



Board Packet

Thursday, December 2, 2021

Salt Creek Golf Club

1051 N. Prospect Avenue, Wood Dale, Illinois 60191

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
Thursday, December 2, 2021, 4:00 PM
Salt Creek Golf Club, 1051 N. Prospect Ave., Wood Dale, IL 60191

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|------------|--|--|
| 1. | Call Order | Chairman Ellmann |
| 2. | Roll Call | Chairman Ellmann |
| 3. | Introduction of Guests and Staff | Chairman Ellmann |
| a. | Introduction of Recreation Specialists Rachel Anderson and Kate Mihelich | Superintendent Barton |
| 4. | Public Comments | Chairman Ellmann |
| a. | For matters not on the Agenda. Limited to one, three-minute comment per person.
Maximum 15 minutes. | |
| 5. | Approval of Meeting Minutes | Chairman Ellmann |
| a. | Approval of Board of Trustees Regular Meeting Minutes – November 3, 2021 | Voice Vote |
| 6. | Comments and Communications | Executive Director Poole |
| 7. | Consent Agenda – Financial Reports | Chairman Ellmann |
| a. | Ratify NEDSRA Disbursements and Financial Statements
– Period Ending 10/31/2021 | Roll Call Vote |
| 8. | Agency Report | Executive Director Poole |
| 9. | Old Business. Discussion and approval of the date that the designated \$500,000 for
Partner agencies ADA projects be expended. | Chairman Ellmann
Roll Call Vote |
| 10. | New Business | Chairman Ellmann |
| a. | Approval of new full-time staff position. | Roll Call Vote |
| 11. | Chairman of the Board Comments | Chairman Ellmann |
| 12. | Board of Trustees Comments | Chairman Ellmann |
| 13. | Next Meeting Date: Wednesday, February 2, 2022 | Chairman Ellmann |
| 14. | Adjournment | Chairman Ellmann
Voice Vote |

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BOARD OF TRUSTEES REGULAR MEETING MINUTES
Wednesday, November 3, 2021
At NEDSRA Offices, 1770 W. Centennial Place, Addison IL 60101

1. **Call to Order:** Chairman Ellmann called the meeting to order at 1:30 p.m.

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

Members Present: Leslie DeMoss, Addison Park District
Michael Hixenbaugh, Butterfield Park District (1:32 p.m.)
Keith Knautz, Village of Glendale Heights
Maryfran Leno, Itasca Park District
Paul Friedrichs, Lombard Park District
Bruce Baum, Medinah Park District
Matt Ellmann, Wood Dale Park District

Members Absent: Phyllis Schmidt, Bensenville Park District
Cathy Fallon, Oakbrook Terrace Park District
Randy Splitt, Village of Schiller Park
Greg Gola, Village of Villa Park

Staff Present: Rick Poole, Executive Director
Jerry Barton, Superintendent of Recreation
Sue Martellotta, Executive Assistant/Recording Secretary
Kristen Seefurth, Marketing/Fund Development Manager

Guests Present: None.

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

4. **Public Comments.** None.

5. **Approval of Meeting Minutes.**

- a. Chairman Ellmann requested a motion to approve Board of Trustees regular meeting minutes of September 1, 2021 and the special meeting minutes of October 13, 2021. Trustee Knautz asked that the September 1, 2021, section 10, minutes be amended to state that it was Mr. LeFevre, not Mr. Sikich that was presenting the annual audit. Motion to approve both sets of minutes with amendments for September 1 as stated, was made by Trustee Leno and a second made by Trustee Knautz. 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 DeMoss, Addison Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays.

6. Comments and Communications. None.

7. Consent Agenda.

- a. Chairman Ellmann requested a motion to approve the financial statements for the periods ending August 31, 2021 and September 30, 2021. The motion was made by Trustee Leno and the second was made by Trustee Knautz. Trustee Leno inquired as to when partner agencies would receive the second invoice for member partner contributions. Recording Secretary Martellotta assured the Board that they would be mailed out November 4. 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 DeMoss, Addison Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays.

8. Agency Report. Director Poole said the hot water tanks in the basement are in need of replacement. For both tanks to be replaced it would cost \$21,600 and asked for a consensus to move ahead with the replacements. Trustee Leno recommended that a placeholder for unanticipated expenses of this type be always placed in the budget. Chairman Ellmann stated there was consensus to proceed. Marketing Manager Seefurth reminded the Board of Giving Tuesday coming up after Thanksgiving. Recording Secretary Martellotta said the State received the initial application for the 2022 Grant and NEDSRA awaits the confirmation. Superintendent Barton reviewed summer numbers and distributed a hand-out with statistics. Highlighted were items including transportation, TREC, and Inclusion. He thanked the Member Partners for their support throughout the summer. Trustee Leno requested that in the future a procedure be put in place for NEDSRA staff to notify or inform the staff of the facility being used of any incidents that take place, so that it is recorded at the facility as well. Trustee Knautz recommended that the respective Trustee be copied in those communications. Chairman Ellmann asked Superintendent Barton if anything stood out in the data. Superintendent Barton stated that it was a good summer despite the pandemic and that it is refreshing to have data that is accurate due to the RecTrac registration system. Many of the programs were affected by the previous lack of transportation. Director Poole updated the Board that he had sent out the Community Needs Assessment RFP draft to the committee and will finalize with their input. The full Board will be involved in the ultimate selection. Trustee Leno asked that the \$500,000 allocated for ADA projects be itemized per agency to show the status of each on the financial reports. The “use by” date was never determined and Chairman Ellmann recommended that discussion of that be placed on the December agenda. Recording Secretary Martellotta said the invitations for the Holiday Gathering will be sent out this week.

9. New Business.

- a. Approve 2022 Board Meeting Calendar. The Board was presented with the meeting calendar for 2022. The Trustees believed adding a September 7, 2022 regular meeting to the calendar was prudent. Chairman Ellmann requested a motion to approve the Board meeting calendar with the addition of the September 7 meeting. The motion was made by Trustee Leno and a second was made by Trustee Knautz. On a roll call vote, voting aye: Trustee Leno, Itasca Park District; Trustee Friedrichs, Lombard Park District; Trustee Baum, Medinah Park District; Trustee DeMoss, Addison Park District; Trustee Hixenbaugh, Butterfield Park District; Trustee Knautz, Village of Glendale Heights; Trustee Ellmann, Wood Dale Park District. Motion passed with 7 ayes, 0 nays. Trustee Knautz asked if outlook email invitations for all the meetings can be sent out for the year. Recording Secretary Martellotta will send those out.

10. Chairman of the Board Comments. The ribbon cutting ceremony for “390 Golf Experience” will be November 11 and invitations are being sent out.

11. Board of Trustees Comments. Trustee Hixenbaugh apologized for arriving late and welcomed back Recording Secretary Martellotta. He also thanked her for all her comments and help with the payroll system from Lauterbach & Amen. Trustee Leno noted that the Haymarket issue was voted down. Itasca is hosting vaccination and booster clinics. She announced that beginning Monday, Itasca Park District is mandating COVID vaccinations or weekly proof of negative Covid test for all employees. Trustee Friedrichs said Lombard Park District’s OSLAD grant is ongoing. In the next cycle OSLAD grant applications numbered over 150. Lombard will host a vaccination clinic, as well. Trustee Knautz also has an ongoing OSLAD grant. They are opening half of the project, which is the main playground. Trustee DeMoss said Addison is interviewing Recreation Supervisor candidates.

12. Next Meeting Date: Thursday, December 2, 2021 at 4:00 p.m., Salt Creek Golf Club, Wood Dale.

13. Adjournment: Chairman Ellmann stated that the next meeting date was on Thursday, December 2 at 4:00 p.m. to be held at Salt Creek Golf Club in Wood Dale and that there being no further business before the NEDSRA Board of Trustees, he would entertain a motion to adjourn. A motion was made by Trustee Baum and a second by Trustee Friedrichs. Motion passed unanimously on a voice vote with 7 ayes, 0 nays. The meeting was adjourned at 2:26 p.m.

Respectfully submitted,



Susan Martellotta, Recording Secretary

Matthew Ellmann, Chairman

Keith Knautz, Vice-Chairman

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FINANCIALS NARRATIVE

To: NEDSRA Board of Trustees
From: Business Services
Date: December 2, 2021
Re: Financial Statements for Period Ending 10/31/2021

Net revenue over expenses is lower than last year at this time due to budgeted increase in Capital Improvement spending and part-time wages. Revenues and Expenses are beginning to return to normal in regards to the COVID impact on FY21 financials.

	10/31/2021 YTD Actual	2021/22 Budget	10/31/2020 YTD Actual
Revenue	\$1,255,171	\$2,296,343	\$1,335,152
Expenses	\$946,548	\$3,080,424	\$735,980
Net Revenue/Expenses	\$308,623	(\$784,081)	\$599,172

	10/31/2021 YTD Actual	2021/22 Budget
General Fund		
Beginning Balance	\$1,796,610	\$1,796,610
Increase/Decrease	308,623	(\$784,081)
Ending General Fund Balance	\$2,105,233	\$1,012,529

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Disbursements

Period Ending 10/31/2021

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Northeast DuPage Special Recreation Association

Check List

All Bank Accounts

October 1, 2021 - October 31, 2021

Check Number	Check Date	Payee	Amount
Vendor Checks			
53064	10/04/21	AT&T	300.41
53065	10/07/21	Blackbaud, Inc.	9,756.06
53066	10/07/21	Lauterbach & Amen, LLP	4,822.92
53067	10/07/21	TechPro, Inc.	1,889.00
53068	10/07/21	Warehouse Direct Workplace Solutions	1,363.02
53069	10/07/21	White Pines Golf Club	14,415.05
53070	10/14/21	Rachel Anderson	325.00
53071	10/28/21	Addison, Village of - Attn: Finance	581.88
53072	10/28/21	Dawne Morong	60.00
53073	10/28/21	Drozdz, Erin	128.22
53074	10/28/21	Hervas, Condon & Bersani, P.C	203.50
53075	10/28/21	Konica Minolta Business Solutions, Inc.	308.16
53077	10/28/21	NICOR	146.22
53078	10/28/21	Orkin	94.42
53079	10/28/21	Sentry Security, Inc.	102.00
53080	10/28/21	Sikich LLP	500.00
53081	10/28/21	TechPro, Inc.	790.00
53082	10/28/21	Wood Dale Park District	8,747.55
53083	10/29/21	Lombard Park District	171,286.29
100621	10/06/21	Paychex	412.90
101621	10/16/21	AFLAC	24.84
10062021	10/06/21	Paychex	77.06
10152021	10/15/21	WageWorks	100.00
10272021	10/27/21	BMO Harris P-Card	9,730.52
Vendor Check Total			226,165.02

Check count = 24

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Northeast DuPage Special Recreation Association
Vendor Check Report

All Bank Accounts
October 2021

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
Vendor Checks					
AT&T 58100	Utilities:Telephones/Internet	AT&T - 630916686009	10/04/21 300.41	53064	<u>300.41</u>
Blackbaud, Inc. 54400	Maintenance/Contractual Agreements	Blackbaud, Inc. - INV-012659 Site ID 10622	10/07/21 9,756.06	53065	<u>9,756.06</u>
Lauterbach & Amen, LLP 54100	Business Services - Contract	Invoice # 59708	10/07/21 4,822.92	53066	<u>4,822.92</u>
TechPro, Inc. 58100	Utilities:Telephones/Internet	Invoice # 259060	10/07/21 775.00	53067	<u>1,889.00</u>
53900	Professional Consultants	Invoice # 259061	214.00		
53900	Professional Consultants	Invoice # 259062	900.00		
Warehouse Direct Workplace Solutions 58500	Maintenance Expenses	Warehouse Direct # 5056867-0 and 65565-0	10/07/21 398.57	53068	<u>1,363.02</u>
53400	Office Supplies & Duplicating	Warehouse Direct # 5046325-0, 47817-0, 51988-0, 58518-0, 58635-0, 60915-0	964.45		
White Pines Golf Club 66041	Golf Classic Fund Raising:Catering	White Pines Golf Club - Invoice # 91521	10/07/21 14,415.05	53069	<u>14,415.05</u>
Rachel Anderson 56100	Professional Memberships	Rachel Anderson - NCTRC Certification Exam	10/14/21 325.00	53070	<u>325.00</u>
Addison, Village of - Attn: Finance 57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	Addison, Village of - Attn: Finance Inv #2022- 00075026	10/28/21 581.88	53071	<u>581.88</u>
Dawne Morong 54302.01	AID Contractual General	Dawne Morong - program 202126-01	10/28/21 60.00	53072	<u>60.00</u>
Drozdz, Erin 61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	Drozdz, Erin - S.O Boosters Family Night	10/28/21 128.22	53073	<u>128.22</u>
Hervas, Condon & Bersani, P.C 53800	Legal Services	Invoice # 18787 - August Billing	10/28/21 203.50	53074	<u>203.50</u>
Konica Minolta Business Solutions, Inc. 54400	Maintenance/Contractual Agreements	Invoice #9008127447	10/28/21 308.16	53075	<u>308.16</u>
NICOR 58300	Utilities:Natural Gas	Acct # 40-60-14-9669 4 9/1 to 9/29/21	10/28/21 146.22	53077	<u>146.22</u>
Orkin 58500	Maintenance Expenses	Orkin Acct 28402122	10/28/21 94.42	53078	<u>94.42</u>
Sentry Security, Inc. 54400	Maintenance/Contractual Agreements	Sentry Security, Inc. - Inv #288841	10/28/21 102.00	53079	<u>102.00</u>
Sikich LLP 53700	Auditor	Sikich LLP - 533239	10/28/21 500.00	53080	<u>500.00</u>
TechPro, Inc.			10/28/21	53081	<u>790.00</u>

Northeast DuPage Special Recreation Association Vendor Check Report

All Bank Accounts
October 2021

Payee/Account #	Account Description	Description	Check Date/ Amount	Check Number	Check Amount
58600	Office & Computer Equipment	Invoice # 259217	790.00		
Wood Dale Park District			10/28/21	53082	<u>8,747.55</u>
66000	Reserve Fund Expenses:ADA Partner Reimbursement	Wood Dale Park District - ADA Reimbursement	8,747.55		
Lombard Park District			10/29/21	53083	<u>171,286.29</u>
23010	Due to Members (ADA)	Lombard Park District	171,286.29		
Paychex			10/06/21	100621	<u>412.90</u>
54000	Payroll Services - Contract	Paychex - 133527	412.90		
AFLAC			10/16/21	101621	<u>24.84</u>
21200	Payroll Liabilities:Fringe Benefits (AFLAC)	AFLAC Inv. #613596	24.84		
Paychex			10/06/21	10062021	<u>77.06</u>
54000	Payroll Services - Contract	Paychex - 133531	77.06		
WageWorks			10/15/21	10152021	<u>100.00</u>
21250	Payroll Liabilities:FSA Deduction	WageWorks	100.00		
BMO Harris P-Card			10/27/21	10272021	<u>9,730.52</u>
53510	Support Staff Supplies	BMO Harris P-Card	130.00		
55175	Marketing Material	BMO Harris P-Card	101.87		
55180	Promotional Marketing	BMO Harris P-Card	85.00		
53210	Professional Printing	BMO Harris P-Card	56.12		
53603.01	ADP Admissions General	BMO Harris P-Card	145.65		
53607.01	TREC Admission NEDSRA	BMO Harris P-Card	358.90		
53604.01	Youth Admissions General	BMO Harris P-Card	73.34		
53602.01	AID Admissions General	BMO Harris P-Card	694.70		
61300	Reserve Fund Expenses:Booster Expenses:S.O. Boosters Expenses	BMO Harris P-Card	26.76		
58600	Office & Computer Equipment	BMO Harris P-Card	249.99		
56100	Professional Memberships	BMO Harris P-Card	2,112.00		
55200	Subscription & Publication	BMO Harris P-Card	86.82		
53650	Program Equipment	BMO Harris P-Card	812.00		
53400	Office Supplies & Duplicating	BMO Harris P-Card	533.39		
53502.01	AID Supplies General	BMO Harris P-Card	193.30		
53502.02	AID Supplies Cultural Arts	BMO Harris P-Card	8.40		
53504.01	Youth Supplies General	BMO Harris P-Card	619.01		
53507.01	TREC Supplies NEDSRA	BMO Harris P-Card	388.89		
53501.01	Rec Special Events Supplies General	BMO Harris P-Card	1,058.07		
53503.01	APD Supplies General	BMO Harris P-Card	7.07		
53606.01	Special Olympics Admissions General	BMO Harris P-Card	501.00		
54400	Maintenance/Contractual Agreements	BMO Harris P-Card	168.00		
58910	Risk Management	BMO Harris P-Card	111.99		
55050	Marketing/Advertising	BMO Harris P-Card	318.93		
58500	Maintenance Expenses	BMO Harris P-Card	118.44		
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	BMO Harris P-Card	40.00		
56000	Continuing Education	BMO Harris P-Card	129.85		
58100	Utilities:Telephones/Internet	BMO Harris P-Card	601.03		

Check List Total 226,165.02

Check count = 24

NEDSRA PCARD Detail Report PE 10/27/2021

Name	Name	Date	Supplier - Name	Transaction - Business Justification	Account	Amount	Account Total
Colleen	Cline	10/26/2021	Zoom.Us 888-799-9666	Subscription	52000	29.98	
Sean	Fritsch	10/15/2021	Solid Impressions Inc	Movie Lot 1770 - Posters	53210	56.12	
Susan J	Martellotta	10/12/2021	Amazon.Com 277nb7s31 A	2022 Calendar	53400	27.80	
Susan J	Martellotta	10/04/2021	Amazon.Com 2c0b98qq2 A	Chair Lumbar Supports	53400	120.34	
Susan J	Martellotta	09/28/2021	Amzn Mktp US 2c0052bb1	Printer Ink	53400	259.16	
Beth	Corso	10/21/2021	Amazon.Com 2y3ad5dl1	Misc. Art Supplies	53500	36.44	
Beth	Corso	10/22/2021	Successories	Reach for the Stars Awards-Jeena Greenwalt Scholarship	53501.01	146.38	
Beth	Corso	10/15/2021	Successories	Reach for the Stars Awards for Award Winners	53501.01	323.95	
A Maggie	Goode	10/23/2021	Amzn Mktp US 2y4lr1901	Reach for the Stars supplies	53501.01	48.99	
A Maggie	Goode	10/21/2021	Amzn Mktp US 2y20l1z02	Reach for the Stars Supplies	53501.01	88.88	
A Maggie	Goode	10/19/2021	Amzn Mktp US 2y1qc7cs2	Reach for the Stars supplies	53501.01	98.60	
A Maggie	Goode	10/14/2021	Amzn Mktp US 277558582	Reach for the Stars supplies	53501.01	210.60	
Rick	Poole	10/18/2021	Baudville Inc.	RFTS	53501.01	104.23	
Rachel	Anderson	10/26/2021	Wal-Mart #5442	Craft Supplies for PPTs	53502.01	43.05	
Beth	Corso	10/25/2021	Wal-Mart #5442	Day Tripper Supplies	53502.01	49.49	
Robert	Griffin	10/08/2021	Wm Supercenter #5442	Friday Night Rec Supplies	53502.01	31.56	
Nedsra	Nedsra1	10/20/2021	Aldi 40063		53502.01	14.93	
Sharon	Pearce	10/16/2021	Jewel Osco 3341		53502.01	54.27	
A Maggie	Goode	10/20/2021	Amazon.Com 2y9dt1f32	Art Lesson Supplies	53502.02	8.40	
Rachel	Anderson	10/18/2021	Goebbert S Pumpkin Pat	Supplies for PPTs	53503.01	7.07	
Sean	Fritsch	10/20/2021	Wm Supercenter #5442	Trunk 'r Treat Supplies	53504.01	47.06	
Sean	Fritsch	10/20/2021	Wm Supercenter #5442	Trunk 'r Treat Supplies	53504.01	261.20	
Sean	Fritsch	10/18/2021	Dollar Tree	Trunk 'r Treat Supplies	53504.01	29.00	
Sean	Fritsch	10/18/2021	Lens Ace Hdwe	Trunk 'r Treat Supplies	53504.01	21.00	
Sean	Fritsch	10/11/2021	Sunny Acres Farm	School's Day Out - Supplies	53504.01	12.21	
Sean	Fritsch	10/03/2021	Amzn Mktp US 2c21c29h0	Trunk 'r Treat Supplies	53504.01	30.23	
Sean	Fritsch	10/02/2021	Amzn Mktp US 2c6xu5si0	Trunk 'r Treat Supplies	53504.01	11.87	
Sean	Fritsch	09/29/2021	Amzn Mktp US 2c89c88g1	Trunk 'r Treat Supplies	53504.01	36.05	
Sean	Fritsch	09/29/2021	Amzn Mktp US 2c5mn1871	Trunk 'r Treat Supplies	53504.01	99.23	
A Maggie	Goode	09/28/2021	Wal-Mart #5442	TREC program supplies	53507.01	44.51	
A Maggie	Goode	09/27/2021	Wm Supercenter #1553	TREC program supplies	53507.01	5.96	
Theodore	Koch	10/19/2021	Wal-Mart #1848	TREC program supplies	53507.01	25.12	
Theodore	Koch	10/15/2021	Wal-Mart #5442	TREC program supplies	53507.01	7.27	
Theodore	Koch	10/12/2021	Wal-Mart #1848	TREC program supplies	53507.01	45.83	
Theodore	Koch	10/04/2021	Dd/Br #331015 Q35	TREC supplies	53507.01	7.88	
Theodore	Koch	09/30/2021	Gigis Playhouse	TREC supplies	53507.01	6.00	
Theodore	Koch	09/30/2021	Wm Supercenter #5442	TREC program supplies	53507.01	3.98	
Theodore	Koch	09/29/2021	McDonalds F17760	TREC supplies	53507.01	58.67	
Kristen	Robertson	10/24/2021	Jewel Osco 3278	TREC program supplies	53507.01	9.05	
Kristen	Robertson	10/23/2021	Dollar Tree	TREC program supplies	53507.01	5.98	
Kristen	Robertson	10/19/2021	Toms Farm Market	TREC program supplies	53507.01	39.92	

NEDSRA PCARD Detail Report PE 10/27/2021

Name	Name	Date	Supplier - Name	Transaction - Business Justification	Account	Amount	Account Total
Kristen	Robertson	10/15/2021	Wpy Toms Farm Market	TREC program supplies	53507.01	37.12	
Kristen	Robertson	10/11/2021	Gullivers Pizza & Pub	TREC program supplies	53507.01	41.96	
Kristen	Robertson	10/11/2021	Wm Supercenter #5442	TREC program supplies	53507.01	41.09	
Kristen	Robertson	10/06/2021	Michaels Stores 1278	TREC program supplies	53507.01	8.55	
Colleen	Cline	09/29/2021	Custom Promos	Support Staff	53510	130.00	
Rachel	Anderson	10/21/2021	Stardust Bowl Of Addis	Bowling Admissions	53602.01	72.00	
Rachel	Anderson	10/20/2021	Sleepy Hollow Pool	Zoo Admissions	53602.01	42.75	
Rachel	Anderson	10/14/2021	Stardust Bowl Of Addis	Bowling Admissions	53602.01	87.75	
Rachel	Anderson	10/07/2021	Stardust Bowl Of Addis	Bowling Admissions	53602.01	69.75	
Rachel	Anderson	10/05/2021	Ipura	IPRA Membership	53602.01	264.00	
Rachel	Anderson	10/05/2021	Paypal Touchmyhear	Farm Admissions	53602.01	90.00	
Rachel	Anderson	09/30/2021	Stardust Bowl Of Addis	Bowling Admissions	53602.01	60.00	
Rachel	Anderson	09/28/2021	Aldi 40014	Supplies for PPTs	53602.01	8.45	
Rachel	Anderson	10/16/2021	Ticketleap Goebberts	Farm Admissions	53603.01	127.75	
Rachel	Anderson	09/27/2021	Goebberts Farm	Farm Admissions	53603.01	17.90	
Sean	Fritsch	10/08/2021	Wpy Toms Farm Market	School's Day Out - Field Trip Admission	53604.01	74.34	
Robert	Griffin	10/23/2021	Stardust Bowl Of Addis	Huskies Bowling Admissions	53606.01	138.00	
Robert	Griffin	10/16/2021	Stardust Bowl Of Addis	Huskies Bowling Admissions	53606.01	117.00	
Robert	Griffin	10/09/2021	Stardust Bowl Of Addis	Huskies Bowling Admissions	53606.01	111.00	
Robert	Griffin	10/02/2021	Stardust Bowl Of Addis	Huskies Bowling Admission	53606.01	135.00	
Beth	Corso	10/01/2021	Act Villageorlandpark	IPRA TR Section Volleyball Tournament Fees	53606.02	160.00	
Theodore	Koch	10/14/2021	Stardust Bowl Of Addis	TREC program admissions	53607.01	15.00	
Theodore	Koch	10/07/2021	Sq Dupage Graue Mill	TREC program admissions	53607.01	25.00	
Theodore	Koch	10/06/2021	Picture Show Bloomingd	TREC program admissions	53607.01	7.92	
Theodore	Koch	10/05/2021	Fandango	TREC program admissions	53607.01	37.74	
Theodore	Koch	10/05/2021	Fandango	TREC program admissions	53607.01	37.74	
Theodore	Koch	09/28/2021	Stardust Bowl Of Addis	TREC Admissions	53607.01	24.00	
Kristen	Robertson	10/25/2021	Stardust Bowl Of Addis	TREC program admissions	53607.01	24.00	
Kristen	Robertson	10/12/2021	Sq The Lambs Farm, In	TREC admissions	53607.01	27.50	
Beth	Corso	09/29/2021	Custom Promos	Huskies Bowling Uniforms	53650	812.00	
Susan J	Martellotta	10/04/2021	Colley Elevator Compan	Elevator Maintenance	54000	168.00	
Susan J	Martellotta	10/08/2021	Gopro Inc.	Marketing	55050	166.26	
Rick	Poole	10/22/2021	Smartsign	Marketing	55050	152.67	
Rick	Poole	10/15/2021	Vistapr Vistaprint.Com	Marketing	55175	101.87	
Susan J	Martellotta	09/28/2021	Wal-Mart #5442	Marketing	55180	85.00	
Jerry	Barton	10/11/2021	Google Youtubepremium	Virtual Program Content	55200	11.99	
A Maggie	Goode	10/08/2021	Amazon Prime 271q67a00	Amazon Prime Subscription	55200	12.99	
Kristen	Seefurth	09/28/2021	Adobe Creative Cloud	Adobe Subpscription	55200	31.86	
Jerry	Barton	10/21/2021	Nrpa Housng 800 906 42	NRPA Housing	56000	-333.07	
Rick	Poole	10/26/2021	Illinois Association O	IRPA 2022 Conference	56000	517.00	
Rick	Poole	10/21/2021	Nrpa Housng 800 906 42	Refund NRPA	56000	-265.08	

NEDSRA PCARD Detail Report PE 10/27/2021

Name	Name	Date	Supplier - Name	Transaction - Business Justification	Account	Amount	Account Total
Rick	Poole	10/01/2021	Illinois Assoc Of Park	Legal Symposium	56000	211.00	
Jerry	Barton	10/05/2021	Ipra	Annual IPRA Membership	56100	264.00	
Colleen	Cline	10/05/2021	Ipra	IPRA Membership	56100	264.00	
Beth	Corso	10/04/2021	Ipra	IPRA Membership Renewal	56100	264.00	
Sean	Fritsch	10/06/2021	Ipra	IPRA Membership	56100	264.00	
A Maggie	Goode	10/07/2021	Ipra	IPRA membership renewal	56100	264.00	
Susan J	Martellotta	10/06/2021	Ipra	IPRA Membership	56100	264.00	
Rick	Poole	10/06/2021	Ipra	IPRA Membership	56100	264.00	
Ana	Salazar	10/06/2021	Ipra	IPRA Membership	56100	264.00	
Rick	Poole	10/15/2021	Amzn Mktp US 275fz28u2	Office Supplies	56400	13.87	
Rick	Poole	10/13/2021	Samsclub.Com	Office Supplies	56400	55.10	
Rick	Poole	10/15/2021	Amzn Mktp US 278q02i00	Office Supplies	56400	57.12	
Susan J	Martellotta	10/10/2021	Il Tollway-Autorepleni	IPASS Replenish	57100	40.00	
Susan J	Martellotta	10/22/2021	Vzwrllss My Vz Vb P	Telephone	58100	601.03	
A Maggie	Goode	10/14/2021	Amazon.Com 271cn3r61 A	Jeff Vacuum	58500	118.44	
Susan J	Martellotta	09/22/2021	Office Depot #1078	Printer	58600	249.99	
A Maggie	Goode	10/14/2021	Wristband.Com	Loss Prevention supplies	58910	104.00	
A Maggie	Goode	10/21/2021	Amzn Mktp US 2y5f19bj1	Loss Prevention supplies	58910.01	7.99	
Beth	Corso	10/07/2021	Amzn Mktp US 277co7e61	S.O Boosters Family Night Supplies	61300	26.76	
Sean	Fritsch	10/12/2021	Wal-Mart #5442	Trunk 'r Treat Supplies	535004.01	71.16	
	Total					\$9,731.52	

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Consolidated Monthly Financial Statements Period Ending 10/31/2021

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 October 31, 2021 and 2020**

	<u>October 31, 2021</u>	<u>October 31, 2020</u>	<u>Difference</u>	<u>% Difference</u>
Assets				
Fifth Third Bank - Operating #4960	\$ (1,774.64)	\$ 34,157.81	\$ (35,932.45)	-105.20%
Fifth Third Bank - FLEX Account #4987	3,121.55	3,364.69	(243.14)	-7.23%
Fifth Third Bank - Payroll #4979	6,566.16	8,421.81	(1,855.65)	-22.03%
Fifth Third Bank - Merchant #5002	0.00	1,563.85	(1,563.85)	-100.00%
Petty Cash	625.00	625.00	0.00	0.00%
Accounts Receivable	13,542.00	19,698.33	(6,156.33)	-31.25%
Fifth Third Bank - MM #9401	1,760,117.80	1,258,682.19	501,435.61	39.84%
Maxsafe Wintrust - MM #2599	1,027,765.61	1,026,942.06	823.55	0.08%
Total Assets	<u>\$ 2,809,963.48</u>	<u>\$ 2,353,455.74</u>	<u>\$ 456,507.74</u>	<u>19.40%</u>
Liabilities and Fund Balance				
Program Credit	\$ (243.42)	\$ (555.80)	\$ (312.38)	56.20%
Due to Members (ADA)	673,346.81	615,132.03	(58,214.78)	-9.46%
Payroll Liabilities	4,523.12	1,188.55	(3,334.57)	-280.56%
Vehicle Replacement Fund	550.00	0.00	(550.00)	0.00%
Jeena Greenwalt Scholarship Fund	3,755.00	4,236.00	481.00	11.36%
S.O. Boosters	13,060.62	13,520.87	460.25	3.40%
General Fund Balance	2,114,971.35	1,719,934.09	(395,037.26)	-22.97%
Total Liabilities and Fund Balance	<u>\$ 2,809,963.48</u>	<u>\$ 2,353,455.74</u>	<u>\$ 456,507.74</u>	<u>19.40%</u>

Northeast DuPage Special Recreation Association
Summary of Revenue Over Expenditures
For the 1 Month and 6 Months, Months Ending October 31, 2021

Account #	REVENUE RECAP Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	\$ Difference
41000	Partner Contributions	\$ 1,681,917.00	\$ 0.00	\$ 1,053,942.47	\$ (627,974.53)	62.66%	\$ 1,037,868.37	\$ 16,074.10
42000	Fees & Charges	246,279.00	6,333.10	118,968.92	(127,310.08)	48.31%	10,964.68	108,004.24
42020	Scholarship/Fee Assistance	0.00	0.00	7,629.35	7,629.35	0.00%	0.00	7,629.35
43000	Fund Development	49,597.00	365.00	62,811.00	13,214.00	126.64%	(715.00)	63,526.00
43200	State/County Grant Revenue	244,400.00	0.00	0.00	(244,400.00)	0.00%	0.00	0.00
43250	Grant Revenue	25,000.00	0.00	0.00	(25,000.00)	0.00%	14,000.00	(14,000.00)
43260	PPP Loan	0.00	0.00	0.00	0.00	0.00%	258,400.00	(258,400.00)
43600	Contributions/Donations	29,750.00	0.00	8,983.52	(20,766.48)	30.20%	8,718.50	265.02
43700	Restricted Contribution/Donations	12,000.00	0.00	30.00	(11,970.00)	0.00	2,250.00	(2,220.00)
46000	Miscellaneous Income	5,000.00	0.00	1,976.23	(3,023.77)	39.52%	2,426.43	(450.20)
47000	Interest Earned	2,400.00	146.17	829.34	(1,570.66)	34.56%	1,239.43	(410.09)
49500	Vehicle Replacement Allocation	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
Total Revenue		<u>2,296,343.00</u>	<u>6,844.27</u>	<u>1,255,170.83</u>	<u>(1,041,172.17)</u>	<u>54.66%</u>	<u>1,335,152.41</u>	<u>(79,981.58)</u>
Account #	EXPENDITURE RECAP Account	Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	\$ Difference
51100-51300	Salaries	\$ 1,056,815.00	\$ 63,647.70	\$ 435,702.40	\$ (621,112.60)	41.23%	\$ 402,226.81	\$ 33,475.59
51400-52400	Insurance/Pension	401,625.00	17,168.51	171,689.87	(229,935.13)	42.75%	185,649.57	(13,959.70)
Various	Administrative	105,175.00	6,463.00	30,048.79	(75,126.21)	28.57%	22,446.33	7,602.46
Various	Professional Services	175,959.00	17,524.60	74,079.42	(101,879.58)	42.10%	72,420.41	1,659.01
53200-53240	Professional Printing	6,000.00	56.12	520.12	(5,479.88)	8.67%	0.00	520.12
55000-55180	Marketing/Advertising	10,100.00	505.80	4,180.10	(5,919.90)	41.39%	575.56	3,604.54
53500-53650	Program	98,098.00	4,990.33	26,519.40	(71,578.60)	27.03%	5,357.68	21,161.72
57100-57400	Vehicles	29,590.00	661.88	5,875.02	(23,714.98)	19.85%	6,375.64	(500.62)
58100-58400	Utilities	39,700.00	2,063.32	22,609.07	(17,090.93)	56.95%	18,372.34	4,236.73
58700-58850	Special Projects	21,000.00	0.00	21,651.11	651.11	103.10%	11,807.00	9,844.11
66000-66060	Fund Raising	18,762.00	14,415.05	24,461.38	5,699.38	130.38%	239.99	24,221.39
58910-58940	Miscellaneous	18,190.00	111.99	3,493.96	(14,696.04)	19.21%	3,592.00	(98.04)
Total Expenditures		<u>1,981,014.00</u>	<u>127,608.30</u>	<u>820,830.64</u>	<u>(1,160,183.36)</u>	<u>41.43%</u>	<u>729,063.33</u>	<u>91,767.31</u>
Net Revenue over Expenditures		<u>\$ 315,329.00</u>	<u>\$ (120,764.03)</u>	<u>\$ 434,340.19</u>	<u>\$ (119,011.19)</u>		<u>\$ 606,089.08</u>	<u>\$ (171,748.89)</u>
Reserve Expenditures								
62000-69000	Reserve Fund Expenses	1,099,410.00	8,747.55	125,717.12	(973,692.88)	11.43%	6,916.84	118,800.28
Subtotal		<u>1,099,410.00</u>	<u>8,747.55</u>	<u>125,717.12</u>	<u>(973,692.88)</u>		<u>6,916.84</u>	<u>118,800.28</u>
Total Net Revenue over Expenditures		<u>\$ (784,081.00)</u>	<u>\$ (129,511.58)</u>	<u>\$ 308,623.07</u>	<u>\$ (1,092,704.07)</u>		<u>\$ 599,172.24</u>	<u>\$ (290,549.17)</u>

Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 6 Months, Months Ending October 31, 2021

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	\$ Difference
<u>Salaries</u>								
51100	Payroll:Full Time Salaries	692,409.00	50,563.15	297,413.48	(394,995.52)	42.95%	387,623.97	(90,210.49)
51200	Payroll:Part Time Wages & Salaries	301,945.00	12,603.17	123,911.95	(178,033.05)	41.04%	11,288.83	112,623.12
51210	Part Time Wages - Inclusion	62,461.00	481.38	14,376.97	(48,084.03)	23.02%	3,314.01	11,062.96
		<u>1,056,815.00</u>	<u>63,647.70</u>	<u>435,702.40</u>	<u>(621,112.60)</u>	<u>41.23%</u>	<u>402,226.81</u>	<u>33,475.59</u>
<u>Insurance/Pension</u>								
51400	Payroll:FICA & Medicare	80,846.00	4,677.69	32,889.11	(47,956.89)	40.68%	29,323.63	3,565.48
51500	Payroll:IMRF	137,142.00	13,446.10	65,251.91	(71,890.09)	47.58%	70,505.21	(5,253.30)
51600	Payroll:Health Insurance	153,942.00	(955.28)	48,394.08	(105,547.92)	31.44%	71,982.55	(23,588.47)
52000	Workers Compensation	4,602.00	0.00	1,188.23	(3,413.77)	25.82%	2,364.54	(1,176.31)
52100	Unemployment Compensation	1,500.00	0.00	12,170.00	10,670.00	811.33%	0.00	12,170.00
52300	Liability Insurance	10,095.00	0.00	5,047.62	(5,047.38)	50.00%	4,852.08	195.54
52400	Property Insurance	13,498.00	0.00	6,748.92	(6,749.08)	50.00%	6,621.56	127.36
		<u>401,625.00</u>	<u>17,168.51</u>	<u>171,689.87</u>	<u>(229,935.13)</u>	<u>42.75%</u>	<u>185,649.57</u>	<u>(13,959.70)</u>
<u>Administrative Expenditures</u>								
53000	Bank Fees & Charges	3,000.00	124.97	1,578.89	(1,421.11)	52.63%	1,347.23	231.66
53010	Credit Card Fees	7,250.00	535.10	2,981.96	(4,268.04)	41.13%	2,700.58	281.38
53100	Postage Expense	4,000.00	0.00	387.73	(3,612.27)	9.69%	756.28	(368.55)
53300	Meeting Related Expenses	3,500.00	0.00	951.46	(2,548.54)	27.18%	101.02	850.44
53400	Office Supplies & Duplicating	10,815.00	1,497.84	3,286.15	(7,528.85)	30.39%	5,145.44	(1,859.29)
55200	Subscription & Publication	3,000.00	86.82	1,425.08	(1,574.92)	47.50%	2,161.64	(736.56)
56000	Continuing Education	14,330.00	129.85	3,446.70	(10,883.30)	24.05%	280.00	3,166.70
56100	Professional Memberships	3,880.00	2,437.00	3,255.00	(625.00)	83.89%	1,754.00	1,501.00
56200	Statewide Legislative Initiatives	500.00	0.00	0.00	(500.00)	0.00%	0.00	0.00
58500	Maintenance Expenses	24,600.00	611.43	3,222.27	(21,377.73)	13.10%	3,748.25	(525.98)
58600	Office & Computer Equipment	30,300.00	1,039.99	9,513.55	(20,786.45)	31.40%	4,451.89	5,061.66
53260	PPP Loan	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
		<u>105,175.00</u>	<u>6,463.00</u>	<u>30,048.79</u>	<u>(75,126.21)</u>	<u>28.57%</u>	<u>22,446.33</u>	<u>7,602.46</u>
<u>Professional Services</u>								
53700	Auditor	11,385.00	500.00	11,385.00	0.00	100.00%	11,000.00	385.00
53800	Legal Services	5,000.00	203.50	777.00	(4,223.00)	15.54%	629.00	148.00
53900	Professional Consultants	16,568.00	1,114.00	6,784.00	(9,784.00)	40.95%	6,684.00	100.00
54000	Payroll Services - Contract	13,500.00	489.96	5,959.18	(7,540.82)	44.14%	3,282.75	2,676.43
54010	HR Services/Applications	6,624.00	0.00	0.00	(6,624.00)	0.00%	0.00	0.00
54100	Business Services - Contract	57,875.00	4,822.92	24,114.60	(33,760.40)	41.67%	24,077.10	37.50
54400	Maintenance/Contractual Agreements	29,495.00	10,334.22	18,016.60	(11,478.40)	61.08%	19,269.79	(1,253.19)
55100	Legal Publications	4,115.00	0.00	634.04	(3,480.96)	15.41%	562.77	71.27
54300	Contractual Services	31,397.00	60.00	6,409.00	(24,988.00)	46.81%	6,915.00	2,165.01
		<u>175,959.00</u>	<u>17,524.60</u>	<u>74,079.42</u>	<u>(101,879.58)</u>	<u>42.10%</u>	<u>72,420.41</u>	<u>1,659.01</u>

**Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 6 Months, Months Ending October 31, 2021**

		Anticipated Expenditures	Monthly Summary	Cumulative Summary	Budget Over/(Under)	% To Budget	Previous Year Summary	\$ Difference
<u>Professional Printing</u>								
53210	Professional Printing	2,000.00	56.12	200.12	(1,799.88)	10.01%	0.00	200.12
53220	Brochure	4,000.00	0.00	320.00	(3,680.00)	8.00%	0.00	320.00
		<u>6,000.00</u>	<u>56.12</u>	<u>520.12</u>	<u>(5,479.88)</u>	<u>8.67%</u>	<u>0.00</u>	<u>520.12</u>
<u>Marketing/Advertising</u>								
55050	Marketing/Advertising	3,900.00	318.93	426.23	(3,473.77)	10.93%	176.88	249.35
55150	Digital Marketing	1,300.00	0.00	849.50	(450.50)	65.35%	0.00	849.50
55175	Marketing Material	900.00	101.87	117.19	(782.81)	13.02%	148.68	(31.49)
55180	Promotional Marketing	2,500.00	85.00	2,642.69	142.69	105.71%	0.00	2,642.69
55185	Fund Development Community Outreach	1,500.00	0.00	144.49	(1,355.51)	9.63%	250.00	(105.51)
		<u>10,100.00</u>	<u>505.80</u>	<u>4,180.10</u>	<u>(5,919.90)</u>	<u>41.39%</u>	<u>575.56</u>	<u>3,604.54</u>
<u>Program Expenditures</u>								
53500	Program Supplies	52,348.00	2,274.74	13,027.03	(39,320.97)	24.89%	5,372.96	7,654.07
53510	Support Staff Supplies	2,600.00	130.00	671.50	(1,928.50)	25.83%	0.00	671.50
53520	Inclusion Staff Supplies	1,500.00	0.00	250.66	(1,249.34)	16.71%	0.00	250.66
53650	Program Equipment	8,280.00	812.00	3,787.53	(4,492.47)	45.74%	2,000.00	1,787.53
53600	Program Admissions & Facility Space	33,370.00	1,773.59	8,782.68	(24,587.32)	26.32%	(2,015.28)	10,797.96
		<u>98,098.00</u>	<u>4,990.33</u>	<u>26,519.40</u>	<u>(71,578.60)</u>	<u>27.03%</u>	<u>5,357.68</u>	<u>21,161.72</u>
<u>Vehicles</u>								
57100	Vehicle Expenses:Vehicle Fuel, Equip. & Tolls	13,000.00	621.88	3,809.67	(9,190.33)	29.31%	1,228.56	2,581.11
57200	Vehicle Expenses:Staff Vehicle Reimbursement	2,190.00	40.00	496.28	(1,693.72)	22.66%	440.94	55.34
57300	Vehicle Expenses:Van Repair & Parts	14,400.00	0.00	1,569.07	(12,830.93)	10.90%	4,706.14	(3,137.07)
		<u>29,590.00</u>	<u>661.88</u>	<u>5,875.02</u>	<u>(23,714.98)</u>	<u>19.85%</u>	<u>6,375.64</u>	<u>(500.62)</u>
<u>Utilities</u>								
58100	Utilities:Telephones/Internet	18,000.00	1,917.10	14,284.51	(3,715.49)	79.36%	10,984.40	3,300.11
58200	Utilities:Electricity	12,650.00	0.00	7,165.53	(5,484.47)	56.64%	6,415.88	749.65
58300	Utilities:Natural Gas	7,500.00	146.22	808.41	(6,691.59)	10.78%	746.97	61.44
58400	Utilities:Water	1,550.00	0.00	350.62	(1,199.38)	22.62%	225.09	125.53
		<u>39,700.00</u>	<u>2,063.32</u>	<u>22,609.07</u>	<u>(17,090.93)</u>	<u>56.95%</u>	<u>18,372.34</u>	<u>4,236.73</u>

**Northeast DuPage Special Recreation Association
Operating Expenditures Budget Summary
For the 1 Month and 6 Months, Months Ending October 31, 2021**

		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	10,000.00	0.00	100.00%	5,228.70	4,771.30
58850	Restricted Donation Expense	11,000.00	0.00	11,651.11	651.11	105.92%	6,578.30	5,072.81
		<u>21,000.00</u>	<u>0.00</u>	<u>21,651.11</u>	<u>651.11</u>	<u>103.10%</u>	<u>11,807.00</u>	<u>9,844.11</u>
<u>Fund Raising Expenditures</u>								
66010	Direct Mail Campaign	425.00	0.00	0.00	(425.00)	0.00%	0.00	0.00
66030	BBQ Bash Fund Rasing	3,025.00	0.00	0.00	(3,025.00)	0.00%	0.00	0.00
66040	Golf Classic Fund Raising	11,000.00	14,415.05	24,461.38	13,461.38	222.38%	0.00	24,461.38
66050	Additional Fundraising	4,312.00	0.00	0.00	(4,312.00)	0.00%	239.99	(239.99)
		<u>18,762.00</u>	<u>14,415.05</u>	<u>24,461.38</u>	<u>5,699.38</u>	<u>130.38%</u>	<u>239.99</u>	<u>24,221.39</u>
<u>Miscellaneous Expenditures</u>								
58910	Risk Management	12,640.00	111.99	1,856.24	(10,783.76)	14.69%	2,747.72	(891.48)
58930	Miscellaneous Expenses:Director's Administ. Fund	1,500.00	0.00	100.00	(1,400.00)	6.67%	791.52	(691.52)
58940	Miscellaneous Expenses:Employee Recognition/Relations	4,050.00	0.00	1,537.72	(2,512.28)	37.97%	52.76	1,484.96
		<u>18,190.00</u>	<u>111.99</u>	<u>3,493.96</u>	<u>(14,696.04)</u>	<u>19.21%</u>	<u>3,592.00</u>	<u>(98.04)</u>
	Total Operating Expenditures	<u>1,981,014.00</u>	<u>127,608.30</u>	<u>820,830.64</u>	<u>(1,160,183.36)</u>	<u>41.43%</u>	<u>729,063.33</u>	<u>91,767.31</u>
<u>Non-Operating Expenditures</u>								
62000	Reserve Fund Expenses:Capital Improvements Expense	590,410.00	0.00	89,819.22	(500,590.78)	15.21%	6,916.84	82,902.38
66000	Reserve Fund Expenses:ADA Partner Reimbursement	500,000.00	8,747.55	28,268.55	(471,731.45)	5.65%	0.00	28,268.55
67100	Reserve Fund Expenses:Working Cash Payout:Scholarship/Fee Assistance	9,000.00	0.00	7,629.35	(1,370.65)	84.77%	0.00	7,629.35
		<u>1,099,410.00</u>	<u>8,747.55</u>	<u>125,717.12</u>	<u>(973,692.88)</u>	<u>11.43%</u>	<u>6,916.84</u>	<u>118,800.28</u>
	Total Operating & Non-Operating Expenditures	<u>3,080,424.00</u>	<u>136,355.85</u>	<u>946,547.76</u>	<u>(2,133,876.24)</u>	<u>30.73%</u>	<u>735,980.17</u>	<u>210,567.59</u>



	Total Member Partner Contribution Due 2021/2022	% of Total Member Partner Contribution Due 2021/2022	Total Amount to be Allocated Due 2021/2022	Operation Allocation Received as of 10/31/2021	Balance Due to Operations Allocation 10/31/2021
Addison	\$295,712	18%	\$87,909		\$87,909
Bensenville	\$188,460	11%	\$56,025	-	\$56,025
Butterfield	\$65,665	4%	\$19,521	19,521	(\$0)
Glendale Heights	\$181,796	11%	\$54,044		\$54,044
Itasca	\$94,316	6%	\$28,038	-	\$28,038
Lombard	\$312,981	19%	\$93,043	-	\$93,043
Medinah	\$89,599	5%	\$26,636	-	\$26,636
Oakbrook Terrace	\$71,014	4%	\$21,111	-	\$21,111
Schiller Park	\$92,671	6%	\$27,549	-	\$27,549
Villa Park	\$146,457	9%	\$43,539	-	\$43,539
Wood Dale	\$143,245	9%	\$42,584	8,748	\$33,836
Total	\$1,681,916	100%	\$500,000	28,269	\$471,731

**Northeast DuPage Special Recreation Association
Restricted Revenue Over Expenditures
For the 1 Month and 6 Months, Months Ending October 31, 2021**

Account #	REVENUES Account	Anticipated Revenue	Monthly Summary	Cumulative Summary	Budget Variance Over/(Under)	% To Budget	Previous Year Summary	\$ Difference
44000	Golf Marathon Revenue	8,000.00	0.00	0.00	(8,000.00)	0.00	550.00	(550.00)
44230	NEDSRA S.O. Booster Club	500.00	50.00	50.00	(450.00)	(0.10)	0.00	50.00
44600	Accessible Transportation	750.00	0.00	0.00	(750.00)	(0.10)	0.00	0.00
43760	Jeena Greenwalt Scholarship Donations	10,000.00	0.00	10,000.00	0.00	0.00	0.00	10,000.00
43780	Hispanic Focus Group Scholarship Donations	1,000.00	0.00	1,000.00	0.00	1.00	0.00	1,000.00
Total Revenue		<u>\$ 20,250.00</u>	<u>\$ 50.00</u>	<u>\$ 11,050.00</u>	<u>\$ (9,200.00)</u>	<u>54.57%</u>	<u>\$ 550.00</u>	<u>\$ 10,500.00</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	2,135.00	0.00	0.00	(2,135.00)	0.00	0.00	0.00
61300	NEDSRA S.O. Booster Club	3,500.00	154.98	912.07	(2,587.93)	26.06%	120.25	791.82
60060	Jeena Greenwalt Scholarship Expenses	1,200.00	0.00	400.00	(800.00)	33.33%	0.00	400.00
60080	Hispanic Focus Group Scholarship Expenses	200.00	0.00	0.00	(200.00)	0.00%	0.00	0.00
Total Expense		<u>\$ 7,035.00</u>	<u>\$ 154.98</u>	<u>\$ 1,312.07</u>	<u>\$ (5,722.93)</u>	<u>\$ 0.19</u>	<u>\$ 120.25</u>	<u>\$ 1,191.82</u>

Restricted Net Revenue over Expenditures		<u>\$ 13,215.00</u>	<u>\$ (104.98)</u>	<u>\$ 9,737.93</u>	<u>\$ (3,477.07)</u>		<u>\$ 429.75</u>	<u>\$ 9,308.18</u>
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	Budgeted Member Partner Contribution Due 2020/2021	Operation Allocation Received as of 10/31/2021	Balance Due to Operations Allocation 10/31/2021	Percentage of Operations Allocation Collected as of 10/31/2021	Beginning ADA/Access Reserve Balance	ADA/Access Reserve Received 2020/2021	ADA/Access Reserve Paid 2020/2021	Available ADA/Access Reserve Balance
Addison	\$295,712.00	\$147,856.00	\$147,856.00	50.00%	\$350,699.28	\$0.00	\$1,800.00	\$348,899.28
Bensenville	\$188,460.00	\$94,230.00	\$94,230.00	50.00%	\$153,910.72	\$0.00	\$0.00	\$153,910.72
Butterfield	\$65,665.00	\$32,832.50	\$32,832.50	50.00%	\$0.00	\$0.00	\$0.00	\$0.00
Glendale Heights	\$181,796.00	\$90,898.00	\$90,898.00	50.00%	\$3,466.00	\$0.00	\$0.00	\$3,466.00
Itasca	\$94,316.00	\$47,158.00	\$47,158.00	50.00%	\$1.00	\$0.00	\$0.00	\$1.00
Lombard	\$312,981.00	\$312,980.66	\$0.34	100.00%	\$0.00	\$285,483.37	\$285,483.03	\$0.34
Medinah	\$89,599.00	\$44,799.50	\$44,799.50	50.00%	\$0.00	\$0.00	\$0.00	\$0.00
Oakbrook Terrace	\$71,014.00	\$35,507.00	\$35,507.00	50.00%	\$0.00	\$0.00	\$0.00	\$0.00
Schiller Park	\$92,671.00	\$46,335.50	\$46,335.50	50.00%	\$0.00	\$0.00	\$0.00	\$0.00
Villa Park	\$146,457.00	\$129,722.81	\$16,734.19	88.57%	\$161,530.47	\$0.00	\$0.00	\$161,530.47
Wood Dale	\$143,245.00	\$71,622.50	\$71,622.50	50.00%	\$5,539.00	\$0.00	\$0.00	\$5,539.00
Total	\$1,681,916.00	\$1,053,942.47	\$627,973.53	62.66%	\$675,146.47	\$285,483.37	\$287,283.03	\$673,346.81



ADDISON			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$350,699.28
Check	08/06/2021	\$147,856.00	\$147,856.00			\$350,699.28
Golf Classic	10/05/2021	\$1,520.00			\$1,520.00	\$349,179.28
Golf Classic	10/05/2021	\$280.00			\$280.00	\$348,899.28
Totals			\$147,856.00	\$0.00	\$1,800.00	\$348,899.28

BENSENVILLE			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$153,910.72
Check	08/09/2021	\$94,230.00	\$94,230.00			
Totals			\$94,230.00	\$0.00	\$0.00	\$153,910.72

BUTTERFIELD			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Check	08/09/2021	\$32,832.50	\$32,832.50			
Totals			\$32,832.50	\$0.00	\$0.00	\$0.00

GLENDALE HEIGHTS			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$3,466.00
Check	08/09/2021	\$90,898.00	\$90,898.00			
Totals			\$90,898.00	\$0.00	\$0.00	\$3,466.00



ITASCA			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$1.00
Check	08/09/2021	\$47,158.00	\$47,158.00			
Totals			\$47,158.00	\$0.00	\$0.00	\$1.00

LOMBARD			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
ACH	06/30/2021	\$33,517.94	\$33,517.94			\$0.00
ACH	07/01/2021	\$270,696.74	\$156,500.00	\$114,196.74		\$114,196.74
ACH	07/15/2021	\$114,196.74			\$114,196.74	\$0.00
ACH	07/29/2021	\$18,599.71	\$18,599.71			\$0.00
ACH	09/09/2021	\$61,082.95	\$61,082.95			\$0.00
ACH	09/30/2021	\$214,566.69	\$43,280.06	\$171,286.63		\$171,286.63
Check	10/29/2021	\$171,286.29			\$171,286.29	\$0.34
Totals			\$312,980.66	\$285,483.37	\$285,483.03	\$0.00

MEDINAH			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Check	08/26/2021	\$44,799.50	\$44,799.50			
Totals			\$44,799.50	\$0.00	\$0.00	\$0.00



OAKBROOK TERRACE			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Check	07/15/2021	\$35,507.00	\$35,507.00			
Totals			\$35,507.00	\$0.00	\$0.00	\$0.00

SCHILLER PARK			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$0.00
Check	08/26/2021	\$46,335.50	\$46,335.50			\$0.00
						\$0.00
Totals			\$46,335.50	\$0.00	\$0.00	\$0.00

VILLA PARK			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$161,530.47
Check #184749	08/09/2021	\$129,722.81	\$129,722.81			
Totals			\$129,722.81	\$0.00	\$0.00	\$161,530.47

WOOD DALE			Fiscal Year 2021-2022			ADA/Access
Description	Date	Dollar Amt.	Operations Received	ADA/Access Reserve Received	ADA/Access Reserve Paid	Reserve Balance
Beginning Balance						\$5,539.00
Check	08/13/2021	\$71,622.50	\$71,622.50			\$5,539.00
						\$5,539.00
						\$5,539.00
Totals			\$71,622.50	\$0.00	\$0.00	\$22,156.00

Date: December 2, 2021
To: Board of Trustees
From: Rick Poole, Executive Director
Re: Agency Report

Administration Report

Grant

Staff has submitted final documentations for the 2021/2022 State grant in the amount of \$244,000 and is awaiting disbursement of the funds. Staff continues to work with our representatives to determine if and how much additional funding was approved during the fall veto session.

Building

Earlier this month final inspections took place of the new bathrooms at NEDSRA. Staff met with the contractor and architect to address the items noted and expects final permitting to be completed by December. There are a couple of items from the punch list that still need attention. On November 17 both new water heaters were installed at the NEDSRA facilities. Hot water was down for several hours during the installation, but did not impact programs. Staff continues working with Hitchcock design on plans for the front entry. It is my hope that we can enter into an agreement with Hitchcock to perform design, bidding and construction services for the project to begin in the spring of 2022.

Recreation

Winter Program Season

Winter programs were placed on the NEDSRA website splash page on November 15 and registration opens November 29. Programs begin the week of January 10, 2022.

Fall Program Updates

The main fall season concluded in November, however there are programs which continue in December with a variety of 3-week programs, special events, sports and camps.

During the first three weeks of November NEDSRA received 66 additional registrations for a variety of programs including Fall Break and Winter Break Camps, Holiday Party with Santa, adult programs and Special Olympics sports.

A COVID-19 close contact did impact programming November 13 and 14. Programs were cancelled with make-up sessions scheduled as resources allowed.

NEDSRA is offering Fall Break Camp for the first time. It is scheduled for November 22 through 24, with seven registered. Winter Break Camp registration remains open with that camp running December 20 through 23 and December 28 through 30. There are four individuals enrolled for each day.

The Holiday Party with Santa will take place Saturday, December 4. This annual event, offered at no cost, includes crafts, snacks and a wrapped gift presented by Santa to each registered child. There are currently 38 individuals registered, exceeding last year's registration. This event was a drive-thru last year and will take place in-person this year.

Part Time Employment

NEDSRA continues to advertise part-time employment on various websites, and at many local schools and universities, with minimal results. Staff will continue recruitment efforts throughout the coming weeks and months.

Budget

Recreation staff are in the initial stages of budget planning for the 2022-2023 fiscal year.

Marketing/Fund Development

NEDSRA Website

NEDSRA's website is now setup with technology to allow NEDRA to properly track website usage, performance and key pages. (Yoast SEO, ExactMetrics, Google Search Console & Analytics). Users will have an easier experience when searching for NEDSRA or visiting NEDSRA's site.

Google Business

NEDSRA's Google setup has been updated. NEDSRA advertisements, job posts, update posts, and social media have all been linked and updated through Google.

RFTS

The live recording of the 2021 Reach for the Stars is now available on social media and YouTube.

Upcoming Events

Holiday Party with Santa Saturday, December 4, 2021

MEMO

Date: November 18, 2021

To: NEDSRA Board of Trustees

From: Rick Poole, Executive Director

Re: New Organization Chart

As with many of you, staffing needs continue to be dynamic as we adjust to the new paradigms of the post pandemic world. Over the past months staff has filled two existing Recreation Specialist positions, is preparing to replace our departing Communications and Marketing Manager and the retirement of our Executive Assistant/HR Manager is expected in the Fall of 2022.

As NEDSRA prepares for these transitions and the needs of the Agency, staff is recommending a change to the organization chart with the addition of a new position. This new position would be an Office Coordinator. Staff has prepared a job description and organization chart and is requesting approval of the new position to begin in February 2022.

Overview

This position would add much needed administrative support in front office to include. General office, filing, document destruction, record keeping, registration, customer service and AP/AR administration. Duties are listed below.

- Supervise Registrar
- Oversee front office operations
- Board Recording Secretary
- FOIA Officer
- Administrative Assistant
- Oversee Contractual Accounting Services.
- State Grant Administration

Financial Impact

New Office Coordinator Hiring range \$40,969 - \$47,000 depending on qualifications. Anticipated hire date is February 2022.

Anticipated year-end full-time salary projections based on this change for fiscal year 2021/22 are \$676,217. Budgeted 21/22 full-time salaries are \$692,409.

Motion

I move to approve the creation of the full-time Office Coordinator position as presented.

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Organization Chart

(With proposed new position)

