Putting People First

NEDSRA

Special Recreation Association

Board Packet

1770 West Centennial Place, Addison, Illinois

Wednesday, March 7, 2018

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, March 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**
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 – February 7, 2018 — **Voice Vote**
6. **Comments and Communications** — **Executive Director Poole**
   a. Open House Job Fair (Flyer)
   b. Chipotle Fundraiser (Flyer)
   c. Jr. Wheelchair Bulls Fundraiser (Flyer)
   d. Summer and All Year Recruitment Posters (Flyers – 2)
7. **Consent Agenda – Financial Reports** — **Chairman Friedrichs**
   a. Ratify NEDSRA Disbursements and Financial Statements – Period Ending January 31, 2018 — **Roll Call Vote**
8. **Chairman of the Board Comments** — **Chairman Friedrichs**
9. **Agency Report** — **Executive Director Poole**
10. **Unfinished Business** — **Chairman Friedrichs**
11. **New Business**
    a. NEDSRA 2018/2019 Budget Workshop — **Director Poole** **Discussion**
    b. Waiver of Law Firm Conflict — **Chairman Friedrichs** **Roll Call Vote**
12. **Board of Trustees Comments** — **Chairman Friedrichs**
13. **Next Meeting Date Wednesday, April 4, 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.

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BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, February 7, 2018

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

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

   Members Present: Steve Muenz, Addison Park District
   Sara June, Butterfield Park District
   Keith Knautz, Village of Glendale Heights
   Maryfran Leno, Itasca Park District
   Paul Friedrichs, Lombard Park District
   Bruce Baum, Medinah Park District
   John Bealer, Village of Schiller Park (arrived 1:33 PM)
   Greg Gola, Village of Villa Park
   Matt Ellmann, Wood Dale Park District

   Members Absent: Joe Vallez, Bensenville Park District
   Cathy Fallon, Oakbrook Terrace Park District

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

3. **Introduction of Guests and Staff**: Superintendent Barton asked Coordinator Tovey to introduce Amanda Hagen, the NEDSRA Winter Intern.

4. **Public Comments:** None

5. **Approval of Meeting Minutes:** Chairperson Friedrichs requested a motion to approve the Board of Trustees meeting minutes of December 7, 2017. Motion to approve was made by Trustee Ellmann and a second made by Trustee Baum. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and 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 periods ending November 30, 2017 and December 31, 2017. The motion was made by Trustee Knautz and seconded by Trustee Gola. On a roll call vote, voting aye: Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District. Abstaining: Trustee Bealer, Village of Schiller Park.
   Motion Passed with 8 ayes, no nays and 1 abstention.

8. **Chairperson of the Board Comments:** Chairperson Friedrichs noted that NEDSRA "cleaned up" with awards at the state conference. He asked about the NEDSRA IAPD membership and the recent discovery by Director Poole that NEDSRA would not be a voting member as it is made up of other voting members. There was also discussion of the fees for IAPD. Chairperson Friedrichs asked the trustees which of them were members of IAPD. Member partners with IAPD memberships are: Butterfield Park District, Itasca Park District, Lombard Park District, Medinah Park District, Wood Dale Park District. Chairman Friedrichs believes that Bensenville Park District and Oakbrook Terrace Park District are members, but will confirm. Those member partners not holding IAPD memberships are Addison Park District, Village of Glendale Heights, Village of Schiller Park and Village of Villa Park. Director Poole stated that NEDSRA has been paying $300 per year for a membership. The agency cannot vote at the IAPD meeting, therefore does not require the appointment of an IAPD representative for their meeting.

9. **Agency Report:** Director Poole stated that there has been no further requests for information from DCEO for the current grant and that should be good news. NEDSRA is moving forward with the new budget and has made good progress. There will be a presentation at the March meeting.

   Superintendent Barton spoke about the successful Sensory Room Grand Re-opening. He also said that there is an internal staff recruitment committee working on hiring additional part-time staff. The agency is going through the PDRMA Loss Control Review this year and that NEDSRA has met with several companies on new registration software. Superintendent pointed out the list of NEDSRA vans included in the packet and the schedule to replace Tony Vanza.

   Marketing Manager Chereso said that Director Poole and she attended a Knights of Columbus dinner which celebrated the Healthy Minds Health Bodies program. On February 25, she will attend another to receive the Knights donation from NEDRSA's participation in the 2017 Tootsie Roll Drive. Manager Chereso announced that Mary Priller has accepted a full-time position, however she continues to fulfil the social media responsibilities. Manager Chereso is compiling a job description for a part-time marketing assistant and plans to have it posted soon. The Spring brochure is on the NEDSRA website and will soon go out in bulk mail. Staff is working on summer now. Rick noted the conference awards stating that they are worth mentioning. Kristen Chereso received the MVP in the marketing section, Colleen Cline was named the Rising Star in the ITRS section and the NEDSRA theater program was named Outstanding Program by IPRA. Director Poole stated he is very proud of the accomplishments.

10. **Unfinished Business:** None.

11. **New Business:** Presentation and approval of Resolution #02-01-2018 to establish policy prohibiting sexual harassment including provisions as required by Public Act 100-554 was made. Chairman Friedrichs and Director Poole stated that the document presented is the resolution and the attorney recommended changes to the NEDSRA personnel policy. A motion was made by Trustee Bealer and a second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District. Motion passed with 9 ayes and no nays.

    Director Poole presented the results from the auditor RFP completed by NEDSRA. The selected firm would serve as the auditor for fiscal years 2018, 2019 and 2020. Sikich came in with the best proposal and was recommended by the Director. A motion to approve Sikich as the auditor was made by Trustee Knautz and a second was made by Trustee Gola. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Bealer, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee

Ellmann, Wood Dale Park District; Trustee Muenz, Addison Park District; Trustee June, Butterfield Park District;. Motion passed with 9 ayes and no nays.

Director Poole presented an annual calendar for the Board's reference, of NEDSRA Board meetings and special events for informational purposes only. There were no comments.

12. **Board of Trustees Comments:** Trustee June said that Butterfield Executive Director Reiner requested she initiate discussion on the sponsorship of NEDSRA's annual Reach for the Stars (RFTS) event. Director Poole stated Director Reiner had send a letter in which Butterfield Park District has elected not to sponsor the event with additional funds. Chairman Friedrichs stated that Butterfield had in the past sponsored an additional $2,500 to RFTS. Trustee Bealer said that Schiller Park sponsors $1,500 and Trustee Knautz stated that Glendale Heights is also a sponsor of $1,500. Discussion and opinions were expressed on reasons and perspectives of extra giving and sponsorships by member partners. Superintendent Barton said that the event is not clearly defined as a family event or a fund raising event or something else. He stated that in the past RFTS has approximately broke even on the cost. Trustee Leno spoke about how sponsorship recognition is perceived by the individual partner's boards. Chairman Friedrichs and Director Poole stated that it warrants further evaluation. Trustee Knautz requested that in discussion on the added sponsorship issue, member of the board be involved.

    Trustee Knautz inquired as to the mailing of the invoices for the second half of the member partner contributions. Lara Batten, Business Services Consultant, stated that the invoices had gone out in December.

    Chairperson Friedrichs said that in lieu of the meeting's early adjournment, trustees that have time would be well served in a tour of the Sensory Room.

13. **Next Meeting Date:** Wednesday, March 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 Gola and a second by Trustee Baum. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 2:03 PM.

Respectfully submitted,

Susan Martellotta, Recording Secretary

Paul Friedrichs, Chairperson

Matt Ellmann, Board Secretary

Open House Job Fair!

Join us at one of our upcoming job fairs for on the spot interviews for a summer filled with FUN! Hosted by Northeast DuPage Special Recreation Association and Addison Park District.

Tuesday, March 13th & Wednesday, March 28th

Get Paid to Play!

JOB OPENINGS FOR AGES 16 & OLDER!

Northeast DuPage Special Recreation Association and Addison Park District invites **YOU** to attend an Open House Job Fair!

Where?

Club Fitness
1776 W. Centennial Place
Addison, Il 60101

When?

Tuesday, March 13th &
Wednesday, March 28th

The Open House Job Fair will be from 4PM to 8PM both days. You only need to be in attendance during one date. Applicants must be 16 or older to apply. Many positions are available!

Contact Colleen Cline with any questions:
ccline@nedsra.org
630-576-4038

Learn More!

Visit our website at www.NEDSRA.org

ADDISON PARK DISTRICT
Leisure for your lifestyle.

Putting People First
NEDSRA
Special Recreation Association

DO GOOD WITH BURRITOS

Join us at our restaurant for a fundraiser to support NEDSRA. Just come in to the Chipotle at **1078 N. Rohlwing Rd** in Addison on **Tuesday, April 10th** from **4:00pm** to **8:00pm**. Bring in this flyer, show it on your smartphone or tell the cashier you're supporting the cause to make sure that 50% of the proceeds will be donated to NEDSRA.

CHIPOTLE
MEXICAN GRILL

Online orders will not be included in the fundraiser total. To ensure your purchase is counted in the fundraiser, be sure to order and pay in-restaurant. Gift card purchases during fundraisers do not count towards total donated sales, but purchases made with an existing gift card will count.

ROAD2NATIONALS FUNDRAISER

Proceeds support the Synergy Jr. Bulls Wheelchair Basketball teams to attend the National Tournament in Louisville, KY on April 12-15, 2018

WATCH THE JR. BULLS VARSITY TEAM PLAY FIRST RESPONDERS!

SYNERGY adaptive athletics

FIRE ADDISON DIST.

ADDISON POLICE

SATURDAY MARCH 17TH
1:00PM - 3:00PM
$5 PER PESON

CENTENNIAL REC CENTER/NEDSRA
1770 W CENTENNIAL PL, ADDISON

Culver's
Welcome to delicious.

PROUD FOOD SPONSOR

TRY WHEELCHAIR BASKETBALL AND OTHER FUN CHALLENGE ACTIVITIES!

Jason Stubbeman
Synergy Adaptive Athletics Coordinator
jasons@synergyaa.com
630-384-8542

Putting People First

NEDSRA

Special Recreation Association

GET PAID TO PLAY THIS SUMMER!
JOIN OUR TEAM TODAY!

Be a...

Inclusion Staff!

Camp Counselor!

Bus Driver!

Program Assistant!

NEDSRA provides year round recreation activities for people with disabilities.

- ✓ **Competitive pay!**
- ✓ **Flexible hours!**
- ✓ **Up to 20 hours/week!**

HELP US HELP OTHERS WHILE BEING ACTIVE IN YOUR COMMUNITY!

For more information, please contact Colleen Cline by email at ccline@nedsra.org or by phone at 630-620-4500

Must be 16 years old to work and a minimum age of 13 years old to volunteer. Internships are also available.

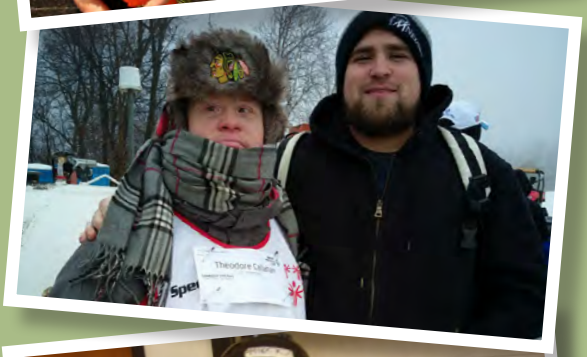
BUILD YOUR... COMMUNICATION SKILLS, PROBLEM SOLVING SKILLS, LEADERSHIP SKILLS, INTERPERSONAL SKILLS

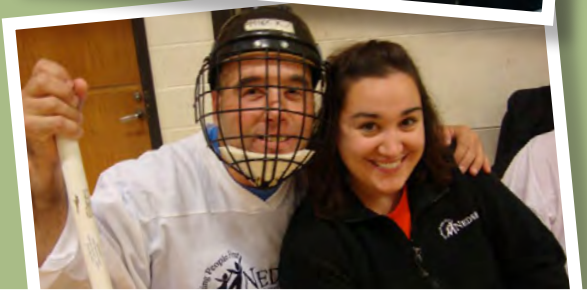
Putting People First

NEDSRA

Special Recreation Association

GET PAID TO PLAY ALL YEAR LONG!
JOIN OUR TEAM TODAY!





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Ph. 630.620.4500 Fax 630.620.4598
www.nedsra.org

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Lara Batten, Business Services
Date: March 7, 2018
Re: Financial Statements for Period Ending 01/31/2018

Upon Review of the January Financials, staff noticed the following accounts are over budget:

- Office Maintenance/Contractual Agreements
- Legal Publications
- Facility Maintenance

Office Maintenance and contractual agreements are trending higher due to additional expenses from Raiser's Edge and job postings for open positions have Legal Publications trending over budget, as well. Facility Maintenance is over budget due to an unexpected HVAC repair cost. All other accounts are trending as projected at this time.

	01/31/2018 YTD Actual	2017/18 Budget	01/31/2017 YTD Actual
Revenue	$1,951,182	$2,114,996	$1,964,564
Expenses	$1,575,571	$2,211,036	$1,611,560
Net Revenue/Expenses *	**$375,611**	**($96,040)**	**$353,004**

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

General Fund	01/31/2018 YTD Actual	2017/18 Budget
Beginning Balance	$881,277	$881,277
*** Increase/Decrease**	$382,620	($93,870)
Ending General Fund Balance (Unaudited)	**$1,263,897**	**$787,407**

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Special Recreation Association

Disbursements

Period Ending 01/31/2018

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Integrity ◆Commitment ◆Fun

Northeast DuPage Special Recreation Association
Check List Summary
All Bank Accounts
January 1, 2018 - January 31, 2018

Check Number	Check Date	Payee		Amount
Vendor Checks				
51670	01/05/18	Cool Tech HVAC		244.00
51671	01/05/18	Cool Tech HVAC		200.00
51672	01/05/18	Konica Minolta Business Solutions, Inc.		242.11
51673	01/05/18	Lombard Park District		6,171.72
51674	01/05/18	The Fence Store		1,125.00
51675	01/05/18	Warehouse Direct Workplace Solutions		779.47
51676	01/19/18	Addison Park District		880.18
51677	01/19/18	Alexian Brothers Corporate Health Svcs		133.00
51678	01/19/18	AT&T		121.30
51679	01/19/18	Dimensions in Sound		100.00
51680	01/19/18	Jackson, Victoria		50.00
51681	01/19/18	Lauterbach & Amen, LLP		2,724.00
51682	01/19/18	Park District Risk Management Agency		14,997.61
51683	01/19/18	Park District Risk Management Agency		9,262.05
51684	01/19/18	Sentry Security, Inc.		96.00
51685	01/19/18	TechPro, Inc.		2,422.00
51686	01/19/18	Waukegan Park District		80.00
51688	01/26/18	Andrews, Caryn		1,856.00
51689	01/26/18	White Pines Golf Club		1,631.80
51690	01/30/18	Accutech Services		123.52
51691	01/30/18	Comcast		365.00
51692	01/30/18	Dimensions in Sound		275.00
51693	01/30/18	Konica Minolta Business Solutions, Inc.		222.06
51694	01/30/18	NICOR		1,801.43
51695	01/30/18	Orkin		89.98
51696	01/31/18	ComEd		1,371.20
51697	01/31/18	Jensen's Plumbing & Heating, INC		1,658.30
51698	01/31/18	Jimenez, Michael		175.00
51699	01/31/18	Lauterbach & Amen, LLP		4,583.33
51700	01/31/18	Lee, Robert		62.50
51701	01/31/18	Miller, Lori Gorden		91.62
51702	01/31/18	Robbins Schwartz Nicholas Lifton & Taylor		525.00
01/03/2018	01/31/18	Paychex		1,386.03
01/16/2018	01/31/18	Paychex		261.06
01/19/2018	01/19/18	Paychex		66.92
1/08/2018	01/08/18	Sams Club Direct		12.94
1/11/2018	01/11/18	AFLAC		52.68
1/15/2018	01/15/18	WageWorks		110.00
1/19/2018	01/19/18	Paychex		63.19
1/22/2018	01/22/18	Pitney Bowes Global Financial Services LLC		1,614.24
1/25/2018	01/31/18	AFLAC		20.04
1/31/2018	01/31/18	BMO Harris P-Card		12,857.45
1/31/2018	01/31/18	Konica Minolta Premier Finance		357.69
2/14/2018	01/31/18	Konica Minolta Business Solutions, Inc.		357.69
			Vendor Check Total	71,620.11
			Check List Total	71,620.11

Check count = 44

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
January 1, 2018 - January 31, 2018

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
Cool Tech HVAC			01/05/18	51670	244.00
58500	Building Expenses:Facility Maintenance	Cool Tech HVAC - 1163	244.00		
Cool Tech HVAC			01/05/18	51671	200.00
58500	Building Expenses:Facility Maintenance	Cool Tech HVAC - 1164	200.00		
Konica Minolta Business Solutions, Inc.			01/05/18	51672	242.11
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - 9004142324	242.11		
Lombard Park District			01/05/18	51673	6,171.72
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Lombard Park District - ADA Reimbursement	6,171.72		
The Fence Store			01/05/18	51674	1,125.00
58500	Building Expenses:Facility Maintenance	The Fence Store - 73789	1,125.00		
Warehouse Direct Workplace Solutions			01/05/18	51675	779.47
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	779.47		
Addison Park District			01/19/18	51676	880.18
58500	Building Expenses:Facility Maintenance	Inv # 20-865	250.47		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Inv # 20-864	629.71		
Alexian Brothers Corporate Health Svcs			01/19/18	51677	133.00
58910	Risk Management	Inv # 643345	133.00		
AT&T			01/19/18	51678	121.30
58100	Building Expenses:Telephones/Internet	Inv # 630916686012	121.30		
Dimensions in Sound			01/19/18	51679	100.00
54300	Contractual Services	Dimensions in Sound	100.00		
Jackson, Victoria			01/19/18	51680	50.00
54300	Contractual Services	Yoga Instructor	50.00		
Lauterbach & Amen, LLP			01/19/18	51681	2,724.00
54100	Business Services - Contract	Inv # 25992	2,724.00		
Park District Risk Management Agency			01/19/18	51682	14,997.61
51600	Payroll:Health Insurance	Inv # Q417139H	14,997.61		
Park District Risk Management Agency			01/19/18	51683	9,262.05
52400	Property Insurance	Park District Risk Management Agency - Q417139	4,255.05		
52300	Liability Insurance	Park District Risk Management Agency - Q417139	2,088.51		
52300	Liability Insurance	Park District Risk Management Agency - Q417139	979.95		
52300	Liability Insurance	Park District Risk Management Agency - Q417139	126.78		
52000	Workers Compensation	Park District Risk Management Agency - Q417139	1,811.76		
Sentry Security, Inc.			01/19/18	51684	96.00
54400	Office Maint/Contractual Agree.	Inv # 221049	96.00		
TechPro, Inc.			01/19/18	51685	2,422.00

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
53900	Professional Consultants	Inv # 242850	168.50		
53900	Professional Consultants	Inv # 242851	900.00		
53900	Professional Consultants	Inv # 243010	285.00		
53900	Professional Consultants	Inv # 243177	168.50		
53900	Professional Consultants	Inv # 243178	900.00		
Waukegan Park District			01/19/18	51686	80.00
53600	Admissions & Facility Space	ITRS Tournament Entry Fee	80.00		
Andrews, Caryn			01/26/18	51688	1,856.00
54300	Contractual Services	January 2018	1,856.00		
White Pines Golf Club			01/26/18	51689	1,631.80
53675	Fund Raising Expenses	Beverage Tab	1,631.80		
Accutech Services			01/30/18	51690	123.52
54400	Office Maint/Contractual Agree.	Accutech Services Inv # 006286	123.52		
Comcast			01/30/18	51691	365.00
58100	Building Expenses:Telephones/Internet	Comcast	365.00		
Dimensions in Sound			01/30/18	51692	275.00
54300	Contractual Services	Dimensions in Sound	275.00		
Konica Minolta Business Solutions, Inc.			01/30/18	51693	222.06
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. Inv # 9004232378	222.06		
NICOR			01/30/18	51694	1,801.43
58300	Building Expenses:Natural Gas	NICOR	1,801.43		
Orkin			01/30/18	51695	89.98
54400	Office Maint/Contractual Agree.	Orkin Inv # 166490501	89.98		
ComEd			01/31/18	51696	1,371.20
57200	Vehicle Expenses:Staff Vehicle Reimbursement	ComEd	1,371.20		
Jensen's Plumbing & Heating, INC			01/31/18	51697	1,658.30
58500	Building Expenses:Facility Maintenance	Jensen's Plumbing & Heating, INC Inv # 101987	968.30		
58500	Building Expenses:Facility Maintenance	Jensen's Plumbing & Heating, INC Inv # 102111	690.00		
Jimenez, Michael			01/31/18	51698	175.00
53675	Fund Raising Expenses	Inv # 20180428	175.00		
Lauterbach & Amen, LLP			01/31/18	51699	4,583.33
54100	Business Services - Contract	Lauterbach & Amen, LLP Inv # 26349	4,583.33		
Lee, Robert			01/31/18	51700	62.50
54300	Contractual Services	Inv # 100	62.50		
Miller, Lori Gorden			01/31/18	51701	91.62
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Miller, Lori Gorden	10.00		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Miller, Lori Gorden	20.00		
53500	Program Supplies	Miller, Lori Gorden	7.62		
53500	Program Supplies	Miller, Lori Gorden	24.83		
53500	Program Supplies	Miller, Lori Gorden	21.44		

Northeast DuPage Special Recreation Association
Check List Detail
All Bank Accounts
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Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
53400	Office Supplies & Duplicating	Miller, Lori Gorden	3.87		
58940	Miscellaneous Expenses:Employee Recognition/Relations	Miller, Lori Gorden	3.86		
Robbins Schwartz Nicholas	Lifton & Taylor		01/31/18	51702	525.00
53800	Legal Services	Robbins Schwartz Nicholas Lifton & Taylor Inv # 279046	525.00		
Paychex			01/31/18	01/03/2018	1,386.03
54100	Business Services - Contract	Paychex Inv # 79556	1,386.03		
Paychex			01/31/18	01/16/2018	261.06
54100	Business Services - Contract	Paychex Inv # 80424	261.06		
Paychex			01/19/18	01/19/2018	66.92
54000	Payroll Services - Contract	Paychex Inv # 80462	66.92		
Sams Club Direct			01/08/18	1/08/2018	12.94
53500	Program Supplies	Inv # 004787	12.94		
AFLAC			01/11/18	1/11/2018	52.68
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC, Inv # 647396	52.68		
WageWorks			01/15/18	1/15/2018	110.00
21250	Payroll Liabilities:FSA Deduction	WageWorks Inv # 478001, 478009	110.00		
Paychex			01/19/18	1/19/2018	63.19
54000	Payroll Services - Contract	Paycheck - Inv # 79572	63.19		
Pitney Bowes Global Financial Services LLC			01/22/18	1/22/2018	1,614.24
53100	Postage Expense	Pitney Bowes Global Financial Services LLC	1,614.24		
AFLAC			01/31/18	1/25/2018	20.04
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC Inv # 067278	20.04		
BMO Harris P-Card			01/31/18	1/31/2018	12,857.45
58500	Building Expenses:Facility Maintenance	BMO Harris P-Card	1,329.00		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	198.00		
53600	Admissions & Facility Space	BMO Harris P-Card	3,715.10		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	162.56		
53500	Program Supplies	BMO Harris P-Card	2,147.19		
56000	Continuing Education	BMO Harris P-Card	2,438.34		
55000	Public Relations	BMO Harris P-Card	224.88		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	71.26		
53100	Postage Expense	BMO Harris P-Card	24.70		
53650	Program Equipment	BMO Harris P-Card	190.93		
55200	Subscription & Publication	BMO Harris P-Card	269.98		
56100	Professional Memberships	BMO Harris P-Card	807.00		
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card	260.00		
53675	Fund Raising Expenses	BMO Harris P-Card	560.44		
55100	Legal Publications	BMO Harris P-Card	301.00		
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card	122.63		
53530	HMHB Program Supplies	BMO Harris P-Card	34.44		
Konica Minolta Premier Finance			01/31/18	1/31/2018	357.69

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
54400	Office Maint/Contractual Agree.	Konica Minolta Premier Finance, Inv # 348348392	354.69		
54400	Office Maint/Contractual Agree.	Konica Minolta Premier Finance, Inv # 346051162	3.00		
Konica Minolta Business Solutions, Inc.			01/31/18	2/14/2018	357.69
54400	Office Maint/Contractual Agree.	Inv # 348348392	354.69		
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc.	3.00		
				Check List Total	71,620.11

Check count = 44

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
01252018	USPS.COM ONLINE SHIPPI	Overnight Brochure Proof	53100	24.70	24.70	SUSAN J MARTELLOTTA
01182018	AMAZON MKTPLACE PMTS	TREC Supplies	53500	21.99		A MAGGIE GOODE
01262018	AMAZON MKTPLACE PMTS	Val Dance Supplies	53500	8.99		A MAGGIE GOODE
01262018	STU*STUMPS	Val Dance Supplies	53500	44.64		A MAGGIE GOODE
01092018	BAUDVILLE INC.	IPRA Awards	53500	147.98		BETH CORSO
01092018	BAUDVILLE INC.	IPRA Awards	53500	122.65		BETH CORSO
01052018	WARNIMONT S HDW AN	Program supplies for Participants	53500	76.62		COLLEEN CLINE
01052018	BAUDVILLE INC.	Program supplies for Participants	53500	63.40		COLLEEN CLINE
01112018	WARNIMONT S HDW AN	Program supplies for Participants	53500	150.50		COLLEEN CLINE
01122018	WARNIMONT S HDW AN	Program supplies for Participants	53500	136.06		COLLEEN CLINE
01152018	WARNIMONT S HDW AN	Program supplies for Participants	53500	30.21		COLLEEN CLINE
01162018	PEACHWAVE - GLENDALE H	Program supplies for Participants	53500	52.44		COLLEEN CLINE
01182018	WARNIMONT S HDW AN	Program supplies for Participants	53500	8.19		COLLEEN CLINE
01122018	HOBBY-LOBBY #570	Program supplies for Participants	53500	7.98		DEBBI PAWINSKI
01152018	JEWEL #3260	Program supplies for Participants	53500	8.08		DEBBI PAWINSKI
01152018	REDBOX *DVD RENTAL	Program supplies for Participants	53500	1.50		DEBBI PAWINSKI
01262018	CULVERS OF ADDISON	Bowl Appetit Meals	53500	66.61		GERARD MORAN
01092018	WM SUPERCENTER #5442	TREC Supplies	53500	54.22		KRISTEN ROBERTSON
01152018	WAL-MART #5442	TREC supplies	53500	(2.79)		KRISTEN ROBERTSON
01232018	WAL-MART #5442	TREC Supplies	53500	19.37		KRISTEN ROBERTSON
01262018	ALDI 40028	TREC Supplies	53500	20.08		KRISTEN ROBERTSON
01032018	STARDUST BOWL OF A	Program supplies for Participants	53500	20.25		MAGGIE RESILLEZ
01122018	WAL-MART #5442	Program supplies for Participants	53500	78.30		MEGAN CZACHORSKI
01152018	WAL-MART #1737	Program supplies for Participants	53500	31.91		MEGAN CZACHORSKI
01162018	STEAK-N-SHAKE#0317 Q99	Program supplies for Participants	53500	51.37		MEGAN CZACHORSKI
01172018	WAL-MART #1737	Program supplies for Participants	53500	(3.72)		MEGAN CZACHORSKI
01182018	MCDONALD S F17760	Program supplies for Participants	53500	14.38		MEGAN CZACHORSKI
01182018	MCDONALD S F17760	Program supplies for Participants	53500	21.90		MEGAN CZACHORSKI
01262018	WM SUPERCENTER #5442	Program supplies for Participants	53500	8.76		MEGAN CZACHORSKI
01262018	TMS*MAIN STOP	Program supplies for Participants	53500	67.47		MEGAN CZACHORSKI
01122018	STARDUST BOWL OF A	Program supplies for Participants	53500	20.25		NEDSRA NEDSRA1
01122018	FRANKY S RED HOTS	FNR Dinner Supplies	53500	117.60		ROBERT GRIFFIN
01182018	WAL-MART #5442	Cooking Basics Supplies	53500	29.61		ROBERT GRIFFIN
01252018	WAL-MART #5442	Cooking Basics Supplies	53500	71.50		ROBERT GRIFFIN
01112018	WM SUPERCENTER #5442	4H Supplies	53500	14.94		SEAN FRITSCH

01122018	AMAZON.COM AMZN.COM/BI	Theater Supplies	53500	216.79		SEAN FRITSCH
01172018	WM SUPERCENTER #5442	Cooking Crew Supplies	53500	12.16		SEAN FRITSCH
01242018	WAL-MART #5442	Day Trippers Supplies	53500	36.86		SEAN FRITSCH
01252018	WM SUPERCENTER #5442	4H Supplies	53500	25.26		SEAN FRITSCH
01262018	LENS ACE HDWE	Sensory Room Supplies	53500	27.96		SEAN FRITSCH
01152018	ANYWAYS PUB OBT	SNC Meals	53500	208.00		SHARON PEARCE
01102018	LENS ACE HDWE	Sensory Station supply	53500	10.58		TESSA LONGO
01122018	LENS ACE HDWE	Sensory Station supply	53500	15.48		TESSA LONGO
01172018	ALDI 40033	Adaptive Fitness supplies	53500	10.86	2,147.19	TESSA LONGO
01262018	WAL-MART #5442	HMHB Program Supplies	53530	34.44	34.44	DONNA SEBOK
01172018	YPS*HOMEAWAY HA-N8H6QS	Savannah GA House payment	53600	500.00		BETH CORSO
01172018	YPS*HOMEAWAY HA-N8H6QS	Savannah GA House Payment	53600	2,165.00		BETH CORSO
01162018	ENCHANTED CASTLE - IL	Participant Admissions	53600	95.60		COLLEEN CLINE
01262018	OGDEN 6 THEATRE	Participant Admissions	53600	35.00		DEBBI PAWINSKI
01262018	OGDEN 6 THEATRE	Participant Admissions	53600	5.00		DEBBI PAWINSKI
01262018	STARDUST BOWL OF A	Bowl Appetit Bowling Admission	53600	31.50		GERARD MORAN
01112018	ENCHANTED CASTLE - IL	TREC admissions	53600	60.00		KRISTEN ROBERTSON
01252018	PICTURE SHOW BLOOMINGD	TREC Admissions	53600	42.50		KRISTEN ROBERTSON
12282017	WOOD DALE BOWL	Winter Break Camp Admissions	53600	39.00		MAGGIE RESILLEZ
12292017	MOD PIZZA BLOOMINGDALE	Participant Admissions	53600	156.50		MAGGIE RESILLEZ
12292017	PICTURE SHOW BLOOMINGD	Participant Admissions	53600	60.50		MAGGIE RESILLEZ
01052018	SKY ZONE - ELMHURST	Participant Admissions	53600	128.00		MAGGIE RESILLEZ
01052018	SKY ZONE - ELMHURST	Participant Admissions	53600	16.00		MAGGIE RESILLEZ
01112018	OGDEN 6 THEATRE	Participant Admissions	53600	60.00		MEGAN CZACHORSKI
01242018	PAYPAL *ALPHABETSOU	Participant Admissions	53600	93.50		MEGAN CZACHORSKI
01262018	STARDUST BOWL OF A	Participant Admissions	53600	27.00		NEDSRA NEDSRA1
01152018	WOOD DALE BOWL	FNR Admissions	53600	42.00		ROBERT GRIFFIN
01052018	SKY ZONE - ELMHURST -	Winter Break Camp Admissions	53600	1.00		SEAN FRITSCH
01052018	SKY ZONE - ELMHURST -	Winter Break Camp Admissions	53600	1.00		SEAN FRITSCH
01252018	WOOD DALE BOWL	Day Trippers Admissions	53600	42.00		SEAN FRITSCH
01222018	WOOD DALE BOWL	Huskies Bowling Admission	53600	114.00	3,715.10	SHARON PEARCE
01172018	AMAZON.COM AMZN.COM/BI	Equipment	53650	127.45		BETH CORSO
12292017	MENARDS GLENDALE HEIGH	Sensory Station equipment	53650	32.99		TESSA LONGO
01242018	TARGET 00010249	Sensory Station equipment	53650	14.49		TESSA LONGO
01252018	DOLLAR TREE	Sensory Station equipment	53650	16.00	190.93	TESSA LONGO
01172018	AURELIOS PIZZA - ADDI	Public Relations Expense	53675	33.00		KRISTEN CHERESO
01252018	ANYWAYS PUB OBT	Public Relations Expense	53675	27.44		KRISTEN CHERESO

01252018	SALT CREEK GOLF CLUB	Deposit for Golf Fundraiser	53675	500.00	560.44	KRISTEN CHERESO
01022018	AMYS HALLMARK 453	Public Relations Expense	55000	7.69		KRISTEN CHERESO
01052018	Amazon.com	Public Relations Expense	55000	84.99		KRISTEN CHERESO
01122018	WM SUPERCENTER #5442	Public Relations Expense	55000	5.34		KRISTEN CHERESO
12292017	ADOBE *CREATIVE CLOUD	Graphics Subscription	55000	31.86		SUSAN J MARTELLOTTA
01042018	CTC*CONSTANTCONTACT.C	Email Marketing	55000	95.00	224.88	SUSAN J MARTELLOTTA
01052018	IPRA	Employment Ad	55100	220.00		SUSAN J MARTELLOTTA
01182018	SHAW SUBURBAN MEDIA-AD	Public Notice Board Meeting	55100	81.00	301.00	SUSAN J MARTELLOTTA
01092018	AmazonPrime Membership	Amazon Subscription	55200	10.99		A MAGGIE GOODE
01052018	SIGNUPGENIUS	Volunteer Supbscription	55200	24.99		NEDSRA NEDSRA1
01102018	DAILY HERALD/REFLEJOS	Newspaper Subscription	55200	234.00	269.98	SUSAN J MARTELLOTTA
01192018	METRA NAPERVILLE	Cont Ed-IPRA Conference	56000	7.00		BETH CORSO
01222018	HAROLD S CHICKEN SHACK	Cont Ed-IPRA Conference	56000	10.89		BETH CORSO
01222018	HERB N KITCHEN	Cont Ed-IPRA Conference	56000	7.35		BETH CORSO
01222018	HILTON 720 SOUTH GRILL	Cont Ed-IPRA Conference	56000	35.33		BETH CORSO
01192018	FLACOS TACOS	IPRA Conference Meals	56000	20.84		A MAGGIE GOODE
01222018	METRA OGIVIE QPS	IPRA Conference Travel	56000	16.00		A MAGGIE GOODE
01222018	RENAISSANCE HOTELS	IPRA Conference Lodging	56000	284.12		A MAGGIE GOODE
01222018	TAXI SVC CHICAGO	IPRA Conference Travel	56000	12.00		A MAGGIE GOODE
01222018	RENAISSANCE HOTELS	IPRA Lodging	56000	284.12		COLLEEN CLINE
01252018	FIVE BELOW 712	IPRA Meals	56000	92.99		COLLEEN CLINE
01262018	PANERA BREAD #601447	IPRA Meals	56000	13.99		COLLEEN CLINE
01052018	HILTON HOTELS CHICAGO	IPRA Conference Housing	56000	142.05		JERRY BARTON
01222018	EPIC BURGER	IPRA Travel Stipend	56000	17.10		JERRY BARTON
01222018	SAFEHOUSE CHICAGO	IPRA Agency Dinner	56000	272.46		JERRY BARTON
01222018	HILTON HOTELS CHICAGO	NIght 2 IPRA Conference Housing	56000	142.07		JERRY BARTON
01222018	HERB N KITCHEN	IPRA Meals	56000	10.03		KRISTEN CHERESO
01222018	Devil Dawgs on State	IPRA Meals	56000	9.73		KRISTEN CHERESO
01052018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	142.05		LORI MILLER
01052018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	142.05		LORI MILLER
01052018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	142.05		LORI MILLER
01052018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	142.05		LORI MILLER
01052018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	142.05		LORI MILLER
01122018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	(142.05)		LORI MILLER
01122018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	(142.05)		LORI MILLER
01122018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	(142.05)		LORI MILLER
01122018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	(142.05)		LORI MILLER

01122018	HILTON HOTELS CHICAGO	IPRA Lodging	56000	(142.05)		LORI MILLER
01222018	CHI TAXI 403	IPRA Transportation	56000	15.25		RICK POOLE
01222018	TAXI SVC CHICAGO	IPRA Transportation	56000	12.80		RICK POOLE
01232018	TAXI SVC CHICAGO	IPRA Transportation	56000	12.50		RICK POOLE
01222018	RENAISSANCE HOTELS	IPRA Conf Hotel	56000	366.92		SEAN FRITSCH
01102018	ILLINOIS ASSOCIATION O	IPRA Conference Registration for Intern	56000	185.00		SEAN TOVEY
01192018	ALDI 40033	IPRA Conference Meals	56000	14.71		SEAN TOVEY
01192018	FLACOS TACOS	IPRA Conference Meals	56000	80.48		SEAN TOVEY
01192018	TAXI SVC CHICAGO	IPRA Conference Travel	56000	12.00		SEAN TOVEY
01222018	METRA OGIVIE QPS	IPRA Conference Travel	56000	6.50		SEAN TOVEY
01222018	STARBUCKS	IPRA Conference Meal	56000	12.82		SEAN TOVEY
01192018	ELEVEN CITY DINER	IPRA Conference Meals	56000	35.00		SUSAN J MARTELLOTTA
01192018	BUDDY GUY S LEGENDS	IPRA Conference Meals	56000	17.71		SUSAN J MARTELLOTTA
01222018	HERB N KITCHEN	IPRA Conference Meals	56000	4.46		SUSAN J MARTELLOTTA
01222018	RENAISSANCE HOTELS	IPRA Conference Lodging	56000	284.12	2,438.34	TESSA LONGO
01112018	IPRA	IPRA Membership	56100	269.00		A MAGGIE GOODE
01172018	IPRA	IPRA Membership	56100	269.00		COLLEEN CLINE
01112018	IPRA	IPRA Membership	56100	269.00	807.00	SEAN TOVEY
01092018	GENERAL	Parking for Participant Bus	57100	37.00		A MAGGIE GOODE
01092018	GENERAL	Parking for Participant Bus	57100	37.00		A MAGGIE GOODE
01192018	BZOO-ADMISSION/PARKING	Parking for Participant Bus	57100	14.00		MEGAN CZACHORSKI
01262018	SOLDIER FIELD SOUTH	Parking for Participant Bus	57100	35.00		MEGAN CZACHORSKI
01082018	IL TOLLWAY AUTO REPLEN	Parking for Participant Bus	57100	40.00		SUSAN J MARTELLOTTA
01262018	SOLDIER FIELD SOUTH	Parking for Participant Bus	57100	35.00	198.00	TESSA LONGO
01122018	KRAGE S SERVICE CENTER	Van Repairs for Jean-Claude Van Damme	57300	37.26		SEAN TOVEY
01242018	SUBURBAN DRIVELINE INC	Safety Lane Sticker	57300	34.00	71.26	SEAN TOVEY
01162018	VZWRLSS*MY VZ VB P	Telephone	58100	162.56	162.56	SUSAN J MARTELLOTTA
01112018	SQU*SQ *DUPAGE SECURIT	Key Core Replacement	58500	344.00		JERRY BARTON
01112018	PERMA-SEAL BASEMENT SY	Foundation Repair	58500	985.00	1,329.00	JERRY BARTON
01162018	EB KNIGHTS OF COLUMBU	Community Relations Dinner	58930	130.00		RICK POOLE
01182018	EB KNIGHTS OF COLUMBU	Community Relations Dinner	58930	130.00	260.00	RICK POOLE
01092018	FIREHOUSE SUBS #15	Staff Recognition Lunch	58940	115.18		SUSAN J MARTELLOTTA
01092018	FIREHOUSE SUBS #15	Staff Recognition Lunch	58940	7.45	122.63	SUSAN J MARTELLOTTA
				12,857.45	12,857.45	

Putting People First

NEDSRA

Special Recreation Association

Consolidated Monthly Financial Statements Period Ending 01/31/2018

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 January 31, 2018 and 2017

	January 31, 2018	January 31, 2017	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 140,694.09	$ 153,217.19	$ (12,523.10)	-8.17%
MB Financial - Payroll #4979	27,862.02	11,362.73	16,499.29	145.21%
Petty Cash	2,625.00	1,725.00	900.00	52.17%
Interest Receivable	0.00	61.06	(61.06)	-100.00%
Prepaid Expenses	1,275.00	0.00	1,275.00	0.00%
Accounts Receivable	87,857.81	26,045.41	61,812.40	237.33%
MB Financial - MM #9401	861,511.21	994,267.56	(132,756.35)	-13.35%
Maxsafe Wintrust - MM #2599	1,023,763.60	1,023,236.48	527.12	0.05%
Total Assets	$ 2,145,588.73	$ 2,209,915.43	$ (64,326.70)	-6.55%
Liabilities and Fund Balance				
Due to Members (ADA)	$ 722,626.94	$ 821,888.72	$ 99,261.78	12.08%
Payroll Liabilities	6,009.31	5,412.25	(597.06)	-11.03%
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	1,305,303.47	1,222,838.90	(82,464.57)	-6.74%
Total Liabilities and Fund Balance	$ 2,145,588.73	$ 2,209,915.43	$ (64,326.70)	-2.91%

Northeast DuPage Special Recreation Association
Revenue Over Expenditures
For the 1 Month and 9 Months, Months Ending January 31, 2018

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	$ 1,564,086.00	$ 0.00	100.00%	$ 1,531,915.00	$ 32,171.00	2.06%
42000	Fees & Charges	304,357.00	25,618.67	248,577.07	(55,779.93)	81.67%	232,493.67	16,083.40	6.47%
42020	Scholarship/Fee Assistance	0.00	2,739.70	12,934.49	12,934.49	0.00%	16,562.05	(3,627.56)	-28.05%
43000-44000	Fund Development	235,428.00	2,320.70	111,720.23	(123,707.77)	47.45%	170,817.74	(59,097.51)	-52.90%
44210-44230	Booster Club Revenue	3,500.00	50.00	7,196.00	3,696.00	205.60%	477.00	6,719.00	93.37%
44300	Partner ADA Revenue	0.00	41,367.12	376,657.35	376,657.35	0.00%	328,095.76	48,561.59	12.89%
46000	Miscellaneous Income	3,725.00	(1,000.00)	3,575.78	(149.22)	95.99%	9,165.61	(5,589.83)	-156.32%
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	227.24	1,714.83	(685.17)	71.45%	1,639.09	75.74	4.42%
Total Revenue		2,114,996.00	71,323.43	2,327,839.44	212,843.44	110.06%	2,292,660.01	35,179.43	1.51%

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	$ 71,237.54	$ 869,879.58	$ (378,053.42)	69.71%	$ 954,963.87	$ (85,084.29)	-9.78%
51400-52400	Insurance/Pension	417,713.00	27,413.83	272,984.81	(144,728.19)	65.35%	286,323.83	(13,339.02)	-4.89%
53000-56200	Operations	385,382.00	30,701.12	299,642.09	(85,739.91)	77.75%	281,539.85	18,102.24	6.04%
57100-57400	Vehicles	35,464.00	2,708.99	20,575.01	(14,888.99)	58.02%	23,467.20	(2,892.19)	-14.06%
58100-58400	Utilities	55,867.00	7,405.83	44,782.65	(11,084.35)	80.16%	38,485.97	6,296.68	14.06%
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	(1,135.01)	4,494.58	(5,467.42)	45.12%	7,112.77	(2,618.19)	-58.25%
61100-61300	Fund Development	2,000.00	0.00	2,345.54	345.54	117.28%	303.41	2,042.13	87.06%
62000-69000	Other	25,000.00	7,484.02	343,378.91	318,378.91	1373.52%	216,413.58	126,965.33	36.98%
Total Expenditures		2,211,036.00	145,816.32	1,884,594.59	(326,441.41)	85.24%	1,811,411.78	73,182.81	0.00%
Net Revenue over Expenditures		$ (96,040.00)	$ (74,492.89)	$ 443,244.85	$ 539,284.85		$ 481,248.23	$ (38,003.38)	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 9 Months, Months Ending January 31, 2018

		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	58,001.52	580,184.68	(280,484.32)	67.41%	668,730.60	(88,545.92)	-15.26%
51200	Payroll:Part Time Wages & Salaries	270,264.00	11,379.84	210,676.29	(59,587.71)	77.95%	286,233.27	(75,556.98)	-35.86%
51210	Part Time Wages - Inclusion	117,000.00	1,856.18	79,018.61	(37,981.39)	67.54%	0.00	79,018.61	100.00%
		1,247,933.00	71,237.54	869,879.58	(378,053.42)	69.71%	954,963.87	(85,084.29)	-9.78%
Insurance/Pension									
51400	Payroll:FICA & Medicare	74,789.00	5,226.72	64,644.42	(10,144.58)	86.44%	69,798.92	(5,154.50)	-7.97%
51500	Payroll:IMRF	149,460.00	0.00	87,251.10	(62,208.90)	58.38%	87,424.06	(172.96)	-0.20%
51600	Payroll:Health Insurance	156,416.00	12,925.06	93,303.14	(63,112.86)	59.65%	96,467.98	(3,164.84)	-3.39%
52000	Workers Compensation	7,247.00	1,811.76	5,435.28	(1,811.72)	75.00%	7,080.12	(1,644.84)	-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	3,195.24	9,585.72	(3,195.28)	75.00%	8,904.00	681.72	7.11%
52400	Property Insurance	17,020.00	4,255.05	12,765.15	(4,254.85)	75.00%	13,808.25	(1,043.10)	-8.17%
		417,713.00	27,413.83	272,984.81	(144,728.19)	65.35%	286,323.83	(13,339.02)	-4.89%
Operations									
53000	Bank Fees & Charges	3,660.00	299.61	2,703.70	(956.30)	73.87%	2,639.70	64.00	2.37%
53010	Credit Card Fees	8,943.00	466.49	5,449.45	(3,493.55)	60.94%	5,034.92	414.53	7.61%
53100	Postage Expense	7,000.00	1,638.94	6,814.64	(185.36)	97.35%	5,501.77	1,312.87	19.27%
53200	Printing Expenses	20,540.00	0.00	11,153.04	(9,386.96)	54.30%	13,504.91	(2,351.87)	-21.09%
53300	Meeting Related Expenses	2,725.00	547.46	1,438.49	(1,286.51)	52.79%	2,440.87	(1,002.38)	-69.68%
53400	Office Supplies & Duplicating	8,500.00	(306.73)	8,555.74	55.74	100.66%	5,263.74	3,292.00	38.48%
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	2,562.36	65,819.97	(11,515.03)	85.11%	58,860.58	6,959.39	10.57%
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	34.44	151.18	(1,248.82)	10.80%	0.00	151.18	100.00%
53600	Admissions & Facility Space	60,690.00	3,795.10	44,865.77	(15,824.23)	73.93%	35,463.80	9,401.97	20.96%
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	(609.07)	1,182.00	(5,865.00)	16.77%	3,274.43	(2,092.43)	-177.02%
53675	Fund Raising Expenses	26,511.00	2,367.24	20,031.46	(6,479.54)	75.56%	18,216.17	1,815.29	9.06%
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	525.00	2,751.70	(4,148.30)	39.88%	26,341.70	(23,590.00)	-857.29%
53900	Professional Consultants	17,040.00	2,422.00	15,825.50	(1,214.50)	92.87%	16,904.75	(1,079.25)	-6.82%
54000	Payroll Services - Contract	10,000.00	130.11	7,136.19	(2,863.81)	71.36%	7,727.96	(591.77)	-8.29%
54100	Business Services - Contract	24,460.00	8,954.42	22,589.42	(1,870.58)	92.35%	13,669.00	8,920.42	39.49%
54300	Contractual Services	35,350.00	2,343.50	27,706.50	(7,643.50)	78.38%	28,925.41	(1,218.91)	-4.40%
54330	HMHB Contractual Services	19,500.00	0.00	9,515.00	(9,985.00)	48.79%	0.00	9,515.00	100.00%
54400	Office Maint/Contractual Agree.	13,679.00	1,489.05	15,234.42	1,555.42	111.37%	9,202.25	6,032.17	39.60%
55000	Public Relations	1,680.00	224.88	979.03	(700.97)	58.28%	1,364.68	(385.65)	-39.39%
55100	Legal Publications	1,310.00	301.00	2,164.75	854.75	165.25%	1,653.88	510.87	23.60%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 9 Months, Months Ending January 31, 2018

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
55200	Subscription & Publication	1,049.00	269.98	886.17	(162.83)	84.48%	926.57	(40.40)	-4.56%
56000	Continuing Education	11,180.00	2,438.34	10,835.66	(344.34)	96.92%	10,213.76	621.90	5.74%
56100	Professional Memberships	4,313.00	807.00	4,574.32	261.32	106.06%	2,519.00	2,055.32	44.93%
56200	Statewide Legislative Initiatives	500.00	0.00	524.99	24.99	105.00%	500.00	24.99	4.76%
		385,382.00	30,701.12	299,642.09	(85,739.91)	77.75%	281,539.85	18,102.24	6.04%
	Vehicles								
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	18,417.00	857.71	8,979.27	(9,437.73)	48.76%	12,154.79	(3,175.52)	-35.37%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,813.00	1,780.02	4,484.57	(328.43)	93.18%	2,673.68	1,810.89	40.38%
57300	Vehicle Expenses:Van Repair & Parts	11,834.00	71.26	5,889.17	(5,944.83)	49.76%	6,290.01	(400.84)	-6.81%
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	2,708.99	20,575.01	(14,888.99)	58.02%	23,467.20	(2,892.19)	-14.06%
	Utilities								
58100	Building Expenses:Telephones/Internet	12,000.00	648.86	8,503.00	(3,497.00)	70.86%	8,305.84	197.16	2.32%
58200	Building Expenses:Electricity	12,850.00	0.00	9,130.43	(3,719.57)	71.05%	11,085.07	(1,954.64)	-21.41%
58300	Building Expenses:Natural Gas	6,200.00	1,801.43	4,973.34	(1,226.66)	80.22%	4,025.85	947.49	19.05%
58400	Building Expenses:Village Water	1,514.00	0.00	1,050.11	(463.89)	69.36%	973.80	76.31	7.27%
58500	Building Expenses:Facility Maintenance	14,223.00	4,955.54	15,859.58	1,636.58	111.51%	11,015.18	4,844.40	30.55%
58600	Building Expenses:Office Improvements	9,080.00	0.00	5,266.19	(3,813.81)	58.00%	3,080.23	2,185.96	41.51%
		55,867.00	7,405.83	44,782.65	(11,084.35)	80.16%	38,485.97	6,296.68	14.06%
	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	(1,567.00)	780.52	(2,396.48)	24.57%	1,873.18	(1,092.66)	-139.99%
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	305.50	968.55	(1,331.45)	42.11%	1,750.64	(782.09)	-80.75%
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,350.00	126.49	1,365.83	15.83	101.17%	354.86	1,010.97	74.02%
58950	Miscellaneous Expenses:Reconciliation Discrepancies	0.00	0.00	2.00	2.00	0.00%	0.00	2.00	100.00%
		9,962.00	(1,135.01)	4,494.58	(5,467.42)	45.12%	7,112.77	(2,618.19)	-58.25%
	Fund Development Expenses								
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	2,000.00	0.00	2,345.54	345.54	117.28%	303.41	2,042.13	87.06%
		2,000.00	0.00	2,345.54	345.54	117.28%	303.41	2,042.13	87.06%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 9 Months, Months Ending January 31, 2018

		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	6,171.72	309,023.92	309,023.92	0.00%	199,851.53	109,172.39	35.33%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	1,312.30	13,151.99	13,151.99	0.00%	16,562.05	(3,410.06)	-25.93%
		25,000.00	7,484.02	343,378.91	318,378.91	1373.52%	216,413.58	126,965.33	36.98%
Total Expenditures		2,211,036.00	145,816.32	1,884,594.59	(326,441.41)	85.24%	1,811,411.78	73,182.81	0.00%

	Budgeted Member Partner Contribution Due 2017/2018	Operation Allocation Received as of 1/31/2018	Balance Due to Operations Allocation 1/31/2018	Percentage of Operations Allocation Collected as of 1/31/2018	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	$40,643.00	$0.00	$40,643.00
Glendale Heights	$168,450.00	$168,450.00	$0.00	100.00%	$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	$211,201.37	$0.00
Medinah	$83,022.00	$83,022.00	$0.00	100.00%	$86,734.52	$47,130.34	$71,017.41	$62,847.45
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	$1,487,264.00	$76,822.00	95.09%	$722,626.94	$376,657.35	$309,023.92	$790,260.37

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			
Check #16198	01/23/2018	$40,643.00		$40,643.00		$40,643.00
Totals			**$60,844.00**	**$40,643.00**	**$0.00**	**$40,643.00**

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			
Check #194578	01/11/2018	$84,225.00	$84,225.00			
Totals			**$168,450.00**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	Fiscal Year 2017-2018 ADA/Access Reserve Received	Fiscal Year 2017-2018 ADA/Access Reserve Paid	ADA/Access 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

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	Fiscal Year 2017-2018 ADA/Access Reserve Received	Fiscal Year 2017-2018 ADA/Access Reserve Paid	ADA/Access 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
ADA Reimbursement	01/05/2018	$6,171.72			$6,171.72	($6,171.72)
Totals			**$290,004.00**	**$211,201.37**	**$211,201.37**	**($0.00)**

MEDINAH

Description	Date	Dollar Amt.	Fiscal Year 2017-2018 Operations Received	Fiscal Year 2017-2018 ADA/Access Reserve Received	Fiscal Year 2017-2018 ADA/Access Reserve Paid	ADA/Access 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
Check #25909	01/19/2018	$724.12		$724.12		$724.12
Totals			**$83,022.00**	**$47,130.34**	**$71,017.41**	**$62,847.45**

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: March 7, 2018

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report

Administration Report

Recreation Specialist Interviews

Staff continued interviews for the open Recreation Specialist position. Four candidates were interviewed in the first round with two candidates called back this week. Staff is prepared to offer the position to a candidate the week of March 5.

Budget

Staff is preparing the budget for approval at the April Board meeting. At the March meeting staff will present significant changes and recommendations in preparation for final approval.

Reach For the Stars Sponsorship

Staff has begun surveying other SRAs to see how they handle Partner sponsorships of programs and events. Each SRA is different, but the common practice seems to be a tiered recognition based on the contribution amount. Staff will continue to prepare a recommendation for presentation to the Board in the summer of 2018.

Van Bid

The bid notice for a new 14-passenger van was published on March 2, 2018. Notices and spec were also mailed to several vendors. Bids are due at 10:30 am on March 23. A recommendation is planned at the March Board meeting with delivery expected in early summer of 2018.

Recreation Report

Special Olympics

The Huskies Blue Basketball team qualified for the Special Olympics Illinois State Basketball Tournament held March 16-18 at Illinois State University. Their team joins junior team that had previously qualified. NEDSRA hosted the ITRS Junior Special Olympics Basketball Tournament on February 17. The NEDSRA Junior Huskies won both games earning 1st place. 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 Booster Club sponsorship covers the cost for all NEDSRA athletes. There is a $16 per person fee for friends, family members and other guests.

Community Involvement

Coordinator Cline presented on behalf of NEDSRA at the Itasca School District Diverse Learner Parent

Advisory Board meeting on February 20 at Elmer Franzen Intermediate.

EXCEL School Programing

On Friday, March 16 NEDSRA will host their annual EXCEL program, St. Paddy's Day Bowl-o-Rama. This annual, popular event hosts over 300 students from special education classrooms and early childhood programs throughout our member partner school districts and special education cooperatives. The program takes place at Stardust Bowl in Addison.

4H Club

The seven members of the Fischer Farm 4H-ers presented their project on Mexico at the DuPage County Fairgrounds for International Night on February 23. They joined 18 other clubs to learn about different cultures and try new foods.

Travel Trip Program

Preparation continues for the spring overnight trip to Savannah, Georgia. Nine participants are currently registered for the eight-day trip.

Theater

Tickets for the NEDSRA Theater Troupe performance of *Return of the B Movies* are still 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 are selling quickly. It is recommended to call the NEDSRA office to purchase tickets in advance. All pre-sold tickets will be held at the door.

Marketing & Fund Development

Chipotle Fundraiser

NEDSRA will have a fundraiser at Chipotle on Rohlwing Road in Addison, IL on Tuesday, April 10 from 4:00 pm to 8:00 pm. All individuals must mention they are with NEDSRA or show the flyer for 50% of proceeds to be donated to NEDSRA.

Knights of Columbus: Addison #650

On Sunday, February 25, 2018 Kristen attended the Annual Awards Breakfast. During this event, the Knights of Columbus present NEDSRA with a donation from the 2017 Tootsie Roll Drive. NEDSRA received $2,000 and HMHB received $1,000.

Kiwanis of Addison

Kristen has taken on the role as Treasure for the Kiwanis of Addison Club. This will better enable her to meet potential sponsors within the Addison area and build relationships with local businesses.

Marketing & Fund Development Assistant Position

Staff is working with the Medinah Park District in a potential job share for a PT Marketing position. Medinah is looking for about 8 hours of work per week, Nedsra is looking at 18 hours per week. The description and job positing are being finalized and will be released to the public within a week.

Member Partner Marketing Departments

Each Marketing Department from all Member Partners have been contacted to set up Meet & Greets with Kristen. The goal from these meetings is to develop a clear concept on what NEDSRA would provide the partners as an ad in each of their brochures and also to see each partner's facilities.

Summer Brochure

The Summer Brochure is on track. Recreation staff have submitted and reviewed their program blurbs. An overall design for the brochure has been created and approved by the Marketing and Communications Manager. Member partner marketing departments have been contacted to submit their ads for the NEDSRA Summer Brochure, of which three have been submitted.

Upcoming Events

Summer Job Fair with Addison Park District –

Tuesday, 3/13/2018 and Wednesday, 3/28/2018, 4:00 – 8:00 pm

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

NEDSRA Annual Track and Field Meet –

Glenbard East High School, Lombard
Saturday, May 19, Opening Ceremonies at 9:00am

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: March 7, 2018
Re: Waiver of Law Firm Conflict Approval

NEDSRA enters into agreements with several school districts to perform activities in cooperation with their summer programs. In this instance, School District #45 and NEDSRA have the same legal representation. As described in the attached letter from the attorney, NEDSRA must sign to waive the law firm conflict.

Staff is recommending the Waiver of Law Firm Conflict be approved.

Suggested Motion:

I move to approve the attorney's Waiver of Conflict with School District 45 and NEDSRA.

Robbins Schwartz

55 West Monroe, Suite 800 | Chicago, IL 60603-5144

HEIDI A. KATZ
hkatz@robbins-schwartz.com

VIA EMAIL to jdegnan@d45.org and pfriedrichs@lombardparks.com

March 2, 2018

Ms. Judy Degnan
President
Board of Education of
School District No. 45
255 W. Vermont Street
Villa Park, IL 60181

Mr. Paul Friedrichs
Chairman
Board of Trustees of Northeast
DuPage Special Recreation Association
1770 W. Centennial Place
Addison, IL 60101

Re: Disclosure and request for waiver of law firm conflict

Dear President Degnan and Chairman Friedrichs:

This follows up on my colleague Matthew Gardner's correspondence and telephone conversation this week with District 45's Assistant Superintendent for Finance Patricia Volling, who asked us to review the attached updated Cooperative Agreement between District 45 and the Northeast DuPage Special Recreation Association (NEDSRA). The Agreement provides for the "Inclusion of Leisure Education/Recreation Program Components in the District 45 Extended School Year Summer 2018".

As Mr. Gardner discussed with Ms. Volling and I discussed with NEDSRA Executive Director Rick Poole, substantive review of the Cooperative Agreement between NEDSRA and the District poses a potential conflict of interest for our firm because NEDSRA has also engaged Robbins Schwartz as legal counsel. Rules of professional conduct governing the practice of law dictate that an attorney and his or her firm may not represent a client in a matter if the representation be directly adverse to another client, unless the attorney reasonably believes the representation will not detrimentally affect the interests of the other client, and each client gives informed consent after the disclosure of the potential conflict.

In this instance, we do not believe our reviewing and advising District 45 on the Cooperative Agreement would adversely affect the interests of either client. We understand that the parties collaborated successfully on the leisure education/recreation program under their initial Cooperative Agreement for summer 2017. (Matt Gardner reviewed that Agreement last spring at the request of District 45, not then aware that our firm also represents NEDSRA.) The parties will want to consider whether particular provisions of the Agreement should be refined or clarified in any way based their experience working together on the program last year, or for other reasons. However, it may be the case that few changes will be needed other than to identify the component elements of this summer's program, and the time period during which the program will run.

Therefore, we believe that this is an appropriate situation in which to ask your written consent for the firm to provide the requested review of the Cooperative Agreement to District 45.

When this type of concurrent representation is authorized, each client should be aware that counsel may freely share information provided by either client concerning the matter, without regard to the attorney-client privilege which would ordinarily apply.

Please note that if a dispute between the parties were to arise under the Cooperative Agreement in the future, Robbins Schwartz could not represent either party with respect to that dispute. Such disputes could include breach of contract issues regarding either party's performance under the Agreement, contract claims related to personal injury sustained by a party's employee or alleged to have been caused by an employee's actions, or a claim for indemnification, insurance as an additional insured, or contribution.

If your Board agrees to waive the conflict of interest, and consents to our review of the Cooperative Agreement between NEDSRA and District 45 as requested by the District, please print out a copy of this letter, sign in the space provided below for that purpose, and return a copy of the signed letter to me by email or facsimile transmittal to our Chicago office.

Thank you for your consideration, and please call me if you have any questions or would like to discuss this request further.

Very truly yours,

Robbins Schwartz

Heidi A. Katz

By: Heidi A. Katz
HAK:me

Cc: Patricia Volling)
Rick Poole) Via email
Matt Gardner)

AGREED:

For District 45 Board of Education

_____
Judy Degnan, President

Dated: _____

For NEDSRA Board of Trustees

_____
Paul Friedrichs, Chairman

Dated: _____