



IN ACCORDANCE WITH THE APPLICABLE STATUTES OF THE STATE OF ILLINOIS NOTICE IS GIVEN HEREBY THAT THE NEXT REGULAR MEETING OF THE TOWN BOARD OF PALOS TOWNSHIP WILL BE HELD ON THE DATE SPECIFIED BELOW AT THE HOUR OF 6:30 P.M. AT 10802 SOUTH ROBERTS ROAD, PALOS HILLS, ILLINOIS; DURING WHICH MEETING IT IS ANTICIPATED THERE WILL BE DISCUSSION AND CONSIDERATION OF AND, IF SO DETERMINED, ACTION UPON THE MATTERS CONTAINED IN THE FOLLOWING AGENDA

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

**September 22, 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 Bill Audit Meeting Minutes - August 25, 2016
4. Special Communications, if any
5. Citizens Wishing to Address the Board
6. Reports of Officials
  - a. Supervisor
  - b. Clerk
    1. TOCC Clerk's Education Session 9/13/16 Update
    2. Destruction of Meeting Tapes Update
    3. Illinois Township Management Academy October 14 and 21 NIU Naperville Campus
    4. Palos Hills Ad due on November 15th, 2016
7. Attorney's Report
8. Reports of Standing Committees
  - a. Finance and Administration - Trustee Woods
    1. Audit and Approval of Town Fund Warrants
    2. Audit and Approval of General Assistance Warrants

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at [clerk@palostownship.org](mailto:clerk@palostownship.org)

3. Monthly Finance Report - September & October 2016

- b. Policy and Personnel - Supervisor Schumann
- c. Technology, Information and Automation - Trustee Riley
- d. Buildings and Grounds - Trustee Jeanes
  - 1. Acceptance of Proposal for Construction of Food Pantry Closet
- e. Public Services and Health - Trustee Brannigan

1. Health Service Report - August 2016

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

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**Backup material for agenda item:**

- a. Approval of Bill Audit Meeting Minutes - August 25, 2016

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

**AUGUST 25, 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. Present were Trustees Brannigan, Jeanes, Riley, and Woods, Supervisor Schumann. Also present was Township Attorney, Erik Peck.

**Absent:** None.

**2. Pledge of Allegiance**

The Pledge of Allegiance was led by Supervisor Schumann.

**3. Disposition of Minutes from Previous Meeting**

**a. Approval of Minutes - Bill Audit Meeting July 28th, 2016**

**Trustee Jeanes** moved to approve the minutes of the July 28, 2016 Bill Audit Meeting. **Trustee Riley** 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 Schumann**

**Supervisor Schumann** stated that she had no report.

### **b. Clerk**

#### **1. TOCC Clerk's Education Meeting Update**

**Clerk Nolan** informed the Board that to date there are eight clerks coming to the TOCC Clerk's Education Session on September 13th, 2016, in the Township Hall. The session will take place at 6:30 P.M. All officials and staff are invited.

#### **2. Conference Holiday Food Pantry Collection (TOI)**

**Clerk Nolan** collected money from the officials who are participating in the TOI Conference Holiday Food Pantry Collection sponsored by the Townships of Illinois. All township officials and the township attorney contributed \$10.00 per person for this event.

## **7. Attorney's Report**

**Attorney Peck** stated that he had no report.

## **8. Reports of Standing Committees**

### **a. Finance and Administration - Trustee Woods**

#### **1. Finance Report - September 2016**

**Trustee Woods** reported that the report will be available at the next meeting.

#### **2. Audit and Approval of Town Fund Bills - September, 2016**

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

**3. Audit and Approval of General Assistance Bills - September 2016**

**Supervisor Schumann** moved to approve the audit of the General Assistance bills. **Trustee Woods** seconded the motion. Roll call was taken. Ayes: Trustees Brannigan, Jeanes, Riley and Woods, Supervisor Schumann. Nays: None. Motion carried 5-0.

**b. Policy and Personnel - Supervisor Schumann**

**Supervisor Schumann** stated that there were no personnel issues at this time. The new employee is working out well.

**Supervisor Schumann** asked **Trustee Woods** to explain the reason that the expired food is going to Elsie's Pantry in Palos Hills. He explained that there are no restrictions on private food pantries. This will be a donation to that food pantry. All of the 2016 food donations will be donated to Elsie's Food Pantry.

**c. Technology, Information and Automation - Trustee Riley**

**Trustee Riley** stated that he had no report.

**d. Building and Grounds - Trustee Jeanes**

**1. Garage Update**

**Trustee Jeanes** reported that the soil survey showed that the soil is unfit for building a garage where it

was considered to build the structure. The grounds committee is now going to plan B. An addition to the township building is being discussed. It was suggested that the addition could be built either on the front or the back of the township building. It was suggested that the front of the township building might be the better place.

A discussion of a new addition to the township building ensued. Sketches and the opinion of Phil Riley, the architect, are needed.

**e. Public Services and Health - Trustee Brannigan**

**Trustee Brannigan** discussed the many different things that are part of the outside township POD, and explained how much help it is to the nurses in the Health Service.

**9. Undiminished Business**

There was no unfinished business.

**10. New Business**

**Assessor Maloney** informed the Board that the Board of Review for tax appeals is from August 22, 2016, to September 19, 2016. at the township. The Board of Review will be at Palos Township on September 14, 2016, for the Property Tax Seminar for all interested residents at 6:30 P.M.

**Trustee Brannigan** informed the Board that she is proposing a new closet for the food pantry which will be built in the township hall, and it will include shelves. Someone will be coming to the township this week to give a price quote for this type of closet.

There was a general Board discussion of the proposed closet.

**Clerk Nolan** informed the Board that the American Flag Company has 9-11 flags available for purchase for the 15th Anniversary of September 11h.

**11. Executive Session**

There was no Executive Session.

**12. Adjournment**

**Trustee Woods** moved to adjourn the meeting at 7:01 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. Audit and Approval of Town Fund Warrants

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FROM: TOWN FUND

DATE: SEPTEMBER 22, 2016 FOR OCTOBER 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 (GROSS)	Account Number	Check #
1	10/01/2016	GENE ADAMS	Payroll		10-0400	Debit
2	10/01/2016	ALICE BATOL DELROSARIO	Payroll		30-0300	Debit
3	10/01/2016	SHARON BRANNIGAN	Payroll		10-0500	Debit
4	10/01/2016	CAROL CHAMALES	Payroll		30-0200	Debit
5	10/01/2016	EVELYN DIBBERN	Payroll		20-0100	Debit
6	10/01/2016	COLLEEN GRANT SCHUMANN	Payroll		10-0100	Debit
7	10/01/2016	WALTER A. HALEK DPM	Payroll		30-0400	Debit
8	10/01/2016	ALAN HIVICK	Payroll		10-0700	
9	10/01/2016	PAMELA A JEANES	Payroll		10-0500	Debit
10	10/01/2016	KATHRYN KEIFFER	Payroll		30-0200	Debit
11	10/01/2016	JENETTE L. LEEDY	Payroll		30-0100	Debit
12	10/01/2016	ROBERT E. MALONEY	Payroll		10-0300	Debit
13	10/01/2016	PAULA NEIDENBACH	Payroll		30-0200	Debit
14	10/01/2016	JANE NOLAN	Payroll		10-0200	Debit
15	10/01/2016	DEBRA RAMOS	Payroll		30-0200	Debit
16	10/01/2016	RICHARD C. RILEY	Payroll		10-0500	Debit
17	10/01/2016	LUCIANO VALDEZ	Payroll		30-0300	Debit
18	10/01/2016	ALICIA VODICKA	Payroll		30-0200	Debit
19	10/01/2016	MARY WALLENBURG	Payroll		Split	Debit
20	10/01/2016	BRENT WOODS	Payroll		10-0500	Debit
21	10/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Medicare Expense		Split	Debit
22	10/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> FICA Expense		Split	Debit
23	10/01/2016	E.F.T.P.S.	Payroll - <u>Employer</u> Unemployment Tax		10-1200	Debit
24	10/01/2016	IMRF - TOWN FUND PORTION	Pension Contributions <u>Employer</u> Portion Town	\$ 4,138.84	Split	Debit
25	10/01/2016	PAYROLL PROCESSORS	Payroll processing fees		12-1600	Debit
26	10/01/2016	NCBERS GROUP LIFE INS.	Voluntary Group Life Insurance	\$ 64.00	10-1510	27169
27	10/01/2016	VALIC C/O JP MORGAN CHASE BANK	Employee Voluntary 457b Contrib. Plan	\$ 50.00	10-1510	
28	10/01/2016	CENTRAL MGMT. SERVICES-LGHP	Group Health Insurance	\$ 3,848.00	Split	
29	10/01/2016	JANE NOLAN	Reimbursement - Transportation and Travel	\$ 58.82	10-1700	
30	10/01/2016	COMCAST	Subscriptions - Internet		11-1200	
31	10/01/2016	CALL ONE	Phones	\$ 383.19	11-1300	
32	10/01/2016	BETSY ROSS FLAG GIRL, INC.	2 New Flags	\$ 113.50	11-1400	
34	10/01/2016	COM ED	Utility - Electricity	\$ 502.57	11-2000	
35	10/01/2016	NICOR GAS	Utility - Gas	\$ 29.12	11-2000	
36	10/01/2016	RYDIN DECAL	Handicapped Placards	\$ 496.47	11-2100	
38	10/01/2016	TRESSLER LLP	Legal Services		12-1300	
39	10/01/2016	RICHARD DEMMA E.A.	Bookkeeper/Accounting	\$ 765.00	12-1400	
40	10/01/2016	HEARNE & ASSOCIATES, P.C.	Annual Audit	\$ 10,415.00	12-1500	
41	10/01/2016	SHRED-IT USA - CHICAGO	Document Disposal	\$ 43.26	12-1700	
42	10/01/2016	C & J OFFICE MACHINES	Equipment Maintenance	\$ 219.85	Split	
43	10/01/2016	HAROLD SANCHEZ FOR WOODPECKER LANDSCAPING	Landscaping/Grounds Maintenance	\$ 120.00	14-1100	
44	10/01/2016	DASHMIRE LIKA	Custodial / Cleaning Service	\$ 795.00	14-1200	
45	10/01/2016	DUKE'S ACE HARDWARE	Building Maintenance Supplies		14-1400	
46	10/01/2016	JENNIFER LEEDY KLAIBER	Health Service Assistant		30-0500	
47	10/01/2016	MCKESSON MEDICAL SURGICAL	H.S. - Medical Supplies	\$ 364.70	31-2000	
48	10/01/2016	MOORE MEDICAL LLC	H.S. - Medical Supplies	\$ 1,002.89	Split	
49	10/01/2016	TEAM LOGIC IT OF ORLAND PARK	Technology & Automation Services	\$ 495.00	32-1100	
50	10/01/2016	JENETTE LEEDY	Reimbursement - H.S. Office Supplies	\$ 262.93	33-1000	
51	10/01/2016	PLOWS COUNCIL ON AGING	Special Events - Awards Luncheon	\$ 250.00	60-1100	
52	10/01/2016	MARY WALLENBURG	Reimbursement - School Supplies Program	\$ 56.28	60-1110	
TOTAL FOR OCTOBER 2016				\$ 24,474.42		

ADDITIONAL EXPENDITURES FROM SEPTEMBER 2016

1	09/01/2016	OFFICE DEPOT, INC.	Office Furniture - 3 Fd. Pantry Cabinets	\$ 914.96	13-1300	27163
2	09/01/2016	PALOS FINE ARTS	Palos Reads Benefit Event	\$ 100.00	11-1410	27164
3	09/01/2016	LWV PALOS/ORLAND AREA	Publications - Newsletter Ad	\$ 100.00	11-1000	27165
4	09/01/2016	PLOWS COUNCIL ON AGING	Publications - PLOWS Ad Book	\$ 200.00	11-1000	27166
5	09/13/2016	CITY OF PALOS HILLS	Utility - Water and Sewer	\$ 127.95	11-2000	27167
6	09/13/2016	TRI-STATE DISPOSAL INC.	General Waste Disposal	\$ 69.00	14-1600	27168

TOTAL ADDED TO SEPTEMBER 2016 EXPENSES \$ 1,511.91

ADDITIONAL EXPENDITURES FROM OCTOBER 2016

10/01/2016	COMCAST	Subscriptions - Internet		11-1200
10/01/2016	TRESSLER LLP	Legal Services		12-1300
10/01/2016	DUKE'S ACE HARDWARE	Building Maintenance Supplies		14-1400
10/01/2016	JENNIFER LEEDY KLAIBER	Health Service Assistant		30-0500

\_\_\_\_\_  
Township Trustee

\_\_\_\_\_  
Township Trustee

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Township Trustee

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Township Trustee

\_\_\_\_\_  
Township Supervisor

Co-signed \_\_\_\_\_  
Township Clerk

**Backup material for agenda item:**

3. Monthly Finance Report - September & October 2016

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# Township of Palos

## BUDGET VS. ACTUALS: FY 2016 - 2017 - FY17 P&L

April 2016 - March 2017

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% REMAINING
<b>INCOME</b>						
00-1000 Property Tax Receipts	417,961.60	840,000.00	(422,038.40)	422,038.40	49.76 %	50.24 %
00-2000 Replacement Taxes	12,744.02	20,000.00	(7,255.98)	7,255.98	63.72 %	36.28 %
00-3000 Health Service Clinic Fees	20,045.00	35,000.00	(14,955.00)	14,955.00	57.27 %	42.73 %
00-4000 Interest Received / Investments	861.41	100.00	761.41	(761.41)	861.41 %	(761.41 %)
00-5000 Donations	5,735.00	8,100.00	(2,365.00)	2,365.00	70.80 %	29.20 %
00-6000 Inter-fund Loans (Receivable)		0.00	0.00	0.00		
00-7000 Grants		0.00	0.00	0.00		
00-7010 SHIP Grant	2,867.00	0.00	2,867.00	(2,867.00)		
00-8000 Prescription Discount Card Revenue	239.50	600.00	(360.50)	360.50	39.92 %	60.08 %
00-9000 Other Sources	723.28	2,300.00	(1,576.72)	1,576.72	31.45 %	68.55 %
00-9100 Employee Voluntary Payroll Deduction (deleted)	114.00		114.00	(114.00)		
<b>Total Income</b>	<b>\$461,290.81</b>	<b>\$906,100.00</b>	<b>\$ (444,809.19)</b>	<b>\$444,809.19</b>	<b>50.91 %</b>	<b>49.09 %</b>
<b>GROSS PROFIT</b>	<b>\$461,290.81</b>	<b>\$906,100.00</b>	<b>\$ (444,809.19)</b>	<b>\$444,809.19</b>	<b>50.91 %</b>	<b>49.09 %</b>
<b>EXPENSES</b>						
<b>10 ADMINISTRATION (Employee Costs)</b>						
10-0100 Supervisor	13,579.98	27,160.00	(13,580.02)	13,580.02	50.00 %	50.00 %
10-0200 Clerk	7,410.00	14,820.00	(7,410.00)	7,410.00	50.00 %	50.00 %
10-0300 Assessor	7,410.00	14,820.00	(7,410.00)	7,410.00	50.00 %	50.00 %
10-0400 Highway Commissioner	13,027.32	26,055.00	(13,027.68)	13,027.68	50.00 %	50.00 %
10-0500 Trustees (4)	11,159.40	22,469.00	(11,309.60)	11,309.60	49.67 %	50.33 %
10-0600 Administrative Assistant	22,048.02	44,150.00	(22,101.98)	22,101.98	49.94 %	50.06 %
10-0700 Office Assistant	12,769.50	30,000.00	(17,230.50)	17,230.50	42.57 %	57.44 %
10-0800 Finance Assistant	900.00	3,600.00	(2,700.00)	2,700.00	25.00 %	75.00 %
10-1000 Medicare Expense	1,280.42	2,705.00	(1,424.58)	1,424.58	47.34 %	52.66 %
10-1100 FICA Expense	5,474.86	12,700.00	(7,225.14)	7,225.14	43.11 %	56.89 %
10-1200 Unemployment Taxes	193.22	2,000.00	(1,806.78)	1,806.78	9.66 %	90.34 %
10-1300 IMRF Expenses	13,457.80	27,970.00	(14,512.20)	14,512.20	48.12 %	51.88 %
10-1400 Employee Health Insurance	11,772.00	26,400.00	(14,628.00)	14,628.00	44.59 %	55.41 %
10-1500 Employee Life Insurance Premiums	103.50	225.00	(121.50)	121.50	46.00 %	54.00 %
10-1510 Employee Paid Benefits	128.00	1,400.00	(1,272.00)	1,272.00	9.14 %	90.86 %

	TOTAL						13	G
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% RE		
10-1600 Professional Development	75.00	2,500.00	(2,425.00)	2,425.00	3.00 %		97.00 %	
10-1700 Transportation and Travel	425.62	3,000.00	(2,574.38)	2,574.38	14.19 %		85.81 %	
10-1800 Conferences and Meetings	1,070.00	1,000.00	70.00	(70.00)	107.00 %		(7.00 %)	
<b>Total 10 ADMINISTRATION (Employee Costs)</b>	<b>122,284.64</b>	<b>262,974.00</b>	<b>(140,689.36)</b>	<b>140,689.36</b>	<b>46.50 %</b>		<b>53.50 %</b>	
10-1510	328.00		328.00	(328.00)				
11 ADMINISTRATION (Operating Expenses)								
11-1000 Publishing and Advertising	2,380.07	2,500.00	(119.93)	119.93	95.20 %		4.80 %	
11-1100 Postage and Delivery	19.35	2,100.00	(2,080.65)	2,080.65	0.92 %		99.08 %	
11-1200 Publications and Subscriptions	1,957.69	3,200.00	(1,242.31)	1,242.31	61.18 %		38.82 %	
11-1300 Telephone Services	2,847.73	6,000.00	(3,152.27)	3,152.27	47.46 %		52.54 %	
11-1400 Contingencies	3,190.55	3,500.00	(309.45)	309.45	91.16 %		8.84 %	
11-1410 Special Events	100.00	2,200.00	(2,100.00)	2,100.00	4.55 %		95.45 %	
11-1500 Banking Services	80.00	100.00	(20.00)	20.00	80.00 %		20.00 %	
11-1600 Insurance - Workers Compensation		6,000.00	(6,000.00)	6,000.00			100.00 %	
11-1700 Insurance - Property and Liability	120.00	15,000.00	(14,880.00)	14,880.00	0.80 %		99.20 %	
11-1800 Licenses and Permits		500.00	(500.00)	500.00			100.00 %	
11-2000 Utilities	3,151.84	8,500.00	(5,348.16)	5,348.16	37.08 %		62.92 %	
11-2100 Temporary Handicapped Placards		200.00	(200.00)	200.00			100.00 %	
<b>Total 11 ADMINISTRATION (Operating Expenses)</b>	<b>13,847.23</b>	<b>49,800.00</b>	<b>(35,952.77)</b>	<b>35,952.77</b>	<b>27.81 %</b>		<b>72.19 %</b>	
12 ADMINISTRATION (Contractual Services)								
12-1000 Printing	185.00	1,000.00	(815.00)	815.00	18.50 %		81.50 %	
12-1100 Technology and Automation Services	11,757.15	18,000.00	(6,242.85)	6,242.85	65.32 %		34.68 %	
12-1200 Memberships and Dues	3,282.11	4,300.00	(1,017.89)	1,017.89	76.33 %		23.67 %	
12-1300 Legal Services	5,166.02	9,600.00	(4,433.98)	4,433.98	53.81 %		46.19 %	
12-1400 Bookkeeping Services	6,495.00	12,000.00	(5,505.00)	5,505.00	54.13 %		45.88 %	
12-1500 Audit Fees		11,000.00	(11,000.00)	11,000.00			100.00 %	
12-1600 Payroll Processing	547.55	1,500.00	(952.45)	952.45	36.50 %		63.50 %	
12-1700 Document Disposal	247.74	600.00	(352.26)	352.26	41.29 %		58.71 %	
12-1800 Bonds		0.00	0.00	0.00				
<b>Total 12 ADMINISTRATION (Contractual Services)</b>	<b>27,680.57</b>	<b>58,000.00</b>	<b>(30,319.43)</b>	<b>30,319.43</b>	<b>47.73 %</b>		<b>52.27 %</b>	
13 ADMINISTRATION (Supplies and Materials)								

	TOTAL						14	G
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% RE		
13-1000 Office Supplies	1,281.71	5,000.00	(3,718.29)	3,718.29	25.63 %	74.37 %		
13-1100 Technology Equipment	901.21	6,500.00	(5,598.79)	5,598.79	13.86 %	86.14 %		
13-1200 Office Equipment	677.50	4,500.00	(3,822.50)	3,822.50	15.06 %	84.94 %		
13-1300 Furniture	914.96	5,000.00	(4,085.04)	4,085.04	18.30 %	81.70 %		
13-1400 Other Supplies and Materials	400.00	1,000.00	(600.00)	600.00	40.00 %	60.00 %		
13-1500 Capital Equipment		0.00	0.00	0.00				
13-1600 Maintenance of Equipment	480.69	2,800.00	(2,319.31)	2,319.31	17.17 %	82.83 %		
<b>Total 13 ADMINISTRATION (Supplies and Materials)</b>	<b>4,656.07</b>	<b>24,800.00</b>	<b>(20,143.93)</b>	<b>20,143.93</b>	<b>18.77 %</b>	<b>81.23 %</b>		
14 ADMINISTRATION (Buildings and Grounds)								
14-1000 Building Maintenance	1,412.60	2,000.00	(587.40)	587.40	70.63 %	29.37 %		
14-1100 Landscaping/Gounds Maintenance	2,776.11	6,000.00	(3,223.89)	3,223.89	46.27 %	53.73 %		
14-1200 Custodial / Cleaning Services	4,770.00	10,000.00	(5,230.00)	5,230.00	47.70 %	52.30 %		
14-1300 Capital Improvements		40,000.00	(40,000.00)	40,000.00		100.00 %		
14-1400 Building Maintenance Supplies	649.16	2,000.00	(1,350.84)	1,350.84	32.46 %	67.54 %		
14-1500 Alarm System	636.00	2,000.00	(1,364.00)	1,364.00	31.80 %	68.20 %		
14-1600 General Waste Disposal	483.00	1,000.00	(517.00)	517.00	48.30 %	51.70 %		
<b>Total 14 ADMINISTRATION (Buildings and Grounds)</b>	<b>10,726.87</b>	<b>63,000.00</b>	<b>(52,273.13)</b>	<b>52,273.13</b>	<b>17.03 %</b>	<b>82.97 %</b>		
20 ASSESSOR (Employee Costs)								
20-0100 Deputy Assessor	22,048.02	44,150.00	(22,101.98)	22,101.98	49.94 %	50.06 %		
20-1000 Medicare Expense	319.69	650.00	(330.31)	330.31	49.18 %	50.82 %		
20-1100 FICA Expense	1,366.98	3,090.00	(1,723.02)	1,723.02	44.24 %	55.76 %		
20-1300 IMRF Expense	3,801.47	7,700.00	(3,898.53)	3,898.53	49.37 %	50.63 %		
20-1400 Employee Health Insurance	5,337.00	11,800.00	(6,463.00)	6,463.00	45.23 %	54.77 %		
20-1500 Employee Life Insurance	69.00	175.00	(106.00)	106.00	39.43 %	60.57 %		
20-1600 Professional Development		300.00	(300.00)	300.00		100.00 %		
20-1700 Transportation and Travel	61.56	625.00	(563.44)	563.44	9.85 %	90.15 %		
20-1800 Conferences and Meetings		250.00	(250.00)	250.00		100.00 %		
<b>Total 20 ASSESSOR (Employee Costs)</b>	<b>33,003.72</b>	<b>68,740.00</b>	<b>(35,736.28)</b>	<b>35,736.28</b>	<b>48.01 %</b>	<b>51.99 %</b>		
21 ASSESSOR (Operating Expenses)								
21-1000 Publishing and		350.00	(350.00)	350.00		100.00 %		

	TOTAL						15	G
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% RE		
Advertising								
21-1100 Postage and Delivery		100.00	(100.00)	100.00		100.00 %		
21-1200 Publications and Subscriptions		400.00	(400.00)	400.00		100.00 %		
21-1400 Contingencies		500.00	(500.00)	500.00		100.00 %		
<b>Total 21 ASSESSOR (Operating Expenses)</b>		<b>1,350.00</b>	<b>(1,350.00)</b>	<b>1,350.00</b>		<b>100.00 %</b>		
22 ASSESSOR (Contractual Services)								
22-1000 Printing		600.00	(600.00)	600.00		100.00 %		
22-1100 Technology and Automation Services	1,485.00	1,700.00	(215.00)	215.00	87.35 %	12.65 %		
22-1200 Memberships and Dues	450.00	700.00	(250.00)	250.00	64.29 %	35.71 %		
<b>Total 22 ASSESSOR (Contractual Services)</b>	<b>1,935.00</b>	<b>3,000.00</b>	<b>(1,065.00)</b>	<b>1,065.00</b>	<b>64.50 %</b>	<b>35.50 %</b>		
23 ASSESSOR (Supplies and Materials)								
23-1000 Office Supplies	40.94	700.00	(659.06)	659.06	5.85 %	94.15 %		
23-1100 Technology Equipment	150.00	600.00	(450.00)	450.00	25.00 %	75.00 %		
23-1200 Office Equipment		0.00	0.00	0.00				
23-1300 Furniture	209.98	500.00	(290.02)	290.02	42.00 %	58.00 %		
23-1400 Other Supplies and Materials		0.00	0.00	0.00				
<b>Total 23 ASSESSOR (Supplies and Materials)</b>	<b>400.92</b>	<b>1,800.00</b>	<b>(1,399.08)</b>	<b>1,399.08</b>	<b>22.27 %</b>	<b>77.73 %</b>		
30 HEALTH SERVICES (Employee Costs)								
30-0100 Director of Health Services	27,600.00	55,200.00	(27,600.00)	27,600.00	50.00 %	50.00 %		
30-0200 Nurses	65,473.95	127,000.00	(61,526.05)	61,526.05	51.55 %	48.45 %		
30-0300 Physicians	66,789.50	140,000.00	(73,210.50)	73,210.50	47.71 %	52.29 %		
30-0400 Podiatrist	16,830.00	33,660.00	(16,830.00)	16,830.00	50.00 %	50.00 %		
30-0500 Health Service Assistant	3,358.36	12,000.00	(8,641.64)	8,641.64	27.99 %	72.01 %		
30-1000 Medicare Expense	1,732.75	3,500.00	(1,767.25)	1,767.25	49.51 %	50.49 %		
30-1100 FICA Expense	7,409.00	14,800.00	(7,391.00)	7,391.00	50.06 %	49.94 %		
30-1300 IMRF Expense	8,948.87	18,400.00	(9,451.13)	9,451.13	48.64 %	51.36 %		
30-1400 Employee Health Insurance	5,886.00	13,000.00	(7,114.00)	7,114.00	45.28 %	54.72 %		
30-1500 Employee Life Insurance	34.50	100.00	(65.50)	65.50	34.50 %	65.50 %		
30-1600 Professional Development		500.00	(500.00)	500.00		100.00 %		
30-1700 Transportation and Travel (HS)		500.00	(500.00)	500.00		100.00 %		
30-1800 Conferences and Meetings (HS)		400.00	(400.00)	400.00		100.00 %		
<b>Total 30 HEALTH</b>	<b>204,062.93</b>	<b>419,060.00</b>	<b>(214,997.07)</b>	<b>214,997.07</b>	<b>48.70 %</b>	<b>51.30 %</b>		

	TOTAL					
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% RE
<b>SERVICES (Employee Costs)</b>						
<b>31 HEALTH SERVICES (Operating Expenses)</b>						
31-1000 Publishing and Advertising (HS)		500.00	(500.00)	500.00		100.00 %
31-1100 Postage and Delivery (HS)	16.00	200.00	(184.00)	184.00	8.00 %	92.00 %
31-1200 Publications and Subscriptions (HS)		100.00	(100.00)	100.00		100.00 %
31-1300 Telephone Services (HS)	501.00	1,800.00	(1,299.00)	1,299.00	27.83 %	72.17 %
31-1400 Contingencies (HS)		500.00	(500.00)	500.00		100.00 %
31-1410 Special Events (HS)	267.17	1,000.00	(732.83)	732.83	26.72 %	73.28 %
31-1600 Insurance		200.00	(200.00)	200.00		100.00 %
31-1900 Licensing and Application Fees		150.00	(150.00)	150.00		100.00 %
31-2000 Medical Supplies	2,495.64	10,000.00	(7,504.36)	7,504.36	24.96 %	75.04 %
31-2100 Medications and Vaccinations		12,000.00	(12,000.00)	12,000.00		100.00 %
<b>Total 31 HEALTH SERVICES (Operating Expenses)</b>	<b>3,279.81</b>	<b>26,450.00</b>	<b>(23,170.19)</b>	<b>23,170.19</b>	<b>12.40 %</b>	<b>87.60 %</b>
<b>32 HEALTH SERVICES (Contractual Services)</b>						
32-1000 Printing	30.00	1,000.00	(970.00)	970.00	3.00 %	97.00 %
32-1100 Technology and Automation Services		1,000.00	(1,000.00)	1,000.00		100.00 %
32-1200 Membership and Dues		1,000.00	(1,000.00)	1,000.00		100.00 %
32-1700 Disposal of Medical Waste	178.86	400.00	(221.14)	221.14	44.72 %	55.29 %
<b>Total 32 HEALTH SERVICES (Contractual Services)</b>	<b>208.86</b>	<b>3,400.00</b>	<b>(3,191.14)</b>	<b>3,191.14</b>	<b>6.14 %</b>	<b>93.86 %</b>
<b>33 HEALTH SERVICES (Supplies and Materials)</b>						
33-1000 Office Supplies	961.76	900.00	61.76	(61.76)	106.86 %	(6.86 %)
33-1100 Technology Equipment	32.90	1,500.00	(1,467.10)	1,467.10	2.19 %	97.81 %
33-1200 Office Equipment	110.45	300.00	(189.55)	189.55	36.82 %	63.18 %
33-1300 Furniture		2,000.00	(2,000.00)	2,000.00		100.00 %
33-1400 Other Supplies and Materials	2,355.46	5,500.00	(3,144.54)	3,144.54	42.83 %	57.17 %
33-1410 Sanitation and Cleaning Supplies	115.36	200.00	(84.64)	84.64	57.68 %	42.32 %
33-1500 Capital Equipment		5,000.00	(5,000.00)	5,000.00		100.00 %
<b>Total 33 HEALTH SERVICES (Supplies and Materials)</b>	<b>3,575.93</b>	<b>15,400.00</b>	<b>(11,824.07)</b>	<b>11,824.07</b>	<b>23.22 %</b>	<b>76.78 %</b>



	TOTAL						17	G
	ACTUAL	BUDGET	OVER BUDGET	REMAINING	% OF BUDGET	% RE		
<b>40 SENIOR SERVICES</b>								
40-1000 Senior Advisory Board Expenses	278.27	2,500.00	(2,221.73)	2,221.73	11.13 %	88.87 %		
40-1100 Special Event Expenses		1,000.00	(1,000.00)	1,000.00		100.00 %		
40-1200 Service Contract Agreements		16,200.00	(16,200.00)	16,200.00		100.00 %		
40-1300 P.A.T.S.E. Contract Agreement		12,000.00	(12,000.00)	12,000.00		100.00 %		
40-1400 Contingencies		2,000.00	(2,000.00)	2,000.00		100.00 %		
40-1500 Income Tax Service Expenses	504.96	600.00	(95.04)	95.04	84.16 %	15.84 %		
40-1600 SHIP Expenses	769.25	2,500.00	(1,730.75)	1,730.75	30.77 %	69.23 %		
<b>Total 40 SENIOR SERVICES</b>	<b>1,552.48</b>	<b>36,800.00</b>	<b>(35,247.52)</b>	<b>35,247.52</b>	<b>4.22 %</b>	<b>95.78 %</b>		
<b>50 YOUTH SERVICES</b>								
50-0100 Salary of Coordinator		0.00	0.00	0.00				
50-1000 Yourth Advisory Board Expenses		0.00	0.00	0.00				
50-1100 Special Event Expenses		0.00	0.00	0.00				
50-1200 Service Contract Agreements		0.00	0.00	0.00				
50-1400 Contingencies		0.00	0.00	0.00				
<b>Total 50 YOUTH SERVICES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>60 COMMUNITY SUPPORT SERVICES</b>								
60-1000 Food Pantry Expenses		500.00	(500.00)	500.00		100.00 %		
60-1010 Holiday Meal Distribution		6,000.00	(6,000.00)	6,000.00		100.00 %		
60-1100 Special Events		1,000.00	(1,000.00)	1,000.00		100.00 %		
60-1110 School Supply Program	930.00	1,000.00	(70.00)	70.00	93.00 %	7.00 %		
60-1400 Contingencies		300.00	(300.00)	300.00		100.00 %		
<b>Total 60 COMMUNITY SUPPORT SERVICES</b>	<b>930.00</b>	<b>8,800.00</b>	<b>(7,870.00)</b>	<b>7,870.00</b>	<b>10.57 %</b>	<b>89.43 %</b>		
<b>Total Expenses</b>	<b>\$428,473.03</b>	<b>\$1,043,374.00</b>	<b>\$ (614,900.97)</b>	<b>\$614,900.97</b>	<b>41.07 %</b>	<b>58.93 %</b>		
<b>NET OPERATING INCOME</b>	<b>\$32,817.78</b>	<b>\$ (137,274.00)</b>	<b>\$170,091.78</b>	<b>\$ (170,091.78)</b>	<b>(23.91 %)</b>	<b>123.91 %</b>		
<b>NET INCOME</b>	<b>\$32,817.78</b>	<b>\$ (137,274.00)</b>	<b>\$170,091.78</b>	<b>\$ (170,091.78)</b>	<b>(23.91 %)</b>	<b>123.91 %</b>		

**Backup material for agenda item:**

1. Health Service Report - August 2016

At least 24 hours in advance of a scheduled public meeting, any individual with a disability who is in need of a reasonable accommodation in order to participate in the meeting should contact the office of the Road and Bridge Clerk: In person at 10802 South Roberts Road, Palos Hills, Illinois, via telephone at (708) 589-4418 or via e-mail at [clerk@palostownship.org](mailto:clerk@palostownship.org)



Month: **AUGUST 2016**

		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		
08/16/16	Res	5	\$ 125		\$ -	9	\$ 90	10	\$ 100		\$ -		\$ -		\$ -		\$ -	\$ 315
	Non		\$ -		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -	\$ 40
08/17/16	Res	2	\$ 50		\$ -	6	\$ 60	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 120
	Non	1	\$ 40		\$ -	3	\$ 60		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 100
08/18/16	Res	3	\$ 75		\$ -	12	\$ 120		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 195
	Non		\$ -	1	\$ 30	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 70
08/19/16	Res	3	\$ 75		\$ -	13	\$ 130	1	\$ 10		\$ -	1	\$ 5		\$ -		\$ -	\$ 220
	Non	1	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
08/20/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
08/21/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
08/22/16	Res	3	\$ 75	1	\$ 20	5	\$ 50	2	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 165
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
08/23/16	Res	3	\$ 75	1	\$ 20	8	\$ 80	3	\$ 30		\$ -		\$ -		\$ -		\$ -	\$ 205
	Non		\$ -		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -	\$ 40
08/24/16	Res	3	\$ 75	1	\$ 20	5	\$ 50	2	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 165
	Non	1	\$ 40		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 60
08/25/16	Res	2	\$ 50	1	\$ 20	13	\$ 130		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 200
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
08/26/16	Res	5	\$ 125	2	\$ 40	7	\$ 70	1	\$ 10		\$ -	1	\$ 5		\$ -		\$ -	\$ 250
	Non	1	\$ 40		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 60
08/27/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
08/28/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
08/29/16	Res		\$ -		\$ -	5	\$ 50	5	\$ 50		\$ -		\$ -		\$ -		\$ -	\$ 100
	Non		\$ -		\$ -		\$ -	4	\$ 80		\$ -		\$ -		\$ -		\$ -	\$ 80
08/30/16	Res	2	\$ 50	1	\$ 20	3	\$ 30	3	\$ 30		\$ -		\$ -		\$ -		\$ -	\$ 130
	Non	1	\$ 40	1	\$ 30		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 90
08/31/16	Res	1	\$ 25		\$ -	5	\$ 50		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 75
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
		73	\$ 1,930	13	\$ 280	220	\$ 2,440	71	\$ 820	1	\$ 10	6	\$ 30	0	\$ -	1	\$ 25	\$ 5,535
<b>MONTHLY TOTAL \$</b>																	<b>5,535</b>	

# CHOLESTEROL SUMMARY

**2016**

Month		Total Cholesterol		Cholestech		HA1C		Monthly Total	
		#	\$	#	\$	#	\$		
<b>January</b>	Res	2	\$ 30	2	\$ 80	1	\$ 15	\$ 125	\$ 125
	Non		\$ -		\$ -		\$ -	\$ -	
<b>February</b>	Res	1	\$ 15	2	\$ 80	3	\$ 45	\$ 140	\$ 140
	Non		\$ -		\$ -		\$ -	\$ -	
<b>March</b>	Res	2	\$ 30	1	\$ 40	1	\$ 15	\$ 85	\$ 105
	Non		\$ -		\$ -	1	\$ 20	\$ 20	
<b>April</b>	Res	2	\$ 30		\$ -	3	\$ 45	\$ 75	\$ 75
	Non		\$ -		\$ -		\$ -	\$ -	
<b>May</b>	Res	1	\$ 15	1	\$ 40	1	\$ 15	\$ 70	\$ 90
	Non		\$ -		\$ -	1	\$ 20	\$ 20	
<b>June</b>	Res	3	\$ 45	5	\$ 200	6	\$ 90	\$ 335	\$ 405
	Non		\$ -	1	\$ 50	1	\$ 20	\$ 70	
<b>July</b>	Res	1	\$ 15	5	\$ 200	2	\$ 30	\$ 245	\$ 245
	Non		\$ -		\$ -		\$ -	\$ -	
<b>August</b>	Res	2	\$ 30	1	\$ 40	1	\$ 15	\$ 85	\$ 85
	Non		\$ -		\$ -		\$ -	\$ -	
<b>September</b>	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
<b>October</b>	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
<b>November</b>	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
<b>December</b>	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
Additional	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
									\$ 1,270
<b>TOTALS</b>		14	\$ 210	18	\$ 730	21	\$ 330	\$ 1,270	