

NOTICE AND AGENDA

GRAFTON TOWNSHIP REGULAR BOARD MEETING

Graton Township, McHenry County, Illinois
Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

MONDAY, March 16, 2020

NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, March 16, 2020 @ 7:30 p.m.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Agenda
5. Regular Business
 - A. Approval of Minutes Township Regular Board Meeting, February 17, 2020
 - B. Audit and payment of unpaid bills/Warrant check detail for Town Fund
 - C. Audit and payment of unpaid bills/Warrant check detail for Road District
6. Public Comment
7. Board Members Response to Public comment
8. Old Business
 - A. Discussion and possible action regarding Town Fund 2020-2021 Budget
 - B. Discussion and possible action regarding Road District 2020-2021 Budget
 - C.
9. New Business
 - A. Discussion and possible action regarding Annual Meeting Agenda
 - B. Discussion and possible action regarding Budget Appropriation Transfer for Assessor's Office
 - C.
10. Executive Session pursuant to 5 ILCS 120/2(c)(21) past executive session meeting minutes; Executive Session if necessary, pursuant to 5 IL CS 120/2(c), section to be cited.
11. Discussion and potential action of items as discussed during Executive Session
12. Committee and Officer Reports
 - Supervisor
 - Trustee
 - Facilities Update Committee
 - Assessor
 - Road District
 - Clerk
13. Adjournment

Dated and Posted by Township Clerk Kathleen Watson
March 12, 2020

APPROVED AMENDED MINUTES

APPROVED AS CORRECTED – C. Audit and Payment/Road District

Corrected to read “Maintenance Service Vehicles, (6313)...”

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES

Grafton Township, McHenry County, Illinois

Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

MONDAY, January 20, 2020

The Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois was held on Monday, January 20, 2020 at the Township Offices.

1. **Call to Order** -7:30 p.m.
2. **Roll Call** – Board Present: Supervisor Ruth; Trustee: Cratty and Ziller; Assessor Zielinski, Road Commissioner Poznanski, Attorney Gottemoller, Clerk Watson. Trustee Cooper and Trustee Welch were absent. These minutes were recorded.
3. **Pledge of Allegiance** was said.
4. **A motion was made by Trustee Ziller, 2nd by Trustee Cratty to Approve the Agenda as posted.** Roll call vote taken, all ayes noted, motion carried.
5. **Regular Business**
 - A. **A motion was made by Supervisor Ruth, 2nd by Trustee Cratty to Approve the Minutes of Grafton Township dated December 16, 2019 as presented.** Roll call vote taken, all ayes noted, motion carried.
 - B. **Audit and payment of unpaid bills/warrant check detail for Town Fund**

Supervisor Ruth noted Petro Choice (PO 20867) was changed from account 1760 Travel to Account 930 Fuel.

A motion was made by Trustee Ziller, 2nd by Supervisor Ruth to approve the audit and payment of unpaid bills/warrant check detail for the Town Fund. Roll call vote taken, all ayes noted, motion carried.
 - C. **Audit and payment of unpaid bills/warrant check detail Road District**

Supervisor Ruth noted that after the payment of tonight’s unpaid bills, Maintenance Service Vehicles (6313) will be at 91% of budget.

A motion was made by Trustee Ziller, 2nd by Supervisor Ruth to approve the audit and payment of unpaid bills/warrant check detail Road District. Roll call vote taken, all ayes noted, motion carried.

6. **Public Comment - None**
7. **Board Response to Public Comment - None**
8. **Old Business - None**
9. **New Business**
 - A. **Discussion and possible action regarding Assessor's 2020-2021 Budget**
There was a short discussion but no action taken.
 - B. **Discussion and possible action regarding Town Fund 2020-2021 Budget**
A first look at the proposed budget but no action taken.
10. **Executive Session: - None**
11. **Discussion and potential actions of items as discussed during Executive Session-None**
12. **Committee and Officer Reports**

SUPERVISOR REPORT -

 - A. Statement of Economic Interest information will sent by be County after 2.01.2020
 - B. Appropriate paperwork from County regarding Abatement of taxes for Town Fund paperwork has been received.
 - C. Huntley Chamber of Commerce dinner Saturday, February 9, 2020.

TRUSTEE REPORT - None.
ROAD DISTRICT - None
ASSESSOR - NONE
CLERK- NONE
13. **ADJOURMENT**

Being no further business, a motion was made by Trustee Ziller, 2nd by Supervisor Ruth to adjourn the Regular Board Meeting. Voice vote taken, all ayes noted, motion carried. The Regular Board meeting adjourned @ 7:59 p.m

Respectfully submitted,
Kathleen M. Watson, Grafton Township Clerk

DRAFT MINUTES

GRAFTON TOWNSHIP REGULAR BOARD MEETING MINUTES
Grafton Township, McHenry County, Illinois
Grafton Township Office, 10109 Vine Street, Huntley, IL 60142

MONDAY, February 17, 2020

The Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois was held on Monday, February 17, 2020 at the Township Offices.

1. **Call to Order** -7:30 p.m.
2. **Roll Call** – Board Present: Supervisor Ruth; Trustee: Cooper and Cratty; Assessor Zielinski (arrived @ 7:34), Road Commissioner Poznanski, Attorney Gottemoller, Clerk Watson. Trustee Welch and Trustee Ziller were absent.
3. **Pledge of Allegiance** was said.
4. **A motion was made by Trustee Cratty, 2nd by Supervisor Ruth to Approve the Agenda as changed, moving Item “6. Public Comment” and Item “7. Board Members Response to Public Comment” to after Item “9. New Business”.** Roll call vote taken, all ayes noted, motion carried.
5. **Regular Business**
 - A. **A motion was made by Trustee Cratty, 2nd by Supervisor Ruth to Approve the Minutes of Grafton Township dated January 20, 2020 as corrected.** Road Commissioner Poznanski corrected C. **Audit and Payment/Road District to read “Maintenance Service Vehicles, (6313)”.** Roll call vote taken, all ayes noted, motion carried.
 - B. **Audit and payment of unpaid bills/warrant check detail for Town Fund**

A discussion ensued regarding PO 20874, Co-Star. Attorney Gottemoller confirmed that the Township is locked for this calendar year until it can be cancelled. We can notify Co-Star of cancellation on November 1, 2020. **A motion was made by Trustee Cooper, 2nd by Supervisor Ruth to approve the audit and payment of unpaid bills/warrant check detail for the Town Fund.** Roll call vote taken, all ayes noted, motion carried.
 - C. **Audit and payment of unpaid bills/warrant check detail Road District**

A motion was made by Trustee Cooper 2nd by Trustee Cratty to approve the audit and payment of unpaid bills/warrant check detail Road District. Roll call vote taken, all ayes noted, motion carried.

6. **Public Comment - Moved to after New Business**
7. **Board Response to Public Comment –Moved to After New Business**
8. **Old Business -**
 - A. **Discussion and possible action regarding Town Fund 2020-2021 Budget**
A discussion ensued but no action was taken.
9. **New Business**
 - A. **Discussion of Road District 2020-2021 Budget**
A discussion ensued but no action was taken.
 - B. **Discussion/Possible Action 2020-2021 Township Website updates**
A discussion ensued regarding the legitimate need for updates to the Township Website. Supervisor Ruth made a motion, 2nd by Trustee Cratty to approve the update to the Website in the amount of Three Hundred Eighty Dollars (\$380.00). Roll call vote taken, all ayes noted, motion carried.
6. **Public Comment**

Resident John Mueller presented information regarding the following:

 - A. Resident would like the Grafton Board of Directors to consider hiring an outside certified official to properly assess the 2019 properties. He presented examples of lack of uniformity in the taxation assessment.
 - B. Resident presented examples of his opinion of “sales chasing”.

A copy of his full presentation and examples is available for public viewing and is included as a part of the official Grafton Township Meeting minutes.
7. **Response to Public Comment**

Assessor Zielinski responded that he and his staff are “confident in what they are doing”.
10. **Executive Session: - None**
11. **Discussion and potential actions of items as discussed during Executive Session-None**
12. **Committee and Officer Reports**

SUPERVISOR REPORT -

 - A. All members of the Board should have received their Statement of Economic Interest and will have to submit to County prior to May 1, 2020.
 - B. Reminded Board that our Annual Meeting is scheduled for Tuesday, April 14, 2020 to be held at the Huntley Park District Multi-Purpose Room, starting time of 7:00 p.m.

TRUSTEE REPORT - None.
ROAD DISTRICT - None
ASSESSOR - None
CLERK- None

13. ADJOURMENT

Being no further business, a motion was made by Supervisor Ruth, 2nd by Trustee Cooper to adjourn the Regular Board Meeting. Voice vote taken, all ayes noted, motion carried. The Regular Board meeting adjourned @ 8:57 p.m

Respectfully submitted,
Kathleen M. Watson, Grafton Township Clerk

TOWN FUND FINANCIALS

3:14 PM

03/03/20

Cash Basis

GRAFTON TOWNSHIP
TF Warrant Detail Report
February 24 - 28, 2020

Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
02/25/2020	24490	BLUECROSS BLUE...	PO 20876 3543	-5,367.58
02/25/2020	24491	ComCast	PO 20878 3544	-359.46
02/25/2020	24492	Humana Health Plan ...	PO 20877 3542	-567.56
02/26/2020	24493	VOIDED CHECKS	VOID:	0.00
Total 101 · CHECKING -American Community				-6,294.60
TOTAL				-6,294.60

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
Cardmember Service				
03/09/2020		PO 3556	959 · COMMUNITY S...	349.99
03/09/2020		PO 20883	1939 · MISCELLANE...	1,427.92
Total Cardmember Service				1,777.91
CARDUNAL OFFICE SUPPLY				
03/11/2020		PO 20881	1851 · OFFICE SUP...	961.23
Total CARDUNAL OFFICE SUPPLY				961.23
Cash				
03/11/2020		PO 3551	1551 · POSTAGE	166.20
Total Cash				166.20
COM ED				
03/05/2020		PO 3558	1571 · UTILITIES	168.44
Total COM ED				168.44
Entre Computer Solution				
03/09/2020		PO 3557	1512 · MAINTENANC...	135.00
Total Entre Computer Solution				135.00
Gottemoller & Associates				
03/11/2020		PO 3555	1533 · LEGAL SERVI...	350.00
Total Gottemoller & Associates				350.00
HINCKLEY SPRINGS WATER CO				
03/11/2020		PO 3552	1651 · OFFICE SUP...	26.98
Total HINCKLEY SPRINGS WATER CO				26.98
Illinois Property Assessment Inst.				
03/11/2020	Burke, C.E.	PO 20802	1761 · TRAINING	360.00
03/11/2020	Zielinski, ...	PO 20882	1761 · TRAINING	720.00
03/11/2020	Crouse, CE	PO 20801	1761 · TRAINING	360.00
Total Illinois Property Assessment Inst.				1,440.00
Leading IT				
03/11/2020		PO 3547	1512 · MAINTENANC...	300.00
03/11/2020		PO 3548	1512 · MAINTENANC...	412.00
03/11/2020	Q00508v1	PO 3560	1512 · MAINTENANC...	170.00
Total Leading IT				882.00
McHenry County Division of Transportation				
03/11/2020	1st qtr. #C...	PO 3559	972 · McRIDE	1,890.00
Total McHenry County Division of Transportation				1,890.00
MDC Environmental Services, Inc.				
03/11/2020		PO 3554	1511 · MAINTENANC...	55.89
Total MDC Environmental Services, Inc.				55.89
NICOR GAS				
03/11/2020		PO 3550	1571 · UTILITIES	170.41
Total NICOR GAS				170.41
Orkin				
03/11/2020		PO 3546	1511 · MAINTENANC...	65.00
Total Orkin				65.00
PetroChoice LLC				
03/11/2020		PO 3553	930 · FUEL	18.17

3:16 PM

03/11/20

GRAFTON TOWNSHIP
Unpaid Bills Detail
All Transactions

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
03/11/2020		PO 20879	1760 · TRAVEL EXP...	28.56
Total PetroChoice LLC				46.73
Ruperto Herrera				
03/11/2020		PO 3549	1512 · MAINTENANC...	380.00
Total Ruperto Herrera				380.00
Stan's-LPS Midwest				
03/11/2020		PO 20884	1751 · MAINTENANC...	207.00
Total Stan's-LPS Midwest				207.00
U.S. POST OFFICE				
03/09/2020		PO 20880	1755 · POSTAGE	55.00
Total U.S. POST OFFICE				55.00
ZIEGLER'S ACE HARDWARE				
03/11/2020		PO 3545	1905 · MISCELLANE...	57.30
Total ZIEGLER'S ACE HARDWARE				57.30
TOTAL				8,835.09

03/11/20

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2019 through March 2020

	Apr '19 - Mar 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
CORPORATE FUND REVENUE			
1000 · PROPERTY TAXES	808,078.10	807,691.50	100.0%
1010 · REPLACEMENT TAXES	31,028.42	20,000.00	155.1%
1020 · INTEREST INCOME	12,511.64	18,000.00	69.5%
1040 · IGA ROAD COM SALARY	15,625.00	15,625.00	100.0%
1055 · MISCELLANEOUS INCOME	114.75	500.00	23.0%
Total CORPORATE FUND REVENUE	867,357.91	861,816.50	100.6%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	17,960.61	18,000.00	99.8%
2020 · INTEREST INCOME	1.72	0.00	100.0%
2050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total CORPORATE INSURANCE FUND REV	17,962.33	18,000.00	99.8%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	30,696.99	33,000.00	93.0%
5020 · INTEREST INCOME	534.19	800.00	66.8%
5050 · MISCELLANEOUS INCOME	0.00	0.00	0.0%
Total GENERAL ASSISTANCE FUND REVENUE	31,231.18	33,800.00	92.4%
Total Income	916,551.42	913,616.50	100.3%
Gross Profit	916,551.42	913,616.50	100.3%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5512 · MAINTENANCE SERVICE - EQUIPMENT	600.00	2,000.00	30.0%
5534 · ACCOUNTING SERVICES	3,000.00	3,000.00	100.0%
5549 · OTHER PROFESSIONAL SERVICE	0.00	1,000.00	0.0%
5551 · POSTAGE	0.00	250.00	0.0%
5552 · TELEPHONE	0.00	1,000.00	0.0%
5554 · PRINTING	0.00	500.00	0.0%
5556 · TRAINING	220.00	500.00	44.0%
5571 · UTILITIES	0.00	1,000.00	0.0%
Total CONTRACTUAL SERVICES	3,820.00	9,250.00	41.3%
OPERATING EXPENSES			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	0.00	869.06	0.0%
Total OPERATING EXPENSES	0.00	1,369.06	0.0%
PERSONNEL			
5421 · SALARIES	5,718.04	20,000.00	28.6%
5451 · HEALTH INSURANCE	0.00	7,500.00	0.0%
Total PERSONNEL	5,718.04	27,500.00	20.8%
Total ADMINISTRATION	9,538.04	38,119.06	25.0%
HOME RELIEF			
COMMODITIES			
5781 · FOOD	0.00	1,000.00	0.0%
5782 · PERSONAL INCIDENTALS	450.92	1,000.00	45.1%
5783 · HOUSEHOLD INCIDENTALS	345.00	1,000.00	34.5%
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	25,000.00	0.0%
Total COMMODITIES	795.92	31,000.00	2.6%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2019 through March 2020

	Apr '19 - Mar 20	Budget	% of Budget
CONTRACTUAL SERVICES			
5805 · TRANSPORTATION ASSISTANCE	0.00	2,500.00	0.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,650.00	5,000.00	53.0%
5887 · SHELTER	4,053.00	15,000.00	27.0%
5888 · UTILITY PAYMENTS	6,299.67	15,000.00	42.0%
Total CONTRACTUAL SERVICES	13,002.67	37,500.00	34.7%
Total HOME RELIEF	13,798.59	68,500.00	20.1%
Total GENERAL ASSISTANCE FUND	23,336.63	106,619.06	21.9%
TOWN FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
1831 · CAPITAL IMPROVEMENT RESERVE	0.00	500,000.00	0.0%
1835 · CAPITAL EQUIPMENT RESERVE	0.00	500,000.00	0.0%
Total CAPITAL OUTLAY	0.00	1,000,000.00	0.0%
COMMODITIES			
1651 · OFFICE SUPPLIES	1,774.35	5,009.51	35.4%
1652 · OPERATING SUPPLIES	294.07	3,000.00	9.8%
Total COMMODITIES	2,068.42	8,009.51	25.8%
CONTRACTUAL SERVICES			
1511 · MAINTENANCE SERVICE-BUILDING	7,523.51	250,000.00	3.0%
1512 · MAINTENANCE SERVICE - EQUIPMENT	12,644.79	75,000.00	16.9%
1531 · ACCOUNTING SERVICES	4,747.17	20,000.00	23.7%
1533 · LEGAL SERVICE	4,330.00	165,000.00	2.6%
1551 · POSTAGE	0.00	2,000.00	0.0%
1552 · TELEPHONE	1,778.74	5,000.00	35.6%
1553 · PUBLISHING	369.88	2,000.00	18.5%
1554 · PRINTING	0.00	3,000.00	0.0%
1561 · DUES	1,429.45	3,000.00	47.6%
1562 · TRAVEL EXPENSES	0.00	2,000.00	0.0%
1563 · TRAINING	28.00	5,000.00	0.6%
1565 · CLERK	60.34	5,000.00	1.2%
1571 · UTILITIES	4,421.69	7,500.00	59.0%
1572 · FUEL	0.00	2,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	5,800.00	50,000.00	11.6%
1574 · ANNUAL MEETING	0.00	2,500.00	0.0%
1575 · ROOM RENTAL	0.00	2,500.00	0.0%
Total CONTRACTUAL SERVICES	43,133.57	601,500.00	7.2%
OTHER EXPENDITURES			
1905 · MISCELLANEOUS EXPENSE	153.90	50,000.00	0.3%
1911 · CONTINGENCIES	0.00	68,983.85	0.0%
Total OTHER EXPENDITURES	153.90	118,983.85	0.1%
PERSONNEL			
1420 · OFFICE STAFF HOURLY	54,946.70	75,000.00	73.3%
1421 · ELECTED OFFICIALS SALARIES	148,134.60	165,000.00	89.8%
1451 · HEALTH INSURANCE	28,470.80	60,000.00	47.5%
Total PERSONNEL	231,552.10	300,000.00	77.2%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2019 through March 2020

	Apr '19 - Mar 20	Budget	% of Budget
SENIOR SERVICES			
900 · SALARIES	23,549.26	25,000.00	94.2%
901 · PAYROLL TAXES	0.00	4,000.00	0.0%
902 · HEALTH INSURANCE	0.00	7,500.00	0.0%
903 · IMRF	0.00	2,500.00	0.0%
930 · FUEL	55.61	4,000.00	1.4%
950 · OFFICE SUPPLIES	0.00	1,000.00	0.0%
959 · COMMUNITY SERVICE/SENIOR	200.00	10,000.00	2.0%
960 · TELEPHONE	179.73	2,000.00	9.0%
967 · PRINTING	0.00	1,000.00	0.0%
968 · POSTAGE	0.00	1,000.00	0.0%
970 · MISCELLANEOUS	132.00	10,000.00	1.3%
971 · UTILITIES	0.00	2,000.00	0.0%
972 · McRIDE	7,560.00	15,000.00	50.4%
Total SENIOR SERVICES	31,676.60	85,000.00	37.3%
Total ADMINISTRATION	308,584.59	2,113,493.36	14.6%
ASSESSOR			
CAPITAL OUTLAY			
1854 · EQUIPMENT	14,205.40	15,000.00	94.7%
Total CAPITAL OUTLAY	14,205.40	15,000.00	94.7%
COMMODITIES			
1851 · OFFICE SUPPLIES	1,377.84	2,400.00	57.4%
Total COMMODITIES	1,377.84	2,400.00	57.4%
CONTRACTUAL SERVICES			
1751 · MAINTENANCE SERVICE	2,320.12	12,000.00	19.3%
1752 · TELEPHONE	1,958.46	2,100.00	93.3%
1755 · POSTAGE	0.00	250.00	0.0%
1756 · SOFTWARE	25,298.50	29,125.00	86.9%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	485.55	500.00	97.1%
1759 · DUES	430.00	1,125.00	38.2%
1760 · TRAVEL EXPENSE	521.13	2,400.00	21.7%
1761 · TRAINING	3,240.00	4,000.00	81.0%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
Total CONTRACTUAL SERVICES	34,253.76	52,400.00	65.4%
OTHER EXPENDITURES			
1939 · MISCELLANEOUS	350.00	5,100.00	6.9%
1940 · UNIFORMS	0.00	500.00	0.0%
Total OTHER EXPENDITURES	350.00	5,600.00	6.3%
PERSONNEL			
1240 · SALARIES	210,234.30	226,500.00	92.8%
1241 · IMRF	15,535.67	15,934.00	97.5%
1242 · FICA/MEDICARE/TAXES	12,872.46	17,806.00	72.3%
1243 · HEALTH INSURANCE	36,548.70	53,000.00	69.0%
Total PERSONNEL	275,191.13	313,240.00	87.9%
Total ASSESSOR	325,378.13	388,640.00	83.7%
Total TOWN FUND EXPENDITURES	633,962.72	2,502,133.36	25.3%
TOWN IMRF FUND EXPENDITURES			
3262 · RETIREMENT CONTRIBUTION	8,572.61	28,000.00	30.6%
Total TOWN IMRF FUND EXPENDITURES	8,572.61	28,000.00	30.6%

03/11/20

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2019 through March 2020

	<u>Apr '19 - Mar 20</u>	<u>Budget</u>	<u>% of Budget</u>
TOWN INSURANCE FUND EXPENDITURE			
CONTRACTED SERVICES			
2593 · RISK MANAGEMENT CONTRIBUTION	<u>14,078.00</u>	<u>25,000.00</u>	<u>56.3%</u>
Total CONTRACTED SERVICES	<u>14,078.00</u>	<u>25,000.00</u>	<u>56.3%</u>
PERSONNEL			
2453 · UNEMPLOYMENT INSURANCE	<u>452.60</u>	<u>10,000.00</u>	<u>4.5%</u>
Total PERSONNEL	<u>452.60</u>	<u>10,000.00</u>	<u>4.5%</u>
Total TOWN INSURANCE FUND EXPENDITURE	<u>14,530.60</u>	<u>35,000.00</u>	<u>41.5%</u>
TOWN SOCIAL SECURITY EXPENDITURE			
3761 · SOCIAL SECURITY CONTRIBUTION	<u>14,665.65</u>	<u>25,000.00</u>	<u>58.7%</u>
3762 · MEDICARE CONTRIBUTION	<u>3,340.25</u>	<u>10,000.00</u>	<u>33.4%</u>
Total TOWN SOCIAL SECURITY EXPENDITURE	<u>18,005.90</u>	<u>35,000.00</u>	<u>51.4%</u>
Total Expense	<u>698,408.46</u>	<u>2,706,752.42</u>	<u>25.8%</u>
Net Ordinary Income	<u>218,142.96</u>	<u>-1,793,135.92</u>	<u>-12.2%</u>
Net Income	<u><u>218,142.96</u></u>	<u><u>-1,793,135.92</u></u>	<u><u>-12.2%</u></u>

10:40 AM

03/02/20

GRAFTON TOWNSHIP
Reconciliation Summary

101 · CHECKING -American Community, Period Ending 02/29/2020

	<u>Feb 29, 20</u>
Beginning Balance	2,007,274.13
Cleared Transactions	
Checks and Payments - 26 items	-54,533.77
Deposits and Credits - 23 items	775.18
Total Cleared Transactions	<u>-53,758.59</u>
Cleared Balance	<u><u>1,953,515.54</u></u>
Uncleared Transactions	
Checks and Payments - 6 items	<u>-10,370.87</u>
Total Uncleared Transactions	<u>-10,370.87</u>
Register Balance as of 02/29/2020	<u><u>1,943,144.67</u></u>
Ending Balance	1,943,144.67

10:43 AM

03/02/20

GRAFTON TOWNSHIP
Reconciliation Summary

151 - General Assistance - Amer Com, Period Ending 02/29/2020

	<u>Feb 29, 20</u>
Beginning Balance	89,114.89
Cleared Transactions	
Checks and Payments - 1 item	-20.00
Deposits and Credits - 1 item	31.85
	<u>11.85</u>
Total Cleared Transactions	<u>11.85</u>
Cleared Balance	<u><u>89,126.74</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-200.00
	<u>-200.00</u>
Total Uncleared Transactions	<u>-200.00</u>
Register Balance as of 02/29/2020	<u><u>88,926.74</u></u>
Ending Balance	88,926.74

**ROAD DISTRICT
FUND
FINANCIALS**

12:09 PM
02/27/20
Cash Basis

Grafton Township RB
WARRANT DETAIL REPORT
February 24 - 29, 2020

Date	Num	Name	Memo	Paid Amount
103 · R&B General Amer. Comm.				
02/25/2020	6100	BLUECROSS BLUESHIELD OF ILL...	PO 12771	-2,934.16
02/25/2020	6101	Comcast	PO 12772	-179.73
02/25/2020	6102	Humana Health Plan Inc.	PO 12773	-244.80
02/25/2020	6103	NICOR GAS	PO 12774	-60.87
02/25/2020	6104	Verizon Wireless	PO 12775	-118.04
Total 103 · R&B General Amer. Comm.				-3,537.60
TOTAL				-3,537.60

Grafton Township RB

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
A.S.A.P. Garage Door Repair Inc.				
03/02/2020	106544	PO 12789	6311 · MAINTENANCE SERVICE - BUIL...	2,152.00
Total A.S.A.P. Garage Door Repair Inc.				2,152.00
BOTTS WELDING & TRUCK SERVICE				
02/12/2020	658019	PO 12777	9520 · ROAD SIGNS & MATERIALS	19.80
02/20/2020	658292	PO 12793	6313 · MAINTENANCE SERVICE - VEHI...	21.50
Total BOTTS WELDING & TRUCK SERVICE				41.30
BUCK BROS., INC.				
02/21/2020	247772	PO 12782	6112 · MAINTENANCE SUPPLY - EQUI...	9.83
02/27/2020	248110	PO 12787	6112 · MAINTENANCE SUPPLY - EQUI...	58.98
Total BUCK BROS., INC.				68.81
Cardmember Service				
02/11/2020		PO 12776	6112 · MAINTENANCE SUPPLY - EQUI...	98.45
02/19/2020		PO 12779	6111 · MAINTENANCE SUPPLY - BUILD...	19.77
02/19/2020		PO 12780	9655 · AUTO FUEL & OIL	41.94
02/28/2020		PO 12788	6112 · MAINTENANCE SUPPLY - EQUI...	8.98
03/05/2020		PO 12798	6122 · OPERATING SUPPLIES	56.41
03/10/2020	amazon	PO 12805	6122 · OPERATING SUPPLIES	59.98
03/10/2020	F&F	PO 12806	6122 · OPERATING SUPPLIES	38.40
Total Cardmember Service				323.93
CARGILL, INCORPORATED				
02/18/2020	2905274186	PO 12781	9656 · SALT, CALCIUM, ICE CONTROL	7,631.28
03/03/2020	2905301259	PO 12795	9656 · SALT, CALCIUM, ICE CONTROL	3,743.31
Total CARGILL, INCORPORATED				11,374.59
COM ED				
03/05/2020		PO 12804	6371 · UTILITIES	195.70
Total COM ED				195.70
COM ED STREET LIGHTS				
02/25/2020		PO 12786	9519 · STREET LIGHTS	366.94
Total COM ED STREET LIGHTS				366.94
CSI Technical Services, Inc.				
02/21/2020	30834	PO 12783	6831 · EQUIPMENT	129.00
02/21/2020	30834	PO 12784	6512 · MAINTENANCE EQUIPMENT	93.75
Total CSI Technical Services, Inc.				222.75
Hall Signs, Inc.				
03/04/2020	493318	PO 12796	9520 · ROAD SIGNS & MATERIALS	248.99
Total Hall Signs, Inc.				248.99
HAMPSHIRE AUTO PARTS				
03/05/2020	548589	PO 12799	6112 · MAINTENANCE SUPPLY - EQUI...	216.59
03/05/2020	548589	PO 12800	6113 · MAINTENANCE SUPPLY - VEHI...	609.44
Total HAMPSHIRE AUTO PARTS				826.03
McHenry Co. Division of Transportation				
02/28/2020	314	PO 12790	9520 · ROAD SIGNS & MATERIALS	1,185.62
03/03/2020	314a	PO 12794	9520 · ROAD SIGNS & MATERIALS	26.50
Total McHenry Co. Division of Transportation				1,212.12
MCHENRY CO. TWP. HWY. COMMISSIONERS ASSOC				
03/09/2020	2020dues	PO 12801	6561 · DUES AND SUBSCRIPTIONS	100.00
Total MCHENRY CO. TWP. HWY. COMMISSIONERS ASSOC				100.00
MDC Environmental Services Inc.				

3:07 PM

03/10/20

Grafton Township RB
Unpaid Bills Detail
All Transactions

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Split</u>	<u>Amount</u>
03/01/2020	19598016	PO 12791	6373 · GARBAGE DISPOSAL	167.68
Total MDC Environmental Services Inc.				167.68
O'Reilly Automotive, Inc				
02/13/2020	5851-125333	PO 12778	6113 · MAINTENANCE SUPPLY - VEHIC...	63.96
Total O'Reilly Automotive, Inc				63.96
PetroChoice LLC				
03/03/2020	11247807	PO 12797	9655 · AUTO FUEL & OIL	1,499.14
Total PetroChoice LLC				1,499.14
Rush Truck Centers of Illinois, Inc.				
02/24/2020	3018443411	PO 12792	6313 · MAINTENANCE SERVICE - VEHI...	339.00
Total Rush Truck Centers of Illinois, Inc.				339.00
ZIEGLER'S ACE HARDWARE				
02/25/2020	81600/b	PO 12785	6112 · MAINTENANCE SUPPLY - EQUI...	2.99
03/09/2020	81740/b	PO 12802	6123 · SMALL TOOLS	35.98
03/09/2020	81740/b	PO 12803	9520 · ROAD SIGNS & MATERIALS	15.18
Total ZIEGLER'S ACE HARDWARE				54.15
TOTAL				19,257.09

ROAD & BRIDGE WARRANT LIST - FEBRUARY 2020

<u>FUND</u>	<u>VENDOR</u>	<u>PO #</u>			<u>DUE DATE</u>
6112	ACE	12785	Bushing - Air Hose Real	\$ 2.99	3/31/2020
6123	ACE	12802	Hole Saw Arbor & Dozer	\$ 35.98	3/31/2020
9520	ACE	12803	2 Packages of Rivets - Signs	\$ 15.18	3/31/2020
6311	A.S.A.P. GARAGE DOOR REPAIR, INC.	12789	Repair Garage Door #3	\$ 2,152.00	4/1/2020
9520	BOTT'S WELDING & TRUCK SERVICE, INC	12777	5/8" Square Steel- 8 ft -Sign Brackets	\$ 19.80	3/13/2020
6313	BOTT'S WELDING & TRUCK SERVICE, INC	12793	Safety Test - #4	\$ 21.50	3/21/2020
6112	BUCK BROS. INC.	12782	Yellow Spray Paint - 1 can - Loader	\$ 9.83	3/22/2020
6112	BUCK BROS. INC.	12787	Yellow Spray Paint - 6 cans - Loader	\$ 58.98	3/28/2020
6112	CARDMEMBER SERVICE / VISA (WASTE OIL)	12776	Maint Kit - Oil Furnace	\$ 98.45	4/3/2020
6111	CARDMEMBER SERVICE / VISA (F&F)	12779	Softener Salt - 3 bags	\$ 19.77	4/3/2020
9655	CARDMEMBER SERVICE / VISA (F&F)	12780	DEF Fluid - 6 Boxes	\$ 41.94	4/3/2020
6112	CARDMEMBER SERVICE / VISA (F&F)	12788	Primer Spray Paint - 2 cans - Loader	\$ 8.98	4/3/2020
6122	CARDMEMBER SERVICE / VISA (F&F)	12798	P Towels, Toilet Paper, 6 Cutting Wheels	\$ 56.41	4/3/2020
6122	CARDMEMBER SERVICE / VISA (AMAZON)	12805	2 Boxes - Grinding Disc's	\$ 59.98	4/3/2020
			Wire wheel, 5 - Metal Cutting Wheels, 4		
6122	CARDMEMBER SERVICE / VISA (F&F)	12806	Cans - Black Spray Paint	\$ 38.40	4/3/2020
9656	CARGILL, INCORPORATED	12781	Road Salt - 100.24 tons	\$ 7,631.28	3/19/2020
9656	CARGILL, INCORPORATED	12795	Road Salt - 49.17 tons	\$ 3,743.31	4/2/2020
6371	COM ED	12804		\$ 195.70	4/20/2020
9519	COM ED - STREET LIGHTS	12786		\$ 366.94	4/27/2020
6831	CSI TECHNICAL SERVICES, INC.	12783	New Computer Monitor - Tom	\$ 129.00	3/22/2020
6512	CSI TECHNICAL SERVICES, INC.	12784	Look at Tom's Computer	\$ 93.75	3/22/2020
9520	HALL SIGNS, INC.	12796	25 Street Name Sign Blanks	\$ 248.99	4/3/2020
6112	HAMPSHIRE AUTO PARTS	12799	Filters - Equipment- Filter Sale	\$ 216.59	4/4/2020
6113	HAMPSHIRE AUTO PARTS	12800	Filters - Vehicles - Filter Sale	\$ 609.44	4/4/2020
9520	MCHENRY COUNTY DIV. OF TRANS.	12790	80 Street Name Signs	\$ 1,185.62	3/29/2020
9520	MCHENRY COUNTY DIV. OF TRANS.	12794	1 Advanced Road Name Sign	\$ 26.50	3/29/2020
6561	MCHENRY CNTY TWP HWY COMM ASSOC	12801	2020 Dues	\$ 100.00	3/30/2020
6373	MDC ENVIRONMENTAL SERVICES INC	12791	Garbage service	\$ 167.68	3/20/2020
6113	O'REILLY AUTOMOTIVE, INC.	12778	Wiper Blades - #3 & #5	\$ 63.96	3/14/2020
9655	PETROCHOICE, LLC	12797	Fuel	\$ 1,499.14	3/23/2020
6313	RUSH TRUCK CENTERS OF IL, INC.	12792	Repair Exhaust Leak - #3	\$ 339.00	3/10/2020
				\$ 19,257.09	
<u>BILLS PAID BEFORE MEETING</u>					
9451	BLUECROSS BLUESHIELD OF IL	12771	Health insurance - March	\$ 2,934.16	3/1/2020
6552	COMCAST	12772	Phone & Internet	\$ 179.73	3/15/2020
9451	HUMANA DENTAL INSURANCE	12773	Health insurance - March	\$ 244.80	3/1/2020
6371	NICOR GAS	12774		\$ 60.87	4/6/2020
6552	VERIZON WIRELESS	12775	Cell phone service	\$ 118.04	2/29/2020
				\$ 3,537.60	
			Total	\$ 22,794.69	

Road Commissioner:



Actual vs Budget Year to Date

April 2019 through March 2020

03/11/20

Cash Basis

	Apr '19 - Mar 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
PERMANENT HARD ROAD FD REVENUES			
9000 · PROPERTY TAXES	526,252.46	527,418.00	99.8%
9020 · INTEREST INCOME	6,351.74	7,000.00	90.7%
9040 · INTERGOVERNMENTAL AGREEMENT	10,700.00	100.00	10,700.0%
9050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
9060 · PERMITS & BONDS	4,054.00	2,000.00	202.7%
9080 · GRANT INCOME	0.00	5.00	0.0%
Total PERMANENT HARD ROAD FD REVENUES	547,358.20	536,533.00	102.0%
ROAD & BRIDGE FUND REVENUES			
6000 · PROPERTY TAXES - ROAD & BRIDGE	127,965.74	248,238.00	51.5%
6002 · MUNICIPAL SHARE	0.00	-119,989.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	52,766.28	40,000.00	131.9%
6020 · INTEREST INCOME	2,931.96	4,000.00	73.3%
6030 · RENTAL INCOME	0.00	5.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	5.00	0.0%
6050 · MISCELLANEOUS INCOME	14,394.92	12,565.00	114.6%
6060 · COURT FINES & PERMITS	2,848.02	800.00	356.0%
6080 · GRANT INCOME	0.00	5.00	0.0%
Total ROAD & BRIDGE FUND REVENUES	200,906.92	185,629.00	108.2%
ROAD & BRIDGE IMRF FUND REVENUE			
8000 · PROPERTY TAXES	11,985.73	12,012.00	99.8%
8020 · INTEREST INCOME	195.11	200.00	97.6%
8050 · MISCELLANEOUS INCOME	0.00	5.00	0.0%
Total ROAD & BRIDGE IMRF FUND REVENUE	12,180.84	12,217.00	99.7%
ROAD & BRIDGE INSURANCE REVENUE			
7000 · PROPERTY TAXES	9,992.80	10,015.00	99.8%
7020 · INTEREST INCOME	291.99	250.00	116.8%
7050 · MISCELLANEOUS INCOME	0.00	2,900.00	0.0%
Total ROAD & BRIDGE INSURANCE REVENUE	10,284.79	13,165.00	78.1%
Total Income	770,730.75	747,544.00	103.1%
Expense			
PERMANENT HARD ROAD EXPENDITURE			
COMMODITIES			
9614 · MAINTENANCE SUPPLIES - ROADS	21,339.37	65,000.00	32.8%
9652 · OPERATING SUPPLIES	851.09	8,000.00	10.6%
9655 · AUTO FUEL & OIL	10,647.42	45,000.00	23.7%
9656 · SALT, CALCIUM, ICE CONTROL	25,366.90	158,000.00	16.1%
Total COMMODITIES	58,204.78	276,000.00	21.1%
CONTRACT SERVICES			
9514 · MAINTENANCE SERVICE ROAD	245,406.74	440,000.00	55.8%
9518 · ROAD STRIPING	24,722.34	28,000.00	88.3%
9519 · STREET LIGHTS	3,774.72	5,000.00	75.5%
9520 · ROAD SIGNS & MATERIALS	34.96	30,000.00	0.1%
9532 · ENGINEERING SERVICE	0.00	40,000.00	0.0%
9594 · RENTALS	0.00	10,000.00	0.0%
Total CONTRACT SERVICES	273,938.76	553,000.00	49.5%

03/11/20
Cash Basis

Grafton Township RB
Actual vs Budget Year to Date
April 2019 through March 2020

	<u>Apr '19 - Mar 20</u>	<u>Budget</u>	<u>% of Budget</u>
OTHER EXPENDITURES			
9929 · MISCELLANEOUS	1,975.00	14,000.00	14.1%
9952 · INTERGOVERNMENTAL AGREEMENT	15,625.00	15,625.00	100.0%
Total OTHER EXPENDITURES	17,600.00	29,625.00	59.4%
PERSONNEL			
9421 · SALARIES	129,641.25	185,000.00	70.1%
9451 · HEALTH/LIFE INSURANCE	33,515.65	65,000.00	51.6%
9461 · SOCIAL SECURITY CONTRIBUTION	9,485.46	16,000.00	59.3%
9462 · MEDICARE CONTRIBUTION	2,218.38	6,000.00	37.0%
9472 · UNIFORMS	304.19	2,000.00	15.2%
9475 · PAYROLL EXPENSE	1,091.25	1,400.00	77.9%
Total PERSONNEL	176,256.18	275,400.00	64.0%
Total PERMANENT HARD ROAD EXPENDITURE	525,999.72	1,134,025.00	46.4%
ROAD & BRIDGE-IMRF-EXPENDITURE			
PERSONNEL			
8463 · RETIREMENT CONTRIBUTION	11,388.29	49,000.00	23.2%
Total PERSONNEL	11,388.29	49,000.00	23.2%
Total ROAD & BRIDGE-IMRF-EXPENDITURE	11,388.29	49,000.00	23.2%
ROAD & BRIDGE-INS-EXPENDITURE			
CONTRACT SERVICE			
7593 · RISK MANAGEMENT CONTRIBUTION	20,258.00	58,000.00	34.9%
Total CONTRACT SERVICE	20,258.00	58,000.00	34.9%
PERSONNEL			
7453 · UNEMPLOYMENT INSURANCE	229.50	8,000.00	2.9%
Total PERSONNEL	229.50	8,000.00	2.9%
Total ROAD & BRIDGE-INS-EXPENDITURE	20,487.50	66,000.00	31.0%
ROAD & BRIDGE FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
6831 · EQUIPMENT	1,574.99	5,000.00	31.5%
Total CAPITAL OUTLAY	1,574.99	5,000.00	31.5%
COMMODITIES			
6651 · OFFICE SUPPLIES	274.27	1,000.00	27.4%
Total COMMODITIES	274.27	1,000.00	27.4%

Actual vs Budget Year to Date

April 2019 through March 2020

03/11/20

Cash Basis

	Apr '19 - Mar 20	Budget	% of Budget
CONTRACTED SERVICES			
6512 · MAINTENANCE EQUIPMENT	0.00	1,000.00	0.0%
6531 · ACCOUNTING SERVICE	3,033.33	14,000.00	21.7%
6533 · LEGAL SERVICE	131.75	34,000.00	0.4%
6551 · POSTAGE	378.38	500.00	75.7%
6552 · TELEPHONE	3,258.53	5,000.00	65.2%
6553 · PUBLISHING	66.42	1,500.00	4.4%
6554 · PRINTING	0.00	200.00	0.0%
6561 · DUES AND SUBSCRIPTIONS	60.00	400.00	15.0%
6562 · TRAVEL & MEETING EXPENSE	0.00	2,000.00	0.0%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
Total CONTRACTED SERVICES	6,928.41	59,600.00	11.6%
OTHER EXPENDITURES			
6914 · MUNICIPAL REPLACEMENT	8,069.27	8,100.00	99.6%
6929 · MISCELLANEOUS	197.53	8,000.00	2.5%
Total OTHER EXPENDITURES	8,266.80	16,100.00	51.3%
PERSONNEL			
6421 · SALARIES	23,350.00	30,000.00	77.8%
Total PERSONNEL	23,350.00	30,000.00	77.8%
Total ADMINISTRATION	40,394.47	111,700.00	36.2%
MAINTENANCE			
CAPITAL OUTLAY			
6820 · CAPITAL ASSET OUTLAY	0.00	120,000.00	0.0%
6833 · OTHER IMPROVEMENTS	8,895.00	253,000.00	3.5%
Total CAPITAL OUTLAY	8,895.00	373,000.00	2.4%
COMMODITIES			
6111 · MAINTENANCE SUPPLY - BUILDING	79.00	15,000.00	0.5%
6112 · MAINTENANCE SUPPLY - EQUIPM...	2,549.42	15,000.00	17.0%
6113 · MAINTENANCE SUPPLY - VEHICL...	6,870.59	15,000.00	45.8%
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	721.55	4,000.00	18.0%
6123 · SMALL TOOLS	502.17	6,000.00	8.4%
Total COMMODITIES	10,722.73	60,200.00	17.8%
CONTRACT SERVICES			
6311 · MAINTENANCE SERVICE - BUILDI...	554.25	15,000.00	3.7%
6312 · MAINTENANCE SERVICE - EQUIP...	6,051.89	30,000.00	20.2%
6313 · MAINTENANCE SERVICE - VEHIC...	38,833.26	42,555.00	91.3%
6314 · MAINTENANCE SERVICE ROADS	0.00	10,000.00	0.0%
6316 · MAINTENANCE - SNOW REMOVAL	0.00	100.00	0.0%
6318 · MAINTENANCE SERVICE BRIDGE	0.00	25,000.00	0.0%
6332 · ENGINEERING SERVICE	0.00	19,000.00	0.0%
6371 · UTILITIES	2,068.81	9,000.00	23.0%
6373 · GARBAGE DISPOSAL	1,806.20	6,000.00	30.1%
6394 · RENTALS	0.00	500.00	0.0%
Total CONTRACT SERVICES	49,314.41	157,155.00	31.4%

Actual vs Budget Year to Date

April 2019 through March 2020

03/11/20

Cash Basis

	<u>Apr '19 - Mar 20</u>	<u>Budget</u>	<u>% of Budget</u>
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	<u>0.00</u>	<u>5,000.00</u>	<u>0.0%</u>
Total OTHER EXPENDITURES	<u>0.00</u>	<u>5,000.00</u>	<u>0.0%</u>
PERSONNEL			
6221 · SALARIES	<u>0.00</u>	<u>10,500.00</u>	<u>0.0%</u>
Total PERSONNEL	<u>0.00</u>	<u>10,500.00</u>	<u>0.0%</u>
Total MAINTENANCE	<u>68,932.14</u>	<u>605,855.00</u>	<u>11.4%</u>
Total ROAD & BRIDGE FUND EXPENDITURES	<u>109,326.61</u>	<u>717,555.00</u>	<u>15.2%</u>
6391 · R&B - CONTINGENCIES	<u>0.00</u>	<u>34,000.00</u>	<u>0.0%</u>
9917 · PHR - CONTINGENCIES	<u>0.00</u>	<u>52,000.00</u>	<u>0.0%</u>
Total Expense	<u>667,202.12</u>	<u>2,052,580.00</u>	<u>32.5%</u>
Net Ordinary Income	<u>103,528.63</u>	<u>-1,305,036.00</u>	<u>-7.9%</u>
Net Income	<u><u>103,528.63</u></u>	<u><u>-1,305,036.00</u></u>	<u><u>-7.9%</u></u>

9:30 AM

03/02/20

Grafton Township RB
Reconciliation Summary
103 · R&B General Amer. Comm., Period Ending 02/29/2020

	Feb 29, 20
Beginning Balance	1,482,293.55
Cleared Transactions	
Checks and Payments - 23 items	-39,381.46
Deposits and Credits - 9 items	2,220.44
Total Cleared Transactions	-37,161.02
Cleared Balance	1,445,132.53
Uncleared Transactions	
Checks and Payments - 9 items	-28,615.98
Total Uncleared Transactions	-28,615.98
Register Balance as of 02/29/2020	1,416,516.55
Ending Balance	1,416,516.55

OLD BUSINESS

Grafton Township Assessor's Office Pro Forma Monthly Cash Flow Statement
For the fiscal year beginning April 1, 2020 and ending March 31, 2021, pursuant to 35 ILCS 200/2-30.

Account	Total Year % of Total	Apr./2018	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan./2019	Feb.	Mar.
Capital Costs													
1854 Equipment	0.5%	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Investment	0.5%	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Direct Fixed Costs													
1751 Copier Lease & Maintenance	1.1%	\$4,200	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350	\$350
1752 Telephone & Internet	0.7%	\$2,400	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
1753 Legal Fees	2.5%	\$9,600	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750	\$750
1755 Postage	0.1%	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1756 Software	5.0%	\$18,165	\$500	\$11,185	\$0	\$2,685	\$500	\$0	\$1,185	\$0	\$425	\$1,185	\$500
1757 Publishing and Presentations	0.2%	\$600	\$0	\$0	\$0	\$0	\$200	\$200	\$200	\$0	\$0	\$0	\$0
1758 Printing	0.1%	\$500	\$0	\$0	\$0	\$0	\$250	\$250	\$0	\$0	\$0	\$0	\$0
1759 Dues	0.3%	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1760 Travel	1.0%	\$3,500	\$250	\$450	\$250	\$250	\$550	\$250	\$250	\$250	\$250	\$250	\$250
1761 Training	1.6%	\$5,870	\$0	\$1,350	\$660	\$800	\$800	\$800	\$0	\$0	\$0	\$0	\$0
1762 Publications and Subscriptions	0.1%	\$300	\$0	\$0	\$100	\$0	\$0	\$0	\$100	\$0	\$0	\$0	\$100
1851 Office Supplies	0.8%	\$3,000	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
1939 Miscellaneous	0.4%	\$1,500	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125
1940 Uniforms	0.1%	\$500	\$0	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Direct Fixed	13.9%	\$50,785	\$2,875	\$14,960	\$2,885	\$2,775	\$6,070	\$3,975	\$3,225	\$3,410	\$1,925	\$3,510	\$2,775
G & A Fixed Costs													
1240 Salaries	61.5%	\$225,260	\$17,942	\$19,542	\$19,542	\$19,542	\$17,942	\$18,802	\$18,802	\$18,802	\$18,802	\$18,802	\$18,802
1242 FICA/Medicare/Taxes	4.7%	\$17,232	\$1,373	\$1,495	\$1,495	\$1,495	\$1,373	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438
1241 IMRF	5.3%	\$19,268	\$1,568	\$1,568	\$1,568	\$1,568	\$1,568	\$1,643	\$1,643	\$1,643	\$1,643	\$1,643	\$1,643
1243 Health Insurance	14.2%	\$52,080	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200
Total G&A Fixed	85.6%	\$313,840	\$25,082	\$26,805	\$26,805	\$26,805	\$25,082	\$26,083	\$26,083	\$26,503	\$26,503	\$26,503	\$26,503
Total Assessor	100.0%	\$366,425	\$29,757	\$40,042	\$29,690	\$29,580	\$32,875	\$29,057	\$29,308	\$29,493	\$28,428	\$30,013	\$29,278

Notes & Assumptions:
Some differences occur due to rounding.

Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Safety & Capital Improvement Investment
Fiscal Year 2020-2021

Account	Total Year	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
1854 Replacement notebook computer	\$1,800	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Capital Investment	\$1,800	\$1,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Notes & Assumptions:

The current notebook is so old it's running Windows Vista which is no longer supported.
Two notebooks are required because two appeal rooms are often heard simultaneously.

Some differences occur due to rounding.

Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Software Expense
Fiscal Year 2020-2021

	Total Year	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
PAMS mass appraisal software	\$10,000		\$10,000	\$0			\$0	\$0	\$0	\$0	\$0	\$0	\$0
— CoStar commercial database: 1 seat	\$4,740	\$0	\$1,185	\$0	\$0	\$1,185	\$0	\$0	\$1,185	\$0	\$0	\$1,185	\$0
— MLS residential database: 2 seats	\$2,500	\$0	\$0	\$0	\$0	\$1,500	\$500	\$0	\$0	\$0	\$0	\$0	\$500
MS Office 2019 Home & Business: 2 notebooks	\$500	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lynda.com: on-line, in-house training	\$425	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$425	\$0	\$0
Total Software Expense	\$18,165	\$500	\$11,185	\$0	\$0	\$2,685	\$500	\$0	\$1,185	\$0	\$425	\$1,185	\$500

Notes & Assumptions:

September and March MLS charges are for two seats of MLS access charges.

November MLS charge is for two annual Realtor association membership dues (required for MLS access)

MLS analysis is the only reliable approach to ensure assessment accuracy regarding arms-length sales and dwelling condition

Some differences occur due to rounding.

Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Training Investment
Fiscal Year 2020-2021

<u>Position</u>	Total Year	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Deputy: Burke	\$800	\$0	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0
Deputy: Ksepka	\$2,670	\$0	\$1,350	\$660	\$0	\$660	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deputy: Roldan	\$800	\$0	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0
Appraiser: Crouse	\$800	\$0	\$0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0
Assessor: Zielinski	\$800	\$0	0	\$0	\$400	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0
Total Training Investment	\$5,870	\$0	\$1,350	\$660	\$800	\$1,460	\$800	\$800	\$0	\$0	\$0	\$0	\$0

Notes & Assumptions:

Training is mandatory per 35 ILCS 200/4-10 and the Illinois Property Assessment Institute:

"Effective January 1, 2011, all recipients of the Certified Illinois Assessing Officer (CIAO) or CIAO/A designation will be required to complete continuing education (CE) to maintain the designation."

The larger amounts shown for Deputy Ksepka related to securing the necessary hours to achieve her initial CIAO designation.

Some differences occur due to rounding.

Grafton Township Assessor's Office Pro Forma Monthly Use of Funds Statement: Personnel, Salary and Benefit Expense
Fiscal Year 2020-2021

<u>Full-Time Deputies</u>	Total Year	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
Deputy: Burke (CIAO-S)	\$59,869	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989
Deputy: Kspeka (CIAO)	\$45,721	\$3,380	\$3,380	\$3,380	\$3,380	\$3,380	\$3,380	\$4,240	\$4,240	\$4,240	\$4,240	\$4,240	\$4,240
Deputy: Roldan (CIAO-S)	\$59,869	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989	\$4,989
Appraiser: Crouse (Cert. Res.)	\$55,000	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583	\$4,583
Total Full-Time Salary	\$220,460	\$17,942	\$17,942	\$17,942	\$17,942	\$17,942	\$17,942	\$18,802	\$18,802	\$18,802	\$18,802	\$18,802	\$18,802
<u>Part-Time (no benefits)</u>													
Field Person #1	\$2,400	\$0	\$0	\$800	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Field Person #2	\$2,400	\$0	\$0	\$800	\$800	\$800	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Part-Time Salary	\$4,800	\$0	\$0	\$1,600	\$1,600	\$1,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Salary	\$225,260	\$17,942	\$17,942	\$19,542	\$19,542	\$19,542	\$17,942	\$18,802	\$18,802	\$18,802	\$18,802	\$18,802	\$18,802
<u>Benefits & Taxes</u>													
Misc. payroll taxes	\$17,232	\$1,373	\$1,373	\$1,495	\$1,495	\$1,495	\$1,373	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438	\$1,438
IMRF contribution	\$19,268	\$1,568	\$1,568	\$1,568	\$1,568	\$1,568	\$1,568	\$1,643	\$1,643	\$1,643	\$1,643	\$1,643	\$1,643
Employee healthcare	\$52,080	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,200	\$4,620	\$4,620	\$4,620	\$4,620
Total taxes & benefits	\$88,581	\$7,141	\$7,141	\$7,263	\$7,263	\$7,263	\$7,141	\$7,282	\$7,282	\$7,702	\$7,702	\$7,702	\$7,702
Total Personnel Expense	\$313,840	\$25,082	\$25,082	\$26,805	\$26,805	\$26,805	\$25,082	\$26,083	\$26,083	\$26,503	\$26,503	\$26,503	\$26,503

Notes & Assumptions:

Deputy Kspeka is expected to attain her CIAO designations in October. No other Deputies are expected to attain higher designations this year.

Full-time salaries reflect a 3% cost of living adjustment.

Social Security taxes are based on 6.2% of salary, Medicare taxes are based on 1.45% of salary and IMRF costs are based on 8.74% of salary.

Healthcare benefits are at the current rates through 10/2020 and projected at 110% thereafter.

Part-time personnel are required to comply with the property viewing required by 35 ILCS 200/9-155.

Salary amounts are higher due to rounding to whole dollars.

TOWN FUND

	<i>actual</i> January 1, 2020	<i>projected</i> March 31, 2020	<i>2019/2020</i> Budget	<i>proposed</i> Budget
Ordinary Income/Expense				
BANK BALANCE	\$ 2,032,418.08	\$ 1,868,413.65	\$ 1,720,316.86	\$ 1,868,413.65
Income				
CORPORATE FUND REVENUE				
1000 • PROPERTY TAXES	808,078.10	808,078.10	807,691.50	0.00
1010 • REPLACEMENT TAXES	25,788.13	25,788.13	20,000.00	20,000.00
1020 • INTEREST INCOME	10,229.45	10,229.45	18,000.00	7,500.00
1040 • IGA ROAD COM SALARY	15,625.00	15,625.00	15,625.00	15,625.00
1055 • MISCELLANEOUS INCOME	48.75	48.75	500.00	500.00
Total CORPORATE FUND REVENUE	859,769.43	859,769.43	861,816.50	43,625.00
CORPORATE INSURANCE FUND REV				
2000 • PROPERTY TAXES	17,960.61	17,960.61	18,000.00	18,000.00
2020 • INTEREST INCOME	1.72	1.72	0.00	0.00
2050 • MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
Total CORPORATE INSURANCE FUND REV	17,962.33	17,962.33	18,000.00	18,000.00
Total Income	877,731.76	877,731.76	879,816.50	61,625.00
Expense				
TOWN FUND EXPENDITURES				
ADMINISTRATION				
CAPITAL OUTLAY				
1831 • CAPITAL IMPROVEMENT RESERVE	0.00	0.00	500,000.00	250,000.00
1835 • CAPITAL EQUIPMENT RESERVE	0.00	0.00	500,000.00	250,000.00
Total CAPITAL OUTLAY	0.00	0.00	1,000,000.00	500,000.00
COMMODITIES				
1651 • OFFICE SUPPLIES	1,697.61	2,263.48	5,009.51	5,000.00
1652 • OPERATING SUPPLIES	294.07	392.09	3,000.00	3,000.00
Total COMMODITIES	1,991.68	2,655.57	8,009.51	8,000.00
CONTRACTUAL SERVICES				
1511 • MAINTENANCE SERVICE-BUILDING	7,075.72	9,434.29	250,000.00	250,000.00
1512 • MAINTENANCE SERVICE - EQUIPMENT	10,320.95	13,761.27	75,000.00	75,000.00
1531 • ACCOUNTING SERVICES	4,369.42	5,825.89	20,000.00	20,000.00
1533 • LEGAL SERVICE	3,056.00	4,074.67	165,000.00	165,000.00
1551 • POSTAGE	0.00	0.00	2,000.00	2,000.00
1552 • TELEPHONE	1,599.01	2,132.01	5,000.00	5,000.00
1553 • PUBLISHING	369.88	493.17	2,000.00	2,000.00
1554 • PRINTING	0.00	0.00	3,000.00	3,000.00
1561 • DUES	1,429.45	1,905.93	3,000.00	5,000.00
1562 • TRAVEL EXPENSES	0.00	0.00	2,000.00	2,000.00
1563 • TRAINING	0.00	0.00	5,000.00	5,000.00
1565 • CLERK	60.34	80.45	5,000.00	5,000.00
1571 • UTILITIES	3,734.71	4,979.61	7,500.00	10,000.00
1572 • FUEL	0.00	0.00	2,000.00	2,000.00
1573 • OTHER PROFESSIONAL SERVICES	5,800.00	7,733.33	50,000.00	50,000.00
1574 • ANNUAL MEETING	0.00	0.00	2,500.00	2,500.00
1575 • ROOM RENTAL	0.00	0.00	2,500.00	2,500.00
Total CONTRACTUAL SERVICES	37,815.48	50,420.64	601,500.00	606,000.00
OTHER EXPENDITURES				
1905 • MISCELLANEOUS EXPENSE	0.00	0.00	50,000.00	50,000.00
1911 • CONTINGENCIES	0.00	0.00	68,983.85	60,000.00
Total OTHER EXPENDITURES	0.00	0.00	118,983.85	110,000.00
PERSONNEL				
1420 • OFFICE STAFF HOURLY	41,839.00	55,785.33	75,000.00	75,000.00
1421 • ELECTED OFFICIALS SALARIES	113,942.20	151,922.93	165,000.00	165,000.00
1451 • HEALTH INSURANCE	23,187.95	30,917.27	60,000.00	60,000.00
Total PERSONNEL	178,969.15	238,625.53	300,000.00	300,000.00
SENIOR SERVICES				
900 • SALARIES	22,658.86	22,658.86	25,000.00	25,000.00
901 • PAYROLL TAXES	0.00	0.00	4,000.00	4,000.00
902 • HEALTH INSURANCE	0.00	0.00	7,500.00	7,500.00
903 • IMRF	0.00	0.00	2,500.00	2,500.00

TOWN FUND

	<i>actual</i>	<i>projected</i>	<i>2019/2020</i>	<i>proposed</i>
	January 1, 2020	March 31, 2020	Budget	Budget
930 • FUEL	32.48	43.31	4,000.00	4,000.00
950 • OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00
959 • COMMUNITY SERVICE/SENIOR	200.00	266.67	10,000.00	10,000.00
960 • TELEPHONE	0.00	0.00	2,000.00	2,000.00
967 • PRINTING	0.00	0.00	1,000.00	1,000.00
968 • POSTAGE	0.00	0.00	1,000.00	1,000.00
970 • MISCELLANEOUS	132.00	176.00	10,000.00	10,000.00
971 • UTILITIES	0.00	0.00	2,000.00	2,000.00
972 • McRIDE	7,560.00	10,080.00	15,000.00	15,000.00
Total SENIOR SERVICES	30,583.34	33,224.83	85,000.00	85,000.00
Total ADMINISTRATION	249,359.65	324,926.58	2,113,493.36	1,609,000.00
ASSESSOR				
CAPITAL OUTLAY				
1854 • EQUIPMENT	14,205.40	15,000.00	15,000.00	0.00
Total CAPITAL OUTLAY	14,205.40	15,000.00	15,000.00	0.00
COMMODITIES				
1851 • OFFICE SUPPLIES	762.57	1,016.76	2,400.00	0.00
Total COMMODITIES	762.57	1,016.76	2,400.00	0.00
CONTRACTUAL SERVICES				
1751 • MAINTENANCE SERVICE	2,045.52	2,727.36	12,000.00	0.00
1752 • TELEPHONE	1,599.00	2,100.00	2,100.00	0.00
1755 • POSTAGE	0.00	0.00	250.00	0.00
1756 • SOFTWARE	22,762.22	29,125.00	29,125.00	0.00
1757 • PUBLISHING	0.00	0.00	600.00	0.00
1758 • PRINTING	485.55	500.00	500.00	0.00
1759 • DUES	430.00	573.33	1,125.00	0.00
1760 • TRAVEL EXPENSE	469.00	625.33	2,400.00	0.00
1761 • TRAINING	3,240.00	4,000.00	4,000.00	0.00
1762 • PUBLICATIONS/SUBSCRIPTIONS	0.00	0.00	300.00	0.00
Total CONTRACTUAL SERVICES	31,031.29	39,651.03	52,400.00	0.00
OTHER EXPENDITURES				
1939 • MISCELLANEOUS	350.00	466.67	5,100.00	0.00
1940 • UNIFORMS	0.00	0.00	500.00	0.00
Total OTHER EXPENDITURES	350.00	466.67	5,600.00	0.00
PERSONNEL				
1240 • SALARIES	165,025.34	220,033.79	226,500.00	0.00
1241 • IMRF	11,261.23	15,014.97	15,934.00	0.00
1242 • FICA/MEDICARE/TAXES	10,690.88	14,254.51	17,806.00	0.00
1243 • HEALTH INSURANCE	30,183.08	40,244.11	53,000.00	0.00
Total PERSONNEL	217,160.53	289,547.37	313,240.00	0.00
Total ASSESSOR	263,509.79	345,681.83	388,640.00	0.00
Total TOWN FUND EXPENDITURES	512,869.44	670,608.41	2,502,133.36	1,609,000.00
TOWN IMRF FUND EXPENDITURES				
3262 • RETIREMENT CONTRIBUTION	6,115.51	8,154.01	28,000.00	28,000.00
Total TOWN IMRF FUND EXPENDITURES	6,115.51	8,154.01	28,000.00	28,000.00
TOWN INSURANCE FUND EXPENDITURE				
CONTRACTED SERVICES				
2593 • RISK MANAGEMENT CONTRIBUTION	14,078.00	14,078.00	25,000.00	25,000.00
Total CONTRACTED SERVICES	14,078.00	14,078.00	25,000.00	25,000.00
PERSONNEL				
2453 • UNEMPLOYMENT INSURANCE	58.92	78.56	10,000.00	10,000.00
Total PERSONNEL	58.92	78.56	10,000.00	10,000.00
Total TOWN INSURANCE FUND EXPENDITURE	14,136.92	14,156.56	35,000.00	35,000.00
TOWN SOCIAL SECURITY EXPENDITURE				
3761 • SOCIAL SECURITY CONTRIBUTION	10,302.20	13,736.27	25,000.00	25,000.00
3762 • MEDICARE CONTRIBUTION	2,319.76	3,093.01	10,000.00	10,000.00
Total TOWN SOCIAL SECURITY EXPENDITURE	12,621.96	16,829.28	35,000.00	35,000.00
Total Expense	545,743.83	709,748.26	2,600,133.36	1,707,000.00
Net Ordinary Income	331,987.93	167,983.50	-1,720,316.86	-1,645,375.00
ENDING BALANCE			\$ -	\$ 223,038.65

GENERAL ASSISTANCE FUND

	<i>actual</i> January 1, 2020	<i>projected</i> March 31, 2020	<i>2019/2020</i> Budget	<i>proposed</i> Budget
Ordinary Income/Expense				
BANK BALANCE	\$ 89,080.87	\$ 78,755.30	\$ 72,819.06	\$ 78,755.30
Income				
GENERAL ASSISTANCE FUND REVENUE				
5000 - PROPERTY TAXES	30,696.99	30,696.99	33,000.00	33,000.00
5020 - INTEREST INCOME	434.28	434.28	800.00	400.00
5050 - MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00
Total GENERAL ASSISTANCE FUND REVENUE	31,131.27	31,131.27	33,800.00	33,400.00
Total Income	31,131.27	31,131.27	33,800.00	33,400.00
Expense				
GENERAL ASSISTANCE FUND				
ADMINISTRATION				
CONTRACTUAL SERVICES				
5512 - MAINTENANCE SERVICE - EQUIPMENT	600.00	800.00	2,000.00	2,000.00
5534 - ACCOUNTING SERVICES	3,000.00	3,000.00	3,000.00	3,000.00
5549 - OTHER PROFESSIONAL SERVICE	0.00	0.00	1,000.00	1,000.00
5551 - POSTAGE	0.00	0.00	250.00	250.00
5552 - TELEPHONE	0.00	0.00	1,000.00	1,000.00
5554 - PRINTING	0.00	0.00	500.00	1,000.00
5556 - TRAINING	0.00	0.00	500.00	500.00
5571 - UTILITIES	0.00	0.00	1,000.00	1,000.00
Total CONTRACTUAL SERVICES	3,600.00	3,800.00	9,250.00	9,750.00
OPERATING EXPENSES				
5611 - MAINTENANCE SUPPLIES - BUILDING	0.00	0.00	500.00	500.00
5651 - OFFICE SUPPLIES	0.00	0.00	869.06	1,000.00
Total OPERATING EXPENSES	0.00	0.00	1,369.06	1,500.00
PERSONNEL				
5421 - SALARIES	0.00	6,000.00	20,000.00	20,000.00
5451 - HEALTH INSURANCE	0.00	0.00	7,500.00	7,500.00
Total PERSONNEL	0.00	6,000.00	27,500.00	27,500.00
Total ADMINISTRATION	3,600.00	9,800.00	38,119.06	38,750.00
HOME RELIEF				
COMMODITIES				
5781 - FOOD	0.00	0.00	1,000.00	1,000.00
5782 - PERSONAL INCIDENTALS	450.92	601.23	1,000.00	1,000.00
5783 - HOUSEHOLD INCIDENTALS	345.00	460.00	1,000.00	1,000.00
5784 - FLAT GRANT	0.00	0.00	1,000.00	1,000.00
5785 - DRUGS	0.00	0.00	1,000.00	1,000.00
5786 - FUEL	0.00	0.00	1,000.00	1,000.00
5790 - Catastrophic Deduction	0.00	0.00	25,000.00	27,905.30
Total COMMODITIES	795.92	1,061.23	31,000.00	33,905.30
CONTRACTUAL SERVICES				
5805 - TRANSPORTATION ASSISTANCE	0.00	0.00	2,500.00	2,500.00
5885 - OTHER MEDICAL SERVICE INSURANCE	2,650.00	3,533.33	5,000.00	7,000.00
5887 - SHELTER	4,053.00	5,404.00	15,000.00	15,000.00
5888 - UTILITY PAYMENTS	4,877.78	6,503.71	15,000.00	15,000.00
Total CONTRACTUAL SERVICES	11,580.78	15,441.04	37,500.00	39,500.00
Total HOME RELIEF	12,376.70	16,502.27	68,500.00	73,405.30
Total GENERAL ASSISTANCE FUND	15,976.70	26,302.27	106,619.06	112,155.30
Total Expense	15,976.70	26,302.27	106,619.06	112,155.30
Net Ordinary Income	15,154.57	4,829.00	-72,819.06	-78,755.30
ENDING BALANCE			\$ -	\$ 0.00

March 12, 2020

Road District Budget Changes to Tentative 2020-2021 Budget

<u>Fund</u>	<u>Original Estimated Amt</u>	<u>3/12/2020 New Proposed Amt</u>
General Road Fund - Beginning Balance	\$654,866	\$652,367
Insurance Fund - Beginning Balance	\$45,749	\$45,751
IMRF Fund - Beginning Balance	\$38,122	\$38,048
Permanent Road Fund - Beginning Fund	\$642,632	\$647,968
Total	<u>\$1,381,369</u>	<u>\$1,384,134</u>

<u>Appropriations</u>	<u>New Proposed Amt</u>
6391 - Contingencies	\$37,000
9614 - Maintenance Supplies - Road	\$65,000

BUDGET & APPROPRIATION ORDINANCE

ROAD DISTRICT

ORDINANCE No. _____

An ordinance appropriating for all road purposes for Grafton Township Road District, McHenry County, Illinois, for the fiscal year beginning April 1, 2020 and ending March 31, 2021.

BE IT ORDAINED by the Board of Trustees of Grafton Township, McHenry County, Illinois.

SECTION 1: That the amounts hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Grafton Township Road District, be and the same are hereby appropriated for road purposes of Grafton Township Road District, McHenry County, Illinois, as hereafter specified for the fiscal year beginning April 1, 2020 and ending March 31, 2021.

SECTION 2: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds,

General Road Fund

Insurance Fund

Illinois Municipal Retirement Fund

Permanent Road Fund

**2020-2021
Budgeted**

6 GENERAL ROAD FUND

BEGINNING BALANCE April 1, 2020 652,367

REVENUES

6000	Property Tax Total	223,415
6002	Municipal Share	(110,000)
6010	Replacement Tax	40,000
6020	Interest Income	2,500
6030	Rental Income	5
6040	Intergovernmental Agreement	5
6050	Miscellaneous Income	10
6060	Court Fines & Permits	800
6080	Grant Income	5

TOTAL REVENUES:

156,740

TOTAL FUNDS AVAILABLE:

809,107

EXPENDITURES

Administration	113,700
Maintenance	658,300

TOTAL EXPENDITURES:

772,000

6391	Contingencies	37,000
------	---------------	--------

TOTAL APPROPRIATIONS:

809,000

ENDING BALANCE March 31, 2021

107

**2020-2021
Budgeted**

ADMINISTRATION

CAPITAL OUTLAY

6831	Equipment	5,000	-----
			5,000

COMMODITIES

6651	Office Supplies	1,000	-----
			1,000

CONTRACTUAL SERVICES

6512	Maintenance Equipment	1,000	
6531	Accounting Service	14,000	
6533	Legal Service	34,000	
6551	Postage	500	
6552	Telephone	5,000	
6553	Publishing	1,500	
6554	Printing	200	
6561	Dues & Subscriptions	400	
6562	Travel & Meeting Expense	2,000	
6563	Education & Training	1,000	

			59,600

OTHER EXPENDITURES

6914	Municipal Replacement Tax	10,100	
6929	Miscellaneous Expense	8,000	

			18,100

PERSONNEL

6421	Salaries	30,000	-----
			30,000

TOTAL ADMINISTRATION:			<u>113,700</u>
------------------------------	--	--	----------------

2020-2021
Budgeted

MAINTENANCE

CAPITAL OUTLAY

6820	Capital Asset Outlay	140,000
6833	Other Improvements	253,000

393,000

COMMODITIES

6111	Maintenance Supplies-Building	15,000
6112	Maintenance Supplies-Equipment	15,000
6113	Maintenance Supplies-Vehicle	20,000
6114	Maintenance Supplies-Road	100
6116	Maintenance Supplies-Snow Removal	100
6118	Maintenance Supplies-Bridge	5,000
6122	Operating Supplies	4,000
6123	Small Tools	6,000

65,200

CONTRACTUAL SERVICES

6311	Maintenance Service-Building	15,000
6312	Maintenance Service-Equipment	40,000
6313	Maintenance Service-Vehicle	70,000
6314	Maintenance Service-Road	10,000
6316	Maintenance Service-Snow Removal	100
6318	Maintenance Service-Bridge	25,000
6332	Engineering Service	9,000
6371	Utilities	9,000
6373	Garbage Disposal	6,000
6394	Rentals	500

184,600

OTHER EXPENDITURES

6919	Miscellaneous Expense	5,000
------	-----------------------	-------

5,000

PERSONNEL

6221	Salaries	10,500
------	----------	--------

10,500

TOTAL MAINTENANCE:

658,300

**2020-2021
Budgeted**

22 INSURANCE FUND

BEGINNING BALANCE April 1, 2020 45,751

REVENUES

7000	Property Tax	10,015
7020	Interest Income	250
7050	Miscellaneous Income	3,000

TOTAL REVENUES: 13,265

TOTAL FUNDS AVAILABLE: 59,016

EXPENDITURES

PERSONNEL

7453	Unemployment Insurance	8,000
------	------------------------	-------

CONTRACTUAL SERVICES

7593	Risk Management Contribution	51,000
------	------------------------------	--------

TOTAL EXPEND/APPROPRIATION: 59,000

ENDING BALANCE March 31, 2021 16

2020-2021
Budgeted

23 ILLINOIS MUNICIPAL RETIREMENT FUND

BEGINNING BALANCE April 1, 2020 38,048

REVENUES

8000	Property Tax	12,012
8020	Interest Income	175
8050	Miscellaneous Income	5

TOTAL REVENUES: 12,192

TOTAL FUNDS AVAILABLE: 50,240

EXPENDITURES

PERSONNEL

8463	Retirement Contribution	50,000
------	-------------------------	--------

TOTAL EXPEND/APPROPRIATION: 50,000

ENDING BALANCE March 31, 2021 240

25 PERMANENT ROAD FUND

BEGINNING BALANCE April 1, 2020 647,968

REVENUES

9000	Property Tax	474,677
9020	Interest Income	6,000
9040	Intergovernmental Agreement	100
9050	Miscellaneous Income	10
9060	Permits & Bonds	2,000
9080	Grant Income	5

TOTAL REVENUES: 482,792

TOTAL FUNDS AVAILABLE: 1,130,760

EXPENDITURES

COMMODITIES

9614	Maintenance Supplies-Road	65,000
9652	Operating Supplies	8,000
9655	Auto Fuel & Oil	40,000
9656	Salt, Calcium, Ice Control	110,000

223,000

CONTRACTUAL SERVICES

9514	Maintenance Service-Road	440,000
9518	Road Striping	28,000
9519	Street Lights	5,000
9520	Road Signs & Materials	30,000
9532	Engineering Service	40,000
9594	Rentals	10,000

553,000

OTHER EXPENDITURES

9929	Miscellaneous Expense	12,000
9952	Intergovernmental Agreement	15,625

27,625

PERSONNEL

9421	Salaries	185,000
9451	Health / Life Insurance	65,000
9461	Social Security Contribution	16,000
9462	Medicare Contribution	6,000
9472	Uniforms	2,000
9475	Payroll Expenses	1,400

275,400

TOTAL EXPENDITURES: 1,079,025

9917	Contingencies	51,000
------	---------------	--------

TOTAL APPROPRIATIONS: 1,130,025

ENDING BALANCE March 31, 2021 32-7 735

SECTION 3: That the amount appropriated for road purposes for the fiscal year beginning April 1, 2020 and ending March 31, 2021 by fund shall be as follows:

6	General Road Fund	809,000
22	Insurance Fund	59,000
23	Illinois Municipal Retirement Fund	50,000
25	Permanent Road Fund	1,130,025

TOTAL APPROPRIATIONS:

2,048,025

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular amounts stated for each fund respectively in Section 2 constituting the total appropriations in the amounts of two million fourty eight thousand and twenty five Dollars (\$2,048,025) for the fiscal year beginning April 1, 2020 and ending March 31, 2021.

NEW BUSINESS

**NOTICE AND AGENDA
ANNUAL TOWN MEETING**

GRAFTON TOWNSHIP REGULAR BOARD MEETING
Grafton Township, McHenry County, Illinois

TUESDAY, APRIL 14, 2020

NOTICE IS HEREBY GIVEN to the legal voters, residents of Grafton Township the County of McHenry and State of Illinois, that the Annual Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will take place on **Tuesday, April 14, 2020** being the second Tuesday of said month, at the hour of **7:00 PM at: Multi Purpose Room of the Huntley Park District REC Center Facility, 12015 Mill Street, Huntley IL**, for the transaction of the miscellaneous business of the said Township; and after a Moderator having been elected, will proceed to hear and consider reports of officers, and decide on such measures as may, in pursuance of law, come before the meeting; and especially to consider and decide the following

1. Call to Order
2. Pledge of Allegiance
3. Explanation of Procedures
4.
 - A. Selection/Oath of Moderator
 - B. Nominations for Moderator
 - C. Close of Nominations for Moderator
 - D. Election of Moderator
 - E. Moderator's Oath of Office
 - F. Signing of Moderator's Oath
5. Adoption of Rules
 - A. Adoption of rules of order for the Grafton Township 2020 Annual Town Meeting.
6. Approval of the Minutes of the April, 2019 Annual Town Meeting.
7. Presentation of Annual Township Financial Reports
 - A. Presentation of Supervisor's Annual Financial Report: Discussion and potential action to waive the reading.
 - B. Presentation of Highway Commissioner's Annual Financial Report: Discussion and potential action to waive the reading.
8. Old Business.
9. New Business
 - A. Motion to sell surplus Township equipment valued at \$100 or more.
 - B. Motion to sell surplus Road District equipment valued at \$100 or more and purchase equipment in compliance with Illinois State Statute
 - C. Motion to set Annual Town Meeting for Tuesday, April 13, 2021 at 7:00 p.m.
10. Public Comment
11. Adjournment

Dated and Posted by Township Clerk Kathleen Watson
Posted March 26, 2020



**Grafton Township Assessor
10109 Vine Street, Unit C
Huntley, IL 60142**

TO: Grafton Township Board of Trustees

FROM: Alan Zielinski, Grafton Township Assessor

DATE: March 6, 2020

SUBJECT: Assessor's Request for a Township Transfer of Appropriation

Gentlemen:

Attached is my request for a Township Transfer of Appropriation.

The request is financially sound and well-founded on good business practices for the following reasons among others.

1. Line item 1243 in the Assessor's FY 2019-2020 budget has available excess funds.
2. The request complies with all applicable state statutes in that less than 10% of line item 1243 in the Assessor's FY 2019-2020 budget is being transferred.
3. The requested increase for line item 1761 was necessitated by the due date of April 1, 2020 for upcoming continuing education classes initially planned for FY 2020-21. The IPAI extended the payment date to April 1, 2020 but if the FY2020-21 budget is not passed at the March 16, 2020 township meeting, payment cannot be timely made, the classes will need to be canceled resulting in extra travel expenses and time out of the office. Approval of this transfer will allow timely payment of those invoices and saving of township funds.

I look forward to your approval.

Sincerely,

Alan Zielinski
Grafton Township Assessor

ASSESSOR'S REQUEST FOR TOWNSHIP TRANSFER OF APPROPRIATION

WHEREAS there was adopted on the 20th day of May, 2019 by the Board of Trustees of Grafton Township, McHenry County, Illinois, a Budget & Appropriation Ordinance for the fiscal year beginning April 1, 2019 and ending March 31, 2020, and

WHEREAS it now appears that certain adjustments between appropriated line items in the Assessor's Budget of the Grafton Township Town Fund in said ordinance are desirable and necessary, and

WHEREAS Section 3 of the Illinois Municipal Budget Law (50 ILCS 330/3), as approved July 12, 1937, as amended, authorizes transfers between the various line items within any fund in such Appropriation Ordinance not exceeding 10% of the total amount appropriated in such fund by such ordinance, now therefore

BE IT RESOLVED by the Board of Trustees of Grafton Township, McHenry County, Illinois that there is hereby transferred the following amounts to and from the following accounts:

1761	Training.....	\$1,440
1243	Health Insurance.....	-\$1,440

This transfer shall be in full force and effect from and after this date.

ADOPTED this 16th day of March, 2020 by the Board of Trustees of Grafton Township, McHenry County, Illinois.

Town Clerk

Chairman

SUPERVISOR'S REPORT

System Activity Report

[2/1/2020 - 2/29/2020] Report Date: 2/27/2020

General Assistance

Grants (New Clients) :	0	
Grants (Previous Clients) :	0	
In-Process :	0	
Denials :	1	
Sanctions :	0	
Terminations :	0	
	<hr/>	
	1	\$0.00

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 :	0	
In-Process :	1	
Denials :	0	
	<hr/>	
	1	\$0.00

Grand Totals:	2	
---------------	---	--