

**REPORT OF THE COMMITTEE ON
FINANCE AND ADMINISTRATION**

**JANUARY 9, 2016
11:00 AM**

The Honorable,
Members of Township Board of the Township of Palos

ATTENDANCE

Present: Supervisor Schumann, Trustee Brannigan, Trustee Jeanes, Trustee Riley and Chairman Woods (5)

Absent: None (0)

Also in attendance: Health Services Director Jenette Leedy, Administrative Assistant Mary Wallenburg, Township Clerk Jane Nolan, Township Assessor Robert Maloney and City of Palos Hills City Treasurer Kenneth Nolan.

Ladies and Gentlemen:

SECTION 1

Your committee on Finance and Administration met to consider the 2016 – 2017 annual township budget and considered the method of budgeting to be used for the upcoming fiscal year.

Your committee, therefore, recommends that the Township Board prepare its budget using the zero-base budgeting method rather than incremental budgeting method currently used.

SECTION 2

Your committee considered a proposed line-item and budgetary account system to be used in the 2016 – 2017 annual budget, increasing the number of line-items to more specifically describe how township funds are expended.

Your committee, therefore, recommends adopting the following accounting codes to be used in the construction of the 2016 – 2017 annual budget:

REVENUE ACCOUNT CODES

00-1000	PROPERTY TAXES
00-2000	REPLACEMENT TAXES
00-3000	HEALTH SERVICE FEES

00-4000	INTEREST ON INVESTMENTS
00-5000	DONATIONS
00-6000	INTERFUND LOANS (RECEIVABLE)
00-7000	SHIP GRANT
00-8000	COAST TO COAST PRESCRIPTION DISCOUNT
00-9000	OTHER SOURCES

EXPENDITURES ACCOUNT CODES

TOWN FUND - ADMINISTRATION

PERSONNEL SERVICES

Salaries and Wages

10-0100	SUPERVISOR
10-0200	CLERK
10-0300	ASSESSOR
10-0400	HIGHWAY COMMISSIONER
10-0500	TOWNSHIP TRUSTEES
10-0600	ADMINISTRATIVE ASSISTANT
10-0700	OFFICE ASSISTANT

Taxes (Paid by the Township)

10-1000	MEDICARE EXPENSE
10-1100	FICA EXPENSE
10-1200	IMRF EXPENSE
10-1300	UNEMPLOYMENT TAXES

Employee Benefits

10-1400	EMPLOYEE HEALTH INSURANCE
10-1500	EMPLOYEE LIFE INSURANCE

Officials and Employee Expenses

10-1600	PROFESSIONAL DEVELOPMENT
10-1700	TRANSPORTATION AND TRAVEL
10-1800	CONFERENCES AND MEETINGS

OPERATIONAL EXPENSES

11-1000	PUBLISHING AND ADVERTISING
11-1100	POSTAGE AND DELIVERY
11-1200	BOOKS AND PUBLICATIONS
11-1300	TELEPHONE SERVICES
11-1400	CONTINGENCIES
11-1500	BANKING SERVICES

11-1600	INSURANCE - GENERAL
11-1700	INSURANCE - WORKERS COMPENSATION
11-1800	INSURANCE - PROPERTY AND LIABILITY
11-1900	LICENSES AND PERMITS
11-2000	UTILITIES
11-2100	HANDICAPPED PLACARDS

CONTRACTUAL AND PROFESSIONAL SERVICES

12-1000	PRINTING
12-1100	TECHNOLOGY AND AUTOMATION SERVICES
12-1200	MEMBERSHIPS AND DUES
12-1300	LEGAL SERVICES
12-1400	BOOKKEEPING
12-1500	AUDIT
12-1600	PAYROLL PROCESSING
12-1700	DOCUMENT DISPOSAL
12-1800	BONDS

SUPPLIES AND MATERIALS

13-1000	OFFICE SUPPLIES
13-1100	TECHNOLOGY EQUIPMENT
13-1200	OFFICE EQUIPMENT
13-1300	FURNITURE
13-1400	OTHER SUPPLIES AND MATERIALS

EQUIPMENT AND BUILDINGS

14-1000	EQUIPMENT MAINTENANCE
14-1100	BUILDING MAINTENANCE
14-1200	LANDSCAPING / GROUNDS MAINTENANCE
14-1300	CUSTODIAL / CLEANING
14-1400	CAPITAL IMPROVEMENTS
14-1500	BUILDING MAINTENANCE SUPPLIES
14-1600	ALARM SYSTEM
14-1700	GENERAL WASTE DISPOSAL

TOWN FUND - ASSESSOR

PERSONNEL SERVICES

Salaries and Wages

20-0100 DEPUTY ASSESSOR

Taxes (Paid by Township)

20-1000 MEDICARE COSTS

20-1100 FICA EXPENSES

20-1200 IMRF

Employee Benefits

20-1400 HEALTH INSURANCE PREMIUMS

20-1500 LIFE INSURANCE PREMIUMS

Officials and Employee Expenses

20-1600 PROFESSIONAL DEVELOPMENT

20-1700 TRANSPORTATION AND TRAVEL

20-1800 CONFERENCES AND MEETINGS

OPERATIONAL EXPENSES

21-1000 PUBLISHING AND ADVERTISING

21-1100 POSTAGE AND DELIVERY

21-1200 BOOKS AND PUBLICATIONS

21-1400 CONTINGENCIES

CONTRACTUAL AND PROFESSIONAL SERVICES

22-1000 PRINTING

22-1100 TECHNOLOGY AND AUTOMATION

22-1200 MEMBERSHIPS AND DUES

SUPPLIES AND MATERIALS

23-1000 OFFICE SUPPLIES

23-1100 TECHNOLOGY EQUIPMENT

23-1200 OFFICE EQUIPMENT

23-1300 FURNITURE

23-1400 OTHER SUPPLIES AND MATERIALS

TOWN FUND - HEALTH SERVICES

PERSONNEL SERVICES

Salaries and Wages

30-0100	DIRECTOR OF HEALTH SERVICES
30-0200	NURSES
30-0300	PYSICIANS
30-0400	PODIATRIST
30-0500	HEALTH SERVICE ASSISTANT

Taxes (Paid by Township)

30-1000	MEDICARE EXPENSE
30-1100	FICA EXPENSE
30-1200	IMRF EXPENSE

Employee Benefits

30-1400	HEALTH INSURANCE PREMIUMS
30-1500	LIFE INSURANCE PREMIUMS

Employee Expenses

30-1600	PROFESSIONAL DEVELOPMENT
30-1700	TRANSPORTATION AND TRAVEL
30-1800	CONFERENCES AND MEETINGS

OPERATIONAL EXPENSES

General Operational Expenses

31-1000	PUBLISHING AND ADVERTISING
31-1100	POSTAGE AND DELIVERY
31-1200	BOOKS AND PUBLICATIONS
31-1400	CONTINGENT EXPENSES
31-1410	SPECIAL EVENT EXPENSES
31-1600	INSURANCE - SPECIAL
31-1900	LABORATORY FEES

Health Service Operational Expenses

31-2000	MEDICAL SUPPLIES
31-2100	MEDICATIONS AND VACCINATIONS

CONTRACTUAL AND PROFESSIONAL SERVICES

32-1000	PRINTING
32-1100	TECHNOLOGY AND AUTOMATION
32-1200	MEMBERSHIPS AND DUES
32-1700	DISPOSAL OF MEDICAL WASTE

SUPPLIES AND MATERIALS

33-1000	OFFICE SUPPLIES
33-1100	TECHNOLOGY EQUIPMENT
33-1200	OFFICE EQUIPMENT
33-1300	FURNITURE
33-1400	OTHER SUPPLIES AND MATERIALS
33-1410	SANITATION AND CLEANING SUPPLIES

TOWN FUND - SENIOR CITIZEN SERVICES

40-1000	SENIOR ADVISORY BOARD EXPENSES
40-1100	SPECIAL EVENTS EXPENSES
40-1200	SERVICE CONTRACT AGREEMENTS
40-1300	P.A.T.S.E. TRANSPORTATION AGREEMENT
40-1400	CONTINGENCIES
40-1500	INCOME TAX SERVICE EXPENSES

TOWN FUND - YOUTH SERVICES

50-0100	SALARY OF COORDINATOR
50-1000	YOUTH ADVISORY BOARD EXPENSES
50-1100	SPECIAL EVENTS EXPENSES
50-1200	SERVICE CONTRACT AGREEMENTS
50-1400	CONTINGENCIES

TOWN FUND - COMMUNITY SUPPORT SERVICES

60-1000	FOOD PANTRY EXPENSES
60-1010	HOLIDAY MEAL DISTRIBUTION PROGRAM
60-1100	SPECIAL EVENTS
60-1110	SCHOOL SUPPLY PROGRAM
60-1400	CONTINGENCIES

SECTION 3

Your committee considered budgeting priorities for the 2016 – 2017 fiscal year.

Your committee, therefore, recommends that the Township Board prepare its budget incorporating the following priorities:

The sum of up to \$10,000 to be budgeted for the Health Service to purchase mandated pharmaceutical grade refrigerator(s) that must be in place no later than January 1, 2017.

The sum of up to \$40,000 to be budgeted for the construction of a storage garage for township purposes.

That the township board appropriate necessary funding to provide security lighting in the parking lot of the Township Hall.

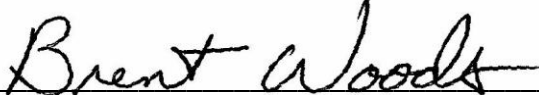
That the township board appropriate necessary funding to update the aging technology infrastructure of the Township Hall.

All other purposes of the Township to be budgeted as necessary.

SECTION 4

Chairman Woods adjourned the meeting, without objection, at 12:16 PM.

Respectfully Submitted,
Committee on Finance and Administration



Brent Woods, Chairman