Putting People First

NEDSRA

Special Recreation Association

Board Packet

Wednesday, February 7, 2018
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

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, February 7, 2018, 1:30 PM
NEDSRA Office

1. **Call Order** — **Chairman Friedrichs**
2. **Roll Call** — **Chairman Friedrichs**
3. **Introduction of Guests and Staff** — **Chairman Friedrichs**
   a. NEDSRA Intern, Amanda Hagen
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 – December 7, 2017 — **Voice Vote**
6. **Comments and Communications** — **Executive Director Poole**
7. **Consent Agenda – Financial Reports** — **Chairman Friedrichs**
   a. Ratify NEDSRA Disbursements and Financial Statements – Period Ending November 30, 2017 — **Roll Call Vote**
   b. Ratify NEDSRA Disbursements and Financial Statements – Period Ending December 31, 2017
8. **Chairman of the Board Comments** — **Chairman Friedrichs**
9. **Agency Report** — **Executive Director Poole**
10. **Unfinished Business** — **Chairman Friedrichs**
11. **New Business** — **Chairman Friedrichs**
    a. Presentation and approval of Resolution #02-01-2018 to establish policy prohibiting sexual harassment including provisions as required by Public Act 100-554 — **Director Poole** **Roll Call Vote**
    b. Approve Audit Agreement for audit services for a three-year period. — **Director Poole** **Roll Call Vote**
    c. Annual calendar of meetings, fund raisers and relevant events — **Discussion**
12. **Board of Trustees Comments** — **Chairman Friedrichs**
13. **Next Meeting Date Wednesday, March 7, 2018, at 1:30 PM, NEDSRA Office.** — **Chairman Friedrichs**
14. **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.

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

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Thursday, December 7, 2017

1. **Call to Order:** Chairperson Friedrichs called the meeting to order at 4:00 p.m. at Salt Creek Golf Club, 1051 N. Prospect Ave., Wood Dale IL 60191.

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

   Members Present: Geri Estvanik, Addison Park District
   Sara June, Butterfield Park District
   Keith Knautz, Village of Glendale Heights, (arrived 4:07pm)
   Maryfran Leno, Itasca Park District
   Paul Friedrichs, Lombard Park District
   Bruce Baum, Medinah Park District
   Cathy Fallon, Oakbrook Terrace Park District
   Greg Gola, Village of Villa Park
   Matt Ellmann, Wood Dale Park District

   Members Absent: Joe Vallez, Bensenville Park District
   John Bealer, Village of Schiller 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
   Tessa Longo, Recreation Specialist
   Lara Batten, Lauterbach & Amen, Business Services

3. **Introduction of Guests and Staff**: Director Poole introduced Tessa Longo the new Rec Specialist, Kristen Chereso, the new Marketing and Communications Manager and spoke of their respective backgrounds. He also introduced the accountant from Lauterbach and Amen, Lara Batten, who will be filling the Business Services responsibilities.

4. **Public Comments:** None

5. **Approval of Meeting Minutes:** Chairperson Friedrichs requested a motion to approve the Board of Trustees meeting minutes of November 1, 2017. Trustee Baum noted that the Signatory should be changed to Secretary instead of Vice-Chairman. Motion was made by Trustee Ellmann and seconded by Trustee Baum to approve with the signatory change. There being no discussion, motion passed unanimously on a voice vote with 8 ayes and no nays.

6. **Comments and Communications:** None.

7. **Consent Agenda – Ratify NEDSRA Financial Statements:** Chairperson Friedrichs requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending October 31, 2017. Trustee Gola moved to ratify and Trustee Leno seconded. On a roll call vote, voting aye: Trustee June, Butterfield Park District; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trust Estvanik, Addison Park District. Motion Passed with 8 ayes and no nays.

8. **Chairperson of the Board Comments:** Chairperson Friedrichs wished everyone a very relaxing and safe holiday season. There were no other comments.

9. **Agency Report:** Director Poole spoke on the Statement of Economic Interest from DuPage county that must be completed by all board members for NEDSRA as well as their own agency. He also brought up the new Illinois public act on harassment and that staff have spoken with the attorney on how to proceed. He presented the two options for review. The Board agreed to put this item on the February meeting agenda with the revised policy from the attorney.

   Superintendent Barton announced the addition of a forth TREC day due to participant interest and the success of the Holiday Party with Santa program. There were 20 volunteers from UPS in Addison at the Holiday Party; in addition NEDSRA is eligible to receive a check from UPS for up to $5,000. NEDSRA has been selected to receive an IPRA award for the Theater Program at the 2018 conference. Chairman Friedrichs confirmed with Superintendent Barton that UPS was sufficiently acknowledged for their support. Director Poole expressed that the UPS volunteers were amazing.

   Trustee Leno inquired on the age of the NEDSRA vans. Director Poole explained that the oldest van is about 6 years old and that NEDSRA is working on a schedule to rotate the vans out when they reach 100,000 miles.

10. **Unfinished Business:** None.

11. **New Business:** None.

12. **Board of Trustees Comments:** Trustee Ellmann said that he attended the Wheelchair Basketball Tournament and was very impressed on the organization and the level of competition. He said it was a great experience. He also announced that as of December 22nd, the Salt Creek facility would be closing for some renovations. Director Poole confirmed that it would not affect the NEDSRA 100-Hole Challenge in May. Trustee Leno extended congratulations to Wood Dale Park District for its 50 year anniversary. She also suggested that if the December Board meeting agenda is light going forward, the meeting time be moved back to 5:00 PM. Chairman Friedrichs agreed to consider her recommendation. He announced that Lombard Park District is half way through the construction of the new recreation center and there is an open invitation for anyone to have him take them over to see it. There will be a grand opening in July 2018.

13. **Next Meeting Date:** Wednesday, February 7, 2018 at the NEDSRA offices.

14. **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 Ellmann. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 4:16 PM.

Respectfully submitted,

Susan Martellotta, Recording Secretary

Paul Friedrichs, Chairperson

Matt Ellmann, Board Secretary

1770 West Centennial Place
Addison, Illinois 60101
Ph. 630.620.4500 Fax 630.620.4598
www.nedsra.org

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Lara Batten, Business Services
Date: January 5, 2018
Re: Financial Statements for Period Ending 11/30/2017

A notable transaction during November is the $67,572.41 ADA reimbursement made to Medinah Park District. All other accounts are trending as anticipated at this time.

	11/30/2017 YTD Actual	2017/18 Budget	11/30/2016 YTD Actual
Revenue	$1,423,757	$2,114,996	$1,891,663
Expenses	$1,301,814	$2,211,036	$1,361,463
Net Revenue/Expenses *	**$121,943**	**($96,040)**	**$530,200**

* Net *revenue includes ($7,009) in the Vehicle Fund*

General Fund	11/30/2017 YTD Actual	2017/18 Budget
Beginning Balance	$881,277	$881,277
*** Increase/Decrease**	$128,951	($93,870)
Ending General Fund Balance (Unaudited)	**$1,010,229**	**$787,407**

Putting People First

NEDSRA

Special Recreation Association

Disbursements

Period Ending 11/30/2017

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

Northeast DuPage Special Recreation Association
Check List Summary

All Bank Accounts

November 1, 2017 - November 30, 2017

Check Number	Check Date	Payee		Amount
Vendor Checks				
51600	11/02/17	S & D Prime Maintenance		1,699.00
51601	11/02/17	Medinah Park District		67,572.41
51616	11/10/17	Incrocci, Patricia		125.00
51617	11/10/17	Konica Minolta Business Solutions, Inc.		352.17
51618	11/17/17	Addison Park District		481.00
51619	11/17/17	Allen-Sebok, Donna		1,175.00
51620	11/17/17	Ashley, Lisa		1,000.00
51621	11/17/17	AT&T		121.47
51622	11/17/17	Blackbaud, Inc.		900.00
51623	11/17/17	Park District Risk Management Agency		13,138.47
51632	11/30/17	Addison Police Department		10.00
51633	11/30/17	Allen-Sebok, Donna		1,175.00
51634	11/30/17	Bensenville Park District		1,290.00
51635	11/30/17	Comcast		353.86
51636	11/30/17	Graphic Alliance, Inc		285.36
51637	11/30/17	Itasca Park District		179.00
51638	11/30/17	Lombard Park District		6,722.98
51639	11/30/17	Park District Risk Management Agency		15,115.60
51640	11/30/17	ComEd		956.14
51641	11/30/17	Konica Minolta Business Solutions, Inc.		432.35
51646	11/30/17	A. Garcia Landscaping, Inc.		750.00
51647	11/30/17	Allen-Sebok, Donna		1,175.00
51648	11/30/17	American Litho		2,782.00
51649	11/30/17	Ashley, Lisa		900.00
51650	11/30/17	AT&T		136.30
51651	11/30/17	Orkin		89.98
51652	11/30/17	Pitney Bowes Global Financial Services LLC		478.44
51653	11/30/17	Warehouse Direct Workplace Solutions		1,922.58
11/06/2017	11/30/17	Sams Club Direct		751.86
11/08/2017	11/30/17	Paychex		361.50
11/14/2017	11/30/17	Pitney Bowes Global Financial Services LLC		477.54
11/15/2017	11/30/17	WageWorks		110.00
11/15/2017	11/30/17	Paychex		368.94
11/19/2017	11/30/17	AFLAC		52.68
11/30/17	11/30/17	BMO Harris P-Card		16,634.64
			Vendor Check Total	140,076.27
			Check List Total	140,076.27

Check count = 35

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
November 1, 2017 - November 30, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
S & D Prime Maintenance			11/02/17	51600	1,699.00
58500	Building Expenses:Facility Maintenance	S & D Prime Maintenance - Kitchen Maintenance	1,699.00		
Medinah Park District			11/02/17	51601	67,572.41
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Medinah Park District - ADA Reimbursement	67,572.41		
Incrocci, Patricia			11/10/17	51616	125.00
42000	Fees & Charges	Incrocci, Patricia	125.00		
Konica Minolta Business Solutions, Inc.			11/10/17	51617	352.17
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - 9003964863	352.17		
Addison Park District			11/17/17	51618	481.00
53500	Program Supplies	Addison Park District - 20-838	481.00		
Allen-Sebok, Donna			11/17/17	51619	1,175.00
54330	HMHB Contractual Services	Allen-Sebok, Donna - 10-17	1,175.00		
Ashley, Lisa			11/17/17	51620	1,000.00
54300	Contractual Services	Ashley, Lisa - Oct 2017	1,000.00		
AT&T			11/17/17	51621	121.47
58100	Building Expenses:Telephones/Internet	AT&T - 630916686010	121.47		
Blackbaud, Inc.			11/17/17	51622	900.00
53675	Fund Raising Expenses	Blackbaud, Inc. - 91372387	900.00		
Park District Risk Management Agency			11/17/17	51623	13,138.47
51600	Payroll:Health Insurance	Park District Risk Management Agency - 1017139H	13,138.47		
Addison Police Department			11/30/17	51632	10.00
54400	Office Maint/Contractual Agree.	Inv # 48537	10.00		
Allen-Sebok, Donna			11/30/17	51633	1,175.00
54330	HMHB Contractual Services	Inv # 11-17	1,175.00		
Bensenville Park District			11/30/17	51634	1,290.00
54330	HMHB Contractual Services	Personal Training	1,290.00		
Comcast			11/30/17	51635	353.86
58100	Building Expenses:Telephones/Internet	Acct # 8771 20 183 0128322	353.86		
Graphic Alliance, Inc			11/30/17	51636	285.36
53200	Printing Expenses	Inv # 21803	285.36		
Itasca Park District			11/30/17	51637	179.00
53520	Inclusion Staff Supplies	Tracy Gonzalez work out with leisure buddy	179.00		
Lombard Park District			11/30/17	51638	6,722.98
66000	Reserve Fund Expenses:ADA Partner Reimbursement	CONTRIB-Nov. 17	6,722.98		
Park District Risk Management Agency			11/30/17	51639	15,115.60

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
November 1, 2017 - November 30, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
51600	Payroll:Health Insurance	Inv # 1117139H	15,115.60		
ComEd			11/30/17	51640	956.14
58200	Building Expenses:Electricity	Acct # 7526727003	956.14		
Konica Minolta Business Solutions, Inc.			11/30/17	51641	432.35
54400	Office Maint/Contractual Agree.	Inv # 9004055135	432.35		
A. Garcia Landscaping, Inc.			11/30/17	51646	750.00
58500	Building Expenses:Facility Maintenance	A. Garcia Landscaping, Inc.	750.00		
Allen-Sebok, Donna			11/30/17	51647	1,175.00
54330	HMHB Contractual Services	Allen-Sebok, Donna Inv # 5-17	1,175.00		
American Litho			11/30/17	51648	2,782.00
53200	Printing Expenses	American Litho, Inv # 252589-01	2,782.00		
Ashley, Lisa			11/30/17	51649	900.00
54300	Contractual Services	Ashley, Lisa, Music Lessons	900.00		
AT&T			11/30/17	51650	136.30
58100	Building Expenses:Telephones/Internet	AT&T, Inv # 630916686011	136.30		
Orkin			11/30/17	51651	89.98
58500	Building Expenses:Facility Maintenance	Orkin, Inv # 164663095	89.98		
Pitney Bowes Global Financial Services LLC			11/30/17	51652	478.44
54400	Office Maint/Contractual Agree.	Pitney Bowes Global Financial Services LLC, Inv # 3101746220	478.44		
Warehouse Direct Workplace Solutions			11/30/17	51653	1,922.58
58500	Building Expenses:Facility Maintenance	Warehouse Direct Workplace Solutions	562.12		
53300	Meeting Related Expenses	Warehouse Direct Workplace Solutions	183.86		
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	1,176.60		
Sams Club Direct			11/30/17	11/06/2017	751.86
58500	Building Expenses:Facility Maintenance	Sams Club Direct, Inv # 002940	6.99		
53500	Program Supplies	Sams Club Direct, Inv # 002938	500.57		
53500	Program Supplies	Sams Club Direct Inv # 000000	59.96		
53500	Program Supplies	Sams Club Direct, Inv # 004104	178.06		
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Sams Club Direct, Inv # 004746	6.28		
Paychex			11/30/17	11/08/2017	361.50
54000	Payroll Services - Contract	Paychex, Inv # 75406	294.58		
54000	Payroll Services - Contract	Paychex, Inv # 75412	66.92		
Pitney Bowes Global Financial Services LLC			11/30/17	11/14/2017	477.54
53100	Postage Expense	Pitney Bowes Global Financial Services LLC, Inv # 13086739	477.54		
WageWorks			11/30/17	11/15/2017	110.00
21250	Payroll Liabilities:FSA Deduction	Inv # 427383	110.00		

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
November 1, 2017 - November 30, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Paychex			11/30/17	11/15/2017	368.94
54000	Payroll Services - Contract	Paychex, Inv # 75945	63.19		
54000	Payroll Services - Contract	Paychex, Inv # 75935	305.75		
AFLAC			11/30/17	11/19/2017	52.68
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC, Inv # 939114	52.68		
BMO Harris P-Card			11/30/17	11/30/17	16,634.64
58500	Building Expenses:Facility Maintenance	BMO Harris P-Card	183.44		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	473.25		
53600	Admissions & Facility Space	BMO Harris P-Card	2,256.02		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	1,309.47		
53500	Program Supplies	BMO Harris P-Card	6,815.53		
56000	Continuing Education	BMO Harris P-Card	1,621.24		
53800	Legal Services	BMO Harris P-Card	26.70		
55000	Public Relations	BMO Harris P-Card	101.86		
53100	Postage Expense	BMO Harris P-Card	80.65		
53300	Meeting Related Expenses	BMO Harris P-Card	129.89		
53400	Office Supplies & Duplicating	BMO Harris P-Card	69.99		
55200	Subscription & Publication	BMO Harris P-Card	35.98		
56100	Professional Memberships	BMO Harris P-Card	1,460.83		
58600	Building Expenses:Office Improvements	BMO Harris P-Card	1,869.98		
55100	Legal Publications	BMO Harris P-Card	165.00		
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card	34.81		
				Check List Total	140,076.27

Check count = 35

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11082017	USPS.COM POSTAL STORE	Overnight Brochure Proof	53100	50.25		NORA SANDOVAL
11092017	USPS.COM CLICKNSHIP	Overnight Brochure Proof	53100	23.75		SUSAN J MARTELLOTTA
11162017	USPS.COM CLICKNSHIP	Stamps	53100	6.65	80.65	SUSAN J MARTELLOTTA
11212017	AURELIOS PIZZA - ADDI	Lunch Meeting	53300	129.89	129.89	RICK POOLE
11102017	DMI* DELL SM BUS	Flash Drives	53400	69.99	69.99	SUSAN J MARTELLOTTA
11022017	AMAZON.COM AMZN.COM/BI	EXCEL Special Supplies	53500	18.54		A MAGGIE GOODE
11082017	AMAZON MKTPLACE PMTS	EXCEL Special Supplies	53500	29.50		A MAGGIE GOODE
11092017	FUN EXPRESS	EXCEL Special Supplies	53500	189.42		A MAGGIE GOODE
11142017	AMAZON MKTPLACE PMTS	Program Supplies	53500	17.10		A MAGGIE GOODE
11172017	AMAZON MKTPLACE PMTS	Program Supplies	53500	42.75		A MAGGIE GOODE
11202017	WAL-MART #1898	Program Supplies	53500	37.80		A MAGGIE GOODE
11242017	AMAZON.COM AMZN.COM/BI	Program Supplies	53500	40.54		A MAGGIE GOODE
11032017	PORTILLOS HOT DOGS #4	Bowl Appetit Session 2 Meals	53500	10.72		BETH CORSO
11032017	PORTILLOS HOT DOGS #4	Bowl Appetit Session 2 Meals	53500	85.88		BETH CORSO
11082017	HOBBY-LOBBY #0174	D89/93 Art Supplies	53500	128.83		BETH CORSO
11102017	FIREHOUSE SUBS #15	Bowl Appetit Session 2 Meals	53500	64.00		BETH CORSO
11142017	MICHAELS.COM	Supper with Santa-Medinah Coop Supplies	53500	53.13		BETH CORSO
11162017	WAL-MART #5442	Fitness Fruit Friends Supplies	53500	29.23		BETH CORSO
11172017	GORDILLAS	Bowl Appetit Session 2 Meals	53500	59.18		BETH CORSO
11172017	GORDILLAS	Bowl Appetit Session 2 Meals	53500	10.12		BETH CORSO
11022017	SOUTHPAW ENTERPRISES I	Program Supplies	53500	3,173.76		COLLEEN CLINE
11242017	AMAZON.COM AMZN.COM/BI	Program Supplies	53500	22.57		COLLEEN CLINE
11062017	SHOELESS JOES ALE HOUS	Program Supplies	53500	217.06		DEBBI PAWINSKI
11032017	GULLIVERS OAKBROOK TER	Program Supplies	53500	202.10		JACOB BOYKO
11032017	HOBBY-LOBBY #0174	Holiday Party with Santa Supplies	53500	42.02		JAMIE ELAM
11072017	WM SUPERCENTER #5442	EXCEL Program Supplies	53500	72.42		JAMIE ELAM
11082017	HOBBY-LOBBY #0174	Holiday Party With Santa Program Supplie	53500	7.45		JAMIE ELAM
11082017	IKEA CHICAGO	Member Partner Gathering Supplies	53500	139.61		JAMIE ELAM
11102017	SPEEDWAY 07350 549	Traveling Tourists Program Supplies	53500	1.41		JAMIE ELAM
11172017	HOBBY-LOBBY #0174	Holiday Party With Santa Program Supplie	53500	(9.12)		JAMIE ELAM
11172017	HOBBY-LOBBY #0174	Holiday Party with Santa Supplies	53500	222.79		JAMIE ELAM
11222017	HOBBY-LOBBY #520	Holiday Party with Santa Supplies	53500	(5.98)		JAMIE ELAM
11242017	BEST NAME BADGES	Program Supplies	53500	49.95		JERRY BARTON
11022017	WAL-MART #5442	TREC supplies	53500	53.24		KRISTEN ROBERTSON
11082017	LONG GROVE CONFECTIONE	TREC Supplies	53500	28.00		KRISTEN ROBERTSON
11092017	PILOT PETES	TREC Supplies	53500	33.49		KRISTEN ROBERTSON
11092017	WAL-MART #5442	TREC Supplies	53500	22.12		KRISTEN ROBERTSON
11102017	SAMS CLUB #6487	TREC Supplies	53500	66.35		KRISTEN ROBERTSON
11142017	WM SUPERCENTER #5442	TREC supplies	53500	40.98		KRISTEN ROBERTSON
11102017	WAL-MART #5442	ART program lunch food	53500	18.68		LORI MILLER
11172017	JIMMY JOHNS - 1759 - E	ART Program Lunch takeout purchase	53500	46.30		LORI MILLER

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11032017	JEWEL #3278	MM Program Supplies	53500	3.99		NEDSRA CAMP
11062017	HOBBY-LOBBY #0174	MM Program Supplies	53500	45.24		NEDSRA CAMP
10302017	WM SUPERCENTER #5442	Bingo Night Supplies	53500	18.64		ROBERT GRIFFIN
11022017	WAL-MART #5442	Cooking Basics Supplies	53500	38.51		ROBERT GRIFFIN
11032017	WM SUPERCENTER #5442	FNR supplies	53500	28.12		ROBERT GRIFFIN
11092017	WM SUPERCENTER #5442	Cooking Basics Supplies	53500	42.13		ROBERT GRIFFIN
11162017	WAL-MART #5442	Cooking Basics Supplies	53500	42.11		ROBERT GRIFFIN
11202017	SAMS CLUB #6487	All Social Club Thanksgiving Feast Suppl	53500	86.92		ROBERT GRIFFIN
11012017	WM SUPERCENTER #5442	Day Trippers Supplies	53500	40.44		SEAN FRITSCH
11022017	WM SUPERCENTER #5442	4H Supplies	53500	21.48		SEAN FRITSCH
11162017	WM SUPERCENTER #5442	4H Supplies	53500	13.53		SEAN FRITSCH
11172017	CORKYS CATERING	All Social Club Thanksgiving	53500	629.30		SEAN FRITSCH
11142017	ALDI 40033	Program Supplies	53500	136.78		SEAN TOVEY
11172017	WAL-MART #5442	Program Supplies	53500	48.90		SEAN TOVEY
11062017	JEWEL #3341	Program Supplies	53500	67.92		SHARON PEARCE
11202017	KAGG LOUNGE	Bowling Bonanza Meals	53500	14.50		SHARON PEARCE
11212017	Victors Snack Shop	Bowling Bonanza Participant Meals	53500	42.11		SHARON PEARCE
11152017	KEANS BAKERY	Turkey Bowl EXCEL snack	53500	232.97	6,815.53	TESSA LONGO
11152017	STARDUST BOWL OF A	EXCEL Special Admissions	53600	229.75		A MAGGIE GOODE
11152017	STARDUST BOWL OF A	EXCEL Special Admissions	53600	159.75		A MAGGIE GOODE
11172017	DRU LAN THEA ARCHTICS	Program Admissions	53600	514.24		A MAGGIE GOODE
11032017	STARDUST BOWL OF A	Bowl Appetit Session 2 Bowling Admission	53600	36.50		BETH CORSO
11102017	STARDUST BOWL OF A	Bowl Appetit Session 2 Bowling Admission	53600	27.00		BETH CORSO
11172017	STARDUST BOWL OF A	Bowl Appetit Session 2 Admissions	53600	36.00		BETH CORSO
11012017	SIEGELS COTTONWOOD FAR	Ppt admission	53600	72.00		COLLEEN CLINE
11032017	MCDONALD S F12636	Traveling Tourists Program Admissions	53600	5.03		JAMIE ELAM
11032017	STARDUST BOWL OF A	Bowl Appetit Program Adm	53600	21.50		JAMIE ELAM
11032017	PICTURE SHOW BLOOMINGD	TRaveling Tourists Program Adm	53600	13.50		JAMIE ELAM
11082017	BB *DUPAGECHILDRENSMUS	EXCEL Adm	53600	48.00		JAMIE ELAM
11022017	STARDUST BOWL OF A	TREC Bowling Admisisons	53600	27.00		KRISTEN ROBERTSON
11102017	PICTURE SHOW BLOOMINGD	TREC admissions	53600	35.75		KRISTEN ROBERTSON
11162017	MUSEUM OF SCIENCE & IN	TREC admissions	53600	228.75		KRISTEN ROBERTSON
11172017	PARAMOUNT ARTS CENTER	Elf at the Paramount	53600	429.00		SEAN FRITSCH
11232017	SALT CREEK POTTERY -CL	SNC/SNL Admissions	53600	50.00		SEAN FRITSCH
10302017	WOOD DALE BOWL	Huskies Bowling Admission	53600	126.00		SHARON PEARCE
11062017	WOOD DALE BOWL	Huskies Bowling Admission	53600	126.00		SHARON PEARCE
11202017	STARDUST BOWL OF A	Bowling Bonanza Admission	53600	70.25	2,256.02	SHARON PEARCE
11022017	INDEED	Job Ad	53800	26.70	26.70	COLLEEN CLINE
10302017	ADOBE *CREATIVE CLOUD	Graphics Subscription	55000	31.86		SUSAN J MARTELLOTTA
11032017	CTC*CONSTANTCONTACT.C	Email Marketing	55000	70.00	101.86	SUSAN J MARTELLOTTA
11102017	IPRA	Employment Ad	55100	165.00	165.00	SUSAN J MARTELLOTTA

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
11092017	AmazonPrime Membership	Amazon Subscription	55200	10.99		A MAGGIE GOODE
11062017	SIGNUPGENIUS.COM	Sign Up supscription	55200	24.99	35.98	NEDSRA NEDSRA1
11092017	QUESADILLA GRILLE	Continuing Ed AATA Conference	56000	12.35		A MAGGIE GOODE
11102017	FRIEND COFFEE & SANDWI	Continuing Ed AATA Conference	56000	8.47		A MAGGIE GOODE
11142017	TACO CABANA OF NM INC	Continuing ED AATA Conference	56000	4.99		A MAGGIE GOODE
11142017	STARBUCKS STORE 11190	Continuing Ed AATA Conference	56000	10.43		A MAGGIE GOODE
11162017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00		A MAGGIE GOODE
11102017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	290.00		BETH CORSO
11232017	ILLINOIS ASSOCIATION O	Refund for IPRA Conference	56000	(210.00)		JAMIE ELAM
11162017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	290.00		JERRY BARTON
11162017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00		LORI MILLER
11172017	GURNEE PARK DISTRICT	Workshop	56000	40.00		RICK POOLE
11222017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00		SEAN FRITSCH
11092017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00		TESSA LONGO
11222017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00	1,621.24	COLLEEN CLINE
11162017	IPRA	IPRA Membership	56100	254.00		LORI MILLER
11162017	IPRA	IPRA Membership	56100	254.00		RICK POOLE
11172017	NATIONAL RECREATION &	NRPA Agency Membership	56100	425.00		RICK POOLE
11142017	IPRA	IPRA Membership	56100	254.00		SUSAN J MARTELLOTTA
11022017	IPRA	IPRA Membership	56100	273.83	1,460.83	TESSA LONGO
11072017	SPEEDWAY 07382 21	Vehicle Fuel	57100	65.00		A MAGGIE GOODE
11102017	SHELL OIL 57444165609	Vehicle Fuel	57100	46.26		BETH CORSO
11172017	SAMS CLUB #6487	Vehicle Fuel	57100	46.52		BETH CORSO
11202017	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	68.63		JACOB BOYKO
11102017	SPEEDWAY 07350 549	Vehicle Fuel	57100	52.98		JAMIE ELAM
11072017	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	80.44		KRISTEN ROBERTSON
11202017	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	33.42		MAGGIE RESILLEZ
11082017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
11202017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00	473.25	SUSAN J MARTELLOTTA
11142017	VZWRLSS*MY VZ VB P	Telephone	58100	163.48		SUSAN J MARTELLOTTA
11152017	COMCAST	Telephone & Internet	58100	1,145.99	1,309.47	SUSAN J MARTELLOTTA
11032017	THE HOME DEPOT #1917	Office Bulbs	58500	183.44	183.44	RICK POOLE
11102017	DMI* DELL SM BUS	Computer Equipment	58600	669.99		SUSAN J MARTELLOTTA
11152017	DMI* DELL SM BUS	Computer Equipment	58600	1,199.99	1,869.98	SUSAN J MARTELLOTTA
11082017	WAL-MART #5442	Social food at All Staff Meeting	58940	34.81	34.81	LORI MILLER
	Total			**$ 16,634.64**	**$ 16,634.64**	

Putting People First

NEDSRA

Special Recreation Association

Consolidated Monthly Financial Statements Period Ending 11/30/2017

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

Northeast DuPage Special Recreation Association
Balance Sheet
As of November 30, 2017 and 2016

	November 30, 2017	November 30, 2016	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 87,926.84	$ 122,737.79	$ (34,810.95)	-28.36%
MB Financial - Payroll #4979	2,118.01	10,636.11	(8,518.10)	-80.09%
Petty Cash	2,625.00	1,625.00	1,000.00	61.54%
Interest Receivable	0.00	61.06	(61.06)	-100.00%
Prepaid Expenses	975.00	0.00	975.00	0.00%
Accounts Receivable	84,136.81	652,395.81	(568,259.00)	-87.10%
MB Financial - MM #9401	582,137.12	470,659.90	111,477.22	23.69%
Maxsafe Wintrust - MM #2599	1,024,547.36	1,023,149.58	1,397.78	0.14%
Total Assets	$ 1,784,466.14	$ 2,281,265.25	$ (496,799.11)	7.56%
Liabilities and Fund Balance				
Accounts Payable	$ 1,793.51	$ 0.00	$ (1,793.51)	0.00%
Due to Members (ADA)	722,626.94	821,888.72	99,261.78	12.08%
Payroll Liabilities	6,638.24	5,211.47	(1,426.77)	-27.38%
Deferred Income	0.00	1,000.00	1,000.00	100.00%
Gift Certificate Deferred Revenue	0.00	466.00	466.00	100.00%
Vehicle Replacement Fund	99,405.81	147,924.81	48,519.00	32.80%
S.O. Boosters	12,243.20	10,384.75	(1,858.45)	-17.90%
General Fund Balance	941,758.44	1,294,389.50	352,631.06	27.24%
Total Liabilities and Fund Balance	$ 1,784,466.14	$ 2,281,265.25	$ (496,799.11)	-21.78%

Northeast DuPage Special Recreation Association
Revenue Over Expenditures
For the 1 Month and 7 Months, Months Ending November 30, 2017

REVENUE RECAP		Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Account #	Account								
41000	Partner Contributions	$ 1,564,086.00	$ 0.00	$ 1,099,493.10	$ (464,592.90)	70.30%	$ 1,531,915.00	$ (432,421.90)	-39.33%
42000	Fees & Charges	304,357.00	12,560.08	203,413.20	(100,943.80)	66.83%	194,562.61	8,850.59	4.35%
42020	Scholarship/Fee Assistance	0.00	62.50	8,999.99	8,999.99	0.00%	13,138.95	(4,138.96)	-45.99%
43000-44000	Fund Development	235,428.00	100.00	97,484.53	(137,943.47)	41.41%	141,565.08	(44,080.55)	-45.22%
44210-44230	Booster Club Revenue	3,500.00	0.00	7,096.00	3,596.00	202.74%	477.00	6,619.00	93.28%
44300	Partner ADA Revenue	0.00	10,382.53	250,492.05	250,492.05	0.00%	214,199.63	36,292.42	14.49%
46000	Miscellaneous Income	3,725.00	2,516.77	4,575.78	850.78	122.84%	7,165.61	(2,589.83)	-56.60%
46400	Park District Portion Income	1,500.00	0.00	1,377.69	(122.31)	91.85%	1,494.09	(116.40)	-8.45%
47000	Interest Earned	2,400.00	189.42	1,316.81	(1,083.19)	54.87%	1,344.53	(27.72)	-2.11%
Total Revenue		2,114,996.00	25,811.30	1,674,249.15	(440,746.85)	79.16%	2,105,862.50	(431,613.35)	-25.78%

EXPENDITURE RECAP		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Account #	Account								
51100-51300	Salaries	$ 1,247,933.00	$ 75,888.96	$ 722,374.44	$ (525,558.56)	57.89%	$ 803,627.85	$ (81,253.41)	-11.25%
51400-52400	Insurance/Pension	417,713.00	41,584.96	222,229.58	(195,483.42)	53.20%	234,519.12	(12,289.54)	-5.53%
53000-56200	Operations	385,382.00	28,136.35	244,373.38	(141,008.62)	63.41%	249,243.50	(4,870.12)	-1.99%
57100-57400	Vehicles	35,464.00	548.55	16,143.82	(19,320.18)	45.52%	24,037.81	(7,893.99)	-48.90%
58100-58400	Utilities	55,867.00	7,909.51	29,370.09	(26,496.91)	52.57%	27,405.99	1,964.10	6.69%
58600-58800	Special Projects	31,715.00	0.00	26,511.42	(5,203.58)	83.59%	2,623.87	23,887.55	90.10%
58910-58940	Miscellaneous	9,962.00	34.81	4,824.60	(5,137.40)	48.43%	6,562.78	(1,738.18)	-36.03%
61100-61300	Fund Development	2,000.00	6.28	4,139.05	2,139.05	206.95%	303.41	3,835.64	92.67%
62000-69000	Other	25,000.00	74,357.89	324,582.95	299,582.95	1298.33%	204,739.34	119,843.61	36.92%
Total Expenditures		2,211,036.00	228,467.31	1,594,549.33	(616,486.67)	72.12%	1,553,063.67	41,485.66	0.00%
Net Revenue over Expenditures		$ (96,040.00)	$ (202,656.01)	$ 79,699.82	$ 175,739.82		$ 552,798.83	$ (473,099.01)	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 7 Months, Months Ending November 30, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Salaries									
51100	Payroll:Full Time Salaries	860,669.00	58,350.72	461,410.79	(399,258.21)	53.61%	542,611.32	(81,200.53)	-17.60%
51200	Payroll:Part Time Wages & Salaries	270,264.00	(57,447.38)	185,978.03	(84,285.97)	68.81%	261,016.53	(75,038.50)	-40.35%
51210	Part Time Wages - Inclusion	117,000.00	74,985.62	74,985.62	(42,014.38)	64.09%	0.00	74,985.62	100.00%
		1,247,933.00	75,888.96	722,374.44	(525,558.56)	57.89%	803,627.85	(81,253.41)	-11.25%
Insurance/Pension									
51400	Payroll:FICA & Medicare	74,789.00	5,560.94	54,068.95	(20,720.05)	72.30%	58,711.05	(4,642.10)	-8.59%
51500	Payroll:IMRF	149,460.00	10,164.51	66,806.90	(82,653.10)	44.70%	67,853.12	(1,046.22)	-1.57%
51600	Payroll:Health Insurance	156,416.00	25,859.51	82,829.63	(73,586.37)	52.95%	85,252.87	(2,423.24)	-2.93%
52000	Workers Compensation	7,247.00	0.00	3,623.52	(3,623.48)	50.00%	4,720.08	(1,096.56)	-30.26%
52100	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00%	2,840.50	(2,840.50)	0.00%
52300	Liability Insurance	12,781.00	0.00	6,390.48	(6,390.52)	50.00%	5,936.00	454.48	7.11%
52400	Property Insurance	17,020.00	0.00	8,510.10	(8,509.90)	50.00%	9,205.50	(695.40)	-8.17%
		417,713.00	41,584.96	222,229.58	(195,483.42)	53.20%	234,519.12	(12,289.54)	-5.53%
Operations									
53000	Bank Fees & Charges	3,660.00	312.91	2,096.32	(1,563.68)	57.28%	2,102.31	(5.99)	-0.29%
53010	Credit Card Fees	8,943.00	312.40	4,538.39	(4,404.61)	50.75%	4,195.90	342.49	7.55%
53100	Postage Expense	7,000.00	558.19	5,028.20	(1,971.80)	71.83%	4,103.02	925.18	18.40%
53200	Printing Expenses	20,540.00	3,067.36	11,055.89	(9,484.11)	53.83%	13,300.28	(2,244.39)	-20.30%
53300	Meeting Related Expenses	2,725.00	313.75	877.28	(1,847.72)	32.19%	1,183.30	(306.02)	-34.88%
53400	Office Supplies & Duplicating	8,500.00	1,246.59	8,264.89	(235.11)	97.23%	3,627.52	4,637.37	56.11%
53440	Office Supplies & Duplicating: Miscellaneous	0.00	0.00	0.00	0.00	0.00%	90.00	(90.00)	0.00%
53500	Program Supplies	77,335.00	8,035.12	58,964.87	(18,370.13)	76.25%	55,651.28	3,313.59	5.62%
53510	Support Staff Supplies	3,360.00	0.00	474.00	(2,886.00)	14.11%	0.00	474.00	100.00%
53520	Inclusion Staff Supplies	460.00	179.00	179.00	(281.00)	38.91%	0.00	179.00	100.00%
53530	HMHB Program Supplies	1,400.00	0.00	116.74	(1,283.26)	8.34%	0.00	116.74	100.00%
53600	Admissions & Facility Space	60,690.00	2,256.02	34,246.71	(26,443.29)	56.43%	30,855.83	3,390.88	9.90%
53630	HMHB Admissions & Facility Space	250.00	0.00	0.00	(250.00)	0.00%	0.00	0.00	0.00%
53650	Program Equipment	7,047.00	0.00	1,139.14	(5,907.86)	16.16%	3,274.43	(2,135.29)	-187.45%
53675	Fund Raising Expenses	26,511.00	900.00	15,887.82	(10,623.18)	59.93%	18,066.17	(2,178.35)	-13.71%
53700	Auditor	10,000.00	0.00	10,100.00	100.00	101.00%	11,300.00	(1,200.00)	-11.88%
53800	Legal Services	6,900.00	26.70	2,051.70	(4,848.30)	29.73%	25,491.70	(23,440.00)	-1142.47%
53900	Professional Consultants	17,040.00	0.00	13,403.50	(3,636.50)	78.66%	14,695.50	(1,292.00)	-9.64%
54000	Payroll Services - Contract	10,000.00	730.44	6,335.23	(3,664.77)	63.35%	5,450.74	884.49	13.96%
54100	Business Services - Contract	24,460.00	0.00	13,720.00	(10,740.00)	56.09%	12,332.00	1,388.00	10.12%
54300	Contractual Services	35,350.00	1,900.00	20,891.00	(14,459.00)	59.10%	24,154.83	(3,263.83)	-15.62%
54330	HMHB Contractual Services	19,500.00	3,640.00	8,340.00	(11,160.00)	42.77%	0.00	8,340.00	100.00%
54400	Office Maint/Contractual Agree.	13,679.00	1,272.96	13,009.82	(669.18)	95.11%	7,542.69	5,467.13	42.02%
55000	Public Relations	1,680.00	101.86	652.29	(1,027.71)	38.83%	1,087.15	(434.86)	-66.67%
55100	Legal Publications	1,310.00	165.00	1,847.75	537.75	141.05%	1,607.20	240.55	13.02%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 7 Months, Months Ending November 30, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
55200	Subscription & Publication	1,049.00	35.98	580.21	(468.79)	55.31%	566.18	14.03	2.42%
56000	Continuing Education	11,180.00	1,621.24	7,582.32	(3,597.68)	67.82%	6,539.47	1,042.85	13.75%
56100	Professional Memberships	4,313.00	1,460.83	2,965.32	(1,347.68)	68.75%	1,526.00	1,439.32	48.54%
56200	Statewide Legislative Initiatives	500.00	0.00	24.99	(475.01)	5.00%	500.00	(475.01)	-1900.80%
		385,382.00	28,136.35	244,373.38	(141,008.62)	63.41%	249,243.50	(4,870.12)	-1.99%
Vehicles									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	18,417.00	473.25	7,745.76	(10,671.24)	42.06%	11,362.10	(3,616.34)	-46.69%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,813.00	75.30	2,562.33	(2,250.67)	53.24%	2,372.15	190.18	7.42%
57300	Vehicle Expenses:Van Repair & Parts	11,834.00	0.00	4,613.73	(7,220.27)	38.99%	7,954.84	(3,341.11)	-72.42%
57400	Vehicle Expenses:Van Rental	400.00	0.00	1,222.00	822.00	305.50%	2,348.72	(1,126.72)	-92.20%
		35,464.00	548.55	16,143.82	(19,320.18)	45.52%	24,037.81	(7,893.99)	-48.90%
Utilities									
58100	Building Expenses:Telephones/Internet	12,000.00	1,791.86	7,326.65	(4,673.35)	61.06%	6,873.22	453.43	6.19%
58200	Building Expenses:Electricity	12,850.00	956.14	8,138.32	(4,711.68)	63.33%	8,767.51	(629.19)	-7.73%
58300	Building Expenses:Natural Gas	6,200.00	0.00	1,419.54	(4,780.46)	22.90%	1,496.02	(76.48)	-5.39%
58400	Building Expenses:Village Water	1,514.00	0.00	757.08	(756.92)	50.01%	704.24	52.84	6.98%
58500	Building Expenses:Facility Maintenance	14,223.00	3,291.53	8,093.47	(6,129.53)	56.90%	6,484.77	1,608.70	19.88%
58600	Building Expenses:Office Improvements	9,080.00	1,869.98	3,635.03	(5,444.97)	40.03%	3,080.23	554.80	15.26%
		55,867.00	7,909.51	29,370.09	(26,496.91)	52.57%	27,405.99	1,964.10	6.69%
Special Projects									
58700	Synergy Expenses	31,715.00	0.00	25,771.46	(5,943.54)	81.26%	2,053.87	23,717.59	92.03%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	0.00	739.96	739.96	0.00%	570.00	169.96	22.97%
		31,715.00	0.00	26,511.42	(5,203.58)	83.59%	2,623.87	23,887.55	90.10%
Miscellaneous Expenses									
58910	Risk Management	3,177.00	0.00	2,416.52	(760.48)	76.06%	1,396.18	1,020.34	42.22%
58920	Miscellaneous Expenses:Park District Portion	3,135.00	0.00	1,377.68	(1,757.32)	43.95%	3,134.09	(1,756.41)	-127.49%
58930	Miscellaneous Expenses:Director's Administ. Fund	2,300.00	0.00	486.43	(1,813.57)	21.15%	1,677.65	(1,191.22)	-244.89%
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,350.00	34.81	541.97	(808.03)	40.15%	354.86	187.11	34.52%
58950	Miscellaneous Expenses:Reconciliation Discrepancies	0.00	0.00	2.00	2.00	0.00%	0.00	2.00	100.00%
		9,962.00	34.81	4,824.60	(5,137.40)	48.43%	6,562.78	(1,738.18)	-36.03%
Fund Development Expenses									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	2,000.00	6.28	4,139.05	2,139.05	206.95%	303.41	3,835.64	92.67%
		2,000.00	6.28	4,139.05	2,139.05	206.95%	303.41	3,835.64	92.67%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 7 Months, Months Ending November 30, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Other Expenses									
65000	Reserve Fund Expenses:Vehicle Replacement	25,000.00	0.00	21,203.00	(3,797.00)	84.81%	0.00	21,203.00	100.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	74,295.39	292,735.06	292,735.06	0.00%	191,600.39	101,134.67	34.55%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	62.50	10,644.89	10,644.89	0.00%	13,138.95	(2,494.06)	-23.43%
		25,000.00	74,357.89	324,582.95	299,582.95	1298.33%	204,739.34	119,843.61	36.92%
Total Expenditures		2,211,036.00	228,467.31	1,594,549.33	(616,486.67)	72.12%	1,553,063.67	41,485.66	0.00%

	Budgeted Member Partner Contribution Due 2017/2018	Operation Allocation Received as of 11/30/2017	Balance Due to Operations Allocation 11/30/2017	Percentage of Operations Allocation Collected as of 11/30/2017	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2017/2018	ADA/Access Reserve Paid 2017/2018	Available ADA/Access Reserve Balance
Addison	$274,003.00	$137,001.50	$137,001.50	50.00%	$352,219.28	$0.00	$0.00	$352,219.28
Bensenville	$178,293.00	$89,146.00	$89,147.00	50.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$60,844.00	$30,422.00	$30,422.00	50.00%	$0.00	$0.00	$0.00	$0.00
Glendale Heights	$168,450.00	$84,225.00	$84,225.00	50.00%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$87,392.00	$87,392.00	$0.00	100.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$290,004.00	$290,004.00	$0.00	100.00%	$0.00	$205,029.65	$205,029.65	$0.00
Medinah	$83,022.00	$83,022.00	$0.00	100.00%	$86,734.52	$45,462.40	$71,017.41	$61,179.51
Oakbrook Terrace	$65,801.00	$32,900.50	$32,900.50	50.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$87,843.00	$43,921.50	$43,921.50	50.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$135,705.00	$111,172.60	$24,532.40	81.92%	$120,756.42	$0.00	$16,688.00	$104,068.42
Wood Dale	$132,729.00	$66,364.50	$66,364.50	50.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,564,086.00	$1,055,571.60	$508,514.40	67.49%	$722,626.94	$250,492.05	$292,735.06	$680,383.93

Putting People First

NEDSRA

Special Recreation Association

ADDISON			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$352,219.28**
Check #62028	08/01/2017	$137,001.50	$137,001.50			
Totals			**$137,001.50**	**$0.00**	**$0.00**	**$352,219.28**

BENSENVILLE			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$153,910.72**
Check #50340	07/07/2017	$89,146.00	$89,146.00			
Totals			**$89,146.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Check #16512	07/14/2017	$30,422.00	$30,422.00			
Totals			**$30,422.00**	**$0.00**	**$0.00**	**$0.00**

GLENDALE HEIGHTS			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$3,466.00**
Ck #192750	08/30/2017	$84,225.00	$84,225.00			
Totals			**$84,225.00**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Ck #54737	06/30/2017	$43,696.00	$43,696.00			
Ck #55056	09/18/2017	$43,696.00	$43,696.00			
Totals			**$87,392.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Deposit	06/29/2017	$253,140.33	$146,000.00	$107,140.33		$107,140.33
ADA Reimbursement	07/07/2017	$107,140.33			$107,140.33	($107,140.33)
ACH Deposit	07/13/2017	$3,919.76	$3,919.76			
ACH Deposit	08/24/2017	$5,630.50	$5,630.50			
ACH Deposit	09/21/2017	$213,723.30	$134,453.74	$79,269.56		$79,269.56
ACH Deposit	10/05/2017	$11,896.78		$11,896.78		$11,896.78
ADA Reimbursement	10/13/2017	$79,269.56			$79,269.56	($79,269.56)
ADA Reimbursement	10/13/2017	$11,896.78			$11,896.78	($11,896.78)
ACH Deposit	11/07/2017	$6,722.98		$6,722.98		$6,722.98
ADA Reimbursement	11/30/2017	$6,722.98			$6,722.98	($6,722.98)
Totals			**$290,004.00**	**$205,029.65**	**$205,029.65**	**($0.00)**

MEDINAH			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$86,734.52**
ADA Reimbursement	05/31/2017	$100.00			$100.00	($100.00)
Check #25577	07/19/2017	$66,580.72	$66,580.72			
Check #25610	08/22/2017	$1,070.39	$1,070.39			
Check #25654	09/22/2017	$1,228.82	$1,228.82			
ADA Reimbursement	10/01/2017	$125.00			$125.00	($125.00)
ADA Reimbursement	10/01/2017	$2,500.00			$2,500.00	($2,500.00)
ADA Reimbursement	10/01/2017	$720.00			$720.00	($720.00)
Check #25744	10/25/2017	$55,944.92	$14,142.07	$41,802.85		$41,802.85
ADA Reimbursement	11/02/2017	$67,572.41			$67,572.41	($67,572.41)
Check $25779	11/28/2017	$3,659.55		$3,659.55		$3,659.55
Totals			**$83,022.00**	**$45,462.40**	**$71,017.41**	**$61,179.51**

Putting People First

NEDSRA

Special Recreation Association

OAKBROOK TERRACE			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Check #10537	07/07/2017	$32,900.50	$32,900.50			
Totals			**$32,900.50**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Check #62752	07/27/2017	$43,921.50	$43,921.50			
Totals			**$43,921.50**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$120,756.42**
ADA Reimbursement	06/30/2017	$9,673.00			$9,673.00	($9,673.00)
ADA Reimbursement	06/30/2017	$7,015.00			$7,015.00	($7,015.00)
Check #172160	07/03/2017	$111,172.60	$111,172.60			
Totals			**$111,172.60**	**$0.00**	**$16,688.00**	**$104,068.42**

WOOD DALE			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$5,539.00**
Ck #81628	06/27/2017	$66,364.50	$66,364.50			
Totals			**$66,364.50**	**$0.00**	**$0.00**	**$5,539.00**

1770 West Centennial Place
Addison, Illinois 60101
Ph. 630.620.4500 Fax 630.620.4598
www.nedsra.org

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Lara Batten, Business Services
Date: February 7, 2018
Re: Financial Statements for Period Ending 12/31/2017

A notable transaction during December is the $10,117.14 ADA reimbursement made to Village of Villa Park. All other accounts are trending as anticipated at this time.

	12/31/2017 YTD Actual	2017/18 Budget	12/31/2016 YTD Actual
Revenue	$1,921,226	$2,114,996	$1,933,687
Expenses	$1,437,720	$2,211,036	$1,478,080
Net Revenue/Expenses *	**$483,506**	**($96,040)**	**$455,607**

* Net *revenue includes ($7,009) in the Vehicle Fund*

General Fund	12/31/2017 YTD Actual	2017/18 Budget
Beginning Balance	$881,277	$881,277
*** Increase/Decrease**	$490,515	($93,870)
Ending General Fund Balance (Unaudited)	**$1,371,792**	**$787,407**

Putting People First

NEDSRA

Special Recreation Association

Disbursements

Period Ending 12/31/2017

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

Northeast DuPage Special Recreation Association
Check List Summary

All Bank Accounts

December 1, 2017 - December 31, 2017

Check Number	Check Date	Payee		Amount
Vendor Checks				
51642	12/07/17	Itasca Country Club		300.00
51643	12/07/17	NICOR		830.00
51644	12/07/17	USPS Postage Due		100.00
51645	12/11/17	S & D Prime Maintenance		1,699.00
51654	12/14/17	Allen-Sebok, Donna		1,175.00
51655	12/14/17	Andrews, Caryn		1,856.00
51656	12/14/17	Forest Awards & Engraving		190.37
51657	12/14/17	SEASPAR		3,536.81
51658	12/14/17	Warehouse Direct Workplace Solutions		1,614.33
51659	12/19/17	Elam, Jamie		38.10
51660	12/15/17	WDSRA		500.00
51661	12/19/17	Villa Park, Village of		10,117.14
51662	12/21/17	Illinois Charitable Trust Bureau		15.00
51663	12/28/17	Tovey, Sean		40.00
51664	12/30/17	Ashley, Lisa		660.00
51665	12/30/17	Addison, Village of		293.03
51666	12/30/17	Comcast		363.18
51667	12/30/17	ComEd		992.11
51668	12/30/17	NICOR		922.37
51669	12/30/17	Robbins Schwartz Nicholas Lifton & Taylor		175.00
51687	12/31/17	Andrews, Caryn		1,856.00
12/08/2017	12/08/17	Paychex		339.15
12/14/2017	12/14/17	AFLAC		52.68
12/14/2017	12/14/17	Konica Minolta Business Solutions, Inc.		351.69
12/15/2017	12/31/17	Paychex		194.02
12/15/2017	12/15/17	WageWorks		110.00
12/18/2017	12/18/17	Paychex		137.68
12/29/2017	12/29/17	Konica Minolta Business Solutions, Inc.		383.86
12/31/17	12/31/17	BMO Harris P-Card		18,782.35
12/7/2017	12/14/17	Sams Club Direct		74.34
			Vendor Check Total	47,699.21
			Check List Total	47,699.21

Check count = 30

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
December 1, 2017 - December 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Itasca Country Club			12/07/17	51642	300.00
12300	Prepaid Expenses	Itasca Country Club - NEDSRA Prom Deposit	300.00		
NICOR			12/07/17	51643	830.00
58300	Building Expenses:Natural Gas	NICOR - 40-60-14-9669 4	830.00		
USPS Postage Due			12/07/17	51644	100.00
53100	Postage Expense	USPS Postage Due	100.00		
S & D Prime Maintenance			12/11/17	51645	1,699.00
58500	Building Expenses:Facility Maintenance	S & D Prime Maintenance	1,699.00		
Allen-Sebok, Donna			12/14/17	51654	1,175.00
54330	HMHB Contractual Services	Allen-Sebok, Donna, Inv # 7-17	1,175.00		
Andrews, Caryn			12/14/17	51655	1,856.00
54300	Contractual Services	Andrews, Caryn, Inv # 4494	1,856.00		
Forest Awards & Engraving			12/14/17	51656	190.37
53300	Meeting Related Expenses	Forest Awards & Engraving, Inv # 83069	13.75		
58930	Miscellaneous Expenses:Director's Administ. Fund	Forest Awards & Engraving, Inv # 83078	176.62		
SEASPAR			12/14/17	51657	3,536.81
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	SEASPAR	145.73		
53600	Admissions & Facility Space	SEASPAR	222.43		
53500	Program Supplies	SEASPAR	73.31		
51200	Payroll:Part Time Wages & Salaries	SEASPAR	3,095.34		
Warehouse Direct Workplace Solutions			12/14/17	51658	1,614.33
58500	Building Expenses:Facility Maintenance	Warehouse Direct Workplace Solutions	1,111.57		
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	502.76		
Elam, Jamie			12/19/17	51659	38.10
57200	Vehicle Expenses:Staff Vehicle Reimbursement	Employee Reimbursement	38.10		
WDSRA			12/15/17	51660	500.00
56200	Statewide Legislative Initiatives	Legislative and Advocacy 2017 Assessment	500.00		
Villa Park, Village of			12/19/17	51661	10,117.14
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Villa Park, Village of	10,117.14		
Illinois Charitable Trust Bureau			12/21/17	51662	15.00
54100	Business Services - Contract	Illinois Charitable Trust Bureau	15.00		
Tovey, Sean			12/28/17	51663	40.00
56100	Professional Memberships	Tovey, Sean - 50% NCTRC Annual Maintenance	40.00		
Ashley, Lisa			12/30/17	51664	660.00
54300	Contractual Services	Ashley, Lisa - 12/3, 12/10, 12/17, 12/5, 12/12, 12/19	660.00		

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
December 1, 2017 - December 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Addison, Village of			12/30/17	51665	293.03
58400	Building Expenses:Village Water	Addison, Village of - 12/21/17	293.03		
Comcast			12/30/17	51666	363.18
58100	Building Expenses:Telephones/Internet	Comcast	363.18		
ComEd			12/30/17	51667	992.11
58200	Building Expenses:Electricity	ComEd - 11/20/17-12/21/17	992.11		
NICOR			12/30/17	51668	922.37
58300	Building Expenses:Natural Gas	NICOR - 11/21/17-12/21/17	922.37		
Robbins Schwartz Nicholas Lifton & Taylor			12/30/17	51669	175.00
53800	Legal Services	Robbins Schwartz Nicholas Lifton & Taylor - 278390	175.00		
Andrews, Caryn			12/31/17	51687	1,856.00
54300	Contractual Services	December 2017	1,856.00		
Paychex			12/08/17	12/08/2017	339.15
54000	Payroll Services - Contract	Paychex - Inv # 77503	70.64		
54000	Payroll Services - Contract	Paychex - Inv # 77482	268.51		
AFLAC			12/14/17	12/14/2017	52.68
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC, Inv # 363960	52.68		
Konica Minolta Business Solutions, Inc.			12/14/17	12/14/2017	351.69
54400	Office Maint/Contractual Agree.	Inv # 343898649	351.69		
Paychex			12/31/17	12/15/2017	194.02
54000	Payroll Services - Contract	Paychex - # 78061	194.02		
WageWorks			12/15/17	12/15/2017	110.00
21250	Payroll Liabilities:FSA Deduction	WageWorks	110.00		
Paychex			12/18/17	12/18/2017	137.68
54000	Payroll Services - Contract	Paychex - Inv # 78260	74.49		
54000	Payroll Services - Contract	Paychex - Inv # 78274	63.19		
Konica Minolta Business Solutions, Inc.			12/29/17	12/29/2017	383.86
54400	Office Maint/Contractual Agree.	Inv # 346051162	383.86		
BMO Harris P-Card			12/31/17	12/31/17	18,782.35
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	230.07		
53600	Admissions & Facility Space	BMO Harris P-Card	6,601.53		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	164.31		
53500	Program Supplies	BMO Harris P-Card	4,174.91		
56000	Continuing Education	BMO Harris P-Card	525.00		
55000	Public Relations	BMO Harris P-Card	101.86		
53200	Printing Expenses	BMO Harris P-Card	97.15		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	1,204.18		
53100	Postage Expense	BMO Harris P-Card	47.50		
53400	Office Supplies & Duplicating	BMO Harris P-Card	65.00		

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
December 1, 2017 - December 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
53650	Program Equipment	BMO Harris P-Card	651.93		
55200	Subscription & Publication	BMO Harris P-Card	35.98		
56100	Professional Memberships	BMO Harris P-Card	762.00		
58600	Building Expenses:Office Improvements	BMO Harris P-Card	1,631.16		
53675	Fund Raising Expenses	BMO Harris P-Card	1,776.40		
55100	Legal Publications	BMO Harris P-Card	16.00		
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card	697.37		
Sams Club Direct			12/14/17	12/7/2017	74.34
53500	Program Supplies	Sams Club Direct	44.52		
53400	Office Supplies & Duplicating	Sams Club Direct	29.82		
				Check List Total	47,699.21

Check count = 30

NEDSRA PCard Detail Report - Period Ending 12/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
12012017	USPS.COM CLICKNSHIP	Overnight Mailing Grant Review	53100	23.75		SUSAN J MARTELLOTTA
12082017	USPS.COM ONLINE SHIPPI	Overnight Mailing Grant Review	53100	23.75	47.50	SUSAN J MARTELLOTTA
12152017	VISTAPR*VistaPrint.com	Marketing Postcards	53200	42.63		KRISTEN CHERESO
12192017	VISTAPR*VistaPrint.com	Marketing Postcards	53200	60.61		KRISTEN CHERESO
12222017	VISTAPR*VistaPrint.com	Marketing Postcards	53200	(2.51)		KRISTEN CHERESO
12222017	VISTAPR*VistaPrint.com	Marketing Postcards	53200	(3.56)		KRISTEN CHERESO
12222017	VISTAPR*VistaPrint.com	Marketing Postcards	53200	(0.02)	97.15	KRISTEN CHERESO
12152017	DUNKIN #350476 Q35	Staff Recognition	53400	65.00	65.00	SUSAN J MARTELLOTTA
11282017	WM SUPERCENTER #5442	Holiday Baking Challenge Supplies-$135.3	53500	135.36		BETH CORSO
11302017	Discount School Supply	Art Supplies	53500	117.75		BETH CORSO
12042017	AMAZON MKTPLACE PMTS	D89 Art Supplies	53500	28.62		BETH CORSO
12042017	SERINO S DELI	Bowl Appetite Meals	53500	71.92		BETH CORSO
12052017	WM SUPERCENTER #5442	Holiday Baking Challenge Supplies	53500	63.29		BETH CORSO
12082017	WM SUPERCENTER #5442	Holiday Baking Challenge Supplies	53500	39.07		BETH CORSO
12122017	WAL-MART #5442	Holiday Baking Challenge Supplies	53500	27.41		BETH CORSO
12082017	SAMSCLUB #6487	PRO League Tournament Lunch	53500	67.96		COLLEEN CLINE
12082017	SAMSCLUB #6487	PRO League Tournament Lunch	53500	77.67		COLLEEN CLINE
12132017	KEANS BAKERY	Holiday Party Staff	53500	26.86		COLLEEN CLINE
12132017	WM SUPERCENTER #5442	Holiday Party Supplies	53500	212.51		COLLEEN CLINE
12132017	AMAZON MKTPLACE PMTS	Holiday Party Supplies	53500	34.95		COLLEEN CLINE
12142017	HOBBY-LOBBY #0174	Holiday Party Supplies	53500	20.81		COLLEEN CLINE
12142017	WAL-MART #5442	Sensory Sensations Supplies	53500	8.80		COLLEEN CLINE
12222017	BELGIO S CATERING	Homecoming Dance Food	53500	921.00		COLLEEN CLINE
12012017	WM SUPERCENTER #5442	HMHB Supplies	53500	99.32		DONNA SEBOK
12182017	WM SUPERCENTER #5442	HMHB Supplies	53500	45.08		DONNA SEBOK
12082017	GIORDANOS OF ADDISON	Program Supplies	53500	81.03		JACOB BOYKO
11282017	WAL-MART #5442	Program Supplies	53500	507.00		JAMIE ELAM
12012017	WM SUPERCENTER #4641	Program Supplies	53500	12.00		JAMIE ELAM
12012017	WAL-MART #5442	Program Supplies	53500	59.34		JAMIE ELAM
11282017	WAL-MART #5442	TREC Supplies	53500	37.20		KRISTEN ROBERTSON
11302017	WM SUPERCENTER #5442	TREC Supplies	53500	4.80		KRISTEN ROBERTSON
12052017	STEAK-N-SHAKE#0317 Q99	TREC Supplies	53500	75.28		KRISTEN ROBERTSON
12062017	WAL-MART #5442	TREC Supplies	53500	22.46		KRISTEN ROBERTSON
12082017	MARIANOS 00085431	TREC supplies	53500	9.62		KRISTEN ROBERTSON
12082017	SALERNO S PIZZERIA&S	TREC supplies	53500	90.00		KRISTEN ROBERTSON
12122017	REDBOX *DVD RENTAL	TREC Supplies	53500	1.50		KRISTEN ROBERTSON
12122017	WAL-MART #5442	TREC Supplies	53500	5.13		KRISTEN ROBERTSON
12152017	LITTLE CAESARS 2014 00	TREC Supplies	53500	20.00		KRISTEN ROBERTSON
12152017	WM SUPERCENTER #5442	TREC Supplies	53500	2.84		KRISTEN ROBERTSON
12062017	JEWEL #3278	Program Supplies	53500	36.95		LORI MILLER
12072017	HOBBY-LOBBY #0174	Program Supplies	53500	70.33		LORI MILLER
12132017	WM SUPERCENTER #5442	Program Supplies	53500	78.15		LORI MILLER
12132017	KIE KATE COUTURE LTD	Program Supplies	53500	100.00		LORI MILLER
12152017	JEWEL #3294	Program Supplies	53500	255.95		LORI MILLER

NEDSRA PCard Detail Report - Period Ending 12/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
12052017	DOLLAR TREE	Program Supplies	53500	26.67		NEDSRA NEDSRA1
12152017	WM SUPERCENTER #5442	Program Supplies	53500	10.63		NORA SANDOVAL
12152017	WAL-MART #5442	Program Supplies	53500	9.84		NORA SANDOVAL
12182017	WAL-MART #5442	Program Supplies	53500	(10.63)		NORA SANDOVAL
11302017	WM SUPERCENTER #5442	4H Supplies	53500	21.30		SEAN FRITSCH
12042017	WALGREENS #5468	Holiday Party with Santa	53500	8.12		SEAN FRITSCH
12122017	LITTLE CAESARS 2014 00	Holiday Baking Challenge Meal	53500	54.13		SEAN FRITSCH
12142017	WM SUPERCENTER #5442	4H Supplies	53500	17.19		SEAN FRITSCH
12182017	ACT SCHAUMBURGPDIS	Summer Camp Reunion Meal	53500	54.25		SEAN FRITSCH
12082017	WALGREENS #6294	PRO League Plague Pictures	53500	13.45		SEAN TOVEY
12082017	WM SUPERCENTER #5442	PRO League Tourney Supplies	53500	22.53		SEAN TOVEY
12182017	BZOO-CAFE DEL SOL	Program Supplies	53500	5.50		SHANNON TOVEY
12182017	DELL RHEA S CHICKEN BA	Program Supplies	53500	322.39		SHANNON TOVEY
12112017	WAL-MART #5442	Holiday Gift Exchange Supplies	53500	151.58	4,174.91	SHARON PEARCE
11292017	MARRIOTT THEATRE	EXCEL Theater Tickets	53600	150.00		A MAGGIE GOODE
12152017	BROADWAY IN CHICAGO	Wicked Program Tickets	53600	2,175.00		A MAGGIE GOODE
12012017	STARDUST BOWL OF A	Bowl Appetite Bowling Admissions	53600	36.00		BETH CORSO
12042017	LONG GROVE CONFECTIONE	Pleasant Lane Excel	53600	26.00		BETH CORSO
12082017	YPS*HOMEAWAY HA-1RGFYK	Cape Cod House Rental	53600	3,584.00		BETH CORSO
12082017	CUSTOMIZED SERVICE	Cape Cod House Rental	53600	59.00		BETH CORSO
12182017	BZOO-ADMISSION/PARKING	Zoo Lights Admissions	53600	351.95		COLLEEN CLINE
12082017	STARDUST BOWL OF A	Program Admissions	53600	36.00		JACOB BOYKO
11302017	MUSEUM OF SCIENCE & IN	TREC Admissions	53600	(30.50)		KRISTEN ROBERTSON
11302017	EAST OF MUSEUM OF SCIE	TREC Admissions	53600	16.00		KRISTEN ROBERTSON
12132017	ADDISON CINEMAS-2302	TREC Admissions	53600	70.00		KRISTEN ROBERTSON
12152017	ADDISON CINEMAS-2302	TREC Admissions	53600	7.83		KRISTEN ROBERTSON
12152017	ACT SCHAUMBURGPDIS	Summer Camp Reunion Admission	53600	50.00		SEAN FRITSCH
12182017	ACT SCHAUMBURGPDIS	Summer Camp Reunion Admission	53600	70.25	6,601.53	SEAN FRITSCH
12072017	WARNIMONT S HDW AN	Sensory Station Equipment	53650	54.98		COLLEEN CLINE
11282017	WM SUPERCENTER #5442	Holiday Baking Challenge Equipment	53650	100.41		BETH CORSO
11292017	WARNIMONT S HDW AN	Sensory Station Equipment	53650	43.71		COLLEEN CLINE
11292017	WARNIMONT S HDW AN	Sensory Station Equipment	53650	64.77		COLLEEN CLINE
11292017	WARNIMONT S HDW AN	Sensory Station Equipment Return	53650	(38.86)		COLLEEN CLINE
12052017	MENARDS CRYSTAL LAKE I	Sensory Station Equipment	53650	112.03		COLLEEN CLINE
12062017	IKEA CHICAGO	Sensory Station Equipment	53650	163.93		COLLEEN CLINE
12212017	TAP PLASTICS, INC.	Sensory Station equipment	53650	125.96		TESSA LONGO
12222017	TAP PLASTICS, INC	Sensory Station equipment	53650	25.00	651.93	TESSA LONGO
11302017	SALT CREEK GOLF CLUB	GM Deposit	53675	500.00		SUSAN J MARTELLOTTA
12072017	SALT CREEK GOLF CLUB	GM Expense	53675	1,276.40	1,776.40	SUSAN J MARTELLOTTA
11292017	ADOBE *CREATIVE CLOUD	Marketing	55000	31.86		SUSAN J MARTELLOTTA
12042017	CTC*CONSTANTCONTACT.C	Marketing Email	55000	70.00	101.86	SUSAN J MARTELLOTTA
12112017	4TE*SOSBS CERTS NOT FO	Sec of State-Good Standing	55100	15.00		SUSAN J MARTELLOTTA
12112017	4TE*ILSecofStateSFee	Sec of State-Good Standing Fee	55100	1.00	16.00	SUSAN J MARTELLOTTA
12082017	AmazonPrime Membership	Amazon Business Membership	55200	10.99		A MAGGIE GOODE

NEDSRA PCard Detail Report - Period Ending 12/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
12062017	SIGNUPGENIUS.COM	Program Supplies	55200	24.99	35.98	NEDSRA NEDSRA1
12072017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00		SEAN TOVEY
11292017	ILLINOIS ASSOCIATION O	IPRA Conference	56000	290.00	525.00	SUSAN J MARTELLOTTA
12152017	IPRA	IPRA Membership	56100	254.00		BETH CORSO
12152017	IPRA	IPRA 2018 Membership	56100	254.00		JERRY BARTON
12152017	IPRA	IPRA Membership	56100	254.00	762.00	SEAN FRITSCH
12052017	SHELL OIL 57444165609	Vehicle Fuel	57100	61.12		BRIAN DAVIS
12182017	BZOO-ADMISSION/PARKING	Zoo Lights Parking	57100	15.00		COLLEEN CLINE
11302017	SAMSCLUB #6487	Vehicle Fuel	57100	29.67		KRISTEN ROBERTSON
12072017	SAMSCLUB #6487	Vehicle Fuel	57100	28.28		KRISTEN ROBERTSON
12082017	EAST OF MUSEUM OF SCIE	Traveling Tourists Parking	57100	16.00		SEAN TOVEY
12042017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
12112017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00	230.07	SUSAN J MARTELLOTTA
12082017	KRAGE S SERVICE CENTER	Van Repair	57300	39.52		SEAN FRITSCH
12192017	KRAGE S SERVICE CENTER	Van Repairs for Tony Vanza	57300	370.26		SEAN TOVEY
12192017	SUBURBAN DRIVELINE INC	Safety Lane Sticker	57300	34.00		SEAN TOVEY
12202017	KRAGE S SERVICE CENTER	Van Oil Change	57300	57.95		SEAN TOVEY
12202017	SUBURBAN DRIVELINE INC	Safety Lane Sticker	57300	34.00		SEAN TOVEY
12212017	KRAGE S SERVICE CENTER	Van Repairs for Dick Van Dyke	57300	99.69		SEAN TOVEY
12222017	KRAGE S SERVICE CENTER	Tire Replacement for Tony Vanza	57300	500.76		SEAN TOVEY
12222017	SUBURBAN DRIVELINE INC	Safety Lane Sticker	57300	34.00		SEAN TOVEY
12222017	SUBURBAN DRIVELINE INC	Safety Lane Sticker	57300	34.00	1,204.18	SEAN TOVEY
12152017	VZWRLSS*MY VZ VB P	Telephone	58100	164.31	164.31	SUSAN J MARTELLOTTA
12222017	VILLA PARK OFFICE EQUI	Kitchen tables and chairs	58600	1,335.00		JERRY BARTON
11282017	CDW GOVT #KXC0741	Computer Equipment	58600	52.93		SUSAN J MARTELLOTTA
12152017	CDW GOVT #LCV7355	Computer Monitors	58600	243.23	1,631.16	SUSAN J MARTELLOTTA
12082017	TLF*BRIANNAS FLOWERS	Employee Recognition	58940	68.95		SUSAN J MARTELLOTTA
12132017	DICK S CLOTHING&SPORTI	Employee Recognition	58940	50.00		A MAGGIE GOODE
12042017	AMAZON.COM WWW.AMAZON.	Annual Holiday Party	58940	14.18		BETH CORSO
12042017	AMAZON MKTPLACE PMTS	Annual Holiday Party	58940	55.44		BETH CORSO
12042017	AMAZON MKTPLACE PMTS	Annual Holiday Party	58940	22.99		BETH CORSO
12112017	JIMMY JOHNS - 104	Annual Holiday Party	58940	20.00		BETH CORSO
12152017	SHARKOS BBQ 2	Annual Holiday Party	58940	445.81		BETH CORSO
12212017	SHARKOS BBQ 2	Annual Holiday Party	58940	20.00	697.37	BETH CORSO
	Total			**$ 18,782.35**	**$ 18,782.35**	

Putting People First

NEDSRA

Special Recreation Association

Consolidated Monthly Financial Statements Period Ending 12/31/2017

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

Northeast DuPage Special Recreation Association
Balance Sheet
As of December 31, 2017 and 2016

	December 31, 2017	December 31, 2016	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 534,609.29	$ 632,220.01	$ (97,610.72)	-15.44%
MB Financial - Payroll #4979	1,454.28	10,975.79	(9,521.51)	-86.75%
Petty Cash	2,625.00	1,625.00	1,000.00	61.54%
Interest Receivable	0.00	61.06	(61.06)	-100.00%
Prepaid Expenses	1,275.00	0.00	1,275.00	0.00%
Accounts Receivable	200,549.31	247,336.31	(46,787.00)	-18.92%
MB Financial - MM #9401	453,370.94	355,725.64	97,645.30	27.45%
MB Financial - AFLAC #4987	753.80	0.00	753.80	0.00%
Maxsafe Wintrust - MM #2599	1,024,034.32	1,023,193.03	841.29	0.08%
Total Assets	$ 2,218,671.94	$ 2,271,136.84	$ (52,464.90)	7.20%
Liabilities and Fund Balance				
Accounts Payable	$ 1,793.51	$ 0.00	$ (1,793.51)	0.00%
Due to Members (ADA)	722,626.94	821,888.72	99,261.78	12.08%
Payroll Liabilities	4,599.63	5,388.36	788.73	14.64%
Deferred Income	0.00	1,000.00	1,000.00	100.00%
Gift Certificate Deferred Revenue	0.00	466.00	466.00	100.00%
Vehicle Replacement Fund	99,405.81	147,924.81	48,519.00	32.80%
S.O. Boosters	12,243.20	10,384.75	(1,858.45)	-17.90%
General Fund Balance	1,378,002.85	1,284,084.20	(93,918.65)	-7.31%
Total Liabilities and Fund Balance	$ 2,218,671.94	$ 2,271,136.84	$ (52,464.90)	-2.31%

Northeast DuPage Special Recreation Association
Revenue Over Expenditures
For the 1 Month and 8 Months, Months Ending December 31, 2017

Account #	REVENUE RECAP	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
41000	Partner Contributions	$ 1,564,086.00	$ 464,592.90	$ 1,564,086.00	$ 0.00	100.00%	$ 1,531,915.00	$ 32,171.00	2.06%
42000	Fees & Charges	304,357.00	19,545.20	222,958.40	(81,398.60)	73.26%	211,094.77	11,863.63	5.32%
42020	Scholarship/Fee Assistance	0.00	1,194.80	10,194.79	10,194.79	0.00%	13,869.45	(3,674.66)	-36.04%
43000-44000	Fund Development	235,428.00	11,915.00	109,399.53	(126,028.47)	46.47%	164,217.74	(54,818.21)	-50.11%
44210-44230	Booster Club Revenue	3,500.00	50.00	7,146.00	3,646.00	204.17%	477.00	6,669.00	93.32%
44300	Partner ADA Revenue	0.00	84,798.18	335,290.23	335,290.23	0.00%	286,737.68	48,552.55	14.48%
46000	Miscellaneous Income	3,725.00	0.00	4,575.78	850.78	122.84%	9,165.61	(4,589.83)	-100.31%
46400	Park District Portion Income	1,500.00	0.00	1,377.69	(122.31)	91.85%	1,494.09	(116.40)	-8.45%
47000	Interest Earned	2,400.00	170.78	1,487.59	(912.41)	61.98%	1,453.72	33.87	2.28%
Total Revenue		2,114,996.00	582,266.86	2,256,516.01	141,520.01	106.69%	2,220,425.06	36,090.95	1.60%

Account #	EXPENDITURE RECAP	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
51100-51300	Salaries	$ 1,247,933.00	$ 76,267.60	$ 798,642.04	$ (449,290.96)	64.00%	$ 881,741.43	$ (83,099.39)	-10.41%
51400-52400	Insurance/Pension	417,713.00	23,341.40	245,570.98	(172,142.02)	58.79%	247,582.05	(2,011.07)	-0.82%
53000-56200	Operations	385,382.00	24,567.59	268,940.97	(116,441.03)	69.79%	270,305.44	(1,364.47)	-0.51%
57100-57400	Vehicles	35,464.00	1,722.20	17,866.02	(17,597.98)	50.38%	22,969.87	(5,103.85)	-28.57%
58100-58400	Utilities	55,867.00	8,006.73	37,376.82	(18,490.18)	66.90%	31,513.28	5,863.54	15.69%
58600-58800	Special Projects	31,715.00	0.00	26,511.42	(5,203.58)	83.59%	2,801.30	23,710.12	89.43%
58910-58940	Miscellaneous	9,962.00	804.99	5,629.59	(4,332.41)	56.51%	6,993.77	(1,364.18)	-24.23%
61100-61300	Fund Development	2,000.00	0.00	4,139.05	2,139.05	206.95%	303.41	3,835.64	92.67%
62000-69000	Other	25,000.00	11,311.94	335,894.89	310,894.89	1343.58%	213,720.98	122,173.91	36.37%
Total Expenditures		2,211,036.00	146,022.45	1,740,571.78	(470,464.22)	78.72%	1,677,931.53	62,640.25	0.00%
Net Revenue over Expenditures		$ (96,040.00)	$ 436,244.41	$ 515,944.23	$ 611,984.23		$ 542,493.53	$ (26,549.30)	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 8 Months, Months Ending December 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Salaries									
51100	Payroll:Full Time Salaries	860,669.00	60,772.37	522,183.16	(338,485.84)	60.67%	605,276.18	(83,093.02)	-15.91%
51200	Payroll:Part Time Wages & Salaries	270,264.00	13,318.42	199,296.45	(70,967.55)	73.74%	276,465.25	(77,168.80)	-38.72%
51210	Part Time Wages - Inclusion	117,000.00	2,176.81	77,162.43	(39,837.57)	65.95%	0.00	77,162.43	100.00%
		1,247,933.00	76,267.60	798,642.04	(449,290.96)	64.00%	881,741.43	(83,099.39)	-10.41%
Insurance/Pension									
51400	Payroll:FICA & Medicare	74,789.00	5,348.75	59,417.70	(15,371.30)	79.45%	64,446.19	(5,028.49)	-8.46%
51500	Payroll:IMRF	149,460.00	20,444.20	87,251.10	(62,208.90)	58.38%	77,329.25	9,921.85	11.37%
51600	Payroll:Health Insurance	156,416.00	(2,451.55)	80,378.08	(76,037.92)	51.39%	83,104.53	(2,726.45)	-3.39%
52000	Workers Compensation	7,247.00	0.00	3,623.52	(3,623.48)	50.00%	4,720.08	(1,096.56)	-30.26%
52100	Unemployment Compensation	0.00	0.00	0.00	0.00	0.00%	2,840.50	(2,840.50)	0.00%
52300	Liability Insurance	12,781.00	0.00	6,390.48	(6,390.52)	50.00%	5,936.00	454.48	7.11%
52400	Property Insurance	17,020.00	0.00	8,510.10	(8,509.90)	50.00%	9,205.50	(695.40)	-8.17%
		417,713.00	23,341.40	245,570.98	(172,142.02)	58.79%	247,582.05	(2,011.07)	-0.82%
Operations									
53000	Bank Fees & Charges	3,660.00	307.77	2,404.09	(1,255.91)	65.69%	2,365.90	38.19	1.59%
53010	Credit Card Fees	8,943.00	444.57	4,982.96	(3,960.04)	55.72%	4,555.78	427.18	8.57%
53100	Postage Expense	7,000.00	147.50	5,175.70	(1,824.30)	73.94%	4,109.47	1,066.23	20.60%
53200	Printing Expenses	20,540.00	97.15	11,153.04	(9,386.96)	54.30%	13,300.28	(2,147.24)	-19.25%
53300	Meeting Related Expenses	2,725.00	13.75	891.03	(1,833.97)	32.70%	2,346.05	(1,455.02)	-163.30%
53400	Office Supplies & Duplicating	8,500.00	597.58	8,862.47	362.47	104.26%	5,097.82	3,764.65	42.48%
53440	Office Supplies & Duplicating: Miscellaneous	0.00	0.00	0.00	0.00	0.00%	90.00	(90.00)	0.00%
53500	Program Supplies	77,335.00	4,292.74	63,257.61	(14,077.39)	81.80%	59,163.97	4,093.64	6.47%
53510	Support Staff Supplies	3,360.00	0.00	474.00	(2,886.00)	14.11%	0.00	474.00	100.00%
53520	Inclusion Staff Supplies	460.00	0.00	179.00	(281.00)	38.91%	0.00	179.00	100.00%
53530	HMHB Program Supplies	1,400.00	0.00	116.74	(1,283.26)	8.34%	0.00	116.74	100.00%
53600	Admissions & Facility Space	60,690.00	6,823.96	41,070.67	(19,619.33)	67.67%	35,138.80	5,931.87	14.44%
53630	HMHB Admissions & Facility Space	250.00	0.00	0.00	(250.00)	0.00%	0.00	0.00	0.00%
53650	Program Equipment	7,047.00	651.93	1,791.07	(5,255.93)	25.42%	3,274.43	(1,483.36)	-82.82%
53675	Fund Raising Expenses	26,511.00	1,776.40	17,664.22	(8,846.78)	66.63%	18,216.17	(551.95)	-3.12%
53700	Auditor	10,000.00	0.00	10,100.00	100.00	101.00%	11,300.00	(1,200.00)	-11.88%
53800	Legal Services	6,900.00	175.00	2,226.70	(4,673.30)	32.27%	25,616.70	(23,390.00)	-1050.43%
53900	Professional Consultants	17,040.00	0.00	13,403.50	(3,636.50)	78.66%	16,095.50	(2,692.00)	-20.08%
54000	Payroll Services - Contract	10,000.00	670.85	7,006.08	(2,993.92)	70.06%	6,218.98	787.10	11.23%
54100	Business Services - Contract	24,460.00	15.00	13,635.00	(10,825.00)	55.74%	13,669.00	(34.00)	-0.25%
54300	Contractual Services	35,350.00	4,372.00	25,363.00	(9,987.00)	71.75%	24,794.83	568.17	2.24%
54330	HMHB Contractual Services	19,500.00	1,175.00	9,515.00	(9,985.00)	48.79%	0.00	9,515.00	100.00%
54400	Office Maint/Contractual Agree.	13,679.00	735.55	13,745.37	66.37	100.49%	8,042.87	5,702.50	41.49%
55000	Public Relations	1,680.00	101.86	754.15	(925.85)	44.89%	1,364.68	(610.53)	-80.96%
55100	Legal Publications	1,310.00	16.00	1,863.75	553.75	142.27%	1,653.88	209.87	11.26%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 8 Months, Months Ending December 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
55200	Subscription & Publication	1,049.00	35.98	616.19	(432.81)	58.74%	911.57	(295.38)	-47.94%
56000	Continuing Education	11,180.00	815.00	8,397.32	(2,782.68)	75.11%	10,213.76	(1,816.44)	-21.63%
56100	Professional Memberships	4,313.00	802.00	3,767.32	(545.68)	87.35%	2,265.00	1,502.32	39.88%
56200	Statewide Legislative Initiatives	500.00	500.00	524.99	24.99	105.00%	500.00	24.99	4.76%
		385,382.00	24,567.59	268,940.97	(116,441.03)	69.79%	270,305.44	(1,364.47)	-0.51%
Vehicles									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	18,417.00	375.80	8,121.56	(10,295.44)	44.10%	11,921.41	(3,799.85)	-46.79%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,813.00	142.22	2,704.55	(2,108.45)	56.19%	2,409.73	294.82	10.90%
57300	Vehicle Expenses:Van Repair & Parts	11,834.00	1,204.18	5,817.91	(6,016.09)	49.16%	6,290.01	(472.10)	-8.11%
57400	Vehicle Expenses:Van Rental	400.00	0.00	1,222.00	822.00	305.50%	2,348.72	(1,126.72)	-92.20%
		35,464.00	1,722.20	17,866.02	(17,597.98)	50.38%	22,969.87	(5,103.85)	-28.57%
Utilities									
58100	Building Expenses:Telephones/Internet	12,000.00	527.49	7,854.14	(4,145.86)	65.45%	7,748.36	105.78	1.35%
58200	Building Expenses:Electricity	12,850.00	992.11	9,130.43	(3,719.57)	71.05%	9,819.53	(689.10)	-7.55%
58300	Building Expenses:Natural Gas	6,200.00	1,752.37	3,171.91	(3,028.09)	51.16%	2,714.10	457.81	14.43%
58400	Building Expenses:Village Water	1,514.00	293.03	1,050.11	(463.89)	69.36%	973.80	76.31	7.27%
58500	Building Expenses:Facility Maintenance	14,223.00	2,810.57	10,904.04	(3,318.96)	76.66%	7,177.26	3,726.78	34.18%
58600	Building Expenses:Office Improvements	9,080.00	1,631.16	5,266.19	(3,813.81)	58.00%	3,080.23	2,185.96	41.51%
		55,867.00	8,006.73	37,376.82	(18,490.18)	66.90%	31,513.28	5,863.54	15.69%
Special Projects									
58700	Synergy Expenses	31,715.00	0.00	25,771.46	(5,943.54)	81.26%	2,053.87	23,717.59	92.03%
58800	Special Projects	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%
58850	Restricted Donation Expense	0.00	0.00	739.96	739.96	0.00%	747.43	(7.47)	-1.01%
		31,715.00	0.00	26,511.42	(5,203.58)	83.59%	2,801.30	23,710.12	89.43%
Miscellaneous Expenses									
58910	Risk Management	3,177.00	(69.00)	2,347.52	(829.48)	73.89%	1,754.18	593.34	25.28%
58920	Miscellaneous Expenses:Park District Portion	3,135.00	0.00	1,377.68	(1,757.32)	43.95%	3,134.09	(1,756.41)	-127.49%
58930	Miscellaneous Expenses:Director's Administ. Fund	2,300.00	176.62	663.05	(1,636.95)	28.83%	1,750.64	(1,087.59)	-164.03%
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,350.00	697.37	1,239.34	(110.66)	91.80%	354.86	884.48	71.37%
58950	Miscellaneous Expenses:Reconciliation Discrepancies	0.00	0.00	2.00	2.00	0.00%	0.00	2.00	100.00%
		9,962.00	804.99	5,629.59	(4,332.41)	56.51%	6,993.77	(1,364.18)	-24.23%
Fund Development Expenses									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	2,000.00	0.00	4,139.05	2,139.05	206.95%	303.41	3,835.64	92.67%
		2,000.00	0.00	4,139.05	2,139.05	206.95%	303.41	3,835.64	92.67%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 8 Months, Months Ending December 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Other Expenses									
65000	Reserve Fund Expenses:Vehicle Replacement	25,000.00	0.00	21,203.00	(3,797.00)	84.81%	0.00	21,203.00	100.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	10,117.14	302,852.20	302,852.20	0.00%	199,851.53	103,000.67	34.01%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	1,194.80	11,839.69	11,839.69	0.00%	13,869.45	(2,029.76)	-17.14%
		25,000.00	11,311.94	335,894.89	310,894.89	1343.58%	213,720.98	122,173.91	36.37%
Total Expenditures		2,211,036.00	146,022.45	1,740,571.78	(470,464.22)	78.72%	1,677,931.53	62,640.25	0.00%

	Budgeted Member Partner Contribution Due 2017/2018	Operation Allocation Received as of 12/31/2017	Balance Due to Operations Allocation 12/31/2017	Percentage of Operations Allocation Collected as of 12/31/2017	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2017/2018	ADA/Access Reserve Paid 2017/2018	Available ADA/Access Reserve Balance
Addison	$274,003.00	$274,003.00	$0.00	100.00%	$352,219.28	$0.00	$0.00	$352,219.28
Bensenville	$178,293.00	$178,293.00	$0.00	100.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$60,844.00	$60,844.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Glendale Heights	$168,450.00	$84,225.00	$84,225.00	50.00%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$87,392.00	$87,392.00	$0.00	100.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$290,004.00	$290,004.00	$0.00	100.00%	$0.00	$211,201.37	$205,029.65	$6,171.72
Medinah	$83,022.00	$83,022.00	$0.00	100.00%	$86,734.52	$46,406.22	$71,017.41	$62,123.33
Oakbrook Terrace	$65,801.00	$32,900.50	$32,900.50	50.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$87,843.00	$43,921.50	$43,921.50	50.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$135,705.00	$135,705.00	$0.00	100.00%	$120,756.42	$77,682.64	$26,805.14	$171,633.92
Wood Dale	$132,729.00	$132,729.00	$0.00	100.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,564,086.00	$1,403,039.00	$161,047.00	89.70%	$722,626.94	$335,290.23	$302,852.20	$755,064.97

ADDISON

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$352,219.28**
Check #62028	08/01/2017	$137,001.50	$137,001.50			
Check #62378	12/21/2017	$137,001.50	$137,001.50			
Totals			**$274,003.00**	**$0.00**	**$0.00**	**$352,219.28**

BENSENVILLE

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$153,910.72**
Check #50340	07/07/2017	$89,146.00	$89,146.00			
Check #51374	12/19/2017	$89,147.00	$89,147.00			
Totals			**$178,293.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Check #16512	07/14/2017	$30,422.00	$30,422.00			
Check #16860	12/19/2017	$30,422.00	$30,422.00			
Totals			**$60,844.00**	**$0.00**	**$0.00**	**$0.00**

GLENDALE HEIGHTS

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$3,466.00**
Check #192750	08/30/2017	$84,225.00	$84,225.00			
Totals			**$84,225.00**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Check #54737	06/30/2017	$43,696.00	$43,696.00			
Check #55056	09/18/2017	$43,696.00	$43,696.00			
Totals			**$87,392.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Deposit	06/29/2017	$253,140.33	$146,000.00	$107,140.33		$107,140.33
ADA Reimbursement	07/07/2017	$107,140.33			$107,140.33	($107,140.33)
ACH Deposit	07/13/2017	$3,919.76	$3,919.76			
ACH Deposit	08/24/2017	$5,630.50	$5,630.50			
ACH Deposit	09/21/2017	$213,723.30	$134,453.74	$79,269.56		$79,269.56
ACH Deposit	10/05/2017	$11,896.78		$11,896.78		$11,896.78
ADA Reimbursement	10/13/2017	$79,269.56			$79,269.56	($79,269.56)
ADA Reimbursement	10/13/2017	$11,896.78			$11,896.78	($11,896.78)
ACH Deposit	11/07/2017	$6,722.98		$6,722.98		$6,722.98
ADA Reimbursement	11/30/2017	$6,722.98			$6,722.98	($6,722.98)
ACH Deposit	12/31/2017	$6,171.72		$6,171.72		$6,171.72
Totals			**$290,004.00**	**$211,201.37**	**$205,029.65**	**$6,171.72**

MEDINAH			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$86,734.52**
ADA Reimbursement	05/31/2017	$100.00			$100.00	($100.00)
Check #25577	07/19/2017	$66,580.72	$66,580.72			
Check #25610	08/22/2017	$1,070.39	$1,070.39			
Check #25654	09/22/2017	$1,228.82	$1,228.82			
ADA Reimbursement	10/01/2017	$125.00			$125.00	($125.00)
ADA Reimbursement	10/01/2017	$2,500.00			$2,500.00	($2,500.00)
ADA Reimbursement	10/01/2017	$720.00			$720.00	($720.00)
Check #25744	10/25/2017	$55,944.92	$14,142.07	$41,802.85		$41,802.85
ADA Reimbursement	11/02/2017	$67,572.41			$67,572.41	($67,572.41)
Check #25779	11/28/2017	$3,659.55		$3,659.55		$3,659.55
Check #25856	12/28/2017	$943.82		$943.82		$943.82
Totals			**$83,022.00**	**$46,406.22**	**$71,017.41**	**$62,123.33**

OAKBROOK TERRACE

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Check #10537	07/07/2017	$32,900.50	$32,900.50			
Totals			**$32,900.50**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$0.00**
Check #62752	07/27/2017	$43,921.50	$43,921.50			
Totals			**$43,921.50**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$120,756.42**
ADA Reimbursement	06/30/2017	$9,673.00			$9,673.00	($9,673.00)
ADA Reimbursement	06/30/2017	$7,015.00			$7,015.00	($7,015.00)
Check #172160	07/03/2017	$111,172.60	$111,172.60			
ADA Reimbursement	12/19/2017	$10,117.14			$10,117.14	($10,117.14)
Check #175643	12/28/2017	$102,215.04	$24,532.40	$77,682.64		$77,682.64
Totals			**$135,705.00**	**$77,682.64**	**$26,805.14**	**$171,633.92**

WOOD DALE

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	ADA/Access Reserve Balance
Beginning Balance						**$5,539.00**
Check #81628	06/27/2017	$66,364.50	$66,364.50			
Check #82470	12/28/2017	$66,364.50	$66,364.50			
Totals			**$132,729.00**	**$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: February 7, 2018

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report

Administration Report

State Grants

NEDSRA received release letters from the DCEO Office of Accountability for the three grants that were under review from years 2011, 2013 and 2014. All three grants were found to be in compliance with the provisions of the Grant Management Program.

Staff continues to communicate with the DCEO Grants Management Unit regarding the 2018 grant and required documentation.

Budget

Staff is preparing the 2018/19 budget for presentation at the April Board meeting. Staff does plan on making a short presentation at the March meeting to discuss significant changes from the prior year.

New TREC Location

NEDSRA staff met with the Lombard Park District to discuss opportunities for a TREC location in Lombard. This program continues to be very popular and a new site would be ideal in meeting our needs.

PDRMA

In January NEDSRA achieved PDRMA's highest loss control award through the PDRMA Loss Control Review process. This resulted in a $1,500 cash award from PDRMA. NEDSRA is beginning the PDRMA 2018 Loss Control Review. The Safety Committee is working on several key practices to ensure the highest level of quality and safety.

Recreation Report

Synergy

At the University of Wisconsin-Whitewater wheelchair basketball tournament on January 6-7, 2018, the Synergy 10-Foot team won all three games. While on the university campus Addison resident Ryan Glatchak signed his letter of intent to play collegiate wheelchair basketball at Whitewater next fall.

TREC

January 11 marked the first official Thursday for the TREC adult day program. Eight participants are registered and one part-time staff was hired. The group is beginning to outgrow their space at NEDSRA and staff are researching options for a new host site.

Sensory Room

The sensory room has been upgraded with the additions of a bubble tube, a giant light bright and a 12-foot long magnetic wall. Specialist Longo and Coordinator Cline hosted a grand re-opening on January 27 with almost 100 attending.

4H Club

On Friday, February 23 the Fischer Farm 4H Club is presenting their International Night project on Mexico at the DuPage County Fairgrounds. The International Night event begins at 6:30 pm in Building #1 at the fairgrounds.

Theater

Tickets for the NEDSRA Theater Troupe performance of *Return of the B Movies* are now on sale. The troupe performs at the Mario Parente Theatre in Oakbrook Terrace on Friday, March 23 at 7:00 pm and Saturday, March 24 at 1:00 pm. Tickets go fast. It is recommended to call the NEDSRA office to purchase tickets in advance.

Special Olympics

NEDSRA Huskies are state-bound! The Huskies 4x100 Meter Snowshoe Relay Team are advancing to Special Olympics Winter Games in Galena on February 6-8. The Huskies Junior Basketball team is competing in Bloomington-Normal at the State Basketball Tournament for the second time in three years on March 16-17. One of the two adult Huskies Basketball teams won gold at the area tournament and will also participate at the State Basketball Tournament.

The Special Olympics Sports Banquet sponsored by the NEDSRA Booster Club will take place on Thursday, March 29 from 6:00 pm to 8:30 pm at the Glendale Lakes Golf Club in Glendale Heights. The evening focuses on recognition of NEDSRA athletes who participate in Special Olympics sports and their outstanding efforts and accomplishments. Join us for an evening of celebration including dinner, dancing and video highlights. The Booster Club sponsorship covers the cost for all NEDSRA athletes and there is a minimal $16 fee for other attendees.

New Recreation Intern

Amanda Hagen began her internship with NEDSRA on January 8. She studies therapeutic recreation at Southern Illinois University. During her 15-week internship at NEDSRA Amanda will be involved with programming and administrative functions.

Recreation Specialist

In late December interviews were conducted for NEDSRA's open Recreation Specialist position. Those interviewed did not meet the expectations for the position and it has been posted again on the IPRA website.

IPRA Conference Announcements

NEDSRA received three awards at the 2018 conference! Recreation Coordinator Colleen Cline was named the ITRS Rising Star during the section meeting on Thursday, January 18 as part of the 2018 IAPD/IPRA Conference. NEDSRA's Theater Troupe program received the IPRA Outstanding Program Award. Coordinators Goode and Fritsch accepted the award at the annual IPRA meeting on January 19. Kristen Chereso was awarded the IPRA Communication and Marketing Section MPV Award.

Community Involvement

NEDSRA was a part of the Developmental Diversity Resource Fair on Saturday, February 3. The fair is co-hosted by State Representative Deb Conroy and State Senator Tom Cullerton. The event took place at the Glendale Heights Sports Hub from 11:00 am to 2:00 pm.

NEDSRA is co-hosting a summer job fair with Addison Park District on Tuesday, March 13 and Wednesday, March 28 both are from 4:00 pm to 8:00 pm.

NEDSRA Vans

As requested by the Board, following is a listing of the NEDSRA vans and the respective mileage as of January 31, 2018.

Capacity	Model Year	Miles	Name
14-Passenger w/lift	2009	86,771	Tony Vanza
18-Passenger w/lift CDL	2010	67,325	Van Wilder
14-Passenger w/o lift	2012	44,718	Vanna White
14-Passenger w/lift	2015	36,539	Dick Van Dyke
14-Passenger w/lift	2017	6,248	Van Damme
6-Passenger Mini Van w/o lift	2017	1,829	Van Morrison

Marketing & Fund Development

BBQ Bash and Bags Tournament

The third annual BBQ Bash will be held on Saturday, April 28, 2018. We are anticipating having over 200 people in attendance based on previous years. The band, face painter, beverage vendor and caterer have already been booked. The event includes a delicious BBQ, live music, children's activities, raffle prizes, beer and a bags tournament. This event is a family-friendly fundraiser. Letters were sent out to previous sponsors requesting their continued support.

Knights of Columbus

One-on-one meetings have been arranged with the new Marketing & Communications Manager and each of the Grand Knights personally to and learn more about the Tootsie Roll Drive and other support. NEDSRA will attend an upcoming Knights of Columbus fundraiser which helps to support Healthy Minds Healthy Bodies of NEDSRA.

The Addison Knights of Columbus is hosting their 2nd Annual AllenForce Patriotism Dinner Dance on Saturday, February 3, with NEDSRA's Healthy Minds/Healthy Bodies designated as one of the recipients of funds raised. Director Poole and Manager Chereso will attend.

Spring 2018 Brochure

The Spring 2018 Brochure has been sent to the printer. The spring brochure has been available online since Friday January 26, 2018 and will be available onsite beginning February 8. Bulk mailings go out February 9. Spring registrations begin March 24.

Summer 2018 Brochure

The Marketing Department will meet to discuss the new design for the next series of brochures. A timeline is being finalized which will be distributed to all staff to ensure everyone is informed on the brochure process. The Marketing and Communications Manager is researching cost efficient ways to further enhance the brochure. This includes the possibility of securing a brochure sponsor.

Golf Fundraisers

The 2018 Golf Marathon/100 Hole Challenge has been booked with Salt Creek Golf Club and takes place on Friday, May 4. The 2018 Golf Classic will again be hosted at White Pines Gold Club on Wednesday, September 12.

Donation Tracking

With the new year staff has initiated a more efficient process of donation tracking. Donations are entered into Raiser's Edge the day it is received. Paperwork is scanned and saved electronically.

Historical Paperwork

All Fund Development paperwork dating back to 1984 is being scanned and saved electronically. This process will save time in accessing historical documents on events and donors.

Upcoming Events

Fischer Farm 4H Club –

Friday, 02/23/18 at International Night, DuPage County Fairgrounds, Bldg. 1, 6:30pm

Summer Job Fair with Addison Park District -

Tuesday, 03/13/18 and Wednesday, 03/28/18, 4:00 – 8:00pm,

NEDSRA Theater Troupe production of Return of the B Movies -

Mario Parente Theater, Oakbrook Terrace
Friday, March 23, 7:00pm and
Saturday, March 24, 1:00pm

NEDSRA Special Olympics Sports Banquet -

Glendale Lakes Golf Club, Glendale Heights
Thursday, March 29, 6:00pm

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*

MEMO

To: NEDSRA Board of Trustees
From: Rick Poole, Executive Director
Date: February 7, 2018
Re: Resolution #02-01-2018

The Illinois House of Representatives enacted Public Act 100-554 to ensure governmental units adopt a resolution establishing a policy to prohibit sexual harassment. The NEDSRA Personnel Policy already contains most provisions. It is NEDSRA's objective to be in full compliance with PA 100-554, we therefore submit the enclosed resolution written with the agency's attorney for your approval.

Suggested Motion:

I move to approve Resolution #02-01-2018 to amend NEDSRA's non-discrimination and anti-harassment policy as presented.

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*

RESOLUTION #02-01-2018
TO AMEND NEDSRA'S NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY TO ADD SUCH PROVISIONS AS ARE NEEDED TO ESTABLISH AND CONFORM THE POLICY TO THE REQUIREMENTS OF PUBLIC ACT 100-554

WHEREAS, amendments to the State Officials and Employees Ethics Act were introduced in the Illinois House of Representatives on November 6, 2017 to require, among other things, that personnel policies of units of local government prohibit sexual harassment and that such policies include specific prescribed content;

WHEREAS, such amendments after passage by the Illinois House of Representatives and Illinois Senate on November 7, 2017 became law as Public Act 100-554 ("PA 100-554" or the "Act") on and effective November 16, 2017;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/7-5) as amended by PA 100-554 states that no later than 60 days after the effective date of Act,

> …each governmental unit shall adopt an ordinance or resolution establishing a policy to prohibit sexual harassment…[and that such] policy shall include, at a minimum: (i) a prohibition on sexual harassment; and (ii) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Department of Human Rights; (iii) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under [the State Officials and Employees Ethics Act], the Whistleblower Act, and the Illinois Human Rights Act; and (iv) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report;

WHEREAS, NEDSRA's existing and current Non-Discrimination and Anti-Harassment Policy (set forth in Section II.O. of NEDSRA's Personnel Policy Manual) already contains most but not all provisions which the Act mandates be included in a local government unit's policy prohibiting sexual harassment; and

WHEREAS, NEDSRA's Board of Trustees desires and intends for NEDSRA to comply with the requirements of PA 100-554;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Northeast DuPage Special Recreation Association (the "Board"), as follows:

Section 1. The preamble recitals set forth above are hereby reaffirmed and incorporated in this Resolution as if fully set forth herein.

Section 2. Declaration and Adoption of Amendments to Policy. It shall be the policy of this Board to prohibit sexual harassment as set forth in PA 100-554. To that end, in order to incorporate such provisions as are needed to establish and conform the policy to the requirements of PA 100-554, the Board hereby approves the proposed changes to NEDSRA's Non-Discrimination and Anti-Harassment Policy, as shown by underlined text in the pertinent excerpts of NEDSRA's Personnel Policy Manual which excerpts are attached as Exhibit A to this Resolution and made a part hereof.

Section 3. Compliance with PA 100-554 and Repeal of Resolutions, etc. in Conflict. NEDSRA shall comply with all requirements of PA 100-554, and any resolution, policy or procedure that conflicts with the provisions of the Act is hereby repealed or superseded to the extent of such conflict.

Section 4. Effective Date. This Resolution shall be in full force and effect upon its passage.

AYES:

NAYS:

ABSENT:

APPROVED THIS 7th day of February, 2018.

_____
Paul Friedrichs
Chairman, NEDSRA Board of Trustees

ATTEST: _____
Matt Ellmann
Secretary, NEDSRA Board of Trustees

2. Park District Risk Management Agency (PDRMA) - NEDSRA is a member of PDRMA, an organization of Illinois public park and recreation agencies formed to assist NEDSRA and the other members with risk management, loss prevention, training, legal services, financial reporting, insurance and health/wellness coverage. All employees are expected to cooperate fully with PDRMA staff.

3. OSHA and Your Right to Know
   NEDSRA is committed to protecting employees against the dangers of hazardous materials on the job, by providing training on the proper handling and storage of hazardous substances. In addition, the Occupational Safety and Health Administration (OSHA) has issued a regulation that states that you have a right to know what hazards you face on the job and how you can protect yourself against them. OSHA's Hazard Communication Standard affects everyone in the workplace who comes into contact with hazardous materials. Employees must read labels and MSDS sheets, and follow NEDSRA's safety procedures for storing, handling and using hazardous materials. Employees are required to review, and abide by all procedures and policies governing Your Right to Know as covered in *NEDSRA's Personnel Safety Manual.*

4. Communicable Diseases - NEDSRA has established communicable disease policies and procedures in concert with PDRMA recommendations. These policies and procedures, governing employment and service, are based on the most current medical and legal information available at this time. These policies and procedures may change as a result of new medical research, knowledge and legal decisions. NEDSRA's specific policies and procedures are detailed in NEDSRA's *Personnel Safety Manual – Loss Prevention Rules, Guidelines and Policies.* New staff and volunteers will be provided training and written materials regarding communicable disease. Existing staff will receive annual training and additional updates as needed. All staff must comply with *Personnel Safety Manual*, (Health and Safety Section), for training on pre- and post-exposure, personal protective equipment, including housekeeping procedures, incident records and state regulations.

   By implementing these policies, NEDSRA aims to reduce the spread of disease, to protect employees**,** patrons and participants from communicable diseases and to maintain confidentiality of medical problems. The policies are intended to strike a reasonable balance between societal and individual rights relating to communicable disease as they pertain to the operation of NEDSRA.

N. **Smoke-free Workplace** - NEDSRA complies with the Illinois Clean Air Act and the State's smoke-free policy, which applies to all employees, facilities, patrons and vendors. No smoking is permitted inside the NEDSRA building or in any NEDSRA program facility, or NEDSRA or park district/village vehicle. Some park district and village ordinances prohibit smoking in parks and on all park district/village property. Staff members are expected to comply with any known smoking policies of NEDSRA's member partner park districts and villages. The use of smoking materials refers to the lighting and smoking of cigarettes, e-cigarettes, cigars, pipes, or other similar items.

O. **Non-Discrimination and Anti-Harassment Policy** - NEDSRA is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the Association expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, NEDSRA trustee, agent, volunteer, and vendor of the Association, as well as anyone using the NEDSRA's facilities, to refrain from sexual and other harassment. NEDSRA will not tolerate sexual or any other type of harassment of or by any of its employees and appointed officials. Actions, words, jokes, or comments based on an individual's sexual orientation, civil union partnership, race, national origin, age, religion, or any other legally protected characteristic, will not be tolerated.

1. Definitions of Harassment

   a. Sexual harassment is a form of discrimination prohibited by Title VII of the federal Civil Rights Act of 1964, as amended, by the Illinois State Officers and Employees Ethics Act as amended by Public Act 100-554, and the Illinois Human Rights Act. Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when

   - Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
   - Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
   - The harassment has the purpose or effect of interfering with the employee's work performance or creating ~~an~~ a work environment that is intimidating, hostile, or offensive ~~to the employee~~. For purposes of this definition, the phrase "work environment" is not limited to a physical location to which an employee is assigned to perform his or her duties.

   Sexual harassment may include a range of subtle and not so subtle behaviors an*d* may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through email or text messaging); and other physical, verbal or visual conduct of a sexual nature.

   b. Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his race, color, religion, gender identity or expression, sexual orientation, civil union partnership, age, national origin, disability or any other characteristic protected by law, or that of his relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

   Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through Web sites, blogs, chat rooms, email or phone texting).

   Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

   Any employee engaging in practices or conduct constituting sexual harassment, discrimination or harassment of any kind shall be subject to disciplinary action, up to and including dismissal.

2. Retaliation Is Prohibited

   NEDSRA prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. As stated in P.A. 100-554, individuals reporting sexual harassment may receive the protections of the Illinois Human Rights Act and whistleblowing protections under the Illinois State Officials and Employees Ethics Act and the Illinois Whistleblower Act. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment, is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

3. Reporting Procedures

~~NEDSRA strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position~~. All NEDSRA employees are encouraged to report incidents of harassment, discrimination, or retaliation, regardless of who the offender may be and whether or not the reporting employee was a target of the harassment, discrimination, or retaliation. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, NEDSRA encourages the prompt reporting of complaints or concerns so that ~~rapid~~ timely and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

If you experience or witness harassment or discrimination of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, your department head, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident).

Written records such as letters, notes, memos, emails, and telephone messages evidencing of the objectionable conduct should be preserved. It is not necessary that the harassment be directed at you to make a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed employee, you should clearly state that the conduct is unwelcome and the offending behavior must stop. *However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below.* The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- Report to Supervisory and Professional/Administrative Personnel: At the same time direct communication is undertaken, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, department head or the Director. If you feel uncomfortable doing so, or if your immediate supervisor and/or department head is the ~~source of the problem~~ harasser, ~~condones the problem~~ or condones or ignores the problem, you should report the offending behavior directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should contact the Chairman of the Board of Trustees. Employees may make reports to these individuals in a confidential manner, and may also report claims of sexual harassment to the Illinois Department of Human Rights by contacting that agency.

- Report to Director/Chairman of the Board of Trustees: An employee may also report incidents of harassment or discrimination directly to the Director. The Director, or his designee, will promptly investigate the facts and take corrective action when an allegation is determined to be ~~valid~~ substantiated. If your complaint alleges harassment by the Director, or if ~~he condones the problem~~ the Director condones or ignores the problem, you should ~~immediately~~ promptly report the incident or incidents in writing directly to the Chairman of the Board of Trustees. An investigation will be conducted promptly and appropriate action will be taken when an allegation is determined to be ~~v alid~~ substantiated. At no time will personnel who were involved in the alleged harassment or discrimination conduct the investigation of the complaint.

4. Harassment Allegations Against Non-Employees/Third Parties:

If you make a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using NEDSRA programs or facilities, the Director, or his designee, will investigate the incident(s) and determine the appropriate action~~, if any~~ to be taken if the complaint is substantiated. NEDSRA

will make reasonable efforts to protect you from further contact with such persons. Please recognize, however, that the Association has limited control over the actions of non-employees.

IMPORTANT NOTICE TO ALL EMPLOYEES
Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could adversely affect his or her rights in pursuing legal action.

Responsibility of Supervisors and Witnesses
Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Director who will investigate the conduct and resolve the matter as soon as possible. ~~All employees are encouraged to report incidents of harassment, regardless of who the offender may be and whether or not the reporting employee was a target of the harassment.~~

The Investigation
Reported allegations of harassment, discrimination or retaliation will be investigated promptly. NEDSRA will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. NEDSRA may in some cases use third parties to investigate claims of harassment.

Responsive Action
NEDSRA will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, training, referral to counseling, and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or dismissal, as deemed appropriate under the circumstances.

False and Frivolous Complaints
Complaints which are not based on fact or are otherwise made in bad faith are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

P. **Disciplinary Action and Dismissal** - All employees are expected to meet NEDSRA's standards of conduct and work performance, and to satisfactorily perform their duties under the policies, guidelines and rules contained in this Manual. In addition, employees are expected to follow any other NEDSRA policies, rules and guidelines, performance standards, the directions of supervisors, and to act in accordance with federal, state and local law. Work performance encompasses many factors, including attendance, punctuality, personal conduct, job proficiency, and general compliance with NEDSRA's directives, policies and procedures.

If an employee does not meet these standards, NEDSRA may, under appropriate circumstances, take corrective action other than immediate dismissal. The intent of corrective action is to formally document problems while providing the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as work performance, attendance problems, attitude, personal conduct, general compliance with NEDSRA's policies and procedures, and/or other disciplinary problems.

At its sole discretion, NEDSRA may implement a Performance Improvement Plan for an employee, for a specific period of time. Although not required or guaranteed, some form of progressive discipline may be used if deemed appropriate by NEDSRA. An employee afforded progressive discipline may be dismissed, if his or her substandard performance or misconduct persists.

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*

MEMO

To: NEDSRA Board of Trustees
From: Rick Poole, Executive Director
Date: February 7, 2018
Re: Appointment of Auditor

The accounting firm of Sikich LLP has conducted NEDSRA's annual audit for the last three years. NEDSRA requested RFP's from several firms in December 2017 and received proposals from three firms.

After reviewing these proposals and their references, it is our recommendation to appoint Sikich LLP.

Their proposal pricing is as follows.

Firm	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020
Sikich LLP Naperville, Illinois	$10,400	$10,700 plus $1,000 GASB Statement No. 75 (2)	$11,000
Selden Fox Oak Brook, Illinois	$18,700	$19,250	$19,600
Eder, Casella & Co. McHenry, Barrington, & Gurnee, Illinois	$12,000	$12,500	$13,000

Suggested Motion:

I move to appoint the firm of Sikich LLP as the independent auditors for the NEDSRA Board of Trustees to conduct the annual audits ending April 30, 2018, April 30, 2019 and April 30, 2020.

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*

MEMO

To: NEDSRA Board of Trustees
From: Rick Poole, Executive Director
Date: February 7, 2018
Re: Board Event Calendar

Enclosed in this packet is a 2018 Calendar of Events for your reference.

2018 Board Calendar/Events

January	**No Regular Board of Trustees Meeting**
Jan. 18 - 20	**IPRA/IAPD Conference**
February 7	**Board of Trustees Meeting 1:30 p.m.**
March 7	**Board of Trustees Meeting 1:30 p.m.**
April 4	**Board of Trustees Meeting 1:30 p.m.** Discussion Conflict of Interest Disclosure Form (Annually) Review Articles of Agreement – 2019 (Every 3 years per Articles of Agreement) Executive Director Appraisal
April 24	**Legislative Reception & Parks Day at the Capitol**
April 25	**Legislative Conference**
April 28	**BBQ Bash – at NEDSRA, Centennial Gym**
May 4	**Golf Marathon – Salt Creek Golf Club**
May 2	**Board of Trustees Meeting 1:30 p.m.**
May 19	**NEDSRA Track Meet – Glenbard East High School, Lombard**
June 6	**Reach for the Stars 6:00 p.m. – Medinah Shrine Center, Medinah**
June 13	**Board of Trustees Meeting 1:30 p.m.** Election/Retention of Officers (First meeting of fiscal year per Art. of Agreement) Executive Session (Semi-annual Review of Closed Meeting Minutes)
July	**No Regular Board of Trustees Meeting**
August	**No Regular Board of Trustees Meeting**
September 5	**Board of Trustees Meeting 1:30 p.m.**
Sept. 12	**Annual Larry Roesch/NEDSRA Golf Classic – White Pines Golf Club, Bensenville**
Sept. 22-21 (Tentative)	**KOC Tootsie Roll Drive**
Sept. 25 - 27	**NRPA Conference – Indianapolis**
October	**No Regular Board of Trustees Meeting**

November 1 **Board of Trustees Meeting 1:30 p.m.**
Discussion of Employee Merit Increases (Annually)
Health Insurance and Opt-Out Recommendations (Annually)
Approval of NEDSRA Representative

Nov. 7 – 10 **Athletic Business School, New Orleans**

December 7 **Board of Trustees Meeting 4:00 p.m.** Location TBD
Executive Session (Semi-annual Review of Closed Meeting Minutes)

5:00 PM - NEDSRA's Holiday Gathering for Partners (after Board Meeting)