Putting People First

NEDSRA

Special Recreation Association

Board Packet

Wednesday, April 3, 2019
1770 West Centennial Place, Addison, Illinois

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

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Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

Agenda
Board of Trustees Regular Meeting
Wednesday, April 3, 2019, 1:30 PM
NEDSRA Office

1. **Call Order** — **Chairman Friedrichs**

2. **Roll Call** — **Chairman Friedrichs**

3. **Introduction of Guests and Staff** — **Chairman Friedrichs**

4. **Public Comments** — **Chairman Friedrichs**
   a. For matters not on the Agenda. Limited to one, three-minute comment per person. Maximum 15 minutes.

5. **Approval of Meeting Minutes** — **Chairman Friedrichs**
   a. Approval of Board of Trustees Regular Meeting Minutes – March 6, 2018 — **Voice Vote**

6. **Comments and Communications** — **Executive Director Poole**
   a. Reach for the Stars (Flyer)

7. **Consent Agenda – Financial Reports** — **Chairman Friedrichs**
   a. Ratify NEDSRA Disbursements and Financial Statements – Period Ending February 28, 2019 — **Roll Call Vote**

8. **Chairman of the Board Comments** — **Chairman Friedrichs**

9. **Agency Report** — **Executive Director Poole**

10. **Unfinished Business** — **Chairman Friedrichs**
    a. Presentation, discussion and approval of 2019/2020 NEDSRA Budget — **Roll Call Vote**
    (Budget emailed to Trustees on 03/27/2019.)
    b. Discussion of Inclusion Reimbursement Procedure — **Director Poole**

11. **New Business**
    a. Inclusion reimbursement invoice from Butterfield Park District — **Director Poole**
    Roll Call Vote

    b. Distribute and sign Trustee's annual Conflict of interest Disclosure form. — **Director Poole**

12. **Board of Trustees Comments**

13. **Motion to Convene into Closed Meeting** — **Chairman Friedrichs**
    Approval to convene into Closed Session for the purposes of: — **Roll Call Vote**
    a. Performing semi-annual review on minutes of meeting lawfully closed pursuant to Section 2(c)(21) of the Open Meeting Act;
    (To authorize destruction of recordings, but to maintain as non-public, of previously approved but not released)
        i. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016
        ii. Board of Trustees Closed Meeting Minutes; Personnel – May 10, 2017
        iii. Board of Trustees Closed Meeting Minutes; Personnel – July 27, 2017
        iv. Board of Trustees Closed Meeting Minutes; Personnel – September 6, 2017

(To approve, but maintain as non-public and not destroy recordings.)

v. Board of Trustees Closed Meeting Minutes; Personnel – May 2, 2018
vi. Board of Trustees Closed Meeting Minutes; Personnel – June 14, 2018
vii. Board of Trustees Closed Meeting Minutes; Personnel – December 9, 2015

(To maintain as non-public previously approved written, but recordings destroyed)

viii. Board of Trustees Closed Meeting Minutes; Personnel – January 6, 2016
ix. Board of Trustees Closed Meeting Minutes; Personnel – April 13, 2016
x. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
xi. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
xii. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
xiii. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016
xiv. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
xv. Board of Trustees Closed Meeting Minutes; Personnel – June 15, 2016
xvi. Board of Trustees Closed Meeting Minutes; Personnel – June 20, 2016
xvii. Board of Trustees Closed Meeting Minutes; Personnel – September 7, 2016

14. Closed Meeting

15. Reconvene Open Meeting **Chairman Friedrichs**

Take action on items discussed in Closed Session pursuant to Section 2(c)(21) of the Open Meetings Act.

a. Possible action on semi-annual review of Closed Meeting minutes. **Roll Call Vote**

i. **Recommend a motion that the NEDSRA Board of Trustees, having this date conducted the semi-annual review of its closed meeting minutes authorize the destruction of the recordings on or after April 3, 2019, but not the release, of the following closed meeting minutes which had been approved at the September 5, 2018 meeting:**

a. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016
b. Board of Trustees Closed Meeting Minutes; Personnel – May 10, 2017
c. Board of Trustees Closed Meeting Minutes; Personnel – July 27, 2017
d. Board of Trustees Closed Meeting Minutes; Personnel – September 6, 2017

And that the following NEDSRA Board of Trustees approved closed meeting minutes and recordings require continued maintenance as confidential non-public records at this time:

a. Board of Trustees Closed Meeting Minutes; Personnel – May 2, 2018
b. Board of Trustees Closed Meeting Minutes; Personnel – June 14, 2018

and that the remaining approved, unreleased minutes listed as follows remain as confidential non-public records at this time.

a. Board of Trustees Closed Meeting Minutes; Personnel – December 9, 2015
b. Board of Trustees Closed Meeting Minutes; Personnel – January 6, 2016
c. Board of Trustees Closed Meeting Minutes; Personnel – April 13, 2016
d. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
e. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
f. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
g. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016

h. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
i. Board of Trustees Closed Meeting Minutes; Personnel – June 15, 2016
j. Board of Trustees Closed Meeting Minutes; Personnel – June 20, 2016
k. Board of Trustees Closed Meeting Minutes; Personnel – September 7, 2016

16. Next Meeting Date Wednesday, May 8, 2019, at 1:30 PM, NEDSRA Office. **Chairman Friedrichs**

17. Adjournment **Chairman Friedrichs**

Northeast DuPage Special Recreation Association (NEDSRA) is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact **ADA Coordinator at 630.620.4500** promptly to allow the Association to make reasonable accommodations.

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NEDSRA Special Recreation Association
Putting People First
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, March 6, 2019

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 1:32 p.m.

2. **Roll Call:** The following Roll Call was taken:

   Members Present: Jen Hermonson, Addison Park District
   Phyllis Schmidt, Bensenville Park District
   Tim White, Butterfield Park District
   Keith Knautz, Village of Glendale Heights
   Maryfran Leno, Itasca Park District
   Paul Friedrichs, Lombard Park District
   Bruce Baum, Medinah Park District
   John Bealer, Village of Schiller Park
   Matt Ellmann, Wood Dale Park District

   Members Absent: Cathy Fallon, Oakbrook Terrace Park District
   Greg Gola, Village of Villa Park

   Staff Present: Rick Poole, Executive Director
   Jerry Barton, Superintendent of Recreation
   Sue Martellotta, Executive Assistant to the Director/HR
   Kristen Chereso, Marketing & Communications Manager
   Lara Batten, Accountant, Lauterbach & Amen, Business Services

3. **Introduction of Guests and Staff**: Chairman Friedrichs introduced Attorney Heidi Katz, who represents NEDSRA.

4. **Public Comments:** None

5. **Approval of Meeting Minutes:**
   a. Chairperson Friedrichs requested a motion to approve Board of Trustees regular meeting minutes of February 6, 2019. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and 0 nays.

6. **Comments and Communications:** Director Poole noted that there was a packet for each Trustee to take which included an updated Calendar of Events, the NEDSRA Board of Trustees Directory, Communications between NEDSRA and Butterfield Park District received since the emailing of the packet and a copy of the Budget Power Point that will be presented at this meeting. Marketing Manager Chereso spoke on the Chipotle fundraiser for which a flyer was included in the packet. Director Poole noted that Attorney Katz is retiring and thanked her for her representation of NEDSRA the past eight years. She thanked everyone and said that it has been a great experience to be a part of NEDSRA.

7. **Consent Agenda – Ratify NEDSRA Financial Statements:**
   a. Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending January 31, 2019. The motion was made by Trustee Leno and seconded by Trustee Baum. On a roll call vote, voting aye: Trustee Schmidt, Bensenville Park District; Trustee White, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District;

Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Ellmann, Wood Dale Park District; Trustee Hermonson, Addison Park District. Motion passed with 9 ayes and 0 nays.

8. **Chairperson of the Board Comments:** None.

9. **Agency Report:** Director Poole said that NEDSRA staff continues to work on the budget. Superintendent Barton said NEDSRA is moving forward with the new registration software and anticipates it will be operational for Fall registrations. Manager Chereso noted that there is an upcoming Sensory Station open house and that she and other volunteers will be out at the Addison Jewel/Osco taking donations to put towards the purchase of a new ADA Van. Accountant Batten and Executive Assistant Martellotta both stated that they continue work on the 2019/20 budget document.

10. **Unfinished Business:** None.

11. **New Business:** Request of Butterfield Park District Director for information.
    a. Chairman Friedrichs recommended that Attorney Katz address the issues of why one of the emails with Butterfield Park District would be a FOIA request and the issue of providing sensitive data to the member partner. Attorney Katz stated that her firm represents seven other SRA's and that there is no specific government or municipal code that would apply to these issues. Most SRA's do consider personal information of participants as private. She said that Director Poole made her aware of what types of information was typically shared between NEDSRA and a Member Partner for programs such as inclusion and based on that conversation, Attorney Katz determined that the request of Director Reiner from Butterfield Park District was an unusual request and that it would not be appropriate to release personal information such as participant's name, addresses and disabilities. She stated that FOIA has a specific exception to requests of names and identities and are "withholdable" in this situation. Butterfield Director Reiner ultimately accepted this decision regarding the personal information requested. Trustee White explained why this information was requested. He said that Director Reiner and he wanted the information to take to their Board to show that involvement with NEDSRA was valuable. Trustee Leno asked how these stipulations of private information relate to when the NEDSRA staff request, via fax, a residency verification on a participant. Attorney Katz stated that she was not aware of these requests and asked if there was another method to check the residency. Chairman Friedrichs stated that the county should have this information by looking up the address. Attorney Katz recommended NEDSRA look into another method. Trustee Leno asked if it would be beneficial for NEDSRA to have a statement in the policy and procedures stating what information requests may be fulfilled. She said that Itasca had requested this same type of information 15 years ago and had received the information to review what types of programs Itasca participants were enrolled in at NEDSRA. Attorney Katz believes it would be in NEDSRA's best interest to have it in writing in a policy. Trustee Leno suggested that annual reports be provided to the member partners regarding participation in aggregate without divulging individual's information. Director Poole added that the difficulty with categorizing a participants disability is that many of NEDSRA participants have more than one disability. There was discussion regarding the hand out of the participation report from Northwest Suburban Special Recreation (NWSRA). Trustee White requested that the Board redact one of the emails between NEDSRA and Butterfield Park District, because it had information which could possibly identify the participant and to remain consistent with the current discussion. He then asked if there was any further discussion on this matter. There was none. Chairman Friedrichs said that he had received a call inquiring why these email discussions were disclosed. He said that it was at Attorney Katz's recommendation that they be provided in the Board packet to the Trustees, because there was language in them referring to a member possibly leaving the consortium which would affect all members. Chairman Friedrichs asked if there were any further

questions on this and there were none. He then went on to talk about the most recent communication between Butterfield Director Reiner, Trustee Leno as the former NEDSRA Board Chairperson and himself as the current NEDSRA Board Chairperson. The three of them will meet in person in the next week. Chairman Friedrichs expects to call an Executive Committee meeting in the near future to discuss this matter. Chairman Friedrichs said that the responsible parties would be included in the Executive Committee meeting. He commented that this is not a situation of NEDSRA staff versus Butterfield staff and that NEDSRA did not withhold information as they followed the legal advice of the NEDSRA attorney, nor does he believe that it is unreasonable for a member partner to receive basic information from NEDSRA regarding their residents participation in NEDSRA programming. He said that Lombard and Itasca had requested similar information 15 years ago and that it would be prudent to develop a policy/procedure to remain consistent with these requests. Trustee Knautz questioned whether there could be a motion to then further redact the email from page 69 of the Board Packet as discussed earlier. Attorney Katz said that this would be appropriate and allowable. A motion was made by Trustee Knautz, Village of Glendale Heights and a second by Trustee Leno, Itasca Park District to further redact the first two paragraphs of the email on page 69 of the Board Packet. The motion passed with 9 ayes and 0 nays. Chairman Friedrichs directed NEDSRA staff to further redact that email.

b. Memo and discussion of Inclusion Reimbursement Procedure draft.
Superintendent Barton directed the Board to the draft included in the packet and noted the details in the draft of reimbursement requests and procedures. He pointed out the forms currently used and the added information in the presented draft. Superintendent Barton reiterated that this is preliminary before any invoice would be issued. Trustee Leno asked where is it stated in writing that after the potential inclusion participant has been observed whether the person meets or does not meet the criteria to receive inclusion services from NEDSRA. She stated that this should be documented so that NEDSRA would not be responsible for fees if the participant did not meet the inclusion criteria, however if they did meet it, the Member Partner could use one of their staff if a NEDSRA staff is not available and invoice NEDSRA or use their ADA funds. Trustee Knautz and Trustee Ellmann concurred. There was further discussion and recommendations from the Board. Trustee Leno also said that the wages for Inclusion must include FICA and any other benefits that may apply. Discussion also followed regarding the hourly rate that Inclusion staff would be paid and if there was any stipulations on the maximum dollar amount. Trustee Knautz suggested the wording “mutually agreed upon” be added to the document. Superintendent agreed to revise the document and have it ready for the April Board meeting.

c. Discussion of NEDSRA 2019/20 preliminary budget.
Director Poole began by saying that the March workshop is to give an overview of where the Agency is going with the budget in the next year. He then presented a power point (a hand out of the slides was distributed) showing the changes in the Agency fund balance and that it has continued to grow, which is due in a large part to receipt of the DCEO grant. He showed how the Restricted Vehicle Fund has continued to decrease and will no longer support the purchase of a new ADA van. It was clarified that the Golf Marathon is the main event funding this account. Manager Chereso noted that she is working on new events to bring in revenue and described some of the ideas. She has also submitted to receive additional grants from other sources. The Director highlighted vehicles NEDSRA owns and that the fund will be at $0 at the end of 2019/20. Trustee Leno questioned why there needs to be a separate “fund” for vehicles and if it was worth it to hold the Golf Marathon with the diminished attendance at the event. There was discussion on the pros and cons of keeping both or either of these items. The Director pointed out capital items needed throughout the building, some of which will have to be implemented before the end of the current fiscal year. Trustee Baum recommended using the money in the fund balance to make these repairs since the fund balance is so healthy. The Board requested that the projects be prioritized and brought back to the Board with the Budget proposal in April. Trustee Leno asked about

the Centennial Gym air conditioning project with Addison Park District. Director Poole said that he had just recently received the information that the total cost would be $400,000, so NEDSRA's portion would be $200,000. There has been no final decision yet. Trustee Hermonson said that she is waiting for final documentation before she moves forward with the project. She said the cost range could be $200,000 to $400,000. The Director also highlighted other operational impacts in salaries, program expenses, synergy and increases in revenue. The CPI was showing at 2.2%, but needed to be corrected to 1.9%. Director Poole then requested input from the Board. The Board agreed that the capital projects needed to be completed and that a draw on the fund balance is recommended to have the Agency run efficiently. The Board requested to see a copy of the Salary Survey that was conducted and the Director will have that sent out to them via email.

12. Board of Trustees Comments: None.

13. Closed Session to Review Closed Meeting Minutes. A motion to table this item was made by Trustee Knautz and a second was made by Trustee Bealer. The motion to table the closed session minutes review was passed unanimously with 9 ayes and 0 nays.

14. **Next Meeting Date:** Wednesday, April 3, 2019, 1:30 PM at the NEDSRA office.

15. **Adjournment:** Chairperson Friedrichs stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Knautz and a second by Trustee Baum. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Susan Martellotta, Recording Secretary

Paul Friedrichs, Chairperson

Matthew Ellmann, Board Secretary

Putting People First

NEDSRA

Special Recreation Association

TO: **NEDSRA Board of Trustees**
FROM: **Lori Miller, Jerry Barton**
DATE: **April 3, 2019**
RE: **Reach for the Stars Event**

NEDSRA's annual "Reach for the Stars" awards and recognition event will be held on **Wednesday, June 5** at Medinah Shrine Center in Addison. This is our opportunity to thank and recognize our Board of Trustees, donors, legislators, corporate supporters, volunteers, and staff from NEDSRA and our member partner districts.

As in years past, your role in coordinating your District's or Village's attendance at this event is very important. Your agency's presence provides a strong show of support not only for NEDSRA, but for all the participants from your communities!

We urge you to extend an invitation to your board members, spouses and staff, to ensure your District or Village continues to be well represented. If you would like us to coordinate your attendance with someone in your office, or if you have questions, please contact Lori Miller at 630-576-4034 or lmiller@nedsra.org.

We expect more than 350 guests to attend this year. To help us greet and seat your guests appropriately, please complete and return the attached **RSVP form to NEDSRA by Friday, May 24.**

Thank you! We look forward to seeing you on June 5!

Reach for the Stars 2019

Putting People First

NEDSRA

Special Recreation Association

Reach for the Stars

Wednesday, June 5, 2019
Medinah Shrine Center, Addison

Member Partner RSVP

Please print the names of everyone attending from your agency and return this form to:
Attn: Lori Miller at NEDSRA via fax 630-576-4074 or email to lmiller@nedsra.org by Friday, May 24.

District or Village Name _____

Contact Name _____

Contact Phone _____ Contact Email _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____ Guest Name _____

Guest Name _____

Guest Name _____

Total number of guests _____ @ $30
Total amount enclosed $ _____

Please seat us with _____

☐ Check this box if a sign language interpreter is needed.

☐ Check this box if wheelchair seating is required. For (name) _____

Putting People First

NEDSRA

Special Recreation Association

Disbursements

Period Ending 02/28/2019

Our Vision

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FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Lara Batten, Business Services
Date: April 3, 2019
Re: Financial Statements for Period Ending 02/28/2019

Maintenance shows as a negative monthly summary due to a reclass for expenses that are capital items. An ADA Project Reimbursement check was issued to Butterfield Park District for $45,819.86.

	02/28/2019 YTD Actual	2018/19 Budget	02/28/2018 YTD Actual
Revenue	$2,031,021.39	$2,346,609	$1,985,168.66
Expenses	$1,759,498.42	$2,242,153	$1,671,988.25
Net Revenue/Expenses *	**$271,522.97**	**$104,456**	**$313,180.41**

General Fund	02/28/2019 YTD Actual	2018/19 Budget
Beginning Balance	$1,019,469.71	$1,019,469.71
*** Increase/Decrease**	$271,522.97	$104,456.00
Ending General Fund Balance (Unaudited)	**$1,290,992.68**	**$1,123,925.71**

Northeast DuPage Special Recreation Association
Check List
All Bank Accounts
February 1, 2019 - February 28, 2019

Check Number	Check Date	Payee		Amount
Vendor Checks				
52071	02/06/19	Martellotta, Susan J		89.89
52072	02/08/19	Catering with Elegance		812.25
52073	02/08/19	AT&T		15.29
52074	02/08/19	Beth Corso		300.00
52075	02/08/19	ComEd		1,446.66
52076	02/08/19	Konica Minolta Business Solutions, Inc.		130.53
52077	02/08/19	NICOR		1,596.90
52078	02/08/19	Orkin		92.12
52079	02/08/19	Robbin Schwartz		75.00
52080	02/08/19	Southwest SRA		160.00
52081	02/08/19	TechPro, Inc.		1,068.50
52082	02/08/19	Warehouse Direct Workplace Solutions		450.29
52083	02/11/19	Butterfield Park District		45,819.86
52084	02/11/19	Allen-Sebok, Donna		2,514.50
52085	02/11/19	Official Finders		112.00
52086	02/14/19	Allen-Sebok, Donna		2,514.50
52087	02/14/19	TechPro, Inc.		1,200.00
52088	02/14/19	Dawn Trevino		200.00
52089	02/14/19	Valdivia, Elizabeth		40.00
52090	02/19/19	WebLinx, Incorporated		4,000.00
52091	02/21/19	Comcast		405.35
52092	02/21/19	TechPro, Inc.		510.00
52093	02/21/19	Segal Consulting		2,500.00
52094	02/21/19	Solid Impressions		1,089.35
52095	02/26/19	Addison, Village of		238.95
52096	02/26/19	Comcast Business		369.02
52097	02/26/19	Konica Minolta Business Solutions, Inc.		546.07
52098	02/26/19	Sams Club Direct		299.62
52099	02/26/19	SEASPAR		161.64
02/01/2019	02/01/19	Pitney Bowes Global Financial Services LLC		602.27
02/15/2019	02/15/19	Paychex		69.45
02/15/2019	02/15/19	Paychex		311.08
2/15/2019	02/15/19	WageWorks		104.00
2/20/2019	02/20/19	AFLAC		83.88
2/20/2019	02/20/19	Konica Minolta Premier Finance		351.69
2/28/2019	02/28/19	BMO Harris P-Card		14,105.17
			Vendor Check Total	84,385.83
			Check List Total	84,385.83

Check count = 36

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
February 1, 2019 - February 28, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Vendor Checks						
Martellotta, Susan J				52071	02/06/19	89.89
53400	Office Supplies & Duplicating	Martellotta, Susan J-Supplies Reimbursement	89.89			
Catering with Elegance				52072	02/08/19	812.25
53502	Program Supplies:AID	Catering with Elegance	812.25			
AT&T				52073	02/08/19	15.29
58100	Utilities: Telephones/Internet	AT&T - Inv # 630916686001	15.29			
Beth Corso				52074	02/08/19	300.00
53508	Program Supplies:Trips	Petty Cash - Cruise Trip	300.00			
ComEd				52075	02/08/19	1,446.66
58200	Utilities:Electricity	ComEd - Service Period (12/21/18 - 1/25/19)	1,446.66			
Konica Minolta Business Solutions, Inc.				52076	02/08/19	130.53
54400	Maintenance/Contractual Agreements	Inv # 9005349649	130.53			
NICOR				52077	02/08/19	1,596.90
58300	Utilities:Natural Gas	NICOR (Bill Period 1/2/19 - 01/31/19)	1,596.90			
Orkin				52078	02/08/19	92.12
54400	Maintenance/Contractual Agreements	Orkin - Inv # 176817836	92.12			
Robbin Schwartz				52079	02/08/19	75.00
53800	Legal Services	Inv # 285683	75.00			
Southwest SRA				52080	02/08/19	160.00
53606	Special Olympics	ITRS Tournament Entry Fees	160.00			
TechPro, Inc.				52081	02/08/19	1,068.50
53900	Professional Consultants	Inv # 247698	168.50			
53900	Professional Consultants	Inv # 247699	900.00			
Warehouse Direct Workplace Solutions				52082	02/08/19	450.29
53400	Office Supplies & Duplicating	Multiple Inv's	355.41			
58500	Maintenance Expenses	Multiple Inv's	94.88			
Butterfield Park District				52083	02/11/19	45,819.86
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Butterfield Park District-ADA Project Reimbursement	45,819.86			
Allen-Sebok, Donna				52084	02/11/19	2,514.50
54330	HMHB Contractual Services	Allen-Sebok, Donna (Inv # 2-19)	1,257.25			
54330	HMHB Contractual Services	Allen-Sebok, Donna (Inv # 1-19)	1,257.25			
Official Finders				52085	02/11/19	112.00
54306	Special Olympics	Official Finders - Inv # 6146	112.00			

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
February 1, 2019 - February 28, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
Allen-Sebok, Donna				52086	02/14/19	2,514.50
54330	HMHB Contractual Services	Allen-Sebok, Donna - Inv # 4-18	1,257.25			
54330	HMHB Contractual Services	Allen-Sebok, Donna - Inv # 8-18	1,257.25			
TechPro, Inc.				52087	02/14/19	1,200.00
58600	Office & Computer Equipment	TechPro, Inc. - Inv # 247801	1,200.00			
Dawn Trevino				52088	02/14/19	200.00
42500	TREC/School/CA	Program # W19-2253 - Cancelled due to Weather	200.00			
Valdivia, Elizabeth				52089	02/14/19	40.00
42400	Youth & Sensory	Program # W190314 - Cancelled due to low enrollment	40.00			
WebLinx, Incorporated				52090	02/19/19	4,000.00
53900	Professional Consultants	WebLinx, Incorporated-#26853-Installment 1 of 4	4,000.00			
Comcast				52091	02/21/19	405.35
58100	Utilities: Telephones/Internet	Comcast - Inv # 77027692	405.35			
TechPro, Inc.				52092	02/21/19	510.00
53400	Office Supplies & Duplicating	TechPro, Inc. - Inv # 247808	510.00			
Segal Consulting				52093	02/21/19	2,500.00
53900	Professional Consultants	Segal Consulting - Inv # 350528-20	2,500.00			
Solid Impressions				52094	02/21/19	1,089.35
53400	Office Supplies & Duplicating	Solid Impressions - Inv # 47359	566.87			
53400	Office Supplies & Duplicating	Solid Impressions - Inv # 47390	522.48			
Addison, Village of				52095	02/26/19	238.95
58400	Utilities:Water	Addison, Village of	238.95			
Comcast Business				52096	02/26/19	369.02
58100	Utilities: Telephones/Internet	Comcast Business - (Feb 26 - Mar 25)	369.02			
Konica Minolta Business Solutions, Inc.				52097	02/26/19	546.07
54400	Maintenance/Contractual Agreements	Konica Minolta Business Solutions, Inc. - Inv # 9005427202	546.07			
Sams Club Direct				52098	02/26/19	299.62
66049	Golf Classic Fund Raising:Supplies	Sams Club Direct - Inv # 009105	299.62			
SEASPAR				52099	02/26/19	161.64
56000	Continuing Education	Hyatt Regency - Booking # 32L68PBB (Jan 24 - 26)	161.64			
Pitney Bowes Global Financial Services LLC				02/01/2019	02/01/19	602.27

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
February 1, 2019 - February 28, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
53100	Postage Expense	Pitney Bowes Global Financial Services LLC	602.27			
Paychex				02/15/2019	02/15/19	69.45
54000	Payroll Services - Contract	Paychex	69.45			
Paychex				02/15/2019	02/15/19	311.08
54000	Payroll Services - Contract	Paychex	311.08			
WageWorks				2/15/2019	02/15/19	104.00
51600	Payroll:Health Insurance	Inv # 1221460 (Period Jan 2019)	104.00			
AFLAC				2/20/2019	02/20/19	83.88
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	Inv # 517743	83.88			
Konica Minolta Premier Finance				2/20/2019	02/20/19	351.69
54400	Maintenance/Contractual Agreements	Inv # 377750559	351.69			
BMO Harris P-Card				2/28/2019	02/28/19	14,105.17
12300	Prepaid Expenses	BMO Harris P-Card	216.00			
46000	Misc. Income	BMO Harris P-Card	31.86			
53100	Postage Expense	BMO Harris P-Card	25.50			
53300	Meeting Related Expenses	BMO Harris P-Card	24.02			
53500	Program Supplies	BMO Harris P-Card	53.37			
53502	Program Supplies:AID	BMO Harris P-Card	2,176.66			
53503	Program Supplies:APD/YAR	BMO Harris P-Card	113.66			
53504	Program Supplies:Youth & Sensory	BMO Harris P-Card	133.80			
53505	Program Supplies:TREC/School/CA	BMO Harris P-Card	510.19			
53506	Program Supplies:Special Olympics	BMO Harris P-Card	26.54			
53508	Program Supplies:Trips	BMO Harris P-Card	480.00			
53510	Support Staff Supplies	BMO Harris P-Card	276.22			
53520	Inclusion Staff Supplies	BMO Harris P-Card	31.98			
53530	HMHB Program Supplies	BMO Harris P-Card	141.13			
53602	AID	BMO Harris P-Card	607.75			
53603	APD/YAR	BMO Harris P-Card	528.76			
53604	Youth & Sensory	BMO Harris P-Card	40.00			
53605	TREC/School/CA	BMO Harris P-Card	1,433.31			
53606	Special Olympics	BMO Harris P-Card	706.00			
53608	Trips	BMO Harris P-Card	-840.00			
53650	Program Equipment	BMO Harris P-Card	2,441.59			
55100	Legal Publications	BMO Harris P-Card	50.86			
55180	Promotional Marketing	BMO Harris P-Card	15.00			
55200	Subscription & Publication	BMO Harris P-Card	185.98			
56000	Continuing Education	BMO Harris P-Card	2,265.86			
56100	Professional Memberships	BMO Harris P-Card	12.99			
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	218.09			
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	450.42			
58100	Utilities: Telephones/Internet	BMO Harris P-Card	206.65			
58500	Maintenance Expenses	BMO Harris P-Card	56.98			

Northeast DuPage Special Recreation Association
Check Register
All Bank Accounts
February 1, 2019 - February 28, 2019

Payee/Account #	Account Description	Description	Amount	Check Number	Check Date	Check Amount
58850	Restricted Donation Expense	BMO Harris P-Card	1,056.00			
58910	Risk Management	BMO Harris P-Card	20.00			
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	BMO Harris P-Card	408.00			
			Check List Total			84,385.83

NEDSRA PCard Detail Report P/E 02/27/2019

Cardholder		Transaction Date	Supplier - Name	Business Justification	Account Code	Amount	Account Total
Kristen	Chereso	02/12/2019	Smk*surveymonkey.Com	Email Subscription	12300	216.00	216.00
Sean	Fritsch	01/29/2019	Amazon.Com*mb79v07r1	Accidental Personal Purchase-Paid back to NEDSRA	46000	31.86	31.86
Susan J	Martellotta	01/29/2019	Usps.Com Clicknship	Overnight Brochure Proof	53100	25.50	25.50
Sean	Tovey	02/13/2019	Wal-Mart #5442	Social Committee Meeting	53300	24.02	24.02
Beth	Corso	02/15/2019	Target 00008383	Misc Supplies	53500	15.37	
Carrie	Henry	02/26/2019	Red Apple Pancake Hous	Brunch Club-Staff lunch	53500	38.00	53.37
Jacob	Boyko	02/15/2019	Dave & Busters #6	FNF Food	53502	96.83	
Colleen	Cline	02/11/2019	Medinah Banquets	Valentine's Dance Food	53502	147.25	
Colleen	Cline	02/08/2019	Party City 5105	Valentine's Dance Suppies	53502	22.54	
Colleen	Cline	02/08/2019	Tlf*addison Floral	Valentine's Dance Supplies	53502	41.00	
Colleen	Cline	02/07/2019	Wm Supercenter #5442	Valentine's Day Dance Supplies	53502	155.20	
Colleen	Cline	02/08/2019	Wm Supercenter #5442	Valentine's Dance Supplies	53502	8.24	
Beth	Corso	02/14/2019	Kagg Lounge	Bowl Appetit Supplies	53502	106.35	
Robert	Griffin	02/15/2019	Wal-Mart #5442	FNR Supplies	53502	27.86	
Robert	Griffin	02/13/2019	Wal-Mart #5442	Cooking Basics Supplies	53502	43.59	
Robert	Griffin	02/03/2019	Wal-Mart #5442	Super Bowl Party Supplies	53502	54.34	
Robert	Griffin	02/01/2019	Wal-Mart #5442	FNR Supplies	53502	44.46	
Amanda	Hagen	02/19/2019	Dappers Restaurant	DT Lunch sup	53502	126.50	
Amanda	Hagen	02/25/2019	Dollar Tree	DT Suppl	53502	6.00	
Amanda	Hagen	02/25/2019	Five Below 711	DT Suppl	53502	25.75	
Amanda	Hagen	02/12/2019	Hobby-Lobby #0174	DT Supplies	53502	54.09	
Amanda	Hagen	02/01/2019	Hobby-Lobby #0177	Program Craft Supplies SNC	53502	24.62	
Amanda	Hagen	01/28/2019	Jewel-Osco	Lunch Supplies DT	53502	12.97	
Amanda	Hagen	02/19/2019	Marcus Addison Cine Co	DT supp	53502	6.48	
Amanda	Hagen	02/14/2019	Mr Ace	SC Supp	53502	4.99	
Amanda	Hagen	02/26/2019	Wal-Mart #5442	DT Supplies	53502	1.91	
Amanda	Hagen	02/12/2019	Wal-Mart #5442	DT Supplies	53502	6.56	
Amanda	Hagen	01/28/2019	Wal-Mart #5442	Lunch Supplies DT	53502	31.50	
Amanda	Hagen	02/25/2019	Wm Supercenter #5442	DT Supp	53502	8.05	
Amanda	Hagen	02/01/2019	Wm Supercenter #5442	SC Supplies	53502	31.82	
Tessa	Longo	02/07/2019	Hobby-Lobby #0174	Traveling Tourists program craft supplies	53502	67.61	
Tessa	Longo	02/01/2019	Wal-Mart #5442	Return of unused Traveling Tourists program supply	53502	(6.54)	
Debbi	Pawinski	02/07/2019	Billys Of Addison	Bowl Appetit Meals	53502	156.12	
Debbi	Pawinski	02/21/2019	Chipotle 1819	Bowl Appetit Meals	53502	94.30	
Debbi	Pawinski	02/05/2019	Dollar Tree	Valentine's Day Dinner Supplies	53502	30.00	
Debbi	Pawinski	02/16/2019	La Hacienda De Los Fer	SNL Dinner	53502	204.53	
Debbi	Pawinski	02/08/2019	Wal-Mart #5442	Valentine's Dinner Supplies	53502	28.38	
Debbi	Pawinski	02/04/2019	Wal-Mart #5442	Cooking Supplies	53502	26.61	
Debbi	Pawinski	02/04/2019	Wal-Mart #5442	Valentine's Day Dinner Supplies	53502	54.71	
Debbi	Pawinski	02/04/2019	Wal-Mart #5442	Valentine's Day Dinner Supplies	53502	41.05	
Debbi	Pawinski	02/06/2019	Wm Supercenter #5442	Valentine's Day Dinner Supplies	53502	52.48	
Debbi	Pawinski	02/01/2019	Wm Supercenter #5442	SNL Supplies	53502	43.10	
Sharon	Pearce	02/17/2019	Olive Garden 0021096	SNC Participant Meals	53502	270.17	

Cardholder		Transaction Date	Supplier - Name	Business Justification	Account Code	Amount	Account Total
Sharon	Pearce	02/19/2019	Wm Supercenter #5442	Cooking Basics Supplies	53502	25.24	2,176.66
Sean	Fritsch	02/19/2019	Elmhurst Egg Harbor Ca	Brunch Club Meal	53503	40.00	
Carrie	Henry	02/06/2019	Kagg Lounge	Snacks for HMHB Bowling Program	53503	16.50	
Carrie	Henry	02/06/2019	Kagg Lounge	Snacks HMHB Bowling Program	53503	27.35	
Sarah	Wood	02/24/2019	Pizza Hut 034121	Oscar Party Meal	53503	29.81	113.66
Nedsra	Camp	02/18/2019	Fruitful Yield	Cooking Crew Supplies	53504	14.48	
Nedsra	Camp	02/11/2019	Fruitful Yield	Cooking Crew Supplies	53504	15.05	
Nedsra	Camp	02/25/2019	Marianos #511	Cooking Crew Supplies	53504	18.45	
Nedsra	Camp	02/18/2019	Marianos #511	Cooking Crew Supplies	53504	5.26	
Nedsra	Camp	02/17/2019	Wal-Mart #5442	Cooking Crew Supplies	53504	47.70	
Nedsra	Camp	02/04/2019	Wal-Mart #5442	Cooking Crew Supplies	53504	10.16	
Maggie	Resillez	02/20/2019	Fruitful Yield	4H Club Supplies	53504	10.71	
Sarah	Wood	02/15/2019	Wal-Mart #1737	Saturday Fun Club Craft Supplies	53504	11.99	133.80
Sean	Fritsch	02/22/2019	Amzn Mktp Us*mi46s4hl1	Theater Troupe Supplies	53505	63.56	
Sean	Fritsch	02/21/2019	Wm Supercenter #5442	Theater Troupe Supplies	53505	30.26	
Beth	Corso	02/13/2019	Hobby-Lobby #0174	D93 Art Therapy Supplies	53505	22.96	
Beth	Corso	02/13/2019	Wal-Mart #5442	D89 Art Therapy Supplies	53505	9.12	
Megan	Czachorski	02/19/2019	Aldi 40028	TREC Program Supplies	53505	28.26	
Megan	Czachorski	01/29/2019	Hobby-Lobby #0174	TREC Program Supplies	53505	8.96	
Megan	Czachorski	02/12/2019	Wal-Mart #1737	TREC Program Supplies	53505	63.77	
Megan	Czachorski	02/06/2019	Wal-Mart #5442	TREC Program Supplies	53505	26.66	
Megan	Czachorski	01/29/2019	Wm Supercenter #1737	TREC Program Supplies	53505	27.31	
Tessa	Longo	02/04/2019	Lens Ace Hdwe	EXCEL Arts For All program supply	53505	35.99	
Tessa	Longo	02/01/2019	Wm Supercenter #5442	Arts for All EXCEL program supplies	53505	3.97	
Kristen	Robertson	02/13/2019	Choo Choo Charlie	TREC Program Supplies	53505	99.35	
Kristen	Robertson	02/04/2019	McDonald S F14806	TREC Program Supplies	53505	37.13	
Kristen	Robertson	02/11/2019	Wal-Mart #5442	TREC Program Supplies	53505	4.64	
Kristen	Robertson	01/27/2019	Wal-Mart #5442	TREC Program Supplies	53505	44.24	
Kristen	Robertson	02/25/2019	Wm Supercenter #5442	TREC Program Supplies	53505	4.01	510.19
Robert	Griffin	02/06/2019	Happy Joes - 42 - Ecom	S.O Winter Games Supplies	53506	26.54	26.54
Beth	Corso	02/24/2019	Norwegian Dawn	Cruising the Caribbean Supplies	53508	353.00	
Beth	Corso	02/15/2019	Scootaround/Carevacati	Cruising the Caribbean Wheelchair Rental	53508	127.00	480.00
Colleen	Cline	02/22/2019	Shoeless Joes Ale Hous	Support Staff Recognition	53510	276.22	276.22
Colleen	Cline	01/27/2019	Amzn Mktp Us*mb6nz7mm2	Inclusion Supplies	53520	7.99	
Colleen	Cline	01/26/2019	Amzn Mktp Us*mb82e2vd2	Inclusion Supplies	53520	23.99	31.98
Donna	Sebok	02/14/2019	Aurelios Pizza - Addi	HMHB program supplies	53530	75.25	
Donna	Sebok	02/11/2019	Wal-Mart #5442	HMHB program supplies	53530	65.88	141.13
Jacob	Boyko	02/15/2019	Dave & Busters #6	FNF Game Cards	53602	135.00	
Beth	Corso	02/14/2019	Stardust Bowl Of A	Bowl Appetit Admissions	53602	52.25	
Amanda	Hagen	02/05/2019	Bb *scitech Museum	Sci Tech Mus Admiss	53602	45.00	
Amanda	Hagen	02/18/2019	Marcus Addison Cine Bo	DT Movie Admiss	53602	70.00	
Tessa	Longo	02/14/2019	Int*in *burpee Museum	Traveling Tourists program museum admissions	53602	50.00	
Tessa	Longo	02/20/2019	The Chicago Wolves	Traveling Tourists program admissions	53602	158.75	

Cardholder		Transaction Date	Supplier - Name	Business Justification	Account Code	Amount	Account Total
Debbi	Pawinski	02/21/2019	Stardust Bowl Of A	Bowl Appetit Admissions	53602	45.00	
Debbi	Pawinski	02/07/2019	Stardust Bowl Of A	Bowl Appetit Admissions	53602	51.75	607.75
Jacob	Boyko	02/22/2019	Stardust Bowl Of A	Bowling Mania Admissions	53603	23.00	
Carrie	Henry	01/26/2019	Hyatt Regency Chicago	State Conference Hotel	53603	420.26	
Carrie	Henry	02/06/2019	Stardust Bowl Of A	HMHB Bowling program	53603	9.00	
Nedsra	Nedsra1	02/15/2019	Stardust Bowl Of A	Bowling Mania Admissions	53603	31.50	
Nedsra	Nedsra1	02/08/2019	Stardust Bowl Of A	Bowling Mania Admissions	53603	27.00	
Nedsra	Nedsra1	02/01/2019	Stardust Bowl Of A	Bowling Mania Admissions	53603	18.00	528.76
Sean	Fritsch	02/12/2019	Ui Ext State 4h	4H Club Annual Member Fee	53604	20.00	
Sean	Fritsch	02/12/2019	Ui Ext State 4h	4H Club Annual Member Fee	53604	20.00	40.00
Colleen	Cline	02/26/2019	Drury Lane	Mamma Mia Admissions	53605	862.50	
Megan	Czachorski	02/08/2019	Enchanted Castle - Il	TREC Program Admissions	53605	90.00	
Megan	Czachorski	02/21/2019	Fandango	TREC Program Admissions	53605	18.60	
Megan	Czachorski	02/21/2019	Fandango	TREC Program Admissions	53605	55.80	
Megan	Czachorski	02/01/2019	Fandango	TREC Program Admissions	53605	45.00	
Megan	Czachorski	02/01/2019	Fandango	TREC Program Admissions	53605	20.00	
Megan	Czachorski	02/01/2019	Marcus Addison Cine Co	TREC Program Admissions	53605	8.91	
Megan	Czachorski	02/07/2019	The Painted Penguin	TREC Program Admissions	53605	91.50	
A Maggie	Goode	02/13/2019	Northern Suburban Spec	TREC Program Admissions	53605	120.00	
Tessa	Longo	02/26/2019	Color Wheel Playhouse,	WA Johnson EXCEL program admissions	53605	49.00	
Kristen	Robertson	02/12/2019	Kenosha Public Museu	TREC Program Admissions	53605	72.00	1,433.31
Sharon	Pearce	02/23/2019	Wood Dale Bowl	Huskies Bowling Admissions	53606	102.00	
Sharon	Pearce	02/16/2019	Wood Dale Bowl	Huskies Bowling Admissions	53606	108.00	
Sharon	Pearce	02/09/2019	Wood Dale Bowl	Huskies Bowling Admissions	53606	114.00	
Sharon	Pearce	02/02/2019	Wood Dale Bowl	Huskies Bowling Admissions	53606	120.00	
Sharon	Pearce	01/26/2019	Wood Dale Bowl	Huskies Bowling Admissions	53606	102.00	
Sean	Tovey	02/04/2019	Maine Niles Associatio	Huskies Basketball ITRS Entry Fee	53606	80.00	
Sean	Tovey	02/04/2019	Warren Special Recreat	ITRS Tournament Entry Fee	53606	80.00	706.00
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	02/17/2019	American	Cruising the Caribbean Luggage Fee	53608	30.00	
Beth	Corso	01/25/2019	American	Deposit for Cruising the Caribbean	53608	(100.00)	
Beth	Corso	01/25/2019	American	Deposit for Cruising the Caribbean	53608	(1,100.00)	(840.00)
Colleen	Cline	02/04/2019	Got Special Kids	Sensory Station Equipment (donation from Ancona)	53650	2,290.09	

NEDSRA PCard Detail Report P/E 02/27/2019

Cardholder		Transaction Date	Supplier - Name	Business Justification	Account Code	Amount	Account Total
Tessa	Longo	02/11/2019	Amzn Mktp Us*mb8i88wx2	Sensory Station equipment	53650	6.49	
Tessa	Longo	02/13/2019	Amzn Mktp Us*mi0uc4a31	Sensory Station equipment	53650	46.35	
Tessa	Longo	02/24/2019	Amzn Mktp Us*mi22y58t1	Sensory Station Equipment	53650	67.98	
Tessa	Longo	02/07/2019	Amzn Mktp Us*mi5te4fc0	Sensory Station Equipment	53650	9.99	
Tessa	Longo	02/07/2019	Amzn Mktp Us*mi61d1f30	Sensory Station Equipment	53650	52.71	
Tessa	Longo	02/01/2019	Wal-Mart #5442	Return of Sensory Station equipment	53650	(24.06)	
Tessa	Longo	02/01/2019	Wal-Mart #5442	Return of Sensory Station equipment	53650	(7.96)	2,441.59
Susan J	Martellotta	02/14/2019	Shaw Suburban Media-Ad	Public Notice per OMA	55100	50.86	50.86
Kristen	Chereso	02/08/2019	Facebk Zgap5kwfu2	Facebook Paid advertisement	55180	15.00	15.00
Kristen	Chereso	02/12/2019	Smk*surveymonkey.Com	Email Subscription	55200	72.00	
Kristen	Chereso	02/02/2019	Stk*bigstockphoto.Com	BigStock Subscription	55200	59.00	
Susan J	Martellotta	01/28/2019	Adobe *creative Cloud	Adobe Subscription	55200	29.99	
Nedsra	Nedsra1	02/05/2019	Signupgenius	Email Subscription	55200	24.99	185.98
Jerry	Barton	01/26/2019	Hyatt Regency Chicago	IPRA Conference Lodging	56000	288.78	
Kristen	Chereso	01/26/2019	Hyatt Regency Chicago	IPRA Conference Meals	56000	24.74	
Kristen	Chereso	01/26/2019	Hyatt Regency Chicago	IPRA Conference Lodging	56000	390.14	
Colleen	Cline	01/26/2019	Hyatt Regency Chicago	IPRA Conference Lodging	56000	558.26	
Amanda	Hagen	01/26/2019	Hyatt Regency Chicago	IPRA Conference Lodging	56000	420.26	
Rick	Poole	01/27/2019	Hyatt Regency Chicago	IPRA Conference Lodging	56000	583.68	2,265.86
A Maggie	Goode	02/08/2019	Amazon Prime	Amazon Business Membership	56100	12.99	12.99
Megan	Czachorski	02/15/2019	Soldier Field Planetar	Van Parking	57100	35.00	
Robert	Griffin	02/07/2019	Caseys Gen Store 3451	Gas for Van Morrison	57100	23.01	
Susan J	Martellotta	02/17/2019	Il Tollway Auto Replen	IPASS Replenish	57100	40.00	
Susan J	Martellotta	02/12/2019	Il Tollway Auto Replen	IPASS Replenish	57100	40.00	
Susan J	Martellotta	01/26/2019	Il Tollway Auto Replen	IPASS Replenish	57100	40.00	
Sean	Tovey	02/17/2019	Sams Club #6487	Vehicle Fuel	57100	40.08	218.09
Sean	Tovey	02/07/2019	Krage S Service Center	Van Repair	57300	450.42	450.42
Susan J	Martellotta	02/05/2019	Vzwrlss*my Vz Vb P	Telephone	58100	206.65	206.65
Sean	Tovey	02/14/2019	Lens Ace Hdwe	Maintenance Supplies	58500	56.98	56.98
Beth	Corso	02/01/2019	Ncl Reservations Usd	PPT Fees From Lane Anderson memorial donation	58850	118.00	
Beth	Corso	02/01/2019	Ncl Reservations Usd	PPT Fees From Lane Anderson memorial donation	58850	118.00	
Beth	Corso	02/01/2019	Ncl Reservations Usd	PPT Fees From Lane Anderson memorial donation	58850	118.00	
Beth	Corso	02/01/2019	Ncl Reservations Usd	PPT Fees From Lane Anderson memorial donation	58850	118.00	
Beth	Corso	02/01/2019	Ncl Reservations Usd	PPT Fees From Lane Anderson memorial donation	58850	118.00	
Beth	Corso	02/01/2019	Ncl Reservations Usd	PPT Fees From Lane Anderson memorial donation	58850	118.00	
Carrie	Henry	02/22/2019	Spinlife.Com	2 wheelchairs for programs	58850	348.00	1,056.00
Sean	Tovey	02/04/2019	Park District Risk Man	PDRMA Reasonable Suspicion Training	58910	20.00	20.00
Sean	Fritsch	02/19/2019	Little Caesars 2014 00	Parent and Friend Night Pizzas	61300	60.00	
Sean	Tovey	02/19/2019	Franky S Red Hots	SO Boosters Banquet Family Night Pizza	61300	348.00	408.00
	Total					**14,105.17**	**14,105.17**

0.00

Putting People First

NEDSRA

Special Recreation Association

Consolidated Monthly Financial Statements Period Ending 02/28/2019

Our Vision

An agency of excellence, demonstrated by member partners working cooperatively with Board, staff and the community to enhance the quality of life for each individual.

Our Mission

To serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ◆Commitment ◆Fun

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Northeast DuPage Special Recreation Association
Balance Sheet
As of February 28, 2019 and 2018

	February 28, 2019	February 28, 2018	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 170,604.79	$ 157,863.87	$ 12,740.92	8.07%
MB Financial - Payroll #4979	4,024.41	6,821.95	(2,797.54)	-41.01%
Petty Cash	1,725.00	1,725.00	0.00	0.00%
Prepaid Expenses	2,447.11	1,775.00	672.11	37.87%
Accounts Receivable	24,203.63	84,138.90	(59,935.27)	-71.23%
MB Financial - MM #9401	795,714.00	741,637.36	54,076.64	7.29%
Maxsafe Wintrust - MM #2599	1,025,224.52	1,024,199.86	1,024.66	0.10%
Total Assets	$ 2,023,943.46	$ 2,018,161.94	$ 5,781.52	3.12%
Liabilities and Fund Balance				
Due to Members (ADA)	$ 748,897.37	$ 722,626.94	$ (26,270.43)	-3.64%
Payroll Liabilities	12,522.11	15,718.67	3,196.56	20.34%
Vehicle Replacement Fund	92,397.22	99,405.81	7,008.59	7.05%
S.O. Boosters	14,470.41	12,243.20	(2,227.21)	-18.19%
General Fund Balance	1,155,656.35	1,168,167.32	12,510.97	1.07%
Total Liabilities and Fund Balance	$ 2,023,943.46	$ 2,018,161.94	$ 5,781.52	0.29%

Northeast DuPage Special Recreation Association
Summary of Revenue Over Expenditures
For the 1 Month and 10 Months, Months Ending February 28, 2019

Account #	REVENUE RECAP Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance
41000	Partner Contributions	$ 1,596,931.00	$ 0.00	$ 1,593,185.00	$ (3,746.00)	99.77%	$ 1,564,086.00	$ 29,099.00
42000	Fees & Charges	341,401.00	29,726.54	309,838.36	(31,562.64)	90.75%	282,414.31	27,424.05
42020	Scholarship/Fee Assistance	0.00	388.80	10,543.95	10,543.95	0.00%	13,078.64	(2,534.69)
43000	Fund Development	101,710.00	0.00	71,418.91	(30,291.09)	70.22%	73,017.52	(1,598.61)
43200	State/County Grant Revenue	230,000.00	0.00	0.00	(230,000.00)	0.00%	0.00	0.00
43250	Grant Revenue	6,797.00	0.00	2,416.30	(4,380.70)	35.55%	0.00	2,416.30
43600	Contributions/Donations	42,500.00	560.00	17,958.34	(24,541.66)	42.25%	19,173.90	(1,215.56)
43700	Restricted Contributions/Donations	12,500.00	200.00	14,322.88	1,822.88	114.58%	26,449.91	(12,127.03)
44300	Partner ADA Revenue	0.00	0.00	408,186.06	408,186.06	0.00%	376,657.35	31,528.71
46000	Miscellaneous Income	12,370.00	(1.01)	3,973.61	(8,396.39)	32.12%	3,651.14	322.47
46400	Park District Portion Income	0.00	0.00	0.00	0.00	0.00%	1,377.69	(1,377.69)
47000	Interest Earned	2,400.00	918.44	7,364.04	4,964.04	306.84%	1,919.55	5,444.49
Total Revenue		2,346,609.00	31,792.77	2,439,207.45	92,598.45	103.95%	2,361,826.01	77,381.44

Account #	EXPENDITURE RECAP Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance
51100-51300	Salaries	$ 1,193,554.00	$ 50,023.63	$ 991,287.65	$ (202,266.35)	83.05%	$ 975,792.54	$ 15,495.11
51400-52400	Insurance/Pension	462,177.00	16,444.98	335,677.59	(126,499.41)	72.63%	304,940.76	30,736.83
Various	Administrative	86,895.00	(2,170.71)	65,625.33	(21,269.67)	75.52%	64,457.43	1,167.90
Various	Professional Services	179,110.00	15,395.39	126,707.01	(52,402.99)	70.74%	116,436.50	10,270.51
53200-53240	Professional Printing	21,413.00	0.00	13,110.21	(8,302.79)	61.23%	11,153.04	1,957.17
55000-55180	Marketing/Advertising	8,665.00	15.00	4,282.40	(4,382.60)	49.42%	1,269.78	3,012.62
53500-53650	Program	162,151.00	10,493.21	115,451.77	(46,699.23)	71.20%	119,673.48	(4,221.71)
57100-57400	Vehicles	32,872.00	695.54	27,508.59	(5,363.41)	83.68%	21,217.82	6,290.77
58100-58400	Utilities	34,575.00	6,330.06	34,662.31	87.31	100.25%	25,190.66	9,471.65
58700-58850	Special Projects	27,245.00	1,056.00	25,497.73	(1,747.27)	93.59%	26,511.42	(1,013.69)
66000-66060	Fund Raising	24,451.00	299.62	11,354.98	(13,096.02)	46.44%	0.00	11,354.98
58910-58940	Miscellaneous	9,045.00	20.00	8,332.85	(712.15)	92.13%	5,344.82	2,988.03
Total Expenditures		2,242,153.00	98,602.72	1,759,498.42	(482,654.58)	78.47%	1,671,988.25	87,510.17
Net Revenue over Expenditures		$ 104,456.00	$ (66,809.95)	$ 679,709.03	$ 575,253.03		$ 689,837.76	$ (10,128.73)
Non-Operating Expenditures								
62000-69000	Non-Operating	50,000.00	55,091.66	463,761.95	413,761.95	927.52%	362,963.06	100,798.89
	Subtotal	50,000.00	55,091.66	463,761.95	413,761.95		362,963.06	100,798.89
Total Net Revenue over Expenditures		$ 54,456.00	$ (121,901.61)	$ 215,947.08	$ 161,491.08		$ 326,874.70	$ (110,927.62)

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 10 Months, Months Ending February 28, 2019

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance
Salaries								
51100	Payroll:Full Time Salaries	811,310.00	31,250.88	641,044.07	(170,265.93)	79.01%	669,437.08	(28,393.01)
51200	Payroll:Part Time Wages & Salaries	285,338.00	16,521.75	265,451.56	(19,886.44)	93.03%	226,314.98	39,136.58
51210	Part Time Wages - Inclusion	96,906.00	2,251.00	84,792.02	(12,113.98)	87.50%	80,040.48	4,751.54
		1,193,554.00	50,023.63	991,287.65	(202,266.35)	83.05%	975,792.54	15,495.11
Insurance/Pension								
51400	Payroll:FICA & Medicare	91,307.00	6,043.30	75,971.16	(15,335.84)	83.20%	70,053.94	5,917.22
51500	Payroll:IMRF	164,911.00	11,369.20	118,652.29	(46,258.71)	71.95%	99,015.21	19,637.08
51600	Payroll:Health Insurance	167,534.00	(967.52)	112,842.38	(54,691.62)	67.35%	108,085.46	4,756.92
52000	Workers Compensation	6,454.00	0.00	4,840.11	(1,613.89)	74.99%	5,435.28	(595.17)
52100	Unemployment Compensation	2,500.00	0.00	1,269.00	(1,231.00)	50.76%	0.00	1,269.00
52300	Liability Insurance	12,595.00	0.00	9,445.77	(3,149.23)	75.00%	9,585.72	(139.95)
52400	Property Insurance	16,876.00	0.00	12,656.88	(4,219.12)	75.00%	12,765.15	(108.27)
		462,177.00	16,444.98	335,677.59	(126,499.41)	72.63%	304,940.76	30,736.83
Administrative Expenditures								
53000	Bank Fees & Charges	3,575.00	234.61	2,386.84	(1,188.16)	66.76%	2,986.11	(599.27)
53010	Credit Card Fees	10,000.00	370.01	5,859.90	(4,140.10)	58.60%	5,980.80	(120.90)
53100	Postage Expense	8,581.00	627.77	3,798.86	(4,782.14)	44.27%	6,814.64	(3,015.78)
53300	Meeting Related Expenses	2,500.00	24.02	2,291.16	(208.84)	91.65%	1,438.49	852.67
53400	Office Supplies & Duplicating	9,506.00	984.65	8,449.00	(1,057.00)	88.88%	8,555.74	(106.74)
55200	Subscription & Publication	2,953.00	185.98	1,368.20	(1,584.80)	46.33%	886.17	482.03
56000	Continuing Education	14,486.00	2,454.86	13,352.47	(1,133.53)	92.17%	11,559.41	1,793.06
56100	Professional Memberships	5,046.00	12.99	5,970.98	924.98	118.33%	4,585.31	1,385.67
56200	Statewide Legislative Initiatives	550.00	0.00	0.00	(550.00)	0.00%	524.99	(524.99)
58500	Maintenance Expenses	20,748.00	(9,325.60)	10,591.48	(10,156.52)	51.05%	15,859.58	(5,268.10)
58600	Office & Computer Equipment	8,950.00	2,260.00	11,556.44	2,606.44	129.12%	5,266.19	6,290.25
		86,895.00	(2,170.71)	65,625.33	(21,269.67)	75.52%	64,457.43	1,167.90
Professional Services								
53700	Auditor	10,400.00	0.00	10,400.00	0.00	100.00%	10,100.00	300.00
53800	Legal Services	4,800.00	75.00	1,575.00	(3,225.00)	32.81%	2,751.70	(1,176.70)
53900	Professional Consultants	31,266.00	7,568.50	23,842.75	(7,423.25)	76.26%	15,825.50	8,017.25
54000	Payroll Services - Contract	11,500.00	380.53	10,422.14	(1,077.86)	90.63%	7,818.21	2,603.93
54100	Business Services - Contract	55,703.00	0.00	36,895.82	(18,807.18)	66.24%	22,589.42	14,306.40
54330	HMHB Contractual Services	21,942.00	5,029.00	16,469.50	(5,472.50)	75.06%	11,155.00	5,314.50
54400	Maintenance/Contractual Agreements	19,004.00	2,179.50	17,648.98	(1,355.02)	92.87%	15,225.42	2,423.56
55100	Legal Publications	2,775.00	50.86	617.32	(2,157.68)	22.25%	2,164.75	(1,547.43)
54300	Contractual Services	21,720.00	112.00	8,835.50	(12,884.50)	74.89%	28,806.50	30,241.51
		179,110.00	15,395.39	126,707.01	(52,402.99)	70.74%	116,436.50	10,270.51

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 10 Months, Months Ending February 28, 2019

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance
Professional Printing								
53210	Professional Printing	2,638.00	0.00	2,686.30	48.30	101.83%	11,153.04	(8,466.74)
53220	Brochure	17,000.00	0.00	9,637.00	(7,363.00)	56.69%	0.00	9,637.00
53240	Rec Program Printing	1,775.00	0.00	786.91	(988.09)	44.33%	0.00	786.91
		21,413.00	0.00	13,110.21	(8,302.79)	61.23%	11,153.04	1,957.17
Marketing/Advertising								
55050	Marketing/Advertising	3,260.00	0.00	633.24	(2,626.76)	19.42%	1,269.78	(636.54)
55150	Digital Marketing	3,000.00	0.00	2,064.01	(935.99)	68.80%	0.00	2,064.01
55175	Marketing Material	750.00	0.00	18.67	(731.33)	2.49%	0.00	18.67
55180	Promotional Marketing	1,655.00	15.00	1,566.48	(88.52)	94.65%	0.00	1,566.48
		8,665.00	15.00	4,282.40	(4,382.60)	49.42%	1,269.78	3,012.62
Program Expenditures								
53500	Program Supplies	83,493.00	4,606.47	44,599.78	(38,893.22)	53.42%	69,314.41	(24,714.63)
53510	Support Staff Supplies	2,550.00	276.22	311.19	(2,238.81)	12.20%	474.00	(162.81)
53520	Inclusion Staff Supplies	1,000.00	31.98	2,642.38	1,642.38	264.24%	179.00	2,463.38
53530	HMHB Program Supplies	2,410.00	141.13	546.27	(1,863.73)	22.67%	151.18	395.09
53630	HMHB Admissions & Facility Space	500.00	0.00	11.00	(489.00)	2.20%	0.00	11.00
53650	Program Equipment	6,200.00	2,441.59	5,347.96	(852.04)	86.26%	1,533.96	3,814.00
53600	Program Admissions & Facility Space	65,998.00	2,995.82	61,993.19	(4,004.81)	93.93%	48,020.93	13,972.26
		162,151.00	10,493.21	115,451.77	(46,699.23)	71.20%	119,673.48	(4,221.71)
Vehicles								
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	15,121.00	218.09	10,407.54	(4,713.46)	68.83%	9,232.51	1,175.03
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,981.00	27.03	3,618.01	(1,362.99)	72.64%	4,725.57	(1,107.56)
57300	Vehicle Expenses:Van Repair & Parts	11,260.00	450.42	13,133.80	1,873.80	116.64%	6,037.74	7,096.06
57400	Vehicle Expenses:Van Rental	1,510.00	0.00	349.24	(1,160.76)	23.13%	1,222.00	(872.76)
		32,872.00	695.54	27,508.59	(5,363.41)	83.68%	21,217.82	6,290.77
Utilities								
58100	Utilities:Telephones/Internet	12,850.00	1,179.41	13,498.24	648.24	105.04%	10,036.78	3,461.46
58200	Utilities:Electricity	13,775.00	1,446.66	12,919.58	(855.42)	93.79%	9,130.43	3,789.15
58300	Utilities:Natural Gas	6,200.00	3,146.94	6,859.78	659.78	110.64%	4,973.34	1,886.44
58400	Utilities:Water	1,750.00	557.05	1,384.71	(365.29)	79.13%	1,050.11	334.60
		34,575.00	6,330.06	34,662.31	87.31	100.25%	25,190.66	9,471.65

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 10 Months, Months Ending February 28, 2019

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance
Special Projects								
58700	Synergy Expenses	27,245.00	0.00	23,560.38	(3,684.62)	86.48%	25,771.46	(2,211.08)
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
58850	Restricted Donation Expense	0.00	1,056.00	1,937.35	1,937.35	0.00%	739.96	1,197.39
		27,245.00	1,056.00	25,497.73	(1,747.27)	93.59%	26,511.42	(1,013.69)
Fund Raising Expenditures								
66010	Direct Mail Campaign	600.00	0.00	0.00	(600.00)	0.00%	0.00	0.00
66030	BBQ Bash Fund Rasing	2,688.00	0.00	90.91	(2,597.09)	3.38%	0.00	90.91
66040	Golf Classic Fund Raising	20,138.00	299.62	10,386.57	(9,751.43)	51.58%	0.00	10,386.57
66050	Additional Fundraising	1,025.00	0.00	877.50	(147.50)	85.61%	0.00	877.50
		24,451.00	299.62	11,354.98	(13,096.02)	46.44%	0.00	11,354.98
Miscellaneous Expenditures								
58900	Miscellaneous Expenses	0.00	0.00	10.00	10.00	0.00%	0.00	10.00
58910	Risk Management	5,613.00	20.00	1,333.09	(4,279.91)	23.75%	1,528.07	(194.98)
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	3,224.62	3,224.62	0.00%	1,377.68	1,846.94
58930	Miscellaneous Expenses:Director's Administ. Fund	2,132.00	9.72	2,116.83	(15.17)	99.29%	1,073.24	1,043.59
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,300.00	(9.72)	1,648.31	348.31	126.79%	1,365.83	282.48
		9,045.00	20.00	8,332.85	(712.15)	92.13%	5,344.82	2,988.03
Total Operating Expenditures		2,242,153.00	98,602.72	1,759,498.42	(482,654.58)	78.47%	1,671,988.25	87,510.17
Non-Operating Expenditures								
62000	Reserve Fund Expenses:Capital Improvements Expense	50,000.00	8,883.00	45,020.60	(4,979.40)	0.00%	0.00	45,020.60
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	45,819.86	408,197.40	408,197.40	0.00%	349,666.92	58,530.48
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	388.80	10,543.95	10,543.95	0.00%	13,296.14	(2,752.19)
		50,000.00	55,091.66	463,761.95	413,761.95	927.52%	362,963.06	100,798.89
Total Operating & Non-Operating Expenditures		2,292,153.00	153,694.38	2,223,260.37	(68,892.63)	96.99%	2,034,951.31	188,309.06

Northeast DuPage Special Recreation Association
Restricted Revenue Over Expenditures
For the 1 Month and 10 Months, Months Ending February 28, 2019

Account #	REVENUES Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance
44000 - 44018	Golf Maration	$ 20,000.00	$ 0.00	$ 13,505.00	$ (6,495.00)	67.53%	$ 15,777.00	$ (2,272.00)
44230	NEDSRA S.O. Booster Club	5,500.00	0.00	$ 2,557.00	2,943.00	46.49%	7,146.00	4,589.00
Total Revenue		$ 25,500.00	$ 0.00	$ 16,062.00	$ (9,438.00)	62.99%	$ 22,923.00	$ 2,317.00

Account #	EXPENDITURES Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance
66060	Golf Marathon	$ 2,542.00	$ 0.00	$ 1,950.02	$ (591.98)	76.71%	$ 0.00	$ 1,950.02
61300	S.O. Boosters	6,300.00	408.00	1,985.08	(4,314.92)	31.51%	2,345.54	(360.46)
65000	Vehicle Replacement	70,786.00	0.00	60,723.00	10,063.00	85.78%	21,203.00	(39,520.00)
Total Expenditures		$ 79,628.00	$ 408.00	$ 64,658.10	$ (14,969.90)	81.20%	$ 23,548.54	$ 41,109.56
Restricted Net Revenue over Expenditures		$ (54,128.00)	$ (408.00)	$ (48,596.10)	$ 5,531.90		$ (625.54)	$ (38,792.56)

	Budgeted Member Partner Contribution Due 2018/2019	Operation Allocation Received as of 2/28/2019	Balance Due to Operations Allocation 2/28/2019	Percentage of Operations Allocation Collected as of 2/28/2019	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2018/2019	ADA/Access Reserve Paid 2018/2019	Available ADA/Access Reserve Balance
Addison	$279,757.00	$279,757.00	$0.00	100.00%	$352,219.28	$0.00	$0.00	$352,219.28
Bensenville	$178,292.00	$178,292.00	$0.00	100.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$62,121.00	$62,121.00	$0.00	100.00%	$0.00	$46,579.82	$45,819.86	$759.96
Glendale Heights	$171,987.00	$171,987.00	$0.00	100.00%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$89,228.00	$89,228.00	$0.00	100.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$296,094.00	$296,094.00	$0.00	100.00%	$0.00	$225,644.14	$225,644.06	$0.08
Medinah	$84,765.00	$84,765.00	$0.00	100.00%	$62,847.45	$54,621.21	$3,200.00	$114,268.66
Oakbrook Terrace	$67,183.00	$67,183.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$89,687.00	$89,687.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$138,555.00	$138,555.00	$0.00	100.00%	$170,913.92	$81,340.89	$133,533.48	$118,721.33
Wood Dale	$135,516.00	$135,516.00	$0.00	100.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,593,185.00	$1,593,185.00	$0.00	100.00%	$748,897.37	$408,186.06	$408,197.40	$748,886.03

ADDISON

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$352,219.28**
Ck #62833	07/03/2018	$139,878.50	$139,878.50			
Ck #63317	01/07/2019	$139,878.50	$139,878.50			
Totals			**$279,757.00**	**$0.00**	**$0.00**	**$352,219.28**

BENSENVILLE

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$153,910.72**
Ck # 52384	06/18/2018	$91,018.00	$91,018.00			
Ck # 53611	12/19/2018	$87,274.00	$87,274.00			
Totals			**$178,292.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Ck # 17315	08/21/2018	$31,060.50	$31,060.50			
Ck # 17505	12/18/2018	$31,060.50	$31,060.50			
Ck # 17548	01/07/2019	$46,579.82		$46,579.82		$46,579.82
ADA Partner Reimbursement	02/11/2019	$45,819.86			$45,819.86	
Totals			**$62,121.00**	**$46,579.82**	**$45,819.86**	**$46,579.82**

GLENDALE HEIGHTS

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$3,466.00**
Ck # 197246	07/03/2018	$85,933.50	$85,933.50			
Ck # 199820	01/08/2019	$86,053.50	$86,053.50			
Totals			**$171,987.00**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Ck # 56074	06/18/2018	$44,614.00	$44,614.00			
Ck # 56823	12/21/2018	$44,614.00	$44,614.00			
Totals			**$89,228.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Deposit	06/30/2018	$148,047.00	$148,047.00			
ACH Deposit	06/30/2018	$953.00	$953.00			
ACH Deposit	06/30/2018	$13,260.55	$13,260.55			
ACH Deposit	06/30/2018	$111,440.40		$111,440.40		$111,440.40
ACH Deposit	07/31/2018	$4,436.49	$4,436.49			
ACH Deposit	08/29/2018	$109,006.10	$109,006.10			
ADA Reimbursement	10/01/2018	$111,440.40			$111,440.40	($111,440.40)
ACH Deposit	10/05/2018	$125,430.86	$20,390.86	$105,040.00		$105,040.00
ADA Reimbursement	10/11/2018	$105,039.92			$105,039.92	($105,039.92)
ACH Deposit	11/13/2018	$9,163.74		$9,163.74		$9,163.74
ADA Reimbursement	11/15/2018	$9,163.74			$9,163.74	($9,163.74)
Totals			**$296,094.00**	**$225,644.14**	**$225,644.06**	**$0.08**

MEDINAH			Fiscal Year 2018-2019			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$62,847.45**
Ck # 26285	08/21/2018	$74,704.54	$74,704.54			
ADA Reimbursement	08/31/2018	$660.00			$660.00	($660.00)
Ck # 26311	09/28/2018	$24,057.98	$10,060.46	$13,997.52		$13,997.52
Ck # 26404	10/15/2018	$33,585.60		$33,585.60		$33,585.60
Ck # 26434	11/20/2018	$5,107.35		$5,107.35		
ADA Reimbursement	12/01/2018	$180.00			$180.00	($180.00)
ADA Reimbursement	12/01/2018	$2,360.00			$2,360.00	($2,360.00)
Ck # 26498	01/07/2019	$1,930.74		$1,930.74		$1,930.74
Totals			**$84,765.00**	**$54,621.21**	**$3,200.00**	**$109,161.31**

OAKBROOK TERRACE

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Ck # 10902	07/03/2018	$33,591.50	$33,591.50			
Ck # 11054	12/18/2018	$33,591.50	$33,591.50			
Totals			**$67,183.00**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Ck # 68250	06/26/2018	$44,843.50	$44,843.50			**$0.00**
Ck # 2011	01/07/2019	$44,843.50	$44,843.50			
Totals			**$89,687.00**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$170,913.92**
ADA Reimbursement	06/14/2018	$63,204.00			$63,204.00	($63,204.00)
Ck # 175416	07/06/2018	$114,484.96	$114,484.96			
ADA Reimbursement	08/31/2018	$760.00			$760.00	($760.00)
ADA Reimbursement	11/15/2018	$59,336.48			$59,336.48	($59,336.48)
ADA Reimbursement	11/29/2018	$10,233.00			$10,233.00	($10,233.00)
Ck # 176972	12/19/2018	$105,410.93	$24,070.04	$81,340.89		
Totals			**$138,555.00**	**$81,340.89**	**$133,533.48**	**$37,380.44**

WOOD DALE

Description	Date	Dollar Amt.	Fiscal Year 2018-2019 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$5,539.00**
Ck # 83267	06/26/2018	$67,758.00	$67,758.00			
Ck # 84064	12/21/2018	$67,758.00	$67,758.00			
Totals			**$135,516.00**	**$0.00**	**$0.00**	**$5,539.00**

Putting People First
NEDSRA
Special Recreation Association

1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598 www.nedsra.org

Date: April 3, 2019

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report

Administration Report

Building

Work has been completed on the basement furnace. During this work, vent pipes were revised in an effort to improve air flow to the unit. Work is expected this month on the basement sump pump. Currently, only one sump pump is working in a pit designed for two pumps. The work includes the installation of two pumps, a backup system and a system to alternate pump usage that is designed to prolong the life of the system.

Budget

Staff sent an electronic version of the proposed 2019/20 NEDSRA budget to Trustees on March 27. A hard copy of the budget will be available at the April 3 meeting.

Job Descriptions

While revising Job Descriptions for the PDRMA Loss Control Review, staff recommended a comprehensive, detail study of all job descriptions to include input from all staff. The points of this study is to discover what tasks staff may perform but are not listed on the document and to eliminate tasks that may have moved to another category. As the Agency changes, job descriptions continue to evolve and must be continuously revised.

Fundraising

The Golf Marathon – 100 Hole Challenge is Friday, May 10. Please consider sponsoring one of NEDSRA staff for this event. Both Carrie Henry and I are golfing in the event.

Recreation

Applications for the Jeena Greenwalt Scholarship have been available since mid-March. A recipient will be awarded a $400 scholarship for NEDSRA programs at the June 5th Reach for the Stars event.

Registration Software

The week of April 8 is the target for installation of RecTrac software on the NEDSRA servers with the week of April 29 designated for on-site training.

Special Olympics

NEDSRA and the Booster Club for NEDSRA Special Olympics Sports hosted the annual Sports Banquet

on March 28 at Glendale Lake Golf Club in Glendale Heights. In attendance were over 40 athletes plus another 60 coaches, family members and friends. Everyone enjoyed recognition of athlete accomplishments, dinner and dancing.

Adult Programming

Theater Troupe performed to great crowds on March 22 and 23 at the Mario Parente Theater. This year's performance featured 18 performers with assistance from three members of the stage crew.

Day Camps

March 25-29 our two Spring Break Camps proved you do not have to travel far to have fun. Sixteen participants enjoyed a week of games, crafts and fun field trips. Camps were held at Itasca Park District and NEDSRA.

Youth and Schools

The EXCEL Special on March 14 served over 130 students with special needs at Stardust Bowl for the annual St. Patrick's Day bowling event. On March 15 NEDSRA served over 140 students from Addison Early Learning with a bowling event at Stardust. These programs are a great way to connect with teachers and share information with families regarding NEDSRA services.

On April 14, NEDSRA will be hosting the sensory friendly Egg-Cellent Egg Hunt. The event will be at Safety Town in Glendale Heights. Students from Marquardt Middle School's Serving Society and the Culture, Community, and Leadership Course will help pack eggs.

Synergy

The Synergy Jr Bulls competed in the National Prep Wheelchair Basketball Tournament on March 29-30 in New Lenox, IL. At the time of this being written results are unknown.

Marketing & Fund Development

Chipotle Fundraiser

On April 30th the Addison Chipotle is hosting a fundraiser for NEDSRA from 4:00 p.m. to 8:00 p.m. NEDSRA create a marketing campaign on social media called "30 Ways to Do Good with Burritos." Each day NEDSRA will describe how one burrito purchase impact affects NEDSRA. For instance, one burrito can cover the cost of two summer camp shirts.

BBQ Bash

On June 8 NEDSRA is hosting its 4th Annual BBQ Bash at Terrace View Park in Oakbrook Terrace from 4:00 p.m. to 7:00 p.m., which is a time change from what was originally printed in the Spring brochure. Attendees may partake in a bags tournament, listening to live music, enjoying local beer or winning raffle prizes from surrounding businesses. Children's activities will also be available. This year we are looking forward to a larger, outdoor event.

Golf Marathon

On May 10 NEDSRA's Golf Marathon 100 Hole Challenge takes place at Salt Creek Golf Course. Pledges and donations are continuing to come in for golfers daily. New this year, NEDSRA did a direct mail to the past four years of Golf Marathon donors. We have seen a high return on these requests.

Brochure
On April 19th, the brochure will be available online.

Social Media
NEDSRA has created an Instagram account. Our handle is @nedsra.1770. We have already received numerous followers and responses in our short span on the platform.

Sensory Station Open House
April 27 is the Sensory Station Open House. On this date, NEDSRA will have a grand reveal of the new Sensory Lounger. This Sensory Lounger was made possible in thanks to Ancona Jewelers.

Website
We are finalizing the design currently and working on updating the content within the pages.

Upcoming Events

Saturday, April 27	Sensory Station Open House and Reveal 2:00 p.m. – 4:00 p.m.
Friday, May 10	NEDSRA 100-Hole Challenge Golf Marathon 8:00 a.m. – 3:00 p.m. Salt Creek Golf Course, Wood Dale
Friday, May 10	NEDSRA "Old Hollywood" Prom Glendale Lakes Golf Club, Glendale Heights 6:00 p.m. – 10:00 p.m.
Saturday, May 18	NEDSRA 40th Track and Field Meet Glenbard East High School, Lombard 8:30 a.m. – 2:30 p.m.
Wednesday, June 5	Reach for the Stars 2019 Medinah Shrine Center, Addison $30 per person 5:30 p.m. – 9:00 p.m.
Saturday, June 8	NEDSRA BBQ Bash Terrace View Park, Oakbrook Terrace (New Location) 5:00 p.m. – 8:00 p.m.

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Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone 630.620.4500 Fax 630.620.4598

NEDSRA Inclusion Request Guidelines

1. Participant informs NEDSRA Partner of ADA needs on the registration form under "accommodations needed."
2. NEDSRA Partner staff calls the participant for further information. The Partner needs to complete the attached form and return it to the NEDSRA Inclusion Coordinator to begin the inclusion plan. All forms must be received two weeks prior to the start of the program to begin the process.
3. NEDSRA Partner completes the attached form and returns it to NEDSRA Inclusion Coordinator. All forms must be received two weeks prior to the start of the program to begin the process.
4. If the Inclusion Coordinator is familiar with the participant, information will be shared with NEDSRA's Partner regarding the participant's needs.
5. Assistance may include training the NEDSRA Partner staff on how to work with someone with a disability; providing the Partner with adaptive equipment; or (last resort) hiring a leisure buddy to work with the participant in the program.
6. If the Inclusion Coordinator does not know the participant, an observation/evaluation will be scheduled to determine the needs of the participant.
7. After the observation/evaluation, the Inclusion Coordinator will contact the Partner to develop a successful inclusion plan.
8. If a leisure buddy is necessary, the Inclusion Coordinator will secure and place a leisure buddy in the Partner program. This process is dependent on staff availability and training.
9. A leisure buddy's assistance does not guarantee a participant will "stay" in the program if behaviors are severe and the participant does not follow the Partner's Code of Conduct.
10. The goal of inclusion is to provide participant success in the least restrictive environment. Leisure buddies will be removed when feasible.
11. Leisure buddies will follow the Partner's part-time staff expectations. Please share with them your expectations as you would with any staff.
12. It is recommended that a participant not be removed from a Partner program without first consulting a NEDSRA staff.
13. The NEDSRA Inclusion Coordinator will visit periodically to ensure all is going well and whether a leisure buddy is in place or not.

Reimbursement Guidelines

1. If both agencies agree a leisure buddy is needed in advance of services being provided, the Partner may seek reimbursement for the wages paid to the Partner staff working as a leisure buddy.
2. Reimbursement request can include payroll tax and a rate not to exceed $15/hour.
3. The invoice should be submitted to NEDSRA within thirty days of the program's conclusion and include a detailed report of hours worked by the assigned Partner staff.
4. Reimbursement is NOT available if:
    a. The staff assigned by the Partner is absent with no substitute secured.
    b. The Partner provides inclusion services without prior authorization from NEDSRA.
    c. Services are provided to a non-resident.

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Putting People First
NEDSRA
Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101-1076
Phone

Inclusion Services Request

Both front and back of this form must be completed.

Date of Request _____

Participant Information

Participant's Name _____

Address _____

City _____ Zip Code _____

Parent/Guardian _____

Primary Phone _____ Secondary Phone _____

Email _____ ☐ Male ☐ Female

Date of Birth _____

Diagnosis/Classification: ☐ Autism ☐ ADHD ☐ Sensory Processing ☐ Anxiety
☐ Developmental Delay ☐ ED/BD ☐ Other _____

Program Information

Program Title _____

Time of Program _____ Days/Dates _____

Program Location _____

Instructor _____

No Class Dates (if applicable) _____

Park District/Recreation Department _____

Coordinator Completing Form _____

Phone _____ Email _____

Please indicate which type of assistance is requested (please use attached sheet if needed):

☐ Training ☐ Observation ☐ Additional Staff ☐ Modified Equipment

Please email this form to NEDSRA's Inclusion Coordinator, Colleen Cline, or call with any questions; *ccline@nedsra.org/*630-576-4038. All forms must be received a minimum of two weeks prior to the start of the program for an assessment to be scheduled. Following the assessment, Colleen Cline will contact the program coordinator listed above to discuss the recommended inclusion plan. Please note that if a leisure buddy is recommended in the inclusion plan, adequate time will be needed to secure and train a staff member.

Note: If initial call comes to NEDSRA; parents will be directed to the member partner.

Mission *to serve as an integral partner with our member park districts and villages to positively impact individuals with disabilities through diverse recreation opportunities and community services.*

Member Partner Communities: Addison ∪ Bensenville ∪ Butterfield ∪ Glendale Heights ∪ Itasca ∪ Lombard ∪ Medinah ∪ Oakbrook Terrace ∪ Schiller Park ∪ Villa Park ∪ Wood Dale

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NEDSRA Inclusion Request

Additional Participant Information:

_____

_____

_____

_____

_____

_____

_____

Approval of Services:

NEDSRA has completed an observation and/or reviewed all materials for whom the services are requested. As determined by NEDSRA:

The necessity of a leisure buddy has been: ☐ Confirmed ☐ Denied

The leisure buddy will be provided by: ☐ NEDSRA ☐ Park District/Village

The Park District/Village may seek reimbursement for leisure buddy expenses under certain circumstances. Please see the NEDSRA Inclusion Request Guidelines form for more detail.

Sign and date acknowledging the status of inclusion services and leisure buddy.

_____ _____

Park District/Village Staff Date

_____ _____

NEDSRA Staff Date

Please email this form to NEDSRA's Inclusion Coordinator, Colleen Cline, or call her with any questions; *ccline@nedsra.org/*630-576-4038. All forms must be received a minimum of two weeks prior to the start of the program for an assessment to be scheduled. Following the assessment, Colleen Cline will contact the program coordinator listed above to discuss the recommended inclusion plan. Please note that if a leisure buddy is recommended in the inclusion plan, adequate time will be needed to secure and train a staff member.

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Phone 630.620.4500 Fax 630.620.4598

Memo

Date: April 3, 2019

To: NEDSRA Board of Trustees

From: Jerry Barton, Superintendent

Re: Butterfield Park District Reimbursement for Inclusion Services

Trustee Tim White from Butterfield Park District, Jerry Barton (NEDSRA Superintendent) and Collen Cline (NEDSRA Inclusion Coordinator), met in Mid-March to review inclusion services Butterfield Park District provided to its residents during the 2017/18 fiscal year. After review, it has been determined that had Butterfield requested these inclusion services from NEDSRA, and that NEDSRA would have provided leisure buddy support in the amount of $7,357.25.

NEDSRA staff recommend reimbursement to Butterfield Park District, for inclusion services that were facilitated by the Butterfield Park District in the 2017/18 fiscal year, which total $7,357.25.

Suggested Motion:

I move to approve reimbursement to Butterfield Park District for Inclusion services facilitated by Butterfield Park District staff in the amount of $7,357.25.

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INVOICE

21W730 Butterfield Road
Lombard, IL 60148
Phone 630.858.2229 Fax 630.858.2234

March 28, 2019

Bill To: NEDSRA
1770 W. Centennial Place
Addison, IL 60101

DESCRIPTION	Non Residents	Residents		AMOUNT
Inclusion costs incurred by Butterfield Park District				**$15,038.00**
No School Days Adventure Camp - 09-2017 / 05-2018		$3,255.00		
RecKids Programs - 09-2017 / 05-2018		$11,175.00		
K-5 Summer Camps 2018	**$2,284.00**	$300.00		
Early Childhood Programs/Camps		$308.00		
		$15,038.00		
Butterfield is responsible for non-resident inclusion & inclusion aids who may not have been pre-approved.				
Pre-Approved Eligible Costs for Reimbursement				**$7,357.25**
No School Days Adventure Camp - 09-2017 / 05-2018		$3,255.00		
Rec Kids Programs - 09-2017 / 05-2018		$4,046.00		
K-5 Summer Camps 2018		0		
Early Childhood Programs/Camps		$56.25		
		$7,357.25		
Agreed upon Reimbursement due from NEDSRA to Butterfield Park District				**$7,357.25**

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BOARD OF TRUSTEES

Conflict of Interest Disclosure Form

_____ _____

Print Name **Date**

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest (as defined in NEDSRA's Policy on Conflicts of Interest, found in Section VI, Item G of NEDSRA's Financial Management Policies, and is hereby attached).

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by NEDSRA's Conflict of Interest Policy that is currently in effect.

_____ _____

Signature Date

_____

Street Address

_____

City, State, Zip