



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

January 18, 2023
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:
 - A. Kate Moran – 5 Year Recognition
 - B. Faith Johnson - Intern

- III. Public Comment

- IV. Approval of Agenda

- V. [Approval of Consent Agenda – Pages - 3-31](#)
 - A. Approval of Minutes, December 7, 2022
 - B. NWSRA Financial Reports, December 31, 2022
 - 1. Profit and Loss
 - 2. Balance Sheet
 - 3. PFM Account Statement
 - C. Warrants:
 - 1. December 31, 2022
 - D. ADA Compliance Projects
 - 1. Arlington Heights Park District:
 - a) Carefree Park – Routes and Surfaces - \$4,031
 - b) Carriage Walk Park – Routes and Surfaces - \$10,390
 - c) Dryden Park – Routes and Surfaces - \$20,900
 - d) Elevators – Routes – Egress - \$38,822
 - e) Greenslopes Park – Routes and Surfaces - \$38,560
 - f) Melas Park – Routes and Surfaces - \$56,396
 - g) Nickol Knoll Park – Routes and Surfaces - \$5,769
 - h) Pioneer Park – Routes and Surfaces - \$1,230
 - i) Sunset Ridge Park – Routes and Surfaces - \$5,740
 - j) Volz Park – Routes and Surfaces - \$15,750
 - k) Willow Park – Routes and Surfaces - \$1,810
 - 2. Bartlett Park District:
 - a) Camelot & Newport – Routes and Surfaces & Recreation Facilities and Amenities - \$188,5013.31
 - b) Log Cabin & Schrade Gym – Routes and Surfaces - \$12,590.12
 - c) Majestic Oaks Park – Routes and Surfaces - \$1,554

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

- d) Various Parks – Routes and Surfaces - \$12,600
 - 3. Hoffman Estates Park District
 - a) Huntington Park – Recreation Facilities and Amenities - \$14,928
 - 4. Mount Prospect Park District
 - a) 600 See Gwun – Maintenance - \$7,131.56
 - b) CCC – Routes and Surfaces - \$19,423.38
 - 5. Palatine Park District
 - a) Birchwood Park – Routes and Surfaces - \$24,938.40
 - b) Community Park - Routes and Surfaces & Recreation Facilities and Amenities - \$64,045.83
 - c) Finch Park – Alternation Addition Maintenance - \$64,195.10
 - d) Hamilton Reservoir – Routes and Surfaces - \$53,747.38
 - e) Palatine Hills Golf Course – Routes and Surfaces - \$23,399.83

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

- VII. Staff Reports – Pages – 32-37
 - A. 2022 Year End Statistics – Oral Report with hand out
 - 1. Program & Participant Statistics
 - 2. Facility Statistics
 - B. Marketing and P/R Report
 - C. Human Resources Report
 - D. SLSF
 - E. Director Report

- VIII. Old Business
 - A. Wheeling Sensory Garden Update - Oral

- IX. New Business
 - A. None

- X. Information/Action Items - Pages 38-48
 - A. 2022 Year in Review/2023 Goals – Oral Presentation
 - B. Other

- XI. Closed Session

Closed Session in accordance with Open Meetings Act to consider information regarding:

 - A. NONE

- XII. Action as a result of Closed Session

- XIII. Adjournment



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



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

V. Consent Agenda

[Return to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT CHANDLERS' BANQUETS
ON THE 7TH DAY of DECEMBER 2022 AT 10:30 A.M.**

Chairman Fahnstrom called the meeting to order at 10:33 a.m. Administrative Manager Vasalos took roll call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Ben Curcio, Elk Grove Park District; Bob Obrien, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mt. Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Bret Fahnstrom, River Trails Park District; Kevin Romejko, Rolling Meadows Park District; Diane Hilgers, Salt Creek Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District; Jeff Janda, Streamwood Park District; Jan Buchs, Wheeling Park District

Absent: Robert Dowling

Ryan Risinger arrived at 10:35 a.m.

Also present: Tracey Crawford, Executive Director and Jessica Vasalos, Administrative Manager as recording secretary

Introduction of Guests

Steve Adams, Robbins Schwartz (via Zoom)

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated December 7, 2022. Director Janda made the motion and Director O'Brien seconded the motion. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of December 7, 2022. Director Fahnstrom made the motion and Director Fullerton seconded the motion to approve the Consent Agenda dated December 7, 2022. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Correspondence

None

Staff Reports

None

Old Business

2023 Board Meeting Schedule

Executive Director Crawford asked for a motion to approve the 2023 NWSRA Board Meeting schedule as presented in the Board packet. Director Clark made the motion to approve 2023 Board meeting schedule as presented. Director Fahnstrom seconded the motion. Upon voice vote the motion was carried.

Board Retreat Follow Up

Chairman Ferraro emailed the report and pledges as well as passed out the documents to all Board members at the meeting. Attorney Adams gave a synopsis of the Board and Admin Staff Retreat that was held on October 13, 2022 and reviewed the documents that the Board received. He reviewed several suggestions regarding communication and mutual respect of everyone. He also suggested team building events that are held outside of the office in a social setting. Develop a workplan to address the strains that may still be lingering after the meetings have addressed, ie. Financial staffing. He also suggested establishing a Board/staff stability panel that would address any issues and promote a healthy environment. He thanked the Board for allowing him to facilitate the Retreat. Director LaFrenere had questions about the Pledge as he is appointed by his Board and the validity of a pledge. Attorney Adams responded that this document or the Pledge is to develop a set of principals that relieve some of the issues that the group has faced. The idea is not to create a contract, but to have a center on concepts and promises that create a proper atmosphere at meetings. Director Curcio asked the Board if they felt that the Pledge is relevant. Director Talsma asked if staff could put together a "Code of Conduct" that is part of the policy manual or administrative manual. Attorney Adams agreed that this is a great alternative to an actual pledge. Do not need a document to be committed to the principles in the document, just need to committed treat the Board withing the principles at their own agencies and staff need to be committed to these principles as well. A Code of Conduct is a great alternative. Director Clark cautioned that with the Mission and target audience that the current Code of Conduct may not fit the profile. Executive Director Crawford asked for park district samples to be sent to her for staff to develop for staff and Board to be included in the Administrative Manual. Director Fullerton also recommended to use the some of the material in the DEI statement of the Academy as well. Director Clark suggested that any other thoughts about the statement be sent to Tracey to be included. He also thanked Attorney Adams for all his work on this topic.

New Business

Appointment of Executive Director

Chairman Ferraro asked why this appointment is necessary. DA requires the proof of appointment one time if you are not under contract. After some discussion, the

Chairman Ferraro made a motion to table the discussion for future discussion. Director Clark made the motion to table the appointment of Executive Director. Director Risinger seconded the motion. Staff will gather information and bring the findings to the Board. Upon voice vote the motion was carried.

Appointment of Legal Counsel

Chairman Ferraro asked for a motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd as legal counsel for one year for NWSRA. Director Fahnstrom made the motion and Director Fletcher seconded the motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd as legal counsel for one year for NWSRA. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Other

Chairman Fahnstrom informed the Board that Tracey Crawford celebrated her 10th year as NWSRA Executive Director and read a congratulatory letter outlining her years with NWSRA.

Informational/Action Items

Accident/Injury Summary 2022

Executive Director Crawford reviewed the Accident Incident summary report for 2022. With the return of participants our behavior team has been busy with the returns following COVID. All staff are going through retraining to ensure that everyone remembers what the policy's are after returning to the office.

Closed Session

Chairman Ferraro asked for a motion to move into closed session at 11:12 am. Director Fullerton made the motion and Director Romejko seconded the motion. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried.

Return in Open Session

Chairman Ferraro requested motion to return to open session at 11:47am. Director O'Brien made the motion and Director Fahnstrom seconded the motion. Steve Adams, Attorney, was still in attendance via zoom. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried

Action as a result of Closed Session

Executive Board will meet with Tracey on Monday December 12, 2022, at 12 noon to discuss her annual performance review and compensation The Board approves a merit increase of 4%. This information will be relayed to the staff following the performance review. Upon roll being called the vote was as follows:

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

NAY: None

The motion carried

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Janda made the motion and Director Ryan Risinger seconded the motion to adjourn the December 7, 2022, meeting at 11:51am. The motion carried with voice vote.

Secretary

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

January through December 2022

Modified Accrual Basis

Unaudited	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 - Member District Assessments				
310001 - Arlington Heights Assessment	457,931.48	571,987.59	-114,056.11	80.1%
310002 - Bartlett Assessment	189,998.29	237,521.67	-47,523.38	80.0%
310003 - Buffalo Grove Assessment	254,211.92	317,288.41	-63,076.49	80.1%
310004 - Elk Grove Assessment	258,148.97	322,953.58	-64,804.61	79.9%
310005 - Hanover Park Assessment	122,967.81	152,909.96	-30,242.15	80.2%
310006 - Hoffman Estates Assessment	249,192.23	311,404.66	-62,212.43	80.0%
310007 - Inverness Assessment	30,858.76	38,635.31	-7,776.55	79.9%
310008 - Mount Prospect Assessment	288,244.11	360,825.27	-72,581.16	79.9%
310009 - Palatine Assessment	385,981.58	480,992.40	-95,910.82	80.1%
310010 - Prospect Heights Assessment	63,093.85	78,646.95	-15,553.10	80.2%
310011 - River Trails Assessment	85,071.26	105,808.74	-20,737.48	80.4%
310012 - Rolling Meadows Assessment	110,454.10	138,104.07	-27,649.97	80.0%
310013 - Salt Creek Assessment	31,167.48	38,944.03	-7,776.55	80.0%
310014 - Schaumburg Assessment	537,018.49	672,676.14	-135,657.65	79.8%
310015 - South Barrington Assessment	60,667.98	75,357.02	-14,689.04	80.5%
310016 - Streamwood Assessment	144,416.32	180,706.90	-36,290.58	79.9%
310017 - Wheeling Assessment	188,021.27	235,544.65	-47,523.38	79.8%
Total 310000 - Member District Assessments	3,456,245.90	4,320,307.35	-864,061.45	80.0%
320000 - Program Fees				
320001 - Club Fees	21,776.92	15,500.00	6,276.92	140.5%
320002 - Leisure Education Fees	1,468.00	25,000.00	-23,532.00	5.9%
320003 - New Initiatives Fees	0.00	20,000.00	-20,000.00	0.0%
320004 - Special Events Fees	7,765.63	22,900.00	-14,234.37	35.3%
320005 - Day Camp Fees	186,659.55	192,290.00	-5,630.45	97.1%
320006 - General Programs Fees	225,264.71	250,000.00	-24,735.29	90.1%
320008 - Trips Fees	24,122.00	28,000.00	-3,878.00	86.2%
320009 - PURSUIT	0.00	5,000.00	-5,000.00	0.0%
320010 - STAR	0.00	0.00	0.00	0.0%
320011 - Athletic Fees	20,369.10	39,018.25	-18,649.15	52.2%
320012 - Program Fees - Credits	799.75	3,500.00	-2,700.25	22.9%
Total 320000 - Program Fees	488,225.66	600,308.25	-112,082.59	81.3%
321000 - Transportation - Door to Door				
321001 - Clubs Door to Door	2,113.39	3,000.00	-886.61	70.4%
321003 - New Initiatives Door to Door	0.00	1,000.00	-1,000.00	0.0%
321004 - Special Events Door to Door	108.00	0.00	108.00	100.0%
321005 - Day Camp Door to Door	9,369.81	2,000.00	7,369.81	468.5%
321006 - General Programs Door to Door	2,982.96	2,880.00	102.96	103.6%
321007 - Miscellaneous Door to Door	0.00	0.00	0.00	0.0%
321008 - Athletics Door to Door	0.00	0.00	0.00	0.0%
Total 321000 - Transportation - Door to Door	14,574.16	8,880.00	5,694.16	164.1%
321100 - Transportation - Pick up Points				
321101 - Clubs Pick Up Points	1,357.19	1,500.00	-142.81	90.5%
321102 - Leisure Edu Pick Up Points	0.00	3,880.00	-3,880.00	0.0%
321103 - New Initiatives Pick Up Points	0.00	0.00	0.00	0.0%
321104 - Special Events Pick Up Points	998.78	1,225.00	-226.22	81.5%
321105 - Day Camp Pick Up Points	12,952.24	20,000.00	-7,047.76	64.8%
321106 - General Programs Pick Up Points	9,827.69	8,000.00	1,827.69	122.8%
321107 - Miscellaneous Pick Up Points	0.00	0.00	0.00	0.0%
321108 - Athletics Pick Up Points	0.00	0.00	0.00	0.0%
Total 321100 - Transportation - Pick up Points	25,135.90	34,605.00	-9,469.10	72.6%
340000 - Non Program Revenue				
340001 - Non Program Revenue	7,790.41	5,000.00	2,790.41	155.8%
340009 - Collaboratives	378,581.72	423,566.20	-44,984.48	89.4%
340000 - Non Program Revenue - Other	4,197.79			
Total 340000 - Non Program Revenue	390,569.92	428,566.20	-37,996.28	91.1%
350000 - SLSF Grant Contributions				
350001 - Scholarship Contribution	51,240.50	65,000.00	-13,759.50	78.8%
350002 - Programs Contribution	9,589.69	65,000.00	-55,410.31	14.8%
350003 - Inclusion Contribution	154.00	10,000.00	-9,846.00	1.5%
350004 - Transportation Contribution	31,084.47	48,500.00	-17,415.53	64.1%
350005 - Athletics Contribution	9,128.01	30,000.00	-20,871.99	30.4%
350006 - Miscellaneous Contribution	0.00	0.00	0.00	0.0%
Total 350000 - SLSF Grant Contributions	101,196.67	218,500.00	-117,303.33	46.3%
360000 - Sale of Fixed Assets				
360001 - Sale of Fixed Assets	0.00	1,500.00	-1,500.00	0.0%
Total 360000 - Sale of Fixed Assets	0.00	1,500.00	-1,500.00	0.0%
370000 - Interest				
370001 - Operating Interest	60,559.16	5,783.87	54,775.29	1,047.0%
370002 - Investment Interest	2,428.63	4,216.13	-1,787.50	57.6%
Total 370000 - Interest	62,987.79	10,000.00	52,987.79	629.9%
380000 - Revenue SLSF				
380001 - Revenue SLSF	403.03	500.00	-96.97	80.6%
380000 - Revenue SLSF - Other	-260.00			
Total 380000 - Revenue SLSF	143.03	500.00	-356.97	28.6%
Total Income	4,539,079.03	5,623,166.80	-1,084,087.77	80.7%
Gross Profit	4,539,079.03	5,623,166.80	-1,084,087.77	80.7%
Expense				
420000 - Operating Expenses				
421000 - Administration				
421001 - Professional Expenses				
421002 - Professional Fees	47,309.48	3,475.00	43,834.48	1,361.4%
421003 - Legal Fees	19,819.04	5,150.00	14,669.04	384.8%
421004 - Miscellaneous	369.09	1,770.00	-1,400.91	20.9%
421001 - Professional Expenses - Other	6,750.00			
Total 421001 - Professional Expenses	74,247.61	10,395.00	63,852.61	714.3%
421100 - Office Supplies				
421101 - Coffee / Water	1,128.96	470.00	658.96	240.2%
421102 - Furniture Needs	2,180.23	300.00	1,880.23	726.7%
421103 - Locksmith / Keys	237.58	460.00	-222.42	51.6%
421104 - Nametags	759.73	400.00	359.73	189.9%
421105 - Supplies	5,192.71	3,612.37	1,580.34	143.7%
421106 - Miscellaneous	421.14	350.00	71.14	120.3%
Total 421100 - Office Supplies	9,920.35	5,592.37	4,327.98	177.4%
421150 - Credit Card & Bank Fees				
421151 - Bank Fees	10,034.78	2,450.00	7,584.78	409.6%
421152 - Credit Card Processing Fees	2,626.52	6,000.00	-3,373.48	43.8%
421153 - PFM Fees	2,615.25	2,000.00	615.25	130.8%
Total 421150 - Credit Card & Bank Fees	15,276.55	10,450.00	4,826.55	146.2%
421200 - Postage				
421201 - Postage	5,177.56	5,500.00	-322.44	94.1%
421202 - Postal Machine Rental	2,065.31	1,860.00	205.31	111.0%
421203 - Printing Vendors	0.00	0.00	0.00	0.0%
421204 - Miscellaneous	225.15	240.00	-14.85	93.8%
Total 421200 - Postage	7,468.02	7,600.00	-131.98	98.3%

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

January through December 2022

Modified Accrual Basis

Unaudited

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
421300 - Telephone/Fax				
421301 - Cell Phone Service	8,446.86	8,042.50	404.36	105.0%
421302 - Director Phone/Internet Service	0.00	0.00	0.00	0.0%
421303 - Fax Maintenance	399.00	399.00	0.00	100.0%
421304 - Office Phones	6,843.11	6,540.50	302.61	104.6%
421305 - Phone Maintenance	4,878.55	4,768.00	110.55	102.3%
421306 - Miscellaneous	0.00	250.00	-250.00	0.0%
Total 421300 - Telephone/Fax	20,567.52	20,000.00	567.52	102.8%
421400 - Conferences/Education				
421401 - NRPA Conf/Wkshps/Webnrs/Schools	5,822.51	3,475.00	2,347.51	167.6%
421402 - IPRA Conf/Wkshps/Webnrs/Schools	21,371.35	35,154.00	-13,782.65	60.8%
421403 - PDRMA Conf/Wkshps/Webnrs/Schools	405.00	610.00	-205.00	66.4%
421404 - IAPD Conf/Wkshps/Webnrs/Schools	663.00	2,007.00	-1,344.00	33.0%
421405 - Evaluation Lunches	2,045.63	1,564.00	481.63	130.8%
421406 - Professional Meetings	6,366.44	4,200.00	2,166.44	151.6%
421407 - Other Trainings/Workshops	16,256.23	7,310.00	8,946.23	222.4%
421408 - ATRA/Conf/Wkshopp Web Schls	4,012.61	5,460.00	-1,447.39	73.5%
421400 - Conferences/Education - Other	0.00			
Total 421400 - Conferences/Education	56,942.77	59,780.00	-2,837.23	95.3%
421500 - Memberships				
421501 - ATRA	851.13	1,250.00	-398.87	68.1%
421502 - CDL Reimbursement / Renewal	317.68	750.00	-432.32	42.4%
421503 - CPRP Exam / Renewal	360.00	1,542.00	-1,182.00	23.3%
421504 - CTRS Exam / Renewal	3,455.00	3,815.00	-360.00	90.6%
421505 - Distinguished Accreditation	0.00	100.00	-100.00	0.0%
421506 - Hands On Suburban Chicago	300.00	300.00	0.00	100.0%
421507 - IPRA	11,253.00	12,219.00	-966.00	92.1%
421508 - LAC Group	0.00	500.00	-500.00	0.0%
421509 - NRPA	525.00	450.00	75.00	116.7%
421510 - Safety	840.00	2,410.00	-1,570.00	34.9%
421511 - Costco	170.00	120.00	50.00	141.7%
421513 - Miscellaneous	-750.61	1,863.00	-2,633.61	-39.9%
421514 - CPI Recertification	4,691.46	1,650.00	3,041.46	294.3%
421515 - SHRM	585.00	558.00	27.00	104.8%
Total 421500 - Memberships	22,597.66	27,547.00	-4,949.34	82.0%
421600 - Health Insurance				
421601 - Voluntary Benefits	11,685.92	0.00	11,685.92	100.0%
421602 - Employee Contributions	-8,339.47	-55,514.18	47,174.71	15.0%
421603 - Employer Contributions	346,543.89	488,002.85	-141,458.96	71.0%
Total 421600 - Health Insurance	349,890.34	432,488.67	-82,598.33	80.9%
421700 - Maintenance/Utilities				
421701 - Condo Maintenance	12,528.85	13,269.32	-740.47	94.4%
421702 - Electric	8,748.87	14,557.55	-5,808.68	60.1%
421703 - Gas	3,361.13	2,500.00	861.13	134.4%
421704 - Hudson Energy	0.00			
421705 - Total Fire and Safety	1,781.85	715.00	1,066.85	249.2%
421706 - Internet	13,570.14	14,932.71	-1,362.57	90.9%
421707 - Miscellaneous	15,923.83	4,160.00	11,763.83	382.8%
421708 - Cleaning Supplies	997.06	5,314.88	-4,317.80	18.8%
421700 - Maintenance/Utilities - Other	0.00			
Total 421700 - Maintenance/Utilities	56,911.73	55,449.44	1,462.29	102.6%
421800 - Rent				
421801 - Condo Association Fee	12,780.00	12,780.00	0.00	100.0%
421802 - RMCC Rental Space	20,000.00	30,000.00	-10,000.00	66.7%
421803 - HPPD Rental Space	17,316.00	17,316.00	0.00	100.0%
421804 - MPPD Rental Space	30,000.00	30,000.00	0.00	100.0%
421805 - Wheeling Rental Space	30,000.00	30,000.00	0.00	100.0%
421806 - BPPD Rental Space	22,502.66	30,090.00	-7,587.34	74.8%
421807 - HEPD Rental Space	15,000.00	30,090.00	-15,090.00	49.9%
421800 - Rent - Other	10,000.00			
Total 421800 - Rent	157,598.66	180,276.00	-22,677.34	87.4%
421900 - Computer				
421901 - Database Enhancements	4,825.00	12,500.00	-7,675.00	38.6%
421902 - Framework Support	131,417.93	92,303.00	39,114.93	142.4%
421904 - Web Development	494.42	900.00	-405.58	54.9%
421905 - Miscellaneous Software	73,474.08	60,783.43	12,690.65	120.9%
421906 - Miscellaneous Hardware	42,242.74	2,839.48	39,403.26	1,487.7%
Total 421900 - Computer	252,454.17	169,325.91	83,128.26	149.1%
Total 421000 - Administration	1,023,875.38	978,904.39	44,970.99	104.6%
422000 - Program				
422100 - Rental Municipal				
422101 - Clubs	1,786.75	2,000.00	-213.25	89.3%
422102 - Leisure Education	0.00	1,000.00	-1,000.00	0.0%
422104 - Special Events	456.00	724.00	-268.00	63.0%
422105 - Day Camp	10,709.61	15,000.00	-4,290.39	71.4%
422106 - General Programs	15,674.77	10,200.00	5,474.77	153.7%
422107 - Miscellaneous	0.00	0.00	0.00	0.0%
422108 - Trips	0.00	0.00	0.00	0.0%
422109 - PURSUIT	2,233.77	5,749.97	-3,516.20	38.8%
422110 - STAR	0.00	0.00	0.00	0.0%
422111 - Athletics	1,664.97	4,000.00	-2,335.03	41.6%
Total 422100 - Rental Municipal	32,525.87	38,673.97	-6,148.10	84.1%
422200 - Commercial Expenses				
422201 - Clubs	3,948.23	3,000.00	948.23	131.6%
422202 - Leisure Education	878.50	3,000.00	-2,121.50	29.3%
422204 - Special Events	13,815.76	4,400.00	9,415.76	314.0%
422205 - Day Camp	3,159.03	5,000.00	-1,840.97	63.2%
422206 - General Programs	30,229.68	15,756.00	14,473.68	191.9%
422207 - Miscellaneous	359.43	0.00	359.43	100.0%
422208 - Trips	14,824.85	11,000.00	3,824.85	134.8%
422209 - PURSUIT	29,686.77	32,300.00	-2,613.23	91.9%
422210 - STAR	0.00	0.00	0.00	0.0%
422211 - Athletics	14,358.11	7,500.00	6,858.11	191.4%
422200 - Commercial Expenses - Other	0.00			
Total 422200 - Commercial Expenses	111,260.36	81,956.00	29,304.36	135.8%
422300 - Program Development				
422301 - New Programming Space	6,558.47	2,500.00	4,058.47	262.3%
422303 - New Initiatives / Programs	910.99	2,900.00	-1,989.01	38.4%
422304 - STAR Scholarship Reimbursement	0.00	0.00	0.00	0.0%
422305 - Program Space 6	13,137.58	10,300.00	2,837.58	127.5%
Total 422300 - Program Development	20,607.04	15,300.00	5,307.04	134.7%

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

Modified Accrual Basis

January through December 2022

Unaudited

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
422400 - Program Supplies				
422401 - Clubs	5,185.98	2,500.00	2,685.98	207.4%
422402 - Leisure Education	275.34	1,500.00	-1,224.66	18.4%
422404 - Special Events	1,197.64	635.00	562.64	188.6%
422405 - Day Camp	6,269.97	5,000.00	1,269.97	125.4%
422406 - General Programs	16,477.97	25,000.00	-8,522.03	65.9%
422407 - Equipment Repair	1,824.22	500.00	1,324.22	384.8%
422408 - Trips	607.92	6,000.00	-5,392.08	10.1%
422409 - PURSUIT	35,634.34	25,000.00	10,634.34	142.5%
422411 - Paper Products	2,610.90	500.00	2,110.90	522.2%
422412 - Training / Orientation	1,029.48	1,325.00	-295.52	77.7%
422413 - CPI Books	1,025.64	1,174.50	-148.86	87.3%
422414 - First Aid / CPR	4,479.81	700.00	3,779.81	640.0%
422415 - Staff Appreciation Party	8,107.14	2,500.00	5,607.14	324.3%
422416 - Part Time/ Volunteer Apparel	1,822.00	0.00	1,822.00	100.0%
422417 - Storeroom Supplies	638.21	500.00	138.21	127.8%
422418 - Miscellaneous	624.89	0.00	624.89	100.0%
422419 - Full Time Apparel	0.00	0.00	0.00	0.0%
422420 - STAR	0.00	0.00	0.00	0.0%
422421 - Safety/Behavior	1,246.07	1,500.00	-253.93	83.1%
422422 - Committees	2,586.02	1,250.00	1,336.02	200.5%
422423 - Athletics	7,224.24	1,000.00	6,224.24	722.4%
422400 - Program Supplies - Other	0.00			
Total 422400 - Program Supplies	98,887.78	76,584.50	22,303.28	129.1%
422500 - Commercial Transportation				
422502 - Leisure Education	0.00	0.00	0.00	0.0%
422504 - Special Events	0.00	0.00	0.00	0.0%
422505 - Day Camp	115,563.83	118,629.96	-3,066.13	97.4%
422508 - Trips	0.00	0.00	0.00	0.0%
422509 - Miscellaneous	0.00	0.00	0.00	0.0%
422510 - Athletics	3,003.16	0.00	3,003.16	100.0%
Total 422500 - Commercial Transportation	118,566.99	118,629.96	-62.97	99.9%
422600 - Mileage				
422601 - Mileage	32,846.20	20,000.00	12,846.20	164.2%
Total 422600 - Mileage	32,846.20	20,000.00	12,846.20	164.2%
422700 - Transportation Maintenance				
422701 - Cleaning Supplies	317.25	1,200.00	-882.75	26.4%
422702 - Repair / Maintenance	107,843.81	75,000.00	32,843.81	143.4%
422703 - General Equipment	269.36	0.00	269.36	100.0%
422705 - Miscellaneous	506.96	623.80	-116.84	81.3%
Total 422700 - Transportation Maintenance	108,637.38	76,823.80	31,813.58	141.4%
422800 - Transportation- Gas/Tolls/Park				
422801 - Gas	72,219.06	74,000.00	-1,780.94	97.6%
422802 - Tolls	5,301.70	8,300.00	-2,998.30	63.9%
Total 422800 - Transportation- Gas/Tolls/Park	77,520.76	82,300.00	-4,779.24	94.2%
422900 - Printing				
422901 - Copier 2nd Floor	0.00	0.00	0.00	0.0%
422902 - Copier 3rd Floor	0.00	0.00	0.00	0.0%
422903 - Day Camp Brochure	2,045.00	2,700.00	-655.00	75.7%
422904 - Paper	3,361.92	2,300.00	1,061.92	146.2%
422905 - Printer Service	0.00	0.00	0.00	0.0%
422906 - Printer Toner (OSP)	10,066.86	7,800.00	2,266.86	129.1%
422907 - Seasonal Brochure	11,717.00	13,200.00	-1,483.00	88.8%
422908 - Stationary / Business Cards	713.85	1,130.00	-416.15	63.2%
422909 - Miscellaneous	5,440.15	5,500.00	-59.85	98.9%
Total 422900 - Printing	33,344.78	32,630.00	714.78	102.2%
423100 - Public Awareness				
423101 - Awards / Recognition	3,614.41	1,500.00	2,114.41	241.0%
423102 - Ads	0.00	980.00	-980.00	0.0%
423103 - Legal Notices	164.70	600.00	-435.30	32.3%
423104 - Online Media	275.00	960.00	-685.00	28.6%
423105 - Giveaways	988.21	500.00	488.21	197.6%
423106 - Admin Professionals Week	289.18	250.00	39.18	115.7%
423107 - Staff Support	3,524.76	3,200.00	324.76	110.1%
423108 - Subscriptions	2,634.15	1,859.76	774.39	141.6%
423109 - Miscellaneous	202.40	1,000.00	-797.60	20.2%
423110 - Recruitment	45,601.95	3,500.00	42,101.95	1,302.9%
423111 - Outreach	4,933.42	5,000.00	-66.58	98.7%
Total 423100 - Public Awareness	62,228.18	19,249.76	42,978.42	323.3%
Total 422000 - Program	696,425.34	562,147.99	134,277.35	123.9%
424000 - Salary(Staff & Indep Cntrctrs)				
424100 - Full Time				
424101 - Salary	2,158,285.44	2,444,793.95	-286,508.51	88.3%
424102 - Overtime	255.51	200.00	55.51	127.8%
424103 - Phone/Data Stipend	15,610.00	18,060.00	-2,450.00	86.4%
Total 424100 - Full Time	2,174,150.95	2,463,053.95	-288,903.00	88.3%
424200 - Part Time				
424201 - Clubs	0.00	3,500.00	-3,500.00	0.0%
424203 - Program Dev't	66.50	0.00	66.50	100.0%
424204 - Special Events	0.00	0.00	0.00	0.0%
424205 - Day Camp	267,531.23	273,525.62	-5,994.39	97.8%
424206 - General Programs	211,838.12	180,000.00	31,838.12	117.7%
424207 - Office Support	30,370.68	21,000.00	9,370.68	144.6%
424208 - Trips	0.00	0.00	0.00	0.0%
424209 - PURSUIT	15,509.17	17,037.50	-1,528.33	91.0%
424210 - STAR	0.00	0.00	0.00	0.0%
424211 - Training	33,429.92	50,000.00	-16,570.08	66.9%
424213 - Athletics	0.00	8,000.00	-8,000.00	0.0%
424214 - Transportation	74,230.06	87,600.00	-13,369.94	84.7%
Total 424200 - Part Time	632,975.68	640,663.12	-7,687.44	98.8%
424300 - Payroll Processing				
424301 - Payroll Fees	0.00	0.00	0.00	0.0%
424302 - Direct Deposit	0.00	0.00	0.00	0.0%
424303 - FSA	576.00	1,450.00	-874.00	39.7%
424304 - W2 Processing	726.30	330.00	396.30	220.1%
424305 - Miscellaneous	10,800.42	0.00	10,800.42	100.0%
Total 424300 - Payroll Processing	12,102.72	1,780.00	10,322.72	679.9%
424400 - Independent Contractors				
424401 - Day Camp	997.50	16,000.00	-15,002.50	6.2%
424402 - General Programs	5,788.68	28,130.00	-22,341.32	20.6%
424403 - Office	6,057.75	3,000.00	3,057.75	201.9%
424404 - Trips	510.00	0.00	510.00	100.0%
424405 - PURSUIT	11,576.00	13,800.00	-2,224.00	83.9%
424406 - STAR	0.00	0.00	0.00	0.0%
424407 - Athletics	1,620.00	2,500.00	-880.00	64.8%
424408 - Leisure Ed	0.00	4,232.00	-4,232.00	0.0%
Total 424400 - Independent Contractors	26,549.93	67,662.00	-41,112.07	39.2%
424500 - Car Allowance				
424501 - Car Allowance	7,800.00	7,800.00	0.00	100.0%
Total 424500 - Car Allowance	7,800.00	7,800.00	0.00	100.0%
Total 424000 - Salary(Staff & Indep Cntrctrs)	2,853,579.28	3,180,959.07	-327,379.79	89.7%
Total 420000 - Operating Expenses	4,573,880.00	4,722,011.45	-148,131.45	96.9%

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

Modified Accrual Basis

January through December 2022

Unaudited	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
441000 - Liabilities				
441001 - Criminal Background Checks	5.00	0.00	5.00	100.0%
441002 - Drug Tests / Physicals	2,828.00	3,000.00	-172.00	94.3%
441003 - Unemployment	12,696.98	8,000.00	4,696.98	158.7%
441004 - Liability Fees	56,800.08	56,800.00	0.08	100.0%
441006 - Miscellaneous	0.00	0.00	0.00	0.0%
Total 441000 - Liabilities	72,330.06	67,800.00	4,530.06	106.7%
442000 - Audit				
442001 - Audit	6,625.00	6,625.00	0.00	100.0%
442002 - GASB	860.00	2,550.00	-1,690.00	33.7%
Total 442000 - Audit	7,485.00	9,175.00	-1,690.00	81.6%
442100 - FICA - Employer Tax Expense				
442101 - ER Tax - Inclusion	0.00	0.00	0.00	0.0%
442102 - ER Tax - Part Time	0.00			
442103 - ER Tax - Full Time	0.00			
442100 - FICA - Employer Tax Expense - Other	131,867.71	282,010.71	-150,143.00	46.8%
Total 442100 - FICA - Employer Tax Expense	131,867.71	282,010.71	-150,143.00	46.8%
442200 - IMRF				
442201 - ER Contributions - FT	185,946.34	220,197.02	-34,250.68	84.4%
442202 - EE Deductions - FT	0.00			
442203 - ER Contributions - PT	2,717.32	28,406.53	-25,689.21	9.6%
442204 - EE Deductions - PT	0.00			
442205 - Voluntary Contributions	6,433.09	0.00	6,433.09	100.0%
Total 442200 - IMRF	195,096.75	248,603.55	-53,506.80	78.5%
450000 - Inclusion				
450001 - Arlington Heights	33,778.03	65,123.49	-31,345.46	51.9%
450002 - Bartlett	10,818.11	18,340.76	-7,522.65	59.0%
450003 - Buffalo Grove	44,137.82	80,175.36	-36,037.54	55.1%
450004 - Elk Grove Village	16,558.63	35,155.58	-18,596.95	47.1%
450005 - Hanover Park	8,561.43	5,153.09	3,408.34	166.1%
450006 - Hoffman Estates	24,065.17	24,789.66	-724.49	97.1%
450007 - Inverness	83.87	250.86	-166.99	33.4%
450008 - Mount Prospect	19,956.62	17,845.94	2,110.68	111.8%
450009 - Palatine	39,935.67	44,562.99	-4,627.32	89.6%
450010 - Prospect Heights	15,726.56	10,441.99	5,284.57	150.6%
450011 - River Trails	8,229.28	12,187.66	-3,958.38	67.5%
450012 - Rolling Meadows	40,426.36	25,730.88	14,695.48	157.1%
450013 - Salt Creek	1,253.14	2,108.64	-855.50	59.4%
450014 - Schaumburg	49,890.88	110,209.06	-60,328.20	45.3%
450015 - South Barrington	5,839.01	18,814.83	-12,975.82	31.0%
450016 - Steamwood	4,509.48	13,797.54	-9,288.06	32.7%
450017 - Wheeling	62,584.50	42,739.09	19,845.41	146.4%
450018 - Ability Awareness	547.19	300.00	247.19	182.4%
450019 - Training Salary	2,827.49	16,950.00	-14,122.51	16.7%
450020 - Rovers Salary	22,023.56	30,520.00	-8,496.44	72.2%
450021 - Training Supplies	2,136.07	2,000.00	136.07	106.8%
450022 - Miscellaneous	2,904.96	2,760.00	144.96	105.3%
Total 450000 - Inclusion	416,783.83	579,957.44	-163,173.61	71.9%
6560 - Payroll Expenses	0.00	0.00	0.00	0.0%
Total Expense	5,397,443.35	5,909,558.15	-512,114.80	91.3%
Net Ordinary Income	-858,364.32	-286,391.35	-571,972.97	299.7%
Other Income/Expense				
Other Expense				
460000 - Capital Fund				
460001 - Capital Expenses/Projects	166,337.80	289,872.69	-123,534.89	57.4%
460002 - Vehicles/Maintenance	284,895.00	533,400.00	-248,505.00	53.4%
460003 - Technology/Hardware	139,834.31	132,905.72	6,928.59	105.2%
460004 - Building/Maintenance	61,333.57	98,858.04	-37,524.47	62.3%
Total 460000 - Capital Fund	672,400.68	1,055,036.45	-382,635.77	63.7%
Total Other Expense	672,400.68	1,055,036.45	-382,635.77	63.7%
Net Other Income	-672,400.68	-1,055,036.45	382,635.77	63.7%
Net Income	-1,530,765.00	-1,341,427.80	-189,337.20	114.1%

Northwest Special Recreation Association

Balance Sheet

Modified Accrual Basis

As of December 31, 2022

Unaudited

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
10100 · Flex Spending - Benefit	1,875.65
10300 · Petty Cash	500.00
10600 · NWSRA Operating	425,604.65
11200 · PFM General Reserve Cash	
11210 · PFM Investments CD Program	1,180,000.00
11200 · PFM General Reserve Cash - Other	105,409.04
Total 11200 · PFM General Reserve Cash	1,285,409.04
11500 · MDAA Max Safe	1,098,045.83
11650 · Capital Max Safe	2,014,119.21
Total Checking/Savings	4,825,554.38
Accounts Receivable	
12000 · Accounts Receivable	54,062.87
Total Accounts Receivable	54,062.87
Other Current Assets	
12001 · Scholarship - Receivable	4,159.10
12300 · Prepaid Lease	7,500.00
Total Other Current Assets	11,659.10
Total Current Assets	4,891,276.35
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	337,019.00
13070 · Parking Lot	71,730.00
13100 · Equipment	733,692.23
13110 · Accum.Depre- Equipment	-354,540.57
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,543,850.76
Total Fixed Assets	1,511,074.90
TOTAL ASSETS	6,402,351.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	201,985.81
Long Term Liabilities	
22500 · ACCRUED VACATION	90,672.05
Total Long Term Liabilities	90,672.05
Total Liabilities	292,657.86
Equity	6,109,693.39
TOTAL LIABILITIES & EQUITY	6,402,351.25



Account Statement - Transaction Summary

For the Month Ending **December 31, 2022**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class

Opening Market Value	105,112.74
Purchases	353.00
Redemptions	(56.70)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$105,409.04**

Cash Dividends and Income 353.00

Illinois Trust CD Program

Opening Market Value	1,180,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

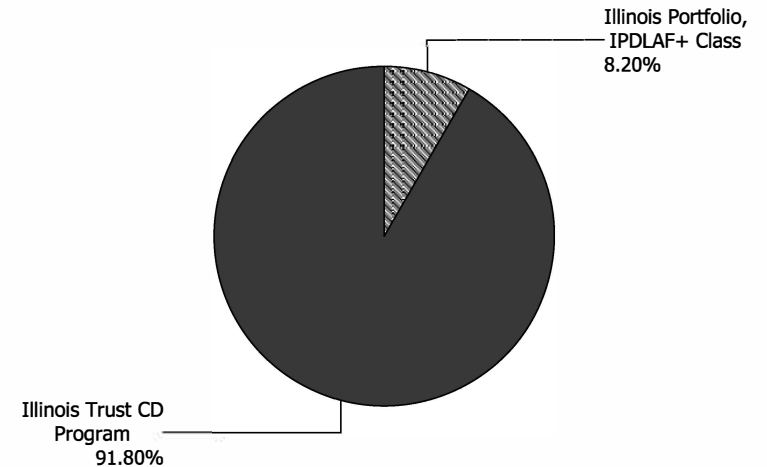
Closing Market Value **\$1,180,000.00**

Cash Dividends and Income 0.00

Asset Summary

	December 31, 2022	November 30, 2022
Illinois Portfolio, IPDLAF+ Class	105,409.04	105,112.74
Illinois Trust CD Program	1,180,000.00	1,180,000.00
Total	\$1,285,409.04	\$1,285,112.74

Asset Allocation



**Warrant
Summary
As of December 31, 2022**

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

Total VB&T Electronic Accounts Payable	\$ 98,135.67
Electronic Accounts Payable (PCARDS-5th-3rd) November 2022	\$ 61,008.05
Electronic Accounts Payable (PCARDS-BMO) November 2022	\$ 652.62
Electronic Accounts Payable (PCARDS-5th-3rd) December 2022	\$ 36,178.68
Total VB&T Business Checking Accounts Payable	\$ 74,828.55
	\$ 270,803.57

Payroll	12.02.22	\$ 104,161.04
	12.16.22	\$ 106,936.22
	12.30.22	\$ 103,108.73

IMRF Payment	Dec-22	\$ 40,019.39
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Motion to approve Warrant 12.31.22

\$ 625,028.95

**Warrant
Summary
As of December 31, 2022**

Vendor	Description	Amount
Lauterbach & Amen		\$ 6,750.00
Wex Bank		\$ 4,830.37
Aflac		\$ 600.64
Robbin Schwarz		\$ 2,682.85
Pitney Bowes		\$ 1,000.00
ComEd	November Electric	\$ 669.88
CostCo	Miscellaneous purchases	\$ 248.41
Wells Fargo	Konica Minolta - 2nd & 3rd Flr Copier	\$ 1,256.72
PowerDMS	Annual Training Software Fee	\$ 7,691.38
PDRMA	November Health Benefits and 2nd 2022 payment for liability cha	\$ 65,963.65
PerformYard		\$ 4,500.00
Hewlett Packard Fin Svcs	Lease Payment	\$ 1,941.77
Total Warrant for Electronic Accounts Payable		\$ 98,135.67

**Warrant
Summary
As of December 31, 2022**

Vendor	Expense Account Title	Account	Amount
December PCards			
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	168.00
BUFFALO WILD WINGS 034	PROGRAM SUPPLIES	422418	180.44
CHICAGO BULLS	COMMERCIAL EXPENSE	422204	1,595.00
DOMINO'S 2771	COMMERCIAL EXPENSE	422206	108.81
DOLLAR TREE	COMMERCIAL EXPENSE	422206	16.25
FIVE BELOW 732	COMMERCIAL EXPENSE	422206	24.00
DOLLAR TREE	COMMERCIAL EXPENSE	422206	105.83
DOLLAR TREE	COMMERCIAL EXPENSE	422206	100.00
SPOTIFY USA	COMMERCIAL EXPENSE	422209	15.99
AMAZON	PROGRAM SUPPLIES	422409	60.03
AMAZON	OFFICE SUPPLIES	421106	58.06
JEWEL	PROGRAM SUPPLIES	422406	86.65
POTBELLY #62	CONFERENCE/EDUCATION	421406	66.05
AMAZON	PROGRAM SUPPLIES	422406	8.78
AMAZON	PROGRAM SUPPLIES	422409	12.09
AMAZON	PROGRAM SUPPLIES	422409	51.66
AMAZON	PROGRAM SUPPLIES	422406	9.99
AMAZON	PROGRAM SUPPLIES	422406	49.98
AMAZON	INCLUSION	450022	11.59
TST HONEY JAM CAFE -	CONFERENCE/EDUCATION	421405	62.11
AMAZON	INCLUSION	450009	38.00
AMAZON	INCLUSION	450009	79.04
AMAZON	OFFICE SUPPLIES	421105	21.92
AMAZON	INCLUSION	450001	2.65
AMAZON	INCLUSION	450002	2.65
AMAZON	INCLUSION	450003	2.65
AMAZON	INCLUSION	450004	2.65
AMAZON	INCLUSION	450005	2.65
AMAZON	INCLUSION	450006	2.65
AMAZON	INCLUSION	450007	2.65
AMAZON	INCLUSION	450008	2.65
AMAZON	INCLUSION	450009	2.65
AMAZON	INCLUSION	450010	2.65
AMAZON	INCLUSION	450011	2.65
AMAZON	INCLUSION	450012	2.65
AMAZON	INCLUSION	450013	2.65
AMAZON	INCLUSION	450014	2.65
AMAZON	INCLUSION	450015	2.65
AMAZON	INCLUSION	450016	2.65
AMAZON	INCLUSION	450017	2.57
STARBUCKS STORE 26898	INCLUSION	450022	40.00
DOLLAR TREE	PROGRAM SUPPLIES	422404	17.50
DOMINO'S 2715	PROGRAM SUPPLIES	422404	24.15
STREAMWOOD BOWL	COMMERCIAL EXPENSE	422206	70.00
POPLAR CREEK BOWL	COMMERCIAL EXPENSE	422206	153.70
DOLLAR TREE	COMMERCIAL EXPENSE	422211	22.50
WALMART	PROGRAM SUPPLIES	422405	71.89
WILMOT MOUNTAIN	COMMERCIAL EXPENSE	422211	55.92
MORETTI'S SCHAUMBURG	COMMERCIAL EXPENSE	422206	361.00
WALMART	PROGRAM SUPPLIES	422405	72.42
DOLLAR TREE	PROGRAM SUPPLIES	422406	12.50
DOLLAR TREE	PROGRAM SUPPLIES	422406	15.00

**Warrant
Summary**

As of December 31, 2022

JEWEL	PROGRAM SUPPLIES	422406	34.64
MICROSOFT SUBSCRIPTION	COMPUTERS	421905	10.98
HTC CORP	COMPUTERS	421905	12.99
KONICA MINOLTA USA	PRINTING	422906	446.34
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	185.43
CONVERGED DIGITAL NETW	TELEPHONE/FAX	421305	329.70
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	258.25
AMAZON	COMPUTERS	421906	7.89
RING PROTECT PLUS YR	COMPUTERS	421905	100.00
VZWRLSS APOCC VISB	TELEPHONE/FAX	421301	865.99
DD DOORDASH PORTILLOS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423107	70.88
AMAZON	COMPUTERS	421906	114.99
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	265.17
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
APPLE.COM/BILL	COMPUTERS	421905	0.99
AMAZON	COMPUTERS	421906	287.98
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
BEST BUY	COMPUTERS	421906	318.74
AMAZON	COMPUTERS	421906	11.45
AMAZON	COMPUTERS	421906	61.91
AMAZON	COMPUTERS	421906	10.79
AMAZON	COMPUTERS	421906	373.89
AMAZON	COMPUTERS	421906	874.56
AMAZON	COMPUTERS	421906	529.99
BEST BUY	COMPUTERS	421906	159.36
FIRST COMMUNICATIONS L	TELEPHONE/FAX	421304	646.37
ILIPRA.ORG	CONFERENCE/EDUCATION	421402	305.00
SHERWIN ACE HDWE	CAPITAL EXPENSES	460001	378.89
AMAZON	CAPITAL EXPENSES	460004	46.00
AMAZON	CAPITAL EXPENSES	460004	8.95
BAMBOOHR HRIS	COMPUTERS	421905	887.21
SPUNKY DUNKERS DONUTS	CONFERENCE/EDUCATION	421407	51.18
AMAZON	OFFICE SUPPLIES	421101	134.60
AMAZON	OFFICE SUPPLIES	421101	70.24
AMAZON	OFFICE SUPPLIES	421101	50.44
UPWORK -536934748REF	INDEPENDENT CONTRACTORS	424403	77.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
IPRA	MEMBERSHIPS/CERTIFICATIONS	421507	264.00
AMAZON	OFFICE SUPPLIES	421105	24.98
AMAZON	OFFICE SUPPLIES	421105	12.99
RIGHT NETWORKS	COMPUTERS	421905	75.80
INTUIT QUICKBOOKS	COMPUTERS	421905	1,556.46
ONLINE JOB ADS INDEED	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	211.00
NICOR GAS	MAINTENANCE/UTILITIES	421703	56.30
NICOR GAS	MAINTENANCE/UTILITIES	421703	60.02
WWW.MAKESHIFT.CA	COMPUTERS	421905	643.08
ASSOC CAREER CENTER	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	75.00
UPWORK -534853852REF	INDEPENDENT CONTRACTORS	424403	70.00
ACT ACT BENSENVILLE RE	COMMERCIAL EXPENSE	422209	390.00
MICHAELS STORES 8677	PROGRAM SUPPLIES	422409	9.96
ARLINGTON LANES	COMMERCIAL EXPENSE	422204	556.45
JEWEL	PROGRAM SUPPLIES	422404	19.98
PUTTSHACK OAKBROOK	COMMERCIAL EXPENSE	422204	42.00
CROWN AWARDS INC	PROGRAM SUPPLIES	422404	54.12

Warrant Summary

		As of December 31, 2022		
VISTAPRINT	PRINTING		422908	53.99
CRUMBL SCHAUMBURG	CONFERENCE/EDUCATION		421406	30.28
MARIANOS #501	PROGRAM SUPPLIES		422422	114.93
MARIANOS #501	PROGRAM SUPPLIES		422422	87.53
802 BOWLERO 8003425263	COMMERCIAL EXPENSE		422206	609.00
WALMART	PROGRAM SUPPLIES		422409	37.65
WWW COSTCO COM	INCLUSION		450022	102.45
CASHSTAR STARBUCKS GFT	INCLUSION		450022	5.00
FMCSA D&A CLEARINGHOUS	LIABILITY		441001	5.00
FLEETIO.COM	COMPUTERS		421905	153.90
AMAZON	TRANSPORTATION MAINTENANCE		422703	149.50
AMAZON	MAINTENANCE/UTILITIES		421708	68.78
AMAZON	PROGRAM SUPPLIES		422409	36.23
TARGET 00008805	PROGRAM SUPPLIES		422406	36.44
AMAZON	PROGRAM SUPPLIES		422409	24.96
WALMART	PROGRAM SUPPLIES		422406	95.52
WALMART	PROGRAM SUPPLIES		422406	85.48
DOMINO'S 2726	PROGRAM SUPPLIES		422406	75.60
DOLLAR TREE	PROGRAM SUPPLIES		422406	27.50
PAYPAL CHI WILS CHI W	CONFERENCE/EDUCATION		421406	40.00
AMAZON	PROGRAM DEVELOPMENT		422301	22.73
PAYPAL EDIBLEARRAN	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS		423101	97.19
MAGGIANOS SCHAUMBURG	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS		423101	150.00
WALGREENS #5735	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS		423101	117.56
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS		423101	27.81
DOORDASH DASHPASS	CONFERENCE/EDUCATION		421406	9.99
AMAZON	PROGRAM DEVELOPMENT		422301	154.40
WALMART	PROGRAM DEVELOPMENT		422301	124.40
ILS	PROGRAM DEVELOPMENT		422301	154.73
GK ELITE	COMMERCIAL EXPENSE		422211	131.19
WILMOT MOUNTAIN	COMMERCIAL EXPENSE		422211	-1,570.97
GK ELITE	COMMERCIAL EXPENSE		422211	244.59
WILMOT MOUNTAIN	COMMERCIAL EXPENSE		422211	55.92
VAIL PASS SALES 0374	COMMERCIAL EXPENSE		422211	373.50
QUALITY INNS	COMMERCIAL EXPENSE		422211	-14.91
QUALITY INNS	COMMERCIAL EXPENSE		422211	121.36
QUALITY INNS	COMMERCIAL EXPENSE		422211	121.36
QUALITY INNS	COMMERCIAL EXPENSE		422211	-14.91
QUALITY INNS	COMMERCIAL EXPENSE		422211	-14.91
QUALITY INNS	COMMERCIAL EXPENSE		422211	-20.00
AVANTIS RISTORANTE PEO	COMMERCIAL EXPENSE		422211	92.76
QUALITY INNS	COMMERCIAL EXPENSE		422211	121.36
VAIL PASS SALES 0374	COMMERCIAL EXPENSE		422211	2,840.79
AMAZON	PROGRAM SUPPLIES		422405	700.00
DOLLAR TREE	PROGRAM SUPPLIES		422405	20.00
STARBUCKS STORE 08609	CONFERENCE/EDUCATION		421405	11.98
WALMART	PROGRAM SUPPLIES		422405	300.00
AMAZON	INCLUSION		450012	12.98
AMAZON	PROGRAM SUPPLIES		422405	34.00
TARGET 00008805	INCLUSION		450022	66.00
AMAZON	PROGRAM SUPPLIES		422405	544.07
AMAZON	PROGRAM SUPPLIES		422405	15.95
AMAZON	PROGRAM SUPPLIES		422405	46.26
AMAZON	PROGRAM SUPPLIES		422405	62.33
AMAZON	PROGRAM SUPPLIES		422405	41.94
AMAZON	PROGRAM SUPPLIES		422405	23.75

Warrant Summary

		As of December 31, 2022	
AMAZON	INCLUSION	450006	17.37
COOPERS HAWK KILDEER	CONFERENCE/EDUCATION	421405	98.98
AMAZON	INCLUSION	450006	5.99
DOLLAR TREE	PROGRAM SUPPLIES	422404	90.50
LYFT RIDE WED 5PM	INCLUSION	450003	18.59
LYFT RIDE MON 2PM	INCLUSION	450003	17.73
WALMART	PROGRAM SUPPLIES	422409	50.23
AMAZON	PROGRAM SUPPLIES	422409	59.94
AMAZON	PROGRAM SUPPLIES	422409	11.98
WALMART	PROGRAM SUPPLIES	422409	26.54
ACT ACT BENSENVILLE RE	COMMERCIAL EXPENSE	422209	629.25
AMAZON	PROGRAM DEVELOPMENT	422301	29.99
AMAZON	PROGRAM SUPPLIES	422409	42.58
DOLLAR TREE	PROGRAM SUPPLIES	422409	6.25
DISNEY PLUS	COMMERCIAL EXPENSE	422209	109.99
IN DYNAMIC LYNKS, INC	INDEPENDENT CONTRACTORS	424405	1,020.00
ROSATI S PIZZA	COMMERCIAL EXPENSE	422209	616.77
VILLAGE TAVERN - SCHAU	COMMERCIAL EXPENSE	422209	129.02
AMAZON	PROGRAM SUPPLIES	422409	11.99
NETFLIX.COM	COMMERCIAL EXPENSE	422209	19.99
JEWEL	PROGRAM SUPPLIES	422409	108.79
AMAZON	PROGRAM SUPPLIES	422409	13.69
JEWEL	PROGRAM SUPPLIES	422409	44.17
JEWEL	PROGRAM SUPPLIES	422409	46.60
DOLLAR TREE	PROGRAM SUPPLIES	422405	6.25
PORTILLOS HOT DOGS #11	COMMERCIAL EXPENSE	422207	99.15
JIMMY JOHNS 0233	COMMERCIAL EXPENSE	422207	12.91
DOLLAR TREE	PROGRAM SUPPLIES	422405	10.00
LITTLE CAESARS 1764-00	COMMERCIAL EXPENSE	422206	55.29
WALMART	PROGRAM SUPPLIES	422406	42.38
JEWEL	PROGRAM SUPPLIES	422409	29.12
OFFICEMAX/DEPOT 6066	CONFERENCE/EDUCATION	421406	21.70
AMAZON	PROGRAM SUPPLIES	422409	36.76
PB LEASING	POSTAGE	421202	454.71
PORTILLOS HOT DOGS #3	PROGRAM SUPPLIES	422404	53.39
WALMART	PROGRAM SUPPLIES	422422	6.82
DOLLAR TREE	PROGRAM SUPPLIES	422422	15.90
WALMART	PROGRAM SUPPLIES	422409	17.89
WALMART	PROGRAM SUPPLIES	422409	46.27
JEWEL	PROGRAM SUPPLIES	422409	27.84
JEWEL	PROGRAM SUPPLIES	422409	76.34
JEWEL	PROGRAM SUPPLIES	422409	21.95
JEWEL	PROGRAM SUPPLIES	422409	28.23
JEWEL	PROGRAM SUPPLIES	422409	14.27
DOLLAR TREE	PROGRAM SUPPLIES	422409	3.75
GOOGLE GOOGLE STORAGE	PROGRAM SUPPLIES	422418	1.99
ENTERRIUM, LLC	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423107	1,597.20
WALMART	PROGRAM SUPPLIES	422409	34.44
GFS STORE #1913	PROGRAM SUPPLIES	422409	54.64
GFS STORE #1913	PROGRAM SUPPLIES	422409	50.95
AMAZON	PROGRAM SUPPLIES	422409	-30.76
HOBBY-LOBBY #0177	PROGRAM SUPPLIES	422409	32.16
DOLLAR TREE	PROGRAM SUPPLIES	422409	72.50
AMAZON	PROGRAM SUPPLIES	422409	21.42
FSP NCTRC	MEMBERSHIPS/CERTIFICATIONS	421504	80.00

**Warrant
Summary**

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WALMART	PROGRAM SUPPLIES	422405	52.86
DOLLAR TREE	PROGRAM SUPPLIES	422405	16.25
DOLLAR TREE	PROGRAM SUPPLIES	422422	16.00
TARGET 00013698	OFFICE SUPPLIES	421105	56.03
ASSOCIATION FORUM OF C	MEMBERSHIPS/CERTIFICATIONS	421513	130.00
EB STATE-MANDATED ANN	CONFERENCE/EDUCATION	421407	25.00
IPRA	CONFERENCE/EDUCATION	421402	264.00
DAILY HERALD/REFLEJOS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	187.65
DAILY HERALD/REFLEJOS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	120.40
DAILY HERALD/REFLEJOS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	452.40
BEST BUY MHT 00003046	COMPUTERS	421906	11.99
EIG CONSTANTCONTACT.CO	COMPUTERS	421905	125.00
THE HOME DEPOT #1917	CAPITAL EXPENSES	460003	53.82
LOWES #02529	COMPUTERS	421906	20.44
AMAZON	PRINTING	422909	186.15
AMAZON	PRINTING	422909	89.99
AMAZON	PRINTING	422909	110.00
THE HOME DEPOT #6701	CAPITAL EXPENSES	460003	28.12
WIX.COM	COMPUTERS	421904	50.00
AUTHORIZE.NET	CREDIT CARD AND BANK FEES	421152	25.00
HOMEDEPOT.COM	PRINTING	422909	428.97
HOMEDEPOT.COM	OFFICE SUPPLIES	421105	26.97
HOMEDEPOT.COM	OFFICE SUPPLIES	421105	115.29
HOMEDEPOT.COM	OFFICE SUPPLIES	421105	97.71
ADOBE 800-833-6687	COMPUTERS	421905	194.38
THE HOME DEPOT #1943	CAPITAL EXPENSES	460003	164.25
ADOBE 800-833-6687	PRINTING	422909	9.99
WALMART	PROGRAM SUPPLIES	422406	9.90
DOLLAR TREE	PROGRAM SUPPLIES	422406	12.50
DOLLAR TREE	PROGRAM SUPPLIES	422406	22.50
WALMART	PROGRAM SUPPLIES	422406	25.39
DOMINO'S 2726	PROGRAM SUPPLIES	422406	21.98
MCDONALD'S F23208	PROGRAM SUPPLIES	422406	15.11
DOLLAR TREE	INCLUSION	450014	25.00
TARGET 00008805	PROGRAM SUPPLIES	422406	563.93
DOLLAR TREE	INCLUSION	450006	57.50
TARGET 00008805	INCLUSION	450001	16.89
TARGET 00008805	INCLUSION	450002	16.89
TARGET 00008805	INCLUSION	450003	16.89
TARGET 00008805	INCLUSION	450004	16.89
TARGET 00008805	INCLUSION	450005	16.89
TARGET 00008805	INCLUSION	450006	16.89
TARGET 00008805	INCLUSION	450007	16.89
TARGET 00008805	INCLUSION	450008	16.89
TARGET 00008805	INCLUSION	450009	16.89
TARGET 00008805	INCLUSION	450010	16.89
TARGET 00008805	INCLUSION	450011	16.89
TARGET 00008805	INCLUSION	450012	16.89
TARGET 00008805	INCLUSION	450013	16.89
TARGET 00008805	INCLUSION	450014	16.89
TARGET 00008805	INCLUSION	450015	16.89
TARGET 00008805	INCLUSION	450016	16.89
TARGET 00008805	INCLUSION	450017	16.88
ULTIMATESCREENPRINTING	INCLUSION	450022	167.40
CRISIS PREVENTION INST	MEMBERSHIPS/CERTIFICATIONS	421514	200.00
CRISIS PREVENTION INST	PROGRAM SUPPLIES	422413	1,025.64

**Warrant
Summary**

As of December 31, 2022

TST DURTY NELLIES WES	CONFERENCE EDUCATION	421405	74.50
AMAZON	PROGRAM SUPPLIES	422406	66.90
AMAZON	PROGRAM SUPPLIES	422406	155.00
AMAZON	PROGRAM SUPPLIES	422406	99.97

Total Warrant for Electronic Accounts Payable	36,178.68
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**Warrant
Summary
As of December 31, 2022**

Vendor	Expense Account Title	Account	Amount
DoorDash	Inclusion	450022	22.45
Amazon	Memberships	421513	499.00
DocuSign	Computers	421905	120.00
Amazon	Program Supplies	422409	-11.99
DoorDash	Inclusion	450022	23.16

Total Warrant #9 for Electronic Accounts Payable **\$652.62**

**Warrant
Summary
As of December 31, 2022**

Vendor	Expense Account Title	Account	Amount
November Pcards			
AMAZON	PROFESSIONAL FEES	421004	13.75
FARM & FLEET JANESVILL	PROFESSIONAL FEES	421004	68.55
AMAZON	OFFICE SUPPLIES	421101	26.24
AMAZON	OFFICE SUPPLIES	421101	29.00
AMAZON	OFFICE SUPPLIES	421101	11.99
AMAZON	OFFICE SUPPLIES	421101	92.99
AMAZON	OFFICE SUPPLIES	421101	62.94
NAME BADGES INT'L	OFFICE SUPPLIES	421104	54.85
DOLLAR TREE	OFFICE SUPPLIES	421105	19.03
ACCURATE OFFICE SUPPLY	OFFICE SUPPLIES	421105	502.13
STAPLS7368880747000001	OFFICE SUPPLIES	421105	954.04
AMAZON	OFFICE SUPPLIES	421105	7.99
AMAZON	OFFICE SUPPLIES	421105	46.48
WM SUPERCENTER #1897	OFFICE SUPPLIES	421105	10.96
AMAZON	OFFICE SUPPLIES	421105	7.94
UNIMART ONE STOP SHOPP	OFFICE SUPPLIES	421105	106.34
AMAZON	OFFICE SUPPLIES	421105	6.98
AMAZON	OFFICE SUPPLIES	421105	27.77
AMAZON	OFFICE SUPPLIES	421105	23.58
DOORDASH DASHPASS	OFFICE SUPPLIES	421105	9.99
AMAZON	OFFICE SUPPLIES	421105	7.69
AMAZON	OFFICE SUPPLIES	421105	14.39
BUFFALO GROVE	CREDIT CARD AND BANK FEES	421152	90.00
AUTHORIZE.NET	CREDIT CARD AND BANK FEES	421152	25.00
PITNEY BOWES PI	POSTAGE	421202	246.47
VZWRLSS APOCC VISB	TELEPHONE/FAX	421301	681.75
FIRST COMMUNICATIONS L	TELEPHONE/FAX	421304	646.37
CONVERGED DIGITAL NETW	TELEPHONE/FAX	421305	329.70
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	99.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	99.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	99.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	240.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	365.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	240.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00

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ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	365.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	371.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	365.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	517.00
ILLINOIS ASSOCIATION O	CONFERENCE/EDUCATION	421402	280.00
STARBUCKS STORE 14335	CONFERENCE/EDUCATION	421405	22.86
WALKER BROS. ORIGINAL	CONFERENCE/EDUCATION	421405	54.28
EVENTTICKETSPURCHASED	CONFERENCE/EDUCATION	421406	65.00
BOLINGBROOK PARK DIST	CONFERENCE/EDUCATION	421406	25.00
FSP NORTHWEST HUMAN RE	CONFERENCE/EDUCATION	421406	26.50
PAYPAL CHI WILS CHI W	CONFERENCE/EDUCATION	421406	30.00
KINDERING	CONFERENCE/EDUCATION	421407	299.00
42ND STREET BAR RDU	CONFERENCE/EDUCATION	421407	43.88
ATLMARKET ST2681	CONFERENCE/EDUCATION	421407	23.57
THE CASSO RALEIGH	CONFERENCE/EDUCATION	421407	382.78
KINDERING	CONFERENCE/EDUCATION	421407	299.00
UBER TRIP	CONFERENCE/EDUCATION	421407	29.91
UBER TRIP	CONFERENCE/EDUCATION	421407	19.27
UNITED AIRLINES	CONFERENCE/EDUCATION	421407	35.00
DELTA	CONFERENCE/EDUCATION	421407	30.00
UBER TRIP	CONFERENCE/EDUCATION	421407	12.10
THE CASSO FB	CONFERENCE/EDUCATION	421407	4.60
UBER TRIP	CONFERENCE/EDUCATION	421407	59.90
UNITED AIRLINES	CONFERENCE/EDUCATION	421407	19.00
WOLFGANG PUCK B07 ORD	CONFERENCE/EDUCATION	421407	38.97
DOORDASH IHOP	CONFERENCE/EDUCATION	421407	22.09
THE MARYLAND RECREATIO	CONFERENCE/EDUCATION	421407	299.00
PAYPAL ILLINOISREC	CONFERENCE/EDUCATION	421407	-50.00
PAYPAL CHI WILS CHI W	CONFERENCE/EDUCATION	421407	30.00
PAYPAL ILLINOISREC	CONFERENCE/EDUCATION	421407	-50.00
PAYPAL ILLINOISREC	CONFERENCE/EDUCATION	421407	-50.00
LYFT 1 RIDE 10-25	CONFERENCE/EDUCATION	421407	16.74
AMERICAN THERAPEUTIC R	CONFERENCE/EDUCATION	421408	10.00
AMERICAN THERAPEUTIC R	MEMBERSHIPS/CERTIFICATIONS	421501	150.00
IPRA	MEMBERSHIPS/CERTIFICATIONS	421507	279.00
IPRA	MEMBERSHIPS/CERTIFICATIONS	421507	279.00
IPRA	MEMBERSHIPS/CERTIFICATIONS	421507	7920.00
CHAIRONEFITNESS.COM	MEMBERSHIPS/CERTIFICATIONS	421513	175.00
FSP NORTHWEST HUMAN RE	MEMBERSHIPS/CERTIFICATIONS	421513	100.00
NICOR GAS	MAINTENANCE/UTILITIES	421703	50.41
NICOR GAS	MAINTENANCE/UTILITIES	421703	50.40
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	185.43
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	258.25
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	265.17
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	184.90
SHERWIN ACE HDWE	MAINTENANCE/UTILITIES	421707	85.98
ICI FEE BUFFALO GROVE	RENT	421806	2.66

Warrant Summary

As of December 31, 2022

MICROSOFT SUBSCRIPTION	COMPUTERS	421905	10.98
HTC CORP	COMPUTERS	421905	12.99
RING PROTECT PLUS YR	COMPUTERS	421905	100.00
BAMBOOHR HRIS	COMPUTERS	421905	306.03
APPLE.COM/BILL	COMPUTERS	421905	0.99
FLEETIO.COM	COMPUTERS	421905	156.84
ADOBE 800-833-6687	COMPUTERS	421905	1655.28
APPLE.COM/BILL	COMPUTERS	421905	0.99
EIG CONSTANTCONTACT.CO	COMPUTERS	421905	125.00
RIGHT NETWORKS	COMPUTERS	421905	75.80
INTUIT QUICKBOOKS	COMPUTERS	421905	1556.46
WWW.MAKESHIFT.CA	COMPUTERS	421905	592.66
MICROSOFT SUBSCRIPTION	COMPUTERS	421905	10.98
AMAZON	COMPUTERS	421906	97.80
AMAZON	COMPUTERS	421906	32.98
LOWES #02529	COMPUTERS	421906	11.54
AMAZON	COMPUTERS	421906	34.96
AMAZON	COMPUTERS	421906	15.29
AMAZON	COMPUTERS	421906	11.59
SEASPAR	RENTAL MUNICIPAL	422111	130.00
STREAMWOOD BOWL	COMMERCIAL EXPENSE	422201	288.00
TM CHICAGO WOLVES	COMMERCIAL EXPENSE	422201	220.01
PORTILLOS HOT DOGS #18	COMMERCIAL EXPENSE	422204	26.51
PORTILLOS HOT DOGS #18	COMMERCIAL EXPENSE	422204	185.88
DAVE & BUSTERS #6	COMMERCIAL EXPENSE	422204	396.21
DAVE & BUSTERS #6	COMMERCIAL EXPENSE	422204	182.00
STREAMWOOD BOWL	COMMERCIAL EXPENSE	422206	147.00
POPLAR CREEK BOWL	COMMERCIAL EXPENSE	422206	180.00
802 BOWLERO 8003425263	COMMERCIAL EXPENSE	422206	546.00
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	168.00
POPLAR CREEK BOWL	COMMERCIAL EXPENSE	422206	162.00
POPLAR CREEK BOWL	COMMERCIAL EXPENSE	422206	36.00
ME-HOFFMAN EST-MICROS	COMMERCIAL EXPENSE	422206	252.00
BEVERLY LANES	COMMERCIAL EXPENSE	422206	54.00
ARAMARK ALLSTATE ARENA	COMMERCIAL EXPENSE	422206	20.70
CLASSIC CINEMAS ELK GR	COMMERCIAL EXPENSE	422206	34.00
802 BOWLERO 8003425263	COMMERCIAL EXPENSE	422206	535.50
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	168.00
POPLAR CREEK BOWL	COMMERCIAL EXPENSE	422206	189.00
STREAMWOOD BOWL	COMMERCIAL EXPENSE	422206	59.50
CHOPSTICK	COMMERCIAL EXPENSE	422206	179.46
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	378.00
802 BOWLERO 8003425263	COMMERCIAL EXPENSE	422206	556.50
POPLAR CREEK BOWL	COMMERCIAL EXPENSE	422206	189.00
STREAMWOOD BOWL	COMMERCIAL EXPENSE	422206	70.00
BEVERLY LANES	COMMERCIAL EXPENSE	422206	27.00
802 BOWLERO 8003425263	COMMERCIAL EXPENSE	422206	567.00
STARBUCKS STORE 14335	COMMERCIAL EXPENSE	422207	6.95
CHICK-FIL-A #03384	COMMERCIAL EXPENSE	422209	405.00
GFS STORE #1913	COMMERCIAL EXPENSE	422209	100.37
GFS STORE #1913	COMMERCIAL EXPENSE	422209	7.98
CAFE ZUPA WHEELING	COMMERCIAL EXPENSE	422209	40.37
ROSATI S PIZZA	COMMERCIAL EXPENSE	422209	668.04
DUNKIN	COMMERCIAL EXPENSE	422209	9.12
ULTIMATESCREENPRINTING	COMMERCIAL EXPENSE	422211	778.00
AED SUPERSTORE	PROGRAM DEVELOPMENT	422305	2203.24

Warrant Summary

As of December 31, 2022

BOSTON MARKET 0260	PROGRAM SUPPLIES	422401	1147.18
DOLLAR TREE	PROGRAM SUPPLIES	422401	42.50
JEWEL	PROGRAM SUPPLIES	422401	47.41
DOLLAR TREE	PROGRAM SUPPLIES	422401	76.25
WM SUPERCENTER #5352	PROGRAM SUPPLIES	422401	128.06
DOLLAR TREE	PROGRAM SUPPLIES	422401	22.50
DOLLAR TREE	PROGRAM SUPPLIES	422401	38.75
DOLLAR TREE	PROGRAM SUPPLIES	422401	13.75
JEWEL	PROGRAM SUPPLIES	422401	33.21
DOLLAR TREE	PROGRAM SUPPLIES	422404	5.00
DOLLAR TREE	PROGRAM SUPPLIES	422404	5.00
WALMART	PROGRAM SUPPLIES	422404	41.51
AMAZON	PROGRAM SUPPLIES	422405	70.50
AMAZON	PROGRAM SUPPLIES	422405	146.95
AMAZON	PROGRAM SUPPLIES	422406	19.89
JEWEL	PROGRAM SUPPLIES	422406	14.28
DOLLAR TREE	PROGRAM SUPPLIES	422406	36.25
NINTENDO CA864143123	PROGRAM SUPPLIES	422406	77.92
DOLLAR TREE	PROGRAM SUPPLIES	422406	50.00
WALMART	PROGRAM SUPPLIES	422406	21.26
JEWEL	PROGRAM SUPPLIES	422406	82.19
JEWEL	PROGRAM SUPPLIES	422406	37.95
MARIANOS #501	PROGRAM SUPPLIES	422406	112.11
WALMART	PROGRAM SUPPLIES	422406	4.58
WALMART	PROGRAM SUPPLIES	422406	42.76
DOLLAR TREE	PROGRAM SUPPLIES	422406	17.50
DOLLAR TREE	PROGRAM SUPPLIES	422406	10.00
NINTENDO CA857915190	PROGRAM SUPPLIES	422406	10.00
DOLLAR TREE	PROGRAM SUPPLIES	422406	40.00
DOMINO'S 2771	PROGRAM SUPPLIES	422406	69.41
JEWEL	PROGRAM SUPPLIES	422406	56.38
MARIANOS #501	PROGRAM SUPPLIES	422406	-2.75
WALMART	PROGRAM SUPPLIES	422406	15.96
MARIANOS #501	PROGRAM SUPPLIES	422406	82.09
MICHAELS STORES 1338	PROGRAM SUPPLIES	422406	63.59
DOLLAR TREE	PROGRAM SUPPLIES	422406	56.25
TARGET 00011767	PROGRAM SUPPLIES	422406	80.94
JEWEL	PROGRAM SUPPLIES	422406	14.97
WALGREENS #0039	PROGRAM SUPPLIES	422406	30.93
WALMART	PROGRAM SUPPLIES	422406	35.47
MARIANOS #501	PROGRAM SUPPLIES	422406	68.80
JEWEL	PROGRAM SUPPLIES	422406	21.24
JEWEL	PROGRAM SUPPLIES	422406	35.34
JEWEL	PROGRAM SUPPLIES	422406	20.02
MARIANOS #501	PROGRAM SUPPLIES	422406	53.75
WALMART	PROGRAM SUPPLIES	422406	32.31
FLAGHOUSE INC	PROGRAM SUPPLIES	422407	1924.22
AMAZON	PROGRAM SUPPLIES	422409	9.99
AMAZON	PROGRAM SUPPLIES	422409	102.75
SPOTIFY USA	PROGRAM SUPPLIES	422409	15.99
DOLLAR TREE	PROGRAM SUPPLIES	422409	10.00
SHUTTERFLY, INC.	PROGRAM SUPPLIES	422409	15.60
JEWEL	PROGRAM SUPPLIES	422409	12.96
WALMART	PROGRAM SUPPLIES	422409	45.55
AMAZON	PROGRAM SUPPLIES	422409	812.65

Warrant Summary

As of December 31, 2022

ALDI 40077	PROGRAM SUPPLIES	422409	31.53
AMAZON	PROGRAM SUPPLIES	422409	279.20
AMAZON	PROGRAM SUPPLIES	422409	202.58
AMAZON	PROGRAM SUPPLIES	422409	227.90
AMAZON	PROGRAM SUPPLIES	422409	76.04
JEWEL	PROGRAM SUPPLIES	422409	7.47
ALDI 40051	PROGRAM SUPPLIES	422409	9.45
AMAZON	PROGRAM SUPPLIES	422409	26.97
AMAZON	PROGRAM SUPPLIES	422409	9.98
AMAZON	PROGRAM SUPPLIES	422409	67.32
AMAZON	PROGRAM SUPPLIES	422409	9.98
JEWEL	PROGRAM SUPPLIES	422409	24.98
JEWEL	PROGRAM SUPPLIES	422409	8.79
DOMINO'S 2771	PROGRAM SUPPLIES	422409	192.79
AMAZON	PROGRAM SUPPLIES	422409	149.99
JEWEL	PROGRAM SUPPLIES	422409	13.36
JEWEL	PROGRAM SUPPLIES	422409	69.90
JEWEL	PROGRAM SUPPLIES	422409	71.11
WALGREENS #5832	PROGRAM SUPPLIES	422409	13.55
WM SUPERCENTER #1420	PROGRAM SUPPLIES	422409	46.35
JEWEL	PROGRAM SUPPLIES	422409	6.16
JEWEL	PROGRAM SUPPLIES	422409	24.26
JEWEL	PROGRAM SUPPLIES	422409	19.39
JEWEL	PROGRAM SUPPLIES	422409	41.33
NETFLIX.COM	PROGRAM SUPPLIES	422409	19.99
AMAZON	PROGRAM SUPPLIES	422409	33.22
TONY'S FRESH MARKET#13	PROGRAM SUPPLIES	422409	23.08
AMAZON	PROGRAM SUPPLIES	422409	9.99
MICHAELS STORES 9176	PROGRAM SUPPLIES	422409	39.69
JEWEL	PROGRAM SUPPLIES	422409	39.87
DD DOORDASH NOODLESCO	PROGRAM SUPPLIES	422412	44.84
AMAZON	PROGRAM SUPPLIES	422414	116.16
ULTIMATESCREENPRINTING	PROGRAM SUPPLIES	422416	1822.00
GOOGLE GOOGLE STORAGE	PROGRAM SUPPLIES	422418	1.99
AMAZON	PROGRAM SUPPLIES	422418	46.22
AMAZON	PROGRAM SUPPLIES	422421	22.95
STARBUCKS STORE 14335	PROGRAM SUPPLIES	422422	40.68
SUPERMERCADO TORRES	PROGRAM SUPPLIES	422422	36.68
TARGET 00024901	PROGRAM SUPPLIES	422422	33.12
AMAZON	TRANSPORTATION MAINTENANCE	422703	75.01
AMAZON	TRANSPORTATION MAINTENANCE	422703	44.85
SPEEDWAY 08344 1295 RA	TRANSPORTATION GAS/TOLLS	422801	1000.00
SPEEDWAY 08344 1295 RA	TRANSPORTATION GAS/TOLLS	422801	1000.00
ACCURATE OFFICE SUPPLY	PRINTING	422904	999.00
KONICA MINOLTA USA	PRINTING	422906	581.64
AMAZON	PRINTING	422909	17.99
SP PROFLOWERS.COM	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	112.33
BATH & BODY WORKS 3817	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423107	51.50
DROPBOX 51Z5SPPBH4LB	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	119.88
WALGREENS.COM PHOTO #1	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423109	39.58
ONLINE JOB ADS INDEED	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	517.00
ASSOC CAREER CENTER	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	75.00
INDEED	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	204.00
ILIPRA.ORG	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	180.00
ULTIMATESCREENPRINTING	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423111	7.00
UPWORK -532930590REF	INDEPENDENT CONTRACTORS	424403	77.00

**Warrant
Summary**

As of December 31, 2022

UPWORK -530877106REF	INDEPENDENT CONTRACTORS	424403	77.00
UPWORK -528851332REF	INDEPENDENT CONTRACTORS	424403	42.00
UPWORK -526738787REF	INDEPENDENT CONTRACTORS	424403	77.00
IN DYNAMIC LYNKS, INC	INDEPENDENT CONTRACTORS	424404	510.00
IN DYNAMIC LYNKS, INC	INDEPENDENT CONTRACTORS	424405	555.00
STARBUCKS STORE 10239	INCLUSION	450002	9.66
AMAZON	INCLUSION	450003	21.03
AMAZON	INCLUSION	450003	25.98
SQ NORTHWEST TAXI SER	INCLUSION	450003	32.32
AMAZON	INCLUSION	450006	6.99
AMAZON	INCLUSION	450009	33.71
STARBUCKS STORE 14335	INCLUSION	450010	30.98
AMAZON	INCLUSION	450012	15.99
SHERWIN ACE HDWE	INCLUSION	450018	98.64
AMAZON	INCLUSION	450018	109.64
STARBUCKS STORE 26266	INCLUSION	450018	24.53
SPUNKY DUNKERS DONUTS	INCLUSION	450022	37.79
GRUBHUB BIGANGESEATER	INCLUSION	450022	179.64
STARBUCKS STORE 26898	INCLUSION	450022	19.15
CASHSTAR STARBUCKS GFT	INCLUSION	450022	5.00
AMAZON	INCLUSION	450022	38.00
TARGET 00007534	INCLUSION	450022	33.05
AMAZON	CAPITAL EXPENSES	460001	220.90
AMAZON	CAPITAL EXPENSES	460001	680.67
AMAZON	CAPITAL EXPENSES	460001	129.76
AMAZON	CAPITAL EXPENSES	460001	12.99
AMAZON	CAPITAL EXPENSES	460001	29.99
THE HOME DEPOT #1917	CAPITAL EXPENSES	460003	105.15
AMAZON	CAPITAL EXPENSES	460004	90.13
AMAZON	CAPITAL EXPENSES	460004	137.49
AMAZON	CAPITAL EXPENSES	460004	415.80

Total Warrant for Electronic Accounts Payable

61,008.05

Warrant Summary As of December 31, 2022

Num	Name	Memo	Account	Original Amount
6505	B2B Technologies		10600 · NWSRA Operating	-8,854.60
		Invoice #25759; Cabling Project - remaining 10	460003 · Technology/Hardware	7,778.92
		Invoice #26485; Cable Run to Teen Center	460003 · Technology/Hardware	825.88
		Invoice #26696; Wiremold for Cabling	460003 · Technology/Hardware	249.80
				<u>8,854.60</u>
6506	Bill's Auto & Truck Repair	Invoice #116282, #116129, #116097	10600 · NWSRA Operating	-3,000.97
		Vehicle Maintenance and Repairs	422702 · Repair / Maintenance	3,000.97
				<u>3,000.97</u>
6507	Julie Kral	Music and Swim Lessons	10600 · NWSRA Operating	-996.29
		Music and Swim Lessons	424402 · General Programs	996.29
				<u>996.29</u>
6508	Miranda Rae Marfilus	NCTRC Annual Maintenance	10600 · NWSRA Operating	-80.00
		NCTRC Annual Maintenance	421504 · CTRS Exam / Renewal	80.00
				<u>80.00</u>
6509	Official Finders, LLC		10600 · NWSRA Operating	-250.00
		Invoice #11752; SRA Basketball	424407 · Athletics	150.00
		Invoice #11791; SRA Basketball	424407 · Athletics	100.00
				<u>250.00</u>
6510	River Trails Park District	2022 Fall Parkour NWSRA	10600 · NWSRA Operating	-1,872.00
		2022 Fall Parkour NWSRA	422106 · General Programs	1,872.00
				<u>1,872.00</u>
6511	Rolling Meadows Park District	Invoice #92203	10600 · NWSRA Operating	-129.95
		ADA Bathroom Supplies	460001 · Capital Expenses/Projects	129.95
				<u>129.95</u>
6512	Sean Skala	Exam Registration & Professional Eligibility	10600 · NWSRA Operating	-450.00
		Exam Registration & Professional Eligibility Re	421504 · CTRS Exam / Renewal	450.00
				<u>450.00</u>
6513	SLSF	NWSRA Registration Donations	10600 · NWSRA Operating	-260.00
		NWSRA Registration Donations	380000 · Revenue SLSF	260.00
				<u>260.00</u>
6514	South Barrington Park District	Group Fitness Classes	10600 · NWSRA Operating	-160.00
		Group Fitness Classes; 11.2022	450015 · South Barrington	160.00
				<u>160.00</u>
6515	Sterling Network Integration	Invoice #12082201	10600 · NWSRA Operating	-15,500.00
		Invoice #12082201; Costs of transitioning to SN	421902 · Framework Support	15,500.00
				<u>15,500.00</u>

Warrant Summary As of December 31, 2022

15,500.00

6516 TPM Graphics, Inc.	Invoice #92949 Invoice #92949; Printing and Mailing Services f	10600 · NWSRA Operating 423110 · Recruitment	-13,003.00 <u>13,003.00</u> 13,003.00
6517 Hanover Park Park District	Rent DEC 2022	10600 · NWSRA Operating	-1,443.00
12-01-22	Rent DEC 2022	421803 · HPPD Rental Space	<u>1,443.00</u> 1,443.00
6518 Mt. Prospect Park District	Invoice #1222	10600 · NWSRA Operating	-2,500.00
	Invoice #1222; Decemeber 2022 Rent	421804 · MPPD Rental Space	<u>2,500.00</u> 2,500.00
6519 Park Central Condo Assn.	Monthly Condo Assoc Dues	10600 · NWSRA Operating	-1,065.00
22a-012	Monthly Condo Assoc Dues	421801 · Condo Association Fee	<u>1,065.00</u> 1,065.00
6520 Rolling Meadows Park District		10600 · NWSRA Operating	-3,460.00
22-0212	Rental South East Wing RMPD Community Ce	421800 · Rent	2,500.00
22-0712	Maintenance Reimbursement	421701 · Condo Maintenance	<u>960.00</u> 3,460.00
6533 Bill's Auto & Truck Repair		10600 · NWSRA Operating	-3,588.75
	2008 Ford E450, 2010 Ford E450	422702 · Repair / Maintenance	1,877.24
	2011 Ford E450, 2012 Ford E450	422702 · Repair / Maintenance	<u>1,711.51</u> 3,588.75
6534 Cash	Reimburse Petty Cash	10600 · NWSRA Operating	-269.60
	Petty Cash Reimbursement	10300 · Petty Cash	<u>269.60</u> 269.60
6535 Physicians Immediate Care - Chica	Invoice#4296589	10600 · NWSRA Operating	-257.00
	Engleson-Risinger-drug screen	441002 · Drug Tests / Physicals	<u>257.00</u> 257.00
6536 Rolling Meadows Park District	Invoice#134346BMc	10600 · NWSRA Operating	-1,800.00
	Labor Expenses for Replacement of Bathroom	460001 · Capital Expenses/Projects	<u>1,800.00</u> 1,800.00
6538 Best Quality Cleaning	Invoice #44064	10600 · NWSRA Operating	-950.00
	Back office carpet cleaning	460004 · Building/Maintenance	<u>950.00</u> 950.00
6539 Premistar-North	Invoice #SI2186237	10600 · NWSRA Operating	-1,204.50
	HVAC Roof Top Unit #8 Repair	421705 · Total Fire and Safety	<u>1,204.50</u> 1,204.50

Warrant Summary

As of December 31, 2022

6540 Rolling Meadows Park District	Invoice #36463 Fixes made to RMPD for state fire marshal app 421707 · Miscellaneous	10600 · NWSRA Operating	-355.00 355.00 <hr style="width: 100%; border: 0.5px solid black;"/> 355.00
6541 Sterling Network Integration	SNI December Support Support hours for printer issues SNI November Support License for Print Server Operating System Access Points for Office Reconciliation of network equipment and firew:	421902 · Framework Support 421902 · Framework Support 421902 · Framework Support 421905 · Miscellaneous Software 421906 · Miscellaneous Hardware 421906 · Miscellaneous Hardware	10600 · NWSRA Operating <hr style="width: 100%; border: 0.5px solid black;"/> 13,267.92
6542 Wheeling Park District	Installation of outlet/junction box Fixes made to sensory room for state fire marsl	10600 · NWSRA Operating	-94.97 <hr style="width: 100%; border: 0.5px solid black;"/> 94.97
6543 NCPERS Group Life Insurance	December 2022 Life Insurance Premiums December 2022 Life Insurance Premiums	10600 · NWSRA Operating 421601 · Voluntary Benefits	-16.00 <hr style="width: 100%; border: 0.5px solid black;"/> 16.00 16.00
Total for Warrant VB&T Business Checking Accounts Payable			\$ 74,828.55

VII. Staff Reports

[Return to Home](#)

MARKETING & PR REPORT NOVEMBER/DECEMBER 2022

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

GENERAL MARKETING

- Published and promoted the the 2023 Winter/ Spring brochure.
- Worked on the creation of the 2023 Summer Camp Brochure.
- Promoted Scholarship offerings to ensure access to NWSRA programs.
- Formally introduced NWSRA's regional approach to progaming via a video developed and shared at the holiday luncheon.
- Created the Year in Review Video highlighting the accomplishments of both NWSRA and SLSF in 2022.
- Created marketing materials to promote the DSP pathway program.

SLSF MARKETING

- Created marketing calateral for the Holiday Luncheon including social campaigns, promotional materials, day of signage and more.
- Designed and sent out both print and digital materials for the SLSF holiday appeal.
- Created and sent out Gold Medal Fashion Show Invites.
- Promoted the Double Good Popcord Fundraiser.



TECHNOLOGY

- NWSRA officially transitioned IT Service Providers from ExcalTech to SNI.
- The Main Office Cabling Projected was completed. About 30,000 feet of CAT-6A cable was run to almost 180 drops, connecting all endpoints directly to the 3rd floor server room.
- New PoE Network Switches were installed allowing for the elimination of power injectors for phones and mini switches around the office.
- Email filtering was transitioned from Mail Protector to Mimecast.
- Watchguard firewalls were replaced and upgraded to Fortigate. Once firewalls were replaced, Cisco Duo was added for MFA on Remote Access.
- EnGenius Access points were replaced with Ubiquiti, giving staff central management of them and much better coverage around the office.
- A dedicated Virtual Machine was spun up to handle all printing, both at our main office and remote sites - resolving constant printing issues.
- SNI's agent has been installed on all agency endpoints and configured to allow NWSRA IT staff to remote into any computer to assist staff.

IN PROGRESS

- Interviews are underway for Gold Medal Fashion Show candidates.
- Work continues to complete the SLSF side of Civi.

WEBSITE STATISTICS

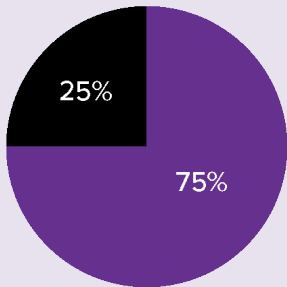
www.nwsra.org

7,688

TOTAL PAGE VIEWS

4,019

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

2,262 NEW VISITORS

MOST VISITED PAGES

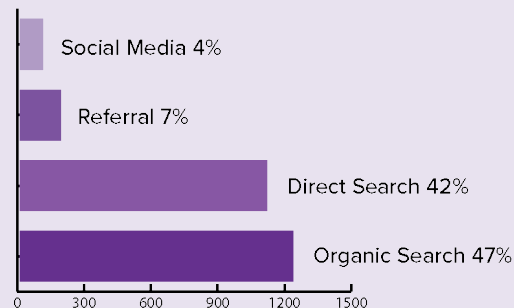
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	2,210	1:00
2.	NWSRA NWSRA Brochure	1,900	5:38
3.	NWSRA Job Opportunities	408	1:57
4.	NWSRA Employment	382	1:37
5.	NWSRA Staff	372	5:14
6.	NWSRA PURSUIT	254	3:41
7.	NWSRA About	162	1:37
8.	NWSRA Job Portal	154	52 sec
9.	NWSRA Athletics	119	1:12
10.	NWSRA Day Camps	102	2:35

PAGE VIEWS

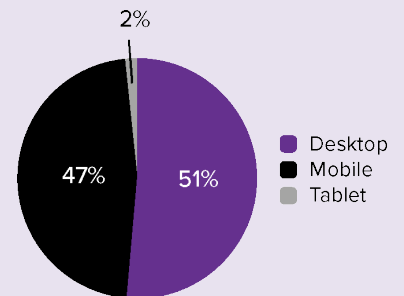
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 4,299
Total Page Likes: 9,333
Post Engagements: 1,389



Post Impressions: 2,513
Post Reach: 413
Total Followers: 887



Total Followers: 417
Tweet Impressions: 1,503
Profile Visits: 321



Post Impressions: 1,325
Total Followers: 1,201
Page Views: 62

TRENDING POSTS

- Support Services Staff of the Month
- Winter/Spring Brochure
- Inclusion Coordinator Certification
- Inclusion Staff of the Month
- NWSRA Hiring Event



WEBSITE STATISTICS

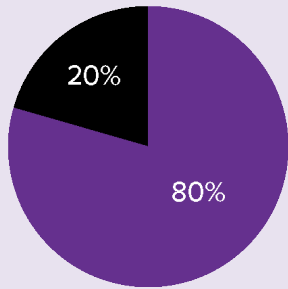
www.nwsra.org

4,746

TOTAL PAGE VIEWS

2,845

TOTAL SESSIONS



■ New Visitor
■ Returning Visitor

1,854 NEW VISITORS

MOST VISITED PAGES

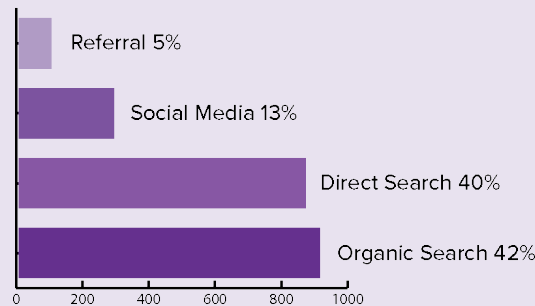
Rank	Page Name	Page Views	Avg. Time Spent
1.	NWSRA Homepage	1,528	1:06
2.	NWSRA NWSRA Brochure	853	4:35
3.	NWSRA Staff	307	4:28
4.	NWSRA Job Opportunities	284	3:47
5.	NWSRA Employment	185	1:13
6.	NWSRA PURSUIT	160	4:58
7.	NWSRA Day Camps	98	2:01
8.	NWSRA About	86	2:08
9.	NWSRA Job Portal	83	28 sec
10.	NWSRA Direct Service Profess...	78	2:27

PAGE VIEWS

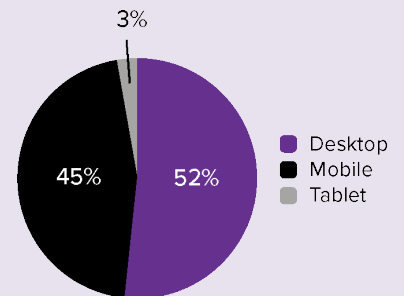
AVG. TIME SPENT

TOP CHANNELS

How people visit the website



DEVICES BEING USED



SOCIAL MEDIA STATISTICS



People Reached: 2,855
Total Page Likes: 9,330
Post Engagements: 702



Post Impressions: 1,935
Post Reach: 335
Total Followers: 895



Total Followers: 416
Tweet Impressions: 2,177
Profile Visits: 216



Post Impressions: 756
Total Followers: 1,208
Page Views: 61

TRENDING POSTS

- RT Student Networking Event
- PURSUIT Scavenger Hunt
- Double Good Popcorn Fundraiser
- 2023 Winter/Spring Brochure Posts
- Inclusion Staff of the Month

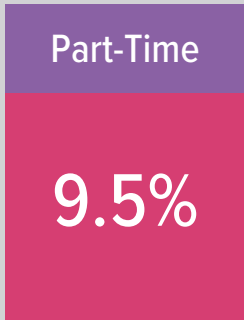


HR METRICS

4TH QUARTER - OCTOBER/NOVEMBER/DECEMBER 2022

Turnover Rates

The turnover rates represent the number of part time terminations/resignations within the agency based on the current number of employees. A high turnover rate means employees are being terminated or employees are resigning at a higher rate than the agency is hiring employees. A low turnover rate means employees are being hired at a rate higher rate than employees are being terminated or employees are resigning.



NWSRA experienced a high turnover rate this quarter due to summer employees resigning at the end of August.

Employee Count

This shows the comparison of full-time and part-time employees for the past 4 years

	2019	2020	2021	2022
July	44/195	37/39	42/93	42/193
August	44/201	37/44	41/97	43/204
September	42/200	36/40	41/97	43/207

*Full-Time/Part-Time

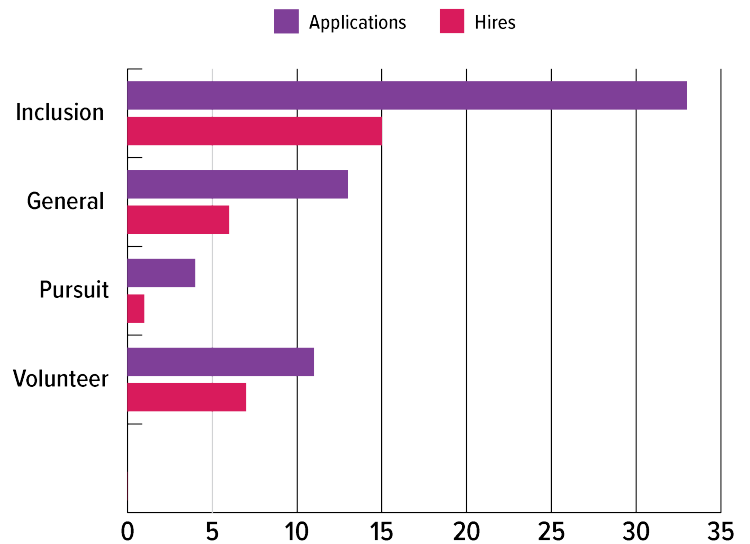
Applications Received vs Applicants Hired

This represents the number of applications submitted by potential employees versus the number of applicants that are actually hired. There are several reasons applicants may not have been hired:

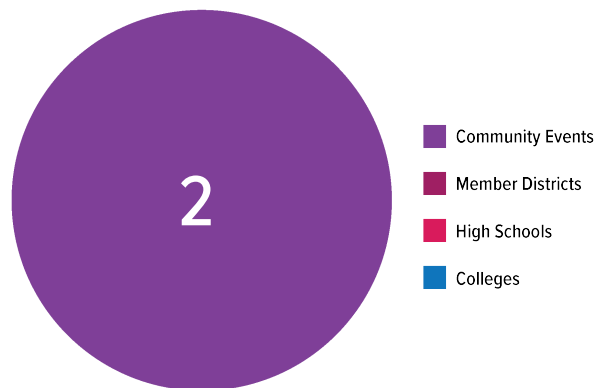
Total Hired: 29

Reasons we may not have hired some applicants:

- Decline Offer
- No transportation
- Schedule / Availability - Does not meet NWSRA needs
- Lack of minimum eligibility requirements



Recruiting Events



This shows the different areas we attended for Job Fairs and recruitment events.

Date: January 2023
 To: Tracey Crawford, Executive Director
 From: Liz Thomas, Foundation Manager
 RE: SLSF Update for the January NWSRA Board Meeting

Sponsorships: Sponsorship dollars are part of the SLSF event budgets. In 2021 SLSF budgeted \$61,200 but received \$86,451 in event sponsorship. The FY 2022 budgeted amount is \$115,700. As of the end FY 2022, \$88,580 has been received. The deficit was in part to 2 events being cancelled.

Grants: The FY 2022 grant budgeted amount is \$142,500. To date, SLSF has applied for \$487,813.99 in grants with \$169,763.99 approved and the remaining grants still pending. SLSF has also submitted Letters of Inquiry for a total of \$74,250 to grantors throughout the Chicago area. In addition to grants for the five funding pillars, SLSF is also submitting grants to support the Accessible Greenhouse planned for 2023.

Events: The FY 2022 Fundraising Events budgeted amount is \$358,667. The budgeted amount is higher than the past two years, anticipating higher event attendance with in-person events possible. To date, fundraising revenue has generated \$265,474.44. Fundraising revenue is lower than anticipated due to the cancelation of 2 events that were budgeted to bring in \$33,025.

Additional Fundraising Campaigns:

In 2022, SLSF is hosting four virtual fundraising campaigns to take advantage of the \$0 overhead cost to supplement income from fundraising events. 2 of these campaigns are new for 2022.

Date of Campaign	Fundraiser	2021 Revenue	2022 Revenue
March 1 - April 1	Flower Power	\$1,574.00	\$574.00
May 1 - 31	Brackets for Ability	N/A	\$860.00
July 10 - 31	Fun Pasta	N/A	\$757.20
December 1-5	Popcorn	\$4,680.00	\$3,550.50
	Total	\$6,254.00	\$5,741.70

Grants to NWSRA: SLSF is budgeted to provide \$218,500 in grants to NWSRA for 2022 this was revised in October to \$180,000. The first installments was in May: \$117,303.33 to the five funding pillars. The second installment was in October of \$101,196.67. In addition to the NWSRA grants, SLSF has contributed \$577,964 to the Vogelei House project as of September.

Outreach: In 2022 the SLSF team attended 99 networking event in addition to weekly external professional meetings. SLSF volunteered with 15 outside organizations to give back to the supportive community.

X. Information /Action Items

[Return to home](#)

NWSRA Agency Goals 2023

Pillar 1: Financial Management			
Strategic stewardship of revenues and expenses to maximize financial stability of the Association Focus			
Focus 1A: Clarify Financial Model			
Strategic Goal	Objectives	Lead / Department	Actions
1. Educate and increase the understanding of how the Association's planning and budgetary priorities are supportive of the mission	1. Continue to educate participants, families, and stakeholders about budget priorities via the website and newsletters	Tom Draper (Admin)	
	2. Implement 2 budget trainings to equip staff with the knowledge to educate the community on NWSRA's budget and how NWSRA is funded as well as a base knowledge on all budgets for new staff	Darleen Negrillo (Admin)	
	3. Revamp NWSRA current marketing materials on funding and make it easily accessible with QR codes and materials to distribute to member districts	Tom Draper (Marketing)	
2. Establish a clear post-pandemic financial picture that equitably outlines goals and best practices for NWSRA's operations, reserve fund, capital fund, and member district assessments	1. Survey member districts and surrounding areas on pricing for all recreational offerings to create a new plan for profit vs subsidized programming	Rachel Hubsch (Admin)	
	2. Revamp fee policy across all programming areas to determine percentages of profit versus loss	Rachel Hubsch (Admin)	
	3. Research and implement financial software that will address all financial reporting needs	Darleen Negrillo (Admin)	
	4. Create job description for full time finance position to hire in current year	Darleen Negrillo (Admin)	
	5. Streamline all bank accounts to clarify general reserve, operation fund and capital fund	Darleen Negrillo (Admin)	
	6. Create separate operating and capital fund budgets	Darleen Negrillo (Admin)	
	7. Create a fee structure for outside trainings based topic, length and trainers requesting	Victoria Gonzalez (Inclusion)	

NWSRA Agency Goals 2023

Focus 1A: Clarify Financial Model			
Strategic Goal	Objectives	Lead / Department	Actions
3. Implement the maintenance and replacement plan for vehicles	1. Implement scheduled maintenance plan for current fleet of vehicles and report quarterly	Darleen Negrillo (Operations)	
	2. Implement current year's Capital Plan for replacing vehicles as scheduled over the next five years	Darleen Negrillo (Operations)	
	3. Create a plan of action to start regional programming with the implementation of transportation hub system	Darleen Negrillo and Rachel Hubsch (Program Development / Operations)	
4. Create a maintenance and replacement plan for NWSRA programming spaces including specialty rooms	1. Continue to inventory all equipment, supplies within each NWSRA programming spaces	Darleen Negrillo (Operations)	
	2. Create a maintenance and replacement plan for all equipment and supplies within programming spaces and specialty rooms	Darleen Negrillo (Operations)	
	3. Based on the replacement schedule determine which items will be added to operations or capital replacement plan	Darleen Negrillo (Operations)	

NWSRA Agency Goals 2023

Pillar 2: Operational Excellence

Establishment and monitoring of internal policies, procedures and systems to increase efficiency and organizational preparedness

Focus 2A: Restore In-Person Programming

Strategic Goal	Objectives	Lead / Department	Actions
1. Revamp current program evaluation processes across all departments	1. Implement new evaluations processes to be accessed electronically, creating QR codes for parents to easily access program evaluations	Rachel Hubsch / Tom Draper (Program Development / Marketing)	
	2. Host "Voice of the Customer" Focus Groups for the newly established regional areas to provide feedback and insight on transportation hub system	Rachel Hubsch (Program Development)	
	3. Research other SRA's parent groups to create an NWSRA parent group that would bring advocacy, collaboration and assist with outreach efforts	Janae Winston (Management)	

Focus 2B: Recruit and Retain Staff

Strategic Goal	Objectives	Lead / Department	Actions
1. Determine an effective way to retain employees and volunteers	1. Review survey results each quarter and implement strategies to address staff satisfaction	Darleen Negrillo (Human Resources)	
	2. Implement a professional development series on motivation at all staff meetings during the Director's Corner	Tracey Crawford (Admin)	
	3. Create a part time staff recognition program for employees to recognize peers	Alexis Bell (Support Services)	
	4. Post full time staff recognitions on social media platforms for families, stakeholders and member district peers	Tom Draper (Admin)	
2. Determine an effective way to recruit employees and volunteers	1. Implement the DSP Career Pathway program with in local high schools	LJ Jevaney / Katrina Wiegand (Collaboratives)	
	2. Allocate resources through marketing, trainings, or other means, to promote DSP program in High Schools, Inclusion Aides, and most sought after positions.	Tom Draper (Admin)	
	3. Determine quarterly recruitment plan to strategically target for staffing needs	Darleen Negrillo (Recruitment)	
	4. Investigate human service departments at local high schools and colleges within to attract fieldwork students in related fields to TR	Rachel Hubsch (Internships)	

NWSRA Agency Goals 2023

Focus 2C: Remain on the Path to Meet Programming Needs			
Strategic Goal	Objectives	Lead / Department	Actions
1. Ensure current program offerings are meeting the needs of the community	1. Survey participants and families in order to revamp Virtual program offerings to meet the needs of the community	Rachel Hubsch (Program Development)	
	2. Conduct a focus groups across all age and ability groups to determine the current needs of the community	Rachel Hubsch (Program Development)	
	3. Meet annually with QIDP's within local residential facilities to ensure needs are being met of adult residents	Alexis Bell (Support Services)	
2. Enhance marketing efforts to increase awareness of all programs offered at NWSRA	1. Create a recruitment and outreach campaign using a DEI lens in order to create a more diverse and inclusive environment	Tom Draper (Marketing)	
	2. Create marketing plan on how to highlight what is unique and different within each region	Tom Draper (Marketing)	
	3. Create marketing videos promoting participant success and/or testimonials in current programs and highlight park district they are residents of	Tom Draper (Marketing)	
	4. Collaborate with member agencies for joint marketing at member districts to promote inclusion	Tom Draper (Marketing)	
Focus 2D: Reaffirm NWSRA Programming Operations and Sites			
Strategic Goal	Objectives	Lead / Department	Actions
1. Reestablish Research Outreach Initiative (ROI) to evaluate the census, school and stakeholder statistics	1. Analyze the census report findings to determine outreach, marketing and programming needs	Tom Draper / Andrea Griffin (Outreach)	
	2. Develop action steps to address the needs for services within the NWSRA footprint based on the report findings	Tom Draper / Andrea Griffin (Outreach)	
	3. Distribute findings and action steps to all stakeholders	Tom Draper (Marketing)	

NWSRA Agency Goals 2023

Focus 2E: Cultivate Strategies and Controlled Growth			
Strategic Goal	Objectives	Lead / Department	Actions
1. Research, develop and implement a Technology Plan to meet the demand of current trends	1. Implement Online Registration	Tom Draper (Technology)	
	2. Update current internal communication plan to streamline processes and safeguard data	Tom Draper (Technology)	
	3. Investigate CIVI reports and create a list of reports needed to provide accurate numbers of programs and services provided	Tom Draper (Technology)	
	4. Revamp Director's website in order to optimize information and resources for member districts	Tom Draper (Technology)	
2. Reestablish partnerships with agencies that align with NWSRA's mission and vision to maximize resources	1. Met with three Member Districts to discuss specialized programming and offer unique programming for participants in those districts	Rachel Hubsch (Program Development)	
	2. Establish two new relationships within local High School Athletic Departments to enhance Lightning Athletics	Janae Winston (Lightning Athletics)	
	3. Research two new contracted instructors for specialized lessons	Alexis Bell (Support Services)	
	4. Establish collaborative relationship with NSSEO to offer aftercare program for participants who need closer ratios	Kate Moran (Program Development)	
	5. Research 2 Cooperative Purchasing Programs such as Source well and join one by the end of 2023	Darleen Negrillo (Operations)	

NWSRA Agency Goals 2023

Pillar 3: Promoting Leadership

Staff engagement and continues development to create leaders who are informed, capable and ready to educate and lead

Focus 3A: Everybody Always: NWSRA's Doors are Always Open

Strategic Goal	Objectives	Lead / Department	Actions
1. Utilize ROI statistics to reach out to the underserved populations	1. Educate and Survey participants and families to establish a baseline on diversity, equity and inclusion within the agency	Tracey Crawford (Admin)	
	2. Evaluate all NWSRA policies, procedures, marketing, staffing and programming through a DEI lens	Tracey Crawford (Admin)	
	3. Create training and education opportunities on diversity, equity and inclusion for staff and stakeholders	Tracey Crawford (Admin)	
2. Expand knowledge and understanding of the partnerships between NWSRA and Member Districts	1. Continue to partner with member districts on outreach and recruitment events	Andrea Griffin / Darleen Negrillo (Outreach / Recruitment)	
	2. Create and disseminate marketing materials to educate the community on newly developed NWSRA Regions	Tom Draper (Marketing)	
	3. Educate current legislators in service area on NWSRA and current trends in programming	Tom Draper (Marketing)	
3. Increase awareness of the field of Therapeutic Recreation and the Recreation Therapy Services provided by the Association to participants, families, staff and stakeholders	1. Create Recreation Therapy materials to drive awareness of the field Therapeutic Recreation at NWSRA outreach events	Tom Draper and Rachel Hubsch (Marketing / Therapeutic Recreation)	
	2. Utilize all marketing resources to educate stakeholders on the field of Therapeutic Recreation and the practice of Recreational Therapy	Tom Draper (Marketing / Therapeutic Recreation)	

NWSRA Agency Goals 2023

Focus 3B: Empower Staff Through Training			
Strategic Goal	Objectives	Lead / Department	Actions
1. Enhance current training opportunities for specialty programs and facilities	1. Research new trainings for each specialty room and program	Andrea Griffin / Rachel Hubsch (All Specialty Teams)	
	2. Research new contacts with other professionals who have skills and talents within each specialty room and program	Andrea Griffin / Rachel Hubsch (All Specialty Teams)	
	3. Create job tasks related to each specialized programming space to determine the need for outsourcing staff	Andrea Griffin / Rachel Hubsch (All Specialty Teams)	
2. Create a comprehensive training program for staff	1. Evaluate the training needs of staff based on trends in programming, program development, risk management and distinguished accreditation	Darleen Negrillo (Admin)	
	2. Create modules on various training topics within Power DMS to maintain and enhance training efforts	Darleen Negrillo (Admin)	
	3. Establish a training schedule, materials and resources for full and part time staff	Darleen Negrillo (Admin)	
Focus 3C: Encourage Current Succession Plan			
Strategic Goal	Objectives	Lead / Department	Actions
1. Create a Professional Development program and incentive program for part time staff to encourage growth and advancement	1. Create a Program Leader course for part time staff who are seeking more responsibility	Alexis Bell (Support Services)	
	2. Create a training and marketing materials on becoming a NWSRA Lightning Athletic Coach	Janae Winston (Lightning Athletics)	
	3. Survey full time staff with over two years of experience on strengths in programming as well as interest in mentoring part time staff	Alexis Bell (Support Services)	

NWSRA Agency Goals 2023

Focus 3C: Encourage Current Succession Plan			
Strategic Goal	Objectives	Lead / Department	Actions
2. Create a Professional Development program for full time staff who are actively pursuing advancement	1. Create survey to determine professional development and growth full time staff are seeking	Tracey Crawford (Admin Team)	
	2. Select staff from the survey that have over a year of service and looking for advancement to conduct SWOT analysis to create individual professional development plans	Tracey Crawford (Admin Team)	
	3. Present at all staff meeting on all levels of the professional development series and when staff would	Tracey Crawford (Admin Team)	
	4. Create a management level development series for full time staff	Tracey Crawford (Admin Team)	
3. The Mentorship Committee will implement full time mentoring program for staff actively seeking advancement	1. Work with staff who have completed SWOT analysis to appropriately match a mentor to align with professional development plan	Andrea Griffin (Mentorship Committee)	
	2. Select full time staff who meet the qualification each year for the mentoring program	Andrea Griffin (Mentorship Committee)	
	3. When and if succession planning has started for full time staff going through a development series assign a mentor on the Admin level	Andrea Griffin (Mentorship Committee)	

NWSRA Agency Goals 2023

Pillar 4: Outstanding Service

Delivery of quality service and community access through effective communication and collaboration with customers, including participants, families, donors, Board Members and partnering organizations

Focus 4A: Sustain PURSUIT Community Adult Day Program & Satellite Programming

Strategic Goal	Objectives	Lead / Department	Actions
1. Establish a clear post-pandemic financial picture that equitably outlines goals and best practices for the PURSUIT program	1. Meet with Clearbrook quarterly to analyze PURSUIT revenue and expenses	LJ Jevaney / Katrina Wiegand (Collaboratives)	
	2. Analyze the PURSUIT budget based on newly developed fee policy	LJ Jevaney / Katrina Wiegand (Collaboratives)	
	3. Develop profit percentages based on the fee policy for both Clearbrook and NWSRA	LJ Jevaney / Katrina Wiegand (Collaboratives)	
2. Research, create and implement the program model for PURSUIT Plus with collaborative partner Clearbrook	1. Implement and trial PURSUIT plus within the current PURSUIT program	LJ Jevaney / Katrina Wiegand (Collaboratives)	
	2. Identify certain days that each PURSUIT site that could appropriately accommodate above current daily client thresholds	LJ Jevaney / Katrina Wiegand (Collaboratives)	
	3. Create a list of potential PURSUIT clients that would be successful in the program outside the current ratios	LJ Jevaney / Katrina Wiegand (Collaboratives)	

Focus 4B: Support Innovative and Specialized Programming

Strategic Goal	Objectives	Lead / Department	Actions
1. Create a plan of action to create sustainability of each specialized programming space	1. Research community service groups that would be willing to help with projects within specialized programming spaces	Andrea Griffin / Rachel Hubsch (All Specialty Teams)	
	2. Investigate the financial impact of a part-time staff or contracted staff to assist with tasks within specialized programming spaces	Andrea Griffin / Rachel Hubsch (All Specialty Teams)	
	3. Layout a timeline for completion of Accessible Greenhouse base on resources and funding	Andrea Griffin (Greenhouse Team)	

NWSRA Agency Goals 2023

Focus 4C: Stand Behind Transportation Needs			
Strategic Goal	Objectives	Lead / Department	Actions
1. Assess and evaluate transportation usage	1. Utilize reports within the transportation software Fleetio to train staff how to navigate the software	Darleen Negrillo (Operations)	
	2. Complete a report on current transportation usage in order to utilize for budgeting and projection of vehicle maintenance and repair	Darleen Negrillo (Operations)	
2. Assess future transportation/vehicle needs	1. Implement door-to-door transportation request form to accurately assess the need of door-to-door transportation for participants and families to access recreation	Rachel Hubsch (Admin)	
	2. Re-establish pick up and drop off locations within the newly developed regions	Rachel Hubsch (Admin)	
	3. Analyze transportation survey results to address future transportation needs and collaborative opportunities	Darleen Negrillo (Operations)	