



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

**April 14, 2016 - 6:30 PM**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Prior Meeting's Minutes
  - a. Approval of Minutes - General Meeting March 10, 2016
5. Citizens wishing to address the Board
6. Special Presentations / Communications (If Any)
7. Reports of Officials
  - a. Supervisor/Treasurer
    1. Discussion - Township Perspective Edition Ad
  - b. Clerk
    1. Current Press Releases
    2. Economic Interest Filings
    3. TOCC Clerk's Meeting May 5th, 2016
    4. Democracy Update April 1, 2016
    5. TOCC Spring Conference May 25th, 2016
8. Attorney's Report
9. Reports of Standing Committees
  - a. Finance and Administration - Trustee Woods
    1. Approval of Financial Matters
    2. Present 2016 - 2017 Annual Budget
  - b. Policy and Personnel - Supervisor Schumann

c. Technology, Automation and Information - Trustee Riley

[1.](#) Discussion / Approval of Quotes for Network Cabling

d. Buildings and Grounds - Trustee Jeanes

e. Public Services and Health - Trustee Brannigan

[1.](#) Health Service Report - March 2016

10. Unfinished Business

11. New Business

12. Executive Session (If determined necessary)

13. Adjournment

**PALOS TOWNSHIP  
MEETING OF THE TOWNSHIP BOARD  
10802 S. ROBERTS ROAD PALOS HILLS, IL. 60465**

**MARCH 10, 2016**

**1. Call to Order**

The General 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.

**2. Roll Call**

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.

**3. Pledge of Allegiance**

**4. Approval of Prior Meeting Minutes**

**a. General Meeting - February 11, 2016**

**Trustee Jeanes** moved to approve the minutes of the February 11, 2016, General 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.

**5. Citizens Wishing to Address the Board**

There were no citizens wishing to address the Board.

**6. Special Presentations/Communications**

Minutes for the Special Presentation is found under the Technology Committee.

## **7. Reports of Officials**

### **a. Supervisor**

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

### **b. Clerk**

#### **1. Current Press Releases**

**Clerk Nolan** stated that there were no press releases at this time.

#### **2. Approve Town Meeting Agenda 2016**

**Clerk Nolan** presented the Town Meeting Agenda 2016 to the Board for adoption.

**Trustee Woods** moved to adopt the Annual Town Meeting Agenda 2016. **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. Discuss Palos Hills Newsletter Submission**

**Clerk Nolan** provided the Board with the first version of the township services to be submitted to Palos Hills for inclusion in the newsletter. This version was completed by **Trustee Woods**, and will be sent to Palos Hills.

## **8. Attorney's Report**

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

## **9. Reports of Standing Committees**

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

#### **1. Approval of Financial Matters/Bills**

**Trustee Woods** stated that there were no financial matters to discuss at this time.

## **2. Monthly Finance Reports - 2016**

**Trustee Woods** stated that the receipts for the Town Fund as of January 31, 2016, are \$733,812.66. The receipts for the General Assistance Fund as of January 31, 2016, are \$ 156,800.61, and the receipts for the Road and Bridge Fund as of January 31, 2016, are \$418,520.77.

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

**Supervisor Schumann** stated that Dr. Halek had his first patient day this week, and it went very well. He gets along very well with the patients, and even brings them treats!

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

#### **1. GTSAC Presentation/Technology Updates**

**Mark Daniels and Yvonne Evans** from **GTSAC** attended the meeting. Mark spoke concerning upgrading the internet service for the township. He gave a proposal for this. This proposal also includes the ability to use one internet, and still securely provide internet access for both the township side and the Health Service side. They would like the township to order a Comcast high speed internet circuit which would then be connected to a Cisco ASA Firewall which is a government certified appliance. It is fully compliant and able to drive the separation that is required by law in order to maintain privacy on the one side, but still facilitate a single internet circuit for the entire township. From that Cisco Firewall they will connect to a Cisco Switch, which is another government certified type of appliance. From the firewall compliance there are rules that are configured to separate networks. One side goes to the Health Service, the other side goes to the township.

From there they go to the Cisco Switch which maintains the separation of the networks. No network activity from one is able to see or contact with the other. They do have rules defined to make sure this is the case. They also have logging so that any given time a report can be generated and an e-mail notification can be sent if someone attempts to access services from the township side, etc.

This is the solution they are proposing to the township. The township has the quotes for the equipment required for this. In order to facilitate this there is a wiring job that needs to be conducted. This wiring job will be provided by S and K Security. S and K was on site, and provided the township with an overview of what is needed to be done, and they also provided a quote.

### **Technology Updates**

**Trustee Riley** stated that the presentation did update the project, but he did express some dissatisfaction with the e-mails he received concerning the cable wiring project.

#### **d. Buildings and Grounds - Trustee Jeanes**

**Trustee Jeanes** stated that she did receive a quote for the automatic open for the front door which she will give to the Clerk for the Bill Audit Meeting Agenda.

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

##### **1. Health Service Report - February 2016**

**Trustee Brannigan** stated that the February monthly statement of receipts will be ready for the April meeting due to vacations.

### **10. Unfinished Business**

## **11. New Business**

**Trustee Branniagan** informed the Board that she will be meeting on March 23rd, 2016, at 10:30 A.M. with Dr. Susan Reagan concerning Alzheimer's Disease. She would like to speak to residents concerning this issue.

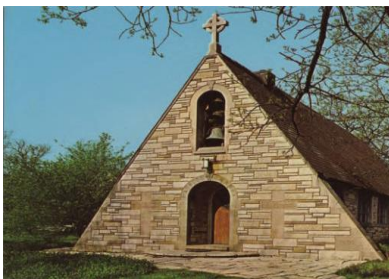
## **12. Executive Session**

## **13. Adjournment**

**Trustee Woods** moved to adjourn the meeting at 7:05 P.M. **Trustee Riley** seconded the motion. The motion was carried unanimously. Meeting adjourned.

**Jane A. Nolan**  
**Clerk**  
**Palos Township**

# PALOS TOWNSHIP ANNUAL OPERATING BUDGET & APPROPRIATION



2016 - 2017







## **TOWNSHIP SUPERVISOR**

**Colleen Grant Schumann**

## **TOWNSHIP BOARD**

**Brent Woods  
Richard C. Riley**

**Pam Jeanes  
Sharon Brannigan**

## **TOWNSHIP CLERK**

**Jane A. Nolan**

### **TOWNSHIP ATTORNEY**

**Tressler LLP**

### **ADMINISTRATIVE ASSISTANT**

**Mary Wallenburg**

### **DIRECTOR OF HEALTH SERVICES**

**Jenette Leedy**

### **TOWNSHIP ASSESSOR**

**Robert E. Maloney**

## MISSION STATEMENT

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Palos Township is committed to providing high quality services to meet the needs of the residents of the Township in a consistent, respectful and fiscally responsible manner, to carefully manage the hard earned tax dollars provided by the citizens of the Township and developing strong relationships with our residents.

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**Brent Woods, Chairman**

10802 S. Robert Rd.  
Palos Hills, IL 60465  
708-598-4418 Ext. 215



Colleen Grant Schumann  
Vice Chairman

Members  
Sharon Brannigan  
Christopher Riley  
Pam Jeanes

**TOWNSHIP OF PALOS**

**COMMITTEE ON**

**FINANCE AND ADMINISTRATION**

April 10, 2016

To the Residents of Palos Township.

It is my pleasure to present to you the Township of Palos FY 2016 – 2017 Annual Budget and Appropriation document for the fiscal year beginning April 1, 2016 and ending March 31, 2017.

This year, the budget is being presented in a brand new format designed to be easier to understand and present a more accurate picture of the township finances to you, the residents.

The most significant changes in this budget presentation are the following:

- Easy to read graphics showing the overall picture of township finances;
- Greater compartmentalization of expenditures into departments with an increased number of line-items to provide a more accurate picture of the finances;
- A clear description of each department and the duties and goals of those departments;
- More accurate categorization of expenditures and revenues.

This budget plan was compiled in a cooperative effort between the Board of Trustees, the community and department heads.

This budget message is designed and intended to give the residents of Palos Township an overview of the budget, fiscal policies and upcoming capital projects.

One of the capital projects the Township will take on this year is the construction of a garage behind the Township Hall to free up much needed space in the building so that we may improve services to our residents and provide them more efficiently.

In the area of technology, we are continuing to modernize the Township by enhancing the technology infrastructure of Township Hall, improving “real-time” access to all public records online and providing more information to the residents of the Township through our website.

In this document, you will find general information regarding the Township, budget processes, general financial policies and a statement of improvements being made to the Township.

## READER'S GUIDE

The Annual Operating Budget has been prepared in a format that is designed for easy reading and understanding by the citizens of Palos Township and while it is in a simple format, it still provides a comprehensive look at the township and its budget and budgeting policies.

The introductory section provides useful information on the township, its functions and the basic policies regarding finances. This section includes:

- Introduction Letter
- Profile of the Township
- Revenue Highlights
- Summary of Financial Policies
- Fund Balance Summary
- Organizational Information
- Summary of Revenues & Expenditures
- Budget Calendar and Process

This document is then organized into two funds that appear as follows:

1. Town Fund
2. General Assistance Fund

You will find a description of each fund, its purpose and restriction immediately preceding the detail of revenues and expenditures in that fund.

## INTRODUCTION

Township government is the oldest form of government in the United States, with its origins going back to the 15<sup>th</sup> Century. Township government is even older than the Republican form of government we have on the Federal, State and local levels.

Townships are an important level of government because they are more closely related to the people and provides different services at the local level than your municipal government. It is also the only level of government that allows the citizens to take control of the government at its annual town meeting.

Palos Township provides much needed services to more than 50 thousand residents of Southwest Cook County including, all or parts of Bridgeview, Hickory Hills, Orland Park, Palos Heights, Palos Hills, Palos Park, Willow Springs and Worth. Public services provided include health care, property tax appeals, maintenance of township roads, issuance of Cook County vehicle stickers, general assistance, finance and administration and much, much more.

This year's budget includes some new capital improvement projects including the construction of a storage garage and upgrading technology infrastructure and does not include any increases in the tax levy over last year's tax extension. This budget was developed and prepared with an eye on long term financial planning and improvement of services. The Township is seeking to preserve and even build on the modest fund balances on hand at the beginning of the fiscal year.

There are some minor challenges Palos Township will face in the coming year due an increase in the use of Township Services, particularly in the General Assistance Fund, however, due to the current financial state of the Township with the fund balances currently held, those challenges will not affect the Township as much as some other municipalities.

## **BUDGET PROCESS**

As with all local governmental bodies, the Palos Township Board of Trustees must prepare and adopt an annual operating budget and appropriation no later than the last day of the first fiscal quarter. In Palos Township, our fiscal year runs from April 1<sup>st</sup> of each year to March 31<sup>st</sup> of the following year. Our first fiscal quarter includes the months of April, May and June and thus, the budget and appropriation must be adopted no later than June 30<sup>th</sup> of each year. The annual budget and appropriation includes proposed expenditures and the means of financing those expenditures.

The budget development process begins with each department of Township Government. The Department heads of each department will submit their budgetary requests to the Township Board. The Township Board will review each of the requests and determine if sufficient funding to provide for such requests exists.

Once the review is complete and the Board determines what each department is going to be granted, a budget and appropriation ordinance is prepared and presented to the Board. Following introduction of the ordinance, it will go on display at Town Hall for a minimum of thirty (30) days prior to a public hearing being held. This is to allow any citizen who wishes to ask questions or speak at the public hearing to be informed.

Once the thirty (30) day period has expired, the Board will hold a public hearing on the budget and appropriation at which any citizen may participate in the process by questioning the proposed expenditures.

After the Public Hearing, the Board then officially adopts the Budget ordinance, making necessary changes, if any, that come out of the Public Hearing.

## **FY 2016 - 2017 BUDGET ASSUMPTIONS**

When planning this operating budget, we used several assumptions, including wage increases, potential health insurance increases and pension contributions among others.

Significant assumptions are detailed here:

- Budgeting a 2.5% pay increase for employees
- Funding several Capital and Technology improvements
- Assuming a 10% increase in the cost of employee health insurance
- Budgeting 17.4% of employee wages for employer contribution to the IMRF

## **PLANNING AND BUDGET PRIORITIES**

The Township Board used the following Strategic Priorities in completing a budget for the Township.

### ***1. Financial Stability***

The main goal of the Township Board is to maintain a positive financial position each year. To accomplish this, the Township Board prepared a budget that provides for expenditures that will not exceed the revenues the Township will receive.

### ***2. Quality of Services***

The Township Board, while maintaining a positive financial position, budgeted appropriate funding to maintain and even improve the quality of service provided by the Township.

### ***3. Keeping Tax Levies at a Minimum***

Since 2013 (2012 tax levy), the Township Board has opted to and will continue to levy taxes that do not exceed the total amount of the taxes that were extended for the previous year.

## **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **ACCOUNTING POLICIES**

The accounting policies of the Township of Palos conform to generally accepted accounting principles as they apply to units of local government. The Governmental Accounting Standards

Board (GASB) is the bod that establishes governmental accounting and financial reporting standards. The following is a summary of the more significant accounting policies employed by the Township of Palos.



## **Reporting Entity and Services**

The Township is a municipal corporation established under the provisions of the Illinois Township Code (60 ILCS) governed by an elected Township Board which is composed of a Supervisor, elected independently of the board and four trustees. The Township provides the following services as required or permitted by law: assistance to those in need through the General Assistance Fund, public health services through the Health Service and repair and maintenance of roads in unincorporated areas of the Township. Other services offered by the Township include the sale of Cook County vehicle stickers, temporary handicapped placards, voter registration services, assessment appeal services and much more.

The past practice of the Township was to adopt a “Budget and Appropriation” ordinance providing for the expenditure of township funds for all governmental purposes; however, the annual budget and appropriation ordinance does not give an accurate picture of what the Township actually expects to spend on providing services to its residents. The Budget and Appropriations Ordinance establishes the maximum legal spending level for the fiscal year. State law requires a unified document, establishing both the budget and the annual appropriation. This type of document is not usable as a working budget. This year, the Township Board has opted to create a working budget which sets the true spending limit and will pass the Budget and Appropriation Ordinance with two distinctive dollar amounts for each line item.

## **Fund Accounting**

The accounts of the Township are organized on into one of three separate balancing funds. Township resources are allocated to and are accounted for in individual funds based on the purpose for which they are to be spent and the means by which spending activities are controlled.

## **GOVERNMENTAL FUNDS**

### **General Fund**

The General Fund is the general operating fund of the Township. It is used to account for all general purposes of the Township including office expenses, administration, health services and all other expenses not accounted for in another fund.

### **Road and Bridge Fund**

The Road and Bridge fund is used to account for all expenditures related to the construction, maintenance and repair of all roads owned by the Township and administered by the Highway Commissioner. The Road and Bridge Fund is generally not accounted for in the Township’s annual budget, but in the budget prepared by the Highway Commissioner.

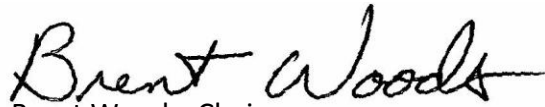
### **General Assistance Fund**

The General Assistance Fund is used to account for all expenditures related to the statutory requirement of providing assistance to those in need of financial assistance while awaiting their state or federal benefits.

Since 2013, Palos Township has come a long way at making access to information easier than ever before and delivering services as efficiently as possible. I believe this to be a responsible budget that takes into account of the needs of the residents and works toward making Township Government even more efficient and transparent than ever before.

The Township of Palos truly appreciates you, the taxpayers, who support the efforts of Township Government and we strive to stretch every dollar as far as it can go.

Respectfully submitted,

A handwritten signature in black ink that reads "Brent Woods". The signature is fluid and cursive, with the first letters of "Brent" and "Woods" being capitalized and prominent.

Brent Woods, Chairman

Committee on Finance and Administration

## Budget Process Schedule

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### SEPTEMBER

- Planning Sessions held between Board, Department Heads and other stakeholders.

The Board holds planning sessions with finance personnel, the Director of Health Services and the Assessor to determine the needs of each and work toward goals for long term stability of the Township.

### OCTOBER - DECEMBER

- Departments begin to prepare their budget requests for the coming year.
- Township Board adopts a tax levy.

Department heads begin working on their budget requests, determining what level of expenditures will be necessary to effectively and efficiently run their departments.

### JANUARY - FEBRUARY

- Department heads submit their budget requests to the Supervisor by January 31st.
- Finance and Administration Committee meets to review budget requests.

Department Heads must submit their budget requests no later than January 31<sup>st</sup> to the Supervisor.

The Finance and Administration Committee meets to review those requests and finalize the budget for public review giving notice by February 15<sup>th</sup>.

### MARCH

- Public hearing held.
- Board adopts final budget.

The Board holds a public hearing, no sooner than 30 days after the tentative budget was posted for public inspection and notice was properly sent to news outlets.

Final budget adopted by the Township Board.

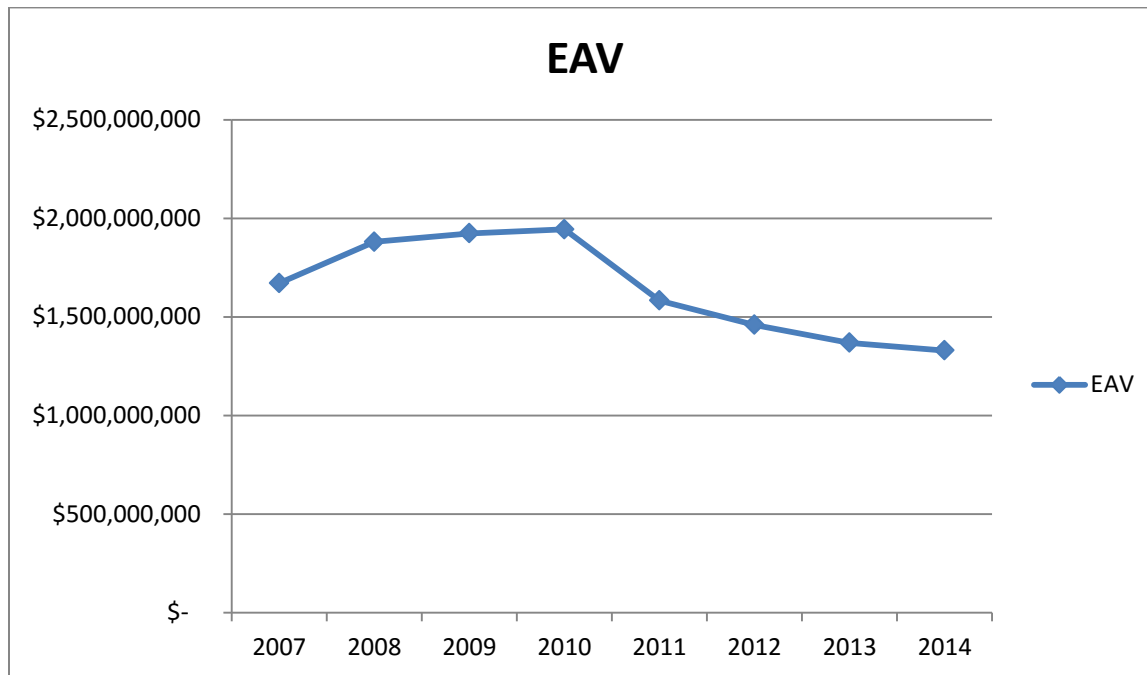
## Summary of Positions

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	Authorized 2015-2016	Actual 2015-2016	Authorized 2016-2017
<b>ADMINISTRATION</b>			
<u><b>Elected Positions</b></u>			
Township Supervisor	1	1	1
Township Clerk	1	1	1
Township Assessor	1	1	1
Township Highway Commissioner	1	1	1
Township Trustees	4	4	4
<u><b>Employees</b></u>			
Administrative Assistant to the Board	1/0	1/0	1/0
Office Assistant	0/1	0/1	0/1
<b>ASSESSOR</b>			
Deputy Assessor	1/0	1/0	1/0
<b>HEALTH SERVICE</b>			
Director	1/0	1/0	1/0
Physicians	0/2	0/2	0/2
Podiatrist	0/1	0/1	0/1
Nurses	0/5	0/5	1/4
Health Service Assistant	0/1	0/1	0/1
<b>GENERAL ASSISTANCE</b>			
Director	0/1	0/1	0/1
<b>TOTAL ELECTED</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>EMPLOYEES</b>	<b>3/11</b>	<b>3/11</b>	<b>4/10</b>

\* “#/#” = # of full time employees / # of part time employees

## HISTORIC TOWNSHIP EAV



YEAR	EAV	CHANGE	PERCENT CHANGE
2007	1,671,260,863	*****	*****
2008	1,880,788,121	209,527,258	12.5%
2009	1,923,888,235	43,100,114	2.3%
2010	1,943,895,550	20,007,315	1%
2011	1,583,301,551	(360,593,999)	(18.6%)
2012	1,459,271,280	(124,030,271)	(7.8%)
2013	1,368,683,615	(90,587,665)	(6.2%)
2014	1,330,142,521	(38,496,094)	(2.8%)

Since 2010, the equalized assessed value of the Township has dropped by more than 31%. This means that the value of all taxable property within the Township has lost 31% of its value over a 4-year period.

# TOWNSHIP PROFILE

Palos Township contains all or parts of the municipalities of Bridgeview, Hickory Hills, Orland Park, Palos Heights, Palos Hills, Palos Park, Willow Springs and Worth.

The Boundaries of the Township are Harlem Avenue on the east, Will-Cook Road on the west, 87<sup>th</sup> Street on the north and 135<sup>th</sup> Street on south. The Northwest boarder of the township with Du Page County is along the Chicago Sanitary and Ship Canal.

According to the 2010 Census, Palos Township has a total population of 54,615 people:

Population by Gender		
Male	26,260	48.1%
Female	28,355	51.9%

Population by Ethnicity		
Hispanic or Latino	4,305	7.8%
Non-Hispanic or Latino	50,310	92.2%

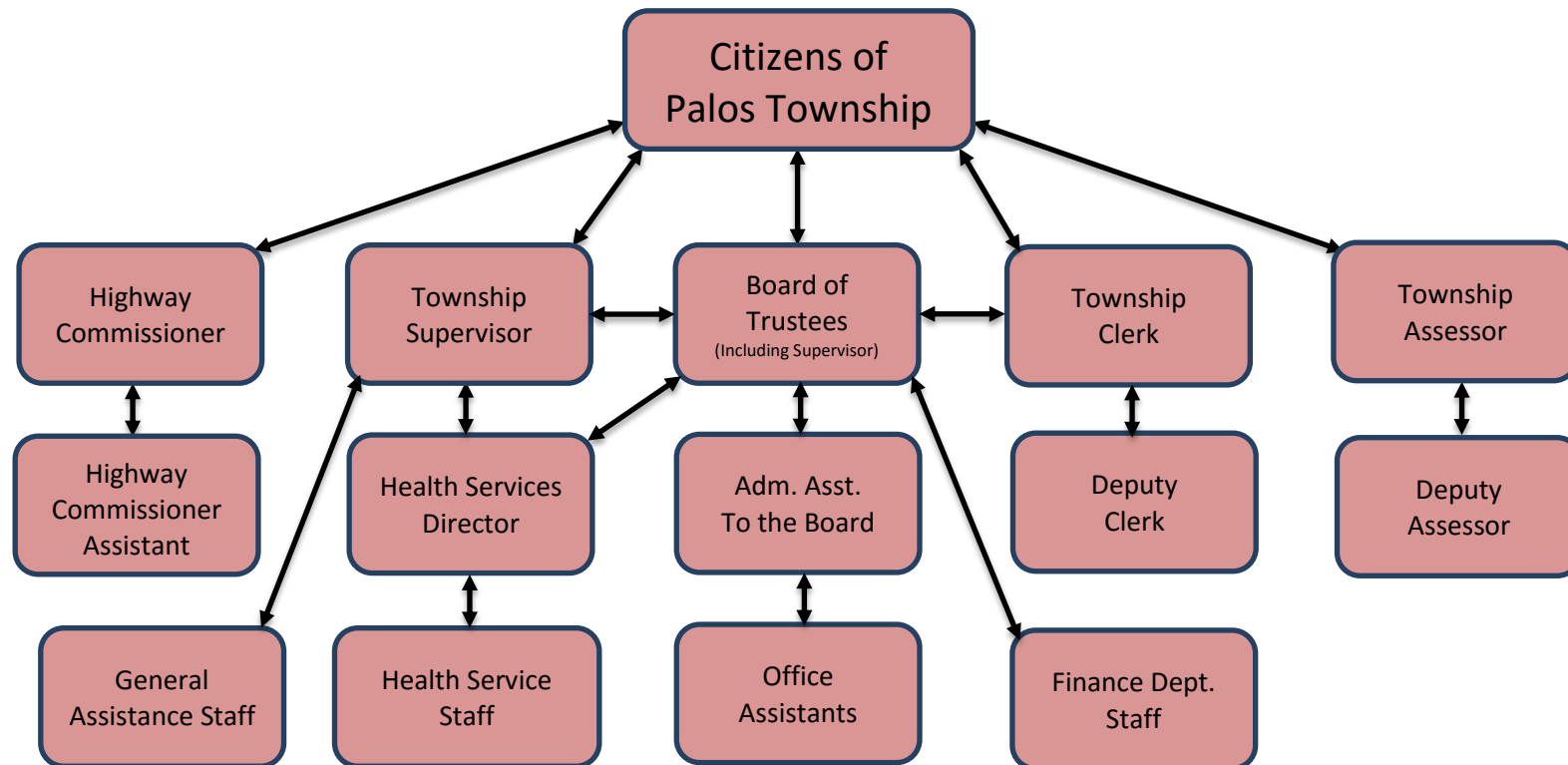
Population by Race		
White	48,954	90.4%
African American	1,642	3.0%
Asian	1,652	3.0%
American Indian and Alaskan Native	67	0.1%
Native Hawaiian and Pacific Islander	7	-
Other	1,389	2.5%
Identified by two or more	904	1.0%

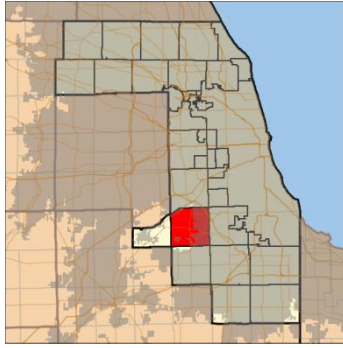
Other Statistics	
Median Age of MALES	41.5
Median age of FEMALES	43.1
Average Household Size	2.51
Average family size	3.11
Estimated median household income	\$63,359
Below poverty level	4.3%
Foreign born residents (64% Citizens)	7,538

Population Age		
Under 18	11,113	20.4%
18 - 19	1,294	2.3%
20 - 24	3,293	6.0%
25 - 34	6,214	11.4%
35 - 49	10,079	18.5%
50 - 64	12,501	22.9%
65 & over	10,121	18.5%

Housing Statistics	
Total Units	22,649
Occupied	21,586
Owner-Occupied	3,293
Population in owner-occupied (number of individuals)	43,502
Renter-Occupied	4,214
Population in renter-occupied (number of individuals)	9,700
Households with individuals <18 years	5,908
Vacant	1,063
Vacant for rent	331
Vacant for sale	337

## Palos Township Organization Chart







# MAJOR PROJECTS

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This year, the Township will undergo three larger scale projects which are funded primarily from operating funds allocated from the Town Fund.

## NEW GARAGE

Budget: \$40,000

Timeline: Tentatively by June 30, 2016

Purpose: Town Hall is occupied by all township purposes including the Department of Administration, food pantry, Road and Bridge District, Office of the Assessor and the Health Service. Currently, every available square foot of space is taken, and in some cases preventing the efficient execution of services to residents. The Township has much needed office space that is currently being wasted on records and equipment storage and can be freed up for use in the provision of services to our residents.

The Township Board feels the construction of a new garage behind Town Hall is a much more viable and efficient use of taxpayer money rather than either purchasing or constructing a new township facility.

## TECHNOLOGY UPGRADES

Budget: \$15,000

Timeline: Tentatively by May 1, 2016

Purpose: The Township is currently 20 to 30 years behind in many areas of technology, including the infrastructure. The Township facilities are not currently wired for network capability and as a result, are vulnerable to individual computer data loss. By not having a computer network within Township Hall, software costs, internet access costs and data backup costs are higher than that which is necessary.

The Township Board will be appropriating sufficient funds to install a computer network and the necessary technology infrastructure.

## MAJOR PROJECTS, Continued...

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### HEALTH SERVICE EQUIPMENT UPGRADES

Budget: \$10,000

Timeline: Tentatively by January 1, 2017

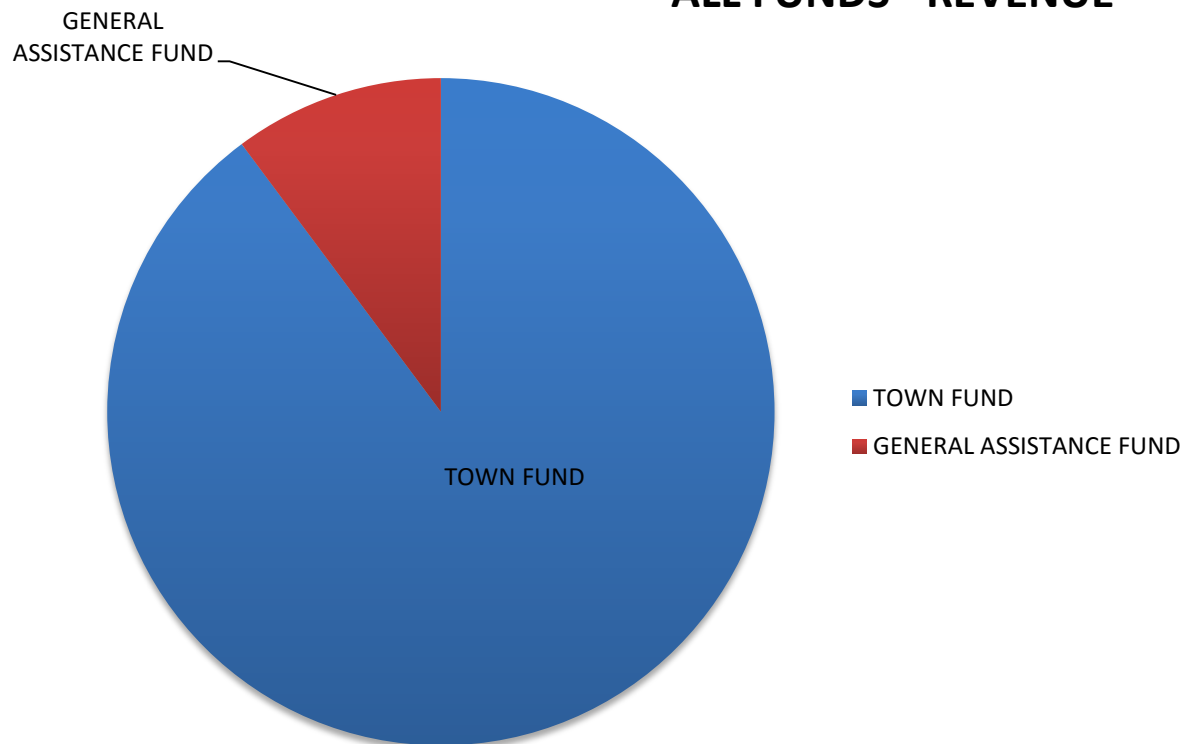
Purpose: Under new federal regulations, all health services, physician offices and medical facilities that administer vaccinations will be required to install a pharmaceutical grade refrigerator and freezer.

The Township Board has appropriated sufficient funds to ensure compliance by the federally mandated deadline of January 1, 2017.

## ANTICIPATED REVENUES

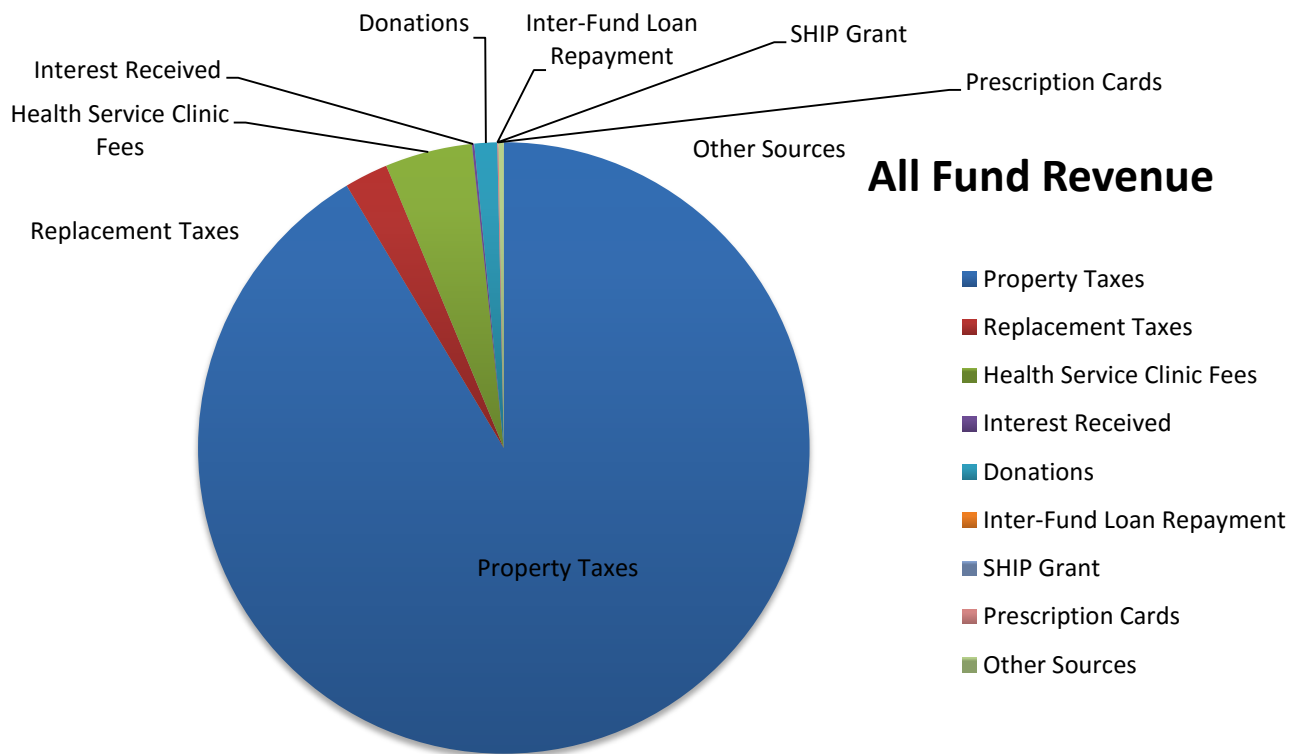
ALL FUNDS BY CATEGORY	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017
	ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
TOWN FUND	903,632	1,000,600	1,043,175	904,720	979,000
GENERAL ASSISTANCE FUND	82,569	86,000	97,955	82,000	111,000
<b>TOTAL ALL TOWNSHIP FUNDS</b>	<b>986,201</b>	<b>1,086,600</b>	<b>1,141,130</b>	<b>986,700</b>	<b>1,090,000</b>

### ALL FUNDS - REVENUE



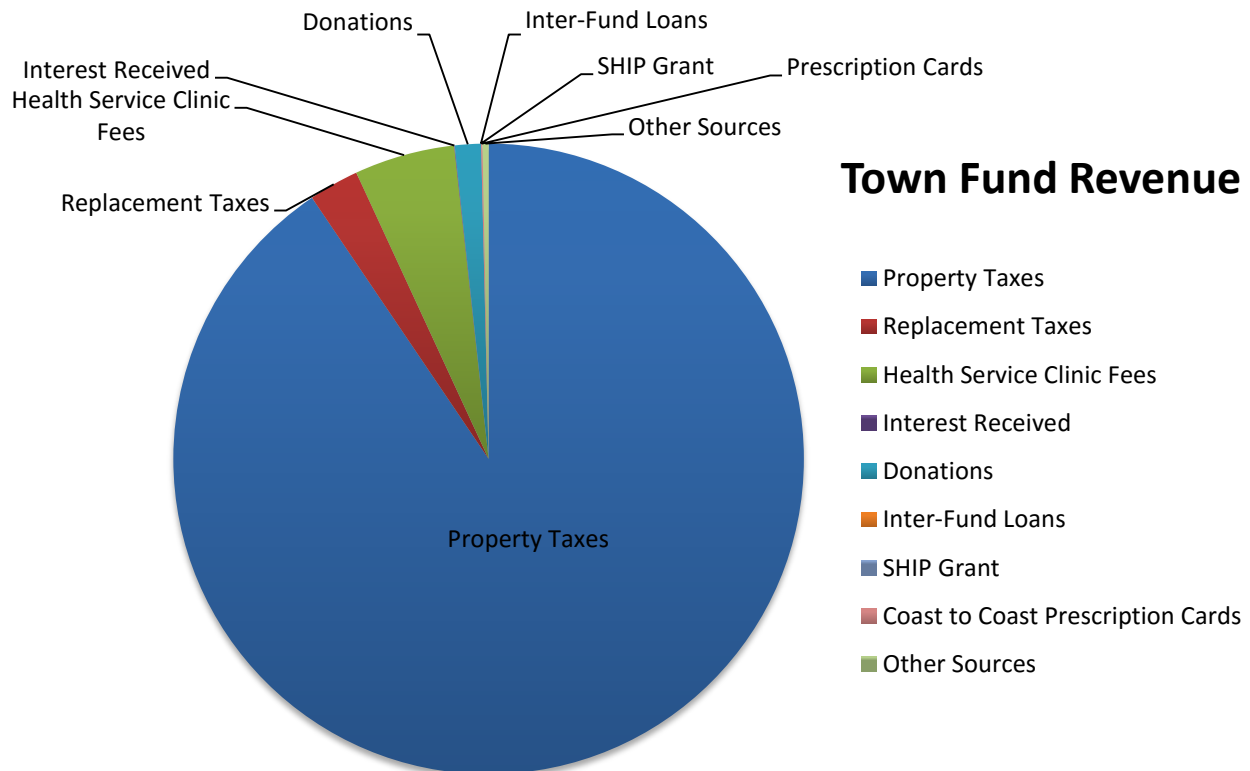
## OVERVIEW OF REVENUES BY CATEGORY (ALL FUNDS)

TOWN REVENUES		2014-2015	2015 -2016	2015-2016	2016-2017	2016 - 2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
00-1000	Property Taxes	915,141	915,000	975,421	920,000	990,000
00-2000	Replacement Taxes	22,417	20,000	24,787	20,000	25,000
00-3000	Health Service Clinic Fees	32,661	47,000	35,155	35,000	50,000
00-4000	Interest Received / Investments	323	1,100	700	300	1,300
00-5000	Donations	14,834	13,000	8,672	8,000	13,000
00-6000	Inter-fund Loans (Receivable)	25,000	85,000	85,000	-	-
00-7000	SHIP Grant	-	-	7,314	-	-
00-8000	Coast to Coast Prescription Cards	-	-	704	600	700
00-9000	Other Sources	825	500	2,532	1,000	3,000
<b>TOTAL REVENUES</b>		<b>1,011,201</b>	<b>1,081,600</b>	<b>1,140,285</b>	<b>984,900</b>	<b>1,083,000</b>



## OVERVIEW OF REVENUES BY CATEGORY (TOWN FUND)

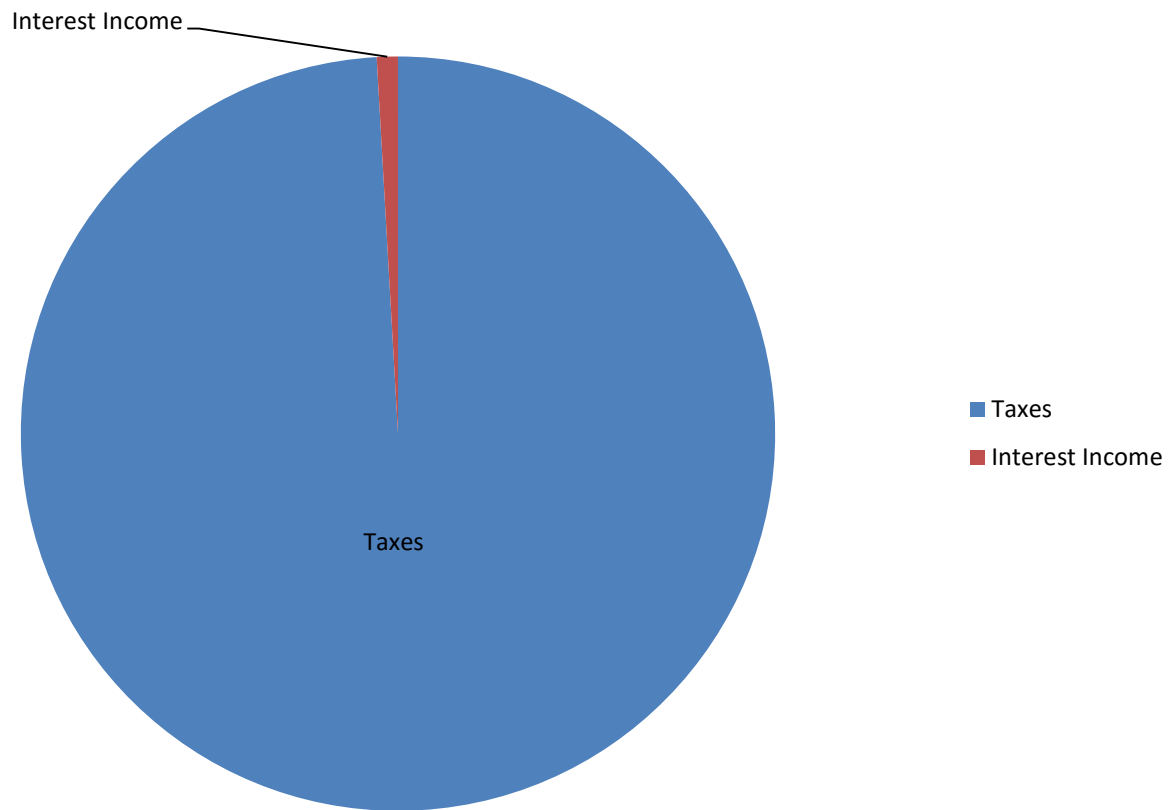
TOWN REVENUES		2014-2015	2015 -2016	2015-2016	2016-2017	2016 - 2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
00-1000	Property Taxes	832,797	835,000	877,707	840,000	880,000
00-2000	Replacement Taxes	22,417	20,000	24,787	20,000	25,000
00-3000	Health Service Clinic Fees	32,661	47,000	35,155	35,000	50,000
00-4000	Interest Received / Investments	98	100	459	100	300
00-5000	Donations	14,834	13,000	8,672	8,000	13,000
00-6000	Inter-fund Loans (Receivable)	25,000	85,000	85,000	-	-
00-7000	Grants/Intergovernmental	-	-	844	-	7,000
00-7010	SHIP Grant	-	-	7,314	-	-
00-8000	Coast to Coast Prescription Cards	-	-	704	600	700
00-9000	Other Sources	825	500	2,532	1,000	3,000
<b>TOTAL REVENUES</b>		<b>928,632</b>	<b>1,000,600</b>	<b>1,043,175</b>	<b>904,700</b>	<b>979,000</b>



## OVERVIEW OF REVENUE BY CATEGORY (GENERAL ASSISTANCE FUND)

GENERAL ASSISTANCE REVENUE		2014-2015	2015 -2016	2015-2016	2016-2017	2016-2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
01-1000	Property Taxes	82,344	80,000	97,714	80,000	110,000
01-4000	Interest Income	226	1,000	241	200	1,000
		<b>82,570</b>	<b>81,000</b>	<b>97,955</b>	<b>82,000</b>	<b>111,000</b>

### General Assistance Fund Revenues



# OVERVIEW OF APPROPRIATED REVENUE AND EXPENDITURES (TOWN FUND)

Cash on Hand – April 1, 2016

669,934

## ESTIMATED REVENUES

Property Taxes	840,000
Replacement Taxes	20,000
Health Service Clinic Fees	35,000
Interest Received / Investments	100
Donations	8,000
Inter-fund Loans (Receivable)	-
Intergovernmental Sources	-
SHIP Grant	-
Coast to Coast Prescription Cards	600
Other Sources	1,000

### TOTAL ESTIMATED REVENUES

904,700

## TOTAL ESTIMATED FUNDS AVAILABLE

1,574,634

## APPROPRIATED EXPENDITURES

Administration	501,014
Assessor	80,770
Health Services	504,290
Senior Services	66,200
Youth Services	46,000
Community Support Services	9,650

### TOTAL APPROPRIATED EXPENDITURES

1,207,924

## ESTIMATED CASH ON HAND, MARCH 31, 2017

366,710

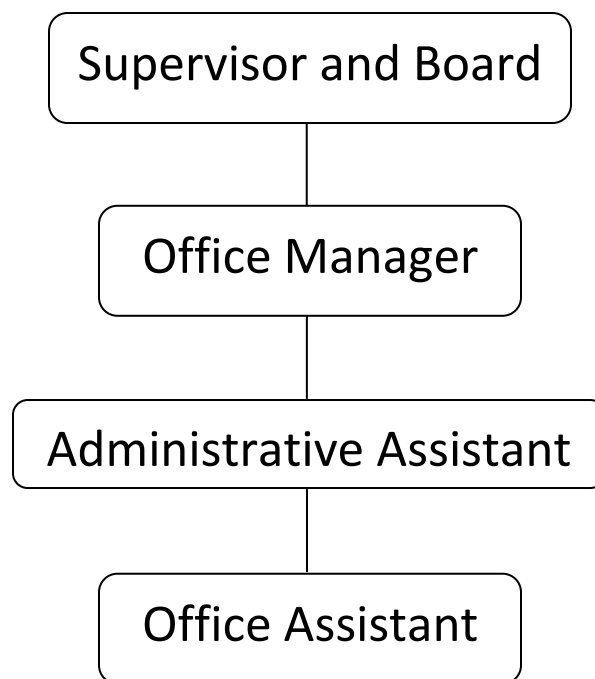
## Department Summary – Department of Administration

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The Department of Administration is responsible for implementation of Board policies, ordinances and the general services of the Township .

### DEPARTMENT RESPONSIBILITIES:

- To coordinate the day to day operations of the Township;
- Administering employee benefits;
- Management of finances;
- Intergovernmental relations;
- Contract administration;
- Administration of all services not specifically designated to another department.

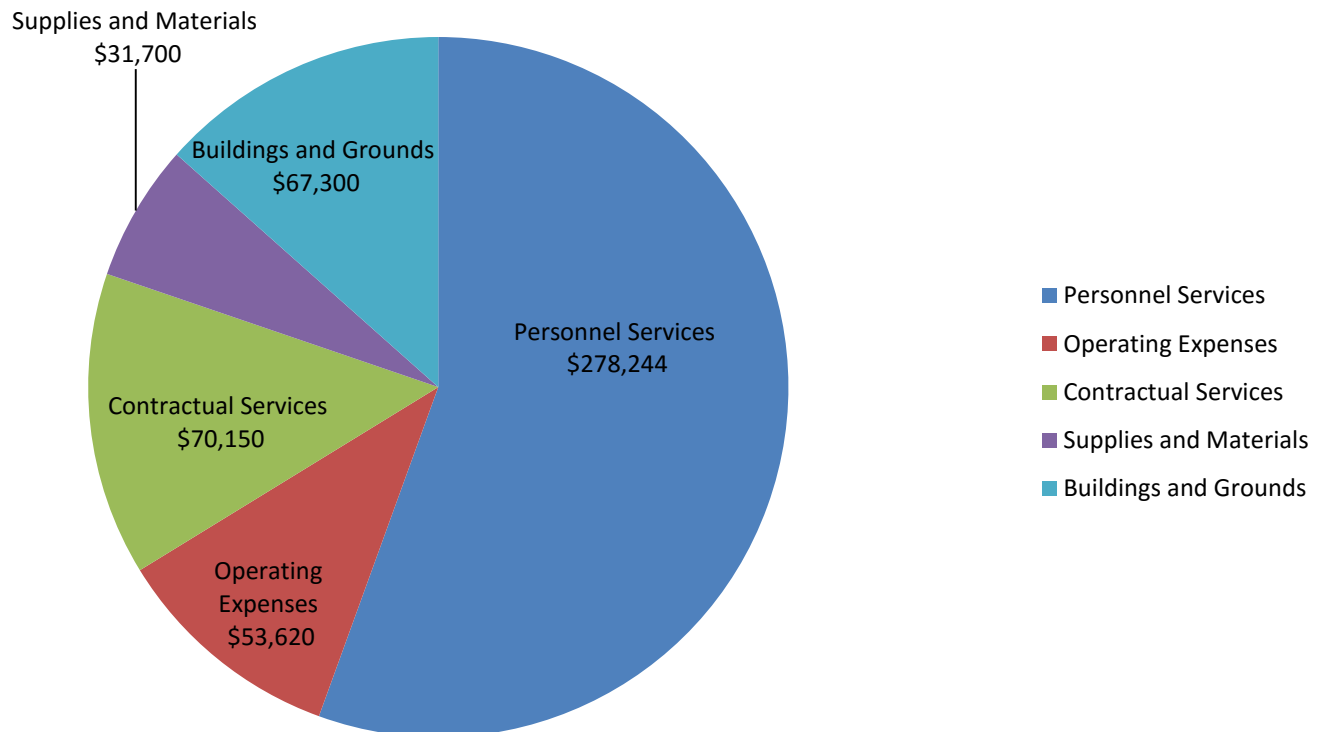




## ANTICIPATED (APPROPRIATED) EXPENDITURES

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### TOWN FUND: Administration



**ADMINISTRATION**  
**Fiscal Year 2016 - 2017**

Department 10

**PERSONNEL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	2016 – 2017 APPROPRIATION
<b>Salaries</b>						
	Salaries	104,648	105,400	104,255	-	-
10-0100	Supervisor	-	-	-	27,160	27,160
10-0200	Clerk	-	-	-	14,820	14,820
10-0300	Assessor	-	-	-	14,820	14,820
10-0400	Highway Commissioner	-	-	-	26,055	26,055
10-0500	Township Trustees	-	-	-	22,469	22,469
10-0600	Administrative Assistant	-	-	-	44,150	47,900
10-0700	Office Assistant	64,750	65,930	70,267	27,875	30,660
10-0800	Finance Assistant	-	-	-	3,600	4,500
<b>Taxes (Paid by the Township)</b>						
10-1000	Medicare Expense	-	-	2,380	2,674	2,700
10-1100	FICA Expenses	19,938	22,000	13,884	12,700	15,000
10-1200	Unemployment Taxes	462	600	841	2,000	2,500
<b>Employee Benefits</b>						
10-1300	IMRF Expenses	44,051	47,000	44,425	27,600	30,360
10-1400	Employee Health Insurance	50,821	52,000	46,650	26,400	30,000
10-1500	Employee Life Insurance	-	-	-	225	300
<b>Employee Expenses</b>						
	Bonds (Town Officers and Employees)	1,000	1,000	-	-	-
	Training (Workshops)	680	2,100	-	-	-
	Travel Expenses – General	1,239	2,500	2,662	-	-
	Conferences and Dues	4,974	6,000	1,010	-	-
10-1600	Professional Development	-	-	-	2,500	3,500
10-1700	Transportation and Travel	-	-	-	3,000	4,000
10-1800	Conferences and Meetings	-	-	-	1,000	1,500
<b>TOTAL PERSONNEL SERVICES</b>		<b>292,563</b>	<b>304,530</b>	<b>286,374</b>	<b>259,048</b>	<b>278,244</b>

**OPERATING EXPENSES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	2016 – 2017 APPROPRIATION
	Liability Insurance (Errors and Omissions)	-	2,000	-	-	-
11-1000	Publishing and Advertising	2,622	3,000	2,565	2,500	3,000
11-1100	Postage and Delivery	1,516	2,000	2,279	2,100	2,500
11-1200	Publications and Subscriptions	-	-	398	2,700	3,000
11-1300	Telephone Services	18,490	7,000	5,656	6,000	6,600
11-1400	Contingencies	12,148	13,000	3,099	4,000	5,000
11-1500	Banking Services	-	-	70	100	150
	Insurance – General	20,029	21,000	14,968	-	-
11-1600	Insurance – Workers Compensation	-	-	5,316	6,000	6,600
11-1700	Insurance – Property and Liability	-	-	-	15,000	16,500
11-1800	Licenses and Permits	-	-	500	500	550
11-2000	Utilities	9,617	10,000	7,433	8,500	9,500
11-2100	Handicapped Placards	-	-	150	200	220
<b>TOTAL OPERATING EXPENSES</b>		<b>64,422</b>	<b>58,000</b>	<b>42,434</b>	<b>47,600</b>	<b>53,620</b>

**ADMINISTRATION**  
**Fiscal Year 2016 - 2017**

**CONTRACTUAL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
12-1000	Printing	568	650	560	1,000	2,000
12-1100	Technology and Automation Services	-	-	-	18,000	25,000
12-1200	Memberships and Dues	-	-	3,149	4,300	5,500
12-1300	Legal Services	19,200	14,500	10,132	9,600	10,000
12-1400	Bookkeeping Services	11,885	12,000	11,055	12,000	13,200
12-1500	Audit Fees	9,695	10,500	10,360	11,000	12,100
12-1600	Payroll Processing	-	-	-	1,500	1,650
12-1700	Document Disposal	-	-	-	600	700
12-1800	Bonds	-	-	-	-	-
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>41,348</b>	<b>37,650</b>	<b>35,256</b>	<b>58,000</b>	<b>70,150</b>

**SUPPLIES AND MATERIALS**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
13-1000	Office Supplies	12,043	13,000	4,006	5,000	6,000
13-1100	Technology Equipment	-	-	-	6,500	6,000
13-1200	Office Equipment	-	6,300	-	4,500	5,000
13-1300	Furniture	-	-	-	5,000	5,500
	Operating Supplies	149	500	-	-	-
13-1400	Other Supplies and Materials	-	-	-	1,000	1,100
13-1500	Capital Equipment	-	-	-	-	5,000
13-1600	Equipment Maintenance	23,263	15,000	-	2,800	3,100
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>35,455</b>	<b>34,800</b>	<b>4,006</b>	<b>24,800</b>	<b>31,700</b>

**BUILDINGS AND GROUNDS**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
14-1000	Building Maintenance	15,188	25,000	12,967	2,000	2,500
14-1100	Landscaping / Grounds Maintenance	-	-	-	3,000	4,000
	Janitorial Services	11,201	12,000	9,540	-	-
14-1200	Custodial / Cleaning Services	-	-	-	10,000	11,000
	Capital Outlay (Buildings)	-	-	-	-	-
14-1300	Capital Improvements	-	-	-	40,000	44,000
14-1400	Building Maintenance Supplies	-	-	-	2,000	2,200
14-1500	Alarm System	-	-	-	2,000	2,500
14-1600	General Waste Disposal	-	-	-	1,000	1,100
<b>TOTAL BUILDINGS AND GROUNDS</b>		<b>26,389</b>	<b>37,000</b>	<b>22,507</b>	<b>60,000</b>	<b>67,300</b>

<b>TOTAL ADMINISTRATOIN</b>	<b>460,177</b>	<b>471,980</b>	<b>390,577</b>	<b>449,448</b>	<b>501,014</b>
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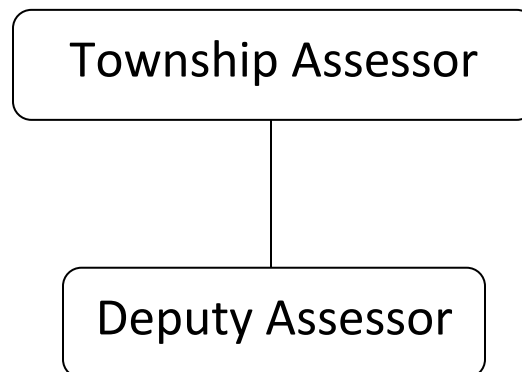
## Department Summary – Office of the Assessor

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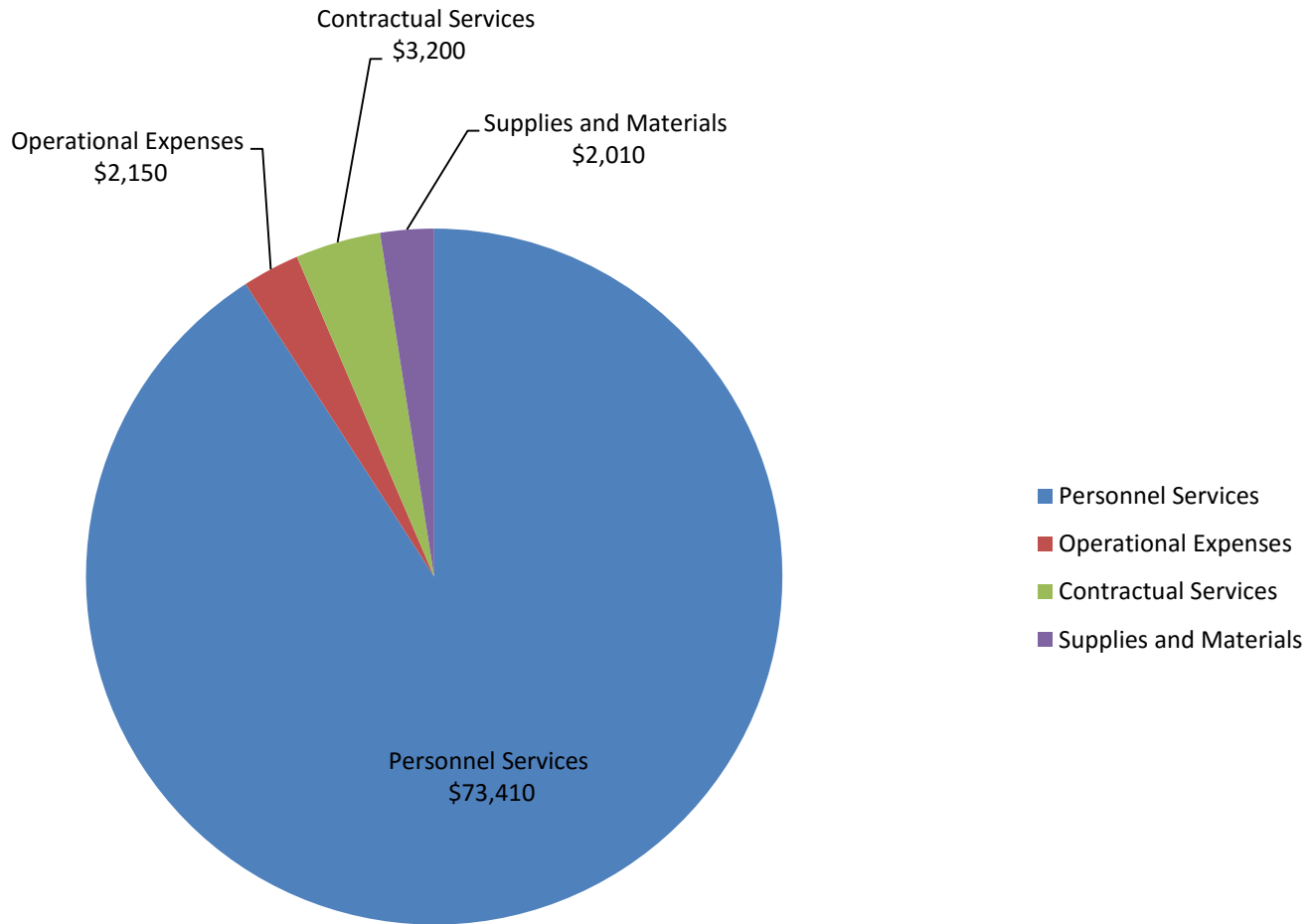
The Assessor is an independently elected Township Official, functioning independently of the Township Board. Although independent, the Township Board has fiscal oversight and is responsible for setting the final budget of the office.

### DEPARTMENT RESPONSIBILITIES:

- Collecting and logging all building permits issued by municipalities;
- Assisting residents with appeals of the property tax assessments;
- Assisting residents in the filing of property tax exemptions;
- Correction of erroneous or missing exemptions;



## TOWN FUND: Assessor



**ASSESSOR**  
**Fiscal Year 2016 - 2017**

Department      20

**PERSONNEL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
<b>Salaries</b>						
20-0100	Deputy Assessor	42,370	43,400	43,072	44,150	45,000
<b>Taxes (Paid by the Township)</b>						
20-1000	Medicare Expense	-	-	576	650	800
20-1100	FICA Expenses	-	-	2,670	3,090	3,500
<b>Employee Benefits</b>						
20-1300	IMRF Expenses	-	-	7,961	7,700	8,580
20-1400	Employee Health Insurance	-	-	10,659	11,800	14,000
20-1500	Employee Life Insurance	-	-	138	175	200
<b>Employee Expenses</b>						
	Training (Professional – Assessor)	200	300	-	-	-
	Travel Expenses – General	147	200	569	-	-
	Conferences and Dues	788	850	235	-	-
20-1600	Professional Development	-	-	-	300	330
20-1700	Transportation and Travel	-	-	568	625	700
20-1800	Conferences and Meetings	-	-	235	250	300
<b>TOTAL PERSONNEL SERVICES</b>		<b>43,505</b>	<b>44,750</b>	<b>66,683</b>	<b>68,740</b>	<b>73,410</b>

**OPERATING EXPENSES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	Publishing and Printing	-	200	548	-	-
	Telephone	733	450	-	-	-
21-1000	Publishing and Advertising	-	-	-	350	500
21-1100	Postage and Delivery	-	-	7	100	125
21-1200	Publications and Subscriptions	-	-	764	400	900
21-1400	Contingencies	-	-	-	500	625
<b>TOTAL OPERATING EXPENSES</b>		<b>733</b>	<b>650</b>	<b>1,319</b>	<b>1,350</b>	<b>2,150</b>

**CONTRACTUAL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
22-1000	Printing	-	-	548	600	750
22-1100	Technology and Automation Services	-	-	980	1,700	2,125
22-1200	Memberships and Dues	-	-	230	250	325
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>-</b>	<b>-</b>	<b>1,758</b>	<b>2,550</b>	<b>3,200</b>

**ASSESSOR**  
**Fiscal Year 2016 - 2017**

**SUPPLIES AND MATERIALS**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
23-1000	Office Supplies	633	800	-	700	800
23-1100	Technology Equipment	-	-	-	600	660
23-1200	Office Equipment	-	-	-	-	-
23-1300	Furniture	-	-	-	500	550
	Miscellaneous Charges – Assessor	700	1,000	-	-	-
23-1400	Other Supplies and Materials		-	-	-	-
	<b>TOTAL SUPPLIES AND MATERIALS</b>	<b>1,333</b>	<b>1,800</b>	<b>-</b>	<b>1,800</b>	<b>2,010</b>
	<b>TOTAL ASSESSOR</b>	<b>45,571</b>	<b>47,200</b>	<b>69,760</b>	<b>74,440</b>	<b>80,770</b>

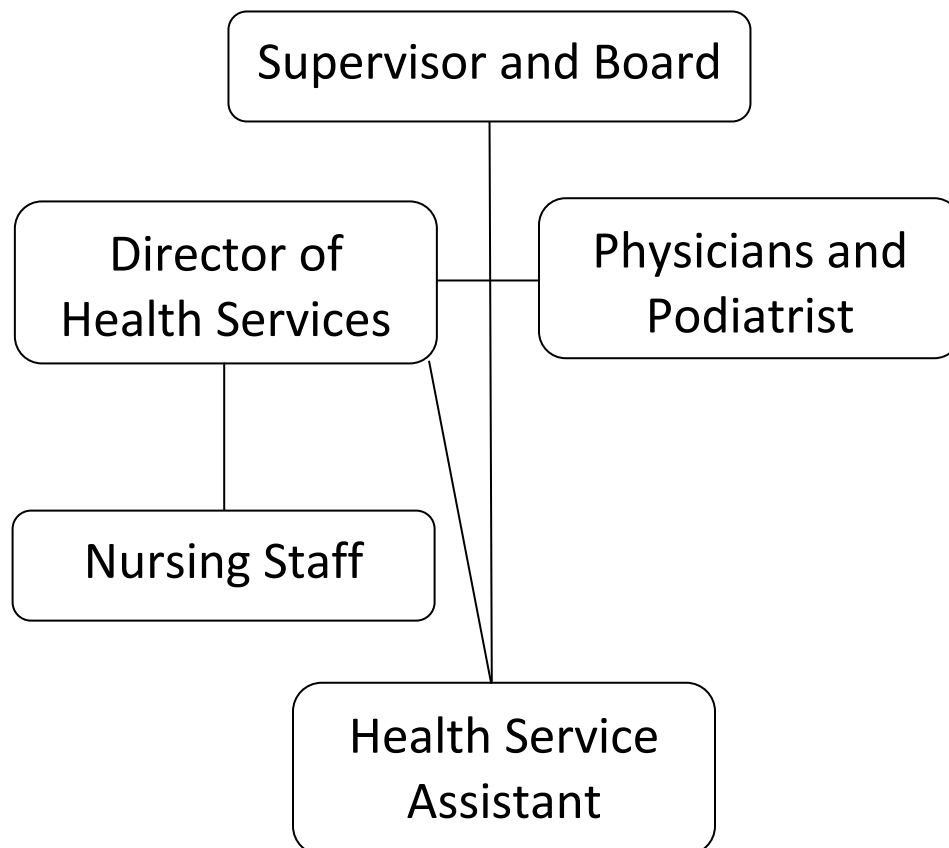
## Department Summary – Health Services

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The Department of Health Services is primarily responsible for the efficient management of the Palos Township Health Service and its programs.

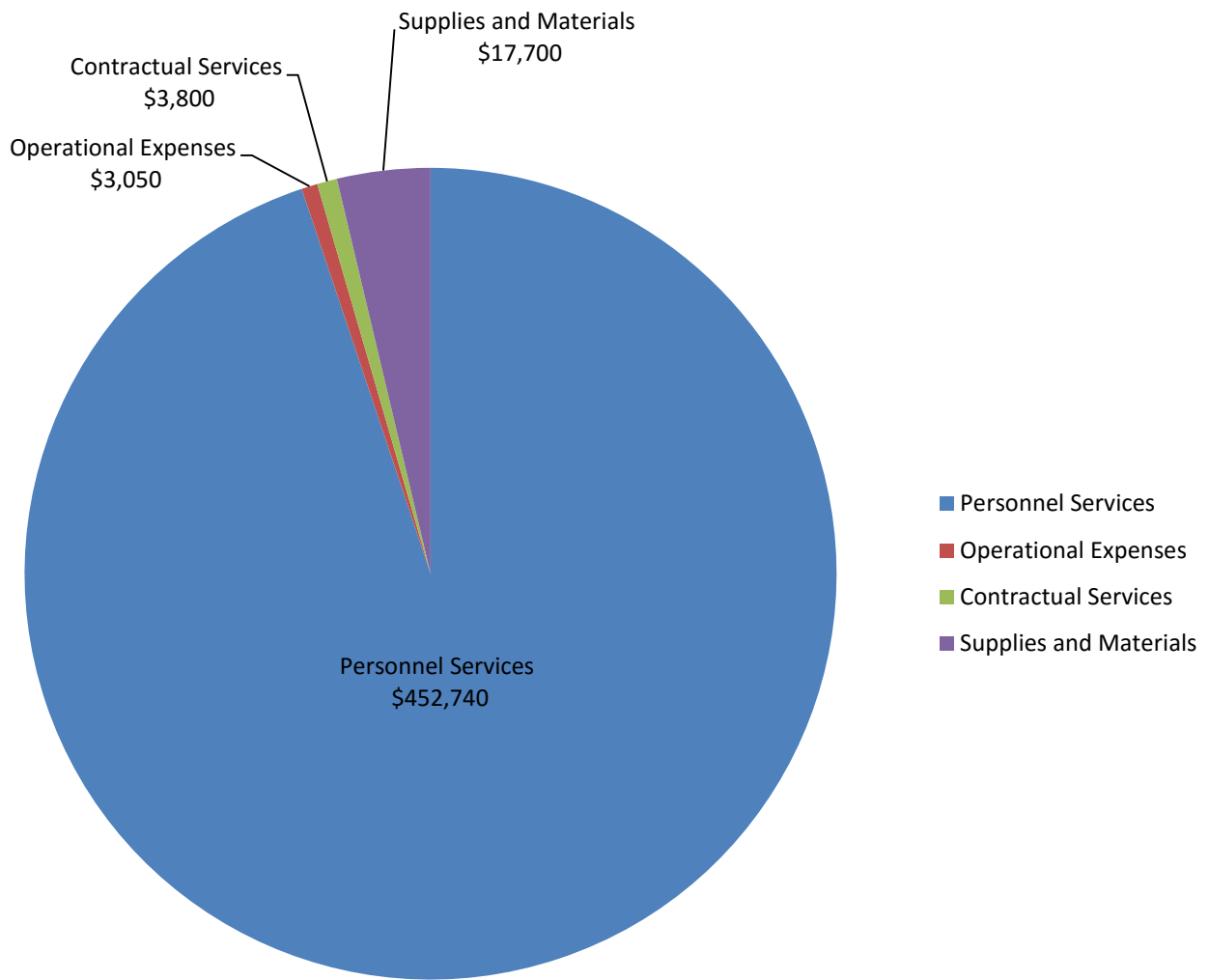
### DEPARTMENT RESPONSIBILITIES:

- Providing health services to the residents of Palos Township;
- Organizing new and innovative systems for delivering services;
- Organizing the annual Health Fair;
- Organizing periodic health service discussion groups and programs;





## TOWN FUND: Health Services



**HEALTH SERVICES**  
**Fiscal Year 2016 - 2017**

Department      30

**PERSONNEL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
<b>Salaries</b>						
	Medical Doctors	135,982	140,000	138,095	-	-
	Nurses and Staff	169,602	179,000	177,934	-	-
30-0100	Director of Health Services	-	-	-	55,200	63,500
30-0200	Nurses	-	-	-	127,000	135,000
30-0300	Physicians	-	-	-	140,000	145,000
30-0400	Podiatrist	25,791	28,000	27,224	33,000	36,300
30-0500	Health Service Assistant	-	-	9,010	12,000	13,000
<b>Taxes (Paid by the Township)</b>						
30-1000	Medicare Expense	-	-	-	3,500	3,850
30-1100	FICA Expenses	12,539	20,000	13,884	14,800	16,280
<b>Employee Benefits</b>						
30-1300	IMRF Expenses	-	-	-	18,400	20,500
30-1400	Employee Health Insurance	-	-	11,997	13,000	17,500
30-1500	Employee Life Insurance	-	-	69	100	110
<b>Employee Expenses</b>						
30-1600	Professional Development	-	-	-	500	600
30-1700	Transportation and Travel	-	-	-	500	600
30-1800	Conferences and Meetings	-	-	-	400	500
<b>TOTAL PERSONNEL SERVICES</b>		<b>343,914</b>	<b>367,000</b>	<b>378,213</b>	<b>418,400</b>	<b>452,740</b>

**OPERATING EXPENSES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
31-1000	Publishing and Advertising	-	-	-	500	600
31-1100	Postage and Delivery	-	-	159	200	250
31-1200	Publications and Subscriptions	-	-	65	100	200
31-1300	Telephone Services	-	-	1,739	1,800	2,000
31-1400	Contingencies	-	-	319	500	1,000
31-1410	Special Event Expenses	-	-	498	1,000	1,500
31-1600	Insurance – Special	-	-	106	200	300
31-1900	Licensing and Application Fees	-	-	150	150	200
31-2000	Medical Supplies	17,005	19,000	8,790	10,000	11,000
31-2100	Medications and Vaccinations	-	-	11,062	12,000	13,000
<b>TOTAL OPERATING EXPENSES</b>		<b>17,005</b>	<b>19,000</b>	<b>22,888</b>	<b>26,450</b>	<b>30,050</b>

**HEALTH SERVICES**  
**Fiscal Year 2016 - 2017**

**CONTRACTUAL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
32-1000	Printing	-	-	-	1,000	1,100
32-1100	Technology and Automation Services	-	-	-	1,000	1,100
32-1200	Memberships and Dues	-	-	-	1,000	1,100
32-1700	Disposal of Medical Waste	-	-	338	400	500
<b>TOTAL CONTRACTUAL SERVICES</b>		-	-	<b>338</b>	<b>3,400</b>	<b>3,800</b>

**SUPPLIES AND MATERIALS**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
33-1000	Office Supplies	3,524	4,000	816	900	1,100
33-1100	Technology Equipment	-	-	-	1,500	2,000
33-1200	Office Equipment	-	-	-	300	500
33-1300	Furniture	-	-	-	2,000	2,200
33-1400	Other Supplies and Materials	-	-	369	500	600
33-1410	Sanitation and Cleaning Supplies	-	-	119	200	300
33-1500	Capital Equipment	-	-	-	10,000	11,000
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>3,524</b>	<b>4,000</b>	<b>1,304</b>	<b>15,400</b>	<b>17,700</b>

<b>TOTAL HEALTH SERVICES</b>	<b>364,443</b>	<b>390,000</b>	<b>402,743</b>	<b>463,650</b>	<b>504,290</b>
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## *Special Service Departments - Summary*

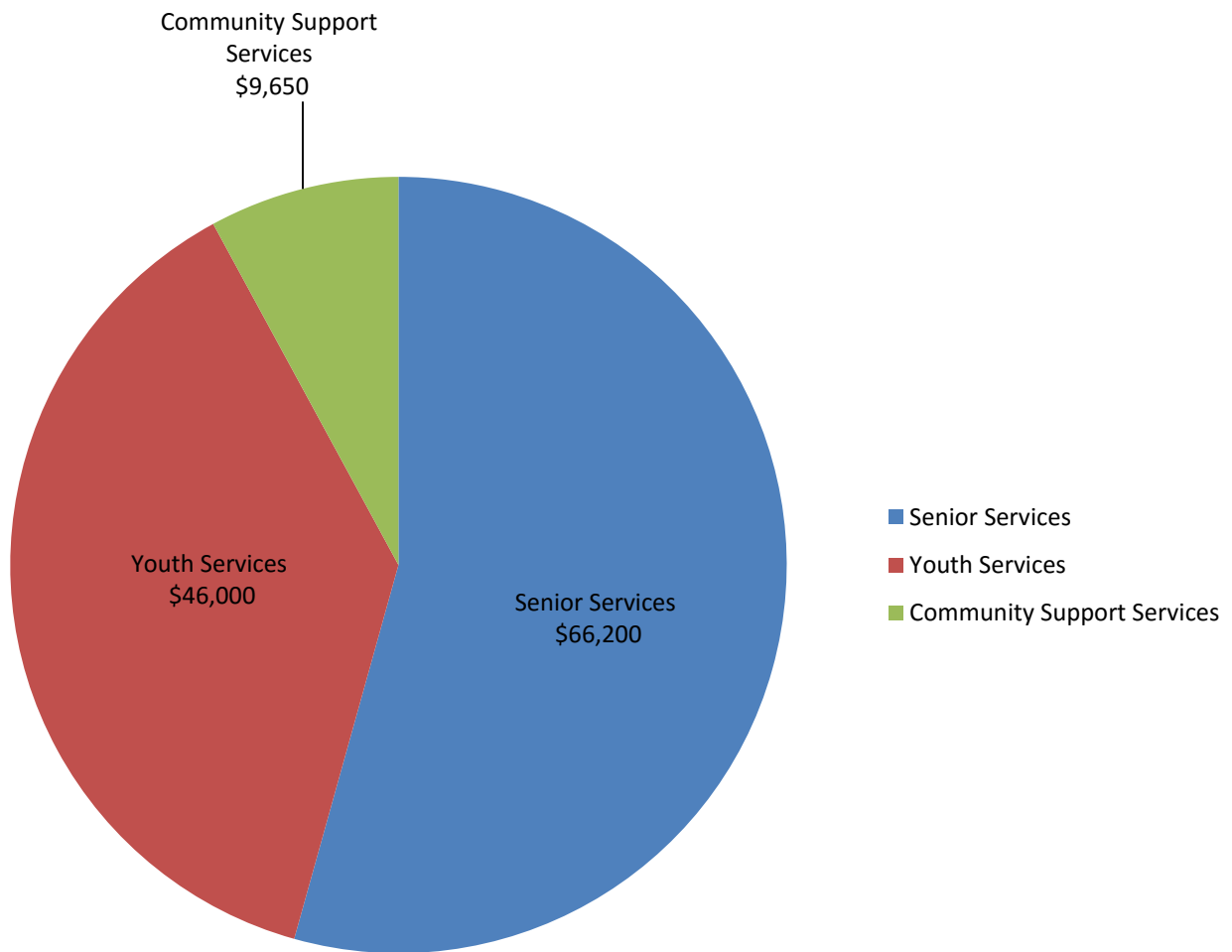
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- **Department of Senior Services:** The Department of Senior Services is responsible for administering the services provided by the Township to our senior citizens. Those services include providing for the P.A.T.S.E. senior citizen transportation cooperative with the City of Palos Hills, service contract agreements with area Senior Citizen groups to provide recreational and other services to our Senior Citizens.

Other services provided for by the Department of Senior Services include a Senior Advisory Board, SHIP services and income tax preparation services.

- **Department of Youth Services:** The Department of Youth Services is responsible for administering services provided by the Township for the youth of our community.
- **Department of Community Support Services:** The Department of Community Support Services is responsible for the administration of the Palos Township food pantry, school supply program, holiday meal distribution and other special events.

## TOWN FUND: Special Service Departments



**SPECIAL SERVICE DEPARTMENTS**  
**Fiscal Year 2016 - 2017**

**Department      40      Senior Services**

**SENIOR SERVICES**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
	Senior Coordinator and Staff	-	-	-	-	26,000
40-1000	Senior Advisory Board Expenses	-	-	-	2,500	3,500
	Social Programs and Events	17,550	17,550	-	-	-
40-1100	Special Event Expenses	-	-	-	1,000	1,100
40-1200	Service Contract Agreements	-	-	15,100	16,200	16,200
40-1300	P.A.T.S.E. Transportation Agreement	12,000	12,000	12,000	12,000	12,000
40-1400	Contingencies	-	-	-	2,000	4,000
40-1500	Income Tax Service Expenses	-	-	-	300	400
40-1600	SHIP Expenses	-	-	-	2,500	3,000
<b>TOTAL SENIOR SERVICES</b>		<b>29,550</b>	<b>29,550</b>	<b>27,100</b>	<b>36,500</b>	<b>66,200</b>

**Department      50      Youth Services**

**YOUTH SERVICES**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
	Salaries	-	-	-	-	-
50-0100	Salary of Coordinator	-	-	-	-	25,000
50-1000	Youth Advisory Board Expenses	-	-	-	-	1,000
50-1100	Special Event Expenses	-	-	-	-	5,000
	Contractual Services	-	-	-	-	-
50-1200	Service Contract Agreements	-	-	-	-	10,000
50-1400	Contingencies	-	-	-	-	5,000
	Gasoline / Oil	-	-	-	-	-
	Operating Supplies	-	-	-	-	-
	Supplies (Equipment)	-	-	-	-	-
	Supplies (Roads)	-	-	-	-	-
	Supplies (Grounds)	-	-	-	-	-
<b>TOTAL YOUTH SERVICES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>46,000</b>

**Department      60      Community Support Services**

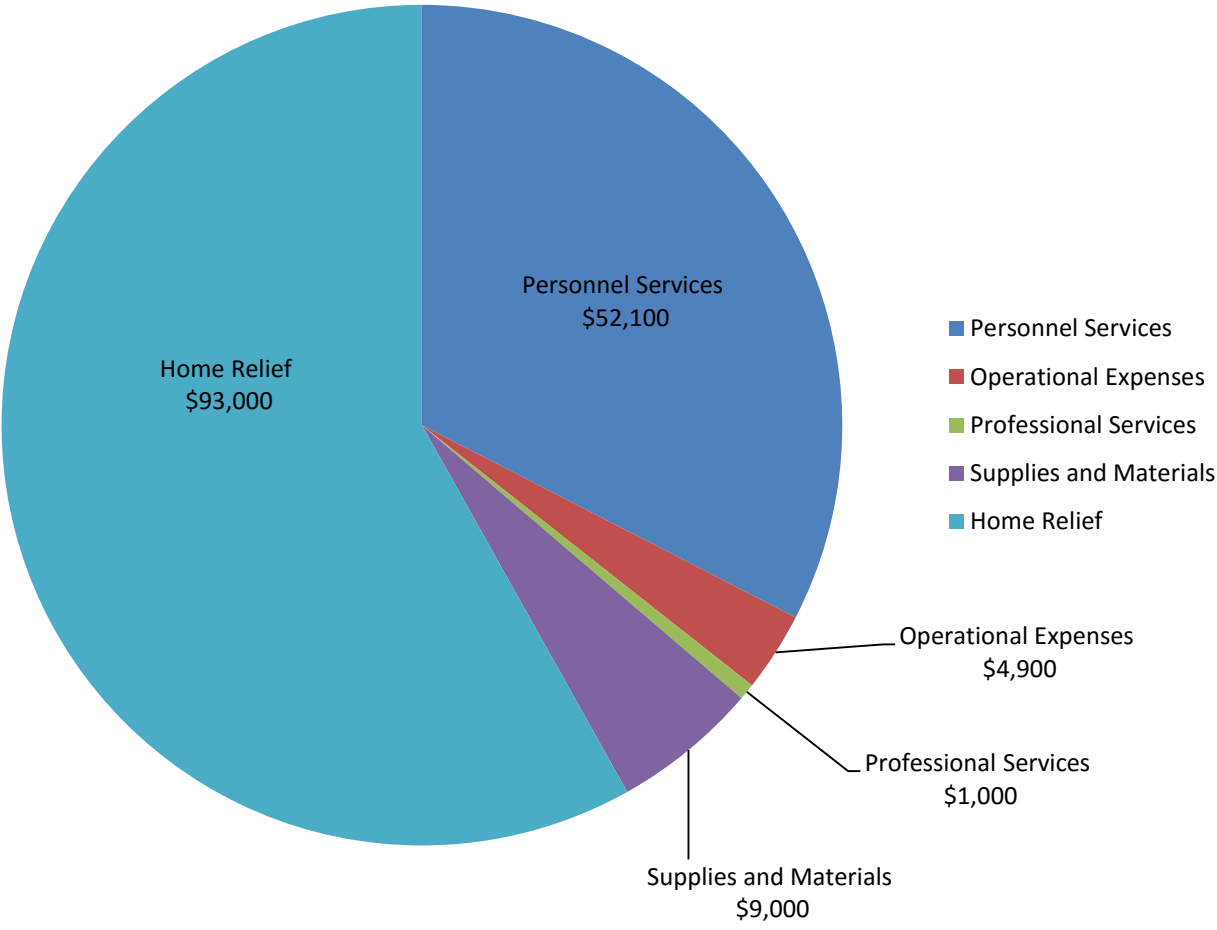
**COMMUNITY SUPPORT SERVICES**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
60-1000	Food Pantry Expenses	-	-	300	500	600
60-1010	Holiday Meal Distribution	-	-	5,760	6,000	6,500
60-1100	Special Events	-	-	-	1,000	1,100
60-1110	School Supply Program	-	-	816	1,000	1,100
50-1400	Contingencies	-	-	152	300	350
<b>TOTAL COMMUNITY SUPPORT SERVICES</b>		<b>-</b>	<b>-</b>	<b>7,028</b>	<b>8,800</b>	<b>9,650</b>

## TOTAL TOWN FUND EXPENDITURES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	2016 – 2017 APPROPRIATION
10	Administration	460,177	471,980	390,577	449,448	501,014
20	Assessor	45,571	47,200	69,760	74,440	80,770
30	Health Services	364,443	390,000	402,743	463,650	504,290
40	Senior Services	29,550	29,550	27,100	36,500	66,200
50	Youth Services	-	-	-	-	46,000
60	Community Support Services	-	-	7,028	8,800	9,650
	<b>TOTAL TOWN FUND</b>	<b>899,741</b>	<b>938,730</b>	<b>897,208</b>	<b>1,032,838</b>	<b>1,207,924</b>

# GENERAL ASSISTANCE FUND





**GENERAL ASSISTANCE**  
**Fiscal Year 2016 - 2017**

**Fund**                **02**  
**Department**      **70**

**PERSONNEL SERVICES**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
<b>Salaries</b>						
	Salaries	33,607	34,300	34,643	-	-
70-0100	Director of General Assistance	-	-	-	36,000	38,000
<b>Taxes (Paid by the Township)</b>						
70-1000	Medicare Expense	-	-	-	600	1,000
70-1100	FICA Expenses	2,571	2,625	2,650	2,880	3,600
<b>Employee Benefits</b>						
70-1300	IMRF Expenses	6,704	7,000	6,381	6,480	8,000
<b>Employee Expenses</b>						
	Travel and Conference Expense	30	100	-	-	-
70-1600	Professional Development	-	-	-	-	500
70-1700	Transportation and Travel	-	-	-	-	500
70-1800	Conferences and Meetings	-	-	-	-	500
<b>TOTAL PERSONNEL SERVICES</b>		<b>42,912</b>	<b>44,025</b>	<b>43,674</b>	<b>45,960</b>	<b>52,100</b>

**OPERATING EXPENSES**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
71-1000	Publishing and Advertising	-	-	-	-	500
71-1100	Postage and Delivery	-	-	-	-	300
71-1200	Publications and Subscriptions	-	-	-	-	600
71-1400	Contingencies	-	-	-	-	3,500
<b>TOTAL OPERATING EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,900</b>

**PROFESSIONAL SERVICES**

<b>Account Number</b>	<b>DESCRIPTION</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 BUDGET</b>	<b>2015 – 2016 ACTUAL</b>	<b>2016 – 2017 BUDGET</b>	<b>2016 – 2017 APPROPRIATION</b>
	Maintenance (Buildings)	-	-	-	-	-
	Maintenance (Equipment)	-	-	-	-	-
	Other Professional Services	-	-	-	-	-
	Rentals	-	-	-	-	-
	Telephone	-	-	-	-	-
72-1000	Printing	-	-	-	-	500
72-1100	Memberships and Dues	-	-	-	-	500
72-1200	Insurance (Property & Liability)	-	-	-	-	-
<b>TOTAL PROFESSIONAL SERVICES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>

**SUPPLIES AND MATERIALS**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
73-1000	Office Supplies	167	1,000	-	1,000	2,000
	Operating Supplies	-	-	-	-	-
73-1100	Technology Equipment	-	-	-	-	2,000
73-1200	Office Equipment	-	-	-	-	2,000
73-1300	Furniture	-	-	-	-	2,000
73-1400	Other Supplies and Materials	3,490	3,500	-	-	1,000
<b>TOTAL SUPPLIES AND MATERIALS</b>		<b>3,657</b>	<b>4,500</b>	<b>-</b>	<b>1,000</b>	<b>9,000</b>

**HOME RELIEF – CONTRACTUAL SERVICES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
74-1000	Physician Services	-	-	-	-	5,000
74-1100	Hospital Services (In-Patient)	-	-	-	-	7,500
74-1200	Hospital Services (Out-Patient)	-	-	-	-	5,000
74-1300	Drugs	-	-	-	-	2,000
74-1400	Dental Services	-	-	-	-	2,000
74-1500	Flat Grant (Cash)	-	-	-	-	500
74-1600	Fuel	2,070	3,000	1,750	2,000	3,000
74-1700	Utilities	2,070	3,000	1,750	2,000	3,000
74-1800	Shelter	37,053	40,000	31,325	35,000	40,000
74-1900	Transportation	-	-	-	-	500
74-2000	Ambulance Service	-	-	-	-	500
<b>TOTAL CONTRACTUAL SERVICES</b>		<b>41,193</b>	<b>46,000</b>	<b>34,825</b>	<b>39,000</b>	<b>69,000</b>

**HOME RELIEF – COMMODITIES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
75-1000	Food	167	10,000	7,000	10,000	11,000
75-1100	Personal Incidentals	2,277	2,500	1,925	2,000	3,000
<b>TOTAL COMMODITIES</b>		<b>2,444</b>	<b>12,500</b>	<b>8,925</b>	<b>12,000</b>	<b>14,000</b>

**HOME RELIEF – OTHER EXPENDITURES**

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
76-1000	Transient Cases (Contingencies)	3,490	10,000	3,547	4,000	10,000
<b>TOTAL OTHER EXPENDITURES</b>		<b>3,490</b>	<b>10,000</b>	<b>3,547</b>	<b>4,000</b>	<b>10,000</b>
<b>TOTAL GENERAL ASSISTANCE</b>		<b>93,696</b>	<b>117,025</b>	<b>90,971</b>	<b>101,960</b>	<b>160,000</b>

STATE OF ILLINOIS     )  
                                      ) SS.  
COUNTY OF COOK     )

TOWN OF PALOS

CLERK’S CERTIFICATE

I, Jane Nolan, DO HEREBY CERTIFY that I am the duly elected and qualified Town Clerk of the Township of Palos, Cook County, Illinois, and as such Town Clerk I am the keeper and custodian of the records of Palos Township.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of Ordinance 2016-\_\_\_\_\_, entitled

**BUDGET AND APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017**

and was duly adopted at a regular meeting of the Palos Township Board of Trustees held on \_\_\_\_\_, 2016 pursuant to due and proper notice.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of Palos Township on this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
JANE NOLAN, TOWNSHIP CLERK

(SEAL)

STATE OF ILLINOIS     )  
                                      ) SS.  
COUNTY OF COOK     )

**PALOS TOWNSHIP  
ORDINANCE 2015-\_\_\_\_\_**

**BUDGET & APPROPRIATION ORDINANCE FOR PALOS TOWNSHIP, COOK COUNTY, ILLINOIS  
FOR THE FISCAL YEAR COMMENCING APRIL 1, 2016 AND ENDING MARCH 31, 2017**

WHEREAS, the Illinois Municipal Budget Law 50 ILCS 330/3 requires that the township fiscal year be established annually in the budget and appropriation ordinance; and

WHEREAS, the Palos Township Board of Trustees hereby determines and fixes the fiscal year of the Town of Palos (commonly known as “Palos Township”) to begin April 1, 2016 and end on March 31, 2017; and

WHEREAS, the Palos Township Board of Trustees intends by this ordinance to appropriate funds for all town purposes for PALOS TOWNSHIP, Cook County, Illinois, for the fiscal beginning April 1, 2016 and ending on March 31, 2017.

NOW, THEREFORE, BE IT ORDINANED by the Township Board of the Township of Palos, Cook County Illinois as follows:

SECTION 1:     The annual budget and appropriation for the Township of Palos, Cook County, Illinois is set forth in that certain document entitled “PALOS TOWNSHIP ANNUAL OPERATING BUDGET & APPROPRIATION FOR FISCAL YEAR 2016-2017” and incorporated herein as is fully set forth, be and the same is hereby adopted as the Annual Budget and Appropriation for the Township of Palos, Cook County, Illinois for the fiscal year commencing April 1, 2016.

SECTION 2:     That the amount appropriated for township purposes for the fiscal year beginning April 1, 2016 by fund shall be as follows:

1. GENERAL TOWN FUND
2. GENERAL ASSISTANCE FUND
3. INSURANCE FUND
4. SOCIAL SECURITY FUND
5. IMRF FUND

SECTION 3: That all ordinances or parts of ordinances in conflict with the provisions hereof are hereby repealed insofar as they conflict herewith.

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

SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in particular amounts stated for each fund respectively in section 2, constituting the total appropriations in the amount of ONE MILLION TWO HUNDRED SEVEN THOUSAND NINE HUNDRED TWENTY FOUR DOLLARS AND 00/100 DOLLARS (\$1,207,924) for the fiscal year April 1, 2016 to March 31, 2017.

SECTION 6: That section 3 shall be and is a summary of the annual Budget and Appropriation Ordinance of the Township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

SECTION 7: That a certified copy of the Budget and Appropriation Ordinance shall be filed with the Cook County Clerk within thirty (30) days after adoption.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2016, by the BOARD OF TRUSTEES OF PALOS TOWNSHIP, Cook County, Illinois.

STATE OF ILLINOIS     )  
                                      ) SS.  
COUNTY OF COOK     )

**PALOS TOWNSHIP**  
**CERTIFICATE OF ESTIMATED REVENUES**

The undersigned, the duly elected Supervisor and Chief Fiscal Officers of PALOS TOWNSHIP, does hereby certify that the estimated revenues, by source and fund, anticipated to be received by the said Township during the fiscal year beginning on April 1, 2016 and ending on March 31, 2017 are as follows:

<b><u>SOURCE</u></b>	<b><u>ESTIMATED AMOUNT</u></b>
<b><u>TOWN FUND</u></b>	
Net Property Tax Receipts	\$ 840,000.00
Personal Property Replacement Tax	\$ 20,000.00
Health Service Clinic Fees	\$ 35,000.00
Interest Received / Investments	\$ 100.00
Donations	\$ 8,000.00
Inter-fund Loans	\$ 0.00
Grants / Intergovernmental	\$ 0.00
SHIP Grant	\$ 0.00
Coast to Coast Prescription Discount Cards	\$ 600.00
<u>Other Sources</u>	<u>\$ 1,000.00</u>
<b>TOTAL ESTIMATED TOWN REVENUES</b>	<b>\$ 904,700</b>
<b><u>GENERAL ASSISTANCE FUND</u></b>	
Net Property Tax Receipts	\$ 80,000.00
<u>Other Sources</u>	<u>\$ 200.00</u>
<b>TOTAL ESTIMATED TOWN REVENUES</b>	<b>\$ 80,200.00</b>

This certificate of Estimated Revenues is to be filed with the Cook County Clerk forthwith, pursuant to 35 ILCS 200/18-60.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Chief Fiscal Officer

## **TOWNSHIP OF PALOS**

### **GLOSSARY OF TERMS**

<b>ACCOUNT</b>	A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.
<b>ACCOUNTING SYSTEM</b>	The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position, and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.
<b>ACCRUAL BASIS</b>	A system of government accounting where revenues and expenditures are recognized before they are received or spent.
<b>ANNUALIZE</b>	Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.
<b>APPROPRIATION</b>	An authorization granted by the Township Board to make expenditures and to incur obligations for specific purposes. An appropriation is merely an authorization and NOT the amount of money the Township intends on spending.
<b>ASSETS</b>	Property owned by a government which has a monetary value.
<b>ASSESSED VALUATION</b>	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
<b>BALANCED BUDGET</b>	The budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to or greater than expenditures.
<b>BOARD OF TRUSTEES</b>	The elected body responsible for the oversight of the Township and includes four (4) Trustees and the Township Supervisor.
<b>BUDGET</b>	A one-year financial document embodying an estimate of proposed revenues and expenditures for the year. The Township is required by State Statute to approve a budget and appropriation in the same document, and the approved budget sets the legal spending limits of the Township. It is the primary means by which most of the expenditures and service levels of the Township are controlled.

<b>CAFR</b>	Comprehensive Annual Financial Report. A governmental unit's official annual report prepared and published as a matter of public record, according to governmental accounting standards.
<b>CAPITAL EQUIPMENT</b>	Items which are not permanently attached to buildings or grounds and have an individual cost of more than \$5,000 (exclusive of sales and/or use tax, freight, and installation) and have a useful life of one year or more.
<b>CAPITAL IMPROVEMENT</b>	The addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.
<b>CAPITAL OUTLAY</b>	Funds expended to acquire land, plan and construct new buildings, expand or modify existing buildings, and/or purchase equipment related to such construction. Synonymous with the term "Capital Expenditure".
<b>CASH BASIS</b>	The basis of accounting in which revenues and expenditures are recognized when cash is received or disbursed.
<b>CHART OF ACCOUNTS</b>	The classification system used by the Village to organize the accounting for various funds.
<b>COMMODITIES</b>	Consumable items used by Township departments. Examples include office supplies, replacement parts for equipment and gasoline.
<b>CONTINGENCY</b>	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
<b>DEBT</b>	The amount of money that is owed by the Township due to previous borrowing and amortized over an extended period of time. It can also include money borrowed from another fund and it can include money that is owed to the IMRF due to underfunding.
<b>DEFICIT</b>	<ol style="list-style-type: none"> <li>1. The excess of an entity's liabilities over its assets; or</li> <li>2. The excess of expenditures or expenses over revenues during a single accounting period.</li> </ol>



<b>DEPARTMENT</b>	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
<b>DISBURSEMENT</b>	Payments for goods and services in cash or by check.
<b>EAV</b>	The value of property resulting from the multiplication of the assessed value by an equalization factor to make all property in Illinois equal to one third of its market value.
<b>ENCUMBRANCE</b>	The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.
<b>EXPENDITURES</b>	The term given to the “spending” of government held funds. In general, governmental agencies do not have “expenses”, they have “expenditures”.
<b>FISCAL YEAR</b>	A twelve-month period of time to which the annual budget applies and at the end of which a municipality determines its financial position and results of operations. The Township of Palos has specified April 1 <sup>st</sup> to March 31 <sup>st</sup> next following as its fiscal year.
<b>FUND(S)</b>	<ol style="list-style-type: none"> <li>1. The term given to a major division of the budget which generally contain several purposes/line items. Examples of government funds are the Town Fund, Road and Bridge Fund, Capital Projects Fund, Public Health District Fund, Special Service Area Fund and Park Maintenance Fund;</li> <li>2. The term used to describe moneys belonging to the Township.</li> </ol>
<b>FUND BALANCE</b>	The excess of a fund’s assets over its liabilities and reserves.
<b>GAAFR</b>	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
<b>GAAP</b>	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

<b>GAAS</b>	Generally Accepted Auditing Standards. A set of systematic guidelines used by auditors when conducting audits to ensure accuracy, consistency and verifiability of auditor's actions and reports.
<b>GASB</b>	Governmental Accounting Standards Board. An independent organization which has ultimate authority over the establishment of Generally Accepted Accounting Principals (GAAP) for state and local government. GASB members are appointed by the Financial Accounting Foundation (FAF); however the GASB enjoys complete autonomy from the FAF in all technical and standard-setting activities.
<b>GOAL</b>	A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.
<b>INCREMENTAL BUDGETING</b>	An incremental budget is a budget prepared using a previous period's budget or actual performance as a basis with incremental amounts added for the new budget period.
<b>INTERFUND LOAN</b>	A transfer of money from one township fund to another with the express understanding that the transfer is to be repaid to the originating fund within a specific amount of time.
<b>INTERFUND TRANSFER</b>	A transfer of money from one township fund to another with the express understanding that the transfer is to be permanent and will NOT be repaid.
<b>LINE ITEM</b>	A single, specific purpose listed in a budget document for the expenditure of funds.
<b>MODIFIED ACCURAL ACCOUNTING</b>	A basis of accounting used by Governmental Fund types in which revenues are recorded when collectable within the current period or soon enough thereafter to be used to pay liabilities of the current period, and, expenditures are recognized when the related liability is incurred.
<b>OPERATING BUDGET</b>	The portion of the budget that pertains to daily operations that provides the basic government services.
<b>ORDINANCE</b>	A formal legislative enactment by the governing board of the Township.

**PERSONAL PROPERTY  
REPLACEMENT TAXES**

Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. Corporations pay a 2.5% tax on income, partnerships and trusts pay 1.5% and public utilities pay 0.8% tax on invested capital.

**PERSONNEL SERVICES**

Costs related to compensating Township employees, including salaries, wages, and benefits and includes training, seminars and reimbursements.

**PROPERTY TAX LEVY**

An ordinance passed by a governmental body containing the amounts of money to be raised by general property taxation for operating purposes specified in the ordinance.

**RESERVES**

The amount of money the Township has on hand after all revenues have been received and all expenditures have been made. Synonymous with the term "Fund Balance".

**REVENUES**

The term given to money the Township expects to receive from taxation, fees, bonds, etc.

**ZERO BASE BUDGETING**

A method of budgeting in which all expenses must be justified for each new period. Zero-based budgeting starts from a "zero base" and every function within an organization is analyzed for its needs and costs. Budgets are then built around what is needed for the upcoming period, regardless of whether the budget is higher or lower than the previous one.



April 12, 2016

Palos Township  
10832 S. Roberts Road  
Palos Hills, IL 60465

Thank you for giving TeamLogic IT the opportunity to bid your project. We look forward to assisting Palos Township with this cabling project as well as look forward to working with you on any more upcoming projects. Please note that the bid below reflects the use of prevailing wages.

QTY	DESCRIPTION
29	CATEGORY 6 / 6E WIRING PULL CAT6 MODULAR JACK AND PLATE INCLUDED LINE CERTIFIED TO PATCH PANEL SECURE ALL LINES ABOVE DROP CEILING (RINGS, TIES ETC)
1	STAND ALONE WALL CABINET W/ ADJUSTABLE RAILS, FULLY ENCLOSED AND SECURE, RIGHT AND LEFT SWING COMPATIBLE
2	24 PORT CAT6 RACK MOUNTED PATCH PANEL, 19" 1U (RoHS APPROVED)
1	LACING BARS, HORIZONTAL WIRE MANAGEMENT
1	M4000 PRO RACK MOUNT POWER BANK AND SURGE PROTECTOR W/ BLUEBOLT CONTROL AND MONITORING
	REMOVE ANY OBSOLETE EQUIPMENT AND WIRING IN CURRENT DATA IT AREA, REMOVE AND RELOCATE FIRE ALARM ANTENNA TO ACCOMMODATE PLACEMENT OF NEW SECURED WALL RACK, USE PATCH CABLES TO RECONNECT ALL 10 IP PHONES AND TEST
<b>TOTAL FOR PROJECT LABOR AND MATERIAL \$ 5067.60</b>	

If you have any questions regarding this proposal please contact me.  
Sincerely,

Laurie Breese

15774 S. LaGrange Road  
Orland Park, IL 60462  
708.942.4266  
[www.TeamLogicIT.com/OrlandParkIL.com](http://www.TeamLogicIT.com/OrlandParkIL.com)



April 12, 2016

Palos Township  
10832 S. Roberts Road  
Palos Hills, IL 60465

Thank you for giving TeamLogic IT the opportunity to bid your project. We look forward to assisting Palos Township with this project as well as look forward to working with you on any more upcoming projects. Please note that the bid below reflects the use of prevailing wages.

QTY	DESCRIPTION	Total
1	Ubiquiti Networks Unifi 802.11ac Dual-Radio PRO Access Point (compared to Aerohive AP130)	\$178.80
1	Dell SonicWALL TZ300 (compared to the Cisco ASA 5506-X)	\$659.10
1	Dell SonicWALL Dynamic Support 24X7 – extended service agreement – 1 year	\$212.00
20	Patch Cords	\$100.00
1	HP J9776A 2530-24G 24 Port Gigabit Switch (compared to Cisco Catalyst 2960X)	\$474.00
	Labor	\$600.00
Additional Options: Dell SonicWALL Dynamic Support 24X7 – extended service – 2 year \$297.99/3 year \$309.00		
<b>TOTAL FOR PROJECT LABOR AND MATERIAL \$</b>		<b>\$2,223.90</b>

If you have any questions regarding this proposal please contact me.  
Sincerely,

Laurie Breese

15774 S. LaGrange Road  
Orland Park, IL 60462  
708.942.4266  
[www.TeamLogicIT.com/OrlandParkIL.com](http://www.TeamLogicIT.com/OrlandParkIL.com)

# CHOLESTEROL SUMMARY

2016

Month		Total Cholesterol		Cholestech		HA1C		Monthly Total	
		#	\$	#	\$	#	\$		
January	Res	2	\$ 30	2	\$ 80	1	\$ 15	\$ 125	\$ 125
	Non		\$ -		\$ -		\$ -	\$ -	
February	Res	1	\$ 15	2	\$ 80	3	\$ 45	\$ 140	\$ 140
	Non		\$ -		\$ -		\$ -	\$ -	
March	Res	2	\$ 30	1	\$ 40	1	\$ 15	\$ 85	\$ 105
	Non		\$ -		\$ -	1	\$ 20	\$ 20	
April	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
May	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
June	Res	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -
	Non		\$ -		\$ -	0	\$ -	\$ -	
July	Res	0	\$ -	0	\$ -	0	\$ -	\$ -	\$ -
	Non		\$ -		\$ -	0	\$ -	\$ -	
August	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
September	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
October	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
November	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
December	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
Additional	Res		\$ -		\$ -		\$ -	\$ -	\$ -
	Non		\$ -		\$ -		\$ -	\$ -	
									\$ 370
TOTALS		5	\$ 75	5	\$ 200	6	\$ 95	62	\$ 370

Month: **MARCH 2016**

# Health Service

## Monthly Fee Summary

1

Date		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		Daily Total
		#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	
03/01/16	Res	3	\$ 75	2	\$ 40	4	\$ 40	0	\$ -		\$ -		\$ -		\$ -	1	\$ 25	\$ 180
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
03/02/16	Res	1	\$ 25		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	0	\$ -	\$ 25
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/03/16	Res	2	\$ 50	1	\$ 20	8	\$ 80		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 150
	Non		\$ -		\$ -	2	\$ 40		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 40
03/04/16	Res	1	\$ 25	2	\$ 40	4	\$ 40		\$ -		\$ -	0	\$ -		\$ -	0	\$ -	\$ 105
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/05/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/06/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/07/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/08/16	Res	4	\$ 100	2	\$ 40	1	\$ 10	4	\$ 40	1	\$ 5		\$ -		\$ -	0	\$ -	\$ 195
	Non		\$ -		\$ -		\$ -	0	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/09/16	Res	4	\$ 100	1	\$ 20	4	\$ 40	0	\$ -	0	\$ -		\$ -		\$ -		\$ -	\$ 160
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/10/16	Res	2	\$ 50	2	\$ 40	7	\$ 70		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 160
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/11/16	Res	1	\$ 25	2	\$ 40	2	\$ 20	1	\$ 10		\$ -	2	\$ 10		\$ -	1	\$ 25	\$ 130
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/12/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/13/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/14/16	Res	2	\$ 50	1	\$ 20	3	\$ 30	1	\$ 10		\$ -	1	\$ 5		\$ -	1	\$ 25	\$ 140
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/15/16	Res	4	\$ 100		\$ -	4	\$ 40	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 150
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -

		Physical		Sick Visit		Immunization		TB Test		Other Shots		FBS		PG		Strep Screen		
03/16/16	Res	3	\$ 75	3	\$ 60	14	\$ 140		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 275
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/17/16	Res		\$ -	1	\$ 20		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 20
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/18/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -	2	\$ 10		\$ -		\$ -	\$ 10
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/19/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/20/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/21/16	Res		\$ -	1	\$ 20	2	\$ 20	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 50
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/22/16	Res		\$ -	2	\$ 40	1	\$ 10	2	\$ 20		\$ -		\$ -		\$ -		\$ -	\$ 70
	Non		\$ -		\$ -	3	\$ 60		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 60
03/23/16	Res		\$ -	1	\$ 20	1	\$ 10		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 30
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/24/16	Res		\$ -	2	\$ 40	1	\$ 10		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 50
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/25/16	Res	2	\$ 50		\$ -	6	\$ 60		\$ -		\$ -		\$ -	1	\$ 5		\$ -	\$ 115
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/26/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/27/16	Res		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/28/16	Res		\$ -		\$ -		\$ -	3	\$ 30		\$ -		\$ -		\$ -		\$ -	\$ 30
	Non		\$ -		\$ -	3	\$ 60		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 60
03/29/16	Res	3	\$ 75	1	\$ 20	2	\$ 20	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 125
	Non		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
03/30/16	Res	4	\$ 100		\$ -	3	\$ 30	1	\$ 10		\$ -		\$ -		\$ -		\$ -	\$ 140
	Non	1	\$ 40		\$ -	3	\$ 60		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 100
03/31/16	Res		\$ -	1	\$ 20	1	\$ 10		\$ -		\$ -		\$ -		\$ -		\$ -	\$ 30
	PLOWS	JULY, AUG, SEPT 2015		\$ -		\$ -	\$ -	4	\$ 40		\$ -		\$ -		\$ -		\$ -	\$ 40
		0	\$ 940	25	\$ 500	81	\$ 940	19	\$ 190	1	\$ 5	5	\$	1	\$ 5	3	\$ 75	\$ 2,680.00
MO 64 TOTAL \$																		2,680