

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

**Wednesday, July 17th, 2019
5:15 PM**

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. June 19th, 2019
4. Review of Bills
 - a. June 2019
5. Financial Report
 - a. June 2019
6. Director's Report
7. New Business
 - a. Nomination of the HISRA Board Chairman and Vice Chairman
8. Pending Business
 - a. NONE
9. Citizen Request to Address the Board
 - a. NONE
10. Correspondence
 - a. NONE
11. Other Business
 - a. NONE
12. Adjournment

NOTICE

If special accommodation is needed to attend or participate in a HISRA Board Meeting, please contact HISRA at (309) 691-1929

**NEXT MEETING: August 21st, 2019, 5:15 PM
HISRA Office 8727 N Pioneer Road, Peoria, IL 61615**

OFFICIAL PROCEEDINGS OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION, HELD Wednesday, June 19th, 2019 AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:17 PM by Trustee Yates.

BOARD MEMBERS PRESENT: Joe Cassidy, Kevin Yates, Shane Placher, Brian Tibbs, Lorelei Cox, Joel Dickerson, Shaun Bill

BOARD MEMBERS ABSENT: Robert Johnson

STAFF PRESENT: Katie Van Cleve, Brooke Williams

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES: The minutes of the May 15th, 2019 meeting were reviewed. Motion to approve was made by Trustee Dickerson and seconded by Trustee Cox.
Result: Ayes: 7; Nays: 0
Motion Approved

REVIEW OF BILLS: Summaries of bills for May 2019 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Placher.
Result: Ayes: 7; Nays: 0
Motion Approved

FINANCIAL REPORT: Summaries of the financial reports for May 2019 were reviewed. Motion to approve was presented was made by Trustee Dickerson and seconded by Trustee Yates.
Result: Ayes: 7; Nays: 0
Motion Approved

DIRECTOR'S REPORT: Summer games went very well. Camp is underway and going well. We have excellent summer staff.

NEW BUSINESS:

PENDING BUSINESS:

CORRESPONDENCE: NONE

OTHER BUSINESS: NONE

ADJOURNMENT: A motion to adjourn was made by Trustee Cox and seconded by Trustee Dickerson at 5:47 PM.
Result: Ayes: 7; Nays: 0
Motion Approved

Submitted by: _____
Brooke Williams, Secretary

**Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending June 30, 2019**

| | 2018 <u>Actuals</u> | 2018 Proposed <u>Budget</u> | % of <u>Budget</u> | 2019 <u>Actuals</u> | 2019 Proposed <u>Budget</u> | % of <u>Budget</u> |
|---------------------------------|------------------------|--------------------------------|-----------------------|------------------------|--------------------------------|-----------------------|
| Administration Revenues: | | | | | | |
| Peoria Taxes | \$205,424.72 | \$440,000.00 | 46.69% | \$197,026.37 | \$428,600.00 | 45.97% |
| Morton Reimbursement | \$0.00 | \$119,000.00 | 0.00% | \$0.00 | \$122,500.00 | 0.00% |
| Chillicothe Reimbursement | \$1,302.85 | \$57,758.00 | 2.26% | \$1,119.79 | \$57,867.00 | 1.94% |
| Washington Taxes | \$0.00 | \$73,000.00 | 0.00% | \$0.00 | \$75,000.00 | 0.00% |
| Cash Over/Short | (\$326.30) | \$0.00 | - | (\$2,990.32) | \$0.00 | - |
| VSI AR Over/Short | (\$36,426.90) | \$0.00 | - | \$18,432.60 | \$0.00 | - |
| Class Fees | \$95,992.77 | \$148,000.00 | 64.86% | \$41,908.35 | \$140,000.00 | 29.93% |
| Inclusion Fees | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| Vending | \$12.84 | \$100.00 | 12.84% | \$0.00 | \$0.00 | - |
| Donations | \$2,781.22 | \$5,000.00 | 55.82% | \$1,602.00 | \$5,000.00 | 32.04% |
| Interest Income | \$0.00 | \$360.00 | 0.00% | \$0.00 | \$1,000.00 | 0.00% |
| Reimbursement | <u>\$77,813.00</u> | <u>\$3,000.00</u> | 2593.77% | <u>\$24,275.00</u> | <u>\$25,000.00</u> | 97.10% |
| Total Revenues: | \$346,574.20 | \$846,218.00 | 40.98% | \$281,373.79 | \$854,967.00 | 32.91% |

| | | | | | | |
|-------------------------------------|---------------------|---------------------|---------------|---------------------|---------------------|---------------|
| Administration Expenditures: | | | | | | |
| Full Time Payroll | \$89,509.28 | \$180,000.00 | 49.73% | \$77,523.02 | \$180,588.00 | 42.93% |
| Part Time Payroll | \$75,070.04 | \$128,000.00 | 58.65% | \$61,763.31 | \$128,707.00 | 47.99% |
| Longevity | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| Wellness | \$0.00 | \$800.00 | 0.00% | \$0.00 | \$800.00 | 0.00% |
| Program Supplies | \$36,292.57 | \$62,000.00 | 58.54% | \$33,291.61 | \$62,000.00 | 53.70% |
| Postage | \$1,777.90 | \$3,000.00 | 59.26% | \$0.00 | \$3,100.00 | 0.00% |
| Gasoline | \$3,120.79 | \$12,000.00 | 26.01% | \$1,578.89 | \$10,000.00 | 15.78% |
| Office Supplies | \$2,375.08 | \$7,000.00 | 33.93% | \$2,793.71 | \$7,000.00 | 39.91% |
| Printing | \$3,306.38 | \$7,500.00 | 44.09% | \$3,014.95 | \$8,000.00 | 37.68% |
| Administrative Expense | \$33,965.24 | \$64,148.00 | 52.95% | \$20,578.75 | \$69,062.00 | 29.80% |
| Payroll Maintenance | \$8,862.21 | \$12,000.00 | 73.85% | \$2,869.11 | \$12,000.00 | 23.91% |
| Health & Dental | \$35,232.60 | \$60,569.00 | 58.17% | \$26,813.14 | \$74,666.00 | 36.91% |
| Contractual Services | \$13,440.07 | \$22,500.00 | 59.73% | \$9,286.01 | \$29,465.00 | 31.52% |
| Training & Conferences | \$6,787.29 | \$10,500.00 | 64.64% | \$1,893.51 | \$12,000.00 | 15.78% |
| Natural Gas | \$1,862.48 | \$3,500.00 | 53.21% | \$1,826.00 | \$3,500.00 | 52.17% |
| Electricity | \$1,449.77 | \$9,500.00 | 15.26% | \$1,885.84 | \$8,000.00 | 23.57% |
| Telephone | \$4,399.53 | \$8,200.00 | 53.85% | \$4,126.91 | \$10,000.00 | 41.27% |
| Water | \$1,424.28 | \$3,225.00 | 44.16% | \$1,501.50 | \$3,700.00 | 40.58% |
| Sewer | \$39.63 | \$300.00 | 13.21% | \$38.58 | \$350.00 | 11.02% |
| Insurance | \$0.00 | \$13,000.00 | 0.00% | \$0.00 | \$13,500.00 | 0.00% |
| Advertising | \$0.00 | \$650.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| Attorney Fees | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| FICA | \$9,528.81 | \$23,141.00 | 41.18% | \$8,845.60 | \$23,923.00 | 36.98% |
| IMRF | \$7,010.32 | \$16,704.00 | 41.97% | \$3,632.34 | \$9,120.00 | 39.83% |
| Refunds | \$291.00 | \$500.00 | 58.20% | \$277.00 | \$1,500.00 | 18.47% |
| Scholarships | \$0.00 | \$1,400.00 | 0.00% | \$16,616.39 | \$1,700.00 | 977.43% |
| Equipment | \$100,792.99 | \$60,500.00 | 166.60% | \$69,470.93 | \$75,500.00 | 92.01% |
| Equipment Repair | <u>\$6,675.77</u> | <u>\$10,000.00</u> | 66.76% | <u>\$1,362.66</u> | <u>\$10,000.00</u> | 13.63% |
| Total Expenditures: | \$443,214.03 | \$721,637.00 | 61.42% | \$350,989.76 | \$759,681.00 | 46.20% |

| | 2018 <u>Actuals</u> | 2018 Proposed <u>Budget</u> | % of <u>Budget</u> | 2019 <u>Actuals</u> | 2019 Proposed <u>Budget</u> | % of <u>Budget</u> |
|----------------------------------|------------------------|--------------------------------|-----------------------|------------------------|--------------------------------|-----------------------|
| Camp Free to Be Revenues: | | | | | | |
| Camp Fees | \$96,608.05 | \$100,000.00 | 96.61% | \$79,787.85 | \$100,000.00 | 79.79% |
| VSI AR Over/Short | (\$48,177.33) | \$0.00 | - | (\$20,484.93) | \$0.00 | - |
| Donations | \$0.00 | \$1,000.00 | 0.00% | \$500.00 | \$5,000.00 | 10.00% |
| Reimbursement | <u>\$80.00</u> | <u>\$15,000.00</u> | 0.53% | <u>\$0.00</u> | <u>\$15,000.00</u> | 0.00% |
| Total Revenues: | \$48,510.72 | \$116,000.00 | 41.82% | \$59,802.92 | \$120,000.00 | 49.84% |

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|--------------------------------------|--------------------|---------------------|---------------|--------------------|---------------------|---------------|
| Camp Free to Be Expenditures: | | | | | | |
| Part Time Payroll | \$56,181.66 | \$143,500.00 | 39.15% | \$73,230.23 | \$148,500.00 | 49.31% |
| Program Supplies | \$1,387.14 | \$22,000.00 | 6.31% | \$4,200.45 | \$20,500.00 | 20.48% |
| Administrative Expense | \$16.83 | \$17,680.00 | 0.10% | \$688.66 | \$19,561.00 | 3.52% |
| Contractual Services | \$0.00 | \$0.00 | 0.00% | \$108.00 | \$0.00 | 0.00% |
| FICA | \$11.96 | \$10,327.00 | 0.12% | \$460.07 | \$11,360.00 | 4.05% |
| Refunds | \$0.00 | \$2,000.00 | 0.00% | \$555.00 | \$0.00 | - |
| Scholarships | <u>\$1,020.79</u> | <u>\$20,000.00</u> | 5.10% | <u>\$0.00</u> | <u>\$15,246.00</u> | 0.00% |
| Total Expenditures: | \$58,618.38 | \$215,507.00 | 27.20% | \$79,242.41 | \$215,167.00 | 36.83% |

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|-----------------------|---------------------|---------------------|---------------|---------------------|---------------------|---------------|
| Revenues: | | | | | | |
| Administration | \$346,574.20 | \$846,218.00 | 40.96% | \$281,373.79 | \$854,967.00 | 32.91% |
| Camp Free to Be | <u>\$48,510.72</u> | <u>\$116,000.00</u> | <u>41.82%</u> | <u>\$59,802.92</u> | <u>\$120,000.00</u> | <u>49.84%</u> |
| Total Revenues | \$395,084.92 | \$962,218.00 | 41.06% | \$341,176.71 | \$974,967.00 | 34.99% |

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|---------------------------|---------------------|---------------------|---------------|---------------------|---------------------|---------------|
| Expenditures: | | | | | | |
| Administration | \$443,214.03 | \$721,637.00 | 61.42% | \$350,989.76 | \$759,681.00 | 46.20% |
| Camp Free to Be | <u>\$58,618.38</u> | <u>\$215,507.00</u> | <u>27.20%</u> | <u>\$79,242.41</u> | <u>\$215,167.00</u> | <u>36.83%</u> |
| Total Expenditures | \$501,832.41 | \$937,144.00 | 53.55% | \$430,232.17 | \$974,848.00 | 44.13% |

Memorial Reserves as of 12/31/2018: \$6,594

Undesignated Reserves as of 12/31/2018: \$259,887