



**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.

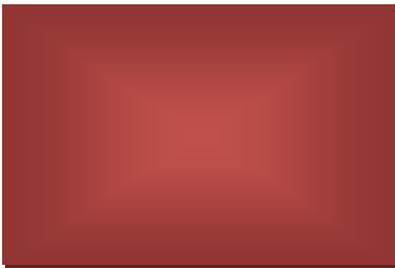
12. Executive Session

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

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.

TABLE OF CONTENTS

Budget Message.....	1
Readers Guide	2
Introduction.....	2
Budget Process	3
Budget Assumptions.....	4
Planning and Budget Priorities	4
Summary of Significant Accounting Policies	4
Budget Process Schedule	7
Summary of Positions	8
Historic Township EAV	9
Township Profile	10
Township Organization	11
Map	12
Major Projects.....	13
Anticipated Revenues (All Funds).....	15
Overview of Revenues by Category (All Funds).....	16
Overview of Revenues by Category (Town Fund).....	17
Overview of Revenues by Category (General Assistance Fund).....	18
Overview of Revenues and Expenditures (Town Fund).....	19
Department Summary (Administration).....	20
Anticipated Expenditures (Town Fund: Administration)	21
Department Summary (Assessor).....	24
Anticipated Expenditures (Town Fund: Assessor)	25
Department Summary (Health Services)	28
Anticipated Expenditures (Town Fund: Health Services)	29
Department Summary (Special Service Departments).....	32
Anticipated Expenditures (Town Fund: Special Services).....	33

Total Town Fund Expenditures by Department.....35
Anticipated Expenditures (General Assistance Fund).....36
Clerk’s Certificate39
Budget and Appropriation Ordinance40
Certificate of Estimated Revenues.....42
Glossary of Terms43

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 15th 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 1st of each year to March 31st 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 30th 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.

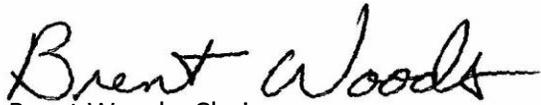
General Assistance Fund

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 written in a cursive, flowing style.

Brent Woods, Chairman
Committee on Finance and Administration

Budget Process Schedule

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 31st to the Supervisor.

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

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.

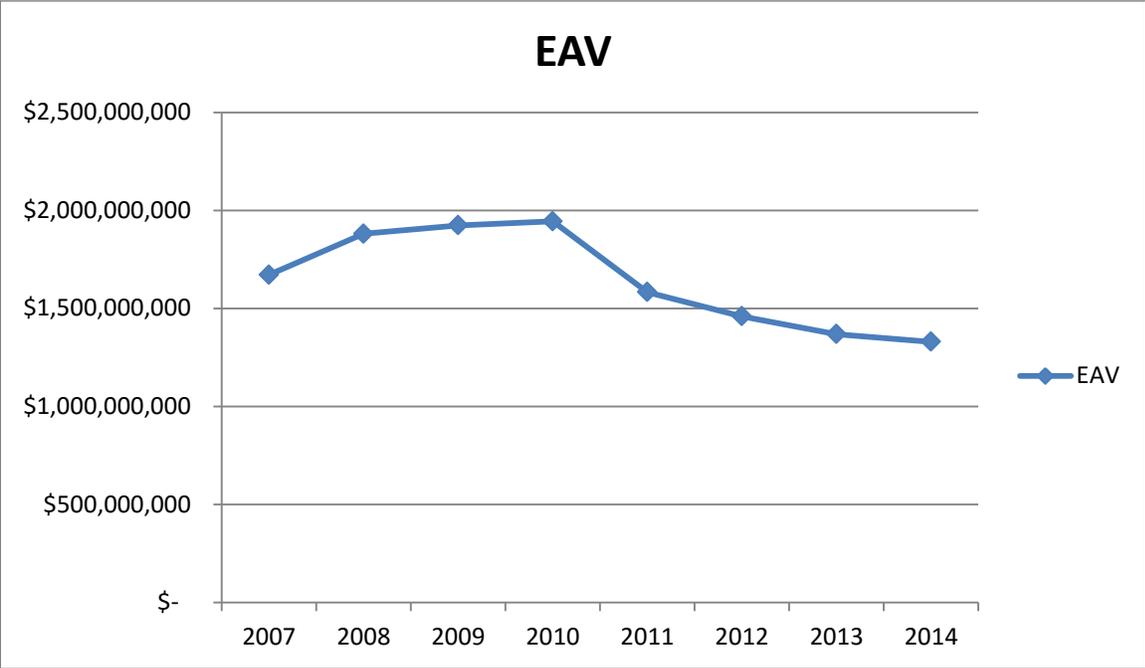
Final budget adopted by the Township Board.

Summary of Positions

	Authorized 2015-2016	Actual 2015-2016	Authorized 2016-2017
ADMINISTRATION			
<u>Elected Positions</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>Employees</u>			
Administrative Assistant to the Board	1/0	1/0	1/0
Office Assistant	0/1	0/1	0/1
ASSESSOR			
Deputy Assessor	1/0	1/0	1/0
HEALTH SERVICE			
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
GENERAL ASSISTANCE			
Director	0/1	0/1	0/1
TOTAL ELECTED	8	8	8
EMPLOYEES	3/11	3/11	4/10

* “#/#” = # 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, 87th Street on the north and 135th 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%

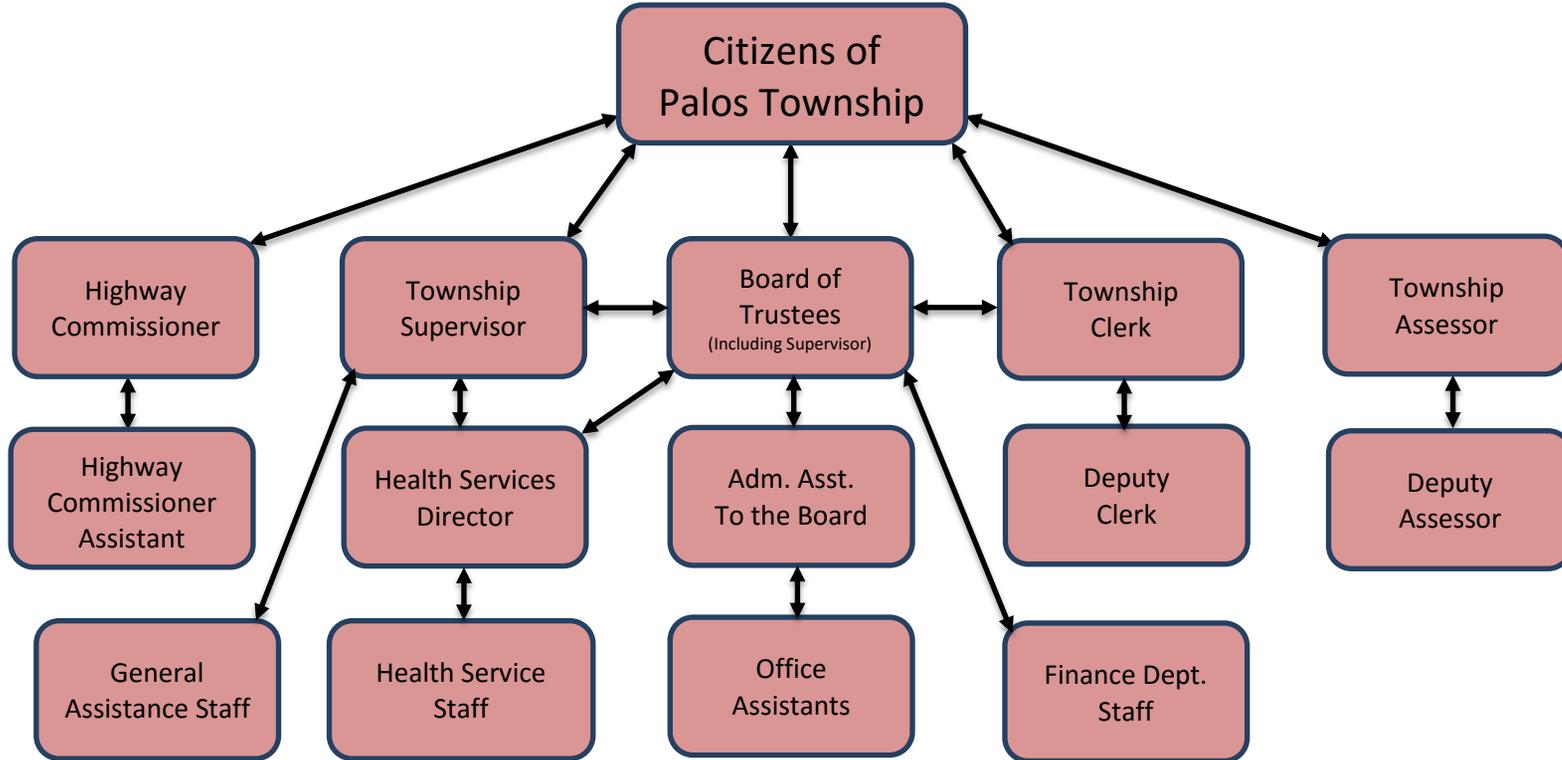
Population by Race		
White	48,954	90.4%
African American	1,642	3.0%
Asian	1,652	3.0%
American Indian and Alaskan Native	67	0.1%
Native Hawaiian and Pacific Islander	7	-
Other	1,389	2.5%
Identified by two or more	904	1.0%

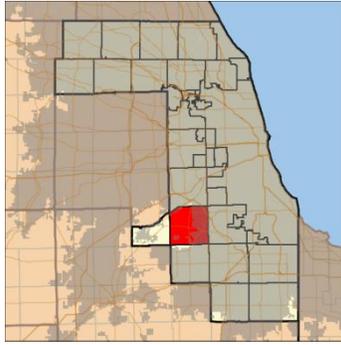
Other Statistics	
Median Age of MALES	41.5
Median age of FEMALES	43.1
Average Household Size	2.51
Average family size	3.11
Estimated median household income	\$63,359
Below poverty level	4.3%
Foreign born residents (64% Citizens)	7,538

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

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...

HEALTH SERVICE EQUIPMENT UPGRADES

Budget: \$10,000

Timeline: Tentatively by January 1, 2017

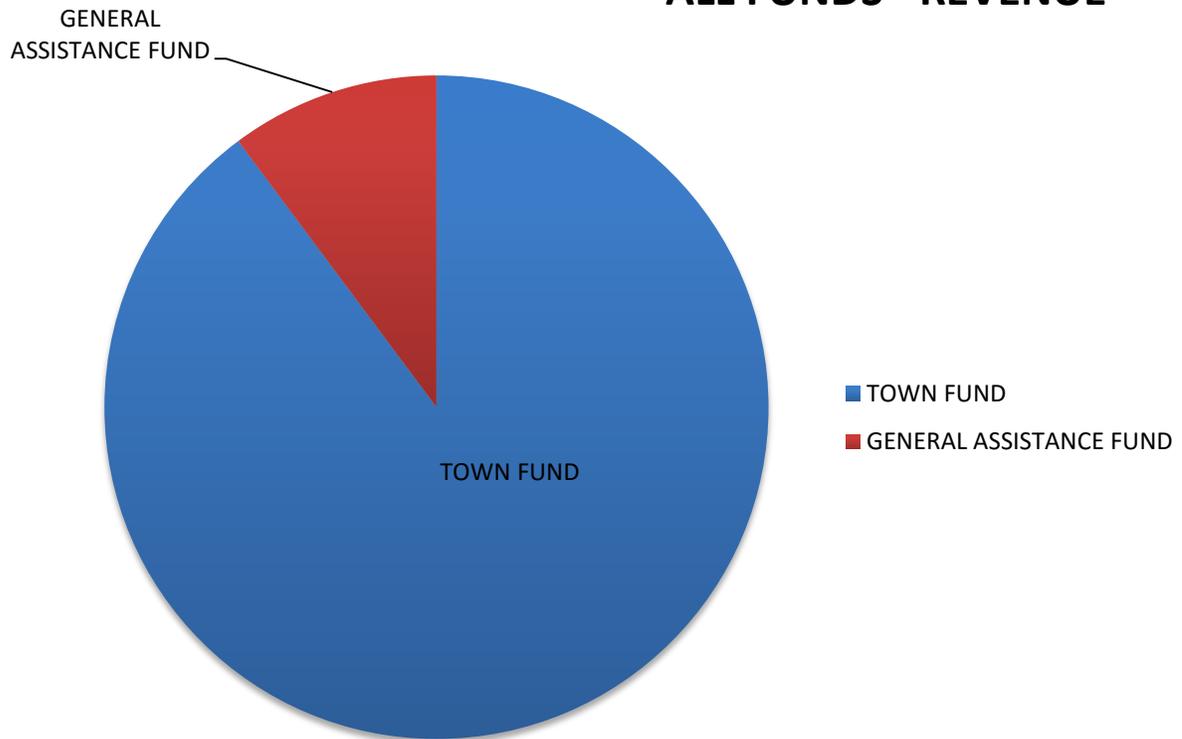
Purpose: Under new federal regulations, all health services, physician offices and medical facilities that administer vaccinations will be required to install a pharmaceutical grade refrigerator and freezer.

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

ANTICIPATED REVENUES

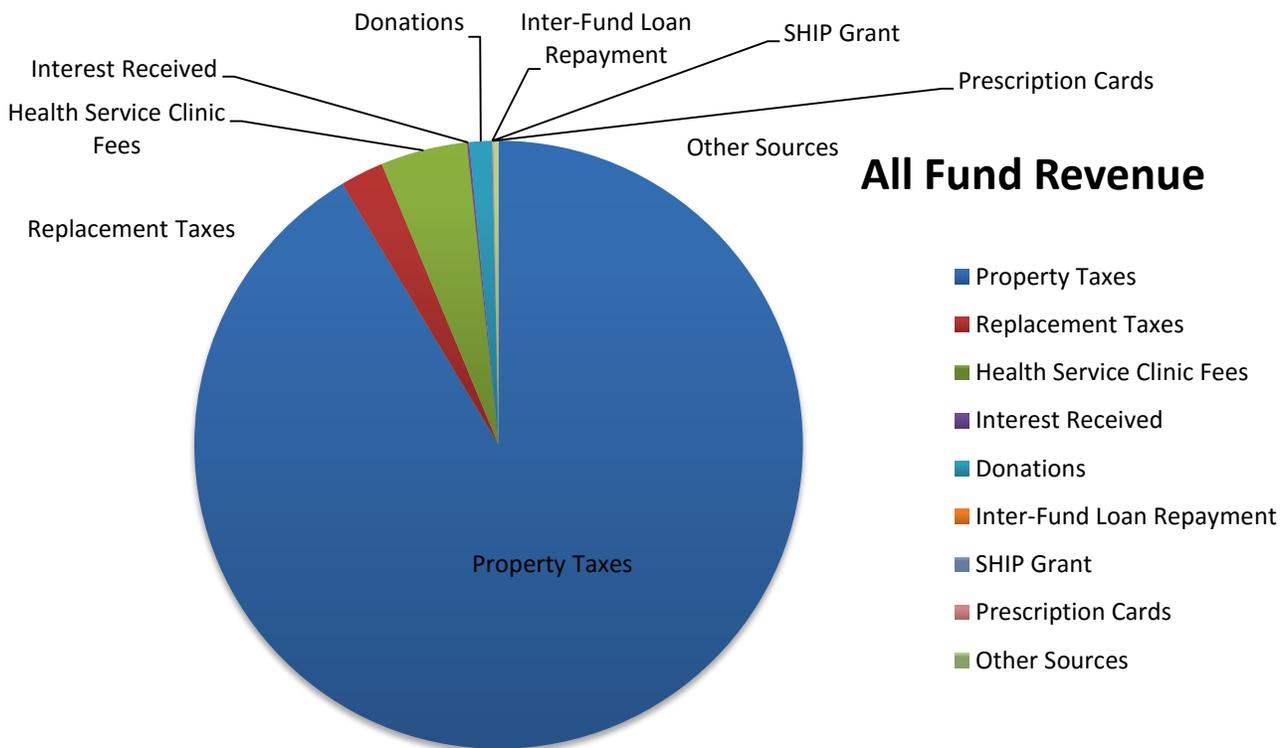
ALL FUNDS BY CATEGORY	FY 2014-2015	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2016-2017
	ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
TOWN FUND	903,632	1,000,600	1,043,175	904,720	979,000
GENERAL ASSISTANCE FUND	82,569	86,000	97,955	82,000	111,000
TOTAL ALL TOWNSHIP FUNDS	986,201	1,086,600	1,141,130	986,700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

ALL FUNDS - REVENUE



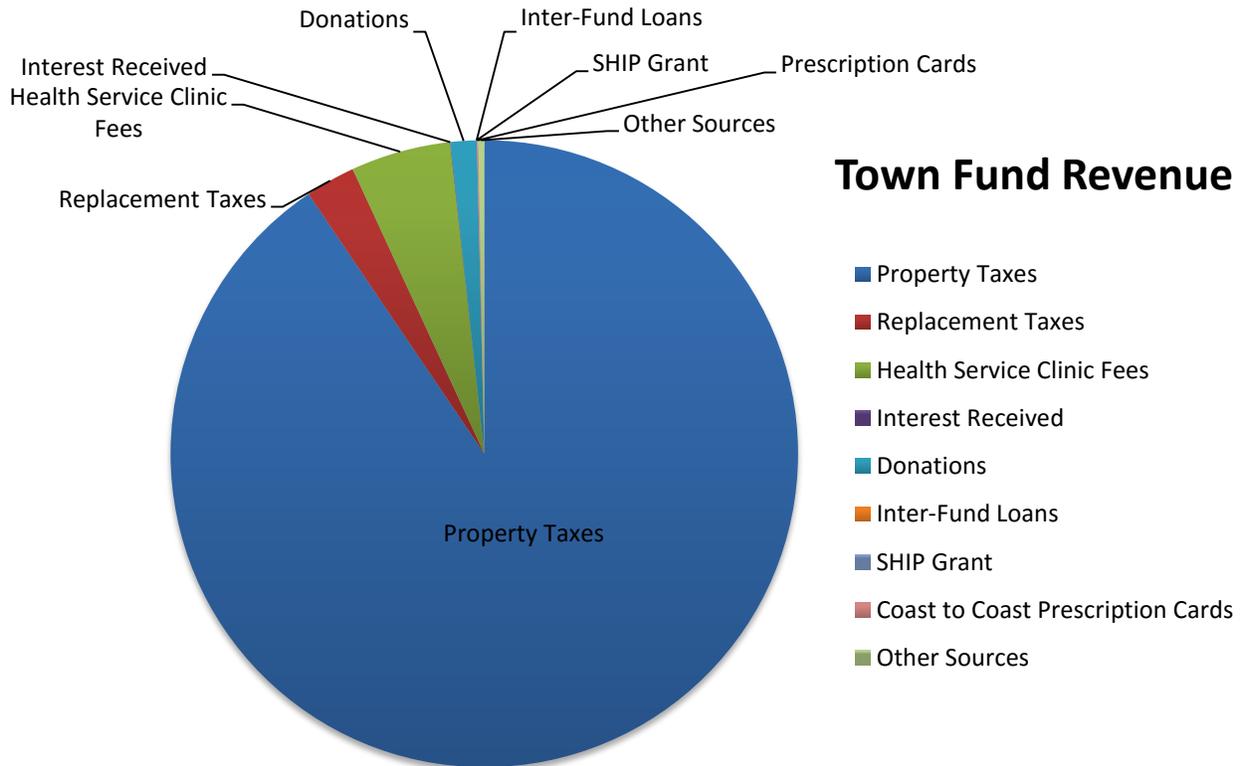
OVERVIEW OF REVENUES BY CATEGORY (ALL FUNDS)

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
TOTAL REVENUES		1,011,201	1,081,600	1,140,285	984,900	1,083,000



OVERVIEW OF REVENUES BY CATEGORY (TOWN FUND)

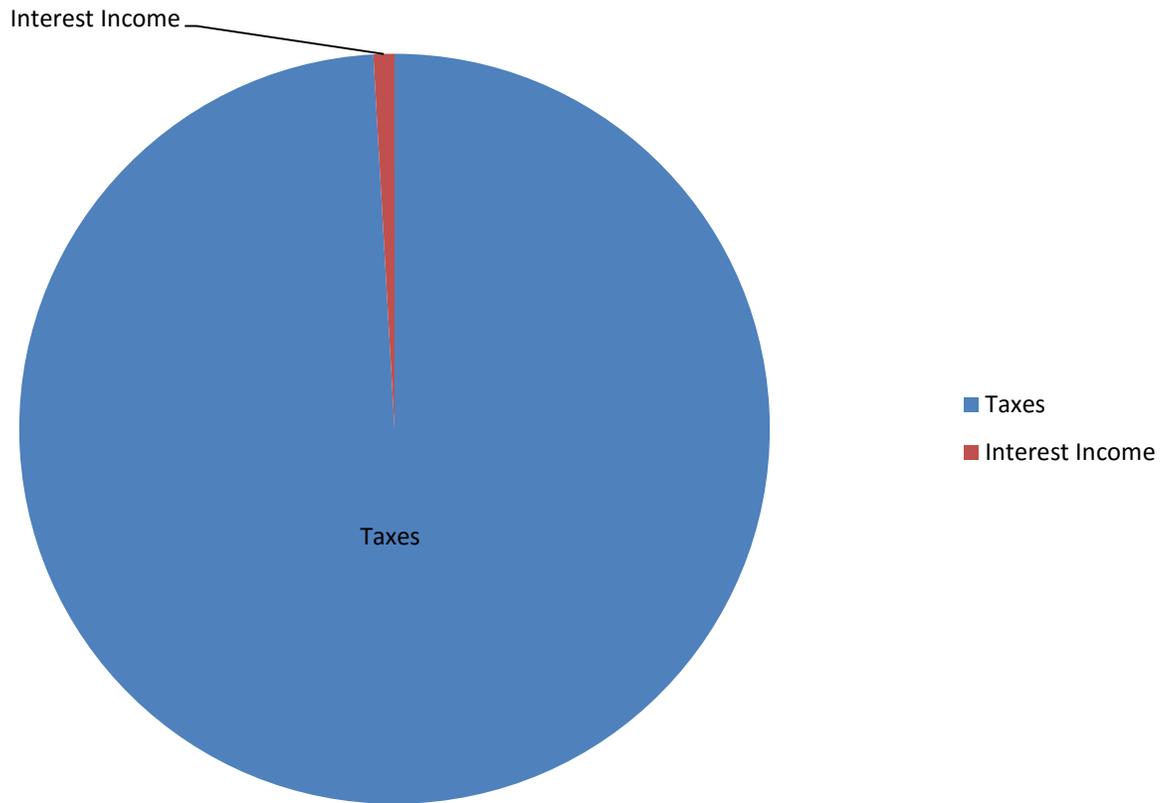
TOWN REVENUES		2014-2015	2015 -2016	2015-2016	2016-2017	2016 - 2017
		ACTUAL	BUDGET	ACTUAL	BUDGET	APPROPRIATION
00-1000	Property Taxes	832,797	835,000	877,707	840,000	880,000
00-2000	Replacement Taxes	22,417	20,000	24,787	20,000	25,000
00-3000	Health Service Clinic Fees	32,661	47,000	35,155	35,000	50,000
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
TOTAL REVENUES		928,632	1,000,600	1,043,175	904,700	979,000



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
		82,570	81,000	97,955	82,000	111,000

General Assistance Fund Revenues



OVERVIEW OF APPROPRIATED REVENUE AND EXPENDITURES (TOWN FUND)

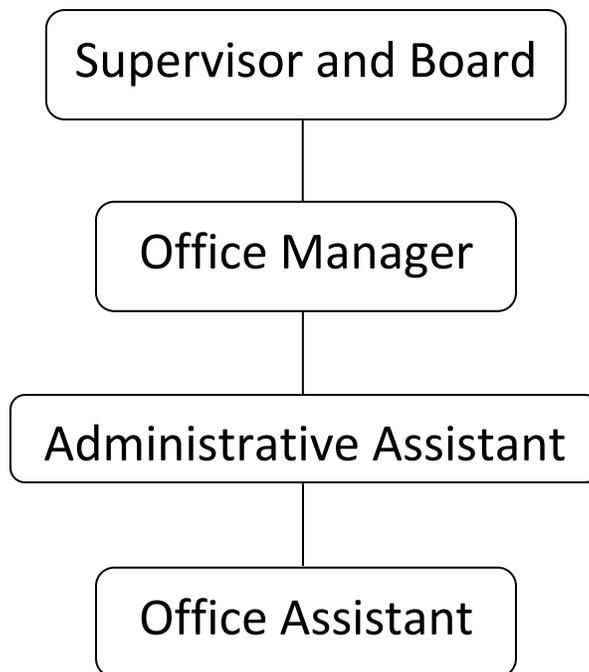
Cash on Hand – April 1, 2016		669,934
 ESTIMATED REVENUES		
Property Taxes	840,000	
Replacement Taxes	20,000	
Health Service Clinic Fees	35,000	
Interest Received / Investments	100	
Donations	8,000	
Inter-fund Loans (Receivable)	-	
Intergovernmental Sources	-	
SHIP Grant	-	
Coast to Coast Prescription Cards	600	
Other Sources	1,000	
<u>TOTAL ESTIMATED REVENUES</u>	<u>904,700</u>	
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	
<u>TOTAL APPROPRIATED EXPENDITURES</u>	<u>1,207,924</u>	
 ESTIMATED CASH ON HAD, MARCH 31, 2017		 366,710

Department Summary – Department of Administration

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

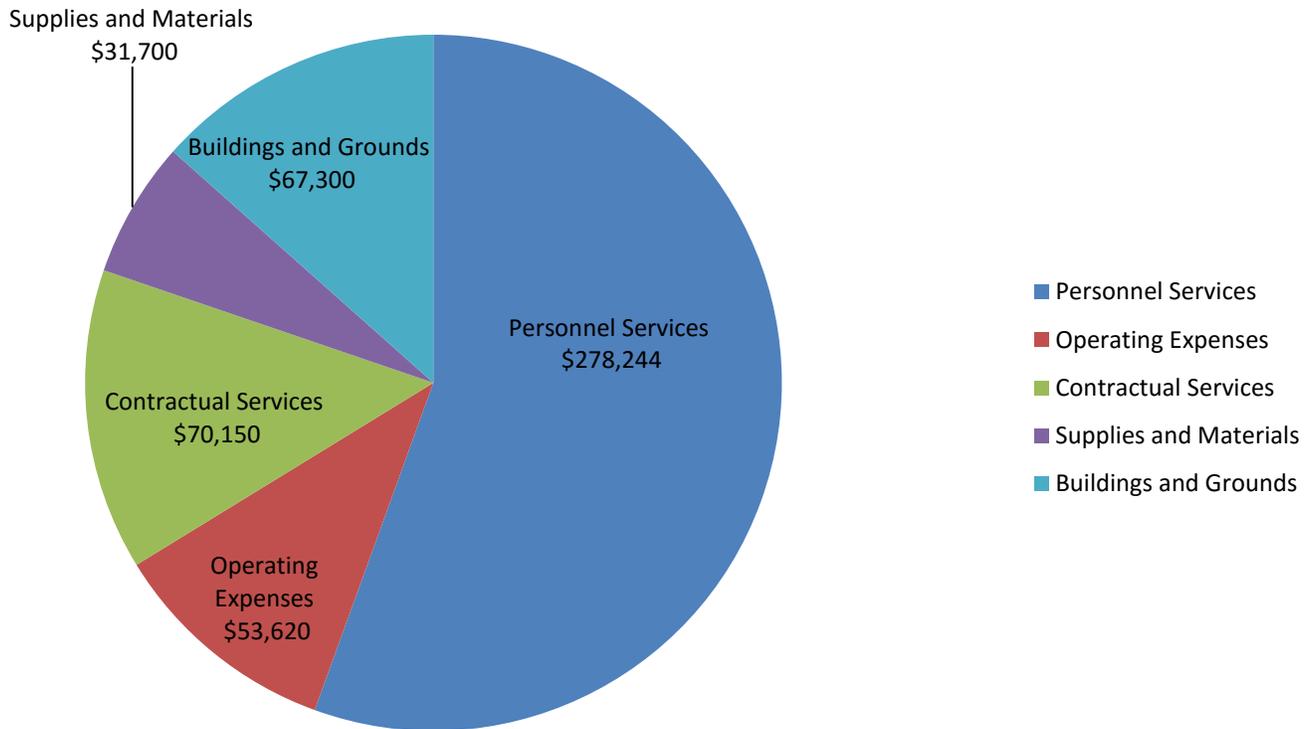
DEPARTMENT RESPONSIBILITIES:

- 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

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
Salaries						
	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
Taxes (Paid by the Township)						
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
Employee Benefits						
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
Employee Expenses						
	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
TOTAL PERSONNEL SERVICES		292,563	304,530	286,374	259,048	278,244

OPERATING EXPENSES

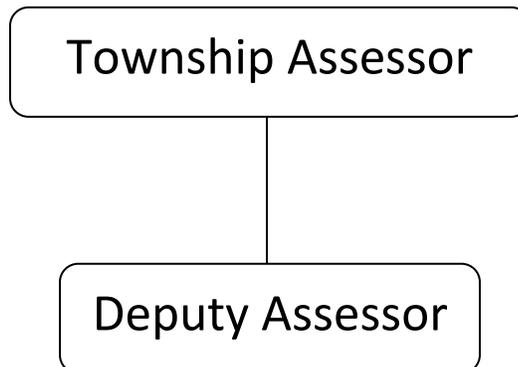
Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015-2016 ACTUAL	2016-2017 BUDGET	2016 – 2017 APPROPRIATION
	Liability Insurance (Errors and Omissions)	-	2,000	-	-	-
11-1000	Publishing and Advertising	2,622	3,000	2,565	2,500	3,000
11-1100	Postage and Delivery	1,516	2,000	2,279	2,100	2,500
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
TOTAL OPERATING EXPENSES		64,422	58,000	42,434	47,600	53,620

Department Summary – Office of the Assessor

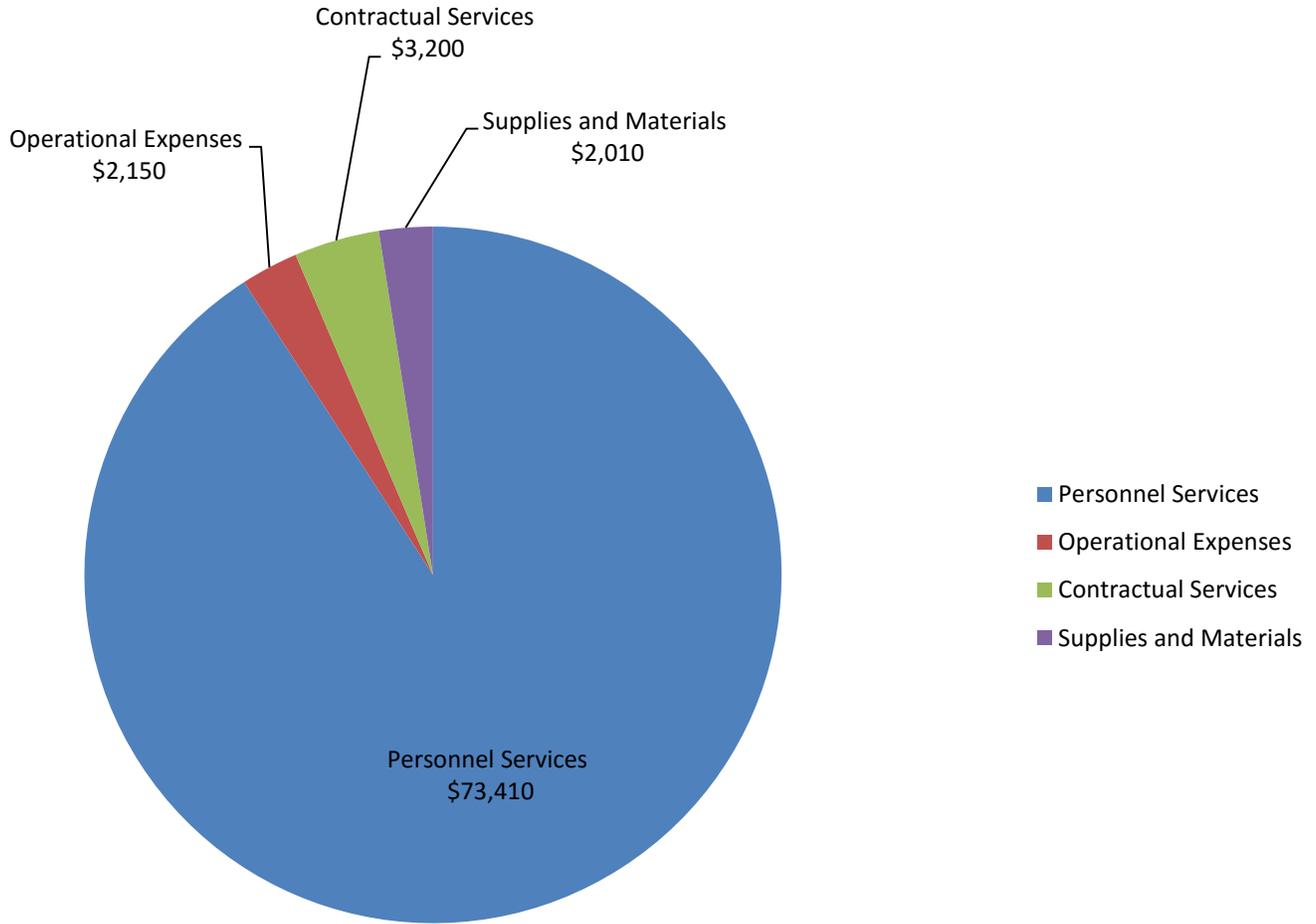
The Assessor is an independently elected Township Official, functioning independently of the Township Board. Although independent, the Township Board has fiscal oversight and is responsible for setting the final budget of the office.

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
Salaries						
20-0100	Deputy Assessor	42,370	43,400	43,072	44,150	45,000
Taxes (Paid by the Township)						
20-1000	Medicare Expense	-	-	576	650	800
20-1100	FICA Expenses	-	-	2,670	3,090	3,500
Employee Benefits						
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
Employee Expenses						
	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
TOTAL PERSONNEL SERVICES		43,505	44,750	66,683	68,740	73,410

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
TOTAL OPERATING EXPENSES		733	650	1,319	1,350	2,150

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
TOTAL CONTRACTUAL SERVICES		-	-	1,758	2,550	3,200

ASSESSOR
Fiscal Year 2016 - 2017

SUPPLIES AND MATERIALS

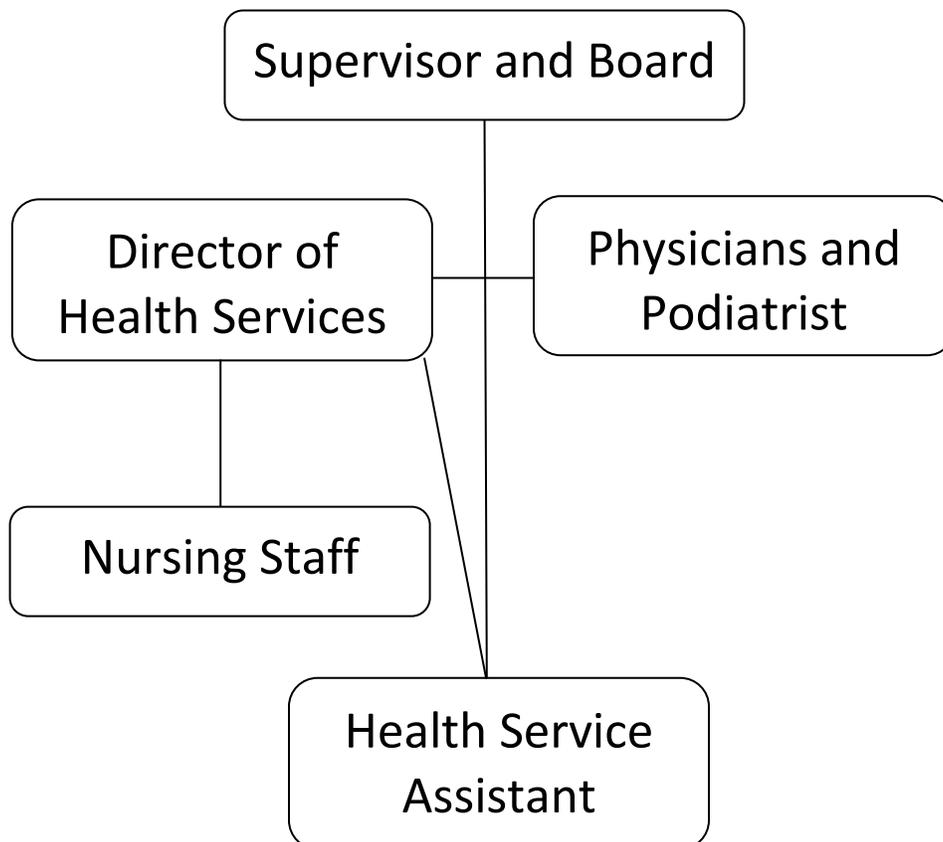
Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
23-1000	Office Supplies	633	800	-	700	800
23-1100	Technology Equipment	-	-	-	600	660
23-1200	Office Equipment	-	-	-	-	-
23-1300	Furniture	-	-	-	500	550
	Miscellaneous Charges –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

Department Summary – Health Services

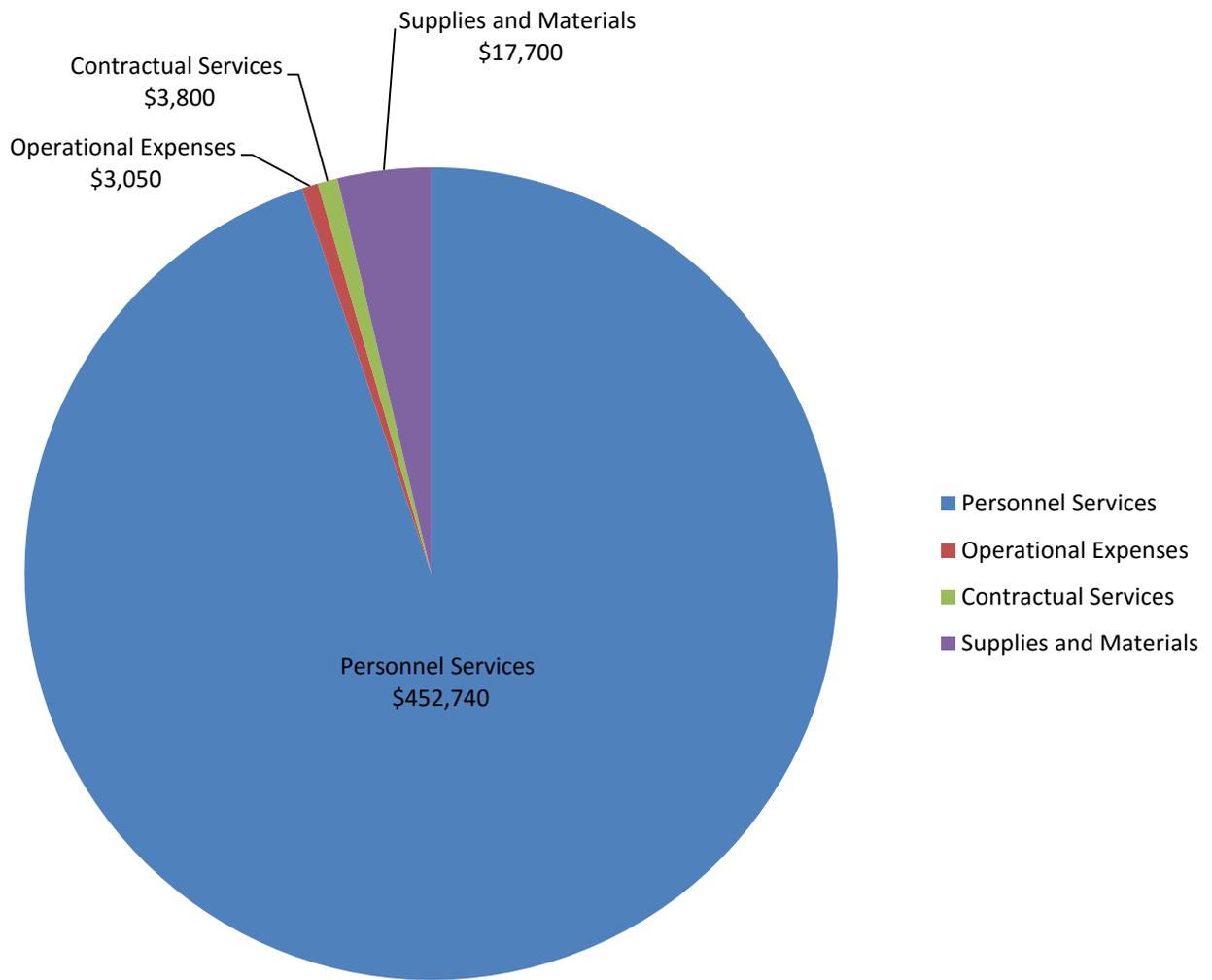
The Department of Health Services is primarily responsible for the efficient management of the Palos Township Health Service and its programs.

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
Salaries						
	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
Taxes (Paid by the Township)						
30-1000	Medicare Expense	-	-	-	3,500	3,850
30-1100	FICA Expenses	12,539	20,000	13,884	14,800	16,280
Employee Benefits						
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
Employee Expenses						
30-1600	Professional Development	-	-	-	500	600
30-1700	Transportation and Travel	-	-	-	500	600
30-1800	Conferences and Meetings	-	-	-	400	500
TOTAL PERSONNEL SERVICES		343,914	367,000	378,213	418,400	452,740

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
TOTAL OPERATING EXPENSES		17,005	19,000	22,888	26,450	30,050

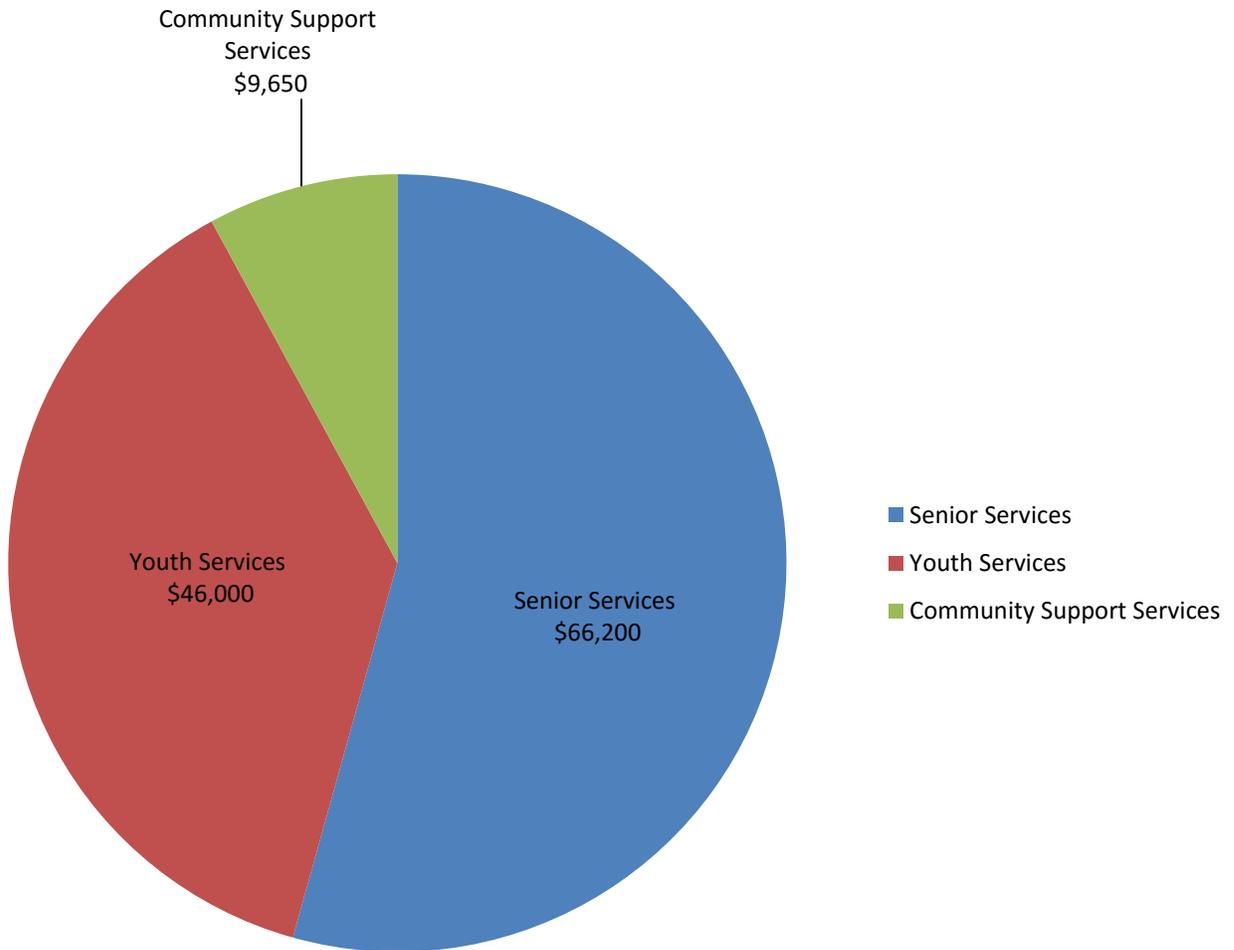
Special Service Departments - Summary

- **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

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	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
	TOTAL SENIOR SERVICES	29,550	29,550	27,100	36,500	66,200

Department 50 Youth Services

YOUTH SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
	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)	-	-	-	-	-
	TOTAL YOUTH SERVICES	-	-	-	-	46,000

Department 60 Community Support Services

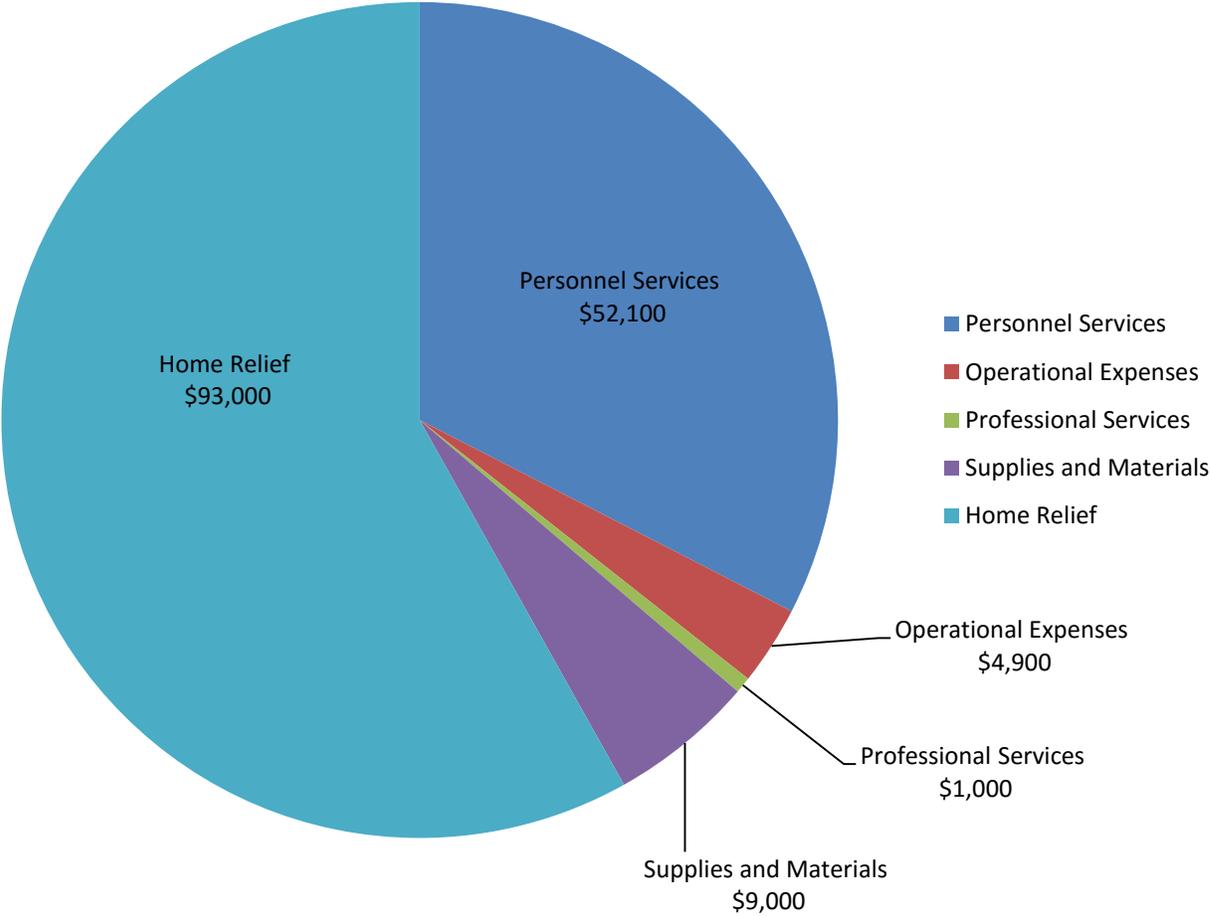
COMMUNITY SUPPORT SERVICES

Account Number	DESCRIPTION	2014-2015 ACTUAL	2015-2016 BUDGET	2015 – 2016 ACTUAL	2016 – 2017 BUDGET	2016 – 2017 APPROPRIATION
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
	TOTAL COMMUNITY SUPPORT SERVICES	-	-	7,028	8,800	9,650

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
	TOTAL TOWN FUND	899,741	938,730	897,208	1,032,838	1,207,924

GENERAL ASSISTANCE FUND



**GENERAL ASSISTANCE
Fiscal Year 2016 - 2017**

Fund 02
Department 70

PERSONNEL SERVICES

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

OPERATING EXPENSES

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

PROFESSIONAL SERVICES

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

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:

<u>SOURCE</u>	<u>ESTIMATED AMOUNT</u>
<u>TOWN FUND</u>	
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>
TOTAL ESTIMATED TOWN REVENUES	\$ 904,700
<u>GENERAL ASSISTANCE FUND</u>	
Net Property Tax Receipts	\$ 80,000.00
<u>Other Sources</u>	<u>\$ 200.00</u>
TOTAL ESTIMATED TOWN REVENUES	\$ 80,200.00

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

ACCOUNT	A term used to identify an individual asset, liability, expenditure control, revenue control, or fund balance.
ACCOUNTING SYSTEM	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.
ACCRUAL BASIS	A system of government accounting where revenues and expenditures are recognized before they are received or spent.
ANNUALIZE	Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.
APPROPRIATION	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.
ASSETS	Property owned by a government which has a monetary value.
ASSESSED VALUATION	A valuation set upon real estate or other property by the County Assessor as a basis for levying taxes.
BALANCED BUDGET	The budget is balanced when the sum of estimated revenues and appropriated fund balances is equal to or greater than expenditures.
BOARD OF TRUSTEES	The elected body responsible for the oversight of the Township and includes four (4) Trustees and the Township Supervisor.
BUDGET	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.

CAFR	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.
CAPITAL EQUIPMENT	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.
CAPITAL IMPROVEMENT	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.
CAPITAL OUTLAY	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".
CASH BASIS	The basis of accounting in which revenues and expenditures are recognized when cash is received or disbursed.
CHART OF ACCOUNTS	The classification system used by the Village to organize the accounting for various funds.
COMMODITIES	Consumable items used by Township departments. Examples include office supplies, replacement parts for equipment and gasoline.
CONTINGENCY	A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.
DEBT	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.
DEFICIT	<ol style="list-style-type: none"> 1. The excess of an entity's liabilities over its assets; or 2. The excess of expenditures or expenses over revenues during a single accounting period.

DEPARTMENT	A major administrative organizational unit of the Village which indicates overall management responsibility for one or more activities.
DISBURSEMENT	Payments for goods and services in cash or by check.
EAV	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.
ENCUMBRANCE	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.
EXPENDITURES	The term given to the “spending” of government held funds. In general, governmental agencies do not have “expenses”, they have “expenditures”.
FISCAL YEAR	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 st to March 31 st next following as its fiscal year.
FUND(S)	<ol style="list-style-type: none"> 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; 2. The term used to describe moneys belonging to the Township.
FUND BALANCE	The excess of a fund’s assets over its liabilities and reserves.
GAAFR	Governmental Accounting, Auditing and Financial Reporting. A Comprehensive practice-oriented guide to accounting and auditing in the public sector.
GAAP	Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GAAS	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.
GASB	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.
GOAL	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.
INCREMENTAL BUDGETING	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.
INTERFUND LOAN	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.
INTERFUND TRANSFER	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.
LINE ITEM	A single, specific purpose listed in a budget document for the expenditure of funds.
MODIFIED ACCURAL ACCOUNTING	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.
OPERATING BUDGET	The portion of the budget that pertains to daily operations that provides the basic government services.
ORDINANCE	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
TOTAL FOR PROJECT LABOR AND MATERIAL \$ 5067.60	

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



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		
TOTAL FOR PROJECT LABOR AND MATERIAL \$		\$2,223.90

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

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

**Health Service
Monthly Fee Summary**

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 Y TOTAL \$ 2,680																		