

Agenda - February 12, 2019

Minutes - January 8, 2019

Expenditures Approval Report

Report - Executive Director

Report - Superintendent of Recreation

Report - Superintendent of Parks

Report - Superintendent of Finance

Employee Policy 3.1; Holidays

Employee Policy 6.9; Telephone and Cellular Telephone Usage

Employee Policy 6.20; Blogging and Social Media

2019 Meeting Schedule



AGENDA

Regular Meeting of the West Chicago Board of Park Commissioners in the Park District ARC Center Meeting Room 105 201 W National Street, West Chicago, IL 60185.

**Tuesday, February 12, 2019
6:30 p.m.**

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at the West Chicago Park District Administrative offices, 201 W National Street, West Chicago, IL 60185 or call (630) 231-9474 ext. 100, Monday through Friday 8:30am to 5:00pm. Requests for a qualified interpreter require a five working day notice.

I. Call to Order and Roll Call

II. Pledge of Allegiance

III. Presentations

A. Sandy Gbur, Executive Director of Western DuPage Special Recreation Association.

IV. Public Comment

Visitors are welcome to address the Board of Park Commissioners. You are asked to sign in and wait to be recognized by the Board President. When recognized, please state your name, address and the item you wish to discuss. It is requested that one spokesperson for a group be appointed to the present the views of the entire group. There will be a 5 minute time limit per speaker.

V. Approve Meeting Agenda

VI. Consent Agenda

A. Minutes – January 8, 2019 (Regular Board Meeting)

B. Expenditures Approval Report – January 2019 (Superintendent of Finance)

VII. Staff Reports

- A. Executive Director
- B. Superintendent of Recreation
- C. Superintendent of Parks
- D. Superintendent of Finance

VIII. Unfinished Business

IX. New Business

A. Review and Motion to Approve Requested – Changes to Employee Policy 3.1; Holidays

- B. Review and Motion to Approve Requested – Changes to Employee Policy 6.9; Telephone and Cellular Telephone Usage
- C. Review and Motion to Approve Requested – Changes to Employee Policy 6.20; Blogging and Social Media
- D. Review and Motion to Approve – Changes to the 2019 Meeting Schedule of the Board of Park Commissioners.

X. Closed Session

A closed session is called pursuant to the open meetings Act **Section 2(c)(1)**: The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity; **Section 2(c)(2)**: Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; **Section 2(c)(16)**: Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member.

XI. Open Meeting

XII. Call to Order and Roll Call

XIII. Action on Closed Session Items

XIV. Adjourn Open Meeting



Minutes

The Regular meeting was called to order at 6:00 p.m. Present were Commissioners Bass, Gunderson, Lenertz, Spencer, Voelz and Zaputil, Director Major, Superintendents Gasparini, Hoffmann and Kaspar. Absent was Commissioner Pavlica.

Public Participation – None

President's Comments

Hats off to staff for December activities, they were fantastic!

Consent Agenda

Commissioner Gunderson motioned to accept all items under the Consent Agenda. Commissioner Zaputil seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

Executive Director

The written report from the Executive Director was delivered to the Board prior to the meeting. Director Major reviewed the report with the Board.

Superintendent of Recreation

The written report from the Superintendent of Recreation was delivered to the Board prior to the meeting. Superintendent Kaspar reviewed the report with the Board.

Superintendent of Parks

The written report from the Superintendent of Parks was delivered to the Board prior to the meeting. Superintendent Gasparini reviewed the report with the Board.

Superintendent of Finance's Report

The Financial reports from the Superintendent of Finance were delivered to the Board prior to the meeting. Superintendent Hoffmann reviewed the reports with the Board.

Old Business - None

New Business

Commissioner Zaputil motioned to approve Ordinance 19-01; an Ordinance declaring as surplus and authorizing the sale or other conveyance of surplus personal property of the West Chicago Park District, DuPage County, Illinois. Commissioner Spencer seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

Executive Session

Commissioner Bass motioned to convene into Executive Session for the purpose of the consideration of self-evaluation, practices and procedures or professional ethics when meeting with a representative of a statewide association of which the public body is a member, pursuant to 2(c)(16) of the open meetings act. Commissioner Gunderson seconded the motion. Roll was called, and motion carried.

Vote:

Yea: Bass, Gunderson, Lenertz, Spencer, Voelz, Zaputil

Nay: 0

Absent: Pavlica

The Board convened into Executive Session at 7:16 p.m.

The Board rose from Executive Session at 8:12 p.m.

Adjournment

There being no further business to come before the Board, Commissioner Zaputil motioned to adjourn the meeting. Commissioner Bass seconded the motion which carried by voice vote.

The meeting adjourned at 8:13 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Melissa L. Medeiros". The signature is fluid and cursive, with the first and last names being more prominent.

Melissa L. Medeiros, Secretary

West Chicago Park District
Board Expenditures Approval Report
Monthly Invoices

Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
ABSOLUTE VENDING SERVICE, INC.						
ABSOLUTE VENDING SERVICE, INC. XXXXXX8585	12/31/2018 30238	WATER COOLER RENTAL Invoice	Paid	20-70-528200	EQUIPMENT RENTAL	\$120.00
<i>Totals for ABSOLUTE VENDING SERVICE, INC</i>						<i>\$120.00</i>
ADVANCED DISPOSAL SERVICES						
ADVANCED DISPOSAL SERVICES XX-XXX7229	12/31/2018 T00001790095	REFUSE REMOVAL Invoice	Paid	10-20-524000	Con. Serv.-Refuse Removal-Reg.	\$379.10
XX-XXX7229	12/31/2018 T00001790095	REFUSE REMOVAL Invoice	Paid	20-70-524000	REFUSE DISPOSAL	\$159.00
XX-XXX7229	12/31/2018 T00001791468	REFUSE REMOVAL Invoice	Paid	20-50-524000	Con. Serv.-Refuse Removal-Reg.	\$167.70
<i>Totals for ADVANCED DISPOSAL SERVICES</i>						<i>\$705.80</i>
ALL IN ONE REMODELING						
ALL IN ONE REMODELING	1/15/2019 1/15/19	REPAIRS TREEHOUSE Invoice	Paid	20-70-561000	Repairs/Maint.-Buildings	\$2,850.00
<i>Totals for ALL IN ONE REMODELING</i>						<i>\$2,850.00</i>
AMALGAMATED BANK OF CHICAGO						
AMALGAMATED BANK OF CHICAGO	1/1/2019 1/1/19	2013 BONDS REGISTRAR/P Invoice	Paid	83-10-586700	Bond Registrar's Fees	\$475.00
<i>Totals for AMALGAMATED BANK OF CHICAGO</i>						<i>\$475.00</i>
AMI COMMUNICATIONS						
AMI COMMUNICATIONS	12/19/2018 8613	NEW DESKTOP/MONITOR Invoice	Paid	20-10-531500	Supplies-Hardware	\$400.44
	12/19/2018 8613	NEW DESKTOP/MONITOR Invoice	Paid	20-10-531500	Supplies-Hardware	\$812.94
<i>Totals for AMI COMMUNICATIONS</i>						<i>\$1,213.38</i>
ANCEL GLINK, P.C.						
ANCEL GLINK, P.C. XX-XXX3103	1/11/2019 1/11/19	LEGAL SERVICES Invoice	Paid	20-10-521000	Cont/Ser - Attorney Fees	\$1,746.93
<i>Totals for ANCEL GLINK, P.C.</i>						<i>\$1,746.93</i>
ANCHOR INDUSTRIES						

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ANCHOR INDUSTRIES	1/8/2019	TSPLASH UMBRELLAS		20-40-566000	Repairs/Maintenance-Equipment	\$6,814.00
	INV-063079	Invoice	Paid			
	1/14/2019	TSPLASH UMBRELLAS		20-40-566000	Repairs/Maintenance-Equipment	\$3,582.50
	INV-063143	Invoice	Paid			
	1/10/2019	TSPLASH UMBRELLAS		20-40-566000	Repairs/Maintenance-Equipment	\$4,140.00
	INV-063103	Invoice	Paid			
<i>Totals for ANCHOR INDUSTRIES</i>						<u>\$14,536.50</u>
BLACK LINE FOX VALLEY LLC						
BLACK LINE FOX VALLEY LLC XX-XXX6830	1/3/2019	IT CONSULTING		20-10-523000	Cont/Ser - IT Consultants	\$1,224.75
	3285	Invoice	Paid			
XX-XXX6830	1/3/2019	IT CONSULTING		10-10-523000	Cont/Ser - IT Consultants	\$1,224.75
	3285	Invoice	Paid			
<i>Totals for BLACK LINE FOX VALLEY LLC</i>						<u>\$2,449.50</u>
BRIAN KASPAR						
BRIAN KASPAR	1/2/2019	GARBAGE CAN		20-70-533600	Supplies/Materials Facility Equipment	\$20.00
	1/2/19	Invoice	Paid			
<i>Totals for BRIAN KASPAR</i>						<u>\$20.00</u>
BROADWAY BOUND DANCE COMPANY						
BROADWAY BOUND DANCE COMPA XX-XXX5557	12/6/2018	DANCE CLASSES		20-30-529500	Contract Program Expense	\$296.00
	2015	Invoice	Paid			
				<u>Program ID</u>	<u>Program Description</u>	<u>Amount</u>
				210	Dance	\$296.00
<i>Totals for BROADWAY BOUND DANCE COMPANY</i>						<u>\$296.00</u>
BUCK SERVICES, INC.						
BUCK SERVICES, INC. XXXXXX2726	12/10/2018	CUSTODIAL SERVICES D		20-70-524200	Cont/Serv-Custodial	\$14,745.58
	47994	Invoice	Paid			
XXXXXX2726	11/30/2018	ZONE 250 CUSTODIAL SE		20-50-524200	Cont/Serv-Custodial	\$1,281.00
	48042	Invoice	Paid			
XXXXXX2726	1/10/2019	CLEANING SERVICES FO		20-50-524200	Cont/Serv-Custodial	\$1,281.00
	48298	Invoice	Paid			
XXXXXX2726	1/10/2019	CLEANING SERVICES FO		20-70-524200	Cont/Serv-Custodial	\$14,745.58
	48298	Invoice	Paid			

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XXXXXX2726	12/31/2018	EXTRA CUSTODIAL SERV		20-50-524200	Cont/Serv-Custodial	\$1,159.00
	48306	Invoice	Paid			
XXXXXX2726	12/31/2018	EXTRA CUSTODIAL SERV		20-70-524200	Cont/Serv-Custodial	\$61.00
	48306	Invoice	Paid			
<i>Totals for BUCK SERVICES, INC.</i>						<u>\$33,273.16</u>
CALL ONE						
CALL ONE	1/15/2019	TELEPHONES		10-10-541000	Utilities-Telephones	\$199.96
	1/15/19	Invoice	Paid			
	1/15/2019	TELEPHONES		20-10-541000	Utilities-Telephones	\$199.96
	1/15/19	Invoice	Paid			
<i>Totals for CALL ONE</i>						<u>\$399.92</u>
CAROL STREAM LAWN/POWER						
CAROL STREAM LAWN/POWER	12/25/2018	PARTS		10-20-534100	Supplies/Materials-Fuel/Oil	\$25.92
	12/25/18	Invoice	Paid			
	12/25/2018	PARTS		10-20-534200	Supplies/Materials-Tools/Hdw.	\$451.26
	12/25/18	Invoice	Paid			
<i>Totals for CAROL STREAM LAWN/POWER</i>						<u>\$477.18</u>
CARQUEST AUTO PARTS						
CARQUEST AUTO PARTS	12/31/2018	PARTS		10-20-568000	Repairs/Maint.-Equipment	\$177.55
	12/31/18	Invoice	Paid			
	12/31/2018	PARTS		10-20-534100	Supplies/Materials-Fuel/Oil	\$72.04
	12/31/18	Invoice	Paid			
	12/31/2018	PARTS		10-20-534000	Supplies/Materials-Veh./Mach.	\$20.56
	12/31/18	Invoice	Paid			
<i>Totals for CARQUEST AUTO PARTS</i>						<u>\$270.15</u>
CINTAS FIRE 636525						
CINTAS FIRE 636525	1/10/2019	INSPECTION/MAINTENAN		20-50-521000	Cont/Ser - Maintenance	\$434.51
XX-XXX3809	0F94557288	Invoice	Paid			
<i>Totals for CINTAS FIRE 636525</i>						<u>\$434.51</u>
CITY OF WEST CHICAGO						
CITY OF WEST CHICAGO	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$1,839.69
	12/31/18	Invoice	Paid			

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	1/1/2019	WATER & SEWER		10-10-542000	Utilities-Water/Sewer	\$45.72
	1/1/19	Invoice	Paid			
	1/1/2019	WATER & SEWER		20-10-542000	Utilities-Water/Sewer	\$45.72
	1/1/19	Invoice	Paid			
	1/1/2019	TSPLASH		20-40-542000	Utilities-Water/Sewer	\$290.50
	1/1/19	Invoice	Paid			
	1/1/2019	ZONE 250		20-50-542000	Utilities-Water/Sewer	\$185.65
	1/1/19	Invoice	Paid			
	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$46.00
	12/31/18	Invoice	Paid			
	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$293.51
	12/31/18	Invoice	Paid			
	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$103.00
	12/31/18	Invoice	Paid			
	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$204.58
	12/31/18	Invoice	Paid			
	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$23.00
	12/31/18	Invoice	Paid			
	12/31/2018	WATER & SEWER		20-10-211000	Liabilities - Accounts Payable	\$274.41
	12/31/18	Invoice	Paid			
<i>Totals for CITY OF WEST CHICAGO</i>						\$3,351.78
COM ED						
COM ED	1/16/2019	ARC		20-70-543000	Utilities-Electricity	\$2,905.83
	1/16/19	Invoice	Paid			
	1/16/2019	ZONE 250		20-50-543000	Utilities-Electricity	\$1,547.49
	1/16/19	Invoice	Paid			
	1/15/2019	KRESS CREEK		10-10-543000	Utilities-Electricity	\$17.89
	1/15/19	Invoice	Paid			
	1/15/2019	KRESS CREEK		20-10-543000	Utilities-Electricity	\$17.89
	1/15/19	Invoice	Paid			
	1/17/2019	HAMPTON AERATOR		10-10-543000	Utilities-Electricity	\$14.37
	1/17/19	Invoice	Paid			

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	1/17/2019	HAMPTON AERATOR		20-10-543000	Utilities-Electricity	\$14.37
	1/17/19	Invoice	Paid			
<i>Totals for COM ED.</i>						<u>\$4,517.84</u>
COMCAST BUSINESS						
COMCAST BUSINESS	12/15/2018	BUSINESS TRUNK LINES		20-70-541000	Telephones	\$316.86
XXXXXX0798	73577145	Invoice	Paid			
	1/15/2019	BUSINESS TRUNK LINES		20-70-541000	Telephones	\$319.07
XXXXXX0798	74863310	Invoice	Paid			
<i>Totals for COMCAST BUSINESS</i>						<u>\$635.93</u>
COMCAST						
COMCAST	1/7/2019	KEPLER ACADEMY		10-10-541000	Utilities-Telephones	\$140.85
XXXXXXXX-XXX-0798	1/7/19	Invoice	Paid			
	1/7/2019	KEPLER ACADEMY		20-10-541000	Utilities-Telephones	\$140.85
XXXXXXXX-XXX-0798	1/7/19	Invoice	Paid			
	1/6/2019	SHOP		10-10-541000	Utilities-Telephones	\$95.04
XXXXXXXX-XXX-0798	1/6/19	Invoice	Paid			
	1/6/2019	SHOP		20-10-541000	Utilities-Telephones	\$95.04
XXXXXXXX-XXX-0798	1/6/19	Invoice	Paid			
	12/20/2019	TSPLASH		20-40-541000	Utilities-Telephone	\$226.85
XXXXXXXX-XXX-0798	12/20/18	Invoice	Paid			
	12/15/2018	ARC - INTERNET, CABLE &		20-70-541000	Telephones	\$1,059.95
XXXXXXXX-XXX-0798	12/15/18	Invoice	Paid			
	1/15/2019	ARC - INTERNET, CABLE &		20-70-541000	Telephones	\$1,076.82
XXXXXXXX-XXX-0798	1/15/19	Invoice	Paid			
<i>Totals for COMCAST</i>						<u>\$2,835.40</u>
DEO TEK INC/DAMAIN						
DEO TEK INC/DAMAIN	1/4/2019	CONTRACTUAL PARKS S		10-20-520100	Cont/Serv-Seasonal Labor	\$1,505.93
	2500278	Invoice	Paid			
	12/28/2018	CONTRACTUAL PARKS S		10-20-520100	Cont/Serv-Seasonal Labor	\$1,702.58
	2500276	Invoice	Paid			
	1/11/2019	CONTRACTUAL PARKS S		10-20-520100	Cont/Serv-Seasonal Labor	\$1,687.05
	2500283	Invoice	Paid			
<i>Totals for DEO TEK INC/DAMAIN</i>						<u>\$4,895.56</u>

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DUDE LOCATING TECHNOLOGIES INC.						
DUDE LOCATING TECHNOLOGIES I XX-XXX8421	12/31/2018 134L1802	LOCATE OUTDOOR UTIL Invoice	Paid	20-40-566000	Repairs/Maintenance-Equipment	\$600.00
<i>Totals for DUDE LOCATING TECHNOLOGIES INC</i>						<i>\$600.00</i>
FAMILY LANDSCAPING AND TREWERKS						
FAMILY LANDSCAPING AND TREEW 23315	12/17/2018 23315	LOG REMOVAL Invoice	Paid	10-20-535400	Supplies/Materials-Conservation	\$950.00
<i>Totals for FAMILY LANDSCAPING AND TREWERKS</i>						<i>\$950.00</i>
FASTENAL COMPANY						
FASTENAL COMPANY	1/4/2019 ILWET59185	PARTS Invoice	Paid	10-20-565000	Repairs/Maint.-Playgrounds	\$10.76
<i>Totals for FASTENAL COMPANY</i>						<i>\$10.76</i>
FNBC BANK AND TRUST - WC						
FNBC BANK AND TRUST - WC	1/9/2019	MONTHLY DEBT PAYME Invoice	Paid	20-10-586500	Debt Retirement-Principal	\$4,897.38
	1/9/2019	MONTHLY DEBT PAYME Invoice	Paid	20-10-586800	Debt Retirement-Interest	\$214.29
<i>Totals for FNBC BANK AND TRUST - WC</i>						<i>\$5,111.67</i>
FNBC BANK AND TRUST						
FNBC BANK AND TRUST	12/13/2018 12/13/18	MEDINA VISA 12/13/18 Invoice	Paid	20-10-584000	Media Marketing	(\$1.36)
	12/13/2018 12/13/18	MEDINA VISA 12/13/18 Invoice	Paid	20-10-584100	Branding/Signage	\$16.70
	12/13/2018 12/13/18	MEDINA VISA 12/13/18 Invoice	Paid	20-10-584100	Branding/Signage	\$117.11
	12/13/2018 12/13/18	MEDINA VISA 12/13/18 Invoice	Paid	20-70-581200	Marketing Supplies	\$9.99
	12/13/2018 12/13/18	MEDINA VISA 12/13/18 Invoice	Paid	20-40-586000	Marketing Promo Materials	\$69.98
	12/13/2018 12/13/18	MEDINA VISA 12/13/18 Invoice	Paid	20-10-584000	Media Marketing	\$4.99

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	12/13/2018	MEDINA VISA 12/13/18		20-70-581200	Marketing Supplies	\$117.95
	12/13/18	Invoice	Paid			
	12/13/2018	MEDINA VISA 12/13/18		20-10-584000	Media Marketing	\$432.00
	12/13/18	Invoice	Paid			
	12/13/2018	MEDINA VISA 12/13/18		20-70-586000	Marketing Promo Materials	\$40.37
	12/13/18	Invoice	Paid			
	12/13/2018	MEDINA VISA 12/13/18		20-10-586000	Marketing Promo Materials	\$200.00
	12/13/18	Invoice	Paid			
	12/13/2018	MEDINA VISA 12/13/18		20-30-539500	Supplies Program Expense	\$60.98
	12/13/18	Invoice	Paid			
		Program ID		Program Description		Amount
		650		Theatre		\$60.98
	12/14/2018	LESTER VISA 12/14/18		20-30-529500	Contract Program Expense	\$260.00
	12/14/18	Invoice	Paid			
		Program ID		Program Description		Amount
		510		Seniors		\$260.00
	12/14/2018	LESTER VISA 12/14/18		20-30-539500	Supplies Program Expense	\$38.20
	12/14/18	Invoice	Paid			
		Program ID		Program Description		Amount
		520		Senior Trips		\$38.20
	12/14/2018	LESTER VISA 12/14/18		20-30-539500	Supplies Program Expense	\$75.73
	12/14/18	Invoice	Paid			
	12/14/2018	LESTER VISA 12/14/18		20-30-539500	Supplies Program Expense	\$46.55
	12/14/18	Invoice	Paid			
		Program ID		Program Description		Amount
		710		Misc Special Events		\$46.55
	12/14/2018	LESTER VISA 12/14/18		20-30-539500	Supplies Program Expense	\$344.02
	12/14/18	Invoice	Paid			
		Program ID		Program Description		Amount
		710		Misc Special Events		\$344.02

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	12/14/2018	LESTER VISA 12/14/18		20-30-529500	Contract Program Expense	\$48.00
	12/14/18	Invoice	Paid			
		Program ID		Program Description		Amount
		520		Senior Trips		\$48.00
	12/14/2018	LESTER VISA 12/14/18		20-30-539500	Supplies Program Expense	\$14.23
	12/14/18	Invoice	Paid			
		Program ID		Program Description		Amount
		520		Senior Trips		\$14.23
	12/20/2018	URBAN VISA 12/20/18		20-10-581300	Spec. Purp.-Staff Cont. Education	\$13.09
	12/20/18	Invoice	Paid			
	12/16/2018	KASPAR VISA 12/16/18		20-10-581500	Spec. Purp.-Awards/Recognition	\$120.00
	12/16/18	Invoice	Paid			
	12/16/2018	KASPAR VISA 12/16/18		20-30-539500	Supplies Program Expense	\$99.88
	12/16/18	Invoice	Paid			
	12/16/2018	KASPAR VISA 12/16/18		20-10-581310	Spec. Purp.-Staff Meetings	\$80.00
	12/16/18	Invoice	Paid			
	12/14/2018	KASPER VISA 12/14/18		10-10-581100	Spec. Purp.- Conf./Meetings	\$75.00
	12/14/18	Invoice	Paid			
	12/14/2018	KASPER VISA 12/14/18		20-10-581100	Spec. Purp.-Con./Meetings	\$75.00
	12/14/18	Invoice	Paid			
	12/14/2018	KASPER VISA 12/14/18		20-70-533600	Supplies/Materials Facility Equipment	\$5.19
	12/14/18	Invoice	Paid			
	12/14/2018	KASPER VISA 12/14/18		20-70-531000	OFFICE SUPPLIES	\$4.74
	12/14/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$57.99
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$28.60
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		10-20-562000	Repairs/Maint.-Veh./Machines	\$47.95
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$59.40
	12/20/18	Invoice	Paid			

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	12/20/2018	MAJOR VISA 12/20/18		10-20-532000	Supplies/Materials-Personnel	\$170.02
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		10-20-561000	Repairs/Maint.-Buildings	\$47.79
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$59.34
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$7.63
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$64.38
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		10-20-532000	Supplies/Materials-Personnel	\$29.98
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581310	Spec. Purp.-Staff Meetings	\$80.44
	12/20/18	Invoice	Paid			
	12/20/2018	MAJOR VISA 12/20/18		20-10-581500	Spec. Purp.-Awards/Recognition	\$52.31
	12/20/18	Invoice	Paid			
	1/11/2019	RADUN VISA 12/20/18		20-30-539500	Supplies Program Expense	\$531.44
	12/20/18	Invoice	Paid			
		Program ID		Program Description		Amount
		650		Theatre		\$531.44
	1/11/2019	RADUN VISA 12/20/18		20-30-539500	Supplies Program Expense	\$83.71
	12/20/18	Invoice	Paid			
		Program ID		Program Description		Amount
		112		Preschool		\$83.71
	1/11/2019	RADUN VISA 12/20/18		20-30-539500	Supplies Program Expense	\$10.98
	12/20/18	Invoice	Paid			
		Program ID		Program Description		Amount
		255		General Youth		\$10.98
	1/11/2019	RADUN VISA 12/20/18		20-40-532200	Safety Supplies	\$355.52
	12/20/18	Invoice	Paid			
	1/11/2019	RADUN VISA 12/20/18		20-30-539500	Supplies Program Expense	\$698.85
	12/20/18	Invoice	Paid			

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Program ID			Program Description			Amount
714			Birthday Parties			\$698.85
	1/11/2019	RADUN VISA 12/20/18		20-70-535500	Suppliess/Materials-Treehouse	\$4.99
	12/20/18	Invoice	Paid			
	1/11/2019	RADUN VISA 12/20/18		20-40-539500	Supplies Aquatic Programs	\$15.99
	12/20/18	Invoice	Paid			
Program ID			Program Description			Amount
410			Indoor Swim Programs			\$15.99
	1/11/2019	RADUN VISA 12/20/18		20-40-567000	Repairs/Maint.-Slides	\$1,165.03
	12/20/18	Invoice	Paid			
	1/13/2019	MEDINA VISA 1/13/19		20-10-584000	Media Marketing	\$4.99
	1/13/19	Invoice	Paid			
	1/13/2019	MEDINA VISA 1/13/19		20-10-581310	Spec. Purp.-Staff Meetings	\$44.00
	1/13/19	Invoice	Paid			
	1/13/2019	MEDINA VISA 1/13/19		20-10-584100	Branding/Signage	\$29.58
	1/13/19	Invoice	Paid			
	1/14/2019	LESTER VISA 1/14/19		20-70-533600	Supplies/Materials Facility Equipment	\$174.99
	1/14/19	Invoice	Paid			
	1/14/2019	LESTER VISA 1/14/19		20-30-539500	Supplies Program Expense	\$33.94
	1/14/19	Invoice	Paid			
Program ID			Program Description			Amount
510			Seniors			\$33.94
	1/14/2019	LESTER VISA 1/14/19		20-30-539500	Supplies Program Expense	\$80.38
	1/14/19	Invoice	Paid			
Program ID			Program Description			Amount
510			Seniors			\$80.38
	1/14/2019	LESTER VISA 1/14/19		20-30-529500	Contract Program Expense	\$34.00
	1/14/19	Invoice	Paid			
Program ID			Program Description			Amount
520			Senior Trips			\$34.00

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	1/14/2019	LESTER VISA 1/14/19		20-30-539500	Supplies Program Expense	\$30.70
	1/14/19	Invoice	Paid			
		Program ID		Program Description	Amount	
		520		Senior Trips	\$30.70	
	1/14/2019	LESTER VISA 1/14/19		20-30-539500	Supplies Program Expense	\$450.41
	1/14/19	Invoice	Paid			
		Program ID		Program Description	Amount	
		710		Misc Special Events	\$450.41	
	1/15/2019	KASPAR VISA 1/15/19		20-10-581310	Spec. Purp.-Staff Meetings	\$58.00
	1/15/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-532100	Supplies/Materials-First Aid	\$124.85
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-581500	Spec. Purp.-Awards/Recognition	\$990.45
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-581500	Spec. Purp.-Awards/Recognition	\$121.38
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-70-532000	Supplies/Materials-Personnel	\$96.00
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-581100	Spec. Purp.-Con./Meetings	\$122.50
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		10-10-581100	Spec. Purp.- Conf./Meetings	\$122.50
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-581000	Spec. Purp.-Membership	\$150.00
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		10-10-581000	Spec. Purp.- Memberships	\$150.00
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-584300	Marketing-Annual Appeal Expenses	\$29.99
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-581310	Spec. Purp.-Staff Meetings	\$100.00
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		20-10-582000	Spec. Purp.-Bank Serv Fees	\$24.00
	1/3/19	Invoice	Paid			

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	1/3/2019	MEDEIROS VISA 1/3/19		20-10-531000	Supplies/Materials-Office	\$8.86
	1/3/19	Invoice	Paid			
	1/3/2019	MEDEIROS VISA 1/3/19		10-10-531000	Supplies/Materials-Office	\$8.85
	1/3/19	Invoice	Paid			
<i>Totals for FNBC BANK AND TRUST</i>						<u>\$8,931.05</u>
GARY MAJOR						
GARY MAJOR	1/4/2019	REIMB FOR 12/21/18 NCPE		10-10-212900	Liabilities - Other P/R Deduct	\$8.00
	1/4/19	Invoice	Paid			
<i>Totals for GARY MAJOR</i>						<u>\$8.00</u>
GORDON FLESCH COMPANY, INC.						
GORDON FLESCH COMPANY, INC.	12/26/2018	PRINTER LEASES		10-10-522000	Cont/Ser - Rent - Photocopier	\$77.75
XX-XXX3126	I00487306	Invoice	Paid			
	12/26/2018	PRINTER LEASES		20-10-522000	Cont/Ser - Rent - Photocopier	\$77.75
XX-XXX3126	I00487306	Invoice	Paid			
	1/15/2019	PRINTER IMAGES		10-10-522000	Cont/Ser - Rent - Photocopier	\$27.10
XX-XXX3126	IN12491876	Invoice	Paid			
	1/15/2019	PRINTER IMAGES		20-10-522000	Cont/Ser - Rent - Photocopier	\$27.10
XX-XXX3126	IN12491876	Invoice	Paid			
<i>Totals for GORDON FLESCH COMPANY, INC.</i>						<u>\$209.70</u>
GRAF TREE CARE						
GRAF TREE CARE	12/17/2019	TREE REMOVAL EASTON		10-20-520110	Cont/Serv-Parks Contracts	\$375.00
	11575	Invoice	Paid			
<i>Totals for GRAF TREE CARE</i>						<u>\$375.00</u>
GRAINGER						
GRAINGER	12/14/2018	SUPPLIES		20-50-561000	Repairs/Maint.-Buildings	\$89.28
	9032949985	Invoice	Paid			
	12/14/2018	SUPPLIES		20-10-561000	Repairs/Maint.-Buildings	\$601.08
	9032949985	Invoice	Paid			
<i>Totals for GRAINGER</i>						<u>\$690.36</u>
GWEN DILLINGHAM						
GWEN DILLINGHAM	1/4/2019	REIMB FOR 12/21/18 NCPE		10-10-212900	Liabilities - Other P/R Deduct	\$8.00
	1/4/19	Invoice	Paid			

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<i>Totals for GWEN DILLINGHAM</i>						\$8.00
HALDEMAN-HOMME INC.						
HALDEMAN-HOMME INC.	12/20/2018	BASKETBALL HOOP REP		20-70-521000	MAINTENANCE AGREEMENTS	\$1,096.00
XX-XXX3913	174742	Invoice	Paid			
<i>Totals for HALDEMAN-HOMME INC.</i>						\$1,096.00
HARBOR LINENS, LLC						
HARBOR LINENS, LLC	12/21/2018	FITNESS TOWELS		20-70-568000	Repairs & Maint.-Equipment	\$451.00
XX-XXX0806	RI400-0227893	Invoice	Paid			
<i>Totals for HARBOR LINENS, LLC</i>						\$451.00
HERITAGE FS INC.						
HERITAGE FS INC.	12/18/2018	FUEL		10-20-534100	Supplies/Materials-Fuel/Oil	\$1,478.50
	37000050	Invoice	Paid			
	12/18/2018	FUEL		20-10-534100	Supplies/Materials-Fuel/Oil	\$77.79
	37000050	Invoice	Paid			
	12/27/2018	FUEL		10-20-534100	Supplies/Materials-Fuel/Oil	\$689.67
	37000123	Invoice	Paid			
<i>Totals for HERITAGE FS INC.</i>						\$2,245.96
ILLINOIS CHAMBER OF COMMERCE						
ILLINOIS CHAMBER OF COMMERCE	1/2/2019	2019 ILLINOIS LABOR LA		10-10-531000	Supplies/Materials-Office	\$60.00
XX-XXX4650	1/2/19	Invoice	Paid			
<i>Totals for ILLINOIS CHAMBER OF COMMERCE</i>						\$60.00
ILLINOIS DEPARTMENT OF NATURAL RESOURCES						
ILLINOIS DEPARTMENT OF NATURA	12/13/2018	DAM PERMIT - CORNERS		10-20-535400	Supplies/Materials-Conservation	\$1,620.00
	N20180204	Invoice	Paid			
<i>Totals for ILLINOIS DEPARTMENT OF NATURAL RESOURCES</i>						\$1,620.00
ILLINOIS DEPARTMENT OF REVENUE						
ILLINOIS DEPARTMENT OF REVENUE	1/4/2019	2018 SALES TAX		20-10-589000	Spec Purp-Sales Tax	\$596.00
	2018	Invoice	Paid			
<i>Totals for ILLINOIS DEPARTMENT OF REVENUE</i>						\$596.00
ILLINOIS DEPT OF REVENUE						
ILLINOIS DEPT OF REVENUE	1/16/2019	Payroll liabilities through <1/		10-10-212400	Liabilities - State Tax W/held	\$4,851.24
		Invoice	Paid			

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	1/4/2019	1/4/19 PAYROLL MAJOR A Invoice	Paid	*****	*****	\$50.00
	1/29/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212400	Liabilities - State Tax W/held	\$2,695.89
<i>Totals for ILLINOIS DEPT OF REVENUE</i>						<u>\$7,597.13</u>
IMRF						
IMRF	1/2/2019	Payroll liabilities through <12 Invoice	Paid	10-10-212500	Liabilities - IMRF Withheld	\$2,303.93
	1/2/2019	Payroll liabilities through <12 Invoice	Paid	40-10-212500	Liabilities - IMRF Withheld	\$2,621.20
	1/16/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212500	Liabilities - IMRF Withheld	\$2,894.97
	1/16/2019	Payroll liabilities through <1/ Invoice	Paid	40-10-212500	Liabilities - IMRF Withheld	\$3,440.17
	1/29/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212500	Liabilities - IMRF Withheld	\$2,256.26
	1/29/2019	Payroll liabilities through <1/ Invoice	Paid	40-10-212500	Liabilities - IMRF Withheld	\$2,475.82
<i>Totals for IMRF.</i>						<u>\$15,992.35</u>
KOLBE KASPER						
KOLBE KASPER	1/2/2019	MILEAGE REIMB		20-10-581400	Spec. Purp.-Mileage Reimburse.	\$340.08
	1/2/19	Invoice	Paid			
<i>Totals for KOLBE KASPER</i>						<u>\$340.08</u>
KONICA MINOLTA BUSINESS SOLUTIONS						
KONICA MINOLTA BUSINESS SOLUT	12/31/2018	COPIER - ADDITIONAL P		10-10-522000	Cont/Ser - Rent - Photocopier	\$169.42
	256173191	Invoice	Paid			
	12/31/2018	COPIER - ADDITIONAL P		20-10-522000	Cont/Ser - Rent - Photocopier	\$169.42
	256173191	Invoice	Paid			
<i>Totals for KONICA MINOLTA BUSINESS SOLUTIONS</i>						<u>\$338.84</u>
KONICA MINOLTA PREMIER FINANCE						
KONICA MINOLTA PREMIER FINAN	12/30/2018	COPIER LEASE		20-10-522000	Cont/Ser - Rent - Photocopier	\$599.00
	69168158	Invoice	Paid			

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	12/30/2018 69168158	COPIER LEASE Invoice	Paid	10-10-522000	Cont/Ser - Rent - Photocopier	\$599.00
<i>Totals for KONICA MINOLTA PREMIER FINANCE</i>						<i>\$1,198.00</i>
KRISTINA MASTILOVIC						
KRISTINA MASTILOVIC XXX-XX-3211	12/19/2018 INV0001	DESIGN SERVICES Invoice	Paid	20-10-587000	Marketing Design and Print	\$225.00
<i>Totals for KRISTINA MASTILOVIC</i>						<i>\$225.00</i>
LAUNDRY SERVICES COMPANY, INC.						
LAUNDRY SERVICES COMPANY, IN XX-XXX1137	1/10/2019 QB14022	REPAIRS Invoice	Paid	20-70-568000	Repairs & Maint.-Equipment	\$144.00
<i>Totals for LAUNDRY SERVICES COMPANY, INC</i>						<i>\$144.00</i>
LILY MEDINA						
LILY MEDINA	1/7/2019 1/7/19	MILEAGE REIMB Invoice	Paid	20-10-581400	Spec. Purp.-Mileage Reimburse.	\$248.79
<i>Totals for LILY MEDINA</i>						<i>\$248.79</i>
LOUISA WALSH						
LOUISA WALSH XXX-XX-4731	1/9/2019 1/9/19	MILEAGE REIMB Invoice	Paid	20-10-581400	Spec. Purp.-Mileage Reimburse.	\$5.23
XXX-XX-4731	1/18/2019 1/18/19	REIMB POSTAGE EXP Invoice	Paid	20-10-531100	Supplies/Materials-Off. Post.	\$4.45
<i>Totals for LOUISA WALSH</i>						<i>\$9.68</i>
MELISSA MEDEIROS						
MELISSA MEDEIROS	12/21/2018 12/21/18	MEDEIROS MILEAGE RE Invoice	Paid	20-10-581400	Spec. Purp.-Mileage Reimburse.	\$153.48
	1/4/2019 1/4/19	REIMB 12/21/18 NCPERS P Invoice	Paid	10-10-212900	Liabilities - Other P/R Deduct	\$8.00
<i>Totals for MELISSA MEDEIROS</i>						<i>\$161.48</i>
MENARDS-WEST CHICAGO						
MENARDS-WEST CHICAGO	12/27/2018 70200	SUPPLIES Invoice	Paid	20-40-561000	Repairs/Maintenance-Buildings	\$159.96
	12/27/2018 70179	SUPPLIES Invoice	Paid	10-20-534200	Supplies/Materials-Tools/Hdw.	\$15.75

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	12/21/2018 69866	SUPPLIES Invoice	Paid	10-20-533100	Supplies/Materials-Janitorial	\$27.68
	12/28/2018 70242	SUPPLIES Invoice	Paid	20-40-561000	Repairs/Maintenance-Buildings	\$35.56
	1/2/2019 70534	SUPPLIES Invoice	Paid	20-40-561000	Repairs/Maintenance-Buildings	\$68.70
	12/18/2018 69647	SUPPLIES Invoice	Paid	10-20-534200	Supplies/Materials-Tools/Hdw.	\$53.98
<i>Totals for MENARDS-WEST CHICAGO</i>						<u>\$361.63</u>
MIDAMERICAN ENERGY CO.						
MIDAMERICAN ENERGY CO.	1/10/2019	ELECTRICTY SUPPLY		20-10-582000	Spec. Purp.-Bank Serv Fees	\$126.65
	1/10/19	Invoice	Paid			
	1/10/2019	ELECTRICTY SUPPLY		20-40-543000	Utilities-Electricity	\$2,360.13
	1/10/19	Invoice	Paid			
	1/10/2019	ELECTRICTY SUPPLY		10-10-543000	Utilities-Electricity	\$700.77
	1/10/19	Invoice	Paid			
	1/10/2019	ELECTRICTY SUPPLY		20-10-543000	Utilities-Electricity	\$700.76
	1/10/19	Invoice	Paid			
	1/10/2019	ELECTRICTY SUPPLY		20-70-543000	Utilities-Electricity	\$5,453.16
	1/10/19	Invoice	Paid			
<i>Totals for MIDAMERICAN ENERGY CO.</i>						<u>\$9,341.47</u>
NCPERS GROUP LIFE INS.						
NCPERS GROUP LIFE INS.	1/2/2019	Payroll liabilities through <12		10-10-212900	Liabilities - Other P/R Deduct	\$32.00
		Invoice	Paid			
	1/16/2019	Payroll liabilities through <1/		10-10-212900	Liabilities - Other P/R Deduct	\$32.00
		Invoice	Paid			
	1/29/2019	Payroll liabilities through <1/		10-10-212900	Liabilities - Other P/R Deduct	\$32.00
		Invoice	Paid			
<i>Totals for NCPERS GROUP LIFE INS.</i>						<u>\$96.00</u>
NICORGAS						
NICORGAS	1/3/2019	ZONE 250 - GAS		20-50-544000	Utilities-Natural Gas	\$352.82
	1/3/19	Invoice	Paid			

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	1/7/2019	ARC - GAS		20-70-544000	Natural Gas	\$833.36
	1/7/19	Invoice	Paid			
	1/7/2019	SHOP - GAS		20-10-544000	Utilities-Natural Gas	\$723.46
	1/7/19	Invoice	Paid			
	1/7/2019	SHOP - GAS		10-10-544000	Utilities-Natural Gas	\$723.46
	1/7/19	Invoice	Paid			
<i>Totals for NICORGAS</i>						<u>\$2,633.10</u>
NORTH AMERICAN CORPORATION						
NORTH AMERICAN CORPORATION	12/21/2018	JANITORIAL SUPPLIES		20-70-533100	Supplies/Materials-Janitorial	\$1,417.89
XXXXX9474	9559837	Invoice	Paid			
	12/28/2019	JANITORIAL SUPPLIES		20-70-533100	Supplies/Materials-Janitorial	\$147.84
XXXXX9474	9567312	Invoice	Paid			
<i>Totals for NORTH AMERICAN CORPORATION</i>						<u>\$1,565.73</u>
OFFICE DEPOT						
OFFICE DEPOT	12/10/2018	OFFICE SUPPLIES		20-10-531000	Supplies/Materials-Office	\$46.17
	244298540001	Invoice	Paid			
	12/10/2018	OFFICE SUPPLIES		10-10-531000	Supplies/Materials-Office	\$46.17
	244298540001	Invoice	Paid			
	12/7/2018	OFFICE SUPPLIES		20-10-531000	Supplies/Materials-Office	\$28.99
	243377677001	Invoice	Paid			
	12/7/2018	OFFICE SUPPLIES		10-10-531000	Supplies/Materials-Office	\$28.98
	243377677001	Invoice	Paid			
	1/9/2019	OFFICE SUPPLIES		20-70-531000	OFFICE SUPPLIES	\$57.11
	256506437001	Invoice	Paid			
	1/9/2019	OFFICE SUPPLIES		20-10-531000	Supplies/Materials-Office	\$57.09
	256506437001	Invoice	Paid			
	1/9/2019	OFFICE SUPPLIES		10-10-531000	Supplies/Materials-Office	\$57.09
	256506437001	Invoice	Paid			
<i>Totals for OFFICE DEPOT</i>						<u>\$321.60</u>
PARK DISTRICT RISK MANAGEMENT						
PARK DISTRICT RISK MANAGEMENT	11/30/2018	HEALTH & LIFE INS		20-10-527000	Cont/Ser - Employ. Assist. Pr.	\$56.10
	1118013H	Invoice	Paid			

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	11/30/2018	HEALTH & LIFE INS		10-10-552000	Insurance Exp.-Life	\$418.00
	1118013H	Invoice	Paid			
	11/30/2018	HEALTH & LIFE INS		10-10-551000	Insurance Exp.-Health/Medical	\$6,842.04
	1118013H	Invoice	Paid			
	11/30/2018	HEALTH & LIFE INS		20-10-551000	Insurance Exp.-Medical	\$20,526.12
	1118013H	Invoice	Paid			
	1/2/2019	FEB INSURANCE PREMIU		20-10-551000	Insurance Exp.-Medical	\$999.94
	1/2/19	Invoice	Paid			
	1/2/2019	FEB INSURANCE PREMIU		10-10-551000	Insurance Exp.-Health/Medical	\$333.31
	1/2/19	Invoice	Paid			
	12/31/2018	HEALTH & LIFE INS		20-10-527000	Cont/Ser - Employ. Assist. Pr.	\$56.10
	SH18013H	Invoice	Paid			
	12/31/2018	HEALTH & LIFE INS		10-10-552000	Insurance Exp.-Life	\$418.00
	SH18013H	Invoice	Paid			
	12/31/2018	HEALTH & LIFE INS		10-10-551000	Insurance Exp.-Health/Medical	\$6,842.04
	SH18013H	Invoice	Paid			
	12/31/2018	HEALTH & LIFE INS		20-10-551000	Insurance Exp.-Medical	\$20,526.12
	SH18013H	Invoice	Paid			
	12/31/2018	GEN LIAB/WORKER COM		50-10-553000	PDRMA/Gen. Liab/Workers Comp.	\$32,744.40
	SH18013	Invoice	Paid			
	12/12/2018	PLAYGROUND MAINTEN		10-10-581100	Spec. Purp.- Conf./Meetings	\$75.00
	1542312048	Invoice	Paid			
	12/12/2018	PLAYGROUND MAINTEN		20-10-581100	Spec. Purp.-Con./Meetings	\$75.00
	1542312048	Invoice	Paid			
Totals for PARK DISTRICT RISK MANAGEMENT						\$89,912.17
PRAIRIE LANDING GOLF CLUB						
PRAIRIE LANDING GOLF CLUB	1/17/2019	10TH ANNUAL GOLF OUT		20-10-581600	Spec. Purp.- Foundation	\$1,500.00
	1/17/19	Invoice	Paid			
Totals for PRAIRIE LANDING GOLF CLUE						\$1,500.00
QUICKSCORES LLC						
QUICKSCORES LLC	1/14/2019	HOT SHOTS SCORE KEEPI		20-30-539500	Supplies Program Expense	\$7.00
XXXXXX5990	1547581383	Invoice	Paid			
Program ID			Program Description			Amount

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
		320		In House Basketball		\$7.00
<i>Totals for QUICKSCORES LLC</i>						<u>\$7.00</u>
REPUBLIC BANK						
REPUBLIC BANK	1/2/2019	Payroll liabilities through <12 Invoice	Paid	10-10-212300	Liabilities - Fed Tax Withheld	\$3,674.60
	1/2/2019	Payroll liabilities through <12 Invoice	Paid	45-10-212200	Liabilities - FICA/MED W/held	\$3,937.67
	1/2/2019	Payroll liabilities through <12 Invoice	Paid	10-10-212200	Liabilities - FICA/MED W/held	\$3,937.67
	1/16/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212300	Liabilities - Fed Tax Withheld	\$4,027.63
	1/16/2019	Payroll liabilities through <1/ Invoice	Paid	45-10-212200	Liabilities - FICA/MED W/held	\$5,153.75
	1/16/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212200	Liabilities - FICA/MED W/held	\$5,153.75
	1/23/2019	941X payment 4th qtr 2018 Invoice	Paid	*****	*****	\$148.80
	1/29/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212300	Liabilities - Fed Tax Withheld	\$4,586.93
	1/29/2019	Payroll liabilities through <1/ Invoice	Paid	10-10-212200	Liabilities - FICA/MED W/held	\$4,541.75
	1/29/2019	Payroll liabilities through <1/ Invoice	Paid	45-10-212200	Liabilities - FICA/MED W/held	\$4,541.75
<i>Totals for REPUBLIC BANK</i>						<u>\$39,704.30</u>
RMC, INC.						
RMC, INC. XX-XXX3040	12/28/2018 SI2072658	MAINTENANCE CONTRA Invoice	Paid	20-70-521000	MAINTENANCE AGREEMENTS	\$900.00
XX-XXX3040	1/2/2019 SI2072825	PREVENTATIVE MAINTENANCE Invoice	Paid	20-70-521000	MAINTENANCE AGREEMENTS	\$570.00
<i>Totals for RMC, INC.</i>						<u>\$1,470.00</u>
ROTARY CLUB OF WEST CHICAGO						

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
ROTARY CLUB OF WEST CHICAGO	1/2/2019	MEMBERSHIP FEES/LU		20-10-581000	Spec. Purp.-Membership	\$31.37
	397	Invoice	Paid			
	1/2/2019	MEMBERSHIP FEES/LU		10-10-581000	Spec. Purp.- Memberships	\$31.38
	397	Invoice	Paid			
	1/2/2019	MEMBERSHIP FEES/LU		20-10-581310	Spec. Purp.-Staff Meetings	\$87.25
	397	Invoice	Paid			
<i>Totals for ROTARY CLUB OF WEST CHICAGO</i>						<i>\$150.00</i>
RUSSO POWER EQUIPMENT						
RUSSO POWER EQUIPMENT	12/28/2018	OIL FILTER FOR KUBOTA R		10-20-534100	Supplies/Materials-Fuel/Oil	\$10.30
	5580864	Invoice	Paid			
<i>Totals for RUSSO POWER EQUIPMENT</i>						<i>\$10.30</i>
SAFETY LANE INSPECTIONS INC.						
SAFETY LANE INSPECTIONS INC.	12/26/2018	SAFETY STICKERS		10-20-526000	Con. Serv.-License/Insp. Fees	\$93.00
	17973	Invoice	Paid			
	1/2/2019	SAFETY STICKERS		10-20-526000	Con. Serv.-License/Insp. Fees	\$31.00
	17986	Invoice	Paid			
<i>Totals for SAFETY LANE INSPECTIONS INC.</i>						<i>\$124.00</i>
SAMANTHA DONOVAN						
SAMANTHA DONOVAN	1/4/2019	REIMB 12/21/18 NCPERS P		10-10-212900	Liabilities - Other P/R Deduct	\$8.00
	1/4/19	Invoice	Paid			
<i>Totals for SAMANTHA DONOVAN</i>						<i>\$8.00</i>
SAM'S CLUB						
SAM'S CLUB	1/2/2019	SUPPLIES		20-10-582000	Spec. Purp.-Bank Serv Fees	\$39.49
	1/2/19	Invoice	Paid			
	1/2/2019	SUPPLIES		20-30-539500	Supplies Program Expense	\$65.08
	1/2/19	Invoice	Paid			
		Program ID		Program Description		Amount
		250		Before/After School		\$65.08
	1/2/2019	SUPPLIES		20-10-581500	Spec. Purp.-Awards/Recognition	\$3.88
	1/2/19	Invoice	Paid			
	1/2/2019	SUPPLIES		20-10-531000	Supplies/Materials-Office	\$18.36
	1/2/19	Invoice	Paid			

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
	1/2/2019	SUPPLIES		10-10-531000	Supplies/Materials-Office	\$18.36
	1/2/19	Invoice	Paid			
	1/2/2019	SUPPLIES		20-30-539500	Supplies Program Expense	\$47.40
	1/2/19	Invoice	Paid			
		Program ID		Program Description	Amount	
		714		Birthday Parties	\$47.40	
	1/2/2019	SUPPLIES		20-30-539500	Supplies Program Expense	\$237.12
	1/2/19	Invoice	Paid			
		Program ID		Program Description	Amount	
		710		Misc Special Events	\$237.12	
	1/2/2019	SUPPLIES		20-30-539500	Supplies Program Expense	\$64.71
	1/2/19	Invoice	Paid			
		Program ID		Program Description	Amount	
		510		Seniors	\$64.71	
Totals for SAM'S CLUB						\$494.40
SANTANNA ENERGY SERVICES						
SANTANNA ENERGY SERVICES	1/2/2019	TSPLASH - SES # 8000129		20-40-544000	Utilities-Natural Gas	\$136.39
	INV006021691	Invoice	Paid			
	1/2/2019	CABIN - SES # 8000130		20-10-544000	Utilities-Natural Gas	\$413.30
	INV006021104	Invoice	Paid			
	1/2/2019	CABIN - SES # 8000130		10-10-544000	Utilities-Natural Gas	\$413.30
	INV006021104	Invoice	Paid			
Totals for SANTANNA ENERGY SERVICES						\$962.99
SECURITY BENEFIT GROUP						
SECURITY BENEFIT GROUP	1/2/2019	Payroll liabilities through <12		10-10-212700	Liabilities - Plan 457	\$925.00
		Invoice	Paid			
	1/16/2019	Payroll liabilities through <1/		10-10-212700	Liabilities - Plan 457	\$11,875.00
		Invoice	Paid			
	1/29/2019	Payroll liabilities through <1/		10-10-212700	Liabilities - Plan 457	\$875.00
		Invoice	Paid			
Totals for SECURITY BENEFIT GROUP						\$13,675.00

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
SIGNARAMA USA						
SIGNARAMA USA	1/18/2019	GOAL SIGNS		20-10-563000	Repairs/Maint.-Ath. Facilities	\$161.00
	5723	Invoice	Paid			
<i>Totals for SIGNARAMA USA</i>						<i>\$161.00</i>
STANLEY ACCESS TECHNOLOGIES LLC						
STANLEY ACCESS TECHNOLOGIES L	12/10/2018	MAINTENANCE		20-70-521000	MAINTENANCE AGREEMENTS	\$200.00
XX-XXX0553	905456469	Invoice	Paid			
	12/10/2018	MAINTENANCE		20-50-521000	Cont/Ser - Maintenance	\$400.00
XX-XXX0553	905456469	Invoice	Paid			
<i>Totals for STANLEY ACCESS TECHNOLOGIES LLC</i>						<i>\$600.00</i>
STATE INDUSTRIAL PRODUCTS CORPORATION						
STATE INDUSTRIAL PRODUCTS COR	12/28/2019	SUPPLIES		20-70-533100	Supplies/Materials-Janitorial	\$98.44
XX-XXX2740	900814198	Invoice	Paid			
<i>Totals for STATE INDUSTRIAL PRODUCTS CORPORATION</i>						<i>\$98.44</i>
SUSAN DELLAFRANCO						
SUSAN DELLAFRANCO	1/4/2019	REIMB 12/21/18 NCPERS P		10-10-212900	Liabilities - Other P/R Deduct	\$8.00
	1/4/19	Invoice	Paid			
<i>Totals for SUSAN DELLAFRANCO</i>						<i>\$8.00</i>
TERMINIX PROCESSING CENTER						
TERMINIX PROCESSING CENTER	12/14/2018	KEPPLER ACADEMY PES		10-20-520110	Cont/Serv-Parks Contracts	\$60.00
XX-XXXX8837	381702689	Invoice	Paid			
	12/14/2018	ARC PEST CONTROL		20-70-521000	MAINTENANCE AGREEMENTS	\$90.00
XX-XXXX8837	381703953	Invoice	Paid			
	1/11/2019	ARC PEST CONTROL		20-70-521000	MAINTENANCE AGREEMENTS	\$90.00
XX-XXXX8837	382440916	Invoice	Paid			
<i>Totals for TERMINIX PROCESSING CENTER</i>						<i>\$240.00</i>
TRI-ANGLE SCREEN PRINT						
TRI-ANGLE SCREEN PRINT	12/13/2018	STAFF APPAREL		20-10-581800	Employee Logowear	\$126.00
XX-XXX8963	138088	Invoice	Paid			
<i>Totals for TRI-ANGLE SCREEN PRINT</i>						<i>\$126.00</i>
ULINE, INC.						

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Vendor Name Tax Identification Number	Transaction Date Transaction Number	Description Transaction Type	Status	Account Number	Account Description	Amount
ULINE, INC. XXXXXX4738	12/17/2018 104198507	SAFETY SUPPLIES Invoice	Paid	20-10-532100	Supplies/Materials-First Aid	\$91.58
<i>Totals for ULINE, INC.</i>						<i>\$91.58</i>
VERIZON WIRELESS						
VERIZON WIRELESS	1/1/2019 9821297499	AS/JU PHONES Invoice	Paid	20-30-539500	Supplies Program Expense	\$201.41
		<u>Program ID</u>		<u>Program Description</u>		<u>Amount</u>
		235		Summer Camp		\$201.41
	1/1/2019 9821297499	AS/JU PHONES Invoice	Paid	20-10-541000	Utilities-Telephones	\$56.24
<i>Totals for VERIZON WIRELESS</i>						<i>\$257.65</i>
WARRENVILLE PARK DISTRICT						
WARRENVILLE PARK DISTRICT	1/8/2019 LB3791	REF/SCOREKEEPER FOR A Invoice	Paid	20-30-529500	Contract Program Expense	\$46.25
		<u>Program ID</u>		<u>Program Description</u>		<u>Amount</u>
		320		In House Basketball		\$46.25
<i>Totals for WARRENVILLE PARK DISTRICT</i>						<i>\$46.25</i>
WEDGEWOOD CONSTRUCTION						
WEDGEWOOD CONSTRUCTION	12/21/2018 2390	TOUCAN HIDEAWAY PR Invoice	Paid	90-10-574000	Development Projects	\$992.60
		<u>Program ID</u>		<u>Program Description</u>		<u>Amount</u>
		905		Toucan Hideaway Play and Spray		\$992.60
<i>Totals for WEDGEWOOD CONSTRUCTION</i>						<i>\$992.60</i>
WELCOME WAGON						
WELCOME WAGON XXXXXX6526	1/9/2019 INV100840-01	PROMOTION - PINPOINT Invoice	Paid	20-70-586000	Marketing Promo Materials	\$15.40
XXXXXX6526	1/1/2019 INV99819-01	PROMOTIONAL MATERIA Invoice	Paid	20-70-586000	Marketing Promo Materials	\$60.00
<i>Totals for WELCOME WAGON</i>						<i>\$75.40</i>

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Account Summary

Account Number	Description	Net Amount
*****	*****	\$198.80
10-10-212200	Liabilities - FICA/MED W/held	\$13,633.17
10-10-212300	Liabilities - Fed Tax Withheld	\$12,289.16
10-10-212400	Liabilities - State Tax W/held	\$7,547.13
10-10-212500	Liabilities - IMRF Withheld	\$7,455.16
10-10-212700	Liabilities - Plan 457	\$13,675.00
10-10-212900	Liabilities - Other P/R Deduct	\$136.00
10-10-522000	Cont/Ser - Rent - Photocopier	\$873.27
10-10-523000	Cont/Ser - IT Consultants	\$1,224.75
10-10-531000	Supplies/Materials-Office	\$219.45
10-10-541000	Utilities-Telephones	\$435.85
10-10-542000	Utilities-Water/Sewer	\$45.72
10-10-543000	Utilities-Electricity	\$733.03
10-10-544000	Utilities-Natural Gas	\$1,136.76
10-10-551000	Insurance Exp.-Health/Medical	\$14,017.39
10-10-552000	Insurance Exp.-Life	\$836.00
10-10-581000	Spec. Purp.- Memberships	\$181.38
10-10-581100	Spec. Purp.- Conf./Meetings	\$272.50
10-20-520100	Cont/Serv-Seasonal Labor	\$4,895.56
10-20-520110	Cont/Serv-Parks Contracts	\$435.00
10-20-524000	Con. Serv.-Refuse Removal-Reg.	\$379.10
10-20-526000	Con. Serv.-License/Insp. Fees	\$124.00
10-20-532000	Supplies/Materials-Personnel	\$200.00
10-20-533100	Supplies/Materials-Janitorial	\$27.68
10-20-534000	Supplies/Materials-Veh./Mach.	\$20.56
10-20-534100	Supplies/Materials-Fuel/Oil	\$2,276.43
10-20-534200	Supplies/Materials-Tools/Hdw.	\$520.99
10-20-535400	Supplies/Materials-Conservation	\$2,570.00
10-20-561000	Repairs/Maint.-Buildings	\$47.79
10-20-562000	Repairs/Maint.-Veh./Machines	\$47.95
10-20-565000	Repairs/Maint.-Playgrounds	\$10.76

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10-20-568000	Repairs/Maint.-Equipment	\$177.55
20-10-211000	Liabilities - Accounts Payable	\$2,784.19
20-10-521000	Cont/Ser - Attorney Fees	\$1,746.93
20-10-522000	Cont/Ser - Rent - Photocopier	\$873.27
20-10-523000	Cont/Ser - IT Consultants	\$1,224.75
20-10-527000	Cont/Ser - Employ. Assist. Pr.	\$112.20
20-10-531000	Supplies/Materials-Office	\$159.47
20-10-531100	Supplies/Materials-Off. Post.	\$4.45
20-10-531500	Supplies-Hardware	\$1,213.38
20-10-532100	Supplies/Materials-First Aid	\$216.43
20-10-534100	Supplies/Materials-Fuel/Oil	\$77.79
20-10-541000	Utilities-Telephones	\$492.09
20-10-542000	Utilities-Water/Sewer	\$45.72
20-10-543000	Utilities-Electricity	\$733.02
20-10-544000	Utilities-Natural Gas	\$1,136.76
20-10-551000	Insurance Exp.-Medical	\$42,052.18
20-10-561000	Repairs/Maint.-Buildings	\$601.08
20-10-563000	Repairs/Maint.-Ath. Facilities	\$161.00
20-10-581000	Spec. Purp.-Membership	\$181.37
20-10-581100	Spec. Purp.-Con./Meetings	\$272.50
20-10-581300	Spec. Purp.-Staff Cont. Education	\$13.09
20-10-581310	Spec. Purp.-Staff Meetings	\$727.03
20-10-581400	Spec. Purp.-Mileage Reimburse.	\$747.58
20-10-581500	Spec. Purp.-Awards/Recognition	\$1,288.02
20-10-581600	Spec. Purp.- Foundation	\$1,500.00
20-10-581800	Employee Logowear	\$126.00
20-10-582000	Spec. Purp.-Bank Serv Fees	\$190.14
20-10-584000	Media Marketing	\$440.62
20-10-584100	Branding/Signage	\$163.39
20-10-584300	Marketing-Annual Appeal Expenses	\$29.99
20-10-586000	Marketing Promo Materials	\$200.00
20-10-586500	Debt Retirement-Principal	\$4,897.38
20-10-586800	Debt Retirement-Interest	\$214.29
20-10-587000	Marketing Design and Print	\$225.00
20-10-589000	Spec Purp-Sales Tax	\$596.00

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20-30-529500	Contract Program Expense	\$684.25
20-30-539500	Supplies Program Expense	\$3,222.72
20-40-532200	Safety Supplies	\$355.52
20-40-539500	Supplies Aquatic Programs	\$15.99
20-40-541000	Utilities-Telephone	\$226.85
20-40-542000	Utilities-Water/Sewer	\$290.50
20-40-543000	Utilities-Electricity	\$2,360.13
20-40-544000	Utilities-Natural Gas	\$136.39
20-40-561000	Repairs/Maintenance-Buildings	\$264.22
20-40-566000	Repairs/Maintenance-Equipment	\$15,136.50
20-40-567000	Repairs/Maint.-Slides	\$1,165.03
20-40-586000	Marketing Promo Materials	\$69.98
20-50-521000	Cont/Ser - Maintenance	\$834.51
20-50-524000	Con. Serv.-Refuse Removal-Reg.	\$167.70
20-50-524200	Cont/Serv-Custodial	\$3,721.00
20-50-542000	Utilities-Water/Sewer	\$185.65
20-50-543000	Utilities-Electricity	\$1,547.49
20-50-544000	Utilities-Natural Gas	\$352.82
20-50-561000	Repairs/Maint.-Buildings	\$89.28
20-70-521000	MAINTENANCE AGREEMENTS	\$2,946.00
20-70-524000	REFUSE DISPOSAL	\$159.00
20-70-524200	Cont/Serv-Custodial	\$29,552.16
20-70-528200	EQUIPMENT RENTAL	\$120.00
20-70-531000	OFFICE SUPPLIES	\$61.85
20-70-532000	Supplies/Materials-Personnel	\$96.00
20-70-533100	Supplies/Materials-Janitorial	\$1,664.17
20-70-533600	Supplies/Materials Facility Equipment	\$200.18
20-70-535500	Supplies/Materials-Treehouse	\$4.99
20-70-541000	Telephones	\$2,772.70
20-70-543000	Utilities-Electricity	\$8,358.99
20-70-544000	Natural Gas	\$833.36
20-70-561000	Repairs/Maint.-Buildings	\$2,850.00
20-70-568000	Repairs & Maint.-Equipment	\$595.00
20-70-581200	Marketing Supplies	\$127.94
20-70-586000	Marketing Promo Materials	\$115.77

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40-10-212500	Liabilities - IMRF Withheld	\$8,537.19
45-10-212200	Liabilities - FICA/MED W/held	\$13,633.17
50-10-553000	PDRMA/Gen. Liab/Workers Comp.	\$32,744.40
83-10-586700	Bond Registrar's Fees	\$475.00
90-10-574000	Development Projects	\$992.60
GRAND TOTAL:		\$289,758.00

Board Monthly Credit Card and Utilities Detail Report

Sum of Amount				
Vendor name	Description	Account description	Line Item Description	Total
COM ED	ARC	Utilities-Electricity	ARC	\$ 2,905.83
	ARC Total			\$ 2,905.83
	HAMPTON AERATOR	Utilities-Electricity	HAMPTON AERATOR	\$ 28.74
	HAMPTON AERATOR Total			\$ 28.74
	KRESS CREEK	Utilities-Electricity	KRESS CREEK	\$ 35.78
	KRESS CREEK Total			\$ 35.78
	ZONE 250	Utilities-Electricity	ZONE 250	\$ 1,547.49
	ZONE 250 Total			\$ 1,547.49
COM ED Total				\$ 4,517.84
FNBC BANK AND TRUST	KASPAR VISA 1/15/19	Spec. Purp.-Staff Meetings	STAFF MEETING	\$ 58.00
	KASPAR VISA 1/15/19 Total			\$ 58.00
	KASPAR VISA 12/16/18	Spec. Purp.-Awards/Recognition	GWEN'S RETIREMENT LUNCH	\$ 120.00
		Spec. Purp.-Staff Meetings	STAFF MTG	\$ 80.00
		Supplies Program Expense	SPECIAL EVENT	\$ 99.88
	KASPAR VISA 12/16/18 Total			\$ 299.88
	KASPER VISA 12/14/18	OFFICE SUPPLIES	DISH BRUSH	\$ 4.74
		Spec. Purp.- Conf./Meetings	PARKS MAINT TRAINING	\$ 75.00
		Spec. Purp.-Con./Meetings	PARKS MAINT TRAINING	\$ 75.00
		Supplies/Materials Facility Equipment	SCREWS	\$ 5.19
	KASPER VISA 12/14/18 Total			\$ 159.93
	LESTER VISA 1/14/19	Contract Program Expense	LUNCH/MOVIE - MOVIE	\$ 34.00
		Supplies Program Expense	LUNCH/DINNER POLAR EXPRESS	\$ 450.41
			LUNCH/MOVIE - LUNCH	\$ 30.70
			ROARING 20'S DECORATIONS	\$ 33.94
			SUPPLIES FOR JAN SOCIAL	\$ 80.38
		Supplies/Materials Facility Equipment	200 PICKLEBALL	\$ 174.99
	LESTER VISA 1/14/19 Total			\$ 804.42
	LESTER VISA 12/14/18	Contract Program Expense	LUNCH FOR SR HOLIDAY CELEBRATION	\$ 260.00
			LUNCH/MOVIE - MOVIE	\$ 48.00
		Supplies Program Expense	DINNER ON MOOSEHEART TRIP	\$ 38.20
			FROSTY FEST	\$ 46.55
			LUNCH/MOVIE - LUNCH	\$ 14.23
			POLAR EXPRESS SUPPLIES	\$ 344.02
			SUPPLIES FOR SR SOCIAL	\$ 75.73
	LESTER VISA 12/14/18 Total			\$ 826.73
	MAJOR VISA 12/20/18	Repairs/Maint.-Buildings	HOME REPAIR	\$ 47.79
		Repairs/Maint.-Veh./Machines	VEHICLE MAINTENANCE	\$ 47.95
		Spec. Purp.-Awards/Recognition	STAFF BONUS-SHIPPING AND PROCESSING	\$ 52.31
		Spec. Purp.-Staff Meetings	MEETING TRANSPORTATION	\$ 7.63
			MEETING W/CONNOR SPORTS	\$ 59.40
			MEETING W/HITCHCOCK DESIGN	\$ 57.99
			MEETING W/J SUVADA	\$ 80.44
			MEETING W/MEXICAN CULTURAL CTR	\$ 59.34
			MEETING W/R ALLEN	\$ 64.38
			MEETING W/WESTCHESTER PD	\$ 28.60
		Supplies/Materials-Personnel	FOOTWEAR PARKS DEPT	\$ 170.02
			STAFF SAMPLE RETURNED	\$ 29.98
	MAJOR VISA 12/20/18 Total			\$ 705.83
	MEDEIROS VISA 1/3/19	Marketing-Annual Appeal Expenses	ANNUAL APPEAL	\$ 29.99

Board Monthly Credit Card and Utilities Detail Report

Sum of Amount				
Vendor name	Description	Account description	Line Item Description	Total
FNBC BANK AND TRUST	MEDEIROS VISA 1/3/19	Spec. Purp.- Conf./Meetings	IAPD CONF REGISTRATION	\$ 122.50
		Spec. Purp.- Memberships	IPRA MEMBERSHIP	\$ 150.00
		Spec. Purp.-Awards/Recognition	HOLIDAY PARTY	\$ 990.45
			SYMPATHY FLOWERS - BRAUER	\$ 121.38
		Spec. Purp.-Bank Serv Fees	TEST - ERROR (CREDIT NEXT MONTH)	\$ 24.00
		Spec. Purp.-Con./Meetings	IAPD CONF REGISTRATION	\$ 122.50
		Spec. Purp.-Membership	IPRA MEMBERSHIP	\$ 150.00
		Spec. Purp.-Staff Meetings	DEPOSIT FOR 2019 RETREAT	\$ 100.00
		Supplies/Materials-First Aid	SAFETY SUPPLIES	\$ 124.85
		Supplies/Materials-Office	WATER/OFFICE SUPPLIES	\$ 17.71
		Supplies/Materials-Personnel	SCHEDULING SOFTWARE - CSR	\$ 96.00
	MEDEIROS VISA 1/3/19 Total			\$ 2,049.38
	MEDINA VISA 1/13/19	Branding/Signage	BUSINESS CARDS	\$ 29.58
		Media Marketing	SEARCH APP	\$ 4.99
		Spec. Purp.-Staff Meetings	STAFF MEETINGING	\$ 44.00
	MEDINA VISA 1/13/19 Total			\$ 78.57
	MEDINA VISA 12/13/18	Branding/Signage	BUSINESS CARDS	\$ 117.11
			NAME BADGES	\$ 16.70
		Marketing Promo Materials	OPEN HOUSE BANNER	\$ 40.37
			PASS PRINTS	\$ 69.98
			WDSRA AD	\$ 200.00
		Marketing Supplies	FITNESS AND OG RACK	\$ 117.95
			OUTREACH CARDS	\$ 9.99
		Media Marketing	CREDIT VOUCHER	\$ (1.36)
			NEWSLETTER CREDITS	\$ 432.00
		Supplies Program Expense	SEARCH APP	\$ 4.99
	MEDINA VISA 12/13/18 Total			\$ 60.98
	MEDINA VISA 12/13/18 Total			\$ 1,068.71
	RADUN VISA 12/20/18	Repairs/Maint.-Slides	CHARGED TWICE - WILL BE REVERSED NEXT MONTH	\$ 1,165.03
		Safety Supplies	AED TRAINER	\$ 355.52
		Supplies Aquatic Programs	INDOOR SWIM SUPPLIES	\$ 15.99
		Supplies Program Expense	BDAY PARTY SUPPLIES	\$ 698.85
			GENERAL YOUTH SUPPLIES	\$ 10.98
			PRESCHOOL SUPPLIES	\$ 83.71
			THEATRE SUPPLIES	\$ 531.44
		Suppliess/Materials-Treehouse	TREEHOUSE SUPPLIES	\$ 4.99
	RADUN VISA 12/20/18 Total			\$ 2,866.51
	URBAN VISA 12/20/18	Spec. Purp.-Staff Cont. Education	BREAKFAST	\$ 13.09
	URBAN VISA 12/20/18 Total			\$ 13.09
	FNBC BANK AND TRUST Total			
MIDAMERICAN ENERGY CO.	ELECTRICTY SUPPLY	Spec. Purp.-Bank Serv Fees	LATE FEES	\$ 126.65
		Utilities-Electricity	ARC	\$ 5,453.16
	PARKS		\$ 1,401.53	
	TSPLASH		\$ 2,360.13	
	ELECTRICTY SUPPLY Total			\$ 9,341.47
MIDAMERICAN ENERGY CO. Total				\$ 9,341.47
NICORGAS	ARC - GAS	Natural Gas	ARC - GAS	\$ 833.36
	ARC - GAS Total		\$ 833.36	
	SHOP - GAS	Utilities-Natural Gas	SHOP - GAS	\$ 1,446.92

Board Monthly Credit Card and Utilities Detail Report

Sum of Amount				
Vendor name	Description	Account description	Line Item Description	Total
NICORGAS	SHOP - GAS Total			\$ 1,446.92
	ZONE 250 - GAS	Utilities-Natural Gas	ZONE 250 - GAS	\$ 352.82
	ZONE 250 - GAS Total			\$ 352.82
NICORGAS Total				\$ 2,633.10
SANTANNA ENERGY SERVICES	CABIN - SES # 8000130	Utilities-Natural Gas	CABIN	\$ 826.60
	CABIN - SES # 8000130 Total			\$ 826.60
	TSPLASH - SES # 8000129	Utilities-Natural Gas	TSPLASH	\$ 136.39
	TSPLASH - SES # 8000129 Total			\$ 136.39
SANTANNA ENERGY SERVICES Total				\$ 962.99
Grand Total				\$ 26,386.45

Board of Commissioners

West Chicago Park District

Gary R. Major, Executive Director

February 12, 2019

Would like to recognize the excellent work of staff during the Polar Vortex visit, specifically Brian Kaspar in my absence. Mike Gasparini and park staff did an outstanding job of clearing areas for customer use. Quick, advanced decisions were made and executed by staff regarding the closing/opening of the ARC and Park District programs. Certainly, there was a great awareness of safety for the staff and public, and adequate communication to participants and coordinating agencies. I believe the Park District took the lead in many of these decisions and ironically influenced decisions by other Park Districts as well. Thanks for making excellent choices and being respectful at the same time.

As you are aware Sam Donovan has left the District to take a position with Downers Grove District, she has been a great team member and we wish her all the best. Interviews are underway for her replacement.

Quarterly staff meetings continue this month. These sessions allow for some needed information sharing, education, recognition of birthdays, and some light lunches. These have proven to be a great way to stay connected in our busy environment.

Thanks to all who attended the IPRA state conference, I believe everyone brings away something different each year, and there are invaluable opportunities for networking for staff/commissioners internally and externally. This is certainly an invaluable event for the West Chicago Park District to participate in on a yearly basis. Thanks to those who were involved in sessions or service aspects of hosting the conference.

It is good to see activity levels staying consistent at the ARC. Currently, staff is evaluating the prospect of adding an additional birthday party room in the Tree House area, this could expand capability and make such a space somewhat more dual purpose in nature.

Regarding the OSLAD grant for Kress Creek Farms, we are working with Hitchcock Designs to fine tune the grant request, and to make some final adjustments to the site plan. The District is anticipating an early summer time frame for submittal.

Finally, we continue to monitor the status of the solar energy project next to ZONE 250. At this point, input is still required from the State of Illinois regarding funding levels. Our Trane representative is keeping the District apprised of developments, and there should be some final determinations made by May 1 of this year.

And really finally, I would like to congratulate the Park District on the great article in Recreation Management magazine on Toucan's Hideaway.....

To: Board of Commissioners
From: Brian Kaspar
Date: 2/12/19
Re: January 2019 Recreation Report

New and Cool Stuff

Treehouse: We are renaming our 'Open Play & Supervised Play' names in the Treehouse to try to alleviate the confusion for parents on when they can stay with their children to play & when drop off is the only option:

- Stay N Play (formally named Open Play)- parents stay and play/supervise their kids
- Drop N Go (formally named Supervised Play)- parents drop off their kids while staff supervises

Fitness Open House

303 Attendees Total	217 Members Attended
50 Non-Member Fitness Center Visits	20 Non-Member Fitness Class Users
16 Regular Class Users	10 New Member Purchases
95% Residents	

We had 191 Raffle Tickets collected

Gave away 14 Raffle Prizes ranging from 20% off an Annual Membership to \$60 worth of Gym Gear

Free Fitness Week

403 Participants Total	21 New Class Signups
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Marketing & Communications

Program Guide: The newly designed Spring 2019 program guide has gone to print. It is expected to arrive at residents' homes by February 18. Registration for Spring programs will begin on March 1 for residents and March 8 for residents

Annual Appeal: Thus far, a total of \$12,500 have been secured towards the 2019 Annual Appeal. Staff is awaiting to hear back from a few more previous sponsors that expressed interest in re- supporting the appeal. 3 Gold level sponsorships at \$2,500 each, West Chicago Dental, Jel-Sert & Proline. 4 Silver level at \$1,000 each – Porcayo Realty, Buck Services, Gateway Dental and Graf Tree Care. 4 Sports sponsorships at \$250 each – Hawthorne's Backyard, Metro Services, Graf Tree Care and State Farm.

Special Events: L. Medina recently met with the new police department representative that will oversee community outreach events. Office Nielson and L. Medina discussed event details and responsibilities for the upcoming touch a truck as well as other events such as national night out, luncheons and leaf raking.

Advertising/Partnership: G. Major and L. Medina met with representatives from Republic Bank to talk about a partnership opportunity that would benefit the Districts biggest summer event as well as provide a yearlong back sponsor the program guide. This will supplement additional resources such as the Appeal. An agreement has been formulated and more info will follow in the next report.

Miscellaneous: L. Medina met with new Friends of the West Chicago Parks Foundation members, R. Bass and S. Bass to discuss preliminary information regarding the 10th Annual Funds Fore Fun Golf Outing. L. Medina will be training Sarah over the course of the event so that in future years, the foundation can handle it with less staff support.

Participation

Keppler Academy: Keppler Academy had a visit to the library. They had the chance to check out the youth section & have crafts/Storytime with a librarian!

Girls Hot Shots Basketball: We have two teams; one at the 3rd-4th grade level and one at the 7th-8th grade level. There are eight teams in the seven-town league.

Dance: Recital Ticket Sales 169 tickets sold for the 2018 Snowflake Showcase
Enrollment 37 dancers in 2018 winter recital

Theatre: AristoCats Kids is for children in 5th grade and under. We decided to offer this so our younger actors will get a chance to shine as the main characters in this show. This is our first time offering a show for this age group. AristoCats Kids will take place at the ARC Center on 2/9 at 11am and 1pm.

Participants: 25 in Aristocats

Tickets: As of 2/1 we have sold 46 tickets for the 11am show and 52 tickets for the 1pm show. Tickets are on sale in advance through 2/2 and will then be sold at the door.

Before and After School: After School Program- averaging 67 children per day 2018-2019 school year
Before School Program- averaging 35 children per day 2018-2019 school year

Day Off School Programs: Averaging 24 participants per day

SilverSneakers: Total Passes for the Years 250

Active Fitness & Track Memberships:

	05/01/17-01/31/18	05/01/18-01/31/19
	2018 YTD	2019 YTD
Participation	2,449	2,597
Revenue	\$269,613.72	\$274,188.21

Financial Performance

Indoor Swim Lessons: \$1,365.00 YTD 2017, \$2,653 YTD 2018

Zone 250 Gym Rental: \$10,770.00 YTD 2018, \$48,799.81 YTD 2019

Zone 250 Room Rental: \$250.00 YTD 2018, \$1716.00 YTD 2019

ARC Fitness: \$48,226.19 YTD 2018, \$47,627.86 YTD 2019

Personal Training:	\$48,165.00 YTD 2018, \$51,517.00 YTD 2019
Open Gym:	\$6,087.00 YTD 2018, \$5,041.00 YTD 2019
Guest Fee:	\$6,811.50 YTD 2018, \$8,226.51 YTD 2019
Treehouse Daily:	\$22,396.50 YTD 2018, \$21,742.39 YTD 2019
Treehouse Memberships:	\$14,068.53 YTD 2018, \$10,622.59 YTD 2019
Room Rentals:	\$66,737.43 YTD 2018, \$68,019.01 YTD 2019
Gym Rental:	\$39,337.79 YTD 2018, \$23,315.69 YTD 2019
Merchandise:	\$35.00 YTD 2018, \$106.00 YTD 2019
Birthday Parties:	\$30,908 YTD 2017, \$29,656 YTD 2018
Pickleball:	\$4,896.00 YTD 2017-18 (May-January); \$6,732.00 YTD 2018-19 (May-January)
SilverSneakers:	\$6,452.00 YD 2017-18 (May-January); \$10,290.00 YTD 2018-19 (May- January)

Communication

Zone 250 Rentals: J. Urban reached out to an Arc rental group, Hoops for Help for 44 weeks a year to play their games on Saturday afternoons in Zone 250. It also brings the “domino” effect as other players are inquiring about future rentals.

ARC: Jel-Sert Inc. in West Chicago is renting Tuesday afternoons for basketball for their employees. “Instead of lunch, let’s get some exercise.”

CSR Team Updates: Shayna will be taking over Grace’s AM shifts unofficially in February – officially in March. John V has returned to the CSR Team.

ARC & Zone Gym Rentals: J. Urban offered our rental groups on Tuesday, January 29, 2019 the option of cancelling with no penalty due to the sub- zero temperatures. Dave Schenk from adult pickle ball: “we will be there. Thank you for giving us the option with credit. I will make sure everyone hears that. The Naperville Tennis Club’s (where we played last year) position was use it or lose it. You guys are great “.

Shell: M. Lester will begin meeting with outside agencies that utilize The Shell. Our first meeting was scheduled for Thursday, January 31, 2019, but due to the weather-related closure was rescheduled for Thursday, February 7, 2019. At 10:00 a.m. at the ARC Center.

Facility Updates

PM Carpet Cleaning – Timco was out late January to take care of our Quarterly PM maintenance of the carpets throughout the facility. The Meeting Rooms, Front Hallway, Treehouse Entrance and Fitness Center were all cleaned.

Treehouse Repairs – The first level net bridge cable and zip ties had seen considerable breakage due to use of the facility. The entire unit was dismantled and repaired.

Treehouse Office Conversion – All in One Remodeling came out mid-January and converted the open-air office into a storage closet for admin and operational staff.

Zone250 HVAC – The HVAC at the Zone malfunctioned on the coldest day of the year due to a frozen Gas Regulator. The unit was missing a cap which prevents ice buildup on the unit. Hill Mechanical came out and installed the cap so further freezing issues should be avoided.

Staff Notes

Staff: All required staff has completed their first phase of NIMS training!

All Staff: To say thank you for the opportunity to attend the IPRA/IAPD Annual Conference. It was a great team building, learning, and networking experience.

Interviewing: G. Radun has started interviewing & hiring staff for Turtle Splash! Open positions are currently posted on our website. Returning staff are still getting in their paperwork for this summer. We will be holding Open Interviews on Wednesdays in February.

Personal Trainer: Jay Smothers was hired on as our New Personal Trainer on January 10th. He was hired to help pick up facilitate orientations and retain new Personal Training Clients.

Marketing: A Sesvold officially began her new position as the Marketing Assistant. She has been helping with marketing needs such as photo coverage for the Spring 2019 Program Guide, social media updates, and assistance with the Annual Appeal.

Upcoming Dates/Times

Senior Social: Masquerade Ball **Thursday, February 14, 2019**

Held at: ARC Center 12:00-2:00 p.m.

Lunch: Gumbo & King Cake. Please bring a dish to pass.

Senior Social: St. Patrick's Day **Thursday, March 14, 2019**

Held at: ARC Center 12:00-2:00 p.m.

Lunch: Corned beef, potatoes, carrots, band read.

Daddy Daughter Date Night **Saturday, March 16, 2019**

Held at: ARC Center 5:00-7:30 p.m.

Theme: An Enchanted Evening Masquerade Ball

Keppler Academy will be taking a field trip to the fire department 2/7-2/8.

Job Fair: G. Radun will be attending a job fair at the West Chicago High School on 3/13.

To: Board of Commissioners
From: Michael Gasparini
Subject: Superintendent of Parks
Date: February 12, 2019

Snowfall nearly every day kept the Parks Department busy throughout January. In some cases, twice a day cleanup was necessary. Keeping down overtime and making sure staff was fresh and rested was challenging. Winfield Township staff has continued to be an asset for the District. Before snows and ice storms the Township sprayed the roads and parking lots to the ARC and Zone 250 with beet juice. This process has helped tremendously, especially with light snows.

Between snow storms, staff has worked on repairing and painting walls at the maintenance garage. The offices at the garage needed a deep clean and many walls required repairs. As always, staff did an amazing job. The offices and common areas are near completion. Staff continues to make sure there is no spot untouched, whether in the parks or in the buildings. The garage now has a fresh feel and the building looks great.

The solar project has been delayed a few weeks. We should know before March the exact details and what to expect. At this point the maintenance garage will not be getting solar energy. Because of the minimal energy usage, this will not be an issue. The ARC and zone have all applications approved. Trane feels very confident that the District should receive enough funds to complete the project.

Park Staff has been asked to come up with things needed, and things wanted in their respective areas to add to the Park's Department 2019-2020 budget. Who knows what each area needs more than the person doing the tasks. Each staff member has also been asked to come up with one thing they would like to see be done within the parks system within this year. This is an approach that hasn't been taken in past years. The fact that they are able to do this shows the progress of the parks. Proactive rather than reactive. All credit goes to the hard work and effort made by the entire Park District Staff to become organized and efficient with the labor and skill that is available.

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
10 - Corporate Fund						
Revenues						
10-10-411000	Tax Rev - Current Real Estate	\$0.00	\$1,056,538.75	\$1,058,761.23	\$1,003,504.90	\$1,005,273.82
10-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$29.98	\$0.00	\$338.14	\$0.00
10-10-413000	Tax Rev - County Interest	\$0.00	\$307.80	\$0.00	\$0.00	\$0.00
10-10-414000	Tax Rev - Replacement Tax	\$21,584.65	\$86,381.73	\$100,000.00	\$70,246.04	\$144,500.00
10-10-430000	Interest from Investments	\$678.80	\$6,583.68	\$2,500.00	\$2,873.11	\$800.00
10-10-451000	Revenue - Donations General	\$0.00	\$0.00	\$0.00	\$240.00	\$0.00
10-10-482000	Revenue - Fuel Reimbursement	\$0.00	\$5,737.42	\$8,500.00	\$8,161.80	\$10,000.00
10-10-485000	Revenue - Miscellaneous	\$4,690.00	\$9,103.47	\$0.00	\$0.00	\$0.00
Total Revenues		\$26,953.45	\$1,164,682.83	\$1,169,761.23	\$1,085,363.99	\$1,160,573.82

Expenses						
10-10-511000	Salaries/Wages-Full Time	\$19,403.81	\$173,978.56	\$241,970.70	\$171,461.38	\$238,202.18
10-10-521000	Cont/Ser - Attorney Fees	\$0.00	\$0.00	\$0.00	\$2,709.99	\$0.00
10-10-521100	Cont/Ser - Legal Publications	\$0.00	\$316.25	\$500.00	\$157.55	\$650.00
10-10-522000	Cont/Ser - Rent - Photocopier	\$873.27	\$8,579.36	\$11,000.00	\$9,439.88	\$11,000.00
10-10-523000	Cont/Ser - IT Consultants	\$1,224.75	\$11,254.50	\$15,279.00	\$8,165.14	\$14,500.00
10-10-523100	Cont/Ser - Software Annu Maint	\$0.00	\$7,636.29	\$8,000.00	\$180.40	\$6,000.00
10-10-528500	Cont/Serv-Misc	\$0.00	\$10.00	\$1,000.00	\$0.00	\$1,000.00
10-10-531000	Supplies/Materials-Office	\$219.45	\$2,302.94	\$3,708.00	\$2,507.06	\$3,708.00
10-10-531100	Supplies/Materials-Postage	\$0.00	\$11.02	\$0.00	\$767.26	\$0.00
10-10-531600	Supplies/Materials-Finance	\$0.00	\$850.34	\$600.00	\$196.56	\$500.00
10-10-541000	Utilities-Telephones	\$435.85	\$2,881.20	\$3,400.00	\$2,520.33	\$3,400.00
10-10-542000	Utilities-Water/Sewer	\$45.72	\$1,282.60	\$2,000.00	\$0.00	\$2,000.00
10-10-543000	Utilities-Electricity	\$733.03	\$5,905.90	\$10,000.00	\$6,325.51	\$11,500.00
10-10-544000	Utilities-Natural Gas	\$1,136.76	\$2,656.88	\$5,000.00	\$1,733.25	\$5,000.00
10-10-551000	Insurance Exp.-Health/Medical	\$10,430.69	\$22,988.98	\$56,650.00	\$15,664.72	\$52,000.00
10-10-552000	Insurance Exp.-Life	\$534.15	\$964.15	\$1,650.00	\$793.17	\$1,600.00
10-10-581000	Spec. Purp.- Memberships	\$181.38	\$2,797.88	\$8,000.00	\$7,037.12	\$6,500.00

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
10-10-581100	Spec. Purp.- Conf./Meetings	\$272.50	\$7,621.54	\$14,000.00	\$12,927.66	\$12,000.00
10-20-511000	Salaries/Wages-Full Time	\$17,852.10	\$163,488.66	\$227,563.88	\$192,023.59	\$264,257.68
10-20-511100	Sal/Wages Overtime-Full-Time	\$0.00	\$0.00	\$9,113.65	\$0.00	\$2,960.38
10-20-520100	Cont/Serv-Seasonal Labor	\$4,895.56	\$152,252.87	\$190,497.90	\$232,159.51	\$306,347.32
10-20-520110	Cont/Serv-Parks Contracts	\$435.00	\$91,436.01	\$102,037.00	\$0.00	\$0.00
10-20-521300	Cont. Serv.-Consultants	\$0.00	\$7,000.00	\$12,000.00	\$7,000.00	\$12,000.00
10-20-522100	Con. Serv.-Rent-Toilets	\$0.00	\$4,567.50	\$13,335.00	\$7,960.89	\$12,705.00
10-20-522200	Cont. Serv.-Rent-Equipment	\$0.00	\$9,577.73	\$16,570.00	\$1,155.00	\$3,000.00
10-20-524000	Con. Serv.-Refuse Removal-Reg.	\$379.10	\$5,143.50	\$13,300.00	\$6,151.40	\$14,100.00
10-20-524100	Con. Serv.-Refuse Removal-Haz.	\$0.00	\$241.68	\$1,720.00	\$212.58	\$1,820.00
10-20-526000	Con. Serv.-License/Insp. Fees	\$124.00	\$2,399.95	\$4,459.00	\$1,166.00	\$4,374.00
10-20-532000	Supplies/Materials-Personnel	\$200.00	\$4,001.57	\$7,330.00	\$4,442.05	\$5,094.00
10-20-532100	Supplies/Materials-Ice Control	\$0.00	\$1,660.26	\$6,582.50	\$1,415.50	\$5,800.50
10-20-532200	Supplies/Materials-Safe. Equip	\$0.00	\$587.26	\$2,401.00	\$1,099.81	\$1,726.00
10-20-533000	Supplies/Materials-Buildings	\$0.00	\$1,721.55	\$4,900.00	\$4,557.95	\$5,020.00
10-20-533100	Supplies/Materials-Janitorial	\$27.68	\$2,908.68	\$4,879.27	\$2,900.17	\$3,055.67
10-20-533200	Supplies/Materials-Chemicals	\$0.00	\$2,602.81	\$3,152.00	\$2,093.99	\$3,000.00
10-20-534000	Supplies/Materials-Veh./Mach.	\$20.56	\$4,802.68	\$6,186.86	\$2,750.54	\$5,697.87
10-20-534100	Supplies/Materials-Fuel/Oil	\$2,276.43	\$25,820.45	\$36,825.00	\$23,518.47	\$34,700.00
10-20-534200	Supplies/Materials-Tools/Hdw.	\$520.99	\$2,924.95	\$3,823.99	\$2,450.74	\$4,000.00
10-20-535000	Supplies/Materials-Landscape	\$0.00	\$13,860.45	\$14,640.00	\$14,875.83	\$17,500.00
10-20-535300	Supplies/Materials-Signs	\$0.00	\$4,820.03	\$5,205.00	\$3,648.52	\$5,380.00
10-20-535400	Supplies/Materials-Conservation	\$2,570.00	\$5,215.00	\$5,019.00	\$6,411.52	\$4,490.00
10-20-561000	Repairs/Maint.-Buildings	\$47.79	\$40,311.38	\$43,070.91	\$22,820.49	\$21,562.00
10-20-562000	Repairs/Maint.-Veh./Machines	\$47.95	\$8,034.73	\$16,840.00	\$12,160.52	\$13,300.00
10-20-563000	Repairs/Maint.-Athl Facilities	\$0.00	\$64.61	\$0.00	\$0.00	\$0.00
10-20-565000	Repairs/Maint.-Playgrounds	\$10.76	\$10,741.61	\$16,250.64	\$16,107.90	\$12,720.64
10-20-565100	Repairs/Maint. Splash Pads	\$0.00	\$1,429.13	\$0.00	\$7,999.69	\$2,258.49
10-20-568000	Repairs/Maint.-Equipment	\$177.55	\$7,009.56	\$18,462.00	\$13,325.60	\$20,300.00
Total Expenses		\$65,076.83	\$826,663.00	\$1,168,922.30	\$832,995.24	\$1,156,729.73

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
 FUNDS 10,20,40,45,90 AND 95

	<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
BEGINNING FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)	(\$38,123.38)	\$338,019.83	\$0.00	\$252,368.75	\$0.00
ENDING FUND BALANCE	<u>(\$38,123.38)</u>	<u>\$338,019.83</u>	<u>\$0.00</u>	<u>\$252,368.75</u>	<u>\$0.00</u>

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
20 - Recreation Fund						
Revenues						
20-10-411000	Tax Rev - Current Real Estate	\$0.00	\$635,135.30	\$636,451.15	\$624,323.96	\$625,359.70
20-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$18.36	\$0.00	\$214.14	\$0.00
20-10-413000	Tax Rev - County Interest	\$0.00	\$185.03	\$0.00	\$0.00	\$0.00
20-10-414000	Tax Rev - Replacement Tax	\$0.00	\$0.00	\$0.00	\$12,396.36	\$25,500.00
20-10-430000	Interest from Investments	\$1,875.29	\$14,975.79	\$4,000.00	\$4,747.56	\$600.00
20-10-442000	Rental Income-Athletic Fields	\$23.52	\$25,027.69	\$32,900.00	\$20,605.00	\$28,550.00
20-10-444000	Rental Income-Pavillions	\$0.00	\$3,304.00	\$3,000.00	\$3,192.50	\$3,500.00
20-10-451000	Donations-Annual Appeal	\$10,240.00	\$12,204.10	\$0.00	\$2,483.70	\$0.00
20-10-452000	Donations-Scholarship Fund	\$0.00	\$6,100.00	\$0.00	(\$40.00)	\$0.00
20-10-453000	Revenue - Donations Foundation	\$0.00	\$3,085.00	\$6,100.00	\$5,825.00	\$14,000.00
20-10-455000	Sponsorship-Public Relations Events	\$0.00	\$0.00	\$1,550.00	\$0.00	\$0.00
20-10-460000	Brochure/Website Ads	\$150.00	\$300.00	\$1,500.00	\$2,450.00	\$1,500.00
20-10-461000	Rev-Concessions	\$0.00	\$375.00	\$750.00	\$759.46	\$1,800.00
20-10-480000	Revenue - Service Fees	\$31.00	\$369.00	\$200.00	\$288.00	\$500.00
20-10-485000	Revenue - Miscellaneous	\$5.00	\$769.30	\$200.00	\$779.87	\$500.00
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$21,758.20	\$12,900.00	\$15,848.50	\$15,500.00
20-30-451100	Rev - Donations	\$0.00	\$0.00	\$0.00	\$1,083.00	\$8,500.00
20-30-452000	Donations	\$0.00	\$0.00	\$0.00	\$4,900.00	\$0.00
20-30-461000	Concessions	\$0.00	\$972.40	\$1,400.00	\$1,255.05	\$350.00
20-30-461300	Revenue-Costumes	\$0.00	\$1,825.00	\$0.00	\$1,925.00	\$0.00
20-30-490000	Program Revenue	\$41,214.30	\$385,550.87	\$562,566.57	\$347,859.95	\$523,246.00
20-30-491000	Rev-Ticket Sales	\$294.00	\$13,328.62	\$6,550.00	\$13,112.92	\$9,543.00
20-30-492000	Rev.-Advertisers	\$0.00	\$1,349.00	\$1,100.00	\$1,799.00	\$1,100.00
20-40-421000	Admissions Rev.-Daily Fees	\$20.00	\$280,678.38	\$280,507.50	\$231,866.84	\$232,917.00
20-40-422000	Admissions Rev.-Passes	\$67.00	\$80,817.50	\$75,575.00	\$77,417.00	\$76,460.00
20-40-443000	Rev. - Rentals	\$1,380.00	\$25,129.50	\$15,300.00	\$20,029.00	\$17,298.00
20-40-462000	Concess. Rev.-Aquatics	\$0.00	\$10,195.70	\$10,000.00	\$10,995.15	\$10,000.00
20-40-463000	Merchandise Sales	\$0.00	\$3,996.43	\$2,650.00	\$2,384.25	\$2,476.00
20-40-490000	Program Rev. Aquatics	(\$167.00)	\$38,415.37	\$42,795.00	\$41,145.78	\$41,939.00
20-40-491000	Revenue-Sponsorships	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00

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		Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
20-40-492000	REV. STAFF UNIFORM & CERTIFICATION	\$0.00	\$0.00	\$0.00	\$114.75	\$0.00
20-40-494000	Rev. - Staff Uniform & Certification	\$0.00	\$5,602.00	\$8,097.00	\$6,880.00	\$7,580.00
20-50-441000	Room Rentals	\$0.00	\$1,606.96	\$3,000.00	\$250.00	\$1,350.00
20-50-445000	Gym Rentals	\$5,430.32	\$48,799.81	\$96,140.00	\$10,770.00	\$14,770.00
20-50-462000	Vending Machine Sales	\$0.00	\$100.20	\$960.00	\$0.00	\$160.00
20-50-485000	Miscellaneous Revenue	\$0.00	\$0.00	\$2,850.00	\$0.00	\$0.00
20-70-421000	Admissions Rev.-Guest Fees	\$1,162.00	\$8,226.50	\$10,776.00	\$6,811.50	\$9,024.00
20-70-431000	TREEHOUSE DAILY	\$3,557.50	\$21,742.39	\$30,240.00	\$22,397.50	\$30,526.00
20-70-435000	TREEHOUSE MEMBERSHIP	\$1,405.62	\$10,622.59	\$18,720.00	\$13,979.53	\$20,084.00
20-70-441000	ROOM RENTAL	\$9,613.86	\$68,019.01	\$80,110.00	\$70,798.93	\$73,260.00
20-70-445000	RENTAL REVENUE GYM	\$2,579.58	\$23,315.69	\$64,800.00	\$39,867.82	\$59,120.00
20-70-451000	ADULT MEMBERSHIP	\$8,355.00	\$67,346.19	\$115,515.00	\$77,228.45	\$120,000.00
20-70-452000	COUPLE MEMBERSHIP	\$6,133.06	\$51,785.74	\$86,470.00	\$56,692.46	\$86,295.00
20-70-453000	FAMILY MEMBERSHIP	\$7,176.00	\$62,400.74	\$102,915.00	\$68,633.39	\$108,600.00
20-70-454000	YOUTH MEMBERSHIP	\$806.00	\$6,358.40	\$21,900.00	\$12,543.71	\$23,304.00
20-70-455000	SENIOR MEMBERSHIP	\$6,747.50	\$46,612.92	\$57,780.00	\$37,874.67	\$42,060.00
20-70-456000	SPECIALTY MEMBERSHIP	\$3,266.00	\$29,464.00	\$29,975.00	\$24,931.00	\$11,900.00
20-70-458000	Track Pass	\$2,776.00	\$10,220.22	\$11,000.00	\$7,851.44	\$10,500.00
20-70-462000	VENDING MACHINE SALES	\$0.00	\$360.67	\$1,560.00	\$1,047.20	\$1,560.00
20-70-465000	Merchandise Sales Revenue	\$44.00	\$106.00	\$102.00	\$35.00	\$135.00
20-70-490000	Program Rev-ARC Center	\$13,158.50	\$104,185.86	\$133,135.00	\$116,864.90	\$124,924.00
Total Revenues		\$127,344.05	\$2,132,741.43	\$2,574,040.22	\$2,025,969.24	\$2,387,040.70

Expenses

20-10-511000	Salaries/Wages-Full Time	\$51,888.91	\$349,619.96	\$470,416.39	\$324,425.87	\$454,135.79
20-10-512000	Salaries/Wages-Part Time-Reg.	\$2,555.00	\$24,122.52	\$30,000.00	\$19,631.74	\$30,000.00
20-10-521000	Cont/Ser - Attorney Fees	\$1,746.93	\$4,384.26	\$8,500.00	\$6,057.88	\$9,000.00
20-10-521100	Cont/Ser - Legal Publications	\$0.00	\$852.00	\$650.00	\$558.25	\$650.00
20-10-521200	Cont/Ser - Subscriptions	\$0.00	\$25.15	\$600.00	\$133.92	\$600.00
20-10-522000	Cont/Ser - Rent - Photocopier	\$873.27	\$8,579.47	\$11,000.00	\$6,032.58	\$11,000.00
20-10-522100	Cont/Ser - Rent-Toilets	\$0.00	\$2,447.00	\$14,500.00	\$13,759.00	\$14,500.00

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		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
20-10-522200	Cont/Ser - Rent-Equipment	\$0.00	\$300.86	\$600.00	\$409.86	\$0.00
20-10-523000	Cont/Ser - IT Consultants	\$1,224.75	\$11,254.50	\$15,279.00	\$8,764.08	\$15,500.00
20-10-523100	Cont/Ser - Software Annu Maint	\$0.00	\$9,690.21	\$8,000.00	\$4,194.99	\$8,700.00
20-10-525000	Cont/Ser - Alarm Monitor. Ser.	\$0.00	\$1,159.17	\$2,400.00	\$1,216.27	\$2,400.00
20-10-526200	Cont/Ser - Lic./Inspection Fee	\$0.00	\$10.00	\$600.00	\$75.00	\$1,000.00
20-10-527000	Cont/Ser - Employ. Assist. Pr.	\$112.20	\$432.30	\$600.00	\$396.00	\$600.00
20-10-527100	Cont/Ser - Employ. Test./Phy.	\$0.00	\$93.00	\$1,000.00	\$278.51	\$600.00
20-10-527200	Cont/Serv-Crim Checks	\$0.00	\$1,914.00	\$3,000.00	\$1,804.00	\$3,500.00
20-10-528000	Cont/Ser - Printing-Brochures	\$0.00	\$11,027.00	\$28,330.00	\$6,746.00	\$29,200.00
20-10-528500	Cont/Serv-Misc.	\$0.00	\$0.00	\$500.00	\$13.00	\$100.00
20-10-531000	Supplies/Materials-Office	\$159.47	\$2,380.34	\$3,700.00	\$2,487.84	\$3,909.00
20-10-531100	Supplies/Materials-Off. Post.	\$4.45	\$3,149.83	\$2,000.00	\$1,918.87	\$2,000.00
20-10-531200	Supplies/Materials-Broch. Post	\$0.00	\$5,005.00	\$10,060.00	\$4,050.00	\$10,060.00
20-10-531300	Supplies/Materials-Software	\$0.00	\$698.88	\$2,000.00	\$0.00	\$2,000.00
20-10-531400	Supplies - Promo Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$2,300.00
20-10-531500	Supplies-Hardware	\$1,213.38	\$5,541.22	\$8,400.00	\$9,915.75	\$12,500.00
20-10-531600	Supplies/Materials-Finance	\$0.00	\$850.32	\$600.00	\$211.52	\$500.00
20-10-532100	Supplies/Materials-First Aid	\$216.43	\$1,320.80	\$2,850.00	\$826.88	\$3,910.00
20-10-534100	Supplies/Materials-Fuel/Oil	\$77.79	\$844.45	\$1,500.00	\$934.55	\$5,000.00
20-10-535200	Supp/Mat-Athletic Fields	\$0.00	\$9,934.65	\$13,416.00	\$9,613.85	\$12,500.00
20-10-537000	Supplies-Programming General	\$0.00	\$303.98	\$750.00	\$0.00	\$300.00
20-10-541000	Utilities-Telephones	\$492.09	\$3,399.35	\$3,400.00	\$3,068.66	\$3,400.00
20-10-542000	Utilities-Water/Sewer	\$45.72	\$1,282.60	\$5,000.00	\$346.56	\$2,000.00
20-10-543000	Utilities-Electricity	\$733.02	\$5,905.99	\$9,000.00	\$6,325.56	\$11,500.00
20-10-544000	Utilities-Natural Gas	\$1,136.76	\$2,656.92	\$5,000.00	\$1,785.09	\$5,000.00
20-10-551000	Insurance Exp.-Medical	\$42,052.18	\$152,801.27	\$170,000.00	\$110,335.87	\$171,000.00
20-10-561000	Repairs/Maint.-Buildings	\$601.08	\$601.08	\$3,000.00	\$1,091.80	\$3,800.00
20-10-562000	Repairs/Maint.-Veh./Machines	\$0.00	\$1,302.74	\$5,000.00	\$2,593.05	\$8,000.00
20-10-563000	Repairs/Maint.-Ath. Facilities	\$161.00	\$10,772.19	\$12,050.00	\$3,411.89	\$10,200.00
20-10-581000	Spec. Purp.-Membership	\$181.37	\$3,786.62	\$8,000.00	\$6,694.62	\$6,500.00
20-10-581100	Spec. Purp.-Con./Meetings	\$272.50	\$8,165.73	\$14,000.00	\$12,816.23	\$12,000.00
20-10-581300	Spec. Purp.-Staff Cont. Education	\$13.09	\$3,072.78	\$5,500.00	\$1,613.86	\$4,600.00
20-10-581310	Spec. Purp.-Staff Meetings	\$719.03	\$11,283.29	\$8,500.00	\$8,107.05	\$6,000.00

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20-10-581400	Spec. Purp.-Mileage Reimburse.	\$747.58	\$4,148.75	\$3,500.00	\$2,854.68	\$2,500.00
20-10-581500	Spec. Purp.-Awards/Recognition	\$1,288.02	\$6,379.34	\$5,500.00	\$4,787.78	\$7,000.00
20-10-581600	Spec. Purp.- Foundation	\$1,500.00	\$4,199.15	\$1,000.00	\$564.18	\$8,000.00
20-10-581800	Employee Logowear	\$126.00	\$2,297.79	\$2,250.00	\$2,924.25	\$2,500.00
20-10-582000	Spec. Purp.-Bank Serv Fees	\$190.14	\$785.32	\$1,200.00	\$5,469.32	\$750.00
20-10-583000	Spec. Purp.-Credit Card Fees	\$0.00	\$23,872.85	\$26,000.00	\$23,401.89	\$26,000.00
20-10-584000	Media Marketing	\$440.62	\$2,345.37	\$4,378.00	\$2,143.98	\$2,288.00
20-10-584100	Branding/Signage	\$163.39	\$863.07	\$5,581.75	\$554.48	\$5,673.00
20-10-584200	Public Realtions Events Supplies	\$0.00	\$112.62	\$2,100.00	\$1,701.21	\$2,100.00
20-10-584300	Marketing-Annual Appeal Expenses	\$29.99	\$362.47	\$1,250.00	\$53.35	\$2,000.00
20-10-586000	Marketing Promo Materials	\$200.00	\$671.02	\$5,169.00	\$826.02	\$4,869.00
20-10-586500	Debt Retirement-Principal	\$4,897.38	\$43,490.92	\$58,305.76	\$0.00	\$0.00
20-10-586600	Debt Retirement-Notes Payable	\$0.00	\$224.28	\$5,000.00	\$0.00	\$5,000.00
20-10-586800	Debt Retirement-Interest	\$214.29	\$2,289.83	\$3,034.28	\$0.00	\$0.00
20-10-587000	Marketing Design and Print	\$225.00	\$1,169.58	\$3,281.00	\$1,007.38	\$3,271.00
20-10-589000	Spec Purp-Sales Tax	\$596.00	\$596.00	\$500.00	\$0.00	\$550.00
20-30-515000	Wages - Programming	\$8,511.19	\$113,845.01	\$162,934.21	\$112,383.02	\$180,646.00
20-30-529500	Contract Program Expense	\$684.25	\$81,108.65	\$134,509.00	\$69,344.79	\$85,473.00
20-30-539500	Supplies Program Expense	\$3,222.72	\$35,901.10	\$58,320.76	\$42,394.10	\$57,612.92
20-30-589500	Program Awards	\$0.00	\$572.65	\$480.25	\$1,010.73	\$1,180.00
20-40-514100	Wages-Supervisors	\$120.26	\$23,331.69	\$28,527.75	\$23,110.32	\$31,907.00
20-40-514200	Wages-Lifeguards	\$0.00	\$94,119.43	\$85,729.50	\$95,996.51	\$86,488.00
20-40-514300	Wages-Admissions	\$0.00	\$15,998.55	\$18,773.75	\$13,550.94	\$14,082.00
20-40-514500	Wages-Deck Attendant	\$0.00	\$23,512.27	\$18,550.00	\$23,800.00	\$24,754.00
20-40-514900	Wages-Custodial	\$5.25	\$4,573.65	\$2,525.00	\$991.09	\$3,355.00
20-40-515000	Wages-Aquatic Programs	\$208.00	\$7,380.87	\$16,789.13	\$9,395.93	\$16,551.00
20-40-521100	Cont. Serv.- Legal Publications	\$0.00	\$0.00	\$3,978.00	\$0.00	\$0.00
20-40-524000	Cont. Serv.-Refuse Removal	\$0.00	\$2,078.33	\$1,820.00	\$1,572.49	\$1,750.00
20-40-524200	Cont/Serv-Custodial	\$0.00	\$0.00	\$0.00	\$4,014.04	\$3,240.00
20-40-525000	Cont. Serv.-Alarm Monitoring	\$0.00	\$1,005.03	\$2,055.00	\$502.47	\$1,000.00
20-40-526000	Cont. Serv.- Certification Fees	\$0.00	\$1,806.00	\$4,275.00	\$2,140.00	\$4,985.00
20-40-526100	Cont. Serv.-Aquatic Inspections	\$0.00	\$0.00	\$1,625.00	\$613.76	\$1,565.00
20-40-529500	Cont. Serv. Aquatic Programs	\$0.00	\$144.00	\$1,152.00	\$504.00	\$3,120.00

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20-40-529504	Cont Serv-Audit	\$0.00	\$200.00	\$1,650.00	\$0.00	\$1,300.00
20-40-529506	Cont/Serv-Pool Open/Close	\$0.00	\$11,250.46	\$8,885.00	\$9,135.00	\$10,668.00
20-40-529600	Contract. Prog.-H.S. Pool Rent	\$0.00	\$0.00	\$2,496.00	\$2,496.00	\$3,900.00
20-40-531000	Office Supplies	\$0.00	\$545.01	\$482.50	\$77.37	\$367.50
20-40-531300	Computer	\$0.00	\$2,813.83	\$2,566.62	\$230.59	\$756.00
20-40-531500	Admissions Merchandise Supplies	\$0.00	\$2,025.93	\$2,079.68	\$1,553.51	\$1,602.00
20-40-532000	Staff Uniforms	\$0.00	\$4,718.22	\$6,048.22	\$6,650.62	\$5,834.00
20-40-532100	First Aid Supplies	\$0.00	\$749.01	\$812.73	\$661.88	\$806.00
20-40-532200	Safety Supplies	\$355.52	\$4,719.21	\$5,675.70	\$3,618.94	\$4,884.00
20-40-533100	Supp./Mater.-Janitorial	\$0.00	\$2,200.59	\$3,156.76	\$1,108.21	\$3,814.00
20-40-533200	Supp./Mater.-Chemicals	\$0.00	\$33,632.87	\$35,333.00	\$35,837.15	\$33,088.00
20-40-533900	Supplies-Miscellaneous	\$0.00	\$0.00	\$0.00	\$940.00	\$0.00
20-40-535300	Supp./Mater.-Signs	\$0.00	\$130.00	\$260.00	\$34.61	\$35.00
20-40-537000	Supp./Mater.-Operational	\$0.00	\$9,290.84	\$7,586.46	\$1,273.71	\$4,095.00
20-40-539500	Supplies Aquatic Programs	\$15.99	\$4,700.03	\$5,019.00	\$1,566.06	\$3,126.00
20-40-541000	Utilities-Telephone	\$226.85	\$1,995.67	\$3,937.00	\$1,573.95	\$3,836.00
20-40-542000	Utilities-Water/Sewer	\$290.50	\$26,745.78	\$22,312.00	\$0.00	\$22,312.00
20-40-543000	Utilities-Electricity	\$2,360.13	\$35,611.49	\$37,807.00	\$30,978.44	\$35,977.00
20-40-544000	Utilities-Natural Gas	\$136.39	\$10,657.88	\$20,909.00	\$13,147.39	\$22,000.00
20-40-561000	Repairs/Maintenance-Buildings	\$264.22	\$32,094.49	\$15,656.00	\$5,788.20	\$9,925.00
20-40-566000	Repairs/Maintenance-Equipment	\$15,136.50	\$35,428.22	\$55,993.00	\$13,392.40	\$35,500.00
20-40-567000	Repairs/Maint.-Slides	\$1,165.03	\$10,447.10	\$23,544.00	\$8,950.00	\$13,825.00
20-40-586000	Marketing Promo Materials	\$69.98	\$678.24	\$4,850.00	\$2,087.40	\$3,102.00
20-50-514300	Wages-Customer Service	\$651.76	\$6,708.30	\$19,444.50	\$1,382.52	\$2,788.00
20-50-521000	Cont/Ser - Maintenance	\$834.51	\$3,979.51	\$0.00	\$0.00	\$0.00
20-50-524000	Con. Serv.-Refuse Removal-Reg.	\$167.70	\$1,190.01	\$2,092.00	\$0.00	\$376.00
20-50-524200	Cont/Serv-Custodial	\$3,721.00	\$10,228.00	\$12,000.00	\$0.00	\$7,000.00
20-50-525000	Cont/Ser - Alarm Monitor. Ser.	\$0.00	\$734.90	\$720.00	\$0.00	\$360.00
20-50-528200	Con. Serv.-Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
20-50-528600	Cont/Serv-Contracted Repairs Service	\$0.00	\$1,880.00	\$0.00	\$0.00	\$0.00
20-50-531000	Office Supplies	\$0.00	\$13.90	\$468.00	\$781.29	\$520.00
20-50-532000	Clothing Supplies	\$0.00	\$15.00	\$270.00	\$0.00	\$329.00
20-50-532200	Safety Supplies	\$0.00	\$0.00	\$310.26	\$166.53	\$0.00

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20-50-533100	Supplies/Materials-Janitorial	\$0.00	\$0.00	\$3,000.00	\$540.85	\$800.00
20-50-533600	Supplies/Materials Facility Equipment	\$0.00	\$174.17	\$200.00	\$698.43	\$2,292.50
20-50-542000	Utilities-Water/Sewer	\$185.65	\$773.00	\$1,500.00	\$0.00	\$400.00
20-50-543000	Utilities-Electricity	\$1,547.49	\$21,120.28	\$1,200.00	\$1,175.76	\$5,370.00
20-50-544000	Utilities-Natural Gas	\$352.82	\$934.04	\$2,700.00	\$1,227.22	\$350.00
20-50-561000	Repairs/Maint.-Buildings	\$89.28	(\$360.72)	\$899.00	\$0.00	\$1,104.00
20-70-514300	CUSTOMER SERVICE STAFF	\$9,520.29	\$89,340.39	\$124,332.00	\$87,203.51	\$124,332.00
20-70-514400	KIDS AREA STAFF	\$2,578.04	\$23,280.80	\$35,824.00	\$24,377.56	\$38,056.00
20-70-515000	Fitness Wages	\$4,371.50	\$53,090.25	\$84,139.00	\$60,753.76	\$76,773.00
20-70-517000	Salaries/Wages-Rentals	\$215.46	\$2,893.90	\$3,400.00	\$797.22	\$3,820.00
20-70-521000	MAINTENANCE AGREEMENTS	\$2,946.00	\$28,661.06	\$34,759.00	\$20,764.82	\$24,744.00
20-70-524000	REFUSE DISPOSAL	\$159.00	\$1,583.77	\$2,067.00	\$1,755.74	\$2,440.00
20-70-524200	Cont/Serv-Custodial	\$29,552.16	\$133,274.00	\$177,946.96	\$115,076.34	\$172,500.00
20-70-525000	ALARM SYSTEM	\$0.00	\$818.22	\$720.00	\$1,763.50	\$360.00
20-70-528200	EQUIPMENT RENTAL	\$120.00	\$1,047.48	\$830.00	\$312.82	\$830.00
20-70-528600	Cont/Serv-Contracted Repairs	\$0.00	\$3,448.65	\$7,650.00	\$30,182.01	\$3,750.00
20-70-531000	OFFICE SUPPLIES	\$61.85	\$980.27	\$2,789.00	\$781.75	\$3,150.00
20-70-532000	Supplies/Materials-Personnel	\$96.00	\$445.69	\$1,175.00	\$2,610.25	\$2,934.00
20-70-532200	Safety Supplies	\$0.00	\$903.67	\$4,075.00	\$2,261.90	\$3,450.00
20-70-533100	Supplies/Materials-Janitorial	\$1,664.17	\$10,100.19	\$14,000.00	\$11,012.72	\$11,500.00
20-70-533600	Supplies/Materials Facility Equipment	\$200.18	\$1,818.99	\$7,550.00	\$2,002.23	\$3,695.00
20-70-535500	Supplies/Materials-Treehouse	\$4.99	\$450.49	\$1,100.00	\$267.02	\$505.85
20-70-539500	Fitness Programs Supplies	\$0.00	\$1,744.45	\$4,246.00	\$707.46	\$1,045.00
20-70-541000	Telephones	\$2,772.70	\$12,529.41	\$16,600.00	\$14,268.55	\$16,600.00
20-70-542000	Water & Sewer	\$0.00	\$0.00	\$7,500.00	\$0.00	\$7,500.00
20-70-543000	Utilities-Electricity	\$8,358.99	\$70,874.51	\$104,400.00	\$70,214.86	\$109,992.00
20-70-544000	Natural Gas	\$833.36	\$3,718.02	\$6,780.00	\$4,263.64	\$6,000.00
20-70-561000	Repairs/Maint.-Buildings	\$2,850.00	\$7,495.32	\$6,846.00	\$0.00	\$5,892.00
20-70-562000	R&M-Vehicles	\$0.00	\$303.92	\$0.00	\$5,050.10	\$0.00
20-70-568000	Repairs & Maint.-Equipment	\$595.00	\$12,385.31	\$20,978.00	\$10,460.18	\$16,325.00
20-70-581200	Marketing Supplies	\$127.94	\$5,357.92	\$9,605.00	\$4,569.85	\$3,437.00
20-70-586000	Marketing Promo Materials	\$115.77	\$568.17	\$4,850.00	\$597.26	\$4,625.00

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
 FUNDS 10,20,40,45,90 AND 95

	Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
Total Expenses	<u>\$224,565.22</u>	<u>\$1,905,297.13</u>	<u>\$2,555,820.92</u>	<u>\$1,649,388.24</u>	<u>\$2,357,972.56</u>
 BEGINNING FUND BALANCE	 \$0.00	 \$0.00	 \$0.00	 \$0.00	 \$0.00
 NET SURPLUS/(DEFICIT)	 (\$97,221.17)	 \$227,444.30	 \$0.00	 \$376,581.00	 \$0.00
 ENDING FUND BALANCE	 <u>(\$97,221.17)</u>	 <u>\$227,444.30</u>	 <u>\$0.00</u>	 <u>\$376,581.00</u>	 <u>\$0.00</u>

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
40 - Pension Fund						
Revenues						
40-10-411000	Tax Rev - Current Real Estate	\$0.00	\$149,895.16	\$150,154.70	\$164,087.68	\$164,440.44
40-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$5.23	\$0.00	\$55.06	\$0.00
40-10-413000	Tax Rev - County Interest	\$0.00	\$43.67	\$0.00	\$0.00	\$0.00
40-10-430000	Interest from Investments	\$164.57	\$1,247.92	\$0.00	\$439.51	\$0.00
Total Revenues		<u>\$164.57</u>	<u>\$151,191.98</u>	<u>\$150,154.70</u>	<u>\$164,582.25</u>	<u>\$164,440.44</u>
Expenses						
40-10-583500	Spec. Purp. Ex.-IMRF	\$6,061.37	\$105,075.94	\$144,000.00	\$107,491.81	\$164,000.00
Total Expenses		<u>\$6,061.37</u>	<u>\$105,075.94</u>	<u>\$144,000.00</u>	<u>\$107,491.81</u>	<u>\$164,000.00</u>
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$5,896.80)	\$46,116.04	\$0.00	\$57,090.44	\$0.00
ENDING FUND BALANCE		<u>(\$5,896.80)</u>	<u>\$46,116.04</u>	<u>\$0.00</u>	<u>\$57,090.44</u>	<u>\$0.00</u>

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
45 - FICA						
Revenues						
45-10-411000	Tax Rev - Current Real Estate	\$0.00	\$125,249.34	\$125,413.30	\$128,502.41	\$128,798.18
45-10-412000	Tax Rev - Non-Current Real Est	\$0.00	\$3.80	\$0.00	\$39.39	\$0.00
45-10-413000	Tax Rev - County Interest	\$0.00	\$36.49	\$0.00	\$0.00	\$0.00
45-10-430000	Interest from Investments	\$135.49	\$1,068.35	\$0.00	\$361.83	\$0.00
Total Revenues		<u>\$135.49</u>	<u>\$126,357.98</u>	<u>\$125,413.30</u>	<u>\$128,903.63</u>	<u>\$128,798.18</u>
Expenses						
45-10-583600	FICA Expense	\$9,240.22	\$90,516.60	\$125,000.00	\$88,689.03	\$128,500.00
Total Expenses		<u>\$9,240.22</u>	<u>\$90,516.60</u>	<u>\$125,000.00</u>	<u>\$88,689.03</u>	<u>\$128,500.00</u>
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
 NET SURPLUS/(DEFICIT)		 (\$9,104.73)	 \$35,841.38	 \$0.00	 \$40,214.60	 \$0.00
 ENDING FUND BALANCE		 <u>(\$9,104.73)</u>	 <u>\$35,841.38</u>	 <u>\$0.00</u>	 <u>\$40,214.60</u>	 <u>\$0.00</u>

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
90 - Capital Projects						
Revenues						
90-10-430000	Interest from Investments	\$91.34	\$2,358.10	\$5,000.00	\$4,985.26	\$1,000.00
90-10-452000	Donations - Land/Cash	\$0.00	\$5,646.00	\$0.00	\$8,697.00	\$0.00
90-10-470000	Bond Issue Proceeds	\$0.00	\$560.33	\$0.00	\$263,153.09	\$0.00
90-10-472000	Fund Transfer Receipts	\$84,689.64	\$84,689.64	\$0.00	\$3,157.84	\$0.00
90-10-485100	Revenue - Miscellaneous	\$0.00	\$6,530.00	\$0.00	\$31,105.90	\$19,500.00
Total Revenues		\$84,780.98	\$99,784.07	\$5,000.00	\$311,099.09	\$20,500.00
Expenses						
90-10-521000	Attorney Fees	\$0.00	\$21.86	\$0.00	\$7,474.01	\$0.00
90-10-521300	Planning Consultants	\$0.00	\$28,202.28	\$25,000.00	\$10,577.50	\$16,000.00
90-10-561000	Building Repairs/Maintenance	\$0.00	\$0.00	\$0.00	\$60,184.90	\$66,858.50
90-10-564000	Landscape Repairs/Maintenance	\$0.00	\$8,030.00	\$0.00	\$73,682.50	\$125,000.00
90-10-566000	Repairs/Maint.-Pavillions	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
90-10-566100	Repairs/Maint.-Parks	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00
90-10-571000	Equipment Acquisition	\$0.00	\$0.00	\$0.00	\$76,558.61	\$49,000.00
90-10-571100	Software/Hardware Acquisition	\$0.00	\$12,010.95	\$12,400.00	\$0.00	\$7,405.00
90-10-572000	Vehicle Acquisition	\$0.00	\$36,910.00	\$42,000.00	\$56,926.00	\$56,000.00
90-10-574000	Development Projects	\$992.60	\$622,689.94	\$860,000.00	\$257,819.54	\$760,000.00
90-10-574400	Capital-Playgrounds	\$0.00	\$20,670.00	\$0.00	\$0.00	\$0.00
90-10-582600	Spec. Purp. Ex.-Paving	\$0.00	\$0.00	\$0.00	\$47,350.00	\$50,000.00
90-10-586500	Debt Retirement Principal	\$0.00	\$0.00	\$0.00	\$41,693.39	\$55,907.42
90-10-586800	Debt Retirement-Interest	\$0.00	\$0.00	\$0.00	\$4,311.64	\$5,432.62
Total Expenses		\$992.60	\$728,535.03	\$966,400.00	\$636,578.09	\$1,191,603.54
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$83,788.38	(\$628,750.96)	\$0.00	(\$325,479.00)	\$0.00

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

	Actual	Actual YTD	Budget YTD	Prior YTD	Prior Budget
ENDING FUND BALANCE	\$83,788.38	(\$628,750.96)	\$0.00	(\$325,479.00)	\$0.00

West Chicago Park District
Revenue/Expense Statement as of 01/31/2019 DRAFT
FUNDS 10,20,40,45,90 AND 95

		<u>Actual</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Prior YTD</u>	<u>Prior Budget</u>
95 - Capital Projects -PARC and 2015 Bond Proceeds						
Revenues						
95-10-430000	Interest from Investments	\$0.00	\$1,570.16	\$0.00	\$17,169.47	\$1,800.00
95-10-454000	Grants	\$0.00	\$2,499,100.00	\$2,500,000.00	\$0.00	\$0.00
Total Revenues		<u>\$0.00</u>	<u>\$2,500,670.16</u>	<u>\$2,500,000.00</u>	<u>\$17,169.47</u>	<u>\$1,800.00</u>
Expenses						
95-10-521300	Planning Consultants	\$0.00	\$3,200.00	\$0.00	\$1,747.50	\$0.00
95-10-561000	Building Repairs/Maintenance	\$0.00	\$15,425.00	\$0.00	\$0.00	\$0.00
95-10-564000	Landscape Repairs/Maintenance	\$0.00	\$0.00	\$0.00	\$8,080.59	\$0.00
95-10-571200	FFE-NEW CONSTRUCTION STARTUP	\$0.00	\$0.00	\$0.00	\$416.99	\$0.00
95-10-571300	SOFTWARE/HARDWARE-NEW CONSTRUCTION S	\$0.00	\$0.00	\$0.00	\$2,889.65	\$0.00
95-10-574000	Development Projects	\$0.00	\$0.00	\$0.00	\$2,897,776.33	\$4,200,000.00
95-10-586400	Fund Transfer Expense	\$84,689.64	\$2,583,789.64	\$2,500,000.00	\$0.00	\$0.00
95-10-586800	Debt Retirement-Interest	\$0.00	\$41,666.67	\$0.00	\$0.00	\$0.00
Total Expenses		<u>\$84,689.64</u>	<u>\$2,644,081.31</u>	<u>\$2,500,000.00</u>	<u>\$2,910,911.06</u>	<u>\$4,200,000.00</u>
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$84,689.64)	(\$143,411.15)	\$0.00	(\$2,893,741.59)	\$0.00
ENDING FUND BALANCE		<u>(\$84,689.64)</u>	<u>(\$143,411.15)</u>	<u>\$0.00</u>	<u>(\$2,893,741.59)</u>	<u>\$0.00</u>

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
112 - Preschool				
Revenues				
20-30-490000	Program Revenue	\$6,003.00	\$39,340.00	\$65,383.00
Total Revenues		\$6,003.00	\$39,340.00	\$65,383.00
Expenses				
20-30-515000	Wages - Programming	\$1,638.47	\$16,531.98	\$34,107.20
20-30-539500	Supplies Program Expense	\$83.71	\$1,640.40	\$2,035.00
Total Expenses		\$1,722.18	\$18,172.38	\$36,142.20
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$4,280.82	\$21,167.62	\$29,240.80
ENDING FUND BALANCE		\$4,280.82	\$21,167.62	\$29,240.80

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
210 - Dance				
Revenues				
20-30-490000	Program Revenue	\$2,280.00	\$11,099.50	\$43,890.00
20-30-491000	Rev-Ticket Sales	\$0.00	\$2,012.54	\$0.00
Total Revenues		\$2,280.00	\$13,112.04	\$43,890.00
Expenses				
20-30-515000	Wages - Programming	\$173.75	\$961.57	\$0.00
20-30-529500	Contract Program Expense	\$296.00	\$3,839.00	\$29,700.00
20-30-539500	Supplies Program Expense	\$0.00	\$815.00	\$5,280.00
Total Expenses		\$469.75	\$5,615.57	\$34,980.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$1,810.25	\$7,496.47	\$8,910.00
ENDING FUND BALANCE		\$1,810.25	\$7,496.47	\$8,910.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
220 - Fitness				
Revenues				
20-70-490000	Program Rev-ARC Center	\$6,800.50	\$47,669.86	\$53,000.00
Total Revenues		\$6,800.50	\$47,669.86	\$53,000.00
Expenses				
20-70-515000	Fitness Wages	\$1,581.00	\$22,809.32	\$35,114.00
20-70-539500	Fitness Programs Supplies	\$0.00	\$0.00	\$2,123.00
Total Expenses		\$1,581.00	\$22,809.32	\$37,237.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$5,219.50	\$24,860.54	\$15,763.00
ENDING FUND BALANCE		\$5,219.50	\$24,860.54	\$15,763.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
225 - Personal Training				
Revenues				
20-70-490000	Program Rev-ARC Center	\$5,815.00	\$51,517.00	\$64,080.00
Total Revenues		\$5,815.00	\$51,517.00	\$64,080.00
Expenses				
20-70-515000	Fitness Wages	\$2,160.50	\$27,515.93	\$49,025.00
20-70-539500	Fitness Programs Supplies	\$0.00	\$0.00	\$2,123.00
Total Expenses		\$2,160.50	\$27,515.93	\$51,148.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$3,654.50	\$24,001.07	\$12,932.00
ENDING FUND BALANCE		\$3,654.50	\$24,001.07	\$12,932.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
235 - Summer Camp				
Revenues				
20-30-490000	Program Revenue	\$50.00	\$105,661.00	\$108,700.00
Total Revenues		\$50.00	\$105,661.00	\$108,700.00
Expenses				
20-30-515000	Wages - Programming	\$399.82	\$44,306.64	\$39,170.13
20-30-529500	Contract Program Expense	\$0.00	\$25,105.54	\$17,603.00
20-30-539500	Supplies Program Expense	\$201.41	\$5,966.45	\$5,738.00
Total Expenses		\$601.23	\$75,378.63	\$62,511.13
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$551.23)	\$30,282.37	\$46,188.87
ENDING FUND BALANCE		(\$551.23)	\$30,282.37	\$46,188.87

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
250 - Before/After School				
Revenues				
20-30-490000	Program Revenue	\$15,761.80	\$100,901.01	\$146,633.70
Total Revenues		\$15,761.80	\$100,901.01	\$146,633.70
Expenses				
20-30-515000	Wages - Programming	\$3,908.22	\$34,951.50	\$60,213.38
20-30-529500	Contract Program Expense	\$0.00	\$0.00	\$8,000.00
20-30-539500	Supplies Program Expense	\$65.08	\$4,231.14	\$5,839.00
Total Expenses		\$3,973.30	\$39,182.64	\$74,052.38
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$11,788.50	\$61,718.37	\$72,581.32
ENDING FUND BALANCE		\$11,788.50	\$61,718.37	\$72,581.32

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
251 - Days Off School				
Revenues				
20-30-490000	Program Revenue	\$226.00	\$8,315.00	\$12,984.00
Total Revenues		\$226.00	\$8,315.00	\$12,984.00
Expenses				
20-30-515000	Wages - Programming	\$1,500.63	\$2,790.57	\$4,596.00
20-30-529500	Contract Program Expense	\$0.00	\$962.64	\$7,816.00
20-30-539500	Supplies Program Expense	\$0.00	\$0.00	\$494.00
Total Expenses		\$1,500.63	\$3,753.21	\$12,906.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$1,274.63)	\$4,561.79	\$78.00
ENDING FUND BALANCE		(\$1,274.63)	\$4,561.79	\$78.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
255 - General Youth				
Revenues				
20-30-490000	Program Revenue	\$40.00	\$1,783.50	\$6,294.12
Total Revenues		\$40.00	\$1,783.50	\$6,294.12
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$97.89	\$204.00
20-30-529500	Contract Program Expense	\$0.00	\$3,229.00	\$4,429.00
20-30-539500	Supplies Program Expense	\$10.98	\$27.45	\$50.00
Total Expenses		\$10.98	\$3,354.34	\$4,683.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$29.02	(\$1,570.84)	\$1,611.12
ENDING FUND BALANCE		\$29.02	(\$1,570.84)	\$1,611.12

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
257 - General Teens				
Revenues				
20-30-490000	Program Revenue	\$0.00	\$0.00	\$330.00
Total Revenues		\$0.00	\$0.00	\$330.00
Expenses				
20-30-529500	Contract Program Expense	\$0.00	\$0.00	\$174.00
20-30-539500	Supplies Program Expense	\$0.00	\$0.00	\$80.00
Total Expenses		\$0.00	\$0.00	\$254.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	\$0.00	\$76.00
ENDING FUND BALANCE		\$0.00	\$0.00	\$76.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
260 - General Adult				
Revenues				
20-30-490000	Program Revenue	\$1,221.00	\$8,471.14	\$3,504.00
Total Revenues		\$1,221.00	\$8,471.14	\$3,504.00
Expenses				
20-30-515000	Wages - Programming	\$62.50	\$587.50	\$0.00
20-30-529500	Contract Program Expense	\$0.00	\$0.00	\$2,520.00
20-30-539500	Supplies Program Expense	\$0.00	\$731.72	\$100.00
Total Expenses		\$62.50	\$1,319.22	\$2,620.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$1,158.50	\$7,151.92	\$884.00
ENDING FUND BALANCE		\$1,158.50	\$7,151.92	\$884.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
280 - Gymnasium				
Revenues				
20-70-445000	RENTAL REVENUE GYM	\$2,579.58	\$23,247.19	\$0.00
20-70-490000	Program Rev-ARC Center	\$585.00	\$5,041.00	\$16,055.00
Total Revenues		<u>\$3,164.58</u>	<u>\$28,288.19</u>	<u>\$16,055.00</u>
 BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
 NET SURPLUS/(DEFICIT)		\$3,164.58	\$28,288.19	\$16,055.00
 ENDING FUND BALANCE		<u>\$3,164.58</u>	<u>\$28,288.19</u>	<u>\$16,055.00</u>

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
285 - Gymnastics/Tumbling				
Revenues				
20-30-490000	Program Revenue	\$0.00	\$503.00	\$8,424.00
Total Revenues		\$0.00	\$503.00	\$8,424.00
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$573.75	\$3,900.00
20-30-539500	Supplies Program Expense	\$0.00	\$16.99	\$720.00
Total Expenses		\$0.00	\$590.74	\$4,620.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	(\$87.74)	\$3,804.00
ENDING FUND BALANCE		\$0.00	(\$87.74)	\$3,804.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
320 - In House Basketball				
Revenues				
20-30-490000	Program Revenue	\$50.00	\$2,150.00	\$6,000.00
Total Revenues		\$50.00	\$2,150.00	\$6,000.00
Expenses				
20-30-515000	Wages - Programming	\$45.00	\$165.00	\$360.00
20-30-529500	Contract Program Expense	\$46.25	\$376.25	\$1,050.00
20-30-539500	Supplies Program Expense	\$7.00	\$288.31	\$1,349.85
20-30-589500	Program Awards	\$0.00	\$0.00	\$179.40
Total Expenses		\$98.25	\$829.56	\$2,939.25
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$48.25)	\$1,320.44	\$3,060.75
ENDING FUND BALANCE		(\$48.25)	\$1,320.44	\$3,060.75

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
330 - Martial Arts				
Revenues				
20-30-490000	Program Revenue	\$2,303.00	\$16,072.00	\$21,870.00
Total Revenues		\$2,303.00	\$16,072.00	\$21,870.00
Expenses				
20-30-529500	Contract Program Expense	\$0.00	\$7,665.70	\$15,309.00
Total Expenses		\$0.00	\$7,665.70	\$15,309.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$2,303.00	\$8,406.30	\$6,561.00
ENDING FUND BALANCE		\$2,303.00	\$8,406.30	\$6,561.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
357 - Youth Baseball/Softball				
Revenues				
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$3,425.00	\$3,250.00
20-30-490000	Program Revenue	\$2,375.00	\$17,047.77	\$22,150.00
20-30-491000	Rev-Ticket Sales	\$0.00	\$0.00	\$50.00
Total Revenues		\$2,375.00	\$20,472.77	\$25,450.00
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$906.00	\$300.00
20-30-529500	Contract Program Expense	\$0.00	\$1,739.00	\$4,586.00
20-30-539500	Supplies Program Expense	\$0.00	\$1,261.74	\$12,192.68
20-30-589500	Program Awards	\$0.00	\$572.65	\$300.85
Total Expenses		\$0.00	\$4,479.39	\$17,379.53
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$2,375.00	\$15,993.38	\$8,070.47
ENDING FUND BALANCE		\$2,375.00	\$15,993.38	\$8,070.47

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
370 - General Athletics				
Revenues				
20-30-490000	Program Revenue	\$0.00	\$0.00	\$1,240.00
Total Revenues		\$0.00	\$0.00	\$1,240.00
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$0.00	\$300.00
20-30-529500	Contract Program Expense	\$0.00	\$480.00	\$480.00
Total Expenses		\$0.00	\$480.00	\$780.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	(\$480.00)	\$460.00
ENDING FUND BALANCE		\$0.00	(\$480.00)	\$460.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
380 - Golf				
Revenues				
20-30-490000	Program Revenue	<u>\$0.00</u>	<u>\$967.00</u>	<u>\$2,260.00</u>
Total Revenues		<u>\$0.00</u>	<u>\$967.00</u>	<u>\$2,260.00</u>
Expenses				
20-30-529500	Contract Program Expense	<u>\$0.00</u>	<u>\$790.00</u>	<u>\$1,320.00</u>
Total Expenses		<u>\$0.00</u>	<u>\$790.00</u>	<u>\$1,320.00</u>
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	\$177.00	\$940.00
ENDING FUND BALANCE		<u>\$0.00</u>	<u>\$177.00</u>	<u>\$940.00</u>

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
410 - Indoor Swim Programs				
Revenues				
20-40-490000	Program Rev. Aquatics	(\$167.00)	\$2,936.00	\$5,952.00
Total Revenues		(\$167.00)	\$2,936.00	\$5,952.00
Expenses				
20-40-515000	Wages-Aquatic Programs	\$208.00	\$987.94	\$3,852.00
20-40-529500	Cont. Serv. Aquatic Programs	\$0.00	\$144.00	\$1,152.00
20-40-539500	Supplies Aquatic Programs	\$15.99	\$15.99	\$0.00
Total Expenses		\$223.99	\$1,147.93	\$5,004.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$390.99)	\$1,788.07	\$948.00
ENDING FUND BALANCE		(\$390.99)	\$1,788.07	\$948.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
425 - Outdoor Swim Programs				
Revenues				
20-40-490000	Program Rev. Aquatics	\$0.00	\$19,014.37	\$23,978.00
Total Revenues		\$0.00	\$19,014.37	\$23,978.00
Expenses				
20-40-515000	Wages-Aquatic Programs	\$0.00	\$5,853.08	\$12,172.13
20-40-539500	Supplies Aquatic Programs	\$0.00	\$954.08	\$130.00
Total Expenses		\$0.00	\$6,807.16	\$12,302.13
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	\$12,207.21	\$11,675.87
ENDING FUND BALANCE		\$0.00	\$12,207.21	\$11,675.87

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
430 - Aquatic Bday Parties				
Revenues				
20-40-490000	Program Rev. Aquatics	\$0.00	\$16,465.00	\$12,865.00
Total Revenues		\$0.00	\$16,465.00	\$12,865.00
Expenses				
20-40-515000	Wages-Aquatic Programs	\$0.00	\$539.85	\$765.00
20-40-539500	Supplies Aquatic Programs	\$0.00	\$3,729.96	\$4,889.00
Total Expenses		\$0.00	\$4,269.81	\$5,654.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	\$12,195.19	\$7,211.00
ENDING FUND BALANCE		\$0.00	\$12,195.19	\$7,211.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
510 - Seniors				
Revenues				
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$750.00	\$750.00
20-30-490000	Program Revenue	\$90.00	\$1,349.00	\$2,076.00
Total Revenues		\$90.00	\$2,099.00	\$2,826.00
Expenses				
20-30-529500	Contract Program Expense	\$260.00	\$630.00	\$899.00
20-30-539500	Supplies Program Expense	\$179.03	\$1,445.50	\$1,915.26
Total Expenses		\$439.03	\$2,075.50	\$2,814.26
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$349.03)	\$23.50	\$11.74
ENDING FUND BALANCE		(\$349.03)	\$23.50	\$11.74

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
520 - Senior Trips				
Revenues				
20-30-490000	Program Revenue	\$332.50	\$3,540.70	\$3,244.00
Total Revenues		\$332.50	\$3,540.70	\$3,244.00
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$0.00	\$504.00
20-30-529500	Contract Program Expense	\$82.00	\$1,355.78	\$1,384.00
20-30-539500	Supplies Program Expense	\$83.13	\$267.14	\$917.00
Total Expenses		\$165.13	\$1,622.92	\$2,805.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$167.37	\$1,917.78	\$439.00
ENDING FUND BALANCE		\$167.37	\$1,917.78	\$439.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
610 - Community Trips				
Revenues				
20-30-490000	Program Revenue	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,430.00</u>
Total Revenues		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,430.00</u>
Expenses				
20-30-529500	Contract Program Expense	<u>\$0.00</u>	<u>\$1,572.48</u>	<u>\$1,325.00</u>
Total Expenses		<u>\$0.00</u>	<u>\$1,572.48</u>	<u>\$1,325.00</u>
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	(\$1,572.48)	\$105.00
ENDING FUND BALANCE		<u>\$0.00</u>	<u>(\$1,572.48)</u>	<u>\$105.00</u>

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
650 - Theatre				
Revenues				
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$3,775.00	\$3,650.00
20-30-461000	Concessions	\$0.00	\$972.40	\$1,400.00
20-30-461300	Revenue-Costumes	\$0.00	\$1,825.00	\$0.00
20-30-490000	Program Revenue	\$1,843.00	\$13,309.00	\$13,375.00
20-30-491000	Rev-Ticket Sales	\$294.00	\$10,704.08	\$6,500.00
20-30-492000	Rev.-Advertisers	\$0.00	\$1,349.00	\$1,100.00
Total Revenues		\$2,137.00	\$31,934.48	\$26,025.00
Expenses				
20-30-515000	Wages - Programming	\$91.25	\$6,834.06	\$7,830.00
20-30-529500	Contract Program Expense	\$0.00	\$10,557.48	\$9,475.00
20-30-539500	Supplies Program Expense	\$592.42	\$6,923.42	\$7,265.00
Total Expenses		\$683.67	\$24,314.96	\$24,570.00
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$1,453.33	\$7,619.52	\$1,455.00
ENDING FUND BALANCE		\$1,453.33	\$7,619.52	\$1,455.00

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
670 - Outdoor Theatre-The Shell				
Revenues				
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$11,808.20	\$3,250.00
20-30-490000	Program Revenue	\$0.00	\$2,675.00	\$16,562.75
Total Revenues		\$0.00	\$14,483.20	\$19,812.75
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$0.00	\$408.00
20-30-529500	Contract Program Expense	\$0.00	\$20,258.22	\$19,941.50
20-30-539500	Supplies Program Expense	\$0.00	\$1,730.80	\$1,485.00
Total Expenses		\$0.00	\$21,989.02	\$21,834.50
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	(\$7,505.82)	(\$2,021.75)
ENDING FUND BALANCE		\$0.00	(\$7,505.82)	(\$2,021.75)

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
710 - Misc Special Events				
Revenues				
20-30-490000	Program Revenue	\$189.00	\$6,833.50	\$19,191.00
Total Revenues		\$189.00	\$6,833.50	\$19,191.00
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$291.38	\$1,619.50
20-30-529500	Contract Program Expense	\$0.00	\$1,283.54	\$6,787.50
20-30-539500	Supplies Program Expense	\$1,078.10	\$2,644.83	\$6,113.97
Total Expenses		\$1,078.10	\$4,219.75	\$14,520.97
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		(\$889.10)	\$2,613.75	\$4,670.03
ENDING FUND BALANCE		(\$889.10)	\$2,613.75	\$4,670.03

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
JANUARY 2019

		Actual for Month	Actual YTD	Budget
714 - Birthday Parties				
Revenues				
20-30-490000	Program Revenue	\$8,490.00	\$44,776.75	\$53,475.00
Total Revenues		\$8,490.00	\$44,776.75	\$53,475.00
Expenses				
20-30-515000	Wages - Programming	\$691.55	\$4,847.17	\$9,102.50
20-30-539500	Supplies Program Expense	\$746.25	\$4,693.30	\$5,311.00
Total Expenses		\$1,437.80	\$9,540.47	\$14,413.50
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$7,052.20	\$35,236.28	\$39,061.50
ENDING FUND BALANCE		\$7,052.20	\$35,236.28	\$39,061.50

West Chicago Park District
PROGRAM MONTHLY DIRECT REV/EXP SUMMARY
 JANUARY 2019

		Actual for Month	Actual YTD	Budget
740 - Boo Bash				
Revenues				
20-30-451000	Rev- Appeal Sponsorships	\$0.00	\$2,000.00	\$2,000.00
20-30-490000	Program Revenue	\$0.00	\$796.00	\$3,550.00
Total Revenues		\$0.00	\$2,796.00	\$5,550.00
Expenses				
20-30-515000	Wages - Programming	\$0.00	\$0.00	\$319.50
20-30-529500	Contract Program Expense	\$0.00	\$1,264.02	\$1,710.00
20-30-539500	Supplies Program Expense	\$0.00	\$1,763.88	\$1,435.00
Total Expenses		\$0.00	\$3,027.90	\$3,464.50
BEGINNING FUND BALANCE		\$0.00	\$0.00	\$0.00
NET SURPLUS/(DEFICIT)		\$0.00	(\$231.90)	\$2,085.50
ENDING FUND BALANCE		\$0.00	(\$231.90)	\$2,085.50

WEST CHICAGO PARK DISTRICT

Section 3: Time Off Benefits

3.1 Holidays

Introduction.....	1	Part-time Classification I Employees.....	2
Full-time Employees:	2		

Introduction

The West Chicago Park District observes the following **administrative** holidays:

New Years Day

Presidents Day

Friday before Easter

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Years Eve

Administrative holidays falling on a weekend will be observed the preceding Friday or following Monday.

The West Chicago Park District observes the following **ARC** holidays (ARC center closed):

New Years Day

Memorial Day

Easter

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Full-time Employees:

Full-time employees are entitled to receive the above **administrative** holidays with pay. **Full-time exempt employees will receive regular salary amount and full-time non-exempt employees will be paid for the hours they would normally be scheduled to work if the day had not been a holiday.** If a full-time **exempt** employee is ~~scheduled~~**required** to work on ~~one of these~~ an **administrative** holiday, employee will be **offered compensatory time off equivalent to the hours worked. The compensatory time off must be used by the end of the calendar year and approved by the employee's supervisor.** ~~or compensation with pay at the rate of 1½ times the regular rate of pay will be given in addition to the holiday pay.~~ **Full-time exempt employees required to work on one of the aforementioned holidays will be granted time off for the workday.** **If a full-time non-exempt employee is scheduled**~~required~~ to work on ~~one of these~~ an **administrative** holiday, employee will be paid for the hours worked and also paid for the holiday hours he or she would normally be entitled to. ~~If the workday falls in the 1st quarter of the year, it must be used by the end of the first quarter of the following year.~~

Permanent Part-time Classification I Employees:

Permanent Part-time (PPT) Classification I **administrative/office** employees are entitled to receive pay for the **administrative** holidays **listed above.** PPT Classification I **administrative/office** employees will be paid 4 hours for each administrative holiday listed above if they would normally be scheduled to work on the day of the week the holiday falls. If the employee would not normally be scheduled to work on day of the week the holiday falls, they will not receive pay for it. If a PPT Classification I administrative employee is ~~scheduled~~ required to work on ~~one of these~~ a scheduled administrative holiday, employee will be paid for the hours worked and also paid for the 4 holiday hours he or she would normally be entitled to.

PPT Classification I non-administrative employees are entitled to receive pay for the ARC holidays listed above. PPT Classification I non-administrative employees will be paid 4 hours for each ARC holiday listed above if they would normally be scheduled to work on the day of the week the holiday falls. If the employee would not normally be scheduled to work on day of the week the holiday falls, they will not receive pay for it. If a PPT Classification I non-administrative employee is ~~scheduled~~ required to work on ~~one of these~~ a scheduled ARC holiday, employee will be paid for the hours worked and also paid for the 4 holiday hours he or she would normally be entitled to.

For all employees (full-time and PPT) eligible for holiday pay and PTO, if ~~you are on an approved vacation leave~~ an employee schedules or incurs PTO during a time period in which a holiday falls, the holiday will not count as a day of **PTO** ~~vacation leave~~. For example, if ~~you~~ an employee takes vacation leave Monday through Friday and a holiday falls on that particular Friday, ~~you~~ employee will be considered to have used only four (4) days of vacation. **Employees cannot at any time receive holiday pay and PTO pay for the same day.**

6.9 Telephone and Cellular Telephone Usage

Office telephones are a vital part of our agency operations. Because of the large volume of agency business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief. **Personal long distance calls are prohibited on park district phone lines.** ~~Personal long distance calls must be billed to the employee's home phone or credit card or placed collect.~~

We consider two different elements to address, cell phone allowances and cell phone usage and responsibilities.

Cell Phone Allowances:

Cell phones:

In lieu of a park district issued cell phone and to avoid inconvenience to the employee, the district allows eligible employees to obtain a monthly **allowance reimbursement** to use their personal cell phones for business purposes.

This policy will apply to employees who are expected to use a cell phone for District business and who receive compensation from the District to offset the cost of the cell phone for business related calls, texts and/or e-mail.

Reimbursement:

Eligible employees **will receive a monthly cell phone allowance; amount of allowance is determined by the Executive Director.** ~~be reimbursed on a monthly basis as follows: Smart phones: \$50/month or Standard phones: \$25/month.~~ The **allowance reimbursement** is processed through payroll **after the end of the month** and is subject to all applicable payroll taxes. ~~The reimbursement will be processed after the end of the month.~~ You must be employed the entire month to qualify for **allowance reimbursement** in any given month.

Eligibility for the **allowance reimbursement** and employee's level of ~~reimbursement~~ is determined by employee's department Superintendent and is subject to change or cancellation as determined by the Executive Director.

The employee must provide the phone number to the District within 5 days of activation and must be available for calls (in possession of the phone with it charged and turned on) during those times and only those times specified by management. Non-exempt employees are not to answer business calls or check business e-mails beyond their regular work hours except as they may be specifically and individually mandated by the District.

An employee will be responsible for choosing their own call phone/data plan, ~~services, features and carrier as well as their carrier~~. Because the employee is ~~now~~ personally responsible for the account, the employee may use the account for both personal and business purposes. ~~The employee may also, at their own expense, add extra services or equipment features, as desired.~~ The West Chicago Park District does not accept any liability or claims, charges or disputes between the service provider and the employee. As noted above, recipients of this allowance must notify the Park District of the cell phone number and must continue to maintain the cell phone/data plan while in receipt of the allowance. If the employee terminates the wireless contract at any point, he or she must notify his/her supervisor within 5 business days to terminate the stipend or repay any ~~allowance stipend~~ received beyond the time of cancellation. ~~The employee may choose a device with more features than suggested by their supervisor and pay the difference if he or she chooses.~~ The cell phone will belong to the employee, not the District. The Park District will not pay activation fees or insurance,

The employee must pay all charges on his/her personal phone plan. If the employee leaves the position, he/she continues to be responsible for the contract obligations of his/her cell phone plan.

Lost or broken equipment will be the responsibility of the employee. In the event of loss, the employee must notify the District immediately so that it may take appropriate measures to protect any confidential information.

Any cell phone that has data capabilities must be secured based on current security standards as may be updated from time to time, including password protection and encryption. If a cell phone with data capabilities is stolen or missing, it must be reported to the employee's supervisor, the wireless device service provider and to the District's IT ~~provider~~ department of ~~provider~~ immediately.

Cell Phone Usage and Responsibilities:
Employee Responsibilities:

Cell Phone and internet device usage for personal purposes is prohibited during work hours, except in emergency situations or as explicitly (expressly) allowed by the supervisor as detailed below. Personal cell phone usage is limited to non-work periods such as unpaid breaks, lunchtime and other times as approved by a supervisor.

In any emergency, (when an employee is allowed a cell phone as part of their job responsibilities,) the supervisor must be immediately informed and kept informed of the emergency situation. If the immediate supervisor is not available, the next level of management must be informed and kept informed.

Unless required by specific job duty, cell phone and internet usage for work purposes will only be allowed by situation where permission has been expressly granted by the supervisor.

Posting of any media (text, comment, photo, video, or audio) created while at work, to any personal or public account is not allowed at any time of any employee, patron or participant participating or involved in any park district program. Media posting is the responsibility of the Communications and Marketing Department.

Cell phone and internet usage must never distract you from your complete attention to patrons and participants, your constant awareness of your surroundings and environment, and from your duties and responsibilities as an employee of the West Chicago Park District.

Violations to our Cell Phone Personal Usage policy do not necessarily need tangible proof of violation for an employee to be disciplined. An employee may be disciplined based solely on the good faith belief of the word of a credible authority.

Any violation of this policy is grounds for discipline up to and including termination of employment.

The West Chicago Park District is aware that employees may use their personal cell phones or similar devices for business purposes while driving ~~their personal~~ a vehicle. Due to extensive research that indicates that cell phone use while driving is dangerous and may even approach the equivalent danger of driving while intoxicated, the District strictly prohibits employee use of ~~personal~~ cell phones, either hands on or free, for ~~business~~ any purpose related in any way to the Park District, while driving. The prohibition of cell phone or similar device use while driving includes, **but is not limited to:** placing calls, **answering calls**, text messaging, internet use, receiving or responding to e-mail, checking for phone messages or any other purpose or **activities** related to your employment or the business, meetings or civic responsibilities performed for or attended, in the name of the Park District. ~~or any other District activities not named here while driving. You may not use your cellular phone to receive or place calls, text messages, surf the internet, check phone messages or receive or respond to email while driving if you are in any way doing activities related to your employment. The District recognizes that other distractions occur while driving; however, curbing the use of cell phones while driving is one way to minimize the risk. Should you need to engage in any District business on a cell phone while driving, you are required to stop your vehicle in a safe location so that you may safely use your cell phone.~~

Freedom of Information Act/Local Records Act

The West Chicago Park District is a public body subject to the Illinois Freedom of Information Act and Local Records Act. As such, it is required to maintain certain records and to provide certain records upon request and in accordance with law. Employees must provide access to their phones upon demand for the purpose of compliance if and when necessary. Employees will be provided with training and education as to the types of District-related records that must be retained on their personal devices **and the length of time such records must be retained.** ~~for how long and are expected to comply with these requirements.~~

6.20 Blogging and Social Media Policy

“Social media” refers to a variety of online communities like blogs, social networks, chat rooms and forums. This policy covers all of them.

We consider two different elements to address, using social media at work and representing our Agency through social media.

Due to the instantaneous nature of some social media outlets, violations to our Social Media policy do not necessarily need tangible proof of violation for an employee to be disciplined. An employee may be disciplined based solely on the good faith belief of the word of a credible authority.

Using Social Media At Work:

Social Media access should be restricted to business use only by management staff and restricted to emergency use only by non-management staff. Personal web-browsing and social media access is prohibited during work periods and whenever the employee is being paid i.e. on the clock. This includes any paid break and lunch periods.

While at work, the employee is not allowed to record or repost any media communication (text, comment, photo or video) of any participant, employee or associate of the Park District without the express permission of their manager or as assigned to do so as part of their specific job responsibilities.

The Park District strongly discourages the employee from interacting/following any minor in Park District programs through Social Media.

Representing our Agency through Social Media:

Employees should use discretion at all times, while posting to social media and consider the ramifications of their postings. Your postings may be inaccurate, misunderstood, misperceived or result in rumors that can negatively impact the image of the West Chicago Park District and our staff.

Posting content may also be considered violations of our discipline, anti-harassment or other policies.

In general, the West Chicago Park District respects the right of employees to use social networking, personal websites and weblogs as a medium of self expression. If you choose to identify yourself as a District employee and discuss matters related to our agency, staff or patrons on your website, weblog, or other online social network (i.e.; facebook, MySpace, YouTube, Second Life, etc.), please proceed with caution and discretion. Although your website, weblog, or any other medium of online publishing may be a personal project conveying your individual expression, some people may nonetheless view you as a de facto spokesperson of the District.

Such activities at or outside of work may affect your job performance, the performance of others, staff morale, teamwork, and/or the reputation or business interests of our agency. In light of these possibilities, we ask that you observe the following guidelines:

1. Make it clear that the views you express are yours alone and that they do not necessarily reflect the view of the West Chicago Park District. Only those employees officially designated by the West Chicago Park District have the authorization to speak on behalf of the agency. To help reduce the potential for confusion, we suggest that you put the following notice - or something similar - in a reasonably prominent place on your site (e.g., at the bottom of your “about me” page):

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer”

Many bloggers and social network users put a similar disclaimer on their home page stating who they work for, and that they are not speaking officially. This is good practice, but may not have much legal effect. While it is not necessary to post this notice on every page, please use reasonable efforts to draw attention to it - if at all possible, from the home page of your site.

2. Be careful to avoid disclosing any information that is confidential or proprietary to the West Chicago Park District (including our patrons, staff, partner agencies/affiliates or vendors); to any third party that has disclosed information to us.
3. Since your site, blog or other posting is in a public space, be respectful to the West Chicago Park District, our employees, our patrons, our partners and affiliates, and others. For example, refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Show proper consideration for others’ privacy and for topics that may be considered objectionable, inflammatory, or counterproductive to morale or teamwork.
4. You may provide a link from your site to the District website. However, you will require permission to use the District logo or reproduce any District material on your site.

5. When using West Chicago Park District computers, you are subject to both agency's Internet Use Policy (Park District Property and Facilities; 5.5) and Computer Use Policy (Use of Park District Computer Systems; 5.3).
6. One of the West Chicago Park District's core values is "trust and personal responsibility in all relationships." As a public agency, the District trusts – and expects – staff to exercise personal responsibility whenever they participate in social media. Remember, what you publish will be around for a long time, so consider the content carefully and also be judicious in disclosing personal details.
7. Blogs, wikis, virtual worlds, social networks, or other sites hosted outside the West Chicago Park District's protected intranet environment should not be used for internal communications among fellow employees. It is fine for staff to disagree, but please do not use your external blog or other online social media to air differences in an inappropriate or counterproductive manner.
8. Recognize that both during working hours and non-working hours, you are an ambassador of the West Chicago Park District. You are expected to conduct yourself at all times in the best interest of the District. Further, all employees are expected to promote teamwork and inspire trust and confidence. For example, if your views negatively impact the reputation or integrity of the West Chicago Park District, hurt staff morale, and/or create friction among staff, you may be disciplined, up to and including termination.
9. Lastly, ***use your best judgment.*** Your actions both in and outside the workplace reflect on your judgment, decision-making, professionalism, maturity, and commitment to the West Chicago Park District. If you are about to publish something that makes you even the slightest bit uncomfortable, review the guidelines above and consider the potential consequences of your actions. Ultimately, you have sole responsibility for what you post to your blog or publish in any form of online social media. If you have any questions about these guidelines or any matter related to your site that these guideline do not address, please direct them to the ~~Superintendent of Finance and Personnel~~ **Human Resources Manager or the Superintendent of your department..**



West Chicago Park District Board of Park Commissioners 2019 Meeting Schedule

Committee of the Whole Meetings

The Committee of the Whole hold their monthly meeting every first Tuesday of the month at the ARC Center, 201 W. National Street, West Chicago, IL beginning at 6:00 p.m. There is no January, July or August Committee of the Whole Meeting. This meeting is open to the public and includes Public Participation on the Agenda.

February 5, 2019 – (Superintendent of Recreation)
March 5, 2019 – (Superintendent of Parks)
April 2, 2019 – (ARC Report – Superintendent of Recreation)
May 7, 2019 – (Special Events / Zone 250 Report / Capital Projects – Various Staff)
June 4, 2019 – (Superintendent of Finance)
September 3, 2019 – (Superintendent of Recreation)
October 1, 2019 – (Parks Tour - Superintendent of Parks)
November 5, 2019 – (Tree Inventory Update, Capital Projects – Various Staff)
December 3, 2019 – (Recap of 2019 / Vision for 2020 - Executive Director)

Regular and Special Meetings

The Board of Park Commissioners of the West Chicago Park District hold their regular monthly meeting every second Tuesday of the month at the ARC Center (unless noted otherwise), 201 W. National Street, West Chicago, IL beginning at 6:30 p.m. (unless noted otherwise) This meeting is open to the public and includes Public Participation on the Agenda.

January 8, 2019
February 12, 2019
March 12, 2019
March 19, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)
April 9, 2019
May 14, 2019
May 21, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)
June 11, 2019
July 9, 2019
July 16, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)
August 13, 2019

September 10, 2019

September 17, 2019 (6pm – Dyer Parks Maintenance Facility, 830 W. Hawthorne Lane, West Chicago, IL)

October 8, 2019

October 26, 2019 (Commissioner and Staff Retreat at Cantigny Golf, 27W270 Mack Road, Wheaton, IL
60189 – 9 a.m. to 1 p.m.)

November 12, 2019

December 10, 2019

**Approved December 11, 2018 by the Board of Park Commissioners – Revised and approved
on February 12, 2019 by the Board of Park Commissioners.**