

Supervisor
Joseph D. Baltz

Clerk
Kristin Cross

Phone
1-815-744-1968



Trustees
Bryan W. Kopman
Larry Ryan
John "Theo" Theobald
Brett Wheeler

Fax
1-815-744-1910

25448 SEIL ROAD
SHOREWOOD, ILLINOIS
60404-7620
www.troytownship.com

March 15, 2019

Troy Township Elected Officials,

Following please find an updated Proposed 2019-2020 Annual Budget for Troy Township. There are a few changes that I would like to highlight:

The estimated actual figures for the 2018-2019 fiscal year have been updated as of March 15, 2019 which includes the bills to be paid at the March 18, 2019 board meeting and expenses that are estimated to be incurred before the fiscal year ends on March 31, 2019.

Estimated Actual Figures for the Fiscal Year Ending March 31, 2019

Total Revenue	As Presented 02.25.19	As Updated 03.15.19
Town Fund	\$1,116,456.48	\$1,117,986.26
General Asst. Fund	\$40,876.23	\$45,878.05
Road and Bridge Fund	\$1,057,428.60	\$930,082.39
Total Expenses	As Presented 02.25.19	As Updated 03.15.19
Town Fund	\$840,698.09	\$841,464.62
Assessor	\$234,728.70	\$230,398.25
General Asst. Fund	\$43,090.11	\$42,408.21
Road and Bridge Fund	\$1,102,687.28	\$941,390.76
Change in Fund Balance	As Presented 02.25.19	As Updated 03.15.19
Town Fund	\$41,029.69	\$46,123.39
General Asst. Fund	(\$2,213.88)	\$3,469.84
Road & Bridge Fund	(\$45,258.68)	(\$11,308.37)
Ending Cash Balance	As Presented 02.25.19	As Updated 03.15.19
Town Fund	\$636,335.28	\$641,428.98
General Asst. Fund	\$30,274.14	\$35,957.86
Road and Bridge Fund	\$735,013.96	\$768,964.27

Summary Points of Other Changes from February 25, 2019 Proposal:

General Presentation

- Actual figures from the 2017-2018 fiscal year have been added to some of the consolidated summary charts for ease of historical comparison.

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Town Fund

- The expense category of Youth and Parks of \$500 was eliminated and that \$500 was added to Community Events with the goal of partnering to co-sponsor a community recycling event in the 2019-2020 fiscal year using those funds.

Road and Bridge Fund

- The Road District is planning to purchase two pieces of equipment using lease purchase financing. At the time that the proposed 2019-2020 budget was presented, it was thought that one of the two purchases would occur before the end of the 2018-2019 fiscal year. That did not happen, and both purchases will occur in the 2019-2020 fiscal year. Therefore, the categories of Loan Proceeds, Capital Outlay R&B Equipment, and Debt Service Principal have been adjusted accordingly. In order to accommodate the two purchases, the income line item of Loan Proceeds and the expense line item of Capital Outlay R&B Equipment were each increased by \$132,000; the increase in expense being offset by the increase in income. The expense line item of Debt Service Principal was increased from \$70,000 to \$75,000 to cover the estimated annual cost of the two lease payments.

Updated March 15, 2019

2019-2020

Annual Budget

TROY TOWNSHIP

Established 1850

Will County - Illinois

25448 Seil Rd.

Shorewood, IL 60404

815-744-1968

www.troytownship.com

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Elected Officials

Joseph D. Baltz

Supervisor

Kristin Cross

Clerk

Kimberly Anderson, CIAO

Assessor

Thomas R. Ward

Highway Commissioner

Larry Ryan

Bryan W. Kopman

John Theobald

Brett Wheeler

Trustees

Jerry Nudera

Collector

Administrative Staff

Jennifer Dylik

Township Administrator

TROY TOWNSHIP

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February 25, 2019

Supervisor Joseph D. Baltz and the Trustees of Troy Township,

I am pleased to present you with the proposed 2019-2020 fiscal year budget for the General Town Fund, General Assistance Fund, and the Road and Bridge Fund for Troy Township. This budget presentation could not be possible without collaboration between Supervisor Baltz, Assessor Anderson, and Highway Commissioner Ward; I thank them for their time and efforts.

The Town Fund expects to once again end its fiscal year with a positive change in fund balance. The 2018-2019 budget called for a change in fund balance of (\$54,674.00) however due to increased income and reduced expenses, the change in fund balance is estimated at \$41,029.69. After several years of concerted efforts to increase the fund balance of the Town Fund it is estimated that the 2018-2019 fiscal year will end at approximately \$636,335.28 or slightly over 7 months of average expenditures (based on 2018-2019 expenses).

The proposed 2019-2020 combined Town Fund and Assessor's budget is presented with an increase in fund balance of \$17,478.00 with overall expenses reduced by 2.54% from the 2018-2019 budget.

The Road and Bridge Fund is expected to end the 2018-2019 fiscal year with a change in fund balance of approximately (\$45,258.68) compared to the budgeted change in fund balance of (\$559,904.00). This will bring the Road and Bridge Fund's fund balance to approximately \$735,013.96 or 8 months of average expenditures (based on 2018-2019 expenses).

Thank you in advance for your time and consideration. I look forward to the upcoming Finance Committee meetings and some very productive conversations.



Jennifer Dylik
Township Administrator

TROY TOWNSHIP

Established 1850 Will County - Illinois

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Mission Statement

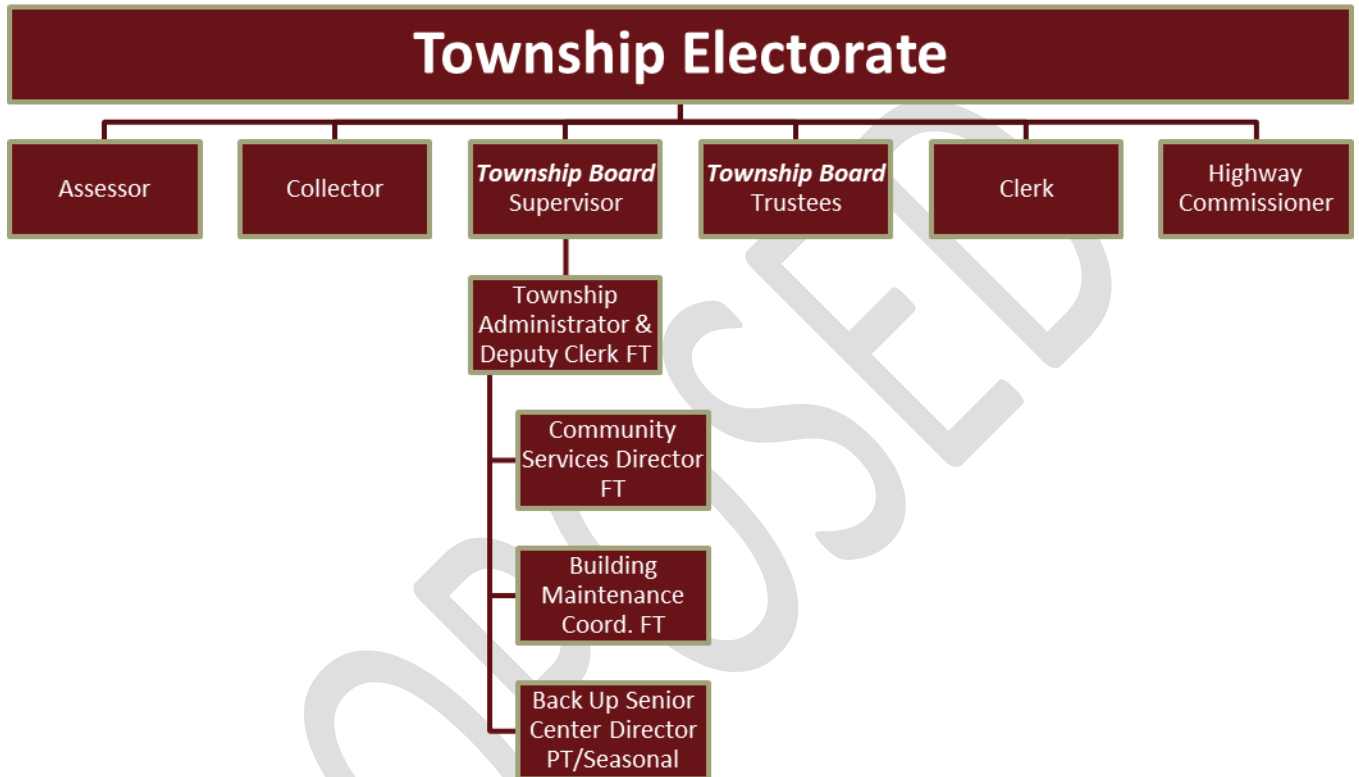


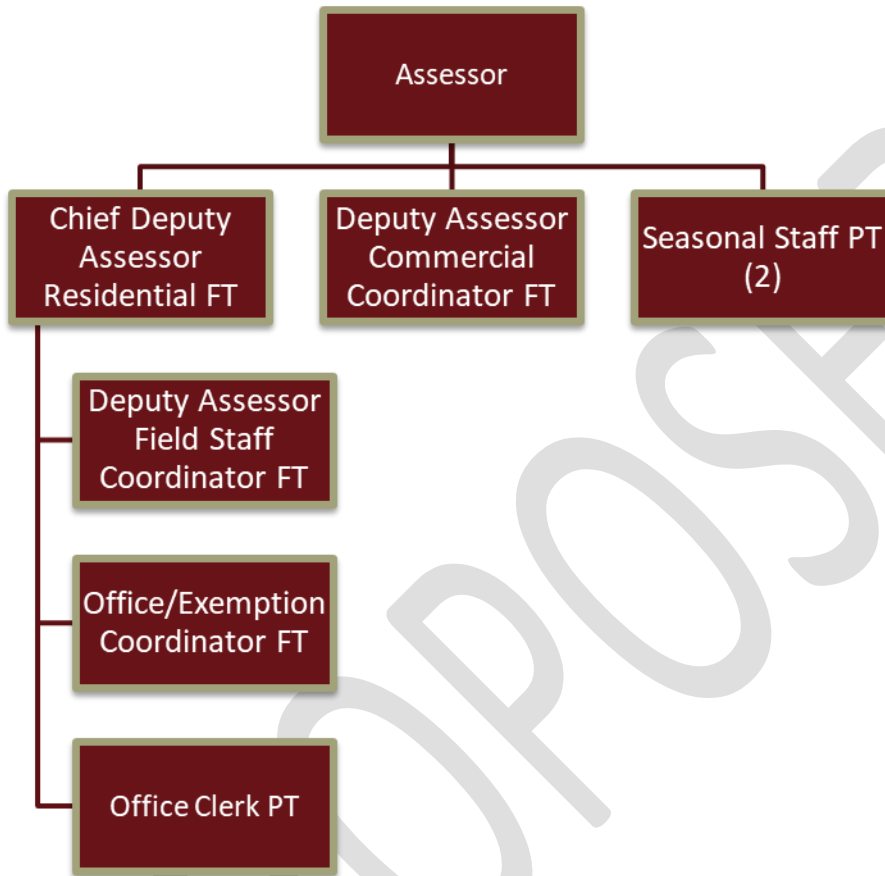
Our goal at Troy Township is simple – extraordinary customer service as we provide for our constituents' needs in the arena of public service. Our goals are accomplished by a commitment from every employee.

Our values and beliefs require that we:

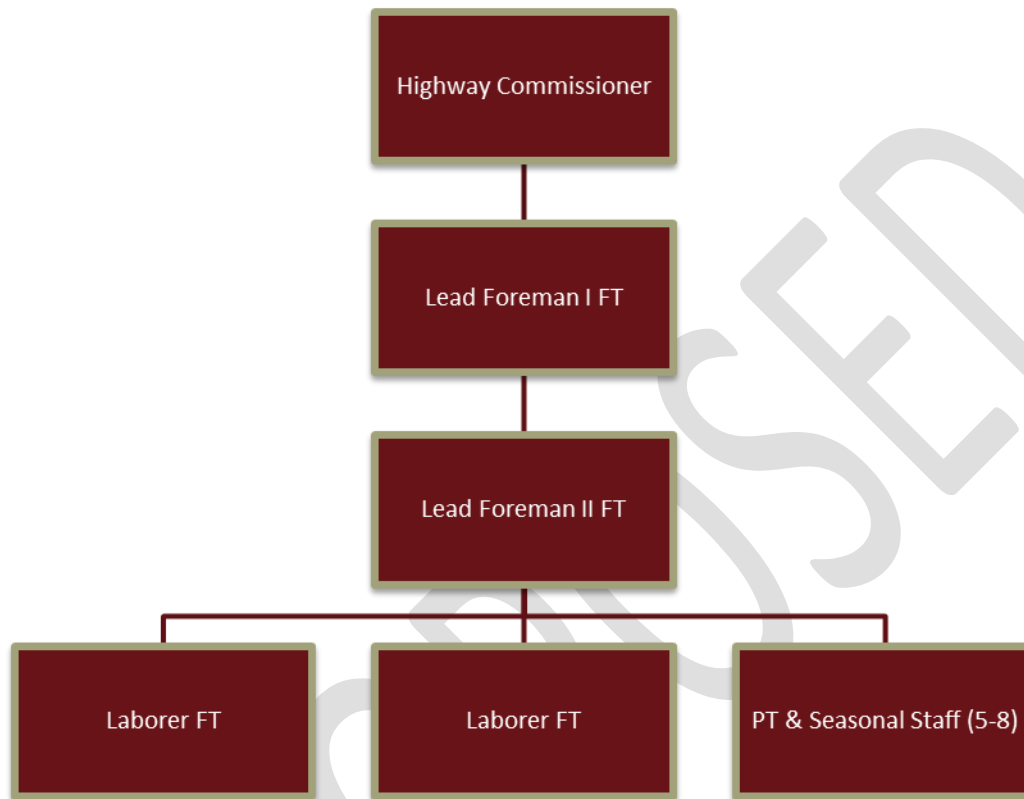
- Treat each employee with respect and give them an opportunity for input on how to continually improve our service goals.
- Treat each employee fairly and with mutual respect. The Township does not tolerate discrimination of any kind and encourages all managers and department heads to involve employees in problem solving and the creativity process. When problems arise, the facts should be analyzed to determine ways to avoid similar problems in the future.
- Provide the most effective and efficient corrective action, resolve customer service issues, ensure our constituents' satisfaction and that the problem not be repeated in the future. In this way, we will maintain our leadership position in providing service.
- Foster an open-door policy which encourages interaction, discussions and ideas to improve the work environment, thus increase our productivity.
- Deliver impeccable service to our constituents and, where required, try to provide services that may be too difficult for others to achieve.

Make "Do It Right the First Time" our commitment as a team and our only way of doing business. This commitment will assure continued satisfaction.





Organizational Charts – Highway Commissioner



Township government, established in Providence, Rhode Island in 1636, is the oldest existing form of government continuing to serve on the North American Continent. Township government was in existence for 140 years prior to the signing of the Declaration of Independence in 1776. The wording of the Declaration of Independence reflects the fact that 38 of its 56 signers had experienced the benefits of township government.

The Declaration's statement that "government should derive its just powers from the consent of the governed" is demonstrated at the Annual Town Meeting held on the second Tuesday of each April. The Annual Town Meeting is still an important function of our nation's 17,000 townships after more than 360 years.

In 1849, the first townships were formed in Illinois and began operating one year later. Troy Township was one of the first organized in the County and on April 2, 1850, the first election was held. The first Troy Township Supervisor elected was J.H. Robinson. Today, 85 of Illinois' 102 counties operate under the township government system with 1,433 townships serving Illinois residents.

Troy Township continues to provide the same basic services it did over 168 years ago.

- General Assistance
- Property Assessment
- Road and Bridge Maintenance

Other Troy Township services include a senior program, voter registration, polling place for elections, notary services, weed control, Micro Pantry, durable medical loan program, recycling services, Township Communicator newsletter, referral services and more.

Troy Township Services

Annual Spring Clean Up*
Community Center
Community Garden*
Early & Absentee Voting
Educational Seminars
Emergency Preparedness
Expos & Community Events
General Assistance
Leaf Pick Up*
Medical Equipment Exchange Closet
Medication Disposal Events**
Micro Pantry
Mosquito Abatement*
Notary Public Services
Pace Dial-A-Ride
Polling Place
Property Tax Information
Recycling Program
Referral Services
Road Maintenance*
Senior Activities
Senior Services of Will County Satellite Office
Shredding Events**
Snow Removal & Salting*
Temporary Handicapped Parking Placards
Tree Branch & Brush Pick Up*
Veterans Honor Roll
Voter Registration
Warming & Cooling Center***
Weed Control*

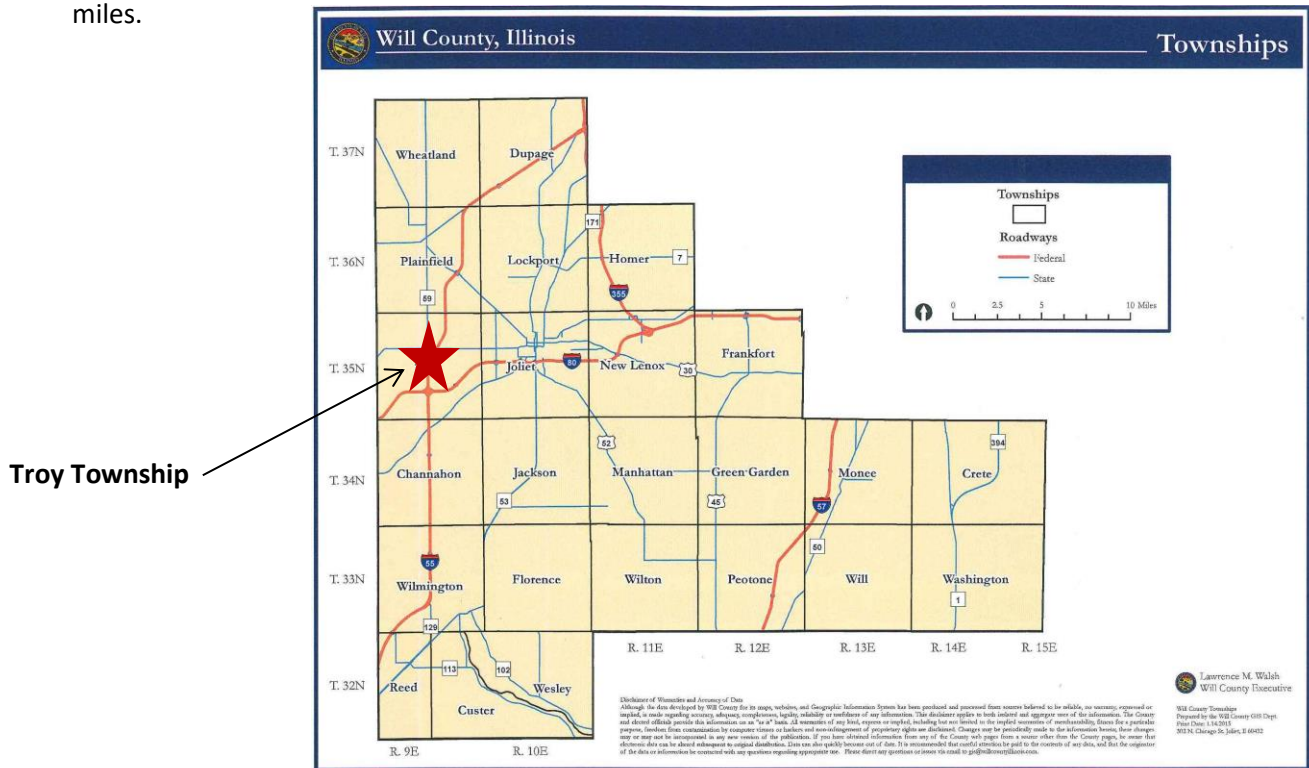
*Unincorporated Areas Only

**Event Offered Twice Per Year

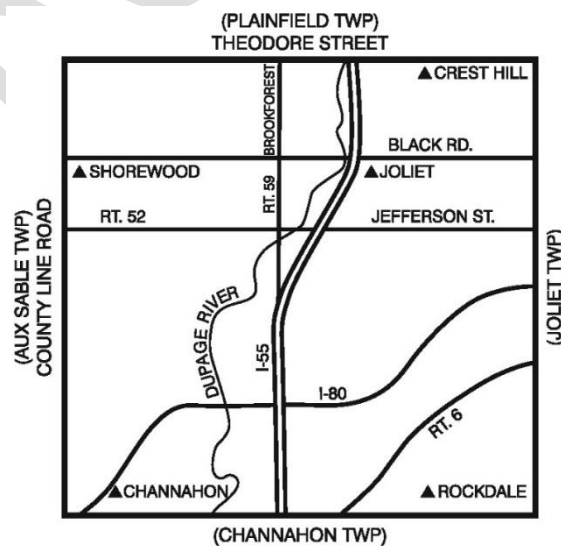
*** When activated by Will County EMA

Township Location

Troy Township is located in the far west portion of Will County and encompasses the entire Village of Shorewood and parts of Channahon, Crest Hill, Joliet, and Rockdale. Troy Township covers 36 square miles.



Troy Township Boundary Map



Township Demographic Data

Statistics are based on the 2010 Census Data and the 2016 American Community Survey 2012-2016
5 Year estimates, unless otherwise noted.

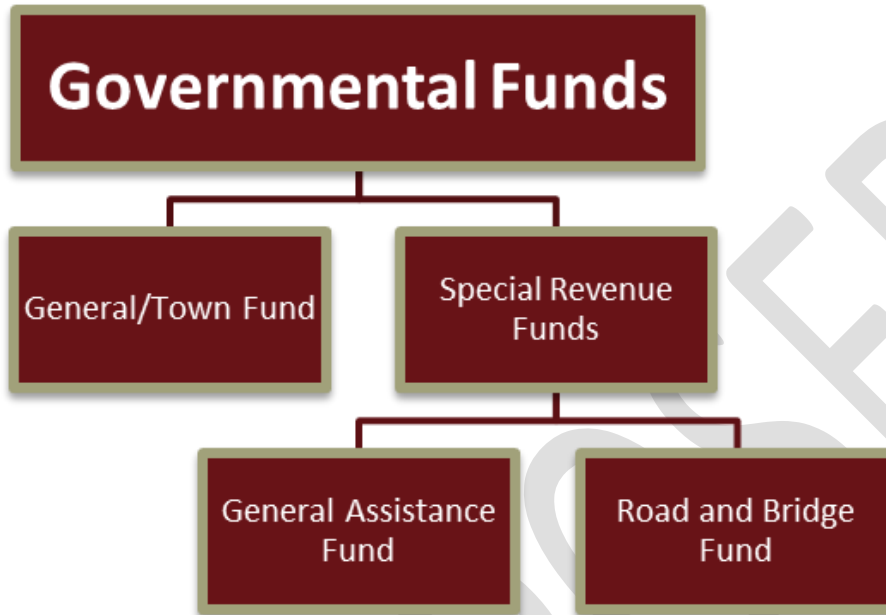
	2010 Census Data	2016 ACS 5 Year Estimates		2010 Census Numbers	2016 ACS 5 Year Estimates
Demographics					
Total Population	45,991	47,007	Median Age	36.3	38.3
Male	22,438	21,882	Age 0-19	13,591	12,868
Female	23,553	25,125	Age 20-54	21,936	22,334
White	33,694	33,559	Age 55 and above	10,464	11,805
African American	3,947	3,594			
American Indian	63	71			
Asian	850	1,344			
Native Hawaiian	10	0			
Other	50	235			
Total Hispanic	6,726	7,311			
Two or more races	651	893			
Education					
Population 18 to 24			Population 25 and over		
Less than High School	16.8%	16.2%	Less than High School	6.9%	7.8%
High School Graduate	27.9%	30.0%	High School Graduate	27.7%	28.8%
Some College or Associate's	45.8%	44.1%	Some College or Associate's	33.7%	33.6%
Bachelor's Degree or higher	9.5%	9.7%	Bachelor's Degree or higher	31.8%	29.9%
Housing					
Total number of housing units	17,522	17,238			
Occupied homes	16,602	16,279			
Vacant Homes	920	959			
Population by Municipality					
Channahon	1,612		Shorewood	15,615	
Crest Hill	949		Unincorporated	3,582	
Joliet	24,233				
EAV ¹	1,392,646,602				

¹ EAV Figures are from the 2017 levy extension from the Will County Clerk's office.

Budget Calendar

FY 2019-2020 Budget Calendar

January 2, 2019 – February 25, 2019	Initial budget compilation with Administrator, Supervisor, Assessor, and Highway Commissioner.
February 25, 2019	Supervisor presents budget recommendation to Board.
February 26, 2019 – March 29, 2019	Finance Committee to hold budget workshops.
March 14, 2019	Publication in local paper and budget available for inspection for at least 30 days before the public hearing and adoption.
April 1, 2019	Receive extended levy figures from Will County. (estimated date)
April 1, 2019 – April 5, 2019	Final budget compilation and updates (if needed).
April 15, 2019	Public Hearing and Board Adoption of the 2019-2020 FY Budget



The financial transactions of the Township are recorded in individual funds. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures.

Governmental funds are those through which most governmental functions of the Township are financed. The Township's expendable financial resources are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The Township reports the following major governmental funds:

General Town Fund – The Town Fund is the general operating fund of the Township and accounts for all financial resources except those required to be accounted for in another fund.

General Assistance Fund (special revenue) – The General Assistance Fund accounts for the revenue and all expenditures for activities related to General Assistance programs and services for low-income residents.

Road and Bridge Fund (special revenue) – The Road and Bridge Fund accounts for the revenue and expenditures needed to finance the maintenance and construction of the Township's roads and bridges.

Major Revenue Sources



Troy Township does not receive any sales tax or income tax. General property taxes are the Township's major revenue source with other funds coming from replacement taxes, grants, fines, rental income, and interest income.

Property Taxes – The Township levies for property taxes for the Road and Bridge Fund and for the General Town Fund, which also funds the Assessor's budget and the General Assistance Fund. The amount of funds received in general property taxes is limited by the [Property Tax Extension Limitation Law](#) (PTELL). 35 ILCS 200/18-185. PTELL limits the increase in property tax that the Township may levy to 5% over the prior year's extension or the increase in the Consumer Price Increase (CPI) during the 12 calendar months for the year preceding the levy year, whichever is less.

The 2018 levies were passed by the Township Board on December 17, 2018 and have been filed with the Will County Clerk. The Will County Clerk's office will apply the PTELL limitation on the levy, and final approved extension figures should be received in late March or early April 2019. General property taxes are paid by property owners in two installments. The first installment of the 2018 general property taxes will be due in May of 2019, with the second installment due in September of 2019. The Township will receive payments of general property taxes starting in May of 2019 and ending in December of 2019.

When budgeting revenue from general property taxes, first look at what was levied, calculate what the estimated extension will be, then reduce that amount by 0.3% due to the history of not fully receiving everything that was extended. In summary:

2018 Levy / 2019-2020 FY Budgeted General Property Tax Income

	Levy As Filed	Expected Limit	0.3% Reduction	Budgeted Income
Town Fund	\$ 1,137,021.92	\$ 1,120,183.84	\$ (3,361)	\$ 1,116,823
GA	\$ 20,000.00	\$ 20,000.00	\$ (60)	\$ 19,940
Total	\$ 1,157,021.92	\$ 1,140,183.84	\$ (3,421)	\$ 1,136,763

	Levy As Filed	Expected Limit	53.68% Half Share	0.3% Reduction	Budgeted Income
Road and Bridge	\$ 1,364,467.78	\$ 1,344,610.76	\$ 721,787	\$ (2,165)	\$ 719,620

Replacement Tax – Both the General Town Fund and the Road and Bridge Fund receive payment for Personal Property Replacement Taxes (PPRT). Replacement taxes are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away. Payments to the Township for Replacement Taxes are made in January, March, April, May, July, August, October, and December.

Major Revenue Sources

While Personal Property Replacement Tax (PPRT) continues to be the second largest revenue stream for both the Road District and the Town Fund, the available funds from PPRT continue to decline.

The State of Illinois estimated that their fiscal year [2018 PPRT payments](#) would be 23% lower than the prior year payments while the [2019 PPRT payments](#) are estimated to be 7% lower than the 2018 payments. Below is the State's estimate for PPRT for their FY2019.

ESTIMATE FOR PERSONAL PROPERTY REPLACEMENT TAX FY2019					
STATE FISCAL YEARS BEGIN JULY 1 AND END JUNE 30 OF EACH YEAR					
		2019	2018		
TROY TOWNSHIP	0993020083	\$29,059	\$31,243.21	009930083	
TROY TWP ROAD & BRIDGE	0999020083	\$103,563	\$111,347.54	009990083	

Rental Income – The General Town Fund records rental income for rental of the Community Center.

Fines – The Road and Bridge Fund receives a small portion of the fines from traffic violations that occur in unincorporated Troy Township. Funds are received monthly, if an applicable fine is collected that month.

Grants – Occasionally the General Town Fund and the Road and Bridge Fund may receive grant funds for various grant specific projects. Additionally, if the Township is covered in a disaster declaration, funds may be available for reimbursement of Township equipment, materials, supplies, and labor used during the specified disaster.

TROY TOWNSHIP

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Major Revenue Sources

Property Tax Revenues by Fund

Fund	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 19-20 Budget
Town	\$ 931,711.12	\$ 979,812.50	\$ 1,032,988.85	\$ 1,057,216.04	\$ 1,079,866.00	\$ 1,080,893.08	\$ 1,116,823.00
GA	\$ 62,432.32	\$ 38,915.47	\$ 10,118.20	\$ 10,678.99	\$ 19,940.00	\$ 20,822.45	\$ 19,940.00
Road	\$ 629,872.76	\$ 645,867.36	\$ 660,777.62	\$ 676,171.52	\$ 696,770.00	\$ 696,642.63	\$ 719,620.00
Total	\$ 1,624,016.20	\$ 1,664,595.33	\$ 1,703,884.67	\$ 1,744,066.55	\$ 1,796,576.00	\$ 1,798,358.16	\$ 1,856,383.00

Replacement Tax Revenues by Fund

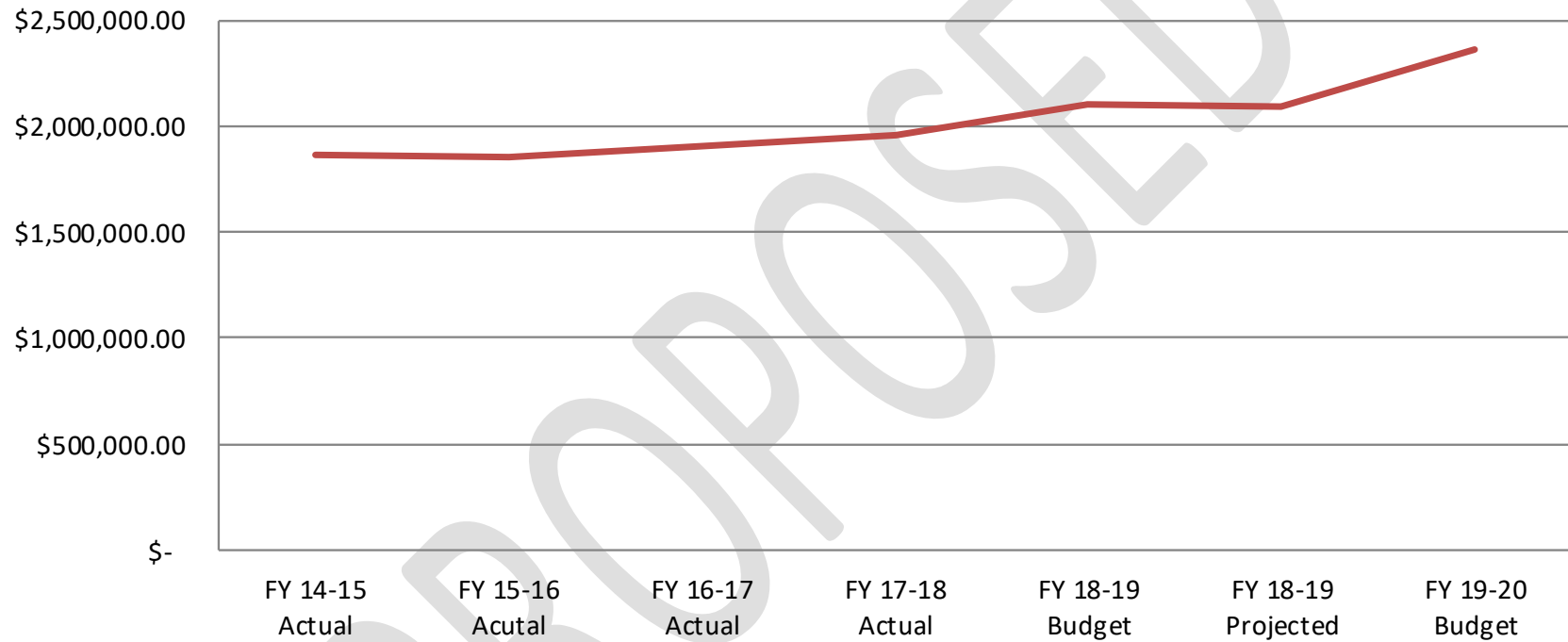
Fund	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 19-20 Budget
Town	\$ 33,814.68	\$ 37,399.51	\$ 35,150.49	\$ 32,650.19	\$ 23,400.00	\$ 30,246.47	\$ 27,000.00
GA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Road	\$ 120,510.91	\$ 133,286.97	\$ 125,272.38	\$ 116,361.87	\$ 86,950.00	\$ 107,795.27	\$ 102,634.00
Total	\$ 154,325.59	\$ 170,686.48	\$ 160,422.87	\$ 149,012.06	\$ 110,350.00	\$ 138,041.74	\$ 129,634.00

Total Revenue by Fund

Fund	FY 14-15 Actual	FY 15-16 Actual	FY 16-17 Actual	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected	FY 19-20 Budget
Town	\$ 1,006,537.48	\$ 1,025,761.40	\$ 1,079,571.40	\$ 1,100,011.71	\$ 1,108,766.00	\$ 1,117,986.26	\$ 1,151,323.00
GA	\$ 62,440.10	\$ 38,936.69	\$ 10,182.54	\$ 12,729.00	\$ 45,015.00	\$ 45,878.05	\$ 44,985.00
Road	\$ 792,008.66	\$ 785,682.68	\$ 818,908.58	\$ 842,214.62	\$ 949,360.00	\$ 930,082.39	\$ 1,167,894.00
Total	\$ 1,860,986.24	\$ 1,850,380.77	\$ 1,908,662.52	\$ 1,954,955.33	\$ 2,103,141.00	\$ 2,093,946.70	\$ 2,364,202.00

Major Revenue Sources

Total Revenue by Fiscal Year - Consolidated



Total Revenues by Type - Consolidated

	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected Actual	FY 19-20 Budget
Grants	\$ 3,473.67	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Fines	\$ 255.18	\$ 1,000.00	\$ 427.23	\$ 360.00
Uniform Income	\$ 913.88	\$ -	\$ -	\$ -
Cell Phone Income	\$ 830.90	\$ -	\$ -	\$ -
Interest Income	\$ 2,709.55	\$ 2,515.00	\$ 7,714.71	\$ 6,725.00
State Maint. Agreement	\$ 16,289.00	\$ 12,500.00	\$ 6,758.25	\$ 13,200.00
Permit Fees	\$ 26,125.00	\$ 500.00	\$ 12,400.00	\$ 1,200.00
Rental Income	\$ 1,164.50	\$ 1,600.00	\$ 1,322.50	\$ 1,600.00
Sale of a fixed Asset	\$ 1,307.86	\$ -	\$ 98,177.00	\$ -
Insurance Reimb.	\$ -	\$ -	\$ 3,926.26	\$ -
Property Tax	\$ 1,744,066.55	\$ 1,796,576.00	\$ 1,798,358.16	\$ 1,856,383.00
Replacement Tax	\$ 149,012.06	\$ 110,350.00	\$ 138,041.74	\$ 129,634.00
Loan Proceeds	\$ -	\$ 150,000.00	\$ -	\$ 327,000.00
Misc. Income	\$ 8,807.18	\$ 1,600.00	\$ 320.85	\$ 1,600.00
Operating Transfer In (Town to GA)	\$ -	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Totals	\$ 1,954,955.33	\$ 2,103,141.00	\$ 2,093,946.70	\$ 2,364,202.00

Total Expenditures by Fund

Fund Expenditures	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected Actual	FY 19-20 Budget
Town	\$ 958,347.26	\$ 1,163,440.00	\$ 1,071,862.87	\$ 1,133,845.00
GA	\$ 43,628.07	\$ 58,860.00	\$ 42,408.21	\$ 60,000.00
Road	\$ 773,910.27	\$ 1,509,264.00	\$ 941,390.76	\$ 1,667,679.00
Total Expenditures	\$ 1,775,885.60	\$ 2,731,564.00	\$ 2,055,661.83	\$ 2,861,524.00
 Total Revenues	 \$ 1,954,955.33	 \$ 2,103,141.00	 \$ 2,093,946.70	 \$ 2,364,202.00
 Excess of Rev. over Exp.	 \$ 179,069.73	 \$ (628,423.00)	 \$ 38,284.87	 \$ (497,322.00)

Projected Changes in Fund Balance FY 19-20

Fund	Est. Balance 3/31/2019	Total Budgeted Revenue	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 3/31/2020	Net Dollar Change	Percentage Change
Town	\$ 641,428.98	\$ 1,151,323.00	\$ 1,792,751.98	\$ 1,133,845.00	\$ 658,906.98	\$ 17,478.00	2.72%
GA	\$ 35,957.86	\$ 44,985.00	\$ 80,942.86	\$ 60,000.00	\$ 20,942.86	\$ (15,015.00)	-41.76%
Road	\$ 768,964.27	\$ 1,167,894.00	\$ 1,936,858.27	\$ 1,667,679.00	\$ 269,179.27	\$ (499,785.00)	-64.99%
Total	\$ 1,446,351.12	\$ 2,364,202.00	\$ 3,810,553.12	\$ 2,861,524.00	\$ 949,029.12	\$ (497,322.00)	-34.38%

Fund Balance Highlights:

- The General Town Fund is estimated to increase in total fund balance in the fiscal year ending March 31, 2019, by approximately \$17,478.00. Currently \$ 51,200.00 is budgeted for Capital Outlay projects which include building security improvements, computer updates, new telephone system, and community center furniture updates.
- The largest decrease in fund balance is with the Road and Bridge Fund due to the Highway Commissioner's need to maintain the maximum amount of flexibility with regards to maintenance and reconstruction of the Township's roads and bridges.

Debt Summary

The Township acquired financing to fund the addition to the office building and add the Community Center through Chase Bank. The total loan proceeds were \$1,700,000. The loan has an interest rate of 2.99%. The debt is being retired by semi-annual principal and interest payments of \$74,977 every August 1 and February 1. The maturity date of the loan is August 1, 2021.

During the fiscal year ending March 31, 2014, the Township Road District acquired a 2014 International dump truck for \$153,313. This vehicle was purchased using a lease purchase agreement. The total purchase price is being retired in five annual payments of \$30,663 beginning the date of the purchase. The final payment on this lease purchase was made in September of 2017.

The Road District is expecting to acquire a new John Deere Loader and a new International Truck using lease purchase agreements in the 2019-2020 fiscal year.

Ratios of Outstanding Debt by Type²

FY Ending March 31	General Obligation Bonds	Town Fund Debt Cert.	Road Fund Inst. Lease	Total Township	Per Capita
2007	\$ -	\$ 1,700,000.00	\$ -	\$ 1,700,000.00	\$ 40.75
2008	\$ -	\$ 1,613,024.00	\$ -	\$ 1,613,024.00	\$ 36.95
2009	\$ -	\$ 1,523,839.00	\$ -	\$ 1,523,839.00	\$ 33.87
2010	\$ -	\$ 1,430,773.00	\$ -	\$ 1,430,773.00	\$ 31.11
2011	\$ -	\$ 1,333,634.00	\$ -	\$ 1,333,634.00	\$ 29.00
2012	\$ -	\$ 1,232,159.00	\$ -	\$ 1,232,159.00	\$ 26.79
2013	\$ -	\$ 1,118,068.00	\$ -	\$ 1,118,068.00	\$ 24.31
2014	\$ -	\$ 1,000,625.00	\$ 122,650.00	\$ 1,123,275.00	\$ 24.42
2015	\$ -	\$ 879,643.00	\$ 91,988.00	\$ 971,631.00	\$ 20.74
2016	\$ -	\$ 754,995.08	\$ 61,325.46	\$ 816,320.54	\$ 17.43
2017	\$ -	\$ 626,579.25	\$ 30,662.92	\$ 657,242.17	\$ 14.03
2018	\$ -	\$ 494,123.45	\$ -	\$ 494,123.45	\$ 10.55
2019	\$ -	\$ 357,466.47	\$ -	\$ 357,466.47	\$ 7.63
2020*	\$ -	\$ 218,368.48	\$ -	\$ 218,368.48	\$ 4.66
2021*	\$ -	\$ 73,872.27	\$ -	\$ 73,872.27	\$ 1.58
2022*	\$ -	\$ -	\$ -	\$ -	\$ -

² Population Estimates for the per capita calculation are from the 2010 Census and the 2015 ACS 5 Year Estimate.

* The debt certificate principal amount owed for years 2020-2022 are estimates from the original repayment schedule.

General Town Fund



General Town Fund – the Town Fund is the general operating fund of the Township and accounts for all financial resources except those required to be accounted for in another fund.

General Town Fund Summary

	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected Actual	FY 19-20 Budget	% Change Budget vs. Budget
Revenue	\$ 1,100,011.71	\$ 1,108,766.00	\$ 1,117,986.26	\$ 1,151,323.00	3.84%
Expenses	\$ 958,347.26	\$ 1,163,440.00	\$ 1,071,862.87	\$ 1,133,845.00	-2.54%
Excess of Rev. over Exp.	\$ 141,664.45	\$ (54,674.00)	\$ 46,123.39	\$ 17,478.00	131.97%
Fund Balance Beginning April 1st	\$ 453,641.14	\$ 595,305.59	\$ 595,305.59	\$ 641,428.98	7.75%
Estimated Cash on Hand March 31st	\$ 595,305.59	\$ 540,631.59	\$ 641,428.98	\$ 658,906.98	21.88%

Budgetary Highlights:

- The Town Fund 2018-2019FY budget was approved with a net loss of \$54,567.00. However, due to expenses coming in under budget, the Town Fund will end the 2018-2019FY with a net positive income of approximately \$46,123.39.
- Overall budgeted expenditures for 2019-2020FY are expected to decrease from the 2018-2019FY budget in large part due to a decrease in capital outlay expenses.

General Town Fund Budget Vs. Budget History

This chart compares the proposed 2019-2020 budget to the budgets passed in prior years.

Budget Comparison

TOWN FUND

Income	Town					FY '19-20 over '18-19	
	BUDGET 2015-2016	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	Difference	% Change
State & Federal Grants	\$ 1,000.00	\$ 1,000.00	\$ 1,300.00	\$ 1,500.00	\$ 1,500.00	0.00	0.00%
Other Grants	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Cyber Niche Income (inactive as of 04.2015)	\$ 60.00	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Interest Income	\$ 100.00	\$ 100.00	\$ 300.00	\$ 1,000.00	\$ 3,000.00	2,000.00	200.00%
Rental Income	\$ 800.00	\$ 800.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00	0.00%
Insurance Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
General Property Income	\$ 976,631.00	\$ 1,027,458.00	\$ 1,053,666.20	\$ 1,079,866.00	\$ 1,116,823.00	36,957.00	3.42%
Replacement Tax	\$ 30,000.00	\$ 30,000.00	\$ 27,860.00	\$ 23,400.00	\$ 27,000.00	3,600.00	15.38%
Misc. Income	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00	0.00%
Total Income	\$ 1,010,091.00	\$ 1,060,858.00	\$ 1,086,126.20	\$ 1,108,766.00	\$ 1,151,323.00	42,557.00	3.84%

Expenses	BUDGET 2015-2016	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	Difference	% Change
Salaries	\$ 296,500.00	\$ 301,000.00	\$ 305,000.00	\$ 314,500.00	\$ 316,500.00	2,000.00	0.64%
IMRF Expenses	\$ 39,460.00	\$ 42,800.00	\$ 40,750.00	\$ 35,700.00	\$ 29,500.00	(6,200.00)	-17.37%
FICA Expenses	\$ 23,971.00	\$ 24,300.00	\$ 24,700.00	\$ 25,400.00	\$ 25,600.00	200.00	0.79%
Health Ins.	\$ 69,000.00	\$ 73,500.00	\$ 78,800.00	\$ 84,200.00	\$ 85,400.00	1,200.00	1.43%
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
State Unemp.	\$ 2,200.00	\$ 1,300.00	\$ 1,200.00	\$ 800.00	\$ 650.00	(150.00)	-18.75%
Printed Materials	\$ 300.00	\$ 300.00	\$ 355.00	\$ 350.00	\$ 325.00	(25.00)	-7.14%
Community Events (formerly Public Affairs)	\$ 900.00	\$ 975.00	\$ 900.00	\$ 1,400.00	\$ 2,200.00	800.00	57.14%
Insurance	\$ 16,725.00	\$ 16,725.00	\$ 16,700.00	\$ 16,700.00	\$ 15,400.00	(1,300.00)	-7.78%
Office Supplies	\$ 1,700.00	\$ 1,700.00	\$ 2,700.00	\$ 1,900.00	\$ 1,900.00	0.00	0.00%
Telephone Services	\$ 2,615.00	\$ 2,711.00	\$ 2,720.00	\$ 2,900.00	\$ 3,500.00	600.00	20.69%
Postage	\$ 550.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
Postage - Newsletter	\$ 2,265.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,320.00	20.00	0.87%
Printing & Publishing	\$ 3,000.00	\$ 3,050.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00	0.00%
Mileage & Travel	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00	0.00	0.00%
Dues	\$ 2,025.00	\$ 2,000.00	\$ 4,000.00	\$ 3,500.00	\$ 3,560.00	60.00	1.71%
Training	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00	0.00%
Utilities	\$ 25,500.00	\$ 24,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,300.00	300.00	1.36%

General Town Fund Budget Vs. Budget History

This chart compares the proposed 2019-2020 budget to the budgets passed in prior years.

Expenses	BUDGET 2015-2016	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	Difference	% Change
Build. Maint.	\$ 26,000.00	\$ 25,000.00	\$ 21,500.00	\$ 21,500.00	\$ 25,000.00	3,500.00	16.28%
Maint. Of Equip.	\$ 16,000.00	\$ 14,500.00	\$ 24,500.00	\$ 24,500.00	\$ 24,500.00	0.00	0.00%
Capital Outlay	\$ 128,000.00	\$ 39,000.00	\$ 86,315.00	\$ 95,000.00	\$ 51,200.00	(43,800.00)	-46.11%
Eq. Lease Int. Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Lease Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Debt Certificate Principal	\$ 124,700.00	\$ 128,416.00	\$ 132,500.00	\$ 136,700.00	\$ 140,600.00	3,900.00	2.85%
Debt Certificate Interest	\$ 25,400.00	\$ 21,700.00	\$ 18,200.00	\$ 14,000.00	\$ 10,000.00	(4,000.00)	-28.57%
Legal Asst.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00	0.00%
Admin Sr. Serv. In House	\$ 1,750.00	\$ 1,550.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00	0.00%
Admin Sr. Serv. Out of House	\$ 18,500.00	\$ 16,500.00	\$ 13,000.00	\$ 14,000.00	\$ 17,000.00	3,000.00	21.43%
Other Professional Serv.	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,800.00	\$ 4,050.00	250.00	6.58%
Accounting Serv.	\$ 4,850.00	\$ 5,550.00	\$ 5,550.00	\$ 5,000.00	\$ 4,800.00	(200.00)	-4.00%
Contingencies	\$ 3,820.00	\$ 3,848.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00	0.00%
Mosquito Management	\$ 22,620.00	\$ 23,200.00	\$ 24,250.00	\$ 25,000.00	\$ 25,600.00	600.00	2.40%
Youth and Parks	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	(500.00)	-100.00%
Operating Transfer Out (to GA)	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0.00	0.00%
TOTAL TOWN EXPENSES	\$ 872,851.00	\$ 790,425.00	\$ 850,940.00	\$ 895,650.00	\$ 855,905.00	(39,745.00)	-4.44%
Assessors Budget Expenses	\$ 248,645.00	\$ 249,120.00	\$ 255,595.00	\$ 267,790.00	\$ 277,940.00	10,150.00	3.79%
TOTAL EXPENSES	\$ 1,121,496.00	\$ 1,039,545.00	\$ 1,106,535.00	\$ 1,163,440.00	\$ 1,133,845.00	(29,595.00)	-2.54%
Net Income	\$ (111,405.00)	\$ 21,313.00	\$ (20,408.80)	\$ (54,674.00)	\$ 17,478.00		

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Starting Cash as of 04/01	\$ 282,105.03	\$ 312,620.03	\$ 453,641.14	\$ 595,305.59	\$ 641,428.98
Estimated Income	\$ 1,010,091.00	\$ 1,060,858.00	\$ 1,086,126.20	\$ 1,108,766.00	\$ 1,151,323.00
Total Funds Available	\$ 1,292,196.03	\$ 1,373,478.03	\$ 1,539,767.34	\$ 1,704,071.59	\$ 1,792,751.98
Budgeted Expenses	\$ 1,121,496.00	\$ 1,039,545.00	\$ 1,106,535.00	\$ 1,163,440.00	\$ 1,133,845.00
Estimated Ending Balance	\$ 170,700.03	\$ 333,933.03	\$ 433,232.34	\$ 540,631.59	\$ 658,906.98
Average Monthly Expenses	\$ 93,458.00	\$ 86,628.75	\$ 92,211.25	\$ 96,953.33	\$ 94,487.08
Months of Reserve at end of FY	1.83	3.85	4.70	4.70	6.97

General Town Fund Budget Vs. Actual History

This chart compares the proposed 2019-2020 budget to the actual figures of prior years.

TOWN FUND	Town						FY '19-20 over '18-19	
	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	Est. ACTUAL 2018-2019	BUDGET 2019-2020		Difference	% Change
Income								
State & Federal Grants	\$ 1,531.22	\$ 1,280.07	\$ 1,814.05	\$ 1,500.00	\$ 1,500.00	0.00	0.00	0.0%
Other Grants	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!	
Cyber Niche Income (inactive as of 04.2015)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!	
Interest Income	\$ 89.71	\$ 455.99	\$ 1,196.93	\$ 3,803.52	\$ 3,000.00	(803.52)	-21.1%	
Rental Income	\$ 2,087.50	\$ 4,555.00	\$ 1,164.50	\$ 1,322.50	\$ 1,500.00	177.50	13.4%	
Insurance Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!	
General Property Income	\$ 979,812.50	\$ 1,032,988.85	\$ 1,057,216.04	\$ 1,080,893.08	\$ 1,116,823.00	35,929.92	3.3%	
Replacement Tax	\$ 37,399.51	\$ 35,150.49	\$ 32,650.19	\$ 30,246.47	\$ 27,000.00	(3,246.47)	-10.7%	
Misc. Income	\$ 4,840.96	\$ 5,141.00	\$ 5,970.00	\$ 220.69	\$ 1,500.00	1,279.31	579.7%	
Total Income	\$ 1,025,761.40	\$ 1,079,571.40	\$ 1,100,011.71	\$ 1,117,986.26	\$ 1,151,323.00	33,336.74	3.0%	
Expenses								
Salaries	\$ 296,404.69	\$ 300,142.97	\$ 304,628.32	\$ 312,184.78	\$ 316,500.00	4,315.22	1.38%	
IMRF Expenses	\$ 39,484.05	\$ 41,980.96	\$ 37,440.18	\$ 33,901.81	\$ 29,500.00	(4,401.81)	-12.98%	
FICA Expenses	\$ 23,657.54	\$ 23,896.49	\$ 22,955.98	\$ 24,720.30	\$ 25,600.00	879.70	3.56%	
Health Ins.	\$ 57,491.08	\$ 67,395.76	\$ 64,364.22	\$ 65,191.61	\$ 85,400.00	20,208.39	31.00%	
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!	
State Unemp.	\$ 1,205.56	\$ 665.52	\$ 596.66	\$ 506.89	\$ 650.00	143.11	28.23%	
Printed Materials	\$ 287.80	\$ 299.00	\$ 325.00	\$ 325.00	\$ 325.00	0.00	0.00%	
Community Events (formerly Public Affairs)	\$ 900.00	\$ 975.00	\$ 900.00	\$ 1,350.93	\$ 2,200.00	849.07	62.85%	
Youth and Parks	\$ 500.00	\$ 500.00	\$ 500.00	\$ -	\$ -	0.00	#DIV/0!	
Insurance	\$ 14,856.00	\$ 15,428.00	\$ 14,998.00	\$ 14,836.00	\$ 15,400.00	564.00	3.80%	
Office Supplies	\$ 1,654.61	\$ 1,485.04	\$ 2,332.36	\$ 1,363.46	\$ 1,900.00	536.54	39.35%	
Telephone Services	\$ 2,612.60	\$ 2,702.24	\$ 2,706.10	\$ 2,777.75	\$ 3,500.00	722.25	26.00%	
Postage	\$ 436.09	\$ 462.43	\$ 473.44	\$ 490.04	\$ 500.00	9.96	2.03%	
Postage - Newsletter	\$ 2,260.91	\$ 2,202.57	\$ 2,151.62	\$ 2,247.53	\$ 2,320.00	72.47	3.22%	
Printing & Publishing	\$ 2,964.93	\$ 2,654.83	\$ 2,647.87	\$ 2,602.37	\$ 3,000.00	397.63	15.28%	
Mileage & Travel	\$ 3,771.47	\$ 3,059.13	\$ 4,161.23	\$ 3,101.58	\$ 5,500.00	2,398.42	77.33%	
Dues	\$ 1,943.50	\$ 1,881.63	\$ 3,902.66	\$ 3,439.11	\$ 3,560.00	120.89	3.52%	
Training	\$ 2,306.54	\$ 1,191.38	\$ 1,941.94	\$ 1,544.77	\$ 2,500.00	955.23	61.84%	
Utilities	\$ 21,308.50	\$ 20,548.77	\$ 20,969.09	\$ 22,040.33	\$ 22,300.00	259.67	1.18%	

General Town Fund Budget Vs. Actual History

This chart compares the proposed 2019-2020 budget to the actual figures of prior years.

Expenses	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	Est. Actual 2018-2019	BUDGET 2019-2020	Difference	% Change
Build. Maint.	\$ 21,232.81	\$ 24,739.43	\$ 19,871.12	\$ 23,534.62	\$ 25,000.00	1,465.38	6.23%
Maint. Of Equip.	\$ 12,674.57	\$ 14,489.66	\$ 16,712.89	\$ 13,632.18	\$ 24,500.00	10,867.82	79.72%
Mosquito Management	\$ 20,256.11	\$ 20,661.15	\$ 21,280.98	\$ 18,692.00	\$ 25,600.00	6,908.00	36.96%
Capital Outlay	\$ 77,055.46	\$ 5,890.00	\$ 13,975.81	\$ 87,200.78	\$ 51,200.00	(36,000.78)	-41.28%
Eq. Lease Int. Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Lease Principal	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Debt Certificate Principal	\$ 124,648.21	\$ 128,415.81	\$ 132,455.71	\$ 136,656.98	\$ 140,600.00	3,943.02	2.89%
Debt Certificate Interest	\$ 25,305.11	\$ 21,537.51	\$ 17,497.61	\$ 13,296.34	\$ 10,000.00	(3,296.34)	-24.79%
Legal Asst.	\$ 616.25	\$ 1,316.25	\$ 780.00	\$ 2,339.99	\$ 2,000.00	(339.99)	-14.53%
Admin Sr. Serv. In House	\$ 1,327.02	\$ 1,548.56	\$ 1,137.34	\$ 729.92	\$ 1,500.00	770.08	105.50%
Admin Sr. Serv. Out of House	\$ 10,064.39	\$ 8,421.11	\$ 12,737.79	\$ 16,400.85	\$ 17,000.00	599.15	3.65%
Other Professional Serv.	\$ 3,400.00	\$ 3,200.00	\$ 3,468.50	\$ 3,329.99	\$ 4,050.00	720.01	21.62%
Accounting Serv.	\$ 4,563.24	\$ 5,216.01	\$ 4,797.91	\$ 4,273.24	\$ 4,800.00	526.76	12.33%
Contingencies	\$ 3,463.04	\$ 2,993.02	\$ 3,951.18	\$ 3,753.47	\$ 4,000.00	246.53	6.57%
Operating Transfer Out (to GA)	\$ -	\$ -	\$ -	\$ 25,000.00	\$ 25,000.00	0.00	0.00%
TOTAL TOWN EXPENSES	\$ 778,652.08	\$ 725,900.23	\$ 736,661.51	\$ 841,464.62	\$ 855,905.00	14,440.38	1.72%
Assessors Budget Expenses	\$ 216,594.32	\$ 212,650.06	\$ 221,685.75	\$ 230,398.25	\$ 277,940.00	47,541.75	20.63%
TOTAL EXPENSES	\$ 995,246.40	\$ 938,550.29	\$ 958,347.26	\$ 1,071,862.87	\$ 1,133,845.00	61,982.13	5.78%
Net Income	\$ 30,515.00	\$ 141,021.11	\$ 141,664.45	\$ 46,123.39	\$ 17,478.00		
Ending Cash Balance as of March 31st of FY	\$ 312,620.03	\$ 453,641.14	\$ 595,305.59	\$ 641,428.98	658,906.98		
Average Monthly Expenses	\$ 82,937.20	\$ 78,212.52	\$ 79,862.27	\$ 89,321.91	\$ 94,487.08		
Months of Reserves Cash Balance/Avg. Monthly Exp.	3.77	5.80	7.45	7.18	6.97		

General Town Fund – Expense Detail

Below is a description of the more significant expenditure items and detail on what makes up that expense amount.

Salaries \$316,500.00 This category covers the salaries the Elected Officials, back-up (as needed) Senior Center Director, Community Services Director (16 hours per week), full-time Building Maintenance Coordinator, and a full-time Administrator. It also accounts for \$17,426.70 of the Highway Commissioner's salary being paid from the R&B Fund (a reimbursement to the Town Fund line item of salaries and is equal to three months of the Highway Commissioner's annual salary).

The salary budget also accounts for the CPI increase for the Assessor and Highway Commissioner. With the adoption of salaries for the 2017-2021 term of Elected Officials, the Highway Commissioner and Assessor receive a yearly increase equal to the prior December's CPI figure. CPI for the period ending December 31, 2018 was 1.90%. Therefore, effective May 20, 2019 for the Highway Commissioner and effective January 1, 2020 for the Assessor, the monthly salary rate for each position will increase from \$5,770.59 to \$5,808.90.

Summary of Highway Commissioner and Assessor Compensation Changes:

Highway Commissioner Compensation Summary				Assessor Compensation Summary			
Effective Date	Monthly	Annual	CPI Increase	Effective Date	Monthly	Annual	CPI Increase
5/15/2017	\$ 5,583.34	\$ 67,000.08		1/1/2018	\$ 5,583.34	\$ 67,000.08	
5/21/2018	\$ 5,700.59	\$ 68,407.08	2.10%	1/1/2019	\$ 5,700.59	\$ 68,407.08	2.10%
5/20/2019	\$ 5,808.90	\$ 69,706.81	1.90%	1/1/2020	\$ 5,808.90	\$ 69,706.81	1.90%
5/19/2020		\$ -		1/1/2021		\$ -	

IMRF Expenses \$29,500.00 The Township's current IMRF contribution rate is 9.55% which is down from 12.19% in 2018. In December of 2018 IMRF reduced its annual rate of return from 7.5% to 7.25%. As a result of this, IMRF stated that employers can expect the 2020 employer contribution rates to average between 10.15% and 10.65% of payroll; up from the 2019 average of 9.06%. Therefore, 11.00% was used as the budgeted employer contribution rate for 2020.

Health Insurance \$85,400.00 Health Insurance represents our costs for health, dental and vision insurance as well as the Health Reimbursement Arrangement (HRA) expenses in addition to employer paid life insurance for all full-time employees through Humana. We have budgeted for a potential 12% increase in cost for Humana (health insurance), Delta Dental, and EyeMed Vision. Currently there are three elected officials and one-half employee who access health, dental and vision benefits, plus another employee who accesses only the vision benefit. The budget allows for the addition of one employee to access health, dental, and vision for the July 1st open enrollment. As a reminder, we budget the total possible amount of all HRA reimbursements that could be used by each employee for the year.

General Town Fund – Expense Detail

Community Events \$2,200.00 This category covers two shredding events to be hosted by the Township, participation in the Shorewood Crossroads Festival Parade, alternating years to host the Community Garden Open House in partnership with the Village of Shorewood, and a veteran’s breakfast to be held around Veterans Day to honor the past year’s inductees into the Donald D. Walden Veterans Honor Roll of Troy Township. It also covers the cost of the certificate folders presented to the Honor Roll Inductees. The funds previously allocated in Youth and Parks totaling \$500.00 have been added to this category with the goal of possibly co-sponsoring a community recycling event in the 2019-2020 fiscal year.

Youth and Parks \$0.00 The category has been eliminated.

Insurance \$16,700.00 Insurance is provided through TOIRMA. This is our general liability, workers compensation and auto insurance. We have allowed for an approximate 3% increase in premium.

Office Supplies \$1,900.00 Office Supplies includes all paper, folders, bankers boxes for storage, binders for records, event supplies such as pens, all Township letterhead, envelopes, business cards, notary public supplies, etc.

Postage Newsletter \$2,320.00 This category covers the postage costs for the newsletter as well as the annual bulk mail permit fee.

Printing & Publishing \$3,000.00 Printing and Publishing covers the design, printing and publishing of the newsletter as well as any legal notices that are required to be published by the Township.

- Constant Contact (email marketing)..... \$170.00
- Newsletter \$2,350.00
- Legal Notices & Misc. \$480.00

Mileage & Travel \$5,500.00 This category includes travel related expenditures including hotel costs, mileage reimbursement and meal per-diem. The \$5,500.00 includes training at TOI Topics Day, the TOI Annual Educational Conference and mileage and travel reimbursement for other travel and training events throughout the year.

Dues \$3,560.00 This category includes the Township Officials of Illinois, TOI Supervisor’s Division, TOI Trustee’s Division, TOI Clerk’s Division, TOI Legislative Subscription, Metropolitan Township Association, Sam’s Club, Will County Clerk’s Division, Joliet Chamber, and Shorewood Chamber.

Training \$2,500.00 Training covers registration fees for conferences, seminars, etc. We have estimated that there will be four attendees at the 2020 Topics Day, two attendees for TOI Local Division Training and eight attendees for the TOI Annual Educational Conference. Additionally, we have allowed for the Administrator and staff members to attend training at the Illinois Township Management Academy, the NIU Center for Governmental Studies, MTA, various chamber sponsored training opportunities, etc.

General Town Fund – Expense Detail

Building Maintenance \$25,000.00 Building Maintenance expenses include:

- Regular Building Services \$8,200.00:
 - Environmental (dumpster service) \$600.00
 - Ajax Carpet Runners \$1,084.00
 - Kinzler's Janitorial (office cleaning 2 times per week) \$5,400.00
 - Hansen Services, Inc. (pest control) \$1,116.00
- Seasonal Services \$7,330.00:
 - Spring and fall carpet, spring and fall ceramic tile cleaning, furniture cleaning \$3,000.00
 - Annual VCT cleaning and waxing \$350.00
 - Exterior maintenance \$605.00 – Includes spring flowers, gas for lawn mower, re-mulching, etc.
 - Weed control \$775.00
 - Snow removal services \$2,600.00
- Building Supplies \$5,940.00 - Flags, light bulbs, garbage bags, cleaning supplies, salt, supplies for minor repairs, paint, outlet covers, etc.
- Service Fees and Inspections \$1,630.00
 - A&A Sprinkler Co. (sprinkler system and backflow devices) \$795.00
 - Commercial Electronic Systems (fire panels) \$415.00
 - Knight Security Yearly Monitoring Fee \$420.00
- Misc. Unexpected Building Repairs \$1,900.00.

Maintenance of Equipment \$24,500.00 Maintenance of Equipment includes quarterly service of our HVAC equipment, service of our generator, service of the water treatment system, service of the copy machine, and service of equipment such as snow blowers, lawn mowers, etc.

- \$6,100.00 - HVAC service is a quarterly payment of \$1,525.00 or \$6,100.00 annually. This service does not cover items that break (like the pumps, switches, gaskets, etc.)
- \$4,800.00 – for additional parts or service needed on HVAC equipment.
- \$1,000.00 – Annual service contract on the generator.
- \$2,600.00 – Other services include:
 - Seasonal and as-needed maintenance on lawn mower, snow blowers, and repairs to other equipment (pressure washer, etc.). \$1,450.00
 - Water Heating System Annual Service (chemical testing and balancing) \$450.00
 - Fire Extinguisher Inspections and Certifications \$400.00
 - Copy machine service contract \$300.00
- \$10,000.00 – Other equipment repairs that may be needed such as generator repairs, etc.

Mosquito Abatement \$25,600.00 The budget allows for a contract renewal at the 2018 rate of \$18,692.00 and \$6,030.00 for additional sprayings if needed (equates to two additional sprayings), plus accounts for a possible 3% increase over the 2018 costs.

General Town Fund – Expense Detail



Capital Outlay \$51,200.00 Capital Outlay proposed projects for 2019-2020 include:

- New Phone System\$15,000.00
- Community Center Updates (new chairs, tables)\$10,000.00
- Security Improvements (camera system)\$6,000.00
- Exterior Lighting LED Retrofits/Replacement\$13,000.00
 - Contingency\$1,300.00
- Annual Will County CED investment.....\$1,200.00
- Computer Replacement/Upgrades.....\$4,700.00

Admin of Senior Services – In House \$1,500.00 Programs/events held for the Wednesday/Friday Senior Program in the Troy Township Community Center including the monthly birthday celebrations, memorial wall plaques, special events, etc.

Admin of Senior Services – Out of House \$17,000.00 The majority of this line item is the PACE Dial-A-Ride program with monthly expenses averaging \$1,196.24 in 2018. This line item also covers senior events outside of the Troy Township Community Center, such as a twice per year bus trip and the annual holiday senior event.

Other Professional Services \$4,050.00 Other Professional Services includes KJK Consulting, who negotiates our electrical rates. This category also covers a monthly service fee with NJS for daily monitoring of the server, data backups, security, managed fire wall services, Microsoft Office 365 subscription, and computer software program updates, etc. The monthly monitoring fee also covers website hosting, email hosting and website domain registration fees.

Accounting Services \$4,800.00 Accounting Services include payroll processing, W2 processing, quarterly payroll tax reporting, audit services and monthly book keeping services.

- Payroll Services\$2,120.00
- Audit Services.....\$1,500.00
- Accounting Services\$825.00
- QuickBooks Software Update\$300.00
- QuickBooks 1099 Forms.....\$55.00

2019-2020 Proposed Capital Improvement Projects (Town Fund)

- **New Phone System \$15,000.00**

The Township's current phone and voicemail system is an antiquated and unsupported Nortel/Norstar system. Nortel went out of business in 2009 resulting in replacement parts for the system no longer being produced and service suppliers becoming few and far between. While the system is currently functioning, replacement of the system would be prudent before an unforeseen system failure occurs. Several vendors have provided quotes for voice over IP systems ranging from \$8,000.00 to \$20,000.00.



- **Community Center Updates (new chairs, tables)..... \$10,000.00**

The current community center round tables (12) and chairs (92) were purchased in 2006/2007 after completion of the building addition. The chairs are starting to fail with several having broken beyond repair. Several chairs are coming apart as shown below resulting in unsteady legs and sharp edges. Some tables have broken and have been stripped for parts to make repairs on other tables.



• **Security Improvements (camera system) \$6,000.00**

To improve workplace safety and security, a camera security system is proposed to monitor the exterior of the building including entryways to the building, inside foyers, and community center. Camera footage will be recorded to a DVR and able to be monitored from select office computers. Additionally, select elected officials and staff will have the ability to monitor the security cameras remotely from a phone application; allowing the ability to check on building security on nights, weekends, and holidays.

• **Exterior Lighting LED Retrofits/Replacement \$13,000.00**

○ Contingency \$1,300.00

The ballasts in the exterior canopy lights and bollard lights are starting to fail. Some ballasts have overheated and melted. We propose to retrofit 17 canopy fixtures and 7 bollard fixtures with LED as well as retrofitting the parking lot lights to LED.



• **Computer Replacement/Upgrades \$4,700.00**

Allows for the replacement of one to two computers. Computers are on a two to three-year cycle for replacement plus additional funds for unforeseen server, network, or switch replacements/improvements.

General Town Fund – Capital Improvement Projects/Needs

In preparation for future needs, the Township has taken on the project of assessing capital improvement needs and putting together an improvement funding analysis that will allow insight into future projects, future costs, and proper financial planning. This spreadsheet is a work in progress and includes item descriptions, useful life estimates, cost to repair/replace estimates, etc. A sample of this is below. Please keep in mind that this spreadsheet is fluid and changes. As projects are completed and prices change, items are updated. Additionally, the useful life figure is a best estimate to get us started. As more research continues to be done, these numbers will be adjusted.

Capital Equipment Replacement Worksheet										Accum.	Aggregate	Required
2019										Bal. as	Required	Annual
Description	Install Date	Model Name	Model #	Serial #	Mnfr #	Original Cos	Useful Life (Y)	Est. Remain # of Yrs	Estimated Repl. Cos	of YE 201	Reserve	Reserv
ADA Doors (Community Center & Main Office)	2012					\$20,200	20.0	13.0	\$ 30,000.00	\$ 10,500.00	\$ 10,500.00	\$ 1,500.00
Parking Lot Drainage and Paving	2018					\$67,675	15.0	14.0	\$100,000.00	\$ 6,666.67	\$ 6,666.67	\$ 6,666.67
John Deere Riding Lawn Mower	2006				John Deere		15.0	2.0	\$ 10,000.00	\$ 8,666.67	\$ 8,666.67	\$ 666.67
Push Mower	2006						15.0	2.0	\$ 500.00	\$ 433.33	\$ 433.33	\$ 33.33
Leaf Vac/Blower	2016						5.0	2.0	\$ 500.00	\$ 300.00	\$ 300.00	\$ 100.00
Large Snow Blower	2006						15.0	2.0	\$ 5,000.00	\$ 4,333.33	\$ 4,333.33	\$ 333.33
Small Snow Blower	2006						15.0	2.0	\$ 1,500.00	\$ 1,300.00	\$ 1,300.00	\$ 100.00
Weed Wacker	2016						5.0	2.0	\$ 500.00	\$ 300.00	\$ 300.00	\$ 100.00
Community Center - Chairs - 100	2006	Stack Chair w / Arms	TER-411		Doane Keyes	\$4,560	13.0	0.0	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 461.54
Community Center - Long Tables - 4	2006						15.0	2.0	\$ 1,000.00	\$ 866.67	\$ 866.67	\$ 66.67
Community Center - Long Tables - 3 (burgundy)	2016	Sam's Club				\$300	10.0	5.0	\$ 500.00	\$ 250.00	\$ 250.00	\$ 50.00
Flooring & Finishes - Assessor's Baths	2017						20.0	18.0	\$ 5,000.00	\$ 500.00	\$ 500.00	\$ 250.00
Flooring & Finishes - Community Center/Foyer	2006						15.0	2.0	\$ 20,000.00	\$ 17,333.33	\$ 17,333.33	\$ 1,333.33
Flooring - Hallways and Offices - All	2006						15.0	2.0	\$ 20,000.00	\$ 17,333.33	\$ 17,333.33	\$ 1,333.33
Flooring - Community Center Baths	2006						15.0	2.0	\$ 10,000.00	\$ 8,666.67	\$ 8,666.67	\$ 666.67
Paint-Township Offices, GA & Mtg Rooms	2012					\$9,000	10.0	3.0	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00	\$ 1,000.00
Community Center - Round Tables - 12	2006	Mobile Shape Table	SRT60		Midwest Folding Products	\$4,133	15.0	2.0	\$ 7,000.00	\$ 6,066.67	\$ 6,066.67	\$ 466.67
RTU - Community Center	2006	AAON					15.0	2.0	\$100,000.00	\$ 86,666.67	\$ 86,666.67	\$ 6,666.67
Boiler #1 Mechanical Room CC	2006	Lochinvar					15.0	2.0	\$ 17,000.00	\$ 14,733.33	\$ 14,733.33	\$ 1,133.33
Boiler #2 Mechanical Room CC	2006	Lochinvar					15.0	2.0	\$ 17,000.00	\$ 14,733.33	\$ 14,733.33	\$ 1,133.33
Furnace Mechanical Room Assessors	2006	Trane					15.0	2.0	\$ 8,000.00	\$ 6,933.33	\$ 6,933.33	\$ 533.33
AC Unit - Assessor's Office	2006	Trane					15.0	2.0	\$ 5,000.00	\$ 4,333.33	\$ 4,333.33	\$ 333.33
B&G Pump #1	2010	B&G					8.0	(1.0)	\$ 2,500.00	\$ 2,812.50	\$ 2,500.00	\$ 312.50
B&G Pump #2	2011	B&G					8.0	0.0	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 312.50
B&G Pump #3	2012	B&G					8.0	1.0	\$ 2,500.00	\$ 2,187.50	\$ 2,187.50	\$ 312.50
B&G Pump #4	2013	B&G					8.0	2.0	\$ 2,500.00	\$ 1,875.00	\$ 1,875.00	\$ 312.50

General Town Fund – Capital Improvement Projects/Needs

Capital Equipment Replacement Worksheet

Accum. Aggregate Required

Current Year

2019

Category	Description	Install Date	Model Name	Model #	Serial #	Mnfr #	Original Cost	Useful Life (Yr)	Est. Remain # of Yrs	Estimated Repl. Cost	Bal. as of YE 2019	Required Reserve	Annual Reserve
Mechanical	Heater in Garage	2006	Modine					15.0	2.0	\$ 5,000.00	\$ 4,333.33	\$ 4,333.33	\$ 333.33
Mechanical	Heater in Garage Storage	2006	Modine					15.0	2.0	\$ 2,500.00	\$ 2,166.67	\$ 2,166.67	\$ 166.67
Mechanical	Exhaust Fan	2006	N/A					15.0	2.0	\$ 4,000.00	\$ 3,466.67	\$ 3,466.67	\$ 266.67
Mechanical	Exhaust Fan	2006	N/A					15.0	2.0	\$ 4,000.00	\$ 3,466.67	\$ 3,466.67	\$ 266.67
Mechanical	Humidifier - Mechanical Room Assessor's Office	2006	Aprilaire	Model 550		Aprilaire		15.0	2.0	\$ 250.00	\$ 216.67	\$ 216.67	\$ 16.67
Mechanical	H2O Heater-Mechanical Room Assessors Office	2016	Rheem	XE20P06PU20U0	Q281643885	Rheem	\$800	15.0	12.0	\$ 1,000.00	\$ 200.00	\$ 200.00	\$ 66.67
Mechanical	HVAC Johnson Controls Computer Systems	2006	Johnson Controls			Johnson Controls		15.0	2.0	\$ 5,000.00	\$ 4,333.33	\$ 4,333.33	\$ 333.33
Mechanical	Generator	2003	Cummins N. Power	GGHG 60 HZ		Cummins N. Power	\$46,249	20.0	4.0	\$ 60,000.00	\$ 48,000.00	\$ 48,000.00	\$ 3,000.00
Structure	Roof - South Office Section	2015	Garland Flat Roof			Garland/Coleman Roofing	\$80,000	20.0	16.0	\$100,000.00	\$ 20,000.00	\$ 20,000.00	\$ 5,000.00
Structure	Roof - North Community Center Section	2006	N/A					20.0	7.0	\$140,000.00	\$ 91,000.00	\$ 91,000.00	\$ 7,000.00
Technology	Whole Office Radio System - Assessor's Office	1985						35.0	1.0	\$ 3,000.00	\$ 2,914.29	\$ 2,914.29	\$ 85.71
Technology	Projector in Community Center	2006	Sanyo	Pro Xtra X				15.0	2.0	\$ 5,000.00	\$ 4,333.33	\$ 4,333.33	\$ 333.33
Technology	Sound System in Community Center	2006	Middle Atlantic Products					15.0	2.0	\$ 5,000.00	\$ 4,333.33	\$ 4,333.33	\$ 333.33
Technology	Flat Screen TV in Community Center (3)	2006	Panasonic	TC-23LX60	MY62840036, & 37 & 39			15.0	2.0	\$ 750.00	\$ 650.00	\$ 650.00	\$ 50.00
Technology	Flat Screen TV in Supervisor's Office & Kitchen (2)	2006	View sonic					15.0	2.0	\$ 500.00	\$ 433.33	\$ 433.33	\$ 33.33
Technology	Tech. PowerEdge T320 Server	2014	Dell					6.0	1.0	\$ 10,000.00	\$ 8,333.33	\$ 8,333.33	\$ 1,666.67
Technology	Tech. Computer-Software Update	2014	Microsoft	Office 2010	Various			6.0	1.0	\$ 4,000.00	\$ 3,333.33	\$ 3,333.33	\$ 666.67
Technology	Phone/Voice Mail System	2006	Nortel					15.0	2.0	\$ 15,000.00	\$ 13,000.00	\$ 13,000.00	\$ 1,000.00
Technology	Accounting Software Conversion - Quickbooks	2014	Quickbooks				\$12,000	10.0	5.0	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00	\$ 1,500.00
Technology	Computer - Residential Assessment Software CAMA	2011	CAMA - Access				\$6,900	10.0	2.0	\$ 45,000.00	\$ 36,000.00	\$ 36,000.00	\$ 4,500.00
Technology	Computer - Commercial Assessment Software	2013						5.0	(1.0)	\$ 40,000.00	\$ 48,000.00	\$ 40,000.00	\$ 8,000.00
Technology	Multi Unit Copy/Fax/Scan - Assessor	2014	Aficio SP5210SR	Aficio SP5210SR	S9249100234	Ricoh	\$3,200	6.0	1.0	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00
Technology	Multi Unit Copy/Fax/Scan - Supervisor	2014	MP C2003	MP C2003	E204M760864	Ricoh	\$4,000	6.0	1.0	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	\$ 1,000.00
Vehicle	Township SUV	2013	Ford	Explorer	B02593	Ford	\$23,607	10.0	4.0	\$ 30,000.00	\$ 18,000.00	\$ 18,000.00	\$ 3,000.00
TOTALS										\$891,500.00	\$567,305.95	\$558,993.45	\$65,797.25

Estimated amount required to replace all items with a negative useful life. \$ 42,500.00

Assessor Budget Vs. Budget History

This chart compares the proposed 2019-2020 budget to the budgets passed in prior years.

Budget Comparison		Assessor						
Assessor	BUDGET		BUDGET	BUDGET	BUDGET	BUDGET	FY '19-20 over '18-19	
Expenses	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Difference	% Change	
Salaries	\$ 155,000.00	\$ 158,000.00	\$ 165,000.00	\$ 167,500.00	\$ 180,000.00	12,500.00	7.46%	
IMRF Expenses - Employer's	\$ 20,000.00	\$ 19,000.00	\$ 19,800.00	\$ 18,900.00	\$ 17,200.00	(1,700.00)	-8.99%	
FICA Expenses - Employer's	\$ 12,000.00	\$ 12,100.00	\$ 12,625.00	\$ 13,000.00	\$ 13,800.00	800.00	6.15%	
Health Insurance	\$ 16,300.00	\$ 17,000.00	\$ 21,000.00	\$ 29,100.00	\$ 30,000.00	900.00	3.09%	
Workers Comp	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00	0.00%	
Printed Materials	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00	\$ 1,500.00	100.00	7.14%	
Insurance	\$ 100.00	\$ 125.00	\$ 125.00	\$ 125.00	\$ 125.00	0.00	0.00%	
Office Supplies	\$ 500.00	\$ 500.00	\$ 500.00	\$ 600.00	\$ 600.00	0.00	0.00%	
Telephone Services	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,020.00	\$ 2,020.00	0.00	0.00%	
Postage	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	0.00	0.00%	
Postage-Newsletter	\$ 1,950.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,200.00	100.00	4.76%	
Printing & Publishing	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	0.00	0.00%	
Mileage & Travel	\$ 4,800.00	\$ 4,800.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00	0.00%	
Dues	\$ 100.00	\$ 100.00	\$ 150.00	\$ 150.00	\$ 200.00	50.00	33.33%	
Training	\$ 5,500.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	0.00	0.00%	
Maintenance of Vehicles	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%	
Maintenance of Equipment	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%	
Capital Outlay	\$ 10,000.00	\$ 8,000.00	\$ 3,300.00	\$ 5,500.00	\$ 5,000.00	(500.00)	-9.09%	
Other Professional Services	\$ 11,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 8,000.00	(2,000.00)	-20.00%	
Accounting Services	\$ 825.00	\$ 825.00	\$ 825.00	\$ 825.00	\$ 825.00	0.00	0.00%	
Contingencies	\$ 700.00	\$ 700.00	\$ 800.00	\$ 600.00	\$ 500.00	(100.00)	-16.67%	
TOTAL	\$ 248,645.00	\$ 249,120.00	\$ 255,595.00	\$ 267,790.00	\$ 277,940.00	10,150.00	3.79%	

Assessor Budget Vs. Actual History

This chart compares the proposed 2019-2020 budget to the actual figures of prior years.

ASSESSOR	Assessor						FY '19-20 over '18-19	
	ACTUAL	ACTUAL	ACTUAL	Est. ACTUAL	BUDGET		Difference	% Change
Expenses	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020			
Salaries	\$ 148,028.38	\$ 143,677.10	\$ 146,762.25	\$ 151,900.40	\$ 180,000.00		28,099.60	18.5%
IMRF Expenses - Employer's	\$ 16,883.77	\$ 17,347.20	\$ 17,525.57	\$ 17,171.44	\$ 17,200.00		28.56	0.2%
FICA Expenses - Employer's	\$ 11,216.05	\$ 10,892.84	\$ 12,231.85	\$ 11,464.34	\$ 13,800.00		2,335.66	20.4%
Health Insurance	\$ 12,505.24	\$ 13,471.63	\$ 19,357.81	\$ 23,466.30	\$ 30,000.00		6,533.70	27.8%
Workers Comp	\$ 1,890.00	\$ 2,345.00	\$ 2,138.00	\$ 2,035.00	\$ 2,500.00		465.00	22.9%
Printed Materials	\$ 1,309.95	\$ 1,339.95	\$ 1,339.95	\$ 1,379.95	\$ 1,500.00		120.05	8.7%
Insurance	\$ 100.00	\$ 105.00	\$ 89.00	\$ 74.00	\$ 125.00		51.00	68.9%
Office Supplies	\$ 384.25	\$ 302.83	\$ 382.85	\$ 358.31	\$ 600.00		241.69	67.5%
Telephone Services	\$ 2,199.69	\$ 1,902.37	\$ 1,958.90	\$ 1,928.17	\$ 2,020.00		91.83	4.8%
Postage	\$ 49.00	\$ -	\$ 19.60	\$ 20.00	\$ 50.00		30.00	150.0%
Postage-Newsletter	\$ 1,950.00	\$ 1,926.26	\$ 1,992.64	\$ 2,040.00	\$ 2,200.00		160.00	7.8%
Printing & Publishing	\$ 2,264.58	\$ 2,326.17	\$ 2,081.84	\$ 2,086.43	\$ 2,420.00		333.57	16.0%
Mileage & Travel	\$ 4,213.74	\$ 4,351.86	\$ 3,841.39	\$ 3,753.64	\$ 4,000.00		246.36	6.6%
Dues	\$ 90.00	\$ 40.00	\$ 50.00	\$ 60.00	\$ 200.00		140.00	233.3%
Training	\$ 3,842.18	\$ 2,311.96	\$ 1,371.53	\$ 4,172.20	\$ 6,000.00		1,827.80	43.8%
Maintenance of Vehicles	\$ 58.00	\$ 35.06	\$ 85.76	\$ 60.50	\$ 500.00		439.50	726.4%
Maintenance of Equipment	\$ 222.91	\$ 246.74	\$ 254.16	\$ 229.77	\$ 500.00		270.23	117.6%
Capital Outlay	\$ 1,550.54	\$ 3,779.21	\$ 1,462.58	\$ 1,018.38	\$ 5,000.00		3,981.62	391.0%
Other Professional Services	\$ 6,358.50	\$ 5,178.50	\$ 7,280.50	\$ 5,934.48	\$ 8,000.00		2,065.52	34.8%
Accounting Services	\$ 825.00	\$ 825.00	\$ 825.00	\$ 825.00	\$ 825.00		0.00	0.0%
Contingencies	\$ 652.54	\$ 245.38	\$ 634.57	\$ 419.94	\$ 500.00		80.06	19.1%
TOTAL	\$ 216,594.32	\$ 212,650.06	\$ 221,685.75	\$ 230,398.25	\$ 277,940.00		47,541.75	20.6%

Assessor – Expense Detail

Below is a description of the more significant expenditure items and detail on what makes up that expense amount.

Salaries \$180,000.00 This category covers the salaries of four full-time, one part-time, and two seasonal employees. Within this figure \$1,500.00 has been allocated to cover possible overtime during appeal season and additional funds have been allocated for seasonal assistance for the quadrennial year.

IMRF Expenses \$17,200.00 The Township's current IMRF contribution rate is 9.55% which is down from 12.19% in 2018. In December of 2018 IMRF reduced its annual rate of return from 7.5% to 7.25%. As a result of this, IMRF stated that employers can expect the 2020 employer contribution rates to average between 10.15% and 10.65% of payroll; up from the 2019 average of 9.06%. Therefore, 11.00% was used as the budgeted employer contribution rate for 2020.

Health Insurance \$30,000.00 Health Insurance represents our costs for health, dental and vision insurance as well as the Health Reimbursement Arrangement (HRA) expenses in addition to employer paid life insurance for all full-time employees through Humana. We have budgeted for a potential 12% increase in cost for Humana (health insurance), Delta Dental, and EyeMed Vision. There are three full-time employees who access the health, dental and vision benefits and one employee who accesses the vision coverage. As a reminder, we budget the total possible amount of all HRA reimbursements that could be used by each employee for the year.

Printed Materials \$1,500 Printed Materials covers the annual fees for the Marshall & Swift program which aids in calculating commercial assessments.

Office Supplies \$600.00 This category covers the supplies necessary for staff to fulfill duties in the most efficient way possible. It also includes printer paper.

Telephone Services \$2,020.00 Telephone Services covers six months of internet use via Comcast (6 months paid by the Town Fund) and AT&T telephone service for two phone lines and one fax line.

Postage Newsletter \$2,200.00 and Publishing & Printing \$2,420.00 These two expense items cover the printing, publishing, design and postage for our newsletter.

Mileage & Travel \$4,000.00 This category includes fuel costs for the township vehicle, any mileage reimbursement for staff, and the Assessor's mileage reimbursement allowance.

Training \$6,000.00 Training expenses include course fees for four people to maintain their CIAO designation (Kimberly Anderson, Assessor; Tamara Schwartz, Chief Deputy Assessor Residential; Janée Roedel, Deputy Assessor Commercial Coordinator; Julie Erzinger, Deputy Assessor Field Staff Coordinator), and for Rhianna Korst, Office/Exemption Coordinator to begin her training. This category also covers per diem meal reimbursement and hotel charges.

Other Professional Services \$8,000.00 This category covers computer assistance, professional appraiser assistance for appeals, CAMA system updates as well as network maintenance.

Assessor – Capital Improvement Projects/Needs

- Computers 2019-2020 (Assessor's Budget) – In order to keep our systems running as efficiently as possible, all our computers are on a two-year rotation for replacement. \$5,500.00 has been allocated for the replacement of two to three computers and unforeseen server, network, or switch replacements/improvements.

PROPOSED

General Assistance Fund



General Assistance Fund (special revenue) – accounts for the revenue and all expenditures of activities related to General Assistance programs and services for low-income residents.

General Assistance Fund Summary

	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected Actual	FY 19-20 Budget	% Change Budget vs. Budget
Revenue	\$ 12,729.00	\$ 45,015.00	\$ 45,878.05	\$ 44,985.00	-0.07%
Expenses	\$ 43,628.07	\$ 58,860.00	\$ 42,408.21	\$ 60,000.00	1.94%
Excess of Rev. over Exp.	\$ (30,899.07)	\$ (13,845.00)	\$ 3,469.84	\$ (15,015.00)	-8.45%
Fund Balance Beginning April 1st	\$ 63,387.09	\$ 32,488.02	\$ 32,488.02	\$ 35,957.86	10.68%
Estimated Cash on Hand March 31st	\$ 32,488.02	\$ 18,643.02	\$ 35,957.86	\$ 20,942.86	12.34%

Budgetary Highlights:

- The General Assistance Fund is expected to end the 2018-2019 fiscal year with an estimated cash balance of \$35,957.86, equal to approximately 10.17 months of a reserve balance.
- The funds allocated to General Assistance via the 2018 levy remained at \$20,000 just as in the 2017 levy.
- Additional funds totaling \$25,000.00 are budgeted to be transferred from the Town Fund if needed.

General Assistance Fund Budget Vs. Budget History

This chart compares the proposed 2019-2020 budget to the budgets passed in prior years.

General Assistance							
Budget Comparison	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	FY '19-20 over '18-19	
General Assistance	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Difference	% Change
Income							
Interest Income	\$ 25.00	\$ 25.00	\$ 50.00	\$ 75.00	\$ 45.00	(30.00)	-40.00%
Operating Transfer In (from Town Fund)				\$ 25,000.00	\$ 25,000.00	0.00	0.00%
General Property Income	\$ 39,800.00	\$ 9,950.00	\$ 9,950.00	\$ 19,940.00	\$ 19,940.00	0.00	0.00%
Misc. Income	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Total Income	\$ 39,825.00	\$ 9,975.00	\$ 10,000.00	\$ 45,015.00	\$ 44,985.00	(30.00)	-0.07%
Expenses							
Salaries	\$ 14,200.00	\$ 15,000.00	\$ 20,700.00	\$ 22,500.00	\$ 24,000.00	1,500.00	6.67%
IMRF Expenses	\$ 2,000.00	\$ 2,100.00	\$ 2,650.00	\$ 2,800.00	\$ 2,400.00	(400.00)	-14.29%
FICA Expenses	\$ 1,100.00	\$ 1,200.00	\$ 1,600.00	\$ 1,750.00	\$ 1,850.00	100.00	5.71%
Health Ins.	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00	0.00%
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
State Unemp.	\$ 250.00	\$ 250.00	\$ 165.00	\$ 90.00	\$ 50.00	(40.00)	-44.44%
General Asst - Clothing	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
General Asst - Drugs	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
General Asst - Gas/Fuel	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
General Asst - Utilities	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00	0.00%
General Asst - Shelter/Rent	\$ 15,300.00	\$ 10,000.00	\$ 4,600.00	\$ 5,000.00	\$ 5,000.00	0.00	0.00%
General Asst - Medical	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
General Asst - Food	\$ 1,700.00	\$ 1,500.00	\$ 1,900.00	\$ 1,500.00	\$ 1,500.00	0.00	0.00%
EMERGENCY ASSISTANCE	\$ -	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00	0.00%
Insurance	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	\$ 2,400.00	0.00	0.00%
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Postage - Newsletter	\$ 2,040.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,200.00	100.00	4.76%
Printing & Publishing	\$ 2,330.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	\$ 2,420.00	0.00	0.00%
Mileage & Travel	\$ 1,200.00	\$ 1,300.00	\$ 930.00	\$ 1,000.00	\$ 1,000.00	0.00	0.00%
Dues	\$ -	\$ -	\$ 25.00	\$ 50.00	\$ 50.00	0.00	0.00%
Training	\$ 420.00	\$ 500.00	\$ 570.00	\$ 500.00	\$ 500.00	0.00	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Build. Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Maint. Of Equip.	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 280.00	30.00	12.00%
Capital Outlay	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Debt Certificate Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Legal Asst.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	0.00%
Other Professional Serv.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00	0.00%
Accounting Serv.	\$ 3,600.00	\$ 3,800.00	\$ 3,800.00	\$ 3,500.00	\$ 3,350.00	(150.00)	-4.29%
Contingencies	\$ 380.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
TOTAL EXPENSES	\$ 55,670.00	\$ 58,320.00	\$ 57,110.00	\$ 58,860.00	\$ 60,000.00	1,140.00	1.94%
Net Income	\$ (15,845.00)	\$ (48,345.00)	\$ (47,110.00)	\$ (13,845.00)	\$ (15,015.00)		
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020		
Starting Cash of 04/01	\$ 78,076.28	\$ 84,425.16	\$ 63,387.09	\$ 32,488.02	\$ 35,957.86		
Estimated Income	\$ 39,825.00	\$ 9,975.00	\$ 10,000.00	\$ 45,015.00	\$ 44,985.00		
Total Funds Available	\$ 117,901.28	\$ 94,400.16	\$ 73,387.09	\$ 77,503.02	\$ 80,942.86		
Budgeted Expenses	\$ 55,670.00	\$ 58,320.00	\$ 57,110.00	\$ 58,860.00	\$ 60,000.00		
Estimated Ending Balance	\$ 62,231.28	\$ 36,080.16	\$ 16,277.09	\$ 18,643.02	\$ 20,942.86		
Average Monthly Expenses	\$ 4,639.17	\$ 4,860.00	\$ 4,759.17	\$ 4,905.00	\$ 5,000.00		
Months of Reserve at end of FY	13.41	7.42	3.42	3.80	4.19		

General Assistance Fund Budget Vs. Actual History

This chart compares the proposed 2019-2020 budget to the actual figures of prior years.

GENERAL ASSISTANCE	General Assistance					FY '19-20 over '18-19	
	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	Est. ACTUAL 2018-2019	BUDGET 2019-2020	Difference	% Change
Income							
Interest Income	\$ 21.22	\$ 61.62	\$ 75.01	\$ 55.60	\$ 45.00	(10.60)	-19.1%
Operating Transfer In (from Town Fund)				\$ 25,000.00	\$ 25,000.00	0.00	0.0%
General Property Income	\$ 38,915.47	\$ 10,118.20	\$ 10,678.99	\$ 20,822.45	\$ 19,940.00	(882.45)	-4.2%
Misc. Income	\$ -	\$ 2.72	\$ 1,975.00	\$ -	\$ -	0.00	#DIV/0!
Total Income	\$ 38,936.69	\$ 10,182.54	\$ 12,729.00	\$ 45,878.05	\$ 44,985.00	(893.05)	-1.9%
Expenses							
Salaries	\$ 14,062.75	\$ 14,102.77	\$ 20,664.98	\$ 22,392.01	\$ 24,000.00	1,607.99	7.2%
IMRF Expenses	\$ 1,796.29	\$ 1,881.60	\$ 2,598.15	\$ 2,592.70	\$ 2,400.00	(192.70)	-7.4%
FICA Expenses	\$ 1,075.83	\$ 1,072.93	\$ 1,489.88	\$ 1,626.89	\$ 1,850.00	223.11	13.7%
Health Ins.	\$ -	\$ -	\$ 4,003.86	\$ 3,663.35	\$ 5,000.00	1,336.65	36.5%
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -	-	-
State Unemp.	\$ 73.06	\$ 65.81	\$ 44.37	\$ 40.44	\$ 50.00	9.56	23.6%
General Asst - Clothing	\$ -	\$ 380.00	\$ -	\$ -	\$ 500.00	500.00	#DIV/0!
General Asst - Drugs	\$ 2.00	\$ -	\$ -	\$ -	\$ 500.00	500.00	#DIV/0!
General Asst - Gas/Fuel	\$ -	\$ -	\$ -	\$ -	\$ 500.00	500.00	#DIV/0!
General Asst - Utilities	\$ 779.90	\$ -	\$ -	\$ -	\$ 2,000.00	2,000.00	#DIV/0!
General Asst - Shelter/Rent	\$ 275.00	\$ 950.00	\$ 100.00	\$ -	\$ 5,000.00	5,000.00	#DIV/0!
General Asst - Medical	\$ -	\$ -	\$ -	\$ -	\$ 500.00	500.00	#DIV/0!
General Asst - Food	\$ 1,678.06	\$ 655.00	\$ 1,880.00	\$ 550.00	\$ 1,500.00	950.00	172.7%
EMERGENCY ASSISTANCE	\$ -	\$ 700.00	\$ 650.00	\$ -	\$ 2,500.00	2,500.00	#DIV/0!
Insurance	\$ 2,360.00	\$ 2,360.00	\$ 2,360.00	\$ 2,360.00	\$ 2,400.00	40.00	1.7%
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Telephone Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Postage	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Postage - Newsletter	\$ 2,035.90	\$ 1,977.56	\$ 1,926.62	\$ 2,012.53	\$ 2,200.00	187.47	9.3%
Printing & Publishing	\$ 2,324.56	\$ 2,079.22	\$ 2,082.84	\$ 2,089.54	\$ 2,420.00	330.46	15.8%
Mileage & Travel	\$ 470.97	\$ 28.15	\$ 43.20	\$ 71.71	\$ 1,000.00	928.29	1294.5%
Dues	\$ -	\$ -	\$ -	\$ 50.00	\$ 50.00	0.00	0.0%
Training	\$ 155.00	\$ 85.00	\$ 569.10	\$ 300.00	\$ 500.00	200.00	66.7%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Build. Maint.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Maint. Of Equip.	\$ 158.33	\$ 204.34	\$ 232.29	\$ 244.69	\$ 280.00	35.31	14.4%
Capital Outlay	\$ 845.00	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Debt Certificate Interest	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Legal Asst.	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Other Professional Serv.	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00	0.0%
Accounting Serv.	\$ 3,354.16	\$ 3,549.75	\$ 3,584.65	\$ 3,379.34	\$ 3,350.00	(29.34)	-0.9%
Contingencies	\$ 141.00	\$ 128.48	\$ 398.13	\$ 35.00	\$ 500.00	465.00	1328.6%
TOTAL EXPENSES	\$ 32,587.81	\$ 31,220.61	\$ 43,628.07	\$ 42,408.21	\$ 60,000.00	17,591.79	41.5%
Net Income	\$ 6,348.88	\$ (21,038.07)	\$ (30,899.07)	\$ 3,469.84	\$ (15,015.00)		
Ending Cash Balance as of March 31st of FY	\$ 84,425.16	\$ 63,387.09	\$ 32,488.02	\$ 35,957.86	\$ 20,942.86		
Average Monthly Expenses	\$ 2,715.65	\$ 2,601.72	\$ 3,635.67	\$ 3,534.02	\$ 5,000.00		
Months of Reserves Cash Balance/Avg. Monthly Exp.	31.09	24.36	8.94	10.17	4.19		

General Assistance – Expense Detail

Salaries \$24,000.00 This category covers the salary of one Community Services Director working 24 hours per week.

IMRF Expenses \$2,400.00 The Township's current IMRF contribution rate is 9.55% which is down from 12.19% in 2018. In December of 2018 IMRF reduced its annual rate of return from 7.5% to 7.25%. As a result of this, IMRF stated that employers can expect the 2020 employer contribution rates to average between 10.15% and 10.65% of payroll; up from the 2019 average of 9.06%. Therefore, 11.00% was used as the budgeted employer contribution rate for 2020.

Health Insurance \$5,000.00 Health Insurance represents our costs for health, dental and vision insurance as well as the Health Reimbursement Arrangement (HRA) expenses in addition to employer paid life insurance for all full-time employees through Humana. We have budgeted for a potential 12% increase in cost for Humana (health insurance), Delta Dental, and EyeMed Vision. Currently half of the expenses of one employee for health, dental, vision and HRA benefits are paid from the General Assistance budget. The other half is paid from the Town Fund budget.

Insurance \$2,400.00 Allows for the renewal of Medical Assistance Catastrophic Insurance. According to the General Assistance guidelines, the Township is responsible for a General Assistance Client's medical expenses. This insurance will help cover costs of significant medical expenses of a client, should the need arise.

Postage Newsletter \$2,200.00 and Publishing & Printing \$2,420.00 These two expense items cover the printing, publishing, design and postage for our newsletter.

Mileage & Travel \$1,000.00 For Mileage & Travel we have budgeted for travel to and from a minimum of two General Assistance training classes (GATI) plus one or two GA Caseworker's Association training classes.

Training \$500.00 For training we have budgeted for a minimum of two General Assistance training classes during the fiscal year plus other supplemental training as offered by various organizations.

Other Professional Services \$1,000.00 Other Professional Services covers the annual programming/updates fee for the Visual GA Program. The programming and updates cover any DHS or State updates to the GA requirements/qualifications.

Accounting Services \$3,350.00 Accounting Services include payroll processing, W2 processing, quarterly payroll tax reporting, audit services and monthly book keeping services.

- Payroll Services \$1,025.00
- Audit Services..... \$1,500.00
- Accounting Services \$825.00

General Assistance – Expense Detail

General Assistance/Emergency Assistance Relief \$13,000:

General Assistance - Clothing	\$500.00
General Assistance – Drugs.....	\$500.00
General Assistance – Fuel	\$500.00
General Assistance – Utilities.....	\$2,000.00
General Assistance – Shelter/Rent	\$5,000.00
General Assistance – Medical Care.....	\$500.00
General Assistance – Food	\$1,500.00
Emergency Assistance.....	\$2,500.00

PROPOSED

Road and Bridge Fund



Road and Bridge Fund (special revenue) – accounts for the revenue and expenditures needed to finance the maintenance and construction of the Township’s roads and bridges.

Road and Bridge Fund Summary

	FY 17-18 Actual	FY 18-19 Budget	FY 18-19 Projected Actual	FY 19-20 Budget	% Change Budget vs. Budget
Revenue	\$ 842,214.62	\$ 949,360.00	\$ 930,082.39	\$ 1,167,894.00	23.02%
Expenses	\$ 773,910.27	\$ 1,509,264.00	\$ 941,390.76	\$ 1,667,679.00	10.50%
Excess of Rev. over Exp.	\$ 68,304.35	\$ (559,904.00)	\$ (11,308.37)	\$ (499,785.00)	10.74%
Fund Balance Beginning April 1st	\$ 711,968.29	\$ 780,272.64	\$ 780,272.64	\$ 768,964.27	-1.45%
Estimated Cash on Hand March 31st	\$ 780,272.64	\$ 220,368.64	\$ 768,964.27	\$ 269,179.27	22.15%

Budgetary Highlights:

- Ending Cash Balance/Carry Over Balance – The Road and Bridge Fund is expected to end the 2018-2019 FY with a net income of approximately (\$11,308.37) as compared to a budgeted net income of (\$559,904.00).
- Revenue/Expenses – The proposed 2019-2020 FY budget shows revenue increasing by 23.02% compared to the prior year’s budget while expenses increased 10.50%. This is a result of the increase in Loan Proceeds and Capital Outlay R&B Equipment.

Road and Bridge Fund Budget Vs. Budget History

This chart compares the proposed 2019-2020 budget to the budgets passed in prior years.

Budget Comparison		Road and Bridge					
Road & Bridge	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	FY '19-20 over '18-19	
Income	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Difference	% Change
State and Federal Grants	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Fines	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 360.00	(640.00)	-64%
Uniform Income (DISCONTINUED)	\$ 383.00	\$ 767.00	\$ 1,145.00	\$ -	\$ -	0.00	#DIV/0!
Cell Phone Income (DISCONTINUED)	\$ 720.00	\$ 720.00	\$ 720.00	\$ -	\$ -	0.00	#DIV/0!
Interest Income	\$ 250.00	\$ 250.00	\$ 400.00	\$ 1,440.00	\$ 3,680.00	2,240.00	156%
State Maint. Agreement	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,500.00	\$ 13,200.00	700.00	6%
Permit Fees	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 1,200.00	700.00	140%
Rental Income	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	0.00	0%
Sale of Fixed Asset	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
General Property Tax	\$ 645,822.00	\$ 657,471.00	\$ 674,621.00	\$ 696,770.00	\$ 719,620.00	22,850.00	3%
Insurance Reimbursements	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
Replacement Tax	\$ 115,000.00	\$ 118,000.00	\$ 113,000.00	\$ 86,950.00	\$ 102,634.00	15,684.00	18%
Misc. Income	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	0.00	0%
Loan Proceeds	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 327,000.00	177,000.00	118%
Total Income	\$ 926,375.00	\$ 941,408.00	\$ 954,586.00	\$ 949,360.00	\$ 1,167,894.00	218,534.00	23%

Expenses	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	Difference	% Change
	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020		
Salaries	\$ 230,000.00	\$ 243,000.00	\$ 243,000.00	\$ 243,000.00	\$ 270,000.00	27,000.00	11.11%
IMRF Expenses - Employer's	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00	\$ 23,000.00	(5,000.00)	-17.86%
FICA Expenses - Employer's	\$ 16,000.00	\$ 18,600.00	\$ 18,600.00	\$ 18,600.00	\$ 20,000.00	1,400.00	7.53%
Health Insurance	\$ 40,500.00	\$ 26,000.00	\$ 28,000.00	\$ 38,000.00	\$ 36,000.00	(2,000.00)	-5.26%
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	#DIV/0!
State Unemployment	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00	0.00%
Insurance	\$ 19,200.00	\$ 19,200.00	\$ 18,000.00	\$ 18,100.00	\$ 18,500.00	400.00	2.21%
Office Supplies	\$ 1,500.00	\$ 1,000.00	\$ 750.00	\$ 750.00	\$ 750.00	0.00	0.00%
Telephone Services	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 4,960.00	\$ 5,400.00	440.00	8.87%
Postage	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00	0.00%
Postage-Newsletter	\$ 2,000.00	\$ 2,050.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	0.00	0.00%
Printing & Publishing	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	0.00	0.00%
Mileage & Travel	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00	0.00%
Dues	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 475.00	175.00	58.33%
Training	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	0.00	0.00%

Road and Bridge Fund Budget Vs. Budget History

This chart compares the proposed 2019-2020 budget to the budgets passed in prior years.

Expenses	BUDGET 2015-2016	BUDGET 2016-2017	BUDGET 2017-2018	BUDGET 2018-2019	BUDGET 2019-2020	Difference	% Change
Utilities	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00	0.00%
Utilities R&B Street Lights	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	0.00	0.00%
Maintenance of Roads	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	0.00	0.00%
Maintenance of Bridges	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00	0.00%
Maintenance of Buildings	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00	0.00%
Maintenance of Vehicles	\$ 21,500.00	\$ 21,500.00	\$ 61,500.00	\$ 36,000.00	\$ 50,000.00	14,000.00	38.89%
Maintenance of Equipment	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00	0.00	0.00%
Janitorial	\$ 4,400.00	\$ 4,400.00	\$ 4,400.00	\$ 3,634.00	\$ 3,634.00	0.00	0.00%
Gas & Oil	\$ 62,000.00	\$ 62,000.00	\$ 62,000.00	\$ 62,000.00	\$ 62,000.00	0.00	0.00%
Capital Outlay	\$ 4,550.00	\$ 4,550.00	\$ 4,550.00	\$ 4,550.00	\$ 4,550.00	0.00	0.00%
Capital Outlay R&B Equipment	\$ 315,000.00	\$ 315,000.00	\$ 275,000.00	\$ 315,000.00	\$ 432,000.00	117,000.00	37.14%
Capital Outlay R&B	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00	0.00	0.00%
Capital Outlay Building	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	0.00	0.00%
Debt Services Principal	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ 75,000.00	5,000.00	7.14%
Legal Assistance	\$ 4,220.00	\$ 4,220.00	\$ 4,220.00	\$ 4,220.00	\$ 4,220.00	0.00	0.00%
Other Professional Services	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	0.00	0.00%
Accounting Services	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	\$ 4,600.00	0.00	0.00%
Contingencies	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00	0.00%
Reimbursement of Corp. Pers. Property Tax	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	0.00	0.00%
TOTAL Expenses	\$ 1,486,220.00	\$ 1,485,870.00	\$ 1,486,470.00	\$ 1,509,264.00	\$ 1,667,679.00	158,415.00	10.50%
Net Income	\$ (559,845.00)	\$ (544,462.00)	\$ (531,884.00)	\$ (559,904.00)	\$ (499,785.00)	60,119.00	10.74%

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Starting Cash of 04/01	\$ 644,196.34	\$ 718,072.08	\$ 711,968.29	\$ 780,272.64	\$ 768,964.27
Estimated Income	\$ 926,375.00	\$ 941,408.00	\$ 954,586.00	\$ 949,360.00	\$ 1,167,894.00
Total Funds Available	\$ 1,570,571.34	\$ 1,659,480.08	\$ 1,666,554.29	\$ 1,729,632.64	\$ 1,936,858.27
Budgeted Expenses	\$ 1,486,220.00	\$ 1,485,870.00	\$ 1,486,470.00	\$ 1,509,264.00	\$ 1,667,679.00
Estimated Ending Balance	\$ 84,351.34	\$ 173,610.08	\$ 180,084.29	\$ 220,368.64	\$ 269,179.27
 Average Monthly Expenses	 \$ 123,851.67	 \$ 123,822.50	 \$ 123,872.50	 \$ 125,772.00	 \$ 138,973.25
Months of Reserve at end of FY	0.68	1.40	1.45	1.75	1.94

Road and Bridge Fund Budget Vs. Actual History

This chart compares the proposed 2019-2020 budget to the actual figures of prior years.

ROAD & BRIDGE	Road and Bridge						FY '19-20 over '18-19	
	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	Est. ACTUAL 2018-2019	BUDGET 2019-2020		Difference	% Change
Income								
State and Federal Grants	\$ -	\$ -	\$ 1,659.62	\$ -	\$ -		0.00	#DIV/0!
Fines	\$ 1,439.06	\$ 326.63	\$ 255.18	\$ 427.23	\$ 360.00		(67.23)	-15.74%
Uniform Income (DISCONTINUED)	\$ 899.14	\$ 1,120.24	\$ 913.88	\$ -	\$ -		0.00	#DIV/0!
Cell Phone Income (DISCONTINUED)	\$ 720.20	\$ 720.20	\$ 830.90	\$ -	\$ -		0.00	#DIV/0!
Interest Income	\$ 187.62	\$ 591.60	\$ 1,437.61	\$ 3,855.59	\$ 3,680.00		(175.59)	-4.55%
State Maint. Agreement	\$ 3,060.00	\$ 21,919.50	\$ 16,289.00	\$ 6,758.25	\$ 13,200.00		6,441.75	95.32%
Permit Fees	\$ -	\$ 125.00	\$ 26,125.00	\$ 12,400.00	\$ 1,200.00		(11,200.00)	-90.32%
Rental Income	\$ -	\$ -	\$ -	\$ -	\$ 100.00		100.00	#DIV/0!
Sale of Fixed Asset	\$ -	\$ -	\$ 1,307.86	\$ 98,177.00	\$ -		(98,177.00)	-100.00%
Insurance Reimbursements	\$ -	\$ 7,832.00	\$ -	\$ 3,926.26	\$ -		(3,926.26)	-100.00%
General Property Tax	\$ 645,867.36	\$ 660,777.62	\$ 676,171.52	\$ 696,642.63	\$ 719,620.00		22,977.37	3.30%
Replacement Tax	\$ 133,286.97	\$ 125,272.38	\$ 116,361.87	\$ 107,795.27	\$ 102,634.00		(5,161.27)	-4.79%
Misc. Income	\$ 222.33	\$ 223.41	\$ 862.18	\$ 100.16	\$ 100.00		(0.16)	-0.16%
Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ 327,000.00		327,000.00	#DIV/0!
Total Income	\$ 785,682.68	\$ 818,908.58	\$ 842,214.62	\$ 930,082.39	\$ 1,167,894.00		237,811.61	25.57%
Expenses								
Salaries	\$ 186,764.03	\$ 209,640.93	\$ 221,339.11	\$ 260,268.03	\$ 270,000.00		9,731.97	3.7%
IMRF Expenses - Employer's	\$ 18,435.50	\$ 22,720.82	\$ 23,141.46	\$ 24,508.44	\$ 23,000.00		(1,508.44)	-6.2%
FICA Expenses - Employer's	\$ 12,019.43	\$ 13,710.06	\$ 14,616.71	\$ 17,929.55	\$ 20,000.00		2,070.45	11.5%
Health Insurance	\$ 13,926.03	\$ 13,646.86	\$ 17,806.10	\$ 19,242.56	\$ 36,000.00		16,757.44	87.1%
Workers Comp	\$ -	\$ -	\$ -	\$ -	\$ -		0.00	#DIV/0!
State Unemployment	\$ 891.42	\$ 409.07	\$ 472.37	\$ 512.96	\$ 1,000.00		487.04	94.9%
Insurance	\$ 17,268.00	\$ 16,577.00	\$ 17,230.00	\$ 17,855.00	\$ 18,500.00		645.00	3.6%
Office Supplies	\$ 530.21	\$ 559.57	\$ -	\$ 461.50	\$ 750.00		288.50	62.5%
Telephone Services	\$ 5,608.93	\$ 5,774.97	\$ 5,789.65	\$ 5,130.24	\$ 5,400.00		269.76	5.3%
Postage	\$ 169.34	\$ 190.00	\$ 252.12	\$ 255.25	\$ 500.00		244.75	95.9%
Postage-Newsletter	\$ 2,000.00	\$ 1,926.26	\$ 1,992.64	\$ 2,100.00	\$ 2,100.00		0.00	0.0%
Printing & Publishing	\$ 2,542.79	\$ 2,571.47	\$ 2,228.89	\$ 2,386.48	\$ 3,200.00		813.52	34.1%
Mileage & Travel	\$ -	\$ -	\$ 187.10	\$ 190.00	\$ 1,500.00		1,310.00	689.5%
Dues	\$ 265.00	\$ 275.00	\$ 275.00	\$ 350.00	\$ 475.00		125.00	35.7%
Training	\$ 75.00	\$ 60.00	\$ 75.00	\$ 45.00	\$ 750.00		705.00	1566.7%

Road and Bridge Fund Budget Vs. Actual History

This chart compares the proposed 2019-2020 budget to the actual figures of prior years.

Expenses	ACTUAL 2015-2016	ACTUAL 2016-2017	ACTUAL 2017-2018	Est. Actual 2018-2019	BUDGET 2019-2020	Difference	% Change
Utilities	\$ 3,790.63	\$ 3,713.95	\$ 3,944.44	\$ 4,764.47	\$ 5,000.00	235.53	4.9%
Utilities R&B Street Lights	\$ 17,883.06	\$ 18,212.57	\$ 19,176.09	\$ 19,384.75	\$ 22,000.00	2,615.25	13.5%
Maintenance of Roads	\$ 86,048.60	\$ 59,529.05	\$ 75,545.51	\$ 108,692.77	\$ 160,000.00	51,307.23	47.2%
Maintenance of Bridges	\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	4,000.00	#DIV/0!
Maintenance of Buildings	\$ 4,315.96	\$ 5,109.07	\$ 6,630.55	\$ 4,103.26	\$ 10,000.00	5,896.74	143.7%
Maintenance of Vehicles	\$ 17,014.74	\$ 17,861.43	\$ 40,633.93	\$ 40,881.57	\$ 50,000.00	9,118.43	22.3%
Maintenance of Equipment	\$ 22,579.36	\$ 25,059.86	\$ 21,738.78	\$ 33,623.39	\$ 36,500.00	2,876.61	8.6%
Janitorial	\$ 3,077.26	\$ 3,150.11	\$ 2,994.92	\$ 2,356.61	\$ 3,634.00	1,277.39	54.2%
Gas & Oil	\$ 22,837.02	\$ 24,911.24	\$ 29,111.66	\$ 47,353.42	\$ 62,000.00	14,646.58	30.9%
Capital Outlay	\$ -	\$ 1,360.00	\$ 399.98	\$ 149.99	\$ 4,550.00	4,400.01	2933.5%
Capital Outlay R&B Equipment	\$ 85,238.84	\$ 82,203.92	\$ 115,195.49	\$ 85,394.02	\$ 432,000.00	346,605.98	405.9%
Capital Outlay R&B	\$ 143,256.58	\$ 252,700.01	\$ 107,799.52	\$ 226,046.33	\$ 310,000.00	83,953.67	37.1%
Capital Outlay Building	\$ 9,630.40	\$ 7,550.00	\$ 9,442.39	\$ 8,925.13	\$ 27,000.00	18,074.87	202.5%
Debt Services Principal	\$ 30,662.54	\$ 30,662.54	\$ 30,662.54	\$ -	\$ 75,000.00	75,000.00	#DIV/0!
Legal Assistance	\$ 292.50	\$ -	\$ 731.25	\$ 1,169.61	\$ 4,220.00	3,050.39	260.8%
Other Professional Services	\$ 400.00	\$ 200.00	\$ 200.00	\$ 3,200.00	\$ 19,000.00	15,800.00	493.8%
Accounting Services	\$ 4,011.73	\$ 4,267.95	\$ 4,117.12	\$ 3,909.99	\$ 4,600.00	690.01	17.6%
Contingencies	\$ 272.04	\$ 458.66	\$ 179.95	\$ 200.44	\$ 5,000.00	4,799.56	2394.5%
Reimbursement of Corp. Pers. Property Tax	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	50,000.00	#DIV/0!
TOTAL Expenses	\$ 711,806.94	\$ 825,012.37	\$ 773,910.27	\$ 941,390.76	\$ 1,667,679.00	726,288.24	77.2%
Net Income	\$ 73,875.74	\$ (6,103.79)	\$ 68,304.35	\$ (11,308.37)	\$ (499,785.00)	(488,476.63)	4319.6%
Ending Cash Balance as of March 31st of FY	\$ 718,072.08	\$ 711,968.29	\$ 780,272.64	\$ 768,964.27	\$ 269,179.27		
Average Monthly Expenses	\$ 59,317.25	\$ 68,751.03	\$ 64,492.52	\$ 78,449.23	\$ 138,973.25		
Months of Reserves Cash Balance/Avg. Monthly Exp.	12.11	10.36	12.10	9.80	1.94		

Road and Bridge – Expense Detail

Salaries \$270,000.00 This category covers the salaries the Highway Department staff which currently includes four full-time employees, one regular part-time employee, and seasonal part-time employees who are called in when needed. It also accounts for \$17,426.70 of the Highway Commissioner's salary being paid from the R&B Fund (a reimbursement to the Town Fund line item of salaries and is equal to three months of the Highway Commissioner's annual salary).

IMRF Expenses \$23,000.00 The Township's current IMRF contribution rate is 9.55% which is down from 12.19% in 2018. In December of 2018 IMRF reduced its annual rate of return from 7.5% to 7.25%. As a result of this, IMRF stated that employers can expect the 2020 employer contribution rates to average between 10.15% and 10.65% of payroll; up from the 2019 average of 9.06%. Therefore, 11.00% was used as the budgeted employer contribution rate for 2020.

Health Insurance \$36,000.00 Health Insurance represents our costs for health, dental and vision insurance as well as the Health Reimbursement Arrangement (HRA) expenses in addition to employer paid life insurance for all full-time employees through Humana. We have budgeted for a potential 12% increase in cost for Humana (health insurance), Delta Dental, and EyeMed Vision. Currently one full-time employee accesses the health, dental and vision benefits. The budget allows for two additional full-time employees to access the coverage if needed. As a reminder, we budget that the full HRA reimbursement will be used by each employee each year.

Insurance \$18,500.00 Insurance is provided through TOIRMA. This is our general liability, workers compensation and auto insurance. We have allowed for an approximate 3% increase in premium.

Telephone Services \$5,400.00 Telephone Services include Comcast telephone and internet service as well as Verizon cell phone service. Additionally, it includes monthly reimbursements to employees who are required to use their phones for business purposes.

Postage Newsletter \$2,100.00 Covers the cost of postage for the newsletter.

Printing & Publishing \$3,200.00 Printing and Publishing includes costs for the newsletter as well as all legal notices that must be published.

Mileage & Travel \$1,500.00 This category includes travel related expenditures. Hotel costs, mileage reimbursement and meal per-diem. The budget includes attendance at the Highway Commissioners Conference as well as Topics Day and the TOI Conference in November.

Utilities Road and Bridge Street Lights \$22,000.00 This category includes two ComEd bills for street lights.

Maintenance of Roads \$160,000.00 Maintenance of Roads covers all costs associated with road maintenance and includes all road salt purchases.

Maintenance of Buildings \$10,000.00 Maintenance of Buildings covers all costs associated with maintaining the Highway Department buildings.

Road and Bridge – Expense Detail

Maintenance of Vehicles \$50,000.00 Maintenance of Vehicles covers all costs associated with maintaining the Highway Department vehicles. This line item has been increased from prior years. As the vehicles age and are exposed to harsh winter conditions, more maintenance is required.

Maintenance of Equipment \$36,500.00 Maintenance of Equipment covers all costs associated with maintaining the Highway Department equipment.

Janitorial Services \$3,634.00 Janitorial Services covers rugs, rags and employee uniform rental. It also covers any necessary cleaning. Employees who choose to have uniforms through the service help to pay for those uniforms.

Gas & Oil \$62,000.00 Gas & Oil covers all fuel and oil expenses.

Capital Outlay - R&B Equipment \$432,000.00 This category includes funds that might be needed to purchase new equipment, trucks, tractors, trailers, etc. This line item includes \$187,601.19 for the Purchase of a 2020 International Truck and \$138,887.18 for the purchase of a 2019 John Deere Wheel Loader; both purchased through the Sourcewell joint purchasing program and using lease purchase financing. As a reminder, there is revenue totaling \$327,000.00 as Loan Proceeds that are off-set by the full expense of the equipment under Capital Outlay – R&B Equipment. Later you will see the lease payments expensed under Debt Services Principal.

Capital Outlay - R&B \$310,000.00 This category includes funds needed for all road projects including paving, tar and chip, etc.

Capital Outlay Building \$27,000.00 Capital Outlay Building includes improvements made to existing building structures.

Debt Services Principal - \$75,000.00 This category covers the two lease purchase annual payments for the equipment described under Capital Outlay – R&B Equipment.

Other Professional Services \$19,000.00 Other Professional Services covers services of consultants and engineers that may need to advise on road projects.

Accounting Services \$4,600.00 Accounting Services include payroll processing, W2 processing, quarterly payroll tax reporting, audit services and monthly book keeping services.

- Payroll Services\$2,275.00
- Audit Services.....\$1,500.00
- Accounting Services\$825.00

TROY TOWNSHIP

Established 1850 Will County - Illinois

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