



*We exist to provide outstanding opportunities through recreation for children and adults with disabilities.*

**May 26, 2021**

**10:30 a.m.**

**Virtual Board Meeting**

**<https://zoom.us/j/94254258444>**

**Call in number: 1 (312) 626-6799**

**Meeting ID: 942 542 8444**

## **Agenda**

- I. Call to Order  
Roll Call
  
- II. Introduction of Guests:
  - A. Annie Heggeland
  - B. Megan Wise
  - C. Abigale Downey
  - D. Brianna White
  - E. Matt Beran - Lauterbach & Amen
  - F. Michelle Bins – PFM Investments
  - G. Miranda Woodard – 5 Year Recognition
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. Approval of Consent Agenda – Pages – 3-49
  - A. Approval of Minutes, March 17, 2021
  - B. NWSRA Financial Reports, March 31, 2021 & April 30, 2021
    - 1. PFM Account Statement
    - 2. NWSRA & SLSF Organizational Cash Overview
    - 3. NWSRA Budget vs. Actual
    - 4. SLSF Budget vs. Actual
    - 5. NWSRA Balance Sheets
    - 6. SLSF Balance Sheets
    - 7. Benjamin F Edwards Account Statement
  - C. Warrant: -
    - 1. #4 dated April 30, 2021 - \$214,300.73
    - 2. #5 dated May 26, 2021 - \$68,604.26
  - D. Bi-Weekly Payroll:
    - 1. Pay Period Ending – 03/12/21 \$ 73,164.80
    - 2. Pay Period Ending – 03/26/21 \$ 71,505.52
    - 3. Pay Period Ending – 04/09/21 \$ 73,035.65
    - 4. Pay Period Ending – 04/23/21 \$ 73,702.89
    - 5. Pay Period Ending – 05/07/21 \$ 73,275.76
  - E. ADA Compliance Projects:
    - 1. Bartlett: \$235,805.60
      - a) Inclusive Playground - \$202,350
      - b) Walkway Renovation - \$30,455.50

*An extension of the local park districts serving*

*Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect  
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling*

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3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.nwsra.org](http://www.nwsra.org)

2. Mount Prospect: \$70,641.15
  - a) Rec Plex – Flooring/Pathways - \$32,014.52
  - b) Central Community Center – Flooring - \$38,626.63

**\* Details can be found on Directors Site**

- VI. Correspondence
  - A. Written
  - B. Oral
- VII. Staff Reports – Pages – 50-70
  - A. Program Report
  - B. Marketing and P/R Report
    1. 1<sup>st</sup> Quarter Outreach Report
  - C. SLSF
  - D. 1<sup>st</sup> Quarter Financial Reports
  - E. 1<sup>st</sup> Quarterly Agency/Directors Goals Update
- VIII. Old Business –
  - A. NWSRA Project Updates
    1. Community Sensory Garden at Hanover Park - Oral
  - B. NWSRA Programming Spaces
    1. Hoffman Estates Park District – Vogelei House – Oral
  - C. Finance Task Force Update - Oral
- IX. New Business – Pages – 71-80
  - A. NWSRA Audit
 

Presented by Matt Beran, Lauterbach and Amen
  - B. PFM Investment Update – Presented by Michelle Bins
  - C. FSA Amendment
    1. Consolidation Appropriations Amendment Resolution Dependent Care R2021-2
    2. Consolidation Appropriations Amendment Resolution Health Flexible Spending R2021-3
  - D. Other
- X. Information/Action Items – Pages – 81-84
  - A. Annual Information Update – Oral
  - B. Strategic Planning Update
  - C. Other
- XI. Closed Session
  - A. Section 2(c)(21) Semi-annual Review of Executive Session Minutes
- XII. Action as a result of Closed Session – Pages – 85-87
  - A. Resolution R2021-1 Closed Session
- XIII. Adjournment



- Teamwork:** Support each other and work together
- Respect:** Be open, honest and kind
- Enthusiasm:** Exceed expectations
- Collaboration:** Combine resources to achieve common goals
- Communication:** Listen, share and adapt



- To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve**

# V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD VIA ZOOM VIDEO CALL  
ON THE 17<sup>th</sup> OF MARCH, 2021, at 10:30 am**

Chairman Fahnstrom called the meeting to order at 10:33 a.m.

Executive Director Crawford took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

Ben Curcio, Elk Grove Park District arrived at 10:40 am

Jim Jarog, Mt. Prospect Park District left at 11:08 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Brian Selders, Superintendent of Communications and IT; Andrea Griffin, Superintendent of Recreation; Rachel Hubsch, Superintendent of Recreation; Cathy Splett, Superintendent of Development; Miranda Woodard, Accounting Manager; Trisha Palmieri, Collaborative Coordinator and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Bret Fahnstrom read Trisha Palmieri's 5 Year Recognition.

Public Comment

None

Approval of Agenda

Chairman Fahnstrom asked for a motion to approve the agenda dated March 17, 2021. Trustee Janda made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Approval of Consent Agenda

Chairman Fahnstrom called for a motion to approve the Consent Agenda of March 17, 2021. Trustee Janda made the motion and Trustee Fullerton seconded the motion to approve the Consent Agenda dated March 17, 2021. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Bob O'Brien, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Correspondence

Executive Director Crawford read the following correspondence: Thank you from the Griffin Family for the memorial flowers sent for her grandmothers passing, Thank you from the DeKeyser (Rachel Hubsch) family for the memorial flowers sent for her grandfather's passing, Thank you from District 214, for allowing one of their students to be an intern, Thank you from the Tobias family for everything NWSRA/SLSF/PURSUIT did for their son.

### Staff Reports

Superintendent Griffin reviewed and shared a PURSUIT update highlighting programs involving meditation, nutrition and goal setting.

Superintendent Hubsch asked the Board if they were planning on hosting interns this summer and if they would like this Virtual Park District Visitation Day for Interns. The consensus was that they would like the Day for interns to happen. Superintendent Hubsch informed the Board she would host this some time in July and would bring it to the Superintendents meeting.

Chairman Fahnstrom congratulated NWSRA staff for the ITRS Outstanding Program of the Year Dream Lab award that NWSRA received.

### Marketing and PR

Superintendent Selders reported that his department is very busy with month to month registration. He highlighted webinars and training staff have received. He also informed the Board that the Survey for the 2021 Strategic Plan will go out in April.

### SLSF

Superintendent Splett reported that the IDOT vehicle for 2018 was recently delivered. The Virtual Gold Medal Fashion Show was a large success! She thanked the Board for their attendance and support. There were 240 registrations and grossed over \$33,000, which will net SLSF around \$29,000. Family members that live out of state were so delighted to finally see their family members in this amazing event. Trustee Risinger gave major kudos to staff regarding the event and added how much he really enjoyed it. Trustee O'Brien also echoed those comments.

### Directors Report

Executive Director Crawford informed the Board that by April 7<sup>th</sup>, 82% of the staff will be fully vaccinated. NWSRA will not report to any concerned party's the percentages of staff that are vaccinated. Continuing DA preparations. NWSRA will go through Distinguished Agency review in 2022. Staff are developing a virtual ADA Compliance Submittal video to ensure any new staff are aware of the procedure and deadlines.

### Old Business

#### Finance Task Force Committee Meeting

Trustee Romejko reviewed the minutes from the Finance Task Force Meeting that took place on Wednesday, February 10<sup>th</sup>. He summarized the main topics of discussion during the meeting and reiterated that once the budget is approved, any expenditure in the budget does not need Board approval. He also informed the Board that Tony LaFrener, Craig Talsma and Kevin Romejko will be working on an Ebb and Flow Chart for the next meeting. He also informed the Board that he, Mike Clark and NWSRA staff are working on updating the Capital Plan to reflect all new and upcoming Capital Expenditures as well as expanding the existing Capital Plan. He also informed the Board that he, Craig Talsma and staff will be working on drafting an updated Fund Balance Policy that the Finance Task Force will review before bringing it to the full Board. Trustee O'Brien asked if the Finance Task Force report would be brought to the Finance Committee before the Board. Trustee Talsma responded that the Finance Committee is part of the Task Force, therefore it would just be brought to the Board for approval.

### New Business

#### NWSRA Project Updates

Superintendent Griffin updated the Board on the status of the programming space at the Vogelei House in Hoffman Estates, outlining the space and the updates that will take place. She highlighted that during the pandemic, NWSRA having its own dedicated space was a gift as participants still had a safe place to recreate.

Superintendent Griffin and Executive Director Crawford reviewed the lease agreement between Hoffman Estates Park District and NWSRA for the sixth programming space. This space will house the PURSUIT Adult Day Program, STAR Academy and allow for dedicated space for programming. Trustee Talsma informed the Board of the offerings at the space and reiterated the happiness that Hoffman Estates Park District has with this joint effort. Trustee Fletcher raised concerns about spending additional money on programming spaces, instead of capital projects. Director Crawford reiterated that the original plan was always six programming spaces, one in each quadrant of programming. She also reiterated to the Board that all these expenses were budgeted in the Capital Plan and why NWSRA has been lean on expenses for several years. She also informed the Board of the outlook of Clearbrooks Day Programs and the influx of need for this population. She also outlined how the State of Illinois pays Clearbrook and how NWSRA is paid for each participant in the PURSUIT program. Trustee LaFrener also added that the waitlist for the programs shows the need for this space as well as keeping in mind the residents each space serves. Director Crawford reviewed the clients and their needs and abilities. Staff are reviewing space analysis as well as looking at altering program times to allow for additional clients to partake in the program.

Director Crawford asked for a motion to approve the Hoffman Estates Lease Agreement for the sixth and final (for the foreseeable future) programming space that meets the Strategic Planning Goal. Trustee Risinger made the motion and Trustee O'Brien seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

#### Clearbrook Agreement

Superintendent Griffin reviewed the Clearbrook Agreement with the Board and outlined the two changes to the agreement. The first change is in the financial area of the agreement, outlining that both agencies will be fiscally responsible in the event of unforeseen circumstances such as natural disasters or pandemic which results in nonpayment of fees from the State of Illinois.

The second change is a title change for Sheila Lullo with Clearbrook. She will now be Vice President of Program Services. Chairman Fahnstrom called for a motion to approve the Clearbrook Agreement as presented. Trustee Romejko made the motion and Trustee Fullerton seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

#### NSSEO Facility Use Agreement

Superintendent Hubsch outlined the Facility Use Agreement with NSSEO and reminded the Board that this agreement has existed since 1981 and will be in place until June of 2024. The agreement is for space at Kirk School, Sunrise Outdoor Education Center, Miner School and Timber Ridge School along with the NWSRA Programming Spaces are used for NWSRA Day Camps. The only change is a 3% increase due to use of all of their spaces. Superintendent Hubsch called for a motion to approve the NSSEO Agreement as presented. Trustee Talsma made the motion and Trustee Janda seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrener, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

#### Surplus Ordinance O2021-1

Superintendent Selders outlined the surplus items as presented in the packet. Trustee Talsma asked for the dollar amounts of the items to be changed to \$0.00 if the items are truly going to be disposed of. The Board agreed. Superintendent Selders called for a motion to approve Surplus Ordinance O2021-1 as presented with the dollar amounts at \$0.00. Trustee O'Brien made the motion and Trustee LaFrener seconded the motion. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Park Central Building Updates

Director Crawford reviewed the plans and revisions for the building updates that have been discussed with Trustee Romejko. Superintendent Negrillo reviewed the HVAC updates and fixes that have occurred. Director Crawford updated the Board on the plans to upgrade the cubicals for staff. This is in the plans due to the pandemic and safety concerns that need to be addressed. Superintendent Negrillo will be meeting with office space planners that will help address the issues with the HVAC system placement may pose.

Informational/Action Items

None

Other

None

Closed Session

None

Adjournment

After no further business, Chairman Fahnstrom called for a motion to adjourn. Trustee Janda made the motion and Trustee Fletcher seconded the motion to adjourn the March 17, 2021 meeting at 11:28 a.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Mike Clark, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Tony LaFrenera, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

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Secretary





## Account Statement - Transaction Summary

For the Month Ending **March 31, 2021**

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

#### Illinois Portfolio, IPDLAF+ Class

|                      |              |
|----------------------|--------------|
| Opening Market Value | 11,063.30    |
| Purchases            | 150,185.12   |
| Redemptions          | (150,140.76) |
| Unsettled Trades     | 0.00         |
| Change in Value      | 0.00         |

**Closing Market Value** **\$11,107.66**

Cash Dividends and Income 0.19

#### Illinois Trust CD Program

|                      |              |
|----------------------|--------------|
| Opening Market Value | 1,265,000.00 |
| Purchases            | 150,000.00   |
| Redemptions          | (150,000.00) |
| Unsettled Trades     | 0.00         |
| Change in Value      | 0.00         |

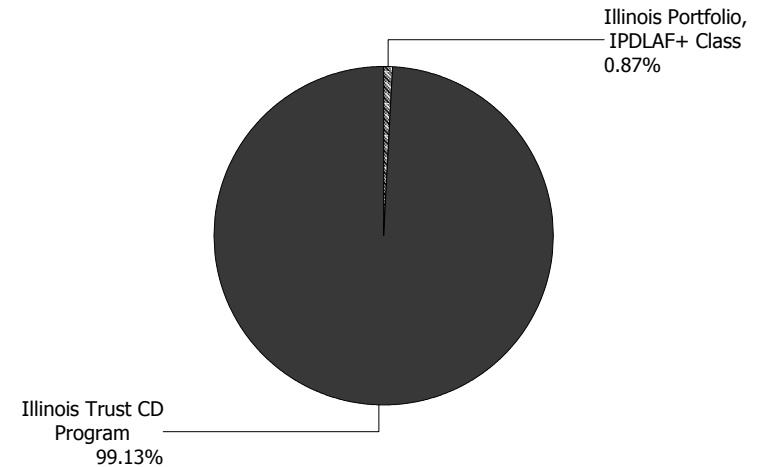
**Closing Market Value** **\$1,265,000.00**

Cash Dividends and Income 184.93

#### Asset Summary

|  | March 31, 2021        | February 28, 2021     |
|--|-----------------------|-----------------------|
| <b>Illinois Portfolio, IPDLAF+ Class</b> | 11,107.66             | 11,063.30             |
| <b>Illinois Trust CD Program</b>         | 1,265,000.00          | 1,265,000.00          |
| <b>Total</b>                             | <b>\$1,276,107.66</b> | <b>\$1,276,063.30</b> |

#### Asset Allocation





## Account Statement - Transaction Summary

For the Month Ending **April 30, 2021**

### NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT - ~~4669~~

#### Illinois Portfolio, IPDLAF+ Class

|                      |              |
|----------------------|--------------|
| Opening Market Value | 11,107.66    |
| Purchases            | 120,106.70   |
| Redemptions          | (120,167.60) |
| Unsettled Trades     | 0.00         |
| Change in Value      | 0.00         |

**Closing Market Value** **\$11,046.76**

Cash Dividends and Income 0.18

#### Illinois Trust CD Program

|                      |              |
|----------------------|--------------|
| Opening Market Value | 1,265,000.00 |
| Purchases            | 120,000.00   |
| Redemptions          | (120,000.00) |
| Unsettled Trades     | 0.00         |
| Change in Value      | 0.00         |

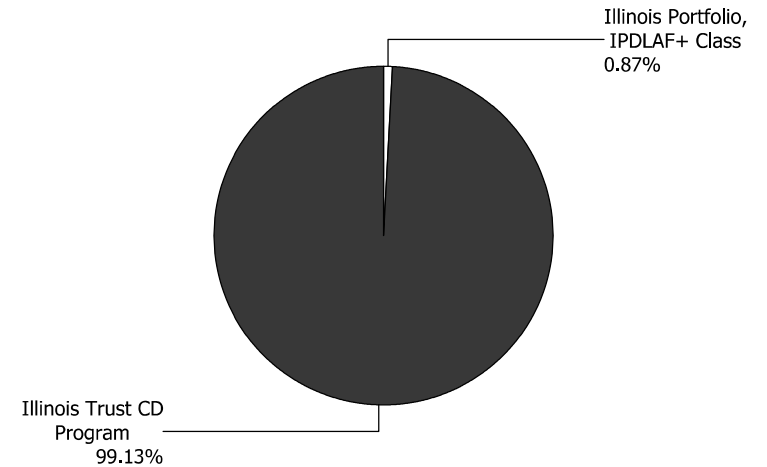
**Closing Market Value** **\$1,265,000.00**

Cash Dividends and Income 106.52

#### Asset Summary

|  | April 30, 2021        | March 31, 2021        |
|--|-----------------------|-----------------------|
| <b>Illinois Portfolio, IPDLAF+ Class</b> | 11,046.76             | 11,107.66             |
| <b>Illinois Trust CD Program</b>         | 1,265,000.00          | 1,265,000.00          |
| <b>Total</b>                             | <b>\$1,276,046.76</b> | <b>\$1,276,107.66</b> |

#### Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW MARCH 31, 2021**

|   | <u>NWSRA</u>        | <u>SLSF</u>         | <u>TOTAL</u>        |
|---|---------------------|---------------------|---------------------|
| <b><u>WORKING CASH</u></b>                  |                     |                     |                     |
| PETTY CASH                                  | \$ 500              | \$ 150              | \$ 650              |
| BSN CHECKING (Village Bank & Trust)         | 543,611             | 346,498             | 890,109             |
| OPER/MMA (Village Bank & Trust)             | 2,126,763           | 50,856              | 2,177,619           |
| IPDLAF                                      | 80,001              |                     | 80,001              |
| FLEX SPENDING CHECKING                      | 11,942              |                     | 11,942              |
| CASH BANKS                                  | <u>0</u>            |                     | <u>0</u>            |
| TOTAL                                       | 2,762,817           | 397,504             | 3,160,321           |
| <b><u>RESERVES: INVESTMENTS</u></b>         |                     |                     |                     |
| BF EDWARDS                                  |                     | 1,193,429           | 1,193,429           |
| PFM Asset Management                        | 1,276,108           |                     | 1,276,108           |
| TOTAL                                       | <u>1,276,108</u>    | <u>1,193,429</u>    | <u>2,469,537</u>    |
| <b><u>RESERVES:</u></b>                     |                     |                     |                     |
| <b><u>OPERATING</u></b>                     |                     |                     |                     |
| MAX SAFE 1 (Village Bank & Trust)           | 1,506,172           |                     | 1,506,172           |
| <b><u>CAPITAL</u></b>                       |                     |                     |                     |
| MAX SAFE 2 (Village Bank & Trust)           | 474,553             |                     | 474,553             |
| TOTAL                                       | <u>1,980,725</u>    |                     | <u>1,980,725</u>    |
| <b><u>TOTAL CASH &amp; RESERVES</u></b>     |                     |                     |                     |
| <b>March 31, 2021</b>                       | <u>\$ 6,019,650</u> | <u>\$ 1,590,933</u> | <u>\$ 7,610,583</u> |
| <br><b><u>TOTAL CASH &amp; RESERVES</u></b> |                     |                     |                     |
| <b>March 31, 2020</b>                       |                     |                     |                     |
| CASH  | \$ 1,537,435        | \$ 199,799          | \$ 1,737,234        |
| RESERVES - OPER                             | 1,502,120           |                     | \$ 1,502,120        |
| RESERVES - CAP                              | 473,277             |                     | \$ 473,277          |
| RESERVES - INVEST                           | 1,745,646           | 1,123,350           | \$ 2,868,996        |
|   | <u>\$ 5,258,478</u> | <u>\$ 1,323,149</u> | <u>\$ 6,581,627</u> |

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW APRIL 30, 2021**

|   |                                     | <u>NWSRA</u>        | <u>SLSF</u>         | <u>TOTAL</u>        |
|---|-------------------------------------|---------------------|---------------------|---------------------|
| <b><u>WORKING CASH</u></b>                  |                                     |                     |                     |                     |
|   | PETTY CASH                          | \$ 500              | \$ 150              | \$ 650              |
|   | BSN CHECKING (Village Bank & Trust) | 278,994             | 355,208             | 634,202             |
|   | OPER/MMA (Village Bank & Trust)     | 2,327,502           | 50,857              | 2,378,359           |
|   | IPDLAF                              | 67,734              |                     | 67,734              |
|   | FLEX SPENDING CHECKING              | 10,735              |                     | 10,735              |
|   | CASH BANKS                          | 0                   |                     | 0                   |
|   | TOTAL                               | <u>2,685,465</u>    | <u>406,215</u>      | <u>3,091,680</u>    |
| <b><u>RESERVES: INVESTMENTS</u></b>         |                                     |                     |                     |                     |
|   | BF EDWARDS                          |                     | 1,226,799           | 1,226,799           |
|   | PFM Asset Management                | 1,276,047           |                     | 1,276,047           |
|   | TOTAL                               | <u>1,276,047</u>    | <u>1,226,799</u>    | <u>2,502,846</u>    |
| <b><u>RESERVES:</u></b>                     |                                     |                     |                     |                     |
|   | <b><u>OPERATING</u></b>             |                     |                     |                     |
|   | MAX SAFE 1 (Village Bank & Trust)   | 1,506,223           |                     | 1,506,223           |
|   | <b><u>CAPITAL</u></b>               |                     |                     |                     |
|   | MAX SAFE 2 (Village Bank & Trust)   | 474,569             |                     | 474,569             |
|   | TOTAL                               | <u>1,980,791</u>    |                     | <u>1,980,791</u>    |
| <b><u>TOTAL CASH &amp; RESERVES</u></b>     |                                     |                     |                     |                     |
|   | <b>April 30, 2021</b>               | <u>\$ 5,942,304</u> | <u>\$ 1,633,013</u> | <u>\$ 7,575,316</u> |
| <br><b><u>TOTAL CASH &amp; RESERVES</u></b> |                                     |                     |                     |                     |
|   | <b>April 30, 2020</b>               |                     |                     |                     |
|   | CASH                                | \$ 1,455,655        | \$ 206,539          | \$ 1,662,194        |
|   | RESERVES - OPER                     | 1,503,360           |                     | \$ 1,503,360        |
|   | RESERVES - CAP                      | 473,667             |                     | \$ 473,667          |
|   | RESERVES - INVEST                   | 1,749,196           | 1,185,388           | \$ 2,934,584        |
|   | TOTAL                               | <u>\$ 5,181,878</u> | <u>\$ 1,391,927</u> | <u>\$ 6,573,805</u> |

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2021

(A) BUDGET  
 VS ACTUAL

| MONTH            | REVENUE          |                  |                  | EXPENSES         |                |                  | EXCESS REVENUE (EXPENSE) |                |                |
|------------------|------------------|------------------|------------------|------------------|----------------|------------------|--------------------------|----------------|----------------|
|                  | BUDGET           | ACTUAL           | OVER (UNDER)     | BUDGET           | ACTUAL         | OVER (UNDER)     | BUDGET                   | ACTUAL         | OVER (UNDER)   |
| January          | 616,554          | 763,759          | 147,205          | 417,633          | 279,879        | (137,754)        | 198,921                  | 483,880        | 284,959        |
| February         | 390,463          | 29,576           | (360,886)        | 421,113          | 247,925        | (173,188)        | (30,650)                 | (218,349)      | (187,699)      |
| <b>March</b>     | <b>518,662</b>   | <b>354,019</b>   | <b>(164,643)</b> | <b>421,344</b>   | <b>217,474</b> | <b>(203,870)</b> | <b>97,318</b>            | <b>136,545</b> | <b>39,227</b>  |
| April            | 376,821          |                  | (376,821)        | 421,493          |                | (421,493)        | (44,672)                 | 0              | 44,672         |
| May              | 1,139,647        |                  | (1,139,647)      | 424,234          |                | (424,234)        | 715,413                  | 0              | (715,413)      |
| June             | 640,349          |                  | (640,349)        | 429,992          |                | (429,992)        | 210,357                  | 0              | (210,357)      |
| July             | 31,662           |                  | (31,662)         | 424,857          |                | (424,857)        | (393,195)                | 0              | 393,195        |
| August           | 278,463          |                  | (278,463)        | 422,278          |                | (422,278)        | (143,815)                | 0              | 143,815        |
| September        | 122,245          |                  | (122,245)        | 429,451          |                | (429,451)        | (307,206)                | 0              | 307,206        |
| October          | 564,411          |                  | (564,411)        | 427,345          |                | (427,345)        | 137,066                  | 0              | (137,066)      |
| November         | 471,119          |                  | (471,119)        | 430,048          |                | (430,048)        | 41,071                   | 0              | (41,071)       |
| December         | 175,191          |                  | (175,191)        | 413,604          |                | (413,604)        | (238,413)                | 0              | 238,413        |
| <b>TOTAL YTD</b> | <b>1,525,679</b> | <b>1,147,354</b> | <b>(378,325)</b> | <b>1,260,089</b> | <b>745,278</b> | <b>(514,811)</b> | <b>265,590</b>           | <b>402,076</b> | <b>136,487</b> |

(B) CASH BALANCE

|           | BEGINNING OF | EXCESS REV.      | NON-CASH | NON CASH | BALANCE SHEET | END OF    |
|-----------|--------------|------------------|----------|----------|---------------|-----------|
|           | MONTH        | (EXP.) FOR MONTH | REVENUE  | EXPENSES | TRANSACTIONS  | MONTH     |
| January   | 5,749,319    | 483,880          | 0        | (15,146) | (69,624) a.   | 6,148,429 |
| February  | 6,148,429    | (218,349)        | (19,318) | 20,943   | (22,086) a.   | 5,909,619 |
| March     | 5,909,619    | 136,545          | (4,131)  | 5,030    | (27,380) a.   | 6,019,685 |
| April     | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| May       | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| June      | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| July      | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| August    | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| September | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| October   | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| November  | 6,019,685    | 0                |          |          | a.            | 6,019,685 |
| December  | 6,019,685    | 0                |          |          | a.            | 6,019,685 |

a. FSA Withholding / Payments and collected key security deposits.

NORTHWEST SPECIAL RECREATION ASSOCIATION  
 BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2021

**(A) BUDGET  
 VS ACTUAL**

| MONTH            | REVENUE          |                  |                  | EXPENSES         |                  |                  | EXCESS REVENUE (EXPENSE) |                 |                 |
|------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------------------|-----------------|-----------------|
|                  | BUDGET           | ACTUAL           | OVER (UNDER)     | BUDGET           | ACTUAL           | OVER (UNDER)     | BUDGET                   | ACTUAL          | OVER (UNDER)    |
| January          | 616,554          | 763,759          | 147,205          | 417,633          | 257,681          | (159,952)        | 198,921                  | 506,078         | 307,157         |
| February         | 390,463          | 29,576           | (360,886)        | 421,113          | 246,919          | (174,194)        | (30,650)                 | (217,342)       | (186,692)       |
| March            | 518,662          | 354,019          | (164,643)        | 421,344          | 221,396          | (199,947)        | 97,318                   | 132,623         | 35,304          |
| <b>April</b>     | <b>376,821</b>   | <b>239,873</b>   | <b>(136,948)</b> | <b>421,493</b>   | <b>329,450</b>   | <b>(92,043)</b>  | <b>(44,672)</b>          | <b>(89,576)</b> | <b>(44,904)</b> |
| May              | 1,139,647        |                  | (1,139,647)      | 424,234          |                  | (424,234)        | 715,413                  | 0               | (715,413)       |
| June             | 640,349          |                  | (640,349)        | 429,992          |                  | (429,992)        | 210,357                  | 0               | (210,357)       |
| July             | 31,662           |                  | (31,662)         | 424,857          |                  | (424,857)        | (393,195)                | 0               | 393,195         |
| August           | 278,463          |                  | (278,463)        | 422,278          |                  | (422,278)        | (143,815)                | 0               | 143,815         |
| September        | 122,245          |                  | (122,245)        | 429,451          |                  | (429,451)        | (307,206)                | 0               | 307,206         |
| October          | 564,411          |                  | (564,411)        | 427,345          |                  | (427,345)        | 137,066                  | 0               | (137,066)       |
| November         | 471,119          |                  | (471,119)        | 430,048          |                  | (430,048)        | 41,071                   | 0               | (41,071)        |
| December         | 175,191          |                  | (175,191)        | 413,604          |                  | (413,604)        | (238,413)                | 0               | 238,413         |
| <b>TOTAL YTD</b> | <b>1,902,500</b> | <b>1,387,228</b> | <b>(515,272)</b> | <b>1,681,582</b> | <b>1,055,445</b> | <b>(626,137)</b> | <b>220,918</b>           | <b>331,782</b>  | <b>110,865</b>  |

**(B) CASH BALANCE**

| MONTH     | BEGINNING OF | EXCESS REV.      | NON-CASH | NON CASH | BALANCE SHEET | END OF    |
|-----------|--------------|------------------|----------|----------|---------------|-----------|
|           | MONTH        | (EXP.) FOR MONTH | REVENUE  | EXPENSES | TRANSACTIONS  | MONTH     |
| January   | 5,749,319    | 506,078          | 0        | (15,146) | (91,282) a.   | 6,148,970 |
| February  | 6,148,970    | (217,342)        | (19,318) | 20,943   | (22,435) a.   | 5,910,817 |
| March     | 5,910,817    | 132,623          | (4,131)  | (21,893) | 3,466 a.      | 6,020,882 |
| April     | 6,020,882    | (89,576)         | 0        | 11,096   | 569 a.        | 5,942,971 |
| May       | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| June      | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| July      | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| August    | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| September | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| October   | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| November  | 5,942,971    | 0                |          |          | a.            | 5,942,971 |
| December  | 5,942,971    | 0                |          |          | a.            | 5,942,971 |

a. FSA Withholding / Payments and collected key security deposits.

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

THREE MONTHS ENDING MARCH 31, 2021

|  | 2021       |           |                 | 2020<br>PRIOR YR ACTUAL |
|--|------------|-----------|-----------------|-------------------------|
|  | ACTUAL     | BUDGET    | OVER<br>(UNDER) |                         |
| <b><u>REVENUE</u></b>                      |            |           |                 |                         |
| GRANTS                                     | 19,750     | 8,167     | 11,583          | 16,500                  |
| RESTRICTED FUNDRAISING                     | 7,010      | 6,300     | 710             | 4,641                   |
| RESTRICTED DONATIONS                       | 1,805      | 625       | 1,180           | 3,640                   |
| UNRESTRICTED FUNDRAISING                   | 35,223     | 36,985    | (1,762)         | 49,042                  |
| UNRESTRICTED DONATIONS                     | 22,270     | 20,500    | 1,770           | 11,981                  |
| INVESTMENT TRANSFER                        | 0          | 0         | 0               | 0                       |
| TOTAL REVENUE                              | 86,058     | 72,577    | 13,482          | 85,805                  |
| <b><u>EXPENDITURES</u></b>                 |            |           |                 |                         |
| ADMINISTRATION                             | 5,232      | 9,875     | (4,643)         | 6,900                   |
| RESTRICTED FUNDRAISING                     | 545        | 950       | (405)           | 530                     |
| UNRESTRICTED FUNDRAISING                   | 6,196      | 9,380     | (3,184)         | 26,501                  |
| GRANTS GIVEN                               | 0          | 0         | 0               | 51,165                  |
| TOTAL EXPENSES                             | 11,972     | 20,205    | (8,233)         | 85,095                  |
| <b><u>OPERATING</u></b>                    |            |           |                 |                         |
| EXCESS REVENUE (EXPENSES)                  | 74,086     | 52,372    | 21,715          | 709                     |
| <b><u>INVESTMENT INCOME (LOSS)</u></b>     | 32,129     | 125       | 32,004          | (123,782)               |
| *  |            |           |                 |                         |
| <b><u>NET EXCESS REVENUE (EXPENSE)</u></b> | \$ 106,215 | \$ 52,497 | \$ 53,719       | \$ (123,073)            |

\*includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2021

| (A) BUDGET VS ACTUAL | REVENUE       |                |               | EXPENSES      |               |                | EXCESS REVENUE (EXPENSE) |                |               |
|----------------------|---------------|----------------|---------------|---------------|---------------|----------------|--------------------------|----------------|---------------|
|                      | MONTH         | BUDGET         | ACTUAL        | OVER (UNDER)  | BUDGET        | ACTUAL         | OVER (UNDER)             | BUDGET         | ACTUAL        |
| January              | 24,017        | 32,677         | 8,660         | 6,900         | 5,299         | (1,601)        | 17,117                   | 27,378         | 10,261        |
| February             | 28,980        | 35,200         | 6,220         | 7,775         | 5,764         | (2,011)        | 21,205                   | 29,436         | 8,231         |
| <b>March</b>         | <b>19,705</b> | <b>50,310</b>  | <b>30,605</b> | <b>5,530</b>  | <b>908</b>    | <b>(4,622)</b> | <b>14,175</b>            | <b>49,402</b>  | <b>35,227</b> |
| April                | 27,072        | (27,072)       | 8,175         | 8,175         | (8,175)       |                | 18,897                   | 0              | (18,897)      |
| May                  | 40,222        | (40,222)       | 89,883        | 89,883        | (89,883)      |                | (49,661)                 | 0              | 49,661        |
| June                 | 32,756        | (32,756)       | 19,700        | 19,700        | (19,700)      |                | 13,056                   | 0              | (13,056)      |
| July                 | 31,322        | (31,322)       | 1,925         | 1,925         | (1,925)       |                | 29,397                   | 0              | (29,397)      |
| August               | 42,272        | (42,272)       | 7,543         | 7,543         | (7,543)       |                | 34,729                   | 0              | (34,729)      |
| September            | 43,972        | (43,972)       | 7,912         | 7,912         | (7,912)       |                | 36,060                   | 0              | (36,060)      |
| October              | 32,222        | (32,222)       | 159,193       | 159,193       | (159,193)     |                | (126,971)                | 0              | 126,971       |
| November             | 28,972        | (28,972)       | 18,385        | 18,385        | (18,385)      |                | 10,587                   | 0              | (10,587)      |
| December             | 23,772        | (23,772)       | 40,144        | 40,144        | (40,144)      |                | (16,372)                 | 0              | 16,372        |
| <b>TOTAL YTD</b>     | <b>72,702</b> | <b>118,187</b> | <b>45,486</b> | <b>20,205</b> | <b>11,972</b> | <b>(8,233)</b> | <b>52,497</b>            | <b>106,215</b> | <b>53,719</b> |

| (B) CASH BALANCE | BEGINNING OF MONTH | EXCESS REV. (EXP.) FOR MONTH | NON-CASH REVENUE | NON CASH EXPENSES | BALANCE SHEET TRANSACTIONS | END OF MONTH |
|------------------|--------------------|------------------------------|------------------|-------------------|----------------------------|--------------|
| January          | 1,485,353          | 27,378                       | 0                | 0                 | 70                         | 1,512,801    |
| February         | 1,512,801          | 29,436                       | 0                | 0                 | 183                        | 1,542,420    |
| March            | 1,542,420          | 49,402                       | 0                | 0                 | 525                        | 1,592,346    |
| April            | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| May              | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| June             | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| July             | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| August           | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| September        | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| October          | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| November         | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |
| December         | 1,592,346          | 0                            |                  |                   |                            | 1,592,346    |



SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

FOUR MONTHS ENDING APRIL 30, 2021

|  | <b>2021</b>       |                  |                         | <b>2020</b>            |
|--|-------------------|------------------|-------------------------|------------------------|
|  | <u>ACTUAL</u>     | <u>BUDGET</u>    | <u>OVER<br/>(UNDER)</u> | <u>PRIOR YR ACTUAL</u> |
| <b><u>REVENUE</u></b>                      |                   |                  |                         |                        |
| GRANTS                                     | 21,750            | 15,222           | 6,528                   | 16,500                 |
| RESTRICTED FUNDRAISING                     | 10,815            | 11,400           | (585)                   | 5,966                  |
| RESTRICTED DONATIONS                       | 1,853             | 833              | 1,020                   | 3,640                  |
| UNRESTRICTED FUNDRAISING                   | 38,002            | 47,485           | (9,483)                 | 50,367                 |
| UNRESTRICTED DONATIONS                     | 27,183            | 24,667           | 2,516                   | 16,217                 |
| INVESTMENT TRANSFER                        | 0                 | 0                | 0                       | 0                      |
| TOTAL REVENUE                              | <u>99,603</u>     | <u>99,607</u>    | <u>(5)</u>              | <u>92,691</u>          |
| <b><u>EXPENDITURES</u></b>                 |                   |                  |                         |                        |
| ADMINISTRATION                             | 9,481             | 16,500           | (7,019)                 | 7,089                  |
| RESTRICTED FUNDRAISING                     | 630               | 1,350            | (720)                   | 530                    |
| UNRESTRICTED FUNDRAISING                   | 6,196             | 10,530           | (4,334)                 | 26,501                 |
| GRANTS GIVEN                               | 0                 | 0                | 0                       | 51,165                 |
| TOTAL EXPENSES                             | <u>16,306</u>     | <u>28,380</u>    | <u>(12,074)</u>         | <u>85,285</u>          |
| <b><u>OPERATING</u></b>                    |                   |                  |                         |                        |
| EXCESS REVENUE (EXPENSES)                  | <u>83,296</u>     | <u>71,227</u>    | <u>12,069</u>           | <u>7,405</u>           |
| <b><u>INVESTMENT INCOME (LOSS) *</u></b>   | 65,674            | 167              | 65,507                  | (61,326)               |
| <b><u>NET EXCESS REVENUE (EXPENSE)</u></b> | <u>\$ 148,970</u> | <u>\$ 71,394</u> | <u>\$ 77,577</u>        | <u>\$ (53,920)</u>     |

\*includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2021

| (A) BUDGET VS ACTUAL | REVENUE       |                |               | EXPENSES      |               |                 | EXCESS REVENUE (EXPENSE) |                |               |
|----------------------|---------------|----------------|---------------|---------------|---------------|-----------------|--------------------------|----------------|---------------|
|                      | MONTH         | BUDGET         | ACTUAL        | OVER (UNDER)  | BUDGET        | ACTUAL          | OVER (UNDER)             | BUDGET         | ACTUAL        |
| January              | 24,017        | 32,677         | 8,660         | 6,900         | 5,299         | (1,601)         | 17,117                   | 27,378         | 10,261        |
| February             | 28,980        | 35,200         | 6,220         | 7,775         | 5,764         | (2,011)         | 21,205                   | 29,436         | 8,231         |
| March                | 19,705        | 50,310         | 30,605        | 5,530         | 908           | (4,622)         | 14,175                   | 49,402         | 35,227        |
| <b>April</b>         | <b>27,072</b> | <b>47,090</b>  | <b>20,017</b> | <b>8,175</b>  | <b>4,335</b>  | <b>(3,840)</b>  | <b>18,897</b>            | <b>42,755</b>  | <b>23,858</b> |
| May                  | 40,222        |                | (40,222)      | 89,883        |               | (89,883)        | (49,661)                 | 0              | 49,661        |
| June                 | 32,756        |                | (32,756)      | 19,700        |               | (19,700)        | 13,056                   | 0              | (13,056)      |
| July                 | 31,322        |                | (31,322)      | 1,925         |               | (1,925)         | 29,397                   | 0              | (29,397)      |
| August               | 42,272        |                | (42,272)      | 7,543         |               | (7,543)         | 34,729                   | 0              | (34,729)      |
| September            | 43,972        |                | (43,972)      | 7,912         |               | (7,912)         | 36,060                   | 0              | (36,060)      |
| October              | 32,222        |                | (32,222)      | 159,193       |               | (159,193)       | (126,971)                | 0              | 126,971       |
| November             | 28,972        |                | (28,972)      | 18,385        |               | (18,385)        | 10,587                   | 0              | (10,587)      |
| December             | 23,772        |                | (23,772)      | 40,144        |               | (40,144)        | (16,372)                 | 0              | 16,372        |
| <b>TOTAL YTD</b>     | <b>99,774</b> | <b>165,277</b> | <b>65,503</b> | <b>28,380</b> | <b>16,306</b> | <b>(12,074)</b> | <b>71,394</b>            | <b>148,970</b> | <b>77,577</b> |

| (B) CASH BALANCE | BEGINNING OF | EXCESS REV.      | NON-CASH | NON CASH | BALANCE SHEET | END OF    |
|------------------|--------------|------------------|----------|----------|---------------|-----------|
|                  | MONTH        | (EXP.) FOR MONTH | REVENUE  | EXPENSES | TRANSACTIONS  | MONTH     |
| January          | 1,485,353    | 27,378           | 0        | 0        | 70            | 1,512,801 |
| February         | 1,512,801    | 29,436           | 0        | 0        | 183           | 1,542,420 |
| March            | 1,542,420    | 49,402           | 0        | 0        | 525           | 1,592,346 |
| April            | 1,592,346    | 42,755           | 0        | 0        | (175)         | 1,634,926 |
| May              | 1,634,926    | 0                |          |          |               | 1,634,926 |
| June             | 1,634,926    | 0                |          |          |               | 1,634,926 |
| July             | 1,634,926    | 0                |          |          |               | 1,634,926 |
| August           | 1,634,926    | 0                |          |          |               | 1,634,926 |
| September        | 1,634,926    | 0                |          |          |               | 1,634,926 |
| October          | 1,634,926    | 0                |          |          |               | 1,634,926 |
| November         | 1,634,926    | 0                |          |          |               | 1,634,926 |
| December         | 1,634,926    | 0                |          |          |               | 1,634,926 |

## Northwest Special Recreation Association

04/19/21

## Balance Sheet

Accrual Basis

As of March 31, 2021

|   | <u>Mar 31, 21</u>          |
|---|----------------------------|
| <b>ASSETS</b>                                     |                            |
| <b>Current Assets</b>                             |                            |
| <b>Checking/Savings</b>                           |                            |
| 10100 · Govt Ckg II - Flex Spending               | 11,941.89                  |
| 10300 · Petty Cash                                | 500.00                     |
| 10600 · VB&T Bus Check 2                          | 543,611.14                 |
| 10700 · IPDLAF+                                   | 80,001.09                  |
| 11200 · PFM Investments Hold Account              |                            |
| 11210 · PFM Investments CD Program                | 1,265,000.00               |
| 11200 · PFM Investments Hold Account - Other      | 11,107.66                  |
| <b>Total 11200 · PFM Investments Hold Account</b> | <u>1,276,107.66</u>        |
| 11500 · VB&T Operating/MM Account                 | 2,126,762.58               |
| 11650 · MAX SAFE 1 (Village Bank&Trust)           | 1,506,172.40               |
| 11660 · MAX SAFE 2 (Village Bank&Trust)           | 474,553.44                 |
| 11800 · Credit Card - American Express            | 314.50                     |
| 11810 · Credit Card - Discover                    | -159.00                    |
| 11820 · Credit Card - MasterCard                  | -700.75                    |
| 11830 · Credit Card - Visa                        | 701.75                     |
| 11840 · MC/VISA On-Line                           | -122.00                    |
| <b>Total Checking/Savings</b>                     | <u>6,019,684.70</u>        |
| <b>Accounts Receivable</b>                        |                            |
| 12000 · Accounts Receivable                       | 28,458.63                  |
| <b>Total Accounts Receivable</b>                  | <u>28,458.63</u>           |
| <b>Other Current Assets</b>                       |                            |
| 12100 · INTEREST RECEIVABLE                       | 14,604.13                  |
| 12300 · Prepaid Lease                             | 15,000.00                  |
| <b>Total Other Current Assets</b>                 | <u>29,604.13</u>           |
| <b>Total Current Assets</b>                       | <u>6,077,747.46</u>        |
| <b>Fixed Assets</b>                               |                            |
| 13050 · Buildings                                 | 1,006,000.00               |
| 13060 · Building Improvements                     | 337,019.00                 |
| 13070 · Parking Lot                               | 71,730.00                  |
| 13100 · Equipment                                 | 637,845.00                 |
| 13110 · Accum.Depre- Equipment                    | -242,243.00                |
| 13200 · Transportation Equipment                  | 1,261,025.00               |
| 13210 · Accum.Depre.                              | -1,507,273.00              |
| <b>Total Fixed Assets</b>                         | <u>1,564,103.00</u>        |
| <b>TOTAL ASSETS</b>                               | <u><b>7,641,850.46</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>                   |                            |
| <b>Liabilities</b>                                |                            |
| <b>Current Liabilities</b>                        |                            |
| <b>Accounts Payable</b>                           |                            |
| 21200 · Accounts Payable                          | 486.08                     |
| <b>Total Accounts Payable</b>                     | <u>486.08</u>              |
| <b>Credit Cards</b>                               |                            |
| BMO Harris P-Card                                 | 12,170.89                  |
| <b>Total Credit Cards</b>                         | <u>12,170.89</u>           |
| <b>Other Current Liabilities</b>                  |                            |
| 21100 · Anticipated Refunds - Prog Fees           | 14,299.70                  |
| 21300 · Accounts Payable Monthly                  | 22,173.71                  |

## Northwest Special Recreation Association

04/19/21

## Balance Sheet

Accrual Basis

As of March 31, 2021

|   | <u>Mar 31, 21</u>          |
|---|----------------------------|
| 21500 · Payroll Liabilities             |                            |
| 21510 · Employee Taxes                  | -129.07                    |
| 21520 · EE 457B Contributions - NTWD    | 705.25                     |
| 21530 · Employee Health Insurance       | 3,891.78                   |
| 21540 · IMRF - Employer Portion/Expense | 14,319.48                  |
| 21550 · EE Contributions - Vol Life Ins | 137.30                     |
| 22100 · EE FSA Depend & Med             | 10,287.61                  |
| 22200 · EE 457b Contributions - AFLAC   | 581.87                     |
| 22300 · EE 457b Contributions - ICMA RC | 965.23                     |
|   | <hr/>                      |
| Total 21500 · Payroll Liabilities       | 30,759.45                  |
| 21600 · Security Deposits               | 250.00                     |
| 21700 · Unclaimed Payroll/Property      | -316.12                    |
| 22000 · Accrued Payroll                 | 32,160.15                  |
|   | <hr/>                      |
| Total Other Current Liabilities         | 99,326.89                  |
|   | <hr/>                      |
| Total Current Liabilities               | 111,983.86                 |
| Long Term Liabilities                   |                            |
| 22500 · ACCRUED VACATION                | 90,661.00                  |
|   | <hr/>                      |
| Total Long Term Liabilities             | 90,661.00                  |
|   | <hr/>                      |
| Total Liabilities                       | 202,644.86                 |
| Equity                                  |                            |
| 29500 · Retained Earnings               | 5,473,027.48               |
| 29550 · INVESTMENT IN CAPITAL ASSETS    | 1,564,102.00               |
| Net Income                              | 402,076.12                 |
|   | <hr/>                      |
| Total Equity                            | 7,439,205.60               |
|   | <hr/>                      |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>   | <b><u>7,641,850.46</u></b> |

## Northwest Special Recreation Association

05/12/21

## Balance Sheet

Accrual Basis

As of April 30, 2021

|   | <u>Apr 30, 21</u>          |
|---|----------------------------|
| <b>ASSETS</b>                                     |                            |
| <b>Current Assets</b>                             |                            |
| <b>Checking/Savings</b>                           |                            |
| 10100 · Flex Spending - Benefit                   | 10,735.41                  |
| 10300 · Petty Cash                                | 500.00                     |
| 10600 · Operating                                 | 278,993.92                 |
| 10700 · IPDLAF - PCard                            | 67,733.95                  |
| 11200 · PFM Investments Hold Account              |                            |
| 11210 · PFM Investments CD Program                | 1,265,000.00               |
| 11200 · PFM Investments Hold Account - Other      | 11,046.76                  |
| <b>Total 11200 · PFM Investments Hold Account</b> | <u>1,276,046.76</u>        |
| 11500 · Operating 2                               | 2,327,501.87               |
| 11650 · Capital Reserve (Village B&T)             | 1,506,222.57               |
| 11660 · General Reserve (Village B&T)             | 474,569.25                 |
| 11800 · Credit Card - American Express            | 314.50                     |
| 11810 · Credit Card - Discover                    | -159.00                    |
| 11820 · Credit Card - MasterCard                  | -299.95                    |
| 11830 · Credit Card - Visa                        | 557.95                     |
| 11840 · MC/VISA On-Line                           | 254.00                     |
| <b>Total Checking/Savings</b>                     | <u>5,942,971.23</u>        |
| <b>Accounts Receivable</b>                        |                            |
| 12000 · Accounts Receivable                       | 28,458.63                  |
| <b>Total Accounts Receivable</b>                  | <u>28,458.63</u>           |
| <b>Other Current Assets</b>                       |                            |
| 12100 · INTEREST RECEIVABLE                       | 14,604.13                  |
| 12200 · PREPAID EXPENSES                          | 91.05                      |
| 12300 · Prepaid Lease                             | 10,000.00                  |
| <b>Total Other Current Assets</b>                 | <u>24,695.18</u>           |
| <b>Total Current Assets</b>                       | <u>5,996,125.04</u>        |
| <b>Fixed Assets</b>                               |                            |
| 13050 · Buildings                                 | 1,006,000.00               |
| 13060 · Building Improvements                     | 337,019.00                 |
| 13070 · Parking Lot                               | 71,730.00                  |
| 13100 · Equipment                                 | 733,692.23                 |
| 13110 · Accum.Depre- Equipment                    | -354,540.57                |
| 13200 · Transportation Equipment                  | 1,261,025.00               |
| 13210 · Accum.Depre.                              | -1,543,850.76              |
| <b>Total Fixed Assets</b>                         | <u>1,511,074.90</u>        |
| <b>TOTAL ASSETS</b>                               | <u><u>7,507,199.94</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>                   |                            |
| <b>Liabilities</b>                                |                            |
| <b>Current Liabilities</b>                        |                            |
| <b>Accounts Payable</b>                           |                            |
| 21200 · Accounts Payable                          | 486.08                     |
| <b>Total Accounts Payable</b>                     | <u>486.08</u>              |
| <b>Credit Cards</b>                               |                            |
| BMO Harris P-Card                                 | 22,446.81                  |
| <b>Total Credit Cards</b>                         | <u>22,446.81</u>           |
| <b>Other Current Liabilities</b>                  |                            |
| 21100 · Anticipated Refunds - Prog Fees           | 14,214.20                  |

## Northwest Special Recreation Association

05/12/21

**Balance Sheet**

Accrual Basis

As of April 30, 2021

|  | <u>Apr 30, 21</u>   |
|--|---------------------|
| <b>21500 · Payroll Liabilities</b>       |                     |
| 21510 · Employee Taxes                   | 17,885.18           |
| 21520 · EE 457B Contributions - NTWD     | 705.25              |
| 21540 · IMRF - Employer Portion/Expense  | 78.17               |
| 22100 · EE FSA Depend & Med              | 10,327.73           |
| 22200 · EE 457b Contributions - AFLAC    | 581.87              |
| 22300 · EE 457b Contributions - ICMA RC  | 942.77              |
| 21500 · Payroll Liabilities - Other      | 97.43               |
|  | <hr/>               |
| <b>Total 21500 · Payroll Liabilities</b> | 30,618.40           |
| <br>                                     |                     |
| 21600 · Security Deposits                | 250.00              |
| 21700 · Unclaimed Payroll/Property       | -416.12             |
| 22000 · Accrued Payroll                  | 32,160.15           |
|  | <hr/>               |
| <b>Total Other Current Liabilities</b>   | 76,826.63           |
|  | <hr/>               |
| <b>Total Current Liabilities</b>         | 99,759.52           |
| <br>                                     |                     |
| <b>Long Term Liabilities</b>             |                     |
| 22500 · ACCRUED VACATION                 | 105,217.68          |
|  | <hr/>               |
| <b>Total Long Term Liabilities</b>       | 105,217.68          |
|  | <hr/>               |
| <b>Total Liabilities</b>                 | 204,977.20          |
| <br>                                     |                     |
| <b>Equity</b>                            |                     |
| 29500 · Retained Earnings                | 5,459,366.80        |
| 29550 · INVESTMENT IN CAPITAL ASSETS     | 1,511,073.90        |
| Net Income                               | 331,782.04          |
|  | <hr/>               |
| <b>Total Equity</b>                      | 7,302,222.74        |
|  | <hr/>               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>    | <b>7,507,199.94</b> |
|  | <hr/> <hr/>         |

## Special Leisure Services Foundation

## Balance Sheet

As of March 31, 2021

|  | <u>Mar 31, 21</u>          |
|--|----------------------------|
| <b>ASSETS</b>                          |                            |
| Current Assets                         |                            |
| Checking/Savings                       |                            |
| 10100 · Petty Cash                     | 150.00                     |
| 10300 · VB&T Checking                  | 346,497.69                 |
| 10800 · VB&T MMA                       | 50,855.80                  |
| 11300 · BENJAMIN EDWARDS               |                            |
| 11310 · Investments-Cash               | 68,396.34                  |
| 11300 · BENJAMIN EDWARDS - Other       | 1,125,033.09               |
| Total 11300 · BENJAMIN EDWARDS         | 1,193,429.43               |
| 11800 · Credit Card - American Express | -39.55                     |
| 11810 · Credit Card - Discover         | -18.91                     |
| 11820 · Credit Card - MasterCard       | 2,010.47                   |
| 11830 · Credit Card - Visa             | 126.54                     |
| 11840 · Credit Card - On-Line          | -665.13                    |
| Total Checking/Savings                 | 1,592,346.34               |
| Other Current Assets                   |                            |
| 12200 · Event Deposits                 | 2,000.00                   |
| 12300 · ACCOUNTS RECEIVABLE-OTHER      | 1,209.53                   |
| 12400 · Interest Receivable            | 1,301.63                   |
| Total Other Current Assets             | 4,511.16                   |
| Total Current Assets                   | 1,596,857.50               |
| <b>TOTAL ASSETS</b>                    | <b><u>1,596,857.50</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                            |
| Equity                                 |                            |
| 29000 · Retained Earnings              | 1,215,407.08               |
| 29200 · Net Assets-Temp. Restricted    | 275,235.05                 |
| Net Income                             | 106,215.37                 |
| Total Equity                           | 1,596,857.50               |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b><u>1,596,857.50</u></b> |

## Special Leisure Services Foundation

05/07/21

## Balance Sheet

Accrual Basis

As of April 30, 2021

|  | <u>Apr 30, 21</u>          |
|--|----------------------------|
| <b>ASSETS</b>                          |                            |
| <b>Current Assets</b>                  |                            |
| <b>Checking/Savings</b>                |                            |
| 10100 · Petty Cash                     | 150.00                     |
| 10300 · VB&T Checking                  | 355,207.58                 |
| 10800 · VB&T MMA                       | 50,856.64                  |
| 11300 · BENJAMIN EDWARDS               |                            |
| 11310 · Investments-Cash               | 68,736.31                  |
| 11300 · BENJAMIN EDWARDS - Other       | 1,158,062.22               |
| <b>Total 11300 · BENJAMIN EDWARDS</b>  | <u>1,226,798.53</u>        |
| 11800 · Credit Card - American Express | 460.45                     |
| 11810 · Credit Card - Discover         | 509.04                     |
| 11820 · Credit Card - MasterCard       | 2,010.47                   |
| 11830 · Credit Card - Visa             | 317.22                     |
| 11840 · Credit Card - On-Line          | -1,383.76                  |
| <b>Total Checking/Savings</b>          | <u>1,634,926.17</u>        |
| <b>Other Current Assets</b>            |                            |
| 12200 · Event Deposits                 | 2,000.00                   |
| 12300 · ACCOUNTS RECEIVABLE-OTHER      | 1,209.53                   |
| 12400 · Interest Receivable            | 1,476.91                   |
| <b>Total Other Current Assets</b>      | <u>4,686.44</u>            |
| <b>Total Current Assets</b>            | <u>1,639,612.61</u>        |
| <b>TOTAL ASSETS</b>                    | <u><b>1,639,612.61</b></u> |
| <b>LIABILITIES &amp; EQUITY</b>        |                            |
| <b>Equity</b>                          |                            |
| 29000 · Retained Earnings              | 1,451,035.08               |
| 29200 · Net Assets-Temp. Restricted    | 39,607.05                  |
| Net Income                             | 148,970.48                 |
| <b>Total Equity</b>                    | <u>1,639,612.61</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <u><b>1,639,612.61</b></u> |





# BENJAMIN F. EDWARDS & CO.

INVESTMENTS *for* GENERATIONS

One North Brentwood Blvd., Suite 850  
Saint Louis, MO 63105 314-726-1600

\* 0031557 03 AB 0.425 03 TR 00214 X108PA06 000000

SPECIAL LEISURE SERVICES  
FOUNDATION  
ATTN TRACEY CRAWFORD  
3000 CENTRAL RD STE 205  
ROLLING MDWS IL 60008-2551



March 1, 2021 - March 31, 2021

Account Number: ~~XXXXXX~~

### Your Financial Advisor Is:

HANSON / FISHER / VANDERLUGT  
(630) 871-2673

### Portfolio at a Glance

|  | This Period           | Year-to-Date          |
|--|-----------------------|-----------------------|
| <b>BEGINNING ACCOUNT VALUE</b>             | <b>\$1,173,845.36</b> | <b>\$1,160,525.08</b> |
| Dividends, Interest and Other Income       | 2,878.36              | 4,350.03              |
| <b>Net Change in Portfolio<sup>1</sup></b> | <b>16,705.71</b>      | <b>28,554.32</b>      |
| <b>ENDING ACCOUNT VALUE</b>                | <b>\$1,193,429.43</b> | <b>\$1,193,429.43</b> |

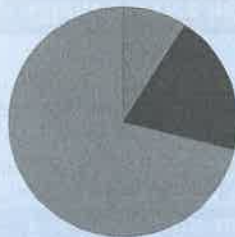
Estimated Annual Income \$13,811.67

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

### The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

### Asset Summary



| Percent     | Asset Type                           | Prior Year-End        | Last Period           | This Period           |
|-------------|--------------------------------------|-----------------------|-----------------------|-----------------------|
| 9%          | Cash, Money Funds, and Bank Deposits | 24,046.31             | 65,517.98             | 106,613.67            |
| 20%         | Fixed Income                         | 319,418.15            | 278,314.15            | 237,767.05            |
| 71%         | Mutual Funds                         | 817,060.62            | 830,013.23            | 849,048.71            |
| <b>100%</b> | <b>Account Total (Pie Chart)</b>     | <b>\$1,160,525.08</b> | <b>\$1,173,845.36</b> | <b>\$1,193,429.43</b> |

Please review your allocation periodically with your Financial Advisor.





**BENJAMIN F. EDWARDS & CO.**  
 INVESTMENTS for GENERATIONS  
 One North Brentwood Blvd., Suite 850  
 Saint Louis, MO 63105 314-726-1600

\* 0091122 02 AV 0.395 02 TR 00469 X106PD09 000000

SPECIAL LEISURE SERVICES  
 FOUNDATION  
 ATTN TRACEY CRAWFORD  
 3000 CENTRAL RD STE 205  
 ROLLING MDWS IL 60008-2551



April 1, 2021 - April 30, 2021  
 Account Number: ~~XXXXXXXX~~

**Portfolio at a Glance**

|  | This Period           | Year-to-Date          |
|--|-----------------------|-----------------------|
| <b>BEGINNING ACCOUNT VALUE</b>             | <b>\$1,193,429.43</b> | <b>\$1,160,525.08</b> |
| Dividends, Interest and Other Income       | 339.97                | 4,690.00              |
| <b>Net Change in Portfolio<sup>1</sup></b> | <b>33,029.13</b>      | <b>61,583.45</b>      |
| <b>ENDING ACCOUNT VALUE</b>                | <b>\$1,226,798.53</b> | <b>\$1,226,798.53</b> |
| Estimated Annual Income                    | \$13,812.57           |                       |

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

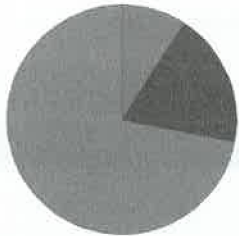
**Your Financial Advisor Is:**

HANSON / FISHER / VANDERLUGT  
 (630) 871-2673

**The Bank Deposits in your account are FDIC insured bank deposits.**

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

**Asset Summary**



| Percent     | Asset Type                           | Prior Year-End        | Last Period           | This Period           |
|-------------|--------------------------------------|-----------------------|-----------------------|-----------------------|
| 9%          | Cash, Money Funds, and Bank Deposits | 24,046.31             | 106,613.67            | 106,953.64            |
| 19%         | Fixed Income                         | 319,418.15            | 237,767.05            | 237,868.90            |
| 72%         | Mutual Funds                         | 817,060.62            | 849,048.71            | 881,975.99            |
| <b>100%</b> | <b>Account Total (Pie Chart)</b>     | <b>\$1,160,525.08</b> | <b>\$1,193,429.43</b> | <b>\$1,226,798.53</b> |

Please review your allocation periodically with your Financial Advisor.

S 091122 X106PD09 049137



**Warrant #4  
Summary  
April 30, 2021**

| <b>Administration</b>       | <b>Programs</b>          | <b>Salary</b>             | <b>Liability/Audit/IMRF</b> | <b>ADA/Capital</b>         |
|-----------------------------|--------------------------|---------------------------|-----------------------------|----------------------------|
| 421000 Prof. Fees           | 422100 Rent Municipal    | 424100 Full Time          | 441000 Liability/PDRMA      | 450000 ADA Compliance      |
| 421100 Office Supply        | 422200 Rent Commercial   | 424200 Part Time          | 442000 Audit                | 460000 Capital Replacement |
| 421150 Fees                 | 422300 Program Dev.      | 424300 Payroll Processing | 442100 FICA                 |                            |
| 421200 Postage              | 422400 Program Supply    | 424500 Car Allowance      | 442200 IMRF                 |                            |
| 421300 Phones/Fax           | 422500 Comm. Trans.      |                           |                             |                            |
| 421400 Conference/Education | 422600 Staff Mileage     |                           |                             |                            |
| 421500 Memberships          | 422700 Trans. Maint.     |                           |                             |                            |
| 421600 Health Insurance     | 422800 gas/tolls/parking |                           |                             |                            |
| 421700 Maint./Utilities     | 422900 Printing          |                           |                             |                            |
| 421800 Rent                 | 423000 Sub./Ads.         |                           |                             |                            |
| 421900 Computers            | 423100 Public Awareness  |                           |                             |                            |
| 12000 Accounts Receivable   |                          |                           |                             |                            |

|  |                   |
|--|-------------------|
| <b>Total VB&amp;T Electronic Accounts Payable</b>        |                   |
| - IMRF, Excalibur, Wex, Wells Fargo, ComEd, HP           | <b>39,626.49</b>  |
| <b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b> | <b>12,268.24</b>  |
| <b>Total VB&amp;T Business Checking Accounts Payable</b> | <b>162,406.00</b> |
| <b>Total</b>   | <b>214,300.73</b> |

Motion to approve Warrant #4 dated April 30, 2021 totaling

\$214,300.73

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2021**

| Vendor  | Description                       | Account           | Amount                  |
|---|-----------------------------------|-------------------|-------------------------|
| <b>IMRF</b>   | March 2021                        | 21540             | 16,580.49               |
|   | March 2021                        | 442202            | 6,465.61                |
|   | March 2021                        | 442203            | -                       |
|   | March 2021                        | 442204            | -                       |
|   | March 2021                        | 442205            | <u>1,408.86</u>         |
|   | IMRF Total                        |                   | 24,454.96               |
| <b>Excalibur</b>  | Invoice - 109226                  | 421902            | <u>7,699.30</u>         |
|   |                                   | Excalibur Total   | <b>7,699.30</b>         |
| <b>Wex Bank</b>   | Invoice - 70613002                | 422801            | 1,316.08                |
|   | Invoice - 71148801                | 422801            | <u>994.79</u>           |
|   |                                   | Wex Total         | <b>2,310.87</b>         |
| <b>ComEd</b>  | Svc 02/01 - 03/02/2021 03/18/2021 | 421702            | 918.11                  |
|   | Svc 03/02 - 03/31/2021 04/16/2021 | 421702            | <u>1,022.24</u>         |
|   |                                   | ComEd Total       | 1,940.35                |
| <b>Wells Fargo</b>                                      | Konica Minolta - Inv 5014022143   | 460001            | 976.43                  |
|   | Konica Minolta - Inv 5014442659   | 460001            | <u>1,256.72</u>         |
|   |                                   | Wells Fargo Total | 2,233.15                |
| <b>FLEX</b>   | Invoice - 787085702184            | 424303            | 68.00                   |
| <b>Citi Cards</b>                                       |                                   | 422417            | -                       |
| <b>IL Dept of Rev</b>                                   |                                   | 424305            | -                       |
| <b>Hewlett Packard Fin Svcs</b>                         | Lease Payment                     | 460001            | 919.86                  |
| <b>Total Warrant #4 for Electronic Accounts Payable</b> |                                   |                   | <b><u>39,626.49</u></b> |

**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2021**

| Vendor                     | Description                 | Account | Amount  |
|----------------------------|-----------------------------|---------|---------|
| <b>BMO Solutions</b>       |                             |         |         |
| J&R Lock                   | Office Supplies             | 421103  | 31.80   |
| Amazon                     | Office Supplies             | 421105  | 9.99    |
| Amazon                     | Office Supplies             | 421105  | 24.99   |
| Amazon                     | Office Supplies             | 421105  | 8.24    |
| Authorize.net              | Credit Card and Bank Fees   | 421152  | 42.75   |
| Pitney Bowes               | Postage                     | 421200  | 465.00  |
| Verizon Wireless           | Telephones/Fax              | 421301  | 604.83  |
| First Communications       | Telephones/Fax              | 421304  | 528.39  |
| Converged Digital Networks | Telephones/Fax              | 421305  | 314.00  |
| Door Dash                  | Conference/Education        | 421406  | 31.93   |
| Door Dash                  | Conference/Education        | 421406  | 57.60   |
| Panera                     | Conference/ Education       | 421406  | 23.35   |
| NHRC                       | Conference/Education        | 421406  | 11.50   |
| Chopsticks                 | Confrence & Education       | 421406  | 66.64   |
| Chicago Botanic            | Conference/Education        | 421407  | 24.00   |
| Botanic Gardens            | Trainings/Workshop          | 421407  | 80.00   |
| Temple                     | Conference/Education        | 421407  | 50.00   |
| Chicago Botantic Garden    | Conference/Education        | 421407  | 40.00   |
| Chicago Botanic Garden     | Trainings/Workshop          | 421407  | 24.00   |
| American Red Cross         | Memeberships/Certifications | 421510  | 197.50  |
| HRCI                       | Memberships/certifications  | 421513  | 50.00   |
| IAPD                       | Memberships/certifications  | 421513  | 6.00    |
| ARC                        | Membership/Certifications   | 421513  | 50.00   |
| ChiChapter WILS            | Membership/Certifications   | 421513  | 40.00   |
| SHRM                       | Memberships/certifications  | 421515  | 100.00  |
| Nicor Gas                  | Maintenance/utilities       | 421703  | 166.28  |
| Nicor Gas                  | Maintenance/utilities       | 421703  | 166.93  |
| Comcast                    | Maintenance/Utilities       | 421706  | 176.08  |
| Comcast                    | Maintenance/Utilities       | 421706  | 123.40  |
| Comcast                    | Maintenance/Utilities       | 421706  | 193.35  |
| Comcast                    | Maintenance/Utilities       | 421706  | 254.62  |
| Comcast                    | Maintenance/Utilities       | 421706  | 123.40  |
| Comcast                    | Maintenance/Utilities       | 421706  | 182.64  |
| 1800Ceiling                | Maintenance/utilities       | 421707  | 155.44  |
| Amazon                     | Cleaning Supplies           | 421708  | 35.83   |
| Network Solutions          | Computers                   | 421904  | 699.50  |
| Makeshift                  | Computers                   | 421905  | 204.00  |
| Right Networks             | Computers                   | 421905  | 53.85   |
| Intuit                     | Computers                   | 421905  | 1188.18 |
| Jobmatch/ApplicantPRO      | Computers                   | 421905  | 329.00  |
| Zoom                       | Computers                   | 421905  | 14.99   |
| Fleetio                    | Computers                   | 421905  | 136.80  |
| Microsoft                  | Computers                   | 421905  | 10.61   |
| Apple                      | Computers                   | 421905  | 0.99    |
| Jotform                    | Computers                   | 421905  | 390.00  |
| Adobe Acrobat              | Computers                   | 421905  | 14.99   |
| Wix                        | Computers                   | 421905  | 29.90   |
| Ring                       | Computers                   | 421905  | 127.48  |
| HTC Corp                   | Computers                   | 421905  | 12.99   |

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2021**

| <b>Vendor</b>    | <b>Description</b>  | <b>Account</b> | <b>Amount</b> |
|------------------|---------------------|----------------|---------------|
| Microsoft        | Computers           | 421905         | 10.61         |
| Ring             | Computers           | 421906         | 63.74         |
| Walmart          | Program Development | 422300         | 5.43          |
| Walmart          | program development | 422303         | 5.08          |
| Dollar Tree      | program development | 422303         | 3.22          |
| Dollar Tree      | Program Development | 422303         | 48.50         |
| Dollar Tree      | Program Development | 422303         | 7.50          |
| Dollar tree      | Program Development | 422303         | 20.00         |
| Dollar tree      | Program Development | 422303         | 7.50          |
| Dollar Tree      | Program Development | 422303         | 7.00          |
| State Street     | Program Development | 422303         | 63.45         |
| Amazon           | Program Development | 422303         | 28.48         |
| Amazon           | Program Development | 422303         | 36.61         |
| Amazon           | Program Development | 422303         | 15.99         |
| State Street     | Program Development | 422303         | 65.64         |
| Amazon           | Program Development | 422303         | 35.92         |
| Michaels         | Program Development | 422303         | 52.29         |
| Amazon           | Program Development | 422305         | 134.99        |
| Novak and Parker | Program Development | 422305         | 389.00        |
| Amazon           | Program Development | 422305         | 21.49         |
| Amazon           | Program Development | 422305         | 9.97          |
| Target           | Supplies            | 422400         | 9.89          |
| Michaels         | Supplies            | 422402         | 15.96         |
| Walmart          | Supplies            | 422402         | 11.31         |
| Paypal Etsy      | Supplies            | 422404         | 8.00          |
| Dollar Tree      | Supplies            | 422405         | 25.50         |
| Dollar Tree      | Supplies            | 422405         | 7.00          |
| Dollar Tree      | Supplies            | 422405         | 14.00         |
| Amazon           | Supplies            | 422405         | 19.97         |
| Walmart          | Supplies            | 422405         | 93.56         |
| Amazon           | Supplies            | 422405         | 33.98         |
| Walmart          | Supplies            | 422405         | 79.61         |
| Amazon           | Supplies            | 422406         | 219.89        |
| Dollar Tree      | Supplies            | 422406         | 15.50         |
| Aldi             | Supplies            | 422406         | 122.97        |
| Amazon           | Supplies            | 422406         | 37.78         |
| Amazon           | Supplies            | 422406         | 24.95         |
| Walmart          | Supplies            | 422406         | 23.17         |
| Dollar tree      | Supplies            | 422406         | 21.50         |
| Flaghouse        | Supplies            | 422406         | 138.14        |
| Amazon           | Supplies            | 422409         | 13.97         |
| Amazon           | Supplies            | 422409         | 49.99         |
| Moretti's        | Supplies            | 422409         | 25.00         |
| Moretti's        | Supplies            | 422409         | 25.00         |
| Amazon           | Supplies            | 422409         | 23.98         |
| Audible          | Supplies            | 422409         | 14.95         |
| Amazon           | Supplies            | 422409         | 44.54         |
| Amazon           | Supplies            | 422409         | 42.64         |
| Amazon           | Supplies            | 422409         | 99.65         |
| Netflix          | Supplies            | 422409         | 17.99         |

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #4**  
**April 30, 2021**

| <b>Vendor</b>   | <b>Description</b>                 | <b>Account</b> | <b>Amount</b>    |
|---|------------------------------------|----------------|------------------|
| Dollar Tree   | Supplies                           | 422409         | 17.37            |
| Amazon  | Supplies                           | 422409         | 83.95            |
| Walmart   | Supplies                           | 422409         | 6.55             |
| Dollar Tree   | Supplies                           | 422409         | 140.00           |
| Walmart   | Supplies                           | 422409         | 117.18           |
| Amazon  | Supplies                           | 422409         | 140.50           |
| Amazon  | Supplies                           | 422409         | 34.95            |
| Amazon  | Supplies                           | 422409         | 24.95            |
| Amazon  | Supplies                           | 422409         | 29.93            |
| Amazon  | Supplies                           | 422411         | 53.76            |
| Amazon  | Supplies                           | 422418         | 55.99            |
| Amazon  | Supplies                           | 422418         | 15.99            |
| Amazon  | Supplies                           | 422418         | 48.98            |
| Amazon  | Supplies                           | 422418         | 15.99            |
| Jewel   | Supplies                           | 422418         | 24.47            |
| Ultimate Screen Printing                                | Supplies                           | 422419         | 50.00            |
| Amazon  | Supplies                           | 422421         | 145.00           |
| Amazon  | Supplies                           | 422421         | 39.50            |
| Amazon  | Supplies                           | 422421         | 83.37            |
| Amazon  | Supplies                           | 422421         | 111.96           |
| Dollar Tree   | Supplies                           | 422422         | 35.75            |
| Mcdonalds   | Supplies                           | 422422         | 5.00             |
| Mcdonalds   | Supplies                           | 422422         | 20.00            |
| Dunkin Donuts   | Supplies                           | 422422         | 15.00            |
| Amazon  | Supplies                           | 422422         | 23.14            |
| Dollar Tree   | Supplies                           | 422422         | 32.00            |
| Dollar Tree   | Supplies                           | 422422         | 15.00            |
| FRY the COOP  | Transportation Maintenance         | 422705         | 41.33            |
| Marathon Petro  | Transportation Gas/Tolls           | 422801         | 75.00            |
| Vistaprint  | Printing                           | 422900         | 36.00            |
| Amazon  | Printing                           | 422904         | 6.56             |
| Zoom  | Public Awareness/Subscriptions/Ads | 423108         | 14.99            |
| Daily Herald  | Public Awareness                   | 423108         | 147.60           |
| Craigslist  | Public Awareness/Subscriptions/Ads | 423110         | 45.00            |
| Craigslist  | Public Awareness/Subscriptions/Ads | 423110         | 45.00            |
| Amazon  | Inclusion                          | 450000         | 25.99            |
| Amazon  | Inclusion                          | 450000         | 25.80            |
| Amazon  | Inclusion                          | 450001         | 135.29           |
| Amazon  | Inclusion                          | 450001         | 60.35            |
| Amazon  | Inclusion                          | 450010         | 12.70            |
| Amazon  | Inclusion                          | 450010         | 12.98            |
| Amazon  | Inclusion                          | 450010         | 16.80            |
| Amazon  | Inclusion                          | 450010         | 25.74            |
| Adobe   | Inclusion                          | 450021         | 26.55            |
| Amazon  | Inclusion                          | 450022         | 36.86            |
| Amazon  | Inclusion                          | 450022         | 53.97            |
| Uber  | Inclusion                          | 450022         | 16.97            |
| Uber  | Inclusion                          | 450022         | 22.93            |
| Amazon  | Inclusion                          | 450022         | 10.99            |
| <b>Total Warrant #4 for Electronic Accounts Payable</b> |                                    |                | <b>12,268.24</b> |

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #4  
 April 30, 2021**

| Num  | Name                        | Description   | Account   | Amount  |
|------|-----------------------------|---|---|---|
| 5210 | Priyanka Prasanna           | Payroll - P/D 03/12/2021  |   |   |
| 5211 | Katelyn M Schmidt           | Payroll - P/D 03/12/2021  |   |   |
| 5212 | Gabriel J Luncsford         | Reissue - ADP Ck 2915375<br>Reissue - ADP Ck 2915375  | 10600 · VB&T Bus Check 2<br>21700 · Unclaimed Payroll/Property  | -9.23<br>9.23<br><u>9.23</u>                      |
| 5213 | Bill's Auto & Truck Repair  | Invoice 108620 & 108698<br>Invoice 108620<br>Invoice 108698                                 | 10600 · VB&T Bus Check 2<br>422702 · Repair / Maintenance<br>422702 · Repair / Maintenance                            | -930.46<br>747.31<br>183.15<br><u>930.46</u>      |
| 5214 | Peter M Jump                | Guitar Lessons Feb & March<br>Guitar Lessons 2/11-2/25<br>Guitar Lessons 3/4, 11&18         | 10600 · VB&T Bus Check 2<br>424402 · General Programs<br>424402 · General Programs                                    | -199.00<br>55.00<br>144.00<br><u>199.00</u>       |
| 5215 | J & R Lock & Safe, Inc.     | Invoice 0000501709<br>Invoice 0000501709  | 10600 · VB&T Bus Check 2<br>421103 · Locksmith / Keys   | -183.00<br>183.00<br><u>183.00</u>                |
| 5216 | Nina Rauzi                  | Voice & Piano-Mar 1, 8 & 15 2021<br>Voice & Piano-Mar 1, 8 & 15 2021                        | 10600 · VB&T Bus Check 2<br>424402 · General Programs   | -203.50<br>203.50<br><u>203.50</u>                |
| 5217 | NYSRPS                      | Inclusion U CEUs 3182021<br>Inclusion U CEUs 3182021  | 10600 · VB&T Bus Check 2<br>450022 · Miscellaneous  | -40.00<br>40.00<br><u>40.00</u>                   |
| 5218 | Bill's Auto & Truck Repair  | Invoice 108422<br>Invoice 108422  | 10600 · VB&T Bus Check 2<br>422702 · Repair / Maintenance   | -9,725.83<br>9,725.83<br><u>9,725.83</u>          |
| 5219 | Genevieve Castelar          | Payroll - P/D 03/26/2021  |   |   |
| 5220 | Priyanka Prasanna           | Payroll - P/D 03/26/2021  |   |   |
| 5221 | Katelyn M Schmidt           | Payroll - P/D 03/26/2021  |   |   |
| 5222 | Bill's Auto & Truck Repair  | Invoice 108678<br>Invoice 108678  | 10600 · VB&T Bus Check 2<br>422702 · Repair / Maintenance   | -3,264.76<br>3,264.76<br><u>3,264.76</u>          |
| 5223 | NCPERS Group Life Insurance | Invoice 5436022021-042021<br>Invoice 5436022021<br>Invoice 5436032021<br>Invoice 5436042021 | 10600 · VB&T Bus Check 2<br>421601 · Voluntary Benefits<br>421601 · Voluntary Benefits<br>421601 · Voluntary Benefits | -48.00<br>16.00<br>16.00<br>16.00<br><u>48.00</u> |
| 5224 | Lauterbach & Amen, LLP      | Invoice 53947<br>Invoice 53947  | 10600 · VB&T Bus Check 2<br>442001 · Audit  | -5,500.00<br>5,500.00<br><u>5,500.00</u>          |



**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #4  
 April 30, 2021**

| Num  | Name                           | Description  | Account   | Amount  |
|------|--------------------------------|--|---|---|
| 5225 | NRPA                           | Invoice 4170390316-21AS<br>Invoice 4170390316-21AS                           | 10600 · VB&T Bus Check 2<br>421503 · CPRP Exam / Renewal  | -314.00<br>314.00<br><u>314.00</u>                                |
| 5226 | VOID                           |  |   | 0.00  |
| 5227 | VOID                           |  |   | 0.00  |
| 5228 | VOID                           |  |   | 0.00  |
| 5229 | VOID                           |  |   | 0.00  |
| 5230 | Bill's Auto & Truck Repair     | Invoice 108724<br>Invoice 108724   | 10600 · VB&T Bus Check 2<br>422702 · Repair / Maintenance   | -1,529.90<br>1,529.90<br><u>1,529.90</u>                          |
| 5231 | U.S. Postal Service            | Postage Refill 03/23/2021<br>Postage Refill 03/23/2021                       | 10600 · VB&T Bus Check 2<br>421201 · Postage  | -1,000.00<br>1,000.00<br><u>1,000.00</u>                          |
| 5232 | Keny Reyes                     | Item Disposal Pickup 03/19/2021<br>Item Disposal Pickup 03/19/2021           | 10600 · VB&T Bus Check 2<br>421707 · Miscellaneous  | -35.00<br>35.00<br><u>35.00</u>                                   |
| 5233 | IGFOA                          | 2021 Membership Renewal - MW<br>2021 Membership Renewal - MW                 | 10600 · VB&T Bus Check 2<br>421513 · Miscellaneous  | -150.00<br>150.00<br><u>150.00</u>                                |
| 5234 | Trent J Ketchmark              | Talent Show 04/19/2021<br>Talent Show 04/19/2021                             | 10600 · VB&T Bus Check 2<br>422209 · PURSUIT  | -350.00<br>350.00<br><u>350.00</u>                                |
| 5235 | Rolling Meadows Park District  | Invoice 21-404<br>Invoice 21-404   | 10600 · VB&T Bus Check 2<br>421701 · Condo Maintenance  | -960.00<br>960.00<br><u>960.00</u>                                |
| 5236 | Park Central Condo Assn.       | Invoice 10-004<br>Invoice 10-004   | 10600 · VB&T Bus Check 2<br>421801 · Condo Association Fee  | -1,065.00<br>1,065.00<br><u>1,065.00</u>                          |
| 5237 | Rolling Meadows Park District  | Invoice 21-0004<br>Invoice 21-0004   | 10600 · VB&T Bus Check 2<br>421802 · RMCC Rental Space  | -2,500.00<br>2,500.00<br><u>2,500.00</u>                          |
| 5238 | Hanover Park Park District     | Rent - April 2021<br>Rent - April 2021                                       | 10600 · VB&T Bus Check 2<br>421803 · HPPD Rental Space  | -1,443.00<br>1,443.00<br><u>1,443.00</u>                          |
| 5239 | Mt. Prospect Park District     | Rent - April 2021<br>Rent - April 2021                                       | 10600 · VB&T Bus Check 2<br>421804 · MPPD Rental Space  | -2,500.00<br>2,500.00<br><u>2,500.00</u>                          |
| 5240 | Katelyn M Schmidt              | Payroll - P/D 04/09/2021   |   |   |
| 5241 | South Barrington Park District | Jon Oliveri March 2021<br>Jon Oliveri March 2021                             | 10600 · VB&T Bus Check 2<br>450015 · South Barrington   | -160.00<br>160.00<br><u>160.00</u>                                |
| 5242 | PDRMA                          | Invoice 0321132H<br>Invoice 0321132H<br>Invoice 0321132H<br>Invoice 0321132H | 10600 · VB&T Bus Check 2<br>421603 · Employer Contributions<br>21530 · Employee Health Insurance<br>21550 · EE Contributions - Vol Life Ins | -34,242.66<br>30,213.58<br>3,891.78<br>137.30<br><u>34,242.66</u> |

**Northwest Special Recreation Association**  
**VB&T Business Checking Accounts Payable**  
**Warrant #4**  
**April 30, 2021**

| Num  | Name                                | Description  | Account   | Amount   |
|------|-------------------------------------|--|---|--|
| 5243 | Robbins Schwartz                    | Invoice 882369<br>Invoice 882369   | 10600 · VB&T Bus Check 2<br>421002 · Legal Fees   | -50.00<br>50.00<br><u>50.00</u>  |
| 5244 | Rolling Meadows Park District       | Invoice 134May-July 2021<br>Invoice 134May-July 2021   | 10600 · VB&T Bus Check 2<br>12200 · PREPAID EXPENSES  | -91.05<br>91.05<br><u>91.05</u>  |
| 5245 | Bill's Auto & Truck Repair          | Invoices 108946, 108999 & 109000<br>Invoices 108946<br>Invoices 108999<br>Invoices 109000  | 10600 · VB&T Bus Check 2<br>422702 · Repair / Maintenance<br>422702 · Repair / Maintenance<br>422702 · Repair / Maintenance                                       | -7,097.08<br>4,824.92<br>1,464.04<br>808.12<br><u>7,097.08</u>         |
| 5246 | United States Treasury              | Form 941 - 1st Qtr 2021<br>Form 941 - 1st Qtr 2021<br>Form 941 - 1st Qtr 2021  | 10600 · VB&T Bus Check 2<br>6560 · Payroll Expenses<br>21510 · Employee Taxes   | -13,019.34<br>6,509.67<br>6,509.67<br><u>13,019.34</u>                 |
| 5247 | United States Treasury              | Form 941 - 4th Qtr 2020<br>Form 941 - 4th Qtr 2020<br>Form 941 - 4th Qtr 2020  | 10600 · VB&T Bus Check 2<br>6560 · Payroll Expenses<br>21510 · Employee Taxes   | -15,495.38<br>7,747.69<br>7,747.69<br><u>15,495.38</u>                 |
| 5248 | Genevieve Castelar                  | Payroll - P/D 04/23/2021   |   |  |
| 5249 | VOID                                |  |   |  |
| 5250 | Priyanka Prasanna                   | Payroll - P/D 04/23/2021   |   |  |
| 5251 | Katelyn M Schmidt                   | Payroll - P/D 04/23/2021   |   |  |
| 5252 | Michele Paradise/Petty Cash Program | PC Reimb 04/23/2021<br>PC Reimb 04/23/2021<br>PC Reimb 04/23/2021<br>PC Reimb 04/23/2021<br>PC Reimb 04/23/2021<br>PC Reimb 04/23/2021 | 10600 · Operating<br>320011 · Athletic Fees<br>421502 · CDL Reimbursement / Renewal<br>422421 · Safety/Behavior<br>422405 · Day Camp<br>422406 · General Programs | -384.21<br>50.00<br>211.13<br>18.38<br>54.57<br>50.13<br><u>384.21</u> |
| 5253 | Bill's Auto & Truck Repair          | Invoice 109002 & 109030<br>Invoice 109002<br>Invoice 109030  | 10600 · Operating<br>422702 · Repair / Maintenance<br>422702 · Repair / Maintenance   | -2,161.79<br>937.38<br>1,224.41<br><u>2,161.79</u>                     |
| 5254 | Marium Shafi                        | Reissue ck 4700 6/5/2020<br>Reissue ck 4700 6/5/2020   | 10600 · Operating<br>21700 · Unclaimed Payroll/Property   | -100.00<br>100.00<br><u>100.00</u>                                     |
| 5255 | Peter M Jump                        | Guitar Lessons - April 2021<br>Guitar Lessons - April 2021   | 10600 · Operating<br>424402 · General Programs  | -132.00<br>132.00<br><u>132.00</u>                                     |
| 5256 | Luke Angelo Joyce                   | Drum Lessons - Jan 12 - Mar 16<br>Drum Lessons - Jan 12 - Mar 16   | 10600 · Operating<br>424402 · General Programs  | -313.50<br>313.50<br><u>313.50</u>                                     |
| 5257 | U.S. Postal Service                 | Postage Reimb 04/29/2021<br>Postage Reimb 04/29/2021   | 10600 · Operating<br>421201 · Postage   | -1,000.00<br>1,000.00<br><u>1,000.00</u>                               |
| 5258 | Jillian Bliss                       | Piano & Voice 3/15-4/26<br>Piano & Voice 3/15-4/26   | 10600 · Operating<br>424402 · General Programs  | -396.00<br>396.00<br><u>396.00</u>                                     |

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #4  
 April 30, 2021**

| Num   | Name                                      | Description   | Account   | Amount  |
|---|---|---|---|---|
|   |   |   |   | 396.00  |
| 5259  | River Trails Park District                | <b>Parkour - Mar &amp; Apr 2021</b><br>Parkour - Mar & Apr 2021                                 | <b>10600 · Operating</b><br>424402 · General Programs   | <b>-252.00</b><br>252.00<br><hr/> 252.00                                |
| 5260  | HK Facility Services, Inc                 | <b>Invoice 2576</b><br>Invoice 2576   | <b>10600 · Operating</b><br>421701 · Condo Maintenance  | <b>-1,138.00</b><br>1,138.00<br><hr/> 1,138.00                          |
| 5261  | NCPERS Group Life Insurance               | <b>Invoice 5436052021</b><br>Invoice 5436052021   | <b>10600 · Operating</b><br>421601 · Voluntary Benefits   | <b>-16.00</b><br>16.00<br><hr/> 16.00                                   |
| 5262  | PDRMA                                     | <b>Invoice 0421132H</b><br>Invoice 0421132H<br>Invoice 0421132H<br>Invoice 0421132H             | <b>10600 · Operating</b><br>421603 · Employer Contributions<br>21530 · Employee Health Insurance<br>21550 · EE Contributions - Vol Life Ins | <b>-35,189.10</b><br>31,160.02<br>3,891.78<br>137.30<br><hr/> 35,189.10 |
| 5263  | Bill's Auto & Truck Repair                | <b>Invoices 109322-109338,108711-109341</b><br>Invoices 109322-109338<br>Invoices 108711-109341 | <b>10600 · Operating</b><br>422702 · Repair / Maintenance<br>422702 · Repair / Maintenance  | <b>-13,808.19</b><br>531.25<br>13,276.94<br><hr/> 13,808.19             |
| 5279  | Robbins Schwartz                          | <b>Inv 883736, 885971, 885972</b><br>Invoice 883736<br>Invoice 885971<br>Invoice 885972         | <b>10600 · Operating</b><br>421002 · Legal Fees<br>421002 · Legal Fees<br>421002 · Legal Fees   | <b>-330.00</b><br>50.00<br>50.00<br>230.00<br><hr/> 330.00              |
| 5280  | Bill's Auto & Truck Repair                | <b>Invoice 109351 &amp; 109357</b><br>Invoice 109351 & 109357<br>Invoice 109351 & 109357        | <b>10600 · Operating</b><br>422702 · Repair / Maintenance<br>422702 · Repair / Maintenance  | <b>-643.02</b><br>329.75<br>313.27<br><hr/> 643.02                      |
| 5281  | Lauterbach & Amen, LLP                    | <b>Invoice 54872</b><br>Invoice 54872   | <b>10600 · Operating</b><br>442002 · GASB   | <b>-2,550.00</b><br>2,550.00<br><hr/> 2,550.00                          |
| 5282  | Alexian Brothers Corporate Health Service | <b>Invoice 719598</b><br>Invoice 719598   | <b>10600 · Operating</b><br>441002 · Drug Tests / Physicals   | <b>-136.00</b><br>136.00<br><hr/> 136.00                                |
| 5283  | M&K Contractors, Inc.                     | <b>Workorder - CO#223</b><br>Workorder - CO#223   | <b>10600 · Operating</b><br>460001 · Capital Expenses   | <b>-1,750.00</b><br>1,750.00<br><hr/> 1,750.00                          |
| <b>Total for Warrant #4 VB&amp;T Business Checking Accounts Payable</b> |   |   |   | <b>162,406.00</b>   |

**Warrant #5  
Summary  
May 26, 2021**

| <b>Administration</b>       | <b>Programs</b>          | <b>Salary</b>             | <b>Liability/Audit/IMRF</b> | <b>ADA/Capital</b>         |
|-----------------------------|--------------------------|---------------------------|-----------------------------|----------------------------|
| 421000 Prof. Fees           | 422100 Rent Municipal    | 424100 Full Time          | 441000 Liability/PDRMA      | 450000 ADA Compliance      |
| 421100 Office Supply        | 422200 Rent Commercial   | 424200 Part Time          | 442000 Audit                | 460000 Capital Replacement |
| 421150 Fees                 | 422300 Program Dev.      | 424300 Payroll Processing | 442100 FICA                 |                            |
| 421200 Postage              | 422400 Program Supply    | 424500 Car Allowance      | 442200 IMRF                 |                            |
| 421300 Phones/Fax           | 422500 Comm. Trans.      |                           |                             |                            |
| 421400 Conference/Education | 422600 Staff Mileage     |                           |                             |                            |
| 421500 Memberships          | 422700 Trans. Maint.     |                           |                             |                            |
| 421600 Health Insurance     | 422800 gas/tolls/parking |                           |                             |                            |
| 421700 Maint./Utilities     | 422900 Printing          |                           |                             |                            |
| 421800 Rent                 | 423000 Sub./Ads.         |                           |                             |                            |
| 421900 Computers            | 423100 Public Awareness  |                           |                             |                            |
| 12000 Accounts Receivable   |                          |                           |                             |                            |

|  |                         |
|--|-------------------------|
| <b>Total VB&amp;T Electronic Accounts Payable</b>        |                         |
| - IMRF, Excalibur, Wex, Wells Fargo, ComEd, HP           | <b>35,757.10</b>        |
| <b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b> | <b>22,544.16</b>        |
| <b>Total VB&amp;T Business Checking Accounts Payable</b> | <b>10,303.00</b>        |
| <b>Total</b>   | <b><u>68,604.26</u></b> |

Motion to approve Warrant #4 dated April 30, 2021 totaling

\$68,604.26

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 26, 2021**

| <b>Vendor</b>   | <b>Description</b>              | <b>Account</b>  | <b>Amount</b>    |
|---|---------------------------------|-----------------|------------------|
| <b>IMRF</b>   | April 2021                      | 21540           | 16,411.00        |
|   | April 2021                      | 442202          | 6,399.47         |
|   | April 2021                      | 442203          | -                |
|   | April 2021                      | 442204          | -                |
|   | April 2021                      | 442205          | 1,408.86         |
|   | IMRF Total                      |                 | 24,219.33        |
| <b>Excalibur</b>  | Invoice - 110219                | 421902          | 8,051.20         |
|   |                                 | Excalibur Total | <b>8,051.20</b>  |
| <b>Wex Bank</b>   | Invoice -                       | 422801          | -                |
|   |                                 | Wex Total       | -                |
| <b>ComEd</b>  | Svc 03/31 - 04/29/2021          | 421702          | 1,206.03         |
| <b>Wells Fargo</b>                                      | Konica Minolta - Inv 5014858207 | 460001          | 1,256.72         |
| <b>FLEX</b>   | Invoice - 847379640604          | 424303          | 60.00            |
| <b>Citi Cards</b>                                       | 05112021                        | 422417          | 43.96            |
| <b>IL Dept of Rev</b>                                   |                                 | 424305          | -                |
| <b>Hewlett Packard Fin Svcs</b>                         | Lease Payment                   | 460001          | 919.86           |
| <b>Total Warrant #5 for Electronic Accounts Payable</b> |                                 |                 | <b>35,757.10</b> |

**Northwest Special Recreation Association**  
**VB Electronic Accounts Payable**  
**Warrant #5**  
**May 26, 2021**

| Vendor                     | Description                | Account | Amount  |
|----------------------------|----------------------------|---------|---------|
| <b>BMO Solutions</b>       |                            |         |         |
| Dunkin Donuts              | Miscellaneous              | 421103  | 12.82   |
| Amazon                     | Office Supplies            | 421106  | 72.37   |
| Amazon                     | Office Supplies            | 421106  | 271.00  |
| walmart                    | miscellaneous              | 421106  | 84.16   |
| amazon                     | miscellaneous              | 421106  | 79.99   |
| Amazon                     | Supplies                   | 421106  | 16.14   |
| Authorize.net              | Credit Card and Bank Fees  | 421152  | 38.85   |
| Verizon                    | Telephone/Fax              | 421301  | 597.49  |
| First Comm                 | Telephone/Fax              | 421304  | 528.39  |
| Converged Digital Networks | Telephone/Fax              | 421305  | 314.00  |
| Starbucks                  | Conference/Education       | 421406  | 10.99   |
| Walmart                    | Conference/Education       | 421406  | 39.54   |
| Morettis                   | Conference/Education       | 421406  | 66.14   |
| Pay Pal                    | Conference/Education       | 421407  | 170.09  |
| C 4 Learning               | Conference & Education     | 421407  | 29.00   |
| C 4 learning               | Conference/Education       | 421407  | 29.00   |
| the arc                    | other trainings/workshops  | 421408  | 134.07  |
| BIDCO                      | Conference/Education       | 421408  | 1899.83 |
| VRBO                       | Conference/Education       | 421408  | 191.00  |
| NCTRC                      | Memberships/Certifications | 421504  | 325.00  |
| NCTRC                      | Membership/Certification   | 421504  | 80.00   |
| the arc                    | miscellaneous              | 421513  | 20.00   |
| Nicor                      | Maintenance/Utilities      | 421703  | 289.23  |
| Nicor                      | Maintenance/Utilities      | 421703  | 318.37  |
| Comcast                    | Maintenance/Utilities      | 421706  | 176.08  |
| Comcast                    | Maintenance/Utilities      | 421706  | 254.62  |
| Comcast                    | Maintenance/Utilities      | 421706  | 193.35  |
| Comcast                    | Maintenance/Utilities      | 421706  | 123.40  |
| Comcast                    | Maintenance/Utilities      | 421706  | 123.40  |
| Comcast                    | Maintenance/Utilities      | 421706  | 182.64  |
| Amazon                     | Maintenance/Utilities      | 421707  | 159.96  |
| Amazon                     | Maintenance/Utilities      | 421708  | 797.72  |
| Amazon                     | Maintenance/Utilities      | 421708  | 57.13   |
| Makeshift                  | Computers                  | 421905  | 212.88  |
| Right Networks             | Computers                  | 421905  | 53.85   |
| Intuit                     | Computers                  | 421905  | 1397.03 |
| Jobmatch                   | Computers                  | 421905  | 329.00  |
| Zoom                       | Computers                  | 421905  | 14.99   |
| Fleetio                    | Computers                  | 421905  | 136.80  |
| Monsido                    | Computers                  | 421905  | 2040.00 |
| Zoom                       | Computers                  | 421905  | 149.90  |
| Apple                      | Computers                  | 421905  | 75.43   |
| Apple                      | Computers                  | 421905  | 0.99    |
| Ring                       | Computers                  | 421905  | 30.00   |
| Deft PDF Translate         | Computers                  | 421905  | 7.37    |
| Microsoft                  | Computers                  | 421905  | 21.35   |
| Adobe Acrobat              | Computers                  | 421905  | 14.99   |
| Submittable                | Computers                  | 421905  | 1995.00 |

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 26, 2021**

| <b>Vendor</b>              | <b>Description</b>  | <b>Account</b> | <b>Amount</b> |
|----------------------------|---------------------|----------------|---------------|
| Bandicam                   | Computers           | 421905         | 39.95         |
| HTC Corp                   | Computers           | 421905         | 12.99         |
| Microsoft                  | Computers           | 421905         | 10.61         |
| SurveyMonkey               | Computers           | 421905         | 384.00        |
| Amazon                     | Computers           | 421906         | 75.99         |
| Amazon                     | Computers           | 421906         | 133.98        |
| Menards                    | Computers           | 421906         | 39.84         |
| Amazon                     | Computers           | 421906         | 19.98         |
| Amazon                     | Computers           | 421906         | 49.99         |
| Amazon                     | Computers           | 421906         | 49.99         |
| Goofy Faces                | Commercial Expense  | 422204         | 10.00         |
| Goofy Faces                | Commercial Expense  | 422204         | 10.00         |
| Blackberry Farm            | Commerical Expense  | 422205         | 50.00         |
| River Trials Park District | Commerical Expense  | 422205         | 100.00        |
| Arlington Lanes            | Commercial Expense  | 422206         | 30.00         |
| Arlington Lanes            | Commercial Expense  | 422206         | 30.00         |
| amazon                     | Program spcae       | 422301         | 7.40          |
| Goodwill                   | Program Development | 422303         | 17.95         |
| Dollar Tree                | Program Development | 422303         | 10.00         |
| Amazon                     | Program Development | 422305         | 226.22        |
| Amazon                     | Supplies            | 422401         | 51.50         |
| Amazon                     | Supplies            | 422401         | 109.99        |
| Little Ceasars             | Supplies            | 422401         | 28.00         |
| Jewel Osco                 | Supplies            | 422402         | 9.97          |
| Walmart                    | Supplies            | 422402         | 16.04         |
| Dollar Tree                | Supplies            | 422402         | 6.00          |
| Dollar Tree                | Supplies            | 422402         | 2.00          |
| Amazon                     | Supplies            | 422405         | 19.98         |
| Amazon                     | Supplies            | 422405         | 305.26        |
| Amazon                     | Supplies            | 422405         | 99.95         |
| amazon                     | program supplies    | 422406         | 676.62        |
| chick fila                 | program supplies    | 422406         | 20.00         |
| jewel                      | program supplies    | 422406         | 55.42         |
| Lowes                      | Supplies            | 422406         | 368.43        |
| Menards                    | Supplies            | 422406         | 14.84         |
| Michaels                   | Supplies            | 422406         | 23.95         |
| Dollar Tree                | Supplies            | 422406         | 8.00          |
| Amazon                     | Supplies            | 422406         | 259.00        |
| Amazon                     | Supplies            | 422406         | 205.32        |
| chick fila                 | Supplies            | 422406         | 24.34         |
| Pet Supplies Plus          | Supplies            | 422409         | 6.60          |
| Target                     | Supplies            | 422409         | 32.15         |
| Amazon                     | Supplies            | 422409         | 9.99          |
| Amazon                     | Supplies            | 422409         | 8.59          |
| Amazon                     | Supplies            | 422409         | 14.95         |
| amazon                     | pursuit supplies    | 422409         | 99.99         |
| amazon                     | pursuit supplies    | 422409         | 9.99          |
| amazon                     | pursuit supplies    | 422409         | 47.99         |
| Ace Hardware               | Supplies            | 422409         | 26.28         |
| Amazon                     | Supplies            | 422409         | 162.96        |

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 26, 2021**

| <b>Vendor</b>              | <b>Description</b>                 | <b>Account</b> | <b>Amount</b> |
|----------------------------|------------------------------------|----------------|---------------|
| Amazon                     | Supplies                           | 422409         | 3.99          |
| Home Depot                 | Supplies                           | 422409         | 4.09          |
| Walmart                    | Supplies                           | 422409         | 278.65        |
| Amazon                     | Supplies                           | 422409         | 170.24        |
| Walmart                    | Supplies                           | 422409         | 6.59          |
| Amazon                     | Supplies                           | 422409         | 29.90         |
| Amazon                     | Supplies                           | 422409         | 18.66         |
| Amazon                     | Supplies                           | 422409         | 8.67          |
| Amazon                     | Supplies                           | 422409         | 23.18         |
| Amazon                     | Supplies                           | 422409         | 84.99         |
| Amazon                     | Supplies                           | 422409         | 69.99         |
| Netflix                    | Supplies                           | 422409         | 17.99         |
| Amazon                     | Supplies                           | 422409         | 21.99         |
| Party City                 | Supplies                           | 422412         | 10.96         |
| Amazon                     | Supplies                           | 422417         | 9.99          |
| ultimate screen printing   | apparel                            | 422419         | 28.90         |
| Amazon                     | Supplies                           | 422421         | 1025.95       |
| Amazon                     | Supplies                           | 422421         | 117.48        |
| Jewel                      | Supplies                           | 422422         | 19.29         |
| Jimenez                    | Supplies                           | 422422         | 37.63         |
| Walmart                    | Supplies                           | 422422         | 68.85         |
| dunkin                     | committees                         | 422422         | 11.38         |
| TJMAXX                     | Supplies                           | 422422         | 196.85        |
| Amazon                     | Supplies                           | 422422         | 70.68         |
| Amazon                     | Supplies                           | 422422         | 24.97         |
| Dollar Tree                | Supplies                           | 422422         | 17.00         |
| Jewel                      | Supplies                           | 422422         | 34.95         |
| Amazon                     | Transportation Maintenance         | 422705         | 59.96         |
| Ikea                       | Transportation Maintenance         | 422705         | 68.10         |
| National Safety Compliance | Transportation Maintenance         | 422705         | 149.00        |
| Marathon Petro             | Transportation Gas/Tolls           | 422801         | 75.00         |
| IL Tollway                 | Gas/Tolls                          | 422802         | 468.60        |
| Accurate                   | Printing                           | 422904         | 79.44         |
| Vistaprint                 | Printing                           | 422908         | 36.00         |
| Vistaprint                 | Printing                           | 422908         | 36.00         |
| Vistaprint                 | Printing                           | 422908         | 51.00         |
| starbucks                  | awards/recognition                 | 423101         | 40.00         |
| Morettis                   | Public Awarness                    | 423106         | 104.11        |
| Nothing Bundt Cakes        | Public Awarness                    | 423106         | 37.74         |
| Dollar Tree                | Public Awarness                    | 423106         | 19.80         |
| Daily Herald               | Public Awareness/Subscriptions/Ads | 423108         | 147.60        |
| Zoom                       | Public Awareness/Subscriptions/Ads | 423108         | 14.99         |
| Amazon                     | Inclusion                          | 450006         | 16.46         |
| Amazon                     | Inclusion                          | 450006         | 11.22         |
| Amazon                     | Inclusion                          | 450006         | 15.99         |
| Target                     | Inclusion                          | 450021         | 25.00         |
| Amazon                     | Inclusion                          | 450021         | 9.99          |
| Canva                      | Inclusion                          | 450021         | 12.99         |
| Adobe                      | Inclusion                          | 450021         | 26.55         |
| amazon                     | miscellaneous                      | 450022         | 53.37         |



**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant #5**  
**May 26, 2021**

| <b>Vendor</b>   | <b>Description</b> | <b>Account</b> | <b>Amount</b>    |
|---|--------------------|----------------|------------------|
| Target  | Inclusion          | 450022         | 15.61            |
| Target  | Inclusion          | 450022         | 15.43            |
| DoorDash  | Inclusion          | 450022         | 28.86            |
| Jewel   | Inclusion          | 450022         | 18.21            |
| Amazon  | Capital Expense    | 460001         | 284.99           |
| BHFX  | Professional Fees  | 4211003        | 10.00            |
| <b>Total Warrant #5 for Electronic Accounts Payable</b> |                    |                | <b>22,544.16</b> |

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant #5  
 May 26, 2021**

| Num   | Name                          | Description               | Account                        | Amount           |
|---|-------------------------------|---------------------------|--------------------------------|------------------|
| 5264  | Amanda Marchialette           | Refund -1340/1840 WS 2020 | 10600 · Operating              | -181.25          |
|   |                               | Refund -1340/1840 WS 2020 | 11500 · Operating 2            | 181.25           |
|   |                               |                           |                                | 181.25           |
| 5265  | John Bauer                    | Refund - 2710 W2020       | 10600 · Operating              | -57.75           |
|   |                               | Refund - 2710 W2020       | 11500 · Operating 2            | 57.75            |
|   |                               |                           |                                | 57.75            |
| 5266  | RMC Mechanical Services       | Invoice SI2119523         | 10600 · Operating              | -1,596.00        |
|   |                               | Invoice SI2119523         | 421707 · Miscellaneous         | 532.00           |
|   |                               | Invoice SI2119523         | 12200 · PREPAID EXPENSES       | 1,064.00         |
|   |                               |                           |                                | 1,596.00         |
| 5267  | Mt. Prospect Park District    | Rent - May 2021           | 10600 · Operating              | -2,500.00        |
|   |                               | Rent - May 2021           | 421804 · MPPD Rental Space     | 2,500.00         |
|   |                               |                           |                                | 2,500.00         |
| 5268  | Hanover Park Park District    | Rent - May 2021           | 10600 · Operating              | -1,443.00        |
|   |                               | Rent - May 2021           | 421803 · HPPD Rental Space     | 1,443.00         |
|   |                               |                           |                                | 1,443.00         |
| 5269  | Rolling Meadows Park District | Invoice 21-0005           | 10600 · Operating              | -2,500.00        |
|   |                               | Invoice 21-0005           | 421802 · RMCC Rental Space     | 2,500.00         |
|   |                               |                           |                                | 2,500.00         |
| 5270  | Park Central Condo Assn.      | Invoice 10-005            | 10600 · Operating              | -1,065.00        |
|   |                               | Invoice 10-005            | 421801 · Condo Association Fee | 1,065.00         |
|   |                               |                           |                                | 1,065.00         |
| 5271  | Rolling Meadows Park District | Invoice 21-405            | 10600 · Operating              | -960.00          |
|   |                               | Invoice 21-405            | 421701 · Condo Maintenance     | 960.00           |
|   |                               |                           |                                | 960.00           |
| 5272  | Genevieve Castelar            | Payroll - P/D 05/07/2021  |                                |                  |
| 5273  | William Kahles                | Payroll - P/D 05/07/2021  |                                |                  |
| 5274  | Kelly Mc Nerney               | Payroll - P/D 05/07/2021  |                                |                  |
| 5275  | Emily R Morgan                | Payroll - P/D 05/07/2021  |                                |                  |
| 5276  | William Palla                 | Payroll - P/D 05/07/2021  |                                |                  |
| 5277  | Priyanka Prasanna             | Payroll - P/D 05/07/2021  |                                |                  |
| 5278  | Donna Strom                   | Payroll - P/D 05/07/2021  |                                |                  |
| <b>Total for Warrant #5 VB&amp;T Business Checking Accounts Payable</b> |                               |                           |                                | <b>10,303.00</b> |



*We exist to provide outstanding opportunities through recreation for children and adults with disabilities.*

**To:** NWSRA Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Payroll  
**Date:** May 26, 2021

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**Motion:**

A motion to approve Payroll for the following Pay Periods Ending:

1. Pay Period Ending – 03/12/21 \$ 73,164.80
2. Pay Period Ending – 03/26/21 \$ 71,505.52
3. Pay Period Ending – 04/09/21 \$ 73,035.65
4. Pay Period Ending – 04/23/21 \$ 73,702.89
5. Pay Period Ending – 05/07/21 \$ 73,275.76

*An extension of the local park districts serving*

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect  
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

## Northwest Special Recreation Association Payroll Summary March 12, 2021

**Employee Wages, Taxes and Adjustments**

|   |                   |
|---|-------------------|
| <b>Gross Pay</b>                              |                   |
| Exempt  | 65,686.93         |
| Office Support-FT                             | 5,239.77          |
| Inclusion AH                                  | 220.03            |
| Inclusion HE                                  | 177.50            |
| Inclusion HP                                  | 105.54            |
| Inclusion PAL                                 | 410.45            |
| Inclusion PH                                  | 1,086.61          |
| Inclusion WH                                  | 682.60            |
| Leader  | 465.69            |
| Training/Orientation                          | 198.00            |
| Car Allowance                                 | 300.00            |
| Phone/Data Stipend                            | 1,225.00          |
| <b>Total Gross Pay</b>                        | <b>75,798.12</b>  |
| <b>Deductions from Gross Pay</b>              |                   |
| 457b Plan Emp.                                | -1,347.83         |
| Dep. Care FSA (pre-tax)                       | -41.67            |
| Health Insurance (pre-tax)                    | -1,945.89         |
| IMRF-FT-EE                                    | -3,205.22         |
| IMRF-Voluntary                                | -704.43           |
| Medical Care FSA (pre-tax)                    | -500.04           |
| Roth IRA Emp.                                 | -180.00           |
| Voluntary Life (taxable)                      | -76.65            |
| <b>Total Deductions from Gross Pay</b>        | <b>-8,001.73</b>  |
| <b>Adjusted Gross Pay</b>                     | <b>67,796.39</b>  |
| <b>Taxes Withheld</b>                         |                   |
| Federal Withholding                           | -6,744.00         |
| Medicare Employee                             | -1,063.02         |
| Social Security Employee                      | -4,545.15         |
| IL - Withholding                              | -3,295.88         |
| Medicare Employee Addl Tax                    | 0.00              |
| <b>Total Taxes Withheld</b>                   | <b>-15,648.05</b> |
| <b>Deductions from Net Pay</b>                |                   |
| Accident Insurance (taxable)                  | -64.57            |
| Critical Illness Ins. (taxable)               | -18.79            |
| Short Term Disability (taxable)               | -156.40           |
| <b>Total Deductions from Net Pay</b>          | <b>-239.76</b>    |
| <b>Net Pay</b>                                | <b>51,908.58</b>  |
| <b>Employer Taxes and Contributions</b>       |                   |
| Medicare Company                              | 1,063.02          |
| Social Security Company                       | 4,545.15          |
| IL - Unemployment                             | 0.00              |
| IMRF-FT                                       | 8,105.61          |
| <b>Total Employer Taxes and Contributions</b> | <b>13,713.78</b>  |

|                            |                     |
|----------------------------|---------------------|
| <b>Total Payroll</b>       | <b>\$ 73,164.80</b> |
| - Checks & Direct Deposits | \$ 51,908.58        |
| - Tax Liability            | \$ 21,256.22        |
| - Illinois                 | \$ 3,295.88         |
| - Federal                  | \$ 17,960.34        |

## Northwest Special Recreation Association Payroll Summary March 26, 2021

**Employee Wages, Taxes and Adjustments**

|   |                   |
|---|-------------------|
| <b>Gross Pay</b>                              |                   |
| Exempt  | 65,686.93         |
| Office Support-FT                             | 5,239.77          |
| Inclusion AH                                  | 227.89            |
| Inclusion BRT                                 | 43.31             |
| Inclusion HE                                  | 191.48            |
| Inclusion HP                                  | 29.50             |
| Inclusion PAL                                 | 359.43            |
| Inclusion PH                                  | 896.25            |
| Inclusion WH                                  | 596.00            |
| Leader  | 743.85            |
| Training/Orientation                          | 23.75             |
| Car Allowance                                 | 300.00            |
| <b>Total Gross Pay</b>                        | <b>74,338.16</b>  |
| <b>Deductions from Gross Pay</b>              |                   |
| 457b Plan Emp.                                | -1,347.83         |
| Dep. Care FSA (pre-tax)                       | -41.67            |
| Health Insurance (pre-tax)                    | -1,945.89         |
| IMRF-FT-EE                                    | -3,205.22         |
| IMRF-Voluntary                                | -704.43           |
| Medical Care FSA (pre-tax)                    | -581.63           |
| Roth IRA Emp.                                 | -180.00           |
| Voluntary Life (taxable)                      | -76.65            |
| <b>Total Deductions from Gross Pay</b>        | <b>-8,083.32</b>  |
| <b>Adjusted Gross Pay</b>                     | <b>66,254.84</b>  |
| <b>Taxes Withheld</b>                         |                   |
| Federal Withholding                           | -6,630.00         |
| Medicare Employee                             | -1,040.67         |
| Social Security Employee                      | -4,449.77         |
| IL - Withholding                              | -3,221.99         |
| Medicare Employee Addl Tax                    | 0.00              |
| <b>Total Taxes Withheld</b>                   | <b>-15,342.43</b> |
| <b>Deductions from Net Pay</b>                |                   |
| Accident Insurance (taxable)                  | -64.57            |
| Critical Illness Ins. (taxable)               | -18.79            |
| Short Term Disability (taxable)               | -156.40           |
| <b>Total Deductions from Net Pay</b>          | <b>-239.76</b>    |
| <b>Net Pay</b>                                | <b>50,672.65</b>  |
| <b>Employer Taxes and Contributions</b>       |                   |
| Medicare Company                              | 1,040.67          |
| Social Security Company                       | 4,449.77          |
| IL - Unemployment                             | 0.00              |
| IMRF-FT                                       | 8,105.61          |
| <b>Total Employer Taxes and Contributions</b> | <b>13,596.05</b>  |

|                            |                     |
|----------------------------|---------------------|
| <b>Total Payroll</b>       | <b>\$ 71,505.52</b> |
| - Checks & Direct Deposits | \$ 50,672.65        |
| - Tax Liability            | \$ 20,832.87        |
| - Illinois                 | \$ 3,221.99         |
| - Federal                  | \$ 17,610.88        |

**Northwest Special Recreation Association**  
**Payroll Summary**  
April 9, 2021

**Employee Wages, Taxes and Adjustments**

|   |                   |
|---|-------------------|
| <b>Gross Pay</b>                              |                   |
| Exempt  | 65,686.93         |
| Office Support-FT                             | 5,239.77          |
| Inclusion AH                                  | 223.65            |
| Inclusion BRT                                 | 89.40             |
| Inclusion HE                                  | 408.76            |
| Inclusion HP                                  | 26.83             |
| Inclusion PAL                                 | 156.55            |
| Inclusion PH                                  | 807.53            |
| Inclusion RM                                  | 278.53            |
| Inclusion SB                                  | 24.00             |
| Inclusion WH                                  | 791.80            |
| Leader  | 500.98            |
| Car Allowance                                 | 300.00            |
| Phone/Data Stipend                            | 1,225.00          |
| <b>Total Gross Pay</b>                        | <b>75,759.73</b>  |
| <b>Deductions from Gross Pay</b>              |                   |
| 457b Plan Emp.                                | -1,347.83         |
| Dep. Care FSA (pre-tax)                       | -41.67            |
| Health Insurance (pre-tax)                    | -1,945.89         |
| IMRF-FT-EE                                    | -3,205.22         |
| IMRF-Voluntary                                | -704.43           |
| Medical Care FSA (pre-tax)                    | -581.63           |
| Roth IRA Emp.                                 | -180.00           |
| Voluntary Life (taxable)                      | -76.65            |
| <b>Total Deductions from Gross Pay</b>        | <b>-8,083.32</b>  |
| <b>Adjusted Gross Pay</b>                     | <b>67,676.41</b>  |
| <b>Taxes Withheld</b>                         |                   |
| Federal Withholding                           | -6,794.00         |
| Medicare Employee                             | -1,061.23         |
| Social Security Employee                      | -4,537.77         |
| IL - Withholding                              | -3,287.10         |
| Medicare Employee Addl Tax                    | 0.00              |
| <b>Total Taxes Withheld</b>                   | <b>-15,680.10</b> |
| <b>Deductions from Net Pay</b>                |                   |
| Accident Insurance (taxable)                  | -64.57            |
| Critical Illness Ins. (taxable)               | -18.79            |
| Short Term Disability (taxable)               | -156.40           |
| <b>Total Deductions from Net Pay</b>          | <b>-239.76</b>    |
| <b>Net Pay</b>                                | <b>51,756.55</b>  |
| <b>Employer Taxes and Contributions</b>       |                   |
| Medicare Company                              | 1,061.23          |
| Social Security Company                       | 4,537.77          |
| IL - Unemployment                             | 0.00              |
| IMRF-FT                                       | 8,105.61          |
| <b>Total Employer Taxes and Contributions</b> | <b>13,704.61</b>  |

|                            |                     |
|----------------------------|---------------------|
| <b>Total Payroll</b>       | <b>\$ 73,035.65</b> |
| - Checks & Direct Deposits | \$ 51,756.55        |
| - Tax Liability            | \$ 21,279.10        |
| - Illinois                 | \$ 3,287.10         |
| - Federal                  | \$ 17,992.00        |

**Northwest Special Recreation Association**  
**Payroll Summary**  
April 23, 2021

**Employee Wages, Taxes and Adjustments**

|   |                   |
|---|-------------------|
| <b>Gross Pay</b>                              |                   |
| Exempt  | 65,443.25         |
| Office Support-FT                             | 5,239.77          |
| Inclusion AH                                  | 636.70            |
| Inclusion HE                                  | 342.89            |
| Inclusion HP                                  | 89.44             |
| Inclusion PAL                                 | 393.41            |
| Inclusion PH                                  | 472.43            |
| Inclusion SB                                  | 48.00             |
| Inclusion Sch                                 | 58.00             |
| Inclusion Training                            | 12.83             |
| Leader  | 697.45            |
| Bonus   | 50.00             |
| Car Allowance                                 | 300.00            |
| Vacation Payout                               | 2,566.40          |
| <b>Total Gross Pay</b>                        | <b>76,350.57</b>  |
| <b>Deductions from Gross Pay</b>              |                   |
| 457b Plan Emp.                                | -1,325.38         |
| Dep. Care FSA                                 | -41.67            |
| Health Insurance                              | -1,945.89         |
| IMRF-FT-EE                                    | -3,196.50         |
| IMRF-Voluntary                                | -704.43           |
| Medical Care FSA                              | -581.63           |
| Roth IRA Emp.                                 | -180.00           |
| Voluntary Life                                | -76.65            |
| <b>Total Deductions from Gross Pay</b>        | <b>-8,052.15</b>  |
| <b>Adjusted Gross Pay</b>                     | <b>68,298.42</b>  |
| <b>Taxes Withheld</b>                         |                   |
| Federal Withholding                           | -6,938.00         |
| Medicare Employee                             | -1,069.80         |
| Social Security Employee                      | -4,574.43         |
| IL - Withholding                              | -3,230.75         |
| IN - Withholding                              | -53.21            |
| Medicare Employee Addl Tax                    | 0.00              |
| <b>Total Taxes Withheld</b>                   | <b>-15,866.19</b> |
| <b>Deductions from Net Pay</b>                |                   |
| Accident Insurance                            | -64.57            |
| Critical Illness Ins.                         | -18.79            |
| Short Term Disability                         | -156.40           |
| <b>Total Deductions from Net Pay</b>          | <b>-239.76</b>    |
| <b>Net Pay</b>                                | <b>52,192.47</b>  |
| <b>Employer Taxes and Contributions</b>       |                   |
| Medicare Company                              | 1,069.80          |
| Social Security Company                       | 4,574.43          |
| IL - Unemployment                             | 0.00              |
| IN - Unemployment                             | 44.22             |
| IMRF-FT                                       | 8,083.57          |
| <b>Total Employer Taxes and Contributions</b> | <b>13,772.02</b>  |

|                            |                     |
|----------------------------|---------------------|
| <b>Total Payroll</b>       | <b>\$ 73,702.89</b> |
| - Checks & Direct Deposits | \$ 52,192.47        |
| - Tax Liability            | \$ 21,510.42        |
| - Illinois                 | \$ 3,230.75         |
| - Indiana                  | \$ 53.21            |
| - Federal                  | \$ 18,226.46        |

## Northwest Special Recreation Association Payroll Summary May 7, 2021

**Employee Wages, Taxes and Adjustments**

|   |                   |
|---|-------------------|
| <b>Gross Pay</b>                              |                   |
| Exempt  | 65,840.84         |
| Office Support-FT                             | 5,239.77          |
| Inclusion AH                                  | 830.85            |
| Inclusion HE                                  | 255.49            |
| Inclusion HP                                  | 94.19             |
| Inclusion PAL                                 | 451.84            |
| Inclusion PH                                  | 540.47            |
| Inclusion SB                                  | 38.20             |
| Inclusion Sch                                 | 24.00             |
| Inclusion Training                            | 22.00             |
| Leader  | 673.29            |
| Speciality Instructor                         | 25.00             |
| Training/Orientation                          | 392.33            |
| Car Allowance                                 | 300.00            |
| Phone/Data Stipend                            | 1,225.00          |
| <b>Total Gross Pay</b>                        | <b>75,953.27</b>  |
| <b>Deductions from Gross Pay</b>              |                   |
| 457b Plan Emp.                                | -1,315.76         |
| Dep. Care FSA                                 | -41.67            |
| Health Insurance                              | -1,944.89         |
| IMRF-FT-EE                                    | -3,212.14         |
| IMRF-Voluntary                                | -704.43           |
| Medical Care FSA                              | -576.63           |
| Roth IRA Emp.                                 | -180.00           |
| Voluntary Life                                | -76.65            |
| <b>Total Deductions from Gross Pay</b>        | <b>-8,052.17</b>  |
| <b>Adjusted Gross Pay</b>                     | <b>67,901.10</b>  |
| <b>Taxes Withheld</b>                         |                   |
| Federal Withholding                           | -6,630.00         |
| Medicare Employee                             | -1,064.22         |
| Social Security Employee                      | -4,550.20         |
| IL - Withholding                              | -3,211.04         |
| IN - Withholding                              | -54.34            |
| Medicare Employee Addl Tax                    | 0.00              |
| <b>Total Taxes Withheld</b>                   | <b>-15,509.80</b> |
| <b>Deductions from Net Pay</b>                |                   |
| Accident Insurance                            | -64.57            |
| Critical Illness Ins.                         | -18.79            |
| Short Term Disability                         | -156.40           |
| <b>Total Deductions from Net Pay</b>          | <b>-239.76</b>    |
| <b>Net Pay</b>                                | <b>52,151.54</b>  |
| <b>Employer Taxes and Contributions</b>       |                   |
| Medicare Company                              | 1,064.22          |
| Social Security Company                       | 4,550.20          |
| IL - Unemployment                             | 0.00              |
| IN - Unemployment                             | 45.10             |
| IMRF-FT                                       | 8,123.12          |
| <b>Total Employer Taxes and Contributions</b> | <b>13,782.64</b>  |

|                            |                     |
|----------------------------|---------------------|
| <b>Total Payroll</b>       | <b>\$ 73,275.76</b> |
| - Checks & Direct Deposits | \$ 52,151.54        |
| - Tax Liability            | \$ 21,124.22        |
| - Illinois                 | \$ 3,211.04         |
| - Indiana                  | \$ 54.34            |
| - Federal                  | \$ 17,858.84        |



# **VII. Staff Reports**

[Return to Home](#)

To: Tracey Crawford  
From: Andrea Griffin and Rachel Hubsch  
Re: Program Report, March 1 – May 11, 2021

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### **NWSRA General Therapeutic Recreation Programs & Services**

NWSRA continues to offer both virtual and in person programs and services, utilizing a monthly registration process, to ensure staff are keeping up with the changing COVID guidelines. Moving into the summer season, families will have the option of signing up for all three months (June-August) or remaining with the one month at a time.

Registrations continue to increase, as the weather warms up to and NWSRA utilizes outside programming spaces, allowing participants to be more comfortable with returning to programs. Staff are continually making check-in phone calls on families who have not been participating in programs, due to COVID and offer our support and services.

### **Day Camp**

The Day Camp Team successfully completed 2021 Spring Break Camps that started Monday, March 22 – Friday, March 26. Camp Spring It Up Central, was held at the Rolling Meadows Teen Center and Rainblazers North, was held at the Wheeling Community Center. 18 campers participated in all five days and enjoyed activities including: gross motor, fine motor, sensory, health/wellness, cultural arts, and many other unique activities and games. Summer Day Camp registration started on March 1<sup>st</sup> and ended April 25<sup>th</sup>. There are currently 194 registrations, including 142 individual campers in 11-day camps.

### **PURSUIT Community Adult Day Program**

PURSUIT clients completed many projects and activities in March. They decorated inspirational quotes to be added to gift bags donated by Resilient Road to cancer patients receiving treatment at Rush University Medical Center. This project allowed clients the ability to discuss wellness, lifestyle, and preventative tips. Clients were able to virtually participate in Chair One Fitness, which was a new certification NWSRA staff achieved.

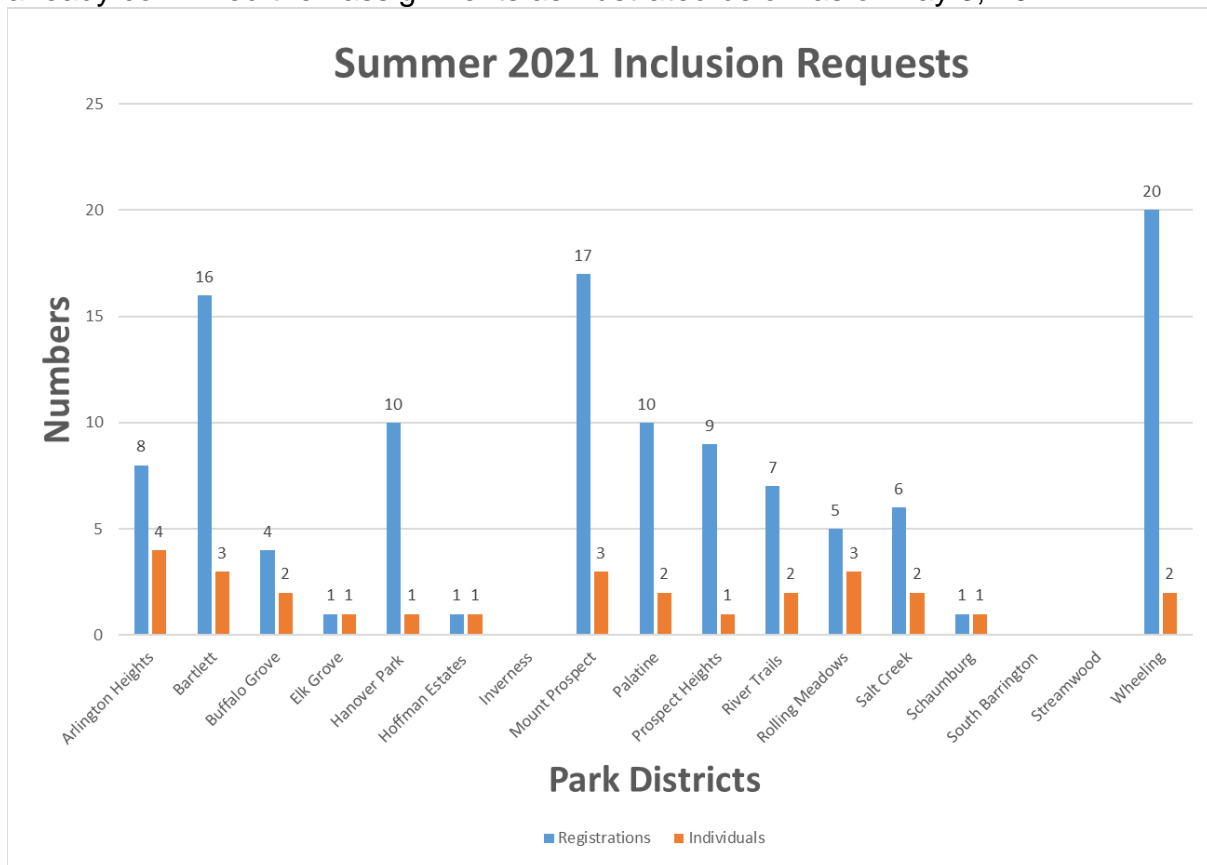
The Chicago Youth Symphony Orchestra educated all five site clients, virtually, on different types of instruments, how music effects movies, how to appropriately listen to music, and provided a short music demonstration. CircEsteem, led an interactive course for all five site clients (virtually) as well. In this course, they lead social and emotional activities, worked on hand-eye coordination, as well as fine and gross motor skills.

In April, the Schaumburg Home Depot donated 250 wooden workshop kits. Focusing on STEAM skills, our participants were able to work on fine and gross motor skills while using engineering techniques to build the kits. PURSUIT clients enjoyed a virtual tour of the Jerold Sulky Company and all that goes into building a horse drawn carriage lead by the current CEO. This company builds the world's finest performance horse drawn carriages.

Continuously throughout the year, all PURSUIT sites volunteer with the Lend Me Your Ears Foundation, founded by Elizabeth Ferrazza. The foundation's mission is to take old and worn out jewelry and create something new. With the help of PURSUIT, she has raised roughly \$10,000 to date.

**Inclusion Services**

The spring season is officially coming to an end with most inclusion support focusing on hybrid and before and after care, as the students transition back to in person learning. The team is now gearing up for summer training and will cover the following topics: updated personal care guidelines, expectations, active inclusion, advocacy, and anti-bullying topics. Additionally, the team will be providing a variety of trainings (behavior management and empathy) to our member park districts as well as a church in Algonquin, IL. Part-Time staff are eager to start working summer camps and many have already confirmed their assignments as illustrated below as of May 3, 2021:



**Community Updates: (Recruitment / Outreach)**

Emily Nock, CTRS and Jacki Moore, CTRS, CPRP presented program information and opportunities virtually to a group of over 40 transition students and teachers. Mackenzie Ireland, CTRS, QIPD, DSP also presented at the Buffalo Grove Rotary to thank them for their financial support with the PURSUIT Adult Day Program located at the Buffalo Grove Fitness Center. Lastly, the Sensory Team created a new promotional flyer specifically for the early childhood population to promote Snoezelen Sensory Therapy. Since publication, over 15 families have inquired about sensory therapy programming.

### **NWSRA Sensory Garden**

Sensory Garden Team members attended “Dividing Perennials” and “Gardening for Birds and Butterflies” at the Chicago Botanic Gardens. While at the training, staff received a generous donation of perennials to be added to our space. We are looking forward to use the knowledge from these trainings to enhance programming this summer. The Garden Team has connected with Tri-Village Garden Club and their Master Gardeners. We have been meeting with the garden club and they are assisting with identifying plans and finalizing a seasonal blueprint. Boy Scout Troop #196 has assigned an Eagle Scout, Zach Schneider, to complete an Eagle Scout project at the garden. They will be assisting with assembling a new storage shed, placing paver bricks around the trees, replacing edging, and mulching, weeding and general garden prep. In addition to several project areas, Zach will be raising \$200 to be used toward garden supplies.

The Sensory Garden Team has also received donations from local nurseries to enhance the space. Linda Hall, an NWSRA parent, has donated 15 plants to the garden allowing it to become a Certified Monarch Sanctuary. Gardening and programming manuals have been created, as well as a seasonal blueprint and purchase list. Currently, all five PURSUIT locations are working on specific garden art projects to be displayed this summer. In 2021, the garden will be labeled and have dedicated sense areas as well as some community engagement activities that will be stored in our free Little Library.



# MARKETING & PR REPORT MARCH/APRIL 2021

As a leader in the field of Therapeutic Recreation, NWSRA maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

## MEDIA

### DAILY HERALD BUSINESS LEDGER

- Submitted SLSF information for the Business Ledger Philanthropy Guide

### TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

### MISCELLANEOUS

- Submitted information on NWSRA Activity Center to National Association of Councils on Developmental Disabilities (NACDD) for listing on Developmental Disabilities Awareness Month resource guide

## ONLINE

- SLSF 40th Anniversary information posted
- New activities uploaded to NWSRA Activity Center
- Monthly In Person and Virtual Programming promoted
- Promoted NWSRA Day Camps
- Created new Snapchat filter to promote ATRA TR month
- SLSF Gold Medal Fashion Show promoted through a variety of videos, graphics and informational posts
- Updated information for SLSF golf events
- SLSF Flower Power Fundraiser promoted
- Wyatt's Dog Company Fundraiser promoted
- Monthly NWSRA and SLSF Board Update e-newsletters sent
- Updated info on staff trainings and awards
- Updated online Coronavirus Center

## PUBLICATIONS AND FLYERS

- Creation of Seasonal brochures with monthly registration option
- Monthly In Person and Virtual program brochures
- SLSF Gold Medal Fashion Show and golf outing materials
- Virtual programming and Activity Center materials
- NWSRA Sibshops flyer updated
- PURSUIT PPE flyer
- Snoezelen Sensory Room PURSUIT and Early Childhood Flyers
- Dream Lab materials
- Booster Club materials
- 2020 NWSRA/SLSF Annual Report
- New NWSRA and SLSF Infographics
- NWSRA/SLSF Calendar of Events

## MISCELLANEOUS

- Presentation to staff on "Engaging Social Media", including training on writing, photography and branding
- Videos for virtual SLSF Gold Medal Fashion Show
- Online survey on NWSRA programming spaces

## IN PROGRESS

- 2022-2024 NWSRA Comprehensive Strategic Plan
- NWSRA 2021 In Person and Virtual Programming websites/brochure/registration
- Transportation Needs, Accommodations and Obstacles survey next steps
- Database build project
- 2021 NWSRA/SLSF materials

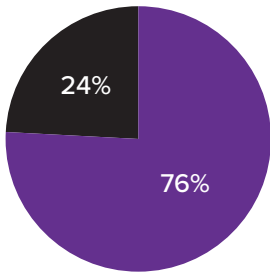


## WEBSITE STATISTICS

www.nwsra.org

**9,402** TOTAL PAGE VIEWS

**5,159** TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

**2,376** NEW VISITORS

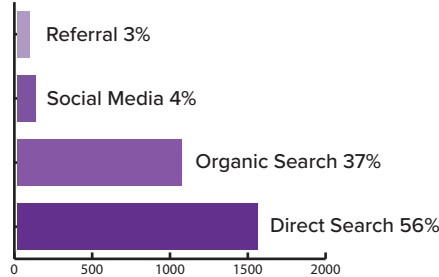
### MOST VISITED PAGES

| Rank | Page Name                        | Page Views | Avg. Time Spent |
|------|----------------------------------|------------|-----------------|
| 1.   | NWSRA   Homepage                 | 2,352      | 59 sec          |
| 2.   | NWSRA   Virtual Programming      | 1,697      | 4:15            |
| 3.   | NWSRA   NWSRA Brochure           | 1,200      | 3:39            |
| 4.   | NWSRA   Activity Center          | 720        | 2:34            |
| 5.   | NWSRA   Day Camps                | 402        | 4:13            |
| 6.   | NWSRA   Employment Opportunities | 351        | 2:39            |
| 7.   | NWSRA   Staff Contacts           | 281        | 3:08            |
| 8.   | NWSRA   Volunteer Opportunities  | 178        | 5:33            |
| 9.   | NWSRA   PURSUIT                  | 177        | 2:57            |
| 10.  | NWSRA   Staff/Volunteer Portal   | 132        | 1:09            |

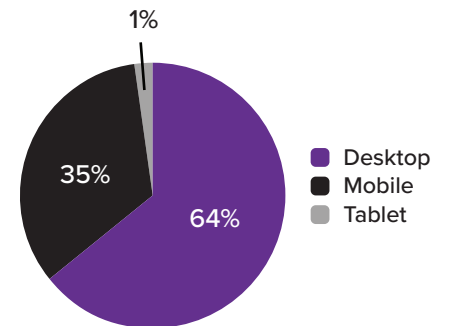
### PAGE VIEWS

### AVG. TIME SPENT

### TOP CHANNELS



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



Post Reach: 23,901  
Total Page Likes: 8,902  
Post Engagements: 2,124  
Page Views: 950



Total Followers: 398  
Tweet Impressions: 7,146  
Page Visits: 221

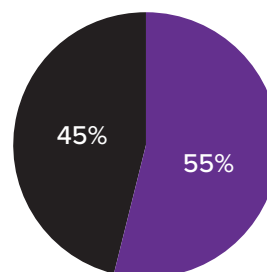


Post Impressions: 4,988  
Post Reach: 4,254  
Total Followers: 716  
Post Likes: 419

## TRENDING POSTS

- NWSRA Snoezelen Sensory Room
- In Person and Virtual Program Promotion
- Dine to Donate Promotion
- Flower Power Fundraiser
- Inclusion Team - Certified Inclusion Assessor
- Program Posts

## GOOGLE LISTING



**2,286** TOTAL SEARCHES ON GOOGLE

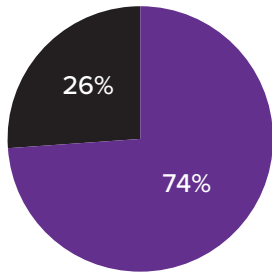
■ Direct ■ Discovery

## WEBSITE STATISTICS

www.nwsra.org

**10,558** TOTAL PAGE VIEWS

**5,401** TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

**2,476** NEW VISITORS

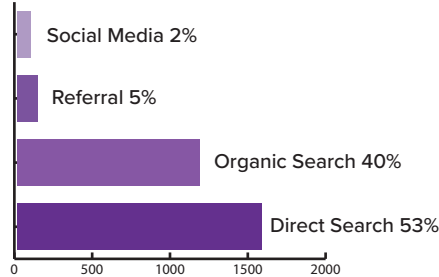
### MOST VISITED PAGES

| Rank | Page Name                        | Page Views | Avg. Time Spent |
|------|----------------------------------|------------|-----------------|
| 1.   | NWSRA   Homepage                 | 2,594      | 1:02            |
| 2.   | NWSRA   NWSRA Brochure           | 1,397      | 3:39            |
| 3.   | NWSRA   Virtual Programming      | 1,382      | 4:11            |
| 4.   | NWSRA   Activity Center          | 860        | 2:27            |
| 5.   | NWSRA   Day Camps                | 552        | 4:55            |
| 6.   | NWSRA   Employment Opportunities | 417        | 2:58            |
| 7.   | NWSRA   Staff Contacts           | 370        | 1:27            |
| 8.   | About   NWSRA                    | 186        | 2:48            |
| 9.   | NWSRA   Athletics                | 174        | 1:35            |
| 10.  | NWSRA   PURSUIT                  | 151        | 4:13            |

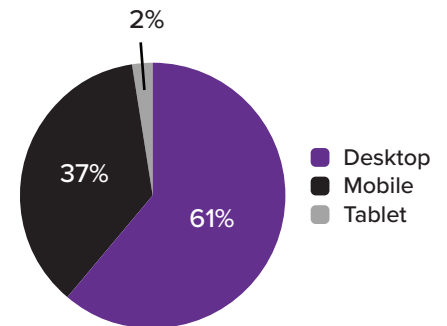
### PAGE VIEWS

### AVG. TIME SPENT

### TOP CHANNELS



### DEVICES BEING USED



■ Desktop  
■ Mobile  
■ Tablet

## SOCIAL MEDIA STATISTICS



Post Reach: 17,880  
Total Page Likes: 8,886  
Post Engagements: 1,874  
Page Views: 862



Total Followers: 398  
Tweet Impressions: 5,583  
Page Visits: 130

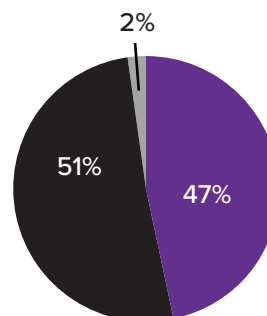


Post Impressions: 3,901  
Post Reach: 3,480  
Total Followers: 719  
Post Likes: 367

## TRENDING POSTS

- Wyatt's Dog Company Fundraiser
- In Person and Virtual Program Promotion
- NWSRA Sensory Garden
- Administrative Professionals Day
- Virtual Special Events
- SLSF 40 Anniversary

## GOOGLE LISTING



**2,686** TOTAL SEARCHES ON GOOGLE

■ Direct ■ Discovery ■ Branded

Date: May 26, 2021  
To: Tracey Crawford, Executive Director  
From: Cathy Splett, Superintendent of Development  
RE: SLSF Update for the May NWSRA Board Meeting

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**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2021-budgeted amount is \$61,200. To date, \$14,200 has been received which is lower than previous years due to the Buffalo Grove Golf Classic moving from May to August due to COVID-19 restrictions. SLSF secured five new sponsors for the Gold Medal Fashion Show, one new Hole Sponsor Deal and four new sponsors for the Palatine Hills Golf Classic. The Palatine Hills Golf Classic will have a Presenting Sponsor for the first time since 2011.

**Grants:** The FY 2021 grant budgeted amount is \$83,000. To date, SLSF has applied for \$45,584 in grants with \$26,250 approved and the remaining grants still pending. SLSF will be submitting additional grants throughout the year in order to meet the needs of NWSRA programs and the expansion of PURSUIT 6.

**Events:** The FY 2021 Events budgeted amount is \$208,585. The budgeted amount is lower than previous years due to the uncertainty of state and federal guidelines due to the COVID-19 pandemic, but higher than the actual funds raised through events in 2020. The 31<sup>st</sup> Gold Medal Virtual Fashion Show was held on March 14, 2021 and netted \$31,477.93, which was higher than last year because of lower expenses with the virtual format. Over 200 guests, including Senator Adriane Johnson, attended the virtual Fashion Show.

SLSF is currently planning all five of the upcoming golf outings. The SLSF team is following guidelines in order to provide safe events.

**Grants to NWSRA:** The Board approved a grant in the amount of \$260,000 for the fiscal year 2021. The first of three installments will be paid in May, the second installment in October, and the third installment in December.

**Outreach:**

- During March and April, SLSF presented at four civic organizations about the work of NWSRA and SLSF.
- Staff are currently talking with two local nonprofits about collaborative fundraisers.
- SLSF received 50% of proceeds, which was \$1,574 through The Flower Power Fundraiser.
- SLSF collaborated with Wyatt's Dog Company with a portion of the proceeds raised during the month of April benefitting SLSF. Wyatt is one of our models, diagnosed with Down syndrome and autism, who started his own business in October 2020.
- Staff are beginning to attend in person networking events to increase the public profile of SLSF and NWSRA.
- SLSF contacted 500 new businesses in Schaumburg/Hoffman Estates to assist with the new NWSRA Programming Space in Hoffman Estates.
- SLSF will be sponsoring events at the following NWSRA member park districts: Buffalo Grove Park District, Elk Grove Park District, Salt Creek Park District, Schaumburg Park District and Streamwood Park District.



FY 2021 NWSRA 1st Quarter Budget Worksheet (Cash Basis with Accrual Adjustments)

| Line Item #           | Description                     | FY 2021 Budget      | January-March 2021  | Accrual Adjustments | Total after Adjustments | % Change from Budget | Explanation  |
|-----------------------|---------------------------------|---------------------|---------------------|---------------------|-------------------------|----------------------|--|
| <b>Income</b>         |                                 |                     |                     |                     |                         |                      |  |
| 310000                | Member District Assessments     | 4,320,307.35        | 1,082,265.87        |                     |                         | 25.1%                | This line item is the MDAA contributions from each Member District. The Member Districts that are scheduled to pay their MDAA first and second installments, are all paid in full, therefore we are on target in this line item for the first quarter.   |
| 320000                | Program Fees                    | 292,362.56          | 62,154.25           |                     |                         | 21.3%                | This line item encompasses revenue collected for all NWSRA programs. The 2020 COVID Budget has continued through the first quarter of the 2021 fiscal year. An anticipated increase in revenue will be collected and reflected in the second quarter due to the implementation of Social Clubs & Special Events being in-person.   |
| 321000                | Transportation - Door to Door   | 1,227.80            | 0.00                |                     |                         | 0.0%                 | This line item includes all pick up and drop off transportation fees collected for door to door services provided from and to a participants home. Due to COVID 19, Door to Door transportation is not offered during the first quarter of the fiscal year.  |
| 321100                | Transportation - Pick up Points | 10,793.00           | 301.00              |                     |                         | 2.8%                 | This line item includes all pick up and drop off transportation fees collected for services provided from and to a designated pick up and drop off location. Due to COVID 19 restrictions, transportation is not offered during the first quarter of the fiscal year for NWSRA programs. The only transportation currently being provided is twice a week from the Collaborative PURSUIT Community Day Programs and is limited to 4 clients per bus. |
| 340000                | Non-Program Revenue             | 158,458.20          | 0.00                |                     |                         | 0.0%                 | The revenue that comes into the agency for Pcard rebate checks, speaker honorariums, and other Collaborative reimbursement money. There was no receipt of non-program revenue in the 1st quarter.  |
| 350000                | SLSF Grant Contributions        | 260,000.00          | 0.00                |                     |                         | 0.0%                 | This line item is designated for the SLSF Grants funds for transportation, lighten athletes, scholarships, inclusion and general program support. The first transfer is scheduled to take place in the second quarter.   |
| 360000                | Sale of Fixed Assets            | 500.00              | 0.00                |                     |                         | 0.0%                 | This line item represents the sale of equipment, furniture or vehicles. There were no sales of fixed asset in 1st quarter.   |
| 370000                | Interest                        | 12,175.11           | 2,618.32            |                     |                         | 21.5%                | This line item includes interest earned on the operating and investment accounts. Interest rates continue to fluctuate, however, this line item is on target.  |
| 380000                | Revenue SLSF                    | 150.00              | 15.00               |                     |                         | 10.0%                | This line item includes donations meant to go to SLSF via the NWSRA registration form, booster club and any other donation to SLSF through NWSRA. This line item is on target.   |
| 385000                | Reserve Transfer                | 269,612.46          | 0.00                |                     |                         | 0.0%                 | This line item includes the transfer of any Capital or Reserve account funds used to pay for dedicated projects. There were no reserve transfers in the 1st quarter.   |
|                       | <b>Total Income</b>             | <b>5,325,586.48</b> | <b>1,147,354.44</b> | <b>0.00</b>         | <b>1,147,354.44</b>     | <b>21.5%</b>         |  |
| <b>Administration</b> |                                 |                     |                     |                     |                         |                      |  |
| 421001                | Professional Fees               | 4,475.00            | 0.00                |                     |                         | 0.0%                 | This line item is used for professional fees including HR Source membership, Comprehensive Salary Survey. There has been no professional fees this quarter.  |
| 421002                | Legal Fees                      | 6,650.00            | 0.00                |                     |                         | 0.0%                 | This line item includes all the legal fees for the agency. Legal fees were delayed by law firm. Charges will reflect in 2nd quarter.   |
| 421003                | Miscellaneous                   | 1,230.00            | 97.66               |                     |                         | 7.9%                 | This line item is for any additional professional fee or service that has not been allocated. On target as majority of expenses expected in 3rd quarter.   |
| 421100                | Office Supplies                 | 3,790.00            | 1,462.97            |                     |                         | 38.6%                | This line item includes expenses for lock smith, keys, office furniture, supplies and misc., office needs. Expenses are higher in the first quarter due to the purchase of checks.   |
| 421150                | Credit Card & Bank Fees         | 11,772.00           | 1,894.81            |                     |                         | 16.1%                | This line item includes all fees associated with credit card processing and banking fees. This line item is as projected for the 1st quarter.  |
| 421200                | Postage                         | 7,100.00            | 2,465.00            |                     |                         | 34.7%                | This line item includes all postage expenses and the rental of the postage machine. Expenses are slightly higher in this line item due to the payment of the Pitney Bowes postage machine taking place in the 1st quarter.   |
| 421300                | Telephone/Fax                   | 21,257.00           | 4,713.17            |                     |                         | 22.2%                | This line item includes the agency phone serve, the director internet and all of the staff phone expenses. Expenses are on target in this line item, with cell phone, office phone and other phone related expenses remaining consistent with anticipated COVID budgeting.   |

|                |  |                     |                   |             |                   |              |   |
|----------------|--|---------------------|-------------------|-------------|-------------------|--------------|---|
| 421400         | Conference/Education                   | 30,914.00           | 1,518.95          |             |                   | 4.9%         | This line item includes all conferences, workshops, webinars and professional development training for staff. Expenses are lower in this line items due to the majority of conferences being held virtually or not at all in the first quarter.   |
| 421500         | Memberships/Certifications             | 21,743.00           | 2,509.25          |             |                   | 11.5%        | This line item includes all of the membership costs for staff to join state, local and national professional associations, as well as certification exam reimbursement fees, renewal fees and the CDL reimbursement and renewals. Expenses are lower in this line items due to the majority of the memberships being renewed in the fourth quarter.                         |
| 421600         | Health Insurance                       | 545,710.75          | 42,785.02         |             |                   | 7.8%         | This line item includes the health insurance for the full time employees. This amount only reflects 2 months of the 1st quarter and several full time positions still being vacant at this time. Budgeted to fill positions in the 3rd quarter.   |
| 421700         | Maintenance/Utilities                  | 51,527.42           | 9,207.94          |             |                   | 17.9%        | This line item includes all expenses for services from the Rolling Meadows Park District, internet, natural gas and electric and cleaning supplies for the offices. On target with utilities for 1st quarter.   |
| 421800         | Rent                                   | 150,186.00          | 37,524.00         |             |                   | 25.0%        | This line item includes the rental fees for the NWSRA office condo space, RMCC, HPCC, MPCC, WCC, BGCC rent. On Target for Rent for 1st quarter.   |
| 421900         | Computers                              | 162,544.63          | 33,233.57         |             |                   | 20.4%        | This line item includes computer services and repairs, software, hardware, framework support, website and Database enhancements. Expenses are slightly lower in this line item. Annual software renewals and database expenses taking place in the 2nd, 3rd and 4th quarters  |
|                | <b>Subtotal Administration Expense</b> | <b>1,018,899.80</b> | <b>137,412.34</b> | <b>0.00</b> | <b>137,412.34</b> | <b>13.5%</b> |   |
| <b>Program</b> |  |                     |                   |             |                   |              |   |
| 422100         | Rental Municipal                       | 30,674.00           | 442.00            |             |                   | 1.4%         | This line item has expenses allocated for Member District rentals, NSSEO facility rentals, Scxhool District rentals and SRA rentals for tournaments and Church space rentals. NWSRA programs are still under COVID-19 restrictions, at this time limited space is being rented or used for programs and services outside of the 5 NWSRA Programming Spaces.                 |
| 422200         | Commercial Expense                     | 34,271.68           | 800.00            |             |                   | 2.3%         | This line item includes expenses used at commercial facilities in the community. Expenses in this line item are anticipated to increase as COVID-19 restrictions ease and NWSRA staff begin to schedule community trips and outings.  |
| 422300         | Program Development                    | 9,672.50            | 1,300.98          |             |                   | 13.5%        | This line item includes expenses for new programming endeavors. Activity Boxes and Virtual Program Supply Boxes are currently what is budgeted for in this line item.   |
| 422400         | Program Supplies                       | 69,810.29           | 7,635.21          |             |                   | 10.9%        | This line item includes expenses for all program supplies, staff recognition and incentives and any misc., items needed to support programs and staff. The 2020 COVID Budget has continued through the first quarter of the 2021 fiscal year. An anticipated increase in expenses will occur in the second quarter due to the implementation of more in person programming. |
| 422500         | Commercial Transportation              | 0.00                | 0.00              |             |                   | 0.0%         | This line item includes expenses for transportation services for summer day camp and leisure education programs. No commercial transportation was budgeted for Day Camp or Leisure Education with the schools in 2021.  |
| 422600         | Mileage                                | 8,000.00            | 0.00              |             |                   | 0.0%         | This line item is designated for staff mileage reimbursement based on the rate of .58/mile. Mileage reimbursement was frozen in 2020 due to COVID and has not been reinstated.  |
| 422700         | Transportation Maintenance             | 62,154.08           | 16,465.77         |             |                   | 26.5%        | This line item includes vehicle service fees and maintenance fees. Maintenance fees are slightly higher due to completing bus repairs before returning to programs that provide transportation.   |
| 422800         | Transportation Gas/Tolls               | 42,711.00           | 2,727.46          |             |                   | 6.4%         | This line item includes the expenses for the gasoline for the NWSRA fleet, tolls and parking. On target due to transportation not being offered during the 1st quarter.   |
| 422900         | Printing                               | 15,150.00           | 1,444.96          |             |                   | 9.5%         | This line item includes agency brochures, copier leases, printer supplies, paper and other printed materials for PR and Marketing. Expenses are lower in this line item due to a pre-purchase of paper at the end of 2020, resulting in less need for paper orders. Marketing materials have been done electronically and most print materials have been done in house.     |
| 423100         | Public Awareness                       | 27,693.40           | 5,754.26          |             |                   | 20.8%        | This line item includes expenses that are for awards/recognition, ads, online advertisements, recruitment and outreach. Expenses are slightly lower in this line item, as outreach and recruitment activities have been limited due to COVID-19.  |
|                | <b>Subtotal Program Expense</b>        | <b>300,136.95</b>   | <b>36,570.64</b>  | <b>0.00</b> | <b>36,570.64</b>  | <b>12.2%</b> |   |
| <b>Salary</b>  |  |                     |                   |             |                   |              |   |

|                                |   |                     |                   |             |                   |               |  |
|--------------------------------|---|---------------------|-------------------|-------------|-------------------|---------------|--|
| 424100                         | Full Time Salary                              | 2,141,784.79        | 429,243.20        |             |                   | 20.0%         | This line includes salary expenses for full time employees. NWSRA froze all hiring of full time employees during 2020. Only one position has been filled in the first quarter.   |
| 424200                         | Part Time Salary                              | 293,430.97          | 2,903.23          |             |                   | 1.0%          | This line item includes the wages for all hourly part time employees. Lower than anticipated due to the only part time employees currently on payroll are interns.   |
| 424300                         | Payroll Processing                            | 12,850.00           | 855.98            |             |                   | 6.7%          | This line item includes the expenses for new hire reporting, TLO processing, quarterly, W-2 process, FSA processing and check processing.  |
| 424400                         | Independent Contractors                       | 45,012.40           | 611.44            |             |                   | 1.4%          | This line item includes all independent contracted payments. Independent contractors are currently being used for the PURSUIT Community Adult Day Program and General NWSRA Music Programs.  |
| 424500                         | Car Allowance                                 | 7,800.00            | 1,800.00          |             |                   | 23.1%         | This line item is for the Executive Directors car allowance. On Target for 1st quarter   |
|                                | <b>Subtotal Salary Expense</b>                | <b>2,500,878.16</b> | <b>435,413.85</b> | <b>0.00</b> | <b>435,413.85</b> | <b>17.4%</b>  |  |
| <b>Liability/Audit/IMRF</b>    |   |                     |                   |             |                   |               |  |
| 441000                         | Liability                                     | 124,807.26          | 0.00              |             |                   | 0.0%          | This line item includes expenses for property, liability, workers compensation, employment and pollution, unemployment insurance, background checks, safety incentives, physicals and drug screenings. Liability payments are made in June & December, therefore high expenses expected in the 2nd and 4th quarters. The hiring restrictions of 2020 are still in place in the 1st quarter of 2021, therefore, no new hires in 1st quarter producing no expenses.                          |
| 442000                         | Audit   | 6,625.00            | 5,500.00          |             |                   | 83.0%         | This line includes the auditor fees. Audit is performed in the 1st quarter. This line item is on target.   |
| 442100                         | FICA  | 215,421.88          | 34,343.94         |             |                   | 15.9%         | This line item includes expenses for FICA for all NWSRA staff. NWSRA continues a hiring freeze. Staff anticipate filling vacant positions in the 2nd and 3rd quarter. This line item is on target.   |
| 442200                         | IMRF  | 156,955.18          | 52,692.38         |             |                   | 19.8%         | This line item includes expenses for employer expenses for IMRF. NWSRA continues a hiring freeze. Staff anticipate filling vacant positions in the 2nd and 3rd quarter. This line item is on target.   |
|                                | <b>Subtotal Liability/Audit/IMRF Expenses</b> | <b>503,809.32</b>   | <b>92,536.32</b>  | <b>0.00</b> | <b>92,536.32</b>  | <b>18.4%</b>  |  |
| <b>ADA Compliance/ Capital</b> |   |                     |                   |             |                   |               |  |
| 450000                         | Inclusion                                     | 467,264.00          | 21,910.00         |             |                   | 4.7%          | This line item includes expenses for Inclusion staff and other inclusion support needed for Member Districts. This line item is significantly low due to less before care and after care needs due to the COVID 19 shutdown within schools. Member Park Districts registrations were high with ELearning but fluctuated based on the different phases the state was in. The department also did not spend any money on Winter/Spring Training for inclusion aides due to it being virtual. |
| 460000                         | Capital Expenses                              | 292,402.96          | 12,230.80         |             |                   | 4.2%          | This line item includes the expenses of any Capital or General expenses for dedicated projects. This line is low due to only working on necessary capital items: Copy machines and HVAC system.  |
|                                | <b>Subtotal ADA/Capital Expenses</b>          | <b>759,666.96</b>   | <b>34,140.80</b>  | <b>0.00</b> | <b>34,140.80</b>  | <b>4.5%</b>   |  |
|                                | <b>Total Expenses</b>                         | <b>5,083,391.19</b> | <b>736,073.95</b> | <b>0.00</b> | <b>736,073.95</b> | <b>14.5%</b>  |  |
|                                | <b>Net Income(Revenue-Expenses)</b>           | <b>242,195.29</b>   | <b>411,280.49</b> | <b>0.00</b> | <b>411,280.49</b> | <b>169.8%</b> |  |

# Financial Management

| Focus 1A. Budget Training  |                      |                  |                   |  |
|--|----------------------|------------------|-------------------|--|
| Goal   | Department           | Point Person     | Quarter Completed | Objective Completed  |
| 1. Create budget resource materials to enhance all staff knowledge of department budgets in relation to the overall budget | Director's Work Plan | Darleen Negrillo | 4th quarter       |  |
| 2. Create budget training modules to be uploaded into Power DMS that stem from the budget resource materials               | Admin                | Darleen Negrillo | 4th quarter       |  |
| Focus 1B. Alternate Funding Sources  |                      |                  |                   |  |
| Goal   | Department           | Point Person     | Quarter Completed | Objective Completed  |
| 3. Increase collaborative/cooperative programs by partnering with other agencies to combine resources                      | Program Development  | Emily Nock       | 4th Quarter       | Program Development team has established a partnership with Lakeshore Gymnastics in order to enhance the Lightning Gymnastics team with seasoned coaches as well as proper space and equipment.  |
| 4. Research partnerships with Corporate agencies that require volunteers hours in order to submit for Grant funding        | Program Development  | Emily Nock       | In Progress       | A community grid has been created that includes a lists of companies able to and have a grant program that goes along with volunteering. The grid also included programs and special events for companies to select which volunteer oportunities works in their schedule |
| 5. Investigate and establish programs that could be fully or partially sustained by part-time staff and overseen by a CTRS | Program Development  | Emily Nock       | Ongoing           | Pending qualifying lists for speciality programs. Once staff are taken off furlough, they will be served for speciality skills and comfortability with instructing.  |
| Focus 1C. Program Fee & Budget Analysis  |                      |                  |                   |  |
| Goal   | Department           | Point Person     | Quarter Completed | Objective Completed  |

# Financial Management

|  |                      |                  |           |  |
|--|----------------------|------------------|-----------|--|
| 6. Develop a transportation hubs system to decrease cost and vehicle usage | Director's Work Plan | Darleen Negrillo |           | A Hub system has been created for Saturday programs beginning Summer 2021. The transportation survey and report will be reviewed during the Strategic Planning process. A second part survey question has been added to the Survey to stakeholders and families to discuss costs associated with transportation. |
| 7. Create qualifications for door to door transportation service and cost  | Management           | Manny Aguilar    | Quarter 1 | The Admin team has approved guidelines and a Jot form will be created for the application process for families to complete to see if they qualify for Door-to-door transportation. New program will be rolled out in the Fall of 2021.   |

## Focus 1D. NWSRA Investment Portfolio, Capital Replacement Plan, Operating and Capital Reserve Funds for Long Range Planning

| Goal  | Department           | Point Person     | Quarter Completed | Objective Completed  |
|---|----------------------|------------------|-------------------|--|
| 8. Create appropriate funding in Capital plan to continue to cover both anticipated and unanticipated building repairs, rental increases and deep cleaning in owned/leased NWSRA spaces | Director's Work Plan | Darleen Negrillo | In Progress       | Through the Financial Task Force, NWSRA staff created a five year Capital Plan that includes Park Central maintenance, repairs, deep cleaning and facility costs as well as rental increases, repairs, maintenance and deep cleaning for all 6 sites rented from the Member Districts for NWSRA programming Space. |
| 9. Continue to financially analyze the expansion of NWSRA Program Spaces  | Director's Work Plan | Andrea Griffin   | In Progress       | Moving into the design phase with Hoffman Estates Park District & WT Engineering for the 6th NWSRA Programming Space at the Hoffman Estates Park Distirct Vogelei House.   |
| 10. Implement ADA transition plan items   | Director's Work Plan | Brian Selders    |                   | A Park Central Condo meeting has been scheduled to address the implementation of ADA transition plan items. Working with the RM staff to ccreate a fund for the Condo repairs.   |
| 11. Implement Board Finance Committee Task Force  | Director's Work Plan | Darleen Negrillo | In Progress       | The Task Force has held the first Task Force meeting on February 10, 2021 to review the NWSRA monthly financial documents, Fund Balance policy and the NWSRA bank accounts. NWSRA staff has created a 5 year rolling Capital Plan and General Reserve Plan for the Financial Task Force to review.                 |

# Operational Excellence

| Focus 2A. Adult and Senior Programming   |                      |                                   |                   |  |
|--|----------------------|-----------------------------------|-------------------|--|
| Goal   | Department           | Point Person                      | Quarter Completed | Objective Completed  |
| 1. Investigate and develop senior programming model and partnerships for the aging adults within PURSUIT     | Director's Work Plan | Andrea Griffin                    | In Progress       | A site analysis has been completed to determine the max number of clients per site based occupancy of the facility space. Identified NWSRA participants that range from 45+, broke out the interest list participants by year the service will be needed. Investigated Senior Disability programming nationally and locally. Working with school districts who have transition programs to identify the number of students transitioning out of school in the next 3 to 5 years. |
| 2. Evaluate existing NWSRA programs/ service and develop new offerings for Active Adults/Seniors             | Director's Work Plan | Jacki Moore                       |                   | The summer brochure is currently in progress and will include one new senior programming program called Chair One Fitness for ages 45 and older  |
| 3. Develop and implement the sixth NWSRA Program Space   | Director's Work Plan | Andrea Griffin                    | In Progress       | Staff are moving into the designing phase for the Programming Space at Vogelei House with Hoffman Estates Park District & WT Engineering .   |
| 4. Create participants eligibility guidelines for traveling trips and overnights                             | Management           | Jacki Moore                       |                   | In progress  |
| 5. Implement Chair One Fitness programs schedule to add to adult and senior programming                      | Management           | Jacki Moore                       |                   | 1) Chair One Fitness program was added to summer brochure and is geared towards seniors aged 45 and up. 2) Creating contacts at local nursing homes to offer cooperative programming 3) PURSUIT in the planning stages of the layout of PURSUIT Plus a collaboration with Clearbrook   |
| 6. Create a marketing and promotional plan for Club Wellness, the new licensed fitness and nutrition program | Management           | Manny Aguilar<br>Mackenzie Irelan |                   | Program Development team has established a partnership with Lakeshore Gymnastics in order to enhance the Lightning Gymnastics team with seasoned coaches as well as proper space and equipment.  |

# Operational Excellence

| Focus 2B. Early Childhood and School Age Programming   |                      |                 |                   |   |
|--|----------------------|-----------------|-------------------|---|
| Goal   | Department           | Point Person    | Quarter Completed | Objective Completed   |
| 7. Evaluate and expand current NWSRA programs offerings for Early Childhood and School Age participants            | Management           | Jacki Moore     |                   | 1) Created flyers for early childhood Snoezelen 2) Outreach event with Kineely geared towards early childhood registrations   |
| Focus 2C. Communications and Publicity   |                      |                 |                   |   |
| Goal   | Department           | Point Person    | Quarter Completed | Objective Completed   |
| 8. Continue to publicize NWSRA staff achievements and certifications that enhance programs and services            | Programming          | Brian Selders   |                   | <b>The Admin team has approved guidelines and a Jot form will be created for the application process for families to complete to see if they qualify for Door-to-door transportation. New program will be rolled out in the Fall of 2021.</b><br><br>NWSRA staff achievements have been highlighted on various social media platforms, including staff of the month, ITRS Awards including the Rising Star Award for Lauren Jevaney and the Outstanding Program Award for the Dream Lab   |
| 9. Promote NWSRA programs and services through sharing of participant and families personal success stories        | Programming          | Brian Selders   |                   | Personal success stories have been shared through a variety of media, including social media, online participant highlights, and website presence to thousands of stakeholders.   |
| 10. Create and implement procedure manual for CIVI CRM database  | Admin                | Brian Selders   | 1st Quarter       | Procedure manual for CiviCRM database has been completed and is saved in NWSRA G: drive (shared files), and available for all staff for reference   |
| 11. Develop timeline and procedure for the creation and implementation of a new NWSRA Strategic Plan for 2022-2024 | Director's Work Plan | Tracey Crawford | In Progress       | In January, the Camp Fire Connection Consulting Firm was hired to create a three year Strategic Plan for 2022 - 2024. An online survey was created and sent to all families, staff and stake holders to be completed by the end of April. The Board members will be asked to schedule a time to meet with strategic planner Jarrod Scheunemann. Professor, Jeremy Robinett, from Western IL University will conduct the 4 Reginal focus groups scheduled for community stake holders, participants and families in June. Focus groups will also be held with staff in June. |

## Operational Excellence

|   |                      |                 |  |  |
|---|----------------------|-----------------|--|--|
| 12. Reach out to Park District Executive Directors for invitation to Member District board meetings | Director's Work Plan | Tracey Crawford |  | Due to COVID-19, inperson Board Meetings continue to be on hold in the first quarter for many of the NWSRA Member Districts and for those having meetings, outside guests are limited. |
|---|----------------------|-----------------|--|--|



# Promoting Leadership

| Focus 3A. Training  |                      |                                |                   |  |
|---|----------------------|--------------------------------|-------------------|--|
| Goal  | Department           | Point Person                   | Quarter Completed | Objective Completed  |
| 1. Create and implement new orientation program for new Park District staff on NWSRA  | Director's Work Plan | Andrea Griffin                 | In Progress       | Working with Member Park District Superintendents to determine best platform for orientation   |
| 2. Revamp part-time staff evaluations in order to provide specific feedback and identify staff ready for a leadership role        | Management           | Emily Nock                     | 1st Quarter       | Completed and in an electronic format  |
| 3. Develop position specific manuals for Admin and Managers   | Director's Work Plan | Darleen Negrillo<br>Emily Nock | In Progress       | Requested Timelines/task list from all managers and superintendents due in July. Once received, will compare to operations manual and request any procedure we do not have.  |
| 4. Finalize procedural manual for Management positions  | Director's Work Plan | Darleen Negrillo               | In Progress       | This will be part of the Operations Manual   |
| 5. Prepare and start process for DA reaccreditation for 2022  | Director's Work Plan | Tracey Crawford                | In Progress       | A DA preparation team has been created containing employees from various departments throughout the agency. The team meets monthly to review each section and the materials to be uploaded into Power DMS to address the standard. |
| 6. Create a tier level of training to incorporate all levels to train staff on certain topics based off longevity and/or position | Admin                | Rachel Hubsch                  | In Progress       | Program Development team has established a partnership with Lakeshore Gymnastics in order to enhance the Lightning Gymnastics team with seasoned coaches as well as proper space and equipment.                                    |

## Promoting Leadership

|   |       |            |             |  |
|---|-------|------------|-------------|--|
| 7. Reevaluate PT staff trainings to ensure new safety protocols are put in place in order to have staff effectively trained | Admin | Emily Nock | In Progress | In Progress and will be rolled out in Summer of 2021 |
|---|-------|------------|-------------|--|

### Focus 3B. Succession Planning

| Goal  | Department           | Point Person    | Quarter Completed | Objective Completed  |
|---|----------------------|-----------------|-------------------|--|
| 8. Continue to offer professional development and SWOT opportunities for full-time staff over a year of longevity | Director's Work Plan | Tracey Crawford | On Going          | Individual SWOTs and Professional Development meetings have been set up for all Recreation Specialists interested in interviewing for the open Coordinator positions that were frozen during 2020. Three Administrative staff are mentoring teams of 2 - 3 Recreation Specialists as they complete the newly created Coordinator Development Series booklets. As departments see an increase in participation numbers, Coordinator interviews will be conducted. |
| 9. Create mentoring committee for full-time staff and send out survey to assess staff needs for mentoring         | Admin                | Andrea Griffin  | In Progress       | A Hub system has been created for Saturday programs beginning Summer 2021. The transportation survey and report will be reviewed during the Strategic Planning process. A second part survey question has been added to the Survey to stakeholders and families to discuss costs associated with transportation.   |

### Focus 3C. Public Relations

| Goal | Department | Point Person | Quarter Completed | Objective Completed |
|------|------------|--------------|-------------------|---------------------|
|------|------------|--------------|-------------------|---------------------|

## Promoting Leadership

|   |                      |               |             |   |
|---|----------------------|---------------|-------------|---|
| 10. Effectively communicate factors that may affect program services including new legislation and regulations to participants, families, board members and the community | Director's Work Plan | Brian Selders | On Going    | Strategic Plan survey has been sent to all stakeholders to gather information and determine priorities that will be outlined within the 2022-2024 NWSRA Strategic Plan later in the year. |
| 11. Educate new legislators on NWSRA programs, services, needs and opportunities  | Director's Work Plan | Brian Selders | In Progress | NWSRA attended the virtual IAPD Joint Legislator's Breakfast in February to stay abreast of latest legislation and share information on NWSRA activities.                                 |

### Focus 3D. Service Leadership

| Goal  | Department | Point Person  | Quarter Completed | Objective Completed  |
|---|------------|---------------|-------------------|--|
| 12. Implement a goal within each agency committee to incorporate community service within Member District communities | Admin      | Rachel Hubsch | 1st Quarter       | Completed, each committee has a community service goal submitted |

# Outstanding Service

## Focus 4A. Parent / Stakeholder Feedback, Education and Networking

| Goal   | Department           | Point Person                  | Quarter Completed | Objective Completed   |
|--|----------------------|-------------------------------|-------------------|---|
| 1. Create a recruitment campaign to portray the benefits of working at NWSRA   | Recruitment          | Jake Joyce                    |                   |   |
| 2. Create a questionnaire to collect feedback on program/services from registration to the completion of a program                               | Director's Work Plan | Emily Nock                    |                   |   |
| 3. Enhance outreach efforts to minority patrons within all member districts  | Admin                | Andrea Griffin<br>Jacki Moore | In Progress       | Identifying school programs and support groups geared for minority students and families.   |
| 4. Develop a referral program for program/services for participants and families   | Program Development  | Emily Nock                    | 1st Quarter       | Refer a friend program will start with Summer 2021 registration season  |
| 5. Foster and develop relationships with support groups or non for profit agencies providing resources for children and adults with disabilities | Collaborative        | Andrea Griffin                | In Progress       | Staff have reached out to current non-profit parent support groups, created a support list, and identified staff to make connections to begin building relationships. |

## Focus 4B. Community Outreach

| Goal  | Department       | Point Person                      | Quarter Completed | Pending qualifying lists for speciality programs. Once staff are taken off furlough, they will be   |
|---|------------------|-----------------------------------|-------------------|---|
| 6. Establish meeting schedule with group home caregivers to brainstorm how to incorporate leisure into group home participants lifestyle and ease the process of registration | Collaborative    | Katrina Wiegand<br>Lauren Jevaney | In Progress       | Staff have reached out to CILA Directors and created individual CILA programming for two homes in May. NWSRA will be meeting with local CILA Directors over the next few months to discuss the registration forms and the registration processes for their clients now that they are allowed to attend community activities outside of the group homes. |
| 7. Strengthen agency impact in the community by providing community service involvement opportunities   | Staff Enrichment | Rachel Hubsch                     |                   |   |

## Outstanding Service

|  |               |                |             |  |
|--|---------------|----------------|-------------|--|
| 8. Enhance visibility of the NWSRA programs and services   | Outreach      | Brian Selders  | On Going    | Visibility of NWSRA programs has been enhanced through the implementation of a variety of tactics including month-to-month brochures, new flyers and brochures, new online pages, and outreach to new families, businesses and organizations   |
| 9. Continue to enhance social media presence for NWSRA   | Marketing     | Brian Selders  | On Going    | A Hub system has been created for Saturday programs beginning Summer 2021. The transportation survey and report will be reviewed during the Strategic Planning process. A second part survey question has been added to the Survey to stakeholders and families to discuss costs associated with transportation. |
| 10. Create registration days for agencies servicing the lifespan of people with disabilities to ease the registration process for QIDP's | Collaborative | Andrea Griffin | In Progress | The Admin team has approved guidelines and a Jot form will be created for the application process for families to complete to see if they qualify for Door-to-door transportation. New program will be rolled out in the Fall of 2021.   |
| 11. Host ribbon cutting for the Sensory Garden and invite potential partnerships   | Collaborative | Andrea Griffin |             | This will take place in 3rd quarter  |

### Focus 4C. Facility Usage and Location Analysis

| Goal   | Department           | Point Person     | In Progress | Objective Completed   |
|--|----------------------|------------------|-------------|---|
| 12. Maximize use of Member Park District facilities to ensure participants are included within the community         | Director's Work Plan | Darleen Negrillo |             | During the past year, due to the COVID-19 restrictions, staff hosted all in person programs and services at the five NWSRA programming locations within the Member Park Districts. This allowed more participants and parents to access the sites and their many unique offerings right in their communities. |
| 13. Develop a procedure to establish collaborations with schools, public and/or private agencies for facility spaces | Facility Operations  | Darleen Negrillo |             | A Park Central Condo meeting has been scheduled to address the implementation of ADA transition plan items. Working with the RM staff to create a fund for the Condo repairs.   |

## Outstanding Service

|   |   |                  |             |  |
|---|---|------------------|-------------|--|
| 14. Revamp facility usage reports   | Director's Work Plan                      | Darleen Negrillo |             |  |
| 15. Investigate more outdoor / nature facilities to be able to provide more outside programming | Program Development / Facility Operations | Darleen Negrillo | In progress | A new program called Trail Travelers for Seniors will visit a different and/or nature sites within member districts. |

### Focus 4D. Program Service Analysis and Development

| Goal  | Department           | Point Person     | Quarter Completed | Objective Completed   |
|---|----------------------|------------------|-------------------|---|
| 16. Share Transportation Report results in conjunction with Connect to Community  | Director's Work Plan | Brian Selders    |                   | NWSRA reached out to stakeholders with the 2022-2024 Strategic Plan survey, which will outline priorities for future direction. Within the process of creation of the overall Strategic Plan, the Transportation Report results will provide direction on creating an action plan to address transportation barriers and needs. |
| 17. Analyze Transportation Report results to develop an action plan for NWSRA to address transportation barriers and needs                                  | Director's Work Plan | Darleen Negrillo |                   |   |
| 18. Create electronic forms for staff to use with iPad at program. (Van checklist, attendance, pre/post program checklist, hazard conditions report, etc.). | Admin                | Darleen Negrillo | In Progress       | Team has been created and is currently reviewing program forms. They are being updated and then being converted to digital format. Will then move to facility checklist and vehicle forms.  |
| 19. Establish consistency in program leaders for each program. Create a list of full and part time staff that are qualified to run each specialized program | Program Development  | Emily Nock       | In progress       | With PT returning for summer 2021 programs consistency within programs will become more accessible. In Fall 2021 the list of specialized leaders will be created when the majority of PT leaders have returned to programs.   |
| 20. Evaluate the process of how participant information file (PIF) information is documented and shared season to season to program leaders                 | Program Development  | Emily Nock       | Completed         | Andrea and Brian have completed written procedures and will be rolled out in Summer of 2021   |

# **IX. New Business**

[Return to home](#)

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: 2020 Audit

Date: May 26, 2021

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Motion to accept the 2020 Audit as presented by Lauterbach and Amen.



**Date: May 26, 2021**  
**To: NWSRA Board**  
**From: Tracey Crawford, Executive Director**  
**Re: FSA Amendment due to COVID-19**

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In 2021, the IRS extended the Care Act in regards to Flexible Spending Accounts (FSA). IRS Notice 2021-1 states, as of January 1, 2021, Medical FSA plan holders have the ability to increase or decrease their contributions at any time throughout 2021. The IRS also allows Dependent Care Account Holders the ability to cancel their account at any time throughout 2021.

Due to this change, staff are requesting approval from the Board to accept the resolution to the NWSRA Cafeteria Plan with Flexible Spending Arrangement.

**Motion:**

**A motion to approve Resolution R2021-2 to the NWSRA Cafeteria Plan with Dependent Care Flexible Spending.**

**A motion to approve Resolution R2021-3 to the NWSRA Cafeteria Plan with Health Flexible Spending Arrangement.**

AMENDMENT TO THE  
Northwest Special Recreation Association  
CAFETERIA PLAN  
with DEPENDENT CARE FLEXIBLE  
SPENDING ARRANGEMENT

THIS AMENDMENT TO THE NORTHWEST SPECIAL RECREATION ASSOCIATION CAFETERIA PLAN (the “Plan”) is adopted by Northwest Special Recreation Association, effective as of the dates set forth herein.

NOW, THEREFORE, effective and/or applicable as set forth below, the Plan is amended as follows:

A. Pursuant to the Consolidated Appropriations Act, 2021, the Dependent Care Flexible Spending Arrangement (DC FSA) offered under the Plan is hereby amended to allow for the following:

i. GRACE PERIOD

- a. For the plan year which ends in 2020, an extended grace period of twelve months has been incorporated into the plan, allowing for eligible expenses to continue to be incurred and reimbursed for twelve months after the conclusion of the plan year.
- b. For the plan year which ends in 2021, an extended grace period of twelve months has been incorporated into the plan, allowing for eligible expenses to continue to be incurred and reimbursed for twelve months after the conclusion of the plan year.

ii. ELECTION CHANGES

- a. For the plan year which ends in 2021, election changes may be made prospectively by participants without a qualifying event. For the avoidance of doubt, election changes cannot be reduced by a participant below the amount that has already been contributed or reimbursed, whichever is greater.

iii. ELIGIBLE DEPENDENT

- a. For the last plan year which had a regular enrollment period on or before January 31, 2020, the maximum age of an eligible dependent child has been increased from age 12 to age 13 for any dependent child(ren) who aged out of eligibility during the plan year, and any unused funds can be carried over to the following plan year and used for eligible expenses for the child(ren) who are now age 13.

B. Pursuant to Prop. Treas. Reg. §1.125-6(a)(4)(v), the Dependent Care Flexible Spending Arrangement (DC FSA) offered under the Plan is hereby permanently amended to allow for the following:

- i. **POST TERMINATION SPEND-DOWN OF UNUSED BALANCE**
  - a. A participant who ceases participation in the plan in any current or future plan year may continue to incur expenses and receive reimbursements for unused contributions or benefits through the end of the plan year (plus any extended grace period, if applicable) in which such participant ceased participation in the plan.

Northwest Special Recreation Association

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

ACTION TAKEN AND RESOLUTION R2021-2  
ADOPTED BY CONSENT OF THE BOARD OF DIRECTORS OF  
Northwest Special Recreation Association

The undersigned, being all of the members of the Board of Directors of Northwest Special Recreation Association (the "Employer"), hereby adopt the following Resolution by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Employer.

WHEREAS, the Employer previously adopted a Code Section 125 plan, also known as the Cafeteria Plan, (the "Plan");

WHEREAS, effective immediately, the Consolidated Appropriations Act, 2021, (the "Act") temporarily modified certain Cafeteria Plan and Dependent Care Flexible Spending Arrangement (DC FSA) regulations;

WHEREAS, Prop. Treas. Reg. §1.125-6(a)(4)(v) permanently permits posttermination spend-down of unused contributions or benefits under the DC FSA program;

WHEREAS, the Employer desires to amend the Plan as set forth in the attached Amendment and Summary of Material Modifications;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors has hereby reviewed the attached Amendment and Summary of Material Modifications and does hereby approve the adoption of the Amendment as set forth therein;

BE IT FURTHER RESOLVED that the officers of the Employer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

SUMMARY OF MATERIAL MODIFICATIONS TO THE  
Northwest Special Recreation Association  
CAFETERIA PLAN with DEPENDENT CARE FLEXIBLE SPENDING ARRANGEMENT

This document summarizes important changes to your Cafeteria Plan (the “Plan”) and Dependent Care Flexible Spending Arrangement. If you have any questions regarding the changes outlined in this Summary of Material Modifications (“SMM”), you should contact Darleen Negrillo. Keep a copy of this SMM with your Summary Plan Description for future reference.

Changes to Dependent Care Flexible Spending Arrangement (“DC FSA”)

Effective and applicable as described below, the following Plan changes will be temporarily incorporated to the Dependent Care FSA:

1) GRACE PERIOD

- a. An extended grace period of twelve months has been incorporated into the plan, allowing for eligible expenses to continue to be incurred and reimbursed for twelve months after the conclusion of the plan year which ends in 2020.
- b. An extended grace period of twelve months has been incorporated into the plan, allowing for eligible expenses to continue to be incurred and reimbursed for twelve months after the conclusion of the plan year which ends in 2021.

2) ELECTION CHANGES

- a. Election changes may be made prospectively by participants without a qualifying event through the plan year which ends in 2021. For the avoidance of doubt, election changes cannot be reduced by a participant below the amount that has already been contributed or reimbursed, whichever is greater.

3) POST-TERMINATION REIMBURSEMENTS

- a. A participant who ceases participation in the plan in any current or future plan year may continue to incur expenses and receive reimbursements for unused contributions or benefits through the end of the plan year (plus any extended grace period, if applicable) in which such participant ceased participation in the plan.

4) ELIGIBLE DEPENDENT

- a. Only for the last plan year which had a regular enrollment period on or before January 31, 2020, the maximum age of an eligible dependent child has been increased from age 12 to age 13 for any dependent child(ren) who aged out of eligibility during the plan year, and any unused funds can be carried over to the following plan year and used for eligible expenses for the child(ren) who are now age 13.

AMENDMENT TO THE  
Northwest Special Recreation Association  
CAFETERIA PLAN with HEALTH FLEXIBLE SPENDING ARRANGEMENT

THIS AMENDMENT TO THE NORTHWEST SPECIAL RECREATION ASSOCIATION CAFETERIA PLAN (the “Plan”) is adopted by Northwest Special Recreation Association, effective as of the dates set forth herein.

NOW, THEREFORE, effective and/or applicable as set forth below, the Plan is amended as follows:

- A. Pursuant to the Consolidated Appropriations Act, 2021, the Health Flexible Spending Arrangement (FSA) offered under the Plan is hereby amended to allow for the following:
  - i. CARRYOVER
    - a. For the plan year which ends in 2020, carryover of unused funds is permitted to the following plan year without any dollar limit restriction on the carryover amount.
    - b. For the plan year which ends in 2021, carryover of unused funds is permitted to the following plan year without any dollar limit restriction on the carryover amount.
  - ii. ELECTION CHANGES
    - a. For the plan year which ends in 2021, election changes may be made prospectively by participants without a qualifying event. For the avoidance of doubt, election changes cannot be reduced by a participant below the amount that has already been contributed or reimbursed, whichever is greater.
  - iii. POST-TERMINATION SPEND-DOWN OF UNUSED BALANCE
    - a. A participant who ceases participation in the plan in calendar year 2020 may continue to incur expenses and receive reimbursements for unused contributions or benefits through the end of the plan year (plus any extended grace period, if applicable) in which such participant ceased participation in the plan.
    - b. A participant who ceases participation in the plan in calendar year 2021 may continue to incur expenses and receive reimbursements for unused contributions or benefits through the end of the plan year (plus any extended grace period, if applicable) in which such participant ceased participation in the plan.

Northwest Special Recreation Association

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

ACTION TAKEN AND RESOLUTION R2021-3  
ADOPTED BY CONSENT OF THE BOARD OF DIRECTORS OF  
Northwest Special Recreation Association

The undersigned, being all of the members of the Board of Directors of Northwest Special Recreation Association (the "Employer"), hereby adopt the following Resolution by unanimous consent and direct that this Consent Resolution be entered in the minute books of the Employer.

WHEREAS, the Employer previously adopted a Code Section 125 plan, also known as the Cafeteria Plan, (the "Plan");

WHEREAS, effective immediately, the Consolidated Appropriations Act, 2021, (the "Act") temporarily modified certain Cafeteria Plan and Health Flexible Spending Arrangement (FSA) regulations;

WHEREAS, the Employer desires to amend the Plan as set forth in the attached Amendment and Summary of Material Modifications;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors has hereby reviewed the attached Amendment and Summary of Material Modifications and does hereby approve the adoption of the Amendment as set forth therein;

BE IT FURTHER RESOLVED that the officers of the Employer are authorized and directed to take any and all action as may be necessary to effectuate this Resolution.

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

SUMMARY OF MATERIAL MODIFICATIONS TO THE  
Northwest Special Recreation Association  
CAFETERIA PLAN with HEALTH FLEXIBLE SPENDING ARRANGEMENT

This document summarizes important changes to your Cafeteria Plan (the “Plan”) and Health Flexible Spending Arrangement. If you have any questions regarding the changes outlined in this Summary of Material Modifications (“SMM”), you should contact Darleen Negrillo. Keep a copy of this SMM with your Summary Plan Description for future reference.

Changes to the Plan’s Health Flexible Spending Arrangement (“FSA”)

Effective and applicable as described below, the following Plan changes will be temporarily incorporated to the FSA:

1) CARRYOVER

- a. Carryover of unused funds is permitted to the following plan year without any dollar limit restriction on the carryover amount for the plan year which ends in 2020.
- b. Carryover of unused funds is permitted to the following plan year without any dollar limit restriction on the carryover amount for the plan year which ends in 2021.

2) ELECTION CHANGES

- a. Election changes may be made prospectively by participants without a qualifying event through the plan year which ends in 2021. For the avoidance of doubt, election changes cannot be reduced by a participant below the amount that has already been contributed or reimbursed, whichever is greater.

3) POST-TERMINATION REIMBURSEMENTS

- a. An employee who ceases participation in the plan in calendar year 2020 may continue to incur expenses and receive reimbursements for unused contributions or benefits through the end of the plan year (plus any extended grace period, if applicable) in which such participant ceased participation in the plan.
- b. An employee who ceases participation in the plan in calendar year 2021 may continue to incur expenses and receive reimbursements for unused contributions or benefits through the end of the plan year (plus any extended grace period, if applicable) in which such participant ceased participation in the plan.



# **X. Information /Action Items**

[Return to home](#)



*We exist to provide outstanding opportunities through recreation for children and adults with disabilities.*

Date: June 29, 2020  
 To: Sample District  
 From: Tracey Crawford, Executive Director  
 Re: Annual Information Update

Every year NWSRA sends an Annual Information Update Form to each Member District for the purpose of gathering the necessary information to calculate the Member District Annual Assessments (MDAA). During the May 24, 2017 Board Meeting, it was determined that the Annual Information Update Request Form would be sent out when the Cook County Clerk’s office updated the Tax Agency Records for the previous tax year. To remain consistent, also officially approved, that each Member District would report their audited gross population numbers.

|                   | Current Year 2019 (Tax Year 2018) |
|-------------------|-----------------------------------|
| Park District     | Sample District                   |
| Latest EAV        | 2,800,117,742                     |
| Gross Population  | 75,101                            |
| Fiscal Year Dates | May 1 – April 30                  |
| NWSRA Board Rep.  |                                   |

Please verify the updated EAV numbers acquired from the Cook County Clerk’s office and submit your audited gross population number.

|                                 | Current Year 2020 (Tax Year 2019) |
|---------------------------------|-----------------------------------|
| Park District                   |                                   |
| Cook County EAV Number          | 3,226,379,740                     |
| <b>Audited Gross Population</b> |                                   |
| Fiscal Year Dates               | May 1 – April 30                  |
| NWSRA Board Rep.                |                                   |

NWSRA recognizes that COVID 19 has effected a number of residents in each county, which essentially may delay the payment of property taxes to Member Districts. During the May 27, 2020 Board Meeting, a vote to allow for an alternate installment payment plan was approved to give districts the ability to spread out their Member District Annual Assessment (MDAA) payments to NWSRA.

**Sample District will remain in Cycle III, but has the option of two or four installment payments for 2021:**

**2 Payment Option:**

|                  | <b>First Installment Due</b> | <b>Second Installment Due</b>    |
|------------------|------------------------------|----------------------------------|
| <b>Cycle III</b> | May (Invoiced in March)      | November (Invoiced in September) |

**4 Payment Option:**

|                  | <b>First Installment Due</b> | <b>Second Installment Due</b> | <b>Third Installment Due</b>     | <b>Fourth Installment Due</b>  |
|------------------|------------------------------|-------------------------------|----------------------------------|--------------------------------|
| <b>Cycle III</b> | May (Invoiced in March)      | July (Invoiced in May)        | November (Invoiced in September) | January (Invoiced in November) |

Please select one of the payment options for 2021:

\_\_\_\_\_ **Sample District will remain with the original payment plan of 2-installments.**

\_\_\_\_\_ **Sample District will change to the 4-installment payment plan.**

Please return to Jessica by July 3, 2020 at [jvasalos@nwsra.org](mailto:jvasalos@nwsra.org). If you have any questions, you can reach Jessica Vasalos, Administrative Coordinator at (847) 392-2848, Ext. 265.



# You are invited!

## FORWARD

TEAMWORK • RESPECT • ENTHUSIASM • COLLABORATION • COMMUNICATION  
2022 - 2024 NWSRA COMPREHENSIVE STRATEGIC PLAN

### 2022-2024 NWSRA STRATEGIC PLANNING

*NWSRA cordially invites you to participate in an informational interview, hosted by Jarrod Scheunemann of Campfire Concepts, regarding the creation of its 2022-2024 Strategic Plan. We want your input on NWSRA's current status, where you would like to see NWSRA go, and potential strategies and tactics for accomplishing goals.*

*"Coffee" or lunch hour timeslots have been organized to be respectful of your office hours. However, if you would prefer to meet at another time, the facilitator would be happy to accommodate your schedule. If you have any questions, please contact:*

*Jarrod Scheunemann at [jarrod@wearecampfireconcepts.com](mailto:jarrod@wearecampfireconcepts.com)*

*Please click the following link to review available time slots in the month of June. A calendar invite with a zoom link for the call will be sent for your convenience after you sign up.*

**[Click here to sign up!](#)**

# **XII. Action as a result of Closed Session**

[Return to home](#)

**NORTHWEST SPECIAL RECREATION ASSOCIATION  
RESOLUTION NO. R2021-4**

**A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES**

WHEREAS, Section 2.06(d) of the Open Meetings Act, 5 ILCS 120/2.06(d), requires the Board of Park Trustees (“Agency Board”) of the Northwest Special Recreation Association (“Agency”) to meet periodically, but no less than semi-annually, to review the minutes of all closed meetings and to determine and thereafter report in open session whether (i) the need for confidentiality still exists with respect to all or parts of those minutes, or (ii) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

**NOW THEREFORE, IT IS HEREBY RESOLVED** by the Board of Trustees of Northwest Special Recreation, Cook County, Illinois, as follows:

1. The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.

2. The Agency Board, having met periodically but not less than semiannually to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following sets of closed session minutes, or portions thereof, no longer require confidential treatment and are available for public inspection:

- A.
- B.
- C.

3. The Agency Board hereby further determines that the need for confidentiality still exists as to all closed session minutes, or portions thereof, not listed in Section 2 above, and the same shall not be released for public inspection.

4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 26<sup>th</sup> day of May 2021 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
Bret Fahnstrom,  
Chair, Board of Trustees

ATTEST:

\_\_\_\_\_  
Tracey Crawford, Recording Secretary  
Board of Trustees

STATE OF ILLINOIS )  
                                  )  
COUNTY OF COOK )

**SECRETARY'S CERTIFICATE**

I, Tracey Crawford, do hereby certify that I am the Secretary of the Board of Trustees of Northwest Special Recreation Association, Cook County, Illinois and as such, I am keeper of the records, files and seal of said Agency; and

I HERBY CERTIFY that the foregoing instrument is a true and correct copy of:

**A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES**

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association held via Zoom Virtual Call at 10:30 a.m. on this 26<sup>th</sup> day of May, 2021.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Agency Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 26<sup>th</sup> day of May, 2021.

\_\_\_\_\_  
Tracey Crawford

[SEAL]