



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

May 23, 2018
10:30 a.m. Board Meeting
Park Central Conference Room
3000 Central Road, Rolling Meadows, IL

Agenda

- I. Call to Order
Roll Call

 - II. Introduction of Guests
 - 1. Matt Beran – Lauterbach and Amen
 - 2. Michelle Bins – PFM Investments
 - 3. Jamie Wolfe – Intern
 - 4. Elizabeth Hawk - Intern

 - III. Public Comment

 - IV. Approval of Agenda

 - V. Approval of Consent Agenda – Pages – 3-74
 - A. Approval of Minutes, March 21, 2018
 - B. NWSRA Financial Reports, March 31, 2018 & April 30, 2018
 - 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 28, 2017 - \$238,180.31
 - 2. #5 dated May 24, 2017 - \$33,092.05
 - D. Bi-Weekly Payroll:
 - 1. Pay Period Ending – 03/18/18 \$97,766.83
 - 2. Pay Period Ending – 04/01/18 \$95,678.43
 - 3. Pay Period Ending – 04/15/18 \$95,862.68
 - 4. Pay Period Ending – 04/29/18 \$95,405.59
 - E. ADA Compliance Projects:
 - 1. Mt. Prospect Park District - Various Projects - \$24,633.75
 - 2. Bartlett Park District – Various Projects - \$75,459.34
- * Details can be found on Directors Site**

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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- VI. Correspondence
 - A. Written
 - B. Oral

- VII. Staff Reports – Pages – 75-85
 - A. Program Report
 - B. Marketing and P/R Report
 - 1. 1st Quarter Outreach Report
 - C. SLSF
 - D. 1st Quarter Financial Reports
 - E. 1st Quarter Goals Update
 - F. 1st Quarter Directors Work Plan Update

- VIII. Old Business – Pages - 86-103
 - A. Hanover Park Programming Space Snoezelen Room Update – Oral
 - B. ADA Compliance Project Submissions Process
 - C. ADA Compliance Project Policy and Procedure

- IX. New Business – Pages – 104-117
 - A. NWSRA Audit and Management Letter,
Presented by Matt Beran, Lauterbach and Amen
 - B. PFM Investment Update – Presented by Michelle Bins - Oral
 - C. Fund Balance Recommendations for FY2018
 - D. Fund Balance Transfers FY2018
 - E. FY2017 Net Surplus Summary
 - F. IDOT Resolution R2018-10
 - G. Building Greater Beginnings - Sibshops Collaboration
 - H. Other

- X. Information/Action Items – Pages – 118 - 119
 - A. Annual Information Request (EAV, Gross Population) Reminder
 - B. 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 – 120-122

- 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 TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT THE NWSRA ADMINISTRATIVE OFFICES
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 21ST DAY OF MARCH, 2018 AT 10:30 A.M.**

Chairman Hilgers called the meeting to order at 10:37 a.m. Executive Director Crawford took roll call. The following members of the Board were present: Rita Fletcher, Bartlett Park District; Ryan Risinger, Buffalo Grove Park District; Craig Talsma, Hoffman Estates Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Amy Charlesworth, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Dennis Stein, Streamwood Park District.

Absent: Rick Hanetho, Arlington Heights Park District; Tom Busby, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Tony LaFrenere, Schaumburg Park District; Robert Dowling, Inverness Park District; Dan Malartsik, Mount Prospect Park District; Mike Clark, Palatine Park District; Jay Morgan, South Barrington Park District; Jan Buchs, Wheeling Park District.

Also present: Tracey Crawford, Executive Director; Andrea Griffin, Superintendent of Recreation; Nanette Sowa, Superintendent of Development; Brian Selders, Superintendent of Communication and IT; Trisha Breitlow, Superintendent of Administrative Services; Rachel Hubsch, Superintendent of Recreation; JoAnn Snyder, Senior Manager of Special Recreation; and Jessica Vasalos, Administrative Coordinator as Recording Secretary.

Introduction of Guests

JoAnn Snyder, Senior Manager of Special Recreation, introduced Ryan, who accepted a Community Service Award for Burger Baron in Arlington Heights for the company's support of one of NWSRA's adult programs.

Public Comment

None

Agenda

Chairman Hilgers called for a motion to approve the agenda dated March 21, 2018. Trustee Fahnstrom made the motion and Trustee Risinger seconded the motion. Upon voice vote the motion was approved.

Approval of Consent Agenda

Chairman Hilgers called for a motion to approve the Consent Agenda of March 21, 2018. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Correspondence

Written

NWSRA received a thank you note from Chairman Hilgers for a memorial plant that NWSRA sent for the passing of one of Chairman Hilgers' board members.

Oral

None

Program Staff Report

JoAnn Snyder, Senior Manager of Special Recreation, gave a brief history of skating in special recreation. NWSRA created a state meet held on Feb.18, with 38 competitors. A celebration banquet was held with 12 athletes and 6 coaches in attendance. NWSRA is planning to expand the skating program.

Superintendent Hubsch announced that, for the third year, an intern visitation day is planned with education on NWSRA and tours of NWSRA programs. Flyers are available for distribution.

Marketing & P/R Report

Brian Selders, Superintendent of Communications and IT, reported that NWSRA submitted an award nomination to NRPA Innovation in Social Equity for the Snoezelen therapy program. NWSRA received media coverage for its expansion of PURSUIT, the opening of the STAR program, and the skating event. The annual report is in progress. NWSRA recently converted software to Office 365.

SLSF Update

Superintendent Sowa reported that the Gold Medal Fashion show was a success. Superintendent Sowa's focus is acquiring more sponsorships and individual and major gifts. Cathy Splett, Foundation Coordinator, has researched and sent an LOI or application for \$55,000 in grants. Superintendent Sowa is reaching out to 35 new sponsors and the top 10 event attendees to try to increase donations.

Director's Update

Executive Director Crawford reported that the major focus has been creating the PURSUIT program in Mount Prospect and a Snoezelen Room in Hanover Park. Executive Director Crawford gave an overview of ADA compliance activities.

OLD BUSINESS

ADA Compliance Committee Update

Executive Director Crawford stated that the ADA Compliance Committee will meet following the board meeting to review the report from WT Engineering and learn about online ADA request submissions and a pivot table that will provide guidance for monetary percentages for ADA projects.

Mt. Prospect Programming Space Update

Superintendent Griffin stated that construction for PURSUIT in Mount Prospect will begin on June 6, and will be completed on Aug. 24, with a plan to open on September 10. During the week of March 5th, 175 people who are interested in getting into the Mount Prospect program toured PURSUIT in Hanover Park.

Executive Director Crawford stated that NWSRA and some of its park district programs have received new furniture donated from companies going out of business.

NEW BUSINESS

Surplus Ordinance O2018-2 – Chairs and DVD player

Chairman Hilgers called for a motion to approve Surplus Ordinance O2018-2. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Mt. Prospect Park District Lease Agreement

Superintendent Griffin called for a motion to approve the lease for the programming space at the Mt. Prospect Central Community Center as presented. Trustee Stein made the motion and Trustee Risinger seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Clearbrook Collaborative Agreement

Superintendent Griffin reviewed the terms of the Clearbrook Collaborative Agreement between Clearbrook and NWSRA for the PURSUIT program and STAR Academy and called for a motion to approve the agreement as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

NSSEO Contract

Superintendent Griffin reviewed the terms of the North Suburban Special Education Organization (NSSEO) facility usage agreement and called for a motion to approve the agreement as presented. Trustee Risinger made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

Information/Action Items

Board and Staff Policy Updates

Executive Director Crawford explained the changes in NWSRA's program fee structure and subsidies. Superintendent Griffin added information about the plan and budgeting. Trustee Talsma asked how the subsidies are determined. Director Crawford explained how scholarships are applied for and approved. Chairman Hilgers called for a motion to approve the fee policy as presented. Trustee Charlesworth made the motion and Trustee Stein seconded the motion. Upon roll being called the vote was as follows:

AYE: Rita Fletcher, Ryan Risinger, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Amy Charlesworth, Diane Hilgers, Dennis Stein

NAY: None

The motion carried.

ADA Transition Plan

Superintendent Selders presented an overview of the ADA Transition Plan, ensuring compliance with ADA mandates and distinguished agency accreditation.

Closed Session

None

Adjournment

After no further business, Chairman Hilgers called for a motion to adjourn. Trustee Fahnstrom made the motion and Trustee Stein seconded the motion to adjourn the March 21, 2018 meeting at 11:10 am. Upon voice vote the motion carried.

Secretary



Account Statement - Transaction Summary

For the Month Ending **March 31, 2018**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	10,139.20
Purchases	303,069.45
Redemptions	(203,113.98)
Unsettled Trades	0.00
Change in Value	0.00

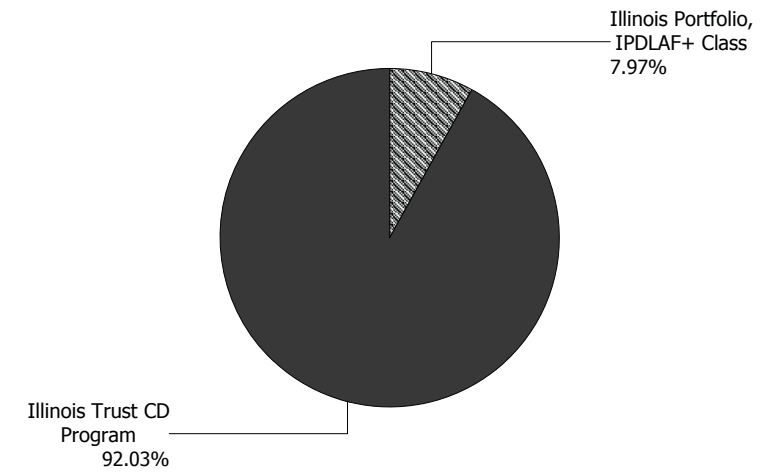
Closing Market Value	\$110,094.67
Cash Dividends and Income	117.94

Illinois Trust CD Program	
Opening Market Value	1,369,000.00
Purchases	202,951.51
Redemptions	(300,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$1,271,951.51
Cash Dividends and Income	2,951.51

Asset Summary		
	March 31, 2018	February 28, 2018
Illinois Portfolio, IPDLAF+ Class	110,094.67	10,139.20
Illinois Trust CD Program	1,271,951.51	1,369,000.00
Total	\$1,382,046.18	\$1,379,139.20

Asset Allocation





Account Statement - Transaction Summary

For the Month Ending **April 30, 2018**

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

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	110,094.67
Purchases	136,934.68
Redemptions	(135,149.09)
Unsettled Trades	0.00
Change in Value	0.00

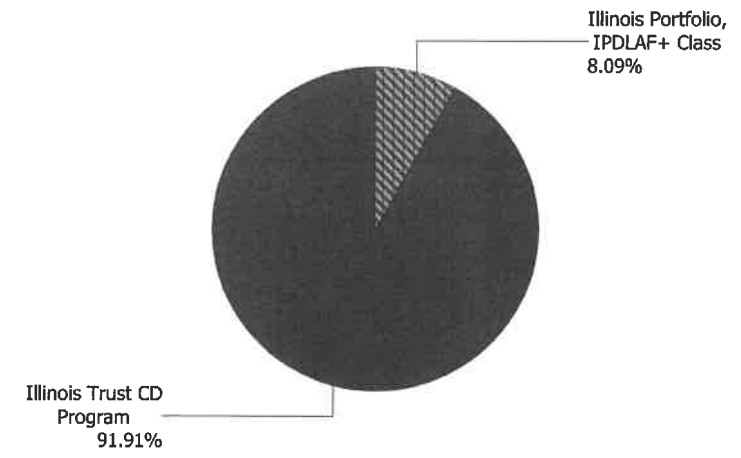
Closing Market Value	\$111,880.26
Cash Dividends and Income	142.92

Illinois Trust CD Program	
Opening Market Value	1,271,951.51
Purchases	135,000.00
Redemptions	(135,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$1,271,951.51
Cash Dividends and Income	1,791.76

Asset Summary	April 30, 2018	March 31, 2018
Illinois Portfolio, IPDLAF+ Class	111,880.26	110,094.67
Illinois Trust CD Program	1,271,951.51	1,271,951.51
Total	\$1,383,831.77	\$1,382,046.18

Asset Allocation



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW MARCH 31, 2018

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	502,760	326,915	829,675
OPER/MMA (Village Bank & Trust)	1,316,919	-	1,316,919
IPDLAF	51,424	-	51,424
CASH BANKS	-	-	-
TOTAL	<u>1,871,604</u>	<u>327,065</u>	<u>2,198,669</u>
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS	-	1,219,770	1,219,770
PFM Asset Management	1,382,046	-	1,382,046
TOTAL	<u>1,382,046</u>	<u>1,219,770</u>	<u>2,601,816</u>
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,340,096	-	1,340,096
<u>CAPITAL</u>			
MAX SAFE 2 (Village Bank & Trust)	191,977	-	191,977
TOTAL	<u>1,532,073</u>	<u>-</u>	<u>1,532,073</u>
<u>TOTAL CASH & RESERVES</u>			
March 31, 2018	<u><u>\$ 4,785,723</u></u>	<u><u>\$ 1,546,835</u></u>	<u><u>\$ 6,332,558</u></u>
<u>TOTAL CASH & RESERVES</u>			
March 31, 2017			
CASH	\$ 2,207,579	\$ 271,921	\$ 2,479,500
RESERVES - OPER	1,269,338		1,269,338
RESERVES - CAP	104,033		104,033
SMALL BUS	100		100
RESERVES - INVEST	1,124,214	1,247,522	2,371,736
	<u><u>\$ 4,705,264</u></u>	<u><u>\$ 1,519,443</u></u>	<u><u>\$ 6,224,707</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW APRIL 30, 2018

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	225,237	295,264	520,501
OPER/MMA (Village Bank & Trust)	1,591,592	-	1,591,592
IPDLAF	52,574	-	52,574
CASH BANKS	-	-	-
TOTAL	1,869,902	295,414	2,165,317
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS	-	1,222,602	1,222,602
PFM Asset Management	1,383,832	-	1,383,832
TOTAL	1,383,832	1,222,602	2,606,433
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,341,835	-	1,341,835
MAX SAFE 2 (Village Bank & Trust)	192,218	-	192,218
TOTAL	1,534,053	-	1,534,053
<u>TOTAL CASH & RESERVES</u>			
April 30, 2018	\$ 4,787,787	\$ 1,518,017	\$ 6,305,804
 <u>TOTAL CASH & RESERVES</u>			
April 30, 2017			
CASH	\$ 1,959,507	\$ 262,270	\$ 2,221,777
RESERVES - OPER	1,269,443		1,269,443
RESERVES - CAP	104,034		104,034
SMALL BUS	100		100
RESERVES - INVEST	1,124,126	1,256,813	2,380,939
	\$ 4,457,210	\$ 1,519,083	\$ 5,976,293

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2018

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	179,932	(219,134)	537,263	595,480	58,216
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444		(79,444)	534,909		(534,909)	(455,465)	-	455,465
May	1,181,662		(1,181,662)	454,422		(454,422)	727,240	-	(727,240)
June	82,042		(82,042)	507,593		(507,593)	(425,550)	-	425,550
July	958,568		(958,568)	444,897		(444,897)	513,672	-	(513,672)
August	81,330		(81,330)	442,259		(442,259)	(360,929)	-	360,929
September	327,850		(327,850)	603,637		(603,637)	(275,786)	-	275,786
October	172,239		(172,239)	394,978		(394,978)	(222,740)	-	222,740
November	1,046,690		(1,046,690)	391,599		(391,599)	655,091	-	(655,091)
December	167,747		(167,747)	467,474		(467,474)	(299,727)	-	299,727
TOTAL YTD	1,395,505	1,401,774	6,269	1,243,708	963,531	(280,177)	151,797	438,243	286,445

(B) CASH BALANCE

	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,789,032	595,480	(330,018)	7,067	(98,414) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,994) a.	4,785,231
April	4,785,231	-	-	-	a.	4,785,231
May	4,785,231	-	-	-	a.	4,785,231
June	4,785,231	-	-	-	a.	4,785,231
July	4,785,231	-	-	-	a.	4,785,231
August	4,785,231	-	-	-	a.	4,785,231
September	4,785,231	-	-	-	a.	4,785,231
October	4,785,231	-	-	-	a.	4,785,231
November	4,785,231	-	-	-	a.	4,785,231
December	4,785,231	-	-	-	a.	4,785,231

a. FSA Withholding / Payments, collected key security deposits, interest and accounts receivable.

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2018

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	936,329	775,411	(160,918)	399,066	179,932	(219,134)	537,263	595,480	58,216
February	55,413	80,873	25,460	394,284	367,143	(27,141)	(338,870)	(286,270)	52,601
March	403,763	545,490	141,727	450,359	416,457	(33,902)	(46,596)	129,033	175,628
April	79,444	361,577	282,133	534,909	362,945	(171,964)	(455,465)	(1,368)	454,097
May	1,181,662		(1,181,662)	454,422		(454,422)	727,240	-	(727,240)
June	82,042		(82,042)	507,593		(507,593)	(425,550)	-	425,550
July	958,568		(958,568)	444,897		(444,897)	513,672	-	(513,672)
August	81,330		(81,330)	442,259		(442,259)	(360,929)	-	360,929
September	327,850		(327,850)	603,637		(603,637)	(275,786)	-	275,786
October	172,239		(172,239)	394,978		(394,978)	(222,740)	-	222,740
November	1,046,690		(1,046,690)	391,599		(391,599)	655,091	-	(655,091)
December	167,747		(167,747)	467,474		(467,474)	(299,727)	-	299,727
TOTAL YTD	1,474,950	1,763,351	288,401	1,778,617	1,326,476	(452,141)	(303,667)	436,875	740,542

(B) CASH BALANCE

	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	4,789,032	595,480	(330,018)	7,067	(98,414) a.	4,963,147
February	4,963,147	(286,270)	-	3,850	(2,457) a.	4,678,271
March	4,678,271	129,033	-	3,921	(25,941) a.	4,785,284
April	4,785,284	(1,368)	-	5,846	(905) a.	4,788,858
May	4,788,858	-	-	-	a.	4,788,858
June	4,788,858	-	-	-	a.	4,788,858
July	4,788,858	-	-	-	a.	4,788,858
August	4,788,858	-	-	-	a.	4,788,858
September	4,788,858	-	-	-	a.	4,788,858
October	4,788,858	-	-	-	a.	4,788,858
November	4,788,858	-	-	-	a.	4,788,858
December	4,788,858	-	-	-	a.	4,788,858

a. FSA Withholding / Payments, collected key security deposits, interest and accounts receivable.

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

JANUARY 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	299,082	305,494	6,412	14,809	5,969	(8,839)	284,273	299,524	15,251
February	75,387		(75,387)	19,227		(19,227)	56,160	0	(56,160)
March	37,185		(37,185)	96,034		(96,034)	(58,849)	0	58,849
April	16,323		(16,323)	4,148		(4,148)	12,175	0	(12,175)
May	34,095		(34,095)	128,722		(128,722)	(94,627)	0	94,627
June	30,272		(30,272)	97,312		(97,312)	(67,040)	0	67,040
July	17,323		(17,323)	7,649		(7,649)	9,674	0	(9,674)
August	38,878		(38,878)	3,522		(3,522)	35,356	0	(35,356)
September	76,393		(76,393)	112,230		(112,230)	(35,837)	0	35,837
October	37,386		(37,386)	141,840		(141,840)	(104,454)	0	104,454
November	42,197		(42,197)	18,799		(18,799)	23,398	0	(23,398)
December	57,207		(57,207)	114,657		(114,657)	(57,450)	0	57,450
TOTAL YTD	299,082	305,494	6,412	14,809	5,969	(8,839)	284,273	299,524	15,251

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	0	0	(237,100)	1,580,940
February	1,580,940					1,580,940
March	1,580,940					1,580,940
April	1,580,940					1,580,940
May	1,580,940					1,580,940
June	1,580,940					1,580,940
July	1,580,940					1,580,940
August	1,580,940					1,580,940
September	1,580,940					1,580,940
October	1,580,940					1,580,940
November	1,580,940					1,580,940
December	1,580,940					1,580,940

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ONE MONTH ENDING JANUARY 31, 2018

	<u>2018</u>			2017 <u>PRIOR YR ACTUAL</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	
<u>REVENUE</u>				
GRANTS	221,833	221,833	0	0
RESTRICTED FUNDRAISING	3,449	0	3,449	0
RESTRICTED DONATIONS	1,331	483	847	1,293
UNRESTRICTED FUNDRAISING	36,005	13,750	22,255	34,238
UNRESTRICTED DONATIONS	6,057	5,000	1,057	5,767
INVESTMENT TRANSFER	<u>0</u>	<u>50,000</u>	<u>(50,000)</u>	<u>150,000</u>
TOTAL REVENUE	268,675	291,067	(22,392)	191,297
<u>EXPENDITURES</u>				
ADMINISTRATION	4,277	8,883	(4,607)	7,178
RESTRICTED FUNDRAISING	57	0	57	0
UNRESTRICTED FUNDRAISING	1,636	5,925	(4,290)	903
GRANTS GIVEN	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENSES	5,969	14,809	(8,839)	8,082
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>262,705</u>	<u>276,258</u>	<u>(13,552)</u>	<u>183,216</u>
<u>INVESTMENT INCOME (LOSS)</u>	36,819	0	36,819	23,358
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u>\$ 299,524</u>	<u>\$ 276,258</u>	<u>\$ 23,266</u>	<u>\$ 206,574</u>

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 28, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)			
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January		291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February		70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March		33,503		(33,503)	96,034		(96,034)	(62,531)	-	62,531
April		15,808		(15,808)	4,148		(4,148)	11,660	-	(11,660)
May		38,580		(38,580)	128,722		(128,722)	(90,143)	-	90,143
June		26,757		(26,757)	97,312		(97,312)	(70,555)	-	70,555
July		12,808		(12,808)	7,649		(7,649)	5,159	-	(5,159)
August		46,879		(46,879)	3,522		(3,522)	43,357	-	(43,357)
September		80,878		(80,878)	112,230		(112,230)	(31,352)	-	31,352
October		45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November		46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December		52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD		361,772	319,395	(42,377)	34,036	28,480	(5,555)	327,736	290,915	(36,821)

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	-	-	-	-	1,572,331
April	1,572,331	-	-	-	-	1,572,331
May	1,572,331	-	-	-	-	1,572,331
June	1,572,331	-	-	-	-	1,572,331
July	1,572,331	-	-	-	-	1,572,331
August	1,572,331	-	-	-	-	1,572,331
September	1,572,331	-	-	-	-	1,572,331
October	1,572,331	-	-	-	-	1,572,331
November	1,572,331	-	-	-	-	1,572,331
December	1,572,331	-	-	-	-	1,572,331

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

TWO MONTHS ENDING FEBRUARY 28, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	226,000	226,000	-	2,316
RESTRICTED FUNDRAISING	5,595	1,219	4,376	1,150
RESTRICTED DONATIONS	1,831	483	1,347	1,293
UNRESTRICTED FUNDRAISING	65,692	54,070	11,622	65,979
UNRESTRICTED DONATIONS	8,607	5,000	3,607	7,245
INVESTMENT TRANSFER	-	75,000	(75,000)	150,000
TOTAL REVENUE	307,725	361,772	(54,047)	227,983
<u>EXPENDITURES</u>				
ADMINISTRATION	7,461	13,795	(6,334)	10,833
RESTRICTED FUNDRAISING	386	-	386	-
UNRESTRICTED FUNDRAISING	20,633	20,240	393	22,865
GRANTS GIVEN	-	-	-	-
TOTAL EXPENSES	28,480	34,036	(5,555)	33,698
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	279,245	327,736	(48,492)	194,285
<u>INVESTMENT INCOME (LOSS)</u>	11,670	-	11,670	44,121
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	290,915	327,736	(36,821)	238,406

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808		(15,808)	4,148		(4,148)	11,660	-	(11,660)
May	38,580		(38,580)	128,722		(128,722)	(90,143)	-	90,143
June	26,757		(26,757)	97,312		(97,312)	(70,555)	-	70,555
July	12,808		(12,808)	7,649		(7,649)	5,159	-	(5,159)
August	46,879		(46,879)	3,522		(3,522)	43,357	-	(43,357)
September	80,878		(80,878)	112,230		(112,230)	(31,352)	-	31,352
October	45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November	46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD	395,275	335,827	(59,448)	130,070	70,027	(60,043)	265,205	265,800	595

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	-	-	-	-	1,546,716
May	1,546,716	-	-	-	-	1,546,716
June	1,546,716	-	-	-	-	1,546,716
July	1,546,716	-	-	-	-	1,546,716
August	1,546,716	-	-	-	-	1,546,716
September	1,546,716	-	-	-	-	1,546,716
October	1,546,716	-	-	-	-	1,546,716
November	1,546,716	-	-	-	-	1,546,716
December	1,546,716	-	-	-	-	1,546,716

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

THREE MONTHS ENDING MARCH 31, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	232,933	227,833	5,100	4,509
RESTRICTED FUNDRAISING	7,215	5,849	1,366	1,400
RESTRICTED DONATIONS	2,231	608	1,622	1,293
UNRESTRICTED FUNDRAISING	73,717	73,234	483	70,899
UNRESTRICTED DONATIONS	16,638	12,750	3,888	11,497
INVESTMENT TRANSFER	-	75,000	(75,000)	150,000
TOTAL REVENUE	332,734	395,275	(62,541)	239,598
<u>EXPENDITURES</u>				
ADMINISTRATION	13,568	17,679	(4,111)	15,449
RESTRICTED FUNDRAISING	521	450	71	-
UNRESTRICTED FUNDRAISING	20,967	24,608	(3,641)	26,268
GRANTS GIVEN	34,971	87,333	(52,362)	-
TOTAL EXPENSES	70,027	130,070	(60,043)	41,717
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	262,707	265,205	(2,498)	197,881
<u>INVESTMENT INCOME (LOSS)</u>	3,093	-	3,093	50,456
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	265,800	265,205	595	248,337

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

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2018

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)
May	38,580		(38,580)	128,722		(128,722)	(90,143)	-	90,143
June	26,757		(26,757)	97,312		(97,312)	(70,555)	-	70,555
July	12,808		(12,808)	7,649		(7,649)	5,159	-	(5,159)
August	46,879		(46,879)	3,522		(3,522)	43,357	-	(43,357)
September	80,878		(80,878)	112,230		(112,230)	(31,352)	-	31,352
October	45,037		(45,037)	141,840		(141,840)	(96,802)	-	96,802
November	46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798
TOTAL YTD	411,083	364,402	(46,681)	134,218	122,385	(11,833)	276,865	242,017	(34,848)

(B) CASH BALANCE	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	-	-	-	-	1,517,897
June	1,517,897	-	-	-	-	1,517,897
July	1,517,897	-	-	-	-	1,517,897
August	1,517,897	-	-	-	-	1,517,897
September	1,517,897	-	-	-	-	1,517,897
October	1,517,897	-	-	-	-	1,517,897
November	1,517,897	-	-	-	-	1,517,897
December	1,517,897	-	-	-	-	1,517,897

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

FOUR MONTHS ENDING APRIL 30, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<u>REVENUE</u>				
GRANTS	232,933	233,667	(733)	4,509
RESTRICTED FUNDRAISING	13,695	10,480	3,215	5,620
RESTRICTED DONATIONS	2,231	608	1,622	1,443
UNRESTRICTED FUNDRAISING	89,055	78,578	10,477	85,689
UNRESTRICTED DONATIONS	18,303	12,750	5,553	14,763
INVESTMENT TRANSFER	-	75,000	(75,000)	-
TOTAL REVENUE	356,217	411,083	(54,867)	112,023
<u>EXPENDITURES</u>				
ADMINISTRATION	17,883	21,827	(3,944)	20,289
RESTRICTED FUNDRAISING	569	450	119	1,292
UNRESTRICTED FUNDRAISING	20,967	24,608	(3,641)	26,268
GRANTS GIVEN	82,966	87,333	(4,367)	26,025
TOTAL EXPENSES	122,385	134,218	(11,833)	73,874
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	233,831	276,865	(43,034)	38,149
<u>INVESTMENT INCOME (LOSS)</u>	8,185	-	8,185	59,759
*				
<u>NET EXCESS REVENUE (EXPENSE)</u>	242,017	276,865	(34,848)	97,908

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

Northwest Special Recreation Association
Balance Sheet
 As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	502,813.39
10700 · IPDLAF+	51,424.30
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,271,951.51
11200 · PFM Investments Hold Account - Other	110,094.67
Total 11200 · PFM Investments Hold Account	<u>1,382,046.18</u>
11500 · VB&T Operating/MM Account	1,316,919.47
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,340,096.30
11660 · MAX SAFE 2 (Village Bank&Trust)	191,977.05
11820 · Credit Card - MasterCard	-0.00
11840 · MC/VISA On-Line	-493.00
Total Checking/Savings	<u>4,785,283.68</u>
Accounts Receivable	
12000 · Accounts Receivable	1,042.51
Total Accounts Receivable	<u>1,042.51</u>
Other Current Assets	
12100 · INTEREST RECEIVABLE	14,273.74
12300 · Prepaid Lease	128,582.79
Total Other Current Assets	<u>142,856.53</u>
Total Current Assets	<u>4,929,182.72</u>
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
Total Fixed Assets	<u>1,557,644.00</u>
TOTAL ASSETS	<u>6,486,826.72</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21300 · Accounts Payable Monthly	4,320.34
21600 · Security Deposits	2,300.00
21700 · Unclaimed Payroll/Property	103.35
22100 · FSA WH/PYMTS	9,666.10
23000 · Deferred Revenue	57,646.75
Total Other Current Liabilities	<u>74,036.54</u>
Total Current Liabilities	74,036.54
Long Term Liabilities	
22500 · ACCRUED VACATION	88,688.00
Total Long Term Liabilities	<u>88,688.00</u>
Total Liabilities	162,724.54
Equity	
29500 · Retained Earnings	4,328,215.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	438,242.58
Total Equity	<u>6,324,102.18</u>
TOTAL LIABILITIES & EQUITY	<u>6,486,826.72</u>

Northwest Special Recreation Association
Balance Sheet
 As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10400 · VB&T Business Checking	225,237.09
10700 · IPDLAF+	52,573.51
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,271,951.51
11200 · PFM Investments Hold Account - Other	111,880.26
Total 11200 · PFM Investments Hold Account	1,383,831.77
11500 · VB&T Operating/MM Account	1,591,591.53
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,341,835.12
11660 · MAX SAFE 2 (Village Bank&Trust)	192,218.26
11810 · Credit Card - Discover	200.50
11820 · Credit Card - MasterCard	179.99
11830 · Credit Card - Visa	458.25
11840 · MC/VISA On-Line	231.50
Total Checking/Savings	4,788,857.52
Accounts Receivable	
12000 · Accounts Receivable	2,367.93
Total Accounts Receivable	2,367.93
Other Current Assets	
12100 · INTEREST RECEIVABLE	14,257.88
12200 · PREPAID EXPENSES	575.00
12300 · Prepaid Lease	122,161.55
Total Other Current Assets	136,994.43
Total Current Assets	4,928,219.88
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	396,614.00
13110 · Accum.Depre- Equipment	-187,445.00
13200 · Transportation Equipment	1,201,867.00
13210 · Accum.Depre.	-1,266,766.00
Total Fixed Assets	1,557,644.00
TOTAL ASSETS	6,485,863.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
21300 · Accounts Payable Monthly	4,320.34
21600 · Security Deposits	2,250.00
21700 · Unclaimed Payroll/Property	-100.38
22100 · FSA WH/PYMTS	10,324.64
23000 · Deferred Revenue	57,646.75
Total Other Current Liabilities	74,441.35
Total Current Liabilities	74,441.35
Long Term Liabilities	
22500 · ACCRUED VACATION	88,688.00
Total Long Term Liabilities	88,688.00
Total Liabilities	163,129.35
Equity	
29500 · Retained Earnings	4,328,215.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,557,644.00
Net Income	436,874.93
Total Equity	6,322,734.53
TOTAL LIABILITIES & EQUITY	6,485,863.88

Special Leisure Services Foundation
Balance Sheet
As of January 31, 2018

	<u>Jan 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	327,299.30
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	119,246.43
11300 · BENJAMIN EDWARDS - Other	<u>1,134,264.11</u>
Total 11300 · BENJAMIN EDWARDS	1,253,510.54
11800 · Credit Card - American Express	-20.00
Total Checking/Savings	1,580,939.84
Other Current Assets	
12200 · Event Deposits	<u>2,000.00</u>
Total Other Current Assets	<u>2,000.00</u>
Total Current Assets	<u>1,582,939.84</u>
TOTAL ASSETS	<u>1,582,939.84</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	<u>299,524.14</u>
Total Equity	<u>1,582,939.84</u>
TOTAL LIABILITIES & EQUITY	<u>1,582,939.84</u>

Special Leisure Services Foundation
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	343,938.54
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	120,003.24
11300 · BENJAMIN EDWARDS - Other	1,108,358.80
Total 11300 · BENJAMIN EDWARDS	1,228,362.04
11800 · Credit Card - American Express	-20.00
11830 · Credit Card - Visa	-100.00
Total Checking/Savings	1,572,330.58
Other Current Assets	
12200 · Event Deposits	2,000.00
Total Other Current Assets	2,000.00
Total Current Assets	1,574,330.58
TOTAL ASSETS	<u>1,574,330.58</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	290,914.88
Total Equity	1,574,330.58
TOTAL LIABILITIES & EQUITY	<u>1,574,330.58</u>

Special Leisure Services Foundation
Balance Sheet
As of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	326,915.23
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	121,554.34
11300 · BENJAMIN EDWARDS - Other	1,098,216.08
Total 11300 · BENJAMIN EDWARDS	<u>1,219,770.42</u>
11800 · Credit Card - American Express	235.99
11820 · Credit Card - MasterCard	-255.99
11830 · Credit Card - Visa	-100.00
Total Checking/Savings	<u>1,546,715.65</u>
Other Current Assets	
12200 · Event Deposits	2,500.00
Total Other Current Assets	<u>2,500.00</u>
Total Current Assets	<u>1,549,215.65</u>
TOTAL ASSETS	<u>1,549,215.65</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	265,799.95
Total Equity	<u>1,549,215.65</u>
TOTAL LIABILITIES & EQUITY	<u>1,549,215.65</u>

Special Leisure Services Foundation
Balance Sheet
As of April 30, 2018

	<u>Apr 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	295,264.43
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	121,969.85
11300 · BENJAMIN EDWARDS - Other	1,100,632.60
Total 11300 · BENJAMIN EDWARDS	<u>1,222,602.45</u>
11800 · Credit Card - American Express	235.99
11820 · Credit Card - MasterCard	-255.99
11830 · Credit Card - Visa	-100.00
Total Checking/Savings	<u>1,517,896.88</u>
Other Current Assets	
12200 · Event Deposits	5,275.00
12400 · Interest Receivable	2,260.40
Total Other Current Assets	<u>7,535.40</u>
Total Current Assets	<u>1,525,432.28</u>
TOTAL ASSETS	<u><u>1,525,432.28</u></u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	242,016.58
Total Equity	<u>1,525,432.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,525,432.28</u></u>



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

* 0125349 03 AB 0.405 03 TR 00831 X109PD15 100000

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



March 1, 2018 - March 31, 2018
 Account Number: ~~XXXXXXXX~~

Your Financial Advisor Is:
 HANSON / FISHER / VANDERLUGT
 (630) 871-2673

Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,228,362.04	\$1,216,691.83
Dividends, Interest and Other Income	3,424.25	5,332.64
Net Change in Portfolio¹	-12,015.87	-2,254.05
ENDING ACCOUNT VALUE	\$1,219,770.42	\$1,219,770.42
Estimated Annual Income	\$18,045.78	

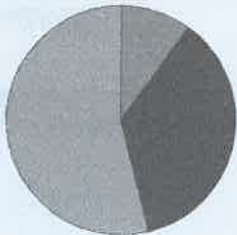
¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 125349 X109PD15 016415

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
10%	Cash, Money Funds, and Bank Deposits	78,102.35	120,003.24	121,554.34
36%	Fixed Income	442,486.85	438,553.40	437,811.00
54%	Mutual Funds	696,102.63	669,805.40	660,405.08
100%	Account Total (Pie Chart)	\$1,216,691.83	\$1,228,362.04	\$1,219,770.42

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

* 0027141 02 AV 0.375 02 TR 00113 X107PD03 000000

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



April 1, 2018 - April 30, 2018
 Account Number: ~~XXXXXXXX~~

Your Financial Advisor Is:
 HANSON / FISHER / VANDERLUGT
 (630) 871-2673

Portfolio at a Glance

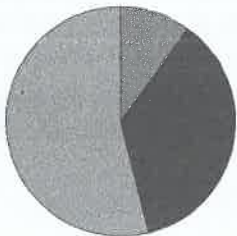
	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,219,770.42	\$1,216,691.83
Dividends, Interest and Other Income	415.51	5,748.15
Net Change in Portfolio¹	2,416.52	162.47
ENDING ACCOUNT VALUE	\$1,222,602.45	\$1,222,602.45

Estimated Annual Income \$18,122.22
¹ 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
10%	Cash, Money Funds, and Bank Deposits	78,102.35	121,554.34	121,969.85
36%	Fixed Income	442,486.85	437,811.00	436,646.50
54%	Mutual Funds	696,102.63	660,405.08	663,986.10
100%	Account Total (Pie Chart)	\$1,216,691.83	\$1,219,770.42	\$1,222,602.45

Please review your allocation periodically with your Financial Advisor.

S 027141 X107PD03 024767



**Warrant #4
Summary
April 30, 2018**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
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				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur)	60,586.93
Total IPDLAF Electronic Accounts Payable (PCARDS)	28,010.91
Total VB&T Business Checking Accounts Payable	149,582.47
	<u>238,180.31</u>

Motion to approve Warrant #4 dated April 30, 2018 totaling

\$238,180.31

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #4
 April 30, 2018**

Vendor	Description	Account	Amount
IMRF	March 2018	442201	42,119.91
ADP	FSA Monthly - Mar	424303	120.18
	Payroll 03/16/18	424301	141.95
	Payroll 03/16/18	424302	542.37
	Payroll 03/29/18	424301	141.95
	Payroll 03/29/18	424302	572.61
	Payroll 04/13/18	424301	141.95
	Payroll 04/13/18	424302	776.27
	Payroll 04/27/18	424301	102.20
	Payroll 04/27/18	424302	631.26
			3,170.74
Excalibur	Invoice -167762	421902	42.50
	Invoice -168188	421902	2,869.95
	Invoice -168423	421902	3,402.00
	Invoice -168501	421902	3,006.75
	Invoice -168521	421902	410.00
	Invoice -168636	421902	212.50
	Invoice -168605	421902	95.63
	Invoice -168610	421902	772.50
	Invoice -168658	421902	342.50
	Invoice -168717	421902	207.50
	Invoice -168901	421902	115.00
	Invoice -168930	421902	2,912.45
	Invoice -169345	421902	230.00
	Invoice -169401	421902	297.00
	Invoice -169471	421902	380.00
			15,296.28
Total Warrant #4 for Electronic Accounts Payable			60,586.93

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2018**

Vendor	Description	Account	Amount
BMO Solutions			
Facebook	fraud charge - to be refunded	12000	3.00
Air BNB	fraud charge - to be refunded	12000	1,322.42
Henning Brothers	office supplies	421103	16.50
Amazon	office supplies	421105	14.00
Lowe's	office supplies	421105	58.23
Staples	office supplies	421105	142.50
Staples	office supplies	421105	72.99
Dollar Tree	office supplies	421105	8.00
Amazon	office supplies	421105	9.74
Blue Mountain	office supplies	421105	29.99
Authorize.net	credit card and bank fees	421152	25.90
FedEx	postage	421204	38.50
Verizon	telephone/fax	421301	209.94
Verizon	telephone/fax	421302	198.76
First Communications	telephone/fax	421304	478.62
Converged Digital	telephone/fax	421305	188.00
Chicago Botanic Garden	conference/education	421402	52.00
IPRA	conference/education	421402	26.00
Toscana	conference/education	421405	35.68
Sam's	conference/education	421405	32.90
Moretti's	conference/education	421405	25.11
Walker Bros.		421405	39.60
IPRA	conference/education	421406	26.00
IPRA	conference/education	421406	26.00
IPRA	conference/education	421406	39.00
Noodles	conference/education	421406	48.06
Jewel	conference/education	421406	22.98
IPRA	conference/education	421406	26.00
IPRA	conference/education	421406	78.00
IPRA	conference/education	421406	26.00
5 Guys Transport		421406	80.05
Pay Pal	conference/education	421407	30.00
Airport Parking	conference/education	421407	26.75
IFC -	conference/education	421407	60.02
American	conference/education	421407	25.00
Cibo	conference/education	421407	23.37
Red Robin	conference/education	421407	35.75
5 Guys Transport	conference/education	421407	77.00
American	conference/education	421407	25.00
Stony Creek	conference/education	421407	114.33
American	conference/education	421407	27.56
AAPRA	conference/education	421407	204.00
Taxi	conference/education	421407	32.00
Taxi	conference/education	421407	40.00
NCTRC	memberships/certifications	421504	80.00
CPI Inc	memberships/certifications	421513	150.00
Comcast	maintenance/utilities	421706	166.50

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2018

Vendor	Description	Account	Amount
Comcast	maintenance/utilities	421706	119.85
AT&T	maintenance/utilities	421706	70.42
Comcast	maintenance/utilities	421706	139.26
Converged Digital	computers	421902	512.22
Screencloud	computers	421905	20.00
Apple	computers	421905	0.99
Survey Monkey	computers	421905	360.00
Amazon	computers	421906	5.49
Amazon	computers	421906	11.99
Amazon	computers	421906	159.99
Amazon	computers	421906	185.51
Amazon	computers	421906	21.99
Amazon	computers	421906	38.55
Amazon	computers	421906	29.98
Walmart	computers	421906	79.88
Amazon	computers	421906	9.89
Bartlett Nature	rental/municipal	422102	585.00
Metropolis Performing Arts Center	commercial expense	422201	408.00
Bahama Breeze	commercial expense	422201	799.84
Escapeocity	commercial expense	422201	180.00
Moretti's	commercial expense	422201	237.68
Sky Centers	commercial expense	422202	104.00
Streamwood Bowl	commercial expense	422202	22.50
Sky Center Martial Arts	commercial expense	422202	52.00
Sky Center Martial Arts	commercial expense	422202	78.00
Streamwood Bowl	commercial expense	422202	41.25
Comfort Suites	commercial expense	422204	1,464.96
Naperville Heritage	commercial expense	422204	19.50
Arlington Lanes	commercial expense	422205	22.50
Brunswick Zone	commercial expense	422205	24.00
Arlington Lanes	commercial expense	422205	29.25
Bensenville Theater	commercial expense	422205	45.50
Brunswick Zone	commercial expense	422206	72.00
Brunswick Zone	commercial expense	422206	72.00
Brunswick Zone	commercial expense	422206	63.00
Brunswick Zone	commercial expense	422206	69.00
Streamwood Bowl	commercial expense	422206	120.75
Streamwood Bowl	commercial expense	422206	135.00
Streamwood Bowl	commercial expense	422206	130.00
Wapaghattis	commercial expense	422206	180.00
Culvers	commercial expense	422206	26.19
Culvers	commercial expense	422206	2.49
Poplar Creek	commercial expense	422206	88.35
Poplar Creek Bowl	commercial expense	422206	99.75
Poplar Creek Bowl	commercial expense	422206	94.05
Vail Resorts	commercial expense	422206	581.00
Kline Creek Farm	commercial expense	422206	12.00
Arlington Lanes	commercial expense	422206	31.50
Brunswick Zone	commercial expense	422206	270.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2018

Vendor	Description	Account	Amount
Brunswick Zone	commercial expense	422206	246.00
Brunswick Zone	commercial expense	422206	270.00
Picture Show	commercial expense	422206	40.50
Streamwood Bowl	commercial expense	422206	27.00
Arlington Lanes	commercial expense	422206	45.00
Elk Grove Bowl	commercial expense	422206	876.00
Elk Grove Bowl	commercial expense	422206	892.00
Elk Grove Bowl	commercial expense	422206	888.00
Elk Grove Bowl	commercial expense	422206	880.00
Arlington Lanes	commercial expense	422206	36.00
Nickel City	commercial expense	422206	71.75
Nickel City	commercial expense	422206	101.00
The Lucky Monk	commercial expense	422206	72.22
Moretti's	commercial expense	422206	84.79
Arlington Lanes	commercial expense	422206	38.25
Arlington Lanes	commercial expense	422206	45.00
Arlington Lanes	commercial expense	422206	45.00
City of Michigan City	commercial expense	422208	25.00
BG Movie Theater	commercial expense	422209	561.50
Chicago Dogs Baseball	commercial expense	422209	565.00
Jewel	program development	422303	91.79
Walgreens	program development	422303	27.28
Jewel	supplies	422401	32.97
Walmart	supplies	422401	54.25
Aldi	supplies	422402	19.82
Jewel	supplies	422402	18.27
Aldi	supplies	422402	17.90
Jewel	supplies	422402	2.99
Jewel	supplies	422402	18.09
Jewel	supplies	422402	18.10
Meijer	supplies	422404	16.72
Dollar Tree	supplies	422404	6.00
Jewel	supplies	422405	2.00
Amazon	supplies	422405	4.99
Amazon	supplies	422405	10.93
Amazon	supplies	422405	127.92
Amazon	supplies	422405	74.85
Amazon	supplies	422405	718.26
Amazon	supplies	422405	39.98
Amazon	supplies	422405	134.97
Amazon	supplies	422405	29.55
7-Eleven	supplies	422406	3.04
Meijer	supplies	422406	10.77
Amazon	supplies	422406	16.27
Michaels	supplies	422406	87.02
Amazon	supplies	422406	79.96
Walmart	supplies	422406	9.70
Walmart	supplies	422406	30.86
Walmart	supplies	422406	67.38

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2018

Vendor	Description	Account	Amount
Walmart	supplies	422406	28.94
Meijer	supplies	422406	17.15
Party City	supplies	422406	7.99
Aldi	supplies	422406	34.94
Aldi	supplies	422406	32.28
Aldi	supplies	422406	24.26
Jewel	supplies	422406	15.47
Jewel	supplies	422406	14.28
Jewel	supplies	422406	10.72
Jewel	supplies	422406	5.39
Jewel	supplies	422406	5.39
Aldi	supplies	422406	28.29
Aldi	supplies	422406	26.11
Aldi	supplies	422406	19.61
Aldi	supplies	422406	28.84
Aldi	supplies	422406	26.62
Aldi	supplies	422406	19.97
Walmart	supplies	422406	10.68
Walmart	supplies	422406	9.86
Walmart	supplies	422406	7.40
Meijer	supplies	422406	52.50
Jewel	supplies	422406	10.05
Jewel	supplies	422406	10.00
Aldi	supplies	422406	43.47
Aldi	supplies	422406	40.13
Aldi	supplies	422406	30.09
Jewel	supplies	422406	10.99
Jewel	supplies	422406	69.48
Jewel	supplies	422406	48.19
Jewel	supplies	422406	59.95
Jewel	supplies	422406	73.74
Jewel	supplies	422406	21.55
Walmart	supplies	422406	6.97
Jewel	supplies	422406	3.98
Dollar Tree	supplies	422406	3.00
Jewel	supplies	422406	20.97
Dollar Tree	supplies	422406	18.00
Pizza Hut	supplies	422406	25.96
Jewel	supplies	422406	6.66
Dollar Tree	supplies	422406	18.00
Target	supplies	422406	13.94
Ultimate Screen Print	supplies	422406	127.50
Amazon	supplies	422406	93.78
Amazon	supplies	422406	579.86
Amazon	supplies	422406	75.98
Jewel	supplies	422406	56.72
Amazon	supplies	422406	5.45
Amazon	supplies	422406	4.54
Jewel	supplies	422406	68.52

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #4
April 30, 2018

Vendor	Description	Account	Amount
Walmart	supplies	422406	79.26
Amazon	supplies	422409	51.87
Jewel	supplies	422409	5.74
Trader Joe's	supplies	422409	19.14
Jewel	supplies	422409	11.58
Lowe's	supplies	422409	26.62
Jewel	supplies	422409	7.78
Jewel	supplies	422409	20.52
Jewel	supplies	422409	7.37
Walmart	supplies	422409	7.06
Walmart	supplies	422409	6.34
Walmart	supplies	422409	10.96
Tony's	supplies	422409	17.48
Jewel	supplies	422409	15.31
Walmart	supplies	422409	16.70
Walmart	supplies	422409	20.17
Petco	supplies	422409	32.98
Amazon	supplies	422409	12.99
Amazon	supplies	422409	31.60
Menards	supplies	422409	53.30
Amazon	supplies	422409	10.28
Wildberry	supplies	422410	20.00
Wonderbly	supplies	422410	46.22
GAP	supplies	422412	23.52
Amazon	supplies	422417	70.22
Flop & Flow	supplies	422417	19.45
Amazon	supplies	422417	12.82
Apple Itunes	supplies	422417	10.61
Uline	supplies	422417	551.32
Jewel	supplies	422420	15.35
Jewel	supplies	422420	18.75
Jewel	supplies	422420	22.42
Jewel	supplies	422420	34.47
Maywood	Transportation	422801	30.00
PB Payment Service	printing	422901	369.35
PB Payment Service	printing	422902	381.45
Walmart	printing	422904	194.85
Office Max	printing	422904	440.91
Konica Minolta	printing	422906	1,133.52
Konica Minolta	printing	422906	48.98
Konica Minolta	printing	422906	850.36
Amazon	printing	422909	28.82
Vistaprint	printing	422909	44.33
Lettuce Entertain	Awards/Recognition	423101	100.00
Toscana	Awards/Recognition	423101	123.75
IPRA	public awareness	423102	265.00
IPRA	public awareness	423102	-100.00
Wheeling/Prospect Heights Chamber of Commerce	public awareness	423102	50.00
Facebook	public awareness	423104	176.97

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #4
 April 30, 2018**

Vendor	Description	Account	Amount
Dollar Tree	public awareness	423105	11.00
Daily Herald	public awareness	423108	62.80
Amazon	public awareness	423109	74.25
Amazon	public awareness	423109	34.20
Michaels	public awareness	423109	15.52
Amazon	public awareness	423109	1.29
Amazon	ADA compliance	450001	32.71
Jimmy Johns	ADA compliance	450006	40.09
FedEx Office	ADA compliance	450014	184.06
FedEx Office	ADA compliance	450014	104.88
Total			28,010.91
Total Warrant #4 for Electronic Accounts Payable			28,010.91

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #4
April 30, 2018

Num	Name	Memo	Account	Amount
25624	Alexian Brothers Corporate Health Service	Invoice 646902 Invoice 646902	10400 · VB&T Business Checking 441002 · Drug Tests / Physicals	-156.00 156.00 <u>156.00</u>
25625	Elizabeth Medrano	Yoga Class 3/05 STAR RM Yoga Class 3/05 STAR RM	10400 · VB&T Business Checking 422210 · STAR	-40.00 40.00 <u>40.00</u>
25626	Jennifer L. Voss	Zumba 2/13 -3/13 Zumba 2/13 -3/13	10400 · VB&T Business Checking 422206 · Weekly Programs	-500.00 500.00 <u>500.00</u>
25627	Wright, Jocelyn	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-27.80 27.80 <u>27.80</u>
25628	J & R Lock & Safe, Inc.	Invoice 0000386785 Invoice 0000386785	10400 · VB&T Business Checking 421103 · Locksmith / Keys	-270.72 270.72 <u>270.72</u>
25629	Doodlebug Workshop	Woodwork 03/15/18 RM & HP Woodwork 03/15/18 RM & HP	10400 · VB&T Business Checking 422209 · PURSUIT	-288.00 288.00 <u>288.00</u>
25630	U.S. Department of Homeland Security	VOID: ACWIA Training 03/22/18	10400 · VB&T Business Checking	0.00 0.00
25631	U.S. Department of Homeland Security	VOID: Anti-Fraud 03/22/18	10400 · VB&T Business Checking	0.00 0.00
25632	U.S. Department of Homeland Security	VOID: H-1B Filing 03/22/18	10400 · VB&T Business Checking	0.00 0.00
25633	U.S. Department of Homeland Security	VOID: Prem Proc Filing 03/22/18	10400 · VB&T Business Checking	0.00 0.00
25634	Buffalo Grove Park District	Invoice 012518-JH01 Invoice 012518-JH01	10400 · VB&T Business Checking 422102 · Leisure Education	-493.50 493.50 <u>493.50</u>
25635	NSSEO	2018 Summer Facility Usage 2018 Summer Facility Usage	10400 · VB&T Business Checking 422105 · Summer Day Camp	-3,200.00 3,200.00 <u>3,200.00</u>
25636	Precise Sounds	DJ 3/15 St Patricks Dance DJ 3/15 St Patricks Dance	10400 · VB&T Business Checking 422204 · Special Events	-450.00 450.00 <u>450.00</u>
25637	Nicor Gas	Svc 02/14/18 -03/15/18 Acct 82-52-44-0000 7 Acct 92-52-44-0000 6	10400 · VB&T Business Checking 421703 · Gas 421703 · Gas	-232.21 121.19 111.02 <u>232.21</u>
25638	Suzanne Sawka	VOID: Reissue Ck 25019 63017	10400 · VB&T Business Checking	0.00 0.00
25639	Teresa Stadnik Ortiz	Invoice 180219 Invoice 180219	10400 · VB&T Business Checking 450004 · Elk Grove Village	-110.00 110.00 <u>110.00</u>
25640	School District 54	Inv OM28650 & OM28651 Inv OM28650	10400 · VB&T Business Checking 422106 · Weekly Programs	-72.00 36.00

Northwest Special Recreation Association
VB&T Business Checking Accounts Payable
Warrant #4
April 30, 2018

Num	Name	Memo	Account	Amount
		Inv OM28651	422106 · Weekly Programs	36.00
				72.00
25641	Robbins Schwartz	Invoice 280228 HAK	10400 · VB&T Business Checking	-1,257.50
		Invoice 280228 HAK	421002 · Legal Fees	1,257.50
				1,257.50
25642	Bill's Auto & Truck Repair	Invoices 92383-92644	10400 · VB&T Business Checking	-2,506.54
		Invoices 92383-92644	422702 · Emergency Repair Service	1,151.77
		Invoices 92383-92644	422704 · Regular / Repair Service	1,354.77
				2,506.54
25643	Hanover Park Park District	Invoice 418	10400 · VB&T Business Checking	-1,443.00
		Invoice 418	421803 · HPPD Rental Space	1,443.00
				1,443.00
25644	Rolling Meadows Park District	Invoice 18-604	10400 · VB&T Business Checking	-960.00
		Invoice 18-604	421701 · Condo Maintenance	960.00
				960.00
25645	Park Central Condo Assn.	Invoice 604	10400 · VB&T Business Checking	-1,065.00
		Invoice 604	421801 · Condo Association Fee	1,065.00
				1,065.00
25646	U.S. Department of Homeland Security	ACWIA Training 3/22/18	10400 · VB&T Business Checking	-1,500.00
		ACWIA Training 3/22/18	421002 · Legal Fees	1,500.00
				1,500.00
25647	U.S. Department of Homeland Security	Anti-Fraud 03/22/18	10400 · VB&T Business Checking	-500.00
		Anti-Fraud 03/22/18	421002 · Legal Fees	500.00
				500.00
25648	U.S. Department of Homeland Security	H-1B Filing 3/22/18	10400 · VB&T Business Checking	-460.00
		H-1B Filing 3/22/18	421002 · Legal Fees	460.00
				460.00
25649	Emeralda, Karyn	Reimbursement - Premium Processing	10400 · VB&T Business Checking	-1,225.00
		Reimbursement - Premium Processing	421002 · Legal Fees	1,225.00
				1,225.00
25650	Brian Selders	Overage Vol IMRF 30218	10400 · VB&T Business Checking	-20.50
		Overage Vol IMRF 30218	442201 · Employer Portion	20.50
				20.50
25651	Sobkiewicz, Zofia	Overage Vol IMRF 30218	10400 · VB&T Business Checking	-40.00
		Overage Vol IMRF 30218	442201 · Employer Portion	40.00
				40.00
25652	Snyder, Joann	Overage Vol IMRF 30218	10400 · VB&T Business Checking	-39.99
		Overage Vol IMRF 30218	442201 · Employer Portion	39.99
				39.99
25653	NCPERS Group Life Insurance	Invoice 54360418	10400 · VB&T Business Checking	-16.00
		Invoice 54360418	421603 · Premium	16.00
				16.00
25654	PDRMA	Invoice 0318132H	10400 · VB&T Business Checking	-43,403.80
		Invoice 0318132H	421603 · Premium	43,403.80
				43,403.80
25655	ComEd	Acct 4629682000 3/1-3/30	10400 · VB&T Business Checking	-389.69
		Acct 4629682000 3/1-3/30	421702 · Electric	389.69
				389.69

Northwest Special Recreation Association
VB T Business Checking Accounts Payable
Warrant #4
April 30, 2018

Num	Name	Memo	Account	Amount
				389.69
25656	Elizabeth Medrano	Yoga Class 3/21 PURSUIT HP Yoga Class 3/21 PURSUIT HP	10400 - VB&T Business Checking 422209 - PURSUIT	-40.00 40.00 <hr/> 40.00
25657	Manny Aguilar	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-111.73 111.73 <hr/> 111.73
25658	Barb Bassett	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-33.79 33.79 <hr/> 33.79
25659	Bonaguro, Mary T	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-51.78 51.78 <hr/> 51.78
25660	Mary Lou D'Astice	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-34.88 34.88 <hr/> 34.88
25661	Dieschbourg, Ryan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-34.34 34.34 <hr/> 34.34
25662	Emeralda, Karyn	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-26.71 26.71 <hr/> 26.71
25663	Nicole Estrada	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-56.68 56.68 <hr/> 56.68
25664	Tori Gonzalez	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-82.84 82.84 <hr/> 82.84
25665	Andrea Griffin	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-87.20 87.20 <hr/> 87.20
25666	Rachel Hubsch	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-63.77 63.77 <hr/> 63.77
25667	Mackenzie Irelan	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-117.72 117.72 <hr/> 117.72
25668	Lauren Jevaney	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-62.13 62.13 <hr/> 62.13
25669	Johns, Brittany	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-48.23 48.23 <hr/> 48.23
25670	Kaminsky, Courtney	Mileage Mileage	10400 - VB&T Business Checking 422601 - Staff Mileage	-18.53 18.53 <hr/> 18.53

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #4
 April 30, 2018**

Num	Name	Memo	Account	Amount
25671	Krones, Summer R.	Mileage	10400 - VB&T Business Checking	-36.52
		Mileage	422601 - Staff Mileage	36.52
				36.52
25672	Cortney Lucente	Mileage	10400 - VB&T Business Checking	-106.82
		Mileage	422601 - Staff Mileage	106.82
				106.82
25673	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-95.38
		Mileage	422601 - Staff Mileage	95.38
				95.38
25674	Moran, Kate	Mileage	10400 - VB&T Business Checking	-74.67
		Mileage	422601 - Staff Mileage	74.67
				74.67
25675	Nock, Emily	Mileage	10400 - VB&T Business Checking	-14.72
		Mileage	422601 - Staff Mileage	14.72
				14.72
25676	O'Brien, Megan	Mileage	10400 - VB&T Business Checking	-10.90
		Mileage	422601 - Staff Mileage	10.90
				10.90
25677	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-106.28
		Mileage	422601 - Staff Mileage	106.28
				106.28
25678	Paradise, Michele	Mileage	10400 - VB&T Business Checking	-18.97
		Mileage	422601 - Staff Mileage	18.97
				18.97
25679	Katrina Place	Mileage	10400 - VB&T Business Checking	-162.41
		Mileage	422601 - Staff Mileage	162.41
				162.41
25680	Megan Quandt	Mileage	10400 - VB&T Business Checking	-78.48
		Mileage	422601 - Staff Mileage	78.48
				78.48
25681	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-63.82
		Mileage	422601 - Staff Mileage	63.82
				63.82
25682	Jodi Schultz	Mileage	10400 - VB&T Business Checking	-77.39
		Mileage	422601 - Staff Mileage	77.39
				77.39
25683	Snyder, Joann	Mileage	10400 - VB&T Business Checking	-56.14
		Mileage	422601 - Staff Mileage	56.14
				56.14
25684	Sowa, Nanette E.	Mileage	10400 - VB&T Business Checking	-70.85
		Mileage	422601 - Staff Mileage	70.85
				70.85
25685	Catherine Splett	Mileage	10400 - VB&T Business Checking	-54.50
		Mileage	422601 - Staff Mileage	54.50
				54.50
25686	Erica Stanko	Mileage	10400 - VB&T Business Checking	-82.84
		Mileage	422601 - Staff Mileage	82.84
				82.84

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #4
 April 30, 2018**

Num	Name	Memo	Account	Amount
				82.84
25687	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-97.56
		Mileage	422601 - Staff Mileage	97.56
				97.56
25688	Victoria Trebels	Mileage	10400 - VB&T Business Checking	-26.11
		Mileage	422601 - Staff Mileage	26.11
				26.11
25689	Theresa Waite	Mileage	10400 - VB&T Business Checking	-57.23
		Mileage	422601 - Staff Mileage	57.23
				57.23
25690	U.S. Postal Service	NWSRA Smr18 Brochure	10400 - VB&T Business Checking	-347.80
		NWSRA Smr18 Brochure	421201 - Postage	347.80
				347.80
25691	U.S. Postal Service	Postage 04/04/18	10400 - VB&T Business Checking	-1,000.00
		Postage 04/04/18	421201 - Postage	1,000.00
				1,000.00
25692	Greg Hubbard	04/13/18 Magic Show Performer	10400 - VB&T Business Checking	-175.00
		04/13/18 Magic Show Performer	422201 - Clubs	175.00
				175.00
25693	Coach Eve Learn to Swim, LLC	Invoice 20161708	10400 - VB&T Business Checking	-4,830.06
		Invoice 20161708	422206 - Weekly Programs	4,830.06
				4,830.06
25694	Buffalo Grove Park District	Invoice 2632	10400 - VB&T Business Checking	-328.33
		Invoice 2632	450003 - Buffalo Grove	328.33
				328.33
25695	Aikman, Callee F	Reissue Lost Ck#01118427 P/D 110917	10400 - VB&T Business Checking	-30.59
		Reissue Lost Ck#01118427 P/D 110917	21700 - Unclaimed Payroll/Property	30.59
				30.59
25696	Rolling Meadows Park District	Emergency whistles RMCC - TB	10400 - VB&T Business Checking	-69.30
		Emergency whistles RMCC-TB	422417 - General Supplies	69.30
				69.30
25697	Hudson Energy Services, LLC	Invoice 1804000078	10400 - VB&T Business Checking	-679.88
		Invoice 1804000078	421704 - Hudson Energy	679.88
				679.88
25698	Community Consolidated School Dist 15	Invoice 020818 - 10618 CLA Cust/Gym	10400 - VB&T Business Checking	-345.00
		Invoice 020818 - 10618 CLA Cust/Gym	422104 - Special Events	345.00
				345.00
25699	Summer Krones	Reissue Mileage ck 25433 12/14/17	10400 - VB&T Business Checking	-18.73
		Reissue Mileage ck 25433 12/14/17	21700 - Unclaimed Payroll/Property	18.73
				18.73
25700	Elizabeth Medrano	Reissue Staled Dated ck 25437 12/18/17	10400 - VB&T Business Checking	-40.00
		Reissue Staled Dated ck 25437 12/18/17	21700 - Unclaimed Payroll/Property	40.00
				40.00
25701	Catherine Mueller	Reissue Stale Dated Ck 25146 8/11/17	10400 - VB&T Business Checking	-145.00
		Reissue Stale Dated Ck 25146 8/11/17	21700 - Unclaimed Payroll/Property	145.00
				145.00

Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #4
April 30, 2018

Num	Name	Memo	Account	Amount
25702	Photo Booth of the Stars	Invoice 1292	10400 · VB&T Business Checking	-575.00
		Invoice 1292	12200 · PREPAID EXPENSES	575.00
				575.00
25703	Robbins Schwartz	Invoice 280523 HAK	10400 · VB&T Business Checking	-161.25
		Invoice 280523 HAK	421002 · Legal Fees	161.25
				161.25
25704	John S. Swift Company, Inc.	Invoice 18-0117	10400 · VB&T Business Checking	-3,865.00
		Invoice 18-0117	422907 · Seasonal Brochure	3,865.00
				3,865.00
25705	Rolling Meadows Park District	Invoice 134106	10400 · VB&T Business Checking	-35.00
		Invoice 134106	421707 · Miscellaneous	35.00
				35.00
25706	Victoria Trebels	Apr Mileage & Key Deposit	10400 · VB&T Business Checking	-87.77
		Mileage	422601 · Staff Mileage	37.77
		key deposit	21600 · Security Deposits	50.00
				87.77
25712	Hanover Park Park District	Invoice R16020-1	10400 · VB&T Business Checking	-6,993.44
		Invoice R16020-1	460001 · Capital Equipment Replacement	6,993.44
				6,993.44
25713	Nicor Gas	Svc 03/15 - 04/16	10400 · VB&T Business Checking	-191.80
		Acct 82-52-44-00007	421703 · Gas	99.95
		Acct 92-52-44-00006	421703 · Gas	91.85
				191.80
25714	Illinois State Toll Highway Authority	Invoice G121000001960	10400 · VB&T Business Checking	-1,413.10
		Invoice G121000001960	422802 · Tolls	1,413.10
				1,413.10
25715	Ann Patti	Refund - 1683 Golf 2018 Spring	10400 · VB&T Business Checking	-122.00
		Refund - 1683 Golf 2018 Spring	11500 · VB&T Operating/MM Account	122.00
				122.00
25716	Sheree Vane	Refund - 4404-4408 2018 Summer	10400 · VB&T Business Checking	-754.00
		Refund - 4404-4408 2018 Summer	11500 · VB&T Operating/MM Account	754.00
				754.00
25717	Dragon Guan LLC	Invoice 26	10400 · VB&T Business Checking	-1,400.00
		Invoice 26	422206 · Weekly Programs	1,400.00
				1,400.00
25718	Paddock Publications Inc.	Invoice T4497170	10400 · VB&T Business Checking	-160.65
		Invoice T4497170	423103 · Legal Notices	160.65
				160.65
25719	Bill's Auto & Truck Repair	Invoices 92755 - 93432	10400 · VB&T Business Checking	-10,690.68
		Invoices 92755 - 93432	422704 · Regular / Repair Service	10,076.66
		Invoice 93074	422702 · Emergency Repair Service	614.02
				10,690.68
25720	South Barrington Park District	JOliveri - Feb & Mar 2018	10400 · VB&T Business Checking	-320.00
		JOliveri - Feb & Mar 2018	450015 · South Barrington	320.00
				320.00
25721	PDRMA	Invoice 0418132H	10400 · VB&T Business Checking	-43,944.50
		Invoice 0418132H	421603 · Premium	43,944.50
				43,944.50

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #4
 April 30, 2018**

Num	Name	Memo	Account	Amount
25722	NCPERS Group Life Insurance	Invoice 54360518 Invoice 54360518	10400 · VB&T Business Checking 421603 · Premium	-16.00 <u>16.00</u> 16.00
25724	Lauterbach & Amen, LLP	Invoice 28024 Invoice 28024	10400 · VB&T Business Checking 442001 · Audit	-4,150.00 <u>4,150.00</u> 4,150.00
25725	ComEd	Acct 4629682000 3/30-4/30 Acct 4629682000 3/30-4/30	10400 · VB&T Business Checking 421702 · Electric	-331.60 <u>331.60</u> 331.60
25726	St. Peter Lutheran Church and School	Invoice 1 Invoice 1	10400 · VB&T Business Checking 422204 · Special Events	-75.00 <u>75.00</u> 75.00
25727	Elizabeth Medrano	Yoga Class Apr 6, 25 & 30 Yoga Class Apr 6, 25 & 30 Yoga Class Apr 6, 25 & 30	10400 · VB&T Business Checking 422209 · PURSUIT 422210 · STAR	-120.00 <u>80.00</u> <u>40.00</u> 120.00
25728	First Advantage Occupational Health Servi	Invoice 2520551804 Invoice 2520551804	10400 · VB&T Business Checking 441002 · Drug Tests / Physicals	-84.06 <u>84.06</u> 84.06
25729	Manny Aguilar	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-94.29 <u>94.29</u> 94.29
25730	Barb Bassett	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-30.52 <u>30.52</u> 30.52
25731	Bonaguro, Mary T	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-42.51 <u>42.51</u> 42.51
25732	Mary Lou D'Astice	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-37.06 <u>37.06</u> 37.06
25733	Dieschbourg, Ryan	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-76.85 <u>76.85</u> 76.85
25734	Nicole Estrada	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-63.77 <u>63.77</u> 63.77
25735	Tori Gonzalez	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-130.80 <u>130.80</u> 130.80
25736	Andrea Griffin	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-79.03 <u>79.03</u> 79.03
25737	Mackenzie Irelan	Mileage Mileage	10400 · VB&T Business Checking 422601 · Staff Mileage	-32.70 <u>32.70</u> 32.70

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #4
 April 30, 2018**

Num	Name	Memo	Account	Amount
25738	Lauren Jevaney	Mileage	10400 - VB&T Business Checking	-55.05
		Mileage	422601 - Staff Mileage	55.05
				55.05
25739	Johns, Brittany	Mileage	10400 - VB&T Business Checking	-56.14
		Mileage	422601 - Staff Mileage	56.14
				56.14
25740	Kaminsky, Courtney	Mileage	10400 - VB&T Business Checking	-61.04
		Mileage	422601 - Staff Mileage	61.04
				61.04
25741	Krones, Summer R.	Mileage	10400 - VB&T Business Checking	-44.69
		Mileage	422601 - Staff Mileage	44.69
				44.69
25742	Jacklyn Moore	Mileage	10400 - VB&T Business Checking	-81.21
		Mileage	422601 - Staff Mileage	81.21
				81.21
25743	Moran, Kate	Mileage	10400 - VB&T Business Checking	-82.30
		Mileage	422601 - Staff Mileage	82.30
				82.30
25744	Nock, Emily	Mileage	10400 - VB&T Business Checking	-39.24
		Mileage	422601 - Staff Mileage	39.24
				39.24
25745	O'Brien, Megan	Mileage	10400 - VB&T Business Checking	-10.90
		Mileage	422601 - Staff Mileage	10.90
				10.90
25746	Trisha Palmieri	Mileage	10400 - VB&T Business Checking	-126.44
		Mileage	422601 - Staff Mileage	126.44
				126.44
25747	Paradise, Michele	Mileage	10400 - VB&T Business Checking	-15.64
		Mileage	422601 - Staff Mileage	15.64
				15.64
25748	Katrina Place	Mileage	10400 - VB&T Business Checking	-204.38
		Mileage	422601 - Staff Mileage	204.38
				204.38
25749	Megan Quandt	Mileage	10400 - VB&T Business Checking	-38.15
		Mileage	422601 - Staff Mileage	38.15
				38.15
25750	Ross, Jordan	Mileage	10400 - VB&T Business Checking	-64.58
		Mileage	422601 - Staff Mileage	64.58
				64.58
25751	Jodi Schultz	Mileage	10400 - VB&T Business Checking	-37.06
		Mileage	422601 - Staff Mileage	37.06
				37.06
25752	Snyder, Joann	Mileage	10400 - VB&T Business Checking	-66.49
		Mileage	422601 - Staff Mileage	66.49
				66.49
25753	Sowa, Nanette E.	Mileage	10400 - VB&T Business Checking	-51.78
		Mileage	422601 - Staff Mileage	51.78
				51.78

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #4
 April 30, 2018**

Num	Name	Memo	Account	Amount
				51.78
25754	Catherine Splett	Mileage	10400 - VB&T Business Checking	-21.80
		Mileage	422601 - Staff Mileage	21.80
				21.80
25755	Erica Stanko	Mileage	10400 - VB&T Business Checking	-42.51
		Mileage	422601 - Staff Mileage	42.51
				42.51
25756	Elizabeth Thomas	Mileage	10400 - VB&T Business Checking	-83.39
		Mileage	422601 - Staff Mileage	83.39
				83.39
25757	Theresa Waite	Mileage	10400 - VB&T Business Checking	-70.85
		Mileage	422601 - Staff Mileage	70.85
				70.85
25758	Hudson Energy Services, LLC	Invoice 1805000017	10400 - VB&T Business Checking	-531.97
		Invoice 1805000017	421704 - Hudson Energy	531.97
				531.97
25759	Palatine Stable	Inv 50118 - lessons Mar & Apr 2018	10400 - VB&T Business Checking	-210.00
		Inv 50118 - lessons Mar & Apr 2018	422106 - Weekly Programs	210.00
				210.00
25760	Jennifer L. Voss	Zumba 3/20 - 4/24	10400 - VB&T Business Checking	-600.00
		Zumba 3/20 - 4/24	422206 - Weekly Programs	600.00
				600.00
25761	NSSEO	Invoice 3557 & 3558	10400 - VB&T Business Checking	-69.62
		Invoice 3557 & 3558	422102 - Leisure Education	69.62
				69.62
Total for Warrant #4 VB&T Business Checking Accounts Payable				149,582.47

**Warrant #5
Summary
May 23, 2018**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
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				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur)	29,001.74
Total IPDLAF Electronic Accounts Payable (PCARDS)	-
Total VB&T Business Checking Accounts Payable	4,090.31
	<u>33,092.05</u>

Motion to approve Warrant #5 dated May 23, 2018 totaling

\$33,092.05

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #5
 May 23, 2018**

Vendor	Description	Account	Amount
IMRF	April 2018	442201	27,566.56
ADP	FSA Monthly - Apr	424303	120.18
			120.18
Excalibur	Invoice -169582	421902	380.00
	Invoice -169603	421902	935.00
			1,315.00
Total Warrant #5 for Electronic Accounts Payable			29,001.74

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #5
May 23, 2018**

Vendor	Description	Account	Amount
BMO Solutions			
		Total	-
Total Warrant #5 for Electronic Accounts Payable			-

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #5
 May 23, 2018**

Num	Name	Memo	Account	Amount
25707	Hanover Park Park District	Invoice 518 Invoice 518	10400 - VB&T Business Checking 421803 - HPPD Rental Space	-1,443.00 1,443.00 <u>1,443.00</u>
25708	Park Central Condo Assn.	Invoice 605 Invoice 605	10400 - VB&T Business Checking 421801 - Condo Association Fee	-1,065.00 1,065.00 <u>1,065.00</u>
25709	Rolling Meadows Park District	Invoice 18-605 Invoice 18-605	10400 - VB&T Business Checking 421701 - Condo Maintenance	-960.00 960.00 <u>960.00</u>
25710	Rolling Meadows Park District	Invoice 134May-July 2018 Invoice 134May-July 2018 Invoice 134May-July 2018	10400 - VB&T Business Checking 421707 - Miscellaneous 12200 - PREPAID EXPENSES	-91.05 30.35 60.70 <u>91.05</u>
25723	Lily Chache SRA (LCSRA)	ITRS Tournament 2018 Regis ITRS Tournament 2018 Regis	10400 - VB&T Business Checking 422106 - Weekly Programs	-160.00 160.00 <u>160.00</u>
25762	Old Lighthouse Museum	22 Travelers - May 11-12 2018 22 Travelers - May 11-12 2018	10400 - VB&T Business Checking 422208 - Trips	-100.00 100.00 <u>100.00</u>
25763	Kaminsky, Courtney	May Mileage & Key Deposit Refund May Mileage Key Deposit Refund	10400 - VB&T Business Checking 422601 - Staff Mileage 21600 - Security Deposits	-71.26 21.26 50.00 <u>71.26</u>
25764	Alexian Brothers Corporate Health Service	Invoice 651845 Invoice 651845	10400 - VB&T Business Checking 441002 - Drug Tests / Physicals	-50.00 50.00 <u>50.00</u>
25765	Dave's Specialty Foods	Invoice 3459 Invoice 3459	10400 - VB&T Business Checking 422206 - Weekly Programs	-150.00 150.00 <u>150.00</u>
Total for Warrant #5 VB&T Business Checking Accounts Payable				4,090.31

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: May 23, 2018

Motion:

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

1. Pay Period Ending – 03/18/18 \$97,766.83
2. Pay Period Ending – 04/01/18 \$95,678.43
3. Pay Period Ending – 04/15/18 \$95,862.68
4. Pay Period Ending – 04/29/18 \$95,405.59

Liability Recap	Taxes Debited				
		Federal Income Tax		7,479.64	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,899.52	
		Social Security - ER		5,899.47	
		Social Security Adj - EE		.00	
		Medicare - EE		1,379.70	
		Medicare - ER		1,379.71	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,364.85	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	26,402.89
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	67,322.43
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	4,041.51
		Total Amount Debited From Your Accounts			97,766.83
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					Total Liability
					97,766.83
					97,766.83
					97,766.83

Liability Recap	Taxes Debited				
	Federal Income Tax			7,508.32	
	Earned Income Credit Advances			.00	
	Social Security - EE			5,781.98	
	Social Security - ER			5,781.97	
	Social Security Adj - EE			.00	
	Medicare - EE			1,352.30	
	Medicare - ER			1,352.24	
	Medicare Adj - EE			.00	
	Medicare Surtax - EE			.00	
	Medicare Surtax Adj - EE			.00	
	COBRA Premium Assistance Payments			.00	
	Federal Unemployment Tax			.00	
	State Income Tax			4,272.20	
	State Unemployment Insurance - EE			.00	
	State Unemployment/Disability Ins - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance Adj - EE			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	26,049.01	
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	66,226.16	
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXXX	3,403.26	
	Total Amount Debited From Your Accounts			95,678.43	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
					Total Liability
					95,678.43
					95,678.43
					95,678.43

Liability Recap	Taxes Debited				
	Federal Income Tax			7,312.19	
	Earned Income Credit Advances			.00	
	Social Security - EE			5,820.18	
	Social Security - ER			5,820.20	
	Social Security Adj - EE			.00	
	Medicare - EE			1,361.12	
	Medicare - ER			1,361.18	
	Medicare Adj - EE			.00	
	Medicare Surtax - EE			.00	
	Medicare Surtax Adj - EE			.00	
	COBRA Premium Assistance Payments			.00	
	Federal Unemployment Tax			.00	
	State Income Tax			4,258.10	
	State Unemployment Insurance - EE			.00	
	State Unemployment/Disability Ins - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance Adj - EE			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Local Income Tax			.00	
	School District Tax			.00	
	Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	25,942.97	
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	66,322.81	
	ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	3,596.90	
	Total Amount Debited From Your Accounts			95,862.68	
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00	
Taxes - Your Responsibility	None This Payroll				
					Total Liability
					95,862.68
					95,862.68

Liability Recap	Taxes Debited				
		Federal Income Tax		7,413.80	
		Earned Income Credit Advances		.00	
		Social Security - EE		5,794.42	
		Social Security - ER		5,794.39	
		Social Security Adj - EE		.00	
		Medicare - EE		1,355.09	
		Medicare - ER		1,355.14	
		Medicare Adj - EE		.00	
		Medicare Surtax - EE		.00	
		Medicare Surtax Adj - EE		.00	
		COBRA Premium Assistance Payments		.00	
		Federal Unemployment Tax		.00	
		State Income Tax		4,255.88	
		State Unemployment Insurance - EE		.00	
		State Unemployment/Disability Ins - ER		.00	
		State Unemployment Insurance Adj - EE		.00	
		State Disability Insurance - EE		.00	
		State Disability Insurance Adj - EE		.00	
		Workers' Benefit Fund Assessment - EE		.00	
		Workers' Benefit Fund Assessment - ER		.00	
		Local Income Tax		.00	
		School District Tax		.00	
		Total Taxes Debited	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	25,968.72
Other Transfers		ADP Direct Deposit	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	66,018.48
		ADP Check	Acct. No. XXXXXX3322	Tran/ABA XXXXXXXXX	3,418.39
		Total Amount Debited From Your Accounts			95,405.59
Bank Debits and Other Liability		Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility		None This Payroll			
					Total Liability
					95,405.59
					95,405.59
					95,405.59



Mt. Prospect Park District

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www.mppd.org

ADMINISTRATIVE OFFICES

(847)255-5380

Fax (847)255-1438

1000 W. Central Road

Mt. Prospect, IL 60056

CENTRAL COMMUNITY CENTER

(847)255-5380

Fax (847)392-5726

1000 W. Central Road

Mt. Prospect, IL 60056

RECPLX

(847)640-1000

Fax (847)364-2824

420 W. Dempster Street

Mt. Prospect, IL 60056

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411 S. Maple Street

Mt. Prospect, IL 60056

FRIENDSHIP PARK CONSERVATORY

(847)298-3500

Fax (847)296-2053

395 Algonquin Road

Des Plaines, IL 60018

MT. PROSPECT GOLF CLUB

(847)259-4200

Fax (847)632-9334

600 See-Gwun

Mt. Prospect, IL 60056

GOLF MAINTENANCE

(847)632-9330

Fax (847)342-9113

600 See-Gwun

Mt. Prospect, IL 60056

MAINTENANCE FACILITY

(847)956-6773

Fax (847)956-6911

1645 Carboy

Mt. Prospect, IL 60056

January 24, 2018

Tracey Crawford
Executive Director
Northwest Special Recreation Association
3000 Central Road - Suite 205
Rolling Meadows, IL 60008

Re: Purchase of ASTM F1951-09b / ASTM F1292-99 / ASTM F2075-04 Compliant Playground Surfacing

Dear Ms. Crawford:

The Mt. Prospect Park District hereby notifies and requests approval of the NWSRA Board of Directors for the proposed expenditures of funds from the Mt. Prospect Park District's Special Recreation levy to pay for the following improvements:

Purchase and placement of ASTM compliant playground surfacing, to be installed park district wide at a cost not to exceed \$19,440.00. The surfacing shall be used to refresh various existing playgrounds and access routes, thus ensuring continued compliance with ADA requirements.

The benefits of this project to NWSRA are as follows:

- The compliant safety surface exceeds ADA guidelines for accessibility and will provide compliant surfacing at our playgrounds and play structures for children of all abilities throughout the parks.

The chart below breaks down the proposed ASTM Playground surfacing. A copy of the 3 proposals are attached, with Lucas Landscape having the lowest quote.

Lucas Landscape and Design	720 Yds. Delivered / Installed	(\$27 /CY) 720 CY \$19,440
Three Oaks Ground Cover	720 Yds. Delivered / Installed	(\$28 /CY) 720 CY \$20,160
Cedar Valley	720 Yds. Delivered / Installed	(\$30 /CY) 720 CY \$21,600

The Mt. Prospect Park District respectfully requests that you consider this proposal and present it with your approving recommendation to the NWSRA Board of Directors. If you have any questions or require additional information, please do not hesitate to contact me at (847) 255-5380 Ext. 108.

Very truly yours,

James Jarog
Director of Parks & Planning
Mt. Prospect Park District

Cc Dan Malartsik / Executive Director / Mt. Prospect Park District

Lucas Landscape and Design
 PO Box 1428
 Arlington Heights, IL 60006
 US
 (847) 997-4424
 service@lucaslandscapedesign.com

Estimate - Contract



Nick Aiello
 1000 W Central Rd
 Mount Prospect, IL 60056

5384	01/05/2018	06/05/2018
------	------------	------------

Please detach top portion and return with your payment.

P.O. NUMBER

SALES REP

Luke

02 Mulch Furnish and install 1 semi load(80 cubic yards) of ASTM certified playground mulch. Mulch will be delivered by The Mulch Center. Lucas Landscape will install the mulch. You will receive one invoice for everything. Price includes mulch, delivery and installation. 720 cubic yards x \$27.00 per yard equals \$19440.00. This is the same pricing as last year	80	27.00	2,160.00
--	----	-------	----------

We are able to guarantee a schedule date, however we are unable to guarantee a time.

TOTAL

\$2,160.00

ACCEPTANCE OF ESTIMATE-CONTRACT & TERMS AND CONDITIONS

Please read the attached Terms and Conditions document. Your signature indicates acceptance of the price, specifications and conditions in this Estimate-Contract and the attached Term and Conditions document. You are authorized to do work as specified.

We are able to guarantee a schedule date, however we are unable to guarantee a time.

ACCEPTANCE OF ESTIMATE-CONTRACT & TERMS AND CONDITIONS

Please read the attached Terms and Conditions document. Your signature indicates acceptance of the price, specifications and conditions in this Estimate-Contract and the attached Term and Conditions document. You are authorized to do work as specified.

Three Oaks Ground Cover

858 South Main Wayland MI 49348 Phone (269) 792-4200 Fax (269) 792-4580	1300 West Roosevelt West Chicago IL 60185 Phone (630) 231-6597	4885 Felch Street Zeeland MI 49646 (616) 896-1530
--	--	---

Quote No. **20433**

Bill To: Mount Prospect Nick	Ship To: Mount Prospect Nick
------------------------------------	------------------------------------

Quote Date	SLS Rep	Payment Terms	Ship Date	Ship Via
1/5/2018	mh	Net 30		MPS

Yards Ordered	Item No / Description	UM	Unit Price
TBD	Playground Safety Surface to be installed via Blower Truck	per yard	\$28.00

CEDAR VALLEY EXPRESS BLOWER, INC.

P.O. Box 1686, Frankfort, IL, 60423
Office/Cell (815) 258-4042 or (708) 601-3025 & Fax (815) 464-5881

PROPOSAL

To: Mr. Prospect Park District
Attention: Nick Aiello
1000 W. Central Road
Mt. Prospect, Illinois 60056

Phone: (847) 255-5380 **Date:** 01/17/18
Fax/Email: (847) 255-1438/naiello@mppd.org

Job Name/Location: To Be Advised

Purchase Order Number: TBD

Proposal Number: 1455

We hereby submit specifications and estimates for:

Blower/Installation service to install approximately, (**yardage to be advised*) of ADA certified playground mulch material @ \$30.00 per yard for the locations as to be advised. The price is based upon reasonable access to the playground, i.e. an additional charge for courtyards, walled/fenced in areas, excessive distance and up charge for less than 20 yards at each stop. The price includes blower/installation service, loader, cartage, material, labor and complete clean-up.

TOTAL AMOUNT \$30.00 PER YARD*

WE PROPOSE hereby to furnish labor and material – complete in accordance with the above specifications;
For the sum of: To Be Determined* dollars (\$*TBD)

Payment to be made as follows:
\$0.00 down payment with a balance due of \$TBD* payable upon completion of job.

ACCOUNTS OVER THIRTY (30) DAYS OLD ARE SUBJECT TO A 2% INTEREST CHARGE

The undersigned agrees to pay the Contractor reasonable attorney fees, together with all other expenses and cost of any suit filed, should this contract, after default, be placed in the hands of an attorney for collection.

All material is guaranteed to be specified. All work to be completed in a Professional Manner according to standard practices. Any alternation or Deviation from above Specifications involving extra costs will be executed only upon written orders, and will Become an extra charge over and above the estimate. All agreements contingent upon Strikes. Accidents or delays beyond our control. Owner to carry fire, tornado and other Necessary insurance.

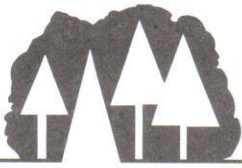
ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are Satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized
Signature _____

Note: This proposal may be withdrawn by us if not accepted Within 10 days

Signature _____

Date of Acceptance: _____



Mt. Prospect Park District

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Fax (847)364-2824

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Mt. Prospect, IL 60056

MAINTENANCE FACILITY

(847)956-6773

Fax (847)956-6911

1645 Carboy

Mt. Prospect, IL 60056

April 2, 2018

Tracy Crawford
Executive Director
Northwest Special Recreation Association
3000 Central Road – Suite 205
Rolling Meadows, IL 60008

Re: ADA Improvements – Weller Creek / ADA Accessible Pathway

Ms. Crawford,

The Mt. Prospect Park District hereby notifies and requests approval of the NWSRA Board of Directors for the proposed expenditures of funds from the Park District’s Special Recreation levy to pay for the following improvements:

Reimbursement for ADA related improvements which include a new ADA accessible route of travel for the pedestrian pathway at Weller Creek Park. The proposed improvements will provide a compliant path of travel to the North side of Weller Creek and the area adjacent where none currently exist. The Mt. Prospect Park District is requesting reimbursement for costs associated for 5 feet of width of the 6 foot path system.

This project will be completed in partnership with the Village of Mount Prospect as part of their 2018 street improvement program. The total Village Engineer’s construction cost estimate for this project is \$6,235.00. The total identified **ADA** related costs associated with this product are **\$5,193.75**.

Please see the attached supporting documents for your review.

The Mt. Prospect Park District respectfully requests that you review this proposal and present it with your approving recommendation to the NWSRA Board of Directors.

Sincerely,

Jim Jarog
Director of Parks & Planning
Mt. Prospect Park District

CC: Dan Malartsik
Executive Director
Mt. Prospect Park District



MEMORANDUM

To: Dan Malartsik, Executive Director

From: Jim Jarog, Director of Parks and Planning

Date: 3/28/18

Re: Pavement Maintenance Program-2018 / Weller Path South

C:

SUMMARY & BACKGROUND:

The existing pathway located on the south side of the Weller Creek Bridge is not paved and is a rough gravel surface which is not considered ADA Accessible. This area of path past the Village R.O.W. is approximately 149 feet long by 6 feet wide. Staff had previously identified this area as being in need of paving and included the costs associated with this project as part of the capital improvement plan for FY 2018.

Staff was asked to complete the bid documents for the 2018 Pavement Maintenance Program in house without the use of a professional engineer. Because of this the pathway paving was handled outside of the crack fill and seal coating bid for the other park locations. This was primarily due to the engineering calculations and drawings that would be required to bid, permit and complete the paving work. The Village of Mount Prospect Engineering Department was contacted and asked if this paving work could be included in their annual street repaving bid for 2018. They graciously agreed to allow us do so. If we choose to participate the Park District will benefit from a volume discount by being part of over 3.5 million dollars' worth of resurfacing work the Village will complete in 2018.

The bid summary for the bids received are as follows:

Lowest Bidder	2 nd Lowest	3 rd Lowest	4 th Lowest
Arrow Road	A. Lamp	Schroeder	Johnson
\$3,688,767.80	\$3,762,132.90	\$3,848,364.40	\$3,887,887.00

The work associated with this program would be calculated based on the actual units used and unit pricing received from the lowest bidder which was Arrow Road Construction Inc.



The identified work area associated with the Park District's portion of the path replacement is estimated at 100 sq. yds. at \$62.35 per sq. yd. for the estimated total cost of \$6,235.00. This cost may fluctuate and will be based on actual units used on site. In addition, the Village will graciously be replacing the curb and R.O.W. areas at no additional expense to the district. This is usually a shared 50% expense with the owner. Of the \$6,235.00, five feet of the six foot path (83.3%) will be billable to the Handicapped Accessibility improvement fund as the path will then be ADA compliant.

BUDGET IMPACT

FY 2018 Capital funds available for this project (210000-645000)	<u>\$43,000</u>
Engineering	\$0.00
Handicapped Accessibility Fund (250000-603000)	\$5,193.75
Paving and Lighting Fund (210000-645000)	<u>\$1,041.25</u>
Total Estimated Expense (V.O.M.P. / Arrow Road Construction)	\$6,235.00

DOCUMENTS ATTACHED

Mt. Prospect Public Works Engineering Estimate Dated March 22, 2018
Village of Mount Prospect Bid Tabulation Document
Pathway Overview Drawing

RECOMMENDATION:

Staff requests that the Executive Director grant permission for the Mt. Prospect Park District to participate in the Village's 2018 street resurfacing program for the replacement of the Weller Creek Bridge South pathway at the estimated cost of \$6,235.00. This cost is based on staff and Village Engineer's estimates using unit pricing provided by the Village of Mt. Prospect low bidder, Arrow Road Construction, Inc. These improvements will provide an accessible path of travel for pedestrian traffic traveling north and south across the path system and will be ADA compliant.



Jim Jarog <jjarog@mppd.org>

Man A Wa trail Path

1 message

Lattner, Mark <MLattner@mountprospect.org>
To: Jim Jarog <jjarog@mppd.org>

Thu, Mar 22, 2018 at 2:24 PM

Jim

The unit price is \$62.35/sq. yd. and the estimated area is (149x6) 100 sq. yds.
The cost would be \$6,235.0

Any questions just let me know.

Thanks

Mark Lattner, P.E.

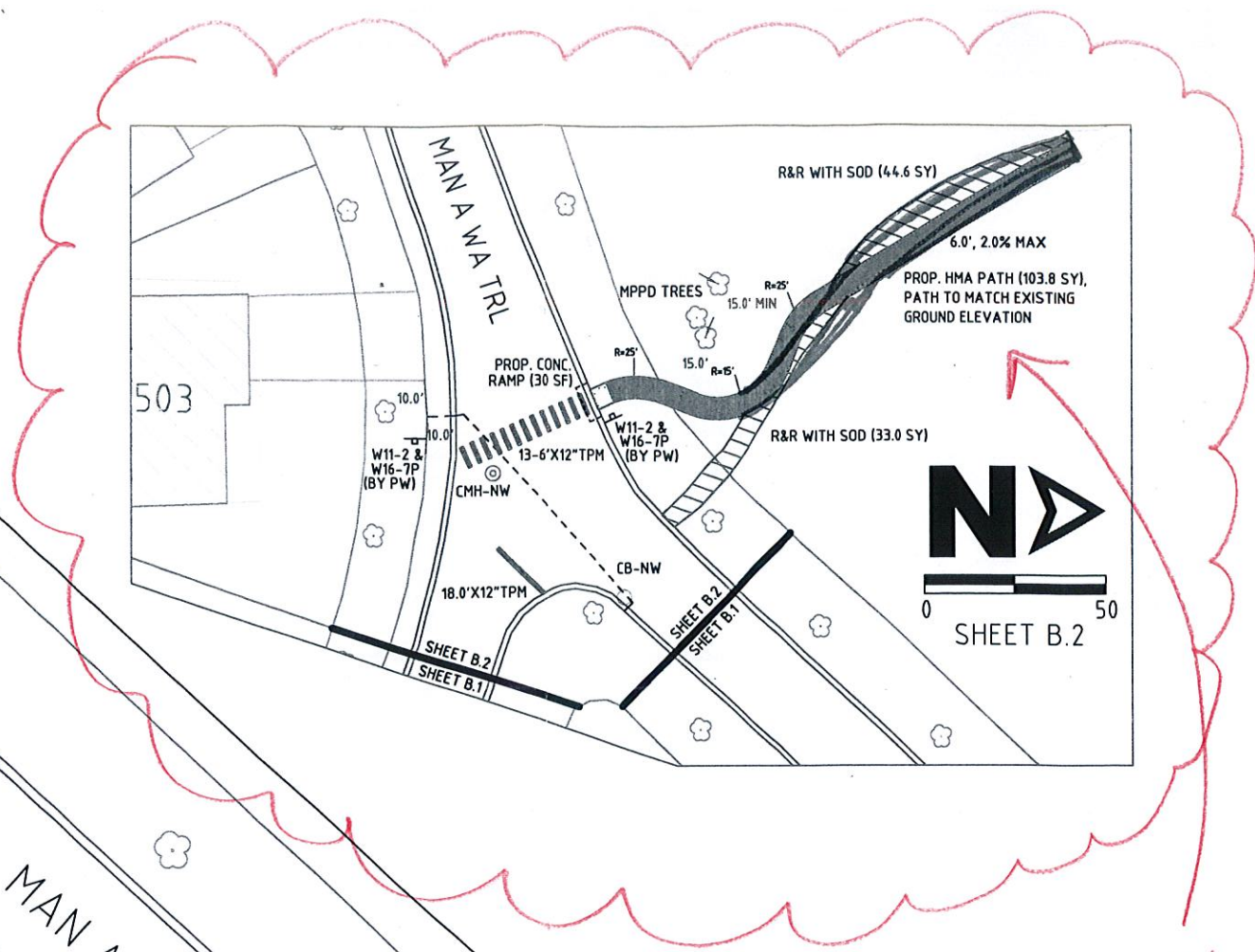
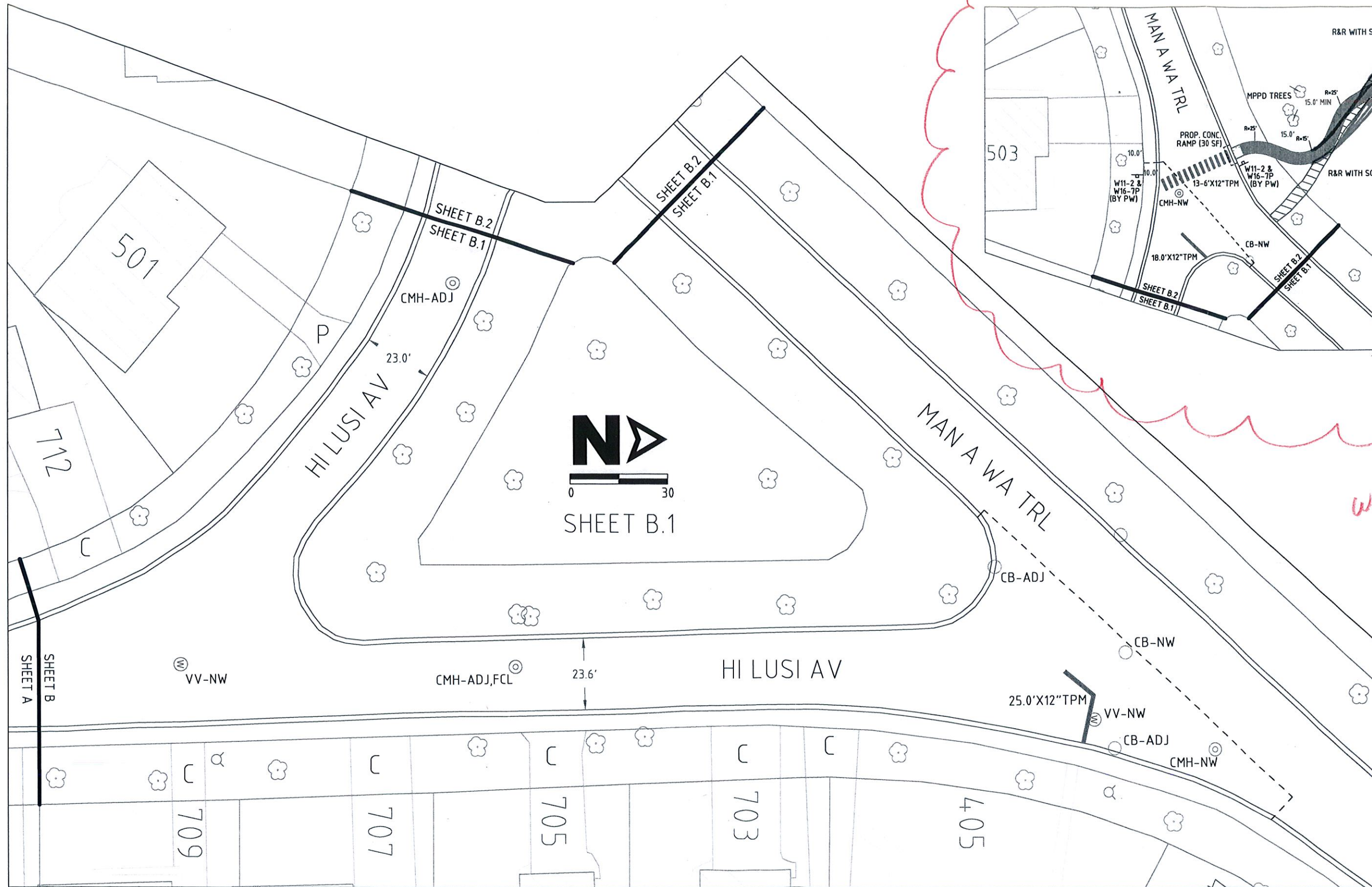
Project Engineer
Village of Mt. Prospect
1700 W Central Road
Mount Prospect, IL 60056
(847) 870-5640

Weller Creek East Bridge

Weller South Path

Area To Be
Re-aligned with
V.O.M.P. Crossing
For ADA Compliance





Wetler Path South





April 25, 2018

Tracey Crawford
Executive Director
Northwest Special Recreation Association
3000 Central Road – Suite 205
Rolling Meadows, IL 60008

Dear Ms. Crawford,

The Bartlett Park District hereby notifies and requests approval of the NWSRA Board of Directors for the proposed expenditure to be paid from the District's Special Recreation Levy to pay the cost of the following improvements:

The following projects have been completed and are described below.

Humbracht Park. Humbracht playground was replaced with a new play structure with new ADA accessible play equipment. The project also included ADA improvements to asphalt path that leads to an accessible sloped playground entry and accessible drinking fountain. Enclosed is a list that itemized the ADA portion of the project along with a site plan for the project.

Trails End Park

The asphalt path was removed and replaced to meet ADA standards and added detectable warning pads. The project also included replacing the bleacher pad that connected to path to meet ADA standards. Enclosed is a copy of the invoice, scope of work, and photos of completed project.

O'Brien Wood's Trail

Certified engineered wood fiber was added to the trail to acceptable levels for accessibility around trail. Enclosed is a copy of the invoice of material, trail map, and a photos of completed project.

Villa Olivia

Concrete detectable warning pads were replaced to meet ADA standards throughout the parking lot and clubhouse at Villa Olivia. Enclosed is a copy of the invoice and a photos of completed project.



<u>Project</u>	<u>Total Cost</u>	<u>SRA Portion</u>	<u>Submitted</u>
Humbracht Playground & Path Improvement	\$124,772.88	41.58%	\$51,888.34
Trails End Park- Asphalt Path	\$29,178	40%	\$11,671
O'Brien Wood Trail	\$3,900	100%	\$3,900
Villa Olivia	\$8,000	100%	\$8,000
Completed Project Request			\$75,459.34

The Bartlett Park District respectfully request that you review this proposal and present it with your approving recommendation to the NWSRA Board of Directors. If you have any questions or require additional information, please contact me at 630-540-4805.

Sincerely,
Bartlett Park District

Kelly O'Brien
Superintendent of Parks & Planning

**Humbract Park Playground Renovation
Bartlett Park District
Concept Estimate**

Prepared Date: 01/24/17

Project #551

PROJECT COMPONENTS	QUANTITY	UNIT	COST	EXTENSION
REMOVALS and SITE PREPARATION				
General Conditions	1	LS	\$ 3,310.00	\$ 3,310.00
Site Preparation and Grading	1	LS	\$ 9,440.67	\$ 9,440.67
Block Wall Removal	1	LS	\$ 500.00	\$ 500.00
Removal of Shelter and Bench	1	LS	By Owner	By Owner
Removal of Play Equipment by Kids Around the World	1	LS	By Other	By Other
NEW CONSTRUCTION				
Concrete Paving	158	SF	\$ 8.00	\$ 1,264.00
Concrete Playground Curb	65	LF	\$ 32.00	\$ 2,080.00
Concrete Sloped Playground Entry	80	SF	\$ 10.50	\$ 840.00
Engineered Wood Fiber Surfacing	5789	SF	\$ 3.50	\$ 20,261.50
PLAY EQUIPMENT & SITE FURNITURE				
Playground Equipment Purchase	1	EA	\$ 69,000.00	\$ 69,000.00
Grant Funding	1	EA	\$ (30,000.00)	\$ (30,000.00)
Playground Equipment Install	1	EA	\$ 24,845.00	\$ 24,845.00
Bench	3	EA	\$ 1,540.00	\$ 4,620.00
Bike Rack	1	EA	\$ 777.00	\$ 777.00
Receptacles	2	EA	\$ 910.00	\$ 1,820.00
New Underdrainage	200	LF	\$ 18.00	\$ 3,600.00
Connection to Existing Line	1	EA	\$ 500.00	\$ 500.00
Lawn Restoration Seed and Blanket	1	LS	\$ 800.00	\$ 800.00
SubTotal				\$ 113,658.17
5% contingency				\$ 5,682.91
TOTAL				\$ 119,341.08

ADA Improvement Costs	QUANTITY	UNIT	COST	EXTENSION
Asphalt Paving Remove and replace	109	SY	\$ 42.00	\$ 4,578.00
Concrete Paving at Drinking fountain	45	SF	\$ 8.00	\$ 360.00
				\$ 493.80
				\$ 5,431.80



Berrett Park District
 888 W. Shawnee Road, Illinois 60103
 Phone: 615-540-4800

PROJECT
**Humbrecht Park
 Playground**
 Berrett, Illinois 60103

PROJECT TEAM



uplandDesign ltd
 Landscape Architecture
 2400 Leasport St. Mundelein, Illinois 60244
 815-254-0391 www.uplanddesign.com

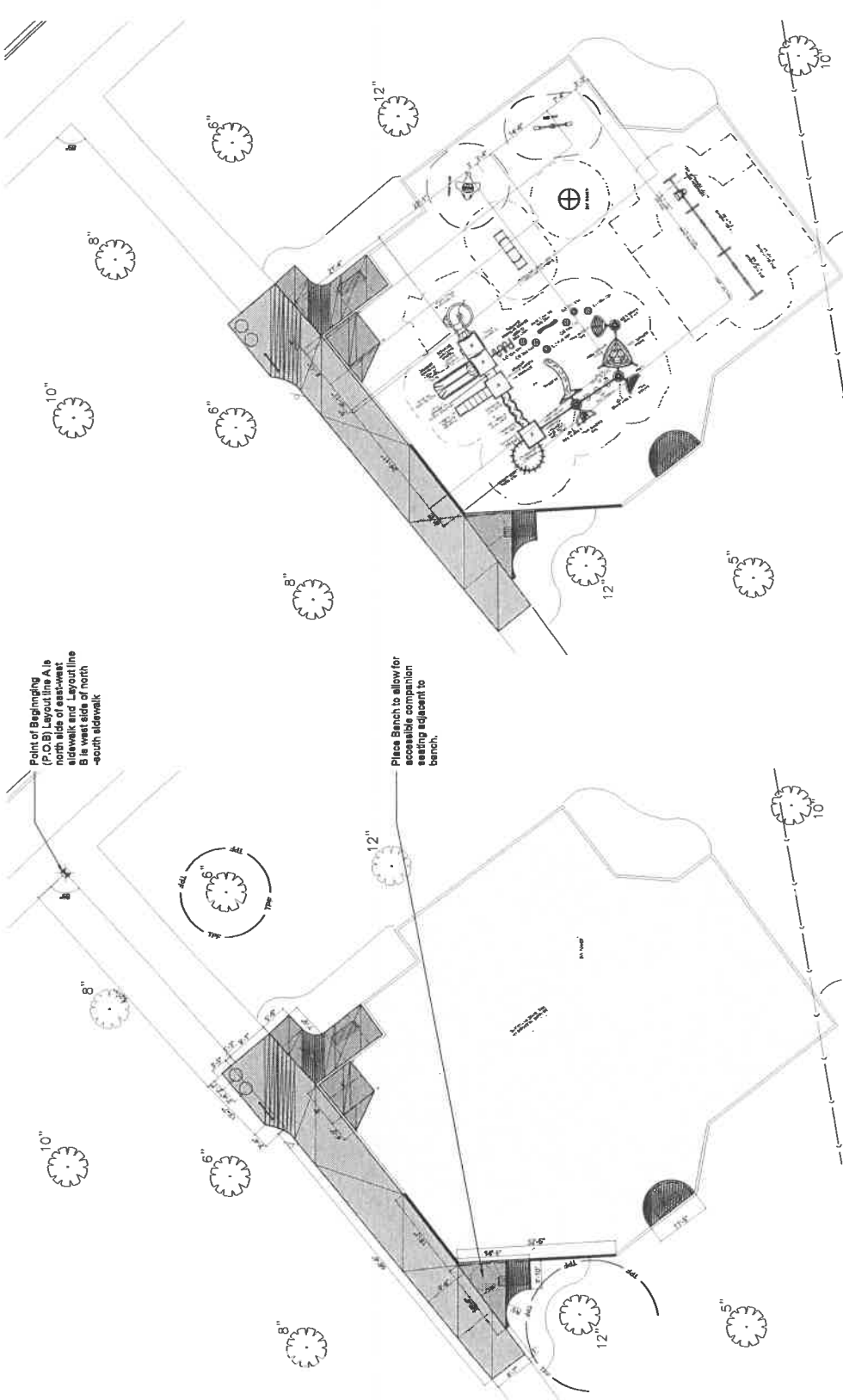
SURVEY
 Zeidler Consulting, Inc
 1130 Rendville Dr, Unit 18
 Palatine, IL 60074
 Phone: 224-250-5030

SHEET TITLE
**Dimension
 Plan**

SHEET NO. 4.0

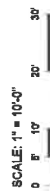
DATE / REVISION	BY
10/24/17	SKA/STP

Project Number: 051
 Date: 10/24/17
 Scale: 1/8" = 1'-0"
 Drawn by: SKA/STP
 Checked by: SKA/STP



Point of Beginning (P.O.B). Layout line A is north side of east-west sidewalk and Layout line B is west side of north-south sidewalk

Place Bench to allow for accessible companion seating adjacent to bench.



Equipment Dimension

- LEGEND**
- Concrete Paving
 - Asphalt Paving
 - Engineered Wood Floor
 - Concrete Joints
 - Construction Fence Construction Units
 - Point of Beginning



Site Dimensions

GENERAL NOTES: DIMENSION

1. Lines of equipment to be installed to be marked by the Contractor to review by Owner's Representative prior to play equipment installation.
2. Contractor shall confirm that all equipment assembly zones specified by play equipment manufacturer.
3. All play equipment locations shall be a minimum of 3' clear and begin 1' below finished grade. Where manufacturer specifies larger footings, those dimensions supersede this note.
4. See Layout Plan, Sheet 2.0 for additional general notes and referenced specifications and notes.

TRAILS END PARK- PATH IMPROVEMENT



Trails End Park

Path Improvement

970 Longford Rd



400 ft

Legend

O'Brien Woods Trail

O'Brien Woods Interpretive Trail

The Bartlett Trail

S Bartlett Rd

6



400 ft

Google Earth

© 2018 Google

O'BRIEN WOODS TRAIL





VII. Staff Reports

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To: Tracey Crawford, Executive Director
From: Andrea Griffin and Rachel Hubsch, Superintendents of Recreation
Re: Program Report - March 10, 2018 – May 9, 2018

Program Highlights

Weekly

Winter/Spring session will wrap up with 174 programs offered, 1409 registrants. These numbers will increase as spring registrations are still being accepted. This also represents an increase of 10% from 2017. There were 24 Special Events offered for winter/spring with 300 registrations. This represents an increase of 45% from 2017. Adults on the Go and Meet-N-Place, completed one of NWSRA goals this session which was to enhance service-based opportunities in adult programming. This was obtained by making cards for the Autumn Leaves Nursing Home and making blankets for Project Linus, a non-profit organization that's mission is to provide love, a sense of security, warmth and comfort to children who are seriously ill, traumatized, or otherwise in need through the gifts of new, handmade blankets and afghans, lovingly created by volunteer "blanketeers."

Clubs

Friday Night Live club is for individuals ages 21-30 year olds with physical and visual disabilities, they spent an hour searching for clues and solving puzzles to earn freedom and escape the room at, Escapeocity in Palatine, on April 13. Northern Stars, a club comprised mostly of adults who reside in a group home, took 48 participants out into the community and dined at Bahama Breeze. They enjoyed Caribbean inspired food and a vibrant island atmosphere that allowed them to feel a million miles from home.

Healthy Minds/Healthy Bodies (HMHB)

Six new injured veterans have joined HMHB within the four locations in Bartlett, Buffalo Grove, Palatine and Streamwood. Veterans understand the importance of a strong community and giving back. One Army veteran from Palatine decided to apply at NWSRA, as a way to give back and support his community. A veteran's wife from Palatine recently joined the NWSRA team as a part-time driver for PURSUIT and STAR Academy.

Lighting Sports

On April 22, 38 Lightning Athletes competed in the Track and Field qualifier for Special Olympics Spring Games. Of those athletes, 26 qualified for Special Olympics Summer Games held in Bloomington, IL on June 15-17.

Leisure Education

For the second year, Stevenson School choose to attend outdoor awareness at Bison's Bluff adaptive park with the Schaumburg Park District. This activity provides the students the opportunity to work together to accomplish tasks outside of the classroom. They supported each other to walk across the ropes, climb the wall and the rope net. Each student was able to experience challenging activities, all while relying on fellow classmates to cheer them on and provide suggestions.

Inclusion

The Inclusion Department closed 2018's first quarter with 122 residents participating in over 300 member district programs. Inclusion Coordinators compiled over 25 hours in direct program contact by participant observations, parent meetings and onsite trainings to ensure successful inclusive procedures and that all participants are meeting expectations in respective programs.

On March 19, over 30 preschoolers from the Wheeling Park District participated in the Ability Awareness program. The 4-5 year olds experienced maneuvering a wheelchair, having a visual impairment, communicating through sign language, and learning characteristics of autism.

Collaborative Programming

General Collaborative Information

- 215 clients are currently on the interest list. Of which, 139 people ready to be served now.
- 130 individuals were given tours for STAR Academy and PURSUIT
- Chicago State University sent a group of students to volunteer the week of March 19 to March 23 for both PURSUIT and STAR Rolling Meadows.

The PURSUIT Adult Day Program

- On Wednesday, April 11, an informational night was held for PURSUIT Mt. Prospect, at Miner School, in Arlington Heights. Of the 31 people who attended, 25 people were added to the interest list.
- NWSRA will now be offering private sensory therapy as another option for PURSUIT clients throughout the day.
- Liz Thomas, Manager of Collaboratives is now the Co-Chair for the ITRS Adult Day Program Committee, ITRS is the Therapeutic Recreation section of IPRA.

STAR Academy

Rolling Meadows Fire Department held a meet and greet and answered questions about being a Fire Fighter on Monday, April 9. Participants had a great time interacting on a personal level with the Fire Fighters and started to develop a trusting relationship should they ever have to come do an inspection or assist in an emergency situation.

Amita Health

Sibshops

Building Great Beginnings and NWSRA paired up to offer "Sibshops" for siblings of children with special needs. This program provides opportunities for siblings to meet other sibling and engage in peer support in a recreational setting.

Staff Update

Part-Time Staff & Volunteers

Three new drivers hired into the driver pool, which increased our part-time drivers to 22. Two new program leaders joined the team of over 25 part-time Program Leaders and the goal is to increase this number by three before summer program start.

During April, support services highlighted part time program assistant Peyton Young for staff of the month. Peyton has worked with NWSRA for a year and a half and currently assists with our Saturday Superstars, Gymnastics and Tumbling, Happy Hour, Young Adults Rocking around the Burbs, and Bowling programs. She has made a positive impact in all of these programs and always has a positive attitude. She has a great relationship with the participants she works with, and is dedicated to providing a fun and safe environment for our participants.

Staff Development and Training

Ted Adatto, Manager of Inclusion Services and Liz Thomas, Manager of Collaboratives attended outside seminars focusing on behaviors stemming from sexuality. Both Managers are on the Behavior Team and were able to bring back valuable information for future trainings.

Collaborative Coordinators Erica Stanko and Trisha Palmieri, Support Services Coordinator Nicole Estrada and Inclusion Coordinator Tori Gonzalez attended the Leadership Symposium on Friday, April 13. Each coordinator came back with many new ideas to help enhance personal leadership within staffing and programming.

The Day Camp Team, which consists of: Jodi Schultz, Manager of Special Recreation and Program Specialist, Kate Moran, Victoria Trebels, Mary Therese Bonaguro and Brittany Johns, attended the American Camp Association Mid States camp conference in St. Charles. The three-day conference, April 9-11 provided unique training ideas, team building activities, procedures for confidential information in a fun atmosphere.

Public Speaking

Inclusion Coordinator, Tori Gonzalez completed a training for the Mount Prospect Library on March 15, focusing on ability awareness for full-time staff. Rachel Hubsch, Superintendent of Recreation, and Trisha Breitlow, Superintendent of Administrative Services are revamping the current speaker's bureau pamphlet to be able to offer training to private and public agencies outside member park districts who need guidance in working with children and adults with disabilities for a small donation fee to NWSRA. The donations will go into professional development and continuing education opportunities for full-time staff.

Behavior Team

The Behavior Team revamped tracking and response systems in order to be at peak efficiency for the upcoming summer season. Team members formally divided active participants into specific caseloads to help create specialization, which will allow the best possible experience for supported participants and families. Currently, the Behavior Team's caseload has increased to 52 participants. The Behavior Team received eight formal requests for support with specific participants and conducted six onsite program observations. Individual consultations were held with staff coordinating programs that include identified participants, to continue proactively addressing anticipated behavior challenges. The Behavior Team conducted three parent/private therapist meetings to discuss implementation of behavior management strategies used outside of NWSRA programs.

To: Tracey Crawford, Executive Director
From: Brian Selders, Superintendent of Communications & IT
Re: NWSRA/SLSF Marketing and Public Relations Report
Date: May 4, 2018

Following is a synopsis of marketing activities that have taken place in 2018:

MEDIA	
Daily Herald	<ul style="list-style-type: none"> • Article on expansion to Mt. Prospect • Article on Skating Championships Invitational • Article on STAR Academy
Chicago Tribune	<ul style="list-style-type: none"> • Article on expansion to Mt. Prospect • Article on Skating Championships Invitational • Article on STAR Academy • Article on Gold Medal Fashion Show
TribLocal/ Metromix	<ul style="list-style-type: none"> • Added SLSF events to online calendar of events
Daily Herald Business Ledger	<ul style="list-style-type: none"> • Submitted SLSF information for the Business Ledger Philanthropy Guide
Patch/Journal-Topix	<ul style="list-style-type: none"> • Article on NWSRA to be featured in special edition • Article on expansion to Mt. Prospect • Article on STAR Academy
Miscellaneous	<ul style="list-style-type: none"> • Article on Tracey sent to VoyageChicago magazine • SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more
ONLINE	
NWSRA/SLSF Online	<ul style="list-style-type: none"> • SLSF jobs site updated with video • SLSF Gold Medal Fashion Show online registration pages and social media page • Heart of the Community web page and graphics • Updated Part Time staff application system with more user friendly online platform to complete interest form • Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent • Monthly NWSRA and SLSF Board Update e-newsletters sent
Social Media	<ul style="list-style-type: none"> • New videos created for Ability Awareness, Inclusion and Safety for Yourself

	<ul style="list-style-type: none"> • Recruitment video and NWSRA general video posted through Facebook ads • New video created for SLSF events • NWSRA now has over 5,700 Facebook followers
PUBLICATIONS and FLYERS	
NWSRA/ SLSF	<ul style="list-style-type: none"> • New SLSF materials designed • SLSF Spring Appeal designed • Summer brochure sent • Annual Report sent • Day camp brochures redesigned and sent • Skating Championships Invitational materials created • Lightning All Star Game materials created • Heart of the Community logo created • New Gold Medal Fashion Show logo and materials created • STAR Academy materials updated with QR code to registration form • New PT recruitment flyer and template for staff created • NWSRA Winter/Spring brochure created and sent • 2017 SLSF Board Member review created • 2018 SLSF Event materials updated • Created 2018 calendar of events
Television, Video and Radio	
NWSRA/SLSF	<ul style="list-style-type: none"> • Skating Championships Invitational coverage on ABC, NBC and WGN • Filmed new Snoezelen Room client success stories with Schaumburg Park District TV crew
ADDITIONAL MARKETING	
NWSRA/SLSF	<ul style="list-style-type: none"> • Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award • Server cloud conversion to Office 365 completed • Printer IP address project complete • Submitted Agency Showcase nominations to IPRA • Presented IAPD/IPRA Community Service Awards to supporters
Expos/Networking Events	
NWSRA/SLSF	<ul style="list-style-type: none"> • Calendar of expos/networking events where NWSRA has provided information, created by Outreach Committee.

	Have provided information at 17 events in 2018 and formed several new collaborative partnerships
IN PROGRESS	
NWSRA/SLSF	<ul style="list-style-type: none"> • Database/website build project • ADA Compliance submission site and process • Various publications and online media • Quickbooks transition

Date: May 4, 2018
To: Tracey Crawford, Executive Director
From: Nanette Sowa, Superintendent of Development
RE: Update for May SLSF Board Meeting

Exciting things are happening at SLSF!

The Development Plan created by American Philanthropic gave specific goals and objectives to achieve each month. Using those as a guide, the SLSF team is working on the following:

Kevin's Club – This new giving initiative will create an elite group of donors who pledge to provide SLSF with \$500+ annually. Each donor will receive a Kevin's Club logoed item signifying their membership. An initial mailing was sent in late April, to 20 people, who were Kevin's personal friends. Follow up calls will be made to each of those invited. A thank you brunch/lunch is planned for late summer for those who have chosen to participate. At that event, cards will be distributed requesting those in attendance to provide names of other people who would be interested in belonging to Kevin's Club. It is anticipated that as this club grows, additional special opportunities will be offered to those members in appreciation of their long-term support.

Event Ten – After each SLSF event, Nanette will pull the lists of all who have attended over the last five years. From those lists, she will discern 10 people who have come to the event on a consistent basis, but have not become involved in SLSF in any other way. An initial email will be sent to each person, thanking them for their support of the event and then asking if there are other ways they wish to become involved in SLSF. The Gold Medal Fashion Show is always in need of additional sponsorship, so the Event 10 from that event were asked if they could introduce Nanette to someone from their company who would be able to meet with her to discuss sponsorship of the 2019 event. Follow-up calls continue to be made. One company has confirmed they will sponsor GMFS in 2019, but have not yet determined at which level.

Mailings – American Philanthropic research suggests that direct mail continues to be the life's blood of fundraising. Following their directive, SLSF is increasing the number and type of mailings sent in 2018. It was suggested that some mailings include a request for donations and some simply keep donors informed.

- a. An informational postcard with the SLSF and NWSRA annual calendars was sent to everyone on the SLSF mailing list (1672 addresses) in January.
- b. The Annual Report was sent in April and included a donation envelope which has resulted in a steady flow of small donations. (< \$100)

- c. Using a template provided by American Philanthropic, the Spring Appeal letter was composed and will be sent to the entire SLSF mailing list. This is a much larger group than is usually sent the spring appeal.
- d. A postcard with an update on SLSF activities is planned for summer
- e. The Holiday Appeal will remain a card as in past years, but sent to a larger list.
- f. Flyers and invitations to SLSF will continue to be mailed as in the past.
- g. Nanette will utilize newly designed SLSF postcards to send donors thank you notes as well as for sending news, get well cards, etc.

Increased Board Involvement- There are many SLSF projects that allow for board involvement. Many board members serve on event committees, others attend events, some bring groups of volunteers to assist at programs. New in 2018, Jonathan Salk has volunteered to make personal thank you calls on a monthly basis to all those who donate \$1000+. The response from the donors has been great. Those called always comment on how nice it is to receive a personal call. Any board member interested in becoming involved with a project may contact Tracey or Nanette.

Annual Board Member Meetings – Nanette will be scheduling annual board member meetings in the next month. If there is a date and time that work best for you, reach out to her to schedule your meeting, otherwise she will contact you.

Networking Events – The SLSF team has attended additional networking events (at least one a week) to increase awareness of the foundation in the community. Nanette has been able to meet with several new acquaintances to begin relationships. SLSF is now a member of the Arlington Heights, Rolling Meadows and Mount Prospect chambers of commerce.

FY 2018 NWSRA 1st Quarter Financial Report

Line Item #	Description	FY 2018 Budget	January-March 2018	% Change from Budget	Explanation
Income					
310000	Member District Assessments	4,235,180.21	1,167,531.68	27.6%	On target for this line item.
320000	Program Fees	626,250.00	155,699.25	24.9%	On target in this line item
321000	Transportation - Door to Door	4,836.00	930.00	19.2%	Under budget because the majority of summer day camp door to door transportation will be paid by August 1. Social Club participants requiring door to door transportation is lower than anticipated.
321100	Transportation - Pick up Points	19,200.00	4,825.50	25.1%	On target in this line item
340000	Non-Program Revenue	138,500.00	32,440.13	23.4%	On target in this line item
350000	SLSF Grant Contributions	334,000.00	30,000.00	9.0%	The first of three requests for the transfer of funds will take place in the second quarter.
360000	Sale of Fixed Assets	750.00	0.00	0.0%	On target, asset sales appear in the 3rd & 4th quarter.
370000	Interest	33,862.00	10,250.23	30.3%	Slightly higher due to IPDLAF PFM Investments.
380000	Revenue SLSF	500.00	97.00	19.4%	This amount is transferred to SLSF in the 4th quarter. It is slightly below budgeted amount due to fewer people choosing to donate upon registration. However, it is higher than first quarter, 2017.
385000	Transfer of Reserve	100,000.00	0.00	0.0%	Planned to cover cost of purchase of vehicles which does not occur until 3rd or 4th quarter.
	Total Income	5,493,078.21	1,401,773.79	25.5%	
Administration					
421000	Professional Fees	14,010.00	9,580.00	68.4%	This line item is over budget due to higher than anticipated legal fees.
421100	Office Supplies	4,100.00	1,153.22	28.1%	On target in this line item
421150	Credit Card & Bank Fees	8,570.00	2,557.74	29.8%	On target in this line item
421200	Postage	5,000.00	-377.27	-7.5%	Expenses are less than 25% due to prepayment of postage in 2017. 2nd, 3rd and 4th quarter expenses will be higher. SLSF 2017 year end reimbursements were deposited in 2018.
421300	Telephone/Fax	14,476.00	5,001.98	34.6%	Expenses are higher due to project related charges for telephone system, and First Communications not providing tax exemption due to new telecommunications law.
421400	Conference/Education	38,427.00	8,627.20	22.5%	On target in this line item
421500	Memberships	18,514.00	1,776.47	9.6%	Expenses will increase in the 4th quarter as staff apply for IPRA membership in October.
421600	Health Insurance	589,498.55	117,478.72	19.9%	Slightly below budget due to anticipating the maximum exposure for enrollment in the employee health plan, but some employees did not enroll.
421700	Maintenance/Utilities	46,710.00	9,909.66	21.2%	Slightly below budget due to few miscellaneous costs at this time. Carpet cleaning and condo repairs will increase these expenses.
421800	Rent	30,096.00	7,524.00	25.0%	On target for this line item
421900	Computer	110,141.35	25,448.09	23.1%	On target in this line item
	Subtotal Administration Expense	879,542.90	188,679.81	21.5%	
Program					
422100	Rental Municipal	35,925.00	5,838.00	16.3%	Under budget due to NSSEO and District 54 invoices for use of facilities for summer camps paid during the 3rd quarter. First quarter bills for use of facilities will be paid in second quarter.
422200	Rental Commercial (Commercial Expenses)	136,845.00	32,478.99	23.7%	On target in this line item
422300	Program Development	34,200.00	30,006.00	87.7%	This line item is over 25% due to the majority of the budget covering one year of the lease for Mt. Prospect. This was paid in one payment in March. Year end projected to be on target
422400	Program Supplies	46,986.50	6,636.90	14.1%	Under budget due to programs starting on February 12; this represents only a month and a half of programming.
422500	Commercial Transportation	85,925.00	2,250.00	2.6%	Under budget due to airline fees and rental vehicles for two trips will be paid in the 3rd quarter (August). Commercial transportation for summer day camp will be paid in the 3rd quarter (July & August).
422600	Transportation Program Staff	30,000.00	4,838.94	16.1%	Slightly below budget due to increased effort for staff to utilize agency vehicles for meetings. Mileage increases in summer due to day camps.
422700	Transportation Maintenance	76,900.00	9,406.53	12.2%	This line item is below budget due to lower costs than anticipated for regularly scheduled maintenance, discounts given and delay in vehicle delivery for 2 vehicles.
422800	Transportation Gas/Tolls/Park	50,635.00	10,516.22	20.8%	Slightly below budget. Gas costs typically increase in summer months.

422900	Printing	53,960.00	7,993.97	14.8%	Expenses are lower due to invoices for seasonal brochures not yet received. Expenses will increase in 2nd, 3rd and 4th quarters
423100	Public Awareness	21,885.00	2,974.04	13.6%	Expenses are lower due to larger anticipated expenses later in the year for the implementation of the new programming space and other projects
	Subtotal Program Expense	573,261.50	112,939.59	19.7%	
Salary					
424100	Full Time Staff Salary	2,149,247.16	478,786.17	22.3%	On track for this line item.
424200	Part Time Staff Salary	485,785.00	40,650.16	8.4%	Under budget due to large number of seasonal hires for summer only. This amount is comparable to 2017 1st quarter.
424300	Payroll Processing	28,299.36	7,467.19	26.4%	On track for this line item.
424500	Car Allowance	7,800.00	1,800.00	23.1%	On track for this line item.
	Subtotal Salary Expense	2,671,131.52	528,703.52	19.8%	
Liability/Audit/IMRF					
441000	Liability/PDRMA	82,361.00	862.10	1.0%	Below budget because the majority of this line item is the PDRMA liability invoice which is paid in June and December.
442000	Audit	6,150.00	0.00	0.0%	On target, invoiced and paid in the 2nd quarter.
442100	Employer FICA	242,257.55	48,899.04	20.2%	Below budget due to salaries being below budget.
442200	IMRF	261,435.00	25,385.95	9.7%	Below budget due two only two months reported at this time.
	Subtotal Liability/Audit/IMRF Expenses	592,203.55	75,147.09	12.7%	
ADA Compliance/ Capital					
450000	ADA Compliance	544,336.37	52,639.48	9.7%	Below budget due to loss of school-year Rover as well as the majority of registrations coming in the summer. This figure is comparable to that of 2017.
460000	Capital Equipment Replacement	225,000.00	18,658.00	8.3%	This line item covers Snoezelen Room which of which the remainder will be paid in 2nd quarter. The majority of this line item is for vehicle purchases which occur in 3rd or 4th quarter.
	Subtotal ADA/Capital Expenses	769,336.37	71,297.48	9.3%	
	Total Expenses	5,485,475.84	976,767.49	17.8%	
	Net Income(Revenue-Expenses)	7,602.37	425,006.30	5590.4%	

VIII. Old Business

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To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: ADA Compliance Project Submissions Process
Date: May 4, 2018

Attached for your review is a memo outlining the efforts of the ADA Compliance Committee to implement a process for submission of ADA Compliance Project requests that will continue to ensure the responsible use of the Section 5-8 levy funds. The memo outlines activities to date as well as a description of the online submission and review portal that will provide capabilities to review historical projects, access information to existing standards and submit new project requests. The memo also provides a timeline for completion of remaining items prior to implementation of the new submission process.

To: NWSRA Board of Trustees
From: ADA Compliance Committee
Re: ADA Compliance Project Submissions Process
Date: May 4, 2018

As part of its ongoing commitment to increasing access to parks and facilities throughout the northwest suburbs, NWSRA partnered with WT Group to determine:

- How the NWSRA Member Districts have used the 5-8 levy for projects, from 2004 to 2017
- How those uses matched up against the federal and state access standards, as well as access smart practices
- How the 5-8 levy should be used in the future for projects

Upon completion of the report, staff reviewed the full findings of the data provided through the WT Group analysis. WT Group noted that the Illinois park district model for funding recreation opportunities for people with disabilities is unique. Park Districts are able to use the Park District Code 5-8 levy so long as the park district meets two conditions:

- The park district must be a partner in an intergovernmental agreement authorized by section 8-10(b) of the Park District Code
- Such use (e.g., access retrofits for existing sites) is identified in the joint agreement governing Articles of Agreement as a “program” of the joint agreement.

Following is an excerpt from the full report from WT Group:

- “All projects had a relationship to the federal 2010 Standards for Accessible Design or its predecessor, the 2004 ADA/ABA Guideline (the first to include design requirements for recreation assets).”

As a result of this assessment, the ADA Compliance Committee accepted the precedent set by the Member Districts’ use of the 5-8 levy since 2004, and utilized the data in the report to formalize the process for ADA Compliance Project submission, review and approval.

The ADA Compliance Committee set out to ensure the responsible use of the levy outlined in Section 5-8 of the Park District Code, describing the use of funds toward increasing accessibility for individuals with disabilities in Park District facilities. To achieve this end, NWSRA has built an online ADA Compliance Project submission portal in order to provide an efficient directory of resources and online submission form.

The submission of the project will involve the following steps:

1. Review of the history of NWSRA ADA Compliance Projects
 - a. By comparing the proposed project to similar historical projects, this step will provide a basis of comparison that Park Districts may use to determine appropriate levels of funding.

- b. Pivot table functionality will provide easy reference for all projects by Project Type and Project Category
- 2. Review of ADA Compliance Project Resource Links below for any applicable Standards, Guidelines or Codes that may relate to Park District projects.
 - a. Within the online portal, NWSRA will provide an online resource library on the Standards, Codes and Guidelines related to accessible design. As changes to the Standards, Codes and Guidelines happen, the links will be updated accordingly for Park District reference.
- 3. Submission of the ADA Compliance Project request.
 - a. The online submission form will provide an efficient way of submitting all of the necessary information related to an ADA Compliance Project request, including:
 - i. Whether the project is new or maintains an accessible asset at an existing site
 - ii. Project Type and Project Category
 - iii. Benefits of the Project
 - iv. Items that will become ADA compliant
 - v. Whether the project complies with existing accessible design Standards, Codes or Guidelines
 - vi. Ability to upload related files, photos, videos, or audio
 - vii. Budget table to outline ADA related expenses
 - viii. Calculator to determine the percentage of project dedicated to ADA Compliance
 - ix. Entry area for 5-8 Levy amount requested

Following is a timeline illustrating the remaining steps toward the completion of the ADA Compliance Project submission and approval process:

Description	Completion Date
Presentation to Board: Policy and Procedure for ADA Compliance Project submissions and approval	May 2018
Approval of Policy and Procedure for ADA Compliance Project submissions and approval	May 2018
Approval to offer Regional Trainings for ADA Compliance Project submissions and approval process	May 2018
Hosting of Regional Trainings	July-August 2018
The electronic ADA Compliance Project submissions and approval process to be implemented	September 1, 2018

The ADA Compliance Committee will host a series of regional trainings to ensure proper submittal of ADA Compliance Projects through the new online process. Following are the regions in which training would take place:

- Region 1: Buffalo Grove, Inverness, Palatine, Wheeling

- Region 2: Bartlett, Hanover Park, Schaumburg, Streamwood
- Region 3: Arlington Heights, Mount Prospect, Prospect Heights, River Trails
- Region 4: Elk Grove Village, Hoffman Estates, Rolling Meadows, Salt Creek, South Barrington

The ADA Compliance Committee would like to know if any of the Member Districts are interested in hosting one of these regional trainings.

Upon completion of regional trainings, the ADA Compliance Committee looks forward to the implementation of this project to ensure continued responsible use of 5-8 levy funds.

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: ADA Compliance Project Policy and Procedure
Date: May 4, 2018

Attached for your review is a proposed version of the Policy regarding the ADA Compliance Submissions Process Guidelines. Two versions are attached:

1. Current version: The highlighted areas show areas of the Policy that are proposed to be changed.
2. Proposed version: The highlighted areas show areas that have been changed

The changes are proposed in order to provide clarification on the new ADA Compliance Submissions Process, which involves an online portal for reviewing past data and information on accessible standards, as well submitting new ADA Compliance Project requests.

Motion: To approve the ADA Compliance Project Policy and Procedure changes as presented

Section 5.0 – MEMBER DISTRICT LEVY AND ANNUAL ASSESSMENTS

Current Version

SPECIAL RECREATION FUND USE POLICY

The Special Recreation Levy Use Policy is intended to assist the Member Districts on their use of the Section 5-8 funds for the establishment, maintenance and management of joint recreation programs and services for persons with disabilities of all the participating Member Districts; to support inclusion services; and for the evaluation and retrofitting of recreation facilities used or usable in joint programs and/or to make new recreation facilities universally accessible. In order for a Park District/Municipality to levy for Section 5-8 funds, it would first have to be a party to a joint agreement to provide recreation programs and services for handicapped, typically done through the creation of a SRA.

SECTION 5-8 OF THE PARK DISTRICT CODE STATES:

Any Park District that is a part of a joint agreement to provide recreational programs for the handicapped under 8-10 b of this Code may levy and collect annually a tax of not to exceed .04% of the (equalized assessed valuation) of all taxable property in the district for the purpose of funding its share of the expenses of providing these programs under that joint agreement, which tax shall be levied in like-manner as the general taxes for the district.

In November of 2003, Public Act 93-0612 amended the Property Tax Extension Limitation Law in the Property Tax Code by modifying the definition of “aggregate extension” to exclude extensions made to fund a park district’s or a municipality’s expenses to provide joint recreational programs for the handicapped under Section 5-8 of the Park District Code.

MEMBER DISTRICT USE OF SRA LEVY

Section 5-8 of the Park District Code and Section 11-95-14 of the Municipal Code require that taxes levied for special recreation be spent to fund levying member districts’ shares of the costs of providing programs under the SRA joint agreement. In addition to the annual assessment, these costs may include, but are not limited to:

- A.** Cost of Member District facility use as calculated based upon the following Guideline for Special Recreation Fund Recommendations, which NWSRA shall review on its requests to use Member District facilities for joint programs:
NWSRA appreciates that Member Districts make use of their facilities available for NWSRA Programs in accordance with Article 6 of the NWSRA Amended Articles of Agreements, and confirms that a Member District may allocate building and deferred maintenance expenses related to such use pro rata according to its participation in the NWSRA joint agreement program, up to a maximum level agreed upon by the NWSRA Board of Directors in the Long Range Financial Plan.

- B.** Cost of capital improvements for accessibility for people with disabilities to all recreational facilities which are used in conjunction with NWSRA programs, including golf courses, outdoor natural areas and trails, play areas, aquatic facilities including boating, fishing and swimming pools, sports facilities etc. as required under the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- C.** Cost of 15-passenger accessible vehicle at 100%, and 50% of the cost of an accessible vehicle for over 15 passengers. If there are additional equipment or program needs that can be justified, a higher percentage will be considered.
- D.** Cost of consultants to determine accessibility of member district recreation facilities and sites which are used in conjunction with NWSRA programs, when the consultants' work is specifically for the purpose of evaluating accessibility.

ADA COMPLIANCE PROCESS GUIDELINES

To assist with the facilitation the NWSRA ADA Compliance Process Guidelines for each member district, in reference to the Section 5-8 levy of the Park District Code, the NWSRA Board of Directors formed the ADA Compliance Committee.

A. Committee Purpose

The purpose of the ADA Compliance Committee is to review the categories outlined for the use of the 5-8 levy funds of each Member District, which go above and beyond the Member Districts Annual Assessment contribution.

B. ADA Compliance Committee Members and Appointment

The committee shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation overseeing Inclusion
3. Two Member District Executive Directors
4. Two Member District Superintendent of Parks

The committee shall be appointed annually at the December Board Meeting.

C. ADA Compliance Review Committee Members and Appointment

The review committee shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation overseeing Inclusion
3. Two Member District Superintendent of Parks

The review committee shall be appointed annually at the December Board Meeting.

D. ADA Compliance Submissions Process

To apply for SRA levy funds, a Member District shall send a letter to the NWSRA Executive Director, describing the nature and estimated amount of the proposed expenditure.

ADA Compliance project proposals should include a Cover Letter outlining the projects including unit prices and quantities. Attach pictures and drawings to justify accessibility. The proposal submitted should be simple, yet complete with pricing, number of units etc. The proposal should be prepared as if it were being viewed by anyone in the public sector. The following checklist items should be for proposals to be considered by the NWSRA Board of Directors:

- Review the **NWSRA ADA Compliance Project Guidelines** located on the NWSRA Directors website. The NWSRA ADA Compliance Project Guideline Tool is broken down into the following categories; Plumbing Elements and Facilities, Recreation Facilities and Amenities, Routes and Surfaces, Communication Elements and Features, Transportation and Special Rooms/Specialty Elements. the following categories
- Provide a cover letter outlining the request and how the project will benefit NWSRA participants, families and programs (NWSRA has sample letters available on the NWSRA Directors website).
- Provide an overview of the request (age group, location, park, replacement or new, equipment vendor, surface vendor, etc.).
- Provide a detailed description of the project, item or surface.
- Provide a unit price and/or square footage of the entire project, item or surface and the percentage/portion to be charged to the SRA Levy Fund.
- Provide pictures and drawings to justify accessibility.
- Submissions should be sent electronically no later than the first day of the January, March, May, July, September and November Board meeting months. A table of the schedules and deadlines is below:

The following schedules and deadlines for the ADA Compliance project submittal and review are listed below. The NWSRA Review Committee accepts, reviews and recommends projects to the Board of Directors six times a year.

ADA Compliance Project Submission Period	Closing Date for ADA Compliance Project Submissions	ADA Compliance Review Process	Board Approval	Acceptance or Denial Letter Sent
December 1 – January 1	January 1	January 1 – January 9	At the NWSRA January Board Meeting	By January 31

February 1 – March 1	March 1	March 1 – March 14	At the NWSRA March Board Meeting	By March 31
April 1 – May 1	May 1	May 1 – May 14	At the NWSRA May Board Meeting	By May 31
June 1 – July 1	July 1	July 1 – July 14	At the NWSRA July Board Meeting	By July 31
August 1 – September 1	September 1	September 1 – September 14	At the NWSRA September Board Meeting	By Sept. 31
October 1 – November 1	November 1	November 1 – November 9	At the NWSRA November Board Meeting	By Nov. 30

All NWSRA Member District ADA Compliance project submissions can be found on the NWSRA Directors website. The request may be submitted within 12 months of final invoice date for actual expenses.

E. The Review Committee Process

The ADA Compliance Review Committee shall review the request and present a recommendation regarding it to the NWSRA Board of Directors. The NWSRA Board shall take action on the request at its next Board meeting following receipt of the Review Committee’s recommendation. After action by the Board, the Executive Director shall notify the Member District in writing of the Board’s decision. The Member District may disburse funds at any time after approving Board action.

NWSRA ADA Compliance Project Categories

Plumbing Elements and Facilities	Recreation Facilities and Amenities	Routes and Surfaces	Communication Elements and Features	Transportation	Special Rooms/Spaces and Elements
Fountains	Benches/ Picnic Tables	Walking Surfaces	Fire Alarm Systems	Vans	Wheelchair Spaces/ Companion Seating
Toilets/Stalls/ Urinals	Amusement Rides	Play Surfaces	Signage		Kitchens/ Kitchenettes
Bathing Rooms/Shower Components	Boating Facilities	Sidewalks	Telephones		Storage

Lavatories and sinks	Exercise Machines/ Equipment	Athletic Surfaces	Detectable Warning Systems		Dining Surfaces/Work Surfaces
Shower Seats	Fishing Piers/Platforms	Doors/Doorways/ Gates	Assisted Listening Systems		Museums
Saunas/Steam Rooms/Spas	Golf Facilities	Ramps			Assembly Areas
Dressing, Fitting and Locker Rooms	Mini Golf Facilities	Curb Ramps			
	Playgrounds/Play Areas	Elevators			
	Swimming Pools/Wading Pools/Splash Pads	Platforms and Lifts			
	Ranges	Accessible Routes/Accessible Means of Egress			
	Bleachers	Stairways			
	Handrails	Passenger Loading			
		Parking Spots			

Section 5.0 – MEMBER DISTRICT LEVY AND ANNUAL ASSESSMENTS

Proposed Version

SPECIAL RECREATION FUND USE POLICY

The Special Recreation Levy Use Policy is intended to assist the Member Districts on their use of the Section 5-8 funds for the establishment, maintenance and management of joint recreation programs and services for persons with disabilities of all the participating Member Districts; to support inclusion services; and for the evaluation and retrofitting of recreation facilities used or usable in joint programs and/or to make new recreation facilities universally accessible. In order for a Park District/Municipality to levy for Section 5-8 funds, it would first have to be a party to a joint agreement to provide recreation programs and services for handicapped, typically done through the creation of a SRA.

SECTION 5-8 OF THE PARK DISTRICT CODE STATES:

Any Park District that is a part of a joint agreement to provide recreational programs for the handicapped under 8-10 b of this Code may levy and collect annually a tax of not to exceed .04% of the (equalized assessed valuation) of all taxable property in the district for the purpose of funding its share of the expenses of providing these programs under that joint agreement, which tax shall be levied in like-manner as the general taxes for the district.

In November of 2003, Public Act 93-0612 amended the Property Tax Extension Limitation Law in the Property Tax Code by modifying the definition of “aggregate extension” to exclude extensions made to fund a park district’s or a municipality’s expenses to provide joint recreational programs for the handicapped under Section 5-8 of the Park District Code.

MEMBER DISTRICT USE OF SRA LEVY

Section 5-8 of the Park District Code and Section 11-95-14 of the Municipal Code require that taxes levied for special recreation be spent to fund levying member districts’ shares of the costs of providing programs under the SRA joint agreement. In addition to the annual assessment, these costs may include, but are not limited to:

- A.** Cost of Member District facility use as calculated based upon the following Guideline for Special Recreation Fund Recommendations, which NWSRA shall review on its requests to use Member District facilities for joint programs:
NWSRA appreciates that Member Districts make use of their facilities available for NWSRA Programs in accordance with Article 6 of the NWSRA Amended Articles of Agreements, and confirms that a Member District may allocate building and deferred maintenance expenses related to such use pro rata according to its participation in the NWSRA joint agreement program, up to a maximum level agreed upon by the NWSRA Board of Directors in the Long Range Financial Plan.

- B.** Cost of capital improvements for accessibility for people with disabilities to all recreational facilities which are used in conjunction with NWSRA programs, including golf courses, outdoor natural areas and trails, play areas, aquatic facilities including boating, fishing and swimming pools, sports facilities etc. as required under the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- C.** Cost of 15-passenger accessible vehicle at 100%, and 50% of the cost of an accessible vehicle for over 15 passengers. If there are additional equipment or program needs that can be justified, a higher percentage will be considered.
- D.** Cost of consultants to determine accessibility of member district recreation facilities and sites which are used in conjunction with NWSRA programs, when the consultants' work is specifically for the purpose of evaluating accessibility.

ADA COMPLIANCE PROCESS GUIDELINES

To assist with the facilitation the NWSRA ADA Compliance Process Guidelines for each member district, in reference to the Section 5-8 levy of the Park District Code, the NWSRA Board of Directors formed the ADA Compliance Committee.

A. Committee Purpose

The purpose of the ADA Compliance Committee is to review the categories outlined for the use of the 5-8 levy funds of each Member District, which go above and beyond the Member Districts Annual Assessment contribution.

B. ADA Compliance Committee Members and Appointment

The committee shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation overseeing Inclusion
3. Two Member District Executive Directors
4. Two Member District Superintendent of Parks

The committee shall be appointed annually at the December Board Meeting.

C. ADA Compliance Review Committee Members and Appointment

The review committee shall be made up of:

1. The Executive Director of NWSRA
2. The NWSRA Superintendent of Recreation overseeing Inclusion
3. Two Member District Superintendent of Parks

The review committee shall be appointed annually at the December Board Meeting.

D. ADA Compliance Submissions Process

To apply for SRA levy funds, a Member District shall complete the online ADA Compliance Project request process, located at www.nwsra.org/directors/adarequest.asp. The request process includes the following

1. Review of the history of NWSRA ADA Compliance Projects.
 - a. By comparing the proposed project to similar historical projects, this step provides a basis of comparison that Park Districts may use to determine appropriate levels of funding.
 - b. Pivot table functionality provides easy reference for all projects by Project Type and Project Category
2. Review of ADA Compliance Project Resource Links for any applicable Standards, Guidelines or Codes that may relate to projects.
 - a. Within the online portal, NWSRA provides an online resource library on the Standards, Codes and Guidelines related to accessible design. As changes to the Standards, Codes and Guidelines happen, the links will be updated accordingly for Park District reference.
3. Submission of the ADA Compliance Project request.
 - a. The online submission form provides an efficient way of providing all of the necessary information related to an ADA Compliance Project request

Submission Form

The online ADA Compliance Project request submission form will contain the following:

1. Whether the project is new or maintains an accessible asset at an existing site
2. Project Type and Project Category
3. Benefits of the Project
4. Items that will become ADA compliant
5. Whether the project complies with existing accessible design Standards, Codes or Guidelines
6. Ability to upload related files, photos, videos, or audio
7. Budget table to outline ADA related expenses
8. Calculator to determine the percentage of project dedicated to ADA Compliance
9. Entry area for 5-8 Levy amount requested

All information must be complete prior to submission, as there are built in "Required" areas in the online submission form. Once the project is submitted, the NWSRA Executive Director will be notified. At this point, the ADA Compliance Committee will begin the review process.

The proposal should be prepared as if it were being viewed by anyone in the public sector. Submissions should be sent electronically no later than the first day of the January, March, May, July, September and November Board meeting months. A table of the schedules and deadlines is on the following page.

The following schedules and deadlines for the ADA Compliance project submittal and review are listed below. The NWSRA Review Committee accepts, reviews and recommends projects to the Board of Directors six times a year.

ADA Compliance Project Submission Period	Closing Date for ADA Compliance Project Submissions	ADA Compliance Review Process	Board Approval	Acceptance or Denial Sent
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June 1 – July 1	July 1	July 1 – July 14	At the NWSRA July Board Meeting	By July 31
August 1 – September 1	September 1	September 1 – September 14	At the NWSRA September Board Meeting	By Sept. 31
October 1 – November 1	November 1	November 1 – November 9	At the NWSRA November Board Meeting	By Nov. 30

All NWSRA Member District ADA Compliance project submissions can be found on the NWSRA Directors website. The request may be submitted within 12 months of final invoice date for actual expenses.

E. The Review Committee Process

Once the ADA Compliance Project request has been submitted, the NWSRA Executive Director will be notified via e-mail with a link to view the submission online. The online portal will contain a form that enables members of the ADA Compliance Committee to review and provide input regarding the submission. The NWSRA Executive Director will review the submission and assign ADA Compliance Committee members to review as necessary.

There are four statuses for each submission upon review of the ADA Compliance Committee:

1. Accept

- a. This status means that all ADA Compliance Committee has reviewed and approve the submission.

- b. If the status for the submission changes to “Accept”, the submitter will receive an e-mail notification that the submission has been accepted and that the submission will be provided to the NWSRA Board for approval.

2. Open Editing

- a. This status means that further clarification is needed before ADA Committee may review and approve the submission.
- b. If the status for the submission changes to “Open Editing”, the submitter will receive an e-mail notification that their submission requires further clarification prior to final review. The e-mail will outline the clarification(s) needed and include a link to the online submission for editing purposes.

3. Decline

- a. This status means that the ADA Compliance Committee has reviewed and declined the submission.
- b. If the status for the submission changes to “Decline”, the submitter will receive an e-mail notification that their submission has been declined with reasoning behind the decision.
- b. If the project is declined by the ADA Committee, the status will be marked as “Completed” and no further action will be taken on the request (see “Completed” status below)

4. Completed

This status will be used to close out the review process:

- a. If project is declined, see above.
- b. If the project is accepted, the “Completed” status will not be used until the project is approved by the NWSRA Board of Trustees. See next section.

The NWSRA Executive Director will be the main point of contact for all changes in status and ADA Compliance Committee requests for further clarification.

F. Approval by the NWSRA Board of Trustees

All ADA Compliance Project requests provided to the NWSRA Board of Trustees for final approval must have the status of “Accepted”.

If the Board approves the project, the NWSRA Executive Director will change the status to:

1. Completed

- a. The submitter will receive an e-mail confirmation of the acceptance upon change of status.
- b. This means that the ADA Compliance Project request is complete, and the submitter may move forward in using 5-8 levy funding.

If the Board does not approve the project, the NWSRA Executive Director will change the status to:

1. Declined

- a. The submitter will receive an e-mail confirmation of the declined status upon change of status.

2. Completed

- a. The submitter will receive an e-mail confirmation that due to the declined status, the submission has been marked as Completed and no further action is necessary.

If the Board requests further clarification on the project, the NWSRA Executive Director will change the status to:

1. Open Editing

- a. The submitter will receive an e-mail requesting additional information for the submission
- b. Upon completion of additional information, the submission will be re-reviewed by the ADA Compliance Committee.
- c. Upon acceptance of the updated submission, the ADA Compliance Committee will provide the ADA Compliance Project request to the NWSRA Board of Trustees at the following bi-monthly meeting.

The Member District may disburse funds at any time after Board approval.

G. Archiving of Data

Upon completion of the review process, all data related to the submission will be archived in the following locations:

1. Online Excel document with Pivot table functionality:

- a. Found online at <http://www.nwsra.org/directors/adarequest.asp>
- c. By comparing the proposed project to similar historical projects, this step provides a basis of comparison that Park Districts may use to determine appropriate levels of funding.

2. Online submission software archive:

- a. All "Completed" projects will be Archived by the NWSRA Executive Director within the software
- b. This will be used by the ADA Compliance Committee as a searchable index to past projects as needed

NWSRA ADA Compliance Project Categories

Plumbing Elements and Facilities	Recreation Facilities and Amenities	Routes and Surfaces	Communications	Transportation	Special Rooms, Spaces and Elements
Bathing Rooms- Shower Components	Benches/ Picnic Tables	Accessible Routes- Means of Egress	Assisted Listening Systems	Vans	Assembly Areas
Dressing and Fitting Rooms	Bleachers	Athletic Surfaces	Compliance Studies		Dining Surfaces- Work Surfaces
Fountains	Boating Facilities	Curb Ramps	Engineers- Consultants		Kitchens- Kitchenettes
Lavatories and sinks	Exercise Machines- Equipment	Doors- Doorways- Gates	Fire Alarm Systems		Museums
Shower Seats	Fishing Piers- Platforms	Elevators	Inclusion Staff- Specialty Staff		Storage
Toilets- Stalls- Urinals	Golf Facilities	Parking Spots	Programs- Services		Wheelchair Space Companion Seating
	Handrails	Passenger Loading	Signage		
	Playgrounds/Play Areas	Platforms and Lifts	Telephones		
	Swim & Wading Pools- Splash Pad	Play Surfaces	Transition Plans		
		Ramps	Website Access Audits		
		Sidewalks			
		Stairways			
		Walking Surfaces			

IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: 2017 Audit

Date: May 23, 2018

Motion to approve the 2017 Audit as presented by Lauterbach and Amen.

To: Tracey Crawford, Executive Director
From: Trisha Breitlow, Superintendent of Administrative Services
Miranda Woodard, Accounting Manager
Date: May 23, 2018
Re: NWSRA Fund Balance

Fund Balance Policy

Fund Balance Philosophy

NWSRA believes that strong financial management principles require sufficient funds be retained to provide a stable financial base at all times. To retain a stable financial base, NWSRA needs to maintain a fund balance policy sufficient to fund all cash flows for its daily operations and capital needs. NWSRA must provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature. The purpose of this policy is to specify the size and composition of NWSRA's current accounts and set a balance recommendation for both operating and reserve funds. No change or removal of the fund balance may occur without approval by resolution of the Board of Trustees. The fund balance may be used for a specific purpose authorized by the Executive Director.

Minimum Unrestricted Fund Balance Levels

This policy applies to NWSRA's funds as follows:

- A. **Operating Funds** – The Operating Funds are the major funds including the general fund of NWSRA. They are used to account for administrative, maintenance and all financial resources except those that are accounted for in another fund. The Operating Funds are assigned to obtain fiscal sustainability. This assigned fund balance will be maintained at a minimum level of 25% of annual budgeted expenditures. This will be adjusted annually with the adoption of the annual budget and is calculated at a minimum of three months (25%) of expenditures not including capital and transfers.

Below are the fund balances as of 12/31/2017:

Operating Account (Money Market)	\$ 1,310,461.27
Administrative Account (Busines Checking)	\$ 170,098.00
General Account (IPDLAF General)	<u>\$ 71,041.02</u>
Total Operating Fund Balance:	\$ 1,551,600.29

- B. **General Reserve Fund**- This assigned fund balance should maintain a balance equal to or greater than 25% of annual expenses.

Below is the fund balance as of 12/31/2017

General Reserve Fund (Max Safe 1)	\$ 1,336,036.88
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- C. **Capital Reserve Fund**- This committed fund balance shall be used for capital purchases and should maintain a balance in an amount equal to a 3 year rolling average of the total budgeted capital expenditures.

Below is the fund balance as of 12/31/2017

Capital Reserve Fund (Max Safe 2)	\$ 191,419.09
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Authority

- A. Committed Fund Balance- An agency-imposed constraint on spending the fund balance must be approved by resolution of the Board of Trustees. Any modifications or removal of the agency-imposed constraint must use the same action used to commit the fund balance.

Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

- B. Assigned Fund Balance- An agency-imposed constraint on spending the fund balance based on NWSRA's intent to use fund balance for a specific purpose. The authority may be delegated to the Executive Director.

Ceiling Statement

The Operating Funds will have a minimum level of 25% of annual budgeted expenditures. If the Operating Funds exceed 50% of annual budgeted expenditures, the Finance Committee will review the funds and propose a recommendation to the Board of Trustees.

Per the Ceiling Statement the Operating Funds will abide by the following balances:

2018 Total Budgeted Expenditures:	\$ 5,485,475.84
Minimum Balance	\$ 1,371,368.96
Maximum Balance	\$ 2,742,737.92

Accounts that make up the Operating Fund	At 25% Minimum of 2018 Total Budgeted Expenditures
TOTAL	\$1,371,368.96
Broken out as follows:	
Money Market Account	\$1,081,368.96
Business Checking	\$210,000.00
IPDLAF Account	\$80,000

General Reserve Fund	At 25% Minimum of 2018 Total Budgeted Expenditures
	1,371,368.96

Capital Reserve Fund	At 3 Year Rolling Average of Total Budgeted Expenditures
	\$182,265.92

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: Approval of NWSRA Fund Balances and Fund Balance Transfers

Date: May 23, 2018

NWSRA is able to meet the 2018 minimum fund balance requirements, per the policy, with its 2017-year end cash. There is a 2017 net surplus of \$154,062.42, which staff are recommending to transfer to the General Reserve Fund, to be used to cover construction costs at the Central Community Center in Mount Prospect. Any amount remaining from the net surplus after construction costs are paid will be transferred to PFM Investments.

Below are the staff recommendations for the 2018 fund balances:

	2017 Audited Balances	Balances after Recommended Transfers per Fund Balance Policy	Difference of Audit and Fund Balance Recommendation
Operating Fund	\$1,551,600.29	\$1,371,368.96	\$180,231.33
General Reserve Fund	\$1,336,036.88	\$1,371,368.96	- \$35,332.08
Capital Reserve Fund	\$191,419.09	\$ 182,265.92	\$9,153.17
Total	\$3,079,056.26	\$2,925,003.84	\$154,052.42

Net surplus after minimum fund balance transfers: \$154,052.42

Motion to approve the 2018 Fund Balances as presented below:

Operating Fund \$1,371,368.96
General Reserve Fund \$1,371,368.96
Capital Reserve Fund \$182,265.92

Motion to approve the following transfers in order to meet the recommended Fund Balances:

1. \$26,178.91 from the Operating Fund (Money Market) to General Reserve Fund
2. \$9,153.17 from the Capital Reserve Fund to General Reserve Fund

To: Tracey Crawford, Executive Director

From: Trisha Breitlow, Superintendent of Administrative Services
Miranda Woodard, Accounting Manager

Re: NWSRA 2017 Net Surplus

Date: May 23, 2018

The third NWSRA programming space is scheduled to open in Mount Prospect at Central Community Center late summer/early fall. Staff have been working with Mt. Prospect Park District (MPPD) on furniture, aesthetics, and construction/accessibility for the new NWSRA programming space. NWSRA has estimated the total cost for the new site's furniture and aesthetics to be \$179,000.00. The breakdown is as follows:

Expense	Cost	Revenue Source
Furniture, appliances and storage	\$65,000	SLSF Wheaton Sisters Grant
Technology	\$29,000	SLSF Wheaton Sisters Grant
Program Supplies and signage	\$22,000	SLSF Wheaton Sisters Grant
Aesthetics	\$63,000	NWSRA FY 2017 Net Surplus
Grand Total:	\$179,000	

NWSRA has estimated the total cost for the construction of the new site at Mt. Prospect to be \$270,000.00. The breakdown is as follows:

Expense	Cost	Revenue
Construction/Accessibility	\$75,000	SLSF Wheaton Sisters Grant
Construction/Accessibility	\$100,000	SLSF Investment Withdrawal
Construction/Accessibility	\$5,000	SLSF Electrical Grants/Private Donors
Construction/Accessibility/Contingency	\$91,052.42	NWSRA FY 2017 Net Surplus
Grand Total:	\$271,052.42	

At the conclusion of FY2017, NWSRA will have \$154,052.42 in surplus cash, after transfers, to meet the minimum balances per the fund balance policy. At this time, staff recommend transferring \$154,052.42 into the General Reserve Fund for the purpose of as follows:

- \$63,000 will be used to cover aesthetics (paint, flooring, etc.) at Central Community Center
- \$91,052.42 will be used for construction/architectural, engineering costs and contingency costs at the Central Community Center

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
RE: 2018 Recommended Net Surplus Transfer
Date: May 23, 2018

At the conclusion of FY2017, NWSRA will have \$154,052.42 in surplus cash, after transfers, to meet the minimum balances per the fund balance policy. At this time, staff recommend transferring \$154,052.42 into the General Reserve Fund for the purpose of as follows:

- \$63,000 will be used to cover aesthetics (paint, flooring, etc.,) at Central Community Center
- \$91,052.42 will be used for construction/architectural, engineering costs and contingency costs at the Central Community Center

Motion to approve the 2018 transfers:

1. \$154,052.42 from the Operating Fund (Money Market) to General Reserve Fund for construction, aesthetics and contingency costs at Central Community Center not to exceed \$154,052.42.

Date: May 23, 2018
To: NWSRA, Board of Directors
From: Trisha Breitlow, Superintendent
Re: IDOT Request to apply for Vehicle Grant, Resolution R2018-10

Due to the constant effort to provide transportation to participants and the expansion of our Adult Day Program, NWSRA is in need of additional vehicles for our fleet. The Illinois Department of Transportation has a Public Transportation Capital Assistance Grant for granting vehicles. It is at this time that staff are requesting the approval from the Board to apply for this grant.

Resolution R2018-10 authorizes NWSRA to apply for the Public Transportation Capital Assistance Grant.

Motion to approve R2018-10 as presented.

Northwest Special Recreation Association Resolution R2018-10

Resolution authorizing application for a Public Transportation Capital Assistance Grant under the Illinois Department of Transportation's general authority to make such Grants.

WHEREAS, The provision and improvement of public transportation facilities is essential to the development of a safe, efficient, functional public transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes funds available to offset certain capital costs of a private non-profit, general public transportation system or an IDOT Certified Public Provider transportation system providing specialized paratransit service; and

WHEREAS, Grants for said funds will impose certain obligations upon the recipient.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE NORTHWEST SPECIAL RECREATION ASSOCIATION:

Section 1. That an application be made to the Division of Public and Intermodal Transportation, Department of Transportation, State of Illinois, for a financial assistance grant under the Illinois Department of Transportation's general authority to make such Grants, for the purpose of off-setting certain public transportation facility capital costs of Northwest Special Recreation Association.

Section 2. That the Executive Director of the Northwest Special Recreation Association is hereby authorized and directed to execute and file on behalf of the Northwest Special Recreation Association such application.

Section 3. That the Executive Director of the Northwest Special Recreation Association is authorized to furnish such additional information as may be required by the Division of Public and Intermodal Transportation in connection with the aforesaid application for said Grant.

Section 4. That the Executive Director of the Northwest Special Recreation Association is hereby authorized and directed to execute and file on behalf of the Northwest Special Recreation Association all required Grant Agreements with the Illinois Department of Transportation.

PRESENT and ADOPTED the 23rd day of May, 2018

Diane Hilgers, Board Chairman

ATTEST: _____
Tracey Crawford, Executive Director and Board Secretary

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Sibling Sibshops Program Agreement
Date: May 1, 2018

In October 2018 Building Great Beginnings (BGB) approached North West Special Recreation Association (NWSRA) looking to collaborate on their already established program Sibling Shibshops. BGB is a support and education group for families with loved ones who have disabilities. BGB is a registered agency with the national organization Sibling Sibshops. Sibling Sibshops is a support group designed for the siblings of children with disabilities. NWSRA and BGB will enter into agreement to maintain current program offered through BGB. The Collaborative Agreement between Building Greater Beginnings and Northwest Special Recreation Association through May, 2021.

Motion:

Approval to sign into the Program Collaboration: Collaborative Agreement between Sibling Sibshops and Northwest Special Recreation Association through May, 2021.

To: Diane Hilgers, NWSRA Board Chairman
From: Tracey Crawford, Executive Director
Re: Sibling Sibshops Program Agreement
Date: May 1, 2018

The attached agreement is between Building Greater Beginnings (BGB) and Northwest Special Recreation Association (NWSRA) to collaborate and implement Sibling Sibshops. NWSRA and BGB will enter into agreement to maintain current program offered through BGB. The Collaborative Agreement between Building Greater Beginnings and Northwest Special Recreation Association through May, 2021.

Definitions:

1. **Sibling Sibshops**

Sibling Sibshops are opportunities for brothers and sisters of children with special health and developmental needs to obtain peer support and education within a recreational context.

2. **Building Greater Beginnings**

Building Greater Beginnings is a Sibling Sibshop held within NWSRA's footprint for siblings of children with disabilities ages 5 to 12 years old.

The Collaborative Model

NWSRA will provide nine activities, altering locations throughout NWSRA 17 Member Park Districts. NWSRA will provide marketing and registration material. NWSRA will provide one full time staff to oversee the program. BGB will maintain certified Sibling Sibshops instructor and agreement with Sibshops. Together NWSRA and BGB will provide needed supplies and promote the program.

Sibling Sibshops Program Collaboration

Collaborative Agreement between Building Greater Beginnings and Northwest Special Recreation Association

This is an agreement between Building Greater Beginnings (BGB) and Northwest Special Recreation Association (NWSRA) to collaborate and implement Sibling Sibshops. The BGB and the NWSRA will enter into this Collaborative Agreement to maintain current program offered through BGB and

1. Building Greater Beginnings

Building Great Beginnings was founded to help special needs children and their families. BGB supports and/or funds services, programs and activities that are intended to build academic, social, behavioral, and independent living skills. Services, programs, and activities designed for those with special needs can be costly. BGB allows such services to be financially feasible for families.

2. NWSRA

NWSRA exist to provide outstanding opportunities through recreation for children and adults with disabilities. NWSRA strives to be a leading force, creating greater options that enrich the life experiences of the participants, families and communities served. NWSRA was formed in 1974 to provide recreation services to individuals with disabilities and is an extension of seventeen member park districts located in the northwest suburbs of Chicago. This type of agency is unique to Illinois. NWSRA offers public access and year round recreational programming to over 14,000 individuals with disabilities. NWSRA is the largest of all special recreation associations and is a leader among peers with over 18,000 registrations annually.

With mutual missions to provide innovative opportunities for individuals with disabilities and their families, BGB and NWSRA creates a beneficial environment for the agencies' respective clientele.

The Collaborative Model

Mission

To provide opportunities for continued growth for brothers and sisters of children with special health and developmental needs to obtain peer support and education within a recreational context.

1. NWSRA will provide nine activities, one time a month alternating locations every other month
2. NWSRA will provide flyers and registration materials
3. NWSRA and BGB will work together to provide needed supplies
4. NWSRA and BGB will work together to promote the program
5. BGB will maintain certified instructors and agreement with Sibshops

Safety & Liability

Mutual Indemnification, Insurance, and Sharing of Liability

To the fullest extent permitted by law, BGB shall indemnify, defend and hold NWSRA, its board members, officers, employees, agents, volunteers, or successors and assigns harmless from and against any and all liabilities, obligations, claims, losses, damages, penalties, causes of action, or other form of liability including, but not limited to, reasonable attorneys' and paralegal fees, costs, and expenses of litigation, resulting from any negligent or willful act or omission of the BGB, its officers, agents, volunteers or employees in the performance of its responsibilities described in this Collaborative Agreement arising from, related to, or in connection with the Sibling Sibshops.

To the fullest extent permitted by law, NWSRA shall indemnify, defend and hold BGB, its board members, officers, employees, agents, volunteers or successors and assigns harmless from and against any and all liabilities, obligations, claims, losses, damages, penalties, causes of action or other form of liability including, but not limited to, reasonable attorneys' and paralegal fees, costs, and expenses of litigation, resulting from any negligent or willful act or omission of the NWSRA, its officers, agents, volunteers or employees in the performance of its responsibilities described in this Collaborative Agreement arising from, related to, or in connection with the Sibling Sibshops.

If self-insurance is maintained by either agency, a letter shall be provided clarifying applicable coverage which will be generally comparable to current commercial forms of such insurance. Further, the agencies shall obtain general public liability insurance policies to insure against any loss or liability by reason of civil rights damage claims and suits, and death and bodily injury and property damage claims and suits, including the defense thereof, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of either agency.

Fiscal Operations

NWSRA shall be seen as the fiscal agent of the Sibling Sibshops Program. The fiscal year for the program will be based on NWSRA's fiscal year of January 1 through December 30. The registration process, facility space and new and/or expendable supplies will be the responsibility of NWSRA. Securing and paying for certified instructors will be the responsibility of BGB.

Effective Date of Agreement

This Collaborative Agreement becomes effective upon adoption by BGB and the NWSRA. The term of this Collaborative Agreement shall run from May, 2018 until May, 2021 or until one of the collaborators give a one year notice to disband the program.

Building Greater Beginnings

**NORTHWEST SPECIAL
RECREATION ASSOCIATION**

By: _____
Its: President

By: _____
Its: Director

Attest: _____
Secretary

Attest: _____
Secretary

Dated: _____, 2018

Dated: _____, 2018

X. Information /Action Items

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COURTESY OF GILBERTO VAQUERO
\$350 to Feed My Starving Children
was made possible through a
credit Union at the branch at 1310
Feed My Starving Children. And
recently presented the check
children.

for adults, \$35 for survivors, \$25 for youth ages 5 to 12; and free for ages 4 and younger. Virtual registration for those who can't make it on race day is \$40. Registration fees increase May 12. Register at www.KomenChicago.org.

Buffalo Grove Golf Classic: 9:30 a.m.-4:30 p.m. Wednesday, May 16, The Arboretum Club, 401 Half Day Road, Buffalo Grove. Join the Rotary Club of Buffalo Grove and Special Leisure Services Foundation to support recreational programs for children and adults with disabilities. Registration is \$135 at www.eventbrite.com.

www.slsf.org/special-leisure-services-foundation-4415569125. For information, visit www.slsf.me or contact Megan O'Brien at (847) 392-2848, ext. 267, or megano@nwsra.org.

Cop on a Rooftop: 5-10 a.m. Friday, May 18, Dunkin' Donuts, 1204 S. Milwaukee Ave., Prospect Heights. Prospect Heights Police officers will be hanging out on the rooftop of Dunkin' Donuts to raise money for the Illinois Special Olympics. Stop by to show your support to our brave men and women in blue and the courageous Illinois Special Olympics athletes. For information, visit www.prospect-heights.il.us.

'Purses with a Purpose' Purse Auction: 6:30-9:30 p.m. Friday, May 18, Arts in Bartlett Gallery, 219 S. Main St., Bartlett. GFWC Carol Stream Woman's Club will be hosting a "Purses with a Purpose" purse auction of new and gently-loved purses. A \$5 door donation includes admission to the event, appetizers and assorted beverages. All money raised is used to support local charities. For information, visit cswc.org.

Perennial Plant Sale: 9 a.m.-1 p.m. Saturday, May 19, Prospect Heights Crossing Shopping Center, Rand and Thomas roads, behind Target. The Prospect Heights Garden Club's perennial sale will be held rain or shine. There will be a large selection of plants all grown by garden club members. Also for sale will be bird houses built and decorated also by garden club members. For information, call Pat at (847) 577-2246.

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XII. Action as a result of closed session

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
RESOLUTION NO. R2018-11**

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.
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 23rd day of May, 2018 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Diane Hilgers, Chairman,
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 at Park Central, 3000 W. Central Road, Rolling Meadows, Illinois at 10:30 a.m. on the 23rd day of May, 2018.

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 23rd day of May, 2018.

Tracey Crawford

[SEAL]