

NOTICE AND AGENDA
GRAFTON TOWNSHIP REGULAR BOARD MEETING
GRAFTON TOWNSHIP, MCHENRY COUNTY, ILLINOIS
MONDAY, July 21, 2014 7:30 p.m.
GRAFTON TOWNSHIP OFFICES 10109 VINE STREET, HUNTLEY, IL 60142

NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, July 21, 2014, At 7:30 p.m. for the purpose of considering the following agenda:

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda as posted**
- 5. Regular Business**
 - C. Approval of Minutes of June 16, 2014 Township Regular Meeting
 - D. Audit and payment of unpaid bills/Warrant check detail for Town Fund.
 - E. Review Road and Bridge Warrant check detail.
- 6. Executive Session**

(If needed) Motion to convene an Executive Session to discuss pending litigation and personnel involving the Township pursuant to 5ILCS 120/2(c)(11).
- 7. Discussion and potential action of items as discussed during Executive Session**
- 8. Public Comment/Board Members Response to Public Comment**
- 9. Old Business**
 - A. Discussion and possible action to enter into intergovernmental agreement with the village of Huntley for MCDOT Pace busing.
 - B. Discuss addendum to Chapter 6 of the audit procedures manual.
- 10. New Business**
 - A. Discussion and possible action on shredding unused blank checks and deposit slips from closed bank account.
 - B. Discussion and possible action on the sale of surplus property speaker system.
- 11. Committee and Officer Reports**
 - Supervisor**
 - Trustee**
 - Audit Committee**
 - Assessor**
 - Road District**
 - Clerk**
- 12. Adjournment**

Dated and posted by Township Clerk Kathryn Francis Hurley
This 17th day of July, 2014

This agenda was prepared by the Township Clerk in accordance with the direction of the Township Board Rules. This notice and posting may only be removed by Grafton Township Clerk Kathryn Francis Hurley.

DRAFT MINUTES

GRAFTON TOWNSHIP REGULAR BOARD MEETING
MONDAY, June 16, 2014 7:30 p.m.

1. Supervisor Kearns called the meeting to order at 7:31 p.m.

2. Roll Call

Present: Trustees Holtorf, Wagner, Zirk and Ziller; Supervisor Kearns; Road Commissioner Poznanski; Assessor Zielinski; Clerk Francis. Absent: Trustee Wagner

3. Pledge of Allegiance

The Pledge of Allegiance was said.

4. Approval of Agenda as posted

Supervisor Kearns proposed changing the order of the meeting, moving new business items 10a and 10b to a spot earlier in the meeting, right after Old Business.

Motion by Trustee Wagner, second by Trustee Holtorf to change the agenda sequence so that 10a and 10b are addressed right after Old Business.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns

No Nays. Motion Carries.

5. Regular Business

A. Approval of Minutes of May 19, 2014 Road District Budget Hearing.

Motion by Trustee Ziller, second by Trustee Wagner to approve the minutes of the May 19, 2014 Road District Budget Hearing.

Ayes: Trustees Ziller, Wagner, Holtorf, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

B. Approval of Minutes of May 19, 2014 Township Town Fund Meeting.

Motion by Trustee Ziller, second by Trustee Zirk to approve the minutes of the May 19, 2014 Township Budget Hearing.

Ayes: Trustees Ziller, Zirk, Wagner, Holtorf, Supervisor Kearns

Nays: None. Motion Carries.

C. Approval of Minutes of May 19, 2014 Township Regular Meeting

Motion by Trustee Ziller, second by Trustee Holtorf to approve the minutes of the May 19, 2014 Township Regular Meeting.

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

D. Audit and payment of unpaid bills/Warrant check detail for Town Fund. **Exhibit I**

Discussion about bills presented to be paid to Marty Kinczel and Al Zielinski to reimburse extensions they paid by personal check for training, as well as travel expenses. Board members insisted that bill payment must follow proper procedures for all bills. Supervisor Kearns stated that he called the Illinois Property Assessment Institute and they agreed to reimburse Al Zielinski and Marty Kinczel for their training if the Township would write a check to pay for it. Supervisor Kearns stated that the proper way to make these transactions is to get Board pre-approval for a purchase and the Township will write a check or get pre-approval and use the Township credit card for a purchase.

Assessor Zielinski was again reminded of proper procedures and that bills must not be paid out of personal accounts. Trustee Zirk pointed out that bills paid out of personal accounts are not tax exempt as they would be if paid by the Township. Supervisor Kearns pointed out that the individual is responsible for the sales tax on any item they paid and that the Township would not have to pay sales tax. He also stated that there may be a problem with the warranties as there may not be a title to the Township.

Assessor Zielinski asked the board to grant him a credit card, which the board stated they will not due as it was not a system that worked in the past. They said that he could use the Township credit card by getting pre-approval and then getting the card from the office manager.

Supervisor Kearns reminded Assessor Zielinski that every month since he took office in January the board has had to remind him of the proper procedures for submitting bills for payment. The trustees expressed that he must follow procedures because it is board policy and they must be able to go through the auditing process cleanly.

Supervisor Kearns invited the auditor George Roach to give his opinion on whether or not it is important that the procedure be followed. Mr. Roach stated that purchases are generally made using the township name and that only in unusual situations such as travel expenses would an individual generate an expense and pay it personally.

Assessor Zielinski expressed that he acts quickly to buy things outside of process such as equipment so he can take advantage of sales. Trustee Ziller reiterated the process for approval. Trustee Wagner stated that there could be an impression of impropriety if the Assessor is having things shipped to his house and the Township pays for them. Trustees Wagner and Holtorf mentioned the new policies that they have created that should eliminate any further question.

Another question arose about the bill that Assessor Zielinski presented for a meeting room for \$75 to meet with the taxpayers. Supervisor Kearns stated that there are free meeting spaces available such as Township Office, Park District, etc. and that Assessor Zielinski should conduct future meetings in free locations.

Trustee Wagner asked if all of the equipment submitted for payment was actually in the Assessor office. Assessor Zielinski offered to show it to him. Trustee Wagner said that he would not approve that bill anyway because it was paid on a personal credit card.

Motion by Trustee Wagner, second by Trustee Zirk to approve the unpaid bills with the exception of the bill for Marty Kinczel, and the two purchase orders to Al Zielinski \$1,238.19 and \$1,539.75, but will reimburse the \$75 to Al Zielinski. The Township will directly pay the Illinois Property Assessment Institute, Appraisal Institute and the Illinois Coalition of Appraisal Professionals.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

E. Review Road and Bridge Warrant check detail. **Exhibit II**

Trustee Ziller commended Road Commissioner Poznanski on the good price he got on the bucket truck.

Motion by Trustee Ziller, second by Trustee Holtorf to approve the Township Road and Bridge bills as presented in the warrant list.

Ayes: Trustees Ziller, Wagner, Holtorf and Zirk, Supervisor Kearns

Nays: None. Motion Carries.

6. **New Business**

A. Discussion and potential action on transportation with a presentation by Jason Osborn and Scott Hennings from McRide.

Scott Hennings explained McRide, which is not necessarily need-based or just for seniors. Grafton could contract with the service for \$6,000 per year from 6am-7pm Mon-Fri and Sat 9-5. Riders pay a distance-based fare. The cost is disclosed to the rider upon reservation. Mr Hennings stated that the Village of Huntley is considering a similar proposal and that if they sign on, all riders within the Village would be eligible for the service, but no one outside the Village.

Motion by Trustee Wagner, second by Trustee Holtorf to enter into a Memorandum of Understanding with McRide subject to the Village of Huntley entering into a similar agreement.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

D. Review and discussion of Township audit.

George Roach explained that the audit showed the Township records to be acceptable for Government Accounting and that he could tell there were changes in processes and procedures. He said the new process that the board will vote on helped a lot with the documentations. He said there was a big difference from last year and that the Board

did a good job of stabilizing the downward trend. He said that the Township does need cash reserves for six months and that it currently only has reserves for one month. Motion by Trustee Wagner, second by Trustee Holtorf to approve George Roach's annual report for the year dated March 31, 2014.
Ayes: Trustees Wagner, Holtorf, Ziller, Zink, Supervisor Kearns
No Nays. Motion Carries.

7. Executive Session

(If needed) Motion to convene an Executive Session to discuss pending litigation and personnel involving the Township pursuant to 5ILCS 120/2(c)(11).
None needed.

8. Discussion and potential action of items as discussed during Executive Session
None.

9. Public Comment/Board Members Response to Public Comment

Joe Vokaty stated that he would like the minutes to reflect that he asked the Clerk for the Township rules of order, not the Roberts Rules of Order (RRO). Clerk Francis stated that the Township Rules of Order were the rules of order. The Board and the Trustees agreed. Mr. Vokaty stated that he would like to see the minutes stating that we adopted RRO and the attorney letter stating that it is. He said that he also has a letter from Elgin Township on their opinion of "home rule". **Exhibit III**

9. Old Business

A. Review and possible action on how purchases made for the township will be paid. Trustee Wagner stated that he will discuss A and B at the same time as they are handled in the same document.

B. Consideration and possible adoption of Audit Committee's proposed internal control policies and procedures.

Trustee Wagner stated that the he had the township auditor review the policies and all good accounting procedures were followed. He said that Chapter 6 addresses Personal Credit. Supervisor Kearns stated that he would like to add personal payment prohibitions. Trustee Ziller said that he would like procedures to address accrued vacation. It was noted that the three offices of the Township have differences in their policies. Supervisor Kearns suggested a meeting between the head of all three divisions to determine a universal policy regarding vacations, days off, holidays etc. but those issues are not addressed in the document.

Motion by Trustee Wagner, second by Trustee Holtorf to adopt the Audit Committee Internal Controls Policies and Procedures with an amendment regarding prohibition of personal credit card and personal payment use in bill payment.

Ayes: Trustees Wagner, Holtorf, Ziller, Zirk, Supervisor Kearns

Nays: None. Motion Carries.

10. New Business

B. Discussion and potential action on adoption of PREVAILING WAGE ORDINANCE 20140616-2, Grafton Road District.

Motion by Trustee Wagner, second by Trustee Zirk to adopt Prevailing Wage Ordinance 20140616-2 for the Grafton Road District.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

C. Discussion and potential action adoption of PREVAILING WAGE ORDINANCE 20140616-1, Grafton Township.

Motion by Trustee Wagner, second by Trustee Zirk to adopt Prevailing Wage Ordinance 20140616-1 for the Grafton Township.

Ayes: Trustees Wagner, Zirk, Holtorf, Ziller, Supervisor Kearns

Nays: None. Motion Carries.

E. Discussion and potential action to authorize Clerk Francis to appoint a temporary Deputy Clerk for the June 24th Road District Ernesti Road Project Bid opening. Road Commissioner Poznanski stated that since the road is used a lot by fire departments as a training site he was able to get the fire chief to contribute \$46,000 to the project.

Motion by Trustee Ziller, second by Trustee Holtorf to allow Clerk Francis to appoint a temporary Deputy Clerk for the June 24th Ernest Road Bid Opening.

Ayes: Trustees Ziller, Holtorf, Wagner, Zirk, Supervisor Kearns

11. Committee and Officer Reports

Supervisor

Supervisor Kearns stated that next month he would like to ask the Board for approval to shred unused checks from the closed account in the old bank.

Also, he said that Candy will be trained soon to maintain the website and will be responsible for that when she completes the training.

Supervisor Kearns reminded Assessor Zielinski that he needs to submit for approval the upcoming training. Assessor Zielinski promised to bring it back next month.

Supervisor Kearns said that Candy has been training to do most office duties so that we have more than one person able to run the office.

Trustee

Trustee Zirk would like to thank the audit committee for the hard work that they did to get a good set of auditing and account procedures.

Audit Committee

Assessor

Nothing

Road District

Road Commissioner Road Commissioner Poznanski gave Clerk Francis the title to the new truck.

Road Commission said that he will fix the bridge on Foster this year.

Clerk

Has started to separate disposable documents and has 14 regular sized boxes and 3 legal sized boxes ready to go but it is a much bigger project than she first thought. The file types are mixed up so she has to look at every file.

12. Adjournment

Motion by Supervisor Kearns, second by Trustee Wagner to adjourn the meeting at 9:38 pm.

All Ayes. No Nays. Meeting adjourned.

Submitted,
Clerk Kathryn Francis Hurley

TOWN FUND FINANCIALS

9:14 AM

GRAFTON TOWNSHIP
TF Warrant Detail Report
June 18 through July 16, 2014

Cash Basis

Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
06/18/2014	22305	Illinois Property Assessme...	PO 20147	-340.00
06/18/2014	22306	Illinois Property Assessme...	PO 20147	-680.00
06/24/2014	22313	BLUECROSS BLUESHIEL...	PO 1798,1940,1941 & 20156	-6,923.84
06/24/2014	22314	ComCast I	PO 20158	-194.21
06/24/2014	22315	Humana Dental Ins. Co.	PO 1945,1946,1947 & 20157	-1,020.35
06/24/2014	22316	ComCast I	PO 1954,1955 & 1956	-140.06
06/30/2014	22317	Verizion Wireless	PO 1958	-23.45
07/01/2014	22318	Leaf	PO 1952	-167.98
07/14/2014	22322	NICOR GAS	PO 1971	-23.41
07/16/2014	EFT	American Community Ban...	PO 1972 , 1973	-4,543.71
Total 101 · CHECKING -American Community				-14,057.01

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
ACT Network Solutions				
07/15/2014		PO 1976	1512 · MAINTENAN...	190.92
07/15/2014		PO 1977	5512 · MAINTENAN...	67.08
07/15/2014	140610-1028	PO 1942	1512 · MAINTENAN...	190.92
07/15/2014	140610-1028	PO 1943	5512 · MAINTENAN...	67.08
Total ACT Network Solutions				516.00
Alan D Zielinski				
06/09/2014	PO 20143	PO 20143	1854 · EQUIPMENT	1,539.75
06/19/2014	ref. old PO 20141	PO 20151	1760 · TRAVEL EXP...	158.19
06/19/2014	ref. old PO 20141	PO 20152	1761 · TRAINING	175.00
Total Alan D Zielinski				1,872.94
Cardmember Service				
06/19/2014	ref. old PO 20141	PO 20148	1761 · TRAINING	60.00
06/19/2014	ref. old PO 20141	PO 20149	1761 · TRAINING	165.00
06/19/2014	Peter's 7-hr. USPAP	PO 20153	1761 · TRAINING	149.95
07/08/2014	just host website	PO 1969	1553 · PUBLISHING	35.97
Total Cardmember Service				410.92
CARDUNAL OFFICE SUPPLY				
07/15/2014	562809 & 562936	PO 20167	1851 · OFFICE SUP...	468.40
07/15/2014		PO 1951	1651 · OFFICE SUP...	115.33
07/15/2014		PO 1938	5651 · OFFICE SUP...	52.94
Total CARDUNAL OFFICE SUPPLY				636.67
Cash				
07/15/2014		PO 1960	1551 · POSTAGE	110.30
07/15/2014		PO 1961	940 · BUS MAINTEN...	16.75
07/15/2014		PO 1962	1512 · MAINTENAN...	37.80
07/15/2014		PO 1963	1511 · MAINTENAN...	27.27
Total Cash				192.12
Cirone Computer Consulting, Inc.				
07/15/2014		PO 20162	1761 · TRAINING	330.00
Total Cirone Computer Consulting, Inc.				330.00
COM ED				
07/15/2014		PO 1979	1571 · UTILITIES	230.61
07/15/2014		PO 1978	5571 · UTILITIES	81.02
Total COM ED				311.63
ED'S AUTOMOTIVE				
07/15/2014	728	PO 1964	940 · BUS MAINTEN...	26.00
Total ED'S AUTOMOTIVE				26.00
Fire & Safety Equipment of Rockford				
07/15/2014		PO 1949	940 · BUS MAINTEN...	43.50
Total Fire & Safety Equipment of Rockford				43.50
George Roach Associates, PC				
07/15/2014		PO 1967	5534 · ACCOUNTIN...	400.00
07/15/2014		PO 1968	1531 · ACCOUNTIN...	4,960.00
Total George Roach Associates, PC				5,360.00
Humana Dental Ins. Co.				
07/15/2014		PO 20168	1243 · HEALTH INS...	469.35
07/15/2014		PO 1988	1451 · HEALTH INS...	717.36
07/15/2014		PO 1987	902 · -SENIOR SV...	81.74
07/15/2014		PO 1986	5451 · HEALTH INS...	81.74
Total Humana Dental Ins. Co.				1,350.19
Ice Mountain Water				
07/15/2014		PO 20161	1751 · MAINTENAN...	28.72
07/15/2014	04f0122956980	PO 1944	1651 · OFFICE SUP...	8.42
Total Ice Mountain Water				37.14

GRAFTON TOWNSHIP
Unpaid Bills Detail
All Transactions

Date	Num	Memo	Split	Amount
Illinois Property Assessment Inst.				
07/15/2014	D.Knutson	PO 20163	1761 · TRAINING	680.00
07/15/2014	J.Burke	PO 20155	1761 · TRAINING	340.00
07/15/2014	H.Roldan	PO 20154	1761 · TRAINING	1,170.00
07/15/2014	M.Kinczel	PO 20164	1761 · TRAINING	680.00
Total Illinois Property Assessment Inst.				2,870.00
JDM Auto Service, Inc.				
07/15/2014		PO 1959	940 · BUS MAINTEN...	35.83
07/15/2014		PO 1939	1512 · MAINTENAN...	26.24
Total JDM Auto Service, Inc.				62.07
Kathryn M. Francis				
07/15/2014		PO 1984	1451 · HEALTH INS...	166.51
Total Kathryn M. Francis				166.51
Leaf				
07/15/2014		PO 1982	5512 · MAINTENAN...	34.32
07/15/2014		PO 1983	1512 · MAINTENAN...	97.68
Total Leaf				132.00
Marty Kinczel				
06/17/2014	ref. old PO 20140	PO 20150	1760 · TRAVEL EXP...	33.90
Total Marty Kinczel				33.90
McHenry County Council Of Governments				
07/15/2014		PO 1957	1563 · TRAINING	38.00
Total McHenry County Council Of Governments				38.00
MDC Environmental Services				
07/15/2014		PO 1975	1511 · MAINTENAN...	41.06
Total MDC Environmental Services				41.06
Stan's Office Machines, Inc.				
07/15/2014		PO 20160	1751 · MAINTENAN...	238.69
Total Stan's Office Machines, Inc.				238.69
U.S. Bank Equipment Finance				
07/15/2014		PO 20159	1751 · MAINTENAN...	104.57
Total U.S. Bank Equipment Finance				104.57
WEX Bank				
07/15/2014		PO 1980	930 · BUS FUEL	265.02
Total WEX Bank				265.02
TOTAL				15,038.93

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2014 through March 2015

	Apr '14 - Mar 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
CORPORATE FUND REVENUE			
1000 · PROPERTY TAXES	562,561.25	1,106,465.89	50.8%
1010 · REPLACEMENT TAXES	14,701.98	0.00	100.0%
1020 · INTEREST INCOME	10.54	0.00	100.0%
1030 · Loan Proceeds	0.00	0.00	0.0%
1040 · IGA ROAD COM SALARY	0.00	14,790.00	0.0%
1041 · IGA TRANSPORTATION	0.00	0.00	0.0%
1045 · GRANT INCOME	8,419.00	25,257.00	33.3%
1050 · TRANSPORTATION INCOME	809.00	2,100.00	38.5%
1055 · MISCELLANEOUS INCOME	86.40	0.00	100.0%
Total CORPORATE FUND REVENUE	586,588.17	1,148,612.89	51.1%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	9,013.66	17,728.00	50.8%
2020 · INTEREST INCOME	0.00	0.00	0.0%
2050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total CORPORATE INSURANCE FUND REV	9,013.66	17,728.00	50.8%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	502.86	989.12	50.8%
5020 · INTEREST INCOME	66.57	150.00	44.4%
5050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total GENERAL ASSISTANCE FUND REVENUE	569.43	1,139.12	50.0%
Total Income	596,171.26	1,167,480.01	51.1%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5511 · MAINTENANCE SERVICE - BUILDING	0.00	1,000.00	0.0%
5512 · MAINTENANCE SERVICE - EQUIPMENT	361.16	1,000.00	36.1%
5513 · FUEL	0.00	775.00	0.0%
5533 · LEGAL FEES	0.00	850.00	0.0%
5534 · ACCOUNTING SERVICES	0.00	1,600.00	0.0%
5549 · OTHER PROFESSIONAL SERVICE	0.00	1,000.00	0.0%
5551 · POSTAGE	0.00	90.00	0.0%
5552 · TELEPHONE	147.65	1,000.00	14.8%
5553 · PUBLISHING	0.00	200.00	0.0%
5554 · PRINTING	37.37	150.00	24.9%
5555 · TRAVEL EXPENSE	0.00	100.00	0.0%
5556 · TRAINING	0.00	600.00	0.0%
5571 · UTILITIES	340.91	1,000.00	34.1%
Total CONTRACTUAL SERVICES	887.09	9,365.00	9.5%
OPERATING EXPENSES			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	37.65	500.00	7.5%
Total OPERATING EXPENSES	37.65	1,000.00	3.8%
PERSONNEL			
5421 · SALARIES	5,928.00	15,000.00	39.5%
5451 · HEALTH INSURANCE	2,831.64	6,680.00	42.4%
Total PERSONNEL	8,759.64	21,680.00	40.4%
Total ADMINISTRATION	9,684.38	32,045.00	30.2%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2014 through March 2015

	Apr '14 - Mar 15	Budget	% of Budget
HOME RELIEF			
COMMODITIES			
5781 · FOOD	0.00	1,000.00	0.0%
5782 · PERSONAL INCIDENTALS	0.00	1,000.00	0.0%
5783 · HOUSEHOLD INCIDENTALS	0.00	1,000.00	0.0%
5784 · FLAT GRANT	0.00	1,000.00	0.0%
5785 · DRUGS	0.00	1,000.00	0.0%
5786 · FUEL	0.00	1,000.00	0.0%
5790 · Catastrophic Deduction	0.00	64,359.98	0.0%
Total COMMODITIES	0.00	70,359.98	0.0%
CONTRACTUAL SERVICES			
5805 · TRANSPORTATION ASSISTANCE	100.00	1,500.00	6.7%
5810 · PHYSICIAN SERVICE	0.00	1,500.00	0.0%
5882 · HOSPITAL SERVICE	0.00	1,500.00	0.0%
5884 · DENTAL SERVICE	0.00	1,500.00	0.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,360.00	3,000.00	78.7%
5886 · FUNERAL & BURIAL SERVICE	0.00	1,500.00	0.0%
5887 · SHELTER	1,333.01	10,000.00	13.3%
5888 · UTILITY PAYMENTS	2,711.76	15,000.00	18.1%
5889 · AMBULANCE	0.00	1,500.00	0.0%
5890 · EYE CARE	0.00	1,500.00	0.0%
Total CONTRACTUAL SERVICES	6,504.77	38,500.00	16.9%
Total HOME RELIEF	6,504.77	108,859.98	6.0%
Total GENERAL ASSISTANCE FUND	16,189.15	140,904.98	11.5%
TOWN FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
1831 · DEFERRED EQUIP. PURCHASE RESERV	0.00	70,000.00	0.0%
1832 · DEBT SERVICE			
1837 · AM.COMM. BK. PRINCIPAL LOAN PYM	15,655.37	46,714.15	33.5%
1838 · DEBT SERVICE INTEREST PYM	2,519.47	7,650.00	32.9%
1832 · DEBT SERVICE - Other	0.00	134,000.00	0.0%
Total 1832 · DEBT SERVICE	18,174.84	188,364.15	9.6%
1833 · DEFERRED MAINT. BUILDING	0.00	55,000.00	0.0%
1835 · CAPITAL EQUIPMENT PURCHASE	0.00	10,000.00	0.0%
Total CAPITAL OUTLAY	18,174.84	323,364.15	5.6%
COMMODITIES			
1651 · OFFICE SUPPLIES	111.93	3,000.00	3.7%
1652 · OPERATING SUPPLIES	215.61	3,000.00	7.2%
Total COMMODITIES	327.54	6,000.00	5.5%
CONTRACTUAL SERVICES			
1511 · MAINTENANCE SERVICE-BUILDING	117.64	20,000.00	0.6%
1512 · MAINTENANCE SERVICE - EQUIPMENT	2,403.74	20,000.00	12.0%
1531 · ACCOUNTING SERVICES	1,244.19	19,953.82	6.2%
1533 · LEGAL SERVICE	26,598.33	40,000.00	66.5%
1551 · POSTAGE	0.00	1,234.00	0.0%
1552 · TELEPHONE	327.45	1,600.00	20.5%
1553 · PUBLISHING	346.17	1,500.00	23.1%
1554 · PRINTING	0.00	1,500.00	0.0%
1561 · DUES	1,151.58	2,000.00	57.6%
1562 · TRAVEL EXPENSES	0.00	1,000.00	0.0%
1563 · TRAINING	150.00	1,500.00	10.0%
1565 · CLERK	30.00	1,500.00	2.0%
1571 · UTILITIES	991.07	5,000.00	19.8%
1572 · FUEL	0.00	1,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	1,600.00	13,000.00	12.3%
1574 · ANNUAL MEETING	0.00	500.00	0.0%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2014 through March 2015

	<u>Apr '14 - Mar 15</u>	<u>Budget</u>	<u>% of Budget</u>
1575 · ROOM RENTAL	0.00	1,000.00	0.0%
CONTRACTUAL SERVICES - Other	0.00	0.00	0.0%
Total CONTRACTUAL SERVICES	34,960.17	132,287.82	26.4%
OTHER EXPENDITURES			
1905 · MISCELLANEOUS EXPENSE	174.99	10,000.00	1.7%
1911 · CONTINGENCIES	0.00	14,500.00	0.0%
Total OTHER EXPENDITURES	174.99	24,500.00	0.7%
PERSONNEL			
1420 · OFFICE STAFF HOURLY	8,985.65	45,000.00	20.0%
1421 · ELECTED OFFICIALS SALARIES	56,768.26	179,650.00	31.6%
1451 · HEALTH INSURANCE	9,703.29	70,292.40	13.8%
Total PERSONNEL	75,457.20	294,942.40	25.6%
SENIOR SERVICES			
900 · BUS SALARIES	11,609.36	36,392.47	31.9%
901 · SENIOR SERVICES - PAYROLL TAXES	773.12	3,548.67	21.8%
902 · SENIOR SVCS HEALTH INSURANCE	2,661.87	11,315.40	23.5%
903 · SENIOR SERVICES IMRF	825.89	2,500.00	33.0%
930 · BUS FUEL	1,104.97	7,500.00	14.7%
940 · BUS MAINTENANCE	1,046.04	15,000.00	7.0%
950 · BUS OFFICE SUPPLIES	0.00	500.00	0.0%
959 · BINGO/GAMES	25.00	1,000.00	2.5%
960 · BUS TELEPHONE	328.83	2,000.00	16.4%
967 · PRINTING	91.63	500.00	18.3%
968 · POSTAGE	0.00	500.00	0.0%
970 · BUS MISCELLANEOUS	165.99	1,000.00	16.6%
Total SENIOR SERVICES	18,632.70	81,756.54	22.8%
Total ADMINISTRATION	147,727.44	862,850.91	17.1%
ASSESSOR			
CAPITAL OUTLAY			
1854 · EQUIPMENT	2,917.84	7,118.00	41.0%
Total CAPITAL OUTLAY	2,917.84	7,118.00	41.0%
COMMODITIES			
1851 · OFFICE SUPPLIES	180.68	2,100.00	8.6%
Total COMMODITIES	180.68	2,100.00	8.6%
CONTRACTUAL SERVICES			
1751 · MAINTENANCE SERVICE	1,510.30	2,260.00	66.8%
1752 · TELEPHONE	630.64	4,320.00	14.6%
1753 · LEGAL FEES	1,837.50	1,850.00	99.3%
1755 · POSTAGE	0.00	150.00	0.0%
1756 · SOFTWARE	9,463.47	21,270.00	44.5%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	0.00	250.00	0.0%
1759 · DUES	60.00	610.00	9.8%
1760 · TRAVEL EXPENSE	144.75	4,000.00	3.6%
1761 · TRAINING	1,020.00	13,504.00	7.6%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
Total CONTRACTUAL SERVICES	14,666.66	49,114.00	29.9%
OTHER EXPENDITURES			
1939 · MISCELLANEOUS	141.86	1,800.00	7.9%
OTHER EXPENDITURES - Other	0.00	0.00	0.0%
Total OTHER EXPENDITURES	141.86	1,800.00	7.9%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2014 through March 2015

	<u>Apr '14 - Mar 15</u>	<u>Budget</u>	<u>% of Budget</u>
PERSONNEL			
1240 · SALARIES	72,431.54	285,000.00	25.4%
1241 · IMRF	7,130.73	29,191.00	24.4%
1242 · FICA/MEDICARE/TAXES	4,802.50	22,132.00	21.7%
1243 · HEALTH INSURANCE	11,631.79	67,274.00	17.3%
Total PERSONNEL	95,996.56	403,597.00	23.8%
ASSESSOR - Other	0.00	0.00	0.0%
Total ASSESSOR	113,903.60	463,729.00	24.6%
Total TOWN FUND EXPENDITURES	261,631.04	1,326,579.91	19.7%
TOWN IMRF FUND EXPENDITURES			
3262 · RETIREMENT CONTRIBUTION	7,145.93	25,000.00	28.6%
Total TOWN IMRF FUND EXPENDITURES	7,145.93	25,000.00	28.6%
TOWN INSURANCE FUND EXPENDITURE			
CONTRACTED SERVICES			
2593 · RISK MANAGEMENT CONTRIBUTION	14,082.00	14,225.00	99.0%
Total CONTRACTED SERVICES	14,082.00	14,225.00	99.0%
PERSONNEL			
2453 · UNEMPLOYMENT INSURANCE	1,002.18	3,600.00	27.8%
Total PERSONNEL	1,002.18	3,600.00	27.8%
TOWN INSURANCE FUND EXPENDITURE - Other	0.00	0.00	0.0%
Total TOWN INSURANCE FUND EXPENDITURE	15,084.18	17,825.00	84.6%
TOWN SOCIAL SECURITY EXPENDITURE			
3761 · SOCIAL SECURITY CONTRIBUTION	5,136.00	16,400.00	31.3%
3762 · MEDICARE CONTRIBUTION	1,201.17	3,826.21	31.4%
Total TOWN SOCIAL SECURITY EXPENDITURE	6,337.17	20,226.21	31.3%
Total Expense	306,387.47	1,530,536.10	20.0%
Net Ordinary Income	289,783.79	-363,056.09	-79.8%
Net Income	289,783.79	-363,056.09	-79.8%

**American Community Bank
Town Fund
Bank Accounts**

Town Fund General Checking	961
TF Money Market	191
TF Reserved Money Market	183
General Assistance Checking	754
GA Money Market	987

2:50 PM

07/01/14

GRAFTON TOWNSHIP
Reconciliation Summary

101 · CHECKING -American Community, Period Ending 06/30/2014

961

	Jun 30, 14
Beginning Balance	110,475.77
Cleared Transactions	
Checks and Payments - 44 items	-372,216.16
Deposits and Credits - 29 items	506,931.44
Total Cleared Transactions	134,715.28
Cleared Balance	245,191.05
Uncleared Transactions	
Checks and Payments - 18 items	-11,036.81
Total Uncleared Transactions	-11,036.81
Register Balance as of 06/30/2014	234,154.24
New Transactions	
Checks and Payments - 2 items	-6,448.83
Deposits and Credits - 2 items	202.50
Total New Transactions	-6,246.33
Ending Balance	227,907.91

GRAFTON TOWNSHIP
Reconciliation Summary
103 · TOWN FUND MONEY MARKET, Period Ending 06/30/2014

191

	<u>Jun 30, 14</u>	
Beginning Balance		0.00
Cleared Transactions		
Deposits and Credits - 2 items	<u>150,005.75</u>	
Total Cleared Transactions	<u>150,005.75</u>	
Cleared Balance		<u>150,005.75</u>
Register Balance as of 06/30/2014		150,005.75
Ending Balance		150,005.75

2:33 PM

07/01/14

GRAFTON TOWNSHIP
Reconciliation Summary

183

104 · TF RESERVED MONEY MARKET, Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	0.00
Cleared Transactions	
Deposits and Credits - 2 items	125,004.79
Total Cleared Transactions	<u>125,004.79</u>
Cleared Balance	<u>125,004.79</u>
Register Balance as of 06/30/2014	125,004.79
Ending Balance	125,004.79

2:29 PM

07/01/14

GRAFTON TOWNSHIP
Reconciliation Summary

754

151 · General Assistance - Amer Com, Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	2,768.76
Cleared Transactions	
Checks and Payments - 11 items	-3,127.28
Deposits and Credits - 1 item	5,000.00
Total Cleared Transactions	<u>1,872.72</u>
Cleared Balance	<u>4,641.48</u>
Uncleared Transactions	
Checks and Payments - 8 items	-2,835.72
Total Uncleared Transactions	<u>-2,835.72</u>
Register Balance as of 06/30/2014	<u>1,805.76</u>
New Transactions	
Checks and Payments - 1 item	-59.02
Total New Transactions	<u>-59.02</u>
Ending Balance	<u>1,746.74</u>

2:25 PM

07/01/14

GRAFTON TOWNSHIP
Reconciliation Summary

150 · Gen Assistance MMF- Amer Com, Period Ending 06/30/2014

987

	<u>Jun 30, 14</u>
Beginning Balance	132,411.07
Cleared Transactions	
Checks and Payments - 1 item	-5,000.00
Deposits and Credits - 3 items	460.71
	<u>-4,539.29</u>
Total Cleared Transactions	
Cleared Balance	<u>127,871.78</u>
Register Balance as of 06/30/2014	<u>127,871.78</u>
Ending Balance	127,871.78

ROAD DISTRICT FUND FINANCIALS

11:00 AM

Grafton Township R & B
WARRANT DETAIL REPORT
June 17 through July 14, 2014

Cash Basis

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Original Amount</u>	<u>Paid Amount</u>
103 · R&B General Amer. Comm. (new)					
06/24/2014	4541	AT&T	PO 10406	-102.63	-102.63
06/24/2014	4542	BLUECROSS BLUES...	PO 10407	-2,596.44	-2,596.44
06/24/2014	4543	COM ED	PO 10404	-75.19	-75.19
06/24/2014	4544	Humana Dental	PO 10408	-245.22	-245.22
06/24/2014	4545	Verizon Wireless	PO 10405	-113.04	-113.04
06/24/2014	4546	AT&T U- Verse	PO 10409	-35.00	-35.00
Total 103 · R&B General Amer. Comm. (new)					-3,167.52
TOTAL					-3,167.52

Grafton Township R & B

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
ALLIED ASPHALT PAVING COMPANY				
06/14/2014	182112	PO 10417	9614 · MAINTENANCE SUPPLIE...	102.24
07/05/2014	182805	PO 10436	9614 · MAINTENANCE SUPPLIE...	249.12
Total ALLIED ASPHALT PAVING COMPANY				351.36
BAKLEY CONSTRUCTION CORP				
07/08/2014	21462	PO 10432	9614 · MAINTENANCE SUPPLIE...	422.18
Total BAKLEY CONSTRUCTION CORP				422.18
BONNELL INDUSTRIES INC				
06/06/2014	0155052-IN	PO 10413	6112 · MAINTENANCE SUPPLY -...	932.37
Total BONNELL INDUSTRIES INC				932.37
Cardmember Service				
06/20/2014	845542 Leas...	PO 10420	6113 · MAINTENANCE SUPPLY -...	2.87
07/01/2014	visaprint	PO 10435	6929 · MISCELLANEOUS	31.99
Total Cardmember Service				34.86
CARQUESTAuto Parts				
06/17/2014	14694-34306	PO 10415	6113 · MAINTENANCE SUPPLY -...	21.85
Total CARQUESTAuto Parts				21.85
COM ED				
07/09/2014		PO 10438	6371 · UTILITIES	80.55
Total COM ED				80.55
COM ED STREET LIGHTS				
06/25/2014		PO 10425	9519 · Street Lights	254.52
Total COM ED STREET LIGHTS				254.52
Donald Slater *				
07/08/2014	refund permit...	PO 10431	9929 · MISCELLANEOUS	150.00
Total Donald Slater *				150.00
ED'S AUTOMOTIVE				
06/03/2014	499	PO 10426	6313 · MAINTENANCE SERVICE ...	26.00
Total ED'S AUTOMOTIVE				26.00
George Roach Associates, PC				
06/29/2014	2013-2014 A...	PO 10434	6531 · ACCOUNTING SERVICE	2,640.00
Total George Roach Associates, PC				2,640.00
GESKE AND SONS, INC.				
06/27/2014	28720	PO 10427	9614 · MAINTENANCE SUPPLIE...	50.22
06/30/2014		PO 10428	9614 · MAINTENANCE SUPPLIE...	169.02
06/30/2014		PO 10430	9614 · MAINTENANCE SUPPLIE...	227.34
07/09/2014	28864	PO 10440	9614 · MAINTENANCE SUPPLIE...	108.00
Total GESKE AND SONS, INC.				554.58
HI-VIZ INC.				
06/25/2014	3995	PO 10424	9520 · ROAD SIGNS & MATERIA...	120.00
Total HI-VIZ INC.				120.00
HINCKLEY SPRINGS WATER CO				
06/22/2014	10164181 06...	PO 10423	6122 · OPERATING SUPPLIES	12.11
Total HINCKLEY SPRINGS WATER CO				12.11
Humana Dental				
07/13/2014	614424477	PO 10439	9451 · Health / Life Insurance	245.22
Total Humana Dental				245.22
ILLOWA CULVERT AND SUPPLY				
06/17/2014	27735	PO 10421	9614 · MAINTENANCE SUPPLIE...	714.00
Total ILLOWA CULVERT AND SUPPLY				714.00
McHenry County Council Of Governments				
06/23/2014	15042	PO 10422	6562 · TRAVEL & MEETING EXP...	38.00

Grafton Township R & B

Unpaid Bills Detail

All Transactions

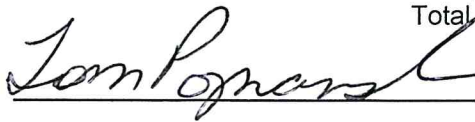
Date	Num	Memo	Split	Amount
Total McHenry County Council Of Governments				38.00
MDC ENVIRONMENTAL SERVICES (MARENGO)				
07/01/2014	13440837	PO 10437	6373 · GARBAGE DISPOSAL	123.17
Total MDC ENVIRONMENTAL SERVICES (MARENGO)				123.17
NICOR GAS				
07/07/2014		PO 10433	6371 · UTILITIES	25.21
Total NICOR GAS				25.21
Roland Machinery Exchange				
06/11/2014	38013798	PO 10414	6112 · MAINTENANCE SUPPLY -...	631.44
Total Roland Machinery Exchange				631.44
Rush Truck Centers of Illinois, Inc.				
06/20/2014	11211301	PO 10419	6113 · MAINTENANCE SUPPLY -...	3.45
Total Rush Truck Centers of Illinois, Inc.				3.45
Shaw Suburban Media				
06/16/2014	0614104576	PO 10429	6553 · PUBLISHING	212.60
Total Shaw Suburban Media				212.60
ZIEGLER'S ACE HARDWARE				
06/04/2014	56940/b	PO 10410	6113 · MAINTENANCE SUPPLY -...	5.48
06/05/2014	56946/b	PO 10411	6111 · MAINTENANCE SUPPLY -...	11.98
06/05/2014	56951/b	PO 10412	6113 · MAINTENANCE SUPPLY -...	32.31
06/18/2014	57143/b	PO 10416	6112 · MAINTENANCE SUPPLY -...	8.17
06/19/2014	57149/b	PO 10418	6123 · SMALL TOOLS	39.99
Total ZIEGLER'S ACE HARDWARE				97.93
TOTAL				7,691.40

ROAD & BRIDGE WARRANT LIST - JUNE 2014

<u>FUND</u>	<u>VENDOR</u>	<u>PO #</u>			<u>DUE DATE</u>
6113	ACE HARDWARE	10410	Bolts & nuts - #4	\$ 5.48	7/31/2014
6111	ACE HARDWARE	10411	Rollers - garage door	\$ 11.98	7/31/2014
6113	ACE HARDWARE	10412	Antislip tape - #4	\$ 32.31	7/31/2014
6112	ACE HARDWARE	10416	Bolt & nut - trailer	\$ 8.17	7/31/2014
6123	ACE HARDWARE	10418	Wrench set	\$ 39.99	7/31/2014
9614	ALLIED ASPHALT PAVING COMPANY	10417	Blacktop	\$ 102.24	7/14/2014
9614	ALLIED ASPHALT PAVING COMPANY	10436	Blacktop	\$ 249.12	8/4/2014
9614	BAKLEY CONSTRUCTION CORP	10432	Gravel - shoulders	\$ 422.18	7/31/2014
6112	BONNELL INDUSTRIES INC	10413	Bucket blade - loader	\$ 932.37	7/6/2014
6113	CARDMEMBER / VISA (LEACH ENT.)	10420	Gasket - #2	\$ 2.87	8/3/2014
6929	CARDMEMBER / VISA (VISTAPRINT)	10435	Business cards	\$ 31.99	8/3/2014
6113	CARQUEST AUTO PARTS	10415	Hose - #1	\$ 21.85	7/15/2014
6371	COM ED	10438		\$ 80.55	8/25/2014
9519	COM ED-STREET LIGHTS	10425		\$ 254.52	8/25/2014
9929	DONALD SLATER	10431	Permit #27 refund	\$ 150.00	7/22/2014
6313	ED'S AUTOMOTIVE	10426	Safety test - #4	\$ 26.00	7/31/2014
6531	GEORGE ROACH ASSOCIATES, PC.	10434	2013-2014 Audit	\$ 2,640.00	7/31/2014
9614	GESKE & SONS, INC.	10427	Blacktop	\$ 50.22	6/27/2014
9614	GESKE & SONS, INC.	10428	Blacktop	\$ 169.02	6/30/2014
9614	GESKE & SONS, INC.	10430	Blacktop	\$ 227.34	7/3/2014
9614	GESKE & SONS, INC.	10440	Blacktop	\$ 108.00	8/8/2014
6122	HINCKLEY SPRINGS	10423	Water	\$ 12.11	7/14/2014
9520	HI-VIZ INC	10424	Sign brackets	\$ 120.00	7/25/2014
9451	HUMANA DENTAL	10439	Health insurance-August	\$ 245.22	8/1/2014
9614	ILLOWA CULVERT & SUPPLY	10421	Culverts, aprons & band	\$ 714.00	7/17/2014
6562	McHENRY COUNTY COUNCIL OF GOV	10422	June meeting	\$ 38.00	7/23/2014
6373	MDC	10437	Garbage removal	\$ 123.17	7/20/2014
6371	NICOR GAS	10433		\$ 25.21	8/22/2014
6112	ROLAND MACHINERY CO	10414	Bucket blade - loader	\$ 631.44	7/11/2014
6113	RUSH TRUCK CENTERS OF ILLINOIS	10419	Air line - #2	\$ 3.45	7/10/2014
6553	SHAW MEDIA	10429	Noitce for road project bid	\$ 212.60	7/31/2014
				\$ 7,691.40	

BILLS PAID BEFORE MEETING

6552	AT&T	10406	Telephone & fax lines	\$ 102.63	7/7/2014
6552	AT&T U-VERSE	10409	Internet service	\$ 35.00	7/11/2014
9451	BLUECROSS BLUESHIELD OF IL	10407	Health insurance-July	\$ 2,596.44	7/1/2014
6371	COM ED	10404		\$ 75.19	7/25/2014
9451	HUMANA DENTAL	10408	Health insurance-July	\$ 245.22	7/1/2014
6552	VERIZON WIRELESS	10405	Cell phone service	\$ 113.04	7/3/2014
				\$ 3,167.52	
				Total \$ 10,858.92	

Road Commissioner:

Received by:

Date:

8:29 AM

07/15/14

Cash Basis

Grafton Township R & B

Actual vs Budget Year to Date

April 2014 through March 2015

	Apr '14 - Mar 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
PERMANENT HARD ROAD FD REVENUES			
9000 · PROPERTY TAXES	260,481.96	512,324.00	50.8%
9020 · INTEREST INCOME	305.16	600.00	50.9%
9040 · Intergovernmental Agreement	3,900.00	500.00	780.0%
9050 · MISCELLANEOUS INCOME	525.00	1,050.00	50.0%
9060 · Permits & Bonds	1,399.00	2,000.00	70.0%
9080 · GRANT INCOME	0.00	10.00	0.0%
Total PERMANENT HARD ROAD FD REVENUES	266,611.12	516,484.00	51.6%
ROAD & BRIDGE FUND REVENUES			
6000 · PROPERTY TAXES - ROAD & BRIDGE	64,084.23	242,689.00	26.4%
6002 · MUNICIPAL SHARE	0.00	-116,646.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	17,510.31	40,000.00	43.8%
6020 · INTEREST INCOME	140.85	500.00	28.2%
6030 · RENTAL INCOME	0.00	10.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	10.00	0.0%
6050 · MISCELLANEOUS INCOME	15.59	200.00	7.8%
6060 · COURT FINES & PERMITS	392.28	1,500.00	26.2%
6080 · GRANT INCOME	0.00	1,900.00	0.0%
Total ROAD & BRIDGE FUND REVENUES	82,143.26	170,163.00	48.3%
ROAD & BRIDGE IMRF FUND REVENUE			
8000 · PROPERTY TAXES	6,595.27	12,973.00	50.8%
8020 · INTEREST INCOME	9.39	40.00	23.5%
8050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
Total ROAD & BRIDGE IMRF FUND REVENUE	6,604.66	13,023.00	50.7%
ROAD & BRIDGE INSURANCE REVENUE			
7000 · PROPERTY TAXES	13,010.98	25,590.00	50.8%
7020 · INTEREST INCOME	14.08	50.00	28.2%
7050 · MISCELLANEOUS INCOME	0.00	2,900.00	0.0%
Total ROAD & BRIDGE INSURANCE REVENUE	13,025.06	28,540.00	45.6%
Total Income	368,384.10	728,210.00	50.6%
Expense			
PERMANENT HARD ROAD EXPENDITURE			
COMMODITIES			
9614 · MAINTENANCE SUPPLIES - ROADS	183.58	50,000.00	0.4%
9652 · OPERATING SUPPLIES	125.68	8,000.00	1.6%
9655 · AUTO FUEL & OIL	2,353.73	40,000.00	5.9%
9656 · SALT, CALCIUM, ICE CONTROL	0.00	90,000.00	0.0%
Total COMMODITIES	2,662.99	188,000.00	1.4%
CONTRACT SERVICES			
9514 · MAINTENANCE SERVICE ROAD	19,990.00	325,000.00	6.2%
9518 · ROAD STRIPPING	0.00	25,000.00	0.0%
9519 · Street Lights	790.57	5,000.00	15.8%
9520 · ROAD SIGNS & MATERIALS	210.00	15,000.00	1.4%
9532 · ENGINEERING SERVICE	5,408.00	40,000.00	13.5%
9594 · RENTALS	0.00	10,000.00	0.0%
Total CONTRACT SERVICES	26,398.57	420,000.00	6.3%
OTHER EXPENDITURES			
9929 · MISCELLANEOUS	40.00	3,000.00	1.3%
9952 · Intergovernmental Agreement	0.00	14,790.00	0.0%
Total OTHER EXPENDITURES	40.00	17,790.00	0.2%
PERSONNEL			
9421 · SALARIES	36,075.49	180,000.00	20.0%
9451 · Health / Life Insurance	8,494.92	40,000.00	21.2%
9461 · Social Security Contribution	2,687.43	14,000.00	19.2%
9462 · Medicare Contribution	628.51	4,000.00	15.7%
9472 · Uniforms	0.00	2,000.00	0.0%
9475 · Payroll Expense	280.80	1,000.00	28.1%
Total PERSONNEL	48,167.15	241,000.00	20.0%
Total PERMANENT HARD ROAD EXPENDITURE	77,268.71	866,790.00	8.9%
ROAD & BRIDGE-IMRF-EXPENDITURE			
PERSONNEL			
8463 · RETIREMENT CONTRIBUTION	4,373.64	35,000.00	12.5%
Total PERSONNEL	4,373.64	35,000.00	12.5%

8:29 AM

07/15/14

Cash Basis

Grafton Township R & B
Actual vs Budget Year to Date
 April 2014 through March 2015

	Apr '14 - Mar 15	Budget	% of Budget
Total ROAD & BRIDGE-IMRF-EXPENDITURE	4,373.64	35,000.00	12.5%
ROAD & BRIDGE-INS-EXPENDITURE			
CONTRACT SERVICE			
7593 · RISK MANAGEMENT CONTRIBUTION	20,265.00	44,000.00	46.1%
Total CONTRACT SERVICE	20,265.00	44,000.00	46.1%
PERSONNEL			
7453 · UNEMPLOYMENT INSURANCE	20.11	6,000.00	0.3%
Total PERSONNEL	20.11	6,000.00	0.3%
Total ROAD & BRIDGE-INS-EXPENDITURE	20,285.11	50,000.00	40.6%
ROAD & BRIDGE FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
6831 · EQUIPMENT	0.00	5,000.00	0.0%
Total CAPITAL OUTLAY	0.00	5,000.00	0.0%
COMMODITIES			
6651 · OFFICE SUPPLIES	41.11	800.00	5.1%
Total COMMODITIES	41.11	800.00	5.1%
CONTRACTED SERVICES			
6512 · MAINTENANCE EQUIPMENT	0.00	1,000.00	0.0%
6531 · ACCOUNTING SERVICE	0.00	14,000.00	0.0%
6533 · LEGAL SERVICE	627.75	30,000.00	2.1%
6551 · POSTAGE	0.00	300.00	0.0%
6552 · TELEPHONE	922.54	5,000.00	18.5%
6553 · PUBLISHING	68.30	1,500.00	4.6%
6554 · PRINTING	0.00	200.00	0.0%
6561 · DUES AND SUBSCRIPTIONS	75.00	300.00	25.0%
6562 · TRAVEL & MEETING EXPENSE	200.00	6,000.00	3.3%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
Total CONTRACTED SERVICES	1,893.59	59,300.00	3.2%
OTHER EXPENDITURES			
6914 · MUNICIPAL REPLACEMENT	0.00	8,650.00	0.0%
6929 · MISCELLANEOUS	204.58	8,000.00	2.6%
Total OTHER EXPENDITURES	204.58	16,650.00	1.2%
PERSONNEL			
6421 · SALARIES	7,270.20	25,000.00	29.1%
Total PERSONNEL	7,270.20	25,000.00	29.1%
Total ADMINISTRATION	9,409.48	106,750.00	8.8%
MAINTENANCE			
CAPITAL OUTLAY			
6820 · CAPITAL ASSET OUTLAY	20,900.00	255,000.00	8.2%
6833 · OTHER IMPROVEMENTS	5,729.82	50,000.00	11.5%
Total CAPITAL OUTLAY	26,629.82	305,000.00	8.7%
COMMODITIES			
6111 · MAINTENANCE SUPPLY - BUILDING	379.32	12,000.00	3.2%
6112 · MAINTENANCE SUPPLY - EQUIPMENT	726.73	10,000.00	7.3%
6113 · MAINTENANCE SUPPLY - VEHICLES	103.87	12,000.00	0.9%
6114 · MAINTENANCE SUPPLY - ROAD	0.00	100.00	0.0%
6116 · MAINTENANCE - SNOW REMOVAL	0.00	100.00	0.0%
6118 · MAINTENANCE SUPPLY - BRIDGE	0.00	5,000.00	0.0%
6122 · OPERATING SUPPLIES	140.66	3,000.00	4.7%
6123 · SMALL TOOLS	0.00	6,000.00	0.0%
Total COMMODITIES	1,350.58	48,200.00	2.8%
CONTRACT SERVICES			
6311 · MAINTENANCE SERVICE - BUILDING	0.00	10,000.00	0.0%
6312 · MAINTENANCE SERVICE - EQUIPMENT	4,037.37	15,000.00	26.9%
6313 · MAINTENANCE SERVICE - VEHICLES	78.00	15,000.00	0.5%
6314 · MAINTENANCE SERVICE ROADS	0.00	100.00	0.0%
6316 · MAINTENANCE - SNOW REMOVAL	0.00	100.00	0.0%
6318 · MAINTENANCE SERVICE BRIDGE	0.00	15,000.00	0.0%
6332 · ENGINEERING SERVICE	0.00	5,000.00	0.0%
6371 · UTILITIES	970.33	9,000.00	10.8%
6373 · GARBAGE DISPOSAL	352.91	4,000.00	8.8%
6394 · RENTALS	0.00	500.00	0.0%
Total CONTRACT SERVICES	5,438.61	73,700.00	7.4%

8:29 AM

07/15/14

Cash Basis

Grafton Township R & B

Actual vs Budget Year to Date

April 2014 through March 2015

	Apr '14 - Mar 15	Budget	% of Budget
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	117.47	5,000.00	2.3%
Total OTHER EXPENDITURES	117.47	5,000.00	2.3%
PERSONNEL			
6221 · SALARIES	0.00	10,500.00	0.0%
Total PERSONNEL	0.00	10,500.00	0.0%
Total MAINTENANCE	33,536.48	442,400.00	7.6%
Total ROAD & BRIDGE FUND EXPENDITURES	42,945.96	549,150.00	7.8%
6391 · R&B - CONTINGENCIES	0.00	27,000.00	0.0%
9917 · PHR - CONTINGENCIES	0.00	12,000.00	0.0%
Total Expense	144,873.42	1,539,940.00	9.4%
Net Ordinary Income	223,510.68	-811,730.00	-27.5%
Net Income	223,510.68	-811,730.00	-27.5%

**American Community Bank
Road District
Bank Account**

RB General Checking	159
Money Market	001

2:08 PM

07/01/14

**Grafton Township R & B
Reconciliation Summary**

159

103 · R&B General Amer. Comm. (new), Period Ending 06/30/2014

	<u>Jun 30, 14</u>
Beginning Balance	53,846.97
Cleared Transactions	
Checks and Payments - 29 items	-252,227.31
Deposits and Credits - 11 items	300,958.08
Total Cleared Transactions	<u>48,730.77</u>
Cleared Balance	<u><u>102,577.74</u></u>
Uncleared Transactions	
Checks and Payments - 3 items	-493.26
Total Uncleared Transactions	<u>-493.26</u>
Register Balance as of 06/30/2014	<u><u>102,084.48</u></u>
New Transactions	
Checks and Payments - 1 item	-1,582.74
Total New Transactions	<u>-1,582.74</u>
Ending Balance	<u><u>100,501.74</u></u>

2:19 PM

07/01/14

**Grafton Township R & B
Reconciliation Detail**

001

501 · R & B Money Market - Amer Com, Period Ending 06/30/2014

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						742,394.48
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	06/26/2014			X	200,000.00	200,000.00
Deposit	07/01/2014			X	164.48	200,164.48
Total Deposits and Credits					200,164.48	200,164.48
Total Cleared Transactions					200,164.48	200,164.48
Cleared Balance					200,164.48	942,558.96
Register Balance as of 06/30/2014					200,164.48	942,558.96
Ending Balance					200,164.48	942,558.96



McHenry County

Division of Transportation

Joseph R. Korpalski, Jr., P.E.
Director of Transportation/County Engineer

MEMORANDUM of UNDERSTANDING

This Memorandum of Understanding is entered into by and between the County of McHenry and Grafton Township for the purpose of communicating to Pace Suburban Bus the intent to expand MCRide demand response services for the seniors and individuals with disabilities into this township in the Spring of 2015.

1. MCRide currently provides demand response services to the seniors and individuals with disabilities in Greenwood Township, Dorr Township, and McHenry Township. On the MCRide service, riders schedule trips beforehand; and, vehicles provide direct trips between locations.
2. The McHenry County 2040 McHenry County Long Range Transportation Plan recommended continued coordination of demand response transportation services in McHenry County. Expanding MCRide service for seniors and individuals with disabilities in Grafton Township is consistent with this recommendation.
3. McHenry County will contract with Pace Suburban Bus to provide MCRide Dial-a-Ride service for seniors, (defined as 60 years and older), and individuals with disabilities, (based on self reporting), in all of Grafton Township. Riders will be required to schedule trip reservations by calling the Pace call center. Riders are also required to pay cash fares. Details of the McHenry County contract with Pace Suburban Bus for this service will be at the discretion of McHenry County and Pace Suburban Bus.
4. Grafton Township is expected to budget \$6,000 per year. The County, Pace Suburban Bus, municipal partners, and fares collected from riders will cover the remaining program costs.
5. Grafton Township acknowledges that Pace Suburban Bus will provide detailed trip information from partner agency programs to McHenry County Division of Transportation for data analysis of transit in the County.
6. This Memorandum of Understanding may continue as long as all parties deem the partnership to be beneficial.

McHenry County

Name: Tina R. Hill

Signature: _____

Title: Chairwoman

Date: McHenry County Board

Grafton Township

Name: _____

Signature: _____

Title: _____

Date: _____

ADDENDUM TO CHAPTER 6
GRAFTON TOWNSHIP EXPENDITURE CYCLE GENERAL CONTRACTS

1. All hardware and electronic equipment required for township operation will be purchased from an OEM source that provides/services a warranty for the first party user (new or refurbished).
2. All software required for township operation shall be purchased from an OEM vendor, and carry warranty coverage as well as provisions for a tech support organization.
3. The purchase of any of the above items will be paid for by:
 - a) Grafton Township credit card and tax exempt ID letter;
 - b) Grafton Township check request for the amount of purchase, I.E. invoice required.
 - c) Billed from vendor with purchase order provided to vendor at the time of ordering.
4. Under NO circumstances shall a personal credit card or check be used for any township purchases.
5. Under NO circumstances shall any purchase be delivered to any address other than the township office, 10109 Vine Street, Huntley, Illinois 60142.
6. No township equipment is to be taken off site for non-township work without permission of the Board of Trustees.
7. Any violation of these procedures will be considered illegal use of township equipment and subject to township employment disciplinary rules.
8. Any exceptions to the above must be approved by the Board of Trustees prior to the purchase.

SUPERVISOR'S REPORT

System Activity Report

[6/1/2014 - 6/30/2014] Report Date: 7/1/2014

General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	1	\$220.00
In-Process :	0	
Denials :	7	
Sanctions :	0	
Terminations :	0	
	<hr/>	
	8	\$220.00

General Assistance - Medical

Referrals :	0	
Disbursements :	0	
	<hr/>	
	0	\$0.00

General Assistance - Work Program Assignments

Job Training :	0	
Workfare :	0	
	<hr/>	
	0	

Emergency Assistance

Grants :	6	\$2,976.11
In-Process :	1	
Denials :	1	
	<hr/>	
	8	\$2,976.11
Grand Totals:	16	\$3,196.11

GRAFTON TOWNSHIP																													
BUS SERVICE FOR THE YEAR																													
		Grafton		Grafton		Sun City		Non Sun City		N/C rides		Township Revenue		Medical Trips		Grocery Trips		Beauty Trips		Randall Trips		Pr		Bingo		Vol		Misc	
Date		Grafton Rides	Grafton Riders	Sun City	Non Sun City	N/C rides	Township Revenue	Medical Trips	Grocery Trips	Beauty Trips	Randall Trips	Pr	Bingo	Vol	Misc														
June 2, 2014		5	2	3	2	0	\$5.00	2	2						1														
June 3, 2014		9	4	5	4	0	\$9.00		7						2														
June 4, 2014		7	4	1	6	0	\$7.00	2	4						1														
June 5, 2014		7	4	3	4	0	\$7.00		2	2		1			2														
June 6, 2014		16	7	11	5	0	\$16.00		5	7		2			2														
June 9, 2014																													
June 10, 2014		11	6	6	5	0	\$11.00		6						5														
June 11, 2014		2	1	0	2	0	\$2.00		2																				
June 12, 2014		10	6	4	6	0	\$14.00	1	3	1					5														
June 13, 2014		11	5	6	5	0	\$11.00		2	7		2																	
June 16, 2014		2	1	2	0	0	\$2.00					2																	
June 17, 2014		14	7	4	10	0	\$22.00	10		4																			
June 18, 2014		9	4	4	5	0	\$9.00	2		7																			
June 19, 2014		10	5	2	8	0	\$10.00	6		2					2														
June 20, 2014		9	4	2	7	0	\$9.00		9																				
June 23, 2014		5	3	2	3	0	\$7.00	3		2																			
June 24, 2014		10	5	4	6	0	\$10.00			2			6	2															
June 25, 2014		17	8	5	10	2	\$17.00	5	4		1				7														
June 26, 2014		8	4	2	6	0	\$8.00	2	4						2														
June 27, 2014		13	6	5	6	2	\$11.00		3	4					6														
June 30, 2014		6	3	4	2	0	\$10.00		4		2																		
June Total		181	89	75	102	4	\$197.00	33	57	38	3	7	6	2	35														

[illegible]