



Board Packet

Wednesday, January 13, 2021

via Video Conference

1770 West Centennial Place, Addison, Illinois

Our Vision

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

Our Mission

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

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ♦ Commitment ♦ Fun

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Agenda

Board of Trustees Regular Meeting Wednesday, January 13, 2021, 1:30 PM NEDSRA Office via Video Call

(Contact Executive Director Rick Poole for details rpoole@nedsra.org)

- | | |
|---------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Call Order | Chairman Baum |
| 2. Roll Call | Chairman Baum |
| 3. Introduction of Guests and Staff | Chairman Baum |
| 4. Public Comments | Chairman Baum |
| a. For matters not on the agenda. Limited to one, three-minute comment per person. Maximum 15 minutes. | |
| 5. Approval of Meeting Minutes | Chairman Baum |
| a. Approval of Board of Trustees Regular Meeting Minutes – December 3, 2020 | Roll Call Vote |
| 6. Comments and Communications | Executive Director Poole |
| 7. Consent Agenda – Financial Reports | Chairman Baum |
| a. Ratify NEDSRA Disbursements and Financial Statements – Period Ending November 30, 2020 | Roll Call Vote |
| 8. Chairman of the Board Comments | Chairman Baum |
| 9. Agency Report | Executive Director Poole |
| 10. Unfinished Business. None. | Chairman Baum |
| 11. Motion to Convene into Closed Meeting | Chairman Baum |
| Approval to convene into Closed Session for the purposes of: | Roll Call Vote |
| a. performing semi-annual review on minutes of meeting lawfully closed pursuant to Section 2(c)(21) of the Open Meeting Act; | |
| 12. Closed Meeting | |
| 13. Reconvene Open Meeting | Chairman Baum |
| Take action on items discussed in Closed Session pursuant to Section 2(c)(21) of the Open Meetings Act. | |
| a. Possible action on semi-annual review of Closed Meeting minutes. | Roll Call Vote |

- i. **Recommend a motion that the NEDSRA Board of Trustees, having this date conducted the semi-annual review of its closed meeting minutes recommend the approval and release, although retain recordings as confidential of the following closed meeting minutes:**
 - a. Board of Trustees Closed Meeting Minutes – February 5, 2020
 - b. Board of Trustees Closed Meeting Minutes – April 8, 2020
 - c. Board of Trustees Closed Executive Meeting Minutes – April 20, 2020
 - d. Board of Trustees Closed Meeting Minutes – April 27, 2020
 - e. Board of Trustees Closed Meeting Minutes – May 6, 2020
 - f. Board of Trustees Closed Meeting Minutes – October 7, 2020

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

- a. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
- b. Board of Trustees Closed Meeting Minutes; Personnel – May 9, 2016
- c. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
- d. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
- e. Board of Trustees Closed Meeting Minutes; Personnel – May 18, 2016
- f. Board of Trustees Closed Meeting Minutes; Personnel – May 26, 2016
- g. Board of Trustees Closed Meeting Minutes; Personnel – June 1, 2016
- h. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
- i. Board of Trustees Closed Meeting Minutes; Personnel – June 13, 2016
- j. Board of Trustees Closed Meeting Minutes; Personnel – June 15, 2016
- k. Board of Trustees Closed Meeting Minutes; Personnel – June 20, 2016
- l. Board of Trustees Closed Meeting Minutes; Personnel – November 9, 2016

- 14. New Business. None.** **Chairman Baum**
- 15. Board of Trustees Comments** **Chairman Baum**
- 16. Next Meeting Date, Wednesday, February 24, 2021** **Chairman Baum**
- 17. Adjournment** **Chairman Baum**
Roll Call 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.

BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, December 3, 2020
Via Video Conference

1. **Call to Order:** Chairman Baum called the meeting to order at 1:33 p.m.
2. **Roll Call:** The following Roll Call was taken:

Members Present: Michael Hixenbaugh, Butterfield Park District
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Cathy Fallon, Oakbrook Terrace Park District
Barb Cremin, Village of Schiller Park
Greg Gola, Village of Villa Park
Matt Ellmann, Wood Dale Park District (1:50 p.m.)

Members Absent: Leslie DeMoss, Addison Park District
Phyllis Schmidt, Bensenville Park District

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant/Recording Secretary
Kristen Seefurth, Manager of Marketing and Fund Development (left at 2:00 p.m.)
Nicole Kozlowski, Business Services, Lauterbach & Amen

3. **Introduction of Guests and Staff.** None.

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

- a. Chairman Baum requested a motion to approve Board of Trustees regular meeting minutes of October 21, 2020. Motion to approve was made by Trustee Knautz and a second made by Trustee Leno. On a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District. Abstain: Trustee Cremin, Village of Schiller Park. Motion passed with 8 ayes, 0 nays and 1 abstention.

6. **Comments and Communications.** Director Poole presented the annual calendar with meetings and events for 2021. He also noted that a new Trustee Directory was included in the packet and asked for any corrections. Trustee Ellmann said the alternate for Wood Dale is Peter Pope.

7. **Consent Agenda.**

- a. Chairman Baum requested a motion to ratify NEDSRA's Disbursements and Financial Statements for the periods ending September 30, 2020 and October 31, 2020. The motion was made by

Trustee Friedrichs and seconded by Trustee Fallon. Trustee Fallon inquired as to when the second member partner contribution invoice would be mailed. Business Services Staff Nicole Kozlowski stated that she would get them out in the mail in the next few days. There being no further discussion, on a roll call vote, voting aye: Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Gola, Village of Villa Park. Motion passed with 8 ayes and 0 nays.

- 8. Agency Report.** Director Poole thanked everyone for their support over this past year. He welcomed Barb Cremin from the Village of Schiller Park. The Director announced that NEDSRA received a letter from Fifth Third Bank stating that one hundred percent of the Paycheck Protection Program (PPP) loan amount of \$258,400 has been forgiven. He has initiated meetings with contractors for the second floor bathrooms and front outside entrance. Superintendent Barton updated the Board on programming with the new restrictions, which include cancelling all in-person programs. Registrations have increased over twenty percent. The Holiday Party with Santa this year will be a drive-through and has 30 registered. NEDSRA is moving forward with winter registrations and has contingency plans if in-person programming is not possible. Staff has begun to budget for 2021-2022. NEDSRA received a \$2,000 donation from Ulta after attending a lunch and learn with them. Some memorial donations have come in as well. Director Poole reiterated that NEDSRA is open. Marketing Manager Seefurth added that the agency has received many donations including some in the form of memorials. She stated that service clubs are getting back up and running.

9. New Business

- a. Approval of separation agreements.
- i. Chairman Baum requested a motion to approve Resolution #12-03-2020-01. The motion was made by Trustee Friedrichs and seconded by Trustee Fallon. On a roll call vote, voting aye: Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hixenbaugh, Butterfield Park District. Motion passed with 9 ayes and 0 nays.
 - ii. Chairman Baum requested a motion to approve Resolution #12-03-2020-02. The motion was made by Trustee Gola and seconded by Trustee Friedrichs. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights. Motion passed with 9 ayes and 0 nays.
 - iii. Chairman Baum requested a motion to approve Resolution #12-03-2020-02. The motion was made by Trustee Ellmann and seconded by Trustee Knautz. On a roll call vote, voting aye: Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District. Motion passed with 9 ayes and 0 nays.
- b. Review and discussion of capital improvements plans. Director Poole presented a five-year schedule of capital improvements for NEDSRA. He highlighted some items and stated that some of the projects would span over two fiscal year budgets. The Director is anticipating at least

\$900,000 in capital projects over the next five years. Trustee Leno asked if the form could be revised to show how many dollars would be allocated to each fiscal year. From her calculations it looks like there is about \$100,000 per year after this fiscal year. She also brought up the idea of setting up a NEDSRA capital fund account. Chairman Baum inquired as to what the capital minimum dollar amount is for NEDSRA. Trustee Ellmann noted that the computer line item looked low and would recommend increasing that number. Trustee Knautz recommended updating the policy on the minimal dollar amount considered a capital purchase. There was further discussion and Director Poole said he will have the policy updated and presented to the Board. Director Poole will also bring to the Board the details regarding parking lot repair. Trustee Leno asked if there could be some clarity in regards to what NEDSRA splits with Addison Park District on shared costs. Director Poole will convey the specifics on shared costs with the Board in an upcoming meeting. Chairman Baum recommended the updated capital plan be brought back before the Board with the upcoming budget.

10. Chairman of the Board Comments. None.

11. Board of Trustees Comments. Trustee Leno said the Itasca pool project was going well. Trustee Friedrichs welcomed Trustee Barb Cremin from the Village of Schiller Park and wished everyone Happy Holidays. He also noted that the light display is on at Lilacia Park for the holidays. Trustee Gola wished everyone Happy Holidays and to stay healthy. Trustee Ellmann also wished everyone Happy Holidays and stated that Wood Dale Park District has land exchange item coming up at a public meeting. Trustee Cremin stated that Schiller Park has no programs due to Covid-19 but they will have a drive-through Santa event. Chairman Baum conveyed his wishes to everyone for the best of luck in the new year and Happy Holidays. He also announced that NEDSRA will be at the Medinah Park District Santa drive-through.

12. Next meeting date is Wednesday, January 13, 2021 at 1:30 p.m.

13. Adjournment: Chairman Baum stated that there was no further business before the NEDSRA Board of Trustees and requested a motion to adjourn. A motion was made by Trustee Knautz and a second by Trustee Friedrichs. On a roll call vote, voting aye: Trustee Baum, Medinah Park District; Trustee Fallon, Oakbrook Terrace Park District; Trustee Cremin, Village of Schiller Park; Trustee Gola, Village of Villa Park; Trustee Ellmann, Wood Dale Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; The motion passed unanimously on a voice vote with 9 ayes and no nays. The meeting was adjourned at 2:29 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary

Bruce Baum, Chairman

Keith Knautz, Board Secretary

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FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Business Services
Date: January 13, 2021
Re: Financial Statements for Period Ending 11/30/2020

Net revenue over expenses is higher than last year at this time due to an overall reduction in expensis during the Covid restrictions. The PPP Loan amount of \$258,400 has been fully forgiven and is also a contributing factor in the increase of net revenue.

| | 11/30/2020 YTD Actual | 2020/21 Budget | 11/30/2019 YTD Actual |
|-----------------------------|----------------------------------|-----------------------|----------------------------------|
| Revenue | \$1,344,751.74 | \$2,510,959 | \$1,381,162.15 |
| Expenses | \$839,528.01 | \$2,972,913 | \$1,358,551.52 |
| Net Revenue/Expenses | \$505,223.73 | (\$461,954) | \$22,610.63 |

| General Fund | 11/30/2020 YTD Actual | 2020/21 Budget |
|------------------------------------|----------------------------------|-----------------------|
| Beginning Balance | \$1,120,332 | \$1,120,332 |
| Increase/Decrease | \$505,224 | (\$461,954) |
| Ending General Fund Balance | \$1,625,556 | \$658,378 |

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Disbursements

Period Ending 11/30/2020

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Excellence and Quality
Integrity ♦ Commitment ♦ Fun

Northeast DuPage Special Recreation Association
Check List Summary

All Bank Accounts

November 1, 2020 - November 30, 2020

| Check Number | Check Date | Payee | Amount |
|---------------------------|------------|--------------------------------------------|-----------|
| Vendor Checks | | | |
| 52788 | 11/03/20 | Park District Risk Management Agency | 269.86 |
| 52789 | 11/05/20 | Forest Awards & Engraving | 86.70 |
| 52790 | 11/05/20 | Hervas, Condon & Bersani, P.C | 573.50 |
| 52792 | 11/05/20 | TechPro, Inc. | 1,114.00 |
| 52793 | 11/05/20 | Warehouse Direct Workplace Solutions | 655.83 |
| 52794 | 11/05/20 | Park District Risk Management Agency | 3,109.54 |
| 52795 | 11/12/20 | AT&T | 274.28 |
| 52796 | 11/12/20 | Lombard Park District | 418.00 |
| 52797 | 11/12/20 | Lombard Park District | 13,698.00 |
| 52798 | 11/12/20 | NICOR | 422.54 |
| 52799 | 11/19/20 | AFLAC | 83.88 |
| 52800 | 11/19/20 | Konica Minolta Premier Finance | 351.69 |
| 52801 | 11/19/20 | Addison Park District | 140.00 |
| 52802 | 11/19/20 | Addison Police Department | 10.00 |
| 52803 | 11/19/20 | Pitney Bowes Global Financial Services LLC | 104.31 |
| 52804 | 11/25/20 | Addison - Attn: Finance, Village of | 26.23 |
| 52805 | 11/25/20 | Allen-Sebok, Donna | 2,566.00 |
| 52806 | 11/25/20 | Forest Awards & Engraving | 15.00 |
| 11062020 | 11/06/20 | Paychex | 310.40 |
| 11192020 | 11/19/20 | WageWorks | 116.00 |
| 11202020 | 11/20/20 | Paychex | 229.60 |
| 11272020 | 11/27/20 | BMO Harris P-Card | 4,207.86 |
| 11/20/20 | 11/20/20 | Paychex | 70.90 |
| Vendor Check Total | | | 28,854.12 |
| Check List Total | | | 28,854.12 |

Check count = 23

**Northeast DuPage Special Recreation Association
Check List Detail**

All Bank Accounts

November 1, 2020 - November 30, 2020

| Payee/Account # | Account Description | Description | Check Date/ Amount | Check Number | Check Amount |
|--------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------|-------------------------|-------------------------|
| Vendor Checks | | | | | |
| Park District Risk Management Agency | | | 11/03/20 | 52788 | <u>269.86</u> |
| 51600 | Payroll:Health Insurance | Park District Risk Management Agency-COBRA Tovey October | 269.86 | | |
| Forest Awards & Engraving | | | 11/05/20 | 52789 | <u>86.70</u> |
| 58930 | Miscellaneous Expenses:Director's Administr. Fund | Forest Awards & Engraving - Invoice #10838 | 86.70 | | |
| Hervas, Condon & Bersani, P.C | | | 11/05/20 | 52790 | <u>573.50</u> |
| 53800 | Legal Services | Hervas, Condon & Bersani, P.C - Bill #17746 September Services | 573.50 | | |
| TechPro, Inc. | | | 11/05/20 | 52792 | <u>1,114.00</u> |
| 53900 | Professional Consultants | Invoice #255209 | 900.00 | | |
| 53900 | Professional Consultants | Invoice #255208 | 214.00 | | |
| Warehouse Direct Workplace Solutions | | | 11/05/20 | 52793 | <u>655.83</u> |
| 58500 | Maintenance Expenses | Warehouse Direct Invoice #4796944, 4796976, 4803340, 4806763, 4807470, 4807513 | 375.61 | | |
| 58910 | Risk Management | Warehouse Direct Invoice #4796944, 4796976, 4803340, 4806763, 4807470, 4807513 | 59.96 | | |
| 53400 | Office Supplies & Duplicating | Warehouse Direct Invoice #4796944, 4796976, 4803340, 4806763, 4807470, 4807513 | 220.26 | | |
| Park District Risk Management Agency | | | 11/05/20 | 52794 | <u>3,109.54</u> |
| 51600 | Payroll:Health Insurance | PDRMA - COBRA November Tovey | 1,045.74 | | |
| 51600 | Payroll:Health Insurance | PDRMA- COBRA November Henry | 2,063.80 | | |
| AT&T | | | 11/12/20 | 52795 | <u>274.28</u> |
| 58100 | Utilities:Telephones/Internet | AT&T - Invoice #630916686010 | 274.28 | | |
| Lombard Park District | | | 11/12/20 | 52796 | <u>418.00</u> |
| 53606.02 | Special Olympics Admissions Sports | Lombard Park District | 418.00 | | |
| Lombard Park District | | | 11/12/20 | 52797 | <u>13,698.00</u> |
| 23010 | Due to Members (ADA) | Lombard Park District | 13,698.00 | | |
| NICOR | | | 11/12/20 | 52798 | <u>422.54</u> |
| 58300 | Utilities:Natural Gas | NICOR - Acct # 40601496694 | 422.54 | | |
| AFLAC | | | 11/19/20 | 52799 | <u>83.88</u> |
| 21200 | Payroll Liabilities:Fringe Benefits (AFLAC) | AFLAC - 182258 | 83.88 | | |
| Konica Minolta Premier Finance | | | 11/19/20 | 52800 | <u>351.69</u> |
| 54400 | Maintenance/Contractual Agreements | Konica Minolta Premier Finance - 428580260 | 351.69 | | |
| Addison Park District | | | 11/19/20 | 52801 | <u>140.00</u> |
| 54308.02 | Veterans Contractual HMHB | Addison Park District - Rec # 662155, 665431, 668225, 670789 | 140.00 | | |
| Addison Police Department | | | 11/19/20 | 52802 | <u>10.00</u> |
| 54400 | Maintenance/Contractual Agreements | Addison Police Department - Inv # 3803 | 10.00 | | |
| Pitney Bowes Global Financial Services LLC | | | 11/19/20 | 52803 | <u>104.31</u> |

Northeast DuPage Special Recreation Association Check List Detail

All Bank Accounts
November 1, 2020 - November 30, 2020

| Payee/Account # | Account Description | Description | Check Date/ Amount | Check Number | Check Amount |
|-------------------------------------|--------------------------------------------------|-----------------------------------------------------------|-----------------------|-----------------|-------------------------|
| 53100 | Postage Expense | Pitney Bowes Global Financial Services LLC - Meter Refill | 104.31 | | |
| Addison - Attn: Finance, Village of | | | 11/25/20 | 52804 | <u>26.23</u> |
| 57100 | Vehicle Expenses:Vehicle Fuel, Equip. & Tolls | Addison - Attn: Finance, Village of Inv#2021-00075027 | 26.23 | | |
| Allen-Sebok, Donna | | | 11/25/20 | 52805 | <u>2,566.00</u> |
| 54308.02 | Veterans Contractual HMHB | Allen-Sebok, Donna - Inv # 10-20 | 1,283.00 | | |
| 54308.02 | Veterans Contractual HMHB | Allen-Sebok, Donna - Inv # 11-20 | 1,283.00 | | |
| Forest Awards & Engraving | | | 11/25/20 | 52806 | <u>15.00</u> |
| 58930 | Miscellaneous Expenses:Director's Administ. Fund | Forest Awards & Engraving Inv#10879 | 15.00 | | |
| Paychex | | | 11/06/20 | 11062020 | <u>310.40</u> |
| 54000 | Payroll Services - Contract | Paychex - Inv #126602 | 239.50 | | |
| 54000 | Payroll Services - Contract | Paychex - Inv #126609 | 70.90 | | |
| WageWorks | | | 11/19/20 | 11192020 | <u>116.00</u> |
| 21250 | Payroll Liabilities:FSA Deduction | WageWorks - 2052192 | 116.00 | | |
| Paychex | | | 11/20/20 | 11202020 | <u>229.60</u> |
| 54000 | Payroll Services - Contract | Paychex - Invoice # 126973 | 229.60 | | |
| BMO Harris P-Card | | | 11/27/20 | 11272020 | <u>4,207.86</u> |
| 55050 | Marketing/Advertising | BMO Harris P-Card | 121.47 | | |
| 56000 | Continuing Education | BMO Harris P-Card | 11.99 | | |
| 58100 | Utilities:Telephones/Internet | BMO Harris P-Card | 498.05 | | |
| 58500 | Maintenance Expenses | BMO Harris P-Card | 853.99 | | |
| 58930 | Miscellaneous Expenses:Director's Administ. Fund | BMO Harris P-Card | 438.00 | | |
| 55100 | Legal Publications | BMO Harris P-Card | 52.22 | | |
| 55200 | Subscription & Publication | BMO Harris P-Card | 133.83 | | |
| 56100 | Professional Memberships | BMO Harris P-Card | 51.85 | | |
| 53100 | Postage Expense | BMO Harris P-Card | 26.35 | | |
| 58910 | Risk Management | BMO Harris P-Card | 280.66 | | |
| 58850 | Restricted Donation Expense | BMO Harris P-Card | 613.44 | | |
| 55185 | Fund Development Community Outreach | BMO Harris P-Card | 109.00 | | |
| 53602.01 | AID Admissions General | BMO Harris P-Card | 183.75 | | |
| 53501.01 | Rec Special Events Supplies General | BMO Harris P-Card | 60.94 | | |
| 53507.01 | TREC Supplies NEDSRA | BMO Harris P-Card | 284.05 | | |
| 53502.01 | AID Supplies General | BMO Harris P-Card | 63.02 | | |
| 53508.02 | Veterans Supplies HMHB | BMO Harris P-Card | 316.00 | | |
| 53606.01 | Special Olympics Admissions General | BMO Harris P-Card | 109.25 | | |
| Paychex | | | 11/20/20 | 11/20/20 | <u>70.90</u> |
| 54000 | Payroll Services - Contract | Paychex | 70.90 | | |
| Check List Total | | | | | <u><u>28,854.12</u></u> |

Check count = 23

| First Name | Last Name | Date | Supplier - Name | Transaction - Business Justification | Account Code | Amount | Account Total |
|------------|--------------|------------|------------------------|--------------------------------------|--------------|--------------------|--------------------|
| Susan J | Martellotta | 10/27/2020 | Usps.Com Clicknship | Overnight Board Reports | 53100 | 26.35 | 26.35 |
| Kristen | Seefurth | 10/28/2020 | Baudville Inc. | RFTS Award | 53501.01 | 60.94 | 60.94 |
| Colleen | Cline | 11/24/2020 | Amzn Mktp US M40960j43 | Holiday Hot Chocolate Supplies | 53502.01 | 63.02 | 63.02 |
| A Maggie | Goode | 11/12/2020 | Amzn Mktp US 287q01992 | TREC program supplies | 53507.01 | 38.99 | |
| A Maggie | Goode | 11/11/2020 | Amzn Mktp US 287bh9yo0 | TREC program supplies | 53507.01 | 16.89 | |
| A Maggie | Goode | 10/27/2020 | Aurelios Pizza - Addi | TREC Lunch Supplies for participants | 53507.01 | 67.81 | |
| Kristen | Robertson | 11/13/2020 | Jimmy Johns - 1759 | TREC lunch supplies for participants | 53507.01 | 64.40 | |
| Kristen | Robertson | 11/12/2020 | Jewel Osco 3278 | TREC program supplies | 53507.01 | 16.06 | |
| Kristen | Robertson | 11/13/2020 | Wm Supercenter #5442 | TREC program supplies | 53507.01 | 6.88 | |
| Kristen | Robertson | 11/11/2020 | Dollar Tree | TREC program supplies | 53507.01 | 24.00 | |
| Kristen | Robertson | 11/05/2020 | Target 00010249 | TREC program supplies | 53507.01 | 2.68 | |
| Kristen | Robertson | 11/04/2020 | Jewel Osco 3278 | TREC Program Supplies | 53507.01 | 1.09 | |
| Kristen | Robertson | 11/05/2020 | Michaels Stores 1278 | TREC Program Supplies | 53507.01 | 40.25 | |
| Kristen | Robertson | 11/04/2020 | Dollartree | TREC Program Supplies | 53507.01 | 5.00 | 284.05 |
| Donna | Sebok | 11/14/2020 | Hawthorne`s Backyard | Veterans Social Event | 53508.02 | 316.00 | 316.00 |
| Beth | Corso | 11/12/2020 | Stardust Bowl Of Addis | Bowling Club Admissions | 53602.01 | 63.00 | |
| Beth | Corso | 11/05/2020 | Stardust Bowl Of Addis | Bowling Club Admissions | 53602.01 | 54.00 | |
| Beth | Corso | 10/29/2020 | Stardust Bowl Of Addis | Bowling Club Admissions | 53602.01 | 66.75 | 183.75 |
| Robert | Griffin | 11/14/2020 | Wood Dale Bowl | Huskies Bowling Admissions | 53606.01 | 55.25 | |
| Robert | Griffin | 10/31/2020 | Stardust Bowl Of Addis | Huskies Bowling Admissions | 53606.01 | 54.00 | 109.25 |
| Kristen | Seefurth | 11/05/2020 | Amzn Mktp US 289q00bj0 | Signage | 55050 | 97.56 | |
| Kristen | Seefurth | 11/03/2020 | Amzn Mktp US 285a08mu1 | RFTS Award | 55050 | 23.91 | 121.47 |
| Susan J | Martellotta | 11/25/2020 | Shaw Suburban Media-Ad | Public Notice Board Meeting Dates | 55100 | 52.22 | 52.22 |
| Kristen | Seefurth | 11/12/2020 | Apm Wfc Chocolate | Donor Recognition | 55185 | 51.00 | |
| Kristen | Seefurth | 11/13/2020 | Tst Nothing Bundt Cak | Donor Recognition | 55185 | 58.00 | 109.00 |
| Colleen | Cline | 11/26/2020 | Zoom.Us 888-799-9666 | 2 Zoom Accounts | 55200 | 29.98 | |
| A Maggie | Goode | 11/08/2020 | Amazon Prime 287pv9290 | Amazon Prime Subscription | 55200 | 12.99 | |
| Susan J | Martellotta | 10/28/2020 | Adobe Creative Cloud | Graphics Subscription | 55200 | 31.86 | |
| Kristen | Seefurth | 11/23/2020 | Stk Bigstockphoto.Com | Photo Subscription | 55200 | 59.00 | 133.83 |
| Jerry | Barton | 11/11/2020 | Google Youtubepremium | Subscription | 56000 | 11.99 | 11.99 |
| Susan J | Martellotta | 11/04/2020 | Amer Assoc Notaries | Notary Public Renewal Fees | 56100 | 51.85 | 51.85 |
| Susan J | Martellotta | 11/10/2020 | Vzwrlls My Vz Vb P | Telephone | 58100 | 498.05 | 498.05 |
| Jerry | Barton | 11/04/2020 | Sq DuPage Security So | Door/Lock Repair | 58500 | 779.00 | |
| A Maggie | Goode | 11/02/2020 | Amzn Mktp US 283cy51i0 | Maintenance Van Keybox | 58500 | 74.99 | 853.99 |
| Sean | Fritsch | 11/12/2020 | Amazon.Com 2022j1461 A | Sensory Room Equipment (Barton) | 58850 | 514.62 | |
| Sean | Fritsch | 11/13/2020 | Amzn Mktp US 207ur4lo1 | Sensory Room Equipment (Barton) | 58850 | 98.82 | 613.44 |
| A Maggie | Goode | 11/05/2020 | S & H Uni Web | Loss Prevention | 58910 | 225.00 | |
| A Maggie | Goode | 10/29/2020 | Amzn Mktp US 282b36fi0 | Loss Prevention PPE | 58910 | 55.66 | 280.66 |
| Kristen | Seefurth | 11/12/2020 | Apm Wfc Chocolate | Member Partner Recognition | 58930 | 205.75 | |
| Kristen | Seefurth | 11/13/2020 | Tst Nothing Bundt Cak | Member Partner Recognition | 58930 | 232.25 | 438.00 |
| | Total | | | | | \$ 4,207.86 | \$ 4,207.86 |

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Consolidated Monthly Financial Statements Period Ending 11/30/2020

Our Vision

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

Our Mission

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

Our Core Values

Service with Compassion
Excellence and Quality
Integrity ♦ Commitment ♦ Fun

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**Northeast DuPage Special Recreation Association
Balance Sheet
As of November 30, 2020 and 2019**

| | <u>November 30, 2020</u> | <u>November 30, 2019</u> | <u>Difference</u> | <u>% Difference</u> |
|-------------------------------------------|--------------------------|--------------------------|----------------------|-------------------------|
| Assets | | | | |
| Fifth Third Bank - Operating #4960 | \$ 170,887.79 | \$ 142,541.70 | \$ 28,346.09 | 19.89% |
| Fifth Third Bank - FLEX Account #4987 | 2,159.91 | 2,591.37 | (431.46) | -16.65% |
| Fifth Third Bank - Payroll #4979 | 8,892.95 | 3,481.09 | 5,411.86 | 155.46% |
| Fifth Third Bank - Merchant #5002 | 1,563.85 | 1,243.79 | 320.06 | 25.73% |
| Petty Cash | 625.00 | 995.00 | (370.00) | -37.19% |
| Accounts Receivable | 19,698.33 | 64,467.08 | (44,768.75) | -69.44% |
| Fifth Third Bank - MM #9401 | 1,030,920.13 | 562,334.73 | 468,585.40 | 83.33% |
| Maxsafe Wintrust - MM #2599 | 1,027,011.28 | 1,025,997.20 | 1,014.08 | 0.10% |
| Total Assets | <u>\$ 2,261,759.24</u> | <u>\$ 1,803,651.96</u> | <u>\$ 458,107.28</u> | <u>25.40%</u> |
| Liabilities and Fund Balance | | | | |
| Accounts Payable | \$ 0.00 | \$ 113.46 | \$ 113.46 | 100.00% |
| Program Credit | (522.80) | 10.00 | 532.80 | 5328.00% |
| Due to Members (ADA) | 615,132.63 | 675,575.66 | 60,443.03 | 8.95% |
| Payroll Liabilities | 3,406.96 | 2,260.82 | (1,146.14) | -50.70% |
| Vehicle Replacement Fund | 0.00 | 36,238.00 | 36,238.00 | 100.00% |
| Jeena Greenwalt Scholarship Fund | 4,236.00 | 4,610.00 | 374.00 | 8.11% |
| S.O. Boosters | 13,520.87 | 15,159.00 | 1,638.13 | 10.81% |
| General Fund Balance | 1,625,985.58 | 1,069,685.02 | (556,300.56) | -52.01% |
| Total Liabilities and Fund Balance | <u>\$ 2,261,759.24</u> | <u>\$ 1,803,651.96</u> | <u>\$ 458,107.28</u> | <u>25.40%</u> |

Northeast DuPage Special Recreation Association
Summary of Revenue Over Expenditures
For the 1 Month and 7 Months, Months Ending November 30, 2020

| Account # | REVENUE RECAP Account | Anticipated Revenue | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
|--------------------------------------------|--------------------------------------|-------------------------------------|----------------------------|-------------------------------|-----------------------------------------|------------------------|----------------------------------|--------------------------|
| 41000 | Partner Contributions | \$ 1,660,797.00 | \$ 0.00 | \$ 1,037,868.37 | \$ (622,928.63) | 62.49% | \$ 1,006,370.06 | \$ 31,498.31 |
| 42000 | Fees & Charges | 411,612.00 | 587.00 | 11,551.68 | (400,060.32) | 2.81% | 243,134.18 | (231,582.50) |
| 42020 | Scholarship/Fee Assistance | 19,800.00 | 0.00 | 0.00 | (19,800.00) | 0.00% | 5,439.85 | (5,439.85) |
| 43000 | Fund Development | 88,650.00 | 0.00 | (715.00) | (89,365.00) | -0.81% | 62,841.52 | (63,556.52) |
| 43200 | State/County Grant Revenue | 244,400.00 | 0.00 | 0.00 | (244,400.00) | 0.00% | 0.00 | 0.00 |
| 43250 | Grant Revenue | 27,000.00 | 0.00 | 14,000.00 | (13,000.00) | 51.85% | 23,714.01 | (9,714.01) |
| 43260 | PPP Loan | 0.00 | 0.00 | 258,400.00 | 258,400.00 | 0.00% | 0.00 | 258,400.00 |
| 43600 | Contributions/Donations | 27,500.00 | 225.86 | 8,944.36 | (18,555.64) | 32.52% | 11,390.66 | (2,446.30) |
| 43700 | Restricted Contribution/Donations | 14,200.00 | 1,066.00 | 3,316.00 | (10,884.00) | (0.23) | 12,563.00 | (9,247.00) |
| 46000 | Miscellaneous Income | 5,000.00 | 598.10 | 9,944.53 | 4,944.53 | 198.89% | 10,325.20 | (380.67) |
| 46400 | Park District Portion Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 878.09 | (878.09) |
| 47000 | Interest Earned | 12,000.00 | 202.37 | 1,441.80 | (10,558.20) | 12.02% | 4,505.58 | (3,063.78) |
| 49500 | Vehicle Replacement Allocation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| Total Revenue | | <u>2,510,959.00</u> | <u>2,679.33</u> | <u>1,344,751.74</u> | <u>(1,166,207.26)</u> | <u>53.56%</u> | <u>1,381,162.15</u> | <u>(36,410.41)</u> |
| Account # | EXPENDITURE RECAP Account | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
| 51100-51300 | Salaries | \$ 1,353,672.00 | \$ 76,925.10 | \$ 479,151.91 | \$ (874,520.09) | 35.40% | \$ 774,224.90 | \$ (295,072.99) |
| 51400-52400 | Insurance/Pension | 442,896.00 | 7,448.28 | 200,017.85 | (242,878.15) | 45.16% | 237,531.34 | (37,513.49) |
| Various | Administrative | 104,882.00 | 2,193.61 | 24,639.94 | (80,242.06) | 23.49% | 51,482.09 | (26,842.15) |
| Various | Professional Services | 183,766.00 | 5,418.31 | 77,838.72 | (105,927.28) | 42.36% | 79,058.95 | (1,220.23) |
| 53200-53240 | Professional Printing | 22,000.00 | 0.00 | 0.00 | (22,000.00) | 0.00% | 10,511.78 | (10,511.78) |
| 55000-55180 | Marketing/Advertising | 8,400.00 | 230.47 | 806.03 | (7,593.97) | 9.60% | 2,487.63 | (1,681.60) |
| 53500-53650 | Program | 181,632.00 | 1,435.01 | 6,792.69 | (174,839.31) | 3.74% | 99,314.69 | (92,522.00) |
| 57100-57400 | Vehicles | 42,159.00 | 66.23 | 6,441.87 | (35,717.13) | 15.28% | 19,636.12 | (13,194.25) |
| 58100-58400 | Utilities | 37,456.00 | 1,417.07 | 19,789.41 | (17,666.59) | 52.83% | 20,346.36 | (556.95) |
| 58700-58850 | Special Projects | 10,000.00 | 613.44 | 12,420.44 | 2,420.44 | 124.20% | 24,672.50 | (12,252.06) |
| 66000-66060 | Fund Raising | 19,925.00 | 0.00 | 239.99 | (19,685.01) | 1.20% | 14,898.09 | (14,658.10) |
| 58910-58940 | Miscellaneous | 13,125.00 | 880.32 | 4,472.32 | (8,652.68) | 34.07% | 9,315.40 | (4,843.08) |
| Total Expenditures | | <u>2,419,913.00</u> | <u>96,627.84</u> | <u>832,611.17</u> | <u>(1,587,301.83)</u> | <u>34.41%</u> | <u>1,343,479.85</u> | <u>(510,868.68)</u> |
| Net Revenue over Expenditures | | <u>\$ 91,046.00</u> | <u>\$ (93,948.51)</u> | <u>\$ 512,140.57</u> | <u>\$ (421,094.57)</u> | | <u>\$ 37,682.30</u> | <u>\$ 474,458.27</u> |
| Reserve Expenditures | | | | | | | | |
| 62000-69000 | Reserve Fund Expenses | 553,000.00 | 0.00 | 6,916.84 | (546,083.16) | 1.25% | 15,071.67 | (8,154.83) |
| Subtotal | | <u>553,000.00</u> | <u>0.00</u> | <u>6,916.84</u> | <u>(546,083.16)</u> | | <u>15,071.67</u> | <u>(8,154.83)</u> |
| Total Net Revenue over Expenditures | | <u>\$ (461,954.00)</u> | <u>\$ (93,948.51)</u> | <u>\$ 505,223.73</u> | <u>\$ (967,177.73)</u> | | <u>\$ 22,610.63</u> | <u>\$ 482,613.10</u> |

**Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 7 Months, Months Ending November 30, 2020**

| | | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
|------------------------------------|------------------------------------|-------------------------------------|----------------------------|-------------------------------|--------------------------------|------------------------|----------------------------------|--------------------------|
| <u>Salaries</u> | | | | | | | | |
| 51100 | Payroll:Full Time Salaries | 836,923.00 | 72,165.50 | 459,789.47 | (377,133.53) | 54.94% | 473,645.33 | (13,855.86) |
| 51200 | Payroll:Part Time Wages & Salaries | 410,757.00 | 3,872.85 | 15,161.68 | (395,595.32) | 3.69% | 232,998.90 | (217,837.22) |
| 51210 | Part Time Wages - Inclusion | 105,992.00 | 886.75 | 4,200.76 | (101,791.24) | 3.96% | 67,580.67 | (63,379.91) |
| | | <u>1,353,672.00</u> | <u>76,925.10</u> | <u>479,151.91</u> | <u>(874,520.09)</u> | <u>35.40%</u> | <u>774,224.90</u> | <u>(295,072.99)</u> |
| <u>Insurance/Pension</u> | | | | | | | | |
| 51400 | Payroll:FICA & Medicare | 103,556.00 | 5,716.68 | 35,040.31 | (68,515.69) | 33.84% | 57,518.89 | (22,478.58) |
| 51500 | Payroll:IMRF | 137,939.00 | 0.00 | 70,505.21 | (67,433.79) | 51.11% | 91,482.19 | (20,976.98) |
| 51600 | Payroll:Health Insurance | 165,305.00 | 1,731.60 | 73,714.15 | (91,590.85) | 44.59% | 70,498.04 | 3,216.11 |
| 52000 | Workers Compensation | 5,975.00 | 0.00 | 3,610.14 | (2,364.86) | 60.42% | 3,283.74 | 326.40 |
| 52100 | Unemployment Compensation | 1,500.00 | 0.00 | 0.00 | (1,500.00) | 0.00% | 0.00 | 0.00 |
| 52300 | Liability Insurance | 12,195.00 | 0.00 | 7,343.28 | (4,851.72) | 60.22% | 6,319.02 | 1,024.26 |
| 52400 | Property Insurance | 16,426.00 | 0.00 | 9,804.76 | (6,621.24) | 59.69% | 8,429.46 | 1,375.30 |
| | | <u>442,896.00</u> | <u>7,448.28</u> | <u>200,017.85</u> | <u>(242,878.15)</u> | <u>45.16%</u> | <u>237,531.34</u> | <u>(37,513.49)</u> |
| <u>Administrative Expenditures</u> | | | | | | | | |
| 53000 | Bank Fees & Charges | 3,000.00 | 202.73 | 1,549.96 | (1,450.04) | 51.67% | 1,731.16 | (181.20) |
| 53010 | Credit Card Fees | 13,000.00 | 212.69 | 2,913.27 | (10,086.73) | 22.41% | 7,697.11 | (4,783.84) |
| 53100 | Postage Expense | 7,500.00 | 130.66 | 886.94 | (6,613.06) | 11.83% | 3,961.75 | (3,074.81) |
| 53300 | Meeting Related Expenses | 3,800.00 | 0.00 | 101.02 | (3,698.98) | 2.66% | 1,171.35 | (1,070.33) |
| 53400 | Office Supplies & Duplicating | 11,227.00 | 220.26 | 5,365.70 | (5,861.30) | 47.79% | 7,133.26 | (1,767.56) |
| 55200 | Subscription & Publication | 1,951.00 | 133.83 | 2,295.47 | 344.47 | 117.66% | 1,517.71 | 777.76 |
| 56000 | Continuing Education | 16,400.00 | 11.99 | 291.99 | (16,108.01) | 1.78% | 8,626.32 | (8,334.33) |
| 56100 | Professional Memberships | 5,088.00 | 51.85 | 1,805.85 | (3,282.15) | 35.49% | 3,375.47 | (1,569.62) |
| 56200 | Statewide Legislative Initiatives | 500.00 | 0.00 | 0.00 | (500.00) | 0.00% | 40.99 | (40.99) |
| 58500 | Maintenance Expenses | 16,798.00 | 1,229.60 | 4,977.85 | (11,820.15) | 29.63% | 9,440.87 | (4,463.02) |
| 58600 | Office & Computer Equipment | 25,618.00 | 0.00 | 4,451.89 | (21,166.11) | 17.38% | 6,786.10 | (2,334.21) |
| 53260 | PPP Loan | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 0.00 | 0.00 |
| | | <u>104,882.00</u> | <u>2,193.61</u> | <u>24,639.94</u> | <u>(80,242.06)</u> | <u>23.49%</u> | <u>51,482.09</u> | <u>(26,842.15)</u> |
| <u>Professional Services</u> | | | | | | | | |
| 53700 | Auditor | 11,000.00 | 0.00 | 11,000.00 | 0.00 | 100.00% | 11,700.00 | (700.00) |
| 53800 | Legal Services | 5,000.00 | 573.50 | 1,202.50 | (3,797.50) | 24.05% | 2,118.00 | (915.50) |
| 53900 | Professional Consultants | 16,568.00 | 1,114.00 | 7,798.00 | (8,770.00) | 47.07% | 6,931.50 | 866.50 |
| 54000 | Payroll Services - Contract | 14,131.00 | 610.90 | 3,893.65 | (10,237.35) | 27.55% | 7,702.20 | (3,808.55) |
| 54100 | Business Services - Contract | 58,378.00 | 0.00 | 24,092.10 | (34,285.90) | 41.27% | 23,489.60 | 602.50 |
| 54400 | Maintenance/Contractual Agreements | 35,909.00 | 361.69 | 19,631.48 | (16,277.52) | 54.67% | 7,664.93 | 11,966.55 |
| 55100 | Legal Publications | 2,490.00 | 52.22 | 599.99 | (1,890.01) | 24.10% | 917.72 | (317.73) |
| 54300 | Contractual Services | 40,290.00 | 2,706.00 | 9,621.00 | (30,669.00) | 47.55% | 18,535.00 | 7,693.77 |
| | | <u>183,766.00</u> | <u>5,418.31</u> | <u>77,838.72</u> | <u>(105,927.28)</u> | <u>42.36%</u> | <u>79,058.95</u> | <u>(1,220.23)</u> |

**Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 7 Months, Months Ending November 30, 2020**

| | | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
|------------------------------|-----------------------------------------------|-------------------------------------|----------------------------|-------------------------------|--------------------------------|------------------------|----------------------------------|--------------------------|
| <u>Professional Printing</u> | | | | | | | | |
| 53200 | Professional Printing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 10,404.81 | (10,404.81) |
| 53210 | Professional Printing | 2,000.00 | 0.00 | 0.00 | (2,000.00) | 0.00% | 0.00 | 0.00 |
| 53220 | Brochure | 20,000.00 | 0.00 | 0.00 | (20,000.00) | 0.00% | 0.00 | 0.00 |
| 53240 | Rec Program Printing | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 106.97 | (106.97) |
| | | <u>22,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>(22,000.00)</u> | <u>0.00%</u> | <u>10,511.78</u> | <u>(10,511.78)</u> |
| <u>Marketing/Advertising</u> | | | | | | | | |
| 55050 | Marketing/Advertising | 3,900.00 | 121.47 | 298.35 | (3,601.65) | 7.65% | 1,246.98 | (948.63) |
| 55150 | Digital Marketing | 600.00 | 0.00 | 0.00 | (600.00) | 0.00% | 74.99 | (74.99) |
| 55175 | Marketing Material | 900.00 | 0.00 | 148.68 | (751.32) | 16.52% | 552.50 | (403.82) |
| 55180 | Promotional Marketing | 1,500.00 | 0.00 | 0.00 | (1,500.00) | 0.00% | 83.16 | (83.16) |
| 55185 | Fund Development Community Outreach | 1,500.00 | 109.00 | 359.00 | (1,141.00) | 23.93% | 530.00 | (171.00) |
| | | <u>8,400.00</u> | <u>230.47</u> | <u>806.03</u> | <u>(7,593.97)</u> | <u>9.60%</u> | <u>2,487.63</u> | <u>(1,681.60)</u> |
| <u>Program Expenditures</u> | | | | | | | | |
| 53500 | Program Supplies | 89,161.00 | 724.01 | 6,096.97 | (83,064.03) | 6.84% | 59,233.16 | (53,136.19) |
| 53510 | Support Staff Supplies | 3,120.00 | 0.00 | 0.00 | (3,120.00) | 0.00% | 0.00 | 0.00 |
| 53520 | Inclusion Staff Supplies | 1,500.00 | 0.00 | 0.00 | (1,500.00) | 0.00% | 609.48 | (609.48) |
| 53650 | Program Equipment | 9,620.00 | 0.00 | 2,000.00 | (7,620.00) | 20.79% | 1,652.50 | 347.50 |
| 53600 | Program Admissions & Facility Space | 78,231.00 | 711.00 | (1,304.28) | (79,535.28) | -1.67% | 37,819.55 | (39,123.83) |
| | | <u>181,632.00</u> | <u>1,435.01</u> | <u>6,792.69</u> | <u>(174,839.31)</u> | <u>3.74%</u> | <u>99,314.69</u> | <u>(92,522.00)</u> |
| <u>Vehicles</u> | | | | | | | | |
| 57100 | Vehicle Expenses:Vehicle Fuel, Equip. & Tolls | 20,116.00 | 26.23 | 1,254.79 | (18,861.21) | 6.24% | 10,546.34 | (9,291.55) |
| 57200 | Vehicle Expenses:Staff Vehicle Reimbursement | 4,143.00 | 40.00 | 480.94 | (3,662.06) | 11.61% | 2,545.88 | (2,064.94) |
| 57300 | Vehicle Expenses:Van Repair & Parts | 15,500.00 | 0.00 | 4,706.14 | (10,793.86) | 30.36% | 5,845.15 | (1,139.01) |
| 57400 | Vehicle Expenses:Van Rental | 2,400.00 | 0.00 | 0.00 | (2,400.00) | 0.00% | 698.75 | (698.75) |
| | | <u>42,159.00</u> | <u>66.23</u> | <u>6,441.87</u> | <u>(35,717.13)</u> | <u>15.28%</u> | <u>19,636.12</u> | <u>(13,194.25)</u> |
| <u>Utilities</u> | | | | | | | | |
| 58100 | Utilities:Telephones/Internet | 19,000.00 | 994.53 | 11,978.93 | (7,021.07) | 63.05% | 12,107.09 | (128.16) |
| 58200 | Utilities:Electricity | 10,851.00 | 0.00 | 6,415.88 | (4,435.12) | 59.13% | 6,006.68 | 409.20 |
| 58300 | Utilities:Natural Gas | 5,711.00 | 422.54 | 1,169.51 | (4,541.49) | 20.48% | 1,313.23 | (143.72) |
| 58400 | Utilities:Water | 1,894.00 | 0.00 | 225.09 | (1,668.91) | 11.88% | 919.36 | (694.27) |
| | | <u>37,456.00</u> | <u>1,417.07</u> | <u>19,789.41</u> | <u>(17,666.59)</u> | <u>52.83%</u> | <u>20,346.36</u> | <u>(556.95)</u> |

**Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 7 Months, Months Ending November 30, 2020**

| | | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
|-----------------------------------|----------------------------------------------------------------------|-----------------------------|--------------------|-----------------------|------------------------|----------------|--------------------------|---------------------|
| <u>Special Projects</u> | | | | | | | | |
| 58700 | Synergy Expenses | 10,000.00 | 0.00 | 5,228.70 | (4,771.30) | 52.29% | 24,672.50 | (19,443.80) |
| 58850 | Restricted Donation Expense | <u>0.00</u> | <u>613.44</u> | <u>7,191.74</u> | <u>7,191.74</u> | <u>0.00%</u> | <u>0.00</u> | <u>7,191.74</u> |
| | | <u>10,000.00</u> | <u>613.44</u> | <u>12,420.44</u> | <u>2,420.44</u> | <u>124.20%</u> | <u>24,672.50</u> | <u>(12,252.06)</u> |
| <u>Fund Raising Expenditures</u> | | | | | | | | |
| 66010 | Direct Mail Campaign | 350.00 | 0.00 | 0.00 | (350.00) | 0.00% | 0.00 | 0.00 |
| 66030 | BBQ Bash Fund Rasing | 3,100.00 | 0.00 | 0.00 | (3,100.00) | 0.00% | 3,341.20 | (3,341.20) |
| 66040 | Golf Classic Fund Raising | 12,900.00 | 0.00 | 0.00 | (12,900.00) | 0.00% | 11,544.47 | (11,544.47) |
| 66050 | Additional Fundraising | <u>3,575.00</u> | <u>0.00</u> | <u>239.99</u> | <u>(3,335.01)</u> | <u>6.71%</u> | <u>12.42</u> | <u>227.57</u> |
| | | <u>19,925.00</u> | <u>0.00</u> | <u>239.99</u> | <u>(19,685.01)</u> | <u>1.20%</u> | <u>14,898.09</u> | <u>(14,658.10)</u> |
| <u>Miscellaneous Expenditures</u> | | | | | | | | |
| 53020 | Bad Debt Expense | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 2,900.50 | (2,900.50) |
| 58900 | Miscellaneous Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 100.00 | (100.00) |
| 58910 | Risk Management | 9,125.00 | 340.62 | 3,088.34 | (6,036.66) | 33.84% | 3,503.59 | (415.25) |
| 58920 | Miscellaneous Expenses:Park District Portion | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% | 1,447.43 | (1,447.43) |
| 58930 | Miscellaneous Expenses:Director's Administ. Fund | 1,500.00 | 539.70 | 1,331.22 | (168.78) | 88.75% | 578.15 | 753.07 |
| 58940 | Miscellaneous Expenses:Employee Recognition/Relations | <u>2,500.00</u> | <u>0.00</u> | <u>52.76</u> | <u>(2,447.24)</u> | <u>2.11%</u> | <u>785.73</u> | <u>(732.97)</u> |
| | | <u>13,125.00</u> | <u>880.32</u> | <u>4,472.32</u> | <u>(8,652.68)</u> | <u>34.07%</u> | <u>9,315.40</u> | <u>(4,843.08)</u> |
| | Total Operating Expenditures | <u>2,419,913.00</u> | <u>96,627.84</u> | <u>832,611.17</u> | <u>(1,587,301.83)</u> | <u>34.41%</u> | <u>1,343,479.85</u> | <u>(510,868.68)</u> |
| <u>Non-Operating Expenditures</u> | | | | | | | | |
| 62000 | Reserve Fund Expenses:Capital Improvements Expense | 533,000.00 | 0.00 | 6,916.84 | (526,083.16) | 0.00% | 9,531.82 | (2,614.98) |
| 67100 | Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance | <u>20,000.00</u> | <u>0.00</u> | <u>0.00</u> | <u>(20,000.00)</u> | <u>0.00%</u> | <u>5,539.85</u> | <u>(5,539.85)</u> |
| | | <u>553,000.00</u> | <u>0.00</u> | <u>6,916.84</u> | <u>(546,083.16)</u> | <u>1.25%</u> | <u>15,071.67</u> | <u>(8,154.83)</u> |
| | Total Operating & Non-Operating Expenditures | <u>2,972,913.00</u> | <u>96,627.84</u> | <u>839,528.01</u> | <u>(2,133,384.99)</u> | <u>28.24%</u> | <u>1,358,551.52</u> | <u>(519,023.51)</u> |

**Northeast DuPage Special Recreation Association
Restricted Revenue Over Expenditures
For the 1 Month and 7 Months, Months Ending November 30, 2020**

| Account # | REVENUES Account | Anticipated Revenue | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
|----------------------|--------------------------------------------|------------------------|--------------------|-----------------------|---------------------------------|----------------|--------------------------|-----------------------|
| 44000 | Golf Marathon Revenue | 12,000.00 | 0.00 | 550.00 | (11,450.00) | (0.05) | 10,353.00 | (9,803.00) |
| 44230 | NEDSRA S.O. Booster Club | 1,000.00 | 0.00 | 0.00 | (1,000.00) | 0.00 | 1,351.00 | (1,351.00) |
| 44600 | Accessible Transportation | 1000.00 | 0.00 | 0.00 | (1,000.00) | 0.00 | 1,000.00 | (1,000.00) |
| 43760 | Jeena Greenwalt Scholarship Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 43780 | Hispanic Focus Group Scholarship Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Revenue | | <u>\$ 14,000.00</u> | <u>\$ 0.00</u> | <u>\$ 550.00</u> | <u>\$ (13,450.00)</u> | <u>3.93%</u> | <u>\$ 12,704.00</u> | <u>\$ (12,154.00)</u> |

| Account # | EXPENDITURES Account | Anticipated Expenditures | Monthly Summary | Cumulative Summary | Budget Variance Over/(Under) | % To Budget | Previous Year Summary | \$ Difference |
|----------------------|-------------------------------------------|-----------------------------|--------------------|-----------------------|---------------------------------|----------------|--------------------------|----------------------|
| 66060 | Golf Marathon Fundraising Expense | 1,900.00 | 0.00 | 0.00 | (1,900.00) | 0.00 | 788.00 | (788.00) |
| 61300 | NEDSRA S.O. Booster Club | 2,000.00 | 0.00 | 120.25 | (1,879.75) | 6.01% | 1,335.31 | (1,215.06) |
| 60060 | Jeena Greenwalt Scholarship Expenses | 800.00 | 0.00 | 0.00 | (800.00) | 0.00% | 0.00 | 0.00 |
| 60080 | Hispanic Focus Group Scholarship Expenses | 200.00 | 0.00 | 0.00 | (200.00) | 0.00% | 0.00 | 0.00 |
| Total Expense | | <u>\$ 4,900.00</u> | <u>\$ 0.00</u> | <u>\$ 120.25</u> | <u>\$ (4,779.75)</u> | <u>\$ 0.02</u> | <u>\$ 2,123.31</u> | <u>\$ (2,003.06)</u> |

| | | | | | | | | |
|-------------------------------------------------|--|--------------------|----------------|------------------|----------------------|--|---------------------|-----------------------|
| Restricted Net Revenue over Expenditures | | <u>\$ 9,100.00</u> | <u>\$ 0.00</u> | <u>\$ 429.75</u> | <u>\$ (8,670.25)</u> | | <u>\$ 10,580.69</u> | <u>\$ (10,150.94)</u> |
|-------------------------------------------------|--|--------------------|----------------|------------------|----------------------|--|---------------------|-----------------------|



| | Budgeted Member Partner Contribution Due 2020/2021 | Operation Allocation Received as of 11/30/2020 | Balance Due to Operations Allocation 11/30/2020 | Percentage of Operations Allocation Collected as of 11/30/2020 | Beginning ADA/Access Reserve Balance | ADA/Access Reserve Received 2020/2021 | ADA/Access Reserve Paid 2020/2021 | Available ADA/Access Reserve Balance |
|------------------|-------------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------|-----------------------------------------|--------------------------------------------|
| Addison | \$291,629.00 | \$145,814.50 | \$145,814.50 | 50.00% | \$350,699.28 | \$0.00 | \$0.00 | \$350,699.28 |
| Bensenville | \$185,858.00 | \$92,929.00 | \$92,929.00 | 50.00% | \$153,910.72 | \$0.00 | \$0.00 | \$153,910.72 |
| Butterfield | \$64,758.00 | \$32,379.00 | \$32,379.00 | 50.00% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Glendale Heights | \$179,286.00 | \$89,643.00 | \$89,643.00 | 50.00% | \$3,466.00 | \$0.00 | \$0.00 | \$3,466.00 |
| Itasca | \$93,014.00 | \$46,507.00 | \$46,507.00 | 50.00% | \$1.00 | \$0.00 | \$0.00 | \$1.00 |
| Lombard | \$308,660.00 | \$308,659.43 | \$0.57 | 100.00% | \$0.00 | \$223,931.92 | \$223,931.92 | \$0.00 |
| Medinah | \$88,362.00 | \$44,181.00 | \$44,181.00 | 50.00% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Oakbrook Terrace | \$70,034.00 | \$35,017.00 | \$35,017.00 | 50.00% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Schiller Park | \$91,392.00 | \$46,747.00 | \$44,645.00 | 51.15% | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Villa Park | \$144,435.00 | \$125,357.94 | \$19,077.06 | 86.79% | \$101,516.03 | \$0.00 | \$0.00 | \$101,516.03 |
| Wood Dale | \$141,267.00 | \$70,633.50 | \$70,633.50 | 50.00% | \$5,539.00 | \$0.00 | \$0.00 | \$5,539.00 |
| Total | \$1,658,695.00 | \$1,037,868.37 | \$620,826.63 | 62.57% | \$615,132.03 | \$223,931.92 | \$223,931.92 | \$615,132.03 |



| ADDISON | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|--------------|-----------------------|-----------------------------|-------------------------|---------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$350,699.28 |
| Check #65160 | 07/30/2020 | \$145,814.50 | \$145,814.50 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Totals | | | \$145,814.50 | \$0.00 | \$0.00 | \$350,699.28 |

| BENSENVILLE | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|-----------------------|-----------------------------|-------------------------|---------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$153,910.72 |
| Check #57142 | 07/24/2020 | \$92,929.00 | \$92,929.00 | | | |
| | | | | | | |
| | | | | | | |
| Totals | | | \$92,929.00 | \$0.00 | \$0.00 | \$153,910.72 |

| BUTTERFIELD | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|-----------------------|-----------------------------|-------------------------|-----------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$0.00 |
| Check #18425 | 07/24/2020 | \$32,379.00 | \$32,379.00 | | | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| Totals | | | \$32,379.00 | \$0.00 | \$0.00 | \$0.00 |

| GLENDALE HEIGHTS | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|-----------------------|-----------------------------|-------------------------|-------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$3,466.00 |
| Check #208149 | 08/12/2020 | \$89,643.00 | \$89,643.00 | | | |
| | | | | | | |
| Totals | | | \$89,643.00 | \$0.00 | \$0.00 | \$3,466.00 |



| ITASCA | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|-----------------------|-----------------------------|-------------------------|-----------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$1.00 |
| Check #59039 | 07/24/2020 | \$46,507.00 | \$46,507.00 | | | |
| | | | | | | |
| Totals | | | \$46,507.00 | \$0.00 | \$0.00 | \$1.00 |

| LOMBARD | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|--------------|-----------------------|-----------------------------|-------------------------|-----------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$0.00 |
| ACH | 06/04/2020 | \$5,323.88 | \$5,323.88 | | | \$0.00 |
| ACH | 07/02/2020 | \$271,363.63 | \$154,000.00 | \$117,363.63 | | \$117,363.63 |
| Check #52705 | 07/16/2020 | \$117,363.63 | \$0.00 | | \$117,363.63 | \$0.00 |
| ACH | 08/18/2020 | \$15,326.67 | \$15,326.67 | | | \$0.00 |
| ACH | 09/02/2020 | \$50,760.54 | \$50,760.54 | | | \$0.00 |
| ACH | 09/30/2020 | \$189,816.63 | \$83,248.34 | \$106,568.29 | | \$106,568.29 |
| Check #52764 | 10/15/2020 | \$106,568.29 | | | \$106,568.29 | \$0.00 |
| | | | | | | \$0.00 |
| | | | | | | \$0.00 |
| Totals | | | \$308,659.43 | \$223,931.92 | \$223,931.92 | \$0.00 |

| MEDINAH | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|-----------------------|-----------------------------|-------------------------|-----------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$0.00 |
| Check #27419 | 08/12/2020 | \$44,181.00 | \$44,181.00 | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Totals | | | \$44,181.00 | \$0.00 | \$0.00 | \$0.00 |



| OAKBROOK TERRACE | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|------------------------|--------------------------------|----------------------------|--------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$0.00 |
| Check | 08/12/2020 | \$35,017.00 | \$35,017.00 | | | |
| | | | | | | |
| Totals | | | \$35,017.00 | \$0.00 | \$0.00 | \$0.00 |

| SCHILLER PARK | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|------------------------|--------------------------------|----------------------------|--------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$0.00 |
| Check #9040 | 07/24/2020 | \$46,747.00 | \$46,747.00 | | | \$0.00 |
| | | | | | | \$0.00 |
| Totals | | | \$46,747.00 | \$0.00 | \$0.00 | \$0.00 |

| VILLA PARK | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|--------------|------------------------|--------------------------------|----------------------------|---------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$101,516.03 |
| Check #181681 | 06/18/2020 | \$3,709.49 | \$3,709.49 | | | \$101,516.03 |
| Check | 08/06/2020 | \$121,648.45 | \$121,648.45 | | | \$101,516.03 |
| | | | | | | \$101,516.03 |
| | | | | | | \$101,516.03 |
| Totals | | | \$125,357.94 | \$0.00 | \$0.00 | \$101,516.03 |

| WOOD DALE | | | Fiscal Year 2020-2021 | | | ADA/Access |
|--------------------------|------------|-------------|------------------------|--------------------------------|----------------------------|--------------------|
| Description | Date | Dollar Amt. | Operations Received | ADA/Access Reserve Received | ADA/Access Reserve Paid | Reserve Balance |
| Beginning Balance | | | | | | \$5,539.00 |
| Check #86433 | 08/12/2020 | \$70,633.50 | \$70,633.50 | | | |
| | | | | | | |
| Totals | | | \$70,633.50 | \$0.00 | \$0.00 | \$5,539.00 |

Date: January 13, 2021
To: Board of Trustees
From: Rick Poole, Executive Director
Re: Agency Report

Administration Report

Building Update

The elevator pit was serviced by Reliable Basement Solutions on December 22. Cracks were filled, channels installed to drain water to the pump and a new sump pump installed. Colley Elevator is scheduled to return January 11 to remove rust from elevator components in the pit and apply protective paint. Expenses will be shared with Addison Park District.

The rain, ice and snow during the last week of December caused significant leaking from the roof into two parts of the building. Water collapsed ceiling tiles on both the first and second level of the building. Staff are working to have the roof evaluated and any tears or rips patched.

Allied Paint has been secured to paint the NEDSRA interior. The project is scheduled to start January 18 and finish by February 1.

Staff are working on quotes for elevator maintenance for the next fiscal year and obtaining quotes for new elevator switchboards and components. The current control board is obsolete and NEDSRA has been advised a breakdown could put the elevator out of commission for 3 months.

Staff are also working on quotes to remove the can lights in the small multi-purpose room. After the conversion to LED, the can lights no longer work and were never removed.

The painting and water leaks also highlight the need for the replacement of ceiling tiles and staff are receiving quotes on that as well.

Recreation

Fall Update

Fall 2020 was a 14-week season of virtual and in-person programming. The State of Illinois mitigation efforts put in place during late November disrupted a handful of in-person programs, some of which remain paused. While there will be some minor changes in registration totals we are reporting 706 registrations (compared to 1,526 the previous fall) and 153 unique individuals served (compared to 915 the previous year).

Winter Update

The winter season started January 11. Virtual programs are running as scheduled, while in-person programs are suspended through at least January 15. Should Region 8 move to tier 2 mitigation on January 15, NEDSRA in-person programs will resume January 18. Initial registration numbers show total registrations of 463 (compared to 810 the previous winter) and unique individuals down roughly 75% compared to last winter. NEDSRA does anticipate an increase in unique individuals served as the season progresses.

A handful of in-person programs were converted to virtual experiences due to the mitigation still in place. Staff also plan to offer additional programming later in the winter season should guidelines change.

We are excited to have commitments from the Addison Police Department, Addison Fire Department and Drury Lane for our Mystery Guest program this winter. Staff also have open dialogue with the Addison Mayor's Office and Cubs Charities. NEDSRA is excited to surprise participants in this program with many outstanding members of the community.

Special Olympics has cancelled all activities through January. NEDSRA was scheduled to host the basketball skills competition this month and is working with Special Olympics to move the date to February.

Marketing & Fund Development

Grants

JCS Arts, Health & Education Fund grant was submitted at the end of 2020. When approved, amounts from \$1,000 to \$2,500 will be awarded starting March 31. Staff is researching new grants for 2021 to determine need and eligibility such as; Bright & Early DuPage, Gustafson Family Foundation Fund, Bryon Riesch Paralysis Foundation and the Chicago Community Trust Grant, as well as preparing for the DuPage Foundation Community Needs Grant, which can be up to a \$25,000 award; submissions are due by March 5.

Redevelopment

Marketing is developing a new, more effective approach to the design and use of the Annual Service Report and other marketing publications and materials. Staff are determining the benefit and application for each item, updating outdated information, creating material to be more user friendly while increasing the quantity of information displayed. We are reviewing the plan for the Annual Service Report to define it as a more useful marketing tool, while displaying annual accomplishments and future goals to maintain and increase donors/sponsors.