

NOTICE AND AGENDA

GRAFTON TOWNSHIP REGULAR BOARD MEETING

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

MONDAY, February 15, 2021

NOTICE IS HEREBY GIVEN that the Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois will be held on Monday, February 15, 2021 @ 7:30 p.m. **Due to the Corona Virus, this meeting will be held remotely via Webex software program. Please see Grafton Township Website (www.Graftontownship.us) for invitation code to participate.**

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, January 18, 2021
 - 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 2021-2022 Town Fund Budget
9. New Business
 - A. Discussion and possible action regarding 2021 Township Audit
 - B. Discussion and possible action regarding 2021 Township Annual Meeting
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
February 11, 2021

DRAFT MINUTES

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

MONDAY, January 18, 2021

The Regular Township Board Meeting of the Grafton Township Board, McHenry County, Illinois was held on Monday, January 18, 2021. Due to the Corona Virus Pandemic, this meeting was remotely via web access due to Covid 19 pandemic and governmental mandates.

1. **Call to Order -7:31 p.m.**
2. **Roll Call**– Board Present: Supervisor Ruth; Trustee: Cooper, Cratty, Welch and Ziller; Assessor Zielinski, Road Commissioner Poznanski, and Clerk Watson. This meeting was recorded.
3. **Pledge of Allegiance** was said.
4. **A motion was made by Trustee Cooper, 2nd by Trustee Cratty to Approve the Agenda as presented.** Roll call vote taken, all ayes noted, motion carried.
5. **Regular Business**
 - A. **Approval of Minutes**
A motion was made by Trustee Ziller, 2nd by Trustee Cooper, to approve the December 21, 2020 Grafton Township Meeting minutes. Roll call vote taken, all ayes noted, motion carried.
 - B. **Audit and payment of unpaid bills/Warrant check detail for Town Fund**
A motion was made by Trustee Ziller, 2nd by Trustee Cratty, 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 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 -**
Resident John Mueller had public comments regarding the following:
 - A. Assessment Ratios from the State of Illinois, 2014 – 2019 were presented and made a part of these official minutes. Assessment ratios were incorrectly stated by Assessor Zielinski according to these Public Records.
 - B. Ethics of Assessor Zielinski assessing property privately as his business and also assessing for tax purposes for Grafton Township. Resident presented information, and made a part

of these official minutes, detailing a 2020 Grafton property being privately assessed for sale purposes by Assessor for a value of 62% lower than the assessed tax value (also assessed by Assessor).

C. Resident asked for the resignation of Assessor Zielinski.

7. Board Response to Public Comment –

A lengthy discussion ensued by all members of the board, asking different questions of the Assessor but not limited to asking for explanation for this situation by the Assessor. Assessor Zielinski had “no response”; “Not a township issue”.

8. Old Business – NONE

9. New Business – Discussion and possible action 2021-2022 Town Fund Budget

A preliminary discussion ensued regarding the Town Fund Budget. Suggestions were made, but no final action was 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 –

Supervisor Ruth remarked that the General Assistance side is “still quiet”.

TRUSTEES-None

ASSESSOR -None

ROAD COMMISSIONER- None

CLERK-None

13. ADJOURMENT

Being no further business, a **motion was made by Trustee Ziller, 2nd by Trustee Cratty to adjourn the Regular Board Meeting.** Voice vote taken, all ayes noted, motion carried. The Regular Board meeting adjourned @ 8:23 p.m.

Respectfully submitted,

Kathleen M. Watson, Grafton Township Clerk

TOWN FUND FINANCIALS

GRAFTON TOWNSHIP

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
Cardmember Service				
02/08/2021	PO 3720	1512 · MAINTENANC...		14.75
Total Cardmember Service				14.75
COM ED				
02/09/2021	PO 3725	1571 · UTILITIES		167.04
Total COM ED				167.04
Entre Computer Solution				
02/08/2021	PO 3722	1512 · MAINTENANC...		157.50
Total Entre Computer Solution				157.50
Gottmoller & Associates				
02/09/2021	PO 3724	1533 · LEGAL SERVI...		480.00
Total Gottmoller & Associates				480.00
HINCKLEY SPRINGS WATER CO				
02/08/2021	PO 3717	1651 · OFFICE SUP...		8.37
Total HINCKLEY SPRINGS WATER CO				8.37
II Township of GA Caseworkers				
02/08/2021	PO 3711	5556 · TRAINING		25.00
Total II Township of GA Caseworkers				25.00
Illinois Property Assessment Inst.				
02/08/2021	PO 20821	1761 · TRAINING		740.00
Total Illinois Property Assessment Inst.				740.00
Leading IT				
02/08/2021	PO 3718	1512 · MAINTENANC...		424.00
Total Leading IT				424.00
MDC Environmental Services, Inc.				
02/08/2021	PO 3721	1511 · MAINTENANC...		62.17
Total MDC Environmental Services, Inc.				62.17
Warehouse Direct, Inc.				
02/08/2021	PO 3723	1651 · OFFICE SUP...		95.95
Total Warehouse Direct, Inc.				95.95
ZIEGLER'S ACE HARDWARE				
02/08/2021	PO 3719	1511 · MAINTENANC...		44.27
Total ZIEGLER'S ACE HARDWARE				44.27
TOTAL				2,219.05

1:07 PM

01/25/21

Cash Basis

GRAFTON TOWNSHIP
TF Warrant Detail Report
January 24 - 30, 2021

Date	Num	Name	Memo	Paid Amount
101 · CHECKING -American Community				
01/25/2021	24725	BLUECROSS BLU...	PO 3713 20949	-3,992.91
01/25/2021	24726	ComCast	PO 3712 20951	-332.04
01/25/2021	24727	Humana Health Pla...	PO 3714 20950	-321.17
01/25/2021	24728	NICOR GAS	PO 3716	-179.99
01/25/2021	24729	Village of Huntley	PO 3715	-25.00
01/25/2021	24730	VOIDED CHECKS	VOID:	0.00
Total 101 · CHECKING -American Community				-4,851.11
TOTAL				-4,851.11

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2020 through March 2021

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
CORPORATE FUND REVENUE			
1000 · PROPERTY TAXES	0.00	0.00	0.0%
1010 · REPLACEMENT TAXES	26,064.11	20,000.00	130.3%
1020 · INTEREST INCOME	1,403.62	7,500.00	18.7%
1040 · IGA ROAD COM SALARY	15,625.00	15,625.00	100.0%
1055 · MISCELLANEOUS INCOME	586.00	500.00	117.2%
Total CORPORATE FUND REVENUE	43,678.73	43,625.00	100.1%
CORPORATE INSURANCE FUND REV			
2000 · PROPERTY TAXES	17,665.54	18,000.00	98.1%
Total CORPORATE INSURANCE FUND REV	17,665.54	18,000.00	98.1%
GENERAL ASSISTANCE FUND REVENUE			
5000 · PROPERTY TAXES	32,379.06	33,000.00	98.1%
5020 · INTEREST INCOME	77.33	400.00	19.3%
Total GENERAL ASSISTANCE FUND REVENUE	32,456.39	33,400.00	97.2%
Total Income	93,800.66	95,025.00	98.7%
Gross Profit	93,800.66	95,025.00	98.7%
Expense			
GENERAL ASSISTANCE FUND			
ADMINISTRATION			
CONTRACTUAL SERVICES			
5512 · MAINTENANCE SERVICE - EQUIPMENT	600.00	2,000.00	30.0%
5534 · ACCOUNTING SERVICES	2,025.00	3,000.00	67.5%
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	1,000.00	0.0%
5556 · TRAINING	0.00	500.00	0.0%
5571 · UTILITIES	0.00	1,000.00	0.0%
Total CONTRACTUAL SERVICES	2,625.00	9,750.00	26.9%
OPERATING EXPENSES			
5611 · MAINTENANCE SUPPLIES - BUILDING	0.00	500.00	0.0%
5651 · OFFICE SUPPLIES	0.00	1,000.00	0.0%
Total OPERATING EXPENSES	0.00	1,500.00	0.0%
PERSONNEL			
5421 · SALARIES	3,753.60	5,000.00	75.1%
5451 · HEALTH INSURANCE	0.00	7,500.00	0.0%
Total PERSONNEL	3,753.60	12,500.00	30.0%
Total ADMINISTRATION	6,378.60	23,750.00	26.9%
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 · Catastastrophic Deduction	0.00	7,905.30	0.0%
Total COMMODITIES	0.00	13,905.30	0.0%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2020 through March 2021

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>% of Budget</u>
CONTRACTUAL SERVICES			
5805 · TRANSPORTATION ASSISTANCE	0.00	2,500.00	0.0%
5885 · OTHER MEDICAL SERVICE INSURANCE	2,650.00	7,000.00	37.9%
5887 · SHELTER	2,469.00	35,000.00	7.1%
5888 · UTILITY PAYMENTS	557.30	30,665.70	1.8%
Total CONTRACTUAL SERVICES	5,676.30	75,165.70	7.6%
Total HOME RELIEF	5,676.30	89,071.00	6.4%
Total GENERAL ASSISTANCE FUND	12,054.90	112,821.00	10.7%
TOWN FUND EXPENDITURES			
ADMINISTRATION			
CAPITAL OUTLAY			
1831 · CAPITAL IMPROVEMENT RESERVE	0.00	250,000.00	0.0%
1835 · CAPITAL EQUIPMENT RESERVE	0.00	148,863.00	0.0%
Total CAPITAL OUTLAY	0.00	398,863.00	0.0%
COMMODITIES			
1651 · OFFICE SUPPLIES	1,315.14	5,000.00	26.3%
1652 · OPERATING SUPPLIES	277.25	3,000.00	9.2%
Total COMMODITIES	1,592.39	8,000.00	19.9%
CONTRACTUAL SERVICES			
1511 · MAINTENANCE SERVICE-BUILDING	2,589.65	250,000.00	1.0%
1512 · MAINTENANCE SERVICE - EQUIPMENT	10,033.58	75,000.00	13.4%
1531 · ACCOUNTING SERVICES	5,600.92	20,000.00	28.0%
1533 · LEGAL SERVICE	2,312.00	165,000.00	1.4%
1551 · POSTAGE	0.00	2,000.00	0.0%
1552 · TELEPHONE	1,787.94	5,000.00	35.8%
1553 · PUBLISHING	579.58	2,000.00	29.0%
1554 · PRINTING	0.00	3,000.00	0.0%
1561 · DUES	1,459.45	5,000.00	29.2%
1562 · TRAVEL EXPENSES	0.00	2,000.00	0.0%
1563 · TRAINING	25.00	5,000.00	0.5%
1565 · CLERK	578.82	5,000.00	11.6%
1571 · UTILITIES	3,101.61	10,000.00	31.0%
1572 · FUEL	0.00	2,000.00	0.0%
1573 · OTHER PROFESSIONAL SERVICES	0.00	50,000.00	0.0%
1574 · ANNUAL MEETING	0.00	2,500.00	0.0%
1575 · ROOM RENTAL	0.00	2,500.00	0.0%
Total CONTRACTUAL SERVICES	28,068.55	606,000.00	4.6%
OTHER EXPENDITURES			
1905 · MISCELLANEOUS EXPENSE	5.02	50,000.00	0.0%
1911 · CONTINGENCIES	0.00	60,000.00	0.0%
Total OTHER EXPENDITURES	5.02	110,000.00	0.0%
PERSONNEL			
1420 · OFFICE STAFF HOURLY	54,243.20	85,000.00	63.8%
1421 · ELECTED OFFICIALS SALARIES	131,288.40	165,000.00	79.6%
1451 · HEALTH INSURANCE	26,136.37	60,000.00	43.6%
Total PERSONNEL	211,667.97	310,000.00	68.3%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2020 through March 2021

	Apr '20 - Mar 21	Budget	% of Budget
SENIOR SERVICES			
900 · SALARIES	23,117.86	25,000.00	92.5%
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	0.00	4,000.00	0.0%
950 · OFFICE SUPPLIES	0.00	1,000.00	0.0%
959 · COMMUNITY SERVICE/SENIOR	0.00	10,000.00	0.0%
960 · TELEPHONE	0.00	2,000.00	0.0%
967 · PRINTING	0.00	1,000.00	0.0%
968 · POSTAGE	0.00	1,000.00	0.0%
970 · MISCELLANEOUS	125.98	10,000.00	1.3%
971 · UTILITIES	0.00	2,000.00	0.0%
972 · McRIDE	5,670.00	15,000.00	37.8%
Total SENIOR SERVICES	28,913.84	85,000.00	34.0%
Total ADMINISTRATION	270,247.77	1,517,863.00	17.8%
ASSESSOR			
CAPITAL OUTLAY			
1854 · EQUIPMENT	0.00	0.00	0.0%
Total CAPITAL OUTLAY	0.00	0.00	0.0%
COMMODITIES			
1851 · OFFICE SUPPLIES	1,703.83	3,000.00	56.8%
Total COMMODITIES	1,703.83	3,000.00	56.8%
CONTRACTUAL SERVICES			
1751 · MAINTENANCE SERVICE	1,240.39	4,200.00	29.5%
1752 · TELEPHONE	1,787.92	2,400.00	74.5%
1755 · POSTAGE	0.00	250.00	0.0%
1756 · SOFTWARE	11,720.62	12,000.00	97.7%
1757 · PUBLISHING	0.00	600.00	0.0%
1758 · PRINTING	0.00	500.00	0.0%
1759 · DUES	220.00	1,000.00	22.0%
1760 · TRAVEL EXPENSE	393.27	2,500.00	15.7%
1761 · TRAINING	405.00	2,600.00	15.6%
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	0.0%
Total CONTRACTUAL SERVICES	15,767.20	26,350.00	59.8%
OTHER EXPENDITURES			
1939 · MISCELLANEOUS	374.14	1,500.00	24.9%
1940 · UNIFORMS	318.00	500.00	63.6%
Total OTHER EXPENDITURES	692.14	2,000.00	34.6%
PERSONNEL			
1240 · SALARIES	160,005.71	225,260.00	71.0%
1241 · IMRF	12,874.87	19,268.00	66.8%
1242 · FICA/MEDICARE/TAXES	9,486.82	17,232.00	55.1%
1243 · HEALTH INSURANCE	18,876.23	51,080.00	37.0%
Total PERSONNEL	201,243.63	312,840.00	64.3%
Total ASSESSOR	219,406.80	344,190.00	63.7%
Total TOWN FUND EXPENDITURES	489,654.57	1,862,053.00	26.3%
TOWN IMRF FUND EXPENDITURES			
3262 · RETIREMENT CONTRIBUTION	10,046.30	28,000.00	35.9%
Total TOWN IMRF FUND EXPENDITURES	10,046.30	28,000.00	35.9%

GRAFTON TOWNSHIP
Year to date actual vs budget
April 2020 through March 2021

	<u>Apr '20 - Mar 21</u>	<u>Budget</u>	<u>% of Budget</u>
TOWN INSURANCE FUND EXPENDITURE			
CONTRACTED SERVICES			
2593 · RISK MANAGEMENT CONTRIBUTION	14,078.00	25,000.00	56.3%
Total CONTRACTED SERVICES	14,078.00	25,000.00	56.3%
PERSONNEL			
2453 · UNEMPLOYMENT INSURANCE	404.59	10,000.00	4.0%
Total PERSONNEL	404.59	10,000.00	4.0%
Total TOWN INSURANCE FUND EXPENDITURE	14,482.59	35,000.00	41.4%
TOWN SOCIAL SECURTY EXPENDITURE			
3761 · SOCIAL SECURITY CONTRIBUTION	12,515.62	25,000.00	50.1%
3762 · MEDICARE CONTRIBUTION	3,597.08	10,000.00	36.0%
Total TOWN SOCIAL SECURTY EXPENDITURE	16,112.70	35,000.00	46.0%
Total Expense	542,351.06	2,072,874.00	26.2%
Net Ordinary Income	-448,550.40	-1,977,849.00	22.7%
Net Income	<u>-448,550.40</u>	<u>-1,977,849.00</u>	<u>22.7%</u>

10:59 AM

02/01/21

GRAFTON TOWNSHIP Reconciliation Summary

101 - CHECKING -American Community, Period Ending 01/31/2021

	Jan 31, 21
Beginning Balance	1,502,648.76
Cleared Transactions	
Checks and Payments - 33 items	-47,239.58
Deposits and Credits - 22 items	4,801.42
Total Cleared Transactions	-42,438.16
Cleared Balance	1,460,210.60
Uncleared Transactions	
Checks and Payments - 12 items	-12,774.22
Total Uncleared Transactions	-12,774.22
Register Balance as of 01/31/2021	1,447,436.38
New Transactions	
Checks and Payments - 1 item	-4,265.41
Total New Transactions	-4,265.41
Ending Balance	1,443,170.97

10:50 AM
02/01/21

GRAFTON TOWNSHIP
Reconciliation Summary
151 · General Assistance - Amer Com, Period Ending 01/31/2021

	<u>Jan 31, 21</u>	
Beginning Balance		99,818.22
Cleared Transactions		
Deposits and Credits - 3 items	<u>153.86</u>	
Total Cleared Transactions	<u>153.86</u>	
Cleared Balance		<u>99,972.08</u>
Register Balance as of 01/31/2021		99,972.08
Ending Balance		99,972.08

**ROAD DISTRICT
FUND
FINANCIALS**

11:34 AM

02/09/21

Grafton Township RB

Unpaid Bills Detail

All Transactions

Date	Num	Memo	Split	Amount
BOTTS WELDING & TRUCK SERVICE				
01/14/2021	670089	PO 13115	6112 · MAINTENANCE SUPPLY - EQU...	52.80
02/08/2021	670902	PO 13133	6112 · MAINTENANCE SUPPLY - EQU...	14.15
Total BOTTS WELDING & TRUCK SERVICE				66.95
Cardmember Service				
01/11/2021		PO 13112	6112 · MAINTENANCE SUPPLY - EQU...	5.29
01/11/2021		PO 13113	6122 · OPERATING SUPPLIES	15.97
01/12/2021		PO 13114	6111 · MAINTENANCE SUPPLY - BUIL...	125.99
01/21/2021		PO 13116	6113 · MAINTENANCE SUPPLY - VEHI...	7.99
01/21/2021		PO 13117	9655 · AUTO FUEL & OIL	47.94
01/22/2021		PO 13118	6122 · OPERATING SUPPLIES	29.98
01/22/2021		PO 13119	9614 · MAINTENANCE SUPPLIES - R...	50.37
01/22/2021		PO 13120	6123 · SMALL TOOLS	37.99
02/02/2021		PO 13130	6111 · MAINTENANCE SUPPLY - BUIL...	24.95
02/02/2021		PO 13131	6113 · MAINTENANCE SUPPLY - VEHI...	16.73
Total Cardmember Service				363.20
CARGILL, INCORPORATED				
01/27/2021	2905967679	PO 13122	9656 · SALT, CALCIUM, ICE CONTROL	1,118.55
01/28/2021	2905970549	PO 13124	9656 · SALT, CALCIUM, ICE CONTROL	1,196.65
02/01/2021	2905980491	PO 13128	9656 · SALT, CALCIUM, ICE CONTROL	2,443.05
Total CARGILL, INCORPORATED				4,758.25
COM ED				
02/04/2021		PO 13134	6371 · UTILITIES	187.96
Total COM ED				187.96
COM ED STREET LIGHTS				
01/26/2021		PO 13123	9519 · STREET LIGHTS	326.73
Total COM ED STREET LIGHTS				326.73
Commercial Tire Services INC.				
01/29/2021	4440015275	PO 13126	6313 · MAINTENANCE SERVICE - VE...	41.50
Total Commercial Tire Services INC.				41.50
HINCKLEY SPRINGS WATER CO				
01/24/2021	10164181012421	PO 13121	6122 · OPERATING SUPPLIES	16.36
Total HINCKLEY SPRINGS WATER CO				16.36
Lorchem Technologies, Inc.				
01/25/2021	73219	PO 13125	6311 · MAINTENANCE SERVICE - BUI...	307.31
Total Lorchem Technologies, Inc.				307.31
MDC Environmental Services Inc.				
02/01/2021	20239005	PO 13127	6373 · GARBAGE DISPOSAL	186.51
Total MDC Environmental Services Inc.				186.51
PetroChoice LLC				
02/01/2021	50460466	PO 13129	9655 · AUTO FUEL & OIL	1,349.31
Total PetroChoice LLC				1,349.31
Rush Truck Centers of Illinois, Inc.				
02/05/2021	3022344356	PO 13132	6113 · MAINTENANCE SUPPLY - VEHI...	21.00
Total Rush Truck Centers of Illinois, Inc.				21.00
TOTAL				7,625.08

9:47 AM

02/03/21

Cash Basis

Grafton Township RB
WARRANT DETAIL REPORT
January 24 through February 3, 2021

Date	Num	Name	Memo	Paid Amount
103 · R&B General Amer. Comm.				
01/25/2021	6328	BLUECROSS BLUESHIELD OF ILL...	PO 13109	-3,183.04
01/25/2021	6329	Comcast	PO 13110	-166.02
01/25/2021	6330	Humana Health Plan Inc.	PO 13111	-244.80
01/25/2021	6331	NICOR GAS	PO 13108	-48.85
01/25/2021	6332	Verizon Wireless	PO 13107	-121.88
Total 103 · R&B General Amer. Comm.				-3,764.59
TOTAL				-3,764.59

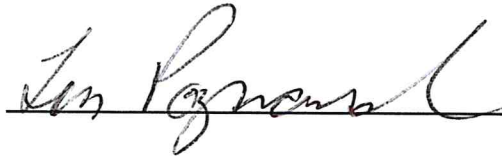
ROAD & BRIDGE WARRANT LIST - JANUARY 2021

<u>FUND</u>	<u>VENDOR</u>	<u>PO #</u>			<u>DUE DATE</u>
6112	BOTT'S WELDING & TRUCK SERVICE, INC.	13115	2 Plow bolts, nut & washer - Plows	\$ 52.80	2/13/2021
6112	BOTT'S WELDING & TRUCK SERVICE, INC.	13133	Plow bolt, nut & 2 washers - Plows	\$ 14.15	3/6/2021
6112	CARDMEMBER SERVICE / VISA (F&F)	13112	Clevis Hook - #5 Wing Plow	\$ 5.29	3/3/2021
6122	CARDMEMBER SERVICE / VISA (F&F)	13113	Hand Soap - 2 Bottles, Truck Wax	\$ 15.97	3/3/2021
6111	CARDMEMBER SERVICE / VISA (SUPPLYHOUSE)	13114	7" Vent Damper - Boiler	\$ 125.99	3/3/2021
6113	CARDMEMBER SERVICE / VISA (F&F)	13116	Dome Light Bulb - White Pickup	\$ 7.99	3/3/2021
9655	CARDMEMBER SERVICE / VISA (F&F)	13117	DEF Fluid - 6 Boxes	\$ 47.94	3/3/2021
6122	CARDMEMBER SERVICE / VISA (F&F)	13118	Paper Towels, Hose Nozzle	\$ 29.98	3/3/2021
9614	CARDMEMBER SERVICE / VISA (F&F)	13119	3 Mailboxes - Spares	\$ 50.37	3/3/2021
6123	CARDMEMBER SERVICE / VISA (F&F)	13120	1 1/2" Wrench	\$ 37.99	3/3/2021
6111	CARDMEMBER SERVICE / VISA (F&F)	13130	Softener Salt - 5 Bags	\$ 24.95	3/3/2021
6113	CARDMEMBER SERVICE / VISA (F&F)	13131	Windshield Wipers - 5 Trucks	\$ 16.73	3/3/2021
9656	CARGILL, INCORPORATED	13122	Road Salt - 24.06 Tons	\$ 1,118.55	2/26/2021
9656	CARGILL, INCORPORATED	13124	Road Salt - 25.74 Tons	\$ 1,196.65	2/27/2021
9656	CARGILL, INCORPORATED	13128	Road Salt - 52.55 Tons	\$ 2,443.05	3/3/2021
6371	COM ED	13134		\$ 187.96	3/22/2021
9519	COM ED - STREET LIGHTS	13123		\$ 326.73	3/29/2021
6313	COMMERCIAL TIRE SERVICE	13126	Repair Tire - #5	\$ 41.50	2/28/2021
6122	HINCKLEY SPRINGS	13121	Water	\$ 16.36	2/15/2021
6311	LORCHEM TECHNOLOGIES, INC.	13125	Looked at Oil Heater	\$ 307.31	2/24/2021
6373	MDC ENVIRONMENTAL SERVICES INC	13127	Garbage Service	\$ 186.51	2/20/2021
9655	PETROCHOICE, LLC	13129	Fuel	\$ 1,349.31	2/20/2021
6113	RUSH TRUCK CENTERS OF IL, INC.	13132	Air Line Coupler - #3	\$ 21.00	3/10/2021
				\$ 7,625.08	

BILLS PAID BEFORE MEETING

9451	BLUECROSS BLUESHIELD OF IL	13109	Health insurance - February	\$ 3,183.04	2/1/2021
6552	COMCAST	13110	Phone & Internet	\$ 166.02	2/13/2021
9451	HUMANA DENTAL INSURANCE	13111	Health insurance - February	\$ 244.80	2/1/2021
6371	NICOR GAS	13108		\$ 48.85	3/8/2021
6552	VERIZON WIRELESS	13107	Cell phone service	\$ 121.88	1/31/2021
				\$ 3,764.59	
Total				\$ 11,389.67	

Road Commissioner:



Grafton Township RB
Actual vs Budget Year to Date
April 2020 through March 2021

	<u>Apr '20 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
PERMANENT HARD ROAD FD REVENUES			
9000 · PROPERTY TAXES	471,193.22	474,690.00	99.3%
9020 · INTEREST INCOME	816.45	5,450.00	15.0%
9040 · INTERGOVERNMENTAL AGREEMENT	8,700.00	100.00	8,700.0%
9050 · MISCELLANEOUS INCOME	967.57	10.00	9,675.7%
9060 · PERMITS & BONDS	2,706.00	2,000.00	135.3%
9080 · GRANT INCOME	0.00	5.00	0.0%
Total PERMANENT HARD ROAD FD REVENUES	484,383.24	482,255.00	100.4%
ROAD & BRIDGE FUND REVENUES			
6000 · PROPERTY TAXES - ROAD & BRIDGE	114,891.79	223,425.00	51.4%
6002 · MUNICIPAL SHARE	0.00	-107,681.00	0.0%
6010 · REPLACEMENT TAXES-ROAD & BRIDGE	44,324.16	40,000.00	110.8%
6020 · INTEREST INCOME	376.84	1,100.00	34.3%
6030 · RENTAL INCOME	0.00	5.00	0.0%
6040 · INTERGOVERNMENT AGREEMENT	0.00	5.00	0.0%
6050 · MISCELLANEOUS INCOME	0.00	10.00	0.0%
6060 · COURT FINES & PERMITS	825.00	800.00	103.1%
6080 · GRANT INCOME	0.00	5.00	0.0%
Total ROAD & BRIDGE FUND REVENUES	160,417.79	157,669.00	101.7%
ROAD & BRIDGE IMRF FUND REVENUE			
8000 · PROPERTY TAXES	11,936.04	12,025.00	99.3%
8020 · INTEREST INCOME	25.14	75.00	33.5%
8050 · MISCELLANEOUS INCOME	0.00	5.00	0.0%
Total ROAD & BRIDGE IMRF FUND REVENUE	11,961.18	12,105.00	98.8%
ROAD & BRIDGE INSURANCE REVENUE			
7000 · PROPERTY TAXES	9,949.33	10,023.00	99.3%
7020 · INTEREST INCOME	37.65	125.00	30.1%
7050 · MISCELLANEOUS INCOME	0.00	3,000.00	0.0%
Total ROAD & BRIDGE INSURANCE REVENUE	9,986.98	13,148.00	76.0%
Total Income	666,749.19	665,177.00	100.2%
Expense			
PERMANENT HARD ROAD EXPENDITURE			
COMMODITIES			
9614 · MAINTENANCE SUPPLIES - ROADS	15,196.43	65,000.00	23.4%
9652 · OPERATING SUPPLIES	2,252.76	8,000.00	28.2%
9655 · AUTO FUEL & OIL	6,741.90	40,000.00	16.9%
9656 · SALT, CALCIUM, ICE CONTROL	9,587.05	110,000.00	8.7%
Total COMMODITIES	33,778.14	223,000.00	15.1%
CONTRACT SERVICES			
9514 · MAINTENANCE SERVICE ROAD	333,453.19	440,000.00	75.8%
9518 · ROAD STRIPING	0.00	28,000.00	0.0%
9519 · STREET LIGHTS	3,613.45	5,000.00	72.3%
9520 · ROAD SIGNS & MATERIALS	722.42	30,000.00	2.4%
9532 · ENGINEERING SERVICE	0.00	40,000.00	0.0%
9594 · RENTALS	153.72	10,000.00	1.5%
Total CONTRACT SERVICES	337,942.78	553,000.00	61.1%

02/09/21
Cash Basis

Grafton Township RB
Actual vs Budget Year to Date
April 2020 through March 2021

	<u>Apr '20 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
OTHER EXPENDITURES			
9929 · MISCELLANEOUS	1,040.00	12,000.00	8.7%
9952 · INTERGOVERNMENTAL AGREEMENT	15,625.00	15,625.00	100.0%
Total OTHER EXPENDITURES	16,665.00	27,625.00	60.3%
PERSONNEL			
9421 · SALARIES	116,323.23	185,000.00	62.9%
9451 · HEALTH/LIFE INSURANCE	32,536.24	65,000.00	50.1%
9461 · SOCIAL SECURITY CONTRIBUTION	8,436.80	16,000.00	52.7%
9462 · MEDICARE CONTRIBUTION	1,973.13	6,000.00	32.9%
9472 · UNIFORMS	309.61	2,000.00	15.5%
9475 · PAYROLL EXPENSE	980.00	1,400.00	70.0%
Total PERSONNEL	160,559.01	275,400.00	58.3%
Total PERMANENT HARD ROAD EXPENDITURE	548,944.93	1,079,025.00	50.9%
ROAD & BRIDGE-IMRF-EXPENDITURE			
PERSONNEL			
8463 · RETIREMENT CONTRIBUTION	12,688.12	50,000.00	25.4%
Total PERSONNEL	12,688.12	50,000.00	25.4%
Total ROAD & BRIDGE-IMRF-EXPENDITURE	12,688.12	50,000.00	25.4%
ROAD & BRIDGE-INS-EXPENDITURE			
CONTRACT SERVICE			
7593 · RISK MANAGEMENT CONTRIBUTION	20,258.00	51,000.00	39.7%
Total CONTRACT SERVICE	20,258.00	51,000.00	39.7%
PERSONNEL			
7453 · UNEMPLOYMENT INSURANCE	162.53	7,900.00	2.1%
Total PERSONNEL	162.53	7,900.00	2.1%
Total ROAD & BRIDGE-INS-EXPENDITURE	20,420.53	58,900.00	34.7%
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	410.28	1,000.00	41.0%
Total COMMODITIES	410.28	1,000.00	41.0%

Grafton Township RB
Actual vs Budget Year to Date
April 2020 through March 2021

	<u>Apr '20 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
CONTRACTED SERVICES			
6512 · MAINTENANCE EQUIPMENT	156.25	1,000.00	15.6%
6531 · ACCOUNTING SERVICE	3,033.33	14,000.00	21.7%
6533 · LEGAL SERVICE	151.75	34,000.00	0.4%
6551 · POSTAGE	4.60	500.00	0.9%
6552 · TELEPHONE	2,984.18	5,000.00	59.7%
6553 · PUBLISHING	66.42	1,500.00	4.4%
6554 · PRINTINING	0.00	200.00	0.0%
6561 · DUES AND SUBSCRIPTIONS	0.00	400.00	0.0%
6562 · TRAVEL & MEETING EXPENSE	0.00	2,000.00	0.0%
6563 · EDUCATION & TRAINING	0.00	1,000.00	0.0%
Total CONTRACTED SERVICES	6,396.53	59,600.00	10.7%
OTHER EXPENDITURES			
6914 · MUNICIPAL REPLACEMENT	10,036.15	10,100.00	99.4%
6929 · MISCELLANEOUS	0.00	8,000.00	0.0%
Total OTHER EXPENDITURES	10,036.15	18,100.00	55.4%
PERSONNEL			
6421 · SALARIES	19,754.10	30,000.00	65.8%
Total PERSONNEL	19,754.10	30,000.00	65.8%
Total ADMINISTRATION	36,597.06	113,700.00	32.2%
MAINTENANCE			
CAPITAL OUTLAY			
6820 · CAPITAL ASSET OUTLAY	4,500.00	120,000.00	3.8%
6833 · OTHER IMPROVEMENTS	0.00	273,000.00	0.0%
Total CAPITAL OUTLAY	4,500.00	393,000.00	1.1%
COMMODITIES			
6111 · MAINTENANCE SUPPLY - BUILDING	1,190.36	15,000.00	7.9%
6112 · MAINTENANCE SUPPLY - EQUIPM...	1,500.21	15,000.00	10.0%
6113 · MAINTENANCE SUPPLY - VEHICL...	5,292.34	20,000.00	26.5%
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	1,148.59	4,000.00	28.7%
6123 · SMALL TOOLS	346.84	6,000.00	5.8%
Total COMMODITIES	9,478.34	65,200.00	14.5%
CONTRACT SERVICES			
6311 · MAINTENANCE SERVICE - BUILDI...	379.70	15,000.00	2.5%
6312 · MAINTENANCE SERVICE - EQUIP...	266.25	40,000.00	0.7%
6313 · MAINTENANCE SERVICE - VEHIC...	9,791.47	70,000.00	14.0%
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	9,000.00	0.0%
6371 · UTILITIES	1,669.26	9,000.00	18.5%
6373 · GARBAGE DISPOSAL	1,762.93	6,000.00	29.4%
6394 · RENTALS	0.00	500.00	0.0%
Total CONTRACT SERVICES	13,869.61	184,600.00	7.5%

02/09/21
Cash Basis

Grafton Township RB
Actual vs Budget Year to Date
April 2020 through March 2021

	<u>Apr '20 - M...</u>	<u>Budget</u>	<u>% of Budget</u>
OTHER EXPENDITURES			
6919 · MISCELLANEOUS	<u>37.00</u>	<u>5,000.00</u>	<u>0.7%</u>
Total OTHER EXPENDITURES	<u>37.00</u>	<u>5,000.00</u>	<u>0.7%</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>27,884.95</u>	<u>658,300.00</u>	<u>4.2%</u>
Total ROAD & BRIDGE FUND EXPENDITURES	<u>64,482.01</u>	<u>772,000.00</u>	<u>8.4%</u>
6391 · R&B - CONTINGENCIES	<u>0.00</u>	<u>38,000.00</u>	<u>0.0%</u>
9917 · PHR - CONTINGENCIES	<u>0.00</u>	<u>51,000.00</u>	<u>0.0%</u>
Total Expense	<u>646,535.59</u>	<u>2,048,925.00</u>	<u>31.6%</u>
Net Ordinary Income	<u>20,213.60</u>	<u>-1383748.00</u>	<u>-1.5%</u>
Net Income	<u><u>20,213.60</u></u>	<u><u>-1383748.00</u></u>	<u><u>-1.5%</u></u>

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02/01/21

Grafton Township RB
Reconciliation Summary
103 - R&B General Amer. Comm., Period Ending 01/29/2021

	Jan 29, 21
Beginning Balance	1,461,565.34
Cleared Transactions	
Checks and Payments - 42 items	-52,385.60
Deposits and Credits - 17 items	11,033.73
Total Cleared Transactions	-41,351.87
Cleared Balance	1,420,213.47
Uncleared Transactions	
Checks and Payments - 7 items	-4,039.59
Total Uncleared Transactions	-4,039.59
Register Balance as of 01/29/2021	1,416,173.88
New Transactions	
Checks and Payments - 1 item	-2,726.63
Total New Transactions	-2,726.63
Ending Balance	1,413,447.25

OLD BUSINESS

TOWN FUND

	actual January 1, 2021	projected March 31, 2021	2020/2021 Budget	proposed Budget
Ordinary Income/Expense				
BANK BALANCE	\$ 1,481,573.00	\$ 1,326,805.00	\$ 1,898,428.00	\$ 1,326,805.00 (projected)
Income				
CORPORATE FUND REVENUE				
1000 · PROPERTY TAXES	0.00	0.00	0.00	726,922.00
1010 · REPLACEMENT TAXES	21,468.05	23,000.00	20,000.00	20,000.00
1020 · INTEREST INCOME	1,148.18	1,527.00	7,500.00	2,500.00
1040 · IGA ROAD COM SALARY	15,625.00	15,625.00	15,625.00	16,250.00
1055 · MISCELLANEOUS INCOME	586.00	650.00	500.00	500.00
Total CORPORATE FUND REVENUE	38,827.23	40,802.00	43,625.00	766,172.00
CORPORATE INSURANCE FUND REV				
2000 · PROPERTY TAXES	17,510.67	18,000.00	18,000.00	18,000.00
Total CORPORATE INSURANCE FUND REV	17,510.67	18,000.00	18,000.00	18,000.00
Total Income	56,337.90	58,802.00	61,625.00	784,172.00
TOTAL CAPITAL	1,537,910.90	1,385,607.00	1,960,053.00	2,110,977.00
Expense				
TOWN FUND EXPENDITURES				
ADMINISTRATION				
CAPITAL OUTLAY				
1831 · CAPITAL IMPROVEMENT RESERVE	0.00	0.00	250,000.00	250,000.00
1835 · CAPITAL EQUIPMENT RESERVE	0.00	0.00	148,863.00	250,000.00
Total CAPITAL OUTLAY	0.00	0.00	398,863.00	500,000.00
COMMODITIES				
1651 · OFFICE SUPPLIES	1,039.97	1,500.00	5,000.00	5,000.00
1652 · OPERATING SUPPLIES	277.25	400.00	3,000.00	3,000.00
Total COMMODITIES	1,317.22	1,900.00	8,000.00	8,000.00
CONTRACTUAL SERVICES				
1511 · MAINTENANCE SERVICE-BUILDING	2,157.85	5,000.00	250,000.00	250,000.00
1512 · MAINTENANCE SERVICE - EQUIPMENT	9,459.63	15,000.00	75,000.00	75,000.00
1531 · ACCOUNTING SERVICES	5,374.42	8,000.00	20,000.00	20,000.00
1533 · LEGAL SERVICE	2,312.00	3,500.00	165,000.00	165,000.00
1551 · POSTAGE	0.00	100.00	2,000.00	2,000.00
1552 · TELEPHONE	1,621.92	2,500.00	5,000.00	5,000.00
1553 · PUBLISHING	389.88	600.00	2,000.00	2,000.00
1554 · PRINTING	0.00	0.00	3,000.00	3,000.00
1561 · DUES	1,459.45	2,000.00	5,000.00	5,000.00
1562 · TRAVEL EXPENSES	0.00	0.00	2,000.00	2,000.00
1563 · TRAINING	25.00	150.00	5,000.00	5,000.00
1565 · CLERK	578.82	1,000.00	5,000.00	5,000.00
1571 · UTILITIES	2,657.67	4,000.00	10,000.00	10,000.00
1572 · FUEL	0.00	0.00	2,000.00	2,000.00
1573 · OTHER PROFESSIONAL SERVICES	0.00	0.00	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	26,036.64	41,850.00	606,000.00	606,000.00
OTHER EXPENDITURES				
1905 · MISCELLANEOUS EXPENSE	5.02	100.00	50,000.00	50,000.00
1911 · CONTINGENCIES	0.00	0.00	60,000.00	60,000.00
Total OTHER EXPENDITURES	5.02	100.00	110,000.00	110,000.00
PERSONNEL				
1420 · OFFICE STAFF HOURLY	46,080.00	71,000.00	85,000.00	90,000.00
1421 · ELECTED OFFICIALS SALARIES	113,942.20	152,000.00	165,000.00	175,000.00
1451 · HEALTH INSURANCE	23,295.94	31,000.00	60,000.00	60,000.00
Total PERSONNEL	183,318.14	254,000.00	310,000.00	325,000.00
SENIOR SERVICES				
900 · SALARIES	20,488.38	24,000.00	25,000.00	30,000.00
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
930 · FUEL	0.00	0.00	4,000.00	4,000.00

TOWN FUND

	actual January 1, 2021	projected March 31, 2021	2020/2021 Budget	proposed Budget
950 · OFFICE SUPPLIES	0.00	0.00	1,000.00	1,000.00
959 · COMMUNITY SERVICE/SENIOR	0.00	0.00	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	125.98	200.00	10,000.00	10,000.00
971 · UTILITIES	0.00	0.00	2,000.00	2,000.00
972 · McRIDE	5,670.00	5,670.00	15,000.00	0.00
Total SENIOR SERVICES	26,284.36	29,870.00	85,000.00	75,000.00
Total ADMINISTRATION	236,961.38	327,720.00	1,517,863.00	1,624,000.00
ASSESSOR				
CAPITAL OUTLAY				
1854 · EQUIPMENT	0.00	0.00	0.00	3,800.00
Total CAPITAL OUTLAY	0.00	0.00	0.00	3,800.00
COMMODITIES				
1851 · OFFICE SUPPLIES	1,703.83	3,000.00	3,000.00	3,000.00
Total COMMODITIES	1,703.83	3,000.00	3,000.00	3,000.00
CONTRACTUAL SERVICES				
1751 · MAINTENANCE SERVICE	1,033.39	4,200.00	4,200.00	4,200.00
1752 · TELEPHONE	1,621.90	2,400.00	2,400.00	2,400.00
1755 · POSTAGE	0.00	250.00	250.00	250.00
1756 · SOFTWARE	11,720.62	12,000.00	12,000.00	18,875.00
1757 · PUBLISHING	0.00	600.00	600.00	600.00
1758 · PRINTING	0.00	500.00	500.00	500.00
1759 · DUES	220.00	1,000.00	1,000.00	1,000.00
1760 · TRAVEL EXPENSE	393.27	2,500.00	2,500.00	3,500.00
1761 · TRAINING	405.00	2,600.00	2,600.00	7,740.00
1762 · PUBLICATIONS/SUBSCRIPTIONS	0.00	300.00	300.00	300.00
Total CONTRACTUAL SERVICES	15,394.18	26,350.00	26,350.00	39,365.00
OTHER EXPENDITURES				
1939 · MISCELLANEOUS	374.14	1,500.00	1,500.00	1,500.00
1940 · UNIFORMS	318.00	500.00	500.00	1,000.00
Total OTHER EXPENDITURES	692.14	2,000.00	2,000.00	2,500.00
PERSONNEL				
1240 · SALARIES	140,591.99	225,260.00	225,260.00	243,898.00
1241 · IMRF	11,361.23	19,268.00	19,268.00	18,658.00
1242 · FICA/MEDICARE/TAXES	7,414.85	17,232.00	17,232.00	20,897.00
1243 · HEALTH INSURANCE	17,402.58	51,080.00	51,080.00	52,080.00
Total PERSONNEL	176,770.65	312,840.00	312,840.00	335,533.00
Total ASSESSOR	194,560.80	344,190.00	344,190.00	384,198.00
Total TOWN FUND EXPENDITURES	431,522.18	671,910.00	1,862,053.00	2,008,198.00
TOWN IMRF FUND EXPENDITURES				
3262 · RETIREMENT CONTRIBUTION	8,646.53	12,000.00	28,000.00	28,000.00
Total TOWN IMRF FUND EXPENDITURES	8,646.53	12,000.00	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	200.70	500.00	10,000.00	10,000.00
Total PERSONNEL	200.70	500.00	10,000.00	10,000.00
Total TOWN INSURANCE FUND EXPENDITURE	14,278.70	14,578.00	35,000.00	35,000.00
TOWN SOCIAL SECURITY EXPENDITURE				
3761 · SOCIAL SECURITY CONTRIBUTION	11,246.61	15,000.00	25,000.00	25,000.00
3762 · MEDICARE CONTRIBUTION	3,300.29	5,000.00	10,000.00	10,000.00
Total TOWN SOCIAL SECURITY EXPENDITURE	14,546.90	20,000.00	35,000.00	35,000.00
TOTAL EXPENSE	468,994.31	718,488.00	1,960,053.00	2,106,198.00
ENDING BALANCE	1,068,916.59	667,119.00	0.00	4,779.00

GENERAL ASSISTANCE FUND

	actual January 1, 2021	projected March 31, 2021	2020/2021 Budget	proposed Budget
Ordinary Income/Expense				
BANK BALANCE	\$ 99,818.00	\$ 95,840.00	\$ 79,421.00	\$ 95,840.00 (projected)
Income				
GENERAL ASSISTANCE FUND REVENUE				
5000 - PROPERTY TAXES	32,095.20	33,000.00	33,000.00	33,000.00
5020 - INTEREST INCOME	60.26	100.00	400.00	400.00
Total GENERAL ASSISTANCE FUND REVENUE	32,155.46	33,100.00	33,400.00	33,400.00
Total Income	32,155.46	33,100.00	33,400.00	33,400.00
TOTAL CAPITAL	131,973.46	128,940.00	112,821.00	129,240.00
Expense				
GENERAL ASSISTANCE FUND				
ADMINISTRATION				
CONTRACTUAL SERVICES				
5512 - MAINTENANCE SERVICE - EQUIPMENT	600.00	800.00	2,000.00	2,000.00
5534 - ACCOUNTING SERVICES	2,025.00	2,025.00	3,000.00	3,500.00
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	1,000.00	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	2,625.00	2,825.00	9,750.00	10,250.00
OPERATING EXPENSES				
5611 - MAINTENANCE SUPPLIES - BUILDING	0.00	0.00	500.00	500.00
5651 - OFFICE SUPPLIES	0.00	100.00	1,000.00	1,000.00
Total OPERATING EXPENSES	0.00	100.00	1,500.00	1,500.00
PERSONNEL				
5421 - SALARIES	3,753.60	5,000.00	5,000.00	20,000.00
5451 - HEALTH INSURANCE	0.00	0.00	7,500.00	5,000.00
Total PERSONNEL	3,753.60	5,000.00	12,500.00	25,000.00
Total ADMINISTRATION	6,378.60	7,925.00	23,750.00	36,750.00
HOME RELIEF				
COMMODITIES				
5781 - FOOD	0.00	0.00	1,000.00	1,000.00
5782 - PERSONAL INCIDENTALS	0.00	0.00	1,000.00	1,000.00
5783 - HOUSEHOLD INCIDENTALS	0.00	0.00	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	7,905.30	25,000.00
Total COMMODITIES	0.00	0.00	13,905.30	31,000.00
CONTRACTUAL SERVICES				
5805 - TRANSPORTATION ASSISTANCE	0.00	0.00	2,500.00	2,500.00
5885 - OTHER MEDICAL SERVICE INSURANCE	2,650.00	2,650.00	7,000.00	7,000.00
5887 - SHELTER	2,469.00	5,000.00	35,000.00	30,000.00
5888 - UTILITY PAYMENTS	557.30	3,000.00	30,665.70	20,000.00
Total CONTRACTUAL SERVICES	5,676.30	10,650.00	75,165.70	59,500.00
Total HOME RELIEF	5,676.30	10,650.00	89,071.00	90,500.00
Total GENERAL ASSISTANCE FUND	12,054.90	18,575.00	112,821.00	127,250.00
TOTAL EXPENSE	12,054.90	18,575.00	112,821.00	127,250.00
ENDING BALANCE	119,918.56	110,365.00	0.00	1,990.00

NEW BUSINESS



44 North Walkup Ave.
Crystal Lake, IL 60014
T: 815-459-0700
W:<http://GRA-CPA.com>

January 12, 2021

To the Township Supervisor and
Members of the Grafton Township Board
Huntley, Illinois

We are pleased to confirm our understanding of the services we are to provide Grafton Township for the year ended March 31, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Grafton Township as of and for the year ended March 31, 2021. Accounting standards generally accepted in the United States of America provide for certain other information (OI), such as management's discussion and analysis (MD&A), to supplement Grafton Township's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Grafton Township's OI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following OI is required by the modified cash basis of accounting and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedules
- 3) Schedules of pension liabilities and contributions, when applicable

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the other information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Grafton Township's financial

statements. Our report will be addressed to the board of Grafton Township. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Grafton Township's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of Grafton Township in conformity with the modified cash basis of accounting, based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with the modified cash basis of accounting.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the other information in conformity with the modified cash basis of accounting. You agree to include our report on the other information in any document that contains and indicates that we have reported on the other information. You also agree to include the audited financial statements with any presentation of the other information that includes our report thereon OR make the audited financial statements readily available to users of the other information no later than the date the other information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation

of the other information in accordance with the modified cash basis of accounting; (2) you believe the other information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the other information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of George Roach & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Illinois or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of George Roach & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Illinois or its designee. The State of Illinois or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit and to issue our reports according to your schedule. George Roach is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$9,250. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date

of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Grafton Township and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



George Roach & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Grafton Township.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

SUPERVISOR'S REPORT

System Activity Report

[1/1/2021 - 1/31/2021] Report Date: 2/1/2021

General Assistance

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

Grand Totals:	1	
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