

MT. PROSPECT PARK DISTRICT
1000 W. CENTRAL ROAD
MOUNT PROSPECT, ILLINOIS 60056

REGULAR BOARD MEETING

MEMO TO: MT. PROSPECT PARK DISTRICT
BOARD OF COMMISSIONERS
PRESS
PUBLIC

FROM: TIM DOHERTY, PRESIDENT

DATE: DECEMBER 13, 2013

RE: REGULAR BOARD MEETING
DECEMBER 18, 2013 - 7:00 P.M.
CENTRAL COMMUNITY CENTER
1000 W. CENTRAL, MOUNT PROSPECT, IL.

A G E N D A

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES OR ADDITIONS TO AGENDA

APPROVAL OF AGENDA

APPROVAL OF MINUTES:

SPECIAL BOARD MEETING:	NOVEMBER 5, 2013
REGULAR BOARD MEETING:	NOVEMBER 13, 2013

PUBLIC COMMENT

PARKS FOUNDATION

FINANCIAL ADVISOR'S REPORT

RATIFICATION OF ACCOUNTS PAYABLE: NOVEMBER 2013

EXECUTIVE REPORT

UNFINISHED BUSINESS

- A. Golf Renovation Update (Discussion)
- B. Tentative Budget & Appropriation Ordinance – FY 2014

NEW BUSINESS

- A. Board Committee of the Whole Special Meetings (Discussion)
- B. Policy/Procedure – Presentation Materials to Other Governmental Agencies (Discussion)
- C. Audit Firm (Discussion)

APPROVAL ITEMS

- A. Purchase of Payroll/Time Tracking System

CLOSED SESSION

SECTION 2(c) (11): LITIGATION-TO DISCUSS THREATENED AND PROBABLE OR IMMINENT LITIGATION AGAINST THE PARK DISTRICT AS WELL AS LITIGATION THAT IS PENDING AGAINST THE PARK DISTRICT AND OTHER PUBLIC BODIES

SECTION 2(c) (1): PERSONNEL-TO DISCUSS THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF ONE OR MORE SPECIFIC EMPLOYEES OF THE PUBLIC BODY

TAKE ACTION, IF ANY ON MATTERS DISCUSSED IN CLOSED SESSION

ADJOURNMENT

**MT PROSPECT PARK DISTRICT
DEPARTMENTAL EXPENDITURE ANALYSIS
FOR THE 11 MONTHS ENDED 11-30-13**

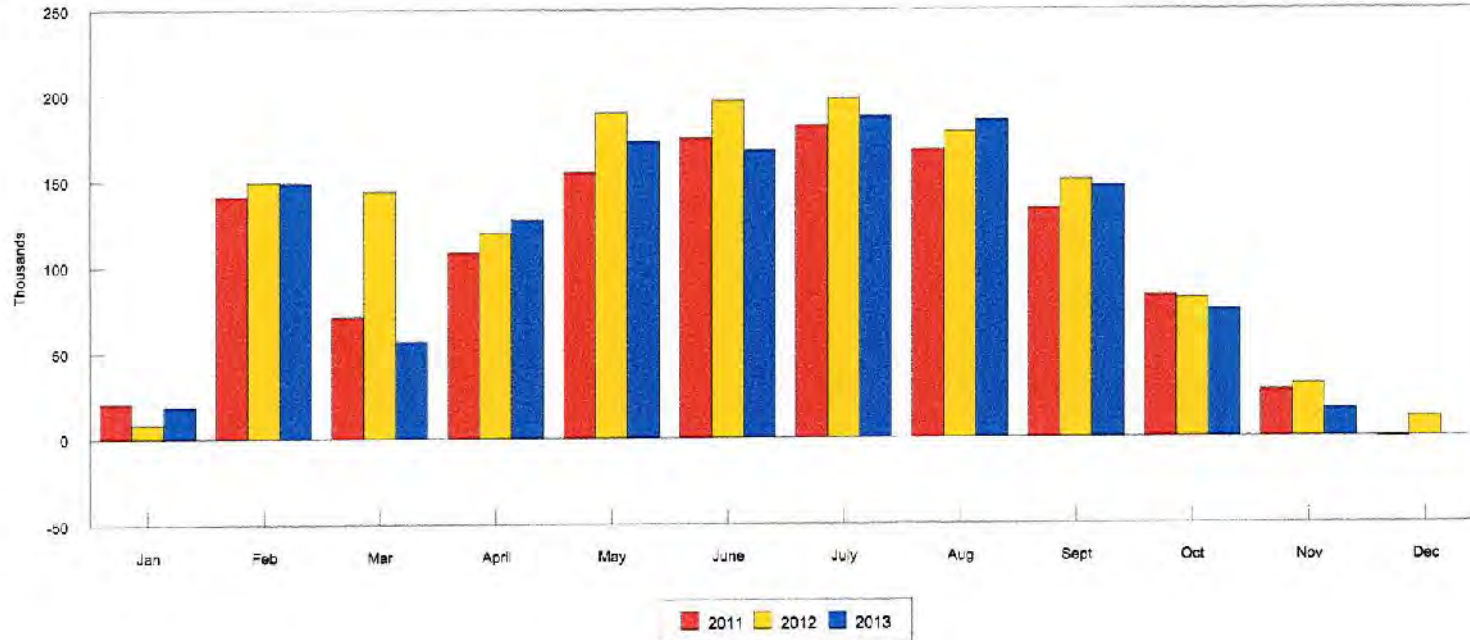
91.67% OF CALENDAR YEAR

FUND / Department	'13 Y.T.D. Actual	2013 Budget	Y.T.D. as % of '13 Budget	'12 Y.T.D. Actual	Y.T.D. % of '12 Y.T.D.	Projected 2013	Proj % of '13 Bud	% Inc '13 Bud Over '12 Bud
GENERAL FUND								
Administration	652,145	734,768	89%	645,533	101%	720,106	98%	-2%
Maintenance	707,586	860,433	82%	701,206	101%	749,750	87%	4%
Motor Pool	218,890	282,634	77%	236,939	92%	236,889	84%	5%
Studio at Melas	14,931	21,000	71%	15,893	94%	16,285	78%	-2%
Park Improvements		0	n/a		n/a	0	n/a	n/a
Total	1,593,552	1,898,835	84%	1,599,571	100%	1,723,030	91%	1%
RECREATION FUND								
Administration	753,046	916,365	82%	745,743	101%	817,615	89%	1%
Big Surf	216,877	249,509	87%	212,083	102%	226,215	91%	-1%
Meadows Pool	159,451	184,853	86%	161,035	99%	161,613	87%	n/a
Recplex Pool	336,779	439,747	77%	343,045	98%	368,908	84%	1%
Golf Course	1,378,188	1,551,230	89%	1,433,413	96%	1,452,991	94%	0%
Concessions	118,891	149,714	79%	137,508	86%	122,703	82%	0%
Lions Center	144,480	184,044	79%	151,699	95%	155,918	85%	-1%
Friendship Center	25,704	28,364	91%	23,161	111%	27,224	96%	4%
Recplex Center	843,547	1,082,490	78%	829,953	102%	915,989	85%	-1%
Rec Programs	1,439,316	1,564,323	92%	1,424,355	101%	1,569,006	100%	1%
Central Programs	101,934	141,300	72%	108,631	94%	138,352	98%	2%
Central Road	527,720	622,420	85%	577,070	91%	571,582	92%	-0%
Total	6,045,932	7,114,359	85%	6,147,696	98%	6,528,115	92%	0%

MT PROSPECT PARK DISTRICT GOLF COURSE MONTHLY RECEIPTS

Revenue Recap by yr:

2011			2012			2013				
Month	Month	YTD	Month	Month	YTD	Month	Month	YTD		
Jan	21,046	21,046	Jan	8,372	8,372	Jan	19,025	19,025	'11Budget	1,502,000
Feb	141,173	162,218	Feb	149,262	157,634	Feb	149,040	168,065	'12Budget	1,489,500
Mar	71,373	233,591	Mar	144,176	301,810	Mar	57,199	225,265	'13Budget	1,458,500
April	107,976	341,567	April	119,383	421,193	April	127,391	352,656		
May	154,916	496,483	May	189,665	610,858	May	172,891	525,547		
June	174,698	671,181	June	196,468	807,326	June	167,420	692,966		
July	182,047	853,228	July	197,577	1,004,903	July	187,317	880,283		
Aug	167,913	1,021,141	Aug	178,099	1,183,002	Aug	185,017	1,065,300		
Sept	133,459	1,154,600	Sept	150,044	1,333,046	Sept	146,745	1,212,045		
Oct	82,926	1,237,526	Oct	81,408	1,414,454	Oct	75,315	1,287,360		
Nov	27,711	1,265,237	Nov	31,123	1,445,576	Nov	16,993	1,304,353		
Dec	(531)	1,264,706	Dec	12,038	1,457,614	Dec	0	0		



This Year Vs Last Two Years

MOUNT PROSPECT PARK DISTRICT
GOLF COURSE Department by Function
For the Month Ended 11-30-13

91.67%

ACCOUNT NAMES	TOTALS	ADMIN/ PRO SHOP	MAINT.	MERCH SALES	DRIVING RANGE	LESSONS	EVENTS	COMMUNITY CENTER
REVENUES:								
RENTAL	255,641	255,641						
PASSES /USER FEES	246,060	246,060						
DAILY /USER FEES	713,542	694,742			18,800			
PROGRAM FEES	58,613	3,780				37,393	17,440	
MERCHANDISE SALES	42,489			42,489			2,000	
OTHER	(12,674)	(14,674)						
SPONSORSHIPS	681					681		
TOTAL REVENUE	1,304,353	1,185,550	0	42,489	18,800	38,074	19,440	0
% of Budget	89	89	n/a	85	90	83	162	n/a
EXPENDITURES:								
FULL TIME SALARIES	542,867	254,996	242,478					45,393
PART TIME SALARIES	296,998	123,662	131,314	5,000	775	28,517		7,730
FRINGE BENEFITS	186,005	52,586	109,716					23,703
CONTRACTUAL SERVICES	72,193	50,880	9,931					11,382
COMMODITIES	206,344	9,179	127,857	34,227	2,929	1,518	16,249	14,385
MERCHANDISE	0							
UTILITIES	70,436	18,643	27,804					23,988
SALES TAX	3,345			3,345				
TOTAL EXPENDITURES	1,378,188	509,946	649,100	42,572	3,704	30,035	16,249	126,581
% of Budget	89	94	85	94	74	86	181	86
REVENUE OVER (UNDER) EXP	(73,834)	675,604	(649,100)	(83)	15,096	8,039	3,191	(126,581)
CHANGE FROM LAST YR + (-)								
REVENUE	(141,224)	(126,892)	0	(8,579)	(1,950)	(2,883)	3,880	(5,000)
EXPENDITURES	(55,226)	(10,941)	(32,495)	(6,532)	(3,709)	(3,475)	4,189	(2,264)
NET	(85,997)	(115,951)	32,495	(2,047)	1,759	792	(309)	(2,736)
% CHANGE FROM LAST YEAR								
REVENUE	(10)	(10)	n/a	(17)	(9)	(7)	25	n/a
EXPENDITURES	(4)	(2)	(5)	(13)	(50)	(10)	n/a	(2)
2013 BUDGET REVENUE	1,458,500	1,329,500	0	50,000	21,000	46,000	12,000	0
2013 BUDGET EXPENSE	1,551,230	542,108	767,220	45,450	5,000	34,800	9,000	147,652
2012 REVENUE	1,445,577	1,312,442		51,068	20,750	40,757	15,560	5,000
2012 EXPENDITURES	1,433,414	520,887	681,595	49,104	7,413	33,510	12,060	128,845

MT PROSPECT PARK DISTRICT
Golf Course

Greens Fees Sales

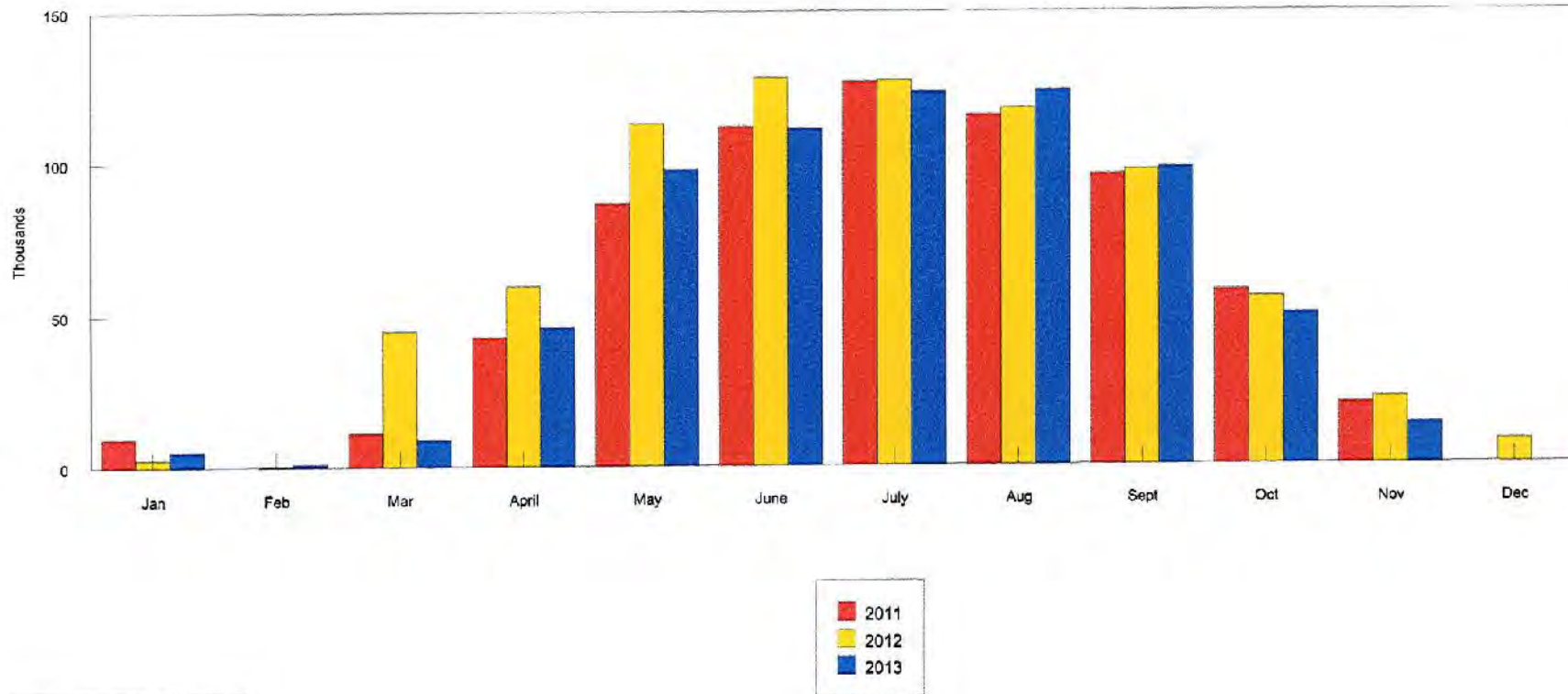
Revenue Recap by yr:

	2011	
	Month	YTD
Jan	9,442	9,442
Feb	0	0
Mar	11,170	20,612
April	42,774	63,386
May	86,701	150,087
June	112,042	262,129
July	128,526	388,655
Aug	115,700	504,355
Sept	95,986	600,340
Oct	57,506	657,846
Nov	20,080	677,926
Dec	0	677,926

	2012	
	Month	YTD
Jan	2,640	2,640
Feb	275	2,915
Mar	44,786	47,701
April	59,453	107,155
May	113,089	220,244
June	127,838	348,083
July	126,934	475,016
Aug	118,000	593,016
Sept	97,559	690,575
Oct	55,417	745,993
Nov	21,890	767,883
Dec	7,801	775,684

	2013	
	Month	YTD
Jan	5,006	5,006
Feb	1,133	6,139
Mar	8,997	15,135
April	46,083	61,218
May	97,900	159,118
June	111,339	270,457
July	123,263	393,720
Aug	123,684	517,405
Sept	98,260	615,665
Oct	50,209	665,873
Nov	13,279	679,152
Dec	0	679,152

'11Budget	805,000
'12Budget	805,000
'13Budget	785,500



This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
Golf Course

Power Cart Rental

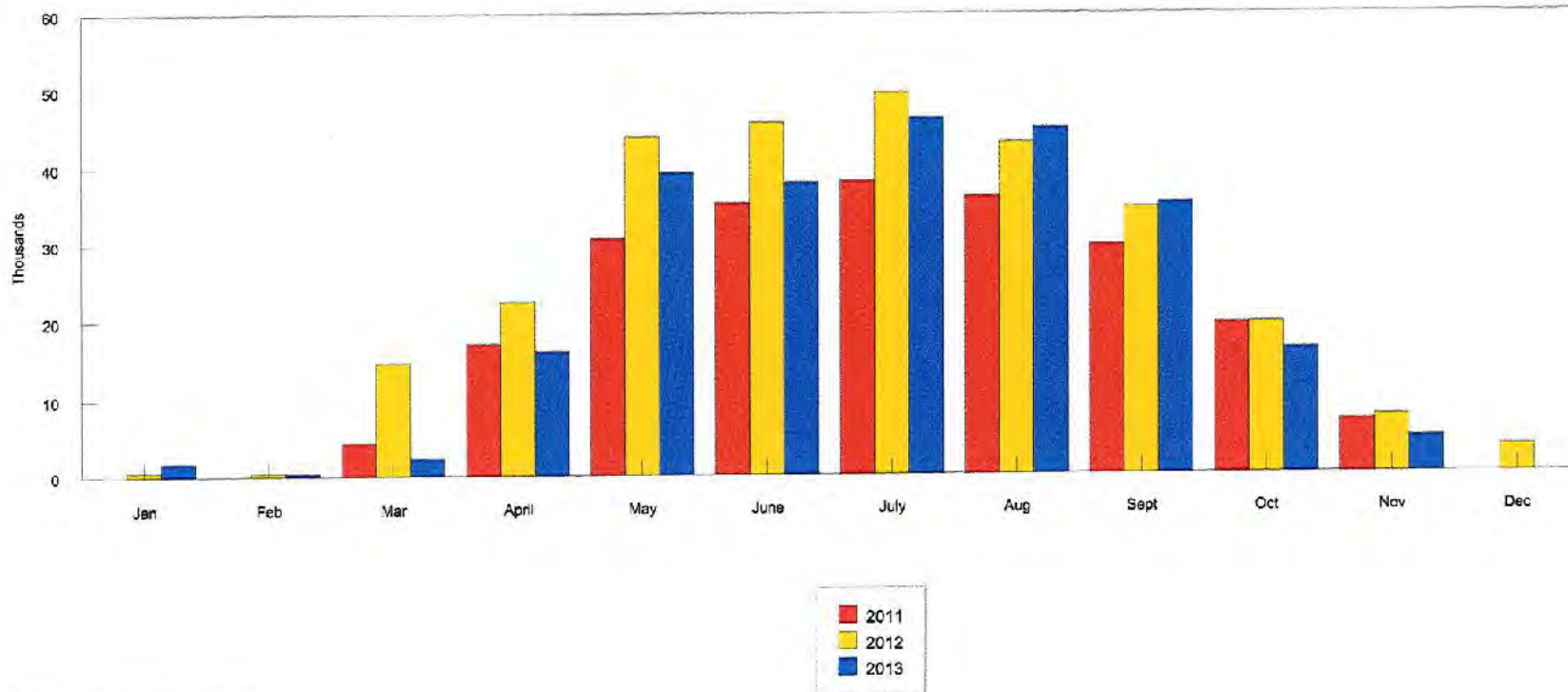
Revenue Recap by yr:

	2011	
	Month	YTD
Jan	0	0
Feb	0	0
Mar	4,499	4,499
April	17,203	21,703
May	30,817	52,520
June	35,344	87,864
July	38,215	126,080
Aug	36,210	162,290
Sept	29,835	192,125
Oct	19,460	211,585
Nov	7,052	218,637
Dec	0	218,637

	2012	
	Month	YTD
Jan	660	660
Feb	519	1,179
Mar	14,777	15,955
April	22,478	38,433
May	43,894	82,327
June	45,656	127,984
July	49,575	177,559
Aug	43,095	220,653
Sept	34,735	255,389
Oct	19,541	274,929
Nov	7,642	282,571
Dec	3,581	286,152

	2013	
	Month	YTD
Jan	1,843	1,843
Feb	433	2,276
Mar	2,470	4,747
April	16,219	20,966
May	39,388	60,354
June	38,052	98,405
July	46,211	144,617
Aug	44,872	189,489
Sept	35,310	224,799
Oct	16,346	241,145
Nov	4,761	245,905
Dec	0	245,905

'11Budget	250,000
'12Budget	250,000
'13Budget	250,000



This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT PROGRAM REVENUE

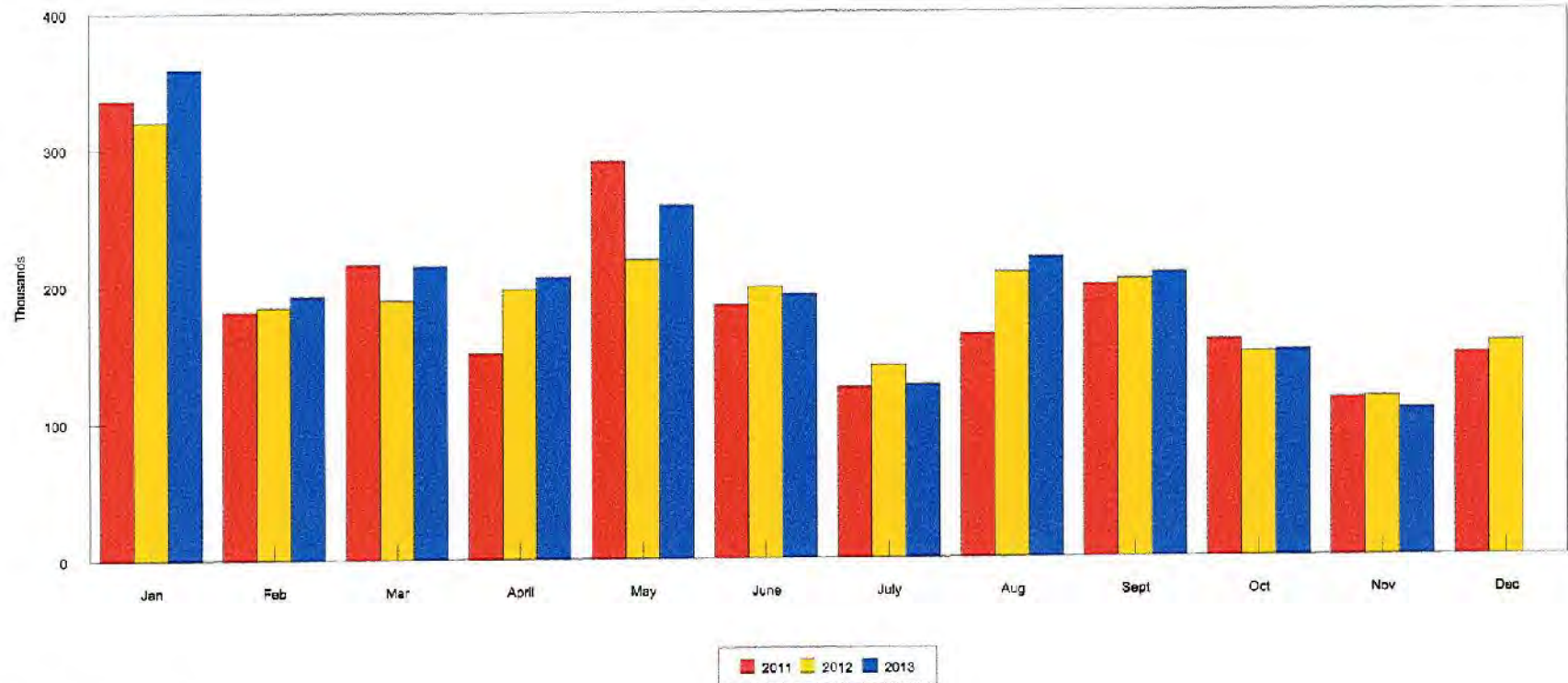
Revenue Recap by yr:

	2011	
	Month	YTD
Jan	336,976	336,976
Feb	180,937	517,912
Mar	215,921	733,833
April	150,534	884,367
May	290,637	1,175,004
June	184,872	1,359,875
July	125,208	1,485,083
Aug	163,258	1,648,341
Sept	199,661	1,848,003
Oct	158,599	2,006,602
Nov	116,342	2,122,944
Dec	148,543	2,271,487

	2012	
	Month	YTD
Jan	320,961	320,961
Feb	184,058	505,019
Mar	189,125	694,144
April	197,420	891,564
May	218,785	1,110,350
June	198,762	1,309,112
July	140,767	1,449,879
Aug	208,736	1,658,615
Sept	203,397	1,862,011
Oct	149,666	2,011,677
Nov	117,122	2,128,799
Dec	157,177	2,285,976

	2013	
	Month	YTD
Jan	359,652	359,652
Feb	192,382	552,034
Mar	214,551	766,586
April	206,144	972,730
May	259,007	1,231,736
June	193,156	1,424,892
July	126,977	1,551,869
Aug	219,730	1,771,599
Sept	208,137	1,979,737
Oct	150,861	2,130,598
Nov	108,313	2,238,910
Dec	0	0

'11Budget 2,083,150
'12Budget 2,259,550
'13Budget 2,332,050



This Year Vs Last Year

MOUNT PROSPECT PARK DISTRICT
PROGRAMS Department by Function
For the Eleven Months Ended 11-30-13

91.67%

<u>ACCOUNT NAMES</u>	<u>TOTALS</u>	<u>YOUTH/ CHILD CARE</u>	<u>ATHLETICS ADULT</u>	<u>YOUTH</u>	<u>FITNESS</u>	<u>SPECIAL EVENTS</u>	<u>SPECIAL PROGRAMS</u>	<u>ARTS</u>	<u>SENIOR CLUB</u>	<u>SPECIAL ACTIVITIES</u>	<u>A.S.A. TOURNEY</u>	<u>BASEBALL</u>
REVENUES:												
PROGRAM FEES	2,208,759	916,476	95,821	383,248	230,404	13,661	10,006	379,525	410			179,208
CHILD CARE	5,751	5,751										
DONATIONS	24,400		2,500			21,900						
CONCESSIONS	0											
TOTAL REVENUE	2,238,910	922,227	98,321	383,248	230,404	35,561	10,006	379,525	410	0	0	179,208
% of Budget	96	101	85	101	89	115	71	95	75	n/a	n/a	n/a
EXPENDITURES:												
PART TIME SALARIES	904,744	424,891	61,511	56,526	126,075	8,239		189,783			140	37,579
CONTRACTUAL SERVICES	264,833	46,858	1,525	169,784	7,990	22,343	4,207	10,464				1,660
COMMODITIES	268,049	44,927	24,581	44,567	4,525	18,184	60	26,534	262			104,408
UTILITIES	1,690											1,690
TOTAL EXPENDITURES	1,439,316	516,676	87,617	270,878	138,591	48,767	4,267	226,782	262	0	140	145,337
% of Budget	92	98	90	103	85	107	42	79	87	0	n/a	n/a
REVENUE OVER (UNDER) EX	799,594	405,551	10,704	112,371	91,814	(13,206)	5,739	152,743	148	0	(140)	33,871
CHANGE FROM LAST YR + (-)												
REVENUE	110,111	80,885	18,711	6,722	(8,989)	4,658	1,476	29,172	14	(20)	0	(22,518)
EXPENDITURES	14,961	21,099	1,243	22,537	(2,143)	15,020	(2,717)	(12,658)	82	0	104	(27,605)
NET	95,150	59,786	17,468	(15,814)	(6,845)	(10,362)	4,193	41,830	(68)	(20)	(104)	5,087
% CHANGE FROM LAST YEAR												
REVENUE	5	10	24	2	(4)	15	17	8	4	n/a	n/a	(11)
EXPENDITURES	1	4	1	9	(2)	45	n/a	(5)	46	n/a	n/a	(16)
2013 BUDGET REVENUE	2,332,050	910,000	115,000	380,000	260,000	31,000	14,000	398,000	550	0	0	223,500
2013 BUDGET EXPEND	1,564,323	529,200	97,250	262,500	162,500	45,700	10,100	286,750	300	1,000	0	169,023
2012 REVENUE	2,128,799	841,342	79,610	376,526	239,393	30,903	8,530	350,353	396	20	0	201,726
2012 EXPENDITURES	1,424,355	495,577	86,374	248,341	140,734	33,747	6,984	239,440	180	0	36	172,942

MT PROSPECT PARK DISTRICT
RECPLEX

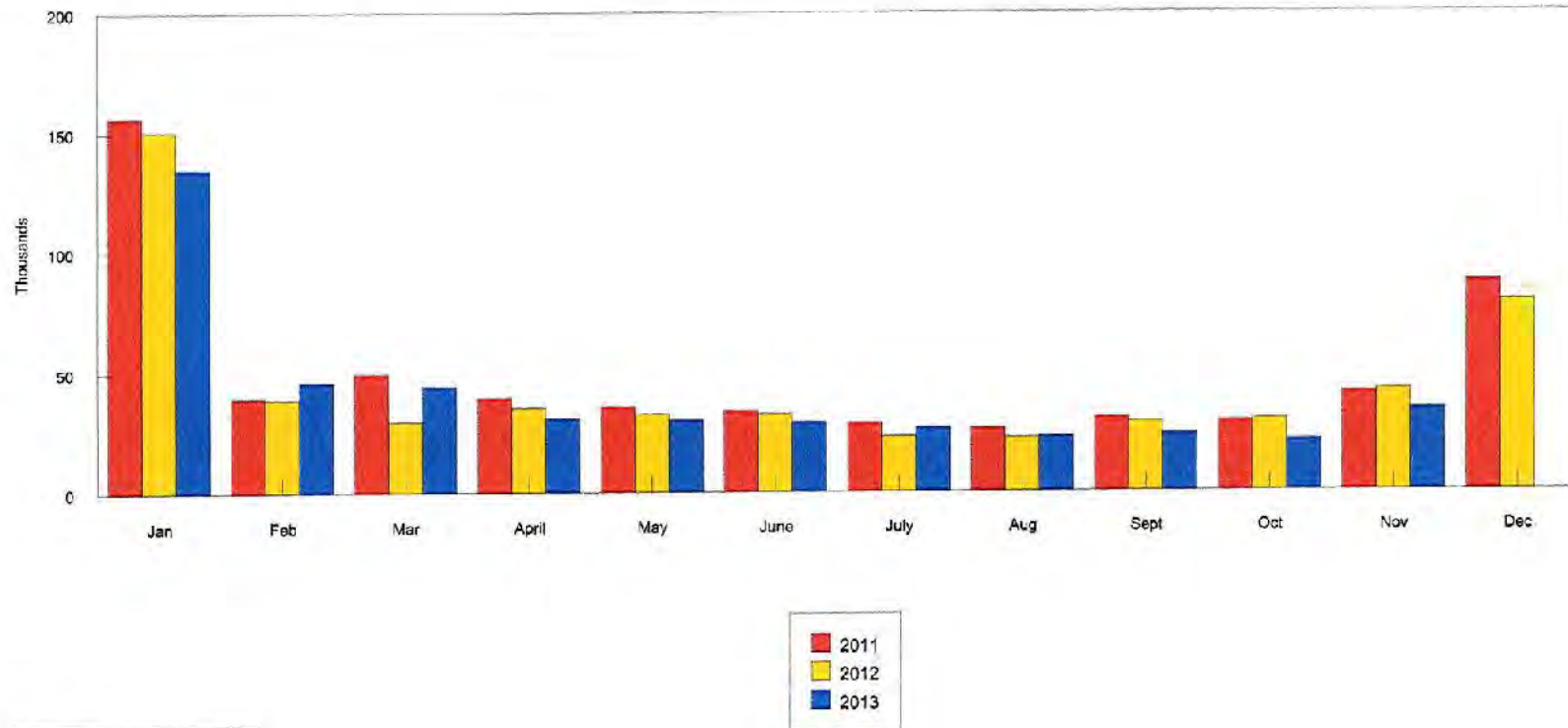
Revenue Revenue Recap by yr:

	2011	
	Month	YTD
Jan	156,446	156,446
Feb	39,598	196,044
Mar	49,979	246,023
April	39,689	285,712
May	36,040	321,752
June	34,050	355,802
July	28,760	384,562
Aug	26,281	410,843
Sept	30,894	441,737
Oct	29,344	471,081
Nov	41,518	512,600
Dec	87,444	600,044

	2012	
	Month	YTD
Jan	150,823	150,823
Feb	38,975	189,798
Mar	29,645	219,443
April	35,454	254,897
May	32,756	287,653
June	32,587	320,240
July	22,975	343,215
Aug	22,289	365,504
Sept	29,041	394,545
Oct	30,049	424,593
Nov	42,378	466,971
Dec	79,284	546,256

	2013	
	Month	YTD
Jan	134,895	134,895
Feb	46,139	181,034
Mar	44,332	225,366
April	30,973	256,338
May	30,270	286,608
June	29,230	315,838
July	26,768	342,606
Aug	22,888	365,494
Sept	24,032	389,525
Oct	21,279	410,804
Nov	34,337	445,141
Dec	0	0

'11Budget 664,100
'12Budget 615,600
'13Budget 565,000



This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT
 RECPLEX FACILITY REVENUE REPORT
 NOVEMBER 2013

	MONTH		YEAR to DATE		Up (Down)	
	<u>This</u>	<u>Last</u>	<u>This</u>	<u>Last</u>	<u>Change</u>	<u>% Change</u>
RENTALS						
Building Rental	6,172	3,740	54,720	50,700	4,020	8
Lockers	0				0	
Total	6,172	3,740	54,720	50,700	4,020	8
PASS SALES						
All Facility	3,953	6,011	85,616	99,906	(14,290)	(14)
Gym & Track	3,008	4,533	30,213	32,025	(1,812)	(6)
Other Agency					0	
Fitness	7,367	15,256	159,187	181,475	(22,288)	(12)
Total	14,328	25,800	275,016	313,406	(38,390)	(12)
DAILY FEES						
All Facility	1,318	913	10,474	7,162	3,312	46
Gym & Track	8,900	9,420	88,097	76,721	11,376	15
Fitness	1,559	2,589	23,940	24,593	(653)	(3)
Racquetball	522	291	3,822	3,696	126	3
Playport	369	406	4,599	5,371	(772)	(14)
Total	12,668	13,619	130,932	117,543	13,389	11
PROGRAM FEES						
Special Programs	2,650		1,492	65	1,427	n/a
	2,650	0	1,492	65	1,427	n/a
CONCESSIONS						
Merchandise	351	229	2,962	2,849	113	4
Vending	15	780	11,367	11,937	(570)	(5)
Total	366	1,009	14,329	14,786	(457)	(3)
OTHER						
Visa Charges / OvSt	(1,846)	(1,790)	(31,348)	(29,529)	(1,819)	6
TOTAL	34,337	42,378	445,141	466,971	(21,830)	(5)

MT PROSPECT PARK DISTRICT RECPLEX POOL REVENUE

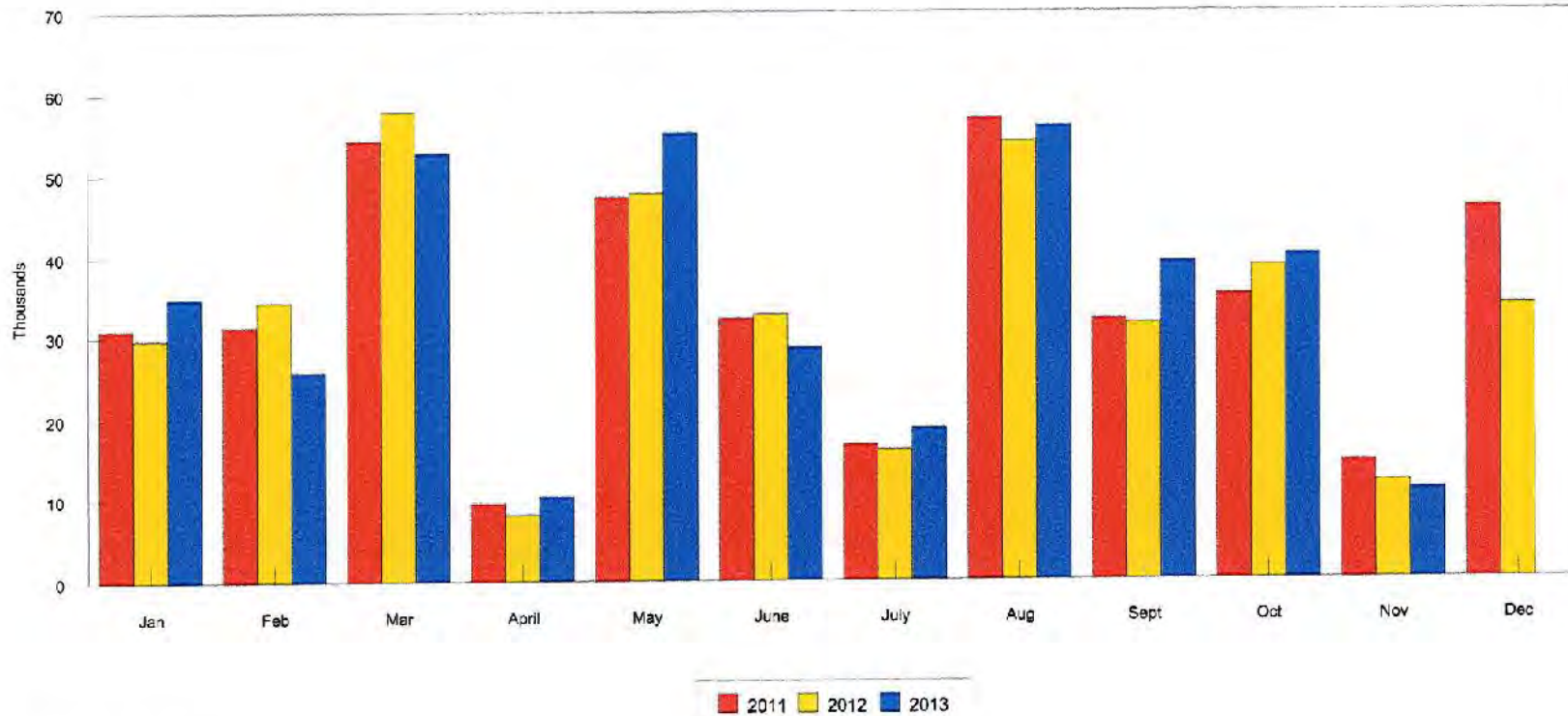
Revenue Recap by yr:

	2011	
	Month	YTD
Jan	30,829	30,829
Feb	31,151	61,980
Mar	54,184	116,164
April	9,594	125,758
May	47,279	173,037
June	32,112	205,149
July	16,740	221,889
Aug	56,881	278,770
Sept	31,960	310,730
Oct	35,080	345,810
Nov	14,572	360,382
Dec	45,827	406,209

	2012	
	Month	YTD
Jan	29,642	29,642
Feb	34,363	64,005
Mar	57,848	121,853
April	8,128	129,981
May	47,728	177,709
June	32,648	210,358
July	16,119	226,477
Aug	53,919	280,396
Sept	31,398	311,794
Oct	38,711	350,506
Nov	12,035	362,541
Dec	33,729	396,270

	2013	
	Month	YTD
Jan	34,825	34,825
Feb	25,739	60,564
Mar	52,707	113,270
April	10,382	123,652
May	55,074	178,726
June	28,617	207,343
July	18,762	226,106
Aug	55,895	282,001
Sept	39,235	321,236
Oct	40,122	361,359
Nov	11,056	372,415
Dec	0	0

'11Budget	386,400
'12Budget	389,400
'13Budget	405,900



This Year Vs Last Two Years

MT PROSPECT PARK DISTRICT BIG SURF POOL

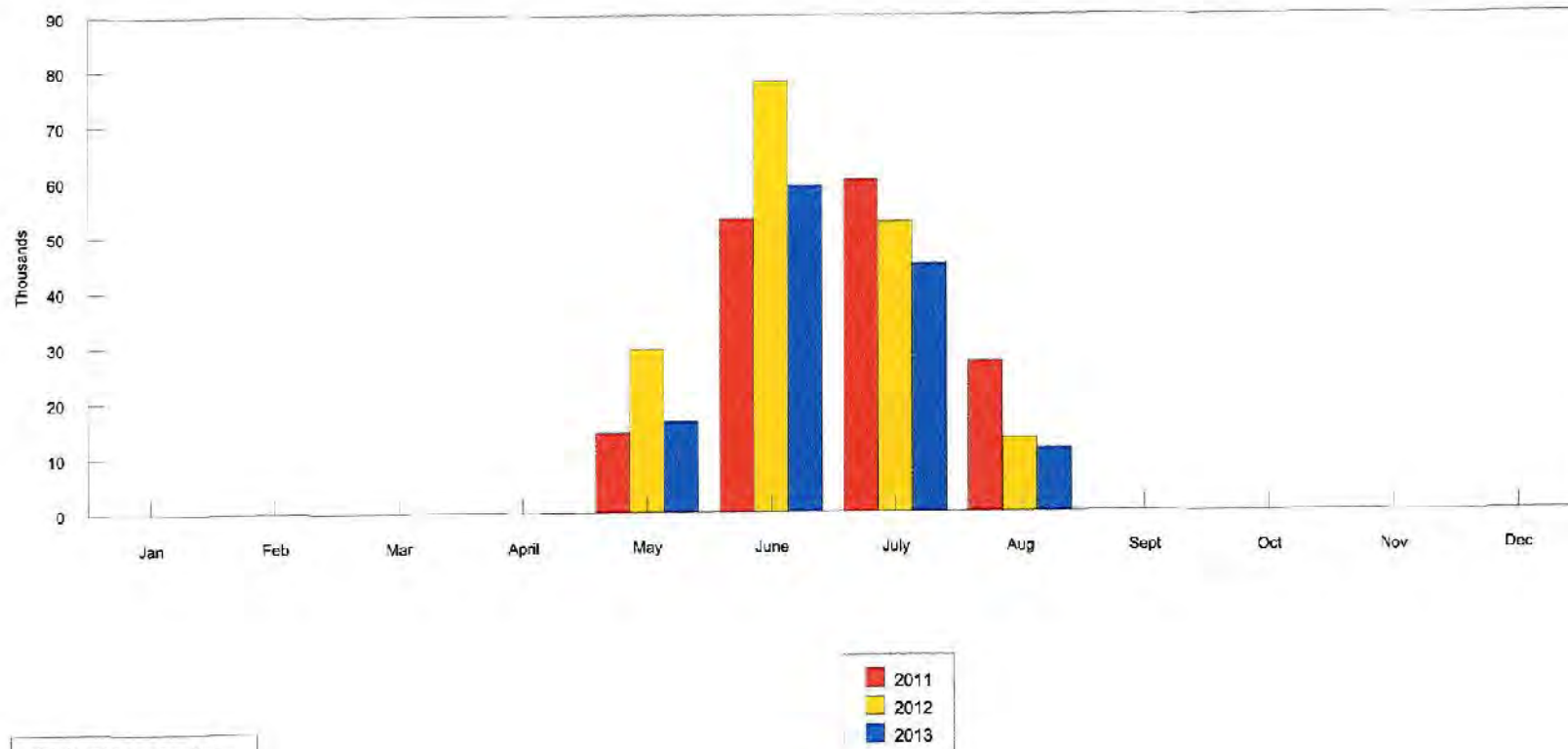
Revenue Recap by yr:

	2011	
	Month	YTD
Jan	0	0
Feb	8	8
Mar	0	0
April	12	20
May	14,415	14,435
June	53,144	67,579
July	60,134	127,713
Aug	27,257	154,970
Sept	0	154,970
Oct	0	154,970
Nov	0	154,970
Dec	0	154,970

	2012	
	Month	YTD
Jan	0	0
Feb	54	54
Mar	0	0
April	0	0
May	29,555	29,609
June	77,982	107,590
July	52,582	160,172
Aug	13,314	173,486
Sept	0	173,486
Oct	0	173,486
Nov	0	173,486
Dec	0	173,486

	2013	
	Month	YTD
Jan	0	0
Feb	0	0
Mar	0	0
April	105	105
May	16,570	16,675
June	59,082	75,756
July	44,800	120,556
Aug	11,460	132,016
Sept	0	0
Oct	0	0
Nov	0	0
Dec	0	132,016

'11Budget 171,000
'12Budget 168,000
'13Budget 172,010



MT PROSPECT PARK DISTRICT MEADOWS POOL REVENUE

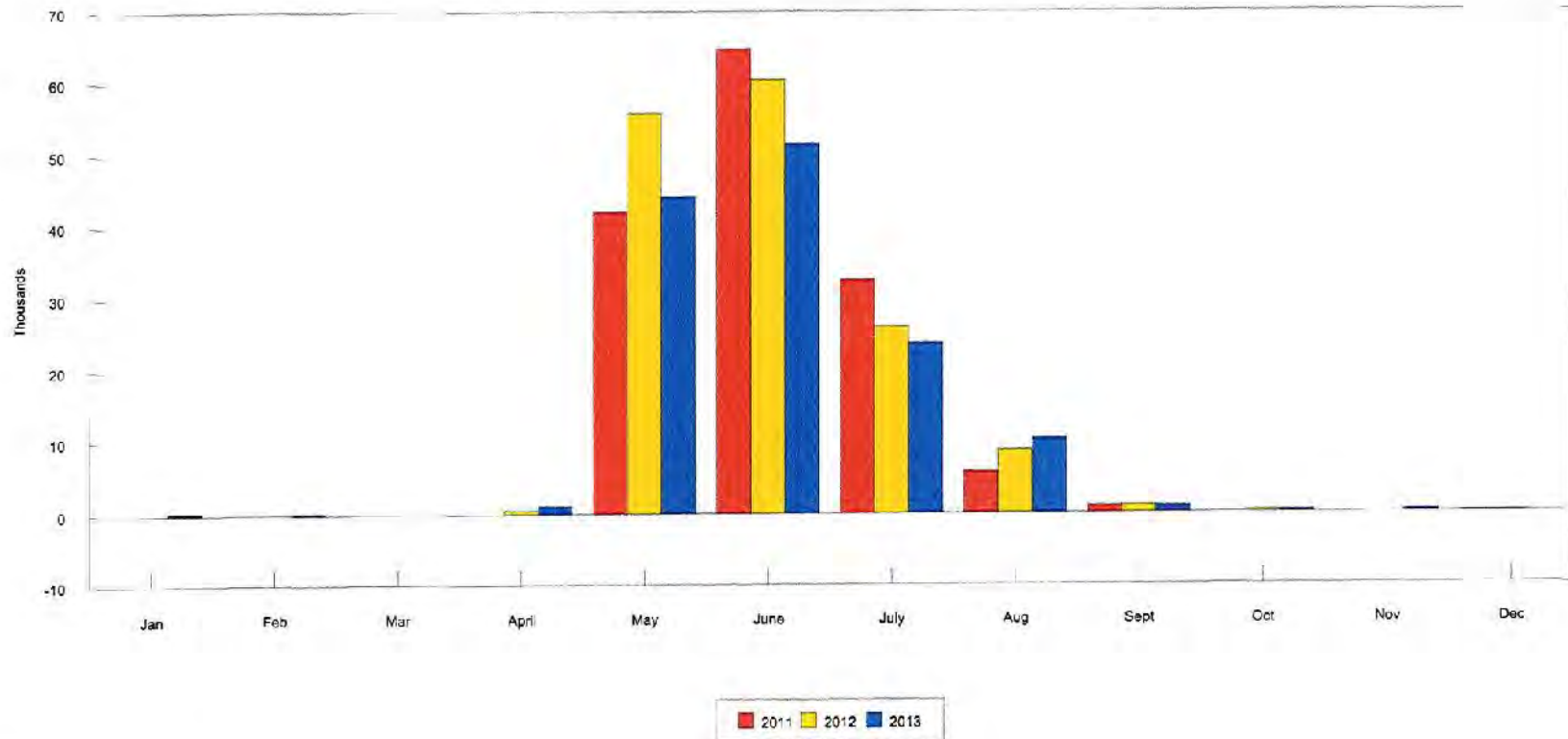
Revenue Recap by yr:

2011		
	Month	YTD
Jan	0	0
Feb	0	0
Mar	0	0
April	0	0
May	42,152	42,152
June	64,622	106,773
July	32,645	139,418
Aug	5,814	145,232
Sept	1,017	146,249
Oct	0	0
Nov	0	0
Dec	50	146,299

2012		
	Month	YTD
Jan	(39)	(39)
Feb	0	0
Mar	0	0
April	540	501
May	55,855	56,356
June	60,355	116,711
July	26,062	142,772
Aug	8,752	151,524
Sept	1,115	152,639
Oct	324	152,963
Nov	13	152,976
Dec	25	153,001

2013		
	Month	YTD
Jan	300	300
Feb	225	525
Mar	0	0
April	1,155	1,680
May	44,294	45,974
June	51,536	97,509
July	23,673	121,183
Aug	10,352	131,535
Sept	957	132,492
Oct	350	132,842
Nov	425	133,267
Dec	0	133,267

'11Budget 152,200
'12Budget 150,900
'13Budget 151,400



This Year Vs Last Two Years

MOUNT PROSPECT PARK DISTRICT
CONCESSIONS Department by Location
For Ten Months Ended 11-30-13

91.67%

ACCOUNT NAMES	TOTALS	ADMIN	LIONS POOL	MEADOWS POOL	MELAS PARK	GRILL & 1/2 WAY	MEADOWS BALLFIELD	ATHLETIC FIELDS
REVENUES:								
PROGRAM FEES	805							805
DAILY / FEES - CATERING	0							
VENDING INCOME	1,276			1,276				
CONCESSION SALES	74,189		36,354		13,084		19,504	5,247
OTHER	42,998		(2)			43,000		
TOTAL REVENUE	119,267	0	36,352	1,276	13,084	43,000	19,504	6,052
% of Budget	78	n/a	68	128	77	96	81	53
EXPENDITURES:								
FULL TIME SALARIES	4,906	4,906						
PART TIME SALARIES	36,021		16,167		12,897		5,955	1,001
FRINGE BENEFITS	1,581	1,581						
CONTRACTUAL SERVICES	3,644				2,395	849		400
COMMODITIES	47,521		24,293	275	9,373	405	9,463	3,711
COST OF GOODS SOLD	0							
UTILITIES	21,786				18,074	3,712		
SALES TAX/OTHER	3,434	3,434						
TOTAL EXPENDITURES	118,891	9,920	40,460	275	42,739	4,966	15,419	5,112
% of Budget	79	68	0	69	n/a	58	73	56
REVENUE OVER (UNDER) EX	377	(9,920)	(4,108)	1,001	(29,656)	38,034	4,086	940
CHANGE FROM LAST YR + (-)								
REVENUE	(24,416)	0	(14,833)	(200)	(3,928)	0	(2,878)	(2,577)
EXPENDITURES	(18,615)	(871)	(6,628)	(228)	(2,860)	(1,873)	(3,315)	(2,842)
NET	(5,800)	871	(8,205)	28	(1,069)	1,873	438	266
% CHANGE FROM LAST YEAR								
REVENUE	n/a	n/a	n/a	n/a	n/a	n/a	n/a	2
EXPENDITURES	(14)	(8)	(14)	(45)	n/a	(27)	15	15
2013 BUDGET REVENUE	152,000	0	53,500	1,000	17,000	45,000	24,000	11,500
2013 BUDGET EXPEND	149,714	14,589	50,600	400	45,150	8,600	21,200	9,175
2012 REVENUE	143,683	0	51,185	1,476	17,012	43,000	22,382	8,628
2012 EXPENSE	137,506	10,791	47,088	501	45,599	6,839	18,734	7,954

MT PROSPECT PARK DISTRICT CENTRAL PROGRAM REVENUE

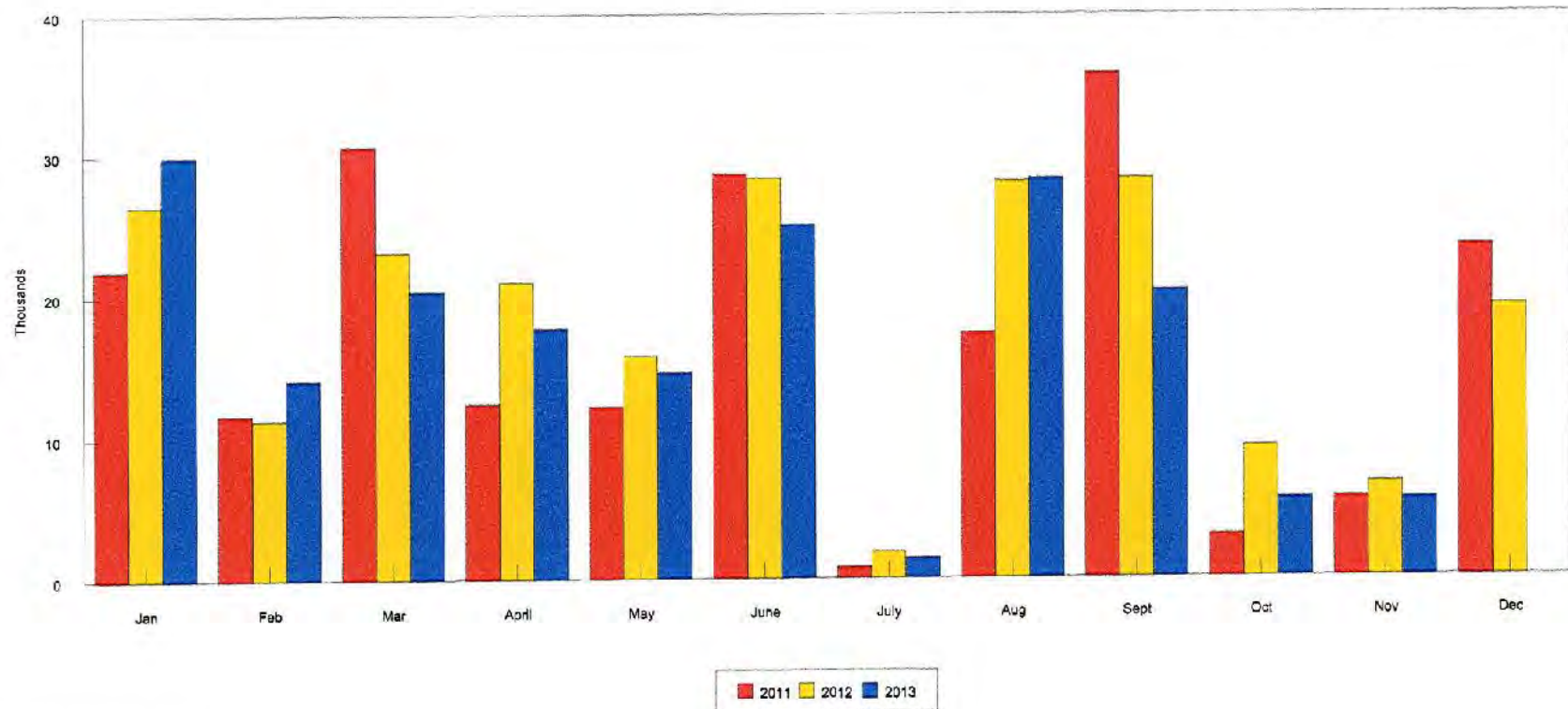
Revenue Recap by yr:

	2011	
	Month	YTD
Jan	21,919	21,919
Feb	11,670	33,589
Mar	30,634	64,223
April	12,435	76,658
May	12,237	88,895
June	28,675	117,570
July	832	118,402
Aug	17,326	135,728
Sept	35,784	171,512
Oct	3,037	174,549
Nov	5,640	180,189
Dec	23,517	203,706

	2012	
	Month	YTD
Jan	26,511	26,511
Feb	11,306	37,817
Mar	23,223	61,040
April	21,061	82,101
May	15,821	97,922
June	28,370	126,292
July	1,883	128,175
Aug	28,125	156,300
Sept	28,314	184,613
Oct	9,339	193,952
Nov	6,669	200,621
Dec	19,246	219,867

	2013	
	Month	YTD
Jan	29,944	29,944
Feb	14,140	44,084
Mar	20,421	64,505
April	17,705	82,210
May	14,593	96,803
June	25,099	121,902
July	1,442	123,344
Aug	28,318	151,662
Sept	20,368	172,030
Oct	5,604	177,634
Nov	5,535	183,169
Dec	0	0

'11Budget	191,500
'12Budget	193,500
'13Budget	199,500



This Year Vs Last Year

MOUNT PROSPECT PARK DISTRICT
CENTRAL PROGRAMS Department by Function
 Month Ended 11-30-13

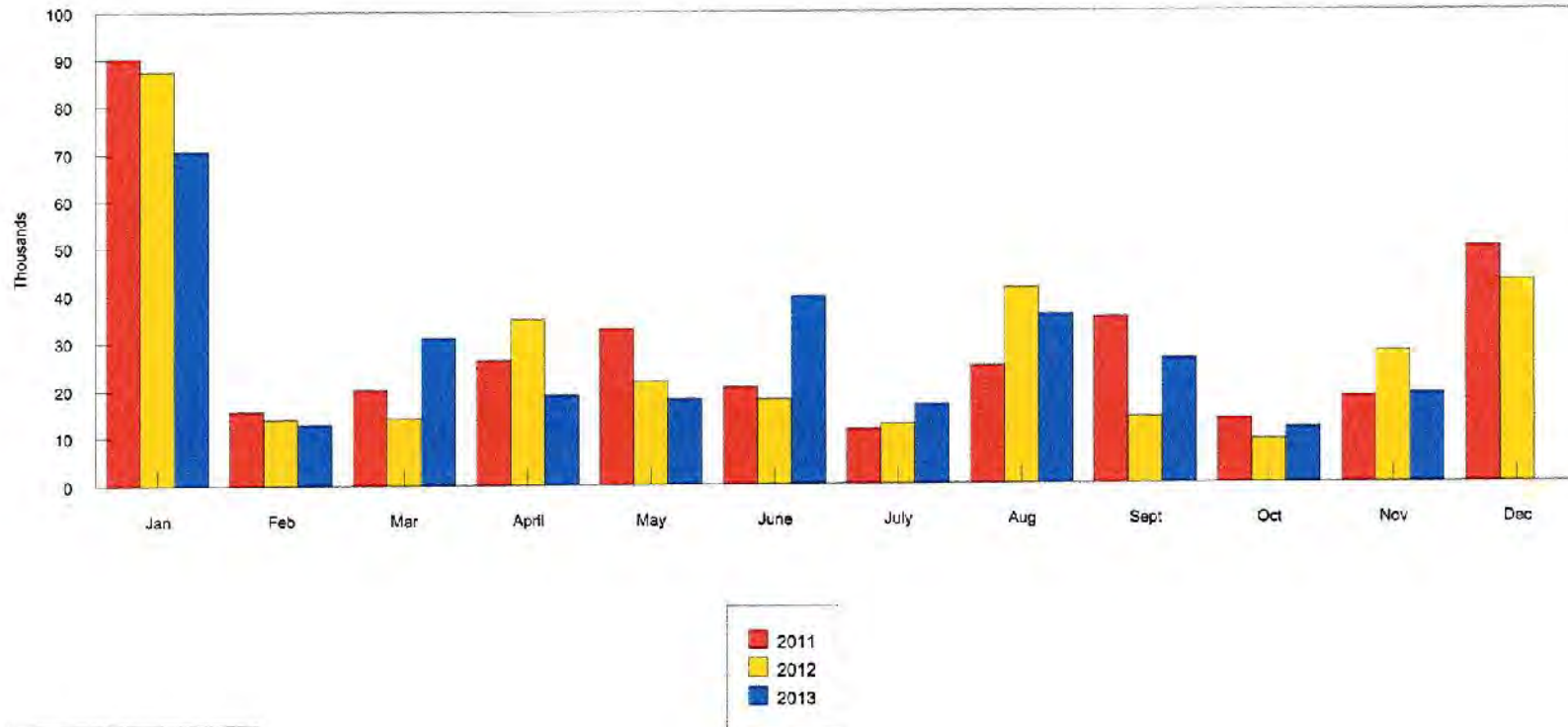
91.67%

<u>ACCOUNT NAMES</u>	<u>TOTALS</u>	<u>YOUTH/ CHILD CARE</u>	<u>ATHLETICS ADULT</u>	<u>YOUTH</u>	<u>ARTS</u>
REVENUES:					
PROGRAM FEES	183,169	56,969	6,965	111,030	8,205
CHILD CARE	0				
DONATIONS	0				
TOTAL REVENUE	183,169	56,969	6,965	111,030	8,205
% of Budget	92	102		86	109
EXPENDITURES:					
PART TIME SALARIES	31,267	29,765	1,502		
CONTRACTUAL SERVICES	69,661			65,196	4,465
COMMODITIES	1,006	1,006			
TOTAL EXPENDITURES	101,934	30,771	1,502	65,196	4,465
% of Budget	72	92	38	67	78
REVENUE OVER (UNDER) EX	81,235	26,198	5,463	45,834	3,740
CHANGE FROM LAST YR + (-)					
REVENUE	(17,453)	(8,017)	(185)	(7,458)	(1,793)
EXPENDITURES	(6,697)	1,521	(1,836)	(5,890)	(492)
NET	(10,756)	(9,538)	1,651	(1,568)	(1,301)
% CHANGE FROM LAST YEAR					
REVENUE	(9)	(12)	N/A	(6)	(18)
EXPENDITURES	(6)	5	N/A	N/A	N/A
2013 BUDGET REVENUE	199,500	56,000	7,000	129,000	7,500
2013 BUDGET EXPEND	141,300	33,600	4,000	98,000	5,700
2012 REVENUE	200,622	64,986	7,150	118,488	9,998
2012 EXPENDITURES	108,631	29,250	3,338	71,086	4,957

MT PROSPECT PARK DISTRICT
CENTRAL COMMUNITY CENTER

Revenue | Revenue Recap by yr:

2011			2012			2013				
	Month	YTD		Month	YTD		Month	YTD		
Jan	90,334	90,334	Jan	87,311	87,311	Jan	70,720	70,720	'11Budget	370,500
Feb	15,620	105,954	Feb	13,901	101,212	Feb	12,946	83,665	'12Budget	372,500
Mar	20,339	126,293	Mar	14,135	115,347	Mar	31,177	114,842	'13Budget	367,000
April	26,306	152,599	April	35,040	150,387	April	19,131	133,973		
May	33,016	185,615	May	21,907	172,294	May	18,146	152,119		
June	20,719	206,334	June	18,000	190,294	June	39,796	191,915		
July	11,579	217,913	July	12,665	202,959	July	16,752	208,667		
Aug	24,636	242,749	Aug	41,330	244,289	Aug	35,727	244,394		
Sept	35,108	277,858	Sept	13,986	258,274	Sept	26,278	270,672		
Oct	13,602	291,460	Oct	9,172	267,446	Oct	11,771	282,443		
Nov	18,425	309,885	Nov	27,756	295,202	Nov	18,991	301,434		
Dec	49,721	359,606	Dec	42,605	337,808	Dec	0	0		



This Year Vs Last Two Years

**MT PROSPECT PARK DISTRICT
CENTRAL FACILITY REVENUE REPORT
NOVEMBER 2013**

	MONTH		YEAR to DATE		Up (Down)	
	<u>This</u>	<u>Last</u>	<u>This</u>	<u>Last</u>	<u>Change</u>	<u>% Change</u>
RENTALS						
Skate Rental	190	500	4,157	4,773	(616)	(13)
Building Rental	5,188	4,519	61,648	51,241	10,407	20
	5,378	5,019	65,805	56,014	9,791	17
PASS SALES						
Fitness	3,795	7,859	82,005	94,033	(12,028)	(13)
Inline Rink Pass		0	120		120	n/a
	3,795	7,859	82,125	94,033	(11,908)	(13)
DAILY FEES						
Gym Fees	568	572	5,139	3,343	1,796	54
Fitness Center	464	542	6,160	6,497	(337)	(5)
Inline Rink Fees	604	980	8,550	8,260	290	4
	1,636	2,094	19,849	18,100	1,749	10
PROGRAM FEES						
Adult Athletic Leagues	2,064	9,800	43,064	68,425	(25,361)	(37)
Youth Athletic Camps			6,542	3,028	3,514	n/a
Youth Athletic Prog.	131	105	12,504	11,714	790	7
Youth Leagues	3,304	1,025	48,038	33,830	14,208	42
Special Programs	3,510	2,347	34,514	19,915	14,599	n/a
	9,009	13,277	144,662	136,912	7,750	6
CONCESSIONS						
Merchandise	99	21	502	300	202	67
Vending	17	384	4,507	4,834	(327)	(7)
	116	405	5,009	5,134	(125)	(2)
OTHER						
Visa Charges / OvShrt	(942)	(898)	(16,016)	(14,991)	(1,025)	7
TOTAL	18,991	27,756	301,434	295,202	6,232	2

FUND	REVENUE / EXPENSE	TOTAL AMOUNT	ANNUAL	REVENUE/EXPENSE-PRIOR YR
NUMBER DESCRIPTION	THIS MONTH YEAR TO DATE ENCUMBRANCE YEAR TO DATE	BUDGET THIS MONTH YEAR TO DATE		

REVENUE	A	B	C	D	E	F	G
10 GENERAL FUND	20,896.61	1,848,045.53	0.00	1,848,045.53	1,898,835	14,307	1,735,344
20 RECREATION FUND	197,928.92	6,505,222.62	0.00	6,505,222.62	7,114,359	243,392	6,633,225
21 PAVING & LIGHTING FUND	0.00	105,658.78	0.00	105,658.78	92,398 +	184	103,626
23 AUDIT FUND	0.00	1,144.14	0.00	1,144.14	1,327	2	1,122
24 LIABILITY INSURANCE FUND	0.00	555,251.04	0.00	555,251.04	643,446	964	544,569
25 HANDICAPPED RECREATION FUND	0.00	902,845.32	0.00	902,845.32	739,187 +	1,568	885,476
26 IMRF FUND	0.00	938,775.35	0.00	938,775.35	1,050,758	1,630	920,715
27 CONSERVATORY FUND	4,243.18	1,047,342.07	0.00	1,047,342.07	1,022,783 +	8,239	1,035,692
28 INTERNAL SERVICE FUND	0.00	410,529.00	0.00	410,529.00	410,529	0	173,818
30 BOND & INTEREST FUND	0.00	4,529,160.78	0.00	4,529,160.78	4,640,931	4,994	2,869,990
89 2009 CAPITAL IMPR FUND	0.00	0.00	0.00	0.00	0	0	0
90 2010 CAPITAL IMPR FUND	0.00	0.00	0.00	0.00	0	0	0
91 2011 CAPITAL IMPR FUND	0.00	17,289.88	0.00	17,289.88	17,000 +	4,660	2,591,636
92 2012 CAPITAL IMPR FUND	0.00	0.00	0.00	0.00	0	0	0
93 2013 CAPITAL IMPR FUND	0.00	1,046,145.00	0.00	1,046,145.00	0 +	0	0
TOTAL REVENUE	223,068.71	17,907,409.51	0.00	17,907,409.51	17,631,553 +	279,939	17,495,213

EXPENSE	A	B	C	D	E	F	G
10 GENERAL FUND	131,245.68	1,593,552.11	2,909.17	1,596,461.28	1,898,835	128,564	1,599,572
20 RECREATION FUND	450,670.37	6,045,932.42	23,272.90	6,069,205.32	7,114,359	431,166	6,147,697
21 PAVING & LIGHTING FUND	84,833.20	108,501.98	0.00	108,501.98	200,000	0	84,953
23 AUDIT FUND	0.00	1,327.00	0.00	1,327.00	1,327	0	435
24 LIABILITY INSURANCE FUND	12,766.05	297,915.54	0.00	297,915.54	644,082	13,399	455,439
25 HANDICAPPED RECREATION FUND	119,735.00	642,236.06	7,000.00	649,236.06	860,369	313	547,020
26 IMRF FUND	6,784.93	864,364.83	0.00	864,364.83	981,500	67,452	826,968
27 CONSERVATORY FUND	67,086.97	827,095.46	259.68	827,355.14	1,016,576	61,103	778,035
28 INTERNAL SERVICE FUND	53,637.67	323,399.75	0.00	323,399.75	410,529	31,852	291,269
30 BOND & INTEREST FUND	2,495,950.00	4,505,853.63	0.00	4,505,853.63	4,554,526	2,670,213	4,558,410
89 2009 CAPITAL IMPR FUND	0.00	330,510.19	0.00	330,510.19	330,532	27,277	156,653
90 2010 CAPITAL IMPR FUND	3,345.50	124,023.97	0.00	124,023.97	122,354 +	0	17,160
91 2011 CAPITAL IMPR FUND	4,742.78	250,753.11	6,242.31	256,995.42	943,920	125,502	1,963,122
92 2012 CAPITAL IMPR FUND	60,967.31	521,103.58	140,359.59	661,463.17	760,839	0	33,663
93 2013 CAPITAL IMPR FUND	10,000.00	29,769.79	0.00	29,769.79	593,850	0	0
TOTAL EXPENSE	3,501,765.46	16,466,339.42	180,043.65	16,646,383.07	20,433,598	3,556,839	17,460,396
TOTAL REVENUE	223,068.71	17,907,409.51	0.00	17,907,409.51	17,631,553 +	279,939	17,495,213
TOTAL EXPENSE	3,501,765.46	16,466,339.42	180,043.65	16,646,383.07	20,433,598	3,556,839	17,460,396
NET INCOME/LOSS	3,278,696.75-	1,441,070.09	180,043.65-	1,261,026.44	2,802,045--	3,276,900-	34,817

NOTE: The Mt. Prospect Park District follows "best practice" in that its major operational funds (General and Recreation Fund) operate under a balanced budget. In the Annual Budget column (E), the overall budgeted net loss of (\$2,802,045) is due to the spending of capital fund balances (including ADA improvements) or reserves carried over from prior years.

**ACCOUNTS PAYABLE/PAYROLL DISBURSEMENT
NOVEMBER 2013**

ACCOUNTS PAYABLE

CHECK DATE

CHECK #'S

11/01/13	\$ <u>153,401.92</u>	<u>167513 – 167582</u>
11/11/13	\$ <u>2,787,859.18</u>	<u>167583 – 167654</u>
11/18/13	\$ <u>199,919.70</u>	<u>167655 – 167743</u>
11/25/13	\$ <u>74,460.77</u>	<u>167744 – 167803</u>

TOTAL OF A/P \$ 3,215,641.57

MT. PROSPECT PARK DISTRICT EMPLOYEES

CHECK DATE

CHECK #/S

11/06/13	\$ <u>150,765.54</u>	<u>204621 – 204985</u>
11/20/13	\$ <u>145,113.94</u>	<u>204986 – 205328</u>

TOTAL OF P/R \$ 295,879.48

TOTAL A/P & P/R \$ 3,511,521.05

**Mt Prospect Park District
Payroll Summary
Pay Period Ending
Check Date**

**11/01/13
11/06/13**

	# Hours	# Employees	Gross Pay	Average Hrs/Emp	Average Hourly Rate
Full Time Employees	4,672	57	113,371	82	24
Part Time Employees	7,360	307	93,075	24	13
TOTAL	12,032	364	206,446	33	17

**Mt Prospect Park District
Payroll Summary
Pay Period Ending
Check Date**

**11/15/13
11/20/13**

	# Hours	# Employees	Gross Pay	Average Hrs/Emp	Average Hourly Rate
Full Time Employees	4,708	57	113,093	83	24
Part Time Employees	6,647	285	86,143	23	13
TOTAL	11,355	342	199,236	33	18

**MT. PROSPECT PARK DISTRICT
TAX MONIES RECEIVED
MONTH ENDING
11/30/13**

<u>Tax Yr.</u>	<u>Tax Monies Received Jan. 1 through Dec. 31</u>	<u>Assessed Valuation</u>	<u>Rate</u>
2009	8,788,258	2,138,262,216.	.411
2010	8,950,467.	1,975,820,642.	.453
2011	10,076,800.	1,794,142,635.	.502

Tax Monies Received from January 1, 2013 through November 30, 2013 totals:
\$9,264,210.31 (of this total, \$147,797.31 is Replacement Tax)

<u>2013 Taxes</u>		<u>2012 Taxes</u>		
January	\$21,435.06	Repl Tax	\$20,903.52	Repl Tax
January	\$174,479.55		\$34,630.54	
February	\$1,162,158.62		\$1,249,637.64	
March	\$6,708.42	Repl Tax	\$5,843.18	Repl Tax
March	\$3,491,728.53		\$3,407,083.39	
April	\$33,986.83	Repl Tax	\$32,101.30	Repl Tax
April	\$54,166.57		\$66,929.05	
May	\$30,665.03		\$21,447.86	
May	\$52,409.85		\$59,495.65	
June	\$0.00		\$11,402.72	
July	\$29,962.85	Repl Tax	\$27,717.48	Repl Tax
July	\$1,572,493.38		\$1,959,640.51	
August	\$3,142.74	Repl Tax	\$3,349.15	Repl Tax
August	\$2,458,555.67		\$1,994,946.85	
September	\$150,367.57		\$84,766.60	
October	\$21,896.78	Repl Tax	\$21,093.14	Repl Tax
October	\$52.86		\$56,723.43	
November	\$0.00		\$15,832.65	
Subtotal	\$9,264,210.31		\$9,073,544.66	
December		Prop Tax	\$16,702.11	Prop Tax
December		Repl Tax	\$8,070.31	Repl Tax
TOTAL	\$9,264,210.31		\$9,098,317.08	

EXECUTIVE DIRECTOR MONTHLY REPORT

GREG KUHS

December – 2013

Check Writing Procedure

For your information, below is a description of the check writing/signing procedures that is followed by the park district:

CHECK SIGNING PRODECURE:

The current authorized Board Members who can sign checks from the park district are the President (Doherty) and Secretary (Starr). The Executive Director is also authorized to sign checks. Two signatures are required on all checks (accounts payable & payroll).

The blank AP/Payroll checks are locked and secured in a cabinet in the Human Resources Department until processed. The signature zip drive is kept in the safe.

When the Accounting Department (GAI) needs to create AP or Payroll check(s):

- Go to the HR department and ask for the blank checks.
- Creates the check(s) with all the pertinent information.
- Then returns the printed unsigned check(s) (& any unused checks) back to HR department.

The Human Resources Department receives the newly created checks from Accounting:

- The following information is recorded on a ledger: # of checks printed, total \$ amount of checks, check date, sequence with starting and ending numbers, description of checks.
- HR prints the signatures on the checks: (computer signature program on a zip drive, the zip drive is stored in the safe).
- The signed checks are returned to Accounting where the checks are stuffed into the appropriate envelopes.
- Accounting returns the checks back to Human Resources for distribution: the checks that are not mailed or distributed that day are stored in the safe.

**The Auditors have stated that this procedure is fantastic. This eliminates one person creating and having control over the checks.

Year End Budget Summary Reports – 2006 - 2012

Commissioner Walsh had asked for copies of these un-audited year end reports for 2006 thru 2012. Each set of these reports is over 450 pages. If other Commissioners would like a copy of these, please let me know.

IAPD/IPRA STATE CONFERENCE – JANUARY 24-25, 2014

Commissioners Kurka, Massie, Starr and Walsh are registered for the conference which is held at the Hyatt Regency in Chicago. The seminars/workshops are held on Friday, January 24 & Saturday, January 25. We will provide additional details and information to you in early January.

EXTERNAL AFFAIRS MONTHLY REPORT

CATHERINE MILLER

DECEMBER 2013

PUBLICATIONS

The following is a list of publications currently in production and their publishing date:

Winter Brochure – delivered Nov. 25 – **now in 4-color!**

Inside the Park E-Newsletter – current issue posted on website

Employee Matters –distributed Dec. 9

PUBLICITY

PSA'S ON MPTV –Holiday Open House and Winter Planter Classes at FPC; New Fitness Memberships and numerous deceased veterans' certificates.

PRESS RELEASES –FPC Holiday Open House; RecPlex Triathlon Indoor Sprint

ELECTRONIC SIGNS – RECPLEX/I-90 TOLLWAY – Same as above

VOMP WEBSITE – Same as above

DAILY HERALD ONLINE EVENTS GUIDE – Same as above

OAKLEE'S GUIDE WEBSITE – Same as above

VILLAGE ELECTRONIC NEWSLETTER – Same as above

ADVERTISING

Prepared the following ads: Fitness Memberships, *Journal & Topics*; Teddy Bear Walk, *Journal & Topics*

WEBSITE

POSTINGS: Walkers at CCC; T-giving Day Exercise Classes; Wellness Services; E-Cycle; Scout Badge Programs; Off-School Special; Winter Break Activities; New Fitness Memberships info; Santa's Calling & Mailing; Group Fitness Class schedule; Various Ballet, Tap & Jazz Calendars; Update Birthday Party Description; add Firearms Trainer Bios; Facility Winter Hours, and Gift Cards. MAINTENANCE/CREATION: Modification and distribution of E-blast newsletters (Nov & Dec); uploaded winter brochure; creation of new pages for posting of financial info and board packet info; various job postings; Flush Plumbing and TWITTER logo additions, and change to "Contact Us" recipient.

GRAPHIC DESIGN

POSTERS/FLYERS/POSTCARDS –Turkey Cup Hockey tournament; Holiday Open House at FPC; RecPlex Indoor Sprint Triathlon; Gift Cards; Winter Adult Leagues; Babysitting and Fitness Centers Rate and Info Sheet. Additionally: created various signs for facility holiday hours; new design for MPPD activity passes; signage for Holiday Open House; Passport & Spin Punch Cards; CULVER'S sponsor coupons for fitness purchase and staff business cards. LOGO DEVELOPMENT – Turkey Cup Hockey Tournament. OTHER – design of A-Frame inserted posters for NEW Fitness Memberships.

DONATIONS/COMMUNITY EVENTS

Provided a premium for the goodie bags distributed at the annual MP Historical Society Housewalk (and negotiated a discount fee saving \$250). We continue to handle requests for park district donations to various causes, clubs, schools and organizations. To date we've fulfilled 139 requests.

FITNESS MEMBERSHIP MARKETING

We have successfully produced and implemented our marketing plan created to stimulate public awareness of the Park District's new fitness memberships. After conceptualizing, creating and designing aspects were completed, various elements were ordered (once sponsorship was secured). To date we've received the water bottles; postcards and banners; placed digital, direct mail and print ads; ordered dasher boards; as well as coordinated stories and ideas with our ALL FITNESS SHOW on our award-winning cable TV show, "Inside the Park" (now posted on the website and currently airing). An eye-catching new design and copy were developed for our Winter Program Brochure (delivered Nov. 25) in addition to a new logo incorporating our fitness message for t-shirts. Additionally we produced various visuals used in the Fitness Membership Training Power Point; created the Membership Appreciation Breakfast invite and poster; uploaded to YouTube the related posting of the fitness video referenced by the QR code in the winter brochure; and posted all updated materials and visuals relating to the new fitness memberships on our website. At the request of the Recreation Division we have reordered the Fitness Membership postcards for additional community mailings. ***We also secured a dryer and washer from long time sponsor, Nowak & Parker, to be used exclusively for the NEW towel service offered to fitness members at RecPlex.***

SPONSORSHIPS

To date we have secured \$160,083 in sponsorship support -- \$56,700 in cash and \$103,383 in trade. Because of our relationship with Sports Authority we were able to provide practice jerseys for the kid's inline hockey classes and birthday parties at CCC; as well as water bottles, pumps, balls, practice jerseys, whistles and cones for our youth basketball teams. Additionally we were able to provide raffle prizes for Spooky Skate and upcoming Triathlon at RecPlex.

MPTV-Channel 17

Our current production of *Inside the Park* airs on Channel 17 Mondays through Thursdays at 11am and at 8pm on Fridays. The show's topic: Fitness! Fitness! Fitness! Show host, Alyssa Ali, takes the viewer through the steps of purchasing one of our new fitness memberships and provides a tour of our fitness center, while meeting various personal trainers and members of our fitness staff. The program also contains compelling interviews with staff, patrons and instructors revealing their dedication, passion and sense of community. ***This show is a sterling example of why Inside the Park has won numerous awards. If you've never watched the show this one is highly recommended!*** The January/February episode of "Inside the Park" is currently in pre-production. Content for this episode will include an interview with Barb Koch (All That Jazz event 2/15, Cooking with Dave 1/29,) Ralph Wilder (Band Concert 3/23) and Brian Montgomery (Youth Athletics.) Shooting of this episode is tentatively planned for the end of this month. ***Our thanks to show producer Steve Martini and executive producer Howard Kleinstein for their talent and dedication to this show.***

Parks Foundation News

We continue to oversee the Veterans Memorial Brick Program – processing orders; providing orders to engravers; documenting photographically the placement on columns, etc. To date we've sold 139 bricks. Our Annual Meeting is scheduled for Wed. Jan. 8 at 6:30pm in CCC's boardroom.

GOLF OPERATIONS MONTHLY REPORT

DECEMBER 2013

BRETT BARCEL

DRIVING RANGE

Staff has been preparing the request for the netting height variance on the proposed driving range for the Tuesday, December 17th Village Board meeting. Without this variance we will have to re-evaluate the position of the driving range on the master plan in order to meet code and have a safe practice area. As most of you know, the primary reason we started another master plan was the public outcry to keep the range onsite and preserve this facility as a golf learning center. The Prospect coaches and many citizens have already stated their support of the range and will be sending emails to the Village. We appreciate Tom Martindale, Jim Hamann and the girls and boys team members for their support. Let's hope we can get the proposed variance.

MASTER PLAN

Architects are moving along with the plan looking to get some phases concerning waterways sent out for permitting to the MWRD before the year end. Nicholas and Associates is now on board as the construction managers, they have proved very helpful with concerns associated with the proposed netting structure.

PRO SHOP OFF SEASON

The golf course closed for the season December 1st. In an effort to save on labor hours the Golf Shop will be open everyday 9:00 am to 1:00 pm until the Dec 24th, and then we will be closed for the week between Christmas and New Years. The Golf Shop will be closed weekends through the month of January and the Grill will only be open for prearranged events and fish fry on Fridays.

ON COURSE

All course playing surfaces have been treated for snow mold, the irrigation system and pump house have been winterized, pond aerators brought in and stored. Greens covers were installed for the winter on December 1st. Snow plowing and tree pruning are now most of our off season duties. We are still holding off on our tree removal start due to the master plan concerns.

PARKS & PLANNING MONTHLY REPORT

JIM JAROG / DECEMBER 2013

INTERNAL WORK ORDERS

To date the Parks and Planning Division has received over 770 internal work order requests from staff during 2013. Out of those requests, 750 of them have been completed leaving approximately 15 work orders pending completion for this year. The majority of these work requests come from staff observations, facility inspections and input staff receives from facility users. These work requests are in addition to the Parks and Planning staff's routine maintenance tasks they are required to perform throughout the parks and facilities within the Park District.

O'HARE CUP SITE / MAJEWSKI SOCCER HILL

On November 22, 2013 staff received a copy of the second draft of the proposed Intergovernmental Agreement (IGA) sent by MWRD to the Illinois Tollway Authority and the Mt. Prospect Park District. Unfortunately after reviewing the revised IGA the document did not reflect the changes that were previously proposed by the Park District and forwarded to the MWRD for inclusion in the second draft document. I have contacted our Attorney Tom Hoffman to inform him of the situation. I have also contacted the MWRD to try and find out when our comments and suggestions will be taken into consideration and added to the draft agreement. The MWRD has asked us to forward our comments directly to the Illinois Tollway Authority and to copy the MWRD. This request was completed on December 4th, 2013. Upon the Tollway Authorities receipt of the document the Park District was informed that we would be receiving a copy of the revised draft after our comments were incorporated into the document. As the existing draft agreement stands right now it does not address the needs of the Park District. I will continue to work through this review process with our Attorney, MWRD and the Tollway Authority in an attempt to have our comments and suggestions incorporated into the draft IGA.

WINTER PREPERATIONS

Staff has been working hard to prepare for the upcoming Winter season and the snow events and ice that are sure to follow. Our plow truck operators have been instructed on what time of the day plowing operations can start when they are working adjacent to residential areas. The drivers have also received instruction on where to stockpile snow and which areas of each facility should receive top priority to keep operations running smoothly during extreme weather events. Our staff has also received refresher training on the safe operation of the equipment that is needed to perform these tasks.

PLAYGROUND REPLACEMENT SCHEDULE

At our last board meeting staff was asked to develop a replacement schedule for the existing playgrounds throughout the Park District. This will require staff to identify the original installation dates and costs for all existing equipment to help develop a capital replacement program for this equipment. Much of this information will be contained within the 20 year Capital Reserve Plan and Property Condition Report that we have been working on for much of 2013. I am currently in the process of reviewing the draft copy of this report.

MELAS DOG PARK

An open forum meeting has been scheduled for the evening of Thursday, January 9, 2014 from 7-8:30pm at Central Community Center. The purpose of this open forum will be to display the concept plans and basic information for the proposed dog exercise area at Melas Park and gather input from those who attend the forum. This project is targeted for completion Spring/Summer 2014.

ADMINISTRATION AND HUMAN RESOURCES

MONTHLY REPORT

BARRY KURCZ

DECEMBER – 2013

Upgrading Accounting Software

After initial demonstration of the new accounting software package from Harris Technology, we received two reasonable price quotes from them. On Monday, December 9th, we had a follow meeting and detailed demonstration with representatives from Harris. The modules of the new software include Accounts Payable, Bank Reconciliation, Budgeting, Fund Ledger, Insurance & Benefits, Payroll, Purchasing, and Reports. The team is initially impressed with the capabilities of the new software and will follow up with Bartlett Park District which is in the midst of preparing for a January implementation of this new Harris product. We plan to gather as much knowledge as we can from them shortly after the first of the year. Our price quotes received are good through March 31, 2004. Any future recommendation would most likely come during the first quarter of 2014.

Firearm Concealed Carry Act

On July 9th, 2013, Governor Quinn signed into law the Firearm Concealed Carry Act(430 ILCS 66/65), which will allow properly licensed Illinois residents to carry a concealed firearm in Illinois. Applications for such permits will become available January 5th, 2014. The Act prohibits the carrying of firearms at specific locations, including public parks, government buildings and child care centers. Owners of these statutorily prohibited areas are required to post signage adopted by the Illinois State Police, depicting the image of a handgun in black ink with a red circle/diagonal slash across the firearm, and a reference to the Act.

In order to comply with the Firearm Concealed Carry Act, the Park District has consulted with the Village of Mount Prospect Police Department, which offered guidance and informational materials to assist in the Act's eventual roll out. These informational materials are being provided to all Park District employees this month and will be available to any Interested patrons starting January 5th, 2014. The District has also taken steps to procure the necessary State-approved signage for all of its parks and facilities in order to be in full compliance by January 5th, 2014.

IMRF Audit

On Friday, December 6th, the Park District received the findings and recommendation from IMRF from their September 10th audit of our IMRF member employees. I am happy to report there was only one finding which we were already aware of regarding our revenue fund which has tax levy proceeds for both IMRF and Social Security. This finding will no longer be an issue starting in 2014, when we begin to maintain separate funds for IMRF and Social Security moving forward. The district has until December 20th to respond to their recommendations. A copy of the IMRF Employer Audit Report is included in your packet.



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

**Internal Audit Department
Employer Audit Report
Of
Mount Prospect Park District ER#3306
December 6, 2013**

FINDINGS AND RECOMMENDATIONS

#	Finding	Recommendation	Due Date
1	<p>As a result of looking at the 12/31/12 audit report, we noted that the Employer has an IMRF/Social Security special revenue fund. The Employer has separate tax levies for both IMRF and Social Security. The tax levy proceeds for both IMRF and Social Security are being commingled in the same cash account with no separate accounting of how much of the cash balance is IMRF levied funds vs. Social Security funds. However, IMRF tax levy proceeds are legally restricted to be used solely for IMRF employer contributions.</p> <p>We further compared IMRF tax levy proceeds and IMRF employer contributions for the levy years 2007-2011. It appears from our initial analysis that there is an excess of IMRF tax levy proceeds and these funds were partially used to fund employer Social Security contributions.</p>	<p>Best practice would require that the Employer maintain records showing how much of the commingled cash balance is attributable to the IMRF levy versus the Social Security levy.</p> <p>Please provide us with at least a 10 year schedule showing the composition of the commingled cash/investment balance between IMRF and Social Security.</p> <p>Additionally, please provide us with your plan to replenish any IMRF tax levy proceeds used for employer Social Security contributions, if in fact it is determined that IMRF tax levy proceeds were used to pay Social security contributions.</p>	12/20/2013

UNFINISHED BUSINESS SUMMARY

DECEMBER – 2013

A. Golf Renovation Update (Discussion)

As you know, on Tuesday, December 17 our Variance Request for the height of the netting for the proposed new driving range will be considered by the Village Board. The information for the Village Meeting we submitted was emailed to you. Pending the outcome of this meeting, there may be the need for further discussions about the driving range. Dave Esler, John Green and Nicholas & Associates will be in attendance at our meeting to provide a status update on where they are at with their respective parts of the project.

Included with your packet is a copy of an email notice we sent out to the golf renovation email list on Wednesday, December 11.

B. Tentative Budget & Appropriation Ordinance – FY 2014

Included in your packet is a draft of the Tentative Budget & Appropriation Ordinance for FY 2014. As mentioned in the November 5th Special Meeting to review the budget, the Budget & Appropriation Ordinance sets forth the legal spending requirements for the park district in FY 2014. This document is created from the Operating Budget and the dollar figures are approximately 10% higher than those which are in the Operating Budget. The higher amount provides a “cushion” and allows for unforeseen expenditures which may occur during the upcoming fiscal year.

The Tentative Budget & Appropriation Ordinance must be available for public inspection for at least 30 days prior to approval (this document will be available for review at Central Community Center as well as the Mount Prospect & Des Plaines Libraries starting in January 2014). The Operating Budget and the Budget & Appropriation Ordinance are scheduled to be approved at the March 2014 Regular Board Meeting. Approving these in March allows us to make additional adjustments to the budget between now and then if needed.

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FYI,

As you know, Mt. Prospect Park District has been working on renovation plans for the golf course. Part of the plans include an expanded driving range (south of the existing driving range) which will greatly enhance our ability to better serve golfers of all ages and abilities who use our course.

Part of the new driving range plan includes the installation of safety netting to help contain golf balls within the range area. We are required to obtain a "height variance" from the Village of Mount Prospect to install any netting above 30 feet in height. We have already been through several meetings on this topic with the Village and the next meeting to discuss this will take place at the Mount Prospect Village Hall on Tuesday, December 17 at 7pm. This meeting is open to the public.

If you are interested in seeing proposed new range area, we have marked out at the golf course with orange cones set up along the line where 75' high netting is proposed to be installed. The "outfield" of the new driving range would be located south of where the orange cones are placed. The outline of the new driving range tee-line is also marked with yellow flags. As a point of reference at the course, if you stand on the current 18th green, that is the general area where the tee line would be for the new proposed driving range. The golf clubhouse is open on weekdays from 9am - 1pm, and we will also be open on Saturday, December 14 from 10am - noon. If you stop by the clubhouse during one of these times, a staff member will be able to explain the proposed layout and location of the netting.

The regular December Board Meeting for the park district will be held on Wednesday, December 18 - 7pm at Central Community Center, 1000 W. Central Avenue, Mount Prospect, IL. One of the agenda items is an update on the

golf course renovation. This meeting is open to the public.

If you have any additional questions, please contact us.

Thank you,

The Mt. Prospect Golf Club Staff
600 S. See-Gwun Ave.
Mt. Prospect, IL 60056
(847) 259-4200

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DRAFT

PROPOSED
ORDINANCE NO.

MT. PROSPECT PARK DISTRICT

AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR MT. PROSPECT PARK DISTRICT, COOK COUNTY ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2014, AND ENDING ON THE 31ST DAY OF DECEMBER, 2014.

* * *

Whereas, the Board of Park Commissioners of the Mt. Prospect Park District has caused this Ordinance to be prepared as the combined annual budget and appropriation ordinance for the fiscal year beginning January 1, 2014, and ending December 31, 2014, and the Secretary of the Board has made same conveniently available for public inspection for at least 30 days prior to final action thereon; and

Whereas, a public hearing was held as to such combined annual budget and appropriation ordinance at the Central Community Center, Mt. Prospect, Illinois, a facility of the Mt. Prospect Park District, on the 19th day of March, 2014, notice of said hearing having been given by publication at least one (1) week prior thereto as required by law, and all other legal requirements having been complied with.

Now, therefore, be it Ordained by the Board of Park Commissioners of the Mt. Prospect Park District, Cook County, Illinois, as follows:

Section 1: That the following sums of money under the column entitled Budget comprise the Annual Budget for the Mt. Prospect Park District for the fiscal year beginning the 1st day of January, 2014 and ending the 31st day of December, 2014.

Section 2: That the following sums of money under the column entitled Appropriation in the total amount of Nineteen Million Two Hundred Sixty-One Thousand Six Hundred and Twenty Four (\$19,261,624) DOLLARS or as much thereof as may be authorized by law, be and the same are hereby appropriated for Corporate purposes, for bond redemption and interest retirement, for establishing recreational programs, for the payment necessary to be made to the Illinois Municipal Retirement Fund, for payments made to the Federal Social Security Insurance Fund, for the payment of risk management and liability protection costs premiums, for district capital labor expenses, for Conservatory fund expenses, for paving and lighting, and for special recreation programs for the handicapped expenses of the Mt. Prospect Park District, as hereinafter specified, for the fiscal year beginning January 1, 2014 and ending December 31, 2014.

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Mt. Prospect Park District to defray the necessary expenses and liabilities of the aforesaid Park District during the fiscal year beginning the 1st day of January, 2014 and ending the 31st day of December, 2014, for the respective purposes set forth.

Section 3: All unexpended balances of the appropriation for the fiscal year ending the 31st day of December, 2013, and prior years to the extent not otherwise reappropriated for other purposes herein are hereby specifically reappropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

Section 4: Pursuant to law the following determinations have been and are hereby made a part hereof:

- (a) Cash on hand and short term investment at the beginning of the fiscal year:
\$ 1,851,083
- (b) Estimate of cash expected to be received during the fiscal year from all sources:
\$ 17,218,537
- (c) Estimate of expenditures contemplated for the fiscal year:
\$ 17,510,567
- (d) Estimated cash and short term investments expected to be on hand at the end of the fiscal year:
\$ 1,559,053

Section 5: All ordinances or part of ordinances conflicting with any of the provision of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

Section 6: This Ordinance shall be in full force and effect immediately upon its adoption according to law. A certified copy of this Ordinance shall be filed with the County Clerk of Cook County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

MT. PROSPECT PARK DISTRICT - CORPORATE FUND: administration

2014

CORPORATE FUND: administration (10-10)		BUDGET	APPROPRIATION
EXPENSES			
515010	DIRECTORS' SALARIES	104,824	115,306
515030	MANAGERS' SALARIES	59,800	65,780
515100	OFFICE POSITIONS' SALARIES	143,903	158,293
525240	PROMOTIONAL HELP WAGES	0	0
525310	OFFICE WAGES	55,000	60,500
538010	GROUP HOSPITAL INSURANCE PREMIUMS	108,402	119,242
547010	AUDITING SERVICES	17,900	19,690
547050	LEGAL SERVICES	40,000	44,000
547060	FINANCIAL SERVICES	92,537	101,791
547080	RECORDING SECRETARY	0	0
547100	PUBLIC RELATIONS	2,500	2,750
547210	PUBLIC NOTICES	3,000	3,300
547230	PROMOTIONAL SERVICES	8,250	9,075
547240	BROCHURE	11,000	12,100
547250	MEMBERSHIPS & DUES	2,000	2,200
547270	POSTAGE & FREIGHT	15,000	16,500
547320	TRAVEL, MEETINGS & CONFERENCES	3,000	3,300
547400	TRAINING SEMINARS	750	825
547700	SERVICE CONTRACTS	6,000	6,600
548560	COMPUTER SERVICE FEES	1,000	1,100
548570	COMPUTER PROGRAMMING	1,000	1,100
548590	457 RETIREMENT PLAN SERVICES	6,500	7,150
556030	BOOKS & PUBLICATIONS	500	550
556150	MINOR EQUIPMENT PURCHASES	0	0
556170	OFFICE SUPPLIES PURCHASES	11,000	12,100
556900	OTHER COMMODITIES	750	825
556970	SUPPLIES & AWARDS	1,500	1,650
567290	TELEPHONE CHARGES	41,354	45,489
567450	ELECTRICITY CHARGES	39,000	42,900
567460	NORTHERN ILLINOIS GAS/NICOR CHARGES	16,000	17,600
567470	WATER SERVICE CHARGES	8,000	8,800
TOTAL EXPENSES		800,470	880,517

MT. PROSPECT PARK DISTRICT - CORPORATE FUND:
park maintenance

CORPORATE FUND: park maintenance (10-15)		BUDGET	APPROPRIATION
EXPENSES			
515020	ASSISTANT SUPERINTENDENTS' SALARIES	59,769	65,746
515030	MANAGERS' SALARIES	0	0
515070	FOREMAN WAGES	100,117	110,129
515090	MAINTENANCE POSITIONS WAGES	375,556	413,112
515100	OFFICE POSITIONS' SALARIES	23,514	25,865
525300	MAINTENANCE LABOR WAGES	0	0
538010	GROUP HOSPITAL INSURANCE PREMIUMS	264,960	291,456
547100	PUBLIC RELATIONS	1,250	1,375
547250	MEMBERSHIP & DUES	500	550
547270	POSTAGE & FREIGHT	150	165
547320	TRAVEL, MEETINGS & CONFERENCES	500	550
547400	TRAINING SEMINARS	500	550
547690	REPAIRS & MAINTENANCE - SERVICES	0	0
547700	SERVICE CONTRACTS	0	0
547790	EQUIPMENT RENTAL	0	0
547900	LAUNDRY & CLEANING SERVICES	4,500	4,950
556170	OFFICE SUPPLIES PURCHASES	4,000	4,400
556210	HORTICULTURAL SUPPLIES PURCHASES	0	0
556250	CLOTHING SUPPLIES	500	550
556850	FERTILIZER / GROUND CHEMICALS PURCHASES	0	0
556860	REPAIRS & MAINTENANCE - MATERIALS	0	0
556900	OTHER COMMODITIES	4,500	4,950
567290	TELEPHONE CHARGES	15,500	17,050
567450	ELECTRICITY CHARGES	37,500	41,250
567460	NORTHERN ILLINOIS GAS / NICOR	11,000	12,100
567470	WATER SERVICE CHARGES	5,000	5,500
567480	REFUSE / SCAVENGER SERVICE	16,000	17,600

TOTAL EXPENSES

925,316 1,017,848

MT. PROSPECT PARK DISTRICT - CORPORATE FUND: motor pool

CORPORATE FUND: motor pool (10-16)		BUDGET	APPROPRIATION
EXPENSES			
515080	MECHANICS' WAGES	42,430	46,673
515100	OFFICE POSITIONS' SALARIES	9,406	10,347
538010	GROUP HOSPITAL INSURANCE PREMIUMS	35,250	38,775
547690	REPAIRS & MAINTENANCE - SERVICES	8,750	9,625
547900	LAUNDRY & CLEANING SERVICES	1,750	1,925
556240	JANITORIAL SUPPLIES PURCHASES	800	880
556250	CLOTHING SUPPLIES PURCHASES	500	550
556530	VEHICLE FUELS	65,000	71,500
556550	OILS, LUBRICANTS & CLEANERS	5,500	6,050
556630	SMALL TOOLS PURCHASES	2,750	3,025
556860	REPAIRS & MAINTENANCE - MATERIALS	51,500	56,650
TOTAL EXPENSES		223,636	246,000

MT. PROSPECT PARK DISTRICT - CORPORATE FUND: studio at Melas

CORPORATE FUND: studio at Melas (10-70)		BUDGET	APPROPRIATION
EXPENSES			
547500	SECURITY SYSTEM	1,100	1,210
547690	REPAIRS & MAINTENANCE - SERVICES	1,750	1,925
556240	JANITORIAL SUPPLIES PURCHASES	1,250	1,375
556860	REPAIRS & MAINTENANCE - MATERIALS	2,300	2,530
567290	TELEPHONE CHARGES	1,300	1,430
567450	ELECTRICITY CHARGES	5,000	5,500
567460	NORTHERN ILLINOIS GAS / NICOR	6,000	6,600
567470	WATER SERVICE CHARGES	1,100	1,210
567480	REFUSE / SCAVENGER	1,400	1,540
TOTAL EXPENSES		21,200	23,320

MT. PROSPECT PARK DISTRICT - CORPORATE FUND: melas park

CORPORATE FUND: park improvements at Melas (10-88)		BUDGET	APPROPRIATION
EXPENSES			
845480	MELAS PARK IMPROVEMENTS	0	0

TOTAL CORPORATE FUND EXPENSES	1,970,622	2,167,684
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MT. PROSPECT PARK DISTRICT - RECREATION FUND: administration

RECREATION FUND: administration (20-10)		BUDGET	APPROPRIATION
EXPENSES			
515010	DIRECTORS' SALARIES	35,393	38,932
515030	MANAGERS' SALARIES	0	0
515100	OFFICE POSITIONS' SALARIES	61,979	68,177
515230	RECREATION COORDINATORS' WAGES	140,704	154,774
515240	RECREATION SUPERVISORS' WAGES	100,734	110,807
525240	PROMOTIONAL HELP WAGES	70,120	77,132
525310	OFFICE WAGES	46,000	50,600
525320	RECREATION LEADERS' WAGES	5,000	5,500
538010	GROUP HOSPITAL INSURANCE PREMIUMS	153,468	168,815
547050	LEGAL SERVICES	7,500	8,250
547060	FINANCIAL SERVICES	41,800	45,980
547100	PUBLIC RELATIONS	6,500	7,150
547110	CLASSIFIED ADVERTISING	25,000	27,500
547230	PROMOTIONAL SERVICES	13,250	14,575
547240	BROCHURE	24,100	26,510
547250	MEMBERSHIPS & DUES	4,000	4,400
547270	POSTAGE & FREIGHT	15,600	17,160
547320	TRAVEL, MEETINGS & CONFERENCES	7,000	7,700
547400	TRAINING SEMINARS	2,000	2,200
547690	REPAIRS & MAINTENANCE - SERVICES	5,500	6,050
547700	SERVICE CONTRACTS	4,500	4,950
547800	BUILDING RENTAL	0	0
548570	COMPUTER PROGRAMMING	1,000	1,100
556030	BOOKS & PUBLICATIONS	150	165
556150	MINOR EQUIPMENT PURCHASES	500	550
556170	OFFICE SUPPLIES PURCHASES	16,000	17,600
556430	RECREATION SUPPLIES PURCHASES	5,000	5,500
556530	VEHICLE FUELS	40,000	44,000
556650	PROGRAM SUPPLIES PURCHASES	500	550
556680	REPAIRS & MAINTENANCE - MATERIALS	250	275
556900	OTHER COMMODITIES	0	0
567290	TELEPHONE CHARGES	13,200	14,520
TOTAL EXPENSES		846,748	931,423

MT. PROSPECT PARK DISTRICT - RECREATION FUND: lions pool

RECREATION FUND: lions pool (20-20)		BUDGET	APPROPRIATION
EXPENSES			
515070	FOREMAN WAGES	12,772	14,049
515090	MAINTENANCE POSITIONS WAGES	35,311	38,842
515230	RECREATION COORDINATORS' WAGES	56,779	62,457
525240	PROMOTIONAL HELP WAGES	6,000	6,600
525300	MAINTENANCE LABOR WAGES	2,250	2,475
525340	CASHIERS WAGES	14,000	15,400
525360	LIFEGUARDS WAGES	46,000	50,600
525390	POOL MANAGERS WAGES	11,000	12,100
525410	RAFT ATTENDANTS WAGES	10,000	11,000
538010	GROUP HOSPITAL INSURANCE PREMIUMS	37,050	40,755
547100	PUBLIC RELATIONS	0	0
547230	PROMOTIONAL SERVICES	0	0
547240	BROCHURE	0	0
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	200	220
547400	TRAINING SEMINARS	500	550
547690	REPAIRS & MAINTENANCE - SERVICES	3,000	3,300
556170	OFFICE SUPPLIES PURCHASES	223	245
556230	SWIMMING POOL CHEMICALS PURCHASES	12,000	13,200
556240	JANITORIAL SUPPLIES PURCHASES	1,350	1,485
556270	MEDICAL & LAB SUPPLIES PURCHASES	500	550
556430	RECREATION SUPPLIES PURCHASES	3,500	3,850
556860	REPAIRS & MAINTENANCE - MATERIALS	14,500	15,950
567290	TELEPHONE CHARGES	1,200	1,320
567450	ELECTRICITY CHARGES	7,750	8,525
567460	NORTHERN ILLINOIS GAS / NICOR	8,000	8,800
594040	SALES TAX	20	22
TOTAL EXPENSES		283,905	312,296

MT. PROSPECT PARK DISTRICT - RECREATION FUND: meadows pool

RECREATION FUND: meadows pool (20-21)		BUDGET	APPROPRIATION
EXPENSES			
525300	MAINTENANCE LABOR WAGES	2,250	2,475
525340	CASHIERS WAGES	13,000	14,300
525360	LIFEGUARDS WAGES	52,000	57,200
525380	INSTRUCTORS WAGES	30,000	33,000
525390	POOL MANAGERS WAGES	18,000	19,800
538010	GROUP HOSPITAL INSURANCE PREMIUMS	0	0
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	100	110
547400	TRAINING SEMINARS	700	770
547500	SECURITY SYSTEM	3,900	4,290
547690	REPAIRS & MAINTENANCE - SERVICES	3,750	4,125
556170	OFFICE SUPPLIES PURCHASES	223	245
556230	SWIMMING POOL CHEMICALS PURCHASES	10,500	11,550
556240	JANITORIAL SUPPLIES PURCHASES	1,500	1,650
556270	MEDICAL & LAB SUPPLIES PURCHASES	500	550
556430	RECREATION SUPPLIES PURCHASES	1,300	1,430
556650	PROGRAM SUPPLIES PURCHASES	1,600	1,760
556860	REPAIRS & MAINTENANCE - MATERIALS	7,000	7,700
567290	TELEPHONE CHARGES	1,500	1,650
567450	ELECTRICITY CHARGES	18,500	20,350
567460	NORTHERN ILLINOIS GAS / NICOR	9,000	9,900
567470	WATER SERVICE CHARGES	9,500	10,450
594040	SALES TAX	30	33
TOTAL EXPENSES		184,853	203,338

MT. PROSPECT PARK DISTRICT - RECREATION FUND: recplex pool

RECREATION FUND: recplex pool (20-22)		BUDGET	APPROPRIATION
EXPENSES			
515070	FOREMAN WAGES	12,772	14,049
515090	MAINTENANCE POSITIONS' WAGES	16,197	17,817
515230	RECREATION COORDINATORS' WAGES	56,779	62,457
525360	LIFEGUARDS' WAGES	58,000	63,800
525380	INSTRUCTORS' WAGES	130,000	143,000
525390	POOL MANAGERS' WAGES	77,000	84,700
538010	GROUP HOSPITAL INSURANCE PREMIUMS	27,450	30,195
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	200	220
547400	TRAINING SEMINARS	700	770
547690	REPAIRS & MAINTENANCE - SERVICES	1,750	1,925
547790	EQUIPMENT RENTAL	0	0
556170	OFFICE SUPPLIES PURCHASES	446	491
556230	SWIMMING POOL CHEMICALS PURCHASES	9,000	9,900
556240	JANITORIAL SUPPLIES PURCHASES	5,750	6,325
556270	MEDICAL & LAB SUPPLIES PURCHASES	500	550
556650	PROGRAM SUPPLIES PURCHASES	6,500	7,150
556860	REPAIRS & MAINTENANCE - MATERIALS	10,500	11,550
567290	TELEPHONE CHARGES	150	165
567450	ELECTRICITY CHARGES	38,000	41,800
567460	NORTHERN ILLINOIS GAS / NICOR	9,500	10,450
567470	WATER SERVICE CHARGES	7,500	8,250
594040	SALES TAX	10	11
TOTAL EXPENSES		468,704	515,574

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

golf course / pro shop

RECREATION FUND: golf course / pro shop (20-30-81)		BUDGET	APPROPRIATION
EXPENSES			
515010	DIRECTORS' SALARIES	20,225	22,248
515020	ASSISTANT SUPERINTENDENTS' SALARIES	76,487	84,136
515030	MANAGERS' SALARIES	109,167	120,084
515090	MAINTENANCE POSITIONS' WAGES	0	0
515100	OFFICE POSITIONS' SALARIES	15,375	16,913
515230	RECREATION COORDINATORS' WAGES	56,135	61,749
525240	PROMOTIONAL HELP WAGES	0	0
525310	OFFICE WAGES	0	0
525340	CASHIERS WAGES	60,000	66,000
525430	STARTERS / RANGERS WAGES	7,500	8,250
525440	CADDIES	0	0
538010	GROUP HOSPITAL INSURANCE PREMIUMS	75,930	83,523
547060	FINANCIAL SERVICES	27,780	30,558
547100	PUBLIC RELATIONS	1,000	1,100
547110	CLASSIFIED ADVERTISING	5,000	5,500
547230	PROMOTIONAL SERVICES	3,000	3,300
547240	BROCHURE	7,275	8,003
547250	MEMBERSHIPS & DUES	2,500	2,750
547270	POSTAGE & FREIGHT	150	165
547320	TRAVEL, MEETINGS & CONFERENCES	1,000	1,100
547400	TRAINING SEMINARS	1,000	1,100
547690	REPAIRS & MAINTENANCE - SERVICES	500	550
547700	SERVICE CONTRACTS	2,000	2,200
547780	GAS CART MAINTENANCE	3,500	3,850
548570	COMPUTER PROGRAMMING	1,000	1,100
556150	MINOR EQUIPMENT	300	330
556170	OFFICE SUPPLIES PURCHASES	3,000	3,300
556240	JANITORIAL SUPPLIES PURCHASES	1,100	1,210
556430	RECREATION SUPPLIES PURCHASES	3,000	3,300
556860	REPAIRS & MAINTENANCE - MATERIALS	600	660
556900	OTHER COMMODITIES	500	550
557290	TELEPHONE CHARGES	11,000	12,100
567450	ELECTRICITY CHARGES	12,000	13,200
TOTAL EXPENSES		508,024	558,826

MT. PROSPECT PARK DISTRICT - RECREATION FUND: maintenance

RECREATION FUND: maintenance (20-30-82)		BUDGET	APPROPRIATION
EXPENSES			
515020	ASSISTANT SUPERINTENDENTS' SALARIES	36,050	39,655
515080	MECHANICS' WAGES	60,637	66,701
515090	MAINTENANCE POSITIONS WAGES	115,435	126,979
515100	OFFICE POSITIONS WAGES	0	0
525300	MAINTENANCE LABOR WAGES	136,335	149,969
538010	GROUP HOSPITAL INSURANCE PREMIUMS	82,980	91,278
547250	MEMBERSHIP & DUES	1,000	1,100
547320	TRAVEL, MEETING & CONFERENCES	2,000	2,200
547690	REPAIRS & MAINTENANCE - SERVICES	4,000	4,400
547700	SERVICE CONTRACTS	6,500	7,150
547790	EQUIPMENT RENTAL	500	550
547900	LAUNDRY & CLEANING SERVICE	3,000	3,300
556150	MINOR EQUIPMENT PURCHASES	500	550
556210	HORTICULTURAL SUPPLIES PURCHASES	14,500	15,950
556240	JANITORIAL SUPPLIES PURCHASES	1,700	1,870
556250	CLOTHING SUPPLIES PURCHASES	1,000	1,100
556530	VEHICLE FUELS	11,500	12,650
556550	OILS, LUBRICANTS & CLEANERS	1,800	1,980
556850	FERTILIZERS & GROUND CHEMICALS PURCHASES	82,000	90,200
556860	REPAIRS & MAINTENANCE - MATERIAL	19,000	20,900
556900	OTHER COMMODITIES	500	550
567290	TELEPHONE CHARGES	1,300	1,430
567450	ELECTRICITY CHARGES	18,000	19,800
567460	NORTHERN ILLINOIS GAS / NICOR	5,250	5,775
567470	WATER SERVICE CHARGES	0	0
567480	REFUSE / SCAVENGER	12,000	13,200
TOTAL EXPENSES		617,487	679,236

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

merchandise sales

RECREATION FUND: merchandise sales (20-30-83)		BUDGET	APPROPRIATION
EXPENSES			
525340	CASHIERS' WAGES	5,000	5,500
556370	MERCHANDISE COST OF SALES	20,000	22,000
556430	RECREATIONIAL SUPPLIES PURCHASES	600	660
594040	SALES TAX	1,600	1,760
TOTAL EXPENSES		27,200	29,920

MT. PROSPECT PARK DISTRICT - RECREATION FUND: driving range

RECREATION FUND: driving range (20-30-84)		BUDGET	APPROPRIATION
EXPENSES			
525430	STARTERS / RANGERS WAGES	0	0
556150	MINOR EQUIPMENT PURCHASES	0	0
556650	PROGRAM SUPPLIES PURCHASES	2,000	2,200
TOTAL EXPENSES		2,000	2,200

MT. PROSPECT PARK DISTRICT - RECREATION FUND: lessons

RECREATION FUND: lessons (20-30-85)		BUDGET	APPROPRIATION
EXPENSES			
525380	INSTRUCTORS' WAGES	18,500	20,350
556150	MINOR EQUIPMENT PURCHASES	0	0
556650	PROGRAM SUPPLIES PURCHASES	1,500	1,650
TOTAL EXPENSES		20,000	22,000

MT. PROSPECT PARK DISTRICT - RECREATION FUND: events

RECREATION FUND: events (20-30-86)		BUDGET	APPROPRIATION
EXPENSES			
554240	TOURNAMENT EXPENSES	6,000	6,600
TOTAL EXPENSES		6,000	6,600

MT. PROSPECT PARK DISTRICT - RECREATION FUND:
community center

RECREATION FUND: community center(20-30-87)		BUDGET	APPROPRIATION
EXPENSES			
515070	FOREMAN WAGES	6,386	7,025
515090	MAINTENANCE POSITION WAGES	32,537	35,791
515100	OFFICE POSITIONS' SALARIES	0	0
525300	MAINTENANCE LABOR WAGES	3,000	3,300
525350	CENTER SUPERVISORS' WAGES	0	0
538010	GROUP HOSPITAL INSURANCE PREMIUMS	20,250	22,275
547500	SECURITY SYSTEM	5,250	5,775
547690	REPAIRS & MAINTENANCE - SERVICE	5,750	6,325
547700	SERVICE CONTRACTS	0	0
556240	JANITORIAL SUPPLIES PURCHASES	5,500	6,050
556430	RECREATION SUPPLIES PURCHASES	3,000	3,300
556860	REPAIRS & MAINTENANCE - MATERIALS	7,500	8,250
567450	ELECTRICITY CHARGES	14,000	15,400
567460	NORTHERN ILLINOIS GAS ' AM GAS	8,500	9,350
567470	WATER SERVICE CHARGES	3,250	3,575
567480	REFUSE / SCAVENGER	3,250	3,575
TOTAL EXPENSES		118,173	129,990

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

food & beverage service - administration

RECREATION FUND: food & beverage service: administration (20-40-40)		BUDGET	APPROPRIATION
EXPENSES			
515230	RECREATION COORDINATORS' WAGES	6,225	6,848
538010	GROUP HOSPITAL INSURANCE PREMIUMS	2,160	2,376
547400	TRAINING SEMINARS	100	110
594040	SALES TAX	7,000	7,700

TOTAL EXPENSES		15,485	17,034
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

food & beverage service - lions pool

RECREATION FUND: food & beverage service: lions pool (20-40-41)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION SUPERVISORS WAGES	6,000	6,600
525450	FOOD SERVICE	13,000	14,300
547690	REPAIR & MAINTENANCE - SERVICES	500	550
556150	MINOR EQUIPMENT PURCHASES	500	550
556240	JANITORIAL SUPPLIES PURCHASES	1,300	1,430
556340	BEVERAGE / SOFT DRINKS	5,500	6,050
556350	FOOD	23,000	25,300
556370	MERCHANDISE COST OF SALES	0	0
556430	RECREATION SUPPLIES PURCHASES	800	880
556900	OTHER COMMODITIES	0	0

TOTAL EXPENSES	50,600	55,660
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

meadows pool food & beverage service - meadows pool

RECREATION FUND: food & beverage service: meadows pool (20-40-42)		BUDGET	APPROPRIATION
EXPENSES			
556240	JANITORIAL SUPPLIES PURCHASES	400	440

TOTAL EXPENSES		400	440
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:
meadows pool food & beverage service - meadows ballfield

RECREATION FUND: food & beverage service: meadows pool (20-40-43)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION SUPERVISORS WAGES	2,250	2,475
525450	FOOD SERVICE	6,000	6,600
547690	REPAIR & MAINTENANCE - SERVICES	350	385
556150	MINOR EQUIPMENT PURCHASES	1,000	1,100
556340	BEVERAGE / SOFT DRINKS	3,500	3,850
556350	FOOD	7,800	8,580
556430	RECREATION SUPPLIES PURCHASES	300	330
			0
TOTAL EXPENSES		21,200	23,320

MT. PROSPECT PARK DISTRICT - RECREATION FUND:
food & beverage service - community center grill & halfway house

RECREATION FUND: food & beverage service:

community center grill & halfway house (20-40-45)

BUDGET

APPROPRIATION

EXPENSES

547690	REPAIRS & MAINTENANCE - SERVICES	1,250	1,375
547700	SERVICE CONTRACTS	250	275
556240	JANITORIAL SUPPLIES PURCHASES	600	660
567450	ELECTRICITY CHARGES	6,250	6,875
			0

TOTAL EXPENSES

8,350

9,185

MT. PROSPECT PARK DISTRICT - RECREATION FUND:**food & beverage service - melas park**

RECREATION FUND: food & beverage service:

melas park food & beverage service (20-40-47)

BUDGET

APPROPRIATION

EXPENSES

525300	MAINTENANCE LABOR WAGES	5,250	5,775
525320	RECREATION LEADERS' WAGES	2,000	2,200
525451	FOOD SERVICE	3,000	3,300
547500	SECURITY SYSTEM	1,850	2,035
547690	REPAIRS & MAINTENANCE - SERVICES	1,250	1,375
556150	MINOR EQUIPMENT PURCHASES	500	550
556240	JANITORIAL SUPPLIES PURCHASES	1,500	1,650
556340	BEVERAGES	3,000	3,300
556350	FOOD	5,000	5,500
556430	RECREATION SUPPLIES PURCHASES	400	440
556860	REPAIRS & MAINTENANCE - MATERIAL	1,250	1,375
567290	TELEPHONE CHARGES	900	990
567450	ELECTRICITY CHARGES	5,250	5,775
567470	WATER SERVICE CHARGES	13,500	14,850
567480	REFUSE / SCAVENGER	500	550

TOTAL EXPENSES

45,150

49,665

MT. PROSPECT PARK DISTRICT - RECREATION FUND:**food & beverage service - athletic field events**

RECREATION FUND: food & beverage service:

athletic field events (20-40-48)

		BUDGET	APPROPRIATION
EXPENSES			
525450	FOOD SERVICE	1,500	1,650
547500	SECURITY SYSTEM	500	550
556150	MINOR EQUIPMENT PURCHASES	200	220
556240	JANITORIAL SUPPLIES PURCHASES	775	853
556340	BEVERAGES	5,500	6,050
556350	FOOD	0	0
556430	RECREATION SUPPLIES PURCHASES	0	0
556650	PROGRAM SUPPLIES PURCHASES	700	770

TOTAL EXPENSES

9,175

10,093

MT. PROSPECT PARK DISTRICT - RECREATION FUND: lions center

RECREATION FUND: lions center (20 42)		BUDGET	APPROPRIATION
EXPENSES			
515090	MAINTENANCE POSITION WAGES	50,447	55,492
515230	RECREATION COORDINATORS' WAGES	0	0
525300	MAINTENANCE LABOR WAGES	1,500	1,650
525350	CENTER SUPERVISORS' WAGES	44,000	48,400
538010	GROUP HOSPITAL INSURANCE PREMIUMS	33,750	37,125
547120	CONTRACTUAL / PROGRAM SERVICES	300	330
547500	SECURITY SYSTEM	3,250	3,575
547700	SERVICE CONTRACTS	1,400	1,540
556150	MINOR EQUIPMENT PURCHASES	1,000	1,100
556170	OFFICE SUPPLIES PURCHASES	1,337	1,471
556240	JANITORIAL SUPPLIES PURCHASES	3,850	4,235
556430	RECREATION SUPPLIES PURCHASES	700	770
556860	REPAIRS & MAINTENANCE - MATERIAL	12,000	13,200
567290	TELEPHONE CHARGES	6,000	6,600
567450	ELECTRICITY CHARGES	11,000	12,100
567460	NORTHERN ILLINOIS GAS / NICOR	6,500	7,150
567470	WATER SERVICE CHARGES	4,000	4,400
567480	REFUSE / SCAVENGER SERVICE	4,000	4,400
394040	SALES TAX	3,200	3,520
TOTAL EXPENSES		188,234	207,057

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

friendship center

RECREATION FUND: friendship center (20-46)		BUDGET	APPROPRIATION
EXPENSES			
515240	RECREATION SUPERVISORS' WAGES	21,399	23,539
538010	GROUP HOSPITAL INSURANCE	10,800	11,880
567290	TELEPHONE CHARGES	0	0

TOTAL EXPENSES

32,199

35,419

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

recplex general operations

RECREATION FUND: recplex general operations (20-49-20)		BUDGET	APPROPRIATION
EXPENSES			
515070	FOREMAN WAGES	6,386	7,025
515090	MAINTENANCE POSITIONS' WAGES	118,947	130,842
515100	OFFICE POSITIONS' SALARIES	54,507	59,958
515230	RECREATION COORDINATORS' WAGES	18,676	20,544
525240	PROMOTIONAL HELP WAGES	0	0
525300	MAINTENANCE LABOR WAGES	32,500	35,750
525310	OFFICE WAGES	57,000	62,700
525330	RECREATION OFFICE WAGES	0	0
525350	CENTER SUPERVISORS' WAGES	180,000	198,000
538010	GROUP HOSPITAL INSURANCE PREMIUMS	68,520	75,372
547100	PUBLIC RELATIONS	1,250	1,375
547120	CONTRACTUAL / PROGRAM SERVICES	800	880
547230	PROMOTIONAL SERVICES	3,750	4,125
547240	BROCHURE	7,275	8,003
547270	POSTAGE & FREIGHT	0	0
547500	SECURITY SYSTEM	5,250	5,775
547690	REPAIRS & MAINTENANCE - SERVICES	62,000	68,200
547700	SERVICE CONTRACTS	2,000	2,200
547900	LAUNDRY & DRY CLEANING	1,000	1,100
548570	COMPUTER PROGRAMMING	1,000	1,100
556150	MINOR EQUIPMENT PURCHASES	1,000	1,100
556170	OFFICE SUPPLIES PURCHASES	3,567	3,924
556240	JANITORIAL SUPPLIES PURCHASES	13,000	14,300
556370	MERCHANDISE FOR RESALE	2,000	2,200
556430	RECREATION SUPPLIES PURCHASES	4,000	4,400
556860	REPAIRS & MAINTENANCE - MATERIALS	32,000	35,200
567290	TELEPHONE CHARGES	11,500	12,650
567450	ELECTRICITY CHARGES	173,500	190,850
567460	NORTHERN ILLINOIS GAS / NICOR	39,000	42,900
567470	WATER SERVICE CHARGES	8,500	9,350
567480	REFUSE / SCAVENGER SERVICE	8,500	9,350
594040	SALES TAX	900	990
TOTAL EXPENSES		918,328	1,010,161

MT. PROSPECT PARK DISTRICT - RECREATION FUND: fitness center

RECREATION FUND: fitness center (20-49-22)		BUDGET	APPROPRIATION
EXPENSES			
515240	RECREATION SUPERVISORS' WAGES	32,099	35,309
525350	CENTER SUPERVISORS' WAGES	50,000	55,000
538010	GROUP HOSPITAL INSURANCE PREMIUMS	16,200	17,820
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	200	220
547400	TRAINING SEMINARS	300	330
547690	REPAIRS & MAINTENANCE - SERVICES	9,000	9,900
556150	MINOR EQUIPMENT PURCHASES	2,000	2,200
556430	RECREATION SUPPLIES PURCHASES	10,000	11,000
TOTAL EXPENSES		119,799	131,779

MT. PROSPECT PARK DISTRICT - RECREATION FUND:
programming - youth child care

RECREATION FUND: programming youth child care (20-50-50)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	320,000	352,000
525380	INSTRUCTORS' WAGES	132,000	145,200
547120	CONTRACTUAL / PROGRAM SERVICES	50,000	55,000
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	1,000	1,100
556150	MINOR EQUIPMENT PURCHASES	1,000	1,100
556650	PROGRAM SUPPLIES PURCHASES	44,000	48,400
556860	REPAIRS & MAINTENANCE - MATERIALS	500	550
TOTAL EXPENSES		548,500	603,350

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming - adult athletic

RECREATION FUND: programming adult athletic (20-50-52)		BUDGET	APPROPRIATION
EXPENSES			
525300	MAINTENANCE LABOR WAGES	7,000	7,700
525320	RECREATION SUPERVISORS' WAGES	20,000	22,000
525380	INSTRUCTORS' WAGES	38,000	41,800
547120	CONTRACTUAL PROGRAM SERVICES	3,000	3,300
547270	POSTAGE & FREIGHT	0	0
556650	PROGRAM SUPPLIES PURCHASES	25,000	27,500
556860	REPAIRS & MAINTENANCE - MATERIALS	7,250	7,975
TOTAL EXPENSES		100,250	110,275

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming - youth athletics

RECREATION FUND: programming youth athletics (20-50-54)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	26,000	28,600
525380	INSTRUCTORS' WAGES	42,000	46,200
547120	CONTRACTUAL / PROGRAM SERVICES	160,000	176,000
547270	POSTAGE & FREIGHT	0	0
556650	PROGRAM SUPPLIES PURCHASES	45,000	49,500
556860	REPAIRS & MAINTENANCE - MATERIALS	4,500	4,950
TOTAL EXPENSES		277,500	305,250

MT. PROSPECT PARK DISTRICT - RECREATION FUND:**programming - fitness programs / center**

<u>RECREATION FUND: programming fitness programs/center (20-50-55)</u>		<u>BUDGET</u>	<u>APPROPRIATION</u>
EXPENSES			
525380	INSTRUCTORS' WAGES	137,000	150,700
547120	INSTRUCTORS / PROGRAM SERVICES	12,500	13,750
547320	TRAVEL, MEETINGS & CONFERENCES	1,500	1,650
556150	MINOR EQUIPMENT PURCHASES	1,500	1,650
556650	PROGRAM SUPPLIES PURCHASES	3,500	3,850
556860	REPAIRS & MAINTENANCE - MATERIALS	1,000	1,100

TOTAL EXPENSES

157,000

172,700

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming - special events

RECREATION FUND: programming special events (20-50-56)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	9,000	9,900
525380	INSTRUCTORS' WAGES	100	110
547100	PUBLIC RELATIONS	7,000	7,700
547120	CONTRACTUAL / PROGRAM SERVICES	6,000	6,600
547320	TRAVEL, MEETINGS & CONFERENCES	100	110
546150	MINOR EQUIPMENT PURCHASES	500	550
556650	PROGRAM SUPPLIES PURCHASES	22,000	24,200
556860	REPAIRS & MAINTENANCE - MATERIALS	2,000	2,200
TOTAL EXPENSES		46,700	51,370

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming - special programs

RECREATION FUND: programming special programs (20-50-57)		BUDGET	APPROPRIATION
EXPENSES			
525380	INSTRUCTORS' WAGES	100	110
547120	CONTRACTUAL / PROGRAM SERVICES	8,000	8,800
556650	PROGRAM SUPPLIES PURCHASES	100	110

TOTAL EXPENSES		8,200	9,020
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming - cultural arts

RECREATION FUND: programming cultural arts (20-50-58)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	42,000	46,200
525380	INSTRUCTORS' WAGES	168,000	184,800
547120	INSTRUCTORS / PROGRAM SERVICES	10,000	11,000
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	50	55
556150	MINOR EQUIPMENT PURCHASES	1,500	1,650
556650	PROGRAM SUPPLIES PURCHASES	65,000	71,500
556860	REPAIRS & MAINTENANCE - MATERIALS	200	220

TOTAL EXPENSES		286,750	315,425
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming seniors

RECREATION FUND: programming seniors (20-50-59)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	0	0
525380	INSTRUCTORS' WAGES	0	0
547120	INSTRUCTORS / PROGRAM SERVICES	0	0
556650	PROGRAM SUPPLIES PURCHASES	300	330

TOTAL EXPENSES		300	330
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming - special activities

RECREATION FUND: programming - special activities (20-50-70)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	500	550
547120	INSTRUCTORS / PROGRAM SERVICES	0	0
556650	PROGRAM SUPPLIES PURCHASES	500	550

TOTAL EXPENSES

1,000

1,100

MT. PROSPECT PARK DISTRICT - RECREATION FUND:
programming A.S.A.

RECREATION FUND: programming - A.S.A. Tournament (20-50-71)		BUDGET	APPROPRIATION
EXPENSES			
525300	MAINTENANCE LABOR WAGES	0	0
525320	RECREATION LEADERS' WAGES	0	0
547100	PUBLIC RELATIONS	0	0
547120	CONTRACTUAL / PROGRAM SERVICES	0	0
556340	BEVERAGE / SOFT DRINKS	0	0
556650	PROGRAM SUPPLIES PURCHASES	0	0
556860	REPAIRS & MAINTENANCE - MATERIALS	0	0
594040	SALES TAX	0	0

TOTAL EXPENSES

0 0

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

programming -m.p. baseball

RECREATION FUND: programming m.p. baseball (20-50-72)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	8,000	8,800
525380	INSTRUCTORS' WAGES	35,000	38,500
547120	CONTRACTUAL / PROGRAM SERVICES	2,000	2,200
547230	PROMOTIONAL SERVICES	0	0
547270	POSTAGE & FREIGHT	0	0
548600	COMPUTER MAINTENANCE	700	770
556150	MINOR EQUIPMENT PURCHASES	1,500	1,650
556170	OFFICE SUPPLIES PURCHASES	223	245
556650	PROGRAM SUPPLIES PURCHASES	110,000	121,000
556860	REPAIRS & MAINTENANCE - MATERIALS	12,000	13,200
567290	TELEPHONE CHARGES	1,600	1,760
TOTAL EXPENSES		171,023	188,125

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central programming - youth child care

RECREATION FUND: programming youth child care (20-51-50)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	0	0
525380	INSTRUCTORS' WAGES	33,000	36,300
547320	TRAVEL, MEETINGS & CONFERENCES	100	110
556150	MINOR EQUIPMENT PURCHASES	200	220
556650	PROGRAM SUPPLIES PURCHASES	1,300	1,430
TOTAL EXPENSES		34,600	38,060

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central programming - adult athletic

RECREATION FUND: programming adult athletic (20-51-52)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION SUPERVISORS' WAGES	0	0
525380	INSTRUCTORS' WAGES	4,000	4,400
556650	PROGRAM SUPPLIES PURCHASES	0	0

TOTAL EXPENSES		4,000	4,400
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central programming - youth athletics

RECREATION FUND: programming youth athletics (20-51-54)		BUDGET	APPROPRIATION
EXPENSES			
525380	INSTRUCTORS' WAGES	0	0
547120	CONTRACTUAL / PROGRAM SERVICES	98,000	107,800

TOTAL EXPENSES		98,000	107,800
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central programming - cultural arts

RECREATION FUND: programming cultural arts (20-51-58)		BUDGET	APPROPRIATION
EXPENSES			
547120	INSTRUCTORS / PROGRAM SERVICES	6,000	6,600

TOTAL EXPENSES		6,000	6,600
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MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central community center - general operations

RECREATION FUND: ccc general operations (20 80 20)		BUDGET	APPROPRIATION
EXPENSES			
515010	DIRECTORS' SALARIES	5,056	5,562
515020	ASSISTANT SUPERINTENDENTS' SALARIES	5,152	5,667
515030	MANAGERS' SALARIES	9,200	10,120
515070	FOREMAN WAGES	3,193	3,512
515090	MAINTENANCE POSITIONS WAGES	73,923	81,315
515100	OFFICE POSITIONS' SALARIES	25,928	28,521
515230	RECREATION COORDINATORS' WAGES	24,720	27,192
525240	PROMOTIONAL HELP WAGES	0	0
525300	MAINTENANCE LABOR WAGES	7,250	7,975
525310	OFFICE WAGES	10,500	11,550
525350	CENTER SUPERVISORS' WAGES	124,000	136,400
538010	GROUP HOSPITAL INSURANCE PREMIUMS	45,930	50,523
547100	PUBLIC RELATIONS	1,500	1,650
547120	CONTRACTUAL / PROGRAMS SERVICES	8,500	9,350
547230	PROMOTIONAL SERVICES	2,000	2,200
547240	BROCHURE	3,275	3,603
547270	POSTAGE & FREIGHT	0	0
547500	SECURITY SYSTEM	5,600	6,160
547690	REPAIRS & MAINTENANCE - SERVICES	6,000	6,600
547700	SERVICE CONTRACTS	500	550
547900	LAUNDRY & CLEANING SERVICE	250	275
548570	COMPUTER PROGRAMMING	1,000	1,100
556150	MINOR EQUIPMENT PURCHASES	500	550
556170	OFFICE SUPPLIES PURCHASES	2,500	2,750
556240	JANITORIAL SUPPLIES PURCHASES	8,000	8,800
556370	MERCHANDISE COST OF SALES	500	550
556430	RECREATION SUPPLIES PURCHASES	2,000	2,200
556860	REPAIRS & MAINTENANCE - MATERIALS	8,500	9,350
567290	TELEPHONE CHARGES	4,000	4,400
567450	ELECTRICITY CHARGES	67,000	73,700
567460	NORTHERN ILLINOIS GAS	9,500	10,450
567470	WATER SERVICE CHARGES	2,500	2,750
567480	REFUSE / SCAVENGER SERVICE	5,750	6,325
594040	SALES TAX	350	385
TOTAL EXPENSES		474,577	522,035

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central community center - in line rink

RECREATION FUND: ccc in line rink (20-80-21)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION LEADERS' WAGES	18,000	19,800
525370	RINK GUARD WAGES	0	0
525380	INSTRUCTORS' WAGES	43,500	47,850
547120	INSTRUCTORS / PROGRAM SERVICES	4,000	4,400
547270	POSTAGE & FREIGHT	0	0
547400	TRAINING SEMINARS	100	110
556150	MINOR EQUIPMENT PURCHASES	500	550
556240	JANITORIAL SUPPLIES PURCHASES	3,000	3,300
556430	RECREATION SUPPLIES	500	550
556650	PROGRAM SUPPLIES PURCHASES	11,000	12,100
556860	REPAIR & MAINTENANCE - MATERIALS	5,000	5,500
TOTAL EXPENSES		85,600	94,160

MT. PROSPECT PARK DISTRICT - RECREATION FUND:

central community center - fitness center

RECREATION FUND: ccc fitness center(20-80-22)

BUDGET **APPROPRIATION****EXPENSES**

525350	CENTER SUPERVISORS' WAGES	47,000	51,700
547120	INSTRUCTORS / PROGRAM SERVICES	200	220
547470	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	200	220
547400	TRAINING SEMINARS	200	220
547690	REPAIRS & MAINTENANCE - SERVICES	7,000	7,700
556150	MINOR EQUIPMENT PURCHASES	500	550
556240	JANITORIAL SUPPLIES SERVICES	2,500	2,750
556430	RECREATION SUPPLIES PURCHASES	4,000	4,400

TOTAL EXPENSES

61,600**67,760**

MT. PROSPECT PARK DISTRICT - RECREATION FUND:
recreation capitals

RECREATION FUND: recreation capitals (20-90)		BUDGET	APPROPRIATION
EXPENSES			
588500	PAYMENT OF PRINCIPAL ON INSTALLMENT PURCHASE		
	CONTRACT - SERIES 1997	0	0
TOTAL EXPENSES		0	0
TOTAL RECREATION FUND EXPENSES		6,853,614	7,538,975

MT. PROSPECT PARK DISTRICT

FUND	BUDGET	APPROPRIATION
PAVING & LIGHTING FUND (21-00)		
645000 CONSTRUCTION & REPAIR OF PAVING & INSTALLATION AND REPAIR OF ALL ASPECTS OF LIGHTING THROUGHOUT THE DISTRICT	200,000	220,000
TOTAL PAVING & LIGHTING FUND EXPENSES	200,000	220,000
AUDIT FUND (23-00)		
547010 AUDITING SERVICES		0
TOTAL AUDIT FUND EXPENSES	0	0
LIABILITY INSURANCE FUND (24-00)		
578090 METRO RISK MANAGEMENT AGENCY GENERAL LIABILITY COVERAGE CONTRIBUTIONS	394,860	434,346
578140 SPECIAL EVENT INSURANCE	5,916	6,508
578190 UNEMPLOYMENT INSURANCE	25,000	27,500
RISK MANAGEMENT PROGRAM EXPENSES		0
515010 DIRECTORS' SALARIES	28,200	31,020
515020 ASSISTANT SUPERINTENDENTS	10,043	11,047
515100 OFFICE POSITIONS	91,915	101,107
515230 COORDINATORS' WAGES	10,116	11,128
538010 EMPLOYEE BENEFITS	53,640	59,004
547050 LEGAL SERVICES	13,357	14,693
547060 CLAIMS SERVICES	33,285	36,614
547090 TYPESETTING & PRINTING	0	0
547320 TRAVEL, MEETINGS & CONFERENCES	6,000	6,600
547400 TRAINING SEMINARS	2,000	2,200
TOTAL LIABILITY INSURANCE FUND EXPENSES	674,332	741,765
HANDICAPPED RECREATION FUND (25-00)		
548750 CONTRIBUTION TO THE NORTHWEST SPECIAL RECREATION ASSOCIATION FOR SPECIAL RECREATION PURPOSES AS PER JOINT AGREEMENT PURSUANT TO 70ILCS 1205/8-10	350,276	385,304
603000 ARCHITECTURAL BARRIERS REMOVAL - ADA COMPLIANCE CONSTRUCTION PURSUANT TO THE JOINT AGREEMENT	610,093	671,102
TOTAL HANDICAPPED RECREATION FUND EXPENSES	960,369	1,056,406

MT. PROSPECT PARK DISTRICT

FUND	BUDGET	APPROPRIATION
CONTRIBUTION TO THE ILLINOIS MUNICIPAL RETIREMENT FUND (26-00)		
538500 RETIREMENT I.M.R.F.	560,000	616,000
TOTAL ILLINOIS MUNICIPAL RETIREMENT FUND EXPENSES	560,000	616,000
FEDERAL SOCIAL SECURITY INSURANCE FUND (26-01)		
538510 SOCIAL SECURITY F.I.C.A.	564,302	620,732
TOTAL FEDERAL SOCIAL SECURITY INSURANCE FUND	564,302	620,732
DISTRICT CAPITAL LABOR (28-00)		
515020 SUPERINTENDENTS	0	0
515090 MAINTENANCE POSITIONS	57,844	63,628
525300 MAINTENANCE LABOR WAGES	82,000	90,200
525310 OFFICE WAGES	0	0
538010 GROUP HOSPITAL INSURANCE PREMIUMS	24,900	27,390
547100 PUBLIC RELATIONS	0	0
547250 MEMBERSHIP & DUES	0	0
547270 POSTAGE & FREIGHT	0	0
547320 TRAVEL, MEETINGS & CONFERENCES	0	0
547400 TRAINING SEMINARS	0	0
547690 REPAIRS & MAINTENANCE - SERVICES	127,500	140,250
547700 SERVICE CONTRACTS	5,000	5,500
547790 EQUIPMENT RENTAL	1,000	1,100
547900 LAUNDRY & CLEANING SERVICES	0	0
556170 OFFICE SUPPLIES PURCHASES	0	0
556210 HORTICULTURAL SUPPLIES PURCHASES	19,000	20,900
556850 FERTILIZER / GROUND CHEMICALS PURCHASES	45,500	50,050
556860 REPAIRS & MAINTENANCE - MATERIALS	45,000	49,500
556900 OTHER COMMODITIES	0	0
TOTAL DISTRICT CAPITAL LABOR FUND EXPENSES	407,744	448,518
BOND & INTEREST FUND (30-00)		
547830 FISCAL AGENT FEES	6,000	6,600
588420 PAYMENT OF PRINCIPAL ON OUTSTANDING GENERAL OBLIGATION BONDS	2,783,000	3,061,300
588430 PAYMENT OF INTEREST ON OUTSTANDING GENERAL OBLIGATION BONDS	111,188	122,307
588500 PAYMENT OF PRINCIPAL AND INTEREST ON DEBT CERTIFICATES	1,506,778	1,657,456
TOTAL BOND & INTEREST FUND EXPENSES	4,406,966	4,847,663

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:
administration

CONSERVATORY FUND: administration (27-10)		BUDGET	APPROPRIATION
EXPENSES			
515010	DIRECTORS' SALARIES	48,424	53,266
515020	ASSISTANT SUPERINTENDENTS' SALARIES	69,379	76,317
515030	MANAGERS' SALARIES	23,000	25,300
515100	OFFICE POSITIONS' SALARIES	52,553	57,808
515230	RECREATION COORDINATORS' WAGES	25,680	28,248
525240	PROMOTIONAL HELP WAGES	0	0
525350	CENTER SUPERVISORS' WAGES	32,000	35,200
538010	GROUP HOSPITAL INSURANCE PREMIUMS	73,680	81,048
547050	LEGAL SERVICES	11,500	12,650
547060	FINANCIAL SERVICES	30,100	33,110
547100	PUBLIC RELATIONS	1,000	1,100
547230	PROMOTIONAL SERVICES	2,750	3,025
547240	BROCHURE	13,075	14,383
547250	MEMBERSHIPS & DUES	500	550
547270	POSTAGE & FREIGHT	0	0
547320	TRAVEL, MEETINGS & CONFERENCES	200	220
547400	TRAINING SEMINARS	500	550
547500	SECURITY SYSTEM	2,750	3,025
547700	SERVICE CONTRACTS	550	605
548560	COMPUTER SERVICE FEES	3,000	3,300
556150	MINOR EQUIPMENT PURCHASES	500	550
556170	OFFICE SUPPLIES PURCHASES	1,250	1,375
556240	JANITORIAL SUPPLIES PURCHASES	4,750	5,225
556430	RECREATION SUPPLIES PURCHASES	1,500	1,650
556650	PROGRAM SUPPLIES PURCHASES	1,000	1,100
556860	REPAIRS & MAINTENANCE - SERVICES	11,500	12,650
567290	TELEPHONE CHARGES	7,000	7,700
567450	ELECTRICITY CHARGES	19,500	21,450
567460	NORTHERN ILLINOIS GAS / NICOR	23,500	25,850
567470	WATER SERVICE CHARGES	3,500	3,850
567480	REFUSE / SCAVENGER SERVICE	5,500	6,050
TOTAL EXPENSES		470,141	517,155

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:
park maintenance - parks & grounds

CONSERVATORY FUND: pk maintenance - parks & grounds (27-15-60)		BUDGET	APPROPRIATION
EXPENSES			
515050	SUPERVISOR SALARY	55,058	60,564
515070	FOREMAN WAGES	19,880	21,868
515090	MAINTENANCE POSITIONS' WAGES	114,765	126,242
525300	MAINTENANCE LABOR WAGES	45,275	49,803
538010	GROUP HOSPITAL INSURANCE PREMIUMS	60,480	66,528
547690	REPAIR & MAINTENANCE - SERVICES	750	825
547700	SERVICE CONTRACTS	0	0
547790	EQUIPMENT RENTAL	250	275
547900	LAUNDRY & CLEANING SERVICES	500	550
556210	HORTICULTURAL SUPPLIES PURCHASES	0	0
556530	VEHICLE FUELS	4,000	4,400
556850	FERTILIZER / CHEMICALS PURCHASES	0	0
556860	REPAIRS & MAINTENANCE - MATERIALS	3,250	3,575
TOTAL EXPENSES		304,208	334,629

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:
park maintenance - greenhouse & atrium

CONSERVATORY FUND: pk maintenance-greenhouse/atrium(27-15-61)		BUDGET	APPROPRIATION
EXPENSES			
515050	SUPERVISOR SALARY	0	0
515090	MAINTENANCE POSITIONS WAGES	41,380	45,518
525300	MAINTENANCE LABOR WAGES	0	0
538010	GROUP HOSPITAL INSURANCE PREMIUMS		0
547690	REPAIRS & MAINTENANCE - SERVICES	1,000	1,100
547790	EQUIPMENT RENTAL	200	220
547900	LAUNDRY & CLEANING SERVICES	0	0
556210	HORTICULTURAL SUPPLIES PURCHASES	20,500	22,550
556530	VEHICLE FUELS	5,500	6,050
556850	FERTILIZERS & GROUND CHEMICALS PURCHASES	1,500	1,650
556860	REPAIRS & MAINTENANCE - MATERIAL	4,000	4,400
TOTAL EXPENSES		74,080	81,488

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:
programs

CONSERVATORY FUND: programs - (27-50)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION SUPERVISORS' WAGES	7,500	8,250
525380	INSTRUCTORS' WAGES	4,000	4,400
547120	INSTRUCTORS / PROGRAM SERVICES	0	0
547270	POSTAGE / FREIGHT	0	0
556430	RECREATION SUPPLIES PURCHASES	2,000	2,200
556650	PROGRAM SUPPLY PURCHASES	4,000	4,400
TOTAL EXPENSES		17,500	19,250

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:
facility programs - facility

CONSERVATORY FUND: facility (27-60)		BUDGET	APPROPRIATION
EXPENSES			
525320	RECREATION SUPERVISORS' WAGES	19,500	21,450
525350	CENTER SUPERVISORS' WAGES	1,200	1,320
547270	POSTAGE & FREIGHT	0	0
547690	REPAIRS & MAINTENANCE - SERVICES	1,500	1,650
556170	OFFICE SUPPLIES PURCHASES	89	98
556240	JANITORIAL SUPPLIES PURCHASES	3,000	3,300
556380	BEVERAGE COST OF SALES	6,500	7,150
556430	RECREATION SUPPLIES PURCHASES	750	825
556650	PROGRAM SUPPLIES PURCHASES	1,500	1,650
556860	REPAIRS & MAINTENANCE - MATERIALS	1,500	1,650
567290	TELEPHONE CHARGES	0	0
567480	REFUSE & SCAVENGER SERVICE	0	0
594040	SALES TAX	2,200	2,420
TOTAL EXPENSES		37,739	41,513

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:

hill street house

CONSERVATORY FUND: hill street house(27-71)		BUDGET	APPROPRIATION
EXPENSES			
525300	MAINTENANCE LABOR WAGES	4,000	4,400
525320	RECREATION SUPERVISORS' WAGES	500	550
547400	TRAINING SEMINARS	100	110
556240	JANITORIAL SUPPLIES PURCHASES	1,000	1,100
556430	RECREATION SUPPLIES PURCHASES	100	110
556860	REPAIRS & MAINTENANCE - MATERIALS	300	330
567290	TELEPHONE CHARGES	0	0
567450	ELECTRICITY CHARGES	750	825
567460	NORTHERN ILLINOIS GAS / NICOR	0	0
567470	WATER SERVICE CHARGES	0	0
567480	REFUSE / SCAVENGER SERVICE	0	0
TOTAL EXPENSES		6,750	7,425

MT. PROSPECT PARK DISTRICT - CONSERVATORY FUND:
kolpin house

CONSERVATORY FUND: kolpin house(27-72)		BUDGET	APPROPRIATION
EXPENSES			
556150	MINOR EQUIPMENT PURCHASES	500	550
567450	ELECTRICITY CHARGES	400	440
567460	NORTHERN ILLINOIS GAS / NICOR	900	990
567470	WATER SERVICE CHARGES	400	440
TOTAL EXPENSES		2,200	2,420
TOTAL CONSERVATORY FUND EXPENSES		912,618	1,003,880
TOTAL BUDGET		17,510,567	
TOTAL APPROPRIATION			19,261,624

MOUNT PROSPECT PARK DISTRICT

SUMMARY OF APPROPRIATIONS

CORPORATE FUND	2,167,684
RECREATION FUND	7,538,975
PAVING AND LIGHTING FUND	220,000
AUDIT FUND	0
LIABILITY INSURANCE FUND	741,765
HANDICAPPED RECREATION FUND	1,056,406
ILLINOIS MUNICIPAL RETIREMENT FUND	616,000
FEDERAL SOCIAL SECURITY INSURANCE FUND	620,732
DISTRICT CAPITAL LABOR	448,518
BONDS & INTEREST FUND	4,847,663
CONSERVATORY FUND	1,003,880
TOTAL APPROPRIATION	19,261,624

ADOPTED, this 19th Day of March, 2014.

RECORDED VOTE:

AYES:

NAYS:

ABSENT:

President

Attest:

Secretary

STATE OF ILLINOIS)
) SS.
 COUNTY OF COOK)

I, **WILLIAM STARR**, DO HEREBY CERTIFY that I am the duly elected, qualified and acting Secretary of the Mt. Prospect Park District and to the Board of Commissioners of the Mt. Prospect Park District and that I have access to and am custodian of the official Minutes of the Meetings of the Board of Commissioners of the Mt. Prospect Park District.

I DO FURTHER CERTIFY that the above and foregoing is a true and correct copy (duplicate) of a certain Ordinance entitled:

ORDINANCE NO.

MT. PROSPECT PARK DISTRICT

AN ORDINANCE MAKING A COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR MT. PROSPECT PARK DISTRICT, COOK COUNTY ILLINOIS, FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF JANUARY, 2014, AND ENDING ON THE 31ST DAY OF DECEMBER, 2014

that the foregoing was adopted by the Board of Commissioners of said Mt. Prospect Park District on the 19th day of March, 2014 and was on the same day approved by the Secretary of the Mt. Prospect Park District; that it was filed and recorded in the office of the Secretary of the Mt. Prospect Park District of which the foregoing is a true copy (duplicate) and that the original said Ordinance is now on file in the office of such Secretary.

GIVEN under my hand and seal of the Mt. Prospect Park District this 19th day of March 2014.

Secretary
 Mt. Prospect Park District
 Cook County, Illinois

(SEAL)

NEW BUSINESS SUMMARY

DECEMBER – 2013

A. Board Committee of the Whole Special Meetings (Discussion)

Commissioner Walsh asked that this topic be added to the Agenda for discussion.

B. Policy/Procedure – Presentation Materials to Governmental Agencies (Discussion)

Commissioner Walsh asked that this topic be added to the Agenda for discussion. When materials were submitted to the Village of Mount Prospect Planning & Zoning Board in October for our variance requests for the golf course (net height and tent), I had neglected to send this information to the Board of Commissioners. Since that error, I have sent copies of the information provided to Planning & Zoning to the Board of Commissioners as well as additional information we provided to the Village for their meetings on December 3 and 17 to the Board of Commissioners.

In the future, when we need to submit materials for consideration for a variance, I would plan to also provide this information to the Board of Commissioners.

C. Audit Firm (Discussion)

A request was made at the November 13 Board Meeting to add this item onto the Agenda. The park district currently has an existing agreement (copy included in your packet) in place with Knutte & Associates to complete our Comprehensive Financial Reports thru Fiscal Year 2014. Therefore, I recommend the park district defer further discussion on auditing firms until the completion of the FY 2014 audit.



KNUTTE & ASSOCIATES, P.C.

Certified Public Accountants
7900 S. Cass Avenue
Darien, Illinois 60561
(630) 960-3317
FAX (630) 960-9960
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July 19, 2012

Mr. Walter Cook
Mount Prospect Park District
1000 West Central Road
Mount Prospect, IL 60056

Dear Mr. Cook:

We are pleased to confirm our understanding of the services we are to provide Mount Prospect Park District for the year ending December 31, 2012.

INDEPENDENCE AND LICENSE TO PRACTICE IN ILLINOIS

Knutte & Associates, P.C. is independent of Mount Prospect Park District, is licensed to practice in Illinois, and is a member of the American Institute of Certified Public Accountants.

All work to be performed on the audit will be done at Mount Prospect Park District, and at 7900 S. Cass Avenue, Darien, Illinois. All resources available to complete the report after the fieldwork is completed will be utilized.

SCOPE OF SERVICE

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements, of Mount Prospect Park District as of and for the year ending December 31, 2012. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Mount Prospect Park District's basic financial statements. Such information although not a part of the basic financial statement is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Mount Prospect Park District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. IMRF Schedule of Funding Progress

Supplementary information other than RSI also accompanies Mount Prospect Park District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statement as a whole.

1. Combining schedules for non-major funds.
2. Individual schedules of revenues, expenditures and changes in fund balance for non-major funds.

The following other information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance or disclaim an opinion.

1. Information of a statistical nature.
2. Additional schedules supplied by the entity for presentation.

AUDIT OBJECTIVE

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient appropriate audit evidence or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgement prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

MANAGEMENT RESPONSIBILITIES

Management is responsible for the basic financial statements and all accompanying information as well as all representation contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Mount Prospect Park District and the respective changes in the financial position and where applicable, cash flows, in conformity with the U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements. With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

AUDIT PROCEDURES--GENERAL

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

The audit documentation for this engagement is the property of Knutte & Associates and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We may notify you of any such request. If requested, access to such audit documentation may be provided under the supervision of Knutte & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. Those parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

In the event we are requested or authorized by you or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for you, you will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

AUDIT PROCEDURES--INTERNAL CONTROL

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

AUDIT PROCEDURES--COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Mount Prospect Park District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Otherwise, our work is prepared as a result of this engagement of Knutte & Associates by you and the information contained and any opinions expressed therein are solely for your internal use. Other than as stated in this paragraph, Knutte & Associates is not aware that this work is intended to benefit or influence any other party. The agreement can be altered only by an additional written agreement by both you and Knutte & Associates.

ADMINISTRATION FEES AND OTHER

Mr. David Knutte, CPA is the engagement partner and is responsible for supervising the engagement and signing the report.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

As a normal part of our examination, we will prepare a letter of recommendation including comments on deficiencies we have observed in internal controls and possible ways to improve the efficiency of your operations. It is also our practice to discuss our comments on such matters with the appropriate level of management before issuance. Additionally, it is our policy to be available to you whenever we may be of assistance. We do not charge for phone calls, and encourage them.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We are sensitive to your responsibility for control of costs and we will cooperate to minimize fees, while maintaining quality professional services. Our fees are based on the amount of time required at various levels of responsibility including actual out-of-pocket expenses (travel, typing, telephone, etc.). Our fees for the preparation of the audits and the AFR's for the years ended December 31, 2012, December 31, 2013 and December 31, 2014 will be \$19,000.00, \$20,000.00 and \$21,000.00, respectively. Our invoices are payable in 30 days. These fees are all-inclusive, and there will not be any additional billings for travel, meals, lodging, etc.

RISK ISSUES

Because of the importance of oral and written representations to an effective engagement, Mount Prospect Park District releases Knutte & Associates and its current, former or future partners, principals, employees and personnel from any and all claims, liabilities, costs and expenses attributable to a misrepresentation by Mount Prospect Park District management. Further, Knutte & Associates and its current, former or future partners, principals, employees and personnel shall not be liable to Mount Prospect Park District, whether a claim be in tort, contract or otherwise, including Knutte & Associates's own negligence, for any amount in excess of the total professional fees paid by Mount Prospect Park District under this engagement letter, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Knutte & Associates relating to such services. In addition, in no event shall Knutte & Associates and its current, former or future partners, principals, employees and personnel be liable for any consequential, indirect, lost profits, punitive or similar damages relating to Knutte & Associates's services provided under this engagement letter.

In addition, Mount Prospect Park District agrees to indemnify, defend, and hold harmless Knutte & Associates and its current, former or future partners, principals, employees and personnel from any and all claims, liabilities, costs and expenses, including attorneys fees, relating to Knutte & Associates's services under this engagement letter arising from or relating to Mount Prospect Park District's misrepresentations or false or incomplete information provided to us during the engagement, except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of Knutte & Associates relating to such services.

In the unlikely event that differences concerning our services or fees should arise that are not resolved by mutual agreement, to facilitate judicial resolution and save time and expense of both parties, Mount Prospect Park District and Knutte & Associates agree not to demand a trial by jury in any action, proceeding or counterclaim arising out of or relating to our services and fees for this engagement. Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

No action, regardless of form, arising out of the services under this agreement may be brought by either party more than two years after the act, event or service that is the subject of such action, without any delay in the running of this period based on the time of discovery of the claim.

As part of our compliance with guidelines set forth by the American Institute of Certified Public Accountants, enclosed is a copy of our most recent peer review. This is a program dedicated to ensuring that participating firms have quality control systems in place over their accounting and auditing practices. We were pleased to receive an unqualified opinion, and believe it reflects our commitment to perform quality work. K&A is a member in good standing with both the American Institute of Certified Public Accountants and the Illinois Association of Certified Public Accountants. K&A is independent of Mount Prospect Park District and meets the continuing professional education and other requirements of the Governmental Auditing Standards and the Single Audit Act of 1984. Furthermore, K&A does not have a record of substandard audit work, and there has been no disciplinary action taken.

We appreciate the opportunity to be of service to Mount Prospect Park District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Knutte & Associates, P.C.

KNUTTE & ASSOCIATES, P.C.

RESPONSE: This letter correctly sets forth the understanding of Mount Prospect Park District.

By: 

Title: CEO

Date: 1-14-13

APPROVAL ITEMS

DECEMBER 2013

A. Purchase of Payroll/Time Keeping System

Background

Currently, the Park District reports payroll time using both timecards and timesheets which are completed by each manager. The system is very labor intensive and requires the manager to hand tally hours and compute overtime rates when applicable. Since we are not presently taking advantage of technology, we are more prone to errors and making this process more difficult than it needs to be.

In September, we started our initial review of time keeping systems and identified which systems are being used by other local Park Districts. We then put together a interdepartmental project team consisting of employees who have payroll responsibilities. Team members included Brian Taylor-Recreation, Sarah Thompson-Pools, Jeff Langguth-Golf Course, Julie Parsons-Parks & Planning, Joe Hoffman-IT & Registration, Barry Kurcz-Admin & HR. The team conducted a needs analysis and identified project goals.

Project Goals:

- >Simplify and expedite payroll processing
- >Easily identify YTD payroll hours for purposes of PPACA, IMRF, EEOC-4 reporting etc.
- >Easily sync to any future accounting system

We visited both Elk Grove Park District and Vernon Hills Park District to see their time collection and payroll systems in action to learn from their experiences. We were able to narrow down the possible vendors which included ADP, Time Pro (Commeg Systems, Inc.), and Time Clock Plus. The team identified a series of questions and scenarios for vendors to answer. These vendors provided demonstrations to the team on October 10th. Numerous follow up conference calls with each vendor took place and references were checked.

Final quotes came in the week of October 21st.

ADP - \$12,750 Set up and licenses
\$15,970 Annual Fee

Time Pro – \$29,437 Set up and 1st year service and support
\$3,275 Annual Fee service and support (after 1st year)

Time Clock Plus -- \$21,957 Set up
\$1,858 Annual Fee and Support

Five year Cost Analysis

ADP -\$92,600
Time Pro - \$42,537
Time Clock Plus - \$31,247

ADP could only provide 1 park district reference after asking for 4 times. The team felt they were least familiar with the unique payroll issues associated with Park Districts. It took 5 conference calls to get their “best and final” quote which was 50% of their original quote for set up charges.

Time Pro is by far the most popular local time and attendance system being used by nearly 50 districts in Northern Illinois. They provided 15 Park District References and the team felt they best understood our needs in particular and had solutions to meet them.

Time Clock Plus is based out of state but does have a presence in local municipalities. The product would meet our needs but they could only provide two park district references which were both out of state. Implementation and training would be web based and conference calls which caused concern for our team. They were willing to fly in a representative at the district’s expense. Reference checking identified significant problems with customer service and follow up.

Recommendation

The team recommends the park district go with the Time Pro system from Commeg.

This solution will cut the amount of time spent by our managers on payroll reporting at least in half in the beginning and potentially by 75% once fully trained. The tracking of YTD hours will be at the fingertips of the managers which they do not currently have. Most importantly, it simplifies the process in which to keep the district in compliance with PPACA, IMRF etc. and eliminates a redundant database currently being used. The system will provide access to real time attendance and payroll data which fills the current large void.

Suggested Motion:

To purchase the Time Pro Payroll Time Keeping system from Commeg Systems, Inc. at a cost of \$29,437 which includes the first year service & support fee.