



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

December 11, 2019
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:

- III. Public Comment

- IV. Approval of Agenda

- V. Approval of Consent Agenda: Pages 3-32
 - A. Approval of Minutes, November 20, 2019
 - B. NWSRA Financial Reports, November 30, 2019
 - 1. PFM Account Statement
 - 2. NWSRA & SLSF Organizational Cash Overview
 - 3. NWSRA Budget vs. Actual
 - 4. SLSF Budget vs. Actual
 - 5. NWSRA Balance Sheets
 - 6. SLSF Balance Sheets
 - 7. Benjamin F. Edwards Account Statement
 - C. Warrant:
 - 1. #12 – \$ \$209,719.37
 - D. Bi-Weekly Payroll:
 - 1. 11/10/19 – \$106,343.06
 - 2. 11/24/19 – \$106,182.71

 - E. ADA Compliance Projects
 - A. None

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

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • www.nwsra.org

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

- VII. Staff Reports:
 - A. None

- VIII. Old Business: Pages 33-38
 - A. 2020 Budget & Public Comment
 - B. Park District Staff Member Benefits Usage/NWSRA Member District Staff Benefits
 - C. Other

- IX. New Business: Pages 39-48
 - A. Installation of Officers:
 - 1. Chairman; Ryan Risinger
 - 2. Vice Chairman; Bret Fahnstrom
 - 3. Organizational Chair; Amy Charlesworth
 - 4. Personnel Committee Chair; Christina Ferraro
 - B. Recognition of Board Members:
 - 1. Past Chair – Jay Morgan
 - C. Bank Signature Cards Resolutions:
 - 1. R2020-1 – Village Bank and Trust
 - 2. R2020-2 – IPDLAF – General Account
 - 3. R2020-3 – IPDLAF – Investment Holding Account
 - 4. R2020-4 – IPDLAF – Master Services Account
 - D. Surplus Ordinance O2019-13
 - E. Policy Manual Approval
 - F. Vehicle to Auction Approval
 - G. Other

- X. Informational/Action Items: Pages 49-52
 - A. Accident/Injury Summary for 2019
 - B. Other

- XI. Closed Session: Pages 53

Closed Session in accordance with Open Meeting Act to consider information regarding:

 - 1. Executive Session Minutes – 5ILCS 120/2(c)(21)
 - 2. Personnel – 5ILCS 120/2(c)(1)

- XII. Action as a result of Closed Session: Pages 55
 - 1. Resolution

- 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

[Return to Home](#)



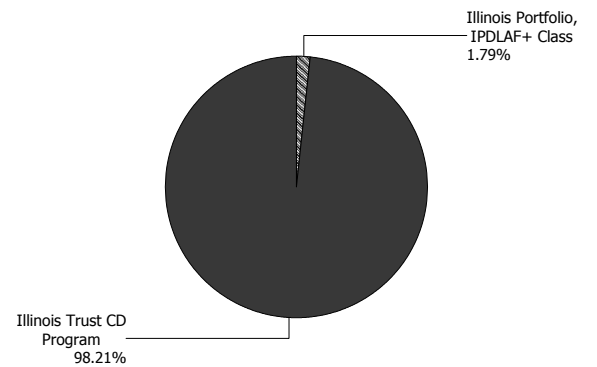
Account Statement - Transaction Summary

For the Month Ending **November 30, 2019**

NORTHWEST SPECIAL RECREATION ASSOCIATION - INVESTMENT HOLDING ACCOUNT -

Illinois Portfolio, IPDLAF+ Class	
Opening Market Value	28,577.34
Purchases	321,468.93
Redemptions	(319,245.31)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$30,800.96
Cash Dividends and Income	39.67
Illinois Trust CD Program	
Opening Market Value	1,694,000.00
Purchases	319,000.00
Redemptions	(319,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$1,694,000.00
Cash Dividends and Income	2,429.26

Asset Summary		
	November 30, 2019	October 31, 2019
Illinois Portfolio, IPDLAF+ Class	30,800.96	28,577.34
Illinois Trust CD Program	1,694,000.00	1,694,000.00
Total	\$1,724,800.96	\$1,722,577.34
Asset Allocation		



NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICES FOUNDATION

ORGANIZATIONAL CASH OVERVIEW NOVEMBER 30, 2019

	<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<u>WORKING CASH</u>			
PETTY CASH	\$ 500	\$ 150	\$ 650
BSN CHECKING (Village Bank & Trust)	398,695	126,221	524,917
OPER/MMA (Village Bank & Trust)	1,282,530	101,140	1,383,671
IPDLAF	19,441		19,441
CASH BANKS	-		-
TOTAL	<u>1,701,167</u>	<u>227,511</u>	<u>1,928,678</u>
<u>RESERVES: INVESTMENTS</u>			
BF EDWARDS		1,224,474	1,224,474
PFM Asset Management	1,724,801		1,724,801
TOTAL	<u>1,724,801</u>	<u>1,224,474</u>	<u>2,949,275</u>
<u>RESERVES:</u>			
<u>OPERATING</u>			
MAX SAFE 1 (Village Bank & Trust)	1,494,142		1,494,142
<u>CAPITAL</u>			
MAX SAFE 2 (Village Bank & Trust)	470,763		470,763
TOTAL	<u>1,964,905</u>		<u>1,964,905</u>
<u>TOTAL CASH & RESERVES</u>			
November 30, 2019	<u>\$ 5,390,873</u>	<u>\$ 1,451,986</u>	<u>\$ 6,842,858</u>
 <u>TOTAL CASH & RESERVES</u>			
November 30, 2018	<u>\$ 2,023,440</u>	<u>\$ 311,913</u>	<u>\$ 2,335,353</u>
CASH	1,483,721		1,483,721
RESERVES - OPER	185,215		185,215
RESERVES - CAP	1,399,560	1,115,637	2,515,197
RESERVES - INVEST	<u>\$ 5,091,936</u>	<u>\$ 1,427,550</u>	<u>\$ 6,519,486</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION
 BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2019

(A) BUDGET
 VS ACTUAL

MONTH	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	948,647	710,865	(237,783)	401,084	181,515	(219,568)	547,564	529,349	(18,214)
February	62,547	422,818	360,271	399,880	376,603	(23,277)	(337,333)	46,215	383,548
March	563,512	315,198	(248,314)	453,422	477,682	24,260	110,091	(162,484)	(272,574)
April	103,569	454,438	350,869	671,175	352,944	(318,231)	(567,606)	101,494	669,101
May	1,225,847	1,098,973	(126,875)	476,908	292,680	(184,228)	748,939	806,292	57,353
June	538,659	673,423	134,765	524,377	429,265	(95,112)	14,281	244,158	229,877
July	551,339	74,975	(476,364)	461,858	541,794	79,936	89,481	(466,819)	(556,300)
August	106,377	404,488	298,111	462,625	790,690	328,065	(356,248)	(386,202)	(29,954)
September	346,863	164,699	(182,164)	736,076	408,584	(327,493)	(389,214)	(243,885)	145,329
October	183,464	600,894	417,430	397,517	453,083	55,566	(214,053)	147,811	361,864
November	1,068,814	482,268	(586,546)	397,017	450,832	53,815	671,797	31,436	(640,361)
December	192,302		(192,302)	468,278		(468,278)	(275,976)		275,976
TOTAL YTD	5,699,638	5,403,039	(296,599)	5,381,941	4,755,673	(626,268)	317,698	647,366	329,668

(B) CASH BALANCE

MONTH	BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH
January	5,204,174	529,349	(398,872)	6,452	(90,881) a.	5,250,222
February	5,250,222	46,215	0	6,421	(2,729) a.	5,300,129
March	5,300,129	(162,484)	0	3,921	(233) a.	5,141,333
April	5,141,333	101,494	0	3,830	2,532 a.	5,249,190
May	5,249,190	806,292	0	3,952	(791) a.	6,058,643
June	6,058,643	244,158	0	3,952	(699) a.	6,306,054
July	6,306,054	(466,819)	0	3,952	(5,016) a.	5,838,171
August	5,838,171	(386,202)	0	3,467	501 a.	5,455,936
September	5,455,936	(243,885)	0	3,891	(3,302) a.	5,212,640
October	5,212,640	147,811	0	3,952	(2,964) a.	5,361,438
November	5,361,438	31,436	0	3,921	(6,563) a.	5,390,232
December	5,390,232	0			a.	5,390,232

a. FSA Withholding / Payments and collected key security deposits.

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL - SUMMARY BY TYPE

ELEVEN MONTHS ENDING NOVEMBER 30, 2019

	<u>2019</u>			<u>2018</u> PRIOR YR ACTUAL
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER</u> <u>(UNDER)</u>	
<u>REVENUE</u>				
GRANTS	\$ 225,517	\$ 299,080	\$ (73,563)	\$ 310,094
RESTRICTED FUNDRAISING	43,852	55,640	(11,788)	55,840
RESTRICTED DONATIONS	6,950	12,893	(5,944)	3,892
UNRESTRICTED FUNDRAISING	223,103	257,920	(34,817)	275,168
UNRESTRICTED DONATIONS	46,598	61,175	(14,577)	127,257
NWSRA WORKSHOPS	0	0	0	410
INVESTMENT TRANSFER	0	0	0	100,000
TOTAL REVENUE	<u>\$ 546,019</u>	<u>\$ 686,708</u>	<u>\$ (140,690)</u>	<u>\$ 872,661</u>
<u>EXPENDITURES</u>				
ADMINISTRATION	\$ 36,109	\$ 39,798	\$ (3,689)	\$ 44,131
RESTRICTED FUNDRAISING	12,059	12,245	(186)	11,570
UNRESTRICTED FUNDRAISING	78,774	98,568	(19,794)	98,793
GRANTS GIVEN	383,059	336,455	46,604	471,056
TOTAL EXPENSES	<u>\$ 510,000</u>	<u>\$ 487,067</u>	<u>\$ 22,935</u>	<u>\$ 625,550</u>
<u>OPERATING</u>				
EXCESS REVENUE (EXPENSES)	<u>\$ 36,019</u>	<u>\$ 199,643</u>	<u>\$ (163,624)</u>	<u>\$ 247,111</u>
<u>INVESTMENT INCOME (LOSS)</u>	146,103	0	146,103	2,080
<u>NET EXCESS REVENUE (EXPENSE)</u>	<u>\$ 182,122</u>	<u>\$ 199,643</u>	<u>\$ (17,521)</u>	<u>\$ 249,192</u>

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2019

(A) BUDGET VS ACTUAL	REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
	MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL
January	215,749	236,674	20,925	8,364	4,728	(3,636)	207,386	231,946	24,561
February	53,189	54,360	1,170	4,270	10,936	6,666	48,919	43,424	(5,495)
March	44,070	29,955	(14,115)	86,366	12,113	(74,253)	(42,297)	17,842	60,138
April	19,725	49,523	29,799	5,011	28,015	23,004	14,713	21,508	6,795
May	53,576	1,121	(52,455)	149,556	100,346	(49,210)	(95,980)	(99,225)	(3,245)
June	28,680	66,080	37,400	10,241	25,581	15,339	18,438	40,499	22,061
July	19,775	49,962	30,188	5,923	22,027	16,104	13,852	27,935	14,084
August	38,986	34,507	(4,479)	4,203	17,840	13,637	34,783	16,667	(18,116)
September	85,941	49,355	(36,586)	71,048	6,933	(64,115)	14,893	42,423	27,529
October	50,234	48,926	(1,308)	114,382	189,385	75,003	(64,147)	(140,459)	(76,311)
November	76,783	71,657	(5,125)	27,700	92,097	64,397	49,082	(20,440)	(69,522)
December	20,718		(20,718)	219,007		(219,007)	(198,289)		198,289
TOTAL YTD	686,708	692,122	5,413	487,066	510,000	22,935	199,643	182,121	(17,521)

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,266,589	231,946	0	0	(1,603)	1,496,933
February	1,496,933	43,424	0	0	(62)	1,540,294
March	1,540,294	17,842	0	0	330	1,558,465
April	1,558,465	21,508	0	0	3,315	1,583,288
May	1,583,288	(99,225)	0	0	(895)	1,483,168
June	1,483,168	40,499	0	0	515	1,524,182
July	1,524,182	27,935	0	0	352	1,552,469
August	1,552,469	16,667	0	0	(393)	1,568,744
September	1,568,744	42,423	0	0	608	1,611,775
October	1,611,775	(140,459)	0	0	(99)	1,471,217
November	1,471,217	(20,440)	0	0	1,300	1,452,077
December	1,452,077	0				1,452,077

Northwest Special Recreation Association
Balance Sheet
 As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10300 · Petty Cash	500.00
10600 · VB&T Bus Check 2	398,695.48
10700 · IPDLAF+	19,440.54
11200 · PFM Investments Hold Account	
11210 · PFM Investments CD Program	1,694,000.00
11200 · PFM Investments Hold Account - Other	30,800.96
Total 11200 · PFM Investments Hold Account	1,724,800.96
11500 · VB&T Operating/MM Account	1,282,530.48
11600 · Money Market (Harris Bank)	-0.00
11650 · MAX SAFE 1 (Village Bank&Trust)	1,494,142.25
11660 · MAX SAFE 2 (Village Bank&Trust)	470,763.07
11800 · Credit Card - American Express	-20.00
11810 · Credit Card - Discover	-51.00
11820 · Credit Card - MasterCard	-172.50
11830 · Credit Card - Visa	214.00
11840 · MC/VISA On-Line	-611.00
Total Checking/Savings	5,390,232.27
Accounts Receivable	
12000 · Accounts Receivable	9,106.00
Total Accounts Receivable	9,106.00
Other Current Assets	
12100 · INTEREST RECEIVABLE	33,551.34
12300 · Prepaid Lease	23,577.85
Total Other Current Assets	57,129.19
Total Current Assets	5,456,467.46
Fixed Assets	
13050 · Buildings	1,006,000.00
13060 · Building Improvements	335,644.00
13070 · Parking Lot	71,730.00
13100 · Equipment	466,778.00
13110 · Accum.Depre- Equipment	-221,711.00
13200 · Transportation Equipment	1,261,025.00
13210 · Accum.Depre.	-1,393,792.00
Total Fixed Assets	1,525,674.00
TOTAL ASSETS	6,982,141.46
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
21200 · Accounts Payable	3,952.43
Total Accounts Payable	3,952.43
Other Current Liabilities	
21600 · Security Deposits	250.00
21700 · Unclaimed Payroll/Property	-299.51
22100 · FSA WH/PYMTS	9,145.10
Total Other Current Liabilities	9,095.59
Total Current Liabilities	13,048.02
Long Term Liabilities	
22500 · ACCRUED VACATION	99,217.00
Total Long Term Liabilities	99,217.00
Total Liabilities	112,265.02

1:04 PM

12/04/19

Accrual Basis

Northwest Special Recreation Association

Balance Sheet

As of November 30, 2019

	<u>Nov 30, 19</u>
Equity	
29500 · Retained Earnings	4,755,994.60
29550 · INVESTMENT IN CAPITAL ASSETS	1,466,516.00
Net Income	647,365.84
Total Equity	<u>6,869,876.44</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,982,141.46</u></u>

Special Leisure Services Foundation
Balance Sheet
As of November 30, 2019

	<u>Nov 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	126,221.14
10800 · VB&T MMA	101,140.26
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	37,791.74
11300 · BENJAMIN EDWARDS - Other	1,186,682.43
Total 11300 · BENJAMIN EDWARDS	1,224,474.17
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	300.00
11830 · Credit Card - Visa	-193.26
Total Checking/Savings	1,452,077.41
Other Current Assets	
12200 · Event Deposits	3,000.00
12400 · Interest Receivable	3,506.22
Total Other Current Assets	6,506.22
Total Current Assets	1,458,583.63
TOTAL ASSETS	<u>1,458,583.63</u>
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,001,227.34
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	182,121.24
Total Equity	1,458,583.63
TOTAL LIABILITIES & EQUITY	<u>1,458,583.63</u>



BENJAMIN F. EDWARDS & CO.
 INVESTMENTS *for* GENERATIONS
 One North Brentwood Blvd., Suite 850
 Saint Louis, MO 63105 314-726-1600

SPECIAL LEISURE SERVICES
 FOUNDATION
 ATTN TRACEY CRAWFORD
 3000 CENTRAL RD STE 205
 ROLLING MDWS IL 60008-2551

November 1, 2019 - November 30, 2019
 Account Number: ~~XXXXXXXX~~

Your Financial Advisor Is:
 HANSON / FISHER / VANDERLUGT
 (630) 871-2673

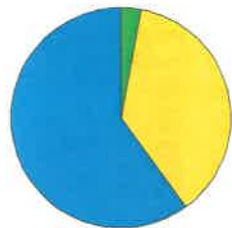
Portfolio at a Glance

	This Period	Year-to-Date
BEGINNING ACCOUNT VALUE	\$1,202,438.57	\$1,080,198.21
Dividends, Interest and Other Income	19.71	18,149.86
Net Change in Portfolio ¹	22,015.89	126,126.10
ENDING ACCOUNT VALUE	\$1,224,474.17	\$1,224,474.17
Estimated Annual Income	\$20,247.46	

¹ Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

The Bank Deposits in your account are FDIC insured bank deposits. FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	28,371.08	37,772.03	37,791.74
37%	Fixed Income	434,839.90	446,560.45	447,241.60
60%	Mutual Funds	616,987.23	718,106.09	739,440.83
100%	Account Total (Pie Chart)	\$1,080,198.21	\$1,202,438.57	\$1,224,474.17

Please review your allocation periodically with your Financial Advisor.



**Warrant #12
Summary
December 11, 2019**

Administration	Programs	Salary	Liability/Audit/IMRF	ADA/Capital
421000 Prof. Fees	422100 Rent Municipal	424100 Full Time	441000 Liability/PDRMA	450000 ADA Compliance
421100 Office Supply	422200 Rent Commercial	424200 Part Time	442000 Audit	460000 Capital Replacement
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			
12000 Accounts Receivable				

Total VB&T Electronic Accounts Payable (IMRF, ADP, Excalibur, Wex, ComEd, HP)	20,157.15
Total IPDLAF Electronic Accounts Payable (PCARDS)	80,835.01
Total VB&T Business Checking Accounts Payable	<u>108,727.21</u>
	<u>209,719.37</u>

Motion to approve Warrant #12 dated December 11, 2019 totaling

\$209,719.37

Northwest Special Recreation Association
VBT Electronic Accounts Payable
Warrant #12
December 11, 2019

Vendor	Description	Account	Amount
IMRF	Nov 2019	442201	-
	Nov 2019	442202	-
	Nov 2019	442203	-
	Nov 2019	442204	-
	Nov 2019	442205	-
	IMRF Total		-
ADP	FSA - November	424303	121.93
	Payroll - Nov	424301	-
	Payroll - Nov	424302	
	Payroll - Nov	424304	-
	ADP Total		121.93
Excalibur	Invoice - 182232	421902	7,406.05
	Invoice - 182419	421905	1,015.95
	Invoice - 182441	421906	2,608.50
	Invoice - 182442	421906	10,072.25
	Invoice - 182443	421906	2,095.75
	Invoice - 182678	421905	1,092.35
	Excalibur Total		24,290.85
Wex Bank	Invoice - 62253208	422801	(5,505.00)
		Wex Bank	(5,505.00)
ComEd	Svc 10/28 - 11/26	421702	329.51
Hewlett Packard Fin Svcs	Lease Payment #4	460001	919.86
		Hewlett-Packard Financial Services Total	919.86
Total Warrant #12 for Electronic Accounts Payable			20,157.15

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
 Warrant #12
 December 11, 2019**

Vendor	Description	Account	Amount
BMO Solutions			
Home Depot	office supplies	421103	36.76
International Name Tag	office supplies	421104	252.33
Amazon	office supplies	421105	8.99
Amazon	office supplies	421105	23.99
Walmart	office supplies	421105	205.89
Amazon	office supplies	421105	47.90
Amazon	office supplies	421105	10.98
Bulk Off Supply	office supplies	421105	62.70
Accurate Office	office supplies	421105	994.56
Staples	office supplies	421105	2,078.97
Authorize.net	credit card and bank fees	421152	27.20
Pitney Bowes	postage	421204	360.91
Verizon Wereless	telephone/fax	421301	618.63
First Communications	telephone/fax	421304	508.32
Converged Digital Networks	telephone/fax	421305	314.00
United Airlines	conference/education	421401	30.00
Lot A Pay	conference/education	421401	160.00
VRBO	conference/education	421401	(250.00)
VRBO	conference/education	421401	(117.00)
NRPA	conference/education	421401	675.00
IPRA	conference/education	421401	264.00
IPRA	conference/education	421402	300.00
Walmart	conference/education	421402	33.32
Auntie Annies	conference/education	421402	6.68
Grand Hyatt	conference/education	421402	3.92
Grand Hyatt	conference/education	421402	15.13
Grand Hyatt	conference/education	421402	15.13
Grand Hyatt	conference/education	421402	10.65
IPRA	conference/education	421402	264.00
IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	245.00
IAPD/IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	300.00
IAPD/IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	205.00
IPRA	conference/education	421402	60.00
IPRA	conference/education	421402	270.00
IPRA	conference/education	421402	245.00
IPRA	conference/education	421402	(40.00)
IPRA	conference/education	421402	205.00
IAPD	conference/education	421402	386.00
IAPD	conference/education	421402	205.00
IPRA	conference/education	421402	(40.00)
IPRA	conference/education	421402	296.00
IPRA	conference/education	421402	26.00
IPRA	conference/education	421402	205.00
IPRA	conference/education	421402	40.00
IPRA	conference/education	421402	245.00

Northwest Special Recreation Association
VBT Electronic Accounts Payable
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Vendor	Description	Account	Amount
IPRA	conference/education	421402	245.00
Chevy's Restaurant	conference/education	421405	50.72
Wildberry Café	conference/education	421406	229.15
EZ Register	conference/education	421406	92.00
Great American Bagel	conference/education	421406	50.10
Palatine Hills Café	conference/education	421406	20.75
PayPal	conference/education	421406	20.00
Lyft	conference/education	421406	21.20
Bull Dog Ale House	conference/education	421406	38.33
Westwood Tavern	conference/education	421406	43.25
Starbucks	conference/education	421406	12.27
WILS	conference/education	421406	20.00
Phil's BBQ	conference/education	421407	20.10
United Airlines	conference/education	421407	30.00
Grand Hyatt	conference/education	421407	909.84
American Airlines	conference/education	421407	200.00
United Airlines	conference/education	421407	30.00
United Airlines	conference/education	421407	30.00
Jewel	conference/education	421407	37.67
Skill Path webinars	conference/education	421407	298.00
Dunkin Donuts	conference/education	421407	26.24
Kansas City Barbeque	conference/education	421407	73.20
Harbor House	conference/education	421407	178.95
Supershuttle	conference/education	421407	35.39
Cheesecake Factory	conference/education	421407	71.64
Seasons 52	conference/education	421407	144.99
Kansas City Barbeque	conference/education	421407	65.94
Neico Taxi	conference/education	421407	16.68
Phil's BBQ	conference/education	421407	39.22
Grand Hyatt	conference/education	421407	909.84
Kura	conference/education	421407	108.50
Dunkin	conference/education	421407	4.99
Lyft	conference/education	421407	13.02
Starbucks	conference/education	421407	9.42
Lyft	conference/education	421407	17.25
Lyft	conference/education	421407	34.08
Lyft	conference/education	421407	17.82
O'Hare	conference/education	421407	17.24
Dicks	conference/education	421407	62.95
Lyft	conference/education	421407	36.05
Macy's	conference/education	421407	9.31
American Airlines	conference/education	421407	44.00
Lyft	conference/education	421407	10.76
American Airlines	conference/education	421407	44.00
Ojeda	conference/education	421407	53.85
cab	conference/education	421407	67.20
Holiday Inn	conference/education	421407	102.59
Lyft	conference/education	421407	11.60
Lyft	conference/education	421407	49.37
Lyft	conference/education	421407	10.99

Northwest Special Recreation Association
VB Electronic Accounts Payable
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Vendor	Description	Account	Amount
Hudson	conference/education	421407	21.98
Lyft	conference/education	421407	5.00
Einstein	conference/education	421407	21.22
Papa Saverios	conference/education	421407	67.00
ATRA	memberships/certifications	421501	125.00
ATRA	memberships/certifications	421501	125.00
IL Secretary of State	memberships/certifications	421502	61.35
NRPA	memberships/certifications	421503	314.00
NCTRC	memberships/certifications	421504	80.00
NCTRC	memberships/certifications	421504	325.00
Prometric	memberships/certifications	421504	24.95
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	336.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	336.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	264.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	300.00
IPRA	memberships/certifications	421507	300.00
Amazon - Business	memberships/certifications	421512	79.00
Nicor floor 2	maintenance and utilities	421703	50.64
Nicor floor 3	maintenance and utilities	421703	55.29
Hudson Energy	maintenance and utilities	421704	845.80
Comcast	maintenance and utilities	421706	172.09
Comcast	maintenance and utilities	421706	141.85
Comcast	maintenance and utilities	421706	205.82
AT&T	maintenance and utilities	421706	72.82
Comcast	maintenance and utilities	421706	163.50
Amazon	maintenance and utilities	421707	14.94
Amazon	maintenance and utilities	421707	14.94
Amazon	maintenance and utilities	421707	43.97
Drop Box	computers	421905	119.88
Constant Contact	computers	421905	1,014.44
Apple	computers	421905	0.99
Zoom.us	computers	421905	149.90
Adobe Creative Cloud	computers	421905	1,199.52
Adobe Acrobat	computers	421905	14.99
Steamgames	computers	421905	8.79
Apple	computers	421905	9.99
Amazon	computers	421906	15.99
Screencloud	computers	421906	400.00
Menards	computers	421906	(8.78)
Menards	computers	421906	36.86
Menards	computers	421906	10.96

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
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Vendor	Description	Account	Amount
Amazon	computers	421906	436.60
Amazon	computers	421906	193.41
Apple	computers	421906	2,691.00
Apple	computers	421906	531.00
Walmart	computers	421906	1,212.30
Converged Digital Networks	computers	421906	421.25
NSSRA	rental municipal	422106	160.00
Classic Cinema	commercial expense	422201	85.50
Medieval Times	commercial expense	422201	913.00
Improv Comedy	commercial expense	422201	69.30
Improv Comedy	commercial expense	422201	19.45
Elk Grove Bowl	commercial expense	422201	220.00
Speidi's Sports Grill	commercial expense	422201	192.00
Lakeshore Academy	commercial expense	422202	42.00
Lakeshore Academy	commercial expense	422202	42.00
Arlington Lanes	commercial expense	422202	28.75
Arlington Lanes	commercial expense	422202	28.75
Arlington Lanes	commercial expense	422202	28.75
Arlington Lanes	commercial expense	422202	28.75
Lakeshore Academy	commercial expense	422202	35.00
Elk Grove Bowl	commercial expense	422202	56.00
Poplar Creek Bowl	commercial expense	422202	45.60
Lakeshore Academy	commercial expense	422202	56.00
Arlington Heights Bowl	commercial expense	422202	50.00
Arlington Heights Bowl	commercial expense	422202	37.50
Poplar Creek Bowl	commercial expense	422202	34.20
JP Martial Arts	commercial expense	422202	60.00
Sky Centers	commercial expense	422202	182.00
Elk Grove Bowl	commercial expense	422202	42.00
Arlington Lanes	commercial expense	422202	20.00
LED	commercial expense	422202	74.10
Sky Centers	commercial expense	422202	143.00
Elk Grove Bowl	commercial expense	422202	31.50
Didier Farms	commercial expense	422204	65.00
Buffalo Grove Store	commercial expense	422204	26.00
Kings Dining & Entertainmen	commercial expense	422204	561.60
Hotel/Bowling	commercial expense	422204	296.70
All State	commercial expense	422204	17.00
All State	commercial expense	422204	45.00
Jewel	commercial expense	422204	20.83
All Ways Catering	commercial expense	422204	642.55
Westwood Tavern	commercial expense	422204	312.12
Morkes Chocolate	commercial expense	422206	204.00
Arlington Lanes	commercial expense	422206	60.00
Poplar Creek Bowl	commercial expense	422206	57.00
Poplar Creek Bowl	commercial expense	422206	51.30
California Pizza Kitchen	commercial expense	422206	56.91
Streamwood Bowling	commercial expense	422206	60.00
Poplar Creek Bowl	commercial expense	422206	57.00
Streamwood Bowling	commercial expense	422206	20.00

Northwest Special Recreation Association
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Vendor	Description	Account	Amount
Jewel	commercial expense	422206	44.99
Jewel	commercial expense	422206	36.42
Dollar Tree	commercial expense	422206	11.00
Papa Johns	commercial expense	422206	58.00
Poplar Creek Bowl	commercial expense	422206	22.80
Brunswick Zone	commercial expense	422206	57.00
Brunswick Zone	commercial expense	422206	72.00
Streamwood Bowling	commercial expense	422206	100.00
Streamwood Bowling	commercial expense	422206	117.50
Streamwood Bowling	commercial expense	422206	77.50
Streamwood Bowling	commercial expense	422206	100.00
Poplar Creek Bowl	commercial expense	422206	48.45
Streamwood Bowling	commercial expense	422206	27.50
IHOP	commercial expense	422206	129.33
Brunswick Zone	commercial expense	422206	52.00
Arlington Lanes	commercial expense	422206	30.00
Brunswick Zone	commercial expense	422206	91.00
Arlington Lanes	commercial expense	422206	65.00
Arlington Lanes	commercial expense	422206	57.50
Arlington Lanes	commercial expense	422206	55.00
Lazermaxx	commercial expense	422206	20.00
Lazermaxx	commercial expense	422206	20.00
Lazermaxx	commercial expense	422206	77.00
Brunswick Zone	commercial expense	422206	184.00
Brunswick Zone	commercial expense	422206	216.00
Elk Grove Bowl	commercial expense	422206	350.00
Brunswick Zone	commercial expense	422206	216.00
Color Me Mine	commercial expense	422206	122.00
Streamwood Bowling	commercial expense	422206	95.00
McDonalds	commercial expense	422206	13.90
Dunkin Donuts	commercial expense	422206	13.07
Culvers	commercial expense	422206	27.16
Sports Page	commercial expense	422206	171.93
AMC Barrington	commercial expense	422206	62.37
AMC Barrington	commercial expense	422206	56.61
AMC Barrington	commercial expense	422206	76.23
AMC Barrington	commercial expense	422206	(62.37)
AMC Barrington	commercial expense	422206	(69.30)
AMC Barrington	commercial expense	422206	62.90
Arlington Lanes	commercial expense	422206	73.50
Baskin Robbins	commercial expense	422206	20.02
Portillos	commercial expense	422206	155.28
Arlington Lanes	commercial expense	422206	55.00
Rosati's	commercial expense	422209	694.95
Stade's Farm & Market	commercial expense	422209	510.00
West Pier Laundry	commercial expense	422209	10.00
Jewel	commercial expense	422210	58.94
Little Caesar	commercial expense	422210	59.39
Amazon	commercial expense	422210	9.24
Amazon	commercial expense	422210	24.99

**Northwest Special Recreation Association
VBT Electronic Accounts Payable
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Vendor	Description	Account	Amount
Dollar Tree	commercial expense	422210	19.33
Dollar Tree	commercial expense	422210	14.30
Amazon	commercial expense	422210	15.83
Jewel	commercial expense	422210	41.97
Amazon	commercial expense	422210	103.30
Chicago Wax Hands	commercial expense	422210	225.00
Amazon	commercial expense	422210	37.82
Chicago Wax Hands	commercial expense	422210	75.00
Amazon	commercial expense	422210	22.92
Jewel	commercial expense	422210	44.93
Amazon	commercial expense	422210	50.82
Amazon	commercial expense	422210	11.56
Amazon	commercial expense	422210	25.18
Gamestop	commercial expense	422210	57.56
Shutterfly	program development	422303	226.58
Shutterfly	program development	422303	140.24
Toys for Special Child	program development	422303	1,297.30
Amazon	program development	422303	119.94
Walmart	supplies	422401	38.44
Amazon	supplies	422401	12.99
Amazon	supplies	422401	6.99
Amazon	supplies	422401	(12.99)
Dollar Tree	supplies	422401	8.00
Michaels	supplies	422401	13.57
Dollar Tree	supplies	422401	25.00
Jewel	supplies	422401	22.66
Jewel	supplies	422401	(1.48)
Jewel	supplies	422401	340.00
4Imprint	supplies	422401	373.04
Jewel	supplies	422401	281.98
Target	supplies	422401	31.97
Target	supplies	422401	3.97
Dollar Tree	supplies	422401	13.00
Redbox	supplies	422401	0.99
Dollar Tree	supplies	422401	25.00
Joann Store	supplies	422401	32.57
Michaels	supplies	422401	11.30
Marianos	supplies	422402	21.72
Walmart	supplies	422402	10.66
Dollar Tree	supplies	422402	1.00
Walmart	supplies	422402	148.89
Jewel	supplies	422402	22.07
Aldi	supplies	422402	18.01
Ultimate Screen Printing	supplies	422404	380.00
Rob Roy	supplies	422404	281.00
Amazon	supplies	422405	50.97
Amazon	supplies	422405	92.25
Amazon	supplies	422405	367.72
Jewel	supplies	422406	56.86
Target	supplies	422406	22.00

**Northwest Special Recreation Association
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Vendor	Description	Account	Amount
Jewel	supplies	422406	31.76
Jewel	supplies	422406	25.10
Walmart	supplies	422406	2.17
Jewel	supplies	422406	24.72
Michaels	supplies	422406	5.18
Jewel	supplies	422406	41.75
Active Look	supplies	422406	60.00
Amazon	supplies	422406	169.20
Walmart	supplies	422406	25.17
Brunswick Zone	supplies	422406	58.50
Dollar Tree	supplies	422406	10.00
Jewel	supplies	422406	18.23
Jewel	supplies	422406	18.23
Jewel	supplies	422406	21.51
Redbox	supplies	422406	9.74
Dunkin	supplies	422406	19.26
Crown Trophy	supplies	422406	78.00
Jewel	supplies	422406	30.96
Jewel	supplies	422406	300.00
Ultimate Screen Printing	supplies	422406	28.00
Amazon	supplies	422406	66.83
Sensory Moon	supplies	422406	139.85
Enable Devices	supplies	422406	234.80
Enable Devices	supplies	422406	53.95
Elite Sportswear	supplies	422406	166.39
Walmart	supplies	422406	24.70
Aldi	supplies	422406	1.42
JW Pepper	supplies	422406	194.24
Walmart	supplies	422406	42.03
Dollar Tree	supplies	422406	4.00
Jewel	supplies	422406	19.95
Jewel	supplies	422406	17.45
Jewel	supplies	422406	60.00
Jewel	supplies	422406	58.47
Dollar Tree	supplies	422406	1.00
Amazon	supplies	422406	21.78
Jewel	supplies	422406	14.67
Jewel	supplies	422406	5.00
Jewel	supplies	422406	40.00
Jewel	supplies	422406	42.20
Amazon	supplies	422406	6.99
Amazon	supplies	422406	7.80
Jewel	supplies	422406	16.51
Amazon	supplies	422406	15.93
Amazon	supplies	422406	25.48
Dollar Tree	supplies	422406	3.00
Dollar Tree	supplies	422406	1.00
Amazon	supplies	422406	13.99
Hobby Lobby	supplies	422406	7.47
Aldi	supplies	422406	39.41

**Northwest Special Recreation Association
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Vendor	Description	Account	Amount
Aldi	supplies	422406	25.76
Jewel	supplies	422406	6.73
Jewel	supplies	422406	6.73
Aldi	supplies	422406	38.22
Aldi	supplies	422406	13.63
Aldi	supplies	422406	14.01
Aldi	supplies	422406	6.81
Aldi	supplies	422406	4.12
Jewel	supplies	422406	18.87
Jewel	supplies	422406	11.37
Aldi	supplies	422406	15.07
Aldi	supplies	422406	18.45
Jewel	supplies	422406	2.65
Jewel	supplies	422406	2.64
Aldi	supplies	422406	3.29
Pet Supplies	supplies	422409	4.50
Walmart	supplies	422409	20.04
Walmart	supplies	422409	6.15
Jewel	supplies	422409	14.75
Pet Supplies	supplies	422409	4.50
Jewel	supplies	422409	16.53
Walmart	supplies	422409	246.42
Jewel	supplies	422409	13.22
Walmart	supplies	422409	2.96
Amazon	supplies	422409	31.96
McDonalds	supplies	422409	5.36
Amazon	supplies	422409	30.97
Amazon	supplies	422409	91.48
Jewel	supplies	422409	11.22
Dollar Tree	supplies	422409	18.00
Walmart	supplies	422409	34.38
Pet Supplies Plus	supplies	422409	3.00
Jewel	supplies	422409	30.29
Jewel	supplies	422409	17.72
Jewel	supplies	422409	17.75
Dollar Tree	supplies	422409	10.00
Jewel	supplies	422409	14.23
Trader Joes	supplies	422409	35.31
Pet Supplies Plus	supplies	422409	4.50
Walmart	supplies	422409	20.68
Walmart	supplies	422409	83.43
Amazon	supplies	422409	8.95
Amazon	supplies	422409	4.98
Amazon	supplies	422409	28.95
Amazon	supplies	422409	91.96
Amazon	supplies	422409	7.49
Amazon	supplies	422409	11.99
Amazon	supplies	422409	2.99
Amazon	supplies	422409	16.99
Amazon	supplies	422409	23.57

**Northwest Special Recreation Association
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Vendor	Description	Account	Amount
Amazon	supplies	422409	12.99
Walmart	supplies	422409	31.67
Walmart	supplies	422409	56.87
Amazon	supplies	422409	15.99
Ikea	supplies	422409	28.34
Amazon	supplies	422409	8.29
Amazon	supplies	422409	5.18
Amazon	supplies	422409	9.19
Amazon	supplies	422409	21.92
Amazon	supplies	422409	23.99
Amazon	supplies	422409	53.91
Amazon	supplies	422409	146.27
Amazon	supplies	422409	107.64
Amazon	supplies	422409	3.35
Amazon	supplies	422409	6.32
Amazon	supplies	422409	15.99
Amazon	supplies	422409	14.87
Walgreens	supplies	422409	9.91
Amazon	supplies	422409	16.90
Amazon	supplies	422409	26.94
Walgreens	supplies	422409	75.00
Amazon	supplies	422409	28.40
Amazon	supplies	422409	13.58
Amazon	supplies	422409	10.25
Amazon	supplies	422409	39.99
Amazon	supplies	422409	127.96
Amazon	supplies	422409	14.99
Snapfish	supplies	422409	33.90
Amazon	supplies	422409	76.16
Amazon	supplies	422409	24.98
Amazon	supplies	422409	20.78
Amazon	supplies	422409	36.44
PODS	supplies	422409	549.96
Amazon	supplies	422409	10.99
Amazon	supplies	422409	10.25
Amazon	supplies	422409	25.64
Amazon	supplies	422409	6.49
Amazon	supplies	422409	34.70
Amazon	supplies	422409	46.49
Amazon	supplies	422409	19.99
Amazon	supplies	422409	997.69
Amazon	supplies	422409	66.08
Amazon	supplies	422409	148.77
Amazon	supplies	422409	55.76
Amazon	supplies	422409	55.99
Amazon	supplies	422409	209.65
Amazon	supplies	422409	32.91
Amazon	supplies	422409	1,094.61
Walmart	supplies	422409	13.11
GFS	supplies	422409	28.92

**Northwest Special Recreation Association
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Vendor	Description	Account	Amount
7-Eleven	supplies	422409	10.09
Amazon	supplies	422409	19.88
Amazon	supplies	422409	18.06
Amazon	supplies	422409	8.10
Amazon	supplies	422409	6.96
Amazon	supplies	422409	24.90
Amazon	supplies	422409	31.32
Unity Parts	supplies	422409	166.85
Walmart	supplies	422409	6.56
Walmart	supplies	422409	4.86
Menards	supplies	422409	14.21
Pet Supplies Plus	supplies	422409	5.50
Walmart	supplies	422409	15.61
Amazon	supplies	422410	161.90
Amazon	supplies	422410	23.49
Amazon	supplies	422410	34.95
Amazon	supplies	422410	26.18
Amazon	supplies	422410	48.80
Amazon	supplies	422410	11.70
Amazon	supplies	422410	28.66
Alliance Paper	supplies	422411	391.75
Jewel	supplies	422412	250.00
Amazon	supplies	422414	36.39
Amazon	supplies	422414	39.60
Amazon	supplies	422414	115.21
Amazon	supplies	422414	34.07
Amazon	supplies	422414	262.56
Amazon	supplies	422414	155.78
Amazon	supplies	422414	116.40
Amazon	supplies	422417	(52.95)
Amazon	supplies	422417	196.63
Amazon	supplies	422417	144.68
Amazon	supplies	422417	427.85
Amazon	supplies	422417	27.09
Amazon	supplies	422417	16.50
Amazon	supplies	422417	14.50
Amazon	supplies	422417	63.86
Home Depot	supplies	422417	122.07
Amazon	supplies	422417	7.02
Amazon	supplies	422417	38.29
Target	supplies	422417	38.32
Mod Pizza	supplies	422418	39.70
Charter Empire	commercial transportation	422510	1,302.61
Charter Empire	commercial transportation	422510	1,302.61
Target	transportation maintenance	422701	296.20
Amazon	transportation maintenance	422705	14.95
Amazon	transportation maintenance	422705	3.99
Amazon	transportation maintenance	422705	131.14
Amazon	transportation maintenance	422705	11.98
Marathon	transportation gas/tolls/parking	422801	77.98

**Northwest Special Recreation Association
 VBT Electronic Accounts Payable
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Vendor	Description	Account	Amount
PB Payment Services	printing	422901	369.35
PB Payment Services	printing	422902	381.45
Accurate Office	printing	422904	1,336.53
Konica Minolta	printing	422906	3,006.54
VistaPrint	printing	422908	68.99
Wildberry Café	public awareness/subscriptions/ads	423101	69.12
Dollar Tree	public awareness/subscriptions/ads	423101	48.00
Walmart	public awareness/subscriptions/ads	423101	43.34
Walmart	public awareness/subscriptions/ads	423101	32.17
Aldi	public awareness/subscriptions/ads	423101	43.70
Dollar Tree	public awareness/subscriptions/ads	423101	52.00
GFS	public awareness/subscriptions/ads	423101	428.93
Valli Produce	public awareness/subscriptions/ads	423101	28.69
Valli Produce	public awareness/subscriptions/ads	423101	3.09
Jewel	public awareness/subscriptions/ads	423101	20.97
Facebook	public awareness/subscriptions/ads	423102	105.49
Daily Herald	public awareness/subscriptions/ads	423103	95.60
Indeed	public awareness/subscriptions/ads	423103	279.04
Amazon	public awareness/subscriptions/ads	423103	18.48
Amazon	public awareness/subscriptions/ads	423103	151.76
Amazon	public awareness/subscriptions/ads	423103	131.90
Amazon	public awareness/subscriptions/ads	423103	15.99
4Imprint	public awareness/subscriptions/ads	423105	656.43
IPRA	public awareness/subscriptions/ads	423109	95.00
EB Toward Universal	public awareness/subscriptions/ads	423109	30.00
Walgreens	public awareness/subscriptions/ads	423109	31.46
Amazon	public awareness/subscriptions/ads	423109	23.36
Amazon	public awareness/subscriptions/ads	423109	228.44
Amazon	public awareness/subscriptions/ads	423109	21.28
Walgreens	public awareness/subscriptions/ads	423111	13.64
Amazon	public awareness/subscriptions/ads	423111	68.96
Amazon	public awareness/subscriptions/ads	423111	159.31
Amazon	public awareness/subscriptions/ads	423111	1,640.43
Amazon	public awareness/subscriptions/ads	423111	110.03
Official Finder	part-time staff	424206	1,716.00
Amazon	ADA compliance	450003	50.67
Ava's Flowers	ADA compliance	450004	79.89
Edible Arrangements	ADA compliance	450008	103.78
Amazon	ADA compliance	450010	7.99
Walgreens	ADA compliance	450018	19.95
Dollar Tree	ADA compliance	450018	16.00
Ultimate Screen Printing	ADA compliance	450022	141.50
Westwood	ADA compliance	450022	38.00
Bibibop	ADA compliance	450022	26.39
BambooHR	capital equipment replacement	460001	8,600.33

Total Warrant #12 for Electronic Accounts Payable

80,835.01

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12
 December 11, 2019**

Num	Name	Account	Amount
4314	Madeleine Green	Refund - 2700 - F 2019	10600 · VB&T Bus Check 2
		Refund - 2700 - F 2019	11500 · VB&T Operating/MM Account
			-170.50
			170.50
			<u>170.50</u>
4315	GMediaWraps LLC	Invoice 1927	10600 · VB&T Bus Check 2
		Invoice 1927	422909 · Miscellaneous
			-520.00
			520.00
			<u>520.00</u>
4316	Alphabet Soup Productions	Beauty & Beast 11/19/19	10600 · VB&T Bus Check 2
		Beauty & Beast 11/19/19	422209 · PURSUIT
			-416.25
			416.25
			<u>416.25</u>
4317	WDSRA	Invoice LAC 2019	10600 · VB&T Bus Check 2
		Invoice LAC 2019	421508 · LAC Group
			-500.00
			500.00
			<u>500.00</u>
4318	CPI	Invoice CUS0206576	10600 · VB&T Bus Check 2
		Invoice CUS0206576	421513 · Miscellaneous
			-2,260.00
			2,260.00
			<u>2,260.00</u>
4319	NCPERS Group Life Insurance	Invoice 5436122019	10600 · VB&T Bus Check 2
		Invoice 5436122019	421601 · Additional Life
			-16.00
			16.00
			<u>16.00</u>
4320	VITASYS	Invoice 1350	10600 · VB&T Bus Check 2
		Invoice 1350	421901 · Database Enhancements
			-15,000.00
			15,000.00
			<u>15,000.00</u>
4321	IPRA	Invoice 11082019	10600 · VB&T Bus Check 2
		Invoice 11082019	421402 · IPRA Conf/Wkshps/Webnrs/Schoc
			-364.00
			364.00
			<u>364.00</u>
4322	Jennifer L. Voss	Zumba (5) 10/15 - 11/12	10600 · VB&T Bus Check 2
		Zumba (5) 10/15 - 11/12	422206 · Weekly Programs
			-302.50
			302.50
			<u>302.50</u>
4323	Campfire Concepts	Invoice 1042	10600 · VB&T Bus Check 2
		Invoice 1042	450022 · Miscellaneous
			-6,000.00
			6,000.00
			<u>6,000.00</u>
4324	Davis Negrillo	Undercarriage Bus Inspection 3rd Qtr	10600 · VB&T Bus Check 2
		Undercarriage Bus Inspection 3rd Qtr	422705 · Miscellaneous
			-120.00
			120.00
			<u>120.00</u>
4325	Illinois State Police	Cost Ctr 00880 ORI HC9708218	10600 · VB&T Bus Check 2
		Cost Ctr 00880 ORI HC9708218	441001 · Criminal Background Checks
			-3,590.00
			3,590.00
			<u>3,590.00</u>
4326	U.S. Postal Service	Postage Seasonal Brochure	10600 · VB&T Bus Check 2
		Postage Seasonal Brochure	421201 · Postage
			-489.16
			489.16
			<u>489.16</u>
4327	Grand Prairie Transit	Stmt Balance 8/31/19 - Acct 10123	10600 · VB&T Bus Check 2
		Stmt Balance 8/31/19 - Acct 10123	422505 · Summer Day Camp
			-49,467.50
			49,467.50
			<u>49,467.50</u>
4328	MG Professional Cleaning Service, Inc	Invoice 25002	10600 · VB&T Bus Check 2
		Invoice 25002	421701 · Condo Maintenance
			-1,300.00
			1,300.00
			<u>1,300.00</u>
4334	Alexian Brothers Corporate Health Service	Invoice 694556	10600 · VB&T Bus Check 2
			-180.00

Northwest Special Recreation Association
VBT Business Checking Accounts Payable
Warrant #12
December 11, 2019

Num	Name		Account	Amount
		Invoice 694556	441002 · Drug Tests / Physicals	180.00
				<u>180.00</u>
4335	Jennifer Amaro	Sewing Class - Oct 2019	10600 · VB&T Bus Check 2	-80.00
		Sewing Class - Oct 2019	422409 · PURSUIT	80.00
				<u>80.00</u>
4336	Northwest HR Council	Invoice 1478	10600 · VB&T Bus Check 2	-25.00
		Invoice 1478	421406 · Professional Meetings	25.00
				<u>25.00</u>
4337	Robbins Schwartz	Invoice 858180 & 858181	10600 · VB&T Bus Check 2	-912.50
		Invoice 858180	421002 · Legal Fees	50.00
		Invoice 858181	421002 · Legal Fees	862.50
				<u>912.50</u>
4338	Total Fire & Safety, Inc.	Invoice 147955	10600 · VB&T Bus Check 2	-176.35
		Invoice 147955	421705 · Total Fire and Safety	176.35
				<u>176.35</u>
4339	MG Professional Cleaning Service, Inc	Invoice 25003	10600 · VB&T Bus Check 2	-1,200.00
		Invoice 25003	421701 · Condo Maintenance	1,200.00
				<u>1,200.00</u>
4340	Manny Aguilar	Mileage	10600 · VB&T Bus Check 2	-95.70
		Mileage	422601 · Staff Mileage	95.70
				<u>95.70</u>
4341	Cay Collier	Mileage Oct & Nov	10600 · VB&T Bus Check 2	-149.06
		Mileage Oct & Nov	422601 · Staff Mileage	149.06
				<u>149.06</u>
4342	Nicole Derrig	Mileage	10600 · VB&T Bus Check 2	-105.56
		Mileage	422601 · Staff Mileage	105.56
				<u>105.56</u>
4343	Edwards, Megan	Mileage	10600 · VB&T Bus Check 2	-152.71
		Mileage	422601 · Staff Mileage	152.71
				<u>152.71</u>
4344	Tori Gonzalez	Mileage	10600 · VB&T Bus Check 2	-133.40
		Mileage	422601 · Staff Mileage	133.40
				<u>133.40</u>
4345	Andrea Griffin	Mileage	10600 · VB&T Bus Check 2	-80.04
		Mileage	422601 · Staff Mileage	80.04
				<u>80.04</u>
4346	Mackenzie Irelan	Mileage	10600 · VB&T Bus Check 2	-19.72
		Mileage	422601 · Staff Mileage	19.72
				<u>19.72</u>
4347	Lauren Jevaney	Mileage	10600 · VB&T Bus Check 2	-62.06
		Mileage	422601 · Staff Mileage	62.06
				<u>62.06</u>
4348	Georgia Klotz	Mileage	10600 · VB&T Bus Check 2	-45.82
		Mileage	422601 · Staff Mileage	45.82
				<u>45.82</u>
4349	Kotsovos, Clariza	Mileage	10600 · VB&T Bus Check 2	-89.55
		Mileage	422601 · Staff Mileage	89.55
				<u>89.55</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12
 December 11, 2019**

Num	Name		Account	Amount
				89.55
4350	Kurkcui, Aidan	Mileage	10600 · VB&T Bus Check 2	-64.96
		Mileage	450020 · Rovers Salary	64.96
				<u>64.96</u>
4351	Lizalde, Rebecca	Mileage	10600 · VB&T Bus Check 2	-69.02
		Mileage	422601 · Staff Mileage	69.02
				<u>69.02</u>
4352	Cortney Lucente	Mileage	10600 · VB&T Bus Check 2	-26.51
		Mileage	422601 · Staff Mileage	26.51
				<u>26.51</u>
4353	Moran, Kate	Mileage	10600 · VB&T Bus Check 2	-95.47
		Mileage	422601 · Staff Mileage	95.47
				<u>95.47</u>
4354	Nock, Emily	Mileage	10600 · VB&T Bus Check 2	-37.12
		Mileage	422601 · Staff Mileage	37.12
				<u>37.12</u>
4355	O'Brien, Megan	Mileage	10600 · VB&T Bus Check 2	-27.84
		Mileage	422601 · Staff Mileage	27.84
				<u>27.84</u>
4356	Trisha Palmieri	Mileage	10600 · VB&T Bus Check 2	-66.70
		Mileage	422601 · Staff Mileage	66.70
				<u>66.70</u>
4357	Erica Patricca	Mileage	10600 · VB&T Bus Check 2	-70.18
		Mileage	422601 · Staff Mileage	70.18
				<u>70.18</u>
4358	Katrina Place	Mileage	10600 · VB&T Bus Check 2	-73.08
		Mileage	422601 · Staff Mileage	73.08
				<u>73.08</u>
4359	Megan Quandt	Mileage	10600 · VB&T Bus Check 2	-105.56
		Mileage	422601 · Staff Mileage	105.56
				<u>105.56</u>
4360	Alexzandra Ramoska	Mileage	10600 · VB&T Bus Check 2	-96.86
		Mileage	422601 · Staff Mileage	96.86
				<u>96.86</u>
4361	Ross, Jordan	Mileage	10600 · VB&T Bus Check 2	-132.41
		Mileage	422601 · Staff Mileage	132.41
				<u>132.41</u>
4362	Sposito, Maria	Mileage	10600 · VB&T Bus Check 2	-21.92
		Mileage	422601 · Staff Mileage	21.92
				<u>21.92</u>
4363	Elizabeth Thomas	Mileage	10600 · VB&T Bus Check 2	-84.68
		Mileage	422601 · Staff Mileage	84.68
				<u>84.68</u>
4364	Winston, Janae	Mileage	10600 · VB&T Bus Check 2	-87.00
		Mileage	422601 · Staff Mileage	87.00
				<u>87.00</u>

**Northwest Special Recreation Association
 VBT Business Checking Accounts Payable
 Warrant #12
 December 11, 2019**

Num	Name	Account	Amount
4365	Wirkus, Morgan T	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage
			-74.24 74.24 <hr/> 74.24
4366	Yurik, David	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage
			-53.30 53.30 <hr/> 53.30
4367	Mary Lou D'Astice	Mileage Mileage	10600 · VB&T Bus Check 2 422601 · Staff Mileage
			-44.08 44.08 <hr/> 44.08
4368	Jennifer Amaro	Sewing Class - Nov 2019 Sewing Class - Nov 2019	10600 · VB&T Bus Check 2 422409 · PURSUIT
			-140.00 140.00 <hr/> 140.00
4369	4imprint, Inc	Invoice 7949440/1601348 Invoice 7949440/1601348	10600 · VB&T Bus Check 2 422415 · Staff Appreciation Party
			-400.40 400.40 <hr/> 400.40
4370	Paul J Klopke	Guitar & Rhythm Nov 1 Guitar & Rhythm Nov 1	10600 · VB&T Bus Check 2 422409 · PURSUIT
			-30.00 30.00 <hr/> 30.00
4329	David Bulava	DJ - SFB 12/06/19 DJ - SFB 12/06/19	10600 · VB&T Bus Check 2 422201 · Clubs
			-350.00 350.00 <hr/> 350.00
4330	Park Central Condo Assn.	Invoice 812 Invoice 812	10600 · VB&T Bus Check 2 421801 · Condo Association Fee
			-1,065.00 1,065.00 <hr/> 1,065.00
4331	Rolling Meadows Park District	Invoice 19-912 Invoice 19-912	10600 · VB&T Bus Check 2 421701 · Condo Maintenance
			-960.00 960.00 <hr/> 960.00
4332	Mt. Prospect Park District	Invoice 2404 Invoice 2404	10600 · VB&T Bus Check 2 421804 · MPPD Rental Space
			-2,500.00 2,500.00 <hr/> 2,500.00
4333	Hanover Park Park District	Invoice 1219 Invoice 1219	10600 · VB&T Bus Check 2 421803 · HPPD Rental Space
			-1,443.00 1,443.00 <hr/> 1,443.00
4371	Promet Solutions Corporation	Invoice 2245 Invoice 2245	10600 · VB&T Bus Check 2 421905 · Miscellaneous Software
			-8,300.00 8,300.00 <hr/> 8,300.00
4372	PowerDMS	Invoice 32072 Invoice 32072	10600 · VB&T Bus Check 2 421905 · Miscellaneous Software
			-8,234.50 8,234.50 <hr/> 8,234.50
4373	K R Scrappers	Reissue Ck 4138 & Dec 2019 Svc Dec 2019 Svcs	10600 · VB&T Bus Check 2 421906 · Miscellaneous Hardware
	K R Scrappers	Reissue Ck #4138	21200 · Accounts Payable
			25.00 25.00 <hr/> 50.00
Total for Warrant #12 VB&T Business Checking Accounts Payable			108,727.21

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Payroll
Date: December 11, 2019

Motion:

A motion to approve Payroll for the following Pay Periods Ending:

1. 11/10/19 - \$106,343.06
2. 11/24/19 - \$106,182.71

Liability	Taxes Debited				
Recap	Federal Income Tax			8,092.32	
	Earned Income Credit Advances			.00	
	Social Security - EE			6,432.80	
	Social Security - ER			6,432.77	
	Social Security Adj - EE			.00	
	Medicare - EE			1,509.95	
	Medicare - ER			1,509.02	
	Medicare Adj - EE			.00	
	Medicare Surtax - EE			.00	
	Medicare Surtax Adj - EE			.00	
	COBRA Premium Assistance Payments			.00	
	Federal Unemployment Tax			.00	
	State Income Tax			4,720.12	
	State Unemployment Insurance - EE			.00	
	State Unemployment/Disability Ins - ER			.00	
	State Unemployment Insurance Adj - EE			.00	
	State Disability Insurance - EE			.00	
	State Disability Insurance Adj - EE			.00	
	State Family Leave Insurance - EE			.00	
	State Family Leave Insurance - ER			.00	
	State Medical Leave Insurance - EE			.00	
	State Medical Leave Insurance - ER			.00	
	Workers' Benefit Fund Assessment - EE			.00	
	Workers' Benefit Fund Assessment - ER			.00	
	Transit Tax - EE			.00	
Local Income Tax			.00		
School District Tax			.00		
Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX		28,695.98	
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	72,476.23	
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	5,170.85	
	Total Amount Debited From Your Accounts				106,343.06
Bank Debits and Other Liability	Adjustments/Prepay/Voids		.00		
Taxes - Your Responsibility	None This Payroll				
					Total Liability
					106,343.06
					106,343.06

ADP Statistical Summary Recap

NORTHWEST SPECIAL RE
 Company Code: P5E
 Region Name: CHICAGO REGION

Batch : 2771 Period Ending : 11/10/2019 Week 47
 Quarter Number: 4 Pay Date : 11/22/2019 Page 1
 Service Center: 060 Current Date : 11/18/2019

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Liability	Taxes Debited			
Recap	Federal Income Tax			8,081.64
	Earned Income Credit Advances			.00
	Social Security - EE			6,075.67
	Social Security - ER			6,075.69
	Social Security Adj - EE			.00
	Medicare - EE			1,501.38
	Medicare - ER			1,501.36
	Medicare Adj - EE			.00
	Medicare Surtax - EE			.00
	Medicare Surtax Adj - EE			.00
	COBRA Premium Assistance Payments			.00
	Federal Unemployment Tax			.00
	State Income Tax			4,674.61
	State Unemployment Insurance - EE			.00
	State Unemployment/Disability Ins - ER			.00
	State Unemployment Insurance Adj - EE			.00
	State Disability Insurance - EE			.00
	State Disability Insurance Adj - EE			.00
	State Family Leave Insurance - EE			.00
	State Family Leave Insurance - ER			.00
	State Medical Leave Insurance - EE			.00
	State Medical Leave Insurance - ER			.00
	Workers' Benefit Fund Assessment - EE			.00
	Workers' Benefit Fund Assessment - ER			.00
	Transit Tax - EE			.00
Local Income Tax			.00	
School District Tax			.00	
Total Taxes Debited	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX		27,910.35
Other Transfers	ADP Direct Deposit	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	73,483.07
	ADP Check	Acct. No. XXXXXX0119	Tran/ABA XXXXXXXXX	4,789.29
Total Amount Debited From Your Accounts				106,182.71
Bank Debits and Other Liability	Adjustments/Prepay/Voids			.00
Taxes - Your Responsibility	None This Payroll			
				106,182.71

VIII. Old Business

[Return to Home](#)

Date: December 11, 2019

To: NWSRA Board of Trustees

From: Tracey Crawford, Executive Director

Re: 2020 Budget Approval

MOTION:

A motion to approve the 2020 Budget as presented.

NWSRA Budget Worksheet FY 2020

Line Item #	Description	Approved FY 2019	PYE 2019	PYE 2019 - FY 2019	Proposed FY 2020	Proposed FY 2020 - FY 2019	% Change FY 2019 - Proposed FY 2020
Income							
310000	Member District Assessments	4,277,532.03	4,277,532.03	0.00	4,320,307.35	\$42,775.32	1.0%
321000	Transportation - Door to Door	5,700.00	4,544.78	-1,155.22	5,275.00	-425.00	-7.5%
321100	Transportation - Pick up Points	22,500.00	29,280.00	6,780.00	27,533.75	5,033.75	22.4%
320000	Program Fees	705,958.00	712,054.75	6,096.75	679,280.02	-26,677.98	-3.8%
340000	Non-Program Revenue	198,500.00	174,735.22	-23,764.78	348,502.00	150,002.00	75.6%
350000	SLSF Grant Contributions	350,000.00	224,782.78	-125,217.22	287,500.00	-62,500.00	-17.9%
360000	Sale of Fixed Assets	1,250.00	0.00	-1,250.00	1,250.00	0.00	0.0%
370000	Interest	80,000.00	127,090.46	47,090.46	105,659.84	25,659.84	32.1%
380000	Revenue SLSF	500.00	162.00	-338.00	200.00	-300.00	-60.0%
385000	Transfer of Reserve	250,000.00	21,433.31	-228,566.69	500,000.00	250,000.00	100.0%
	Total Income	5,891,940.03	5,571,615.33	-320,324.70	6,275,507.96	383,567.93	6.5%
Operating Expenses-Administration							
421000	Professional Fees	13,550.00	14,968.33	1,418.33	18,190.15	4,640.15	34.2%
421100	Office Supplies	4,400.00	11,784.02	7,384.02	5,359.80	959.80	21.8%
421150	Credit Card & Bank Fees	12,330.00	13,917.91	1,587.91	14,450.00	2,120.00	17.2%
421200	Postage	5,200.00	6,714.50	1,514.50	4,700.00	-500.00	-9.6%
421300	Telephone/Fax	17,110.00	19,891.49	2,781.49	20,049.00	2,939.00	17.2%
421400	Conference/Education	41,208.00	57,467.50	16,259.50	54,511.00	13,303.00	32.3%
421500	Memberships	17,660.00	23,240.87	5,580.87	29,308.00	11,648.00	66.0%
421600	Health Insurance	591,061.92	385,196.36	-205,865.56	424,140.38	-166,921.54	-28.2%
421700	Maintenance/Utilities	47,325.00	47,561.11	236.11	49,235.21	1,910.21	4.0%
421800	Rent	70,096.00	141,486.00	71,390.00	146,486.00	76,390.00	109.0%
421900	Computer	117,175.00	150,209.78	33,034.78	122,040.70	4,865.70	4.2%
	Subtotal Administration Expenses	937,115.92	872,437.87	-64,678.05	888,470.24	-48,645.68	-5.2%
Program							
422100	Rental Municipal	36,791.81	37,547.67	755.86	43,079.02	6,287.21	17.1%
422200	Rental Commercial	154,765.50	156,470.37	1,704.87	179,195.00	24,429.50	15.8%
422300	Program Development	18,486.00	12,908.55	-5,577.45	23,882.00	5,396.00	29.2%
422400	Program Supplies	75,274.25	106,684.93	31,410.68	67,016.25	-8,258.00	-11.0%
422500	Commercial Transportation	115,125.00	127,024.36	11,899.36	134,143.50	19,018.50	16.5%
422600	Mileage	25,000.00	23,000.00	-2,000.00	23,000.00	-2,000.00	-8.0%
422700	Transportation Maintenance	83,900.00	148,396.82	64,496.82	83,900.00	0.00	0.0%
422800	Gas/Tolls	75,800.00	67,338.63	-8,461.37	73,000.00	-2,800.00	-3.7%
422900	Printing	53,374.00	56,056.79	2,682.79	60,759.60	7,385.60	13.8%
423100	Public Awareness/Subscriptions/Ads	12,480.00	24,918.31	12,438.31	17,303.72	4,823.72	38.7%
	Subtotal Program Expenses	650,996.56	760,346.43	109,349.87	705,279.09	54,282.53	8.3%
Salary							
424100	Full-Time Salaries	2,188,963.05	1,765,249.88	-423,713.17	2,014,708.53	-174,254.52	-8.0%
424200	Part-Time Salaries	518,112.65	600,336.47	82,223.82	660,199.28	142,086.63	27.4%
424300	Payroll Processing	27,734.00	28,911.76	1,177.76	28,449.97	715.97	2.6%
424500	Car Allowance	7,800.00	7,800.00	0.00	7,800.00	0.00	0.0%
	Subtotal Salary Expenses	2,742,609.70	2,402,298.11	-340,311.59	2,711,157.78	-31,451.92	-1.1%
Liability/Audit/IMRF							
441000	Liability	80,626.52	85,304.58	4,678.06	85,389.30	4,762.78	5.9%
442000	Audit	8,750.00	8,750.00	0.00	8,825.00	75.00	0.9%
442100	FICA	245,821.55	240,960.35	-4,861.20	254,229.12	8,407.57	3.4%
442200	IMRF	203,792.46	194,454.09	-9,338.37	266,583.16	62,790.70	30.8%
	Subtotal Liability/Audit/IMRF Expenses	538,990.53	529,469.02	-9,521.51	615,026.58	76,036.05	14.1%
Inclusion/Capital							
450000	Inclusion	517,005.95	451,695.96	-65,309.99	488,408.31	-28,597.64	-5.5%
460000	Capital Equipment Replacement	463,500.00	169,722.83	-293,777.17	858,987.49	395,487.49	85.3%
	Subtotal Inclusion/Capital Expenses	980,505.95	621,418.79	-359,087.16	1,347,395.80	366,889.85	37.4%
	Total Expenses	5,850,218.66	5,185,970.22	-664,248.44	6,267,329.49	417,110.83	7.1%
	Net Income	41,721.37	385,645.11	343,923.74	8,178.47	-33,542.90	-80.4%

Memo

To: Tracey Crawford
From: Andrea Griffin
Date: December 3, 2019
Re: Member Park District Services, Memberships and Program Usage - Park District Facility Usage 6.12 policy

The NWSRA Superintendent of Recreation emailed Member District Superintendents asking what each districts current offerings of services, memberships and programs available to NWSRA Full Time Staff. Member District Superintendents than give approval to continue with the current offering or informed the NWSRA Superintendent of Recreation of changes to the current offerings by reviewing the Yearly Member District Benefits Form. See enclosed offerings for 2020 to NWSRA Full Time Staff in good standing from NWSRA Member Park Districts.

NWSRA recognizes the importance of a healthy lifestyle; therefore, the enclosed memo outlines the benefits available, NWSRA programs and services that are offered to Member District full time staff.



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

12/2019

Yearly Member District Services and Program Usage

Promoting healthy lifestyles and providing access to leisure and recreational activities has proven to decrease health care costs, reduces depression, relieve stress and improve quality of life. NWSRA and its Member Districts have recognized this benefit through the Member Park District Services, Memberships and Program Usage Agreement. A unique benefit of the collaboration between NWSRA and Member Districts is the access of services, memberships and programs that are offered to Member District Full Time Staff.

The following benefits will be extended to Member District Full Time Staff and their immediate families, which includes spouse and/or children living in the same household. All transportation fees must be paid in full by the Member District Full Time Staff and/or their immediate family.

GENERAL RECREATION PROGRAMS & SPECIAL EVENTS

- There will be no fee for programs with the exception of Day Camp in which a 50% fee will be charged
- Direct cost for contractual programs/events will be charged to the employee and/or their immediate family
- Employee and/or immediate family is responsible for all out of pocket expenses in connection with attendance in the program

SPORTS

- There will be no fee for programs
- Employee or immediate family is responsible for cost of costumes, uniforms, spirit wear and tournament fees if not covered in program registration fee

SWIM LESSONS

- A 75% fee will be charged for all group and individual swim lessons

SENSORY THERAPY/AUTISM MOVEMENT THERAPY/SAFETY FOR YOURSELF/MUSIC LESSONS

- These programs are not eligible for reduced or complimentary programming

STAR ACADEMY & PURSUIT ADULT DAY PROGRAM

- These programs are not eligible for reduced or complimentary programming

CLUBS

- Employee and/or immediate family is responsible for all out of pocket expenses in connection with attendance in the program

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

2020 NWSRA Member Park District Benefits for NWSRA Staff

updated 11/26/2019	family means spouse + dependents		
Park District	2020 Benefits		
	Pool Pass	Fitness Pass	Additional / Other
Arlington Heights			ARC Family Membership
Bartlett			not participating
Buffalo Grove	x family	x family	complimentary programming for immediate family (direct cost for contracted programs). Discounted golf fees for employee and immediate family
Elk Grove			not participating
Hanover Park	x family	x family	
Hoffman Estates			handle each request by NWSRA staff on a case by case basis
Inverness			
Mount Prospect	x employee	x employee	
Palatine	x family	x family	Immediate family discounted rate for special events, complimentary most programs including Fitness Center and Pool Pass, 25% towards contractual programs, 50% discount for in-house camps, \$25 a month for Harper Fitness Center/Pool Pass combined, 15% discount on Facilities and Shelters and non-prime time discounted golf fees and 50% Cutting Hall Discount tickets (min 2 tickets)
Prospect Heights	x family	x family	Old Orchard Country Club Pass - 20 use pass & complimentary programming (contracted programs 100% cost) for immediate family
River Trails	x family	x family	complimentary programming for immediate family (direct cost for contracted programs)
Rolling Meadows	X family	x family	complimentary programming for immediate family (direct cost for contracted programs) and preschool programs at 50% discount & family skate pass
Salt Creek			Complimentary programming for Individual (direct cost for contracted programs & 50% cost for Preschool, day camp and leagues) and 12 complimentary golf passes at Twin Lakes.
Schaumburg	x family	x family	Complimentary dog park membership. Complimentary court time at STP (walk-on only). 10% discount off resident rate for: Contractual program, One-to-one services, arties and rentals. Complimentary paddle boat rentals at Volkening Lake. 50% discount on CRC nursery services.
South Barrington			
Streamwood	x employee	x employee	complimentary programming for immediate family (direct cost for contracted programs)
Wheeling	x family	x family	complimentary open gym at CRC

IX. New Business

[Return to home](#)

To: NWSRA Board of Trustees
From: Tracey Crawford, Executive Director
Re: Installation of Officers
Date: December 11, 2019

Motion:

A motion to approve the following installation of officers for the upcoming Fiscal Year of January 1, 2020 to December 31, 2020:

Installation of Officers:

1. Chairman; Ryan Risinger
2. Vice Chairman; Bret Fahnstrom
3. Organizational Chair; Amy Charlesworth
4. Personnel Committee Chair; Christina Ferraro

The Executive Committee is comprised of the Chairman, Vice Chairman, Personnel Committee Chair, and the Past Chair.

To: NWSRA Board of Directors

From: Tracey Crawford, Executive Director

Re: Bank Resolutions R2020-1, R2020-2, R2020-3, R2020-4

Date: December 11, 2019

Motion:

A motion to approve the following bank resolutions as indicated A, B, C, D dated December 11, 2019 effective January 1, 2020.

- A. **Village Bank and Trust** - Resolution R2020-1 approving two signatures of these signers for the following accounts
1. **Business Checking:** Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, or Ryan Risinger as Chairman, Bret Fahnstrom as Vice-Chair. Approving two signature checks up to \$5,000 to be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, or Darleen Negrillo, or Andrea Griffin, or Rachel Hubsch, or Brian Selders, Superintendents.
 2. **Money Market Max Safe:** Tracey Crawford, Executive Director, and Amy Charlesworth, Organizational Treasurer, Darleen Negrillo Superintendent of Administrative Services, and one of the following persons: Ryan Risinger, Chairman or Bret Fahnstrom, Vice Chairman.
 3. **Max Safe 1 (General Reserve):** Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, and Darleen Negrillo, Superintendent for checks up to \$5,000; and those checks over \$5,000 to be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer.
 4. **Max Safe 2 (Capital Reserve):** Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer, and Darleen Negrillo, Superintendent for checks up to \$5,000; and those checks over \$5,000 to be signed by Tracey Crawford, Executive Director and/or Amy Charlesworth, Organizational Treasurer.
- B. **IPDLAF+/US Bank General Account** - Resolution R2020-2 approving two signature checks up to \$5,000 to be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth and Darleen Negrillo, or Rachel Hubsch, or Andrea Griffin, or Brian Selders, Superintendents; and those over \$5,000

to be signed by Tracey Crawford, Executive Director, and/or Amy Charlesworth, Organizational Treasurer, and one of the following persons: Ryan Risinger, Chairman or Bret Fahnstrom, Vice Chairman.

- C. **IPDLAF+/US Bank Investment Holding Account** - Resolution R2020-3 approving Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, Ryan Risinger, Chairman, and Bret Fahnstrom, Vice Chairman as Authorized Persons on the NWSRA Investment Holding Account.
- D. **IPDLAF +/US Bank Master Services Agreement** - Resolution R2020-4 updating the Master Services Agreement to maintain Tracey Crawford, Executive Director, Amy Charlesworth, Organizational Treasurer, Andrea Griffin, and Brian Selders.

**NORTHWEST SPECIAL RECREATION ASSOCIATION
ORDINANCE #O2019-13**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR
SALE OF SURPLUS PERSONAL PROPERTY OF THE NORTHWEST SPECIAL
RECREATION ASSOCIATION COOK COUNTY, ILLINOIS**

WHEREAS, the Northwest Special Recreation Association, Cook County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Northwest Special Recreation Association, Cook County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder.

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

Section 3. The seller, Northwest Special Recreation Association, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Northwest Special

Recreation Association neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Northwest Special Recreation Association and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

Section 4. The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

Section 5. This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 11th day of December, 2019.

Ayes:

Nays:

Absent:

Chairman, Jay Morgan
Board of Trustees
Northwest Special Recreation Association

ATTEST:

Secretary Tracey Crawford
Board of Trustees
Northwest Special Recreation Association

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS.

SECRETARY’S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am Secretary of the Board of Trustees of the Northwest Special Recreation Association, Cook County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Agency; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Northwest Special Recreation Association, Cook County, Illinois

adopted at a duly called Regular Meeting of the Board of Trustees of the Agency, held at Chandlers Banquets, at Schaumburg Park District at 10:30 a.m. on the 11th day of December, 2019.

I FURTHER CERTIFY , that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Northwest Special Recreation Association, Rolling Meadows, Illinois this 11th day of December, 2019.

Tracey Crawford, Secretary
Board of Trustees
Northwest Special Recreation Association

(SEAL)

To: Tracey Crawford, Executive Director
From: Darleen Negrillo, Superintendent of Administrative Services
Date: December 11, 2019
Re: Policy Manual Re-write

In 2019, NWSRA determined it was important to review the multiple policy manuals. After review, staff decided that it would be beneficial to divide the sections of the manual into their own perspective books.

The following changes were made:

1. A Employee Manual was created containing all policies for all employees regardless of status.
2. The Benefits section was removed and made into its own manual.
3. The Administration & Board section was also removed and made into its own manual.

The Employee Manual and Benefits Manual were reviewed and changes were made by Jim Griffin-Employment Counsel from HR Source as well as Heidi Katz, Agency Counsel with Robbins Schwartz.

Due to the requirements by the state for form and proper retention, NWSRA created a Retention Manual. This manual follows state retention guidelines as determined by the Local Records Commission of Cook County, Illinois.

The Administration & Board Manual will be reviewed by Howard Metz, Agency Counsel with Robbins Schwartz beginning, January 2020.

MOTION:

A motion to approve the new manuals as presented.

To: Tracey Crawford, Executive Director
From: Darleen Negrillo, Superintendent of Administrative Services
Date: December 11, 2019
Re: Auction of Vehicle

Due to the age, repair needs and lack of accessible transportation, NWSRA is requesting that agency bus #505 be sent to auction.

NWSRA will use Obenauf Auction House to complete the auction process. We anticipate participating in the January Auction and are hoping to get \$500.00.

Motion:

A motion to approve submitting agency vehicle 505, Blue Bird 42-passenger school bus to auction.

X. Information /Action Items

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DATE: December 11, 2019
TO: Jay Morgan, NWSRA Chair
FROM: Tracey Crawford, Executive Director
RE: 2019 Accident/Incident Summary

Attached is the vehicle accident and employee injury summary for 2019, comparing it to the last two years (as reported through the end of November), based on all incidences reported within the agency, including those not sent to PDRMA.

Staff is happy to say there are no significant or major incidents to report. Both vehicle incidents and employee injuries have remained the same over the last few years.

DATE: December 11, 2019
 TO: Tracey Crawford, Executive Director
 FROM: Darleen Negrillo, Superintendent of Administrative Services
 RE: Accident/Incident Summary

Below is the vehicle accident and employee injury summary for 2019. Staff compared the data to the last three years (as reported through the end of November). The findings are based on all incidences reported, within the agency, including those not sent to PDRMA.

VEHICLES	2016	2017	2018	2019	TOTAL
Backing/Parking/Turning	3	3	2	0	8
Not Paying Attention to Lights	0	0	0	0	0
Rear Ended	0	0	0	0	0
Driving Too Close	1	0	1	5	7
Miscellaneous	1	2	2	0	5
Total	5	5	5	5	20

EMPLOYEE INJURY	2016	2017	2018	2019	TOTAL
Slip/Trip/Fall	2	2	2	1	7
Lifting/Transferring/Back	1	1	0	0	2
Equipment Usage	1	1	0	0	2
Confined Spaces/Awareness of Environment	0	0	1	0	1
Vehicle Usage	0	0	0	0	0
Miscellaneous	7	1	4	0	12
Sub Total	11	5	7	1	24

Participant Bite	16	16	15	11	58
Participant Hit/Scratch/Push/Kick	13	18	19	31	81
Participant Safety Rules	1	0	0	1	2
Participant Hair Pull			1	0	1
Sub Total	30	34	35	43	142

EMPLOYEE INJURY TOTAL	46	44	47	49	186
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VEHICLES- 2019 resulted in the same amount of Vehicle Accidents as the previous two years. A majority of these accidents were drivers trying to move around objects, instead of being patient and waiting for safe opening.

EMPLOYEE INJURY- All employee injuries in 2019 were caused by participant behaviors, except one. There is no significant behavior that caused the bulk of injuries but the Behavior Team is always informed on any participant-involved injury so that attention can be given to that participant, if needed. As well as training for the employees.

Full-Time vs. Part-Time Breakdown

OVERALL INJURIES	Full-Time	Part-Time
Slip/Trip/Falls	0%	100%
Lifting/Transferring/Back	N/A	N/A
Equipment Usage	N/A	N/A
Confined Spaces/Awareness of Environment	N/A	N/A
Vehicle Usage	N/A	N/A
Miscellaneous	N/A	N/A
Participant Behavior	5%	95%

XII. Action as a result of Closed Session

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
RESOLUTION NO. R2019-15**

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

WHEREAS, Section 2.06(d) of the Open Meetings Act, 5 ILCS 120/2.06(d), requires the Board of Park Trustees (“Agency Board”) of the Northwest Special Recreation Association (“Agency”) to meet periodically, but no less than semi-annually, to review the minutes of all closed meetings and to determine and thereafter report in open session whether (i) the need for confidentiality still exists with respect to all or parts of those minutes, or (ii) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

NOW THEREFORE, IT IS HEREBY RESOLVED by the Board of Trustees of Northwest Special Recreation, Cook County, Illinois, as follows:

1. The foregoing preambles to this Resolution are hereby incorporated by this reference in, and made a part of, this Resolution.
2. The Agency Board, having met periodically but not less than semiannually to review all previously unreleased closed session meeting minutes, hereby determines as of the date of this resolution that the following sets of closed session minutes, or portions thereof, no longer require confidential treatment and are available for public inspection:
 - A.
3. The Agency Board hereby further determines that the need for confidentiality still exists as to all closed session minutes, or portions thereof, not listed in Section 2 above, and the same shall not be released for public inspection.
4. This Resolution shall be in full force and effect from and after its adoption as provided by law.

Adopted this 11th day of December 2020 by roll call vote as follows:

AYES:

NAYS:

ABSENT:

Jay Morgan, Chairman,
Board of Trustees

ATTEST:

Tracey Crawford, Recording Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, Tracey Crawford, do hereby certify that I am the Secretary of the Board of Trustees of Northwest Special Recreation Association, Cook County, Illinois and as such, I am keeper of the records, files and seal of said Agency; and

I HERBY CERTIFY that the foregoing instrument is a true and correct copy of:

A RESOLUTION DETERMINING THE CONFIDENTIALITY OF CLOSED SESSION MINUTES

adopted at a duly called Regular Meeting of the Board of Trustees of Northwest Special Recreation Association held at Chandlers – Schaumburg Park District, 401 Roselle Road, Schaumburg, Illinois at 10:30 a.m. on this 11th day of December 2019.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Agency Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Northwest Special Recreation Association at Rolling Meadows, Illinois, this 11th day of December 2019.

Tracey Crawford

[SEAL]