

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday October 5, 2022
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. August 2022
4. Review of Bills
 - a. August 2022
5. Financial Report
 - a. August 2022
6. Director's Report
7. New Business
 - a. 2023 Budget Discussion
8. Pending Business
 - a. NONE
9. Citizen Request to Address the Board
 - a. NONE
10. Correspondence
 - a. NONE
11. Other Business
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 19, 5:15 PM held via Zoom and
at the 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 AT 5:15 P.M., Wednesday, August, 2022 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615 and via Zoom.

Meeting was called to order at 5:17PM by Chairman Goergen.

BOARD MEMBERS PRESENT: Emily Cahill, Shane Placher, Brian Tibbs, Joel Dickerson, Kris Goergen, Kevin Yates

Lorelei Cox joined the meeting at 5:21 PM.

BOARD MEMBERS ABSENT: Robert Johnson

STAFF PRESENT: Katie Van Cleve

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES: The minutes of the July 20, 2022 meeting were reviewed. Motion to approve was made by Trustee Tibbs and seconded by Trustee Yates. Roll call vote.
Result: Ayes: 5; Nays: 0
Motion Approved

REVIEW OF BILLS: Summary of bills for July 2022 were reviewed. Motion to approve as presented was made by Trustee Placher and seconded by Trustee Emily. Roll call vote.
Result: Ayes: 5; Nays: 0
Motion Approved

Lorelei Cox joined the meeting.

FINANCIAL REPORT: Summary of the financial report for July 2022 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Goergen. Roll call vote.

**Result: Ayes: 6; Nays: 0
Motion Approved**

DIRECTOR'S REPORT:

Director Van Cleve reported gall program registration has launched. Registration booming. We are actively recruiting staff as this has been a challenge.

The next meeting will include a budget preview.

NEW BUSINESS:

NONE

PENDING BUSINESS:

NONE

CORRESPONDENCE:

NONE

OTHER BUSINESS:

NONE

ADJOURNMENT:

A motion to adjourn was made by Trustee Dickerson and seconded by Trustee Cox at 5:29 PM.

**Result: Ayes: 6; Nays: 0
Motion Approved, Roll call vote**

Submitted by: _____
Katie Van Cleve, Secretary

Starting Vendor: 000001
 Ending Vendor: ZWI001

Starting Date: 8/1/2022
 Ending Date: 8/31/2022

Report #: APD010

Peoria Park District

12-Sep-22 5:17 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 | | | | | | | | |
| 8/11/2022 | 499036 | LOST001 | | 4735 | 8/1/2022 | 0000101769 | B/A - HISRA GOLF SHIRTS AP3459 | 768.75 |
| 8/18/2022 | 499344 | 280145 | | 08182022 | 8/18/2022 | 0000101803 | VENUE DEPOSIT FOR SPECIAL OLYMPICS BANQUET AP3489 | 200.00 |
| 8/25/2022 | 499692 | 006633 | | 005623 | 7/15/2022 | 0000102047 | CAKE AP3520 | 40.98 |
| 8/11/2022 | 499708 | 006071 | | 907 | 8/25/2022 | 0000101961 | FOCUS COOKING CLASS 5/18 6/16 7/26 8/23 AP3522 | 2,400.00 |
| Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE | | | | | | | | |
| 8/11/2022 | 499040 | WEX001 | | 82919289 | 8/6/2022 | 0000101779 | GASOLINE 07/22 AP3460 | 1,182.30 |
| Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE | | | | | | | | |
| 8/4/2022 | 498693 | KAE001 | | 215240 | 7/20/2022 | 0000101628 | CLEANING CHEMICALS AP3422 | 871.32 |
| 8/11/2022 | 498733 | GRE003 | | 1499257 | 7/26/2022 | 0000101659 | WATER DELIVERY SERVICE AP3423 | 27.20 |
| 8/11/2022 | 499003 | GRE003 | | 1494469 | 7/11/2022 | 0000101778 | TWIN TEMP WATER DISPENSER RENTAL AP3459 | 88.00 |
| Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE | | | | | | | | |
| 8/11/2022 | 499062 | CGD001 | | 8112022 | 8/11/2022 | 0000101701 | MUSIC THERAPY SERVICES JUNE&JULY 2022 AP3462 | 840.00 |
| 8/18/2022 | 498966 | HARR001 | | 117958 | 7/8/2022 | 0000101757 | B/A - MONTHLY PEST CONTROL SERVICES AP3455 | 50.00 |
| 8/11/2022 | 499032 | I3 BROAD | | 2477610-1 | 7/1/2022 | 0000101762 | INTERNET SERVICES - AUGUST 2022 AP3459 | 196.92 |
| 8/18/2022 | 499207 | TRIP002 | | 180984 | 8/2/2022 | 0000101918 | B/A-JANITORIAL SVCS 07/22 AP3480 | 1,100.00 |
| 8/11/2022 | 499223 | TRIP002 | | 180981 | 8/2/2022 | 0000101918 | JANITORIAL SVCS AP3480 | 600.00 |
| 8/11/2022 | 499244 | I3 BROAD | | 2445930-1 | 6/17/2022 | 0000101863 | MONTHLY INTERNET SERVICES - JULY 2022 AP3483 | 199.95 |
| 8/25/2022 | 499299 | 003169 | | 20252836 | 7/1/2022 | 0000101866 | B/A - ALARM SVC 07/22 AP3484 | 61.95 |
| 8/25/2022 | 499729 | SSD001 | | 8252022 | 8/25/2022 | 0000101959 | HISRA FLEET VEHICLE DETAILING AP3522 | 1,265.00 |
| 8/25/2022 | 499468 | GFL001 | | P40000057102 | 7/20/2022 | 0000102001 | B/A-WASTE REMOVAL/RECYCLING 07/22 AP3512 | 143.90 |

Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY

Payables Distributions to General Ledger

| Date | Vchr # | Vendor #/Name | PO # | Invoice #/Date | Check # | Reference | Jrnl # | Amount |
|--|--------|-----------------------------------|-------------|----------------|------------|---|--------|------------------|
| 8/4/2022 | 498595 | 001527 AMEREN ILLINOIS | 240584-806 | 51531-06/22 | 0000101582 | ELECTRIC 8157351531 ACTUAL READ 06/09/22-07/11/22 | AP3419 | 702.37 |
| Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE | | | | | | | | |
| 8/11/2022 | 498910 | 009225 VERIZON WIRELESS-LEHIGH | 240590-001 | 9912235481 | 0000101783 | CELL PHONES & MODEMS 07/2022 | AP3453 | 345.45 |
| | 498911 | 009225 VERIZON WIRELESS-LEHIGH | 240590-002 | 9912235482 | 0000101783 | HISRA IPADS 07/2022 | AP3453 | 130.20 |
| | 498912 | 009225 VERIZON WIRELESS-LEHIGH | 240590-003 | 9912235483 | 0000101783 | HISRA IPADS 07/2022 | AP3453 | 120.18 |
| Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER | | | | | | | | |
| 8/4/2022 | 498601 | 003003 ILLINOIS AMERICAN WATER | 240584-812 | 30705-07/22 | 0000101625 | WATER 1025-210041530705 ACTUAL READ 06/02/22-07/01 | AP3420 | 284.37 |
| | 498602 | 003003 ILLINOIS AMERICAN WATER | 240584-813 | 73189-07/22 | 0000101625 | WATER 1025-210045273189 FIRE SVC 07/09/22-08/05/22 | AP3420 | 65.63 |
| 8/25/2022 | 499494 | 003003 ILLINOIS AMERICAN WATER | 240584-1012 | 30705-07/22X | 0000102014 | WATER 1025-210041530705 ACTUAL READ 07/02/22-08/01 | AP3514 | 281.99 |
| Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA | | | | | | | | |
| 8/4/2022 | 498671 | 004035 MENARDS- PEORIA | P2333351 | 79289 | 0000101636 | CHROME KITCHEN FAUCET, COUPLING | AP3422 | 153.28 |
| | 498736 | 005863 PIONEER PARK SUPPLY | P2157644 | 270973 | 0000101649 | PLUMBING SUPPLIES | AP3423 | 31.50 |
| 8/18/2022 | 499129 | 004427 NAPA AUTO PARTS | P2648479 | 019199 | 0000101879 | PURGE VALVE UNIT 24 | AP3478 | 19.81 |
| 8/25/2022 | 499566 | 004035 MENARDS- PEORIA | P2338832 | 80443 | 0000102025 | GARDEN HOSE, SWEAT DIELECTRIC UNIONS, WATER HEATER, | AP3517 | 440.55 |
| | 499568 | 003746 LOWE'S HOME CENTERS INC | P2352443 | 902201 | 0000102021 | CEILING TILES | AP3517 | 89.96 |
| | 499584 | 003746 LOWE'S HOME CENTERS INC | P2485383 | 960857 | 0000102021 | CEILING TILES | AP3517 | 84.02 |
| | 499607 | 004035 MENARDS- PEORIA | P2759682 | 80387 | 0000102025 | CEILING TILES | AP3517 | 92.40 |
| Account #: R-6-R83-5110-2101 CAMP FTB - PROGRAM SUPPLIES | | | | | | | | |
| 8/11/2022 | 499084 | 005784 PETTY CASH | <NONE> | 8112022 | 0000101719 | PETTY CASH REIMBURSEMENT | AP3462 | 425.48 |
| | 499012 | LOST001 LOST ART DESIGN & PRINTED | P2345562 | 4733B | 0000101769 | B/A - HISRA/DUNLAP FIELD DAY SHIRTS | AP3459 | 27.30 |
| Section Total Expense : | | | | | | | | 13,330.76 |

**Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending August 31, 2022**

| | 2021 <u>Actuals</u> | 2021 <u>Budget</u> | % of <u>Budget</u> | 2022 <u>Actuals</u> | 2022 <u>Budget</u> | % of <u>Budget</u> |
|--------------------------------------|------------------------|-----------------------|-----------------------|------------------------|-----------------------|-----------------------|
| Administration Revenues: | | | | | | |
| Peoria Taxes | \$229,937.02 | \$400,979.00 | 57.34% | \$230,047.81 | \$407,000.00 | 56.52% |
| Morton Reimbursement | \$0.00 | \$124,000.00 | 0.00% | \$61,500.00 | \$124,000.00 | 49.60% |
| Chillicothe Reimbursement | \$33,546.40 | \$55,719.00 | 60.21% | \$33,782.20 | \$56,800.00 | 59.48% |
| Washington Taxes | \$0.00 | \$72,500.00 | 0.00% | \$0.00 | \$72,500.00 | 0.00% |
| Cash Over/Short | \$5.00 | \$0.00 | - | \$0.60 | \$0.00 | - |
| VSI AR Over/Short | (\$1,997.35) | \$0.00 | - | (\$6,341.25) | \$0.00 | - |
| Class Fees | \$69,881.14 | \$140,000.00 | 49.92% | \$80,368.77 | \$135,000.00 | 59.53% |
| Inclusion Fees | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| Vending | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| Donations | \$7,082.14 | \$2,000.00 | 354.11% | \$3,765.65 | \$20,000.00 | 18.83% |
| Interest Income | \$0.00 | \$3,400.00 | 0.00% | \$0.00 | \$3,400.00 | 0.00% |
| Reimbursement | \$753.00 | \$0.00 | - | \$449.90 | \$250.00 | 179.96% |
| Grants | <u>(\$3,997.16)</u> | <u>\$0.00</u> | - | <u>\$0.00</u> | <u>\$5,000.00</u> | 0.00% |
| Total Revenues: | \$335,210.19 | \$798,598.00 | 41.97% | \$403,573.68 | \$823,950.00 | 48.98% |
| Administration Expenditures: | | | | | | |
| Full Time Payroll | \$104,928.69 | \$180,000.00 | 58.29% | \$100,535.59 | \$215,000.00 | 46.76% |
| Part Time Payroll | \$71,613.76 | \$150,000.00 | 47.74% | \$84,469.34 | \$125,000.00 | 67.58% |
| Longevity | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$600.00 | 0.00% |
| Wellness | \$0.00 | \$600.00 | 0.00% | \$0.00 | \$600.00 | 0.00% |
| Program Supplies | \$25,406.22 | \$58,000.00 | 43.80% | \$26,221.49 | \$66,700.00 | 39.31% |
| Postage | \$10.59 | \$1,510.00 | 0.70% | \$118.00 | \$1,500.00 | 7.87% |
| Gasoline | \$1,871.49 | \$6,000.00 | 31.19% | \$5,248.45 | \$6,000.00 | 87.47% |
| Office Supplies | \$7,328.73 | \$7,000.00 | 104.70% | \$4,907.76 | \$7,000.00 | 70.11% |
| Printing | \$0.00 | \$5,000.00 | 0.00% | \$0.00 | \$10,025.00 | 0.00% |
| Administrative Expense | \$29,277.48 | \$61,110.00 | 47.91% | \$27,083.25 | \$64,293.00 | 42.12% |
| Payroll Maintenance | \$7,747.84 | \$10,000.00 | 77.48% | \$2,816.15 | \$10,000.00 | 28.16% |
| Health & Dental | \$29,315.43 | \$55,442.00 | 52.88% | \$24,379.18 | \$58,825.00 | 41.44% |
| Contractual Services | \$17,929.79 | \$25,000.00 | 71.72% | \$18,193.48 | \$25,000.00 | 72.77% |
| Training & Conferences | \$13,187.50 | \$10,000.00 | 131.88% | \$4,066.24 | \$10,250.00 | 39.67% |
| Natural Gas | \$2,485.95 | \$4,000.00 | 62.15% | \$2,906.18 | \$4,100.00 | 70.88% |
| Electricity | \$2,510.82 | \$7,500.00 | 33.48% | \$2,697.99 | \$7,200.00 | 37.47% |
| Telephone | \$4,211.70 | \$9,000.00 | 46.80% | \$4,208.78 | \$9,000.00 | 46.76% |
| Water | \$2,258.51 | \$3,700.00 | 61.04% | \$1,887.44 | \$3,700.00 | 51.01% |
| Sewer | \$113.37 | \$350.00 | 32.39% | \$177.40 | \$350.00 | 50.69% |
| Insurance | \$4,494.84 | \$14,500.00 | 31.00% | \$5,274.72 | \$12,500.00 | 42.20% |
| Advertising | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| Attorney Fees | \$0.00 | \$250.00 | 0.00% | \$0.00 | \$250.00 | 0.00% |
| FICA | \$11,688.52 | \$25,245.00 | 46.30% | \$12,272.72 | \$26,010.00 | 47.18% |
| IMRF | \$6,327.19 | \$9,501.00 | 66.59% | \$1,981.15 | \$5,319.00 | 37.25% |
| Refunds | \$40.00 | \$500.00 | 8.00% | \$0.00 | \$500.00 | 0.00% |
| Scholarships | \$425.00 | \$3,000.00 | 14.17% | \$772.00 | \$5,000.00 | 15.44% |
| Equipment | \$12,545.98 | \$16,000.00 | 78.41% | \$8,173.74 | \$26,000.00 | 31.44% |
| Equipment Repair | <u>\$3,342.45</u> | <u>\$8,000.00</u> | 41.78% | <u>\$4,668.43</u> | <u>\$6,000.00</u> | 77.81% |
| Total Expenditures: | \$359,061.85 | \$672,208.00 | 53.42% | \$343,059.48 | \$707,222.00 | 48.51% |
| Camp Free to Be Revenues: | | | | | | |
| Camp Fees | \$59,120.00 | \$70,000.00 | 84.46% | \$73,824.20 | \$75,150.00 | 98.24% |
| VSI AR Over/Short | (\$478.00) | \$0.00 | - | (\$1,179.00) | \$0.00 | - |
| Donations | \$0.00 | \$1,000.00 | 0.00% | \$0.00 | \$6,000.00 | 0.00% |
| Reimbursement | <u>\$0.00</u> | <u>\$0.00</u> | - | <u>\$0.00</u> | <u>\$0.00</u> | - |
| Total Revenues: | \$58,642.00 | \$71,000.00 | 82.59% | \$72,645.20 | \$81,150.00 | 89.52% |
| Camp Free to Be Expenditures: | | | | | | |
| Part Time Payroll | \$136,541.68 | \$130,000.00 | 105.03% | \$135,882.05 | \$136,541.00 | 99.52% |
| Program Supplies | \$16,063.87 | \$19,500.00 | 82.38% | \$5,845.29 | \$18,000.00 | 32.47% |
| Administrative Expense | \$12,977.03 | \$17,945.00 | 72.32% | \$11,785.64 | \$17,699.00 | 66.59% |
| Contractual Services | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| FICA | \$8,087.26 | \$9,945.00 | 81.32% | \$8,076.00 | \$10,445.00 | 77.32% |
| Refunds | \$2,717.14 | \$5,000.00 | 54.34% | \$0.00 | \$2,000.00 | 0.00% |
| Scholarships | <u>\$7,341.90</u> | <u>\$15,000.00</u> | 48.95% | <u>\$7,738.50</u> | <u>\$10,000.00</u> | 77.39% |
| Total Expenditures: | \$183,728.88 | \$197,390.00 | 93.08% | \$169,327.48 | \$194,685.00 | 86.98% |
| Revenues: | | | | | | |
| Administration | \$335,210.19 | \$798,598.00 | 41.97% | \$403,573.68 | \$823,950.00 | 48.98% |
| Camp Free to Be | <u>\$58,642.00</u> | <u>\$71,000.00</u> | <u>82.59%</u> | <u>\$72,645.20</u> | <u>\$81,150.00</u> | <u>89.52%</u> |
| Total Revenues | \$393,852.19 | \$869,598.00 | 45.29% | \$476,218.88 | \$905,100.00 | 52.62% |
| Expenditures: | | | | | | |
| Administration | \$359,061.85 | \$672,208.00 | 53.42% | \$343,059.48 | \$707,222.00 | 48.51% |
| Camp Free to Be | <u>\$183,728.88</u> | <u>\$197,390.00</u> | <u>93.08%</u> | <u>\$169,327.48</u> | <u>\$194,685.00</u> | <u>86.98%</u> |
| Total Expenditures | \$542,790.73 | \$869,598.00 | 62.42% | \$512,386.96 | \$901,907.00 | 56.81% |

Memorial Reserves in PPD Foundation as of 12/31/2021: \$27,963
 Memorial Reserves in PPD as of 12/31/2021: \$6,644
 Undesignated Reserves as of 12/31/2021: \$444,401