



# Board Packet

Thursday, December 7, 2017  
Salt Creek Golf Club  
1051 North Prospect Avenue, Wood Dale 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



**Board of Trustees Regular Meeting**  
**Thursday, December 7, 2017, at 4:00 PM**  
**Salt Creek Golf Club, 1051 N. Prospect Ave., Wood Dale IL 60191**

**A G E N D A**

- |                                                                                                           |                                                 |
|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>1. Call to Order</b>                                                                                   | <b>Chairman Friedrichs</b>                      |
| <b>2. Roll Call 1:30 p.m.</b>                                                                             | <b>Chairman Friedrichs</b>                      |
| <b>3. Introduction of Guests and Staff</b>                                                                | <b>Executive Director Poole</b>                 |
| <b>4. Public Comments</b>                                                                                 | <b>Chairman Friedrichs</b>                      |
| a. For matters not on the Agenda. Limited to one, three-minute comment per person.<br>Maximum 15 minutes. |                                                 |
| <b>5. Approval of Minutes</b>                                                                             | <b>Chairman Friedrichs</b>                      |
| a. Approval of Board of Trustees Meeting Minutes – November 1, 2017                                       | <b>Voice Vote</b>                               |
| <b>6. Comments and Communications</b>                                                                     | <b>Executive Director Poole</b>                 |
| <b>7. Consent Agenda – Financial Reports</b>                                                              | <b>Chairman Friedrichs</b>                      |
| a. Ratify NEDSRA Disbursements and Financial Statements –<br>Period Ending October 31, 2017               | <b>Roll Call Vote</b>                           |
| <b>8. Chairman of the Board Comments</b>                                                                  | <b>Chairman Friedrichs</b>                      |
| <b>9. Agency Report</b>                                                                                   | <b>Executive Director Poole</b>                 |
| <b>10. Unfinished Business</b>                                                                            | <b>Chairman Friedrichs</b>                      |
| <b>11. New Business</b>                                                                                   | <b>Chairman Friedrichs</b>                      |
| <b>12. Board of Trustees Comments</b>                                                                     | <b>Chairman Friedrichs</b>                      |
| <b>13. Next Meeting Date</b>                                                                              | <b>Chairman Friedrichs</b>                      |
| a. <b>Wednesday, February 7, 2018, NEDSRA Offices</b>                                                     |                                                 |
| <b>14. Adjournment</b>                                                                                    | <b>Chairman Friedrichs</b><br><b>Voice Vote</b> |



## BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, November 1, 2017

1. **Call to Order** Chairperson Friedrichs called the meeting to order at 1:30 p.m. at NEDSRA's Administrative Office, 1770 W. Centennial Place, Addison, Illinois.
  
2. **Roll Call** The following Roll Call was taken:  
  
**Members Present:** Phyllis Schmidt, Bensenville Park District (Alternate)  
Sara June, Butterfield Park District  
Keith Knautz, Village of Glendale Heights (Arrived 1:35pm)  
Maryfran Leno, Itasca Park District  
Paul Friedrichs, Lombard Park District  
Bruce Baum, Medinah Park District  
Cathy Fallon, Oakbrook Terrace Park District  
John Bealer, Village of Schiller Park  
Matt Ellmann, Wood Dale Park District  
  
**Members Absent:** Geri Estvanik, Addison Park District  
Greg Gola, Village of Villa Park  
  
**Staff Present:** Rick Poole, Executive Director  
Jerry Barton, Superintendent of Recreation  
Sue Martellotta, Administrative Services Manager (ASM)
  
5. **Public Comments**  
None
  
6. **Approval of Meeting Minutes**  
Chairperson Friedrichs requested a motion to approve the Board of Trustees Meeting minutes of September 6, 2017 and approval and release of all minutes as listed on the agenda. Trustee Leno motioned to approve the minutes. Trustee Fallon seconded the motion. There being no discussion, motion passed unanimously on a voice vote with 9 ayes and no nays.
  
7. **Comments and Communications**  
Director Poole reiterated the Orientation to NEDSRA meeting flyer. He noted the time and place for the Member Partner Holiday Gather this year. Trustee Ellmann announced that due to the new tollway construction the address of Salt Creek has been changed to 1051 N. Prospect, Wood Dale.
  
8. **Consent Agenda - Ratify NEDSRA Financials**  
Chairperson Friedrichs asked for a motion to ratify NEDSRA's Disbursements and Financial Statements for the periods ending August 31, 2017 and September 30, 2017. Trustee Leno moved to ratify said disbursements and statements and Trustee Bealer seconded the motion. On a roll call vote – voting aye: Trustee Leno, Itasca Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Chairperson Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 9 ayes, no nays.

**9. Chairperson of the Board Comments**

Chairperson Friedrichs thanked Director Poole for attending the Lombard Park District's September board meeting. He reminded the board that Rick will attend member partner meetings on annual basis. The Chair extended congratulations to Itasca Park District for winning the Gold Medal at NRPA in New Orleans.

**10. Agency Report**

Director Poole reminded the board that the December meeting is on a Thursday. He stated that NEDSRA received notification of a new grant for \$232,180 from DCEO and that staff is working on the application. The Grant Monitor from DCEO will be here to review three grants from 2011, 2013 and 2014 on November 6. There was some discussion what is requested and submitted for the new grant. Superintendent Barton announced that Recreation Coordinator Carrie Henry had her baby in October. Director Poole and Superintendent Barton spoke on the progress of the basement repair. Trustee Ellmann asked about the Wheelchair Bulls tournament.

**11. Unfinished Business**

There was none.

**12. New Business**

The 2018 Annual Board Calendar was presented and discussed. The November 7, 2018 meeting was rescheduled to November 14, 2018, due to conflicts. Hosting of the December 6, 2018 meeting is to be determined at a later date. A motion to approve the calendar with the changes was made by Trustee Leno and a second was made by Trustee Ellmann. On a voice vote the motion passed with 9 ayes, no nays.

Employee health insurance benefits were presented and costs discussed. A motion to approve as presented was made by Trustee Ellmann and seconded by Trustee Baum. Voting aye was Trustee Baum, Medinah Park District; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Chairperson Friedrichs, Lombard Park District. No nays.

The new business services contract was presented by Director Poole. Due to the lack of qualified candidates for a Business Manager, a contract with Lauterbach & Amen, LLP would be an efficient alternate plan. It is cost effective and Lauterbach & Amen has been working with NEDSRA for several years. There was discussion on specific duties. A motion was made by Trustee Knautz and a second by Trustee Fallon. Voting aye was Trustee Baum, Medinah Park District; Trustee Ellmann, Wood Dale Park District; Trustee Schmidt, Bensenville Park District; Trustee June, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Bealer, Village of Schiller Park; Chairperson Friedrichs, Lombard Park District. No nays.

Director Poole spoke on the financial status of the agency. The general fund balance of NEDSRA is in a healthy position. He pointed out some highlights. Overall the net position is in a good state. The Golf Classic has brought in approximately \$60,000 to date.

**13. Board of Trustees Comments**

Trustee Ellmann stated that Wood Dale Park District is celebrating their 50<sup>th</sup> anniversary on November 17. Trustee Bealer said that Schiller Park held its annual Halloween event with over 400 in attendance and that some NEDSRA staff came to help, which was very much appreciated. Trustee Schmidt said that Bensenville Park District also held its Halloween event with over 400 attending. She also stated that

NEDSRA does a stellar job with the Bensenville Park District after school program and that she, “can’t speak highly enough” about NEDSRA.

**14. Motion to Convene into Closed Meeting**

At 2:25 p.m., Chairperson Friedrichs requested a motion to convene into closed meeting for the purposes of discussing the issues related to the appointment, employment, compensation, discipline, performance or dismissal of personnel pursuant to the Open Meetings Act, 5ILCS120/2(c)(1). Trustee Bealer moved to convene into closed meeting. Trustee Baum seconded the motion. On a roll call vote – Voting Aye: Trustee Leno, Itasca Park District; Trustee Baum, Medinah Park District; Trustee June Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Bealer, Village of Schiller Park, Trustee Schmidt, Bensenville Park District, Trustee Ellmann, Wood Dale Park District, Trustee Fallon and Chairperson Friedrichs, Lombard Park District. Motion passed with 9 ayes and no nays.

**15. Return to Open Meeting - Take Action, if any,**

At 2:50 p.m., Chairperson Friedrichs reconvened to open meeting and stated there was no action taken in closed session. Motion was made to approve and not release Board of Trustees Meeting Minutes from November 9, 2016; May 10, 2017; July 27, 2017; and September 6, 2017 by Trustee Knautz and a second by Trustee Leno. Voting aye: Trustee Leno, Itasca Park District; Trustee Baum, Medinah Park District; Trustee June Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Bealer, Village of Schiller Park, Trustee Schmidt, Bensenville Park District, Trustee Ellmann, Wood Dale Park District, Trustee Fallon and Chairperson Friedrichs, Lombard Park District. Motion passed with 9 ayes and no nays.

**16. Next Regular Meeting**

The next regular meeting of the Board of Trustees is Thursday, December 7, 2017 followed by the annual holiday gathering.

**17. Adjournment**

Chairperson Friedrichs stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Baum made the motion to adjourn and Trustee Bealer seconded the motion. The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

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Susan Martellotta, Recording Secretary

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Paul Friedrichs, Chairperson

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Bruce Baum, Vice Chairperson





## FINANCIALS NARRATIVE

**To:** NEDSRA Board of Trustees  
**From:** Sue Martellotta, Administrative Services Manager  
**Date:** December 7, 2017  
**Re:** Financial Statements for Period Ending 10/31/2017

There were no outstanding transactions to report for the month of October.

	10/31/2017 YTD Actual	2017/18 Budget	10/31/2016 YTD Actual
<b>Revenue</b>	\$1,409,078	\$2,114,996	\$1,324,133
<b>Expenses</b>	\$1,146,467	\$2,211,036	\$1,221,994
<b>Net Revenue/Expenses *</b>	<b>\$262,611</b>	<b>(\$96,040)</b>	<b>\$102,139</b>

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

General Fund	10/31/2017 YTD Actual	2017/18 Budget
<b>Beginning Balance</b>	\$881,277	\$881,277
<b>* Increase/Decrease</b>	\$269,620	(\$93,870)
<b>Ending General Fund Balance (Unaudited)</b>	<b>\$1,150,897</b>	<b>\$787,407</b>





## Disbursements

Period Ending 10/31/2017

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### Our Core Values

Service with Compassion  
Excellence and Quality  
Integrity ♦ Commitment ♦ Fun



# Northeast DuPage Special Recreation Association

## Check List Summary

MB Financial - Operating #4960

October 1, 2017 - October 31, 2017

Check Number	Check Date	Payee	Amount
<b>Vendor Checks</b>			
51565	10/06/17	Housley, Janice	59.73
51570	10/11/17	Blackbaud, Inc.	8,950.50
51571	10/12/17	Jackson, Victoria	50.00
51572	10/12/17	Klufetos, Lynn A	50.18
51573	10/12/17	Wagemann, Cheryl	26.93
51584	10/13/17	A. Garcia Landscaping, Inc.	180.00
51585	10/13/17	Docu-Shred	90.00
51586	10/13/17	IPRA	100.00
51587	10/13/17	Lombard Park District	91,166.34
51588	10/13/17	Orkin	89.98
51589	10/17/17	Goode, A. Maggie	64.00
51590	10/19/17	Goode, A. Maggie	408.00
51592	10/27/17	Allied Garage Door Inc.	1,851.63
51593	10/27/17	Brandt, Steve	120.00
51594	10/27/17	Dimensions in Sound	350.00
51595	10/27/17	Forest Awards & Engraving	10.75
51596	10/27/17	Lauterbach & Amen, LLP	2,724.00
51597	10/27/17	Sentry Security, Inc.	96.00
51598	10/27/17	Park District Risk Management Agency	14,426.39
51599	10/27/17	Park District Risk Management Agency	9,262.05
51602	10/31/17	Addison, Village of	246.92
51603	10/31/17	Andrews, Caryn	1,856.00
51604	10/31/17	AT&T	121.16
51605	10/31/17	ComEd	980.96
51606	10/31/17	NICOR	97.13
51607	10/31/17	Sikich LLP	700.00
51608	10/31/17	Addison Park District	481.00
51609	10/31/17	Cintas Fire	259.45
51610	10/31/17	Comcast	353.85
51611	10/31/17	Official Finders	330.00
51612	10/31/17	Shaw Media	119.76
51613	10/31/17	Solid Impressions	352.44
51614	10/31/17	Titan Image Group, Inc.	251.90
51615	10/31/17	Warehouse Direct Workplace Solutions	2,084.96
51624	10/31/17	Addison Park District	1,475.97
51625	10/31/17	Alexian Brothers Corporate Health Svcs	117.00
51626	10/31/17	Andrews, Caryn	1,856.00
51627	10/31/17	Forest Awards & Engraving	10.75
51628	10/31/17	Lauterbach & Amen, LLP	4,086.00
51629	10/31/17	Robbins Schwartz Nicholas Lifton & Taylor	250.00
51630	10/31/17	TechPro, Inc.	1,068.50
51631	10/31/17	WDSRA	247.54
10272017	10/31/17	BMO Harris P-Card	16,187.52
10/06/2017	10/31/17	Sams Club Direct	62.41
10/12/2017	10/31/17	Pitney Bowes Global Financial Services LLC	1,393.48
10/13/2017	10/31/17	Paychex	357.60
10/15/2017	10/31/17	WageWorks	110.00
10/22/2017	10/31/17	AFLAC	52.68
10/25/2017	10/31/17	Paychex	365.22
11/04/2017	10/31/17	Konica Minolta Business Solutions, Inc.	351.69
<b>Vendor Check Total</b>			<b>166,304.37</b>
<b>Check List Total</b>			<b>166,304.37</b>

Check count = 50

# Northeast DuPage Special Recreation Association

## Check List Detail

MB Financial - Operating #4960  
October 1, 2017 - October 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
<b>Vendor Checks</b>					
Housley, Janice			10/06/17	51565	<u>59.73</u>
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Housley, Janice	59.73		
Blackbaud, Inc.			10/11/17	51570	<u>8,950.50</u>
53900	Professional Consultants	Blackbaud, Inc. Inv#91344128	4,475.25		
54400	Office Maint/Contractual Agree.	Blackbaud, Inc. Inv#91344128	4,475.25		
Jackson, Victoria			10/12/17	51571	<u>50.00</u>
54300	Contractual Services	Jackson, Victoria - TREC Yoga Instructor	50.00		
Klufetos, Lynn A			10/12/17	51572	<u>50.18</u>
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Klufetos, Lynn A - Booster Event Supplies	50.18		
Wagemann, Cheryl			10/12/17	51573	<u>26.93</u>
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Wagemann, Cheryl-Event Supplies Reimbursement	26.93		
A. Garcia Landscaping, Inc.			10/13/17	51584	<u>180.00</u>
58500	Building Expenses:Facility Maintenance	A. Garcia Landscaping, Inc. - 10-13-17	180.00		
Docu-Shred			10/13/17	51585	<u>90.00</u>
53400	Office Supplies & Duplicating	Docu-Shred - 41246	90.00		
IPRA			10/13/17	51586	<u>100.00</u>
55100	Legal Publications	IPRA - Job Post	100.00		
Lombard Park District			10/13/17	51587	<u>91,166.34</u>
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Lombard Park District - ADA Reimbursement	79,269.56		
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Lombard Park District - ADA Reimbursement	11,896.78		
Orkin			10/13/17	51588	<u>89.98</u>
58500	Building Expenses:Facility Maintenance	Orkin - 162668430	89.98		
Goode, A. Maggie			10/17/17	51589	<u>64.00</u>
53600	Admissions & Facility Space	Goode, A. Maggie - EXCEL PPT Admissions	64.00		
Goode, A. Maggie			10/19/17	51590	<u>408.00</u>
53600	Admissions & Facility Space	Goode, A. Maggie	408.00		
Allied Garage Door Inc.			10/27/17	51592	<u>1,851.63</u>
58500	Building Expenses:Facility Maintenance	Allied Garage Door Inc. - 98586	1,851.63		
Brandt, Steve			10/27/17	51593	<u>120.00</u>
54300	Contractual Services	Brandt, Steve - DJ Services	120.00		
Dimensions in Sound			10/27/17	51594	<u>350.00</u>
54300	Contractual Services	Dimensions in Sound - DJ Deposit	350.00		
Forest Awards & Engraving			10/27/17	51595	<u>10.75</u>
53400	Office Supplies & Duplicating	Forest Awards & Engraving - 82860	10.75		

# Northeast DuPage Special Recreation Association

## Check List Detail

MB Financial - Operating #4960  
October 1, 2017 - October 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Lauterbach & Amen, LLP 54100	Business Services - Contract	Lauterbach & Amen, LLP - 24215	10/27/17 2,724.00	51596	<u>2,724.00</u>
Sentry Security, Inc. 54400	Office Maint/Contractual Agree.	Sentry Security, Inc. - 215965	10/27/17 96.00	51597	<u>96.00</u>
Park District Risk Management Agency 51600	Payroll:Health Insurance	Park District Risk Management Agency - Q317139H	10/27/17 14,426.39	51598	<u>14,426.39</u>
Park District Risk Management Agency 52400	Property Insurance	Park District Risk Management Agency - Q317139	10/27/17 4,255.05	51599	<u>9,262.05</u>
52300	Liability Insurance	Park District Risk Management Agency - Q317139	2,088.51		
52000	Workers Compensation	Park District Risk Management Agency - Q317139	1,811.76		
52300	Liability Insurance	Park District Risk Management Agency - Q317139	979.95		
52300	Liability Insurance	Park District Risk Management Agency - Q317139	126.78		
Addison, Village of 58400	Building Expenses:Village Water	Addison, Village of	10/31/17 246.92	51602	<u>246.92</u>
Andrews, Caryn 54300	Contractual Services	Andrews, Caryn 4492	10/31/17 1,856.00	51603	<u>1,856.00</u>
AT&T 58100	Building Expenses:Telephones/Internet	AT&T	10/31/17 121.16	51604	<u>121.16</u>
ComEd 58200	Building Expenses:Electricity	ComEd	10/31/17 980.96	51605	<u>980.96</u>
NICOR 58300	Building Expenses:Natural Gas	NICOR	10/31/17 97.13	51606	<u>97.13</u>
Sikich LLP 53700	Auditor	Sikich LLP	10/31/17 700.00	51607	<u>700.00</u>
Addison Park District 53500	Program Supplies	Addison Park District - 20-838	10/31/17 481.00	51608	<u>481.00</u>
Cintas Fire 58500	Building Expenses:Facility Maintenance	Cintas Fire - 0F94520932	10/31/17 259.45	51609	<u>259.45</u>
Comcast 58100	Building Expenses:Telephones/Internet	Comcast	10/31/17 353.85	51610	<u>353.85</u>
Official Finders 54300	Contractual Services	Official Finders - 5246	10/31/17 330.00	51611	<u>330.00</u>
Shaw Media 55100	Legal Publications	Shaw Media - 091710073181	10/31/17 119.76	51612	<u>119.76</u>
Solid Impressions 53675	Fund Raising Expenses	Solid Impressions - 43785	10/31/17 352.44	51613	<u>352.44</u>
Titan Image Group, Inc.			10/31/17	51614	<u>251.90</u>

# Northeast DuPage Special Recreation Association

## Check List Detail

MB Financial - Operating #4960  
October 1, 2017 - October 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
53200	Printing Expenses	Titan Image Group, Inc. - 53184	251.90		
Warehouse Direct Workplace Solutions			10/31/17	51615	<u>2,084.96</u>
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	1,629.87		
58500	Building Expenses:Facility Maintenance	Warehouse Direct Workplace Solutions	455.09		
Addison Park District			10/31/17	51624	<u>1,475.97</u>
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Inv # 20-857	688.94		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Inv # 20-854	620.05		
58500	Building Expenses:Facility Maintenance	Inv # 20-852	166.98		
Alexian Brothers Corporate Health Svcs			10/31/17	51625	<u>117.00</u>
58910	Risk Management	Inv # 639762	117.00		
Andrews, Caryn			10/31/17	51626	<u>1,856.00</u>
54300	Contractual Services	Inv # 4493	1,856.00		
Forest Awards & Engraving			10/31/17	51627	<u>10.75</u>
53400	Office Supplies & Duplicating	Inv # 82987	10.75		
Lauterbach & Amen, LLP			10/31/17	51628	<u>4,086.00</u>
54100	Business Services - Contract	Inv # 25507 October Service	2,270.00		
54100	Business Services - Contract	Inv # 24696 September Service	1,816.00		
Robbins Schwartz Nicholas Lifton & Taylor			10/31/17	51629	<u>250.00</u>
53800	Legal Services	Inv # 278032, 277382	250.00		
TechPro, Inc.			10/31/17	51630	<u>1,068.50</u>
53900	Professional Consultants	Inv # 242500	168.50		
53900	Professional Consultants	Inv # 242501	900.00		
WDSRA			10/31/17	51631	<u>247.54</u>
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	Inv # Synergy - Betts	150.00		
58930	Miscellaneous Expenses:Director's Administ. Fund	Inv # 15274	97.54		
BMO Harris P-Card			10/31/17	10272017	<u>16,187.52</u>
53400	Office Supplies & Duplicating	BMO Harris P-Card	193.23		
53500	Program Supplies	BMO Harris P-Card	4,585.91		
53530	HMHB Program Supplies	BMO Harris P-Card	116.74		
53600	Admissions & Facility Space	BMO Harris P-Card	4,393.95		
53675	Fund Raising Expenses	BMO Harris P-Card	150.00		
55000	Public Relations	BMO Harris P-Card	152.99		
55200	Subscription & Publication	BMO Harris P-Card	10.99		
56000	Continuing Education	BMO Harris P-Card	3,117.47		
56100	Professional Memberships	BMO Harris P-Card	557.00		
56200	Statewide Legislative Initiatives	BMO Harris P-Card	24.99		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	937.94		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	170.53		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	162.86		
58910	Risk Management	BMO Harris P-Card	246.98		
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card	66.85		
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	BMO Harris P-Card	1,299.09		



# Northeast DuPage Special Recreation Association

## Check List Detail

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October 1, 2017 - October 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Sams Club Direct			10/31/17	10/06/2017	<u>62.41</u>
53675	Fund Raising Expenses	Order # 3613068-0	62.41		
Pitney Bowes Global Financial Services LLC			10/31/17	10/12/2017	<u>1,393.48</u>
53100	Postage Expense	Confirmation Code # 12284449	1,393.48		
Paychex			10/31/17	10/13/2017	<u>357.60</u>
54000	Payroll Services - Contract	Inv # 73295	66.92		
54000	Payroll Services - Contract	Inv # 73288	290.68		
WageWorks			10/31/17	10/15/2017	<u>110.00</u>
51600	Payroll:Health Insurance	Inv # 340623	110.00		
AFLAC			10/31/17	10/22/2017	<u>52.68</u>
21600	Payroll Liabilities:Accrued Payroll & Taxes	Inv # 511684	52.68		
Paychex			10/31/17	10/25/2017	<u>365.22</u>
54000	Payroll Services - Contract	Inv # 74458	298.30		
54000	Payroll Services - Contract	Inv # 74458	66.92		
Konica Minolta Business Solutions, Inc.			10/31/17	11/04/2017	<u>351.69</u>
54400	Office Maint/Contractual Agree.	Inv # 341662799	351.69		
<b>Check List Total</b>					<u><u>166,304.37</u></u>

Check count = 50

NEDSRA PCard Detail PE 10/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
10102017	SQUARE *SQ *NEDSR	CC Testing	53400	1.00		SUSAN J MARTELLOTTA
10102017	SQUARE *SQ *NEDSR	CC Testing	53400	(1.00)		SUSAN J MARTELLOTTA
10132017	CDW GOVT #KMB2196	Keyboard/Mouse	53400	53.07		SUSAN J MARTELLOTTA
10122017	Amazon.com	Office Calendar	53400	41.64		SUSAN J MARTELLOTTA
10272017	AMAZON.COM AMZN.COM/BI	Office Calendar	53400	34.57	129.28	SUSAN J MARTELLOTTA
10272017	WAL-MART #5442	Office Supplies - Cat 6 cables	53400	43.96		SEAN FRITSCH
10172017	BARNES & NOBLE #2904	Work Calendar Planner	53400	19.99		BETH CORSO
09292017	SAMSClub #6487	Program Supplies	53500	75.85		CARRIE HENRY
10042017	HOBBY-LOBBY #570	Program Supplies	53500	38.96		CARRIE HENRY
10042017	SAMSClub #6487	Program Supplies	53500	67.70		CARRIE HENRY
10062017	CULVERS OF ADDISON	Program Supplies	53500	59.21		CARRIE HENRY
10102017	WALGREENS #5468	Program Supplies	53500	11.97		CARRIE HENRY
10102017	SAMS CLUB #6487	Program Supplies	53500	24.77		CARRIE HENRY
10122017	PARAMOUNT ARTS CENTER	Program Supplies	53500	240.00		CARRIE HENRY
10132017	WINGSTOP 1006	Program Supplies	53500	73.15		CARRIE HENRY
10132017	STARDUST BOWL OF A	Program Supplies	53500	31.50		CARRIE HENRY
10132017	SAMSClub #6487	Program Supplies	53500	68.78		CARRIE HENRY
10272017	WM SUPERCENTER #5442	Program Supplies	53500	30.00		DEBBI PAWINSKI
09292017	STARDUST BOWL OF A	Program Supplies	53500	24.75		NEDSRA NEDSRA1
10062017	STARDUST BOWL OF A	Program Supplies	53500	22.50		NEDSRA NEDSRA1
10272017	GOEBBERTS FARM AND GAR	Program Supplies	53500	55.13		SEAN TOVEY
10162017	DD/BR #348766 Q35	Program Supplies	53500	46.08		SHANNON TOVEY
10162017	DMK BURGER BAR	Program Supplies	53500	223.00		SHANNON TOVEY
10162017	UNCLE JULIO S OAKBROOK	Program Supplies	53500	84.94		SHANNON TOVEY
10052017	WM SUPERCENTER #5442	4H Club Supplies	53500	14.88		SEAN FRITSCH
10192017	WM SUPERCENTER #5442	4H Program Supplies	53500	22.63		SEAN FRITSCH
10252017	DOLLAR TREE	All Hallows Eve Bingo Night Supplies	53500	25.00		ROBERT GRIFFIN
10262017	WM SUPERCENTER #5442	All Hallows Eve Bingo Night Supplies	53500	90.23		ROBERT GRIFFIN
10202017	DOLLAR TREE	Boo Ball Supplies	53500	24.00		DEBBI PAWINSKI
10272017	DOLLAR TREE	Boo Ball Supplies	53500	6.00		DEBBI PAWINSKI
10272017	WM SUPERCENTER #5442	Boo Ball Supplies	53500	44.26		DEBBI PAWINSKI
10272017	WAL-MART #5442	Boo Ball Supplies	53500	24.40		DEBBI PAWINSKI
09292017	FRANKY S RED HOTS	Bowl Appetit Meals	53500	71.12		JACOB BOYKO
10202017	MARIO S DELI	Bowl Appetit Program Supplies	53500	89.85		JAMIE ELAM
10202017	MARIO S DELI	Bowl Appetit Program Supplies	53500	6.37		JAMIE ELAM
10272017	AURELIOS PIZZA - ADDI	Bowl Appetit Program Supplies	53500	128.91		JAMIE ELAM
10052017	WM SUPERCENTER #5442	Cooking Basics Supplies	53500	46.30		ROBERT GRIFFIN
10122017	WAL-MART #5442	Cooking Basics Supplies	53500	29.98		ROBERT GRIFFIN
10192017	WAL-MART #5442	Cooking Basics Supplies	53500	38.22		ROBERT GRIFFIN

NEDSRA PCard Detail PE 10/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
10262017	WAL-MART #5442	Cooking Basics Supplies	53500	43.41		ROBERT GRIFFIN
10042017	MEIJER #198 Q01	Cooking Crew Program Supplies	53500	51.77		JAMIE ELAM
10102017	MEIJER #198 Q01	Cooking Crew Program Supplies	53500	20.62		JAMIE ELAM
10182017	MEIJER #198 Q01	Cooking Crew Program Supplies	53500	46.55		JAMIE ELAM
10252017	WM SUPERCENTER #5442	Cooking Crew Program Supplies	53500	4.47		JAMIE ELAM
10112017	EGG HARBOR CAFE NAPERV	Day Trippers Meal	53500	256.50		SEAN FRITSCH
10182017	WAL-MART #5442	Day Trippers Meal Supplies	53500	79.61		SEAN FRITSCH
10102017	FIVE BELOW 712	Day Trippers/ Sensory Room Supplies	53500	23.50		SEAN FRITSCH
10062017	HOBBY-LOBBY #0174	EXCEL program supplies	53500	163.02		A MAGGIE GOODE
10102017	GREEK ISLANDS WEST	FNR Dinner Supplies	53500	178.20		ROBERT GRIFFIN
10202017	UNCLE HARRY S OF WISCO	FNR Supplies	53500	31.95		ROBERT GRIFFIN
10272017	WAL-MART #5442	Halloween Ball Supplies	53500	64.60		BETH CORSO
10252017	WAL-MART #5442	Halloween Ball Supplies	53500	88.24		JACOB BOYKO
10252017	WAL-MART #5442	Halloween Ball Supplies	53500	68.58		JACOB BOYKO
10272017	DOLLAR TREE	Halloween Ball Supplies	53500	4.00		JACOB BOYKO
10272017	WAL-MART #5442	Halloween Ball Supplies	53500	12.36		JACOB BOYKO
09282017	Amazon.com	Homecoming Dance Supplies	53500	21.20		COLLEEN CLINE
09292017	PARTY CITY	Homecoming Dance Supplies	53500	52.85		COLLEEN CLINE
09292017	TLF*ADDISON FLORAL	Homecoming Dance SUpplies	53500	120.00		COLLEEN CLINE
09292017	WAL-MART #5442	Homecoming Dance Supplies	53500	35.57		COLLEEN CLINE
10022017	PARTY CITY	Homecoming Dance Supplies	53500	15.98		COLLEEN CLINE
10202017	ALDI 40033	Horseback Riding Lessons Snack	53500	6.98		DEBBI PAWINSKI
10022017	ALDI 40033	Horseback Riding Lessons Snacks	53500	6.97		DEBBI PAWINSKI
10272017	ALDI 40033	Lunch food for ART program	53500	11.16		LORI MILLER
09292017	TARGET 00009571	MM Program Supplies	53500	12.12		NEDSRA CAMP
10062017	DOLLAR TREE	MM Program Supplies	53500	11.00		NEDSRA CAMP
10102017	HOBBY-LOBBY #0174	MM Program Supplies	53500	2.39		NEDSRA CAMP
10132017	JEWEL #3080	MM Program Supplies	53500	5.98		NEDSRA CAMP
10202017	DOLLAR TREE	MM Program Supplies	53500	14.00		NEDSRA CAMP
10232017	HOBBY-LOBBY #0174	MM Program Supplies	53500	10.97		NEDSRA CAMP
10052017	JONAMAC ORCHARD INC	Schafer EXCEL Supplies	53500	48.38		COLLEEN CLINE
10052017	JONAMAC ORCHARD INC	Schafer EXCEL Supplies	53500	15.15		COLLEEN CLINE
10192017	JONAMAC ORCHARD INC	Schafer EXCEL Supplies	53500	22.12		COLLEEN CLINE
10192017	JONAMAC ORCHARD INC	Schafer EXCEL Supplies	53500	14.14		COLLEEN CLINE
10192017	JONAMAC ORCHARD INC	Schafer EXCEL Supplies	53500	15.15		COLLEEN CLINE
10042017	WM SUPERCENTER #5442	SDO Program Supplies	53500	7.30		JAMIE ELAM
10102017	SONNY ACRES	SDO Program Supplies	53500	12.50		JAMIE ELAM
10052017	WM SUPERCENTER #5442	Sensory Sensations Supplies	53500	8.92		COLLEEN CLINE
10102017	PYRAMID SPORTS BAR AND	SNC Participant Meals	53500	96.44	3,738.32	SHARON PEARCE

NEDSRA PCard Detail PE 10/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
10102017	LA MICHOACANA PREMIUM	SNC Snack	53500	12.00		DEBBI PAWINSKI
10202017	ALDI 40033	SNC/SNL Supplies	53500	54.78		DEBBI PAWINSKI
10202017	DOLLAR TREE	SNL Supplies	53500	20.00		DEBBI PAWINSKI
10202017	WM SUPERCENTER #5442	SNL/SNC Supplies	53500	79.95		DEBBI PAWINSKI
10132017	BASKIN #346217 Q35	Teen Scene Program Supplies	53500	22.71		NESDRA CAMP 2
10232017	GOODWILL RETAIL #097	Theater Supplies	53500	18.97		SEAN FRITSCH
10232017	KMART 9433	Theater Supplies	53500	25.89		SEAN FRITSCH
10062017	WM SUPERCENTER #5442	Traveling Tourists Program Supplies	53500	1.72		JAMIE ELAM
10122017	WAL-MART #5442	Traveling Tourists Program Supplies	53500	47.30		JAMIE ELAM
10202017	MOD PIZZA BLOOMINGDALE	Traveling Tourists Program Supplies	53500	71.57		JAMIE ELAM
10202017	PICTURE SHOW BLOOMINGD	Traveling Tourists Program Supplies	53500	13.50		JAMIE ELAM
10272017	GOLDEN CORRAL 2620	TRaveling Tourists Program Supplies	53500	112.80		JAMIE ELAM
10272017	GOLDEN CORRAL 2620	TRaveling Tourists Program Supplies	53500	15.00		JAMIE ELAM
10062017	CUSTOM PROMOS	TREC Supplies	53500	141.25		A MAGGIE GOODE
09282017	ALDI 40028	TREC supplies	53500	6.54		KRISTEN ROBERTSON
09282017	WAL-MART #5442	TREC supplies	53500	8.44		KRISTEN ROBERTSON
10032017	WAL-MART #5442	TREC Supplies	53500	73.13		KRISTEN ROBERTSON
10052017	WAL-MART #5442	TREC Supplies	53500	2.44		KRISTEN ROBERTSON
10122017	WM SUPERCENTER #5442	TREC supplies	53500	3.87		KRISTEN ROBERTSON
10172017	WAL-MART #5442	TREC Supplies	53500	43.93		KRISTEN ROBERTSON
10232017	WAL-MART #1737	TREC Supplies	53500	76.68		KRISTEN ROBERTSON
10232017	TREE GUYS PIZZA PUB	TREC supplies	53500	150.30		KRISTEN ROBERTSON
10252017	DOLLARTREE	TREC Supplies	53500	11.00		KRISTEN ROBERTSON
10252017	TRADER JOE S #680 QPS	TREC Supplies	53500	5.16		KRISTEN ROBERTSON
10272017	WM SUPERCENTER #5442	TREC Supplies	53500	2.28		KRISTEN ROBERTSON
10062017	MCDONALD S F3199	YAC Snack	53500	19.61		JACOB BOYKO
09292017	WM SUPERCENTER #5442	HMHB Supplies	53530	72.29		DONNA SEBOK
10262017	WM SUPERCENTER #5442	HMHB Supplies	53530	44.45	116.74	DONNA SEBOK
10062017	STARDUST BOWL OF A	Program Admissions	53600	27.00		CARRIE HENRY
09292017	ADDISON CINEMAS-2302	Program Admissions	53600	146.25		MINDY JACK
10132017	STARDUST BOWL OF A	Program Admissions	53600	27.00		NEDSRA NEDSRA1
10202017	STARDUST BOWL OF A	Program Admissions	53600	18.00		NEDSRA NEDSRA1
10132017	UI EXT STATE 4H	4H Admission	53600	20.00		SEAN FRITSCH
10132017	UI EXT STATE 4H	4H Admission	53600	20.00		SEAN FRITSCH
10132017	UI EXT STATE 4H	4H Admission	53600	20.00		SEAN FRITSCH
10132017	UI EXT STATE 4H	4H Admission	53600	20.00		SEAN FRITSCH
10132017	UI EXT STATE 4H	4H Admission	53600	20.00		SEAN FRITSCH
10132017	UI EXT STATE 4H	4H Admission	53600	20.00		SEAN FRITSCH
10272017	STARDUST BOWL OF A	Bowl Appetit Admissions	53600	31.50		JAMIE ELAM

NEDSRA PCard Detail PE 10/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
09292017	STARDUST BOWL OF A	Bowl Appetit Bowling Games	53600	31.50		JACOB BOYKO
10202017	STARDUST BOWL OF A	Bowl Appetit Program Admission	53600	29.25		JAMIE ELAM
10122017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	21.00		BETH CORSO
10122017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	21.00		BETH CORSO
10192017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	21.00		BETH CORSO
10192017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	28.00		BETH CORSO
10202017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	28.00		BETH CORSO
10202017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	28.00		BETH CORSO
10252017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	21.00		BETH CORSO
10252017	COSLEY ZOO GIFT SHOP	Butterfield Excel Cosley Zoo Adm	53600	21.00		BETH CORSO
10182017	STARDUST BOWL OF A	Day Trippers Admission	53600	24.75		SEAN FRITSCH
10272017	KUIPERS FAMILY FARM 2	EXCEL Admissions	53600	64.00		A MAGGIE GOODE
10272017	GOEBBERTS PUMPKIN PATC	EXCEL Admissions	53600	36.00		JAMIE ELAM
10182017	GOEBBERTS PUMPKIN PATC	EXCEL Admissions	53600	72.00		SEAN TOVEY
10252017	COSLEY ZOO GIFT SHOP	EXCEL Admissions & Supplies	53600	48.45		JAMIE ELAM
09282017	Discount School Supply	Holiday Party w/Santa Program Supplies	53600	65.72		JAMIE ELAM
09282017	HOBBY-LOBBY #0174	Holiday Party with Santa Supplies	53600	13.53		JAMIE ELAM
10022017	WOOD DALE BOWL	Huskies Bowling Admission	53600	120.00		SHARON PEARCE
10102017	WOOD DALE BOWL	Huskies Bowling Admission	53600	132.00		SHARON PEARCE
10162017	WOOD DALE BOWL	Huskies Bowling Admission	53600	120.00		SHARON PEARCE
10232017	WOOD DALE BOWL	Huskies Bowling Admission	53600	135.00	1,880.52	SHARON PEARCE
10262017	CUSTOMIZED SERVICE	Savannah/Tybee Island Georgia House Rent	53600	59.00		BETH CORSO
10262017	YPS*HOMEAWAY HA-N8H6QS	Savannah/Tybee Island House Rental	53600	2,398.00		BETH CORSO
10192017	BENGSTON'S PUMPKIN FAR	Schafer EXCEL Admissions	53600	40.00		COLLEEN CLINE
10172017	PICTURE SHOW BLOOMINGD	Traveling Tourists Program Admissions	53600	37.50		JAMIE ELAM
10172017	PICTURE SHOW BLOOMINGD	Traveling Tourists Program Admissions	53600	7.50		JAMIE ELAM
09292017	STARDUST BOWL OF A	TREC admissions	53600	22.50		KRISTEN ROBERTSON
10202017	PAYPAL *ALPHABETSOU	TREC admissions	53600	127.50		KRISTEN ROBERTSON
10202017	INT*IN *TOWER SHOW PRO	TREC Admissions	53600	60.00		KRISTEN ROBERTSON
10262017	ACT*St Chas Park Dist	TREC Admissions	53600	91.00		KRISTEN ROBERTSON
10102017	PIXEL BLAST ARCADE	YAC Admissions	53600	100.00		JACOB BOYKO
10052017	IMPRESSIONS	GC TY Postcards	53675	150.00	150.00	SUSAN J MARTELLOTTA
10042017	CTC*CONSTANTCONTACT.C	Email Marketing	55000	70.00	320.00	SUSAN J MARTELLOTTA
09292017	ADOBE *CREATIVE CLOUD	Graphics Supscription	55000	31.86		SUSAN J MARTELLOTTA
10022017	INDEED	Job Posting	55000	51.13		COLLEEN CLINE
10102017	AmazonPrime Membership	Prime Subscription	55200	10.99	10.99	A MAGGIE GOODE
10202017	ILLINOIS ASSOCIATION O	Conference Registration	56000	235.00		JAMIE ELAM
10132017	HILTON HOTELS CHICAGO	IPRA Conference Lodging	56000	142.05		RICK POOLE
10202017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	450.00		RICK POOLE

NEDSRA PCard Detail PE 10/27/2017


Date	Merchant	Description	Account	Amount	Account Total	Cardholder
10202017	ILLINOIS ASSOCIATION O	IPRA Conference Registration	56000	235.00	1,784.53	SUSAN J MARTELLOTTA
10022017	EMBASSY SUITES NEW ORL	NRPA Lodging	56000	909.71		RICK POOLE
09282017	BUTCHER	NRPA Meals	56000	23.04		RICK POOLE
10022017	CAFE DU MONDE - RIVE	NRPA Meals	56000	12.37		RICK POOLE
09292017	TAXI SVC NEW ORLEANS	NRPA Travel	56000	10.30		RICK POOLE
10022017	SQU*SQ *BLACK CAR SERV	NRPA Travel	56000	50.00		RICK POOLE
10032017	UNITED	NRPA Travel	56000	25.00		RICK POOLE
09282017	IPRA	PDS Registration	56000	765.00		COLLEEN CLINE
10062017	Park District Risk Man	Registration for PDRMA RMI	56000	65.00		LORI MILLER
10192017	Park District Risk Man	RMI Conference	56000	65.00		BETH CORSO
10132017	Park District Risk Man	RMI Registration	56000	65.00		A MAGGIE GOODE
10062017	Park District Risk Man	RMI Registriation	56000	65.00		COLLEEN CLINE
10122017	ILLINOIS ASSOC OF PARK	NEDSRA Membership	56100	532.00		RICK POOLE
10052017	USGA MEMBERSHIP	PGA Membership	56100	25.00	557.00	SEAN TOVEY
10062017	SIGNUPGENIUS.COM	Subscriptions	56200	24.99	24.99	NEDSRA NEDSRA1
10102017	SHELL OIL 57444165609	Vehicle Fuel	57100	75.54		MINDY JACK
09282017	SAMS CLUB #6487	Vehicle Fuel	57100	48.11		KRISTEN ROBERTSON
10032017	SAMS CLUB #6487	Vehicle Fuel	57100	56.03		KRISTEN ROBERTSON
10122017	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	70.98		KRISTEN ROBERTSON
09292017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
10062017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
10182017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
10202017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
10262017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00	2,082.65	SUSAN J MARTELLOTTA
10202017	SAMSCLUB 6487 GAS	Refuel Medinah Bus After Borrowing	57100	22.49		JERRY BARTON
10112017	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	52.67		JAMIE ELAM
10132017	SAMSCLUB 6487 GAS	Vehicle Fuel	57100	77.02		JAMIE ELAM
10022017	SHELL OIL 57444165609	Vehicle Fuel	57100	58.15		NESDRA CAMP 2
10112017	SAMSCLUB #6487	Vehicle Fuel	57100	66.94		SEAN FRITSCH
10202017	SAMS CLUB #6487	Vehicle Fuel	57100	54.21		SEAN FRITSCH
10052017	SHELL OIL 57444165609	Vehicle Fuel	57100	41.22		COLLEEN CLINE
09282017	SHELL OIL 57444165609	Vehicle Fuel	57100	33.74		JACOB BOYKO
10102017	SHELL OIL 57444165609	Vehicle Fuel	57100	80.84		MAGGIE RESILLEZ
09282017	LENS ACE HDWE	Garage Remote	57300	47.36		SEAN TOVEY
10242017	KRAGE S SERVICE CENTER	Van Repair	57300	123.17	170.53	SEAN TOVEY
10062017	VZWRLSS*MY VZ VB P	Telephone	58100	162.86	162.86	SUSAN J MARTELLOTTA
10062017	Park District Risk Man	Loss Prevention RMI	58910	65.00		JERRY BARTON
10062017	Park District Risk Man	Loss Prevention-Facility Safety Course	58910	30.00		JERRY BARTON
10062017	Park District Risk Man	PDRMA Session	58910	30.00		SEAN TOVEY

NEDSRA PCard Detail PE 10/27/2017

<b>Date</b>	<b>Merchant</b>	<b>Description</b>	<b>Account</b>	<b>Amount</b>	<b>Account Total</b>	<b>Cardholder</b>
10062017	Park District Risk Man	PDRMA Session	58910	30.00		SEAN TOVEY
10062017	Park District Risk Man	RMI Registration	58910	65.00		SEAN TOVEY
10102017	AMAZON MKTPLACE PMTS	Staff Water Shoes	58910	26.98	246.98	SEAN TOVEY
10242017	OLIVE THEORY PIZZERIA	New Staff Recognition	58940	10.56	37.54	JERRY BARTON
10172017	1-800-FLOWERS.COM,INC.	Staff New Baby	58940	56.29		SUSAN J MARTELLOTTA
10112017	FRANKY S RED HOTS	Boosters Athlete Recognition	61300	80.00	298.83	SUSAN J MARTELLOTTA
09282017	SCHWEPPE	Boosters Fundraiser Supplies	61300	320.71		SUSAN J MARTELLOTTA
09282017	JET.COM	Boosters Fundraiser Supplies	61300	38.58		SUSAN J MARTELLOTTA
09282017	VILLA PARK VFW POST 28	Boosters Fundraiser Supplies	61300	685.00		SUSAN J MARTELLOTTA
10032017	AMAZON MKTPLACE PMTS	Boosters Fundraiser Supplies	61300	81.98		SUSAN J MARTELLOTTA
10062017	SCHWEPPE	Boosters Fundraiser Supplies	61300	22.82		SUSAN J MARTELLOTTA
10102017	VILLA PARK VFW POST 28	Boosters Fundraising Supplies	61300	70.00		SUSAN J MARTELLOTTA
	<b>Total</b>			<b>\$ 16,187.52</b>	<b>\$ 11,711.76</b>	







# Consolidated Monthly Financial Statements Period Ending 10/31/2017

## **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 October 31, 2017 and 2016**

	<u>October 31, 2017</u>	<u>October 31, 2016</u>	<u>Variance</u>	<u>% Variance</u>
<b>Assets</b>				
MB Financial - Operating #4960	\$ 144,812.52	\$ 157,226.76	\$ (12,414.24)	-7.90%
MB Financial - Payroll #4979	2,184.94	9,209.92	(7,024.98)	-76.28%
Petty Cash	2,625.00	1,575.00	1,050.00	66.67%
Interest Receivable	0.00	61.06	(61.06)	-100.00%
Prepaid Expenses	975.00	0.00	975.00	0.00%
Accounts Receivable	84,193.81	99,471.81	(15,278.00)	-15.36%
MB Financial - MM #9401	730,531.85	562,577.84	167,954.01	29.85%
Maxsafe Wintrust - MM #2599	1,023,863.21	1,023,107.53	755.68	0.07%
<b>Total Assets</b>	<u>\$ 1,989,186.33</u>	<u>\$ 1,853,229.92</u>	<u>\$ 135,956.41</u>	<u>10.64%</u>
<b>Liabilities and Fund Balance</b>				
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	6,777.42	5,236.30	(1,541.12)	-29.43%
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	1,146,339.45	866,329.34	(280,010.11)	-32.32%
<b>Total Liabilities and Fund Balance</b>	<u>\$ 1,989,186.33</u>	<u>\$ 1,853,229.92</u>	<u>\$ 135,956.41</u>	<u>7.34%</u>

Northeast DuPage Special Recreation Association  
 Revenue Over Expenditures  
 For the 1 Month and 6 Months, Months Ending October 31, 2017

REVENUE RECAP		Anticipated	Monthly	Cumulative	Budget Variance	% To	Previous Year	\$	%
Account #	Account	Revenue	Summary	Summary	Over/(Under)	Budget	Summary	Variance	Variance
41000	Partner Contributions	\$ 1,564,086.00	\$ 14,142.07	\$ 1,099,493.10	\$ (464,592.90)	70.30%	\$ 978,430.00	\$ 121,063.10	11.01%
42000	Fees & Charges	304,357.00	9,136.59	190,853.12	(113,503.88)	62.71%	183,311.38	7,541.74	3.95%
42020	Scholarship/Fee Assistance	0.00	726.13	8,937.49	8,937.49	0.00%	12,324.35	(3,386.86)	-37.89%
43000-44000	Fund Development	235,428.00	745.00	98,134.53	(137,293.47)	41.68%	140,140.08	(42,005.55)	-42.80%
44210-44230	Booster Club Revenue	3,500.00	3,054.00	7,096.00	3,596.00	202.74%	477.00	6,619.00	93.28%
44300	Partner ADA Revenue	0.00	53,699.63	240,109.52	240,109.52	0.00%	214,199.63	25,909.89	10.79%
46000	Miscellaneous Income	3,725.00	1,181.94	2,059.01	(1,665.99)	55.28%	6,735.61	(4,676.60)	-227.13%
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	233.87	1,127.39	(1,272.61)	46.97%	1,220.42	(93.03)	-8.25%
	Total Revenue	<u>2,114,996.00</u>	<u>82,919.23</u>	<u>1,649,187.85</u>	<u>(465,808.15)</u>	<u>77.98%</u>	<u>1,538,332.56</u>	<u>110,855.29</u>	<u>6.72%</u>
EXPENDITURE RECAP		Anticipated	Monthly	Cumulative	Budget Variance	% To	Previous Year	\$	%
Account #	Account	Expenditures	Summary	Summary	Over/(Under)	Budget	Summary	Variance	Variance
51100-51300	Salaries	\$ 1,247,933.00	\$ 76,524.27	\$ 646,485.48	\$ (601,447.52)	51.80%	\$ 724,824.42	\$ (78,338.94)	-12.12%
51400-52400	Insurance/Pension	417,713.00	37,522.66	180,644.62	(237,068.38)	43.25%	206,628.17	(25,983.55)	-14.38%
53000-56200	Operations	385,382.00	40,364.93	215,062.03	(170,319.97)	55.80%	223,836.43	(8,774.40)	-4.08%
57100-57400	Vehicles	35,464.00	2,506.69	15,595.27	(19,868.73)	43.97%	22,207.12	(6,611.85)	-42.40%
58100-58400	Utilities	55,867.00	5,104.07	21,460.58	(34,406.42)	38.41%	23,560.26	(2,099.68)	-9.78%
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	528.37	4,789.79	(5,172.21)	48.08%	5,757.95	(968.16)	-20.21%
61100-61300	Fund Development	2,000.00	935.93	4,132.77	2,132.77	206.64%	230.93	3,901.84	94.41%
62000-69000	Other	<u>25,000.00</u>	<u>95,387.47</u>	<u>250,225.06</u>	<u>225,225.06</u>	<u>1000.90%</u>	<u>203,924.74</u>	<u>46,300.32</u>	<u>18.50%</u>
	Total Expenditures	<u>2,211,036.00</u>	<u>258,874.39</u>	<u>1,364,907.02</u>	<u>(846,128.98)</u>	<u>61.73%</u>	<u>1,413,593.89</u>	<u>(48,686.87)</u>	<u>0.00%</u>
	Net Revenue over Expenditures	<u>\$ (96,040.00)</u>	<u>\$ (175,955.16)</u>	<u>\$ 284,280.83</u>	<u>\$ 380,320.83</u>		<u>\$ 124,738.67</u>	<u>\$ 159,542.16</u>	

Northeast DuPage Special Recreation Association  
 Operating Expenditures Budget Summary  
 For the 1 Month and 6 Months, Months Ending October 31, 2017

		<u>Anticipated</u>	<u>Monthly</u>	<u>Cumulative</u>	<u>Budget</u>	<u>% To</u>	<u>Previous Year</u>	<u>\$</u>	<u>%</u>
		<u>Expenditures</u>	<u>Summary</u>	<u>Summary</u>	<u>Over/(Under)</u>	<u>Budget</u>	<u>Summary</u>	<u>Variance</u>	<u>Variance</u>
<u>Salaries</u>									
51100	Payroll:Full Time Salaries	860,669.00	59,204.61	403,060.07	(457,608.93)	46.83%	483,864.64	(80,804.57)	-20.05%
51200	Payroll:Part Time Wages & Salaries	270,264.00	17,319.66	243,425.41	(26,838.59)	90.07%	240,959.78	2,465.63	1.01%
51210	Part Time Wages - Inclusion	117,000.00	0.00	0.00	(117,000.00)	0.00%	0.00	0.00	0.00%
		<u>1,247,933.00</u>	<u>76,524.27</u>	<u>646,485.48</u>	<u>(601,447.52)</u>	<u>51.80%</u>	<u>724,824.42</u>	<u>(78,338.94)</u>	<u>-12.12%</u>
<u>Insurance/Pension</u>									
51400	Payroll:FICA & Medicare	74,789.00	5,609.91	48,508.01	(26,280.99)	64.86%	52,906.79	(4,398.78)	-9.07%
51500	Payroll:IMRF	149,460.00	10,401.47	56,642.39	(92,817.61)	37.90%	58,335.22	(1,692.83)	-2.99%
51600	Payroll:Health Insurance	156,416.00	12,249.23	56,970.12	(99,445.88)	36.42%	72,684.08	(15,713.96)	-27.58%
52000	Workers Compensation	7,247.00	1,811.76	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	3,195.24	6,390.48	(6,390.52)	50.00%	5,936.00	454.48	7.11%
52400	Property Insurance	17,020.00	4,255.05	8,510.10	(8,509.90)	50.00%	9,205.50	(695.40)	-8.17%
		<u>417,713.00</u>	<u>37,522.66</u>	<u>180,644.62</u>	<u>(237,068.38)</u>	<u>43.25%</u>	<u>206,628.17</u>	<u>(25,983.55)</u>	<u>-14.38%</u>
<u>Operations</u>									
53000	Bank Fees & Charges	3,660.00	270.26	1,783.41	(1,876.59)	48.73%	1,817.23	(33.82)	-1.90%
53010	Credit Card Fees	8,943.00	691.57	4,225.99	(4,717.01)	47.25%	3,822.16	403.83	9.56%
53100	Postage Expense	7,000.00	1,393.48	4,470.01	(2,529.99)	63.86%	3,971.47	498.54	11.15%
53200	Printing Expenses	20,540.00	(2,248.10)	7,988.53	(12,551.47)	38.89%	10,136.33	(2,147.80)	-26.89%
53300	Meeting Related Expenses	2,725.00	0.00	563.53	(2,161.47)	20.68%	929.76	(366.23)	-64.99%
53400	Office Supplies & Duplicating	8,500.00	1,934.60	7,018.30	(1,481.70)	82.57%	2,825.67	4,192.63	59.74%
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	5,066.91	50,929.75	(26,405.25)	65.86%	50,532.65	397.10	0.78%
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	0.00	(460.00)	0.00%	0.00	0.00	0.00%
53530	HMHB Program Supplies	1,400.00	116.74	116.74	(1,283.26)	8.34%	0.00	116.74	100.00%
53600	Admissions & Facility Space	60,690.00	4,865.95	31,990.69	(28,699.31)	52.71%	26,897.82	5,092.87	15.92%
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	564.85	14,987.82	(11,523.18)	56.53%	17,451.61	(2,463.79)	-16.44%
53700	Auditor	10,000.00	700.00	10,100.00	100.00	101.00%	11,300.00	(1,200.00)	-11.88%
53800	Legal Services	6,900.00	250.00	2,025.00	(4,875.00)	29.35%	25,491.70	(23,466.70)	-1158.85%
53900	Professional Consultants	17,040.00	5,543.75	13,403.50	(3,636.50)	78.66%	13,995.50	(592.00)	-4.42%
54000	Payroll Services - Contract	10,000.00	722.82	5,604.79	(4,395.21)	56.05%	4,758.13	846.66	15.11%
54100	Business Services - Contract	24,460.00	6,810.00	13,720.00	(10,740.00)	56.09%	10,670.00	3,050.00	22.23%
54300	Contractual Services	35,350.00	4,562.00	18,991.00	(16,359.00)	53.72%	20,309.25	(1,318.25)	-6.94%
54330	HMHB Contractual Services	19,500.00	0.00	3,525.00	(15,975.00)	18.08%	0.00	3,525.00	100.00%
54400	Office Maint/Contractual Agree.	13,679.00	4,922.94	11,736.86	(1,942.14)	85.80%	6,683.42	5,053.44	43.06%
55000	Public Relations	1,680.00	152.99	550.43	(1,129.57)	32.76%	1,047.15	(496.72)	-90.24%
55100	Legal Publications	1,310.00	219.76	1,682.75	372.75	128.45%	1,207.20	475.55	28.26%

Northeast DuPage Special Recreation Association  
 Operating Expenditures Budget Summary  
 For the 1 Month and 6 Months, Months Ending October 31, 2017

		<u>Anticipated</u> <u>Expenditures</u>	<u>Monthly</u> <u>Summary</u>	<u>Cumulative</u> <u>Summary</u>	<u>Budget</u> <u>Over/(Under)</u>	<u>% To</u> <u>Budget</u>	<u>Previous Year</u> <u>Summary</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
55200	Subscription & Publication	1,049.00	10.99	544.23	(504.77)	51.88%	541.19	3.04	0.56%
56000	Continuing Education	11,180.00	3,231.43	5,961.08	(5,218.92)	53.32%	5,629.76	331.32	5.56%
56100	Professional Memberships	4,313.00	557.00	1,504.49	(2,808.51)	34.88%	454.00	1,050.49	69.82%
56200	Statewide Legislative Initiatives	500.00	24.99	24.99	(475.01)	5.00%	0.00	24.99	100.00%
		<u>385,382.00</u>	<u>40,364.93</u>	<u>215,062.03</u>	<u>(170,319.97)</u>	<u>55.80%</u>	<u>223,836.43</u>	<u>(8,774.40)</u>	<u>-4.08%</u>
<u>Vehicles</u>									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	18,417.00	2,246.93	7,272.51	(11,144.49)	39.49%	9,970.21	(2,697.70)	-37.09%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,813.00	89.23	2,487.03	(2,325.97)	51.67%	2,067.31	419.72	16.88%
57300	Vehicle Expenses:Van Repair & Parts	11,834.00	170.53	4,613.73	(7,220.27)	38.99%	7,820.88	(3,207.15)	-69.51%
57400	Vehicle Expenses:Van Rental	400.00	0.00	1,222.00	822.00	305.50%	2,348.72	(1,126.72)	-92.20%
		<u>35,464.00</u>	<u>2,506.69</u>	<u>15,595.27</u>	<u>(19,868.73)</u>	<u>43.97%</u>	<u>22,207.12</u>	<u>(6,611.85)</u>	<u>-42.40%</u>
<u>Utilities</u>									
58100	Building Expenses:Telephones/Internet	12,000.00	637.87	5,534.79	(6,465.21)	46.12%	5,867.12	(332.33)	-6.00%
58200	Building Expenses:Electricity	12,850.00	980.96	7,182.18	(5,667.82)	55.89%	7,828.19	(646.01)	-8.99%
58300	Building Expenses:Natural Gas	6,200.00	235.19	1,419.54	(4,780.46)	22.90%	1,027.35	392.19	27.63%
58400	Building Expenses:Village Water	1,514.00	246.92	757.08	(756.92)	50.01%	704.24	52.84	6.98%
58500	Building Expenses:Facility Maintenance	14,223.00	3,003.13	4,801.94	(9,421.06)	33.76%	5,053.13	(251.19)	-5.23%
58600	Building Expenses:Office Improvements	9,080.00	0.00	1,765.05	(7,314.95)	19.44%	3,080.23	(1,315.18)	-74.51%
		<u>55,867.00</u>	<u>5,104.07</u>	<u>21,460.58</u>	<u>(34,406.42)</u>	<u>38.41%</u>	<u>23,560.26</u>	<u>(2,099.68)</u>	<u>-9.78%</u>
<u>Special Projects</u>									
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%
		<u>31,715.00</u>	<u>0.00</u>	<u>26,511.42</u>	<u>(5,203.58)</u>	<u>83.59%</u>	<u>2,623.87</u>	<u>23,887.55</u>	<u>90.10%</u>
<u>Miscellaneous Expenses</u>									
58910	Risk Management	3,177.00	363.98	2,416.52	(760.48)	76.06%	867.42	1,549.10	64.10%
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	97.54	486.43	(1,813.57)	21.15%	1,597.45	(1,111.02)	-228.40%
58940	Miscellaneous Expenses:Employee Recognition/Relations	1,350.00	66.85	507.16	(842.84)	37.57%	158.99	348.17	68.65%
58950	Miscellaneous Expenses:Reconciliation Discrepancies	0.00	0.00	2.00	2.00	0.00%	0.00	2.00	100.00%
		<u>9,962.00</u>	<u>528.37</u>	<u>4,789.79</u>	<u>(5,172.21)</u>	<u>48.08%</u>	<u>5,757.95</u>	<u>(968.16)</u>	<u>-20.21%</u>
<u>Fund Development Expenses</u>									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	2,000.00	935.93	4,132.77	2,132.77	206.64%	230.93	3,901.84	94.41%
		<u>2,000.00</u>	<u>935.93</u>	<u>4,132.77</u>	<u>2,132.77</u>	<u>206.64%</u>	<u>230.93</u>	<u>3,901.84</u>	<u>94.41%</u>

Northeast DuPage Special Recreation Association  
 Operating Expenditures Budget Summary  
 For the 1 Month and 6 Months, Months Ending October 31, 2017

	<u>Anticipated Expenditures</u>	<u>Monthly Summary</u>	<u>Cumulative Summary</u>	<u>Budget Over/(Under)</u>	<u>% To Budget</u>	<u>Previous Year Summary</u>	<u>\$ Variance</u>	<u>% Variance</u>
<u>Other Expenses</u>								
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	94,511.34	218,439.67	218,439.67	0.00%	191,600.39	26,839.28	12.29%
67100 Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	<u>0.00</u>	<u>876.13</u>	<u>10,582.39</u>	<u>10,582.39</u>	<u>0.00%</u>	<u>12,324.35</u>	<u>(1,741.96)</u>	<u>-16.46%</u>
	<u>25,000.00</u>	<u>95,387.47</u>	<u>250,225.06</u>	<u>225,225.06</u>	<u>1000.90%</u>	<u>203,924.74</u>	<u>46,300.32</u>	<u>18.50%</u>
Total Expenditures	<u><u>2,211,036.00</u></u>	<u><u>258,874.39</u></u>	<u><u>1,364,907.02</u></u>	<u><u>(846,128.98)</u></u>	<u><u>61.73%</u></u>	<u><u>1,413,593.89</u></u>	<u><u>(48,686.87)</u></u>	<u><u>0.00%</u></u>







	Budgeted Member Partner Contribution Due 2017/2018	Operation Allocation Received as of 10/31/2017	Balance Due to Operations Allocation 10/31/2017	Percentage of Operations Allocation Collected as of 10/31/2017	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	\$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	\$198,306.67	\$198,306.67	\$0.00
Medinah	\$83,022.00	\$83,022.00	\$0.00	100.00%	\$86,734.52	\$41,802.85	\$3,445.00	\$125,092.37
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
<b>Total</b>	<b>\$1,564,086.00</b>	<b>\$1,055,571.60</b>	<b>\$508,514.40</b>	<b>67.49%</b>	<b>\$722,626.94</b>	<b>\$240,109.52</b>	<b>\$218,439.67</b>	<b>\$744,296.79</b>





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

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

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

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



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

<b>LOMBARD</b>			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
<b>Beginning Balance</b>						<b>\$0.00</b>
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)
<b>Totals</b>			<b>\$290,004.00</b>	<b>\$198,306.67</b>	<b>\$198,306.67</b>	<b>(\$0.00)</b>

<b>MEDINAH</b>			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
<b>Beginning Balance</b>						<b>\$86,734.52</b>
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
<b>Totals</b>			<b>\$83,022.00</b>	<b>\$41,802.85</b>	<b>\$3,445.00</b>	<b>\$125,092.37</b>



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

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

VILLA PARK			Fiscal Year 2017-2018			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
<b>Beginning Balance</b>						<b>\$120,756.42</b>
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			
<b>Totals</b>			<b>\$111,172.60</b>	<b>\$0.00</b>	<b>\$16,688.00</b>	<b>\$104,068.42</b>

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

**Date:** December 7, 2017  
**To:** Board of Trustees  
**From:** Rick Poole, Executive Director  
**Re:** Agency Report

### **Director's Report**

#### **State Grants**

The Grant Monitor from the State of Illinois was at NEDSRA on November 6. He was at the office for approximately two hours. After completing his review, staff agreed to scan all the documents along with other specific documentation and overnight all of the information on a flash drive by December 1. Staff completed this as requested and we expect a positive outcome for the review.

In addition to the Review, staff completed and submitted the requested grant information for the 17/18 state grant. This information was completed and sent to DCEO for a grant in the amount of \$232,180.

#### **New Van**

Staff is compiling van bid documents to be distributed later this month. The expectation is to bring acceptable bids to the Board at the February 2018 meeting in the hope of taking delivery of a new van in May 2018 in preparation for the busy spring and summer programs.

#### **Staff**

Kristen Chereso joined the NEDSRA team as Marketing and Communications Manager on November 20. She has begun her orientation meetings with staff as well as vendors and sponsors. She will be attending the December Board meeting. We are excited to have Kristen join the NEDSRA team.

Coordinator Elam submitted her resignation letter in November and her last day was Saturday, December 2. Specialist Fritsch was promoted to fill the youth programs and camps position and will begin his new role on December 4.

Coordinator Cline completed her second year of Professional Development School in November and Coordinator Goode attended the American Art Therapy Association annual conference in Albuquerque.

#### **Budget**

Budget timelines for 18/19 were distributed to staff earlier in November. Budget preparation will continue through January with a preliminary budget impact presentation planned at the March Board Meeting, with a final presentation in April.

## **Recreation Report**

### **Programming**

On October 25 Specialist Fritsch represented NEDSRA at the Forest Preserve District of DuPage County special needs roundtable. NEDSRA staff assisted the Village of Schiller Park at their annual Halloween Howl on October 28. On October 30 NEDSRA was present to hand out candy and NEDSRA program brochures at the Addison Trunk or Treat event hosted by the Addison Teachers' Association. NEDSRA hosted the Annual Halloween Masquerade Ball, Ray Graham Boo Ball and the All Hallows Eve Bingo Night. A total of 139 participants enjoyed Halloween at one of these annual events. The Annual EXCEL Turkey Bowl was held on November 14 at Addison's Stardust Bowl with Seventy-one students from the special-education classrooms of Glen Hill, Medinah Intermediate, Addison Trail High School and Salt Creek Elementary enjoyed bowling, snacks, goodie bags and socializing with friends. The students from Addison Trail were part of the SASSED Vision Program and they partnered with the preschoolers enrolled in the Salt Creek vision program. On Saturday, November 18 NEDSRA's five adult social clubs met for a Thanksgiving Feast. Over forty participants enjoyed celebrating and socializing.

### **TREC**

Coordinator Goode is finalizing plans to add Thursdays to the TREC schedule. Currently the program runs Monday/Wednesday/Friday. The anticipated start date for the fourth day of TREC is January 11.

### **Special Olympics**

The NEDSRA Floor Hockey team wrapped up their season with a silver-medal finish at the Special Olympics' State Tournament at NIU on November 18.

## **Marketing and Fund Development Report**

### **BBQ Bash and Bags Tournament**

The third annual BBQ Bash will be held on Saturday April 28, 2018. We expect to have over 200 people in attendance based on previous years. The band and caterer have already been booked. The event includes a delicious BBQ, live band, children's activities, raffle prizes, beer and a bags tournament. This event is a family-friendly fundraiser.

### **Knights of Columbus Tootsie Roll Drive**

Letters have been sent out to all Grand Knights introducing the new Marketing & Communications Manager, thanking them for their years of support and requesting details for the next Tootsie Roll Drive. One-on-one meetings will be arranged in the near future for the new Marketing & Communications Manager to meet each of the Grand Knights personally.

### Spring 2018 Brochure

The Spring 2018 Brochure is off to a great start. Program details have been submitted and the design process has begun. All Recreation Supervisors have received a timeline to ensure that we stay on track for the Brochure Timeline. Spring Registration opens on March 24, 2018.

### Holiday Party with Santa

The Holiday Party with Santa was a huge success on December 2. Over 45 participants and their families attended. This is an annual free event for youth. Each participant is able to create two holiday crafts and receives a gift presented to them by Santa. Eighteen pizzas were donated by Home Run Inn. UPS provided over 25 volunteers to assist.

### Other Announcements

On November 21 Coordinator Cline met with several Itasca Park District staff to discuss inclusion services, behavior management strategies and communication with parents. That same day Coordinator Cline and Manager Miller hosted a New Member Orientation at NEDSRA with five staff in attendance from Wood Dale, Bensenville and Medinah.

NEDSRA was awarded a \$2,500 grant from PDRMA for the purchase of a Hoyer Lift.

### Upcoming Events

December 4-6	Kitchen repairs and painting
December 8	Supper with Santa, a Medinah Park District program
December 16-17	Synergy hosts the Chicagoland Regional Boccia Invitational in LaGrange
December 18-Jan. 5	Winter Break Escape Camp