

**PALATINE TOWNSHIP
TOWN FUND**

FINANCIAL REPORTS

February 2020



Palatine Township - Town Fund
Income Statement FY 2019-2020
Jan 21 - Feb 24, 2020

	Mar 1, 2019 - Feb 24, 2020 YTD		YTD Budget	% of Budget	Remaining Budget	Annual Budget
	Jan 21 - Feb 24, 2020	Exp				
Ordinary Income/Expense						
Expense						
Administration						
Contractual						
1469 · Legal	536.63	4,722.68	0.00	23.61%	15,277.32	20,000.00
1475 · Audit	0.00	9,585.09	0.00	115.48%	(1,285.09) *	8,300.00
<i>GASB 74/75 Actuarial Report</i>						
1478 · Engineering	0.00	4,578.03	0.00	18.31%	20,421.97	25,000.00
1521 · Professional	1,843.77	32,162.77	0.00	92.16%	2,737.23	34,900.00
Total Contractual	2,380.40	51,048.57	0.00	57.88%	37,151.43	88,200.00
Payroll Expenses						
Board Payroll						
1402 · Supervisor	1,750.00	21,000.00	21,000.00	100.00%	0.00	21,000.00
1404 · Township Clerk	1,500.00	18,000.00	18,000.00	100.00%	0.00	18,000.00
1406 · Assessor	1,666.66	20,000.00	20,000.00	100.00%	0.00	20,000.00
1410 · Highway Commissioner	1,666.67	9,235.04	10,000.00	92.35%	764.96	10,000.00
1412 · Trustees	1,666.64	20,000.00	20,000.00	100.00%	0.00	20,000.00
1413 · Board Meetings	648.03	6,654.83	7,200.00	92.43%	545.17	7,200.00
1418 · Road District Treasurer	83.33	1,000.00	1,000.00	100.00%	0.00	1,000.00
Total Board Payroll	8,981.33	95,889.87	97,200.00	98.65%	1,310.13	97,200.00
1422 · Administrative Personnel	31,052.24	301,037.91	305,100.00	98.67%	4,062.09	305,100.00
1423 · Temporary Personnel	0.00	9,199.88	6,300.00	146.03%	(2,899.88) *	6,300.00
<i>Two interns, 1 part timer</i>						
1425 · Employers Share FICA	2,683.77	25,289.14	26,000.00	97.27%	710.86	26,000.00
1426 · Employers Share Medicare	627.66	5,914.34	6,100.00	96.96%	185.66	6,100.00
1428 · Employers Share IMRF	3,177.90	14,069.93	12,800.00	109.92%	(1,269.93) *	12,800.00
<i>increase in IMRF rate as of Jan 1, 2020</i>						
1434 · Health Insurance Benefit	4,502.43	31,368.70	33,700.00	93.08%	2,331.30	33,700.00
1435 · Life Insurance Benefit	105.60	632.20	700.00	90.31%	67.80	700.00
1532 · Unemployment Comp.	0.00	0.00	1,600.00	0.00%	1,600.00	1,600.00
1533 · Workers Compensation	0.00	891.35	2,000.00	44.57%	1,108.65	2,000.00
17002 · Salary Increases	4,946.79	4,946.79	9,200.00	53.77%	4,253.21	9,200.00
Total Payroll Expenses	56,077.72	489,240.11	500,700.00	97.71%	11,459.89	500,700.00
1446 · Office Equipment Maintenance	420.33	3,714.77	0.00	66.34%	1,885.23	5,600.00
1449 · Property & Casualty Insurance	0.00	38,634.55	0.00	93.77%	2,565.45	41,200.00
1452 · Telephone & Commun.	2,084.52	11,564.22	0.00	101.44%	(164.22) *	11,400.00
<i>Waiting for Daycare reimbursement of \$200</i>						
1455 · Utilities	1,405.44	10,120.82	0.00	77.26%	2,979.18	13,100.00
1458 · Conferences & Seminars	0.00	1,397.76	0.00	38.83%	2,202.24	3,600.00
1460 · Travel	0.00	1,726.05	0.00	57.54%	1,273.95	3,000.00
1463 · Printing	0.00	1,754.15	0.00	87.71%	245.85	2,000.00
1476 · Community Events	178.50	6,711.31	0.00	74.57%	2,288.69	9,000.00
1480 · Employee/Twsp. Official Bond	60.00	260.00	0.00	130.00%	(60.00) *	200.00
<i>Notary renewal</i>						
1481 · Supervisor Bonds	0.00	2,802.00	0.00	87.56%	398.00	3,200.00
1484 · Training	0.00	1,339.09	0.00	44.64%	1,660.91	3,000.00

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1487 · Dues and Subscriptions	49.82	11,001.58	0.00	96.51%	398.42	11,400.00
1489 · Employee Recognition	1,375.70	1,716.92	0.00	85.85%	283.08	2,000.00
1490 · Volunteer Recognition	30.33	2,521.34	0.00	84.04%	478.66	3,000.00
1491 · Copier Expense	931.52	5,744.21	0.00	91.18%	555.79	6,300.00
1492 · Postage and Delivery <i>underestimated for postage</i>	600.00	3,889.77	0.00	111.14%	(389.77) *	3,500.00
1493 · Office Supplies	190.85	1,765.55	0.00	32.10%	3,734.45	5,500.00
1510 · Miscellaneous	297.73	2,726.52	0.00	50.49%	2,673.48	5,400.00
1523 · Recruitment Expense	0.00	1,107.50	0.00	73.83%	392.50	1,500.00
1524 · Payroll Service Expense <i>More employees; had to reissue W2 for employee</i>	955.83	5,722.16	0.00	136.24%	(1,522.16) *	4,200.00
1530 · Equipment Purchase	111.99	9,960.33	0.00	77.21%	2,939.67	12,900.00
1531 · Pension Deficit Payment	0.00	0.00	0.00	0.00%	0.00	0.00
Total Administration	67,150.68	666,469.28	500,700.00	90.08%	73,430.72	739,900.00
Agencies						
1477 · Compass NW	0.00	0.00	0.00	0.00%	0.00	0.00
1544 · The Bridge	28,749.99	191,589.96	0.00	100.00%	0.04	191,590.00
1548 · Clearbrook	450.00	1,800.00	0.00	100.00%	0.00	1,800.00
1550 · Community Child Care Ctr	8,333.32	109,999.92	0.00	100.00%	0.08	110,000.00
1551 · Barrington Career Center	0.00	1,000.00	0.00	10.00%	9,000.00	10,000.00
1554 · Community Initiative/Match	0.00	0.00	0.00	0.00%	4,900.00	4,900.00
1555 · Dental Care Program	0.00	0.00	0.00	0.00%	0.00	0.00
1558 · Alexian Brothers-Mental Health	3,750.06	30,000.00	0.00	100.00%	0.00	30,000.00
1559 · Palatine Opportunity Center	3,000.00	9,000.00	0.00	100.00%	0.00	9,000.00
1560 · NW CASA	500.00	3,000.00	0.00	100.00%	0.00	3,000.00
1561 · Escorted Transportation Service	1,187.50	4,750.00	0.00	100.00%	0.00	4,750.00
1562 · Palatine Twsp Senior Ctr.	14,250.00	85,500.00	0.00	100.00%	0.00	85,500.00
1566 · Center for Enriched Living	6,000.00	12,000.00	0.00	100.00%	0.00	12,000.00
1568 · R.M. Golden Years	0.00	5,000.00	0.00	100.00%	0.00	5,000.00
1569 · Catholic Charities	2,000.00	8,000.00	0.00	100.00%	0.00	8,000.00
1571 · WINGS	2,000.00	8,000.00	0.00	100.00%	0.00	8,000.00
1572 · Shelter Inc.	0.00	6,000.00	0.00	75.00%	2,000.00	8,000.00
1573 · Community Living	2,500.00	10,000.00	0.00	100.00%	0.00	10,000.00
1575 · Journey PADS to Hope	0.00	5,000.00	0.00	100.00%	0.00	5,000.00
1611 · Little City Foundation	6,000.00	9,000.00	0.00	75.00%	3,000.00	12,000.00
1612 · HandsOn Suburban Chicago	1,000.00	4,000.00	0.00	100.00%	0.00	4,000.00
1613 · Surburban PrimaryHealth Council	0.00	3,000.00	0.00	100.00%	0.00	3,000.00
1614 · Faith Community Homes	4,500.00	9,000.00	0.00	100.00%	0.00	9,000.00
1646 · Arts Refreshing The Soul	0.00	1,000.00	0.00	100.00%	0.00	1,000.00
1647 · Children's Advocacy Center	4,000.00	8,000.00	0.00	100.00%	0.00	8,000.00
1648 · Connect to Community	900.00	2,000.00	0.00	100.00%	0.00	2,000.00
1649 · Crime Stoppers	0.00	0.00	0.00	0.00%	0.00	0.00
1650 · St. Joseph's Home	16,500.00	16,500.00	0.00	100.00%	0.00	16,500.00
1652 · The Harbour	0.00	0.00	0.00	0.00%	5,000.00	5,000.00
1653 · Special Leisure Services	0.00	7,000.00	0.00	100.00%	0.00	7,000.00
1654 · Special Gifts Theatre	0.00	3,500.00	0.00	100.00%	0.00	3,500.00

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1655 · Gigi's Playhouse	0.00	0.00	0.00	0.00%	7,500.00	7,500.00
1656 · Leyden-The Share Program	0.00	5,000.00	0.00	100.00%	0.00	5,000.00
1658 · St Mary's Services	1,250.00	3,750.00	0.00	75.00%	1,250.00	5,000.00
Total Agencies	106,870.87	562,389.88	0.00	94.51%	32,650.12	595,040.00
Assessor						
Administration Expense						
160605 · Equipment Maintenance	0.00	0.00	0.00	0.00%	600.00	600.00
160750 · Travel	0.00	155.95	0.00	77.98%	44.05	200.00
160775 · Outreach Seminar Expenses	0.00	955.00	0.00	146.92%	(305.00)	650.00
160800 · Equipment Rental	0.00	0.00	0.00	0.00%	1.00	1.00
160900 · IPA Institute Workshop	0.00	1,304.71	0.00	72.48%	495.29	1,800.00
160903 · Employee Training	0.00	0.00	0.00	0.00%	1.00	1.00
160906 · Printing & Publishing	0.00	161.39	0.00	46.11%	188.61	350.00
160907 · Dues & Subscriptions	0.00	300.00	0.00	100.00%	0.00	300.00
160908 · Copier Expense	366.26	1,448.48	0.00	52.67%	1,301.52	2,750.00
161100 · Postage	0.00	278.35	0.00	55.67%	221.65	500.00
161110 · Other Professional Svc	0.00	0.00	0.00	0.00%	1.00	1.00
161200 · Publications	0.00	0.00	0.00	0.00%	1.00	1.00
161201 · Office Supplies	65.02	1,107.88	0.00	85.22%	192.12	1,300.00
161202 · Telephone	75.00	825.00	0.00	97.06%	25.00	850.00
161305 · Miscellaneous	0.00	0.00	0.00	0.00%	1.00	1.00
161306 · SID Annual Rental	0.00	560.00	0.00	112.00%	(60.00)	500.00
161307 · Contingency Provision	0.00	0.00	0.00	0.00%	1.00	1.00
161308 · Public Relations	0.00	0.00	0.00	0.00%	1.00	1.00
161700 · Captial Outlay Equip	0.00	550.00	0.00	73.33%	200.00	750.00
161701 · Computer Equipment	0.00	518.99	0.00	57.67%	381.01	900.00
161702 · EZ Text	0.00	441.00	0.00	88.20%	59.00	500.00
Total Administration Expense	506.28	8,606.75	0.00	71.98%	3,350.25	11,957.00
Payroll Expense						
160000 · Personnel Salaries	6,276.02	71,397.90	72,000.00	99.16%	602.10	72,000.00
160405 · Part Time & OT	1,697.33	21,673.66	15,000.00	144.49%	(6,673.66) *	15,000.00
<i>Help with appeals</i>						
160408 · Health Insurance Benefit	3,278.46	23,285.22	34,969.00	66.59%	11,683.78	34,969.00
160409 · Life Insurance Benefit	43.56	260.78	500.00	52.16%	239.22	500.00
160500 · Employers Share FICA	563.88	5,369.61	5,555.00	96.66%	185.39	5,555.00
160505 · Employers Share Medicare	131.87	1,255.77	1,299.00	96.67%	43.23	1,299.00
160600 · Employers Share IMRF	765.69	3,409.61	2,923.00	116.65%	(486.61) *	2,923.00
<i>increase in IMRF rate as of Jan 1, 2020</i>						
160602 · Workers Compensation	0.00	93.99	200.00	47.00%	106.01	200.00
17003 · Salary Increases	2,100.00	2,100.00	2,100.00	100.00%	0.00	2,100.00
Total Payroll Expense	14,856.81	128,846.54	134,546.00	95.76%	5,699.46	134,546.00
Total Assessor	15,363.09	137,453.29	134,546.00	93.82%	9,049.71	146,503.00
Buildings & Grounds						
Maintenance & Grounds						
1442 · Building Maintenance	1,647.00	36,223.38	0.00	67.71%	17,276.62	53,500.00
1453 · Alarm	0.00	4,378.09	0.00	76.81%	1,321.91	5,700.00

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Jan 21 - Feb 24, 2020

	Mar 1, 2019 - Feb 24, 2020 YTD				Remaining Budget	Annual Budget
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1456 · Garbage	198.42	2,535.32	0.00	97.51%	64.68	2,600.00
1465 · Grounds Maintenance	0.00	8,736.04	0.00	91.00%	863.96	9,600.00
1505 · Janitorial Supplies	394.80	2,184.29	0.00	87.37%	315.71	2,500.00
1506 · Equipment Maintenance	410.00	1,358.22	0.00	32.34%	2,841.78	4,200.00
1526 · Bldg Improve - Non-Capital	0.00	0.00	0.00	0.00%	3,000.00	3,000.00
1527 · Annual Capital Equipment Replacement	0.00	40,944.00	0.00	40.94%	59,056.00	100,000.00
Total Maintenance & Grounds	2,650.22	96,359.34	0.00	53.21%	84,740.66	181,100.00
Total Buildings & Grounds	2,650.22	96,359.34	0.00	53.21%	84,740.66	181,100.00
Cemetery						
1630 · Grounds Upkeep	0.00	29,439.00	0.00	109.85%	(2,639.00) *	26,800.00
<i>Tree removal and fence repair</i>						
1632 · Burial	0.00	850.00	0.00	121.43%	(150.00) *	700.00
<i>Increase in burial cost</i>						
1635 · Improvements	0.00	0.00	0.00	0.00%	16,500.00	16,500.00
1637 · Miscellaneous	0.00	56.97	0.00	14.24%	343.03	400.00
1644 · Memorial Day	0.00	491.41	0.00	98.28%	8.59	500.00
Total Cemetery	0.00	30,837.38	0.00	68.68%	14,062.62	44,900.00
Programs - Services						
Health Safety & Communications						
1515 · Website Services	287.35	4,430.69	0.00	71.46%	1,769.31	6,200.00
1519 · Communications	0.00	24,307.58	0.00	74.56%	8,292.42	32,600.00
Total Health Safety & Communications	287.35	28,738.27	0.00	74.07%	10,061.73	38,800.00
Quentin Road Facilities						
154004 · Alarm	0.00	1,850.65	0.00	42.06%	2,549.35	4,400.00
154005 · Grounds Maintenance	0.00	4,942.00	0.00	123.55%	(942.00) *	4,000.00
<i>Tree removal due to storm damage</i>						
154006 · Building Maintenance	1,508.44	13,949.92	0.00	110.71%	(1,349.92) *	12,600.00
<i>Unexpected repairs through the year</i>						
154010 · Utilities	2,014.94	19,116.77	0.00	86.11%	3,083.23	22,200.00
Total Quentin Road Facilities	3,523.38	39,859.34	0.00	92.27%	3,340.66	43,200.00
Transportation						
Administration Expense						
1584 · Equipment Purchase	200.00	3,874.00	0.00	276.71%	(2,474.00) *	1,400.00
<i>* Transportation purchased 4 refurbished defibrillaors</i>						
1585 · Fuel & Oil	552.42	24,736.71	0.00	80.05%	6,163.29	30,900.00
1586 · Vehicle Maintenance	1,592.55	16,039.13	0.00	64.16%	8,960.87	25,000.00
1587 · Miscellaneous	0.00	374.38	0.00	37.44%	625.62	1,000.00
1588 · Taxi	1,738.15	8,125.09	0.00	62.02%	4,974.91	13,100.00
1589 · Telephone	569.15	3,538.65	0.00	82.29%	761.35	4,300.00
1590 · Advertising - Printing	0.00	378.78	0.00	25.25%	1,121.22	1,500.00
1593 · DOT Testing	0.00	639.00	0.00	31.95%	1,361.00	2,000.00
1596 · Equipment Maintenance	7,048.00	7,064.99	0.00	196.25%	(3,464.99) *	3,600.00
<i>Underbudgeted for annual Ecolane maintenance software</i>						
1597 · Legal Expense	0.00	0.00	0.00	0.00%	2,500.00	2,500.00
1598 · Postage	0.00	184.85	0.00	20.54%	715.15	900.00
1599 · Office Supplies	3.74	810.26	0.00	101.28%	(10.26)	800.00

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1600 · Travel	44.72	341.12	0.00	68.22%	158.88	500.00
1601 · Training	0.00	120.05	0.00	60.03%	79.95	200.00
1602 · Copier Expense	0.00	0.00	0.00	0.00%	500.00	500.00
1604 · Vehicle Insurance	0.00	3,236.54	0.00	53.94%	2,763.46	6,000.00
1606 · Apparel & Clothing	11.13	240.19	0.00	0.00%	0.00	2,500.00
Total Administration Expense	11,759.86	69,703.74	0.00	72.08%	26,996.26	96,700.00
Payroll Expense						
1578 · Transportation Overtime	0.00	636.12	1,000.00	63.61%	363.88	1,000.00
1579 · Employers Share Medicare	323.80	2,607.06	3,500.00	74.49%	892.94	3,500.00
1580 · Personnel Salaries	20,606.18	184,569.62	234,700.00	78.64%	50,130.38	234,700.00
1581 · Employers Share FICA	1,384.47	11,147.59	14,900.00	74.82%	3,752.41	14,900.00
1582 · Employers Share IMRF	1,873.48	8,002.14	9,800.00	81.65%	1,797.86	9,800.00
1583 · Health Insurance Benefit	5,703.48	34,652.63	51,200.00	67.68%	16,547.37	51,200.00
1591 · Workers Compensation	0.00	3,832.04	6,200.00	61.81%	2,367.96	6,200.00
1592 · Life Insurance Benefit	132.00	671.80	800.00	83.98%	128.20	800.00
17004 · Salary Increases	2,933.75	2,933.75	5,600.00	52.39%	2,666.25	5,600.00
Total Payroll Expense	32,957.16	249,052.75	327,700.00	76.00%	78,647.25	327,700.00
Total Transportation	44,717.02	318,756.49	327,700.00	75.11%	105,643.51	424,400.00
4336 - Transfer Account	0.00	188,307.00	188,307.00	100.00%	0.00	188,307.00
Total Expense	240,562.61	2,069,170.27	1,151,253.00	86.14%	332,979.73	2,402,150.00
Other Income/Expense						
Other Income						
Interest Income						
1385 · Interest Earned	786.69	12,098.58	5,000.00	241.97%	(7,098.58)	5,000.00
Total Interest Income	786.69	12,098.58	5,000.00	241.97%	(7,098.58)	5,000.00
Other Income						
1312 · Real Estate Tax	50,396.82	1,741,584.44	1,730,370.97	89.28%	209,015.56	1,950,600.00
1315 · Replacement Tax	0.00	77,425.15	54,733.87	125.49%	(15,725.15)	61,700.00
1317 · Cook Co. Vehicle Sticker Fees	0.00	124.69	4,500.00	2.77%	4,375.31	4,500.00
1340 · Service Fee	2,768.90	27,504.95	24,395.16	100.02%	(4.95)	27,500.00
1341 · PACE	2,553.00	23,271.75	23,064.51	89.51%	2,728.25	26,000.00
1383 · Cemetery Receipts	0.00	850.00	1,100.00	77.27%	250.00	1,100.00
1384 · Cemetery Donations	0.00	0.00	500.00	0.00%	500.00	500.00
1386 · QRF - Expense Adjustment	0.00	136,590.00	136,590.00	0.00%	0.00	136,590.00
1388 · Miscellaneous	423.00	3,967.02	4,000.00	99.18%	32.98	4,000.00
Total Other Income	56,141.72	2,011,318.00	1,979,254.51	90.91%	201,172.00	2,212,490.00
Total Other Income	56,928.41	2,023,416.58	1,984,254.51	91.25%	194,073.42	2,217,490.00

Town Fund
Balance Sheet
As of February 24, 2020

	Feb 24, 20
ASSETS	
Current Assets	
Checking/Savings	
Bank	
1110 · Petty Cash	419.08
1124 · Harris Bank MM	458,908.46
1131 · Harris Bank Checking	
1131.1 · Harris Bank CK Uncommitted	1,133,640.95
1131 · Harris Bank Checking - Other	10,578.29
Total 1131 · Harris Bank Checking	1,144,219.24
1133 · Fifth Third Bank MM	112,301.09
1136 · Hoffman Estates MN	19,836.53
1141 · Cornerstone MM 147	145,004.45
1142 · CORNERSTONE CHECKING ALL	5,000.00
Total Bank	1,885,688.85
DDD	(34.62)
Total Checking/Savings	1,885,654.23
Accounts Receivable	
1200 · Accounts Receivable	(1,216.82)
Total Accounts Receivable	(1,216.82)
Other Current Assets	
1001 · Due from Other Funds	(492.78)
Total Other Current Assets	(492.78)
Total Current Assets	1,883,944.63
TOTAL ASSETS	1,883,944.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	(593.24)
Total Accounts Payable	(593.24)
Other Current Liabilities	
Payroll Liabilities	
1118 - Met Law	77.62
1119 · Unremitted - IMRF Choice	(1,518.05)
1220 · Unremitted FWT	188.13
1221 · Unremitted Deferred Salary	(836.27)
1223 · Unremitted SWT	70.50
1225 · Unremitted Health Insurance	(2,893.63)
1226 · Unremitted FICA	150.90
1227 · Unremitted Medicare	30.06
1228 · Unremitted 125 Plan TASC	(1,473.73)
1229 · Unremitted IMRF	(12,326.52)
1230 · Unremitted Vol. Life	(114.04)
1231 · Unremitted United Way	842.16
Total Payroll Liabilities	(17,802.87)
Payroll Liabilities (Co. Paid)	
1232 · Employers Share IMRF	16,668.82
1233 · Employers Share FICA	106.95
1234 · Employers Share Medicare	25.01
Total Payroll Liabilities (Co. Paid)	16,800.78
Unremitted Reimbursements	
1320 · Unremitted Health Insurance	6,870.05
1358 · Unremitted - RB Reimbursements	(7,236.72)
1360 · GA Misc. Reimbursements	21,268.27
1361 · Unremitted GA Payroll Tax	(29,140.68)

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Total Unremitted Reimbursements	(8,239.08)
1500 · A/P Correction	(800.00)
Total Other Current Liabilities	(10,041.17)
Total Current Liabilities	(10,634.41)
Total Liabilities	(10,634.41)
Equity	
3900 · Retained Earnings	1,820,332.29
3901 · Assigned Cap Equip Replacement	120,000.00
Net Income	(45,753.25)
Total Equity	1,894,579.04
TOTAL LIABILITIES & EQUITY	1,883,944.63