

## HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday, June 20<sup>th</sup>, 2018  
5:15 PM

### -AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
  - a. May 16<sup>th</sup>, 2018
4. Review of Bills
  - a. May 2018
5. Financial Report
  - a. May 2018
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. IMRF Authorized Agent
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: July 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, May 16<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 5:13 PM by Chairman Dickerson.

**BOARD MEMBERS PRESENT:** Joel Dickerson, Lorelei Cox, Shane Placher, Joyce Harant, Tim Cassidy, Shaun Bill, Kevin Yates

**BOARD MEMBERS ABSENT:** Brian Tibbs

**STAFF PRESENT:** Katie Van Cleve, Ashlynn Busler

**PRESS PRESENT:** NONE

**OTHERS PRESENT:** NONE

**REVIEW OF MINUTES:** The minutes of the April 18<sup>th</sup>, 2018 meeting were reviewed. Motion to approve as presented was made by Trustee Yates and seconded by Trustee Harant.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**REVIEW OF BILLS:** Summary of bills for April 2018 was reviewed. Motion to approve as presented was made by Trustee Placher and seconded by Trustee Bill.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**FINANCIAL REPORT:** Summary of the financial report for April 2018 was reviewed. Motion to approve as presented was made by Trustee Harant and seconded by Trustee Cassidy.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**DIRECTOR'S REPORT:** 2018 Summer programming has kicked off. Special Olympics Track & Field Spring Games Competition was held in April - those athletes who advanced are continuing

practicing for Summer Games. Special Olympics Softball and Golf have both begun. The HISRA Management Team is wrapping up hiring for the summer season and is currently working on scheduling staff for summer camps. HISRA training week for summer staff begins 5/29. HISRA's two summer camps, Camp Free to Be and Summer Daze, begin the following week on 6/4.

**NEW BUSINESS:**

NONE

**PENDING BUSINESS:**

NONE

**CORRESPONDENCE:**

NONE

**OTHER BUSINESS:**

NONE

**ADJOURNMENT:**

A motion to adjourn was made by Trustee Cox and seconded by Trustee Cassidy at 5:28 PM.

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

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

Starting Vendor: 000001  
 Ending Vendor: ZWI001

Starting Date: 5/1/2018  
 Ending Date: 5/31/2018

Report #: APD010

Peoria Park District

11-Jun-18 9:38 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>									
5/3/2018	441956	TSS001 TSS PHOTOGRAPHY	<NONE>	042018 4/14/2018	0000077977	PHOTOGRAPHY AT HISRA PROM	AP674	250.00	
5/4/2018	442023	006633 SAM'S CLUB PAYMENTS	240633-019	999999GNUFAN 3/22/2018	0000078147	MEMBERSHIP RENEWAL	AP677	75.00	
	442028	FUL002 FULLY PROMOTED	P8188535	325022 3/22/2018	0000078152	T-SHIRTS	AP677	164.34	
	442029	FUL002 FULLY PROMOTED	P8249968	324196 3/2/2018	0000078152	T-SHIRTS	AP677	210.04	
5/17/2018	442225	SAU001 SAUDER SPORTS	P8854496	4202 4/27/2018	0000078336	T-SHIRTS	AP678	933.00	
	442634	004035 MENARDS- PEORIA	P8255396	66834 4/30/2018	0000078252	ROPE/HOOKS	AP681	13.07	
5/18/2018	442714	006633 SAM'S CLUB PAYMENTS	P8276823	0490-5/18 5/3/2018	0000078391	PLANTS/TABLECOVER S/JUICE/PLANTERS	AP684	934.22	
5/23/2018	443042	006633 SAM'S CLUB PAYMENTS	P8482945	003065-5/18 5/9/2018	0000078454	GROCERIES	AP691	213.82	
5/31/2018	443521	140069 WESTERN DUPAGE SPECIAL R	<NONE>	LAC 2017 12/14/2017	0000078485	LEGISLATIVE & ADVOCACY 2017 ASSESSMENT L CUNNINGHA	AP695	100.00	
<b>Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE</b>									
5/18/2018	442979	007359 SHELL OIL COMPANY	240635-010	65901886805 5/6/2018	0000078425	FUEL-APRIL 2018	AP689	716.08	
<b>Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE</b>									
5/17/2018	442115	GRE003 RNJ DISTRIBUTING	240635-001	1093398 5/1/2018	0000078315	BOTTLED WATER	AP678	36.80	
	442168	000234 ALLIED LOCK & SAFE TECHN	P8936468	49123 4/20/2018	0000078204	KEYS	AP678	11.92	
<b>Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE</b>									
5/3/2018	441695	HARR001 HARRIS PEST CONTROL	P7562944-APR18	90309 4/5/2018	0000078076	B/A-PEST SERVICE- APRIL 18	AP670	45.00	
5/17/2018	442549	COM012 CENTRAL CLEANING SERVICE	P7227358-APR18	5116 4/13/2018	0000078305	B/A-JANITORIAL SVC APRIL 2018	AP679	900.00	
	442568	000137 PDC SERVICES, INC.	160-APR18	3847745 5/1/2018	0000078202	B/A-WASTE REMOVAL/RECYCLING APRIL 18	AP679	93.00	
	442545	000137 PDC SERVICES, INC.	160-MAR18	3819296 4/1/2018	0000078202	B/A-WASTE REMOVAL/RECYCLING MARCH 18	AP679	93.00	
	442235	TIM005 TIM BARE	P8969731	00001481 4/27/2018	0000078338	SURVEY WEB FORM	AP678	150.00	
	442548	003169 INTERFACE SECURITY SYSTE	61-MAY18	19048561 5/1/2018	0000078241	BID- ALARM SVC 05/18	AP679	61.95	
<b>Account #: R-6-R81-5210-2603 HRT OF IL SRA - TRAINING &amp; CON</b>									

**Payables Distributions to General Ledger**

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
5/7/2018	441982	005039	PARK DISTRICT RISK MANAG <NONE>	1523887048 4/10/2018	0000078111	HELP TRAINING 4/10-11/18 ASHLYN	AP677	199.00
	441981	005039	PARK DISTRICT RISK MANAG <NONE>	1523887072 4/10/2018	0000078111	HELP TRAINING 4/10-11/18 KELLY	AP677	199.00
<b>Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS</b>								
5/3/2018	441760	001527	AMEREN ILLINOIS 239872-173	180319843R81 4/3/2018	0000077991	GAS 2203065019 ACTUAL READ	AP671	198.43
5/7/2018	442015	CNE002	CONSTELLATION NEW ENER 239872-229	2299167 4/24/2018	0000078168	BG-11583 NATURAL GAS THERMS USED	AP676	240.22
<b>Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY</b>								
5/3/2018	441776	001527	AMEREN ILLINOIS 239872-189	180436158R81 4/16/2018	0000077991	ELECTRIC 8157351531 ACTUAL READ	AP671	361.58
<b>Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE</b>								
5/17/2018	442311	009225	VERIZON WIRELESS-LEHIGH 239874-027	9806244750-027 4/28/2018	0000078292	CELL PHONE 210-7761	AP678	2.90
	442320	009225	VERIZON WIRELESS-LEHIGH 239874-036	9806244750-036 4/28/2018	0000078292	CELL PHONE 210-7770	AP678	55.90
	442319	009225	VERIZON WIRELESS-LEHIGH 239874-035	9806244750-035 4/28/2018	0000078292	CELL PHONE 210-7769	AP678	7.66
	442318	009225	VERIZON WIRELESS-LEHIGH 239874-034	9806244750-034 4/28/2018	0000078292	CELL PHONE 210-7768	AP678	2.90
	442317	009225	VERIZON WIRELESS-LEHIGH 239874-033	9806244750-033 4/28/2018	0000078292	CELL PHONE 210-7767	AP678	2.90
	442316	009225	VERIZON WIRELESS-LEHIGH 239874-032	9806244750-032 4/28/2018	0000078292	CELL PHONE 210-7766	AP678	2.90
	442315	009225	VERIZON WIRELESS-LEHIGH 239874-031	9806244750-031 4/28/2018	0000078292	CELL PHONE 210-7765	AP678	2.90
	442314	009225	VERIZON WIRELESS-LEHIGH 239874-030	9806244750-030 4/28/2018	0000078292	CELL PHONE 210-7764	AP678	2.90
	442312	009225	VERIZON WIRELESS-LEHIGH 239874-028	9806244750-028 4/28/2018	0000078292	CELL PHONE 210-7762	AP678	2.90
	442310	009225	VERIZON WIRELESS-LEHIGH 239874-026	9806244750-026 4/28/2018	0000078292	CELL PHONE 210-7760	AP678	2.90
	442323	009225	VERIZON WIRELESS-LEHIGH 239874-039	9806244750-039 4/28/2018	0000078292	CELL PHONE 265-7838	AP678	3.25
	442313	009225	VERIZON WIRELESS-LEHIGH 239874-029	9806244750-029 4/28/2018	0000078292	CELL PHONE 210-7763	AP678	2.90
	442430	009225	VERIZON WIRELESS-LEHIGH 239874-147	9806244751-009 4/28/2018	0000078292	IPAD 8	AP678	10.02
	442440	009225	VERIZON WIRELESS-LEHIGH 239874-157	9806244752-008 4/28/2018	0000078292	IPAD 7	AP678	10.02
	442439	009225	VERIZON WIRELESS-LEHIGH 239874-156	9806244752-007 4/28/2018	0000078292	IPAD 6	AP678	10.02
	442438	009225	VERIZON WIRELESS-LEHIGH 239874-155	9806244752-006 4/28/2018	0000078292	IPAD 5	AP678	10.02
	442437	009225	VERIZON WIRELESS-LEHIGH 239874-154	9806244752-005 4/28/2018	0000078292	IPAD 4	AP678	10.02
	442436	009225	VERIZON WIRELESS-LEHIGH 239874-153	9806244752-004 4/28/2018	0000078292	IPAD 3	AP678	10.02
	442435	009225	VERIZON WIRELESS-LEHIGH 239874-152	9806244752-003 4/28/2018	0000078292	IPAD 2	AP678	10.02
	442434	009225	VERIZON WIRELESS-LEHIGH 239874-151	9806244752-002 4/28/2018	0000078292	IPAD 1	AP678	10.02
	442433	009225	VERIZON WIRELESS-LEHIGH 239874-150	9806244752-001 4/28/2018	0000078292	IPAD DATA	AP678	30.00
	442321	009225	VERIZON WIRELESS-LEHIGH 239874-037	9806244750-037 4/28/2018	0000078292	CELL PHONE 213-8354	AP678	51.07
	442431	009225	VERIZON WIRELESS-LEHIGH 239874-148	9806244751-010 4/28/2018	0000078292	IPAD 9	AP678	10.02
	442322	009225	VERIZON WIRELESS-LEHIGH 239874-038	9806244750-038 4/28/2018	0000078292	CELL PHONE 256-7148	AP678	65.90

**Payables Distributions to General Ledger**

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount		
5/17/2018	442429	009225	VERIZON WIRELESS-LEHIGH	239874-146	9806244751-008	4/28/2018	0000078292	IPAD 7	AP678	10.02
	442428	009225	VERIZON WIRELESS-LEHIGH	239874-145	9806244751-007	4/28/2018	0000078292	IPAD 6	AP678	10.02
	442326	009225	VERIZON WIRELESS-LEHIGH	239874-042	9806244750-042	4/28/2018	0000078292	CELL PHONE 339-6530	AP678	55.90
	442432	009225	VERIZON WIRELESS-LEHIGH	239874-149	9806244751-011	4/28/2018	0000078292	IPAD 10	AP678	10.02
	442325	009225	VERIZON WIRELESS-LEHIGH	239874-041	9806244750-041	4/28/2018	0000078292	CELL PHONE 339-4602	AP678	2.90
	442427	009225	VERIZON WIRELESS-LEHIGH	239874-144	9806244751-006	4/28/2018	0000078292	IPAD 5	AP678	10.02
	442327	009225	VERIZON WIRELESS-LEHIGH	239874-043	9806244750-043	4/28/2018	0000078292	CELL PHONE 657-5314	AP678	2.90
	442328	009225	VERIZON WIRELESS-LEHIGH	239874-044	9806244750-044	4/28/2018	0000078292	CELL PHONE 696-2933	AP678	3.05
	442329	009225	VERIZON WIRELESS-LEHIGH	239874-045	9806244750-045	4/28/2018	0000078292	CELL PHONE 696-7883	AP678	2.90
	442330	009225	VERIZON WIRELESS-LEHIGH	239874-046	9806244750-046	4/28/2018	0000078292	CELL PHONE 696-9775	AP678	55.90
	442422	009225	VERIZON WIRELESS-LEHIGH	239874-139	9806244751-001	4/28/2018	0000078292	IPAD DATA	AP678	30.00
	442423	009225	VERIZON WIRELESS-LEHIGH	239874-140	9806244751-002	4/28/2018	0000078292	IPAD 1	AP678	10.02
	442424	009225	VERIZON WIRELESS-LEHIGH	239874-141	9806244751-003	4/28/2018	0000078292	IPAD 2	AP678	10.02
	442425	009225	VERIZON WIRELESS-LEHIGH	239874-142	9806244751-004	4/28/2018	0000078292	IPAD 3	AP678	10.02
	442426	009225	VERIZON WIRELESS-LEHIGH	239874-143	9806244751-005	4/28/2018	0000078292	IPAD 4	AP678	10.02
	442324	009225	VERIZON WIRELESS-LEHIGH	239874-040	9806244750-040	4/28/2018	0000078292	CELL PHONE 265-8228	AP678	2.90
5/23/2018	443158	001316	CALL ONE	239872-343	1210239-0518	5/15/2018	0000078443	PHONE SVC 1210239-1125854	AP691	193.29
<b>Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER</b>										
5/7/2018	442013	003003	ILLINOIS AMERICAN WATER	239872-227	180421759R81	4/18/2018	0000078159	WATER 1025-210002898574 ACTUAL READ	AP676	217.59
<b>Account #: R-6-R81-5210-3711 HRT OF IL SRA - REFUNDS</b>										
5/30/2018	443357	180105	SCHEIRER, KIM	<NONE>	HS52202-01	6/22/2018	0000078474	PROGRAM CANCELLED-ICE CREAM SOCIAL	AP694	20.00
<b>Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT</b>										
5/16/2018	442685	000250	BOB RIDINGS, INC.	P8883853	F7866	5/15/2018	0000078196	B/A-2018 DODGE GRAND CARAVAN SER # 2C4RDGCG7JR2253	AP682	26,889.00
5/18/2018	442978	MAR002	MARCO INC	240634-039	INV5188058	4/24/2018	0000078436	OVERAGE CHARGES 3/27/18-4/26/18	AP689	11.36
<b>Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA</b>										
5/3/2018	441313	MAR002	MARCO INC	P8411678-MAR18	INV5133920	4/4/2018	0000078086	COPIER SERVICE AGREEMENT-2/27/18-3/26/18	AP667	12.20
5/18/2018	443014	003746	LOWE'S HOME CENTERS INC	P8693966	27746-4/18	4/23/2018	0000078415	CONCRETE/HARDWAR E	AP689	72.38
<b>Account #: R-6-R83-5210-3719 CAMP FTB - SCHOLARSHIPS</b>										

**Payables Distributions to General Ledger**

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl	Amount
5/8/2018	442103	110378	ACA-AMERICAN CAMP ASSOC <NONE>	JUNE2018 5/3/2018	0000078121	JUNE 2018 SCHOLARSHIP MATCHING FUNDS	AP677	1,020.79
<b>Fund: HISRA Total:</b>								<b>35,202.75</b>

**Heart of Illinois Special Recreation Association**  
**Comparative Income Statement**  
**Month Ending May 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>						
Peoria Taxes	\$72.66	\$428,000.00	0.02%	\$0.00	\$440,000.00	0.00%
Morton Reimbursement	\$0.00	\$117,000.00	0.00%	\$0.00	\$119,000.00	0.00%
Chillicothe Reimbursement	\$1,706.34	\$57,600.00	2.96%	\$1,302.85	\$57,758.00	2.26%
Washington Taxes	\$0.00	\$70,000.00	0.00%	\$0.00	\$73,000.00	0.00%
Cash Over/Short	(\$81,515.08)	\$0.00	-	(\$366.80)	\$0.00	-
VSI AR Over/Short	\$0.00	\$0.00	-	(\$36,935.90)	\$0.00	-
Class Fees	\$100,977.89	\$115,000.00	87.81%	\$90,342.77	\$148,000.00	61.04%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$0.00	\$250.00	0.00%	\$12.84	\$100.00	12.84%
Donations	\$1,683.00	\$8,500.00	19.80%	\$2,281.22	\$5,000.00	45.62%
Interest Income	\$0.00	\$15.00	0.00%	\$0.00	\$360.00	0.00%
Reimbursement	\$2,723.18	\$3,000.00	90.77%	\$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>\$25,647.99</b>	<b>\$799,465.00</b>	<b>3.21%</b>	<b>\$134,449.98</b>	<b>\$846,218.00</b>	<b>15.89%</b>
<b>Administration Expenditures:</b>						
Full Time Payroll	\$60,982.89	\$174,500.00	34.95%	\$67,355.45	\$180,000.00	37.42%
Part Time Payroll	\$53,801.13	\$128,000.00	42.03%	\$57,204.18	\$128,000.00	44.69%
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	\$25,883.30	\$59,000.00	43.87%	\$27,129.33	\$62,000.00	43.78%
Postage	\$2,303.10	\$3,000.00	76.77%	\$1,576.15	\$3,000.00	52.54%
Gasoline	\$2,520.62	\$13,000.00	19.39%	\$2,706.31	\$12,000.00	22.55%
Office Supplies	\$1,536.08	\$7,000.00	21.94%	\$1,884.19	\$7,000.00	26.92%
Printing	\$3,181.75	\$6,500.00	48.95%	\$3,306.38	\$7,500.00	44.09%
Administrative Expense	\$17,533.88	\$54,130.00	32.39%	\$25,673.50	\$64,148.00	40.02%
Payroll Maintenance	\$2,855.80	\$15,000.00	19.04%	\$5,949.90	\$12,000.00	49.58%
Health & Dental	\$19,517.65	\$47,388.00	41.19%	\$28,851.85	\$60,569.00	47.83%
Contractual Services	\$9,143.86	\$22,500.00	40.64%	\$10,459.06	\$22,500.00	46.48%
Training & Conferences	\$1,815.51	\$12,969.00	14.00%	\$6,586.98	\$10,500.00	62.73%
Natural Gas	\$1,118.81	\$3,500.00	31.97%	\$1,561.61	\$3,500.00	44.62%
Electricity	\$2,164.63	\$9,500.00	22.79%	\$1,088.19	\$9,500.00	11.45%
Telephone	\$2,324.16	\$7,000.00	33.20%	\$3,601.14	\$8,200.00	43.92%
Water	\$1,379.94	\$3,000.00	46.00%	\$1,306.77	\$3,225.00	40.52%
Sewer	\$48.00	\$225.00	21.33%	\$39.63	\$300.00	13.21%
Insurance	\$0.00	\$14,665.00	0.00%	\$0.00	\$13,000.00	0.00%
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	\$7,027.69	\$23,141.00	30.37%	\$7,461.32	\$23,141.00	32.24%
IMRF	\$8,439.16	\$14,704.00	57.39%	\$5,274.61	\$16,704.00	31.58%
Refunds	\$0.00	\$500.00	0.00%	\$192.00	\$500.00	38.40%
Scholarships	\$502.80	\$1,000.00	50.28%	\$0.00	\$1,400.00	0.00%
Equipment	\$1,722.99	\$75,000.00	2.30%	\$100,005.15	\$60,500.00	165.30%
Equipment Repair	<u>\$1,613.30</u>	<u>\$10,000.00</u>	16.13%	<u>\$4,049.29</u>	<u>\$10,000.00</u>	40.49%
<b>Total Expenditures:</b>	<b>\$227,417.05</b>	<b>\$707,672.00</b>	<b>32.14%</b>	<b>\$363,262.99</b>	<b>\$721,637.00</b>	<b>50.34%</b>
<b>Camp Free to Be Revenues:</b>						
Camp Fees	\$89,814.00	\$104,000.00	86.36%	\$92,897.05	\$100,000.00	92.90%
VSI AR Over/Short	\$0.00	\$0.00	-	(\$54,675.63)	\$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>\$0.00</u>	<u>\$15,000.00</u>	0.00%
<b>Total Revenues:</b>	<b>\$98,812.00</b>	<b>\$116,500.00</b>	<b>84.82%</b>	<b>\$38,221.42</b>	<b>\$116,000.00</b>	<b>32.95%</b>
<b>Camp Free to Be Expenditures:</b>						
Part Time Payroll	\$2,164.75	\$135,000.00	1.60%	\$156.31	\$143,500.00	0.11%
Program Supplies	\$154.11	\$19,800.00	0.78%	\$0.00	\$22,000.00	0.00%
Administrative Expense	\$242.76	\$17,680.00	1.37%	\$1.38	\$17,680.00	0.01%
FICA	\$140.24	\$10,327.00	1.36%	\$0.98	\$10,327.00	0.01%
Refunds	\$430.02	\$20,000.00	2.15%	\$0.00	\$2,000.00	0.00%
Scholarships	<u>\$1,903.00</u>	<u>\$20,000.00</u>	9.52%	<u>\$1,020.79</u>	<u>\$20,000.00</u>	5.10%
<b>Total Expenditures:</b>	<b>\$5,034.88</b>	<b>\$222,807.00</b>	<b>2.26%</b>	<b>\$1,179.46</b>	<b>\$215,507.00</b>	<b>0.55%</b>
<b>Revenues:</b>						
Administration	\$25,647.99	\$799,465.00	3.21%	\$134,449.98	\$846,218.00	15.89%
Camp Free to Be	<u>\$98,812.00</u>	<u>\$116,500.00</u>	84.82%	<u>\$38,221.42</u>	<u>\$116,000.00</u>	32.95%
<b>Total Revenues</b>	<b>\$124,459.99</b>	<b>\$915,965.00</b>	<b>13.59%</b>	<b>\$172,671.40</b>	<b>\$962,218.00</b>	<b>17.95%</b>
<b>Expenditures:</b>						
Administration	\$227,417.05	\$707,672.00	32.14%	\$363,262.99	\$721,637.00	50.34%
Camp Free to Be	<u>\$5,034.88</u>	<u>\$222,807.00</u>	2.26%	<u>\$1,179.46</u>	<u>\$215,507.00</u>	0.55%
<b>Total Expenditures</b>	<b>\$232,451.93</b>	<b>\$930,479.00</b>	<b>24.98%</b>	<b>\$364,442.45</b>	<b>\$937,144.00</b>	<b>38.89%</b>

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

Undesignated Reserves as of 12/31/2017: \$258,640.07





## Heart of Illinois Special Recreation Association

8727 North Pioneer Road, Peoria, IL 61615

P: 309-691-1929, F: 309-691-4383

hisra@peoriaparks.org

# MEMO

**Date:** June 12<sup>th</sup>, 2018

**To:** HISRA Board Trustees

**From:** Katie Van Cleve, Executive Director

**Subject:** IMRF Appointment of Authorized Agent

**RECOMMENDATION:** Staff recommends that the HISRA Board approve the appointment of Karrie Ross, Superintendent of Finance & Administrative Services of the Peoria Park District, as HISRA's Authorized Agent for IMRF.

**BACKGROUND:** Pursuant to Sec. 7-135 of Illinois Pension Code, the Illinois Municipal Retirement Fund (IMRF) requires all member employers to appoint an authorized agent that is authorized to file petition for nominations of an Executive Trustee of IMRF, to cast a ballot for the election of an Executive Trustee of IMRF, and to oversee general business between the employer and IMRF.

The Superintendent of Finance and Administrative Services of the Peoria Park District has traditionally been both the Peoria Park District's as well as HISRA's IMRF Authorized Agent. Former Superintendent of Finance and Administrative Services of the Peoria Park District, Janet Budzynski, retired on May 25, 2018. As a result, staff is recommending the HISRA Board approve Karrie Ross, the new Superintendent of Finance and Administrative Services for the Peoria Park District, as HISRA's IMRF Authorized Agent.

A copy of the IMRF Notice of Appointment of Authorized Agent is attached for your consideration.

A cooperative extension of the Chillicothe, Morton, Peoria and Washington Park Districts providing quality recreation programs and services to individuals with disabilities.



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Heart of Illinois Special Recreation Association		EMPLOYER IMRF I.D. NUMBER 9374	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Ross	FIRST NAME Karrie	MIDDLE INITIAL JR., SR., II, ETC. A
TYPE OF GOVERNING BODY Park District			
DATE APPOINTMENT MADE (MM/DD/YYYY)	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY)	POSITION TITLE Superintendent of Finance	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 <b>removed</b> the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<b>X</b> _____		_____	
SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <u>Ashlynn Busler</u>		do hereby certify that I am <u>Board Secretary</u>	
NAME		CLERK OR SECRETARY	
of the <u>Heart of Illinois Special Recreation Association</u>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
BUSINESS ADDRESS 1125 W. Lake Avenue			
CITY STATE AND ZIP + 4 Peoria, IL 61614			
DAYTIME TELEPHONE NO. (with Area Code) (309) 681-2802		ALTERNATE TELEPHONE NUMBER (with Area Code) (309) 682-1200	
FAX NO. (with Area Code) (309) 686-3352		EMAIL ADDRESS kross@peoriaparks.org	

### IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289