

Berwyn Park District
Monthly Board Meeting
Proksa Park Activity Center
3001 S. Wisconsin Ave, Berwyn, IL
November 21, 2023, at 6:00pm

Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Acceptance of Minutes (action)
 - a. October 23, 2023, Board Meeting Minutes (action)
 - b. November 7, 2023, Committee Meeting Minutes (action)
- V. Public Comments
- VI. Correspondence
- VII. Financial Report
- VIII. Agency Report
- IX. West Suburban Special Recreation Association (WSSRA)
- X. Unfinished Business
 - a. Approval of 2024 Committee Meeting Schedule (action)
 - b. Approval of 2024 Board Meeting Schedule (action)
 - c. FOIA Officers (action)
 - d. 2024 Annual Budget discussion
- XI. New Business
 - a. Approval of the 2023 Levy (action)
 - b. Section 6 of the Employee Policy Manual
 - c. Section 7 of the Employee Policy Manual
- XII. Master Plan
- XIII. Government Efficiency Committee
- XIV. Commissioners Comments
- XV. Executive Session
 - a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
 - b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
 - c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
 - d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
- XVI. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is December 19, 2023, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is December 5, 2023, at 4:30pm at Freedom Park Administration Building.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

BOARD OF COMMISSIONERS

Brian Brock, President
Zachary Taylor, Treasurer
Gretchen Kostelny, Commissioner



Ana Espinoza, Vice President
Mario Manfredini, Secretary

Minutes of Monthly Board Meeting
Berwyn Park District
October 17th, 2023, at 6pm
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:04pm by President Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, Gretchen Kostelny, and Mario Manfredini.
Absent: Zachary Taylor

Staff in attendance: Cathy Fallon (Executive Director), Cindy Hayes (Superintendent of Finance and HR) and Nicole Collier (Superintendent of Recreation).

A motion was made by Kostelny, seconded by Manfredini to approve Brian Brock's absence. Motion unanimously approved.

Agenda: A motion made by Manfredini, seconded by Espinoza to approve the agenda. Motion unanimously carried.

Minutes: A motion made by Manfredini, seconded by Kostelny to approve the minutes from the September 19th, 2023, Board Meeting and October 3rd, 2023, Committee Meeting. Motion unanimously approved.

Public Comments: Mary Peranteau asked if volunteers would need to sign waivers for the October 28th Tree Planting Event. She also asked who planted the flowers/plants and for a list of the flowers/plants in the section of Proksa that was completed in the MWRD grant.

Correspondence: no correspondence.

Financial Report: The total investments as of September 30th, 2023, are \$1,286,358.66. A motion was made by Manfredini, seconded by Taylor to approve October's payables \$116,790.46 and September's payroll \$98,272.77 for a total of \$215,063.23. Roll call: Brock- aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- absent. Motion carried. Scholarship report is included in the packet.

Agency Report: report is in the packet- Rec Department hosted the Spooktacular Trick or Treat event. There were more than 1000 participants. McDonalds and Tony's donated apples and pumpkins to the event. There were 8 vendors passing out candy to the kids. 250 tickets were purchased for the Chicago Fire Game. The Chicago Fire will donate \$5 to the park district for every ticket sold. Our adults took a trip to the Elmhurst Historical Museum. The Parks Department is starting to winterize the parks and buildings. Communication on this process is being shared with the community. The new website is tentatively scheduled to go live in early November.

West Suburban Special Recreation Association (WSSRA): September minutes are included in the packet.

Unfinished Business: 2024 Health Insurance plan- a motion was made by Manfredini, seconded by Brock to approve the cost share table rates for the 2024 health insurance plans for \$2000 PPO with \$1500 HRA, HMO, Dental with Orthodontia, and Vision \$600. Full coverage for single health insurance with 20% employee and 80% employer coverage on Vision, Dental with ortho, and additional family members for health insurance. Roll call: Brock- aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- absent.

Motion carried. **Employee policy manual section 2** – amotion was made by Kostelny, seconded by Manfredini to approve section 2 of the employee policy manual as presented. Roll call: Brock- aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- absent. Motion carried.

New Business: Director Fallon presented the 2024 Draft Budget. The budget timeline was discussed. The budget hearing for the public is November 21st at 6pm. Director Fallon went over definitions of fund balances. The redesign of the budget is more transparent.

Master Plan: Director Fallon updated the board on the progress of the master plan. Questions for the survey were sent to staff for review.

Government Efficiency Committee: no update.

Commissioners' Comments: Commissioner Espinoza commented that the bus was leaking inside. She also asked if we are fully staffed. President Brock commented regarding the progress that the district has been making. He would like a manager's schedule of who is on call for the holidays. Commissioner Kostelny is concerned on the fascia that is hanging down on the Sunshine building.

Meeting Dates: November 7th, 2023- Committee Meeting at the Freedom Admin Building at 4:30pm.
November 21^s, 2023-Budget Hearing and Regular Board Meeting at Proksa Park Activity Center at 6pm.

Executive Session: no executive session.

Adjournment: A motion was made by Kostelny seconded by Manfredini to adjourn at 7:13pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
November 7th, 2023, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:30pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, Mario Manfredini, and Zachary Taylor.

Absent: Gretchen Kostelny.

Staff in attendance: Cathy Fallon (Executive Director), Nicole Collier (Superintendent of Recreation), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).

Agenda: A motion made by Manfredini, seconded by Espinoza to approve the agenda as presented. Motion unanimously carried.

Public Comments: none

Correspondence: Flyers produced by the City of Berwyn (Berwyn Thanksgiving Dinner and Holiday Food Box) has our logo on them since we are in partnership with them.

Financial Report: Director Fallon discussed with the board regarding updating our bank accounts to include Cindy Hayes on all of them. Closing 3 accounts at Byline Bank and opening an interest-bearing account for the purpose of unemployment funding. We need 2 more accounts opened at different banks for the scholarship fund and the capital development fund.

A motion was made by Brock, seconded by Manfredini to allow Cynthia Hayes to open an interest-bearing account at Byline Bank on behalf of the Berwyn Park District for the purpose of holding the district's unemployment money. Roll call: Brock-aye, Espinoza-aye, Kostelny-absent, Manfredini-aye, Taylor-aye. Motion carried.

A motion was made by Brock, seconded by Manfredini to close the three existing accounts at Byline that are no longer being used. Money currently in these accounts will be distributed as follows: \$32,000 to the new unemployment account at Byline and the remaining amount will go to the operating account at Republic Bank. Roll call: Brock-aye, Espinoza-aye, Kostelny-absent, Manfredini-aye, Taylor-aye. Motion carried.

A motion was made by Brock, seconded by Manfredini to close the safe deposit box at Byline Bank and remove the contents which are to remain as the property of the Berwyn Park District. Roll call: Brock-aye, Espinoza-aye, Kostelny-absent, Manfredini-aye, Taylor-aye. Motion carried.

A motion was made by Brock, seconded by Manfredini to allow Cynthia Hayes to inquire and open an interest-bearing account on behalf of the Berwyn Park District to be used for scholarship and capital expenditures. Roll call: Brock-aye, Espinoza-aye, Kostelny-absent, Manfredini-aye, Taylor-aye. Motion carried.

Budget- Commissioners did not have any questions on the 2024 draft budget. Audit- Director Fallon updated the board on the costs and schedule of the 2023 audit. Sikich will complete the audit.

Policy and Personnel: Director Fallon included a chart in the packet of what other agencies have for employees' time off. A chart of employee usage benefits was included in the packet. The board had a discussion of the amount of time off days for employees. A motion was made by Brock, seconded by Manfredini to adopt section 3 of the employee policy manual as presented. Roll call: Brock-aye, Espinoza-aye, Kostelny-absent, Manfredini-aye, Taylor-aye. Motion carried. Section 4 and 5 of the employee policy manual was presented and discussed. A motion was made by Brock, seconded by Taylor to adopt section 4 and 5 of the employee policy manual as presented. Roll call: Brock-aye, Espinoza-aye, Kostelny-absent, Manfredini-aye, Taylor-aye. Motion carried.

Recreation: report included in packet. Brewfest-financial summary was included in the packet. Little Ninjas, tumbling and gymnastics, hip hop and bitty ballet have been successful programs and continue to grow on enrollment. Soccer-Commissioner Taylor commented that there are too many kids on the field at the same time -need more staffing. Brittany Nepomuck (marketing manager) gave a presentation on the new website. It is almost ready to go live.

Commissioner Espinoza left the meeting at 5:48pm.

Building and Grounds: report included in packet. Director Fallon presented 2 options to the board on the replacement of a broken slide at Proksa. The board decided to replace the broken piece with another slide. A patron complimented Director Fallon on how Freedom Park is looking and very happy that the bushes on the back of the building were removed and the bushes on the backside were trimmed for safety reasons. Christmas decorations will be going up.

Technology Update: Director Fallon updated the board. There is a pause on IT cleanup until the budget process has been completed. By 2025 all district computers will need to be replaced.

Master Plan: Director Fallon updated the board. Meetings are being set up for the stakeholders. They will be done via zoom without park staff. Hitchcock will be at the January board meeting to discuss their survey findings with the board. The data from RecTrac has been analyzed and given to staff.

Government Efficiency Committee: nothing to report.

Other: The dates, times, and locations for the 2024 committee meetings and board meetings have been included in the packet. The board will discuss and vote at the November meeting.

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 6:14pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. November 2023 Payables / September Payroll and Payroll Liabilities (Action Roll Call)
- B. Treasurer's Report
- C. General Ledger (GL) Report
- D. Schedule of Investments
- E. Scholarship Report

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

November 2023 Payables:

\$325,269.58

Payroll/Payroll Liabilities:

10/13/2023 \$ 31,938.52

10/27/2023 \$ 32,212.12

total: \$ 64,150.64

I motion to approve the November 2023 payables in the amount of \$325,269.58 and October 2023 Payroll in the amount of \$ 64,150.64 for a total of \$389,420.22

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	111957	01 faucet repair at Hessler	20020053660	10/30/23		24917	11/01/23	1,154.28	406.28 406.28
								VENDOR TOTAL:	1,154.28
Brady	BradyIFS								
	8403148	01 liners	10020053789	10/30/23		24918	11/01/23	168.00	168.00 168.00
								VENDOR TOTAL:	168.00
C.BERWYN	City of Berwyn								
	2023-00000035-GAS	01 Unleaded and Diesel Fuel	10020055765	10/25/23		24919	11/01/23	776.82	776.82 776.82
	2023-00000039-GAS	01 unleaded and diesel gas	10020055765	11/13/23		24944	11/15/23	520.50	520.50 520.50
								VENDOR TOTAL:	1,297.32
carl	Carl Leach								
	01/25/24	01 deposit for entertainment for	20120052609	11/06/23		24945	11/15/23	225.00	225.00 225.00
								VENDOR TOTAL:	225.00
CDS	CDS Office Technologies								
	INV1571821	01 IT services 11/03/23-12/02/23	10010051585	11/07/23		24946	11/15/23	5,314.00	2,420.00 1,210.00
		02	20010051585						1,210.00
	INV1573015	01 firewall	10010051585	11/09/23		24946	11/15/23	5,314.00	2,894.00 1,447.00
		02	20010051585						1,447.00
								VENDOR TOTAL:	5,314.00
COM	COMCAST CABLE								
	Dec 23 -SP	01 sunshine cable and internet	10010052641	11/13/23		24947	11/15/23	427.74	215.30 215.30
	Dec 23-LCC	01 Liberty- internet and cable	20010052641	11/13/23		24947	11/15/23	427.74	212.44 212.44
	Nov 23 - FP	01 Freedom cable and internet	10010052641	10/30/23		24920	11/01/23	859.12	218.94 218.94

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Nov 23 - LB			10/16/23		24920	11/01/23	859.12	212.44
	01	Liberty cable and internet	20010052641						212.44
	Nov 23 - PP			10/16/23		24920	11/01/23	859.12	212.44
	01	Proksa cable and internet	20010052641						212.44
	Nov 23 - SP			10/16/23		24920	11/01/23	859.12	215.30
	01	Sunshine cable and internet	10010052641						215.30
								VENDOR TOTAL:	1,286.86
COMED	Com. Ed.								
	Dec 23 -FP			11/13/23		24948	11/15/23	1,139.34	1,032.47
	01	Freedom - Electric	10020052638						1,032.47
	Dec 23 -HP			11/09/23		24948	11/15/23	1,139.34	35.06
	01	Hessler - electric	20020052638						35.06
	Dec 23 -PP			10/25/23		24921	11/01/23	2,615.01	1,004.62
	01	Proksa - electric	20020052638						1,004.62
	Dec 23 -SZ			11/13/23		24948	11/15/23	1,139.34	71.81
	01	Smirz - Electric	20020052638						71.81
	Nov 23 - FP			10/16/23		24921	11/01/23	2,615.01	520.38
	01	Freedom - electric	10020052638						520.38
	Nov 23 - HP			10/16/23		24921	11/01/23	2,615.01	35.65
	01	Hessler - electric	20020052638						35.65
	Nov 23 - SP			10/25/23		24921	11/01/23	2,615.01	322.05
	01	Sunshine - Electric	10020052638						322.05
	Nov 23 - SZ			10/16/23		24921	11/01/23	2,615.01	69.20
	01	Smirz - electric	20020052638						69.20
	Nov 23 -LCC			10/25/23		24921	11/01/23	2,615.01	663.11
	01	Liberty - electric	20020052638						663.11
								VENDOR TOTAL:	3,754.35
Commeg	Commeg Systems, Inc.								
	23101001			10/16/23		24922	11/01/23	88.00	88.00
	01	Hosted PMGR	10010052610						44.00
	02	Hosted PEPM	20010052610						44.00

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									314.82
GAMETIME	Game Time								
	71582-03-02								
	01	Proksa slide replacement	20020053662	11/13/23		24951	11/15/23	3,976.27	3,976.27 3,976.27
VENDOR TOTAL:									3,976.27
Groot	GROOT INDUSTRIES, inc.								
	11540475T098								
	01	Freedom - trash	10020052630	11/07/23		24952	11/15/23	1,766.82	445.79 445.79
	11540734T098								
	01	Liberty - trash	20020052630	11/07/23		24952	11/15/23	1,766.82	331.27 331.27
	1159844T098								
	01	Sunshine - trash	10020052630	11/07/23		24952	11/15/23	1,766.82	989.76 989.76
VENDOR TOTAL:									1,766.82
Harris	Harris Computer Systems								
	MSIXT0000432								
	01	payroll training	10010054700	11/09/23		24953	11/15/23	50.00	50.00 50.00
VENDOR TOTAL:									50.00
Hitchcoc	Hitchcock Design, Inc.								
	31517								
	01	master planning	41000051592	11/09/23		24954	11/15/23	8,044.00	8,044.00 8,044.00
VENDOR TOTAL:									8,044.00
ICE Mill	ICE MILLER LLP								
	01-2231169								
	01	Legal services rendered	10010051570	10/17/23		24928	11/01/23	540.00	540.00 540.00 0.00
	02	through 09/30/2023	** COMMENT **						
VENDOR TOTAL:									540.00
KanGar	Magic of Gary Kantor								
	10/23/24								
	01	invoice for magic class	20160052605	10/24/23		24929	11/01/23	17.60	17.60 17.60
VENDOR TOTAL:									17.60

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Konica	Konica Minolta								
	9009603105			10/23/23		24930	11/01/23	134.02	126.02
		01 Liberty paper usage	20010052617						5.74
		02 Freedom paper usage	10010052617						118.97
		03 Sunshine paper usage	10010052617						1.31
	9009603925			10/23/23		24930	11/01/23	134.02	8.00
		01 Sunshine paper usage	10010052617						8.00
								VENDOR TOTAL:	134.02
KONICA	KONICA MINOLTA								
	43391114			10/25/23		24931	11/01/23	152.28	152.28
		01 Proksa printer lease	20010052650						152.28
								VENDOR TOTAL:	152.28
LAWNDALE	LAWNDALE NEWS								
	835424			10/30/23		24932	11/01/23	95.00	95.00
		01 notice in newspaper (budget)	10010052611						95.00
								VENDOR TOTAL:	95.00
LR	LR Landscaping LLC								
	Sept/Oct 23			10/19/23		24933	11/01/23	13,620.00	13,620.00
		01 Grass service	10020052624						13,620.00
		02 09/18,09/25,10/2 and 10/9	** COMMENT **						0.00
								VENDOR TOTAL:	13,620.00
Moran	F.E. Moran, Inc.								
	502920-1			11/06/23		24955	11/15/23	2,420.00	2,420.00
		01 HVAC service at Freedom	10020052624						2,420.00
								VENDOR TOTAL:	2,420.00
NICOR	Nicor Gas								
	Dec 23 - LCC			11/13/23		24956	11/15/23	1,025.80	375.88
		01 Liberty - Natural Gas	20020052637						375.88
	Dec 23 - SP			11/09/23		24956	11/15/23	1,025.80	148.51
		01 Sunshine - Natural gas	10020052637						148.51
	Dec 23 -LL			11/13/23		24956	11/15/23	1,025.80	172.80
		01 Liberty Lot - Natural gas	20020052637						172.80

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Nov 23 - LCC								
	01	Liberty - Natural Gas	20020052637	10/16/23		24934	11/01/23	430.57	214.55 214.55
	Nov 23 - LL								
	01	Liberty Lot - Natural Gas	20020052637	10/16/23		24934	11/01/23	430.57	216.02 216.02
	Nov 23 - PP								
	01	Proksa - Natural gas	20020052637	11/13/23		24956	11/15/23	1,025.80	90.39 90.39
	Nov 23 -FP								
	01	Freedom- Natural gas	10020052637	11/13/23		24956	11/15/23	1,025.80	238.22 238.22
								VENDOR TOTAL:	1,456.37
OFFICE D	ODP BUSINESS SOLUTIONS, LLC								
	336958216001								
	01	sticky notes	10010055790	10/25/23		24935	11/01/23	18.71	11.73 11.73
	336958438001								
	01	sticky notes	10010055790	10/25/23		24935	11/01/23	18.71	6.98 6.98
	340343756001								
	01	2024 calendars	10010055790	11/13/23		24957	11/15/23	51.92	51.92 25.96 25.96
	02		20010055790						
								VENDOR TOTAL:	70.63
PDRMA	Park District Risk Management								
	1023066H								
	01	monthly member contribution	10010050510	10/30/23		24936	11/01/23	11,149.03	11,149.03 5,574.51 5,574.51
	02		20010050510						
								VENDOR TOTAL:	11,149.03
PEST PRE	Pest Prevent Inc.								
	1023								
	01	pest control	10020053665	10/24/23		24937	11/01/23	300.00	300.00 150.00 150.00
	02		20020053665						
								VENDOR TOTAL:	300.00
PFM Fina	PFM Financial Services								
	Brittany - Nov 23								
	01	eventbrite ads for brewfest	20100052603	11/15/23		24958	11/15/23	8,087.49	61.64 26.89 9.56 25.19
	02	Brewfest FB ad	20100052603						
	03	Sign for Spooktacular	20100050487						

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Cathy - Nov 23			11/09/23		24958	11/15/23	8,087.49	522.32
	01	repair of pumps (lunch)	10020053655						257.32
	02	tickets for Chicago Fire	20090055795						100.00
	03	job posting	10010052611						165.00
	Cindy - Nov 23			11/09/23		24958	11/15/23	8,087.49	88.10
	01	coolgard for john deere	10020053655						48.17
	02	IBC tote adapters	10020053655						16.99
	03	postage	10010055755						10.95
	04	dropbox finance storage	10010051575						11.99
	John - Nov 23			11/09/23		24958	11/15/23	8,087.49	2,022.99
	01	weed prevention	10020053660						224.53
	02	mulch	10020053660						1,755.00
	03	bulbs	10020055795						8.49
	04	light fixture for freedom	10020053665						34.97
	Nicole - Nov 23			11/09/23		24958	11/15/23	8,087.49	1,107.44
	01	entrance fee to museum	20120052609						24.00
	02	lunch for daytrip	20120052609						338.31
	03	laminating sheets for home	20100050481						28.34
	04	decorations	** COMMENT **						0.00
	05	office supplies	20030055795						29.59
	06	2nd payment for big red chair	20100052603						362.25
	07	spooktacular trick-or-treat	20100050481						27.72
	08	spooktacular	20100050481						66.09
	09	spooktacular	20100050481						8.72
	10	LEO senior lunch	20120052609						22.92
	11	spooktacular	20100050481						199.50
	Taip - Nov 23			11/14/23		24958	11/15/23	8,087.49	4,285.00
	01	soccer game tickets	20090052643						1,500.00
	02	soccer game tickets	20090052643						1,500.00
	03	soccer game tickets	20090052643						100.00
	04	soccer game tickets	20090052643						800.00
	05	soccer game tickets	20090052643						120.00
	06	IPRA membership fee	20010054700						265.00
R0003630	Gabriela Guillen							VENDOR TOTAL:	8,087.49
	88751			11/14/23		24959	11/15/23	90.00	90.00
	01	parent & me ballet refund	20160041411						90.00
								VENDOR TOTAL:	90.00

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
R0003631	Brenda Munoz								
	88712	01 Proksa MPR refund-party cancel	20130043454	11/14/23		24960	11/15/23	100.00	100.00 100.00
								VENDOR TOTAL:	100.00
RELIABLE	RELIABLE FIRE & SECURITY								
	96494	01 Freedom fire ext inspection	10020053665	11/13/23		24961	11/15/23	1,405.20	261.95 261.95
	96495	01 Sunshine fire ext inspection	10020053665	11/13/23		24961	11/15/23	1,405.20	536.85 536.85
	96496	01 Hessler fire ext inspection	20020053665	11/13/23		24961	11/15/23	1,405.20	95.50 95.50
	96497	01 Liberty fire ext inspection	20020053665	11/13/23		24961	11/15/23	1,405.20	206.95 206.95
	96500	01 Proksa fire ext inspection	20020053665	11/13/23		24961	11/15/23	1,405.20	201.95 201.95
	96503	01 Smirz fire ext inspection	20020053665	11/13/23		24961	11/15/23	1,405.20	102.00 102.00
								VENDOR TOTAL:	1,405.20
RUSSOACE	Russo Power Equipment Inc.								
	SPI20422273	01 tree gator (20 gallon)	20020053660	10/30/23		24938	11/01/23	679.60	679.60 679.60
								VENDOR TOTAL:	679.60
SIKICH G	Sikich LLP								
	30617	01 Audit Fees services rendered	24000051550	10/12/23		24939	11/01/23	15,475.00	15,475.00 15,475.00
		02 12/31/2022 - 07/30/2023	** COMMENT **						0.00
								VENDOR TOTAL:	15,475.00
SPRINT	SPRINT WIRELESS								
	215810737-125	01 ED and maint cell	10010052644	11/13/23		24962	11/15/23	72.94	72.94 72.94
								VENDOR TOTAL:	72.94

FROM 11/01/2023 TO 11/21/2023

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
SuperCoa	Chicago Supercoach LLC.								
	11/30/23	01 transportation for walnut room	20120052625	10/25/23		24940	11/01/23	705.00	705.00 705.00
									VENDOR TOTAL: 705.00
Superior	Superior Awards								
	33232	01 2 tree memorial plaques	42000056810	11/15/23		24963	11/15/23	90.00	90.00 90.00
									VENDOR TOTAL: 90.00
THERMFLO	THERMFLO								
	T27534INV	01 generator inspection at LCC	10020052624	11/06/23		24964	11/15/23	1,131.00	1,131.00 1,131.00
									VENDOR TOTAL: 1,131.00
TInker	Jasmine & Fig, LLC								
	1002	01 Fall Tinkergarten	20040052643	11/13/23		24965	11/15/23	805.00	805.00 805.00
									VENDOR TOTAL: 805.00
									TOTAL --- ALL INVOICES: 325,269.58

October 2023 Berwyn Park District Treasurer Report

Republic Bank Operating Account	
	Beginning Balance \$71,382.84
GL's	<u>Deposits</u>
10-00-00-40-400	Corp: Taxes
10-00-00-40-405	Corp: Replacement Taxes
10-00-00-43-455	Corp: Cook County Voting Use
10-00-00-45-470	Corp: Fines and Fees
10-00-00-45-471	Corp: Picnic Permits
10-00-00-46-480	Corp: Donations
10-00-00-48-491	Corp: Interest Income
10-00-00-49-492	Corp: Miscellaneous Income \$100.00
10-00-00-49-493	Corp: Recycling/Salvage
10-00-00-49-647	Corp: Cell Tower Lease \$2,319.16
20-00-00-40-400	Rec: Taxes
20-00-00-41-474	Rec: Brochure Ad Fees
20-00-00-43-455	Rec: Cook County Voting Use
20-00-00-45-470	Rec: Dog Park Permits
20-00-00-46-480	Rec: Donations
20-00-00-47-490	Rec: Transfer from Other Funds
20-00-00-48-491	Rec: Interest Income
20-00-00-49-492	Rec: Miscellaneous Income
20-00-00-49-647	Rec: Cell Tower Lease \$622.26
20-03-00-41-410	Rec: Program Fees
20-04-00-41-410	Rec: ECRLP \$36.00
20-04-00-41-412	Rec: Tuition
20-05-00-41-412	Rec: Day Camp Fees
20-04-00-41-413	Rec: ECRLP Mini Programs
20-08-00-41-418	Rec: Extended Trips
20-09-00-41-410	Rec: Adult Sports Fee
20-09-00-41-421	Rec: Youth Sports Fee
20-09-00-46-489	Rec: Sponsor-Soccer \$880.00
20-10-00-41-419	Rec: Spring Events
20-10-00-46-476	Rec: Brew Fest \$2,000.00
20-10-00-46-477	Rec: Community Events
20-10-00-46-481	Rec: Safely Spooky \$180.00
20-10-00-46-482	Rec: Summer Events
20-10-00-46-483	Rec: Concert Donations
20-10-00-46-485	Rec: Back to School
20-10-00-46-486	Rec: Easter Egg Hunt
20-10-00-46-487	Rec: Fall Events
20-12-00-41-421	Rec: Senior Activity Fees \$73.00
20-12-00-41-609	Rec: Senior Social Events \$714.00
20-13-00-43-450	Rec: Proksa Activity Center Rentals \$227.50
20-13-00-43-451	Rec: Liberty Center Rentals
20-13-00-43-453	Rec: Facility Deposits
20-13-00-43-455	Rec: Athletic Use Permits \$623.50
20-15-00-41-410	Rec: Program Fees Adults
20-16-00-41-410	Rec: Program Fees \$395.00
20-16-00-41-415	Rec: Program Fees Teens
	Tree Memorial
42-00-00-49-647	Cell Tower Lease \$2,964.61
	<u>Credit Card (P-Card) Bill</u>
	BMO Harris Mastercard -\$9,723.64
	Costco Credit Card Bill -\$163.13
	<u>Bond and Interest Payment</u>
	Bond Principal
	Bond Interest
	Bank Fees -\$166.03
	Outstanding Checks Cleared/ACH -\$63,334.30
	Deposits Credited to September GL \$60.00
	Deposits Credited to November Statement -\$247.00
	Transfer in from MM account \$75,000.00

Berwyn Park District Treasurer Report

BMO Harris Credit Card Account

	Beginning Balance	\$335,808.26
GL's	<u>Deposits</u>	
10-00-00-40-400	Corp: Taxes	
10-00-00-40-405	Corp: Replacement Taxes	
10-00-00-43-455	Corp: Cook County Voting Use	
10-00-00-45-470	Corp: Fines and Fees	
10-00-00-45-471	Corp: Picnic Permits	\$100.00
10-00-00-46-480	Corp: Donations	
10-00-00-48-491	Corp: Interest Income	
10-00-00-49-492	Corp: Miscellaneous Income	
10-00-00-49-493	Corp: Recycling/Salvage	
10-00-00-49-647	Corp: Cell Tower Lease	
20-00-00-40-400	Rec: Taxes	
20-00-00-41-474	Rec: Brochure Ad Fees	
20-00-00-43-455	Rec: Cook County Voting Use	
20-00-00-45-470	Rec: Dog Park Permits	\$70.00
20-00-00-46-480	Rec: Donations	
20-00-00-47-490	Rec: Transfer from Other Funds	
20-00-00-48-491	Rec: Interest Income	
20-00-00-49-492	Rec: Miscellaneous Income	
20-00-00-49-647	Rec: Cell Tower Lease	
20-03-00-41-410	Rec: Program Fees	\$90.00
20-04-00-41-410	Rec: ECRLP	\$3.00
20-04-00-41-412	Rec: Tuition	
20-04-00-41-413	Rec: ECRLP Mini Programs	
20-05-00-41-412	Rec: Camp Fees	
20-08-00-41-418	Rec: Extended Trips	
20-09-00-41-410	Rec: Adult Sports Fee	
20-09-00-41-421	Rec: Youth Sports Fee	\$1,600.00
20-09-00-46-489	Rec: Sponsor-Soccer	\$1,200.00
20-10-00-41-419	Rec: Spring Events	
20-10-00-46-476	Rec: Brew Fest	
20-10-00-46-477	Rec: Community Events	
20-10-00-46-481	Rec: Safely Spooky	
20-10-00-46-482	Rec: Summer Events	
20-10-00-46-483	Rec: Concert Donations	
20-10-00-46-485	Rec: Back to School	
20-10-00-46-486	Rec: Easter Egg Hunt	
20-10-00-46-487	Rec: Fall Events	\$249.00
20-12-00-41-421	Rec: Senior Activity Fees	\$240.00
20-12-00-41-609	Rec: Senior Social Events	\$669.00
20-13-00-43-450	Rec: Proksa Activity Center Rentals	\$385.00
20-13-00-43-451	Rec: Liberty Center Rentals	\$1,700.00
20-13-00-43-453	Rec: Facility Deposits	
20-13-00-43-455	Rec: Athletic Use Permits	\$1,700.00
20-15-00-41-410	Rec: Program Fees Adults	\$260.00
20-16-00-41-410	Rec: Program Fees	\$4,470.00
20-16-00-41-415	Rec: Program Fees Teens	
	Card Connect Fees (September)	-\$732.44
	Bank Fees	
	Refunds	-\$55.00
	credited to November statement	-\$585.00
	credited to September GL	\$885.00
	control account	-\$1,225.00
	Transfer to other accounts	
	Ending Balance	\$346,831.82

Berwyn Park District Treasurer Report

<u>Republic Bank Property Tax Money Market Account</u>		
Beginning Balance		\$187,384.14
Interest		\$414.19
State of Illinois-Replacement Tax		\$5,866.92
Transfer to other accounts	payroll	-\$64,150.64
	operating	-\$75,000.00
Ending Balance		\$54,514.61

<u>Republic Bank Payroll Account</u>		
Beginning Balance		\$15,537.49
Transfer from Money Market Account		\$64,150.64
Transfer from Operating Account		
<i>Payroll/Employee Compensation</i>		-\$38,438.34
September payroll		-\$1,492.40
November statement		\$165.18
<u>Payroll Liabilities</u>		
Federal, State and FICA Exp		-\$17,596.18
<u>IMRF Payments (September)</u>		
Employee Volunteer Contributions		-\$795.46
Employer/Employee Contributions		-\$7,320.66
September payment		-\$12,094.91
Bank Fees		
Ending Balance		\$2,115.36

<u>Republic Bank Petty Cash Account</u>		
Beginning Balance		\$2,354.22
Transfer from Operating Account		\$2,870.00
<i>Checks Cleared</i>		-\$708.81
#1042		
Ending Balance		\$4,515.41

Berwyn Park District Treasurer Report

Byline Unemployment Account

Beginning Balance	\$28,000.00
Interest	\$0.00
Transfer in	\$0.00
Transfer to other accounts	\$0.00
Ending Balance	\$28,000.00

ABC Bank Capital Account

Beginning Balance

Interest

Transfer in

Transfer to other accounts

Ending Balance

DATE: 11/17/2023
 TIME: 09:27:23
 ID: GL470001

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 1
 F-YR: 23

FUND: Corporate

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Parks							
Taxes							
10-00-00-40-400	Real Estate Taxes	735,434.00	0.00	100.0	735,434.00	584,040.94	(20.5)
10-00-00-40-405	Personal Prop Replacement Tax	26,000.00	0.00	100.0	26,000.00	20,167.90	(22.4)
TOTAL Taxes		761,434.00	0.00	100.0	761,434.00	604,208.84	(20.6)
Facility Rental							
10-00-00-43-455	Cook County Voting Use	100.00	0.00	100.0	100.00	100.00	0.0
TOTAL Facility Rental		100.00	0.00	100.0	100.00	100.00	0.0
Fines, Fees & Permits							
10-00-00-45-470	Fines and Fees	1.00	0.00	100.0	1.00	0.00	100.0
10-00-00-45-471	Picnic Permits	5,000.00	0.00	100.0	5,000.00	6,306.00	26.1
TOTAL Fines, Fees & Permits		5,001.00	0.00	100.0	5,001.00	6,306.00	26.0
Donations							
10-00-00-46-480	Donations	100.00	0.00	100.0	100.00	0.00	100.0
TOTAL Donations		100.00	0.00	100.0	100.00	0.00	100.0
Investment Income							
10-00-00-48-491	Interest Income	400.00	0.00	100.0	400.00	958.10	139.5
TOTAL Investment Income		400.00	0.00	100.0	400.00	958.10	139.5
Miscellaneous							
10-00-00-49-492	Miscellaneous Income	100.00	0.00	100.0	100.00	596.85	496.8
10-00-00-49-493	Recycling/Salvage	200.00	0.00	100.0	200.00	0.00	100.0
10-00-00-49-647	Cell Tower Lease	29,000.00	0.00	100.0	29,000.00	29,000.01	0.0
TOTAL Miscellaneous		29,300.00	0.00	100.0	29,300.00	29,596.86	1.0
TOTAL Non Parks		796,335.00	0.00	100.0	796,335.00	641,169.80	(19.4)
TOTAL REVENUES: Non Departmental		796,335.00	0.00	100.0	796,335.00	641,169.80	(19.4)
Administration REVENUES							
Non Park							
--- UNDEFINED CODE ---							
TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	0.00	0.0

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: `Corporate

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL Non Park		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: Administration		0.00	0.00	0.0	0.00	0.00	0.0
Non Departmental EXPENSES							
Non Park							
Transfers to Other Funds							
TOTAL Transfers to Other Funds		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Non Departmental		0.00	0.00	0.0	0.00	0.00	0.0
Administration EXPENSES							
Non Park							
Personal Services and Benefits							
10-01-00-50-500	Full Time Salaries	161,313.20	7,254.80	95.5	161,313.20	142,886.80	11.4
10-01-00-50-505	Part Time Salaries	0.00	0.00	0.0	0.00	5,265.00	100.0
10-01-00-50-510	PDRMA Health Program	85,000.00	5,574.51	93.4	85,000.00	77,993.56	8.2
10-01-00-50-545	Car Allowance	250.00	0.00	100.0	250.00	0.00	100.0
TOTAL Personal Services and Benefits		246,563.20	12,829.31	94.8	246,563.20	226,145.36	8.2
Professional Services							
10-01-00-51-551	Special Projects	1,000.00	0.00	100.0	1,000.00	0.00	100.0
10-01-00-51-570	Legal Fees	25,000.00	540.00	97.8	25,000.00	6,120.00	75.5
10-01-00-51-575	Accounting & Treasurer Fees	30,000.00	11.99	99.9	30,000.00	35.97	99.8
10-01-00-51-580	Consultants	1,000.00	0.00	100.0	1,000.00	4,245.00	(324.5)
10-01-00-51-585	Computer IT Consultant	15,000.00	2,657.00	82.2	15,000.00	18,561.89	(23.7)
TOTAL Professional Services		72,000.00	3,208.99	95.5	72,000.00	28,962.86	59.7
Contractual Services							
10-01-00-52-610	Office Equipment Contracts	16,100.00	90.00	99.4	16,100.00	21,514.82	(33.6)
10-01-00-52-611	Printing	1,000.00	260.00	74.0	1,000.00	594.00	40.6
10-01-00-52-617	Photo Copier	1,000.00	128.28	87.1	1,000.00	718.51	28.1
10-01-00-52-620	Equipment Rental	1.00	0.00	100.0	1.00	0.00	100.0
10-01-00-52-641	Telephone & Internet Communic	10,500.00	649.54	93.8	10,500.00	9,562.54	8.9
10-01-00-52-644	Cell Phones	3,600.00	72.94	97.9	3,600.00	1,466.28	59.2
10-01-00-52-649	Bank Fees	1,800.00	1.75	99.9	1,800.00	991.52	44.9
10-01-00-52-650	Photo Copier Lease	1,200.00	0.00	100.0	1,200.00	1,022.18	14.8
TOTAL Contractual Services		35,201.00	1,202.51	96.5	35,201.00	35,869.85	(1.9)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Corporate

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Administration							
EXPENSES							
Non Park							
Repairs and Maintenance							
10-01-00-53-655	Equipment Repair	0.09	0.00	100.0	1.00	0.00	100.0

TOTAL Repairs and Maintenance		0.09	0.00	100.0	1.00	0.00	100.0
Professional Development							
10-01-00-54-700	FT Professional Development	7,500.00	50.00	99.3	7,500.00	279.00	96.2
10-01-00-54-710	Comissioner Professional Dev.	3,358.00	0.00	100.0	3,358.00	0.00	100.0
10-01-00-54-720	Dues & Licensing Fees	6,000.00	0.00	100.0	6,000.00	11,338.26	(88.9)

TOTAL Professional Development		16,858.00	50.00	99.7	16,858.00	11,617.26	31.0
Materials and Supplies							
10-01-00-55-750	New Equipment	1,500.00	0.00	100.0	1,500.00	249.98	83.3
10-01-00-55-755	Postage	600.00	10.95	98.1	600.00	181.59	69.7
10-01-00-55-760	Finance Charges	500.00	0.00	100.0	500.00	0.00	100.0
10-01-00-55-785	Uniforms	2,000.00	0.00	100.0	2,000.00	49.00	97.5
10-01-00-55-790	Office Supplies	266.67	65.66	75.3	3,200.00	1,904.96	40.4
10-01-00-55-795	General Supplies/First Aid	2,500.00	0.00	100.0	2,500.00	746.02	70.1
10-01-00-55-799	Miscellaneous	500.00	0.00	100.0	500.00	238.08	52.3

TOTAL Materials and Supplies		7,866.67	76.61	99.0	10,800.00	3,369.63	68.8
TOTAL Non Park		378,488.96	17,367.42	95.4	381,423.20	305,964.96	19.7
TOTAL EXPENSES: Administration		378,488.96	17,367.42	95.4	381,423.20	305,964.96	19.7
Buildings & Grounds							
EXPENSES							
Non Park							
Personal Services and Benefits							
10-02-00-50-500	Full Time Salaries	15,795.34	8,008.00	49.3	189,544.00	150,906.70	20.3
10-02-00-50-505	Part Time Salaries	2,541.67	367.50	85.5	30,500.00	20,983.14	31.2
10-02-00-50-545	Car Allowance	4.17	0.00	100.0	50.00	192.77	(285.5)

TOTAL Personal Services and Benefits		18,341.18	8,375.50	54.3	220,094.00	172,082.61	21.8
Professional Services							
10-02-00-51-590	Appraisal	0.09	0.00	100.0	1.00	0.00	100.0

TOTAL Professional Services		0.09	0.00	100.0	1.00	0.00	100.0
Contractual Services							

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: `Corporate

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Buildings & Grounds							
EXPENSES							
Non Park							
Contractual Services							
10-02-00-52-620	Equipment Rental	5,000.00	0.00	100.0	5,000.00	1,063.84	78.7
10-02-00-52-624	Contractual Maintenance	0.09	17,171.00	(8788.8)	1.00	85,271.00	(7000.0)
10-02-00-52-630	Scavenger Service	10,000.00	1,435.55	85.6	10,000.00	15,825.28	(58.2)
10-02-00-52-632	Cleaning Service	100.00	0.00	100.0	100.00	56.00	44.0
10-02-00-52-635	Tree Removal	30,000.00	0.00	100.0	30,000.00	0.00	100.0
10-02-00-52-637	Utilities- Natural Gas	10,000.00	386.73	96.1	10,000.00	8,076.97	19.2
10-02-00-52-638	Utilities-Electricity	16,000.00	1,874.90	88.2	16,000.00	12,117.95	24.2
10-02-00-52-639	Utilities-Water	3,000.00	201.21	93.2	3,000.00	1,821.13	39.3
10-02-00-52-640	Facility Alarms	6,000.00	133.41	97.7	6,000.00	7,776.33	(29.6)

TOTAL Contractual Services		80,100.09	21,202.80	73.5	80,101.00	132,008.50	(64.8)

Repairs and Maintenance							
10-02-00-53-650	Vehicle Maintenance	15,000.00	0.00	100.0	15,000.00	4,714.54	68.5
10-02-00-53-655	Equipment Repair	8,000.00	322.48	95.9	8,000.00	4,903.39	38.7
10-02-00-53-660	Grounds Maintenance	16,000.00	1,979.53	87.6	16,000.00	17,468.07	(9.1)
10-02-00-53-662	Playground Maintenance	3,000.00	0.00	100.0	3,000.00	0.00	100.0
10-02-00-53-665	Building Maintenance	10,000.00	983.77	90.1	10,000.00	18,488.63	(84.8)
10-02-00-53-666	HVAC	5,000.00	0.00	100.0	5,000.00	0.00	100.0
10-02-00-53-789	Building Supplies	2,000.00	176.99	91.1	2,000.00	794.46	60.2

TOTAL Repairs and Maintenance		59,000.00	3,462.77	94.1	59,000.00	46,369.09	21.4

Professional Development							
10-02-00-54-715	Training & Certifications	5,000.00	0.00	100.0	5,000.00	2,139.48	57.2

TOTAL Professional Development		5,000.00	0.00	100.0	5,000.00	2,139.48	57.2

Materials and Supplies							
10-02-00-55-750	New Equipment	0.00	0.00	0.0	0.00	3,115.08	100.0
10-02-00-55-757	Personal Protective Equipment	2,000.00	0.00	100.0	2,000.00	107.94	94.6
10-02-00-55-762	Consumable Supplies	0.00	0.00	0.0	0.00	6,603.19	100.0
10-02-00-55-765	Fuels and Lubricants	10,000.00	1,297.32	87.0	10,000.00	7,787.70	22.1
10-02-00-55-770	Flags	1,000.00	0.00	100.0	1,000.00	752.30	24.7
10-02-00-55-773	Flowers	7,000.00	0.00	100.0	7,000.00	0.00	100.0
10-02-00-55-774	Fertilizers	1,000.00	0.00	100.0	1,000.00	0.00	100.0
10-02-00-55-775	Plants and Trees	10,000.00	0.00	100.0	10,000.00	10,500.10	(5.0)
10-02-00-55-777	Turf Management	1,000.00	0.00	100.0	1,000.00	0.00	100.0
10-02-00-55-780	Signs	1,000.00	0.00	100.0	1,000.00	0.00	100.0
10-02-00-55-785	Uniforms	250.00	0.00	100.0	3,000.00	1,467.00	51.1
10-02-00-55-790	Proksa Gardner Supplies	250.00	0.00	100.0	250.00	0.00	100.0

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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FUND: Corporate

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Buildings & Grounds							
EXPENSES							
Non Park							
Materials and Supplies							
10-02-00-55-795	General Supplies/First Aid	500.00	29.61	94.0	500.00	813.43	(62.6)
10-02-00-55-798	Chemicals	200.00	0.00	100.0	200.00	0.00	100.0
10-02-00-55-800	Tools	416.67	0.00	100.0	5,000.00	1,072.79	78.5

TOTAL Materials and Supplies		34,616.67	1,326.93	96.1	41,950.00	32,219.53	23.2
TOTAL Non Park		197,058.03	34,368.00	82.5	406,146.00	384,819.21	5.2
TOTAL EXPENSES: Buildings & Grounds		197,058.03	34,368.00	82.5	406,146.00	384,819.21	5.2
TOTAL FUND REVENUES		796,335.00	0.00	100.0	796,335.00	641,169.80	(19.4)
TOTAL FUND EXPENSES		575,546.99	51,735.42	91.0	787,569.20	690,784.17	12.2
FUND SURPLUS (DEFICIT)		220,788.01	(51,735.42)	(123.4)	8,765.80	(49,614.37)	(666.0)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Scholarship Fund

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental REVENUES							
Non Park							
Donations and Fundraisers							
15-00-00-46-462	Active Military Support Donati	1.00	0.00	100.0	1.00	0.00	100.0
15-00-00-46-480	Donations	100.00	0.00	100.0	100.00	0.00	100.0
15-00-00-46-489	Scholarship Fundraiser	10,000.00	0.00	100.0	10,000.00	0.00	100.0

TOTAL Donations and Fundraisers		10,101.00	0.00	100.0	10,101.00	0.00	100.0
Investment Income							
15-00-00-48-491	Interest Income	0.00	0.00	0.0	0.00	252.23	100.0

TOTAL Investment Income		0.00	0.00	0.0	0.00	252.23	100.0
Miscellaneous Income							
15-00-00-49-470	Utility Tax Rebate	1.00	0.00	100.0	1.00	0.00	100.0

TOTAL Miscellaneous Income		1.00	0.00	100.0	1.00	0.00	100.0
TOTAL Non Park		10,102.00	0.00	100.0	10,102.00	252.23	(97.5)
TOTAL REVENUES: Non Departmental		10,102.00	0.00	100.0	10,102.00	252.23	(97.5)

Non Departmental EXPENSES							
Non Park							
Scholarships Awarded							
15-00-00-52-462	Active Military Support Progrm	500.00	0.00	100.0	500.00	0.00	100.0
15-00-00-52-466	Leisureships	2,500.00	0.00	100.0	2,500.00	0.00	100.0

TOTAL Scholarships Awarded		3,000.00	0.00	100.0	3,000.00	0.00	100.0
Professional Development							
15-00-00-54-716	Community Support	1,000.00	0.00	100.0	1,000.00	151.41	84.8

TOTAL Professional Development		1,000.00	0.00	100.0	1,000.00	151.41	84.8
Materials and Supplies							
15-00-00-55-776	Fundraiser Expenses	5,000.00	0.00	100.0	5,000.00	0.00	100.0
15-00-00-55-799	Miscellaneous	100.00	0.00	100.0	100.00	0.00	100.0

TOTAL Materials and Supplies		5,100.00	0.00	100.0	5,100.00	0.00	100.0
Tranfers to Other Funds							
15-00-00-57-468	Access to Recreation	8,000.00	0.00	100.0	8,000.00	0.00	100.0

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
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 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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FUND: Scholarship Fund

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL Tranfers to Other Funds		8,000.00	0.00	100.0	8,000.00	0.00	100.0
TOTAL Non Park		17,100.00	0.00	100.0	17,100.00	151.41	99.1
TOTAL EXPENSES: Non Departmental		17,100.00	0.00	100.0	17,100.00	151.41	99.1
TOTAL FUND REVENUES		10,102.00	0.00	100.0	10,102.00	252.23	(97.5)
TOTAL FUND EXPENSES		17,100.00	0.00	100.0	17,100.00	151.41	99.1
FUND SURPLUS (DEFICIT)		(6,998.00)	0.00	100.0	(6,998.00)	100.82	(101.4)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental REVENUES							
Non Park							
Now Account Holding Refunds							
20-00-00-10-101	Cntr.Act.for refunds	0.00	0.00	0.0	0.00	(794.50)	100.0
TOTAL Now Account Holding Refunds		0.00	0.00	0.0	0.00	(794.50)	100.0

Taxes							
20-00-00-40-400	Real Estate Taxes	506,992.00	0.00	100.0	506,992.00	405,920.28	(19.9)
TOTAL Taxes		506,992.00	0.00	100.0	506,992.00	405,920.28	(19.9)

Charges for Services							
20-00-00-41-474	Brochure Ad Fees	1,500.00	0.00	100.0	1,500.00	0.00	100.0
TOTAL Charges for Services		1,500.00	0.00	100.0	1,500.00	0.00	100.0

Facility Rental							
20-00-00-43-455	Cook County Voting Use	100.00	0.00	100.0	100.00	100.00	0.0
TOTAL Facility Rental		100.00	0.00	100.0	100.00	100.00	0.0

Fines, Fees and Permits							
20-00-00-45-470	Dog Park Permits	1,200.00	0.00	100.0	1,200.00	1,255.00	4.5
TOTAL Fines, Fees and Permits		1,200.00	0.00	100.0	1,200.00	1,255.00	4.5

Donations							
20-00-00-46-480	Donations	100.00	0.00	100.0	100.00	0.00	100.0
TOTAL Donations		100.00	0.00	100.0	100.00	0.00	100.0

Transfers From Other Funds							
20-00-00-47-490	Transfer from Other Funds	8,000.00	0.00	100.0	8,000.00	0.00	100.0
TOTAL Transfers From Other Funds		8,000.00	0.00	100.0	8,000.00	0.00	100.0

Investment Income							
20-00-00-48-491	Interest Income	100.00	0.00	100.0	100.00	959.67	859.6
TOTAL Investment Income		100.00	0.00	100.0	100.00	959.67	859.6

Miscellaneous							
20-00-00-49-492	Miscellaneous Income	100.00	0.00	100.0	100.00	0.00	100.0

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Park							
Miscellaneous							
20-00-00-49-647	Cell Tower Lease	15,000.00	0.00	100.0	15,000.00	18,151.27	21.0
TOTAL Miscellaneous		15,100.00	0.00	100.0	15,100.00	18,151.27	20.2
TOTAL Non Park		533,092.00	0.00	100.0	533,092.00	425,591.72	(20.1)
TOTAL REVENUES: Non Departmental		533,092.00	0.00	100.0	533,092.00	425,591.72	(20.1)
General Recreation REVENUES							
Non Park							
Charges for Services							
20-03-00-41-410	Program Fees	125.00	0.00	100.0	1,500.00	90.00	(94.0)
20-03-00-41-411	Refunds	0.00	0.00	0.0	0.00	(100.00)	100.0
TOTAL Charges for Services		125.00	0.00	100.0	1,500.00	(10.00)	(100.6)
Miscellaneous							
20-03-00-49-492	Miscellaneous	0.00	0.00	0.0	0.00	100.00	100.0
TOTAL Miscellaneous		0.00	0.00	0.0	0.00	100.00	100.0
TOTAL Non Park		125.00	0.00	100.0	1,500.00	90.00	(94.0)
TOTAL REVENUES: General Recreation		125.00	0.00	100.0	1,500.00	90.00	(94.0)
Early Childhood REVENUES							
Non Park							
Charges for Services							
20-04-00-41-410	ECRLP Program Fees	41.67	0.00	100.0	500.00	1,785.00	257.0
20-04-00-41-411	ECRLP Refunds	0.00	29.71	100.0	0.00	29.71	100.0
20-04-00-41-412	Tuition	1,000.00	0.00	100.0	12,000.00	13,500.00	12.5
20-04-00-41-413	ECRLP Mini Programs	500.00	0.00	100.0	6,000.00	0.00	100.0
TOTAL Charges for Services		1,541.67	29.71	(98.0)	18,500.00	15,314.71	(17.2)
Grants							
TOTAL Grants		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		1,541.67	29.71	(98.0)	18,500.00	15,314.71	(17.2)
TOTAL REVENUES: Early Childhood		1,541.67	29.71	(98.0)	18,500.00	15,314.71	(17.2)

BERWYN PARK DISTRICT
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FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
Day Camp							
REVENUES							
Non Park							
Charges for Services							
20-05-00-41-411	Refunds	0.00	742.75	100.0	0.00	(352.25)	100.0
20-05-00-41-412	Day Camp Tuition Fees	5,750.00	0.00	100.0	69,000.00	47,918.00	(30.5)
TOTAL Charges for Services		5,750.00	742.75	(87.0)	69,000.00	47,565.75	(31.0)
Miscellaneous							
TOTAL Miscellaneous		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		5,750.00	742.75	(87.0)	69,000.00	47,565.75	(31.0)
TOTAL REVENUES: Day Camp		5,750.00	742.75	(87.0)	69,000.00	47,565.75	(31.0)
Concessions							
REVENUES							
Non Park							
Concessions							
20-07-00-42-441	IceCream	0.09	0.00	100.0	1.00	0.00	100.0
20-07-00-42-442	Soda/Juice Machine	0.09	0.00	100.0	1.00	0.00	100.0
20-07-00-42-447	Concession Other	0.09	0.00	100.0	1.00	0.00	100.0
TOTAL Concessions		0.27	0.00	100.0	3.00	0.00	100.0
TOTAL Non Park		0.27	0.00	100.0	3.00	0.00	100.0
TOTAL REVENUES: Concessions		0.27	0.00	100.0	3.00	0.00	100.0
Trips							
REVENUES							
Non Park							
Charges for Services							
20-08-00-41-418	Trips	0.00	0.00	0.0	0.00	4,350.00	100.0
TOTAL Charges for Services		0.00	0.00	0.0	0.00	4,350.00	100.0
TOTAL Non Park		0.00	0.00	0.0	0.00	4,350.00	100.0
TOTAL REVENUES: Trips		0.00	0.00	0.0	0.00	4,350.00	100.0
Sports Leagues							
REVENUES							
Non Park							
Charges for Services							
20-09-00-41-410	Adult Sports Fees	250.00	0.00	100.0	3,000.00	0.00	100.0

BERWYN PARK DISTRICT
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FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Sports Leagues							
REVENUES							
Non Park							
Charges for Services							
20-09-00-41-411	Soccer Refunds	0.00	0.00	0.0	0.00	(575.00)	100.0
20-09-00-41-421	Youth Sports Fees	4,166.67	0.00	100.0	50,000.00	58,040.00	16.0
TOTAL Charges for Services		4,416.67	0.00	100.0	53,000.00	57,465.00	8.4
Donations/Fundraisers							
20-09-00-46-489	Sponsor-Soccer	41.67	0.00	100.0	500.00	4,940.00	888.0
TOTAL Donations/Fundraisers		41.67	0.00	100.0	500.00	4,940.00	888.0
Miscellaneous							
20-09-00-49-492	Miscellaneous	0.00	0.00	0.0	0.00	41.37	100.0
TOTAL Miscellaneous		0.00	0.00	0.0	0.00	41.37	100.0
TOTAL Non Park		4,458.34	0.00	100.0	53,500.00	62,446.37	16.7
TOTAL REVENUES: Sports Leagues		4,458.34	0.00	100.0	53,500.00	62,446.37	16.7
Special Events							
REVENUES							
Non Park							
Charges for Services							
20-10-00-41-419	Spring Events	0.09	0.00	100.0	1.00	0.00	100.0
TOTAL Charges for Services		0.09	0.00	100.0	1.00	0.00	100.0
Donations							
20-10-00-46-476	Brew Fest	1,666.67	0.00	100.0	20,000.00	21,167.20	5.8
20-10-00-46-477	Community Events	41.67	0.00	100.0	500.00	0.00	100.0
20-10-00-46-481	Safely Spooky	250.00	0.00	100.0	3,000.00	210.00	(93.0)
20-10-00-46-482	Summer Events	166.67	0.00	100.0	2,000.00	1,525.00	(23.7)
20-10-00-46-483	Concert Donation	416.67	0.00	100.0	5,000.00	0.00	100.0
20-10-00-46-485	Back To School	166.67	0.00	100.0	2,000.00	1,694.60	(15.2)
20-10-00-46-486	Easter Egg Hunt	83.34	0.00	100.0	1,000.00	0.00	100.0
20-10-00-46-487	Fall Events	250.00	0.00	100.0	3,000.00	360.00	(88.0)
TOTAL Donations		3,041.69	0.00	100.0	36,500.00	24,956.80	(31.6)
TOTAL Non Park		3,041.78	0.00	100.0	36,501.00	24,956.80	(31.6)
TOTAL REVENUES: Special Events		3,041.78	0.00	100.0	36,501.00	24,956.80	(31.6)

BERWYN PARK DISTRICT
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FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE

Volunteers							
REVENUES							
Non Park							
Miscellaneous							

TOTAL Miscellaneous		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL REVENUES: Volunteers		0.00	0.00	0.0	0.00	0.00	0.0
Active Adults 50+							
REVENUES							
Non Park							
Charges for Services							
20-12-00-41-421	Senior Activity Fees	250.00	0.00	100.0	3,000.00	3,670.00	22.3
20-12-00-41-609	Senior Social Events	166.67	0.00	100.0	2,000.00	1,609.00	(19.5)

TOTAL Charges for Services		416.67	0.00	100.0	5,000.00	5,279.00	5.5
TOTAL Non Park		416.67	0.00	100.0	5,000.00	5,279.00	5.5
TOTAL REVENUES: Active Adults 50+		416.67	0.00	100.0	5,000.00	5,279.00	5.5
Facility Rentals							
REVENUES							
Non Park							
Facility Rentals							
20-13-00-43-450	Proksa Activity Center Rentals	2,083.34	0.00	100.0	25,000.00	14,862.50	(40.5)
20-13-00-43-451	Liberty Center Rentals	2,083.34	0.00	100.0	25,000.00	14,005.00	(43.9)
20-13-00-43-453	Facility Deposits	0.00	0.00	0.0	0.00	(840.00)	100.0
20-13-00-43-454	Facility Refunds	0.00	(100.00)	100.0	0.00	(100.00)	100.0
20-13-00-43-455	Athletic Use Permits	1,666.67	0.00	100.0	20,000.00	23,438.50	17.1

TOTAL Facility Rentals		5,833.35	(100.00)	(101.7)	70,000.00	51,366.00	(26.6)
TOTAL Non Park		5,833.35	(100.00)	(101.7)	70,000.00	51,366.00	(26.6)
TOTAL REVENUES: Facility Rentals		5,833.35	(100.00)	(101.7)	70,000.00	51,366.00	(26.6)
Adult Programs							
REVENUES							
Non Park							
Charges for Services							
20-15-00-41-410	Program Fees	416.67	0.00	100.0	5,000.00	1,019.00	(79.6)

TOTAL Charges for Services		416.67	0.00	100.0	5,000.00	1,019.00	(79.6)
TOTAL Non Park		416.67	0.00	100.0	5,000.00	1,019.00	(79.6)

BERWYN PARK DISTRICT
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ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
TOTAL REVENUES: Adult Programs		416.67	0.00	100.0	5,000.00	1,019.00	(79.6)
Youth Programming REVENUES							
Non Park							
Charges for Services							
20-16-00-41-410	Program Fees	833.34	0.00	100.0	10,000.00	29,941.00	199.4
20-16-00-41-411	REFUNDS	0.00	(90.00)	100.0	0.00	(370.00)	100.0
20-16-00-41-415	Program Fees-Teens	116.67	0.00	100.0	1,400.00	5,310.00	279.2
TOTAL Charges for Services		950.01	(90.00)	(109.4)	11,400.00	34,881.00	205.9
TOTAL Non Park		950.01	(90.00)	(109.4)	11,400.00	34,881.00	205.9
TOTAL REVENUES: Youth Programming		950.01	(90.00)	(109.4)	11,400.00	34,881.00	205.9
Administration EXPENSES							
Non Park							
Personal Services and Benefits							
20-01-00-50-500	Full Time Salaries	141,823.60	2,596.40	98.1	141,823.60	116,997.34	17.5
20-01-00-50-505	Part Time Salaries	37,440.00	701.25	98.1	37,440.00	22,765.00	39.2
20-01-00-50-510	PDRMA Health Program	85,000.00	5,574.52	93.4	85,000.00	78,643.86	7.4
20-01-00-50-545	Car Allowance	500.00	0.00	100.0	500.00	52.75	89.4
TOTAL Personal Services and Benefits		264,763.60	8,872.17	96.6	264,763.60	218,458.95	17.4
Professional Services							
20-01-00-51-551	Special Projects	3,000.00	0.00	100.0	3,000.00	0.00	100.0
20-01-00-51-585	Computer IT Consultant	15,000.00	2,657.00	82.2	15,000.00	17,205.62	(14.7)
TOTAL Professional Services		18,000.00	2,657.00	85.2	18,000.00	17,205.62	4.4
Contractual Services							
20-01-00-52-610	Office Equipment Contracts	1,750.00	90.00	94.8	1,750.00	1,468.64	16.0
20-01-00-52-617	Photo Copier	2,000.00	5.74	99.7	2,000.00	619.17	69.0
20-01-00-52-620	Equipment Rental	1.00	0.00	100.0	1.00	0.00	100.0
20-01-00-52-623	Website Design/Update	3,000.00	0.00	100.0	3,000.00	0.00	100.0
20-01-00-52-641	Telephone & Internet Communica	10,000.00	637.32	93.6	10,000.00	9,020.95	9.7
20-01-00-52-644	Cell Phones	420.00	0.00	100.0	420.00	400.00	4.7
20-01-00-52-649	Credit Card % Fees	10,000.00	0.00	100.0	10,000.00	3,074.15	69.2
20-01-00-52-650	Photo Copier Lease	2,000.00	152.28	92.3	2,000.00	1,218.24	39.0
TOTAL Contractual Services		29,171.00	885.34	96.9	29,171.00	15,801.15	45.8

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Administration EXPENSES							
Non Park							
Repairs and Maintenance							
20-01-00-53-655	Equipment Repair	100.00	0.00	100.0	100.00	453.40	(353.4)
TOTAL Repairs and Maintenance		100.00	0.00	100.0	100.00	453.40	(353.4)
Professional Development							
20-01-00-54-700	FT Professional Development	4,000.00	265.00	93.3	4,000.00	1,426.80	64.3
20-01-00-54-705	PT Professional Development	500.00	0.00	100.0	500.00	0.00	100.0
20-01-00-54-710	Commissioner Professional Dev	2,000.00	0.00	100.0	2,000.00	0.00	100.0
20-01-00-54-720	Dues & Licensing Fees	1,267.34	0.00	100.0	15,208.00	5,111.92	66.3
TOTAL Professional Development		7,767.34	265.00	96.5	21,708.00	6,538.72	69.8
Materials and Supplies							
20-01-00-55-750	Office Equipment	166.67	0.00	100.0	2,000.00	26.45	98.6
20-01-00-55-755	Postage	500.00	0.00	100.0	500.00	10.95	97.8
20-01-00-55-761	Marketing & Promotions	9,000.00	0.00	100.0	9,000.00	2,711.10	69.8
20-01-00-55-785	Uniforms	2,000.00	0.00	100.0	2,000.00	0.00	100.0
20-01-00-55-790	Office Supplies	2,000.00	25.96	98.7	2,000.00	1,116.41	44.1
20-01-00-55-795	General Supplies	1,000.00	0.00	100.0	1,000.00	9.59	99.0
20-01-00-55-799	Miscellaneous	500.00	0.00	100.0	500.00	310.22	37.9
TOTAL Materials and Supplies		15,166.67	25.96	99.8	17,000.00	4,184.72	75.3
TOTAL Non Park		334,968.61	12,705.47	96.2	350,742.60	262,642.56	25.1
TOTAL EXPENSES: Administration		334,968.61	12,705.47	96.2	350,742.60	262,642.56	25.1
Building & Grounds EXPENSES							
Non Park							
Personal Services and Benefits							
20-02-00-50-500	Full Time Salaries	6,586.67	1,316.25	80.0	79,040.00	32,424.75	58.9
20-02-00-50-505	Part Time Salaries	13,800.00	0.00	100.0	13,800.00	0.00	100.0
20-02-00-50-545	Car Allowance	200.00	0.00	100.0	200.00	0.00	100.0
TOTAL Personal Services and Benefits		20,586.67	1,316.25	93.6	93,040.00	32,424.75	65.1
Contractual Services							
20-02-00-52-615	Equipment Maintenance	2,000.00	0.00	100.0	2,000.00	29.96	98.5
20-02-00-52-630	Scavenger Service	10,000.00	331.27	96.6	10,000.00	5,135.30	48.6
20-02-00-52-637	Utilities-Natural Gas	15,000.00	1,069.64	92.8	15,000.00	12,282.42	18.1
20-02-00-52-638	Utilities-Electricity	22,000.00	1,879.45	91.4	22,000.00	20,621.09	6.2

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
Building & Grounds EXPENSES							
Non Park							
Contractual Services							
20-02-00-52-639	Utilities-water	15,000.00	335.39	97.7	15,000.00	10,496.12	30.0
20-02-00-52-640	Facility Alarms	0.00	181.41	100.0	0.00	2,890.55	100.0
20-02-00-52-644	Cell Phones	480.00	0.00	100.0	480.00	0.00	100.0
TOTAL Contractual Services		64,480.00	3,797.16	94.1	64,480.00	51,455.44	20.2
Repairs and Maintenance							
20-02-00-53-650	Vehicle Maintenance	5,000.00	0.00	100.0	5,000.00	25.00	99.5
20-02-00-53-660	Grounds Maintenance	10,000.00	2,318.88	76.8	10,000.00	13,523.48	(35.2)
20-02-00-53-661	Athletic Field Maintenance	5,000.00	1,200.00	76.0	5,000.00	1,408.36	71.8
20-02-00-53-662	Playground Maintenance	5,000.00	3,976.27	20.4	5,000.00	4,770.29	4.5
20-02-00-53-663	Karban Park Supplies	200.00	0.00	100.0	200.00	0.00	100.0
20-02-00-53-665	Building Maintenance	15,000.00	756.40	94.9	15,000.00	7,586.21	49.4
20-02-00-53-666	HVAC	5,000.00	0.00	100.0	5,000.00	795.00	84.1
TOTAL Repairs and Maintenance		45,200.00	8,251.55	81.7	45,200.00	28,108.34	37.8
Materials and Supplies							
20-02-00-55-750	New Equipment	83.34	0.00	100.0	1,000.00	0.00	100.0
20-02-00-55-753	Building Supplies	333.34	0.00	100.0	4,000.00	166.37	95.8
20-02-00-55-762	Consumable Supplies	500.00	0.00	100.0	6,000.00	1,797.97	70.0
20-02-00-55-765	Fuels and Lubricants	100.00	0.00	100.0	1,200.00	0.00	100.0
20-02-00-55-780	Signs	333.34	0.00	100.0	4,000.00	0.00	100.0
20-02-00-55-785	Uniforms	33.34	0.00	100.0	400.00	0.00	100.0
TOTAL Materials and Supplies		1,383.36	0.00	100.0	16,600.00	1,964.34	88.1
TOTAL Non Park		131,650.03	13,364.96	89.8	219,320.00	113,952.87	48.0
TOTAL EXPENSES: Building & Grounds		131,650.03	13,364.96	89.8	219,320.00	113,952.87	48.0
General Recreation EXPENSES							
Non Park							
Personal Services and Benefits							
20-03-00-50-500	Full Time Salaries	10,250.94	5,154.40	49.7	123,011.20	97,846.40	20.4
20-03-00-50-505	Part Time Salaries	2,548.00	1,277.50	49.8	30,576.00	30,065.75	1.6
TOTAL Personal Services and Benefits		12,798.94	6,431.90	49.7	153,587.20	127,912.15	16.7
Contractual Services							
20-03-00-52-612	Brochure Printing & Distribut	1,566.67	0.00	100.0	18,800.00	0.00	100.0

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE

General Recreation							
EXPENSES							
Non Park							
Contractual Services							
20-03-00-52-615	Equipment Maintenance	20.84	0.00	100.0	250.00	0.00	100.0
20-03-00-52-643	Other Contractual	291.67	0.00	100.0	3,500.00	2,570.00	26.5
20-03-00-52-644	Cell Phones	40.00	0.00	100.0	480.00	0.00	100.0
TOTAL Contractual Services		1,919.18	0.00	100.0	23,030.00	2,570.00	88.8

Materials and Supplies							
20-03-00-55-753	NEW EQUIPMENT	166.67	0.00	100.0	2,000.00	0.00	100.0
20-03-00-55-795	General Supplies	100.00	29.59	70.4	1,200.00	29.59	97.5
20-03-00-55-796	Awards	83.34	0.00	100.0	1,000.00	0.00	100.0
20-03-00-55-799	Miscellaneous	41.67	0.00	100.0	500.00	2,126.63	(325.3)
TOTAL Materials and Supplies		391.68	29.59	92.4	4,700.00	2,156.22	54.1
TOTAL Non Park		15,109.80	6,461.49	57.2	181,317.20	132,638.37	26.8
TOTAL EXPENSES: General Recreation		15,109.80	6,461.49	57.2	181,317.20	132,638.37	26.8

Early Childhood							
EXPENSES							
Non Park							
Personal Services and Benefits							
20-04-00-50-505	Part Time Salaries	2,773.34	0.00	100.0	33,280.00	13,726.25	58.7
TOTAL Personal Services and Benefits		2,773.34	0.00	100.0	33,280.00	13,726.25	58.7

Contractual Services							
20-04-00-52-607	ECRLP Special Events	29.17	0.00	100.0	350.00	120.19	65.6
20-04-00-52-608	Trips	41.67	0.00	100.0	500.00	0.00	100.0
20-04-00-52-625	Transportation	41.67	0.00	100.0	500.00	0.00	100.0
20-04-00-52-643	Other Contractual	0.00	805.00	100.0	0.00	1,123.50	100.0
20-04-00-52-644	Cell Phones	20.00	0.00	100.0	240.00	0.00	100.0
TOTAL Contractual Services		132.51	805.00	(507.5)	1,590.00	1,243.69	21.7

Professional Development							
20-04-00-54-705	P.T. Prof.Dev.	83.34	0.00	100.0	1,000.00	0.00	100.0
TOTAL Professional Development		83.34	0.00	100.0	1,000.00	0.00	100.0

Materials and Supplies							
20-04-00-55-750	New Equipment	66.67	0.00	100.0	800.00	0.00	100.0

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Early Childhood EXPENSES							
Non Park							
Materials and Supplies							
20-04-00-55-762	Consumable Supplies	33.34	0.00	100.0	400.00	0.00	100.0
20-04-00-55-776	Fundraiser Supplies	0.09	0.00	100.0	1.00	0.00	100.0
20-04-00-55-785	Uniforms	12.50	0.00	100.0	150.00	0.00	100.0
20-04-00-55-791	Mini Program Supplies	33.34	0.00	100.0	400.00	0.00	100.0
20-04-00-55-792	Preschool Supplies	166.67	0.00	100.0	2,000.00	93.21	95.3
20-04-00-55-793	Printing	0.00	0.00	0.0	0.00	70.00	100.0
20-04-00-55-797	Nutrition	0.09	0.00	100.0	1.00	0.00	100.0
20-04-00-55-799	Miscellaneous	0.09	0.00	100.0	1.00	0.00	100.0

TOTAL Materials and Supplies		312.79	0.00	100.0	3,753.00	163.21	95.6
TOTAL Non Park		3,301.98	805.00	75.6	39,623.00	15,133.15	61.8
TOTAL EXPENSES: Early Childhood		3,301.98	805.00	75.6	39,623.00	15,133.15	61.8

Day Camp EXPENSES							
Non Park							
Personal Services and Benefits							
20-05-00-50-505	Part Time Salaries	3,666.67	0.00	100.0	44,000.00	32,330.21	26.5

TOTAL Personal Services and Benefits		3,666.67	0.00	100.0	44,000.00	32,330.21	26.5

Contractual Services							
20-05-00-52-608	Trips	416.67	0.00	100.0	5,000.00	3,043.00	39.1
20-05-00-52-625	Transportation	333.34	0.00	100.0	4,000.00	1,923.28	51.9
20-05-00-52-643	Other Contractural	0.09	0.00	100.0	1.00	0.00	100.0
20-05-00-52-644	Cell Phones	16.67	0.00	100.0	200.00	0.00	100.0

TOTAL Contractual Services		766.77	0.00	100.0	9,201.00	4,966.28	46.0

Professional Development							
20-05-00-54-715	Training & Certification	41.67	0.00	100.0	500.00	0.00	100.0

TOTAL Professional Development		41.67	0.00	100.0	500.00	0.00	100.0

Materials and Supplies							
20-05-00-55-750	New Equipment	0.00	0.00	0.0	0.00	73.96	100.0
20-05-00-55-762	Consumable Supplies	16.67	0.00	100.0	200.00	22.59	88.7
20-05-00-55-785	Uniforms	41.67	0.00	100.0	500.00	902.00	(80.4)
20-05-00-55-795	General Supplies	166.67	0.00	100.0	2,000.00	270.36	86.4
20-05-00-55-797	Nutrition	41.67	0.00	100.0	500.00	0.00	100.0

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Day Camp							
EXPENSES							
Non Park							
Materials and Supplies							
20-05-00-55-799	Miscellaneous	0.09	0.00	100.0	1.00	0.00	100.0

TOTAL Materials and Supplies		266.77	0.00	100.0	3,201.00	1,268.91	60.3
TOTAL Non Park		4,741.88	0.00	100.0	56,902.00	38,565.40	32.2
TOTAL EXPENSES: Day Camp		4,741.88	0.00	100.0	56,902.00	38,565.40	32.2

Concessions							
EXPENSES							
Non Park							
Personal Services and Benefits							

TOTAL Personal Services and Benefits		0.00	0.00	0.0	0.00	0.00	0.0

Repairs and Maintenance							

TOTAL Repairs and Maintenance		0.00	0.00	0.0	0.00	0.00	0.0

Materials and Supplies							

TOTAL Materials and Supplies		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL EXPENSES: Concessions		0.00	0.00	0.0	0.00	0.00	0.0

Sports Leagues							
EXPENSES							
Non Park							
Personal Services and Benefits							
20-09-00-50-505	Part Time Salaries	1,000.00	0.00	100.0	12,000.00	172.50	98.5
20-09-00-50-601	League Coordinator	833.75	24.50	97.0	10,005.00	6,345.75	36.5

TOTAL Personal Services and Benefits		1,833.75	24.50	98.6	22,005.00	6,518.25	70.3

Contractual Services							
20-09-00-52-643	Other Contractual	0.00	4,916.00	100.0	0.00	10,083.00	100.0

TOTAL Contractual Services		0.00	4,916.00	100.0	0.00	10,083.00	100.0

Repairs and Maintenance							
20-09-00-53-655	Equipment Repair	250.00	0.00	100.0	3,000.00	9.96	99.6

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Sports Leagues							
EXPENSES							
Non Park							
Repairs and Maintenance							
20-09-00-53-750	New Equipment	583.34	0.00	100.0	7,000.00	764.70	89.0
TOTAL Repairs and Maintenance		833.34	0.00	100.0	10,000.00	774.66	92.2
Materials and Supplies							
20-09-00-55-785	Uniforms	1,666.67	0.00	100.0	20,000.00	8,443.38	57.7
20-09-00-55-795	General Supplies	250.00	100.00	60.0	3,000.00	3,135.35	(4.5)
TOTAL Materials and Supplies		1,916.67	100.00	94.7	23,000.00	11,578.73	49.6
TOTAL Non Park		4,583.76	5,040.50	(9.9)	55,005.00	28,954.64	47.3
TOTAL EXPENSES: Sports Leagues		4,583.76	5,040.50	(9.9)	55,005.00	28,954.64	47.3
Special Events							
EXPENSES							
Non Park							
Personal Services and Benefits							
20-10-00-50-481	All Hallows Eve	250.00	426.09	(70.4)	3,000.00	2,395.40	20.1
20-10-00-50-485	Back To School	83.34	0.00	100.0	1,000.00	2,414.71	(141.4)
20-10-00-50-486	Winter Events	125.00	0.00	100.0	1,500.00	365.01	75.6
20-10-00-50-487	Fall Events	383.34	58.33	84.7	4,600.00	58.33	98.7
20-10-00-50-489	Community Events	350.00	0.00	100.0	4,200.00	19.77	99.5
20-10-00-50-505	Part Time Salaries	500.00	0.00	100.0	6,000.00	1,070.07	82.1
TOTAL Personal Services and Benefits		1,691.68	484.42	71.3	20,300.00	6,323.29	68.8
Contractual Services							
20-10-00-52-477	Summer Events	208.34	0.00	100.0	2,500.00	0.00	100.0
20-10-00-52-603	Brewfest	1,666.67	612.61	63.2	20,000.00	18,304.30	8.4
20-10-00-52-606	Spring Events	83.34	0.00	100.0	1,000.00	775.00	22.5
20-10-00-52-614	Concerts	1,000.00	0.00	100.0	12,000.00	4,100.00	65.8
TOTAL Contractual Services		2,958.35	612.61	79.2	35,500.00	23,179.30	34.7
Materials and Supplies							
20-10-00-55-795	Supplies	166.67	0.00	100.0	2,000.00	307.76	84.6
TOTAL Materials and Supplies		166.67	0.00	100.0	2,000.00	307.76	84.6
TOTAL Non Park		4,816.70	1,097.03	77.2	57,800.00	29,810.35	48.4
TOTAL EXPENSES: Special Events		4,816.70	1,097.03	77.2	57,800.00	29,810.35	48.4

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Volunteers							
EXPENSES							
Non Park							
Personal Services and Benefits							
20-11-00-50-756	Pay It Forward- Volunteers	183.34	32.86	82.0	2,200.00	32.86	98.5
TOTAL Personal Services and Benefits		183.34	32.86	82.0	2,200.00	32.86	98.5
TOTAL Non Park		183.34	32.86	82.0	2,200.00	32.86	98.5
TOTAL EXPENSES: Volunteers		183.34	32.86	82.0	2,200.00	32.86	98.5
Active Adults 50+							
EXPENSES							
Non Park							
Contractual							
20-12-00-52-609	Senior Social Events	316.67	610.23	(92.7)	3,800.00	2,112.61	44.4
20-12-00-52-625	Transportation	22.92	705.00	(2975.9)	275.00	1,515.00	(450.9)
20-12-00-52-643	Other Contractual	208.34	0.00	100.0	2,500.00	1,215.00	51.4
TOTAL Contractual		547.93	1,315.23	(140.0)	6,575.00	4,842.61	26.3
Materials and Services							
20-12-00-55-795	General Supplies	0.00	0.00	0.0	0.00	28.47	100.0
TOTAL Materials and Services		0.00	0.00	0.0	0.00	28.47	100.0
TOTAL Non Park		547.93	1,315.23	(140.0)	6,575.00	4,871.08	25.9
TOTAL EXPENSES: Active Adults 50+		547.93	1,315.23	(140.0)	6,575.00	4,871.08	25.9
Facility Rentals							
EXPENSES							
Non Park							
Personal Services							
20-13-00-50-505	Part Time Salaries	2,132.00	120.00	94.3	25,584.00	6,319.53	75.3
TOTAL Personal Services		2,132.00	120.00	94.3	25,584.00	6,319.53	75.3
Materials and Supplies							
20-13-00-55-456	Bar Supplies	166.67	70.62	57.6	2,000.00	1,303.46	34.8
20-13-00-55-457	Licensing	191.67	0.00	100.0	2,300.00	2,325.00	(1.0)
20-13-00-55-753	New Equipment	83.34	0.00	100.0	1,000.00	0.00	100.0
20-13-00-55-795	General Supplies	41.67	0.00	100.0	500.00	0.00	100.0
TOTAL Materials and Supplies		483.35	70.62	85.3	5,800.00	3,628.46	37.4
TOTAL Non Park		2,615.35	190.62	92.7	31,384.00	9,947.99	68.3

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL EXPENSES: Facility Rentals		2,615.35	190.62	92.7	31,384.00	9,947.99	68.3
Adult Programs EXPENSES							
Non Park Personnel Benifits							
TOTAL Personnel Benifits		0.00	0.00	0.0	0.00	0.00	0.0
Contractual Services							
20-15-00-52-605	Instructor/Contractor	250.00	0.00	100.0	3,000.00	1,480.00	50.6
TOTAL Contractual Services		250.00	0.00	100.0	3,000.00	1,480.00	50.6
Materials and Supplies							
20-15-00-55-750	Equipment	33.34	0.00	100.0	400.00	41.17	89.7
TOTAL Materials and Supplies		33.34	0.00	100.0	400.00	41.17	89.7
TOTAL Non Park		283.34	0.00	100.0	3,400.00	1,521.17	55.2
TOTAL EXPENSES: Adult Programs		283.34	0.00	100.0	3,400.00	1,521.17	55.2
Youth Programming EXPENSES							
Non Park Personnel Benifits							
20-16-00-50-505	Part Time Salaries	193.34	0.00	100.0	2,320.00	0.00	100.0
TOTAL Personnel Benifits		193.34	0.00	100.0	2,320.00	0.00	100.0
Contractual Services							
20-16-00-52-605	Instructor	83.34	17.60	78.8	1,000.00	1,735.60	(73.5)
20-16-00-52-618	Teen Program Supplies	166.67	0.00	100.0	2,000.00	0.00	100.0
20-16-00-52-643	Other Contractual	83.34	0.00	100.0	1,000.00	0.00	100.0
TOTAL Contractual Services		333.35	17.60	94.7	4,000.00	1,735.60	56.6
Materials and Supplies							
20-16-00-55-795	General Supplies	83.34	0.00	100.0	1,000.00	11.65	98.8
20-16-00-55-799	Miscellaneous	14.59	0.00	100.0	175.00	0.00	100.0
TOTAL Materials and Supplies		97.93	0.00	100.0	1,175.00	11.65	99.0
TOTAL Non Park		624.62	17.60	97.1	7,495.00	1,747.25	76.6
TOTAL EXPENSES: Youth Programming		624.62	17.60	97.1	7,495.00	1,747.25	76.6

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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FUND: Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL FUND REVENUES		555,625.76	582.46	(99.9)	803,496.00	672,860.35	(16.2)
TOTAL FUND EXPENSES		503,427.34	41,030.76	91.8	1,011,763.80	639,817.69	36.7
FUND SURPLUS (DEFICIT)		52,198.42	(40,448.30)	(177.4)	(208,267.80)	33,042.66	(115.8)

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 23
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FUND: Social Security

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE

Non Departmental REVENUES							
Non Park							
Taxes							
21-00-00-40-400	Real Estate Taxes	7,869.59	0.00	100.0	94,435.00	67,346.31	(28.6)

TOTAL Taxes		7,869.59	0.00	100.0	94,435.00	67,346.31	(28.6)
Investment Income							
21-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	216.75	116.7

TOTAL Investment Income		8.34	0.00	100.0	100.00	216.75	116.7
TOTAL Non Park		7,877.93	0.00	100.0	94,535.00	67,563.06	(28.5)
TOTAL REVENUES: Non Departmental		7,877.93	0.00	100.0	94,535.00	67,563.06	(28.5)
Non Departmental EXPENSES							
Non Park							
Personal Services and Benefits							
21-00-00-50-530	Social Security	5,000.00	1,662.89	66.7	60,000.00	42,327.84	29.4
21-00-00-50-535	Medicare	1,250.00	388.93	68.8	15,000.00	9,899.45	34.0

TOTAL Personal Services and Benefits		6,250.00	2,051.82	67.1	75,000.00	52,227.29	30.3
TOTAL Non Park		6,250.00	2,051.82	67.1	75,000.00	52,227.29	30.3
TOTAL EXPENSES: Non Departmental		6,250.00	2,051.82	67.1	75,000.00	52,227.29	30.3
TOTAL FUND REVENUES		7,877.93	0.00	100.0	94,535.00	67,563.06	(28.5)
TOTAL FUND EXPENSES		6,250.00	2,051.82	67.1	75,000.00	52,227.29	30.3
FUND SURPLUS (DEFICIT)		1,627.93	(2,051.82)	(226.0)	19,535.00	15,335.77	(21.5)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: IMRF

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
Non Departmental REVENUES							
Non Park Taxes							
22-00-00-40-400	Real Estate Taxes	8,471.75	0.00	100.0	101,661.00	72,499.24	(28.6)
22-00-00-40-405	Personal Prop Replacement Tax	100.00	0.00	100.0	1,200.00	840.33	(29.9)
TOTAL Taxes		8,571.75	0.00	100.0	102,861.00	73,339.57	(28.7)
Investment Income							
22-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	397.07	297.0
TOTAL Investment Income		8.34	0.00	100.0	100.00	397.07	297.0
TOTAL Non Park		8,580.09	0.00	100.0	102,961.00	73,736.64	(28.3)
TOTAL REVENUES: Non Departmental		8,580.09	0.00	100.0	102,961.00	73,736.64	(28.3)
Non Departmental EXPENSES							
Non Park Personal Services and Benefit							
22-00-00-50-525	IMRF	7,500.00	2,459.87	67.2	90,000.00	56,467.75	37.2
TOTAL Personal Services and Benefit		7,500.00	2,459.87	67.2	90,000.00	56,467.75	37.2
Miscellaneous							
TOTAL Miscellaneous		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		7,500.00	2,459.87	67.2	90,000.00	56,467.75	37.2
TOTAL EXPENSES: Non Departmental		7,500.00	2,459.87	67.2	90,000.00	56,467.75	37.2
TOTAL FUND REVENUES		8,580.09	0.00	100.0	102,961.00	73,736.64	(28.3)
TOTAL FUND EXPENSES		7,500.00	2,459.87	67.2	90,000.00	56,467.75	37.2
FUND SURPLUS (DEFICIT)		1,080.09	(2,459.87)	(327.7)	12,961.00	17,268.89	33.2

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BERWYN PARK DISTRICT
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 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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FUND: Liability

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental REVENUES							
Non Park Taxes							
23-00-00-40-400	Real Estate Taxes	4,730.42	0.00	100.0	56,765.00	40,481.36	(28.6)

TOTAL Taxes		4,730.42	0.00	100.0	56,765.00	40,481.36	(28.6)
Investment Income							
23-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	192.40	92.4

TOTAL Investment Income		8.34	0.00	100.0	100.00	192.40	92.4
Miscellaneous							
23-00-00-49-492	Miscellaneous Income	125.00	0.00	100.0	1,500.00	500.00	(66.6)

TOTAL Miscellaneous		125.00	0.00	100.0	1,500.00	500.00	(66.6)
TOTAL Non Park		4,863.76	0.00	100.0	58,365.00	41,173.76	(29.4)
TOTAL REVENUES: Non Departmental		4,863.76	0.00	100.0	58,365.00	41,173.76	(29.4)
Non Departmental EXPENSES							
Non Park							
Personal Services and Benefits							
23-00-00-50-500	Full Time Salaries	666.67	0.00	100.0	8,000.00	0.00	100.0
23-00-00-50-540	Unemployment-Reimbursement	416.67	0.00	100.0	5,000.00	2,380.75	52.3
23-00-00-50-546	Safety Incentive	166.67	0.00	100.0	2,000.00	0.00	100.0

TOTAL Personal Services and Benefits		1,250.01	0.00	100.0	15,000.00	2,380.75	84.1
Professional Services							
23-00-00-51-551	Special Projects	166.67	0.00	100.0	2,000.00	0.00	100.0

TOTAL Professional Services		166.67	0.00	100.0	2,000.00	0.00	100.0
Contractual Services							
23-00-00-52-627	Insurance Premiums	2,916.67	0.00	100.0	35,000.00	31,573.74	9.7
23-00-00-52-629	Risk Management	416.67	0.00	100.0	5,000.00	491.00	90.1

TOTAL Contractual Services		3,333.34	0.00	100.0	40,000.00	32,064.74	19.8
TOTAL Non Park		4,750.02	0.00	100.0	57,000.00	34,445.49	39.5
TOTAL EXPENSES: Non Departmental		4,750.02	0.00	100.0	57,000.00	34,445.49	39.5

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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FUND: Liability

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
TOTAL FUND REVENUES		4,863.76	0.00	100.0	58,365.00	41,173.76	(29.4)
TOTAL FUND EXPENSES		4,750.02	0.00	100.0	57,000.00	34,445.49	39.5
FUND SURPLUS (DEFICIT)		113.74	0.00	100.0	1,365.00	6,728.27	392.9

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Audit

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Park Taxes							
24-00-00-40-400	Real Estate Taxes	2,085.09	0.00	100.0	25,021.00	18,400.69	(26.4)
TOTAL Taxes		2,085.09	0.00	100.0	25,021.00	18,400.69	(26.4)
Investment Income							
24-00-00-48-491	Interest Income	1.67	0.00	100.0	20.00	0.64	(96.8)
TOTAL Investment Income		1.67	0.00	100.0	20.00	0.64	(96.8)
TOTAL Non Park		2,086.76	0.00	100.0	25,041.00	18,401.33	(26.5)
TOTAL REVENUES: Non Departmental		2,086.76	0.00	100.0	25,041.00	18,401.33	(26.5)
Non Departmental EXPENSES							
Non Park Professional Services							
24-00-00-51-550	Audit Fees	1,333.34	15,475.00	(1060.6)	16,000.00	19,975.00	(24.8)
24-00-00-51-560	Accounting Service Fees	1,541.67	0.00	100.0	18,500.00	27,300.00	(47.5)
TOTAL Professional Services		2,875.01	15,475.00	(438.2)	34,500.00	47,275.00	(37.0)
Miscellaneous							
24-00-00-55-799	Miscellaneous	208.34	0.00	100.0	2,500.00	0.00	100.0
TOTAL Miscellaneous		208.34	0.00	100.0	2,500.00	0.00	100.0
TOTAL Non Park		3,083.35	15,475.00	(401.8)	37,000.00	47,275.00	(27.7)
TOTAL EXPENSES: Non Departmental		3,083.35	15,475.00	(401.8)	37,000.00	47,275.00	(27.7)
TOTAL FUND REVENUES		2,086.76	0.00	100.0	25,041.00	18,401.33	(26.5)
TOTAL FUND EXPENSES		3,083.35	15,475.00	(401.8)	37,000.00	47,275.00	(27.7)
FUND SURPLUS (DEFICIT)		(996.59)	(15,475.00)	1452.8	(11,959.00)	(28,873.67)	141.4

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

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FUND: Police

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
Non Departmental REVENUES							
Non Park							
Taxes							
25-00-00-40-400	Real Estate Taxes	1,462.17	0.00	100.0	17,546.00	12,512.08	(28.6)
TOTAL Taxes		1,462.17	0.00	100.0	17,546.00	12,512.08	(28.6)
Investment Income							
25-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	195.97	95.9
TOTAL Investment Income		8.34	0.00	100.0	100.00	195.97	95.9
TOTAL Non Park		1,470.51	0.00	100.0	17,646.00	12,708.05	(27.9)
TOTAL REVENUES: Non Departmental		1,470.51	0.00	100.0	17,646.00	12,708.05	(27.9)
Non Departmental EXPENSES							
Non Park							
Personal Services and Benefits							
25-00-00-50-505	City Contractural Patrols	1,500.00	0.00	100.0	18,000.00	1,389.00	92.2
TOTAL Personal Services and Benefits		1,500.00	0.00	100.0	18,000.00	1,389.00	92.2
Contractual Services							
25-00-00-52-615	Equipment Maintenance	166.67	0.00	100.0	2,000.00	0.00	100.0
TOTAL Contractual Services		166.67	0.00	100.0	2,000.00	0.00	100.0
Materials and Supplies							
25-00-00-55-750	New Equipment	583.34	0.00	100.0	7,000.00	11,804.99	(68.6)
TOTAL Materials and Supplies		583.34	0.00	100.0	7,000.00	11,804.99	(68.6)
TOTAL Non Park		2,250.01	0.00	100.0	27,000.00	13,193.99	51.1
TOTAL EXPENSES: Non Departmental		2,250.01	0.00	100.0	27,000.00	13,193.99	51.1
TOTAL FUND REVENUES		1,470.51	0.00	100.0	17,646.00	12,708.05	(27.9)
TOTAL FUND EXPENSES		2,250.01	0.00	100.0	27,000.00	13,193.99	51.1
FUND SURPLUS (DEFICIT)		(779.50)	0.00	100.0	(9,354.00)	(485.94)	(94.8)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Special Recreation

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Park							
Taxes							
26-00-00-40-400	Real Estate Taxes	15,500.00	0.00	100.0	186,000.00	140,291.99	(24.5)
TOTAL Taxes		15,500.00	0.00	100.0	186,000.00	140,291.99	(24.5)
Investment Income							
26-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	327.11	227.1
TOTAL Investment Income		8.34	0.00	100.0	100.00	327.11	227.1
TOTAL Non Park		15,508.34	0.00	100.0	186,100.00	140,619.10	(24.4)
TOTAL REVENUES: Non Departmental		15,508.34	0.00	100.0	186,100.00	140,619.10	(24.4)
Non Departmental EXPENSES							
Non Park							
Personal Services and Benefits							
26-00-00-50-505	Part Time Salaries	833.34	0.00	100.0	10,000.00	4,394.06	56.0
TOTAL Personal Services and Benefits		833.34	0.00	100.0	10,000.00	4,394.06	56.0
Contractual Services							
26-00-00-52-645	Special Recreation Share-WSSRA	11,250.00	0.00	100.0	135,000.00	143,560.00	(6.3)
TOTAL Contractual Services		11,250.00	0.00	100.0	135,000.00	143,560.00	(6.3)
Materials and Supplies							
26-00-00-55-799	Miscellaneous	833.34	0.00	100.0	10,000.00	0.00	100.0
TOTAL Materials and Supplies		833.34	0.00	100.0	10,000.00	0.00	100.0
TOTAL Non Park		12,916.68	0.00	100.0	155,000.00	147,954.06	4.5
TOTAL EXPENSES: Non Departmental		12,916.68	0.00	100.0	155,000.00	147,954.06	4.5
TOTAL FUND REVENUES		15,508.34	0.00	100.0	186,100.00	140,619.10	(24.4)
TOTAL FUND EXPENSES		12,916.68	0.00	100.0	155,000.00	147,954.06	4.5
FUND SURPLUS (DEFICIT)		2,591.66	0.00	100.0	31,100.00	(7,334.96)	(123.5)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Debt Service

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Park Taxes							
31-00-00-40-400	Real Estate Taxes	25,154.00	0.00	100.0	301,848.00	223,858.68	(25.8)
TOTAL Taxes		25,154.00	0.00	100.0	301,848.00	223,858.68	(25.8)
Investment Income							
31-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	83.49	(16.5)
TOTAL Investment Income		8.34	0.00	100.0	100.00	83.49	(16.5)
Miscellaneous							
TOTAL Miscellaneous		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		25,162.34	0.00	100.0	301,948.00	223,942.17	(25.8)
TOTAL REVENUES: Non Departmental		25,162.34	0.00	100.0	301,948.00	223,942.17	(25.8)
Non Departmental EXPENSES							
Non Park Debt Service							
31-00-00-58-903	Principal 12 Bond Issue	16,666.67	200,000.00	(1100.0)	200,000.00	200,000.00	0.0
31-00-00-58-905	Interest 2012 Issue	5,920.84	35,525.00	(500.0)	71,050.00	71,050.00	0.0
31-00-00-58-915	Paying Agent Fees	83.34	0.00	100.0	1,000.00	475.00	52.5
TOTAL Debt Service		22,670.85	235,525.00	(938.8)	272,050.00	271,525.00	0.1
TOTAL Non Park		22,670.85	235,525.00	(938.8)	272,050.00	271,525.00	0.1
TOTAL EXPENSES: Non Departmental		22,670.85	235,525.00	(938.8)	272,050.00	271,525.00	0.1
TOTAL FUND REVENUES		25,162.34	0.00	100.0	301,948.00	223,942.17	(25.8)
TOTAL FUND EXPENSES		22,670.85	235,525.00	(938.8)	272,050.00	271,525.00	0.1
FUND SURPLUS (DEFICIT)		2,491.49	(235,525.00)	(9553.1)	29,898.00	(47,582.83)	(259.1)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Capital Projects 2019

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Park							
Investment Income							
41-00-00-48-491	Interest Income	0.09	0.00	100.0	1.00	504.96	396.0
TOTAL Investment Income		0.09	0.00	100.0	1.00	504.96	396.0
Miscellaneous							
41-00-00-49-492	Miscellaneous Income	0.09	0.00	100.0	1.00	1,649.89	4889.0
TOTAL Miscellaneous		0.09	0.00	100.0	1.00	1,649.89	4889.0
TOTAL Non Park		0.18	0.00	100.0	2.00	2,154.85	7642.5
TOTAL REVENUES: Non Departmental		0.18	0.00	100.0	2.00	2,154.85	7642.5
Non Departmental EXPENSES							
Non Park							
Professional Services							
41-00-00-51-592	Other Professional Services	8,333.34	8,044.00	3.4	100,000.00	12,225.36	87.7
TOTAL Professional Services		8,333.34	8,044.00	3.4	100,000.00	12,225.36	87.7
Contractual Services							
TOTAL Contractual Services		0.00	0.00	0.0	0.00	0.00	0.0
Materials and Supplies							
41-00-00-55-750	New Equipment	2,000.00	0.00	100.0	24,000.00	27,055.11	(12.7)
TOTAL Materials and Supplies		2,000.00	0.00	100.0	24,000.00	27,055.11	(12.7)
Capital Outlay							
41-00-00-56-830	Park Renovations	833.34	0.00	100.0	10,000.00	99,819.75	(898.2)
TOTAL Capital Outlay		833.34	0.00	100.0	10,000.00	99,819.75	(898.2)
Bond Issuance Related Costs							
TOTAL Bond Issuance Related Costs		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		11,166.68	8,044.00	27.9	134,000.00	139,100.22	(3.8)
TOTAL EXPENSES: Non Departmental		11,166.68	8,044.00	27.9	134,000.00	139,100.22	(3.8)

DATE: 11/17/2023
TIME: 09:27:25
ID: GL470001

BERWYN PARK DISTRICT
DETAILED REVENUE & EXPENSE REPORT
BUDGET VS. ACTUAL WITH PERCENT VARIANCE
FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 32
F-YR: 23

FUND: Capital Projects 2019

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
TOTAL FUND REVENUES		0.18	0.00	100.0	2.00	2,154.85	7642.5
TOTAL FUND EXPENSES		11,166.68	8,044.00	27.9	134,000.00	139,100.22	(3.8)
FUND SURPLUS (DEFICIT)		(11,166.50)	(8,044.00)	(27.9)	(133,998.00)	(136,945.37)	2.2

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Capital Development Fund

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE
Non Departmental REVENUES							
Non Park Grants							
42-00-00-44-460	Grants	0.00	0.00	0.0	0.00	85,000.00	100.0
TOTAL Grants		0.00	0.00	0.0	0.00	85,000.00	100.0
Fines, Fees and Permits							
42-00-00-45-470	Fines, Fees and Permits	8.34	0.00	100.0	100.00	0.00	100.0
TOTAL Fines, Fees and Permits		8.34	0.00	100.0	100.00	0.00	100.0
Donations							
42-00-00-46-475	Dog Park Brick Program	16.67	0.00	100.0	200.00	0.00	100.0
42-00-00-46-480	Donations	41.67	0.00	100.0	500.00	0.00	100.0
42-00-00-46-484	Tree Memorial	166.67	0.00	100.0	2,000.00	1,850.00	(7.5)
42-00-00-46-485	Bench Memorials	41.67	0.00	100.0	500.00	0.00	100.0
42-00-00-46-489	Fundraiser	416.67	0.00	100.0	5,000.00	0.00	100.0
TOTAL Donations		683.35	0.00	100.0	8,200.00	1,850.00	(77.4)
Transfers Fom Other Funds							
TOTAL Transfers Fom Other Funds		0.00	0.00	0.0	0.00	0.00	0.0
Investments							
42-00-00-48-491	Interest Income	16.67	0.00	100.0	200.00	237.94	18.9
TOTAL Investments		16.67	0.00	100.0	200.00	237.94	18.9
Miscellaneous							
42-00-00-49-647	Cell Tower Lease	1,666.67	0.00	100.0	20,000.00	11,281.36	(43.5)
TOTAL Miscellaneous		1,666.67	0.00	100.0	20,000.00	11,281.36	(43.5)
TOTAL Non Park		2,375.03	0.00	100.0	28,500.00	98,369.30	245.1
TOTAL REVENUES: Non Departmental		2,375.03	0.00	100.0	28,500.00	98,369.30	245.1
Non Departmental EXPENSES							
Non Park Professional Services							
42-00-00-51-592	Other Professional Services	416.67	0.00	100.0	5,000.00	0.00	100.0
TOTAL Professional Services		416.67	0.00	100.0	5,000.00	0.00	100.0

DATE: 11/17/2023
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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 34
 F-YR: 23

FUND: Capital Development Fund

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI-ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI-ANCE
Non Departmental EXPENSES							
Non Park							
Repairs and Maintenance							
42-00-00-53-660	Grounds Maintenance	83.34	0.00	100.0	1,000.00	0.00	100.0
TOTAL Repairs and Maintenance		83.34	0.00	100.0	1,000.00	0.00	100.0
Materials and Supplies							
42-00-00-55-750	New Equipment	41.67	0.00	100.0	500.00	0.00	100.0
42-00-00-55-763	Dog Park Brick Program	8.34	0.00	100.0	100.00	0.00	100.0
42-00-00-55-764	Playground Renovations	416.67	0.00	100.0	5,000.00	0.00	100.0
TOTAL Materials and Supplies		466.68	0.00	100.0	5,600.00	0.00	100.0
Capital Outlay							
42-00-00-56-810	Tree Memorial Program	100.00	90.00	10.0	1,200.00	1,148.69	4.2
42-00-00-56-811	Bench Memorial Program	0.00	0.00	0.0	0.00	1,340.00	100.0
42-00-00-56-815	Building Renovation	333.34	0.00	100.0	4,000.00	0.00	100.0
42-00-00-56-845	Park Development Projects	0.00	0.00	0.0	0.00	85,000.00	100.0
TOTAL Capital Outlay		433.34	90.00	79.2	5,200.00	87,488.69	(1582.4)
TOTAL Non Park		1,400.03	90.00	93.5	16,800.00	87,488.69	(420.7)
TOTAL EXPENSES: Non Departmental		1,400.03	90.00	93.5	16,800.00	87,488.69	(420.7)
TOTAL FUND REVENUES		2,375.03	0.00	100.0	28,500.00	98,369.30	245.1
TOTAL FUND EXPENSES		1,400.03	90.00	93.5	16,800.00	87,488.69	(420.7)
FUND SURPLUS (DEFICIT)		975.00	(90.00)	(109.2)	11,700.00	10,880.61	(7.0)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Liberty Capital Development

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental REVENUES							
Non Park Grants							
TOTAL Grants		0.00	0.00	0.0	0.00	0.00	0.0
Investment Income							
43-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	33.07	(66.9)
TOTAL Investment Income		8.34	0.00	100.0	100.00	33.07	(66.9)
Miscellaneous							
TOTAL Miscellaneous		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		8.34	0.00	100.0	100.00	33.07	(66.9)
TOTAL REVENUES: Non Departmental		8.34	0.00	100.0	100.00	33.07	(66.9)

Non Departmental EXPENSES							
Non Park							
Professional Services							
43-00-00-51-592	Other Professional Services	416.67	0.00	100.0	5,000.00	625.50	87.4
TOTAL Professional Services		416.67	0.00	100.0	5,000.00	625.50	87.4
Materials and Supplies							
43-00-00-55-750	New Equipment	416.67	0.00	100.0	5,000.00	5,011.47	(0.2)
TOTAL Materials and Supplies		416.67	0.00	100.0	5,000.00	5,011.47	(0.2)
Capital Outlay							
43-00-00-56-845	27th Place Renovations	83.34	0.00	100.0	1,000.00	0.00	100.0
TOTAL Capital Outlay		83.34	0.00	100.0	1,000.00	0.00	100.0
TOTAL Non Park		916.68	0.00	100.0	11,000.00	5,636.97	48.7
TOTAL EXPENSES: Non Departmental		916.68	0.00	100.0	11,000.00	5,636.97	48.7

TOTAL FUND REVENUES		8.34	0.00	100.0	100.00	33.07	(66.9)
TOTAL FUND EXPENSES		916.68	0.00	100.0	11,000.00	5,636.97	48.7
FUND SURPLUS (DEFICIT)		(908.34)	0.00	100.0	(10,900.00)	(5,603.90)	(48.5)

BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

FUND: Working Cash

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental REVENUES							
Non Park							
Transfers From Other Funds							

TOTAL Transfers From Other Funds		0.00	0.00	0.0	0.00	0.00	0.0
Investment Income							
60-00-00-48-491	Interest Income	8.34	0.00	100.0	100.00	867.20	767.2

TOTAL Investment Income		8.34	0.00	100.0	100.00	867.20	767.2
Miscellaneous							

TOTAL Miscellaneous		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL Non Park		8.34	0.00	100.0	100.00	867.20	767.2
TOTAL REVENUES: Non Departmental		8.34	0.00	100.0	100.00	867.20	767.2
Non Departmental EXPENSES							
Non Park							
Transfers to Other Funds							
60-00-00-57-850	Transfer to Other Funds	833.34	0.00	100.0	10,000.00	0.00	100.0

TOTAL Transfers to Other Funds		833.34	0.00	100.0	10,000.00	0.00	100.0
TOTAL Non Park		833.34	0.00	100.0	10,000.00	0.00	100.0
TOTAL EXPENSES: Non Departmental		833.34	0.00	100.0	10,000.00	0.00	100.0
TOTAL FUND REVENUES		8.34	0.00	100.0	100.00	867.20	767.2
TOTAL FUND EXPENSES		833.34	0.00	100.0	10,000.00	0.00	100.0
FUND SURPLUS (DEFICIT)		(825.00)	0.00	100.0	(9,900.00)	867.20	(108.7)

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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 37
 F-YR: 23

FUND: General Fixed Assets

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental							
EXPENSES							
Non Park							
Depreciation							

TOTAL Depreciation		0.00	0.00	0.0	0.00	0.00	0.0

UNDEFINED CODE ---							
70-00-00-60-200	loss on disposal	0.00	0.00	0.0	0.00	1,500.00	100.0

TOTAL --- UNDEFINED CODE ---		0.00	0.00	0.0	0.00	1,500.00	100.0
TOTAL Non Park		0.00	0.00	0.0	0.00	1,500.00	100.0
TOTAL EXPENSES: Non Departmental		0.00	0.00	0.0	0.00	1,500.00	100.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	1,500.00	100.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	(1,500.00)	100.0

DATE: 11/17/2023
 TIME: 09:27:25
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BERWYN PARK DISTRICT
 DETAILED REVENUE & EXPENSE REPORT
 BUDGET VS. ACTUAL WITH PERCENT VARIANCE
 FOR 11 PERIODS ENDING NOVEMBER 30, 2023

PAGE: 38
 F-YR: 23

FUND: General Long Term Debt

ACCOUNT NUMBER	DESCRIPTION	NOVEMBER BUDGET	NOVEMBER ACTUAL	% VARI- ANCE	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	% VARI- ANCE

Non Departmental EXPENSES							
Non Park							
---	UNDEFINED CODE	---					

TOTAL ---	UNDEFINED CODE	---	0.00	0.00	0.0	0.00	0.0
TOTAL	Non Park		0.00	0.00	0.0	0.00	0.0
TOTAL EXPENSES:	Non Departmental		0.00	0.00	0.0	0.00	0.0
TOTAL FUND REVENUES		0.00	0.00	0.0	0.00	0.00	0.0
TOTAL FUND EXPENSES		0.00	0.00	0.0	0.00	0.00	0.0
FUND SURPLUS (DEFICIT)		0.00	0.00	0.0	0.00	0.00	0.0

**Schedule of Investments Berwyn Park District
October 31, 2023**

Description	Yield	Rating	Date Invested	Maturity Date	Market Value	Maturity Value	Monthly Interest Earned
IPTIP-MM	5.532%	N/A	01/29/16	open	\$458,056.59	\$458,056.59	\$2,141.71
ISC Account	5.268%	N/A	open	open	\$105,081.24	\$105,081.24	\$468.03
Financial Federal Bank, TN	4.800%	FDIC	01/18/23	01/18/24	\$200,000.00	\$209,600.00	
Beverly Bank & Trust Company, National Association	5.150%	FDIC	05/26/23	11/22/23	\$125,830.57	\$129,026.32	
Cornerstone Bank	5.214%	FDIC	05/26/23	05/28/24	\$200,000.00	\$210,513.71	
The First National Bank of McGregor	4.800%	FDIC	05/26/23	05/27/25	\$200,000.00	\$219,252.60	
Total Investments:					\$1,288,968.40	\$1,331,530.46	
				Interest Earned 10/1/23 to 10/31/23	\$2,609.74		
				Interest Earned 1/1/23 to 12/31/23	\$26,555.33		

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cindy Hayes
RE: Superintendent of Finance and HR
Scholarship Information

FINANCE

Scholarship Report

November 2023

<u>Program</u>	<u>Amount Awarded</u>
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No new recipients

2023 Scholarship Funds: \$ 7,500.00

2023 Scholarship Total: \$ 1742.50

Remaining Funds Available: \$ 5757.50

The above recipients were awarded scholarship money from fund 15 to participate in programs of the Berwyn Park District.

The Berwyn Park District Scholarship Assistance Guidelines. 1. Scholarships are for Berwyn residents only, proof of residency required. 2. Scholarships are for low-income families 3. Scholarships are based on need and availability of funds. 4. Must be able to show proof of income- latest 1040 tax forms as filed. The reward amount of the scholarship is 50% or less of fee of each program 6. The balance of the program must be paid in full before the end of the program.

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

- A replacement slide has been ordered for Proksa playground.
- The outdoor water fountains at all parks have been turned off.
- The holiday decoration preparations have begun going up, and anticipated completion is the week of Thanksgiving.
- Puzzle Palooza was a huge success. We had six teams registered. The team who won the challenge completed their 500-piece puzzle in 52 minutes. Teams were asking when the next puzzle event would happen. We have acquired new users!
- Parent and Me Ballet is another first time offering for the Park District. That began in November.
- Attached is the draft from the printer of the wording for the plaque for Gerald Sebesta. The plaques will be a 4x4 plaque with gold plate and black text.
- If anything occurs over Thanksgiving weekend, please reach out to me. I will provide an update in December for contacts for Christmas and New Year holidays.
- The financial break down for L & R landscape is included. There is still one bill outstanding for about half of the traditional payment.

4" x 4" gold plate w/ black text

IN HONOR OF
**GERALD
SEBESTA**

DATE: 11/16/2023
 TIME: 11:57:55
 ID: AP450000

BERWYN PARK DISTRICT
 PAID INVOICE LISTING

VENDOR # LR LR Landscaping LLC
 FROM 01/01/2023 TO 11/16/2023

INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
LR	LR Landscaping LLC							
Aug/Sept 23			09/26/23		24880	09/28/23	13,620.00	13,620.00
	01 Grass cutting on 8/21, 8/28,	10020052624						13,620.00
	02 9/5, 9/11	** COMMENT **						0.00
July/August 23			09/11/23		24860	09/12/23	13,620.00	13,620.00
	01 grass cutting 07/24, 07/31,	10020052624						13,620.00
	02 08/07, 08/14	** COMMENT **						0.00
June/July 2023			08/03/23		24813	08/08/23	13,620.00	13,620.00
	01 Grass cutting 6/26, 7/3,	10020052624						13,620.00
	02 7/10, 7/17	** COMMENT **						0.00
May 2023			05/30/23		24685	05/31/23	13,620.00	13,620.00
	01 grass cutting on 05/05,	10020052624						13,620.00
	02 05/08, 05/15, 05/22	** COMMENT **						0.00
May/June 23			07/07/23		24765	07/13/23	13,620.00	13,620.00
	01 grass cutting 05/29, 06/05,	10020052624						13,620.00
	02 06/12,06/19	** COMMENT **						0.00
Sept/Oct 23			10/19/23		24933	11/01/23	13,620.00	13,620.00
	01 Grass service	10020052624						13,620.00
	02 09/18,09/25,10/2 and 10/9	** COMMENT **						0.00
VENDOR TOTAL:								81,720.00
TOTAL --- ALL INVOICES:								81,720.00

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: WSSRA

- I am providing different information to the board from the most recent WSSRA. Instead of providing the minutes, I am providing a few financial charts in relation to partner shares for all of the agencies.
- Points to be included for discussion.
 - First is the triennial review of the EAV. This year all agencies north of North Avenue had their assessments reviewed by the county. The communities that reside north of North Avenue had a significantly large increase in their shares.
 - Next year all agencies south of North Avenue will have their triennial review. Berwyn will be included in this review. Due to this, the increase for the 2025 budget will potentially be 12-15% in our shares.
 - While I acknowledge what we pay to WSSRA can be viewed as a large sum of money; if we placed into perspective what it would cost the Berwyn Park District to provide the same services, at the same level as WSSRA we are paying a small amount.
 - The Park District has a special Fund within our Levy for Special Recreation. This fund is a restricted fund and can only be used for special recreation. Such as funding for a co-op, supplies & materials or ADA compliance and repairs or additions to structures or parks. For the 2024 budget regarding the Special Recreation Fund, we have lived within our means. We will continue to do so for all future budgets.
 - There are 2 financial charts attached to this report the first chart is the Shares and it is labeled Attachment D. This chart is very informative as to how WSSRA comes to the total dollar amount per agency.
 - The second chart is labeled Attachment F. Attachment F is a break down of the last 10 years of partner shares. Berwyn Park District for 2024 will be playing less than the agency did 10 years ago.
 - The second comparison in this chart is what the actual shares are, and what it could look like if the formula no longer included 75% of the share based on EAV and 25% on population.
- WSSRA provides a great service to our community and residents. We as a Park District are lucky to have such a wonderful partner.



West Suburban Special Recreation Association
2024 - 4% Less Carryover with 2022 EAV's

Partner	2023 Share	4% Increase 2024	2021 EAV	2022 EAV	% of Total EAV	Gross Population based on 2020 census	% of Total Population	25% of Total Share Based On Population	75% of Total Share Based on EAV	2024 Total Share 75/25 Split	Actual Share 2024	2023 Share before carryover reduction	Difference 2023-'24 Paid	% Difference '23-'24	2024 % of Total Share	2023 % of Total Share	2022 Total Share (to determine carryover)	% of 2022 Total Share	Less 50% of 2022 \$17,974 Carryover	2024 Share (less 2022 carryover) to be Paid
Berwyn Park District	\$145,689		\$494,495,086	\$481,674,161	6.00%	35,495	13.2287%	\$60,148	\$81,834	\$141,981	\$141,981	\$145,689	-\$3,708	-2.54%	7.81%	8.33%	\$146,651	8.39%	\$1,507	\$140,474
Village of Elmwood Park	\$124,885		\$478,041,385	\$628,762,593	7.83%	24,521	9.1388%	\$41,552	\$106,823	\$148,375	\$148,375	\$124,885	\$23,490	18.81%	8.16%	7.14%	\$124,326	7.11%	\$1,278	\$147,097
Park District of Forest Park	\$93,147		\$392,777,138	\$381,824,908	4.76%	14,339	5.3440%	\$24,298	\$64,870	\$89,168	\$89,168	\$93,147	-\$3,979	-4.27%	4.90%	5.33%	\$92,815	5.31%	\$954	\$88,214
Park District of Franklin Park	\$130,521		\$605,087,275	\$761,968,620	9.49%	14,127	5.2650%	\$23,939	\$129,457	\$153,396	\$153,396	\$130,521	\$22,875	17.53%	8.43%	7.46%	\$129,959	7.43%	\$1,336	\$152,060
Village of Harwood Heights*	\$51,129		\$215,276,088	\$263,495,776	3.28%	7,910	2.9480%	\$13,404	\$44,766	\$58,170	\$58,170	\$51,129	\$7,041	13.77%	3.20%	2.92%	\$51,646	2.95%	\$531	\$57,639
Norridge Park District	\$127,763		\$568,626,842	\$685,601,926	8.54%	16,406	6.1144%	\$27,801	\$116,480	\$144,280	\$144,280	\$127,763	\$16,517	12.93%	7.93%	7.31%	\$127,026	7.26%	\$1,306	\$142,975
North Berwyn Park District	\$89,171		\$302,390,646	\$293,464,235	3.66%	21,755	8.1079%	\$36,865	\$49,858	\$86,723	\$86,723	\$89,171	-\$2,448	-2.75%	4.77%	5.10%	\$88,625	5.07%	\$911	\$85,812
Village of North Riverside	\$57,896		\$257,767,068	\$252,131,436	3.14%	7,426	2.7676%	\$12,584	\$42,836	\$55,419	\$55,419	\$57,896	-\$2,477	-4.28%	3.05%	3.31%	\$58,113	3.32%	\$597	\$54,822
Park District of Oak Park	\$421,197		\$1,870,149,740	\$1,830,646,053	22.80%	54,583	20.3427%	\$92,493	\$311,016	\$403,509	\$403,509	\$421,197	-\$17,688	-4.20%	22.19%	24.09%	\$421,402	24.10%	\$4,331	\$399,178
River Forest Park District	\$124,682		\$594,319,539	\$578,913,484	7.21%	11,717	4.3668%	\$19,855	\$98,354	\$118,209	\$118,209	\$124,682	-\$6,473	-5.19%	6.50%	7.13%	\$124,039	7.09%	\$1,275	\$116,934
Village of Riverside	\$71,878	\$319,298,824	\$311,342,845	3.88%	9,298	3.4653%	\$15,756	\$52,895	\$68,651	\$68,651	\$71,878	-\$3,227	-4.49%	3.77%	4.11%	\$72,639	4.15%	\$747	\$67,905	
Veterans Park District **	\$310,796	\$1,283,984,225	\$1,558,847,730	19.42%	50,741	18.9108%	\$85,983	\$264,839	\$350,822	\$350,822	\$310,796	\$40,026	12.88%	19.29%	17.77%	\$311,514	17.81%	\$3,202	\$347,620	
	\$1,748,754	\$1,818,704	\$7,382,213,856	\$8,028,693,767		268,318		\$454,676	\$1,364,028	\$1,818,704	\$1,818,704	\$1,748,754	\$69,950	4.00%			\$1,748,755	\$17,974	\$17,974	\$1,800,730

*Village of Harwood Heights Actual 2022 EAV = \$326,261,380 minus \$62,765,640 (value of 422 VHH properties that are in Norridge PD) = \$263,495,776
 Reduced gross population: VHH population = 9065 Per VHH: 2,695 households = 3.31 persons per household. 349 VHH residential properties in NPD x 3.31 = 1,155 persons. 9,065-1,155 = 7,910 gross population
 NPD population = 15,251 plus 1,155 persons from VHH = 16,406 gross population

I have reviewed the WSSRA share calculation spreadsheet showing the EAV and population figures for each partner district or village, as used to calculate its General Operating Expense Contribution for WSSRA's fiscal year 2024, and approve as accurate the share calculation shown on the spreadsheet for my district/village.

By: _____ Print Name & Title: _____
 Signature



West Suburban Special Recreation Association 10 Year History (cont.)

	2014	2015	2016	2017	2018	2019	2020 *	2021	2022	2023	2024
		1.50%	0.08%	0.07%	2.10%	2.10%	0%	0%	0%	0%	4%
Village of Riverside											
Actual Share	\$0	\$0	\$0	\$0	\$9,650	\$47,685	\$68,383	\$71,814	\$72,639	\$71,878	\$68,651
Flat % of Share						\$44,337	\$68,878	\$68,878	\$68,878	\$68,878	\$71,633
Veterans Park District											
Actual Share								\$330,794	\$311,514	\$310,796	\$350,822
Flat % of Share									\$330,794	\$330,794	\$344,026
Partner EAVS	4,846,126,000	4,795,387,650	4,634,724,357	5,476,376,376	6,221,564,846	6,088,814,016	7,095,143,865	8,003,077,941	7,382,213,856	8,028,693,767	
Partner Actual Shares	1,622,543	1,635,523	1,646,972	1,725,151	1,810,088	1,849,226	1,798,756	1,748,755	1,748,755	1,818,704	
Partner Flat % of Share Increase			1,369,048	1,378,631	1,441,527	1,533,465	1,577,337	1,577,337	1,908,131	1,908,131	1,984,456

* updated with HH Formula

DATE: 11/17/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Unfinished Business

- A. Approval of 2024 Committee Meeting Schedule. The schedule is attached. We will need a motion to approve.
- B. Approval of the 2024 Board Meeting Schedule. The schedule is attached. We will need a motion to approve.
- C. Appointment of the FOIA officers. My recommendation is for Cynthia Hayes and Cathy Fallon as the agency FOIA officers. We will need a motion to approve.
- D. 2024 Budget Discussion

**2024 Berwyn Park District
Board of Commissioners Proposed Committee Meeting Schedule**

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2024 calendar year. All meetings are held at Freedom Park Administration Building 3701 S. Scoville, Berwyn, Illinois at 4:30 p.m., or via virtual conference, unless otherwise noted.

Tuesday, February 6, 2024	Board of Commissioners Meeting
Tuesday, March 5, 2024	Board of Commissioners Meeting
Tuesday, April 2, 2024	Board of Commissioners Meeting
Tuesday, May 7, 2024	Board of Commissioners Meeting
Tuesday, June 4, 2024	Board of Commissioners Meeting
Tuesday, July 2, 2024	Board of Commissioners Meeting
Tuesday, August 6, 2024	Board of Commissioners Meeting
Tuesday, September 3, 2024	Board of Commissioners Meeting
Tuesday, October 1, 2024	Board of Commissioners Meeting
Tuesday, November 5, 2024	Board of Commissioners Meeting
Tuesday December 3, 2024	Board of Commissioners Meeting

**2024 Berwyn Park District
Board of Commissioners Proposed Meeting Schedule**

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2024 calendar year. All meetings are held at Proksa Park Activity Center 3001 S. Wisconsin, Multipurpose Room, Berwyn, Illinois at 6:00 p.m., or via virtual conference, unless otherwise noted.

Tuesday, January 16, 2024	Board of Commissioners Meeting
Tuesday, February 20, 2024	Board of Commissioners Meeting
Tuesday, March 19, 2024	Board of Commissioners Meeting *
Tuesday, April 16, 2024	Board of Commissioners Meeting
Tuesday, May 21, 2024	Board of Commissioners Meeting
Tuesday, June 18, 2024	Board of Commissioners Meeting
Tuesday, July 16, 2024	Board of Commissioners Meeting
Tuesday, August 20, 2024	Board of Commissioners Meeting
Tuesday, September 17, 2024	Board of Commissioners Meeting
Tuesday, October 15, 2024	Board of Commissioners Meeting
Tuesday, November 19, 2024	Board of Commissioners Meeting
Tuesday December 17, 2024	Board of Commissioners Meeting

Due to Primary Elections the March 19, 2024 Board of Commissioners Meeting will be held at Freedom Park Administration Building 3701 S. Scoville Ave, Berwyn, Illinois.

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: New Business

- A. Approval of the 2023 Levy: This will need a motion to approve.
- B. Section 6 of the Policy manual
- C. Section 7 of the Policy Manual

Berwyn Park District
ORDINANCE NUMBER O-23-2

AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS FOR 2023

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS

SECTION ONE

That the sum of TWO MILLION ONE HUNDRED TWENTY-NINE THOUSAND DOLLARS (\$2,129,000) or so much as may be authorized by law, is hereby assessed and levied for and against all of the real property within the limits of the Park District, as the same is assessed and equalized for said taxes, for the year 2023, said total levy being for various purposes of this Park District more particularly set forth:

(1) FOR GENERAL CORPORATE FUND

Total General Corporate Fund Estimated Expenditures	\$800,000.00
SALARIES & WAGES	\$581,552.00
CONTRACTUAL SERVICES	\$ 45,000.00
SUPPLIES	\$ 53,000.00
OTHER CHARGES	\$ 40,000.00
CAPITAL ITEMS	\$ 30,448.00
TRANSFERS OUT	\$ 50,000.00
TOTAL HEREBY LEVIED for General Corporate purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-1	<u>\$800,000.00</u>

(2) FOR RECREATION FUND

Total Recreation Fund Estimated Expenditures	\$540,000.00
SALARIES & WAGES	\$249,200.00
CONTRACTUAL SERVICES	\$ 47,500.00
SUPPLIES	\$ 51,000.00
OTHER CHARGES	\$ 49,000.00
CAPITAL ITEMS	\$ 58,300.00
TRANSFERS OUT	\$ 85,000.00

TOTAL HEREBY LEVIED FOR Recreation Fund purposes,
in accordance with the provisions of "The Park District Code,"
70 ILCS 1205/5-3a \$540,000.00

(3) FOR AUDIT FUND

Total Audit Fund Estimated Expenditures \$26,000.00

TOTAL HEREBY LEVIED for Audit Fund purposes,
in accordance with the provisions of "The Park District Code,"
50 ILCS 310/9 \$26,000.00

(4) FOR ILLINOIS MUNICIPAL RETIREMENT FUND

Total I.M.R.F. Estimated Expenditures \$100,000.00

TOTAL HEREBY LEVIED for I.M.R.F. Fund purposes,
in accordance with the provisions of "The Park District Code,"
40 ILCS 5/7-171 \$100,000.00

(5) FOR LIABILITY INSURANCE FUND

Total Liability Insurance Fund Estimated Expenditures \$62,000.00

TOTAL HEREBY LEVIED FOR Liability Fund purposes,
in accordance with the provisions of "The Park District Code,"
745 ILCS 10/9-107 \$62,000.00

(6) FOR SPECIAL RECREATION FUND

Total Special Recreation Fund Estimated Expenditures \$201,000.00

TOTAL HEREBY LEVIED for SPECIAL RECREATION Fund purposes,
in accordance with the provisions of "The Park District Code,"
70 ILCS 1205/5-8 \$201,000.00

(7) FOR BOND & INTEREST FUND

Total Audit Fund Estimated Expenditures \$300,000.00

TOTAL HEREBY LEVIED FOR BOND & INTEREST FUND,

in accordance with the provisions of "The Park District Code," \$300,000.00
70 ILCS 1310/9

(8) FOR FICA FUND

Total FICA Fund Estimated Expenditures \$80,000.00

TOTAL HEREBY LEVIED for FICA Fund Purposes,
in accordance with the provisions of "The Park District Code," \$80,000.00
40 ILCS 5/7-171 and 40 ILCS 5/21-110

(9) FOR POLICE FUND

Total Audit Fund Estimated Expenditures \$20,000.00

TOTAL HEREBY LEVIED for Police Fund Purposes,
in accordance with the provisions of "The Park District Code," \$20,000.00
50 ILCS 310/9

SUMMARY OF TAX LEVIES

(1) Total Tax Levy General Corporate Fund	\$800,000.00
(2) Total Tax Levy Recreation Fund	\$540,000.00
(3) Total Tax Levy Audit Fund	\$ 26,000.00
(4) Total Tax Levy Illinois Municipal Retirement Fund	\$100,000.00
(5) Total Tax Levy Liability Insurance Fund	\$ 62,000.00
(6) Total Tax Levy Special Recreation Fund	\$201,000.00
(7) Total Tax Levy Bond & Interest Fund	\$300,000.00
(8) Total Tax Levy FICA Fund	\$ 80,000.00
(9) Total Tax Levy Police Fund	<u>\$ 20,000.00</u>
TOTAL AMOUNT TAX LEVIES	\$2,129,000.00

SECTION TWO

That the taxes so levied and assessed as set forth by this Ordinance upon the taxable property subject to taxes within the limits of this Park District, shall be collected and enforced in the same manner and by the same officers as general taxes are now collected and enforced for city and village purposes in the County of Cook, State of Illinois, and shall be paid over by the officers so collected the same to the Treasurer of the Park District.

SECTION THREE

That the Secretary of this Park District be and is hereby directed to file with the County Clerk of Cook County, Illinois within the time limit prescribed by law, a certified copy of this Ordinance.

SECTION FOUR

If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION FIVE

That this Ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2023

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 21st day of November, 2023

President, Board of Park Commissioners
Berwyn Park District

ATTEST:

Secretary, Board of Park Commissioners
Berwyn Park District

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SS

SECRETARY’S CERTIFICATE

I _____, Secretary of the Board of Commissioners of the Berwyn Park District, County of Cook, State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

ORDINANCE NO. O-23-2

**AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES
FOR THE BERWYN PARK DISTRICT ,
COOK COUNTY, ILLINOIS FOR THE YEAR OF 2023**

Which said Ordinance was adopted by the Board of Commissioners of Berwyn Park District at the at a meeting held on the 21st day of November, 2023. I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board of Commissioners complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day of November, 2023.

Secretary, Board of Park Commissioners
Berwyn Park District

(SEAL)

**BERWYN PARK DISTRICT
TRUTH IN TAXATION CERTIFICATION**

I, _____, herby certify that I am the presiding officer of the Board of Park Commissioners of the Berwyn Park District, Cook County, Illinois and as such, I herby certify that the 2023 levy ordinance, a copy which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 18-60 through 18-85 of the Truth in Taxation Law, 35 ILCS 200/18-55 et seq.

The provisions of Section 18-60 through 18-85 of the Truth in Taxation Law are inapplicable to the District's 2023 levy.

IN WITNESS WHEREOF, I have placed my signature this 21st day of November, 2023.

President, Board of Park Commissioners
Berwyn Park District

(SEAL)

Berwyn Park District,
Cook County, Illinois

Certificate of Estimate of Revenue
Fiscal Year 2024

I, Cynthia Hayes, do hereby certify that I am the duly qualified Assistant Treasurer of the Berwyn Park District, Cook County, Illinois, and its chief financial officer of the Berwyn Park District. As such officer I do further certify that the revenues, by source, anticipated to be received by the Berwyn Park District in the fiscal year beginning January 1, 2024, and ending December 31, 2024.

ESTIMATE OF REVENUE

SOURCE	AMOUNT
Adult Programs	\$87,900.00
Advertising	\$1,500.00
Athletic Programs	\$77,925.00
Back to School Event	\$2,000.00
Cell Tower Income	\$65,000.00
Community Event Fees	\$500.00
Cook County Voting Use	\$200.00
Dog Park Permits	\$1,000.00
Garden plots	\$240.00
Interest	\$2,500.00
Memorial Program	\$2,000.00
PDRMA incentives	\$1,500.00
Real Estate Taxes	\$2,037,637.00
Rentals	\$70,000.00
Replacement Taxes	\$31,000.00
Scrap/salvage	\$100.00
Special Events	\$36,500.00
Sponsorships	\$500.00
Youth and Teen Programs	\$97,500.00
Total:	\$2,515,502.00

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Berwyn Park District this 21st day of November 2023.

[SEAL]

Assistant Treasurer, Berwyn Park District,
Cook County, Illinois

A. Employee Conduct (Section 6.0)

Introduction (6.1)

Berwyn Park District employees work together as a team to develop, promote and maintain quality recreational programs and facilities for the community. The Berwyn Park District expects each employee to work toward meeting the goal of providing services in a friendly, efficient and professional manner and urges employees to make any suggestions they feel will benefit the Berwyn Park District and its patrons by saving time, reducing waste, promoting safety, increasing efficiency and making the working and recreational experience for all persons more enjoyable.

The Berwyn Park District expects employees to demonstrate the highest standards of personal and professional integrity, honesty, responsibility and fortitude in the performance of their duties and to treat Berwyn Park District patrons, their fellow employees and members of the general public honestly, fairly and courteously. The rules identified below are a guide for employee conduct while acting on behalf of the Berwyn Park District. These rules promote orderly, safe and efficient operations. The Berwyn Park District developed them using common sense and years of experience and requires all employees to read these rules carefully and conduct themselves accordingly.

Compliance with Berwyn Park District Policies and Procedures (Section 6.2)

Employees must comply with all policies and procedures established by the Berwyn Park District's board or management.

Compliance with Supervisory Directive (Section 6.3)

Employees must comply with the directives of their immediate supervisors, the board, management, and supervisory staff in the performance of their duties.

Smoking (Section 6.4)

The Berwyn Park District prohibits smoking in or on any Berwyn Park District building, facility, equipment, or vehicle or while working directly with the public, except in specifically designated areas.

Expeditious and Diligent Performance of Duties (Section 6.5)

The Berwyn Park District expects employees to perform their job duties expeditiously and diligently to the best of their ability.

Acting in the Berwyn Park District's Interests (Section 6.6)

Employees must act and conduct themselves at all times in the best interest of the Berwyn Park District.

Accurate Records (Section 6.7)

Any reports employees produce, or records they maintain, are important to the administration of the Berwyn Park District, and employees must ensure they are accurate and complete.

Attendance, Punctuality and Dependability (Section 6.8)

Attendance is an essential part of each job position and an employee's overall job performance and is critical to the smooth and efficient operation of the Berwyn Park District. Absenteeism and tardiness are expensive, disruptive and place an unfair burden on fellow employees and immediate supervisors. It is imperative that employees report to work regularly, promptly and be ready to perform their assigned duties at the beginning of the workday. To the extent permitted by law, excessive absenteeism and tardiness lessen an employee's chances for advancement and may result in discipline, up to and including dismissal.

If employees are going to be late or absent for any reason (whether for all or part of the workday), they or someone else on their behalf must telephone the employee's immediate supervisor at least thirty (30) minutes prior to the employee's scheduled starting time. If the immediate supervisor is not available, employees must contact the supervisor at the succeeding level of authority in their department. If employees are unable to contact supervisors directly, they may leave a voice mail. It is each employee's personal responsibility to ensure that they give proper notification.

If employees must leave work early because of illness or personal emergency, they must make every reasonable effort to advise their immediate supervisor promptly or, if the immediate supervisor is not available, the supervisor at the succeeding level of authority in their department prior to leaving work.

An employee's notice must include a reasonable explanation for the absence or tardiness (or need to leave early) and a statement as to when the employee expects to arrive at or return to work. The Berwyn Park District may require an employee to present a note from their treating healthcare provider or other documentation substantiating the length of, and reasons for, the absence or tardiness (or need to leave early).

The foregoing notice requirements apply to each day of absence or tardiness (or need to leave early), including without limitation consecutive days. Failure to satisfy these requirements may result in loss of pay for the time in question and/or disciplinary action, up to and including dismissal. Moreover, if employees fail to report to work on three consecutive working days without notifying their supervisor(s), the Berwyn Park District will consider them to have abandoned their employment with the Berwyn Park District voluntarily, resulting in dismissal. The Berwyn Park District will require employees who are absent for three or more consecutive shifts for the employee's own medical condition (and notify their supervisor such that they have not voluntarily abandoned their

employment) to submit a note from a treating healthcare provider indicating the employee is fit to return to work with or without a reasonable accommodation. Attendance is an essential function of every job at the Berwyn Park District. On-site attendance is an essential function of all or most jobs at the Berwyn Park District. Even if employees provide proper notice of their absences or tardiness (or need to leave early), continued irregular attendance or excessive absenteeism or tardiness, as determined in the sole discretion of the Berwyn Park District, constitutes unsatisfactory performance, and will subject employees to disciplinary action, up to and including dismissal.

In calculating an employee's attendance record, all absences, whether paid or unpaid, approved or without approval, or with or without notice, will be counted except for absence due to the following: approved leave under the FMLA, approved military leave, ADA or pregnancy accommodations and other legally protected leaves.

Proper Dress and Appearance (Section 6.9)

The personal appearance of employees conveys to the public a general impression of the Berwyn Park District. Employees on the job attire, including jewelry, should be in good taste, clean, neat, appropriate and safe for the duties being performed. The Berwyn Park District expects employees will be mature in choosing the type of hairstyle, accessories, shoes, and makeup worn while working. Certain jobs may require safety equipment and attire. The Berwyn Park District expects employees holding these positions to wear the assigned apparel when on the job. For specific details, please see specific department work rules.

Employees should avoid extremes in dress and appearance and be neat, clean, and orderly at all times while on duty. Hair must be neat, clean, trimmed and present a groomed appearance. The Berwyn Park District permits mustaches and beards as long employees keep them neatly trimmed and groomed, and they do not pose a safety or health risk given the nature of the employee's job responsibilities. For safety purposes, all employees working with maintenance equipment must either keep their hair in the back no longer than one inch below the ear or must firmly secure longer hair, so it does not hang below the ears.

The Berwyn Park District strictly limits exposed body piercing jewelry to earrings and nose rings, and the style of earring or jewelry may not present a safety hazard to employees, their coworkers, or the public, as determined by the Berwyn Park District.

Tattoos cannot be offensive in nature (e.g., words including profanity and/or harassing or discriminatory words or symbols). The Berwyn Park District will not allow any tattoo design deemed inappropriate by management. Tattoos must be modestly placed and not draw inappropriate attention. The Berwyn Park District will not permit excessive visible tattoos.

Torn, frayed deteriorated and/or visibly dirty clothing is unacceptable.

IMPORTANT: Any employee who cannot comply with this policy based upon disability, religion, national origin, or other legally recognized basis must forward a written request to the Human Resources Department for an authorized deviation from this policy. The request must include the policy exception requested and the basis for the request.

It is the employees' responsibility to wear their nametags and/or uniforms while on duty if the Berwyn Park District has provided them. Uniforms, nametags, keys, and other Berwyn Park District property are and remain the property of the Berwyn Park District,

and employees must return them upon separation of employment. To the extent authorized by law, the Berwyn Park District will hold employees liable for the replacement cost of any damaged or lost Berwyn Park District property. Uniforms, nametags, and other identifying items identify workers as Berwyn Park District employees while they are on duty; employees should not wear those items when not on duty.

Work Areas (Section 6.10)

- Keep work areas clean and orderly at all times.
- Store apparel such as boots, coats, and umbrellas in designated areas.
- Clean and store all tools and equipment prior to the end of the workday and properly secure all items, papers or information of value.
- The Berwyn Park District allows nonwork materials, such as posters, signs, pictures, and calendars to the extent they do not interfere with the performance of work and are not in violation of Berwyn Park District policies. Employees should use common sense when determining what items are appropriate to bring to work. The Executive Director is the final authority when deciding whether or not a non-work item is permissible.

Reporting Employees Who Possess, Use or Are Under the Influence of Alcohol or Drugs (Section 6.11)

The Berwyn Park District expects and requires employees to report to work on time and able to work, both physically and mentally. To do so, employees must not have alcohol or illegal drugs in their system, or legal drugs in their system that interfere with their ability to work safely. Employees in certain Public Safety Responsibility roles must self-report the use of legal drugs in certain situations. Please see the Berwyn Park District's Alcohol and Drug Abuse Policy for more information.

It is the responsibility of every Berwyn Park District employee to ensure their coworkers and patrons in Berwyn Park District programs are safe. To that end, the Berwyn Park District requires all employees to report violations of the Berwyn Park District's Alcohol and Drug Abuse Policy to management, as outlined below.

If an employee knows of another employee possessing, using or being under the influence of drugs or alcohol while at work, or otherwise violating the Berwyn Park District's Alcohol and Drug Use Policy, they must immediately report the situation to their immediate supervisor, Department Head and/or the Executive Director. If the situation involves the Executive Director, or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The Berwyn Park District will investigate all complaints. Employees violating this policy may be subject to immediate disciplinary action, up to and including dismissal from employment.

Weapons Policy (Section 6.12)

The Berwyn Park District strictly prohibits and does not tolerate weapons at any Berwyn Park District facility, on any Berwyn Park District property or at any Berwyn Park District-sponsored event, except as required by, and in strict accordance with, applicable federal and state laws.

Weapons include visible and concealed weapons, as well as those for which the owner has necessary permits. Weapons can include firearms, knives with a blade longer than three inches, explosive materials or any other objects that could be used to harass, intimidate, or injure another individual, employee, manager or supervisor. The Berwyn Park District prohibits employees from displaying, brandishing, discharging or otherwise using any and all weapons, including concealed firearms, on Berwyn Park District property, within the workplace, during work functions or while engaged in any business on behalf of the Berwyn Park District. The Berwyn Park District also prohibits employees from making threats or engaging in acts of violence or bullying, especially if they involve a weapon. Employees who violate this policy may be subject to disciplinary action, up to and including dismissal from employment.

Procedure for Reporting Possession of a Weapon

If an employee knows of another employee possessing a weapon, they must report the situation to the Facility Manager, as well as their immediate supervisor, Department Head and/or the Executive Director. If the situation involves the Executive Director, or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The Berwyn Park District will investigate all complaints.

Nothing in this policy shall prevent any employee from contacting 911 any time they believe there is an emergency in the workplace. An employee contacting 911 during work time should take all reasonable steps to secure their immediate safety and/or the immediate safety of others and then notify the Facility Manager, as well as their immediate supervisor, Department Head and/or the Executive Director of the 911 call.

Employee Cooperation (Section 6.13)

Berwyn Park District employees provide a service to the community, and each employee must cooperate with fellow workers and the public to set a high standard of work performance. Unwillingness or failure to cooperate will subject the employee to disciplinary action, up to and including dismissal. The employees of the Berwyn Park District must function as a team, and each employee must make a positive contribution in the interest of effective and efficient public service.

The Berwyn Park District will not condone wrongful conduct, including without limitation insubordination, which engenders employee divisiveness, loss of morale or workplace disruption and such conduct may lead to disciplinary action, up to and including dismissal.

Carelessness Policy (Section 6.14)

The Berwyn Park District prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within its facilities, on its property or while conducting Berwyn Park District business.

The Berwyn Park District expects and demands that employees perform their employment duties with care and attention to our patrons' needs, the safety and welfare of fellow employees and patrons, and to the Berwyn Park District's quality standards and requirements. Employees who are careless or negligent in performing their job duties will be subject to disciplinary action, up to and including dismissal.

Procedure for Reporting Careless, Hazardous or Substandard Work Practices

If employees are aware of a careless or negligent act or behavior by another, they must report the act or behavior to their immediate supervisor. If employees feel uncomfortable doing so, or if an employee's supervisor is the source of the problem, condones or ignores the problem, employees must report it to the Department Head or the Executive Director.

If neither of these alternatives is satisfactory, then employees must direct their questions, problems, complaint, or reports to the President of the Board. The Berwyn Park District does not require employees to confront the person who is the source of their report, question, or complaint directly to notify any of those individuals listed.

Whistleblower Protection Policy (SAFE-T Act) (Section 6.15)

Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the "Act"), the Berwyn Park District protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. The Berwyn Park District's Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures. Upon hire and then annually thereafter, employees must review this policy and procedures carefully and sign an Acknowledgment. (See **Appendix D.**)

Improper Governmental Action

For purposes of this Policy, "improper governmental action" means any action by an employee of the Berwyn Park District, an appointed member of a board, commission or committee, or an elected official of the Berwyn Park District to which any of the following apply:

- Is undertaken in violation of a federal or state law or local ordinance.
- Is an abuse of authority.
- Violates the public's trust or expectation of their conduct.
- Is of substantial and specific danger to the public's health or safety.
- Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include the Berwyn Park District's personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Confidentiality

The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Officials may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

No Retaliation

The Berwyn Park District will not retaliate against an employee or contractor who:

- Reports an improper governmental action under this Policy or the Act;
- Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
- Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to, (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

Reporting Procedures

To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to the Berwyn Park District's Superintendent of Human Resources and Finance, who serves as our Auditing Official.

Further, any employee who believes that he or she is being retaliated in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the Berwyn Park District's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of the report.

The Auditing Official will also notify the employee and all witnesses of the Berwyn Park District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official may notify the Berwyn Park District's corporate counsel and/or the General Counsel of the PDRMA of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or their designee) concludes an improper governmental action has taken place or concludes that any person has hindered the investigation, the Auditing Official shall notify in writing the Berwyn Park District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other board members.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the Berwyn Park District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

Other Duties of the Auditing Official

The Auditing Official shall also:

- Ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.
- Ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.
- Be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.
- Respond to questions from employees about this policy.

Telephone and Cell Phone Usage (Section 6.16)

Office telephones are a vital part of Berwyn Park District operations. Because of the large volume of Berwyn Park District business transacted by telephone, employees should limit personal use of the telephone and make personal calls brief and during nonworking time (e.g., breaks, meal periods, etc.).

The Berwyn Park District provides cellular telephones to certain employees in connection with their job duties. Employees issued cellular telephones by the Berwyn Park District should use those phones to make all long-distance telephone calls while traveling. Employees must limit personal use of their cellular telephone in the same way they limit personal use of their office telephone. The Berwyn Park District will subject employees who have excessive cellular usage for personal calls to corrective action, up to and including dismissal.

The Berwyn Park District requires the safe use of its cellular telephones by employees while conducting business. The Berwyn Park District may also give employees with cellular telephones an earphone/microphone adapter for increased safety and convenience. Employees must fully comply with all traffic laws and laws related to cellular phone use.

The Berwyn Park District specifically prohibits employees from accessing email, text messaging, typing or instant messaging while driving. This includes composing, sending or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to either: (1) law enforcement employees while performing their official duties; (2) employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; or (3) while parked on the shoulder of a roadway.

The Berwyn Park District specifically prohibits employees under the age of 19 from using a cell phone (including hands-free or voice-activated) at any time while driving, except for emergency purposes.

Employees, regardless of age, may not use a cell phone (including hands-free or voice-activated) at any time while operating a motor vehicle on a roadway in a school zone or on a highway in a construction or maintenance speed zone, except for emergency purposes.

During work time, the Berwyn Park District does not permit employees to use personal cellular telephones; they can use them only during breaks and mealtimes.

Security and Keys (Section 6.17)

In the interest of safety and protection of property, the Berwyn Park District maintains strict control over access to Berwyn Park District property, work locations, records, computer information, cash and other items of value or a confidential nature. Employees assigned keys, safe combinations, or other secure access to Berwyn Park District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys or other secure access to their immediate supervisor; similarly, employees must immediately report any unapproved disclosure of security codes/information about which they learn. Failure to do so may result in disciplinary action, up to and including dismissal. Employees may not transfer keys and other security access items, codes, and information from one employee to another without prior written authorization by the appropriate Facility Manager, Department Head or Executive Director.

Romantic or Sexual Relationships (Section 6.18)

Consenting “romantic” or sexual relationships between a supervisor/manager and a nonsupervisory/nonmanagerial employee may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor/manager, and the Berwyn Park District. Any such relationship may, therefore, be contrary to the best interests of the Berwyn Park District.

Accordingly, the Berwyn Park District strongly discourages such relationships and any conduct (such as dating between a supervisor/manager and a nonsupervisory/nonmanagerial employee) designed or reasonably expected to lead to the formation of a “romantic” or sexual relationship.

By its discouragement of romantic and sexual relationships, the Berwyn Park District does not intend to inhibit the social interactions (such as work-related, professional lunches or dinners or attendance at entertainment events) that are or should be part or extension of the working environment; and the policy articulated above is not a justification or excuse for a supervisor’s/manager’s refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between a supervisor/manager and an employee develops, it is the responsibility and mandatory obligation of the supervisor/manager promptly to disclose the existence of the relationship to the supervisor’s/manager’s Department Head. The employee may make the disclosure as well, but the burden of doing so belongs to the supervisor/manager.

The Berwyn Park District recognizes the ambiguity of and the variety of meanings that can apply to the term “romantic.” It assumes, or at least hopes, that either or both of the parties in such a relationship will appreciate the meaning of the term as it applies to either or both of them and will act in a manner consistent with this policy.

The Department Head will inform the Executive Director, the Human Resources Manager, and others with a need-to-know of the existence of the relationship, including in all cases the person responsible for the employee’s work assignments.

Upon being informed or learning of the existence of such a relationship, the Berwyn Park District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor/manager will not be able to work together on the same matters (including matters pending at the disclosure of the relationship), and the supervisor/manager must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work

assignments and discipline) that may reward or disadvantage any employee with whom the supervisor/manager has or has had such a relationship.

In addition, and for the Berwyn Park District to deal effectively with any potentially adverse consequences such a relationship may create, the Berwyn Park District encourages any person who believes they have been adversely affected by such a relationship, notwithstanding its disclosure, to make their views about the matter known to the Department Head, the Human Resources Manager, or the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

Violence in the Workplace (Section 6.19)

The Berwyn Park District strongly believes all employees should treat each other with dignity and respect and will not tolerate acts or threats of violence. Employees must report any instances of acts or threats of violence to the Facility Manager as well as the employee's immediate supervisor, the Department Head and/or the Executive Director. If the situation involves the Executive Director or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The Berwyn Park District will investigate all complaints.

This list of behaviors provides examples of prohibited conduct:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another employee.
- Possessing a weapon while on Berwyn Park District property or while on Berwyn Park District business.
- Committing acts motivated by, or related to, sexual harassment or domestic violence.
- Discussing weapons or bringing them to the workplace.
- Displaying overt signs of extreme stress, resentment, hostility, or anger.
- Displaying irrational or explosive behavior.

The Berwyn Park District will promptly respond to any incident or threat of violence. Violation of this policy will result in disciplinary action, up to and including immediate dismissal.

Nothing in this policy shall prevent any employee from contacting 911 any time the employee believes there is an emergency in the workplace. An employee contacting 911 during work time should take all reasonable steps to secure their immediate safety and/or the immediate safety of others and then notify the Facility Manager, as well as their immediate supervisor, Department Head and/or the Executive Director of the 911 call.

Reporting Unsafe Activity (Section 6.20)

Employees must act and conduct themselves at all times in the best interests of the Berwyn Park District. If an employee reasonably suspects or knows another Berwyn Park District employee is engaging or has engaged in unsafe conduct while on duty, they must report such misconduct together with any supporting information to their immediate supervisor, Department Head and/or the Executive Director. If the situation involves the Executive Director or the Executive Director condones or does not address the problem, employees may take the complaint to the President of the Board. The Berwyn Park District will investigate all complaints.

Political Activity (Section 6.21)

The Berwyn Park District expects employees to serve all patrons equally. The political opinions or affiliations of any patron should in no way affect the amount or quality of service received from the Berwyn Park District.

Berwyn Park District rules do not preclude an employee from becoming a political candidate or from taking part in election campaigns and other lawful political activities. However, employees may not engage in political activities at any time while on duty or when others may identify them as an employee of the Berwyn Park District by any means such as uniform, insignia, motor vehicle or in any other manner. Political activities include, but are not limited to, running as a candidate for public office, soliciting or receiving funds for a political party or candidate for public office, soliciting votes for such party or candidate, attending political rallies, circulating petition, distribute political literature or encouraging others to do any of the above. For purposes of this policy "while on duty" includes those hours scheduled for employees to work and when they are working for the Berwyn Park District but does not include, breaks, meal periods or other duty-free periods of time.

The Berwyn Park District also prohibits employees from interrupting or disturbing other employees while they are on duty.

Political affiliation, preference or opinion will not influence an individual's employment, retention, or promotion as a Berwyn Park District employee. The Berwyn Park District does not require employees to contribute monies to any candidate or political party, but they may do so on a strictly voluntary basis.

Solicitation, Distribution and Use of Bulletin Boards and Berwyn Park District Websites (Section 6.22)

Employees may not solicit any other employee during work time, nor may employees distribute literature on Berwyn Park District premises, which includes all areas where employees perform their assigned work tasks, during work time. Under no circumstances may an employee disturb or interrupt the work of others to solicit or distribute literature to them during their work time. For the purposes of this policy “while on duty” or “work time” does not include breaks, meal periods or other duty-free periods of time.

Bulletin Boards and Berwyn Park District Websites

Employees should only use bulletin boards and websites maintained by the Berwyn Park District for posting or distributing material of the following nature:

- Notices containing matters directly concerning Berwyn Park District business.
- Announcements of a business nature that are equally applicable and of interest to employees.
- All posted material must have authorization from the Department Head or the Executive Director. The Berwyn Park District expects all employees to check these bulletin boards and websites periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees must not remove material from the bulletin boards or websites (unless approved in advance and in writing by the Executive Director as part of their job duties).

Any employee who violates this policy is subject to disciplinary action, up to and including dismissal.

Gifts (Section 6.23)

Employees must not intentionally solicit or accept any gift, gratuity or other reward from any person, business or entity doing business with the Berwyn Park District, attempting to secure business from the Berwyn Park District or from any other "prohibited source." "Prohibited source" means any person or entity who: (1) is seeking official action by the employee or Berwyn Park District; (2) does business or seeks to do business with the Berwyn Park District; (3) conducts activities regulated by the Berwyn Park District; (4) has interests that may be substantially affected by the performance or nonperformance of the official duties of employee/Berwyn Park District; (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act; or (6) is an agent of, a spouse of or an immediate family member living with a "prohibited source."

Employees also must not intentionally solicit or accept, nor should they expect people who use Berwyn Park District programs or facilities, to give them gifts, gratuities or other rewards, or other remunerative devices or favors for performing their job, except as otherwise provided in this policy.

If someone offers or gives an employee a gift as a result of their position as a Berwyn Park District employee, they must report it to the Executive Director. The Executive Director must report any offers or gifts made to the President of the Board.

This policy does not apply to nominal noncash matters (if under \$75 on a single calendar day and under \$100 cumulative from one prohibited source in any calendar year) such as a cup of coffee, a soft drink, a sandwich, or other similar items. However, employees must report such noncash matters to their Department Head for tracking and compliance purposes.

If employees are in doubt about any provisions of this policy, they must contact their Department Head; Department Heads may contact the Executive Director, and the Executive Director may contact the President of the Board. This policy applies to all employees. Retention of any gift will be conditional upon the approval of the Executive Director after consulting with the appropriate Department Head. Failure to report a gift, gratuity or other reward properly may subject employees to disciplinary action, up to and including dismissal.

Conflict of Interest and Statement of Economic Interest (Section 6.24)

The Berwyn Park District expects its employees to conduct business according to the highest ethical standards of conduct and expects employees to devote their best efforts to the interests of the Berwyn Park District. Business dealings that appear to create a conflict between the interests of the Berwyn Park District and an employee are unacceptable.

The Berwyn Park District recognizes the right of employees to engage in activities outside of their employment, which are of a private nature and unrelated to Berwyn Park District business. However, the employee must disclose any possible conflicts, so the Berwyn Park District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse, civil union partner or significant other, children, stepchildren, parents, siblings) as a result of the Berwyn Park District's business dealings.

It is the responsibility of every Berwyn Park District employee to disclose any personal or financial interest in any person, firm, company, or any business entity doing business with the Berwyn Park District. The Berwyn Park District requires this information to determine whether there is or may be any undue or special influence involved in sales to or purchases from the Berwyn Park District. The employee must make such disclosure in writing and forward it to the Executive Director for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Human Resources Department or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Certain employees are required to file a Statement of Economic Interest as required by Illinois law. Please see the Executive Director for additional details. As a general matter, the following groups of employees (in addition to the Berwyn Park District's elected officials) must file a Statement of Economic Interest at the time of initial hire/appointment and annually by May 1 thereafter pursuant to the Illinois Governmental Ethics Act, 5 ILCS 420/4A-101, et seq.:

- Those who serve as head of a department or other administrative unit or who exercise similar authority.

- Those who have direct responsibility over the formulation, negotiation, issuance, or execution of contracts in the amount of \$1,000 or more.
- Those who have non-ministerial authority to approve licenses and permits.
- Those who adjudicate, arbitrate, decide, or review any judicial or administrative proceeding.
- Those who issue or promulgate rules and regulations.
- Those who have supervisory authority for 20 or more employees.

A violation of this policy may result in immediate and appropriate discipline, up to and including immediate dismissal from employment.

Outside Activities (Section 6.25)

The Berwyn Park District does not allow employees to pursue outside work activities when one or more of the following occurs:

- Prevents employees from fully performing work for which they are employed at the Berwyn Park District, including overtime assignments.
- Involves organizations that are doing or seek to do business with the Berwyn Park District, including actual or potential vendors.
- Violates provisions of law or the Berwyn Park District's policies or rules.

From time to time, the Berwyn Park District may require employees to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Berwyn Park District have priority. In the case of full-time employees, the Berwyn Park District hires them to continue in the Berwyn Park District's employ with the understanding the Berwyn Park District is their primary employer. In all cases, other employment or commercial involvement in conflict with the business interests of the Berwyn Park District is strictly prohibited.

Employees also must not perform work on behalf of outside entities or enter into any contracts with an individual or company to perform services on behalf of outside entities while on duty with the Berwyn Park District or while using the Berwyn Park District's vehicles, equipment or other property. No employee shall receive pay other than Berwyn Park District pay for performing services while on duty.

Social Media Policy (Section 6.26)

In general, the Berwyn Park District respects the right of employees to use social networking, personal websites, and weblogs as a medium of self-expression. If employees choose to identify themselves as Berwyn Park District employees and discuss matters related to the Berwyn Park District, staff or patrons on a website, blog, or other online social network (i.e., Facebook, LinkedIn, YouTube, Twitter, Instagram), they should proceed with caution and discretion. Although employees' posts may be a personal project conveying individual expression, some people may nonetheless view an employee as a de facto spokesperson for the Berwyn Park District.

Such activities at or outside of work may affect an employee's job performance, the performance of others, staff morale, teamwork and/or the reputation or business interests of the Berwyn Park District. In light of these possibilities, the Berwyn Park District asks employees to observe the following guidelines:

- Employees must make it clear the views they express are the employee's alone and they do not necessarily reflect the views of the Berwyn Park District. Only those employees officially designated by the Berwyn Park District have the authorization to speak on behalf of the Berwyn Park District. To help reduce the potential for confusion, the Berwyn Park District suggests employees put the following notice — or something similar — in a reasonably prominent place on their sites/posts (e.g., at the bottom of an employee's "about me" page):
The views expressed in my postings are mine alone and do not necessarily reflect the views of my employer.
- Many social network users put a similar disclaimer on their home page stating who they work for, and that they are not speaking officially. This is good practice but may not have much legal effect. While it is not necessary to post a notice on every page, employees should use reasonable efforts to draw attention to it — if at all possible — from the home page of the site.
- Employees should be careful to avoid disclosing any confidential or proprietary Berwyn Park District information (including our patrons, staff, partner agencies/affiliates or vendors), to any third party that disclosed information to the Berwyn Park District.

Since employees' postings are in a public space, employees should be respectful of the Berwyn Park District, its employees, patrons, partners and affiliates, and others. For example, employees should refrain from posting personal insults or obscenity, or engaging in any conduct that would not be acceptable in the workplace. Employees should show proper consideration for others' privacy and for topics potentially considered objectionable, inflammatory or counterproductive to morale or teamwork.

- Employees may provide a link from their site(s) to the Berwyn Park District website. However, employees require advance written permission from the Executive Director to use the Berwyn Park District logo or reproduce any Berwyn Park District material on their site(s).
- When using Berwyn Park District computers, employees are subject to both the Berwyn Park District's Internet Use Policy and Computer Use Policy.
- One of the Berwyn Park District's core values is "trust and personal responsibility in all relationships." As a public entity, the Berwyn Park District trusts – and expects – staff to exercise personal responsibility whenever they participate in social media. Employees must remember that what they publish will be around for a long time, so they should consider the content carefully and be judicious in disclosing personal details.
- Employees should not use social media sites and other websites such as Slack, Facebook Messenger, Snapchat, GChat, WhatsApp or other tools hosted outside of the Berwyn Park District's protected intranet environment for internal business communications among fellow employees.
- Employees must recognize that both during working hours and nonworking hours, they are ambassadors of the Berwyn Park District. The Berwyn Park District expects employees to conduct themselves at all times in the best interest of the Berwyn Park District and to promote teamwork and inspire trust and confidence. For example, if an employee's views negatively impact the reputation or integrity of the Berwyn Park District, hurt staff morale and/or create friction among staff, the Berwyn Park District may discipline them, up to and including dismissal.
- Lastly, ***use good judgment***. An employee's actions both in and outside the workplace reflect on their judgment, decision-making, professionalism, maturity, and commitment to the Berwyn Park District. If employees are about to publish something that makes them even the slightest bit uncomfortable, they should review the guidelines above and consider the potential consequences of their actions. Ultimately, employees have sole responsibility for what they post to their blogs or publish in any form of online social media.

If employees have any questions about these guidelines or any matter related to social media sites that these guidelines do not address, please direct them to the Human Resources Department.

Identity Protection (Section 6.27)

The Berwyn Park District adopted this Identity Protection Policy pursuant to the Illinois Identity Protection Act (the Act). The Act requires local and state government agencies to draft, approve and implement an Identity Protection Policy to ensure the confidentiality and integrity of social security numbers (SSNs) that these agencies collect, maintain and use. It is important to safeguard SSNs against unauthorized access to protect against identity theft.

Definitions

The words below shall have the following meanings when used in this Policy.

- Act – Illinois Identity Protection Act.
- Board – Board of the Berwyn Park District.
- Agency or District – Berwyn Park District.
- Person – Any individual in the employ of the Berwyn Park District.
- Policy – This Identity Protection Policy.
- Publicly post or publicly display – To communicate intentionally or otherwise intentionally make available to the general public.
- Redact – To alter or truncate data so none of the digits of a SSN are accessible as part of personal information.
- SSN(s) – Any Social Security Number provided to an individual by the Social Security Administration.
- Statement of Purpose – Statement of the purpose or purposes for which the Berwyn Park District is collecting and using an individual's SSN that the Act requires the Berwyn Park District to provide when collecting a SSN or upon request by an individual. When necessary, the Berwyn Park District will provide all persons with a Statement of Purpose for the Berwyn Park District.

Statement of Purpose

The Berwyn Park District will provide an individual with a Statement of Purpose anytime it asks an individual to provide the Berwyn Park District with their SSN or if an individual requests it.

Prohibited Activities

Neither the Berwyn Park District nor any person may:

- Publicly post or publicly display in any manner an individual's SSN.
- Print an individual's SSN on any card required for the individual to access products or services provided by the Berwyn Park District.
- Require an individual to transmit a SSN over the Internet unless the connection is secure or the SSN is encrypted.
- Print an individual's SSN on any materials they mail to the individual through the U.S. Postal Service, any private mail service, electronic mail or any similar

method of delivery unless state or federal law requires the SSN to be on those documents. Notwithstanding the foregoing, SSNs may be on applications and forms sent by mail including, but not limited to: (i) any material mailed in connection with the administration of the Unemployment Insurance Act; (ii) any material mailed in connection with any tax administered by the Department of Revenue; and (iii) documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract, or policy or to confirm the accuracy of the SSN. A SSN permissibly mailed pursuant to this paragraph will not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without opening the envelope.

Except as otherwise provided in this policy (as described below) or as otherwise provided in the Act, neither the Berwyn Park District nor any person may:

- Collect, use or disclose a SSN from an individual unless: (i) required to do so under state or federal law, rules or regulations, or the collection, use or disclosure of the SSN is otherwise necessary for the performance of the Berwyn Park District's duties and responsibilities; (ii) the need and purpose for the SSN is documented before collection of the SSN; and (iii) the SSN collected is relevant to the documented need and purpose.
- Require an individual to use their SSN to access an Internet website.
- Use the SSN for any purpose other than the purpose for which it was collected.

The prohibitions identified immediately above do not apply in the following circumstances:

- Disclosure of SSNs to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity first receives from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the contractor or subcontractor will meet the requirements imposed under this Act on a governmental entity to protect an individual's SSN.
- Disclosure of SSNs pursuant to a court order, warrant or subpoena.
- Collection, use or disclosure of SSNs to ensure the safety of state and local government employees; wards of the state; and all persons working in or visiting a state or local government Berwyn Park District facility.
- Collection, use or disclosure of SSNs for internal verification or administrative purposes.

- Disclosure of SSNs by a state Berwyn Park District to the Berwyn Park District for the collection of delinquent child support or of any state debt or to the Berwyn Park District to assist with an investigation or the prevention of fraud.
- Collection or use of SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting Berwyn Park District under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act or to locate a missing person, lost relative or a person due a benefit, such as a pension benefit or an unclaimed property benefit.

Coordination with the Freedom of Information Act and Other Laws

The Berwyn Park District will comply with the provisions of the Illinois Freedom of Information Act and any other applicable law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's SSN. However, the Berwyn Park District will redact SSNs from the information or documents before allowing public inspection or copying of the information or documents.

When collecting SSNs, the Berwyn Park District will request each SSN in a manner that makes the SSN easy to redact if the Berwyn Park District must release it as part of a public records request.

Limited Employee Access to Social Security Numbers

Only employees required to use or handle information or documents that contain SSNs will have access. All employees who have access to SSNs will first receive training on how to protect the confidentiality of SSNs. The training will include instructions on the proper handling of information that contains SSNs from the time of collection through destruction of the information.

Neither the Berwyn Park District nor any person shall encode or embed a SSN in or on a card or document including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology in place of removing the SSN as required by the Act and this policy.

Applicability

If any provision of this policy conflicts with any provision of the Act, the stricter of the two (2) provisions shall prevail.

This policy does not apply to either of the following:

- Collection, use or disclosure of a SSN as required by state or federal law, rule, or regulation.

- Documents recorded with a county recorder or required to be open to the public under a state or federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois; however, the Berwyn Park District shall redact the SSN from such documents if such law, rule or regulation permits.

Availability of Policy

The Berwyn Park District has provided a copy of this policy to any employees required to use or handle information or documents that contain SSNs, and each employee shall maintain it at all times. A copy of the policy is available to all other employees and any member of the public by requesting a copy from the Human Resources Department or pursuant to Illinois FOIA.

Amendments

The Berwyn Park District may amend this policy at any time. If it amends the policy, the Berwyn Park District will file a written copy of the policy, as amended, with the board and also advise all Berwyn Park District employees of the existence of the amended policy. It will make available a copy of the amended policy to Berwyn Park District employees and the public as set forth here.

Violation

Violation of this policy, intentionally or otherwise, shall be grounds for disciplinary action, up to and including dismissal from employment, and they may be found guilty of a Class B misdemeanor and/or such other penalties as now or hereafter provided for under the Act.

A. Safety in the Workplace (Section 7.0)

Intent of the Safety Policies (Section 7.1)

It is the Berwyn Park District's intention to provide a safe environment for employees and the public who use Berwyn Park District programs, facilities, and parks. The Berwyn Park District expects employees to perform their assignments in a manner that will avoid injury. Supervisory personnel and the Risk Manager/Safety Coordinator are available for assistance in safety-related matters.

In keeping with this objective, the Berwyn Park District has developed the following safety rules and requires employees to read and follow these rules and the rules, policies and procedures of their respective facilities or departments.

General Safety Policy and Rules (Section 7.2)

Safety while on the job is the responsibility of every Berwyn Park District employee. With proper precautions, employees can prevent most on-the-job accidents. It is every employee's responsibility to know and comply with all health and safety policies, rules, and regulations and to act in a safe manner. Carelessness, inattention, neglect, and disregard for safety rules can cause accidents. Employees must, at all times, be careful, attentive, alert and follow proper safety procedures. The Berwyn Park District will not condone any breach of safety rules or regulations by employees and expects employees to be alert for safety hazards that could affect the general public or employees of the Berwyn Park District. Employees are also responsible for reporting any unsafe equipment or condition to their immediate supervisor immediately upon discovery of such condition.

Employees must all work together to achieve a safe and healthy working environment. Every employee should make certain that they do not create safety hazards and that they eliminate safety hazards.

It is the intent of the Berwyn Park District to provide a safe working environment for each employee and a safe leisure environment for the public using our programs, facilities, and parks. It is also the Berwyn Park District's intent to develop, implement and administer a safety and comprehensive loss control program. In all assignments, the health and safety of all people should be the first consideration.

The Berwyn Park District directs employees to make safety a matter of continuing and mutual concern, equal in importance with all other operational considerations. Employees should use their best efforts to ensure they do work in a safe manner, conduct inspections on a regular basis, confront and remove hazards and investigate accidents as appropriate. The Berwyn Park District is confident that with each employee's help, this program will be successful, and we expect each employee's cooperation and support.

Accordingly, all employees shall adhere to the following rules:

- No horseplay and/or fighting in the workplace.
- No possession of unauthorized firearms or weapons, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs in the workplace.
- Inform their immediate supervisor if they take legal drugs during work hours that may cause drowsiness, alter judgment, perception, or reaction time. They may need to provide written medical evidence that their legal drugs will not adversely affect their decision-making or physical ability. Please refer to the Alcohol and Drug Abuse Policy.

- Notify their immediate supervisor of any permanent or temporary impairment that reduces their ability to perform in a safe manner or prevents or hinders their performance of the essential functions of their position.
- Use personal protective equipment when they cannot eliminate potential hazards, as well as when required by applicable laws, policies, or directives of the Berwyn Park District.
- Operate equipment only if they are either trained and authorized to use the equipment.
- Conduct periodic inspections of workstations to identify potential hazards and ensure equipment or vehicles are in safe operating condition.
- Report any potentially unsafe conditions or acts immediately to their immediate supervisor.
- Consult with their immediate supervisor before beginning work, if there is any doubt about the safety of a work method.
- Report all accidents, near misses, injuries, and property damage to their immediate supervisor, regardless of the severity of the injury or damage.
- Report any known hazardous condition.
- Follow recommended work procedures outlined for their job, department and/or facility.
- Maintain an orderly environment. Store all tools and equipment in a designated place. Discard scrap and waste material in a designated refuse container.
- Report any smoke, fire, or unusual odors promptly to their immediate supervisor (and call 911 in case of a suspected emergency).
- Correct any potential slip or trip hazard immediately or mark the area clearly before leaving it unattended and make arrangements for someone else to correct it.
- Fasten safety and restraint belts before operating any motorized vehicle.
- Obey all driver safety instructions and comply with traffic signs, signals and markers and all applicable laws and Berwyn Park District policies.
- Maintain a valid driver's license for the class of vehicle they operate as part of their job responsibilities for the Berwyn Park District. Report revocation, suspension or restricted status designations of their driver's license as required by this handbook's policies.
- Know departmental rules regarding accident reporting, evacuation routes and fire department notification.
- Follow departmental and facility rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as required.

Failure to abide by these important safety rules may lead to disciplinary action, up to and including dismissal from employment.

Safety Committee (Section 7.3)

The Berwyn Park District Safety Committee assists employees by providing safe and efficient operations and services. The Safety Committee has one or more full-time employees from each facility. The committee makes safety inspections of Berwyn Park District facilities, organizes employee-training sessions, manages Safety Awareness campaigns, reviews patron and employee accidents and makes recommendations to improve safety. The Berwyn Park District encourages employees to attend the monthly Safety Committee meetings. Employees should speak with their immediate supervisor or the Risk Manager/Safety Coordinator to attend a meeting.

Your Right to Know (Section 7.4)

The Berwyn Park District commits to protecting employees against the dangers of hazardous materials on the job. Safety training and the proper handling and storage of hazardous substances are just a few of the things the Berwyn Park District does to keep employees safe. In addition, the Illinois Occupational Safety and Health Administration (IL OSHA) states that employees have a right to know what hazards they face on the job and how they can protect themselves against them. This is an employee's **Right to Know**.

Chemical manufacturers must determine the physical and health hazards of each product they make and let users know about those hazards by providing information on the container label and on a Safety Data Sheet (SDS) for every product.

The Berwyn Park District must develop a written hazard communication program that:

- Tells employees about the Hazard Communication Standard.
- Explains how the standard is in effect in the workplace.
- Creates an inventory of hazardous chemical products and collects SDS in the workplace.
- Labels hazardous material containers.
- Provides information and training on hazardous chemicals in the workplace, which includes how to recognize, understand, and use labels and SDS sheets and the correct safety procedures for working with hazardous substances.

IMPORTANT: Employees have to read labels and SDS sheets, and they have to follow the Berwyn Park District's safety procedures for storing, handling and using hazardous materials.

What Information Is on the Label?

Although labels differ from employer to employer, all labels must contain an appropriate group of written, printed, or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical affixed to, printed on or attached to the container that holds the hazardous chemical or to the outside packaging.

What Labels Tell Employees

The Berwyn Park District's policy is not to release any container of hazardous chemicals for use without its label containing the following information:

- **Product identifier** – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.

- **Signal word** – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." "Danger" designates more severe hazards, while "warning" indicates less severe hazards.
- **Pictogram** – Composition that may include a symbol plus other graphic elements, such as a border, background pattern or color intended to convey specific information about the hazards of a chemical. The Hazcom standard designates eight pictograms for application to a hazard category.
- **Hazard statement** – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- **Precautionary statement(s)** – Phrase that describes recommended measures to take to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- **Contact information** – Name, address and phone number of the chemical manufacturer, distributor, or importer.

While employees can find a lot of valuable information on the label, they should refer to the SDS if they do not find all the information needed. Employees also should review the SDS prior to using hazardous chemicals.

The SDS is the primary document by which the manufacturer provides health and safety information to the distributor and, ultimately, to the employee using the product. The SDS may be in any format and may vary greatly in length but will contain the following information:

Section 1: Identification

Identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party and an emergency phone number; recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

Section 2: Hazard(s) Identification

Identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards.

Section 3: Composition/Information on Ingredients

Identifies the ingredient(s) contained in the product indicated on the SDS including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

Section 4: First-aid Measures

Describes the initial care for untrained responders to give to an individual who was exposed to the chemical.

Section 5: Fire-fighting Measures

Provides recommendations for fighting a fire caused by the chemical.

Section 6: Accidental Release Measures

Provides recommendations on the appropriate response to spills, leaks or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard.

Section 7: Handling and Storage

Provides guidance on the safe handling practices and conditions for safe storage of chemicals.

Section 8: Exposure Controls/Personal Protection

Indicates the exposure limits, engineering controls and personal protective measures to minimize employee exposure.

Section 9: Physical and Chemical Properties

Identifies physical and chemical properties associated with the substance or mixture.

Section 10: Stability and Reactivity

Describes the reactivity hazards and chemical stability information. This section contains three parts: reactivity, chemical stability and other.

Section 11: Toxicological Information

Identifies toxicological and health effects information or indicates such data is not available.

Section 12: Ecological Information (nonmandatory)

Provides information to evaluate the environmental impact of the chemical(s) if released in the environment.

Section 13: Disposal Considerations (nonmandatory)

Provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container and safe handling practices. To minimize exposure, this section should also refer the reader to **Section 8 – Exposure Controls/Personal Protection** of the SDS.

Section 14: Transport Information (nonmandatory)

Provides guidance on classification information for shipping and transporting hazardous chemical(s) by road, air, rail, or sea.

Section 15: Regulatory Information (nonmandatory)

Identifies the specific safety, health and environmental regulations for the product not indicated anywhere else on the SDS.

Section 16: Other Information

Indicates when the SDS was prepared or when the last known revision was made.

For the Hazard Communication Standard to be effective, employees must:

- Respect all warnings and precautions – do not take any chances!
- Read all substance labels and SDS sheets.
- Follow warning and instructions.
- Use the correct personal protective equipment when handling hazardous substances.
- Know in advance what could go wrong and what to do about it.
- Practice sensible, safe work habits.
- Ask their immediate supervisor, if in doubt.

IMPORTANT: When employees work safely and smart, they make the workplace safer for everyone.

Park District Risk Management Berwyn Park District (PDRMA) (Section 7.5)

The Berwyn Park District is a member of the Park District Risk Management Berwyn Park District (PDRMA). PDRMA is a self-insured risk pool organization of Illinois public park and recreation agencies formed as a contractual organization under the Illinois Intergovernmental Cooperation Act to administer a program of coverage in the areas of property, liability, workers' compensation, and specialty lines. PDRMA also provides support services such as claims and litigation administration and management, loss control services and training, legal advice and services, risk management and financial reporting services. The Berwyn Park District expects all employees to cooperate fully with PDRMA staff.

DATE: 11/21/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Master Plan

- Hitchcock design is finalizing the community survey that will be available for all users and community residents. The survey is scheduled to go live on 11/27/23.
- Hitchcock will be hosting stakeholder meetings on Tuesday November 28th via zoom. Additionally, an in-person event will be held on November 28th for people to gain additional information. This event will be at Liberty.
- Hitchcock will plan to be at the January 16th Board Meeting (pending approval) to discuss the Master Plan with the Board.
- Recreation Results continues to analyze and prepare the statistics, and data from Rec Trac.
- The project is continuing to move forward, there have been dates pushed out to ensure we get the best results.