money Market #9632 to checking account in the amount of \$100,000.00 on May 13, 2022
- G. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to checking account in the amount of \$100,000.00 on June 10, 2022
- H. Approval of Transfer of Funds within Heartland Bank, from Money Market #0219 to checking account in the amount of \$100,000.00 on June 23, 2022
- I. Approval of Treasurers Report for November 2021
- J. Approval of Treasurers Report for December 2021
- K. Approval of Treasurers Report for January 2022
- L. Approval of Treasurers Report for February 2022
- M. Approval of Treasurers Report for March 2022
- N. Approval of Treasurers Report for April 2022

Commissioner Looman made a motion to approve the Consent Agenda items. Seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain

Staff Reports

Staff reports were submitted electronically prior to today's meeting for a two month span. Staff did not have any additional comments in regards to the reports. Commissioner Tiffany asked if Cup in Hand would be offered again this year. The Eagle Scout projects need to complete paperwork before they can begin. Parks Supervisor Koth did report that there has been a decrease in vandalism.

Commissioner and Staff Comments-

Commissioner Reid expressed concern that the Park District has not met since April as there have been many events and accomplishments by our staff and it is felt that the Park District is doing our community and the staff a disservice by not meeting regularly. Commissioner Looman brought up the Park Zones, and asked that the Board look into a Park Zone by Schmidt Park as there has been increased speeding. Commissioner Looman did ask about the lights usage at Rackow and the agreement with NWLL. Commissioner Looman did ask if the Outlaws have an agreement with the Park District and Executive Director Schraw did clarify that the Outlaws are a part of NWLL. Commissioner Looman also had concerns that someone had driven their car out by the concession stand and was disheartened to see that the bathrooms remained unlocked and was curious if conversations needed to be had with these other groups and their affiliates to go over the Park District's expectations. Commissioner Reid asked about a line item under the director's report and was told it would be discussed in Executive Session. Commissioner Looman did ask if there were funds budgeted for community events and community outreach. Commissioner Looman did ask if there would be a list compiled of community events for people/staff to participate in.

New Business

Board Elections-

President- Jamie Herrmann nominated Nate Looman as President.
Vice President- Nate Looman nominated Jamie Herrmann as Vice President
Treasurer- Meagan Tiffany nominated Tamara Chiu as Treasurer
Secretary- Nate Looman nominated Jennifer Reid as Secretary
Nate Looman nominated Meagan Tiffany as Commissioner.

Commissioner Tiffany made a motion to approve the new Board Elections for the next calendar year. Seconded by Commissioner Looman. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Old Business

FY22 End of Year- Executive Director Schraw presented the Board for review. There were no additional questions.

At 8:04 p.m. Commissioner Looman made a motion to move into Executive Session for:

A. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. (5 ILCS 120/2 from Ch. 102 par. 42 c.5.)

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

Motion seconded by Commissioner Reid. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

At 9:47p.m. Commissioner Reid made a motion to move into the regular meeting. Motion seconded by Commissioner Looman. Motion passed 5 Ayes, 0 Nays, 0 Abstain.

Adjournment: At 9:47 p.m. Commissioner Looman made a motion to adjourn the public meeting. Seconded by Commissioner Chiu. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.



**Hampshire Township Park District
Board of Commissioners
Working Meeting Minutes
July 11, 2022**

Call to Order:

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

Commissioners Present: Jamie Herrmann, Jennifer Reid, Meagan Tiffany, Tamara Chiu, Nathan Looman

Commissioners Absent:

Staff Present: Laura Schraw- Executive Director, Michael Prill- Athletics Supervisor, Patti Prill- Finance/HR Director

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

Citizens to be Heard: None

Agenda Items for Discussion:

A. Veteran's Memorial Maintenance Executive Director Schraw updated the Board of Commissioners in regards to maintaining the structure as well as what role the Lion's Club will play in ordering bricks. Schraw would like to coordinate with the Park District Foundation to take over ordering bricks. Schraw will be working with the Lions Club and Foundation for upkeep moving forward.

B. Little People Playtime Building Executive Director Schraw is looking into adding another bathroom at the LPP building so that the multi-purpose room will become another preschool classroom. Schraw will be looking into quotes to see if this will be a viable option.

C. Seyller Park Design – OSLAD Grant Discussion Executive Director Schraw updated the Board of Commissioners that IAPD will be opening up OSLAD grants again. Schraw said that the Park District would only have \$200,000 to match. Schraw would like to hold a public hearing to get a plan approved within the next 30 days. Schraw also continues to wait on reimbursement from the State from the OSLAD grant at Rackow Park.

D. Future Growth of Park District Executive Director Schraw updated the Board of Commissioners about future growth opportunities as well as the direction the Park District would like to move toward with future growth. The Board of Commissioners discussed future projects and timelines moving forward as well as financial impacts.

Adjournment: At 7:48 p.m. Commissioner Reid made a motion to adjourn the public meeting. Seconded by Commissioner Tiffany. Motion passed with 5 Ayes, 0 Nays, 0 Abstain.

FUND: CORPORATE FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

024	General Operations					

PROGRAM REVENUES						
10-10-10-024-3105	Grants-CARES	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

024	General Operations					

PROGRAM EXPENSES						
10-10-01-024-5000	Misc Expense-Corp	0.00	0.00	0.00	0.00	0.00
10-10-01-024-5010	Financial Fees	0.00	0.00	0.00	456.24	1,825.00
10-10-01-024-5012	Professional Fees	0.00	0.00	0.00	4,812.48	19,250.00
10-10-01-024-5013	Tech Support-Corp	900.00	12,065.72	10,751.18	4,443.99	17,776.00
10-10-01-024-5014	Printing Publications	38.28	83.26	87.28	362.49	1,450.00
10-10-01-024-5015	Bank Fees	0.00	0.00	139.25	181.23	725.00
10-10-01-024-5016	Membership Fees-Corp	495.00	1,727.50	1,565.00	770.25	3,081.00
10-10-01-024-5017	Conference Fees-Corp	0.00	0.00	0.00	999.99	4,000.00
10-10-01-024-5018	Mileage Tolls-Corp	220.00	657.10	752.40	750.00	3,000.00
10-10-01-024-5019	Education Fees-Corp	0.00	60.00	0.00	0.00	0.00
10-10-01-024-5020	Advertise Marketing-Corp	0.00	0.00	0.00	375.00	1,500.00
10-10-01-024-5021	Insurance Deductible	0.00	0.00	0.00	499.98	2,000.00
10-10-01-024-5022	Postage-Corp	0.00	4.33	8.10	202.98	812.00
10-10-01-024-5023	Phone-Corp	23.51	1,579.66	1,310.48	1,371.00	5,484.00
10-10-01-024-5024	Copy Machine-Corp	0.00	571.34	334.19	499.98	2,000.00
10-10-01-024-5032	Legal Fees	175.00	175.00	100.00	1,250.25	5,001.00
10-10-01-024-5037	AmeriFlex Spending Fees	0.00	0.00	405.00	525.00	2,100.00
10-10-01-024-5038	Record Disposal	0.00	0.00	0.00	62.49	250.00
10-10-01-024-5060	Bottled Water	0.00	26.42	149.72	225.00	900.00
10-10-01-024-5061	Mobile E-Mail-Corp	120.00	360.00	240.00	360.00	1,440.00
10-10-01-024-6010	Supplies Office-Corp	312.67	415.27	252.00	375.00	1,500.00
10-10-01-024-6050	Furnishings Office-Corp	1,205.90	1,205.90	0.00	339.99	1,360.00
	TOTAL PROGRAM EXPENSES	3,490.36	18,931.50	16,094.60	18,863.34	75,454.00
	SURPLUS (DEFICIT)	(3,490.36)	(18,931.50)	(16,094.60)	(18,863.34)	(75,454.00)

025	Administrative					

PROGRAM REVENUES						
10-10-01-025-3000	Misc Income-Corporate	0.00	2,998.85	27.74	0.00	0.00

FUND: CORPORATE FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

025 Administrative						

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	5,294.86	166,418.98	159,864.09	76,215.48	304,862.00
10-10-01-025-3103	Transition Fees	0.00	8,934.03	18,509.04	6,249.99	25,000.00
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	40,000.00	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	8,065.00	6,048.75	6,048.99	24,196.00
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	0.00	46.14	37.50	150.00
10-10-01-025-3310	Personal Property Tax	2,452.94	5,859.90	3,073.63	1,249.98	5,000.00
TOTAL PROGRAM REVENUES		11,780.30	232,276.76	187,569.39	89,801.94	359,208.00

025 Administrative						

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	0.00	100.65	249.99	1,000.00
10-10-10-025-4020	FICA-Corp Admin	550.14	1,517.28	1,166.63	1,650.75	6,603.00
10-10-10-025-4021	Medicare-Corp Admin	128.64	354.82	272.81	386.25	1,545.00
10-10-10-025-4024	IMRF-Corp Admin	736.54	2,022.77	1,726.65	2,175.00	8,700.00
10-10-10-025-4025	Health Insurance-Corp	334.02	1,002.06	1,012.10	1,019.49	4,078.00
10-10-10-025-4028	IDES Unemployment	846.99	846.99	1,619.67	949.98	3,800.00
10-10-10-025-4100	Salaries-Administration	8,715.35	23,858.80	18,264.27	26,621.25	106,485.00
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		11,311.68	29,602.72	24,162.78	33,052.71	132,211.00
SURPLUS (DEFICIT)		468.62	202,674.04	163,406.61	56,749.23	226,997.00

FUND: CORPORATE FUND
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

024	Parks					

PROGRAM EXPENSES						
10-40-40-024-5000	Misc Expense-Parks	0.00	14.94	0.00	0.00	0.00
10-40-40-024-5059	Gasoline-Parks	553.00	2,409.84	1,866.75	1,374.99	5,500.00
10-40-40-024-5110	Vehicle Repairs	39.02	172.30	411.83	1,249.98	5,000.00
10-40-40-024-5120	Tree Replacement Program	0.00	0.00	0.00	249.99	1,000.00
10-40-40-024-6050	Equipment-Parks	3.50	83.40	188.41	999.99	4,000.00
10-40-40-024-6122	Shop Tools	0.00	0.00	62.43	249.99	1,000.00
10-40-40-024-6125	Supplies-Parks Dept	170.80	220.85	176.94	375.00	1,500.00
	TOTAL PROGRAM EXPENSES	766.32	2,901.33	2,706.36	4,499.94	18,000.00
	SURPLUS (DEFICIT)	(766.32)	(2,901.33)	(2,706.36)	(4,499.94)	(18,000.00)

025	Parks					

PROGRAM EXPENSES						
10-40-40-025-4020	FICA-Parks Dept	472.64	1,010.52	873.03	860.49	3,442.00
10-40-40-025-4021	Medicare-Parks Dept	110.53	236.31	204.18	201.24	805.00
10-40-40-025-4024	IMRF-Parks Dept	146.37	439.11	461.10	499.50	1,998.00
10-40-40-025-4100	Salaries-Parks/Maintenance	7,797.36	16,724.83	14,735.82	13,878.99	55,516.00
	TOTAL PROGRAM EXPENSES	8,526.90	18,410.77	16,274.13	15,440.22	61,761.00
	SURPLUS (DEFICIT)	(8,526.90)	(18,410.77)	(16,274.13)	(15,440.22)	(61,761.00)

601	Ralph Seyller Park					

PROGRAM REVENUES						
10-40-40-601-3320	Rental-Seyller Park	250.00	532.50	660.00	375.00	1,500.00
10-40-40-601-3322	Rental-Athletic Field Seylle	0.00	0.00	90.00	0.00	0.00
	TOTAL PROGRAM REVENUES	250.00	532.50	750.00	375.00	1,500.00

601	Ralph Seyller Park					

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	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

601	Ralph Seyller Park					

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 Pk Grounds Bldg Seylle	486.16	5,941.23	1,448.47	1,500.00	6,000.00
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	96.86	96.86	25.96	124.98	500.00
	TOTAL PROGRAM EXPENSES	583.02	6,038.09	1,474.43	1,624.98	6,500.00
	SURPLUS (DEFICIT)	(333.02)	(5,505.59)	(724.43)	(1,249.98)	(5,000.00)

602	Bruce Ream Park					

PROGRAM REVENUES						
10-40-40-602-3320	Rental-Ream Park	140.00	710.00	1,500.00	499.98	2,000.00
10-40-40-602-3322	Rental-Athletic Field Ream P	0.00	(45.00)	0.00	99.99	400.00
	TOTAL PROGRAM REVENUES	140.00	665.00	1,500.00	599.97	2,400.00

602	Bruce Ream Park					

PROGRAM EXPENSES						
10-40-40-602-5000	Misc Expense-Ream Park	0.00	0.00	0.00	0.00	0.00
10-40-40-602-5025	Electric Ream Park	542.49	784.57	1,346.02	999.99	4,000.00
10-40-40-602-5027	Garbage Waste Ream Pk	0.00	0.00	549.32	0.00	0.00
10-40-40-602-5031	Water-Bruce Ream Park	0.00	773.62	1,287.44	1,624.98	6,500.00
10-40-40-602-5124	Maint Pk Grounds Bldgs Ream	3,452.45	6,105.56	1,157.79	1,249.98	5,000.00
10-40-40-602-5320	Permit Fee-Ream Park	0.00	0.00	0.00	0.00	0.00
10-40-40-602-6013	Supplies-Janitorial	49.93	49.93	23.65	124.98	500.00
	TOTAL PROGRAM EXPENSES	4,044.87	7,713.68	4,364.22	3,999.93	16,000.00
	SURPLUS (DEFICIT)	(3,904.87)	(7,048.68)	(2,864.22)	(3,399.96)	(13,600.00)

603	Dorothy Schmidt Park					

PROGRAM REVENUES						
10-40-40-603-3320	Rental Schmidt Park	0.00	0.00	130.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	130.00	0.00	0.00

FUND: CORPORATE FUND
DEPT: Parks

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

603	Dorothy Schmidt Park					

PROGRAM EXPENSES						
10-40-40-603-5000	Misc Expense-Schmidt Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-603-5027	Garbage Waste-Schmidt Pk	0.00	0.00	0.00	0.00	0.00
10-40-40-603-5124	Maint Pk Grounds Bldg Schmid	127.78	1,049.33	163.47	1,249.98	5,000.00
10-40-40-603-5320	Permit Fee-Schmidt Pk	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	127.78	1,049.33	163.47	1,249.98	5,000.00
	SURPLUS (DEFICIT)	(127.78)	(1,049.33)	(33.47)	(1,249.98)	(5,000.00)

604	Fred Rackow Park					

PROGRAM REVENUES						
10-40-40-604-3307	Registration-Getzelman Dog P	45.00	261.00	0.00	499.98	2,000.00
10-40-40-604-3320	Rental-Rackow Park	0.00	0.00	0.00	124.98	500.00
10-40-40-604-3321	Rental-Getzelman Dog Park	0.00	0.00	0.00	0.00	0.00
10-40-40-604-3322	Rental-Athletic Field Rackow	0.00	0.00	0.00	124.98	500.00
	TOTAL PROGRAM REVENUES	45.00	261.00	0.00	749.94	3,000.00

604	Fred Rackow Park					

PROGRAM EXPENSES						
10-40-40-604-4631	Salaries-Field Labor Rackow	0.00	0.00	0.00	124.98	500.00
10-40-40-604-5000	Misc Expense Rackow Park	0.00	0.00	0.00	0.00	0.00
10-40-40-604-5025	Electric Rackow Park	119.87	376.50	138.28	150.00	600.00
10-40-40-604-5031	Water Rackow Park	0.00	10.00	0.00	1,249.98	5,000.00
10-40-40-604-5041	Field Labor Rackow Park	0.00	0.00	0.00	124.98	500.00
10-40-40-604-5124	Maint Pk Grounds Bldgs Racko	574.51	24,257.27	23,517.18	7,749.99	31,000.00
10-40-40-604-5320	Permit Fee-Rackow Park	0.00	0.00	0.00	62.49	250.00
10-40-40-604-6013	Supplies-Janitorial Rackow P	49.93	49.93	257.08	124.98	500.00
10-40-40-604-7006	NWLL-Musco Lights	2,016.25	6,048.75	6,048.75	6,048.75	24,195.00
	TOTAL PROGRAM EXPENSES	2,760.56	30,742.45	29,961.29	15,636.15	62,545.00
	SURPLUS (DEFICIT)	(2,715.56)	(30,481.45)	(29,961.29)	(14,886.21)	(59,545.00)

DATE: 07/22/2022
TIME: 15:51:14
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Hampshire Township Park District
SUBCLASS DETAIL REVENUE & EXPENSE REPORT
FOR 3 PERIODS ENDING JULY 31, 2022

PAGE: 6
F-YR: 23

FUND: CORPORATE FUND
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00	0.00	0.00	0.00
10-50-50-025-4021	Medicare-Janitorial Admin Bl	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

701	Administrative Building					

PROGRAM REVENUES						
10-50-50-701-3303	Rental-Administrative Buildi	104.16	249.16	0.00	375.00	1,500.00
	TOTAL PROGRAM REVENUES	104.16	249.16	0.00	375.00	1,500.00

701	Administrative Building					

PROGRAM EXPENSES						
10-50-50-701-4390	Salaries-Custodian Admin Bld	480.00	1,200.00	1,400.00	0.00	0.00
10-50-50-701-5025	Electric Admin Bldg	463.81	1,123.35	1,225.97	1,500.00	6,000.00
10-50-50-701-5026	Heat-Admin Bldg	0.00	342.84	271.25	750.00	3,000.00
10-50-50-701-5028	Fire Alarm System-Admin Bldg	0.00	165.00	3,637.38	482.73	1,931.00
10-50-50-701-5031	Water-Admin Building	0.00	66.48	234.77	187.50	750.00
10-50-50-701-5124	Maintenance Repairs Admin Bl	0.00	0.00	462.39	2,499.99	10,000.00
10-50-50-701-5126	Contractual-Custodian Admin	0.00	0.00	0.00	1,099.98	4,400.00
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	0.00	0.00	37.50	150.00
10-50-50-701-6110	Supplies-Janitorial Admin Bl	324.15	324.15	304.92	249.99	1,000.00
	TOTAL PROGRAM EXPENSES	1,267.96	3,221.82	7,536.68	6,807.69	27,231.00
	SURPLUS (DEFICIT)	(1,163.80)	(2,972.66)	(7,536.68)	(6,432.69)	(25,731.00)

702	Administrative Building					

PROGRAM EXPENSES						
10-50-50-702-5026	Heat-Park Bldg	0.00	351.80	167.57	499.98	2,000.00

FUND: CORPORATE FUND
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

702	Administrative Building					

10-50-50-702-5028	Fire Alarm System-Parks Bldg	0.00	165.00	165.00	452.49	1,810.00
10-50-50-702-5124	Maintenance Repairs Parks Bl	0.00	0.00	0.00	49.98	200.00
10-50-50-702-6110	Janitorial Supplies-Parks Bl	49.93	49.93	0.00	75.00	300.00
	TOTAL PROGRAM EXPENSES	49.93	566.73	332.57	1,077.45	4,310.00
	SURPLUS (DEFICIT)	(49.93)	(566.73)	(332.57)	(1,077.45)	(4,310.00)
TOTAL FUND REVENUES		12,319.46	233,984.42	189,949.39	91,901.85	367,608.00
TOTAL FUND EXPENSES		32,929.38	119,178.42	103,070.53	102,252.39	409,012.00
FUND SURPLUS (DEFICIT)		(20,609.92)	114,806.00	86,878.86	(10,350.54)	(41,404.00)

FUND: RECREATION FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY 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	1,076.00	15,077.33	3,757.03	2,191.50	8,766.00
20-10-01-024-5066	Computer Equipment	456.83	456.83	0.00	1,324.98	5,300.00
	TOTAL PROGRAM EXPENSES	1,532.83	15,534.16	3,757.03	3,516.48	14,066.00
	SURPLUS (DEFICIT)	(1,532.83)	(15,534.16)	(3,757.03)	(3,516.48)	(14,066.00)

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	1,516.39	47,660.56	45,783.09	21,779.73	87,119.00
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	0.00	0.00	0.00
20-10-01-025-3108	NonRes Access To Res Rate	0.00	0.00	0.00	62.49	250.00
20-10-01-025-3302	Brochure Sponsorship	0.00	0.00	0.00	0.00	0.00
20-10-10-025-9000	Fund Transfer to Rec Fund	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	1,516.39	47,660.56	45,783.09	21,842.22	87,369.00

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	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	1,516.39	47,660.56	45,783.09	21,842.22	87,369.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

024	General Operations					

PROGRAM EXPENSES						
20-20-01-024-5000	Misc Expense-Rec	0.00	0.00	5,650.00	0.00	0.00
20-20-01-024-5008	Service Charge-Card Connect	0.00	100.00	3,509.56	4,374.99	17,500.00
20-20-01-024-5016	Membership Fees-Rec	0.00	13.99	0.00	424.98	1,700.00
20-20-01-024-5017	Conference Fees-Rec	0.00	0.00	0.00	874.98	3,500.00
20-20-01-024-5018	Mileage Tolls-Rec	188.39	467.64	443.16	499.98	2,000.00
20-20-01-024-5020	Advertise Marketing-Rec	0.00	656.40	422.57	324.99	1,300.00
20-20-01-024-5022	Postage-Rec	0.00	0.00	0.00	0.00	0.00
20-20-01-024-5042	Comprehensive Plan	0.00	0.00	0.00	0.00	0.00
20-20-01-024-5061	Mobile E-Mail Rec	80.00	645.56	360.61	645.00	2,580.00
20-20-01-024-5140	Program Permit Fees	0.00	0.00	0.00	131.25	525.00
20-20-01-024-5318	Fundraising	0.00	0.00	0.00	0.00	0.00
20-20-01-024-6010	Supplies Office-Rec	117.54	268.67	155.87	349.98	1,400.00
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	0.00	0.00	150.00	600.00
20-20-20-024-6322	Volunteer Appreciation	0.00	0.00	0.00	150.00	600.00
	TOTAL PROGRAM EXPENSES	385.93	2,152.26	10,541.77	7,926.15	31,705.00
	SURPLUS (DEFICIT)	(385.93)	(2,152.26)	(10,541.77)	(7,926.15)	(31,705.00)

025	General Operations					

PROGRAM EXPENSES						
20-20-10-025-4020	FICA-Rec Dept	854.80	2,339.17	2,045.59	3,444.48	13,778.00
20-20-10-025-4021	Medicare-Rec Dept	199.92	547.11	478.44	805.74	3,223.00
20-20-10-025-4024	IMRF-Rec Dept	1,191.82	3,154.43	2,727.37	4,302.48	17,210.00
20-20-10-025-4025	Health Insurance-Rec Staff	585.02	1,755.06	1,762.93	3,185.49	12,742.00
20-20-10-025-4100	Salaries-Administration	14,487.74	38,309.96	29,970.40	55,576.23	222,305.00
20-20-20-025-4020	FICA-Athletic Programs	3.72	107.57	76.61	186.00	744.00
20-20-20-025-4021	Medicare-Athletic Programs	0.87	25.16	17.92	43.50	174.00
20-20-20-025-4024	IMRF-Athletic Programs	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00	0.00	0.00
20-20-21-025-4021	Medicare-Athletic Camps	0.00	0.00	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	3.05	3.05	0.00	0.00	0.00
20-20-23-025-4021	Medicare-Rec Programs	0.71	0.71	0.00	0.00	0.00
20-20-23-025-4024	IMRF-Baton Class	4.59	4.59	0.00	0.00	0.00
20-20-24-025-4020	FICA-Rec Camps	532.78	1,127.84	645.52	374.49	1,498.00
20-20-24-025-4021	Medicare-Rec Camps	124.59	263.75	150.98	87.48	350.00
20-20-24-025-4024	IMRF-Rec Camps	0.00	0.00	0.00	0.00	0.00
20-20-25-025-4020	FICA-Special Events	0.00	0.00	1.36	6.00	24.00
20-20-25-025-4021	Medicare-Special Events	0.00	0.00	0.31	1.50	6.00
20-20-28-025-4020	FICA-ETC	403.62	1,765.34	1,064.86	2,074.74	8,299.00
20-20-28-025-4021	Medicare-ETC	94.40	412.88	249.01	485.25	1,941.00
20-20-28-025-4024	IMRF-ETC	557.46	2,003.93	1,509.06	1,802.25	7,209.00
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		19,045.09	51,820.55	40,700.36	72,375.63	289,503.00
SURPLUS (DEFICIT)		(19,045.09)	(51,820.55)	(40,700.36)	(72,375.63)	(289,503.00)

201 Admission Tickets						

PROGRAM REVENUES						
20-20-25-201-3500	Admission Tickets	0.00	0.00	0.00	124.98	500.00
TOTAL PROGRAM REVENUES		0.00	0.00	0.00	124.98	500.00

201 Admission Tickets						

PROGRAM EXPENSES						
20-20-25-201-6215	Supplies-Admission Tickets	0.00	0.00	0.00	118.74	475.00
TOTAL PROGRAM EXPENSES		0.00	0.00	0.00	118.74	475.00
SURPLUS (DEFICIT)		0.00	0.00	0.00	6.24	25.00

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

210	Adult Softball					

PROGRAM REVENUES						
20-20-20-210-3500	Adult Softball	0.00	3,500.00	4,550.00	949.98	3,800.00
	TOTAL PROGRAM REVENUES	0.00	3,500.00	4,550.00	949.98	3,800.00

210	Adult Softball					

PROGRAM EXPENSES						
20-20-20-210-4631	Salaries-Field Labor Adult S	60.00	60.00	38.50	0.00	0.00
20-20-20-210-4632	Salaries-Umpire Adult Softba	270.00	1,070.00	1,210.00	450.00	1,800.00
20-20-20-210-5225	Lights-Adult Softball	25.00	25.00	400.00	37.50	150.00
20-20-20-210-6215	Supplies-Adult Softball	195.20	519.20	371.49	112.50	450.00
	TOTAL PROGRAM EXPENSES	550.20	1,674.20	2,019.99	600.00	2,400.00
	SURPLUS (DEFICIT)	(550.20)	1,825.80	2,530.01	349.98	1,400.00

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						

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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20-20-20-214-3500	Adult Cup in Hand League	0.00	0.00	0.00	150.00	600.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	150.00	600.00
<hr/>						
214	Adult Cup in Hand League					
<hr/>						
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	0.00	0.00	75.00	300.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	75.00	300.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	75.00	300.00
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220	Adult Trips					
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PROGRAM REVENUES						
20-20-22-220-3500	Adult Trips	0.00	0.00	0.00	124.98	500.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	124.98	500.00
<hr/>						
220	Adult Trips					
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PROGRAM EXPENSES						
20-20-22-220-5126	Contractual-Adult Trips	0.00	0.00	0.00	99.99	400.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	99.99	400.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	24.99	100.00
<hr/>						
221	Adult Wellness					
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PROGRAM REVENUES						
20-20-22-221-3500	Adult Wellness	(15.00)	15.00	202.05	124.98	500.00
	TOTAL PROGRAM REVENUES	(15.00)	15.00	202.05	124.98	500.00
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221	Adult Wellness					
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PROGRAM EXPENSES						

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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	0.00	0.00	0.00	99.99	400.00
20-20-22-221-6215	Supplies-Adult Wellness	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	99.99	400.00
	SURPLUS (DEFICIT)	(15.00)	15.00	202.05	24.99	100.00

222	Movies in the Park					

PROGRAM REVENUES						
20-20-25-222-3500	Movies in the Park	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

222	Movies in the Park					

PROGRAM EXPENSES						
20-20-25-222-5126	Salaries-Movies in the Park	0.00	0.00	22.00	0.00	0.00
20-20-25-222-6215	Supplies-Movies in the Park	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	22.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	(22.00)	0.00	0.00

224	Coon Creek Classic					

PROGRAM REVENUES						
20-20-25-224-3500	Coon Creek Classic	0.00	115.00	1,613.00	1,674.99	6,700.00
	TOTAL PROGRAM REVENUES	0.00	115.00	1,613.00	1,674.99	6,700.00

224	Coon Creek Classic					

PROGRAM EXPENSES						
20-20-25-224-4100	Salaries-Coon Creek Classic	0.00	0.00	0.00	75.00	300.00
20-20-25-224-5126	Contractual-C C Classic	0.00	200.00	100.00	300.00	1,200.00
20-20-25-224-6215	Supplies-Coon Creek Classic	12.57	12.57	3,483.32	649.98	2,600.00
	TOTAL PROGRAM EXPENSES	12.57	212.57	3,583.32	1,024.98	4,100.00
	SURPLUS (DEFICIT)	(12.57)	(97.57)	(1,970.32)	650.01	2,600.00

PROGRAM REVENUES

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	FISCAL	PRIOR	FISCAL	ANNUAL
JULY	YEAR-TO-DATE	YEAR-TO-DATE	YTD	YEAR
ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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20-20-25-230-3500	Fall Race	0.00	0.00	0.00	124.98	500.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	124.98	500.00
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230	Fall Race					
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PROGRAM EXPENSES						
20-20-25-230-4100	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	0.00	62.49	250.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	62.49	250.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	62.49	250.00
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232	Adult Workshops					
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PROGRAM REVENUES						
20-20-22-232-3500	Adult Workshops	0.00	120.00	0.00	375.00	1,500.00
	TOTAL PROGRAM REVENUES	0.00	120.00	0.00	375.00	1,500.00
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232	Adult Workshops					
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PROGRAM EXPENSES						
20-20-22-232-5126	Contractual-Adult Workshops	0.00	0.00	0.00	300.00	1,200.00
20-20-22-232-6215	Supplies-Adult Workshops	0.00	0.00	0.00	12.48	50.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	312.48	1,250.00
	SURPLUS (DEFICIT)	0.00	120.00	0.00	62.52	250.00
<hr/>						
233	Language in Action					
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PROGRAM REVENUES						
20-20-22-233-3500	Language in Action-Adult	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00
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233	Language in Action					
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PROGRAM EXPENSES						

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
20-20-22-233-5126	Contractual-Language in Acti	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

301	ETC					

PROGRAM REVENUES						
20-20-28-301-3000	Misc Income ETC	0.00	0.00	0.00	0.00	0.00
20-20-28-301-3307	Registration Fee ETC	1,370.00	2,820.00	4,562.00	2,400.00	9,600.00
20-20-28-301-3500	ETC	140.00	2,110.50	13,372.54	81,249.99	325,000.00
	TOTAL PROGRAM REVENUES	1,510.00	4,930.50	17,934.54	83,649.99	334,600.00

301	ETC					

PROGRAM EXPENSES						
20-20-28-301-4025	Health Insurance-ETC	581.80	1,745.40	2,843.16	1,764.99	7,060.00
20-20-28-301-4100	Salaries-ETC	6,723.20	29,112.79	19,858.64	33,465.99	133,864.00
20-20-28-301-5000	Misc Expense-ETC	0.00	0.00	0.00	0.00	0.00
20-20-28-301-5013	Tech Support-ETC	576.00	950.85	3,046.34	2,176.50	8,706.00
20-20-28-301-5019	Staff Training-ETC	0.00	220.00	0.00	99.99	400.00
20-20-28-301-5020	Advertise Marketing-ETC	0.00	0.00	0.00	75.00	300.00
20-20-28-301-6050	Furnishings-ETC	0.00	0.00	0.00	49.98	200.00
20-20-28-301-6215	Supplies-ETC	83.33	1,772.51	375.00	750.00	3,000.00
20-20-28-301-6321	Staff Appreciation-ETC	0.00	0.00	0.00	75.00	300.00
20-20-28-301-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	21,249.99	85,000.00
	TOTAL PROGRAM EXPENSES	7,964.33	33,801.55	26,123.14	59,707.44	238,830.00
	SURPLUS (DEFICIT)	(6,454.33)	(28,871.05)	(8,188.60)	23,942.55	95,770.00

316	Language in Action					

PROGRAM REVENUES						
20-20-23-316-3500	Language in Action Youth	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

316	Language in Action					

PROGRAM EXPENSES						
20-20-23-316-5126	Contractual-Language in Acti	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

317	Baton					

PROGRAM REVENUES						
20-20-23-317-3500	Baton	0.00	440.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	440.00	0.00	0.00	0.00

317	Baton					

PROGRAM EXPENSES						
20-20-23-317-4100	Salaries Baton	56.25	56.25	0.00	0.00	0.00
20-20-23-317-6215	Supplies Baton	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	56.25	56.25	0.00	0.00	0.00
	SURPLUS (DEFICIT)	(56.25)	383.75	0.00	0.00	0.00

318	Ice Skating Classes					

PROGRAM REVENUES						
20-20-23-318-3500	Ice Skating Classes	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

318	Ice Skating Classes					

PROGRAM EXPENSES						
20-20-23-318-5126	Contractual-Ice Skating Clas	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

ACCOUNT		FISCAL	PRIOR	FISCAL	ANNUAL
NUMBER	DESCRIPTION	YEAR-TO-DATE	YEAR-TO-DATE	YTD	YEAR
		ACTUAL	ACTUAL	BUDGET	BUDGET

20-20-20-325-3500	British Soccer Camp	0.00	0.00	87.48	350.00
	TOTAL PROGRAM REVENUES	0.00	0.00	87.48	350.00

326	Daddy Daughter Dance				

PROGRAM REVENUES					
20-20-25-326-3500	Daddy Daughter Dance	0.00	0.00	499.98	2,000.00
	TOTAL PROGRAM REVENUES	0.00	0.00	499.98	2,000.00

326	Daddy Daughter Dance				

PROGRAM EXPENSES					
20-20-25-326-5126	Contractual-Daddy Daughter	0.00	0.00	87.48	350.00
20-20-25-326-6215	Supplies-Daddy Daughter Danc	0.00	0.00	99.99	400.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	187.47	750.00
	SURPLUS (DEFICIT)	0.00	0.00	312.51	1,250.00

328	Bunny Visits				

PROGRAM REVENUES					
20-20-25-328-3500	Bunny Visits	0.00	0.00	75.00	300.00
	TOTAL PROGRAM REVENUES	0.00	0.00	75.00	300.00

328	Bunny Visits				

PROGRAM EXPENSES					
20-20-25-328-4100	Salaries-Bunny Visits	0.00	0.00	0.00	0.00
20-20-25-328-6215	Supplies-Bunny Visits	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	75.00	300.00

330	Dance Programs				

PROGRAM REVENUES					

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
20-20-25-332-4100	Salaries-Egg Hunt	0.00	0.00	0.00	0.00	0.00
20-20-25-332-6215	Supplies-Egg Hunt	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

333	Horseback Riding					

PROGRAM REVENUES						
20-20-23-333-3500	Horseback Riding	10.00	570.00	4,846.00	2,749.98	11,000.00
	TOTAL PROGRAM REVENUES	10.00	570.00	4,846.00	2,749.98	11,000.00

333	Horseback Riding					

PROGRAM EXPENSES						
20-20-23-333-5126	Contractual-Horseback Ride	0.00	2,425.00	6,398.00	2,199.99	8,800.00
	TOTAL PROGRAM EXPENSES	0.00	2,425.00	6,398.00	2,199.99	8,800.00
	SURPLUS (DEFICIT)	10.00	(1,855.00)	(1,552.00)	549.99	2,200.00

336	Art Programs					

PROGRAM REVENUES						
20-20-23-336-3500	Art Programs	0.00	236.00	0.00	199.98	800.00
	TOTAL PROGRAM REVENUES	0.00	236.00	0.00	199.98	800.00

336	Art Programs					

PROGRAM EXPENSES						
20-20-23-336-4610	Salaries-Art Programs	0.00	354.22	0.00	0.00	0.00
20-20-23-336-5126	Contractual-Art Programs	0.00	0.00	0.00	150.00	600.00
20-20-23-336-6215	Supplies-Art Programs	0.00	0.00	0.00	12.48	50.00
	TOTAL PROGRAM EXPENSES	0.00	354.22	0.00	162.48	650.00
	SURPLUS (DEFICIT)	0.00	(118.22)	0.00	37.50	150.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

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	0.00	0.00	0.00	174.99	700.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	174.99	700.00

341	Private Lessons					

PROGRAM EXPENSES						
20-20-23-341-5126	Contractual-Private Lessons	0.00	0.00	0.00	139.98	560.00
20-20-23-341-6215	Supplies-Private Lessons	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	139.98	560.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	35.01	140.00

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

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

342	Candy Cane Hunt					

PROGRAM EXPENSES						
20-20-25-342-6215	Supplies-Candy Cane Hunt	0.00	0.00	0.00	12.48	50.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	12.48	50.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	(12.48)	(50.00)

343	Winter Fun Night					

PROGRAM REVENUES						
20-20-25-343-3500	Winter Fun Night	0.00	0.00	0.00	49.98	200.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	49.98	200.00

343	Winter Fun Night					

PROGRAM EXPENSES						
20-20-25-343-4100	Salaries-Winter Fun Night	0.00	0.00	0.00	24.99	100.00
20-20-25-343-6215	Supplies-Winter Fun Night	0.00	0.00	0.00	24.99	100.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	49.98	200.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00

344	Parents Night Out					

PROGRAM REVENUES						
20-20-25-344-3500	Parents Night Out	0.00	0.00	0.00	324.99	1,300.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	324.99	1,300.00

344	Parents Night Out					

PROGRAM EXPENSES						
20-20-25-344-4100	Salaries-Parents Night Out	0.00	0.00	0.00	0.00	0.00
20-20-25-344-6215	Supplies-Parents Night Out	0.00	0.00	0.00	259.98	1,040.00

ACCOUNT		JULY		FISCAL		PRIOR		FISCAL		ANNUAL	
NUMBER		ACTUAL		YEAR-TO-DATE		YEAR-TO-DATE		YTD		YEAR	
DESCRIPTION				ACTUAL		ACTUAL		BUDGET		BUDGET	

TOTAL PROGRAM EXPENSES		0.00		0.00		0.00		259.98		1,040.00	
SURPLUS (DEFICIT)		0.00		0.00		0.00		65.01		260.00	

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	

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											

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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	50.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	12.48	50.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	(12.48)	(50.00)

348	Mom & Son Bowling					

PROGRAM REVENUES						
20-20-25-348-3500	Mom & Son Bowling	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

348	Mom & Son Bowling					

PROGRAM EXPENSES						
20-20-25-348-5126	Contractual-Mom & Son Bowlin	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

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						

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
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

351	Sip & Shop					

PROGRAM REVENUES						
20-20-25-351-3500	Sip & Shop	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

351	Sip & Shop					

PROGRAM EXPENSES						
20-20-25-351-6215	Supplies-Sip & Shop	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	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

352	Parent & Child Music Class					

PROGRAM REVENUES						
20-20-23-352-3500	Parent & Child Music Class	0.00	0.00	0.00	124.98	500.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	124.98	500.00

352	Parent & Child Music Class					

PROGRAM EXPENSES						
20-20-23-352-5126	Contractual-Parent & Child M	0.00	0.00	0.00	99.99	400.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	99.99	400.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	24.99	100.00

353	Mommy & Me					

PROGRAM REVENUES						
20-20-25-353-3500	Mommy & Me	0.00	0.00	0.00	75.00	300.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	75.00	300.00

353	Mommy & Me					

PROGRAM EXPENSES						
20-20-25-353-5126	Contractual-Mommy & Me	0.00	0.00	0.00	60.00	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	60.00	240.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	15.00	60.00

354	Stocking Delivery					

PROGRAM REVENUES						
20-20-25-354-3500	Stocking Delivery	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

354	Stocking Delivery					

PROGRAM EXPENSES						
20-20-25-354-6215	Supplies-Stocking Delivery	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

355	Gymnastics					

PROGRAM REVENUES						
20-20-23-355-3500	Gymnastics	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

355	Gymnastics					

PROGRAM EXPENSES						
20-20-23-355-5126	Contractual Gymnastics	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

356	Cooking Class					

PROGRAM REVENUES						
20-20-23-356-3500	Cooking Class	0.00	0.00	0.00	735.00	2,940.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	735.00	2,940.00

356	Cooking Class					

PROGRAM EXPENSES						
20-20-23-356-5126	Contractual Cooking Class	0.00	243.96	0.00	588.00	2,352.00
	TOTAL PROGRAM EXPENSES	0.00	243.96	0.00	588.00	2,352.00
	SURPLUS (DEFICIT)	0.00	(243.96)	0.00	147.00	588.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

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	0.00	7,918.00	10,843.00	1,249.98	5,000.00
	TOTAL PROGRAM REVENUES	0.00	7,918.00	10,843.00	1,249.98	5,000.00

800	T-Ball					

PROGRAM EXPENSES						
20-20-20-800-4630	Salaries-Site Super T-Ball	0.00	0.00	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
20-20-20-800-6215	Supplies-T-Ball	7,800.00	7,800.00	9,201.87	874.98	3,500.00
	TOTAL PROGRAM EXPENSES	7,800.00	7,800.00	9,201.87	874.98	3,500.00
	SURPLUS (DEFICIT)	(7,800.00)	118.00	1,641.13	375.00	1,500.00

802	Instructional T-Ball					

PROGRAM REVENUES						
20-20-20-802-3500	Five Tool Player Baseball	0.00	0.00	0.00	375.00	1,500.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	375.00	1,500.00

802	Instructional T-Ball					

PROGRAM EXPENSES						
20-20-20-802-5126	Contractual-Five Tool Player	0.00	0.00	0.00	0.00	0.00
20-20-20-802-6215	Supplies-Five Tool Player Ba	0.00	0.00	0.00	249.99	1,000.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	249.99	1,000.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	125.01	500.00

811	Spring Soccer					

PROGRAM REVENUES						
20-20-20-811-3500	Spring Soccer	326.00	1,308.00	(181.00)	8,749.98	35,000.00
	TOTAL PROGRAM REVENUES	326.00	1,308.00	(181.00)	8,749.98	35,000.00

811	Spring Soccer					

PROGRAM EXPENSES						
20-20-20-811-4612	Salaries-Referee Spring Socc	0.00	1,675.00	1,092.50	624.99	2,500.00
20-20-20-811-4630	Salaries-Site Sup Spring Soc	0.00	0.00	0.00	0.00	0.00
20-20-20-811-4631	Salaries-Field Labor Spring	0.00	0.00	104.50	0.00	0.00
20-20-20-811-6215	Supplies-Spring Soccer	976.03	2,745.47	96.11	624.99	2,500.00
	TOTAL PROGRAM EXPENSES	976.03	4,420.47	1,293.11	1,249.98	5,000.00
	SURPLUS (DEFICIT)	(650.03)	(3,112.47)	(1,474.11)	7,500.00	30,000.00

812	Fall Soccer					

PROGRAM REVENUES						
20-20-20-812-3500	Fall Soccer	5,989.00	5,989.00	11,959.30	8,250.00	33,000.00
	TOTAL PROGRAM REVENUES	5,989.00	5,989.00	11,959.30	8,250.00	33,000.00

PROGRAM EXPENSES

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
20-20-20-819-4612	Salaries-Referee Flag Footba	0.00	0.00	0.00	249.99	1,000.00
20-20-20-819-4630	Salaries-Site Super Flag Foo	0.00	0.00	0.00	0.00	0.00
20-20-20-819-4631	Salaries-Field Labor Flag Fo	0.00	0.00	0.00	0.00	0.00
20-20-20-819-6215	Supplies-Flag Football	0.00	0.00	28.92	375.00	1,500.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	28.92	624.99	2,500.00
	SURPLUS (DEFICIT)	3,871.00	3,871.00	1,502.08	174.99	700.00

820	Volleyball					

PROGRAM REVENUES						
20-20-20-820-3500	Volleyball	0.00	0.00	0.00	300.00	1,200.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	300.00	1,200.00

820	Volleyball					

PROGRAM EXPENSES						
20-20-20-820-4612	Salaries-Referee Volleyball	0.00	0.00	0.00	124.98	500.00
20-20-20-820-4630	Salaries-Site Super Volleyba	0.00	0.00	0.00	0.00	0.00
20-20-20-820-6215	Supplies-Volleyball	0.00	0.00	0.00	150.00	600.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	274.98	1,100.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	25.02	100.00

853	Summer Athletic Camps					

PROGRAM REVENUES						
20-20-21-853-3500	Summer Athletic Camps	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	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	0.00	0.00	0.00	0.00
20-20-21-853-5126	Contractual-Summer Athletic	0.00	0.00	0.00	0.00	0.00

FUND: RECREATION FUND
DEPT: Recreation

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
<hr/>						
	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: Buildings

ACCOUNT NUMBER	DESCRIPTION	JULY 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

FUND: RECREATION FUND
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

024	Youth Education					

PROGRAM EXPENSES						
20-60-26-024-5013	Mobile Email-Preschool	0.00	0.00	0.00	0.00	0.00
20-60-26-024-5061	Mobile Email-Preschool	0.00	0.00	0.00	120.00	480.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	120.00	480.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	(120.00)	(480.00)

025	Youth Education					

PROGRAM EXPENSES						
20-60-18-025-4020	FICA-Daycare	1,779.05	4,965.69	4,125.21	4,800.00	19,200.00
20-60-18-025-4021	Medicare-Daycare	416.08	1,161.40	964.67	1,183.23	4,733.00
20-60-18-025-4024	IMRF-Daycare	1,756.51	5,074.52	5,077.14	3,499.98	14,000.00
20-60-26-025-4020	FICA-Preschool	345.74	1,434.60	1,276.57	2,092.50	8,370.00
20-60-26-025-4021	Medicare-Preschool	80.87	335.55	298.54	489.48	1,958.00
20-60-26-025-4024	IMRF-Preschool	457.58	1,799.84	1,728.63	2,547.99	10,192.00
20-60-27-025-4020	FICA-Youth Educations Camps	0.00	0.00	0.00	38.73	155.00
20-60-27-025-4021	Medicare-Youth Education Cam	0.00	0.00	0.00	9.00	36.00
20-60-27-025-4024	IMRF-Youth Education Camps	0.00	0.00	0.00	0.00	0.00
20-60-50-025-4020	FICA-LPP Building	0.00	0.00	4.07	54.24	217.00
20-60-50-025-4021	Medicare-LPP Building	0.00	0.00	0.95	12.48	50.00
	TOTAL PROGRAM EXPENSES	4,835.83	14,771.60	13,475.78	14,727.63	58,911.00
	SURPLUS (DEFICIT)	(4,835.83)	(14,771.60)	(13,475.78)	(14,727.63)	(58,911.00)

518	Daycare					

PROGRAM REVENUES						
20-60-18-518-3000	Misc Income-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-3105	Grants-Daycare	0.00	0.00	123,384.00	0.00	0.00
20-60-18-518-3305	Memory Books-Daycare	0.00	0.00	0.00	0.00	0.00
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	655.00	4,055.00	3,210.00	999.99	4,000.00
20-60-18-518-3308	Field Trips-Daycare	0.00	1,115.00	0.00	249.99	1,000.00
20-60-18-518-3500	Tuition-Daycare	31,494.50	99,747.00	91,379.50	114,999.99	460,000.00
20-60-26-518-3311	Educational Materials	0.00	0.00	0.00	75.00	300.00

FUND: RECREATION FUND
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

	TOTAL PROGRAM REVENUES	32,149.50	104,917.00	217,973.50	116,324.97	465,300.00

518	Daycare					

PROGRAM EXPENSES						
20-60-18-518-4025	Health Insurance-Daycare	2,313.12	6,939.36	6,135.09	7,405.98	29,624.00
20-60-18-518-4100	Salaries-Daycare	29,620.74	83,027.52	69,456.67	81,288.00	325,152.00
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	659.34	1,117.52	3,046.36	1,989.00	7,956.00
20-60-18-518-5016	Membership Dues-Daycare	0.00	0.00	0.00	62.49	250.00
20-60-18-518-5018	Mileage Tolls-Daycare	41.88	120.28	112.56	87.48	350.00
20-60-18-518-5019	Staff Training-Daycare	0.00	0.00	100.00	249.99	1,000.00
20-60-18-518-5020	Advertising Marketing-Daycar	0.00	161.39	0.00	624.99	2,500.00
20-60-18-518-5022	Postage-Daycare	0.00	48.00	44.00	24.99	100.00
20-60-18-518-5134	Vision & Hearing-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-5135	Field Trips-Daycare	0.00	0.00	0.00	249.99	1,000.00
20-60-18-518-5319	Memory Books-Daycare	0.00	0.00	0.00	0.00	0.00
20-60-18-518-5320	Permits & License Fee-Daycar	0.00	0.00	0.00	249.99	1,000.00
20-60-18-518-6050	Furnishings-Daycare	0.00	150.00	289.69	249.99	1,000.00
20-60-18-518-6215	Supplies-Daycare	646.45	1,291.44	994.77	999.99	4,000.00
20-60-18-518-6320	Events-Daycare	0.00	0.00	0.00	375.00	1,500.00
20-60-18-518-6321	Staff Appreciation-Daycare	0.00	278.14	0.00	150.00	600.00
20-60-18-518-6325	Groceries-Daycare	1,646.70	3,257.70	4,046.00	3,874.98	15,500.00
20-60-18-518-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	6,249.99	25,000.00
	TOTAL PROGRAM EXPENSES	34,928.23	96,391.35	84,225.14	104,132.85	416,532.00
	SURPLUS (DEFICIT)	(2,778.73)	8,525.65	133,748.36	12,192.12	48,768.00

519	Essential Day Care					

PROGRAM REVENUES						
20-60-18-519-3500	Essential Day Care	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM REVENUES	0.00	0.00	0.00	0.00	0.00

524	Preschool					

PROGRAM REVENUES						
20-60-26-524-3000	Misc Income-Preschool	0.00	332.62	0.00	0.00	0.00

FUND: RECREATION FUND
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

524	Preschool					

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	0.00	0.00	6.00	150.00	600.00
20-60-26-524-3306	Vision & Hearing-Preschool	0.00	0.00	0.00	249.99	1,000.00
20-60-26-524-3307	Registration Fee-Preschool	36.00	266.00	1,265.00	2,499.99	10,000.00
20-60-26-524-3308	Field Trips-Preschool	0.00	0.00	0.00	249.99	1,000.00
20-60-26-524-3500	Tuition-Pre Kindergarten	0.00	0.00	0.00	26,499.99	106,000.00
20-60-26-524-3501	Tuition-Little Learners	0.00	0.00	0.00	16,749.99	67,000.00
	TOTAL PROGRAM REVENUES	36.00	598.62	1,271.00	46,399.95	185,600.00

524	Preschool					

PROGRAM EXPENSES						
20-60-26-524-4025	Health Insurance-Preschool	219.86	659.58	1,356.23	474.24	1,897.00
20-60-26-524-4100	Salaries-Preschool	5,462.59	22,811.47	19,989.58	33,750.00	135,000.00
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	576.00	950.55	3,046.36	1,989.00	7,956.00
20-60-26-524-5016	Membership Fees-Preschool	0.00	0.00	0.00	24.99	100.00
20-60-26-524-5018	Mileage Tolls-Preschool	0.00	0.00	0.00	0.00	0.00
20-60-26-524-5019	Staff Training-Preschool	0.00	40.00	100.00	150.00	600.00
20-60-26-524-5020	Advertise Marketing-Preschoo	0.00	33.19	0.00	49.98	200.00
20-60-26-524-5022	Postage-Preschool	0.00	0.00	0.00	0.00	0.00
20-60-26-524-5066	Tech Equipment	0.00	0.00	0.00	0.00	0.00
20-60-26-524-5134	Vision & Hearing-Preschool	0.00	0.00	0.00	249.99	1,000.00
20-60-26-524-5135	Field Trips-Preschool	0.00	0.00	0.00	249.99	1,000.00
20-60-26-524-5319	Memory Books-Preschool	0.00	0.00	11.13	124.98	500.00
20-60-26-524-6050	Furnishings-Preschool	0.00	0.00	0.00	124.98	500.00
20-60-26-524-6215	Supplies-Preschool	481.58	624.21	701.31	249.99	1,000.00
20-60-26-524-6315	Educational Materials	0.00	0.00	0.00	0.00	0.00
20-60-26-524-6320	Events-Preschool	0.00	0.00	0.00	249.99	1,000.00
20-60-26-524-6321	Staff Appreciation-Preschool	0.00	0.00	0.00	124.98	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	0.00	0.00	34.22	62.49	250.00
20-60-26-524-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	6,249.99	25,000.00
	TOTAL PROGRAM EXPENSES	6,740.03	25,119.00	25,238.83	44,125.59	176,503.00
	SURPLUS (DEFICIT)	(6,704.03)	(24,520.38)	(23,967.83)	2,274.36	9,097.00

FUND: RECREATION FUND
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

527	Youth Education Camps					

PROGRAM REVENUES						
20-60-27-527-3500	Youth Education Camps	315.00	735.00	1,870.00	999.99	4,000.00
	TOTAL PROGRAM REVENUES	315.00	735.00	1,870.00	999.99	4,000.00

527	Youth Education Camps					

PROGRAM EXPENSES						
20-60-27-527-4341	Salaries-Youth Education Cam	0.00	0.00	0.00	624.99	2,500.00
20-60-27-527-6215	Supplies-Youth Education Cam	0.00	0.00	0.00	124.98	500.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	0.00	749.97	3,000.00
	SURPLUS (DEFICIT)	315.00	735.00	1,870.00	250.02	1,000.00

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

703	Youth Education Camps					

PROGRAM EXPENSES						
20-60-50-703-4390	Salaries-Custodian LPP Bldg	600.00	1,500.00	65.51	874.98	3,500.00
20-60-50-703-5023	Phone-LPP Building	208.33	416.66	984.81	924.99	3,700.00
20-60-50-703-5024	Copy Machine-LPP Building	59.99	59.99	149.00	124.98	500.00
20-60-50-703-5025	Electric LPP Building	855.71	2,299.86	2,030.38	1,875.00	7,500.00
20-60-50-703-5026	Heat-LPP Building	0.00	2,226.25	388.24	624.99	2,500.00
20-60-50-703-5028	Fire Alarm Sys-LPP Building	0.00	543.10	472.34	1,449.99	5,800.00
20-60-50-703-5031	Water-LPP Building	0.00	259.77	505.44	624.99	2,500.00
20-60-50-703-5124	Maint Grounds LPP Bldg	85.94	1,659.30	831.61	2,250.00	9,000.00
20-60-50-703-5131	Contractual-Service LPP Bldg	0.00	122.80	865.23	1,797.48	7,190.00
20-60-50-703-6110	Supplies-Janitorial LPP Bldg	15.33	327.11	261.32	624.99	2,500.00

FUND: RECREATION FUND
DEPT: Youth Education

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET
	TOTAL PROGRAM EXPENSES	1,825.30	9,414.84	6,553.88	11,172.39	44,690.00
	SURPLUS (DEFICIT)	(1,825.30)	(9,414.84)	(6,553.88)	(11,172.39)	(44,690.00)
TOTAL FUND REVENUES		54,148.39	213,694.93	554,300.25	326,589.24	1,306,359.00
TOTAL FUND EXPENSES		101,460.07	292,392.25	360,842.39	343,820.43	1,375,287.00
FUND SURPLUS (DEFICIT)		(47,311.68)	(78,697.32)	193,457.86	(17,231.19)	(68,928.00)

FUND: CAPITAL FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00
30-10-01-025-3105	Grants-Capital	0.00	0.00	0.00	49,999.98	200,000.00
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-IIIT Money Market	0.00	0.00	3.56	0.00	0.00
30-10-10-025-9000	Capital Transfers-Capital	0.00	0.00	0.00	8,749.98	35,000.00
	TOTAL PROGRAM REVENUES	0.00	0.00	3.56	58,749.96	235,000.00

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	0.00	3.56	58,749.96	235,000.00

FUND: CAPITAL FUND
DEPT: Capital Projects

ACCOUNT NUMBER	DESCRIPTION	JULY 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 Rackow P	0.00	0.00	103,380.70	0.00	0.00
30-30-30-026-7013	Capital Improvement Schmidt	0.00	0.00	0.00	6,249.99	25,000.00
30-30-30-026-7014	Capital Improvement Ream Pk	0.00	0.00	0.00	0.00	0.00
30-30-30-026-7016	Capital Improvement Seyller	0.00	0.00	0.00	3,750.00	15,000.00
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	4,999.98	20,000.00
30-30-30-026-7201	Vehicle Purchase	0.00	0.00	0.00	4,249.98	17,000.00
30-30-30-026-7202	Maintenance Equipment	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	0.00	0.00	103,380.70	19,249.95	77,000.00
	SURPLUS (DEFICIT)	0.00	0.00	(103,380.70)	(19,249.95)	(77,000.00)

FUND: CAPITAL FUND
DEPT: Buildings

ACCOUNT NUMBER	DESCRIPTION	JULY 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 B1	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 B1	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	0.00	554,303.81	58,749.96	235,000.00
TOTAL FUND EXPENSES		0.00	0.00	464,223.09	19,249.95	77,000.00
FUND SURPLUS (DEFICIT)		0.00	0.00	90,080.72	39,500.01	158,000.00

FUND: BOND FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY 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	0.00	0.00	0.00	0.00
40-10-01-024-8016	Bond Service Fees	0.00	0.00	0.00	0.00	0.00
40-10-01-024-8017	Heartland Bond Series 2021	0.00	0.00	183.68	0.00	0.00
40-10-01-024-8018	Heartland Bond Series 2021	0.00	797.50	603.60	9,461.25	37,845.00
TOTAL PROGRAM EXPENSES		0.00	797.50	787.28	9,461.25	37,845.00
SURPLUS (DEFICIT)		0.00	(797.50)	(787.28)	(9,461.25)	(37,845.00)

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	656.62	20,637.89	20,383.51	9,430.98	37,724.00
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	42,499.98	170,000.00
TOTAL PROGRAM REVENUES		656.62	20,637.89	20,383.51	51,930.96	207,724.00

025 Administrative						

PROGRAM EXPENSES						
40-10-01-025-8020	Debt Certificate Payment	0.00	32,160.00	33,560.00	42,454.98	169,820.00
TOTAL PROGRAM EXPENSES		0.00	32,160.00	33,560.00	42,454.98	169,820.00
SURPLUS (DEFICIT)		656.62	(11,522.11)	(13,176.49)	9,475.98	37,904.00

TOTAL FUND REVENUES		656.62	20,637.89	574,687.32	51,930.96	207,724.00
TOTAL FUND EXPENSES		0.00	32,957.50	498,570.37	51,916.23	207,665.00
FUND SURPLUS (DEFICIT)		656.62	(12,319.61)	76,116.95	14.73	59.00

FUND: LIABILITY FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY 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	14.75	124.98	500.00
50-10-01-024-5040	Insurance-Property	2,177.86	6,533.58	2,612.66	6,837.48	27,350.00
50-10-01-024-5216	Staff Training	0.00	0.00	0.00	124.98	500.00
50-10-01-024-6216	Supplies-Staff Training	0.00	0.00	0.00	99.99	400.00
50-10-10-024-5007	Employment Physicals	96.00	96.00	0.00	62.49	250.00
50-10-10-024-5016	Membership Fee-Liability	0.00	0.00	0.00	300.00	1,200.00
50-10-10-024-5035	Background Cks Replenish	0.00	0.00	0.00	124.98	500.00
50-10-10-024-5036	Employer Compliance Poster	0.00	0.00	67.95	18.75	75.00
	TOTAL PROGRAM EXPENSES	2,273.86	6,629.58	2,695.36	7,693.65	30,775.00
	SURPLUS (DEFICIT)	(2,273.86)	(6,629.58)	(2,695.36)	(7,693.65)	(30,775.00)

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	870.17	27,349.64	26,271.36	12,498.00	49,992.00
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	870.17	27,349.64	26,271.36	12,498.00	49,992.00

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	113.29	404.45	425.68	314.49	1,258.00
50-10-10-025-4021	Medicare-Liability Admin	26.49	94.60	99.56	73.74	295.00
50-10-10-025-4024	IMRF-Liability Admin	152.36	552.04	636.96	414.48	1,658.00
50-10-10-025-4100	Salaries-Administration	1,864.82	6,756.78	7,069.07	5,072.25	20,289.00
50-10-10-025-9999	Capital Transfers-Liability	0.00	0.00	0.00	0.00	0.00
	TOTAL PROGRAM EXPENSES	2,156.96	7,807.87	8,231.27	5,874.96	23,500.00
	SURPLUS (DEFICIT)	(1,286.79)	19,541.77	18,040.09	6,623.04	26,492.00

FUND: LIABILITY FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY ACTUAL	FISCAL YEAR-TO-DATE ACTUAL	PRIOR YEAR-TO-DATE ACTUAL	FISCAL YTD BUDGET	ANNUAL YEAR BUDGET

TOTAL FUND REVENUES		870.17	27,349.64	600,958.68	12,498.00	49,992.00
TOTAL FUND EXPENSES		4,430.82	14,437.45	509,497.00	13,568.61	54,275.00
FUND SURPLUS (DEFICIT)		(3,560.65)	12,912.19	91,461.68	(1,070.61)	(4,283.00)

FUND: SPECIAL RECREATION FUND
DEPT: Administrative

ACCOUNT NUMBER	DESCRIPTION	JULY 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	2,566.68	80,671.37	75,802.69	36,864.99	147,460.00
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	0.00	0.00
	TOTAL PROGRAM REVENUES	2,566.68	80,671.37	75,802.69	36,864.99	147,460.00

025 Administrative						

PROGRAM EXPENSES						
60-10-10-025-4020	FICA-Board Rep	64.73	148.99	124.56	169.50	678.00
60-10-10-025-4021	Medicare-Board Rep	15.15	34.83	29.14	39.75	159.00
60-10-10-025-4024	IMRF-Board Rep	87.06	202.74	186.42	223.23	893.00
60-10-10-025-4100	Salaries-Administration	1,065.58	2,481.67	2,068.98	2,735.49	10,942.00
60-10-10-025-4350	Inclusion Services	0.00	0.00	0.00	874.98	3,500.00
60-10-10-025-5016	Membership Dues-NISRA	5,800.00	18,317.00	16,389.00	14,979.24	59,917.00
60-10-10-025-9998	Debt Ser Transfer to Bond Fu	0.00	0.00	0.00	8,749.98	35,000.00
60-10-10-025-9999	Capital Transfers-Special Re	0.00	0.00	0.00	8,749.98	35,000.00
	TOTAL PROGRAM EXPENSES	7,032.52	21,185.23	18,798.10	36,522.15	146,089.00
	SURPLUS (DEFICIT)	(4,465.84)	59,486.14	57,004.59	342.84	1,371.00

DATE: 07/22/2022		Hampshire Township Park District				PAGE: 47
TIME: 15:51:14		SUBCLASS DETAIL REVENUE & EXPENSE REPORT				F-YR: 23
ID: GL470007		FOR 3 PERIODS ENDING JULY 31, 2022				
		FUND: SPECIAL RECREATION FUND				
		DEPT: Capital Projects				
ACCOUNT		JULY	FISCAL	PRIOR	FISCAL	ANNUAL
NUMBER	DESCRIPTION	ACTUAL	YEAR-TO-DATE	YEAR-TO-DATE	YTD	YEAR
			ACTUAL	ACTUAL	BUDGET	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	0.00	0.00
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	0.00	0.00
	SURPLUS (DEFICIT)	0.00	0.00	0.00	0.00	0.00
TOTAL FUND REVENUES		2,566.68	80,671.37	676,761.37	36,864.99	147,460.00
TOTAL FUND EXPENSES		7,032.52	21,185.23	528,295.10	36,522.15	146,089.00
FUND SURPLUS (DEFICIT)		(4,465.84)	59,486.14	148,466.27	342.84	1,371.00



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: July 25, 2022
Agenda Item: VII.
Subject: Staff Reports – July

Director's Report

- Attended the NISRA meeting for July.
- D300 will be providing transportation from BTE to GDW for morning care so we can meet capacity to operate. They were not able to provide us a classroom for Pre-K.
- Meeting with Beyond your Base and Wight & Company.
- Attended a NISRA Active Shooter webinar.
- Updated IAPD with new elected official positions.
- Updated Purchasing Policy.
- Met with the Big Timber Elementary Principal and Assistant Principal with staff. We will be touring the school for our Before and After Care program after August 1st.
- Ordered giveaways for Staff meeting and parade.
- Coordination with Eagle Scout projects.
- Received information from Lion's Club meeting, will have to speak with them again and discuss at the Foundation Meeting on August 10th.
- Redesign of Seyller Park.

Finance/HR

Financial

- Weekly payables.
- Processed payroll.
- Monthly payroll reports.
- Daily desposits.
- Received our 3rd County Tax Distribution.
- Attended a Zoom meeting with Beyond Your Base and Wight Company.
- The Budget & Appropriation Ordinance has been filled with Kane County.
- TimeClock Plus Mobile App issues have been corrected with an update to the server.

Human Resources

- Ongoing data entry for Personnel Files into Human Resource Module.
- A seasonal daycare employee has been promoted to full-time.
- An employee that is an FMLA has been extended for 2 more weeks.
- Attended a review with Board President.
- Planning Annual All Staff & Appreciation meeting for August 3rd, 2022.
- Announcements for the Annual Staff Meeting have been distributed.
- Interviewed and hired a new part-time employee for the Maintenance Department.

Recreation

Special Events and Programs

- Music Under the Oaks redeemed itself this year with a large crowd! The crowd was amazing and both the food truck and band were very thankful for the support shown. We did very well with drink sales, best yet for this event. It was nice to see everyone out enjoying the event in the beautiful weather we had that evening. Thank you to Heartland Bank for sponsoring.
- Coon Creek Classic Race preparations: Middle School lawn and parking lot use requests is in, KDOT and Policy large group gathering permits have been requested. Medal and plaque order is in as well.
- The Major Twirlettes Baton I began July 11th with 5 girls.
- Fall programs are being added to the schedule, website and Facebook.
- Preparing for upcoming events: The Resemary Kesse Day Summer Party, Tuesday, July 26th at Ream Splash Pad. Movie in the park: Encanto Sponsored by Ella Johnson Library, Friday, August 5th at Rackow Park.

Athletics

- T-Ball: We reached out to two companies about sponsorship and received \$600 in sponsorships from Double R BBQ and CKA Mechanical HVAC. WE also received an additional generous \$700 donation from CKA Mechanical HVAC for the T-ball program. We have about 150 kids signed up for the entire program. We have purchased 600 Kane County Cougar tickets for the final game on August 20th.
- British Soccer Camp: We had over 50 total kids signed up.
- Flag Football: We had a meeting with Huntley and we will be running our Flag Football program with them this fall. We plan to run the season, so families who did fall Soccer will be able to do both.
- Fall Soccer: We have a meeting scheduled with the surrounding Park District for the fall season. Marengo Park District will be joining us this fall.
- Cup-In-Hand Kickball: We plan to operate this in late August or early September. However, we need at least two adult staff members 21+ who are BASSET certified and can double as a field umpire.
- Girls Volleyball: Girls Volleyball will be returning indoors. We lost that program when our space at GDW was cut in half. Depending on what Park Districts still run a similar program, we will team up with them. Huntley no longer runs a league, and is now strictly volleyball skill classes.
- Adult Softball: Replaced damaged home plate on Treadwell field at Bruce Ream Park. Ordered a new championship trophy that can be used every year. Instead of handing out a trophy at every season, we will be adding plates for the winner every season to this new trophy.

ETC

- The last week of Summer Fun Camp will be 8/1 - 8/5.
- ETC registration closed 7/1. Currently we have 56 enrolled for HES and 6 on the waitlist (14 are enrolled for AM); 36 enrolled for GDW and 6 on the waitlist (10 are enrolled for AM); 26 enrolled for BTE and 2 on the waitlist (5 are enrolled for AM).
- 90% of ETC Registration in RecTrac is completed.
- Updated ETC job listing for "ETC Lead" and "ETC Youth".
- Will be creating 'Now Hiring for ETC' flyers to post/pass out around town and possibly at local events.
- Facebook job posting for ETC to be reactivated.

- Ongoing communication with NISRA regarding an aide for a student.
- Met with the principal of Big Timber Elementary.

Parks

- Provided mulch for Veteran's Memorial.
- Picnic tables have been repaired and painted.
- Put additional picnic tables and knock box at dog park.
- Cleaned lightning detector.
- Two part time summer help are leaving and a new hire will be starting August 8th.

Early Childhood

Little People Playtime

- Met with all the Preschool staff to go over upcoming school year. Came up with some amazing new ideas and plans for some new fun things! It's going to be an amazing school year!
- Summer attendance has been lower with a lot of Daycare families on vacations and preschool closed with the exception of some camps. However, looking at the fall (September start) we are VERY close to full for Preschool and also VERY close to capacity in all the rooms!! YAY!!!
- We have been trying to hire some new teachers for the upcoming school year.
- Our Blue class has been going on so many fun field trips and visiting new places! 7/18 we took a tour of the fire station and even go to shoot water out of the hose! SO fun!
- Waterplay has been a huge success! Each class has a morning outside to splash on our own "splash pad" or run through the giant giraffe sprinkler or even dig for some gold during our wild west week.



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: July 25, 2022
Agenda Item: VIII.A.
Subject: Purchasing Policy

Background

The purpose of this document is to provide staff with a reference for the Hampshire Township Park District purchasing and bidding procedures. Hampshire Township Park District seeks at all times to procure goods and services in accordance with Illinois law in a manner that is fair and equitable to all, while remaining fiscally responsible to its taxpayers. Recently the State of Illinois increased the non-bid limit from \$25,000 to \$30,000. In an effort to not require the policy to be changed each time there is a change in the code, the language has been updated to “above the bid limit” in lieu of a dollar amount.

Per this document, the following personnel will have the authority to purchase based on the guidelines in the attached policy:

- Executive Director
- Directors – Finance Director, Youth Education Director, DayCare Director
- Superintendents/Supervisors/Managers – Program Supervisors (Recreation, ETC), Athletic Supervisor, Parks Supervisor
- Designated Employees *

* This is defined as a staff member that has been given authority by any of the personnel listed above.

Recommendation

Review and approve the Purchasing Policy by Resolution #2022-02.



HAMPSHIRE TOWNSHIP PARK DISTRICT PURCHASING POLICY

Overview

The purpose of this document is to provide staff with a reference for the Hampshire Township Park District purchasing and bidding procedures. The Hampshire Township Park District seeks at all times to procure goods and services in accordance with Illinois law in a manner that is fair and equitable to all, while remaining fiscally responsible to its taxpayers.

Authorized Purchasers

During employment with the Hampshire Township Park District, personnel may be asked to make purchases on behalf of the District.

The following personnel will have the authority to purchase:

- Executive Director
- Directors
- Superintendents
- Supervisors
- Managers
- Designated Employees *

* This is defined as a staff member that has been given authority by any of the personnel listed above.

Authorized Purchaser Agreement

Authorized purchasers will complete the Authorized Purchaser Agreement, stating they have been provided a copy, or have been given access to this Purchasing Policy and understands the responsibilities and guidelines associated with being an Authorized Purchaser. (Please see Appendix A).

Legal Requirements

1. There are public bid requirements for certain purchases. Park Districts must publicly advertise for any purchases ~~with an estimated cost of \$25,000 and above. The above~~ minimum public bid limit prescribed by State law for contract by a Park District ~~is \$25,000 as stated in~~ (70 ILCS 1205/8-1(c)). Park Districts may also comply with public bidding requirements by conducting a reverse electronic auction (50 ILCS 531/1 et seq.).
2. In addition, all local officials who sit on the governing body awarding a contract are bound by "Conflict of Interest" laws. These laws generally prohibit the awarding of any purchase contract, such as materials, supplies, equipment, or services, in which the officer has a direct, or indirect, financial interest. Exemptions to this restriction exist, but in a strictly limited way (50 ILCS 105/1 et seq.)
3. Park Districts are permitted to cooperate with others to jointly purchase any agreed upon material or

service. In addition, there are other forms of cooperation permitted by State law including: large equipment sharing, central warehousing, or bulk purchasing (30 ILCS 525/1 et seq.). See the Economizing Resources section of this policy for additional details.

4. A completed W-9 will be required for any payments to vendors and for yearly, non-refunding or reimbursement payouts of over \$600 to participants. This will ensure that the District collect appropriate information for year-end tax processing. The requirements and exceptions for 1099's can be found on the IRS website.
5. No contracts may be executed for a term greater than one (1) year except as approved by the Board of Park Commissioners and in compliance with State law.

Purchase Levels of Authorization

Purchases of less than ~~\$25,000~~the legal bit limit as stated in (70 ILCS 1205/8-1(c)) are exempt from formal, competitive bidding procedures. In such instances, the following procedures shall be followed:

Authorization levels for dollar amounts are:

<u>Dollar Amount</u>	<u>Authorization Level</u>
Equal to or less than \$250	Authorized Employees
Over \$250 and up to \$2,500	Supervisors Managers Superintendents
Over \$2,500 and up to \$10,000	Directors
Over \$10,000 and ___ less than \$25,000 <u>the legal bit limit</u>	Executive Director
Over \$25,000 <u>the legal bit limit</u>	Board of Park Commissioners

1. Purchases equal to or less than \$250 (Authorized Employees)

- a. Purchases equal to or less than \$250 shall be handled through normal District purchasing procedures. Formal bidding is not required and does not require informal price quotes, unless specifically requested by the employee's upper level of authorization. A contract should make express reference to compliance with the Illinois Prevailing Wage Act, to the extent that such Act applies, and to the duty of the contracting party to cooperate with the District in fulfilling its duties under the Freedom of Information Act.
- b. The Check Request Form, along with proper approval/signatures of the purchaser and his/her upper level of authorization, should be completed prior to submission to the Finance Department.
- c. Purchases of goods and services reoccurring on a monthly basis do not require preauthorization if approved in the annual budget process, and revenue associated with the expense can cover the cost. Examples include pro shop merchandise, food and beverage purchases, Kid's Connection food purchases, monthly utilities, etc.

2. Purchases over \$250 and up to \$2,500 (Supervisors, Managers, Superintendents)

- a. Purchases over \$250 and up to \$2,500 shall be handled through normal District purchasing procedures. Formal bidding is not required and does not require informal price quotes, unless specifically requested by the employee's upper level of authorization. A contract

should make express reference to compliance with the Illinois Prevailing Wage Act, to the extent that such Act applies, and to the duty of the contracting party to cooperate with the District in fulfilling its duties under the Freedom of Information Act.

- b. The Check Request Form, along with proper approval/signatures of the purchaser and his/her upper level of authorization, should be completed prior to submission to the Finance Department.
- c. Purchases of goods and services reoccurring on a monthly basis do not require preauthorization if approved in the annual budget process, and revenue associated with the expense can cover the cost. Examples include pro shop merchandise, food and beverage purchases, Kid's Connection food purchases, monthly utilities, etc.

3. Purchases over \$2,500 and up to \$10,000 (Directors)

- a. For purchases over \$2,500, formal bidding is not required, although the purchaser must obtain at least three (3) informal, written quotes (informal meaning – quotes that do not formally use an RFP or RFQ). Quotes do not need to be solicited by public advertisement, but may be solicited by either oral or written invitation. In cases where three quotations are not attainable, (i.e., due to a limited number of suppliers, a non-response from solicited suppliers, emergency or “time-sensitive” purchases with inadequate time to receive quotes, etc.), a good faith effort should be made and documented to receive the best pricing and product for the District. A contract should make express reference to compliance with the Illinois Prevailing Wage Act, to the extent that such Act applies, and to the duty of the contracting party to cooperate with the District in fulfilling its duties under the Freedom of Information Act. Exceptions to the above requirement include purchases of professional services, sole suppliers, conferences/training, and those instances where the Executive Director or Board of Park Commissioners has found that the nature of the goods or services are not adapted to competitive bidding.
- b. The Check Request Form, back-up information regarding the quotes, and proper approval/signatures of the purchaser and his/her upper level of authorization, should be completed prior to submission to the Finance Department.
- c. Prior approval by the Department Director must be made for this level of purchase, but is not necessary if the purchaser has a Director level of authority.

4. Purchases over \$10,000 and less than ~~\$25,000~~ the legal bid limit (Executive Director)

- a. For purchases over \$10,000 formal bidding is not required, although the purchaser must obtain at least three (3) informal, written quotes (informal meaning – quotes that do not formally use an RFP or RFQ). If 3 quotes cannot be obtained, at least 5 companies must have been contacted requesting a quote. Quotes do not need to be solicited by public advertisement, but may be solicited by either oral or written invitation. In cases where three quotations are not attainable, (i.e., due to a limited number of suppliers, a non-response from solicited suppliers, emergency or “time-sensitive” purchases with inadequate time to receive quotes, etc.), a good faith effort should be made and documented to receive the best pricing and product for the District. A contract should make express reference to compliance with the Illinois Prevailing Wage Act, to the extent that such Act applies, and to the duty of the contracting party to cooperate with the District in fulfilling its duties under the Freedom of Information Act. Exceptions to the above requirement include purchases of professional

services, sole suppliers, conferences/training, and those instances where the Executive Director or Board of Park Commissioners has found that the nature of the goods or services are not adapted to competitive bidding.

- b. The Check Request Form, back-up information regarding the quotes, and proper approval/signatures of the purchaser and his/her upper level of authorization, should be completed prior to submission to the Finance Department.
- c. Upon prior approval by the Executive Director, the award is made to the lowest responsible and responsive quote meeting the specifications, delivery date, and other required terms and conditions of purchase.

5. Purchases of ~~\$25,000 or more~~at or above the bid limit (Board of Park Commissioners)

All contracts for the purchase of goods or ~~services of \$25,000 or more~~at or above the bid limit for the State of Illinois as stated in (70 ILCS 1205/8-1(c)) require Board approval; even if the purchase is exempt from competitive bidding. This level of authority includes any negotiable, written contracts expected to exceed ~~\$25,000~~this amount during the fiscal year.

a. Requirement – Bidding

The Park District Code requires that all contracts for supplies, materials, or work involving an expenditure ~~of \$25,000~~at or above the bid limit or more shall be awarded to the lowest responsive and responsible bidder, considering conformity with specification, terms of delivery, quality, and serviceability, and requires Board of Park Commissioner's approval. Notice of the requirements of the Prevailing Wage Act/FOIA should be attached to all requests for bids.

b. Bid / No Bid Approval

Before concluding that a purchase in excess of ~~\$25,000~~the state statute is exempt from competitive bidding, obtain approval from the Department Director, Executive Director, and/or Attorney review/approval.

c. General Guidelines

- 1) Carefully schedule your procurement process. At the beginning of the project, work backward and develop a timeline for all steps – from contact with public, bid steps, attorney review, action request from Board, etc.
- 2) Prior to releasing the bid to the market, contact the District's Attorney, consultant, or qualified staff for review of the bid documents, instructions, and specifications so that counsel may prepare and include the contract terms in the Bidding Documents. The bid price needs to include compliance with all legal requirements so they should be included in the Bidding Documents. Counsel recommends using our own contract rather than one from a supplier. For standard contracts, contract templates can be used. Templates are prepared and reviewed on an annual basis by the District's legal counsel.
- 3) Complete one of the following applicable checklists:
 - Checklist for Purchases over ~~\$25,000~~the legal bit limit – Bid Contract (Appendix B)
 - Checklist for Purchases over ~~\$25,000~~the legal bit limit – Non-Bid Contract (Appendix C)

d. Exceptions

Exceptions to the bidding requirements exist for contracts, which by their nature are not adapted to award by competitive bidding. Examples include contracts for:

- 1) Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual(s) play(s) an important part, including but not limited to architects, engineers or land surveyors (per the Local Government Professional Services Selection Act, such services cannot be competitively bid nor can compensation be compared or used as a basis to rank the firms being considered).
- 2) Printing or engraving of bonds, tax warrants and other evidence of indebtedness.
- 3) Utility services such as water, electric, telephone.
- 4) Use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and interconnect equipment, software or services.
- 5) Duplicating machines and supplies.
- 6) Goods or services procured from another governmental agency (i.e., joint purchase).
- 7) Purchase of equipment previously owned by some entity other than the District itself.
- 8) Purchase of magazines, books, periodicals, pamphlets, and reports.
- 9) Emergencies, where approved or ratified by a vote of $\frac{3}{4}$ of the members of the Board of Park Commissioners.
- 10) Contracts for the printing of finance committee reports and departmental reports.

Bidding Process

1. **Public Advertisement**
The minimum requirements for all contracts subjected to bid requirements is for the District to place at least one public notice, in a local newspaper published in the District, at least ten (10) calendar days before the bid is due to the District.
2. **Bid Notice**
The bid notice should include the following items:
 - a. General description of the work to be performed or articles to be purchased.
 - b. Notice of Prevailing Wage Act requirement, if applicable.
 - c. Where bidding documents may be obtained.
 - d. Time, place, and location for opening bids.
 - e. Bid deposit, if required.
 - f. Performance bond and labor and material payment bond requirements.
 - g. Deadline and location for submission of bids.
 - h. Other information necessary to enable intelligent and cost-effective bid.
 - i. A list of all entities/individuals obtaining bid packets should be maintained.
 - j. Selection criteria, to the extent factors other than price will be considered relevant to the performance of the contract.
 - k. Notice of the requirements of FOIA, if applicable.
3. **Bid Opening**
Mandatory protocol for the bid opening procedure includes:
 - a. Notifying each bidder of the time and place of bid opening at least three (3) days in advance, if changed.
 - b. Accepting only sealed bids from the bidder prior to published bid opening time.
 - c. Opening of bids in public by an employee of the District or member of the Board of Commissioners and at least one disinterested witness.

- d. Announcing contents of each bid.
- e. Recording bid information on a “bid tabulation” form.

Bid Analysis

Each bid should be analyzed to determine responsiveness with the bidding instructions (i.e., if there are any variances or modifications from the instructions, or if bid submittal does not meet the requested specifications.)

4. Lowest Responsible Bidder
 - a. Contracts will be awarded to the lowest responsive and responsible bidder. Staff will not only consider the lowest dollar amount of the bid, but other factors including conformity with specifications, terms of delivery, quality of product/service and serviceability to ensure there is reasonable and sound basis for the contract award, provided such criteria have been indicated in the bidding instructions or advisement for bid.
 - b. For public works projects, staff may review the Illinois Department of Labor Public Works Debarred Contractors list to ensure the contractor is not prohibited from performing public works projects in Illinois.
 - c. If recommending award to a bidder who is not the lowest, consult the Department Director and/or the Executive Director. If necessary, the Director will forward staff’s recommendation to the District’s Attorney for review.
 - d. With the approval of the Department Director, Executive Director, and District’s Attorney, it may be possible to pre-qualify the set of responsible bidders from whom bids will be accepted.
 - e. The bidding instructions should remind all bidders that the District may reject all the bids at its discretion and may waive any informalities if doing so is found to be in the best interest of the District.
5. Electronic Reverse Auction Option

Reverse electronic auctions, if used in lieu of the traditional public bid process, are to be conducted in compliance with the Local Government Electronic Reverse Auction Act (50 ILCS 531/1 et seq.).
6. Items to Include in the Board Packet (Bid Contracts)

To ensure consistent presentation of information to Board for their review and approval, the following items must be included within the memo to the Board:

 - a. Project background
 - b. Funding for project
 - c. Bid Tabulation Summary (excludes professional services)

If awarding contract to bidder who is not the lowest putative bidder, provide legal opinion if applicable or Director’s comments or supporting documentation regarding recommendation.

Non-Bidding Process

1. Documentation
Establish that no bid is required and document the exception. Review with counsel, if necessary. In some cases, a legislative finding by the Board of Commissioners that the purchase is not adapted to competitive bidding will be necessary as a prerequisite to proceeding with the Request for Proposal process.
2. Request for Proposal
Solicit Requests for Proposals (RFP) or quotes from at least three (3) professional services/vendors/suppliers. Notify vendors/suppliers in a consistent, similar manner (i.e.: writing, orally, etc.). Small requests may only need two proposals.
3. Evaluate Proposals
Interview, negotiate, and thoroughly evaluate proposals with vendor/suppliers on services, cost, etc. Determine if there are any variances, modifications from requirements, or if the proposal does not meet the specifications requested. Consult with legal counsel to determine if the evaluation of the proposals must be performed in a cost-blind manner.
4. Award
Consider not only the lowest dollar amount of the bid, but the bidder's responsibility (financial, responsiveness, and otherwise) to meet the expectations and demands under the terms of the RFP. If awarding (or recommending award) to a vendor whose proposal is not the lowest, document the decision, supporting rationale, etc., and consult with department head or attorney before finalizing decision/recommendation.
5. Items to include in the Board Packet for Contracts \$25,000 and over that are not subject to bid (Non-Bid Contracts)
To ensure consistent presentation of information to the Board for their review and approval, the following items must be included with a non-bid contract:
 - a) Memo to Board, which includes the scope of project, and recommendations.
 - b) Attorney's confirmation approving exemption from bid process.
 - c) If applicable, a contract for Board execution.
6. Processing/Requesting Payment to Vendor/Supplier
When completing a pre-authorization for work/services performed under a board-approved contract, please complete the "Board Approved" section on the Check Request form.

Other General Guidelines

Tax Exempt Purchases

The Hampshire Township Park District is a tax exempt agency. Purchases for the District are exempt from most forms of Illinois sales tax. Whether purchasing online, in person, with a P-Card, check, or cash, use the tax exempt card for all qualifying purchases.

For further information on tax exempt purchases, refer to the Purchasing Guidelines for Tax Exempt Status (Appendix D).

Personal Purchases

Personal shopping purchases must be paid for separate from any work-related purchases, requiring two separate transactions with two separate receipts.

Vendor

We require the following information from vendors prior to payment: name, address, phone number, and W-9 information. A completed W-9 will be required for any payments to vendors and for yearly, non-refunding or reimbursement payouts of over \$600. This will ensure that the District collect appropriate information for year-end tax purposes. The requirements and exceptions for 1099's can be found on the IRS website.

Payment of Invoices and Expenses

A Check Request Form and invoice are required for payment of all expenses. When an invoice is received from a vendor, the invoice is sent to the department generating the expense. The purchaser is responsible for completing the Check Request Form, obtaining the proper level of authorization and signatures before returning the invoice and all related documentation to the Finance Department for payment. (Please see Appendix E).

Petty Cash

The Hampshire Township Park District maintains a petty cash fund for reimbursement of minimal incidental purchases. Maximum limit for reimbursement will vary for each petty cash fund.

The original receipt must be submitted for reimbursement. A brief description of the items purchased, date, GL#, and amount should be written in the petty cash receipt book or on the original receipt and signed by the person requesting petty cash.

Employee Reimbursements (Non-Petty Cash Reimbursements)

In the rare event an employee uses their own money to make work-related purchases and requests reimbursement, the employee must complete a Check Request Form. The original receipt should be attached to the Check Request Form. Expenses are to be submitted within 30 days of the purchase date. Employee will be reimbursed the following Friday, after submission to the Finance Department. (Please see Appendix E).

Mileage Reimbursements

When an employee uses their personal vehicle for work-related travel and requests reimbursement, the employee must complete a Monthly Mileage Reimbursement Check Request Form. Employee will be reimbursed the following Friday, after submission to the Finance Department. (Please see Appendix F).

P-Card Purchases

Purchasing cards can be used as a form of payment for District expenses. These cards have limits set for each individual cardholder, based on the requirements of his/her responsibilities. Although each

cardholder has authority to make purchases on behalf of the District, proper adherence to purchasing level authority must be followed. If a purchase is outside of the employee's level of purchasing authority, proper authorization must be received prior to purchase.

On an annual basis, Administration will review all P-Card account balances, limits and authorized signers to protect liability and safety for the District.

For further information on P-Card purchases, refer to the Administrative Purchasing Card Procedures Manual (Appendix G).

House Accounts Purchases

House accounts with specific vendors can be used as a form of payment for District expenses. These accounts have been established and set up with only authorized purchasers having access to make purchases, with established limits.

On an annual basis, Administration will review all house account balances, limits and authorized signers to protect liability and safety for the District.

Circumvention

Amounts in excess of the provisions set forth in the Purchasing Policy may not be split into smaller segments (string purchasing and/or string bidding) for the purpose of avoiding provisions of the Purchasing Policy.

Economizing Resources

The District will participate in joint purchasing agreements with other state and local government agencies to economize resources. Use of this source of purchasing co-operative should be in the best interest of the Park District based on multiple factors, including: cost, timing, product, etc. Examples of joint purchasing which the District might utilize includes: Joint bidding with the Village, US Communities (through IPRA), National Joint Powers Alliance (NJPA), Inter-local Purchase Systems (TIPS), State of Illinois Bid Contracts, Suburban Purchasing Cooperative (SPC), and the National IPA (NIPA). Approval of the respective membership intergovernmental agreement must precede use of a contract offered by a joint purchasing cooperative.

Emergency Expenditures

Emergency expenditures are sometimes required. If an emergency occurs and the Executive Director determines that an expenditure that is in excess of ~~\$24,999.99~~ the legal bid limit is needed, this policy permits the Executive Director of the District to authorize such a purchase and directs that the Executive Director shall individually contact the Board of Commissioners to advise them of the same. The Executive Director will make every reasonable effort to contact each Commissioner within five business days.

Further, such a purchase shall be presented for approval at the next scheduled meeting of the Board of Park Commissioners. The District may make emergency procurements without competitive sealed bidding or prior notice when there exists a threat to public health or public safety, or when immediate

expenditures are necessary for repairs to District property in order to protect against further loss or damage to District property, to prevent or minimize serious disruption in critical District services that affect health, safety, or collection of substantial District revenues, or to ensure the integrity of District records. All emergency purchases must be ratified by the approval of $\frac{3}{4}$ of the members of the Board.



Appendix A

Authorized Purchaser Agreement

To be completed by Supervisor:

Employee Name – please print

has been provided a copy of the Hampshire Township Park District's Purchasing Policy, approved by the Park Board of Commissioners July 25, 2022. This employee understands the responsibilities associated with being an Authorized Purchaser on behalf of the District, and has had all questions satisfactorily answered.

Supervisor Name – please print

Supervisor Signature

Date

To be completed by Authorized Purchaser:

As an employee of the Hampshire Township Park District, I may be asked to make purchases on behalf of the District.

I have read and understand the Hampshire Park District's Purchasing Policy to which this agreement applies. I agree to abide by this policy and understand that failure to comply with the parameters of this policy may result in disciplinary action, up to and including termination of employment.

Employee Name – please print

Employee Signature

Date



Appendix B

Public Bid Checklist

(For Purchases Over the Legal Bid Limit)

Indicate that you have complied with all procedures regarding the competitive bidding process by checking the boxes below. In addition to the requirements of the Hampshire Township Park District, the requirements of any applicable grant agreements must also be present in the bidding instructions and terms of the contract.

1. Public Advertisement

- At least one public notice, in newspaper published in the District, at least ten (10) calendar days before the bid is due.
- Presented project to the public, if applicable.

2. Bid Notice included:

- General description of the work to be performed or articles to be purchased.
- Where specification may be obtained.
- Time, Place, and location for bid opening.
- Bid deposit, if required.
- Performance bond and labor & material payment bond requirements.
- Deadline and location for submission of bids.
- Prevailing Wage Act notice.
- Other information necessary to enable intelligent and cost-effective bid: _____

3. Bid Opening. Mandatory protocol for the bid opening procedure included:

- Accepted only sealed bids from the bidder.
- Opened bids in public by a Board Member or employee of the District with at least one witness.
- Announced contents of each bid.
- Recorded bid information on a "bid tabulation" form.
- Notified each bidder of the time and place of bid opening at least three (3) days in advance, if changed.

4. Bid Analysis/ Lowest Responsible Bidder:

- Each bid was analyzed to determine if there are any variances, modifications from requirements or if a bid does not meet the specifications requested.
- Recommending award to lowest responsive and responsible bidder.
- or-
- Recommending award to another bidder based on: _____

5. Board Packet Items Include:

- Memo to Board
- Completed Checklist
- Proof of Publication
- Bit Tabulation Form

6. Contract:

- Contract submitted to attorney (unless AIA standard contract is used)
- No contract required due to: _____

7. Anticipated Schedule:

- If construction, anticipated final completion or if products/materials estimated delivery date:

Checklist completed by: _____

Date: _____

Printed Name

Approved by: _____

Date: _____

Printed Name



Appendix C

Non-Bid Checklist

(For Purchases Over the Legal Bid Limit)

1. Checklist

- Before concluding that a purchase is exempt from competitive bidding, obtained Department Director and/or attorney review and approval.
- Presented project to the public, if applicable.
- Solicited Requests for Proposals (RFP) or quotes from at least three (3) vendors/suppliers.
- Evaluated Proposals, Interviewed, and Negotiated.
- Awarding contract to lower cost quote, which meets objectives set forth in RFP or quote request.
- or-
- Awarding contract to another vendor based on: _____

2. Board Packet items include:

- Copy (of selected parts) of Request for Proposal (RFP), if used.
- Memo to Board, with Recommendation.
- Final contract which has been approved by the District's Attorney. Providing vendor signed contract if possible.
- Findings – (if applicable) either stating attorney's opinion in memo or including actual letter from attorney confirming item is exempt from bidding.
- Completed Checklist.
- Any other pertinent information: _____

Checklist completed by: _____

Date: _____

Printed Name

Approved by: _____

Date: _____

Printed Name



Appendix D

Purchasing Guidelines

Tax Exempt Status

Overview

The Hampshire Township Park District is a tax-exempt agency. This means that items purchased on behalf of the District are exempt from some forms of Illinois sales tax. Whether purchasing online, in person, with a Purchasing Card, check, or cash, please follow the guidelines below. Using this exemption is a money-saving tool for the District. As a public agency, subject to scrutiny, and having limited funds, it is critical that each of us take advantage of this savings.

The most common exemptions are from stores and websites that sell food and/or merchandise. Such stores include grocery, department, big box, stationery, craft, and party stores. Non-exempt expenses include taxes at restaurants, hotels, airports, fuel, car rentals, franchise fee taxes (i.e. Comcast), and utility taxes. Taxes from other states or any governmental agencies are also not exempt.

These guidelines are not meant to provide comprehensive information regarding the purchasing procedures for the District, but are intended as an update and a clarification of the current purchasing policies and practices.

Sales Tax Exemption Letter

The Finance Department will provide a Sales Tax Exemption letter to employees who regularly purchase items for the District.

Process

Prior to checking out/paying for your District purchases, inform the cashier your order is tax exempt. At this time, you will be asked for the District's Sales Tax Exempt letter. Please note: depending on the store, you may have to check out at the Customer Service counter.

**** AS A REMINDER, MAKE SURE TO KEEP YOUR ORIGINAL RECEIPT ****

FAQ

What if the vendor doesn't understand how to accommodate my tax-exempt request? Ask to speak to a manager.

What if the vendor says that the tax exemption does not apply to them? If after speaking with the manager, you are still not able to complete the transaction as sales tax exempt, please contact your supervisor or the Finance Department and explain the situation.

What if I am shopping without the documentation that I need? Get the documentation and then make the purchase. If it is during office hours, please contact your supervisor or the Finance Department and have the letter faxed to the business.

What if I am shopping for personal and work-related items together? Payment must be made with two separate transactions with two separate receipts. It is important to separate personal items from work items, as it is illegal to use the tax-exempt status on personal items. A breach of this policy puts the tax exempt status for the entire District at risk, and opens the District and you to legal implications.

Can I make the purchase and then reimburse the Park District for the taxes? No, because financial and audit procedures require additional paperwork to process the sales tax reimbursement, thus creating unnecessary or additional work for the Finance Department, administrative staff, and auditors.

Check Request Form

Fiscal Year	Date Requested	Date Needed	Total Amount
			\$0.00

G/I Code	Invoice Date	Invoice#	Amount	Description {50 Characters Maximum}	G/I Balance
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$

☐ Quote sheet attached for purchases greater than \$2,500.

For Purchases over the Legal Bid Limit in (70 ILCS 1205/8-1(c))

Competitive Bid? ☐ Yes ☐ No Date Board approved contract: _____

If purchase was grant funded, please indicate name of grant: _____

Special Instructions

Signature _____ Date _____
Person requesting check

Signature _____ Date _____
Immediate Supervisor

Finance Use Only	
Signature _____	Date _____
Director of Finance (up to \$10,000)	
Signature _____	Date _____
Executive Director (over \$10,000)	

Monthly Mileage Reimbursement Check Request Form

Name	
Address	
City, State, Zip	
Phone	

G/L Code	Description (26 Characters Maximum)	Amount	G/L Balance
		\$	\$
		\$	\$

Date	Destination	Total Miles	.58 per Mile	Tolls & Misc.	Total
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
			0		\$0
Grand Total					\$0

Signature_____

Person requesting check

Date_____

Signature_____

Supervisor

Date_____



Appendix G

Administrative Purchasing Card Procedures Manual

Purchasing Card Procedures Overview

A. Introduction

The Purchasing Card (also known as P-Card) offers staff an opportunity to purchase products or services required for their work. The Purchasing Card Program offers many benefits over the traditional credit card.

- Consolidates supplier invoices and simplifies form processing.
- Management information reports are available, enabling the Department Heads to improve management control and planning.
- Limit spending amounts and types of business, reducing the District's liability.
- Rebate to District for payments.

This procedure manual provides information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle, and a variety of other information.

The Purchasing Card works much like a credit card with which the cardholder is committing Hampshire Township Park District funds each time the Purchasing Card is used.

You'll see that the Purchasing Card has your name and "Hampshire Park District" embossed on the front. The card has no impact on the cardholder's personal credit. Although the card lists an individual's name, the card is actually issued to the Hampshire Township Park District.

The Finance Director is responsible for implementing the Purchasing Card Program within the Hampshire Township Park District. This individual is responsible for card issuance, card cancellation and communicating to the purchasing card vendor, and also receives the cards, monthly billings, additional statements and management reports.

Overview of Purchasing Card Procedures:

1. Cardholder orders product or service directly from supplier, using card provided
2. Supplier processes the order.
3. The supplier delivers the product or service.

4. Heartland Bank arranges payment to the supplier within 48 hours of the merchants' posting of the transaction to Visa.
5. Heartland Bank issues a monthly online statement, making available all transaction information for reconciliation. The Cardholder uses this online statement to verify purchases.
6. The District bank operating account will be debited for payment to Heartland Bank.
7. The District will also use this internet based reporting/allocation tool to produce various management information reports for review and to analyze spending.

B. Policy

Use of the Purchasing Card (P-Card.) is for official Hampshire Township Park District purchases only. Use of the card for personal items is not permitted. The cardholder is the person responsible for all charges made to the card. As with all public resources, intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal and recovery of all unauthorized purchases. If you have questions on the appropriate use of the Purchasing Card, please contact your Department Head or the Finance Director

C. Purchasing Card Security

Authorized use of the Purchasing Card is limited to the person whose name appears on the face of the card. The Purchasing Card should not be loaned to another person.

The Purchasing Card, or any document containing the Card Account Number, should be kept in an accessible but secure location. The account number on the purchasing card should not be posted or left in a conspicuous place. Faxing of the account number should be done at a minimum. When possible, give the vendor the account number over the phone.

To report lost card:

The Cardholder must immediately notify the Finance Director.

Upon notifying the Finance Director notifying Visa, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the merchant will decline it. Please inform Heartland Bank immediately (24 hours a day) to reduce the District's liability for fraudulent charges.

D. Card Issuance

Purchasing Cards are issued to individuals who have a need as determined by their Department Head and approved by the Executive Director and the Finance Director.

Examples of individuals requiring a Purchasing Card are:

- Staff members who order supplies and materials for District use.
- Staff members who need to make frequent purchases while away from their usual work location, or online.

To obtain a Purchasing Card:

1. Discuss with your supervisor how the P-Card would make you more effective in your work.
2. The Supervisor will submit a request to the Program Administrator, including anticipated uses. (Appendix G-1)
3. The Supervisor will determine use and limits of the P-Card to be issued.
4. You will be contacted by the Program Administrator to schedule a training time where you will:
 - a. Sign the back of the card.
 - b. Sign the Procurement Card Acknowledgement Form (Appendix G-2) and return it to the Finance Dept.
 - c. Receive your card, company ID, and User ID.

E. Making Purchases with Card

1. Identify a vendor that sells the goods and services needed.
2. Place your order by phone, on-line, or at the vendor's place of business.
3. Give the vendor the card, let them know the transaction is tax exempt. Provide the vendor with whatever they need to accommodate our tax-exempt status. The tax ID number is listed on your P Card. Some vendors require the tax letter, which you can obtain from a CSR or Finance Department.
4. The vendor will process the transaction.
5. Secure printed receipt, whether transaction is online or in person.
6. Secure and retain documentation as it applies to your order, examples include:
 - a. Order confirmation or tracking number
 - b. Base cost of purchase
 - c. Anticipated delivery date
 - d. Freight cost, if available
 - e. Packing slip
7. Keep all documentation in your file until reconciliation is requested.

F. Cardholder Reconciliation Procedures

1. Overview

Cardholders will maintain a Transaction Log (Appendix G-3) of their purchases and monitor spending and reconcile purchases with the monthly purchase receipts and statement. Use a new transaction log for each billing cycle.

- a. You will be notified by e-mail when reconciliation documents are due to the Program Administrator.
- b. Follow the detailed Reconciliation Procedures below.
- c. Send the statement, original receipts, and Transaction Log to your Department Head, who will sign off on it, and forward to Finance.

2. Detailed Steps for Reconciliation:

- a. Pull the receipts and other documentation you have kept for the month.
- b. Run your statement from the website.
- c. Match receipts and other documentation to each item on statement.
- d. Complete a P-Card Transaction Log {Appendix G-4} in same order as purchases appear on statement. Please take great care in assigning a GL number and a 26- character description. The log contains:
 - Cardholder name
 - Date of purchase
 - Vendor name
 - Description of purchase
 - Amount of purchase
 - GL Account number to charge
- e. Staple the receipts/invoices and other documentation to the worksheet. Please organize receipts in same order as they appear on statement.
- f. Submit the Transaction Log/receipts and Statement to your Department Head for review.
- g. Department Head will submit to Finance after reviewing and approving.

G. Other Information

1. Card restrictions:

If the amount of the purchase exceeds your single transaction or monthly transaction limit, you may contact your Department Head to use his/her card to make the purchase. If the Department Head does not have the capacity on his/her card to complete the purchase, contact the Program Administrator.

If the vendor or dollar limit restrictions prevent you from doing your job efficiently, talk with your supervisor to see what changes can be made.

2 Returns, Credits and Disputed Items

In most cases, disputes can be resolved directly between the Cardholder and the vendor that provides the goods and services. Use the following guidelines when returning an item or for other disputed items such as sales tax charged:

a. Returns and credits

- When you discover you made an incorrect purchase, call the supplier or return the item, as soon as possible. Returns should be sent back to the vendor in the manner consistent with vendor and District policies.
- Returns of purchases are credits and treated as separate transactions. ("Even" returns (same cost, different product) should also be handled as separate transactions.)
- Cash refunds are not allowed under any circumstances

b. Discrepancies and Disputed Items

1) Overview

- a) If at any point a Cardholder, Department Head or Program Administrator identifies an issue that would otherwise cause the District to be paying the wrong amount to Heartland Bank, it is imperative that communication be initiated to all appropriate personnel involved in the process.
- b) Discrepancies should be noted on the purchasing log for subsequent resolution. All unresolved issues should be brought to the attention of the Department Head and if necessary, then to Finance.
- c) If the cardholder and the vendor cannot resolve an issue, the Cardholder should contact the customer service department at Heartland Bank, 844-448-0199.

2) Detailed Steps for Resolution

- a) Any charge you wish to dispute must be identified in writing within 30 days of the statement date to Heartland Bank.
- b) Obtain and complete a Cardholder Dispute Form from the Program Administrator.
 1. State that you would like to dispute a charge on your Purchase Card. (We are required by law to submit the information in writing to initiate a claims dispute with Heartland Bank.)
 2. Make any relevant notes on the Cardholder Dispute Form.
 3. Give Finance a completed copy.
 4. Check your monthly statements and let the Finance Department know if the issue is not resolved within two billing cycles.

c. Refunding Inadvertent Sales Tax Charges

The vendor should issue a credit for sales tax inadvertently charged. This credit will appear on a subsequent charge card statement. Confirm that the supplier will issue the credit to your card. This will be an outstanding item on your Transaction Log until the credit appears on your monthly Cardholder Statement.

3. Replacement Card

Contact the District Program Administrator if a replacement P-Card is needed. The Cardholder should receive the replacement card in 7-10 business days. If changes to spending limits or types of purchases are required, the new card will be issued when the old card (unless it is lost) is turned in to the Program Administrator. Changes that might occur include:

- Name changes
- Increase or decrease spending limit
- A change in the type of purchase restrictions
- Any other change in accounting information contained on the card's magnetic tape

4. Card Cancellation

- Cardholders must return the Purchase Card to the District Program Administrator immediately upon request or upon leaving District employment.
- Department Heads will ensure cancelled cards are collected prior to the employee leaving, and given to Program Administrator to be destroyed.

5. Internal Controls

- The District is liable for the use of the Purchasing Card by authorized users, provided that the use is within the single per transaction dollar limit. The Hampshire Township Park District does not accept liability for unauthorized use of the Purchasing Card and/or account numbers that are fraudulently used.

Department Heads ensure:

- Monthly statements, receipts and Transaction Log Worksheets are completed, correct and submitted to Finance by the designated day of each month.
- Unacceptable materials and incomplete services are documented on the purchasing log and the purchaser took the appropriate corrective action with the vendor.
- The original payment processing documents are sent to Finance where a copy is maintained in a file for audit purposes.

The Finance Department will complete periodic audits to assure compliance and accuracy.



Procurement Card Acknowledgement Form

Your use of the Purchasing Card issued to you is subject to the following terms and conditions. You must comply with the terms and conditions as part of the terms and conditions of your employment.

1. You understand the DISTRICT is liable to the bank for all charges made on the Card.
2. You must use this Card for approved purchases only.
3. Personal charges are not permitted.
4. You will be given a copy of the Hampshire Township Park District Purchasing Card Procedures Manual. You are required to read and follow the requirements of the Card's use.
5. Failure to abide by the procedures outlined in the Hampshire Township Park District Purchasing Card member Manual may result in either revocation of your use privileges or other disciplinary action, including termination of employment.
6. You must return the Card immediately upon request or when employment ends.
7. If the Card is lost or stolen, you must notify the Finance Director **immediately**.
8. The Hampshire Township Park District may change the card terms and conditions or its policy and procedures concerning the use of the Card and you must comply with those changes. Any changes will be accomplished by Addendum to the Hampshire Township Park District Purchasing Card member Procedures.

As the employee being issued the Card, I have read and understand the terms and conditions stated above.

Employee name:

Department name:

Employee signature (print and sign)

Date

Phone

As the employee's Department Head, I acknowledge that I am responsible to ensure that the employee abides by the above conditions. I am responsible for taking appropriate action in situations involving Card misuse. I am responsible for notifying the Hampshire Township Park District Purchasing Card Program Administrator to cancel the card if the Card member is terminated for any reason, or if the Card member transfers to another Department within the Hampshire Township Park District. I am also responsible for reviewing all statements for accuracy and forwarding to the Finance department on a timely basis.

Cardmember Department Head _____

Cardmember Department Head Signature _____

(signature required)

RESOLUTION #2022-02

**RESOLUTION AUTHORIZING THE
PARK DISTRICT PURCHASING POLICY**

WHEREAS, the Hampshire Township Park District is a unit of local government established and governed by the Illinois Park District Code, 70 ILCS 1205/8-1; and

WHEREAS, the Board of Commissioners of the Hampshire Township Park District has determined that it is in the best interests of the Park District to approve a purchasing policy for all staff; and

NOW THEREFORE, be it resolved by the Hampshire Township Park District Board of Commissioners, that this Resolution is hereby adopted and the Hampshire Township Park District staff shall have the procurement and purchasing authority in accordance with the Purchasing Policy.

Passed and Approved this _____ day of _____.

Attest:

President

Secretary



Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: July 25, 2022
Agenda Item: VIII.B
Subject: Asphalt Quotes

Background

The limestone trail at Schmidt Park has continued to be an ongoing maintenance challenge with weeds continuously growing through the stone and erosion washing the path out. Parks Department staff suggested several years ago that we pave the trail, and this project was finally budgeted in this fiscal year. In addition to this work, Staff also asked for a quote to include repairs of the basketball courts at Schmidt and Seyller.

Staff reached out to 4 companies to obtain quotes. Only 2 quotes were received. Schroeder Asphalt and Evans and Son Blacktop did not return quotes.

Path and Shelter Connection	Basketball	Crack Fill
Champion Paving \$20,500 (8,528 SF)	\$5,500	\$1,500
Royer Asphalt Paving \$27,775 (10,448 SF)	no bid	\$875

Although quotes were requested for the same quantity and items, Royer returned a quote with different items and did not provide a quote for the basketball court connection. Although the existing limestone provides an ADA connection to the court, in the future the design could be changed to remove this limestone area and provide an asphalt connection, at the same time changing the shuffleboard court into a pickleball court.

Staff is requesting to award the bid to Champion paving based on the work requested to be bid of the path paving, addition of the basketball court connection, and the crack filling.

Recommendation

Approve the Executive Director's of execution of a quote for work not to exceed \$29,900 for the Schmidt Park path paving, basketball court repair, and Seyller basketball court repair. Although this is not the original amount on the quote, due to unforeseen items (i.e. poor subbase), the option to not exceed a specified amount is preferred.



P.O. Box 610
Hampshire, IL 60140-0610

ChampionPaving@aol.com

Bob Waterworth
President

(847) 683-8383
fax (847) 683-7533

Laura Shraw
Hampshire Township Park District
390 South Ave.
Hampshire, IL 60140

RE: Asphalt Improvements

Submitted: Saturday, May 14, 2022

We propose to furnish all necessary labor, material, tools, equipment, and supervision to complete the following:

Schmidt Park Path:

We will grade and reinforce existing stone path and compact.
Install 2 1/2" asphalt surface.
Path measures approximately 8,528 S. Yds. (1,066' x 8').

\$20,500.00

Option 3: Grade and pave "Option 2" paving layout.

Add \$5,500.00

Schmidt Basketball Court: We will clean existing cracks. Apply hot rubberized crackfill.

\$1,500.00

Hampshire Park District Court: Same method as above.

\$1,500.00

Property owner responsible for all permits.

All of the above work to be completed in a workmanlike manner.

Note: Due to rising asphalt costs and volatile material prices, the above **price is quoted for TEN Days from the date of submission.**


Terms: 100% of labor material and equipment as work progressed, due upon completion of work specified in this contracts.

Any changes from the above written amount of work to be performed involving extra cost of material or labor subjects the above contract to an additional charge unless said changes are accepted in writing. This proposal null and void if not accepted within 90 days of date submitted. We carry Workmen's Compensation insurance and Public Liability insurance. Champion Paving Corp. shall be entitled to the recovery of all reasonable attorney's fees and costs incurred in connection with any dispute hereunder or in connection with any action involving the recovery of amounts due hereunder.

Respectfully submitted.

CHAMPION PAVING CORPORATION

By


Cameron Waterworth, Estimator

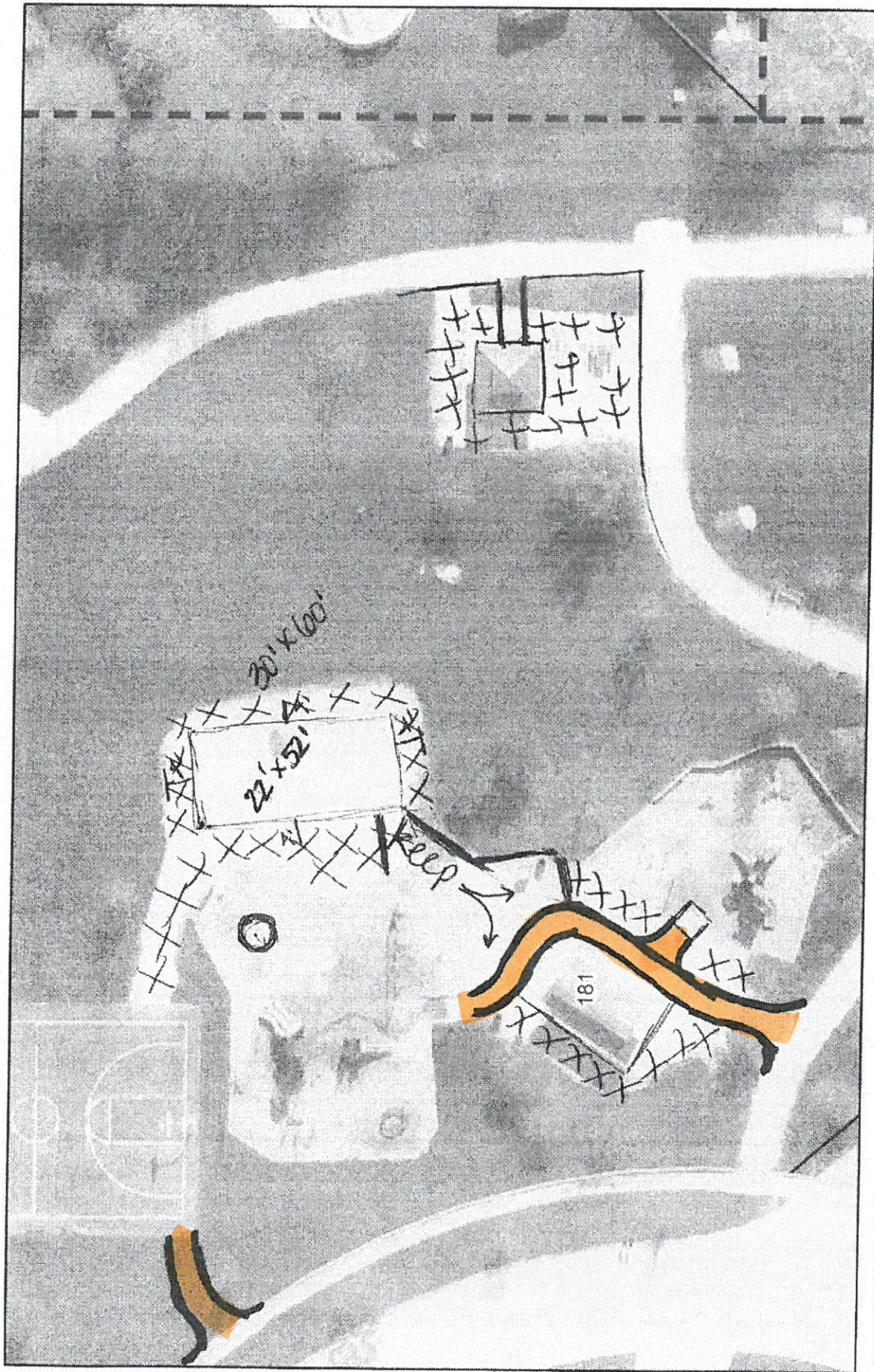
ACCEPTANCE

You are hereby authorized to furnish all material and labor required to complete the work mentioned in the above proposal, for which the undersigned agrees to pay amount mentioned in said proposal, and according to term thereof. It is hereby agreed that a facsimile copy of this quotation signed by both parties constitutes a legal and binding agreement.

Date _____, 2022

Printed _____

KaneGIS3



4/28/2022, 2:29:08 PM

Townships	Road Centerline	Municipalities	Addresses
Cadastral Lines	Road ROW	Hampshire	
Parcel Line	Sub Line .30	Parcels	

Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

These layers do not represent a survey. No Accuracy is assumed for the data records, including plats, surveys, recorded deeds, and contracts, and only contains information required for local government purposes. See the recorded documents for more detailed legal information.

option 3

OPTION 2

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">X</td><td>BP</td></tr> <tr><td style="text-align: center;"> </td><td>DW</td></tr> <tr><td style="text-align: center;"> </td><td>PA</td></tr> <tr><td style="text-align: center;"> </td><td>PL</td></tr> <tr><td style="text-align: center;"> </td><td>RR</td></tr> <tr><td style="text-align: center;"> </td><td>RW</td></tr> </table>	X	BP		DW		PA		PL		RR		RW	<h2 style="margin: 0;">Royer Asphalt Paving</h2> <p style="margin: 0;">A Division of Curran Contracting Company 2220 County Farm Road DeKalb, IL 60115 Phone (815) 756-9394 / Fax (815) 758-0929</p> <p style="margin: 0;">PROPOSAL 90-22-0319</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Awarded</td><td> </td></tr> <tr><td style="text-align: right;">Prepped</td><td> </td></tr> <tr><td style="text-align: right;">Paved</td><td> </td></tr> <tr><td style="text-align: right;">HH</td><td style="text-align: center;">X</td></tr> <tr><td style="text-align: right;">SP</td><td> </td></tr> <tr><td style="text-align: right;">Sub</td><td> </td></tr> </table>	Awarded		Prepped		Paved		HH	X	SP		Sub	
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Sub																										
Main Office: 286 Memorial Court Crystal Lake, IL 60014																										
Customer Hampshire Park District		Phone (847) 683-2690																								
STREET 390 S. Ave.		DATE 06/24/2022																								
CITY, STATE, ZIP CODE Hampshire, IL 60140		FAX 																								
Engineer 		Date of Plans 																								
JOB NAME Paving Gravel Paths		JOB LOCATION 181 Schmidt Dr. Hampshire																								
Contact: Laura Schraw		County: DeKalb Co., IL																								
laura@hampshireparkdistrict.org																										
<p>Our bid price includes the following:</p> <p>Prep Fine grade and compact existing gravel base. Approx. (10,320 Sq Ft)</p> <p>Pave Pave a 2.5" (Compacted) layer of HMA Surface Course, Mix C, N50</p> <p>Existing Gravel Path 10,320 Sq Ft measured at 8' wide. (Areas In White On Overview)</p> <p>Our price for the work stated above is \$26,900.00</p> <p>Add \$1,125.00 to price above to do area to shuffle board court. (Area In Red On Overview 440 Sq Ft)</p> <p>Add \$640.00 to price above to add area to Shelter. (Area In Yellow On Overview 128 Sq Ft)</p> <p>Add \$ 875.00 to prices above to crack fill courts at 181 Schmidt Dr. and 390 South Ave.</p> <p>Small base repairs, if needed will be done at \$2.50 per Sq Ft. (8" removal and 8" gravel base install)</p> <p>Our price does not include any of the following:</p> <ol style="list-style-type: none"> 1 Any permits, if-required. 2 Any traffic control devices. We have flagging included for our work only. 3 Any landscape restoration. 4 Any concrete paving or street patching. 5 Any excavation or undercutting of soft areas. (Base repairs) 6 No specialty hours included i.e. night work, holidays, weekends, etc. 7 Additional gravel, if-needed. 8 Any structure adjustments, if-needed. <p style="margin-top: 20px;">Price is based on areas and scope stated above. Pricing good for 30 days. Work to be completed in the 2022 construction season.</p>																										
<p><small>If payment is not made within thirty (30) days of the date of invoice, a charge of one and one-half percent (1-1/2%) per month shall be assessed on the outstanding balance of the account. This Proposal is subject to the terms and conditions set forth on the reverse side. The terms and conditions shall have the same effect as if they were set forth in this paragraph.</small></p>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"> Authorized Signature </td> <td style="width: 60%; text-align: right;"> 6/24/2022 </td> </tr> <tr> <td colspan="2"> Josh Taylor Estimator/Superintendent </td> </tr> </table>			Authorized Signature 	6/24/2022	Josh Taylor Estimator/Superintendent																					
Authorized Signature 	6/24/2022																									
Josh Taylor Estimator/Superintendent																										
<p>ACCEPTANCE OF PROPOSAL - The above estimate and conditions are satisfactory and are hereby accepted. You are authorized to do the work as required. Payment will be made as outlined above.</p>																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Signature</td> <td style="width: 50%;">Date</td> </tr> </table>			Signature	Date																						
Signature	Date																									

TERMS AND CONDITIONS

1 Extras. Royer Shall not be required to perform any alterations, extras or additions in work unless Royer agrees to perform such work, agrees to the price to be paid to perform such alterations, extras or additions, and receives a signed change order which specifically refers to the Terms and Conditions set forth in this proposal.

2 Permits. Customer shall obtain all building and construction permits. Royer shall not be responsible for any permit relating to the work to be performed under this proposal.

3 Retention. There shall be no retention unless specified in writing by parties.

4 Material. All material removed by Royer from the property subject to this Proposal shall be the property of Curran.




5 Force Majeure. Royer will not be liable for any loss, damage, or delay due to transportation problems, accident, fire, strike, riots, civil or military authority, insurrection, acts of God (including weather) or any cause beyond its reasonable control.

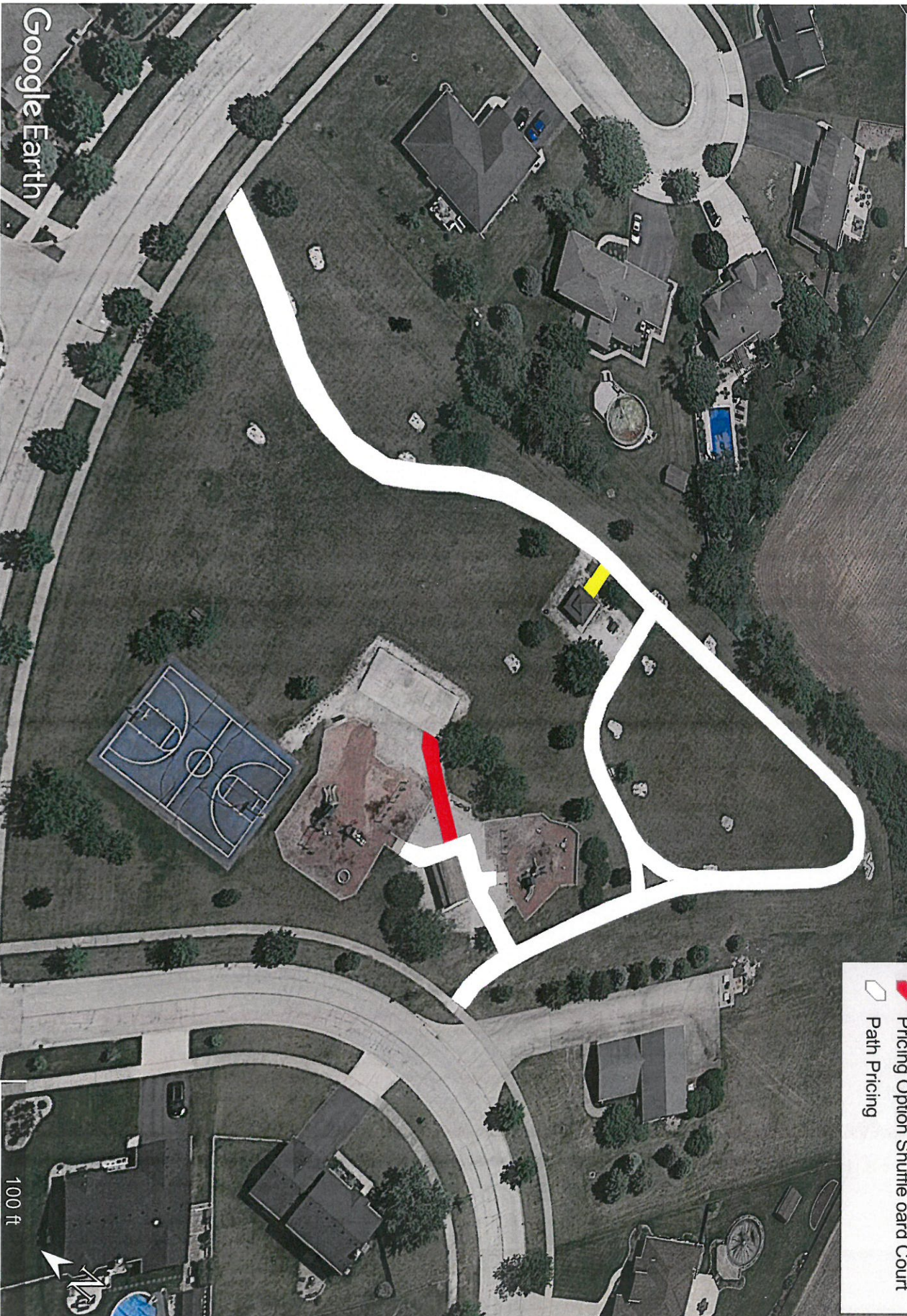
6 Default: Attorneys' Fees. In the event of a Customer default or refusal to pay, Royer will be entitled to all expenses of collection, including attorneys fees and court costs.

7 Governing Law; Venue. This Proposal shall be governed by and construed in accordance with the laws of the State of Illinois. Customers consent to the jurisdiction of the State courts of Illinois with venue in McHenry County, Illinois for all matters associated with this Proposal.

8 Disclaimer Limitations. All work is to be completed in a workmanlike manner according to standard practices in the industry. Royer reserves the right to employ production and construction methods to better meet completed project objectives. Final in-place material specifications will be met as required by product descriptions contained in this Proposal. Other than the warranties set forth above, Royer disclaims all warranties, express or implied, with respect to the work to be performed under this Proposal. Royer shall not be liable for any damage to the work performed under this proposal caused by Customer's, or third party's, intentional or negligent conduct, including improper or faulty site-preparation work. In no event shall Royer's liability exceed the amount paid to Royer in connection with such work; nor shall Royer be responsible for any special, incidental or consequential damages. Royer shall not be liable for any errors or omissions contained in any plans or specifications of Customer or any third party. Notwithstanding any law, ordinance or regulation to the contrary, Customer agrees not to institute or maintain any action or proceeding against Royer with respect to this Proposal or the work performed or materials provided pursuant to it more than twelve (12) months after completions.

Schmidt Park

- Legend**
-  Pricing Option Shelter Path
 -  Pricing Option Shuffle card Court
 -  Path Pricing





Memorandum

To: Hampshire Park District Board of Commissioners
From: Laura Schraw, Executive Director
Date: July 25, 2022
Agenda Item: VIII.C.
Subject: Seyller Park Redeisgn

Background

History

This park took a lot of parcels and purchasing to create Seyller Park, as well as a lot of names! It has at one time been called "Township Park", "Village Park" and "East Park" before being renamed to Seyller Park in 2002.

On September 17, 1892 the Hampshire Improvement Committee sold the original 5.22 acre park to the Village of Hampshire for \$750.00. This parcel was originally part of the Channing farm. This is where the baseball field, bathrooms, and pavilion are located. The photo below was taken by Clyde Waidman in 1913 looking South from E. Jefferson Ave. You might have heard people mention that the baseball field used to be a pond...it was! Occasionally when we get enough water the pond returns! The pond was spring fed and had a few fish. The park also had a woven fence around it with gates at the north and south entrances. There was a pavilion, which stood about where the restrooms are now where band concerts, lectures, etc., were held. The sloping bank (east of the playground) was there people would sit to watch the performances. In 1929 the pond was drained, dirt hauled in, and the ball diamond was built. On April 13, 1948, when the Park District was formed, the Village then donated this park to the newly formed Park District.

In the 1950's, restrooms, a new baseball backstop, and playground equipment were installed at the park. A flagpole was erected as a memorial to all war veterans. The park still had room to grow and on September 4, 1969, the Park District purchased 4.92 acres from the Burnidge family. On October 21, 1970, they purchased 1.44 acres from the Ball family for the Maintenance Building, parking lot, tennis courts, and the eastern section of the Administration Building and parking lot. On February 13, 1971, the Park District then purchased lots #1 and #2 from the Lock Factory Addition from the Penrod family and are the storm water detention area behind the Administration building. On June 29, 1974, the Park District purchased Lots #25 from the Lock Factory Addition from the Maushak family, and the new shelter and the three tennis courts were completed this year. On December 13, 1976, lot #26 from the Short family, which is where the parking lot and western edge of the Administration building are located.

The large playground on the south side was installed in 1999 with a \$50,000 OSLAD Grant.

On October 4, 2001, the Park District received 7.1 acres land donation from Kennedy Homes. (This is the location of Little People Playtime.)

On July 7, 2002, the Park District recognized Mr. Seyller's contributions as a coach, equipment manager and program director for the Park District and renamed the property Ralph H. Seyller Park. The Community Room at 390 South Ave. is named after his wife, Catherine B. Seyller, which was also dedicated on that day in 2002. The Community Room was the previous maintenance facility, which is now located on top of the hill at 505 Smith Ave., constructed in 2002.

In 2007, the Little People Playtime Preschool building was constructed on the north side of the park, then a Day Care addition was built and opened in 2014.

In 2016, a small playground with an age 2-5 Fire Truck playground was built through fundraising efforts of the Little People Playtime building and the Hampshire Park District Foundation. The Hampshire Fire Protection District was asked if they would like to build a memorial in this area. The dedication ceremony was held in September 17, 2016 on the HFPD's 85th Anniversary Celebration.

In 2021 the VFW Post completed the construction of the Veteran's Memorial with memorial stones and flags to each branch of the military as well as stone walls and memorial pavers and benches through donations. The Howlitzer was loaned to the Park District from the US Government to stay on display at its current location.

The total acreage of Seyller Park is now 19.25 acres.

Future

The 2020 Comprehensive Master Plan discussed future renovations to Seyller Park. This included a new baseball backstop, an amphitheater, playground, shelter and disc golf course.

At this time the playground is past its useful life. The ballfield is also considered past its useful life, and it is recommended that the shelter be replaced. This park is the primary site for our tball program, and occasionally the outfield is used for flag football. The playground is used by the community, and our youth programs such as preschool, day care, and summer camp. At this time the shelter serves our needs for summer camp and is rented frequently. The path is not entirely ADA accessible due to the hill, so the changes to the path would provide an ADA route at the hill. The funds available would not be enough to entirely remove and replace the path.

Currently we are still waiting reimbursement from our Rackow Park OSLAD Grant. IDNR had stated this spring they hoped to get us our \$200,000 reimbursement this summer. These funds could then be used to match an OSLAD Grant (50% match.) Although ideally we want to go for the maximum of \$400,000 funds to match the \$400,000 from the grant, we do not have that much money available for Capital Projects at this time.

In evaluating our needs vs. our budget, Staff is recommending the following phases for improvement based on funds available.

Phase I: Playground, ADA path accessibility changes to path, baseball backstop with dugouts and bleachers, disc golf course

Phase II: Amphitheatre, shelter

Phase III: Re-route path near ballfield and widen Parkside Drive, repair parking lots

Phase IV: Skate Park (remove one tennis court and change to a skate park) and relight courts

Recommendation

Review the redesign of Seyller Park.



SEYLLER PARK
7.22.22
NOT TO SCALE

CONCEPTUAL PLAN