



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

**Northwest Special Recreation Association
Finance Committee Meeting
May 22, 2019
9:30 a.m. Conference Room**

Agenda

1. Audit Review
2. Portfolio Status
3. Fund Balance Recommendations
 - a. Recommendations for start of FY
 - b. Recommendations for Annual Transfers

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
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3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
RE: 2019 NWSRA Fund Balances
Date: May 22, 2019

Enclosed you will find a summary of the NWSRA Fund Balance Policy and the year-end totals for NWSRA within each of the funds. NWSRA is able to meet the 2019 minimum fund balance requirements per the policy with its 2018-year end cash.

Staff are recommending increasing the Operating Fund Balance from 25% of Operating expenses to 27% of current year Operating Expenses to allow for:

- Covering the unfunded amount of the new State of Illinois Reimbursement Law: \$20,000
- New Human Resource Information System (HRIS): \$20,000.00
- New database hosting firm: \$10,000.00
- New Training and Distinguished Accreditation Management System: \$20,000
- Contingent funds to cover Sensory Garden, Dream Lab and Snoezelen Room: \$46,979.89

As well as, increasing the Capital Fund balance to match current year Capital Expenses:

- Current year Capital Expenses are higher than 3 year average due to three new vehicles, Wheeling program space, purchase of new computers, ADA Transition Plan: \$463,500

There is a 2018 net surplus of \$297,302.51. Staff are recommending transferring the entire amount to PFM Investments.

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

RE: Approval of NWSRA Fund Balances and Fund Balance Transfers

Date: May 22, 2019

NWSRA is able to meet the 2019 minimum fund balance requirements, per the policy, with its audited 2018-year end cash balances. Following are summaries of the Fund Balance Policies:

- Operating Fund: Minimum 25% of current year Operating Expenses
- General Reserve Fund: Minimum 25% of current year Operating Expenses
- Capital Reserve Fund: Minimum balance based on future 3 year rolling average

Staff recommend the increases to the Operating and Capital Reserve fund balances for FY 2019, due to the following projects:

Operating Fund Balance

- Increase to 27% of current year Operating Expenses:
 - Covering the unfunded amount of the new State of Illinois Reimbursement Law: \$20,000
 - New Human Resource Information System (HRIS): \$20,000.00
 - New database hosting firm: \$10,000.00
 - New Training and Distinguished Accreditation Management System: \$20,000
 - Contingent funds to cover Sensory Garden, Dream Lab and Snoezelen Room: \$46,979.89

Capital Reserve Fund:

- Increase balance to match current year Capital Expenses:
 - Current year Capital Expenses are higher than 3 year average due to three new vehicles, Wheeling program space, purchase of new computers, ADA Transition Plan: \$463,500

Based on these recommendations, staff recommend the following:

	2018 Audited Balances	Balances after Recommended Transfers per Fund Balance Policy	Difference of Audit and Fund Balance Recommendation
Operating Fund	\$2,130,024.47	1,579,228.29	\$550,796.18
General Reserve Fund	\$1,486,677.36	1,462,248.42	\$24,428.94
Capital Reserve Fund	\$ 185,577.39	\$463,500.00	(\$277,922.61)
Total	\$3,802,279.22	\$3,504,976.71	\$297,302.51

Net surplus after fund balance transfers: \$297,302.51

Motion to approve the 2019 Fund Balances as presented below:

Operating Fund	\$1,579,228.29
General Reserve Fund	\$1,462,248.42
Capital Reserve Fund	\$ 463,500.00

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

1. Transfer \$277,922.61 to Capital Reserve Fund from Operating Fund (Money Market)
2. Transfer \$272,873.51 to PFM Investments from the Operating Fund (Money Market)
3. Transfer \$24,428.94 to PFM Investments from the General Reserve Fund