



**PALOS TOWNSHIP
BILL AUDIT MEETING
10832 S. ROBERTS ROAD | PALOS HILLS, IL 60465**

May 26, 2016 - 6:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Disposition of minutes from previous meetings
 - a. Approval of Minutes - April 28, 2016
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
 - a. Supervisor
 - b. Clerk
 1. Reminder TOCC Spring Conference June 2, 2016 William Tell Countryside 6:00 P.M.
 2. TOCC Marketing Committee Brochure - Order Discussion
7. Attorney's Report
8. Reports of Standing Committees
 - a. Finance and Administration - Trustee Woods
 1. Monthly Finance Report
 2. Audit and Approval of Town Fund Bills
 3. Audit and Approve General Assistance Bills
 4. Approve Annual Agreement with Agenda Pal for \$2,400
 - b. Policy and Personnel - Supervisor Schumann
 - c. Technology, Information and Automation - Trustee Riley
 - d. Buildings and Grounds - Trustee Jeanes
 - e. Public Services and Health - Trustee Brannigan
 1. Health Service Report - April 2016

9. Unfinished Business
10. New Business
11. Executive Session, If Needed
12. Adjournment

Backup material for agenda item:

- a. Approval of Minutes - April 28, 2016

**PALOS TOWNSHIP
BILL AUDIT MEETING
10802 S. ROBERTS ROAD PALOS HILLS, IL. 60465**

APRIL 28TH, 2016 - 6:30 P.M.

1. Call to Order and Roll Call

The Bill Audit Meeting of the Palos Township Board was called to order by Supervisor Schumann in the Township Hall, 10802 S. Roberts Road, Palos Hills, at 6:30 P.M. Roll call was taken by the Clerk of the Township, Jane Nolan. Present were Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Also present was Township Attorney Erik Peck.

2. Pledge of Allegiance

3. Disposition of Minutes from Previous Meeting

a. Approval of Minutes - March 24th, 2016

Trustee Woods moved to approve the minutes of the March 24, 2016, Bill Audit Meeting. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

4. Special Presentations/ Communications

There were no special presentations or communications.

5. Citizens Wishing to Address the Board

There were no citizens wishing to address the Board.

6. Reports of Officials

a. Supervisor

1. Discussion/Perspective Donation (TOI)

Supervisor Schumann discussed the donation for Perspective Magazine. There was a discussion concerning the ad size and donation amount. All Board members received information concerning this. A full page ad is \$555.00, a half page ad is \$345.00 and a quarter page ad is \$250.00. After a rigorous discussion it was decided that the township will do a full page ad for the commemorative book for the Perspective Magazine.

Supervisor Schumann moved to approve the donation ad for the Perspective Magazine at \$550.00. **Trustee Jeanes** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

b. Clerk

1. TOCC Clerk's Dinner Meeting May 5, 2016 6:30 Reminder

Clerk Nolan reminded the Board members and officials that she is hosting the TOCC Clerk's Dinner Meeting at Ciao Ristorante in Palos Hills on May 5, 2016, at 6:30 p.m.

2. TOI Webinar Series \$25.00

Clerk Nolan explained that TOI conducts webinars concerning various township topics during the work day week for any interested official. The cost for each webinar is \$25.00. Should our officials participate? It was decided that these are educational activities so it is something an official can participate in if they choose to do so.

3. TOCC Committee Reports

Clerk Nolan discussed the new Educational Sessions which will begin on May 12, 2016. The first session is entitled "Understanding the Tri-Annual Assessment Process." It is open to all township elected officials and staff to further the knowledge of the process and

impact of the tri-annual assessment. The first session will take place at Elk Grove Township, 240 S. Arlington Heights Road in Arlington Heights from 6:30 p.m. - 8:30 p.m.
(TOCC is the Townships of Cook County)

4. Possible Meeting Date Change/August 2016

Clerk Nolan would like to change the August 11, 2016, Meeting date so that she can attend a TOI Election Seminar for the April, 2017, Township Election.

7. Attorney's Report

Attorney Peck stated that he had no report.

8. Reports of Standing Committees

a. Finance and Administration - Trustee Woods

1. Audit and Approval of Town Fund Bills

Trustee Woods moved to approve the audit of the Town Fund bills in the amount of \$7,493,24. **Trustee Brannigan** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0,

2. Audit and Approval of General Assistance Bills

Trustee Woods moved to approve the audit of the General Assistance Fund bills. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays:

none. Motion carried 5-0.

3. Approval of Ordinance No. 2016-02 An Ordinance Making Intrafund Transfers Between Various Line Items Within a Particular Fund or Funds.

There was a discussion concerning the ordinance. The transfer is lower than last year. The total Town Intrafund transfers between three different funds for 2016 is \$3,486.07.

Trustee Woods moved to approve Ordinance No. 2016-02 An Ordinance Making Intrafund Transfers Between Various Items Within A Particular Fund or Funds. **Supervisor Schumann** seconded the motion. Roll call was taken. Ayes; Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

Trustee Woods discussed the implementation of Quick Books which will be in use this year. The bills that were approved tonight are on the report that the Board received. The Board will receive this report each month with a list of the bills on it.

The Board also received a copy of the second QuickBooks report which will be the quarterly report when completed, and all the revenues and expenditures will be included in it.

Trustee Woods did make amendments to the budget to include QuickBooks figures.

b. Policy and Personnel - Supervisor Schumann

Supervisor Schumann stated that she had no report.

c. Technology, Information and Automation - Trustee Riley

Trustee Riley stated that he will have his report at the General Meeting.

d. Buildings and Grounds - Trustee Jeanes

Trustee Jeanes stated that she had no report.

e. Public Service and Health - Trustee Brannigan

Trustee Brannigan reported that the state is no longer

requesting that townships purchase a pharmaceutical refrigerator as the price is too burdensome for many townships. Each township is now asked to purchase a refrigerator without a freezer.

9. Unfinished Business

There was no unfinished business at this time.

10. New Business

There was no new business at this time.

11. Executive Session

12. Adjournment

Trustee Woods moved to adjourn the meeting at 6:30 P.M. **Trustee Brannigan** seconded the motion. The motion was passed unanimously. Meeting adjourned.

Jane A. Nolan
Clerk
Palos Township

Backup material for agenda item:

1. Reminder TOCC Spring Conference June 2, 2016 William Tell Countryside
6:00 P.M.



The Officers and Board of Directors of Township Officials of Cook County
request the pleasure of your company at our
Spring Conference and Annual Meeting
Thursday, June 2, 2016
William Tell Holiday Inn
6201 Joliet Rd., Countryside IL

Our program for the evening is
"Acknowledging Our Legislators Who Support Townships"
*Recognizing & appreciating your support as together we work
for the common goal of providing relevant social services
at the local level to the good people of Illinois.*

Our Keynote Speaker for the evening is Mike Dropka
Local Government Division, Office of Illinois State Comptroller Leslie Munger
*Mike works to insure efficiency, transparency and accountability to the financial
reporting process for local governments.*

*We invite you to bring associates who would enjoy an evening
of networking and fellowship while developing a greater understanding
of the closest form of government to the people – Townships.*

6:00 pm networking hour & cash bar
7:00 pm dinner and program

Please contact Elliott Johnson, President of TOCC if you are able to attend.
Phone: 708-359-7115 or email: ehewardjohnson@hotmail.com

Backup material for agenda item:

1. Monthly Finance Report

Township of Palos
FY 2016 - 2017 BUDGET VS. ACTUAL
 April 2016 - March 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
00-1000 Property Tax Receipts	2,240.58	840,000.00	(837,759.42)	0.27 %
00-2000 Replacement Taxes	4,570.24	20,000.00	(15,429.76)	22.85 %
00-3000 Health Service Clinic Fees	<u>2,785.00</u>	35,000.00	(32,215.00)	7.96 %
00-4000 Interest Received / Investments	150.01	100.00	50.01	150.01 %
00-5000 Donations	1,922.00	8,100.00	(6,178.00)	23.73 %
00-6000 Inter-fund Loans (Receivable)		0.00	0.00	
00-7000 Grants		0.00	0.00	
00-7010 SHIP Grant		0.00	0.00	
00-8000 Prescription Discount Card Revenue		600.00	(600.00)	
00-9000 Other Sources	163.01	2,000.00	(1,836.99)	8.15 %
Total Income	\$11,830.84	\$905,800.00	\$ (893,969.16)	1.31 %
Gross Profit	\$11,830.84	\$905,800.00	\$ (893,969.16)	1.31 %
Expenses				
10 ADMINISTRATION (Employee Costs)				
10-0100 Supervisor	4,526.66	27,160.00	(22,633.34)	16.67 %
10-0200 Clerk	2,470.00	14,820.00	(12,350.00)	16.67 %
10-0300 Assessor	2,470.00	14,820.00	(12,350.00)	16.67 %
10-0400 Highway Commissioner	4,342.44	26,055.00	(21,712.56)	16.67 %
10-0500 Trustees (4)	3,744.80	22,469.00	(18,724.20)	16.67 %
10-0600 Administrative Assistant	7,349.34	44,150.00	(36,800.66)	16.65 %
10-0700 Office Assistant	4,864.00	30,000.00	(25,136.00)	16.21 %
10-0800 Finance Assistant		3,600.00	(3,600.00)	
10-1000 Medicare Expense	431.65	2,674.00	(2,242.35)	16.14 %
10-1100 FICA Expense	1,845.56	12,700.00	(10,854.44)	14.53 %
10-1200 Unemployment Taxes	114.00	2,000.00	(1,886.00)	5.70 %
10-1300 IMRF Expenses	4,757.12	27,970.00	(23,212.88)	17.01 %
10-1400 Employee Health Insurance	5,880.00	26,400.00	(20,520.00)	22.27 %
10-1500 Employee Life Insurance Premiums	51.75	225.00	(173.25)	23.00 %
10-1600 Professional Development		2,500.00	(2,500.00)	
10-1700 Transportation and Travel	99.82	3,000.00	(2,900.18)	3.33 %
10-1800 Conferences and Meetings	330.00	1,000.00	(670.00)	33.00 %
Total 10 ADMINISTRATION (Employee Costs)	43,277.14	261,543.00	(218,265.86)	16.55 %
11 ADMINISTRATION (Operating Expenses)				
11-1000 Publishing and Advertising	1,267.22	2,500.00	(1,232.78)	50.69 %
11-1100 Postage and Delivery		2,100.00	(2,100.00)	
11-1200 Publications and Subscriptions	1,076.57	3,200.00	(2,123.43)	33.64 %
11-1300 Telephone Services	1,613.41	6,000.00	(4,386.59)	26.89 %
11-1400 Contingencies	140.55	3,500.00	(3,359.45)	4.02 %
11-1410 Special Events		2,200.00	(2,200.00)	
11-1500 Banking Services		100.00	(100.00)	
11-1600 Insurance - Workers Compensation		6,000.00	(6,000.00)	
11-1700 Insurance - Property and Liability		15,000.00	(15,000.00)	
11-1800 Licenses and Permits		500.00	(500.00)	
11-2000 Utilities	1,414.95	8,500.00	(7,085.05)	16.65 %
11-2100 Temporary Handicapped Placards		200.00	(200.00)	
Total 11 ADMINISTRATION (Operating Expenses)	5,512.70	49,800.00	(44,287.30)	11.07 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
12 ADMINISTRATION (Contractual Services)				
12-1000 Printing	185.00	1,000.00	(815.00)	18.50 %
12-1100 Technology and Automation Services	638.95	18,000.00	(17,361.05)	3.55 %
12-1200 Memberships and Dues	1,030.00	4,300.00	(3,270.00)	23.95 %
12-1300 Legal Services	1,506.76	9,600.00	(8,093.24)	15.70 %
12-1400 Bookkeeping Services	4,200.00	12,000.00	(7,800.00)	35.00 %
12-1500 Audit Feess		11,000.00	(11,000.00)	
12-1600 Payroll Processing	239.00	1,500.00	(1,261.00)	15.93 %
12-1700 Document Disposal	117.96	600.00	(482.04)	19.66 %
12-1800 Bonds		0.00	0.00	
Total 12 ADMINISTRATION (Contractual Services)	7,917.67	58,000.00	(50,082.33)	13.65 %
13 ADMINISTRATION (Supplies and Materials)				
13-1000 Office Supplies	1,139.12	5,000.00	(3,860.88)	22.78 %
13-1100 Technology Equipment		6,500.00	(6,500.00)	
13-1200 Office Equipment		4,500.00	(4,500.00)	
13-1300 Furniture		5,000.00	(5,000.00)	
13-1400 Other Supplies and Materials	400.00	1,000.00	(600.00)	40.00 %
13-1500 Capital Equipment		0.00	0.00	
13-1600 Maintenance of Equipment		2,800.00	(2,800.00)	
Total 13 ADMINISTRATION (Supplies and Materials)	1,539.12	24,800.00	(23,260.88)	6.21 %
14 ADMINISTRATION (Buildings and Grounds)				
14-1000 Building Maintenance	1,191.00	2,000.00	(809.00)	59.55 %
14-1100 Landscaping/Gounds Maintenance	2,235.00	6,000.00	(3,765.00)	37.25 %
14-1200 Custodial / Cleaning Services	2,385.00	10,000.00	(7,615.00)	23.85 %
14-1300 Capital Improvements		40,000.00	(40,000.00)	
14-1400 Building Maintenance Supplies	309.12	2,000.00	(1,690.88)	15.46 %
14-1500 Alarm System	318.00	2,000.00	(1,682.00)	15.90 %
14-1600 General Waste Disposal	207.00	1,000.00	(793.00)	20.70 %
Total 14 ADMINISTRATION (Buildings and Grounds)	6,645.12	63,000.00	(56,354.88)	10.55 %
20 ASSESSOR (Employee Costs)				
20-0100 Deputy Assessor	7,349.34	44,150.00	(36,800.66)	16.65 %
20-1000 Medicare Expense	106.56	650.00	(543.44)	16.39 %
20-1100 FICA Expense	455.66	3,090.00	(2,634.34)	14.75 %
20-1300 IMRF Expense	1,243.91	7,700.00	(6,456.09)	16.15 %
20-1400 Employee Health Insurance	2,631.00	11,800.00	(9,169.00)	22.30 %
20-1500 Employee Life Insurance	34.50	175.00	(140.50)	19.71 %
20-1600 Professional Development		300.00	(300.00)	
20-1700 Transportation and Travel	61.56	625.00	(563.44)	9.85 %
20-1800 Conferences and Meetings		250.00	(250.00)	
Total 20 ASSESSOR (Employee Costs)	11,882.53	68,740.00	(56,857.47)	17.29 %
21 ASSESSOR (Operating Expenses)				
21-1000 Publishing and Advertising		350.00	(350.00)	
21-1100 Postage and Delivery		100.00	(100.00)	
21-1200 Publications and Subscriptions		400.00	(400.00)	
21-1400 Contingencies		500.00	(500.00)	
Total 21 ASSESSOR (Operating Expenses)	0.00	1,350.00	(1,350.00)	0.00
22 ASSESSOR (Contractual Services)				
22-1000 Printing		600.00	(600.00)	
22-1100 Technology and Automation Services	900.00	1,700.00	(800.00)	52.94 %
22-1200 Memberships and Dues	450.00	700.00	(250.00)	64.29 %
Total 22 ASSESSOR (Contractual Services)	1,350.00	3,000.00	(1,650.00)	45.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
23 ASSESSOR (Supplies and Materials)				
23-1000 Office Supplies		700.00	(700.00)	
23-1100 Technology Equipment		600.00	(600.00)	
23-1200 Office Equipment		0.00	0.00	
23-1300 Furniture	209.98	500.00	(290.02)	42.00 %
23-1400 Other Supplies and Materials		0.00	0.00	
Total 23 ASSESSOR (Supplies and Materials)	209.98	1,800.00	(1,590.02)	11.67 %
30 HEALTH SERVICES (Employee Costs)				
30-0100 Director of Health Services	9,200.00	55,200.00	(46,000.00)	16.67 %
30-0200 Nurses	19,826.21	127,000.00	(107,173.79)	15.61 %
30-0300 Physicians	21,910.80	140,000.00	(118,089.20)	15.65 %
30-0400 Podiatrist	5,610.00	33,660.00	(28,050.00)	16.67 %
30-0500 Health Service Assistant	2,000.48	12,000.00	(9,999.52)	16.67 %
30-1000 Medicare Expense	546.28	3,500.00	(2,953.72)	15.61 %
30-1100 FICA Expense	2,335.84	14,800.00	(12,464.16)	15.78 %
30-1300 IMRF Expense	2,997.70	18,400.00	(15,402.30)	16.29 %
30-1400 Employee Health Insurance	2,940.00	13,000.00	(10,060.00)	22.62 %
30-1500 Employee Life Insurance	17.25	100.00	(82.75)	17.25 %
30-1600 Professional Development		500.00	(500.00)	
30-1700 Transportation and Travel (HS)		500.00	(500.00)	
30-1800 Conferences and Meetings (HS)		400.00	(400.00)	
Total 30 HEALTH SERVICES (Employee Costs)	67,384.56	419,060.00	(351,675.44)	16.08 %
31 HEALTH SERVICES (Operating Expenses)				
31-1000 Publishing and Advertising (HS)		500.00	(500.00)	
31-1100 Postage and Delivery (HS)		200.00	(200.00)	
31-1200 Publications and Subscriptions (HS)		100.00	(100.00)	
31-1300 Telephone Services (HS)	334.00	1,800.00	(1,466.00)	18.56 %
31-1400 Contingencies (HS)		500.00	(500.00)	
31-1410 Special Events (HS)	24.56	1,000.00	(975.44)	2.46 %
31-1600 Insurance		200.00	(200.00)	
31-1900 Licensing and Application Fees		150.00	(150.00)	
31-2000 Medical Supplies	369.98	10,000.00	(9,630.02)	3.70 %
31-2100 Medications and Vaccinations		12,000.00	(12,000.00)	
Total 31 HEALTH SERVICES (Operating Expenses)	728.54	26,450.00	(25,721.46)	2.75 %
32 HEALTH SERVICES (Contractual Services)				
32-1000 Printing	30.00	1,000.00	(970.00)	3.00 %
32-1100 Technology and Automation Services		1,000.00	(1,000.00)	
32-1200 Membership and Dues		1,000.00	(1,000.00)	
32-1700 Disposal of Medical Waste	89.43	400.00	(310.57)	22.36 %
Total 32 HEALTH SERVICES (Contractual Services)	119.43	3,400.00	(3,280.57)	3.51 %
33 HEALTH SERVICES (Supplies and Materials)				
33-1000 Office Supplies	501.95	900.00	(398.05)	55.77 %
33-1100 Technology Equipment		1,500.00	(1,500.00)	
33-1200 Office Equipment		300.00	(300.00)	
33-1300 Furniture		2,000.00	(2,000.00)	
33-1400 Other Supplies and Materials	77.88	500.00	(422.12)	15.58 %
33-1410 Sanitation and Cleaning Supplies	7.63	200.00	(192.37)	3.82 %
33-1500 Capital Equipment		10,000.00	(10,000.00)	
Total 33 HEALTH SERVICES (Supplies and Materials)	587.46	15,400.00	(14,812.54)	3.81 %
40 SENIOR SERVICES				
40-1000 Senior Advisory Board Expenses	278.27	2,500.00	(2,221.73)	11.13 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
40-1100 Special Event Expenses		1,000.00	(1,000.00)	
40-1200 Service Contract Agreements		16,200.00	(16,200.00)	
40-1300 P.A.T.S.E. Contract Agreement		12,000.00	(12,000.00)	
40-1400 Contingencies		2,000.00	(2,000.00)	
40-1500 Income Tax Service Expenses	504.96	600.00	(95.04)	84.16 %
40-1600 SHIP Expenses	319.95	2,500.00	(2,180.05)	12.80 %
Total 40 SENIOR SERVICES	1,103.18	36,800.00	(35,696.82)	3.00 %
50 YOUTH SERVICES				
50-0100 Salary of Coordinator		0.00	0.00	
50-1000 Yourth Advisory Board Expenses		0.00	0.00	
50-1100 Special Event Expenses		0.00	0.00	
50-1200 Service Contract Agreements		0.00	0.00	
50-1400 Contingencies		0.00	0.00	
Total 50 YOUTH SERVICES	0.00	0.00	0.00	0.00
60 COMMUNITY SUPPORT SERVICES				
60-1000 Food Pantry Expenses		500.00	(500.00)	
60-1010 Holiday Meal Distribution		6,000.00	(6,000.00)	
60-1100 Special Events		1,000.00	(1,000.00)	
60-1110 School Supply Program		1,000.00	(1,000.00)	
60-1400 Contingencies		300.00	(300.00)	
Total 60 COMMUNITY SUPPORT SERVICES	0.00	8,800.00	(8,800.00)	0.00
Total Expenses	\$148,257.43	\$1,041,943.00	\$ (893,685.57)	14.23 %
Net Operating Income	\$ (136,426.59)	\$ (136,143.00)	\$ (283.59)	100.21 %
Other Expenses				
N/A	114.00		114.00	
Total Other Expenses	\$114.00	\$0.00	\$114.00	0.00%
Net Other Income	\$ (114.00)	\$0.00	\$ (114.00)	0.00%
Net Income	\$ (136,540.59)	\$ (136,143.00)	\$ (397.59)	100.29 %

Backup material for agenda item:

2. Audit and Approval of Town Fund Bills

PALOS TOWNSHIP
STATE OF ILLINOIS
COUNTY OF COOK

FROM: TOWN FUND

DATE: MAY 26, 2016 FOR JUNE 1, 2016 BILL AUDIT

This is to certify that the following sums will be paid by the **TREASURER** of **PalosTownship** to the following vendor/person which amounts were allowed and audited by the Board of Trustees on the above listed date on account of the listed purposes.

No.	Date	Vendor	Purpose	Amount	Account Number	Check #
				(GROSS)		
1	06/01/2016	GENE ADAMS	Payroll	\$ 2,171.22	10-0400	Debit
2	06/01/2016	ALICE BATOL DELROSARIO	Payroll	\$ 4,324.50	30-0300	Debit
3	06/01/2016	SHARON BRANNIGAN	Payroll	\$ 468.10	10-0500	Debit
4	06/01/2016	CAROL CHAMALES	Payroll	\$ 2,061.12	30-0200	Debit
5	06/01/2016	EVELYN DIBBERN	Payroll	\$ 3,674.67	20-0100	Debit
6	06/01/2016	COLLEEN GRANT SCHUMANN	Payroll	\$ 2,263.33	10-0100	Debit
7	06/01/2016	WALTER A. HALEK DPM	Payroll	\$ 2,805.00	30-0400	Debit
8	06/01/2016	ANDREZJ HARMATA	Payroll	\$ 2,299.00	10-0700	Debit
9	06/01/2016	PAMELA A JEANES	Payroll	\$ 468.10	10-0500	Debit
10	06/01/2016	KATHRYN KEIFFER	Payroll	\$ 1,460.64	30-0200	Debit
11	06/01/2016	JENETTE L. LEEDY	Payroll	\$ 4,600.00	30-0100	Debit
12	06/01/2016	ROBERT E. MALONEY	Payroll	\$ 1,235.00	10-0300	Debit
13	06/01/2016	PAULA NEIDENBACH	Payroll	\$ 2,244.85	30-0200	Debit
14	06/01/2016	JANE NOLAN	Payroll	\$ 1,235.00	10-0200	Debit
15	06/01/2016	DEBRA RAMOS	Payroll	\$ 1,074.00	30-0200	Debit
16	06/01/2016	RICHARD C. RILEY	Payroll	\$ 468.10	10-0500	Debit
17	06/01/2016	LUCIANO VALDEZ	Payroll	\$ 6,727.00	30-0300	Debit
18	06/01/2016	ALICIA VODICKA	Payroll	\$ 4,374.76	30-0200	Debit
19	06/01/2016	MARY WALLENBURG	Payroll	\$ 3,674.67	10-0600	Debit
20	06/01/2016	BRENT WOODS	Payroll	\$ 468.10	10-0500	Debit
21	06/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Medicare Expense	\$ 559.19	Split	Debit
22	06/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> FICA Expense	\$ 2,391.02	Split	Debit
23	06/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Unemployment Tax	\$ 21.41	10-1200	Debit
24	06/01/2016	IMRF - TOWN FUND PORTION	Pension Contributions <u>Employer</u> Portion Town	\$ 4,245.12	Split	Debit
25	06/01/2016	PAYROLL PROCESSORS	Payroll processing fees	\$ 67.40	12-1600	Debit
26	06/01/2016	NCPERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	N/A	27032
27	06/01/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	N/A	27033
28	06/01/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,817.00	Split	27034
29	06/01/2016	TOCC CLERKS ASSOCIATION	Conference / Meeting	\$ 210.00	10-1800	27035
32	06/01/2016	COMCAST	Subscriptions - Internet	\$ 175.54	11-1200	27036
33	06/01/2016	CALL ONE	Phones	\$ 649.52	11-1300	27037
34	06/01/2016	COM ED	Utility - Electricity	\$ 358.94	11-2000	27038
35	06/01/2016	NICOR GAS	Utility - Gas	\$ 61.57	11-2000	27039
36	06/01/2016	GTSAC	Technology Support	\$ 90.00	12-1100	27040
37	06/01/2016	TOWNSHIP OFFICIALS OF CK CY	Membership and Dues	\$ 1,000.00	12-1200	27041
38	06/01/2016	TRESSLER LLP	Twp. Legal Service	\$ 676.50	12-1300	27042
39	06/01/2016	RICHARD DEMMA E.A.	Bookkeeper/Accounting	\$ 765.00	12-1400	27043
40	06/01/2016	SHRED-IT USA - CHICAGO	Document Disposal	\$ 39.32	12-1700	27044
41	06/01/2016	OFFICE DEPOT	Misc. Office Supplies	\$ 471.33	Split	27045
42	06/01/2016	PETTY CASH	Petty Cash	\$ 400.00	13-1400	27046
43	06/01/2016	HAROLD SANCHEZ FOR WOODPECKER LANDSCAPING	Landscaping/Grounds Maintenance	\$ 120.00	14-1100	27047
			-	-	-	-
44	06/01/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	27048
45	06/01/2016	DUKE'S ACE HARDWARE	Building Maintenance Materials	\$ 127.68	Split	27049
46	06/01/2016	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	27050
47	06/01/2016	EVELYN DIBBERN	Assessor - Reimbursement Mileage	\$ 35.10	20-1700	27051
48	06/01/2016	COMPUTER BITS, INC.	Assessor - Technology	\$ 450.00	22-1100	27052
49	06/01/2016	JENNIFER LEEDY KLAIBER	Health Service Assistant	\$ 443.70	30-0500	27053
50	06/01/2016	STERICYCLE	H.S.-Disposal of Medical Waste	\$ 89.43	32-1700	27054
51	06/01/2016	TOP QUALITY GLOVE	H.S. - Other Supplies & Materials	\$ 69.90	33-1400	27055
TOTAL FOR JUNE 2016				\$ 66,409.83		

ADDITIONAL EXPENDITURES FROM MAY 2016

1	05/06/2016	CITY OF PALOS HILLS	Utility - Water and Sewer	\$ 61.38	11-2000	26929
2	05/06/2016	A T & T	Phones - HS - FAX & DSL	\$ 166.98	31-1300	26930
3	05/06/2016	A T & T	Phones - Admin FAX	\$ 118.38	11-1300	26931
TOTAL ADDED TO MAY 2016 EXPENSES				\$ 346.74		

Township Trustee

Township Trustee

Township Trustee

Township Trustee

Township Supervisor

Co-signed

Township Clerk

Backup material for agenda item:

4. Approve Annual Agreement with Agenda Pal for \$2,400

AgendaPal Corporation

11101 Spicewood Pkwy
Austin, TX 78750-3405
(855)224-3632
info@agendapal.com
www.agendapal.com



INVOICE

BILL TO
Brent Woods
Palos Township IL
10802 S. Roberts Rd.
Palos Hills, IL 60465

INVOICE # IN5140
DATE 06/01/2016
DUE DATE 06/01/2016
TERMS Due on receipt

ITEM	QTY	RATE	AMOUNT
AgendaPal Subscription AgendaPal Agenda Management Subscription from 6/1/2016 to 5/31/2017	1	2,400.00	2,400.00

BALANCE DUE **\$2,400.00**

Backup material for agenda item:

1. Health Service Report - April 2016

Month: **APRIL 2016**

Health Service

Monthly Fee Summary

1

Date		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		Daily Total
		#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	
04/01/16	Res	2	\$ 50		\$ -	2	\$ 20	0	\$ -		\$ -	3	\$ 15		\$ -		\$ -	\$ 85
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/02/16	Res	0	\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/03/16	Res	0	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/04/16	Res	1	\$ 25	2	\$ 40	4	\$ 40	2	\$ 20		\$ -	0	\$ -		\$ -	0	\$ -	\$ 125
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/05/16	Res	2	\$ 50		\$ -	2	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 70
	Non		\$ -		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20
04/06/16	Res	2	\$ 50	1	\$ 20	13	\$ 130	1	\$ 10	1	\$ 5		\$ -		\$ -		\$ -	\$ 215
	Non		\$ -		\$ -	4	\$ 80		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 80
04/07/16	Res	1	\$ 25		\$ -	4	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 65
	Non		\$ -		\$ -	8	\$ 160		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 160
04/08/16	Res		\$ -	2	\$ 40	2	\$ 20	1	\$ 10		\$ -	2	\$ 10		\$ -	0	\$ -	\$ 80
	Non		\$ -		\$ -	1	\$ 20	0	\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20
04/09/16	Res	0	\$ -		\$ -		\$ -	0	\$ -	0	\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/10/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/11/16	Res		\$ -	2	\$ 40		\$ -		\$ -		\$ -	1	\$ 5	1	\$ 5	1	\$ 25	\$ 75
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/12/16	Res	2	\$ 50	1	\$ 20	7	\$ 70	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 150
	Non		\$ -	1	\$ 30		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 30
04/13/16	Res	2	\$ 50	1	\$ 20	8	\$ 80		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 150
	Non		\$ -		\$ -	6	\$ 120		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 120
04/14/16	Res	1	\$ 25	1	\$ 20	5	\$ 50		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 95
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
04/15/16	Res		\$ -		\$ -	1	\$ 10	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 20
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -

MONT 22