



We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

December 13, 2023
10:30 a.m. Regular Meeting
Chandlers Banquet Rooms
401 N. Roselle Road
Schaumburg, IL

AGENDA

- I. Call to Order
 - A. Roll Call

- II. Introduction of Guests:
 - None

- III. Public Comment

- IV. Approval of Agenda

- V. **Approval of Consent Agenda:** Pages – 3-28
 - A. Approval of Minutes, November 20, 2023
 - B. NWSRA Financial Reports, November 30, 2023
 - 1. Budget vs. Actual
 - 2. Balance Sheet
 - 3. Account Snapshot
 - C. Warrant:
 - 1. November 30, 2023 – \$575,790.24

- VI. Correspondence:
 - A. Written
 - B. Oral

- VII. Staff Reports:
 - A. None

- VIII. **Old Business:** Pages – 29-34
 - A. FY2024 Executive Committee
 - B. FY2024 Budget Approval
 - C. Other

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

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- IX. **New Business: Pages – 35-46**
- A. Appointment of Legal Counsel:
 - 1. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.
 - B. Bus Bid Approval
 - C. IT Services Provider Contract Approval
 - D. Other
- X. Informational/Action Items: Pages –
- A. Accident/Injury Summary for 2023 - Oral
 - B. Other
- XI. Closed Session: Pages
- Closed Session in accordance with Open Meeting Act to consider information regarding:
- A. Personnel – 5ILCS 120/2(c)(1)
- XII. Action as a result of Closed Session
- XIII. Adjournment



- **Teamwork:** Support each other and work together
- **Respect:** Be open, honest and kind
- **Enthusiasm:** Exceed expectations
- **Collaboration:** Combine resources to achieve common goals
- **Communication:** Listen, share and adapt



To be a leading force, creating greater options that enrich the life experience of the participants, families and communities we serve

V. Consent Agenda

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
THE NORTHWEST SPECIAL RECREATION ASSOCIATION
HELD AT NWSRA ADMINISTRATIVE OFFICES AT
3000 CENTRAL ROAD, ROLLING MEADOWS, IL
ON THE 15th DAY OF NOVEMBER 2023 AT 10:30 A.M.**

Chairman Ferraro called the meeting to order at 10:31 a.m. Administrative Manager Vasalos took Roll Call. The following members of the Board were present: Carrie Fullerton, Arlington Heights Park District; Rita Fletcher, Bartlett Park District; Erika Strojinc, Buffalo Grove Park District; Ben Curcio, Elk Grove Park District; Steve Besstee, Hanover Park Park District; Craig Talsma, Hoffman Estates Park District; Jim Jarog, Mount Prospect Park District; Mike Clark, Palatine Park District; Christina Ferraro, Prospect Heights Park District; Kevin Romejko, Rolling Meadows Park District; Tony LaFrener, Schaumburg Park District; Jay Morgan, South Barrington Park District and Jan Buchs, Wheeling Park District

Absent: Robert Dowling, Bret Fahnstrom, Jeff Janda and Diane Hilgers

Also present: Tracey Crawford, Executive Director; Andrea Griffin and Rachel Hubsch, Superintendents of Recreation; Tom Draper, Superintendent of Communications and Marketing; Anne Kiwala, Superintendent of Development; Gazmend Meni, Superintendent of Finance; Shannon Herrick, Support Services Coordinator; Andrew Tuszynski, Recreation Specialist and Steve Adams, Attorney and Jessica Vasalos, Administrative Manager as recording secretary.

Introduction of Guests

Chairman Ferraro introduced the guests and each one gave a brief introduction.

Public Comment

None

Approval of Agenda

Chairman Ferraro asked for a motion to approve the agenda dated November 15, 2023, Director LaFrener made the motion and Director Fullerton seconded the motion to approve the agenda dated November 15, 2023. Upon voice vote, the motion was carried.

Approval of Consent Agenda

Chairman Ferraro called for a motion to approve the Consent Agenda of November 15, 2023. Director Morgan made the motion and Director Buchs seconded the motion to approve the Consent Agenda dated November 15, 2023. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan and Jan Buchs

NAY: None

The motion carried.

Correspondence

None

Staff Reports

Program Report

Superintendent Griffin shared a story about a participant and his participation in the swim program and working with behavior team.

Jeff Janda arrived at 10:36 am.

Marketing and PR Report/Outreach

Superintendent Draper informed the Board about Executive Director Crawford's award at NRPA. He also mentioned that Superintendent Hubsch received an award from WILS and that NWSRA and Hoffman Estates Park District received the Best of the Best award. His team is working on the winter spring brochure. The technology update is complete at RMCC and has HPPD next on the list. His staff worked on all the Celebrate Ability marketing and interest videos.

Human Resources Report

Executive Director Crawford reviewed the Human Resources Report with the Board.

SLSF

Superintendent Kiwala reported her wrap up of the Gala hosted on November 3rd, which celebrated 30 years. Thank you to all of you who attended – you really helped make the evening a success. The evening included nearly 200 attendees and brought in over \$90,000 – which included \$15,000 in the impact auction which will go toward renovating the music room at the Rolling Meadows Community Center to create a sensory inclusive environment, purchase new instruments, and accommodate group programming. The holiday luncheon will be immediately following the NWSRA Board Meeting on Wednesday, December 13, 2023, at Chandlers.

Director's Report

Executive Director Crawford spoke to the Board about the Paid Leave Act that goes into effect January 1, 2024, and the fact that SRA's did not get exemption. Staff will spend December planning and figuring out how to track the hours and implementation of the new law. She also had the first UI advisory Board meeting for Therapeutic Recreation. The Executive Committee discussed whether to continue to have Steve Adams, Attorney at all Board Meetings moving forward. The committee agreed to discontinue the practice in FY2024 and will invite him to any meetings that require his attendance.

Old Business

Ratification of Audit

Executive Director Crawford informed the Board that a vote to accept the FY2022 Audit via survey monkey. As of October 12, 2023, 14 of the 17 Board Members have voted yes to accept the audit. Of the remaining Board Members, one abstained and three did not participate. She asked for a motion to ratify the acceptance of the FY2022 NWSRA Audit as presented. Director Janda made the motion and Director Fletcher seconded the motion to ratify the acceptance of the FY2022 NWSRA Audit as presented. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Ben Curcio, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrenere, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

ABSTAIN: Erika Strojinc and Steve Bessette

The motion carried.

Distinguished Agency

Executive Director Crawford informed the Board that NWSRA passed the DA review with a score of 494/500. The official presentation takes place on November 20, 2023.

New Business

Park District Staff Member Benefits

Superintendent Griffin reviewed the Member District benefits and will be sending it out to NWSRA staff in the next month for them to elect a member district. Director LaFrener would like to include part time staff in the offerings.

Transportation Bids

Superintendent Hubsch reviewed the transportation bids that were included in the packet. Director Strojinc asked for staff to add language (not to exceed) next year for the bidder agree to the same cost for the following year, eliminating the need to go for bid. Superintendent Hubsch then made a recommendation to approve the bid from Grand Prairie Transportation. Director Fullerton made the motion and Director Janda seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Information Action/Items

Personnel Committee Update

Minutes

Chairman Ferraro asked for a motion to approve the Personnel Committee Minutes as presented. Director Janda made the motion and Director Talsma seconded the motion. Upon Voice Vote, the motion carried.

Organizational Chart

Chairman Ferraro asked for a motion to approve the Organizational Chart as presented. Director LaFrener made the motion and Director Talsma seconded the motion. Upon Voice Vote, the motion carried.

Full Time Proposed Salary Ranges

Chairman Ferraro asked for a motion to approve the aging factor provided by HR Source. Director Janda made the motion and Director Fullerton, the proposed salary ranges as presented. Director Janda made the motion and Director Fullerton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Part Time Salary Ranges

Chairman Ferraro asked for a motion to approve the Salary Ranges as presented to the Board in the packet as presented. Director Janda made the motion and Director Talsma seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Salary Pool

Chairman Ferraro asked for a motion to approve the salary merit pool of 3.7% as presented to the Board in the packet. Director LaFrener made the motion and Director Talsma seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Health Insurance

Chairman Ferraro asked for a motion to approve the proposed health insurance plan laid out in the packet with the increase of employee portion percentages as presented. Director Talsma made the motion and Director Janda seconded the motion. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrener, Jay Morgan, Jeff Janda and Jan Buchs

NAY: None

The motion carried.

Finance Committee Update Minutes

Chairman Ferraro asked for a motion to approve the minutes from the Finance Committee minutes as presented. Director Janda made the motion and Director Talsma seconded the motion. Upon Voice Vote, the motion carried

Proposed Budget Documents and Assumptions

Director Talsma reviewed the budget documents and gave a brief overview of the assumptions for each line item. He thanked the staff for all their hard work in presenting a balanced budget. Director Crawford reviewed the Projected Year End numbers and how staff determined the budgeted numbers for FY2024. The only variances in the budget that are worry sum are the increasing van costs and the new law for part-time staff vacation. Director LaFrenere reported to the board that he is happy to be over budget as that indicates the need and reiterated that if more money is needed because Schaumburg is over budget that NWSRA should come back to the district for additional funds. The Board will officially vote on the budget at the December 13, 2023, Board Meeting.

IMRF Contribution Rate

Superintendent Negrillo reviewed the IMRF Contribution rate and informed the Board that the rate will be lower for FY2024.

Committees

Executive Director Crawford reviewed the committee assignments and how each Board Member is placed on each committee. The Executive team suggested that member districts can send their Superintendents of HR or Finance to the committee meeting in their places or in addition allowing for Professional Development. Executive Director Crawford asked for a motion to approve the FY2024 NWSRA Committees as presented. Director Romejko made the motion and Director Janda seconded the motion to approve the Committees as presented. Upon voice vote the motion passed.

2024 Board Meeting Schedule

Director Crawford reviewed the NWSRA Board meetings for 2024. The Executive Team is asking for the Board to move the January meeting to the 31st and the March meeting to the 27th. There was some discussion and one opposition to the changes but overall, the Board agreed to the changes.

Member District Sponsorship

Superintendent Griffin reviewed the member district sponsorships for FY2024 and indicated that SLSF will be supporting Elk Grove, Buffalo Grove, Schaumburg, Streamwood and Salt Creek Park Districts.

Closed Session

Chairman Ferraro made a motion to enter closed session at 11:38 am. Director Talsma made the motion and Director Romejko seconded the motion to enter closed session. Upon roll being called, the vote was as follows:

AYA: Carrie Fullerton, Rita Fletcher, Erika Strojinc, Ben Curcio, Steve Bessette, Craig Talsma, Jim Jarog, Mike Clark, Christina Ferraro, Kevin Romejko, Tony LaFrenera, Jay Morgan, Jeff Janda and Jan Buchs

Reconvene into Open Session

Chairman Ferraro asked for a motion to reconvene into open session at 11:42 am.

Action as a result of closed session

Chairman Ferraro asked for a motion to approve Resolution R2023-2 Determining the Confidentiality of Closed Session Minutes reflected no release of minutes. Director Clark made the motion and Director Buchs seconded the motion to approve Resolution R2023-2 Determining the Confidentiality of Closed Session Minutes reflected no release of minutes. Upon Voice Vote the motion passed.

Adjournment

After no further business, Chairman Ferraro called for a motion to adjourn. Director Clark made the motion and Director Janda seconded the motion to adjourn the November 15, 2023, meeting at 11:43 am. Upon voice vote, the motion was carried.

Secretary

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
310000 · Member District Assessments				
310001 · Arlington Heights Assessment	424,562.58	566,083.43	-141,520.85	75.0%
310002 · Bartlett Assessment	118,476.91	236,953.83	-118,476.92	50.0%
310003 · Buffalo Grove Assessment	310,783.96	310,783.96	0.00	100.0%
310004 · Elk Grove Assessment	330,485.59	330,485.59	0.00	100.0%
310005 · Hanover Park Assessment	152,187.56	152,187.56	0.00	100.0%
310006 · Hoffman Estates Assessment	310,873.06	310,873.06	0.00	100.0%
310007 · Inverness Assessment	37,854.25	37,854.25	0.00	100.0%
310008 · Mount Prospect Assessment	363,308.24	363,308.24	0.00	100.0%
310009 · Palatine Assessment	475,372.96	475,372.96	0.00	100.0%
310010 · Prospect Heights Assessment	77,491.12	77,491.10	0.02	100.0%
310011 · River Trails Assessment	107,365.04	107,365.04	0.00	100.0%
310012 · Rolling Meadows Assessment	142,363.78	142,363.78	0.00	100.0%
310013 · Salt Creek Assessment	38,350.57	38,350.57	0.00	100.0%
310014 · Schaumburg Assessment	680,516.88	680,516.88	0.00	100.0%
310015 · South Barrington Assessment	72,581.62	72,581.62	0.00	100.0%
310016 · Streamwood Assessment	177,207.46	177,207.46	0.00	100.0%
310017 · Wheeling Assessment	240,528.02	240,528.02	0.00	100.0%
Total 310000 · Member District Assessments	4,060,309.60	4,320,307.35	-259,997.75	94.0%
320000 · Program Fees				
320001 · Club Fees	26,512.71	18,000.00	8,512.71	147.3%
320002 · Leisure Education Fees	8,942.00	8,400.00	542.00	106.5%
320003 · New Initiatives Fees	0.23	10,000.00	-9,999.77	0.0%
320004 · Special Events Fees	15,704.11	12,000.00	3,704.11	130.9%
320005 · Day Camp Fees	250,232.57	175,000.00	75,232.57	143.0%
320006 · General Programs Fees	260,134.41	150,000.00	110,134.41	173.4%
320008 · Trips Fees	49,290.94	70,000.00	-20,709.06	70.4%
320009 · PURSUIT	152,839.41	0.00	152,839.41	100.0%
320011 · Athletic Fees	27,914.41	37,000.00	-9,085.59	75.4%
320012 · Program Fees - Credits	-365.75	0.00	-365.75	100.0%
Total 320000 · Program Fees	791,205.04	480,400.00	310,805.04	164.7%
321000 · Transportation - Door to Door				
321001 · Clubs Door to Door	1,822.06	2,500.00	-677.94	72.9%
321003 · New Initiatives Door to Door	0.00	0.00	0.00	0.0%
321004 · Special Events Door to Door	16.00	2,100.00	-2,084.00	0.8%
321005 · Day Camp Door to Door	13,858.78	9,000.00	4,858.78	154.0%
321006 · General Programs Door to Door	2,588.30	2,500.00	88.30	103.5%
321007 · Miscellaneous Door to Door	0.00	0.00	0.00	0.0%
321008 · Athletics Door to Door	0.00	0.00	0.00	0.0%
Total 321000 · Transportation - Door to Door	18,285.14	16,100.00	2,185.14	113.6%
321100 · Transportation - Pick up Points				
321101 · Clubs Pick Up Points	1,610.23	2,500.00	-889.77	64.4%
321102 · Leisure Edu Pick Up Points	581.00	1,680.00	-1,099.00	34.6%
321103 · New Initiatives Pick Up Points	0.00	0.00	0.00	0.0%
321104 · Special Events Pick Up Points	818.29	2,416.00	-1,597.71	33.9%
321105 · Day Camp Pick Up Points	7,689.25	12,000.00	-4,310.75	64.1%
321106 · General Programs Pick Up Points	9,046.42	8,000.00	1,046.42	113.1%
321107 · Miscellaneous Pick Up Points	0.00	0.00	0.00	0.0%
321108 · Athletics Pick Up Points	0.00	0.00	0.00	0.0%
Total 321100 · Transportation - Pick up Points	19,745.19	26,596.00	-6,850.81	74.2%
340000 · Non Program Revenue				
340001 · Non Program Revenue	7,997.91	4,250.00	3,747.91	188.2%
340009 · Collaboratives	332,219.33	439,696.00	-107,476.67	75.6%
340000 · Non Program Revenue - Other	149.66			
Total 340000 · Non Program Revenue	340,366.90	443,946.00	-103,579.10	76.7%

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
350000 · SLSF Grant Contributions				
350001 · Scholarship Contribution	81,207.00	73,759.50	7,447.50	110.1%
350002 · Programs Contribution	0.00	95,410.31	-95,410.31	0.0%
350003 · Inclusion Contribution	500.00	14,846.00	-14,346.00	3.4%
350004 · Transportation Contribution	15,000.00	57,415.53	-42,415.53	26.1%
350005 · Athletics Contribution	3,647.00	55,871.99	-52,224.99	6.5%
350006 · Miscellaneous Contribution	0.00	0.00	0.00	0.0%
Total 350000 · SLSF Grant Contributions	100,354.00	297,303.33	-196,949.33	33.8%
360000 · Sale of Fixed Assets				
360001 · Sale of Fixed Assets	0.00	16,675.00	-16,675.00	0.0%
Total 360000 · Sale of Fixed Assets	0.00	16,675.00	-16,675.00	0.0%
370000 · Interest				
370001 · Operating Interest	99,221.61	95,000.00	4,221.61	104.4%
370002 · Investment Interest	23,163.63	5,000.00	18,163.63	463.3%
Total 370000 · Interest	122,385.24	100,000.00	22,385.24	122.4%
380000 · Revenue SLSF				
380001 · Revenue SLSF	58.95	500.00	-441.05	11.8%
Total 380000 · Revenue SLSF	58.95	500.00	-441.05	11.8%
390000 · General Ledger Credit	0.00			
Total Income	5,452,710.06	5,701,827.68	-249,117.62	95.6%
Gross Profit	5,452,710.06	5,701,827.68	-249,117.62	95.6%
Expense				
420000 · Operating Expenses				
421000 · Administration				
421001 · Professional Expenses				
421002 · Professional Fees	41,053.40	87,875.00	-46,821.60	46.7%
421003 · Legal Fees	13,549.80	10,150.00	3,399.80	133.5%
421004 · Miscellaneous	1,834.66	770.00	1,064.66	238.3%
Total 421001 · Professional Expenses	56,437.86	98,795.00	-42,357.14	57.1%
421100 · Office Supplies				
421101 · Coffee / Water	147.30	425.00	-277.70	34.7%
421102 · Furniture Needs	766.91	300.00	466.91	255.6%
421103 · Locksmith / Keys	519.95	500.00	19.95	104.0%
421104 · Nametags	594.55	500.00	94.55	118.9%
421105 · Supplies	3,848.31	3,000.00	848.31	128.3%
421106 · Miscellaneous	1,010.58	350.00	660.58	288.7%
Total 421100 · Office Supplies	6,887.60	5,075.00	1,812.60	135.7%
421150 · Credit Card & Bank Fees				
421151 · Bank Fees	15,860.85	8,500.00	7,360.85	186.6%
421152 · Credit Card Processing Fees	289.30	4,500.00	-4,210.70	6.4%
421153 · PFM Fees	1,260.39	2,000.00	-739.61	63.0%
Total 421150 · Credit Card & Bank Fees	17,410.54	15,000.00	2,410.54	116.1%
421200 · Postage				
421201 · Postage	-86,605.78	1,500.00	-88,105.78	-5,773.7%
421202 · Postal Machine Rental	1,364.13	1,860.00	-495.87	73.3%
421203 · Printing Vendors	0.00	0.00	0.00	0.0%
421204 · Miscellaneous	380.21	240.00	140.21	158.4%
Total 421200 · Postage	-84,861.44	3,600.00	-88,461.44	-2,357.3%

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
421300 · Telephone/Fax				
421301 · Cell Phone Service	8,698.08	9,360.50	-662.42	92.9%
421302 · Director Phone/Internet Service	0.00	1,200.00	-1,200.00	0.0%
421303 · Fax Maintenance	0.00	399.00	-399.00	0.0%
421304 · Office Phones	7,476.95	7,812.00	-335.05	95.7%
421305 · Phone Maintenance	2,906.55	4,768.00	-1,861.45	61.0%
421306 · Miscellaneous	0.00	250.00	-250.00	0.0%
Total 421300 · Telephone/Fax	19,081.58	23,789.50	-4,707.92	80.2%
421400 · Conferences/Education				
421401 · NRPA Conf/Wkshps/Webnrs/...	6,203.64	3,988.00	2,215.64	155.6%
421402 · IPRA Conf/Wkshps/Webnrs/S...	30,706.51	26,788.64	3,917.87	114.6%
421403 · PDRMA Conf/Wkshps/Webnr...	140.00	610.00	-470.00	23.0%
421404 · IAPD Conf/Wkshps/Webnrs/S...	388.89	2,007.00	-1,618.11	19.4%
421405 · Evaluation Lunches	1,919.82	2,280.00	-360.18	84.2%
421406 · Professional Meetings	9,543.31	4,800.00	4,743.31	198.8%
421407 · Other Trainings/Workshops	10,855.50	8,474.00	2,381.50	128.1%
421408 · ATRA/Conf/Wrkshopp Web S...	6,810.94	11,238.00	-4,427.06	60.6%
Total 421400 · Conferences/Education	66,568.61	60,185.64	6,382.97	110.6%
421500 · Memberships				
421501 · ATRA	3,275.00	1,500.00	1,775.00	218.3%
421502 · CDL Reimbursement / Renewal	102.26	920.00	-817.74	11.1%
421503 · CPRP Exam / Renewal	150.00	703.00	-553.00	21.3%
421504 · CTRS Exam / Renewal	2,325.00	3,390.00	-1,065.00	68.6%
421505 · Distinguished Accreditation	600.00	100.00	500.00	600.0%
421506 · Hands On Suburban Chicago	0.00	300.00	-300.00	0.0%
421507 · IPRA	13,500.00	12,747.00	753.00	105.9%
421508 · LAC Group	0.00	500.00	-500.00	0.0%
421509 · NRPA	550.00	525.00	25.00	104.8%
421510 · Safety	847.99	2,410.00	-1,562.01	35.2%
421511 · Costco	0.00	170.00	-170.00	0.0%
421513 · Miscellaneous	3,680.93	933.00	2,747.93	394.5%
421514 · CPI Recertification	2,249.00	300.00	1,949.00	749.7%
421515 · SHRM	664.00	0.00	664.00	100.0%
Total 421500 · Memberships	27,944.18	24,498.00	3,446.18	114.1%
421600 · Health Insurance				
421601 · Voluntary Benefits	-5,511.20	0.00	-5,511.20	100.0%
421602 · Employee Contributions	0.00	0.00	0.00	0.0%
421603 · Employer Contributions	391,375.18	446,763.96	-55,388.78	87.6%
Total 421600 · Health Insurance	385,863.98	446,763.96	-60,899.98	86.4%
421700 · Maintenance/Utilities				
421701 · Condo Maintenance	10,651.05	11,000.00	-348.95	96.8%
421702 · Electric	7,688.23	12,000.00	-4,311.77	64.1%
421703 · Gas	3,462.61	4,000.00	-537.39	86.6%
421705 · Total Fire and Safety	7,104.35	7,477.00	-372.65	95.0%
421706 · Internet	16,763.72	17,370.84	-607.12	96.5%
421707 · Miscellaneous	3,084.25	5,000.00	-1,915.75	61.7%
421708 · Cleaning Supplies	1,163.84	4,580.39	-3,416.55	25.4%
Total 421700 · Maintenance/Utilities	49,918.05	61,428.23	-11,510.18	81.3%
421800 · Rent				
421801 · Condo Association Fee	11,715.00	12,780.00	-1,065.00	91.7%
421802 · RMCC Rental Space	27,500.00	30,000.00	-2,500.00	91.7%
421803 · HPPD Rental Space	15,873.00	17,316.00	-1,443.00	91.7%
421804 · MPPD Rental Space	25,000.00	30,000.00	-5,000.00	83.3%
421805 · Wheeling Rental Space	30,000.00	30,000.00	0.00	100.0%
421806 · BGPD Rental Space	15,000.00	30,090.00	-15,090.00	49.9%
421807 · HEPD Rental Space	30,000.00	30,090.00	-90.00	99.7%
Total 421800 · Rent	155,088.00	180,276.00	-25,188.00	86.0%

Northwest Special Recreation Association

Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
421900 · Computer				
421901 · Database Enhancements	95.88	4,537.00	-4,441.12	2.1%
421902 · Framework Support	65,367.59	81,180.00	-15,812.41	80.5%
421904 · Web Development	792.02	900.00	-107.98	88.0%
421905 · Miscellaneous Software	79,090.85	59,407.09	19,683.76	133.1%
421906 · Miscellaneous Hardware	2,641.75	2,700.00	-58.25	97.8%
421900 · Computer - Other	1,205.70			
Total 421900 · Computer	149,193.79	148,724.09	469.70	100.3%
Total 421000 · Administration	849,532.75	1,068,135.42	-218,602.67	79.5%
422000 · Program				
422100 · Rental Municipal				
422101 · Clubs	0.00	2,000.00	-2,000.00	0.0%
422102 · Leisure Education	0.00	1,000.00	-1,000.00	0.0%
422104 · Special Events	0.00	959.00	-959.00	0.0%
422105 · Day Camp	14,501.43	8,000.00	6,501.43	181.3%
422106 · General Programs	3,356.99	11,500.00	-8,143.01	29.2%
422107 · Miscellaneous	0.00	0.00	0.00	0.0%
422108 · Trips	0.00	0.00	0.00	0.0%
422109 · PURSUIT	1,915.17	3,600.00	-1,684.83	53.2%
422111 · Athletics	5,137.36	4,000.00	1,137.36	128.4%
Total 422100 · Rental Municipal	24,910.95	31,059.00	-6,148.05	80.2%
422200 · Commercial Expenses				
422201 · Clubs	5,633.48	6,500.00	-866.52	86.7%
422202 · Leisure Education	2,526.00	1,000.00	1,526.00	252.6%
422204 · Special Events	10,338.63	8,000.00	2,338.63	129.2%
422205 · Day Camp	2,837.00	6,000.00	-3,163.00	47.3%
422206 · General Programs	35,835.36	21,000.00	14,835.36	170.6%
422207 · Miscellaneous	618.70	0.00	618.70	100.0%
422208 · Trips	43,119.56	35,000.00	8,119.56	123.2%
422209 · PURSUIT	20,181.65	30,000.00	-9,818.35	67.3%
422211 · Athletics	7,085.80	22,000.00	-14,914.20	32.2%
Total 422200 · Commercial Expenses	128,176.18	129,500.00	-1,323.82	99.0%
422300 · Program Development				
422301 · New Programming Space	2,839.48	4,500.00	-1,660.52	63.1%
422302 · PURSUIT	0.00	0.00	0.00	0.0%
422303 · New Initiatives / Programs	2,137.09	2,500.00	-362.91	85.5%
422305 · Program Space 6	18.99	2,000.00	-1,981.01	0.9%
Total 422300 · Program Development	4,995.56	9,000.00	-4,004.44	55.5%
422400 · Program Supplies				
422401 · Clubs	2,940.69	4,000.00	-1,059.31	73.5%
422402 · Leisure Education	616.26	1,000.00	-383.74	61.6%
422404 · Special Events	1,259.03	800.00	459.03	157.4%
422405 · Day Camp	2,893.19	8,000.00	-5,106.81	36.2%
422406 · General Programs	14,571.39	17,350.00	-2,778.61	84.0%
422407 · Equipment Repair	2,004.29	1,000.00	1,004.29	200.4%
422408 · Trips	-242.00	300.00	-542.00	-80.7%
422409 · PURSUIT	30,272.11	21,500.00	8,772.11	140.8%
422411 · Paper Products	1,226.58	2,000.00	-773.42	61.3%
422412 · Training / Orientation	1,351.38	1,250.00	101.38	108.1%
422413 · CPI Books	854.70	0.00	854.70	100.0%
422414 · First Aid / CPR	2,468.81	1,300.00	1,168.81	189.9%
422415 · Staff Appreciation Party	1,761.49	1,500.00	261.49	117.4%
422416 · Part Time/ Volunteer Apparel	0.00	0.00	0.00	0.0%
422417 · Storeroom Supplies	0.00	500.00	-500.00	0.0%
422418 · Miscellaneous	-262.90	0.00	-262.90	100.0%
422419 · Full Time Apparel	97.17	0.00	97.17	100.0%
422421 · Safety/Behavior	844.66	5,500.00	-4,655.34	15.4%

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
422422 · Committees	1,553.21	2,000.00	-446.79	77.7%
422423 · Athletics	-642.69	2,000.00	-2,642.69	-32.1%
Total 422400 · Program Supplies	63,567.37	70,000.00	-6,432.63	90.8%
422500 · Commercial Transportation				
422502 · Leisure Education	0.00	0.00	0.00	0.0%
422504 · Special Events	0.00	0.00	0.00	0.0%
422505 · Day Camp	91,204.60	144,000.00	-52,795.40	63.3%
422508 · Trips	4,388.20	15,000.00	-10,611.80	29.3%
422509 · Miscellaneous	0.00	0.00	0.00	0.0%
422510 · Athletics	3,150.96	5,000.00	-1,849.04	63.0%
Total 422500 · Commercial Transportation	98,743.76	164,000.00	-65,256.24	60.2%
422600 · Mileage				
422601 · Mileage	40,854.66	31,000.00	9,854.66	131.8%
Total 422600 · Mileage	40,854.66	31,000.00	9,854.66	131.8%
422700 · Transportation Maintenance				
422701 · Cleaning Supplies	112.00	1,380.00	-1,268.00	8.1%
422702 · Repair / Maintenance	94,606.47	76,620.00	17,986.47	123.5%
422703 · General Equipment	0.00	0.00	0.00	0.0%
422705 · Miscellaneous	483.06	500.00	-16.94	96.6%
Total 422700 · Transportation Maintenance	95,201.53	78,500.00	16,701.53	121.3%
422800 · Transportation- Gas/Tolls/Park				
422801 · Gas	61,338.57	79,200.00	-17,861.43	77.4%
422802 · Tolls	5,998.11	6,300.00	-301.89	95.2%
Total 422800 · Transportation- Gas/Tolls/...	67,336.68	85,500.00	-18,163.32	78.8%
422900 · Printing				
422901 · Copier 2nd Floor	0.00	0.00	0.00	0.0%
422902 · Copier 3rd Floor	0.00	0.00	0.00	0.0%
422903 · Day Camp Brochure	2,058.00	2,700.00	-642.00	76.2%
422904 · Paper	2,530.36	2,450.00	80.36	103.3%
422905 · Printer Service	0.00	0.00	0.00	0.0%
422906 · Printer Toner (OSP)	3,624.32	8,520.00	-4,895.68	42.5%
422907 · Seasonal Brochure	13,937.00	17,700.00	-3,763.00	78.7%
422908 · Stationary / Business Cards	1,142.27	1,130.00	12.27	101.1%
422909 · Miscellaneous	52.28	1,500.00	-1,447.72	3.5%
Total 422900 · Printing	23,344.23	34,000.00	-10,655.77	68.7%
423100 · Public Awareness				
423101 · Awards / Recognition	7,329.10	1,500.00	5,829.10	488.6%
423102 · Ads	189.42	980.00	-790.58	19.3%
423103 · Legal Notices	0.00	500.00	-500.00	0.0%
423104 · Online Media	230.13	960.00	-729.87	24.0%
423105 · Giveaways	436.35	750.00	-313.65	58.2%
423106 · Admin Professionals Week	349.00	250.00	99.00	139.6%
423107 · Staff Support	1,329.77	3,200.00	-1,870.23	41.6%
423108 · Subscriptions	2,328.05	2,076.00	252.05	112.1%
423109 · Miscellaneous	292.00	0.00	292.00	100.0%
423110 · Recruitment	20,171.60	21,409.50	-1,237.90	94.2%
423111 · Outreach	3,240.67	5,000.00	-1,759.33	64.8%
Total 423100 · Public Awareness	35,896.09	36,625.50	-729.41	98.0%
Total 422000 · Program	583,027.01	669,184.50	-86,157.49	87.1%

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
424000 · Salary(Staff & Indep Cntrctrs)				
424100 · Full Time				
424101 · Salary	2,090,897.63	2,437,113.49	-346,215.86	85.8%
424102 · Overtime	473.19	200.00	273.19	236.6%
424103 · Phone/Data Stipend	16,400.00	20,160.00	-3,760.00	81.3%
Total 424100 · Full Time	2,107,770.82	2,457,473.49	-349,702.67	85.8%
424200 · Part Time				
424201 · Clubs	0.00	2,000.00	-2,000.00	0.0%
424203 · Program Dev't	0.00	2,000.00	-2,000.00	0.0%
424204 · Special Events	2,197.12	0.00	2,197.12	100.0%
424205 · Day Camp	338,750.82	275,000.00	63,750.82	123.2%
424206 · General Programs	340,778.01	97,000.00	243,778.01	351.3%
424207 · Office Support	49,418.81	34,230.00	15,188.81	144.4%
424208 · Trips	0.00	0.00	0.00	0.0%
424209 · PURSUIT	17,737.31	24,480.00	-6,742.69	72.5%
424211 · Training	30,483.71	35,000.00	-4,516.29	87.1%
424213 · Athletics	0.00	8,500.00	-8,500.00	0.0%
424214 · Transportation	101,713.81	80,000.00	21,713.81	127.1%
Total 424200 · Part Time	881,079.59	558,210.00	322,869.59	157.8%
424300 · Payroll Processing				
424301 · Payroll Fees	0.00	0.00	0.00	0.0%
424302 · Direct Deposit	0.00	0.00	0.00	0.0%
424303 · FSA	806.25	1,450.00	-643.75	55.6%
424304 · W2 Processing	230.21	330.00	-99.79	69.8%
424305 · Miscellaneous	0.00	0.00	0.00	0.0%
Total 424300 · Payroll Processing	1,036.46	1,780.00	-743.54	58.2%
424400 · Independent Contractors				
424401 · Day Camp	11,347.50	2,000.00	9,347.50	567.4%
424402 · General Programs	9,761.50	10,000.00	-238.50	97.6%
424403 · Office	5,520.00	5,000.00	520.00	110.4%
424404 · Trips	492.00	0.00	492.00	100.0%
424405 · PURSUIT	2,215.10	3,000.00	-784.90	73.8%
424407 · Athletics	1,904.35	2,500.00	-595.65	76.2%
424408 · Leisure Ed	0.00	2,500.00	-2,500.00	0.0%
424400 · Independent Contractors - Ot...	100.00			
Total 424400 · Independent Contractors	31,340.45	25,000.00	6,340.45	125.4%
424500 · Car Allowance				
424501 · Car Allowance	6,900.00	7,800.00	-900.00	88.5%
Total 424500 · Car Allowance	6,900.00	7,800.00	-900.00	88.5%
Total 424000 · Salary(Staff & Indep Cntrctrs)	3,028,127.32	3,050,263.49	-22,136.17	99.3%
Total 420000 · Operating Expenses	4,460,687.08	4,787,583.41	-326,896.33	93.2%
441000 · Liabilities				
441001 · Criminal Background Checks	3,000.00	1,640.00	1,360.00	182.9%
441002 · Drug Tests / Physicals	2,183.00	4,200.00	-2,017.00	52.0%
441003 · Unemployment	0.00	13,278.93	-13,278.93	0.0%
441004 · Liability Fees	33,207.42	64,266.00	-31,058.58	51.7%
441006 · Miscellaneous	11.50	0.00	11.50	100.0%
Total 441000 · Liabilities	38,401.92	83,384.93	-44,983.01	46.1%
442000 · Audit				
442001 · Audit	7,531.00	12,500.00	-4,969.00	60.2%
442002 · GASB	2,700.00	0.00	2,700.00	100.0%
Total 442000 · Audit	10,231.00	12,500.00	-2,269.00	81.8%
442100 · FICA - Employer Tax Expense	316,018.16	276,230.52	39,787.64	114.4%

Northwest Special Recreation Association Profit & Loss Budget vs. Actual

Modified Accrual Basis

January through November 2023

	Jan - Nov 23	Budget	\$ Over Budget	% of Budget
442200 · IMRF				
442201 · ER Contributions - FT	61,130.44	94,350.70	-33,220.26	64.8%
442202 · EE Deductions - FT	8,338.95			
442203 · ER Contributions - PT	-1,199.76	36,355.56	-37,555.32	-3.3%
442204 · EE Deductions - PT	1,909.54	0.00	1,909.54	100.0%
442205 · Voluntary Contributions	-234.33	0.00	-234.33	100.0%
Total 442200 · IMRF	69,944.84	130,706.26	-60,761.42	53.5%
450000 · Inclusion				
450001 · Arlington Heights	53,362.62	31,034.72	22,327.90	171.9%
450002 · Bartlett	16,021.16	9,240.56	6,780.60	173.4%
450003 · Buffalo Grove	78,615.40	44,358.03	34,257.37	177.2%
450004 · Elk Grove Village	22,873.76	12,728.55	10,145.21	179.7%
450005 · Hanover Park	9,333.87	8,993.54	340.33	103.8%
450006 · Hoffman Estates	42,826.47	23,865.66	18,960.81	179.4%
450007 · Inverness	102.44	100.00	2.44	102.4%
450008 · Mount Prospect	21,433.08	19,512.35	1,920.73	109.8%
450009 · Palatine	49,665.90	41,533.53	8,132.37	119.6%
450010 · Prospect Heights	7,418.82	15,762.90	-8,344.08	47.1%
450011 · River Trails	15,347.97	6,094.05	9,253.92	251.9%
450012 · Rolling Meadows	57,466.40	42,104.71	15,361.69	136.5%
450013 · Salt Creek	1,285.78	2,826.71	-1,540.93	45.5%
450014 · Schaumburg	145,308.93	57,328.47	87,980.46	253.5%
450015 · South Barrington	15,370.08	3,306.32	12,063.76	464.9%
450016 · Steamwood	3,941.37	2,541.59	1,399.78	155.1%
450017 · Wheeling	73,139.56	62,389.46	10,750.10	117.2%
450018 · Ability Awareness	802.11	500.00	302.11	160.4%
450019 · Training Salary	14,384.75	8,250.00	6,134.75	174.4%
450020 · Rovers Salary	18,454.37	36,420.00	-17,965.63	50.7%
450021 · Training Supplies	1,044.16	2,000.00	-955.84	52.2%
450022 · Miscellaneous	3,543.73	3,760.00	-216.27	94.2%
Total 450000 · Inclusion	651,742.73	434,651.15	217,091.58	149.9%
6560 · Payroll Expenses	1,828.42			
Total Expense	5,548,854.15	5,725,056.27	-176,202.12	96.9%
Net Ordinary Income	-96,144.09	-23,228.59	-72,915.50	413.9%
Other Income/Expense				
Other Expense				
460000 · Capital Fund				
460001 · Capital Expenses/Projects	3,077.40	98,597.05	-95,519.65	3.1%
460002 · Vehicles/Maintenance	218,238.00	463,740.00	-245,502.00	47.1%
460003 · Technology/Hardware	125,767.38	142,653.05	-16,885.67	88.2%
460004 · Building/Maintenance	61,251.52	151,870.60	-90,619.08	40.3%
Total 460000 · Capital Fund	408,334.30	856,860.70	-448,526.40	47.7%
Total Other Expense	408,334.30	856,860.70	-448,526.40	47.7%
Net Other Income	-408,334.30	-856,860.70	448,526.40	47.7%
Net Income	-504,478.39	-880,089.29	375,610.90	57.3%

Northwest Special Recreation Association Balance Sheet

Modified Accrual Basis

As of November 30, 2023

	Nov 30, 23
ASSETS	
Current Assets	
Checking/Savings	
10100 · Flex Spending - Benefit	3,894.85
10300 · Petty Cash	500.00
10600 · NWSRA Operating	98,382.69
11200 · PFM General Reserve	
11210 · PFM General Reserve Investments	1,206,000.00
11200 · PFM General Reserve - Other	62,460.65
Total 11200 · PFM General Reserve	1,268,460.65
11215 · PFM Capital Reserve	936,468.70
11500 · MDAA Max Safe	476,142.45
11650 · Capital Max Safe	729,439.96
Total Checking/Savings	3,513,289.30
Other Current Assets	
12001 · Scholarship - Receivable	81,003.52
12200 · PREPAID EXPENSES	840.68
Total Other Current Assets	81,844.20
Total Current Assets	3,595,133.50
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	1,330,054.40
13070 · Parking Lot	71,730.00
13100 · Equipment	756,828.24
13110 · Accum.Depre- Equipment	-406,646.43
13200 · Transportation Equipment	1,510,436.00
13210 · Accum.Depre.	-1,737,736.90
Total Fixed Assets	2,530,665.31
TOTAL ASSETS	6,125,798.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Fifth Third PCards	47,130.33
Total Credit Cards	47,130.33
Other Current Liabilities	
2110 · Direct Deposit Liabilities	-98,813.35
21100 · Anticipated Refunds - Prog Fees	12,471.20
21203 · Accrued Expenses	60,180.00
21500 · Payroll Liabilities	
21510 · Employee Taxes	91,985.61
21530 · Employee Health Insurance	-3,663.22
22100 · EE FSA Depend & Med	3,702.73
21500 · Payroll Liabilities - Other	-16,369.35
Total 21500 · Payroll Liabilities	75,655.77
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-2,923.75
22000 · Accrued Payroll	44,978.00
Total Other Current Liabilities	91,797.87
Total Current Liabilities	138,928.20

Northwest Special Recreation Association
Balance Sheet

Modified Accrual Basis

As of November 30, 2023

	<u>Nov 30, 23</u>
Long Term Liabilities	
22500 · ACCRUED VACATION	95,101.28
Total Long Term Liabilities	95,101.28
Total Liabilities	234,029.48
Equity	
29500 · Retained Earnings	4,898,946.82
29550 · INVESTMENT IN CAPITAL ASSETS	1,497,300.90
Net Income	-504,478.39
Total Equity	5,891,769.33
TOTAL LIABILITIES & EQUITY	6,125,798.81

NWSRA Account Snapshot as of 11/30/2023:

Village Bank & Trust

- 1. NW Operating \$98,382.69
- 2. MDAA Max Safe \$476,142.45
- 3. Capital Max Safe \$729,439.96
- \$1,303,965.10

PFM

- 4. PFM General Reserve
 - a. Liquid Asset Fund \$62,460.65
 - b. Investments \$1,206,000.00
 - \$1,268,460.65

- 5. PFM Capital Reserve
 - a. Liquid Asset Fund \$361,468.70
 - b. Investments - \$575,000.00
 - \$936,468.70

Total of all assets/Accounts = \$3,508,894.45

Administration	Programs	Salary	Liability/Audit/IMRF
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit
421150 Fees	422300 Program Dev.	424300 Payroll Processing	442100 FICA
421200 Postage	422400 Program Supply	424500 Car Allowance	442200 IMRF
421300 Phones/Fax	422500 Comm. Trans.		
421400 Conference/Education	422600 Staff Mileage		
421500 Memberships	422700 Trans. Maint.		
421600 Health Insurance	422800 gas/tolls/parking		
421700 Maint./Utilities	422900 Printing		
421800 Rent	423000 Sub./Ads.		
421900 Computers	423100 Public Awareness		

Total VB&T Electronic Accounts Payable November	\$	126,352.87
Electronic Accounts Payable (PCARDS-5th-3rd) for November	\$	47,130.33
Total VB&T Business Checking Accounts Payable issued in November	\$	131,463.62
	\$	304,946.82

Payroll	11.03.2023	\$	129,006.23
Payroll	11.10.2023	\$	1,131.89
Payroll	11.17.2023	\$	124,173.77

IMRF Payment	11.06.2023	\$	16,531.53
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Motion to approve Warrant 11.30.2023	\$	575,790.24
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**Warrant
Summary
As of November 30, 2023**

Vendor	Description	Amount
Clipboard Health	Aide Inclusion	\$ 4,856.39
Wex Bank	Fuel	\$ 5,045.05
ComEd	Electric	\$ 748.26
CostCo	Miscellaneous purchases	\$ 536.48
Wells Fargo	Konica Minolta - 2nd & 3rd Flr Copier	\$ 1,256.72
MissionSquare Investment	Voluntary Benefits	\$ 2,530.00
Aflac	Voluntary benefits	\$ 593.02
FLEX BEN OPERATI AC	Voluntary Benefits	\$ 68.00
Hewlett Packard Fin Svcs	Lease Payment	\$ 1,021.91
Accufund	Accounting software	\$ 2,906.25
Robert Schwartz	Attorney	\$ 4,350.00
PDRMA	Insurance	\$ 78,628.87
Power DMS	DA Training Software	\$ 8,136.07
Perform Yard	Employee evaluation software	\$ 4,500.00
Sterling Network Integrations	Computer renting and software	\$ 8,380.85
Premistar North	HVAC Services	\$ 1,795.00
Pitney Bowes	Postage	\$ 1,000.00
Total Warrant for Electronic Accounts Payable		\$ 126,352.87

**Warrant
Summary
As of November 30, 2023**

Vendor	Expense Account Title	Account	Amount
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November's PCards

Total Warrant for Electronic Accounts Payable			47,130.33
AMAZON	OFFICE SUPPLIES	421105	16.69
AMAZON	OFFICE SUPPLIES	421105	81.53
TARGET 00008805	OFFICE SUPPLIES	421105	16.49
DLX FOR SMALLBUSINESS	OFFICE SUPPLIES	421106	437.82
AUTHORIZE.NET	CREDIT CARD AND BANK FEES	421152	27.60
VZWRLSS PREPAID PYMNT	TELEPHONE/FAX	421301	80.00
VZWRLSS APOCC VISB	TELEPHONE/FAX	421301	824.90
FIRST COMMUNICATIONS L	TELEPHONE/FAX	421304	531.49
IPRA IL	CONFERENCE/EDUCATION	421402	30.00
IAPD	CONFERENCE/EDUCATION	421402	480.00
IAPD	CONFERENCE/EDUCATION	421402	50.00
IAPD	CONFERENCE/EDUCATION	421402	85.00
IAPD	CONFERENCE/EDUCATION	421402	480.00
IAPD	CONFERENCE/EDUCATION	421402	85.00
IAPD	CONFERENCE/EDUCATION	421402	85.00
IAPD	CONFERENCE/EDUCATION	421402	85.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	365.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	365.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	365.00
IAPD	CONFERENCE/EDUCATION	421402	365.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	340.00
IAPD	CONFERENCE/EDUCATION	421402	480.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	480.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	535.00
IAPD	CONFERENCE/EDUCATION	421402	450.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	480.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	310.00
IAPD	CONFERENCE/EDUCATION	421402	480.00
IAPD	CONFERENCE/EDUCATION	421402	395.00

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IAPD	CONFERENCE/EDUCATION	421402	395.00
IAPD	CONFERENCE/EDUCATION	421402	395.00
TST WESTWOOD TAVERN	CONFERENCE/EDUCATION	421405	81.98
STARBUCKS STORE 08609	CONFERENCE/EDUCATION	421405	14.22
SOUTHERN KITCHEN	CONFERENCE/EDUCATION	421405	47.74
AH THE ORIGINAL PANCAK	CONFERENCE/EDUCATION	421405	62.15
PP EXECUTIVE DIRECTOR	CONFERENCE/EDUCATION	421406	65.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	421406	15.00
FINUCCIO & SONS	CONFERENCE/EDUCATION	421406	57.21
BOLINGBROOK PARK DIST	CONFERENCE/EDUCATION	421406	25.00
DUNKIN	CONFERENCE/EDUCATION	421406	4.32
TST WILDBERRY PANCAKE	CONFERENCE/EDUCATION	421406	105.37
STARBUCKS STORE 21358	CONFERENCE/EDUCATION	421406	26.37
WALGREENS #9505	CONFERENCE/EDUCATION	421406	61.42
CAFE ZUPAS	CONFERENCE/EDUCATION	421406	175.85
WALMART	CONFERENCE/EDUCATION	421406	47.95
GREAT AMERICAN BAGEL E	CONFERENCE/EDUCATION	421406	26.63
ISU MCALISTERS DELI	CONFERENCE/EDUCATION	421406	13.82
DUNKIN	CONFERENCE/EDUCATION	421406	31.23
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	421407	30.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	421407	30.00
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	421407	15.00
HC SUBWAY	CONFERENCE/EDUCATION	421407	22.61
WOMEN IN LEISURE SERVI	CONFERENCE/EDUCATION	421407	30.00
ASCENSION IL ONLINE ED	CONFERENCE/EDUCATION	421407	25.00
PAYPAL CHI WILS CHI W	CONFERENCE/EDUCATION	421407	35.00
FSP NCTRC	MEMBERSHIPS/CERTIFICATIONS	421504	85.00
IPRA IL	MEMBERSHIPS/CERTIFICATIONS	421507	265.00
IPRA IL	MEMBERSHIPS/CERTIFICATIONS	421507	265.00
IPRA IL	MEMBERSHIPS/CERTIFICATIONS	421507	265.00
IPRA IL	MEMBERSHIPS/CERTIFICATIONS	421507	265.00
IPRA IL	MEMBERSHIPS/CERTIFICATIONS	421507	265.00
NICOR GAS	MAINTENANCE/UTILITIES	421703	11.98
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	190.43
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	189.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	275.79
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	189.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	189.90
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	306.92
COMCAST CHICAGO	MAINTENANCE/UTILITIES	421706	189.90
AMAZON	MAINTENANCE/UTILITIES	421707	24.45
AMAZON	MAINTENANCE/UTILITIES	421707	11.99
AMAZON	MAINTENANCE/UTILITIES	421707	39.49
RING PROTECT PLUS YR	COMPUTERS	421905	100.00
FLEETIO.COM	COMPUTERS	421905	165.30
ADOBE INC.	COMPUTERS	421905	3106.68
BAMBOOHR HRIS	COMPUTERS	421905	1400.69
EIG CONSTANTCONTACT.CO	COMPUTERS	421905	145.00
INTUIT QUICKBOOKS	COMPUTERS	421905	1678.87
RIGHT NETWORKS	COMPUTERS	421905	63.00
WWW.MAKESHIFT.CA	COMPUTERS	421905	1208.83
AMAZON	COMPUTERS	421906	28.35
AMAZON	COMPUTERS	421906	109.95
AMAZON	COMPUTERS	421906	29.97

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AMAZON	COMPUTERS	421906	9.95
JEWEL	RENTAL MUNICIPAL	422109	18.27
JEWEL	RENTAL MUNICIPAL	422109	21.22
WALGREENS #3940	RENTAL MUNICIPAL	422109	23.20
JEWEL	RENTAL MUNICIPAL	422109	15.96
DOLLAR TREE	RENTAL MUNICIPAL	422109	20.00
GOLF CENTER DES PLAINE	RENTAL MUNICIPAL	422109	333.00
TARGET 00013854	RENTAL MUNICIPAL	422109	2.49
JEWEL	RENTAL MUNICIPAL	422109	33.35
JEWEL	RENTAL MUNICIPAL	422109	15.47
TST PITA PITA - ROLLI	RENTAL MUNICIPAL	422109	170.46
WALMART	RENTAL MUNICIPAL	422109	25.48
TARGET 00013854	RENTAL MUNICIPAL	422109	21.47
JEWEL	RENTAL MUNICIPAL	422109	18.17
DOLLAR TREE	RENTAL MUNICIPAL	422109	36.25
WALMART	RENTAL MUNICIPAL	422109	13.42
WALMART	RENTAL MUNICIPAL	422109	82.44
WM SUPERCENTER #1735	RENTAL MUNICIPAL	422109	26.20
DOLLAR TREE	RENTAL MUNICIPAL	422109	5.00
JEWEL	RENTAL MUNICIPAL	422109	11.58
ARLINGTON LANES	COMMERCIAL EXPENSE	422202	60.00
ARLINGTON LANES	COMMERCIAL EXPENSE	422202	72.00
MEDIEVAL TIMES	COMMERCIAL EXPENSE	422204	55.45
DAVE & BUSTERS #6	COMMERCIAL EXPENSE	422204	337.91
MEDIEVAL TIMES SCHA TI	COMMERCIAL EXPENSE	422204	277.25
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	252.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	157.50
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	264.00
RLMEADOWSPARKDIST	COMMERCIAL EXPENSE	422206	64.00
AMC 2591 STREETS OF WO	COMMERCIAL EXPENSE	422206	223.37
802 BOWLERO 8003425263	COMMERCIAL EXPENSE	422206	20.00
802 BOWLERO 8003425263	COMMERCIAL EXPENSE	422206	30.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	189.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	493.50
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	264.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	241.50
ME-HOFFMAN EST-MICROS	COMMERCIAL EXPENSE	422206	53.00
ME-HOFFMAN EST-MICROS	COMMERCIAL EXPENSE	422206	147.90
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	126.00
TST LUCKY MONK	COMMERCIAL EXPENSE	422206	218.38
SQ THROWN ELEMENTS PO	COMMERCIAL EXPENSE	422206	198.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	462.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	241.50
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422206	189.00
844 BOWLERO 800342526	COMMERCIAL EXPENSE	422207	546.00
THORNTONS #0314	COMMERCIAL EXPENSE	422209	15.00
JIMMY JOHNS - 1207 - E	COMMERCIAL EXPENSE	422209	18.87
STARBUCKS 800-782-7282	COMMERCIAL EXPENSE	422209	25.00
AMAZON	COMMERCIAL EXPENSE	422209	15.00
WILMOT MOUNTAIN	COMMERCIAL EXPENSE	422211	1004.00
AMAZON	PROGRAM DEVELOPMENT	422301	5.69
AMAZON	PROGRAM DEVELOPMENT	422301	40.72
AMAZON	PROGRAM DEVELOPMENT	422301	70.43
AMAZON	PROGRAM DEVELOPMENT	422301	12.66

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AMAZON	PROGRAM DEVELOPMENT	422301	19.99
AMAZON	PROGRAM DEVELOPMENT	422301	31.50
AMAZON	PROGRAM DEVELOPMENT	422301	21.95
AQUARIUM ADVENTURE	PROGRAM DEVELOPMENT	422301	21.98
AMAZON	PROGRAM DEVELOPMENT	422301	72.90
ALDI 40077	PROGRAM SUPPLIES	422401	2.25
DOLLAR TREE	PROGRAM SUPPLIES	422401	20.00
MEIJER # 228	PROGRAM SUPPLIES	422401	46.48
DOLLAR TREE	PROGRAM SUPPLIES	422401	35.00
ALDI 40077	PROGRAM SUPPLIES	422401	8.97
MORETTI'S SCHAUMBURG	PROGRAM SUPPLIES	422401	419.05
TARGET 00021220	PROGRAM SUPPLIES	422401	41.93
ALDI 40077	PROGRAM SUPPLIES	422402	10.51
DOLLAR TREE	PROGRAM SUPPLIES	422404	3.75
SCARCE.ORG	PROGRAM SUPPLIES	422405	12.60
SPOTIFY USA	PROGRAM SUPPLIES	422406	16.99
JEWEL	PROGRAM SUPPLIES	422406	6.49
AMAZON	PROGRAM SUPPLIES	422406	8.37
NINTENDO CD1092779641	PROGRAM SUPPLIES	422406	79.99
JEWEL	PROGRAM SUPPLIES	422406	53.93
WM SUPERCENTER #4286	PROGRAM SUPPLIES	422406	18.88
DOLLAR TREE	PROGRAM SUPPLIES	422406	5.32
POPEYES 13659	PROGRAM SUPPLIES	422406	201.28
GOOGLE GOOGLE STORAGE	PROGRAM SUPPLIES	422406	1.99
POPEYES 13659	PROGRAM SUPPLIES	422406	78.73
MEIJER # 228	PROGRAM SUPPLIES	422406	34.34
JEWEL	PROGRAM SUPPLIES	422406	48.58
WALMART	PROGRAM SUPPLIES	422406	23.10
WALMART	PROGRAM SUPPLIES	422406	14.83
ALDI 40028	PROGRAM SUPPLIES	422406	48.33
MEIJER # 228	PROGRAM SUPPLIES	422406	56.81
MEIJER # 228	PROGRAM SUPPLIES	422406	49.91
ALDI 40077	PROGRAM SUPPLIES	422406	26.63
TARGET 00021220	PROGRAM SUPPLIES	422406	31.54
MICHAELS STORES 9176	PROGRAM SUPPLIES	422406	19.58
TARGET 00013854	PROGRAM SUPPLIES	422406	44.46
ME-HOFFMAN EST-OD CP	PROGRAM SUPPLIES	422406	179.17
DOLLAR TREE	PROGRAM SUPPLIES	422406	5.50
JEWEL	PROGRAM SUPPLIES	422406	13.96
JEWEL	PROGRAM SUPPLIES	422406	4.39
WALMART	PROGRAM SUPPLIES	422406	7.56
JEWEL	PROGRAM SUPPLIES	422406	15.77
MEIJER # 228	PROGRAM SUPPLIES	422406	32.64
WALMART	PROGRAM SUPPLIES	422406	57.20
ALDI 40077	PROGRAM SUPPLIES	422406	31.42
DOLLAR TREE	PROGRAM SUPPLIES	422406	10.00
WM SUPERCENTER #1681	PROGRAM SUPPLIES	422406	31.26
JEWEL	PROGRAM SUPPLIES	422406	27.57
TARGET 00011767	PROGRAM SUPPLIES	422406	78.23
SPOTIFY USA	PROGRAM SUPPLIES	422409	16.99
HULU 877-8244858 CA	PROGRAM SUPPLIES	422409	2.99
TONYS FRESH MRKT SCHAM	PROGRAM SUPPLIES	422409	8.29
JEWEL	PROGRAM SUPPLIES	422409	5.98
WM SUPERCENTER #1420	PROGRAM SUPPLIES	422409	10.92

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JEWEL	PROGRAM SUPPLIES	422409	66.00
WALGREENS #6760	PROGRAM SUPPLIES	422409	42.47
AMAZON	PROGRAM SUPPLIES	422409	116.13
AMAZON	PROGRAM SUPPLIES	422409	183.34
AMAZON	PROGRAM SUPPLIES	422409	33.06
JEWEL	PROGRAM SUPPLIES	422409	65.60
WM SUPERCENTER #1420	PROGRAM SUPPLIES	422409	74.94
AMAZON	PROGRAM SUPPLIES	422409	15.00
JEWEL	PROGRAM SUPPLIES	422409	6.70
JEWEL	PROGRAM SUPPLIES	422409	4.78
JEWEL	PROGRAM SUPPLIES	422409	46.47
AMAZON	PROGRAM SUPPLIES	422409	24.98
DOLLAR TREE	PROGRAM SUPPLIES	422409	35.00
AMAZON	PROGRAM SUPPLIES	422409	137.34
WM SUPERCENTER #1420	PROGRAM SUPPLIES	422409	11.68
WALMART	PROGRAM SUPPLIES	422409	48.94
NETFLIX.COM	PROGRAM SUPPLIES	422409	19.99
AMAZON	PROGRAM SUPPLIES	422409	40.44
JEWEL	PROGRAM SUPPLIES	422409	19.45
AMAZON	PROGRAM SUPPLIES	422409	14.99
WALGREENS #1670	PROGRAM SUPPLIES	422409	8.42
WALGREENS #4069	PROGRAM SUPPLIES	422409	78.78
AMAZON	PROGRAM SUPPLIES	422409	9.69
AMAZON	PROGRAM SUPPLIES	422409	9.69
AMAZON	PROGRAM SUPPLIES	422409	9.69
AMAZON	PROGRAM SUPPLIES	422409	9.69
AMAZON	PROGRAM SUPPLIES	422409	9.69
WALMART	PROGRAM SUPPLIES	422409	95.99
SAMS CLUB #6487	PROGRAM SUPPLIES	422409	258.70
WM SUPERCENTER #1420	PROGRAM SUPPLIES	422409	13.68
SP GIVENKIND_	PROGRAM SUPPLIES	422415	36.00
PANERA BREAD #601702 P	PROGRAM SUPPLIES	422418	13.88
POTBELLY	PROGRAM SUPPLIES	422421	71.41
DUNKIN	PROGRAM SUPPLIES	422421	45.98
AMAZON	PROGRAM SUPPLIES	422421	35.89
DOLLAR TREE	PROGRAM SUPPLIES	422422	2.50
DOLLAR TREE	PROGRAM SUPPLIES	422422	125.00
DOLLAR TREE	PROGRAM SUPPLIES	422422	10.00
GERRYS CAFE	PROGRAM SUPPLIES	422422	78.84
GK ELITE	PROGRAM SUPPLIES	422423	71.33
GKELITE	PROGRAM SUPPLIES	422423	300.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	25.00
MARATHON PETRO186585	TRANSPORTATION GAS/TOLLS	422801	89.55
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	15.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	15.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	25.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	50.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	75.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	100.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	25.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	75.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	125.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	25.00
MARATHON PETRO194365	TRANSPORTATION GAS/TOLLS	422801	10.00

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GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	15.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	15.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	15.00
GIFTOGRAM	TRANSPORTATION GAS/TOLLS	422801	15.00
VISTAPRINT	PRINTING	422908	118.99
SPUNKY DUNKERS DONUTS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	34.85
PAPA SAVERIOS - ROLLIN	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	109.60
PAYPAL EDIBLEARRAN	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	91.79
WALGREENS #4438	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	150.00
ETSY.COM - JOSEPHCUSTO	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	24.01
PAYPAL EDIBLEARRAN	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	83.73
LOWES #02529	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423101	156.58
FACEBK ADS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423104	8.58
FACEBK NL3RDXX9R2	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423104	0.02
4IMPRINT, INC	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423105	436.35
HULU 877-8244858 CA	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	2.99
DAILY HERALD/REFLEJOS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	170.80
NYTIMES NYTIMES DISC	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	6.00
DOCUSIGN	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	120.00
DROPBOX B23C8BTCZV6H	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423108	119.88
UBER TRIP	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	37.99
SIMPLETEXTING.COM	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	39.00
JEWEL	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	19.98
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	-47.77
GIFTOGRAM	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	50.00
INDEED JOBS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	120.00
INDEED JOBS	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	314.52
AMAZON	PUBLIC AWARENESS/SUBSCRIPTIONS/ADS	423110	69.20
FRESH FARMS INTERNATIO	INDEPENDENT CONTRACTORS	424405	57.60
MELIO OFFICIAL FINDERS	INDEPENDENT CONTRACTORS	424407	150.00
MELIO MELIO	INDEPENDENT CONTRACTORS	424407	4.35
ILSOS NFP ANNUAL RPT	AUDIT	442001	11.00
TARGET 00013854	INCLUSION	450001	23.53
TARGET 00013854	INCLUSION	450002	23.53
AMAZON	INCLUSION	450003	57.88
TARGET 00013854	INCLUSION	450003	23.53
TARGET 00013854	INCLUSION	450004	23.53
AMAZON	INCLUSION	450005	53.97
TARGET 00013854	INCLUSION	450005	23.53
WM SUPERCENTER #1404	INCLUSION	450006	21.41
TARGET 00013854	INCLUSION	450006	23.53
TARGET 00013854	INCLUSION	450007	23.53
TARGET 00013854	INCLUSION	450008	23.53
AMAZON	INCLUSION	450009	4.18
AMAZON	INCLUSION	450009	24.85
AMAZON	INCLUSION	450009	85.87
TARGET 00013854	INCLUSION	450009	23.53
AMAZON	INCLUSION	450009	116.69
AMAZON	INCLUSION	450009	22.49
AMAZON	INCLUSION	450009	24.61
TARGET 00013854	INCLUSION	450010	23.53
TARGET 00013854	INCLUSION	450011	23.53
TARGET 00013854	INCLUSION	450012	23.53
TARGET 00013854	INCLUSION	450013	23.53

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AMAZON	INCLUSION	450014	100.70
UBER TRIP	INCLUSION	450014	17.92
UBER TRIP	INCLUSION	450014	16.49
UBER TRIP	INCLUSION	450014	16.98
UBER TRIP	INCLUSION	450014	15.98
AMAZON	INCLUSION	450014	86.86
TARGET 00013854	INCLUSION	450014	23.53
AMAZON	INCLUSION	450014	54.56
TARGET 00013854	INCLUSION	450015	23.53
TARGET 00013854	INCLUSION	450016	23.53
TEACHERSPAYTEACHERS.CO	INCLUSION	450017	3.00
TEACHERSPAYTEACHERS.CO	INCLUSION	450017	5.50
TARGET 00013854	INCLUSION	450017	23.52
CORNER BAKERY 78	INCLUSION	450022	122.83
SPUNKY DUNKERS DONUTS	INCLUSION	450022	16.32
CVS/PHARMACY #05913	INCLUSION	450022	72.18
STARBUCKS STORE 26266	INCLUSION	450022	11.54
RINGCENTRAL INC.	CAPITAL EXPENSES	460003	2845.62

VIII. Old Business

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We exist to provide outstanding opportunities through recreation for children and adults with disabilities.

**Northwest Special Recreation Association
2024 Executive Committee**

EXECUTIVE COMMITTEE

Craig Talsma, Chair

Jim Jarog, Vice Chair/Finance Chair**

Christina Ferraro, Past Chair

Ben Curcio, Personnel Committee Chair

Kevin Romejko, Organizational Treasurer

Motion

A motion to approve the FY2024 Executive Committee members as presented.

An extension of the local park districts serving

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect
Palatine • Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

Date: December 13, 2023

To: NWSRA, Board of Directors

From: Tracey Crawford, Executive Director

Re: Budget Approval

MOTION:

1. A motion to approve the FY2024 NWSRA Budget as presented.
2. A motion to approve the FY2024 NWSRA Capital Budget as presented.

PROPOSED NWSRA FY 2024 BUDGET

Line Item #	Description	Approved FY 2023 Budget	Actual as of 8/31/23	Anticipated Income/Expenses FY2023	PYE 2023	Difference between FY2023 Budget and PYE 2023	Proposed FY2024 Budget	Difference between Proposed FY2024-FY2023	Difference between FY2024 and PYE 2023
Income									
10-31-310000	Member District Assessments	4,320,307.34	3,124,530.66	1,195,776.68	4,320,307.34	0.00	4,406,713.50	86,406.16	86,406.16
10-32-320000	Program Fees	480,400.00	676,460.44	43,986.79	720,447.23	(240,047.23)	777,376.00	296,976.00	56,928.77
10-33-321000	Transportation - Door to Door	16,100.00	17,732.29	1,800.00	19,532.29	(3,432.29)	20,200.00	4,100.00	667.71
10-34-321100	Transportation - Pick up Points	26,596.00	18,425.85	2,648.00	21,073.85	5,522.15	24,400.00	(2,196.00)	3,326.15
10-35-340000	Non-Program Revenue	444,446.00	262,601.14	184,745.90	447,347.04	(2,904.04)	454,546.00	10,100.00	7,198.96
10-36-350000	SLSF Grant Contributions	297,303.33	100,354.00	154,035.73	254,389.73	42,913.60	350,000.00	52,696.67	95,610.27
10-37-360000	Sale of Fixed Assets	16,675.00	0.00	10,000.00	10,000.00	6,675.00	10,000.00	(6,675.00)	0.00
10-38-370000	Interest	100,000.00	98,446.76	42,138.56	140,585.32	(40,585.32)	136,050.04	36,050.04	(4,535.28)
	Total Income	5,701,827.67	4,298,551.14	1,635,131.66	5,933,682.80	(231,855.13)	6,179,285.54	477,457.87	245,602.74
OPERATING EXPENSE									
Administration									
10-41-421000	Professional Fees	111,295.00	53,385.17	38,610.78	91,995.95	19,299.05	29,885.00	(81,410.00)	(62,110.95)
10-42-421100	Office Supplies	5,075.00	5,421.59	829.29	6,250.88	(1,175.88)	4,550.00	(525.00)	(1,700.88)
10-43-421150	Credit Card & Bank Fees	15,000.00	13,833.22	5,101.96	18,935.18	(3,935.18)	15,415.88	415.88	(3,519.30)
10-44-421200	Postage	3,600.00	4,804.14	(91.64)	4,712.50	(1,112.50)	4,557.78	957.78	(154.72)
10-45-421300	Telephone/Fax	23,789.50	15,032.33	6,434.44	21,466.77	2,322.73	26,279.23	2,489.73	4,812.46
10-46-421400	Conference/Education	60,185.64	40,425.89	21,089.69	61,515.58	(1,329.94)	57,400.00	(2,785.64)	(4,115.58)
10-47-421500	Memberships	19,914.05	13,941.10	19,176.00	33,117.10	(13,203.05)	30,511.59	10,597.54	(2,605.51)
10-48-421600	Health Insurance	446,763.96	245,070.19	143,889.09	388,959.28	57,804.68	440,000.00	(6,763.96)	51,040.72
10-49-421700	Maintenance/Utilities	61,428.23	36,829.81	14,092.22	50,922.03	10,506.20	55,417.58	(6,010.65)	4,495.55
10-50-421800	Rent	180,276.00	132,564.00	47,622.00	180,186.00	90.00	180,276.00	0.00	90.00
10-51-421900	Computer	148,724.09	104,552.67	41,150.00	145,702.67	3,021.42	149,921.50	1,197.41	4,218.83
	Subtotal Administration Expenses	1,076,051.47	665,860.11	337,903.83	1,003,763.94	72,287.53	994,214.56	(81,836.91)	(9,549.38)
Program									
10-52-422100	Rental Municipal	31,059.00	17,708.16	14,080.00	31,788.16	(729.16)	30,604.00	(455.00)	(1,184.16)
10-53-422200	Rental Commercial	129,500.00	98,770.69	25,489.99	124,260.68	5,239.32	124,400.00	(5,100.00)	139.32
10-54-422300	Program Development	9,000.00	3,922.13	1,200.00	5,122.13	3,877.87	2,500.00	(6,500.00)	(2,622.13)
10-55-422400	Program Supplies	70,000.00	52,460.85	15,820.50	68,281.35	1,718.65	75,426.00	5,426.00	7,144.65
10-56-422500	Commercial Transportation	164,000.00	25,859.91	72,883.85	98,743.76	65,256.24	108,480.00	(55,520.00)	9,736.24
10-57-422600	Mileage	38,800.00	35,058.88	15,794.76	50,853.64	(12,053.64)	48,800.00	10,000.00	(2,053.64)
10-58-422700	Transportation Maintenance	78,500.00	63,210.66	17,779.90	80,990.56	(2,490.56)	80,200.00	1,700.00	(790.56)
10-59-422800	Gas/Tolls	85,500.00	48,361.95	36,800.00	85,161.95	338.05	94,000.00	8,500.00	8,838.05
10-60-422900	Printing	34,000.00	20,764.83	13,344.29	34,109.12	(109.12)	33,280.00	(720.00)	(829.12)
10-61-423100	Public Awareness/Subscriptions/Ads	23,737.95	28,557.94	7,370.95	35,928.89	(12,190.94)	29,119.16	5,381.21	(6,809.73)
	Subtotal Program Expenses	664,096.95	394,676.00	220,564.24	615,240.24	48,856.71	626,809.16	(37,287.79)	11,568.92
Salary									
10-62-424100	Full-Time Salaries	2,457,473.49	1,543,198.84	859,903.69	2,403,102.53	54,370.96	2,599,141.58	141,668.09	196,039.05
10-63-424200	Part-Time Salaries	558,210.00	767,486.89	93,576.37	861,063.26	(302,853.26)	741,509.03	183,299.03	(119,554.23)
10-64-424300	Payroll Processing	1,780.00	904.71	585.00	1,489.71	290.29	1,650.00	(130.00)	160.29
10-65-424400	Independent Contractors	25,000.00	26,950.00	8,140.00	35,090.00	(10,090.00)	38,800.00	13,800.00	3,710.00
424500	Car Allowance - moved under 422600	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Subtotal Salary Expenses	3,042,463.49	2,338,540.44	962,205.06	3,300,745.50	(258,282.01)	3,381,100.61	338,637.12	80,355.11
Liabilities									
10-66-441000	Liabilities	64,266.00	33,207.42	33,207.42	66,414.84	(2,148.84)	89,680.30	25,414.30	23,265.46
442000	Employment Expenses	19,118.93	3,540.50	1,654.00	5,194.50	13,924.43	13,190.29	(5,928.64)	7,995.79
442100	FICA	276,230.52	196,620.73	84,319.74	280,940.47	(4,709.95)	307,777.76	31,547.24	26,837.29
442200	IMRF	130,706.26	46,830.32	33,271.12	80,101.44	50,604.82	66,933.92	(63,772.34)	(13,167.52)
442300	Potential IRS liability	0.00	0.00	200,000.00	200,000.00	(200,000.00)	0.00	0.00	(200,000.00)
	Subtotal Liabilities Expenses	490,321.71	280,198.97	352,452.28	632,651.25	(142,329.54)	477,582.27	(12,739.44)	(155,068.98)
Inclusion									
450000	Inclusion (Salary+ Expenses)	383,721.15	520,979.98	139,898.96	660,878.94	(277,157.79)	660,878.94	277,157.79	0.00
	Inclusion Salaries (Rover and Training)	38,910.00	29,796.89	1,632.01	31,428.90	7,481.10	33,400.00	(5,510.00)	1,971.10
	Inclusion Exp. (supplies, ab-aware)	6,260.00	3,624.23	2,275.00	5,899.23	360.77	5,300.00	(960.00)	(599.23)
	Subtotal Inclusion Expenses	428,891.15	554,401.10	143,805.97	698,207.07	(269,315.92)	699,578.94	270,687.79	1,371.87
	Total Expenses	5,701,824.77	4,233,676.62	2,016,931.38	6,250,608.00	(548,783.23)	6,179,285.54	477,460.77	(71,322.46)
Budget Summary									
	Total Income	5,701,827.67	4,298,551.14	1,635,131.66	5,933,682.80	(231,855.13)	6,179,285.54	477,457.87	245,602.73
	Total Expenses	5,701,824.77	4,233,676.62	2,016,931.38	6,250,608.00	(548,783.23)	6,179,285.54	477,460.77	(71,322.46)
	Budgeted Profit/Loss	2.90	64,874.52	(381,799.72)	(316,925.20)	(316,928.10)	(0.00)	(2.90)	316,925.20

Proposed FY 2024 Budget Worksheet

Line Item #	Description	Carryover from 2023	ACP 2024 Plan	Proposed FY2024 Budget
CAPITAL EXPENSES				
Capital projects				
20-80-460001-2001	Capital Projects / Wheeling Green House	69,969.23		69,969.23
20-80-460001-2002	Capital Projects / Safety Equipment			
20-80-460001-2003	Capital Projects / Security Camera Project			
20-80-460001-2004	Capital Projects / ADA Transition Plan			
Subtotal Capital Projects		69,969.23	0.00	69,969.23
Vehicles /Maintenance				
20-80-460002-2101	26 passenger- accessible 2007		150,500.00	180,000.00
20-80-460002-2102	20 passenger- accessible 2006		150,500.00	
20-80-460002-2103	20 passenger- accessible 2018			
20-80-460002-2104	14 passenger- non-accessible 2006			
20-80-460002-2105	26 passenger- accessible 2016			
20-80-460002-2106	14 passenger- accessible, IDOT 2010			
20-80-460002-2107	14 passenger- accessible 2011		120,300.00	
20-80-460002-2108	14 passenger- accessible, IDOT 2016			
20-80-460002-2109	14 passenger- accessible, IDOT 2017			
20-80-460002-2110	14 passenger- accessible 2018			
20-80-460002-2111	Minivan (6 passengers) 2008			60,000.00
20-80-460002-2112	14 passenger- accessible 2010	108,300.00		108,300.00
20-80-460002-2113	14 passenger- accessible, IDOT 2012			
20-80-460002-2114	14 passenger- accessible 2012			
20-80-460002-2115	14 passenger- accessible, IDOT 2008			
20-80-460002-2116	14 passenger- accessible 2006			
20-80-460002-2117	14 passenger- accessible 2008	557.00		
20-80-460002-2118	14 passenger- accessible 2009	557.00		
20-80-460002-2119	14 passenger- accessible 2011	108,300.00		108,300.00
20-80-460002-2120	14 passenger- accessible 2018			
20-80-460002-2121	14 passenger- accessible 2017			
20-80-460002-2122	14 passenger- accessible 2016			
20-80-460002-2123	14 passenger- accessible, IDOT 2017			
20-80-460002-2124	14 passenger- accessible, IDOT 2021 - NEW			
20-80-460002-2125	14 passenger- accessible NEW			
	Maintenance Contingency	1,114.00		7,329.00
Subtotal Vehicle/Maintenance		218,828.00	421,300.00	463,929.00
Technology/Hardware				
20-80-460003-2202	Computer (lease / purchase)		34,900.00	34,900.00

20-80-460003-2203	Server	586.00		
20-80-460003-2204	Tech Infrastructure		17,223.67	17,223.67
20-80-460003-2205	iPads	(586.00)	2,500.00	2,500.00
20-80-460003-2206	Printer Lease		15,080.64	15,080.64
20-80-460003-2207	Printer replacements		2,200.00	2,200.00
20-80-460003-2208	Hardware replacements (laptop, switch, monitors)			
20-80-460003-2209	PowerDMS			
20-80-460003-2210	BambooHR			
20-80-460003-2211	Finance system update			
Subtotal Technology/Hardware		0.00	71,904.31	71,904.31
Buildings/Maintenance				
20-80-460004-2301	RMCC - Storage & Office Space (Paid every 3 years)			
20-80-460004-2302	Hanover Park Maintenance (Paid every 3 years)		9,936.00	9,936.00
20-80-460004-2303	HP Sensory Room Maintenance (every 3 years)	2,000.00		
20-80-460004-2304	HP Sensory Garden Maintenance			
20-80-460004-2305	Rolling Meadows Maintenance (Paid for needs)			
20-80-460004-2306	RM Sensory Room Maintenance (every 3 years)	(2,000.00)		
20-80-460004-2307	RM Dream Lab Maintenance	2,000.00	8,939.00	10,939.00
20-80-460004-2308	Mount Propsect Maintenance (Paid every 3 years)			
20-80-460004-2309	MP Sensory Room Maintenance (every 3 years)		2,000.00	2,000.00
20-80-460004-2310	Wheeling Maintenance (Paid every 3 years)			
20-80-460004-2311	WH Sensory Room Maintenance (every 3 years)			
20-80-460004-2312	Buffalo Grove Cleaning/Maintenance		3,896.00	3,896.00
20-80-460004-2313	BG Sensory Room (every 3 years)			
20-80-460004-2314	Hoffman Estates Maintenance (Paid every 3 years)	12,698.60		
20-80-460004-2315	Fire Box (Being evaluated for replacement)	(15,887.00)		
20-80-460004-2316	HVAC (6 RTU being evaluated for replacement)	(19,203.92)	12,500.00	5,000.00
20-80-460004-2317	Other infrastructure		2,000.00	2,000.00
20-80-460004-2318	Office Update*		35,000.00	35,000.00
Subtotal Building/Maintenance		(20,392.32)	74,271.00	68,771.00

Total Capital Expenses	268,404.91	567,475.31	674,573.54
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Remaining Capital Expenditures	998,883.06
Proposed FY24 Annual Capital Budget	674,573.54
Remaining Capital Funds needed for 5 year plan	324,309.52
Transfer from PFM Capital Reserve to Capital Max Safe	354,004.07

IX. New Business

[Return to home](#)

Date: December 13, 2023
To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: Appointment of Legal Council

Motion:

A motion to approve the following Legal Council appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, LTD

Date: December 13, 2023
 To: Tracey Crawford, Executive Director
 From: Darleen Negrillo, Superintendent of Administrative Services
 Josh Ruston, Operations Coordinator
 Re: Vehicle Bid Summary – Two (2) 14 Passenger - Accessible Shuttle Bus

Request for vehicle bids was published in the Daily Herald. Two vendors returned sealed bid specifications for an accessible shuttle bus which were opened on November 29, 2023. NWSRA staff attending the bid opening were Darleen Negrillo – Superintendent of Administrative Services and Tom Draper – Superintendent of Marketing & Communications. A synopsis of the information is listed below.

Company	Vehicle	Price	Delivery Date
Best Bus Sales	2024 Glaval Universal Ford E 450	\$128,723.00 per bus	May 2024
Central States Bus Sales, Inc.	2024 Micro Bird G5 Series	\$121,438.00 per bus	10 to 12 months

Warranty Comparison Chart

	Chassis	Exterior Body	Interior Modifications	Engine/Drive Train	Rust Proofing	Wheelchair Lift
Best Bus Sales	3 Year 36,000 Miles Ford	5 Year 100,000 Miles - Glaval Bus	5 Year 100,000 Miles - Glaval Bus	5 Year 60,000 Miles Ford	2 Year N/A - Miles Glaval Bus	Parts 3 years – 10,000 Cycles Labor 3 Year – 3,000 cycles Braun Service Dealer
Central States Bus Sales	3 Year 36,000 Miles Ford	1 Year 12,000 Miles Micro Bird	1 Year 10,000 Miles Braun	5 Year 60,000 Miles Ford	5 Year Unlimited / 100,000 Miles Ford / Micro Bird	Parts 3 years – 10,000 Cycles Labor 3 Year – 3,000 cycles Braun Service Dealer

*Preferred Warranty Specifications in bold.

	BID REQUESTED SPECIFICATION	BEST BUS SALES GLAVAL	CENTRAL STATES MICRO BIRD
Step Tread (3)	12" Deep	12" Deep	9" Deep
Interior Lights (12p)	Minimum two LED Interior Isle Lights	Two LED interior Isle lights	No Interior Lights
Wheelchair Lift (13)	Mounted to steel with plates - No wood sub floor under the lift	Mounted to steel with plates - No wood sub floor under the lift (Allows for constant torque and stability)	Mounted directly over sub floor (Flexes and puts more stress on lift)
Entry Step Construction (15)	100% Galvanized Steel	100% Galvanized Steel	Coated Bare Steel
Rear Cap(15c)	5-piece rear cap	5-piece rear cap for easy repair when damaged	One piece rear cap which cracks easily and is harder to repair

	Bid Requested Specification	BEST BUS SALES GLAVAL	CENTRAL STATES MICRO BIRD
Sidewalls-Rear wall and Roof Insulation(15M)	Dense Foam Insulation	Dense Foam Insulation	Fiberglass Foam
Electric Passenger Door (15S)	30-inch Opening	36-inch Opening	32-Inch Opening

*Preferred Construction Specifications in bold.

Summary:

The differences between the Best Bus Sales Glaval Universal and the Central States Sales Micro Bird are in the following areas:

- Construction – use of coated steel, how the lift is mounted to flooring, rear cap construction and Bus insulation is of higher quality with the Gaval Universal Bus,
- Delivery Date – difference of 5 to 12 months. Going with a delivery date farther out will delay the sale of current buses that will be removed from the fleet.
- Warranty – Glaval Universal provides a 5 year/100,000-mile warranty for the interior and exterior whereas Micro Bird has dropped to a 1 year/10,000 mile for the interior and exterior.

The difference in price between the Best Bus Sales Glaval Universal and Central States Micro Bird is \$7,285.00 per vehicle. The difference in warranty, superior quality and delivery date outweighs the difference in cost.

Recommendation:

Staff recommend accepting the bid from Best Bus Sales for the purchase of two 2024 Glaval Universal for the price of \$128,723 per vehicle with a total budget impact of \$257,446, including the wrapping of both buses.

Motion:

A motion to approve the vehicle the bid from Best Bus Sales for the purchase of two 2024 Glaval Universal for the price of \$128,723 per vehicle with a total capital budget impact of \$257,446.

Date: November 30, 2023
To: Tracey Crawford, Executive Director
From: Tom Draper, Superintendent of Marketing and Communication
John Dufford, Information Technology Manager
Re: IT Service Provider Memo

Over the course of the last year NWSRA has partnered with Sterling Network Integration (SNI) as their IT Service Provider. Since the beginning of their contract on November 1, 2023, SNI's support has played an instrumental role as the agency has worked to upgrade its IT Infrastructure, to meet the current and future demands of staff.

SNI has acted as an extension of NWSRA's IT Department assisting with the migration to more secure and reliable Fortinet firewalls, updated HP Aruba PoE switches, universally controlled access points, a more robust email filtering software and many other improved solutions. When complex issues arise, where NWSRA IT Staff require expert-level assistance, SNI has always been able to troubleshoot and remedy these issues – earning the trust of staff.

For the above reasons NWSRA IT Staff recommends continuing its partnership with SNI and engaging in the following contract. The hourly cost of SNI at \$165 per hour and the language in the contract remains entirely the same as in its previous contract. The only difference comes in the quantity of software licenses and devices – which fluctuate month to month.

Motion:

A motion to approve Sterling Network Integration's contract as NWSRA's IT Service Provider starting January 1, 2024, through December 31, 2024.



Managed Service Agreement

This Consulting Agreement (“Agreement”) is made and entered into by and between Sterling Network Integration; d.b.a. SNI Consulting, Inc. (“Support Vendor”) and Northwest Special Recreation Association. (“Customer”) whose authorized signature appears below.

1. ENGAGEMENT

Customer retains the network support and consulting services of Support Vendor and the Support Vendor hereby agrees to provide the Customer with consulting services until the term on this contract is concluded. This contract will begin on January 1, 2024 and conclude on December 31, 2024.

2. SCOPE OF SERVICES

During the Term of the Agreement, Support Vendor shall render the following services in support of the Customer’s Hardware and Software.

- a) Scheduled Projects. Planned service requested by the Customer are considered a “Project”. All work requests should be submitted via our online ticketing system at: <http://support.sterlingnetworks.com>
- b) Network Documentation. Support Vendor will maintain network documentation: on-going documentation of hardware, software, network settings, IP addresses, firewall settings and related network information.
- c) Third-Party Support Contracts. Customer agrees that all third-party licensing and software support contracts purchased through Vendor will be a minimum of 1 year in duration.
- d) Failures and Incidents. For purposes of this Agreement, a "Failure" in the Customer’s equipment is one that prevents the Covered Hardware from operating substantially in accordance with normal operating procedures.
 - i. An "Emergency Incident" shall mean a Failure in the Covered Hardware that is subsequently verified by Support Vendor as causing an immediate and significant disruption in mission critical business operations effecting a majority of Customers employees, and which could not reasonably be avoided through minor operational adjustments.
 - ii. An "Urgent Incident" shall mean a Failure in the Covered Hardware that is subsequently verified by Support Vendor as causing an immediate and significant disruption in mission critical business operations effecting a minor amount of Customers employees, and which could not reasonably be avoided through minor operational adjustments.
 - iii. A “Standard Incident” is any Failure in the Covered Hardware other than an Emergency or Urgent Incident

Managed Service Offerings.

Preventative Maintenance and Updates

- a) Support Vendor shall maintain the current system hardware and software performing any required updates to the system as well as any preventative maintenance the Support Vendor deems necessary.
- b) The Support Vendor shall maintain the ability to remotely connect to Customer’s network to diagnose the operation of Customer’s network.
- c) If Support Vendor is unable to adequately assist Customer remotely, Support Vendor will be available to travel to Customer’s location to support the network onsite.
- d) Support Vendor shall be responsible for using reasonable diligence in determining and correcting errors that Customer experiences with Network Administration based upon Customer’s particular use, installation, and implementation of normal business procedures on its hardware network, unless such errors are due to bugs that are inherent in the Manufacturer’s Hardware itself.

Technology changes. Our standards don't.



Service Hours and Proactive Monitoring

- a) This contract includes 2 hours of service per month to be used at the Customers discretion. Hours above this allotted time will be charged at our current Discounted Park District rate per hour.
- b) Proactive network monitoring includes monitoring the current system for performance issues and identifying potential areas of risk

Add-On Network Services

- a) SentinelOne Endpoint Security - Control Suite
- b) Mimecast Email Security, Remediation, Continuity & Archiving (M3RA)
- c) PC Monitoring and Remote Access (TeamViewer)
- d) SNI Cloud Storage (TB/Month; 10TB minimum)
- e) Cisco Duo
- f) TeamViewer Access for NWSRA IT staff
- g) Custom SLA - priority response for critical PC issues

Priority SLA – PCs / Laptops

The Customer shall supply Support Vendor with verifiable and reproducible evidence of failures. Upon receipt and acknowledgement of a Trouble Report, Support Vendor shall respond:

- a) **Emergency Incidents.** Within 1 - 2 hours the Support Vendor shall with the cooperation of Customer (including installation of remote connection) commence diagnosis of the Failure. Once the cause of the Failure is known, Support Vendor shall provide a temporary fix or workaround to the Failure at the earliest opportunity. Support Vendor shall thereafter provide a permanent correction as soon as practical.
- b) **Urgent Incidents.** Within 4 - 8 hours. The Support Vendor shall with the cooperation of Customer (including installation of remote connection) commence diagnosis of the Failure. Once the cause of the Failure is known, Support Vendor shall provide a temporary fix or workaround to the Failure. Support Vendor shall thereafter provide a permanent correction as soon as practical.
- c) **Standard Incidents.** Within 3 business days, the Support Vendor shall initiate diagnosis and failure correction efforts. Standard Incidents shall be corrected by Support Vendor through telephone support, email support or through the issuance of periodic updates.
- d) **Scheduled Projects.** Scheduled projects are defined as additional hardware, software, peripherals, equipment, or licenses purchased after consultation with Support Vendor, upgrades to the systems hardware or software as well as preventative maintenance. Scheduled projects are typically scheduled two weeks in advance.

Service Availability

Telephone and email support are available Monday – Friday, 9:00am to 5:00pm. CST. Calls and emails received outside of this time will be answered the next business day. Emergency and Urgent Incident support is available 24 x 7 by calling our Emergency Support line or submitting an Emergency Ticket at <http://support.sterlingnetworks.com>

3. COVERED HARDWARE/SOFTWARE

Support Vendor will provide support to Customer's current hardware and software. Any hardware, software, peripherals, equipment, or licenses purchased after the signing of this agreement, will be supported if, and only if, purchased from, recommended by, or bought after consultation with Support Vendor.

Technology changes. Our standards don't.



4. CONSULTING FEES AND CHARGES

The Customer agrees to pay the Support Vendor for services rendered in accordance to the Discounted Park District Hourly Rate Schedule. The Support Vendor will provide an estimated quote for all service hours. Service hours are estimates only, actual hours will be billed at the completion of the project; unforeseen circumstances may cause hours to be more than the provided estimate. The Support Vendor will notify the Customer via email or phone of any overages.

If the Customer’s environment is substantially changed due to a Force Majeure, Support Vendor will evaluate the need for change to IT services to Customer and related change of managed service fees. Recognizing there are ongoing expenses to Support Vendor of maintaining backups, remote monitoring, other vendor support software/licensing and availability of technicians to service on going needs, Support Vendor will review with Customer the need for change of fees if any.

NETWORK SUPPORT OUTLINE

MONTHLY RECURRING COSTS for 2024

Network Monitoring and Management

Includes Preventative Maintenance, Monthly Updates and Proactive Monitoring

Description	Qty*	Price	Subtotal
Servers	6	\$47.00	\$282.00
Network Devices (i.e. firewalls, switches, NAS, etc.)	21	\$12.00	\$252.00
Network engineering prepaid discounted hours	2	\$160.00	\$320.00

EDR / Anti-Virus

SentinelOne Endpoint Security - Control Suite

Description	Qty*	Price	Subtotal
Endpoints	105	\$3.95	\$414.75

Software License/Cloud services

Description	Qty*	Price	Subtotal
Mimecast Email Security, Remediation, Continuity & Archiving	103	\$7.00	\$721.00
PC Monitoring and Remote Access (TeamViewer)	132	\$5.00	\$660.00
SNI Cloud Storage (TB/Month; 10TB minimum)	10	\$15.00	\$150.00
Cisco Duo	78	\$6.00	\$468.00
TeamViewer Access for NWSRA IT staff	1	\$20.00	\$20.00

Priority Support SLA

Custom SLA - priority response for critical PC issues

Description	Qty*	Price	Subtotal
Priority SLA – PCs / Laptops	--	\$300.00	\$300.00

Total Monthly: \$3,557.75

*Quantities will be adjusted as necessary during on-boarding.

The Customer agrees to pay the Support Vendor the Total Monthly rate for the Services rendered in the Scope of Services section of this contract. Current network environment consists of 6 servers and 21 network devices. As more servers/devices are added or removed, the monthly rate will be adjusted to reflect this. Prior notification will be provided if a change occurs. The Customer will be charged the current Discounted Park District rate for all hourly work performed that exceeds the monthly 2 hours of service provided in the contract.

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Discounted Park District Hourly Rate Schedule:

The current Discounted Park District Hourly Rate is billed at \$165.00 per hour for all services performed. All fees included within the confines of this contact are for services rendered only. Any additional parts, licenses or equipment purchased by Customer will be billed separately, as per an agreed upon estimate at the time of the occurrence.

Above rates apply Monday thru Friday 9:00 a.m. to 5:00 p.m. CST. Projects scheduled at other times and approved by Customer will be billed at 1.5 times our regular rates. Our fees are based upon the time devoted to the work that we do and are subject to our standard hourly billing rates. Time is charged in 30-minute increments with a 30-minute minimum charge for all services rendered. Billing rates are subject to adjustment by us from time to time upon sixty (60) days advance written/mailed notice to Customer (typically at year-end) and fees will be charged at the rates in effect when the services are performed. Rate of \$165.00 per hour is valid until December 31, 2024.

5. CONFIDENTIAL INFORMATION

The Support Vendor acknowledges and agrees that it shall not, during the term of this Agreement, or at any time thereafter, directly or indirectly, disclose or grant access to Customer's confidential information. Confidential Information for the purposes of this Agreement shall include each party's proprietary and confidential information such as, but not limited to, customer lists, business plans, marketing plans, financial information, designs, drawing, specifications, models, software, source codes, and object codes. Confidential Information shall not include any information that Customer makes publicly available or information which becomes publicly available through no act of Support Vendor or Customer or is rightfully received by either party from a third party

- a) Through its performance of the Consulting Services, Support Vendor and its directors, officers, employees, or other representatives may have access to certain confidential and proprietary information concerning Customer's organization, employees, members, and otherwise, including but not limited to, information concerning Customer's organization and structure, business and marketing plans, financial data, the identity of present and prospective members Customer, Customer's current and prospective contracts, and policies, standards, procedures, and practices of Customer (hereinafter referred to collectively as "Confidential Information"). The use of Confidential Information for the benefit of any person or entity other than Customer and the disclosure of such information to any person outside of Customer would cause severe competitive and financial damage to Customer.
- b) Unless expressly authorized by Customer, both during and after the Term of this Agreement, neither Support Vendor nor its directors, officers, employees or other representatives shall use Confidential Information for their own benefit or for the benefit of anyone other than Customer, or disclose such information to anyone outside of Customer, except in the proper course of Customer's business. Support Vendor shall use all reasonable efforts to keep this information confidential.
- c) Upon the termination of this Agreement, or at any time upon the request of Customer, Support Vendor shall return to Customer all printed, audio-visual and electronic documents, data and other materials, including all originals, copies and extracts thereof, containing or referencing any Confidential Information or otherwise relating to Customer's organization or operations, and all other property of Customer then in its possession or in the possession of its directors, officers, employees, or other representatives.

6. DATA PROTECTION AND SECURITY

- a) Ownership and Treatment of Customer Data
Customer data will be and remain, as between the Parties, the property of Customer. Support Vendor will not possess or assert any lien or other right against or to Customer data. No Customer data, or any part thereof, will be commercially exploited by or on behalf of Support Vendor. Customer shall own and retain all right, title and interest, including all intellectual property rights, in and to all Customer data and any information submitted to the applications by its users that is not otherwise Support Vendor's Confidential Information. Support Vendor acknowledges and agrees that notwithstanding any reformatting, modification, reorganization or adaptation of the Customer data (in whole or in part) during its incorporation, storage or processing, or the creation of derivative works from the Customer data, the Customer data will remain as such and will be subject to the

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terms and conditions of this Agreement. This Agreement does not grant to Support Vendor any license or other rights, express or implied, in the Customer data, except that Customer grants to Support Vendor a limited, non-transferable, nonexclusive, non-sub-licensable license to Customer data for the sole purpose of performing the Services and Support Vendor obligations under this Agreement.

b) Security of Data

Support Vendor will physically secure and maintain control over all paper and electronic media (e.g., computers, electronic media, paper receipts, paper reports, and faxes) that contain Customer data or Personal Information. Without limiting any prohibitions or obligations regarding the treatment of Personal Information, at all times during and after the Term of this Agreement, Support Vendor shall use, handle, collect, maintain, and safeguard all Personal Information in accordance with a Privacy Policy reasonably acceptable to Customer and consistent with the requirements articulated in this Agreement, or any Privacy Laws which may be in effect during the Term of this Agreement as it concerns the subject matter of this Agreement. Support Vendor further acknowledges that it alone is responsible for understanding and complying with its obligations under the Privacy Laws.

c) Leaks

Support Vendor will promptly notify Customer of any actual or potential exposure or misappropriation of Customer Data or Personal Information (any "Leak") that comes to Support Vendor's attention. Support Vendor will cooperate with Customer and with law enforcement authorities in investigating any such Leak.

d) Direct and Remote Access to Computer Systems

If Support Vendor will have access to any part of Customer's computer systems or networks in the course of performing under this Agreement, the provisions of this Section shall apply. Support Vendor agrees that each individual having such access: (a) will be assigned a separate log-in ID by Customer and will use only that ID when logging on to Customer's system; (b) will log-off Customer's system immediately upon completion of each session of service; (c) will not allow other individuals to access Customer's computer system; and (d) will keep strictly confidential the log-in ID and all other information that enables such access. Support Vendor will promptly notify Customer upon termination of employment or reassignment of personnel with access to Customer's computer system so that log-in IDs may be changed, and other necessary preventive measures may be taken by Customer to prevent unauthorized access. If Customer revises the requirements for access to its computer system, Support Vendor shall be notified of the changed or additional requirements and shall comply with them as a prerequisite to further access

7. CUSTOMER'S RESPONSIBILITY

Customer shall be responsible for informing Support Vendor of any problems. The relationship between the Customer and the Support Vendor shall always be open. The Customer shall also allow the Support Vendor access to the necessary company resources required to perform the services called for in this Agreement, such as logins, hard drive image files, and remote access where security is not a concern.

8. INSURANCE

Customer agrees to carry liability insurance and property insurance covering any damage to its network as well as to any clients of the Customer adversely affected by Customer's network functioning or transmissions from its network. Support Vendor shall maintain professional liability insurance, commercial liability insurance, and Worker's Compensation Insurance, in the minimum amounts as follows and shall provide Customer with Certificates of Insurance evidencing the same.

- a) General Liability at minimum of \$1,000,000 each occurrence and \$2,000,000 Aggregate, and name Customer as Additional Insured.
- b) Workers Comp at the minimum applicable state requirement.
- c) Professional liability of at least \$1,000,000 each occurrence, and name Customer as Additional Insured.

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9. INDEMNIFICATION

Support Vendor agrees to indemnify and hold Customer harmless against any and all liabilities, claims, causes of action, damages, judgments, costs, expenses, and fees, including attorneys' fees, that Customer incurs arising out of or occurring in connection with Support Vendor's negligent, reckless, or intentional misconduct in performing the Services pursuant to this Agreement.

Customer agrees to indemnify, defend, and hold harmless Support Vendor, and its officers, directors, principals, members, managers, employees, subcontractors, agents, representatives, successors and assigns from and against any damage, claim, loss, expense, occurring as a result of (i) Customer's handling, storage, transmission or possession of information, data, messages or other content or assets on Support Vendor systems or network, on Customer systems or network that are installed, managed or otherwise serviced by Support Vendor, or on third party systems and networks that Support Vendor uses to provide its services, including but not limited to, claims: (A) for libel, slander, invasion of privacy, identity theft, infringement of copyright, and invasion or alteration of private records or data; (B) for infringement of patents; (C) for security breaches of any kind; or (D) based on handling, storage, transmission or possession of information that contains viruses, malware or other destructive code, media, or any unlawful content; (ii) Customer's or third parties' reliance on Support Vendor services or on information obtained therefrom; (iii) Customer's breach of any software licensing requirements of third parties; (iv) Customer's failure to comply with any provision of this Agreement or Support Vendor Professional Services Agreement; or, (v) Customer's failure to obtain permits, licenses, or consents that Client may be required to obtain to enable Support Vendor to provide its products or services (e.g., landlord permissions, wiring permits, etc.)

10. TERM AND TERMINATION

This Agreement shall become effective on January 1, 2024 and conclude on December 31, 2024. This agreement may be terminated as follows:

- a) By either party upon the expiration of the then current term of this Agreement.
- b) By either party upon sixty (60) day's written notice to the other.

11. FORCE MAJEURE

Neither party to this Agreement shall have liability or responsibility to the other party for any delay, failure to perform, service interruption, outage, damage, malfunction, or any consequence thereof or damage resulting therefrom, due to any circumstance beyond the party's reasonable control including, but not limited to, inclement weather, climate change, resource shortages, all acts of nature and acts of God, strikes, pandemics, civil disturbances, riots, terrorist acts, unavailability of or delays in goods or services needed from third parties including but not limited to third party hardware, software, data center, collocation, and cloud service providers, interruption or outage of or delay in telecommunications including the public Internet, voice lines, data lines, or any telecommunications equipment or service, transportation, delivery, power outages, electrical or other utility services, failure of third party hardware, software or services, or any acts or omissions of any third parties. Each party shall use reasonable efforts to minimize the duration and consequences of any failure of or delay in performance resulting from a Force Majeure event.

12. MISCELLANEOUS

Each party acknowledges that it has read the Agreement, understands it, and agrees to be bound by its terms. The parties further agree that this is the complete and exclusive statement of agreement of the parties with respect to the subject matter hereof and that it supersedes and merges all prior proposals, understandings, and agreements, whether oral or written, between the parties with respect to the subject matter hereof. This Agreement may not be modified except by written instrument duly executed by the parties hereto. This Agreement and the party's obligations hereunder shall be governed, construed, and enforced in accordance with the laws of the State of Illinois. In the event that any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions shall be enforced to the maximum extent permitted by applicable law. Neither party may assign its rights or duties under this Agreement without the prior written consent of the other party, except to a successor of all or substantially all of the business and properties. The waiver by either party of any term or condition of this Agreement shall not be deemed to constitute a waiver of any further or additional right that such party may hold under this Agreement. The parties hereto indicate their acceptance and agreement to the terms and conditions set forth herein by their signatures below.

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Signatures Required:

Customer Signature, Date

Printed Name and Job Title

 11/02/2023

SNI Consulting, Date

Carolyn Ellison, Director of Operations & Finance
Printed Name and Job Title

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