Putting People First

NEDSRA

Special Recreation Association

Board Packet

Wednesday, May 10, 2017
NEDSRA Administrative Office
1770 W. Centennial Place, Addison, Illinois

Our Vision

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

Our Mission

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

Our Core Values

Service with Compassion
Excellence and Quality Integrity
◆Commitment ◆Fun

Northeast DuPage Special Recreation Association

Board of Trustees Meeting

Wednesday, May 10, 2017, at 1:30 p.m.

1770 W. Centennial Place, Addison, IL 60101

A G E N D A

1. **Call to Order, Roll Call 1:30 p.m.** — **Chairman Leno**

2. **Introduction of Guests and Staff** — **Chairman Leno**

3. **Public Comments** — **Chairman Leno**
   a. For matters not on the Agenda. Limited to one 3-minute comment per person. Maximum 15 minutes.

4. **Approval of Meeting Minutes** — **Chairman Leno**
   a. Approve Board of Trustees Meeting Minutes – April 5, 2017 — **Voice Vote**

5. **Comments and Communications** — **Executive Director Poole**

6. **Consent Agenda – Ratify Financials for Period Ending March 31, 2017** — **Chairman Leno**
   a. Ratify NEDSRA Disbursements for period ending March 31, 2017 — **Roll Call**
   b. Ratify NEDSRA Financial Statement for period ending March 31, 2017

7. **Chairman of the Board Comments** — **Chairman Leno**

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

9. **Unfinished Business** — **Chairman Leno**

10. **New Business** — **Chairman Leno**
    a. Review and Approve Revision to Financial Management and General Operations Polices — **Roll Call**
    b. Review and Approve Revisions to Board of Trustees Manual

11. **Board of Trustees' Comments** — **Chairman Leno**

12. **Motion to Convene into Closed Meeting** — **Chairman Leno**
    a. Approval to convene into Closed Session for the purposes of discussing issues related to the appointment, employment, compensation, discipline, performance, or dismissal of personnel pursuant to the Open Meeting Act, 5 ILCS 120/2/(c)(1). — **Roll Call**

13. **Closed Meeting**

14. **Reconvene Open Meeting** — **Chairman Leno**
    Take action on items discussed in Closed Session pursuant to Section 2(c)(1) of the Open Meetings Act.
    a. Possible action regarding the Executive Director's compensation.

15. **Next Regular Meeting Date – Wednesday, June 17, 2015, at 1:30 p.m.** — **Chairman Leno**
    a. Wednesday, June 14, 2017, at 1:30 p.m.

16. Adjournment **Chairman Leno**

Voice Vote

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.

Northeast DuPage Special Recreation Association
1770 W. Centennial Place, Addison, IL 60101

BOARD OF TRUSTEES REGULAR MEETING MINUTES

Wednesday, April 5, 2017

1. **Call to Order** Chairman Leno 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:
Geri Estvanik, Addison Park District
Larry Reiner, Butterfield Park District
Keith Knautz, Village of Glendale Heights (1:32 p.m.)
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Mike Gianatasio, Oakbrook Terrace Park District
John Bealer, Village of Schiller Park
Greg Gola, Village of Villa Park
Michele Silver, Wood Dale Park District
Maryfran Leno, Itasca Park District

Members Absent: Joe Vallez, Bensenville Park District

Staff Present:
Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Administrative Services Manager
Cathy Marron, Recording Secretary
Colleen Cline, Recreation Coordinator
Beth Corso, Senior Recreation Coordinator
Jamie Elam, Recreation Coordinator
Sean Fritsch, Recreation Specialist
A. Maggie Goode, Recreation Coordinator
Carrie Henry, Recreation Coordinator
Nora Sandoval, Administrative Assistant/Registrar
Megan Siebert, Recreation Specialist
Jason Stubbeman, Coordinator Synergy Adaptive Athletics

3. **Introduction of Guests and Staff**
Chairman Leno welcomed Trustee Reiner back and noted Alternates Gianatasio, Oakbrook Terrace Park District and Silver, Wood Dale Park District, were in attendance.

Director Poole introduced NEDSRA staff in attendance, Colleen Cline, Beth Corso, Jamie Elam, Sean Fritsch, Maggie Goode, Carrie Henry, Megan Siebert, Jason Stubbeman, and Nora Sandoval.

4. **Public Comments**
Chairman Leno remarked there were no public comments.

5. **Approval of Meeting Minutes – March 1, 2017**
Chairman Leno requested a motion to approve the Board of Trustees regular meeting minutes of March 1, 2017. Trustee Friedrichs moved to approve the minutes of the Board of Trustees regular meeting of March 1, 2017, as presented. Trustee Knautz seconded the motion. There being no discussion, motion passed unanimously on a voice vote with 10 ayes and no nays.

6. Comments and Communications

Director Poole reported that longtime participant, Timothy Zielski, recently moved to Rolling Meadows and his parents wrote a nice letter thanking NEDSRA and staff for the encouragement and support the family was given over the years. He announced that Trustee Fallon gave birth to a daughter and he received an email from her thanking the NEDSRA Board for the nice gift she received.

Director Poole mentioned the meeting minutes from the Personnel Committee were included in the packet and thanked everyone on the committee for their time. In addition, he reminded Board members of the upcoming Reach for the Stars event on June 7, 2017.

7. Consent Agenda - Ratify NEDSRA Financials for Period Ending February 28, 2017

Chairman Leno asked for a motion to ratify NEDSRA's Disbursements and Financial Statements for the period ending February 28, 2017. Trustee Knautz moved to ratify NEDSRA's Disbursements and Financial Statements as presented. Trustee Friedrichs seconded the motion. Chairman Leno asked if there were any questions, comments or corrections. Trustee Friedrichs asked for further explanation from Administrative Services Manager Martellotta regarding the two PDRMA payments. Administrative Services Manager Martellotta explained these were health insurance payments made to PDRMA. Chairman Leno asked if there were any further questions or comments. There being no further questions or comments, the motion passed on a roll call vote – Voting Aye: Trustee Reiner, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gianatasio, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Silver, Wood Dale Park District, Trustee Estvanik, Addison Park District and Chairman Leno, Itasca Park District. Motion passed with 10 ayes and no nays.

a. Ratified NEDSRA Disbursements for period ending February 28, 2017
b. Ratified NEDSRA Financials for period ending February 28, 2017

8. Chairman of the Board Comments

Chairman Leno informed Board members they would be receiving an email with an evaluation tool and timeline for the annual review of the executive director.

9. Agency Report

Director Poole reminded Board members of several upcoming matters, including their Statements of Economic Interest due May 1. He asked if any Board member wished to attend the Track Meet on May 20, to let him know, so that proper introductions could be made at the event.

a. Recreation Department Updates

Superintendent Barton highlighted a couple of events and programming, including the Synergy basketball team recently attending the Nationals tournament, placing 5th out of 16 teams. He highlighted the upcoming travel trip April 20, "The Great Outdoors," with nine participants heading to Pennsylvania, Maryland and West Virginia.

Superintendent Barton announced that he and Coordinator Cline would be reaching out to member partner staff regarding inclusion training, which will be hosted here or at the member partner districts. They will be discussing inclusion services with full-time staff and offering training to member partner part-time staff and camp counselors on inclusion.

10. Unfinished Business

a. Approval of NEDSRA's Personnel Policy

Director Poole stated that Personnel Policy presented before the Board was reviewed by the Agency's attorney. He continued by explaining a few recommended changes requested by Trustee Ellmann, who was unable to attend the meeting. Trustee Silver further expanded on those recommendations. Chairman Leno stated each recommendation would be reviewed and discussed before moving on.

10. Unfinished Business: Continued

a. Approval of NEDSRA's Personnel Policy: Continued

After discussing proposed changes and several other areas of the policy, Chairman Leno asked for a motion approving NEDSRA's Personnel Policy as presented. Trustee Knautz moved to approve NEDSRA's Personnel Policy as presented. Trustee Reiner seconded the motion. The motion passed on a Roll Call Vote – Voting Aye:, Trustee Knautz, Village of Glendale Heights, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gianatasio, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Silver, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Reiner, Butterfield Park District, and Chairman Leno, Itasca Park District. Motion passed with 10 ayes and no nays.

b. Approval of 2017/2018 Budget

Chairman Leno asked Director Poole to review the 2017/2018 Budget with Board members. He discussed some of the most recent changes made and addressed some important components, including EAV increases, CPI growth, and inclusion services that continue to grow.

Trustee Silver inquired if there were sufficient funds for public relations to support fundraising initiatives. Director Poole answered that different methods of communication are in place and he is looking for a part-time marketing person. After a brief discussion, Trustee Knautz suggested changing the description of the account might better clarify this issue.

Trustee Friedrichs asked for clarification on fees and charges and the differences from 2015-16 to 2016-17 and projections for 2017-18. The budget reflects that in 2015-16, we collected $352,000 and for 2017-18, we are projecting $295,000. Trustee Friedrichs asked why fees and charges were up from 2014-15 by $68,000 in 2015-16 and then in 2015-16 were down by $58,000 and now projections are up by $10,000 for 2017-18. Superintendent Barton explained that there were a large number of previously uncollected fees that Administrative Assistant/Registrar Sandoval was able to collect. Trustee Friedrichs complimented Sandoval on a nice job.

Director of Fund Development Lesniak summarized her area by outlining positive results in most categories, which exceeded goals. She reviewed the challenges for next year including obtaining more corporate sponsors. Chairman Leno raised some questions about Reach for the Stars and registration fees. A brief discussion followed this inquiry.

Superintendent Barton briefly reviewed programs and recreation, including the number of individuals served, inclusions, fees and charges, and part-time wages. He stated that changes are being implemented in order to provide more accurate numbers, track registrations, and prepare detailed and individualized information for each member partner district. A brief discussion followed with comments related to future capital improvements, inclusion services and moving forward.

Director Poole proceeded by addressing the restricted account on page 17, vehicle purchases, and proceeded to discuss the Agencies beginning fund balance for 2017-18 at $805,848, which is above the fund balance policy of $600,000.

Chairman Leno asked for a motion to approve the 2017/2018 Budget as presented. Trustee Friedrichs moved to approve the 2017/2018 Budget as presented. Trustee Knautz seconded the motion. Chairman Leno asked if there were any further questions or comments. The motion passed on a roll call vote – Voting Aye:, Trustee Friedrichs, Lombard Park District, Trustee Baum, Medinah Park District, Trustee Gianatasio, Oakbrook Terrace Park District, Trustee Bealer, Village of Schiller Park, Trustee Gola, Village of Villa Park, Trustee Silver, Wood Dale Park District, Trustee Estvanik, Addison Park District, Trustee Reiner, Butterfield Park District, Trustee Knautz, Village of Glendale Heights, and Chairman Leno, Itasca Park District. Motion passed with 10 ayes and no nays.

11. New Business

Chairman Leno stated there was no new business before the Board.

12. Board of Trustees Comments

Trustee Gola thanked everyone for the condolences.

13. Next Regular Meeting

Chairman Leno reminded Board members the next regular meeting of the Board of Trustees is Wednesday, May 10, 2017, at 1:30 p.m. at NEDSRA's Administrative office.

14. Adjournment:

Chairman Leno stated there was no further business before the Board of Trustees and requested a motion to adjourn. Trustee Friedrichs moved to adjourn the meeting at 2:55 p.m. Trustee Baum seconded the motion. The motion passed unanimously on a voice vote with 10 ayes, no nays.

Respectfully submitted,

Cathy Ann Marron, Recording Secretary

Maryfran Leno, Chairman

Bruce Baum, Secretary

Putting People First
NEDSRA
Special Recreation Association

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

FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Sue Martellotta, Administrative Services Manager
Date: May 10, 2017
Re: Financial Statements for Period Ending 03/31/2017

Note that there are two payments to BMO Harris P-Card, due to timing with the short month of February.

The cumulative net revenue over expenses is over last fiscal year at this time. This is due to the receipt of the Illinois DCEO grant and decrease in expenses from a one-time payout from last year.

Year-end overall projected to come in at a positive net position.

	03/31/2017 YTD Actual	2016/17 Budget	03/31/2016 YTD Actual
Revenue	$2,292,922	$2,103,001	$2,077,411
Expenses	$1,960,081	$2,212,511	$2,747,953
Net Revenue/Expenses *	**$332,840**	**($109,510)**	**($670,542)**

** Revenue includes $15,070 Vehicle Fund Revenue*

General Fund	03/31/2017 YTD Actual	2016/17 Budget
Beginning Balance	$741,590	$741,590
*** Increase/Decrease**	$317,770	($48,015)
Ending General Fund Balance (Unaudited)	**$1,059,361**	**$693,080**

March 2017 Disbursements

Total: $ 38,458.18

Northeast DuPage Special Recreation Association
Check List Summary
MB Financial - Operating #4960
March 1, 2017 - March 31, 2017

Check Number	Check Date	Payee		Amount
Vendor Checks				
51307	03/10/17	American Camp Association, Illinois		1,579.66
51329	03/23/17	Martellotta, Susan J		100.00
51333	03/24/17	Docu-Shred		90.00
51334	03/24/17	Knights Of Columbus - Addison		65.00
51335	03/24/17	Mueller, Jay		100.00
51336	03/24/17	Pitney Bowes Global Financial Services LLC		478.44
51337	03/24/17	TechPro, Inc.		1,818.50
51338	03/31/17	Addison Park District		436.48
51339	03/31/17	Ashley, Lisa		100.00
51340	03/31/17	Ashley, Lisa		480.00
51341	03/31/17	AT&T		111.71
51342	03/31/17	Callahan, Peggy		775.00
51343	03/31/17	Carol Stream Park District		25.00
51344	03/31/17	Comcast		345.19
51345	03/31/17	ComEd		1,051.83
51346	03/31/17	Konica Minolta Business Solutions, Inc.		495.63
51347	03/31/17	Lauterbach & Amen, LLP		2,270.00
51348	03/31/17	NICOR		934.55
51349	03/31/17	Orkin		88.65
51350	03/31/17	Robbins Schwartz Nicholas Lifton & Taylor		1,075.00
51351	03/31/17	Sams Club Direct		92.93
51352	03/31/17	Warehouse Direct Workplace Solutions		993.70
51353	03/31/17	Addison Park District		281.48
030317	03/03/17	Konica Minolta Premier Finance		351.69
030717	03/07/17	Sams Club Direct		96.22
030917	03/09/17	Mutual of Omaha		216.80
031017	03/10/17	AFLAC		52.68
031517	03/15/17	Paychex		378.72
031617	03/16/17	WageWorks		116.00
032817	03/28/17	Pitney Bowes Global Financial Services LLC		698.09
032817	03/28/17	Konica Minolta Premier Finance		351.69
032917	03/29/17	Paychex		342.71
032917	03/29/17	AFLAC		52.68
3012018	03/01/17	BMO Harris P-Card		9,864.85
4032017	03/31/17	BMO Harris P-Card		12,147.30
			Vendor Check Total	38,458.18
			Check List Total	38,458.18

Check count = 35

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
American Camp Association, Illinois			03/10/17	51307	1,579.66
42000	Fees & Charges	American Camp Association, Illinois - Title XX Matching Grant	1,579.66		
Martellotta, Susan J			03/23/17	51329	100.00
10850	Petty Cash	Martellotta, Susan J - Theater Cash Bank	100.00		
Docu-Shred			03/24/17	51333	90.00
53400	Office Supplies & Duplicating	Docu-Shred - 39992	90.00		
Knights Of Columbus - Addison			03/24/17	51334	65.00
53675	Fund Raising Expenses	Knights Of Columbus - Addison	65.00		
Mueller, Jay			03/24/17	51335	100.00
54300	Contractual Services	Mueller, Jay	100.00		
Pitney Bowes Global Financial Services LLC			03/24/17	51336	478.44
54400	Office Maint/Contractual Agree.	Pitney Bowes Global Financial Services LLC - 3101064689	478.44		
TechPro, Inc.			03/24/17	51337	1,818.50
53900	Professional Consultants	TechPro, Inc. - 239888	700.00		
53900	Professional Consultants	TechPro, Inc. - 239887	168.50		
53900	Professional Consultants	TechPro, Inc. - 239744	950.00		
Addison Park District			03/31/17	51338	436.48
58500	Building Expenses:Facility Maintenance	Addison Park District - 20-809	269.50		
58500	Building Expenses:Facility Maintenance	Addison Park District - 20-810	166.98		
Ashley, Lisa			03/31/17	51339	100.00
54300	Contractual Services	Ashley, Lisa - Music Therapy	100.00		
Ashley, Lisa			03/31/17	51340	480.00
54300	Contractual Services	Ashley, Lisa	480.00		
AT&T			03/31/17	51341	111.71
58100	Building Expenses:Telephones/Internet	AT&T - 630916686003	111.71		
Callahan, Peggy			03/31/17	51342	775.00
42000	Fees & Charges	Callahan, Peggy	775.00		
Carol Stream Park District			03/31/17	51343	25.00
58930	Miscellaneous Expenses:Director's Administ. Fund	Carol Stream Park District - 201703221198	25.00		
Comcast			03/31/17	51344	345.19
58100	Building Expenses:Telephones/Internet	Comcast	345.19		
ComEd			03/31/17	51345	1,051.83
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	ComEd	1,051.83		
Konica Minolta Business Solutions, Inc.			03/31/17	51346	495.63
54400	Office Maint/Contractual Agree.	Konica Minolta Business Solutions, Inc. - 9003335432	495.63		
Lauterbach & Amen, LLP			03/31/17	51347	2,270.00
54100	Business Services - Contract	Lauterbach & Amen, LLP - 21253	2,270.00		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
NICOR			03/31/17	51348	934.55
58300	Building Expenses:Natural Gas	NICOR	934.55		
Orkin			03/31/17	51349	88.65
58500	Building Expenses:Facility Maintenance	Orkin - 155514755	88.65		
Robbins Schwartz Nicholas Lifton & Taylor			03/31/17	51350	1,075.00
53800	Legal Services	Robbins Schwartz Nicholas Lifton & Taylor - 273555	1,075.00		
Sams Club Direct			03/31/17	51351	92.93
53300	Meeting Related Expenses	Sams Club Direct	18.70		
53300	Meeting Related Expenses	Sams Club Direct	22.98		
53500	Program Supplies	Sams Club Direct	51.25		
Warehouse Direct Workplace Solutions			03/31/17	51352	993.70
53300	Meeting Related Expenses	Warehouse Direct Workplace Solutions	56.65		
53400	Office Supplies & Duplicating	Warehouse Direct Workplace Solutions	273.58		
58500	Building Expenses:Facility Maintenance	Warehouse Direct Workplace Solutions	640.39		
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Warehouse Direct Workplace Solutions	23.08		
Addison Park District			03/31/17	51353	281.48
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Addison Park District - 20-813	281.48		
Konica Minolta Premier Finance			03/03/17	030317	351.69
54400	Office Maint/Contractual Agree.	Konica Minolta Premier Finance - 323950865	351.69		
Sams Club Direct			03/07/17	030717	96.22
55200	Subscription & Publication	Sams Club Direct	30.00		
53500	Program Supplies	Sams Club Direct	66.22		
Mutual of Omaha			03/09/17	030917	216.80
21350	Payroll Liabilities:AD&D Insurance	Mutual of Omaha - 000617197410	216.80		
AFLAC			03/10/17	031017	52.68
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC - 274351	52.68		
Paychex			03/15/17	031517	378.72
54000	Payroll Services - Contract	Paychex - 54975	378.72		
WageWorks			03/16/17	031617	116.00
51600	Payroll:Health Insurance	WageWorks - INV75113	116.00		
Pitney Bowes Global Financial Services LLC			03/28/17	032817	698.09
53100	Postage Expense	Pitney Bowes Global Financial Services LLC	698.09		
Konica Minolta Premier Finance			03/28/17	032817	351.69
54400	Office Maint/Contractual Agree.	Konica Minolta Premier Finance - 326169042	351.69		
Paychex			03/29/17	032917	342.71
54000	Payroll Services - Contract	Paychex - 56466	342.71		

Northeast DuPage Special Recreation Association
Check List Detail
MB Financial - Operating #4960
March 1, 2017 - March 31, 2017

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
AFLAC			03/29/17	032917	52.68
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC - 689738	52.68		
BMO Harris P-Card			03/01/17	3012018	9,864.85
53100	Postage Expense	BMO Harris P-Card	65.00		
53300	Meeting Related Expenses	BMO Harris P-Card	307.47		
53400	Office Supplies & Duplicating	BMO Harris P-Card	827.07		
53500	Program Supplies	BMO Harris P-Card	3,682.21		
53600	Admissions & Facility Space	BMO Harris P-Card	2,064.11		
53650	Program Equipment	BMO Harris P-Card	44.00		
55000	Public Relations	BMO Harris P-Card	61.24		
55100	Legal Publications	BMO Harris P-Card	165.00		
55200	Subscription & Publication	BMO Harris P-Card	24.99		
56100	Professional Memberships	BMO Harris P-Card	269.00		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	1,161.50		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	640.60		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	157.55		
58500	Building Expenses:Facility Maintenance	BMO Harris P-Card	21.58		
58910	Safety/Loss Prevention	BMO Harris P-Card	192.00		
58940	Miscellaneous Expenses:Employee Recognition/Relations	BMO Harris P-Card	39.53		
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	BMO Harris P-Card	92.00		
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card	50.00		
BMO Harris P-Card			03/31/17	4032017	12,147.30
53100	Postage Expense	BMO Harris P-Card	116.58		
53200	Printing Expenses	BMO Harris P-Card	16.00		
53300	Meeting Related Expenses	BMO Harris P-Card	23.20		
53400	Office Supplies & Duplicating	BMO Harris P-Card	69.89		
53500	Program Supplies	BMO Harris P-Card	3,335.08		
53600	Admissions & Facility Space	BMO Harris P-Card	5,118.58		
53650	Program Equipment	BMO Harris P-Card	341.71		
53675	Fund Raising Expenses	BMO Harris P-Card	934.75		
55000	Public Relations	BMO Harris P-Card	66.24		
55200	Subscription & Publication	BMO Harris P-Card	24.99		
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card	130.00		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	756.69		
57300	Vehicle Expenses:Van Repair & Parts	BMO Harris P-Card	155.17		
58100	Building Expenses:Telephones/Internet	BMO Harris P-Card	919.22		
58500	Building Expenses:Facility Maintenance	BMO Harris P-Card	35.37		
58930	Miscellaneous Expenses:Director's Administ. Fund	BMO Harris P-Card	103.83		
			Check List Total		38,458.18

Check count = 35

NEDSRA PCard Detail
Period Ending 03/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
03102017	TITAN PRINT SOLUTIONS	RFTS Mailing	53100	116.58	116.58	KAREN LESNIAK
03012017	DOLLAR TREE	Board Meeting Supplies	53200	16.00	16.00	CATHY MARRON
03132017	GIORDANOS OF ADDISON	Accounting Meeting	53300	23.20	23.20	SUSAN J MARTELLOTTA
03022017	SAMS CLUB #6487	Cashier put it through on my card w\tax	53400	23.38		CATHY MARRON
03032017	SAMSCLUB #6487	Customer Service removed the transaction	53400	(23.38)		CATHY MARRON
03082017	AMAZON.COM AMZN.COM/BI	Computer Equipment	53400	51.99		SUSAN J MARTELLOTTA
03242017	BEST NAME BADGES	Name Badges	53400	22.20		SUSAN J MARTELLOTTA
03072017	JEWEL #3338	Supply return	53400	(4.30)	69.89	KAREN LESNIAK
03092017	FUN EXPRESS	EXCEL Special Supplies	53500	611.20		A MAGGIE GOODE
03242017	HOBBY-LOBBY #0174	Lincoln Art Therapy Program Supplies	53500	125.46		A MAGGIE GOODE
03022017	WAL-MART #1848	Fitness Fruit Friends & Fun supplies	53500	30.00		BETH CORSO
03102017	DOLLAR TREE	D89 & D93 Art Supplies	53500	26.00		BETH CORSO
03242017	PIZZERIA DUE #762	Chicago Daytime Exp Supplies	53500	105.02		BETH CORSO
03172017	NARDI S TOWER OF PIZZA	Pizza for the St. Patty's Day Bowl	53500	128.00		CARRIE HENRY
03242017	EPIC BUFFET	Buffet for Hollywood Casino	53500	145.91		CARRIE HENRY
03132017	KEANS BAKERY	Program Supplies	53500	592.50		COLLEEN CLINE
03222017	BOY SCOUTS OF AMERICA	Cub Scouts	53500	46.93		DEBBI PAWINSKI
03222017	BOY SCOUTS OF AMERICA	Cub Scouts	53500	9.98		DEBBI PAWINSKI
03232017	WM SUPERCENTER #5442	HMHB Supplies	53500	52.54		DONNA SEBOK
03032017	AURELIOS PIZZA - ADDI	Bowl Appetite Meals	53500	136.06		GERARD MORAN
03132017	MCDONALD S M6783 OF	Program Supplies	53500	10.14		JACOB BOYKO
03152017	DOLLAR TREE	Kitchen Supplies	53500	11.00		JAMIE ELAM
03152017	WAL-MART #5442	Kitchen Supplies	53500	15.54		JAMIE ELAM
03172017	S&S WORLDWIDE-ONLINE	MM Supplies	53500	32.92		JAMIE ELAM
03232017	WM SUPERCENTER #5442	Spring Break Camp Supplies	53500	20.56		JAMIE ELAM
03242017	DOLLAR TREE	Spring Break Camp Supplies	53500	9.00		JAMIE ELAM
03242017	DOLLAR TREE	Kitchen Supplies	53500	9.00		JAMIE ELAM
03242017	WALGREENS #5468	Kitchen Supplies	53500	18.85		JAMIE ELAM
03272017	HOBBY-LOBBY #0174	Spring Break Camp Supplies	53500	1.19		JAMIE ELAM
03032017	IHOP #5411	Staff meals for Breakfast Club program	53500	26.07		LORI MILLER
03092017	WILDBERRY CAFE II	Staff meals for Breakfast Club program	53500	36.24		LORI MILLER
03162017	EGG HARBOR CAFE - SCHA	Staff meals for Breakfast Club program	53500	33.45		LORI MILLER
03032017	WOOD DALE BOWL	Traveling Tourists Bowling	53500	48.00		MEGAN SIEBERT
03082017	WM SUPERCENTER #5442	Edible Sensory Fun Supplies	53500	12.42		MEGAN SIEBERT
03152017	WAL-MART #5442	Edible Sensory Fun Supplies	53500	7.56		MEGAN SIEBERT
03232017	WM SUPERCENTER #5442	Spring Break Camp Supplies	53500	6.88		MEGAN SIEBERT
03232017	WAL-MART #5442	Edible Sensory Fun Supplies	53500	10.78		MEGAN SIEBERT
03272017	HOBBY-LOBBY #0174	Spring Break Camp Supplies	53500	11.14		MEGAN SIEBERT
03012017	ALDI 40033	TREC supplies	53500	47.86		MELISSA MUZI
03082017	ALDI 40033	TREC supplies	53500	30.82		MELISSA MUZI
03102017	WAL-MART #5442	TREC supplies	53500	4.47		MELISSA MUZI
03142017	WM SUPERCENTER #5442	TREC supplies	53500	59.42		MELISSA MUZI
03162017	DUNKIN #336656 Q35	TREC supplies	53500	9.99		MELISSA MUZI
03202017	WAL-MART #1737	Snack for Social Connections	53500	25.60		MINDY JACK
03022017	WM SUPERCENTER #5442	Cooking Basics Supplies	53500	40.05		ROBERT GRIFFIN

NEDSRA PCard Detail
Period Ending 03/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
03022017	WM SUPERCENTER #5442	FNR,YAC Dance Supplies	53500	79.98		ROBERT GRIFFIN
03032017	WAL-MART #5442	FNR and YAC Dance supplies	53500	21.48		ROBERT GRIFFIN
03132017	SHOELESS JOES ALE HOUS	FNR Supplies	53500	136.33		ROBERT GRIFFIN
03152017	DOLLAR TREE	Bingo Night Supplies	53500	25.00		ROBERT GRIFFIN
03162017	WM SUPERCENTER #5442	Bingo Night Supplies	53500	87.19		ROBERT GRIFFIN
03272017	LABRIOLA RISTORANTE &	A Friends Dinner Supplies	53500	11.97		ROBERT GRIFFIN
03272017	LABRIOLA RISTORANTE &	A Friends Dinner Supplies	53500	38.61		ROBERT GRIFFIN
03272017	CLAIM JUMPER LOMBARD	A Friends Dinner Supplies	53500	155.56		ROBERT GRIFFIN
03272017	BUCA DI BEPPO-LOMBARD	A Friends Dinner Supplies	53500	134.35		ROBERT GRIFFIN
03232017	WM SUPERCENTER #5442	4H Club Supplies	53500	9.23		SEAN FRITSCH
03132017	CASALE PIZZA	PPT Meals	53500	51.00		SHANNON TOVEY
03062017	JEWEL #3341	Program Supplies	53500	35.83	3,335.08	SHARON PEARCE
03032017	MARRIOTT THEATRE	EXCEL Admissions	53600	130.00		A MAGGIE GOODE
03162017	STARDUST BOWL OF A	EXCEL Special Admissions	53600	492.25		A MAGGIE GOODE
03172017	STARDUST BOWL OF A	EXCEL Special Admissions	53600	190.00		A MAGGIE GOODE
03172017	STARDUST BOWL OF A	EXCEL Special Admissions	53600	639.50		A MAGGIE GOODE
03022017	MEDIEVAL TIMES SCHA RE	Medieval Times Admission	53600	689.58		BETH CORSO
03142017	PAY*OHIOPYLE VACATION	The Great Outdoors House Rental	53600	1,048.50		BETH CORSO
03142017	PAY*HOMEAWAY	The Great Outdoors House Rental	53600	138.00		BETH CORSO
03222017	PAY*OHIOPYLE VACATION	The Great Outdoors House Rental	53600	850.50		BETH CORSO
03242017	ART INSTITUTE-ADMISSIO	Chicago Daytime Exp Admissions	53600	198.00		BETH CORSO
03032017	STARDUST BOWL OF A	Bowl Appetite Bowling Admission	53600	31.50		GERARD MORAN
03032017	PICTURE SHOW BLOOMINGD	TREC admissions	53600	38.50		MELISSA MUZI
03082017	ENCHANTED CASTLE - IL	TREC admissions	53600	49.95		MELISSA MUZI
03082017	ENCHANTED CASTLE - IL	TREC admissions	53600	14.55		MELISSA MUZI
03082017	ENCHANTED CASTLE - IL	TREC admissions	53600	18.00		MELISSA MUZI
03132017	BENSENVILLE THEATRE	SNC Admissions	53600	44.00		ROBERT GRIFFIN
03012017	SPOTHERO 844-324-7768	Day Trippers Admissions	53600	11.00		SEAN FRITSCH
03012017	SPOTHERO 844-324-7768	Day Trippers Admissions	53600	11.00		SEAN FRITSCH
03202017	ACT*Glen Ellyn Prk Dst	TGIF Admissions	53600	32.00		SEAN FRITSCH
03062017	WOOD DALE BOWL	Huskies Bowling Admission	53600	120.00		SHARON PEARCE
03132017	WOOD DALE BOWL	Huskies Bowling Admission	53600	114.00		SHARON PEARCE
03202017	WOOD DALE BOWL	Huskies Bowling Admission	53600	84.00		SHARON PEARCE
03212017	WOOD DALE BOWL	Huskies Bowling Admission	53600	173.75	5,118.58	SHARON PEARCE
03072017	EZ PRO GEAR	Theater Sound Equipment	53650	305.50		SEAN FRITSCH
03102017	Amazon.com	Theater Sound Cables	53650	36.21	341.71	SEAN FRITSCH
03062017	LOMBARD CHAMBER OF COM	Membership Renewal	53675	200.00		KAREN LESNIAK
03102017	TITAN PRINT SOLUTIONS	RFTS Invitations	53675	720.00		KAREN LESNIAK
03242017	ILLINOIS BASSET COURSE	Event Training-Certification	53675	14.75	934.75	KAREN LESNIAK
03012017	ADOBE *CREATIVE CLOUD	Graphic Design Program Subscription	55000	21.24		SUSAN J MARTELLOTTA
03032017	CTC*CONSTANTCONTACT.C	Email Marketing	55000	45.00	66.24	SUSAN J MARTELLOTTA
03062017	SIGNUPGENIUS.COM	Subscription Volunteers	55200	24.99	24.99	NEDSRA NEDSRA1
03152017	EXXONMOBIL 97474456	Vehicle Fuel	57100	43.57		A MAGGIE GOODE
03172017	EXXONMOBIL 97474456	Vehicle Fuel	57100	71.19		A MAGGIE GOODE
03102017	EXXONMOBIL 99360067	Vehicle Fuel	57100	42.97		ADAM STRENTZ

NEDSRA PCard Detail
Period Ending 03/27/2017

Date	Merchant	Description	Account	Amount	Account Total	Cardholder
03272017	7-ELEVEN 33147	Vehicle Fuel	57100	40.26		ADAM STRENTZ
03012017	CITGO 24 WHEATON Q39	Vehicle Fuel	57100	42.65		BETH CORSO
03172017	SAMSCLUB #6487	Vehicle Fuel	57100	34.27		BETH CORSO
03102017	SHELL OIL 57444165609	Vehicle Fuel	57100	58.72		FUEL NED 2
03172017	SHELL OIL 57444165609	Vehicle Fuel	57100	46.16		FUEL NED 2
03242017	SHELL OIL 57444165609	Vehicle Fuel	57100	50.42		FUEL NED 2
03092017	SAMSCLUB #6487	Vehicle Fuel	57100	35.33		FUEL NED 6
03132017	SHELL OIL 57444165609	Vehicle Fuel	57100	47.23		FUEL NED 6
03032017	SAMS CLUB #6487	Vehicle Fuel	57100	43.18		MEGAN SIEBERT
03012017	SAMS CLUB #6487	Vehicle Fuel	57100	56.34		SEAN FRITSCH
03172017	SAMS CLUB #6487	Vehicle Fuel	57100	13.01		SEAN FRITSCH
03172017	SHELL OIL 57444165609	Vehicle Fuel	57100	27.49		SEAN FRITSCH
03172017	ADDISON CITGO Q39	Vehicle Fuel	57100	3.74		SEAN FRITSCH
03162017	SAMSCLUB #6487	Vehicle Fuel	57100	20.16		SEAN TOVEY
03032017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00		SUSAN J MARTELLOTTA
03242017	IL TOLLWAY AUTO REPLEN	IPASS Replenish	57100	40.00	756.69	SUSAN J MARTELLOTTA
03032017	ADVANCE AUTO PARTS #60	Vehicle Repair Parts	57300	17.58		ADAM STRENTZ
03062017	AUTOZONE 4469	Vehicle Repair Parts	57300	33.54		ADAM STRENTZ
03062017	WM SUPERCENTER #5442	Vehicle Repair Parts	57300	5.24		ADAM STRENTZ
03132017	AUTOZONE 4469	Vehicle Repair Parts	57300	51.66		ADAM STRENTZ
03032017	WM SUPERCENTER #5442	Vehicle Repair Parts	57300	47.15		SEAN TOVEY
03132017	LENS ACE HDWE	Vehicle Repair Parts	57300	35.37	190.54	ADAM STRENTZ
03102017	VZWRLSS*MY VZ VB P	Telephone	58100	161.40		SUSAN J MARTELLOTTA
03172017	COMCAST	Telephone (2 months)	58100	757.82	919.22	SUSAN J MARTELLOTTA
03062017	ILLINOIS ASSOC OF PARK	Legislative Conference	58930	130.00	130.00	CATHY MARRON
03212017	EDIBLE ARRANGEMENTS	Board acknowledgement for trustee	58930	78.83		CATHY MARRON
03212017	EB STATE OF ILLINOIS	IAPD Legislative Workshop	58930	25.00	103.83	RICK POOLE
	Total			**12,147.30**	**12,147.30**	

Consolidated Monthly Report

March 2017

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

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.

Core Values
~ Service with Compassion
~Excellence and Quality
~Integrity
~Commitment
~Fun

Member Partners: Addison Park District ◆Bensenville Park District ◆Butterfield Park District Village of Glendale Heights ◆Itasca Park District ◆Lombard Park District ◆Medinah Park District Oakbrook Terrace Park District ◆Village of Schiller Park ◆Village of Villa Park ◆ Wood Dale Park District

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

	March 31, 2017	March 31, 2016	Variance	% Variance
Assets				
MB Financial - Operating #4960	$ 170,229.08	$ 164,838.98	$ 5,390.10	3.27%
MB Financial - Payroll #4979	12,352.64	38,437.04	(26,084.40)	-67.86%
Petty Cash	1,725.00	1,975.00	(250.00)	-12.66%
Interest Receivable	61.06	1,226.10	(1,165.04)	-95.02%
Grant Receivable	0.00	887.78	(887.78)	-100.00%
Prepaid Expenses	0.00	975.00	(975.00)	-100.00%
Accounts Receivable	24,285.81	29,422.34	(5,136.53)	-17.46%
MB Financial - MM #9401	887,874.54	706,134.44	181,740.10	25.74%
Harvard State CD #4000238 - Closed	0.00	247,075.79	(247,075.79)	-100.00%
Maxsafe Wintrust - MM #2599	1,023,319.19	775,410.05	247,909.14	31.97%
Total Assets	$ 2,119,847.32	$ 1,966,382.52	$ 153,464.80	10.56%
Liabilities and Fund Balance				
Accounts Payable	$ 491.87	$ 454.12	$ (37.75)	-8.31%
Due to Members (ADA)	821,888.72	0.00	(821,888.72)	0.00%
Payroll Liabilities	7,002.33	4,942.88	(2,059.45)	-41.66%
Deferred Income	6,030.00	2,600.00	(3,430.00)	-131.92%
Gift Certificate Deferred Revenue	466.00	11,889.00	11,423.00	96.08%
Reserve for Tax Encumbrance	0.00	1,403,447.41	1,403,447.41	100.00%
Vehicle Replacement Fund	147,924.81	116,692.81	(31,232.00)	-26.76%
Working Cash Fund	0.00	113,905.85	113,905.85	100.00%
Capital Improvement Fund	0.00	53,898.71	53,898.71	100.00%
Operations Support	0.00	272,338.70	272,338.70	100.00%
Agency Stability Fund	0.00	174,358.52	174,358.52	100.00%
Inclusion - ADA Fund	0.00	30,000.00	30,000.00	100.00%
S.O. Boosters	10,384.75	8,219.75	(2,165.00)	-26.34%
General Fund Balance	1,125,658.84	(226,365.23)	(1,352,024.07)	597.28%
Total Liabilities and Fund Balance	$ 2,119,847.32	$ 1,966,382.52	$ 153,464.80	7.80%

Northeast DuPage Special Recreation Association
Revenue Over Expenditures
For the 1 Month and 11 Months, Months Ending March 31, 2017

REVENUE RECAP		Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Account #	Account								
41000	Partner Contributions	$ 1,531,916.00	$ 0.00	$ 1,531,915.00	$ (1.00)	100.00%	$ 1,498,597.00	$ 33,318.00	2.17%
42000	Fees & Charges	320,300.00	44,307.79	292,555.78	(27,744.22)	91.34%	334,548.90	(41,993.12)	-14.35%
42020	Scholarship/Fee Assistance	0.00	2,311.35	19,140.00	19,140.00	0.00%	17,424.52	1,715.48	8.96%
43000-44000	Fund Development	228,285.00	4,151.25	428,954.99	200,669.99	187.90%	204,851.21	224,103.78	52.24%
44210-44230	Booster Club Revenue	0.00	0.00	582.00	582.00	0.00%	4,138.00	(3,556.00)	-611.00%
44300	Partner ADA Revenue	0.00	0.00	328,095.76	328,095.76	0.00%	664,496.66	(336,400.90)	-102.53%
46000	Miscellaneous Income	17,300.00	60.00	16,250.86	(1,049.14)	93.94%	5,517.07	10,733.79	66.05%
46400	Park District Portion Income	0.00	0.00	1,494.09	1,494.09	0.00%	9,443.32	(7,949.23)	-532.04%
47000	Interest Earned	5,200.00	214.00	2,028.78	(3,171.22)	39.02%	2,890.48	(861.70)	-42.47%
Total Revenue		2,103,001.00	51,044.39	2,621,017.26	518,016.26	124.63%	2,741,907.16	(120,889.90)	-4.61%

EXPENDITURE RECAP		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Account #	Account								
51100-51300	Salaries	$ 1,259,811.00	$ 126,656.31	$ 1,165,133.68	$ (94,677.32)	92.48%	$ 1,064,385.14	$ 100,748.54	8.65%
51400-52400	Insurance/Pension	451,504.00	16,904.82	345,810.58	(105,693.42)	76.59%	332,668.77	13,141.81	3.80%
53000-56200	Operations	386,641.00	28,024.00	340,927.07	(45,713.93)	88.18%	320,436.48	20,490.59	6.01%
57100-57400	Vehicles	45,300.00	4,250.72	29,892.65	(15,407.35)	65.99%	33,206.64	(3,313.99)	-11.09%
58100-58400	Utilities	55,955.00	3,690.69	47,600.39	(8,354.61)	85.07%	67,075.75	(19,475.36)	-40.91%
58600-58800	Special Projects	2,350.00	0.00	2,831.05	481.05	120.47%	2,075.97	755.08	26.67%
58910-58940	Miscellaneous	10,950.00	540.36	8,327.36	(2,622.64)	76.05%	12,466.98	(4,139.62)	-49.71%
61100-61300	Fund Development	0.00	115.08	418.49	418.49	0.00%	2,007.54	(1,589.05)	-379.71%
62000-69000	Other	0.00	2,311.35	296,407.82	296,407.82	0.00%	1,187,459.03	(891,051.21)	-300.62%
Total Expenditures		2,212,511.00	182,493.33	2,237,349.09	24,838.09	101.12%	3,021,782.30	(784,433.21)	0.00%
Net Revenue over Expenditures		$ (109,510.00)	$ (131,448.94)	$ 383,668.17	$ 493,178.17		$ (279,875.14)	$ 663,543.31	

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 11 Months, Months Ending March 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Salaries									
51100	Payroll:Full Time Salaries	906,304.00	97,018.92	831,312.30	(74,991.70)	91.73%	758,607.91	72,704.39	8.75%
51200	Payroll:Part Time Wages & Salaries	353,507.00	29,637.39	333,821.38	(19,685.62)	94.43%	305,777.23	28,044.15	8.40%
		1,259,811.00	126,656.31	1,165,133.68	(94,677.32)	92.48%	1,064,385.14	100,748.54	8.65%
Insurance/Pension									
51400	Payroll:FICA & Medicare	96,373.00	9,309.49	85,177.43	(11,195.57)	88.38%	79,073.32	6,104.11	7.17%
51500	Payroll:Pension Plan	148,381.00	11,081.04	109,378.26	(39,002.74)	73.71%	113,072.29	(3,694.03)	-3.38%
51600	Payroll:Health Insurance	161,675.00	(3,485.71)	118,622.02	(43,052.98)	73.37%	112,526.95	6,095.07	5.14%
52000	Workers Compensation	9,441.00	0.00	7,080.12	(2,360.88)	74.99%	7,253.46	(173.34)	-2.45%
52100	Unemployment Compensation	0.00	0.00	2,840.50	2,840.50	0.00%	0.00	2,840.50	100.00%
52300	Liability Insurance	13,971.00	0.00	8,904.00	(5,067.00)	63.73%	8,014.95	889.05	9.98%
52400	Property Insurance	21,663.00	0.00	13,808.25	(7,854.75)	63.74%	12,727.80	1,080.45	7.82%
		451,504.00	16,904.82	345,810.58	(105,693.42)	76.59%	332,668.77	13,141.81	3.80%
Operations									
53000	Bank Fees & Charges	4,000.00	266.30	3,164.09	(835.91)	79.10%	3,060.26	103.83	3.28%
53010	Credit Card Fees	5,350.00	447.48	6,010.84	660.84	112.35%	4,805.19	1,205.65	20.06%
53100	Postage Expense	8,120.00	879.67	6,981.64	(1,138.36)	85.98%	8,385.69	(1,404.05)	-20.11%
53200	Printing Expenses	18,400.00	16.00	16,227.91	(2,172.09)	88.20%	13,105.50	3,122.41	19.24%
53300	Meeting Related Expenses	4,275.00	467.66	2,908.53	(1,366.47)	68.04%	2,836.68	71.85	2.47%
53400	Office Supplies & Duplicating	12,500.00	1,260.54	8,201.45	(4,298.55)	65.61%	10,283.08	(2,081.63)	-25.38%
53420	Office Supplies & Duplicating:Printer Toner	0.00	0.00	0.00	0.00	0.00%	177.09	(177.09)	0.00%
53440	Office Supplies & Duplicating: Miscellaneous	0.00	0.00	90.00	90.00	0.00%	65.98	24.02	26.69%
53500	Program Supplies	76,365.00	7,121.42	69,115.65	(7,249.35)	90.51%	68,488.86	626.79	0.91%
53550	Program Supplies:Boy Scouts Popcorn	0.00	0.00	0.00	0.00	0.00%	1,504.50	(1,504.50)	0.00%
53600	Admissions & Facility Space	69,430.00	7,182.69	44,437.99	(24,992.01)	64.00%	48,048.01	(3,610.02)	-8.12%
53650	Program Equipment	9,565.00	385.71	3,690.13	(5,874.87)	38.58%	4,612.48	(922.35)	-25.00%
53675	Fund Raising Expenses	28,874.00	999.75	19,715.92	(9,158.08)	68.28%	23,487.11	(3,771.19)	-19.13%
53700	Auditor	9,500.00	0.00	11,300.00	1,800.00	118.95%	12,500.00	(1,200.00)	-10.62%
53800	Legal Services	6,900.00	1,075.00	31,241.70	24,341.70	452.78%	5,014.38	26,227.32	83.95%
53900	Professional Consultants	19,000.00	1,818.50	19,758.00	758.00	103.99%	13,060.00	6,698.00	33.90%
54000	Payroll Services - Contract	10,000.00	721.43	9,170.81	(829.19)	91.71%	9,627.84	(457.03)	-4.98%
54100	Business Services - Contract	21,472.00	2,270.00	19,063.00	(2,409.00)	88.78%	16,905.00	2,158.00	11.32%
54300	Contractual Services	48,187.00	680.00	36,116.57	(12,070.43)	74.95%	41,981.00	(5,864.43)	-16.24%
54400	Office Maint/Contractual Agree.	14,615.00	1,677.45	11,513.36	(3,101.64)	78.78%	11,883.17	(369.81)	-3.21%
55000	Public Relations	3,480.00	127.48	1,553.40	(1,926.60)	44.64%	5,791.04	(4,237.64)	-272.80%
55100	Legal Publications	610.00	165.00	1,889.03	1,279.03	309.68%	358.84	1,530.19	81.00%
55200	Subscription & Publication	1,340.00	79.98	1,031.54	(308.46)	76.98%	814.29	217.25	21.06%
56000	Continuing Education	10,000.00	(425.06)	12,787.51	2,787.51	127.88%	9,149.99	3,637.52	28.45%
56100	Professional Memberships	4,158.00	807.00	4,458.00	300.00	107.22%	3,990.50	467.50	10.49%
56200	Statewide Legislative Initiatives	500.00	0.00	500.00	0.00	100.00%	500.00	0.00	0.00%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 11 Months, Months Ending March 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
		386,641.00	28,024.00	340,927.07	(45,713.93)	88.18%	320,436.48	20,490.59	6.01%
Vehicles									
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	24,500.00	3,251.50	16,182.79	(8,317.21)	66.05%	17,254.98	(1,072.19)	-6.63%
57200	Vehicle Expenses:Staff Vehicle Reimbursement	4,900.00	203.45	3,612.98	(1,287.02)	73.73%	3,658.57	(45.59)	-1.26%
57300	Vehicle Expenses:Van Repair & Parts	12,700.00	795.77	7,748.16	(4,951.84)	61.01%	10,813.09	(3,064.93)	-39.56%
57400	Vehicle Expenses:Van Rental	3,200.00	0.00	2,348.72	(851.28)	73.40%	1,480.00	868.72	36.99%
		45,300.00	4,250.72	29,892.65	(15,407.35)	65.99%	33,206.64	(3,313.99)	-11.09%
Utilities									
58100	Building Expenses:Telephones/Internet	11,800.00	1,533.67	11,665.41	(134.59)	98.86%	13,050.55	(1,385.14)	-11.87%
58200	Building Expenses:Electricity	12,500.00	0.00	12,162.10	(337.90)	97.30%	13,822.00	(1,659.90)	-13.65%
58300	Building Expenses:Natural Gas	6,200.00	934.55	6,034.77	(165.23)	97.34%	7,017.07	(982.30)	-16.28%
58400	Building Expenses:Village Water	1,420.00	0.00	1,168.76	(251.24)	82.31%	1,314.60	(145.84)	-12.48%
58500	Building Expenses:Facility Maintenance	20,000.00	1,222.47	13,489.12	(6,510.88)	67.45%	30,000.70	(16,511.58)	-122.41%
58600	Building Expenses:Office Improvements	4,035.00	0.00	3,080.23	(954.77)	76.34%	1,870.83	1,209.40	39.26%
		55,955.00	3,690.69	47,600.39	(8,354.61)	85.07%	67,075.75	(19,475.36)	-40.91%
Special Projects									
58700	Synergy Expenses	2,350.00	0.00	2,053.87	(296.13)	87.40%	2,021.00	32.87	1.60%
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	777.18	777.18	0.00%	54.97	722.21	92.93%
		2,350.00	0.00	2,831.05	481.05	120.47%	2,075.97	755.08	26.67%
Miscellaneous Expenses									
58900	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00%	698.00	(698.00)	0.00%
58910	Safety/Loss Prevention	2,600.00	192.00	2,209.18	(390.82)	84.97%	2,343.02	(133.84)	-6.06%
58920	Miscellaneous Expenses:Park District Portion	0.00	0.00	3,633.09	3,633.09	0.00%	8,132.00	(4,498.91)	-123.83%
58930	Miscellaneous Expenses:Director's Administ. Fund	5,500.00	308.83	2,090.70	(3,409.30)	38.01%	1,293.96	796.74	38.11%
58940	Miscellaneous Expenses:Employee Recognition/Relations	2,850.00	39.53	394.39	(2,455.61)	13.84%	0.00	394.39	100.00%
		10,950.00	540.36	8,327.36	(2,622.64)	76.05%	12,466.98	(4,139.62)	-49.71%
Fund Development Expenses									
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	0.00	115.08	418.49	418.49	0.00%	2,007.54	(1,589.05)	-379.71%
		0.00	115.08	418.49	418.49	0.00%	2,007.54	(1,589.05)	-379.71%

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 11 Months, Months Ending March 31, 2017

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	$ Variance	% Variance
Other Expenses									
62000	Reserve Fund Expenses:Capital Improvements Expense	0.00	0.00	0.00	0.00	0.00%	15,773.00	(15,773.00)	0.00%
66000	Reserve Fund Expenses:ADA Partner Reimbursement	0.00	0.00	277,267.82	277,267.82	0.00%	273,829.35	3,438.47	1.24%
66500	Reserve Fund Expenses:Partner Pension Reimbursement	0.00	0.00	0.00	0.00	0.00%	827,007.00	(827,007.00)	0.00%
67000	Reserve Fund Expenses:Working Cash Payout	0.00	0.00	0.00	0.00	0.00%	53,825.00	(53,825.00)	0.00%
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	0.00	2,311.35	19,140.00	19,140.00	0.00%	17,024.68	2,115.32	11.05%
		0.00	2,311.35	296,407.82	296,407.82	0.00%	1,187,459.03	(891,051.21)	-300.62%
Total Expenditures		2,212,511.00	182,493.33	2,237,349.09	24,838.09	101.12%	3,021,782.30	(784,433.21)	0.00%

	Budgeted Member Partner Contribution Due 2016/2017	Operation Allocation Received as of 3/31/2017	Balance Due to Operations Allocation 3/31/2017	Percentage of Operations Allocation Collected as of 3/31/2017	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2016/2017	ADA/Access Reserve Paid 2016/2017	Available ADA/Access Reserve Balance
Addison	$268,368.00	$268,368.00	$0.00	100.00%	$502,309.00	$0.00	$0.00	$502,309.00
Bensenville	$174,625.00	$174,625.00	$0.00	100.00%	$153,910.72	$0.00	$0.00	$153,910.72
Butterfield	$59,592.00	$59,592.00	$0.00	100.00%	$0.00	$41,050.29	$41,050.29	$0.00
Glendale Heights	$164,985.00	$164,985.00	$0.00	100.00%	$3,466.00	$0.00	$0.00	$3,466.00
Itasca	$85,595.00	$85,595.00	$0.00	100.00%	$1.00	$0.00	$0.00	$1.00
Lombard	$284,039.00	$284,039.00	$0.00	100.00%	$0.00	$184,721.53	$184,721.53	$0.00
Medinah	$81,314.00	$81,314.00	$0.00	100.00%	$52,766.82	$37,417.70	$3,450.00	$86,734.52
Oakbrook Terrace	$64,448.00	$64,448.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Schiller Park	$86,036.00	$86,036.00	$0.00	100.00%	$0.00	$0.00	$0.00	$0.00
Villa Park	$132,914.00	$132,914.00	$0.00	100.00%	$103,896.18	$64,906.24	$48,046.00	$120,756.42
Wood Dale	$129,999.00	$129,999.00	$0.00	100.00%	$5,539.00	$0.00	$0.00	$5,539.00
Total	$1,531,915.00	$1,531,915.00	$0.00	100.00%	$821,888.72	$328,095.76	$277,267.82	$872,716.66

ADDISON			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$502,309.00**
Ck #61073	07/01/2016	$134,184.00	$134,184.00			
Ck #61562	01/03/2017	$134,184.00	$134,184.00			
Totals			**$268,368.00**	**$0.00**	**$0.00**	**$502,309.00**

BENSENVILLE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$153,910.72**
Ck #044127	06/15/2016	$87,312.50	$87,312.50			
Ck #045422	12/19/2016	$87,312.50	$87,312.50			
Totals			**$174,625.00**	**$0.00**	**$0.00**	**$153,910.72**

BUTTERFIELD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #15711	07/20/2016	$29,796.00	$29,796.00			
Ck #15835	09/06/2016	$29,796.00	$29,796.00			
Ck #16156	01/17/2017	$41,050.29		$41,050.29		$41,050.29
ADA Reimbursement	02/23/2017	$41,050.29			$41,050.29	($41,050.29)
Totals			**$59,592.00**	**$41,050.29**	**$41,050.29**	**$0.00**

GLENDALE HEIGHTS			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$3,466.00**
Ck #186508	07/11/2016	$82,492.50	$82,492.50			
Ck #189224	01/05/2017	$82,492.50	$82,492.50			
Totals			**$164,985.00**	**$0.00**	**$0.00**	**$3,466.00**

ITASCA			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$1.00**
Ck #53358	06/21/2016	$42,797.50	$42,797.50			
Ck #54057	12/19/2016	$42,797.50	$42,797.50			
Totals			**$85,595.00**	**$0.00**	**$0.00**	**$1.00**

LOMBARD			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
ACH Payment	06/23/2016	$235,577.89	$145,000.00	$90,577.89		$90,577.89
ADA Reimbursement	06/30/2016	$90,577.89			$90,577.89	($90,577.89)
ACH Payment	07/22/2016	$5,056.13	$5,056.13			
ACH Payment	08/08/2016	$7,874.76	$7,874.76			
ACH Payment	09/01/2016	$87,510.35	$87,510.35			
ACH Payment	09/14/2016	$117,535.93	$38,597.76	$78,938.17		$78,938.17
ADA Reimbursement	09/30/2016	$78,938.17			$78,938.17	($78,938.17)
ACH Payment	10/13/2016	$10,404.33		$10,404.33		$10,404.33
ADA Reimbursement	10/21/2016	$10,404.33			$10,404.33	($10,404.33)
ACH Payment	12/27/2016	$4,801.14		$4,801.14		$4,801.14
ADA Reimbursement	12/31/2016	$4,801.14			$4,801.14	($4,801.14)
Totals			**$284,039.00**	**$184,721.53**	**$184,721.53**	**$0.00**

MEDINAH			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$52,766.82**
Ck #24825	07/08/2016	$57,789.42	$57,789.42			
Ck #24866	08/03/2016	$3,374.05	$3,374.05			
Ck #24929	09/01/2016	$2,019.66	$2,019.66			
Ck #24962	10/04/2016	$20,773.38	$18,130.87	$2,642.51		
Ck #25038	10/31/2016	$27,010.94		$27,010.94		
Ck #25026	10/31/2016	$4,625.79		$4,625.79		
ADA Reimbursement	12/01/2016	$250.00			$250.00	($250.00)
ADA Reimbursement	12/09/2016	$700.00			$700.00	($700.00)
ADA Reimbursement	12/09/2016	$2,500.00			$2,500.00	($2,500.00)
Ck #25166	12/29/2016	$2,044.73		$2,044.73		
Ck #25183	12/29/2016	$785.94		$785.94		
Ck #25201	01/25/2017	$307.79		$307.79		
Totals			**$81,314.00**	**$37,417.70**	**$3,450.00**	**$49,316.82**

OAKBROOK TERRACE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #10179	07/01/2016	$32,224.00	$32,224.00			
Ck #10357	12/29/2016	$32,224.00	$32,224.00			
Totals			**$64,448.00**	**$0.00**	**$0.00**	**$0.00**

SCHILLER PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$0.00**
Ck #58100	08/05/2016	$43,018.00	$43,018.00			
Ck #59770	12/16/2016	$43,018.00	$43,018.00			
Totals			**$86,036.00**	**$0.00**	**$0.00**	**$0.00**

VILLA PARK			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$103,896.18**
ADA Reimbursement	05/26/2016	$2,500.00			$2,500.00	($2,500.00)
ADA Reimbursement	07/31/2016	$8,380.00			$8,380.00	($8,380.00)
ADA Reimbursement	08/30/2016	$700.00			$700.00	($700.00)
ADA Reimbursement	08/30/2016	$100.00			$100.00	($100.00)
Ck # 170366	12/29/2016	$197,820.24	$132,914.00	$64,906.24		$64,906.24
ADA Reimbursement	02/17/2017	$2,500.00			$2,500.00	($2,500.00)
ADA Reimbursement	02/23/2017	$7,000.00			$7,000.00	($7,000.00)
ADA Reimbursement	02/28/2017	$26,866.00			$26,866.00	($26,866.00)
Totals			**$132,914.00**	**$64,906.24**	**$48,046.00**	**$120,756.42**

WOOD DALE			Fiscal Year 2016-2017			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						**$5,539.00**
Ck #79805	06/21/2016	$64,999.50	$64,999.50			
Ck #80816	12/29/2016	$64,999.50	$64,999.50			
Totals			**$129,999.00**	**$0.00**	**$0.00**	**$5,539.00**

Date: May 10, 2017

To: Board of Trustees

From: Rick Poole, Executive Director

Re: Agency Report – April 2017

Directors Report

a. Legislative Initiatives

In April, letters were mailed to State legislators serving NEDSRA's communities requesting meetings. Director Poole had the opportunity to attend a presentation from State Senate President John Cullerton and a town hall meeting presented by Senator Tom Cullerton. In addition, staff attended a resource fair conducted by Representative Willis, who then attended our BBQ Bash. Director Poole attended Parks Day at the Capital on May 2.

b. Adaptive Sports

The issue of adaptive sports has been placed on the June agenda for the Legislative Action Committee (LAC). This committee is comprised of SRA executive directors and their leadership staff. The hope is to get more financial and other resources for the Synergy program serving their residents. A meeting is scheduled in May with WDSRA and Lincoln-Way SRA preparing a presentation for the full committee. Lincoln-Way has a successful adaptive-sports program that serves many non-residents. The Synergy co-operative agreement has been sent to PDRMA for review in preparation for renewal this fall.

c. Audit

NEDSRA's preliminary audit visit is scheduled for May 9, and we expect some interviews of staff to take place at this time. The audit will take place the week of June 19, with staff and the contractual accountant who are busy preparing for this visit.

Recreation Report

a. "The Great Outdoors" – Travel Trip

Nine participants enjoyed a five-day trip to Pennsylvania, Maryland and West Virginia. A home was rented in the mountains, complete with a creek in the backyard. The trip included fishing, tours of Nemacolin Resort and Laurel Caverns, visits to Fort Necessity, the Flight 93 National Landmark, Ohiopyle State Park, Greenridge State Forest and Coopers Rock State Forest.

b. New Participants

Four new participants with a physical disability have joined NEDSRA during the past several months. Three individuals are from Addison and one is from Glendale Heights. They have registered for adaptive fitness, water exercise and social clubs.

c. Inclusion Services
NEDSRA is offering an inclusion overview for member partner full-time staff. Coordinator Cline and Superintendent Barton will discuss the inclusion process and answer any questions. Overviews are being offered May 3, from 10:00 – 11:00 a.m. and May 16, from 3:00 – 4:00 p.m. at NEDSRA. Coordinator Cline has extended an invitation to train summer staff on behavior management.

d. Grand Finale Recital – May 25, 2017
Members of NEDSRA's "Hip Hop" and "Dance Club" programs, as well as individual music lesson participants, are rehearsing for their Grande Finale Recital on May 25th. Their show will be held at Oakbrook Terrace Park District's Mario Parente Theatre at 6:30 p.m.

e. Special Olympics Boosters' Sports Banquet
Over 80 Huskies athletes, coaches, friends and family members came together to celebrate athletic accomplishments over the past year at the Special Olympics Boosters Sports Banquet held on March 30th at the Glendale Lakes Golf Course. A big debt of gratitude goes to the Boosters Club Supporting NEDSRA Special Olympics for their donation allowing all athletes to attend for free. Congratulations to our award winners Katie P. of Lombard for Best Effort, Jackson B. of Itasca for the Spirit Award, Ray S. of Roselle for Most Improved, and Tyler B. of Lombard for Sportsmanship.

f. Spring Break Camps
NEDSRA successfully ran two spring break camps, each with nine participants. Thanks to Itasca Park District for hosting one of our camps.

g. NEDSRA Track Meet
Join us at the NEDSRA Track Meet on Saturday, May 20, at Glenbard East High School in Lombard. Be a part of the opening ceremonies as our special guest! Contact Superintendent Barton or Director Poole if you plan to join us.

Fund Development

a. BBQ Bash and Bags Tournament
The second BBQ Bash held on Saturday April 22 was a huge success. Over 200 people were in attendance, enjoying delicious BBQ fare, the band, children's activities, raffle prizes, beer and a bags tournament. We surpassed our goal of generating more than $10,000 in revenue. The event is a great family fundraiser and everyone had a wonderful time.

b. 21st Annual 100-Hole Challenge Golf Marathon
The 21st Annual 100-Hole Challenge Golf Marathon is Thursday, May 4, at Salt Creek Golf Club in Wood Dale. We have 16 golfers working hard seeking pledges with a goal of raising $2,500.00 per team. Proceeds from this event will directly benefit NEDSRA's accessible transportation program by raising funds to purchase accessible vehicles. Thank you to our member partners who have supported our golfers and the event.

c. 38th Annual Track and Field Meet
Numerous presentations have resulted in tremendous financial and volunteer support from area Knights of Columbus Councils and service clubs for the 38th Annual Track and Field Meet, to be held on May 20. Corporate sponsorship has been secured from Canon, Wood Dale Bank, and Sam's Club. Additionally, Culver's of Addison and Lombard are providing lunches for the athletes and volunteers. We anticipate contributions to exceed $9,000 allowing us to continue providing this outstanding event free to the athletes.

MEMO

Date: May 10, 2017

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director
Sue Martellotta, Administrative Services Manager

Re: Financial Management and General Operations Policies – Purchasing Threshold Revision

Due to the fact that the updating of the Illinois Compiled Statues (ILCS) is an ongoing process, the threshold for awarding contracts (105 ILCS 5/10-20.21) was revised in 2016 to raise the threshold requiring Board approval from $20,000 to $25,000. As NEDSRA adheres to these statues, staff respectfully requests the revision be designated in the NEDSRA Financial Management and General Operations Polices; Section I. General and Administration: C. Purchasing; #3. Quotes, Bids and Contracts. (Exhibit A)

Recommended motion:
I move to revise the NEDSRA purchasing threshold requiring Board of Trustees' approval from $20,000 to $25,000.

3. Quotes, Bids and Contracts

a. Purchases of Goods and Services

i. Purchases exceeding ~~$20,000~~ $25,000
Except as otherwise provided, all purchase orders for the purchase of supplies, materials, equipment or services involving an outlay of ~~$20,000~~ $25,000 or more shall be made only after advertising for bids or firm quotations in the manner prescribed by law.

ii. Purchases and services not exceeding ~~$20,000~~ $25,000
Except as otherwise provided, all contracts or purchases of supplies, material, equipment or services involving an outlay of $10,000 and up to ~~$20,000~~ $25,000 shall be let in the open market, in a manner calculated to insure the best interests of the public only after solicitations of bids or firm written quotations.

b. Bidding

i. For contracts in amounts exceeding ~~$20,000~~ $25,000
Bids shall be accepted either as:

1. Sealed bids opened at a specific time, at a regular or special meeting of the Board of Trustees; or

2. Sealed bids opened at a specific time, in the offices of NEDSRA with at least one officer or trustee present and at least one Association employee present.

ii. For amounts less than ~~$20,000~~ $25,000
Sealed bids may be accepted in the manner described above in methods a and b; or in the open market in a manner calculated to insure the best interests of NEDSRA by soliciting bids or firm quotations by mail, telephone, or otherwise. (Amended Park District Code Section 8-1(c).

c. Contracts
The Board of Trustees shall approve all leases and other contracts entered into by NEDSRA which involve expenditures exceeding ~~$20,000~~ $25,000 (the "threshold"). Approval of all contracts shall be in accordance with State statutes applicable to the individual Member Partners of NEDSRA. Other contracts below the threshold may be entered into by the Executive Director as long as the amount of the annual expenditure is within the line item budget and does not obligate NEDSRA beyond that which has been authorized and/or approved by the Board of Trustees.

d. Awarding of Contracts Which Have Been Competitively Bid
Bid contracts shall be awarded to the lowest responsible bidder. In determining the responsibility of the bidder, consideration will be given to financial responsibility, past transactions with the bidder, experience, adequacy of equipment, ability to perform, time limits, and other pertinent information. Any and all bids or portions thereof may be rejected if the bidder is not determined responsible, the character or quality of the services, supplies, materials, equipment or labor do not conform to the requirements; or if the Board of Trustees for good cause deems the acceptance to be contrary to the best interests of NEDSRA. The Board of Trustees reserves the right to waive any technicalities in public bidding.

e. Limitations

The foregoing limitations, rules and regulations of this section shall not apply to the following:

i. Expenditures for exclusive or unusual non-competitive items or services approved by the Board of Trustees.

ii. Contracts for utilities and services such as water, electricity, gas and telephone necessary for the continuous operation of NEDSRA.

iii. Contracts for engaging individuals of firms with professional skills, such as architects, engineers, accountants, lawyers, etc.

iv. Engagement of personnel payroll services.

v. The purchase of regular supplies and services for the day-to-day operation of NEDSRA.

3. Financial Liability

No trustee, officer or employee shall be authorized to create any financial liability on behalf of the Board provided, however, that the Executive Director is authorized to make any necessary purchases in accordance with the annual budget and with the following limitations:

a. Emergency repairs and regular supplies, equipment and services for the continuing operation of NEDSRA not exceeding ~~$20,000~~ $25,000.

b. Capital improvements and equipment not exceeding ~~$20,000~~ $25,000.

c. Payroll for employees of NEDSRA in accordance with the personnel policy and annual salary and wage rates and ranges as approved the Board of Trustees.
(Amended Park District Code Section 8-1(c).

All purchases shall be approved by the Board of Trustees in accordance with the list of bills, drafts and regulations.

D. Payroll

1. Payroll Policy

It is the policy of NEDSRA to maintain a payroll checking account. It is also the policy of NEDSRA to transfer monies from the operations account the day payroll is processed, which is no less than two (2) days before paychecks are issued. NEDSRA transfers the payroll funds from operations to payroll. Rates of pay will be approved, in writing, by the employee's supervisor prior to the pay period worked by the employee. Full-time employees' rates of pay will be verified by the Executive Director. Only approved rates will be used in payroll calculations.

The Administrative Services Manager and the supervisor of part-time personnel shall reconcile biweekly payroll and bring any discrepancies forward to the Executive Director. Payroll funds are presented to the Executive Director in the monthly financial reports.

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: May 10, 2017
Re: Board of Trustees Manual, Sections 4 and 5, Revisions

In order to remain consistent with the current Personnel and Financial and General Operating Policies and Procedures, and to eliminate duplicative language from the Articles of Agreement and Agency Bylaws, staff have made revisions to the Agency Overview (Section 4) and the Board Job Descriptions (Section 5) of the Board of Trustees Manual.

The revisions are indicated in red. The list of agency awards and recognition has been moved to the end of Section 4 to make it easier to update.

Recommended motion:

I move to approve the revised Board of Trustees Manual sections four and five as presented.

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Agency Overview (Section 4)

Formation of NEDSRA

NEDSRA is a cooperative of eight park districts and three villages in northeast DuPage and west Cook Counties and is a 501(c)(3) organization. Formed in 1976 to provide comprehensive recreation services for individuals with a disability, NEDSRA has grown from serving a few hundred individuals to serving over 3700 ~~approximately 4,000~~ separate individuals annually. NEDSRA's primary purpose is "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." NEDSRA's main objective is to meet the unique social and recreation needs of individuals with disabilities so they may reach their highest level of independence.

Service Overview

NEDSRA enhances the lives of individuals with disabilities by providing a multitude of tailored services. These tailored services are meant to mirror the offerings of our member partners to assist them in their mission of providing services for **all** of their residents. Annually, we offer over 700 ~~approximately 600~~ social development, leisure education, and recreation programs and services including, but not limited to the following areas: Special Olympics Sports, social clubs, travel programs, cultural arts, special events, health and fitness, adventure and outdoor programs, art/music/pet therapy, summer day camps, adult day programs, adapted sports, ~~and~~ wheelchair athletics and disabled veteran's programs. Services are available for all individuals from birth to seniors, whose disabilities may include, but are not limited to: autism spectrum disorders, developmental delays, hard-of-hearing or deaf, learning disabilities, blind/visual impairments, emotional and behavior disorders, trainable intellectual disabilities, educable intellectual disabilities, physical disabilities, severe and profound compound disabilities, mental illnesses, multi-disabilities and youths at risk. The majority of services are implemented within facilities operated by our member partners.

At NEDSRA, we also understand that not every individual with a disability requires specialized recreation programming. As a continuation of our commitment to providing comprehensive recreation services that maximize each person's potential, NEDSRA offers inclusion services. Through these services, we readily assist our member partners in mainstreaming individuals with a disability into their program offerings.

Significant Achievements

Through the years, NEDSRA has been recognized for achieving high standards of excellence in providing quality recreation services. NEDSRA has received the National Gold Medal Award twice: in 1982, and again in 1996, for Excellence in Parks and Recreation Services for Individuals with Disabilities - the highest national recognition in the field of parks and recreation. Also on the national level, we were honored in 2001 to receive two National Therapeutic Recreation Society's "Jean Tague Innovative Program Awards" for our Pet Therapy Program and PRO League Competitive Sports League for at-risk teens.

In addition to numerous other distinctions and recognitions, NEDSRA has also been recognized repeatedly at the state level by capturing Illinois Park and Recreation Association's Outstanding/Innovative Program Awards. A listing of these awards is on the last page of this section.

Professionalism and Staffing

NEDSRA prides itself on the professionalism of its staff. Staff members hold certifications from the Illinois Park and Recreation Certification Board, the National Council for Therapeutic Recreation Certification and the Illinois State Board of Education among others. We stress and support professional involvement and continuing education, allocating substantial dollars in each year's budget to maintain staff's credentials.

Exemplary Safety and Risk Management Practices

Since 1986, NEDSRA has been a member of the Park District Risk Management Agency (PDRMA), a cooperative of more than 150 park and recreation agencies dedicated to risk management. NEDSRA has a "Safety Action Team", comprised of team members who study, review and recommend policies and practices to assure a safe environment for our staff and participants. We are proud to have maintained PDRMA Accreditation at Excellent Level A, the highest level, since 1990.

Financial Practices

NEDSRA staff presents an annual ~~balanced~~ budget to the Board each year for approval. As a 501(c)(3) not-for-profit agency, an independent audit is conducted annually.

The majority of funds needed to operate NEDSRA come from tax dollars generated by our member park districts and villages. In addition, revenue is generated from program fees; fees that are kept in-line with our member partners. Lastly, fund development efforts are key to the continuation of our diversified services. In recent years, monies received as a result of fund development efforts have been expounded by our presence in the Illinois state budget. State support has been vital for our operations, the replacement of our adapted buses, and capital/infrastructure improvements.

NEDSRA also maintains a firm commitment and policy of equal access to service by all, regardless of financial limitations. ~~**LIFE, *Leisure Is For Everyone,* is a**~~A fee assistance program was established to insure that no resident with a disability is excluded from participation due to financial limitations. This fund provides approximately $25,000 ~~$40,000~~ in assistance to families each year.

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Board of Trustees

Purpose

The purpose of NEDSRA shall be to serve as an extension of the Member Partners, providing the administration and operation of comprehensive community-based recreation/education services, cooperative programs, and inclusion services for people with disabilities. Programs and services shall also include accessibility requirements for compliance with the Americans with Disabilities Act (ADA) as interpreted or amended from time to time.

Board of Trustees

NEDSRA is governed by a Board of Trustees ("NEDSRA Board") which conducts all business of the Association in accordance with the Articles of Agreement, its By-laws and any duly adopted policies of the Association. The Board is primarily a policy making body, approving policies on budgets, fees, personnel, capital expenditures and strategic/long-range plans for NEDSRA.

Partner Representatives and Alternates

The number of Trustees shall be equal to the number of Member Partners, with each afforded a single vote on all matters coming before the NEDSRA Board. Each Member Partner Board shall designate, in writing to the NEDSRA Board Secretary, the name of the individual appointed by the Partner Board, who shall serve as its representative on the NEDSRA Board of Trustees. The Partner Boards shall, in the same manner, designate one other individual to serve as their alternate representative to the NEDSRA Board, with voting power on its behalf when the regular representative is unable to attend a NEDSRA Board or committee meeting, or if the representative is replaced or resigns. The Chief Administrative Officer of the Partner Park District or Village recreation department shall serve as either the NEDSRA Board representative or the alternate.

Meetings of the Board

In concert with the Articles of Agreement, the NEDSRA Board shall determine meeting dates, times and locations, at its sole discretion, in accordance with the *Illinois Open Meetings Act*.

Board of Trustees Goals

The primary goals of The Board of Trustees include:

- To act in a unified effort to assure quality, comprehensive recreation and inclusion services for all ages and all ability levels in the member partner communities.
- To foster recognition and acceptance of the NEDSRA partnership as an extension of the member partners.
- To advocate on the local level for comparable services and consideration of the recreation needs of people with disabilities.

- To work cooperatively with staff in advancing the purpose, mission and vision of NEDSRA.

- To assure adequate funding and fiscal responsibility, to promote long-term sustainability of the Association.

- To make available adequate facility space, vehicles and community resources to meet the programming needs of NEDSRA's programs for people with disabilities.

For other functions and authorities of the Board, please refer to NEDSRA's Articles of Agreement.

NEDSRA may hold a meeting closed to the public, or close a portion of a meeting to the public, by the majority vote of the quorum present, taken at a meeting open to the public for which notice has been given, as required by the *Illinois Open Meetings Act*.

NEDSRA shall keep written minutes of all of its meetings, whether open or closed. Such minutes shall include, but not be limited to: 1) the date, time and place of the meeting; 2) the members of the public body recorded as either present or absent; and 3) a general description of all matters proposed, discussed or decided and a record of any votes taken. It should be clear that votes may be taken in closed session on any issue directly relating to the purpose for which a closed session was called. No final action on any Board matter shall be taken in closed session, but must be taken at a public meeting of the Board of Trustees.

The minutes of meetings open to the public shall be available for public inspection within seven days of the approval of such minutes by the public body.

Minutes of meetings closed to the public shall be available only after the NEDSRA Board of Trustees determines that it is no longer necessary to protect public interest or the privacy of an individual by keeping them confidential. Minutes of closed meetings are exempt from inspection under the *Freedom of Information Act,* until such time as the public body makes such minutes available to the public.

NEDSRA shall comply with all aspects of the *Illinois Open Meetings Act* and the *Freedom of Information Act*. It is not the intention of NEDSRA, nor the State of Illinois, to require a written verbatim record of proceedings. The purpose of the minutes is to be able to ascertain what, in fact, was discussed and what, if any, action was taken.

BOARD COMMITTEES

STATEMENT OF PURPOSE

The Board of Trustees shall, from time to time, establish committees in order to more completely investigate and review matters to be decided by formal Board action. ~~All other agenda items will be addressed by the Committee of the Whole.~~

POLICY

Establishment of Committees:

With the exception of the Executive Committee, there will be no other standing committees. The Chairman of the Board of Trustees may appoint, as needed, certain special committees with a specific purpose. Unless otherwise instructed, committees shall be considered dissolved after final reports are submitted to the Board for action.

Composition of Committees:

The Chairman of the Board of Trustees shall appoint to each committee the number of Trustees he/she deems advisable and shall name one of the Trustees as committee Chairman. In addition, the executive director shall serve as ex-officio (advisory, non-voting) member of each committee unless specifically designated to serve in a capacity other than this ex-officio capacity at the formation of the committee. Other officials of the Association may be designated to serve as ex-officio members of a committee. The Chairman of any committee may designate certain non-Board members to meet with and advise the committee and may direct the Executive Director to bring to a committee meeting any employee(s) of the Association in an advisory capacity.

Committee Responsibilities:

A committee is not authorized to take any action unless the action is specifically outlined and authorized by the Board. In general, a committee shall be responsible for submitting a report or reports, either written or oral, to the Board and shall recommend the action to be taken by the Board. No committee member shall be bound by a majority report and may submit a separate report to the Board for consideration.

Committee Meetings:

Committee meetings shall be considered public meetings unless so authorized and directed by the Board. The Chairman of a committee shall be responsible for establishing the date, time and place of a committee meeting. Committee Chairmen are not authorized to take any action unless the action is specifically outlined and authorized by the Board.

Procedure:

Minutes from an open committee meeting shall be disseminated to all members of the committee in question for review, comment and approval at the next subsequent open meeting of said committee. Minutes of a closed meeting shall be approved in the same fashion. The minutes of a closed meeting shall be approved in the next subsequent open meeting of said committee.

The executive director will send the minutes of the committee meetings as soon as practical, usually within 10 to 15 days following the committee meeting in question. Upon approval of said minutes, the minutes will be included in the Board of Trustees packet for dissemination to all members of the Board of Trustees.

In open or closed meetings, minutes of committee meetings and/or the Board of Trustees meetings, which are not approved by a vote of the majority of the members of the committee, shall be regarded as unapproved and not available for dissemination to the general public.

Minutes of the open meetings are available to the general public within seven days following approval, unless otherwise stipulated, in compliance with the *Illinois Open Meetings Act*.

NEDSRA Board of Trustees members will have the right to discuss closed meeting minutes and open meeting minutes with the Board of Commissioners of the home boards, at their discretion. Closed meeting minutes will be discussed with the home boards only upon entering into a closed meeting session, which would be deemed appropriate by the home district Board of Commissioners, in compliance with the *Illinois Open Meetings Act*. If the issue does not fall under one of the exceptions included in the Act, then the issue being discussed at the NEDSRA Board in a closed meeting will remain confidential to the NEDSRA Board.

Each Board member is ethically, honor-bound to maintain the confidentiality of all closed/Executive Session meetings, whether written in the minutes or not. This responsibility applies to all issues identified as allowable exclusions in the *Illinois Open Meetings Act.* The Chairman of any ~~each~~ Committee will be responsible for designating a Recording Secretary for each meeting who will be responsible for generating, distributing and filing all minutes of the committee meetings.

Listing of Illinois Parks and Recreation Association/Illinois Association of Park Districts Awards and Recognitions

1992 "Award of Merit" from IPRA for the design and completion of the Centennial Complex.

1994 Innovative Program award for the initiation of "Kids Clinics" with the Chicago Wheelchair Bulls.

1995 Outstanding Program award for our Local Special Olympics Track and Field Meet.

1996 Outstanding Event award for the Annual Summer Kickoff and Fishing Derby.

1998 Outstanding Program award for our Unified Sports Program.

1999 Outstanding Program award for our Tandem Bike Ride program.

2000 Outstanding Program award for our Pet Therapy program.

2005 Outstanding Program award for the PRO League, a sports league for at-risk teens in alternative school.

2006 Outstanding Program ("Ongoing" category) award for our EXCEL (Experiential Community Education and Leisure) program.

2006 Outstanding Program ("Special Event" category) award for the "Reach for the Stars Night" recognition banquet.

2007 Outstanding Program award for our Special Olympic/ Adaptive Golf program.

2008 Outstanding Program award for our A.R.T.S. program.

2008 ITRS Excellence in Service Award for the Booster Club Supporting NEDSRA Special Olympics Sports.

2009 Outstanding Program award for our Sweetest Day Dance.

2011 Outstanding Program award for our Healthy Minds/ Healthy Bodies program.

2013 IPRA/IAPD Community Service Award for the NEDSRA Hispanic Parent Focus Group.

2016 IPRA/ITRS Professionals of the Year awarded to all staff at NEDSRA.

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Job Descriptions for: (Section 5)

Board Members

Board Officers

Committees

Committee Chairpersons

Source: Modeled from "The Board and Administrator" newsletter.

Job description for…

<u>A MEMBER OF THE NEDSRA BOARD</u>

1. **As a board member, you should meet the needs of the people you serve.**

   NEDSRA exists to serve individuals with disabilities. As a NEDSRA board member, you represent the people with disabilities from your local park district or village. Inherent in this responsibility is keeping your home board well informed of NEDSRA policy decisions, future direction and program developments. Likewise, it is important that you keep the NEDSRA board and staff well apprised of philosophies, decisions and developments on the local level which may affect NEDSRA.

2. **Board members, acting as a group, set policies and goals for the executive director to implement and achieve.**

   It is the job of the executive director to carry out Board policy and directives. It is also important to understand that board members do not take action as individuals, they should act as a team to improve the effectiveness of the cooperative.

3. **Board members should ensure their organization has adequate finances and money is responsibly spent.**

   As a "trustee" of your organization's money, you are responsible for seeing that it is well spent. This, however, does not mean you must approve every expenditure. It does mean that you know the money was spent effectively to deliver the kind of programs and services you have authorized. This can be accomplished with clear finance policies and a solid operating budget approved by the board.

4. **Board members should play an active role in supporting the organization and executive director**.

   One of the primary responsibilities of a Board is to support the executive director. Your role is to provide the direction in which you want your executive director to take your organization, and assist with the necessary resources to get there. Day-to-day management of the organization and personnel is the responsibility of the executive director.

5. **Board members, acting as a full board, select and evaluate a chief executive officer (executive director) who in turn becomes the Board's manager**.

   Board members should nurture the director by providing adequate compensation and reasonable direction. Because the director is the board's only employee, give him/her a written job description and be explicit about what you expect.

6. **Board members should attend and actively participate in board meetings and contribute to a written plan that outlines the future of the organization (two to five years).**

   The director formulates and carries out the annual work plan, and the Board should assist with the development of a strategic plan to ensure service and financial goals are being met.

~~(Source: Modeled from "The Board and Administrator" newsletter)~~

Job description for…

BOARD COMMITTEES

NEDSRA's Board of Trustees uses the committee process to ensure careful consideration of issues, policies and direction for presentation to the full board. NEDSRA board members are encouraged to accept assignment on NEDSRA committees.

Standing Committees

NEDSRA operates with one standing committee, the Executive Committee. The board may appoint temporary committees or task forces for a specific period of time to deal with specific areas such as:

- Nominations
- Strategic Plan
- Personnel
- Finance

Key Elements of All NEDSRA Committees/Task Forces

1. All committees and task forces are directly responsible to the Board of Trustees.
2. The executive director is a non-voting member of all committees and/or task forces.
3. A meeting of any committee may ~~can~~ be requested by any board member or the executive director.
4. All committee and task force meetings are open to all board members and all will receive prior notice of all meetings.
5. Committee/task force recommendations involving a policy change are made to the board.
6. Committee/task force recommendations involving procedural change are referred to the executive director for study and recommendation.
7. Recommendations involving funding/budget are referred to the executive director and will be addressed by the Committee of the Whole.

~~***Job Description for…***~~

~~***THE BOARD NOMINATING COMMITTEE***~~

~~The NEDSRA Articles of Agreement require that the full board annually elects the officers of the board, usually at the first meeting of the fiscal year. Officers include Chairman, Vice Chairman and Secretary.~~

~~All official board members are eligible to be chosen as an officer, however; the Articles of Agreement suggest that the chairman has three (3) or more years' experience on the board, and has previously served as vice-chair.~~

~~To facilitate a smooth selection process, a board nominating committee is appointed by the board chair and formed each March to develop and present a slate of proposed officers to the full board in April or May.~~

~~The slate presented to the board will take into consideration each board member's experience on the board, on committees and a committee chairs or officers, and his/her interest in serving as an officer, and the needs of the board and NEDSRA as a whole in providing for balance and stability.~~

Job description for…

CHAIRPERSON OF A BOARD COMMITTEE

You've been asked to chair a NEDSRA committee. Here are a few suggestions from veteran board members…

1. **You're a facilitator.** Your job is to help the committee function, not do the work yourself. Work with the executive director to call meetings, set the agenda, stimulate discussion, and record decisions and recommendations.

2. **Know what the board has asked your committee to do.** Regularly remind your members of goals and objectives. For committees that report to the board, power to take action must come from the full board, otherwise, your role is advisory only.

3. **The executive director should be an *ex officio* member of all committees** (*ex officio* means "by virtue of one's office or position," not "nonvoting").

4. **If you expect the board to take action on your committee report,** give the board a clear, written recommendation to act on.

Job description for...

THE EXECUTIVE COMMITTEE

The role of NEDSRA's executive committee is to handle any items or issues delegated by the full board, or to act on behalf of the full board should an emergency situation require board action prior to a regularly scheduled meeting. Thus, while the executive committee is a standing committee, its role is for a specific, narrow purpose and it will not meet on a regular basis.

Membership on the Executive Committee: Members should usually include: board chairperson, vice chair, board secretary, ~~treasurer,~~ and ~~the~~ treasurer/executive director. The board chair may appoint other board members to serve on the executive committee, at his/her discretion. The board chairperson also chairs the executive committee.

Authority: The board chairperson may call an executive committee meeting between regularly scheduled board meetings should an emergency arise. The full board is responsible for all actions taken by the executive committee.

Job description for...

<u>CHAIRPERSON OF THE BOARD</u>

The chairperson of NEDSRA's board plays a vital role in the smooth operation of the agency. The chair's role is primarily that of a "manager" managing the decision-making process and the members of the board.

The Chairperson's Duties

1. To manage the process of strategic planning and provide guidance to the full board in this process.

2. To facilitate communication between board members and the executive director, as well as communicate frequently with board members and the executive director. To lead good board discussions that lead to a decision. The Chair should review the agenda prior to the meeting and encourage other board members to call with questions, comments or any issues of concern.

3. The chair should provide a model for the rest of the board and get them to focus on the common goals of NEDSRA. It is the chair's job to encourage board members to set aside personal agendas and get them to focus on service and what is best for NEDSRA's participants and families.

4. The board chair serves as a member of every committee. Typically, the chair has the authority to call a special meeting of the board, to make committee appointments and to establish ad hoc committees for a specific purpose. These ad-hoc committees are dissolved by the chair once its purpose is served. The chair also makes normal decisions such as the following, within the context of board meetings:

    - When has an issue been discussed enough to call for a vote?

    - When should an issue be tabled to wait for more information?

    - When is it time to refer an issue to committee for study or further investigation?

    - When is the discussion so far off the subject that you must stop the debate and ask board members to refocus the discussion?

Job description for...

VICE CHAIRPERSON OF THE BOARD

The chief role of the vice chairperson is to perform the duties of the chairperson in the absence of the chairperson or if he/she is unable to serve. Just as the chairperson only has the authority granted by the full board, the vice chairperson assumes only duties assigned by the chairperson or full board.

Additional duties which the vice chairperson may be called upon to perform:

1. Serve on the executive committee.

2. Learn the duties of the chairperson.

3. Work closely as consultant and advisor to the chairperson.

4. Other duties as assigned by the board chair.

Job description for...

TREASURER OF THE BOARD

The NEDSRA Board of Trustees appoints a treasurer to serve the board for a term determined by the board. Traditionally, the executive director has been appointed to serve the board in this capacity. The overall role of the board treasurer is to report to the board and to insure the financial integrity of the organization.

Specific Responsibilities:

1. Oversee annual preparation and distribution of an independent financial audit.

2. Assure adherence to all financial policies.

3. Provide full and regular reports to the board of all transactions and the overall financial condition of NEDSRA.

4. Keep full and accurate records of all receipts, deposits and disbursements, and investments with appropriate documentation for board approval and review.

5. Assure the compliance to all statutes and General Accepted Accounting Principles (GAAP) and standards similar to those established by the Government Finance Officers Association, regarding the handling of all funds, records and financial statements.

6. Prepare the annual budget for presentation to the full board.

Job description for...

<u>SECRETARY OF THE BOARD</u>

The secretary to the NEDSRA Board of Trustees is provided for in the NEDSRA Articles of Agreement. Each May, the NEDSRA board elects a board secretary to serve to the board.

Responsibilities of the Secretary of the Board:

1. To act as an authorized signature for legal or financial documents.

2. To serve as a member of the executive committee, which acts on behalf of the full board.

3. The board also appoints a recording secretary (typically a NEDSRA staff member) to fulfill the following responsibilities:

    a. To record all proceedings of the Board of Trustees and to keep an official book of all minutes, in addition to audiotapes in accordance with the Open Meetings Act.
    b. To prepare an annual meeting schedule and give public notice of all regular, rescheduled or reconvened meetings for the NEDSRA Board of Trustees.
    c. To obtain information from records and minutes, to be used in board decision making.
    d. To dispose of old board documents only with the approval of NEDSRA's financial and legal consultants, along with the board.