



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

**March 16, 2022**  
**10:30 a.m. Regular Meeting**  
Park Central Banquet Room  
3000 W. Central Road  
Rolling Meadows, IL 60008

## **AGENDA**

- I. Call to Order
  - A. Roll Call
  
- II. Introduction of Guests: - Christina
  - A. Rachel Hubsch - 15 Year Recognition
  - B. Mary Lou D’Astice – 15 Year Recognition
  - C. Eric Engleson – Support Services Coordinator
  - D. Amy Diaz – Recruitment Coordinator
  - E. Lacey Allen – Recreation Specialist
  - F. Zoi Council – Recreation Specialist
  - G. Bob Tannehill – Lauterbach & Amen
  - H. Kyle Nichol – Lauterbach & Amen
  
- III. Public Comment
  
- IV. Approval of Agenda
  
- V. **Approval of Consent Agenda – Pages 4-26**
  - A. Approval of Minutes, January 19, 2022
  - B. NWSRA Financial Reports, February 28, 2022
    - 1. NWSRA Profit and Loss
    - 2. NWSRA Balance Sheets
  - C. Warrants:
    - 1. January 20 - February 28, 2022 – \$629,492.42
  
  - D. ADA Compliance Projects\*:
    - 1. **Schaumburg Park District:**
      - a. Various Park Locations – Routes and Surfaces - \$24,480
      - b. Spring Valley Nature Center – Plumbing, Routes and Surfaces, Rooms and Spaces - \$666,441
      - c. Bunker Hill, Dooley Park and Slingerland Park – Routes and Surfaces –Facilities - \$267,669.67
      - d. Various Parks – Routes and Surfaces - \$143,871
    - 2. **Streamwood Park District:**
      - a. Various Locations – Routes and Surfaces - \$41,762
    - 3. **Elk Grove Park District:**
      - a. Jaycee Park – Routes and Surfaces - \$72,464
    - 4. **Bartlett Park District:**
      - a. Villa Olivia – Parks & Facilities - \$45,821
    - 5. **Buffalo Grove Park District:**

*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

- a. Alcott Center – Routes and Surfaces - \$4,015
  - b. Various Parks – Plumbing Elements - \$1,794
  - c. Emmerich Park – Plumbing Elements - \$741.58
  - d. Woodland Park and Kilmer Park – Play Surfaces - \$4,318.75
  - e. Rylko Park – Playground Components - \$62,129.98
  - f. Fitness Center – Athletic Surfaces - \$34,275
  - g. Spray n Play – Walking Surfaces - \$11,409.46
  - h. Golf Dome – Routes and Surfaces - \$11,710.03
  - i. Canterbury Park – Routes and Surfaces - \$12,428.50
  - j. Raupp Museum – Routes and Surfaces - \$5,900
  - k. Woodland Park – Routes and Surfaces - \$8,950
  - l. Twin Creeks – Routes and Surfaces - \$9,750
  - m. Consulting – Communications - \$4,728.20
- \* Further details can be found on Directors Site

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

- VII. **Staff Reports – Pages 27-34**
  - A. Program Report – Rachel
    - 1. Park District Visitation Day for Interns
  - B. Marketing and P/R Report
  - C. SLSF
  - D. Directors Update - Oral

- VIII. **Old Business – Pages 35-45**
  - A. Budget Approval – FY2022
    - 1. Budget Documents
    - 2. Capital Plan Update
  - B. Park Central Building Updates
    - 1. Security/PA System – Oral Report
    - 2. **ADA Transition Plan**
  - C. NWSRA Project Updates
    - 1. NWSRA Programming Space 6 – Hoffman Estates Update – Oral Report
    - 2. Wheeling Snoezelen Room Update - Oral Report

- IX. **New Business – Pages 46-53**
  - A. Technology Plan/Cyber Security
  - B. Manual Approval
    - 1. **Board & Admin Manual**
    - 2. **Benefit Manual**
    - 3. **Return to Work Policy**
    - 4. **Employee Manual Appendix I**
  - C. Financial Software – Oral Report
  - D. Other

- X. **Information/Action Items – Pages 54-79**
  - A. CDL Training Updates
  - B. Lauterbach & Amen Contract
  - C. Senate Bill 3972 – Career Connect Program - Tracey
  - D. Other

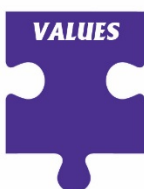


- **Teamwork:** Support each other and work together
- **Respect:** Be open, honest and kind
- **Enthusiasm:** Exceed expectations
- **Collaboration:** Combine resources to achieve common goals
- **Communication:** Listen, share and adapt



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

- XI. Closed Session  
Closed Session in accordance with Open Meetings Act to consider information regarding:
  - A. Personnel – 5ILCS 120/2(c)(1)
- XII. Action as a result of Closed Session
- XIII. Adjournment



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- Enthusiasm:** Exceed expectations
- Collaboration:** Combine resources to achieve common goals
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- **To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve**

# V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
NORTHWEST SPECIAL RECREATION ASSOCIATION  
HELD AT PARK CENTRAL  
3000 CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 19<sup>th</sup> OF JANUARY, 2022, at 10:30 am**

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

Executive Director Crawford took roll call. The following members of the Board were present: Rita Fletcher, Bartlett Park District; Ben Curcio, 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 Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Steve Burgess, Schaumburg Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Carrie Fullerton, Ryan Risinger, Robert Dowling, Mike Clark and Jay Morgan

Mike Clark arrived at 11:00 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 and Miranda Woodard, Accounting Manager

Introduction of Guests

Rachel Hubsch introduced spoke about the out of state intern Dinah Matthews, from North Carolina and Jasper Shorr the in person intern, from Eastern Illinois University.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated January 19, 2022. Director Janda made the motion and Director Fahnstrom seconded the motion to approve the agenda dated January 19, 2022. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of January 19, 2022, with the correction in the minutes that the meeting was held at Chandlers in Schaumburg. Director O'Brien made the motion and Director Fahnstrom seconded the motion to approve the Consent Agenda dated January 19, 2022. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jeff Janda, Jan Buchs

NAY: None

The motion carried.

### Correspondence

Tracey Crawford read the correspondence from WINGS.

### Staff Reports

Superintendent Griffin reported on 2021 Year End Statistics including Program and Participant Statistics and Facility Statistics. She indicated that trends to report that programs and services are getting back to more normalized numbers. Superintendent Griffin asked Board Members to refer to the Board Packet as well as the Directors' site for Park District specific information.

### Marketing and PR

Superintendent Draper reported that the Marketing and PR department has been extremely busy working on the Gold Medal Fashion Show, and internal documents to keep the requests for work more detailed and on track. The technology department is getting more organized with Devin Morrison, IT Services Coordinator for taking control of the technology capital assets at the agency.

### SLSF

Superintendent Kiwala reported that the Gold Medal Fashion Show will be featured in a hybrid format. We have higher than expected registration for this event and have approximately 60 registrations for the virtual option. She also outlined Revenue and Expenses for end of FY 2021.

### Old Business

#### Hoffman Estates Vogelei House

Superintendent Griffin informed the Board that staff are excited to get into the space. Furniture for the space will be ordered in the next month and construction is moving on schedule. Hoping to open in April.

#### Wheeling Park District Sensory Room

Superintendent Griffin reported that the sensory room is installed and there are minor kinks that need to be worked out. Once this is complete, hoping to have Wheeling Park District tour the space.

### New Business

#### PCard Resolution R2022-1

Superintendent Negrillo reported to the Board that NWSRA will be switching from BMO Harris to Fifth Third Consortium for our Purchasing Card needs. This change is due to ongoing issues with BMO and will allow for an increase in the rebate percentage. Director Talsma suggested looking into Captial One in the future. Chairman Ferraro asked for a motion to approve Resolution R2022-1. Director Fahnstrom made the motion and Director Fletcher seconded the motion to approve Resolution R2022-1. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

### Strategic Plan

Executive Director Crawford reviewed the strategic plan. She highlighted needs that were revealed in the plan. These included PURSUIT needs, Programming needs and staff needs. The agency will be focusing on the training and programming needs over the next few years. Chairman Ferraro asked for a motion to approve the Strategic Plan. Director O'Brien made the motion and Director Janda seconded the motion to approve the Strategic Plan as presented. Upon voice vote the motion carried.

### Mission, Vision and Values

Executive Director reviewed the strategic plan results highlighting PURSUIT and programming needs. Staff reviewed the results and developed the Mission, Vision and Values that are being presented to the Board. Staff will be drafting a new Value Statement in 2022 because it was brought to staffs attention that NWSRA should include a DEI statement as one of the NWSRA Values. The NWSRA DEI Committee will work on the development of the statement – which will be updated later in 2022. Chairman Ferraro asked for a motion to approve the Mission, Vision and Values as presented. Director Janda made the motion and Director Fletcher seconded the motion to approve the Mission, Vision and Values as presented. Upon voice vote the motion carried.

Chairman Ferraro reported that discussion have been had on the Executive Committee as well as in the Personnel Committee about Board decorum and Board relationships. The Executive Committee will be planning a Board retreat or a Board inservice. This will be a goal of the Executive Committee and during the March meeting will try and have a date in April for retreat/inservice.

### Resolution R2022-2 for Appreciation of Service for State Senator and United States Congressman Harris W. Fawell

Director Crawford read the Resolution honoring Harris W. Fawell. Chairman Ferraro asked for a motion to approve Resolution R2022-2. Director Clark made the motion and Director Janda seconded the motion to approve Resolution R2022-2 Appreciation of Service. Upon voice vote the motion carried.

### Informational/Action Items

#### COVID Update

Executive Director Crawford reviewed the return to work plan regarding COVID. She also reported that participants will sending vaccination cards and photos to the office to have in our system, as families were not comfortable sending the actual cards with their participants. At this time NWSRA is not mandating vaccination and will continue to weekly test for non-vaccinated staff. NWSRA will continue to follow the guidance of the CDC and IDPH.

#### 2021 Year in Review/2022 Goals

Executive Director Crawford and the NWSRA Administrative Team presented the Year in Review for 2021. Superintendent Hubsch presented the 2021 Goals review and presented the 2022 Goals and new Core values set forth by the strategic plan.

#### Other

None

Closed Session

None

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Janda made the motion and Director Talsma seconded the motion to adjourn the January 19, 2022 meeting at 11:40 a.m. Upon roll being called the vote was as follows:

AYA: Rita Fletcher, Ben Curcio, Bob O'Brien, Craig Talsma, Jim Jarog, Christina Ferraro, Bret Fahnstrom, Kevin Romejko, Diane Hilgers, Steve Burgess, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

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Secretary



## Northwest Special Recreation Association

03/11/22

## Profit &amp; Loss

Accrual Basis

January through February 2022

	Jan - Feb 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
310000 · Member District Assessments	
310007 · Inverness Assessment	19,317.66
310008 · Mount Prospect Assessment	180,412.64
310009 · Palatine Assessment	120,248.10
310010 · Prospect Heights Assessment	19,661.74
310014 · Schaumburg Assessment	336,338.07
310017 · Wheeling Assessment	117,772.33
<b>Total 310000 · Member District Assessments</b>	<b>793,750.54</b>
320000 · Program Fees	
320001 · Club Fees	1,900.00
320002 · Leisure Education Fees	195.00
320004 · Special Events Fees	3,371.30
320005 · Day Camp Fees	3,137.00
320006 · General Programs Fees	9,007.40
320008 · Trips Fees	198.00
320011 · Athletic Fees	61.20
320012 · Program Fees - Credits	124.00
<b>Total 320000 · Program Fees</b>	<b>17,993.90</b>
321000 · Transportation - Door to Door	
321001 · Clubs Door to Door	228.00
321006 · General Programs Door to Door	280.00
<b>Total 321000 · Transportation - Door to Door</b>	<b>508.00</b>
321100 · Transportation - Pick up Points	
321101 · Clubs Pick Up Points	176.00
321104 · Special Events Pick Up Points	-8.00
321106 · General Programs Pick Up Points	292.00
<b>Total 321100 · Transportation - Pick up Points</b>	<b>460.00</b>
340000 · Non Program Revenue	
340001 · Non Program Revenue	105.00
<b>Total 340000 · Non Program Revenue</b>	<b>105.00</b>
370000 · Interest	
370001 · Operating Interest	893.51
370002 · Investment Interest	270.80
<b>Total 370000 · Interest</b>	<b>1,164.31</b>
<b>Total Income</b>	<b>813,981.75</b>
<b>Gross Profit</b>	<b>813,981.75</b>
<b>Expense</b>	
420000 · Operating Expenses	
421000 · Administration	
421001 · Professional Expenses	
421002 · Professional Fees	410.50
<b>Total 421001 · Professional Expenses</b>	<b>410.50</b>
421100 · Office Supplies	
421101 · Coffee / Water	10.99
421105 · Supplies	63.81
421106 · Miscellaneous	35.56
<b>Total 421100 · Office Supplies</b>	<b>110.36</b>

## Northwest Special Recreation Association

03/11/22

## Profit &amp; Loss

Accrual Basis

January through February 2022

	Jan - Feb 22
<b>421150 · Credit Card &amp; Bank Fees</b>	
421151 · Bank Fees	1,847.57
421152 · Credit Card Processing Fees	27.55
421153 · PFM Fees	368.96
421150 · Credit Card & Bank Fees - Other	2.78
<b>Total 421150 · Credit Card &amp; Bank Fees</b>	<b>2,246.86</b>
<b>421200 · Postage</b>	
421201 · Postage	1,000.00
<b>Total 421200 · Postage</b>	<b>1,000.00</b>
<b>421300 · Telephone/Fax</b>	
421301 · Cell Phone Service	652.60
421304 · Office Phones	0.00
421305 · Phone Maintenance	314.00
<b>Total 421300 · Telephone/Fax</b>	<b>966.60</b>
<b>421400 · Conferences/Education</b>	
421402 · IPRA Conf/Wkshps/Webnrs/Schools	79.25
421405 · Evaluation Lunches	55.75
421406 · Professional Meetings	438.50
421407 · Other Trainings/Workshops	2,755.39
421408 · ATRA/Conf/Wrkshopp Web Schls	107.13
421400 · Conferences/Education - Other	-8.84
<b>Total 421400 · Conferences/Education</b>	<b>3,427.18</b>
<b>421500 · Memberships</b>	
421501 · ATRA	650.00
421502 · CDL Reimbursement / Renewal	60.00
421504 · CTRS Exam / Renewal	730.00
421511 · Costco	170.00
421513 · Miscellaneous	429.53
421514 · CPI Recertification	282.46
<b>Total 421500 · Memberships</b>	<b>2,321.99</b>
<b>421600 · Health Insurance</b>	
421601 · Voluntary Benefits	1,208.74
421602 · Employee Contributions	-4,428.14
421603 · Employer Contributions	34,660.53
<b>Total 421600 · Health Insurance</b>	<b>31,441.13</b>
<b>421700 · Maintenance/Utilities</b>	
421701 · Condo Maintenance	1,920.00
421702 · Electric	999.38
421703 · Gas	0.00
421707 · Miscellaneous	1,308.39
421708 · Cleaning Supplies	222.19
<b>Total 421700 · Maintenance/Utilities</b>	<b>4,449.96</b>
<b>421800 · Rent</b>	
421801 · Condo Association Fee	2,130.00
421802 · RMCC Rental Space	5,000.00
421803 · HPPD Rental Space	2,886.00
421804 · MPPD Rental Space	5,000.00
<b>Total 421800 · Rent</b>	<b>15,016.00</b>

## Northwest Special Recreation Association

03/11/22

## Profit &amp; Loss

Accrual Basis

January through February 2022

	Jan - Feb 22
<b>421900 · Computer</b>	
421901 · Database Enhancements	-7,875.25
421902 · Framework Support	15,750.50
421904 · Web Development	77.55
421905 · Miscellaneous Software	17,759.02
421906 · Miscellaneous Hardware	1,451.19
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<b>Total 421900 · Computer</b>	<b>27,163.01</b>
<b>Total 421000 · Administration</b>	<b>88,553.59</b>
<b>422000 · Program</b>	
<b>422100 · Rental Municipal</b>	
422106 · General Programs	240.00
422111 · Athletics	24.00
	<hr/>
<b>Total 422100 · Rental Municipal</b>	<b>264.00</b>
<b>422200 · Commercial Expenses</b>	
422204 · Special Events	134.82
422205 · Day Camp	42.00
422206 · General Programs	3,935.25
422209 · PURSUIT	34.42
422200 · Commercial Expenses - Other	400.19
	<hr/>
<b>Total 422200 · Commercial Expenses</b>	<b>4,546.68</b>
<b>422300 · Program Development</b>	
422301 · New Programming Space	100.92
422305 · Program Space 6	219.00
	<hr/>
<b>Total 422300 · Program Development</b>	<b>319.92</b>
<b>422400 · Program Supplies</b>	
422401 · Clubs	656.05
422404 · Special Events	108.26
422405 · Day Camp	88.68
422406 · General Programs	838.81
422409 · PURSUIT	1,241.67
422411 · Paper Products	69.72
422414 · First Aid / CPR	897.24
422415 · Staff Appreciation Party	2,397.89
422418 · Miscellaneous	264.16
422421 · Safety/Behavior	40.95
422423 · Athletics	-1,432.78
422400 · Program Supplies - Other	161.12
	<hr/>
<b>Total 422400 · Program Supplies</b>	<b>5,331.77</b>
<b>422600 · Mileage</b>	
422601 · Mileage	1,221.19
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<b>Total 422600 · Mileage</b>	<b>1,221.19</b>
<b>422700 · Transportation Maintenance</b>	
422702 · Repair / Maintenance	15,347.03
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<b>Total 422700 · Transportation Maintenance</b>	<b>15,347.03</b>
<b>422800 · Transportation- Gas/Tolls/Park</b>	
422801 · Gas	2,401.33
422802 · Tolls	0.00
	<hr/>
<b>Total 422800 · Transportation- Gas/Tolls/Park</b>	<b>2,401.33</b>
<b>422900 · Printing</b>	
422903 · Day Camp Brochure	450.00
422908 · Stationary / Business Cards	95.98
	<hr/>
<b>Total 422900 · Printing</b>	<b>545.98</b>

## Northwest Special Recreation Association

03/11/22

## Profit &amp; Loss

Accrual Basis

January through February 2022

	Jan - Feb 22
<b>423100 · Public Awareness</b>	
423101 · Awards / Recognition	382.99
423107 · Staff Support	17.25
423108 · Subscriptions	150.60
423110 · Recruitment	60.53
423111 · Outreach	51.43
<b>Total 423100 · Public Awareness</b>	<b>662.80</b>
<b>Total 422000 · Program</b>	<b>30,640.70</b>
<b>424000 · Salary(Staff &amp; Indep Cntrctrs)</b>	
<b>424100 · Full Time</b>	
424101 · Salary	170,790.85
424103 · Phone/Data Stipend	2,660.00
<b>Total 424100 · Full Time</b>	<b>173,450.85</b>
<b>424200 · Part Time</b>	
424205 · Day Camp	8,591.31
424206 · General Programs	4,711.23
424207 · Office Support	4,311.30
424209 · PURSUIT	1,353.13
424211 · Training	1,097.00
424214 · Transportation	3,860.69
<b>Total 424200 · Part Time</b>	<b>23,924.66</b>
<b>424300 · Payroll Processing</b>	
424303 · FSA	-806.10
424304 · W2 Processing	140.30
<b>Total 424300 · Payroll Processing</b>	<b>-665.80</b>
<b>424500 · Car Allowance</b>	
424501 · Car Allowance	1,200.00
<b>Total 424500 · Car Allowance</b>	<b>1,200.00</b>
<b>Total 424000 · Salary(Staff &amp; Indep Cntrctrs)</b>	<b>197,909.71</b>
<b>Total 420000 · Operating Expenses</b>	<b>317,104.00</b>
<b>441000 · Liabilities</b>	
441002 · Drug Tests / Physicals	312.00
<b>Total 441000 · Liabilities</b>	<b>312.00</b>
<b>442100 · FICA - Employer Tax Expense</b>	
442101 · ER Tax - Inclusion	972.74
442102 · ER Tax - Part Time	1,355.04
442103 · ER Tax - Full Time	12,837.45
<b>Total 442100 · FICA - Employer Tax Expense</b>	<b>15,165.23</b>
<b>442200 · IMRF</b>	
442201 · ER Contributions - FT	33,324.09
442202 · EE Deductions - FT	-4,375.42
442203 · ER Contributions - PT	739.52
442204 · EE Deductions - PT	-55.62
442205 · Voluntary Contributions	-410.83
<b>Total 442200 · IMRF</b>	<b>29,221.74</b>

## Northwest Special Recreation Association

## Profit &amp; Loss

January through February 2022

	Jan - Feb 22
<b>450000 · Inclusion</b>	
450001 · Arlington Heights	2,517.99
450002 · Bartlett	1,644.25
450003 · Buffalo Grove	2,373.58
450004 · Elk Grove Village	1,949.37
450005 · Hanover Park	504.29
450006 · Hoffman Estates	3,750.54
450008 · Mount Prospect	1,287.57
450009 · Palatine	2,045.50
450010 · Prospect Heights	2,873.49
450011 · River Trails	0.00
450012 · Rolling Meadows	4,449.47
450013 · Salt Creek	438.46
450014 · Schaumburg	1,383.24
450015 · South Barrington	281.93
450017 · Wheeling	3,117.13
450022 · Miscellaneous	89.09
<b>Total 450000 · Inclusion</b>	<b>28,705.90</b>
<b>6560 · Payroll Expenses</b>	<b>197,785.92</b>
<b>Total Expense</b>	<b>588,294.79</b>
<b>Net Ordinary Income</b>	<b>225,686.96</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
<b>460000 · Capital Fund</b>	
460001 · Capital Expenses/Projects	110,313.28
460003 · Technology/Hardware	2,830.56
460004 · Building/Maintenance	21,595.00
<b>Total 460000 · Capital Fund</b>	<b>134,738.84</b>
<b>Total Other Expense</b>	<b>134,738.84</b>
<b>Net Other Income</b>	<b>-134,738.84</b>
<b>Net Income</b>	<b>90,948.12</b>

## Northwest Special Recreation Association

## Balance Sheet

As of February 28, 2022

03/11/22

Accrual Basis

	<u>Feb 28, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
32430	-265.00
10100 · Flex Spending - Benefit	16,454.28
10300 · Petty Cash	765.00
10600 · Operating	478,236.17
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,250,000.00
11200 · PFM Investments Hold Account - Other	33,921.11
<b>Total 11200 · PFM Investments Hold Account</b>	<u>1,283,921.11</u>
11500 · Operating 2	2,407,063.07
11650 · Capital Reserve (Village B&T)	1,981,460.42
11800 · Credit Card - American Express	1,723.50
11810 · Credit Card - Discover	-273.00
11820 · Credit Card - MasterCard	-3,640.25
11830 · Credit Card - Visa	2,473.45
11840 · MC/VISA On-Line	-896.00
<b>Total Checking/Savings</b>	<u>6,167,022.75</u>
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	2,923.75
<b>Total Accounts Receivable</b>	<u>2,923.75</u>
<b>Other Current Assets</b>	
12100 · INTEREST RECEIVABLE	1,380.46
12200 · PREPAID EXPENSES	60.70
<b>Total Other Current Assets</b>	<u>1,441.16</u>
<b>Total Current Assets</b>	<u>6,171,387.66</u>
<b>Fixed Assets</b>	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	733,692.23
13110 · Accum.Depre- Equipment	-354,540.57
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,543,850.76
<b>Total Fixed Assets</b>	<u>1,511,074.90</u>
<b>TOTAL ASSETS</b>	<u><u>7,682,462.56</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21200 · Accounts Payable	486.08
<b>Total Accounts Payable</b>	<u>486.08</u>
<b>Credit Cards</b>	
BMO Harris P-Card	13,354.25
<b>Total Credit Cards</b>	<u>13,354.25</u>
<b>Other Current Liabilities</b>	
21100 · Anticipated Refunds - Prog Fees	12,471.20

## Northwest Special Recreation Association

## Balance Sheet

As of February 28, 2022

	Feb 28, 22
<b>21500 · Payroll Liabilities</b>	
21510 · Employee Taxes	-1,624.49
21520 · EE 457B Contributions - NTWD	1,646.01
21540 · IMRF - Employer Portion/Expense	550.89
22100 · EE FSA Depend & Med	9,335.68
22200 · EE 457b Contributions - AFLAC	2,263.12
22300 · EE 457b Contributions - ICMA RC	827.71
21500 · Payroll Liabilities - Other	-714.12
<b>Total 21500 · Payroll Liabilities</b>	<b>12,284.80</b>
<b>21600 · Security Deposits</b>	<b>250.00</b>
<b>21700 · Unclaimed Payroll/Property</b>	<b>-1,590.82</b>
<b>22000 · Accrued Payroll</b>	<b>32,160.15</b>
<b>22400 · IMRF W/H PMTS -ER Contrib - DNU</b>	<b>15,593.51</b>
<b>Total Other Current Liabilities</b>	<b>71,168.84</b>
<b>Total Current Liabilities</b>	<b>85,009.17</b>
<b>Long Term Liabilities</b>	
22500 · ACCRUED VACATION	105,217.68
<b>Total Long Term Liabilities</b>	<b>105,217.68</b>
<b>Total Liabilities</b>	<b>190,226.85</b>
<b>Equity</b>	
29500 · Retained Earnings	5,890,213.69
29550 · INVESTMENT IN CAPITAL ASSETS	1,511,073.90
Net Income	90,948.12
<b>Total Equity</b>	<b>7,492,235.71</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,682,462.56</b>

**Warrant  
Summary  
January 20, 2022-February 28, 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				

<b>Total VB&amp;T Electronic Accounts Payable</b>	<b>\$ 18,156.37</b>
<b>Total IPDLAF Electronic Accounts Payable (PCARDS)</b>	<b>\$ 36,594.95</b>
<b>Total VB&amp;T Business Checking Accounts Payable</b>	<b>\$ 205,577.64</b>
	<b>\$ 260,328.96</b>

<b>Payroll</b>	<b>01.28.22</b>	<b>\$ 105,138.70</b>
	<b>02.11.22</b>	<b>\$ 123,369.40</b>
	<b>02.25.22</b>	<b>\$ 106,946.64</b>

<b>IMRF Payment</b>	<b>Jan-22</b>	<b>\$ 18,115.21</b>
	<b>Feb-22</b>	<b>\$ 15,593.51</b>

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<b>Motion to approve Warrant 01.20.22-02.28.22</b>	<b>\$ 629,492.42</b>
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**Northwest Special Recreation Association  
VBT Electronic Accounts Payable  
Warrant  
January 20, 2022-February 28, 2022**

<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
<b>Excal Tech</b>	Software/Hardware	\$ 13,615.97
<b>ComEd</b>	Electric 01.01.22-01.31.22	\$ 999.38
<b>CostCo</b>	Miscellaneuos purchases	\$ 680.03
<b>Pitnay Bowes</b>	Postage	\$ 1,000.00
<b>Total Warrant for Electronic Accounts Payable</b>		<b>\$ 18,156.37</b>

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant**  
**January 20, 2022- February 28, 2022**

Vendor	Description	Account	Amount
<b>BMO Solutions</b>			
GovDocs, INC	Professional Fees	421003	\$ 222.15
amazon	office supplies/coffee-water	421101	\$ 10.99
Amazon	Office Supplies	421105	\$ 29.41
Amazon	Office Supplies	421105	\$ 42.84
Amazon	Office Supplies	421105	\$ 51.56
Amazon	Office Supplies	421105	\$ 67.62
Amazon	Office Supplies	421105	\$ 14.29
Amazon	Office Supplies	421105	\$ 39.57
Amazon	Office Supplies	421105	\$ 9.95
amazon	office supplies/miscellaneous	421106	\$ 35.56
Authorize.net	Credit Card and Bank Fees	421152	\$ 27.55
USPS	Postage	421201	\$ 46.40
Verizon Wireless	Telephone/Fax	421301	\$ 652.60
First Comm	Telephone/Fax	421304	\$ 585.99
Converged Digital	Telephone/Fax	421305	\$ 314.00
Spothero	IPRA Conference	421402	\$ 28.25
LAZ	IPRA Conference	421402	\$ 21.00
IPRA	Conference/Education	421402	\$ 371.00
IPRA	Conference/Education	421402	\$ (91.00)
IPRA	Conference/Education	421402	\$ 105.00
IPRA	Conference/Education	421402	\$ (91.00)
LAZ Parking	Conference/Education	421402	\$ 212.00
Westwood	Conference/Education	421405	\$ 55.75
McCalisters	Conference/Education	421406	\$ 84.47
Jimmy Johns	profesional meetings	421406	\$ 38.98
starbucks	profesional meetings	421406	\$ 12.71
Potbelly	Conference/Education	421406	\$ 42.10
Jewel	Professional Meetings	421406	\$ 77.36
Bibibop	Professional Meetings	421406	\$ 182.88
KIT	Training	421407	\$ 25.00
Resourceful Manager	Conference/Education	421407	\$ 228.00
KIT	Training	421407	\$ 25.00
Red Cross	Training	421407	\$ 140.00
Red Cross	Training	421407	\$ 770.00
HRCI.org	Conference/Education	421407	\$ 220.15
My-CPE	Conference/Education	421407	\$ 30.00
My-CPE	Conference/Education	421407	\$ 10.00
MYNHRC	Conference/Education	421407	\$ 10.00
TrainHR	Conference/Education	421407	\$ 145.00
UberEats	Conference/Education	421407	\$ 15.20
UberEats	Conference/Education	421407	\$ 76.02
Instacart	Conference/Educaiton	421408	\$ 22.68
Instacart	Conference/Educaiton	421408	\$ 98.40
Doordash	Conference/Educaiton	421408	\$ 107.13
Instacart	Conference/Educaiton	421408	\$ 44.54
ATRA	Memberships/Certifications	421501	\$ 325.00
ATRA	Memberships/Certifications	421501	\$ 325.00
NCTRC	Memberships/Certifications	421504	\$ 80.00

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant**  
**January 20, 2022- February 28, 2022**

Vendor	Description	Account	Amount
NCTRC	Memberships/Certifications	421504	\$ 80.00
amazon	office supplies/miscellaneous	421513	\$ 19.99
Rotary Club	Memberships/certiications	421513	\$ 243.40
amazon	office supplies/miscellaneous	421513	\$ 2.79
amazon	office supplies/miscellaneous	421513	\$ 13.35
WILS - Chi	Memberships/Certifications	421513	\$ 40.00
KAHOOT!	Memberships/Certifications	421514	\$ 240.00
Spunky Dunkers	Memberships/Certifications	421514	\$ 42.46
Nicor Gas	Maintenance/Utilites	421703	\$ 65.25
Nicor Gas	Maintenance/Utilites	421703	\$ 90.29
Total Fire and Safety	Total Fire and Safety	421705	\$ 920.00
Amazon	Maintenance/Utilites	421707	\$ 117.99
Amazon	Maintenance/Utilites	421707	\$ 190.05
Amazon	Maintenance/Utilites	421708	\$ 222.19
Wix	Computers	421904	\$ 77.55
Motion Array	Computers	421905	\$ 29.99
Motion Array	Computers	421905	\$ 172.94
Swiftic	Computers	421905	\$ 290.00
Zoom	Computers	421905	\$ 149.90
Apple	Computers	421905	\$ 105.19
Google	Computers	421905	\$ 99.99
Dropbox	Computers	421905	\$ 119.88
Comcast	Maintenance/Utilites	421905	\$ 193.35
Apple	Computers	421905	\$ 0.99
BlueHost	Computers	421905	\$ 71.88
Comcast	Maintenance/Utilites	421905	\$ 113.40
Comcast	Maintenance/Utilites	421905	\$ 113.40
Comcast	Maintenance/Utilites	421905	\$ 253.80
Apple	Computers	421905	\$ 1.99
Comcast	Maintenance/Utilites	421905	\$ 114.90
Comcast	Maintenance/Utilites	421905	\$ 186.56
Ring	Computers	421905	\$ 100.00
Mosyle	Computers	421905	\$ 1,152.00
HTC Corp	Computers	421905	\$ 12.99
Microsoft	Computers	421905	\$ 10.98
zoom	computers/miscellaneous	421905	\$ 14.99
Makeshift	Computers	421905	\$ 500.00
Right Networks	Computers	421905	\$ 53.85
Intuit	Computers	421905	\$ 1,517.96
Jobmatch	Computers	421905	\$ 329.00
Support PDF Filler	Computers	421905	\$ 96.00
Zoom	Computers	421905	\$ 14.99
Fleetio	Computers	421905	\$ 136.80
Adobe	Computers	421905	\$ 106.24
Convey This	Computers	421905	\$ 109.90
Amazon	Computers	421906	\$ 29.98
Amazon	Computers	421906	\$ 27.98
Amazon	Computers	421906	\$ 35.98
Amazon	Computers	421906	\$ 370.22
Amazon	Computers	421906	\$ 101.88

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant**  
**January 20, 2022- February 28, 2022**

Vendor	Description	Account	Amount
Amazon	Computers	421906	\$ 41.98
Amazon	Computers	421906	\$ 423.18
Amazon	Computers	421906	\$ 29.99
Apple	Computers	421906	\$ 390.00
Wilmot Mountain	Commerical Expense	422200	\$ 137.15
Wilmot Mountain	Commerical Expense	422200	\$ 236.00
Wilmot Mountain	Commerical Expense	422200	\$ 135.04
Wilmot Mountain	Commerical Expense	422200	\$ (108.00)
Fox and Hound	Special Events	422204	\$ 134.82
Bensenville Theater	Commercial	422205	\$ 100.00
Arlington Lanes	Comercial Expense	422205	\$ 42.00
Elk Grove Bowl	Genral Programs	422206	\$ 630.00
Walmart	Supplies	422209	\$ 21.36
amazon	commercial/PURUSIT	422209	\$ 13.06
amazon	program development/program s	422301	\$ 6.99
amazon	program development/program s	422301	\$ 93.93
PODS	Program Development	422305	\$ 219.00
Jewel Osco	Office Supplies	422400	\$ 161.12
Portillos	Supplies	422401	\$ 634.94
Dollar Tree	Program Supplies	422401	\$ 5.00
Jewel Osco	Program Supplies	422401	\$ 11.00
Jewel Osco	Program Supplies	422401	\$ 5.11
Jewel	Program Supplies	422404	\$ 16.36
Michaels	Program Supplies	422404	\$ 57.53
Rosati's Pizza	Program Supplies	422404	\$ 34.37
Jewel Osco	Supplies	422405	\$ 12.43
Dollar Tree	Program Supplies	422405	\$ 18.75
Jewel	Supplies	422405	\$ 37.55
Target	Supplies	422405	\$ 39.24
Jewel	Supplies	422405	\$ 18.26
Dollar Tree	Supplies	422405	\$ 17.50
Ace Hardware	Program Supplies	422406	\$ 11.16
Mariano's	Supplies	422406	\$ 32.92
Jewel Osco	Supplies	422406	\$ 40.74
Mariano's	Supplies	422406	\$ 41.92
Joann Stores	Program Supplies	422406	\$ 11.98
Meijer	Program Supplies	422406	\$ 15.36
Amazon	Supplies	422406	\$ 83.77
Amazon	Program Supplies	422406	\$ 94.96
BestBuy	Program Supplies	422406	\$ 350.61
Amazon	Program Supplies	422406	\$ 59.99
Jewel Osco	Supplies	422406	\$ 8.67
Dollar Tree	Supplies	422406	\$ 7.50
Jewel Osco	Supplies	422406	\$ 24.30
Dollar tree	Program Supplies	422406	\$ 2.00
Streamwood Bowl	Commercial Expense	422406	\$ 35.00
Meijer	Supplies	422406	\$ 26.60
Dollar Tree	Supplies	422409	\$ 5.00
Amazon	Supplies	422409	\$ 136.14
Amazon	Supplies	422409	\$ 259.38

**Northwest Special Recreation Association**  
**VBT Electronic Accounts Payable**  
**Warrant**  
**January 20, 2022- February 28, 2022**

Vendor	Description	Account	Amount
Amazon	Supplies	422409	\$ 71.64
Amazon	Supplies	422409	\$ 29.15
Amazon	Supplies	422409	\$ 96.80
Jewel	Supplies	422409	\$ 13.40
Target	Supplies	422409	\$ (51.69)
Amazon	Supplies	422409	\$ 8.54
Smiley Cookie	Supplies	422409	\$ 113.03
Amazon	Supplies	422409	\$ 11.98
Amazon	Supplies	422409	\$ 61.44
Netflix	Supplies	422409	\$ 17.99
Amazon	Supplies	422409	\$ 22.46
Walmart	Supplies	422409	\$ 12.02
Amazon	Supplies	422409	\$ 41.99
Walgreens	Supplies	422409	\$ 21.93
Amazon	Supplies	422409	\$ 5.49
Walmart	Supplies	422409	\$ 136.36
Dollar Tree	Supplies	422409	\$ 46.25
Walmart	Supplies	422409	\$ 116.06
Ikea	Supplies	422409	\$ 9.99
Jewel	Supplies	422409	\$ 33.25
Jewel Osco	Supplies	422409	\$ 16.47
Pet Supplies Plus	Supplies	422409	\$ 6.60
Amazon	Program Supplies	422411	\$ 55.98
Amazon	Program supplies	422411	\$ 13.74
Amazon	First Aid Supplies	422414	\$ 374.02
Amazon	First Aid Supplies	422414	\$ 369.97
Amazon	First Aid Supplies	422414	\$ 153.25
Amazon	Supplies	422415	\$ 625.00
Melon Ink	Program Supplies	422415	\$ 420.16
Walgreens	Program Supplies	422415	\$ 355.95
Walgreens	Program Supplies	422415	\$ 30.79
Walgreens	Program Supplies	422415	\$ 206.95
Fox & Hound	Program Supplies	422415	\$ 1,179.20
Amazon	Supplies	422418	\$ 45.19
Jewel Osco	Supplies	422418	\$ 154.97
amazon	program	422418	\$ 51.43
amazon	program	422418	\$ 12.57
amazon	program supplies/saftey	422421	\$ 20.99
Amazon	Program Supplies	422421	\$ 132.25
Amazon	Program Supplies	422421	\$ 132.25
Amazon	Program Supplies	422421	\$ 43.45
Amazon	Program Supplies	422421	\$ 202.93
Amazon	Program Supplies	422421	\$ 149.27
Amazon	Program Supplies	422421	\$ (23.49)
Amazon	Program Supplies	422421	\$ 50.48
Taco Shop	Supplies	422423	\$ 31.72
Vending Csc Service	Transportation Maintenance	422702	\$ 1.10
Autozone	Repair/Maintenance	422702	\$ 5.93
Shell	Transportation Gas/Tolls	422801	\$ 104.32
Shell	Transportaion	422801	\$ 45.64

**Northwest Special Recreation Association  
VBT Electronic Accounts Payable  
Warrant  
January 20, 2022- February 28, 2022**

Vendor	Description	Account	Amount
Illinois Tollway	Transportation Tolls	422802	\$ 1,036.85
Konica Minolta	Printing	422906	\$ 962.89
Konica Minolta	Printing	422906	\$ 500.40
Vistaprint	Stationary/Business Cards	422908	\$ 47.99
Vistaprint	Stationary/Business Cards	422908	\$ 47.99
Amazon	Public Awareness/Subscriptions	423101	\$ 149.75
Amazon	Public Awareness/Subscriptions	423101	\$ 7.99
UPS	Public Awareness/Subscriptions	423107	\$ 17.25
Daily Herald	Public	423108	\$ 147.60
Daily Herald	Public	423108	\$ 147.60
Daily Herald	Public	423108	\$ 147.60
ATRA	Public Awareness/Subscriptions	423110	\$ 448.00
ATRA	Public Awareness/Subscriptions	423110	\$ 150.00
Amazon	Public Awareness/Subscriptions	423110	\$ 60.53
Chicago Autism Network	Public	423111	\$ 51.43
Amazon	Payroll Processing	424304	\$ 140.30
Target	Inclusion	450004	\$ 38.90
Amazon	Inclusion	450006	\$ 12.95
Amazon	Inclusion	450012	\$ 40.98
Amazon	Inclusion	450012	\$ 49.87
Amazon	Inclusion	450014	\$ 25.99
Panera	Inclusion	450022	\$ 203.13
Amazon	Inclusion	450022	\$ 9.99
McDonalds	Inclusion	450022	\$ 10.08
Jewel	Inclusion	450022	\$ 67.96
Starbucks	Inclusion	450022	\$ 25.25
B&H	Capital	460001	\$ 658.00
BestBuy	Capital	460001	\$ 659.98
Amazon	Capital	460001	\$ 299.00
GDP International	Capital Expenses	460001	\$ 350.50
GDP International	Capital Expenses	460001	\$ 350.50
Office Sign Company	Capital Expenses	460001	\$ 16.09
J & R Lock	Capital Expenses	460001	\$ 425.00
ULINE	Capital Expenses	460001	\$ 553.36
Hightech Signs	Capital Expenses	460001	\$ 299.23
Amazon	Capital Expenses	460001	\$ 465.00
Compliance Signs	Capital Expenses	460001	\$ 280.27
Trudoor	Capital Expenses	460001	\$ 138.13
Amazon	Capital Expenses	460001	\$ 208.15
Amazon	Capital Expenses	460001	\$ 53.06
TruDoor	Capital Expenses	460001	\$ (8.13)
ULINE	Capital Expenses	460001	\$ 318.62
Mutual Ace Hrdwr	Capital Expenses	460001	\$ 34.96
Amazon	Capital Expenses	460001	\$ 27.54
ULINE	Capital Expenses	460001	\$ 1,263.29

<b>Total Warrant #1 for Electronic Accounts Payable</b>	<b>\$ 36,594.95</b>
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**Northwest Special Recreation Association  
VBT Business Checking Accounts Payable  
Warrant  
January 20, 2022- February 28, 2022**

Num	Name	Description	Account	Amount
5805	IGFOA	2022 Membership Renewal - M Woodard	10600 · Operating	\$ (150.00)
		2022 Membership Renewal - M Woodard	421513 · Miscellaneous	\$ 150.00
				\$ 150.00
5806	Bill's Auto & Truck Repair	Inv 111866, 112067	10600 · Operating	\$ (2,244.38)
		Inv 111866	422702 · Repair / Maintenance	\$ 570.70
		Inv 112067	422702 · Repair / Maintenance	\$ 1,673.68
				\$ 2,244.38
5809	Lindsey Nolan	Refund - 1560 - 2022 WS	10600 · Operating	\$ (165.00)
		Refund - 1560 - 2022 WS	11500 · Operating 2	\$ 165.00
				\$ 165.00
5810	Physicians Immediate Care - Chicago	Acct 54068 - Stmt 4242227	10600 · Operating	\$ (58.00)
		Acct 54068 - Stmt 4242227	441002 · Drug Tests / Physicals	\$ 58.00
				\$ 58.00
5811	Rolling Meadows Park District	Invoice 134Feb-Apr 2022	10600 · Operating	\$ (91.05)
		Invoice 134Feb-Apr 2022	421707 · Miscellaneous	\$ 30.35
		Invoice 134Feb-Apr 2022	12200 · PREPAID EXPENSES	\$ 60.70
				\$ 91.05
5812	Hanover Park Park District	Rent - Feb 2022	10600 · Operating	\$ (1,443.00)
		Rent - Feb 2022	421803 · HPPD Rental Space	\$ 1,443.00
				\$ 1,443.00
5813	Rolling Meadows Park District	Invoice 22-0202	10600 · Operating	\$ (2,500.00)
		Invoice 22-0202	421802 · RMCC Rental Space	\$ 2,500.00
				\$ 2,500.00
5814	Rolling Meadows Park District	Invoice 22-0702	10600 · Operating	\$ (960.00)
		Invoice 22-0702	421701 · Condo Maintenance	\$ 960.00
				\$ 960.00
5815	Park Central Condo Assn.	Invoice 22a-002	10600 · Operating	\$ (1,065.00)
		Invoice 22a-002	421801 · Condo Association Fee	\$ 1,065.00
				\$ 1,065.00
5816	Mt. Prospect Park District	Rent - Feb 2022	10600 · Operating	\$ (2,500.00)
		Rent - Feb 2022	421804 · MPPD Rental Space	\$ 2,500.00
				\$ 2,500.00
5817	Barb Bassett (V)	CDL Renewal	10600 · Operating	\$ (30.00)
		CDL Renewal	421502 · CDL Reimbursement / Renewal	\$ 30.00
				\$ 30.00
5818	Hirsch, Christina M.	CDL Renewal	10600 · Operating	\$ (30.00)
		CDL Renewal	421502 · CDL Reimbursement / Renewal	\$ 30.00
				\$ 30.00

**Northwest Special Recreation Association**  
**VBT Business Checking Accounts Payable**  
**Warrant**  
**January 20, 2022- February 28, 2022**

Num	Name	Description	Account	Amount
5819	Bill's Auto & Truck Repair	Inv 112219, 112248 & 112290	10600 · Operating	\$ (3,501.05)
		Inv 112219	422702 · Repair / Maintenance	\$ 2,699.19
		Inv 112248	422702 · Repair / Maintenance	\$ 669.71
		Inv 112290	422702 · Repair / Maintenance	\$ 132.15
				\$ 3,501.05
5820	Waukegan Park District	ITRS Bsktball Tournament 2/13/2022	10600 · Operating	\$ (80.00)
		ITRS Bsktball Tournament 2/13/2022	422106 · General Programs	\$ 80.00
				\$ 80.00
5821	Oak Lawn Park District	TRS Bsktball Tournament 2/13/2022	10600 · Operating	\$ (160.00)
		TRS Bsktball Tournament 2/13/2022	422106 · General Programs	\$ 160.00
				\$ 160.00
5829	Bill's Auto & Truck Repair	8 - Inv 112044-112646	10600 · Operating	\$ (7,466.46)
		Invoice - 112044	422702 · Repair / Maintenance	\$ 3,374.05
		Invoice - 112084	422702 · Repair / Maintenance	\$ 2,260.55
		Invoice - 112449	422702 · Repair / Maintenance	\$ 1,230.52
		Invoice - 112475	422702 · Repair / Maintenance	\$ 96.25
		Invoice - 112544	422702 · Repair / Maintenance	\$ 317.59
		Invoice - 112551	422702 · Repair / Maintenance	\$ 125.00
		Invoice - 112645	422702 · Repair / Maintenance	\$ 31.25
		Invoice - 112646	422702 · Repair / Maintenance	\$ 31.25
				\$ 7,466.46
5830	Chris Nunes	Invoice #1	10600 · Operating	\$ (1,952.29)
		Invoice #1	421407 · Other Trainings/Workshops	\$ 1,952.29
				\$ 1,952.29
5831	Robbins Schwartz	Inv 908293 - 913233 (4)	10600 · Operating	\$ (1,264.25)
		Inv 913232	421002 · Professional Fees	\$ 50.00
		Inv 913233	421002 · Professional Fees	\$ 803.75
		Inv 908293	421002 · Professional Fees	\$ 50.00
		Inv 908294	421002 · Professional Fees	\$ 360.50
				\$ 1,264.25
5832	South Barrington Park District	Jon Oliveri - Jan 2022	10600 · Operating	\$ (160.00)
		Jon Oliveri - Jan 2022	450015 · South Barrington	\$ 160.00
				\$ 160.00
5833	RMC Mechanical Services	Invoice SI2150163	10600 · Operating	\$ (1,628.00)
		Invoice SI2150163	421707 · Miscellaneous	\$ 1,628.00
				\$ 1,628.00
5834	CZ Enterprise	Invoice 439905	10600 · Operating	\$ (520.00)
		Invoice 439905	460001 · Capital Expenses/Projects	\$ 520.00
				\$ 520.00
5835	PDRMA	Invoice 0122132H	10600 · Operating	\$ (38,388.12)
		Invoice 0122132H	421603 · Employer Contributions	\$ 33,689.24
		Invoice 0122132H	21530 · Employee Health Insurance	\$ 4,443.04
		Invoice 0122132H	21550 · EE Contributions - Vol Life Ins	\$ 255.84
				\$ 38,388.12



**Northwest Special Recreation Association  
VBT Business Checking Accounts Payable  
Warrant  
January 20, 2022- February 28, 2022**

Num	Name	Description	Account	Amount
5836	Michele Pocklington	Refund - 2770 W2022	10600 · Operating	\$ (231.00)
		Refund - 2770 W2022	11500 · Operating 2	\$ 231.00
				\$ 231.00
5837	Linda Cameron	Refund 7201 & 7020 Sprg 2022	10600 · Operating	\$ (360.00)
		Refund 7201 & 7020 Sprg 2022	11500 · Operating 2	\$ 360.00
				\$ 360.00
5872	U.S. Postal Service	Postage for Day Camp Brochure	10600 · Operating	\$ (450.00)
		Day Camp Brochure	422903 · Day Camp Brochure	\$ 450.00
				\$ 450.00
5873	Bill's Auto & Truck Repair		10600 · Operating	\$ (2,128.11)
112659		2008 Ford E450	422702 · Repair / Maintenance	\$ 321.81
112732,112763		Vehicle Repair Inv#112732,112763	422702 · Repair / Maintenance	\$ 1,806.30
				\$ 2,128.11
5874	Celine Ehret	CTRS Exam Reimbursement	10600 · Operating	\$ (325.00)
267626		CTRS Exam Reimbursement	421504 · CTRS Exam / Renewal	\$ 325.00
				\$ 325.00
5875	Converged Digital Networks LLC		10600 · Operating	\$ (3,005.50)
91552		532e backlit IP Phone and Power Injector	460001 · Capital Expenses/Projects	\$ 265.00
91551		2nd Half Payment for PA System	460001 · Capital Expenses/Projects	\$ 2,740.50
				\$ 3,005.50
5876	Flexible Benefit Svc Corp	Jan 2022 FSA Program Fees	10600 · Operating	\$ (300.00)
92597717681		Jan 2022 FSA Program Fees-250 Annual-50-Jan Fex 424303 · FSA		\$ 300.00
				\$ 300.00
5877	Glenkirk	Catherine Norlin - NWSRA Refund	10600 · Operating	\$ (181.00)
021022		Catherine Norlin - NWSRA Refund	320006 · General Programs Fees	\$ 181.00
				\$ 181.00
5878	Hoffman Estates Park District		10600 · Operating	\$ (103,900.00)
57523		2nd payment to HPD for Vogelei-House Construction	460001 · Capital Expenses/Projects	\$ 78,950.00
58537		3rd Invoice Vogelei House	460001 · Capital Expenses/Projects	\$ 24,950.00
				\$ 103,900.00
5879	Janae Winston	Returned Payroll Check Bank Fee	10600 · Operating	\$ (15.00)
02/19/22		Returned Payroll Check Bank Fee	421151 · Bank Fees	\$ 15.00
				\$ 15.00
5880	NCPERS Group Life Insurance	Jan 2022 VoL Life Payment	10600 · Operating	\$ (16.00)
5436012022		Jan 2022 VoL Life Payment	421601 · Voluntary Benefits	\$ 16.00
				\$ 16.00
5881	Palatine Stables	2021 Facilities/Instructor Bill	10600 · Operating	\$ (3,305.25)
01/7/22		2021 Facilitites-Instructor Bill Summer-Fall Season	422206 · General Programs	\$ 3,305.25
				\$ 3,305.25

**Northwest Special Recreation Association  
 VBT Business Checking Accounts Payable  
 Warrant  
 January 20, 2022- February 28, 2022**

Num	Name	Description	Account	Amount
5882	Perspectives	2021 Fee for Evirtual Workshops	10600 · Operating	\$ (750.00)
100474		2021 Fee for Evirtual Workshops	421407 · Other Trainings/Workshops	\$ 750.00
				\$ 750.00
5883	Physicians Immediate Care - Chicago	Drug/Physicals Fees Inv#54068,54162	10600 · Operating	\$ (254.00)
54068,54162		Drug/Physicals Fees Inv#54068,54162	441002 · Drug Tests / Physicals	\$ 254.00
				\$ 254.00
5884	Rolling Meadows Park District	Bill for Replacing Flooring at RHCC Oursuit Site	10600 · Operating	\$ (21,595.00)
02/17/22		Bill for Replacing Flooring at RHCC Oursuit Site	460001 · Capital Expenses/Projects	\$ 21,595.00
				\$ 21,595.00
5885	Samantha Tabert	CTRS Reimbursement	10600 · Operating	\$ (325.00)
694437		CTRS Reimbursement	421504 · CTRS Exam / Renewal	\$ 325.00
				\$ 325.00
5886	School District 54	Rental Fee for Basketball 01/25/22	10600 · Operating	\$ (24.00)
1593		Rental Fee for Basketball 01/25/22	422111 · Athletics	\$ 24.00
				\$ 24.00
5887	WEX Bank		10600 · Operating	\$ (2,056.18)
78323772		Wex Fuel Bill Jan 2022	422801 · Gas	\$ 195.19
78305337		Fuel Jan 2022 New Cards	422801 · Gas	\$ 1,860.99
				\$ 2,056.18
<b>Total for Warrant #1 VB&amp;T Business Checking Accounts Payable</b>				<b>\$ 205,577.64</b>

# VII. Staff Reports

[Return to Home](#)

Date: March 16, 2022  
To: Tracey Crawford  
From: Andrea Griffin and Rachel Hubsch  
Re: Program Report

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

Winter/Spring session brought in 738 registrations across General Recreation Therapy, Special Events, Clubs, Virtual and Athletic Programs. Virtual programs continue to be a successful addition to recreation therapy with 43 registrations at ten weekly virtual programs. Each virtual program is led by the current virtual intern, Dinah Matthews, who is a student at University of North Carolina Greensboro (UNCG).

We have seen an increase in registrations for Social Clubs and on Friday, February 11, seven Recreation Specialists took 60 participants to a Windy City Bulls game at the Now Area in Hoffman Estates.

### **Health Minds Healthy Bodies**

Healthy Minds Healthy Bodies is looking forward to 2022 with the introduction of three new certified Health Minds Healthy Bodies Coordinators. Sarah Cuthbert (Collaborative Coordinator), Celine Ehret (Recreation Specialist) and Rebecca Lizalde (Collaborative Coordinator) attended the training in December 2021 and have already brought new and creative ideas for the Veteran networking and social events that run once a month. The next goal is to meet with all existing Park Districts, apart of HMHB, to assign a new Coordinator, create new marketing material and met with at least three new Park Districts to be a part of the HMHB program in 2022.

### **Lightning Athletics**

NWSRA Lightning Athletics competed at Special Olympics Galena Winter Games on February 8-10. Ten athletes competed in six Snowshoe events and four Alpine Ski events bringing home five Gold, four Silver and four Bronze medals. NWSRA Lightning basketball had two teams qualify for Special Olympics State Basketball and will be traveling to Normal Illinois, March 11-12. NWSRA Lightning Gymnastics competed at the regional qualifier on Sunday, February 27 at Palatine High School. Five athletes participated in six events and brought home 15 Gold, 4 Silver, and 4 Bronze medals. All five athletes received at least one Gold medal and qualified to compete at State Games in June at the University of Illinois in Bloomington.

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

- Returned to in-person programming on January 31st.
- Currently have 129 clients attending the PURUSIT program among all 5 locations.
- Hoffman Estates construction is underway

## **Inclusion Services**

The Inclusion team continues to support districts in a multitude of ways during the staffing crisis, including additional training for park district staff as well as sending out between 16-18 full-time staff on a daily basis to help inclusion supported participants. In February, the inclusion team held their annual Winter/Spring Training with 15 attendees and covered the following topics: new COVID protocols/requirements, behavior management, and hot trends/topics. The team will now be shifting gears to focus on getting ready for summer requests and trainings.

## **Snoezelen Therapy**

The Snoezelen team has officially expanded, adding six Certified Therapeutic Recreation Specialists (CTRS) to the team. This will allow for additional families to be served as well as more creative ideas to be shared. The team has already met and discussed 2022 goals, which include creating wish list items for each room, creative marketing ideas using social media, creating informal assessments, and creation of a sensory diet for families.

## **Recruitment & Outreach**

- Kaila Robinson (Collaborative Coordinator), Anita Trzebunia (Inclusion Coordinator), and Amy Diaz (Recruitment Coordinator) attended the Palatine Park District Job Fair on Monday and discussed part time positions to over 15 potential applicants.
- Amy Diaz created a new contact as was able to post all available jobs to the DeVry campuses.
- Local school districts sent out flyers to students and about five have submitted applications.
- Jordan Ross (Inclusion Coordinator), Ethen Frierson (Support Service Coordinator), and Amy Diaz (Recruitment Coordinator) attended the Arlington Heights National Library Teen Job Fair
- Amy Diaz attended a virtual job fair with the University of North Carolina – Wilmington for Interns



# PARK DISTRICT INTERN VISITATION DAY

**WEDNESDAY JULY 20TH  
10:00AM-12:00PM**

at Park Central (NWSRA's Office)

## Don't Miss Out on This Exciting Opportunity!

As interns, it's important to discover the resources available within a community. Interns will learn about the relationship between the park district and the SRA and the services provided to residents with disabilities. Please RSVP to Rachel Hubsch at [rachelh@nwsra.org](mailto:rachelh@nwsra.org).

Learn about the relationship between NWSRA and member park districts

Learn about other Special Recreation Associations in Illinois

Learn about NWSRA programs and services offered

Learn about SRA funding

## NWSRA

3000 W. Central Rd.  
Suite 205  
Rolling Meadows, IL

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

847/392-2848

## MARKETING & PR REPORT JANUARY/FEBRUARY 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:

### PUBLICATIONS & PRINTED MATERIALS

- Developed and published our 2022 Day Camps Brochure featuring our lineup of camp offerings this summer. This was printed and mailed the week of February 28 to those who participated in camps last year, and to those who requested it. This was promoted via social and constant contact along with being shared with all the school districts in our footprint.
- Produced all marketing materials for the Gold Metal Fashion Show. This included the programs, day of signage, graphics, model interview videos, and more. All content featured a consistent brand image and we could not be more proud of how it turned out.
- Designed marketing materials for new SLSF fundraising efforts including Brackets for Abilities and Flower Power.

### DIGITAL MARKETING

- 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.
- Leading up to the Gold Metal Fashion Show we featured a "Meet the model" series on social highlighting the models that starred at the show.
- Continued to communicate Covid-related updates with our participants via constant contact.
- Produced the "how to" video for the IPRF take 5 give 5 and tag 5 video.

### TECHNOLOGY

- With the Gold Metal Fashion Show being Hybrid this year, the tech/logistics behind the show was immense. A substantial amount of planning went into how our audience both in person and virtually were going to experience the event.
- Substantial planning has gone into gearing up for the install of technology at the Vogeley House. Cabling of data lines has begun and we have received a majority of the tech necessary for this site.
- Over the course of the past few months we have completed an extensive evaluation of our agencies IT infrastructure to both ensure compliance of new PDRMA cyber-security requirements and ensure our systems are able to properly support our staffs IT needs. Through this evaluation we have developed an IT Infrastructure Plan.
- A majority of the systems in our Dream Lab received updates. A wireless VR system was installed reducing cables and our 3D printer is back up and running.



## WEBSITE STATISTICS

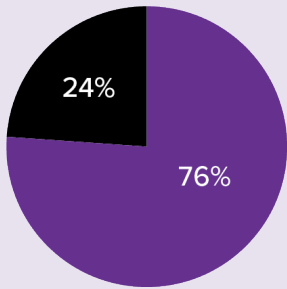
www.nwsra.org

**4,955**

TOTAL PAGE VIEWS

**2,541**

TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

**1,445** NEW VISITORS

### MOST VISITED PAGES

1. NWSRA   Homepage	1,824	1:06
2. NWSRA   NWSRA Brochure	781	3:35
3. NWSRA   Staff	369	4:45
4. NWSRA   Job Opportunit	240	2:47
5. NWSRA   About	144	1:01
6. NWSRA   Board of Directors	131	34 sec
7. NWSRA   Job Portal	126	31 sec
8. NWSRA   PURSUIT	122	6:54
9. NWSRA   Meeting Information	112	1:34
10. NWSRA   Activity	91	1:57

### PAGE VIEWS

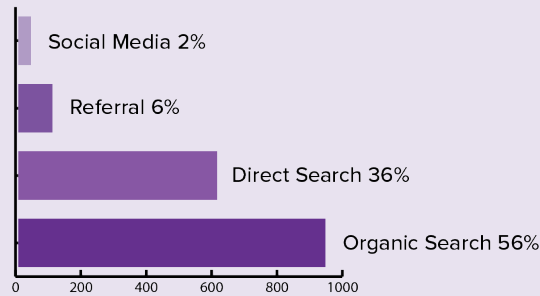
1,824
781
369
240
144
131
126
122
112
91

### AVG. TIME SPENT

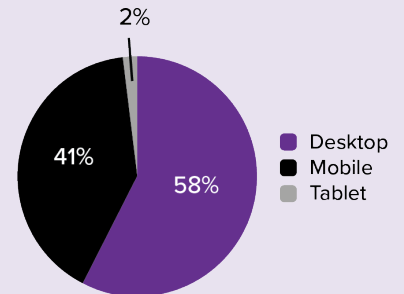
1:06
3:35
4:45
2:47
1:01
34 sec
31 sec
6:54
1:34
1:57

### TOP CHANNELS

How people visit the website



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



People Reached: 6,350  
Total Page Likes: 9,342  
Post Engagements: 1,035



Post Impressions: 1,033  
Post Reach: 355  
Total Followers: 795



Total Followers: 404  
Tweet Impressions: 3,590  
Profile Visits: 755



Post Impressions: 1,036  
Total Followers: 1,101  
Page Views: 163

## TRENDING POSTS

- Happy New Years Post
- GMFS Post
- Grace - Inclusion Staff of the Month
- Lightning Athletics Shoeshowing Competition
- GMFS Push to Register Post





## WEBSITE STATISTICS

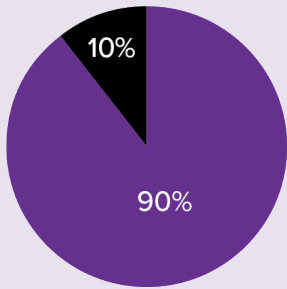
www.nwsra.org

**5,890**

TOTAL PAGE VIEWS

**3,017**

TOTAL SESSIONS



■ New Visitor  
■ Returning Visitor

**1,808** NEW VISITORS

### MOST VISITED PAGES

1. NWSRA   Homepage	1,804	58 sec
2. NWSRA   NWSRA Brochure	787	3:33
3. NWSRA   Staff	373	4:55
4. NWSRA   Job Opportunitess	342	3:06
5. NWSRA   About	161	44 sec
6. NWSRA   Day Camps	159	1:48
7. NWSRA   PURSUIT	152	2:50
8. NWSRA   Job Portal	137	40 sec
9. NWSRA   Contact Us	77	2:28
10. NWSRA   Activity Center	65	1:05

### PAGE VIEWS

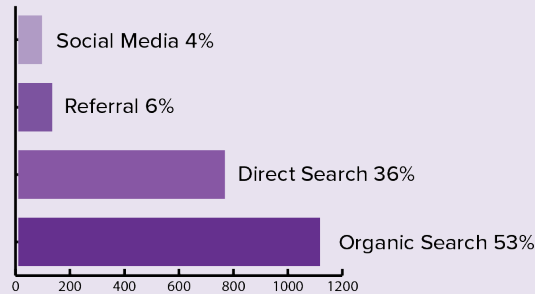
1,804
787
373
342
161
159
152
137
77
65

### AVG. TIME SPENT

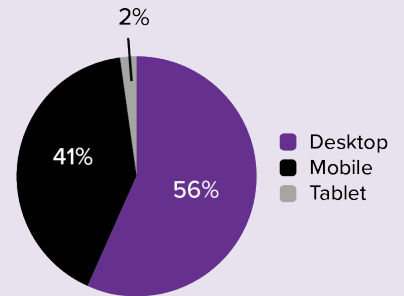
58 sec
3:33
4:55
3:06
44 sec
1:48
2:50
40 sec
2:28
1:05

### TOP CHANNELS

How people visit the website



### DEVICES BEING USED



## SOCIAL MEDIA STATISTICS



People Reached: 6,739  
 Total Page Likes: 9,345  
 Post Engagements: 2,368



Post Impressions: 3,953  
 Post Reach: 507  
 Total Followers: 798



Total Followers: 407  
 Tweet Impressions: 2,224  
 Profile Visits: 338



Post Impressions: 2,341  
 Total Followers: 1,114  
 Page Views: 143

## TRENDING POSTS

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



Date: March 16, 2022  
To: Tracey Crawford, Executive Director  
From: Anne Kiwala, Superintendent of Development  
RE: SLSF Update for the March NWSRA Board Meeting

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**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. The 32nd Gold Medal Fashion Show was held as a hybrid event on Sunday, February 27th with over 300 attendees, the majority attending in person and so far has brought in net \$26,790. The SLSF staff has begun meeting with committees for the remaining SLSF events.

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2022 budgeted amount is \$114,902. To date, \$10,500 has been received. SLSF staff are continuing to solicit companies and local businesses to partner with SLSF for the expansion of the 6<sup>th</sup> programming space that will host PURSUIT 6 at the Vogeley House through the Hoffman Estates Park District as well as exploring national grant options.

**Grants:** The FY 2022 grant budgeted amount is \$142,500. To date, SLSF has applied for \$42,614 in grants with \$11,448 approved and the remaining grants still pending. SLSF will be submitting additional grants throughout the year in order to meet the needs of NWSRA programs and the construction for the 6<sup>th</sup> programming site.

**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 \$300,000 in grants to NWSRA for 2022. The first of three installments will be paid in May, the second installment in October, and the third installment in December.

**Additional Fundraisers/Outreach:**

- **Flower Power (March):** The NWSRA gardening committee which consists of staff and NWSRA parents was created due to the Sensory Garden at Hanover Park Park District. The committee wanted to continue this fundraiser for the third year and bring awareness to this beautiful addition to the community.
- **Brackets for Ability (March):** SLSF is holding an online fundraiser to engage with NCAA basketball fans. Registrants sign up to fill out brackets to follow along with the March Madness tournament, 50% of proceeds will go toward the foundation.

**2022 Strategic Plan and Goals:** The SLSF team held their annual retreat on January 10, 2021 to evaluate 2021 goal status and to develop the 2022 SLSF Strategic Development Plan. The 2022 Strategic Development Plan was developed using the same Four Core Strategies. The SLSF team conducted a SOAR Analysis (Strengths, Opportunities, Aspirations, Results) to identify additional goals for 2022. This year's goals will focus on planned quarterly objectives to more easily track progress and identify areas for adjustment.

- Core Strategy One: Community Engagement
- Core Strategy Two: Marketing/Communication
- Core Strategy Three: Improve Board Engagement
- Core Strategy Four: Enhance Fundraising Vehicles/Methods

# VIII. Old Business

[Return to Home](#)

Date: March 16, 2022

To: NWSRA, Board of Directors

From: Tracey Crawford, Executive Director

Re: FY2022 Budget Approval

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**MOTION:**

1. A motion to approve the FY2022 Budget as presented.

Date: March 16, 2022  
To: NWSRA Board of Directors  
From: Tracey Crawford, Executive Director  
Re: FY 2022 Budget Review

---

The NWSRA staff updated FY2022 Budget using the unaudited FYE numbers as a comparison, using the corrected formula for the Non Program Revenue Line Item as well as revisited the COVID impact on programs and services as it surfaces again in 2022. The following pages list the line-by-line budget adjustments that were made to the FY2022 Tentative Budget.

## **PYE 2021 vs. Unaudited FYE 2021**

Below is a brief description of the updates made to the PYE presented budget. These changes reflect the following:

- MDAA – is lower than PYE due not all the FY2021 payments being received in FY2021. All payments will be received by the end of January.
- Non-Program Revenue – Higher than anticipated PYE due to Clearbrook resuming reimbursement payments in late, fall of FY2021.
- Revenue SLSF – is transferred to the SLSF Booster Club Budget in late December.
- Professional fees – Did not use all attorney fees in 2021.
- Credit Card/Bank Fees – although no PYE was reported, ended the fiscal year \$137.75 under the approved budget.
- Transportation Maintenance – Increased in both PYE and budget due to high maintenance needs to return the fleet into running status.
- Inclusion salary's and expenses – decreased from the PYE due to lack of inclusion staff and full time staff filling in as aids.
- Capital – Unable to spend capital funds on outlined projects due to lack of supplies, vehicles and the inability to complete collaborative projects with member district in the designated FY.

## **Income**

### **340000 Non-Program Revenue**

***This line item includes the revenue that comes into the agency such as the P-card rebate checks, speaker honorarium for speaking fees, PDRMA Accreditation award and PURSUIT reimbursements (rent, staff and drivers).***

The Non Program Revenue lie item will reflect a drastic decrease from \$991,066.00 to \$428,566.20, due to a formula malfunction.

PURSUIT Collaborative Agreement is from 2021 through 2024. The agreement states that Clearbrook is the fiscal agent of the PURSUIT Community Day Program. The fiscal year for PURUSIT is based on Clearbrook's fiscal year of July 1<sup>st</sup> through June 30<sup>th</sup>. The net balance for the program will be divided by 50%, after revenue and agreed upon expenses have been reconciled.

If an unforeseen circumstance such as: natural disaster, pandemic or non-payment from the State of Illinois should occur for services, NWSRA and Clearbrook will remain committed to continuity of community program offerings through this joint agreement. In the event the above situation occurs and there is a revenue interruption both agencies will agree to absorb an agreed upon amount of expenses in order to prevent a disruption in services. Once the revenue has been restored, NWSRA & Clearbrook agree to re-evaluate the expenditures absorbed by each agency and will mutually agree upon a re-payment of lost revenue.

### **Clearbrook Covers**

1. The Director of Collaborative Community Day Services
2. Part-time pay and benefits for Leads for all 5 sites
3. Part-time pay of DSP's for all 5 sites
4. Rent for all 5 sites (through monthly reimbursement to NWSRA)
5. Salary of 5 Collaborative Coordinators at \$35,000 a Coordinator (through monthly reimbursement to NWSRA)
6. Part-time driver cost for morning and afternoon routes to and from the program (through monthly reimbursement to NWSRA)

### **NWSRA Covers**

1. Managers of Collaborative Services
2. Benefits, retirement and salary of \$8,632 per Coordinator (Coordinators salary starts at \$43,632)
3. Sub part-time staff needed occasionally
4. Program expenses (cost of supplies & activities)

---

### **PURSUIT Program Revenue**

NWSRA Budget 2022, anticipates that the program will net \$10,000 after agreed upon expenses have been reconciled for both agencies. NWSRA and Clearbrook will split the revenue by 50%, NWSRA will bring in \$5,000 in revenue.

### **Coordinators**

Hoffman Estates budgeted for reimbursement of Coordinator for 9 months (Tentatively opening in March 2022)

- 5 Coordinators (RM, MP, WH, BG, HP) at \$2,916.67 per month / \$35,000.04 per year = \$175,000

- 1 Coordinator (HE) at \$2,916.67 per month / \$26,250.03 for 9 months = \$26,250.03

**Total Budget Impact : \$201,250**

**Rent**

Hoffman Estates budgeted for reimbursement of rent for 9 months (Tentatively opening in March 2022)

- 4 sites (RM, MP, BG, WH) at \$2,500 per month / \$30,000 per year = \$120,000
- 1 site (HP) at \$1,443 per month / \$17,316 per year = \$17,316
- 1 site (HE) at \$2,500 per month / \$22,500 for 9 months = \$22,500

**Total Budget Impact: \$159,816**

**Part-Time Drivers**

Part time driver expenses for Hoffman Estates are not included in reimbursement from Clearbrook.

- 5 sites (RM, MP, WH, BG, HP) at \$1,041.67 per month / \$12,500.04 per year

**Total Budget Impact: \$62,500.20**

**Rebates/Agency P-Cards/Speaker Fees – 340001**

NWSRA anticipates to collect \$2,000 in revenue from fee’s staff charge when speaking and presenting.

NWSRA anticipates \$3,000 in rebates from use of agency P-Cards.

**Total Budget Impact: \$5,000**

**350000 SLSF Grant Contributions**

***This line item includes grant funding requested by NWSRA for Lightning Athletes, Accessible Vehicles, Scholarship, Inclusion, General Program Support and Adaptive Equipment.***

The grant ask will increase from \$260,000 to \$300,000. SLSF is adding three new events.

**360000 Sale of Fixed Assets**

***This line represents the sale of equipment, furniture or vehicles.***

Increased from \$500 to \$1,500 accounting for the sale of older fleet vehicles at auction.

**370000 Interest**

***This line item includes interest earned on the Operating and Investment accounts.***

Raised from \$7,216.13 to \$10,000 based on Finance Committee Recommendation.

## Administration Expenses

### 421150 Credit Card & Bank Fees

*This line item includes all fees associated with credit card processing and banking fees.*

Decreased based on higher interest rates and lower bank fees from \$12,450 to \$10,000.

### 421300 Telephone/Fax

*This line item includes agency phone service, Director phone and staff cell phone expenses.*

Decreased from \$21,277.50 to \$20,277.50 based on shutting off cellular services for phones not in use.

### 421900 Computer

*This line item includes computer service and repairs, software, hardware, framework support and website hosting.*

Decrease based on items purchased in the 4<sup>th</sup> quarter of FY2021 from \$187,325.91 to \$166,825.91.

## Program Expenses

### 422200 Rental Commercial

*This line item includes expenses for ticketed events and community outings.*

Decrease from \$111,436.00 to \$81,903.00. Due to the rise of COVID mandates, a reduction in this line item was accounted for due to the reduction in community outings and focus staying in park district buildings due to the SRA exception of vaccine mandates.

### 422300 Program Development

*This line item includes expenses for new programming endeavors.*

Decrease from \$20,300.00 to \$15,300.00. A reduction in this line item due to utilization of in house full time staff and resources for specialty programs.



#### **422400 Program Supplies**

*This line item includes paper products, t-shirts / apparel / uniforms, nametags / Business cards, awards / recognition / incentives, Library resources, AV, general recreation supplies / crafts, food, meetings, orientations, program supplies and miscellaneous.*

Decrease from \$90,911.00 to \$68,500 due to staff being able to pre-purchase items needed for FY2022 in FY2021 in bulk and decrease in new program initiatives.

#### **422600 Mileage**

*This line item is for the mileage reimbursement based on the Federal rate.*

Decrease from \$22,000 to \$20,000 accounting for the decrease in outings requiring staff to drive their own vehicles to program locations during the 1<sup>st</sup> quarter.

#### **422800 Gas/Tolls**

*This line item is the expense of gasoline for the NWSRA vehicle fleet, tolls and parking.*

Decrease from \$97,500 to \$90,700 due to the uptick of COVID cases in the 1<sup>st</sup> quarter.

## **Salary Expenses**

#### **424200 Part Time Salaries**

*This line item includes the wages for all hourly part time employees.*

Decreased from \$822,329.79 to \$648,663.12 due to the difficulty in finding part time staff in the 1<sup>st</sup> quarter, NWSRA is using Full Time staff to fill any gaps in staffing.

## **Liability/Audit/IMRF Expenses**

#### **442100 FICA**

*This line item includes expenses for FICA.*

Decreased from \$299,906.36 to \$282,622.71. This decrease is due to less part time staff and inclusion staff.

# Inclusion/Capital Expenses

## **450000 Inclusion**

***This line item includes expenses for Inclusion Aide support, Member Park District inclusion reimbursements, Behavior Specialist/Rover salary, training/orientation and misc. supplies.***

Overall decreased from \$632,220.84 to \$579,957.44 due to the difficulty in finding part time staff in the 1<sup>st</sup> quarter, NWSRA is using Full Time staff to fill any gaps in staffing.

## **460000 Annual Capital Plan**

***This line item includes expenditures for vehicles, ADA Transition Plan costs, the Technology Plan, construction costs, computers and other capital expenditures outlined in the Capital Improvement Plan approved by the NWSRA Board of Directors.***

Staff recommends a carryover of \$560,161.67 left from the FY2021 Capital Improvement Plan expenses to be paid in FY2022. Staff were not able to prepay any of these purchases in FY2021. Due to demand shortfalls and inability to complete projects in FY2021.

Staff have also included the Technology Plan updates in the Capital Improvement Plan. The total Annual Capital Plan for 2022 is \$1,055,041.43.

## **General Reserve Transfer**

Staff is requesting a transfer of \$286,450.49 from the General Reserve in the approved tentative FY2022 budget.

Line Item #	Description	FYE 2019	2022 Budget		Change from 2019 budget to 2022	
			Tentative FY 2022	Tentative FY 2022 - FYE 2019	% Change FYE 2019 - Proposed FY 2022	
<b>Income</b>						
310000	Member District Assessments	4,277,532.06	4,320,307.35	42,775.29	0.01	
320000	Program Fees	727,230.19	518,771.75	-208,458.44	(0.83)	
321000	Transportation - Door to Door	4,797.75	8,880.00	4,082.25	3.32	
321100	Transportation - Pick up Points	34,201.75	34,605.00	403.25	0.04	
340000	Non-Program Revenue	209,052.59	428,566.20	219,513.61	1.39	
350000	SLSF Grant Contributions	215,676.47	300,000.00	84,323.53	0.32	
360000	Sale of Fixed Assets	0.00	1,500.00	1,500.00	3.00	
370000	Interest	129,025.01	10,000.00	-119,025.01	(9.78)	
380000	Revenue SLSF	-508.50	500.00	1,008.50	6.72	
	<b>Total Income</b>	<b>5,597,007.32</b>	<b>5,623,130.30</b>	<b>26,122.98</b>	<b>0.00</b>	
<b>OPERATING EXPENSE</b>						
<b>Administration</b>						
421000	Professional Fees	16,018.65	10,395.00	-5,623.65	(0.46)	
421100	Office Supplies	11,324.94	5,592.37	-5,732.57	(1.51)	
421150	Credit Card & Bank Fees	14,049.22	10,450.00	-3,599.22	(0.31)	
421200	Postage	6,699.32	7,600.00	900.68	0.13	
421300	Telephone/Fax	18,369.69	20,277.50	1,907.81	0.09	
421400	Conference/Education	60,683.34	59,780.00	-903.34	(0.03)	
421500	Memberships	25,314.20	27,547.00	2,232.80	0.10	
421600	Health Insurance	442,086.22	432,488.67	-9,597.55	(0.02)	
421700	Maintenance/Utilities	53,628.85	50,134.58	-3,494.27	(0.08)	
421800	Rent	107,150.88	180,276.00	73,125.12	0.61	
421900	Computer	161,406.54	169,325.91	7,919.37	0.05	
	<b>Subtotal Administration Expenses</b>	<b>916,731.85</b>	<b>973,867.03</b>	<b>57,135.18</b>	<b>0.07</b>	
<b>Program</b>						
422100	Rental Municipal	33,497.47	38,673.97	5,176.50	0.17	
422200	Rental Commercial	157,043.47	81,956.00	-75,087.47	(2.19)	
422300	Program Development	13,273.67	15,300.00	2,026.33	0.21	
422400	Program Supplies	119,844.90	76,584.50	-43,260.40	(0.62)	
422500	Commercial Transportation	127,204.58	118,629.96	-8,574.62	0.00	
422600	Mileage	24,867.21	20,000.00	-4,867.21	(0.61)	
422700	Transportation Maintenance	134,939.40	76,823.80	-58,115.60	(0.94)	
422800	Gas/Tolls	77,801.62	82,300.00	4,498.38	0.11	
422900	Printing	52,527.08	32,630.00	-19,897.08	(1.31)	
423100	Public Awareness/Subscriptions/Ads	26,910.44	19,249.76	-7,660.68	(0.28)	
424400	Independent Contractors	0.00	67,662.00	67,662.00	1.50	
	<b>Subtotal Program Expenses</b>	<b>767,909.84</b>	<b>629,809.99</b>	<b>-138,099.85</b>	<b>(0.46)</b>	
<b>Salary</b>						
424100	Full-Time Salaries	2,127,749.84	2,463,053.95	335,304.11	0.16	
424200	Part-Time Salaries	616,257.25	640,663.12	24,405.87	0.08	
424300	Payroll Processing	29,344.69	1,780.00	-27,564.69	(2.15)	
424500	Car Allowance	7,800.00	7,800.00	0.00	0.00	
	<b>Subtotal Salary Expenses</b>	<b>2,781,151.78</b>	<b>3,113,297.07</b>	<b>332,145.29</b>	<b>0.13</b>	
<b>Liabilities</b>						
441000	Liabilities	84,003.44	67,800.00	-16,203.44	(0.13)	
442000	Audit	8,750.00	9,175.00	425.00	0.06	
442100	FICA	235,496.86	282,010.71	46,513.85	0.22	
442200	IMRF	173,012.63	248,603.55	75,590.92	0.29	
	<b>Subtotal Liabilities Expenses</b>	<b>501,262.93</b>	<b>607,589.26</b>	<b>106,326.33</b>	<b>0.18</b>	
<b>Inclusion</b>						
450000	Inclusion (Salary+ Expenses)	449,874.37	579,957.44	130,083.07	0.28	
	Inclusion Salaries		579,957.44			
	Inclusion Expenses		5,060.00			
	<b>Subtotal Inclusion Expenses</b>	<b>449,874.37</b>	<b>585,017.44</b>	<b>135,143.07</b>	<b>0.29</b>	
	<b>Total Expenses</b>	<b>5,447,671.63</b>	<b>5,909,580.79</b>	<b>461,909.16</b>	<b>0.09</b>	
<b>Budget Summary</b>						
	<b>Total Income</b>	<b>5,597,007.32</b>	<b>5,623,130.30</b>	<b>26,122.98</b>	<b>0.00</b>	
	<b>Total Expenses</b>	<b>5,447,671.63</b>	<b>5,909,580.79</b>	<b>461,909.16</b>	<b>0.09</b>	
	<b>Net Balance</b>	<b>149,335.69</b>	<b>286,450.49</b>	<b>435,786.18</b>	<b>1.71</b>	
<b>Capital</b>						
460001	Capital Projects		289,872.69			
460002	Vehicles /Maintenance		533,400.00			
460003	Technology / Hardware		132,905.72			
460004	Building / Maintenance		98,858.02			
		<b>30,740.86</b>	<b>1,055,036.43</b>			
<b>Total Transfer Needed</b>						
	<b>Reserve Account Beginning Balance 12/31/2021</b>		<b>2,181,433.74</b>			
	<b>Reserve Transfer for Net</b>		<b>286,450.49</b>			
	<b>Reserve Account Ending Balance</b>		<b>1,894,983.25</b>			

**Capital Replacement Plan**

Capital Areas		Capital Type	ACP 2021	Acutal ACP 2021	ACP 2022	Updated ACP 2022	ACP 2023	ACP 2024	ACP 2025	Total 5 year Capital Expenditure
Projects 460001		Hoffman Estates Construction Costs	250,000.00	146,100.00	0.00	103,900.00	0.00			
		Hoffman Estates Contingency Costs	110,000.00	0.00	0.00	110,000.00	0.00			
		Hoffman Estates Technology	0.00	0.00	16,805.30	16,805.30				
		Buffalo Grove Sensory Room	0.00	0.00	0.00	0.00	80,000.00			
		Safety Equipment	0.00	0.00	15,973.20	15,973.20	0.00			
		Security Camera Project	14,441.50	10,229.88	0.00	4,211.62	0.00			
		ADA Transition Plan	42,768.00	3,785.43	0.00	38,982.57	0.00			
		<b>Projects Total</b>	<b>417,209.50</b>	<b>160,115.31</b>	<b>32,778.50</b>	<b>289,872.69</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>529,988.00</b>
Vehicles/Maintenance 460002	Fleet Name	Bus Type - Year								
	501	26 passenger- accessible 2007						\$150,000.00		
	502	20 passenger- accessible 2006			\$105,500.00	\$105,500.00				
	503	20 passenger- accessible 2018								
	506	14 passenger- non-accessible 2006	\$82,500.00	\$0.00	\$0.00	\$89,400.00				
	507	26 passenger- accessible 2016								
	508	14 passenger- accessible, IDOT 2010					Return to IDOT			
	509	14 passenger- accessible 2011						\$80,000.00		
	510	14 passenger- accessible, IDOT 2016								
	511	14 passenger- accessible, IDOT 2017								
	512	14 passenger- accessible 2018								
	513	Minivan (6 passengers) 2008	\$72,250.00	\$0.00	\$0.00	\$84,100.00				
	514	14 passenger- accessible 2010					\$95,000.00			
	515	14 passenger- accessible, IDOT 2012						Return to IDOT		
	516	14 passenger- accessible 2012					\$95,000.00			
	518	14 passenger- accessible, IDOT 2008	Return to IDOT							
	519	14 passenger- accessible 2006	\$82,500.00	\$0.00	\$0.00	\$89,400.00				
	520	14 passenger- accessible 2008			\$82,500.00	\$82,500.00				
	521	14 passenger- accessible 2009			\$82,500.00	\$82,500.00				
	522	14 passenger- accessible 2011					\$80,000.00			
	523	14 passenger- accessible 2018								
	524	14 passenger- accessible 2017								
	525	14 passenger- accessible 2016							\$80,000.00	
	526	14 passenger- accessible, IDOT 2017								
	Gigabyte	14 passenger- accessible, IDOT - NEW	0.00							
		14 passenger- accessible NEW								
		14 passenger- accessible - NEW			SLSF	SLSF				
		14 passenger- accessible NEW							SLSF	
		14 passenger- accessible NEW						SLSF		
		Transit -Accessable NEW					SLSF			
		Maintenace Contingency								75,000.00
		<b>Vehicles/Maintenance Total</b>	<b>237,250.00</b>	<b>0.00</b>	<b>270,500.00</b>	<b>533,400.00</b>	<b>270,000.00</b>	<b>230,000.00</b>	<b>155,000.00</b>	<b>1,188,400.00</b>
Technology/Hardware 460003		Computer (lease / purchase)	11,038.32	11,038.32	34,667.32	34,667.32	34,900.00	34,900.00	34,900.00	
		Server	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		Tech Infrastructure			0.00	80,573.76	36,722.41	17,223.67	8,063.00	
		iPads	3,385.39	3,385.39	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	
		Printer Lease	18,503.11	18,503.11	15,164.64	15,164.64	15,164.64	15,164.64	15,164.64	
		Printer replacements	2,200.00	2,200.00	0.00	0.00	2,200.00	2,200.00	2,200.00	
		Hardware replacements (laptop, switch, monitors)	5,500.00	5,500.00	0.00	0.00	0.00	0.00	0.00	
		PowerDMS	8,481.54	8,820.88	0.00	0.00	0.00	0.00	0.00	
		<b>Technology/Hardware Total</b>	<b>49,108.36</b>	<b>49,447.70</b>	<b>52,331.96</b>	<b>132,905.72</b>	<b>91,487.05</b>	<b>71,988.31</b>	<b>62,827.64</b>	<b>408,656.42</b>
Building/Maintenance 460004	Sites	RMCC - Storage & Office Space (Paid every 3 years)	0.00		0.00	0.00	51,000.00	0.00	0.00	
		Hanover Park Maintenance (Paid every 3 years)	9,936.00	0.00	0.00	9,936.00	0.00	9,936.00	0.00	
		HP Sensory Room Maintenance (every 3 years)	0.00		0.00	0.00	2,000.00	0.00	0.00	
		HP Sensory Garden Maintenance	0.00		0.00	0.00	4,000.00	0.00	0.00	
		Rolling Meadows Maintenance (Paid for needs)	21,000.00	0.00	6,000.00	27,000.00	0.00	0.00	0.00	
		RM Sensory Room (every 3 years)	0.00		0.00	0.00	2,000.00	0.00	0.00	
		RM Dream Lab	0.00		0.00	0.00	4,276.00	8,939.00	0.00	
		Mount Prospect Maintenance (Paid every 3 years)	0.00		9,099.00	9,099.00	0.00	0.00	9,099.00	
		MP Sensory Room (every 3 years)	0.00		0.00	0.00	0.00	2,000.00	0.00	
		Wheeling Maintenance (Paid every 3 years)	0.00		8,098.20	8,098.20	0.00	0.00	8,098.20	
		WH Sensory Room (every 3 years)	0.00		0.00	0.00	0.00	0.00	2,000.00	
		Buffalo Grove Cleaning	4,194.00	4,194.00	4,194.00	4,194.00	4,194.00	4,194.00	4,194.00	
		BG Sensory Room (every 3 years)	0.00		0.00	0.00	0.00	0.00	0.00	
		Hoffman Estates Maintenance (Paid every 3 years)	0.00		0.00	0.00	12,698.60	0.00	0.00	
		Fire Box (Being evaluated for replacement)	0.00		0.00	0.00	30,000.00	0.00	0.00	
		HVAC (6 RTU being evaluated for replacement)	11,066.00	11,066.00	0.00	0.00	5,000.00	12,500.00	12,500.00	
		Other infrastructure	1,750.00	1,750.00	1,810.00	1,810.00	2,000.00	2,000.00	2,000.00	
		Office Update*	39,000.00	3,879.18	3,600.00	38,720.82	35,000.00	35,000.00	32,358.00	
		<b>Building/Maintenance Total</b>	<b>86,946.00</b>	<b>20,889.18</b>	<b>32,801.20</b>	<b>98,858.02</b>	<b>152,168.60</b>	<b>74,569.00</b>	<b>70,249.20</b>	<b>416,734.00</b>
		<b>Annual Totals</b>	<b>790,513.86</b>	<b>230,452.19</b>	<b>388,411.66</b>	<b>1,055,036.43</b>	<b>593,655.65</b>	<b>376,557.31</b>	<b>288,076.84</b>	<b>2,543,778.42</b>
		<b>FY2021 Capital Improvement Plan Carryover for FY2022</b>				<b>560,061.67</b>				
		*Working with Contractor and Space Organizer for walls and reconfiguring of open work spaces in Administrative offices.								
		<b>Grand Total Capital Expenditures for FY2022</b>				<b>1,055,036.43</b>				

**Date: March 16, 2022**  
**To: NWSRA Board of Directors**  
**From: Tracey Crawford, Executive Director**  
**Re: ADA Transition Plan Update**

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In 2018, WT Group was hired to complete NWSRA’s ADA Transition Plan. This Plan was presented and approved by the Board of Directors in November of 2018, for work to begin in 2019 and to be completed in 2023.

This plan outlined the ADA compliance projects for the Park Central Building. This included the NWSRA administrative offices and the common areas used by both NWSRA and the Rolling Meadows Park District.

The ADA Transition Plan projects started in 2020. Attached you will find the breakdown of all of the ADA Transition Plan projects:

<b>Total ADA Transition Plan Funding</b>		<b>\$42,768.00</b>
NWSRA Completed ADA Transition Plan Projects 2021		\$ 3,785.43
<b>Total ADA Transition Plan Funding Balance</b>		<b>\$38,982.57</b>

The \$38,982.57 ADA Transition Plan Funding is allocated to the following projects in 2022:

Rolling Meadows Park District Projects		\$28,910.25
NWSRA Remaining ADA Transition Plan Projects		\$ 10,072.32
<b>Remaining Total</b>		<b>\$38,982.57</b>

# IX. New Business

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**Date:** March 16, 2022  
**To:** NWSRA Board of Directors  
**From:** Tracey Crawford, Executive Director  
Tom Draper, Superintendent of Marketing and Communication  
Devin Morrison, IT Services Coordinator  
**Re:** Capital Technology Plan

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Due to heightened cyber security concerns and recent requirements by PDRMA, NWSRA has completed a full analysis of its entire IT infrastructure. A large component to maintaining secure technologies is to ensure all hardware and software are up-to-date and supported by manufacturers. This up-to-date technology, allows companies to send security related information to devices as new cyber security threats arise. In reviewing PDRMA's new requirements, end-of-life software is one of their largest concerns. Starting July 1<sup>st</sup>, PDRMA will not be offering blanket cyber-security coverage to all its members but instead offering coverage via a 3<sup>rd</sup> party through an individualized basis. These new requirements outlined by PDRMA make it crucial to maintain and keep systems up to date, to keep safe from cyber-attacks, but also to keep insurance premiums low.

Along with these cyber security concerns, out-of-date technology directly affects staff's productivity and consequently our recreation staff's ability to program and our staff's ability to be operate as necessary. As time progresses, technology becomes an even more valuable tool in our recreational therapist's arsenal to better suit our participants needs. NWSRA has done a phenomenal job utilizing technology in the past by implementing facilities with this thinking in mind – examples include our dream lab, sensory rooms and much more. NWSRA currently supports approximately 80 iPads, which act as a resource daily for staff and participants alike. It is crucial that all of these facilities and technologies remain safe and reliable for everyone.

To ensure PDRMA's cyber security requirements are satisfied, and our IT infrastructure remains a reliable and safe resource for our staff to utilize, implementing an updated IT infrastructure and replacement plan it critical. Our plan is twofold - in that it address immediate concerns as well as the proper course of action to resolve them. It also explains what will be necessary beginning in 2022 through 2027 to ensure our main office and six programming sites, remain up-to-date and safe from cyber security threats.

### **Staff Recommendations:**

#### **Recommendation 1:**

Staff propose that the current amounts budgeted in the Capital Improvements Plan (CIP) for the Computer Leases, Server, Hardware Replacements and the portion of Dream Lab costs for technology; is combined to one line item called Computers (Leases/Purchases). The current expenditures budgeted in the Capital Plan will cover the anticipated expenditures in the attached NWSRA Workstation/Laptop Replacement Plan. **See attached Appendix A and the Capital Improvement Plan.**

**Recommendation 2:**

Staff developed a seven-year Comprehensive Technology Infrastructure Plan that addresses future infrastructure replacement and improvement needs for the agency. However, this plan can only be implemented if critical infrastructure deficiencies are addressed. The breakdown of deficiencies are outlined in the attached Capital Technology Infrastructure Plan (**Appendix B**).

If the attached Capital Technology Infrastructure Plan is approved it will represent an additional Capital Improvement Plan Impact of \$159,332.84 through 2027. **Please refer to Appendix C for the Annual Capital Plan Budget Impact.**

**Motion:**

**Motion to approve the Technology Plan as presented with a total budget impact not to exceed \$160,000 through FY 2027.**



## NWSRA Workstation/Laptop Replacement Plan (Appendix A)

2018	2019	2020	2021	2022	2023	2024	2025	2026	
42	42	42	42	42					
\$6,465 (06/2018) \$51,712.80	\$12,929	\$12,929	\$12,929	\$6,465 (06/2022)					
				27	27	27	27	27	
				\$9,381 (01/2022) \$37,525.19	\$9,381	\$9,381	\$9,381	\$782 (01/2026)	
				42	42	42	42	42	
				\$7,383 (06/2022) \$59,061.33	\$14,766	\$14,766	\$14,766	\$7,383 (06/2026)	
					27	27	27	27	
					\$8,384 (01/2022) \$34,249.82	\$8,384	\$8,384	\$8,384	\$714 (01/2027)
\$6,465	\$12,929	\$12,929	\$12,929	\$23,229	\$32,531	\$32,531	\$32,531	\$16,481	

### Capital Technology Infrastructure Plan (Appendix B)

Project	Problem	Solution	Cost	Priority	Year
M365	Office 2016: <b>The mainstream support end date is October 13, 2020</b> , while the extended support end date is October 14, 2025. To adhere to PDRMA's new cybersecurity requirements, end-of-life software needs to be removed from our network.	Transition to M365 on a hosted server	2,340 per year (Including in Hosted Server Quote)	1	2022
Hosted Server	Server is running on windows 2008, end of extended support was 2020. To adhere to PDRMA's new cybersecurity requirements, end-of-life software needs to be removed from our network.	Transition to a hosted server with an updated OS. Along with transitioning to a hosted server comes a plethora of benefits including not need to replace hardware for our physical server and a cost savings (\$18,924.40) from not needing TSS coverage for physical servers.	23,328 per year	2	2022
Main Office Cabling	Switches in the server room, the maintenance closet, and all of the offices are end-of-life, many of which are non-PoE with not enough open ports. Because these switches are end-of-life they will start to fail, causing network issues such data and internet loss. In addition, new software will not be developed for end-of-life hardware causing potential security issues.	Install new larger PoE switches in the server room and maintenance closets. Run new lines to add additional Ethernet ports in the offices to remove the smaller switches scattered throughout the building.	50,935.48	3a	2022
Main Office Wi-Fi	Access Points are end of life and are not positioned to maximize coverage. This has led to poor internet connectivity throughout the building. In addition, there is no central hub implemented to control all of the access points. With these access points not communicating with each other providing updates some of which being security related are difficult to implement.	Install new access points and a hub controller.	10,071.82	3b	2022
Server Rack, UPS, Patch Panels	With adding additional cables we do not have the required amount of patch ports. Our current UPS can only provide enough power to the switches for 10 seconds, this does not allow the switches enough time to shut down properly. Due to our current single-hinge server rack, it is challenging to perform maintenance	Replace these components with the equipment necessary to meet current and future demands in the main office.	approx. 10,000	3c	2022
Main Office Camera Cabling	The ring cameras are currently using the Wi-Fi, thus reducing the available bandwidth for staff. Because of the reduced signal strength, the image quality is greatly reduced. Wi-Fi-based cameras are easier to hack. The current cameras require constant changing of batteries.	New cabling that would allow for the cameras to operate on PoE switches, be more secure, and provide more bandwidth on the Wi-Fi for staff.	9,566.46	3d	2022
			Total 80,573.76		
Phone System	The phone system is end-of-life and the app associated with it is outdated. The phone system's extended support will eventually end. The phone server is currently housed in the 2nd floor and would ideally be on a hosted server offsite.	A new cloud hosted system that will increase our network security along with better app usability.	16,571.00 19,716 per year	5	2023
RM Cleanup	Currently RM has a variety of equipment that is end of life. The switch is end of life which poses the potential to causes network failure and other security issues. The switch needs to be upgraded to allow for future network traffic. In addition to the switch, which is currently housed in a wall rack are two outdated UPS systems. These units are end of life and will be underpowered for the new switch. In the event of a power outage, damage can occur on network devices. In addition to physical hardware there are a variety of Ethernet ports throughout the space which do not work. All cabling needs to be tested, labeled, and repaired if they are not working.	Install a new PoE switch to accommodate the required network traffic. Install a new wall mounted rack to fit all of the equipment and to allow for proper maintenance. Install a new UPS to provide enough power to the system. Install, test, and label cables to allow for full utilization of the network.	11,651.71	6	2023

Additional  
2753.60

Access Control	The current software needs to be on a single computer connected to the network. This allows for only one person to access the control system for the building, not allowing for a system of checks and balances. In addition, we have concerns for regular updates being pushed to the system as the company's user interface is very outdated.	Implement a cloud based solution to house our new access control software allowing our network and main office to be more secure.	7,973.67	4	
Access Control Subscription			TBD - Exploring Vendor Options		2024
Hanover Park Outdoor WAP	The current access point providing Wi-Fi to the sensory garden. This access point does not provide proper coverage since it has to penetrate through the build's exterior wall and due the quality of this unit it provides intermittent Wi-Fi coverage. We are unable to perform maintenance (remote support) on this unit since it is not integrated within our system.	Replace this access point with a professional grade outdoor access point (the same units that are being installed at Hoffman Estates).	Hardware 813	7	2025
			Install approx. 1000		
Programing Site Plan	To keep our systems up-to-date allowing for secure and reliable technology certain components need to be placed on a 6 year replacement plan. These items include Access Points, Switches, and Firewalls. These costs are incorporated into the overall capital technology infrastructure plan.				
One-time Fee		Does not include switch relocation aprox. 20,000	118,083.14		
Annual Fee		Does not include sub for access controll	43,044.00		
Current Annual Fee			24,342.40		
Fee Differential			18,701.60		

2/21/2022

**Overall Capital Technology Infrastructure Plan (Appendix C)**

<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Facility</b>		Hanover Park	Mt. Prospect	Wheeling	Buffalo Grove	Hoffman Estates
<b>Project</b>	Main Office Project (\$80,573.76)	Phone System ( \$16,571) Rolling Meadows Clean Up (\$11,651.41)	Access Control (\$7,973.67)	Hanover Park Outdoor WAP (\$1,813)		
<b>Notes</b>			(Does not include subsription cost for access control)			
<b>Cost</b>	<b>\$80,573.76</b>	<b>\$36,722.41</b>	<b>\$17,223.67</b>	<b>\$8,063.00</b>	<b>\$10,250.00</b>	<b>\$6,500.00</b>
						<b>Total</b>
						<b>159,332.84</b>

DATE: 3/16/2022  
 TO: Tracey Crawford, Executive Director  
 FROM: Darleen Negrillo, Superintendent of Administrative Services  
 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. The final step in this process is for Board approval.

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.

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

**RETURN 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.

**EMPLOYEE MANUAL**

Addition of Website Accessibility Policy as Appendix I

**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.**

# X. Information /Action Items

[Return to home](#)

**Date:** March 16, 2022  
**To:** NWSRA Board of Directors  
**From:** Tracey Crawford, Executive Director  
**Re:** CDL Training

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The NWSRA fleet consists of vehicles ranging from 15 to 27 passenger vans. PDRMA has informed NWSRA that the Illinois Department of Transportation updated their CDL training requirements. These requirements now mandate that all Class A or B CDL drivers must receive their training through an IDOT approved CDL training location.

This normally would not affect NWSRA, as we do not have said Class identifiers on our CDL licensed drivers. However, because NWSRA transports participants to and from programs, our CDL drivers are now required to have a passenger endorsement on their Class C license.

To meet this new regulation, NWSRA applied and received status as an approved IDOT training location, but only for Class C drivers. NWSRA is listed as a private location, therefore, NWSRA will not be listed on any public driver training lists.

# Northwest Special Recreation Association (NWSRA)

## PROPOSAL

Due Date:

January 21, 2022



**Lauterbach & Amen, LLP**

---

Certified Public Accountants

668 N. River Road

Naperville, Illinois 60563

Phone: 630.393.1483

Fax: 630.393.2516

[lauterbachamen.com](http://lauterbachamen.com)





# PROPOSAL TO PROVIDE PROFESSIONAL FINANCIAL SERVICES

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## NWSRA

Due Date: January 21, 2022

## Contact Information

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Ronald J. Amen, Partner

630.393.1483

ramen@lauterbachamen.com

Nathan J. Gaskill, Partner

630.393.1483

ngaskill@lauterbachamen.com



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January 21, 2022

NWSRA  
3000 W. Central Rd., Suite 205  
Rolling Meadows, IL 60008

Lauterbach & Amen, LLP (L&A) is pleased to respond to your request to provide financial and accounting services to the Northwest Special Recreation Association (NWSRA).

Enclosed in this proposal are details about our practice, our people and our reputation for quality service to governments, as well as an outline of our engagement approach and scope. L&A is a firm with extensive experience in the governmental sector, allowing us to provide an unrivaled commitment to exceeding your expectations with regards to quality service, government specific expertise and timing. Our five partners share a combined 125+ years of exclusive government experience, with past experience in nonprofit, tax and commercial clients. Their years of experience in the governmental sector will directly benefit the NWSRA. L&A possesses the resources and drive to continually exceed your expectations.

At L&A our mission is to provide accounting, compilation, assurance, and financial services to governments in the spirit of excellence and altruism. As a firm, we are committed to adhering to stringent moral standards in addition to the legally imposed professional standards and guidelines, priding ourselves in our flexible attitude towards accommodating our clients, and continually striving to be an elite personal client service firm. L&A will attain the highest quality employees who share our core values and capacities in order to continue to service our clients at the level at which they are accustomed. Our staff utilizes their expertise to educate clients with the anticipation that it will lead to accurate solutions to challenges that may arise in the daily course of financial activities. Our goal is to maintain personalized relationships with our current clients, while continuing to acquire new clients with the hopes of creating equally valuable bonds. At L&A we continually strive to distinguish ourselves from other accounting firms by emphasizing the following:

### EXPERTISE

- Providing professional audit and consulting services to over 400 local governments on an annual basis, and providing compilation and benefit services to over 450 police and firefighters' pension funds.
- Possessing exclusive expertise in the area of local government, as evidenced by our exemplary retention rate of the Certificate of Achievement for Excellence in Financial Reporting for clients with continual submissions to the program. L&A is also in the top ten firms nationally that submit audits to the Certificate of Achievement Program.
- Striving to continually be a proven leader in the government accounting industry and assisting our clients on the implementation of new, complex pronouncements and issues affecting local government, including one-on-one assistance with the understanding and implementation of these new pronouncements and issues. We will provide thorough and timely answers to any of your questions or needs.
- Maintaining a highly professional staff, each of which possess extensive knowledge in the area of local government, continually broadening their knowledge of local government issues through in-house training, involvement in various local government organizations and through continuing professional education programs.

## SERVICE AND QUALITY

- Allowing our clients to dictate scheduling needs. We continually meet or exceed the deadlines established by our clients.
- Identifying, communicating and assisting in the implementation of identified opportunities for improved and more efficient financial or procedural operations.
- Maintaining a program of continuity for multi-year engagements, including minimal rotation of the team, allowing for the establishment of efficient working relationships with the NWSRA.
- Continually promoting communication with management from the beginning of our engagement and throughout the year. We are committed to listening to your needs and customizing the engagement to meet those needs.

## CLIENT TRAINING OPPORTUNITIES

- Conducting annual training sessions with our clients in a small group setting covering such topics as: new GASB pronouncements, understanding the financial statements, identification of finance department efficiencies and best practices.
- Forming professional resource alliances with other businesses in the areas of human resources, tax and information technology to provide the NWSRA the highest level of service.

L&A currently provides audit services to the NWSRA and we are thrilled to have the opportunity to transition our current service offering. We are committed to providing the NWSRA with quality service and commit to perform the work within the established time period. We believe we have talented people and the appropriate experience to provide you with a quality engagement at a fair and competitive price. The Partners that are signing this proposal are entitled to represent the Firm, empowered to submit the proposal and authorized to sign a contract with the NWSRA. This proposal is a firm and irrevocable offer for 60 days. If you have any questions about this proposal or need to discuss these matters further, please contact us. We look forward to your reply.

Respectfully Submitted,



Ronald J. Amen  
Partner  
ramen@lauterbachamen.com  
630.393.1483



Nathan J. Gaskill  
Partner  
ngaskill@lauterbachamen.com  
630.393.1483



# FIRM PROFILE

Lauterbach & Amen, LLP (L&A) is based in Naperville, Illinois. Founded in 1997 by Sherry Lauterbach and Ron Amen, the firm provides clients with accurate, timely and personalized services that combine large-firm capabilities with small-firm values. Through the years, our services have evolved to meet the growing demands of our clients in the governmental, nonprofit and private sectors.

**L&A clients can expect unparalleled service from an experienced team of knowledgeable professionals who double as valuable management resources.**

## SERVICES



**Actuarial**



**Audit**



**Financial**



**Payroll**



**Pension**



**Tax**

**5 Partners | 45+ Managers | 115+ Staff**

## INDUSTRIES

**GOVERNMENT**

**NONPROFIT**

**PRIVATE SECTOR**



## **Firm Philosophy**

We have a full-time commitment to accounting and financial reporting, with extensive expertise in the government and nonprofit sectors. Through our experience, we are able to help clients anticipate and prepare for changes in their operating environment. The value of our services lies not only in the performance of an efficient engagement, but in our detailed review of finance practices, and our extensive knowledge of key topics affecting local governments. With our extensive experience in the field of local governmental accounting and auditing, we have served a substantial number of municipalities, park districts, libraries, special districts, school districts, pension funds, joint ventures, and various other governmental organizations. We have included a partial list of such entities as references, and would encourage you to contact any or all of them for references as to our qualifications and level of service. We have also provided our current client listing as evidence of our expertise in and commitment to governmental accounting and auditing.

## **Close Working Relationship with Management**

A close working relationship with management on a year-round basis is the best way to provide our clients with the benefit of our depth of knowledge. This approach also allows for the timely resolution of questions and problems as they arise rather than after the fact. Through understanding the client's activities and a close working relationship with management, L&A can best respond to and help initiate programs that lead to improved operations and efficiencies.

## **People-Oriented Endeavor**

The team at L&A recognizes that we are involved in a people-oriented endeavor. Our goals and objectives, therefore, are centered around this understanding.

We strive:

- To create an environment that encourages a high level of communication between the client and our team
- To provide clients with the highest attainable level of staff capabilities through selective recruiting and creation of a work environment that aids personal growth
- To continually improve the quality of our services
- To support our financial, business, professional and social communities

## A Strong Commitment to the Industry

Our involvement in the local government field includes active membership, support and participation in numerous professional organizations which serve the financial and management teams of local government, including:



**“Involvement in our industry’s organizations and providing educational support to those groups is a passion of our leadership team.”**

- Government Finance Officers Association (GFOA)
- Wisconsin Government Finance Officers Association (WGFOA)
- Illinois Municipal Treasurers Association (IMTA)
- American Institute of Certified Public Accountants
- Illinois CPA Society Committees on Governmental Accounting
- AICPA Government Audit Quality Center
- AICPA Nonprofit Center
- Illinois Association of Park Districts/ Illinois Parks and Recreation Association (IAPD/IPRA)
- Illinois Public Pension Fund Association (IPPFA)
- Illinois Government Finance Officers Association (IGFOA)
- Michigan Government Finance Officers Association (MGFOA)
- Illinois Association of School Business Officials (IASBO)
- Illinois Library Association
- IGFOA Technical Accounting and Review Committee (TARC)
- Township Officials of Illinois
- Illinois Department of Insurance—Task Force
- Special Review Committee - Certificate of Achievement for Excellence in Financial Reporting (CAFR) - GFOA



## Client Educational Opportunities

Helping to share our knowledge and expertise in the governmental industry is one of the greatest values we can bring to our clients. We are committed to continually reviewing our process to ensure an efficient engagement, ensuring exemplary communication with our clients, and providing education on issues affecting local governments on a year-round basis. This no additional cost education includes annual group training sessions with our clients covering such topics as the implementation of GASB pronouncements, changes to reporting standards, understanding of the financial statements, identification of department efficiencies and best practices, and other statutory or hot topics affecting governments.

**“L&A’s value add approach to an audit includes extensive no-cost client training throughout the year.”**

## Government Expertise = Extensive Services Available

It has been our experience that questions or problems may arise during the year for which a client might call upon us for assistance. The following is a partial list of the services we can provide to our clients:

- Financial reporting-assistance in the implementation of authoritative pronouncement requirements
- Assistance in obtaining or securing the Certificate of Achievement for Excellence in Financial Reporting (CAFR) from the Government Finance Officers Association (GFOA)
- Utility or enterprise funds-analysis, forecasting, rate structure, and consulting services
- Federal, state and local grant reporting requirements
- Budget-assistance in obtaining the Distinguished Budget Award from the GFOA, appropriation and tax levy documents
- Personnel Issues-evaluation and executive search
- Policies and procedures documentation and implementation
- Temporary staffing and training
- Pension fund related issues, including benefit calculations, funding analysis, etc.
- Human resources-taxability issues, fringe benefits, policies, etc.
- Outsourced finance and accounting department functions, including all levels of finance functions
- Taxpayer compliance-specialized audits for selected revenue sources

## Communication is the Key

We consider it essential to maintain the lines of communication throughout the year. To attain this, we both formally (via meetings, letters, etc.) and informally (via telephone calls, emails, etc.) keep our clients advised of changes and recent developments related to governments.





## Peer Review

The firm undergoes an independent peer review of our accounting and auditing practice as a condition of membership in the American Institute of Certified Public Accountants (AICPA), the national organization of CPA's in public practice, industry, government and education. Our reports have been reviewed by numerous federal and state oversight agencies as well as other external professional agencies and organizations. Furthermore, there has never been any action taken against our Firm with any state or federal regulatory body or professional organization to which we have submitted our reports.

## Independence

We require that all personnel inform the Firm of any lack of independence with respect to all clients. Specific guidelines to be followed are those set forth in the AICPA's Code of Professional Ethics. Additionally, we are in compliance with the standards established by the General Accounting Office (GAO). More specifically, we are completely independent with respect to the NWSRA.

## License to Practice

The Firm and all key personnel are duly licensed to practice in the State of Illinois. Our State of Illinois license number is 066-003655.

## DFK International/USA

Lauterbach and Amen is an independent member of DFK International, a worldwide association of independent accounting and management consulting firms, with locations in over 40 major markets throughout the United States and representation in over 85 countries worldwide. Our membership in DFK enhances our worldwide reach, provides us with additional resources, and expands the world of opportunity for our clients.



## Conclusion

We are thrilled to have the opportunity to transition our services at the NWSRA. We truly believe we have a passion for the government industry and a passion for providing the highest level of service. Our approach to client service includes open year-round communication, a large network of resources to assist with questions, and a dedication to furthering education on our industry technical standards and best practices. At L&A you will be served by partners who are dedicated to the government industry and a group of over 160 L&A employees that share in that passion and spend all twelve months of the year working on government engagements.



## Ronald J. Amen, CPA

### Managing Partner

Ron Amen has over 32 years of experience serving clients in the governmental sector. He has participated in numerous governmental engagements, including municipalities, park districts, school districts, State and Federal government entities, universities, nonprofits and other governments.

### Educational and Membership Background

- University of Nebraska
- Certified Public Accountant
- American Institute of Certified Public Accountants
- Member of Government Finance Officers Association (GFOA) and Illinois GFOA
- Member of AICPA Government Audit Quality Center
- Member of Illinois Municipal Treasurers Association (IMTA)
- Member of Illinois Association of Park Districts/Illinois Parks and Recreation Association (IAPD/IPRA)
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Financial Reporting
- Instructor for IGFOA Training Courses
- Instructor for IMTA Training Courses

### Governmental Accounting and Auditing Experience

Ron has managed numerous governmental engagements during his experience in public accounting. Assignments ranging from audits, single audits, TIF audits, performance reviews, budgeting, strategic planning, and other projects is a brief history of his background. Due to his extensive government background, he is often used as a resource for providing creative solutions to issues affecting local governments. He functions as a working partner, in that he is available and present during each phase of the audit process.

Ron has also participated in the management of some large commercial and nonprofit engagements. This experience includes audits, tax preparation, consulting and strategic planning for both commercial and nonprofit clients.



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ramen@lauterbachamen.com



## Nathan J. Gaskill, CPA

### Financial Services Partner

Nathan Gaskill has over 12 years of experience serving clients in the governmental and private sectors. He has participated in numerous governmental engagements, including public pension funds, municipalities, libraries, special districts, and various other units of government. He has also participated in several private sector audits, compilations, and tax returns.



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Naperville, Illinois 60563



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ngaskill@lauterbachamen.com

### Educational and Membership Background

- Monmouth College
- Upper Iowa University
- Certified Public Accountant
- American Institute of Certified Public Accountants
- The Illinois CPA Society
- Member of the Illinois Public Pension Fund Association
- Member of the Illinois Professional Firefighters’ Association
- Member of the Township Officials of Illinois

### Governmental Accounting and Auditing Experience

Nathan’s experience in the governmental sector includes managing the addition of 150+ units of government including: municipalities, public pension funds, libraries, fire protection districts, and other units of governments to the accounting and financial reporting department within Lauterbach & Amen. This experience includes managing the general ledger, payroll, accounts payable, accounts receivable, and the financial statement preparation functions. In addition, he has consulted on several IT, accounting software, and AIS (accounting information systems) projects.

Nathan has also attended hundreds of Board of Directors meetings where he has presented financial statements, budget reports, and other compliance reporting required by governmental agencies. In addition, Nathan has consulted on several IT, accounting software, and AIS (accounting information systems) projects. He currently serves as the firm’s IT Director.



## Wesley Levy

### Financial Services Director

Wesley Levy has 12 years of professional accounting experience in the governmental sector. He has participated in numerous governmental engagements, including public pension funds, fire protection district, public pension funds, libraries, and various other units of government.

### Educational and Membership Background




- Monmouth College
- Member of the Illinois Professional Firefighters’ Association
- Member of the Illinois Public Library Association

### Governmental Accounting and Auditing Experience

Wesley’s experience in the government sector includes management of a number units of government. Such assignments include, but not limited to, maintaining the general ledger, trial balance, balance sheet, and consolidated financials, monthly compilations, audit preparation, annual compliance reporting (Treasurer’s Reports), budgeting, cash flow analysis, and other related projects. He has also assisted numerous clients with payroll processing, supervising accounts payable and receivable, and the recommendation and implementation of various finance/accounting department related policies and procedures.

Wesley has also attended hundreds of Board of Directors meetings where he has presented financial statements, budget reports, and other compliance reporting required by governmental agencies. In addition, Wesley has worked closely with key personnel to ensure that all key personnel have a working knowledge of the finance function that Lauterbach & Amen has assumed.



 668 N. River Road  
 Naperville, Illinois 60563  
 630.393.1483  
 [wlevy@lauterbachamen.com](mailto:wlevy@lauterbachamen.com)



## Overview

Lauterbach & Amen, LLP is pleased to provide The NWSRA a fee quote for accounting & payroll services. We are prepared to exceed all requirements and expectations of the NWSRA. The partners of L&A will be involved in all phases of the engagement of the NWSRA.

### NWSRA–Superintendent and Accountant Roles

#### Superintendent

- Budget Assistance
  - Assistance with compiling budget data and preparation of working budget document
  - Prepare all pertinent budget accounts and information for all of the NWSRA funds
  - Prepare all necessary publications and ordinances
- Tax Levy Preparation
  - Assistance with Tax levy calculations, ordinance preparation and necessary public notices
- Audit Preparation and Oversight
- Oversight and review of staff accountant and review schedule and work product
- Financial Policy review and general finance operations
  - Review and update policies as necessary
  - Implementation/review of a purchasing card program
  - Investment review and recommendations as needed
- Grant Reporting and Review
- Capital Project & Debt Service Review
- Other Duties as assigned

We estimate the Superintendent position to require an average of 32 hours per month. Of those 32 hours, we estimate 16 hours would be onsite at the NWSRA on a monthly basis.



## **Accountant**

- Accounts Payable
  - Review and enter approved bills for payment
  - Annual Unclaimed Property Reporting
  - Prepare annual 1099Misc forms
- Cash Receipts & Accounts Receivable
  - Review and integration of daily cash receipts into the general ledger
  - Reconciliation and posting of property tax & replacement tax receipts
- Monthly Bank Reconciliations
- Monthly Reporting for Board Packet
  - Monitor financial activity on a weekly basis and prepare financial statements for the Treasurer's review
- Audit Preparation
  - Post all necessary adjustments and prepare work-papers for the auditors
  - Liaison to the auditor
  - Conduct final review of audit report
  - Prepare debt disclosures and upload annually
- This list is not all encompassing and includes all other duties as assigned.

We estimate the staff accountant position to require an average of 64 hours per month. Of that 64 hours, we estimate 56 hours would be onsite at the NWSRA on a monthly basis.



# PRICE AND BILLING

## FINANCIAL SERVICES RFP RESPONSE FORM


Firm: Lauterbach & Amen, LLP

Firm Contact/Project Manager: Ronald J. Amen, Partner

Email Address: ramen@lauterbachamen.com

Address: 668 N. River Road  
Naperville, IL 60563

Telephone and Fax Numbers: Phone: 630.393.1483 | Fax: 630.393.2516

Signature of Authorized Agent:  , Partner

Date of Proposal Submission: January 21, 2022

### PRICE STRUCTURE

Services	Options		
	#1	#2	#3
Staff Accountant Position Only	\$4,200 (monthly)		
Superintendent Position Only		\$3,040 (monthly)	
Both Superintendent and Staff Accountant Roles**			\$6,750 (monthly)
<b>Total Annual Fees</b>	<b>\$50,400</b>	<b>\$36,480</b>	<b>\$81,000</b>

\*\* Provides a 7 % cost savings over the individual options



# REFERENCES

We know that our best endorsement comes from satisfied clients. We invite you to contact the following clients who have been serviced by our firm to inquire about their experience and how our services continue to bring value to our clients. Additional references can be provided upon request.

## WAUCONDA PARK DISTRICT

**Nancy Burton**

847.526.3610

[nburton@waucondaparks.com](mailto:nburton@waucondaparks.com)



**Wauconda  
Park District**

## BUTTERFIELD PARK DISTRICT

**Larry Reiner**

630.858.2229

[larryr@butterfieldpd.com](mailto:larryr@butterfieldpd.com)



## NORTHEAST DUPAGE SPECIAL RECREATION ASSOCIATION

**Sue Martellota**

630.620.4500

[smartellotta@nedsra.org](mailto:smartellotta@nedsra.org)













## Additional Clients Served

L&A stands by our quality and service. As such, we encourage you to reach out to any of the clients listed below that we serve to learn more about their experience with our firm.

### Park Districts | Special Recreation Districts | Forest Preserve Districts

Bartlett Park District	Glen Ellyn Park District	Memorial Park District	Schaumburg Park District*
Bensenville Park District	Glencoe Park District	Mokena Community Park District	South East Assoc Special Parks
Big Rock Park District	Glenview Park District	Morton Grove Park District	South West Special Recreation Association
Buffalo Grove Park District	Golf Maine Park District	Mundelein Park District	Special Recreation Services of Northern Lake County
Burbank Park District	Grayslake Park District	Naperville Park District	St. Charles Park District*
Butterfield PD	Gurnee Park District	NISRA and Foundation	Sycamore Park District
Byron Park District	Hickory Hills Park District	Norridge Park District	Vernon Hills Park District
Carol Stream Park District	Hoffman Estates Park District	Northbrook Park District*	Veterans Park District
Cary Park District	Homewood-Flossmoor PD	Northeast DuPage Special Recreation	Warren Special Recreation Association
Channahon Park District	Huntley Park District	Northern Suburban Special Recreation Association and Foundation	Warrenville Park District*
Crystal Lake Park District	Joliet Park District	Northern Will County Special Recreation Association	Wauconda Park District
Darien Park District	Kenilworth Park District	Northfield Park District	Waukegan Park District*
Deerfield Park District	Kishwaukee Special Recreation Association	Northwest Special Recreation Association	West Chicago Park District
Des Plaines Park District	La Grange Park Community PD	Oak Brook Park District*	West Suburban Special Recreation Assoc
Elk Grove Park District	La Grange Park District	Oak Lawn Park District*	Western DuPage Special Recreation Assoc*
Elmhurst Park District	Lake Bluff Park District	Oswegoland Park District	Wheaton Park District*
Forest Preserve District of DuPage County	Lan-Oak Park District	Palatine Park District	Wildwood Park District
Forest Preserve District of Kane County	Lemont Park District	Park District of Oak Park*	Wilmette Park District*
Frankfort Square Park District	Lockport Township Park District	Park District of Park Ridge*	Winnetka Park District*
Friends of the Forest Preserve District of DuPage Co.	Manhattan Park District	Plainfield Township Park District*	Zion Park District*
Geneseo Park District	Marengo Park District	River Forest Park District	
Geneva Park District	Maywood Park District	Round Lake Area Park District	

\* Indicates governments who currently hold the GFOA Certificate of Achievement.

					
Municipalities	Park Districts	School Districts	Libraries	Pension Funds	Other Entities
<b>110+</b>	<b>65+</b>	<b>35+</b>	<b>45+</b>	<b>450+</b>	<b>100+</b>



## ELLIN & TUCKER

### REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of  
Lauterbach & Amen, LLP and the Peer Review Alliance Report Acceptance Committee

We have reviewed the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP (Firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### FIRM'S RESPONSIBILITY

The Firm is responsible for designing a system of quality control and complying with it to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and remediating weaknesses in its system of quality control, if any.

#### PEER REVIEWER'S RESPONSIBILITY

Our responsibility is to express an opinion on the design of the system of quality control and the Firm's compliance therewith based on our review.

#### REQUIRED SELECTIONS AND CONSIDERATIONS

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.



## ELLIN & TUCKER

### OPINION

In our opinion, the system of quality control for the accounting and auditing practice of Lauterbach & Amen, LLP in effect for the year ended June 30, 2019 has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lauterbach & Amen, LLP has received a peer review rating of *pass*.

A handwritten signature in blue ink that reads 'Ellin &amp; Tucker' in a cursive script.

ELLIN & TUCKER  
Certified Public Accountants

Baltimore, Maryland  
December 27, 2019

# SB 3972

Illinois Senate Bill • 102nd Regular Session

Introduced in Senate: Feb 25, 2022  
Passed Senate: Feb 24, 2022  
House: Governor:

## Sch Cd-Career Connect Program

[View Latest Bill Text \(https://ilga.gov/legislation/fulltext.asp?DocName=10200SB3972sam001&GA=102&SessionId=110&DocTypeld=SB&LegID=139074&DocNum=3972&GAID=16&SpecSess=&Session=](https://ilga.gov/legislation/fulltext.asp?DocName=10200SB3972sam001&GA=102&SessionId=110&DocTypeld=SB&LegID=139074&DocNum=3972&GAID=16&SpecSess=&Session=)

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### ABSTRACT

Amends the School Code. Requires the State Board of Education and the Department of Human Services to jointly establish and administer the Community Career Connections Program beginning with the 2022-2023 school year and continuing for a period of 2 school years. Provides that the Community Career Connections Program shall provide high school credits to eligible applicants in a participating school that receives a direct service professional certification. Requires the State Board of Education and the Department of Human Services to adopt any rules necessary to implement and administer the Community Career Connections Program.

Senate Floor Amendment No. 1

Deletes reference to:

105 ILCS 5/2-3.192 new

Adds reference to:

105 ILCS 5/2-3.195 new

Replaces everything after the enacting clause. Amends the School Code. Requires the State Board of Education, beginning with the 2025-2026 school year and continuing for not less than 2 years, to make available a model program of study that incorporates the training and experience necessary to serve as a direct support professional. Requires the State Board, by July 1, 2023, to submit recommendations developed in consultation with stakeholders, including, but not limited to, organizations representing community-based providers serving children and adults with intellectual or developmental disabilities, and education practitioners, including, but not limited to, teachers, administrators, special education directors, and regional superintendents of schools, to the Department of Human Services for the training that would be required in order to be complete the model program of study.

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FEB 24, 2022

**Third Reading****Pass**[Senate](#)[\(/vote/e3bf75d9-9ebc-4902-a415-1af06d20bdc9/\)](/vote/e3bf75d9-9ebc-4902-a415-1af06d20bdc9/)**Actions**

FEB 25, 2022

**HOUSE**

First Reading

**HOUSE**

Chief House Sponsor Rep. Michelle Mussman

**HOUSE**

Arrived in House

**HOUSE**

Referred to Rules Committee

FEB 24, 2022

**SENATE**

Senate Floor Amendment No. 1 Adopted; Murphy

**SENATE**

Added as Co-Sponsor Sen. Terri Bryant

**SENATE**

Recalled to Second Reading

**SENATE**

Added as Co-Sponsor Sen. Kimberly A. Lightford

**SENATE**

Third Reading - Passed; 055-000-000

**SENATE**

Placed on Calendar Order of 3rd Reading

FEB 23, 2022

**SENATE**

Added as Co-Sponsor Sen. Laura Fine

FEB 22, 2022

**SENATE**

Added as Chief Co-Sponsor Sen. Dale Fowler

**SENATE**

Second Reading

**SENATE**

Senate Floor Amendment No. 1 Assignments Refers to Education

**SENATE**

Placed on Calendar Order of 3rd Reading February 23, 2022

**SENATE**

Senate Floor Amendment No. 1 Recommend Do Adopt Education; 015-000-000

FEB 18, 2022

**SENATE**

Senate Floor Amendment No. 1 Referred to Assignments

**SENATE**

Senate Floor Amendment No. 1 Filed with Secretary by Sen. Laura M. Murphy

FEB 14, 2022

**SENATE**

Added as Chief Co-Sponsor Sen. Jacqueline Y. Collins

**SENATE**

Added as Co-Sponsor Sen. Cristina Castro

FEB 10, 2022

**SENATE**

Added as Co-Sponsor Sen. Julie A. Morrison

FEB 09, 2022

**SENATE**

Placed on Calendar Order of 2nd Reading February 10, 2022

**SENATE**

Added as Co-Sponsor Sen. Karina Villa

FEB 01, 2022

**SENATE**

**SENATE**  
 Passed Education; 015-000-000  
 Assigned to Education

JAN 26, 2022

**SENATE**

Added as Co-Sponsor Sen. Thomas Cullerton

JAN 21, 2022

**SENATE**

Referred to Assignments

**SENATE**

Filed with Secretary by Sen. Laura M. Murphy

**SENATE**

First Reading

## Bill Text

BILL TEXT VERSIONS	FORMAT
Introduced	<a href="https://ilga.gov/legislation/fulltext.asp?DocName=10200SB3972&amp;GA=102&amp;SessionId=110&amp;DocTypeId=SB&amp;LegId=139074&amp;DocNum=3972&amp;GAID=16&amp;SpecSess=&amp;Session=&amp;print=true">HTML (https://ilga.gov/legislation/fulltext.asp?DocName=10200SB3972&amp;GA=102&amp;SessionId=110&amp;DocTypeId=SB&amp;LegId=139074&amp;DocNum=3972&amp;GAID=16&amp;SpecSess=&amp;Session=&amp;print=true)</a>
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Senate Amendment 001	<a href="https://ilga.gov/legislation/fulltext.asp?DocName=10200SB3972sam001&amp;GA=102&amp;SessionId=110&amp;DocTypeId=SB&amp;LegId=139074&amp;DocNum=3972&amp;GAID=16&amp;SpecSess=&amp;Session=&amp;print=true">HTML (https://ilga.gov/legislation/fulltext.asp?DocName=10200SB3972sam001&amp;GA=102&amp;SessionId=110&amp;DocTypeId=SB&amp;LegId=139074&amp;DocNum=3972&amp;GAID=16&amp;SpecSess=&amp;Session=&amp;print=true)</a>

## Related Documents

DOCUMENT	FORMAT
No related documents.	

## Sources

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