

## HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday, August 15<sup>th</sup>, 2018  
5:15 PM

### -AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
  - a. July 18<sup>th</sup>, 2018
4. Review of Bills
  - a. July 2018
5. Financial Report
  - a. July 2018
6. Director's Report
7. New Business
  - a. Request for approval of travel expenses for 1 HISRA staff, 2 HISRA volunteers, 6 Unified Partner and 10 Special Olympics Athletes
    - Outdoor Sports Festival in Decatur, IL September 8<sup>th</sup>-9<sup>th</sup>, 2018
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: September 18<sup>th</sup>, 2018, 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, July 18<sup>th</sup>, 2018 AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:14 PM by Chairman Dickerson.

**BOARD MEMBERS PRESENT:** Kevin Yates, Joyce Harrant, Joel Dickerson, Brian Tibbs, Shaun Bill

**BOARD MEMBERS ABSENT:** Tim Cassidy, Shane Placher, Lorelei Cox

**STAFF PRESENT:** Ashlynn Busler

**PRESS PRESENT:** NONE

**OTHERS PRESENT:** Alex Grant (Morton Park District Intern)

**REVIEW OF MINUTES:** The minutes of the May 16<sup>th</sup>, 2018 meeting were reviewed. Motion to approve as presented was made by Trustee Yates and seconded by Trustee Tibbs.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**REVIEW OF BILLS:** Summaries of bills for May and June 2018 were reviewed. Motion to approve as presented was made by Trustee Yates and seconded by Trustee Bill.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**FINANCIAL REPORT:** Summaries of the financial reports for May and June 2018 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Harant.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**DIRECTOR'S REPORT:** HISRA received a grant from the Peoria County Board for the Care and Treatment of People with Disabilities for \$32,000. HISRA summer camps have kicked off and are in

full swing. HISRA Track and Swimming athletes competed in Special Olympics Summer Games in last month. HISRA also helped organized the Steamboat Classic.

**NEW BUSINESS:**

NONE

**PENDING BUSINESS:**

The email poll for changing HISRA's IMRF Authorized Agent was ratified. Motion to approve as presented was made by Trustee Harant and seconded by Trustee Tibbs.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**CORRESPONDENCE:**

NONE

**OTHER BUSINESS:**

NONE

**ADJOURNMENT:**

A motion to adjourn was made by Trustee Harant and seconded by Trustee Bill at 5:23 PM.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**Submitted by:** \_\_\_\_\_  
Ashlynn Busler, Secretary

Starting Vendor: 000001  
 Ending Vendor: ZWI001

Starting Date: 7/1/2018  
 Ending Date: 7/31/2018

Report #: APD010

Peoria Park District

09-Aug-18 8:55 AM

**Payables Distributions to General Ledger**

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
<b>Distribution Type:</b>		<b>Expense Distributions In Detail</b>								
<b>Fund: HISRA</b>										
<b>Account #: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI</b>										
7/5/2018	444946	SAU001	SAUDER SPORTS	P8665324	4334	6/15/2018	0000079306	B/A-T-SHIRTS	AP718	1,619.50
	445230	SAU001	SAUDER SPORTS	P8268742	4329	6/14/2018	0000079306	B/A-T-SHIRTS	AP723	157.15
	444919	SAU001	SAUDER SPORTS	P8341734	4335	6/15/2018	0000079306	B/A-T-SHIRTS	AP718	746.80
7/6/2018	445440	006633	SAM'S CLUB PAYMENTS	P8477623	1804-6/18	6/28/2018	0000079388	SNACKS	AP726	62.80
7/16/2018	446033	006633	SAM'S CLUB PAYMENTS	P8136762	6017-7/18	7/6/2018	0000079434	GROCERIES	AP732	98.83
7/23/2018	446635	006633	SAM'S CLUB PAYMENTS	P8727852	3167-7/18	7/12/2018	0000079700	PLATES/MATCHES/GR OCERIES	AP743	48.94
	446637	006633	SAM'S CLUB PAYMENTS	P8843811	84-6/18	6/29/2018	0000079700	CANDY/FANS/PENS	AP743	309.81
<b>Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE</b>										
7/23/2018	446619	007359	SHELL OIL COMPANY	240637-008	65901886807	7/6/2018	0000079701	FUEL-JUNE 2018	AP743	1,001.47
<b>Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE</b>										
7/19/2018	445481	GRE003	RNJ DISTRIBUTING	240636-019	1106470	6/26/2018	0000079551	BOTTLED WATER	AP728	44.70
7/30/2018	446943	006633	SAM'S CLUB PAYMENTS	P8968486	2307-7/18	7/19/2018	0000079736	GLOVES/TOWELS/FEB REEZE	AP747	141.91
<b>Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE</b>										
7/5/2018	444792	000137	PDC SERVICES, INC.	160-MAY18	3877665	6/1/2018	0000079164	B/A-WASTE REMOVAL/RECYCLING	AP717	93.00
	445278	HARR001	HARRIS PEST CONTROL	P7562944-JUN18	91559	6/7/2018	0000079288	B/A-PEST SERVICE	AP723	45.00
	444775	000234	ALLIED LOCK & SAFE TECHN	P8775843	034064	6/1/2018	0000079165	ELECTRIC STRIKES ADDED TO DOORWAYS	AP716	3,947.89
	444730	COM012	CENTRAL CLEANING SERVICE	P7227358-JUN18	5215	6/11/2018	0000079280	B/A-JANITORIAL SERVICE-JUNE 2018	AP716	900.00
7/10/2018	445475	CEN010	CENTRAL STATES MEDIA	<NONE>	11765	6/19/2018	0000079361	BUSINESS CARDS, LETTER HEAD GRAPHICS	AP727	475.00
7/18/2018	446068	000679	OSF ST FRANCIS PEORIA CNT	<NONE>	00041711-00	6/30/2018	0000079449	JUNE 2018 OCC HEALTH CHARGES PPD	AP734	72.00
7/19/2018	446028	000137	PDC SERVICES, INC.	160-JUN18	3907504	7/1/2018	0000079458	B/A-WASTE REMOVAL/RECYCLI	AP732	93.00
<b>Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS</b>										
7/5/2018	445147	001527	AMEREN ILLINOIS	239872-737	18059240R81	6/5/2018	0000079180	GAS 2203065019 ACTUAL READ	AP720	92.40
<b>Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY</b>										

**Payables Distributions to General Ledger**

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
7/5/2018	445120	001527 AMEREN ILLINOIS	239872-710	180698971R81 6/14/2018	0000079180	ELECTRIC 8157351531 ACTUAL READ	AP720	989.71
<b>Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE</b>								
7/19/2018	445751	009225 VERIZON WIRELESS-LEHIGH	239877-044	9809947101-044 6/28/2018	0000079535	CELL PHONE 210-7769	AP731	5.32
	445758	009225 VERIZON WIRELESS-LEHIGH	239877-051	9809947101-051 6/28/2018	0000079535	CELL PHONE 339-6530	AP731	55.90
	445757	009225 VERIZON WIRELESS-LEHIGH	239877-050	9809947101-050 6/28/2018	0000079535	CELL PHONE 339-4602	AP731	2.90
	445756	009225 VERIZON WIRELESS-LEHIGH	239877-049	9809947101-049 6/28/2018	0000079535	CELL PHONE 265-8228	AP731	2.90
	445755	009225 VERIZON WIRELESS-LEHIGH	239877-048	9809947101-048 6/28/2018	0000079535	CELL PHONE 265-7838	AP731	2.96
	445754	009225 VERIZON WIRELESS-LEHIGH	239877-047	9809947101-047 6/28/2018	0000079535	CELL PHONE 256-7148	AP731	65.90
	445753	009225 VERIZON WIRELESS-LEHIGH	239877-046	9809947101-046 6/28/2018	0000079535	CELL PHONE 213-8354	AP731	55.90
	445752	009225 VERIZON WIRELESS-LEHIGH	239877-045	9809947101-045 6/28/2018	0000079535	CELL PHONE 210-7770	AP731	55.90
	445750	009225 VERIZON WIRELESS-LEHIGH	239877-043	9809947101-043 6/28/2018	0000079535	CELL PHONE 210-7768	AP731	2.90
	445749	009225 VERIZON WIRELESS-LEHIGH	239877-042	9809947101-042 6/28/2018	0000079535	CELL PHONE 210-7767	AP731	2.90
	445748	009225 VERIZON WIRELESS-LEHIGH	239877-041	9809947101-041 6/28/2018	0000079535	CELL PHONE 210-7766	AP731	3.67
	445747	009225 VERIZON WIRELESS-LEHIGH	239877-040	9809947101-040 6/28/2018	0000079535	CELL PHONE 210-7765	AP731	4.33
	445746	009225 VERIZON WIRELESS-LEHIGH	239877-039	9809947101-039 6/28/2018	0000079535	CELL PHONE 210-7764	AP731	3.33
	445745	009225 VERIZON WIRELESS-LEHIGH	239877-038	9809947101-038 6/28/2018	0000079535	CELL PHONE 210-7763	AP731	5.32
	445744	009225 VERIZON WIRELESS-LEHIGH	239877-037	9809947101-037 6/28/2018	0000079535	CELL PHONE 210-7762	AP731	3.61
	445760	009225 VERIZON WIRELESS-LEHIGH	239877-053	9809947101-053 6/28/2018	0000079535	CELL PHONE 696-2933	AP731	3.11
	445742	009225 VERIZON WIRELESS-LEHIGH	239877-035	9809947101-035 6/28/2018	0000079535	CELL PHONE 210-7760	AP731	2.90
	445761	009225 VERIZON WIRELESS-LEHIGH	239877-054	9809947101-054 6/28/2018	0000079535	CELL PHONE 696-7883	AP731	2.90
	445743	009225 VERIZON WIRELESS-LEHIGH	239877-036	9809947101-036 6/28/2018	0000079535	CELL PHONE 210-7761	AP731	4.75
	445873	009225 VERIZON WIRELESS-LEHIGH	239877-166	9809947103-006 6/28/2018	0000079535	IPAD 5	AP731	10.02
	445877	009225 VERIZON WIRELESS-LEHIGH	239877-170	9809947103-010 6/28/2018	0000079535	IPAD 9	AP731	10.02
	445876	009225 VERIZON WIRELESS-LEHIGH	239877-169	9809947103-009 6/28/2018	0000079535	IPAD 8	AP731	10.02
	445759	009225 VERIZON WIRELESS-LEHIGH	239877-052	9809947101-052 6/28/2018	0000079535	CELL PHONE 657-5314	AP731	2.90
	445874	009225 VERIZON WIRELESS-LEHIGH	239877-167	9809947103-007 6/28/2018	0000079535	IPAD 6	AP731	10.02
	445872	009225 VERIZON WIRELESS-LEHIGH	239877-165	9809947103-005 6/28/2018	0000079535	IPAD 4	AP731	10.02
	445871	009225 VERIZON WIRELESS-LEHIGH	239877-164	9809947103-004 6/28/2018	0000079535	IPAD 3	AP731	10.02
	445870	009225 VERIZON WIRELESS-LEHIGH	239877-163	9809947103-003 6/28/2018	0000079535	IPAD 2	AP731	10.02
	445869	009225 VERIZON WIRELESS-LEHIGH	239877-162	9809947103-002 6/28/2018	0000079535	IPAD 1	AP731	10.02
	445868	009225 VERIZON WIRELESS-LEHIGH	239877-161	9809947103-001 6/28/2018	0000079535	IPAD DATA	AP731	30.00
	445867	009225 VERIZON WIRELESS-LEHIGH	239877-160	9809947102-011 6/28/2018	0000079535	IPAD 10	AP731	10.02
	445865	009225 VERIZON WIRELESS-LEHIGH	239877-158	9809947102-009 6/28/2018	0000079535	IPAD 8	AP731	10.02
	445864	009225 VERIZON WIRELESS-LEHIGH	239877-157	9809947102-008 6/28/2018	0000079535	IPAD 7	AP731	10.02

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
7/19/2018	445863	009225	VERIZON WIRELESS-LEHIGH	239872-156	9809947102-007	6/28/2018	0000079535	IPAD 6	AP731	10.02
	445862	009225	VERIZON WIRELESS-LEHIGH	239872-155	9809947102-006	6/28/2018	0000079535	IPAD 5	AP731	10.02
	445861	009225	VERIZON WIRELESS-LEHIGH	239872-154	9809947102-005	6/28/2018	0000079535	IPAD 4	AP731	10.02
	445860	009225	VERIZON WIRELESS-LEHIGH	239872-153	9809947102-004	6/28/2018	0000079535	IPAD 3	AP731	10.02
	445875	009225	VERIZON WIRELESS-LEHIGH	239872-168	9809947103-008	6/28/2018	0000079535	IPAD 7	AP731	10.02
	445859	009225	VERIZON WIRELESS-LEHIGH	239872-152	9809947102-003	6/28/2018	0000079535	IPAD 2	AP731	10.02
	445858	009225	VERIZON WIRELESS-LEHIGH	239872-151	9809947102-002	6/28/2018	0000079535	IPAD 1	AP731	10.02
	445857	009225	VERIZON WIRELESS-LEHIGH	239872-150	9809947102-001	6/28/2018	0000079535	IPAD DATA	AP731	30.00
	445762	009225	VERIZON WIRELESS-LEHIGH	239872-055	9809947101-055	6/28/2018	0000079535	CELL PHONE 696-9775	AP731	55.90
	445866	009225	VERIZON WIRELESS-LEHIGH	239872-159	9809947102-010	6/28/2018	0000079535	IPAD 9	AP731	10.02
7/23/2018	446475	001316	CALL ONE	239872-1045	1210239-7/18	7/15/2018	0000079667	PHONE SVC 1210239-1125854	AP740	189.25
<b>Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER</b>										
7/6/2018	445361	003003	ILLINOIS AMERICAN WATER	239872-813	180624780R81	6/20/2018	0000079347	WATER 1025-210002898574 ACTUAL READ	AP725	247.80
7/23/2018	446511	003003	ILLINOIS AMERICAN WATER	239872-1081	18075862R81	6/29/2018	0000079670	WATER 1025-210000507346 FIRE SVC	AP740	58.62
<b>Account #: R-6-R81-5210-3105 HRT OF IL SRA - SEWER</b>										
7/6/2018	445376	002704	GREATTER PEORIA SANITARY	239872-828	18069162R81	6/26/2018	0000079345	SEWER 1400358.02	AP725	91.62
<b>Account #: R-6-R81-5210-3305 HRT OF IL SRA - INSURANCE</b>										
7/10/2018	445463	005039	PARK DISTRICT RISK MANAG	<NONE>	FH118049	6/30/2018	0000079348	MEMBER CONTRIBUTIONS JUNE 2018	AP727	6,486.06
<b>Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT</b>										
7/5/2018	444764	004035	MENARDS- PEORIA	P8648815	69904	6/5/2018	0000079231	CABLE/JACK TERMINATION	AP716	46.99
	444791	004035	MENARDS- PEORIA	P8983241	69836X	6/4/2018	0000079231	GROMMET/SCREWS/C OVER	AP716	24.36
7/19/2018	445494	000234	ALLIED LOCK & SAFE TECHNI	P8324366	034246	6/18/2018	0000079460	KEYS	AP728	75.00
<b>Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA</b>										
7/5/2018	444734	005673	PTC SELECT	P8165866	232629	6/1/2018	0000079244	PRINTER REPAIR	AP716	115.00
	445216	003340	JOHNSTONE SUPPLY	240693	240-S100121403	6/13/2018	0000079225	MOTOR	AP723	46.97
7/19/2018	445619	003068	ILLINOIS MECHANICAL SERVI	P8678328	39249	6/27/2018	0000079496	A/C SERVICE	AP730	399.04
7/30/2018	446946	004427	NAPA AUTO PARTS	<NONE>	862448X	5/23/2018	0000079730	CREDIT-REPAIR PARTS	AP747	(20.00)
<b>Account #: R-6-R83-5110-2101 CAMP FTB - PROGRAM SUPPLIES</b>										
7/16/2018	446042	006633	SAMS CLUB PAYMENTS	P8521555	7402-7/18	7/3/2018	0000079434	GROCERIES/WIPES/BO WLS/GLOVES	AP732	181.22

**Payables Distributions to General Ledger**

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
7/26/2018	446713	005784	PETTY CASH	<NONE>	6/6-7/8/18	7/24/2018	0000079674	ASHLYNN B-REIMBURSE 6/6-7/8/2018 EXPENSES	AP743	1,130.14
<b>Account #: R-6-R83-5210-3719 CAMP FTB - SCHOLARSHIPS</b>										
7/25/2018	446550	110378	ACA-AMERICAN CAMP ASSOC	<NONE>	SUMMER2018	7/25/2018	0000079662	JULY/AUG 2018 MATCH FUNDS	AP741	1,148.39
									<b>Fund: HISRA Total:</b>	<b>21,756.95</b>

**Heart of Illinois Special Recreation Association  
Comparative Income Statement  
Month Ending July 2018**

	2017 <u>Actuals</u>	2017 Proposed <u>Budget</u>	% of <u>Budget</u>	2018 <u>Actuals</u>	2018 Proposed <u>Budget</u>	% of <u>Budget</u>
<b>Administration Revenues:</b>						
Poorla Taxes	\$220,668.56	\$428,000.00	51.56%	\$216,362.13	\$440,000.00	49.17%
Morton Reimbursement	\$0.00	\$117,000.00	0.00%	\$59,500.00	\$119,000.00	50.00%
Chillicothe Reimbursement	\$25,221.37	\$57,600.00	43.79%	\$30,260.78	\$57,758.00	52.39%
Washington Taxes	\$0.00	\$70,000.00	0.00%	\$0.00	\$73,000.00	0.00%
Cash Over/Short	(\$42,681.52)	\$0.00	-	\$2,176.70	\$0.00	-
VSI AR Over/Short	\$0.00	\$0.00	-	(\$37,451.90)	\$0.00	-
Class Fees	\$99,750.89	\$115,000.00	86.74%	\$101,965.77	\$148,000.00	68.90%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$13.46	\$250.00	5.38%	\$20.86	\$100.00	20.86%
Donations	\$2,383.00	\$8,500.00	28.04%	\$2,831.22	\$5,000.00	56.62%
Interest Income	\$0.00	\$15.00	0.00%	\$0.00	\$360.00	0.00%
Reimbursement	\$15,668.18	\$3,000.00	522.27%	\$77,813.00	\$3,000.00	2593.77%
Gift Certificates Sold	<u>\$0.00</u>	<u>\$100.00</u>	-	<u>\$0.00</u>	<u>\$0.00</u>	-
<b>Total Revenues:</b>	<b>\$321,023.94</b>	<b>\$799,465.00</b>	<b>40.15%</b>	<b>\$453,478.56</b>	<b>\$846,218.00</b>	<b>53.59%</b>
<b>Administration Expenditures:</b>						
Full Time Payroll	\$87,330.57	\$174,500.00	50.05%	\$104,278.50	\$180,000.00	57.93%
Part Time Payroll	\$85,180.96	\$128,000.00	66.55%	\$85,177.98	\$128,000.00	66.55%
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	\$40,535.34	\$59,000.00	68.70%	\$43,696.95	\$62,000.00	70.48%
Postage	\$2,303.10	\$3,000.00	76.77%	\$1,777.90	\$3,000.00	59.26%
Gasoline	\$3,647.80	\$13,000.00	28.06%	\$4,122.26	\$12,000.00	34.35%
Office Supplies	\$4,178.74	\$7,000.00	59.70%	\$3,614.05	\$7,000.00	51.63%
Printing	\$5,191.93	\$6,500.00	79.88%	\$3,306.38	\$7,500.00	44.09%
Administrative Expense	\$28,594.62	\$54,130.00	52.83%	\$41,230.57	\$64,148.00	64.27%
Payroll Maintenance	\$4,790.79	\$15,000.00	31.94%	\$10,042.40	\$12,000.00	83.69%
Health & Dental	\$27,031.55	\$47,388.00	57.04%	\$41,616.85	\$60,569.00	68.71%
Contractual Services	\$14,394.58	\$22,500.00	63.98%	\$19,928.78	\$22,500.00	88.57%
Training & Conferences	\$4,880.51	\$12,969.00	37.63%	\$6,992.96	\$10,500.00	66.60%
Natural Gas	\$1,324.84	\$3,500.00	37.85%	\$1,954.88	\$3,500.00	55.85%
Electricity	\$3,540.32	\$9,500.00	37.27%	\$2,439.48	\$9,500.00	25.68%
Telephone	\$3,502.15	\$7,000.00	50.03%	\$5,185.36	\$8,200.00	63.24%
Water	\$1,759.61	\$3,000.00	58.65%	\$1,730.70	\$3,225.00	53.67%
Sewer	\$153.50	\$225.00	68.22%	\$131.25	\$300.00	43.75%
Insurance	\$6,215.58	\$14,665.00	42.38%	\$6,486.06	\$13,000.00	49.89%
Advertising	\$0.00	\$650.00	0.00%	\$0.00	\$650.00	0.00%
Attorney Fees	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
FICA	\$11,554.48	\$23,141.00	49.93%	\$12,590.32	\$23,141.00	54.41%
IMRF	\$12,037.71	\$14,704.00	81.87%	\$8,156.09	\$16,704.00	48.83%
Refunds	\$0.00	\$500.00	0.00%	\$291.00	\$500.00	58.20%
Scholarships	\$644.80	\$1,000.00	64.48%	\$0.00	\$1,400.00	0.00%
Equipment	\$4,577.71	\$75,000.00	6.10%	\$101,157.38	\$60,500.00	167.20%
Equipment Repair	<u>\$4,481.59</u>	<u>\$10,000.00</u>	44.82%	<u>\$7,216.78</u>	<u>\$10,000.00</u>	72.17%
<b>Total Expenditures:</b>	<b>\$357,852.78</b>	<b>\$707,672.00</b>	<b>50.57%</b>	<b>\$513,124.88</b>	<b>\$721,637.00</b>	<b>71.11%</b>
<b>Camp Free to Be Revenues:</b>						
Camp Fees	\$90,112.50	\$104,000.00	86.65%	\$96,488.05	\$100,000.00	96.49%
VSI AR Over/Short	\$0.00	\$0.00	-	(\$44,553.33)	\$0.00	-
Donations	\$2,630.00	\$500.00	526.00%	\$0.00	\$1,000.00	0.00%
Reimbursement	<u>\$6,368.00</u>	<u>\$12,000.00</u>	53.07%	<u>\$80.00</u>	<u>\$15,000.00</u>	0.53%
<b>Total Revenues:</b>	<b>\$99,110.50</b>	<b>\$116,500.00</b>	<b>85.07%</b>	<b>\$52,014.72</b>	<b>\$116,000.00</b>	<b>44.84%</b>
<b>Camp Free to Be Expenditures:</b>						
Part Time Payroll	\$119,006.48	\$135,000.00	88.15%	\$112,602.00	\$143,500.00	78.47%
Program Supplies	\$4,139.60	\$19,800.00	20.91%	\$5,241.28	\$22,000.00	23.82%
Administrative Expense	\$6,608.91	\$17,680.00	37.38%	\$6,186.67	\$17,680.00	34.99%
FICA	\$4,587.32	\$10,327.00	44.42%	\$4,297.90	\$10,327.00	41.62%
Refunds	\$450.02	\$20,000.00	2.25%	\$0.00	\$2,000.00	0.00%
Scholarships	<u>\$6,797.41</u>	<u>\$20,000.00</u>	33.99%	<u>\$2,169.18</u>	<u>\$20,000.00</u>	10.85%
<b>Total Expenditures:</b>	<b>\$141,589.74</b>	<b>\$222,807.00</b>	<b>63.55%</b>	<b>\$130,497.03</b>	<b>\$215,507.00</b>	<b>60.55%</b>
<b>Revenues:</b>						
Administration	\$321,023.94	\$799,465.00	40.15%	\$453,478.56	\$846,218.00	53.59%
Camp Free to Be	<u>\$99,110.50</u>	<u>\$116,500.00</u>	85.07%	<u>\$52,014.72</u>	<u>\$116,000.00</u>	44.84%
<b>Total Revenues</b>	<b>\$420,134.44</b>	<b>\$915,965.00</b>	<b>45.87%</b>	<b>\$505,493.28</b>	<b>\$962,218.00</b>	<b>52.53%</b>
<b>Expenditures:</b>						
Administration	\$357,852.78	\$707,672.00	50.57%	\$513,124.88	\$721,637.00	71.11%
Camp Free to Be	<u>\$141,589.74</u>	<u>\$222,807.00</u>	63.55%	<u>\$130,497.03</u>	<u>\$215,507.00</u>	60.55%
<b>Total Expenditures</b>	<b>\$499,442.52</b>	<b>\$930,479.00</b>	<b>53.68%</b>	<b>\$643,621.91</b>	<b>\$937,144.00</b>	<b>68.68%</b>

Memorial Reserves as of 12/31/2017: \$6,577.65

Undesignated Reserves as of 12/31/2017: \$268,640.07

**PEORIA PARK DISTRICT  
Pre-Travel, Meal, Lodging Expense Approval Form**

Name: 1 staff, 2 vol, 6 unified partners and 10 athletes Date: 8/10/18

Office Title/Job Title: various

This form is for pre-approval of any travel by District Trustees, staff, or volunteers outside of the Peoria, IL MSA for conferences, seminars, and other work related travel.

Name of Conference/Seminar or Purpose of Travel: Special Olympics Fall Games

Location (City, State): Decatur, IL

Travel Start Date: 9/8/18 Travel End Date: 9/9/18

If different than travel start and end -

Conference Start Date: 9/8/18 Conference End Date: 9/9/18

**Cost Estimates (subject to GSA per diem)**

**Seminar/Conference Registration Cost:** \$ -

**Travel**

Gasoline (complete if using PPD or personal vehicle): \$ 40.00

Mileage (only if PPD vehicle was unavailable & Executive Director approval is given):

Per Mile Rate: \$ 0.545 x # Miles 0 = \$ -

Tolls \$ -

Airfare \$ -

Public Transportation \$ -

Parking \$ -

PPD Contracted Bus \$ -

**Lodging/Hotel**

Base Rate per night: \$ 144.00 x # of nights 10 \$ 1,440.00

Lodging/Hotel Fees and Taxes \$ 196.42

Is this lodging the conference's designated/preferred lodging? Yes

If yes, you must submit documentation proving it is the designated/preferred hotel.

**Meals & Incidental Expenses (M&IE)**

If applicable - Partial First Day of Travel - M&IE Rate - \$ -

Full Day M&IE - M&IE Rate \$ 40.00 x # of days 38 \$ 1,520.00

If applicable - Partial Last Day of Travel - M&IE Rate - \$ -

**Other Expenses – Must Identify**

pizza party \$ 100.00

ice cream \$ 100.00

golf carts \$ 100.00

**GRAND TOTAL: \$ 3,496.42**

Trustee Signature: \_\_\_\_\_ Board Approval Date: \_\_\_\_\_

OR

Employee Signature: Sialan Goddard Date: 8/10/18

Supervisor/Superintendent Approval: \_\_\_\_\_

**References**

[Peoria, IL MSA Map \(Peoria, Marshall, Stark, Tazewell, & Woodford Counties\)](#)

[US General Services Administration \(GSA\) Per Diem Lookup](#)

After incurring any travel expenses including registration fees, the completed pre-travel form must be submitted to your supervisor for approval and then returned to the Superintendent of Finance and Administrative Services. Employees must submit a post-travel expense report and all itemized receipts within 10 days of return to their supervisor. After the supervisor signs off on the post-travel expense report, the completed report and itemized receipts must be submitted to the Superintendent of Finance and Administrative Services. If reimbursement for travel expenses is being requested, a check request must accompany the post-travel expense report. All documents and information submitted with this form shall be subject to the Freedom of Information Act (5 ILCS 140/1 et seq.).