

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday, September 18th, 2019
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. August 21st, 2019
4. Review of Bills
 - a. August 2019
5. Financial Report
 - a. August 2019
6. Director's Report
7. New Business
 - a. NONE
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: October 16th, 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, August 21st, 2019** AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:19 PM by Trustee Dickerson.

- BOARD MEMBERS PRESENT:** Joe Cassidy, Robert Johnson, Shane Placher, Brian Tibbs, Lorelei Cox, Joel Dickerson, Shaun Bill
- BOARD MEMBERS ABSENT:** Kevin Yates
- STAFF PRESENT:** Katie Van Cleve, Brooke Williams
- PRESS PRESENT:** NONE
- OTHERS PRESENT:** NONE
- REVIEW OF MINUTES:** The minutes of the June 19th, 2019 meeting were reviewed. Motion to approve was made by Trustee Bill and seconded by Trustee Tibbs.
Result: Ayes: 7; Nays: 0
Motion Approved
- REVIEW OF BILLS:** Summaries of bills for June and July 2019 were reviewed. Motion to approve as presented was made by Trustee Cox and seconded by Trustee Placher.
Result: Ayes: 7; Nays: 0
Motion Approved
- FINANCIAL REPORT:** Summaries of the financial reports for June and July 2019 were reviewed. Motion to approve was presented was made by Trustee Tibbs and seconded by Trustee Placher.
Result: Ayes: 7; Nays: 0
Motion Approved
- DIRECTOR'S REPORT:** We had a very busy and successful camp season. The campers focused on motor, social, music, and art skills. Camp

culminated in a clean up day on 8/3. We created a transition group this summer for those campers who are more independent. Focus appreciates having the run of the building again. We received a Peoria County grant for cooking education and art supplies and education. We have a Special Olympics Bowling competition this Saturday at Landmark Lanes.

NEW BUSINESS:

Appointed Kevin Yates as the Board Chair for the remainder of 2019, and Joe Cassidy as Vice Chair. Motion to approve was made by Trustee Dickerson and seconded by Trustee Tibbs.

**Result: Ayes: 7; Nays: 0
Motion Approved**

PENDING BUSINESS:

NONE

CORRESPONDENCE:

NONE

OTHER BUSINESS:

NONE

ADJOURNMENT:

A motion to adjourn was made by Trustee Dickerson and seconded by Trustee Cox at 5:49 PM.

**Result: Ayes: 7; Nays: 0
Motion Approved**

Submitted by: _____
Brooke Williams, Secretary

Starting Vendor: 000001
 Ending Vendor: ZWI001

Starting Date: 8/1/2019
 Ending Date: 8/31/2019

Report #: APD010

Peoria Park District

11-Sep-19 8:32 PM

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
Distribution Type:		Expense Distributions In Detail								
Account #: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI										
8/8/2019	463452	006633	SAM'S CLUB PAYMENTS	P9999297	006574-8/19	8/1/2019	0000086116	WIPES, GLOVES, SHARPIES, KITCHEN SUPPLIES	AP952	461.53
	463628	005784	PETTY CASH	<NONE>	HISRA 8/8/19	8/8/2019	0000086182	HISRA PETTY CASH	AP953	302.28
	462579	SAU001	SAUDER SPORTS	P9322367	4928	6/28/2019	0000086330	T-SHIRTS, JACKETS	AP944	626.00
8/15/2019	463853	006633	SAM'S CLUB PAYMENTS	<NONE>	4953-8/19	8/1/2019	0000086384	CREDIT-SALES TAX REFUND	AP956	(30.19)
8/22/2019	464361	005784	PETTY CASH	<NONE>	HISRA 8/22	8/22/2019	0000086506	HIRSA PETTY CASH	AP961	364.09
Account #: R-6-R81-5110-2109 HRT OF IL SRA - POSTAGE										
8/8/2019	463628	005784	PETTY CASH	<NONE>	HISRA 8/8/19	8/8/2019	0000086182	HISRA PETTY CASH	AP953	410.00
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE										
8/15/2019	463830	WEX001	SHELL-WEX BANK	240818-038	60162333	7/6/2019	0000086385	FUEL-JULY 2019	AP956	1,122.94
	463832	WEX001	SHELL-WEX BANK	240819-018	60697547	8/6/2019	0000086385	FUEL-AUG 2019	AP956	875.46
8/22/2019	464361	005784	PETTY CASH	<NONE>	HISRA 8/22	8/22/2019	0000086506	HIRSA PETTY CASH	AP961	54.12
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE										
8/8/2019	463288	GRE003	RNJ DISTRIBUTING	240818-029	1205339	7/22/2019	0000086323	BOTTLED WATER	AP950	31.60
8/22/2019	463671	GRE003	RNJ DISTRIBUTING	240818-035	1206651	7/25/2019	0000086648	BOTTLED WATER	AP954	75.90
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE										
8/8/2019	463669	000137	PDC SERVICES, INC.	160-JUNE19	4266386	7/1/2019	0000086303	B/A-WASTE REMOVAL/RECYCLING SVCS 06/19	AP954	123.00
	463449	TRIP002	TRIPLE J'S JANITORIAL	P9283334-JUL19	156123	8/4/2019	0000086119	B/A-JANITORIAL SVC- JULY 2019	AP952	900.00
8/22/2019	463504	I3 BROAD	i3 BROADBAND	240516-SEPT19	1680531-1	8/1/2019	0000086598	CABLE TV AND INTERNET SVC-9/12/19- 10/11/19	AP952	199.95
	463966	HARR001	HARRIS PEST CONTROL	P7562944-JUL19	98723	7/12/2019	0000086591	B/A-PEST SVC	AP958	45.00
Account #: R-6-R81-5210-2603 HRT OF IL SRA - TRAINING & CON										
8/29/2019	464651	006195	SPORTS 'N SPOKES	<NONE>	RENEWAL	8/29/2019	0000086712	SUBSCRIPTION RENEWAL	AP966	21.00
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS										
8/8/2019	463260	001527	AMEREN ILLINOIS	239905-076	19066307R81	7/3/2019	0000086215	GAS 2203065019 ACTUAL READ 6/1/19- 7/1/19	AP950	63.07

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
8/8/2019	463273	CNE002	CONSTELLATION NEW ENER	239905-089	2647920	7/12/2019	0000086241	BG-11583 NATURAL GAS THERMS USED - MAY 2019	AP950	22.24
8/22/2019	464152	001527	AMEREN ILLINOIS	239905-265	19076385R81	8/5/2019	0000086543	GAS 2203065019 ACTUAL READ 7/1/19-8/1/19	AP958	63.85
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY										
8/22/2019	463787	001527	AMEREN ILLINOIS	239905-224	1907120017R81	7/15/2019	0000086543	ELECTRIC 8157351531 ACTUAL READ 6/10/19-7/10/19	AP955	1,200.17
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE										
8/8/2019	463356	009225	VERIZON WIRELESS-LEHIGH	239906-003	9835031408	7/28/2019	0000086357	HISRA IPADS 07/2019	AP951	120.18
	463355	009225	VERIZON WIRELESS-LEHIGH	239906-002	9835031407	7/28/2019	0000086357	HISRA IPADS 07/2019	AP951	130.20
	463354	009225	VERIZON WIRELESS-LEHIGH	239906-001	9835031406	7/28/2019	0000086357	CELL PHONES & MODEMS 07/2019	AP951	357.30
8/22/2019	464234	001316	CALL ONE	239905-332	1210239-08/19	8/15/2019	0000086438	PHONE SVC 1210239-1125854	AP959	206.71
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER										
8/22/2019	464211	003003	ILLINOIS AMERICAN WATER	239905-309	19085943R81	7/31/2019	0000086442	WATER 1025-210000507346 FIRE SVC 6/28/19-8/29/19	AP959	59.43
	464212	003003	ILLINOIS AMERICAN WATER	239905-310	190731948R81	7/31/2019	0000086442	WATER 1025-210002898574 ACTUAL READ 6/28/19-7/30/1	AP959	319.48
Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT										
8/8/2019	463332	001294	CADY OIL CO.	P9882581	63545	5/31/2019	0000086106	VEHICLE INSPECTION-173	AP951	29.50
8/22/2019	463555	MAR002	MARCO INC	P9916759-JUL19	INV6598778	7/26/2019	0000086617	COPIER SERVICE AGREEMENT-6/27/19-7/26/19	AP952	87.13
	464109	MAR002	MARCO INC	P9916759-APR19	INV6293498	4/26/2019	0000086429	COPIER SERVICE AGREEMENT-4/27/19-5/26/19	AP958	31.41
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA										
8/15/2019	463759	002563	GETZ FIRE EQUIPMENT CO.	<NONE>	I1-760089X	5/10/2019	0000086381	CREDIT-OVERCHARGED	AP954	(7.75)
Account #: R-6-R83-5110-2101 CAMP FTB - PROGRAM SUPPLIES										
8/1/2019	463205	190245	GROOMS, ERIN	<NONE>	CAMP REFUND	8/1/2019	0000086079	CAMP REFUND	AP949	266.00
	462865	002277	FIRST STUDENT	P9537386HISRA2	11592381	6/13/2019	0000086053	B/A-BUS TRIPS	AP947	633.00
8/8/2019	463628	005784	PETTY CASH	<NONE>	HISRA 8/8/19	8/8/2019	0000086182	HISRA PETTY CASH	AP953	244.37
	462837	002277	FIRST STUDENT	P9583787-HISRA2	111350	7/11/2019	0000086250	B/A-BUS TRIPS	AP947	1,245.00
	462832	002277	FIRST STUDENT	P9537386-HISRA	110620	6/27/2019	0000086250	B/A-BUS TRIPS	AP947	1,560.00

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
8/8/2019	462836	002277	FIRST STUDENT	P9583787-HISRA1	112371	7/11/2019	0000086250	B/A-BUS TRIPS	AP947	1,215.00
8/22/2019	463478	002277	FIRST STUDENT	P9583787HISRA3	113477	7/22/2019	0000086576	B/A-BUS TRIPS	AP952	1,185.00
	463479	002277	FIRST STUDENT	P9583787HISRA4	115042	7/29/2019	0000086576	B/A-BUS TRIPS	AP952	2,090.00
	463494	GFS001	GFS - GORDON FOOD SERVICE	P9693143	831298809	7/30/2019	0000086587	SLUSHIE SYRUPS	AP952	15.98
	463685	SAU001	SAUDER SPORTS	P9343276	4969	7/26/2019	0000086651	B/A-T-SHIRTS	AP954	48.00
	464284	002277	FIRST STUDENT	P9869454HISRA1	116074	8/5/2019	0000086576	B/A-BUS SERVICE	AP959	1,410.00
	464361	005784	PETTY CASH	<NONE>	HISRA 8/22	8/22/2019	0000086506	HIRSA PETTY CASH	AP961	385.25
8/29/2019	464648	190294	RUMBOLD, MARTIN	<NONE>	REFUND	8/29/2019	0000086709	SCHOOL PAID FOR AM/PM CARE	AP966	490.00
									Section Total Expense :	19,053.20

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
							Report Total :	19,053.20

-- End of Report --

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending August 31, 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	\$245,281.94	\$440,000.00	55.75%	\$240,648.47	\$428,600.00	56.15%
Morton Reimbursement	\$59,500.00	\$119,000.00	50.00%	\$0.00	\$122,500.00	0.00%
Chillicothe Reimbursement	\$30,260.78	\$57,758.00	52.39%	\$32,967.77	\$57,867.00	56.97%
Washington Taxes	\$0.00	\$73,000.00	0.00%	\$0.00	\$75,000.00	0.00%
Cash Over/Short	\$4,070.02	\$0.00	-	(\$153.00)	\$0.00	-
VSI AR Over/Short	(\$37,329.40)	\$0.00	-	(\$11,115.15)	\$0.00	-
Class Fees	\$117,503.57	\$148,000.00	79.39%	\$101,900.10	\$140,000.00	72.79%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$20.86	\$100.00	20.86%	\$0.00	\$0.00	-
Donations	\$2,926.22	\$5,000.00	58.52%	\$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>\$34,181.00</u>	<u>\$25,000.00</u>	136.72%
Total Revenues:	\$500,046.99	\$846,218.00	59.09%	\$400,031.19	\$854,967.00	46.79%
Administration Expenditures:						
Full Time Payroll	\$119,047.72	\$180,000.00	66.14%	\$103,215.30	\$180,588.00	57.16%
Part Time Payroll	\$95,603.80	\$128,000.00	74.69%	\$82,334.41	\$128,707.00	63.97%
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	\$47,899.48	\$62,000.00	77.26%	\$44,226.83	\$62,000.00	71.33%
Postage	\$2,479.65	\$3,000.00	82.66%	\$435.50	\$3,100.00	14.05%
Gasoline	\$5,119.52	\$12,000.00	42.66%	\$3,723.70	\$10,000.00	37.24%
Office Supplies	\$4,365.42	\$7,000.00	62.36%	\$5,061.18	\$7,000.00	72.30%
Printing	\$3,306.38	\$7,500.00	44.09%	\$3,014.95	\$8,000.00	37.69%
Administrative Expense	\$47,379.28	\$64,148.00	73.86%	\$37,590.54	\$69,062.00	54.43%
Payroll Maintenance	\$11,146.68	\$12,000.00	92.89%	\$3,622.75	\$12,000.00	30.19%
Health & Dental	\$48,001.10	\$60,569.00	79.25%	\$36,127.36	\$74,666.00	48.39%
Contractual Services	\$24,832.63	\$22,500.00	110.37%	\$12,783.86	\$29,465.00	43.39%
Training & Conferences	\$10,245.55	\$10,500.00	97.58%	\$2,744.24	\$12,000.00	22.87%
Natural Gas	\$2,048.49	\$3,500.00	58.53%	\$2,048.95	\$3,500.00	58.54%
Electricity	\$3,460.82	\$9,500.00	36.43%	\$3,895.88	\$8,000.00	48.70%
Telephone	\$5,974.93	\$8,200.00	72.87%	\$5,758.98	\$10,000.00	57.59%
Water	\$2,313.44	\$3,225.00	71.73%	\$2,220.41	\$3,700.00	60.01%
Sewer	\$131.25	\$300.00	43.75%	\$119.37	\$350.00	34.11%
Insurance	\$6,486.06	\$13,000.00	49.89%	\$7,004.94	\$13,500.00	51.89%
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	\$14,493.42	\$23,141.00	62.63%	\$12,452.59	\$23,923.00	52.05%
IMRF	\$9,292.21	\$16,704.00	55.63%	\$4,862.22	\$9,120.00	53.31%
Refunds	\$531.00	\$500.00	106.20%	\$277.00	\$1,500.00	18.47%
Scholarships	\$960.00	\$1,400.00	68.57%	\$1,841.39	\$1,700.00	108.32%
Equipment	\$101,413.16	\$60,500.00	167.63%	\$72,150.13	\$75,500.00	95.56%
Equipment Repair	<u>\$7,924.23</u>	<u>\$10,000.00</u>	79.24%	<u>\$2,384.83</u>	<u>\$10,000.00</u>	23.85%
Total Expenditures:	\$574,456.22	\$721,637.00	79.60%	\$449,897.31	\$759,681.00	59.22%
Camp Free to Be Revenues:						
Camp Fees	\$96,488.05	\$100,000.00	96.49%	\$94,923.00	\$100,000.00	94.92%
VSI AR Over/Short	(\$35,262.83)	\$0.00	-	(\$21,445.41)	\$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>\$3,707.00</u>	<u>\$15,000.00</u>	24.71%
Total Revenues:	\$61,305.22	\$116,000.00	52.85%	\$77,684.59	\$120,000.00	64.74%
Camp Free to Be Expenditures:						
Part Time Payroll	\$141,372.13	\$143,500.00	98.52%	\$188,625.33	\$148,500.00	127.02%
Program Supplies	\$8,106.71	\$22,000.00	36.85%	\$20,189.50	\$20,500.00	98.49%
Administrative Expense	\$12,645.73	\$17,680.00	71.53%	\$16,700.48	\$19,561.00	85.38%
Contractual Services	\$0.00	\$0.00	0.00%	\$108.00	\$0.00	0.00%
FICA	\$8,614.06	\$10,327.00	83.41%	\$11,124.46	\$11,360.00	97.93%
Refunds	\$0.00	\$2,000.00	0.00%	\$952.50	\$0.00	-
Scholarships	<u>\$9,077.18</u>	<u>\$20,000.00</u>	45.39%	<u>\$14,019.87</u>	<u>\$15,246.00</u>	91.96%
Total Expenditures:	\$179,815.81	\$215,507.00	83.44%	\$251,720.14	\$215,167.00	116.99%
Revenues:						
Administration	\$500,046.99	\$846,218.00	59.09%	\$400,031.19	\$854,967.00	46.79%
Camp Free to Be	<u>\$61,305.22</u>	<u>\$116,000.00</u>	52.85%	<u>\$77,684.59</u>	<u>\$120,000.00</u>	64.74%
Total Revenues	\$561,352.21	\$962,218.00	58.34%	\$477,715.78	\$974,967.00	49.00%
Expenditures:						
Administration	\$574,456.22	\$721,637.00	79.60%	\$449,897.31	\$759,681.00	59.22%
Camp Free to Be	<u>\$179,815.81</u>	<u>\$215,507.00</u>	83.44%	<u>\$251,720.14</u>	<u>\$215,167.00</u>	116.99%
Total Expenditures	\$754,272.03	\$937,144.00	80.49%	\$701,617.45	\$974,848.00	71.97%

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

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