

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

May 25, 2022
10:30 a.m. Regular Meeting
Park Central Banquet Room
3000 W. Central Road
Rolling Meadows, IL 60008

Agenda

- I. Call to Order
Roll Call

- II. Introduction of Guests:
 - A. Jessica Tanski – Collab Coordinator
 - B. Taryn McGinley – Intern
 - C. Victoria Brown – Intern
 - D. Nyterrius Williams – Intern
 - E. Lexi Brandlin – Intern
 - F. Megan O’Brien – 5 Year Recognition
 - G. Michele Paradise – 30 Year Recognition

- III. Public Comment

- IV. Approval of Agenda

- V. **Approval of Consent Agenda – Pages – 3-50**
 - A. Approval of Minutes, March 16, 2022
 - B. NWSRA Financial Reports, March 31, 2022 & April 30, 2022
 - 1. Profit and Loss
 - 2. Balance Sheets
 - 3. PFM Investment Statement

 - C. Warrant:
 - 1. March - \$454,598.65
 - 2. April - \$343,268.06

 - D. ADA Compliance Projects:
 - 1. Mt Prospect Park District - \$177,011
 - a. **Robert Frost – Playground - \$76,994**
 - b. **Devonshire – Playground – \$71,924**
 - c. **Central Community Center - \$28,093**
 - d. **Details can be found on Directors Site**

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

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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- VII. **Staff Reports – Pages – 51-60**
 - A. Program Report
 - B. Marketing and P/R Report
 - C. SLSF
 - D. 1st Quarter Goals/Director Update

- VIII. **Old Business – 61-64**
 - A. NWSRA Project/Programming Updates
 - 1. Hoffman Estates Park District – Vogelei House – Oral
 - 2. Wheeling Park District – Green House – Oral
 - 3. Senate Bill 3972 Update – Oral
 - B. Minutes Adjustment

- IX. **New Business – Pages - 65-72**
 - A. Budget Adjustment
 - B. NWSRA Audit Acceptance
 - C. Unassigned Balance
 - D. IDOT Resolution #R2022-1
 - E. Main Office Cabling Bid
 - F. Other

- X. **Information/Action Items – Pages – 73-75**
 - A. Manual Approval
 - 1. Board & Admin Manual
 - 2. Benefit Manual
 - 3. Return to Work Policy
 - 4. Employee Manual Appendix I
 - B. NWSRA DEI Committee Update
 - a. Diversity Statement
 - b. Diversity Core Value
 - c. 2022 Goals
 - C. Annual Information Update – Oral
 - D. Other

- XI. **Closed Session**
 - A. Executive Session Minutes – 5ILCS 120/2(c)(21)
 - B. Personnel-5 ILCS 120/2(c)(1)

- XII. **Action as a result of Closed Session – Pages - 76-78**
 - A. Resolution R2022-2 Closed Session (Minutes)

- XIII. **Adjournment**



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



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

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT PARK CENTRAL
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 16th OF MARCH, 2022, at 10:30 am**

Chairman Ferraro called the meeting to order at 10:35 a.m. Superintendent of Recreation, Andrea Griffin took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Ben Curio, Elk Grove Park District; Bob O'Brien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romjeko, Rolling Meadows Park District; Steve Burgess, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Rita Fletcher, Robert Dowling, Mike Clark and Diane Hilgers

Ryan Risinger arrived at 10:38 am

Also present: Tracey Crawford, Executive Director; Darleen Negrillo, Superintendent of Administrative Services; Tom Draper, Superintendent of Marketing and Communications; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Anne Kiwala, Superintendent of Development; Bob Tannehill and Kyle Nichol, Finance Department; Mary Lou D'Astice, Eric Engelson, Amy Diaz, Lacey Allen and Zoi Council.

Introduction of Guests

Darleen Negrillo, Rachel Hubsch, and Tracey Crawford introduced the guests and Chairman Ferrero read the recognitions of Mary Lou D'Astice and Rache Hubsch.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated March 16, 2022 with the removal of the New Business item Manual Approval. Trustee Fahnstrom made the motion and Trustee O'Brien seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of March 16, 2022. Trustee Janda made the motion and Trustee O'Brien seconded the motion to approve the Consent Agenda dated March 16, 2022. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Steve Burgess, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Correspondence

Executive Director Crawford read the following correspondence: Thank you from WINGS for the Christmas donation. Thank you from Jennifer Skulski for the training they received. Thank you from John Wilson for the information given for an inclusive playground in Michigan.

Staff Reports

Superintendent Hubsch shared a story about a participant named Lucas and his involvement in our programs.

She also informed the Board that the Park District Intern Visitation Day will be held on Wednesday, July 20th at Park Central from 10:00 am to 12:00pm. This informative inservice will introduce NWSRA to your interns and allow them to learn about programs and services offered.

Marketing and PR

Superintendent Draper reported that his department is very busy with month to month registration, producing videos and closing out the GMFS. NWSRA participated in ATRA RT Month marketing ideas. Substantial planning has taken place for technology needs at the Voagelei House as well as an agency IT infrastructure plan.

SLSF

Superintendent Kiwala reviewed the fundraising, sponsorship, grants, and additional fund raising efforts that SLSF staff has been working on throughout January and February. She also outlined the 2022 Strategic Plan and Goals.

Directors Report

Executive Director Crawford informed the Board that SB3972 has passed on the Senate floor. This bill will allow High School students to become Direct Service Providers in school while receiving high school credit. Upon completion of the program those students will be a certified direct service providers. This will allow SRA's to have potential staff right out of high school. NWSRA is the only SRA participating in this pilot program and working with D214. Mike Baker (parent) has been leading the charge to get this passed and moved forward.

Old Business

Budget Approval

Director Crawford outlined the budget documents provided in the Board Packet, and reported changes that will be happening on the documents themselves. She also reviewed the Capital Budget increase due to the Technology Plan that will be outlined in New Business. Director Crawford asked for a motion to approve the FY2022 Budget as presented. Director Risinger made the motion and Director Fullerton seconded the motion to approve the FY2022 Budget as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Steve Burgess, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Park Central Building Updates

Superintendent Negrillo updated the Board on the Park Central Building Updates, which included the Security/PA System. The cameras are located in the common areas of the NWSRA offices. The PA system was installed so announcements could be heard throughout the building including stairwells.

ADA Transition Plan

Superintendent Negrillo updated the Board on the transition plan items that have been completed and what will be done throughout the rest of year. Director O'Brien asked when the items will all be completed? Superintendent Negrillo informed the Board that completion of the plan will conclude in 2023.

New Business

NWSRA Project Updates

Superintendent Griffin updated the Board on the status of the programming space at the Vogelei House in Hoffman Estates, outlining the space and the updates that will take place. Looking at May 9 to get the keys. The elevator still needs to be completed but is expected soon. Looking through our interest list of 248 participants to fill open slots. Many participants that are currently in the program and live in the area, are looking to transfer to Vogelei.

Wheeling Snoezelen Room

Superintendent Griffin reported that the Snoezelen Room at Wheeling is open and already being used by participants.

The motion carried.

Technology Plan

Superintendent Draper reviewed the Technology Plan with the Board and informed the Board that a full security review has been completed and he outlined the risks and critical items that need to be address immediately and what will need to be addressed at a future date. Director Risinger asked what amount are we approving exactly. Mr. Draper responded that this cost is a snapshot of what they are currently. Items may come up throughout the plan, but are confident that the largest expenditures will be now through 2023. Director Romejko asked about removing the cost completely and approve as presented without cost due to rising costs. The Board agreed but will approve as presented and allow for adjustments. Director Crawford asked for a motion to approve the Technology Plan as presented. Director O'Brien made the motion and Director Buch seconded the motion to approve the Technology Plan as presented. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Steve Burgess, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Financial Software

Mr. Tannehill and Mr. Nichol reported to the Board that they will be reviewing a new accounting software for the agency to use to report their financials. Director Talsma asked about if the agency were to move away from Lauterbach and Amen, what happens to the software. Director Crawford asked if the Board would like the finance team to look at other options to renting software including inhouse software with the agency purchasing software or renting. Director

Crawford will look into options and bring a report back to the Board. Director Ferraro asked the Board what software they all use. Majority of the Board used Encode software. It was discussed to use the software provided by Lauterbach and Amen while they are are the Finance Department and look to the registration software for a possible finance software.

Steve Burgess and Jim Jarog left at approximately 11:15

Informational/Action Items

CDL Training Update

Superintendent Negrillo reported to the Board about the new CDL regulations for Illinois. NWSRA provides CDL training to our drivers and due to the passenger and C endorsements on licenses, the agency has to report to the state what trainings we are providing. Mr. Ruston (Coordinator) was able to get NWSRA listed as a private training facility. This service is provided to all our Member Districts if the need arises.

Lauterbach and Amen Contract

Director Crawford reported that the Executive Team has approved and signed the contract for their services and is included in the packet for the full Boards information.

Senate Bill 3972

Director Crawford reviewed this information earlier in the meeting.

Other

Chairman Ferraro reported that the Strategic Plan revealed that the Board will be meeting to have a discussion regarding the Strategic Plan findings. This meeting will be self led and not hired out to moderate. Director Crawford reviewed what SRA's truly are, and what policy's they follow and is starting to plan legal documents that would spell out some of the questions that have been raised over the last few years regarding accounting practices, what they actually are, should SRA's be their own entity's etc.

Closed Session

Director Crawford asked for a motion to move into closed session. Director O'Brien made the motion and Director Fullerton seconded the motion to move into closed session. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Director Ferraro made a motion to returned to open session at 11:49. Director Talsma made the motion and Director Fahnstrom seconded the motion to return to open session. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Action as a Result of Closed Session

None

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Trustee Risinger made the motion and Trustee Fahnstrom seconded the motion to adjourn the March 16, 2022 meeting at 11:50 a.m. Upon roll being called the vote was as follows:

AYA: Carrie Fullerton, Ryan Risinger, Ben Curcio, Bob O'Brien, Craig Talsma, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Jay Morgan, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

Secretary

Northwest Special Recreation Association
Profit & Loss Budget vs. Actual
 January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Member District Assessments				
310001 · Arlington Heights Assessment	0.00	0.00	0.00	0.0%
310002 · Bartlett Assessment	118,760.84	118,760.84	0.00	100.0%
310003 · Buffalo Grove Assessment	0.00	0.00	0.00	0.0%
310004 · Elk Grove Assessment	161,476.79	161,476.79	0.00	100.0%
310005 · Hanover Park Assessment	0.00	0.00	0.00	0.0%
310006 · Hoffman Estates Assessment	0.00	0.00	0.00	0.0%
310007 · Inverness Assessment	19,317.66	19,317.66	0.00	100.0%
310008 · Mount Prospect Assessment	180,412.64	180,412.64	0.00	100.0%
310009 · Palatine Assessment	360,744.30	240,496.20	120,248.10	150.0%
310010 · Prospect Heights Assessment	65,775.66	39,323.48	26,452.18	167.3%
310011 · River Trails Assessment	0.00	26,452.18	-26,452.18	0.0%
310012 · Rolling Meadows Assessment	0.00	0.00	0.00	0.0%
310013 · Salt Creek Assessment	0.00	0.00	0.00	0.0%
310014 · Schaumburg Assessment	336,338.07	336,338.07	0.00	100.0%
310015 · South Barrington Assessment	37,678.51	37,678.51	0.00	100.0%
310016 · Streamwood Assessment	0.00	0.00	0.00	0.0%
310017 · Wheeling Assessment	117,772.33	117,772.33	0.00	100.0%
Total 310000 · Member District Assessments	1,398,276.80	1,278,028.70	120,248.10	109.4%
320000 · Program Fees				
320001 · Club Fees	5,729.00	5,166.64	562.36	110.9%
320002 · Leisure Education Fees	330.00	8,333.36	-8,003.36	4.0%
320003 · New Initiatives Fees	0.00	6,666.64	-6,666.64	0.0%
320004 · Special Events Fees	4,320.20	7,333.36	-3,013.16	58.9%
320005 · Day Camp Fees	104,628.72	64,096.64	40,532.08	163.2%
320006 · General Programs Fees	36,068.45	83,333.36	-47,264.91	43.3%
320008 · Trips Fees	9,023.00	9,333.36	-310.36	96.7%
320009 · PURSUIT	0.00	1,666.64	-1,666.64	0.0%
320010 · STAR	0.00	0.00	0.00	0.0%
320011 · Athletic Fees	8,387.90	4,324.10	4,063.80	194.0%
320012 · Program Fees - Credits	124.00	640.00	-516.00	19.4%
Total 320000 · Program Fees	168,611.27	190,894.10	-22,282.83	88.3%
321000 · Transportation - Door to Door				
321001 · Clubs Door to Door	432.00	1,000.00	-568.00	43.2%
321003 · New Initiatives Door to Door	0.00	333.36	-333.36	0.0%
321004 · Special Events Door to Door	0.00	0.00	0.00	0.0%
321005 · Day Camp Door to Door	2,804.00	666.64	2,137.36	420.6%
321006 · General Programs Door to Door	660.00	960.00	-300.00	68.8%
321007 · Miscellaneous Door to Door	0.00	0.00	0.00	0.0%
321008 · Athletics Door to Door	0.00	0.00	0.00	0.0%
Total 321000 · Transportation - Door to Door	3,896.00	2,960.00	936.00	131.6%
321100 · Transportation - Pick up Points				
321101 · Clubs Pick Up Points	376.00	500.00	-124.00	75.2%
321102 · Leisure Edu Pick Up Points	0.00	1,293.36	-1,293.36	0.0%
321103 · New Initiatives Pick Up Points	0.00	0.00	0.00	0.0%
321104 · Special Events Pick Up Points	184.00	408.36	-224.36	45.1%
321105 · Day Camp Pick Up Points	5,001.28	6,666.64	-1,665.36	75.0%
321106 · General Programs Pick Up Points	1,676.00	2,666.64	-990.64	62.9%
321107 · Miscellaneous Pick Up Points	0.00	0.00	0.00	0.0%
321108 · Athletics Pick Up Points	0.00	0.00	0.00	0.0%
Total 321100 · Transportation - Pick up Points	7,237.28	11,535.00	-4,297.72	62.7%

**Northwest Special Recreation Association
Profit & Loss Budget vs. Actual**

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
340000 · Non Program Revenue				
340001 · Non Program Revenue	105.00	1,666.68	-1,561.68	6.3%
340009 · Collaboratives	93,704.10	141,188.76	-47,484.66	66.4%
Total 340000 · Non Program Revenue	93,809.10	142,855.44	-49,046.34	65.7%
350000 · SLSF Grant Contributions				
350001 · Scholarship Contribution	0.00	0.00	0.00	0.0%
350002 · Programs Contribution	0.00	0.00	0.00	0.0%
350003 · Inclusion Contribution	0.00	0.00	0.00	0.0%
350004 · Transportation Contribution	0.00	0.00	0.00	0.0%
350005 · Athletics Contribution	0.00	0.00	0.00	0.0%
350006 · Miscellaneous Contribution	0.00	0.00	0.00	0.0%
Total 350000 · SLSF Grant Contributions	0.00	0.00	0.00	0.0%
360000 · Sale of Fixed Assets				
360001 · Sale of Fixed Assets	0.00	0.00	0.00	0.0%
Total 360000 · Sale of Fixed Assets	0.00	0.00	0.00	0.0%
370000 · Interest				
370001 · Operating Interest	3,803.37	1,927.95	1,875.42	197.3%
370002 · Investment Interest	-363.76	1,405.41	-1,769.17	-25.9%
Total 370000 · Interest	3,439.61	3,333.36	106.25	103.2%
380000 · Revenue SLSF				
380001 · Revenue SLSF	120.00	150.00	-30.00	80.0%
Total 380000 · Revenue SLSF	120.00	150.00	-30.00	80.0%
Total Income	1,675,390.06	1,629,756.60	45,633.46	102.8%
Gross Profit	1,675,390.06	1,629,756.60	45,633.46	102.8%
Expense				
420000 · Operating Expenses				
421000 · Administration				
421001 · Professional Expenses				
421002 · Professional Fees	5,545.48	868.75	4,676.73	638.3%
421003 · Legal Fees	3,851.75	1,150.00	2,701.75	334.9%
421004 · Miscellaneous	273.80	708.00	-434.20	38.7%
421001 · Professional Expenses - Other	50.00			
Total 421001 · Professional Expenses	9,721.03	2,726.75	6,994.28	356.5%
421100 · Office Supplies				
421101 · Coffee / Water	431.83	100.00	331.83	431.8%
421102 · Furniture Needs	472.88	0.00	472.88	100.0%
421103 · Locksmith / Keys	15.00	160.00	-145.00	9.4%
421104 · Nametags	126.68	0.00	126.68	100.0%
421105 · Supplies	763.30	1,065.00	-301.70	71.7%
421106 · Miscellaneous	0.00	25.00	-25.00	0.0%
Total 421100 · Office Supplies	1,809.69	1,350.00	459.69	134.1%
421150 · Credit Card & Bank Fees				
421151 · Bank Fees	4,193.30	724.00	3,469.30	579.2%
421152 · Credit Card Processing Fees	98.15	1,620.00	-1,521.85	6.1%
421153 · PFM Fees	1,782.37	660.00	1,122.37	270.1%
421150 · Credit Card & Bank Fees - Other	27.95			
Total 421150 · Credit Card & Bank Fees	6,101.77	3,004.00	3,097.77	203.1%

**Northwest Special Recreation Association
Profit & Loss Budget vs. Actual
January through April 2022**

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
421200 · Postage				
421201 · Postage	2,675.81	1,500.00	1,175.81	178.4%
421202 · Postal Machine Rental	454.71	465.00	-10.29	97.8%
421203 · Printing Vendors	0.00	0.00	0.00	0.0%
421204 · Miscellaneous	181.11	80.00	101.11	226.4%
Total 421200 · Postage	3,311.63	2,045.00	1,266.63	161.9%
421300 · Telephone/Fax				
421301 · Cell Phone Service	2,616.21	2,680.82	-64.61	97.6%
421302 · Director Phone/Internet Service	0.00	0.00	0.00	0.0%
421303 · Fax Maintenance	399.00	399.00	0.00	100.0%
421304 · Office Phones	1,741.29	2,180.18	-438.89	79.9%
421305 · Phone Maintenance	1,256.00	1,589.36	-333.36	79.0%
421306 · Miscellaneous	0.00	0.00	0.00	0.0%
Total 421300 · Telephone/Fax	6,012.50	6,849.36	-836.86	87.8%
421400 · Conferences/Education				
421401 · NRPA Conf/Wkshps/Webnrs/Schools	121.82	0.00	121.82	100.0%
421402 · IPRA Conf/Wkshps/Webnrs/Schools	8,497.03	11,718.00	-3,220.97	72.5%
421403 · PDRMA Conf/Wkshps/Webnrs/School	35.00	203.36	-168.36	17.2%
421404 · IAPD Conf/Wkshps/Webnrs/Schools	0.00	669.00	-669.00	0.0%
421405 · Evaluation Lunches	683.61	521.36	162.25	131.1%
421406 · Professional Meetings	2,417.88	1,400.00	1,017.88	172.7%
421407 · Other Trainings/Workshops	7,536.78	2,436.64	5,100.14	309.3%
421408 · ATRA/Conf/Wrkshopp Web Schls	703.94	1,820.00	-1,116.06	38.7%
421400 · Conferences/Education - Other	0.00			
Total 421400 · Conferences/Education	19,996.06	18,768.36	1,227.70	106.5%
421500 · Memberships				
421501 · ATRA	650.00	416.64	233.36	156.0%
421502 · CDL Reimbursement / Renewal	113.25	400.00	-286.75	28.3%
421503 · CPRP Exam / Renewal	280.00	1,542.00	-1,262.00	18.2%
421504 · CTRS Exam / Renewal	1,810.00	1,430.60	379.40	126.5%
421505 · Distinguished Accreditation	0.00	0.00	0.00	0.0%
421506 · Hands On Suburban Chicago	0.00	0.00	0.00	0.0%
421507 · IPRA	837.00	0.00	837.00	100.0%
421508 · LAC Group	0.00	0.00	0.00	0.0%
421509 · NRPA	0.00	0.00	0.00	0.0%
421510 · Safety	0.00	803.36	-803.36	0.0%
421511 · Costco	170.00	0.00	170.00	100.0%
421513 · Miscellaneous	493.39	1,303.00	-809.61	37.9%
421514 · CPI Recertification	42.46	0.00	42.46	100.0%
421515 · SHRM	0.00	558.00	-558.00	0.0%
Total 421500 · Memberships	4,396.10	6,453.60	-2,057.50	68.1%
421600 · Health Insurance				
421601 · Voluntary Benefits	0.00	0.00	0.00	0.0%
421602 · Employee Contributions	-4,448.20	-18,504.74	14,056.54	24.0%
421603 · Employer Contributions	137,086.95	162,667.65	-25,580.70	84.3%
Total 421600 · Health Insurance	132,638.75	144,162.91	-11,524.16	92.0%

**Northwest Special Recreation Association
Profit & Loss Budget vs. Actual**

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
421700 · Maintenance/Utilities				
421701 · Condo Maintenance	3,900.70	4,423.08	-522.38	88.2%
421702 · Electric	2,731.87	4,852.51	-2,120.64	56.3%
421703 · Gas	1,332.97	833.36	499.61	160.0%
421704 · Hudson Energy	4.90			
421705 · Total Fire and Safety	0.00	0.00	0.00	0.0%
421706 · Internet	2,909.90	4,977.59	-2,067.69	58.5%
421707 · Miscellaneous	5,286.16	1,386.64	3,899.52	381.2%
421708 · Cleaning Supplies	306.44	1,771.58	-1,465.14	17.3%
421700 · Maintenance/Utilities - Other	30.35			
Total 421700 · Maintenance/Utilities	16,503.29	18,244.76	-1,741.47	90.5%
421800 · Rent				
421801 · Condo Association Fee	4,260.00	4,260.00	0.00	100.0%
421802 · RMCC Rental Space	7,500.00	10,000.00	-2,500.00	75.0%
421803 · HPPD Rental Space	5,772.00	5,772.00	0.00	100.0%
421804 · MPPD Rental Space	10,000.00	10,000.00	0.00	100.0%
421805 · Wheeling Rental Space	15,000.00	10,000.00	5,000.00	150.0%
421806 · BGPD Rental Space	7,500.00	10,000.00	-2,500.00	75.0%
421807 · HEPD Rental Space	0.00	10,030.00	-10,030.00	0.0%
421800 · Rent - Other	2,500.00			
Total 421800 · Rent	52,532.00	60,062.00	-7,530.00	87.5%
421900 · Computer				
421901 · Database Enhancements	4,825.00	4,166.64	658.36	115.8%
421902 · Framework Support	31,501.00	30,767.64	733.36	102.4%
421904 · Web Development	167.43	646.00	-478.57	25.9%
421905 · Miscellaneous Software	25,604.55	20,261.11	5,343.44	126.4%
421906 · Miscellaneous Hardware	1,643.83	946.52	697.31	173.7%
Total 421900 · Computer	63,741.81	56,787.91	6,953.90	112.2%
Total 421000 · Administration	316,764.63	320,454.65	-3,690.02	98.8%
422000 · Program				
422100 · Rental Municipal				
422101 · Clubs	1,240.00	666.64	573.36	186.0%
422102 · Leisure Education	65.00	333.36	-268.36	19.5%
422104 · Special Events	336.00	241.36	94.64	139.2%
422105 · Day Camp	0.00	5,000.00	-5,000.00	0.0%
422106 · General Programs	4,817.25	3,400.00	1,417.25	141.7%
422107 · Miscellaneous	0.00	0.00	0.00	0.0%
422108 · Trips	0.00	0.00	0.00	0.0%
422109 · PURSUIT	278.03	1,916.68	-1,638.65	14.5%
422110 · STAR	0.00	0.00	0.00	0.0%
422111 · Athletics	48.00	1,333.32	-1,285.32	3.6%
Total 422100 · Rental Municipal	6,784.28	12,891.36	-6,107.08	52.6%
422200 · Commercial Expenses				
422201 · Clubs	1,994.64	1,000.00	994.64	199.5%
422202 · Leisure Education	359.50	1,000.00	-640.50	36.0%
422204 · Special Events	3,398.14	1,466.68	1,931.46	231.7%
422205 · Day Camp	42.00	1,666.68	-1,624.68	2.5%
422206 · General Programs	11,717.76	5,252.00	6,465.76	223.1%
422207 · Miscellaneous	15.75	0.00	15.75	100.0%
422208 · Trips	200.00	3,666.64	-3,466.64	5.5%
422209 · PURSUIT	6,554.86	10,766.68	-4,211.82	60.9%
422210 · STAR	0.00	0.00	0.00	0.0%
422211 · Athletics	3,508.62	2,500.00	1,008.62	140.3%
422200 · Commercial Expenses - Other	0.00			
Total 422200 · Commercial Expenses	27,791.27	27,318.68	472.59	101.7%

**Northwest Special Recreation Association
Profit & Loss Budget vs. Actual
January through April 2022**

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
422300 · Program Development				
422301 · New Programming Space	1,514.98	833.36	681.62	181.8%
422303 · New Initiatives / Programs	157.72	833.36	-675.64	18.9%
422304 · STAR Scholarship Reimbursement	0.00	0.00	0.00	0.0%
422305 · Program Space 6	876.00	3,433.36	-2,557.36	25.5%
Total 422300 · Program Development	2,548.70	5,100.08	-2,551.38	50.0%
422400 · Program Supplies				
422401 · Clubs	910.04	833.36	76.68	109.2%
422402 · Leisure Education	141.91	500.00	-358.09	28.4%
422404 · Special Events	139.42	8.00	131.42	1,742.8%
422405 · Day Camp	234.77	610.00	-375.23	38.5%
422406 · General Programs	4,588.70	8,333.36	-3,744.66	55.1%
422407 · Equipment Repair	0.00	166.64	-166.64	0.0%
422408 · Trips	0.00	2,000.00	-2,000.00	0.0%
422409 · PURSUIT	12,094.10	8,333.36	3,760.74	145.1%
422411 · Paper Products	421.72	166.64	255.08	253.1%
422412 · Training / Orientation	0.00	441.64	-441.64	0.0%
422413 · CPI Books	0.00	391.46	-391.46	0.0%
422414 · First Aid / CPR	1,911.09	0.00	1,911.09	100.0%
422415 · Staff Appreciation Party	2,397.89	0.00	2,397.89	100.0%
422416 · Part Time/ Volunteer Apparel	0.00	0.00	0.00	0.0%
422417 · Storeroom Supplies	306.35	166.64	139.71	183.8%
422418 · Miscellaneous	264.16	0.00	264.16	100.0%
422419 · Full Time Apparel	0.00	0.00	0.00	0.0%
422420 · STAR	0.00	0.00	0.00	0.0%
422421 · Safety/Behavior	-3,451.69	500.00	-3,951.69	-690.3%
422422 · Committees	502.63	416.64	85.99	120.6%
422423 · Athletics	618.88	333.36	285.52	185.6%
422400 · Program Supplies - Other	0.00			
Total 422400 · Program Supplies	21,079.97	23,201.10	-2,121.13	90.9%
422500 · Commercial Transportation				
422502 · Leisure Education	0.00	0.00	0.00	0.0%
422504 · Special Events	0.00	0.00	0.00	0.0%
422505 · Day Camp	0.00	39,543.32	-39,543.32	0.0%
422508 · Trips	0.00	0.00	0.00	0.0%
422509 · Miscellaneous	0.00	0.00	0.00	0.0%
422510 · Athletics	0.00	0.00	0.00	0.0%
Total 422500 · Commercial Transportation	0.00	39,543.32	-39,543.32	0.0%
422600 · Mileage				
422601 · Mileage	7,908.29	6,666.64	1,241.65	118.6%
Total 422600 · Mileage	7,908.29	6,666.64	1,241.65	118.6%
422700 · Transportation Maintenance				
422701 · Cleaning Supplies	9.87	400.00	-390.13	2.5%
422702 · Repair / Maintenance	31,084.47	25,000.00	6,084.47	124.3%
422703 · General Equipment	81.56	0.00	81.56	100.0%
422705 · Miscellaneous	0.00	207.96	-207.96	0.0%
Total 422700 · Transportation Maintenance	31,175.90	25,607.96	5,567.94	121.7%
422800 · Transportation- Gas/Tolls/Park				
422801 · Gas	13,331.59	24,666.64	-11,335.05	54.0%
422802 · Tolls	951.85	2,766.64	-1,814.79	34.4%
Total 422800 · Transportation- Gas/Tolls/Park	14,283.44	27,433.28	-13,149.84	52.1%

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
422900 · Printing				
422901 · Copier 2nd Floor	0.00	0.00	0.00	0.0%
422902 · Copier 3rd Floor	0.00	0.00	0.00	0.0%
422903 · Day Camp Brochure	2,045.00	900.00	1,145.00	227.2%
422904 · Paper	1,099.09	766.64	332.45	143.4%
422905 · Printer Service	0.00	0.00	0.00	0.0%
422906 · Printer Toner (OSP)	3,085.64	2,600.00	485.64	118.7%
422907 · Seasonal Brochure	1,150.00	4,400.00	-3,250.00	26.1%
422908 · Stationary / Business Cards	287.94	376.64	-88.70	76.4%
422909 · Miscellaneous	0.00	1,833.36	-1,833.36	0.0%
Total 422900 · Printing	7,667.67	10,876.64	-3,208.97	70.5%
423100 · Public Awareness				
423101 · Awards / Recognition	1,457.61	500.00	957.61	291.5%
423102 · Ads	0.00	326.64	-326.64	0.0%
423103 · Legal Notices	0.00	166.64	-166.64	0.0%
423104 · Online Media	100.22	320.00	-219.78	31.3%
423105 · Giveaways	891.79	166.64	725.15	535.2%
423106 · Admin Professionals Week	79.79	250.00	-170.21	31.9%
423107 · Staff Support	88.34	1,066.64	-978.30	8.3%
423108 · Subscriptions	895.00	619.92	275.08	144.4%
423109 · Miscellaneous	244.22	333.36	-89.14	73.3%
423110 · Recruitment	4,567.21	1,166.64	3,400.57	391.5%
423111 · Outreach	724.89	1,666.64	-941.75	43.5%
Total 423100 · Public Awareness	9,049.07	6,583.12	2,465.95	137.5%
Total 422000 · Program	128,288.59	185,222.18	-56,933.59	69.3%
424000 · Salary(Staff & Indep Cntrctrs)				
424100 · Full Time				
424101 · Salary	688,057.50	814,931.31	-126,873.81	84.4%
424102 · Overtime	0.00	66.64	-66.64	0.0%
424103 · Phone/Data Stipend	5,285.00	6,020.00	-735.00	87.8%
Total 424100 · Full Time	693,342.50	821,017.95	-127,675.45	84.4%
424200 · Part Time				
424201 · Clubs	0.00	1,166.64	-1,166.64	0.0%
424203 · Program Dev't	0.00	0.00	0.00	0.0%
424204 · Special Events	0.00	0.00	0.00	0.0%
424205 · Day Camp	12,336.44	0.00	12,336.44	100.0%
424206 · General Programs	16,079.88	60,000.00	-43,920.12	26.8%
424207 · Office Support	8,670.30	7,000.00	1,670.30	123.9%
424208 · Trips	0.00	0.00	0.00	0.0%
424209 · PURSUIT	1,587.13	5,679.18	-4,092.05	27.9%
424210 · STAR	0.00	0.00	0.00	0.0%
424211 · Training	1,631.41	16,666.64	-15,035.23	9.8%
424213 · Athletics	0.00	2,666.64	-2,666.64	0.0%
424214 · Transportation	11,263.96	29,200.00	-17,936.04	38.6%
Total 424200 · Part Time	51,569.12	122,379.10	-70,809.98	42.1%
424300 · Payroll Processing				
424301 · Payroll Fees	0.00	0.00	0.00	0.0%
424302 · Direct Deposit	0.00	0.00	0.00	0.0%
424303 · FSA	0.00	483.36	-483.36	0.0%
424304 · W2 Processing	140.30	110.00	30.30	127.5%
424305 · Miscellaneous	5,431.82	0.00	5,431.82	100.0%
Total 424300 · Payroll Processing	5,572.12	593.36	4,978.76	939.1%

Northwest Special Recreation Association
Profit & Loss Budget vs. Actual
 January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
424400 · Independent Contractors				
424401 · Day Camp	997.50	5,333.36	-4,335.86	18.7%
424402 · General Programs	1,227.50	9,376.64	-8,149.14	13.1%
424403 · Office	1,637.09	1,000.00	637.09	163.7%
424404 · Trips	0.00	0.00	0.00	0.0%
424405 · PURSUIT	0.00	4,600.00	-4,600.00	0.0%
424406 · STAR	0.00	0.00	0.00	0.0%
424407 · Athletics	0.00	833.36	-833.36	0.0%
424408 · Leisure Ed	0.00	1,410.64	-1,410.64	0.0%
Total 424400 · Independent Contractors	3,862.09	22,554.00	-18,691.91	17.1%
424500 · Car Allowance				
424501 · Car Allowance	2,400.00	2,400.00	0.00	100.0%
Total 424500 · Car Allowance	2,400.00	2,400.00	0.00	100.0%
Total 424000 · Salary(Staff & Indep Cntrctrs)	756,745.83	968,944.41	-212,198.58	78.1%
Total 420000 · Operating Expenses	1,201,799.05	1,474,621.24	-272,822.19	81.5%
441000 · Liabilities				
441001 · Criminal Background Checks	0.00	0.00	0.00	0.0%
441002 · Drug Tests / Physicals	822.00	1,000.00	-178.00	82.2%
441003 · Unemployment	0.00	2,666.64	-2,666.64	0.0%
441004 · Liability Fees	0.00	18,933.36	-18,933.36	0.0%
441006 · Miscellaneous	0.00	0.00	0.00	0.0%
Total 441000 · Liabilities	822.00	22,600.00	-21,778.00	3.6%
442000 · Audit				
442001 · Audit	5,625.00	5,625.00	0.00	100.0%
442002 · GASB	0.00	2,550.00	-2,550.00	0.0%
Total 442000 · Audit	5,625.00	8,175.00	-2,550.00	68.8%
442100 · FICA - Employer Tax Expense				
442101 · ER Tax - Inclusion	0.00	0.00	0.00	0.0%
442102 · ER Tax - Part Time	0.00			
442103 · ER Tax - Full Time	0.00			
442100 · FICA - Employer Tax Expense - Other	31,436.03	94,003.59	-62,567.56	33.4%
Total 442100 · FICA - Employer Tax Expense	31,436.03	94,003.59	-62,567.56	33.4%
442200 · IMRF				
442201 · ER Contributions - FT	66,121.24	73,399.02	-7,277.78	90.1%
442202 · EE Deductions - FT	0.00			
442203 · ER Contributions - PT	1,255.21	9,468.85	-8,213.64	13.3%
442204 · EE Deductions - PT	0.00			
442205 · Voluntary Contributions	820.66	0.00	820.66	100.0%
Total 442200 · IMRF	68,197.11	82,867.87	-14,670.76	82.3%
450000 · Inclusion				
450001 · Arlington Heights	5,150.93	21,707.81	-16,556.88	23.7%
450002 · Bartlett	3,037.18	6,113.56	-3,076.38	49.7%
450003 · Buffalo Grove	4,844.64	26,725.12	-21,880.48	18.1%
450004 · Elk Grove Village	3,966.61	11,718.54	-7,751.93	33.8%
450005 · Hanover Park	537.28	1,717.73	-1,180.45	31.3%
450006 · Hoffman Estates	6,987.64	8,263.18	-1,275.54	84.6%
450007 · Inverness	0.00	83.58	-83.58	0.0%
450008 · Mount Prospect	3,251.36	5,948.66	-2,697.30	54.7%
450009 · Palatine	4,238.70	14,854.35	-10,615.65	28.5%
450010 · Prospect Heights	6,112.31	3,480.63	2,631.68	175.6%
450011 · River Trails	0.00	4,062.54	-4,062.54	0.0%
450012 · Rolling Meadows	9,413.12	8,576.96	836.16	109.7%
450013 · Salt Creek	763.71	702.88	60.83	108.7%

Northwest Special Recreation Association
Profit & Loss Budget vs. Actual
 January through April 2022

	Jan - Apr 22	Budget	\$ Over Budget	% of Budget
450014 · Schaumburg	2,639.28	36,736.36	-34,097.08	7.2%
450015 · South Barrington	846.30	6,271.63	-5,425.33	13.5%
450016 · Steamwood	15.82	4,599.14	-4,583.32	0.3%
450017 · Wheeling	6,614.55	14,246.37	-7,631.82	46.4%
450018 · Ability Awareness	14.38	100.00	-85.62	14.4%
450019 · Training Salary	0.00	5,650.00	-5,650.00	0.0%
450020 · Rovers Salary	0.00	10,173.36	-10,173.36	0.0%
450021 · Training Supplies	350.62	666.64	-316.02	52.6%
450022 · Miscellaneous	1,110.73	920.00	190.73	120.7%
Total 450000 · Inclusion	59,895.16	193,319.04	-133,423.88	31.0%
6560 · Payroll Expenses	0.00	0.00	0.00	0.0%
Total Expense	1,367,774.35	1,875,586.74	-507,812.39	72.9%
Net Ordinary Income	307,615.71	-245,830.14	553,445.85	-125.1%
Other Income/Expense				
Other Expense				
460000 · Capital Fund				
460001 · Capital Expenses/Projects	146,811.67	96,624.21	50,187.46	151.9%
460002 · Vehicles/Maintenance	0.00	177,800.00	-177,800.00	0.0%
460003 · Technology/Hardware	27,932.38	44,301.88	-16,369.50	63.1%
460004 · Building/Maintenance	40,630.00	32,952.68	7,677.32	123.3%
Total 460000 · Capital Fund	215,374.05	351,678.77	-136,304.72	61.2%
Total Other Expense	215,374.05	351,678.77	-136,304.72	61.2%
Net Other Income	-215,374.05	-351,678.77	136,304.72	61.2%
Net Income	92,241.66	-597,508.91	689,750.57	-15.4%

Northwest Special Recreation Association
Balance Sheet
As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
10100 · Flex Spending - Benefit	14,255.57
10300 · Petty Cash	500.00
10600 · Operating	239,506.51
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,250,000.00
11200 · PFM Investments Hold Account - Other	33,417.53
Total 11200 · PFM Investments Hold Account	1,283,417.53
11500 · Operating 2	2,707,518.35
11650 · Capital Reserve (Village B&T)	1,982,665.31
Total Checking/Savings	6,227,863.27
Accounts Receivable	
12000 · Accounts Receivable	2,923.75
Total Accounts Receivable	2,923.75
Other Current Assets	
12300 · Prepaid Lease	7,500.00
2120 · Payroll Asset	12,914.00
Total Other Current Assets	20,414.00
Total Current Assets	6,251,201.02
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	733,692.23
13110 · Accum.Depre- Equipment	-354,540.57
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,543,850.76
Total Fixed Assets	1,511,074.90
TOTAL ASSETS	7,762,275.92
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	53,909.62
Total Accounts Payable	53,909.62

Northwest Special Recreation Association
Balance Sheet
As of April 30, 2022

	Apr 30, 22
Credit Cards	
BMO Harris P-Card	29,974.16
Total Credit Cards	29,974.16
Other Current Liabilities	
21100 · Anticipated Refunds - Prog Fees	12,471.20
21500 · Payroll Liabilities	
21510 · Employee Taxes	-1,578.30
22100 · EE FSA Depend & Med	9,816.65
Total 21500 · Payroll Liabilities	8,238.35
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-1,590.82
22000 · Accrued Payroll	41,655.97
Total Other Current Liabilities	61,024.70
Total Current Liabilities	144,908.48
Long Term Liabilities	
22500 · ACCRUED VACATION	90,672.05
Total Long Term Liabilities	90,672.05
Total Liabilities	235,580.53
Equity	
29500 · Retained Earnings	5,923,379.83
29550 · INVESTMENT IN CAPITAL ASSETS	1,511,073.90
Net Income	92,241.66
Total Equity	7,526,695.39
TOTAL LIABILITIES & EQUITY	7,762,275.92



Account Statement - Transaction Summary

For the Month Ending **April 30, 2022**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	3,503.75
Purchases	0.42
Redemptions	(86.64)
Unsettled Trades	0.00
Change in Value	0.00

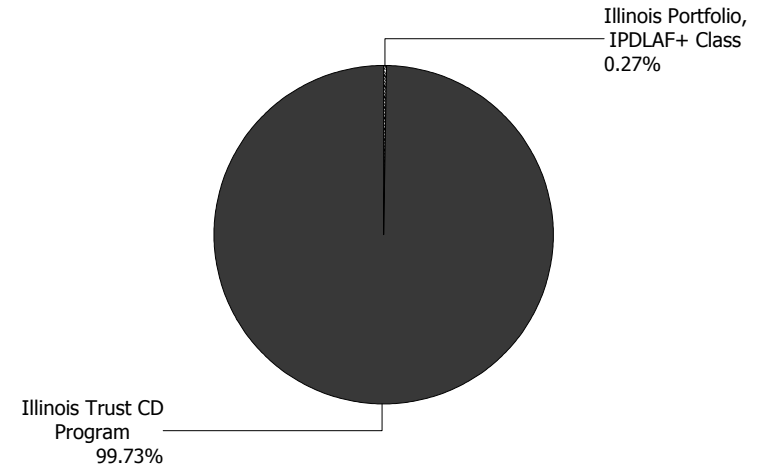
Closing Market Value	\$3,417.53
Cash Dividends and Income	0.42

Illinois Trust CD Program	
Opening Market Value	1,280,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$1,280,000.00
Cash Dividends and Income	0.00

Asset Summary		
	April 30, 2022	March 31, 2022
Illinois Portfolio, IPDLAF+ Class	3,417.53	3,503.75
Illinois Trust CD Program	1,280,000.00	1,280,000.00
Total	\$1,283,417.53	\$1,283,503.75

Asset Allocation





NWSRA Investment Update

May 25, 2022

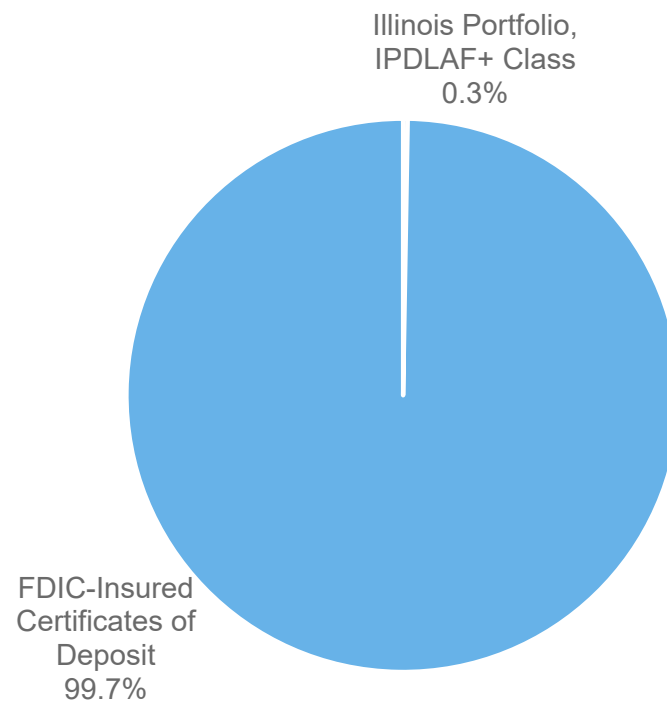
312.523.2428 | pfmam.com

PFM Asset Management LLC

NOT FDIC INSURED : NO BANK GUARANTEE : MAY LOSE VALUE

Investment Holdings as of April 30, 2022

Investment Type	Market Value	Yields as of 4/30/22	Yields as of 4/30/21
Illinois Portfolio, IPDLAF+ Class	3,417.53	0.15%	0.02%
FDIC-Insured Certificates of Deposit	1,280,000.00	0.20% - 1.15%	0.20% - 2.75%
Total	\$1,283,417.53		



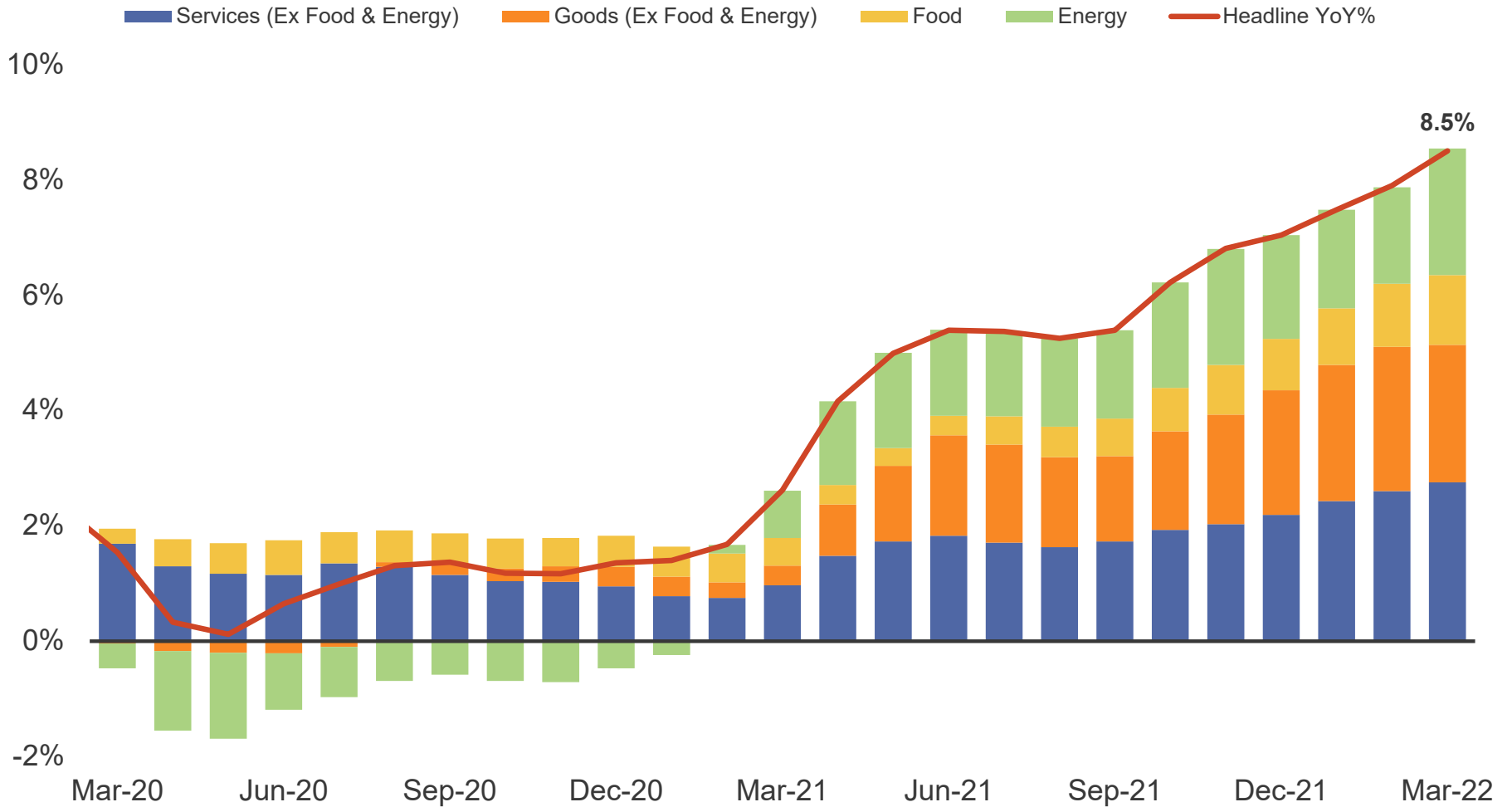
Investment Holdings as of April 30, 2022

Institution	Settlement Date	Maturity Date	Rate	Investment Amount	Value at Maturity
Cfg Community Bank, MD	8/17/2021	8/17/2022	0.20%	100,000	100,200
Planters Bank (Formerly First Capital Bank), TN	4/13/2021	10/11/2022	0.35%	120,000	120,628
First Bank Of Ohio, OH	1/11/2022	1/11/2023	0.45%	150,000	150,675
Merrick Bank, UT	3/8/2022	3/8/2023	0.80%	150,000	151,200
First Internet Bank Of Indiana, IN	11/16/2021	5/15/2023	0.31%	210,000	210,972
American National Bank - Fox Cities, WI	3/16/2022	9/12/2023	1.10%	150,000	152,464
Golden Bank N.A., TX	9/16/2021	9/18/2023	0.35%	150,000	151,053
Financial Federal Savings Bank, TN	9/30/2021	10/2/2023	0.30%	100,000	100,602
Tab Bank, UT	3/17/2022	3/18/2024	1.15%	150,000	153,459
Totals				\$1,280,000	\$1,291,253



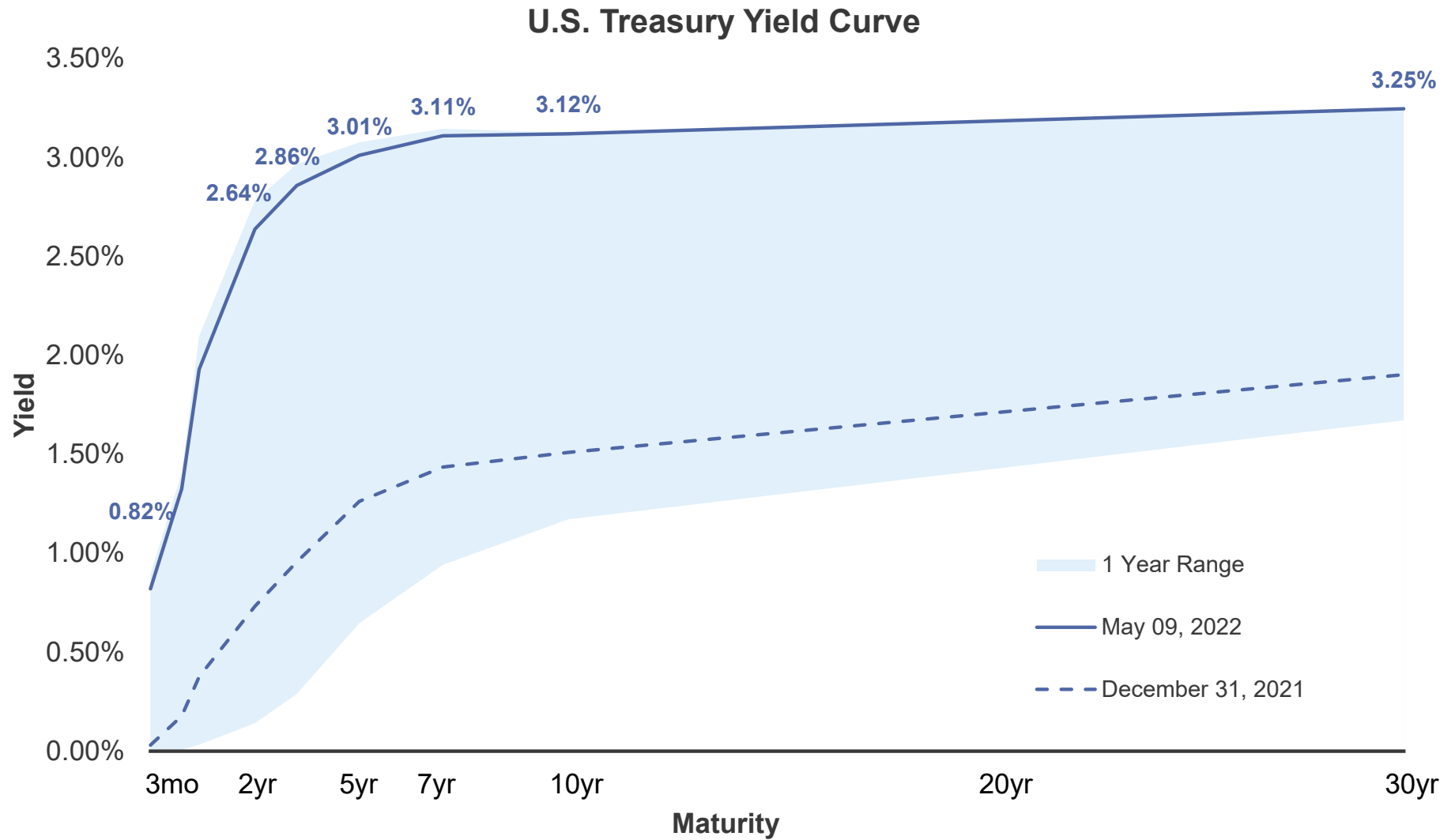
Consumer Inflation Rises at Fastest Pace Since Early 1980s

Factors Contributing to the Consumer Price Index (CPI YoY)



Source: Bloomberg, as of March 2022.

Yields Have Risen Rapidly Year-to-Date



Source: Bloomberg, as of 5/9/2022.

Rates as of May 13, 2022

Current 7-Day Yield⁽¹⁾

IPDLAF+ Class 0.4653%

PFM Asset Management LLC Direct Purchase of Certificate of Deposit Certificates of Deposit Investment Program ⁽¹⁾ (FDIC-Insured CDs)**

<u>Maturity</u>	<u>Date</u>	<u>Net Rate</u>
180 Days	November	1.35%
270 Days	February	1.60%
365 Days	May	1.85%
18 Months	Nov 2023	2.10%
2 Years	May 2024	2.48%
3 Years	May 2025	1.65%
4 Years	May 2026	1.60%
5 Years	May 2027	2.90%

**Subject to availability. Best rate for one CD in an amount such that the total value of the CD (including interest) would not exceed applicable FDIC insurance limits, assuming no pre-existing deposits with that financial institution. Other maturities available.

Illinois Term Rates⁽¹⁾ (Fixed Rate/Fixed Term)

<u>Maturity</u>	<u>Date</u>	<u>Net Rate</u>
60 Days	July	0.76%
90 Days	August	0.88%
120 Days	September	1.16%
150 Days	October	1.30%
180 Days	November	1.41%
210 Days	December	1.44%
240 Days	January	1.61%
270 Days	February	1.73%
300 Days	March	1.76%
330 Days	April	1.90%
365 Days	May	1.94%

- The Illinois Term Portfolio and the Certificates of Deposit Investment Program rates are market rates, subject to change and the rates shown are net of applicable advisory fees and other expenses. They are quoted on an actual day basis, interest is simple and payable at maturity. Actual rates, availability, and minimum investment amounts may vary at the time of purchase and are subject to change. Once you place an investment, the rate is fixed for the full term of your investment and there may be a penalty for early redemption. The minimum investment for Illinois TERM is \$100,000. The minimum investment for purchasing Certificates of Deposit in the Certificates of Deposit Investment Program is \$95,000; the maximum investment is an amount such that the total value of the CD (including interest) will not exceed the applicable FDIC insurance limits per institution. Certificates of Deposit can be purchased through the Certificates of Deposit Investment Program only by executing a separate investment advisory agreement with PFM Asset Management LLC, the Investment Adviser for Illinois Trust (the "Trust"). Certificates of Deposit purchased through the Certificates of Deposit Investment Program are not issued, guaranteed or insured by the Trust or the Investment Adviser or any of its affiliates. A description of the Illinois TERM Portfolio and the Certificates of Deposit Investment Program are contained in the Information Statement. The Information Statement contains important information and should be read carefully before investing. Past performance is not indicative of future results.
- The IPDLAF+ Class rate represents the current seven-day SEC yield as of the date indicated. The current seven-day yield, also referred to as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. Past performance is not indicative of future results and yields may vary. The yield shown above may reflect fee waivers by service providers that subsidize and reduce the total operating expenses of the Trust. Trust yields would be lower if there were no such waivers.

Disclaimer

Investment advisory services are provided by PFM Asset Management LLC (“PFMAM”), an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. (“USBAM”). USBAM is a subsidiary of U.S. Bank National Association (“U.S. Bank”). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. The information contained is not an offer to purchase or sell any securities. Additional applicable regulatory information is available upon request.

For more information regarding PFMAM’s services please visit www.pfmam.com.



Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant
As of March 31, 2022

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	\$ 14,984.35
Total IPDLAF Electronic Accounts Payable (PCARDS)	\$ 47,337.62
Total VB&T Business Checking Accounts Payable	\$ 171,943.26
	\$ 234,265.23

Payroll	03.11.22	\$ 100,203.29
	03.25.22	\$ 104,431.40

IMRF Payment	Mar-22	\$ 15,698.73
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Motion to approve Warrant 03.31.22	\$ 454,598.65
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**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant
 As of March 31, 2022**

Vendor	Description	Amount
Excal Tech	Software/Hardware	\$ 10,561.63
ComEd	Electric 02.01.22-.03.02.22	\$ 890.05
CostCo	Miscellaneuos purchases	\$ 356.09
Wells Fargo	Konica Minolta - Invoice 5018265840	\$ 1,256.72
Pitnay Bowes	Postage	\$ 1,000.00
Hewlett Packard Fin Svcs	Lease Payment	\$ 919.86
Total Warrant for Electronic Accounts Payable		\$ 14,984.35

Northwest Special Recreation Association
VB T Electronic Accounts Payable
Warrant
As of March 31, 2022

Vendor	Description	Account	Amount
BMO Solutions			
CO Driver Services	Professional Fees	421003	10.99
WalMart	Office Supplies	421102	157.28
amazon	Office Supplies	421102	14.99
Name Badges	Office Supplies	421104	32.91
Amazon	Office Supplies	421105	65.98
Amazon	Office Supplies	421105	6.99
Amazon	Office Supplies	421105	23.14
Amazon	Office Supplies	421105	18.18
Authorize.net	Credit Card and Bank Fees	421150	25.35
Pitney Bowes	Postage	421202	454.71
Verizon	Telephone/Fax	421301	655.13
First Comm	Telephone/Fax	421304	580.41
Vergered Digital Networks	Telephone/Fax	421305	314.00
Mod Pizza	Conference/Education	421401	47.41
Bob Evans	Conference/Education	421401	38.65
Crowne Plaza Hotel	Conference/Education	421401	5.76
NRPA	Conference/Education	421401	30.00
MP-Conservatory	Conference/Education	421402	65.00
Game Show	Conference/Education	421402	149.00
Wildberry	Conference/Education	421405	48.32
Wildberry	Conference/Education	421405	57.28
Rock Bottom	Conference/Education	421405	52.90
Walker Bros.	Conference/Education	421405	62.50
Starbucks	Conference/Education	421406	12.13
Target	Conference/Education	421406	118.64
Crumbl	Conference/Education	421406	27.48
Uber Eats	Professional Meetings	421406	64.13
Reps	Conference/Education	421406	100.92
Starbucks	Conference/Education	421406	27.36
NW Missouri	Conference/Education	421407	125.00
The Arc	Conference/Education	421407	82.59
ChicagoBotanicalGarden	Conference/Education	421407	30.00
Paypal	Conference/Education	421407	25.00
TJ Max	Conference/Education	421407	64.92
american	Conference/Education	421407	30.00
dunnkin	Conference/Education	421407	13.60
hudson news	Conference/Education	421407	21.44
CHI WILS	Conference/Education	421407	35.00
Chicago Botanic	Conference/Education	421407	40.00
Crowne Plaza	Conference/Education	421407	135.66
Paypal	Memberships/Certifications	421413	40.00
NCTRC	Memberships/Certifications	421504	105.00
IPRA	Memberships/Certifications	421507	279.00
IPRA	Memberships/Certifications	421507	279.00
IPRA	Memberships/Certifications	421507	279.00
CHI WILS	Memberships/Certifications	421513	40.00
Nicor Gas	Maintenance/Utilites	421703	244.25
Nicor Gas	Maintenance/Utilites	421703	257.05

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant
As of March 31, 2022

Vendor	Description	Account	Amount
Comcast	Maintenance/Utilites	421706	267.84
Comcast	Maintenance/Utilites	421706	114.90
Comcast	Maintenance/Utilites	421706	114.90
Comcast	Maintenance/Utilites	421706	114.90
Comcast	Maintenance/Utilites	421706	186.56
Amazon	Maintenance/Utilites	421707	17.76
Amazon	Maintenance/Utilites	421708	24.77
Wix	Computers	421904	29.90
Submittable	Computers	421905	1995.00
Jot Form	Computers	421905	390.00
Microsoft	Computers	421905	10.98
Mosyle	Computers	421905	54.00
Comcast	Computers	421905	197.85
Apple	Computers	421905	0.99
HTC Corp	Computers	421905	12.99
Makeshift	Computers	421905	411.52
Right Networks	Computers	421905	68.61
Intuit	Computers	421905	1517.96
Jobmatch	Computers	421905	329.00
Zoom	Computers	421905	14.99
ApplicantPRO	Computers	421905	29.00
Fleetio	Computers	421905	136.80
Amazon	Computers	421906	29.79
Amazon	Computers	421906	29.67
Amazon	Computers	421906	16.99
Mount Prospect Park	Rental Municipal	422109	45.00
Prospect Park District	Rental Municipal	422109	60.00
Mount Prospect PD	Rental Municipal	422109	85.00
Bowlero	Commercial Expense	422201	40.00
Rokbonki	Commercial Expense	422201	452.70
AMC Online	Commercial Expense	422201	233.07
Little Caesars	Commercial Expense	422201	11.98
Mount Prospect Park	Commercial Expense	422202	35.00
Poplar Creek Bowl	Commercial Expense	422202	54.00
Arlington Lanes	Commercial Expense	422202	56.00
Arlington Lanes	Commercial Expense	422202	40.00
Sky Centers Martial	Commercial Expense	422202	45.00
Arlington Lanes	Commercial Expense	422202	28.00
Chicago Cubs	Commercial Expense	422204	1646.40
Wendela Boats	Commercial Expense	422204	375.00
Kiddleton Inc.	Commercial Expense	422204	163.96
Enterrium	Commercial Expense	422204	150.00
Red Robin	Commercial Expense	422206	160.50
Dunkin Donuts	Commercial Expense	422206	42.91
Blaze Pizza	Commercial Expense	422206	10.45
Burger King	Commercial Expense	422206	10.46
Burger King	Commercial Expense	422206	37.26
Thrown Elements	Commercial Expense	422206	54.00
Thrown Elements	Commercial Expense	422206	54.00
Classic Cinemas Elk	Commercial Expense	422206	25.50

Northwest Special Recreation Association
VB T Electronic Accounts Payable
Warrant
As of March 31, 2022

Vendor	Description	Account	Amount
Thrown Elements	Commercial Expense	422206	59.40
Dollar Tree	Commercial Expense	422206	6.25
Thrown Elements	Commercial Expense	422206	-5.40
Jewel Osco	Commercial Expense	422206	35.46
Bowlero MP	Commercial Expense	422206	235.00
Bowlero MP	Commercial Expense	422206	100.00
Bowlero MP	Commercial Expense	422206	220.00
Streamwood Bowl	Commercial Expense	422206	63.00
Streamwood Bowl	Commercial Expense	422206	66.50
Rokbonki Hibachi	Commercial Expense	422206	108.25
Streamwood Bowl	Commercial Expense	422206	84.85
Streamwood Bowl	Commercial Expense	422206	73.50
e Pizza-Woodfield Mall	Commercial Expense	422206	18.93
ki Hana-Woodfield Mall	Commercial Expense	422206	26.88
Elk Grove Bowl	Commercial Expense	422206	602.00
Elk Grove Bowl	Commercial Expense	422206	586.00
Elk Grove Bowl	Commercial Expense	422206	606.00
Shake Shack	Commercial Expense	422209	102.65
JP Martial Arts	Commercial Expense	422209	82.50
TheGameShow	Commercial Expense	422209	149.00
Puttshack	Commercial Expense	422209	57.30
Dunkin	Commercial Expense	422209	11.18
McDonalds	Commercial Expense	422209	20.53
Dunkin	Commercial Expense	422209	11.69
Bensenville MT	Commercial Expense	422209	230.50
Half Price Books	Commercial Expense	422209	31.46
The Game Show	Commercial Expense	422209	149.00
McDonald's	Commercial Expense	422209	41.88
JP Martial Arts	Commercial Expense	422209	90.00
guitar center	Commercial Expense	422209	17.59
Bulldog Ale House	Commercial Expense	422209	89.70
Crumbl Cookie	Commercial Expense	422209	38.48
Mcdonalds	Commercial Expense	422209	39.48
Prospect Park District	Commercial Expense	422209	60.00
The Game Show	Commercial Expense	422209	149.00
JP Martial Arts	Commercial Expense	422209	120.00
Blaze Pizza	Commercial Expense	422211	29.94
Marathon	Commercial Expense	422211	20.89
Comfort Suites	Commercial Expense	422211	8.00
Starbucks	Commercial Expense	422211	11.30
Comfort Suites	Commercial Expense	422211	-8.00
Portillos	Commercial Expense	422211	224.20
Comfort Suites	Commercial Expense	422211	1843.44
Minerva	Commercial Expense	422211	40.00
Mcdonalds	Commercial Expense	422211	55.47
Melio	Commercial Expense	422211	40.00
Melio	Commercial Expense	422211	1.16
CCSD21	Commercial Expense	422211	240.00
McDonalds	Commercial Expense	422211	6.84
Amazon	Program Development	422301	215.34

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant
As of March 31, 2022

Vendor	Description	Account	Amount
Amazon	Program Development	422301	196.47
Walmart	Program Development	422301	67.34
Trader Joes	Program Development	422301	31.85
Party City	Program Development	422301	64.65
Walmart	Program Development	422301	2.52
Walmart	Program Development	422301	19.57
homegood	Program Development	422301	52.95
PODS	Program Development	422305	219.00
Dollar Tree	Supplies	422401	36.06
Walgreens	Supplies	422401	11.72
Aldi	supplies	422401	25.95
Dollar Tree	Supplies	422401	13.25
Dollar Tree	Supplies	422401	1.25
Jewel	Supplies	422401	12.27
Jewel	Supplies	422402	45.58
TJMaxx	Supplies	422405	28.99
Starbucks	Supplies	422406	18.02
Jewel	Supplies	422406	78.52
Jewel	Supplies	422406	79.46
Amazon	Supplies	422406	20.33
Mariano's #541	Supplies	422406	81.93
Mariano's #541	Supplies	422406	34.97
Mariano's #541	Supplies	422406	48.82
Subway	Supplies	422406	100.71
Subway	Supplies	422406	-7.58
Mariano's #541	Supplies	422406	47.63
Dollar Tree	Supplies	422406	46.25
Jewel	Supplies	422406	87.82
Meijer	Supplies	422406	33.24
Jewel Osco	Supplies	422406	21.35
jewel	Supplies	422406	55.60
jewel	Supplies	422406	82.28
amazon	Supplies	422406	15.99
Target	Supplies	422406	16.98
Aldi	Supplies	422406	26.57
Dollar tree	Supplies	422406	7.50
Target	Supplies	422406	7.28
Jewel Osco	Supplies	422406	16.97
Walmart	Supplies	422406	22.60
Dollar Tree	Supplies	422406	12.98
Jewel Osco	Supplies	422406	68.50
Jewel	Supplies	422406	4.49
Lowe's	Supplies	422406	10.26
Jewel	Supplies	422406	149.74
Jewel	Supplies	422406	44.29
Amazon	Supplies	422406	230.70
Jewel	Supplies	422406	10.98
Krispy Kreme	Supplies	422406	19.77
Jewel	Supplies	422409	37.53
Amazon	Supplies	422409	29.87

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant
 As of March 31, 2022**

Vendor	Description	Account	Amount
Pet Supply	Supplies	422409	5.50
Jewel	Supplies	422409	5.66
Jewel	Supplies	422409	28.12
Dollae Tree	Supplies	422409	26.25
Pet Supply	Supplies	422409	7.15
Target	Supplies	422409	54.13
Target	Supplies	422409	15.43
Amazon	Supplies	422409	11.47
Amazon	Supplies	422409	37.99
Amazon	Supplies	422409	675.14
Amazon	Supplies	422409	24.45
Jewel Osco	Supplies	422409	7.98
Garden Fresh	Supplies	422409	16.70
McDonalds	Supplies	422409	43.08
Goodwill	Supplies	422409	36.87
Target	Supplies	422409	65.99
Jewel Osco	Supplies	422409	38.41
Walmart	Supplies	422409	34.91
DollarTree	Supplies	422409	26.75
Jewel Osco	Supplies	422409	33.24
DollarTree	Supplies	422409	8.75
Amazon	Supplies	422409	10.00
Amazon	Supplies	422409	5.99
Lowe's	Supplies	422409	64.96
ALDI	Supplies	422409	29.95
TLF Busses flowers	Supplies	422409	10.00
Dollar Tree	Supplies	422409	7.50
Jewel	Supplies	422409	32.44
Wal-mart	Supplies	422409	33.06
Dollar Tree	Supplies	422409	25.00
Jewel	Supplies	422409	17.45
Jewel	Supplies	422409	13.85
Amazon	Supplies	422409	8.07
Amazon	Supplies	422409	66.35
Amazon	Supplies	422409	7.99
Amazon	Supplies	422409	13.04
Amazon	Supplies	422409	43.63
Amazon	Supplies	422409	55.48
Netflix	Supplies	422409	19.99
ALDI	Supplies	422409	18.97
Amazon	Supplies	422409	86.68
Amazon	Supplies	422409	20.34
Amazon	Supplies	422409	170.92
Dollar Tree	Supplies	422409	57.50
Jewel	Supplies	422409	27.98
Target	Supplies	422409	34.49
Walmart	Supplies	422409	29.94
Apple	Supplies	422409	4.95
Amazon	Supplies	422409	314.38
Amazon	Supplies	422409	286.40

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant
As of March 31, 2022

Vendor	Description	Account	Amount
Walmart	Supplies	422409	110.01
Dollar Tree	Supplies	422409	13.75
Amazon	Supplies	422409	3.94
Dunkin Donuts	Supplies	422409	13.72
Selfie WRLD	Supplies	422409	-100.00
Amazon	Supplies	422409	32.45
Amazon	Supplies	422409	46.95
Hobby Lobby	Supplies	422409	55.97
Amazon	Supplies	422409	37.76
Walmart	Supplies	422409	185.84
Tony's	Supplies	422409	18.98
Good Will	Supplies	422409	17.88
Walmart	Supplies	422409	13.78
Walmart	Supplies	422409	31.18
Walmart	Supplies	422409	12.50
Walmart	Supplies	422409	3.37
Jewel Osco	Supplies	422409	24.74
Good Will	Supplies	422409	17.35
Jewel Osco	Supplies	422409	24.45
Amazon	Supplies	422411	352.00
Target	Supplies	422417	114.84
Dunkin	Supplies	422422	37.71
starbucks	Supplies	422422	10.00
starbucks	Supplies	422422	10.00
starbucks	Supplies	422422	10.00
starbucks	Supplies	422422	10.00
Aldi	Supplies	422422	48.62
CVS	Supplies	422422	16.49
Michaels	Supplies	422423	51.96
Amazon	Supplies	422423	97.43
Amazon	Trans Maint	422703	81.56
Roosevelt Univ.	Public Awareness	423101	69.00
amazon	Public Awareness	423101	26.99
starbucks	Public Awareness	423101	31.07
Pro-Flowers	Public Awareness	423101	69.53
Pro-Flowers	Public Awareness	423101	78.83
AMC	Public Awareness	423101	50.00
Lettuce Entertain	Public Awareness	423101	50.00
Facebook	Public Awareness	423104	10.00
Facebook	Public Awareness	423104	10.00
Facebook	Public Awareness	423104	10.00
Facebook	Public Awareness	423104	2.50
Daily Herald	Public Awareness	423108	149.20
zoom	Public Awareness	423108	14.99
TruDoor	Public Awareness	423110	179.86
TruDoor	Public Awareness	423110	129.86
amazon	Public Awareness	423111	352.58
amazon	Public Awareness	423111	23.99
amazon	Public Awareness	423111	54.90
amazon	Public Awareness	423111	64.96

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant
As of March 31, 2022

Vendor	Description	Account	Amount
dollar tree	Public Awareness	423111	34.08
Univ. of Illinois	Public Awareness	423110	200.00
Indeed	Public Awareness	423110	354.01
Care.com	Public Awareness	423110	100.00
Indeed	Public Awareness	423110	100.00
ILIPRA	Public Awareness	423110	405.00
ATRA	Public Awareness	423110	448.00
Amazon	Public Awareness	423110	39.98
Amazon	Public Awareness	423110	65.76
Amazon	Inclusion	450003	11.99
Jewel Osco	Inclusion	450003	5.00
Amazon	Inclusion	450004	17.05
Amazon	Inclusion	450004	26.49
Amazon	Inclusion	450004	57.57
Amazon	Inclusion	450004	24.37
Amazon	Inclusion	450006	7.94
Amazon	Inclusion	450006	12.80
Starbucks	Inclusion	450008	17.41
Starbucks	Inclusion	450008	10.77
Amazon	Inclusion	450009	39.95
Amazon	Inclusion	450012	37.30
Starbucks	Inclusion	450016	15.82
Jewel Osco	Inclusion	450017	50.00
amazon	Inclusion	450022	7.99
Jewel Osco	Inclusion	450022	27.28
Amazon	Inclusion	450022	72.27
Amazon	Inclusion	450022	18.65
Michaels	Inclusion	450022	69.27
Amazon	Inclusion	450022	91.34
Stoneside Blinds	Capital Expenses	460001	4764.00
Stoneside Blinds	Capital Expenses	460001	6365.00
FEDEX	Capital Expenses	460001	26.55
FEDEX	Capital Expenses	460001	222.44
Trudoor	Capital Expenses	460001	-932.00
Apple	Capital Expenses	460003	359.00
Apple	Capital Expenses	460003	3299.00
Amazon	Capital Expenses	460003	433.96

Total Warrant #1 for Electronic Accounts Payable	\$	47,337.62
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Northwest Special Recreation Association
VB Electronic Accounts Payable
Warrant
As of March 31, 2022

Num	Name	Description	Account	Amount
5901	BambooHR, LLC	Annual Payment for HRIS System	10600 · Operating	-6,793.73
		Annual Payment for HRIS System-03.13.22-03.12.23 421905 · Miscellaneous Software		6,793.73
				<u>6,793.73</u>
5902	Benefax	Invoice#0090851-IN	10600 · Operating	-399.00
		Invoice #0090851-IN 03.11.22-03.10.23 Service Agrt 421303 · Fax Maintenance		399.00
				<u>399.00</u>
5903	Bill's Auto & Truck Repair	Invoice #112888	10600 · Operating	-434.29
		Invoice #112888-2010 Ford E450 Van	422702 · Repair / Maintenance	434.29
				<u>434.29</u>
5904	CZ Enterprise	Invoice #439910	10600 · Operating	-4,984.00
		Materials & Labor for ADA Transition Plan Inv#43991 460001 · Capital Expenses/Projects		4,984.00
				<u>4,984.00</u>
5905	Flynn F Vance	Invoice #102	10600 · Operating	-418.75
		Contractor Expenses for Job Description Updates	424403 · Office	418.75
				<u>418.75</u>
5906	Hanover Park Park District	Rent MAR 2022	10600 · Operating	-1,443.00
03-01-22		Rent MAR 2022	421803 · HPPD Rental Space	1,443.00
				<u>1,443.00</u>
5907	IRS	Notice #CP161	10600 · Operating	-5,631.07
		Notice #CP161-#3rd Qtr 941 Penalty for Late Payme 424305 · Miscellaneous		5,631.07
				<u>5,631.07</u>
5908	Lacy Allen	CTRS Remibursement	10600 · Operating	-325.00
		Reimbursement for NCTRC Exam(CTRS)	421504 · CTRS Exam / Renewal	325.00
				<u>325.00</u>
5909	Miranda Rae Marfilius	CTRS Reimbirsement	10600 · Operating	-325.00
		CTRS Reimbursement	421504 · CTRS Exam / Renewal	325.00
				<u>325.00</u>
5910	NCPERS Group Life Insurance	Billing #5436032022	10600 · Operating	-16.00
		MAR Life Insurance EE Premium	421601 · Voluntary Benefits	16.00
				<u>16.00</u>
5911	Park Central Condo Assn.	Monthly Condo Assoc Dues	10600 · Operating	-1,065.00
22a-003		Monthly Condo Assoc Dues	421801 · Condo Association Fee	1,065.00
				<u>1,065.00</u>
5912	PDRMA	Invoice #0222132H	10600 · Operating	-40,008.24
		Invoice #0222132H-Feb 2022 Helath Premiums	421603 · Employer Contributions	40,008.24
				<u>40,008.24</u>
5913	Physicians Immediate Care - Chicago	Invoice #4254303, 4254364	10600 · Operating	-422.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant
As of March 31, 2022

Num	Name	Description	Account	Amount
		New Hire Drug Screen&Physical Inv#4254303,42543 441002 · Drug Tests / Physicals		422.00
				<u>422.00</u>
5914	Robbins Schwartz	Invoice #914454, 914456	10600 · Operating	-1,352.50
		Invoice #914454-Monthly Retainer	421002 · Professional Fees	50.00
		Invoice #914456-Monthly Legal Services-Woodard	421002 · Professional Fees	1,302.50
				<u>1,352.50</u>
5915	Rolling Meadows Park District		10600 · Operating	-3,460.00
22-0203		Rental South East Wing RMPD Community Center	421800 · Rent	2,500.00
22-0703		Maintenance Reimbursement	421701 · Condo Maintenance	960.00
				<u>3,460.00</u>
5916	School District 54	Invoice #1689	10600 · Operating	-24.00
		Invoice #1689-Co Rec Bsktbl-Addams	422111 · Athletics	24.00
				<u>24.00</u>
5917	South Barrington Park District	02.01-03.31.22 Oliveri	10600 · Operating	-160.00
		02.01.22-03.31.22 Jon Oliveri	450015 · South Barrington	160.00
				<u>160.00</u>
5930	All Ways Catering & Deli	Welcome Lunch-IPRA & Anniversary	10600 · Operating	-831.50
		Welcome Lunch-IPRA & Anniversary	423101 · Awards / Recognition	387.00
		Welcome Lunch-IPRA & Anniversary	421406 · Professional Meetings	444.50
				<u>831.50</u>
5931	Bill's Auto & Truck Repair	Inv# 113078,113070, 113160	10600 · Operating	-2,999.13
		2021 Ford E450, 2016 Ford F550, 2011 Ford E450	422702 · Repair / Maintenance	2,999.13
				<u>2,999.13</u>
5932	Buffalo Grove Park District	Invoice#2816	10600 · Operating	-15,000.00
		Semi-Annual Facility Rent Inv#2816	421806 · BCPD Rental Space	7,500.00
		Semi-Annual Facility Rent Inv#2816	12300 · Prepaid Lease	7,500.00
				<u>15,000.00</u>
5933	Hanover Park Park District	2022 Maintenance Plan	10600 · Operating	-9,936.00
		2022 Maintenance Plan	460004 · Building/Maintenance	9,936.00
				<u>9,936.00</u>
5934	Kristen Stepniak	CTRS	10600 · Operating	-325.00
		CTRS Exam	421504 · CTRS Exam / Renewal	325.00
				<u>325.00</u>
5935	Lauterbach & Amen, LLP	Feb 2022-Financial Services Inv#65363	10600 · Operating	-6,750.00
		Feb 2022-Financial Services Inv#65363	421001 · Professional Expenses	6,750.00
				<u>6,750.00</u>
5936	Melon Ink	Chotchkie for Job Fair	10600 · Operating	-560.00
		Chotchkie for Job Fair	423110 · Recruitment	560.00
				<u>560.00</u>
5937	Mt. Prospect Park District	2022 Maintenance Plan	10600 · Operating	-9,099.00

Northwest Special Recreation Association
VB&T Electronic Accounts Payable
Warrant
As of March 31, 2022

Num	Name	Description	Account	Amount
		2022 Maintenance Plan	460004 · Building/Maintenance	9,099.00
				<u>9,099.00</u>
5938	NCPERS Group Life Insurance	April 2022 EE Premiums Inv#5436042022	10600 · Operating	-16.00
		April 2022 EE Premiums Inv#5436042022	421603 · Employer Contributions	16.00
				<u>16.00</u>
5939	PDRMA	March 2022 Health Premiums	10600 · Operating	-40,598.80
		March 2022 Health Premiums	421603 · Employer Contributions	40,598.80
				<u>40,598.80</u>
5940	Robbins Schwartz	Inv# 917252, 917253	10600 · Operating	-1,066.25
		Invoice#917252	421002 · Professional Fees	50.00
		Invoice#917253	421002 · Professional Fees	1,016.25
				<u>1,066.25</u>
5961	Mt. Prospect Park District	Rent-MAR 2022	10600 · Operating	-2,500.00
		Rent-MAR 2022	421804 · MPPD Rental Space	2,500.00
				<u>2,500.00</u>
5962	Wheeling Park District	1st 6 Months Rent Jan-Jun	10600 · Operating	-15,000.00
		1st 6 Months Rent Jan-Jun	421805 · Wheeling Rental Space	15,000.00
				<u>15,000.00</u>
Total for Warrant #1 VB&T Business Checking Accounts Payable				\$ 171,943.26

**Warrant
Summary
As of April 30, 2022**

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	\$ 26,322.28
Total IPDLAF Electronic Accounts Payable (PCARDS)	\$ 36,078.41
Total VB&T Business Checking Accounts Payable	\$ 61,689.04
	\$ 124,089.73

Payroll	04.08.22	\$ 100,108.69
	04.22.22	\$ 103,760.49

IMRF Payment	Apr-22	\$ 15,309.15
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Motion to approve Warrant 04.30.22	\$ 343,268.06
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**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Amount
Excal Tech	Software/Hardware	\$ 7,875.25
Wex Bank		\$ 10,611.50
Aflac		\$ 600.64
Mission Square ICMA		\$ 2,580.00
PayPal	Grant Writer Expenses	\$ 357.07
ComEd	Electric 03.03.22-03.31.22	\$ 842.44
CostCo	Miscellaneous purchases	\$ 278.80
Wells Fargo	Konica Minolta - 2nd & 3rd Flr Copier	\$ 1,256.72
Pitnay Bowes	Postage	\$ 1,000.00
Hewlett Packard Fin Svcs	Lease Payment	\$ 919.86
Total Warrant for Electronic Accounts Payable		\$ 26,322.28

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
BMO Solutions			
Amazon	Professional Fees	421004	15.30
Amazon	Professional Fees	421004	18.50
Amazon	Office Supplies	421101	102.28
Amazon	Office Supplies	421101	318.56
Amazon	Office Supplies	421102	109.54
Walgreens	Office Supplies	421105	14.26
Authorize.net	Credit Card and Bank Fees	421150	27.95
Upwork	Credit Card & Bank Fees	421151	2.40
Upwork	Credit Card & Bank Fees	421152	8.00
USPS	Postage	421201	265.00
UPS	Postage	421204	181.11
Verizon	Telephone/Fax	421301	655.83
First Comm	Telephone/Fax	421304	580.41
Converge Digital	Telephone/Fax	421305	314.00
Lou Malnatis	Conference/Education	421402	610.00
Starbucks	Conference/Education	421405	18.69
Westwood	Conference/Education	421405	50.00
Noodles & CO	Conference/Education	421405	18.54
Noodles & CO	Conference / Education	421405	12.54
Kirklands	Conference / Education	421405	50.00
Walker Bros.	Conference / Education	421405	60.40
MCALISTERS	Conference/Education	421406	68.46
Chipotle	Conference/Education	421406	171.84
Chipotle	Conference/Education	421406	25.90
Panera	Conference/Education	421406	8.71
SQ Hangout	Conference/Education	421406	12.88
sandy beach shack	Conference/Education	421406	26.88
embassy suites	Conference/Education	421406	7.00
embassy suites	Conference/Education	421406	5.35
hudson news	Conference/Education	421406	19.52
embassy suites	Conference/Education	421406	5.95
farmers market	Conference/Education	421406	13.80
american airlines	Conference/Education	421406	30.00
TST Puesto	Conference/Education	421406	47.27
starbucks	Conference/Education	421406	17.74
Bibibop	Conference/Education	421406	182.58
Boughton Ridge	Conference/Education	421406	15.00
Boughton Ridge	Conference/Education	421406	3.00
Boughton Ridge	Conference/Education	421406	15.00
Crumbl	Conference/Education	421406	28.47
Starbucks	Conference / Education	421406	11.35
Jewel Osco -	Conference / Education	421406	13.10
Paypal CHI WILS	Conference & Education	421407	125.00
NW Missouri	Conference/Education	421407	150.85
NW Missouri	Conference/Education	421407	73.00
Sushi-Ai	Conference/Education	421407	150.26
Einstein Bros	Conference/Education	421407	23.69

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Caseys	Conference/Education	421407	4.43
Starbucks	Conference/Education	421407	33.46
Walgreens	Conference/Education	421407	23.24
Tucanos Brazilian	Conference/Education	421407	173.91
Ameristar Hotel	Conference/Education	421407	218.74
Ameristar Sports Bar	Conference/Education	421407	117.66
Ameristar Bakery	Conference/Education	421407	18.88
Starbucks	Conference/Education	421407	34.00
Circle K	Conference/Education	421407	53.96
Ameristar Hotel	Conference/Education	421407	172.85
CHI WILS	Conference/Education	421407	75.00
Rotary INT	Conference/Education	421407	35.00
NameSilo	Conference/Education	421407	41.48
PayPal	Conference/Education	421407	75.00
WB Werg	Conference/Education	421407	68.55
APT online	Conference/Education	421407	50.00
CHI WILS	Conference/Education	421407	75.00
CHI WILS	Conference/Education	421407	125.00
Aunt BS Kettle	Conference/Education	421408	25.06
Southwest Airlines	Conference/Education	421408	308.96
Southwest Airlines	Conference/Education	421408	20.00
Southwest Airlines	Conference/Education	421408	20.00
Vidalia	Conference/Education	421408	31.10
Uber	Conference/Education	421408	20.43
RYDZ	Conference/Education	421408	20.89
Uber	Conference/Education	421408	11.35
Uber	Conference/Education	421408	139.02
Nicor Gas	Maintenance / Utilities	421703	271.03
Nicor Gas	Maintenance / Utilities	421703	301.36
Comcast	Maintenance/Utilites	421706	197.85
Comcast	Maintenance/Utilites	421706	269.84
Comcast	Maintenance/Utilites	421706	114.90
Comcast	Maintenance/Utilites	421706	114.90
Comcast	Maintenance/Utilites	421706	114.90
Comcast	Maintenance/Utilites	421706	186.56
Amazon	Maintenance / Utilities	421707	75.58
Amazon	Maintenance / Utilities	421707	18.99
Amazon	Maintenance / Utilities	421707	99.80
Amaon	Maintenance / Utilities	421707	20.21
Amazon	Maintenance / Utilities	421707	27.93
Amazon	Maintenance / Utilities	421707	19.71
Amazon	Maintenance / Utilities	421708	59.48
Wix	Computers	421904	29.99
Wix	Computers	421904	29.99
Beaconstac	Computers	421905	180.00
Fleetio	Computers	421905	136.80
Survey Monkey	Computers	421905	384.00
Microsoft	Computers	421905	10.98
Mosyle	Computers	421905	82.50

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Apple	Computers	421905	0.99
Ring	Computers	421905	90.00
HTC Corp	Computers	421905	12.99
Microsoft	Computers	421905	10.98
Makeshift	Computers	421905	398.99
Right Networks	Computers	421905	92.22
Intuit	Computers	421905	1556.46
Zoom	Computers	421905	14.99
ApplicantPRO	Computers	421905	29.00
Blue Mountain	Computers	421905	39.99
Amazon	Computers	421906	22.58
Amazon	Computers	421906	22.95
Amazon	Computers	421906	76.66
Amazon	Computers	421906	70.97
Amazon	Computers	421906	26.55
Amazon	Computers	421906	7.64
Amazon	Computers	421906	25.98
Amazon	Computers	421906	119.89
Amazon	Computers	421906	16.99
Amazon	Computers	421906	19.80
Amazon	Computers	421906	9.99
Sky centers	Rental Municipal	422102	65.00
AMC Theater	Commercial Expense	422201	106.89
United Center	Commercial Expense	422201	23.00
United Center	Commercial Expense	422201	18.59
Escape rooms	Commercial Expense	422201	287.16
Bowlero	Commercial Expense	422201	120.00
Bowlero	Commercial Expense	422201	228.50
Arlington Lanes	Commercial Expense	422202	80.50
Arlington Lanes	Commercial Expense	422202	21.00
United Center	Commercial Expense	422204	62.62
United Center	Commercial Expense	422204	48.16
Thrown Elements	Commercial Expense	422206	54.00
Thrown Elements	Commercial Expense	422206	54.00
Thrown Elements	Commercial Expense	422206	54.00
Thrown Elements	Commercial Expense	422206	54.00
Thrown Elements	Commercial Expense	422206	54.00
Dunkin	Commercial Expense	422206	27.90
Lowe's	Commercial Expense	422206	26.93
Bowlero MP	Commercial Expense	422206	205.00
Bowlero MP	Commercial Expense	422206	215.00
Bowlero MP	Commercial Expense	422206	190.00
Schaumburg Park	Commercial Expense	422206	80.00
Ikea	commercial expense	422206	44.23
Sarpinos pizza	commercial expense	422206	74.72
Elk Grove Bowl	Commerical Expense	422206	566.00
Elk Grove Bowl	Commerical Expense	422206	582.00
Elk Grove Bowl	Commerical Expense	422206	578.00
Elk Grove Bowl	Commerical Expense	422206	582.00

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Nickel City	Commercial Expense	422206	24.00
Arlington Lanes	Commercial Expense	422206	21.00
Elk Grove Bowl	Commerical Expense	422206	52.00
Streamwood Bowl	Commerical Expense	422206	66.50
Popular Creek Bowl	Commerical Expense	422206	63.00
Streamwood Bowl	Commerical Expense	422206	66.50
Top Golf-Schaumburg	Commercial Expense	422207	15.75
Mid America Slot Car	Commercial Expense	422209	120.00
Safari Land	Commercial Expense	422209	125.00
Triton College-Swiped	Commercial Expense	422209	36.00
Arlington Lanes	Commercial Expense	422209	101.00
Triton College	Commercial Expense	422209	72.00
Slot Car Racing	Commercial Expense	422209	120.00
Moreetis	Commercial Expense	422209	352.01
SQ The Game	Commercial Expense	422209	149.00
Amazon	Commercial Expense	422209	28.98
Dunkin	Commercial Expense	422209	53.57
Starbucks	Commercial Expense	422209	72.79
Dunkin	Commercial Expense	422209	58.86
arlington lanes	Commercial Expense	422209	91.00
Triton College	Commercial Expense	422209	49.50
Mid America	Commercial Expense	422209	120.00
Crumbl Cookies	Commercial Expense	422209	21.95
Safari Land	Commercial Expense	422209	136.00
Arlington Lanes	Commercial Expense	422209	49.00
Chicago Dogs	Commercial Expense	422209	100.00
Mid American Slot Car	Commercial Expense	422209	120.00
Triton College	Commercial Expense	422209	54.00
Poplar Creek Bowl	Commercial Expense	422209	108.00
Safari Land	Commercial Expense	422209	125.00
Graue Mill	Commercial Expense	422209	20.00
Comfort Suites	Commercial Expense	422211	-38.00
Melio	Commercial Expense	422211	2.61
Melio	Commercial Expense	422211	90.00
McDonalds	Program Development	422301	3.38
Party City	Program Development	422301	5.08
Party City	Program Development	422301	15.84
Instacart	Program Development	422301	42.66
Party City	Program Development	422301	-5.08
amazon	Program Development	422301	53.71
amazon	Program Development	422301	144.86
amazon	Program Development	422301	39.65
amazon	Program Development	422301	110.83
PODS	Program Development	422305	219.00
PODS	Program Development	422305	219.00
Jewel	Program Supplies	422401	55.96
Amazon	Program Supplies	422401	14.44
Amazon	Program Supplies	422401	7.99
Walmart	Program Supplies	422401	22.53

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Jewel Osco	Program Supplies	422401	13.28
Jewel Osco	Program Supplies	422402	71.20
Jewel Osco	Program Supplies	422402	25.13
United Center	Program Supplies	422404	23.00
fast break	Program Supplies	422404	39.06
Five Below	Program Supplies	422405	68.94
Wal-Mart	Program Supplies	422405	48.16
Streamwood Bowl	Program Supplies	422406	84.00
Target	Program Supplies	422406	70.00
Dunkin	Program Supplies	422406	8.89
Lowes	Program Supplies	422406	8.94
amazon	Program Supplies	422406	30.68
amazon	Program Supplies	422406	16.97
amazon	Program Supplies	422406	23.07
Amazon	Program Supplies	422406	102.94
Amazon	Program Supplies	422406	199.99
Dollar tree	Program Supplies	422406	6.25
walmart	Program Supplies	422406	19.58
Dollar tree	Program Supplies	422406	21.25
Amazon	Program Supplies	422406	63.48
Jewls Osco	Program Supplies	422406	5.98
Jewel Osco	Program Supplies	422406	14.95
Mariano's #541	Program Supplies	422406	40.96
Mariano's #541	Program Supplies	422406	55.12
Mariano's #541	Program Supplies	422406	41.72
Mariano's #541	Program Supplies	422406	40.83
Mariano's #541	Program Supplies	422406	38.43
Dominos 2771	Program Supplies	422406	66.11
Dollar Tree	Program Supplies	422406	20.00
Dollar Tree	Program Supplies	422406	6.25
Meijer	Program Supplies	422406	20.92
Jewel	Program Supplies	422406	36.74
Walmart	Program Supplies	422406	27.88
Jewel	Program Supplies	422406	27.96
Jewel	Program Supplies	422409	17.95
PetSuppliesPlus	Program Supplies	422409	17.46
Target	Program Supplies	422409	24.96
Jewel	Program Supplies	422409	17.55
GoodWill	Program Supplies	422409	9.99
Target	Program Supplies	422409	31.98
Jewel	Program Supplies	422409	19.40
Target	Program Supplies	422409	49.55
Target	Program Supplies	422409	135.22
Jewel	Program Supplies	422409	12.77
Jewel	Program Supplies	422409	9.74
Amazon	Program Supplies	422409	47.56
Amazon	Program Supplies	422409	45.80
Pet Supply Plus	Program Supplies	422409	5.50
Jewel	Program Supplies	422409	17.59

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Pet Supply Plus	Program Supplies	422409	5.50
Walmart	Program Supplies	422409	24.13
Dollar Tree	Program Supplies	422409	21.25
Jewel	Program Supplies	422409	26.01
Jewel	Program Supplies	422409	20.18
Walmart	Program Supplies	422409	114.56
Amazon	Program Supplies	422409	53.97
Amazon	Program Supplies	422409	33.55
Jewel	Program Supplies	422409	22.54
Amazon	Program Supplies	422409	19.99
Amazon	Program Supplies	422409	17.39
Netflix	Program Supplies	422409	19.99
Safari Land	Program Supplies	422409	136.00
Amazon	Program Supplies	422409	9.99
Amazon	Program Supplies	422409	19.47
Amazon	Program Supplies	422409	37.99
Amazon	Program Supplies	422409	27.60
Amazon	Program Supplies	422409	36.05
Amazon	Program Supplies	422409	28.59
Amazon	Program Supplies	422409	19.94
Amazon	Program Supplies	422409	312.30
Amazon	Program Supplies	422409	23.37
Jewel	Program Supplies	422409	49.71
TeachersPayTeachers	Program Supplies	422409	20.65
Amazon	Program Supplies	422409	116.36
ZQ Sccess Trax	Program Supplies	422409	1614.00
Amazon	Program Supplies	422409	42.98
Jewel	Program Supplies	422409	32.05
Amazon	Program Supplies	422409	5.59
Jewel	Program Supplies	422409	10.80
dollar tree	Program Supplies	422409	30.25
Jewel	Program Supplies	422409	7.21
pet supplies	Program Supplies	422409	91.92
walmart	Program Supplies	422409	164.68
Jewel	Program Supplies	422409	25.20
Amazon	Program Supplies	422409	146.93
Amazon	Program Supplies	422409	10.96
Target	Program Supplies	422409	58.00
Target	Program Supplies	422409	2.99
Jewel	Program Supplies	422409	17.15
Walmart	Program Supplies	422409	23.85
Walmart	Program Supplies	422409	18.42
Walmart	Program Supplies	422409	17.88
Goodwill	Program Supplies	422409	11.96
Walmart	Program Supplies	422409	118.65
Amazon	Program Supplies	422409	327.67
Dollar Tree	Program Supplies	422409	12.50
Home Depot	Program Supplies	422409	88.70
Amazon	Program Supplies	422409	25.96

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Amazon	Program Supplies	422409	5.99
Walmart	Program Supplies	422409	34.36
TJ Maxx	Program Supplies	422409	17.82
Amazon	Program Supplies	422409	17.97
Amazon	Program Supplies	422409	144.59
Walmart	Program Supplies	422409	13.10
Walmart	Program Supplies	422409	12.12
Walmart	Program Supplies	422409	14.60
Krispy Kreme	Program Supplies	422409	26.38
Walmart	Program Supplies	422409	53.20
Dollar Tree	Program Supplies	422409	13.75
Jewel Osco	Program Supplies	422409	20.71
Walmart	Program Supplies	422409	31.65
Walmart	Program Supplies	422409	14.76
Amazon	Program Supplies	422409	39.62
Amazon	Program Supplies	422409	49.89
Amazon	Program Supplies	422409	72.92
Amazon	Program Supplies	422409	61.81
Amazon	Program Supplies	422409	72.72
Menards	Program Supplies	422409	10.64
Amazon	Program Supplies	422409	82.31
Amazon	Program Supplies	422414	114.73
Amazon	Program Supplies	422414	331.15
Amazon	Program Supplies	422414	478.02
Amazon	Program Supplies	422414	89.95
Amazon	Program Supplies	422422	149.09
Jewel Osco	Program Supplies	422422	75.00
Amazon	Program Supplies	422422	26.97
CVS	Program Supplies	422422	30.00
CVS	Program Supplies	422422	45.00
Illinois tollway	Transportation Gas tolls	422802	951.85
Accurate ofc supply	Printing	422904	831.20
Accurate ofc supply	Printing	422904	121.76
Accurate ofc supply	Printing	422904	146.13
Amazon	Printing	422906	110.99
Konica Minolta	Printing	422906	2474.25
Walmart	Public	423101	150.00
Dollar Tree	Public	423101	46.75
Pro Flowers	Public	423101	82.17
Facebook	Public	423104	15.00
Facebook	Public	423104	25.00
Facebook	Public	423104	2.74
Facebook	Public	423104	10.00
Amazon	Public	423106	70.04
Walmart	Public	423106	9.75
Daily Herald	Public	423108	149.20
Daily Herald	Public	423108	149.20
zoom	Public	423108	14.99
jewel	Public	423109	65.40

**Warrant
Summary
As of April 30, 2022**

Vendor	Description	Account	Amount
Symplicity Corp	Public	423110	25.00
Care.com	Public	423110	100.00
Indeed	Public	423110	120.00
Job Match	Public	423110	329.00
Paypal	Public	423110	31.14
Amazon	Public	423110	32.39
dollar tree	Public	423111	11.25
jewel	Public	423111	32.70
Amazon	Public	423196	14.98
Upwork	Independent Contractors	424403	266.67
Upwork	Independent Contractors	424403	80.00
chick fil a	Inclusion	450003	10.00
Amazon	Inclusion	450004	13.58
Starbucks	Inclusion	450005	21.36
jimmy johns	Inclusion	450005	11.63
Amazon	Inclusion	450006	10.49
Amazon	Inclusion	450006	16.99
mcdonalds	Inclusion	450006	10.00
Amazon	Inclusion	450009	13.45
Amazon	Inclusion	450009	103.91
Amazon	Inclusion	450012	38.97
Uber	Inclusion	450014	20.69
Uber	Inclusion	450014	20.28
Uber	Inclusion	450014	26.31
Amazon	Inclusion	450015	24.99
Amazon	Inclusion	450021	33.92
Target	Inclusion	450021	65.12
Target	Inclusion	450021	30.00
Amazon	Inclusion	450022	14.98
Amazon	Capital	460001	379.98
Compliance Signs	Capital	460001	21.47
Amazon	Capital	460003	402.00
Total Warrant #1 for Electronic Accounts Payable			\$ 36,078.41

Warrant Summary As of April 30, 2022

Num	Name	Description	Account	Amount
5901	Flexible Benefit Svc Corp		10600 · Operating	-13,821.30
			22100 · EE FSA Depend & Med	12,987.90
			22100 · EE FSA Depend & Med	833.40
				<u>13,821.30</u>
5902	Flexible Benefit Svc Corp		10600 · Operating	-1,166.76
			22100 · EE FSA Depend & Med	1,000.08
			22100 · EE FSA Depend & Med	166.68
				<u>1,166.76</u>
5903	Flexible Benefit Svc Corp		10600 · Operating	-3,801.66
			22100 · EE FSA Depend & Med	3,801.66
				<u>3,801.66</u>
5941	U.S. Postal Service	Postage for Summer Brochures	10600 · Operating	-1,150.00
		Postage for Summer Brochures	422907 · Seasonal Brochure	1,150.00
				<u>1,150.00</u>
5949	Flynn F Vance	Invoice #103	10600 · Operating	-525.00
		Ofc. Contractor For Job Descriptions Inv#103	424403 · Office	525.00
				<u>525.00</u>
5950	Lauterbach & Amen, LLP	2021 Audit Invoice #65665	10600 · Operating	-5,625.00
		2021 Audit Services Invoice #65665	442001 · Audit	5,625.00
				<u>5,625.00</u>
5951	Lyndsi Brooke Brown	Invoice #01-Contracted Interpreter	10600 · Operating	-997.50
		Contracted Interpreter-Spring Break Camp Inv#01	424401 · Day Camp	997.50
				<u>997.50</u>
5952	Physicians Immediate Care - Chicago	Inv#4541349	10600 · Operating	-146.00
		CDL Medical Cert Update-Serafini	441002 · Drug Tests / Physicals	146.00
				<u>146.00</u>
5966	Naperville Trolley & Tours	Naperville Overnight Trip	10600 · Operating	-200.00
		Naperville Overnight Trip	422208 · Trips	200.00
				<u>200.00</u>
5967	NCPERS Group Life Insurance	Inv# 5436052022	10600 · Operating	-16.00
		Mnthly Employee Life Ins Prem Inv# 5436052022	421603 · Employer Contributions	16.00
				<u>16.00</u>
5968	Park Central Condo Assn.	Monthly Condo Assoc Dues	10600 · Operating	-1,065.00

Warrant Summary As of April 30, 2022

Num	Name	Description	Account	Amount
22a-004		Monthly Condo Assoc Dues	421801 · Condo Association Fee	1,065.00
				<u>1,065.00</u>
5969	RMC Mechanical Services	Invoice#SI2159295	10600 · Operating	-1,628.00
		HVAC Contract 05.01-07.31.22 Invoice#SI2159295	421707 · Miscellaneous	1,628.00
				<u>1,628.00</u>
5970	Robbins Schwartz	Invoice #919187,919188	10600 · Operating	-218.75
		Retainer Fee-March 2022	421001 · Professional Expenses	50.00
		Legal Services-Woodard	421003 · Legal Fees	168.75
				<u>218.75</u>
5971	Rolling Meadows Park District		10600 · Operating	-3,460.00
22-0204		Rental South East Wing RMPD Community Center	421800 · Rent	2,500.00
22-0704		Maintenance Reimbursement	421701 · Condo Maintenance	960.00
				<u>3,460.00</u>
5972	TPM Graphics, Inc.	Invoice# 91207	10600 · Operating	-1,595.00
		Day CAmp Brochure-Printing Invoice# 91207	422903 · Day Camp Brochure	1,595.00
				<u>1,595.00</u>
5973	VITASYS	Invoice 1355	10600 · Operating	-4,825.00
		CIVI Updates for November & December 2021-Invo	421901 · Database Enhancements	4,825.00
				<u>4,825.00</u>
5974	Mt. Prospect Park District	Rent-April 2022	10600 · Operating	-2,500.00
		Rent April 2022 #0422	421804 · MPPD Rental Space	2,500.00
				<u>2,500.00</u>
Total for Warrant VB&T Business Checking Accounts Payable				\$ 61,689.04

VII. Staff Reports

[Return to Home](#)

Date: April 21, 2022
To: Tracey Crawford
From: Andrea Griffin and Rachel Hubsch, Superintendents of Recreation
Re: Program Report

NWSRA General Therapeutic Recreation Programs & Services

NWSRA's winter/spring season (2022) will end on April 30, 2022 for general therapeutic recreation programs. Horseback riding lessons at Palatine Stables kicked off in late March, and was led by the Palatine Park district horse instructor, Sharon. She hosted nine participants on Monday's who learned basic skills on how to ride a horse.

Participants thus far know how to mount/dismount and ride the saddle of a horse while improving their balance, posture, and body control. The popular program, Broadway Buddies, lead in conjunction with the Buffalo Grove Performing Arts Theater never let up steam from the 2021 fall season. The 12 participants have continued to work very hard to perfect their upcoming May showcase "Once On This Island". Participant Varun, a resident of Prospect Heights, has completely burst of out his shell according to the director Elise. He has improved his attention and focus and now improvises his lines well. He is gearing up to be a breakout star! Led by one of our veteran part-time program leaders, Pat Henry, Spare Time Bowlers at Bowlero-Mt. Prospect is a fun scene on Saturday mornings. Spare Time Bowlers is our second biggest general therapeutic recreation program this season with 25 participants. The staff, participants, and parents have enjoyed socializing and bowling with friends.

Lightning Athletics

NWSRA Lightning competed in Special Olympics Powerlifting & Swimming and took home some Gold! Six athletes competed in Powerlifting with 5 receiving a gold medal and qualifying for Summer Games. Swimming had 14 athletes with 12 receiving a gold medal at their qualifier! Track and field will be competing May 15 at Prospect Heights High School.

Leisure Education

The 2022 Leisure Education Program is underway servicing approximately 100 students in 18 classes. This number is lower than in previous years because of the COVID 19 pandemic. Plans are underway for more classrooms to start coming back for the next school year. NWSRA full-time staff are providing 38 different options for goal-based leisure activities such as Martial Arts, Sled Hockey, Rhythmic Movement, and learning to cook over the campfire. Staff have hosted over half of our trips for the year, with every class going on at least two trips so far. We heard positive feedback from a Riley Elementary teacher saying "I have never seen their kids focus on one single activity for so long". Staff have ensured that students/teachers are engaged and their interests are explored. The final Leisure Education trip of the 2021-2022 school year will be on May 27th.

Inclusion Services

The inclusion team is currently gearing up for summer, with already 65 inclusion requests received and over 30 staff already committing to an assignment. The team anticipates more requests as most member districts allow camp registration through May. The team is also creating their presentations for Night 1 and Night 2 of seasonal staff training. Topics include: expectations, communication, documentation, behavior management, scenarios and more. Additionally, the team is working to set up park district trainings to ensure all park district staff are adequately informed on the value of behavior management and empathy.

PURSUIT

During the months of March and April, all PURSUIT sites went on multiple all day trips to various establishments in the community, including Friendship Park, Cernan Earth and Space Center through Triton College and Mid America RaceWay in Buffalo Grove. The Buffalo Grove and Hanover Park PURSUIT sites have established two new volunteer opportunities, at Poplar Creek Library and Bernies Book Club. All PURSUIT sites shopped for and created Easter baskets as a volunteer project through local townships..

Special Events

In March NWSRA had the final two special events of the winter/spring season. On March 4th we had our Stars and Stripes event where staff brought five participants to Enterrium Arcade in Woodfield mall for a day of delicious food, fun arcade games, and action-packed bowling. Participants were excited to spend the day with friends blowing off some steam. On March 31st staff took 15 participants to see the Chicago Bulls play the LA Clippers at the United Center. This action-packed game had all the participants on the edge of their seats as they watched the Bulls come back for the win in overtime. It was a great way to conclude the special events for the season.

Recruitment (part-time staff and volunteers)

Staff have been actively recruiting new part-time staff and volunteers. Throughout the last two months staff have attended the Palatine Park District Job Fair, the Arlington Heights National Library Teen Job Fair and the Prospect Heights Job Fair, as well as a virtual job fairs with the University of North Carolina – Wilmington and Rush University for Healthcare Students. All available jobs have been posted within the DeVry campuses. Local high school districts have been sent job flyers to be shared with students. Information on NWSRA jobs and the organization have been added to the Best Buddies newsletter and clubs in Illinois. Job flyers, specifically relating to inclusion aides have been shared with NWSRA Member Park Districts. Staff planned and hosted NWSRA first in-house job fair and partnered with Rolling Meadows Park District.

Date: April 21, 2022
To: Tracey Crawford, Executive Director
From: Andrea Griffin, Superintendent of Recreation
Tom Draper, Superintendent of Marketing & Communications
Re: NWSRA/SLSF Outreach and Public Relations Report

Outreach Q1 Highlights:

The Outreach Committee has accomplished its goal for the first quarter which included enhancing visibility of the NWSRA name, vision and mission through new partnerships and collaborations with community agencies. In quarter one, Outreach Committee members attended 6 outreach events and becoming a member of the United Palatine Coalition. This coalition will allow NWSRA to connect and work collaboratively with service organizations, increase awareness to the needs of the community NWSRA services and expands NWSRA’s reach.

Outreach Committee members are responsible for establishing relationships and partnerships with individuals and organizations within NWSRA target audience. The committee connects NWSRA community members, families and participants while providing education, socialization, connection and recourses on NWSRA program and services as well as outside programs and services that may beneficial. Within first quarter connections have been re-established with Disability/Family Support Groups within NWSRA’s footprint. These connections will allow us to attend meetings to share information with members on NWSRA through a presentation and build relationships.

Marketing Q1 Highlights:

NWSRA/SLSF Website Traffic	<ul style="list-style-type: none"> • NWSRA Total Website Page Views: 18,452 • SLSF Total Website Page Views: 3,098 <ul style="list-style-type: none"> ○ Due to increased content and social media draw this site has a year over year quarterly increase of 35%
NWSRA/SLSF Digital Media	<ul style="list-style-type: none"> • Leading up to the Gold Metal Fashion Show we featured a “Meet the Model” series on social media highlighting the models that stared at the show. • Continued to communicate Covid-related updates with our participants via Constant Contact. • Collaborated with IPRF to create the “how to” video for the IPRF Take 5 Give 5 and Tag 5 video. • Produced flyers and uploaded them to digital backpack systems for the school districts in our footprint promoting our Day Camps Brochure. • Researched and implanted a dynamic QR code system to allow us the ability to track the effectiveness of various QR code campaigns.

<p>NWSRA/SLSF Social Media</p>	<ul style="list-style-type: none"> • NWSRA has increased its social media followings to: <ul style="list-style-type: none"> - Facebook over 9,300 followers - Instagram over 800 followers - LinkedIn over 1,100 followers • Top 5 most interacted with Facebook posts: <ul style="list-style-type: none"> - NWSRA took 12 athletes down to Galena for the 2022 Special Olympic Winter Games ... 665 engagements. - The NWSRA Team is working hard on the opening of our sixth programming space ... 630 engagements. - NWSRA strives to create the most engaging experience for our participants (hiring post) ... 363 engagements. - NWSRA Lighting Athletics took home a silver and bronze medal this past weekend at Special ... 340 engagements. - Join us at the Rolling Meadows Job Fair, partnered with Rolling Meadows Park District ... 276 engagements. • In Q1 we focused on staff recognition on social media. We featured monthly Inclusion and Support Services Staff of the Month. • Throughout Q1 we ran targeted paid campaigns to push seasonal hiring. • Created social media marketing plans for all SLSF Golf Outings and Fundraising efforts. • As an agency NWSRA participated in ATRA's Recreational Therapy Month Campaign. We put together memes, reels, photos and more which featured our staff and participants.
<p>NWSRA/ SLSF Publications and Flyers</p>	<ul style="list-style-type: none"> • Developed and published our 2022 Day Camps Brochure featuring our lineup of camp offerings. This was printed and mailed the week of February 28 to those who participated in camps last year, and to those who requested it. • Developed and printed our 2022 Summer Brochure. This publication was mailed to those who specifically requested it. • Created NWSRA Program flyers for Clay Play, Powerlifting, Sunshine through Golf and more. • Created SLSF flyers for Dine to Donate, Brackets for Ability, and Flower Power. • Updated 2022 Day Camp Flyers. • Published the yearly calendar of events for SLSF • Redesigned all Golf Outing Materials for SLSF. • Created a multitude of recruitment materials for job fairs and hiring events. • Redesigned and developed the 2021-2022 Annual report for NWSRA and SLSF.
<p>NWSRA/SLSF Event Marketing</p>	<ul style="list-style-type: none"> • Produced all marketing materials for the Gold Medal Fashion Show. included the programs, day-of signage, graphics, model interview videos, and more. All content featured a consistent brand image and we could not be prouder of how it turned out. • Designed marketing materials for new digital fundraising efforts including Brackets for Ability, Flower Power and Sockathon.
<p>NWSRA/ Legislative Efforts</p>	<ul style="list-style-type: none"> • Worked with a NWSRA Parent Advocate, Senator Murphy's Office, and Representative Mussman's Office to assist in the passing of Senate Bill 3972. This bill lays the foundation for High School Seniors to work towards earning their DSP certification.

	<ul style="list-style-type: none">• Partnered with Clearbrook and School District 214 to develop our own DSP Pilot Pathway Program which will be launched in the fall with a small trial this summer.
IN PROGRESS	<ul style="list-style-type: none">• The completion of our Civi CRM Database build project.• The design and production of all artwork for our sixth programming space at the Hoffman Estates Park District's Vogeley House.• Vehicle Wraps for our fleet of NWSRA busses.• Spring Appeal for SLSF.

MARKETING & PR REPORT MARCH/APRIL 2022

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

GENERAL MARKETING

- Developed and published our 2022 Summer Brochure. This was printed and mailed the week of April 18 to those who request a printed copy of the brochure.
- Completed the 2021-2022 Annual Review, highlighting all the accomplishments of both NWSRA and SLSF.
- Designed marketing materials for SLSF digital fundraising efforts including Brackets for Ability, Flower Power and Sockathon.
- Laid out and prepared for print all photos and artwork that will be featured at the Vogelei House.
- Marketed and created day of event materials for SLSF's new outing at Bridges of Poplar Creek.
- Collaborated with Clearbrook and District 214 in putting together marketing materials in preparation for our DSP Pathway Program.

DIGITAL MARKETING

- Created and submitted a video highlighting NWSRA in IAPD's upcoming 'Virtual Parks Day at the Capitol – Spring Showcase.'
- Continue to actively drive awareness on social for all current positions we are hiring for.
- Shared on social various progress updates on the Vogelei House.

TECHNOLOGY

- Prepared and published the Bid Notice for our Main Office Cabling Project in the Daily Herald. The bid opening was held May 2 and a recommendation has been made.
- Completed a full and comprehensive inventory of all agency computers across all programming sites.
- Based what was outlined in our Computer Replacement Plan for 2022, we ordered 31 new devices, replacing all agency computers currently sitting over 4 years old.
- Developed a plan to upgrade all computers from Office 2016 to Office 365. This upgrade process is scheduled to begin May 17.
- The install of data cabling and our IT infrastructure has been successfully installed at the Vogelei House. We are continuing to work with Comcast to get coax for internet run to the building.

IN PROGRESS

- Substantial effort has gone into the final step before completion of Civi's NWSRA side, which is accurately talking with Quickbooks. Thanks to our new finance team we are very close to all the details being worked out.



WEBSITE STATISTICS

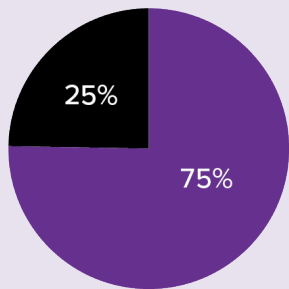
www.nwsra.org

7,607

TOTAL PAGE VIEWS

4,024

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

2,255 NEW VISITORS

MOST VISITED PAGES

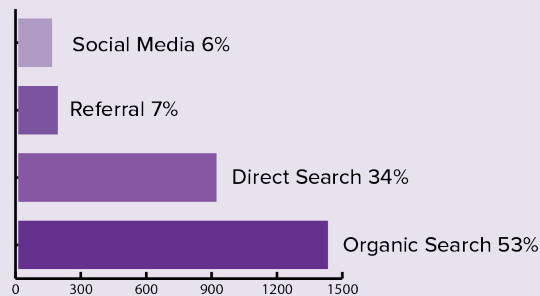
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	2,637	56 sec
2.	NWSRA NWSRA Brochure	1,404	3:29
3.	NWSRA Staff	506	5:06
4.	NWSRA Job Opportunit	419	3:50
5.	NWSRA Day Camps	373	3:08
6.	NWSRA PURSUIT	231	2:12
7.	NWSRA About	197	1:08
8.	NWSRA Job Portal	174	41 sec
9.	NWSRA Meeting Information	106	3:35
10.	NWSRA Activity	101	29 sec

PAGE VIEWS

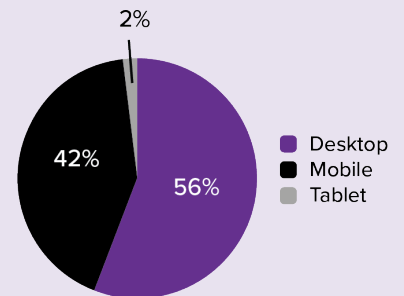
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 12,414
Total Page Likes: 9,341
Post Engagements: 2,475



Post Impressions: 5,270
Post Reach: 490
Total Followers: 803



Total Followers: 406
Tweet Impressions: 2,429
Profile Visits: 901



Post Impressions: 846
Total Followers: 1,120
Page Views: 92

TRENDING POSTS

- Now Hiring Posts
- Lightning Athletics Basketball State
- Day Camps Brochure
- Support Services Staff of the Month - Joe
- World Down syndrome Day



WEBSITE STATISTICS

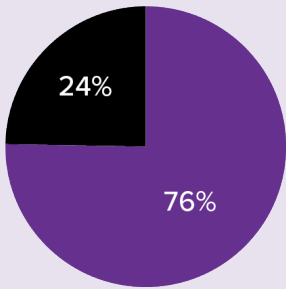
www.nwsra.org

10,557

TOTAL PAGE VIEWS

5,232

TOTAL SESSIONS



New Visitor
Returning Visitor

2,992 NEW VISITORS

MOST VISITED PAGES

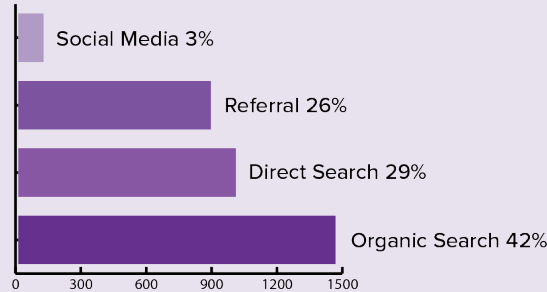
MOST VISITED PAGES	PAGE VIEWS	AVG. TIME SPENT
1. NWSRA Homepage	4,328	1:15
2. NWSRA NWSRA Brochure	1,771	4:28
3. NWSRA Job Opportunites	489	2:59
4. NWSRA Day Camps	399	3:28
5. NWSRA Staff	389	4:17
6. NWSRA About	305	2:57
7. NWSRA PURSUIT	244	7:01
8. NWSRA Athletics	179	2:05
9. NWSRA Job Portal	160	33 sec
10. NWSRA Activity Center	124	1:07

PAGE VIEWS

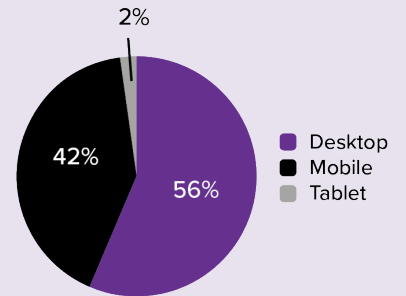
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 13,595
Total Page Likes: 9,335
Post Engagements: 3,117



Post Impressions: 4,080
Post Reach: 498
Total Followers: 809



Total Followers: 409
Tweet Impressions: 4,847
Profile Visits: 1,056



Post Impressions: 3,001
Total Followers: 1,139
Page Views: 75

TRENDING POSTS

- Lightning Athletes Winter Games
- ATRA RT Month State Post
- Vogelei House Update
- PURSUIT Rolling Meadows Post
- ATRA RT Month Meme Post



Date: May 2022
To: Tracey Crawford, Executive Director
From: Anne Kiwala, Superintendent of Development
RE: SLSF Update for the May NWSRA Board Meeting

Fundraising: The FY 2022 Fundraising budgeted amount is \$358,667. The budgeted amount is higher than the past two years, anticipating higher event attendance with in-person events possible. To date, fundraising has generated \$51,281, which includes revenue from the Gold Medal Fashion Show and sponsorships and registrations for the upcoming golf outings. SLSF is currently preparing for the first golf outing of the year, the Bridges of Poplar Creek Golf Outing, which is a new event fundraising for the Vogelei House project.

Sponsorships: Sponsorship dollars are part of the SLSF fundraising events budgets. The FY 2022 budgeted amount is \$114,902. To date, \$33,552 has been received with the majority of the event sponsorship opportunities still to come. New sponsorship accounts for \$4,850 of total sponsorship brought in this year.

Grants: The FY 2022 grant budgeted amount is \$142,500. To date, SLSF has applied for \$62,014 in grants with \$25,464 approved and the remaining grants still pending. SLSF also submitted a grant to the Illinois Department of Transportation to request a new 14-passenger van. SLSF will continue to submit its regular grant requests throughout the year in addition to sending letters of intent to potential new grant partners who throughout the Chicago area that have aligned interests.

Grants to NWSRA: The SLSF Board approved a grant in the amount of \$260,000 for the fiscal year 2022 prior to the final revision of the NWSRA budget. A revised budget will be presented to the SLSF Board to reflect \$218,500 in grants to NWSRA for 2022. Any fundraising beyond the \$218,500 will be allocated to the Vogelei House Project. The first of three installments will be paid in May, the second installment in October, and the third installment in December. In addition to the NWSRA grants, SLSF is also budgeted to support the Vogelei House project and has contributed \$160,731 toward the project in 2022.

Additional Campaigns/Outreach:

Brackets for Abilities, a first time March Madness event was held this year. The event brought in a Net of \$330, selling a total of 33 brackets. For a second year the Flower Power Fundraiser was held bringing in \$574.00, which is lower than 2021, when the campaign brought in \$1,574.00. 4 more fundraising campaigns will run in 2022. There are no expenses for any of the additional campaigns.

Outreach:

- During March and April, SLSF presented at 5 civic organizations about the work of NWSRA and SLSF and attended 16 networking events.
- SLSF is sponsoring events at the following NWSRA member park districts: Hanover Park, Prospect Heights and South Barrington. In 2022, SLSF also plans to sponsor events for the park districts of Hoffman Estates, Inverness, and South Barrington.
- SLSF collaborated with Home Depot of Palatine to secure over \$4,000 in store credit to use toward landscaping at the Vogelei House.

VIII. Old Business

[Return to Home](#)

Date: May 25, 2022

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: Correction of Finance Committee Minutes October 29, 2021

It was recently brought to the staff's attention that the Finance Committee minutes dated October 29, 2021, had an error.

Under section NWSRA Policy Updates – Fund Balance Policy it states:

“Directors Crawford, Romejko and Talsma reviewed the Fund Balance Policy. The committee applauded the staff's efforts in drafting the Fund Balance Policy and are comfortable presenting it to the full NWSRA Board.

Director Crawford asked for a motion to approve the Fund Balance Policy as presented to be brought before the Board. Director Talsma made the motion and Director O'Brien seconded the motion to approve the Capital Policy as presented. Upon voice vote the motion carried.”

It should have read, “Directors Crawford, Romejko and Talsma reviewed the Fund Balance Policy. The committee applauded the staff's efforts in drafting the Fund Balance Policy and are comfortable presenting it to the full NWSRA Board.

Director Crawford asked for a motion to approve the Fund Balance Policy as presented to be brought before the Board. Director Talsma made the motion and Director O'Brien seconded the motion to approve the Fund Balance Policy as presented. Upon voice vote the motion carried.”

Motion

Motion to approve the corrected minutes as present above.

**NWSRA Finance Committee Meeting
Friday, October 29, 2021, 10:30 a.m.**

Present: Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Craig Talsma, Bob O'Brien, Hanover Park Park District; Hoffman Estates Park District; Kevin Romejko, Rolling Meadows Park District; Ben Curcio, Elk Grove Park District; Jim Jarog, Mount Prospect Park District; Jay Morgan, South Barrington Park District; Tracey Crawford, Executive Director; Miranda Woodard, Accounting Manager; Darleen Negrillo, Superintendent of Administrative Services; and Jessica Vasalos, Administrative Manager, as Recording Secretary.

The meeting was called to order at 10:45 a.m.

Investment Update

Michelle Bins sent her investment update via email. Director Talsma reviewed the update and has no questions. Michelle will present her formal report at the November Board meeting. Director Talsma asked for a motion to accept the Investment Update as presented to the Committee and be brought to the Board. Director O'Brien made the motion and Director Romejko seconded the motion to approve the Investment Update. Upon voice vote the motion carried.

Proposed FY2022 Budget Documents

Executive Crawford gave an overview of the PYE2021 budget and will be reporting to the Board the current PYE in the future. Director Talsma reviewed the questions he raised with Director Crawford regarding any Clearbrook reimbursement for past months that have not been paid. Director Crawford explained that state funds go with the individual they are awarded to not the program. The state also does not reimburse virtual programs at the same rate. Clearbrook will be reimbursing in a more normal fashion in FY2022. Director Talsma would also like to ensure the minutes reflect a that there was a budget adjustment in FY2021 to reflect an additional \$498,110.90 in capital expenses. This was approved by the full NWSRA Board in July 2021.

Director Crawford reviewed several budget line items with the explanations of where the budget figures came from. This included addressing how the health insurance budget is derived, transportation services, and printing, conferences and education as well as capital projects. Director Talsma asked about purchasing buses for FY2021. If delivery is in FY2022 will need to move the funds from FY2021 to FY2022. Bids are going to be posted on Monday, November 1, 2021, and will update the Board in November.

Director Talsma asked for the independent line item to be moved into a program expense line item as it is not payroll. Director Crawford agreed and it will be moved.

Director Crawford asked for a motion to approve for the FY2022 budget documents to be brought before the NWSRA Board. Director OBrien made the motion and Director

Ferraro seconded the motion to bring the FY2022 budget documents to be brought before the Board.

NWSRA Policy Updates

Capital Policy

Directors Crawford, Romejko and Talsma reviewed the Capital Policy. The committee applauded the staff's efforts in drafting the Capital Policy. The amount for Capitalization will be raised from \$500 to \$1000 on all items rather than mixed dollar amounts. Section G wording will also be changed from at least one year to more than one year, letter E, Building and Improvements will also be changed to include all programming sites.

Director Romejko asked for a motion to approve the Capital Policy with outlined changes as presented to be brought before the Board. Director Talsma made the motion and Director O'Brien seconded the motion to approve the Capital Policy as presented. Upon voice vote the motion carried.

Fund Balance Policy

Directors Crawford, Romejko and Talsma reviewed the Fund Balance Policy. The committee applauded the staff's efforts in drafting the Fund Balance Policy and are comfortable presenting it to the full NWSRA Board.

Director Crawford asked for a motion to approve the Fund Balance Policy as presented to be brought before the Board. Director Talsma made the motion and Director O'Brien seconded the motion to approve the **Capital Policy as presented**. Upon voice vote the motion carried.

Vice Chairman Ferraro asked for a motion to adjourn the Finance Committee Meeting. Director Romejko made the motion and Director O'Brien seconded the motion to adjourn. Upon voice vote the motion carried.

The committee was adjourned at 11:30 a.m.

IX. New Business

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Date: May 25, 2022
To: NWSRA Board of Directors
From: Bob Tannehill and Kyle Nichol – Finance Department
Re: Budget Adjustments

The Finance Department has taken the first quarter to review and familiarize itself with the finances of NWSRA. During this review the following was discovered with regards to the budget:

- 320000 – Program Fees – was \$518,771.75 – should have been \$600,308.25 – this variance was caused by an error in the equation and subtracting out one portion of income instead of adding it.
- 421300 – Telephone/Fax – was \$20,277.50 – should have been \$20,000.00 – this variance was caused by the number being hard coded into the expense line instead of being linked to the appropriate tab, which detailed out the expenses.
- 421700 – Maintenance/Utilities – was \$50,134.58 – should have been \$55,449.44 – this variance was caused by missing some expenses in the detailed tab.
- 450000 – Inclusion – was \$585,017.44 – should have been \$579,957.44 – this variance was caused by double counting the Inclusion Expenses.

The above adjustments represent a total difference of \$81,559.14. As per a discussion with staff, the SLSF contribution account of account 350000 has been reduced by \$81,500 lowering the total budget to \$218,500 from the originally budgeted amount of \$300,000. This will allow SLSF to then spend this extra monies on the Vogelei House. Please see the attached updated budget in excel format.

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: 2021 Audit

Date: May 25, 2022

Motion to accept the 2022 Audit as presented by Lauterbach and Amen.

Date: May 25, 2022
To: NWSRA, Board of Directors
From: Anne Kiwala, Superintendent of Development
Re: IDOT Request to apply for Vehicle Grant, Resolution R2022-1

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 R2022-1 authorizes NWSRA to apply for the Public Transportation Capital Assistance Grant.

Motion to approve R2022-1 as presented.

Northwest Special Recreation Association

Resolution R2022-1

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

WHEREAS, The provision and improvement of public transportation and specialized transportation for seniors and individuals with disabilities is essential to the development of a safe, efficient, functional transportation system; and

WHEREAS, The Illinois Department of Transportation has the authority to make such Grants and makes paratransit vehicles available to private non-profits, general public transportation systems or IDOT Certified Public Provider transportation systems providing specialized paratransit service; and

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

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

Section 1. That an application be made to the Office of Intermodal Project Implementation (OIP), 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 Tracey Crawford of Northwest Special Recreation Association is hereby authorized and directed to execute and file on behalf of Northwest Special Recreation Association such application.

Section 3. That the Tracey Crawford of Northwest Special Recreation Association is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation in connection with the aforesaid application for said Grant.

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

PRESENTED and ADOPTED the 25th day of May, 2022.

(Signature of Designated Official)

Chairman of the Board
Title

ATTEST:

Executive Director
Title

Date: May 25, 2022
To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Tom Draper, Superintendent of Marketing and Communications
Re: Main Office Cabling Bid Summary

In today's ever-evolving cyber world, NWSRA is utilizing more internet-connected technology. In March 2022, staff presented a comprehensive Technology Plan to improve the agency's cyber security, hardware, software and technology needs. Based on the plan, a thorough evaluation of NWSRA's main office data cabling was performed. The information gathered from the evaluation revealed that substantial improvements were necessary to meet the current and future demands of the agency's internet connectivity and specifications were created for the necessary infrastructure work. These specifications were used to formulate the bid packet and placed on the NWSRA website at nwsra.org/bid on April 18, 2022. Shortly after the bid was posted, staff learned that low voltage cabling was recently added to prevailing wage. Therefore, after direction from NWSRA's attorney, an addendum to the bid was posted.

Attached, for your review, are the full specifications included in the original bid packet. Below is a breakdown of the bids received:

Bids Received for NWSRA Main Office Cabling Project

Vendor	Cost
B&B Networks Inc.	\$77,789.16
ExcalTech	\$86,166.61
Renaissance Communication Systems	\$96,300.00

In reviewing the bids submitted, the following items contributed to staff's final recommendation.

- Ability to meet criteria stated within the specifications
- Pricing of the bid response
- Proven track record of the vendor through conversation with references

B&B Networks Inc. met all required bid specifications and provided comprehensive information requested in the bid proposal. Based upon this information, and the above parameters, staff recommend accepting the bid from B&B Networks Inc.

Motion:

A motion to approve B&B Network Inc. bid for NWSRA's Main Office Cabling Project, not to exceed \$77,789.16 as presented.

SPECIFICATION FOR: Main Office Cabling Project

1. Scope

It is the intent of this specification to describe the requirements necessary for our Main Office Cabling Project

1st Floor

Provide and install (6) Category 6a data cables to the 1st floor conference room from the new 3rd floor wiring center.

- (2) - Single cable wall locations
- (2) - Single cable access point locations
- Dual cable location behind TV

- Provide and install pathway as needed
- Terminate, label, plate and test installed Category 6a cable
- Provide labor to install (2) customer supplied access points
- Provide (6) 1' Category 6a thin patch cords
- Provide (2) 5' Category 6a patch cords
- Provide (2) 10' Category 6a patch cords

2nd Floor

Provide and install (91) Category 6a data cables from the new 3rd floor wiring center.

- (1) Single wall phone location
- (5) Single cable locations
- (3) Single cable access point locations
- (26) Dual cable locations
- (6) Triple cable locations
- (3) Quad cable locations

- Provide and install pathway as needed
- Provide and install (1) communication pole
- Terminate, label, plate and test installed Category 6a cable
- Provide labor to install (3) customer supplied access points
- Provide (91) 1' Category 6a thin patch cords.
- Provide (3) 5' Category 6 patch cords
- Provide (87) 10' Category 6a patch cords

3rd Floor

Provide and install (68) Category 6a data cables from the new 3rd floor wiring center.

- (1) Single cable wall phone location
- (3) Single cable locations
- (3) Single cable access point locations
- (12) Dual cable locations
- (5) Triple cable locations

- (4) Quad cable locations
- (1) Six cable location

- Provide and install pathway as needed
- Terminate, label, plate and test installed Category 6a cable
- Provide labor to install (3) customer supplied access points
- Provide (66) 1' Category 6a thin patch cords
- Provide (3) 5' Category 6a patch cords
- Provide (63) 10' Category 6a patch cords

Additional Work

- Provide labor to install (1) customer supplied wall mount cabinet
- Provide and install (4) unloaded 48 port patch panels
- Provide and install (2) RG6 quad shield coax cable to extend circuit from the existing wiring center location to the new location
- Provide and install (2) 3" sleeves through floor in new wiring center
- Provide and install (2) 3" sleeves from ceiling into the new wiring center cabinet
- Label all terminated wall points with their corresponding switch ports

Camera Install

Provide and install (10) Category 6a data cables for the new PoE cameras.

- (2) Camera view elevator doors (2nd and 3rd floor)
- (7) Stairwell cameras (front/back/center)
- (1) Outdoor rear entrance (back of banquet hall)

- Provide and install 3/4" Conduit with 1900 boxes for the stairwell and rear entrance cameras
- Apply firestop as needed
- Provide and install pathway as needed
- Terminate, plate, label and test all Category 6a cables installed
- Provide labor to install (10) customer supplied cameras
- All camera views to be confirmed upon project completion
- Provide (10) 1' Category 6a thin patch cord

Cutover

- Completed on a Saturday
- Assist IT in moving all desktop computers, phones, printers and patching over to the new Category 6a cables
- Provide labor to close up all unused wall locations with single gang blank covers

X. Information /Action Items

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DATE: May 25, 2022
TO: NWSRA Board of Directors
FROM: Tracey Crawford, Executive Director
RE: Updated NWSRA Manuals

As NWSRA prepares for the Distinguished Accreditation process, staff, the Executive Director and the attorney have reviewed and approved the attached policy manuals. Staff reviewed the draft changes and implemented into the final draft. The Executive Team received the attorney's draft changes to compare to the final document.

Below is a summary of changes that were made to the below mentioned NWSRA Manuals. All of the manuals have been reformatted and edited for grammar and punctuation. These manuals include the Board and Administration Manual, The Benefit Manual and the Employee Manual. The full documents are also attached for your review.

NWSRA staff was able to utilize the past two years of the pandemic to take the time to thoroughly review and update the attached manuals.

The major changes to each of the manuals are listed in the tables below:

BOARD AND ADMINISTRATION MANUAL

Complete overall of the Board Manual. This included the separation of the Board and Administration Manual from the Operations Manual. The new Board and Administration Manual has been reviewed by staff and Steve Adams, attorney with Robbins Schwartz.

BENEFIT MANUAL

PAGE	SECTION	REVISION
1	Health Program	Change of PPO Plan from Aetna ASA to Blue Cross Blue Shield of Illinois
1	Health Program	Addition of Employee + Children health option
2	Pension & Retirement program	Update of ICMA-RC to Mission Square due to company name change
5	Holidays	Addition of Juneteenth – Floating Holidays

REURN TO WORK PROCEDURES

The return to work procedure manual was created and approved during COVID. The current version of the policy reflects the addition of the Vaccination, Testing & Face Covering Policy.
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EMPLOYEE MANUAL

Addition of Website Accessibility Policy as Appendix I
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Motion:

To approve the updated Board and Administrative Manual as presented.

To approve the Employee Benefit Manual updates as presented.

To approve updated Return to Work Policy as presented.

To approve Employee Manual – Appendix I update as presented.

Date: May 25, 2022
To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: DEI Committee Updates

The DEI Committee met two times in the first quarter to develop a strategy for NWSRA. During the first meeting, a survey was developed to send to staff to get feedback on the DEI Statement and Value Statements as well as the focus of the committee. On April 19, 2022, the NWSRA DEI Committee met to review the survey findings and to develop the NWSRA DEI Statement, Value Statement and Goals. Below are the items that were developed by the team:

NWSRA DEI Statement

Respect is a core value at Northwest Special Recreation Association (NWSRA). Together, we can continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our participants, families, staff, volunteers and stakeholders. Embracing diversity in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity and perspective; empowers staff to serve unique needs in innovative ways. At NWSRA, we believe that when people feel respected and included, they can be ore creative, innovative and successful. We are committed to working with participants, families, staff volunteers and stakeholders to continually learn, share and grow with us.

DEI Value Statement

Diversity: Self Evaluate, Educate, Celebrate, Advocate and Represent.

NWSRA DEI Committee Goals 2022

Goals are as follows:

1. Education – all employees/volunteers, stakeholders, participants/families
2. Presentation/sharing at all-staff on topics/articles
3. Analyze census data – plan to reach out to communities

Motion

Motion to approve the DEI Statement, Value Statement and Goals as presented.

XII. Action as a result of Closed Session

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
RESOLUTION NO. R2022-2**

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

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

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

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

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

- A.
- B.
- C.

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

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

Adopted this 25th day of May 2022 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Christina Ferraro,
Chair, Board of Trustees

ATTEST:

Tracey Crawford, Recording Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

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

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association at 3000 Central Road, Rolling Meadows, IL 60008 at 10:30 a.m. on this 25th day of May, 2022.

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 25th day of May, 2022.

Tracey Crawford

[SEAL]