AGENDA CITY OF ST. CHARLES GOVERNMENT OPERATIONS COMMITTEE ALD. TODD BANCROFT, CHAIR

MONDAY, JUNE 19, 2017 IMMEDIATELY FOLLOWING THE CITY COUNCIL MEETING CITY COUNCIL CHAMBERS – 2 EAST MAIN STREET

- 1. Call to Order
- 2. Roll Call
- 3. Omnibus Vote
 - a. Budget Revisions May, 2017

4. Police Department

- a. Recommendation to Approve a Class E2 Liquor License for the Random Acts Matter fundraiser "An Evening of Random Acts" to be held September 10, 2017.
- b. Recommendation to approve an Ordinance Amending Title 5, Entitled "Business Licenses and Regulations" Chapter 5.08, "Alcoholic Beverages of the St. Charles Municipal Code.

5. Human Resources Department

a. Presentation of Sikich Report on Non-union Compensation.

6. Finance Department

- a. Recommendation of Approval of the Funding Allocation Requests of the 708 Mental Health Board for FY 2017-2018.
- b. Recommendation of Approval of the Greater St. Charles Convention and Visitor's Bureau Funding Request of \$526,500 for Fiscal Year 2017/2018.

Executive Session

- Personnel –5 ILCS 120/2(c)(1)
- Pending Litigation 5 ILCS 120/2(c)(11)
- Probable or Imminent Litigation 5 ILCS 120/2(c)(11)
- Property Acquisition 5 ILCS 120/2(c)(5)
- Collective Bargaining 5 ILCS 120/2(c)(2)
- Review of Executive Session Minutes 5 ILCS 120/2(c)(21)
- 7. Additional Items from Mayor, Council, Staff, or Citizens.
- 8. Adjournment

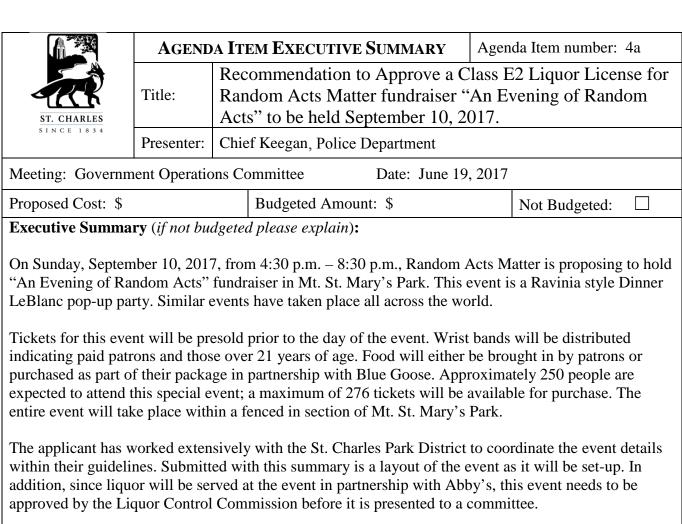
ADA Compliance

Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the ADA Coordinator, Jennifer McMahon, at least 48 hours in advance of the scheduled meeting. The ADA Coordinator can be reached in person at 2 East Main Street, St. Charles, IL, via telephone at (630) 377 4446 or 800 526 0844 (TDD), or via e-mail at jmcmahon@stcharlesil.gov. Every effort will be made to allow for meeting participation. Notices of this meeting were posted consistent with the requirements of 5 ILCS 120/1 et seq. (Open Meetings Act).

CITY OF ST. CHARLES
Budget Revision Listing

| JE TYPE | JE# BU | JDGET# | COMPANY | FISCAL YEAR | PERIOD | DATE | ACCT-UNIT | ACCOUNT | AMOUNT | DESCRIPTION |
|---|--------------------|--------|---------|-------------|--------|---------------|-----------|---------|---------------|-----------------------------------|
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100500 | 52001 | 50.00 | Wireless keyboard and mouse |
| Budget Transfer | 1 | 100 | 1000 | 2018 | | 05/24/2017 | | 52319 | | Wireless keyboard and mouse |
| Budget Transfer | 1 | 100 | 1000 | 2018 | | 05/24/2017 | | 51601 | | Reclass uniforms |
| Budget Transfer | 1 | 100 | 1000 | 2018 | | 05/24/2017 | | 51600 | | Reclass uniforms |
| Budget Transfer | 1 | 100 | 1000 | 2018 | | 05/24/2017 | | 54150 | , , | HUB Contract-Budget Short |
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 802210 | 54170 | | HUB Contract-Budget Short |
| - | 1 Total | | | | | | | | - | _ |
| Budget Addition | 2 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100603 | 54399 | 6,600.00 | Per McIlvaine Court Order |
| Budget Addition | 2 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100900 | 31199 | (6,600.00) | Per McIlvaine Court Order |
| | 2 Total | | | | | | | | - | |
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100800 | 57201 | (133,000.00) | Street light maint outsourced |
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100510 | 54494 | 100,000.00 | Street light maint outsourced |
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100510 | 52501 | 33,000.00 | Street light maint outsourced |
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100510 | 55204 | 1,500.00 | Property taxes |
| Budget Transfer | 1 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100510 | 54480 | (1,500.00) | Property taxes |
| | 1 Total | | | | | | | | - | |
| Budget Addition | 2 | 100 | 1000 | 2018 | | 05/24/2017 | | 56001 | | Emerg lighting for meter van |
| Budget Addition | 2 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 210900 | 31192 | (2,583.00) | Emerg lighting for meter van |
| | 2 Total | | | | | | | | - | |
| Budget Transfer | 3 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100300 | 55229 | | Reclass budget for radio repla |
| Budget Transfer | 3 | 100 | 1000 | 2018 | | 05/24/2017 | | 57307 | | Reclass budget for radio repla |
| Budget Transfer | 3 | 100 | 1000 | 2018 | | 05/24/2017 | | 55226 | | Reclass budget for SCBA replac |
| Budget Transfer | 3 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 100800 | 57307 | (36,000.00) | Reclass budget for SCBA replac |
| | 3 Total | | | | | | | | - | |
| Budget Reduction | 4 | 100 | 1000 | 2018 | | 05/24/2017 | | 56002 | | Reclass Radio Repl to GF |
| Budget Reduction | 4 | 100 | 1000 | 2018 | | 05/24/2017 | | 49100 | | Reclass Radio Repl to GF |
| Budget Reduction | 4 | 100 | 1000 | 2018 | | 05/24/2017 | | 56099 | | Reclass SCBA Repl to GF |
| Budget Reduction | 4 | 100 | 1000 | 2018 | 1 | 05/24/2017 | 513800 | 49100 | 36,000.00 | Reclass SCBA Repl to GF |
| 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | 4 Total | 400 | 1000 | 00:0 | _ | 0= /0= /05 := | | 4== | - | |
| Budget Addition | 5 | 100 | 1000 | 2018 | | 05/25/2017 | | 47510 | | Radio Replace Reserve |
| Budget Addition | 5 | 100 | 1000 | 2018 | | 05/25/2017 | | 31199 | • | Radio Replace Reserve |
| Budget Addition | 5 | 100 | 1000 | 2018 | | 05/25/2017 | | 47508 | | SCBA Replace Reserve |
| Budget Addition | 5 • • • • • • • | 100 | 1000 | 2018 | 1 | 05/25/2017 | 520900 | 31199 | 36,000.00 | SCBA Replace Reserve |
| Dudget Transfer | 5 Total | 400 | 4000 | 2040 | | 05/24/2047 | 220554 | FC003 | - (22,000,00) | For one in cosing starts (AADA/TO |
| Budget Transfer | 6 | 100 | 1000 | 2018 | | 05/31/2017 | | 56002 | | For engineering study/WWTP |
| Budget Transfer | 6 C Tatal | 100 | 1000 | 2018 | 1 | 05/31/2017 | 220550 | 54160 | 23,000.00 | For engineering study/WWTP |
| Dudget Transfer | 6 Total | 100 | 1000 | 2040 | 2 | 06/01/2017 | 210542 | F2007 | - /22E 00\ | For claim water damage |
| Budget Transfer | 7 | 100 | 1000 | 2018 | | 06/01/2017 | | 52807 | | For claim-water damage |
| Budget Transfer | 7 | 100 | 1000 | 2018 | 2 | 06/01/2017 | 210542 | 55180 | 335.00 | For claim-water damage |

| JE TYPE | JE# BUDGET# COMPANY FISCAL YEAR PERIOD | DATE | ACCT-UNIT | ACCOUNT | AMOUNT | DESCRIPTION |
|---------|--|------------|---------------|--------------|----------|-------------|
| | 7 Total Grand Total | | | | - | |
| | | | | | | |
| | The revisions shown herewith have been approved by | oy the Cit | y Council, ex | cept as note | d below. | |
| | Chairman, Government Operations Committee | | Date | | | |
| | Vice Chairman, Government Operations Committee | | Date | | | |
| | Finance Director | | Date | | | |
| | Exceptions: | | | | | |
| | | | | | | |
| | | | | | | _ |
| | | | | | | |



The only other City services required for this event are the approval of a loud speaker/amplification permit (for four different acts that will perform during the entire event) and the hiring back of two police officers (one at the entrance/exit and one to patrol the area) for the duration of the event.

This item will be going before the June 19, 2017 Liquor Control Commission for review and recommendation to move forward to the Government Operations Committee.

Attachments (please list):

Map/Info of event

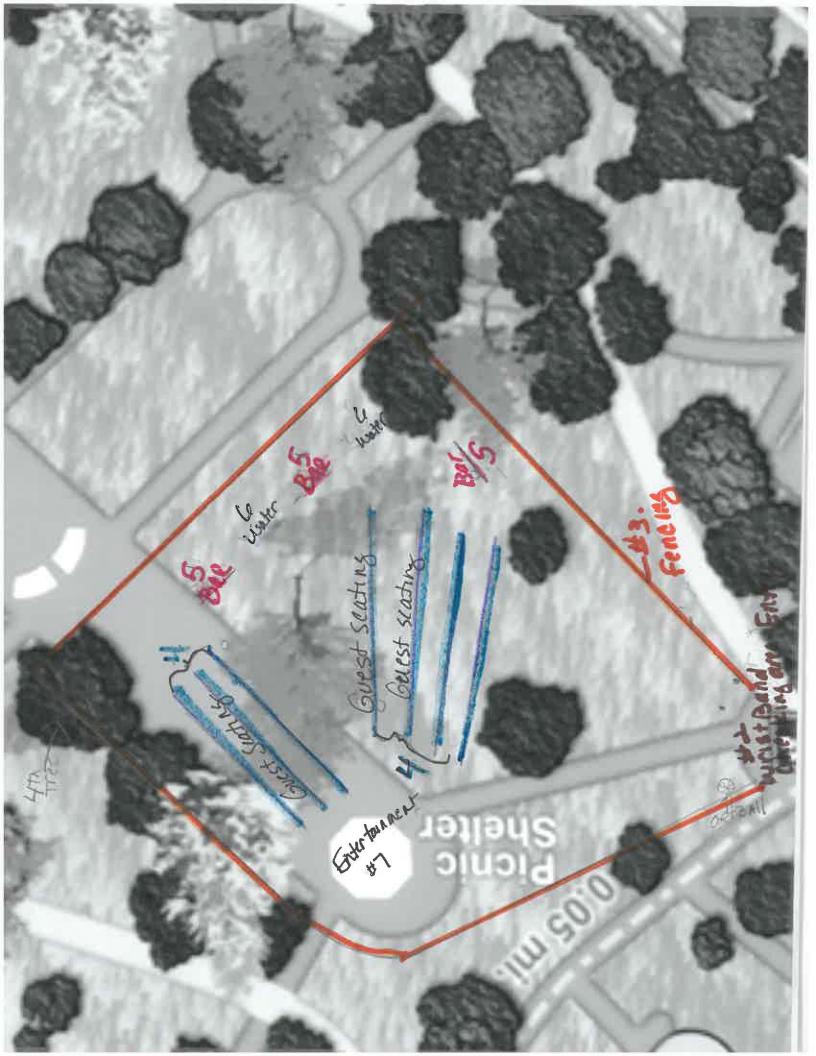
Recommendation/Suggested Action (briefly explain):

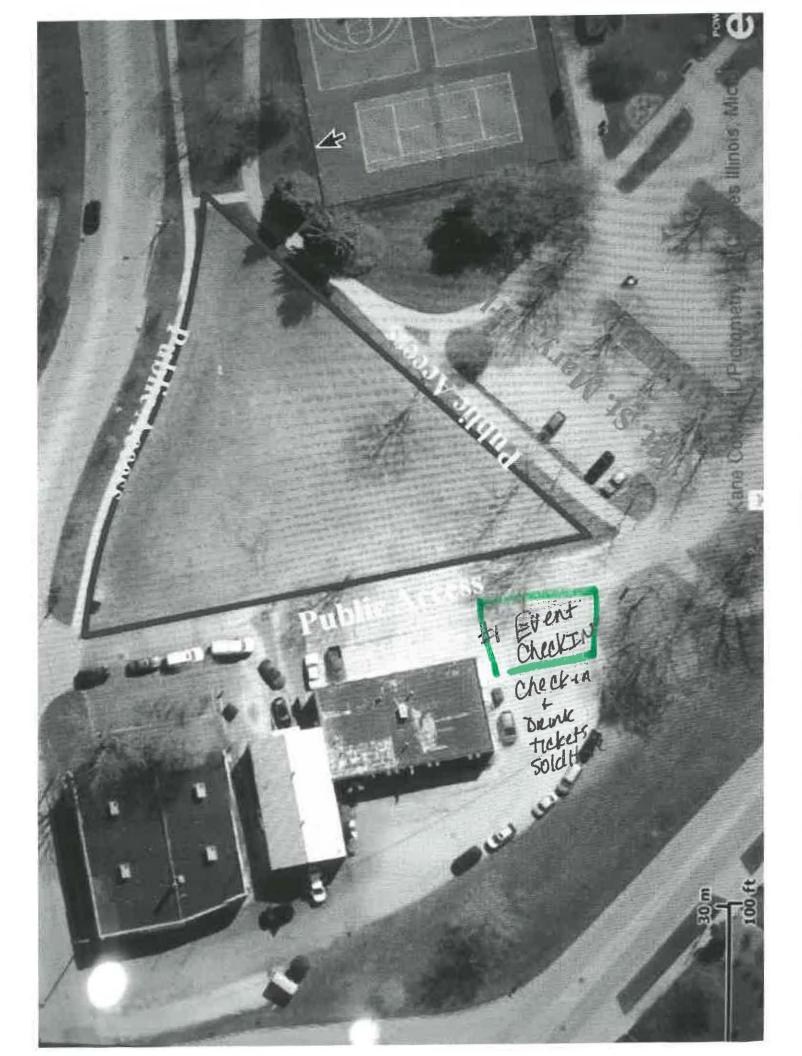
Recommendation to Approve a Class E2 Liquor License for Random Acts Matter fundraiser "An Evening of Random Acts" to be held September 10, 2017.

Mount St. Mary's Park An Evening of Random Acts 9/10/17

- Outside of the park: Ram Check-in: wrist bands distributed and additional drink tickets sold here (green)
- Entryway: Wrist band checking area (confirming all guests entering park have wrist bands) (in brown)
- 3. Fencing: in orange
- 4. Blue lines: all guest seating
- 5. Bar in red
- 6. Water tables in black
- 7. Entertainment pavilion

Bathrooms will be stationed by current bathroom area.







AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item number: 4b

Title:

Recommendation to approve an Ordinance Amending Title 5, Entitled "Business Licenses and Regulations" Chapter 5.08, "Alcoholic Beverages of the St. Charles Municipal Code

Presenter: Chief

Chief Keegan, Police Department

Meeting: Government Operations Committee

Date: June 19, 2017

Proposed Cost: \$0

Budgeted Amount: N/A

Not Budgeted:

Executive Summary (if not budgeted please explain):

The attached ordinance revisions attempt to codify several changes being proposed to our liquor code that are the result of conversations from our business community in regards to:

- Hours of Sale (Sundays)
- Gas Stations
- Breweries
- Cross-Access (Arcada and Pride Concept)
- Specialty Drinks (Abby's & El Puente)

In each of these recommendations, proprietors have asked for consistency amongst neighboring communities and/or changes in the marketplace that necessitate these changes.

The hours of sale (Sundays) recommendation. Code Section 5.08.130. The proposed update allows for the sale of packaged liquor items Monday- Sunday from 7 AM to 10 PM. The current Code permits the sale of packaged liquor items Monday- Saturday from 7 AM to 10 PM and on Sunday from 10 AM and 10 PM, except on New Year's Eve and Day, Easter, Mother's Day, Father's Day, Christmas Eve and Day then sales are permitted from 7 AM to 10 PM. Additionally, the sale of liquor for on-site consumption is updated in the proposed Code allowing for service Monday- Sunday from 7 AM to midnight. The current Code permits the sale of liquor for on-site consumption Monday- Saturday from 7 AM to midnight and on Sundays from 10 AM to midnight, with the same exceptions as noted above in the section for sale of package liquor items.

The gas station license (D-6). Code Section 5.08.090 (Class A-6). This interest comes as a change in the market place where we have seen communities in our region ask for additional opportunities to sell alcohol as an ancillary item to convenience purchases. The total square footage of alcohol sales cannot exceed over 10% of the gas station retail square footage.

Brewery licenses and the on-site manufacturing of both beer and wine. Code Section 5.08.090 (Class A-4). The City has received interest from various business interests. Two business plans have come forward in the last few weeks and several proprietors have approached us in regards to their interest in St. Charles. To remain both competitive and on the cutting edge of business, staff is recommending changes to our code to allow for this practice.

Both cross-access and specialty drink recommendations. Code Sections 5.08 (Classes F-2 and B-3). We have learned of these requests in listening to our businesses. Besides Pheasant Run and the Q Center which has an overall site licenses, both the Arcada Theatre/Club Arcada and the Pride Liquor Store/Urban Counter have separate businesses operating under one roof. Likewise, two of our local establishments have specialty drinks that have become quite popular. Both Abby's and El Puente have asked for specialty drink combination licenses (retail from designated areas/consumption on-site).

As always, I stand ready to answer any questions or concerns these recommendations might pose.

This item will be going before the June 19, 2017 Liquor Control Commission for review and recommendation to move forward to the Government Operations Committee.

Attachments (please list):

Ordinance with amendments

Recommendation/Suggested Action (briefly explain):

Recommendation to approve an Ordinance Amending Title 5, Entitled "Business Licenses and Regulations" Chapter 5.08, "Alcoholic Beverages of the St. Charles Municipal Code

City of St. Charles Ordinance No. 2017-M-

An Ordinance Amending Title 5, Entitled "Business Licenses and Regulations"

Chapter 5.08, "Alcoholic Beverages" of the St. Charles Municipal Code

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ST. CHARLES, KANE AND DUPAGE COUNTIES, ILLINOIS, AS FOLLOWS:

SECTION ONE: That Title 5 "Business Licenses and Regulations," Chapter 5.08 "Alcoholic Beverages", of the St. Charles Municipal Code, be amended as follows:

5.08.090 - License - Classifications

Local liquor licenses for the retail sale of alcoholic liquor shall be divided into the following classes and sub-classes:

- 1. Class A Packaged Alcoholic Liquor Licenses Class A licenses shall authorize the retail sale of alcoholic liquor in original packages only and not for consumption on the premises, except as permitted for the Class A-4 license. Class A licenses are divided into the following sub-classes:
 - A-1. Class A-1 licenses shall authorize the retail sale of alcoholic liquors in original packages only and not for consumption on the premises. Such licenses shall not be authorized for gasoline filling stations. The primary purpose of the premises shall be the retail sale of alcoholic liquor. The premises shall have a minimum gross area of two thousand square feet.
 - A-4. Class A-4 A licenses shall authorize the retail sale of beer or wine for consumption on or off the premises, where brewed or fermented on the premises, provided the retail sale of beer or wine for consumption off the premises shall be in original packages only. Class A-4 licenses shall also authorize the retail sale of wine in original packages only and not for consumption on the premises where fermented on the premises.
 - O A-5. Class A-5 licenses shall authorize the retail sale of domestic and imported wines, champagne, imported alcoholic liquor and gourmet beer in original packages only and not for consumption on the premises. The retail sale of alcoholic liquor shall be incidental to non- alcoholic liquor retail sales and shall not exceed twenty-five percent (25%) of the annual gross sales of said licensee. Class A-5 licenses shall also authorize the retail sale of wine, by the glass only, for consumption on the premises.
 - A-6 Class A-6 licenses shall authorize the retail sale of alcoholic liquors in original packages only, and not for consumption on the premises, in gas stations containing convenience stores where the retail sale of packaged alcoholic liquor is secondary to the sale of gasoline products and/or miscellaneous convenience store items and the square footage devoted to the retail sale of alcoholic liquor is ten percent (10%) or less of the gross square footage.

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- o B-3 Class B-3 licenses shall authorize the retail sale of alcoholic liquors for consumption on the premises of a restaurant and tavern. Class B-3 shall also authorize the retail sale of wine or specialty drinks originating from the licensed premises in original packages only and not for consumption on the premises that are sold within the segregated retail/cashier area of the premises. within the retail wine area of the premises. The retail wine/specialty drink area shall not exceed fifty percent (50%) of the total square footage of the premises. Further, wine and tasting bars shall be permitted in the retail wine area of said premises, and wine tasting may be conducted in accordance with St. Charles Municipal Code 5.08.260
- 7. F-2 Carry-In/Store on Premise License shall authorize the carry in of beer, wine or spirits into a commercial business and place of public accommodation in which social interaction takes place (social club) that does not sell alcoholic beverages and the aforementioned items can either be securely stored on the premises in a secured locker or carried away subject to the following limitations:
 - 1. The beer, wine, or spirits are carried and unopened;
 - No more than one bottle of wine/spirits not exceeding seven hundred fifty milliliters (750 ml) and no more than a 6-pack of beer may be carried in per patron at any one time;
 - At the licensee's discretion, the licensee may require the beer, wine or spirits to be opened and served by the licensee, and the licensee may charge a corkage or setup fee for that service;
 - 4. Proof of dram shop insurance;
 - 5. Carry-in alcohol may only be consumed outside if the licensee has also obtained an outside adjunct license;
 - 6. Patron may remove one, unsealed and partially consumed bottled of wine/spirits for off-premise consumption and any sealed bottles/cans of beer. Partially consumed bottles of wine/spirits or sealed bottles/cans of beer must be removed from the premises securely sealed by the licensee or an agent of the licensee prior to removal from the premises and placed in a transparent, one-time use, tamperproof bag or stored away in a secured locker and not for public distribution or consumption;
 - Carry-in/store licensees shall be liable for violations of this chapter in the same manner as the holder of any other classification of liquor license, including, but not limited to, violations for service to minors and the over serving of patrons;
 - 8. Illinois BASSET alcohol seller/server certification or equivalent training is required for at least one person who is on duty at all times that alcoholic liquor is allowed to be carried into the premises;
 - 9. The hours of operation for a Class F-2 license holder are the same as those prescribed for a Class A license holder in Section 5.08-130A of this chapter.
- 4.8.G-1. Class G-1 Licenses shall authorize the retail sale of beer manufactured on premises for consumption on the premises or for consumption not on the premises in original/sealed packaging only. The retail sales portion of the licensed premises shall be separate from the manufacturing portion of the premises. Food service shall be permitted in accordance with Class B or C Licenses.

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5.08.130 - License - Hours of Sale

- 1. It shall be unlawful for any person holding a Class A- 1, A- 2, A- 213, A- 4, A- 5, F- 1, F- 2, G- 1 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises any alcoholic liquor prior to the hour of 7: 00 a.m. and after the hour of 10: 00 p.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and prior to the hour of 10: 00 a.m. and after the hour of 10: 00 p.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas Day, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7: 00 a.m. and after the hour of 10: 00 p.m.
- 2. It shall be unlawful for any person holding a Class B-1 or B-2 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 12: 00 midnight and 7: 00 a. m. on Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday; and between the hours of 12: 00 midnight and 10: 00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7: 00 a.m. and after the hour of 12: 00 midnight.
- 3. It shall be unlawful for any person holding a Class B- 1, B- 2, B- 3, C- 1, C- 2, C- 3, or D8 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any ALCOHOLIC BEVERAGES 5.08-21 licensed premises, any alcoholic liquor between the hours of 12: 00 midnight and 7: 00 a. m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 12: 00 midnight and 10: 00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7: 00 a.m. and after the hour of 12: 00 midnight.
- 4. It shall be lawful for any person holding a B- 1, B-2, B- 3, C- 1, C-2 or C- 3 license issued pursuant to this chapter to sell, offer for sale, in or upon any licensed premises, any alcoholic liquor until 2: 00 a.m. on January 1 without being issued a Late Night Permit.
- 5. It shall be unlawful for any person holding a Class D-1 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2: 00 a.m. and 7: 00 a.m. on Monday, Tuesday, Wednesday, Thursday and Friday; between the hours of 3: 00 a.m. and 7: 00 a.m. on Saturday; and between the hours of 3: 00 a.m. and 10: 00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7: 00 a.m. and after the hour of 3: 00 a.m.
- 6. It shall be unlawful for any person holding a Class D- 2, D-4, D- 5, D- 6, or D- 7 license issued pursuant to this liquor chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2: 00 a.m. and 7: 00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday; and between the hours of 2: 00 a.m. and 10: 00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7: 00 a.m. and after the hour of 2: 00 a.m.
- 7. It shall be unlawful for any person holding a Class D—3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic liquor between the hours of 2: 00 a.m. and 7: 00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday and Saturday; and between the hours of 2: 00 a.m. and 10:00 a.m. on Sunday except where New Year's Day, Easter, Mother's Day, Father's Day, Christmas Eve, Christmas, and New Year's Eve occurs on a Sunday, then alcoholic liquor sales shall be unlawful prior to the hour of 7: 00 a.m. and after the hour of 2: 00 a.m.
- 8. It shall be unlawful for any person holding a Class E 1 or E 3 license issued pursuant to this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic

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- liquor between the hours of 11:00 p.m. and 7:00 a.m. on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday, except as otherwise authorized by the City Council
- It shall be unlawful for any person holding a Class E-2 license or E-4 license issued pursuant to
 this chapter to sell, offer for sale or to give away, in or upon any licensed premises, any alcoholic
 liquorbetween the hours of 12:00 midnight and 10:00 a.m. on Monday, Tuesday, Wednesday,
 Thursday, Friday, Saturday and Sunday.
- 10. It shall be unlawful for any person holding a Class E-5 license issued pursuant to this chapter to sell or deliver, in or upon any licensed premises, any alcoholic liquor, except during those hours as specifically set forth in said Class E-5 license.
- 11. It shall be lawful for any person holding a Class E-6 Temporary License Permit issued pursuant to 5.08-22 this chapter to sell, offer for sale in or upon any licensed premises, any alcoholic liquor until 1:00 a.m. or 2:00 a.m. (on specified date as stated on approved permit by City Council).
 - 1. It shall be unlawful for any person holding a Class E-7 Temporary License Permit issued pursuant to this chapter to sell, offer for sale, or give away for consumption on the licensed premises any beer or wine between the hours of 9:01 p.m.—11:59 a.m. on the specified date as stated on approved permit by City Council.

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5.08.220 - License - Multiple Locations

Where two (2) or more locations, places or premises are under the same roof or at one street address<u>and</u> do not hold a site license, a separate local liquor license shall be obtained for each such location, place or premise; provided that nothing herein contained shall be so construed as to prevent any hotel or motel operator licensed under the provisions of this chapter from serving alcoholic liquor to his registered guests in any room or part of his hotel or motel, if such liquor so served shall be kept in and served from a licensed location, place or premises in said hotel or motel.

Alcohol sold from one licensed location for the purpose of consumption on the premises may be carried to and consumed within a second licensed location under the same roof so long as such movement can be made wholly within the enclosed structure of the premises or within a permitted outside consumption area.

SECTION TWO: That after the adoption and approval hereof, this Ordinance shall (i) be printed or published in book or pamphlet form pursuant to the authority of the City Council, or (ii) within thirty (30) days after the adoption and approval hereof, be published in a newspaper published in and with a general circulation within the City of St. Charles.

SECTION THREE: This Ordinance shall be in full force and effect ten (10) days from and after its passage by a vote of the majority of the corporate authorities now holding office, approval and publication in the manner provided by law.

PRESENTED to the City Council of the City of St. Charles, Illinois, this ____ day of _____, 2017.

PASSED by the City Council of the City of St. Charles, Illinois this _____ day of

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| Ordinance No. 2017-M- 5 P a g e | | |
|--|---|----------|
| , 2017. | | |
| APPROVED by the Mayo | or of the City of St. Charles, Illinois, this | _ day of |
| , 2017. | | |
| | Raymond P. Rogina, Mayor | |
| ATTEST: | | |
| City Clerk | | |
| COUNCIL VOTE: Ayes : Nays : Absent : | | |
| APPROVED AS TO FORM: | | |
| City Attorney | | |
| DATE: | | |

| AGENI | | | EM EXECUTIVE SUMMARY | Agen | da Item number: 5a | | |
|--|--------|----------------------------------|---|-------|--------------------|--|--|
| | Title: | Pres | Presentation of Sikich Report on Non-union Compensation | | | | |
| ST. CHARLES | Jenn | nifer McMahon, Director of Human | Resou | irces | | | |
| Meeting: Government Operations Committee Date: June 19, 2017 | | | | | | | |
| Proposed Cost: \$0 | | | Budgeted Amount: N/A | | Not Budgeted: | | |

Executive Summary (if not budgeted please explain):

Included in the FY 2017 and FY 2018 budgets is a total of \$30,000 to conduct a compensation analysis and study. The goals of this study include 1) evaluating the City's current compensation philosophy, 2) evaluating the City's comparable community criteria, 3) evaluating new comparable communities derived from new criteria, and 4) providing City Council with a final report of findings and recommendations.

In the fall, the City Council established a workgroup to work with Sikich as part of Phase II of the Study, which is to develop new comparable community criteria and, therefore, a new list of comparable communities. The workgroup reaffirmed the compensation philosophy of leading the market and made a recommendation to the City Council on a new set of comparable community criteria. Sikich prepared a report summarizing the Group's work, specifically highlighting how the new criteria were developed and what the results of applying that criteria were. Maintaining the 75th percentile was discussed by the City Council and supported, subject to a review of Sikich's final report of the data collected from the proposed new comparable communities. Sikich's report is included in the backup material.

The next step in this process is for Sikich to collect compensation plan data from the new list of comparable communities. That information will be analyzed and summarized in a final report to the City Council.

Attachments (please list):

Sikich report: Empirical Development of Comparable Communities for Compensation Purposes

Recommendation/Suggested Action (briefly explain):

Recommendation to accept the Sikich report, which includes approving new comparable community criteria; direct staff to review the compensation philosophy and comparable community criteria once every three years; and maintain the compensation philosophy at the 75th percentile, subject to a review of the final Sikich report.

City of St. Charles, Illinois

Empirical Development of Comparable Communities
For Compensation Purposes
Presentation to City Council
June 3, 2017



1415 W. Diehl Rd., Suite 400 Naperville, IL 60563 (630) 566-8400

www.sikich.com



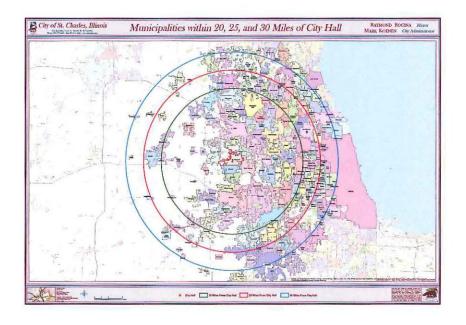
COMPARABLE MARKET ANALYSIS STUDY

Personnel management is a matter of ongoing concern at all levels of government, especially as essential public services continue to increase in cost and complexity. In order to achieve maximum efficiency and effectiveness, the scope of activities involved in governing and providing services in the City of St. Charles continues to present challenging policy and administrative choices. A well designed and competitive compensation plan helps form the foundation for attracting and retaining a quality work force to deliver those public services.

The first step to assuring a competitive compensation environment is the development of comparable communities. This type of approach brings together best practices coupled with data driven results. To that end, Sikich was engaged to determine which cities or villages were sufficiently similar to St. Charles to be considered as comparable communities for follow up research and studies. To carry this out, Sikich collaborated with a group of elected and appointed officials to establish (Study Group) the parameters that would be employed to determine the statistical methodology that focused on key community profile information. Members of the Study Group included:

Study Group
Mayor Ray Rogina
Alderman Bill Turner
Alderman Todd Bancroft
City Administrator Mark Koenen
Finance Director Chris Minick
HR Director Jenn McMahon

The Study Group began by reviewing the potential geographic parameters for the analysis. After reviewing several options, the group agreed that by expanding the current parameter of 20 miles to 25 miles, the analysis would have a greater potential cohort to study. Likewise, those communities outside the 25 mile radius were found to include many communities that were too divergent from St. Charles in terms of location (how far potential employees would travel to work in St. Charles) as well as the demographic criteria. After reviewing the scope of communities within several geographic parameters, it was determined by the Study Group that the 144 communities that fell within a 25 mile radius from City Hall would provide a solid basis for analysis.





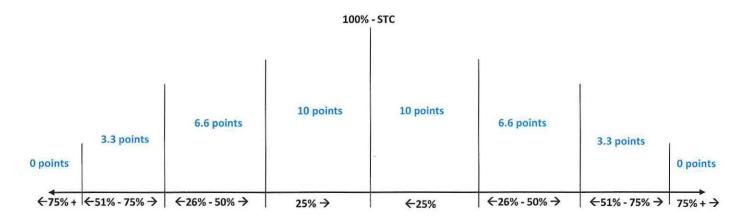
From that initial group of 144 potential cohort communities, the Study Group discussed and evaluated potential criteria to use for comparative purposes. The final list of criteria was developed based on best practices with this type of methodology as well as the types of criteria that St. Charles would be able to most closely gauge similarities with other communities. Sikich applied the standardized methodology using the criteria and weights listed below, and expressed as points, to develop an overall comparability score. The table presents the criteria and weights as established by the Study Group:

City of St. Charles
Scoring Rubric for Empirical Development of Comparable Communities

| | Criteria | Weighting |
|-----|---|---------------------|
| 1. | Municipal Fire Department | 10 pts. |
| 2. | Home Rule Status | 5 pts. |
| 3. | Population | 10 pts. |
| 4. | Distance from St. Charles (Central City) | 10 pts. |
| 5. | Number of Full-Time Employees | 10 pts. |
| 6. | Number of Part-Time Employees | 10 pts. |
| 7. | General Fund Expenditures | 10 pts. |
| 8. | Equalized Assessed Value | 10 pts. |
| 9. | Square Miles | 5 pts. |
| 10. | Sales Tax Revenue | 10 pts. |
| 11. | Median Household Income | 10 pts. |
| 12. | Electric Utility | Information Only |
| 13. | Water Utility | Information Only |
| 14. | Wastewater Utility | Information Only |

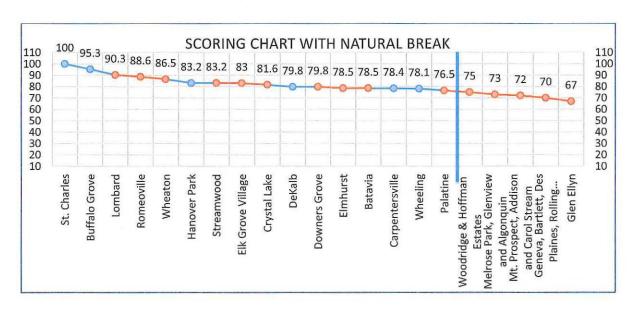


The next step was to obtain all of the data for the criteria listed above for all 144 potential cohort communities and apply the weighting to each score. Please refer to the attached spreadsheet for all of the scoring applied to each potential cohort community. In order to assist the reader in better understanding this point system, the following example is offered:



If the population of a community was within a factor of 25% when divided into the City's population, then that community received ten points (10) for that criterion. If they fell between 26% and 50% of St. Charles' population, they received 6.6 points; between 51% and 75%, 3.3 points; and finally, if their population fell outside of 75%, the community received no points for that criterion.

Ultimately, a list of comparable communities was formed when Sikich identified "natural breaks" in the correlation scores. The Study Group agreed to recommend inclusion of the fifteen communities that had correlation scores of 76.5 or higher on a scale of 0 to 100. Based on the results of the empirical analysis, the Study Group categorized any community with a correlation score below 76.5 as divergent from their market. In addition, although not used in developing the cohort list, the City asked Sikich to include information about whether the cohort offered electric, water, and wastewater services. A column with that data was added to the table on the following page. Following is a line graph which depicts the top 15 scores and where the natural break became apparent:





Coupled with the development of an empirical set of comparable organizations is the premise that contiguous communities are and should be included as part of any organization's list of comparable communities. This is primarily due to the fact that these communities compete for talent in the external market. The only caveat to this would be those communities that are divergent from the source community in terms of population and staffing. In order to account for this, the Study Group concurred with the recommendation to include adjacent communities that have populations either +/-50% (50,207-16,735) of the population of St. Charles (33,471 -2016 est.) Given this added criteria, it is recommended that the following adjacent communities be added to the City's list of comparable organizations: South Elgin (an existing comparable) Geneva (new), and West Chicago (new). The following adjacent communities will not be added given the population criteria: Wayne and Campton Hills.

Once all of the data was obtained, scored, and analyzed, the following 18 communities have been identified and are being recommended as the City's new Cohort List of Comparable Communities. It is anticipated that this list will remain current and applicable for (at least) the next three (3) years barring any unforeseen and significant changes in the demographics and criteria of any of the communities.

2017 Recommended Comparable Organizations

| City | Total Score | Population | Water* | Wastewater* | Electric* |
|-------------------|----------------|------------|--------|-------------|-----------|
| St. Charles | 100 | 33267 | Yes | Yes | Yes |
| Buffalo Grove | 95.3 | 41503 | Yes | Yes | No |
| Lombard | 90.3 | 43395 | Yes | No | No |
| Romeoville | 88.6 | 39680 | Yes | Yes | No |
| Wheaton | 86.5 | 52894 | Yes | Yes | No |
| Hanover Park | 83.2 | 38476 | Yes | Yes | No |
| Streamwood | 83.2 | 40435 | Yes | No | No |
| Elk Grove Village | 83 | 33000 | Yes | Yes | No |
| Crystal Lake | 81.6 | 40743 | Yes | Yes | No |
| DeKalb | 79.8 | 44054 | Yes | No | No |
| Downers Grove | 79.8 | 49670 | Yes | No | No |
| Elmhurst | 78.5 | 44454 | Yes | Yes | No |
| Batavia | 78.5 | 26045 | Yes | Yes | Yes |
| Carpentersville | 78.4 | 38196 | Yes | No | No |
| Wheeling | 78.1 | 37648 | Yes | No | No |
| Palatine | 76.5 | 69350 | Yes | Yes | No |
| South Elgin | Contiguous | | | | |
| Geneva | Contiguous | | | | |
| West Chicago | Contiguous | | | | |

Highlighting represents existing (2016) Comparable Communities

5

^{*}This information was gathered for informational purposes only.



The existing 2016 comparable communities that fell off the list once the new methodology was applied:

| | Score |
|-------------------|-------|
| Addison | 72 |
| Algonquin | 73 |
| Arlington Heights | 53 |
| Bensenville | 45 |
| Carol Stream | 72 |
| Hoffman Estates | 75 |
| Mount Prospect | 72 |
| Naperville | 32 |
| Plainfield | 56 |
| Rolling Meadows | 70 |
| Schaumburg | 39 |
| South Elgin | 42 |
| Villa Park | 65 |
| Westmont | 65 |

Based on Sikich's empirical analysis and review with the Study Group, the fifteen communities with the highest correlation scores provide a solid representation of the City of St Charles' cohort group for various comparative purposes. The next step is for the City Council to review these findings and make several policy decisions on the following:

- 1. Reaffirm that the City's compensation philosophy is to lead the market at the 75th percentile
- 2. Approve the new comparable community criteria
- 3. Review the compensation philosophy and comparable community criteria every three years

These policy decisions will then become part of the study record for reference going forward. The next and final step as part of this Study is to gain an understanding of the City's compensation environment by analyzing the City's competitive position in relation to the identified comparables (cohort group) by obtaining each comparable community's compensation philosophy. This step will also include obtaining information and feedback on the following compensation best practices and topics such as:

- Compensation Philosophies in each community (where do they want to be in marketplace?);
- Compensation pay plan architecture;
- Do pay plans include merit and market adjustments;
- o Performance Appraisal process and whether it is tied to compensation;
- o How employees progress through the pay plan;
- Any unique compensation structures (bonuses tied to project work etc.);
- What are the organization's turnover rates (based on specific criteria to be developed);
- How does the cohort group address compression issues within the organization (union and non-union);

It has been Sikich's pleasure to collaborate with the Study Group and provide this analysis and recommendations. We would be happy to answer your questions or to provide you with any additional assistance in meeting the City's workforce compensation philosophy goals.



| AGEND | A ITEM EXECUTIVE SUMMARY | Agenda Item number: 6a |
|------------|---|------------------------|
| Title: | Seeking a Recommendation of Ap Allocation Requests of the 708 M 2017-2018 | |
| Presenter: | Chris Minick, Finance Director Barb Gacic of 708 Mental Health Board | d |

Meeting: Government Operations Committee Date: June 19, 2017

Proposed Cost: \$546,210 Budgeted Amount: \$546,210 Not Budgeted:

Executive Summary (if not budgeted please explain):

The City of St. Charles levies a \$0.04/\$100 EAV property tax to support agencies that provide mental health services to residents of the City of St. Charles. This tax levy was approved by voters by referendum in the spring of 1986, and has been in place ever since. The City's 708 Mental Health Board administers the funding application and presentation process and makes annual recommendations of funding allocations to the various agencies providing these services. The total amount of funding available for approval for FY 17/18 is \$546,210. The recommended funding allocations for the 2017-2018 funding cycle are attached.

In the past, the individual agencies receiving over \$25,000 have made individual presentations to the Government Operations Committee. Since these groups have already made detailed presentations to the 708 Mental Health Board as a part of the funding application process, a change is being instituted wherein Barb Gacic, Chair of the 708 Mental Health Board, will present an overall summary on behalf of all the groups requesting funding for FY 2017-18, similar to the process followed for the Visitors Cultural Commission. Representatives of the individual groups receiving greater than \$25,000 in funding will be available should any detailed questions be posed.

Attachments (please list):

Summary sheet of recommended funding allocations of the St. Charles 708 Mental Health Board for FY 17/18, and agency applications

Recommendation/Suggested Action (briefly explain):

Seeking a recommendation of approval of the funding allocation requests of the 708 Mental Health Board for fiscal year 2017-2018.

708 Board Allocation Worksheet - FY 2017/2018

Thursday, February 23, 2017

| AGENCY | TIER | 2016 FUNDING APPROVED | 2017 FUNDING REQUESTED | 2017 FUNDING APPROVED |
|---|------|--------------------------|---------------------------|--------------------------|
| Association Individual Development | Α | | | |
| | | \$54,500 | \$70,000 | \$58,000 |
| CASA Kane County | В | \$5,000 | \$10,000 | \$6,500 |
| City of St. Charles Police Department | | \$15,000 | \$0 | |
| Community Crisis Center | Α | \$14,000 | \$16,500 | \$16,500 |
| DayOne Pact | В | \$2,000 | \$10,000 | \$4,500 |
| Easter Seals | В | \$2,500 | \$7,500 | \$3,500 |
| Ecker Center | | \$59,000 | \$64,000 | \$64,000 |
| Edward Foundation | Α | \$0 | \$4,500 | \$4,500 |
| ElderDay Center | Α | \$14,500 | \$18,000 | \$16,000 |
| Fox Valley Hands of Hope | В | \$16,500 | \$20,000 | \$18,000 |
| Fox Valley Special Recreation | В | \$1,250 | \$5,000 | |
| Associaton | | 71,230 | 75,000 | \$3,500 |
| Lazarus House | Α | \$46,100 | \$43,010 | \$43,010 |
| Living Well Center | В | \$9,000 | \$20,000 | \$12,500 |
| National Alliance on Mental Illness (NAMI) | Α | \$2,000 | \$6,000 | \$4,500 |
| Renz Addiction Center | Α | \$63,500 | \$65,000 | \$65,000 |
| Suicide Prevention Center | Α | \$16,500 | \$17,000 | \$17,000 |
| TriCity Family Services | Α | \$189,000 | \$200,000 | \$196,000 |
| TriCity Health Partnership | В | \$8,000 | \$10,000 | \$10,000 |
| Wredling | В | \$2,000 | \$3,200 | \$3,200 |
| TOTAL: | | \$520,350 | \$589,710 | \$546,210 |

City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended Checklist

It is the responsibility of the agency requesting City of St. Charles 708 Mental Health Board funding to verify all Accountability Report requested information is submitted at the time of application submission.

Please use the following checklist as a guide to compile your application packet for submission. Incomplete applications or applications submitted after **January 6. 2017 – NOON** will not be considered for funding for the 2017/2018 funding period.

Please submit your information in the order in which it appears on the application and initial on the line provided to ensure all items are included in your packet.

| 11. | X KH | Agency and contact information completed2017/2018 total funding request is: \$200,000 | |
|----------------------|---------------------------|---|---|
| 3. | KH | Gornolated districtive transported and constructions and constructions. | |
| | 2 | Souplant (setting) (settin | |
| | | | 3.3 |
| 4. A. | | | |
| | | | |
| | | addresions (geneting extend Chapter Guide) | |
| 4. | KH | Grant requestor has specifically described organization's goals as it relates to the City St. Charles mission. | of |
| 5. | KH | | |
| | | | |
| 手制為 | 4 | and delicitation (or expendential and the control of the control o | |
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| A STORE | Tina III | en i Divin a severa de la companya | |
| | · • | | |
| 6. | KH | If available, please include a synopsis of your outcome measurements for the funding y | ou are |
| THE COMMITTEE STATES | SERVICE AND SECURITING OF | requesting. | Marie Control of the |
| and the second | 33044 45 | | |
| | C.A. | application provide the following information: An annual detailed budget or year ending Financial Statements and annual report. | |
| • | -11 | St. Charles 708 Fund Expenditure History for past three years. | |
| | | The total number of individuals your agency served in the past year 3,839 | |
| | | Direct number of individuals living within the City of St. Charles city limits served 881 | |
| | | Direct number of service hours provided to City of St. Charles residents: 8,366.50 | |
| | | Quantified costs allocated to the services provided, (i.e. cost per hour and or program of | osts for |
| | <u>x</u> | the City of St. Charles residents) \$323,148 (program costs for City of St. Charles residen | |
| | | Identify other services provided to and for the City of St. Charles residents. | |
| | | Attach a list of current Board of Directors for your agency as specified in our application | n. |
| | | Attach a copy of your current 501 (c) (3). | |
| | | MAKE SURE description on your financial statement reads City of St. Charles 708 Ment | |
| 8. | CH | PLEASE PROVIDE 10 COPIES OF YOUR COMPLETED APPLICATION AND INFORMATION | N. |
| | Voon in r | mind individuals are to be equated only once regardless of the number of times considered | |
| | | mind individuals are to be counted only once, regardless of the number of times served per ar though the direct number of hours these individuals are served need to be quantified. | |
| Tr | iCity Family S | Services Agency submitting their funding request application Date 1/5/2017 | |
| | me of Agency | | |
| Kat | hleen Hausma | ann Kalkelaen Housmann Director of Development | |
| | | Person Completed Application Signature Title/Position | |

| Date: | 1/5/2017 |
|-------|----------|
|-------|----------|

City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended

| Agency Name: TriCity Family Services | | |
|---|--|--|
| Contact Person: Kathleen Hausmann | Phone #: 630-232-1070 | |
| Main Office Address: 1120 Randall Court | | |
| Geneva, IL 60134 | Contrain the Contract of the C | |

- Funding requested from City of St. Charles 708 Board for fiscal year 2016/17: \$ 200,000.00
- Describe mission (include narrative explaining how mission relates to City of St. Charles):

TriCity Family Services (TCFS) is a private, not-for-profit, human service agency serving the community members of central Kane County. The agency is dedicated to strengthening people and building community through the provision of quality, affordable counseling, youth crisis intervention, prevention and early intervention services that promote sound mental health and effective family functioning. As a community-based agency, TCFS promotes service excellence, honesty, hopefulness, personal responsibility and respect for others.

Our services are designed to address a wide-range of mental disorders that destabilize families and prevent individuals from leading productive, satisfying lives. Integral to our mission and charter is our commitment to making our programs and services affordable to area residents in need, particularly individuals who are uninsured or struggling to meet their high deductibles. By operating under a sliding fee scale, and offering scholarships for our group programs, TCFS ensures that no one is denied services based on an inability to pay. To put the financial needs of our clients into perspective, during FY16, 43.1% of all TCFS clients reported annual incomes of \$30,000 or less.

Counseling is at the core of our work at TriCity Family Services. We specialize in family-centered counseling for children and adolescents. Experienced professionals who know the special needs of children and teens help them work through complex and multi-faceted challenges including conflict with other family members, problems interacting with peers, disruptive behavior, substance abuse, physical or sexual abuse, and depression. TCFS is also skilled in providing short-term individual or couples counseling for adults, addressing issues such as depression, marital discord, grief, divorce, domestic violence, parenting, stress, communication problems, sexual abuse, and anxiety/phobias.

Also, under the umbrella of the agency's Counseling Services, TCFS provides Family-Based Treatment for Eating Disorders, an evidenced-based approach that enlists the entire family in treatment; and, individual and couples counseling.

All of our child and adolescent clients have access to our on-site psychiatric services, if needed.

We also seek to fulfill our mission through the provision of prevention and early intervention workshops and support groups, offered under the umbrella of the agency's *Emotional Wellness* line of service. Typically offered in the form of educational and support groups, **prevention programs** are designed to: 1) reduce or eliminate those conditions that place people at risk of developing mental disorders and/or substance abuse problems later in life; and 2) promote individual and family mental health and wellness. The programs currently offered to residents of St. Charles include:

- Chick Chat by HGNA An all-girl workshop for 4th, 5th, and 6th graders who want to develop a strong sense of self
- CORE (Connecting to Ourselves for Real Empowerment) by HGNA with a Section by TCFS an allgirl workshop for girls entering 6th grade to help girls stay true to their unique selves and transition successfully to middle school.
- Single Moms Group Support group for single mothers
- Grandparents Raising Grandchildren Support group for grandparents who are the primary caretakers of their grandchildren
- Lazarus House Women's Group Onsite group for female guests of Lazarus House

Typically offered as experiential and educational groups, **early intervention programs** are designed to arrest the further development of mental/emotional and substance use disorders amongst those manifesting such issues at their earliest stages and/or considered to be at high risk of becoming symptomatic. Early intervention programs available to St. Charles residents include:

- Smart Choices Anger management for K-5, middle school, high school students and their families
- Bridges Workshop for children whose parents are divorced or separated
- Wilderness Challenge Program Week-long adventure for graduating 8th graders and 9th and 10th graders who wish to develop valuable life skills that can aid in preparing them for adjustment to high school and their young adult life.
- Wilderness Challenge Follow-Up Group Continued social support for former Wilderness Challenge participants who want to stay connected to the program throughout high school
- Wilderness Challenge Follow-Up Group Peer Leader Track Leadership training for WCP
 "survivors" who seek to become Peer Leaders on a subsequent trip. Peer Leaders may elect to
 engage in advanced leadership training to become Senior Peer Leaders, who assist in the training
 and support of new Peer Leaders.
- Lazarus House Parent and Family Group Onsite group for parents who are guests of the Lazarus House homeless shelter
- Project Self Compassion A six-week skill building program for teenage girls interested in cultivating inner strength, improving emotional resiliency, increasing self-awareness, and learning how to better manage relationships

The City of St. Charles seeks to maintain a high quality of life, instill a strong sense of community, and foster collaboration to create effective solutions. TriCity Family Services shares a commitment to enhancing the quality of life in the community through our provision of professional, high-quality services to all residents in need. We believe that good mental/emotional health is integral to maintaining our community's quality of life.

We include community building in our mission statement to demonstrate our dedication to community-based mental health services and our desire to maximize community impact through partnerships with other local organizations; including social service organizations, corporations, churches, community groups, school districts, and our local municipalities.

TriCity Family Services is proudly celebrating 50 years of being Kane County's leading provider of counseling

and other mental health services to clients of all ages and income levels. We are a strong and experienced community partner for the 708 Board as it works to meet the needs of St. Charles residents who are suffering from, or at risk of developing, mental health disorders.

• Describe specific goals that fit City's mission and indicate how goals will be accomplished. It is our vision to be recognized as the provider of choice for individuals, couples, and families seeking high quality, affordable, and compassionate outpatient mental health services. We have several goals aimed at achieving our vision, and the following exemplify the City of St. Charles' mission:

Continue to assume a leadership role in treating children's mental health disorders

We treat children and teens with severe and chronic mental illness as well as children who are experiencing problems such as conflict with parents or siblings, interaction problems with peers, disruptive behavior at home or at school, physical or sexual abuse, and depression or thoughts of suicide.

According to the National Alliance on Mental Illness (NAMI), approximately 20% of youth between the ages of 13-18 experience a severe a mental disorder in a given year. Fifty percent of all lifetime cases of mental illness begin by age 14. NAMI cites that suicide is the third leading cause of death in youth ages 10-24, and that 37% of students (ages 14-21) who have a mental health disorder, and are served by special education, drop out. This is the highest dropout rate of any disability group.

TriCity Family Services has extensive expertise in treating children's mental health disorders. Our staff is particularly skilled in providing family-based services in order to conduct systemic assessments and collaborate with those considered key change agents within a child's family, school, and social networks. We are also the only agency in our area offering psychiatric services (psychiatric evaluations and medication management) to children and adolescents on a sliding fee basis.

• Continue to partner with schools, law enforcement, and other local providers, maximizing the use of existing resources, and collaborating in the design and delivery of needed mental health services

Our agency's systemic orientation means that client treatment plans typically require an interdisciplinary approach and collaboration among other entities involved in a client's life. This is especially true for services to children and adolescents, which may involve collaborative efforts with school social workers, guidance counselors, special education staff, pediatricians, Kane County juvenile probation officers, and Court Appointed Special Advocate volunteers.

Each year, we continue to build our networks and collaborate closely with schools to reach at-risk youth and families. Valuable partnerships with organizations such as Lazarus House, Changing Children's World's Foundation, Helping Girls Navigate Adolescence (HGNA) and local churches allow us to reach children and adults who may otherwise not have access to our services.

Our partnership with District 303 has grown stronger this year; one of our lead clinicians was asked to work closely with their student services personnel on a monthly basis to consult on some of the more difficult situations they are working with. Additionally, we have a contract with the district to serve students and families as well.

We also work closely with our Employee Assistance Program client companies to create and promote healthy work environments for employees.

Furthermore, honoring its long-standing commitment to playing an active role in the broader community service delivery network, TCFS continues to maintain active membership in the Kane County Behavioral Health Council and the St. Charles Youth Commission.

 Continue our tradition of creating and delivering programs designed to prevent the occurrence of substance abuse and mental health problems and promote individual and family wellness

Our prevention and early intervention programs are designed to arrest the development of mental health problems in their early stages, or prevent such problems from occurring through supportive and educational opportunities. The provision of these services saves the community the cost of treating fully developed mental health or substance abuse problems later. We consider wellness a key contributor to the high quality of life that the City of St. Charles seeks to maintain.

- Describe <u>specifically</u> how allocated funds will be expended and quantify services provided to the City of St. Charles:
 - · Attach a budget detail for the funds sought.
 - · Include a brief program description on each item or service.
 - · Funds from 708 Mental Health Board and/or funds from other sources.

Assuming that the distribution of direct service hours provided to City of St. Charles residents across the following lines of service during FY 2017 remains fairly constant, it is projected that in fiscal year 2017/18 allocated funds, if granted at the \$200,000 level, will be expended as follows:

| • | Counseling Programs (75%) | \$150,000 |
|---|--|-----------|
| • | Emotional Wellness (Prevention & Early Intervention) Programs (20%): | 40,000 |
| • | Community Presentations and Workshops (5%): | 10,000 |
| | TOTAL | \$200,000 |

Program Descriptions for Above Programs/Services

Counseling Programs: see Page 1 (above)

Emotional Wellness (Prevention & Early Intervention) Programs: see Page 2 (above)

Community Presentations and Workshops: see Page 7, Section 1 (below)

A complete agency budget is attached (ATTACHMENT A).

Other sources of funding for FY2017:

United Way of Central Kane County

\$ 36,000.00 (being sought)

Contributions:

Individuals

\$170,000.00 (being sought)

Corporate/Foundations

\$185,000.00 (being sought)

Churches/Community Groups

\$ 24,000 (being sought)

 If available, please include a synopsis of your outcome measurements for the funding you are requesting.

Measurable Outcomes

Measurable outcomes in our Counseling Program are:

- 1) Increased skills and changed behaviors/attitudes, as indicated by improvement in treatment goals developed with their therapist
- 2) Improvement in functioning, as measured by the Global Assessment of Functioning (GAF) Scale for adults and the Children's Global Assessment Scale (C-GAS), Columbia Impairment Scale (CIS), and Ohio Youth Problems, Functioning, and Satisfaction Scales for children and adolescents.
- 3) Treatment goals are developed with the therapist. At the end of treatment, progress toward these goals are measured and fall under 10 categories: Behavior Toward Others; Mood and Emotions; Community/Anti-Social Behavior; Community Involvement; Home/Family/Interpersonal Relationships; Self Harmful Behaviors; Social Isolation; Substance Abuse; School/Work Adjustment; and Thinking.

TriCity Family Services has more than four decades of experience in working with youth and families in crisis. Our counseling program is infused with excellent outcome measurements to demonstrate the effectiveness of our treatment services. We have a strong commitment to quality and continuous quality improvement. We track, report and ensure continuous quality improvement for all programs, at all times. Additionally, we are accredited by the Council on Accreditation, which is the highest standard for human service organizations. We consistently meet or exceed all standards for service delivery, administrative processes, ethics, and management.

Measurable outcomes in our Emotional Wellness Programs are:

As an agency, TriCity Family Services operates a comprehensive Quality Improvement System to help us continually improve the efficiency and effectiveness of our services. The Quality Improvement System is comprised of three integrated parts: Strategic Planning, Quality Assurance and Continuous Quality Improvement. Our Quality Improvement Committee, comprised of staff leadership, board leadership and community volunteers, oversees the entire system. Under the Quality Assurance component of this framework, we measure the effectiveness of our Emotional Wellness Programs through participant surveys administered immediately after the last session of time-limited programs, or periodically during the course of on-going programs. These surveys assess changes in participants' knowledge, skills, attitudes and/or behaviors experienced as a result of their participation in the program.

TCFS also ensures the on-going quality of its Emotional Wellness Programs by staffing all programs with master's-level professional counselors, social workers, and marriage and family therapists, sometimes with assistance from master's-level interns and other trained staff where appropriate. Staffing our programs with mental health professionals increases the positive impact of our services by offering the highest quality group facilitation skills, strict adherence to ethical guidelines (including confidentiality practices), a wealth of psycho-educational knowledge and resources, the ability to respond most appropriately to social and emotional crises that may occur in group settings, and clinical knowledge to refer clients for full assessments and psychotherapy where necessary. Participants in Emotional Wellness Programs are offered up-to-date mental health and wellness knowledge through presentations, experiential exercises, and written program materials to refer to back at home.

| 3 Page STC 708 M | HB Funding Request | | | |
|-------------------------------|---|-------------|--------------|---|
| Agency Name | F118 () | | | |
| expended a received las | 708 Fund Expenditure History – explain how fund nd purposes of those expenditures in relation to St. st year. Note: if funding allocation is over \$25,000, nnual report: | Charles r | esiden | ts of the funding you |
| FY 2016 ft | ands were expended as follows: | | | |
| : | Counseling Programs (75%) Emotional Wellness (Prevention & Early Intervention) Pro Community Presentations and Workshops (5%): TOTAL | ograms (20% | ⁄6) : | \$141,750 37,800 9,450 \$ <u>189,000</u> |
| FY2015 funds | were expended as follows: | | | |
| : | Counseling Programs (75%) Emotional Wellness (Prevention & Early Intervention) Pr TOTAL | ograms (25 | %): | \$142,500 47,500 \$ <u>190,000</u> |
| FY2014 funds | were expended as follows: | | | |
| : | Counseling Programs (75%) Emotional Wellness (Prevention & Early Intervention) Pr TOTAL | ograms (25 | %): | \$150,000 50,000 \$ <u>200,000</u> |
| On an annu | nalized (12 month) basis, provide information on Ci | ty of St. C | harles | residents served: |
| Direct service | ce: number of individual clients/consumers served: | 381 | | |
| Aggregate n | umber of direct service hours provided:8, | 366.50 | | |
| 77 | ency cost basis per client/consumer served (e.g., pe City of St. Charles residents and how this was deri | | t and/o | or program costs |
| • City of S | t. Charles Clients Served FY2016 | | | 881 |
| Total Cli | ents Served-All Programs | | | ,839 |
| | Il Programs (less depreciation) | | ,408,13 | |
| | Eity of St. Charles clients (\$1,408,135 X 23%) | | 323,87 | |
| | client- cost of City of St. Charles clients divided by 881 | \$ | 36 | 7.62 |
| | hour – cost of City of St. Charles clients divided by urs of service (8,366.50) | \$ | 3 | 8.71 |

| 4 Page | | | |
|----------|-----|---------|---------|
| STC 708 | MHB | Funding | Request |

Agency Name:

• Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

In addition to the provision of clinical services through our counseling, prevention and early intervention programs, TCFS continues to serve the citizens of St. Charles by providing presentations or trainings upon request.

Over the past year, agency staff delivered presentations to the City of St. Charles Governmental Operations committee providing a general overview of the agency, as well as to the St. Charles North HS Wellness Fair on "Stress Management Tips". TCFS also welcomed the opportunity to provide agency overviews to local service organizations such as, 100 Women Who Care St. Charles Chapter, the Tri-cities Exchange Club, St. John Neumann Church, St. Charles Noon Kiwanis, Unity Lodge, the Golden K Kiwanis Club of St. Charles, and Bethlehem Lutheran Church. We actively participate in the St. Charles Women's Business council of the St. Charles Chamber of Commerce and the St. Charles Youth Commission, which provides multiple opportunities during the year for us to speak about our programs and services.

- Attach a list of current Board of Directors for your agency, listing the length of time that each Board
 member has served in their current term. Also attach a brief summary of how Board members are
 elected, the qualifications sought, and any term limits for Board members.
- Attach a copy of current 503C or tax exempt status certification.

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements:

- 1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
- 2. An annual report must be submitted to this same Committee.
- 3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

| Funding request amount for current fiscal year \$200,000.00 | Application Date: <u>1/5/2017</u> |
|---|-----------------------------------|
| | |
| | |
| | |
| | |
| City of St. Charles 708 Mental Health Board Only: | |
| Recommended funding for current fiscal year: \$ | Recommendation Date: |

TriCity Family Services

City of St. Charles 708 Mental Health Board application

Attachment A



TriCity Family Services FY 2017 BUDGET

| Expenses | FY | 2016 Budget | FY | 2017 Budget | Difference (\$) | Difference (%) |
|---------------------------------|----|-------------|-----|-------------|-----------------|----------------|
| Personnel | \$ | 1,534,065 | \$ | 1,578,333 | 44,268 | 3% |
| Consultants | \$ | 18,800 | \$ | 24,600 | 5,800 | 31% |
| Operating | \$ | 308,681 | \$ | 310,144 | 1,463 | 0% |
| NON CASH EXPENSE (DEPRECIATION) | \$ | 16,626 | \$ | 16,626 | 0 | 0% |
| EXPENSES TOTAL | \$ | 1,878,172 | \$ | 1,929,703 | 51,531 | 3% |
| Revenue | FY | 2016 Budget | FY: | 2017 Budget | Difference (\$) | Difference (%) |
| Public Funding | \$ | 378,176 | \$ | 378,076 | (100) | 0% |
| Private Support-Contributions | \$ | 415,000 | \$ | 379,000 | (36,000) | -9% |
| Private Support-Special Events | \$ | 260,000 | \$ | 218,900 | (41,100) | -16% |
| Service Income | \$ | 676,788 | \$ | 835,224 | 158,436 | 23% |
| EAP Income | \$ | 54,533 | \$ | 50,603 | (3,930) | -7% |
| Other | \$ | 93,675 | \$ | 67,900 | (25,775) | -28% |
| REVENUE TOTAL | \$ | 1,878,172 | \$ | 1,929,703 | 51,531 | 3% |
| TOTAL REVENUE LESS EXPENSES | \$ | | \$ | | | |

TriCity Family Services

| FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |
|------------------|--|--|--|
| 472,005 | 526,174 | 54,169 | 11% |
| 514,510 | 503,324 | (11,186) | -2% |
| 132,264 | 158,596 | 26,332 | 20% |
| 44,191 | 41,310 | (2,881) | -7% |
| 66,899 | 65,175 | (1,724) | -3% |
| | | 0 | 0% |
| 36,000 | | (36,000) | 0% |
| 1,289,431 | 1,318,141 | 28,710 | 2% |
| | | | |
| 84,576 | 95,269 | 10,693 | 13% |
| | | 159 | 2% |
| | 95,875 | 3,737 | 4% |
| | | 716 | 12% |
| | | 253 | 0% |
| | | 15,558 | 6% |
| | | | 3% |
| | | | Difference (%) |
| | | | 233% |
| | | 1111 | 0% |
| | | | 32% |
| ,, | | | 0% |
| 3.000 | 3.000 | | 0% |
| | | | 0% |
| | | | 0% |
| 5,550 | | | undefined |
| 18.800 | | | 31% |
| | | | Difference (%) |
| | | | |
| 6.694 | 6.977 | 283 | 4% |
| | | | -4% |
| | | | -50% |
| | | | 8% |
| | | | 27% |
| | | | 0% |
| | | | -48% |
| | | | -65% |
| | | | -7% |
| | | | 0% |
| | 6,500 | (6,665) | -51% |
| 13.165 | | | 3170 |
| 13,165 13,000 | | | -15% |
| 13,000 | 11,015 | (1,985) | |
| 13,000 2,640 | 11,015 800 | (1,985) (1,840) | -15% -70% -22% |
| 13,000 | 11,015 | (1,985) | |
| | 472,005 514,510 132,264 44,191 66,899 23,562 36,000 1,289,431 84,576 8,300 92,138 6,000 53,620 244,634 1,534,065 FY2016 Budget 600 3,600 7,500 - 3,000 800 3,300 800 3,300 - 18,800 | 472,005 526,174 514,510 503,324 132,264 158,596 44,191 41,310 66,899 65,175 23,562 23,562 36,000 - 1,289,431 1,318,141 84,576 95,269 8,300 8,459 92,138 95,875 6,000 6,716 53,620 53,873 244,634 260,192 1,534,065 1,578,333 FY2016 Budget FY2017 Budget 600 2,000 3,600 3,600 7,500 9,900 | 472,005 526,174 54,169 514,510 503,324 (11,186) 132,264 158,596 26,332 44,191 41,310 (2,881) 66,899 65,175 (1,724) 23,562 23,562 0 36,000 - (36,000) 1,289,431 1,318,141 28,710 84,576 95,269 10,693 8,300 8,459 159 92,138 95,875 3,737 6,000 6,716 716 53,620 53,873 253 244,634 260,192 15,558 1,534,065 1,578,333 44,268 FY2016 Budget FY2017 Budget Difference (\$) 600 2,000 1,400 3,600 3,600 0 7,500 9,900 2,400 3,000 3,000 0 3,000 3,000 0 800 800 0 3,300 3,300 0 5,800 FY2016 Budget FY2017 Budget Difference (\$) 6,694 6,977 283 15,100 14,562 (538) 4,000 2,000 2,000 2,500 2,700 200 3,000 3,800 800 3,750 3,750 0 2,302 1,200 (1,102) 10,800 3,800 (7,000) 1,186 1,100 (86) |

TriCity Family Services Expense Budget FY 2017

| Operating Continued | FY2016 Budget | ryzu1/ Budget | unterence (\$) | Difference (%) |
|--------------------------------------|---------------|---------------|-----------------|----------------|
| Commodities | | | | |
| Office Supplies | 7,500 | 7,500 | 0 | 09 |
| Postage | 6,500 | 6,500 | 0 | 09 |
| Books & Journals | 400 | 400 | 0 | 09 |
| Subscriptions | 2,000 | 2,000 | 0 | 09 |
| Printing | - | (¥. | 0 | 0% |
| Program Materials | 2,000 | 2,000 | 0 | 0% |
| Total | 18,400 | 18,400 | 0 | 0% |
| Staff Expenses | | | | 2000 |
| Training | 12,000 | 12,750 | 750 | 6% |
| Travel/Lodging/Meals | 1,000 | 1,500 | 500 | 50% |
| Local Mileage | 3,200 | 2,000 | (1,200) | |
| Professional Liability Insurance | 8,652 | 8,660 | 8 | 0% |
| Staff Recruitment | 0,032 | 2,000 | | undefined |
| | 3,000 | | (500) | undermed |
| Dues & Memberships | 3,000 | 2,500 | | |
| Total | 27,852 | 29,410 | 1,558 | 6% |
| Other | | | | |
| Aid to Individuals | * | * | 0 | 0% |
| Friends of TriCity | - | - | 0 | 0% |
| Bad Debt | 5,000 | 5,000 | 0 | 0% |
| Misc. | 11,000 | 11,000 | 0 | 0% |
| Bank Charges | 6,500 | 9,000 | 2,500 | 38% |
| Accreditation | 400 | 400 | 0 | 0% |
| Board Development | 500 | 500 | 0 | 0% |
| Wilderness Challenge | 15,895 | 16,036 | 141 | 1% |
| Wilderness Challenge Follow Up Group | 2,000 | 500 | (1,500) | |
| Project Self Compassion | 2,000 | 600 | | undefined |
| Family Connections | 3,000 | 6,200 | 3,200 | 107% |
| Chick Chat | 5,312 | 7,500 | 2,188 | 100% |
| ICDP USA | 4,820 | 1,000 | (3,820) | |
| Reminiscence Group | 400 | 1,000 | | |
| | | - | (400) | |
| Caregivers of Older Adults Group | 160 | - | (160) | |
| Latina Parenting/Womens Group | | 500 | 500 | |
| Equipment Purchase | 8,000 | 2,000 | (6,000) | |
| Rent | 41,194 | 28,700 | (12,494) | |
| CAM/RE Taxes | - | 27,858 | 27,858 | |
| Loan Payments | 5,511 | 4,300 | (1,211) | |
| Total | 109,692 | 121,094 | 11,402 | 10% |
| RD/Marketing | | | | |
| Annual Report | 800 | 1,000 | 200 | 25% |
| Donor Cultivation | 2,500 | 3,000 | 500 | |
| Direct Mail | 4,500 | - | (4,500) | |
| RD Events/Barth Award | 6,000 | 3,500 | (2,500) | |
| Phonathon | 4,500 | - | (4,500) | |
| Annual Giving Campaign | 1,500 | 11,000 | | undefined |
| RD Expenses | 2,000 | 3,000 | 1,000 | 50% |
| | 1,000 | 3,000 | (1,000) | |
| Marketing Material Newsletter | 2,000 | 7 100 | 5,100 | 255% |
| | | 7,100 | | |
| Misc. Marketing | 1,450 | 12.000 | (1,450) | |
| Marketing/Advertising | 10,000 | 12,000 | 2,000 | 20% |
| Volunteer Recruitment (Friends) | | 1,500 | | undefined |
| 50th Anniversary | - | 8,970 | 8,970 | undefined |
| Total RD/Marketing | 34,750 | 51,070 | 16,320 | 47% |
| OPERATING TOTAL | 308,681 | 310,144 | 1,463 | 0% |
| NON CASH EXPENSE (DEPRECIATION) | 16,626 | 16,626 | 0 | 100% |
| Total Expenses | FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |

TriCity Family Services

| Revenue | Rudget | FY 2017 |
|---------|--------|----------|
| Revenue | Duduet | 1 1 201/ |

| Public Funding | FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |
|---|---------------|---|-----------------|----------------|
| Community Chests/United Ways | | | | |
| Central Kane County | 36,000 | 36,000 | 0 | 0% |
| Geneva | 8,576 | 8,576 | 0 | 0% |
| Batavia | 8,000 | 8,000 | 0 | 0% |
| Total Community Chests/United Ways | 52,576 | 52,576 | 0 | 0% |
| Cities/708 Funds | | 701-10-10-10-10-10-10-10-10-10-10-10-10-1 | | |
| INC Board | 87,100 | 81,500 | (5600) | -6% |
| INC Board Family Connections | 19,000 | 26,000 | 7000 | 37% |
| 708 Geneva | 29,500 | 28,000 | (1500) | -5% |
| 708 St. Charles | 190,000 | 190,000 | 0 | 0% |
| Total Cities/708 Funds | 325,600 | 325,500 | (100) | 0% |
| TOTAL PUBLIC FUNDING | 378,176 | 378,076 | (100) | (0) |
| Private Support | FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |
| Individual | 175,000 | 170,000 | (5000) | -3% |
| Corporate | 100,000 | 65,000 | (35000) | -35% |
| Foundation | 100,000 | 120,000 | 20000 | 20% |
| Church | 15,000 | 14,000 | (1000) | -7% |
| Community Groups | 10,000 | 10,000 | 0 | 0% |
| Other Grants & Contributions | 15,000 | 12 | (15000) | 0% |
| Inkind Donations | - | 3.7 | 0 | 0% |
| Total Contributions | 415,000 | 379,000 | (36000) | -9% |
| Special Events | | | | |
| Annual Benefit | 160,000 | 190,000 | 30,000 | 19% |
| Lobster Sale | 10,000 | 7,500 | (2,500) | -25% |
| Snowflake Shuffle | 15,000 | 20,000 | | |
| Golf Outing | 65,000 | • | (65,000) | 0% |
| Friends Misc. Special Events | 10,000 | 1,400 | (8,600) | -86% |
| Total Special Events | 260,000 | 218,900 | (41,100) | -16% |
| TOTAL PRIVATE SUPPORT | 675,000 | 597,900 | (77,100) | -11% |
| Service Income | FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |
| Inkind Clinical | \$ 23,562 | \$ 23,562 | 0 | 0% |
| Client Co-payments | 106,145 | 90,000 | (16145) | -15% |
| Medicaid Payments | 292,286 | 303,540 | 11254 | 4% |
| Client Insurance Payments | 254,695 | 418,122 | 163427 | 64% |
| Community Consultation & Education | 100 | | (100) | 0% |
| Total Service Income | 676,788 | 835,224 | 158436 | 23% |

TriCity Family Services Revenue Budget FY 2017

| Service Income Continued | FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |
|--------------------------------------|---------------|---------------|-----------------|----------------|
| EAP Income | | | | |
| | 800 | | (800) | 0% |
| | 9,262 | 9,262 | 0 | 0% |
| | 6,750 | 7,088 | 338 | 5% |
| | 7,500 | 7,500 | 0 | 0% |
| | 600 | 600 | 0 | 0% |
| | 3,480 | 3,480 | 0 | 0% |
| | 1,828 | 1,828 | 0 | 0% |
| | 4,656 | 4,656 | 0 | 0% |
| | 3,810 | 3,810 | 0 | 0% |
| | 1,500 | 1,500 | 0 | 100% |
| | 4,000 | 4,000 | 0 | 0% |
| | 3,468 | - | (3468) | 0% |
| | 1,560 | 1,560 | 0 | 0% |
| | 3,019 | 3,019 | 0 | 0% |
| | 700 | 700 | 0 | 0% |
| | 600 | 600 | 0 | 0% |
| New Contracts | 1,000 | - | (1000) | 0% |
| Other EAP Revenue | | | | |
| EAP Misc. Income | - | 1,000 | 1000 | 100% |
| Total EAP Income | 54,533 | 50,603 | (3930) | -7% |
| TOTAL SERVICE INCOME | 731,321 | 885,827 | 154506 | 21% |
| Other Income | FY2016 Budget | FY2017 Budget | Difference (\$) | Difference (%) |
| Interest | 300 | 100 | (200) | -67% |
| Friends of Tricity | - | - | 0 | 0% |
| Aid to Individuals | - | • | 0 | 0% |
| Wilderness Challenge | 500 | - | (500) | 0% |
| Wilderness Challenge Follow Up Group | 400 | X. | (400) | 0% |
| Caregiver Connections | 75,000 | | (75000) | 0% |
| Chick Chat | 9,195 | 22,800 | 13605 | 100% |
| ICDP USA | | * | 0 | 100% |
| FBT Parents Group | 400 | | (400) | |
| Latina Parenting & Childrens Group | 720 | | (720) | |
| Latina Womens Group | 360 | 3.5 | (360) | |
| Project Self Compassion | 800 | | (800) | |
| Endowment Income | - | 39,000 | 39000 | |
| Misc. | 6,000 | 6,000 | 0 | 100% |
| TOTAL OTHER INCOME | 93,675 | 67,900 | (25775) | -28% |
| Total Revenue | FY2016 Budget | FY2017 Budget | | Difference (%) |
| | 1,878,172 | 1,929,703 | 51,531 | 3% |

TRICITY FAMILY SERVICES, INC. FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT JUNE 30, 2016

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certified public accountants and consultants

INDEPENDENT AUDITORS' REPORT

Board of Directors TriCity Family Services, Inc. Geneva, Illinois

We have audited the accompanying financial statements of TriCity Family Services, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statement of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

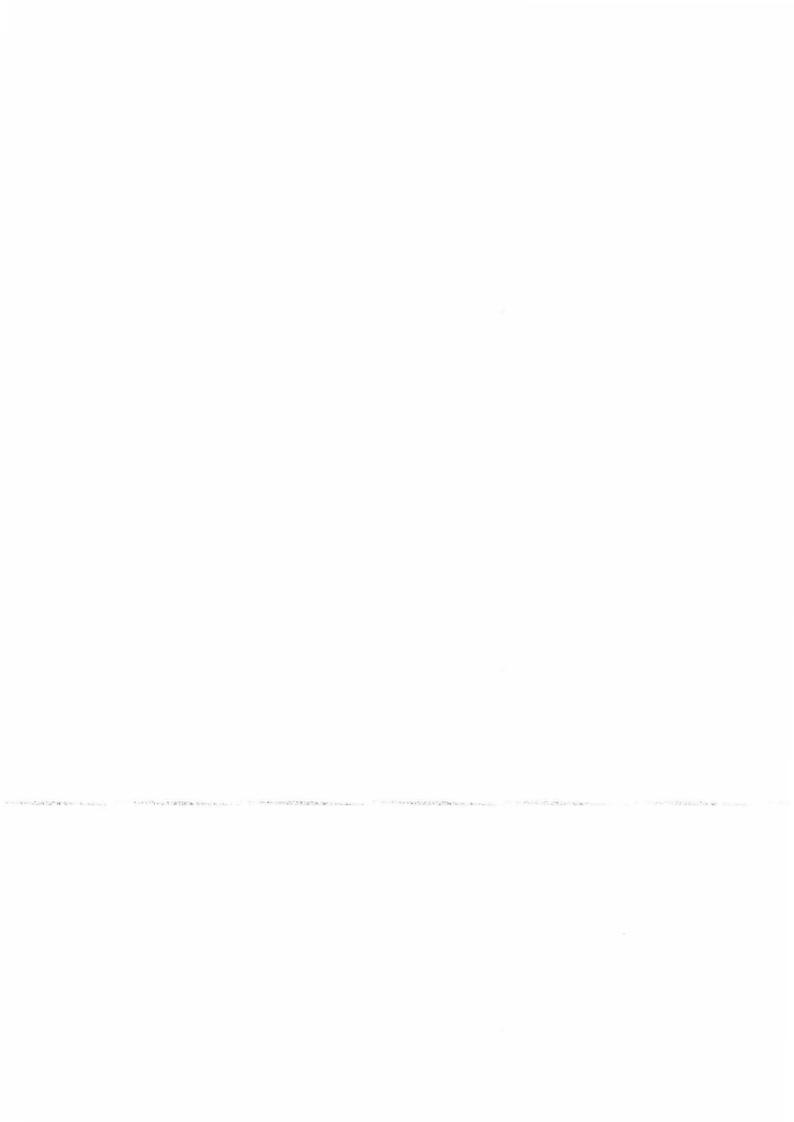
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of TriCity Family Services, Inc. as of June 30, 2016, and the change in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Borhart Spellmages & Company, LLC

Elgin, Illinois November 18, 2016



STATEMENT OF FINANCIAL POSITION

June 30, 2016

ASSETS

| CURRENT ASSETS | |
|---------------------------------|------------|
| Cash and cash equivalents | \$ 85,362 |
| Receivables | |
| Grants and contracts | 29,277 |
| Client fees | 169,458 |
| Prepaid expenses | 35,688 |
| Total current assets | 319,785 |
| PROPERTY AND EQUIPMENT, at cost | |
| Land and improvements | 234,248 |
| Building and improvements | 684,048 |
| Furniture and fixtures | 128,818 |
| Equipment | 358,724_ |
| | 1,405,838 |
| Less accumulated depreciation | 791,082_ |
| | 614,756 |
| Total assets | \$ 934,541 |

LIABILITIES AND NET ASSETS

| CURRENT LIABILITIES Current portion of mortgage payable Accounts payable Accrued expenses Deferred revenue | \$ 7,515 36,037 51,783 36,363 |
|---|--|
| Total current liabilities | 131,698 |
| MORTGAGE PAYABLE, less current portion | 83,890 |
| NET ASSETS - Unrestricted | 718,953 |
| | |
| | |
| Total liabilities and net assets | \$ 934,541 |

STATEMENT OF ACTIVITIES

Year ended June 30, 2016

| The second secon | |
|--|------------|
| Revenue | |
| Client fees and third party payments | \$ 721,422 |
| Occupational services | 54,886 |
| Caregiver connections | 2,645 |
| Other programs | 9,617 |
| Miscellaneous income | 5,829 |
| Total revenue | 794,399 |
| Public support | |
| Contributions | 359,122 |
| St. Charles Community Mental Health Board - 708 taxes | 189,000 |
| Geneva Community Mental Health Board - 708 taxes | 26,900 |
| INC Board - 708 taxes | 105,918 |
| United Way of St. Charles | 33,677 |
| Geneva Community Chest | 7,700 |
| United Way of Batavia | 6,600 |
| In-kind clinical services | 26,387 |
| Special events, net of direct expenses of \$121,443 | 265,037_ |
| Total public support | 1,020,341 |
| Net assets released from restrictions | |
| Total revenue and public support | 1,814,740 |
| Expenses | |
| Program services | |
| Counseling | 1,235,288 |
| Emotional wellness | 172,847 |
| Occupational services | 57,909 |
| | 1,466,044 |
| Supporting services | 400 405 |
| Management and general | 180,185 |
| Fundraising | 114,142 |
| | 294,327 |
| Total expenses | 1,760,371 |
| Change in net assets | 54,369 |
| Net assets, beginning of year | 664,584 |
| Net assets, end of year | \$ 718,953 |
| | |

STATEMENT OF CASH FLOWS

Years ended June 30, 2016

| Cash flows from operating activities | | |
|--|----------|----------|
| Change in net assets | \$ | 54,369 |
| Adjustments to reconcile change in net assets to | | |
| net cash provided by operating activities: | | |
| Depreciation expense | | 26,293 |
| Change in operating assets and liabilities: | | |
| (Increase) decrease in: | | |
| Receivables | | (71,608) |
| Prepaid expenses | | (11,268) |
| Increase (decrease) in: | | |
| Accounts payable | | 25,168 |
| Accrued expenses | | 11,774 |
| Deferred revenue | | (6,246) |
| Net cash provided by operating activities | | 28,482 |
| Cash flows used by investing activities | | |
| Purchases of property and equipment | | (9,504) |
| Cash flows used by financing activities | | |
| Payments of mortgage payable | | (6,889) |
| | | |
| Net increase in cash and cash equivalents | | 12,089 |
| Cash and cash equivalents at beginning of year | | 73,273 |
| | | 05.000 |
| Cash and cash equivalents at end of year | = | 85,362 |
| | | |
| Supplemental cash flow information: | _ | |
| Cash paid for interest | \$ | 5,474 |

TRICITY FAMILY SERVICES, INC.
STATEMENT OF FUNCTIONAL EXPENSES

Year ended June 30, 2016

| | Counseling | Emotional Wellness | Occupational Services | Total Program Services | Management and General | Fundraising Services | Total |
|---------------------------------------|-------------|-----------------------|-----------------------|------------------------------|------------------------|-------------------------|--------------|
| Expenses | | | | | | | |
| Personnel expenses Salaries and wages | \$ 909,583 | \$ 127,273 | \$ 42,640 | \$1,079,496 | \$ 57,657 | \$ 50,897 | \$ 1,188,050 |
| Taxes and benefits | 144,631 | 20,237 | 6,780 | 171,648 | 25,000 | 22,069 | 218,717 |
| Total personnel expenses | 1,054,214 | 147,510 | 49,420 | 1,251,144 | 82,657 | 72,966 | 1,406,767 |
| Consultants | 8,173 | 1,144 | 383 | 9,700 | 1,413 | 1,247 | 12,360 |
| Facility costs | 81,734 | 11,437 | 3,832 | 97,003 | 14,128 | 12,471 | 123,602 |
| Commodities cost | 13,730 | 1,921 | 644 | 16,295 | 2,373 | 2,095 | 20,763 |
| Staff expenses | 13,584 | 1,901 | 637 | 16,122 | 1,087 | 960 | 18,169 |
| Other costs | 46,466 | 6,501 | 2,178 | 55,145 | 75,522 | 4,712 | 135,379 |
| Resource development | - | - | - | - | - | 17,038 | 17,038 |
| Depreciation expense | 17,387 | 2,433 | 815 | 20,635 | 3,005 | 2,653 | 26,293 |
| | \$1,235,288 | \$ 172,847 | \$ 57,909 | \$ 1,466,044 | \$ 180,185 | \$ 114,142 | \$ 1,760,371 |

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE A - NATURE OF ORGANIZATION

TriCity Family Services, Inc. (the Agency) is an Illinois not-for-profit service agency serving the community members and organizations of central Kane County. The Agency is dedicated to strengthening people and building community through the provision of quality, affordable counseling, youth crisis intervention, prevention, and early intervention services that promote sound mental health and effective family functioning. As a community-based agency, the Agency promotes service excellence, honesty, hopefulness, personal responsibility, and respect for others. The Agency is funded primarily by counseling services, donor contributions, and government grants. The Agency conducts the following programs:

Counseling – Counseling is at the core of our work at the Agency. We specialize in family-centered, confidential counseling to all ages and all income levels. Experienced professionals who know the special needs of children and teens use a family-centered approach to help them work through challenges including: conflict with other family members, problems interacting with peers, disruptive behavior, substance abuse, physical or sexual abuse, and depression. In addition, we excel in the provision of personalized individual or couples counseling for adults, addressing issues such as depression, marital discord, grief, divorce, domestic violence, parenting, stress, communication problems, sexual abuse, and anxiety/phobias. We also have an outpatient, family-based program for the treatment of eating disorders. This past year 1,953 individuals were served in our counseling programs.

Occupational Services – The Agency contracts with employers to provide an Employee Assistance Program (EAP) as part of their employee benefits package. For employees, it is a free and confidential service that offers assessment and referrals to employees and their family members who are experiencing any type of mental health or personal problem. EAP is a positive approach that helps employees resolve problems before they begin to affect their jobs. Community-based and able to provide immediate and personalized responsiveness, the Agency EAP has many advantages over a typical "800-number" EAP. 92 individuals were able to find help through our occupational services program this year.

Emotional Wellness – We consider it essential to provide educational and supportive programming that reduces or eliminated those conditions that place people at risk of developing emotional and/or substance abuse problems later in life. Our emotional wellness programs help resolve problems before they become serious and effectively reduce human pain and suffering. Our emotional wellness programs include: Bridges, for children of divorce; Smart Choices, anger management for children of all ages; I-CAN, anger management for adults; Single Mom's Support Group; Grandparents Raising Grandchildren Support Group; Wilderness Challenge Program, for at-risk teens; Family Connections, family communication workshop; Mindful Emotions, skills training for teen girls; Parenting Group, for the guests of the Lazarus House homeless shelter; Chick Chat, for 4th-6th grade girls; ICDP, for parents; and Caregiver Connections, support for daycare providers. In all, our emotional wellness programs served 1,884 individuals this past year.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies is presented to assist in understanding the financial statements. The financial statements and notes are representations of the Company's management, which is responsible for their integrity and objectivity. These accounting policies conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of the financial statements.

Basis of accounting

The financial statements of the Agency have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities. Revenues are recognized as they are earned and expenses as they are incurred.

2. Estimates

The presentation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

3. Financial statement presentation

The Agency has adopted the Financial Accounting Standards Board's (FASB) Accounting Standards Codification (ASC) on the presentation of financial statements of not-for-profit entities. Under these standards, the Agency is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Agency is required to present a statement of cash flows.

4. Cash and cash equivalents

The Agency considers cash on hand, amounts held at financial institutions, and short-term highly liquid investments that are readily convertible to known amounts of cash. Investments with an initial maturity of three months or less to be cash equivalents.

5. Receivables

Unconditional promises to give are recognized as receivables and revenues in the period pledged. Conditional promises to give are recognized only when the conditions on which they depend are substantially met and the promises become unconditional. The receivables are due under terms established by the donors.

Management provides for probable uncollectible amounts through a provision for bad debt expense based on its assessment of the current status of individual receivables. Balances that are still outstanding after management has used reasonable collection efforts are written off to bad debt expense. At June 30, 2016, there was no balance for an allowance for uncollectible promises.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

6. Property and equipment

Property and equipment are recorded at cost if purchased or at their estimated fair market value at the time received if donated. The Agency follows the practice of capitalizing, at cost, all expenditures for property and equipment in excess of \$5,000. Depreciation is computed used the straight-line method over the estimated useful life of the asset as follows:

| | <u>rears</u> |
|---------------------------|--------------|
| Land improvements | 15 |
| Building and improvements | 10-50 |
| Furniture and fixtures | 10 |
| Equipment | 3-5 |

Routine maintenance and repairs are charged to operations in the year incurred. Gains and losses on dispositions of equipment are included as a change in net assets in the year of disposition.

Deferred revenue

Deferred revenue consists of fees received in advance for services not yet rendered.

8. Income taxes

The Agency is a not-for-profit organization that is exempt from income taxes under Section 501(a) as described in Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes is included in the accompanying financial statements.

The Agency has adopted accounting policies related to uncertain tax positions. Based on the evaluation of the Agency's tax positions, management believes all positions taken would be upheld under examination; therefore, no provision for effects of uncertain tax positions has been recorded for the year ended June 30, 2016.

The Agency files an annual exempt organization information return in the U.S. federal jurisdiction and Illinois state jurisdiction. The Agency is subject to examination by U.S. federal tax authorities and Illinois state tax authorities for three years after a return is due or filed, whichever is later.

9. Contributions

The Agency records contributions and grants received as unrestricted, temporarily restricted, or permanently restricted support and revenue, depending on the existence and/or nature of any donor-restrictions.

All contributions are considered to be available for unrestricted use unless specifically restricted by donors. Unrestricted contributions are recognized when received or when promised. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor restricted support, if any, is reported as an increase in temporarily or permanently restricted net assets. When a donor restriction expires, such as when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets released from restrictions and reported in the statement of activities as net assets released from restrictions.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

10. Donated services

Donations received in property and services other than cash are recorded at their fair market value on the date of the gift. Donations in property and services whose fair market values are not objectively determinable are omitted from the financial statements in accordance with generally accepted accounting standards.

The Agency receives a significant amount of donated services from unpaid volunteers who assist in fund-raising and special projects. No amounts have been recognized in the statement of activities because the criteria for recognition has not been satisfied.

The Agency receives donated services from student interns to help provide counseling services. An estimated value for the professional services of the student interns has been recognized in the statement of activities, having met the criteria for recognition.

Donated services are recognized as contributions in accordance with FASB ASC 958-225 if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the Agency. These contributions have been presented in the financial statements as support with a like amount shown as expense. During the fiscal year ended June 30, 2016, donated services amounted to approximately \$26,387.

11. Functional allocation of expenses

The costs of providing the Agency various programs and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs, fundraising activities, and supporting services benefited. Expenses are allocated based on line of service and are summarized on the statement of functional expenses. The allocation is based on hours of service performed in each area.

12. Subsequent events

Management has evaluated subsequent events through November 18, 2016. This date represents the date the financial statements are available to be issued.

NOTE C - CONCENTRATIONS

The Agency maintains its cash balances with two financial institutions located in St. Charles, Illinois and Geneva, Illinois. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. There were no uninsured cash balances at June 30, 2016.

NOTE D - MORTGAGE PAYABLE

The Agency has a mortgage payable to a local bank. The mortgage is collateralized by the Agency's real property. The mortgage bears interest of 4.57% and is payable in monthly principal and interest payments of \$966 with a final payment due in April 2026. The balance due at June 30, 2016 was \$91.405.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE D - MORTGAGE PAYABLE - Continued

Principal payments on the mortgage payable are as follows:

| Years ended | | |
|-------------|---------|----|
| June 30, | | |
| 2017 | \$ 7,5 | 15 |
| 2018 | 7,8 | 71 |
| 2019 | 8,2 | 43 |
| 2020 | 8,6 | 26 |
| 2021 | 9,0 | 42 |
| Thereafter | 50,1 | 80 |
| | \$ 91,4 | 05 |

NOTE E - LINE OF CREDIT

The Agency has a revolving line of credit agreement with a bank for up to \$150,000, expiring April 21, 2017. Borrowings on the line of credit bear interest at prime rate plus 0.25% (3.75% at June 30, 2016). The line of credit is secured by the Agency's real property. There was no outstanding balance at June 30, 2016.

NOTE F - RESTRICTIONS ON NET ASSETS

There were no temporarily restricted or permanently restricted net assets at June 30, 2016.

NOTE G - LEASE COMMITMENTS

The Agency has an operating lease agreement for an office facility in St. Charles, Illinois which expires October 31, 2018. The Agency has the option to extend the lease for two additional two-year terms. The scheduled initial basic rental payments including electric, property taxes, and common area maintenance increase from \$4,449 to \$4,644 per month over the term of the lease. The total amount of rental payments due over the lease term is being charged to rent expense on the straight-line method over the term of the lease. The difference between rent expense recorded and the amount paid is credited or charged to accrued expenses on the statement of financial position in the amount of \$9,581 at June 30, 2016. The Agency is responsible for utilities, insurance, routine maintenance, and property taxes. The lease is secured by a cash security deposit of \$4,149 at June 30, 2016. Rent expense and related lease expenses were \$52,722 for the year end June 30, 2016.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE G - LEASE COMMITMENTS - Continued

The Agency also leases certain office equipment under operating lease agreements. The leases require monthly rent of \$400 and expire on March 31, 2021.

Following are the minimum future lease commitments:

| Years ended June 30, | |
|-------------------------|------------|
| 2017 | \$ 55,149 |
| 2018 | 55,149 |
| 2019 | 21,583 |
| 2020 | 4,800 |
| 2021 | 3,600 |
| | \$ 140,281 |

NOTE H - RETIREMENT PLAN

The Agency maintains a tax sheltered annuity program for employees who become eligible after two years of Eligibility Service, which consists of completing at least 1,000 hours of service for each of two consecutive years. The Agency contributes 7% of the employee's gross income to the Plan. Employees may also make voluntary pretax contributions to the plan. The provisions for retirement costs for the year ended June 30, 2016 was \$43,386.

NOTE I - CONTINGENCIES

The Agency receives grants from several state and local government agencies. The disbursement of grant funds requires compliance with terms and conditions specified in the grant agreements and is subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability to the Agency. However, management believes that any such disallowed claims would not have a material effect on the financial statements or the overall position of the Agency.

NOTE J - RELATED PARTY TRANSACTIONS

The Agency receives several contributions from its officers, board members, and volunteers. The Agency received contributions of \$30,097 for the year ended June 30, 2016 from board members.

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2016

NOTE K - FUNDS HELD BY THE COMMUNITY FOUNDATION OF FOX RIVER VALLEY

The Agency is the beneficiary of three funds held by the Community Foundation of the Fox River Valley (Community Foundation). The funds are not included in the statements of financial position as they are not the assets of the Agency. These three funds are as follows:

The TriCity Family Services Fund (the Fund) is used to provide support for the Agency in carrying out its mission and activities. Although the Fund is the property of the Community Foundation, the Agency has the right to make suggestions to the Community Foundation as to the distribution of the principal or income of the Fund. The decisions on the suggestions are at the sole discretion of the Community Foundation. The balance in the Fund at June 30, 2016, as reported by the Community Foundation was \$117,581. No distributions were received by the Agency in 2016 from the Fund.

The TriCity Family Services Endowment Fund (the Endowment Fund) was established to provide current income and long term protection for the operation of the Agency. Although the Endowment Fund is the property of the Community Foundation, the Agency has the right to receive distributions of net income form the Endowment Fund on at least an annual basis; however, the Agency may elect to accumulate income rather than receive distributions thereof. The balance in the Endowment Fund at June 30, 2016, as reported by the Community Foundation was \$538,228. No distributions were received in 2016 from the Endowment Fund. At June 30, 2016, there was accumulated net earnings available for distribution to the Agency of \$106,210.

The TriCity Family Services Wilderness Challenge Program Fund (the Fund) is used to provide for the future of the Wilderness Challenge. Although the Fund is the property of the Community Foundation, the Agency has the right to make suggestions to the Community Foundation as to the distribution of the principal or income of the Fund. The decisions on the suggestions are at the sole discretion of the Community Foundation. The balance in the Fund at June 30, 2016, as reported by the Community Foundation was \$95,670. No distributions were received by the Agency in 2016 from the Fund.



Family Services Strengthening People-Building Community

Annual Report 2016



Letter from the Executive Director and the Board President

Dear Friends:

In the spring of 2015, TriCity Family Services (TCFS), like many other publicly-funded agencies across the state anxiously awaited word that the Springfield deadlock had been broken and a state budget providing for the continuation of critical mental health services for the citizens of Illinois approved. Unfortunately, that announcement never came, and with our state legislature's failure to agree on a budget, this agency's 43 year history of state grant funding officially came to an end, along with the elimination of state funds that partially subsidized the cost of our psychiatric services, as well as those supporting our Caregiver Connections Program, through which TCFS offered early childhood consultation and training services to Kane County day care providers. Given the "state of the state" and the fact that our grant from the Illinois Department of Mental Health had been shrinking for years, the elimination of this revenue stream did not catch the agency ill-prepared. In fact, the agency's sustainability in the wake of its loss of state support is ingrained in its very origins as a grass-roots organization — a creation of the community we serve. From the time our founders took money from their own pockets (and those of their friends!) to rent space and hire staff, to the time when area residents voted to approve mental health tax referendums, to today when 55% of the agency's revenue comes from local sources, the *support of this community* has been this agency's life force and the foundation of its fiscal resilience for nearly 50 years!

Once again, in fiscal 2016 TriCity Family Services' broad base of local support, comprised of three Community Mental Health ("708") Boards, two United Ways, a Community Chest, an amazing array of private foundations, corporations, service organizations and churches, and more than a thousand generous individual donors and supporters of our fundraising events, made it possible for TCFS to not just survive, but to continue to *thrive*, in fulfilling its mission of service. This bedrock of local support enabled TCFS to:

- · Continue its psychiatric evaluations and medication management services
- Provide 23,937 hours of service to 1,813 individuals in our Counseling Programs
- Build the infrastructure and cultural capacity to accommodate a significant increase in counseling services to Latino families
- Experience a 61% increase in the number of cases served in our Family-Based Treatment (FBT) for Eating Disorders Program and implement a new FBT Support Group for
- Launch a new Emotional Wellness Group for teen girls, Project Self Compassion
- Grow our Chick Chat Program, by 28%, serving 204 girls in this popular day-long experiential workshop for 4th, 5th & 6th grade girls
- Set a new record for total special event fundraising revenue generated in a single year

On behalf of our dedicated Board of Directors, hard-working staff and faithful volunteers - stewards of the gifts you bestow upon us - we lift up all our accomplishments in celebration of YOU - members of the community that gave birth to this agency and continue to make our work possible. Just as YOU have seen us through the storms that inevitably pass through our not-for-profit world, your continuing support ensures that TCFS will be there to help our friends, neighbors and loved ones weather the storms of depression, anxiety, loss and relationship conflict that may sweep through their lives. Together we will continue to strengthen families and build community!

Our heartfelt thanks,

Jason Schneider President

James R. Otepka Executive Director



2015—2016 Board of Directors

Jason Schneider, President John J. Malm & Associates, P.C.

Cheryl Johnson, Vice-President Retired Public Health Administrator

Dr. Eric Nolan, Secretary Creekwood Associates

Steve Kannaka, Treasurer Retired Business Owner

David Atkinson
Reynolds Consumer Products

Dean Carlson WinTrust

Jim DiCiaula BMO Harris N.A.

Kelly Haab-Tallitsch SmithAmundsen, LLC Jeff Howell
Pivotal Home Solutions

Rosalie Jones Link The Holmstad

Cynthia Kadela Nalco, an Ecolab Company

John Knewitz Retired School Administrator

Gail Krawczykowski

Nielsen

Pat Laverty Retired Customer Service

Jim Meister Exelon Generation Greg Mills Waddell & Reed

Tom Russe Sterling Bank

Carrie Sebold Baird & Warner

Abby Szklarek Community Volunteer

Brian Warner Community Volunteer

Mike Weible Retired Business Owner

David Williams Comcast

Board-Level VolunteersQuality Advisory Committee

Dudley Burgess

Gail Fritz

Rick Gabriel

Linda Jones

Mark Podl

Other Board-Level Volunteers

Diane Gibson

Programs & Services Committee

Bill Minderman

Human Resources Committee

Sandi Pajak

Human Resources Committee

Friends of TriCity Family Services Board

Kristin Behmer President

Connie Meister Treasurer

Jim DiCiaula Annual Gala & Benefit Anne Stephans Membership/Fashion Show

Caroline Olinger Dorothy Francis Thanksgiving Baskets

Joanne Spitz Christmas Baskets Stephanie Sacca Easter Baskets

Judy Burgess Social

Our Mission

TriCity Family Services (TCFS) is a private, not-for-profit human service agency serving the community members and organizations of central Kane County. The agency is dedicated to strengthening people and building community through the provision of quality, affordable counseling, youth crisis intervention, prevention, and early intervention services that promote sound mental health and effective family functioning. As a community-based agency, TCFS promotes service excellence, honesty, hopefulness, personal responsibility, and respect for others.

Our Vision

Building upon our distinctive competency as a provider of familycentered mental health treatment and wellness services, we envision a future in which TriCity Family Services will:

- Be recognized as the provider of choice for individuals, couples, and families at all income levels seeking high quality, affordable, outpatient mental health services delivered across the family life cycle;
- Continue to assume a leadership role in treating children's mental health disorders;
- Continue to partner with schools, law enforcement, and other local providers, maximizing the use of existing resources and collaborating in the design and delivery of needed mental health services;
- Continue its traditions of creating and delivering programs designed to prevent the occurrence of substance abuse and mental health problems and promote individual and family wellness;
- Partner with the local medical community in integrating the delivery of physical and mental health care; and
- Assume a primary role in working with local employers to create and maintain healthy work forces through the delivery of innovative employee assistance services.



Donor Spotlight



Chris and Kristin Behmer have been supporting the efforts of TriCity Family Services for more than 15 years. Kristin initially got involved because of a friend who was helping to organize the Great Lobster Fly-in event. From there, she began to regularly attend the Friends of TCFS volunteer meetings and before long, chaired committees and eventually became President of the group in 2012, where she remains today.

In 2012, Chris and Kristin's daughter went through TriCity Family Services Family-Based Treatment (FBT) for Eating Disorders program. "They were there for us when we needed them, and it made a huge difference for our family," said Kristin. "The design of the program brought our whole family together, and it helped us to understand our daughter and the workings of our family... not just ourselves as parents, but our other children as well," said Chris.

"We continue to support the mission of TCFS because mental illness is something that is not well understood and is hard to talk about," comments Chris. "There is a lot that goes on with so many families, and you have no idea how people are struggling — especially with people who aren't aware or don't have the courage to seek the support they need. TCFS deserves our support. We have witnessed the need in the community with other families and with our own family. People of every walk of life deal with mental illness, and it's not just those less fortunate who need the help."

The Behmer's spoke about many fond memories and impactful moments they've had through their years of involvement. "We've had so many memorable experiences through the years... seeing our daughter successfully go through the FBT program and seeing her healthy today," said Kristin. Chris went on to say, "Hosting the live auction dinners with our friends that we donate every year has allowed us to meet some amazing people. It's such a great way to contribute to TCFS, and it's fun to be with people who so generously participate because it's such a good cause and because it brings more people into the TCFS fold".

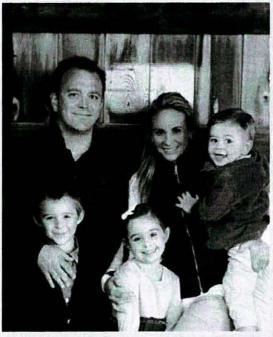
"It feels good to support TCFS - we're able to help make a difference for people in need. Seeing the impact of TCFS and knowing they're helping people is so rewarding to us", comments Kristin. "I wish TCFS got better recognition in the community for the important role they play in our TriCities."

Chris went on to share, "We've really tried to focus our giving on organizations that make a local impact, to do more with fewer charities, and keep our support local. The TriCities is where we live, and our community matters to us. We've tried to show our children the importance of being involved in the community and help where you can with both time and money."

When asked what they want others to know about TCFS, Kristin and Chris agreed, "They need volunteer support, they need more people to show up, to participate, and to reach everyone who needs help. TCFS is there to help anyone with their mental health needs."



Volunteer Spotlight



Alexis Schram has become a familiar name and face in the halls of TriCity Family Services this past year— she has volunteered for every event the organization has hosted on the calendar since the fall of 2015!

Just over a year ago, Alexis was looking for a non-profit organization to align herself with, a place to donate her time and passion for planning events. Her friend Abby Szklarek, a member of the TCFS Board of Directors, shared the mission of the organization and encouraged her to attend a volunteer meeting.

Since then, Alexis has assisted with the set-up of the 2016 Gala, helped to organize a small fundraiser to support the agency's Latino Services programs in March, volunteered at both the Great Lobster Fly In and Golf & Tennis Tournaments in June, and has

just recently joined the 2017 Annual Gala planning committee.

When asked why she has continued to volunteer... she replies, "It's something I do to help people in the community, when I'm not caring for my kids. I find it so rewarding and satisfying to see an event be so successful and see how all the hard work has paid off as all the pieces fall into place! I believe strongly in the mission of TCFS and the need for it in our community."

"One thing I really appreciate about volunteering at TCFS is that everyone at every event has been so welcoming and hospitable, they really make you feel appreciated, and they mean it!"

When asked about what she would like everyone to know about TriCity Family Services, Schram replies, "TCFS is there to help everyone, and that help is not limited based on your pocketbook. Life changes frequently for all walks of life, and that's when people need help the most."

"If you want to get involved by volunteering, there is no limit to what you can do, everyone is welcome and your ideas will be valued and appreciated!" If you've got an hour or 30 hours, TCFS has a place for you!

"I feel like there is a lot of possibility for growth in terms of the volunteer area, it's exciting, there are so many things that volunteers can help with – helping to set up an event, join a committee, help with fundraising mailings, or hanging up posters and distributing information about the agency's program in the community. I want to do what I can to encourage young moms and young professionals to get involved – even if you only have a few hours to give."

Joining Our Staff in FY 2016



Jessica Porcayo Receptionist

Jessica joined our St. Charles office as a part-time front desk staff member on December 22, 2015. She also has her Medical Assistant certification, which allows her to fill in when needed by taking vitals for clients who see the psychiatrist. Her previous position at a doctor's office brought her well equipped to handle the position. Jessica's bilingual skills are a tremendous asset to the agency, and she says she enjoys being part of helping the Hispanic Community.

Jessica lives in St. Charles with her two children. She enjoys cooking and baking and loves to try new recipes. Her favorite season is fall, which brings Halloween, pumpkin carving and sitting Jessica loves to spend time with her family, taking pictures and making

around a bonfire. memories.



Kathleen Hausmann Director of Development

Kathleen Hausmann joined us in December of 2015 as our Director of Development. She brought with her more than 15 years of development experience and success in building and managing relationships with corporate, foundation, and community partners. She is responsible for managing the efforts of the development team which include private sector fund raising, helping to generate the revenue necessary to sustain and develop organization programs and services and oversee the agency's public relations and marketing efforts. Prior to joining TCFS, Kathleen worked for the non-profit Little Friends in Naperville, where she was the Vice-President of Development.

Kathleen and her husband Marc live in Aurora and have three daughters. In her spare time, she loves to volunteer, run and play golf. She and her husband are sports fans all the way, share a love for country music and enjoy traveling.



Kelly Horn, LCSW Therapist

After working at TCFS as a part-time therapist, Kelly became a full-time member of the staff on January 11, 2016 as a specialist in our Family-Based Treatment for Eating Disorders (FBT) program. Kelly enjoys working with families, children, adolescents, and young adults. She is especially interested in working with women. Kelly has a Master's Degree in Social Work and is a Licensed Clinical Social Worker.

Kelly has lived in the Chicagoland area her whole life. She is a huge Chicago sports fan, and especially loves the Bears and White Sox. She spends most of her free time hanging out with her family

and her dog, Penny, watching her favorite TV shows, or discovering new places or things to do in the Tri-City area.

2015-2016 Programs and Services

TriCity Family Services ended FY16 on June 30th on comfortable footing. In early January, the Family-Based Treatment for Eating Disorders (FBT) team gained a new member when Kelly Horn, MA, LCSW was hired to join the team. The current FBT team is comprised of four F/T therapists which includes the Clinical Director, Laura Poss, LCPC, LMFT (who also acts as the supervisor for the FBT program), Tegan Vaughn, LCP, and Anna McCaffrey, LCPC. Anna is also one of the bilingual therapists and counsels Spanish speaking clients in the FBT program. The FBT program added 14 new cases in FY 16, growing by 61% and serving a total of 114 individuals (including family members).

In FY16, we served over 80 bilingual families, allowing them to receive therapy with a Spanish speaking counselor. Currently, we have 2 F/T bilingual therapists on staff and have added a part-time bilingual receptionist. The marketing and Latino Services team continue to increase relationships with churches and schools in the community with high Latino population.

In September of 2015 we expanded to a second counseling location on Foxfield Road on the east side of St. Charles. In addition to serving clients in this space, it is also home to the Business Office and the Resource Development Department.

Our new fiscal year began July 1st and our goals for the year are significant. They include:

- Continue the promotion and service delivery in Aurora Township (new).
- Continue the growth of the newly launched Parent Support Group of FBT clients
- Maximize the utilization of the satellite office in St. Charles which opened in August 2015, by expanding the pool of part-time therapists who serve clients there
- Grow the relatively new program Project Self-Compassion
- Hire two full-time development staff to replace two former part-time positions in order to meet the fundraising needs of the agency. These include a Special Events & Volunteer Coordinator and a Marketing & Community Relations Coordinator.
- Prepare for and execute TCFS' 50th anniversary celebration
- Collaborate with H.C. Storm Elementary school to deliver ICDP (International Child/Parent Development Program)

We look forward to our 50th year of serving our community!

Counseling

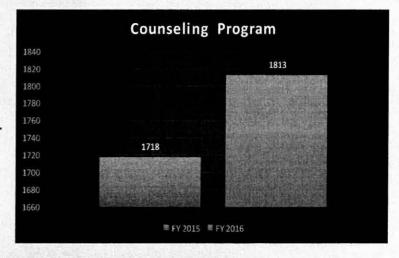
Counseling remains at the core of our work at TriCity Family Services. Our agency is well known in the community for providing quality family-based services to children, adolescents and families since 1967. Our experienced counselors help youth and families work through a variety of issues including communication, depression, anxiety, impulse control, and school-related behavior concerns.

In addition to serving children, adolescents and their families, we provide services for clients of all ages and income levels and focus on a variety of issues faced throughout the life cycle.

We strive to meet the unique needs of each client and offer individual and family therapy, as well as case management, psychiatric services and urgent assessments. We also have several bilingual staff to serve our Spanish speaking clients.

By accepting Medicaid managed care, a wide variety of private insurances and offering a sliding fee scale, we ensure that no one is declined services due to an inability to pay.

We served nearly 100 more individuals in our counseling program



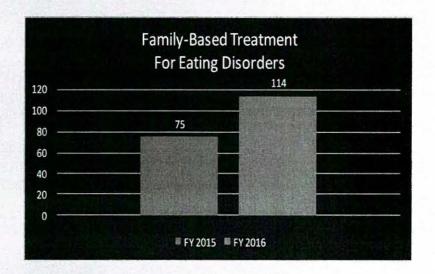
The mentally ill frighten and embarrass us. And so we marginalize the people who most need our acceptance. What mental health needs is more sunlight, more candor, more unashamed conversation.

— Glenn Close —

Family-Based Treatment for Eating Disorders

The Family-Based Treatment for Eating Disorders (FBT) Program continues to grow at TCFS at an exciting rate. In February of 2016, we distributed over 200 educational and informative goodie bags to area school workers, doctors, dentists, and community agencies in recognition of Eating Disorder Awareness Week. Last year we provided quality, family-centered eating disorder treatment to a total of 37 families. We now have four skilled therapists on our FBT team, dedicated to providing compassionate, quality services that empower families and promote recovery from eating disorders.

Our Family-Based Treatment for Eating Disorders Program grew by 61%



The parent-child connection is the most powerful mental health intervention known to mankind.

– Bessel van der Kolk –

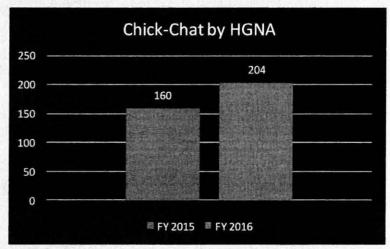
Emotional Wellness Programs

Early intervention programs provide specific protection against mental health disorders and detect and treat disorders in their earliest stages. Prevention programs promote individual and family mental health and wellness. In FY 2016, these Prevention and Early Intervention Programs were renamed as our Emotional Wellness Programs.

The following Emotional Wellness Programs were offered in FY16:

- Smart Choices Anger management for K-5, middle school, and high school students and their families
- Bridges Workshop for children, generally ages 7-11, whose parents are divorced or separated
- Chick Chat by HGNA An empowerment workshop for 4th, 5th, and 6th grade girls
- Single Moms Group Support group for single mothers
- Grandparents Raising Grandchildren Group Support group for grandparents who are the primary caretakers of their grandchildren
- Wilderness Challenge Program Week-long adventure for adolescents entering freshman through junior year of high school
- Wilderness Challenge Follow-Up Group and Peer Leader Experience –
 Continued support for former Wilderness Challenge participants who want to
 stay connected and develop their leadership skills
- Project Self Compassion teen girls' self-esteem and emotional-skill-building group
- Women United/Mujeres Unidas In FY16, this Latina women's support group was piloted
- International Child Development Program (offered in collaboration with Changing Children's Worlds Foundation) – empathy-based parent/adult caregiver family-skills-learning group
- Family-Based Treatment for Eating Disorders: Parents Group Support group for parents facing the challenges of raising children struggling with eating disorders
- Emotional Wellness Presentations within the Community
- Lazarus House Parenting Group and Lazarus House Women's Group -Onsite groups for parents

In only its fourth year, our Chick Chat by HGNA Program grew

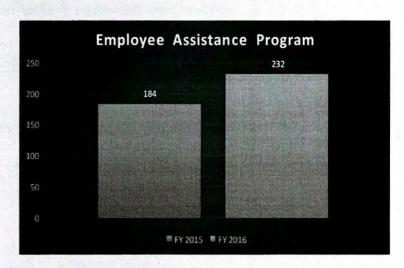


Employee Assistance

We have been committed to strengthening people and building community through the Employee Assistance Program (EAP) since 1985. Local organizations partner with TCFS as they strive to assist their employees achieve peak performance. These organizations benefit from the assessments, short-term counseling, trainings, management consultations, mediation and critical incident support included in their comprehensive EAP contracts.

Our EAP services are customized to meet the specific needs of each organization. This includes providing services included in a comprehensive contract as stand-alone services to supplement those the organization may already have, or to meet any unexpected needs. This option expands the impact that TCFS is able to have on the community, and gives small organizations the ability to serve their employees at the highest level.

Employee Assistance services increased by more than 25%



A country is as strong, really, as its citizens. And I think that mental and physical health - mental and physical vigor - go hand in hand.

John 7. Kennedy

July 2015 thru June 2016 Financial Highlights

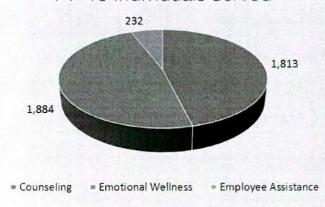
| INCOME | Amount | % of Total |
|------------------------------|----------------|------------|
| Public Funding | | |
| State | \$ - | 0.00% |
| Local | \$ 321,818.00 | 17.73% |
| United Way/Community Chests | \$ 47,977.00 | 2.64% |
| Private Funding | | |
| Individuals | \$ 140,821.00 | 7.76% |
| Corporations/Foundations | \$ 173,028.00 | 9.53% |
| Churches/Community Groups | \$ 30,272.00 | 1.67% |
| Other Grants & Contributions | \$ 15,000.00 | 0.83% |
| Special Events | \$ 265,037.00 | 14.60% |
| Service Related | | |
| Client Fees/Insurance | \$ 721,423.00 | 39.75% |
| In-Kind Clinical | \$ 26,387.00 | 1.45% |
| EAP & Other Programs | \$ 67,148.00 | 3.70% |
| Miscellaneous | \$ 5,829.00 | 0.32% |
| TOTAL | \$1,814,740.00 | 100.00% |
| EXPENSES | | |
| Personnel Related Costs | \$1,406,767.00 | 79.91% |
| Facilities & Depreciation | \$ 97,309.00 | 5.53% |
| Other Operating Expenses | \$ 256,295.00 | 14.56% |
| TOTAL | \$1,760,371.00 | 100.00% |

It is the position of the TriCity Family Services Board of Directors that when end-of-year revenues exceed expenses, those dollars will be devoted first and foremost to replacing lost reserves, and then to addressing the ever-increasing demand for agency services.

July 2015 thru June 2016 Service Statistics

In Fiscal Year 2015, TriCity Family Services served 3,929 clients and their family members, generating a total of 40,163 hours of service.

FY '16 Individuals Served



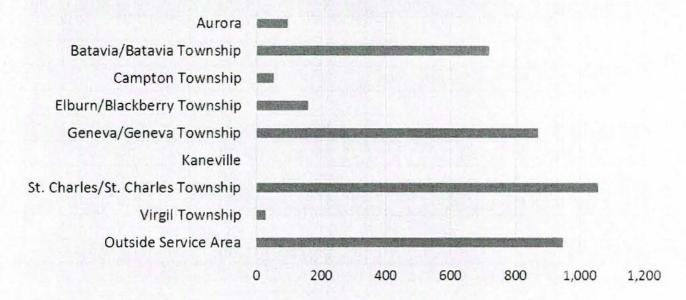
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= Counseling

Emotional Wellness

= Employee Assistance

FY '16 Individuals Served by Township



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Additions Style Cocoon Mr. and Mrs. Joel L. Fruendt Mr. and Mrs. Michael Lange Colonial Ice Cream, Inc. Funway Ms. Michelle Lata AHC Advisors, Inc. La Zaza Trattoria Ms. Alexa Aguilar Comfort Inn Geneva Gaetano's Ms. Theresa Albnaese Ms. Diedra Cook Gammon Coach House Le Chocolat Du Bouchard Aldi Inc Ms. Debi Craig Geneva Police Department Ms. Lori Linkimer Dairy Queen Geneva Public Library Ms. Alison Lindy Mrs. Karen Alexander Mr. and Mrs. Thomas T. Alexander Gillerson's Grubbery Mr. and Mrs. William Lockwood Dancer's Dream Aliano's Mr. Clay Dant Dr. David Ginsberg Mr. and Mrs. Todd Lohr Dawn's Early Light Café Ms. Anne Gloudeman Lola Salon All Chocolate Kitchen Delnor Community Health & Wellness Center Mr. Russel Look Ms. Michele L. Allen Mr. Jay Goldberg Ms. Diane Anderson **Delnor-Community Hospital** Goodman Theatre Mr. and Mrs. Greg Lower **AMC Theatres DePaul University** Greenfields of Geneva Lynfred Winery Ms Connie Griffiths Anonymous DePaw University Canine Campus Lou Malnati's Pizzeria Mr. James J. Di Ciaula Halsa Mr. and Mrs. David Malone Arcada Theatre Arcedium Coffee House Ms. Terri Dolan Hampton Inn & Suites McDowell Exteriors, Inc. McGrath Bill Aurelio's Pizza Doughocracy Ms. Jayne Harris Ms. Jewel Bailey Ms. Jennifer Downing Mr. and Mrs. Roger T. Harris Ms. Karey Makowski Batavia Fine Arts Centre Mr. and Mrs. Andrew J. Doyle Ms. Mara Hauser Dr. and Mrs. John Mason Beardguards Barbers Mr. and Mrs. Raymond J. Dremel Ms. Jen Heidenreich Mr. and Mrs. Greg McCaffrey Mr. and Mrs. Christian Behmer **DW Drums** Ms. Marnie Heim Ms. Britta McKenna Ms. Monica Blatchley Eddie Gaedel Pub & Grill Ms. Melissa Heinen Ms. Cathy McNally Blue Goose Supermarket El Taco Grande Mr. and Mrs. Michael Herbst Med Fitness Men's Warehouse **BMO Harris Bank** Elegant Design Salon Ms. Shannon Hermann Dr. and Mrs. Eric Bartel Elgin Youth Symphony Orchestra Herrington Inn Ms. Sarah Meadows HH Gregg Bombshell Blowout Boutique Ms. Michelle Erickson Mr. and Mrs. Chris Mellin Hotel Baker Mr. Bob Brescia Ms Julie Esposito Mr. and Mrs. Ryan Millard Houlihans Mr. and Mrs. Thomas Brown **Excel Automotive** Ms. Bev Miller Ms. Laura Browne Mill Creek School PTO Express IQ **Bulldogs Red Hots** Ms. Carolyn Fabian Image Awards & Engraving Mr. and Mrs. Rob Mondi Mr. & Mrs. Dudley A. Burgess Mr. and Mrs. John Fasbender Isacco Kitchen Mongolian Grill Ms. Ann Marie Burke Mr. and Mrs. Bruce Feddema J P Jewelers Montage Spa and Salon Ms. Mary Ann Carlson Ms. Gabriella Filippi Ms. Stacy Jaga Morton Arboretum Ms. Nora Cella Firestone Jeans and a Cute Top Mr. Patrick Neary Mr. Mario Casini Ms. Laurie Fitzgerald Ms. Lisa Jepson Mr. Greg Obrochta Mr. and Mrs. Walter S. Catlow Floral Wonders Jewel Food Stores Ms. Caroline Olinger Chez Moi Café Fox River Distilling Company Mrs. Linda Jones Mr. Chuck Osborne Mr. and Mrs. W. Bradford Jones Chicago Botanical Gardens Fox River Tire & Supply Ms. Kathie Osborne Chicago Land Aviation Fox Valley Harley Davidson Josef's Meats Ms. Abilgail Omerza Chicago Sailing Fox Valley Opthamology Mr. and Mrs. Mike Kadela Ms. Paulette Peiffer Kane County Cougars Chicago Sky Deck Francesca's Ms. Stephanie Peisert **Christ Community Church** Fred Astaire Dance Studios Mr. Stephen Kannaka Mr. and Mrs. Jerry Perez Ms. Nancy Christensen Fresh Market Ms. Maria Kendall Mr. Terry Pfortmiller Mr. and Mrs. Wynn Church Ms. Karyn Froehlich Kimmer's Ice Cream Mr. and Mrs. Brian Plocinski City of Geneva Public Works Ms. Gail Fuerst Ms. Harriet Kostal Ms. Cathy Pool

Ms. Dawn Clanton

Lacquered Up Nail Salon

Mr. and Mrs. Bryan Funkhouser

Mr. and Mrs. Gary Porter

Mr and Mrs Kevin Preas

Music Matters

Nancy's Pizzeria

Neo's Pizzeria

New Hope Lutheran Church

Nosh

Octavia Tea

Old Town Pub and Eatery

Otter Box

Pal Joey's

PapaNicholas Coffee

Penrose Brewery

Pheasant Run Resort

Pockets

Preservation Bread and Wine

PRP Wine International

Mr. and Mrs. Paul Rakos

Regal Cinema

Reganato Old World Grille

Rehome Center

Ms. Doral Reinert

Ms. Karin Roberts

Mr. Douglas Rodgers

Mr. and Mrs. Scott C Rosenfelder

Ms. Nikki Rousseau

Mr. Norman Ruiz

Mayor Ray Rogina

Romano Mercato Italiano

Ms. Marcia Ruff

Mr. and Mrs. Anthony P. Sacca

Ms. Christi Samuelian

Ms. Betsy Sanchez

School of Rock

SciTech Hands On Museum

Ms. Ellen Scully

Ms. Carrie Sebold

Second City

Shakou Restaurant

Mr. Steve Shambora

Shedd Aquarium

Mayor Jeff Schielke

Ms. Jennifer Siracuseno

St. Charles Counseling Group

St. Patrick School

State Street Dance Studio

Mr. and Mrs. Robert B. Snyder

Ms. Donna Stephano

Ms. Anne Stephans

Ms. Lauren Stephans

Mr.a nd Mrs. Jason Stoops

Sure Movements Yoga

Suzanne Denne Salon and Day Spa

Synergy Kettle Ball Training

Mr. and Mrs. Jeff Szklarek

Target Corporation

Ms. Katie Thomas

Ms. Kim Thomas

The Chiropractic People

The Dolly McCarthy Show

The Field Museum of Chicago

The Finery & Blacksmith Bar

The Geneva Spice House

The Olive Mill

The Saddle Room

The Wine Exchange

Ms. Kristine Toldness

Top Golf

Mr. and Mrs. James Tracy

Mr. and Mrs. Lorne Tweed

Tranquility Spa and Wellness Center

Ms. Karyn Tully

Tusk Thai Cuisine

United Methodist Church of Geneva

Up Comedy Club of 2nd City

Ms. Jenny Urban

Ms. Michelle Vargas-Herbst

Mr. and Mrs. Reece Vaughn

Vino Thai's

Ms. April Waldrop

Walsh Media

Mr. Larry Ward

Mr. and Mrs. Brian Warner

Water Street Studios

Mr. Angus Watson

Mr. and Mrs. Gregory Watson

Mr. and Mrs. William P. Weible

Ms. Lisa Weier

Mr. and Mrs. Rod Weis

Mr. Kevin Wenstrup

Ms. Linda West

Mr. and Mrs. David Williams

Ms. Lark Willmann

Ms. Judy Winecke

Mr. Brian Wise

Wituk Martial Arts

Mrs. James Woods

Mr. and Mrs. David Wotring

Mr. and Mrs. Thomas Woytych

Zanie's Comedy Club

Mr. David Ziclinski

Ms. Alison Zubel

There is no health without mental health.

David Satcher

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ADDENDUM

Recruitment and Selection of Board Members

TriCity Family Services strives to maintain a Board of Directors that: 1) is demographically and geographically (i.e., place of residence) representative of its seven-township service area; and, 2) possesses the range of expertise, knowledge and skills necessary to govern and support the agency.

The board's Personnel Committee assumes primary responsibility for the on-going recruitment and orientation of new board members. The committee, with the assistance of the Executive Director, regularly reviews a "Board of Director's Profile" to stay abreast of the current needs of the board, according to the above criteria and, at each monthly board meeting, informs the board of current recruiting needs and receives nominations of prospective board members.

Any board member can place in nomination at a monthly meeting, the name of any individual(s) they feel should be considered for board membership. Typically, the board member has previously discussed the possibility with the prospect and provided him/her with basic information about the agency and the roles and responsibilities of its Board of Directors. Unless an objection to the nomination is made at that time, the following process occurs:

- 1) A follow-up contact to establish interest and availability is then initiated by the director who has submitted the nomination and/or the Executive Director.
- If the individual is still interested in board membership, a Board Orientation Packet is then delivered or mailed to the person, and an appointment with the Executive Director is scheduled.
- 3) If the individual confirms his/her interest in and availability for board membership, the board may vote to elect that individual into office at the next board meeting, provided at least thirty days have elapsed from the time the candidate's name was placed in nomination. During this thirty-day period, board members have the opportunity to convey to a board officer or a member of the Personnel Committee any concerns they may have regarding the appropriateness of the candidate for board membership.

According to the agency's bylaws, "Active membership on the Board of Directors shall be limited to two (2) continuous three (3) year terms and a partial term of up to two (2) years for a total of eight (8) consecutive years" (Note: the partial term extension is typically used to accommodate the interests of directors who chose to serve in the board officers line of succession.)

F:\Users\SHARED FILES\BOARD\Recruitment-Selection Summary.doc





TCFS Board of Directors

Fiscal Year 2017

| TERM | COMMITTEE | NAME (Spouse/Partner/SO) e-mail address | OCCUPATION/EMPLOYER | MAILING ADDRESS | TELEPHONE |
|-----------------------|----------------|---|---|---|---|
| 3/26/12- 3/23/18 | Exec*/RD/Audit | SCHNEIDER, JASON President jasonpschneider@gmail.com | Attorney at Law John J. Malm & Associates, P.C | 31609 Village Green Court Warrenville, IL 60555 | W: 630-527-4177 CELL: 630-306-3186 |
| 3/25/13- 3/24/19 | Exec | NOLAN, DR. ERIC (Mike) Vice President ericwardnolan@gmail.com | Child Psychiatrist Creekwood Associates | 40W615 Stonebriar Lane Elgin IL 60124 | CELL: 314-223-2993 WORK: 630-377-1414 |
| 10/28/13- 10/27/17 | P & S* | JOHNSON, CHERYL Secretary Cljba96@sbcglobal.net | Retired Public Health Administrator | 143 Pitz Lane Batavia, IL 60510 | CELL: 630-330-2906 |
| 1/23/12- 1/22/18 | Exec/F* | KANNAKA, STEVE (Sally) Treasurer stevekannaka@gmail.com | Retired Business Owner | 641 W. Washington Street Marengo, IL 60152 | H: 815-568-7315 W: 847-697-1077 CELL: 815-260-5905 |
| 6/24/16- 6/23/19 | HR | KADELA, CYNTHIA (Michael) lilke712@comcast.net | Human Resources Director Nalco, an Ecolab Company | 712 South 5 th Avenue St. Charles, IL 60174 | H: 630-992-1488 W: Same CELL: Same |
| 6/25/12- 8/31/19 | RD | BEHMER, KRISTIN (Chris) kmbehmer@comcast.net | Community Volunteer | 1S758 Grove Hill Drive Batavia, IL 60510 | H: 630-406-0460 CELL: 630-258-4256 |
| 4/27/09- 4/26/17 | P&S | JONES LINK, ROSALIE (Dwight) Rosendwight2010@att.net | Stewardship Manager (PT) The Holmstad | 23 North Daniels Drive Batavia, IL 60510 | H: 630-879-6673 W: 630-879-4200 |
| 7/25/11- 6/24/17 | HR* | MILLS, GREG (Carol) GTMills726@aol.com | Financial Advisor Waddell & Reed | 726 Fargo Blvd. Geneva, IL 60134 | H: 630-208-9859 W: 630-339-8171 CELL: 630-738-0206 FAX: 630-339-8178 |
| 6/24/16- 6/23/19 | P&S | RUSSE, THOMAS R. (Sarah) Thomas.russe@sterbank.com | Sr. Vice President, Private Banking Sterling Bank | 521 N. Meadow View Dr. St. Charles, IL 60175 | CELL: 630-7775678 |
| 10/28/13- 10/27/16 | M/P & S | SZKLAREK, ABBY (Jeff) (On Leave) abbyszklarek@gmail.com | Community Volunteer | 2349 Kane Lane Batavia, IL 60510 | Cell: 630-917-7961 |
| 2/24/14- 2/23/17 | Exec/HR | HAAB-TALLITSCH, KELLY M. (Robert) khaabtallitsch@salawus.com | Attorney SmithAmundsen LLC | 268 Valley View Drive St. Charles, IL 60175 | H: 630-513-5043 CELL: 847-754-7319 |
| 6/23/14- 6/22/17 | RD | HOWELL, JEFF (Kelly) Jeffh300@gmail.com | VP, Customer Experience & Client Relations Pivotal Home Solutions | 1751 Diehl Rd. Suite 200 Naperville, IL 60563 | CELL: 404-939-4330 (O): 630-536-0193 |

TCFS Board of Directors

| TERM | COMMITTEE | NAME (Spouse/Partner/SO) e-mail address | OCCUPATION/EMPLOYER | MAILING ADDRESS | TELEPHONE |
|---------------------|--------------------------|--|---|---|--|
| 6/23/14- 6/22/17 | P&S | KNEWITZ, JOHN (Arlene) Birdsfan53@yahoo.com | Retired School Administrator Community Volunteer | P.O. Box 606 Burlington, IL 60107 | CELL: 630-779-5962 H: 847-683-3080 |
| 9/22/14- 9/21/17 | F | ATKINSON, DAVID M. (Catherine) Daveatk2@gmail.com | Director of Accounting Reynolds Consumer Products | 2947 Husking Peg Lane Geneva, IL 60134 | H: 630-845-1558 W: 847-482-3309 CELL: 630-917-4219 |
| 2/23/15- 2/22/18 | RD* | WARNER, BRIAN (Suzanne) bwarner929@gmail.com | Community Volunteer | 1641 Eagle Brook Drive Geneva, IL 60134 | H: 630-232-8136 CELL: 630-391-0578 |
| 7/27/15- 7/26/18 | RD | SEBOLD, CARRIE (Sean) Carriesebs@gmail.com | Broker Associate Baird & Warner | 38w401 Jonathan Lane Batavia, IL 60510 | H: 630-761-0656 W: 630-234-7722 CELL: 630-234-7722 |
| 9/21/15- 9/20/18 | F | WEIBLE, WILLIAM P. "MIKE" (Shelley) Weibs52@gmail.com | Retired Business Owner | 2135 Fairway Court St. Charles, IL 60174 | H: 630-584-3235 W: 630-245-4646 CELL: 630-561-4136 |
| 4/25/16- 4/24/19 | HR/ Liaison to QAC | KRAWCZYKOWSKI, GAIL GKraz9@gmail.com | Finance Manager Nielsen | 610 S. 10 th Ave. St. Charles, IL 60174 | H: 630-584-5610 CELL: 630-336-8623 |

* Committee Chair

COMMITTEE KEY

Exec: Executive F: Finance

HR: Human Resources

M: Marketing

P & S: Programs & Services QAC: Quality Advisory Committee

Agency Telephone/Fax Numbers

Main #: 630-232-1070 FAX #: 630-232-1471

Backdoor #: 630-232-9384 (bypasses switchboard)

Jim - ext. 115 (jotepka@tricityfamilyservices.org)

Sally - ext. 139 (skelley@tricityfamilyservices.org)

Sacha - ext. 136 (surban@tricityfamilyservices.org)

Kathleen - ext. 141 (khausmann@tricityfamilyservices.org)

Sandy - ext. 117 (sjones@tricityfamilyservices.org)

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Internal Revenue Service

Department of the Treasury

District Director

Person to Contact: E0:TFA

TriCity Family Services 321 Hamilton Street Deneva, IL 60134 Telephone Number: 1-800-424-1040 312-435-1040

Refer Reply to: 90-0106

Date: November 9, 1989

RE: Confirmation EIN: 23-7310008

This is in response to the letter dated September 19, 1989 regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in September, 1973, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in 509(a)(2).

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

If your gross receipts each year are normally \$25,000.00 or more, you are required to file Form 990, Return of Organizations Exempt from Income Tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unlessyou are subject to the tax on unrelated business income under Section 511 of the Code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any question arises with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours

R. S. Wintrode Jr. District Director



City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended Checklist

It is the responsibility of the agency requesting City of St. Charles 708 Mental Health Board funding to verify all Accountability Report requested information is submitted at the time of application submission.

Please use the following checklist as a guide to compile your application packet for submission. Incomplete applications or applications submitted after January 6, 2017 - NOON will not be considered for funding for the 2017/2018 funding period.

Please submit your information in the order in which it appears on the application and nitial on the line provided to ensure all items are included in your packet. Agency and contact information completed. 2017/2018 total funding request is: 470, 000 - 00 2. 3. Completed narrative mission of the organization as it relates to the City of St. Charles 708 Mental Health Board's mandate for services to residents with, or at risk of: a. mental illness and psychological disorders, developmental disabilities, including mental retardation, cerebral palsy, epilepsy and autism spectrum disorders. addictions including chemical; alcohol and substance abuse, and other addictions (gambling, sexual, shopping, etc.). Grant requestor has specifically described organization's goals as it relates to the City of St. Charles mission. Individuals served may only be counted once, regardless of the number of times served per 5. fiscal year through direct service hours. Grant requestor has specifically described the percent and dollar amount of expenditures toward the benefit of the City of St. Charles residents in the following categories: a. 1:1 direct services with clients (e.g., 50% or \$5,000 of \$10,000 total grant funds). b. Direct services to groups of clients. Workshops, lectures, and community presentations for education and training. d. Administrative expense, office support, and overhead for agency expense. If available, please include a synopsis of your outcome measurements for the funding you are 6. requesting. 7. With the application provide the following information: An annual detailed budget or year ending Financial Statements and annual report. St. Charles 708 Fund Expenditure History for past three years. The total number of individuals your agency served in the past year _5,587 Direct number of individuals living within the City of St. Charles city limits served Quantified costs allocated to the services provided, (i.e. cost per hour and or program costs for the City of St. Charles residents) \$1,533,612,30 Identify other services provided to and for the City of St. Charles residents. Attach a list of current Board of Directors for your agency as specified in our application. Attach a copy of your current 501 (c) (3). MAKE SURE description on your financial statement reads City of St. Charles 708 Mental Health. PLEASE PROVIDE 10 COPIES OF YOUR COMPLETED APPLICATION AND INFORMATION. 8. Keep in mind individuals are to be counted only once, regardless of the number of times served per fiscal year though the direct number of hours these individe als are served need to be quantified

| nscar year thought the direct number | Of Hours these markle als are serve | a need to be quantined. |
|--|--|------------------------------|
| ASSOCIATION FOR INDIVIDUAL | Ageney submitting their funding reques | t application Date 6 an 2017 |
| Name of Agency DEVE LOPMENT | 10/01 | |
| CHRISTINA PLOTZKE | Wiston losse | ARANTS SPECIALIST |
| Print Name of Person Completed Application | Signature | Title/Position |
| | | Rev. 2016 |

Date: 6 January 2017

City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended

Agency Name: Association for Individual Development (AID)

Contact Person: Christie Plotzke Phone #: 847.931.2292

Main Office Address: 309 New Indian Trail Court Aurora, IL 60506

Funding requested from City of St. Charles 708 Board for fiscal year 2017/18: \$70,000

Describe mission (include narrative explaining how mission relates to City of St. Charles):

For fifty five years, The Association for Individual Development (AID) has served individuals with developmental, physical and/or mental disabilities, those who have suffered a trauma and those at risk. Vital, life-enriching services that promote the highest level of independence and community immersion include: audiology; autism programs; respite care; permanent housing; in-home support; developmental and vocational training; job placement and on-the-job coaching services; crisis intervention; victims services; mental health treatment; behavioral intervention; health and wellness; community education; and advocacy. With 20 programs operating in 47 communities, AID is a leading provider of services that address the unique needs of individuals throughout every stage of their lives. A person-centered approach coupled with innovative practices ensures the highest level of accomplishment. Our mission is to empower people with physical, developmental, intellectual and mental health challenges to enjoy lives of dignity and purpose. AID is a United Way partner agency and accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

In FY 2016, AID served 5,587 children and adults with disabilities in Kane, Kendall, DeKalb, DuPage, Will, McHenry, and suburban Cook Counties. AID currently operates 6 day program/training centers in Elgin, Aurora, Batavia and Yorkville, two mental health centers in Aurora and McHenry and 40 home-based, supervised and supported living facilities throughout Kane and Kendall Counties.

AID served 92 individuals from St. Charles in FY 2016 in programs aligned with the mission of the St. Charles Mental Health Board (namely mental illness and developmental disabilities): Behavioral Health Outpatient for adults; Behavioral Health Outpatient for children (working with local school employees and families to identify children in need and customize services to maximize personal growth and achievement); Children in Home Support services; Client and Family Support services; Community Employment services; Crisis Intervention; Community Living services (intermittent and 24 hour care); Developmental Training and community integration services (including volunteer opportunities); Home-Based Support; Psychiatric services; Respite services. AID also collaborated with St. Charles Police and Fire personnel to provide comprehensive services to an additional 206 St. Charles residents who were the victims of or the family members of victims of crime and trauma. This program is offered at no cost to all those in need and is partially subsidized by the St. Charles Police and Fire Departments.

Specific to developmental disabilities, psychological and mental health challenges, AID personcentered planning goals focus on: maximizing independence and community inclusion/immersion; promoting independent living with natural supports; maximizing volunteering opportunities; providing job readiness, training and on-the-job support for community employment; encouraging participation in support groups; utilizing engagement tools and healthy coping skills; maximizing the number of clients participating in recovery services that avoid psychiatric hospitalization.

Customized goals and treatment plans for each individual are developed by the individual and the members of his/her support team. Program coordinators and direct service workers assist individuals in meeting and achieving their goals; progress is tracked on a daily basis. Goals are evaluated by the support team each quarter and revised as needed. All AID programs, goals and outcomes are reviewed, evaluated and updated by the AID Quality Improvement Committee. Program outcome measures are developed annually, based upon prior and subsequent year expected results, consumer and stakeholder satisfaction survey information, as well as consistency with the AID strategic plan and mission. Each program evaluation criterion includes measures of effectiveness, efficiency and client/stakeholder satisfaction. Data is collected and analyzed against these defined measures by program management on a quarterly basis, and reported to the Board, funders, and other key stakeholders annually in the AID annual report. Modifications in program design or approach are made if/as needed following each quarterly review of outcome data.

Thirteen (13) of the adult St. Charles residents currently receiving services have little or no funding for services; they must rely on local funding to continue to receive vital services. A portion of the FY 2017/18 requested 708 funds will be used to provide mental health and developmental disability services to these thirteen individuals. We continue to strive for excellence in quality programming and help as many individuals as possible whose dream it is to work, live and thrive in their communities. We will always provide services, support and guidance regardless of an inability to pay.

Describe **specifically** how allocated funds will be expended and quantify services provided to the City of St. Charles:

- Attached a budget detail for the funds sought. Please see Attachment A.
- Include a brief program description on each item or service. Please see below.
- Funds from 708 Mental Health Board and/or funds from other sources. Please see Attachment
 B.

Requested 708 Mental Health Board funds will support activities, programs and services not funded by other sources. These include but are not limited to: programs for those who rely on local funding; nutrition programs and dietitian services; behavioral analysis and behavioral program development and implementation; increased respite hours for families; specialized autism services; scheduling, nursing and transcription services for psychiatry; transportation to and from volunteer sites as well as other natural community supports to facilitate independence for those without other sources of funding.

Please see **Attachment A** for demographics, hours of service, service delivery costs and a breakdown of requested STC 708 MHB funds.

Please see **Attachment B** for our most recent financial statements detailing sources of other funding for agency programs.

OVERVIEW OF AID PROGRAMS AND SERVICES:

Community Support Services

Client and Family Support: Offers individualized assessment and linkage with appropriate services both within AID and to other community-based resources. Provides temporary, emergency support and services on a "scholarship" basis for individuals who reside in Kane and Kendall Counties and Hanover Township in Cook County in need of services.

Adult Home Based Support: Provides service facilitation and support for individuals with developmental disabilities to obtain/maintain appropriate services and to develop/maintain independent living skills. Families may purchase AID services based on the individual need of the client.

Employment/Community Integration Services

Developmental Services and Community Integration: Provides skill training, paid work opportunities, community integration and employment to individuals in order to enhance and maintain their independence in community living. The program provides support,

assistance and advocacy for individuals with developmental disabilities.

The program offers activities to assist participants in attaining the following outcomes:

- Enhance daily living skills through functional educational opportunities
- Increase socialization and communication skills through interactive experiences
- Improve health and wellness through dietary and physical fitness opportunities
- Secure vocational skills
- Learn about local resources through inclusive community interactions
- Develop relationships and sharpen job skills through community-based service projects

STARS program: A collaborative effort between AID and the Fox Valley Special Recreation (FVSRA) that focuses on enhancing the quality of life for individuals with disabilities by building life skills through active participation in community-based therapeutic recreation.

Autism Program: A specialized curriculum that includes: communication skills; social and coping skills; functional life skills; community integration; vocational skills and volunteer opportunities.

Vocational Training: Assistance for individuals in obtaining and maintaining job training through subcontracts or community job sites

Community Jobs: Employment Specialists assist and provide support for clients with disabilities in developing positive relationships with community employers. Services include: career planning; job development; job seeking skills; assistance with resume writing; application processes and interview skills.

Supported Employment: Designed to assist individuals with most significant disabilities to obtain and retain competitive employment in an integrated setting with effective, ongoing support services. All individuals earn minimum wage or better.

Residential Developmental Disabilities Services

Supervised Community Living: 24-hour home setting for individuals with developmental disabilities who need to develop independent living skills.

Supported Community Living: Intermittent services based on the individual needs of each resident.

Services provided:

- Daily living skills including cooking, self-care, laundry, accessing community services, budgeting, housekeeping and more
- Counseling services, behavior management and therapy services
- Transportation services
- Community participation
- Medication management monitored by nursing personnel

Residential Mental Health Services

Supervised Living: The purpose of this program is to help people with mental illness live more independently in the community. People live in their own apartments with 24 hour staff support.

Services include:

- Individual and group counseling
- Case management
- Help with medications
- Assistance in the community
- Skill-building such as budgeting, shopping, cooking, cleaning and laundry
- Crisis resolution
- Healthy living

Supported Living: This program is the next step in community independence. People live independently and receive staff support at least once a week in their home. Services are the same as those in the supervised living program but are not as intensive.

Outpatient Mental Health/Substance Abuse Services:

Individual and Group Counseling:

- Managing the symptoms of mental illness
- Couples therapy
- Family and Parenting Issues
- Trauma
- Managing Emotions
- Anxiety
- Child and Adolescent counseling for those with private insurance/Medicaid

Case Management:

- Assistance with obtaining Medicaid, Social Security and other benefits
- Linkage and referral to other community services

Psychosocial Rehabilitation: Groups to help people develop skills they need for daily and for recovering from a mental illness.

Examples of groups include:

- Stress Management
- Weight loss and healthy living
- Caring for your emotional self
- Job skills
- Living in the community
- Social skills

Psychiatric Services: A licensed psychiatrist is on-site three times per week to meet with individuals with mental illness for counseling and medication prescription.

Alcohol and Other Drugs (AOD): Substance abuse services for people who struggle problems caused by drugs and/or alcohol. Specialized treatment is provided for people with both a mental illness and a substance abuse problem.

Psychological Evaluations: Our psychologist can give numerous tests and assessments, including a face to face interview to help diagnose a mental health illness and/or developmental disability. Testing also helps determine how and why a person thinks, feels, and behaves the way they do. Psychological tests evaluate strengths and weaknesses in the way a person thinks and behaves as well as assesses intelligence, personality, and behavior. Neuropsychological testing can also be completed to asses and treat behaviors directly related to brain functioning. After testing is complete, our psychologist will go over the testing results and make recommendations to take advantage of personal strengths and problem solve weaknesses.

Crisis/Community Outreach

Crisis Line of the Fox Valley (630.966.9393): Free, confidential 24-hour, 365 days a year, telephone counseling by paraprofessional volunteer operators or paid staff who are trained to help callers with a wide variety of needs and concerns including depression, anxiety, loneliness and substance abuse.

Crisis Intervention Services: Walk-in or face-to-face crisis services are provided to help people in distress. Services include assessment, counseling, referral and linkages to community resources.

Sunshine calls: Trained volunteers offer phone support to people in need. Regular, scheduled phone calls provide people with social interaction, medication reminders, crisis counseling and referral to community resources.

Victims Services: 24-hour assistance to victims and survivors of violent crime or trauma. Services include crisis intervention, counseling, advocacy, education, information and referrals.

Children and Transition Services

Early Intervention: Children ages 0-3 who exhibit a delay in one or more areas of development are provided customized interventions based on their needs. Services support families to plan play activities that encourage child development.

Respite: Provides short-term relief to families of clients with developmental disabilities, through flexible in-home or community-based services. A voucher system enables families to choose workers to provide services for their family member in their home or may choose a combination of in-home services that include recreation and leisure opportunities. The amount of service received varies with family need, Department of Human Services (DHS) guidelines and funding availability.

In-Home Children Support: provides the family with personal service workers, service facilitation, behavioral training, adaptive equipment for house and vehicle and an array of other services including management and advocacy each week. Services are tailored to meet the needs of each individual child and are provided in the home or other locations in the child's community to achieve the most natural setting. A wide variety of options are available, including (but not limited to) tutoring, field trips, sports or other leisure opportunities. The program serves children under the age of 18 with developmental disabilities who live at home and are at risk of being residentially placed. Families must live in Kane or Kendall counties. Services are available regardless of financial ability.

Audiology Evaluations: Upon referral from a primary care physician, an experienced audiologist evaluates the hearing abilities of infants (6 months or older) and children, using a variety of tests and techniques

Agency Name: Association for Individual Development

St. Charles 708 Fund Expenditure History – explain how funds allocated from previous year were expended and purposes of those expenditures in relation to St. Charles residents of the funding you received last year. Note: if funding allocation is over \$25,000, attached most recent financial statements, audit and annual report:

Please see Attachment A for a funding breakdown

Please see Attachment B for most recent financial statements, audit and annual report

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 298

Aggregate number of direct service hours provided: 199,441 hours

Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

Please see Attachment A. Dividing the actual total program expenses by the total direct service units provided yields the unit cost per client hour

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

Individuals participate in the Special Olympics program, the Fox Valley Recreation program and Northern Illinois Special Recreation Association. They go to movies, restaurants, shopping and sporting events with their housemates and/or friends, participate in fundraising opportunities, attend educational classes as part of the Day Training Program (incl. Nutrition & Fitness, Cooking, Exercise, News and Current Events, Safety, Art, Music and Voice, Computers, assistive technology; augmentative communication; colors, shapes, letters, numbers and sign language). Individuals participate in planned community outings which include social, leisure and educational outings. AID currently supports individuals who volunteer at the Habitat for Humanity Re-store shop in Elgin; the Centre in Elgin; Huntley Animal Shelter; Hanover Township Senior Services; Northern Illinois Food Bank; Feed My Starving Children; Hesed House; Two Rivers Food Pantry; City of Lights Dental; Red Oak Nature Center; Salvation Army; Batavia Interfaith Food Pantry; Senior Services of Kane County. Volunteering is an excellent way for individuals to learn valuable job skills and on-the-job behavior while raising their social consciousness; providing charitable services to the members of their communities. Volunteering helps individuals participate in the life of their communities. AID employees continue to research local organizations for additional volunteer opportunities.

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members.

Please see Attachment C

Attach a copy of current 501 C3 or tax exempt status certification.

Please see Attachment D

Agency Name: Association for Individual Development

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements:

- 1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
- 2. An annual report must be submitted to this same Committee.
- 3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year \$70,000 Application Date: 6 January 2017

| City of St. Charles 708 Mental Health Board Only: | |
|---|----------------------|
| Recommended funding for current fiscal year: \$ | Recommendation Date: |

ATTACHMENT A demographics, service hours and costs

| AID Program | # of Clients FY 16 | # of Hours 2016 | # of Days 2016 | Cost per hour | Cost per day | Total cost | STC 708 MHB Allocation FY 13-14 | STC 708 MHB Allocation FY 14-15 | STC 708 MHB Allocation FY 15-16 | MHB Allocation | STC 708 MHB Request FY 17-18 |
|---|--------------------------|-----------------------|----------------------|------------------|--------------|---------------------------------|--|--|--|-------------------|---------------------------------------|
| BH Outpatient | 22 | 717 | | \$ 57.90 | | \$ 41,514.30 | \$ 5,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 7,000.00 |
| BH outpatient-Children | 4 | 50 | | \$ 61.86 | | \$ 3,093.00 | | | | | \$ 2,000.00 |
| BH Supported Living | 5 | 314 | | | \$ 91.00 | \$ 28,574.00 | \$ - | \$ - | \$ - | \$ - | |
| Children In-Home Support | 5 | 103 | | \$32.00 | | \$ 3,296.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,000.00 |
| Client and Family Support | 9 | 107 | | \$ 196.00 | | \$ 20,972.00 | \$ 5,000.00 | \$ 1,000.00 | \$ 2,000.00 | \$ 2,500.00 | \$ 5,000.00 |
| Crisis Intervention | 7 | 14 | | \$ 161.00 | | \$ 2,254.00 | \$ 5,000.00 | \$ 4,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| DD 24-Hour CILA | 19 | | 6,935 | | \$ 153.00 | \$ 1,061,055.00 | \$ 26,000.00 | \$ 25,000.00 | \$ 23,000.00 | \$ 23,000.00 | \$ 25,000.00 |
| DD Intermittent/Host Family | 3 | 40 | | | \$ 24.91 | \$ 996.40 | \$ - | \$ - | | | 2 |
| Developmental Training | 28 | 26,402 | | \$ 10.40 | | \$ 274,580.80 | \$ 12,000.00 | \$ 11,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 13,060.00 |
| Home Based Support | 18 | 569 | | \$ 44.00 | | \$ 25,036.00 | \$ 1,000.00 | \$ 1,000.00 | \$ 2,000.00 | \$ 2,000.00 | \$ 2,000.00 |
| Psychiatric Services | 13 | 22 | | \$ 200.44 | | \$ 4,409.68 | \$ - | \$ - | \$ 1,000.00 | \$ 1,000.00 | \$ 4,000.00 |
| Respite | 6 | 266 | | \$ 17.23 | | \$ 4,583.18 | \$ 7,000.00 | \$ 5,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 3,000.00 |
| Vocational Development | 18 | 3,645 | | \$ 11.86 | | \$ 43,229.70 | \$ 7,000.00 | \$ 6,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| Victims Services | 206 | 752 33,001 | 6,935 | \$ 26.62 | | \$ 20,018.24 \$ 1,533,612.30 | \$ 70,000.00 | \$ 58,000.00 | \$ 54,000.00 | \$ 54,500.00 | \$ 70,000.00 |
| Total (unduplicated) | 92 | 30,001 | 0,000 | | | ¥ 1,000,012.00 | Ψ 10,000.00 | Ψ 30,000.00 | Ψ 34,000.00 | ₩ J4,500.00 | Ψ / 0,000.00 |
| Total (unduplicated) for Victims Services | 206 | | | | | | | | | | |

ATTACHMENT B

Association for Individual Development Comparative Balance Sheet

November 30, 2016 and 2015

| | | Actual 11/30/2016 | Actual 11/30/2015 |
|---------------------|---|-------------------|---------------------|
| Assets | | | |
| Current As | sets | | |
| 1010 | Cash - Operations - Harris NA | \$1,522,464 | \$612,808 |
| 1011 | Cash - Social Security - Harris NA | \$40,770 | \$34,896 |
| 1095 | Petty Cash | \$1,030 | \$1,030 |
| 1200 | Accounts Receivable | \$3,670,217 | \$4,479,316 |
| 1300 | Allowance for Bad Debts | (\$99,993) | (\$100,000) |
| 1355 | Unamortized Discount on Contributio | (\$9,605) | \$0 |
| 1420 | Accounts Receivable - A&E | \$7,464 | \$10,824 |
| 1430 | Accounts Receivable - ARS | \$21,813 | \$6,679 |
| 1440 | Accounts Receivable - Kane Homes | \$45,356 | \$80,199 |
| 1450 | Accounts Receivable - Kaneco | \$28,052 | \$56,621 |
| 1460 | Accounts Receivable - Sherman Apts | \$44,175 | \$45,977 |
| 1590 | Investments-CFFRV | \$2,653,553 | \$2,610,052 |
| 1700 | Prepaid Expenses | \$130,768 | \$148,934 |
| 1710 | Prepaid Insurance | \$92,081 | \$132,917 |
| 1720 | Prepaid Rent | \$28,490 | \$31,783 |
| Total Curre | nt Assets | \$8,176,635 | \$8,152,036 |
| Fixed Assets | | | |
| 1800 | Land | \$1,487,173 | \$1,487,173 |
| 1805 | Land improvements | \$142,858 | \$126,752 |
| 1810 | Buildings | \$9,354,080 | \$9,354,080 |
| 1815 | Building improvements | \$882,336 | \$863,456 |
| 1820 | Leasehold improvements | \$151,117 | \$148,517 |
| 1830 | Furniture & fixtures | \$271,263 | \$258,413 |
| 1840 | Equipment & software | \$1,330,165 | \$1,255,395 |
| 1850 | Vehicles | \$1,757,309 | \$1,724,175 |
| 1870 | Less: Accum Deprec-land improvements | (\$49,054) | (\$40,600) |
| 1875 | Less: Accum Deprec-Buildings | (\$3,559,131) | (\$3,298,566) |
| 1880 | Less: Accum Deprec-Building Improvements | (\$172,220) | (\$145,983) |
| 1882 | Less: Accum Deprec-Leasehold Improvements | (\$91,463) | (\$76,863) |
| 1885 | Less: Accum Deprec-Furniture & Fixtures | (\$218,146) | (\$202,800) |
| 1890 | Less: Accumu Deprec-Eq't & Software | (\$1,128,037) | (\$1,024,584) |
| 1895 | Less: Accum Deprec-Vehicles | (\$1,417,310) | (\$1,351,872) |
| Total Fixed | Assets | \$8,740,939 | \$9,076,692 |
| Other Asset | | | |
| Other Asset 1900 | S Cash Surrender Value - Life Insurance | \$13,454 | ¢12 156 |
| 1910 | Client loan receivables | \$2,724 | \$13,156 \$2,759 |
| | Mortgage closing costs (legal/title) | | |
| 1920 | | \$23,617 | \$33,336 |
| 1990 Total Other | Security Deposits | \$4,845 | \$8,809 |
| Total Other | ASSETS | \$44,640 | \$58,060 |
| otal Assets | | \$16,962,215 | \$17,286,788 |

Association for Individual Development Comparative Balance Sheet

November 30, 2016 and 2015

| | | Actual 11/30/2016 | Actual 11/30/2015 |
|--------------------|---|-------------------|-------------------|
| Liabilities & Fund | Balance | | |
| Liabilities | | | |
| Current Liab | pilities | | |
| 2000 | Accounts payable - trade | \$279,199 | \$326,168 |
| 2020 | Accounts payable - voided payroll checks | (\$1,431) | \$1,510 |
| 2030 | Accounts payable - client personal | \$4,825 | (\$1,479) |
| 2070 | Due to United Way | \$338 | \$671 |
| 2090 | Tenant security deposits | \$2,554 | \$2,122 |
| 2135 | Line of Credit #1 - Harris NA | \$0 | \$300,000 |
| 2195 | Current portion of Long Term Debt | \$225,456 | \$217,637 |
| 2200 | Accrued staff salaries | \$475,972 | \$380,393 |
| 2205 | Accrued FICA payable | \$34,447 | \$29,361 |
| 2210 | Accrued client salaries | \$14,483 | \$15,170 |
| 2220 | Accrued Paid time Off (PTO) | \$568,610 | \$547,459 |
| 2230 | Accrued Expenses | \$649,047 | \$955,582 |
| 2240 | Accrued Interest | \$7,103 | \$7,534 |
| 2300 | Deferred Revenue Grants | \$1,989,760 | \$1,648,260 |
| 2310 | Deferred Revenue Special Events | \$0 | \$1,625 |
| 2402 | LAN Funds | \$0 | \$4 |
| Total Curren | t Liabilities | \$4,250,366 | \$4,432,018 |
| Long-Term D | ebt | | |
| 2600 | Notes payable - vehicles | \$3,154 | \$9,480 |
| 2750 | Mortgage payable - Harris NA | \$564,479 | \$1,293,336 |
| 2760 | Mortgage payable - Knights of Columbus #1 | \$0 | \$0 |
| 2761 | Mortgage Payable - Knights of Columbus #2 | \$23,810 | \$52,381 |
| 2762 | Mortgage payable-IFF | \$750,301 | \$794,063 |
| 2995 | Current portion of Long Term Debt | (\$225,456) | (\$217,637) |
| Total Long-To | erm Debt | \$1,116,287 | \$1,931,622 |
| Total Liabilities | | \$5,366,653 | \$6,363,640 |
| Fund Balance | | | |
| 3000 | Fund Balance | \$11,153,062 | \$10,923,148 |
| 3001 | Net Assets-Designated-Capital Campa | \$442,500 | \$0 |
| Total Fund Bala | nce | \$11,595,562 | \$10,923,148 |
| | | \$16,962,215 | \$17,286,788 |

| Actual 2 mo. bac 9/30/2016 | k | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Eudget |
|----------------------------------|-------------|----------------------------------|-------------------------------|------|---------------------------------------|------------|-----------------------------|-----------------|-----------------------|
| | | | | | REVENUE | | | | |
| | | | | | Developmental Disabilities | | | | |
| | | | | | Fee for service | | | | |
| 36,0 | 646 | 36,944 | 33,235 | 4025 | DD Developmental Training 31A | 178,714 | 215,246 | (36,533) | 516,591 |
| 311,0 | 659 | 311,513 | 289,191 | 4027 | DD Developmental Training 31U | 1,522,283 | 1,451,483 | 70,800 | 3,483,559 |
| 606, | 547 | 619,162 | 580,613 | 4030 | DD CILA 60D | 3,006,350 | 3,024,990 | (18,641) | 7,259,978 |
| 29, | 435 | 31,212 | 31,139 | 4050 | DD Supported Employment 36/39-G/U | 137,742 | 240,596 | (102,854) | 577,430 |
| 37, | 185 | 47,910 | 35,630 | 4056 | DD One on One Services 53B/D/H/R/S/ | 203,491 | 274,470 | (70,978) | 658,728 |
| 31, | 958 | 32,298 | 30,538 | 4060 | DD Home Based Services 55A | 153,844 | 165,441 | (11,597) | 397,058 |
| 19, | 423 | 18,803 | 18,175 | 4070 | DD Behavior Services 56,57,58 (U&G) | 93,855 | 124,937 | (31,082) | 299,850 |
| 9, | ,800 | (15,074) | 27,254 | 4099 | DD Rejection Billing | 49,119 | 0 | 49,119 | 0 |
| 6, | ,816 | 20,272 | 2,272 | 4192 | Project Search | 29,360 | 33,860 | (4,500) | 81,264 |
| 8, | ,760 | 9,918 | 21,670 | 4220 | DRS Base Plus/Milestones | 53,890 | 135,440 | (81,550) | 325,056 |
| į s | 472 | 443 | 728 | 4230 | DRS Reg Supp Employ. | 2,490 | 2,083 | 407 | 5,000 |
| ĺ | 50 | 0 | 250 | 4245 | DRS Vocational Training-Forklift | 300 | 0 | 300 | 0 |
| 1 | 0 | 20 | 20 | 4250 | Ticket to Work | 40 | 0 | 40 | 0 |
| 47, | ,822 | 38,847 | 57,000 | 4310 | Long Term Care - Residential for TAC | 257,181 | 286,283 | (29,101) | 687,078 |
| 17, | ,186 | 18,911 | 18,911 | 4320 | Long Term Care - day program for TAC | 92,830 | 86,679 | 6,151 | 208,030 |
| 15, | ,500 | 15,500 | 24,937 | 4330 | Long Term Care - external for Zachary | 86,937 | 85,694 | 1,243 | 205,665 |
| 1,179, | ,259 | 1,186,679 | 1,171,563 | | Total | 5,868,425 | 6,127,201 | (258,776) | 14,705,287 |
| | | | | | Grants | | | | |
| i | 0 | 95,296 | 0 | 4010 | DD Special Projects-Respite Grant | 95,296 | 0 | 95,296 | 0 |
| 6, | ,715 | 6,715 | 6,715 | 4375 | DHS- DFT Title XX | 33,573 | 33,573 | 0 | 80,576 |
| 6, | ,715 | 102,011 | 6,715 | | Total | 128,869 | 33,573 | 95,296 | 80,576 |
| 1,185, | <u>,974</u> | 1,288,689 | 1,178,278 | | Total Developmental Disabilities | 5,997,294 | 6,160,775 | (163,480) | 14,785,863 |
| 1 | | | | | Mental Health | | | | |
| | | | | | Fee for service | | | | |
| 27, | ,063 | 26,460 | 28,478 | 4122 | Aetna Crisis Line | 137,376 | 135,000 | 2,376 | 324,000 |
| 1, | ,173 | 1,173 | 1,173 | 4124 | Colbert Crisis Line | 5,865 | 5,831 | 34 | 13,994 |

Five Months ending November 30, 2016

| Actual 2 mo. back 9/30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-----------------------------------|----------------------------------|-------------------------------|------|--|------------|-----------------------------|-----------------|-----------------------|
| 0 | 3,200 | 0 | 4125 | WCC Crisis Line | 3,200 | 1,667 | 1,533 | 4,000 |
| 5,256 | 0 | 0 | 4190 | Department of Aging | 15,768 | 15,768 | 0 | 15,768 |
| 8,480 | 11,520 | 4,000 | 4260 | State of Illinois - PAS | 40,800 | 50,000 | (9,200) | 120,000 |
| 1,902 | 2,159 | 1,347 | 4365 | HFS - Physician Services (Adult) | 8,449 | 12,500 | (4,051) | 30,000 |
| 0 | 80 | 80 | 4367 | HFS - Transportation | 320 | 0 | 320 | . 0 |
| 8,625 | 7,691 | 7,215 | 4370 | Medicare - Psychiatric Services | 30,644 | 31,250 | (606) | 75,000 |
| 0 | 0 | 0 | 4372 | Psychologists-contractual and self pay | 0 | 833 | (833) | 2,000 |
| 52,499 | 52,284 | 42,292 | | Total Fee for service | 242,422 | 252,849 | (10,427) | 584,762 |
| | | | | Fee for Service-MCO | | | | |
| 256,957 | 279,143 | 257,568 | 4160 | MH Medicaid MRO | 1,334,990 | 2,579,967 | (1,244,977) | 6,191,920 |
| 76,406 | 83,430 | 90,361 | 4162 | Aetna Medicaid | 398,185 | 0 | 398,185 | 0 |
| 39,439 | 49,896 | 53,203 | 4164 | Cenpatico Medicaid | 215,211 | 0 | 215,211 | 0 |
| 40,459 | 44,886 | 52,084 | 4165 | Blue Cross Blue Shield MMAI | 220,291 | 0 | 220,291 | 0 |
| 10,288 | 10,663 | 10,792 | 4166 | Cigna-Healthsprings-MMAI | 53,055 | 0 | 53,055 | 0 |
| 23,961 | 28,118 | 29,588 | 4167 | Meridian-MMAI | 122,307 | 0 | 122,307 | 0 |
| 8,789 | 13,047 | 9,883 | 4168 | Humana-Beacon | 48,111 | 0 | 48,111 | 0 |
| 6,827 | 8,417 | 10,273 | 4169 | Harmony | 45,117 | 0 | 45,117 | 0 |
| 14,437 | 17,372 | 15,075 | 4171 | Family Health Network | 77,887 | 0 | 77,887 | 0 |
| 233 | 0 | 0 | 4172 | Community Care Alliance of Illinois-ICP/FH | 1,156 | 0 | 1,156 | 0 |
| 477,796 | 534,972 | 528,827 | | Total | 2,516,309 | 2,579,967 | (63,658) | 6,191,920 |
| | | | | Grants | | | | |
| 0 | 0 | 33,366 | 4120 | Crisis Services | 33,366 | 0 | 33,366 | 0 |
| 33,173 | 0 | 43,615 | 4130 | Supported Residential | 76,788 | 0 | 76,788 | 0 |
| 1,670 | 1,670 | 1,670 | 4270 | Mental Health Court(KaneCo) | 8,350 | 9,183 | (833) | 22,040 |
| 18,179 | 17,971 | 17,971 | 4356 | Victims' Services | 90,479 | 83,229 | 7,250 | 199,750 |
| 53,022 | 19,641 | 96,622 | | Total | 208,983 | 92,412 | 116,571 | 221,790 |
| 583,318 | 606,897 | 667,741 | | Total Mental Health | 2,967,714 | 2,925,228 | 42,486 | 6,998,472 |

United Ways & 708 Boards

| Actual 2 mo. back 9/30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-----------------------------------|----------------------------------|-------------------------------|--------------------------------------|--|---|---|---|---|
| 3,434 | 3,434 | 3,434 | 4405 | United Way - Aurora | 17,171 | 17,171 | 0 | 41,211 |
| 833 | 833 | 833 | 4410 | United Way - Elgin | 4,167 | 4,167 | 0 | 10,000 |
| 0 | 0 | 0 | 4420 | United Way/CC other | 0 | 417 | (417) | 1,000 |
| 317 | 317 | 317 | 4425 | United Way - Batavia | 1,583 | 1,583 | 0 | 3,800 |
| 83 | 83 | 83 | 4430 | Community Chest - Geneva | 417 | 417 | 0 | 1,000 |
| 2,918 | 2,918 | 2,918 | 4440 | United Way McHenry | 14,592 | 12,500 | 2,092 | 30,000 |
| 32,009 | 32,009 | 32,009 | 4450 | 708 - So. Kane County (Aurora) | 160,047 | 148,000 | 12,047 | 355,200 |
| 2,658 | 2,658 | 2,658 | 4455 | 708 - Geneva | 13,292 | 13,333 | (42) | 32,000 |
| 3,783 | 3,783 | 3,783 | 4460 | 708 - Hanover Township | 18,917 | 18,750 | 167 | 45,000 |
| 4,500 | 4,500 | 4,500 | 4465 | 708 - St. Charles | 22,500 | 21,667 | 833 | 52,000 |
| 2,167 | 2,167 | 2,167 | 4470 | 708 - Kendali County | 10,833 | 10,417 | 417 | 25,000 |
| 37,500 | 37,500 | 37,500 | 4475 | 708 - McHenry County | 187,500 | 125,000 | 62,500 | 300,000 |
| 90,204 | 90,204 | 90,204 | | Total United Ways & 708 Boards | 451,018 | 373,421 | 77,598 | 896,211 |
| 0 105 0 0 2,778 | 645 0 0 | 4,310 0 0 | 4505 4510 4515 4520 4525 | Special Events Auction Membership AID Golf Outing Color Run Small Events | 178,315 5,820 11,085 0 12,349 | 185,000 27,083 11,000 0 8,333 | (6,685) (21,263) 85 0 4,016 | 185,000 65,000 11,000 85,000 20,000 |
| 2,883 | | 11,210 | | Total Special Events | 207,569 | 231,417 | (23,848) | 366,000 |
| 0 365 2,724 0 5,080 | 33,81 5 3,23 0 0 | 1,974 5,880 | 4550 4555 4557 4560 4565 | Contributions Contributions - Grants Contributions - Restricted Contributions - Unrestricted Contributions - Staff Contributions-Capital Campaign- Restricted | 5,000 37,643 17,795 0 366,565 | 6,250 71,667 41,667 417 | (1,250) (34,024) (23,872) (417) 366,565 | 15,000 172,000 100,000 1,000 |
| 27,292 | | 27,292 | | Contributions - In-Kind Rent | 136,458 | 136,459 | (1) | 327,502 |
| 14,719 3,870 | 40,804 | 13,775 | | In Kind Donations Bequests and Memorials | 96,663 44,560 | 41,667 8,333 | 54,996 36,227 | 100,000 20,000 |

| Actual 2 mo. back 9/30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-----------------------------------|---|-------------------------------|------|------------------------------------|------------|-----------------------------|-----------------|-----------------------|
| 54,050 | 305,377 | 143,781 | | Total Contributions | 704,684 | 306,459 | 398,225 | 735,502 |
| ì | | | | Program Fees | | | | |
| 139,337 | 142,802 | 138,681 | 4605 | Client Program fees | 705,824 | 677,722 | 28,102 | 1,626,534 |
| (5,474) | | (5,474) | | Intermittent CILA Payouts | (26,674) | (30,365) | 3,691 | (72,876) |
| 210 | *************************************** | 8-26 CA 26 | 4630 | Client Fees - Transportation | 1,535 | 1,750 | (215) | 4,200 |
| 0 | | | 4645 | CBO Early Intervention Income | 0 | 5,000 | (5,000) | 12,000 |
| 143 | | | 4650 | Insurance Payments | 6,669 | 32,500 | (25,831) | 78,000 |
| 151 | | | 4652 | Family & 3rd Party Co-Pays | 7,192 | 4,792 | 2,400 | 11,500 |
| 6,713 | 9.50 | 7,433 | | Provena Mercy Aurora | 28,531 | 25,000 | 3,531 | 60,000 |
| 0,719 | TOTAL CONTRACTOR | 47.1004.000 | 4666 | Provena Mercy Yorkville | 1,031 | 1,250 | (219) | 3,000 |
| 141,080 | | 141,986 | 1000 | Total Program Fees | 724,108 | 717,649 | 6,459 | 1,722,358 |
| 141,000 | | 111,200 | | Total Trogram vecs | 724,100 | 717,049 | 0,437 | 1,722,556 |
| | | | | Sub-Contract Sales | | | | |
| 15,198 | 10,339 | 10,038 | 4810 | Elgin Sub-Contract Sales | 59,402 | 54,167 | 5,235 | 130,000 |
| 21,057 | | 16,666 | 4820 | Aurora Sub-Contract Sales | 98,903 | 81,250 | 17,653 | 195,000 |
| 10,868 | 7,010 | | 4840 | Janitorial Sub-Contract - External | 47,544 | 59,607 | (12,063) | 143,056 |
| 11,157 | 14,064 | 10,432 | | Janitorial Sub-Contract - Internal | 58,721 | 59,752 | (1,031) | 143,404 |
| 58,279 | | 46,916 | | Total Sub-Contract Sales | 264,570 | 254,775 | 9,795 | 611,460 |
| | | | | Other Income | | | | |
| 225 | 0 | 0 | 4910 | Gain/Loss on sale of Fixed Assets | 400 | 833 | (433) | 2,000 |
| 0 | | | 4920 | Interest Income | 866 | 0 | 866 | 0 |
| 1,132 | | | 4930 | Food Income | 9,247 | 12,708 | (3,462) | 30,500 |
| 1,868 | - 54 | | 4940 | Vending Income | 8,295 | 10,000 | (1,705) | 24,000 |
| 3,601 | | | 4950 | Rental Income - Tenants | 21,666 | 11,805 | 9,861 | 28,332 |
| 9,352 | | | 4962 | Training income/reimbursement | 53,508 | 52,916 | 593 | 127,000 |
| 6,231 | | 6,231 | 4965 | Management fees-HUD Corps | 31,155 | 31,250 | (95) | 75,000 |
| 18,369 | 15,453 | 13,880 | 4970 | LINK Income | 76,432 | 80,989 | (4,557) | 194,373 |
| 95,000 | 95,468 | 88,417 | 4972 | RTA - Ride in Kane - JARC & NF | 468,885 | 458,333 | 10,551 | 1,100,000 |
| 2,720 | 2,704 | 1,492 | 4973 | RTA - Ride in Kane - Mobility Mgt | 14,817 | 12,500 | 2,317 | 30,000 |
| 180 | (367) | 290 | 4980 | Miscellaneous Income | 12,981 | 5,417 | 7,565 | 13,000 |

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Five Months ending November 30, 2016

| Actual 2 mo. back 9/30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-----------------------------------|----------------------------------|-------------------------------|-------------|--|------------|-----------------------------|-----------------|-----------------------|
| 138,678 | 139,488 | 127,140 | | Total Miscellaneous Income | 698,251 | 676,751 | 21,500 | 1,624,205 |
| 2,254,465 | 2,809,404 | 2,407,256 | | TOTAL REVENUES | 12,015,208 | 11,646,473 | 368,735 | 27,740,071 |
| 1 | | | | EXPENSES | | | | |
| | | | | Salaries | | | | |
| 87,750 | 86,952 | 88,873 | 5000 | Salaries - Admin & Support | 441,439 | 466,661 | 25,222 | 1,119,987 |
| 89,823 | 88,149 | 86,718 | 5010 | Salaries - Program Management | 451,506 | 420,573 | (30,933) | 1,009,378 |
| 491,207 | 485,811 | 523,811 | 5015 | Salaries - Professional | 2,503,164 | 2,834,662 | 331,499 | 6,803,191 |
| (10,379) | (10,379) | (10,653) | 5016 | Salaries - Professional - HUD reimb | (52,444) | (56,690) | (4,246) | (136,055) |
| 543,486 | 536,155 | 540,634 | 5020 | Salaries - Direct Service | 2,776,519 | 2,545,436 | (231,083) | 6,109,049 |
| 98,054 | 98,490 | 100,423 | 5025 | Salaries - Program Support | 496,839 | 514,761 | 17,921 | 1,235,427 |
| (1,419) | (3,357) | (2,267) | 5026 | Salaries - Program Support - HUD reimb | (10,138) | (14,612) | (4,474) | (35,069) |
| 1,298,523 | 1,281,821 | 1,327,539 | | Total Salaries | 6,606,885 | 6,710,792 | 103,907 | 16,105,908 |
| 1 | | | | | | | | |
| | | 4.0.000 | 5100 | Benefits | 202 200 | 200.000 | | |
| 129,670 | | 149,838 | | Group Medical Insurance | 769,899 | 812,500 | 42,601 | 1,950,001 |
| 2,661 | 5,528 | | 5110 | Group Dental Insurance | 23,704 | 33,334 | 9,629 | 80,003 |
| 10,318 | 12,440 | 11,344 | | Life & Disability Insurance | 56,875 | 66,664 | 9,789 | 159,997 |
| 31,847 | 31,847 | 31,847 | | Workers Comp Insurance | 159,487 | 179,165 | 19,677 | 429,998 |
| 41,488 | | 26,310 | | Employee Retirement | 164,107 | 175,000 | 10,893 | 420,002 |
| 94,556 | 1.05/4/19 | 96,928 | | Staff FICA Tax | 483,873 | 518,830 | 34,957 | 1,245,194 |
| (3,864) | (4,510) | (4,147) | | Employee Benefits - HUD reimb | (20,335) | (19,965) | 370 | (47,915) |
| 0 | 0 | 100 A T (100 A | 5160 | Unemployment Expense | 2,544 | 16,665 | 14,122 | 39,999 |
| 7 | 0 | | 5170 | Tuition Reimbursement | 7 | 14,582 | 14,575 | 34,999 |
| (1,385) | (1,108) | 11,299 | | Employee Recognition, Wellness, Other | 7,153 | 14,582 | 7,430 | 34,999 |
| 1,832 | | 7 | 5180 | Employee Assistance Program | 7,326 | 2,915 | (4,411) | 6,998 |
| 497 | 100 mg 41 000 mg | cyent * mountains. | 5195 | Other Prof/HR Benefits/Pre Emp Tests | 15,533 | 20,834 | 5,300 | 50,003 |
| 0 | | (50) | 5196 | Recognition/Diversity/Incentives | 0 | 0 | 0 | 0 |
| 307,628 | 337,488 | 341,485 | | Total Benefits | 1,670,173 | 1,835,106 | 164,933 | 4,404,278 |

Client Salaries & Benefits

| Actual 2 mo. back 9/30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-----------------------------------|----------------------------------|-------------------------------|------|--|------------|-----------------------------|-----------------|-----------------------|
| 33,986 | 31,157 | 31,677 | 5210 | Client Salaries | 155,154 | 142,336 | (12,818) | 341,607 |
| 2,600 | 2,384 | 2,423 | 5220 | Client FICA | 11,869 | 10,791 | (1,078) | 25,899 |
| 2,222 | 2,222 | 2,222 | 5230 | Client Workers Compensation Insurance | 11,110 | 12,500 | 1,390 | 30,000 |
| 38,808 | 35,762 | 36,322 | | Total Client Salaries & Benefits | 178,133 | 165,627 | (12,506) | 397,506 |
| | | | | Consultants & Outside Services | | | | |
| 0 | 800 | 0 | 5300 | Audiology | 2,400 | 4,000 | 1,600 | 9,600 |
| 24,122 | 14,523 | 28,985 | 5310 | Psychiatrists | 113,566 | 156,250 | 42,684 | 375,000 |
| 0 | 4,210 | 0 | 5320 | Consult & Professional Fees | 4,210 | 15,955 | 11,745 | 38,293 |
| 263 | 95 | 0 | 5325 | Consultants - IT | 2,274 | 8,333 | 6,059 | 20,001 |
| 0 | 500 | 0 | 5327 | Intern stipends | 4,000 | 14,165 | 10,165 | 33,998 |
| 0 | 161 | 0 | 5332 | Temporary Services | 1,362 | 10,929 | 9,567 | 26,231 |
| 0 | 6,429 | 4,348 | 5340 | Outside Services - Respite | 10,778 | 0 | (10,778) | 0 |
| 9,708 | 8,164 | 10,954 | 6450 | IT Licenses/Maintenance/Supplies | 54,312 | 66,203 | 11,891 | 158,888 |
| 773 | 3,995 | 3,995 | 6460 | Audit Fees | 9,535 | 20,791 | 11,255 | 49,900 |
| 3,325 | 217 | 429 | 6465 | Legal Services | 7,354 | 12,501 | 5,147 | 30,005 |
| 38,190 | 39,093 | 48,710 | | Total Consultants & Outside Services | 209,791 | 309,127 | 99,336 | 741,916 |
| | | | | Supplies | | | | |
| 9,769 | 12,635 | 12,575 | 6005 | Household/Sanitary/Safety Supplies | 52,223 | 40,069 | (12,154) | 96,167 |
| 0 | 0 | 0 | 6028 | Special Events Golf Outing Expenses | 0 | 813 | 813 | 1,950 |
| 4,981 | 10,879 | 250 | 6029 | Special Events Auction Expenses | 18,582 | 10,417 | (8,166) | 25,000 |
| 169 | 639 | 671 | 6030 | Special Events Color Run | 1,902 | 5,417 | 3,514 | 13,000 |
| 0 | 4,922 | 0 | 6031 | Special Events Expenses - clients | 4,922 | 2,083 | (2,838) | 5,000 |
| 0 | 0 | 0 | 6032 | Special Events Expenses - small events | 0 | 42 | 42 | 100 |
| 14,719 | 40,804 | 13,775 | 6033 | In-Kind Expenses | 96,663 | 41,667 | (54,996) | 100,000 |
| 6,865 | 8,222 | 10,328 | 6040 | Residences/Client Materials & Activities | 42,458 | 50,153 | 7,695 | 120,368 |
| (68) | 0 | 13,486 | 6041 | Program Activities/FVSR | 19,899 | 39,412 | 19,512 | 94,588 |
| 894 | 925 | 562 | 6045 | Sub-contract/Jan-AID Supplies | 4,908 | 6,972 | 2,064 | 16,733 |
| (371) | (432) | (511) | 6050 | Sub-Contract Shipping | (2,227) | 0 | 2,227 | 0 |
| 1,624 | 1,252 | 1,769 | 6055 | Food Service Costs | 5,465 | 7,873 | 2,408 | 18,894 |
| 32,205 | 27,255 | 30,402 | 6060 | Food Costs | 148,415 | 148,917 | 503 | 357,403 |

| ctual mo. back /30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-------------------------------|----------------------------------|-------------------------------|------|--|------------|-----------------------------|-----------------|-----------------------|
| 2,412 | 2,497 | 2,708 | 6065 | Coffee/Water/Vending Supplies | 14,277 | 19,308 | 5,031 | 46,340 |
| 73,197 | 109,598 | 86,015 | | Total Supplies | 407,488 | 373,141 | (34,347) | 895,543 |
| | | | | Specific Assistance to Individuals | | | | |
| 0 | 0 | 0 | 6105 | Rent for clients | 0 | 1,042 | 1,042 | 2,500 |
| 0 | 0 | 0 | 6110 | Utilities for clients | 0 | 83 | 83 | 20 |
| 2,040 | 2,456 | 694 | 6115 | Medications for clients | 4,959 | 6,034 | 1,075 | 14,48 |
| 120 | 150 | 60 | 6120 | Medical/Dental for clients | 330 | 1,640 | 1,310 | 3,93 |
| 2,160 | 2,606 | 754 | | Total Specific Assistance to Individuals | 5,289 | 8,799 | 3,510 | 21,11 |
| | | | | Vehicles & Transportation | | | | |
| 8,901 | 7,965 | 7,528 | 6210 | Vehicle Operating Costs | 32,274 | 39,100 | 6,826 | 93,84 |
| 10,810 | 3,613 | 8,493 | 6220 | Vehicle Repairs & Maint | 40,974 | 34,953 | (6,020) | 83,89 |
| 3,565 | 3,565 | 3,565 | 6230 | Vehicle Insurance | 17,823 | 17,187 | (636) | 41,25 |
| 28,280 | 28,095 | 28,108 | 6250 | Staff Mileage reimbursement | 121,608 | 116,716 | (4,892) | 280,12 |
| 0 | 200 | 200 | 6260 | Resident Transportation Services | 600 | 554 | (46) | 1,33 |
| 2,106 | 1,999 | 0 | 6262 | Bethesda Transportation Service | 6,651 | 7,886 | 1,235 | 18,92 |
| 12,372 | | 11,573 | 6270 | Client Transportation RIDE in KANE | 59,928 | 52,638 | (7,290) | 126,33 |
| 66,034 | 59,245 | 59,466 | | Total Vehicles & Transportation | 279,858 | 269,035 | (10,823) | 645,69 |
| | | | | Occupancy | | | | |
| 61,510 | 61,851 | 63,549 | 6305 | Facilities Rental | 324,469 | 303,829 | (20,640) | 729,18 |
| 1,740 | 1,309 | 2,899 | 6310 | Utilities-Gas | 8,065 | 18,466 | 10,401 | 44,32 |
| 14,252 | 17,871 | 13,665 | 6315 | Utilities-Electric | 79,489 | 102,455 | 22,966 | 245,89 |
| 6,188 | 6,358 | 7,516 | 6320 | Utilities-Water & Sewer | 27,174 | 18,401 | (8,773) | 44,10 |
| 97 | 836 | 0 | 6330 | Supplies - Janitorial | 989 | 2,791 | 1,802 | 6,70 |
| 9,127 | 8,015 | 7,901 | 6335 | Telephone - Cellular | 39,800 | 36,443 | (3,356) | 87,46 |
| 30,976 | 25,790 | 31,129 | 6340 | Telephone | 142,014 | 140,666 | (1,347) | 337,60 |
| 0 | 0 | 2,617 | 6345 | Snow Removal | 2,617 | 12,126 | 9,509 | 60,63 |
| 3,259 | 2,522 | 2,923 | 6350 | Refuse Disposal | 14,370 | 14,200 | (171) | 34,0 |
| 5,203 | 272 | 1,826 | 6355 | Security Services | 8,689 | 14,742 | 6,053 | 35,3 |
| 420 | 848 | 1 1/15 | 6360 | Moving & Relocation Expense | 4,138 | 3,510 | (627) | 8,42 |

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Association for Individual Development Income Statement

| Actual 2 mo. ba 9/30/20 | | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-------------------------------|-------|----------------------------------|-------------------------------|------|---|------------------|-----------------------------|-----------------|-----------------------|
| | 9,950 | 5,204 | 6,865 | 6365 | Building & Grounds - Maint & Repairs | 29,581 | 32,840 | 3,259 | 78,818 |
| 1 | 1,234 | 11,554 | 10,432 | 6370 | Building & Grounds - JanAID | 56,293 | 60,920 | 4,626 | 146,209 |
| | 7,126 | 5,287 | 8,305 | 6375 | Lawn Maintenance | 32,568 | 16,670 | (15,898) | 40,009 |
| | 3,374 | 5,378 | 2,291 | 6378 | Small Equipment and Furniture | 16,431 | 9,494 | (6,937) | 22,788 |
| | 7,395 | 7,395 | 7,500 | 6380 | Prop/Gen Liab/Prof/Umbrella Insurance | 37,055 | 39,705 | 2,650 | 95,293 |
| | 1,165 | 1,165 | 1,165 | 6385 | Directors & Officers/Crime Insurance | 5,826 | 7,068 | 1,242 | 16,963 |
| | 7,115 | 6,940 | 7,006 | 6395 | Interest Expense - Mortgage | 35,326 | 37,768 | 2,441 | 90,643 |
| | 0 | 0 | 0 | 6400 | Real Estate Taxes | 626 | 708 | 83 | 1,700 |
| 18 | 0,130 | 168,594 | 178,733 | | Total Occupancy | 865,521 | 872,802 | 7,281 | 2,126,273 |
| | | | | | | | | | |
| | | | | | Equipment | | | | |
| | 467 | 1,239 | | 6405 | Equipment-Repairs/Maintenance | 2,907 | 1,894 | (1,013) | 4,547 |
| - | 786 | 905 | | 6425 | Equipment Rental | 4,957 | 4,617 | (339) | 11,082 |
| | 1,253 | 2,144 | 2,154 | | Total Equipment | 7,864 | 6,512 | (1,352) | 15,629 |
| | | | | | Danuaristian & Amendication | | | | |
| 4 | 6,943 | 47,326 | 45,986 | 6125 | Depreciation & Amortization Depreciation expense | 225 710 | 241.055 | 5 245 | 550 500 |
| 4 | 810 | | DESCRIPTION OF STREET | 6440 | Amortization expense | 235,710 | 241,055 | 5,345 | 578,533 |
| | 7,753 | 48,136 | 46,796 | | Total Depreciation & Amortization | 4,049 239,759 | 4,042 245,097 | 5,338 | 9,702 |
| | 1,133 | 40,130 | 40,770 | r. | Total Depreciation & Amortization | 233,133 | 243,057 | 3,336 | 588,235 |
| | İ | | | | Other Expenses | | | | |
| | 2,714 | 6,988 | 9,576 | 6510 | Advertising/Job Recruiting | 21,928 | 24,999 | 3,071 | 60,000 |
| | 1,096 | 1,125 | 851 | 6512 | Bank Fees | 5,627 | 5,807 | 180 | 13,937 |
| | 403 | 778 | 3,249 | 6515 | Conferences & Meetings | 7,256 | 8,333 | 1,077 | 20,001 |
| | 621 | 2,439 | 596 | 6520 | Publications & Subscriptions | 6,735 | 4,167 | (2,567) | 10,004 |
| | 2,684 | 6,435 | 5,248 | 6525 | License, Permits, Dues, CARF Accred | 25,558 | 39,581 | 14,023 | 94,996 |
| | 5,108 | 8,719 | 5,142 | 6530 | Office Supplies | 28,042 | 30,322 | 2,280 | 72,774 |
| 1 | 3,574 | 11,989 | 12,108 | 6540 | Payroll Service Fees | 62,115 | 59,790 | (2,325) | 143,499 |
| | 1,162 | 627 | 1,928 | 6545 | Postage | 6,307 | 7,083 | 776 | 17,001 |
| | 530 | 1,187 | 2,003 | 6550 | Printing | 4,713 | 6,249 | 1,536 | 14,999 |
| 9 | 5,000 | 95,468 | 88,417 | 6552 | RTA - Ride in Kane - JARC & NF | 468,885 | 458,333 | (10,551) | 1,100,000 |
| | 452 | 350 | 345 | 6553 | RTA - Ride in Kane - Mobility Mgt | 1,824 | 2,333 | 509 | 5,600 |

| Actual 2 mo. back 9/30/2016 | Actual Last Mont 10/31/201 | Current Month 11/30/201 | | Description | Actual YTD | Budget YTD 11/30/2016 | Variance YTD | Fiscal Year Budget |
|-----------------------------------|----------------------------------|-------------------------------|------|----------------------------------|------------|-----------------------------|-----------------|-----------------------|
| 658 | (2,618) | 620 | 6560 | Staff Training | 4,004 | 17,874 | 13,870 | 42,899 |
| 242 | 31 | 31 | 6600 | Interest Expense - other | 4,771 | 9,702 | 4,931 | 23,284 |
| 8,965 | 1,150 | 5,088 | 6610 | Bad Debts | 19,736 | 41,667 | 21,930 | 100,000 |
| 0 | 0 | 0 | 6620 | Bequest & Memorials Pass Through | 0 | 6,250 | 6,250 | 15,000 |
| 617 | 306 | 82 | 6630 | Miscellaneous Expense | 2,368 | 4,167 | 1,799 | 10,000 |
| 12,325 | 0 | 0 | 6639 | HFS TAC Participation Fees | 12,325 | 12,714 | 389 | 50,856 |
| 0 | 0 | 0 | 6650 | Contributions | 1,000 | 0 | (1,000) | 0 |
| 3,540 | 0 | 0 | 6675 | Capital Campaign Expenses | 4,805 | 0 | (4,805) | 0 |
| 0 | 0 | 0 | 6990 | Program Support Allocation | 0 | (1) | (1) | 0 |
| 0 | 0 | 0 | 6995 | Admin Allocation | 0 | (1) | (1) | (1) |
| 149,693 | 134,974 | 135,285 | | Total Other Expenses | 687,998 | 739,368 | 51,370 | 1,794,849 |
| 2,203,369 | 2,219,464 | 2,263,259 | | TOTAL EXPENSES | 11,158,759 | 11,535,405 | 376,646 | 27,736,947 |
| 51,096 | 589,940 | 143,997 | | NET SURPLUS/(DEFICIT) | 856,449 | 111,068 | 745,381 | 3,124 |

ATTACHMENT C

AGENCY NAME: Association for Individual Development (AID) ADDRESS: 309 New Indian Trail Court, Aurora, IL 60506

EXECUTIVE DIRECTOR: Lynn O'Shea DATE OF NEXT BOARD ELECTION: 6/2017 PHONE: 630-966-4001 **EXPIRES** NAME **HOME ADDRESS** OCCUPATION & EMPLOYER Patrick M. Flaherty 6/2018 920 Hardin Rd Attorney/Partner (Chairman) Aurora, IL 60506 Kinnally Flaherty Krentz Loran Hodge & 630.892.0033 Masur PC pflaherty@kfkllaw.com Board Member, Aurora School District 129 6/2017 Toni Vaughan 1885 Alschuler Drive (Vice Chairman) Aurora, IL 60506 (Retired) 630.892.7560 apvaughan@comcast.net 6/2018 Chuck Miles 1015 Westfield Course Director Geneva, IL 60134 Materials Management, Logistics and (Immediate Past Chairman) 630.232.6926 Inventory Cmiles6926@gmail.com Dan Lundberg 1532 Charleston St Relationship Manager/Analyst, 6/2017 **BMO Harris Bank** (Treasurer) Batavia, IL 60510 U.S. SAMU 630.377.4195 dan.lundberg@bmo.com Dr. Melinda Tejada 89 Plymouth Court Vice President of Student Development 6/2017 (Secretary) Aurora, IL 60504 Waubonsee Community College 630.229.3306 mtejada@waubonsee.edu 4N262 IL Rt 31 Owner & Manager Tanya Meyers 6/2019 St. Charles, IL 60174 Fox Valley Country Club and Pipers Banquets 847.366.1455 tanyaevents@gmail.com 418 Barnaby Drive Branch Manager Matt Bretz 6/2019 Oswego, IL 60543 NorthStar Credit Union 630.779.7083 mbretz@ncscu.org Clifford Klotz Vice President of American National 3014 Fox Glen Ct 6/2017 St. Charles, IL 60174 Can Company (Retired) 630.584.3055 crkinc@sbcglobal.net 9N768 Whispering Springs Lane Speech and Language Pathologist 6/2019 Mary Duncan Elgin, IL 60124 School District U46 404.805.2875 maryduncan@u-46.org 1600 Martha Drive Bi-Lingual Mental Health Counselor David De La Fuente 6/2019 Elgin, IL 60123 847.627.0919 David_dlf@sbcglobal.net Dr. Timothy Brown 32W432 Forest Drive Clinical Psychologist 6/2017 Aurora, IL 60504 630.898.3780 Drtb49@aol.com Assistant Superintendent John Knewitz P.O. Box 606 6/2017 Burlington, IL 60109 School District 303 (Retired) 847.683.3080 Birdsfan53@yahoo.com Inez Toledo 414 S. 4th Street Attorney 6/2017 Geneva, IL 60134 State of Illinois Guardianship and Advocacy Commission (IGAC) 847.361.4958 Ineztoledo2@yahoo.com Attorney/Partner Diana Law 1215 Ford Street 6/2019 Geneva, IL 60134 Law Elderlaw, LLP 630.886.6802 diana@lawelderlaw.com

Board Meeting Dates: First Wednesday in August; October; December; February; April; May (annual meeting); June.

AID BOARD OF DIRECTORS 2016-17

<u>1 Year</u> (Term Ending 6/30/17)

Dr. Timothy Brown 32W432 Forest Drive Aurora, IL 60502 Off: 815-467-1342

Res: 630-898-3780 Cell: 630-863-1305 Email: drtb49@aol.com

(7/14-6/17)

Clifford Klotz 3014 Fox Glen Ct.

St. Charles, IL 60174

Res: 630-584-3055 Cell: 773-960-6058 Fax: 630-584-3055

email: crkinc@sbcglobal.net

(7/11-6/14; 7/14-6/17)

Dr. John Knewitz

P.O. Box 606

Burlington, IL 60109 Res: 847-683-3080 Cell: 630-779-5962

Email: birdsfan53@yahoo.com

(7/11-6/17)

Dan Lundberg

(Treasurer)

1532 Charleston St. Batavia, IL 60510

Off: 630-312-461-3787 Res: 630-761-3506 Cell: 630-706-1898

Email: dan.lundberg@bmo.com

(7/11-6/14; 7/14-6/17)

Dr. Melinda Tejada

(Secretary)

89 Plymouth Ct. Aurora, IL 60504

Off: 630-466-2590 Res: 630-851-6067 Cell: 630-229-3306

Fax: 630-466-6661

Email: mtejada@waubonsee.edu

(8/13-6/14; 7/14-6/17)

Inez Toledo 414 S. 4th Street

Geneva, IL 60134 Cell: 847-361-4958 Fax: 630-232-7452

Email: ineztoledo2@yahoo.com

(7/14-6/17)

Toni Vaughan

(Vice Chairman) 1885 Alschuler Drive Aurora, IL 60506

Res: 630/892-7560 Cell: 630/606-7560

e-mail: apvaughan@comcast.net (7/08-6/11; 7/11-6/14, 7/14-6/17)

2 Years (Term Ending 6/30/18)

Patrick Flaherty (Chairman)

920 Hardin Aurora, IL 60506

Off: 630/907-0909 Res: 630/892-0033 Cell: 630/258-8947

e-mail: <u>pflaherty@kfkllaw.com</u> (7/09-6/12; 7/12-6/15;; 7/15-6/18)

Chuck Miles

(Immediate Past Chairman)

1015 Westfield Course Geneva, IL 60134 Res: 630/232-6926 Cell: 630/488-0670

e-mail: <u>cmiles6926@gmail.com</u> (7/09-6/12; 7/12-6/15; 7/15-6/18)

3 Years (Term Ending 6/30/19)

Matt Bretz

418 Barnaby Drive Oswego, IL 60543

Off: 630-393-7201, x2928

Res: 630-779-7083 Cell: 630-779-7083 email: mbretz@nscu.org

(7/16-6/19)

David De La Fuente

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e-mail: david dlf@sbcglobal.net

(7/13-6/16; 7/16-6/19)

Mary Duncan

9N768 Whispering Springs Lane

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Cell: 404-805-2875

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(7/16-6/19)

Diana Law

1215 Ford Street Geneva, IL 60134 Off: 630-585-5200 Res: 331-248-0538 Cell: 630-886-6082

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(7/16-6/19)

Tanya Meyers

4N262 IL Rt. 31 St. Charles, IL 60174

Off: 630-761-3366 Cell: 847-366-1455

email: TANYAEVENTS@gmail.com

(7/16-6/19)

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT RESOLUTION OF BOARD OF DIRECTORS May 13, 2015

WHEREAS, the Board of Directors desire to amend the bylaws of this corporation so that they will read as per the bylaws that are attached to this resolution; and

WHEREAS, in order to amend the bylaws, the proposed amendments to the bylaws must be amended by the Board of Directors at a regular or special board meeting and adopted at a subsequent regular meeting of the Board of Directors; and

WHEREAS, on April 1, 2015 the Board of Directors amended the bylaws so that they will read as per the bylaws that are attached to this resolution; and

WHEREAS, the Board of Directors now desire to ratify and adopt the bylaw amendments that were made at the regular meeting of the Board of Directors on April 1, 2015.

NOW THEREFORE, the Board of Directors do hereby ratify and adopt the bylaw amendments that were made at the regular meeting of the Board of Directors on April 1, 2015.

Date: May 13, 2015

Chairman

Secretary



BY-LAWS

Adopted June 14, 1967 Revised November 12, 1969 **Second Revision** May 13, 1970 Third Revision May 18, 1973 (Effective) July 1, 1973 **Fourth Revision** May 7, 1976 Fifth Revision May 21, 1977 Sixth Revision May 20, 1979 Seventh Revision May 14, 1982 **Eighth Revision** May 20, 1983 Ninth Revision May 16, 1986 Reviewed June 28, 1989 Reviewed September 26, 1990 **Tenth Revision** May 20, 1993 **Eleventh Revision** May 25, 1995 **Twelfth Revision** May 16, 1996 Thirteenth Revision May 22, 1997 Fourteenth Revision May 15, 1998 Fifteenth Revision May 18, 2000 Sixteenth Revision August 23, 2000 Seventeenth Revision May 17, 2001 May 19, 2004 **Eighteenth Revision** Nineteenth Revision December 6, 2006 Twentieth Revision May 20, 2009 **Twenty-First Revision** May 18, 2011 Twenty-Second Revision May 15, 2013 **Twenty-Third Revision** May 13, 2015

ARTICLE VI: Board of Directors

Section 1. Powers

The business of AID shall be managed by or under the direction of its Board of Directors. The Board, subject to these bylaws, shall exercise broad stewardship and policy direction for the corporation. In its fiduciary role, the Board shall have the power to solicit, receive, use, hold, invest and reinvest gifts, bequests, devises, grants or funds from whatever source and use the same or the proceeds thereof for AID or any of its activities, or as specifically designated. It shall cause the books and financial statements of AID to be audited annually by independent certified public accountants. It shall actively promote the corporation's purposes and mission throughout the community.

The Board of Directors shall employ a President/CEO and empower the President/CEO to transact business, administer established policies, manage the corporation's services, hire, discharge and supervise all personnel, and manage the real and personal properties of the Association, subject to the direction of the Board of Directors. The President shall serve as the registered agent for the corporation.

Section 2. Number of Directors

The number of directors shall be no fewer than 12 nor more than 17 in number, which number shall be fixed from time to time by resolution of the Board of Directors, provided, however, that a resolution to reduce the size of the Board of Directors shall not affect the unexpired term of any director then a member of the Board of Directors. A director must at all times be a member in good standing of AID. Directors shall be elected at the regular annual meeting of the Board of Directors or in the event that any directorship is to be filled by reason of an increase in the number of directors, by the Board of Directors at any regular meeting of the Board of Directors. Such regular annual meeting of the Board of Directors shall be held in the month of May of each year on a date selected by the President/CEO of this corporation. Unless otherwise specifically provided by the Board of Directors who elect a director, or by the terms of Section 5 of this Article VI, the term of an elected director shall be three years, commencing on July 1st following the annual meeting. No director shall serve for more than three (3) consecutive terms or nine (9) consecutive years, except that if a director is elected to fill a vacancy pursuant to Section 5 of Article VI with two years or less remaining in that unexpired term, then that director shall serve for not more than four (4) consecutive terms (the word "term" shall include any unexpired term for which the director is elected to fill a vacancy) or eleven (11) consecutive years.

Any provision herein to the contrary notwithstanding, in the case of a director who serves as Chairman of the Board of Directors in his or her ninth consecutive year as a director, then he or she shall be eligible to serve one additional year on the Board of Directors as a director.

A director may resign at any time by giving written notice to the Board of Directors or to the Chairman or to the Secretary. A resignation is effective when the notice is given unless the notice specifies a future date. The pending vacancy may be filled before the effective date, but the successor shall not take office until the effective date.

No employee of AID nor of any organization with which AID has a franchise relationship nor of any agency of the State of Illinois that provides funding to AID nor of any nursing home or sheltered care home that is a part of the Illinois service delivery system nor any member of his or her immediate family (spouse, parent, child, brother or sister) shall be eligible to serve as a director.

Section 3. Quorum and Action

A majority of the number of directors fixed by the Board of Directors from time to time to constitute the Board of Directors shall form a quorum for the transaction of business at any meeting of the Board of Directors, provided that if fewer than a majority of such number of directors are present at a meeting, a majority of the directors present may adjourn the meeting at any time without further notice. The directors shall hold no fewer than six regular meetings annually. The directors by resolution shall schedule meetings on a recurring basis without the necessity of notice other than such resolution.

The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless applicable state statutes, these by-laws, or the Articles of Incorporation require the act of a greater number.

Use of a conference telephone or interactive technology, including but not limited to electronic transmission, internet usage, or remote communication, by means of which all persons participating in the meeting can communicate with each other is permissible for purposes of attendance at any meeting of the Board of Directors, unless otherwise prohibited by the Illinois General Not-for-Profit Corporation Act, as amended.

Section 4. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the Chairman or any two or more directors. The person or persons authorized to call special meetings of the Board of Directors may fix the date, time and place for the special meeting.

Notice of any special meeting shall be given at least three days previous thereto by electronic means or by written notice to each director at the director's address on the membership list. If mailed, such notice shall be deemed to be deliverable when deposited with the United States Postal Service so addressed, with postage thereon prepaid. If notice is transmitted by electronic means, such notice shall be deemed to be delivered when transmitted. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting.

Section 5 Vacancies.

Any vacancy occurring in the Board of Directors or any directorship to be filled by reason of an increase in the number of directors shall be filled by the Board of Directors. A director elected or appointed as the case may be, to fill in a vacancy shall be elected for the unexpired term of his or her predecessor in office. Unless otherwise specified by the Board of Directors, a director elected or appointed as the case may be, to fill a directorship by reason of an increase in the number of directors shall be elected for a term beginning on the date specified by the Board of Directors and ending on June 30th of the year which ends three years after the last June 30th.

Section 6. Written Actions

Unless specifically prohibited by the Articles of Incorporation or these by-laws, any action required to be taken at a meeting of the Board of Directors or any other action which may be taken at a meeting of the Board of Directors or of any committee thereof may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all the directors entitled to vote with respect to the subject matter thereof or by all the members of such committee, as the case may be. Any such consent signed by all the directors or all the members of the committee shall have

the same effect as a unanimous vote and may be stated as such in any document filed with the Secretary of State or with anyone else.

Section 7. Assenting Action

A director who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be conclusively presumed to have assented to the action taken unless the director's dissent shall be entered in the minutes of the meeting or unless the director shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 8. Removal

Any director who fails to sustain his/her eligibility as a member of the Board of Directors shall be removed for cause by action of the board. Any Director absent from three consecutive board meetings without good cause or without first notifying the Secretary shall be subject to removal by the board.

ARTICLE VII: Officers

Section 1. Officer

The officers of AID shall be a Chairman, a Vice-Chairman, a Secretary, a Treasurer, and a President/CEO.

Section 2. Election

The officers of the corporation (except for the President/CEO who is to be employed by the Board of Directors) shall be elected or appointed annually by the Board of Directors at the regular annual meeting of the Board of Directors, for a term to commence on the first day of July. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be done. Vacancies may be filled or new offices created and filled at any meeting of the Board of Directors. Each officer shall hold office until a successor shall have been duly elected and shall have qualified or until the officer's death, resignation, or removal from office. Election of an officer shall not of itself create contract rights.

Section 3. Removal

Any officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever in its judgement the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Section 4. Chairman

The Chairman shall serve as the chief executive of the Board of Directors, presiding at all meetings of the membership and Board of Directors. The Chairman shall appoint and supervise the work of all committees; serve as an ex-officio member of all committees; assign to committees such responsibilities as he or she deems fit consistent with these by-laws; and, in general, shall discharge all duties incident to the office of Chairman and such other duties as may be prescribed by the Board of Directors from time to time. Except in those instances in which the authority to execute is expressly delegated to another office or agent of the corporation or a different mode of execution is expressly prescribed by the Board of Directors or these by-laws, the Chairman may execute for the corporation any contracts, deeds, mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed. The Chairman may accomplish such execution either under or without the Seal of the Corporation and either individually or with the Secretary, any assistant

secretary, or any other officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument.

Section 5. Vice Chairman

The Vice Chairman (or in the event there be more than one vice chairman, each of the vice chairmen) shall assist the Chairman in the discharge of the duties as the Chairman may direct and shall perform such other duties as from time to time may be assigned to the Vice Chairman by the Chairman. In the absence of the Chairman or in the event of the Chairman's inability to act, the Vice Chairman (or in the event there be more than one vice chairman, the vice chairmen in the order designated by the Board of Directors, or by the Chairman if the Board of Directors has not made such a designation, or in the absence of any designation, then in the order of seniority of tenure as vice chairman) shall perform the duties of the Chairman, and when so acting, shall have all the powers of and be subject to all the restrictions on the Chairman. Except in those instances in which the authority to execute is expressly delegated to another office or agent of the corporation

or a different mode of execution is expressly prescribed by the Board of Directors or these by-laws, the Vice Chairman (or each of them if there are more than one) may execute for the corporation any contracts, deeds, mortgages, bonds or other instruments which the Board of Directors has authorized to be executed. The Vice Chairman may accomplish such execution either under or without the seal of the corporation and either individually or with the Secretary, any assistant secretary, or any other officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument.

Section 6. Treasurer

The Treasurer shall be responsible for oversight of the corporation's financial affairs; shall chair the Finance Committee, and shall report the financial condition of the corporation at each regular meeting of the membership and Board of Directors. The Treasurer will perform, in general, all duties incident to the office of Treasurer and such other duties as may be required by the Articles of Incorporation, or by these by-laws, or which may be assigned from time to time by the Board of Directors.

Section 7. Secretary

The Secretary shall be responsible for the oversight of all official records of the corporation; shall certify, execute or otherwise attest to as true and accurate recordings of the actual or contemplated actions or transactions of the corporation, all corporate documents requiring Board action; will perform in general all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the Chairman or by the Board of Directors, and will, in particular, do the following:

- (A) record minutes of the membership and Board of Directors meetings in one or more books provided for the purpose;
- (B) give all notices in accordance with the provisions of these by-laws or as required by law;
- (C) be custodian of the corporate records and of the seal of the corporation;
- (D) maintains a register of the post-office address of each member which shall be furnished by such member;
- (E) affix his/her signature with the Chairman, or a Vice Chairman, or any other officer thereunto authorized by the Board of Directors, to any contracts, deeds mortgages, bonds, or other instruments which the Board of Directors has authorized to be executed, according to the requirements of the form of the instrument, except when a different mode of executive is expressly prescribed by the Board of Directors or these by-laws; and
- (F) certify that the by-laws, resolutions of the Board of Directors and committees thereof, and other documents of the corporation as true and correct copies thereof.

Section 8. President/CEO

The President/CEO shall be the principal executive officer of the corporation. Subject to the direction and control of the board of directors, the President/CEO shall oversee the business of the corporation; shall see that the resolutions, directions and policies of the board of directors are carried into effect, except in those instances in which that responsibility is specifically assigned to some other person by the board of directors; and, in general, shall discharge all duties incident to the office of President/CEO and such other duties as may be prescribed by the board of directors from time to time. Except in those instances in which the authority to execute is expressly delegated to another office or agent of the corporation or a different mode of execution is expressly prescribed by the board of directors or these by-laws, the President/CEO may execute for the corporation any contracts, deeds, leases, mortgages, bonds, or other instruments on behalf of this corporation. The President/CEO may accomplish such execution either under or without the seal of the corporation and either individually or with the secretary, any assistant secretary, or any other office thereunto authorized by the board of directors, according to the requirements of the form of the instrument.

ARTICLE VIII Committees

Section 1.

- A) A majority of the directors may create one or more committees and appoint directors or such other persons as the board designates, to serve on the committee or committees. Each committee shall have two or more directors, a majority of its membership shall be directors, and all committee members shall serve at the pleasure of the board. However, committees appointed by the board or otherwise authorized by the bylaws relating to the election, nomination, qualification, or credentials of directors or other committees involved in process of electing directors may be composed entirely of non-directors.
- B) Unless the appointment by the board of directors requires a greater number, a majority of any committee shall constitute a quorum, and a majority of committee members present and voting at a meeting at which a quorum is present is necessary for committee action. A committee may act by unanimous consent in writing without a meeting and, subject to the provisions of the bylaws or action by the board of directors, the committee by majority vote of its members shall determine the time and place of meetings and the notice required therefor.
- C) To the extent specified by the board of directors in the creation of a committee, the committee may exercise the authority of the board of directors as set forth in the Illinois General Not For Profit Corporation Act of 1986, as amended, except as specifically prohibited by such Act, the articles of incorporation or these bylaws.

Section 2. Advisory Council

The Chairman of the Board of Directors may appoint advisory councils of individuals representative of various medical specialties, professional fields, or consumers to advise the Board on policies related to the care and treatment of persons with disabilities or organizational matters related to delivery of services. Advisory councils shall present recommendations to the Board of Directors.

ATTACHMENT 1)

IRS Department of the Treasury Internal Revenue Service P.O. Box 2508 Cincinnati OH 45201

In reply refer to: 0248364799 July 05, 2012 LTR 4168C E0 36-2472748 000000 00

00037151

BODC: TE

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT
309 W NEW INDIAN TRAIL CT AURORA IL 60506



067870

Employer Identification Number: 36-2472748
Person to Contact: Mrs. K Hopton
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your June 25, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in May 1963.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248364799
July 05, 2012 LTR 4168C E0
36-2472748 000000 00
00037152

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT 309 W NEW INDIAN TRAIL CT AURORA IL 60506

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

S. A. Martin, Operations Manager Accounts Management Operations

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City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended Checklist

It is the responsibility of the agency requesting City of St. Charles 708 Mental Health Board funding to verify all Accountability Report requested information is submitted at the time of application submission.

Please use the following checklist as a guide to compile your application packet for submission. Incomplete applications or applications submitted after January 6, 2017 – NOON will not be considered for funding for the 2017/2018 funding period.

| | | ubmit your information in the order in which it appears on the application and tial on the line provided to ensure all items are included in your packet. |
|----------|-------------------|---|
| 1. 2. | AA | Agency and contact information completed. 2017/2018 total funding request is: \$\Phi_5\cdot\text{OOO}\$. |
| 3. | 00 | Completed narrative mission of the organization as it relates to the City of St. Charles 708 Mental Health Board's mandate for services to residents with, or at risk of: a. mental illness and psychological disorders, |
| | 0.4 | developmental disabilities, including mental retardation, cerebral palsy, epilepsy and autism spectrum disorders, |
| | W. | addictions including chemical; alcohol and substance abuse, and other addictions (gambling, sexual, shopping, etc.). |
| 4. | 191 | Grant requestor has specifically described organization's goals as it relates to the City of St. Charles mission. |
| 5. | V | Individuals served may only be counted once, regardless of the number of times served per fiscal year through direct service hours. Grant requestor has specifically described the percent and dollar amount of expenditures toward the benefit of the City of St. Charles residents in the following categories: |
| | 01 | a. 1:1 direct services with clients (e.g., 50% or \$5,000 of \$10,000 total grant funds). b. Direct services to groups of clients. |
| | VII. | Workshops, lectures, and community presentations for education and training. Administrative expense, office support, and overhead for agency expense. |
| 6. | 1 | If available, please include a synopsis of your outcome measurements for the funding you are requesting. |
| 7. | With the | application provide the following information: An annual detailed budget or year ending Financial Statements and annual report. |
| | TXXVI | St. Charles 708 Fund Expenditure History for past three years. |
| | T/A/ | The total number of individuals your agency served in the past year 5,731 |
| | - VIII | Direct number of individuals living within the City of St. Charles city limits served |
| | $\overline{\cap}$ | Direct number of service hours provided to City of St. Charles residents: $\frac{2.763}{}$ |
| | | Quantified costs allocated to the services provided, (i.e. cost per hour and or program costs for the City of St. Charles residents) $\frac{\cancel{D}}{\cancel{\partial} \cancel{D_e}} \frac{\cancel{\partial} \cancel{I}}{\cancel{\partial} \cancel{I}}$. |
| | MAIL | Identify other services provided to and for the City of St. Charles residents. |
| | V (XXX) | Attach a list of current Board of Directors for your agency as specified in our application. |
| | 4AA | Attach a copy of your current 501 (c) (3). |
| | XXXI | MAKE SURE description on your financial statement reads City of St. Charles 708 Mental Health. |
| 3. | 100 | PLEASE PROVIDE 10 COPIES OF YOUR COMPLETED APPLICATION AND INFORMATION. |
| | U | |
| | | nind individuals are to be counted only once, regardless of the number of times served per though the direct number of hours these individuals are served need to be quantified. |
| - |) 1 | |
| Na | enz Add | ictim Counseling (EnterAgency submitting their funding request application Date 12/29/16 |
| 0 | Jerry S | SKog Mo Executive Divictor Title/Position |
| r II | iiit ivame toi Pe | erson Completed Application Signature Title/Position Rev. 2016 |

City of St. Charles 708 Mental Health Board Accountability Report for funds Expended

| Agency Name: Renz Addiction Counseling Couns | enter |
|--|--|
| Contact Person: Jerry Skogmo | Phone #: 847-742-3545 ext. 232 |
| Main Office Address: One American Way, El | gin, Illinois 60120 |
| Funding requested from City of St. Charles 70 | 8 Board for fiscal year 17/18: <u>\$65,000</u> |

Describe mission (include narrative explaining how mission relates to City of St. Charles):

Renz Addiction Counseling Center is a not-for-profit corporation dedicated to empowering people to lead healthier lives. Through evidence-based prevention and treatment programs, the Center delivers effective and professional services with integrity and compassion. City of St. Charles 708 Mental Health Board funds will support the clinical staff to provide the most effective preventative and clinical care in a safe and nurturing environment through a teamwork approach for anyone affected by addiction or addiction-related issues. This last October, Renz Center received the prestigious Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation.

In correlation to the City of St. Charles' mission, Renz Center treatment programs help individuals who are in need of substance abuse, drug abuse, and/or co-occurring mental health disorder counseling. The philosophy of treatment programs of Renz Center is based on the belief that addiction is a chronic, progressive disease with its own symptomatology. Clients receive a thorough assessment and are placed in a treatment program according to the level of care needed. City of St. Charles residents who come to the agency fit into the mission and philosophy of the Center. It should be noted that the research on the negative effects of addiction is compelling for a community. Addiction is highly correlated with increased incidence of health problems, crime, family discord, domestic violence, poverty, low productivity and unemployment. We see this pattern in all of the communities we serve including St. Charles. In the final analysis, successfully treating substance abuse helps make the City of St. Charles a healthier, safer community.

Describe specific goals that fit City's mission and indicate how goals will be accomplished.

The goal for each client is to reduce or eliminate the use of alcohol and/or drugs. The Center strongly promotes abstinence and this is the goal for the vast majority of clients. We also employ a "harm-reduction" model for clients who are not motivated to quit their consumption but are willing and able to reduce their use. These are clients who abuse drugs or alcohol but are not dependent on them (physically addicted). Those who are alcohol or drug dependent, abstinence is necessary. The program has met goals as it relates to access to treatment and treatment retention. We have decreased the time it takes for an individual contacting us to get into their first appointment and we have also increased the length of time an individual is in treatment. Both of these factors are very important because the research shows, not surprisingly, that the easier it is to access treatment and the longer an individual is in treatment the better the prognosis. We have worked very hard at meeting these two objectives. Our rating from the Illinois Department of Alcoholism and Substance Abuse (DASA) has been higher than the state-wide average for client engagement in the first 30 days and in retention of clients attending at least 10 sessions after the first 30 days.

The Center evaluates the effectiveness of the programs in a number of ways:

- 1. Initially all treatment plans are reviewed by a physician to help ensure that the client (patient) is receiving the proper treatment plan.
- 2. Each case is reviewed every 30 days by the Center's Clinical Director.
- 3. A client satisfaction survey is given to clients annually. The information provided from the results of the surveys measures many variables, from our responsiveness as an organization to clients' satisfaction with their progress.
- 4. A quality assurance professional reviews a random sample (15%) of all cases for a record review and to ascertain the quality of services being provided to each client.

Agency Name: Renz Addiction Counseling Center

5. Renz Center reports data to the state that measures treatment access engagement and treatment retention. Results of measuring these indicators are used to evaluate program effectiveness and compare to other providers.

Describe specifically how funds will be expended and quantify services provided to the City of St. Charles:

• Attached a budget detail for the funds sought – See Attachment A: Budget Detail

Funds at our St. Charles location support personnel and all other expenses related to operating the St. Charles office. City of St. Charles funds assist with payment for St. Charles residents who receive services in the St. Charles location in addition to those who may need more specialized services at our Elgin location.

Personnel includes two counselors, clinical supervision, and support staff. Occupancy costs are the second largest expense although we do rent out one of our offices to another community provider, Ecker Center For Mental Health. The budget submitted also reflects costs directly related to services and includes administrative expenses, supplies and equipment.

In fiscal year 2016, 2,763 hours of service were provided to 75 City of St. Charles residents in programs ranging from special services for adolescents and women to compulsive gamblers, to offenders referred by the court system.

Include a brief program description of each item or service

As a full-service agency, Renz Center offers alcohol and drug addiction treatment services, including individual, family and group counseling, DUI services, gambling treatment, special programming for women clients and adolescents, and psychiatric services. In addition, the Center provides case management between schools, the court system and other health care/social service providers, and toxicology tests to verify treatment compliance. See *Attachment B: St. Charles Demographics*

Available to St. Charles residents is our Second Chance program. First time offenders who are 18 years of age and older who successfully attend a three hour educational session can have their record expunged. And while Renz Center's SUPPORT and CABHI program have officially concluded, the Center's Clinical staff will continue to collaborate with Lazarus House and Ecker Center For Mental Health to provide substance abuse treatment at our St. Charles location, in addition to other specific support services in our Elgin facility including, psychiatric services, parenting support and education, and free childcare.

Funds from 708 Mental Health Board and/or funds from other sources

Attached is a budget that outlines expected revenues and expenses for the next fiscal year for our St. Charles office. The other municipality or organizations contributing to this office in FY17 include: City of Geneva Mental Health Board (\$9,000) and the Geneva Community Chest (\$1,720) for Geneva residents and the Fox Valley United Way (\$12,641). For a complete list of agency funders, see *Attachment C: Operating and Capital Grantors*

If available, please include a synopsis of your outcome measurements for the funding you are requesting. To help Renz Center measure treatment effectiveness, clients are given satisfaction surveys to complete. In FY16, outcome data indicated that 79% of clients agreed that as a result of the program services received, they were doing better at work and/or school. In addition, 74% felt that the program met their need to resolve the issue/problem that caused them to seek services. And in assessing abstinence from intake to follow-up during the past 30 days, the rate of change was 42%.

Agency Name: Renz Addiction Counseling Center

St Charles 708 Fund Expenditure History – explain how funds allocated from previous year were expended and purposes of those expenditures in relation to St. Charles residents of the funding you received last year. Note: if funding allocation is over \$25,000, attached most recent financial statements, audit and annual report:

Over the last three years, funds from the City of St. Charles help pay for a wide variety of clinical services to residents of St. Charles. These include three-hour comprehensive assessments, individual, family and group counseling, special programming for women clients and adolescents, psychiatric services, case management between schools, the court system and other health care/social service providers, and toxicology tests to verify treatment compliance. In addition, DUI offenders may be seen for assessments and risk-education classes. City of St. Charles residents are also eligible to receive services for problem and compulsive gambling, in addition to educational presentations—primarily drug and alcohol abuse prevention education, and HIV education.

In addition to City of St. Charles funding, Renz Center continues to use federal grant funding to help fill the gap to treat residents with special needs. Last August, Renz Center initiated an Opioid Overdose and Naloxone Education Program, where participants learn how to administer life-saving overdose techniques and receive a free kit at the program's conclusion. In January 2017, the Center will begin offering Medication-Assisted Treatment (MAT), including Opioid Treatment Programs (OTPs), which combines behavioral therapy and medications to treat substance use disorders and prevent opioid relapse and overdose.

Over the last 3 years, Renz Center has been awarded the following funding support from the City of St. Charles 708 Mental Health Board:

- \$64,000 for Clinical Services in 2014
- \$64,000 for Clinical Services in 2015
- \$63,500 for Clinical Services in 2016

See Attachment D: Financial Statement; Attachment E: Audited Financial Statement; and Attachment F: Annual Report

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 75

Aggregate number of direct service hours provided: 2,763

Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

Program Cost per St. Charles Client = \$65,000 (request)/90 (estimate of clients served in FY2017) = \$722.22Hourly Cost per St. Charles Client = \$65,000 (request)/3,200 (estimated client hours in FY2017) = \$20.31/hour

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

Renz Center is licensed to provide alcohol server education and training to restaurants, bars and liquor retail establishments. Employees of these businesses can participate in a training designed to prepare them for dealing with unruly customers and eliminating uncertainty in ambiguous situations and educating them on the physiological effects of overconsumption. Renz Center also offers HIV prevention, testing and counseling to atrisk City of St. Charles residents at no cost and has several programs that target high-risk individuals.

Agency Name: Renz Addiction Counseling Center

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members. See Attachment G: Board of Directors and Attachment H: Board Selection

Attach a copy of current 503C or tax exempt status certification. See Attachment I: IRS 501 (c)(3) Determination Letter

Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000 in any fiscal year are also subject to the following requirements:

- 1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month.
- 2. An annual report must be submitted to this same Committee.
- 3. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at the date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds).

Funding request amount for current fiscal year \$65,000. Application Date: December 29, 2017

| City of St. Charles 708 Mental Health Board Only: | | |
|---|----------------------|--|
| Recommended funding for current fiscal year: \$ | Recommendation Date: | |

Fiscal Year 2017 Renz Center St. Charles Office

Expected Revenue:

| DASA Contract | 50,000.00 |
|-------------------------------------|------------|
| St. Charles Mental Health Board | 65,000.00 |
| Geneva Mental Health Board | 9,000.00 |
| Geneva Community Chest | 1,700.00 |
| United Way of Central Kane County | 12,500.00 |
| Client fees & third party insurance | 10,000.00 |
| Rental Income | 10,200.00 |
| | 158,400.00 |

| Salaries 57,00 | 00.00 |
|--------------------------------|-------|
| Fringe 17,10 | 00.00 |
| Outside services 20 | 00.00 |
| Mileage 1,20 | 00.00 |
| Contract services 2,60 | 00.00 |
| Advertising 2,20 | 00.00 |
| Computer consulting 3,00 | 00.00 |
| Dues and subscriptions 1,00 | 00.00 |
| Equipment costs/rental 3,50 | 00.00 |
| Insurance 3,10 | 00.00 |
| Repairs and maintenance 2,00 | 0.00 |
| Professional fees 7,60 | 0.00 |
| Medical consulting 1,00 | 0.00 |
| Toxicology 2,50 | 0.00 |
| Conferences 30 | 0.00 |
| Licensing & Accreditation 1,70 | 0.00 |
| Misc program expenses 1,10 | 0.00 |
| Office supplies 1,60 | 0.00 |
| Postage and printing 1,10 | 0.00 |
| Rent 27,00 | 0.00 |
| Telephone 2,00 | 0.00 |
| Utilities 2,70 | 0.00 |
| Management and general 16,90 | 0.00 |
| 158,40 | 0.00 |

City of St. Charles

Characteristics of the Population – FY16*

Attachment B
St. Charles Demographics

| A WISTON AND CONTRACTOR OF THE PARTY AND THE | | Tiaracteristics of the Topulation | | | 13 - 15 A |
|--|----|-----------------------------------|----|---------------------|-----------|
| Referral Source: | | Treated for: | | Educational Level: | |
| Criminal Justice: | | Alcohol | 43 | Less than 10 years | 3 |
| Diversionary Prgrm= 5 (2 nd Chance) DUI = 2 | | Benzodiazepines | 1 | 10 through 11 years | 10 |
| Oth Court(Court Supervision) = 1 Prison (Sheridan) = 1 Probation/Parole = 17 | 28 | Cocaine/Crack | 3 | 12 years | 38 |
| State / Federal Court = 1 | | Gambling | 1 | 13 through 14 years | 12 |
| Other = 1 | | Heroin | 5 | 15 through 16 years | 11 |
| Addiction Treatment Provider | 1 | Marijuana/Hashish | 19 | 17+ | 1 |
| Employer (EAP) | 3 | Not treated for Substance | 2 | | |
| Individual | 7 | Other Opiates & Synthetics | 1 | | |
| Other Community Referral | 26 | | | | |
| Other Health Care Provider | 1 | | | | |
| School | 1 | | | | |
| Child Welfare (DCFS) | 4 | | | | |
| Unknown | 4 | | | | |
| Total | 75 | Total | 75 | Total | 75 |
| Problem Area: | | Prior Treatment Episode | s: | | |
| Alcohol | 20 | No prior treatment | 38 | African American | 6 |
| Drugs | 12 | One | 18 | Caucasian | 55 |
| Both Alcohol and Drugs | 39 | Two | 10 | Hispanic | 13 |
| Alcohol, Drugs and Gambling | 1 | Three | 3 | Does not know | 1 |
| Gambling | 1 | Five or more | 1 | | |
| Unknown* | 2 | Unknown* | 5 | | |
| Total | 75 | Total | 75 | Total | 75 |
| AGE: | | GENDER: | | OTHER: | 机煤气 |
| 13 - 20 | 11 | Male | 22 | Veterans | 1 |
| 21 – 30 | 23 | Female | 53 | MISA Clients | 29 |
| 31 – 40 | 20 | | | Pregnant Clients | 1 |
| 41 – 50 | 9 | | | Income <20,001 | 51 |
| 51 – 60 | 11 | | | | |
| 61 and over | 1 | | | | |
| Total | 75 | Total | 75 | | |

| Clients / Hours Served : | | | | | | | |
|--|---------|--|--|--|--|--|--|
| 35 Clients received treatment in the St. Charles Office: | 386.00 | | | | | | |
| 38 Clients received treatment in the Elgin Office: | 2372.00 | | | | | | |
| 2 Clients received treatment in the Second Chance Program* | 5.00 | | | | | | |
| 75 Clients Hours Served: | 2763.00 | | | | | | |

^{*} Some demographic information is not collected

Agency Operating and Capital Grantors Fiscal Year 2017

Funding Commitments

Amount Awarded or Pending Requests*

| Illinois Department of Human Services - Alcoholism & Substance Abuse Treatment | \$ 675,529** |
|--|-----------------|
| Substance Abuse Mental Health Services Administration (SAMHSA) | \$ 282,718 |
| HIV Grants – Region 7 & 8 | \$ 236,196 |
| Illinois Department of Public Health | \$ 87,500 |
| Hanover Township 708 | \$ 60,000** |
| City of St. Charles Mental Health 708 | \$ 63,500 |
| School District 300 | \$ 19,000 |
| Kane County Probation | \$ 15,000** |
| US Probation | \$ 28,000** |
| City of Elgin Township Grant | \$ 20,000 |
| Sheridan Correctional Facility | \$ 8,000** |
| Kane County Second Chance | \$ 8,000** |
| Fox Valley United Way | \$ 12,641 |
| City of Geneva 708 | \$ 9,000 |
| Geneva Community Chest | \$ 1,720 |
| EFS Foundation | \$ 10,000 |
| First Congregational United Church of Christ | \$ 2,500* |
| Mutual of America Foundation – Community Partnership Award | \$ 25,000* |
| Grant Victoria Foundation | \$ 50,000* |
| Seigle Family Foundation | \$ 2,000 |
| Zurich Foundation | \$ 1,500* |
| Zonta West – Illinois | \$ 600 |

^{*}pending

^{**}Fee-for-service; funding not guaranteed

Attachment D

City of St. Charles 708 Mental Health Financial Statement

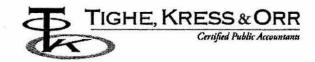
Renz Addiction Counseling Center

Financial Statements

One Month and Five Months Ended November 30, 2016 and 2015

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Accountant's Compilation Report

To the Members of the Board Renz Addiction Counseling Center One American Way, 2nd Floor West Elgin, IL 60120

Management is responsible for the accompanying financial statements of Renz Addiction Counseling Center (a nonprofit organization), which comprise the statements of financial position as of November 30, 2016 and 2015 and the related statements of activities and cash flows for the one month and five months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The supplemental information contained on pages 6-11 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Renz Addiction Counseling Center.

Tighe, Gress & Orr, P.C.

Elgin, IL

December 28, 2016

Renz Addiction Counseling Center Statements of Financial Position

Assets

| | Hoodie | | | |
|--|-----------------------------|------------------------|---|------------------------|
| | Nover | nber 30, 2016 | Nov | <u>ember 30, 2015</u> |
| Current Assets | | | | |
| Cash | | | | |
| Cash | \$ | 388,271.94 | \$ | 552,705.10 |
| Cash-CD's | | 43,267.81 | 192000000000000000000000000000000000000 | 43,224.24 |
| Total Cash | | 431,539.75 | , | 595,929.34 |
| Accounts Receivable | 9,700-0070-00 | · | | |
| Accounts receivable | | 657,718.80 | | 486,369.44 |
| Allowance for bad debt | | (125,000.00) | | (75,500.00) |
| Total Accounts Receivable | | 532,718.80 | | 410,869.44 |
| Total Current Assets | 3 | 964,258.55 | - | 1,006,798.78 |
| Property and Equipment | | | | |
| Land and building | | 1,760,968.09 | | 1,760,968.09 |
| Equipment | | 346,876.49 | | 346,876.49 |
| Computer equipment | | 65,368.99 | | 65,368.99 |
| Leasehold improvements | | 647,765.84 | | 637,931.84 |
| Software | | 10,636.84 | | 10,636.84 |
| Total Property and Equipment | | 2,831,616.25 | - | 2,821,782.25 |
| Less: accumulated depreciation | | (1,003,622.29) | | (945,020.79) |
| Net Property and Equipment | | 1,827,993.96 | u e e e e e e e e e e e e e e e e e e e | 1,876,761.46 |
| Other Assets Refinance costs Accumulated amortization | | 3,500.00 (3,441.65) | | 3,500.00 (2,741.53) |
| | | 17,051.55 | | 7,745.72 |
| Prepaid expense Security deposit | | 3,150.00 | | 3,150.00 |
| Security deposit | 3 440-00-00-00-0 | 20,259.90 | *************************************** | 11,654.19 |
| Total Assets | \$ | 2,812,512.41 | \$ | 2,895,214.43 |
| Total Assets | 4 | 2,012,012.41 | 9 | 2,093,214.43 |
| | es and Fu | nd Balance | | |
| Current Liabilities | • | 50 400 00 | | 54 000 07 |
| Accounts payable | \$ | 50,186.99 66,501.61 | \$ | 51,600.97 86,442.92 |
| Accrued expenses Real estate tax payable | | 2,955.13 | | 2,953.78 |
| Security deposit | | 1,881.00 | | 1,881.00 |
| Unearned revenue | | 8,333.32 | | 9,666.68 |
| Total Current Liabilities | + | 129,858.05 | | 152,545.35 |
| Total Current Liabilities | | 129,000.00 | | 102,040.00 |
| Other Liabilities | | | | |
| Long term loans payable | | 291,374.60 | | 342,936.23 |
| Total Other Liabilities | | 291,374.60 |) ************************************ | 342,936.23 |
| Fund Balance | | | | |
| Board designated funds | | 145,000.00 | | 145,000.00 |
| Unrestricted net assets | | 2,246,279.76 | | 2,254,732.85 |
| Total Fund Balance | | 2,391,279.76 | | 2,399,732.85 |
| Total Liabilities and Net Assets | \$ | 2,812,512.41 | \$ | 2,895,214.43 |
| THE ART STATE OF THE PROPERTY OF THE PROPERTY OF A STATE OF THE PROPERTY OF TH | | | 1. | |

Renz Addiction Counseling Center Statements of Activities

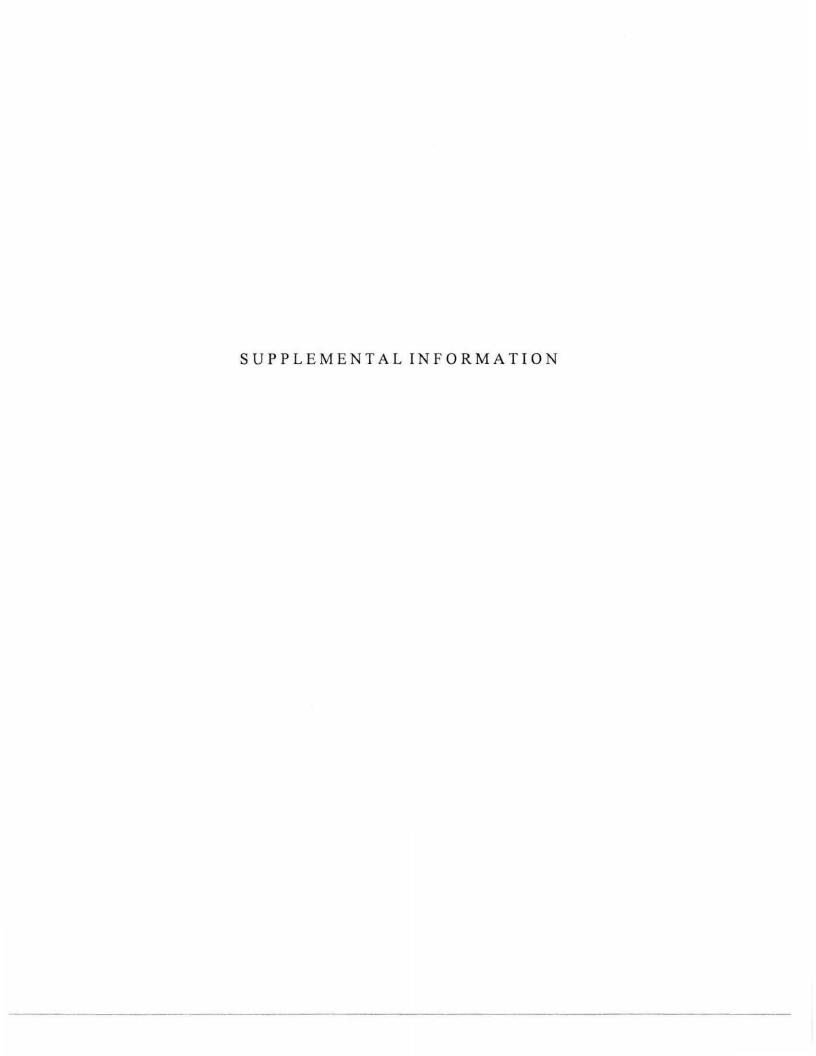
| Revenue - Programs: | One Month Ended November 30, 2016 | | | | Five Months Ended November 30, 2016 | | | One Month End November 30, 2 | 100 00 | Five Months Ended November 30, 2015 | | | |
|--------------------------------------|--------------------------------------|------------|------|----|--|------|----|---------------------------------|--------|-------------------------------------|--------------|------|--|
| DASA contracts | \$ | 57,561.84 | 35.9 | \$ | 282.738.20 | 29.8 | \$ | 54.970.00 | 25.7 | \$ | 274.850.00 | 23.4 | |
| Medicaid and misc DASA | Ψ | 2.218.21 | 1.4 | • | 13,155.31 | 1.4 | • | 4.197.92 | 2.0 | • | 31,594,97 | 2.7 | |
| Medicaid - Managed care | | 6.231.27 | 3.9 | | 24,588.76 | 2.6 | | 10,071.54 | 4.7 | | 47,007,95 | 4.0 | |
| Drug Free Community grant | | 10,416.67 | 6.5 | | 52,083.35 | 5.5 | | 10,416.67 | 4.9 | | 20.833.34 | 1.8 | |
| SAMHSA - STOP grant | | 3,928.75 | 2.5 | | 7.857.50 | 0.8 | | 0.00 | 0.0 | | 0.00 | 0.0 | |
| CABHI | | 0.00 | 0.0 | | 61,569.69 | 6.5 | | 20.523.23 | 9.6 | | 111.932.35 | 9.5 | |
| United Way contracts | | 1,053.42 | 0.7 | | 5,267.10 | 0.6 | | 1.053.42 | 0.5 | | 5,267.10 | 0.4 | |
| IDPH Minority grant | | 10,000.00 | 6.2 | | 40,000.00 | 4.2 | | 0.00 | 0.0 | | 0.00 | 0.0 | |
| IDPH - Category 2 | | 0.00 | 0.0 | | 0.00 | 0.0 | | 10,887.00 | 5.1 | | 54.435.00 | 4.6 | |
| IDPH - Cancer prevention | | 2,916.67 | 1.8 | | 14,583.35 | 1.5 | | 0.00 | 0.0 | | 0.00 | 0.0 | |
| IDPH - Wellness on wheels - HIV prev | | 4,000.00 | 2.5 | | 16,000.00 | 1.7 | | 0.00 | 0.0 | | 0.00 | 0.0 | |
| Lake County HIV | | 8.883.00 | 5.5 | | 72.792.62 | 7.7 | | 9.133.33 | 4.3 | | 45.666.65 | 3.9 | |
| Cook County HIV | | 11,050.00 | 6.9 | | 57,101.00 | 6.0 | | 11,050.00 | 5.2 | | 62,650.00 | 5.3 | |
| SAMHSA grant - Media | | 0.00 | 0.0 | | 0.00 | 0.0 | | 0.00 | 0.0 | | 31.249.98 | 2.7 | |
| SAMHSA grant - SUPPORT | | 0.00 | 0.0 | | 86,666,66 | 9.1 | | 43,333.33 | 20.3 | | 216,666,65 | 18.5 | |
| Second Chance Program | | 640.00 | 0.4 | | 1,760.00 | 0.2 | | 360.00 | 0.2 | | 2,520.00 | 0.2 | |
| Client fees | | 3,906.22 | 2.4 | | 24,395.22 | 2.6 | | 3,489.15 | 1.6 | | 27,024.62 | 2.3 | |
| Client fees - third party | | 2,213.42 | 1.4 | | 22,465.24 | 2.4 | | 2,135.20 | 1.0 | | 20,175.44 | 1.7 | |
| US Probation and Pretrial fees | | 1,793.00 | 1.1 | | 7,779.00 | 0.8 | | 2,402.00 | 1.1 | | 9,438.00 | 0.8 | |
| Kane County Probation fees | | 1,785.00 | 1.1 | | 8,026.00 | 0.8 | | 736.00 | 0.3 | | 7,024.00 | 0.6 | |
| Township grants | | 0.00 | 0.0 | | 7,500.00 | 0.8 | | 1,000.00 | 0.5 | | 8,750.00 | 0.7 | |
| Hanover Township | | 5,000.00 | 3.1 | | 25,000.00 | 2.6 | | 5,083.33 | 2.4 | | 25,416.65 | 2.2 | |
| School District 300 | | 0.00 | 0.0 | | 0.00 | 0.0 | | 3,285.00 | 1.5 | | 13,680.00 | 1.2 | |
| Other foundations and grants | | 0.00 | 0.0 | | 20,645.00 | 2.2 | | 1,397.41 | 0.7 | | 12,955.39 | 1.1 | |
| Geneva 708 | | 1,000.00 | 0.6 | | 5,000.00 | 0.5 | | 1,000.00 | 0.5 | | 4,500.00 | 0.4 | |
| Geneva Community Chest | | 158.00 | 0.1 | | 790.00 | 0.1 | | 158.00 | 0.1 | | 636.34 | 0.1 | |
| Sheridan Correctional Facility | | 0.00 | 0.0 | | 203.00 | 0.0 | | 1,974.72 | 0.9 | | 4,654.12 | 0.4 | |
| St Charles Mental Health | | 5,333.33 | 3.3 | | 26,666.65 | 2.8 | _ | 5,333.33 | 2.5 | | 26,666.65 | 2.3 | |
| Total Program Revenue | | 140,088.80 | 87.4 | \$ | 884,633.65 | 93.2 | \$ | 203,990.58 | 95.6 | \$ | 1,065,595.20 | 90.9 | |

Renz Addiction Counseling Center Statements of Activities (continued)

| | One Month Ended November 30, 2016 | | | Five Months Ended November 30, 2016 | | | | One Month End November 30, 2 | 107 107 100 | Five Months Ended November 30, 2015 | | | |
|--|--------------------------------------|--|---|-------------------------------------|---|---|----|---|--|--|---|--|--|
| Revenue-Program Revenue-Fundraising(Net) Revenue-Employee Assistance Svcs | \$ | 140,088.80 1,622.06 0.00 | 87.4 1.0 0.0 | \$ | 884,633.65 10,847.99 5,201.12 | 93.2 1.1 0.5 | \$ | 203,990.58 929.98 0.00 | 95.6 0.4 0.0 | \$ | 1,065,595.20 6,419.69 5,651.12 | 90.9 3.0 2.6 | |
| Revenue-Administrative: Contributions Interest and dividends One American Way rental income Management fee Other income Total Operating Revenue Program expenditures Employee Assistance Svcs expenditures Administrative expenditures Total Expenditures Increase(Decrease) | | 10,848.74 776.35 2,586.39 2,258.30 2,083.33 160,263.97 132,859.60 689.88 33,800.83 167,350.31 (7,086.34) | 6.8 0.5 1.6 1.4 1.3 100.0 82.9 0.4 21.1 104.4 (4.4) | | 12,816.46 794.88 13,131.81 10,417.82 11,416.65 949,260.38 769,480.10 4,058.07 161,001.28 934,539.45 14,720.93 | 1.4 0.1 1.4 1.1 1.2 100.0 81.1 0.4 17.0 98.4 | | 1,802.15 2,126.64 2,546.24 2,071.54 3.00 213,470.13 170,498.60 804.88 35,662.53 206,966.01 6,504.12 | 0.8 1.0 1.2 1.0 0.0 100.0 79.9 0.4 16.7 96.9 3.0 | | 67,547.38 2,202.51 12,925.98 10,364.30 1,533.66 1,172,239.84 895,950.91 3,782.78 171,710.10 1,071,443.79 100,796.05 | 5.8 0.2 1.1 0.9 0.1 100.0 76.4 0.3 14.6 91.4 8.6 | |
| Other Sources: Contributions-Capital Campaign Increase(Decrease) net assets Beginning unrestricted net assets Ending unrestricted net assets | \$ | 10.00 (7,076.34) | 0.0 | \$ | 50.00 14,770.93 2,231,508.83 2,246,279.76 | 0.0 1.6 | \$ | 15.00 6,519.12 | 0.0 | \$ | 247.92 101,043.97 2,153,688.88 2,254,732.85 | 0.0 8.6 | |

Renz Addiction Counseling Center Statements of Cash Flows

| | | Month Ended mber 30, 2016 | 100 | ve Months Ended ovember 30, 2016 | - | One Month Ended November 30, 2015 | | Months Ended ember 30, 2015 |
|--|----|------------------------------|-----|-------------------------------------|----|--------------------------------------|------|--------------------------------|
| Cash Flows From Operating Activities | | | | | | | | |
| Net income (Loss) | \$ | (7,076.34) | \$ | 14,770.93 | \$ | 6,519.12 | \$ | 101,043.97 |
| Items not requiring cash currently: | | | | | | | | |
| Depreciation and amortization | | 4,857.51 | | 24,287.55 | | 4,871.45 | | 24,357.25 |
| Changes in operating assets and liabilities: | | | | | | | | |
| Accounts receivable | | (100, 119.11) | | 53,078.94 | | 49,896.44 | | 167,829.43 |
| Security deposit | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Prepaid expenses | | 3,961.47 | | 343.95 | | 3,476.78 | | 9,477.32 |
| Accounts payable | | (4,596.84) | | (9,187.16) | | 13,654.78 | | 24,563.98 |
| Accrued real estate taxes | | 290.84 | | 1,454.20 | | 278.53 | | (177.70) |
| Due to State of Illinios | | 0.00 | | 0.00 | | 0.00 | | 0.00 |
| Accrued liabilities | | 392.31 | | (503.27) | | (2,205.99) | | (38,891.96) |
| Unearned revenue | _ | (2,083.33) | | (37,202.37) | | (1,944.44) | | (11,583.32) |
| Net Cash Provided By (Used in) | | | | | | | 0.11 | |
| Operating Activities | | (104,373.49) | | 47,042.77 | | 74,546.67 | | 276,618.97 |
| Cash Provided By (Used For) Investing Activities Net Cash Provided By (Used In) | | | | | | | | |
| Cash Flows From Financing Activities | | | | | | | | |
| Long term debt | - | (1,404.74) | | (9,345.99) | - | (9,548.16) | | (45,919.77) |
| Net Cash Provided By (Used In) Financing Activities | A | (1,404.74) | - | (9,345.99) | | (9,548.16) | | (45,919.77) |
| Net Increase (Decrease) In Cash And Cash Equivalents | | (105,778.23) | | 37,696.78 | | 64,998.51 | | 230,699.20 |
| Cash And Cash Equivalents At Beginning Of Period | | 537,317.98 | | 393,842.97 | | 530,930.83 | | 365,230.14 |
| Such And Such Equivalents At Deginning Of Ferrod | | 201,011.00 | | 000,012.01 | | 000,000.00 | - | 000,200.14 |
| Cash And Cash Equivalents At End Of Period | \$ | 431,539.75 | \$ | 431,539.75 | \$ | 595,929.34 | \$ | 595,929.34 |
| Supplemental Disclosure Interest expense | \$ | 1,761.16 | \$ | 6,483.51 | \$ | 1,851.29 | \$ | 4,077.48 |



Renz Addiction Counseling Center Schedules of Program Expenditures

| | One Month E November 30 | | Five Months I November 30, | | One Month E November 30 | | Five Months E November 30, | |
|-------------------------------------|----------------------------|------|-------------------------------|------|----------------------------|------|-------------------------------|------|
| Expenditures - Program | | | | | | | | |
| Salaries | \$ 75,480.14 | 47.1 | \$ 390,508.36 | 41.1 | \$ 77,501.59 | 36.3 | \$ 401,597.25 | 6.6 |
| Payroll taxes | 5,322.73 | 3.3 | 30,979.45 | 3.3 | 5,766.83 | 2.7 | 34,734.31 | 0.5 |
| Health, life, dental and disability | 8,683.57 | 5.4 | 43,494.31 | 4.6 | 7,149.22 | 3.3 | 34,472.70 | 0.6 |
| Contract and outside labor | 7,165.60 | 4.5 | 114,840.90 | 12.1 | 43,413.59 | 20.3 | 205,212.90 | 3.7 |
| Computer consulting | 1,458.50 | 0.9 | 13,955.46 | 1.5 | 3,042.50 | 1.4 | 23,999.33 | 0.3 |
| Insurance | 3,879.74 | 2.4 | 18,856.18 | 2.0 | 2,929.00 | 1.4 | 15,278.18 | 0.2 |
| Licensing and accreditation | 50.00 | 0.0 | 200.00 | 0.0 | 0.00 | 0.0 | 150.00 | 0.0 |
| Recruiting | 26.01 | 0.0 | 336.58 | 0.0 | 202.35 | 0.1 | 602.35 | 0.0 |
| Auto expense | 953.50 | 0.6 | 6,600.91 | 0.7 | 1,299.42 | 0.6 | 8,957.01 | 0.1 |
| Advertising | 3,559.75 | 2.2 | 16,016.89 | 1.7 | 457.25 | 0.2 | 5,631.28 | 0.0 |
| Conferences and conventions | 270.00 | 0.2 | 270.00 | 0.0 | 0.00 | 0.0 | 569.15 | 0.0 |
| Dues and subscriptions | 96.99 | 0.1 | 1,868.11 | 0.2 | 335.00 | 0.2 | 3,693.81 | 0.0 |
| Retirement | 1,853.25 | 1.2 | 9,266.25 | 1.0 | 1,853.25 | 0.9 | 9,266.25 | 0.2 |
| Educational materials | 0.00 | 0.0 | 104.25 | 0.0 | 0.00 | 0.0 | 5,718.25 | 0.0 |
| Training and tuition reimbursement | 684.03 | 0.4 | 1,099.41 | 0.1 | 150.00 | 0.1 | 485.00 | 0.0 |
| Meals and dinners | 389.39 | 0.2 | 476.02 | 0.1 | 102.36 | 0.0 | 727.52 | 0.0 |
| Program supplies | 1,514.53 | 0.9 | 11,412.19 | 1.2 | 1,710.69 | 0.8 | 14,220.96 | 0.1 |
| Office supplies | 733.83 | 0.5 | 4,383.17 | 0.5 | 1,077.82 | 0.5 | 4,782.65 | 0.1 |
| Postage | 53.32 | 0.0 | 787.83 | 0.1 | 0.00 | 0.0 | 1,312.77 | 0.0 |
| Printing | 176.25 | 0.1 | 712.31 | 0.1 | 125.65 | 0.1 | 2,216.52 | 0.0 |
| Rent | 2,475.00 | 1.5 | 12,343.08 | 1.3 | 2,464.36 | 1.2 | 12,171.80 | 0.2 |
| Repairs and maintenance | 1,596.29 | 1.0 | 8,015.48 | 8.0 | 2,508.64 | 1.2 | 12,723.78 | 0.2 |
| Telephone | 2,378.20 | 1.5 | 12,595.74 | 1.3 | 2,694.08 | 1.3 | 13,222.64 | 0.2 |
| Utilities | 1,344.92 | 0.8 | 8,499.16 | 0.9 | 1,469.15 | 0.7 | 8,028.81 | 0.1 |
| Legal and accounting | 8,170.95 | 5.1 | 27,708.80 | 2.9 | 6,935.00 | 3.2 | 28,405.00 | 0.6 |
| Travel and Entertainment | 100.08 | 0.1 | 2,945.48 | 0.3 | 983.15 | 0.5 | 16,634.44 | 0.1 |
| Interest expense | 440.29 | 0.3 | 1,620.89 | 0.2 | 530.42 | 0.2 | 1,452.60 | 0.0 |
| Bank fees | 32.00 | 0.0 | 104.34 | 0.0 | 1.47 | 0.0 | 25.44 | 0.0 |
| Depreciation | 3,407.43 | 2.1 | 17,037.15 | 1.8 | 3,321.06 | 1.6 | 16,605.29 | 0.3 |
| Equipment rent | 563.31 | 0.4 | 12,441.40 | 1.3 | 2,474.75 | 1.2 | 13,052.92 | 0.2 |
| | \$ 132,859.60 | 82.8 | \$ 769,480.10 | 81.1 | \$ 170,498.60 | 80.0 | \$ 895,950.91 | 14.5 |

Renz Addiction Counseling Center Schedules of Program Expenditures

| | One Month Ended November 30, 2016 Five Months Ended November 30, 2016 | | | One Month E November 30 | | One Month Ended November 30, 2015 | | |
|--|--|------|--------------|----------------------------|--------------|--------------------------------------|--------------|------|
| Expenditures - administration | | | | | | | | |
| Salaries | \$ 20.952.84 | 13.1 | \$106,930,25 | 11.3 | \$ 24,409.66 | 11.4 | \$117,960.72 | 10.1 |
| Payroll taxes | 2,715.28 | 1.7 | 11,007.36 | 1.2 | 1,993.09 | 0.9 | 10,385.22 | 0.9 |
| Advertising | 1.00 | 0.0 | 72.90 | 0.0 | 125.00 | 0.1 | 375.00 | 0.0 |
| Computer Consulting Expense | 525.00 | 0.3 | 1,956.23 | 0.2 | 542.00 | 0.3 | 2,729.99 | 0.0 |
| Conferences and meetings - Admin | 0.00 | 0.0 | 10.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 |
| Dues and Subscriptions - Admin | 336.15 | 0.2 | 1,524.84 | 0.2 | 271.20 | 0.1 | 1,218.14 | 0.0 |
| Training - Admin | 600.00 | 0.4 | 600.00 | 0.1 | 0.00 | 0.0 | 69.00 | 0.0 |
| Recruiting - Admin | 0.00 | 0.0 | 129.17 | 0.0 | 60.00 | 0.0 | 110.00 | 0.0 |
| Legal and Accounting - Admin | 344.04 | 0.2 | 1,166.76 | 0.1 | 604.50 | 0.3 | 1,850.50 | 0.2 |
| Licensing and Accred - Admin | 0.00 | 0.0 | 120.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 |
| Repair and maintenance - Admin | 29.29 | 0.0 | 234.41 | 0.0 | 67.29 | 0.0 | 1,703.80 | 0.1 |
| Telephone - Admin | 468.92 | 0.3 | 2,141,41 | 0.2 | 367.48 | 0.2 | 2,297.78 | 0.2 |
| Utilities - Admin | 205.07 | 0.1 | 1,027.25 | 0.1 | 239.60 | 0.1 | 1,565.32 | 0.1 |
| Depreciation - Admin | 191.97 | 0.1 | 959.85 | 0.1 | 288.79 | 0.1 | 1,443.94 | 0.1 |
| Interest expense - Admin | 440.29 | 0.3 | 1,620.86 | 0.2 | 440.29 | 0.2 | 874.95 | 0.1 |
| Rent equipment-Admin | 0.00 | 0.0 | 549.50 | 0.1 | 42.56 | 0.0 | 170.24 | 0.0 |
| Travel and Entertainment - Admin | 340.77 | 0.2 | 1,507.44 | 0.2 | 15.75 | 0.0 | 58.75 | 0.0 |
| Auto | 250.00 | 0.2 | 1,664.53 | 0.2 | 462.40 | 0.2 | 1,879.25 | 0.2 |
| Health, life, dental, and disability | 943.86 | 0.6 | 3,498.17 | 0.4 | 592.41 | 0.3 | 2,174.13 | 0.2 |
| Insurance | 174.67 | 0.1 | 856.92 | 0.1 | 123.32 | 0.1 | 576.66 | 0.0 |
| Meals and dinners | 152.61 | 0.1 | 585.80 | 0.1 | 545.50 | 0.3 | 962.96 | 0.1 |
| Miscellaneous | 483.39 | 0.3 | 3,015.17 | 0.3 | 883.92 | 0.4 | 5,552.16 | 0.5 |
| Postage | 40.25 | 0.0 | 299.87 | 0.0 | 0.00 | 0.0 | 467.76 | 0.0 |
| Office supplies | 1,066.28 | 0.7 | 2,767.68 | 0.3 | 102.28 | 0.0 | 693.13 | 0.1 |
| Contract and outside labor | 0.00 | 0.0 | 282.66 | 0.0 | 0.00 | 0.0 | 724.00 | 0.1 |
| Retirement | 704.43 | 0.4 | 3,522.15 | 0.4 | 704.43 | 0.3 | 3,522.15 | 0.3 |
| Subtotal administration expenditures | 30,966.11 | 19.3 | 148,051.18 | 15.8 | 32,881.47 | 15.4 | 159,365.55 | 13.6 |
| One American Way | | | | | | | | |
| Outside services - OAW | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 23.99 | 0.0 |
| Amortization Expense | 58.33 | 0.0 | 291.65 | 0.0 | 58.33 | 0.0 | 291.65 | 0.0 |
| Depreciation - OAW | 1,199.78 | 0.7 | 5,998.90 | 0.6 | 1,203.27 | 0.6 | 6,016.37 | 0.5 |
| Interest expense - OAW | 880.58 | 0.5 | 3,241.76 | 0.3 | 880.58 | 0.4 | 1,749.93 | 0.1 |
| Property taxes - OAW | 290.84 | 0.2 | 1,454.20 | 0.2 | 278.53 | 0.1 | 1,392.65 | 0.1 |
| Repair and maintenance - OAW | 62.31 | 0.0 | 300.13 | 0.0 | 36.05 | 0.0 | 891.31 | 0.1 |
| Utilities - OAW | 342.88 | 0.2 | 1,663.46 | 0.2 | 324.30 | 0.2 | 1,978.65 | 0.2 |
| Subtotal One American Way Expenditures | 2,834.72 | 1.6 | 12,950.10 | 1.3 | 2,781.06 | 1.3 | 12,344.55 | 1.1 |
| Total Administration Expenditures | \$ 33,800.83 | 20.9 | \$161,001.28 | <u>17.1</u> | \$ 35,662.53 | 16.7 | \$171,710.10 | 14.6 |

Renz Addiction Counseling Center Schedules of Program Expenditures

| | One Month B November 30 | | Five Months November 30 | | One Month E November 30 | | Five Months Ended November 30, 2015 | | |
|---|----------------------------|-------|----------------------------|-------|----------------------------|-------|--|-------|--|
| Revenues-Employee Assistance Services | | | | | | | | | |
| Contract revenue | \$ 0.00 | 0.0 | \$ 5,201.12 | 100.0 | \$ 0.00 | 0.0 | \$ 5,651.12 | 100.0 | |
| | 0.00 | 0.0 | 5,201.12 | 100.0 | 0.00 | 0.0 | 5,651.12 | 100.0 | |
| Expenditures - Employee Assistance Services | | | | | | | | | |
| Salaries-managing director | 445.00 | 64.5 | 1,630.71 | 40.8 | 585.00 | 73.4 | 1,332.50 | 35.9 | |
| Payroll taxes | 0.00 | 0.0 | 35.94 | 0.9 | 0.00 | 0.0 | 40.50 | 1.1 | |
| Health, life, dental and disability | 96.02 | 13.9 | 490.41 | 12.3 | 87.59 | 11.0 | 433.43 | 11.7 | |
| Contract and outside labor | 0.00 | 0.0 | 24.00 | 0.6 | 8.00 | 1.0 | 26.50 | 0.7 | |
| Insurance | 36.04 | 5.2 | 182.15 | 4.6 | 30.83 | 3.9 | 143.75 | 3.9 | |
| Auto expense | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 7.20 | 0.2 | |
| Advertising | 0.25 | 0.0 | 0.25 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | |
| Dues and subscriptions | 0.00 | 0.0 | 1,259.75 | 31.5 | 0.00 | 0.0 | 1,320.00 | 35.5 | |
| Supplies | 3.00 | 0.4 | 17.24 | 0.4 | 0.00 | 0.0 | 6.49 | 0.2 | |
| Office expense | 1.84 | 0.3 | 5.52 | 0.1 | 0.00 | 0.0 | 6.64 | 0.2 | |
| Postage | 0.00 | 0.0 | 16.00 | 0.4 | 0.00 | 0.0 | 56.99 | 1.5 | |
| Printing | 0.00 | 0.0 | 0.00 | 0.0 | 0.00 | 0.0 | 17.63 | 0.5 | |
| Telephone | 21.72 | 3.1 | 103.66 | 2.6 | 20.46 | 2.6 | 92.15 | 2.5 | |
| Legal and accounting | 86.01 | 12.5 | 292.44 | 7.3 | 73.00 | 9.2 | 299.00 | 8.0 | |
| | \$ 689.88 | 100.0 | \$ 4,058.07 | 101.5 | \$ 804.88 | 101.0 | \$ 3,782.78 | 101.8 | |

Renz Addiction Counseling Center Schedule of Activities - Departmentalized One Month Ended November 30, 2016

| Revenues: | | Elgin | Str | eamwood | | St Charles | Prev | rention - HIV | | Prev-ATOD | EAS | | Total |
|--------------------------------------|----|-----------|-----|----------|----|------------|------|---------------|----|-----------|------------|----|------------|
| Dasa contracts | \$ | 32,985.03 | \$ | 1,164.18 | \$ | 4,656.71 | \$ | 0.00 | \$ | 18,755.92 | \$ 0.00 | \$ | 57,561.84 |
| Medicaid and misc. | | 2,218.21 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 2,218.21 |
| Medicaid - Managed care | | 6,231.27 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 6,231.27 |
| Drug Free Community grant | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 10,416.67 | 0.00 | | 10,416.67 |
| SAMSHA - STOP grant | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 3,928.75 | 0.00 | | 3,928.75 |
| United Way | | 0.00 | | 0.00 | | 1,053.42 | | 0.00 | | 0.00 | 0.00 | | 1,053.42 |
| Lake County HIV | | 0.00 | | 0.00 | | 0.00 | | 8,883.00 | | 0.00 | 0.00 | | 8,883.00 |
| Cook County HIV | | 0.00 | | 0.00 | | 0.00 | | 11,050.00 | | 0.00 | 0.00 | | 11,050.00 |
| IDPH HIV minority grant | | 0.00 | | 0.00 | | 0.00 | | 10,000.00 | | 0.00 | 0.00 | | 10,000.00 |
| IDPH - Cancer prevention | | 0.00 | | 0.00 | | 0.00 | | 2,916.67 | | 0.00 | 0.00 | | 2,916.67 |
| IDPH - Wellness on wheels - HIV prev | | 0.00 | | 0.00 | | 0.00 | | 4,000.00 | | 0.00 | 0.00 | | 4,000.00 |
| Client fees | | 3,401.22 | | 0.00 | | 505.00 | | 0.00 | | 0.00 | 0.00 | | 3,906.22 |
| Client fees - third party | | 2,213.42 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 2,213.42 |
| Second Chance Program | | 640.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 640.00 |
| Kane County Probation | | 1,785.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 1,785.00 |
| US Probation and Pretrial | | 1,793.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 1,793.00 |
| Geneva 708 | | 0.00 | | 0.00 | | 1,000.00 | | 0.00 | | 0.00 | 0.00 | | 1,000.00 |
| Geneva Community Chest | | 0.00 | | 0.00 | | 158.00 | | 0.00 | | 0.00 | 0.00 | | 158.00 |
| Hanover Township | | 0.00 | | 5,000.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 | | 5,000.00 |
| St Charles Mental Health | - | 0.00 | | 0.00 | _ | 5,333.33 | | 0.00 | _ | 0.00 | 0.00 | | 5,333.33 |
| Total revenue | | 51,267,15 | - | 6,164.18 | _ | 12,706.46 | _ | 36,849.67 | - | 33,101.34 | 0.00 | - | 140,088.80 |

Renz Addiction Counseling Center Schedule of Activities - Departmentalized One Month Ended November 30, 2016

| | | One Mo | inth Ended Nove | mber 30, 2016 | | | |
|------------------------------------|----------------|-------------|-----------------|------------------|-------------|-------------|--------------|
| | Elgin | Streamwood | St Charles | Prevention - HIV | Prev-ATOD | EAS | <u>Total</u> |
| Expenditures: | | | | | | | |
| Salaries | 43,067.64 | 2,081.97 | 2,425.90 | 14,711.31 | 13,193.32 | 445.00 | 75,925.14 |
| Payroll taxes | 3,859.97 | 34.45 | 0.00 | 1,089.16 | 339.15 | 0.00 | 5,322.73 |
| Employee benefits | 3,390.91 | 326.74 | 1,079.19 | 1,838.29 | 2,048.44 | 96.02 | 8,779.59 |
| Retirement | 1,164.98 | 32.51 | 0.00 | 437.17 | 218.59 | 0.00 | 1,853.25 |
| Contract and outside labor | 4,303.52 | 47.41 | 189.67 | 0.00 | 2,625.00 | 0.00 | 7,165.60 |
| Computer consulting | 487.48 | 2.20 | 493.82 | 170.00 | 305.00 | 0.00 | 1,458.50 |
| Auto expense | 147.25 | 0.00 | 50.85 | 724.17 | 31.23 | 0.00 | 953.50 |
| Advertising | 2,888.31 | 102.24 | 561.46 | 3.87 | 3.87 | 0.25 | 3,560.00 |
| Conferences and conventions | 0.00 | 0.00 | 0.00 | 0.00 | 270.00 | 0.00 | 270.00 |
| Dues and subscriptions | 237.54 | 8.97 | 29.90 | (244.00) | 64.58 | 0.00 | 96.99 |
| Program materials | 314.38 | 0.00 | 0.00 | 123.91 | 101.07 | 0.00 | 539.36 |
| Licensing | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| Insurance | 1,893.58 | 166.00 | 384.95 | 717.61 | 717.60 | 36.04 | 3,915.78 |
| Training and tuition reimbursement | 349.00 | 0.00 | 0.00 | 0.00 | 335.03 | 0.00 | 684.03 |
| Legal and accounting | 4,160.46 | 258.03 | 860.10 | 1,446.18 | 1,446.18 | 86.01 | 8,256.96 |
| Meals and dinners | 102.33 | 0.00 | 0.00 | 287.06 | 0.00 | 0.00 | 389.39 |
| Program supplies | 720.74 | 0.00 | 0.00 | 324.67 | 469.12 | 3.00 | 1,517.53 |
| Interest expense | 0.00 | 0.00 | 0.00 | 440.29 | 0.00 | 0.00 | 440.29 |
| Bank fees | 32.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 32.00 |
| Office and printing | 563.97 | 0.00 | 85.46 | 42.20 | 218.45 | 1.84 | 911.92 |
| Postage | 53.32 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 53.32 |
| Recruiting | 26.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 26.01 |
| Rent | 0.00 | 100.00 | 2,375.00 | 0.00 | 0.00 | 0.00 | 2,475.00 |
| Repairs and maintenance | 620.96 | 0.00 | 139.41 | 522.31 | 313.61 | 0.00 | 1,596.29 |
| Telephone and utilities | 2,083.12 | 97.05 | 361.99 | 659.06 | 521.90 | 21.72 | 3,744.84 |
| Travel and entertainment | 30.00 | 0.00 | 0.00 | 0.00 | 70.08 | 0.00 | 100.08 |
| Depreciation | 1,703.71 | 0.00 | 0.00 | 851.86 | 851.86 | 0.00 | 3,407.43 |
| Equipment rental | 0.00 | 5.53 | 18.42 | 0.00 | 0.00 | 0.00 | 23.95 |
| Total expenses | 72,251.18 | 3,263.10 | 9,056.12 | 24,145.12 | 24,144.08 | 689.88 | 133,549.48 |
| Net program income | (20,984.03) | 2,901.08 | 3,650.34 | 12,704.55 | 8,957.26 | (689.88) | 6,539.32 |
| Administrative revenue allocated | 11,701.59 | 403.50 | 997.76 | 3,631.53 | 3,239.02 | 201.76 | 20,175.16 |
| Administrative cost allocated | (19,604.48) | (676.02) | (2,286.03) | (6,084.15) | (4,812.14) | (338.01) | (33,800.83) |
| Net income | \$ (28,886.92) | \$ 2,628.56 | \$ 2,362.07 | \$ 10,251.93 | \$ 7,384.14 | \$ (826.13) | (7,086.35) |

Renz Addiction Counseling Center Schedule of Activities - Departmentalized Five Months Ended November 30, 2016

| Revenues: | | Elgin | St | reamwood | | St Charles | Pre | evention - HIV | F | revention - ATOD | | EAS | | Total |
|--------------------------------------|----|------------|-----|-----------|----------|------------|-----|----------------|----|------------------|----|----------|----|------------|
| DASA contracts | \$ | 164,925.15 | \$ | 10,477.61 | \$ | 18,626.84 | \$ | 0.00 | \$ | 88,708.60 | \$ | 0.00 | \$ | 282,738.20 |
| Medicaid and misc. | | 13,155.31 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | .5 | 0.00 | | 13,155.31 |
| Medicaid - Managed care | | 24,588.76 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 24,588.76 |
| Drug Free Community Grant | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 52,083.35 | | 0.00 | | 52,083.35 |
| SAMHSA - STOP grant | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 7,857.50 | | 0.00 | | 7,857.50 |
| CABHI | | 61,569.69 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 61,569.69 |
| United Way | | 0.00 | | 0.00 | | 5,267.10 | | 0.00 | | 0.00 | | 0.00 | | 5,267.10 |
| Lake County HIV | | 0.00 | | 0.00 | | 0.00 | | 72,792.62 | | 0.00 | | 0.00 | | 72,792.62 |
| Cook County HIV | | 0.00 | | 0.00 | | 0.00 | | 57,101.00 | | 0.00 | | 0.00 | | 57,101.00 |
| SAMHSA - SUPPORT | | 86,666.66 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 86,666.66 |
| IDPH HIV minority grant | | 0.00 | | 0.00 | | 0.00 | | 40,000.00 | | 0.00 | | 0.00 | | 40,000.00 |
| IDPH - Cancer Prevention | | 0.00 | | 0.00 | | 0.00 | | 14,583.35 | | 0.00 | | 0.00 | | 14,583.35 |
| IDPH - Wellness on wheels - HIV prev | | 0.00 | | 0.00 | | 0.00 | | 16,000.00 | | 0.00 | | 0.00 | | 16,000.00 |
| Kane County Probation | | 8,026.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 8,026.00 |
| Township grants | | 7,500.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 7,500.00 |
| Client fees | | 21,675.22 | | 0.00 | | 2,720.00 | | 0.00 | | 0.00 | | 0.00 | | 24,395.22 |
| Client fees - third party | | 22,465.24 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 22,465.24 |
| Second Chance program | | 1,760.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 1,760.00 |
| US Probation and Pretrial | | 7,779.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 7,779.00 |
| Geneva 708 | | 0.00 | | 0.00 | | 5,000.00 | | 0.00 | | 0.00 | | 0.00 | | 5,000.00 |
| Geneva Community Chest | | 0.00 | | 0.00 | | 790.00 | | 0.00 | | 0.00 | | 0.00 | | 790.00 |
| Hanover Township | | 0.00 | | 25,000.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 25,000.00 |
| Employee Assistance Services revenue | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 5,201.12 | | 5,201.12 |
| Sheridan Correctional Facility | | 203.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 203.00 |
| Other foundations and grants | | 10,000.00 | | 0.00 | | 0.00 | | 4,500.00 | | 6,145.00 | | 0.00 | | 20,645.00 |
| St Charles Mental Health | • | 0.00 | • | 0.00 | • | 26,666.65 | _ | 0.00 | • | 0.00 | • | 0.00 | _ | 26,666.65 |
| Total revenue | \$ | 430,314.03 | \$_ | 35,477.61 | D | 59,070.59 | \$ | 204,976.97 | \$ | 154,794.45 | \$ | 5,201.12 | 3 | 889,834.77 |

Renz Addiction Counseling Center Schedule of Activities - Departmentalized Five Months Ended November 30, 2016

| | Elgin | Streamwood | St Charles | Prevention - HIV | Prevention - ATOD | EAS | Total |
|--|-----------------------|------------------|---|---------------------------|-----------------------|--|-------------------------|
| Expenditures: | | | 12 100000000000000000000000000000000000 | 72 GEO 674 GEO 575 | | 50 S400 S40 | |
| Salaries | \$ 227,408.91 | \$ 9,943.21 | \$ 10,072.52 | \$ 70,915.99 | \$ 72,167.73 | \$ 1,630.71 | \$ 392,139.07 |
| Payroll taxes | 22,055.49 | 266.66 | 359.30 | 5,895.86 | 2,402.14 | 35.94 | 31,015.39 |
| Employee benefits | 17,733.84 | 1,618.50 | 5,221.76 | 9,262.25 | 9,657.96 | 490.41 | 43,984.72 |
| Retirement | 5,824.90 | 162.55 | 0.00 | 2,185.85 | 1,092.95 | 0.00 | 9,266.25 |
| Contract and outside labor | 97,520.59 | 283.97 136.10 | 1,446.02 1,048.14 | 2,704.36 1,179.06 | 12,885.96 3,261.79 | 24.00 0.00 | 114,864.90 13.955.46 |
| Computer consulting | 8,330.37 | | | | | 127777 | |
| Auto expense | 2,013.61 | 0.00 455.28 | 297.93 | 4,113.78 | 175.59 3.87 | 0.00 | 6,600.91 |
| Advertising Conferences and conventions | 13,172.77 0.00 | 0.00 | 2,381.10 0.00 | 3.87 0.00 | 270.00 | 0.25 0.00 | 16,017.14 270.00 |
| | 1,086.53 | 216.40 | 169.60 | 0.00 | 395.58 | 1,259.75 | 3.127.86 |
| Dues and subscriptions | | | | | | The state of the s | |
| Program materials | 1,172.80 652.00 | 0.00 | 0.00 | 462.48 0.00 | 475.37 447.41 | 0.00 | 2,110.65 1,099.41 |
| Training and tuition reimbursement | | 874.32 | 2.914.40 | 5.042.92 | 5.042.92 | 292.44 | 28.001.24 |
| Legal and accounting Licensing | 13,834.24 200.00 | 0.00 | 2,914.40 | 0.00 | 0.00 | 0.00 | 200.00 |
| Insurance | 8.982.75 | 835.85 | 1.944.25 | 3.582.33 | 3.511.00 | 182.15 | 19.038.33 |
| Meals and dinners | 168.96 | 0.00 | 0.00 | 307.06 | 0.00 | 0.00 | 476.02 |
| Program supplies | 2,957.46 | 7.21 | 24.03 | 1,936.54 | 6,486.95 | 17.24 | 11,429.43 |
| Interest expense | 0.00 | 0.00 | 0.00 | 1,620.89 | 0.00 | 0.00 | 1,620.89 |
| Bank fees | 104.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 104.34 |
| Office and printing | 3,351.28 | 79.99 | 196.91 | 299.31 | 1,167.99 | 5.52 | 5,101.00 |
| Postage | 680.16 | 13.35 | 0.00 | 47.50 | 46.82 | 16.00 | 803.83 |
| Recruiting | 336.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 336.58 |
| Rent | 0.00 | 500.00 | 11,725.00 | 0.00 | 118.08 | 0.00 | 12,343.08 |
| Repairs and maintenance | 2,948.44 | 3.35 | 695.45 | 2,670.99 | 1,697.25 | 0.00 | 8,015.48 |
| Telephone and utilities Travel and entertainment | 12,137.65 1,015.39 | 354.29 0.00 | 2,141.16 40.50 | 3,803.67 0.00 | 2,658.13 1,889.59 | 103.66 0.00 | 21,198.56 2,945.48 |
| | | | | 11.1 (1900) (1911) (1915) | | | |
| Depreciation | 8,518.55 | 0.00 | 0.00 | 4,259.30 | 4,259.30 | 0.00 | 17,037.15 |
| Equipment rental | 5,148.75 | 341.14 | 1,137.01 | 1,860.90 | 1,947.20 | 0.00 | 10,435.00 |
| Total expenses | 457,356.36 | 16,092.17 | 41,815.08 | 122,154.91 | 132,061.58 | 4,058.07 | 773,538.17 |
| Net program income | (27,042.33) | 19,385.44 | 17,255.51 | 82,822.06 | 22,732.87 | 1,143.05 | 116,296.60 |
| Administrative revenue allocated | 34,466.84 | 1,188.51 | 1,782.77 | 10,696.61 | 10,696.61 | 594.26 | 59,425.60 |
| Administrative cost allocated | (93,380.73) | (3,220.03) | (4,830.04) | (28,980.23) | (28,980.24) | (1,610.01) | (161,001.28) |
| Net income | \$ (85,956.22) | \$ 17,353.92 | \$ 14,208.24 | \$ 64,538.44 | \$ 4,449.24 | \$ 127.30 | \$ 14,720.92 |

RENZ ADDICTION COUNSELING CENTER SUMMARY - UNAUDITED RESULTS 5 MONTHS ENDED NOVEMBER 30, 2016

| Revenue Source Programs Fundraising EAS Administrative Total Revenues Expenditures Programs EAS Administrative Total Expenditures Profit(Loss) Contributions - capital campaign | \$ \$ | 1-Month Ended 11/30/16 140,089 \$ 1,622 0 18,553 160,264 \$ 132,860 \$ 690 33,800 167,350 (7,086) | 5-Months Ended 11/30/16 884,634 \$ 10,848 5,201 48,578 949,260 \$ 769,480 \$ 4,058 161,001 934,539 14,721 50 | Budget Year-To-Date 805,878 \$ 8,958 6,021 50,050 870,907 \$ 701,925 \$ 4,731 165,918 872,574 (1,667) 1,667 | 5-Months Ended 11/30/15 1,065,595 6,420 5,651 94,574 1,172,240 895,951 3,783 171,710 1,071,444 100,796 248 |
|---|-------|---|--|---|---|
| Interest -accounts receivable | | 0 | 0 | 0 | 0 |
| Real estate tax refund | | 0 | 00 | 0 | 0 |
| Total Profit(Loss) | \$ | (7,076) \$ | 14,771 \$ | 0 \$ | 101,044 |
| Activities Departmentalized | | | | | |
| Elgin | \$ | (20,984) \$ | (27,042) | | |
| Streamwood | | 2,901 | 19,385 | | |
| St. Charles | | 3,650 | 17,256 | | |
| Prevention - HIV | | 12,705 | 82,822 | | |
| Prevention - ATOD | | 8,957 | 22,733 | | |
| EAS | | (690) | 1,143 | | |
| Operating profit | | 6,539 | 116,297 | | |
| Net administration | | (13,625) | (101,576) | | |
| Profit(Loss) | | (7,086) | 14,721 | | |
| Contributions - capital campaign | | 10 | 50 | | |
| Interest -accounts receivable | | 0 | 0 | | |
| Total Profit(Loss) | \$ | (7,076) \$ | 14,771 | | |
| | | | | | |
| Assets | | | | | |
| Cash | | \$ | 431,540 | \$ | 595,929 |
| Accounts receivable | | | 657,719 | | 486,369 |
| Allowance for bad debt | | | (125,000) | | (75,500) |
| Net property and equipment | | | 1,827,994 | | 1,876,762 |
| Other assets | | | 20,260 | _ | 11,654 |
| Total Assets | | \$_ | 2,812,513 | \$ | 2,895,214 |
| | | - | | - | |
| Liabilities | | | | | |
| Current liabilities | | \$ | 129,858 | \$ | 152,545 |
| Mortgage payable | | | 291,375 | | 342,936 |
| Board designated fund balance | | | 145,000 | | 145,000 |
| Fund balance | | - | 2,246,280 | | 2,254,733 |
| Total Liabilities and Fund Balance | | \$_ | 2,812,513 | \$ | 2,895,214 |

Renz Addiction Counseling Center Statement of Activities- Budget and Actual

Five Months Ended November 30, 2016

| Revenue - programs: | | | Actual | <u>Budg</u> | | | Variance | | Annual Budget |
|---|--|---------|--|-------------|--|----------|---|-----|---------------------------------|
| Medicaid and misc 13,155,31 34,166,65 (21,011,34) 82,000,00 Medicaid - Managed care 24,588,76 60,000,00 (35,411,24) 144,000,00 Drug Free Community grant 52,083,35 52,083,35 0.00 7,857,50 0.00 CABHI 61,659,98 20,420,00 41,149,69 49,008,00 0.00 CABHI 61,659,98 20,420,00 41,149,69 49,008,00 0.00 Lake County HIV 72,792,62 47,916,65 24,875,97 115,000,00 SAMHSA grant - SUPPORT 86,666,66 36,250,00 50,416,66 87,000,00 IDPH HV minority grant 40,000,00 16,666,65 23,333,35 40,000,00 IDPH - Cancer prevention 14,583,35 6,250,00 8,333,35 15,000,00 IDPH - Verlleness on wheels - HIV prev 16,000,00 0.00 16,000,00 0.00 16,000,00 0.00 Client fees 16,000,00 0.00 0.00 16,000,00 0.00 0.00 Client fees - third party 22,865,24 23,750,00 | Revenue - programs: | | | | | | | | |
| Medicaid - Managed care 24,888,76 60,000.00 (35,411,24) 144,000.00 Drug Free Community grant 52,083.35 52,083.35 0.00 125,000.00 CABH 61,659.69 20,420.00 41,149.69 48,008.00 United Way contracts 5,267.10 5,208.35 58,75 12,500.00 Lake County HIV 72,792.62 47,916.65 24,875.97 115,000.00 SAMHSA grant - SUPPORT 86,666.66 36,250.00 5,416.66 87,000.00 IDPH HIV minority grant 40,000.00 16,666.65 23,333.35 40,000.00 IDPH HIV minority grant 40,000.00 16,666.65 23,333.35 40,000.00 IDPH - Velliness on wheels - HIV prev 16,000.00 0.00 16,000.00 0.00 Cock County HIV 57,101.00 60,416.65 (3,315.65) 145,000.00 Cilent fees 24,395.22 32,083.30 (7,688.08) 77,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 Cilent fees - third party 24,000.00 Cilent | | \$ | | \$ | | \$ | | \$ | |
| Drug Free Community grant 52,083.35 52,083.35 0.00 125,000.00 SAMHSA - STOP grant 7,857.50 0.00 7,857.50 0.00 CABH 61,688.69 20,420.00 41,148.69 49,008.00 United Way contracts 5,267.10 5,208.35 56,75 12,500.00 SAMHSA grant - SUPPORT 86,666.66 36,250.00 50,416.66 87,000.00 SAMHSA grant - SUPPORT 86,666.66 36,250.00 50,416.66 87,000.00 IDPH HV minority grant 40,000.00 16,666.65 23,333.35 40,000.00 IDPH - Cancer prevention 14,583.35 6,250.00 8,333.35 15,000.00 IDPH - Cancer prevention 14,583.35 6,250.00 8,333.35 15,000.00 IDPH - Velleness on wheels - HIV prev 16,000.00 0.00 16,000.00 0.00 Cook County HIV 57,101.00 60,416.65 (3,316.65) 145,000.00 Cilent fees 24,395.22 32,083.30 77,000.00 Cilent fees 24,395.22 32,083.30 77,600.00 Cilent fees - third party 22,465.24 23,750.00 (1,284.76) 57,000.00 US Probation and Pretrial 7,779.00 11,666.65 (3,887.65) 28,000.00 Cook County Probation 8,026.00 6,250.00 1,776.00 15,000.00 Second Chance program 1,760.00 5,333.35 (1,573.35) 8,000.00 Cook Canduny probation 8,026.00 6,250.00 1,776.00 15,000.00 Second Chance program 1,760.00 5,333.35 1,666.65 14,000.00 Geneva 708 5,000.00 5,333.35 1,666.65 14,000.00 Geneva Community Chest 790.00 666.65 123.35 1,600.00 Geneva Community Chest 790.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.66) 7,916.65 7,900.00 7,916.65 7,916.65 7,916.65 7,916.65 7,916.65 7 | Medicaid and misc. | | | | | | | | 82,000.00 |
| SAMHSA -STOP grant | | | 24,588.76 | | | | (35,411.24) | | |
| CABH | | | | | | | -50.545 | | 얼마 경영하게 되었다고 하다 그림 |
| United Way contracts 5,267.10 5,208.35 58.75 12,500.00 Lake County HIV 72,792.82 47,916.65 24,875.97 115,000.00 SAMHSA grant - SUPPORT 66,666.66 36,250.00 50,416.66 87,000.00 IDPH - Uninority grant 40,000.00 16,666.65 23,333.35 40,000.00 IDPH - Cancer prevention 14,583.35 6,250.00 8,333.35 15,000.00 IDPH - Wellness on wheels - HIV prev 16,000.00 0,00 16,000.00 16,000.00 10,000 Cook County HIV 57,101.00 60,416.65 (3,315.65) 145,000.00 Cilent fees 24,395.22 32,083.30 (7,688.08) 77,000.00 Cilent fees 14,000.00 12,000 | | | | | | | | | |
| Lake County HIV SAMHSA grant - SUPPORT B6.666.68 36.250.00 DPH HIV minority grant 40,000.00 10PH HIV minority grant 40,000.00 10PH - Cancer prevention 14,583.35 6,250.00 0.333.35 15,000.00 10PH - Cancer prevention 14,583.35 6,250.00 0.333.35 15,000.00 10PH - Cancer prevention 14,583.35 6,250.00 0.00 10PH - Wellness on wheels - HIV prev 16,000.00 0.00 0.00 0.00 0.00 0.00 0.00 0 | | | | | | | | | |
| SAMHSA grant - SUPPORT | | | | | | | | | |
| IDPH HIV minority grant | | | | | | | | | |
| IDPH - Cancer prevention | | | | | | | | | |
| IDPH - Wellness on wheels - HIV prev | | | | | | | | | |
| Cook County HIV 57,101.00 60,416.65 (3,315.65) 145,000.00 Client fees 24,395.22 32,083.30 (7,688.08) 77,000.00 Client fees - third party 22,485.24 23,750.00 (1,284.76) 57,000.00 US Probation and Pretrial 7,779.00 11,666.65 (3,887.65) 28,000.00 Kane County Probation 8,026.00 6,250.00 1,776.00 15,000.00 Second Chance program 1,760.00 3,333.35 (1,573.35) 8,000.00 Township grants 7,500.00 5,833.35 1,666.65 14,000.00 Geneva 708 5,000.00 3,333.35 1,666.65 8,000.00 Geneva Community Chest 790.00 666.65 123.35 1,660.05 14,000.00 Geneva Community Chest 790.00 666.65 123.35 1,660.65 14,000.00 Geneva Community Chest 790.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.65) 19,000.00 School District 300 <td< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<> | | | | | | | | | |
| Client fees - third party | | | | | | | | | |
| Client fees - third party 22,465,24 23,750.00 (1,284,76) 57,000.00 US Probation and Pretrial 7,779.00 11,666.65 (3,887.65) 28,000.00 Kane County Probation 8,026.00 6,250.00 1,776.00 15,000.00 Second Chance program 1,760.00 3,333.35 (1,573.35) 8,000.00 Township grants 7,500.00 5,833.35 1,666.65 14,000.00 Geneva 708 5,000.00 3,333.35 1,666.65 8,000.00 Geneva Community Chest 790.00 666.65 123.35 1,600.00 Hanover Township 25,000.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.65) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (813.35) 51,500.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 6,913.10 7,755.35 1,934.108.00 Revenue- | • | | A STATE OF THE PARTY OF THE PAR | | 190 100 m 100 100 100 100 100 100 100 100 | | | | |
| US Probation and Pretrial | | | | | | | | | |
| Kane County Probation 8,026.00 6,250.00 1,776.00 15,000.00 Second Chance program 1,760.00 3,333.35 (1,573.35) 8,000.00 Township grants 7,500.00 5,833.35 1,666.65 14,000.00 Geneva 708 5,000.00 3,333.35 1,666.65 8,000.00 Geneva Community Chest 790.00 666.65 123.35 1,600.00 Hanover Township 25,000.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.66) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (3130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Fundraising 10,847.99 8,958.30 <td< td=""><td>Control of the Control of the Contro</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<> | Control of the Contro | | | | | | | | |
| Second Chance program | | | The state of the s | | 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | | | | - Could with the same want of a |
| Township grants 7,500.00 5,833.35 1,666.65 14,000.00 Geneva 708 5,000.00 3,333.35 1,666.65 8,000.00 Geneva Community Chest 790.00 666.65 123.35 1,600.00 Hanover Township 25,000.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.65) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (3,130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Fundraistrative: 20 20 6,020.85 (819.73) 14,450.00 Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 | | | | | | | | | |
| Geneva 708 5,000.00 3,333.35 1,666.65 8,000.00 Geneva Community Chest 790.00 666.65 123.35 1,600.00 Hanover Township 25,000.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.65) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (3,130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: 20 20,20.85 (819.73) 14,450.00 Revenue-Fundraising 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) | | | | | | | | | |
| Geneva Community Chest 790.00 666.65 123.35 1,600.00 Hanover Township 25,000.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.65) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (3,130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: 2 Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee < | | | | | | | | | |
| Hanover Township 25,000.00 29,166.65 (4,166.65) 70,000.00 School District 300 0.00 7,916.65 (7,916.65) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (3,130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: 20 200.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78,3 | | | APRIL DE LE CONTROL DE LE CONTROL DE LA CONT | | | | | | |
| School District 300 0.00 7,916.65 (7,916.65) 19,000.00 Sheridan Correctional Facility 203.00 3,333.35 (3,130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: 20 20 33,500.00 1,889.69 21,500.00 Revenue-Administrative: 20 20 33,54 33,000.00 1,889.69 21,500.00 Revenue-Administrative: 20 20 33,55 586.53 500.00 3,000.00 Interest and dividends 794.88 208.35 586.53 500.00 3,000.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,50 | | | | | | | | | |
| Sheridan Correctional Facility 203.00 3,333.35 (3,130.35) 8,000.00 Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78.352.93 2.090.178.00 Program expenditures 769, | | | Comment of the Commen | | The same of the sa | | | | |
| Other foundations and grants 20,645.00 21,458.35 (813.35) 51,500.00 St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949,260.38 870.907.45 78,352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.0 | | | | | | | | | |
| St Charles Mental Health 26,666.65 26,666.65 0.00 64,000.00 Revenue-EAS 884,633.65 805,878.30 78,755.35 1,934,108.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949,260.38 870.907.45 78,352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161, | | | 11300-0130-010-0130-0130-0130-0130-0130 | | | | (3,130.35) | | |
| Revenue-EAS 5,201.12 6,020.85 (819.73) 1,934,108.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78.352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 67,555.10) 1,684.620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398.205.00 Total expenditures 934.539.4 | Other foundations and grants | | | | | | (813.35) | | |
| Revenue-EAS 5,201.12 6,020.85 (819.73) 14,450.00 Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78.352.93 2.090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45< | St Charles Mental Health | | | _ | | | | | |
| Revenue-Fundraising 10,847.99 8,958.30 1,889.69 21,500.00 Revenue-Administrative: Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78.352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2.094.178.00 Increase(decrease) | | | | | | | | | |
| Revenue-Administrative: 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78.352.93 2.090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2.094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign | | | | | | | | | |
| Contributions 12,816.46 13,750.00 (933.54) 33,000.00 Interest and dividends 794.88 208.35 586.53 500.00 Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949,260.38 870,907.45 78,352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign | | | 10,847.99 | | 8,958.30 | | 1,889.69 | | 21,500.00 |
| Interest and dividends 794.88 208.35 586.53 500.00 | | | | | | | | | |
| Rental income 0.00 3,833.35 (3,833.35) 9,200.00 One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78,352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | | | |
| One American Way rental income 13,131.81 13,125.00 6.81 31,500.00 Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870,907.45 78,352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | | | |
| Management fee 10,417.82 10,416.65 1.17 25,000.00 Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870,907.45 78,352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | A STATE OF THE PROPERTY OF THE PARTY OF THE | | |
| Other income 11,416.65 8,716.65 2,700.00 20,920.00 Total Revenue 949.260.38 870.907.45 78.352.93 2,090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872.574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | | | |
| Total Revenue 949.260.38 870.907.45 78.352.93 2.090.178.00 Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872.574.30 (61,965.15) 2.094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | | | |
| Program expenditures 769,480.10 701,925.00 (67,555.10) 1,684,620.00 EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | - | | - | | _ | |
| EAS expenditures 4,058.07 4,730.50 672.43 11,353.00 Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | - | | | | | (67 555 10) | - | |
| Administrative expenditures 161,001.28 165,918.80 4,917.52 398,205.00 Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094.178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | | | |
| Total expenditures 934,539.45 872,574.30 (61,965.15) 2,094,178.00 Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | | | | | |
| Increase(decrease) 14,720.93 (1,666.85) 16,387.78 (4,000.00) Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | • | - | | _ | | | | - | |
| Other Sources: Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | 7,000 | 14,720.93 | - | (1,666.85) | 25711071 | | 100 | |
| Contributions-Capital Campaign 50.00 1,666.65 (1,616.65) 4,000.00 | | | | | 1.1 | | , | | 1.1 |
| | | 1000000 | 50.00 | | 1,666.65 | - | (1,616.65) | | 4,000.00 |
| | 그 일반이 하네요? 스님에도 그렇게 하면서 하게 하지 않아요? 그렇게 되었다면 바다에 하지만 어려워 하지 않는 그리다면 하지 않는 그리다면 하다. | \$ | 14,770.93 | \$ | (0.20) | \$ | | \$ | 0.00 |

Renz Addiction Counseling Center Actual vs Budgeted Expenditures

Five Months Ended November 30, 2016

| | Noveilli | Jer 30, 2010 | | | | | | |
|---|----------|---------------|-------|-----------------|------|-----------------|-------|------------------|
| Expenditures - program | 1554 | Actual | 19200 | Budget | 1.30 | <u>Variance</u> | 10000 | nnual Budget |
| Salaries | \$ | 390,508.36 | \$ | 341,250.00 | \$ | (49,258.36) | \$ | 819,000.00 |
| Payroll taxes | | 30,979.45 | | 29,187.55 | | (1,791.90) | | 70,050.00 |
| Health, life, dental and disability insurance | | 43,494.31 | | 30,916.65 | | (12,577.66) | | 74,200.00 |
| Contract and labor | | 114,840.90 | | 93,333.30 | | (21,507.60) | | 224,000.00 |
| Computer consulting | | 13,955.46 | | 17,291.65 | | 3,336.19 | | 41,500.00 |
| Recruiting | | 336.58 | | 1,541.70 | | 1,205.12 | | 3,700.00 |
| Auto expense | | 6,600.91 | | 6,883.35 | | 282.44 | | 16,520.00 |
| Advertising | | 16,016.89 | | 8,583.40 | | (7,433.49) | | 20,600.00 |
| Conferences | | 270.00 | | 2,416.70 | | 2,146.70 | | 5,800.00 |
| Dues and subscriptions | | 1,868.11 | | 4,124.95 | | 2,256.84 | | 9,900.00 |
| Retirement | | 9,266.25 | | 7,958.30 | | (1,307.95) | | 19,100.00 |
| Educational materials | | 104.25 | | 6,625.00 | | 6,520.75 | | 15,900.00 |
| Training and tuition teimburse | | 1,099.41 | | 1,666.70 | | 567.29 | | 4,000.00 |
| Meals and dinners | | 476.02 | | 958.30 | | 482.28 | | 2,300.00 |
| Miscellaneous program expense | | 11,412.19 | | 10,041.65 | | (1,370.54) | | 24,100.00 |
| Office supplies | | 4,383.17 | | 5,333.30 | | 950.13 | | 12,800.00 |
| Postage | | 787.83 | | 1,458.30 | | 670.47 | | 3,500.00 |
| Printing | | 712.31 | | 4,208.30 | | 3,495.99 | | 10,100.00 |
| Rent | | 12,343.08 | | 12,000.00 | | (343.08) | | 28,800.00 |
| Repairs and maintenance | | 8,015.48 | | 11,166.70 | | 3,151.22 | | 26,800.00 |
| Telephone | | 12,595.74 | | 11,916.70 | | (679.04) | | 28,600.00 |
| Utilities | | 8,499.16 | | 8,125.00 | | (374.16) | | 19,500.00 |
| Legal and accounting | | 27,708.80 | | 24,125.05 | | (3,583.75) | | 57,900.00 |
| Travel and entertainment | | 2,945.48 | | 9,416.70 | | 6,471.22 | | 22,600.00 |
| Insurance | | 18,856.18 | | 14,895.85 | | (3,960.33) | | 35,750.00 |
| Licensing and accreditation | | 200.00 | | 4,500.00 | | 4,300.00 | | 10,800.00 |
| Interest expense | | 1,620.89 | | 1,791.65 | | 170.76 | | 4,300.00 |
| Bank fees | | 104.34 | | 41.65 | | (62.69) | | 100.00 |
| Depreciation | | 17,037.15 | | 17,416.70 | | 379.55 | | 41,800.00 |
| Equipment rent | | 12,441.40 | _ | 12,749.90 | | 308.50 | | 30,600.00 |
| | | 769,480.10 | _ | 701,925.00 | | (67,555.10) | | 1,684,620.00 |
| - | | | | | | | | |
| Employee assisstance services - expenditures | | | | | | | | |
| Salaries - Managing Director - EAS | | 1,630.71 | | 1,250.00 | | (380.71) | | 3,000.00 |
| FICA Taxes - EAS | | 0.00 | | 84.60 | | 84.60 | | 203.00 |
| IL unemployment tax - EAS | | 35.94 | | 41.65 | | 5.71 | | 100.00 |
| Employee disability ins - EAS | | 26.30 | | 41.65 | | 15.35 | | 100.00 |
| Employee life and health ins - EAS | | 464.11 | | 416.65 | | (47.46) | | 1,000.00 |
| Outside services - EAS | | 0.00 | | 208.35 | | 208.35 | | 500.00 |
| Workers' comp - EAS | | 18.25 | | 83.35 | | 65.10 | | 200.00 |
| Mileage expense - EAS | | 0.00 | | 83.35 | | 83.35 | | 200.00 |
| Salaries - EAS - T. Lee | | (45.00) | | 333.35 | | 378.35 | | 800.00 |
| Salaries - EAS- R. AHLBERG | | 45.00 | | 375.00 | | 330.00 | | 900.00 |
| Advertising - EAS | | 0.25 | | 208.35 | | 208.10 | | 500.00 |
| Computer consultanting - EAS | | 24.00 | | 125.00 | | 101.00 | | 300.00 |
| Dues and subscriptions - EAS | | 1,259.75 | | 458.35 | | (801.40) | | 1,100.00 |
| Insurance - EAS | | 163.90 | | 208.35 | | 44.45 | | 500.00 |
| Legal and Accounting - EAS | | 292.44 | | 291.65 | | (0.79) | | 700.00 |
| Meals - EAS | | 0.00 | | 41.65 | | 41.65 | | 100.00 |
| Supplies - EAS | | 17.24 | | 83.35 | | 66.11 | | 200.00 |
| Office expense - EAS | | 5.52 | | 20.85 | | 15.33 | | 50.00 |
| Postage and Delivery - EAS | | 16.00 0.00 | | 62.50 | | 46.50 | | 150.00 |
| Printing - EAS Telephone - EAS | | 103.66 | | 62.50 166.65 | | 62.50 62.99 | | 150.00 400.00 |
| Training - EAS | | 0.00 | | 83.35 | | 83.35 | | 200.00 |
| rianning - EAG | \$ | 4,058.07 | \$ | 4,730.50 | \$ | 672.43 | \$ | 11,353.00 |
| | 9 | 4,030.07 | Ψ | 4,730.50 | Φ | 072.43 | Ψ | 11,303.00 |

Renz Addiction Counseling Center Actual vs Budgeted Expenditures

Five Months Ended November 30, 2016

| | | Actual | Budget | | | Variance | Ar | nnual Budget |
|--|----|--------------------|--------|----------------------|----|--------------------|----|----------------------|
| | | | | | | | | |
| Expenditures - administration | | | | | | | | |
| Salaries-directors | \$ | 106,930.25 | \$ | 112,500.00 | \$ | 5,569.75 | \$ | 270,000.00 |
| Advertising | | 72.90 | | 208.35 | | 135.45 | | 500.00 |
| Bad debt | | 0.00 | | 416.65 | | 416.65 | | 1,000.00 |
| Computer Consulting Expense | | 1,956.23 | | 2,500.00 | | 543.77 | | 6,000.00 |
| Conferences and meetings - Admin | | 10.00 | | 208.35 | | 198.35 | | 500.00 |
| Dues and Subscriptions - Admin | | 1,524.84 | | 1,000.00 | | (524.84) | | 2,400.00 |
| Training - Admin | | 600.00 | | 83.35 | | (516.65) | | 200.00 |
| Recruiting - Admin | | 129.17 | | 208.35 | | 79.18 | | 500.00 |
| Legal and Accounting - Admin | | 1,166.76 | | 1,458.35 | | 291.59 | | 3,500.00 |
| Licensing and Accred - Admin | | 120.00 | | 0.00 | | (120.00) | | 0.00 |
| Repair and maintenance - Admin | | 234.41 | | 1,250.00 | | 1,015.59 | | 3,000.00 |
| Telephone - Admin | | 2,141.41 | | 2,291.65 | | 150.24 | | 5,500.00 |
| Utilities - Admin | | 1,027.25 | | 1,666.65 | | 639.40 | | 4,000.00 |
| Depreciation - Admin Interest expense - Admin | | 959.85 1.620.86 | | 1,625.00 1,041.65 | | 665.15 (579.21) | | 3,900.00 2,500.00 |
| Rent equipment-Admin | | 549.50 | | 333.35 | | (216.15) | | 800.00 |
| Travel and Entertainment - Admin | | 1,507.44 | | 83.35 | | (1,424.09) | | 200.00 |
| Auto | | 1,664.53 | | 1,666.65 | | 2.12 | | 4,000.00 |
| Health, life and dental insurance | | 3,498.17 | | 3,625.00 | | 126.83 | | 8,700.00 |
| Insurance | | 856.92 | | 750.00 | | (106.92) | | 1,800.00 |
| Meals and dinners | | 585.80 | | 1,041.65 | | 455.85 | | 2,500.00 |
| Miscellaneous | | 3,015.17 | | 4,166.65 | | 1,151.48 | | 10,000.00 |
| Postage | | 299.87 | | 500.00 | | 200.13 | | 1,200.00 |
| Office supplies | | 2,767.68 | | 1,229.15 | | (1,538.53) | | 2,950.00 |
| Contract and outside labor | | 282.66 | | 1,291.70 | | 1,009.04 | | 3,100.00 |
| Payroll and other taxes | | 11,007.36 | | 8,897.95 | | (2,109.41) | | 21,355.00 |
| Retirement | | 3,522.15 | | 2,500.00 | | (1,022.15) | | 6,000.00 |
| Subtotal administration | _ | 148,051.18 | | 152,543.80 | | 4,492.62 | | 366,105.00 |
| One American Way | | | | | | | | |
| Outside services - OAW | | 0.00 | | 41.65 | | 41.65 | | 100.00 |
| Amortization Expense | | 291.65 | | 291.65 | | 0.00 | | 700.00 |
| Depreciation - OAW | | 5,998.90 | | 6,250.00 | | 251.10 | | 15,000.00 |
| Interest expense - OAW | | 3,241.76 | | 2,083.35 | | (1,158.41) | | 5,000.00 |
| Property taxes - OAW | | 1,454.20 | | 1,583.35 | | 129.15 | | 3,800.00 |
| Repair and maintenance - OAW | | 300.13 | | 833.35 | | 533.22 | | 2,000.00 |
| Utilities - OAW | _ | 1,663.46 | _ | 2,291.65 | | 628.19 | | 5,500.00 |
| Subtotal One American Way | | 12,950.10 | | 13,375.00 | - | 424.90 | | 32,100.00 |
| Total administration | \$ | 161,001.28 | \$ | 165,918.80 | \$ | 4,917.52 | \$ | 398,205.00 |

RENZ ADDICTION COUNSELING CENTER

Report on Audited Financial Statements and Other Supplementary Information

June 30, 2016

MANNING SILVERMAN & COMPANY CERTIFIED PUBLIC ACCOUNTANTS (847) 459-8850

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INDEPENDENT AUDITOR'S REPORT

Board of Directors Renz Addiction Counseling Center Elgin, Illinois

We have audited the accompanying financial statements of Renz Addiction Counseling Center (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Renz Addiction Counseling Center as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements for Cost, Principles and Audit Requirements for Federal Awards (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 30, 2016, on our consideration of Renz Addiction Counseling Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Renz Addiction Counseling Center's internal control over financial reporting and compliance.

Manning Silverman & Company Certified Public Accountants

Lincolnshire, Illinois

October 30, 2016

RENZ ADDICTION COUNSELING CENTER STATEMENT OF FINANCIAL POSITION JUNE 30, 2016

ASSETS

| Current Assets: | | |
|---|----|--|
| Cash and Cash Equivalents | \$ | 393,843 |
| Accounts Receivable (Net of Allowance | | , |
| for Doubtful Accounts of \$125,500) | | 585,798 |
| Prepaid Expenses and Deposits | | 20,546 |
| Refinance Costs (Net of Amortization of \$3,150) | _ | 350 |
| Total Current Assets | | 1,000,537 |
| Property and Equipment: | | |
| Land | | 510,028 |
| Building and Improvements | | 1,898,706 |
| Furniture and Equipment | _ | 422,882 |
| Total Property and Equipment | | 2,831,616 |
| Less: Accumulated Depreciation | - | (979,626) |
| Total Property and Equipment | - | 1,851,990 |
| Total Assets | \$ | 2,852,527 |
| | | |
| LIABILITIES AND NET ASSETS | | |
| LIABILITIES AND NET ASSETS Current Liabilities: | | |
| | \$ | 59,374 |
| Current Liabilities: | \$ | 59,374 300,720 |
| Current Liabilities: Accounts Payable | \$ | |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt | \$ | 300,720 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay | \$ | 300,720 16,578 1,501 50,427 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue | \$ | 300,720 16,578 1,501 50,427 45,536 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue Security Deposit | \$ | 300,720 16,578 1,501 50,427 45,536 1,881 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue | \$ | 300,720 16,578 1,501 50,427 45,536 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue Security Deposit | \$ | 300,720 16,578 1,501 50,427 45,536 1,881 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue Security Deposit Total Current Liabilities | \$ | 300,720 16,578 1,501 50,427 45,536 1,881 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue Security Deposit Total Current Liabilities Long-Term Liabilities: | \$ | 300,720 16,578 1,501 50,427 45,536 1,881 |
| Current Liabilities: Accounts Payable Current Portion of Long-Term Debt Accrued Compensation Accrued Real Estate Taxes Accrued Vacation Pay Unearned Revenue Security Deposit Total Current Liabilities Long-Term Liabilities: First Mortgages Payable, Less Current Portion Above | \$ | 300,720 16,578 1,501 50,427 45,536 1,881 476,017 |

See Independent Auditor's Report.

The accompanying notes are an integral part of these financial statements.

RENZ ADDICTION COUNSELING CENTER STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2016

| Public Support and Other Revenue: | | |
|--|--------|-----------|
| Public Support | | |
| Federal, State and Local Governmental Agencies | \$ | 2,138,922 |
| Other Organizations | | 37,632 |
| Other Revenue | | |
| Employee Assistance Services | | 12,655 |
| Client Fees and Third Party Reimbursements | | 235,257 |
| Miscellaneous Income | | 45,948 |
| Interest Income | | 198 |
| Donations | | 88,667 |
| Fundraising Events | | 20,542 |
| Rental Income - One American Way | _ | 31,575 |
| Total Public Support and Other Revenue | | 2,611,396 |
| Expenses: | | |
| Program Services | | |
| Elgin and Passage Outpatient Substance Abuse | | 1,303,581 |
| Streamwood Outpatient Substance Abuse | | 38,434 |
| St. Charles Outpatient Substance Abuse | | 107,774 |
| Prevention - HIV | | 351,044 |
| Prevention - ATOD | | 303,772 |
| Employee Assistance Services | | 7,597 |
| Total Program Services | | 2,112,202 |
| Supporting Services, Management and General | | 406,070 |
| Rental Expense - One American Way | | 15,303 |
| Total Expenses | 15,440 | 2,533,575 |
| Excess of Public Support and Other Revenue over Expenses | | 77,821 |
| Net Assets, Beginning of Year | _ | 2,298,689 |
| Net Assets, End of Year | \$_ | 2,376,510 |

RENZ ADDICTION COUNSELING CENTER STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2016

| | Program Services | | | | | | | | | | | | | | | | | |
|------------------------------------|------------------|---|-----|--------------------------------------|----|---|----|-------------------|----|--------------------|----|-----------------------------------|----|------------------------------|----|--|----|--|
| | E | gin and Passage Outpatient Substance Abuse | Out | amwood patient ostance buse | | St. Charles Outpatient Substance Abuse | | HIV Prevention | - | ATOD Prevention | A | Employee ssistance Services | | Total Program Services | ٨ | Supporting Services, Management and General | | Total Program and Supporting Services |
| Personnel Services | S | 555,613 \$ | 5 | 22,503 | S | 28,850 | \$ | 146,649 | \$ | 182,919 | S | 3,373 | \$ | 939,907 | \$ | 275,299 | \$ | 1,215,206 |
| Other Employee Expense, | | 5) - 83 | | | | | | | | | | | | | | | | |
| Including Fringe Benefits | | 155,235 | | 4,142 | | 12,048 | | 35,286 | | 18,053 | | 1,133 | | 225,897 | | 43,229 | | 269,126 |
| Contract Services | | 266,528 | | 857 | | 7,404 | | 67,376 | | 15,741 | | 198 | | 358,104 | | 1,501 | | 359,605 |
| Commodities | | 217,222 | | 3,559 | | 14,531 | | 52,320 | | 60,179 | | 2,648 | | 350,459 | | 38,820 | | 389,279 |
| Occupancy, Including Rent | | 50,799 | | 5,888 | | 39,991 | | 34,020 | | 16,781 | | 245 | | 147,724 | | 29,903 | | 177,627 |
| Bad Debt | | 28,214 | | 1,485 | | 4,950 | | 8,512 | | 6,684 | | - | | 49,845 | | 1,485 | | 51,330 |
| Fundraising Expense | - | | | | - | | | <u> </u> | - | | - | • | - | | - | 12,031 | | 12,031 |
| Total Expenses Before Depreciation | | | | | | | | | | | | | | | | | | |
| and Amortization | | 1,273,611 | | 38,434 | | 107,774 | | 344,163 | | 300,357 | | 7,597 | | 2,071,936 | | 402,268 | | 2,474,204 |
| Depreciation and Amortization | - | 29,970 | | | | | | 6,881 | | 3,415 | - | • | | 40,266 | | 19,105 | _ | 59,371 |
| Total Expenses | \$ | 1.303,581 \$ | S | 38,434 | \$ | 107,774 | \$ | 351,044 | S | 303,772 | \$ | 7,597 | \$ | 2,112,202 | \$ | 421,373 | \$ | 2,533,575 |

RENZ ADDICTION COUNSELING CENTER STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2016

| Cash Flows from Operating Activities: | | |
|--|----|--|
| Increase in Net Assets | \$ | 77,821 |
| Adjustments to Reconcile Increase in Net Assets to Net Cash | | ************************************** |
| Provided by (Used in) Operating Activities: | | |
| Depreciation and Amortization | | 59,371 |
| Changes in Assets and Liabilities: | | |
| (Increase) in Accounts Receivable | | (7,099) |
| (Increase) in Prepaid Expenses | | (173) |
| Increase in Accounts Payable | | 32,337 |
| (Decrease) in Accrued Real Estate Taxes | | (1,630) |
| (Decrease) in Accrued Compensation and Vacation Pay | | (58,330) |
| Increase in Unearned Revenue | | 24,286 |
| | | |
| Net Cash Provided by Operating Activities | | 126,583 |
| | | |
| Cash Flows from Investing Activities: | | |
| Purchases of Fixed Assets | | (9,834) |
| | | |
| Net Cash (Used in) Investing Activities | | (9,834) |
| | | |
| Cash Flows from Financing Activities: | | |
| Repayment of Mortgage | _ | (88,136) |
| | | |
| Net Cash (Used in) Financing Activities | | (88,136) |
| | | |
| Net Increase in Cash and Cash Equivalents | | 28,613 |
| C. L. LC. I. R. L. | | |
| Cash and Cash Equivalents, Beginning of Year | - | 365,230 |
| C. I I.C. I.E. '. I E. I. CV | | 100000000 |
| Cash and Cash Equivalents, End of Year | \$ | 393,843 |
| 0 1 17 0 | | |
| Supplemental Information: | _ | www.ww. |
| Cash Paid for Interest | \$ | 12,423 |

1. Organization and Nature of Operations

Renz Addiction Counseling Center is a non-profit corporation organized under the laws of the state of Illinois to specialize in the treatment of substance abuse on an outpatient basis and the delivery of prevention programming. The Center's primary service area includes northern Kane County and the northwestern portions of Cook and DuPage Counties.

2. Summary of Significant Accounting Policies

Basis of Accounting

The accounts of the Center are maintained on the accrual basis.

Information regarding the financial position and activities of the Center are reported in three classes of net assets (as applicable): unrestricted, temporarily restricted or permanently restricted, the latter two of which are based on the existence or absence of externally (donor) imposed restrictions on contributions. Accordingly, net assets of the Center and changes therein are classified and reported as follows:

- Unrestricted Net Assets Unrestricted net assets are not subject to donor-imposed stipulations. They include all activities of the Center, except for those that are temporarily or permanently restricted by donors. Board designated amounts are part of unrestricted net assets.
- <u>Temporarily Restricted Net Assets</u> Temporarily restricted net assets are subject to donor-imposed stipulations that can be removed through the passage of time (time restrictions) or actions of the Center (purpose restrictions).
- <u>Permanently Restricted Net Assets</u> Permanently restricted net assets are subject to
 the restrictions imposed by donors who require that the principal of this class of net
 assets be retained in perpetuity as an endowment with only the income to be
 reclassified to unrestricted net assets.

Cash and Cash Equivalents

The Center considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents, excluding those amounts contained in the investment portfolios.

Allowance for Doubtful Accounts

Accounts receivable are stated net of an allowance for doubtful accounts. The Center estimated the allowance based on its historical experience of the relationship between actual bad debts and net amounts collected.

Property and Equipment

Property and equipment is recorded at historical cost. The Center capitalizes fixed asset additions over \$1,000. Depreciation is computed using the straight-line method for all property and equipment. The estimated useful lives in computing depreciation are as follows:

| Description | Years |
|--------------------------------|-------|
| Furniture and Office Equipment | 5 - 7 |
| Building and Improvements | 39 |

Maintenance and repairs, which neither materially add to the value of property nor appreciably prolong the lives, are charged to expense as incurred. Gains or losses on dispositions of property and equipment are included in the statement of activities and changes in net assets.

Contributions, Grants and Contracts

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor, grantor or contracting agency. Amounts received that are designated for future periods or are restricted for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. Unconditional promises to give, which do not state a due date, are presumed to be unrestricted net assets.

A donor restriction expires when a stipulated time restriction ends, when an unconditional promise with an implied time restriction is collected, or when a purpose restriction is accomplished. Upon expiration, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities and changes in net assets as net assets released from restrictions. Permanently restricted net assets include the principal amount of contributions accepted with the stipulations from the donors that the principal be maintained in perpetuity, with only the income therefrom to be expended for either general purposes or a purpose specified by the donor.

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities and changes in net assets. Expenses that are easily and directly associated with a particular program or supporting service are allocated directly to that functional category. Certain costs have been allocated among the programs and supporting services benefited based on time devoted to the functional areas and other appropriate methods.

Income Taxes

The Center is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code and is not considered to be a private foundation. It is also required to recognize or derecognize in its financial statements positions taken or expected to be taken in a tax return on a "more likely than not" threshold. The Center does not believe its financial statements include any uncertain tax positions. The Center's income tax filings for the years 2013 and thereafter remain subject to examination by the Internal Revenue Service.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the relevant period. Actual results could differ from those estimates.

3. Concentrations of Credit Risk

Certain financial instruments potentially subject the Center to concentrations of credit risk. These financial instruments consist primarily of cash and cash equivalents and receivables. The Center maintains its cash in various bank deposit accounts which, at times, may exceed federally insured limits. The Center has not experienced any losses in such accounts. Concentrations of credit risk with respect to receivables are generally diversified due to the large number of entities and individuals composing the Center's program and donor base. The Center performs ongoing credit evaluations and writes off uncollectible amounts as they become known.

4. Support from Governmental Units and Contingencies

The Center receives a significant amount of its support from federal, state and local governments. A substantial reduction in the level of this support, if it were to occur, could have a significant effect on the Center's programs and activities.

Various programs are subject to review by government agency grantors or their representatives. The reviews of certain of these programs for the year ended June 30, 2016 have not been conducted. Accordingly, the Center's compliance with applicable requirements will be established at some future date. The amount, if any, of expenditure that may be disallowed by the government agencies cannot be determined at this time, although the Center expects such amounts, if any, to be immaterial.

5. Property and Equipment

Renz Addiction Counseling Center purchased an adjacent property at One American Way for \$928,978 on November 30, 2007. The building units are leased to a non-profit governmental unit and a for-profit insurance office. The lease with the non-profit governmental unit terminates as of September 30, 2016. The lease with the insurance company will be terminated as of January 31, 2019. As there is a for-profit component in the rents received, the building is partially subject to real estate tax liability and potentially some unrelated business income tax liability.

6. First Mortgages Payable

The original mortgage loan of \$735,011 to purchase the One American Way building was refinanced as of January 20, 2013 at 4.68%. The new maturity date of this loan is January 20, 2017 and the loan is secured by the property. The Board approved a pay down of the loan by \$384,497 as of January 1, 2014. The loan balance as of June 30, 2016 was \$300,720.

The Center borrowed \$257,474 at 5.625% on June 1, 2011 to remodel the building at Two American Way. This loan has a maturity date of May 1, 2016 and is secured by the property. The loan balance as of June 30, 2016 was \$0.

Scheduled maturities of the obligations are as follows:

| Year Ending June 30, | Amount |
|----------------------|------------|
| 2017 | \$ 300,720 |
| Total | \$ 300,720 |

7. Operating Leases

The Center rents office space located in St. Charles, Illinois and equipment under various operating leases with unrelated parties. Rent expense for the year ended June 30, 2016 was \$50,122.

Future minimum lease obligations under the St. Charles non-cancelable office lease are as follows:

| Year Ending June 30, | Amount |
|----------------------|-----------|
| 2017 | \$ 30,725 |
| 2018 | 7,125 |
| Total | \$ 37,850 |

8. Subsequent Events

Subsequent events have been evaluated through October 30, 2016 which is the date the financial statements were available to be issued; there are no subsequent events requiring recognition and/or disclosure.

SUPPLEMENTARY INFORMATION



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INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Renz Addiction Counseling Center Elgin, Illinois

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Renz Addiction Counseling Center (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Renz Addiction Counseling Center's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Renz Addiction Counseling Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Renz Addiction Counseling Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Manning Silverman & Company Certified Public Accountants

Lincolnshire, Illinois

October 30, 2016



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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors Renz Addiction Counseling Center Elgin, Illinois

Report on Compliance for Each Major Federal Program

We have audited Renz Addiction Counseling Center's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Renz Addiction Counseling Center's major federal programs for the year ended June 30, 2016. Renz Addiction Counseling Center's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Renz Addiction Counseling Center's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements contained in Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements for Cost, Principles and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An

audit includes examining, on a test basis, evidence about Renz Addiction Counseling Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Renz Addiction Counseling Center's compliance.

Opinion on Each Major Federal Program

In our opinion, Renz Addiction Counseling Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Report on Internal Control over Compliance

Management of Renz Addiction Counseling Center is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Renz Addiction Counseling Center's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Renz Addiction Counseling Center's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Manning Silverman & Company Certified Public Accountants

Lincolnshire, Illinois

October 30, 2016

RENZ ADDICTION COUNSELING CENTER SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED JUNE 30, 2016

| Pass-Through Grantor/Program Title | Federal CFDA Number | Pass-Through Number | | Federal Disbursements/ Expenditures |
|--|---------------------------|------------------------|-------|-------------------------------------|
| MAJOR PROGRAMS | Control of the Control | | . 1.5 | |
| Passed Through Illinois Department of Human Services, Office of Alcoholism and Substance Abuse: | | | | |
| Department of Health and Human Services: | | | | |
| Substance Abuse and Mental Health Services | 93.243 | | \$ | 551,250 |
| Directly Received from CABHI: | 93.243 | | - | 204,173 |
| | | | | 755,423 |
| NON-MAJOR PROGRAMS | | | | |
| Department of Health and Human Services: | | | | |
| Drug Free Community | 93.276 | | | 93,750 |
| Title XX Block Grant | 93.667 | | | 2,133 |
| Passed Through Illinois Department of Public Health | | | | |
| Cook County HIV Grant | 93.940 | | | 140,000 |
| Cancer Prevention | 93.940 | | | 17,500 |
| IDPH-Minority Grant | 93.940 | | | 40,000 |
| IDPH-RX Category 2 | 93.940 | | | 65,322 |
| | | | | 262,822 |
| Passed Through Illinois Department of Human Services. | ř. | | | |
| Office of Alcoholism and Substance Abuse: | | | | |
| Substance Abuse Prevention and Treatment | | | | |
| Block Grant | 93.959 | | | 209,858 |
| Block Grant | 93.959 | | | 235,742 |
| | | | | 445,600 |
| Total | | | \$ | 1,559,728 |

1. Basis of Presentation

The accompanying Schedule of Expenditures of Federal Awards of Renz Addiction Counseling Center is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." Therefore, the amounts presented in this schedule may differ from amounts presented in, or used in preparation of, the basic tinancial statements.

2. Amounts Provided to Subrecipients

None

3. Non-Cash Assistance, Insurance, Loans or Guarantees

None

RENZ ADDICTION COUNSELING CENTER SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE YEAR ENDED JUNE 30, 2016

SECTION 1—SUMMARY OF AUDITOR'S RESULTS

Financial Statements

| Type of auditor's report issued: | Unqualified | | | | | |
|--|---|--|--|--|--|--|
| Material weaknesses identified? | YesX No | | | | | |
| Significant deficiencies identified that are not considered to be material weaknesses? | YesXNo | | | | | |
| Noncompliance material to financial statements noted? | YesXNo | | | | | |
| Fede | ral Awards | | | | | |
| Internal control over major programs: | | | | | | |
| Material weaknesses identified? | YesXNo | | | | | |
| Reportable conditions identified that are not considered to be material weaknesses? | YesXNo | | | | | |
| Type of auditor's report issued on compliance for major programs: | Unqualified | | | | | |
| Are audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133? | YesXNo | | | | | |
| Identification of major programs: <u>CFDA Numbers</u> 93.243 | Name of Federal Program or Cluster Substance Abuse and Mental Health | | | | | |
| Dollar threshold used to distinguish between Type A and Type B programs: | \$750,000 | | | | | |
| Auditee qualified as low-risk auditee: | XYesNo | | | | | |

RENZ ADDICTION COUNSELING CENTER SCHEDULE OF FINDINGS AND QUESTIONED COSTS (Continued) FOR THE YEAR ENDED JUNE 30, 2016

SECTION 2 – FINANCIAL STATEMENT FINDINGS

None

SECTION 3 – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

SECTION 4 - PRIOR AUDIT FINDINGS

None



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INDEPENDENT AUDITOR'S REPORT ON GRANT REPORT

Board of Directors Renz Addiction Counseling Center Elgin, Illinois

Our audit was made for the purpose of forming an opinion on the basic financial statements of Renz Addiction Counseling Center as of June 30, 2016 and for the year then ended, taken as a whole. The accompanying Grant Report for the year ended June 30, 2016 on pages 22 - 23 is presented for the purpose of additional analysis as required by the Illinois Department of Human Services and is not a required part of the basic financial statements. However, such information has been subjected to the auditing procedures applied in our audit of the basic financial statements, and, in our opinion, is fairly stated in all material respects, in relation to the basic financial statements taken as a whole.

The additional information on pages 24 - 27 marked "Unaudited," has not been subjected to auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on it.

Manning Silverman & Company

Certified Public Accountants

Lincolnshire, Illinois

October 30, 2016



| GE | NCY NAME: Renz Addiction Counseling Center | | | | FEIN: 36-2 | 447195 | | | |
|----|---|-----------|---------------|-------------------------|-------------------|-----------|-----------------------|--------------------|----------|
| | | <u> </u> | DHS | GRANT - FUN SERVICES | IDED | | All other Programs | Mgmt. & General | Total |
| | | Program 1 | Program 2 | Program 3 | Program 4 | Program 5 | | | |
| | Program Name/Number/Contract Number/Other Identification | FCSUP0150 | | | | | | | |
| A | Direct Program expenses | 183,722 | | | | | 1,888,214 | 402,268 | 2,474,20 |
| В | Allocate Management and General Costs (Note 1) | 26,136 | | | | | 376,132 | 402,268 | -0 |
| C | SUBTOTAL A & B | 209,858 | | | | | 2,264,346 | 4-1 | 2,474,20 |
| 0 | Subtract Unatlowable costs per page 2 | | | | | | | | |
| | Add other approved uses (attach documentation) | | | | | | | | |
| : | TOTAL Allowable costs | | | | | | | | |
| à | Special provisions (see instructions) | | | | | | | | |
| 1 | Interest Earned (see instructions) | | | | | | | | |
| TE | Management and General costs are altocated by | nased on: | X direct sala | ries, 🗌 to | lail direct costs | . Dothe | r basis (attach | explanation) | |
| | | | | | | | Page 1 of 2 | | |



State of Illinois - Department of Human Services

UNALLOWABLE COST REPORT

| | Program 1 Program 2 Program 3 Program 4 Program | | | | | | | |
|---|---|--|--------------------|-----------|------------|--|--|--|
| Program Names/Number/Contract Number | Program 1 | Program 2 | Program 3 | Program 4 | Program 6 | | | |
| | FCSUP0150 | | | | | | | |
| Unallowable Costs (see instructions) | · | | Y | | | | | |
| Compensation of Governing Body | | - | | | | | | |
| Entendalinment | | | | | | | | |
| Association Ques | | | | | | | | |
| Meetings and Conventions | | | | | | | | |
| Fundralsing | | | | | | | | |
| Bad Debt | | | | | | | | |
| Charity and Grants | | | | | | | | |
| Unallowable Interest | | | | | | | | |
| Inventorius | | | | | | | | |
| Depresission of OHS-fusided Assets | Lawrence and | | | | | | | |
| Cost of Production | | | | | | | | |
| In-Kind Expenses | | | | | | | | |
| Alcohglia Bayeragas | | | | | | | | |
| Perennal Automobile | | | | | | | | |
| Fines and Pensities | | | | | | | | |
| Personal Use Illoms | | | | | | | | |
| Labbying | | | | | | | | |
| Unallowable Relocation | | | | | | | | |
| Gratuitles | | | | | | | | |
| Political Contributions | | | | | | | | |
| Refeded Party Transpolions | | | | | | | | |
| Costa Where a Conflict of Interest Exists | | | | | | | | |
| Unallowable Cost if Program is Federally Funded or Cost Restricted by Contract (See Instructions) | | | | | | | | |
| rplain: | | | | | | | | |
| kplain: | | | | | | | | |
| Total Uncilowable Costs (to fine D of Grant Report) - See below if None | NONE | | | | | | | |
| o unallowable costs are listed, sign and confint that no unallowable costs Grapt Report. | | | | _ | | | | |
| rinted Name and Title Jorn Skogmo, E | xacutive Directo | 7. 37. 17. | ALEXANDER PLANE AT | L | Reset Form | | | |
| | | and the second s | | Page 2 of | 2 | | | |
| IL 444-2662 (R-4-10) | | | | | Page 1 of | | | |

Provider Demographic Information

C

Please confirm/correct the information below, fill in blanks when applicable, and post this form to the CRV with your financial submission

Note: Information on this form is used by the DHS Office of Contract Administration to fulfill various administrative responsibilities. Changes to information on this form will not affect information used by other offices within DHS.

| <u>fein</u> | 362447195 | | Change to Information |
|---|---|----------------------------|--|
| <u>Provider</u> | RENZ ADDICTION COUNSELING CE | NTER | |
| DBA | | | |
| Fiscal Year End | 6/30/2015 | | 6/30/16 |
| Not For Profit Mark your require For Profit | Yes ed forms TIRS 990 TAG 990 IL No | Тоее | |
| TaxpayerType* | Corporation, other than hospital | | |
| Contact | JERRY SKOGMO, MA | | The same of the sa |
| Title | EXECUTIVE DIRECTOR | | make and the control of the control |
| Address Line 1 | 1 AMERICAN WAY | | |
| Address Line 2 | | | periodel comments a los indicators of the comments of the comm |
| City, State, Zip | ELGIN, IL 60120 | | |
| Phone | (847) 742-3545 Ext. 232 | | |
| FAX | (847) 697-5583 | | |
| EMail Primary | JSKOGMO@RENZCENTER.org | | |
| EMail Secondary | renzcenter@renzcenter.org | | |
| * Valid Texpayer | Types are: Corporation, other dam hospital Hospital Individual Partnership Regional Office of Education School District | Ot Es Ph No Ph | edical Corporation her Governmental Unit hate or Trust harmacy-Non Corporate hresident Alien hrmacy/Funeral Home/Centetery Corp. |
| . | Sole Proprietorship Unit of State Government Unit of County Government Unit of Municipal Government University, College or Junior Col | £.û | x Exempt mited Liability Company |

PERSONNEL/ADMINISTRATIVE INFORMATION

| Please complete this form and return to DHS with your finan- | cial report submission. |
|--|--|
| Agency Name: Renz Addiction Counseling | Contar == 2/2-1447195 |
| Number of employees in agency on the last day of most recent fist | |
| | |
| Number of newly hired employees during the most recent fiscal ye | |
| Number of budgeted vacancies on the last day of most recent fisca | it year? |
| Supplemental Fiscal Information | |
| Please list the names and titles of all bonded employees: | |
| Name | <u>Title</u> |
| | |
| | |
| | or an appropriate to concentrate the second contentrate to the content |
| A CONTRACTOR OF THE PROPERTY O | |
| | |
| | |
| Please list the names and titles of all employees issued corporate of | |
| Name | Title |
| Jerry Skogmo Lora Tovair | Exec. Director |
| | Dir of Admin SVC. |
| Deb Howe | Marketing Director Prevention Specialist |
| Ricardo Gasca | Prevention specialist |
| Catherine Stauffer | HIV Prevention specialist |
| Colleen Koncilia | Dir, of clinical svc. |
| Please list the current members of the Board of Directors and their | COMPANIES AND CONTROL OF THE PROPERTY OF THE P |
| Name | Title |
| see attached board listing | |
| AND A SECOND SEC | ****** |
| | - |
| and the second s | |
| | |
| | *** |
| | |
| Please attach additional pages, if necessary, or a sep- | arate listing |
| Service and the service and th | |
| Please indicate the frequency of the entity-s Board of Directors-re- | gular meetings: MONTING |
| Please give the dates of the three (3) most recent Board meetings | |
| Meeting Date(s) | |
| September 1,2016 | |
| August 4, 2010 | |
| June 2 2014 | |

May 2008

Unaudited 26

RENZ ADDICTION COUNSELING CENTER - CONFIDENTIAL BOARD OF DIRECTORS LIST

| Name | Tel/Fax/Cell | Email | Served Ter | | | Mailing Address | |
|--------------------------------------|--|---|------------------------|--|---------------|--|--|
| Brian Monson President | O: 847-653-7359 C: 815-289-8015 F: | BMorson@mbffnancial.com | 6/2 | Dec 2010 Pres. – 6/5/14 | Dec 2016 | 1443 Woodscreek Circle Crystal Lake, IL 60014 | |
| Sherry Totzke Vice President | O: 847-240-4492 H: 630-289-5760 F: 847-240-8050 C: 630-551-8234 | stoizke@sbcglobal.net sheryl.toizke@zuricima.com | 0/1 VP – 10/2016 | Jan 2016 | Jan 2019 | 133 McCabe Streamwood, IL 60107 | |
| Michael Walsh Secretary/Treasurer | H: C; 847-528-6410 | mcw345@cox.net | 7/3 | Apr 2009 New term - 6/5/14 | Apr 2018 | 2934 Pine Valley Dr. Miramar Beach, FL 32550 | |
| Patricia Arroyo | O: 847-695-3200 ext. 5179 F: 847-931-5550 C: 847-942-7786 | Patricia_Arroyo@Presencehealth.org | 6/2 | April 2011 | April 2017 | 77 North Airlite Street Elgin, IL 60123-4912 | |
| Donna Kruse | O: 224-783-8088 H: 847-464-1264 | donna.kruse@advocatehealth.com | 0/1 | Jan 2016 | Jan 2019 | 9N169 N. Muirhead Rd Elgin, IL 60124 | |
| James Lamkin | O: 847-348-7006 F: 847-923-2384 H: 224-535-8291 C: 630-514-2120 | ilamkin@ci schaumburp.il.us | 6/3 | June 2010 | June 2019 | 1221 Falcon Ridge Drive Elgin, IL 60124 | |
| Claudia Martinez Carter | O: 630-213-5500 H: 314-497-4951 C: 314-497-4951 | claudiamartinezcarter@u-46.org | 5/2 | Oct. 2011 | Oct. 2017 | 2070 Clearwater Elgin, IL 60123 | |
| Laura Newman | O: 630-454-2050 F: 630-454-2001 H: 630-879-1954 C: 312-339-9179 | inewmz@gmail.com | 3/1 | Dec. 2013 | Dec. 2016 | 345 N. Batavia Ave. Batavia, IL 60510 | |
| Greg Pratt | O: 630-587-8722 H: 630-444-0639 F: 630-587-8869 | gregpratt@vahoo.com | 2/1 | July 2014 | July 2017 | 104 N. 4th Ave St. Charles, IL 60174 | |
| Linda Siete | O: 847-806-1411 H: 847-888-8234 F: 847-806-1112 | finda siete@reflejos.com | 5/2 | June 2011 | June 2017 | 155 E. Algonquin Rd. Arlington Heights, IL 60005 | |
| Bhopal Singh | O: 847-248-2133 H: 847-854-4295 C: 630-347-1600 | B57592@vehoo.com | 2/1 | Sept. 2014 | Sept. 2017 | 750 Majestic Dr. Algonquin, IL 60102 | |

Updated 8/29/16

DHS FY16 FINANCIAL REPORTING CHECKLIST THIS FORM MUST BE SIGNED AND POSTED WITH REPORTING PACKAGE

| Provider Nume: RENZ ADDICTION COUNSELING CEM ER | FEIN: 362447195 |
|---|---|
| Easting Date of Providers's Fiscal Year: 6/10/2016 | Report One Date: 12/27/2016 |
| Name of Provider Contact: JERRY SKOGMO, MA | Phone #: (8-7) 7-42-3545 |
| The items marked with "X" below should be included in the | |
| Please see attachment for pr | uper numing instructions |
| ADMINISTRANTION / AGENCY INFORMATION | |
| X Personnell'Administrative Information Fores | |
| X Provider Demographics Information Form | |
| X Signed DHS FY16 Financial Reporting Checklist | |
| AUDITED FINANCIALS / SINGLE AUDIT | |
| "X Independently Audited Financial Statements in Accordan- | ce with Government Auditing Standards |
| X Stugie Audit Report and Data Collection Form (Not For P | rollt Only) Note: If there is un "X" next to this item, your |
| | al flunds from all sources and you are required to submit to DHS an ion by completing the required univer located on the DHS website. |
| 를 <mark>하다면 하다 하다 하는 것이 없는데 하다면 하다면 하다면 하다 가</mark> 면 있다면 되었다. 그 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 사람들은 | is an "X" next to this item, your agency is assumed to have expended |
| you declare completion by completing the required univer locate | red to submit to DHS on audit in compliance with 2 CPR 200 unless. In the DHS websits. |
| We expended less than \$750,000 in Perternt family from all said Audit. We understand that by walving the requirement to do Auditor's "In Rotatina Tor" Opinion and, if applicable, the ear | |
| CONSOLIDATED FINANCIAL REPORT | |
| X CFR Schedule 1: Schedule of Program Costs | |
| X CFR Schedule 2: Schedule of Program Revenues | |
| X CFR Schedule 3: Program Personnel | |
| X CPR Schertule 4: Program Consultant and Contractual | |
| X CFR Schedule 5: Report of Service Unita/Days/Nights | |
| independent Auditor's "In Relation Fo" Opinion on | CFR Schodule of Program Costs and Schedule of Program |
| GRANT REPORT | |
| X Grant Report | |
| Independent Auditor's "In Relation Fo" Opinion on | |
| Independent Auditor's Report on Applying Agreed- | Upon Procedures on Grant Report |
| IRS FORMS | 17 |
| X IRS Return or Report (IRS 990, 990 EZ, 990 PF or other) | |
| X AG 990 IL | |
| X 990T (UBIT), if applicable | |
| Management Certification | |
| By signing this report, I ceruty to the best of my knowledge and belief that | |
| districts and cash receipts are for the purposes and objectives see the that my thise, flericious, or fraudulent information, or the emission of any | |
| penalties for front, false statements, fulse claims or otherwise. | O STATE OF THE STATE OF STATE |
| 1 . # | 1/1/ |
| 1/3/16 | EM 11/3/1/2 |
| Signature of CEO or CIO Date | Signature of Board President of Beauti Transparer Done |
| 7/17 | |
| 1/ V | |



175 Olde Half Day Rd, Suite 290 Lincolnshire, IL 60069 P: (847) 459-8850 F: (847) 537-8954 www.manningsilverman.com

INDEPENDENT AUDITOR'S REPORT ON AGREED-UPON PROCEDURES TO REVIEW GRANT REPORT AND CFR SCHEDULE OF PROGRAM COSTS

Office of Contract Administration Illinois Department of Human Services 222 South College, Second Floor Springfield, Illinois 62704

We have performed the procedures enumerated below, which were agreed to by management of Renz Addiction Counseling Center and the Manager, Office of Contract Administration, Illinois Department of Human Services (DHS). These procedures were performed solely to assist DHS in evaluating the accompanying Grant Report and CFR Schedule of Program Costs of Renz Addiction Counseling Center for the year ended June 30, 2016. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of DHS. Consequently, we make no representation regarding the sufficiency of the procedures described below, either for the purpose for which this report has been requested or for any other purpose.

We have obtained DHS' Instructions for preparing the Grant Report and CFR Schedule of Program Costs and reviewed the ledgers used for recording Direct Program Expenses and Management and General Costs against the DHS Instructions to determine whether costs were reasonably related to the cost of delivering the program services and properly classified as direct or indirect costs. Any exceptions have been noted.

We have verified that the Method of Allocation (Row B) used for Management and General Costs identified in "Note 2" was the method actually used in the completion of the Grant Report.

We have compared the Detailed List of Unallowable Costs (Part 2 of 2) to the DHS Instructions to determine if they were properly classified. Any exceptions have been noted.

We have mathematically checked all rows and columns on the entire Grant Report and CFR Schedule of Program Costs.

We are not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the Grant Report and CFR Schedule of Program Costs. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is designed for the use of the management of Renz Addiction Counseling Center, its Board of Directors and DHS, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purpose. However, this report is a matter of public record and its distribution is not limited.

Manning Silverman & Company Certified Public Accountants

Lincolnshire, Illinois

October 30, 2016

See Independent Auditor's Report on Agreed-Upon Procedures to Review Grant Report and CFR Schedule of Program Costs

Renz Addiction Counseling Center Year - End FY2016 - Schedule of Program Costs

| 20 | Four Digits | FEN: 7195 |
|----|-------------|-----------|
| | DUNS | 105921557 |

| Account Title | Agency Total | All Other Not Allocated | ABDICTION EREVENTION COMPREHENSIVE FCSUP01582 |
|--|--------------|----------------------------|--|
| Program Expenses | | | |
| Program Staff Salaries | 936,967.00 | 827,487.00 | 112,600.00 |
| 2. Program Clerical Staff Salaries | 0.00 | 0.00 | 0.00 |
| 3. Program Payoli Taxes and Fringe Benefits | 77,051.00 | 43,340.00 | 33,711.00 |
| 4. Program Consultants | 0.00 | (8,320.00) | 8,320,00 |
| 5. Consumer Wages and Fringe Benefits | 0.00 | 0.00 | 0.00 |
| Medicine and Drugs | 0.00 | 0.00 | 6.00 |
| 7. All Other Program Equipment and Supplies | 442,965.00 | 432,247,00 | 10,718,00 |
| 8. Staff Transportation | 23,247.00 | 20.250.00 | 2.997.00 |
| 9. Client Transportation | 0.00 | 0,00 | 0.00 |
| 10. Transportation To / From School | 0.00 | 0.00 | 0.00 |
| 11. Direct Service Staff Conferences & Conventions | 0.00 | 0.00 | |
| 12. Program insurance | 0.00 | 3.00 | 0.00 |
| 13. Ofract Client Specific Assistance | 0.00 | 0.00 | 0.00 |
| 14. Telecommunication Costs Assigned to Program | 0.00 | 00,0 | 0.00 |
| 15. Foste: Care Payments | 0.00 | 0,00 | G,D0 |
| 15.1; Other (contractual) | 463.327.00 | 459,609.00 | 3,518.00 |
| 162 | 0.001 | 00.00 | 0.00 |
| 16.3. | 0.00 | 0.00 | 0.00 |
| 16.4. | 0.00 | 0.00 | 0.00 |
| 17. Total Program Expenses | 1,946,567,60 | 1,774,783.00 | 171,764.00 |
| Support Experises | | | |
| 18. Support Salarias | 02.0 | 0.00 | 0.00 |
| 19. Support Payroll Taxes and Fringe Benefits | 0.00 | 0.00 | 0.00 |
| 20. Dietary Supplies | 0.00 | 00.00 | 0.00 |
| 21. Housekeeping and Laundry Supplies | 0.00 | 0.00 | 0.00 |
| 22.1, Other (Specify) | 00,00 | 0.00 | 0.00 |
| 22.2 | 0.00 | 00.0 | 0.00 |
| 22.3. | 0.00 | 0.00 | 0.00 |
| 224. | 0.00 | 0.00 | 0.00 |
| 23. Total Support Expenses | 0.00 | 0.00 | 0.00 |
| Оссирансу Ехселена | | · Agar | |
| 24 Docupancy Salaries | 0.00 | 0.00 | 0.00 |
| 25. Occupancy Payroll Taxes and Fringe Benefits | 0.00 | 6.00 | 0.90 |

10-27-2016

Pa

Page 1 of 3

Year - End FY2016 - Schedule of Program Costs Renz Addiction Counseling Center

| Account 1the | The state of the s | 200 | 3 |
|---|--|---------------|-------------|
| | Agend Color | Not Allocated | FCSUPOTSIZE |
| 26. Building & Equip. Operations and Walntsnaxe | 000 | 00:0 | |
| 27. Vehicle Deprecention | 000 | 803 | |
| 28. All Other Depreciation & Amortization | 600 | 00.0 | |
| 26, Verticle Rent | 600 | 00'0 | |
| 30, All Critics Lease / Rent / Taxes | 00.0 | 0.00 | |
| 31. Equippes Under \$500 | 000 | 0.00 | 0.00 |
| SO Mortgage & installment interest | 0000 | 0.00 | |
| 35. Operating Interest | 000 | 0.00 | |
| 34.1. Other (excupancy and actrin) | 115.200.00 | 77,106.00 | 38,094.00 |
| 34.2 | 0.00 | 0.00 | |
| 34.3. | 0.60 | 0.00 | |
| 28.4. | 000 | 0:00 | |
| 35. Total Occupancy Expenses | 115,200.00 | 77,106.00 | 38,084.00 |
| Albain & Office Expenses | | | 100 |
| 36. Administrative Selentes | 275.289.00 | 275,295,38 | 0.00 |
| 37. Administrative Payroll Taxes and Fringe Bengins | 34.045.00 | 34,045.00 | 0.00 |
| 38. Administrative Consulterits | 00.00 | 0000 | 00.0 |
| 39. Telecommunication Costs Not Assigned to Program | 0.00 | 0.00 | 0.00 |
| 40. Office Supplies and Equip | 0.00 | 0,00 | 00.0 |
| 41, Indirect Costs | 000 | 0.00 | |
| 42.1. One American Way Exponses | 30.942.00 | 30.942.00 | 000 |
| 422. Other (Specify) | 72,161.00 | 72,161,00 | 00:0 |
| 423. | 0000 | 00.0 | 00.0 |
| 42.4 | 000 | 00:00 | 000 |
| 42.h | 000 | 00.00 | 000 |
| 43. Total Admin & Office Expenses | 412,447,00 | \$12.447.60 | 00.0 |
| 44. Total Expenses (Sum lines 17, 23, 35, 43) Non-Reinsburseable Expenses | 2,474,204.80 | 2,284,346,00 | 209,856.00 |
| 45. Depreziation on DWHDD Funded Capital Assets Included Abova | 0.00 | bao | 000 |
| 48. Cost of Production and Workshop Client Wagge included Above | 0.00) | 000 | 000 |
| 47.1. Other (Specify) | 0.00 | 00:00 | 0.00 |
| 47.2 | 0.00 | 0.00 | 000 |
| 47.3. | 0.00 | 00.00 | 00.0 |

Renz Addiction Counseling Center ir - End FY2016 - Schedule of Program Costs

| | | 1000 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | Account The | Year - | All Other Not All Collection | Tear - End FTZ016 - Schedule of Facilities o |
|--|--|---|--|--------|------------------------------|--|
| | | outbursesby Exercises 0.00 6.00 | | 000 | 080 | 8 |
| 00.0 | | or of the section of | The second secon | | | |
| 00'6 00'6 00'6 | | O the Market State State Co. | | | | |
| 00.00 00.00 00.00 0.000 | On the Resistant Control of the Control of C | 2 424 200 (W) O 100 400 CO | May New Persons and Properties | 100 | 6.60 | 1800 |
| 2000 0.000 0 | Die Nove-Neurbursteleb Experience | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | Die Nur-Printhureable Exsenses | 000 | 9079 | 80'0 |
| 00.00 0.00 0.00 0.00 0.00 0.00 | indusedes Examples | | endouseable Expenses | 000 | 00'9 | i |

Unaudited 33

Renz Addiction Counseling Center Year - End FY2016 - Schedule of Program Revenue

Last Fore Digits FEIK 7186 CLINS: 100027807

| Account Title | Agency Total | All Other Not Allocated | ADDICTION PREVENTION COMPTEHENSIVE |
|---|--------------|----------------------------|--|
| Fees - Purchase of Service | | المناششة الما | FGSUP01502 |
| 1. Department of Aging | 8.08 | 0.00 | 0.00 |
| 2. Department of Children and Family Services | 9.00 | 0.00 | 0.00 |
| 3. Department of Corrections | 0.001 | 0.00 | 0.00 |
| 4. Medicaid Rehab Option (MRO) Payments | 0.00 | 0.00 | |
| 5. Department of Human Services | 0.00 | 0.00 | 0.00 |
| 6. Department of Public Aid | 0.00 | 0.00 | 0.00 |
| 7. Department of Public Health | 0.00 | 0.00 | 0.00 |
| 8. Local Education Agency/ School District | 0.00 | 0.00 | 0.00 |
| 9. Local Government | 0.00 | 0.00 | 0.00 |
| 10. Federal Government | 0.00 | 0.00 | 0.00 |
| 11. Other Government Agencies | 0.00 | 0.00 | 0,00 |
| 12 Client / Family Program Fees find, SSI, | | | |
| SSA pensions etc.) | 0.00 | 0.00 | 6.00 |
| 13. Special Service Fees for Individual Clients | 0.00 | 0.00 | 0.00 |
| 14, Diagnostic Service Fees | 0.00 | 0.00 | 0.00 |
| 15.1. Other (Soccify) | 0.00 | 0.00 | 0.00 |
| 162 | 0.00 | 0.00 | 0.00 |
| 15.3. | 0.00 | 0.00 | 0.00 |
| 154 | 0.59 | 0.00 | 0.00 |
| 16. Total Fees + Purchase of Service Grant Revenues | 0.00 | 0.00 | 0.00 |
| 17. Department of Aging | 0.00 | 0.00 | 0,00 |
| 18, Department of Children and Family Services | 0.00 | 6.00 | 0.00 |
| 19. Department of Corrections | 0.00 | 00,0 | 0.00 |
| 20. Domated/Centified Funds Initiative (DFI / CFI) | 0.00 | 0.00 | 00.0 |
| 21. Department of Human Services | 209,585.00 | 0.00 | 209,585,00 |
| 22. Department of Public Aid | 0.00 | 0.00 | 0.00 |
| 23. Department of Fublic Health | 0.00 | 0.00 | 0.00 |
| 24. Local Education Agency/ School District | 0,00 | 0.00 | 0.00 |
| 25. Local Government Awards | 0.00 | 0,00 | 0.00 |
| 26. Federal Government Awards | 0.00 | 0.00 | 9.00 |
| 27, Other Government Awards | 0.00 | 0.00 | 0.00 |
| 28. JIPA / CETA | 0.00 | 0,00 | 0.00 |
| 28.1. DASA | 421.564.00 | 421,564.D0 | 0.00 |

Page 1 of 2

Unaudited 34

Renz Addiction Counseling Center Year - End FY2016 - Schedule of Program Revenue

Last Four Digits FEBL 7125 DUNS: 108521687

| Acapturi, Tuko | Agency Total | All Other Not Allocated | ADDICTION PREVENTION COMPREHENSIV E PCSUPC1502 |
|--|--------------|----------------------------|--|
| 28.2. PROGRAM GRANTS AND OTHER INCOME | 1,786,326,00 | 1,786,326,00 | 0.00 |
| 29.3. | 0.00 | 0.00 | 0.00 |
| 29.4. | 0.00 | 0.00 | |
| 29.5. | 00.0 | 0.00 | 0.00 |
| 30. Total Grant Revenues Contribution & Other | 2,417,475,00 | 2,207,890.00 | |
| 31. Restricted to Operations | . 0.00 | 0.00 | 0.90 |
| 32. Restricted to Capital | 0.00 | 0.00 | 0.00 |
| 33. Uncestricted | 00.0 | 0.00 | 0.00 |
| 34. Contributions - Goods and Services | 0.00 | 0.00 | 0.00 |
| 35. Child & Adelt Food Programs (school meals, commodities) | 0.00 | 0.00 | 0.00 |
| 36. School Transportation Payments (to/from school) | 0.00 | 0.00 | 6,00 |
| 37. Sales of Goods and Services | 0.00 | 0.00 | 0.00 |
| 38. Rent Income | 31,574,00 | 31,574,00 | 0.00 |
| 39. Gain on Sale of Assets | - 0.00 | 0.00 | 0.00 |
| 40. Caleteria and Vending Machina | 0.00 | 0.00 | 0.00 |
| 4).1. Contributions | 88,401,00 | 88,401.00 | 0.00 |
| 41.2. Employee Assistance | 12.652.00 | 12,652,00 | 0.00 |
| 41.3. Fundraisers | 8.520.00 | 8,520.00 | 0.00 |
| 41.4. Other income | 52,774.00 | 52,774,00 | 0.00 |
| 41.5. | 0.00 | 0.00 | 0.00 |
| 41.8. | 0.00 | 0.00 | 0.00 |
| 41.7. | 0.00 | 0.00 | 0.00 |
| 42. Total Contribution & Other | 193,921,00 | 193,921.00 | 0.00 |
| Investment income | | | |
| 43, Income on Restricted Assets / Investments | 0.00 | 0.00 | 0.00 |
| 44. Income on Unrestricted Assets / Investments | 0.00 | 0.00 | 0.00 |
| 45. Total Investment Income | 0.00 | 0:00 | 0.00 |
| 45, Total Revenues (Sun Lines 16, 30, 42, 45) | 2,611,396.00 | 2,401.811.00 | 209,586.00 |

10-27-2016

Page 2 of 2

Renz Addiction Counseling Center Year - End FY2016 - Program Personnel

Les: Four Digita FEIN, 7195 DUNS, 1662/1687

| Program Staff Positions | | Agency | Total | | ADDICTION P | PREHENSIVE | |
|--|----------------|----------------------|---------------------|-------------------------|----------------|-----------------------|---------------------|
| | Total Hours | Total Agency Amnt | Total Head Count | Amount Not Allocated | % Allocated | Total Program Amnt | Total Head Count |
| 1. Audiologist | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2. Behavior Therapist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3. Dietary Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4. Dietitian | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5. Hebilitation Aide / Child Care Aide | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6. Habilitation Professional or Supervisory Staff | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7. LPN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 8. Occupational Therapist | 0.00 | 0.00 | 5.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Physical Therapist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. Physician | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11. Principal | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. Program Director | 0.00 | 247.448.00 | 0.00 | 203.348.00 | 17.82 | 44,100.00 | 0.00 |
| 13. Program Clerical Staff | 0.00 | 0.00 | 0.00 | p 00 | 0.00 | 0.00 | 0.00 |
| 14. Psychiatrist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15. Psychologist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16. Recreation Staff | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 Registered Nurse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18. Social Worker | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19. Speech Therapist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20. Substance Abuse Counselor / Professional | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21. Substance Abuse Paraprofessional | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22. Teacher | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23. Teacher Aide | 0.00 | 0.00 | 3.60 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24. Vocational Staff (Incl. Job Coach, workshop staff, etc.) | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 |
| 25. Other Academic Instruction | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26. Other Medical Care | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27. Other Habilitation / Renabilitation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.08 | 0.00 |
| 28. Other Substance Abuse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29. Case Manager | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30. Case Manager Assistant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.001 | 0.00 |
| 31. Health Educator | 0.00 | 68,400,00 | 0.00 | 0.00 | 100.00 | 68,400.00 | 0.00 |
| 32.1. Counselors | 0.00 | 624,119.00 | 0.00 | 624,119.00 | 0.00 | 0.00 | 0.00 |
| 32.2. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 32.3 | 0.00 | 0.00 | 0.00 | p.00 | 0.00 | 0.00 | 0.00 |
| 32.4. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 33. Total All Positions (1) | 0.00 | 939,967.00 | 0.00 | 827,467.00 | | 112,500.00 | 0.00 |

10-11-2018 Fage 1 of 2

Unaudited 36

Renz Addiction Counseling Center Year - End FY2016 - Program Personnel Lass Four Diges Femt: 7195 DUNS 106921687

| Program Staff Positions | | Agency | Total | | | REVENTION COMPL FCSUP01502 | REHENSIVE ; |
|--|----------------|----------------------|---------------------|-------------------------|-----------|-------------------------------|-------------|
| | Total Hours | Total Agency Amnt | Total Head Count | Amount Not Allocated | Allocated | Total Program Amra | Total : |
| Standard Weeky Hours: 40.0 | | | an reserve a | 2 W 80 C 60 | | | |
| 34. Mental Health Professional (MHP) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35. Qualified Mental Health Professional (OMHP) | 0.00 | 0.00; | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 36. Qualified Mental Retardation Professional [QMRP] | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 37. Rehabilitative Services Associate (RSA) | 0.00 | 0.00 | 0.00 | 6.00 | 0.00 | 0.00 | 0.00 |
| 38. Total All Positions | 0.00 | 0.00 | 0,00 | 0.00 | | 0.00 | 0.00 |

⁽¹⁾Totals must equal line 1 + line 2 of the Schedule of Program Costs.

Medicaid Reporting. All Medicaid programs are required to report all substitute contract positions/stables into the following categories. MHP, CMHP, CMHP, And RSA (Linus 34-37). The expenses reported in Lines 34-3 are from the salarins that were included in the totals of Line 33.

Page 2 of 2

Renz Addiction Counseling Center

Last Four Digits FL IN: 7195 UUNS 1955(1687

Year - End FY2016 - Program Consultant and Contractual Program Contract Positions Agency Total Total Amount % Total To

| Program Contract Positions | | | | | | FCSUP01502 | |
|--|----------------|-----------------------|---------------------|-------------------------|------------------|-----------------------|---------------------|
| | Total Hours | Total Agency Arnot | Total Head Count | Amount Not Allocated | % Application | Total Program Amni | Total Head Count |
| 11. Audiologist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 2. Behavior Therapisi | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 3. Dietary Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4. Dietitian | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5. Habilitation Aide / Child Care Aide | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 |
| 6. Habilitation Professional or Supervisory Staff | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7, LPN | 0.00 | 0.00 | 0.00 | 0 00 | 0.00 | 0.00 | 0.00 |
| 8. Occupational Therapist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 9. Physical Therapist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10. Physician | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11. Principal | 0.03 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12. Program Director | 0.00 | 0.00 | 0.00 | (2,080.00) | 0.00 | 2,080.00 | 1.00 |
| 13. Program Clerical Staff | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 |
| 114. Psychiatrist | 0.00 | 0.00 | 0.00 | 0.00 | 0.60 | 0.00 | G.00 |
| 15. Psychologist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16. Recreation Staff | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17. Registered Nurse | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18. Social Worker | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19. Speech Therapist | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20. Substance Abuse Counselor / Professional | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00: | 0.DG |
| 21. Substance Abuse Paraprofessional | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22. Teacher | 0.00 | 0.00 | 0.00 | 00.0 | 0.00 | 0.00 | 0.00 |
| 23. Teacher Aide | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 24. Vocational Staff (incl. Job Coach, workshop staff, etc.) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25. Other Academic Instruction | 0.00 | 0.001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26. Other Medical Care | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 27. Other Habilitation / Rehabilitation | 0.00 | 0.001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 28. Other Substance Abuse | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 29. Case Manager | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 30. Case Manager Assistant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 31. Health Educator | 0.00 | 0.00 | 0.00 | (6,240.00) | 0.00 | 6,240.00 | 3.00 |
| 32.1, All Oth Not Reg Spec | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 32.2. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 32.3. | 0.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 32.4. | 0.00 | 0.001 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 33 Total All Fositions (1) | 0.00 | 0.00 | 0.00 | (8,320.00) | | 8,320.001 | 4.00 |

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Unaudited 38

Renz Addiction Counseling Center

Land Four Digos FEIN: 7:55 DUNS: 10E921687

Year - End FY2016 - Program Consultant and Contractual

| Program Contract Positions | | Agency | Total | | ADDICTION P | REVENTION COMP FCSUP01502 | REHENSIVE |
|--|----------------|------------------------|---------------------|-------------------------|-------------|------------------------------|---------------------|
| | Total Hours | Total Agency Amnt | Total Head Count | Amount Not Allocated | Allocated | Total Program Amel | Total Head Count |
| 34. Mental Health Professional (MHP) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 35. Qualified Mental Health Professional (QMHP) | 0.00 | 0,00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 |
| 36. Qualified Mental Retardation Professional (OMRP) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 6.00 |
| 37 Rehabilitative Services Associate (RSA) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 38. Total All Positions | 0.00 | 0.00 | 0.00 | 0.00 | | | 0.00 |

(1) Totals must equal line 4 of the Schedule of Program Costs.

Medicaid Reporting: All Medicaid programs are required to report all substitute care contract publicyrs/stalaries into the following categories. MHP, OM-HP, GMRP and RSA (I lines 34-37). The superies reported in times 34-37 are from the salarice that were included in the totals of Line 33.

Page 2 of 2

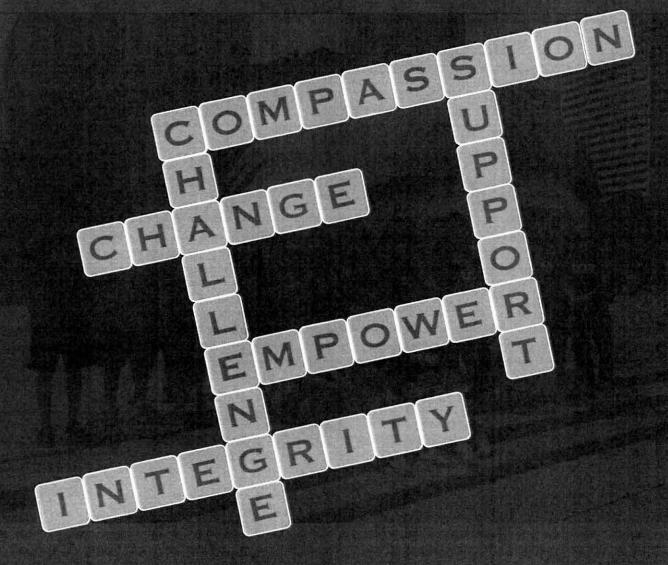
Renz Addiction Counseling Center Year - End FY2016 - Report of Service Units

| Description | ADDICTION PREVENTION COMPREHENSIV |
|--|-----------------------------------|
| | FCSUP01502 : |
| Unit Type | resorting |
| # of Cliants Served | 3,611 |
| # Client Units of Enrollment | 0 |
| # Client Units Delivered/Provided_ | 0 |
| Number of Days Program Operated | 0 |
| License Cepacity Beginning of Report Period (1) | 0 |
| License Capacity End of Report Period (1) | 0 |
| Date of Change | 1 |
| Report Maximum Approved Program Capacity for Programs that do not require a license. | |

Unaudited 39

Page 1 of 1

Restoring Hope . . . Recovering Lives . . . For a Healthier, Safer Community



2015 Annual Report



Renz Addiction Counseling Center



2014-2015 Board of Directors

Brian Monson
President
STC Capital Bank

Mary Hyatt

Vice-President

Retired Kane County

Probation

Michael C. Walsh Treasurer Certified Public Accountant

Patricia Arroyo Provena St. Joseph Hospital

Allen Belanger Lutheran Ministry of Metro Chicago

James Lamkin City of Schaumburg Chief of Police

Claudia Martinez School District U-46

Laura Newman Mitutoyo America Corporation

Tom Nitz Advocate Sherman Hospital

Gregory Pratt Farmers Insurance Mark Hauser Agency

Linda Siete Reflejos Publications, LLC

Bhopal Singh AT&T, Inc.

Ron Razowsky Director Emeritus

Administration

Jerry Skogmo
Executive Director

Deb Howe
Marketing & Development
Director

Colleen Koncilja Clinical Services Director

Lora Tovar Administrative Services Coordinator

Changes And Challenges

2015 was a year characterized by change in the addiction prevention and treatment field. Change of course is nothing new but the speed which altered many systems that drive this industry was unprecedented.

The Affordable Care Act (ACA) is at the forefront of the movement. Medicaid eligibility expanded and increased numbers of individuals signed up for private health insurance. All in all a good thing but these changes have a significant effect on community-based non-profits, such as Renz Center, who have traditionally relied on (some say too much) a grant-in-aid system. State grants are decreasing in amounts and when the payer source changes it has a ripple effect throughout an organization as billing, contracting, marketing and many services are affected and need to radically adjust. Again, not a bad thing but a demanding one, that will threaten community-based non-profits unless responsive and effective changes within our own system take place. And it should be noted, all this is taking place in a climate that has become much more competitive as more and more providers, primarily large non-profits and for profit private practices vie for behavioral health care patients.

Other changes that were prominent in 2015 and which will continue in 2016 and beyond include identifying qualified and dedicated staff and recruiting them while being mindful that the cost of hiring and retaining them will present increased pressure to meet the salary and benefit demands of the marketplace. In short, fewer people are going into the field at a time when competition for these professionals is fierce. And of course, there is a continuing trend in the integration of primary care and behavioral health care, a good thing to be sure but especially difficult in a state, such as Illinois, which is faced with revenue funding limitations.

These are just some of the changes and challenges facing our organization and many community non-profits. In the meantime we will do what we do best: provide the area's most comprehensive prevention and treatment programs for those affected by addiction and addiction-related factors.

Sincerely.





Jerry Skogmo Executive Director

Renz Center is funded in part by the federal government, Department of Human Services, Central Kane County United Way and other local organizations and individuals. Priority treatment services are provided to pregnant women and women with children.



2015 Revenue Sources

| State DASA | \$ | 812,601.00 |
|---------------------------|------|--------------|
| State IDPH | \$ | 431,945.00 |
| Federal | \$ | 936,856.00 |
| County/Local Gov't | \$ | 201,683.00 |
| Other Grants, Fundraising | | |
| & Contributions | \$ | 72,255.00 |
| Client Fees | \$ | 276,516.00 |
| Other Income | \$ | 122,340.00 |
| Total | \$ 2 | 2,854,196.00 |

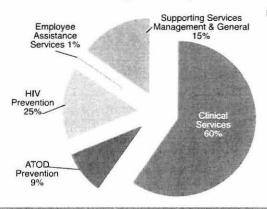
2015 Program Expenses

| Clinical Services | \$: | 1,630,985.00 |
|------------------------------|------|--------------|
| ATOD Prevention | \$ | 250,996.00 |
| HIV Prevention | \$ | 426,291.00 |
| Employee Assistance Services | \$ | 7,232.00 |
| Management & General | \$ | 419,149.00 |
| Total | \$ 2 | 2,734,653.00 |

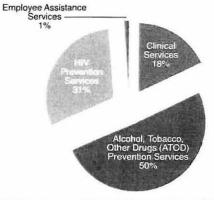
2015 Revenue Sources



2015 Program Expenses



People Served by Program





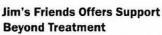
Program Information



Employee Assistance Services (EAS)

EAS continues to provide timely and personalized behavioral health services to the employees or students of contracted organizations. Last year we provided individual services to 62 individuals. This specialized 24-hour professional counseling service responds to individual and/or supervisor concerns. Services may also include group training sessions developed to meet the unique needs of the organization. For more on Employee Assistance Services, visit www.employeeassistanceservices.com or call Jerry Skogmo at 847-742-3545 x232.

Adriana Carpio and Carlos Chavez receive recognition from Renz Center's Health Promoters for their work on a Breast and Cervical Cancer grant.



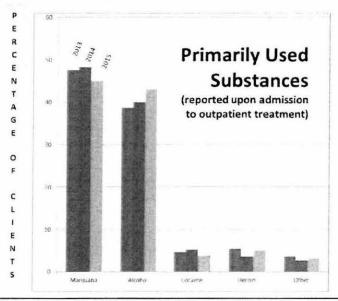
The "Jim's Friends" Alumni Bridge group celebrated it's one year anniversary and provides a safe place

for people to give and receive support, share fellowship, and create future connections. The group meets the second Thursday of every month from 7-8:30p.m.





Clinical Services offers an array of programs to those who suffer from substance abuse and/or problem and compulsive gambling, as well as those who are affected by another's addiction. Committed to facilitate healthy behavior and lifestyle changes as well as emotional health to help families heal, experienced staff support each individual as they begin the process of recovery and a life of health and serenity. Individualized care is offered through a menu of services, including specialized groups, individual, and family sessions.



Renz client satisfaction surveys are distributed to clients each year to measure clients' assessment of timeliness of service to the effectiveness of the help they have received from Renz Center, Highlights of client feedback include:

- · 98% of clients felt they were scheduled for an assessment appointment within a reasonable time frame.
- · 91% of clients said individual counseling was helpful.
- · 84% find group counseling helpful.

982 individuals received substance abuse and/or problem gambling treatment. In addition, 282 of these clients received individual HIV counseling and testing sessions to promote wellness. We have intervened at critical times and have assisted people in choosing a better life. Families were changed, healing began and lives were saved because of our vital work.

Renz Addiction Counseling Center has expanded substance abuse treatment services for minority women with funding providing by a federal grant from the Substance Abuse Mental Health Services Administration (SAMHSA). Minority women, age 18 and over, have access to trauma informed services that will provide free substance abuse treatment and a myriad of other supportive services to decrease barriers to treatment and increase their ability to begin recovery. Program services are free to eligible minority women and are offered in both English and Spanish.

The SUPPORT Program has demonstrated success! The program is tailored to address the cultural nuances and issues specifically related to minority women. In the past year, an independent evaluator assessed, clients were very pleased with the following: case managers, group counseling, HIV testing, hepatitis screening and primary health care. The strongest indicator of program success has been the clients' positive responses regarding their case managers at Renz and the clinical partner, Breaking Free located in Aurora. The program has served over 150 women, and continues to increase in its capacity to provide quality substance abuse treatment and mental health care.

During FY15 the Clinical Team expanded our programming and expertise by engaging in extensive training in the following evidenced based treatment programs, striving to improve our overall quality of care.

Matrix Model (Implemented January 2015)

We use the Matrix Model in both our Level I and Level II outpatient and intensive outpatient treatment programs. It is a manualized program that integrates cognitive behavioral therapy, contingency management, motivational interviewing, and other elements to give clients the skills and understanding they need to overcome addiction. Matrix Model consists of relapse-prevention groups. education groups, social-support groups, individual counseling, and urine and breath testing. The group facilitators function simultaneously as teacher and coach, fostering a positive, encouraging relationship with the patient and using that relationship to reinforce positive behavior change.

Wellness Recovery Action Plan (WRAP) (Implemented April 2015)

WRAP is a manualized group intervention for adults with mental illness. WRAP is a curriculum that we use in our Integration group which has dually diagnosed clients who are dealing with issues of substance abuse and mental illness. We also use WRAP in individual sessions with clients throughout their treatment stay. WRAP guides participants through the process of identifying and understanding their personal wellness resources ("wellness tools") and then helps them develop an individualized plan to use these resources on a daily basis to manage their mental illness.

We also began facilitating the first SMART Recovery in Kane County. Self-Management and Recovery Training (or SMART Recovery) is a self-empowering addiction recovery support group that is facilitated by a SMART Recovery trained facilitator who is a Renz Center counselor. The group assists with maintaining abstinence from any type of addictive behavior.

Epicurean Delight Fundraiser

Renz Center's 7th annual Epicurean Delight fundraiser was another success! The event took a turn on the "wild" side held at McGraw Wildlife Foundation's Pond Cottage. We were fortunate to have the expert emcee services of Rick Jakle, of WRMN and Fox Valley Broadcasting.

Liz Eakins, Renz Center's executive director of Lazarus House (pictured with Renz Center Board President Brian Monson) accepted Julie McCormack award for Lazarus House's collaborative work with various grants to serve the homeless and vulnerabl populations.





The donations from the event supported our alcohol/drug prevention education programs for youth and treatment programs for adolescents and adults. We appreciate all the support we receive from our guests, annual donors of the event and our sponsors that include Tighe Kress & Orr P.C., Advocate Sherman Hospital, American Chartered Bank, First Community Bank, STC Capital Bank, IHC Construction Companies, Hausner Foundation, Park & Longstreet, P.C., Corkill Insurance, Hargrave Builders, Smiles for Life Dental, Hurley & Volk Orthodontics, Dr. Cindy Rauschenberger, Bear Family McDonalds, Pampered Pet Services & Resort Spa, Farmer's Insurance—Mark Hauser Agency, and Lundstrom Insurance.

Alcohol, Tobacco and Other Drug (ATOD) Prevention Services

ATOD Prevention Services provides evidence-based curriculum programming within the Carpentersville and Elgin school districts



in addition to outreach education to the community. Prevention Services staff work in cooperation with members of the Coalition for a Safe and Healthy Elgin (CSHE) to provide programming in Elgin and prevent underage drinking and other risky behaviors that keep youth from reaching their full potential.

The **Too Good for Drugs** curriculum was implemented to 872 Lakewood Elementary (6th grade) and Carpentersville Middle School (7th grade) students to address risk factors as well as develop protective factors such as emotional literacy, decision-making skills, and peer pressure refusal strategies.

The **Project Towards No Drug Abuse** curriculum was provided, for the second year, to 1,905 freshman students at Larkin High and Elgin High Schools in Elgin. The interactive program is designed to increase knowledge and reduce negative risk-taking behaviors. Students discuss many topics related to healthy life skills including; decision-making and communication, chemical dependency and the family, bullying, stress management, goals, self-control, and tobacco cessation.

Our summer program, **Leadership Empowerment And Development (LEAD)**, provided substance abuse and pregnancy prevention education to 40 school-aged youth in addition to incorporating trips to local colleges/universities, library, police

department and the Art Institute of Chicago. Other activities included sessions on healthy meal preparation, team-building exercises at an equine facility, and volunteer service at a local non-profit. Each student was



also given computer time and a flash drive to work on (and save) their college application essays. In July, 30 teens were able to attend the Cebrin Goodman Teen Institute (CGTI), a week-long training at Eastern Illinois University to enhance their leadership skills and bring back a drug prevention education/communication campaign to their school during the 2015/2016 year.



Summer Camp youth visited Hope Reins, an equine therapy farm and participated in team-building exercises to strengthen their leadership skills.





HIV Prevention Services encompasses a variety of prevention education programming utilizing outreach, support groups for Latino gay, bisexual and transgender men, cultural competency skill building for other health professionals, as well as HIV testing and counseling. All services are provided to clients free of charge. Experienced volunteer Health Promoters also assist with prevention education and outreach services to get valuable lifesaving information into the hands of individuals who need it the most.

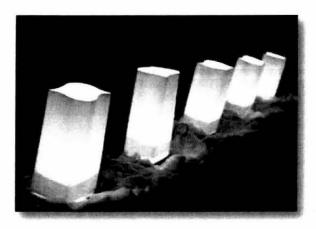
Highlights of the past year:

- Disseminated prevention education and support services to a total of 1,681 men and women in the areas of HIV, Hepatitis and other sexually transmitted infections, as well as breast and cervical cancer.
- An HIV/STI education and awareness social media project was implemented and resulted in the creation of many awareness activities including a Facebook page-"Informate" and short videos.
- Renz Center facilitated a Mother/Daughter Conference designed to increase communication skills around the subject of HIV and sexuality. It is an emotional day where mothers and daughters learn to feel comfortable sharing their feelings with one another.
- OASIS retreats for men helped to provide education and support for men at risk for HIV and other sexually transmitted diseases.

All teens and mothers who attended the conference were asked to write a letter to each other and they shared the letters at the end of the day. Here is an excerpt of one of the letters: The more I grow up, the more I start to realize how Dear Mami (Mommy), amazing you are. I am proud and honored to have such a strong, intelligent and resourceful woman as my mother. In the past our relationship was not as close as I wished for it to be. I found it hard to go to you when I needed help or support, not because I didn't want to but because I didn't know how to approach you or what you would say and think. Lately, we have been more open with each other than I ever thought we would be. As hard it is for me to open up about what is going on in my life and my feelings, I want to try to break down that wall, and I want you to break yours down too. I know you get sad sometimes too, you've been through so much. And I just want you to know that I want to know what's going on with you or what you need, because you are definitely not alone, you'll always have the support of your daughters. So after we complete this program today and after you read this letter, I hope that we can both continue to allow our relationship to grow. Talk to me and let me in just as I will do with you, and always keep in mind that I love and appreciate you. Your daughter

Renz Center is grateful for Josh Pullman who installed a disc golf course and made other improvements to Renz Center's outdoor Serenity Garden for his Eagle Scout project. Josh is pictured with Dave Crement, an employee of Renz Center who attended Josh's Eagle Scout ceremony.





During Recovery Month in September, clients in the treatment program memorialized friends or relatives they knew who have died from an addictionrelated issue by writing their name(s) on the paper luminary bags. The luminaries were then placed along Renz Center's Serenity Garden Path. Staff and clients walked along the path holding their own candles to remember their friends and recognize their work on recovering a healthier life.



We appreciate the participation in our annual events and the generous donations made on behalf of Renz Center. Each donor has a special way of making a difference for the agency and the people we serve.

Adelle's Fine American Fare **Adventure Stage Chicago Advocate Sherman Hospital Allison Sperling American Chartered Bank Danielle Anderson Athenaeum Theatre Christine Awe Bartlett Park District David Bear Henry Behrens** Rev. Allen & Mary Belanger **Benedictine University** Scott Beu Karen Beyer **Bob Chinn's Crab House** Restaurant Brittain's Car Wash Inc. Brittain's Express Oil & Lube Denice and John Brogan **Terry Bryant Business Matters Cadence Fitness & Health** Center Cafe Roma James W. Ceithaml **Cheesecake Factory** Chicago Bears **Chicago Botanic Gardens** Chicago Cubs Chicago White Soxs Chicago Wolves Pro Hockey Chicago Zoological Society/Brookfield Zoo **Gina Christoffersen** Circus World City of Elgin City of Elgin Parks & **Recreation Department** City of St. Charles Laura Clark Classic Cinemas/Cinema 12 Colonial Cafe & Ice Cream **Community Foundation Of The Fox River Valley Cooking Skills Academy Corkill Insurance Costco Wholesale Country Club Estates Golf** Course **Country House Restaurant** John and Lorraine Darr **Dave & Busters Jacqueline DeLaney Don DeWitte Thomas Diehl Dundee Township Dundee Township Park District**

Walt Dwyer

EFS Foundation

Elgin Symphony Orchestra **Richard & Doris Evers Judy Fanslow** June Fanslow Farmer's Insurance-Mark Hauser **First Community Bank First Congregational United Church Of Christ First Folio Theatre** Fogo De Chao Restaurants **Margaret Forster** Karen & Dan Fox William & Margaret Freeman **Fried Green Tomatoes Funway Entertainment Center** Jaime Garcia **Geneva Community Mental Health Board** Georgio's Chicago Pizzeria & Mark Gibson **Hanover Township Mental Health Board** Harbor Shores On Lake Geneva Michelle Harrah Cory Hattenschweiler **Hausner Foundation** Jennifer Hellmer Cynthia Hitzemann **Honorable Allen Anderson** Dr. Eli & Melanie Horowitz **Deb Howe** Mary & Marilyn Howe **Hurley & Volk Orthodontics Rick & Mary Hyatt IHC Group Foundation** Illinois Railway Museum **Improv Comedy Club** Rick & Sharon Jakle **James & Darlene Coats** Jim & Kathy Lamkin Joe Schelstreet **Joffrey Ballet Kane County Cougars Annette Karlin Robin Karlin** Michael & Carol Kenyon **Kingston Mines** Kiwanis Club of Elgin Mark Koenen Frank & Colleen Koncilja Don & Toni Kumorek **Lake Geneva Cruise Line Annette Lamkin** Cindi Lamkin Lamp Inc. **Laugh Factory**

Laugh Out Loud Theater

Lazarus House Sharon Leschke Lettuce Entertain You, Inc. Lincolnshire Marriott Resort -**Marriott Theatre** Little Home Church by the Wayside **Loma Livernois Lone Star Steakhouse Loyola University Performing Arts Center** Michael & Jovce Lueth **Lundstrom Insurance Lynfred Winery** Miriam Lytle Maggiano's Little Italy Karen Maki Mainati Organization, Inc., **Manning Silverman & Company Marina Bay Boat Rentals Market House Restaurant** Jim & Rita Martin Claudia Martinez-Carter Mayslake Peabody Estate Jim McClung Joseph McMahon **Medieval Times Dinner & Tournament Metropolis Performing Arts** Centre **Brian Monson Bill & Sue Moylan** Nageswara Nagarakanti **NAIFA Fox Valley New Balance** Laura Newman **Christine Nilles** Tom Nitz North Central College Fine & **Performing Arts Northlight Theatre Barbara Pachmayer Paintball Explosion Park Pampered Pet Services Resort** & Spa, Inc. Park & Longstreet **Maralee Parker Annette Peat** Michael & Betsy Penny **Angle Peralez Judy Petit Phelan Household Poplar Creek Bowl Port Edward Restaurant Andy Poulos** Prairie Center for the Arts -**Village Of Schaumburg** Prairie Stone Sports & **Wellness Center**

Greg Pratt

Presence Health System, **Pastoral Care** Presence St. Joseph Hospital Lysette Pullman Rauschenberger DDS, Cindy Rauschenberger Partners, LLC **Ray's Family Restaurant Reliable Office Supplies Lois Renz** Jennifer Ross **Rotary Club of Elgin** Santa's Village Azoosment Schaumburg Park District SciTech Hands On Museum Seasons 52 Second City Servpro of Elgin/Northwest **Kane County** Jack & Marlene Shales **Kenneth Shanoff** Shedd Aguarium Linda Siete Silver Beach Pizza **Bhopal Singh** Singles Roofing Company, Inc. Jerry & Mindy Skogmo **Skydive Chicago** Smile for Life Dental Linda Stack **Katie Stauffer** STC Capital Bank Steve & Betty Rauschenberger Stockholm's Sycamore Speedway The Cheeze Factory Restaurant The Field Museum The Morton Arboretum Tighe, Kress & Orr, P.C. **Robert & Chrissy Tighe Timeline Theatre Company Sherry Totzke Lora Tovar** Town of Elgin Trader Joe's **Trap Door Theatre Matthew Udelhoven** Mike & Shella Walsh **Walt Disney World Barbara Weiner David Wermes** Jeffery Wilger **Stephanie Williams** Susan Witwicki **Xtreme Trampolines Zanies Comedy Nite Club Zurich Foundation** Represents donations from

7/1/2014 - 6/30/2015.

2015 Funding Sources



Renz Center is a non-profit 501(c)3 organization funded in part by:

City of Geneva Mental Health 708 Board City of St. Charles Mental Health 708 Board Cook County Department of Public Health Elgin Township

Geneva Community Chest

Hanover Township Mental Health 708 Board

Illinois Department of Human Services - Community Health & Prevention

Illinois Department of Human Services-Division of Alcohol & Substance Abuse

Illinois Department of Public Health

Illinois Public Health Association

Kane County Probation & Second Chance Program

School District #300

Sheridan Correctional Facility

Substance Abuse and Mental Health Services Administration

U.S. Probation and Pretrial Service United Way of Central Kane County

Mission

Empower individuals to lead healthier lives.

Value Statements

The following value statements are incorporated into the daily work of Renz Center and the guiding principles behind the board and staff leadership.

Supportive-With compassion and encouragement, empower individuals to achieve positive healthy lifestyles.

Outcome Driven-Regularly assess agency evidence-based outcomes to ensure quality and innovative services that promote positive and healthy change.

Effective—Implement proven and quality methods of care resulting in improved health, self-empowerment and continual maintenance of healthy behavior.

Integrity—Consistent and transparent actions, values, methods, measures, principles and expectations for the best outcomes.

Professionalism-Provide excellent services in an optimistic, conscientious and respectful manner.

\$10.19IneOzneR.www

(847) 697-2719 (Prevention Office) (847) 742-3545 Fax: (847) 697-5583 (hdmin. & EAS) One American Way, Elgin, IL 60120 Employee Assistance Services & noitesteinimbA, eailto noifreverq

A817-758 (053) :x87 2445-758 (053) 1535 Burgundy Parkway, Streamwood, IL 60107 Streamwood Outpatient

(630) 513-6886 Fax: (630) 513-6892 AL# "9vA sioniIII 604 St. Charles Outpatient

Fax: (847) 697-6583 (Passage) Fax: (847) 742-3559 (Outpatient) SASO-SAT (7A8) : GOT 2425-SAT (7A8) Two American Way, Elgin, IL 60120 Elgin Outpatient & Passage Program

Renz Addiction Counseling Center

Permit No. 13 eioniIII, niupnoglA DIAG U.S. Postage Organization Non Profit

RENZ ADDICTION COUNSELING CENTER BOARD OF DIRECTORS

| Title | Name | Occupation/Employer | Beginning of Term | Term Expires Month/ Year | Mailing Address/ Daytime Telephone Number |
|-------------------------|-----------------------------|---|-----------------------------------|-----------------------------------|---|
| President | Brian Monson | Vice Pres. Sr. Field Credit Officer MB Financial Bank | December '10 Pres – 6/5/14 | December '16 | MB Financial Bank, N.A. 800 W. Madison St., 3 rd floor Chicago, IL 60607 847-653-7359 |
| Vice President | Sherry Totzke | Collections Account Rep Zurich North America | January '16 VP – 10-6-16 | January '17 | 133 McCabe Streamwood, IL 60107 |
| Secretary/ Treasurer | Michael Walsh | Retired Certified Public Accountant | April '09 New term - 6/5/14 | April '18 | 12865 Rock Creek Circle, Huntley, IL 60142 847-515-8821 |
| Director | Patricia Arroyo | Supervisor of Community Health and Interpreting Services Presence Saint Joseph Hospital | April '11 | April '17 | Presence Saint Joseph Hospital 77 North Airlite Street Elgin, IL 60123-4912 847-695-3200, ext. 5179 |
| Director | Donna Kruse | RN, Magnet Coordinator/Stroke Coordinator Advocate Sherman Hospital | Jan '16 | Jan '19 | Advocate Sherman Hospital 1425 Randall Rd. Elgin, IL 60123 224-783-8088 |
| Director | James Lamkin | Chief of Police Village of Schaumburg Police Department | June ' 10 | June '19 | 1221 Falcon Ridge Drive Elgin, IL 60124 847-348-7006 |
| Director | Claudia Martinez- Carter | Teacher Larkin High School | Oct. '11 | Oct. '17 | 2070 Clearwater Elgin, IL 60123 314-497-4951 |
| Director | Laura Newman | Batavia City Administrator | December '13 | December '16 | 345 N. Batavia Ave. Batavia, IL 60510 312-339-9179 |
| Director | Katy Potts | Sergeant, Elgin Police Dept | November '16 | November '16 | 200 Shannon Parkway Elgin, IL 60124 |
| Director | Gregory Pratt | | July '14 | July '17 | 104 N. 4th Ave St. Charles, IL 60174 (773) 368-9762 |
| Director | Linda M. Siete | Manager, Sales & Operations Reflejos Publications, LLC | June '11 | June '17 | 155 E. Algonquin Rd. Arlington Heights, IL 60005 847-806-1411 |
| Director | Bhopal Singh | Senior Developer AT&T, Inc. | September '14 | September '17 | 750 Majestic Dr. Algonquin, IL 60102 630-347-1600 |

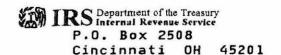
| DIRECTOR EMERITUS | Ron Razowsky | Retired | 625 Wood Ridge Ct. Elgin, IL 60123 847-888-3774 |
|----------------------|--------------|---------|---|
|----------------------|--------------|---------|---|

City of St. Charles/708 Mental Health Board Attachment H: Board Selection Renz Addiction Counseling Center

Board Selection

Renz Addiction Counseling Center has a Board Development Committee that is comprised of board members and the Center's Executive Director and Development and Marketing Director. Prospective Board members' qualifications are discussed at both formal and informal committee meetings. The Committee seeks individuals who are committed to the mission of Renz Center and attempts to fill board vacancies with members that represent the communities we serve. We evaluate each prospective board member individually and strive to recruit involved citizens who can bring their past experiences and vocational/technical skills to the Board. We find that board members can be a very good resource for the agency. Board members can serve no more than 3 terms (3 years per term), for a total of 9 years, without taking a break from service for one year.

Currently the Renz Board is well-balanced with a variety of individuals with backgrounds in medical care, school administration, law enforcement, banking, media, and private business.



In reply refer to: 0248226129 Mar. 31, 2009 LTR 4168C E0 36-2447195 000000 00 000 00019107

BODC: TE

RENZ ADDICTION COUNSELING CENTER TWO AMERICAN WAY ELGIN IL 60120-4341



002006

Employer Identification Number: 36-2447195
Person to Contact: Ms. K. Hilson
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 20, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1965, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivas

Michele M. Sullivan, Oper. Mgr. Accounts Management Operations I

City of St. Charles 708 Mental Health Board **Accountability Report for Funds Expended Checklist**

It is the responsibility of the agency requesting City of St. Charles 708 Mental Health Board funding to verify all Accountability Report requested information is submitted at the time of application submission.

Please use the following checklist as a guide to compile your application packet for submission. Incomplete applications or applications submitted after January 6, 2017 - NOON will not be considered for funding for the 2017/2018 funding period.

Please submit your information in the order in which it appears on the application and initial on the line

| | () | provided to ensure all items are | included in your packet. | |
|----|-------------|--|--|------------------------|
| 1. | 40 50 | Agency and contact information completed. | | |
| 2. | Fe 50 | 2017/2018 total funding request is: \$43,010 | | |
| 3. | 190 | Completed narrative mission of the organiza Mental Health Board's mandate for services a. mental illness and psycholog b. developmental disabilities, in | to residents with, or at risk o ical disorders, | f: |
| | | and autism spectrum disorde | | robial paloj, opliopoj |
| | Pa.50 | addictions including chemica addictions (gambling, sexual, | | se, and other |
| 4. | Fe D | Grant requestor has specifically described of St. Charles mission. | rganization's goals as it relat | es to the City of |
| 5. | / | Individuals served may only be counted one fiscal year through direct service hours. Gra and dollar amount of expenditures toward the following categories: | ant requestor has specifically | described the percent |
| | r | a. 1:1 direct services with clients b. Direct services to groups of c | | 00 total grant funds). |
| | G . 1 | c. Workshops, lectures, and con | nmunity presentations for edu | |
| 6. | fe.si | d. Administrative expense, office if available, please include a synopsis of your requesting. | | |
| 7. | With the a | oplication provide the following information: | | |
| • | Ja 41 | An annual detailed budget or year ending Fi | | al report. |
| | 1451 | St. Charles 708 Fund Expenditure History fo | r past three years. | • |
| | JE180 | The total number of individuals your agency | served in the past year 292 | |
| | T3 E) | Direct number of individuals living within the | | Self services |
| | FEE | Direct number of service hours provided to | | |
| 1 | E 30 | Quantified costs allocated to the services pr the City of St. Charles residents) <u>\$552,695</u> . | | |
| V | Ja 20 | Identify other services provided to and for the | | |
| | fe El | Attach a list of current Board of Directors fo | r your agency as specified in | our application. |
| | JE. ED | Attach a copy of your current 501 (c) (3). | | |
| | FE 80 | MAKE SURE description on your financial st | | |
| 8. | JE 50 | PLEASE PROVIDE 10 COPIES OF YOUR CO | MPLETED APPLICATION ANI | INFORMATION. |
| | | nd individuals are to be counted only once, regardless direct number of hours these individuals are served r | | |
| | _azarus Hou | seAgency submitting their | funding request application | Date 12/28/2016 |

Print Name of Person Completed Application

Name of Agency

Liz Eakins

Executive Director Title/Position

| Date: | _1/01/2017 | |
|-------|------------|--|
|-------|------------|--|

City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended

| Agency Name: Lazarus House | |
|---|---|
| Contact Person: Liz Eakins | Phone #: 630-587-2144 |
| Main Office Address: 214 Walnut Street, St. Charles | , IL 60174 |
| • Funding requested from City of St. Charles 708 l | Board for fiscal year 2017/18: \$43,010 |
| * This request is based on 11% of the estimated cost of service substance abuse, and /or drug abuse issues and their children | |

Describe mission (include narrative explaining how mission relates to City of St. Charles):

The mission of Lazarus House is to offer guests connected to our communities who are homeless or in need hope for the future by providing hospitality, food, safe shelter, and education – tools for life. The purpose of services is to assist clients to increase self-sufficiency with the goal of achieving and maintaining permanent housing. Lazarus House has an Emergency Shelter Program and a Center for Transitional Living Program-both serving those connected to Batavia, Geneva, St. Charles, and western rural Kane County, Illinois. In 2006 a new Women and Children's Day Center (which is part of the Emergency Shelter program) was added along with an expanded Homeless Prevention/Outreach program. In 2008, a nearby building was purchased to provide desperately needed space for the Outreach program and for other operating needs. This building, the Community Resource Center, opened in October 2008. The ability to provide ongoing emergency shelter, transitional housing and homeless prevention services in a single permanent location with a coordinated case management approach is cost effective and enhances positive outcomes for those that are served from St. Charles. This methodology serves those in the community who are homeless or in need who also have special needs including those with mental illness, developmental disabilities, chronic medical conditions, alcohol/drug addictions, and victims of domestic violence.

• Describe specific goals that fit City's mission and indicate how goals will be accomplished.

Lazarus House goals that support the City's mission include:

- Help homeless persons return to independent living with the skills and habits needed for long-term success.
- Offer services and referrals to those in need in our community in order to prevent homelessness and support the well-being of individuals and their families.

These goals are enabled by activities of stewardship and collaboration that form a core part of the City of St. Charles' mission. The goal of the St Charles 708 Community Mental Health Board is to assist with services for City of St Charles residents with, or at risk of, mental disorders, developmental disabilities, and /or substance abuse. Through its homeless and homeless prevention programs, Lazarus House serves residents of St Charles who have, or at risk of having, these conditions. Specifically, Lazarus House will collaborate with the City of St. Charles, the County, area social service agencies and landlords to provide the support services needed by homeless St. Charles residents (many with mental health or substance abuse issues) to help them gain and retain permanent housing. Through its state and federally funded rental subsidy programs, Lazarus House will also work with qualifying St. Charles families at risk of losing housing to provide rental assistance and support services. The goal is to enable households to retain permanent housing and to improve financial, budgeting, and other skills to create stronger, more secure lives in this community going forward. These programs also allow for re-housing of those previously homeless, who, as a result of Lazarus House services, are ready again for

House provides to other St Charles residents that are at risk of these issues (such as domestic violence victims and their children.)

| Page 2 | | | |
|----------------|----------------|--|--|
| STC 708 MHB Fu | anding Request | | |
| Agonov Namos | Lazarus House | | |

independent living. The strong collaboration that exists between the staff, other agencies and the 1,900 plus volunteers that support the work of Lazarus House, helps maintain and strengthen the social character of St. Charles. Working with others to solve problems contributes to a safe and secure community and a better future for the City and its residents.

Through its programs Lazarus House:

- 1) Promotes mental health by providing a safe place and case management to help support the well-being of those with substance abuse, mental illness and /or other disabilities. Our education staff, trained volunteers, along with professionals from TriCity Family Services, St. Charles Bank & Trust, and Community Crisis Center of Elgin, offer a number of classes for adults and children on topics such as parenting, self-esteem, healthy relationships, domestic violence, budgeting and employment skills to improve each person's well-being.
- 2) Provides specific assistance with disorders and treatment through our own needs assessment process, case management and education approach, action plans, and house rules. We collaborate closely with the Ecker Center for Mental Health, Renz Addiction Counseling Center, and other service providers to help those needing formal assessments and treatment to access needed services and receive needed care. Our staff works closely with homeless parents, collaborating with school districts and service providers to provide early intervention for kids at risk of developing mental health issues and other illnesses.
- 3) Helps detect and treat mental health and substance abuse disorders at the earliest stages through our screening process at intake. Those affected by these disorders are linked to programs at both Renz and Ecker Centers or other appropriate programs to begin the process of treatment and recovery. Case managers screen all guests for health insurance coverage. Those who need insurance work with their Lazarus House Case Managers who assist them in applying for Medicaid; a necessary component to receiving desperately needed mental health, substance abuse and other medical care. Additionally, we offer parenting classes, domestic violence support groups and life skills classes to help prevent mental illnesses from becoming worse.
- 4) Supports rehabilitation through our case management and follow-up process to help ensure treatment plans are followed.
- Describe <u>specifically</u> how allocated funds will be expended and quantify services provided to the City of St. Charles:

Attached a budget detail for the funds sought.

Include a brief program description on each item or service.

Funds from 708 Mental Health Board and/or funds from other sources.

Based on historical trends and current projections, in FY17 and FY18, Lazarus House anticipates serving approximately 135 St Charles residents and providing 9,200 nights of service in its Emergency Shelter and Transitional Living Programs. Our request includes \$36,300 of funding to cover 11% of the estimated \$330,000 cost of providing a projected 6,000 nights of service in FY17 to St. Charles residents and their children with mental health, developmental disability and/or substance abuse issues at a projected cost of approximately \$55 per day. The estimated cost of service and related costs for those adults with these issues is \$275,000 (5,000 nights of service). The estimated cost of serving the children of those with these issues is \$55,000 (1,000 nights of service.) Services include: safe shelter, food, personal hygiene items, shower and laundry facilities, clothing through the local clothes closet, healthcare through a local free clinic and other local funding, case management, coaching, linkage to needed services in the community and to federal and state programs, including access to mental health and substance abuse services, transportation for work, school appointments, budgeting and credit repair, employment assistance/skills upgrade, GED tutoring, assistance with securing college scholarships and job training grants, in-house classes that support successful living, and provide one-time and ongoing government funded rental and utility assistance to qualifying low income households. We also offer limited financial assistance for prescription medications.

In addition, funding is requested to cover 11% of the cost of supporting Outreach Program guests from St Charles who have mental health and/or substance abuse issues. Last year, ongoing rental assistance subsidies were provided to 24 low income St. Charles households (30 persons) to enable them to remain in housing and avoid homelessness. One-time assistance was provided to one additional St. Charles household (1 person). The average daily cost incurred by Lazarus House per household after lease payments was \$11 per day. For 18 of these households, under the terms of the rental assistance grants

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STC 708 MHB Funding Request

Agency Name: Lazarus House

that help to support the programs in which they participate, we are able to provide case management to help address the issues that have caused them to be homeless or at risk of homelessness. Seventeen persons in these St Charles households have issues with mental health, substance abuse, or developmental disabilities. For the one St Charles household who received one-time assistance in an FY16 rental assistance program, Lazarus House met with the household to discuss needs, qualifications for the rental program, and resources available to address financial, food, health, mental health, substance abuse, and other needs. Those participating are also invited to participate in Lazarus House's training classes that cover topics such as parenting, self-esteem, healthy relationships, domestic violence, budgeting and employment. In FY16, St Charles households with mental health, substance abuse, or developmental disabilities were provided 5,595 days of ongoing rental subsidies and other support services, at a total cost of \$61,545.

In FY18, we anticipate again providing ongoing support services to a minimum of 17 St Charles households with mental health, substance abuse, and other disability issues. Our funding request is based on 11% (\$6,710) of the estimated FY17 \$61,000 cost of providing these households service at an estimated cost of \$11 per day.

The attached budget shows the \$1,158,332 projected FY18 cost for the Emergency Shelter and Center for Transitional Living Programs and \$391,827 for the Outreach Program. The estimated budget for fiscal year 2018 is \$1,550,159. We have continued to closely scrutinize the budget to control costs in all areas while maintaining essential services.

Sources for funding these budgets are listed. Based on historical experience, Lazarus House has projected funding from United Way/Community Chest agencies in Batavia, Geneva and St. Charles, 708 Mental Health Boards in Geneva and St. Charles, Kane County Community Development Block Grant Program, Department of Human Services (DHS) Emergency and Transitional Housing Services, DHS Homeless Youth Program, DHS Emergency Solutions Grant, Housing & Urban Development (HUD), Emergency Food and Shelter Program (EFSP), the Illinois Housing Development Authority and contributions from individuals, businesses, churches, clubs, foundations, and fund raising activities/events. These include: our Business Friends Program, Golf Outing, Run/Walk and our Gala event.

If available, please include a synopsis of your outcome measurements for the funding you are requesting.

Within our programs, Lazarus House is committed to increasing the skill levels and self-sufficiency of each guest served. Each year, within the Emergency Shelter and Center for Transitional Living, outcomes are developed. Success is measured based on the accomplishment of a specific percentage of those who are able to accomplish the following goals: clients receiving case management services, mental health services, substance abuse services, medical treatment, those that achieve continuing education and/or job training, those that obtain or improve employment, obtain independent transportation and those able to move into transitional/independent housing. Data collection is done during weekly case management meetings throughout the year and is based on the number of individuals needing a service compared to the number actually achieving the goals. Of those homeless persons with the following specific needs, Lazarus House has gratefully been able to assist:

- 99% to receive case management
- 100% to obtain independent transportation
- 96% to receive medical care
- 100% to receive dental care
- 93% to achieve continuing education or job training goals
- 83% to receive mental health services
- 84% to receive substance abuse services
- 84% to move into transitional or independent housing
- 74% to access legal services
- 67% to obtain or improve employment

Outreach results from the most recent follow-up period include:

• 100% of households in the ongoing rental programs that require households to use direct services learned to follow a monthly budget.

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STC 708 MHB Funding Request

Agency Name: Lazarus House

- 48% of households new to the ongoing programs that require households to use direct services accessed new benefits (better job, government benefits, Food Stamps, day care funds, etc.) to improve their finances and/or health. The remaining households were already accessing those benefits for which they were eligible.
 - St. Charles 708 Fund Expenditure History explain how funds allocated from previous year were expended and purposes of those expenditures in relation to St. Charles residents of the funding you received last year. Note: if funding allocation is over \$25,000, attach most recent financial statements, audit and annual report:

For the year ended June 30, 2016, 8,499 nights of service were provided to St. Charles residents at a cost of \$467,445 (using FY16 audited cost per day figures). These services were provided to 119 persons from St. Charles. Costs were expended to pay for the services noted in response to the prior question: clothing, shelter, case management, training, access to needed medical and mental health services in the community, transportation, etc. Of these totals, 5,237 nights of service were provided to St Charles residents with mental health, substance abuse and/or developmental disabilities—at a cost of \$288,035. In FY15, a total of 9,121 nights of service were provided to these St Charles residents—at a cost of \$483,413 and in FY14, 5,627 nights of service were provided—at a cost of \$298,231.

In addition, 90 days of one time assistance was provided to one St. Charles household (1 person) and 7,750 days of ongoing rental subsidy and other services were provided to 25 St Charles households (30 people) to enable them to become/stay housed, at a total cost, excluding lease payments, of \$86,240. Of these totals, 5,595 days were provided to 17 households with mental health and other issues at a cost of \$61,545. In FY15, a total of 5,975 days were provided to 20 households with these issues at a cost of \$59,750 and in FY14, a total of 7,950 days were provided to 27 households at a cost of \$79,500.

General donations continue to be below desired levels in this tight economic environment. The net income earned at Christmas time is used each year to help cover the lean months when expenses exceed revenues. As in the past few years, Lazarus House has operated with a focus to keep the lights on and provide essential services. We continue significant cost containment measures.

• On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct number of individual clients/consumers served: 8,499 nights of service were provided to 119 persons from St. Charles in FY16. Forty-eight (48) % of all nights of service provided by Lazarus House were to persons from St. Charles. 5,237 nights of service (62%) provided to those in St Charles, were provided to households with mental health, substance abuse or other disability issues. In addition, 25 St. Charles households were provided interim and ongoing rental assistance to enable them to remain in housing. One St Charles household was provided one-time assistance. Twenty-three of the persons and their children provided rental assistance and related support services had mental health, substance abuse and/or developmental disabilities

Aggregate number of direct service hours provided: Nights of service noted above is one measure of service hours, a figure we report to the 708 Board quarterly. We also have established a daily cost of service for the Outreach program. Another measure is the staff time involved with case management, operations and education. We have 13 full time equivalents (FTE) staff who support case management, operations, and training (6.24 FTEs for St. Charles residents). This translates to over 27,000 service hours (12,960 hours for St. Charles residents).

• Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

In FY16 a night of service in our emergency shelter and transitional housing programs cost \$55 per day. This is calculated by dividing our FY16 actual audited Emergency Shelter and Transitional Housing expenses of \$985,226 by our actual FY16 shelter nights of 17,815. This reflects the costs associated with providing the variety of ongoing support services to help the

| STC 708 MHB Funding Request Agency Name: Lazarus House |
|--|
| homeless return to self-sufficient living in permanent housing. In FY17 we anticipate a cost per day of \$55 based on a budget of \$1,550,159 and 18,000 nights of service (exclusive of the outreach program). In FY16 the cost of our ongoing rental support outreach program was \$11 per day per household. This figure, net of lease payments, includes the cost of support services, case management, budget assistance and operating costs. The estimated daily cost for outreach in FY17 is projected to continue at about \$11 per day. |
| Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events). |
| Other services that benefit City of St. Charles residents include: 1) Serving as a de facto help line for those in crisis who do not know where else to turn for help. Last year we fielded over 740 financial needs calls. These calls exclude the numerous calls Lazarus House handles regarding referrals to persons seeking advice on where to get mental health, substance abuse and other types of help for themselves or loved ones. 2) Serving as a soup kitchen for people who are food insecure in our community. 3) Volunteer training and providing many opportunities for St. Charles residents to serve others in a meaningful way.4) Participation in St. Charles Housing Commission, St. Charles Ministerial Association and other groups whose goals support a stronger St. Charles. Host a monthly social service provider networking lunch. Serve on the Kane County Continuum of Care. |
| Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members. |
| • Attach a copy of current 503C or tax exempt status certification. |
| Please note that agencies that are allocated funds from the STC 708 Board in excess of \$25,000.00 in any fiscal year are also subject to the following requirements: |
| Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15th day of the following month. An annual report must be submitted to this same Committee. A representative of the agency must make a brief presentation describing the purpose of the agency, it's future plans and how it's programs and services have benefited the residents of St. Charles to this Committee on an annual basis at a date and time to be determined (following the allocation recommendation process by the STC 708 Board, but prior to the actual release of any funds). |
| Funding request amount for current fiscal year \$ 43,010 Application Date: 1/01/2017 |
| City of St. Charles 708 Mental Health Board Only: |

Recommended funding for current fiscal year: §

Recommendation Date:

Lazarus House Board of Directors

OFFICERS P

President: Betsy Penny Secretary: Bob McDowell Vice President: Deb Akins Treasurer: Steve Sager

Name Address **Employer** Term Skills 704 Gray St. V.P. BMO Harris Bank N.A. St. Charles, IL 60174 1200 E. Warrenville Rd. Deb Akins Email: deb.akins@bmo.com Naperville, IL 60563 2017 Management Director of Children and Family 421 S. 11th St Ministries St. Charles, IL 60174 Hosanna Lutheran Church Strategic Planning, Community 36W925 Red Gate Rd. Lynette Email: Connections, Faith Community LvnetteA@HosannaChurch.com 2018 Anderson St. Charles IL 60175 Connection Project Manager 1412 Wildmint Trail Awana Clubs International Sandi Elgin, IL 60123 1 E. Bode Rd. Administrative, Organizational & Streamwood, IL 60107 Cook Email: auntiesandi77@gmail.com 2019 Hospitality Office Assistant 228 Sedgewick Circle **DuPage Airport Authority** Diane St. Charles, IL 60174 2700 International Dr., Ste 200 Human Resources, Community DeWitte Email: ddewitte@sbcglobal.net West Chicago, IL 60185 2018 Connections Owner, Chapple Design-Build 32W273 Army Trail Rd. 2661 Sandpiper Trail West Chicago, IL 60185 Suite 200 Property Management & Construction, Peter Fazio Email: peter.fazio@chappledb.com Wayne, IL 60184 2018 Public Relations, Revenue Generation Property Management & Construction, Finance, Legislative Committees, MBA, Real Estate Broker 820 King Henry Lane Coldwell Banker Residential Organization Development, Public St. Charles, IL 60174 2690 E Main St Relations, Strategic Planning, John Glenn Email: john@GlennConnection.com St Charles IL 60174 2018 Technology and Revenue Creation. Human Resources, Legal Contacts, Organization Development, Commercial Insurance Broker PR/Marketing, Risk Management, Strategic Planning, Community 8 N. Daniels Drive Corkill Insurance Agency, Inc. Contacts, Prior Board Experience, Batavia, IL 60510 25 NW Point Blvd, 625 Carolyn 2017 Email: cahanna05@gmail.com Elk Grove Village, IL 60606 Revenue Generation Hanna Finance, Organization Development, President St. Charles Bank & Trust Public Relations, Strategic Planning, 253 Birch Lane Community Contacts, Revenue St. Charles, IL 60175 411 W. Main St. **Thomas** 2019 Creation Email: thansen@bankstcharles.com St. Charles, IL 60174 Hansen Human Resources, Organization Development, Technology, Revenue 46W085 Ellithorpe Rd Executive Director, Ernst & Young Hampshire, IL 60140 155 North Wacker Drive. Generation, Customer Experience 2019 Julie Harter Email: Harter_Julie@yahoo.com Chicago, Illinois 60606 Design Human Resources, Organization President Development, Public Relations, 213 Pierce St. Control Plus Inc. Elburn, IL 60119 738 N York St. Strategic Planning, Prior Board Patrick Elmhurst, IL 60126 2019 **Experience and Community Contacts** Leach Email: pat@controlplusinc.com Owner/President McDowell, Inc of St. Charles Property Management & Construction, 3N231 E. Mary Lane Strategic Planning, Community Robert St. Charles, IL 60175 521 West Main Street 2019 Contacts, Prior Board Experience McDowell Email: bobmcdowell@sbcglobal.net St. Charles, IL 60174 VP, Chicago Investment Advisory 541 W. Thornwood Dr. Council, Inc. John South Elgin, IL 60177 1601 E. Main St. Email: johnmichalak@sbcglobal.net 2017 St. Charles, IL. 60174 Finance Michalak

Lazarus House Board of Directors

| Beth Mooncotch | 3108 S. Route 59, Ste. 124-360 Naperville, IL 60564 Email: bmooncotch@gmail.com | Social Worker, MSW | 2017 | Psychology/Social work, Community Contacts, Faith Community Connection, Revenue Creation, Organizational Development |
|---------------------|--|--|------|---|
| Betsy Penny | 90 Whittington Course St. Charles, IL 60174 Email: betspenny@sbcglobal.net | Retired, St. Charles City Council Alderman and Special Education Teacher | 2019 | Community Contacts, Organization Development |
| Jim Skaar | 640 McKinley Ave Geneva, IL 60134 Email: jim@skaarlaw.com | Attorney Law Office of James D. Skaar 220 South 3rd St. Geneva, IL 60134 | 2017 | Legal |
| Steve Sager | 150 Woodward Ave Geneva, IL 60134 Email: Stevesager99@gmail.com | Retired, CPA, MBA Jones, Sager & Company LLC 1001 East Main St., Suite B St. Charles, IL 60174 | 2018 | Finance, Organization Development |
| Pastor Dave Mann | 310 S 14th St Saint Charles, IL 60174-2511 Email: pastordave@stcharlesfmc.org | Free Methodist Church representative | n/a* | Landlord perspective |

Board development occurs:

- At each meeting as part of the education of members about the operations and ministry of Lazarus House.
- Through information shared with the Executive Board on fiduciary matters gleaned from conferences
- -Through review of needs and risk areas in the strategic plan
- -Through subcommittees on key Lazarus House matters. Newer and more experienced members will learn and share from each other through these committees.

Board elections: Take place annually at the June meeting. Individual Board members may be voted in during subsequent months if a vacancy exists and a qualified candidate is interested. There are a maximum of 17 voting members allowed on the Board at any one time. Terms are for 1, 2, or 3 year periods, with approximately 1/3 of the terms expiring each year. Officer positions are all one year terms. No limits exist on how many terms a Board member or officer may have. Applications for prospective candidates are gathered throughout the year. One or more Board members presents the candidate for consideration. Attributes considered in Board member selection are a balance of the types of skills listed in the far right column above, along with leadership, commitment to the mission of Lazarus House and the needs of the poor, and connection to the area served by Lazarus House.

Date:

FEB 04 2002

LAZARUS HOUSE 214 WALNUT ST ST CHARLES, IL 60174-0000 Employer Identification Number:
36-4187609
DLN:
17053005740002
Contact Person:
DAVID B KOUCKY ID# 31368
Contact Telephone Number:
(877) 829-5500
Our Letter Dated:
March 1998
Addendum Applies:

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Letter 1050 (DO/CG)

LAZARUS HOUSE

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Steven T. Miller

Director, Exempt Organizations

Lazarus House FY17 and FY18 Proposed Budget

| The second secon | FY17 | FY17 Program Allocation | | FY18 | FY18 Program Allocation | | FY16 | | |
|--|-----------|-------------------------|----------|----------|-------------------------|---------|---------|----------|---|
| | Budget | ES | CTL | Outreach | Budget | ES | CTL | Outreach | Actuals |
| Income | | | - 1,7001 | | | | | | |
| 4000 · Donations | 621,549 | 466,162 | 62,155 | 93,232 | 621,549 | 466,162 | 62,155 | 93,232 | 476,515 |
| 4950 · Occupancy Fees- CTL | 20,000 | 0 | 20,000 | 0 | 20,000 | 0 | 20,000 | 0 | 20,575 |
| 4960 · Application Fees - CTL | 700 | 0 | 700 | 0 | 700 | 0 | 700 | 0 | 700 |
| 4160 · LH Fundraising Events | 125,000 | 41,675 | 41,663 | 41,663 | 125,000 | 41,675 | 41,663 | 41,663 | 123,707 |
| 4170 · Business Friend of LH | 20,000 | 6,668 | 6,666 | 6,666 | 20,000 | 6,668 | 6,666 | 6,666 | 21,000 |
| 4200 · General Grants/Foundations | 160,000 | 118,800 | 31,200 | 10,000 | 160,000 | 118,800 | 31,200 | 10,000 | 163,300 |
| 4300 · Government Grants | 455,410 | 149,964 | 83,366 | 222,080 | 455,410 | 149,964 | 83,366 | 222,080 | 354,492 |
| 4500 · 708 Boards | 57,800 | 41,616 | 16,184 | 0 | 57,800 | 41,616 | 16,184 | 0 | 56,800 |
| 4400 · United Way/ Community Chest | 36,000 | 31,000 | 5,000 | 0 | 36,000 | 31,000 | 5,000 | 0 | 36,398 |
| 4600 - In Kind Contribution | 28,000 | 20,160 | 7,840 | 0 | 28,000 | 20,160 | 7,840 | 0 | 27,913 |
| 4700 · Interest Income | 700 | 504 | 196 | 0 | 700 | 504 | 196 | 0 | 775 |
| 4800 · Other Income | 25,000 | 5,000 | 2,000 | 18,000 | 25,000 | 5,000 | 2,000 | 18,000 | 25,931 |
| Total Income | 1,550,159 | 881,549 | 276,969 | 391,641 | 1,550,159 | 881,549 | 276,969 | 391,641 | 1,308,106 |
| Expense | | | | | | | | | |
| 5400 · Payroll Expense | 881,991 | 661,493 | 114,659 | 105,839 | 881,991 | 661,493 | 114,659 | 105,839 | 800,076 |
| 5500 · Employee Benefits | 80,000 | 60,000 | 10,400 | 9,600 | 80,000 | 60,000 | 10,400 | 9,600 | 62,474 |
| 5000 · Advertising/ Community Outreach | 2,000 | 667 | 667 | 667 | 2,000 | 667 | 667 | 667 | 1,735 |
| 5010 · Bank Service Charges | 4,200 | 1,400 | 1,400 | 1,400 | 4,200 | 1,400 | 1,400 | 1,400 | 4,182 |
| 5015 · Cash Over/Short | o | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 |
| 5030 · Dues and Subscriptions | 1,500 | 345 | 330 | 825 | 1,500 | 345 | 330 | 825 | 1,372 |
| 5050 · Furniture, Fixtures & Equipment | 5,000 | 3,113 | 1,887 | 0 | 5,000 | 3,113 | 1,887 | 0 | 2,953 |
| 5060 · Guest Expenses | 34,000 | 24,762 | 9,238 | 0 | 34,000 | 24,762 | 9,238 | o | 33,189 |
| 5071 · Outreach Materials & Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 97 |
| 5090 · Insurance | 12,618 | 7,823 | 2,524 | 2,271 | 12,618 | 7,823 | 2,524 | 2,271 | 11,116 |
| 5095 · Insurance, Workers' Comp | 25,000 | 17,250 | 4,000 | 3,750 | 25,000 | 17,250 | 4,000 | 3,750 | 24,263 |
| 5100 · Meals & Entertainment | o | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5110 · Miscellaneous | 2,000 | 1,000 | 500 | 500 | 2,000 | 1,000 | 500 | 500 | 3,774 |
| 5200 · Office Supplies | 9,600 | 3,456 | 2,784 | 3,360 | 9,600 | 3,456 | 2,784 | 3,360 | 9,340 |
| 5600 · Postage & Delivery | 5,000 | 1,850 | 1,150 | 2,000 | 5,000 | 1,850 | 1,150 | 2,000 | 4,658 |
| 5700 · Printing | 3,500 | 1,167 | 1,167 | 1,167 | 3,500 | 1,167 | 1,167 | 1,167 | 3,497 |
| 5800 · Professional Fees | 39,000 | 15,210 | 11,895 | 11,895 | 39,000 | 15,210 | 11,895 | 11,895 | 31,305 |
| 5900 · Recognition | 900 | 300 | 300 | 300 | 900 | 300 | 300 | 300 | 1,288 |
| 6300 · Rental Assistance | 222,080 | 0 | 0 | 222,080 | 222,080 | 0 | 0 | 222,080 | 201,458 |
| 6500 · Telephone | 11,000 | 7,480 | 1,760 | 1,760 | 11,000 | 7,480 | 1,760 | 1,760 | 10,543 |
| 6600 · Training Expense | 1,800 | 1,080 | 252 | 468 | 1,800 | 1,080 | 252 | 468 | 1,725 |
| 6700 · Travel | 2,200 | 1,276 | 528 | 396 | 2,200 | 1,276 | 528 | 396 | 2,126 |
| 5040 · Fundraising | 40,000 | 13,336 | 13,332 | 13,332 | 40,000 | 13,336 | 13,332 | 13,332 | 39,668 |
| Total Program Expense | 1,383,389 | 823,009 | 178,772 | | 1,383,389 | 823,009 | | 381,609 | 1,250,844 |
| , | .,, | | | , | -,, | | , | , | ,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |
| 6900 · Interest Expense | | 0 | 0 | 0 | | 0 | 0 | o | 0 |
| 6200 · Occupancy Expense | 75,600 | 43,848 | 27,972 | 3,780 | 75,600 | 43,848 | 27,972 | 3,780 | 65,629 |
| 6400 · Repairs & Maintenance | 14,000 | 10,640 | 3,095 | 265 | 14,000 | 10,640 | 3,095 | 265 | 12,461 |
| 5020 · Depreciation | 77,170 | 23,923 | 47,074 | 6,174 | 77,170 | 23,923 | 47,074 | 6,174 | 76,984 |
| Total Occupancy Expense | 166,770 | 78,411 | 78,141 | 10,218 | 166,770 | 78,411 | 78,141 | 10,218 | 155,074 |
| | | | | | | | | | |
| | 1,550,159 | 901,419 | 256,913 | 391,827 | 1,550,159 | 901,419 | 256,913 | 391,827 | 1,405,917 |
| Total Expense | 1,550,159 | 901,419 | 256,913 | 391,827 | 1,550,159 | 901,419 | 256,913 | 391,827 | 1,405,917 |

11:29 AM 12/15/16 Cash Basis

Lazarus House Balance Sheet

As of November 30, 2016 Nov 30, 16

| ASSETS | |
|--|--------------|
| Current Assets | |
| Checking/Savings | |
| 1010 · 022 Op Checking - H.B | 67,340.27 |
| 1040 · 282 HUD Operating - H.B | 154,395.96 |
| 1050 · 812 CTL Operating - H.B | 12,293.18 |
| 1060 · 4031 Benefit Checking - H.B | 3,084.34 |
| 1070 · 0793 Operating Checking - PNC | 1,939.00 |
| 1080 · 863 Vanco & Paypal Checking-H.B | 21,698.49 |
| 1090 · 766 Debit Card Checking - H.B | 366.82 |
| 1100 · Cash On Hand - Petty Cash | 200.00 |
| 1110 · Gift Card | 6,239.60 |
| 1140 · MB Financial Money Market | 247,796.88 |
| 1145 · 825 STC Bank & Trust | 248,536.87 |
| 1150 · Private Bank 152 IHDA RHSP Ckng | 8,468.00 |
| 1165 · Securities America | 159.92 |
| Total Checking/Savings | 772,519.33 |
| Other Current Assets | |
| Complete Payroll Payment | 1,217.06 |
| 1350-00 · Prepaid Insurance | 1,424.02 |
| 1355 · Prepaid Supplies Inventory | 13,323.10 |
| 1380 · Prepaid Deposits | 3,113.75 |
| 1390 · Prepaid Rent | 3,000.00 |
| Total Other Current Assets | 22,077.93 |
| Total Current Assets | 794,597.26 |
| Fixed Assets | |
| 1410 · Buildings Asset Account | 1,579,029.88 |
| 1420 · Equipment Asset Account | 48,122.73 |
| 1430 · Land Asset Account | 290,000.00 |
| Total Fixed Assets | 1,917,152.61 |
| TOTAL ASSETS | 2,711,749.87 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Credit Cards | 234.91 |
| Other Current Liabilities | |
| 2010 · Payroll Liabilities | 4,617.02 |
| 2021-00 · Accrued Payroll | 8,656.95 |
| 2023-00 · Accrued Vacation | 30,638.34 |
| 2026 · Deferred Program Revenue | 20,142.04 |
| 2028 · IHDA Lease Payments | 5,703.00 |
| 2040 · Key Deposit- CTL | 300.00 |
| Total Other Current Liabilities | 70,057.35 |
| Total Current Liabilities | 70,292.26 |
| Total Liabilities | 70,292.26 |
| Equity | |
| 3100 · Temp restricted net assets | 379,950.82 |
| 3900 · Unrestricted Net Assets | 2,190,277.10 |
| Net Income | 71,229.69 |
| Total Equity | 2,641,457.61 |
| TOTAL LIABILITIES & EQUITY | 2,711,749.87 |
| | |

Lazarus House Budget Performance Month & YTD November 2016

| | | November 2010 | | | | | | | | |
|-------------------------------------|------------|---------------|-------------------|-------------|--------------|------------|-------------------|----------------|------------------|--|
| | Nov 16 | Budget | \$ Over Budget | % of Budget | Jul - Nov 16 | YTD Budget | \$ Over Budget | % of Budget | Annual Budget | |
| Income | | | | | | | | | | |
| 4000 · Donations | 62,429.72 | 51,379.09 | 11,050.63 | 121.51% | 256,895.44 | 258,978.75 | -2,083.31 | 99.2% | 616,549.05 | |
| 4160 · LH Fundraising Events | 1,910.00 | 10,416.67 | -8,506.67 | 18.34% | 32,832.67 | 52,083.31 | -19,250.64 | 63.04% | 125,000.00 | |
| 4170 · Business Friends of LH | 0.00 | 1,666.67 | -1,666.67 | 0.0% | 2,000.00 | 8,333.31 | -6,333.31 | 24.0% | 20,000.00 | |
| 4200 · General Grants/Foundations | 2,500.00 | 13,333.34 | -10,833.34 | 18.75% | 39,950.59 | 66,666.66 | -26,716.07 | 59.93% | 160,000.00 | |
| 4300 · Government Grants | 66,615.59 | 37,950.83 | 28,664.76 | 175.53% | 271,260.71 | 189,754.19 | 81,506.52 | 142.95% | 455,410.00 | |
| 4400 · United Way/ Community Chest | 9,397.49 | 3,000.00 | 6,397.49 | 313.25% | 17,107.57 | 15,000.00 | 2,107.57 | 114.05% | 36,000.00 | |
| 4500 · 708 Boards | | | | | | | | | | |
| 4510 · St Charles 708 Comm. MHB | 0.00 | | | | 46,100.00 | | | | | |
| 4500 · 708 Boards - Other | 0.00 | 4,816.67 | -4,816.67 | 0.0% | 0.00 | 24,083.31 | -24,083.31 | 0.0% | 57,800.00 | |
| Total 4500 · 708 Boards | 0.00 | 4,816.67 | -4,816.67 | 0.0% | 46,100.00 | 24,083.31 | 22,016.69 | 191.42% | 57,800.00 | |
| 4600 · In-Kind Contribution | 1,876.84 | 2,333.33 | -456.49 | 80.44% | 8,734.84 | 11,666.69 | -2,931.85 | 74.87% | 28,000.00 | |
| 4700 · Interest Income | 67.38 | 58.33 | 9.05 | 115.52% | 334.58 | 291.69 | 42.89 | 114.7% | 700.00 | |
| 4800 · Other Income | 1,794.98 | 2,083.33 | -288.35 | 86.16% | 15,307.35 | 10,416.69 | 4,890.66 | 146.95% | 25,000.00 | |
| 4950 · Occupancy Fees- CTL | 1,201.43 | 1,666.67 | -465.24 | 72.09% | 6,928.51 | 8,333.31 | -1,404.80 | 83.14% | 20,000.00 | |
| 4960 · Application Fee- CTL | 0.00 | 58.33 | -58.33 | 0.0% | 50.00 | 291.69 | -241.69 | 17.14% | 700.00 | |
| Total Income | 147,793.43 | 128,763.26 | 19,030.17 | 114.78% | 697,502.26 | 645,899.60 | 51,602.66 | 107.99% | 1,545,159.05 | |
| Expense | | | | | | | | | | |
| 5000 · Advrtsg/Comm Outreach | 95.00 | 166.67 | -71.67 | 57.0% | 1,587.50 | 833.31 | 754.19 | 190.51% | 2,000.00 | |
| 5010 · Bank Service Charges | 184.52 | 350.00 | -165.48 | 52.72% | 898.07 | 1,750.00 | -851.93 | 51.32% | 4,200.00 | |
| 5020 · Depreciation | 6,430.83 | 6,430.83 | 0.00 | 100.0% | 32,154.15 | 32,154.11 | 0.04 | 100.0% | 77,169.92 | |
| 5030 · Dues and Subscriptions | 0.00 | 125.00 | -125.00 | 0.0% | 230.00 | 625.00 | -395.00 | 36.8% | 1,500.00 | |
| 5040 · Fundraising | 12,658.93 | 3,333.34 | 9,325.59 | 379.77% | 19,599.47 | 16,666.62 | 2,932.85 | 117.6% | 40,000.00 | |
| 5050 · Furniture/Fixtures/Equipment | 38.49 | 416.67 | -378.18 | 9.24% | 471.57 | 2,083.31 | -1,611.74 | 22.64% | 5,000.00 | |
| 5060 · Guest Expenses | 2,652.35 | 2,833.34 | -180.99 | 93.61% | 11,398.84 | 14,166.62 | -2,767.78 | 80.46% | 34,000.00 | |
| 5090 · Insurance | 1,052.45 | 1,051.50 | 0.95 | 100.09% | 5,983.98 | 5,257.50 | 726.48 | 113.82% | 12,618.00 | |
| 5095 · Insurance, Workers' Comp | 2,160.74 | 2,083.33 | 77.41 | 103.72% | 10,394.71 | 10,416.69 | -21.98 | 99.79% | 25,000.00 | |
| 5110 · Miscellaneous | 40.00 | 166.67 | -126.67 | 24.0% | -740.87 | 833.31 | -1,574.18 | -88.91% | 2,000.00 | |
| 5200 · Office Supplies | 568.68 | 800.00 | -231.32 | 71.09% | 4,120.45 | 4,000.00 | 120.45 | 103.01% | 9,600.00 | |
| 5400 · Payroll Expense | 63,048.03 | 65,332.68 | -2,284.65 | 96.5% | 319,711.82 | 359,329.73 | -39,617.91 | 88.97% | 881,991.13 | |
| 5500 · Employee Benefits | 6,516.70 | 6,666.67 | -149.97 | 97.75% | 27,325.56 | 33,333.31 | -6,007.75 | 81.98% | 80,000.00 | |
| 5600 · Postage & Delivery | 1,921.16 | 0.00 | 1,921.16 | 100.0% | 3,396.51 | 0.00 | 3,396.51 | 100.0% | 0.00 | |
| 5700 · Printing | 452.00 | 291.67 | 160.33 | 154.97% | 2,308.34 | 1,458.31 | 850.03 | 158.29% | 3,500.00 | |
| 5800 · Professional Fees | 6,846.51 | 3,250.00 | 3,596.51 | 210.66% | 19,215.48 | 16,250.00 | 2,965.48 | 118.25% | 39,000.00 | |
| 5900 · Recognition | 289.00 | 75.00 | 214.00 | 385.33% | 458.65 | 375.00 | 83.65 | 122.31% | 900.00 | |
| 6200 · Occupancy Expense | 5,610.85 | 6,300.00 | -689.15 | 89.06% | 32,820.59 | 31,500.00 | 1,320.59 | 104.19% | 75,600.00 | |
| 6300 · Rental Assistance | 18,372.84 | 18,506.67 | -133.83 | 99.28% | 80,912.77 | 92,533.31 | -11,620.54 | 87.44% | 222,080.00 | |
| 6400 · Repairs & Maintenance | 37.46 | 1,166.67 | -1,129.21 | 3.21% | 4,257.49 | 5,833.31 | -1,575.82 | 72.99% | 14,000.00 | |
| 6500 · Telephone | 797.19 | 916.67 | -119.48 | 86.97% | 3,344.53 | 4,583.31 | -1,238.78 | 72.97% | 11,000.00 | |
| 6600 · Training Expense | 0.00 | 150.00 | -150.00 | 0.0% | 549.43 | 750.00 | -200.57 | 73.26% | 1,800.00 | |
| 6700 · Travel | 161.05 | 183.34 | -22.29 | 87.84% | 1,647.66 | 916.62 | 731.04 | 179.75% | 2,200.00 | |
| Total Expense | 129,934.78 | 120,596.72 | 9,338.06 | 107.74% | 582,046.70 | 635,649.37 | -53,602.67 | 91.57% 1 | ,545,159.05 | |
| Net Income | 17,858.65 | 8,166.54 | 9,692.11 | 218.68% | 115,455.56 | 10,250.23 | 105,205.33 | ######## | 0.00 | |



LAZARUS HOUSE 2016 ANNUAL REPORT

Our mission is to offer guests connected to our communities who are homeless or in need hope for the future by providing hospitality, food, safe shelter and education - tools for life. May all who enter feel the love of Jesus.

Lazarus House Facilities



Main Building (location for donation drop offs) This facility houses the Emergency Shelter & Center for Transitional Living 214 Walnut St. (At corner of Walnut St. & 3rd St, entrance on 3rd St.)



Women & Children's Day Center 15 S. 3rd St



Community Resource Center 308 Walnut St.

We believe that everyone here is a gift from God, and we are here to help those that need assistance. We work together with many social service agencies, a large and wonderful network of volunteers, federal, state and community resources, and our donors to help provide the specific services needed by each person and family.

> Our desire is to give all those coming to our doors the opportunity for hope and a future.



Lazarus House 214 Walnut Street

Main Number: 630-587-2144 Outreach Number: 630-587-5872 St. Charles, IL 60174 Visit us at www.lazarushouseonline.com





The following pages outline these programs in greater detail.

If you've not had a chance to visit Lazarus House, we'd love to schedule a tour. Every year, we offer open house tours. During volunteer orientation days, we give tours to interested volunteers. Tours can be scheduled at other times, as appropriate.

We'd be glad to include you on our newsletter list. If you're not receiving our quarterly newsletter or monthly electronic newsletter and you'd like to, please give us a call at 630-587-2144 or visit "Sign Up!" on our website, www.lazarushouseonline.com.

We have many volunteer opportunities and would be happy to speak with you about those as well. We hold volunteer orientations approximately every 6 weeks.

We invite you to visit our website, <u>www.lazarushouseonline.com</u>, for more information.

Please know that we consider it an honor and a privilege to serve our community. We look forward to working together to provide hope and a future to those in need.

October 2016 Page 3

this setting, but he felt he had no choice. He also reported there was no heat or hot water, yet the owner of this home was more than willing to act as payee for "Joey's" monthly disability payment. It turns out that "Joey" has an IQ of 50 or so. On the night we first met "Joey" he had found the courage to run away from the abhorrent situation he had been living in and was attempting to make his way to his Mom's house in one of the small communities we serve west of Route 47. There was one major obstacle to "Joey's" journey; his mom did not want him.

"Joey" is safe at Lazarus House as we work with local and state agencies to both find him appropriate services and housing, as well as investigate the heinous situation he recently escaped. His case manager has worked to restart "Joey's" medical insurance coverage and make certain his Social Security Disability payments are no longer benefiting the "home" he escaped. "Joey" recently was assisted in finding part-time employment and loves the fact that he is earning money of his own. We are not sure how his story will end, but for now "Joey" knows that he is cared for and has a safe place to come to each day.

Lazarus House Women and Children's Day Center

The Women and Children's Day Center offers home-like space for our women and children during their waking hours. While the entire house is a blessing, we are especially thankful for the children's playroom, the fenced backyard with play equipment, and the space afforded for classes and education.

The WCC has a dedicated staff of women who are "house moms", keeping the house running smoothly 7 days per week. The case manager for our women is a caring, dedicated woman who is ready to do whatever it takes to help our women and their children of all ages achieve their goals.

Here is a story we'd like to share from the WCC:

"Melinda" came to Lazarus House after a long period of not working and being dependent on others for her well-being. Immediately upon arriving at Lazarus House, she showed such determination and diligence in accomplishing her goals. Often, not one day would pass after our weekly case management meetings and "Melinda" had already completed many of her weekly goals on her action plan. While her job search was a long process with frustration throughout, "Melinda" forged ahead and finally found a job. I remember the night before her first day of work. Seeing that she had been on Disability for the past 15 years, she was especially nervous planning what to wear and spent time packing her lunch and figuring out the transportation and reviewing what to say and do. Coming back after that first day, "Melinda" was extremely tired but felt so proud of herself. Right away, she wanted to meet with our volunteer CPA so she could begin budgeting. After returning from the first meeting with the CPA, she was so motivated and impressed by what he had to say. One of the most momentous occasions was at one month-end case management meeting and "Melinda" had saved \$100. She was beaming! She then told me that NEVER in her life had she ever saved any money. Her money was always gone by the 3rd week of the month. The feeling of accomplishment, pride and independence that Melinda felt was a blessing to see.

Through the referral by her Emergency Shelter Case Manager, "Sandra" moved into the Center for Transitional Living (CTL) with her children. Since coming to the CTL "Sandra" started saving money, worked with the Employment Coordinator and obtained a second part-time job with a better pay rate, got the confidence to acquire an agreement for monthly child support, and has the possibility of the better paying part-time job becoming full-time. Sandra has become a confident woman and is a great mother to her 3 children.

"Sandra's" children have been prospering during their time at Lazarus House, as their teachers have been commenting on how well they have adjusted. They have been able to attend some fun activities provided through wonderful grant monies for families. It is so exciting to see how the hard work and persistence of this incredible young woman is moving her and her family forward.

Lazarus House Outreach

The prevention of homelessness and re-establishing self sufficiency in housing are the focus of all outreach program activities. Through grants from the U.S. Department of Housing and Urban Development (HUD), the Illinois Housing Development Authority (IHDA), and the Illinois Department of Human Services (IDHS), Lazarus House was able to provide housing support (rent/utility assistance) to households in our community who struggle daily to maintain or obtain housing.

The Outreach staff members are compassionate and skilled professionals who evaluate clients to determine what programs would best serve them, and what outside referrals would benefit them as well.

Lazarus House administers a HUD-funded grant, known as the Emergency Solutions Grant (ESG), awarded through IDHS. This grant assists qualifying Central Kane County households with expenses such as security deposits, rent, utilities credit repair, legal assistance, and moving and storage costs. Outreach staff provides case management, financial and budgeting assistance to help the client gain financial self-sufficiency.

Also funded by HUD are our "Samaritan" grants, which target those who are chronically homeless persons with a disability. Twenty individuals, formerly from our Emergency Shelter, have permanent supportive housing through these grants. Each person meets weekly with Outreach staff for case management. This meeting involves budgeting, goal setting, and other supportive services.

Lazarus House also administers the IDHS Homelessness Prevention Grant for Central Kane County. This program helps households who have experienced a one-time emergency that puts them at risk of losing their housing due to rent, mortgage or utilities in arrears. This program offers one-time financial assistance to get them caught up in order for them to remain housed.

Lazarus House continued to administer the IHDA pilot rent subsidy program until its closure in January 2016. This program provided ongoing rent subsidies to households in our community. From July through January, Lazarus House continued to assist the

Thought the past year and a half, "Jennifer's" work history has been varied and sporadic, working at a several restaurants and home improvement stores. She struggled to find a job that was the right fit for her. Despite having several different jobs, "Jennifer" continued to contribute to her savings account every paycheck that she received. "Jennifer" recently started a new job that she is extremely happy with. She has a set work schedule working daytime hours. The job is walking distance to her home and she now gets home at the same time every day, providing consistency to her and her son. She is home in the evenings to help him with his homework and she cooks dinner at the same time every night allowing them to sit down as a family to eat. Her son's grades in school have already started to improve and he is overall a much happier child.

As "Jennifer's" time in this program is drawing near, she is set to be successfully graduating the program in March of 2017. At that time she will be able to provide for her son and herself without the need for assistance. She works hard every day to stay on track with her goals because of her desire to be self-sufficient. "Jennifer" would like to share that "The Lazarus House has been a huge blessing in my life. Without the support and guidance of my Case Manager of this program, I could not have accomplished what I have. My life, and my son's life, has been forever changed because of this program. We could not be here today if it wasn't for this program. Our future is brighter because of all the wonderful people at Lazarus House."

Facility Improvements

In addition to all the case management, education and other life-building activities that go on under our roof, there is a great collaboration between volunteers, board members and staff to maintain the facilities. We also apply for and utilize foundation grants to complete major renovations.

Landscaping Update



We very fortunate to have many groups that come and assist us with keeping our outdoor areas trimmed and cleaned up. This year we were especially blessed to have Plandscape, Inc. from Elburn, Illinois volunteer to do a major overhaul of much of the landscaping surrounding our three buildings. After much cleanup, trimming, and digging out of overgrown plants, Plandscape came in with some new perennials, shrubs and decorative grasses to give us a fresh new look.



Community Resource Center Retaining Wall

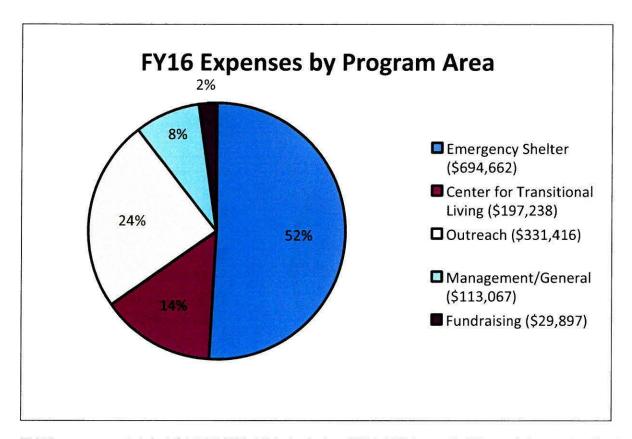


Plandscape also created a retaining wall on the backside of our Community Resource Center. For years, whenever there was a soaking rain, water would flow down the stairs that led to the basement of this building and end up creating large puddles on the basement floor. This moisture often wreaked havoc with our computer systems and hindered us from using the floor space as storage. With the new retaining wall we have a much drier space we can utilize.

Chimney Removal from our Women's and Children's Center



The chimney on this historical building has been nonfunctioning for years, but recently it began crumbling inside and outside the building. This created a safety hazard for the women and especially the children as it was part of the playroom area. Many volunteers came together to both supply the necessary manpower as well as the tools and means of disposal for the bricks for this project.



FY16 expenses totaled \$1,366,280. This includes \$221,042 in rent/utility assistance to clients.

Expenses in this fiscal year included only 8.3% spent on administrative costs (management and general costs). This covered director oversight time, administrative time of staff to handle correspondence, human resources, technology, the complexities of federal and state grant requirements and more.

October 2016 Page 13

Lazarus House Board of Directors, as of 6/30/16

Executive Officers

Betsy Penny, Board President Retired St. Charles Alderwoman & Special Education Teacher

Deb Akins, Board Vice President V.P., BMO Harris N.A.

Bob McDowell, Board Secretary Owner/President, McDowell Inc. of St. Charles

Steve Sager, Board Treasurer Retired CPA, MBA, Jones, Sager & Company LLC

Board Members

Lynette Anderson, Director of Children and Family Ministries, Hosanna!

Sandi Cook, Project Manager, Awana Club International

Diane DeWitte, Office Assistant, DuPage Airport Authority

Peter Fazio, Owner, FAP Sales, LLC, Full Access Products

John Glenn, Real Estate Broker Coldwell Banker Residential

Carolyn Hanna, Commercial Insurance Broker, Corkill Insurance Agency, Inc.

Thomas Hansen, President, St. Charles Bank & Trust

Julie Harter, Executive Director, Ernst & Young

Patrick Leach, President, Control Plus, Inc.

John Michalak, VP, Chicago Investment Advisory Council, Inc.

Beth Mooncotch, Social Worker, MSW

Jim Skaar, Attorney, Law Office of James D. Skaar

Advisory Directors

Dave Mann, St. Charles Free Methodist Church Representative

LAZARUS HOUSE

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT

JUNE 30, 2016 AND 2015

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certified public accountants and consultants

INDEPENDENT AUDITORS' REPORT

Board of Directors Lazarus House St. Charles, Illinois

We have audited the accompanying financial statements of Lazarus House (a nonprofit organization), which comprise the statements of financial position as of June 30, 2016 and 2015, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Lazarus House as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses on pages 10-11 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Borbart Spellmyr & Compay, LLC

Elgin, Illinois October 13, 2016



LIABILITIES AND NET ASSETS

| | 2016 | 2015 |
|--|--|--|
| CURRENT LIABILITIES Accounts payable Accrued payroll and benefits Accrued vacation Refundable advances Accrued expenses Deferred revenue Total current liabilities | \$ 4,526 14,152 30,638 108,386 450 18,760 | \$ 380 42,238 26,401 - 450 |
| NET ASSETS Unrestricted Net investment in fixed assets Undesignated, available for general activities | 1,949,306 720,510 | 2,026,290 681,304 |
| Total unrestricted | 2,669,816 | 2,707,594 |
| Temporarily restricted | 231,101_ | 379,952 |
| Total net assets | 2,900,917 | 3,087,546 |
| Total liabilities and net assets | \$ 3,077,829 | \$ 3,157,015 |

The accompanying notes are an integral part of these financial statements.

| *** | | 2015 | | |
|-------------------------------|----|-----------------------------|-----|-----------------------------------|
| Unrestricted | | porarily stricted | | Total |
| \$ 439,702 | \$ | 280 | \$ | 439,982 |
| 92,223 26,394 9,586 | | 72,000 467,974 19,168 | | 164,223 494,368 28,754 |
| 92,774 | | 57,000 | | 57,000 92,774 |
| 46,179 25,192 26,595 | | : | | 803 46,179 25,192 26,595 |
| 759,448 | | 616,422 | | 1,375,870 |
| 578,384 | | 578,384) | | |
| 1,337,832 | | 38,038 | 1 | 1,375,870 |
| 690,397 200,090 346,886 | | - | | 690,397 200,090 346,886 |
| 105,686 28,029 | - | - | | 105,686 28,029 |
| 1,371,088 | | | | 1,371,088 |
| (33,256) | | 38,038 | | 4,782 |
| 2,740,850 | | 341,914 | _ (| 3,082,764 |
| \$ 2,707,594 | \$ | 379,952 | \$3 | 3,087,546 |

The accompanying notes are an integral part of these financial statements.

LAZARUS HOUSE STATEMENTS OF CASH FLOWS

Years ended June 30,

| | 2016 | 2015 |
|---|--------------|------------|
| Cash flows from operating activities | | |
| Change in net assets | \$ (186,629) | \$ 4,782 |
| Adjustments to reconcile change in net assets to | | |
| net cash provided (used) by operating activities: | | |
| Depreciation expense | 76,984 | 73,085 |
| Donated assets | 5 | (59,904) |
| Change in operating assets and liabilities: | | |
| (Increase) decrease in: | | |
| Restricted cash | (180,907) | 14,753 |
| Receivables | 88,817 | (34,983) |
| Prepaid expenses | - | 4,581 |
| Increase (decrease) in: | | |
| Accounts payable | 4,146 | (63) |
| Accrued payroll and benefits | (28,086) | 12,036 |
| Accrued vacation | 4,237 | 1,414 |
| Refundable advances | 108,386 | - |
| Accrued expenses | | (200) |
| Deferred revenue | 18,760 | (170) |
| Net cash provided (used) by operating activities | (94,292) | 15,331 |
| Cash flows from investing activities | | |
| Purchases of property and equipment | - | (16,032) |
| Net decrease in cash and cash equivalents | (94,292) | (701) |
| Cash and cash equivalents at beginning of year | 682,170 | 682,871 |
| Cash and cash equivalents at end of year | \$ 587,878 | \$ 682,170 |

NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE A - NATURE OF ORGANIZATION

Lazarus House (the Organization) is a nonprofit organization established to provide shelter and support services to the homeless within St. Charles, Batavia, Geneva, and western rural Kane County, Illinois through an emergency shelter program and a transitional housing program. The Organization also operates an outreach program to provide rental assistance and supportive services to low income residents of the area. The operations of Lazarus House are primarily supported by donor contributions and grants.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements follows.

1. Basis of accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting and, accordingly, reflect all significant receivables, payables, and other liabilities.

2. Estimates

The preparation of financial statements in conformity with the accrual basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

3. Financial statement presentation

The Organization has adopted the Financial Accounting Standards Board's (FASB) Accounting Standards Codification (ASC) on the presentation of financial statements of not-for-profit entities. Under these standards, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Organization is required to present a statement of cash flows.

4. Cash and cash equivalents

The Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents. Restricted cash represents amounts received under a grant requiring receipts to be maintained in a separate bank account. This restricted cash amount does not include cash from other grants and contributions that are also restricted in their use, but which do not require the maintenance of a separate bank account.

5. Grants receivable and contingencies

Grants receivable are uncollateralized unconditional promises to give. Management individually reviews all grant receivable balances and based on an assessment of grantor's current funding status estimates the portion, if any, of the balance that will not be collected. As of June 30, 2016 and 2015, management considers all grant receivable balances to be collectible. If amounts become uncollectible, they are adjusted when that determination is made.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

5. Grants receivable and contingencies - continued

The Organization receives significant financial assistance from several government agencies in the form of grants. The disbursement of funds received under these grants generally requires compliance with terms and conditions specified in the grant agreements. Disbursements are typically on a reimbursement basis; therefore, if the Organization does not incur sufficient qualified expenses, a portion of the grant may not be received. In the case of an advance payment of grant funds, a portion may become a liability to the Organization.

6. Property and equipment

The Organization capitalizes all expenditures for property and equipment with a useful life of over one year in excess of \$2,500. Purchased property and equipment are stated at cost. Donated property and equipment are stated at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method over the following estimated useful lives:

| | <u>Years</u> |
|---------------------------|--------------|
| Leasehold improvements | 7-39 |
| Building and improvements | 10-39 |
| Equipment | 3-10 |

Routine maintenance and repairs are charged to operations in the year incurred. Gains and losses on dispositions of equipment are included as a change in net assets in the year of disposition.

7. Income taxes

The Organization is a not-for-profit organization that is exempt from federal income taxes under Section 501(a) as described in Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income tax expense is included in the accompanying financial statements.

The Organization files an annual exempt organization information return in the U.S. federal jurisdiction and Illinois state jurisdiction. The Organization is subject to examination by U.S. federal tax authorities and Illinois state tax authorities for three years after a return is due or filed, whichever is later.

8. Contributions and grants

Contributions and grants, including unconditional promises, are recognized as revenues in the period received. Conditional promises are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions and grants received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and/or nature of any donor restrictions. Temporarily restricted net assets are reclassified to unrestricted net assets upon satisfaction of the time or purpose restriction.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

9. Donated materials and services

Donated materials and supplies which pass through the Organization to the guests are not recorded as revenue or expenditures.

The Organization receives a substantial amount of services donated by local churches, community organizations, and individuals. The value of this contributed time is not reflected in the accompanying financial statements. The Organization received approximately 19,100 and 16,400 hours in the years ended June 30, 2016 and 2015, respectively.

10. Related party transactions

The Organization receives several contributions from its officers, board members, and volunteers. The Organization received contributions of \$22,500 in 2016 and \$21,360 in 2015 from board members and companies in which a board member is an owner.

11. Subsequent events

Management has evaluated subsequent events through October 13, 2016. This date represents the date the financial statements are available to be issued.

NOTE C - RENTAL ASSISTANCE SUBSIDY AGREEMENT

The Organization entered into a three year agreement effective July 1, 2014, with the Illinois Housing Development Authority (the Authority) to work with other Kane County agencies to provide rental housing support of \$544,856 for severely low income households through the agreement termination date of June 30, 2017. Under the terms of the agreement, the Organization received funding from the Authority and then disbursed subsidy funds to qualified landlords and agencies. As an agent of the Authority, the Organization recognized funding advances as refundable advances and restricted cash on the statements of financial position.

The Organization entered into additional three year term agreements effective July 1, 2012 and July 1, 2013 with the Illinois Housing Development Authority (the Authority) to work with other Kane County agencies to provide up to \$674,022 and \$435,656, in rental housing support for severely low income households through the agreement termination dates of June 30, 2015 and June 30, 2016, respectively. The agreement ending June 30, 2015 was renewed for an additional three year term ending on June 30, 2018 that will provide up to \$657,637 in rental housing support for severely low income households.

The Organization earns an operating fee under the terms of these agreements and are recognized as revenue when earned.

NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE C - RENTAL ASSISTANCE SUBSIDY AGREEMENT - Continued

The agreement activity for the years ending June 30, 2016 and 2015 is as follows:

| | Agreement | Refundable | Deferred |
|--------------------------|---------------------|------------|-----------|
| | Total | Advances | Revenue |
| Balance at June 30, 2014 | \$ 170 | \$ - | \$ 170 |
| Receipts | 510,783 | 484,558 | 26,225 |
| Expenditures | (510,953) | (484,558) | (26,395) |
| Balance at June 30, 2015 | 1 <u>020</u> 123 | . | ** |
| Receipts | 422,697 | 378,190 | 44,507 |
| Expenditures | (295,551) | (269,804) | (25,747) |
| Balance at June 30, 2016 | \$ 127,146 | \$ 108,386 | \$ 18,760 |

NOTE D - LINE OF CREDIT

The Organization has \$250,000 available under a collateralized line of credit agreement with a bank, expiring March 1, 2017. Borrowings on the line of credit bear interest at the bank's prime rate plus 0.50% (3.50% at June 30, 2016). The line is secured by substantially all assets of the organization. There were no outstanding balances at June 30, 2016 and 2015.

NOTE E - OPERATING LEASE

On May 1, 2001, the Organization entered into a 15-year lease for its primary operating facility that began on March 7, 2002, the date of issuance of the occupancy permit. The Organization has the option to extend the lease for an additional 5-year term. The lease required monthly rent of \$1,226 plus agreed-upon reimbursement allocations of operating expenses such as utilities, security system, and insurance. Effective April 1, 2016, the Organization agreed to amend the lease for an additional 5-year term and increased the monthly rent to \$2,452 plus agree-upon reimbursement allocations of operating expenses such as utilities, security system, and insurance.

The total future minimum lease commitments on operating leases as of June 30, 2016 are as follows:

| 2017 | | 29,424 |
|------------|---------------|---------|
| 2018 | | 29,424 |
| 2019 | | 29,424 |
| 2020 | | 29,424 |
| 2021 | | 29,424 |
| Thereafter | participal at | 19,616 |
| | \$ | 166,736 |

NOTES TO FINANCIAL STATEMENTS

June 30, 2016 and 2015

NOTE E - OPERATING LEASE - Continued

Occupancy expense for the years ended June 30, 2016 and 2015 totaled \$65,629 and \$62,485, respectively. In 2016, occupancy expense consists of \$18,363 rent for the primary operating facility, \$34,302 of additional costs agreed to by the Organization for the primary facility, and \$12,964 for expenses related to other facilities owned by the Organization. In 2015, total occupancy expense consisted of \$14,712 for rent for the primary facility, \$34,875 for additional costs agreed to by the Organization for the primary facility, and \$12,898 for expenses related to other facilities owned by the Organization.

NOTE F - RESTRICTIONS ON NET ASSETS

Temporarily restricted net assets totaling \$125,142 and \$130,389 at June 30, 2016 and 2015, respectively, are available to provide various support services to the Organization's guests. Additional temporarily restricted net assets totaling \$105,959 and \$249,563 at June 30, 2016 and 2015, respectively, are held with time restrictions that will expire during the 2017 fiscal year.

NOTE G - NET ASSETS RELEASED FROM RESTRICTION

Net assets were released from donor imposed restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors as follows:

| | - | 2016 | _ | 2015 |
|--|--------------|---------|----|---------|
| Purpose restriction accomplished: Program expenses | S | 507,731 | ¢ | 565,804 |
| Capital expenditures | - | - | Ψ | 12,580 |
| Total restrictions released | \$ | 507,731 | \$ | 578,384 |

NOTE H - CONCENTRATIONS

The Organization maintains its cash balances in six financial institutions located in St. Charles, Illinois and Batavia, Illinois. The balances are insured by the Federal Deposit Insurance Corporation up to \$250,000. There were no uninsured cash balances at June 30, 2016 and 2015.



LAZARUS HOUSE
SCHEDULE OF FUNCTIONAL EXPENSES

Year ended June 30, 2016

| | | Program | Services | | Support | | | |
|--------------------------------------|----------------------|-------------------------|------------|--------------|------------------------|-------------------|--------------|--|
| | Emergency Shelter | Transitional Housing | Outreach | Subtotal | Management and General | Fundraising | Total | |
| Compensation and related expense | | | | | | | | |
| Compensation | \$ 470,311 | \$ 88,183 | \$ 88,183 | \$ 646,677 | \$ 66,138 | \$ 22,046 | \$ 734,861 | |
| Payroll taxes | 39,664 | 7,437 | 7,437 | 54,538 | 5,578 | 1,859 | 61,975 | |
| Employee benefits | 39,983 | 7,497 | 7,497 | 54,977 | 5,623 | 1,874 | 62,474 | |
| | 549,958 | 103,117 | 103,117 | 756,192 | 77,339 | 25,779 | 859,310 | |
| Advertising | 578 | 578 | 578 | 1,734 | 50 | 21 | 1,734 | |
| Bank service charges | | (F) | .54 | | 4,187 | | 4,187 | |
| Conferences and training | 1,104 | 207 | 207 | 1,518 | 155 | 52 | 1,725 | |
| Depreciation | 28,723 | 41,022 | 5,180 | 74,925 | 2,059 | į. | 76,984 | |
| Dues and subscriptions | 312 | 312 | 612 | 1,236 | 136 | 9 | 1,372 | |
| Furniture and fixtures Guest expense | 2,037 | 915 | 9 | 2,952 | 37 | 9 | 2,952 | |
| Clothing | 1,752 | 234 | (45) | 1,986 | 14 | 27 | 1.986 | |
| Substance abuse | 381 | 211 | 建 菜 | 592 | 9: | *: | 592 | |
| Food and toiletries | 17,241 | 7,667 | 190 | 24,908 | | j e s | 24,908 | |
| GED | 66 | 29 | (#X | 95 | 980 | (#X | 95 | |
| Medical | 265 | 37 | (*) | 302 | | 181 | 302 | |
| Miscellaneous | 642 | 349 | a | 991 | | ** | 991 | |
| Program materials | 502 | 226 | - | 728 | - | 51 | 728 | |
| Transportation | 3,685 | | (B) | 3,685 | - | (2) | 3,685 | |
| Rental assistance | 744 | | 201,458 | 201,458 | 27 | 20 | 201,458 | |
| Insurance | | | | | | | | |
| Property and casualty | 5,549 | 1,867 | 1,301 | 8,717 | 2,238 | 161 | 11,116 | |
| Workers' compensation | 15,528 | 2,912 | 2,912 | 21,352 | 2,183 | 728 | 24,263 | |
| Miscellaneous | 254 | 240 | (4) | 254 | 3,590 | 1 4 // | 3,844 | |
| Printing | 933 | 933 | 933 | 2,799 | ₩ 1 | 699 | 3,498 | |
| Office supplies | 2,242 | 2,242 | 2,242 | 6,726 | 2,240 | 374 | 9,340 | |
| Payroll processing | 2,074 | 389 | 389 | 2,852 | 291 | 97 | 3,240 | |
| Postage and delivery | 1,384 | 811 | 756 | 2,951 | 573 | 1,063 | 4,587 | |
| Professional fees | 5,902 | 5,902 | 5,902 | 17,706 | 13,599 | 1.000 P.10 | 31,305 | |
| Recognition | | 2071 2001 | (3) | 源/: | 1,288 | (T) | 1,288 | |
| Occupancy | 38,629 | 22,735 | 3,178 | 64,542 | 897 | 190 | 65,629 | |
| Repairs and maintenance | 6,812 | 3,023 | 1,131 | 10,966 | 1,121 | 374 | 12,461 | |
| Telephone | 6,748 | 1,265 | 1,265 | 9,278 | 949 | 316 | 10,543 | |
| Travel and entertainment | 1,361 | 255 | 255 | 1,871 | 222_ | 64 | 2,157 | |
| | \$ 694,662 | \$ 197,238 | \$ 331,416 | \$ 1,223,316 | \$ 113,067 | \$ 29,897 | \$ 1,366,280 | |

LAZARUS HOUSE
SCHEDULE OF FUNCTIONAL EXPENSES

Year ended June 30, 2015

| | | | Program | m Services | | | | Support Services | | | | | | |
|----------------------------------|--------------|---------|---------|-------------------------------|----|----------|----------|------------------|------------------------|---------|-------------|--------|-------|-----------|
| | Emerç She | | | Transitional Housing Outreach | | utreach | Subtotal | | Management and General | | Fundraising | | Total | |
| Compensation and related expense | | | | | | | | | | | | | | |
| Compensation | \$ 4 | 143,372 | \$ | 83,132 | \$ | 83,132 | \$ | 609,636 | \$ | 62,349 | \$ | 20,783 | \$ | 692,768 |
| Payroll taxes | | 38,962 | | 7,305 | | 7,305 | | 53,572 | | 5,479 | | 1,826 | | 60,877 |
| Employee benefits | | 56,418 | | 10,578 | | 10,578 | _ | 77,574 | - | 7,934 | | 2,645 | - | 88,153 |
| | | 538,752 | | 101,015 | | 101,015 | | 740,782 | | 75,762 | | 25,254 | | 841,798 |
| Advertising | | 887 | | 887 | | 887 | | 2,661 | | | | | | 2,661 |
| Bank service charges | | ÷: | | - | | | | - | | 2,519 | | - | | 2,519 |
| Conferences and travel | | 430 | | 81 | | 167 | | 678 | | 61 | | 19 | | 758 |
| Depreciation | | 24,748 | | 40,905 | | 5,160 | | 70,813 | | 2,272 | | - | | 73,085 |
| Dues and subscriptions | | 336 | | 336 | | 881 | | 1,553 | | 120 | | - | | 1,673 |
| Furniture and fixtures | | 3,959 | | 2,400 | | + | | 6,359 | | - | | + | | 6,359 |
| Guest expense | | | | | | | | | | | | | | |
| Clothing | | 2,469 | | 437 | | | | 2,906 | | 5 | | - | | 2,906 |
| Substance abuse | | 185 | | 163 | | - | | 348 | | 7 | | - | | 348 |
| Food and toiletries | | 16,604 | | 7,442 | | | | 24,046 | | | | | | 24,046 |
| GED | | 1,469 | | 262 | | <u> </u> | | 1,731 | | - | | - | | 1,731 |
| Medical | | 457 | | 14 | | | | 471 | | | | - | | 471 |
| Miscellaneous | | 2,313 | | 1,502 | | = | | 3,815 | | 2 | | - | | 3,815 |
| Program materials | | 3,839 | | 1,765 | | - | | 5,604 | | | | | | 5,604 |
| Transportation | | 3,714 | | €. | | | | 3,714 | | | | ₩. | | 3,714 |
| Rental assistance | | * | | | | 221,042 | | 221,042 | | - | | - | | 221,042 |
| Insurance | | | | | | | | | | | | | | |
| Property and casualty | | 6,201 | | 2,077 | | 1,558 | | 9,836 | | 3,352 | | 181 | | 13,369 |
| Workers' compensation | | 10,980 | | 2,059 | | 2,059 | | 15,098 | | 1,544 | | 515 | | 17,157 |
| Miscellaneous | | 771 | | 349 | | 23 | | 1,143 | | 1,464 | | - | | 2,607 |
| Printing | | 514 | | 514 | | 514 | | 1,542 | | - | | 385 | | 1,927 |
| Office supplies | | 2,348 | | 2,348 | | 2,467 | | 7,163 | | 2,348 | | 392 | | 9,903 |
| Payroll processing | | 1,816 | | 341 | | 341 | | 2,498 | | 255 | | 85 | | 2,838 |
| Postage and delivery | | 1,070 | | 944 | | 1,219 | | 3,233 | | 1,262 | | 631 | | 5,126 |
| Professional fees | | 6,702 | | 4,960 | | 4,960 | | 16,622 | | 12,352 | | 101 | | 29,075 |
| Recognition | | · · | | - | | | | - | | 793 | | - | | 793 |
| Occupancy | | 36,198 | | 22,871 | | 2,676 | | 61,745 | | 601 | | 139 | | 62,485 |
| Repairs and maintenance | | 16,210 | | 4,714 | | 402 | | 21,326 | | - | | - | | 21,326 |
| Telephone | | 6,011 | | 1,127 | | 1,127 | | 8,265 | | 845 | | 282 | | 9,392 |
| Travel and entertainment | | 1,414 | | 577 | | 388 | | 2,379 | | 136 | | 45 | | 2,560 |
| | \$ 6 | 390,397 | S | 200,090 | \$ | 346,886 | \$ | 1,237,373 | \$ | 105,686 | \$ | 28,029 | \$ | 1,371,088 |

City of St. Charles 708 Mental Health Board Accountability Report for Funds Expended Checklist

It is the responsibility of the agency requesting City of St. Charles 708 Mental Health Board funding to verify all Accountability Report requested information is submitted at the time of application submission.

Please use the following checklist as a guide to compile your application packet for submission. Incomplete applications or applications submitted after January 6, 2017 – NOON will not be considered for funding for the 2017/2018 funding period.

Please submit your information in the order in which it appears on the application and initial on the line provided to ensure all items are included in your packet.

| 1. | KB | Agency and contact information completed. |
|----|---------------|---|
| 2. | KB | 2017/2018 total funding request is: *(-4,000 |
| 3. | | Completed narrative mission of the organization as it relates to the City of St. Charles 708 Mental Health Board's mandate for services to residents with, or at risk of: |
| | | a. mental illness and psychological disorders, |
| | | b. developmental disabilities, including mental retardation, cerebral palsy, epilepsy |
| | | and autism spectrum disorders, |
| | | c. addictions including chemical; alcohol and substance abuse, and other |
| | KB | addictions (gambling, sexual, shopping, etc.). |
| 4. | KB | Grant requestor has specifically described organization's goals as it relates to the City of St. Charles mission. |
| 5. | 3 | Individuals served may only be counted once, regardless of the number of times served per |
| | | fiscal year through direct service hours. Grant requestor has specifically described the percent |
| | | and dollar amount of expenditures toward the benefit of the City of St. Charles residents in the following categories: |
| | | a. 1:1 direct services with clients (e.g., 50% or \$5,000 of \$10,000 total grant funds). |
| | | b. Direct services to groups of clients. |
| | | c. Workshops, lectures, and community presentations for education and training. |
| 6. | KB | d. Administrative expense, office support, and overhead for agency expense. If available, please include a synopsis of your outcome measurements for the funding you are |
| | KB. | requesting. |
| 7. | With the | application provide the following information: |
| | K-B | An annual detailed budget or year ending Financial Statements and annual report. |
| | KB | St. Charles 708 Fund Expenditure History for past three years. |
| | KB | The total number of individuals your agency served in the past year $3,882$. |
| | KB | Direct number of individuals living within the City of St. Charles city limits served |
| | 1×B | Direct number of service hours provided to City of St. Charles residents: $1,425$. |
| | 13 | Quantified costs allocated to the services provided, (i.e. cost per hour and or program costs for |
| | KB | the City of St. Charles residents) 496,592. Identify other services provided to and for the City of St. Charles residents. |
| | <u>KB</u> | |
| | <u> KB</u> | Attach a list of current Board of Directors for your agency as specified in our application. |
| | _KB | Attach a copy of your current 501 (c) (3). |
| | KB | MAKE SURE description on your financial statement reads City of St. Charles 708 Mental Health |
| В. | <u>KB</u> | PLEASE PROVIDE 10 COPIES OF YOUR COMPLETED APPLICATION AND INFORMATION. |
| | Keep in r | nind individuals are to be counted only once, regardless of the number of times served per |
| | fiscal year | r though the direct number of hours these individuals are served need to be quantified. |
| _ | | for Mental Health Agency submitting their funding request application Date 1/5/2017 |
| Na | ame of Agency | , |
| | KAREN | BEYER Faren Beyer Executive Director |
| | | erson Completed Application Signature Title/Position |

Date: January 5, 2017

City of St. Charles

708 Mental Health Board

Accountability Report for Funds Expended

| Agency Name: Ecker Center for Mental Health | |
|---|------------------------------|
| Contact Person: <u>Karen Beyer</u> | Phone #: <u>847-695-0484</u> |
| Main Office Address: 1845 Grandstand Place | |
| Elgin. IL 60123 | |

Funding requested from City of St. Charles 708 Board for fiscal year 2017/18: \$64,000

Describe mission (include narrative explaining how mission relates to City of St. Charles):

Our mission is to empower our clients in creating their highest quality of life by providing timely and effective behavioral health services. St. Charles residents receive individual and group therapy services at our St. Charles and Elgin offices. They also receive emergency psychiatric assessments, available around the clock 365 days a year, at Advocate Sherman or Presence St. Joseph Hospitals. The emergency assessments may include facilitation of hospitalization, supportive counseling or referrals to appropriate programs at the Ecker Center or other organizations. St. Charles residents also use the services of Ecker Center's psychiatrists who prescribe medications and nurses who help them obtain those medications and use them correctly. An independent pharmacy that specializes exclusively in serving people with mental illnesses is located inside our Elgin offices. Our case managers provide assistance in obtaining money on which to live, housing, dental and medical care as well as personal monitoring to help people avoid hospitalization. Psychosocial Rehabilitation services help St. Charles residents with severe mental illnesses learn skills of daily living, illness management and job readiness. We have a special waiting room and medical examination room at our Elgin Office for an Advance Practice Nurse from VNA Health Care. She is there semiweekly and can provide primary healthcare to any residents of St. Charles who are clients of the Ecker Center. NAMI Kane County North also has an office in our Elgin facility.

On occasion a St. Charles resident may require daily supervision at one of Ecker's seven supervised living facilities. One of the residences is supervised 24 hours a day and five are supervised only during the day. A seventh residential program is available to St. Charles residents who have an acute mental illness that does not require hospitalization and to residents who are leaving a short psychiatric hospitalization and are not yet ready to return to the community. This Crisis Residential program offers two weeks of 24

hour residential care provided by mental health professionals with psychiatry and nursing support available all day and night. This program is offered in conjunction with an Intensive Outpatient Program that offers day time programming for people in crisis who choose to return home at night. These residential facilities and the Intensive Outpatient Program are located in Elgin.

Describe specific goals that fit City's mission and indicate how goals will be accomplished.

The Ecker Center's goal of providing comprehensive mental health services assists the City in its stewardship role of maintaining the social character of the City. The Ecker Center offers those citizens who are suffering from a mental illness the assistance they need to maintain their contributions to the City's positive social character, or in their recovery process begin to make contributions to the positive social character of the community. These same services can help some citizens dramatically lighten their personal and/or family burden and preoccupation with mental illness and assist them in achieving the positive mental health that is required to provide input to the City governmental process, as well as other civic activities in the community.

The Ecker Center's goal of collaboration with the City of St. Charles includes its grateful receipt of funding from the City's Mental Health Board and its provision of counseling services in its City of St. Charles office as well as its presence at the nearest local hospital, Northwestern Medicine Delnor's Emergency Department, when assistance in evaluation and state funded inpatient treatment is needed by a St. Charles resident.

The Ecker Center Psychiatric Emergency Program helps the City of St. Charles provide a safe and secure community for its citizens. The Ecker Center's Psychiatric Emergency Program is the only such program serving the St. Charles area. It provides quick, round the clock assessment and intervention in true psychiatric emergencies. The program helps those who would harm themselves or others due to severe untreated psychosis and depression, and in this manner the Ecker Center contributes to the safety and security of the community.

Like the City of St. Charles, the Ecker Center strives to treat its customers with courtesy, respect and dignity at all times and to continually engage in a positive approach to problem solving.

The City of St. Charles and the Ecker Center share the goal of outcome driven decisions and service provision. The Ecker Center's community programs have clinical outcomes that are continually measured. The goals and objectives (outcomes) in its strategic plan are measured quarterly.

Like the City, the Ecker Center is committed to best practices in its field. The Center is constantly modifying its services to reflect the recognized best practices and evidence based practices in the field of mental health treatment and recovery services. The Ecker Center clearly documents continuous performance improvement process at all levels of the organization, which helps it provide the best services possible. The Center is accredited by The Joint Commission which holds its accredited organizations to high standards of clinical performance and adherence to the latest best practices.

The Ecker Center's bilingual staff and staff training in cultural sensitivity reflect commitment to group and cultural diversity.

The Ecker Center is continually striving to provide services that meet the actual needs of citizens of the City of St. Charles and as a result the Center actively seeks funding from a wide range of sources: private, corporate and governmental.

Describe <u>specifically</u> how allocated funds will be expended and quantify services provided to the City of St. Charles:

- Attach a budget detail for the funds sought.
- · Include a brief program description on each item or service
- Funds from 708 Mental Health Board and/or funds from other sources.

St. Charles mental health funds would be expended for the specific services that St. Charles residents need from the full range of Ecker Center's services. The following services are provided by the Ecker Center. Ecker Center's psychiatrists provide evaluations, medication prescriptions and monitoring for children, teens and adults. Nurses provide medication monitoring, injections and assistance in obtaining medications and/or required medical tests for adults. Case managers provide adults with assistance in obtaining stable sources of income, food, clothing, housing, medical and dental care and they monitor clients to avert crisis. Psychiatric Emergency Program (PEP) staff are available to St. Charles residents aged 5 and older who are experiencing a psychiatric crisis at any time of the day or night. The PEP therapists provide evaluations, make referrals and help arrange for psychiatric inpatient treatment for those who require it. Counselors provide evaluations, individual and group counseling and referrals for adults, teens and children. Psychosocial rehabilitation staff assist adults with severe mental illnesses to manage their illnesses and learn to handle the tasks of daily living adequately.

Four residential options are available to adult community residents. The most intensive is the short-stay Crisis Residential Program, for those in severe psychiatric crisis. A psychiatrist visits the clients frequently to monitor their progress and adjust their medications. A second longer term residential option provides twenty four hour supervision, meal preparation and on-site case management at a group home. A third residential program provides day-time case management to clients who live in their own apartments and prepare their own meals. A fourth option provides assistance in paying rent and off-site case management to adults living in their own apartments.

VNA Health Care provides low cost and sliding fee scale primary care to our clients at our Elgin location. Genoa/Qol also operates a pharmacy for our clients at our Elgin facility.

Our services are available to low income individuals and 51% of the Ecker Center's clients have incomes at or below the federal poverty level. In the past we could rely on state grants for much more assistance in providing services to these individuals, however by fiscal year 2015 the state had reduced our state grants by over \$800,000. In fiscal year 2016 the state took away an additional \$613,700 in grants - for psychiatry and for people without Medicaid when these grants were eliminated for all Illinois community mental health centers. Our canceled psychiatry grant used to pay for almost half of our costs to provide psychiatry, while the other half was provided by Medicaid billing. The grants received from the State of Illinois were intended to make up for the state's inadequate Medicaid payment rates, which haven't been increased for many years. Due to the state not having a FY 2016 budget, community

mental health centers, such as Ecker, were not paid what the state owed them on their executed state grant contracts in FY 2016. Combined, these amounts totaled \$995,946.

We covered as much as we could of this lost grant funding by using our reserves, increasing fundraising, reducing staffing and cutting operating costs such as staff benefits and unfortunately psychiatry and also services to people without Mediciad or private insurance that we accept. We also closed a group home so we could sell the building to help us through this period.

In the current fiscal year we received \$807,591 of the state grant money owed us for FY 2016 and \$465,314 which is 69% of the state grant money owed us for the first 6 months of FY 2017. Unless elected officials enact a FY 2017 state budget we will not receive any more of the state grant payments owed us for this fiscal year. The cost cutting measures and increased fund raising that we have taken on will ensure that we can continue to provide all services without reductions into the fall of 2017.

For the last seven years the state has contracted with managed care insurance companies that in turn contract with the Ecker Center to provide services. The State of Illinois plus eleven insurance companies manage payments for our Medicaid and Medicare beneficiary clients. Each has its own preauthorization, service duration and billing procedure requirements as well as prescription formularies. Complying with all these rules is uncompensated work and takes time away from client services for case managers, nurses, therapists, receptionists, psychiatrists and residential staff. We have increased our billing staff from 2 to 5 individuals and pay a clearing house in order to submit our bills to the insurance companies. Overhead costs have increased dramatically, with no increased compensation from the state for these added costs of doing business.

As a result of the withdrawal of state grant funding we projected that we would serve fewer St. Charles residents during the uncertain duration of the funding crisis and that is reflected in services reported for FY 2016. Currently the only program where we have a shortage of service available is psychiatry. We have written many grant requests to fund our psychiatry program that have generated \$95,620 this year. We are currently working with another organization that may help us increase the psychiatry hours available at our clinic.

If available, please include a synopsis of your outcome measurements for the funding you are requesting.

All of our programs have outcomes. Our Case Management, Therapy and Pychosocial Rehabilitation clients' ability to function is evaluated using a normed instrument, the Daily Living Assessment (DLA), at intake, every 6 months after and/or at service termination. Clients are scored on their functioning in multiple areas: health/mental health, time management, money management, nutrition, problem solving, family relationships, alcohol/drug use, leisure activities, use of community resources, productivity, coping skills and others. DLA scores are converted into Global Assessment of Functioning (GAF) scores, which are recorded and aggregated electronically to yield program outcomes. Last fiscal year 98% of our Case Management clients in our outpatient programs stabilized or improved their functioning and 84% of our Case Management clients in our residential programs stabilized or improved their functioning.

In addition, 97% of our Therapy and Psychosocial Rehabilitation clients stabilized or improved their functioning between the beginning and ending of their therapy.

In our Psychiatry Program, clients' medications' efficacy is evaluated using a questionnaire which asks clients: "How is your medication or medications that you have taken for at least 6 months, working to control your symptoms of mental illness?" Answer choices are:

- 1: Not working at all, no change in symptoms
- 2: Very little improvement, limited change in symptoms
- 3: Moderate improvement, some stabilization of symptoms
- 4: Good, symptoms managed with some lingering symptoms
- 5: Symptoms completely controlled.

Last year, 87% of clients reported a moderate or better improvement of their symptoms after taking prescribed psychotropic medication for 6 months.

In our Psychiatric Emergency Program (PEP) clients may use Ecker services only once. So after service is provided they are asked three questions which are recorded and tabulated. Last year's results are: (1) on average clients reported that staff reduced their distress by 1.84 on a 10 point scale. (2) 87% of clients said that they were provided a crisis care plan. (3) 85% said that they were given referrals for or were linked with them for assistance.

Ninety one percent of Crisis Residential and IOCP clients stabilized or improved their functioning as measured by the DLA scale after using these services.

| STC 708 Board | Funding Request | Date: <u>January 5, 2017</u> |
|---------------|--------------------------------|-------------------------------------|
| Agency Name: | Ecker Center for Mental Health | |

St. Charles 708 Fund Expenditure History – explain how funds allocated from previous three years were expended and purposes of those expenditures in relation to St. Charles residents of the funding you received last year. Note: if funding allocation is over \$25,000, attach most recent financial statements, audit and annual report:

Funds were expended primarily for staff and also for commodities, contractual services, and other expenses incurred in the process of serving St. Charles residents during the last three years. The \$59,000 received last year was all spent for service to St. Charles residents. More specifically:

- a. \$40,710.00 (69%) was spent on one-on-one direct service to clients
- b. \$12,183.50 (20.65%) was spent on direct client service in groups
- c. \$206.50 (.35%) was spent on presentations to educate St. Charles residents
- d. \$5,900.00 (10%) was spent on administrative, office support and overhead for agency expense.
- e. Expenditures during the previous two years were very similar.

On an annualized (12 month) basis, provide information on City of St. Charles residents served:

Direct service: number of individual clients/consumers served: 229

Aggregate number of direct service hours provided: 1425

Describe agency cost basis per client/consumer served (e.g., per hour cost and/or program costs allocated to City of St. Charles residents and how this was derived):

City of St. Charles residents are served mainly in our St. Charles office, but are also seen in the Elgin and Streamwood offices. Costs to provide services to consumers vary by the type of services rendered. Ecker Center's costs for one hour of service range from \$15 for Psycho-Social Rehabilitation to \$240 for a psychiatric visit. Extending our standard costs per procedure hour gives us a standard total expense of \$196,592. That amount divided by the total number of hours devoted to St. Charles residents (1,425) gives us a cost basis per consumer per hour of \$138.

Identify other services provided to and for the benefit of City of St. Charles' residents (education, presentations, volunteer training and group activities/events).

The Ecker Center works very closely with the Lazarus House providing therapy services just across the river from the Lazarus House in St. Charles. Ecker Center joined Lazarus House and other social service organizations to apply for an IDHEA housing subsidies grant program that was possible because of the collaborative effort. Low income St. Charles residents are benefiting from the housing subsidies that the collaborative was able to obtain. The Ecker Center sublets office space from the Renz Center in St. Charles and this is a cost saving option for both organizations. The Ecker Center and the Renz Center are also participating again in a SAMHSA grant to serve people with both mental health and substance or alcohol abuse challenges.

The Ecker Center participates in the Kane County (mental health) Treatment Alternative Court (TAC) by providing services to people referred by the Court, staffing new cases and serving in an advisory capacity to TAC. Ecker Center has produced more successful graduates of the TAC program than any other participating agency. In 2015 the Ecker Center also began to provide similar services to the Kane County Drug Court. The Center is an active member of the Kane County Mental Health Council, an inclusive group of all mental health providers in the county.

We collaborate with the two NAMI chapters that are active in St. Charles. Our Executive Director serves on the board of NAMI Kane, DeKalb, Kendall (NAMI KDK). The Ecker Center provides support for NAMI Kane County North by providing free office space in its Elgin facility. During the year, Ecker staff

members made two presentations, one on our crisis services and the other an overview of all our programs to St. Charles residents who are interested in supporting mental health services in the City of St. Charles and surrounding areas.

Attach a list of current Board of Directors for your agency, listing the length of time that each Board member has served in their current term. Also attach a brief summary of how Board members are elected, the qualifications sought, and any term limits for Board members.

| Attach a copy of | current 503C or tax exempt status | certification. |
|-----------------------|---|---|
| STC 708 Board Fu | nding Request | Date: January 5, 2017 |
| Agency Name: <u>E</u> | cker Center for Mental Health | |
| | agencies that are allocated funds f e also subject to the following requ | rom the STC 708 Board in excess of \$25,000.00 in irrements: |
| 1. | THE PARTY OF A STATE OF THE PARTY THE PARTY OF THE PART | st be submitted to the Government Operations Council by no later than the 15 th day of the |
| 2. 3. | An annual report must be submit | ted to this same Committee. ust make a brief presentation describing the |
| | purpose of the agency, it's future benefited the residents of St. Cha | plans and how it's programs and services have rles to this Committee on an annual basis at a date ving the allocation recommendation process by the |
| Funding request a | amount for current fiscal year \$ <u>64</u> | 000 Application Date: January 5, 2017 |
| For STC 708 Board | d Only: | |

Recommended funding for current fiscal year: \$______Recommendation Date: _____

| | | St. Charles Budget | Ecker Budget |
|-------------------|-------------------------------|-----------------------|-----------------|
| Revenues | | | |
| Public Support | | | |
| **-4010-*** | Contributions | 30,590 | 230,000 |
| **-4015-*** | In-kind Contributions | 399 | 3,000 |
| **-4110-*** | United Way - Barrington | 582 | 4,375 |
| **-4120-*** | United Way - Elgin | 4,429 | 33,300 |
| **-4130-*** | Far Northwest Suburban Unite | 3,990 | 30,000 |
| 01-4140-112 | United Way - Fox Valley | 1,848 | 13,893 |
| 01-4150-112 | Community Chest-Geneva | 177 | 1,330. |
| Total Public Supp | port | 42,014 | 315,898 |
| Fees & Grants - (| Governmental | | |
| **-4210-*** | Geneva 708 Board | 4,123 | 31,000 |
| **-4220-*** | Hanover Mental Health | 11,305 | 85,000 |
| 01-4230-112 | St. Charles 708 Board | 7,980 | 60,000 |
| **-4240-*** | Grant-In-Aid | 175,526 | 1,319,742 |
| **-4260-*** | Dundee Township | 0 | 0 |
| 01-4261-112 | St. Charles Township | 399 | 3,000 |
| 01-4262-999 | Elgin Township | 5,985 | 45,000 |
| 01-4265-111 | Barrington Township | 399 | 3,000 |
| **-4270-*** | HUD | 93,736 | 704,779 |
| 01-4286-570 | Kane County Drug Court | 1,995 | 15,000 |
| 01-4287-570 | Kane County-Treatment Alter | 1,995 | 15,000 |
| 01-4288-570 | Renz/SAMHSA CHIP Progra | 0 | 0 |
| 01-4290-970 | Other government grants | 0 | 0 |
| **-4310-*** | Fee For Service - Medicaid | 78,571 | 590,760 |
| **-4320-*** | Fee For Service - Non-Medicai | 0 | 0 |
| 01-4330-790 | Fee For ServPAS Eval. | 6,650 | 50,000 |
| 01-4340-570 | Fee For Service - HBS | 64 | 480 |
| Total Fees & Gra | nts - Governmental | 388,727 | 2,922,761 |
| Fundraising | | | |
| 01-4410-990 | Festival of Trees | 8,911 | 67,000 |
| **-4420-*** | Summer Fundraiser | 665 | 5,000 |
| **-4430-*** | Winter Fundraiser | 246 | 1,850 |
| 01-4435-990 | Wishes For Wellness Brunch | 2,261 | 17,000 |
| 01-4460-990 | Awards Event | 333 | 2,500 |
| 01-4470-990 | December Mailing | 1,729 | 13,000 |
| 01-4480-999 | Memorials | 0 | 0 |
| Total Fundraising | 3 | 14,145 | 106,350 |
| Program Service | Fees | | |
| **-4610-*** | Patient Fees - Voluntary | 4,437 | 33,363 |
| **-4620-*** | Private Insurance Payments | 144,079 | 1,083,300 |

| | | St. Charles Budget | Ecker Budget |
|-------------------|-------------------------------|-----------------------|-----------------|
| **-4630-*** | Patient Fees - Public Aid | 13,632 | 102,493 |
| **-4640-*** | Medicare | 14,946 | 112,375 |
| **-4650-*** | Rental income- clients | 37,174 | 279,500 |
| 01-4660-620 | Reimbursements - CILA | 0 | 0 |
| 01-4680-570 | Fee for Service - Rep Payee | 904 | 6,800 |
| 01-4715-570 | Contracts-US Probation Office | 3,478 | 26,148 |
| 01-4720-580 | Contracts - St. Joe's | 3,990 | 30,000 |
| 01-4740-580 | Contracts - PEP | 5,320 | 40,000 |
| Total Program Se | ervice Fees | 227,959 | 1,713,979 |
| Other Revenue | | | |
| **-4810-*** | Interest Income | 665 | 5,000 |
| 01-4820-960 | Unrealized Gain/Loss on Inve | 931 | 7,000 |
| 01-4830-999 | Gain/Loss on Sale of Asset | 0 | 0 |
| 01-4850-950 | Report Writing | 665 | 5,000 |
| **-4890-*** | Miscellaneous income | 30 | 227 |
| 01-4910-970 | Rental Income | 3,192 | 24,000 |
| Total Other Reve | nue | 5,483 | 41,227 |
| Total Revenues | | 678,329 | 5,100,215 |
| Expenses | | | |
| Personnel and Be | nefits | | |
| **-5010-*** | Salaries - Administrative | 75,118 | 564,796 |
| **-5020-*** | Salaries - Professional | 273,923 | 2,059,572 |
| **-5030-*** | Personnel Pool | 18,917 | 142,237 |
| **-5110-*** | Payroll Taxes - FICA | 27,501 | 206,771 |
| **-5120-*** | Insurance-Unemployment | 2,439 | 18,341 |
| **-5130-*** | Insurance - Group Medical | 54,422 | 409,187 |
| **-5140-*** | Insurance - Workers' Comp. | 10,716 | 80,570 |
| **-5150-*** | Insurance - LT Disability | 0 | 0 |
| **-5160-*** | Insurance - ST Disability | 0 | 0 |
| **-5170-*** | Retirement | 0 | 0 |
| **-5210-*** | Recruitment | 434 | 3,261 |
| **-5220-*** | Temporary Services | 1,665 | 12,517 |
| **-5230-*** | Employee Expenses | 343 | 2,578 |
| **-5240-*** | Training & Ed -T&E Committe | 266 | 2,000 |
| **-5250-*** | Training & Education-M-Team | 160 | 1,200 |
| **-5260-*** | CPR Training Fees | 241 | 1,815 |
| Total Personnel a | nd Benefits | 466,144 | 3,504,845 |
| Program Expense | S | | |
| 01-5310-350 | Consultation - Doctors | 43,432 | 326,560 |
| **-5320-*** | Rep. & MaintEquipment | 956 | 7,189 |

| | | St. Charles Budget | Ecker Budget |
|-------------------|-----------------------------|-----------------------|-----------------|
| **-5330-*** | Prog. Expenses - Supplies | 581 | 4,370 |
| **-5350-*** | Program Expenses - Events | 173 | 1,300 |
| 01-5360-116 | Prog. Expenses - Pharmacy | 656 | 4,932 |
| **-5370-*** | Program ExpSubscriptions | 282 | 2,117 |
| **-5380-*** | Program ExpEquipment | 5,535 | 41,614 |
| **-5390-*** | Program ExpCell & Pager | 572 | 4,297 |
| **-5410-*** | Food | 4,217 | 31,709 |
| **-5430-*** | Vehicle Oper. & Maint. | 429 | 3,226 |
| 01-5450-211 | Volunteer Stipends | 0 | 0 |
| **-5520-*** | In-Kind food | 293 | 2,200 |
| Total Program Ex | penses | 57,125 | 429,514 |
| Specific Assistan | ce to Clients | | |
| 01-5620-824 | Specific Assistance - Food | 27 | 204 |
| **-5630-*** | Spec. Assist. Meds/Treat | 146 | 1,100 |
| **-5640-*** | Specific AssistTransport. | 72 | 545 |
| **-5650-*** | Specific AssistMisc. | 672 | 5,054 |
| **-5660-*** | Spec. Assist Utilities | 1,219 | 9,167 |
| 01-5690-824 | Spec. Assist Furnishings | 194 | 1,458 |
| Total Specific As | sistance to Clients | 2,331 | 17,528 |
| Occupancy | | | |
| **-6010-*** | Rental Of Facilities | 64,087 | 481,860 |
| **-6020-*** | Electricity | 8,696 | 65,386 |
| **-6030-*** | Gas | 2,478 | 18,632 |
| **-6040-*** | Water | 2,019 | 15,183 |
| **-6050-*** | Scavenger | 1,735 | 13,048 |
| **-6110-*** | Exterminating | 722 | 5,428 |
| **-6120-*** | Janitorial & Supplies | 7,398 | 55,622 |
| **-6130-*** | Fire System Maintenance | 575 | 4,320 |
| **-6140-*** | Elevator Maintenance | 508 | 3,819 |
| **-6150-*** | Door & Key Maintenance | 500 | 3,756 |
| **-6160-*** | Repairs-electrical | 975 | 7,332 |
| **-6170-*** | Repairs-plumbing | 919 | 6,912 |
| **-6180-*** | Repairs-general | 9,649 | 72,550 |
| **-6190-*** | Hardware & supplies | 509 | 3,828 |
| **-6210-*** | HVAC | 2,394 | 17,998 |
| **-6220-*** | Rep. & MaintGrounds | 3,237 | 24,336 |
| 01-6310-970 | Real Estate Taxes | 120 | 900 |
| **-6320-*** | Insurance-Prop. & Liab. | 5,435 | 40,865 |
| **-6330-*** | Insurance-Liab. Umbrella | 493 | 3,706 |
| **-6340-*** | Interest Expense - Mortgage | 5,321 | 40,011 |
| Total Occupancy | | 117,770 | 885,492 |
| | | | |

| | | St. Charles Budget | Ecker Budget |
|--------------------|--|-----------------------|-----------------|
| Development & I | PR | | |
| 01-7010-990 | FR exp - Festival of Trees | 2,225 | 16,728 |
| **-7015-*** | FR Exp-Summer Event | 53 | 400 |
| 01-7020-990 | Annual Awards Event | 200 | 1,500 |
| 01-7025-990 | FR Exp-Spring Event | 0 | 0 |
| 01-7035-990 | FR Exp - Wishes for Wellness I | 426 | 3,200 |
| 01-7110-990 | Fundraising ExpMisc. | 179 | 1,344 |
| **-7210-*** | Dues and memberships | 2,494 | 18,749 |
| **-7220-*** | Marketing & PR | 303 | 2,279 |
| 01-7230-980 | Annual board meeting | 40 | 300 |
| Total Developme | nt & PR | 5,919 | 44,500 |
| Management & C | General | | |
| 01-6510-960 | Payroll Service | 1,033 | 7,766 |
| 01-6520-960 | Accounting & Audit | 2,530 | 19,020 |
| 01-6530-960 | Legal | 266 | 2,000 |
| **-6540-*** | All Staff Activ/Recogn/Annive | 824 | 6,198 |
| **-6550-*** | TJC | 432 | 3,247 |
| **-6560-*** | Bank Charges | 637 | 4,790 |
| 01-6570-960 | Insurance-Directors/Officer | 965 | 7,254 |
| **-6590-*** | Miscellaneous Expense | 1,452 | 10,919 |
| Total | | 8,139 | 61,194 |
| Other Expenses | | | |
| **-8010-*** | Stationery/printing | 45 | 340 |
| **-8020-*** | Office Equip. & Supplies | 4,015 | 30,187 |
| **-8030-*** | Office Supplies-Software | 3,007 | 22,612 |
| **-8040-*** | Consultants | 6,290 | 47,290 |
| **-8050-*** | Rental Of Equipment | 823 | 6,188 |
| **-8070-*** | Telephone | 5,441 | 40,911 |
| **-8080-*** | Postage | 745 | 5,605 |
| **-8090-*** | Business Travel | 2,128 | 16,000 |
| Total Other Expe | nses | 22,495 | 169,133 |
| Depreciation | | | |
| **-9000-*** | Depreciation | 10,945 | 82,291 |
| Total Depreciation | The second secon | 10,945 | 82,291 |
| otal Expenses | | 690,868 | 5,194,497 |
| ET SURPLUS/(D | EFICIT) | (12,539) | (94,282) |

Ecker Center for Mental Health Statement of Activity

| | Year to Date Actual 11/30/2016 |
|--------------------------------|--------------------------------------|
| Revenues | |
| Public Support | 49,488 |
| Fees & Grants - Governmental | 917,435 |
| St. Charles 708 Board | 59,000 |
| Fundraising | 69,407 |
| Program Service Fees | 682,186 |
| Other Revenue | 21,708 |
| Total Revenues | 1,799,223 |
| Expenses | |
| Personnel and Benefits | 1,235,442 |
| Program Expenses | 125,912 |
| Specific Assistance to Clients | 4,498 |
| Occupancy | 394,084 |
| Development & PR | 33,370 |
| Management & General | 36,100 |
| Other Expenses | 75,124 |
| Depreciation | 28,043 |
| Total Expenses | 1,932,573 |
| NET SURPLUS/(DEFICIT) | -133,350 |

ECKER CENTER FOR MENTAL HEALTH, INC.

FINANCIAL STATEMENTS AS OF JUNE 30, 2016 AND 2015

TOGETHER WITH AUDITOR'S REPORT

Ecker Center for Mental Health

Fiscal Year 2016 Audit Summary:

According to our final audited statements our Balance Sheet shows our cash decreased by \$98,983. Although our Profit and Loss statement shows a positive change in net assets of \$286,716. This has occurred due to accounting rules that required us to recognize over \$800,000 as income monies we did not receive until the end of August, almost two months after the fiscal year end.

A more accurate measure of how fiscal year 2016 was for most of the year is in the Statement of Cash Flows where it shows our net cash used in operating activities was a deficit of \$240,529.



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Karen M. Olson Hugh E. Elliott Ronald A. Marklund

Gwen S. Henry

INDEPENDENT AUDITOR'S REPORT

Board of Directors of Ecker Center for Mental Health, Inc.:

We have audited the accompanying financial statements of Ecker Center for Mental Health, Inc. (the Center) which comprise the statement of financial position as of June 30, 2016 and 2015, and the related statements of activities, cash flows and functional expenses for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Board of Directors of Ecker Center for Mental Health, Inc. Page two

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Ecker Center for Mental Health, Inc. as of June 30, 2016 and 2015, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

DUGAN & LOPATKA

Dugan + Lopatka

Wheaton, Illinois October 12, 2016

ECKER CENTER FOR MENTAL HEALTH. INC. STATEMENT OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

| | | 2016 | 2015 | | | | |
|---|--------------|-------------|-----------|--------------|-------------|----------------------|--|
| | - | Temporarily | | | Temporarily | | |
| | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total | |
| REVENUES, GAINS, AND OTHER SUPPORT: | | | | | | | |
| Contributions - | | | | | | | |
| United Way and Community Chest | \$ - | \$ 73,274 | \$ 73,274 | \$ 2,028 | \$ 82,693 | \$ 84,721 | |
| Other support | 302,903 | 65,411 | 368,314 | 141,807 | | 141,807 | |
| Fundraising | 153,559 | - | 153,559 | 87,903 | * | 87,903 | |
| In-kind | 3,506 | | 3,506 | 2,200 | - | 2,200 | |
| Fees and grants from governmental agencies - | 4 | | | | | 111 0 1111111 | |
| Department of Human Services - | | | | | | | |
| Fees for service | 681,033 | | 681,033 | 1,462,279 | - | 1,462,279 | |
| Grant-in-aid | 1,571,015 | - | 1,571,015 | 1,972,074 | | 1,972,074 | |
| Township 708 funds | 121,717 | | 121,717 | 113,750 | - | 113,750 | |
| St. Charles 708 Community Mental Health Board | 62,000 | | 62,000 | 60,000 | - | 60,000 | |
| Department of Housing and Urban Development | 661,445 | - | 661,445 | 545,307 | - | 545,307 | |
| Other governmental grants | 35,016 | - | 35,016 | 42,817 | - | 42,817 | |
| Other revenues - | | | | | | | |
| Program service fees | 1,737,414 | | 1,737,414 | 1,284,664 | - | 1,284,664 | |
| Rent income | 24,233 | / <u>₩</u> | 24,233 | 24,862 | - | 24,862 | |
| Interest income | 5,784 | | 5,784 | 4,390 | | 4,390 | |
| Dividend income | 12,098 | - | 12,098 | 7,155 | - | 7,155 | |
| Unrealized gain (loss) on investments | (2,259) | - | (2,259) | 6,219 | - | 6,219 | |
| Gain on sale of building | 125,653 | - | 125,653 | - | - | - 17 | |
| Other revenues | 6,938 | - | 6,938 | 8,768 | - | 8,768 | |
| Net assets released from restrictions | 139,685 | (139,685) | | 88,799 | (88,799) | | |
| Total revenues, gains, and other support | 5,641,740 | (1,000) | 5,640,740 | 5,855,022 | (6,106) | 5,848,916 | |
| EXPENSES: | | | | | | | |
| Program services - | | | | | | | |
| Community Counsel Services - | | | | | | | |
| Elgin Therapy | 460,056 | - | 460,056 | 445,476 | - | 445,476 | |
| Streamwood Therapy | 26,798 | - | 26,798 | 30,599 | 2 | 30,599 | |
| St. Charles Therapy | 44,435 | - | 44,435 | 50,432 | - | 50,432 | |
| Intake | 64,373 | • | 64,373 | 95,627 | - | 95,627 | |
| | | | | | | | |

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF ACTIVITIES FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

| | | 2016 | 2015 | | | | |
|---|--------------|----------------|--------------|--------------|------------|--------------|--|
| | | Temporarily | | Temporarily | | | |
| | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total | |
| EXPENSES: (Continued) | | | | | | | |
| Program services - (Continued) | | | | | | | |
| Nursing | \$ 308,477 | \$ - | \$ 308,477 | \$ 410,316 | \$ - | \$ 410,316 | |
| Psycho-Social Rehabilitation | 297,747 | ; - | 297,747 | 369,883 | - | 369,883 | |
| Psychiatrist Services | 461,770 | ~ | 461,770 | 748,502 | 121 | 748,502 | |
| Housing PSH Bridge Program | 3,690 | - | 3,690 | 9,289 | - | 9,289 | |
| Case Management | 566,529 | | 566,529 | 640,500 | - | 640,500 | |
| Psychiatric Emergency Program | 348,371 | \$ <u>~</u> | 348,371 | 404,350 | <u>₩</u> | 404,350 | |
| Community Integrated Living Arrangement | 283,380 | - | 283,380 | 336,988 | _ | 336,988 | |
| Transition Coordination | 2,217 | | 2,217 | 12,769 | | 12,769 | |
| Preadmission Screening | 58,131 | | 58,131 | 52,441 | - | 52,441 | |
| Supported Residential | 540,651 | ::: | 540,651 | 561,139 | - | 561,139 | |
| HUD On-Site Staff | 241,479 | | 241,479 | 261,549 | - | 261,549 | |
| Grandstand HUD Leasing | 224,274 | 75. | 224,274 | 203,038 | | 203,038 | |
| Hunter's Ridge HUD Leasing | 316,032 | * | 316,032 | 226,207 | - | 226,207 | |
| Supervised Residential | 308,572 | | 308,572 | 346,052 | - | 346,052 | |
| Crisis Residential | 403,772 | <u>**</u> | 403,772 | 457,188 | | 457,188 | |
| Total program services | 4,960,754 | - | 4,960,754 | 5,662,345 | | 5,662,345 | |
| Supporting services - | | | | | | | |
| Management and general | 343,197 | - | 343,197 | 543,057 | 9-1 | 543,057 | |
| Fundraising | 50,073 | | 50,073 | 70,834 | | 70,834 | |
| Total supporting services | 393,270 | | 393,270 | 613,891 | | 613,891 | |
| Total expenses | 5,354,024 | | 5,354,024 | 6,276,236 | | 6,276,236 | |
| CHANGE IN NET ASSETS | 287,716 | (1,000) | 286,716 | (421,214) | (6,106) | (427,320) | |
| NET ASSETS, Beginning of year | 2,339,187 | 89,292 | 2,428,479 | 2,760,401 | 95,398 | 2,855,799 | |
| NET ASSETS, End of year | \$ 2,626,903 | \$ 88,292 | \$ 2,715,195 | \$ 2,339,187 | \$ 89,292 | \$ 2,428,479 | |

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF CASH FLOWS FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

| | 2016 | 2015 |
|---|------------|--------------|
| CASH FLOWS FROM OPERATING ACTIVITIES: | | |
| Change in net assets | \$ 286,716 | \$ (427,320) |
| Adjustments to reconcile change in total net assets | | 4 (1-1) |
| to net cash (used in) operating activities: | | |
| Depreciation | 99,142 | 97,005 |
| Unrealized (gain) loss on investments | 2,259 | (6,219) |
| Gain on sale of property and equipment | (125,653) | |
| (Increase) decrease in assets: | | |
| Program service fees receivable | (596,265) | 137,080 |
| Grants receivable | 6,000 | (105) |
| Due from related party | 42,949 | 15,000 |
| Deposits and prepaid expenses | 13,525 | (258) |
| Increase (decrease) in liabilities: | | |
| Accounts payable | 70,861 | (18,815) |
| Accrued expenses | (40,063) | 8,140 |
| | | |
| Total adjustments | (527,245) | 231,828 |
| Net cash (used in) operating activities | (240,529) | (195,492) |
| CASH FLOWS FROM INVESTING ACTIVITIES: | | ğ |
| Purchase of property and equipment | (145,466) | (31,000) |
| Proceeds from sale of property and equipment | 182,897 | |
| Purchase of investments | (12,097) | (7,156) |
| | | |
| Net cash provided by (used in) investing activities | 25,334 | (38,156) |
| CASH FLOWS FROM FINANCING ACTIVITIES: | | |
| Principal payments of long-term debt | (58,788) | (67,429) |
| Proceeds on new note | 175,000 | |
| Net cash provided by (used in) financing activities | 116,212 | (67,429) |
| NET CHANGE IN CASH AND CASH EQUIVALENTS | (98,983) | (301,077) |
| CASH AND CASH EQUIVALENTS, Beginning of year | 1,056,353 | 1,357,430 |
| | | |
| CASH AND CASH EQUIVALENTS, End of year | \$ 957,370 | \$ 1,056,353 |
| SUPPLEMENTAL DISCLOSURES: Interest paid | \$ 37,122 | \$ 40,007 |

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2016

| | | | | | | Program Service | es | | | | |
|---|--|-----------------------|------------------------|------------------|------------|---------------------------------|--------------------------|--|--|--|--|
| | Comr | nunity Counsel Se | ervices | | | | | | | | |
| PERSONNEL: | Elgin Therapy | Streamwood Therapy | St. Charles Therapy | Intake | Nursing | Psycho-Social Rehabilitation | Psychiatrist Services | Housing PSH Bridge Program | Case Management | Psychiatric Emergency Program | Community Integrated Living Arrangement |
| Salaries | \$ 324,467 | \$ 12,249 | \$ 25,541 | \$ 45,485 | \$ 212,684 | \$ 162,512 | \$ 105,480 | \$ 1,285 | \$ 406,403 | \$ 264,484 | £ 100.000 |
| Payroll taxes | 23,415 | 897 | 1,859 | 2,699 | 15,307 | 11,455 | 6,166 | 95 | | | \$ 198,929 |
| Employees benefits | 43,580 | 1,839 | 3,627 | 6,089 | 29,979 | 22,310 | 21,646 | | 31,680 | 18,455 | 14,378 |
| F. H. MONTO (MOTO) OF MILE CO. M. M. MONTO (MOTO) | (((| | | | | | | • | 46,612 | 37,242 | 23,775 |
| Total personnel | 391,462 | 14,985 | 31,027 | 54,273 | 257,970 | 196,277 | 133,292 | 1,380 | 484,695 | 320,181 | 237,082 |
| COMMODITIES: | | | | | | | | | | | |
| Office supplies | 3,785 | 579 | 549 | 583 | 3,620 | 2,488 | 4,402 | 602 | 8,207 | 2,728 | 1,287 |
| Printing and publications | 25 | 100 | | 2 5 | - | | | - | | - C. | (A) |
| Program supplies | 249 | (9 /) | 100 | Q# | 6,335 | 636 | 111 | 1,708 | 1,222 | 574 | 727 |
| Food and beverages | ************************************** | | | 1 | | 511 | - | | - E | 30 | 10,188 |
| Total commodities | 4,034 | 579 | 549 | 583 | 9,955 | 3,635 | 4,513 | 2,310 | 9,429 | 3,332 | 12,202 |
| CONTRACTUAL SERVICES: | | | | | | | | | | | 3 |
| Advertising | · · | - | | 4.50 | | 130 | 19 | 170 | 326 | 109 | 171 |
| Consultation | 4,774 | 318 | 491 | 740 | 3,432 | 2,754 | 287,781 | 3 - 8 | 6,253 | 3,769 | 2,392 |
| Rental of equipment | (C) | * | 3 10 3 | 090 | (E) | | | : - : | 260000 (40) | 556 BANDS | 97 |
| Rental of facilities | 2 | 1,200 | 9,213 | 940 | - | ù. | 12 | ************************************** | <u> ~</u> | | |
| Specific assistance - individuals | <i>≅</i> | 200 | 12E | 54 | = | 2 | 2 | 4 | 132 | 198 | 5,603 |
| Insurance | 6,265 | | (-) | 940 | 3,759 | 10,023 | 3,759 | _ | 6,785 | 940 | 2,003 |
| Utilities | 13,248 | 147 | 18 | 1,987 | 7,949 | 21,196 | 7,949 | _ | 13,248 | 1,987 | 6,786 |
| Repairs and maintenance | 18,832 | 755 | 117 | 3,063 | 12,786 | 30,615 | 10,728 | - | 20,068 | 2,682 | 10,504 |
| Professional services | 87 * | 180 | 855 | S#1 | | 20/1 | * | 340 | :=:::::::::::::::::::::::::::::::::::: | | 100 ACC |
| Telephone | 1,665 | 1,576 | 2,084 | 203 | 1,078 | 2,594 | 391 | 140 | 1,862 | 12,178 | 3,143 |
| Postage | 1 = 1 | 3=3 | (-) | SE: | #1 | = | | 12 3 | 1000000447 E | | 2 |
| Dues and memberships | | 100 | (m) | (8) | | - | | 220 | 2 | 9 | - |
| Real estate taxes | | ¥3 | (40) | 5 4 / | - | ≃ | - | 22 | 12 | 8 | (- |
| Outside services | 30 | 6,378 | 30 | | | - | 1,856 | | | | |
| Total contractual services | 44,814 | 10,374 | 11,953 | 6,933 | 29,004 | 67,312 | 312,483 | | 48,674 | 21,863 | 28,698 |
| OTHER EXPENSES: | | | | | | | | | | | |
| Interest | 5,458 | <u>14</u> 10 | (<u>=</u>) | 819 | 3,275 | 8,733 | 3,275 | 23 | 5,458 | 819 | |
| Travel | 6 | 91 | 32 | - | 19 | 100.0010000 | - | <u> </u> | 4,579 | 901 | 574 |
| Training and education | ************************************* | - | | 151 | 140 | - | - | - | 150 | 220 | 420 |
| Special events | 15 | 5 | - | 170 | - | | - | - | | - | |
| Miscellaneous | 784 | 61 | 75 | - | 186 | 1,916 | 260 | | 651 | 256 | 196 |
| Total other expenses | 6,248 | 61 | 107 | 819 | 3,601 | 10,649 | 3,535 | | 10,838 | 2,196 | 1,190 |
| Total expenses before depreciation | 446,558 | 25,999 | 43,636 | 62,608 | 300,530 | 277,873 | 453,823 | 3,690 | 553,636 | 347,572 | 279,172 |
| DEPRECIATION | 13,498 | 799 | 799 | 1,765 | 7,947 | 19,874 | 7,947 | | 12,893 | 799 | 4,208 |
| TOTAL EXPENSES | \$ 460,056 | \$ 26,798 | \$ 44,435 | \$ 64,373 | \$ 308,477 | \$ 297,747 | \$ 461,770 | \$ 3,690 | \$ 566,529 | \$ 348,371 | \$ 283,380 |

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2016

| | Program Services - continued | | | | | | | | Supporting Services | | 0 | |
|--|------------------------------|---------------------------|--------------------------|-------------|---------------------------|-------------------------------|---------------------------|-----------------------|---------------------|---------------------------|---------------|--|
| | Transition Coordination | Preadmission Screening | Supported Residential | HUD On-site | Grandstand HUD Leasing | Hunter's Ridge HUD Leasing | Supervised Residential | Crisis Residential | Total | Management and General | _ Fundraising | Total Program and Supporting Services |
| PERSONNEL: | | A 10.500 | 6 041 167 | \$ 115.506 | e er 100 | e 142 775 | \$ 217.029 | £ 257.29/ | e 2 e21 /2/ | 5 120 005 | | 2 2 2 2 2 2 2 2 2 2 |
| Salaries | \$ 2,060 | \$ 40,506 | \$ 241,167 | \$ 115,595 | \$ 54,499 | \$ 143,775 | | \$ 257,286 | \$ 2,831,436 | \$ 128,905 | \$ 25,416 | \$ 2,985,757 |
| Payroll taxes | 157 | 2,903 | 17,021 | 8,223 | 3,853 | 9,758 | 14,257 | 17,619 | 200,197 | 5,404 | 1,944 | 207,545 |
| Employees benefits | | 5,589 | 33,878 | 16,647 | 8,148 | 100 | 30,440 | 35,687 | 367,188 | 88,717 | 4,250 | 460,155 |
| Total personnel | 2,217_ | 48,998 | 292,066 | 140,465 | 66,500 | 153,633 | 261,726 | 310,592 | 3,398,821 | 223,026 | 31,610 | 3,653,457 |
| COMMODITIES: | | | | | | | | | | | | |
| Office supplies | 2 | 133 | 3,115 | 922 | 697 | 2,116 | 1,708 | 2,438 | 39,959 | 12,111 | 1,009 | 53,079 |
| Printing and publications | | ¥. | 147 | - | - 2 | - | - | - | 4 | 113 | | 113 |
| Program supplies | | _ | 5,265 | 15,337 | 4,597 | 12,475 | 2,109 | 1,314 | 52,659 | 1,668 | - | 54,327 |
| Food and beverages | - | - | 5,116 | 2,411 | 1,587 | 1,488 | 15,057 | 3,600 | 39,988 | - | | 39,988 |
| Total commodities | - | 133 | 13,496 | 18,670 | 6,881 | 16,079 | 18,874 | 7,352 | 132,606 | 13,892 | 1,009 | 147,507 |
| CONTRACTUAL SERVICES: | | | - | | |). (1 | | | 1 | 13- | | |
| Advertising | 2 | _ | 136 | 47 | _ | 12 | 128 | 66 | 1,144 | 1,626 | | 2,770 |
| Consultation | | 567 | 3,587 | 1,778 | 747 | | 3,122 | 3,688 | 326,193 | 16,593 | 413 | 343,199 |
| Rental of equipment | - | 307 | 5,507 | 1,110 | * * * * | 4,430 | -,, | 2,000 | 4,527 | 1,158 | 415 | 5,685 |
| Rental of facilities | - | - | 184,441 | 58,440 | 140,288 | 121,786 | | | 515,368 | 1,136 | | 515,368 |
| | | 77.0 | 701 | 120 | 72 | 15,235 | 19 | | 22,080 | - | - | 22,080 |
| Specific assistance - individuals | - | 940 | 701 | 120 | 940 | 15,235 | 19 | 7,935 | 42,286 | 7,562 | :**) | -4 U.S. S. S. S. S. |
| Insurance Utilities | - | 1,987 | 18,661 | 9,830 | 1,987 | - | 5,583 | 16,780 | 129,343 | 387 | | 49,848 129,730 |
| Repairs and maintenance | | 2,682 | 20,329 | 8,718 | 3,856 | 2,233 | 5,893 | 32,003 | 185,864 | 1,585 | - | 187,449 |
| Professional services | | 2,002 | 20,329 | 0,710 | 5,850 | 2,233 | 5,695 | 52,005 | 103,004 | 31,783 | - | 31,783 |
| | - | 240 | 4,872 | 1,861 | 503 | 1,472 | 4,024 | 2,002 | 41,748 | 7,082 | 159 | 48,989 |
| Telephone | - | 240 | 4,072 | 1,001 | 503 | 1,472 | 4,024 | 2,002 | 2 | 4,060 | 738 | 111000000000000000000000000000000000000 |
| Postage | | - | 200 | | - | | - | 201 | | | | 4,800 |
| Dues and memberships Real estate taxes | - | - | | | 18 | | - | | | 16,072 | | 16,072 |
| | - | - | | - | (2) | | - | 1976 | 0.204 | - | | 0.004 |
| Outside services | | | | | | | | | 8,294 | | | 8,294 |
| Total contractual services | | 6,416 | 232,727 | 80,794 | 148,393 | 145,168 | 18,769 | 62,474 | 1,276,849 | 87,908 | 1,310 | 1,366,067 |
| OTHER EXPENSES: | | | | | | | | | | | | |
| Interest | - | 819 | - | - | 819 | | 109 | 6,914 | 36,498 | 624 | | 37,122 |
| Travel | | - | 1,668 | 435 | 812 | 956 | 658 | 177 | 10,798 | 4,357 | - | 15,155 |
| Training and education | - | - | 105 | 88 | 70 | 70 | 314 | 210 | 1,787 | 4,628 | | 6,415 |
| Special events | - | - | | | 3.7 | - | - | | | - | 16,134 | 16,134 |
| Miscellaneous | | | 677 | 140 | | 126 | 181 | 160 | 5,669 | 7,346 | 10 | 13,025 |
| Total other expenses | | 819 | 2,450 | 663 | 1,701 | 1,152 | 1,262 | 7,461 | 54,752 | 16,955 | 16,144 | 87,851 |
| Total expenses before depreciation | 2,217 | 56,366 | 540,739 | 240,592 | 223,475 | 316,032 | 300,631 | 387,879 | 4,863,028 | 341,781 | 50,073 | 5,254,882 |
| DEPRECIATION | | 1,765 | (88) | 887 | 799 | | 7,941 | 15,893 | 97,726 | 1,416 | | 99,142 |
| TOTAL EXPENSES | \$ 2,217 | \$ 58,131 | \$ 540,651 | \$ 241,479 | \$ 224,274 | \$ 316,032 | \$ 308,572 | \$ 403,772 | \$ 4,960,754 | \$ 343,197 | \$ 50,073 | \$ 5,354,024 |

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2015

Program Services Community Counsel Services Community Housing PSH Psychiatric Integrated St. Charles Streamwood Psycho-Social Psychiatrist Bridge Case Emergency Living Elgin Therapy Therapy Therapy Intake Nursing Rehabilitation Services Program Management Program Arrangement PERSONNEL: \$ 212,139 \$ 224,019 \$ \$ 26,200 66,631 \$ 275,416 Salaries \$ 299,392 15,748 7,825 \$ 439,098 \$ 292,472 \$ 210,940 21,571 1,102 1,850 4,406 19,158 13.923 30,164 589 30,340 19,500 14,583 Payroll taxes 42,027 50,367 3,308 5,234 12,875 59,629 52,588 83,579 62,299 44,085 Employees benefits 371,330 20,158 33,284 83,912 354,203 268,089 306,771 8,414 553,017 374,271 269,608 Total personnel COMMODITIES: 9,771 883 896 691 5,770 3,741 4,222 10,564 3,709 2,284 Office supplies 40 Printing and publications 112 673 5,816 821 426 644 1,154 5,957 Program supplies 733 Food and beverages 15,288 5,295 9,883 883 1,569 691 11,586 4,648 11,208 4,903 23,529 Total commodities CONTRACTUAL SERVICES: 1,007 76 197 400 100 1,140 40 114 Advertising 868 1,431 5,795 705 6,656 5,127 391,109 12,637 Consultation 5,386 3,991 Rental of equipment 9,223 Rental of facilities 1,200 15 Specific assistance - individuals 127 10,564 1,338 5,352 14,272 14,939 8,920 9,960 1,338 Insurance 17,155 243 1,608 6,433 6,433 10,722 1,608 Utilities 10,722 6,596 21,524 1,624 3,401 14,568 34,817 12,487 22,335 3,027 Repairs and maintenance 10,273 Professional services 1,589 2,319 371 1,854 2,641 1,483 3,011 1,456 9,309 2,910 Telephone Postage Dues and memberships Real estate taxes 467 912 5,496 723 94 358 2,269 726 563 366 Outside services 50,469 8,990 15,000 9,250 35,406 74,567 429,135 59,491 21,398 34,814 Total contractual services OTHER EXPENSES: 4,594 7,350 4,594 689 2,756 2,756 689 Interest 281 875 1,826 2,125 604 Travel 1,508 1,665 255 Training and education 471 35 555 320 Special events 54 134 1,431 188 Miscellaneous 856 43 827 184 161 54 724 4,398 Total other expenses 5,921 43 9.336 3.225 875 8,912 3,253 1,085 30,074 49,907 94,577 405,593 632,628 Total expenses before depreciation 437,603 357,287 743,779 9,289 403,825 329,036 DEPRECIATION 7,873 525 525 1,050 4,723 12,596 4,723 7,872 525 7,952 TOTAL EXPENSES 50,432 \$ 410,316 \$ 369,883 748,502 9,289 \$ 404,350 445,476 \$ 30,599 95,627 640,500

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2015

| | Program Services - continued | | | | Supporting Services | | e. | | | | | |
|------------------------------------|------------------------------|---------------------------|--------------------------|-------------------------|---------------------------|-------------------------------|---------------------------|-----------------------|-------------------------|--|---------------|--|
| PERSONNEL | Transition Coordination | Preadmission Screening | Supported Residential | HUD On-site Staff | Grandstand HUD Leasing | Hunter's Ridge HUD Leasing | Supervised Residential | Crisis Residential | Total | Management and General | Fundraising | Total Program and Supporting Services |
| PERSONNEL: Salaries | \$ 11,839 | \$ 34,404 | \$ 220,369 | \$ 121,899 | \$ 40,889 | \$ 79,733 | \$ 219,272 | \$ 277,076 | e 2.075.261 | F 264.512 | £ 33.03. | |
| Payroll taxes | 887 | 2,434 | 15,112 | 8,430 | 2,722 | 5,769 | 14,684 | 18,871 | \$ 3,075,361 226,095 | \$ 264,513 | \$ 33,834 | \$ 3,373,708 |
| Employees benefits | 007 | 6,955 | 49,150 | 26,301 | 9,325 | 163 | 45,580 | 59,705 | 613,170 | 17,738 | 2,588 | 246,421 |
| Employees benefits | | 0,933 | 49,130 | 20,301 | 7,323 | 103 | 45,560 | 39,703 | 015,170 | 92,876 | 8,630 | 714,676 |
| Total personnel | 12,726 | 43,793 | 284,631 | 156,630 | 52,936 | 85,665 | 279,536 | 355,652 | 3,914,626 | 375,127 | 45,052 | 4,334,805 |
| COMMODITIES: | | | | | | | | | | | | |
| Office supplies | 8 | 167 | 8,116 | 1,411 | 266 | 6,289 | 2,214 | 2,872 | 63,874 | 15,628 | 1,004 | 80,506 |
| Printing and publications | 2.53 | S(#) | - A32 | - 100 - 100 - 100 | 100 | 80 30 2 0 | 27 2 5 71 | 227 | 40 | 340 | POMPOSSI S | 380 |
| Program supplies | 1. 10 | 10 0 | 25,344 | 5,510 | 2,917 | 6,396 | 4,468 | 5,420 | 65,658 | 1,017 | ¥ | 66,675 |
| Food and beverages | | | 5,474 | 2,865 | 1,786 | 1,899 | 15,310 | 5,868 | 49,223 | | <u> </u> | 49,223 |
| Total commodities | 8 | 167 | 38,934 | 9,786 | 4,969 | 14,584 | 21,992 | 14,160 | 178,795 | 16,985 | 1,004 | 196,784 |
| CONTRACTUAL SERVICES: | | | | | | | | | | | | |
| Advertising | ()_ | 17 | 442 | 88 | .50 | 100 | 111 | 238 | 4,053 | 3,364 | 120 | 7,537 |
| Consultation | (#) | 502 | 4,862 | 2,519 | 783 | 100 | 4,094 | 5,641 | 452,206 | 6,821 | 682 | 459,709 |
| Rental of equipment | | | 60 | 77 | 70 | 4,440 | - | = | 4,647 | 1,544 | <u>=</u> | 6,191 |
| Rental of facilities | - | 920 | 173,548 | 62,040 | 133,968 | 101,875 | 820 | 2 | 481,854 | ###################################### | | 481,854 |
| Specific assistance - individuals | - | <u>₹</u> | 5,043 | 406 | 383 | 10,763 | 862 | | 28,163 | | - | 28,163 |
| Insurance | - | 1,338 | ¥ | 3 | 1,338 | - | · | 11,299 | 70,094 | 1,822 | * | 71,916 |
| Utilities | 3 5 7 | 1,608 | 21,417 | 9,701 | 1,608 | 100 | 5,376 | 13,581 | 114,811 | 4,903 | * | 119,714 |
| Repairs and maintenance | 1991 | 3,027 | 24,347 | 16,661 | 4,570 | 2,852 | 19,718 | 38,123 | 233,354 | 11,845 | <u>~</u> | 245,199 |
| Professional services | 140 | (=) | - | | | NEO (1897) | | | - | 30,963 | 2 | 30,963 |
| Telephone | 980 | 201 | 4,851 | 1,628 | 516 | 2,277 | 3,497 | 1,776 | 41,689 | 3,013 | 240 | 44,942 |
| Postage | (47 | 0.00 | * | * | - | - | [#3 | = | * | 5,135 | 469 | 5,604 |
| Dues and memberships | 1991 | (2) | - | 2 | (4 ()) | (20) | 320 | - | 2 | 18,519 | 225 | 18,744 |
| Real estate taxes | - | 12 | <u> </u> | 14 CONT. | (4) | 7 4 | 121 | 12 | | 896 | 8 | 896 |
| Outside services | | 66 | 350 | 183 | 73 | | 380 | 417 | 13,443 | 35 | | 13,478 |
| Total contractual services | | 6,742 | 234,920 | 93,303 | 143,309 | 122,407 | 34,038 | 71,075 | 1,444,314 | 88,860 | 1,736 | 1,534,910 |
| OTHER EXPENSES: | | | | | | | | | | | | |
| Interest | 196 | 689 | ₩ | □ | 689 | (a) | 772 | 5,819 | 31,397 | 8,610 | H | 40,007 |
| Travel | 35 | (B) | 1,791 | 974 | 610 | 1,102 | 677 | 24 | 10,924 | 5,127 | 76 | 16,127 |
| Training and education | 175 | (67) | 375 | 230 | 5.1 | 30 | 390 | 370 | 6,204 | 7,371 | | 13,575 |
| Special events | 180 | 5.55 | n. | a a | | 170 | 1.5 | 0.00 | - | 124 | 22,966 | 23,090 |
| Miscellaneous | | 197 | 488 | 101 | | 2,419 | 130 | 116 | 7,132 | 12,801 | | 19,933 |
| Total other expenses | 35 | 689 | 2,654 | 1,305 | 1,299 | 3,551 | 1,969 | 6,329 | 55,657 | 34,033 | 23,042 | 112,732 |
| Total expenses before depreciation | 12,769 | 51,391 | 561,139 | 261,024 | 202,513 | 226,207 | 337,535 | 447,216 | 5,593,392 | 515,005 | 70,834 | 6,179,231 |
| DEPRECIATION | | 1,050 | | 525 | 525 | | 8,517 | 9,972 | 68,953 | 28,052 | <u> </u> | 97,005 |
| TOTAL EXPENSES | \$ 12,769 | \$ 52,441 | \$ 561,139 | \$ 261,549 | \$ 203,038 | \$ 226,207 | \$ 346,052 | \$ 457,188 | \$ 5,662,345 | \$ 543,057 | \$ 70,834 | \$ 6,276,236 |

The accompanying notes are an integral part of this statement.

ECKER CENTER FOR MENTAL HEALTH INC. NOTES TO FINANCIAL STATEMENTS JUNE 30, 2016 AND 2015

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND NATURE OF ACTIVITIES:

Ecker Center for Mental Health, Inc. (the Center) is a not-for-profit charitable organization offering various psychiatric services for adults primarily in Kane and Western Cook Counties.

The financial statements were available to be issued on October 12, 2016, with subsequent events being evaluated through this date.

The following is a brief summary of the accounting policies adopted by the Center:

Basis of Accounting -

The Center records its financial transactions and maintains its books and records on the accrual basis of accounting which recognizes revenue as it is earned and expenses as they are incurred.

Cash and Cash Equivalents -

The Center considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

Credit Risk -

Financial instruments, which potentially subject the Center to concentrations of credit risk, consist principally of cash. The Center places its cash and deposits with high credit quality financial institutions; however, deposits may exceed the federally insured limits from time to time.

Program Service Fees Receivables -

Program service fees receivable are stated at the amount management expects to collect from outstanding balances. The Center establishes an allowance for doubtful accounts based on past experience and analysis of current receivable collectibility. The amount of the allowance is \$-0- as of June 30, 2016 and 2015.

Grants Receivable -

Grants are recognized as revenue in the period pledged. Grants are recorded at net realizable value if expected to be collected in more than one year. The Center establishes an allowance for uncollectible grants based on historical collection experience. The amount of the allowance is \$-0- as of June 30, 2016 and 2015. Conditional grants are recognized only when the conditions on which they depend are substantially met and the pledges become unconditional.

Property and Equipment -

Property and equipment which cost exceeds \$5,000 and have estimated useful lives of greater than one year are capitalized. Maintenance, repairs and renewals which neither materially add to the value of the property nor appreciably prolong its life are charged to expense as incurred. Property and equipment are recorded at cost or estimated fair value, if donated. Gains or losses on dispositions of property and equipment are included in income. Depreciation is computed using the straight-line method over the estimated useful lives of the assets as follows:

| Building and leasehold improvements | 15-39 years |
|-------------------------------------|-------------|
| Furniture, equipment and software | 3-12 years |
| Vehicles | 3-5 years |

(1) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES AND NATURE OF ACTIVITIES: (Continued)

Contributed Goods and Services -

Certain contributed goods and supplies are recorded as support and expense at fair market value when determinable, otherwise, at values indicated by the donor. Unpaid volunteers have made contributions of their time to develop and administer the Center's programs. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under accounting principles generally accepted in the United States of America.

Support -

Contributions received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets. The Center reports gifts of cash and other assets as restricted support if they are designated as support by the donor for a specific purpose or a future period. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

The Center reports gifts of goods and equipment as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how or when the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support.

Absent explicit donor stipulations about how long those long-lived assets must be maintained, the Center reports expirations of donor restrictions when the donated or acquired long-lived assets are placed in service.

Use of Estimates -

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and the differences could be material to these financial statements.

Functional Allocation of Expenses -

The cost of providing the Center's various programs and supporting services has been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Reclassifications -

Certain prior year amounts have been reclassified to be consistent with the current year presentation.

(2) INVESTMENTS:

Investments of the Center are carried at fair value and at June 30, 2016 and 2015 are summarized as follows:

| | 20 | 2015 | | |
|--------------|---------------|-----------|---------------|------------|
| | Fair Value | Cost | Fair Value | Cost |
| Mutual funds | \$ 263,339 | \$206,815 | \$ 253,499 | \$ 194,716 |

(3) FAIR VALUE MEASUREMENTS:

The Accounting Standards Codification for fair value measurements establishes a single definition of fair value and a framework for measuring fair value, sets out a fair value hierarchy to be used to classify the source of information used in fair value measurement and expands disclosures about fair value measurements required under other accounting pronouncements. It does not change existing guidance as to whether or not an instrument is carried at fair value.

The codification established market and observable inputs as the preferred source of values, followed by assumptions based on hypothetical transactions in the absence of market inputs.

The valuation techniques are based upon observable and unobservable inputs. Observable inputs reflect market data obtained from independent sources, while unobservable inputs reflect the Center's market assumptions. These two types of inputs create the following fair value hierarchy.

- <u>Level 1</u> Quoted prices in active markets for identical assets or liabilities.
- <u>Level 2</u> Observable inputs other than quoted prices included in Level 1, such as quoted prices for similar assets and liabilities in active markets; quoted prices for identical or similar assets and liabilities in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.
- <u>Level 3</u> Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. These inputs reflect management's own assumptions about the assumptions a market participant would use in pricing the asset or liability. This includes certain pricing models, discounted cash flow methodologies and similar techniques that use significant unobservable inputs.

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at June 30, 2016 and 2015.

Mutual Funds: Valued at the net asset value (NAV) of shares held at year end.

(3) FAIR VALUE MEASUREMENTS: (Continued)

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Center believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within the fair value hierarchy, the assets at fair value:

| | Assets at Fair Value as of June 30, 2016 | | | | |
|--------------------|--|-----------------|------------------|------------|--|
| Description | Level 1 | Level 2 | Level 3 | Total | |
| Mutual funds: | | | | | |
| Growth funds | \$ 256,991 | \$ - | \$ - | \$ 256,991 | |
| Money market funds | 6,348 | | - | 6,348 | |
| Total mutual funds | \$ 263,339 | \$ | <u>\$</u> | \$ 263,339 | |
| | Asset | s at Fair Value | as of June 30, 2 | 015 | |
| Description | Level 1 | Level 2 | Level 3 | Total | |
| Mutual funds: | | | | | |
| Growth funds | \$ 247,152 | \$ - | \$ - | \$ 247,152 | |
| Money market funds | 6,347 | | | 6,347 | |
| Total mutual funds | \$ 253,499 | \$ - | \$ | \$ 253,499 | |

(4) TAX-EXEMPT STATUS:

The Center has been determined to be exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code pursuant to a letter dated June, 2002. However, certain debt-financed rental property is subject to unrelated business income tax.

The Center files income tax returns in the U.S. federal jurisdiction and Illinois. With few exceptions, they are no longer subject to U.S. federal, state and local, or non-U.S. income tax examinations by tax authorities for years before 2012. The Center does not expect a material net change in unrecognized tax benefits in the next twelve months.

(5) COMMITMENTS AND CONTINGENCIES:

Operating Leases -

The Center is obligated under the terms of operating leases for office space and equipment.

The office space lease agreements require total monthly rental payments between \$200 and \$805 with various expiration dates through December 31, 2015. These have been continued on a month-to-month basis. There is another lease that is month to month. The terms of the lease agreements require the Center to be responsible for utilities, general maintenance, and public liability insurance. The Center also leases facilities from a third party, which requires monthly rental payments totaling \$20,640. The leases are renewed every year for one year.

The Center leases various apartment units on a month-to-month basis on behalf of the Center's clients through its HUD Leasing Program. The monthly rental payments are between \$774 and \$1,000.

(5) COMMITMENTS AND CONTINGENCIES: (Continued)

Operating Leases - (Continued)

The Center had an equipment lease that required a monthly rental payment of \$129 and expired in December, 2014. The equipment lease is now month to month. The Center is also responsible for general maintenance of the equipment and to maintain adequate insurance.

Total future minimum lease commitments for the remaining terms of the leases as of June 30, 2016 are summarized as follows:

| For the | Office | Equipment | |
|-------------|-----------|-----------|-----------|
| year ending | Space | Rental | Total |
| 2016 | \$ 80,775 | \$ | \$ 80,775 |

Total rental expense for the years ended June 30, 2016 and 2015 was \$521,053 and \$488,045, respectively.

Federal and State Grants -

The Center receives significant financial assistance from several federal, state and local government agencies in the form of grants. Program revenue in excess of program expenses is typically subject to recapture under various provisions. Additionally, the disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit by the grantor agencies. Any disallowed claims resulting from such audits could become a liability to the Center.

(6) LEASING ACTIVITY:

Rental income is derived from leasing space to tenants on a month-to-month basis.

The rental real estate held for lease consists of 1,465 square feet which represents approximately 4% of the Center's premises in Elgin, Illinois.

(7) NOTES PAYABLE:

Notes payable at June 30, 2016 and 2015 consisted of the following:

| | - | 2016 | - | 2015 |
|--|----|---------|----|---------|
| Payable in monthly installments of \$7,032, principal and interest, bearing interest at 5.0%, due in October, 2018, and secured by land and a building. | \$ | 701,801 | \$ | 749,170 |
| Payable in monthly installments of \$1,921, principal and interest, bearing interest at 3.28%, due in January, 2016, and secured by land and a building. | | | | 11,419 |
| Payable in monthly installments of \$29,167, principal and interest, bearing interest at -0-%, due in six monthly payments with the first payment made in September, | | 175.000 | | |
| 2016. | - | 175,000 | | |
| Total | \$ | 876,801 | \$ | 760,589 |

(7) NOTES PAYABLE: (Continued)

Principal payments due on long-term debt during each of the next three fiscal years are as follows:

| Year ending June 30, | |
|----------------------|------------|
| 2017 | \$ 224,291 |
| 2018 | 51,249 |
| 2019 | 601,261 |
| Total | \$ 876,801 |

(8) EMPLOYEE RETIREMENT PLAN:

The Center maintains an employee retirement plan available to all full-time employees who have completed one year service. The Center had required contributions in a percentage of the employee's annual salary based on years of service through July, 2016 as follows:

| Years of | |
|------------------|---------|
| Service | Percent |
| 1 - Less than 3 | 2.5% |
| 3 - Less than 6 | 4.0% |
| 6 - Less than 10 | 5.5% |
| 10 - or more | 7.0% |

In July, 2016, the plan was amended to say no employer base contributions will be provided under this plan. All contributions are fully vested in tax-sheltered annuities. The contributions for the years ended June 30, 2016 and 2015 were \$12,205 and \$104,622, respectively.

(9) TEMPORARILY RESTRICTED NET ASSETS:

Temporarily restricted net assets of \$88,292 and \$89,292 relate to time restrictions on grants receivable and cash for the periods after June 30, 2016 and 2015, respectively.

(10) CONCENTRATIONS:

For the years ended June 30, 2016 and 2015, approximately 40% and 59%, respectively, of the Center's funding was provided by grants from the Illinois Department of Human Services.

ECKER CENTER FOR MENTAL HEALTH, INC. STATEMENT OF FINANCIAL POSITION JUNE 30, 2016 AND 2015

ASSETS

| | 2016 | 2015 |
|--|--------------|--------------|
| CURRENT ASSETS: | | |
| Cash and cash equivalents - Unrestricted | \$ 946,271 | \$ 1,050,254 |
| - Restricted | 11,099 | 6,099 |
| Investments | 263,339 | 253,499 |
| Program service fees receivable | 988,128 | 391,863 |
| Grants receivable | 77,193 | 83,193 |
| Other receivables | 9,724 | 52,673 |
| Deposits | 11,110 | 11,110 |
| Prepaid expenses | 6,727 | 20,252 |
| Total current assets | 2,313,591 | 1,868,943 |
| PROPERTY AND EQUIPMENT: | | |
| Land | 346,832 | 381,832 |
| Building | 1,587,291 | 1,599,759 |
| Building improvements | 848,784 | 855,980 |
| Furniture and equipment | 133,285 | 133,285 |
| Vehicles | 71,701 | 71,701 |
| Leasehold improvements | 55,357 | 55,357 |
| Software | 12,977 | 12,977 |
| | 3,056,227 | 3,110,891 |
| Less - Accumulated depreciation | 1,416,842 | 1,460,584 |
| Net property and equipment | 1,639,385 | 1,650,307 |
| Total assets | \$ 3,952,976 | \$ 3,519,250 |

LIABILITIES AND NET ASSETS

| | 2016 | 2015 |
|--|---------------------|---------------------|
| CURRENT LIABILITIES: Notes payable, current | \$ 224,291 | \$ 58,341 |
| Accounts payable Accrued wages and payroll taxes | 100,669 149,913 | 29,808 190,395 |
| Accrued vacation pay Rent deposit | 95,068 15,330 | 95,600 14,379 |
| Total current liabilities | 585,271 | 388,523 |
| LONG-TERM LIABILITIES: | | |
| Notes payable, net of current portion | 652,510 | 702,248 |
| Total liabilities | 1,237,781 | 1,090,771 |
| COMMITMENTS | | |
| NET ASSETS: | | |
| Unrestricted Temporarily restricted | 2,626,903 88,292 | 2,339,187 89,292 |
| Total net assets | 2,715,195 | 2,428,479 |
| | \$ 3,952,976 | \$ 3,519,250 |

Ecker Center for Mental Health

Annual Report F.Y. 2016

The Joint Commission accredited United Way & Mental Health Board funded

Ecker Center for Mental Health

. Annual Report

November, 2016

During a very trying 61st year, the Ecker Center provided essential mental health services to the community despite an unprecedented lack of state funding. Because the state operated without a budget, our state grant payments were not paid. Also, state psychiatry and non-Medicaid grants were permanently eliminated for all community mental health centers, including the Ecker Center. Mission driven, we made many difficult decisions and adjustments throughout the year in order to continue providing needed services to our clients. Reductions in staff, staff benefits, and client service capacity were implemented, as were the closure of a group home and sale of the building.

Amidst the reductions and closures, we increased therapy services to include a greater variety to a wider client base and we converted our drop in center to a volunteer-run activity with active support from NAMI Kane County North. We also increased our media presence, fundraising activities and funding sources, and we were bolstered by a tremendous outpouring of contributions and support by donors and volunteers, both old and new. We are deeply grateful for this support because it enables us to carry on our mission of empowering our clients in creating their highest quality of life.

Sincerely,

Alan Kirk

Man Kizk

Board Chairman

Karen Beyer

Executive Director

Jaien Bayer

1845 Grandstand Place, Elgin, Illinois 60123-4983 (847) 695-0484

www.eckercenter.org

Ecker Center for Mental Health Annual Report 2016

Board of Directors (July 1, 2015 – June 30, 2016)

Officers:

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Director of PEP & Crisis Residential Services

Tim Bates, BS

Director of Finance & Office Operations

Victoria Gesinger, MA, LCPC
Director of Residential Services

Ramona Grauzinis, MBA, SPHR, SHRM-SCP Director of Resource Development

Heidi Napolitano, MSN, FNP-BC Director of Medical Services

Daphne Sandouka, Ed.D., LCPC Director of Therapy Services

Rick Vander Forest, MS

Director of Social Services & Facilities

Categorization of Recipients by Service

Total number of People Served FY 2016

3,882

The Ecker Center is a comprehensive community mental health center where clients often receive multiple services.

| Service | Recipients of Service |
|--|-----------------------|
| Psychiatric Emergency Program | 1,882 |
| Crisis Residential Program | 108 |
| Therapy | 1,103 |
| Psychosocial Rehabilitation Program | 402 |
| Case Managers | 2,309 |
| Psychiatric Nurses | 1,309 |
| Psychiatric Evaluations & Psychiatric Services | 1,769 |
| Residential | 191 |

Ecker Center for Mental Health

Crisis Services (847) 888-2211 Intake (874)-695-0484 ext. 1898 All Other Services (847) 695-0484

The Ecker Center, a nonprofit community mental health center, has served the community since 1955. For many years it has had an array of outpatient mental health services to help people with mental illness and those who support them. Unfortunately due to a cessation of funding from the State of Illinois our services for new clients have had to be reduced.

Our Elgin office at 1845 Grandstand Place is home to all outpatient services, and our satellite offices in St. Charles and Streamwood provide therapy services. Twenty four hour psychiatric emergency services are available at Ecker's PEP Program at Advocate Sherman Hospital on Randall Road in Elgin. Services are provided in English and Spanish and all programs are accredited by the Joint Commission. In FY 2016 we served 3,882 individuals.

Services for our current and new clients of all ages (children aged 5 and older, adolescents and adults)

- The Psychiatric Emergency Program (PEP) provides walk in psychiatric crisis services at the Advocate Sherman Hospital Emergency Department and by phone 24 hours a day
- Therapists provide problem focused individual and group therapy for

Services for our current and new adult clients only

- The Crisis Residential Program provides short term 24 hour treatment and support services during psychiatric crisis
- Our Intensive Outpatient program provides treatment and support services for individuals in need of daily short term stabilization services
- Case managers help people establish incomes, apply for benefits and obtain housing, dental and general healthcare
- The Psychosocial Rehabilitation Program (PSR) helps people manage symptoms of mental illness and improve their daily living skills
- Longer term residential options provide support and skill building
- A Community Support Team brings crisis management services to clients in their homes and other locations in the community

Additional Services for Ecker Clients of All Ages

- Pharmacy provided by Genoa Healthcare
- Primary healthcare provided by VNA Health Care

These services no longer available to new clients due to cessation of state funding. We will be able to offer these services again to the people we are not currently serving when the State of Illinois pays us regularly and in full.

- Psychiatrists provide diagnostic assessment, consultation and prescriptions for medications for children, teens and adults
- Psychiatric nurses help adult clients follow treatment plans and obtain the psychotropic medications

Forms of payment accepted:

- Medicaid, with co-payment, is accepted for all our medically necessary covered services
- Medicare assignment and some private insurance is accepted for covered therapy services, co-payments apply

Services funded by the State of Illinois, the United Ways of Elgin, Barrington, Central Kane, Metropolitan Chicago and Geneva Community Chest; the Hanover Township, Geneva and St. Charles Mental Health Boards; Elgin, St. Charles and Barrington Townships, and donations from individuals and foundations.

STATEMENT OF REVENUE AND EXPENSES FISCAL YEAR 2016 AUDITED

| Community Revenue | | |
|---|----|-----------|
| Fundraising | \$ | 153,559 |
| United Way and Community Chest, | | |
| Municipalities and Townships | | 73,274 |
| Other | | 371,820 |
| Total Community Revenue | \$ | 598,653 |
| Government Revenue | | |
| Illinois Department of Human Services | \$ | 2,252,048 |
| Department of Housing and Urban Development | Ψ | 661,445 |
| Other | | 218,733 |
| Total Government Revenue | \$ | 3,132,226 |
| Agency General Revenue | | |
| Program Service Fees | \$ | 1,737,414 |
| Investment and Other Income | Ψ | 172,447 |
| Total Agency Generated Revenue | \$ | 1,909,861 |
| TOTAL REVENUE | \$ | 5,848,916 |
| TOTAL REVENUE | Ψ | 5,040,710 |
| Direct Program Expenses | | |
| Therapy Programs | \$ | 531,289 |
| Intake | | 64,373 |
| Nursing | | 308,477 |
| Psycho-social Rehabilitation | | 297,747 |
| Psychiatric Services | | 461,770 |
| Housing PSH Bridge Program | | 3,690 |
| Case Management | | 566,529 |
| Psychiatric Emergency Program | | 348,371 |
| Community Integrated Living Arrangement | | 283,380 |
| Transition Coordination | | 2,217 |
| Preadmission Assessment Screening | | 58,131 |
| Supported Residential Program | | 540,651 |
| HUD On-Site Staff | | 241,479 |
| HUD Leasing | | 316,032 |
| Grandstand HUD Leasing | | 224,274 |
| Supervised Residential | | 308,572 |
| Crisis Residential | | 403,772 |
| Total Program Expenses | \$ | 4,960,754 |
| Support Services | | |
| Administration | \$ | 343,197 |
| Fundraising | | 50,073 |
| Total Support Services | \$ | 393,270 |
| TOTAL EXPENSES | \$ | 5,354,024 |

We are pleased to acknowledge gifts to the Ecker Center for Mental Health Center received from the following friends and supporters between July 1, 2015 and June 30, 2016.

Advocate Sherman Hospital

Agnoletti, Janet

Alan M. Polse, DDS & Assoc., LTD

Alberts, Will & Jennifer Alden, Dr. Patrick Alden, Dr. Vicki

Allison, Jim & Maryann

Alm, Dr. Walter Alonzo, Veronica American NTN Beariing

Anderson, Craig

Anderson, Tom & Chere Antoniewicz, Terri

Appleberg, Robert & Donna Artistic Carton Company

Aycock, Randy Bailey, Caroline Baird & Warner

Barbezat, Michel & Mary

Barlow, Wendi Barner, Donna

Barrington Area United Way, Inc.

Barrington Township

Bates, Tim

Beck, Jr., Herbert & Sandra

Bednarski, Birdie Bellini, Jennifer Benson, Jennifer

Benzschawel, Ronald & Peggy

Bergquist, Mark

Berkshire Hathway, Stark Reality

Berna Moving & Storage

Berna, Joan Berna, Tom Bethke, Sue

Bethlehem Lutheran Church

Bethlehem Lutheran Church Women

Beyer, Karen

Big Apple Bagels, Elgin

Big Skillet
Biron, Kathy
Bitter, Laurie & Jay
Blasky, James & Marsha

Blizzard, Harry

Blohm, William & Carol

Bohrer, Bruce Boisclair, Ann Bonner, Barbara Booth, Jack & Wilma

Booth, Sharon Borhart, Len

Brady & Jensen, LLP Briska, William & Francine

Brittain, Randy

Brittain's Express Oil & Lube, Inc.

Brown, Betty
Brunswick Zone XL
Burnidge, Roger & Donna

Burns, Ramona Byrnes, Shirley Mae Caddigan, Sharon

Calabrese, Frank & Donna

Calhamer, Tatianna

California Pizza Kitchen, Inc. Cameron, William & Marcia

Campbell, Diane Campbell, Rachel Carey, Liola Carroll, Jane

Case, Gary & Susan Angell Cassell, Charles & Penny

Castro, Josie Catlin, Steve & Kay Causey, Marvin & Joyce CDK Global, LLC

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Celic, Ken CEP America

Chapman, Harley & Jean Chapman, John & Katherine

Chevron Humankind Chicago Bears Chicago Cubs

Chicago White Sox Chicago Wolves

Christ the Lord Lutheran Church

Chu, DDS, Felicia

City of Elgin

City of Geneva, 708 Board

City of St. Charles, 708 Board

Classic Cinemas

Cleary, Jeannine

Cohen, Gail

Colley Elevator Co.

Collins, Kelly

Colonial Café & Ice Cream

Conroy, Dave & Lori

Cooper's Hawk Winery & Restaurants

Corsello, Jack

Cosmopolitan International Club of Elgin

Covich, Wendy

Crinigan, James & Linda

Cub Scout Pack 155

Cuisine America

Cullian, John

Curda, James & Donna

Daeumer Foundation, Harvey & Ethel

Dairy Queen , Elgin-South Elgin

Dalton, John

Danny's Pizza on Douglas

Dawson, Daniel

DeBack, Karen

DeChant, Angela

DeChant, Carl

DeJong, Teresa

Delbarba, Thomas

Demi & Cooper, Inc.

Destined to Reign Chruch

Diamond, Lynne

Diamondaire of St. Charles

Digital Benefit Advisors

Dincher, Thomas & Judy

DLA Architects, LTD.

Dobosz Law Offices, P.C.

Domani Café

Donahue, Mary

Dorgan, David & Gudrun

Dr. George

Dr. Hurtado

Duffy, Daniel & Lucelita

Duffy, Edward

Duffy, Fran

Duffy, Mark & Denise

Dugan & Lopatka, CPA's

Dulabaum, Mary

Dundee Township

Dundee Township Lions Club

Dunne, Richard & Judy

Dunning, Terry & Pat

Eakins, Edward & Elizabeth

Early, Meghan

Edmundson, David & Julia

EFS Foundation

Elbert, Marvin & Donna

Elgin Family Moose Center

Elgin Hyundai

Elgin Junior Service Board

Elgin Police Department

Elgin Public House

Ellingson, Janet

Elliott, Pat

Elmer, Charles E.

Ewers, Arlen & Jelayne

Fetting, Dennis & Peggy

Fiedler, Eleanor

Field Museum

Fields, Elizabeth

Fieldwork Chicago, Inc.

Filling Station Pub & Grll

First Community Bank

First Congregational Church

Fischer, Kim

Follrath, Joe

omath, sec

Fox Valley Beaux Arts

Fox Valley Fire & Safety

Fox Valley United Way

Fox, Dan & Karen

Fox, Jeanne

Frantz, Robert & Ruth

Frederick, Irene

Gail Borden Public Library

Gamble, Kaye

Garcia, Jaime & Donna

Gardner, Dan & Nancy

Gaylord, Richard

Geneva Community Chest

Genoa, A QOL Healthcare Company

Germbusters, P.C.

Gerner, Nancy

Gesinger, Victoria

Gleason, Steve

Golden Corridor Family YMCA Golden, Loren & Patricia Piper

Good360

Gordon Flesch Company

Gorecki, Meg

Gorski, Robert & Terry

Graeser, Phyllis

Grahams Fine Chocolates & Ice Cream, Ltd.

Grand Victoria Casino Grand Victoria Foundation Grauzinis, Al & Ramona Grom, Walter & Evelyn

Gross, Medina Gudeman, Helen Gunther, Rob & Leigh Gustafson, Jean - Louise

Haas, Kenneth Habun, Danise Hanlon, Judy Hannula, Thomas Hanover Township

Hanover Township Mental Health Board

Hansemann, Murna

Hansen-Furnas Foundation Inc.

Hanson, Judith Hanson, Marissa Harkin, Patricia

Harman, Edward & Audrey Harney, Edward & Susan Haroldson, Maggie Harper, Steven & Lynn Harwood McDonald, Ellen

Hassell, Dr. R. Kipp Haworth, Les & Marilou Hayes, Jim & Barbie Heartland Voices Hebeisen, Jeanne Hedberg, Sofia Heggen, Jon & Mary

Hein, Jack

Helm, Ralph & Vera Henry, Dr. Bonnie Herrington Inn & Spa Hewitt, Dennis Higgins, Katherine

Heimberg, Richard

Hoeft, Elizabeth Hopkinson, Mark Hopp, Nola Mae Hoskins, Greg

Hudgens, Paul & Sarah

Hughes, David Hull, Clint & Amy

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Hutchison, Ruth Hyatt, Rick

IHC Group Foundation Illinois Tool Works

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Kane County

Kane County Cougars Kaptain, David & Sandra

KCT Credit Union Keiber, June

Kernel's Gourmet Popcorn & More

Kho, Norma Kiefer, Alice Kimball, Jay

Kinast, Arnold & Ruth Kingsbury, Bill & Michelle

Kirk, Alan & Sandy Kirmse, Brian & Bonnie Kiwanis Club of Elgin

Klopfenstein, Richard Kohl Children's Museum Kolbusz-Kosan, Linda Kosnoff, Gary & Connie

Kot, Annie Kramer, Donald Kruger, Beth

Kuehl, Michael & Linda

Kut, Marnie

Kyle, Patrick & Candida

LaForge, Lisa Lahner, Lois Laird, Don & Pat

Lamp Inc. Lamp, Luann

Landrowski, Dr. Angela

Landwehr, Lucy

Lathrop, Rick & Marcia

Latzig, Brian

Lauderdale Electric Lauderdale, Roxanna

Lazarus House Lecount, Sharon Lei, Karmen

Lempa, Len & Gina Lenart, Roger & Pat Lengle, John & Donna Lightfine, Francie Likou, Emanuel Lindmark, Wende

Little Angels Center for Exceptional Care

Lovett, Beverly
Lunt, Sean
Lyon, Anne
Lyttle, Miriam
Maciejewski, Diane
Maher, Mary Ann
Malm, Art & Cathy
Manheim, Christopher

Maniscalco, William & Wendi

Mapes, Terri Marinas, Garry Marr, Aleksandra Martling, Scott & Diane Masonick, Mary Alice Master Molded Products

Mather, David

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Max McGraw Wildlife Foundation

McAlpin, Tina McClendon, Julia McGuire, Deborah McKay, Philip

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McMahon, Joe

McNish, J. A. & Diana

McRae, Jr., Wesley & Janet

Mecum, Loni

Meek, William & Mary Mesenbring, Laurie

Messiah Lutheran Church, ELCA

Mihalec, Jeanette

Million Dollar Round Table Foundation

Minuteman Press Missele, Carl & Chris Moeller, Mark & Anna Mogler, Richard

Momo's Concierge Services, LLC

Moran, Lynne

Morganstein, Sanford

Moser, Gail

Moylan, Bill & Sue Mozina, Gary & Barbara Murphy, Jerry & Polly Murphy, Michael

Myers-Bauer, Lois

NAMI Kane County North

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Napolitano, Heidi Navin, John & Mary Nelson, Charles & Nancy Nelson, Leo & Marilyn

Nelson, Lynn

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Nobs, Martin & Bridgette

Northwestern Mutual Foundation

Northwestern Medicine

Oberweis Dairy Ollayos, DC, Clare

Olson, Clifford & Rebecca

Olympia Chiropractic & Physical Therapy

O'Mara, Joan Ordoqui, Karen

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Ostrem, John

Ozark Pizza Company Papa John's Pizza Papa Nicholas Coffee

Patrick Chiropractic Services, PC

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Peters, Bentley Petray, Katherine Pfaff, Suzanne

Phillips, William & Dorothy

Platt Hill Nursery, Inc. Pokoj, Frank & Rhonda Polse, Dr. Alan M.

Pottawatomie Golf Course, St. Charles

Poulos, Dr. Dorothea Presence Health Preusee, Elizabeth Preusse, Gloria Prizy, Sharon

Rabchuk, John & Cheryl Rakow, Tom & Susan

Randall, Latraya Rascher, Nancy Raudys, Robert

Rauschenberger & Associates Inc.

Rauschenberger, Keith Rauschenberger, Steven Ray, James & Janet

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Reilly, Richard & Brenda

Reilly, Ryan Renz Center

Responsive Mail Room (The)

Richardson, R. Scott & Jennifer Bellini

Ricks, Burke

Robertson, Kenneth & Julie

Rocheford, Jim Rock, Linda

ROI, Rieke Office Interiors

Rosenfeld, Maureen

Ross, Dr. Delia

Rotary Club of Elgin

Roth, Billie

Rothbardt, Carey

Royal Coach-St. Charles, LTD

Rubin, Eric Ruby, Paul Sabo, Clare Saletta, Christine Salon Agape

Sammy's Mexican Grill Sampson, Paul & Gail

Sandine, Julie Sandouka, Daphne Saylor, Jean

Scheflow, Florence

Schejbal, James & Beatrice

Schmitz, Marion Schneider, Janet Schoenholtz, Bette Scown, William & Jeanne

Seigle, Mark

Seisser, Denis & Gail

Servpro of Elgin, NW Kane County Shales McNutt Construction Company

Shales, Jack & Marlene

Shales, John Shedd Aquarium Sheldon, Douglas

Sheldon, Timothy & Kathleen

Sherwin, Marilyn

Shodeen Family Foundation

Shop & Share, Inc. Silber, Cecilia Silva, Nancy

Sinnett, Jr., Richard & Karen

Smith, Barbara

Smitty's on the Corner

Sohn, Nancy

St. Charles Noon Kiwanis Foundation St. Edward Central Catholic High School

Stanczak, Joseph & Bonnie

Starbucks, Geneva Stauffacher, Colleen Stephens, Ruth

Stern, June

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Szechwan Restaurant

T., Cheryl

Tamarack Products

Tauchert, Patricia

Tenuta, Susan

Thakkar, Chandni

The Digitizer Print Solutions, LLC

The Field Museum

The Glore Fund

Thomas, Cathy

Thompson-Zitnann, Lori

Thrivent Financial for Lutherans, Northeast Chapter

Tiballi, Dr. Robert

Tour Edge

Tousey, Stephen & Susan

Town of Elgin

Town of St. Charles

Tucker & Kawa Family

Tucker, Becky

Turner, Joe & Sue

United Way of Central Kane County

United Way of Elgin

United Way of Metropolitan Chicago

Untiedt, Bob & Becky

Van Dame, Laura

Van Slyck, William & Mary

Vander Forest, Richard

Vapner, Gretchen

Verizon Foundation

Villa Verone

Village of Schaumburg

Village of Streamwood

Village Pizza & Pub

Vissor, Jennifer

VNA Foundation

Von Qualen, Mary

Wagner, Joyce

Walsh, Jim

Walt Disney World

Walters, John & Deborah

Washow, Annette

Watanabe, Avery

Watanabe, Doug & Janelle

Waters, Ryan & Lauren

Weaver, James

Weigand, Douglas

Wells, Daniel

Wilbur, Mary

Williams, Breanne

Windy Hill Masonry

Wire, John & Hanguyen

Wiseman, Daniel & Sharon

Wisniewski, Stanley & Susan

Women's Institute of Cosmetic & Laser Surgery, LLC

Wong, Jennifer

Wright Bros. Automotive Service Corp.

Yung, Florence

Ziegler's Ace Hardware

Zomcheck, Craig

Zosel, Jenny

Zywanski, Michael & Suzanne

Memorials

In Memory of:

Roberta Nauman

Anonymous

Bartel, Ronald & Teresa

Becker, Myra

Braheny, Charlotte

Hopp, Gerald & Debra

McDonough, David & Collette

Martinez, Corbin

Prizy, Sharon

Vanvlierbergen, David & Sherri

Vanno, Val

In Memory of:

Joseph Tangorra

Barlow, Wendi

CDK Global

Stricker, Sandy

Thompson-Zitnann, Lori

Village of Schaumburg

In Memory of:

Carl Hoff

Anonymous

In Memory of:

Virginia Pelock Badgerow

Njus, Barbara

In Memory of:

Jan Gorecki

Catlin, Kay

In Memory of:

Patty Ricks

Frederick, H.E.

Kotera, Jeanette

Malloy, James & Sylvia

Marty, Mary

Miles, James & Carol

Plazewski, Robert & Mary Jane

Ricks, Burke

Sieracki, Ed & Ursula

Thompson, Marilyn

In Memory of:

Steve Chidester

Kenyon, Michael & Carol

In Memory of:

Beverly Erickson

Donahue, Mary

In Memory of:

Marian Asplund

Barton, Daniel

Beyer, Karen

Jones, William & Janet

Lamp, Eugene

Paddock Publications, Inc.

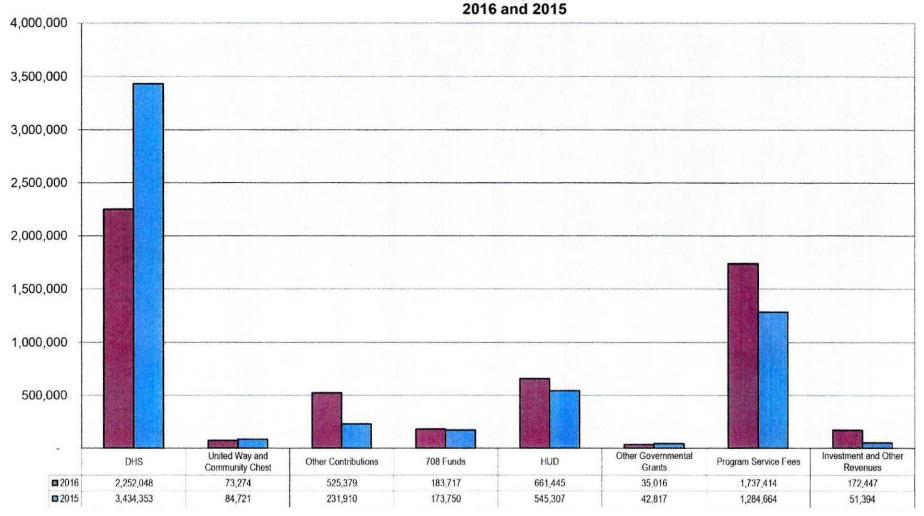
Siems, Ronald & Bonnie

Vombrack, Paul & Joy

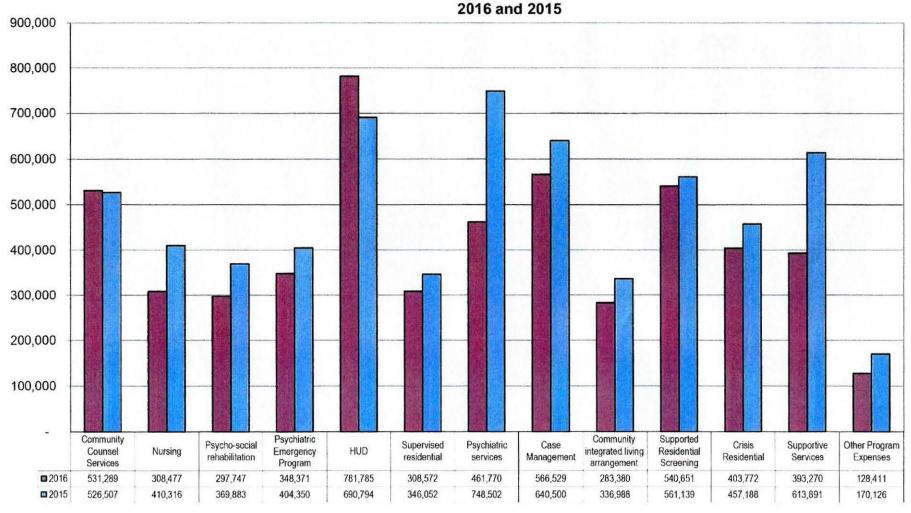
Walters, Alan & Elizebeth

Worden, Howard & Marcella Wauchope

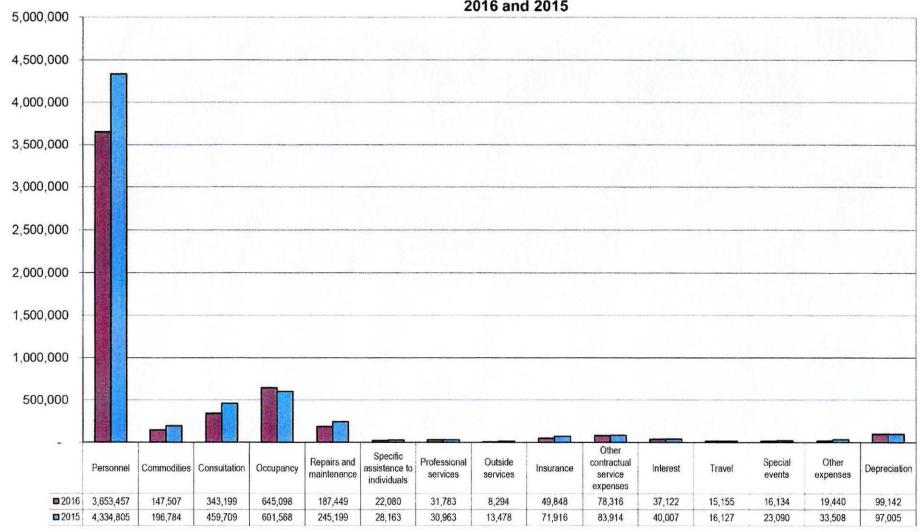
Ecker Center for Mental Health, Inc. Revenue by Source 2016 and 2015



Ecker Center for Mental Health, Inc. Program Expenses 2016 and 2015



Ecker Center for Mental Health, Inc. Functional Expenses 2016 and 2015



ECKER CENTER FOR MENTAL HEALTH BOARD OF DIRECTORS October 2016 – October 2017

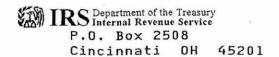
| NAME/EMPLOYER/POSITION | MEMBER SINCE | TERM EXPIRATION |
|--|-----------------|---------------------------|
| Sheldon, Timothy, Chairman Judge, Retired | 8/2013 | 8/2019 – 2 nd |
| Matson, Russell, Vice Chairman Elgin Police Department Public Safety Officer | 2/2015 | 2/2018 – 1 st |
| Tousey, Stephen, Treasurer Early, Tousey, Regan, Wlodek & Wong Attorney at Law | 2/2012 | 2/2018 - 2 nd |
| Kaptain, RN, Sandra, Secretary Registered Nurse | 10/2013 | 10/2019 - 2 nd |
| Conroy, David Gordon Flesch Co. Sales Manager | 12/2006 | 12/2018 – 4 th |
| Hein, Jack Thrivent Financial Associate | 10/2014 | 10/2017 – 1st |
| Kirk, Alan Results Medical Consulting, LLC COO | 8/2004 | 8/2019 – 5 th |
| Polse, DDS, Dr. Alan Alan M. Polse & Associate Dentist | 8/2015 | 8/2018 – 1 st |
| Sellers, Aaron Comprehensive Training Solutions, Inc. CEO | 10/2006 | 10/2018 - 4 th |
| Tiballi D.O., MBA, Dr. Robert President & CEO, Germbusters, P.C. | 10/2015 | 10/2018 - 1st |
| Villa, Hon. Robert K. Associate Judge 16 th Judicial Circuit | 4/2016 | 04/2019 – 1 st |

Ecker Center for Mental Health

Board of Directors' Election, Qualifications and Terms

New Ecker Center board members are elected by a majority of the board for three year terms. A director's term of office shall be for three years from his/her date of appointment by the board and he/she shall serve until a successor has been appointed to fill an unexpired term. A director's term may be extended as directed by the recommendation of the Governance Committee and majority vote of the board.

Ecker Center seeks board members of all ages that have expertise in medicine, business, law, accounting, management and are from, or knowledgeable about, the communities that the Center serves. By plan, the board represents the ethnic and cultural diversity of the communities that the Ecker Center serves. In the last six years, the board has not been able to recruit a Hispanic member, and the group is working to remedy this situation.



In reply refer to: 0248206044 Jan. 25, 2013 LTR 4168C E0 36-2312495 000000 00

> 00015077 BODC: TE

ECKER CENTER FOR MENTAL HEALTH INC 1845 GRANDSTAND PL ELGIN IL 60123-6603



016350

Employer Identification Number: 36-2312495
Person to Contact: Ms. Smith
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 15, 2013, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in March 1956.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Ecker Center for Mental Health

Self Funding Efforts that Specifically Benefit St. Charles Residents in FY 2017

Fundraising Events

Festival of Trees sale and gala

Live tree sales

Giving Tree

Giving Tuesday

Annual appeal letter

Spring fundraiser

Wishes for Wellness brunch

Annual awards breakfast

Shop and Share resale store proceeds

General Operating Donations

Verizon Foundation

Kane County

Grand Victoria Foundation

NAPA Auto Care Council

Grants to Specific Programs

United Way of Fox Valley

State of Illinois Division of Mental Health

St. Charles Noon Kiwanis Foundation

Hanover Township Mental Health Board

Harvey & Ethel Daeumer Foundation

NICOR Gas Community Relations

Northwestern Medicine

Capital and Housing Grants

HUD, Illinois Housing Development Authority and Division of Mental Health housing subsidies to individual clients, Cosmopolitan Club, Geneva Community Chest, Kane County Riverboat

Fee for Service

Private medical insurance

State of Illinois Division of Mental Health and Healthcare and Family Services
Payments for Medicare and Medicaid services that we provide and bill for

Contracts for Service

Kane County Treatment Alternative Court (TAC)

Kane County Drug Court

Advocate Sherman Hospital, Psychiatric Emergency Program (PEP) funding assistance



| AGEND | A ITEM EXECUTIVE SUMMARY | Agenda Item number: 6b |
|------------|--|------------------------|
| | Recommendation of Approval of the Greater St. Charles Convention and Visitor's Bureau Funding Request of \$526,500 for Fiscal Year 2017/2018 | |
| Presenter: | Chris Minick, Finance Director | |

Meeting: Government Operations Committee Date: June 19, 2017

Proposed Cost: \$526,500 Budgeted Amount: \$526,500 Not Budgeted:

Executive Summary (if not budgeted please explain):

Representatives of the Greater St. Charles Convention and Visitors Bureau (GSCCVB) will make a presentation outlining their activities and Marketing Plan for the GSCCVB's upcoming fiscal year. They will also be requesting the annual allocation of hotel/motel tax revenue from the City.

Staff has presented the funding request amount at \$526,500 which is consistent with funding from 2016-2017 and incorporates previous direction to reduce civic groups' funding levels by 10%.

The funding level for FY 16/17 was \$526,500.

Staff has included the proposed fiscal year 2017 - 2018 service agreement as well as a recent history of hotel/motel tax revenues.

Attachments (please list):

- 1. Proposed 2017-18 Service Agreement
- 2. Hotel/Motel Tax History STC
- 3. Information from the GSCCVB
 - a. Request for funding and Scarecrow 2016 survey results 7 pages
 - b. GSCCVB Marketing Plan 46 pages

Recommendation/Suggested Action (briefly explain):

Recommendation of approval of the Greater St. Charles Convention and Visitor's Bureau Funding Request of \$526,500 for Fiscal Year 2017-2018

AGREEMENT FOR SERVICES BETWEEN THE CITY OF ST. CHARLES AND THE ST. CHARLES CONVENTION AND VISITORS BUREAU

WHEREAS, the City of St. Charles, hereinafter referred to as "City," is desirous of promoting and developing tourism and conventions; and,

WHEREAS, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax," of the City of St. Charles, Illinois, Municipal Code (hereinafter referred to as "Hotel Tax Ordinance") provides for such activities in accordance with the limitations of the ordinance; and.

WHEREAS, the St. Charles Convention and Visitors Bureau, , (hereinafter referred to as "the Bureau") an Illinois not-for-profit organization certified by the State of Illinois to promote a designated service area including the City of St. Charles and St. Charles and Campton Townships, can provide marketing, sales, and convention servicing as required by the Illinois Bureau of Tourism to promote City.

NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

- In consideration of the promises, terms and conditions set forth, the Bureau shall devote its energies to tourism promotion of the Greater St. Charles area including, but not limited to, meetings, conventions, sports events, motorcoach visits and individual leisure visits for the purpose of increasing hotel overnight stays and day trips. Activities to include, but not limited to:
 - A. Analyze the area's major attributes with the purpose of capitalizing on those characteristics;
 - B. Serve as an information source to those inquiring about St. Charles;
 - C. Create and execute an annual marketing plan to include its mission statement, situation analysis, defined goals and objectives for all target markets, past results of promotional initiatives based on tracking of leads generated, booked business, overnight leisure stays, convention servicing endeavors, advertising responses, future advertising placements, and anticipated return on investment;
 - D. Continue to provide convention services to meeting, event, and sports planners who have chosen St. Charles as a destination and to communicate specific needs to Greater St. Charles businesses, City, and other government units when appropriate;
 - E. Maintain and enhance existing relationships with St. Charles hotels.Continue to meet with the hotel community on a quarterly basis. Serve as a

- resource to Greater St. Charles merchants, restaurants, and other hospitality-related venues;
- F. Seek grants on all levels to assist in the funding of planned activities;
- G. Interface with other local, state and regional tourist and convention bureaus;
- H. Continue to assess the results of the Bureau's work and provide annual written reports to the City Council.
- II. In consideration of the foregoing services provided by the Bureau, City agrees to pay to the Bureau Five Hundred Twenty Six Thousand Five Hundred dollars and no/100 cents (\$526,500) less the amount of any operating cash balance in excess of \$200,000 on hand at June 30, 2017 for the period beginning May 1, 2017 and ending April 30, 2018. Equal payments shall be made on a monthly basis, subject to deductions by City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any non-tourism, matching funds grants which the Bureau assists City in obtaining shall be treated as a separate matter.
- III. In addition to the \$200,000 cash balance identified in Section II above, the Bureau shall be entitled to retain an additional reserve of \$30,000 for the purposes of mitigating poor financial performance of the Scarecrow Festival held in October of each year. Said reserve shall not count in the computation of the \$200,000 reserve identified in Section II above.
- IV. The Bureau will not enter into any relationship, contractual or otherwise, which will subject City to any liability. The Bureau, an independent contractor, receives funding from City to provide consulting and planning services with respect to tourism development and has no authority to bind City in any matter. The Bureau further agrees to indemnify and hold harmless City from any and all liability, losses or damages, including reasonable attorneys' fees, arising from the execution or implementation of this agreement, including any action against City with respect to the collection of the special tax provided for by the Hotel Tax Ordinance.
- V. The Bureau shall maintain records of all of its activities for a period of at least seven years, which records shall upon request be subject to inspection and copying by City or its designated agent at City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

- VI. This agreement shall terminate on April 30, 2018, and the consideration therefore may be renewed by a written instrument executed by both parties.
- VII. The Bureau shall provide City with a monthly financial report including a profit and loss statement, along with an annual balance sheet. The current profit and loss statement shall be provided to City within thirty (30) days after the end of the month for which the statement is prepared. The Bureau shall comply with the terms and conditions of City's Policy Regarding Funding for External Agencies, as it exists on May 1, 2017.
- VIII. The Bureau agrees that it will continue to identify, recruit, and appoint new and/or additional members to its Board of Directors to represent the hotel and restaurant industry of the City of St. Charles. The Bureau also agrees to maintain its by-laws so as to restrict the duration and number of terms of office members of the Board of Directors may serve.
- IX. Upon termination of this agreement, any funds paid to the Bureau and not used or otherwise subject to pending contract requirements of the Bureau shall be returned to the City.
- X. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving ten-day written notice upon the other party.
- XI. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.
- XII. Any amendment to this agreement shall be effective only if evidenced by a written instrument executed by the parties hereto.

| IN WITNESS WHEREOF, the undersigned have hereto set their hands and seals this | day of |
|--|--------|
| June, 2017. | |

| ST. CHARLES CONVENTION AND VISITORS BUREAU | CITY OF ST. CHARLES |
|--|---------------------|
| By | |
| President | Mayor |

City of St Charles Hotel Tax Receipts Analysis 6/9/2017

| Year Ended <u>April 30</u> | Hotel Tax <u>Receipts</u> | <u>Change</u> | Percentage <u>Change</u> |
|----------------------------------|------------------------------|---------------|-----------------------------|
| 2007 | \$1,948,562 | N/A | N/A |
| 2008 | \$2,047,977 | \$99,415 | 5.10% |
| 2009 | \$1,737,237 | (\$310,740) | -15.17% |
| 2010 | \$1,582,359 | (\$154,878) | -8.92% |
| 2011 | \$1,612,461 | \$30,102 | 1.90% |
| 2012 | \$1,749,895 | \$137,434 | 8.52% |
| 2013 | \$1,778,810 | \$28,915 | 1.65% |
| 2014 | \$1,630,810 | (\$148,000) | -8.32% |
| 2015 | \$1,768,106 | \$137,296 | 8.42% |
| 2016 | \$2,007,436 | \$239,330 | 13.54% |
| 2017** | \$1,931,557 | (\$75,879) | -3.78% |
| 2017 | \$1,221,337 | (\$15,613) | -5.76% |

^{** 2017} Amount Estimated based on April Forecast.

All other amounts from the City's Comprehensive Annual Financial Report for the fiscal year indicated.



June 9, 2017

Chris Minick, Finance Director City of St. Charles 2 E. Main Street St. Charles, Illinois 60174

Re: Funding

Dear Chris:

On Monday, June 19, 2017, the GSCCVB will address the City of St. Charles' Government Operations Committee to request a local funding commitment of \$526,500, the same funding as FY 2016-17.

Enclosed please find:

FY 2017-18 Marketing Plan

FY 2017-18 Summary Budget (year-to-date) actual revenue and expenses comparison Detailed 2016-17 Scarecrow Fest Tracking Initiatives Report FY 2016-17 GSCCVB accomplishments

We look forward to our June 19, 2017 presentation. Should you or any St. Charles official have a question or comment you wish to share beforehand, please feel free to contact me.

Very best regards,

Lula S. Cassidy

Executive Director

c: GSCCVB Board of Directors

GREATER ST. CHARLES CONVENTION AND VISITORS BUREAU

SURVEY DATA RESULTS

SCARECROW FEST 2016

2 E. MAIN STREET ST CHARLES, IL 60174

SURVEY DATA RESULTS

SCARECROW FEST 2016

TOTAL SURVEYS OVERVIEW

Surveys Completed: 750

Number of Responding Attendees: 2,851 Average# of People per party: 3.80 Number of states represented: 15

States include: AZ, CA, FL, IA, ID, IN, KY, MA, MD, MI, MO, OH, SC, TX, WI,

Number of countries outside the USA represented: 2

Countries include: England, Netherlands,

Number of Attendees OUTSIDE the Fox Valley perimeter:

379 surveys 1485 attendees 52%

Number of Attendees RESIDING in Fox Valley:

371 surveys 1362 attendees 48%

*Assumption: 3% (12 surveys, 37 attendees) of the attendees included in this portion of the survey were listed as IL residents but reported that they heard about the Fest because they were local or that it was a tradition. There we are making the assumption that they reside in the Fox Valley area.

Total Number of Illinois Attendees:

707 surveys
2,661 attendees
115 Illinois communities identified
3 unidentified communities were surveyed

Total numbered surveyed indicating a hotel stay: 30, (2.25%)

2016 Scarecrow Room Pick Up Reported provided by Hotels - 100 Room nights

ST. CHARLES POLICE DEPARTMENT ATTENDEE ESTIMATE: 138,000 People

FIRST TIME SCARECROW FEST ATTENDEES

188 were surveyed that reported that this was their first time attending the fest. This represents 702 attendees (24.6%). A breakdown of how attendees heard about the fest, and what they report as their "Favorite Thing" about the fest is indicated in the chart below:

Indicator #1: How did you hear about the Fest?

Indicator #2: What was your Favorite Thing?

| # Surveyed | # Attendees | | Characteristic | # Surveyed | # Attendees |
|------------|-----------------------------------|--|--|--|--|
| 4 | 6 | | Atmosphere | 16 | 79 |
| 35 | 171 | | Carnival | 13 | 48 |
| 37 | 125 | | Craft Show | 14 | 50 |
| 38 | 133 | | Everything | 4 | 9 |
| 7 | 27 | | Food | 29 | 110 |
| 2 | 7 | | Kids Activities* | 18 | 69 |
| 13 | 40 | | Music | 5 | 15 |
| 2 | 28 | | MYOS | 9 | 44 |
| 5 | 17 | | Paddlewheel Boats | 0 | 0 |
| 4 | 18 | | Petting Zoo | 6 | 21 |
| 10 | 39 | | Photo Op Booth | 1 | 3 |
| 2 | 9 | | Scarecrow Contest | 0 | 0 |
| 0 | 0 | | Scarecrows | 40 | 146 |
| 16 | 56 | | Shopping | 0 | 0 |
| 7 | 26 | | Variety | 4 | 24 |
| | | | Vendors | 9 | 29 |
| | | | Volunteers | 2 | 3 |
| | | | LEFT BLANK | 15 | 52 |
| | | | | | |
| | 4 35 37 38 7 2 13 2 5 4 10 2 0 16 | 4 6 35 171 37 125 38 133 7 27 2 7 13 40 2 28 5 17 4 18 10 39 2 9 0 0 16 56 | 4 6 35 171 37 125 38 133 7 27 2 7 13 40 2 28 5 17 4 18 10 39 2 9 0 0 16 56 | 4 6 Atmosphere 35 171 Carnival 37 125 Craft Show 38 133 Everything 7 27 Food 2 7 Kids Activities* 13 40 Music 2 28 MYOS 5 17 Paddlewheel Boats 4 18 Petting Zoo 10 39 Photo Op Booth 2 9 Scarecrow Contest 0 0 Scarecrows 16 56 Shopping 7 26 Variety Vendors Volunteers | 4 6 Atmosphere 16 35 171 Carnival 13 37 125 Craft Show 14 38 133 Everything 4 7 27 Food 29 2 7 Kids Activities* 18 13 40 Music 5 2 28 MYOS 9 5 17 Paddlewheel Boats 0 4 18 Petting Zoo 6 10 39 Photo Op Booth 1 2 9 Scarecrow Contest 0 0 0 Scarecrows 40 16 56 Shopping 0 7 26 Variety 4 Vendors 9 Volunteers 2 |

Other Anecdotal Details

Of the first time attendees surveyed, 29 or .4%_specifically mentioned the Bubbler as a signature children's activity that was their most enjoyable part of the Fest. The other significant mention included the car show, with 20 attendees mentioning it as a signature Fest Favorite.

Of those first time Fest attendees surveyed above:

507 or 59% were Outside the FOX VALLEY Perimeter

78 or 15% of those outside the FOX VALLEY Perimeter were from Outside Illinois and 8% of the total 1st time attendees

14 or 3% of the 1st Time Fest Attendees Outside the FOX VALLEY Perimeter stayed in hotels.

Of the out of state first time visitors (78):

78% heard about the Fest from Family or Friends

12% heard about the Fest from the Internet (4% of that specifically from Facebook)

Of the out of state first time Favorites:

29% favored the scarecrows

8% favored everything about the Fest

12 % favored the food and music

13% favored the craft show

17% enjoyed the atmosphere of the Fest (including things like weather)

17% favored the Kids Activities and Petting Zoo

8% of all first time Fest attendees were from the Greater St. Charles (e.g. Campton Hills, Elburn and St. Charles) area

REPEAT VISITORS TO SCARECROW FEST

A total of 1,913 attendees represented on 495 surveys reported that they were repeat guests to Scarecrow Fest. Of this total number of responders:

- 51% (978) lived in the Fox Valley Area (Aurora to Elgin)
- 44% (841) lived OUTSIDE of the Fox Valley perimeter
- 5% (94) lived OUTSIDE of the state of Illinois
- 5% (92) stayed in hotels. Of this figure, 48 attendees stayed in hotels OTHER than St. Charles Hotels

A breakdown of how repeat visitors heard about the fest, and what they report as their "Favorite Thing" about the fest is indicated in the chart below:

Indicator #1: How did you hear about the Fest?

Indicator #2: What was your Favorite Thing?

| | 1 CSL. | | Imng. | | | |
|-----------------|----------|-----------|-------------------|----------|----------|--|
| Characteristic | # | # | Characteristic | # | # | |
| | Surveyed | Attendees | | Surveyed | Attendee | |
| Band | 3 | 15 | Atmosphere* | 57 | 207 | |
| Drive-by | 12 | 32 | Carnival | 42 | 170 | |
| Family | 71 | 296 | Craft Show | 53 | 143 | |
| Friends | 54 | 214 | Entertainment | 6 | 29 | |
| Internet | 47 | 166 | Everything | 17 | 69 | |
| Local | 75 | 267 | Food | 73 | 324 | |
| Mailing | 0 | 0 | Kids Activities | 16 | 57 | |
| Media/Paper | 35 | 100 | Music | 13 | 36 | |
| Park District | 0 | 0 | MYOS | 16 | 78 | |
| Signage | 16 | 40 | n/a (No answer) | 23 | 91 | |
| Tour Group | 2 | 62 | Petting Zoo | 13 | 74 | |
| Tradition | 107 | 457 | Photo Op Booth | 0 | 0 | |
| Vendor | 1 | 4 | Scarecrow Contest | 8 | 31 | |
| Volunteer | 3 | 8 | Scarecrows | 129 | 500 | |
| Word of Mouth | 50 | 196 | Shopping | 0 | 0 | |
| LEFT BLANK | 3 | 4 | Variety | 11 | 54 | |
| n/a (No answer) | 14 | 52 | Vendors | 14 | 46 | |
| 31 | | (| LEFT BLANK | 2 | 3 | |
| | | | Volunteers | 1 | 2 | |

Other Anecdotal Details

Of the repeat attendees surveyed, several detailed attractions and favorites emerged from the survey including

The Bubbler – (27) 1%

Dancers - (8) 0.8%

Family-friendly and fun aspect of the Fest Atmosphere - (31) 2%

Free samples and giveaways - (10) 0.5%

Spending time with family and friends - (24) 1%

The Weather - (18) 0.9%



| | FY 2017-18 Budget | FY 2016-17 YTD Unaudited Actuals as of June 9, 2017* | FY 2016-17 Budget | Fiscal Year 2015 -16 Audited Actuals | Fiscal Year 2015-16 Budget |
|---|-------------------|--|----------------------|--|-------------------------------|
| Estimated Income | | | | | |
| 4010-0 Hotel/Motel Tax Fund Income | 526,500.00 | 526,500.00 | 526,500.00 | 526,500.00 | 526,500.00 |
| 4030-0 Interest Income | 600.00 | 578.96 | 552.21 | 828.21 | 600.00 |
| 4040-0 Visitors Magazine Income | 11,700.00 | | 11,700.00 | 11,700.00 | 10,725.00 |
| 4060-0 Other Misc. Income | 1,000.00 | 12,266.82 | 6,026.50 | 0.50 | 500.00 |
| 4065-0 Local Coop Income | - | | | | |
| 4070-0 Marketing Partner Grant Income | • | NATURE AND WILLIAM | | | |
| 4075-0 Fox Valley Coop MPP Income | • | 20,911.40 | 26,625.00 | 14,563.50 | 17,188.50 |
| 4090-0 LTCB State Grant Income | 240,103.00 | 220,094.38 | 240,103.00 | 202,448.00 | 202,448.00 |
| 4100-0 In-Kind and Trade | 540.00 | 495.00 | 540.00 | 540.00 | 540.00 |
| 4050-0 Scarecrow Fest Income | 242,000.00 | 238,853.12 | 238,553.12 | 214,096.05 | 214,092.05 |
| 4150-0 Scarecrow Fest In-Kind and Trade | 2,000.00 | 15,850.00 | 15,850.00 | 11,900.00 | 11,900.00 |
| Total Income | 1,024,443.00 | 1,035,549.68 | 1,066,449.83 | 982,576.26 | 984,493.55 |
| | | | | | |
| Estimated Expenses | | | | | |
| Total Administrative | 557,084.00 | 477989.01 | 554,084.00 | 461,731.05 | 509,884.00 |
| Total Meetings & Conventions | 75,370.00 | 37491.95 | 65,637.42 | 53,433.71 | 55,270.00 |
| Total Tour and Travel | 1,000.00 | 2174.78 | 2,791.45 | 2,106.68 | 2,737.00 |
| Total Leisure | 81,000.00 | 83919.92 | 163,591.40 | 114,535.06 | 88,338.00 |
| Total Promotional | 75,000.00 | 23983.19 | 35,833.22 | 42,160.73 | 50,110.00 |
| Total State | 6,700.00 | 5163.13 | 6,000.00 | 2,288.10 | 2,300.00 |
| Total Scarecrow | 244,000.00 | 235763.02 | 232,272.86 | 240,447.20 | 242,365.40 |
| Total Visitor Guide | 46,000.00 | 790.89 | 52,216.19 | 49,192.12 | 53,500.00 |
| Total Sports | 30,820.00 | 9994.32 | 7,996.00 | 12,461.09 | 13,920.00 |
| Total International | 1,000.00 | 0.00 | Be Telline 2 | | |
| Total Estimated Expense | 1,117,974.00 | 877,270.21 | 1,120,422.54 | 978,355.74 | 1,018,424.40 |
| Net Income or Loss | (93,531.00 | 158,279.47 | (53,972.71) | 4,220.52 | (33,930.85) |









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Executive Summary



MISSION:

The Greater St. Charles Convention and Visitors Bureau (GSCCVB) leads the promotional charge in marketing and driving visitor economic spending throughout the destination and into neighboring communities the bureau is certified to represent through the State of Illinois.

The GSCCVB will focus on four (4) key destination tourism segments to harness the strengths of the destination and advance economic sustainability and growth: Leisure, Meetings & Conventions, Sports Tournaments & Events and Destination Weddings.

OBJECTIVES:

GSCCVB presents the 2017-2018 Marketing Plan to be implemented as the approved budget allows. In pursuit of its mission and goals, the GSCCVB seeks to:

- Increase the demand in the Greater St. Charles area for overnight accommodations, visits to attractions, tour packages, retail sales, restaurant receipts, local transportation and other events and activities that positively affect the economic impact of the local tourism industry.
- Boost the awareness of the Greater St. Charles, IL area as a Meetings and Conventions destination.
 Increase the demand for and usage of the destination's conventions, conference, meeting and expospace, that in turn will draw attendees to stay overnight in St. Charles hotels.

 Gain local, regional, national and international media exposure for the St. Charles area with our diverse attractions, natural eco-environment, rich history and unique personality to aid in education and understanding of the St. Charles tourism brand.

- Support and contribute to the enrichment of multicultural, performing and visual arts, historic, recreation, education, sports, business and entertainment communities in the GSCCVB service area.
- Welcome all visitors, regardless of age, sex, sexual orientation, race, color, national origin, religion, marital status, veteran status or disability.
- Actively participate in and contribute to the overall strategic planning for the growth and sustainability of the visitor industry in the GSCCVB service area through recognized expertise in the tourism industry and strong community outreach.

Executive Director Greater St. Charles

Convention and Visitors Bureau



Destination Summary

Even in challenging economic times, tourism is an arena that can create jobs, stimulate economic growth and the development of goods and services that help make a city thrive and prosper as a welcoming destination.

In August 2015, the Illinois Office of Tourism in Springfield, IL, reported that despite budget and financial concerns, the Illinois tourism industry's economic impact continued to grow and was topping \$37 billion in travel expenditures. Over 10,000 new jobs were reported as being created.

During that same time period of August 2015 in Kane County, travel expenditures topped \$458.73 million dollars, while revenue from tourism reached \$30.78 million in 2015. According to the Office of Tourism for the state of Illinois, the Greater St. Charles service area represents more than 50% of the tourism expenditures in Kane County, which translates to \$15.39 million in revenue from tourism and \$229.36 million dollars in travel expenditures.

While our destination has been successful and done better in many areas than destinations in and around the Chicagoland, Illinois and Midwestern areas traditionally, fundamental shifts in traveling, consumers buying habits, destinations decisions and purchasing tools are in continuous and rapid change.

In 2016-2017 the GSCCVB was in constant discovery, seeking and finding new ways to uncover the leisure visitors, convention and conference planners, sporting events and tournaments, tour and travel trips and gala social events of the season.





Although during discovery we found we never lost the baby boomers top of mind memories of times shared with parents in the destination or memories of the historical festivals and parades that are the very part of our heritage, family oriented values and culture, new audiences and growing our market share in years to come would yield diminished visitor audiences, lower hotel occupancies and increase marketing and promotional challenges.

Though past year on the road of discovery, the tools to record the next roads in the journey have been put in place to bolster a vital and crucial part of bolstering a thriving tourism economy.

Proudly acknowledging first as the mission of the GSCCVB is to promote the entire destination of our services area and showcase it to the four key areas of tourism our destination naturally gravitates and thrives in:

Leisure, Sports, Weddings, Conventions and Meetings.

The GSCCVB will continue to review all strategies, tactics and programs in which we participate. With the tracking and metrics programs put into place that did not exist prior to our fiscal fourth quarter 2017, our ability to directly focus in on market segments and targeted audiences strengthens in tremendous strides. Our conservative and accountable fiscal controls are reviewed and carefully monitored by our distinguished GSCCVB Board of Directors to ensure resources are invested carefully and efficiently. Adjustments are made to the budget in marketing for changing market conditions, select marketing plan objectives and/or tactics requiring more impact or support. This is also reviewed through our Board of Directors.

Destination Summary

In summary, the new opportunities this year on our road to discovery have been many, and our successes for the team, proudly for our destination, they too have been many in 2016-2017.

As we approach our next journey, we learned that our destination is full of experiences in which we can see, experience, enjoy and fully engage.

As in the community and heritage of the GSCCVB service area, history has shown from the past, once a historical town of entrepreneurs and opportunities in economic growth and commerce. Through the growth and experiences surrounding our scenic beauty that you will see reflected in our marketing plan. We stay true to our historical roots. We are invigorated as a tourism destination to promote sight doing – experiencing the area, educating families, training corporations and providing settings for social events that a photographer will consider a work of art.

We at the GSCCVB support this thought in the destination, as we become one of the first Midwest destinations to provide the experiential travel destination experience.

GSCCVB Accomplishments – Year in Review

- July 1, 2016, St. Charles is cited <u>Top 13 Small Cities in Illinois</u>
 July 22, 2016, St. Charles <u>10 Illinois Restaurants Right On The River That You're Guaranteed To Love</u>
- August 1, 2016 St. Charles Visitors Bureau Looks to Boost Tourism with New Approaches
- August 27, 2016, St. Charles Nod: <u>Tourism Dollars In Northern Illinois: A Closer Look</u>
 September 8, 2016, Scarecrow Fest is one of <u>21 of The Best Fall Festivals to Celebrate the Season</u>
 September 14, 2016, Scarecrow Fest is a <u>Best Family Friendly Fall Fests in the Country</u>
- October 24-25 GSCCVB hosted the Illinois Association conference market in Springfield, IL
- December 6, 2016 Lula S. Cassidy, Executive Director proudly inducted as a new member of the Noon Kiwanis Club.
- January 2017 Launch of VIPER planning tool generate and deliver high-quality RFP,
- January 2017 Launches of Scarecrow Fest and Farm Tour 2017
- February 2017 Activation of new lead generation tool for hotel partners to pursue.
- March 1, 2017 Best 15 Free Things to Do in Illinois. Scarecrow Fest is #4!
- March 20, 2017 Illinois Governor's Conference On Line Best Visitor Publication
- March 24, 2017 KC Chronicle St. Charles is a Film Shoot Site
- April 4, 2017 Facebook On-line -Governor Bruce Rauner's St. Charles Shout Out
- April 6, 2017 City of St. Charles Announces CVB's Best Visitor Publication Award
- April 6, 2017 St. Charles Patch- Greater St. Charles Convention and Visitors Bureau Awarded Best Visitor Publication
- April 7, 2017 Tourism Beyond Boundaries Event where GSCCVB hosted ribbon cutting ceremony for the two neighboring visitor kiosks at the Fox Valley Ice Arena home of the Chicago Steel Hockey Team.
- April 10, 2017 Daily Herald, Fast Track's Section
- April 13, 2017, Young filmmaker, writer and producer James Albright of Roselle, wraps up shooting for his project titled "The Lazarus Bridge" that included filming the footbridge near the police station and at a township cemetery
- April 17, 2017 KC Chronicle Exciting Year for the Greater St. Charles Convention and Visitor Bureau
- April 30, 2017 Arcada Theatre, One of Illinois' 10 Best Live Theater Venues!
- May 7-8, 2017 attended the **Illinois Sports Huddle** in Rock Island, Illinois for the first time in the history of the GSCCVB with goal to attract sports events for increased business and hotel overnights.
- May 15, 2017 Daily Herald Business Ledger Collaborative Regional Partnership makes the area stronger and more profitable
- May 20, 2017 GSCCVB is nominated as a potential winner in the 2017 Destination awards by Luxury Travel Guide.

Greater St. Charles CVB Service Area

Founded in 1983, the Greater St. Charles Convention and Visitors Bureau (GSCCVB) was one of the first Bureaus certified by the State of Illinois to promote the community as a destination for meetings and conventions, sporting events and leisure getaways.

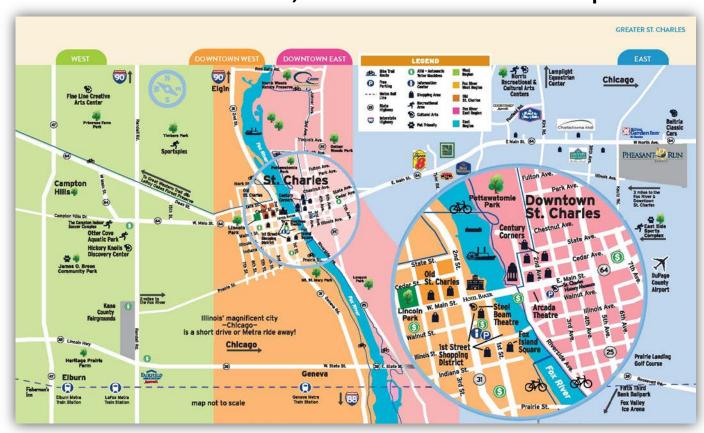
The GSCCVB is funded by a portion of the hotel/motel tax collected by St. Charles area hotels and through the Illinois Office of Tourism to promote the Greater St. Charles area as a destination for leisure tourists, conventions, sports events, and meetings.

Along with being funded by local hotel tax receipts, annually the Greater St. Charles Convention and Visitors Bureau applies for LTCB Grant funding from the State of Illinois. The LTCB Grant funds are provided strictly to **certified** Convention and Visitors Bureaus. Certified Convention and Visitors Bureaus represent more than one municipality or contiguous counties in the applicant's proposed service area. LTCB Grant funding is based on the population of the territory that we serve.

Benefits of being an Illinois certified Bureau include: promotion on www.enjoyillinois.com, a listing in the Travel Illinois (Illinois Visitor Guide), a voting membership in the IL Council of CVBs and promotion of the GSCCVB Visitors Guide in Welcome Centers and Tourism Offices.

The GSCCVB service area includes: the City of St. Charles, the Villages of Campton Hills and Elburn, the Townships of Campton and St. Charles and the State of Illinois.

Greater St. Charles, Illinois Local Service Area Map



Board of Directors

2017-2018 Executive Board

President

Tom Donahue General Manager Q Center

VP/Treasurer

Holly Cabel
Director
St. Charles Park District

Secretary

France Langan General Manager Pheasant Run Resort

2017-2018 Board Members

Art LemkeDirector Ex Officio
City of St. Charles

Sue Henry Owner Mixology **Darius Grigaliunas** *President Baltria Vintage Auto Gallery*

Joseph J. Klein Attorney at Law Klein, Daday, Aretos & O'Donoghue

Ron Onesti President and CEO Onesti Entertainment Rowena Salas Owner Hotel Baker



Economic Impact

TOURISM, EMBRACING & UNDERSTANDING ECONOMIC IMPACT

Throughout every community, business, organization and municipality has risen an increase of interest in the economic impact of tourism.

Whether this is on a local, regional, state or national level, it is now common to hear that tourism supports jobs in the city, region or state and it is equally common to hear about an annual event in a community that provides revenue and income to a community year after year.



"Multiplier effects" are often cited to capture secondary effects of tourism spending and show the wide range of sectors in a community that may benefit from tourism. Tourism's economic benefits are predicted by the industry for a variety of reasons.

Tourism businesses depend extensively on each other as well as on other businesses, government and residents of the local community. Economic benefits and costs of tourism reach virtually everyone in a region in one way or another. Economic impact estimates interdependencies and a better understanding of the role and importance of tourism in a local or regional economy.

Tourism activity also involves economic costs, including the direct costs incurred by tourism businesses, government costs for infrastructure to better serve tourists, as well as congestion and related costs borne by individuals in the community. Community decisions over tourism often involve debates between industry proponents predicating tourism's economic impacts (benefits) and detractors emphasizing tourism's costs.

At the GSCCVB, we recognize sound decisions rest on a balanced and objective assessment of both benefits and costs and an understanding of who benefits from tourism and who pays for it. Tourism's economic impacts are therefore an important consideration in city, state, regional and community planning; economic development and tourism development.

Economic impacts are important factors in marketing and management decisions. Our service area needs to understand and be continually educated about the relative importance of tourism to their city, region and the contribution tourism has made to the economic activity in their area.

A variety of methods, ranging from pure guesswork to complex mathematical models, are used to estimate tourism's economic impact. Studies vary extensively in quality and accuracy, as well as which aspects of tourism should be included. Technical reports are often filled with economic terms and methods that non-economists do not even understand.

Economic Impact



On the other hand, media coverage of these studies tends to oversimplify and frequently misinterpret the results, leaving decision makers and the general public with a sometimes distorted and incomplete understanding of tourism's true economic effects.

So the question then must be asked, how can the average person understand these studies sufficiently to separate good studies from bad ones and make informed choices? The purpose of this information in the 2017-2018 Greater St. Charles Convention and Visitors Bureau Marketing Plan is to acknowledge that *the economic impact of tourism* is great and it is vast in its depth of understanding all facets of which it touches inside a community.

Many assessments must be included, including agreeing upon the mathematical metrics that set the systematic approach for the true calculation of a perfected tourism economic impact method. Within the State of Illinois and within the Fox Valley Region, economic impact calculators have not been updated since 2003.

In the past year, the GSCCVB began the transition from following the tourism trends of our region and state to being the trailblazers and leaders in our region. So for economic impact in 2017-2018 we again make a transition in reporting the GSCCVB destination progress.

In the next pages of our marketing plan, you will review meetings, conventions of our past and the growth of the future we have in the pipeline. We report the dates of our groups, the attendance that will impact the destination and the total room nights in overnight accommodation.

Why the change? Because we are reporting the facts on what is to transpire in tourism as a destination. This simple destination review will tell you when the group will arrive, when the group is to depart, how many visitors as a destination we will serve while they are here and the total room nights that will be used during their stay in our area. This model takes the whole destination into consideration, as we will serve them with our outstanding accommodations and with the support of our many tourism partners throughout the service area, providing the number of attendees with nothing more than an outstanding city by the river experience.



Destination Progress Review

GROUP, CONFERENCES AND CONVENTIONS - PAST

July 1, 2015 – June 30, 2016 *TRN = Total Room Nights

| GROUP NAME | <u>DATES</u> | <u>PEAK</u> | <u>NIGHTS</u> | TRN* | <u>ATTENDANCE</u> |
|---|---------------------|-------------|---------------|------|-------------------|
| Sports Girls Baseball | 7/21/15 - 7/25/15 | 150 | 5 | 750 | 3500 |
| Sports Tournament | 9/17/15 - 9/18/15 | 27 | 2 | 27 | 52 |
| Farming Meeting | 10/10/15 - 10/11/15 | 20 | 1 | 20 | 50 |
| Animal Show | 12/3/15 - 12/5/15 | 125 | 3 | 325 | 500 |
| Family Meeting | 5/28/16 - 5/30/16 | 5 | 3 | 10 | 30 |
| Health Information | | | | | |
| Convention | 6/01/16 - 6/02/16 | 10 | 2 | 20 | 400 |
| Family Reunion 6/16/16 - 6/19/16 | | 25 | 4 | 75 | 75 |
| TOTAL | | 362 | 20 | 1227 | 4607 |

^{***}To preserve our highly competitive edge, sensitive details regarding our past, present and future business have been omitted from the public version of this report. A full reporting has been submitted to the City of St. Charles Administrator and Director of Finance.

Destination Progress Review

GROUP, CONFERENCES AND CONVENTIONS

July 1, 2016 – June 30, 2017 *TRN = Total Room Nights

| GROUP NAME | <u>DATES</u> | <u>PEAK</u> | <u>NIGHTS</u> | <u>TRN</u> | <u>ATTENDANCE</u> |
|-------------------------------|-----------------------|-------------|---------------|------------|-------------------|
| Motor Cycle Convention | 8/17/16 - 8/21/16 | 150 | 5 | 450 | 1200 |
| Political Cnvention | 9/17/16 - 9/18/16 | 1 | 2 | 1 | 200 |
| Community Meeeting | 10/5/16 - 10/9/16 | 6 | 5 | 23 | 10 |
| Family Meeting | 10/14/16 - 10/15/16 | 90 | 2 | 120 | 300 |
| Travel Convention | 1/20/17 - 1/22/17 | 25 | 3 | 50 | 300 |
| Religious Convention | 2/3/17 - 2/5/17 | 27 | 3 | 54 | 55 |
| Religious Convention | 2/10/17- 2/12/17 | 44 | 3 | 88 | 88 |
| Animal Convention | 2/24/17 - 2/27/17 | 50 | 4 | 70 | 1000 |
| Industry Convention | 2/25/17 - 3/3/17 | 252 | 7 | 886 | 252 |
| Health Information Convention | 4/7/17 - 4/8/17 | 40 | 2 | 40 | 175 |
| Industry Convention | 4/21/17 - 4/23/17 | 30 | 3 | 100 | 30 |
| Industry Convention | 5/1/17 - 5/5/17 | 625 | 5 | 2525 | 625 |
| Religious Convention | 5/5/17 - 5/7/17 | 148 | 3 | 300 | 148 |
| IMHA Spring Conference 2017 | 5/16/17 - 5/18/17 | 20 | 3 | 35 | 20 |
| Industry Convention | 5/24/17 - 5/25/17 | 270 | 2 | 540 | 270 |
| Exhibition Expo | 5/26/17 - 5/28/17 | 15 | 3 | 15 | 100 |
| Sports Tournament | 5/26/17 - 5/29/17 | 200 | 4 | 600 | 1200 |
| Legal Industry Convention | 6/1/17 - 6/2/17 | 30 | 2 | 38 | 30 |
| Family Meeting | 6/2/17 - 6/4/17 | 10 | 3 | 15 | 100 |
| Industry Convention | 6/5/17 - 6/6/17 | 20 | 2 | 40 | 20 |
| Health Industry Expo | 6/12/2017 - 6/16/17 | 180 | 4 | 563 | 180 |
| Health Industry Expo | 6/16/2017 - 6/20/2017 | 1000 | 5 | 55 | 1,000 |
| | | | | | |
| Religious Convention | 6/28/17 - 6/30/17 | 500 | 3 | 1000 | 2500 |
| TOTAL | | 3733 | 78 | 7608 | 9803 |

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Destination Progress Review

GROUP, CONFERENCES AND CONVENTIONS

Pipeline July 1, 2017 and Beyond

*TRN = Total Room Nights

| GROUP NAME | DATES | PEAK | NIGHTS | TRN | ATTENDANCE |
|--------------------------------------|----------------------|-------|--------|-------|------------|
| Industry Convention | 7/10/17 - 7/14/17 | 150 | 5 | 600 | 150 |
| Community Volunteerism Informational | | | | | |
| Convention | 7/12/17 - 7/16/17 | 59 | 5 | 182 | 59 |
| China Sports Tournament | 7/15/17 - 9/7/17 | 60 | 84 | 4000 | 60 |
| Health Information Convention | 7/17/17 - 7/21/17 | 182 | 5 | 563 | 182 |
| Educational Exposition | 7/21/17 - 7/23/17 | 100 | 3 | 200 | 750 |
| Sports Tournament | 8/9/17 - 8/13/17 | 200 | 5 | 700 | 3000 |
| Special Interest Convention | 9/7/17 - 9/9/17 | 120 | 3 | 240 | 2500 |
| Industry Expo | 9/26/17 - 9/28/17 | 20 | 3 | 60 | 20 |
| Fraternity Conference | 10/5/17 - 10/8/17 | 183 | 4 | 549 | 183 |
| Industry Conference | 10/7/17 - 10/8/17 | 21 | 2 | 32 | 21 |
| Family Meetin | 10/10/17 - 10/13/17 | 39 | 4 | 88 | 39 |
| Industry Meeting | 11/5/17 - 11/11/17 | 122 | 7 | 420 | 122 |
| Industry Convention | 3/8/18 - 3/10/18 | 179 | 3 | 491 | 179 |
| Sports Tournament | 4/8/18 - 4/11/18 | 212 | 4 | 533 | 212 |
| Developers Conference | 5/7/18 - 5/9/18 | 400 | 3 | 1,325 | 400 |
| Animal Expo | 5/13/18 - 5/19/18 | 100 | 7 | 500 | 300 |
| Business Industry Conference | 6/12/18 - 6/15/18 | 114 | 4 | 469 | 114 |
| Youth Retreat | 6/18/18 – 6/21/18 | 254 | 4 | 770 | 1200 |
| Youth Sports Tournament | 6/28/2018 - 7/1/2018 | 1400 | 4 | 1200 | 1,400 |
| Health Industry Conference | 7/29/18 - 8/5/18 | 250 | 8 | 995 | 250 |
| Family Meeting | 9/6/18 - 9/10/18 | 100 | 5 | 300 | 325 |
| Technical Industry Conference | 10/21/18 - 10/25/18 | 75 | 5 | 280 | 75 |
| Sports Tournament | 10/30/18 - 11/04/18 | 300 | 6 | 1400 | 1200 |
| Special Interest Convention | 1/21/19 - 1/27/19 | 138 | 7 | 665 | 138 |
| Human Resource Convention | 4/27/19 - 5/3/19 | 70 | 7 | 350 | 75 |
| Religious Convention | 6/9/19 - 6/15/19 | 331 | 7 | 1,384 | 331 |
| Religious Convention | 6/15/19 - 6/21/19 | 165 | 7 | 626 | 165 |
| Youth Sports Tournament | 6/27/19 - 6/30/19 | 1400 | 4 | 1200 | 1,400 |
| Industry Convention | 7/6/19 - 7/11/19 | 65 | 6 | 268 | 65 |
| Softball Sports Tournament | 8/29/2019 - 9/2/2019 | 1900 | 5 | 550 | 1,900 |
| Industry Conference | 9/9/2019 - 9/15/2019 | 215 | 7 | 430 | 215 |
| Softball Tournament | 8/27/20 - 8/30/20 | 1900 | 4 | 550 | 1900 |
| TOTAL | | 10824 | 237 | 21920 | 18930 |

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GSCCVB Goal

The Tourism Development team will promote the Greater St. Charles area as a high tech, high quality destination in hosting conventions, training conferences, team building experiences, meetings, trade shows and expos. Driving our positioning as the Western Suburbs, Fox Valley Region, Illinois and Midwest destination connection and place of technology team building and collaboration.



Tourism Development Team Overview

GSCCVB team members are responsible for and being deployed to carry out this Bureau's mission by utilizing direct sales and marketing efforts.

Team members from the Bureau assigned to this mission in 2017-18 include one Tourism Development team member and the Executive Director for the GSCCVB.

Methods by the development team to advance and capture market gain in this segment will include: Face-to-face meetings with clients, an expanded RFP system (exclusively developed for the destination 4th quarter, FY 2016-17), FAM tours, tradeshow attendance, sales strategies and tactics, advertising, marketing, social media and visual media.

Focus on this segment directive is to never lose sight that securing city wide conventions and conferences and long term multi-year agreements supports the destination as a whole.

Working closely with our stakeholders/tourism partners and the extended community secures greater economic impact for all.

Our position in Fox Valley Illinois reinforces the destination in Chicagoland, Illinois and the Midwest and drives our focus for conventions, training conferences, team building and collaboration in the industries and agricultures supported in our state and bordering states.

By making meeting professionals aware of all that Greater St. Charles has to offer as a destination and by maintaining a strong working knowledge of industry trends, the department promotes our service area as an outstanding choice in the conventions and meetings arena.

Challenges Faced in 2016-17 and Impact on Segment:

- Country Inn and Suites, St. Charles IL closed during renovation and the brand changed to the Holiday Inn Express and Suites, reducing room night inventory in the marketplace.
- Pheasant Run resort, room inventory was reduced to 293 guest rooms in 2016.
- Hilton Garden Inn, Conference Center will close in July, 2017.
- Discovery in 2016-17 found additional promotional and advertising funds dedicated to leisure marketing in past years, better allocated in the future to stimulate growth in Conventions and Conference segment.

Highlights in 2016-17 and Impact on Segment:

- An expanded request for proposal system (RFP) allows the destination to capitalize on the regional, state and domestic requests for groups and conferences. Developed, created and implemented by the GSCCVB Executive Director and Lexyl Travel Group. Activated in January, 2017.
- Discovery in 2016/17 found additional promotional and advertising funds dedicated to leisure marketing in past years, better allocated in the future to stimulate growth in Conventions and Conference segment.

Nationally, increased hotel inventory and convention center renovation/expansion have created more options than ever for the customer. This, along with aggressive sales tactics by CVBs surrounding Chicagoland and Illinois and nationwide, has created a highly competitive selling environment for the GSCCVB.

In order to remain competitive, the department is focused on an aggressive and targeted sales approach in method. We will form close relationships with our hotel stakeholders to be strategic in filling slower occupancy times and pushing revenue and room rate opportunities in times of strength!

We continue to be aggressive in our sales and marketing efforts. We must maintain our presence among each market segment, continue to drive our marketing messages and sell the St. Charles advantage. The keys to selling in the current environment are face-to-face meetings, creating strong client relationships, and delivering exceptional event, site visit and convention experiences that secure future business.

Strategies/FY 2017-2018

Strategy 1: Continue to develop the Illinois Association, National Association and Specialty markets

Deploy the Tourism Development Tourism team key areas to secure new business for future meetings in the Illinois Associations, National Association, religious, government, fraternal, social, multicultural and sports markets.

Create a stronger impact of Illinois Association business that is underutilizing the meetings and conventions facilities of the GSCCVB service area. Implementing a targeted approach to capture more Associations within the State and those who operate on a regional and national level. Capitalize on the larger amount of conference space available in the region while showcasing the hotel, restaurants, entertainment and historical downtown stakeholders/tourism partners that will play a key role in attracting this segment to us.

Strategy 2: Protect, maintain and increase business opportunities from the Illinois meetings and convention market. The Illinois corporate market continues to be one of our strongest producing market segments accounting for over 50 percent of our annual bookings. This business is aggressively being targeted and solicited by other Illinois CVBs and hotels.

Strategy 3: Focus on Special Interests Groups and Meetings in need of group rooms, meeting, convention and expo space. Continue to increase visibility of the destination with groups that support the need of larger trade shows to support their special interest of advanced hobby of choice. The GSCCVB will continue to perfect the match and focus of the opportunities in our build strong relationships with group planners looking for the ambiance of a historical, entrepreneurial destination and spirit, sight-doing experiences, training, scenic, river, equestrian, agriculture, agritourism, health and wellness, ecology, flea market and antique place of origin. Offer annual returns to our destination with multi-year agreements.

Strategy 4: Political and Government Meetings and Conferences

As the Political segment was developed in 2016-2017 to support the election in the US. The GSCCVB will continue to develop this segment as it leads to Illinois (State) Government, Regional (Multi State) Shared Government and Federal Government opportunities in meetings and conventions. In addition, as a destination and the facilities supported in our market with security and technology. In 2017-2018 due to the paths opened in the previous year, defense contractor meetings and conventions can now be opened to request for proposal and government meeting planners targeted for opportunities of growth and destination tourism economic impact.

Strategies/FY 2017-2018

Strategy 5: Focus on segment relations, alliances and community engagement to strengthen alliances with pertinent associations, hospitality partners, stakeholder and customers.

Increase visibility of the GSCCVB as a known high standards meetings and convention destination as well as developer of new tourism business opportunities by building strong end-user relationships.

Strategy 6: Promote the GSCCVB destination for corporations that thrive in environments with entrepreneur spirit, seek high tech surroundings and are dedicated to training in team building and collaborating environments.

Within the GSCCVB service area, we are fortunate to support the Q-Center at over 1,000 rooms for overnight accommodations and a high tech training facility that is geared to conventions and meetings of groups that are looking for an atmosphere of team building in a secure environment. The Q-Center property is IACC certified, which stands for the highest quality domestic and international conventions and meetings service. In 2017-2018 the GSCCVB will focus on the IACC meeting planners, high quality accommodations, technology and services they seek that the GSCCVB can deliver on.

Strategy 7: Convention Services

The GSCCVB will discontinue providing welcome and visitor center booths at city wide conventions and expos in an attempt to have the staff hours mandated at the GSCCVB in more active destination and sales and marketing activities. This helps to reduce unproductive payroll hours by monitoring booths in conventions and conference facilities that have not been requested or demanded by group planners. As an alternative, the GSCCVB will embark on a digital information integration by effectively using technology in and around our destination and our convention and expo facilities that shows the experiences in our destination, and tells the stories of our stakeholders and tourisms partners.

The GSCCVB thinks the use of modern communication resources and giving visitors more information in the moment enhances the visitor experience and is a better use of funding. Although in-room distribution of Visitor Guides will continue, including monitors at our hotels, convention and expo centers and providing data for in-room televisions programmed with visitor information will be explored through our hotel stakeholders and tourism partners with their technology.

Tactics:

- Attend selected industry tradeshows to meet and generate leads from clients, strengthening these relationships.
- Conduct targeted sales missions and client events in major markets including Springfield, Bloomington, Chicago, and Washington D.C.
- Continue to provide value-driven tradeshow, sales missions and client event co-op opportunities to our strategic St. Charles stakeholders/tourism partners partners.
- Maintain brand awareness by advertising, marketing and online media in appropriate meeting publications in the GSCCVB social media, as well as other media channels.
- Expand upon the established relationships with third party meeting planners.
- Utilize CVENT to generate leads with an increased focus on energy, technology, associations, green meetings and agriculture.
- Create video, social media engagement and other resources to enhance blog posts and e-blasts and capture email addresses.
- Execute continued press releases on corporate events that have chosen the GSCCVB service area for future meetings. Celebrating our wins through the media and constantly expressing why our area is the best conferencing and meeting location choice in the Midwest.
- Assist in the development and execution of an Open House for local/regional trade press, local customers and residents to see the GSCCVB service area convention and meeting Space.
- Gain momentum with regular press releases targeted to trade publications and trade writers that cover meetings and conference publications.
- Leverage advertising partnerships for added-value editorial in trade publications. If we are advertising or spending money with a vendor, ask for increased editorial coverage.
- Attend hotel and attraction openings in order to promote progress on a quarterly basis to trade press within the GSCCVB service area.
- As funds allow create a visual walk through of meeting and conference facilities to be explored by conference
 planners within the meetings market. Allowing the GSCCVB to host online FAM trips virtually. Lowering travel costs
 and increasing FAM trips to weekly events. Include images of hotels, restaurants and entertainment facilities to
 capitalize on the communities tourism offerings.
- Leverage partnerships with third-party meeting planners to further gain exposure for the GSCCVB service area.
- Focus on corporations and associations related to the agriculture products of corn, soybeans, hogs, cattle, dairy
 products and wheat, seeking small and large conventions.
- Focus on corporations and associations related to the industries of machinery, food processing, electric equipment, chemical products, printing and publishing, fabricated metal products, transportation equipment, petroleum and coal.
- Focus on corporations that share a common industry or agriculture in the bordering states of Wisconsin, Michigan, Indiana, Kentucky, Missouri and Iowa for national conferences and conventions.
- Review all past conferences of our competitors from 2012 to 2016. As a GSCCVB goal retain and rebook 70% of past bookings for upcoming years that are associated with the GSCCVB service area

Tactics (continued):

- Grow business from companies that have booked smaller programs in the past.
- Work closely with our branded properties and their list of national accounts. Determine in RFP season what accounts can be pursued for national conferences and conventions.
- Determine accounts that have met in primary and secondary markets to determine interest in the GSCCVB service area.
- As budget will allow, secure online media placement: Associations Now, Associations Forum, Tradeshow Executive, Midwest Meetings, Meetings Focus and Meeting Professionals International (MPI) publications.
- Target meeting planners with specific initiatives in a three-to five-hour drive range in major metropolitan cities.
- Encourage all GSCCVB to put "need dates" on Lexyl Travel portal, the RFP (Request for Proposal) to encourage filling the destination during slow occupancy times.
- Encourage the use of citywide housing systems from A-Res so larger groups and events can be tracked for destination pick up.. So groups can be monitored from lead to actual room pickup at the end of the function. Improving the economic impact number from estimated to accurate.
- Introduce LinkedIn as a social marketing selling tool to GSCCVB sales team through Madden Media campaigns.
- Hold a Fam Tour for third party planners (as budget allows). Go virtual should funds not be available.
- Work with core hotel management companies within the GSCCVB service area and determine if priority accounts can be targeted.
- Increase the number of leads to hotel partners throughout the region. Work with hotel partners to convert leads to actual closed sales accounts.
- Attend meetings on a local, state, regional and national basis with key industry organizations.
- Attend trade shows and conduct monthly sales trips as budget will allow.
- Increase emphasis on suburban PR initiatives that spotlight the GSCCVB service area viability and attractiveness as a
 meetings destination. Increase media coverage is needed to bring national events to the Greater St. Charles area.
 (increased podium coverage)
- Meet with Director of Sales/Sales Team of the hotels quarterly to determine accounts they may be working on and new trends in our market that may be emerging. Matching marketing plans and initiatives to reduce area spending.
- Focus on securing multi-year agreements for conferences and meetings rather than one booking at a time.

Tactics (continued):

- Maintain a strong relationship with Illinois based meeting planners by dedicating one sales department staff member in order to maintain and increase business from this market.
- Participate in local industry chapter meetings and events (MPI Illinois and Illinois Society of Association Executives).
- Conduct sales missions and client events for prospective clients in Springfield, Chicago and St. Charles.
- Host ISAE luncheon in Springfield as a sign of our appreciation.
- Call Greater St. Charles to the attention of Chicagoland's and Midwestern's meeting planners (third party). Leverage the power of partnerships to include clients found in partnership with Lexyl travel and CVENT.
- Focus on corporations and associations related to the agriculture products of corn, soybeans, hogs, cattle, dairy products and wheat seeking small and large conventions.
- Focus on corporations and associations related to the industries of machinery, food processing, electric equipment, chemical products, printing and publishing, fabricated metal products, transportation equipment, petroleum and coal.
- Focus on corporations and associations that share a common industry or agriculture in the bordering states of Wisconsin, Michigan, Indiana, Kentucky, Missouri and Iowa for national conferences and conventions.
- Educate local hotels to fully engage and utilize the hot dates and need dates calendar provided in the GSCCVB tool of Lexyl Travel, introduced in late January 2017.
- Continue focus on multi-year agreements for conferences and meetings rather than one booking at a time.
- Engage in monthly meetings with larger meetings and expo centers to produce a destination calendar of incoming events. Calendar will be one that is open for use in the tourism destination and closed for the privacy of the hotel stakeholders and tourism partners. List will be released on a bi-weekly "What's happening in the marketplace newsletter" to all tourism related business for more awareness in tourism and incoming visiting groups. (Destination and Community Manager).
- Improve visibility of the new RFP process on the GSCCVB website.
- Qualify opportunities in the Non-Profit sector of Government meeting planners and potential for the St. Charles area.
- Discover opportunity to offer visual walk through on destination and convention and meeting space. Allowing virtual FAM trips online. Include in all VIPER proposals outgoing.
- Work with McDaniels Marketing to form a targeted online media campaign, dropping magazine publications and high priced advertising.
- Meet with hotel partners/stakeholders individually for six months. Drive engagement and switch back to hotel committee meetings thereafter.
- Activate citywide housing system through Ares and call center. Provide accommodation link to all corporate events that are taking place in the GSCCVB service area.
- Change system on website to capture email addresses of visitors to include RFP's of corporate meeting planners. Ask them if they would like a list of alternative need dates.
- Utilize the established car shows of Baltria as a base to host more special interest groups related to vintage car enthusiasts.
- Focus sales efforts on special interest groups related to those who want to be active and adventurous. Example: team building, biking trails & equestrian.
- Direct sales efforts to focus on ecology, agriculture, hobbies and toys that are classic and historical in nature. Example: historical trains, toy soldiers & coins.

Tactics (continued):

- Review all unique and distinct venues and attractions within the GSCCVB service area cross match the hobby or special interest group that follows it. Promote and sell overnight accommodations based on the groups' interests.
 Example: 80's music at the Arcada Theatre. Promote and sell overnight accommodations to groups who follow this genre.
- Promote more social platforms to reach special interest groups quickly and to engage with the travel planner and buyer.
- Capitalize on the 50th anniversary of the Kane County Flea Market in the destination. Reaching out to Antique and Flea Market publications for content mentions and promotional free opportunities.
- Highlight our superior technology, venues with dock access for loading and unloading.
- Highlight historical hotel, river view settings and historical setting for a downtown meetings package
- Tie in the unique area of the destination to themed breakouts for additional revenue generation within the destinations including classic cars and culinary experiences.
- Promote ambiance of our location tied to the past history of corporations who have operated here. i.e.: Texaco Oil and John W. Gates barbed wire empire.
- Load and include all convention, meeting and expo spaces into VIPER for RFP bidding to sell the destination. Discover a RFP bid support for Kane County Fairgrounds during the time the space sits empty.
- Include Kane County Fair Grounds on Destination Occupancy Report Calendar.

Tactics:

- Research Flight Based Operators (FBO) website and work with Destination Marketing and Community Relations
 Manager to get the Accommodation Listing posted for the GSCCVB.
- Develop relationship with the DuPage County Airport for opportunities with private commuter planes and helicopter passengers; typically elite cliental.
- More engagement and interaction on about what Tourism Development via FB, Twitter, etc.

Conventions, Training Conferences, Trade Shows and Expos Development Activities

- Connect via CVENT.
- Engage in bi-monthly communication with the destination tourism partners and stakeholders on incoming conventions to the marketplace, driving tourism awareness.
- Weekly newspaper press releases on Bureau activity are expected (Destination Marketing and Community Relations Manager)
- Promote the Greater St. Charles tourism partners/stakeholders experiences like <u>The Painted Vine Cellar</u> to gain exposure in team building websites.
- Promote team building and collaboration in the Greater St. Charles area on behalf of our hotels, Park District
 programs and tourism experiential travel programs being held at facilities within our destination like: Fine Line
 Creative Arts Center.

Corp & Assoc. Conv 2017-18 Potential Regional Net

| ILLINOIS | WISCONSIN | INDIANA | IOWA | MICHIGAN | KENTUCKY | MISSOURI |
|------------|--------------|------------|------------|------------|-------------|------------|
| Corn | Corn | Corn | Corn | Corn | Corn | Corn |
| Soy Beans | | Soy Beans | Soy Beans | Soy Beans | Soy Beans | Soy Beans |
| Hogs | Hogs | Hogs | Hogs | Hogs | Hogs | Hogs |
| Cattle | Cattle | Cattle | Cattle | Cattle | Cattle | |
| Dairy | Dairy-Cheese | Dairy-Eggs | Dairy | Dairy | Dairy | Dairy-Eggs |
| Wheat | | | | | | |
| Machinery | Machinery | | Machinery | Machinery | Machinery | |
| Food | Food | | Food | Food | Food | Food |
| Processing | Processing | | Processing | Processing | Processing | Processing |
| Electric | Electric | Electric | Electric | | Electric | Electric |
| Equipment | Equipment | Equipment | Equipment | | Equipment | Equipment |
| Transp | | Transp | | | Transp | Transp |
| Equipment | | Equipment | | | Equipment | Equipment |
| Petroleum | | Petroleum | | | | |
| Coal | | Coal | | | Coal | |
| | | | | | Horses-City | |
| | | | | | Nat | |

Sports, Health and Wellness -Conferences, Tournaments and Events,

GSCCVB Bureau Goal

The mission of the GSCCVB is to attract sporting events and tournaments that stimulate the tourism economic impact throughout our service area. The GSCCVB will position itself as a clearinghouse to local, national and international sports entities to target our area as a host site. In cooperation and engagement with the area sporting venues, accommodation facilities, area Park Districts and other sports dedicated facilities that exist in our area.



Tourism Development Team Overview

We set the course for the Sports segment in 2017-18 by retaining the groups and events we have in order to not find them being persuaded by aggressive competition in this segment. We recognize and identify that part of our growing and strong appeal is the health and wellness established lifestyle and general appearance of our community.

Recruiting sporting events to our area requires exceptional community fields, accommodations and services. All of which is provided in our service area. Continued efforts in inventorying our market for all available space to provide quicker response to incoming proposals has begun, with a new CRM system to properly get information on the stakeholders and tourism partners immediately. Relationships within the community in the Sports, Health and Wellness community shall continue to be engaged within our service area community to foster and engage strength in sports, health and wellness experiences of our visitors as return visitors in this segment are found to be loyal to a destination.

One full time employee with support from one employee in social media, marketing and advertising support this market segment. Additional assistance by the Executive Director is providing as needed in high profile accounts requiring negotiation. In addition, an administrative employee assists in providing with assistance is provided by an Executive Assistance for administrative support on destination inventory, proposals and the coordination of complex site inspections of all sports, accommodations and mega complex facilities.

State of the Industry

Since the establishment of the Sports division within the GSCCVB and the addition of a Tourism Development Sales Manager with 4 years of background and experience, this destination's sports market is gaining a reputation among athletic planners as a potential host for large destination-wide events. With an average lead time for National Rights Holders events being eight months to one year prior to arrival, The GSCCVB is encouraged as 2017-18 begins to be established as a mega host city with interest from actual National Right Holders events in the pipeline. This destination's resume is being firmly established with high profile Sports, Health and Wellness events.

Sports, Health and Wellness-Conferences, Tournaments and Events



State of the Industry (continued)

Amateur sports in our marketplace also continues to see growth and the GSCCVB sees this benefit as a direct response of the dedication and participation of our Park District in working with the GSCCVB on available space for tournaments to expand and build. Word of mouth marketing in amateur sports in this circle of decision makers proves to be beneficial.

Strategy 1: Increase visibility and branding of sports marketing for GSCCVB brand as a premier hosting sports events destination.

Strategy 2: Gain continual legislative support and destination awareness for the GSCCVB service area from support of sports.

Strategy 3: Utilize the Sports Tourism Development team to target high-profile sporting events to contribute to the sales team's overall annual room night and venue rental production for the destination.

Strategy 4: Create a network of local volunteers that can be called upon to assist with logistic-heavy events.

Tactics

- Educate our citizens regarding the value of sporting events in our community. Encourage citizens to keep tournaments for all sporting events at home in the GSCCVB service area.
- Establish quarterly property visits to the GSCCVB service area sports venues within the public and private sectors to determine new opportunities for sport tourism.
- Increase awareness of sporting events in the GSCCVB service area to our tourism partners by communicating
 upcoming events so outlets are prepared and staffed for visitor enhancement (monthly newsletter).
- Consistently create new methods to market our area as a potential host site for events on all levels of sports tourism.
- Create alliances with surrounding counties to bundle the attractiveness of our area with sporting events.
- Increase the visibility of GSCCVB service area as a potentially new territory for the location of professional sports franchises to host events and train.
- Work with local sports groups to create synergy and a network for targeting events that are currently available in our own back yard.
- Create constant clear communication with venue owners, both public and private, that will allow GSCCVB service area to have a team approach to maximize the direct economic impact of sports in our area.

Sports, Health and Wellness - Conferences, Tournaments and Events,

Tactics (continued):

- Establish signature sporting events and tournaments that will be associated with the GSCCVB service area and our community annually.
- To attract event owners, promoters and national governing bodies to place their specific sports events or meetings in the GSCCVB service area.
- A major emphasis will be placed on standard procedure and follow up for past and current relationships with local, state, national and international sports tourism markets in order to nurture and expand growth.
- Vacation destination ideas will be offered to all amateur and youth sports groups to encourage length of stay within our tourism region. The "While You are Here" program.
- Continued development of international opportunities.
- Continue to strengthen relationships with local associations, clubs and facilities that are partner in our efforts.
- Continue to increase visibility and equity of the GSCCVB brand and its mission/successes in the local community.
- Market the region as a premier sports event destination through GSCCVB e-newsletter, website and social media
- Promote GSCCVB hotels at all trade shows and events.
- Include GSCCVB hotels on sales calls if appropriate.
- Attend shows and solicit group markets.
- Continue to grow sports strategically in each sports discipline.
- Develop marketing plan that will increase awareness of GSCCVB on local, state and national level and better serve clients and industry partners.
- Conduct site visits as needed with clients.
- Recruit, grow and retain sporting events in the GSCCVB service area.
- Continually educate our citizens, stakeholders and governments on the power of economic impact with sporting
 events and tournaments in our destinations. Seek and continue to research grants and support for expanded growth
 in sports facilities and complexes.
- Work with City officials to help them recognize that the official contribution from St. Charles benefits our local economy.
- Continue to secure long-term and multi-year deals with events that have recently capitalized on the funding.
- Become a valuable resource for legacy events like the annual marathon and events in the GSCCVB service area that continually work with City officials to produce their events.
- Facilitate collaboration meetings with local sports entities to obtain information on venue inventory and venue needs.
 Ideas on obtaining this information could include roundtable meetings and informational surveys. This collaboration will help measure the feasibility of ASC spearheading the development of new and/or renovated sporting venues.
- Enhance current online venue guide and make it more robust. Create a more user friendly database for event organizers to use.
- Capture local volunteer information and input to a database managed by the St. Charles Sports Commission. Consider
 purchasing software that manages the influx of volunteer information and can mobilize these individuals when
 needed for sporting events.
- Reach out to the community to increase the number of candidates in the volunteer database; work with local non-profits to obtain lists of potential participants.

Leisure and the Destination Experience

The Greater St. Charles Convention and Visitors Bureau will strengthen our tourism brand and align with our destination.

Strategy 1:

The Greater St. Charles Convention and Visitors Bureau heading into 2017-18 fiscal year after ten years of being identified along with branding statement of "Natural Charm" and a lamppost in our logo, it is crucial to realign to the needs of the traveling consumer base in our marketplace. In addition, with many municipals, stakeholders and tourism partners and area events counting on us to drive tourists and brand strength and a brand alignment is long overdue.



Strategy 2:

The GSCCVB will focus on our strongest four key areas of interest: building tourism and revenue growth in FY 2017-18: Leisure, Meetings and Conferences Sports Tournaments and Events and Destination Weddings.

Strategy 3: We Sight-Do! Not Sight-See.

As a destination our marketing and promotion in 2017-18 will reflect a model of sight-doing rather than just sight-seeing experiences. Our community is active.

Strategy 4: Sell, promote and further the GSCCVB service area awareness.

The sales, marketing and promotional model set forth by the executive leadership of the bureau in 2017-18 for leisure marketing is as follows:

- The destination and its experiences.
- The types of accommodations and uniqueness of their experiences.
- Our divine culinary and incorporating "Farm to Fork" to our destination.
- Our history in the arts, culture, entertainment and theatre tell a story about the destination we promote this past and present.

Strategy 5:

We believe in family values and education and will seek to incorporate new ways of bringing tourism and education together in our destination as we start with Agritourism. Incorporating farm tour experiences the GSCCVB knows history tours and heritage tourism also have appeal to leisure audiences.

Strategy 6:

Health and Wellness events continue to grow in the GSCCVB service area; such as cycling, biking, hiking and other sight-doing experiences. The destination and its offerings begin to appeal to those who train for cycling, marathons and other sporting events.

Leisure and the Destination Experience

Strategy 7:

Live the Dream promotion. A promotion designed destination engagement around the destination and its experiences engaging visitors to come and live out their dreams with us. Whether it is painting the scenery on the brick streets of St. Charles or learning how to be a kid again and playing hockey with the Chicago Steel on ice, senses will be renewed as our adult get-away and packages are formed around things everyone want to cross off their bucket lists.

Strategy 8:

"Wheel In" Destination Leisure and Promotion. From the open Lincoln Highway to the Great Western or Fox River Trail, to Main Street downtown! It's "All Wheel Drive" by bike, motorcycle, classic car or smokin' sedan to the destination where you Sight-Do! Wheel in to Greater St. Charles!!

Strategy 9:

Free Ride – Destination Promotion. Push cycling in the GSCCVB service area to be supported on the St. Charles website and through stakeholder and service area stakeholder/tourism partners engagement.

Tactics:

- Hire industry leaders McDaniels Marketing to assist in aligning the bureaus marketing messages. Providing a unified and consistent message that pride exists in the Fox River Valley.
- Consistent marketing messages with sight-doing experience utilizing brand voice and language.
- During the months of August September 2017, when the destination slows down the GSCCVB will see destination engagement and support for *Wheel In* and *Sight-Do* to promote and accommodate destination hot deal offers.
- The promotion driven home is that all roads lead to and through St. Charles. Supporting our cycling "Free Ride" promotion and scenic drives being rated within the Top 5 in Illinois.
- Work with partners to suggest historical weekends in time to package and promote. Example: Halloween or historical moments in time.
- Focus on artist groups by special interests, such as photographers.

DISTRIBUTION CENTERS*

The GSCCVB has 18 distribution centers throughout the State of Illinois that are supplied with visitor guides and various pamphlets for businesses in the destination region. More than 60,000 visitor guides are printed and distributed to serve our patrons. *See page 46 for a complete list of distribution centers that feature the GSCCVB Visitors Guide.





#LiveYourDream
VisitStCharles.com

Technology

Technology Development Overview & Updates:

GSCCVB's Executive Director leads the advancement of technology and the connectivity for the destination with Global Distribution Systems in travel and tourism.

In the fourth quarter of FY 2017, many of the technology development tools came online for the GSCCVB.

Some of these development tools took up to four months in development. The technology tools implemented at the bureau include:



- A CRM (customer relationship management) system allowing the Bureau to keep improved records on clients of the destination stakeholders/tourism partners, improving our database capabilities.
- Replaced Inquire and InfoTrac the leisure database and group database that were over ten years old and no longer had technical support.
- Microsoft Word proposal responses to RFP's (Request for Proposals) were replaced by an RFP online portal that
 clients are able to sign into, not only seeing the destination's bid but customized proposals. Example: Sports bids see
 pictures of the fields and video of our destination embedded in the online document. (sign into a bureau proposal
 here to experience)
- Incoming RFPs (Requests for Proposal) to the destination. In working with a known online group travel producer, the GSCCVB was able to produce a RFP system for our hotels to sign into and review and bid on all active rates for the groups, conventions, meetings, tournaments and events the GSCCVB is working on.
- The www.VisitStCharles.com website has been updated with a new provider in the accommodations section and a new "Plan your Stay" link has been added." This provider offers direct connectivity between the GSCCVB and area accommodations so tracking is greatly improved. In addition, our new provider has built St. Charles, IL and the surrounding service areas we support as destinations on the Global Distribution Travel Systems, which will impact our destination in 2017-18 in leisure and group travel awareness.
- "New" Afterhours GSCCVB call center, (online July 1, 2017) providing accommodations and destination assistance through ARES.
- Destination Calendar Optimizer and Bi-Weekly Tourism Partner update (roll out scheduled for July 1, 2017)
- Implemented CVENT Destination improvement plan meetings and convention. Taking RFP's from seven a year in 2015-2016 to a new average per month.

International & Travel Agents

Mission:

To harness the industry strength of 100,000 agents who can suggest and influence travel buys to destinations domestic and international. Explore International markets already coming to Chicago and nearby suburbs for opportunities to visit or extend their overnight stay in the GSCCVB service area.

International & Travel Agent Overview:

One GSCCVB team member is deployed to increase the international visitors in the destination.



This team member is the Executive Director. The Executive Director is also dedicated to working with leisure and group travel agents to increase destination and overnight accommodations being utilized in the destination. This includes OTA's (online travel agents) as well as mega travel agencies and travel agent consortia.

In 2017-18 the bureau will focus on travelers and visitors from key international segments for growth. International travelers includes Canada, China, Korea, UK, Sweden, Mexico, France, Ireland, Germany and the Middle East.

Tactics

- Participate in Brand USA's co-op advertising program to drive visitation from international markets.
- Collaborate with Enjoy Illinois on international opportunities.
- Contact Great Lakes USA on co-op promotion, reduced travel buys and advertising initiatives.
- Contact International marketing cooperatives for opportunities abroad like: *America Journal* and *Essentially America* work with the Illinois Office of Tourism to be included on Travel Agent and International Fame tour stops.
- Host individual international media with customized itineraries throughout the year.
- Attend Illinois Travel office workshops that build and develop resources to support the international traveler, including seminars with stakeholder/tourism partners to educate them on the customs and the hospitality experience that should be delivered to other cultures, get converted, printed and go on line in various languages.
- Work with Brand USA to have GSCCVB information printed in different languages.
- Provide marketing materials/training on the destination to airlines who have direct international routes to Chicago airports.
- Partner with Great Lakes USA on sales efforts in the UK and Germany, including participation in two major shows:
 International Travel Berlin (ITB) in Germany, World Travel Market (WTM) in London to cut down on actual expense of GSCCVB attending.

International & Travel Agents

- Attend Chinese sales missions coordinated by the Illinois Travel office:
- 1. Create awareness through international travel media beginning with media contacts and relationships.
- 2. Grow awareness of the tourism region in countries as a standalone destination near Chicago, not just a Chicago suburb.
- 3. Continue to work with airline destination travel departments thru Ares to package the GSCCVB service area as a destination to be chosen when booking Chicago travel vacations.
- 4. Work with Mileage Programs for airlines so that the GSCCVB service area can be utilized as a destination to utilize as a vacation for mileage trade or mileage donation.
- 5. Focus on International OTA's (online travel agents) roll groups into GSCCVB portal.

International OTA's:

OKTOGO, Travel Link, Travel Partner, Brafofly, InItalia, Beat the Brochure, Directline Holidays, Iglu, Just the Ticket, Key2Holidays, LastMinute.com, LateDeals.com.uk, Netflights.com, PackyourBags.com, TelmeGlobal Traveller, This isTravel, Trainbreaks.com, TravelPlanners, Zuji.com, Asiatravel.com, Traooz.com, 800Pricelt, otel.de, Wotif.com, Rakuten, Venere.Com, Booking.com, Bed & Brekfast.eu, Hostel Culture, EBAB, Atrapolo, eDreams, Your Spain Hostel, Promovacanes, Travel Republic, Opodo, Ebooker.com, Hostel Booker.com, Hostel Club, HostelWorld, LateRooms, Japantraveleronline.com, Edreamsodiego.com, Jtbusa.com, agoda.com, hotelurbando.com, crip.com, makemytrip.com, Quanar.com, Decolar.com, Jalan.net, Bookingbuddy.net

- Direct Sales Contact with the One Billion Dollar and over revenue producers in the industry as a priority hit list. Setting up virtual office presentations to secure destination.
- Make direct contact with all Executive Leaders of the Major Travel Consortia's. Qualify the potential overnight room usage for the Greater St. Charles area. Establish ongoing relationship.
- Confirm through travel agent industry connections that all hotel partners are being sold with a priority and that all travel agent screens within GDS connectivity reflect the proper pictures and data.
- Confirm with GSCCVB hotel partners and supportive partners such as restaurants, entertainment venues and
 conference venues pictures of the area utilized for social marketing are of high quality and represent the city in the
 best possible light.
- Arrange Fam Tours to the Greater St. Charles area for local leaders of Major Travel Agent Consortia (as budget allows)
- Contact and meet with Gifted Travel Network and other IATA supporters of independent home office travel agents
 who reserve leisure and business trips for clientele. Discuss how the Greater St. Charles area can be a featured
 destination throughout their social network, including Facebook.



- Work with hotel accommodations stakeholder in obtaining a market vision and hoteligence report for the service area on a monthly basis
- Determine Top 25 Travel Agents of the destination and for our competitors.
- Begin tracking YOY (year over year) increases on production of travel agent usage.
- As a competitive strategy, entertain the top producing leisure and corporate travel agents from our competitors' market region.

International & Travel Agents

- Contact Groupon.com and Groupon Guide to arrange priority load and programs for GSCCVB partners so it is not
 loaded into Naperville and Schaumburg. It should appear as it's own destination.
- Contact LivingSocial.com to arrange priority load and programs for GSCCVB partners so it is not loaded into Naperville and Schaumburg. It should appear as its own destination.
- Contact directly the airline group departments for contact and assistance in price packaging for conventions and conferences offering this as a conference amenity.
- Contact and arrange weekday and weekend destination pricing with the airline flight destination departments, giving GSCCVB partners the opportunity to package with incoming flights to offer lodging, dining and entertainment.
- Confirm with the OTA's (online travel agents), Marketing Manager's assigned to the GSCCVB service area that a cross
 data load is set up during compression for all nearby/boarding cities and counties. To assist with compression during
 day or citywide events when other areas are sold out and to overcome location without direct interstate access.
- Confirm with the OTA's Marketing Manager assigned to GSCCVB that the St. Charles service area is cross data loaded for Greater St. Charles area on Social and Corporate group departments and inquires.
- Work with OTA's, Marketing Manager to enhance the online presence of the GSCCVB service area is properly represented in the brand identity of the destination. Always showing the destination, it's accommodation and tourism attributes in a positive light.
- Target List of one billion and over industry producers: Expedia, Inc., Priceline Group, Global Business Travel (American Express), Carlson Wagonlit travel, BCD Travel, HRG, ORBITZ Worldwide, FC USA, Traveling, AAA, AARP, Travel Leaders Group, Travel &Transport, Altour, Corporate Travel Management, Direct Travel, JTB, Loyalty Travel, Omega World Travel, Frosch, World Travel Inc., Ovation Travel Group, World Travel Holdings, TS Travel Solutions, ICE powered by Innovations, Travizon, Vision Voyages, Adleman, Christopherson Business Travel, Worldview Travel, CorpTravel, CORPTRAV, HIS, Valerie Wilson, Travelstore, World Travel Service, Ayoya, Travel, Professional Travel Inc., Travel Experts, Shorts Travel Management, Montrose Travel, Cruise Planners Travel, Global Crew Logistics, ADTRAVEL Service NONSTOP, Fox World Travel, Uniglobe Travel Partners, CI Azumuno, Atlas Travel & Technology Group, Balboa Travel Management, Teplis Travel, Appointment Group & Travelink, Opodo, Orbitz, The Priceline Group, Priceline.com, Redbus.in, RoomsTonite, ThinkHotels.com, Ticketgoose, TourRadar, Travelgenio, Travelocity, Travelport, Travelstart, TravelTriangle, TravelWorm, Travelzoo, Travix International B.V., Triip, Tripdelta, TripFactory, Tripoto, The Trump Organization Via.com, VisaHQ, Viva Services, Viventura, Webjet. Yatra (company) & YTB International.



Events and Tourism Partner Advancement

Mission

The GSCCVB promotes and encourages stakeholders/tourism partners throughout our service area to list events on the website of the bureau. Allowing the ability for all to promote their services to incoming groups and leisure visitors to enjoy. In tourism we also recognize the importance of connecting the destinations events with tourism information.

In 2017-18 armed with new and improved accommodations connectivity through Global Distribution, we will contact all events in the destinations to provide the connectivity and tourism information needed within our technology to provide visitors with improved access and ease to stay within our destination for expanded overnight enjoyment.



Department Overview

Events of stakeholders/tourism partners being held in the GSCCVB service area.

Strategy 1: Promote all local events, activities and promotions for the tourism partners in our service area on the GSCCVB website.

Strategy 2: Facilitate the regional promotion of events in the GSCCVB service area on the "All things Kane County" site – one of many successful outgrowths of the Tourism Beyond Boundaries movement.

Strategy 3: Collaborate with Illinois Office of Tourism to promote events, activities and promotions in the GSCCVB service area at the state level on the www.enjoyillinois.com site.

Strategy 4: Partner with the City of St. Charles Economic Development officials and other tourism partner advancements within the City to carry our accommodations link for all known events taking place within our service area.

Group Tour, Travel, Agritourism and Ecology

Mission

To open a new thought process and direction in Group Tour & Travel in order to renew the day trips and overnight groups touring the Greater St. Charles, IL service area. By reviewing the destination as a whole to provide educational sight-doing experiences in youth group travel, the GSCCVB finds a new and exciting path to help educate and provide hands on experiences. Adventure travel is on the rise. Capturing the youth segment now, provides strength in our destination for the future. We approach this segment with sight doing, hands on experiences, always educational in nature adventures. True to the area and community experiences of why we put the effort into our own education programs within our own school district.



Parents, teachers, community and religious leaders will plan group trips to learn from those who place value in their own educational programs. We will utilize the experiences of the destination to promote trips to our destination in: Sustainable Agriculture food production, Farm to Fork dining, Equestrian Heritage, Organized Farm Tours and Nature and Ecology of our River town.

Tourism Development Team Overview

The GSCCVB will place one tourism development manager in place to cultivate this new approach as well as the program will receive support from an additional team member in building support from stakeholders/tourism partners needed in the destination. Our heritage, our culture and our celebration in traditional family values, incorporated our strong belief in education as a community will lend to the support of this directional change in tour and travel. Visitors will experience our way of life and dedication to sustainable health, wellness, agriculture and natural ecology. It brings a segment of Group Tour and Travel not tapped in our region or approached by our competitors. It will be our quest to become the trailblazers in the Illinois region and the Midwest in education and experiential travel.

Strategy 1: State of Illinois-Universities and Colleges-In our state hands on experience is one of the three required components of an Agriculture Education.

The GSCCVB service area contains a wide variety of agriculture related businesses including organic farms, horse farms, horse training facilities, dairy farms, historic farms and the Park District's demonstration farm. The Tourism Development Manager will be deployed to Illinois Agriculture Program and promote itineraries.

Strategy 2: Youth Municipal Programs

Affordable tour and travel programs with organized trip itineraries will be promoted and offered the Boy Scouts, Girl Scouts, 4-H and other youth programs to be included in their online portals in order for adult leaders of the groups to make their ongoing travel plans for badge completion and group educational outings. Unique badges for scouting will be designed for the service areas we represent to encourage participation.

Group Tour, Travel, Agritourism and Ecology

Strategy 3: New Destination Beginnings:

All tour groups will start at the St. Charles History Museum and end at the St. Charles History Museum, giving the GSCCVB a centralized point in the destination for a welcome reception, souvenir shopping and established bus parking in the city. Ending here as well, always for a proper send off to the group. Educators and Group Leaders will be returns visitors and loyal to our destination.

Strategy 4: Develop a relationship with Fermilab: Sustainable Energy, Nature & Ecology

Work with established programs already in place like those at Fermilab to add on extra days of travel and overnight accommodations to our destinations. Collaborate with Fermilab on special dates and programs they have to offer tour groups.

Strategy 5: State of Illinois-Lt. Governor's Office

Establish the itinerary for the Agritourism program to be used by the State in education trips to the Chicagoland area. Middle school and High school. (Middle school trips anticipated as day trips)

Strategy 6: Senior Arts Programs

Work with organized group planners like Elderhostel and Road Scholar to develop a Seniors Program based on the Arts. Offering the destination for photography, scenic painting and other activities.

Collaborate with tourism partner/stakeholders like the St. Charles Park District and Fine Line Creative Arts Center.

Strategy 7: All tour programs will have set destination itineraries for selling.

Secondary Mission: Seek out Meetings, Conferences in Agritourism, Ecology, Health, Wellness, Equestrian Heritage and Educational Youth Education Programs

Tactics:

- Make contact with National and Regional Boy Scouts and Girl Scouts offices put GSCCVB itineraries online.
- Make contact with National and Regional 4-H clubs put GSCCVB online.
- Partner with the Illinois Agriculture Program http://agriculturaleducation.org/Partner-Websites-1
- List GSCCVB on the Agriculture Education website. http://www.agriculturaleducation.org/
- Create Networking list of potential leads for the segment. Email itineraries by season. Monthly.
- Set site inspection for Lt. Governor's office for State of Illinois Youth Program.
- Set FAM Tour for Key Youth Planners in Education Tours.
- Organize Destination Site Visits with IAVAT Conference attendees after Springfield, IL trip in Springfield, IL to St. Charles and organize site visits.
- Organize a destination site visit and collaborate programs with Dean Dittmar, Program Advisor for Facilitating Coordination in Agricultural Education (FCAE).
- Organize destination site visit with, Kay Shipman (Illinois Farm Bureau).
- Seek and Discover how Agricultural Education programs and FCAE provide a value to the Illinois school/capture in video
- Organize a destination site visit with Mike Massie, Chair of ILCAE (Illinois Leadership Council for Agricultural Education) and other group leaders in ILCAE.
- Direct Sales contact with student leadership organizations (FFA and PAS). Promote Agritourism itineraries.
- Create and send press releases to student travel magazines and agriculture education organizations within the Fox Valley Region, Illinois and the Midwest.
- Review potential banner ads on: http://www.agmoves.com and http://www.agmoves.com and http://www.agmoves.com and http://www.fb.org.

Group Tour, Travel, Agritourism and Ecology

Tactics (continued):

- Collaborate with St. Charles Park District on Traveling Teen program. Coordinating a program for other Park Districts to visit our Agritourism program.
- Collaborate with St. Charles Park District on a Traveling Seniors program for coordination on other Park Districts in the state and promoting incoming tours for the Arts.
- Utilize D303 to engage in the program and offer the program to visiting schools coming in for band, choir and sports events. "What to do While You're Here."
- Generate surveys to all groups at the end of the program for feedback and improvement.
- Seek surveys, feedback and help promote. Monitor progress.
- Develop a database of Agriculture Education teachers in Illinois and border states. Begin monthly newsletter of programs in education happening in the GSCCVB service area.
- Follow SYTA on social media. Engage with Agritourism pictures and ideas to visit our area.
- Research SYTA on Social or Print Teach & Travel Magazine @TeachAndTravelMagazine. Review ROI on advertising and promotion.
- Attend SYTA Annual Conference August 2018
- Promotion GSCCVB in SYTA magazine and a banner ad on the website
- Targeted social media on Agritourism within Illinois and bordering states
- Direct sales and marketing campaign to SYTA Tour Operators
- Research and directly tie into the STEM program. Popular with parents and youth education.
- Contact colleges and universities within Illinois and bordering States that have an Agriculture Department. Speak directly to Dean of Department. Encourage Ecology and Agritourism trips.
- Research and Incorporate grant funding from the ISBE Agriculture Incentive, Career and Technical Education Improvement(CTEI) and Federal Perkins for student travel as it applies to group travel.
- Contact Elderhostel and Road Scholar for a site inspection of destination. Tour of Arts culture with the destination and scenic opportunities for painting and photography for senior tour programs.
- Direct contact with Elderhostel and Road Scholar competitors for Senior organized experiential travel groups.

Cooperative Partnerships

Mission

To continually improve on and expand on the notion that Tourism beyond Boundaries brings more tourism economic impact to Greater St. Charles, Illinois and the extended Fox Valley and Chicagoland regions.

Department Overview

The GSCCVB engages in two key cooperative partnerships that are used to aggressively promote our service: The first is the Fox Valley Cooperative – a partnership of four bureaus and one chamber of commerce that agree in advertising and marketing promotion to sell the Fox Valley Region as a destination.



Per the Fox Valley bi-laws, the position of Chairman must rotate amongst participating co-ops annually. In 2017-18, Executive Director Jaki Berggren with the McHenry County CVB will assume the Chairman position. However, Executive Director Lula S. Cassidy with the GSCCVB will continue her leadership in cultivating a focused planning and branding initiative for the co-op.

The second partnership is with Chicago Plus which gives the GSCCVB an opportunity to aggressively promote within the larger context of the Chicagoland area. The GSCCVB is a co-op that encompasses the suburbs of Chicagoland. The Executive Director now sits as a Board of Director for this co-op in 2017-18 giving GSCCVB a larger voice in the destination.

Strategies:

Strategy 1: Capitalize on the distinct talents and interests of each individual CVB and Chamber of Commerce making up the co-op by creating workgroups for each quarterly meeting in the departments of administration, marketing and engagement.

Strategy 2: Spearhead a marketing plan kick off for the co-op, helping to define and shape its mission and focus for future work and advertising initiatives.



Strategy 3: Leverage our position as a Chicagoland CVB to increase our social media engagement.

Strategy 4: Provide focused promotions of our attractions, events, packages and itineraries within the Chicagoland suburbs to be featured on the Chicago Plus website.

Strategy 5: "65 Miles." Continue to brand regional cycling program "Ride 65" through Fox Valley region placing the GSCCVB in the middle for accommodations.

Strategy 6: Expand all trails in 2018 to include other outdoor activities beyond cycling.

City of St. Charles - QUADRA Participation

Overview- FY 2016-2017

The GSCCVB participates in a QUADRA meeting organized by Mark Koenen, City Administrator, that brings the City of St. Charles, GSCCVB, the St. Charles Chamber of Commerce and the Downtown St. Charles Partnership together. In 2016-17 the QUADRA successfully collaborated on many items under the City Administrator's leadership, including the creation of an Events Hotline that can be utilized by locals and visitors needing information on area happenings. The creation of a single source with information from each of the four agencies creates unity, enhances our visitor experience and presents St. Charles as a one-stop-shop for activities. The Destination Marketing Manager for the GSCCVB serves as the voice for the hotline and will be recording outgoing messages at the beginning of each season.



Future-2017-2018 FY

We envision prosperity and success with the QUADRA partnership, and thus, for the City of St. Charles, as we seek out new ways to collaborate, measure destination growth and increase economic impact in tourism.

New Incentives and Growth

Overview

Research on two new potential growth areas for the GSCCVB make us take pause and then plan:
According to reports from the Illinois Film office, film production in Chicago is on fire, bringing an amazing \$499 million dollars in spending to Illinois. If the Greater St. Charles area could lasso 0.25% of this sum for tourism, our destination could see an extra \$1.2 million dollars in a given year. Meanwhile, the exploding *voluntourism* industry is \$173 Billion dollars strong, which means creating a strategic plan for *voluntourism* as part of the fabric of Greater St. Charles an absolute must.



Strategy #1: Develop infrastructure and procedure to attract film projects.

Tactics:

- Meet with Champaign CVB who has started working this market http://www.visitchampaigncounty.org/film-office
- Develop Image Gallery Sample on Flickr https://www.flickr.com/photos/137843812@N05/albums
- Encourage Professionals and hotels to sign up for Illinois Production Guide https://www.illinois.gov/dceo/whyillinois/Film/FilmingInIllinois/Pages/Housing.aspx
- Meet with the Illinois Film Office to discuss best practices and location sites that are in demand by the industry
- Meet with governmental officials to discuss standard permitting
- Speak to the "Jennifer Loves Donnie" production manager to see if he would speak about how to sell St. Charles as a filming destination
- Create page on the website promoting Greater St. Charles Film Office.
- Meet with Geneva contacts that negotiated "road to Perdition filming" to learn from their experience.

Strategy #2: Develop Voluntourist Program to increase leisure stays and extend group stays.

Tactics:

- Develop lists of hands-on activities with the local non-profit organizations and determine if there are any for group or individual voluntourists.
- Build presence on sites such as http://www.voluntourism.org/dmo.html
- Connect with Bloggers about Voluntourism, especially ecologist related ones.
- Promote specific events on social Media with #voluntourism.
- Connect with Voluntourism pages.
- Connect with Voluntourism companies on LinkedIn.
- Social media promotion of events targeted to Voluntourists.
- Include information about opportunities on www.visitstcharles.com/voluntourism.
- Provide information to hotel sales staff to provide to current and past clients as an option for extending hotel stays.
- Issue press release to student travel magazines and agriculture education organizations with educational agenda.

Scarecrow Fest

Mission

To grow a renewed interest within the youth of the GSCCVB service area community in the heritage of the Scarecrow Fest. Foster community pride in a festival that was in the running for "one of the best festivals in Illinois" at the Illinois Governors Tourism conference. Strive to strengthen relationships with festival goers by teaching people and their children and family new things.



Scarecrow Fest Team Overview

One full time team member for the bureau is assigned to this mission in 2017-18. This team member holds the role of Associate Director. In addition to the Scarecrow Fest, the Associate Director is responsible for additional responsibilities at the GSCCVB including daily accounting and active selling in a designated market segment. An events management company is retained for the Scarecrow Fest due to the popularity and population size of the event.

The Scarecrow Fest has consistently grown in popularity and visitation. With an attendance reaching 100,000 + consistently. It is perceived as a true Midwestern family oriented festival, rooted in a community with heritage, history and values. Based on a scarecrow contest that requires local participation in creating scarecrows, its reputation often receives request for editorial and media coverage. The Scarecrow Fest was nominated at the 2016 Illinois Governor's Tourism Conference for Best Festival, presently holds the title in Illinois as the Top 5 things in Chicago to do in October and Best Free activities in Illinois.

Carnival revenue and great sunshine for three days is presently the key component to the Scarecrow Fest's Financial Success. Costs for insurance continue to be on the rise for festivals, the "Fest" experiences the same with costs over \$9,000.00 going to insurance.

As plans are underway to improve overnights in 2017 for hotel accommodation during the Scarecrow Fest and these plans are more in align with generating income throughout the entire destination for greater tourism economic impact in the GSCCVB service area. The Scarecrow Fest is still seeking a permanent home in 2018. Planning in festival and event management is a critical component of success in any destination.

Scarecrow Fest

Strategies/FY 2017-2018

Strategy 1: Create, Develop, Deploy and Secure a plan to strengthen overnight accommodations during Scarecrow Fest weekend. Allowing Fest goers to experience the destination longer.

Organized "Farm Tours" have been developed for the three day festival. Encouraging overnight and weekend travel within the youth travel segments of tour and travel + family. "Farm Tours" during the Fest, will work in collaboration with the St. Charles Park District. It offers family sight-doing and sight engaging experiences around this year's Illinois Governor's Tourism nominee for Top Festival.

Strategy 2: Demonstrations and Education for crowds related to our community, heritage and culture.

Secured for this year's Scarecrow Fest, the GSCCVB looks forward to sharing the "Royal Lusitano" with citizens, visitors and festival goers. Providing demonstration of their athletic ability and theatrics. This breed is a favorite in equestrian dressage events and linked to the GSCCVB service area community.

Strategy 3: Improve stakeholder/GSCCVB service area community.

Begin 90, 60, 30 action communication calendar to encourage active ways stakeholders/tourism partners can embrace the Scarecrow Fest during the three day event. Destination marketing ideas.

Strategy 4: Scarecrow Fest Brand Website

Create and develop a refreshed website for the <u>www.scarecrowfest.com</u>. Improving visitor accommodations, access to festival information and sponsorship participation.

Tactics:

- Local/Regional/National Promotion
- In-kind advertising agreements with Kane County Chronicle, Daily Herald, the Downtown St. Charles Partnership and the St. Charles Chamber of Commerce.
- Press releases to local media, travel magazines, and the Illinois Office of Tourism.
- E-blast to GSCCVB e-mail lists consisting of over 20,000 email addresses.
- Informational rack card distributed locally, at the DeKalb Oasis, and to the GSCCVB's 11,000+ member mailing list.
- Paid advertising in Chicagoland magazines such as West Suburban Living.
- Social Media posts to 7,000+ Facebook fans and to Twitter followers.
- 90-120 days prior to Fest: Begin travel writer's e-blast.
- Develop list of travel writers, bloggers and social media influencers with emails that will be a tracked segment in CRM.
- Develop a Society of Scarecrow Preservation. Include founding members.
- "Geo fence" Long Grove's Apple Fest September 22-24, 2017.
- Develop a relationship with the local library to strengthen community relationships as a children activity 30 days prior to a relationship.
- Have a 30, 60, 90 day marketing ramp up program.
- Establish a farm program itinerary that can be activated sic months prior to Scarecrow Fest. This program will be sold as an overnight program and have hotel packaging for engagement.
- Follow travel writers, bloggers and social media influencers on social media with Fest accounts.

Weddings

Mission

Within the service area of the GSCCVB, historically the destination has a reputation of weddings in a beautiful and scenic environment. In 2017-18, it is the GSCCVB desire to take our Weddings Market segment and push past the reputation of just a scenic place to have a wedding but a true destination wedding city. One that is top of mind for brides, wedding planners and the wedding industry.

Tourism Development Team Overview

GSCCVB team members will utilize one tourism development team member as a weddings market expert. This team member is not a Wedding Planner, but a destination facilitator to drive revenue in destination weddings.



We gather information from interested parties for the sales and marketing put into this segment and notify the stakeholders/tourism partners of the opportunity to return information, pricing and bids back to the brides and wedding planners. During the course of next year, databases will be continually gathered so the sophistication and grace of Weddings experiences we are targeting in the Chicagoland area, Illinois and the Midwest assists us in re-targeting weddings specialist with our frequent messages. Wedding Planners will be utilized for growth in this plan to promote and assist.

Strategy 1: "Live the Dream Wedding" a social marketing campaign of all the destination themes and experiences found in one destination.

A sample of the many dream themes the GSCCVB will promote to wedding planners and through Pinterest as we post the create weddings photos taken in the many stakeholders and partners in:

- Field of Dreams: The Cubs Won! (Northwestern Medical Field/Kane County Cougars)
- Enchanted Forest: Creek Bend and additional Forest areas within our service area
- Down on the River: Pottawatomie Park and St. Charles Paddlewheel Riverboat
- Art Deco: Fine Line Creative Arts Center
- Country Fair: Kane County Fair Grounds
- Living Celebrity: Hotel Baker
- Eco Friendly: Hickory Knolls Discovery Center

Strategy 2: Update the VisitStCharles.com website to include a designated Weddings Page.

More than two million couples get married every year, so adding information to the GSCCVB website on how you can get engaged in a romantic setting by the river, to planning your wedding, even how you gain a marriage license, right up to a couple's special day needs to be included.

Strategy 3: Utilize the Sugar Crush promotion started in 2017 as a season launch for couple romance in the GSCCVB area.

Kicking off with Facebook ads targeted to reach soon to be engaged couples to entice them to come to our destination to get engaged. Also targeting engaged couples to come to our destination through Facebook targeted ads to a Bridal Show for the weekend. Collaborate with the St. Charles Park District on destination bridal show.

Weddings

- Tactics:
- Create a "course" that helps brides plan their destination wedding within the GSCCVB Service area.
- Promote with Facebook ads targeting local engaged couples.
- Run Facebook ads targeting "fans" of specific resorts that you would like to photograph at.
- Work on you SEO for specific resorts plan to come up on the 1st page when a bride types in "photography" after that resort name.
- Partner with a travel agency that specializes in destination weddings offer a special package that they can offer their couples.
- Partner with destination wedding hotels (much more difficult but still do-able with the right approach).
- Run Facebook ads targeting "fans" of high-profile destination wedding planners the GSCCVB would like to work with.
- Get involved in online communities, forums, blogs and Facebook groups that revolve around destination weddings.
- Use Pinterest and Instagram for destination wedding inspirational images and our portfolio of beautiful weddings.
- Run Facebook ads targeting "fans" of travel agencies who specialize in planning destination weddings. Utilize retargeting ads.
- Use local media to talk about destination wedding photography and become known as the "go-to" photographer for destination weddings.
- Target well known Weddings photographers in Chicagoland area, start a relationship for them to view and suggest GSCCVB service area.
- Host a FAM of Top 10 Illinois Destination Wedding Planners and Travel Agents. Themed in our destination experience.
- Run Facebook ads targeting "fans" of other destination wedding resources/magazines/guides/websites. Utilize this platform for lead resources.
- Deploy Destination and Communication Manager to engage in gathering support from Wedding related stakeholders and tourism partners.
- Kick off Sugar Crush in the winter season by targeting soon to be engaged couples and engaged couples through Facebook ads.
- Attend local Bridal Shows to connect with area Stakeholders/tourism partners and Brides.
- In the themes and in working with local wedding planners, encourage free wedding planning and an abundance of packages featuring the destination and our hotel accommodations.
- The very nature of destination weddings that require travel and a commitment to hotel stays. Encourage the use of
 our online GSCCVB destination accommodations link to wedding parties and planners for ease. In addition, this
 encouraging wedding attendees to enter their information into our data system to be retargeted for additional
 marketing opportunities and getaway promotion back to the destinations.





Destination Marketing, Communications & Engagement

Mission

The GSCCVB seeks to engage and unify this destination in the pursuit of tourism by developing communications, activities and events that will enhance the relationships with, and contribute to the well-being of, the stakeholders/tourism partners that impact tourism in the GSCCVB service area. Developed and planned processes with the Cities of St. Charles, Campton Hills and Elburn; the Campton and St. Charles Townships, the Downtown St. Charles Partnership and the St. Charles Chamber of Commerce will increase collaboration, reduce unnecessary duplication and maximize promotion of the area for stakeholders/tourism partners, events and attractions.



Department Overview

High level engagement from the GSCCVB produces several advantages within Greater St. Charles service area, including visibility within the community, a positive and powerful face to the surround communities and the state, increased tourism economic impact through targeted partnerships, a better information pipeline between businesses and the bureau and an increased atmosphere of trust that will permeate the destination and ultimately our visitors' experience. In order to achieve such an atmosphere a variety of communication platforms will be strategically utilized including interpersonal communication (e.g. 1 to 1, small group settings, and communication with staff), increased presence at special events, support with access to press and continued, consistent social media and direct marketing coverage.

Strategies

- **Inform** the community and press of Bureau campaigns, promotions, initiatives and events using all channels of media (newspaper, video, television, social sites).
- Consult the community regarding ideas, needs and opportunities for attracting visitors to the area.
- Identify opportunities for collaboration between businesses that can lead to increased tourism opportunity.
- **Build** awareness and understanding amongst tourism partners.
- **Connect** tourism partners with the larger community and visitor base through events that connect to our campaigns and promotions. (Tourism beyond Boundaries, Live Your Dream, Sugar Crush, Sight-Doing, etc.)
- Coordinate Bureau representation at community events.

Tactics

- **Develop Recurring Press Releases:** Bureau Issues Statement and Community Opportunity about tourism issues, new business openings and their effect on tourism.
- Quadra-Connection Create and execute an event attendance rotation developed from the dates posted to the
 Marketing Calendar which will be based on the business segment being featured. For example, if a new sports
 equipment store is having a ribbon-cutting, then the Tourism Director for Sports would be scheduled and prepped for
 attendance. The size of the event will determine the number of additional employs that will be sent to represent the
 Bureau.
- **Schedule** monthly sip and sips with market segment contacts for informational needs assessments and seeking out events that we can partner in discovering room night opportunities.

Destination Marketing, Communications & Engagement

Tactics (Continued)

- Tourism Beyond Boundaries 2.0 Plan and execute special event marker with neighboring Elburn and Campton Hills
 at one of their special events. Facilitate growing partnerships adjacent communities with events that will add to our
 room night base (similar to Geneva and now with Sugar Grove with providing accommodations to their area for
 events beyond the NCAA golfing events). Plan anniversary mixer with Fox Valley Ice Arena, The Chicago Steel and
 Geneva.
- Live your Dream Complete the Live your Dream interview process with merchants in targeted market segments (Restaurants, Shopping, Theaters, Cultural Centers, and Spas). Prepare media release of story campaign. Roll out multi-phased campaign with multiple media outlets.
- Sugar Crush 2018 Interview local businesses in the market segment (Restaurants, Shopping, Theaters, Cultural Centers, and Spas) and tourism partners. Secure added specials and promote them in the press, on the website and social media channels.
- Free Ride 2018 Connect with area biking and cyclist venues to coordinate press and social media to their special events.

Media Outreach Goals

| GOALS | Monthly Goals 16-17 | Monthly Goals 17-18 | Annual Goals 16-17 | Annual Goals 17-18 |
|-----------------------------------|---------------------------|---------------------------|--------------------------|--------------------------|
| Media Outreach (Releases/Pitches) | 0 | 2 | 0 | 24 |
| # contacts reached | 0 | 20 | 0 | 240 |
| Press trips/media hosted | 0 | 5 | 0 | 60 |

Preliminary Monthly Marketing Initiatives

| Line Item | Specifications |
|---|---|
| Madden Media | LinkedIn & Facebook Meetings & Convention Targeted and |
| | Retargeted Marketing |
| IL Meetings and Convention Online Banner | Monthly Rotation |
| Leisure Newsletter | Email Marketing |
| Social Marketing – Fb, Twitter, Instagram | Social Calendars for Greater St. Charles, Scarecrow Fest, and Fox |
| | Valley Illinois |
| Meeting Professionals International (MPI) | Local Chapter Meetings |
| ISAE | Luncheons |
| Community Connections | Engagement Sit and Sips |

Strategic Memberships

| Line Item | Specifications | |
|--------------------------------------|---|--|
| CVENT – RFP Catalyst | RFP monthly participation | |
| Lexyl Travel (RFP) | Membership and Participation | |
| Meeting Planners International (MPI) | Membership and Participation in local chapter | |
| Government Bids RFP | Monthly Fee \$131.00 x 12 | |
| Small Market Meetings | Association based | |

Greater St. Charles Convention and Visitors Bureau

Preliminary Marketing, Advertising and Tradeshow Schedule: July 2017 –June 2018

| July 2017 | January 2018 | |
|--|---|--|
| Midwest Living Summer Getaways Ad Campaign: Sight-DO in St. Charles! July/August Issue. USA Today Summer Escapes Ad Campaign: Sight-DO in St. Charles (Launched in June) SEM Campaign: Madden Media Digital Marketing Content Stories Campaign for Meetings and Conventions: Madden Media | ISAE Tradeshow Weddings digital advertising roll out* Wedding Photos and Promotions* | |
| August 2017 | February 2018 | |
| SEM Campaign: Madden Media Digital Marketing Content Stories Campaign for Meetings and Conventions: Madden Media Scarecrow Fest Newspaper Ads: Daily Herald & Kane County Chronicle Scarecrow Fest Print Ad Push: West Suburban Living, Suburban Family, Daily Herald Festival Guide Connect Sports Show Connect Specialty Show | Sugar Crush 2018 Social Marketing Campaign Sugar Crush 2018 Website Promotion International Digital Advertising* Leisure Digital Advertising – Voluntourism* | |
| September 2017 | March 2018 | |
| SEM Campaign: Madden Media Digital Marketing Content Stories Campaign for Meetings and Conventions: Madden Media Scarecrow Fest Newspaper Ads: Daily Herald & Kane County Chronicle Scarecrow Fest Print Ad Push: West Suburban Living, Suburban Family, Daily Herald Festival Guide ISAE Sponsored Luncheon* | ISAE Sponsored Luncheon* Visitor Guide Revision* Bureau Profile Video* Sports – Digital Advertising Campaign | |
| October 2017 | April 2018 | |
| SEM Campaign: Madden Media Digital Marketing Content Stories Campaign for Meetings and Conventions: Madden Media Small Market Meetings | Tourism Beyond Boundaries Promotion NASC Sports Event Symposium AMTRAK – Enjoy Illinois by Train Day | |
| November 2017 | May 2018 | |
| SEM Campaign: Madden Media Digital Marketing Content Stories Campaign for Meetings and Conventions: Madden Media TEAMS Promotional Brand Strengthening Campaign* | Cycling Ad Campaign Sports Illinois Huddle 2018 National Tourism Week Promotion | |
| December 2017 | June 2018 | |
| ISAE Banner Ad* Weddings print advertising roll out* Connect DC (Political Market) | CVENT Tradeshow Meetings Quest Tradeshow IAVAT Conference - Illinois Agricultural Education | |

^{*}roll out month is estimated

GSCCVB Team

Executive Leadership

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Greater St. Charles Convention and Visitors Bureau

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Fax: 630.513.0566

Visitor Information Centers

1st Street Parking Garage

North & South Lobbies St. Charles, IL 60174

Fox Valley Ice Arena

1996 S Kirk Rd Geneva, IL 60134

Kane County Fairgrounds

525 Randall Rd St Charles, IL 60174

Greater St. Charles Convention & Visitors Bureau

2 East Main Street St. Charles, IL 60174

Cumberland Road Information Center

I-70 Rest Area-Westbound / Route 3 Marshall, IL 62441

DeKalb Oasis

2700 N. Crego Road Dekalb, IL 60115

Fort Massac Information Center

5402 Highway 45 South Metropolis, IL 62960

Homestead Information Center

I-55 Rest Area – Northbound Hamel, IL 60246

Mississippi Rapids Information Center

I-80 Rest Area - Eastbound Rapids City, IL 61278

Old State Capital Tourist Information Center

1 SW Old State Capital Plaza Springfield, IL 62701

Prairie View North Tourist Information Center

I-57 Rest Area - Northbound / North of Peotone Entrance Monee, IL 60449

Prairie View South Tourist Information Center

I-57 Rest Area-Southbound / South of Monee Exit Monee, IL 60449

Rend Lake North Information Center

80 N I-57 Rest Area Northbound Whittington, IL 62897

Rend Lake South Information Center

I-57 Rest Area-Southbound Whittington, IL 62897

Salt Kettle Information Center

I-74 Westbound Oakwood, IL 61858

Silver Lake Information Center

I-70 Rest Area-Eastbound Highland, IL 62249

Trail of Tears Information Center

32 North I-57 Anna, IL 62906

Turtle Creek Information Center

I-90 Rest Area-Southbound South Beloit, IL 61080