

**AGENDA  
CITY OF ST. CHARLES  
GOVERNMENT OPERATIONS COMMITTEE  
ALD. BILL TURNER, CHAIR**

**MONDAY, JULY 15, 2013  
IMMEDIATELY FOLLOWING CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
2 E. MAIN ST.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Omnibus Vote**  
Budget Revisions – May 2013.  
Budget Revisions – June 2013
- 4. Finance Department**
  - a. Recommendation to approve funding requests for St. Charles 708 Mental Health Board for FY13/14.
  - b. Recommendation to approve funding allocation schedule of the Visitors Cultural Commission for FY13/14 and the related funding agreements.
- 5. Executive Session**
  - Personnel
  - Pending Litigation
  - Probable or Imminent Litigation
  - Property Acquisition
  - Collective Bargaining
  - Review of Minutes of Executive Sessions
- 6. Additional Items**
- 7. Adjournment**

# Budget Journal Edit Listing

FB240	Date 07/01/13 Time 07:10				Company 1000 - City of St. Charles Budget Journal Edit Listing For Fiscal Year 2014 Budget 100      FY 13/14 Revised Budget				USD	Page	1		
Journal Entry N		1 Budget Transfer		Adjustment Code TRF Budget Transfer				Active					
Status History		Operator CI\jherr											
Line	Co	Bud	Prd	Account		SC	Debit		Credit				
1	1000	100	1	210541	52314-0000	FB			1,000.00				
				Parts for Equipment		Desc: Electrical Supplies-Not Budget							
2	1000	100	1	210541	52500-0000	FB	1,000.00						
				Electrical Supplies		Desc: Electrical Supplies-Not Budget							
3	1000	100	1	802210	55102-0000	FB			50,000.00				
				Prescription Claims		Desc: Prescription rebates							
4	1000	100	1	802210	54170-0000	FB	50,000.00						
				Health Insurance Admin		Desc: Prescription rebates							
5	1000	100	1	210541	52101-0000	FB			250.00				
				Meals-Business		Desc: For ice supply							
6	1000	100	1	210541	52100-0000	FB	250.00						
				Refreshment Supplies		Desc: For ice supply							
*** Totals For Journal Entry N-				1 ,	Source Code FB		Debits		Credits		Difference		
					Base:		51,250.00		51,250.00		0.00		
					Unit:		0.00		0.00		0.00		
*** Totals For Journal Entry N-				1			Debits		Credits		Difference		
					Base:		51,250.00		51,250.00		0.00		
					Unit:		0.00		0.00		0.00		

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	2
	Time 07:10	Budget Journal Edit Listing			
		For Fiscal Year 2014			
		Budget 100	FY 13/14 Revised Budget	USD	

Journal Entry N	2	Budget Transfer	Adjustment Code TRF	Budget Transfer	Active
Status History			Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	220552	52311-0000 FB	500.00	
				Hardware Supplies	Desc: Account not budgeted		
2	1000	100	12	220552	52310-0000 FB		500.00
				Small Tools and Equipment	Desc: Account not budgeted		
3	1000	100	12	210541	54513-0000 FB	336.00	
				Equipment Rental	Desc: Rental for blood pressure mach		
4	1000	100	12	210541	54511-0000 FB		336.00
				Pool Car Rental	Desc: Rental for blood pressure mach		

*** Totals For Journal Entry N-	2	,	Source Code FB	Debits	Credits	Difference
			Base:	836.00	836.00	0.00
			Unit:	0.00	0.00	0.00

*** Totals For Journal Entry N-	2		Base:	Debits	Credits	Difference
			Unit:	836.00	836.00	0.00
				0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13 Time 07:10				Company 1000 - City of St. Charles Budget Journal Edit Listing For Fiscal Year 2014 Budget 100      FY 13/14 Revised Budget				USD	Page 3
Journal Entry N		3 Budget Add		Adjustment Code ADD Budget Addition				Active		
Status History				Operator CI\jherr						
Line	Co	Bud	Prd	Account		SC	Debit	Credit		
3	1000	100	1	100511	55204-0000	FB	940.00			
				Property Taxes		Desc: For property taxes (no budget)				
4	1000	100	1	100900	31199-0000	FB		940.00		
				Available Resources		Desc: For property taxes (no budget)				
5	1000	100	1	100603	54399-0000	FB	3,050.00			
				Other Contracted Services		Desc: McIlvaine court ordered repair				
6	1000	100	1	100900	31199-0000	FB		3,050.00		
				Available Resources		Desc: McIlvaine court ordered repair				
7	1000	100	1	713700	55300-0000	FB	62,893.00			
				Interest Expense		Desc: First St Debt Payment-Int				
8	1000	100	7	713700	55300-0000	FB	62,892.00			
				Interest Expense		Desc: First St Debt Payment-Int				
11	1000	100	7	713700	55310-0000	FB	260,000.00			
				Principal Payment		Desc: First St Debt Payment-Prn				
13	1000	100	7	713800	49500-0000	FB		385,785.00		
				Transfers-from Capital Project		Desc: First St Debt Transfer				
14	1000	100	7	503800	57004-0000	FB	385,785.00			
				Transfer to TIF #4		Desc: First St Debt Transfer				
16	1000	100	7	503900	31199-0000	FB		385,785.00		
				Available Resources		Desc: First St Debt Transfer				
*** Totals For Journal Entry N-				3 ,	Source Code	FB	Debits	Credits	Differen	
						Base:	775,560.00	775,560.00	0.	
						Unit:	0.00	0.00	0.	
*** Totals For Journal Entry N-				3			Debits	Credits	Differen	
						Base:	775,560.00	775,560.00	0.	
						Unit:	0.00	0.00	0.	



# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles				USD	Page	4
	Time 07:10	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100	FY 13/14 Revised Budget			USD		
Journal Entry N	4	Budget Reduction		Adjustment Code RED		Budget Reduction	Active	
Status History				Operator CI\jherr				
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	1	200521	50100-0000 FB		92,659.00	
	Regular Wages			Desc: Reduce Bdgt-Linemen-9 to 8				
2	1000	100	1	200521	51100-0000 FB		5,271.00	
	FICA			Desc: Reduce Bdgt-Linemen-9 to 8				
3	1000	100	1	200521	51103-0000 FB		11,487.00	
	IMRF			Desc: Reduce Bdgt-Linemen-9 to 8				
4	1000	100	1	200521	51104-0000 FB		1,269.00	
	Medicare			Desc: Reduce Bdgt-Linemen-9 to 8				
5	1000	100	1	200521	51200-0000 FB		11,884.00	
	Health Insurance-Medical			Desc: Reduce Bdgt-Linemen-9 to 8				
6	1000	100	1	200521	51204-0000 FB		5,583.00	
	Workers Compensation			Desc: Reduce Bdgt-Linemen-9 to 8				
7	1000	100	1	200900	31199-0000 FB	128,153.00		
	Available Resources			Desc: Reduce Bdgt-Linemen-9 to 8				
*** Totals For Journal Entry N-	4			Source Code FB		Debits	Credits	Difference
				Base:		128,153.00	128,153.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	4					Debits	Credits	Difference
				Base:		128,153.00	128,153.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	5				
	Time 07:10	Budget Journal Edit Listing							
		For Fiscal Year 2014							
		Budget 100 FY 13/14 Revised Budget	USD						
Journal Entry N	5 Budget Add	Adjustment Code ADD	Budget Addition	Active					
Status History		Operator CI\jherr							
Line	Co	Bud	Prd	Account	SC	Debit	Credit		
1	1000	100	12	501500	56200-0000 FB	7,661,625.00			
				Structures and Improvements	Desc: For RGB project-available bal				
2	1000	100	12	501900	31199-0000 FB		7,661,625.00		
				Available Resources	Desc: For RGB project-available bal				
*** Totals For Journal Entry N-	5	,		Source Code	FB	Debits	Credits	Difference	
					Base:	7,661,625.00	7,661,625.00	0.00	
					Unit:	0.00	0.00	0.00	
*** Totals For Journal Entry N-	5				Base:	7,661,625.00	7,661,625.00	0.00	
					Unit:	0.00	0.00	0.00	

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	6			
	Time 07:10	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	6 Budget Addition	Adjustment Code ADD Budget Addition		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	1	200522	56004-0000 FB	652.00		
				Computer Equipment	Desc: From replacement funds-printer			
2	1000	100	1	200900	31199-0000 FB		652.00	
				Available Resources	Desc: From replacement funds-printer			
*** Totals For Journal Entry N-	6			Source Code FB		Debits	Credits	Difference
				Base:		652.00	652.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	6					Debits	Credits	Difference
				Base:		652.00	652.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13			Company 1000 - City of St. Charles			USD		Page	7	
	Time 07:10			Budget Journal Edit Listing							
				For Fiscal Year 2014							
				Budget 100 FY 13/14 Revised Budget			USD				
Journal Entry N		7 Budget Transfer		Adjustment Code TRF Budget Transfer				Active			
Status History				Operator CI\jherr							
Line	Co	Bud	Prd	Account		SC	Debit	Credit			
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1	1000	100	1	210541	54301-0000	FB	5,000.00				
	Refuse & Hauling Service			Desc: For refuse & hauling services							
2	1000	100	1	210541	54463-0000	FB		5,000.00			
	Repair & Maint - Water Lines			Desc: For refuse & hauling services							
3	1000	100	1	200521	54301-0000	FB	5,000.00				
	Refuse & Hauling Service			Desc: For refuse & hauling services							
4	1000	100	1	200521	54308-0000	FB		5,000.00			
	Restoration Services			Desc: For refuse & hauling services							
*** Totals For Journal Entry N-				7	Source Code	FB	Debits	Credits	Difference		
					Base:		10,000.00	10,000.00	0.00		
					Unit:		0.00	0.00	0.00		
*** Totals For Journal Entry N-				7			Debits	Credits	Difference		
					Base:		10,000.00	10,000.00	0.00		
					Unit:		0.00	0.00	0.00		

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles				USD	Page	8
	Time 07:10	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100	FY 13/14 Revised Budget			USD		
Journal Entry N	8 Roll Forward for Projects	Adjustment Code RFB				Roll Forward Budget for Proj	Active	
Status History	Operator CI\jherr							
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	1	220551	56201-0000 FB	550,000.00		
	Remodeling and Renovation			Desc: Royal Fox Lift Station WW5000				
2	1000	100	1	220900	31197-0000 FB		550,000.00	
	Budget Roll Forward-Projects			Desc: Royal Fox Lift Station WW5000				
3	1000	100	1	801510	56001-0000 FB	43,000.00		
	Motor Vehicles - Replacements			Desc: For Ford F250 purchase MV5001				
4	1000	100	1	801900	31197-0000 FB		43,000.00	
	Budget Roll Forward-Projects			Desc: For Ford F250 purchase MV5001				
5	1000	100	1	513500	56101-0000 FB	50,000.00		
	Land Improvements			Desc: W Main Retain Wall CP5018				
6	1000	100	1	513900	31197-0000 FB		50,000.00	
	Budget Roll Forward-Projects			Desc: W Main Retain Wall CP5018				
7	1000	100	1	210541	56150-0000 FB	250,000.00		
	Design Engineering - Capital			Desc: Water Tower DE WA2007				
8	1000	100	1	210900	31197-0000 FB		250,000.00	
	Budget Roll Forward-Projects			Desc: Water Tower DE WA2007				
9	1000	100	1	220552	56150-0000 FB	67,000.00		
	Design Engineering - Capital			Desc: Siphon Maint WA6001				
10	1000	100	1	220552	56160-0000 FB	46,362.00		
	Construction Engineering - Capit			Desc: Siphon Maint WA6001				
11	1000	100	1	220552	56101-0000 FB	442,758.00		
	Land Improvements			Desc: Siphon Maint WA6001				
12	1000	100	1	220900	31197-0000 FB		556,120.00	
	Budget Roll Forward-Projects			Desc: Siphon Maint WA6001				
*** Totals For Journal Entry N-	8			Source Code FB		Debits	Credits	Difference
				Base:		1,449,120.00	1,449,120.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	8					Debits	Credits	Difference
				Base:		1,449,120.00	1,449,120.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

FB240 Date 07/01/13  
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Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2014  
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\*\*\* Totals For Journal Entry N- 8

	Debits	Credits	Difference
Base:	1,449,120.00	1,449,120.00	0.00
Unit:	0.00	0.00	0.00

\*\*\* Totals For Company 1000

	Debits	Credits	Difference
Base:	10,077,196.00	10,077,196.00	0.00
Unit:	0.00	0.00	0.00

\*\*\* Totals For Report

	Debits	Credits	Difference
Base:	10,077,196.00	10,077,196.00	0.00
Unit:	0.00	0.00	0.00

The revisions shown herewith have been approved by the City Council, except as noted below.

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Signature

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Date

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Signature

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Date

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Signature

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Date

Exceptions:

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# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	1			
	Time 07:21	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	9 Budget Addition	Adjustment Code ADD	Budget Addition	Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	501500	52205-0000 FB	500.00		
				Special Event Supplies	Desc: For RGB Ribbon Cutting			
2	1000	100	2	501900	31199-0000 FB		500.00	
				Available Resources	Desc: For RGB Ribbon Cutting			
3	1000	100	2	501500	54399-0000 FB	1,000.00		
				Other Contracted Services	Desc: For RGB photos			
4	1000	100	2	501900	31199-0000 FB		1,000.00	
				Available Resources	Desc: For RGB photos			
*** Totals For Journal Entry N-	9			Source Code FB		Debits	Credits	Difference
				Base:		1,500.00	1,500.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	9			Base:		Debits	Credits	Difference
				Unit:		1,500.00	1,500.00	0.00
						0.00	0.00	0.00



# Budget Journal Edit Listing

FB240	Date 07/01/13 Time 07:21			Company 1000 - City of St. Charles Budget Journal Edit Listing For Fiscal Year 2014 Budget 100      FY 13/14 Revised Budget			USD	Page	2
Journal Entry N		10 Budget Transfer		Adjustment Code TRF Budget Transfer				Active	
Status History				Operator CI\jherr					
Line	Co	Bud	Prd	Account		SC	Debit	Credit	
-----	---	---	---	-----		---	-----	-----	
1	1000	100	2	100511	54513-0000	FB	600.00		
Equipment Rental				Desc: For arbor day sound system					
2	1000	100	2	100511	54467-0000	FB		600.00	
Repair & Maint - Other Equip				Desc: For arbor day sound system					
3	1000	100	2	210540	51500-0000	FB	173.00		
New Hire Testing				Desc: For new hire testing					
4	1000	100	2	210540	51300-0000	FB		173.00	
Registration and Fees				Desc: For new hire testing					
5	1000	100	2	210541	54160-0000	FB	144.00		
Engineering Services				Desc: For engineering svcs					
6	1000	100	2	210541	52700-0000	FB		144.00	
Water Line Repair Materials				Desc: For engineering svcs					
*** Totals For Journal Entry N-				10	Source Code	FB	Debits	Credits	Difference
						Base:	917.00	917.00	0.00
						Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-				10			Debits	Credits	Difference
						Base:	917.00	917.00	0.00
						Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	3
	Time 07:21	Budget Journal Edit Listing			
		For Fiscal Year 2014			
		Budget 100 FY 13/14 Revised Budget	USD		
Journal Entry N	11 Roll Forward of Encumbrances	Adjustment Code RFE Roll Forward of Budget for Enc Active			
Status History	Operator CI\jherr				

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	1	501500	56202-0000 FB	148,544.00		
				Architectural and Engineering	Desc: R/F Benesch PO 68107			
2	1000	100	1	501900	31198-0000 FB		148,544.00	
				Budget Roll Forward-PO's	Desc: R/F Benesch PO 68107			
3	1000	100	1	501500	56202-0000 FB	14,702.00		
				Architectural and Engineering	Desc: R/F Benesh PO 66121 (closed)			
4	1000	100	1	501900	31198-0000 FB		14,702.00	
				Budget Roll Forward-PO's	Desc: R/F Benesh PO 66121 (closed)			
*** Totals For Journal Entry N-				11 ,	Source Code FB	Debits	Credits	Difference
					Base:	163,246.00	163,246.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-				11		Debits	Credits	Difference
					Base:	163,246.00	163,246.00	0.00
					Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	4			
	Time 07:21	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	12 Budget Add	Adjustment Code ADD Budget Addition		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	501500	54015-0000 FB	2,400.00		
				ComEd Utility Charges	Desc: For RGB ComEd Charges			
2	1000	100	2	501900	31199-0000 FB		2,400.00	
				Available Resources	Desc: For RGB ComEd Charges			
*** Totals For Journal Entry N-				12 ,	Source Code FB	Debits	Credits	Difference
					Base:	2,400.00	2,400.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-				12	Base:	2,400.00	2,400.00	0.00
					Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	5			
	Time 07:21	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	13 Budget Transfer	Adjustment Code TRF Budget Transfer		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	100300	54467-0000 FB		5,000.00	
	Repair & Maint	-	Other Equip	Desc: Move Training Equip to Supplie				
2	1000	100	2	100300	52901-0000 FB	5,000.00		
	Police Supplies			Desc: Move Training Equip to Supplie				
*** Totals For Journal Entry N-	13			Source Code FB		Debits	Credits	Difference
				Base:		5,000.00	5,000.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	13			Base:		5,000.00	5,000.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

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Company 1000 - City of St. Charles  
Budget Journal Edit Listing  
For Fiscal Year 2014  
Budget 100 FY 13/14 Revised Budget USD

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Journal Entry N 14 Budget Addition Adjustment Code ADD Budget Addition Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100402	51103-0000 FB	3,100.00	
				IMRF	Desc: For P. Bumba IMFR		
2	1000	100	1	100900	31199-0000 FB		3,100.00
				Available Resources	Desc: For P. Bumba IMFR		
3	1000	100	2	100603	54399-0000 FB	27,300.00	
				Other Contracted Services	Desc: Roofing sys/McIlvaine/CC appr		
4	1000	100	2	100900	31199-0000 FB		27,300.00
				Available Resources	Desc: Roofing sys/McIlvaine/CC appr		

*** Totals For Journal Entry N-	14 ,	Source Code FB	Debits	Credits	Difference
		Base:	30,400.00	30,400.00	0.00
		Unit:	0.00	0.00	0.00

*** Totals For Journal Entry N-	14	Base:	Debits	Credits	Difference
		Unit:	30,400.00	30,400.00	0.00
			0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	7
	Time 07:21	Budget Journal Edit Listing			
		For Fiscal Year 2014			
		Budget 100	FY 13/14 Revised Budget	USD	

Journal Entry N	15 Salary R/F for 12-13 Merit	Adjustment Code RFB Roll Forward Budget for Proj	Active
Status History	Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	220900	31196-0000 FB		4,179.00
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit		
2	1000	100	1	100110	50101-0000 FB	3,795.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
3	1000	100	1	100111	50101-0000 FB	1,453.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
4	1000	100	1	100200	50100-0000 FB	40,372.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
5	1000	100	1	100200	50101-0000 FB	3,067.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
6	1000	100	1	100210	50100-0000 FB	18,558.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
7	1000	100	1	100210	50101-0000 FB	3,085.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
8	1000	100	1	100220	50100-0000 FB	28,372.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
9	1000	100	1	100220	50101-0000 FB	1,971.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
10	1000	100	1	100221	50100-0000 FB	3,064.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
11	1000	100	1	100222	50100-0000 FB	9,130.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
12	1000	100	1	100222	50101-0000 FB	2,819.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
13	1000	100	1	100300	50100-0000 FB	59,055.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
14	1000	100	1	100300	50101-0000 FB	6,515.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
15	1000	100	1	100301	50100-0000 FB	5,852.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		
16	1000	100	1	100301	50101-0000 FB	1,404.00	
				Part Time Wages	Desc: Salary R/F for 12-13 Merit		
17	1000	100	1	100400	50100-0000 FB	18,108.00	
				Regular Wages	Desc: Salary R/F for 12-13 Merit		

# Budget Journal Edit Listing

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Journal Entry N 15 Salary R/F for 12-13 Merit Adjustment Code RFB Roll Forward Budget for Proj Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
18	1000	100	1	100401	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	17,052.00	
19	1000	100	1	100402	50101-0000 FB Part Time Wages Desc: Salary R/F for 12-13 Merit	885.00	
20	1000	100	1	100500	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	18,746.00	
21	1000	100	1	100500	50101-0000 FB Part Time Wages Desc: Salary R/F for 12-13 Merit	2,210.00	
22	1000	100	1	100501	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	12,616.00	
23	1000	100	1	100511	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	4,972.00	
24	1000	100	1	100600	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	15,406.00	
25	1000	100	1	100603	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	8,269.00	
26	1000	100	1	100603	50101-0000 FB Part Time Wages Desc: Salary R/F for 12-13 Merit	1,075.00	
27	1000	100	1	100604	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	8,960.00	
28	1000	100	1	100604	50101-0000 FB Part Time Wages Desc: Salary R/F for 12-13 Merit	1,503.00	
29	1000	100	1	100650	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	11,599.00	
30	1000	100	1	200520	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	18,384.00	
31	1000	100	1	200520	50101-0000 FB Part Time Wages Desc: Salary R/F for 12-13 Merit	1,917.00	
32	1000	100	1	210540	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	5,197.00	
33	1000	100	1	210541	50100-0000 FB Regular Wages Desc: Salary R/F for 12-13 Merit	4,839.00	

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Journal Entry N 15 Salary R/F for 12-13 Merit Adjustment Code RFB Roll Forward Budget for Proj Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
34	1000	100	1	220551	50100-0000 FB	4,179.00		
				Regular Wages	Desc: Salary R/F for 12-13 Merit			
35	1000	100	1	800223	50100-0000 FB	4,839.00		
				Regular Wages	Desc: Salary R/F for 12-13 Merit			
36	1000	100	1	800223	50101-0000 FB	2,887.00		
				Part Time Wages	Desc: Salary R/F for 12-13 Merit			
37	1000	100	1	801512	50100-0000 FB	5,069.00		
				Regular Wages	Desc: Salary R/F for 12-13 Merit			
38	1000	100	1	801512	50101-0000 FB	897.00		
				Part Time Wages	Desc: Salary R/F for 12-13 Merit			
39	1000	100	1	804530	50100-0000 FB	3,992.00		
				Regular Wages	Desc: Salary R/F for 12-13 Merit			
40	1000	100	1	100900	31196-0000 FB		322,680.00	
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit			
45	1000	100	1	800900	31196-0000 FB		7,726.00	
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit			
46	1000	100	1	804900	31196-0000 FB		3,992.00	
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit			
49	1000	100	1	200900	31196-0000 FB		20,301.00	
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit			
50	1000	100	1	210900	31196-0000 FB		10,036.00	
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit			
51	1000	100	1	801900	31196-0000 FB		5,966.00	
				Budget Roll Foward-Salaries	Desc: Salary R/F for 12-13 Merit			
52	1000	100	1	100110	50100-0000 FB	12,767.00		
				Regular Wages	Desc: Salary R/F for 12-13 Merit			
*** Totals For Journal Entry N- 15 , Source Code FB						Debits	Credits	Difference
						Base:		
						374,880.00	374,880.00	0.00
						Unit:		
						0.00	0.00	0.00



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\*\*\* Totals For Journal Entry N- 15

	Debits	Credits	Difference
Base:	374,880.00	374,880.00	0.00
Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page 11				
	Time 07:21	Budget Journal Edit Listing						
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Journal Entry N	16 Budget Transfer	Adjustment Code TRF Budget Transfer		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	100603	52101-0000 FB	50.00		
				Meals-Business	Desc: For business meals			
2	1000	100	2	100603	52100-0000 FB		50.00	
				Refreshment Supplies	Desc: For business meals			
*** Totals For Journal Entry N-				16 ,	Source Code FB	Debits	Credits	Difference
					Base:	50.00	50.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-				16		Debits	Credits	Difference
					Base:	50.00	50.00	0.00
					Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page 12				
	Time 07:21	Budget Journal Edit Listing						
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Journal Entry N	17 Roll Forwards	Adjustment Code RFB Roll Forward Budget for Proj	Active					
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	100501	51401-0000 FB	550.00		
	Lodging			Desc: R/F lodging for conf (March)				
2	1000	100	2	100900	31197-0000 FB		550.00	
	Budget Roll Forward-Projects			Desc: R/F lodging for conf (March)				
*** Totals For Journal Entry N-	17			Source Code FB		Debits	Credits	Difference
				Base:		550.00	550.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	17					Debits	Credits	Difference
				Base:		550.00	550.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

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	Time 07:21	Budget Journal Edit Listing		
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Journal Entry N	18 Budget Transfer	Adjustment Code		
Status History		Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	2	220551	54305-0000 FB	8,600.00	
				Mowing Services	Desc: Mowing acct underbudgeted		
2	1000	100	2	220551	52314-0000 FB		8,600.00
				Parts for Equipment	Desc: Mowing acct underbudgeted		

*** Totals For Journal Entry N-	18 ,	Source Code FB	Debits	Credits	Difference
		Base:	8,600.00	8,600.00	0.00
		Unit:	0.00	0.00	0.00

*** Totals For Journal Entry N-	18	Base:	Debits	Credits	Difference
		Unit:	8,600.00	8,600.00	0.00
			0.00	0.00	0.00

# Budget Journal Edit Listing

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	Time 07:21	Budget Journal Edit Listing		
		For Fiscal Year 2014		
		Budget 100 FY 13/14 Revised Budget	USD	
Journal Entry N	19 Budget Addition	Adjustment Code		
Status History		Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	340400	56002-0000 FB	16,803.00		
				Machinery and Equipment	Desc: Add Budget for FF Fund-Polaris			
2	1000	100	2	340400	52310-0000 FB	8,223.00		
				Small Tools and Equipment	Desc: Add Budget for FF Fund			
3	1000	100	2	340900	31199-0000 FB		25,026.00	
				Available Resources	Desc: Add Budget for FF Fund			
*** Totals For Journal Entry N-			19	, Source Code FB		Debits	Credits	Difference
				Base:		25,026.00	25,026.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-			19			Debits	Credits	Difference
				Base:		25,026.00	25,026.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	15			
	Time 07:21	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	20 Budget Transfer	Adjustment Code TRF Budget Transfer		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	100511	54399-0000 FB	300.00		
				Other Contracted Services	Desc: For shredding services			
2	1000	100	2	100511	54400-0000 FB		300.00	
				Maint Agreemnts - Facilities	Desc: For shredding services			
3	1000	100	2	100400	54399-0000 FB	250.00		
				Other Contracted Services	Desc: For shredding services			
4	1000	100	2	100400	54160-0000 FB		250.00	
				Engineering Services	Desc: For shredding services			
*** Totals For Journal Entry N-	20			Source Code FB		Debits	Credits	Difference
				Base:		550.00	550.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	20			Base:		Debits	Credits	Difference
				Unit:		550.00	550.00	0.00
						0.00	0.00	0.00

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Budget Journal Edit Listing  
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Journal Entry N 21 R/F 2012A Bond Projects Adjustment Code RFB Roll Forward Budget for Proj Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	513511	56101-0000 FB	433,498.00		
				Land Improvements	Desc: EAB Program Funds			
2	1000	100	2	513900	31195-0000 FB		433,498.00	
				Available Resources-Prior Bonds	Desc: EAB Program Funds			
3	1000	100	2	200521	56206-0000 FB	659,733.00		
				Distribution Capital Improve	Desc: Electric Crossing RGB			
4	1000	100	2	200900	31195-0000 FB		659,733.00	
				Available Resources-Prior Bonds	Desc: Electric Crossing RGB			
5	1000	100	2	210541	56101-0000 FB	831,544.00		
				Land Improvements	Desc: RGB Waterline (less escrow)			
6	1000	100	2	210900	31195-0000 FB		831,544.00	
				Available Resources-Prior Bonds	Desc: RGB Waterline (less escrow)			
*** Totals For Journal Entry N-	21			Source Code FB		Debits	Credits	Difference
					Base:	1,924,775.00	1,924,775.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-	21					Debits	Credits	Difference
					Base:	1,924,775.00	1,924,775.00	0.00
					Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page 17
	Time 07:21	Budget Journal Edit Listing		
		For Fiscal Year 2014		
		Budget 100 FY 13/14 Revised Budget	USD	
Journal Entry N	22 R/F 2011A Bond Issue Projects	Adjustment Code RFB Roll Forward Budget for Proj	Active	
Status History	Operator CI\jherr			

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	513220	56301-0000 FB	279,255.00		
				Capitalized Software	Desc: ERP Project Funds (11001)			
2	1000	100	2	513900	31195-0000 FB		279,255.00	
				Available Resources-Prior Bonds	Desc: ERP Project Funds (11001)			
3	1000	100	2	513500	56101-0000 FB	280,560.00		
				Land Improvements	Desc: IL64 7th to Duham (CP5002)			
4	1000	100	2	513900	31195-0000 FB		280,560.00	
				Available Resources-Prior Bonds	Desc: IL64 7th to Duham (CP5002)			
*** Totals For Journal Entry N-	22	,		Source Code FB		Debits	Credits	Difference
				Base:		559,815.00	559,815.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	22					Debits	Credits	Difference
				Base:		559,815.00	559,815.00	0.00
				Unit:		0.00	0.00	0.00



# Budget Journal Edit Listing

FB240	Date 07/01/13 Time 07:21			Company 1000 - City of St. Charles Budget Journal Edit Listing For Fiscal Year 2014 Budget 100      FY 13/14 Revised Budget				USD	Page 18
Journal Entry N Status History		23 R/F 2013 Internal Borrowing		Adjustment Code RFB Roll Forward Budget for Proj		Active			
		Operator CI\jherr							
Line	Co	Bud	Prd	Account		SC	Debit	Credit	
-----	----	----	----	-----		----	-----	-----	
1	1000	100	2	200521	56203-0000	FB	258,931.00		
	Substation Capital		Improvemnts	Desc: R/F LDC2/2T1 Project Funds					
2	1000	100	2	200900	31195-0000	FB		258,931.00	
	Available Resources-Prior		Bonds	Desc: R/F LDC2/2T1 Project Funds					
3	1000	100	2	220900	31197-0000	FB	550,000.00		
	Budget Roll Forward-Projects			Desc: Correct FB 14-8					
4	1000	100	2	220900	31195-0000	FB		550,000.00	
	Available Resources-Prior		Bonds	Desc: Correct FB 14-8					
5	1000	100	2	210900	31197-0000	FB	250,000.00		
	Budget Roll Forward-Projects			Desc: Correct FB 14-8					
6	1000	100	2	210900	31195-0000	FB		250,000.00	
	Available Resources-Prior		Bonds	Desc: Correct FB 14-8					
*** Totals For Journal Entry N-				23 ,	Source Code FB		Debits	Credits	Differen
					Base:		1,058,931.00	1,058,931.00	0.
					Unit:		0.00	0.00	0.
*** Totals For Journal Entry N-				23			Debits	Credits	Differen
					Base:		1,058,931.00	1,058,931.00	0.
					Unit:		0.00	0.00	0.

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page	19
	Time 07:21	Budget Journal Edit Listing			
		For Fiscal Year 2014			
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Journal Entry N	24 R/F 2010A Bonded Projects	Adjustment Code RFB Roll Forward Budget for Proj	Active		
Status History	Operator CI\jherr				

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	210541	56101-0000 FB	106,000.00		
				Land Improvements	Desc: R/F IL64 Kirk to 59 (WA5001)			
2	1000	100	2	210900	31195-0000 FB		106,000.00	
				Available Resources-Prior Bonds	Desc: R/F IL64 Kirk to 59 (WA5001)			
3	1000	100	2	210541	56101-0000 FB	315,619.00		
				Land Improvements	Desc: R/F IL64 7th/Dunham (WA5003)			
4	1000	100	2	210900	31195-0000 FB		315,619.00	
				Available Resources-Prior Bonds	Desc: R/F IL64 7th/Dunham (WA5003)			
*** Totals For Journal Entry N-	24			Source Code FB		Debits	Credits	Difference
				Base:		421,619.00	421,619.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	24					Debits	Credits	Difference
				Base:		421,619.00	421,619.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

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	Time 07:21	Budget Journal Edit Listing						
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		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	25 R/F Project Budgets	Adjustment Code RFB Roll Forward Budget for Proj	Active					
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	210541	56101-0000 FB	470,000.00		
				Land Improvements	Desc: RGB Water Line-Escrow (WA5005)			
2	1000	100	2	210900	31197-0000 FB		470,000.00	
				Budget Roll Forward-Projects	Desc: RGB Water Line-Escrow (WA5005)			
3	1000	100	2	210541	56160-0000 FB	165,000.00		
				Construction Engineering - Capit	Desc: RGB Water Line-Escrow (WA5005)			
4	1000	100	2	210900	31197-0000 FB		165,000.00	
				Budget Roll Forward-Projects	Desc: RGB Water Line-Escrow (WA5005)			
*** Totals For Journal Entry N-	25			Source Code FB		Debits	Credits	Difference
				Base:		635,000.00	635,000.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	25					Debits	Credits	Difference
				Base:		635,000.00	635,000.00	0.00
				Unit:		0.00	0.00	0.00

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Journal Entry N 26 R/F for Projects Adjustment Code RFB Roll Forward Budget for Proj Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	12	100200	56004-0000 FB	10,363.00	
				Computer Equipment	Desc: R/F GPS Equip Upgrade		
2	1000	100	12	100200	54256-0000 FB	7,500.00	
				IT Consulting Services	Desc: R/F GPS Equip Upgrade		
3	1000	100	12	100200	54250-0000 FB	2,500.00	
				Software Licenses & Subscription	Desc: R/F GPS Equip Upgrade		
4	1000	100	12	100200	54251-0000 FB	9,750.00	
				Software Maintenance Agreement	Desc: R/F GPS Equip Upgrade		
5	1000	100	12	100200	52001-0000 FB	5,250.00	
				Computer Related Supplies	Desc: R/F GPS Equip Upgrade		
6	1000	100	12	100900	31197-0000 FB		35,363.00
				Budget Roll Forward-Projects	Desc: R/F GPS Equip Upgrade		
7	1000	100	12	100200	54250-0000 FB	13,000.00	
				Software Licenses & Subscription	Desc: R/F Document Mgmt		
8	1000	100	12	100200	54251-0000 FB	75,000.00	
				Software Maintenance Agreement	Desc: R/F Document Mgmt		
9	1000	100	12	100200	54256-0000 FB	31,000.00	
				IT Consulting Services	Desc: R/F Document Mgmt		
10	1000	100	12	100900	31197-0000 FB		119,000.00
				Budget Roll Forward-Projects	Desc: R/F Document Mgmt		
11	1000	100	12	100200	54250-0000 FB	3,050.00	
				Software Licenses & Subscription	Desc: R/F iSeries Disaster Recovery		
12	1000	100	12	100200	54251-0000 FB	28,450.00	
				Software Maintenance Agreement	Desc: R/F iSeries Disaster Recovery		
13	1000	100	12	100200	54256-0000 FB	10,500.00	
				IT Consulting Services	Desc: R/F iSeries Disaster Recovery		
14	1000	100	12	100200	54403-0000 FB	23,500.00	
				Maint Agreements - Computer Equip	Desc: R/F iSeries Disaster Recovery		
15	1000	100	12	100200	56004-0000 FB	19,000.00	
				Computer Equipment	Desc: R/F iSeries Disaster Recovery		
16	1000	100	12	100900	31197-0000 FB		84,500.00
				Budget Roll Forward-Projects	Desc: R/F iSeries Disaster Recovery		
17	1000	100	12	100200	56004-0000 FB	4,066.00	
				Computer Equipment	Desc: R/F Mobile Tablet PC Pilot		

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Journal Entry N 26 R/F for Projects Adjustment Code RFB Roll Forward Budget for Proj Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
18	1000	100	12	100900	31197-0000 FB		4,066.00
				Budget Roll Forward-Projects	Desc: R/F Mobile Tablet PC Pilot		
19	1000	100	12	100200	54256-0000 FB	25,000.00	
				IT Consulting Services	Desc: R/F GIS Tech consultng (3 mos)		
20	1000	100	12	100900	31197-0000 FB		25,000.00
				Budget Roll Forward-Projects	Desc: R/F GIS Tech consultng (3 mos)		
21	1000	100	12	100300	51400-0000 FB	3,300.00	
				Transportation Expense	Desc: R/F FBI Academy-Huffman		
22	1000	100	12	100900	31197-0000 FB		3,300.00
				Budget Roll Forward-Projects	Desc: R/F FBI Academy-Huffman		
23	1000	100	12	100300	51300-0000 FB	4,780.00	
				Registration and Fees	Desc: R/F Exec Training Class-Shaw		
24	1000	100	12	100900	31197-0000 FB		4,780.00
				Budget Roll Forward-Projects	Desc: R/F Exec Training Class-Shaw		
25	1000	100	12	100210	52205-0000 FB	55.00	
				Special Event Supplies	Desc: R/F BYCWD Photos		
26	1000	100	12	100900	31197-0000 FB		55.00
				Budget Roll Forward-Projects	Desc: R/F BYCWD Photos		
27	1000	100	12	100210	52201-0000 FB	1,200.00	
				Awards	Desc: R/F Employee Service Awards		
28	1000	100	12	100900	31197-0000 FB		1,200.00
				Budget Roll Forward-Projects	Desc: R/F Employee Service Awards		
29	1000	100	12	100600	54641-0000 FB	3,000.00	
				CIC Grants	Desc: R/F CIC Grants		
30	1000	100	12	100900	31197-0000 FB		3,000.00
				Budget Roll Forward-Projects	Desc: R/F CIC Grants		
31	1000	100	12	100600	54640-0000 FB	9,950.00	
				Façade Grants	Desc: R/F Facade Imp Grants		
32	1000	100	12	100900	31197-0000 FB		9,950.00
				Budget Roll Forward-Projects	Desc: R/F Facade Imp Grants		
33	1000	100	12	100510	52802-0000 FB	12,588.00	
				Snow/Ice Removal Chemicals	Desc: R/F for Salt Delivery on 5/1		

# Budget Journal Edit Listing

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Journal Entry N 26 R/F for Projects Adjustment Code RFB Roll Forward Budget for Proj Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
34	1000	100	12	100900	31197-0000 FB		12,588.00
		Budget Roll Forward-Projects		Desc: R/F for Salt Delivery on 5/1			
35	1000	100	12	100300	54399-0000 FB	6,000.00	
		Other Contracted Services		Desc: R/F for bar code asset trackin			
36	1000	100	12	100900	31197-0000 FB		6,000.00
		Budget Roll Forward-Projects		Desc: R/F for bar code asset trackin			
37	1000	100	12	100300	54250-0000 FB	15,000.00	
		Software Licenses & Subscription		Desc: R/F New World Rec Mgmt System			
38	1000	100	12	100900	31197-0000 FB		15,000.00
		Budget Roll Forward-Projects		Desc: R/F New World Rec Mgmt System			
39	1000	100	12	100400	51300-0000 FB	5,598.00	
		Registration and Fees		Desc: R/F Course Reimbursement			
40	1000	100	12	100900	31197-0000 FB		5,598.00
		Budget Roll Forward-Projects		Desc: R/F Course Reimbursement			
41	1000	100	12	200521	52501-0000 FB	13,662.00	
		Street Lighting Supplies		Desc: R/F Main St Light Base Replace			
42	1000	100	12	200900	31197-0000 FB		13,662.00
		Budget Roll Forward-Projects		Desc: R/F Main St Light Base Replace			
43	1000	100	12	200521	56205-0000 FB	70,000.00	
		Distribution Imp-Developments		Desc: R/F Biosolids Proj-Elec			
44	1000	100	12	200900	31197-0000 FB		70,000.00
		Budget Roll Forward-Projects		Desc: R/F Biosolids Proj-Elec			
45	1000	100	12	200522	52807-0000 FB	9,270.00	
		Meter Supplies		Desc: R/F Add'l Power Factor Meters			
46	1000	100	12	200900	31197-0000 FB		9,270.00
		Budget Roll Forward-Projects		Desc: R/F Add'l Power Factor Meters			
47	1000	100	12	804530	56213-0000 FB	10,000.00	
		Fiber Optic System		Desc: R/F Tyler/Dunham Fiber Replace			
48	1000	100	12	804900	31197-0000 FB		10,000.00
		Budget Roll Forward-Projects		Desc: R/F Tyler/Dunham Fiber Replace			
49	1000	100	12	210541	54462-0000 FB	5,000.00	
		Repair & Maint - Wells		Desc: R/F Well 7 Rehab			
50	1000	100	12	210900	31197-0000 FB		5,000.00
		Budget Roll Forward-Projects		Desc: R/F Well 7 Rehab			

# Budget Journal Edit Listing

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Journal Entry N 26 R/F for Projects Adjustment Code RFB Roll Forward Budget for Proj Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
51	1000	100	12	220550	54160-0000 FB	135,000.00	
				Engineering Services	Desc: R/F Phos Feasibility Report		
52	1000	100	12	220900	31197-0000 FB		135,000.00
				Budget Roll Forward-Projects	Desc: R/F Phos Feasibility Report		
53	1000	100	12	210541	54463-0000 FB	20,000.00	
				Repair & Maint - Water Lines	Desc: R/F Leak Survey		
54	1000	100	12	210900	31197-0000 FB		20,000.00
				Budget Roll Forward-Projects	Desc: R/F Leak Survey		
55	1000	100	12	210541	54463-0000 FB	46,000.00	
				Repair & Maint - Water Lines	Desc: R/F Valve Operating		
56	1000	100	12	210900	31197-0000 FB		46,000.00
				Budget Roll Forward-Projects	Desc: R/F Valve Operating		
57	1000	100	12	210541	54463-0000 FB	33,000.00	
				Repair & Maint - Water Lines	Desc: R/F Bolt Replacement Program		
58	1000	100	12	210900	31197-0000 FB		33,000.00
				Budget Roll Forward-Projects	Desc: R/F Bolt Replacement Program		
59	1000	100	12	100510	54456-0000 FB	78,000.00	
				Repair & Maint - Streets	Desc: R/F PW Parking Lot Resurface		
60	1000	100	12	100900	31197-0000 FB		78,000.00
				Budget Roll Forward-Projects	Desc: R/F PW Parking Lot Resurface		
61	1000	100	12	100501	54458-0000 FB	13,000.00	
				Repair & Maint - Traffic Sig	Desc: R/F Traffic Light Maint Proj		
62	1000	100	12	100900	31197-0000 FB		13,000.00
				Budget Roll Forward-Projects	Desc: R/F Traffic Light Maint Proj		
63	1000	100	12	210541	54463-0000 FB	1,706.00	
				Repair & Maint - Water Lines	Desc: R/F PO 71804 Closed		
64	1000	100	12	220552	54465-0000 FB	1,700.00	
				Repair & Maint - Sewer Lines	Desc: R/F PO 71804 Closed		
65	1000	100	12	220900	31197-0000 FB		3,406.00
				Budget Roll Forward-Projects	Desc: R/F PO 71804 Closed		
66	1000	100	12	100300	51600-0000 FB	1,160.00	
				Uniforms	Desc: R/F Galls Uniform PO closed		

# Budget Journal Edit Listing

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Journal Entry N		26 R/F for Projects		Adjustment Code		RFB Roll Forward Budget for Proj	Active	
Status History				Operator CI\jherr				
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
67	1000	100	12	100900	31197-0000 FB		1,160.00	
				Budget Roll Forward-Projects	Desc: R/F Galls Uniform PO closed			
68	1000	100	12	100300	51600-0000 FB	315.00		
				Uniforms	Desc: R/F OHerrons Uniform PO closed			
69	1000	100	12	100900	31197-0000 FB		315.00	
				Budget Roll Forward-Projects	Desc: R/F OHerrons Uniform PO closed			
70	1000	100	12	100300	51600-0000 FB	2,275.00		
				Uniforms	Desc: R/F Streiche Uniform PO closed			
71	1000	100	12	100900	31197-0000 FB		2,275.00	
				Budget Roll Forward-Projects	Desc: R/F Streiche Uniform PO closed			
72	1000	100	12	100130	54141-0000 FB	3,300.00		
				Fire Testing Services	Desc: R/F FF Hire Testing svcs			
73	1000	100	12	100900	31197-0000 FB		3,300.00	
				Budget Roll Forward-Projects	Desc: R/F FF Hire Testing svcs			
*** Totals For Journal Entry N-				26 ,	Source Code FB	Debits	Credits	Difference
					Base:	772,788.00	772,788.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-				26		Debits	Credits	Difference
					Base:	772,788.00	772,788.00	0.00
					Unit:	0.00	0.00	0.00



# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page 26
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Journal Entry N	27	Budget Transfer	Adjustment Code TRF	Budget Transfer	Active
Status History			Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	100210	54250-0000 FB	500.00		
				Software Licenses & Subscription Desc: For video software				
2	1000	100	2	100210	54251-0000 FB		500.00	
				Software Maintenance Agreement Desc: For video software				
3	1000	100	2	100210	52001-0000 FB	400.00		
				Computer Related Supplies Desc: For computer related supplies				
4	1000	100	2	100210	52000-0000 FB		400.00	
				Office Supplies Desc: For computer related supplies				
*** Totals For Journal Entry N-	27	,		Source Code FB		Debits	Credits	Difference
				Base:		900.00	900.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	27					Debits	Credits	Difference
				Base:		900.00	900.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

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Journal Entry N	28 Budget Transfer	Adjustment Code TRF Budget Transfer		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	2	100220	52101-0000 FB	65.00		
				Meals-Business	Desc: For APWA Luncheon			
2	1000	100	2	100220	52100-0000 FB		65.00	
				Refreshment Supplies	Desc: For APWA Luncheon			
*** Totals For Journal Entry N-				28 ,	Source Code FB	Debits	Credits	Difference
					Base:	65.00	65.00	0.00
					Unit:	0.00	0.00	0.00
*** Totals For Journal Entry N-				28	Base:	65.00	65.00	0.00
					Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

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Journal Entry N      30 Roll Forward Prior Year Encumb      Adjustment Code RFE Roll Forward of Budget for Enc Active  
 Status History      Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
1	1000	100	1	100130	54141-0000 FB	3,000.00	
				Fire Testing Services	Desc: R/F PO 74972-1 TO F/Y 13/14		
2	1000	100	1	100200	51300-0000 FB	1,616.00	
				Registration and Fees	Desc: R/F PO 75496-2 TO F/Y 13/14		
3	1000	100	1	100200	51300-0000 FB	2,246.00	
				Registration and Fees	Desc: R/F PO 75496-3 TO F/Y 13/14		
4	1000	100	1	100200	51300-0000 FB	1,616.00	
				Registration and Fees	Desc: R/F PO 75496-1 TO F/Y 13/14		
5	1000	100	1	100200	52000-0000 FB	7.00	
				Office Supplies	Desc: R/F PO 75194 TO F/Y 13/14		
6	1000	100	1	100200	54256-0000 FB	1,000.00	
				IT Consulting Services	Desc: R/F PO 72606 TO F/Y 13/14		
7	1000	100	1	100200	54256-0000 FB	8,500.00	
				IT Consulting Services	Desc: R/F PO 74478 TO F/Y 13/14		
8	1000	100	1	100200	54256-0000 FB	210.00	
				IT Consulting Services	Desc: R/F PO 74532 TO F/Y 13/14		
9	1000	100	1	100200	54256-0000 FB	6,200.00	
				IT Consulting Services	Desc: R/F PO 75345-4 TO F/Y 13/14		
10	1000	100	1	100200	56004-0000 FB	52.00	
				Computer Equipment	Desc: R/F PO 74620-3 TO F/Y 13/14		
11	1000	100	1	100200	56004-0000 FB	1,522.00	
				Computer Equipment	Desc: R/F PO 75374-2 TO F/Y 13/14		
12	1000	100	1	100200	56004-0000 FB	1,349.00	
				Computer Equipment	Desc: R/F PO 75473-2 TO F/Y 13/14		
13	1000	100	1	100200	56004-0000 FB	45,323.00	
				Computer Equipment	Desc: R/F PO 75424 TO F/Y 13/14		
14	1000	100	1	100200	56004-0000 FB	4,458.00	
				Computer Equipment	Desc: R/F PO 75480 TO F/Y 13/14		
15	1000	100	1	100300	51300-0000 FB	1,100.00	
				Registration and Fees	Desc: R/F PO 75437-1 TO F/Y 13/14		
16	1000	100	1	100300	51300-0000 FB	1,650.00	
				Registration and Fees	Desc: R/F PO 75437-2 TO F/Y 13/14		
17	1000	100	1	100300	51600-0000 FB	62.00	
				Uniforms	Desc: R/F PO 74196-1 TO F/Y 13/14		

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Journal Entry N 30 Roll Forward Prior Year Encumb Adjustment Code RFE Roll Forward of Budget for Enc Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
18	1000	100	1	100300	51600-0000 FB Desc: R/F PO 75487-1 TO F/Y 13/14	27.00	
				Uniforms			
19	1000	100	1	100300	51600-0000 FB Desc: R/F PO 75487-2 TO F/Y 13/14	470.00	
				Uniforms			
20	1000	100	1	100300	51600-0000 FB Desc: R/F PO 75487-3 TO F/Y 13/14	122.00	
				Uniforms			
21	1000	100	1	100300	51600-0000 FB Desc: R/F PO 75487-4 TO F/Y 13/14	14.00	
				Uniforms			
22	1000	100	1	100300	54451-0000 FB Desc: R/F PO 75430-1 TO F/Y 13/14	134.00	
				Repair & Maint - Office Equip			
23	1000	100	1	100300	54451-0000 FB Desc: R/F PO 75430-2 TO F/Y 13/14	134.00	
				Repair & Maint - Office Equip			
24	1000	100	1	100300	54451-0000 FB Desc: R/F PO 75430-3 TO F/Y 13/14	268.00	
				Repair & Maint - Office Equip			
25	1000	100	1	100300	54451-0000 FB Desc: R/F PO 75430-4 TO F/Y 13/14	134.00	
				Repair & Maint - Office Equip			
26	1000	100	1	100301	52900-0000 FB Desc: R/F PO 74768-1 TO F/Y 13/14	669.00	
				Ammunition			
27	1000	100	1	100301	52900-0000 FB Desc: R/F PO 74768-2 TO F/Y 13/14	1,409.00	
				Ammunition			
28	1000	100	1	100301	52900-0000 FB Desc: R/F PO 74768-3 TO F/Y 13/14	735.00	
				Ammunition			
29	1000	100	1	100301	52900-0000 FB Desc: R/F PO 74768-4 TO F/Y 13/14	2,672.00	
				Ammunition			
30	1000	100	1	100301	52900-0000 FB Desc: R/F PO 75285-1 TO F/Y 13/14	4,817.00	
				Ammunition			
31	1000	100	1	100301	52900-0000 FB Desc: R/F PO 75285-2 TO F/Y 13/14	3,830.00	
				Ammunition			
32	1000	100	1	100301	52901-0000 FB Desc: R/F PO 75368-1 TO F/Y 13/14	100.00	
				Police Supplies			
33	1000	100	1	100301	52901-0000 FB Desc: R/F PO 75368-2 TO F/Y 13/14	112.00	
				Police Supplies			

# Budget Journal Edit Listing

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Journal Entry N	30	Roll Forward	Prior Year	Encumb	Adjustment Code	RFE	Roll Forward of Budget for	Enc	Active
Status History				Operator CI\jherr					

Line	Co	Bud	Prd	Account	SC	Debit	Credit
34	1000	100	1	100301	52901-0000 FB	5,596.00	
				Police Supplies	Desc: R/F PO 75368-3 TO F/Y 13/14		
35	1000	100	1	100301	52901-0000 FB	80.00	
				Police Supplies	Desc: R/F PO 75368-4 TO F/Y 13/14		
36	1000	100	1	100400	54160-0000 FB	2,515.00	
				Engineering Services	Desc: R/F PO 75499 TO F/Y 13/14		
37	1000	100	1	100401	51600-0000 FB	3,836.00	
				Uniforms	Desc: R/F PO 75175-1 TO F/Y 13/14		
38	1000	100	1	100401	51600-0000 FB	1,195.00	
				Uniforms	Desc: R/F PO 75177-3 TO F/Y 13/14		
39	1000	100	1	100401	56002-0000 FB	1,744.00	
				Machinery and Equipment	Desc: R/F PO 74619-4 TO F/Y 13/14		
40	1000	100	1	100402	56099-0000 FB	5,750.00	
				Other Capital	Desc: R/F PO 73879-8 TO F/Y 13/14		
41	1000	100	1	100500	54319-0000 FB	15,730.00	
				PACE Service	Desc: R/F PO 72317-1 TO F/Y 13/14		
42	1000	100	1	100501	54458-0000 FB	2,880.00	
				Repair & Maint - Traffic Sig	Desc: R/F PO 72911 TO F/Y 13/14		
43	1000	100	1	100510	51600-0000 FB	52.00	
				Uniforms	Desc: R/F PO 75442-1 TO F/Y 13/14		
44	1000	100	1	100510	52306-0000 FB	1,174.00	
				Signage/Traffic Control Suppl	Desc: R/F PO 75383-1 TO F/Y 13/14		
45	1000	100	1	100510	52306-0000 FB	2,630.00	
				Signage/Traffic Control Suppl	Desc: R/F PO 75383-2 TO F/Y 13/14		
46	1000	100	1	100510	52306-0000 FB	531.00	
				Signage/Traffic Control Suppl	Desc: R/F PO 75383-3 TO F/Y 13/14		
47	1000	100	1	100510	52306-0000 FB	395.00	
				Signage/Traffic Control Suppl	Desc: R/F PO 75383-4 TO F/Y 13/14		
48	1000	100	1	100510	54456-0000 FB	1,270.00	
				Repair & Maint - Streets	Desc: R/F PO 75109-1 TO F/Y 13/14		
49	1000	100	1	100510	54456-0000 FB	10,215.00	
				Repair & Maint - Streets	Desc: R/F PO 75472 TO F/Y 13/14		
50	1000	100	1	100510	54456-0000 FB	1,695.00	
				Repair & Maint - Streets	Desc: R/F PO 75484-1 TO F/Y 13/14		

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Journal Entry N 30 Roll Forward Prior Year Encumb Adjustment Code RFE Roll Forward of Budget for Enc Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
51	1000	100	1	100510	54459-0000 FB	1,000.00	
				Repair & Maint - Storm Sewer	Desc: R/F PO 75345-1 TO F/Y 13/14		
52	1000	100	1	100510	54459-0000 FB	26,890.00	
				Repair & Maint - Storm Sewer	Desc: R/F PO 74095-1 TO F/Y 13/14		
53	1000	100	1	100510	54459-0000 FB	6,500.00	
				Repair & Maint - Storm Sewer	Desc: R/F PO 75345-3 TO F/Y 13/14		
54	1000	100	1	100511	52804-0000 FB	2,033.00	
				Landscaping/Planter Supplies	Desc: R/F PO 74306-1 TO F/Y 13/14		
55	1000	100	1	100511	54400-0000 FB	8,803.00	
				Maint Agreemnts - Facilities	Desc: R/F PO 73186 TO F/Y 13/14		
56	1000	100	1	100511	54400-0000 FB	11,268.00	
				Maint Agreemnts - Facilities	Desc: R/F PO 74216-1 TO F/Y 13/14		
57	1000	100	1	100511	54400-0000 FB	148.00	
				Maint Agreemnts - Facilities	Desc: R/F PO 74216-2 TO F/Y 13/14		
58	1000	100	1	100511	54450-0000 FB	438.00	
				Repair & Maint - Facilities	Desc: R/F PO 74428-1 TO F/Y 13/14		
59	1000	100	1	100511	54457-0000 FB	15,934.00	
				Repair & Maint - Parking Decks	Desc: R/F PO 75086-1 TO F/Y 13/14		
60	1000	100	1	100511	54457-0000 FB	12,963.00	
				Repair & Maint - Parking Decks	Desc: R/F PO 75411-1 TO F/Y 13/14		
61	1000	100	1	100511	54468-0000 FB	438.00	
				Repair & Maint - Fire Facilities	Desc: R/F PO 74428-2 TO F/Y 13/14		
62	1000	100	1	100511	54468-0000 FB	238.00	
				Repair & Maint - Fire Facilities	Desc: R/F PO 75331-1 TO F/Y 13/14		
63	1000	100	1	100511	54468-0000 FB	22,625.00	
				Repair & Maint - Fire Facilities	Desc: R/F PO 75464-1 TO F/Y 13/14		
64	1000	100	1	100511	54468-0000 FB	5,868.00	
				Repair & Maint - Fire Facilities	Desc: R/F PO 75470-1 TO F/Y 13/14		
65	1000	100	1	100511	54468-0000 FB	12,220.00	
				Repair & Maint - Fire Facilities	Desc: R/F PO 75509-1 TO F/Y 13/14		
66	1000	100	1	100511	54513-0000 FB	700.00	
				Equipment Rental	Desc: R/F PO 75481-1 TO F/Y 13/14		

# Budget Journal Edit Listing

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	Time 07:21	Budget Journal Edit Listing		
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Journal Entry N	30	Roll Forward	Prior Year	Encumb	Adjustment Code RFE	Roll Forward of Budget for Enc Active
Status History				Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit
67	1000	100	1	100511	54513-0000 FB	600.00	
				Equipment Rental	Desc: R/F PO 75495-1 TO F/Y 13/14		
68	1000	100	1	100600	54150-0000 FB	2,000.00	
				Consulting Services	Desc: R/F PO 75058-1 TO F/Y 13/14		
69	1000	100	1	100600	56099-0000 FB	13,333.00	
				Other Capital	Desc: R/F PO 72999-1 TO F/Y 13/14		
70	1000	100	1	100650	54150-0000 FB	10,000.00	
				Consulting Services	Desc: R/F PO 72271 TO F/Y 13/14		
71	1000	100	1	100650	54150-0000 FB	4,000.00	
				Consulting Services	Desc: R/F PO 72272 TO F/Y 13/14		
72	1000	100	1	100900	31198-0000 FB		310,845.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
73	1000	100	1	200520	54189-0000 FB	1,000.00	
				Other Professional Services	Desc: R/F PO 73772-1 TO F/Y 13/14		
74	1000	100	1	200520	54189-0000 FB	3,564.00	
				Other Professional Services	Desc: R/F PO 73772-2 TO F/Y 13/14		
75	1000	100	1	200521	52500-0000 FB	301.00	
				Electrical Supplies	Desc: R/F PO 74907-1 TO F/Y 13/14		
76	1000	100	1	200521	54189-0000 FB	3,000.00	
				Other Professional Services	Desc: R/F PO 72077-1 TO F/Y 13/14		
77	1000	100	1	200521	54189-0000 FB	1,500.00	
				Other Professional Services	Desc: R/F PO 75498-1 TO F/Y 13/14		
78	1000	100	1	200521	54370-0000 FB	6,021.00	
				Dielectric Testing	Desc: R/F PO 75503-1 TO F/Y 13/14		
79	1000	100	1	200521	54494-0000 FB	1,000.00	
				Maintenance - Street Lights	Desc: R/F PO 73704-1 TO F/Y 13/14		
80	1000	100	1	200521	54494-0000 FB	3,114.00	
				Maintenance - Street Lights	Desc: R/F PO 75356-1 TO F/Y 13/14		
81	1000	100	1	200521	56203-0000 FB	2,500.00	
				Substation Capital Improvemnts	Desc: R/F PO 73129-1 TO F/Y 13/14		
82	1000	100	1	200521	56203-0000 FB	1,607.00	
				Substation Capital Improvemnts	Desc: R/F PO 73129-2 TO F/Y 13/14		
83	1000	100	1	200521	56203-0000 FB	85,500.00	
				Substation Capital Improvemnts	Desc: R/F PO 74082-1 TO F/Y 13/14		

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Journal Entry N 30 Roll Forward Prior Year Encumb Adjustment Code RFE Roll Forward of Budget for Enc Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
84	1000	100	1	200521 56203-0000 FB Substation Capital Improvemnts Desc: R/F PO 74094-3 TO F/Y 13/14		10,880.00	
85	1000	100	1	200521 56203-0000 FB Substation Capital Improvemnts Desc: R/F PO 74094-6 TO F/Y 13/14		21,760.00	
86	1000	100	1	200521 56203-0000 FB Substation Capital Improvemnts Desc: R/F PO 75273-1 TO F/Y 13/14		3,230.00	
87	1000	100	1	200521 56203-0000 FB Substation Capital Improvemnts Desc: R/F PO 75486-1 TO F/Y 13/14		273.00	
88	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 75267-1 TO F/Y 13/14		338,843.00	
89	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 72319-1 TO F/Y 13/14		3,561.00	
90	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 72322-1 TO F/Y 13/14		8,570.00	
91	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 72510-1 TO F/Y 13/14		2,300.00	
92	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74081-1 TO F/Y 13/14		82,869.00	
93	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-1 TO F/Y 13/14		10,796.00	
94	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-2 TO F/Y 13/14		10,796.00	
95	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-3 TO F/Y 13/14		10,796.00	
96	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-4 TO F/Y 13/14		10,796.00	
97	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-5 TO F/Y 13/14		10,796.00	
98	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-6 TO F/Y 13/14		10,796.00	
99	1000	100	1	200521 56206-0000 FB Distribution Capital Improve Desc: R/F PO 74697-7 TO F/Y 13/14		10,796.00	



# Budget Journal Edit Listing

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	Time 07:21	Budget Journal Edit Listing			
		For Fiscal Year 2014			
		Budget 100 FY 13/14 Revised Budget	USD		

Journal Entry N	30	Roll Forward	Prior Year	Encumb	Adjustment Code RFE	Roll Forward of Budget for Enc Active
Status History				Operator CI\jherr		

Line	Co	Bud	Prd	Account	SC	Debit	Credit
100	1000	100	1	200521	56206-0000 FB	10,796.00	
				Distribution Capital Improve	Desc: R/F PO 74697-8 TO F/Y 13/14		
101	1000	100	1	200521	56206-0000 FB	25,200.00	
				Distribution Capital Improve	Desc: R/F PO 75268-1 TO F/Y 13/14		
102	1000	100	1	200521	56206-0000 FB	16,000.00	
				Distribution Capital Improve	Desc: R/F PO 75318-1 TO F/Y 13/14		
103	1000	100	1	200522	52807-0000 FB	14,385.00	
				Meter Supplies	Desc: R/F PO 75274-1 TO F/Y 13/14		
104	1000	100	1	200522	52807-0000 FB	750.00	
				Meter Supplies	Desc: R/F PO 75274-2 TO F/Y 13/14		
105	1000	100	1	200522	52807-0000 FB	2,399.00	
				Meter Supplies	Desc: R/F PO 75274-3 TO F/Y 13/14		
106	1000	100	1	200522	52807-0000 FB	69.00	
				Meter Supplies	Desc: R/F PO 75274-4 TO F/Y 13/14		
107	1000	100	1	210540	54189-0000 FB	707.00	
				Other Professional Services	Desc: R/F PO 75358-1 TO F/Y 13/14		
108	1000	100	1	210541	52301-0000 FB	103.00	
				HVAC Supplies	Desc: R/F PO 75326-5 TO F/Y 13/14		
109	1000	100	1	210541	52301-0000 FB	1,025.00	
				HVAC Supplies	Desc: R/F PO 75450-1 TO F/Y 13/14		
110	1000	100	1	210541	56008-0000 FB	314,872.00	
				Water Treatment Equipment	Desc: R/F PO 65117 TO F/Y 13/14		
111	1000	100	1	220551	56160-0000 FB	103,333.00	
				Construction Engineering - Capit	Desc: R/F PO 72084-2 TO F/Y 13/14		
112	1000	100	1	220551	56160-0000 FB	6,500.00	
				Construction Engineering - Capit	Desc: R/F PO 72084-3 TO F/Y 13/14		
113	1000	100	1	220551	56160-0000 FB	4,000.00	
				Construction Engineering - Capit	Desc: R/F PO 72084-5 TO F/Y 13/14		
114	1000	100	1	220551	56160-0000 FB	20,982.00	
				Construction Engineering - Capit	Desc: R/F PO 73524-1 TO F/Y 13/14		
115	1000	100	1	220551	56200-0000 FB	7,340,765.00	
				Structures and Improvements	Desc: R/F PO 73993-1 TO F/Y 13/14		
116	1000	100	1	220551	56201-0000 FB	30,000.00	
				Remodeling and Renovation	Desc: R/F PO 74340-1 TO F/Y 13/14		

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FB240 Date 07/01/13 Company 1000 - City of St. Charles USD Page 35  
 Time 07:21 Budget Journal Edit Listing  
 For Fiscal Year 2014  
 Budget 100 FY 13/14 Revised Budget USD

Journal Entry N 30 Roll Forward Prior Year Encumb Adjustment Code RFE Roll Forward of Budget for Enc Active  
 Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
117	1000	100	1	220552	51600-0000 FB	55.00	
				Uniforms	Desc: R/F PO 75425 TO F/Y 13/14		
118	1000	100	1	220552	54312-0000 FB	66,681.00	
				Sewer Lining Projects	Desc: R/F PO 73977-1 TO F/Y 13/14		
119	1000	100	1	220552	54465-0000 FB	5,000.00	
				Repair & Maint - Sewer Lines	Desc: R/F PO 75345-2 TO F/Y 13/14		
120	1000	100	1	220552	54465-0000 FB	6,840.00	
				Repair & Maint - Sewer Lines	Desc: R/F PO 75467-1 TO F/Y 13/14		
121	1000	100	1	220552	54465-0000 FB	1,050.00	
				Repair & Maint - Sewer Lines	Desc: R/F PO 75504-1 TO F/Y 13/14		
122	1000	100	1	220552	54465-0000 FB	330.00	
				Repair & Maint - Sewer Lines	Desc: R/F PO 75504-2 TO F/Y 13/14		
123	1000	100	1	220552	56101-0000 FB	175,731.00	
				Land Improvements	Desc: R/F PO 72921-1 TO F/Y 13/14		
124	1000	100	1	220552	56160-0000 FB	2,339.00	
				Construction Engineering - Capit	Desc: R/F PO 73386 TO F/Y 13/14		
125	1000	100	1	230560	54301-0000 FB	2,082.00	
				Refuse & Hauling Service	Desc: R/F PO 74177 TO F/Y 13/14		
126	1000	100	1	230560	54301-0000 FB	13,333.00	
				Refuse & Hauling Service	Desc: R/F PO 75516-1 TO F/Y 13/14		
127	1000	100	1	501500	54399-0000 FB	500.00	
				Other Contracted Services	Desc: R/F PO 72883-1 TO F/Y 13/14		
128	1000	100	1	501500	56150-0000 FB	9,000.00	
				Design Engineering - Capital	Desc: R/F PO 72099-1 TO F/Y 13/14		
129	1000	100	1	501500	56202-0000 FB	42,630.00	
				Architectural and Engineering	Desc: R/F PO 68098-1 TO F/Y 13/14		
130	1000	100	1	501500	56202-0000 FB	148,544.00	
				Architectural and Engineering	Desc: R/F PO 68107-1 TO F/Y 13/14		
131	1000	100	1	513220	56301-0000 FB	65,410.00	
				Capitalized Software	Desc: R/F PO 65789 TO F/Y 13/14		
132	1000	100	1	513220	56301-0000 FB	4,594.00	
				Capitalized Software	Desc: R/F PO 72804-1 TO F/Y 13/14		

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FB240 Date 07/01/13 Company 1000 - City of St. Charles USD Page 36  
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Journal Entry N 30 Roll Forward Prior Year Encumb Adjustment Code RFE Roll Forward of Budget for Enc Active  
Status History Operator CI\jherr

Line	Co	Bud	Prd	Account	SC	Debit	Credit
133	1000	100	1	513300	56002-0000 FB	14,800.00	
				Machinery and Equipment	Desc: R/F PO 74797-1 TO F/Y 13/14		
134	1000	100	1	513300	56002-0000 FB	7,500.00	
				Machinery and Equipment	Desc: R/F PO 74797-7 TO F/Y 13/14		
135	1000	100	1	513300	56002-0000 FB	3,218.00	
				Machinery and Equipment	Desc: R/F PO 74797-8 TO F/Y 13/14		
136	1000	100	1	513500	56170-0000 FB	15,359.00	
				Other Engineering Services - Cap	Desc: R/F PO 74322-1 TO F/Y 13/14		
137	1000	100	1	513501	56101-0000 FB	1,070.00	
				Land Improvements	Desc: R/F PO 73563-1 TO F/Y 13/14		
138	1000	100	1	513511	56200-0000 FB	129,875.00	
				Structures and Improvements	Desc: R/F PO 74019 TO F/Y 13/14		
139	1000	100	1	513511	56200-0000 FB	391.00	
				Structures and Improvements	Desc: R/F PO 74019-2 TO F/Y 13/14		
140	1000	100	1	513511	56200-0000 FB	12,210.00	
				Structures and Improvements	Desc: R/F PO 74019-3 TO F/Y 13/14		
141	1000	100	1	801400	56001-0000 FB	69,139.00	
				Motor Vehicles - Replacements	Desc: R/F PO 74643-1 TO F/Y 13/14		
142	1000	100	1	200900	31198-0000 FB		726,564.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
143	1000	100	1	210900	31198-0000 FB		316,707.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
144	1000	100	1	220900	31198-0000 FB		7,763,606.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
145	1000	100	1	230900	31198-0000 FB		15,415.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
146	1000	100	1	501900	31198-0000 FB		200,674.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
147	1000	100	1	513900	31198-0000 FB		254,427.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		
148	1000	100	1	801900	31198-0000 FB		69,139.00
				Budget Roll Forward-PO's	Desc: R/F Prior Year PO's		

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*** Totals For Journal Entry	N-	30 ,	Source Code	FB	Debits	Credits	Difference
			Base:		9,657,377.00	9,657,377.00	0.00
			Unit:		0.00	0.00	0.00

*** Totals For Journal Entry	N-	30	Base:	Debits	Credits	Difference
				9,657,377.00	9,657,377.00	0.00
			Unit:	0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13	Company 1000 - City of St. Charles	USD	Page 38				
	Time 07:21	Budget Journal Edit Listing						
		For Fiscal Year 2014						
		Budget 100 FY 13/14 Revised Budget	USD					
Journal Entry N	31 Budget Addition	Adjustment Code ADD Budget Addition		Active				
Status History		Operator CI\jherr						
Line	Co	Bud	Prd	Account	SC	Debit	Credit	
1	1000	100	1	100400	50202-0000 FB	755.00		
	OT - Other			Desc: Reimb of OT for MABAS training				
2	1000	100	1	100999	45319-0000 FB		755.00	
	Fire OT Reimbursement			Desc: Reimb of OT for MABAS training				
*** Totals For Journal Entry N-	31			Source Code FB		Debits	Credits	Difference
				Base:		755.00	755.00	0.00
				Unit:		0.00	0.00	0.00
*** Totals For Journal Entry N-	31					Debits	Credits	Difference
				Base:		755.00	755.00	0.00
				Unit:		0.00	0.00	0.00

# Budget Journal Edit Listing

FB240	Date 07/01/13 Time 07:21			Company 1000 - City of St. Charles Budget Journal Edit Listing For Fiscal Year 2014 Budget 100      FY 13/14 Revised Budget				USD	Page	39	
Journal Entry N		32 Budget Transfer		Adjustment Code TRF Budget Transfer				USD		Active	
Status History				Operator CI\jherr							
Line	Co	Bud	Prd	Account		SC	Debit		Credit		
<hr/>											
1	1000	100	2	513500	56101-0000	FB			10,545.00		
	Land Improvements			Desc: For VFW Land Purchase Closing							
2	1000	100	2	513500	56100-0000	FB	10,545.00				
	Land			Desc: For VFW Land Purchase Closing							
3	1000	100	2	802210	55102-0000	FB			15,000.00		
	Prescription Claims			Desc: For retiree prescription claim							
4	1000	100	2	802210	55106-0000	FB	15,000.00				
	Prescription Claims-Retirees			Desc: For retiree prescription claim							
*** Totals For Journal Entry N-				32 ,	Source Code FB		Debits		Credits		Difference
					Base:		25,545.00		25,545.00		0.00
					Unit:		0.00		0.00		0.00
*** Totals For Journal Entry N-				32			Debits		Credits		Difference
					Base:		25,545.00		25,545.00		0.00
					Unit:		0.00		0.00		0.00
*** Totals For Company				1000			Debits		Credits		Difference
					Base:		15,670,689.00		15,670,689.00		0.00
					Unit:		0.00		0.00		0.00
*** Totals For Report							Debits		Credits		Difference
					Base:		15,670,689.00		15,670,689.00		0.00
					Unit:		0.00		0.00		0.00

The revisions shown herewith have been approved by the City Council, except as noted below.

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Signature

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Date

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Signature

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Date

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Signature

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Date

Exceptions:

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## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Funding Requests for St. Charles 708 Mental Health Board for FY13/14

Presenter: Chris Minick, Finance Director  
Barb Gacic of 708 Mental Health Board

*Please check appropriate box:*

☒ Government Operations (7/15/13) ☐ Government Services

☐ Planning & Development ☐ City Council

☐ Public Hearing ☐

Estimated Cost: \$584,100 Budgeted: YES ☒ NO ☐

If NO, please explain how item will be funded:

### Executive Summary:

The City levied \$0.04 property tax to support the Mental Health Board and their agencies that provide services to the City of St. Charles. The following agencies receiving over \$25,000 will give a summary of their services. They are:

- Association for Individual Development
- Ecker Center for Mental Health
- Fox Valley Volunteer Hospice
- Lazarus House
- Renz Addiction Counseling Center
- TriCity Family Services

The total amount of funding requested for FY13/14 is \$584,100.

### Attachments: *(please list)*

Summary Sheet of all requests of the St. Charles 708 Mental Health Board for FY13/14.  
Detail packets for presenting agencies.

### Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve funding requests for St. Charles 708 Mental Health Board for FY13/14.

*For office use only:*

*Agenda Item Number:* 4a



# FY 2013/14 708 Board Allocation Worksheet

Thursday, February 28, 2013 - REVISED

	CLASS	2012 FUNDING APPROVED	2013 FUNDING REQUESTED	2013 FUNDING APPROVED
TriCity Family Services	A	\$200,000	\$204,000	\$200,000
Association Individual Development	A	\$70,000	\$75,000	\$70,000
Ecker Center	A	\$65,000	\$67,000	\$65,000
Renz Addiction Center	A	\$60,000	\$68,000	\$64,000
Lazarus House	A	\$45,600	\$47,600	\$45,600
Elder Day Center	A	\$18,000	\$25,000	\$18,000
Suicide Prevention Center	A	\$17,000	\$18,500	\$18,500
Fox Valley Special Recreation Center	A	\$5,000	\$5,000	\$5,000
Community Crisis Center	A	\$15,000	\$21,000	\$15,000
Easter Seals	B	\$15,000	\$41,500	\$10,000
Living Well Center	B	\$15,000	\$20,000	\$15,000
Fox Valley Hospice	B	\$25,000	\$32,000	\$25,000
CASA Kane County	B	\$15,000	\$15,000	\$15,000
TriCity Health Partnership	B	\$9,000	\$10,000	\$9,000
Thompson TEK	C	\$2,500	\$9,500	\$2,500
Haines TEK	C	\$2,500	\$5,000	\$2,000
Wredling	C	\$3,500	\$7,000	\$3,500
TUG	C	\$500	\$4,000	\$500
Fox Valley Pregnancy Services	C	\$1,250	\$4,000	\$500
DayOne Network	C	\$2,000	\$8,000	\$0
Marklund	C	\$1,250	\$750	\$0
<b>TOTAL</b>		\$584,850	\$679,100	\$584,100

# **Association for Individual Development (AID)**

Date: 1 February 2013

**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 W New Indian Trail Court Aurora, IL 60506

**Funding requested from City of St. Charles 708 Board for fiscal year 13/14:** \$75,000

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

For more than fifty 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 include: early intervention; developmental therapy; 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; community education; mental health treatment; behavioral intervention; health and wellness and advocacy. With more than 20 programs operating in 45 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 individuals with disabilities, mental illness and special needs to achieve independence and community inclusion. AID is a United Way partner agency and accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF).

AID annually serves more than 5,000 individuals with disabilities in Kane, Kendall, DeKalb, DuPage, Will, and suburban Cook Counties. AID currently operates 5 day program/training centers in Elgin, Aurora, Batavia and Yorkville, a mental health center in Aurora and 32 home based, supervised and supported living facilities throughout Kane and Kendall Counties.

AID served nearly 100 individuals from the St. Charles area in 2012. These individuals rely on the vital services they receive each day in order to live, work and participate in their communities.

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

AID serves children and adults with diverse disabilities throughout the entire span of their lives. Special programs are available for those with behavioral health and substance abuse issues. Continued budget cuts have left ten St. Charles residents with disabilities with partial or no funding for services; forcing them to rely on local funding to continue to receive vital services. A portion of the FY 2013/14 708 requested funds will be used to provide services to these ten 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 how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding –actual or being sought:**

AID is requesting funds specifically for the following programs that serve St. Charles residents: Behavioral Health Outpatient Services; Children In-Home Support and Developmental Therapy; Crisis Intervention Services; Developmentally Disabled Community Living; Client and Family Support; Developmental Training, Vocational Development; Home Based Support and Respite. We are requesting the largest amount of funding in our Developmentally Disabled Community Living program. We currently operate two group homes in the city of St. Charles where residents receive around-the-clock care. The current cost per person per year in a group home is nearly \$50,000. Please see Attachment B for our most recent financial statements detailing sources of other funding for agency programs.

#### OVERVIEW OF ALL AID PROGRAMS AND SERVICES:

##### **Behavioral Health Services**

Behavioral Health Outpatient Services: Provide assessment, linkage/referral, advocacy and direct assistance to ensure that the needs of individuals with behavioral health care are met for sustaining community living. Case managers assist the individuals in securing housing, financial assistance, vocational opportunities, counseling and medical services in order to continue living in the community.

Alcohol and Other Drug (AOD) Case Management: Provides proactive education and intervention in order to support sobriety and prevent further substance abuse in individuals with mental illness and substance abuse disorders.

Psychosocial Rehabilitation (PSR): Provides a range of social, educational, occupational, behavioral and cognitive intervention designed to increase basic psychosocial capacities in everyday life. Individuals, counselors and mental health professionals work together to establish goals and develop skills leading to successful integration into the community. The goal of the PSR program is recovery.

Homeless Youth Services: Provide outreach and case management for homeless youth who are 18-20 years of age.

##### **Crisis Intervention Services**

Crisis Line of the Fox Valley (CLFV): Free, confidential 24-hour, 365 days a year, telephone counseling by paraprofessional volunteer operators or paid staff who are trained to help the caller with problems from loneliness, relationship issues, emergency situations, suicidal ideations and others.

Community Connections: Free calls to those in need in the community including; those with mental illness, developmental disabilities, elderly and shut-ins to assure the caller's well-being or provide social interaction.

Mobile Crisis Intervention Services: Walk-in Mobile Crisis Intervention Services are provided to individuals who are experiencing a psychiatric crisis and/or high levels of personal distress. Crisis intervention provides immediate intensive treatment to reduce symptomatology and to stabilize clients' ability to function in the community. Services provided include assessment, counseling, referral and linkages to appropriate community resources.

Victims Services: 24-hour assistance to victims and survivors of violent crime or trauma to respond to their psychological, emotional and physical needs. Services include crisis intervention, counseling, advocacy, education, information and referral.

### **Community Support Services**

Case Management: Case Management and Community Support Services promotes the agency mission by offering an array of programs that assist individuals and families in accessing and/or retaining services needed to maintain independence. The first step in this process is to evaluate the individual's needs, wants and skills in order to determine appropriate programming. If needed, social work and psychological services are available to assist each person in determining their needs and current skill levels. The program also promotes personal well-being and helping clients to remain integrated in their community. If AID services are inappropriate, the Case Manager will assist the individual in acquiring needed services elsewhere in the community.

Home Based Support: Provides service facilitation, including advocacy, personal support, and assistance to adults with developmental disabilities in their homes and community.

Supported Living Arrangement (SLA): SLAs are residential programs approved by the Office of Developmental Disabilities to help individuals reach a higher level of independent living. SLAs provide, through direct or consultative staff, minimum support, training and direction that enhances the individuals' skills and leads to total independence and social integration in the community. Individuals live in their own apartments in the community and receive program assistance and support as needed.

Respite: Provides short-term relief to families of clients with developmental disabilities, through flexible in-home or community-based services. Families may 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.

### **Employment and Community Integration Services**

Employment and Community Integration Services provides training to individuals 18 years of age and older with developmental, physical, and/or emotional difficulties. Special emphasis is placed on training in vocational skills, independent living skills, and personal and social adjustment to improve the individual's ability to work and to cope with the challenges of daily living. Clients participate to the best of their ability in the development of goals, the methods to achieve these goals and the evaluation of progress achieved.

Developmental Training: Provides training in both a classroom and sheltered employment setting to individuals with developmental and physical disabilities to maximize or maintain their functional,

social, and vocational skills and to maximize their integration into the community. Specialized training in food service and warehouse training is available. This program includes two inclusive classrooms specifically for individuals with Autism.

Vocational Development: Provides assistance to individuals with disabilities in obtaining and maintaining community employment through on-site support based on individual need. Assistance is provided to individuals in the following areas: completing job applications, improving job-seeking skills, identifying realistic job goals, preparing for job interviews and locating possible employment opportunities. On-the-job coaching and/or training are provided. Follow-up services are provided for a one-year period after successful placement is obtained. AID's Jan-Aid Program (janitorial) provides training in janitorial skills by working in small cleaning crews that travel between various community sites.

Keeler Pool: Specifically designed for persons with disabilities. Individuals with special needs can be integrated into the program structure. In addition, open community swims and swimming lessons for children and adults are offered.

### **Community Living Services (for individuals with developmental disabilities)**

Community Integrated Living Arrangement (CILA): Provide flexible living arrangements for adult individuals with developmental disabilities that need to develop independent living skills. The homes range in capacity from 4 to 8 residents and have 24-hour House Managers who assist them with day-to-day activities. Each home is located in a residential neighborhood and resembles a single family home. The group home setting provides clients with a stable, supervised environment in a family-like atmosphere.

Intermittent CILA: Provides flexible living arrangements for adult individuals with developmental disabilities that need to enhance their independent living skills. Living arrangements include living with parents/significant others and renting/leasing their own place. Direct Service Personnel provide services from 5-15 hours per week.

Intermediate Care Facility (ICF): Provide residential services for adults with developmental disabilities requiring 24-hour service. Residents must be in need of and receiving active treatment, require training in basic fundamental skills, and have significant deficits in growth and development. Services in this program are based on individual needs such as money management, cooking, community integration, apartment maintenance and use of public transportation.

### **Community Living Services (for individuals with mental illness)**

Supervised Living Facility: Provide 24-hour staff-supervised residential facility for individuals with mental illness. Program focuses on skill acquisition in independent living and includes recovery-oriented counseling, peer support and other rehabilitative supports designed to facilitate eventual movement into a less restrictive residential setting.

Supported Living Facility: Serve individuals with moderate to substantial psychiatric disabilities and promote community integration skills, peer support and vocational readiness. Individuals are served in their own apartments and work with the support of mental health professionals by participating in

individualized programs that help them to develop and maintain community living skills. Services in this program are based on individual strengths and needs and include: housekeeping, money management, and medication management skills.

### **Children and Therapy Services**

Pediatric Therapy Services: Pediatric Therapy serves children, birth to 21 years of age, who exhibit a developmental delay, have a diagnosed condition, such as Down syndrome or cerebral palsy, or who have a high-risk medical background. Services include evaluation, assessment, developmental therapy, and audiology services. Translation for Spanish speaking families is available.

Children In-Home 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.

Agency Name: Association for Individual Development (AID)

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

Please see Attachment A

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

**Direct service: number of individual clients/consumers served:** 99

**Aggregate number of direct service hours provided:** 38,345 hours; 7,685 days

**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, go to movies, restaurants and sporting events with their housemates or friends, take an active role in fundraising opportunities, attend educational classes as part of the Day Training Program (incl. Nutrition & Fitness, Cooking, US History, News and Current Events, Safety, Art, Sewing & Crafts, Music and Voice, colors, shapes, letters, numbers and sign language). Individuals participate in planned community outings which include social, leisure and educational outings. Several individuals train and work in the AID Recycling Program which has recently expanded to include electronics. This micro-business gives individuals a chance to learn new skills while striving for financial independence. In this volatile economy, self-sustaining businesses provide gainful employment while generating a small amount of revenue for AID in an attempt to preserve vital services that are threatened by continued budget cuts. AID currently has individuals volunteering at several local non-profit agencies including Habitat for Humanity Restore shop and Feed Our Starving Children.

**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 503C or tax exempt status certification.**

Please see attachment D



Date: 1 February 2013

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 15<sup>th</sup> 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 \$ 75,000 Application Date: 1 February 2013

**For STC 708 Board Only:**

**Recommended funding for current fiscal year: \$ \_\_\_\_\_ Recommendation Date: \_\_\_\_\_**

**Attachment A**  
**Demographics and program costs**

ATTACHMENT A																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
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**Attachment B**  
**December 2012 Financial Statements**

**ASSOCIATION FOR INDIVIDUAL DEVELOPMENT****Income Statement**

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Mont 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
<b>REVENUE</b>							
<b>Developmental Disabilities</b>							
11,912	11,912	11,912	4010 DD Special Projects-Respite Grant	71,472	71,472	0	142,94
62,904	69,939	55,144	4025 DD Developmental Training 31A	371,095	388,014	(16,920)	776,02
274,120	257,118	244,078	4027 DD Developmental Training 31U	1,543,706	1,568,687	(24,982)	3,137,37
502,465	471,581	693,724	4030 DD CILA 60D	3,082,135	2,971,523	110,612	6,006,77
24,639	23,844	24,639	4035 DD CILA 61D	146,243	142,198	4,045	284,39
22,517	17,185	27,080	4050 DD Supported Employment 36/39-G/U	126,430	132,500	(6,070)	265,00
2,870	0	7,164	4056 DD One on One Services 53B/D/H/R/S/H	14,207	69,606	(55,399)	139,21
15,078	15,244	18,515	4060 DD Home Based Services 55A	93,288	101,330	(8,043)	202,66
7,849	12,551	30,122	4070 DD Behavior Services 56,57,58 (U&G)	76,654	100,000	(23,345)	200,00
<b>924,354</b>	<b>879,373</b>	<b>1,112,378</b>	<b>Total Developmental Disabilities</b>	<b>5,525,230</b>	<b>5,545,331</b>	<b>(20,101)</b>	<b>11,154,39</b>
<b>Mental Health</b>							
25,276	15,631	15,631	4110 Psychiatric Leadership	94,054	92,432	1,621	184,86
18,076	11,297	11,297	4120 Crisis Services	67,784	66,655	1,129	133,31
12,666	14,539	8,565	4122 Aetna Crisis Line	82,503	90,000	(7,497)	180,00
15,358	15,358	15,358	4130 Supported Residential	92,146	92,146	0	184,29
23,178	23,178	23,178	4140 Supervised Residential - Indian Trail	139,068	139,068	0	278,13
23,178	23,178	23,178	4150 Supervised Residential - Sherman Apts	139,068	139,068	0	278,13
0	0	0	4155 SHPA BH Residential Services	0	0	0	49,00
144,957	139,335	120,000	4160 MH Medicaid MRO	827,160	940,000	(112,840)	1,880,00
16,498	10,728	15,000	4162 Aetna Medicaid	86,442	75,000	11,442	150,00
19,954	17,221	15,000	4164 Cenpatco Medicaid	110,445	75,000	35,445	150,00
21,294	19,526	20,000	4170 MH Non-Medicaid	134,833	148,973	(14,140)	297,94
<b>320,435</b>	<b>289,991</b>	<b>267,207</b>	<b>Total Mental Health</b>	<b>1,773,504</b>	<b>1,858,343</b>	<b>(84,839)</b>	<b>3,765,68</b>
<b>Miscellaneous State Funding</b>							
4,374	4,374	4,374	4210 Dept of Alcohol & Substance Abuse	26,243	26,243	0	52,48
0	0	0	4216 DHS ARRA Vocational Grant - Youth	0	17,500	(17,500)	35,00
82,596	40,632	30,474	4220 DRS Base Plus/Milestones	200,448	116,865	83,583	233,73
2,816	1,969	1,624	4230 DRS Reg Supp Employ.	9,665	8,000	1,665	16,00

**Association for Individual Development**

## Income Statement

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/2011	Actual Last Month 11/30/2011	Current Month 12/31/2011	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
225	0	450 4245	DRS Vocational Training-Forklift	1,125	1,000	125	2,00
222	2,062	1,510 4250	Ticket to Work	8,131	6,750	1,381	13,50
1,680	3,360	2,960 4260	State of Illinois - PAS	16,880	20,000	(3,120)	40,00
1,250	1,250	1,250 4270	Mental Health Court(KaneCo)	7,500	7,500	0	15,00
1,458	1,458	1,458 4280	State of Illinois - Homeless Youth	8,748	8,748	0	17,49
57,298	57,000	57,000 4310	Long Term Care - Residential for TAC	342,298	333,000	9,298	666,00
18,911	18,911	18,911 4320	Long Term Care - day program for TAC	113,466	113,470	(4)	226,94
21,759	24,172	24,099 4325	Long Term Care - external for Bethesda	134,042	143,826	(9,785)	287,65
16,500	16,500	16,500 4330	Long Term Care - external for Zachary	99,000	102,000	(3,000)	204,00
10,802	12,485	12,485 4356	Victims' Services	75,399	76,142	(743)	152,28
178	197	853 4360	HFS - Public Aid - Children's Ther/Audiolog	2,624	0	2,624	
0	174	0 4365	HFS - Physician Services (Adult)	2,288	12,500	(10,212)	25,00
355	0	0 4367	HFS - Transportation	1,749	2,250	(501)	4,50
3,025	0	0 4370	Medicare - Psychiatric Services	6,904	12,500	(5,596)	25,00
6,715	6,715	6,715 4375	DHS- DFI Title XX	40,288	40,288	0	80,57
230,163	191,258	180,663	Total Miscellaneous State Funding	1,096,799	1,048,583	48,216	2,097,16
United Ways & 708 Boards							
2,233	2,233	2,233 4405	United Way - Aurora	13,400	13,400	0	26,80
1,667	1,667	1,667 4410	United Way - Elgin	10,000	10,000	0	20,00
617	291	1,169 4420	United Way/CC other	2,741	2,000	741	4,00
375	375	375 4425	United Way - Batavia	2,250	2,250	0	4,50
231	231	231 4430	Community Chest - Geneva	1,388	1,388	0	2,77
3,167	3,167	3,167 4435	United Way - Central Kane Co.	19,000	19,000	0	38,00
25,996	25,996	25,996 4450	708 - So. Kane County (Aurora)	155,975	155,975	0	311,95
2,667	2,667	2,667 4455	708 - Geneva	16,000	16,000	0	32,00
3,583	3,583	3,583 4460	708 - Hanover Township	21,500	21,500	0	43,00
6,667	6,667	6,667 4465	708 - St. Charles	40,000	32,500	7,500	65,00
2,042	2,042	2,042 4470	708 - Kendall County	12,250	12,250	0	24,50
49,244	48,918	49,796	Total United Ways & 708 Boards	294,503	286,262	8,241	572,52

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT  
Income Statement

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Mont 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
800	395	1,000	Auction	101,036	98,000	3,036	98,00
300	12,890	32,372	Membership	45,737	35,000	10,737	70,00
0	0	50	Telethon	380	0	380	94,00
5,282	816	1,833	Small Events	12,409	12,500	(91)	25,00
405	105	130	Family Partners	1,255	0	1,255	
6,787	14,206	35,385	Total Special Events	160,817	145,500	15,317	287,00
Contributions							
11,904	2,600	43,824	Contributions - Restricted	381,788	112,500	269,288	225,00
0	0	0	Fundraising match for grants	0	0	0	
1,925	7,900	6,575	Contributions - Unrestricted	19,495	37,500	(18,005)	75,00
153	230	153	Contributions - Staff	995	500	495	1,00
27,292	27,292	27,292	Contributions - In-Kind Rent	163,751	163,750	1	327,50
6,269	7,836	18,280	In Kind Donations	73,427	52,500	20,927	100,00
455	1,295	1,443	Bequests and Memorials	4,673	7,500	(2,827)	15,00
47,998	47,152	97,567	Total Contributions	644,129	374,250	269,879	743,50

Program Fees

132,494	130,919	127,527	Client Program fees	800,112	700,743	99,369	1,401,48
(6,795)	(6,795)	(6,795)	Intermittent CILA Payouts	(39,726)	(38,420)	(1,306)	(76,84)
0	0	0	Client Fees - Camp & Retreat	0	0	0	4,20
1,159	1,050	1,275	Client Fees - Pool Lessons	7,532	15,000	(7,468)	30,00
1,684	0	0	Client Fees - Pool Contracts-Ext	1,924	3,250	(1,326)	6,50
495	495	495	Client Fees - Transportation	2,910	3,250	(340)	6,50
81	(250)	87	Program Activity Fees	98	250	(152)	50
1,301	0	1,992	CBO Early Intervention Income	5,655	22,500	(16,845)	45,00
0	275	2,200	Psychological Testing Income	5,357	5,000	357	10,00
157	1,570	2,902	Insurance Payments	7,272	10,000	(2,728)	20,00
185	536	190	Family & 3rd Party Co-Pays	1,720	2,000	(280)	4,00
3,333	3,333	3,333	Hesed House	20,000	20,000	0	40,00
0	0	1,000	Flex Funds Admin fee income	1,000	395	605	79
4,500	4,500	4,500	Provena Mercy Aurora	27,000	32,500	(5,500)	65,00

ASSOCIATION FOR INDIVIDUAL DEVELOPMENT

Income Statement

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Mont 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
217	0	484	Provena Mercy Yorkville	1,335	0	1,335	
11,505	9,692	10,297	Elgin Family Services (SASS)	54,179	50,000	4,179	100,00
150,316	145,325	149,486	Total Program Fees	896,368	826,468	69,900	1,657,13
Sub-Contract Sales							
15,561	7,934	9,289	Elgin Sub-Contract Sales	67,738	55,000	12,738	110,00
15,513	10,432	7,210	Aurora Sub-Contract Sales	86,445	102,500	(16,055)	205,00
30,612	30,702	29,963	Janitorial Sub-Contract	184,074	184,000	74	368,00
61,686	49,068	46,462	Total Sub-Contract Sales	338,256	341,500	(3,244)	683,00
Other Income							
0	1,300	0	Gain/Loss on sale of Fixed Assets	1,300	1,000	300	2,00
0	0	0	Interest Income	0	0	0	
3,399	2,048	2,812	Food Income	14,397	13,000	1,397	26,00
2,572	1,346	1,808	Vending Income	11,186	12,000	(814)	24,00
1,700	1,700	1,700	Rental Income - Tenants	9,237	9,777	(541)	19,55
13,000	4,050	18,650	Training income/reimbursement	71,525	37,499	34,026	75,00
5,508	5,508	5,508	Management fees-HUD Corps	33,048	33,350	(302)	66,70
12,871	17,257	11,927	LINK Income	84,524	86,125	(1,601)	172,25
120,000	120,000	147,920	RTA - Ride in Kane - JARC & NF	765,224	750,000	15,224	1,500,00
(5,296)	2,500	(2,997)	RTA - Ride in Kane - Mobility Mgt	(5,603)	25,500	(31,103)	51,00
(2,438)	1,371	60	Miscellaneous Income	7,969	10,000	(2,031)	20,00
151,316	157,079	187,388	Total Miscellaneous Income	992,806	978,252	14,555	1,956,50
1,942,299	1,822,370	2,126,332	TOTAL REVENUES	11,722,413	11,404,489	317,924	22,916,91
EXPENSES							
Salaries							
79,483	76,950	79,560	Salaries - Admin & Support	472,393	479,791	7,398	959,58
92,923	82,214	81,954	Salaries - Program Management	471,986	461,167	(10,819)	922,33
310,806	307,431	325,870	Salaries - Professional	1,903,060	2,077,799	174,739	4,155,59
(11,499)	(11,499)	(11,499)	Salaries - Professional - HUD reimb	(67,994)	(72,000)	(4,006)	(144,000)



**ASSOCIATION FOR INDIVIDUAL DEVELOPMENT****Income Statement**

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Month 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
465,288	443,199	475,385	Salaries - Direct Service	2,695,093	2,579,159	(115,933)	5,158,32
76,955	74,054	75,568	Salaries - Program Support	457,929	433,074	(24,855)	866,14
(2,604)	(3,065)	(3,303)	Salaries - Program Support - HUD reimb	(17,168)	(20,450)	(3,282)	(40,900)
<b>1,011,351</b>	<b>969,284</b>	<b>1,023,536</b>	<b>Total Salaries</b>	<b>5,915,299</b>	<b>5,938,540</b>	<b>23,241</b>	<b>11,877,08</b>
<b>Benefits</b>							
130,056	125,277	123,778	Group Medical Insurance	761,531	759,072	(2,459)	1,550,00
4,228	4,238	4,342	Group Dental Insurance	27,694	31,499	3,806	63,00
9,705	9,766	9,813	Life & Disability Insurance	58,088	57,499	(588)	115,00
17,564	39,123	38,125	Workers Comp Insurance	147,978	139,999	(7,979)	280,00
58,157	87,812	62,887	Employee Retirement	391,397	379,999	(11,398)	760,00
72,636	72,668	74,551	Staff FICA Tax	433,167	450,824	17,657	901,64
(4,629)	(4,784)	(4,863)	Employee Benefits - HUD reimb	(28,294)	(30,000)	(1,706)	(60,000)
0	5,943	0	Unemployment Expense	5,943	24,999	19,057	50,00
4,624	1,007	4,197	Tuition Reimbursement	25,856	14,999	(10,857)	30,00
353	12,390	763	Employee Recognition, Wellness, Other	16,392	12,499	(3,893)	25,00
0	0	1,832	Employee Assistance Program	3,663	3,499	(164)	7,00
1,478	5,871	1,584	Other Prof/HR Benefits/Pre Emp Tests	12,409	10,499	(1,910)	21,00
<b>294,172</b>	<b>359,311</b>	<b>317,010</b>	<b>Total Benefits</b>	<b>1,855,823</b>	<b>1,855,389</b>	<b>(434)</b>	<b>3,742,64</b>
<b>Client Salaries &amp; Benefits</b>							
36,816	34,412	29,000	Client Salaries	218,126	217,500	(626)	435,00
2,816	2,633	2,219	Client FICA	16,687	16,639	(48)	33,27
0	0	0	Client incentives	0	6,000	6,000	12,00
1,121	2,430	2,430	Client Workers Compensation Insurance	9,344	10,000	656	20,00
<b>40,753</b>	<b>39,475</b>	<b>33,649</b>	<b>Total Client Salaries &amp; Benefits</b>	<b>244,156</b>	<b>250,139</b>	<b>5,983</b>	<b>500,27</b>
<b>Consultants &amp; Outside Services</b>							
4,000	1,600	0	Audiology	10,400	9,750	(650)	19,50
8,890	8,345	7,255	Psychiatrists	44,543	65,000	20,457	130,00
2,660	1,185	1,984	Consult & Professional Fees	13,053	29,999	16,946	60,00
4,109	4,635	3,017	Nursing - Consultants VNA	26,858	36,000	9,142	72,00

# ASSOCIATION FOR INDIVIDUAL DEVELOPMENT

## Income Statement

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Month 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
1,334	1,127	253	5325	3,381	14,999	11,618	30,00
750	0	0	5327	750	6,000	5,250	12,00
2,296	4,095	5,374	5332	13,004	7,000	(6,004)	14,00
5,328	7,187	4,169	5340	38,860	52,500	13,640	105,00
6,429	6,924	19,668	6450	49,804	81,742	31,937	163,48
4,500	4,500	4,812	6460	27,312	28,499	1,187	57,00
6,839	1,372	175	6465	9,995	9,999	4	20,00
<b>47,136</b>	<b>40,969</b>	<b>46,707</b>	<b>Total Consultants &amp; Outside Services</b>	<b>237,960</b>	<b>341,488</b>	<b>103,529</b>	<b>682,98</b>
<b>Supplies</b>							
5,297	3,157	4,580	6005	40,545	23,999	(16,546)	48,00
0	0	0	6015	0	2,000	2,000	4,00
763	0	174	6029	12,134	13,000	866	13,00
0	0	0	6030	0	0	0	32,00
6,231	0	25	6031	11,780	7,500	(4,280)	15,00
0	0	0	6032	0	3,750	3,750	7,50
6,269	7,836	18,280	6033	73,427	50,000	(23,427)	100,00
20,639	6,253	11,106	6040	69,121	90,499	21,378	181,00
5,231	4,523	4,996	6045	25,835	22,000	(3,835)	44,00
553	(267)	1,628	6050	2,198	0	(2,198)	
68	6,521	2,791	6055	14,991	12,000	(2,991)	24,00
23,261	27,353	19,175	6060	135,061	142,999	7,939	286,00
3,122	3,299	5,365	6065	21,264	21,000	(265)	42,00
<b>71,435</b>	<b>58,675</b>	<b>68,120</b>	<b>Total Supplies</b>	<b>406,356</b>	<b>388,748</b>	<b>(17,609)</b>	<b>796,50</b>
<b>Specific Assistance to Individuals</b>							
1,257	604	904	6105	3,368	0	(3,368)	
0	0	0	6110	0	250	250	50
582	461	349	6115	1,386	6,500	5,114	13,00
0	431	60	6120	731	1,250	519	2,50
<b>1,839</b>	<b>1,496</b>	<b>1,313</b>	<b>Total Specific Assistance to Individuals</b>	<b>5,484</b>	<b>8,000</b>	<b>2,516</b>	<b>16,00</b>

## Association for Individual Development

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Mont 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
Vehicles & Transportation							
16,335	12,941	11,368 6210	Vehicle Operating Costs	87,188	82,499	(4,688)	165,00
7,492	6,176	4,478 6220	Vehicle Repairs & Maint	42,965	59,999	17,034	120,00
3,285	3,285	3,285 6230	Vehicle Insurance	19,709	19,999	290	40,00
0	0	0 6240	Vehicle Rental	0	750	750	1,50
15,316	20,695	15,664 6250	Staff Mileage reimbursement	98,137	120,349	22,212	240,70
240	0	0 6260	Resident Transportation Services	540	3,500	2,960	7,00
13,330	15,149	14,214 6270	Client Transportation RIDE in KANE	90,105	91,000	895	182,00
55,998	58,245	49,009	Total Vehicles & Transportation	338,644	378,097	39,453	756,20
Occupancy							
54,747	54,747	55,947 6305	Facilities Rental	326,323	324,890	(1,433)	653,37
3,191	4,976	6,734 6310	Utilities-Gas	21,236	33,575	12,339	67,15
13,221	12,506	17,158 6315	Utilities-Electric	89,789	107,510	17,720	215,02
4,969	3,444	4,951 6320	Utilities-Water & Sewer	25,291	24,307	(984)	48,61
6,094	8,135	7,505 6330	Supplies - Janitorial	41,514	39,775	(1,740)	79,55
2,847	2,464	2,538 6335	Telephone - Cellular	15,156	18,080	2,924	36,16
17,385	18,226	16,947 6340	Telephone	104,145	80,473	(23,672)	160,94
0	0	1,265 6345	Snow Removal	1,265	12,117	10,852	48,20
1,969	3,046	1,999 6350	Refuse Disposal	14,561	14,654	93	29,31
452	914	12,473 6355	Security Services	26,618	24,855	(1,764)	49,71
0	230	0 6360	Moving & Relocation Expense	2,882	3,599	718	7,20
13,439	14,717	12,688 6365	Building & Grounds - Maint & Repairs	76,963	75,374	(1,588)	150,75
20,489	20,400	20,189 6370	Building & Grounds - JanAID	121,651	120,324	(1,327)	240,65
12,787	6,619	340 6375	Lawn Maintenance	36,739	36,272	(467)	65,60
5,180	5,222	5,222 6380	Prop/Gen Liab/Prof/Umbrella Insurance	30,859	29,671	(1,188)	59,34
953	953	953 6385	Directors & Officers/Crime Insurance	5,717	7,499	1,782	15,00
7,971	8,185	7,872 6395	Interest Expense - Mortgage	48,766	47,427	(1,338)	94,85
0	0	0 6400	Real Estate Taxes	735	850	115	1,70
165,693	164,782	174,780	Total Occupancy	990,210	1,001,252	11,042	2,023,13
Equipment							

**Association for Individual Development****Income Statement**

Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Mont 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
425	916	818	Equipment-Repairs/Maintenance	5,869	6,000	130	12,00
472	482	490	Equipment Rental	3,073	3,500	427	7,00
<b>897</b>	<b>1,398</b>	<b>1,308</b>	<b>Total Equipment</b>	<b>8,943</b>	<b>9,500</b>	<b>557</b>	<b>19,00</b>
<b>Depreciation &amp; Amortization</b>							
41,727	41,677	41,420	Depreciation expense	248,360	237,262	(11,098)	474,52
228	228	228	Amortization expense	1,365	1,365	0	2,73
<b>41,954</b>	<b>41,905</b>	<b>41,647</b>	<b>Total Depreciation &amp; Amortization</b>	<b>249,725</b>	<b>238,627</b>	<b>(11,098)</b>	<b>477,25</b>
<b>Other Expenses</b>							
3,421	3,131	761	Advertising/Job Recruiting	15,937	8,999	(6,937)	18,00
944	1,062	1,001	Bank Fees	5,768	5,000	(768)	10,00
159	285	150	Conferences & Meetings	3,064	6,249	3,186	12,50
1,058	1,301	1,716	Publications & Subscriptions	7,251	8,499	1,249	17,00
5,723	6,066	6,621	License, Permits, Dues, CARF Accred	38,539	37,499	(1,039)	75,00
8,107	8,644	7,155	Office Supplies	42,073	39,187	(2,886)	78,37
7,175	8,274	6,005	Payroll Service Fees	44,570	49,999	5,429	100,00
909	1,549	1,377	Postage	6,595	8,499	1,905	17,00
168	1,885	877	Printing	5,112	7,749	2,637	15,50
137,304	120,000	147,920	RTA - Ride in Kane - JARC & NF	765,224	750,000	(15,224)	1,500,00
(266)	650	(90)	RTA - Ride in Kane - Mobility Mgt	1,464	4,500	3,036	9,00
296	0	4,096	Staff Training	14,532	16,499	1,967	33,00
2,733	289	1,762	Interest Expense - other	8,444	12,500	4,056	25,00
836	0	0	Bad Debts	11,556	15,000	3,444	30,00
0	0	0	Bequest & Memorials Pass Through	0	7,500	7,500	15,00
16,369	11,963	3,932	Miscellaneous Expense	43,015	10,000	(33,015)	20,00
0	20	0	Cash over/short	20	0	(20)	0
0	0	12,567	HFS TAC Participation Fees	25,134	24,858	(276)	49,71
0	0	0	Program Support Allocation	0	0	0	0
0	0	0	Admin Allocation	0	(1)	(1)	0
<b>184,936</b>	<b>165,119</b>	<b>195,850</b>	<b>Total Other Expenses</b>	<b>1,038,296</b>	<b>1,012,538</b>	<b>(25,759)</b>	<b>2,025,09</b>

Association for Individual Development  
Income Statement  
Six Months Ended December 31, 2012

Actual 2 mo. back 10/31/201	Actual Last Mont 11/30/201	Current Month 12/31/201	Description	Actual YTD	Budget YTD 12/31/2012	Variance YTD	Fiscal Year Budget
1,916,163	1,900,659	1,952,928	TOTAL EXPENSES	11,290,897	11,422,318	131,421	22,916,18
26,136	(78,289)	173,404	NET SURPLUS/(DEFICIT)	431,516	(17,829)	449,346	73

## Comparative Balance Sheet

December 31, 2012 and 2011

		<u>Actual 12/31/2012</u>	<u>Actual 12/31/2011</u>
<b>Assets</b>			
<b>Current Assets</b>			
1010	Cash - Operations - Harris NA	464,526	939,843
1011	Cash - Social Security - Harris NA	44,156	57,289
1012	Cash - Operations - National City Bank	1,587	1,590
1021	Cash - Operations - Fifth Third Ban--	0	1,778
1095	Petty Cash	4,285	3,550
1200	Accounts Receivable	3,321,989	3,132,093
1300	Allowance for Bad Debts	(40,000)	(40,000)
1420	Accounts Receivable - A&E	12,429	13,014
1430	Accounts Receivable - ARS	1,088	704
1440	Accounts Receivable - Kane Homes	18,100	23,140
1450	Accounts Receivable - Kaneco	17,396	16,250
1460	Accounts Receivable - Sherman Apts	11,378	14,193
1700	Prepaid Expenses	183,033	300,052
1710	Prepaid Insurance	23,284	16,348
1720	Prepaid Rent	27,455	26,576
<b>Total Current Assets</b>		<u><b>4,090,707</b></u>	<u><b>4,506,418</b></u>
<b>Fixed Assets</b>			
1800	Land	1,473,619	1,371,650
1805	Land improvements	85,851	51,835
1810	Buildings	8,224,038	7,171,646
1815	Building improvements	403,422	397,430
1820	Leasehold improvements	105,492	88,692
1830	Furniture & fixtures	217,374	190,088
1840	Equipment & software	995,312	815,439
1850	Vehicles	1,465,063	1,451,651
1870	Less: Accum Deprec-land improvements	(20,577)	(15,999)
1875	Less: Accum Deprec-Buildings	(2,658,943)	(2,433,314)
1880	Less: Accum Deprec-Building Improvements	(86,227)	(73,314)
1882	Less: Accum Deprec-Leasehold Improvements	(42,153)	(35,320)
1885	Less: Accum Deprec-Furniture & Fixtures	(158,625)	(147,601)
1890	Less: Accumu Deprec-Eq't & Software	(672,484)	(561,440)
1895	Less: Accum Deprec-Vehicles	(1,153,178)	(1,142,519)
<b>Total Fixed Assets</b>		<u><b>8,177,985</b></u>	<u><b>7,128,923</b></u>
<b>Other Assets</b>			
1900	Cash Surrender Value - Life Insurance	12,242	15,110
1910	Client loan receivables	717	1,690
1912	Accounts Receivable - A&E (LT)	48,554	42,151
1914	Accounts Receivable - Kane Homes (LT)	162,902	149,155
1915	Accounts Receivable - Kaneco (LT)	69,586	44,654
1916	Accounts Receivable - Sherman Apts.(LT)	45,511	50,725
1920	Mortgage closing costs (legal/title)	7,711	10,441

## Comparative Balance Sheet

December 31, 2012 and 2011

		<u>Actual 12/31/2012</u>	<u>Actual 12/31/2011</u>
1990	Security Deposits	6,795	7,200
<b>Total Other Assets</b>		<b>354,017</b>	<b>321,125</b>
<b>Total Assets</b>		<b>12,622,709</b>	<b>11,956,466</b>
<b>Liabilities &amp; Fund Balance</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
2000	Accounts payable - trade	165,599	133,528
2020	Accounts payable - voided payroll checks	466	(382)
2031	Accounts payable - client Social Se--	0	(2,596)
2062	Due to Group Insurance Plans	77,176	64,436
2070	Due to United Way	198	546
2195	Current portion of Long Term Debt	182,084	184,705
2200	Accrued staff salaries	301,851	210,923
2205	Accrued FICA payable	22,879	16,587
2210	Accrued client salaries	20,711	18,764
2220	Accrued Paid time Off (PTO)	440,714	455,093
2230	Accrued Expenses	854,712	1,072,434
2240	Accrued Interest	8,116	8,680
2300	Deferred Revenue Grants	646,918	579,595
2305	Deferred Revenue IFF	9,536	0
2310	Deferred Revenue Special Events	1,325	7,706
2400	DCFS - Flex Funds	15,503	18,217
2402	LAN Funds--	7,438	0
2410	ISBE - Flex Funds	(7,276)	(7,760)
<b>Total Current Liabilities</b>		<b>2,747,948</b>	<b>2,760,478</b>
<b>Long-Term Debt</b>			
2600	Notes payable - vehicles	0	4,974
2750	Mortgage payable - Harris NA	1,632,364	1,753,478
2760	Mortgage payable - Knights of Columbus #1	54,762	83,333
2761	Mortgage Payable - Knights of Columbus #2	135,714	164,286
2995	Current portion of Long Term Debt	(182,084)	(184,705)
<b>Total Long-Term Debt</b>		<b>1,640,756</b>	<b>1,821,366</b>
<b>Total Liabilities</b>		<b>4,388,704</b>	<b>4,581,844</b>
<b>Fund Balance</b>			
3000	Fund Balance	8,234,005	7,374,622
<b>Total Fund Balance</b>		<b>8,234,005</b>	<b>7,374,622</b>
<b>Total Liabilities &amp; Fund Balance</b>		<b>12,622,709</b>	<b>11,956,466</b>

**Attachment C**  
**AID Board of Directors**



# AID BOARD OF DIRECTORS

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

EXECUTIVE DIRECTOR: Lynn O'Shea PHONE: 630-966-4001

DATE OF NEXT BOARD ELECTION: 6/2013

NAME	HOME ADDRESS	OCCUPATION & EMPLOYER	EXPIRES
Chuck Miles (Chairman)	1015 Westfield Course Geneva, IL 60134 630.232.6926 Miles_Charles_H@cat.com	Caterpillar	6/2015
Patrick M. Flaherty (Vice Chairman)	920 Hardin Rd Aurora, IL 60506 630.892.0033 pflaherty@kfkilaw.com	Attorney/Partner Kinnally Flaherty	6/2015
Walter Dwyer (Treasurer)	1210 Clayton Court Geneva, IL 60134 630-208-9242 wdwyer@ihcconstruction.com	Vice President IHC Construction, Elgin	6/2013
Toni Vaughan (Secretary)	1885 Alschuler Drive Aurora, IL 60506 630.892.7560 apvaughan@comcast.net	Retired	6/2014
Milt Evans	1101 Spring Creek Ct. Elgin, IL 60120 847-742-8736 Miltev.2@sbcglobal.net	Retired Art Teacher Abbott Middle School, Elgin	6/2013
Dr. Clem Mejia	2676 Danford Way Geneva, IL 60134 630.232.7288 clemmejia@comcast.net	Retired Kane County Superintendent	6/2013
John Potter	130 River Mist Drive Oswego, IL 60543 630.551.3323 jandspot@sbcglobal.net	President of Advocate Dreyer Medical- Retired	6/2013
Sue Bergeson	111 Aberdeen Court Geneva, IL 60134 630.232.2088 susan.bergeson@optumhealth.com	National VP Consumer Affairs-Optum Health (United Health Care Co)	6/2014
Clifford Klotz	3014 Fox Glen Ct St. Charles, IL 60174 630.584.3055 crkinc@sbcglobal.net	Retired	6/2014
Dan Lundberg	817 North Avenue Batavia, IL 60510 630.377.4195 dan.lundberg@harrisbank.com	Senior Private Banker-Harris Bank	6/2014
Jeff Noblitt	140 S Calumet Aurora, IL 60506 630.466.2907 jnoblitt@waubonsee.edu	Director of Marketing and Communications-Waubonsee Community College	6/2014
Dr. Laurie Schnell	2541 Whiteway Court Aurora, IL 60504 630.859.6815 Laurie.schnell@advocatehealth.com	Pediatrician-Dreyer Medical Clinic	6/2014

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

Board Meeting Location: Kane County Education Office, 210 S. Sixth Street, Geneva, IL 60134 at 5:30 p.m.

**ASSOCIATION FOR INDIVIDUAL DEVELOPMENT  
BOARD OF DIRECTORS 2012-2013**

<u><b>1 Year</b></u> <b>(Term Ending 6/30/13)</b>	<b>(Term Ending 6/30/14)</b>	<u><b>1 Years</b></u> <b>(Term Ending 6/30/15)</b>
<p><b>Walter Dwyer</b> <b>(Treasurer)</b> 857 Samantha Circle Geneva, IL 60134 <b>Off: 847/742-1516</b> <b>Res: 630/208-9242</b> <b>FAX: 847/742-6610</b> <b>Cell: 847/417-1319</b> <b>e-mail: <a href="mailto:wdwyer@ihcconstruction.com">wdwyer@ihcconstruction.com</a></b> <i>(7/06-6/07; 7/07-6/10, 7/10-6/13)</i></p> <p><b>Milton Evans, Jr.</b> 1101 Spring Creek Ct. Elgin, IL 60120 <b>Res: 847/742-8736</b> <b>Cell: 224-406-1133</b> <b>FAX: 847/742-4514</b> <b>e-mail: <a href="mailto:miltev.2@sbcglobal.net">miltev.2@sbcglobal.net</a></b> <i>(12/04-6/07; 7/07-6/10, 7/10-6/13)</i></p> <p><b>Dr. Clem Mejia</b> 2676 Danford Way Geneva, IL 60134 <b>Res : 630/232-7288</b> <b>Cell : 630/441-0098</b> <b>e-mail : <a href="mailto:clemmejia@comcast.net">clemmejia@comcast.net</a></b> <i>(7/07-6/10, 7/10-6/13)</i></p> <p><b>John Potter</b> 130 River Mist Drive Oswego, IL 60543 <b>Res: 630/551-3323</b> <b>Cell: 630/263-0761</b> <b>email: <a href="mailto:jandspot@sbcglobal.net">jandspot@sbcglobal.net</a></b> <i>(7/10-6/13)</i></p>	<p><b>Sue Bergeson</b> 111 Aberdeen Ct. Geneva, IL 60134 <b>Off: 630/232-2088</b> <b>Res: 630/232-2088</b> <b>Cell: 630-488-8357</b> <b>Fax: 877/309-5068</b> <b>e-mail: <a href="mailto:Susan.bergeson@optum.com">Susan.bergeson@optum.com</a></b> <i>(7/11-6/14)</i></p> <p><b>Clifford Klotz</b> 3014 Fox Glen Ct. St. Charles, IL 60174 <b>Res : 630-584-3055</b> <b>Cell : 773-960-6058</b> <b>Fax : 630-584-3055</b> <b>email : <a href="mailto:crkinc@sbcglobal.net">crkinc@sbcglobal.net</a></b> <i>(7/11-6/14)</i></p> <p><b>Dan Lundberg</b> 817 North Avenue Batavia, IL 60510 <b>Off : 630-377-4195</b> <b>Res : 630-761-3506</b> <b>Cell : 630-706-1898</b> <b>Fax : 630-587-7890</b> <b>Email : <a href="mailto:dan.lundberg@harrisbank.com">dan.lundberg@harrisbank.com</a></b> <i>(7/11-6/14)</i></p> <p><b>Jeff Noblitt</b> 140 S. Calumet Avenue Aurora, IL 60506 <b>Off : 630-466-2907</b> <b>Res : 630-566-9828</b> <b>Cell : 773-577-9808</b> <b>Fax : 630-466-4942</b> <b>Email : <a href="mailto:jnoblitt@waubonsee.edu">jnoblitt@waubonsee.edu</a></b> <i>(7/11-6/14)</i></p> <p><b>Dr. Laurie Schnell</b> 2541 Whiteway Ct. Aurora, IL 60504 <b>Off : 630-859-6815</b> <b>Res : 630-820-2516</b> <b>Cell : 630-215-6688</b> <b>Fax : 630-859-6744</b> <b>Email : <a href="mailto:laurie.schnell@advocatehealth.com">laurie.schnell@advocatehealth.com</a></b> <i>(7/11-6/14)</i></p> <p><b>Toni Vaughan</b> <b>(Secretary)</b> 1885 Alschuler Drive Aurora, IL 60506 <b>Res : 630/892-7560</b> <b>Cell : 630/606-7560</b> <b>e-mail : <a href="mailto:apvaughan@comcast.net">apvaughan@comcast.net</a></b> <i>(7/08-6/11 ; 7/11-6/14)</i></p>	<p><b>Patrick Flaherty</b> <b>(Vice Chairman)</b> 920 Hardin Aurora, IL 60506 <b>Off: 630/907-0909</b> <b>Res: 630/892-0033</b> <b>Cell: 630/258-8947</b> <b>e-mail: <a href="mailto:pflaherty@kfkllaw.com">pflaherty@kfkllaw.com</a></b> <i>(7/09-6/12, 7/12-6/15)</i></p> <p><b>Chuck Miles</b> <b>(Chairman)</b> 1015 Westfield Course Geneva, IL 60134 <b>Off: 630/859-6403</b> <b>Res: 630/232-6926</b> <b>Cell: 630/488-0670</b> <b>e-mail: <a href="mailto:Miles.Charles.H@cat.com">Miles.Charles.H@cat.com</a></b> <i>(7/09-6/12, 7/12-6/15)</i></p>

# **Ecker Center for Mental Health**

Date: January 28, 2013

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

Agency Name: Ecker Center for Mental Health

Contact Person: Karen Beyer Phone #: 847-695-0484

Main Office Address: 1845 Grandstand Place

Elgin, IL 60123

**Funding requested from City of St. Charles 708 Board for fiscal year 13/14:**  
\$67,000

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

Our mission is to provide quality mental health services that are courteous, accessible and responsive to community needs. 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 Delnor, 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 to treat their mental illnesses. 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 residents of St. Charles, who have severe mental illnesses, learn skills of daily living, illness management and job readiness.

On occasion a St. Charles resident may require daily supervision at one of Ecker's five supervised living facilities. Two of the residences are supervised 24 hours a day and two are supervised only during the day. A fifth very short term 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 hospitalization and are not yet ready to return to the community. These residential facilities 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 assume 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, 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 how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to St. Charles services of \$243,600.00, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding—actual or being sought):**

All of St. Charles Mental Health Funds would be expended on all of Ecker Center's services on behalf of St. Charles residents. The following services are provided by the Ecker Center. Ecker Center's psychiatrists provide adults with evaluations, medication prescriptions and monitoring. Nurses provide medication monitoring, injections and assistance in obtaining medications and/or required medical tests. Case managers provide 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 will be available to St. Charles residents of any age who are experiencing a psychiatric crisis at any time of the day or night. The PEP therapists will provide evaluations, make referrals and help arrange for psychiatric inpatient treatment for those who require it. Therapists will provide evaluations, individual and group counseling and referrals. Psychosocial rehabilitation staff will 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 community residents. The most intensive is the short-stay Crisis Residential Program, for those in severe psychiatric crisis. The program is staffed twenty-four hours a day and has a nurse on most shifts. 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 the living facility. A third residential program provides day-time supervision and on-site 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. The Fox Valley Mental Health Foundation, which exists to provide rental housing for Ecker Center clients, opened two new apartment locations with Ecker Center staff on site this year. This expanded the Ecker Center's supported residential capacity by four people.

As a result of the growing state and national emphasis on integrated care and our own desire to provide comprehensive care, we have partnered with a nationwide for-profit pharmacy, Genoa Healthcare, and with a local, federally qualified health care center, VNA Healthcare, to provide their services to our clients at our main location in Elgin. Genoa matches the low medication prices of pharmacies such as Walmart, packages drugs in bubble packs and mails medications to clients' homes when asked. VNA offers low cost and sliding fee scale primary care to our clients, 66% of whom have incomes at poverty level or below.

The state of Illinois supplied about 65% of the Ecker Center's revenue in the last fiscal year. The state has reduced its support by \$824,000 over the last five years and has not paid us in time over the last three. 56% of this funding was grants and the remaining 44% was payments for services after they were provided and billed (fee for service). We continue to be able to manage the state's late payment cycle without borrowing. At this time the state owes us over a million dollars (one fourth of our annual budget) and is about three months late in payments. We are increasing our efforts to raise foundation grants and other donations and keeping expenses as low as possible to continue to provide the needed services under these conditions. Our audit for the year ending June 30, 2012 indicates that our nongovernment revenues were up 7% over the previous year.

The state's three for profit companies that manage payments for Medicaid beneficiaries in our area pay us in a timely manner but they have presented other challenges. One company has more limited coverage and requires many preauthorizations, which is work we receive no compensation to do. The other was paying us the wrong rates, which we have since resolved. We have made billing adjustments and improvements and we have only a 2% billing rejection rate for all our service billing.

(see also attached Budget FY 2013 St. Charles Residents)

**St. Charles 708 Fund Expenditure History – explains how funds allocated from previous year were expended and purposes of those expenditures. Note: if funding allocation is over \$25,000, attached most recent financial statements, audit and annual report:**

Funds were expended for staff, commodities, contractual services, and other expenses. Management and general expenses comprised 11% of total expenditures.

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

**Direct service:** number of individual clients/consumers served: 279

**Aggregate number of direct service hours provided:** 2,529

**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 \$328,833. That amount divided by the total number of hours devoted to St. Charles residents (2,529) gives us a cost basis per consumer per hour of \$130.

**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 a block away 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 participates in a SAMHSA grant written by the Renz Center that provides quick access to Ecker services and joint treatment planning for clients served by both Renz and the Ecker Center. 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 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.

The Ecker Center's brochures are in the display rack at the St. Charles Public Library and special events are also posted there throughout the year. In the last year, the Ecker Center joined the St. Charles Chamber of Commerce in an effort to identify other partnerships and opportunities to benefit St. Charles residents.

The Ecker Center provides meeting space for NAMI, the National Alliance for the Mentally Ill, Kane County Chapter. NAMI is a nonprofit membership group that



provides support, education and advocacy for persons with mental illnesses and their families.

**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 15<sup>th</sup> 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 \$ 67,000 Application Date: January 28, 2013**

**For STC 708 Board Only:**

**Recommended funding for current fiscal year: \$ \_\_\_\_\_**

**Recommendation Date: \_\_\_\_\_**

## *Ecker Center for Mental Health*

### **Self Funding Efforts that Specifically Benefit St. Charles Residents in FY 2013**

#### **Fundraising Events**

- Festival of Trees sale and gala
- Annual appeal letter
- Spring fundraiser
- Annual awards breakfast
- Shop and Share resale store proceeds

#### **General Operating Donations**

- Rotary, Fidelity, Junior Women's Club and Cosmopolitan Clubs
- Verizon Foundation
- St. Charles Township

#### **Grants to Specific Programs**

- United Way of Central Kane County
- State of Illinois Division of Mental Health
- St. Charles Kiwanis Foundation

#### **Capital and Housing Grants**

- HUD, Illinois Housing Development Authority and Division of Mental Health housing subsidies to individual clients, Hanover Township Mental Health Board, Community Foundation of the Fox River Valley, Elgin Junior Service Board

#### **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

# Ecker Center for Mental Health

## Budget F' 2013

### Statement of Activity

	St. Charles F' 2012 Budget	F' 2013 Budget
Revenues		
Public Support		
Contributions	2,970	45,000
In-kind Contributions	13,200	200,000
United Way - Barrington	396	6,000
United Way - Elgin	3,564	54,000
Far Northwest Suburban United	1,980	30,000
United Way-St. Charles	1,320	20,000
Community Chest-Geneva	61	925
Total Public Support	23,491	355,925
Fees & Grants - Governmental		
Geneva 708 Board	1,914	29,000
Hanover Mental Health	4,653	70,500
St. Charles 708 Board	4,290	65,000
Mental Health and Mental Retardation Services	211	3,200
Grant-In-Aid	99,275	1,504,170
Barrington Township	515	7,800
HUD	22,323	338,232
Kane County-Treatment Alternative Court	990	15,000
Renz/SAMHSA CHIP Program	2,574	39,000
Other government grants	3,960	60,000
Fee For Service - Medicaid	78,692	1,192,300
Fee For Service - Non-Medicaid	15,113	228,991
Fee For Serv.-PAS Eval.	3,960	60,000
Fee For Service - HBS	40	600
Total Fees & Grants - Governmental	238,510	3,613,793
Fundraising		
Festival of Trees	4,290	65,000
Summer Fundraiser	66	1,000
Spring Mailing	53	800

snop & snare	40	000
Awards Event	172	2,600
December Mailing	330	5,000
Total Fundraising	4,951	75,000
Program Service Fees		
Patient Fees - Voluntary	2,690	40,760
Private Insurance Payments	4,910	74,400
Patient Fees - Public Aid	710	10,750
Medicare	4,402	66,700
Rental income- clients	10,118	153,300
Reimbursements - CILA	4,488	68,000
EHA Rent Subsidy	132	2,000
Fee for Service - Rep Payee	429	6,500
Contracts-US Probation Office	330	5,000
Contracts - St. Joe's	1,980	30,000
Contracts-SASS	4,752	72,000
Contracts - PEP	3,214	48,700
Total Program Service Fees	38,155	578,110
Other Revenue		
Interest Income	4,052	61,400
Report Writing	680	10,300
Miscellaneous income	601	9,100
Rental Income	1,452	22,000
Total Other Revenue	6,785	102,800
Total Revenues	311,892	4,725,628
Expenses		
Personnel and Benefits		
Salaries - Administrative	36,742	556,695
Salaries - Professional	118,148	1,790,115
Personnel Pool	6,511	98,650
Payroll Taxes - FICA	12,347	187,078
Insurance-Unemployment	3,087	46,770
Insurance - Group Medical	21,012	318,366
Insurance - Workers' Comp.	3,934	59,600
Insurance - LT Disability	465	7,044
Insurance - ST Disability	144	2,189
Retirement	6,259	94,830
Recruitment	151	2,285
Temporary Services	1,568	23,754
Employee Expenses	1,921	29,105
Training & Ed -T&E Committee	125	1,895

Training & Education-IVT Team  
CPR Training Fees

111	4,913
83	1,250
212,674	3,222,300

Total Personnel and Benefits

Program Expenses

Consultation - Doctors	29,219	442,712
Rep. & Maint.-Equipment	426	6,450
Prog. Expenses - Supplies	149	2,250
Program Expenses - Events	145	2,200
Prog. Expenses - Pharmacy	249	3,775
Program Exp.-Subscriptions	406	6,150
Program Exp.-Equipment	287	4,350
Program Exp.-Cell & Pager	272	4,120
Food	2,720	41,205
Vehicle Oper. & Maint.	353	5,355
Volunteer Stipends	264	4,000
In-Kind Medications	13,200	200,000
Total Program Expenses	47,690	722,567

Specific Assistance to Clients

Spec. Assist. Meds/Treat	284	4,300
Specific Assist.-Transport.	576	8,725
Specific Assist.-Misc.	341	5,160
Spec. Assist. - Furnishings	7	100
Total Specific Assistance to Clients	1,208	18,285

Occupancy

Rental Of Facilities	18,256	276,600
Electricity	5,328	80,725
Gas	993	15,050
Water	1,214	18,390
Scavenger	561	8,505
Exterminating	77	1,170
Janitorial & Supplies	3,458	52,400
Fire System Maintenance	483	7,320
Elevator Maintenance	312	4,720
Door & Key Maintenance	291	4,405
Repairs-electrical	210	3,175
Repairs-plumbing	426	6,450
Repairs-general	2,850	43,185
Hardware & supplies	159	2,415
HVAC	912	13,825
Rep. & Maint.-Grounds	1,358	20,575
Real Estate Taxes	59	900
Insurance-Prop. & Liab.	2,919	44,225

Interest Expense - Mortgage	3,519	1,100
Total Occupancy	43,458	658,460
Development & PR		
FR exp - Festival of Trees	904	13,700
FR Exp-Summer Event	99	1,500
Annual Awards Event	112	1,700
Fundraising Exp.-Misc.	66	1,000
Dues and memberships	983	14,900
Marketing & PR	224	3,400
Annual board meeting	13	200
Total Development & PR	2,401	36,400
Management & General		
Payroll Service	436	6,600
Accounting & Audit	1,188	18,000
Legal	330	5,000
All Staff Activ/Recogn/Anniver	515	7,806
JCAHO Survey	310	4,700
Bank Charges	218	3,300
Insurance-Directors/Officer	396	6,000
Miscellaneous Expense	149	2,250
Total	3,542	53,656
Other Expenses		
Stationery/printing	81	1,225
Office Equip. & Supplies	2,553	38,685
Office Supplies-Software	1,056	16,000
Consultants	2,728	41,335
Rental Of Equipment	106	1,600
Telephone	2,947	44,650
Postage	389	5,900
Business Travel	1,172	17,750
Total Other Expenses	11,032	167,145
Depreciation		
Depreciation	6,828	103,462
Total Depreciation	6,828	103,462
Total Expenses	328,833	4,982,276
NET SURPLUS/(DEFICIT)	-16,941	-256,648

# Ecker Center for Mental Health

## Statement of Financial Position

	Current Year 12/31/2012	Prior Year 12/31/2011	Variance
Assets			
Current Assets	884,939.45	863,168.35	21,771.10
Long Term Investments	176,431.47	157,611.58	18,819.89
Receivables	1,606,571.89	1,350,766.60	255,805.29
Other Current Assets	21,367.02	21,152.24	214.78
Fixed Assets	1,808,339.59	1,809,123.07	(783.48)
Total Assets	4,497,649.42	4,201,821.84	295,827.58
Liabilities and Net Assets			
Liabilities			
Current Liabilities	350,408.10	210,873.72	(139,534.38)
Long-term Liabilities	910,206.80	961,748.60	51,541.80
Total Liabilities	1,260,614.90	1,172,622.32	(87,992.58)
Net Assets			
Unrestricted Net Assets	3,237,034.52	3,029,199.52	207,835.00
Total Net Assets	3,237,034.52	3,029,199.52	207,835.00
Total Liabilities and Net Assets	4,497,649.42	4,201,821.84	(295,827.58)

# Ecker Center for Mental Health

## Statement of Activity

	Month Actual 12/31/2012	Month Budget 12/31/2012	Year to Date Actual 12/31/2012	Year to Date Budget 12/31/2012	Year to Date Variance	Percent Variance
Revenues						
Public Support	57,278	45,000	94,674	45,462	49,212	108.25%
Fees & Grants - Governmental	307,536	308,442	1,811,320	1,786,752	24,568	1.38%
Fundraising	6,802	5,600	76,027	71,600	4,427	6.18%
Program Service Fees	53,211	44,842	400,523	289,052	111,471	38.56%
Other Revenue	9,615	6,066	33,752	36,396	(2,644)	(7.27)%
Total Revenues	434,441	409,950	2,416,295	2,229,262	187,033	8.39%
Expenses						
Personnel and Benefits	273,332	287,967	1,458,957	1,524,359	65,402	4.29%
Program Expenses	41,017	40,709	240,882	244,253	3,371	1.38%
Specific Assistance to Clients	6,065	1,523	11,729	9,138	(2,591)	(28.35)%
Occupancy	56,413	54,194	352,313	333,167	(19,146)	(5.75)%
Development & PR	138	1,608	35,493	25,048	(10,445)	(41.70)%
Management & General	1,998	11,127	32,995	30,432	(2,563)	(8.42)%
Other Expenses	15,999	14,843	98,813	84,058	(14,755)	(17.55)%
Depreciation	8,021	8,622	48,125	51,732	3,607	6.97%
Total Expenses	402,982	420,593	2,279,307	2,302,187	22,880	0.99%
NET SURPLUS/(DEFICIT)	31,459	(10,643)	136,989	(72,925)	209,913	287.85%



**ECKER CENTER FOR MENTAL HEALTH  
BOARD OF DIRECTORS**

**October 2012 – October 2013**

<b>NAME/EMPLOYER/POSITION</b>	<b>MEMBER SINCE</b>	<b>TERM EXPIRATION</b>
<b>Conroy, David</b> , Chairman Gordon Flesch Co. Sales Manager	12/2006	12/2015 – 3 <sup>rd</sup>
<b>Sellers, Aaron</b> , Vice Chairman Comprehensive Training Solutions, Inc. CEO	10/2006	10/2015 – 3 <sup>rd</sup>
<b>Tousey, Stephen</b> , Treasurer Early, Tousey, Regan & Wlodek Attorney at Law	2/2012	2/2015 – 1 <sup>st</sup>
<b>Grunnet-Alden, Dr. Vicki</b> , Secretary Private Practice, Psychotherapy	8/2010	8/2013 – 1 <sup>st</sup>
<b>Kirk, Alan</b> Results Medical Consulting, LLC COO	8/2004	8/2013 – 3 <sup>rd</sup>
<b>Tiballi, Dr. Robert</b> <b>(Sara Chavez, Personal Asst.)</b> Germbusters, P.C. President & CEO	11/2004	11/2013 – 3 <sup>rd</sup>
<b>Stewart, Tanya</b> Student	2/2006	2/2015 – 3 <sup>rd</sup>

Internal Revenue Service

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: June 22, 2002

Ecker Center for Mental Health, Inc.  
1845 Grandstand Pl  
Elgin, IL 60123-6603

Person to Contact:  
Mr. Mason 31-07424  
Customer Service Specialist  
Toll Free Telephone Number:  
8:00 a.m. to 6:30 p.m. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
36-2312495

Dear Sir or Madam:

This letter is in response to your letter dated April 16, 2002, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.



Our records indicate that a determination letter issued in March 1956 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

Ecker Center for Mental Health, Inc.  
36-2312495

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

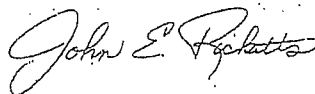
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script that reads "John E. Ricketts".

John E. Ricketts, Director, TE/GE  
Customer Account Services

# **FOX VALLEY VOLUNTEER HOSPICE**

**Date: January 29, 2013**

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

Agency Name: Fox Valley Volunteer Hospice

Contact Person: Kathy Melone Phone #: 630-232-2233 ext. 221

Main Office Address: 200 Whitfield Drive, Geneva, IL 60134

Funding Requested from City of St. Charles 708 Board for Fiscal Year 13/14: \$32,000

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

The mission of Fox Valley Volunteer Hospice is to enhance the quality of life by providing the best in compassionate services to persons with life-threatening illnesses and the bereaved. All services provided by FVVH are free of charge. Our agency provides support and care to persons with a life expectancy prognosis of 12 months or less, and who may still be seeking curative treatment and are not eligible to access care from a Medicare-certified hospice. We are the only hospice offering these services to the residents of St. Charles.

At FVVH we directly impact the mental health of the clients we serve. We have been providing both practical and emotional support to grieving persons and their families since 1981. In the past 32 years, we have served thousands of clients from St. Charles and the surrounding communities. Now more than ever, families in our community need the services of FVVH. The family unit is no longer rigidly defined and families are increasingly mobile and isolated. Fewer families have extended family in close proximity to support them through the death of a loved one. Our bereavement care services reach out to these individuals in their time of need, providing invaluable resources. Also, more families are currently struggling to make ends meet. FVVH provides all services free of charge, making these important services accessible to a wide range of people from all economic sectors.

Bereavement care offered by FVVH is a philosophy of care which attempts to put control back into an individual's life by providing support and assistance with immediate needs once a loved one has died. The bereavement care program resources include support groups led by trained facilitators, support by a volunteer with special training in grief work, and one-on-one short term grief counseling with one of our social workers. Support groups are available for adults and children covering a wide variety of loss.

The death of a loved one can cause great upheaval in an individual's life – depression and a sense of hopelessness are common and can contribute to a number of life altering experiences like excessive alcohol use, drug use, the loss of a job, and/or isolation from other family members. Our programs provide support, assistance and instill important coping strategies to guard against these types of negative consequences. After taking part in FVVH's bereavement care services, clients have improved knowledge of grief issues, coping strategies, stress management strategies, and helpful community resources. Ideally, their quality of life and mental and emotional health are enhanced, allowing them to be productive, happy members of our community.

Agency Name: Fox Valley Volunteer Hospice

Research shows that experiencing a death of someone close to them is a life altering and highly stressful event for children and families. Children and adults grieve differently. Children who are not supported in the early phases of grieving can develop serious emotional and behavioral problems that can lead to major psychological disorders. Grief is not a “one-time” experience. Current research indicates that children who are not allowed to grieve are at a higher risk of difficulties in school, are more prone to angry outbursts, aggressive behaviors and a loss of self-esteem. Unresolved childhood grief can lead to behavior and school problems, substance abuse, suicidal ideation and depression. FVVH’s programs give children an opportunity to express themselves in a compassionate setting with their peers and begin to heal. Studies confirm that adults who are unable to move through stages of grieving as children are at a significant risk for developing depression and anxiety.

FVVH’s youth bereavement care programs serve children between the ages of 5 and 18 who have experienced a death loss of a person close to them, and the families of the children. We address the unique grieving needs of these children and their families. Children are allowed, and gently encouraged, to express their grief in a safe environment through developmentally appropriate activities. Parents/guardians are advised of the developmental component to child grief and how this grief can change and be revisited at various stages in a child’s life. The adults are also advised about how to identify different grieving styles and how to support the entire family during this difficult time.

In order to serve the ever growing Spanish-speaking population in our communities, Fox Valley Volunteer Hospice created a parallel volunteer program to our existing English-language program. In this program we recruit, train and sustain a corps of Spanish-speaking volunteers, and translate training materials to Spanish. Cuenta Conmigo, or Lean on Me in English, is designed to enhance the quality of life of individuals by providing the best in compassionate services to Spanish-speaking persons with life threatening illnesses and the bereaved. We are proud to be the only hospice in the State of Illinois that provides hospice and bereavement care to the Spanish-speaking community in their own language.

This program is unique in that Spanish and English speaking volunteers are trained together. Spanish speaking volunteers assigned to a Hispanic family are able to communicate directly with family members instead of through an interpreter. The team (which now includes a Spanish speaking volunteer and an interpreter, bereavement coordinator, nurse, social worker, and chaplain) becomes one that advocates for the patient and family. This program of care continues after the death of the patient, with our volunteers providing support to the patient's loved ones for an additional 16 months.

The Hispanic communities have been largely ignored in the hospice and bereavement service area in part because of lack of funding for Spanish speaking medical professionals, volunteers and bereavement counselors. In the past, a Hispanic family would be assigned an English speaking volunteer with an interpreter. Cuenta Conmigo provides services to the family directly in their own language and from a person within their own culture.

Agency Name: Fox Valley Volunteer Hospice

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

The mission of the City of St. Charles is stewardship, engagement and collaboration. Our philosophy of hospice care, and therefore our goal, is to steward families and individuals through illness and death, and accompany children and adults through their grieving to an emotionally healthy and fulfilling life. We engage the community by offering extensive direct service volunteer training; additional opportunities for volunteer activities; and educational workshops for service organizations, churches and schools on grief issues. We collaborate with other agencies such as hospitals, Suicide Prevention, AID, Living Well and Medicare hospices in the area in patient/client referrals.

Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also, attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding) – actual or being sought:

The funds from the City of St. Charles will be used to support our extensive Hospice, Youth and Adult Bereavement, and Cuenta Conmigo programs as described earlier in this grant. In 2012 FVVH served 201 St. Charles residents. Our cost basis is measured by days of care for hospice patients and in hours for bereavement clients. The cost of hospice care is \$40 per day. The cost of bereavement services is \$43 per hour. A detailed list of our programs and descriptions is included in Attachment A. A budget detailing our revenue sources is included in Attachment B.

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

The funds were expended on professional patient and family assessments, bereavement counseling and hospice care by FVVH staff members. Funds were also expended on volunteer training and materials for educational outreach. Our volunteers are highly trained to work with hospice patients and their families as well as bereaved clients and children. We offer professional support and counseling to these volunteers, including one-on-one sessions and mandatory continuing education. Our staff and outreach volunteers are trained to speak to service organizations, schools and churches on bereavement and end-of-life issues. This can be done in both English or Spanish.

Our Youth Bereavement Services include group counseling sessions where children are with their peers who have suffered a similar loss, one-on-one counseling and support, and emergency consultation to schools and families who have experienced a death loss. Adult Bereavement Services enable participants to develop coping skills to help them with the long term grieving process. All of these services are provided free of charge to individuals regardless of age, race, creed or socio-economic background.

Agency Name: Fox Valley Volunteer Hospice

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

Direct service: number of individual clients/consumers served: 201

Aggregate number of direct service hours provided: 2,756 days of care for hospice patients, 1,845 direct service hours provided for bereavement services

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):

Our cost basis is measured by days of care for hospice patients and in hours for bereavement clients. The cost of hospice care is \$40 per day. The cost of bereavement services is \$43 per hour. The hospice care cost for St. Charles is \$110,240 and bereavement service cost is \$79,335.

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

A free equipment loan closet (wheel chairs, walkers, etc.) and library (stocked with books and videos on end-of-life and grief issues) are available to all St. Charles residents. We have extensive volunteer training programs for bereavement programs (18 hours), hospice (30 hours), and outreach services (3 hours) that are attended by many St. Charles residents. And volunteers and staff give educational presentations to groups such as local businesses, churches of all faiths, schools and service organizations in St. Charles.

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. (Attachment C)

Attach a copy of current 503(c) or tax exempt status certification. (Attachment D)

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 15<sup>th</sup> 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 \$32,000      Application Date: January 29, 2013

**For STC 708 Board Only:**

**Recommended funding for current fiscal year: \$ \_\_\_\_\_ Recommendation Date: \_\_\_\_\_**



# **Attachment A**

## **Program Descriptions**

# Fox Valley Volunteer HOSPICE

## Our Mission

- The mission of Fox Valley Volunteer Hospice is to enhance the quality of life by providing the best in compassionate services to persons with life threatening illnesses and the bereaved.

## Our History

- FVVH was founded in 1981 by Illinois Senator John Grotberg and other professionals within the Geneva community.
- From the beginning, FVVH has been a “hands on” and action-oriented organization, just as the founders envisioned.
- Since its inception, FVVH has served more than 19,000 patients and their families.
- FVVH is now recognized as the largest volunteer hospice in the nation.

## Our Difference

- Because we do not receive Medicare or insurance payments, we accept patients with a longer life expectancy of 12 months and do not require clients to forego curative treatment. This allows us to provide services to individuals and families that otherwise would have limited resources.
- The focus of our services is to provide care to the whole person and entire family that are affected by a life threatening illness or the loss of a loved one.
- We have the capacity to address issues surrounding death and bereavement that are inherently unique in children through our work in the schools and with families.
- The need for free hospice and bereavement support and counseling services is constant. Our lives are finite. As humans, we all experience the death of a loved one. Many people experience a life limiting or terminal illness themselves or with a family member or friend.
- FVVH provides an avenue for individuals to give back to their community. Volunteers are the heart of Fox Valley Volunteer Hospice. Nearly 400 active volunteers work directly with our staff to provide support to hospice patients and their families as well as grief support to the bereaved.
- Fox Valley Volunteer Hospice provides an alternative to expensive medical care and equipment. On average, 75% of all patients served by FVVH die in their own homes. This immensely decreases the cost to families, state and federal government and local hospitals. Equipment is provided free of charge and the patient and family receive support and comfort on a continuing basis. Hospice service provided in a patient's home gives the patient and family a comfort level that is difficult to create in a medical or nursing care facility.

## Garden Party

- FVVH's largest fundraiser, raising more than one quarter of our annual budget.
- Luncheon event held annually at The Q Center in St. Charles, Illinois.
- The event raises these funds through a basket raffle and a silent and live auction with items donated by members of our community.
- Attendance historically tops 800 people at each Garden Party.
- Various corporate and individual sponsorship levels are available.
- The 2013 event will be held on May 10<sup>th</sup>.

**Fox Valley Volunteer Hospice**

**200 Whitfield Drive**

**Geneva, Illinois 60134**

**630-232-2233**

**[www.FVVH.org](http://www.FVVH.org)**

## Free Community Programs

**We Care Supportive Services:** Nurturing care for the individual, their family and caregiver is our primary concern. This volunteer driven service involves a professional nursing assessment and includes an interdisciplinary team of nurses, social workers, bereavement facilitators and clergy. We provide medical equipment and various supplies completely free of charge.

**Bereavement Care:** Our philosophy of bereavement care attempts to put control back into an individual's life by providing emotional support and practical assistance with immediate needs. Options include support groups, support by a volunteer with special training in grief work, one-to-one short term grief support with one of our social workers and opportunities for social interaction. Support groups, covering a wide variety of loss, are available for adults and children.

**Herbie's Friends:** This program is for families with children from five to eighteen years old who are dealing with a death loss. At each session a meal is served followed by activities in age appropriate groups. Adults meet in their own group for support and education.

**Young Adult Grief Journey:** A six week support group for young adults ages 18-25 who have experienced a significant death loss. Group support and experiential activities aid participants in their grief journey.

**Grief Takes A Hike:** This weekend camp in early June helps children and their families cope with grief. Parents and children participate in experiential activities, memorializing and small group discussion to help them process grief.

**Hands of Hope:** This program offers support to patients and their families undergoing cancer treatments at Dreyer Medical Clinic and Provena St. Joseph Hospital. Volunteers provide emotional support, offer respectful caring and non-judgmental listening while providing a healing presence to patients during treatments.

**Quenta conmigo:** In order to serve the ever growing Spanish speaking population in our communities, FVWH created a parallel volunteer program by recruiting, training and sustaining a corps of Spanish speaking volunteers. Brochures and training materials are available in Spanish.

**Communities in Schools:** Our Youth Bereavement Coordinator and interns offer support to students in the Aurora Public Schools. Students who are anticipating or have experienced a death loss, are seen in their school in support groups or individually.

**Footprints:** This six week support group offers bereavement care for parents and adult family members who have experienced perinatal loss through miscarriage, ectopic pregnancy, stillbirth or newborn death.

**Pathways:** This seven-week support group helps those who have experienced the death of a spouse or life partner. The group assists mourners in accepting the reality of death through examination of the grief journey.

**M.A.L.E.S:** Men After a Loss Expressing themselves Safely. M.A.L.E.S will help men grieve by providing them an opportunity to freely express their thoughts and feelings with other men.

**Next Step:** A support group for those who have experienced the death of a spouse or life partner. This group meets once every month for group support and topic focused discussions. Prior participation in a support group recommended.

**Weavers Circle:** This support group is designed for individuals 60 and over who have experienced the death of a spouse or life partner. The program meets for dinner once a month for friendship, sharing and discussion.

**Light Finders:** A six-week support group for survivors of suicide loss, for which the journey of healing can be lonely, painful and confusing. This group provides a safe environment to talk openly-where others will listen without judging-and is a place to share experiences with others who understand this loss.

**Our Grief Journey:** This six-week program assists those who have experienced the death of a loved one, through education and grief support.

**Memories of Mom:** A six-week support group for daughters who have lost their mothers. Dreams lost and renewed, as well as gratitude and forgiveness are a few of the topics to be explored with the support of others. This group offers a safe place to express your grief and share your memories.

**Cherished Children:** When a child dies, parents are left to deal with an unimaginable depth of emotions, and need a safe place where they can find support to help them cope with the sorrow and emptiness in their hearts — Cherished Children is that place. This group is a safe place to cry, to question, to remember, and to find ways to hold on to cherished memories.

# **Attachment B**

## **Agency Budget**

# FVVH HOSPICE BUDGET FY' 2013-14

Ordinary Income/Expense		Budget 2013-14
Income		
402 · Memorials		17,000
403 · Special Events Income		
403.1 · Garden Party		245,000
403.2 · Hospice Hike		20,000
403.3 · Third Party Events		6,000
403 · Special Events Income - Other		100
Total 403 · Special Events Income		271,100
405 · Donations		63,500
407 · Foundations/ Grants		117,000
408 · Mental Health Funds/ 708		51,725
409 · Trust/ Interest Income		500
412 · Community Chest/ UW Income/CIS		22,000
413 · Bequest		33,000
414 · Investment Spending Rate		192,225
Total Income		768,050
Expense		
600 · Wages		480,000
610 · A.D. & D-Group Life Insur.		4,800
611 · Health Insurance		12,000
612 · Worker's Compensation		3,800
613 · Payroll Taxes		47,000
615 · Accounting Fees		6,500
617 · Professional Fees		13,500
621 · Staff Education		1,200
633 · Community Education		11,200
700 · General Office Expense		5,000
701 · Patient Support		0
703 · Telephone		13,000
704 · Postage		12,500
707 · Utilities		6,000
709 · Building Maint. - Repair		16,000
713 · Printing & Copying		15,000
714 · Business Travel		5,500
715 · Dues and Subscriptions		5,000
718 · Volunteer Support		750
723 · Miscellaneous		0
725 · Liab. D&O Content Insur.		10,000
733 · Special Events		
733.1 · Garden Party		65,000
733.2 · Hospice Hike		5,000
733.3 · Third Party Event		2,500
Total 733 · Special Events		72,500
734 · Bank Charges		1,500
735 · Investment Management Fees		25,000
736 · Real Estate Taxes		300
Total Expense		768,050
Net Ordinary Income		0

**LAZARUS HOUSE**

Date: February 1, 2013

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

Agency Name: Lazarus House

Contact Person: Liz Eakins, Executive Director Phone #: (630) 587-2144

Main Office Address: 214 Walnut St.

St. Charles, IL 60174

**Funding requested from City of St. Charles 708 Board for fiscal year 13/14: \$47,600**

*\* This request is based on 10% of the estimated cost of service to those with mental health, developmental disabilities, substance abuse, and /or drug abuse issues and their children. It does not include the projected cost of care that Lazarus House provides to other St Charles residents that are at risk of these issues (such as domestic violence victims and their children).*

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

The mission of Lazarus House is to provide hospitality, food, safe shelter, and support services to men, women, and children connected to our community who are homeless or in need. 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.

**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, substance abuse, and /or drug 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 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

Agency Name: Lazarus House

St. Charles. Working with others to solve problems contributes to a safe and secure community and 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 mental health and the well being of those with substance abuse, mental health and /or other disabilities. Our education staff, trained volunteers, along with professionals from TriCity Family Services and Community Crisis Center of Elgin, offer a number of classes for adults and children on topics such parenting, self-esteem, healthy relationships, domestic violence, budgeting and employment skills to improve each person's well-being.
- 2) Provides specific protection against a disorder and treatment through our own needs assessment process, case management and education approach, action plans, and house rules. We collaborate closely with Ecker Center, Renz Center, and other service providers to help those needing formal assessments and treatment to access needed services and receive needed care. Our staff work closely with homeless parents, collaborating with school districts and service providers to provide early intervention for kids at risk of developing mental and other illnesses.
- 3) Helps detect and treat disorders at the earliest stages through our assessment process at intake. Starting in January 2010 we enhanced services provided by Renz, based on a collaborative multiyear grant written by Renz. Their staff come to our premises twice weekly to interview and assess guests on site for mental health and substance abuse issues. Ecker Center is a valued partner in this collaboration as well. Those affected by these disorders are linked to programs at both Renz and Ecker to begin the process of treatment and recovery. Services are delivered at Renz and Ecker with round-trip transportation provided. Additionally, we offer parenting classes, domestic violence support groups and life skills classes to help prevent mental illnesses from worsening.
- 4) Supports rehabilitation through our case management and follow-up process to help ensure treatment plans are followed.

**Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding –actual or being sought:**

Based on historical trends and current projections, in FY13 and FY14 Lazarus House anticipates serving approximately 170 St Charles residents and providing 12,700 nights of service in its Emergency Shelter and Transitional Living Programs. Our request includes \$39,300 of funding to cover 10% of the estimated \$393,000 cost of providing a projected 8,400 nights of service in FY2014 to St. Charles residents and their children with mental health and/or substance abuse issues at a projected cost of approximately \$47 per day. The estimated cost of service and related costs for those with these issues is \$300,000 (6,400 nights of service). The estimated cost of serving the children of those with these issues is \$93,000 (2,000 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.



Agency Name: Lazarus House

In addition, funding is requested to cover 10% 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 40 low income St. Charles households to enable them to remain in housing and avoid homelessness. One-time assistance was provided to an additional 11 St Charles households. The average daily cost incurred by Lazarus House per household after lease payments was \$9 per day. For 30 of these households, under the terms of the rental assistance grants 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. Thirty-one persons in these St Charles households have issues with mental health, substance abuse, or developmental disabilities. For the 11 St Charles households who received one-time assistance in FY12 rental assistance programs, Lazarus House meets with each household to discuss needs, qualification 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 FY12, St Charles households with mental health, substance abuse, or developmental disabilities were provided 7,650 days of ongoing rental subsidies and other support services, at a total cost of \$68,850.

In FY14 we anticipate providing ongoing support services to a minimum of 22 St Charles households with mental health, substance abuse, and other disability issues. Our funding request is based on 10% (\$8,300) of the estimated FY14 \$83,000 cost of providing these households service at an estimated cost of \$11 per day.

The attached budget shows the \$971,547 projected FY14 cost for the Emergency Shelter and Center for Transitional Living Programs, and \$329,657 for the Outreach Program. The estimated budget for fiscal year 2014 is \$1,301,204. The overall budget is comparable to the FY13 budget, with the exception of lower FY13 workman's compensation insurance costs due to the timing of payments, and a small increase in rental assistance expense based on several modest new federal government grants that we hope will help six persons with mental health or substance abuse disabilities. The overall FY14 budget is lower than FY12 and recent prior year actual costs primarily because of reductions in multiyear rental assistance grants (HPRP, IHDA). 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, Department of Commerce and Economic Opportunity (DCEO), Housing & Urban Development (HUD), Federal Emergency Management Agency (FEMA), the Illinois Housing Development Authority and contributions from individuals, businesses, churches, clubs, foundations, and fund raising events.

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

For the year ended June 30, 2012, 13,453 nights of service were provided to St. Charles residents at a cost of \$565,026 (using FY12 audited cost per day figures). These services were provided to 172 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, 6,910 nights of service were provided to St Charles residents with mental health, substance abuse and/or developmental disabilities—at a cost of \$290,200.

Agency Name: Lazarus House

In addition, 10,290 days of ongoing rental subsidy and other services were provided to 51 St Charles households to enable them to become /stay housed, at a total cost, excluding lease payments, of \$92,610. Of these totals, 7,650 days were provided to 31 households with mental health and other issues at a cost of \$68,850.

Please note that fiscal year-to-date net income is slightly ahead of budget (by 11%) because of the timing of grant income. 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, including holding the payroll budget flat during the FY09-FY14 budget cycles.

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

**Direct service: number of individual clients/consumers served:** 13,453 nights of service were provided to 172 persons from St. Charles in FY12. Sixty (60) % of all nights of service provided by Lazarus House were to persons from St. Charles. 6,910 nights of service (51 %) provided to those in St Charles, were provided to households with mental health, substance abuse or other disability issues. In addition 51 St. Charles households were provided interim and ongoing rental assistance to enable them to remain in housing. Eleven St Charles households were provided one-time assistance. Thirty-one persons provided rental assistance and related support services had mental illness and/or substance abuse issues.

**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 14.09 full time equivalents (FTE) staff who support case management, operations, and training (8.3 FTEs for St. Charles residents). This translates to over 29,300 service hours (17,300 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 FY12 a night of service in our emergency shelter and transitional housing programs cost \$42 per day. This is calculated by dividing our FY12 actual audited Emergency Shelter and Transitional Housing expenses of \$941,740 by our actual FY12 shelter nights of 22,315. This cost reflects the costs associated with providing the variety of ongoing support services to help the homeless return to self-sufficient living in permanent housing. In FY13 we anticipate a cost per day of \$46.50 based on a budget of \$953,121 and 20,500 nights of service (exclusive of the outreach program). In FY14 we anticipate a cost per day of \$47 based on a budget of \$971,547.

In FY12 the cost of our ongoing rental support outreach program was \$9 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 FY14 is projected to be 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 1,700 financial needs calls, an average of 144 per month. 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

Date: 2/1/2013

Agency Name: Lazarus House

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:

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15<sup>th</sup> 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 \$ 47,600 Application Date: 2/1/2013

For STC 708 Board Only:

Recommended funding for current fiscal year: \$ \_\_\_\_\_ Recommendation Date: \_\_\_\_\_

	FY 14 BUDGET			FY13 BUDGET			FY12 ACTUAL
	Emergency Shelter & Center for Transitional Living (ES & CTL)	Outreach	Total FY2014 Budget	Emergency Shelter & Center for Transitional Living (ES & CTL)	Outreach	Total FY2013 Budget	FY12 Accrual Results
<b>Income</b>							
Donations	516,230	104,245	620,475	431,683	130,713	562,396	545,899
In-Kind Contribution	22,000	0	22,000	22,000	0	22,000	28,660
Occupancy Fees- CTL	19,700	0	19,700	19,700	0	19,700	20,475
Special Events	38,734	0	38,734	38,734	0	38,734	40,292
General Grants	88,085	0	88,085	88,085	0	88,085	107,175
Government Grants	180,190	225,060	405,250	235,877	191,815	427,692	310,581
708 Boards	55,100	0	55,100	55,100	0	55,100	65,600
United Way/CC	47,800	0	47,800	52,314	0	52,314	50,914
Interest Income	748	352	1,100	748	352	1,100	1,314
Other Income	2,960	0	2,960	8,880	0	8,880	15,270
Total Income	971,547	329,657	1,301,204	953,121	322,880	1,276,001	1,186,180
<b>Program Expenses</b>							
Payroll	580,574	101,171	681,745	580,574	101,171	681,745	704,572
Employee Benefits	110,282	19,218	129,500	110,282	19,218	129,500	113,852
Adv-Outreach	1,333	667	2,000	1,333	667	2,000	1,578
Bank Charges	1,340	630	1,970	1,340	630	1,970	1,971
Dues	682	818	1,500	682	818	1,500	935
FF&E	4,978	22	5,000	4,978	22	5,000	2,700
Guest Expenses	37,645	0	37,645	37,645	0	37,645	37,644
Outreach Materials	0	90	90	0	90	90	90
Insurance	10,079	2,462	12,541	10,689	2,611	13,300	9,742
Ins-Wkmans Comp	24,035	4,188	28,223	4,999	871	5,870	23,668
Meals	0	0	0	0	0	0	239
Miscellaneous	1,984	516	2,500	1,984	516	2,500	1,644
Office Supplies	6,906	3,394	10,300	6,906	3,394	10,300	10,282
Postage & Delivery	4,291	2,209	6,500	4,291	2,209	6,500	5,165
Printing	1,606	794	2,400	1,606	794	2,400	2,171
Professional Fees	16,716	8,784	25,500	16,716	8,784	25,500	26,184
Recognition	136	64	200	136	64	200	460
Rental Assistance	0	172,081	172,081	0	168,472	168,472	285,738
Telephone	8,528	1,817	10,345	8,528	1,817	10,345	9,166
Training Expense	950	250	1,200	950	250	1,200	755
Travel	3,429	571	4,000	3,429	571	4,000	3,932
Fundraising	21,004	0	21,004	21,004	0	21,004	19,602
Total Program Exp	836,498	319,746	1,156,244	818,072	312,969	1,131,041	1,262,090
<b>Occupancy</b>							
Interest Expense	0	0	0	0	0	0	0
Rent Expense	62,416	3,584	66,000	62,416	3,584	66,000	63,262
Repairs & Maintenance	11,961	39	12,000	11,961	39	12,000	8,850
Depreciation	60,672	6,288	66,960	60,672	6,288	66,960	69,121
Total Occupancy Exp	135,049	9,911	144,960	135,049	9,911	144,960	141,233
Total expense	971,547	329,657	1,301,204	953,121	322,880	1,276,001	1,403,323
Net Income (Loss)	0	0	0	0	0	0	-217,143

Note: FY12 Net Loss is primarily due to rental assistance payments made related to grants awarded in prior fiscal years.

01/23/13  
Cash Basis

**Lazarus House**  
**Balance Sheet-Cash Basis**  
**As of December 31, 2012**

	<u>Dec 31, 12</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1010 · 022 Checking Operating	88,099.67
1040 · 282 Money Market Operating	149,178.33
1050 · 812 CTL Operating Checking	19,081.77
1060 · 4031 Presave Benefit Checking	1,066.96
1070 · 0793 HPRP PNC Checking	50,100.00
1080 · 863 HRA Checking	101.00
1090 · 766 Petty Cash Checking	1,500.00
1100 · Cash On Hand	221.43
1110 · Gift Card	11,110.47
1140 · MB Financial Money Market	249,020.17
1145 · 825 STC Bank & Trust	249,939.33
1150 · IHDA Pilot/Renewal Checking 152	57,819.23
1155 · IHDA RHSP Checking 005	2,000.00
1165 · Securities America	71.77
<b>Total Checking/Savings</b>	<u>879,310.13</u>
<b>Other Current Assets</b>	
1350-00 · Prepaid Insurance	25,293.36
1355 · Prepaid Supplies Inventory	16,149.50
1380 · Prepaid Deposits	2,813.75
1390 · Prepaid Rent	3,000.00
<b>Total Other Current Assets</b>	<u>47,256.61</u>
<b>Total Current Assets</b>	926,566.74
<b>Fixed Assets</b>	
1410 · Buildings Asset Account	1,794,391.45
1420 · Equipment Asset Account	17,945.62
1430 · Land Asset Account	290,000.00
<b>Total Fixed Assets</b>	<u>2,102,337.07</u>
<b>TOTAL ASSETS</b>	<u><b>3,028,903.81</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
1500 · MB Financial Mastercard	1,489.56
1520 · Office Depot	122.97
<b>Total Credit Cards</b>	<u>1,612.53</u>
<b>Other Current Liabilities</b>	
1610 · Quill	88.57
1620 · Ace Hardware	101.92
2010 · Payroll Liabilities	618.61
2020 · Accounts Payable	118.00
2021-00 · Accrued Payroll	22,735.93
2023-00 · Accrued Vacation	30,648.41
2026 · Deferred Program Revenue	14,818.21
2040 · Key Deposit- CTL	570.00
<b>Total Other Current Liabilities</b>	<u>69,699.65</u>
<b>Total Current Liabilities</b>	<u>71,312.18</u>
<b>Total Liabilities</b>	71,312.18
<b>Equity</b>	
3100 · Temp restricted net assets	582,434.97
3900 · Unrestricted Net Assets	2,125,362.54
Net Income	249,794.12
<b>Total Equity</b>	<u>2,957,591.63</u>

01/23/13  
Cash Basis

Lazarus House  
Balance Sheet-Cash Basis  
As of December 31, 2012

	<u>Dec 31, 12</u>
TOTAL LIABILITIES & EQUITY	<u>3,028,903.81</u>

**Lazarus House**  
**Profit & Loss Budget Performance**  
**December 2012**

	<u>Dec 12</u>	<u>Budget</u>	<u>Jul - Dec 12</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
4000 · Donations	191,968.44	230,193.00	406,763.85	427,989.00	562,396.00
4100 · Fundraisers	2,830.00		2,850.00		
4160 · Special Events	250.00	0.00	20,233.47	19,984.00	38,734.00
4200 · General Grants/Foundations	52,050.00	21,300.00	70,804.14	67,060.00	88,085.00
4300 · Government Grants	52,576.30	30,492.00	240,854.49	219,370.00	427,692.00
4400 · United Way/ Community Chest	10,689.57	3,048.00	29,886.08	30,665.00	52,314.00
4500 · 708 Boards	8,700.00	9,500.00	54,300.00	55,100.00	55,100.00
4600 · In-Kind Contribution	6,554.15	1,800.00	18,271.46	11,328.00	22,000.00
4700 · Interest Income	92.82	90.00	581.27	572.00	1,100.00
4800 · Other Income	1,986.02	1,480.00	4,999.84	4,440.00	8,880.00
4950 · Occupancy Fees- CTL	2,552.66	1,500.00	12,435.47	10,266.00	19,000.00
4960 · Application Fee- CTL	0.00	50.00	150.00	250.00	700.00
<b>Total Income</b>	<u>330,249.96</u>	<u>299,453.00</u>	<u>862,130.07</u>	<u>847,024.00</u>	<u>1,276,001.00</u>
<b>Gross Profit</b>	330,249.96	299,453.00	862,130.07	847,024.00	1,276,001.00
<b>Expense</b>					
5000 · Advertising/ Community Outreach	25.00	165.00	1,322.25	997.00	2,000.00
5010 · Bank Service Charges	435.70	200.00	703.46	796.00	1,970.00
5020 · Depreciation	5,580.00	5,580.00	33,480.00	33,480.00	66,960.00
5030 · Dues and Subscriptions	80.60	115.00	731.60	790.00	1,500.00
5040 · Fundraising	0.00	0.00	3,813.59	10,699.00	21,004.00
5050 · Furniture, Fixtures & Equipment	2,797.59	372.00	4,861.28	2,770.00	5,000.00
5060 · Guest Expenses	5,333.68	3,300.00	21,066.03	17,970.00	37,645.00
5071 · Outreach Materials & Supplies	24.00	5.00	82.00	68.00	90.00
5090 · Insurance	0.00	0.00	10,784.93	10,786.00	13,300.00
5095 · Insurance, Workers' Comp	0.00	0.00	0.00	0.00	5,870.00
5100 · Meals & Entertainment	0.00	0.00	0.00	0.00	0.00
5110 · Miscellaneous	582.43	250.00	961.51	973.00	2,500.00
5200 · Office Supplies	554.17	873.00	5,404.20	5,066.00	10,300.00
5400 · Payroll Expense	50,121.04	51,072.00	327,358.86	328,844.00	681,745.00
5500 · Employee Benefits	10,328.38	11,050.00	61,004.95	62,900.00	129,500.00
5600 · Postage & Delivery	196.65	300.00	3,106.38	3,393.00	6,500.00
5700 · Printing	0.00	0.00	1,114.00	1,200.00	2,400.00
5800 · Professional Fees	5,799.00	1,250.00	18,948.00	18,474.00	25,500.00
5900 · Recognition	329.37	131.00	544.05	200.00	200.00
6200 · Occupancy Expense	4,088.75	5,100.00	30,097.39	31,688.00	66,000.00
6300 · Rental Assistance	11,127.55	13,360.00	71,329.57	75,774.00	168,472.00
6400 · Repairs & Maintenance	2,702.57	865.00	7,677.14	6,811.00	12,000.00
6500 · Telephone	947.53	1,433.00	4,883.13	5,347.00	10,345.00
6555 · Gain/Loss on Disposal	0.00	0.00	0.00	0.00	0.00
6600 · Training Expense	0.00	97.00	498.88	616.00	1,200.00
6700 · Travel	495.97	333.00	2,562.75	2,001.00	4,000.00
6900 · Interest Expense	0.00	0.00	0.00	0.00	0.00
<b>Total Expense</b>	<u>101,549.98</u>	<u>95,851.00</u>	<u>612,335.95</u>	<u>621,643.00</u>	<u>1,276,001.00</u>
<b>Net Income</b>	<u>228,699.98</u>	<u>203,602.00</u>	<u>249,794.12</u>	<u>225,381.00</u>	<u>0.00</u>

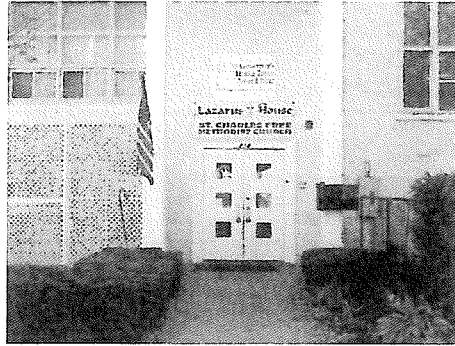


## LAZARUS HOUSE 2012 ANNUAL REPORT

Our mission is to provide hospitality, food, safe shelter and support services to persons connected to our community who are homeless or in need.

*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. & 3<sup>rd</sup> St, entrance on 3<sup>rd</sup> St.)



Women & Children's Day Center  
15 S. 3<sup>rd</sup> 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  
St. Charles, IL 60174

Main Number: 630-587-2144  
Outreach Number: 630-587-5872  
Visit us at [www.lazarushouseonline.com](http://www.lazarushouseonline.com)





## **Lazarus House Weathers Ongoing Economic Difficulties, Serves More Women and Children**

Although the economy continues to sputter and spurn, Lazarus House continues to keep its doors open and be a beacon of light for people in need.

This past fiscal year Lazarus House served an average of 61 served per day at its shelter, a 9% increase over the prior fiscal year. Those helped at the shelter included an all-time record high of 112 different women. Compared to the prior year, the shelter experienced a 40% increase in the number of nights of service to children and a 27% increase for women.

Our programs are:

### **Emergency Shelter Program**

- Our Emergency Shelter serving men, women and children from St. Charles, Geneva, Batavia and western rural Kane County is open day and night, year round. The shelter program provides hospitality, food, safe shelter, case management and other support services whose goal is to help people return to successful, independent living.
- All Emergency Shelter guests sleep in our main facility, but separate sleeping rooms are assigned to men and women. Male guests also spend their non-sleeping time in the main facility. Women and children in our Emergency Shelter spend their non-sleeping hours in the Women and Children's Day Center, which provides a home-like atmosphere. The Center has a play room for the children, a fenced backyard, and study space where classes for women and children are offered to enhance their skills.

The main area of our Emergency Shelter is open 24 hours per day on Monday through Saturday and a minimum of 15 hours per day on Sunday. The Women and Children's Day Center is open a minimum of 15 hours per day (morning till bedtime) seven days a week.

### **Transitional Living Program**

- Our Center for Transitional Living facility features 12 dormitory-style rooms and a structured program that is the next step after the Emergency Shelter in helping people regain and maintain successful, independent living.

### **Outreach Program**

- The Outreach program is housed in our Community Resource Center and its goal is to help people stay in their housing. We administer grant funds for one-time emergency mortgage/rental/utility assistance programs for those who experienced a temporary difficulty and ongoing rental assistance programs for qualifying, low income households. The specific qualification requirements are set by the grantors.

We have dedicated staff who keep our facilities running year-round. Our staff number 37 full and part time people, including some who come in to help during illnesses and emergencies or special projects, but don't work regular hours.

*The following pages outline these programs in greater detail.*

*If you've not had a chance to visit Lazarus House, we encourage you to visit us. We offer an open house with tours every June. We give tours at every new volunteer orientation. We also schedule other tours as appropriate, so we're very flexible.*

*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](http://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, [www.lazarushouseonline.com](http://www.lazarushouseonline.com), 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.*

## **Lazarus House Shelter Services**

In fiscal year 2012, Lazarus House's Emergency Shelter and Center for Transitional Living programs provided:

- Care for 312 individuals (70 children, 112 women and 130 men). We served an average of 61 people per night and provided a total of 22,315 nights of shelter.
- Approximately 66,000 nourishing meals, some to our guests and some to others in need from the community.

### **Outcomes**

Many guests have special needs when they come to Lazarus House. Of those homeless persons with the following specific needs, Lazarus House has gratefully been able to assist:

- 98% to receive medical care
- 94% to receive case management
- 94% to obtain independent transportation
- 89% to access legal services
- 88% to receive mental health services
- 85% to receive substance abuse services
- 83% to achieve continuing education or job training goals
- 55% to receive dental care
- 53% to move into transitional or independent housing
- 41% to obtain or improve employment

These results reflect the hard work of those coming to our doors and the dedication of staff and volunteers helping them. They also reflect current environmental conditions. The economy has made it difficult for many people to obtain employment and the reduction in some of our rental assistance grants means it is taking longer for people to obtain housing. Results also reflect that some people do not stay long enough to achieve all their goals, that some need to address higher priority needs (for example, medical care) prior to working on other needs (such as getting a job) and that some people may not be ready to work on all the needs they have. Sometimes it takes time for people to get to a place where they are able to do the work required to change both their self image and their life.

## Lazarus House Emergency Shelter

We have dedicated staff who keep the Emergency Shelter open year round. The case managers work hard at helping our guests assess the reason(s) for their homelessness, set goals to improve their situation, and empower our guests to achieve those goals.

From time to time we receive unsolicited feedback from someone we've helped. This Labor Day weekend, (2012) we had a surprise visit from a male Emergency Shelter guest that we worked with in a prior year. He stopped by to personally thank two staff members who worked with him and changed his life "for the best." He said since Lazarus House helped him get stabilized and then moved into an apartment, he has been going strong. "I just want to thank them for what they did for me," he said. For us, there's no greater reward than hearing that one of our guests is doing well and is expressing gratitude. It is a sweet reminder that there's always hope.

Here's are two stories we'd like to share from the men's area of the Emergency Shelter:

Adam: "Adam" lost his manufacturing job due to his employer reducing its work force because of the poor economy. Unable to find work, he applied early for Social Security retirement income. He was unable to maintain his housing in our community because his income was too little to pay rent and his other living expenses. He moved to Lazarus House after losing his housing. At Lazarus House, he worked with his case manager to learn how to budget his income with the goal of saving as much as possible. He also took the opportunity to attend our employment and financial management classes. He made finding a job his job while living here. Seven months after entering Lazarus House, he found steady part time employment that provided enough income (along with his Social Security) to find housing in the community. Adam visits us often as a "food only" guest to share a meal with us and keep us posted on his continued hunt for a full time job.

Jacob: Concerned citizens brought to our attention the plight of "Jacob", a 64-year-old man whose income consisted of a small amount of Social Security retirement. He was living in his deceased parent's home which was in a dilapidated condition. The heating system was inoperative and he needed a safe place to live with the winter coming on. He moved to our Emergency Shelter and soon began working with his case manager. Six different opportunities for senior subsidized housing were identified and applications completed. He also completed a CHIP (Community Homeless Integration Project) assessment for substance abuse and mental health conditions. He soon started therapy sessions and psychiatrist appointments provided by the Ecker Center for Mental Health. He was prescribed medications. In approximately three months, he was notified that he has been accepted as a resident at a senior housing site. He moved from Lazarus House to his new, modern, one bedroom apartment just before the end of 2011. His rent is affordable for him and he comes back to Lazarus House for supper on occasion. In four months he moved from a desperate situation to a very happy and healthy lifestyle.

## **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 are a couple of stories we'd like to share from the WCC:

Jane: There are times when guests require staying for extended periods of time beyond usual at the Emergency Shelter. "Jane" came to Lazarus House almost a year ago. She faced many challenges in her life; physical and mental health challenges were the most severe. As a result it was extremely difficult for her to gain sufficient employment to support her needs. We were blessed to be able to assist "Jane" in obtaining the complex medical care that she needed, which included eye surgery. She was assessed for mental health services which resulted in her enrollment and participation in individual and group therapy, as well as medications necessary to stabilize her condition. We also helped her apply for Social Security Disability, which she now receives. She worked with her case manager to learn how to budget her income with the goal of saving. Lastly, we helped her complete affordable housing applications. She was accepted into one program and has recently moved out of shelter. She now is beginning a new life of better health, the ability to support herself financially and more positive peace of mind.

The Smiths: The "Smith" children came to the Emergency Shelter with their parents and had difficulty adjusting to the environment, as the shelter was unknown to them and is shared with many other people. Without an understanding of group living, the children's behavior started to decline dramatically, which created much tension and difficulty for not only the family but others in shelter as well. It seemed as though the children's behavior was a cry for help. The parents were already connected with Tri City Family Services for counseling for one of their children. Upon the suggestion of their case manager, the parents pursued family counseling. The "Smith" children are actively participating in counseling and their behavior has improved markedly. In addition the parents have been working closely with their individual case managers. In partnership with her case manager, mom has secured part-time employment which is transitioning to full-time very soon. This will dramatically improve the finances of this struggling family. Dad has always worked 1 ½ jobs, but it is just not enough. His work with his case manager has revealed a condition requiring intensive therapy as well. He has begun the arduous journey necessary for his family's future welfare and security. Much hard work has already been accomplished and Lazarus House remains committed to partnering with them as they continue their journey.

## Lazarus House Center for Transitional Living (CTL)

This past summer the CTL celebrated its ninth year helping rebuild lives through a program that can last up to two years. The CTL was steadily busy the entire year, with a waiting list of applicants at many times.

CTL case managers meet weekly with resident guests to work on structured goal-setting as well as budgeting and debt reduction. They also advocate for hard-to-find resources, stand by to help when necessary and supply encouragement at all times.

We are blessed to have professionals (either on staff or as a volunteer) with a solid background in business and human resources, to facilitate assessment of ability, appropriate and updated resume writing, and job and soft skills seminars. In these seminars, guests are required to dress and act as if they are actually on a job interview.

Participation of moms and dads in our educational programs has inspired wonderful outcomes such as improved family relationships, reduction in anxiety levels, and greater confidence in parenting skills. Tri City Family Services comes in to do a weekly group with our parents and children, and our staff also offers programs such as parenting to help hone learned skills.

Also available are classes that pertain to boundary-setting, money and time management, identifying safe people, addressing co-dependency. Any person living in the Emergency Shelter, Center for Transitional Living or served in the IHDA or other Outreach programs is invited to attend educational groups at Lazarus House.

The Community Crisis Center in Elgin runs a bi-monthly group for our women to address issues of domestic violence.

Some Fiscal Year 2012 statistics for our Center for Transitional Living:

- 30 adults and 9 children were housed in the CTL
- 100% of adults attended life skills coaching and/or classes
- 94% moved to permanent housing
- 90% of adults received coaching to help maintain and improve their employment
- 65% obtained employment

Here is a story from the Center for Transitional Living we would like to share:

"Henry", a man in his late 50s, came to the Emergency Shelter about two years ago with nothing. He was living in a house with his mother until she passed away and when his family sold the house, he had nowhere to go except for Lazarus House. "Henry" had a tough time in the beginning of his stay because he handles change poorly, finds it hard to trust others, and was dealing with some mental health issues. "Henry" began to improve as he learned the routine of Lazarus House and began to treat his mental health issues. After a few months in the Emergency Shelter, "Henry" was recommended for our Center for Transitional Living (CTL).

“Henry” had a hard time with the change of moving to the CTL. Shortly after working with his CTL case manager, “Henry” began to show real improvement. He began to budget his money, pay off debts, and continue mental health treatment. Also, he took advantage of Lazarus House classes for employment, money management, time management, and relationships.

The CTL staff advocated for “Henry” in a number of different areas. First, the staff worked with “Henry’s” employer for him to keep his job despite some issues with mental health problems. Second, the staff worked with “Henry” on a Social Security disability claim, which he received. Third, the staff worked with local landlords so “Henry” could move into an apartment which he could afford with his part time employment and Social Security disability payments.

“Henry” was one of the few individuals to take advantage of the full two years that are allowed in the CTL. “Henry” used that time to save money, pay off debt, work on emotional and mental health issues, and prepare himself for independent living. His story is an example of what happens again and again in the CTL: People enter with next to nothing, work to improve their circumstances and leave successfully for independent housing.

## 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), the Department of Commerce and Economic Opportunity (DCEO) 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 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. Due to reduced funding in Fiscal Year 2012, Lazarus House provided a lower level of assistance than in the prior year.

Lazarus House administered HUD's Homeless Prevention Rapid Re-Housing (HPRP) program from September 2009 until funds were depleted in March 2012. This grant assisted Central Kane County households who were previously financially self sufficient, but became in need. This funding offered security deposits, rental assistance, utility assistance, case management, credit repair, legal assistance, and assistance with moving and storage costs. Outreach staff provided case management, financial and budgeting assistance to help the client regain financial self-sufficiency.

Also funded by HUD are our "Samaritan" grants, which target those who are chronically homeless with a disability. Nine individuals, formerly from our Emergency Shelter, now have permanent supportive housing through these grants. In early 2013, six more slots will become available. Each person meets weekly with Outreach staff to budget, establish goals, stay in contact, and at the same time live independently.

This was the 11th year Lazarus House administered 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 arrears. This program offers one-time financial assistance to get them caught up in order for them to remain housed. Unfortunately funding on this grant is much lower than in the past.

This was our sixth year of administering the IHDA pilot rent subsidy program, which provides ongoing rent subsidies to households in our community. Participants must pay monthly rent equal to 25% of the rent (up to limits established by IHDA) or 25% of their gross income, whichever is higher. Participating households must meet income qualifications and meet monthly with Outreach staff for money budgeting and financial goals. The Outreach staff work closely with these participants in developing a plan for identifying affordable housing moving into the future. The program is in its final stages and will not be renewed when funds are exhausted.

Over the past several years, Lazarus House has served as a lead agency for a county-wide collaborative grant – the IHDA Rental Housing Support Program (RHSP). This program is the largest state rent subsidy program in the nation. Lazarus House and three other Kane County agencies are administering Rounds 1, 2, and 3 of this grant



which provides ongoing rental assistance to 53 very low income households in the county. There is a wait list for the Central Kane County service area for this grant.

Fiscal Year 2012 statistics from our Outreach programs:

- 18 households received one-time emergency assistance
- 10 former chronically homeless individuals were provided permanent housing, with funding primarily through the U.S. Department of Housing and Urban Development (HUD).
- 13 households received ongoing rent subsidy with funding primarily through the Illinois Housing Development Authority (IHDA).
- 24 households received ongoing subsidy through Homeless Prevention Rapid Re-Housing (HPRP)
- 1,728+ households called and received referral and other outreach services.
- In total 612 months of housing support (18,330 days) and other services were provided to help 193 persons obtain or stay in housing.

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.
- 74% 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.
- 88% of those receiving one-time state funded rental assistance in the prior year remained in housing for at least 6 months. 100% of individual's contacted for follow up remained in their housing. One household was unable to be reached for follow up.

Here is a story from our Outreach program that we would like to share.

"Ruth" became an Outreach client in March of 2009. She was newly divorced, under employed, and living with family. She did not have the financial capabilities to live in the Tri-City area but needed to be independent again. Through the IHDA rental subsidy program she was able to move into an apartment and remain stably housed. In 2010 the program providing her subsidy received its final renewal. Therefore Ruth had to plan on what to do next once this funding ending. She got her name on the waitlist for the Rental Housing Support Program and in September 2012 she moved into that program. thanks to the funding provided by IHDA, Ruth continues to be stably housed and receive subsidized housing while enjoying her retirement.

# General Lazarus House Statistics

## Volunteers

Volunteers are the backbone of Lazarus House. Volunteers continue to make an incredible difference for Lazarus House. Approximately 1,900 volunteers gave freely of their time to provide an estimated 17,300 hours worth of service. They prepare meals offsite and bring them in hot and ready to serve at dinner time. They also prepare extra meals/dishes for freezing to supplement times of extra need. They provide overnight backup assistance to our staff. They tutor children with homework, teach classes, tutor adults preparing for the GED test, provide child care while parents attend on-site classes, pick up donations of goods for the shelter, prepare newsletters for mailing, provide professional dental care, provide haircuts, provide special birthday celebrations for our guests, plan and orchestrate family game nights for the women and children, provide craft classes for the children, provide sewing repairs and alterations, and assist with fundraising activities and special events along with much more.

Special group projects this past year included extensive landscape clean up and planting improvements around our facilities as well as:

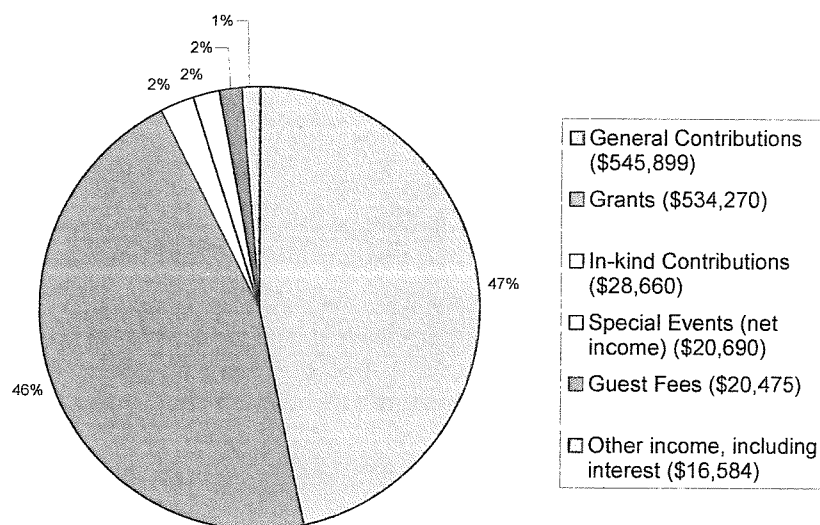
- Emergency Shelter: painted the main entrance, thoroughly cleaned the sleeping areas, kitchen, windows and blinds, upholstered chairs, and organized and inventoried major storage areas and freezers.
- Center for Transitional Living: painted the back stairs and four sleeping rooms.
- Women and Children's Center: painted the front doors, stairs and porch, installed a wall-mounted diaper changing table, painted storage shelving in the front room, thoroughly cleaned the mulch play area and stained the fence in the back yard.
- Community Resource Center: scraped and painted the front porch, front door and the outside north trim, cleaned gutters, caulked the bathroom sinks, cleaned and sealed the bathroom tile floor.

Without these committed volunteers, Lazarus House would need to either hire more staff or cut services. If you are interested in volunteering, please call 630-587-2144 and ask for our volunteer coordinator.

## Financial Results

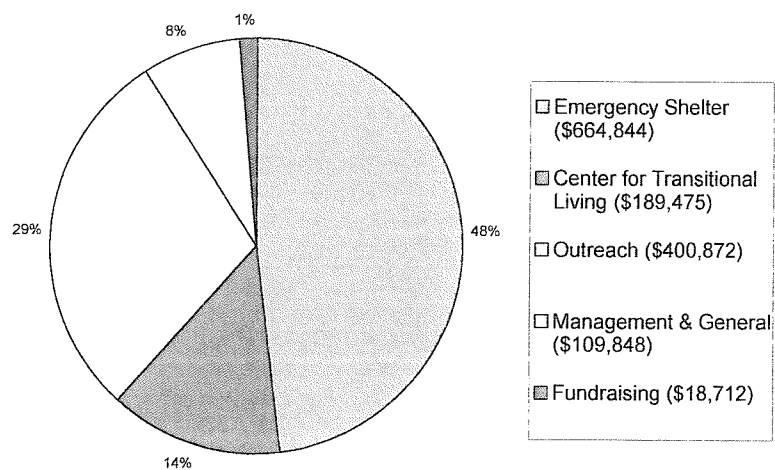
In fiscal year 2012, Lazarus House spent 9.3% of expenses on administrative costs (fundraising as well as management and general costs). This covers director oversight time, administrative time of staff to handle correspondence, human resources, technology, fundraising, the complexities of federal and state grant requirements and more.

## FY12 Revenue



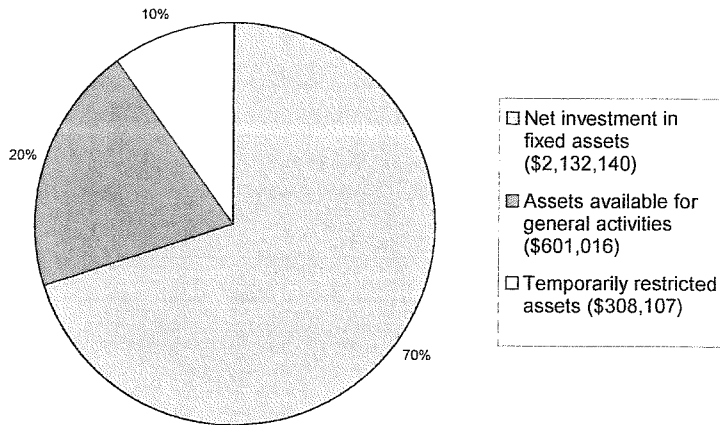
FY12 revenue total of \$1,166,578 is expressed on an accrual basis. The revenue included \$103,847 in grants restricted for rental assistance.

## FY12 Expenses, by Program Area



FY12 expenses totaled \$1,383,721, which included \$285,738 in rent/utility assistance.

## Net Assets, as of 6/30/12



Of the \$3,114,602 in assets, \$601,016 (19%) is available for general activities. FY12 reflects a \$217,143 decrease in net assets, primarily due to rental assistance payments made during the year with grant funds received in the prior fiscal year.

# **Lazarus House Board of Directors**

## **Executive Officers**

**Mike Roberts**, Board President  
Retired founder of Microplastics, Inc.; Managing Member Interaxis LLC

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

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

**Steve Sager**, Board Treasurer  
CPA, MBA, Jones, Sager, Haines & Co. LLP

## **Board Members**

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

**Lynn Bruesewitz**, Owner, Software Support, Inc.

**Peter Fazio**, Owner, PJ Plumbing Service and Owner, Full Access Products

**Kevin Gallagher**, V.P., Telephone & Data Systems, Inc.

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

**Julie Harter**, Executive Director, Ernst & Young

**Bob McDowell**, Owner/President, McDowell Inc. of St. Charles

**Beth Mooncotch**, Social Worker, MSW

**John Parsley**, Owner, JMP Consulting

**Manuel Rivera**, Accountant, Sleep Innovations

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

**Marve Stockert**, Executive Vice President, Falcon Innovations

**Logan Wilding**, Account Executive, OEM Solutions, Dell

## **Advisory Directors**

**Jim Cox**, St. Charles Free Methodist Church Representative

**Ellen Wildman**, Student Representative

# **RENZ ADDICTION COUNSELING CENTER**

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

Agency Name: Renz Addiction Counseling Center

Contact Person: Jerry Skogmo Phone #: 847-742-3545 ext. 232

Main Office Address: One American Way, Elgin, Illinois 60120

Funding requested from City of St. Charles 708 Board for fiscal year 12/13: \$68,000

**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 the prevention, intervention, and treatment of addictive behaviors and disorders and the factors often associated with addiction. The Center strives 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.

The philosophy of treatment programs of Renz Addiction Counseling 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 healthier and safer.

**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 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 significantly better than the state-wide average.

## STC 708 Board Funding Request

**Agency Name:** Renz Addiction Counseling Center

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.
5. Renz Center reports data to the state that measures treatment access and treatment retention. Results of measuring these indicators are used to evaluate program effectiveness. Renz Center's access and retention percentages are higher than other comparable treatment in the state.

**Describe how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding –actual or being sought:**

Funds at our St. Charles location are primarily for 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. The budget submitted also reflects costs directly related to services at the Walnut Street location and includes administrative expenses, supplies and equipment. City of St. Charles funds assists with payment for St. Charles residents. In fiscal year 2012, 4,778 hours of service were provided to City residents in programs ranging from special services to adolescents and women to compulsive gamblers, to offenders referred by the court system.

Attached is a budget that outlines expected revenues and expenses for the next fiscal year for our St. Charles office. The only other municipality contributing to this office is the City of Geneva (currently \$7,000). Contributions to the agency in the form of donations and fundraisers indirectly help pay for the expenses of this office. By far the largest contributor that assists with funding for Renz Center clients is the Department of Alcoholism and Substance Abuse through the state of Illinois (\$86,000). However, this funding is down about 3.5% compared to last year and down nearly 25% over the last four years.

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



## STC 708 Board Funding Request

**Agency Name:** Renz Addiction Counseling Center

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Funds from the City of St. Charles helped 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 for a number of clients, case management between Renz Center and schools, the court system and other health care/social service providers, and toxicology tests to verify treatment compliance. In 2010 Renz Center staff spearheaded a 5-year federal grant targeting the homeless, mentally ill and/or substance abuse population. The homeless not unexpectedly have high incidence of alcohol/drug abuse &/or mental illness. One of our partners Lazarus House works with Renz Center staff on this important initiative that helps the most vulnerable residents of our communities.

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

**Direct service: number of individual clients/consumers served:** 174\*, 69% increase from 103 last year

**Aggregate number of direct service hours provided:** 4798, a 29% increase from 3704 last year

\*includes clients in our CHIP (Community Homeless Integration Project)

**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 = \$68,000 (request)/176 (estimate of clients served) = \$386/client

Hourly Cost per St. Charles Client = \$68,000 (request)/ 4826 (estimated client hours) = \$14.09/hour

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

City of St. Charles residents may receive services for problem and compulsive gambling. Each year several residents request help for gambling addiction are included in the report. Also, educational presentations - primarily drug and alcohol abuse education and HIV education are often provided to St. Charles residents. In addition, DUI offenders may be seen for assessments and risk education classes. Also, Renz Center is licensed to provide 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. Finally, Renz Center offers HIV prevention, testing and counseling to City of St. Charles residents at little or no cost and has several programs that target high risk individuals. Each year our HIV prevention programming includes St. Charles residents.

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 in any fiscal year are also subject to the following requirements:

**STC 708 Board Funding Request**

Agency Name: Renz Addiction Counseling Center

1. Monthly financial statements must be submitted to the Government Operations Committee of the St. Charles City Council by no later than the 15<sup>th</sup> 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 \$68,000. Application Date: January 25, 2012

**For STC 708 Board Only:**

Recommended funding for current fiscal year: \$ \_\_\_\_\_ Recommendation Date: \_\_\_\_\_

**RENZ ADDICTION COUNSELING CENTER  
BOARD OF DIRECTORS**

<b>Title</b>	<b>Name</b>	<b>Occupation/Employer</b>	<b>Beginning of Term</b>	<b>Term Expires Month/Year</b>	<b>Mailing Address/ Daytime Telephone Number</b>
President	Dr. Ian Jones	VP Clinical Performance Sherman Hospital	December '04	December '13	Sherman Hospital 1425 N. Randall Road Elgin, IL 60123 224-783-8116
Vice President	Jolie Esposito	Vice President First Community Bank	June '05	June '14	First Community Bank 165 South Randall Road Elgin, IL 60123 847-622-8800
Secretary/ Treasurer	Michael Walsh	Retired Certified Public Accountant	April '09	April '13	12865 Rock Creek Circle, Huntley, IL 60142 847-515-8821
Director	Allen Belanger	Lutheran Minister- Interim Ministry Metropolitan Chicago Synod/E.L.C.A.	December '06	December '12	943 Manchester Court South Elgin, IL 60177 847-888-8172
Director	Bill Kousoulas	Account Executive Gordon Flesch Company 401 N. Kirk Rd. Geneva, IL 60134	December '12	December '15	566 Clayton Circle Sycamore, IL 60178 630-262-8300
Director	James Lamkin	City of St. Charles Police Chief	June '10	June '13	1221 Falcon Ridge Drive Elgin, IL 60124 630-514-2120
Director	Sherry Totzke	Collection/Account Rep Zurich North America	October '05	October '14	Zurich 1400 American Way Schaumburg IL 60194 847-240-4492
Director	Brian Monson	Vice President Commercial Relationship Manager STC Capital Bank	December '10	December '16	STC Capital Bank 460 South 1 <sup>st</sup> Street St. Charles, Illinois 60174
Director	Patricia Arroyo	Supervisor Interpreting Services and Community Health Mission Services Provena Saint Joseph Hospital	April '11	April '14	Provena Saint Joseph Hospital 77 North Airlite Street Elgin, IL 60123-4912 847-695-3200, ext. 5179 847-931-5550 fax
Director	Mary Hyatt	Retired	May '11	May '14	39W280 Happy Hills Road St. Charles, IL 60175 630-584-3397
Director	Claudia Martinez	Teacher Streamwood High School	Oct. '11	Oct. '14	2070 Clearwater Elgin, IL 60123 314-497-4951
DIRECTOR EMERITUS	Ron Razowsky	Retired			625 Wood Ridge Court Elgin, IL 60123 847-888-3774

## **Board Selection**

The 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.

Currently the Renz Board is well-balanced with a variety of individuals with backgrounds in medical care, school administration, banking, and private business. Four of the 11 current members live or work in St. Charles area.

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: FEB 24 1999

Renz Addiction Counseling Center  
Two American Way  
Elgin, IL 60120

Person to Contact:  
Ms. Regina Parker 31-03074  
Customer Service Representative  
Telephone Number:  
877-829-5500  
Fax Number:  
513-684-5936  
Federal Identification Number:  
36-2447195

Dear Sir or Madam:

This letter is in response to your telephone request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in May of 1965, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Renz Addiction Counseling Center,  
36-2447195

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its 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.

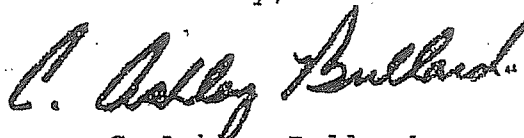
Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

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

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in dark ink, appearing to read "C. Ashley Bullard". The signature is fluid and cursive, with the first name "C." and last name "Bullard" being more distinct than the middle name "Ashley".

C. Ashley Bullard  
District Director

SUPPLEMENTAL INFORMATION

	One Month Ended December 31, 2012	Six Months Ended December 31, 2012	One Month Ended December 31, 2011	One Month Ended December 31, 2011
Expenditures - administration				
Salaries	\$ 23,007.78	\$135,835.69	\$ 20,803.90	\$127,336.30
Payroll taxes	1,732.28	12,400.78	1,889.13	16,751.70
Advertising	0.00	26.00	0.00	3.80
Computer Consulting Expense	827.50	3,442.50	77.00	1,226.51
Conferences and meetings - Admin	0.00	0.00	0.00	415.00
Dues and Subscriptions - Admin	45.00	933.00	1,029.55	1,838.80
Employee benefits - Admin	0.00	755.00	0.00	0.00
Training - Admin	0.00	126.07	0.00	0.00
Recruiting - Admin	0.00	60.00	0.00	0.00
Legal and Accounting - Admin	160.00	1,384.00	172.00	40.00
Licensing and Accreditation - Admin	0.00	15.00	0.00	2,048.89
Repair and maintenance - Admin	61.02	775.44	0.00	15.00
Telephone-Admin	176.17	1,378.99	67.13	691.63
Utilities-Admin	214.32	1,532.88	234.77	1,306.64
Depreciation-Admin	776.86	4,661.16	260.56	1,307.65
Interest Expense-Admin	440.29	2,709.45	820.23	4,921.38
Rent equipment-Admin	141.13	1,048.41	968.35	5,904.47
Travel and entertainment - Admin	0.00	3.20	141.11	1,266.61
Auto	744.00	2,444.65	0.00	39.72
Health, life, dental, and disability	399.28	7,574.35	199.80	694.04
Insurance	100.61	594.26	27.73	6,148.89
Meals and dinners	215.54	425.55	85.68	965.96
Miscellaneous	666.59	3,078.86	370.84	778.59
Postage	145.39	562.12	482.08	3,284.32
Office supplies	222.49	1,576.13	75.28	655.75
Contract and outside labor	45.59	133.87	226.80	1,422.91
Bad debt expense	700.00	6,300.00	110.46	236.14
Retirement	704.43	4,118.22	800.00	900.00
Subtotal administration expenditures	31,526.27	194,895.58	29,319.74	184,264.74
One American Way				
Outside services - OAW	0.00	0.00	2,359.20	2,407.20
Amortization Expense - OAW	58.33	349.98	0.00	0.00
Depreciation - OAW	1,648.40	9,890.40	1,640.44	9,842.64
Interest expense - OAW	880.58	5,419.01	1,956.69	11,848.81
Property taxes - OAW	1,870.00	11,220.00	(6,229.18)	11,344.97
Repair and maintenance - OAW	30.63	164.02	51.82	112.87
Telephone - OAW	0.00	83.03	0.00	0.00
Utilities - OAW	292.53	2,159.31	260.46	1,709.82
Subtotal One American Way Expenditures	4,780.47	29,285.75	39.43	37,266.31
Total Administration Expenditures	\$ 36,306.74	\$224,181.33	\$ 29,359.17	\$221,531.05
	16.7	17.7	15.4	18.9



**Renz Addiction Counseling Center  
Schedules of Program Expenditures**

	One Month Ended December 31, 2012	Six Months Ended December 31, 2012	One Month Ended December 31, 2011	Six Months Ended December 31, 2011
<b>Revenues-Employee Assistance Services</b>				
Contract revenue	\$ 0.00 0.0	\$ 6,644.62 100.0	\$ 0.00 0.0	\$ 7,672.12 100.0
	<u>0.00 0.0</u>	<u>6,644.62 100.0</u>	<u>0.00 0.0</u>	<u>7,672.12 100.0</u>
<b>Expenditures - Employee Assistance Services</b>				
Salaries-managing director	0.00 0.0	0.00 0.0	0.00 0.0	0.00 0.0
Salaries-counselors	120.00 51.1	2,040.00 56.3	220.00 54.7	1,410.00 45.6
Payroll taxes	9.18 3.9	168.57 4.7	16.83 4.2	107.89 3.5
Health, life, dental and disability	5.98 2.5	35.42 1.0	50.51 12.6	79.95 2.6
Contract and outside labor	0.00 0.0	0.00 0.0	26.78 6.7	42.78 1.4
Insurance	25.15 10.7	146.19 4.0	21.42 5.3	268.73 8.7
Auto expense	10.40 4.4	10.40 0.3	0.00 0.0	24.00 0.8
Advertising	0.00 0.0	0.25 0.0	0.00 0.0	0.95 0.0
Meals and dinners	0.00 0.0	0.00 0.0	0.00 0.0	56.98 1.8
Dues and subscriptions	0.00 0.0	581.00 16.0	0.00 0.0	554.00 17.9
Supplies	8.99 3.8	190.99 5.3	20.70 5.1	35.45 1.1
Office expense	0.00 0.0	13.65 0.4	1.63 0.4	10.09 0.3
Postage	1.27 0.5	26.27 0.7	0.00 0.0	85.05 2.8
Printing	13.17 5.6	25.49 0.7	0.00 0.0	42.53 1.4
Telephone	0.80 0.3	52.15 1.4	2.22 0.6	39.56 1.3
Legal and accounting	40.00 17.0	346.00 9.5	53.00 13.2	344.00 11.1
	<u>\$ 234.94 100.0</u>	<u>\$ 3,636.38 100.3</u>	<u>\$ 413.09 102.7</u>	<u>\$ 3,101.96 100.4</u>

**Renz Addiction Counseling Center  
Schedule of Activities - Departmentalized  
One Month Ended December 31, 2012**

	<u>Elgin</u>	<u>Streamwood</u>	<u>St Charles</u>	<u>Prevention - HIV</u>	<u>Prev-ATOD</u>	<u>EAS</u>	<u>Total</u>
	\$	\$	\$	\$	\$	\$	\$
<b>Revenues:</b>							
Dasa contracts	45,841.56	1,617.93	6,471.76	0.00	12,083.33	0.00	66,014.58
Medicaid and misc.	6,343.46	0.00	0.00	0.00	0.00	0.00	6,343.46
United Way	0.00	0.00	1,375.00	0.00	0.00	0.00	1,375.00
Lake County HIV	0.00	0.00	0.00	6,233.33	0.00	0.00	6,233.33
Cook County HIV	0.00	0.00	0.00	5,280.00	0.00	0.00	5,280.00
Rockford HIV	0.00	0.00	0.00	3,966.66	0.00	0.00	3,966.66
SAMHSA	0.00	0.00	0.00	27,944.42	0.00	0.00	27,944.42
SAMHSA - CHIP	21,875.00	0.00	7,291.66	0.00	0.00	0.00	29,166.66
IDPH HIV minority grant	0.00	0.00	0.00	10,714.28	0.00	0.00	10,714.28
IDPH - Category 2	0.00	0.00	0.00	17,001.11	0.00	0.00	17,001.11
Client fees	4,727.00	0.00	(1,320.00)	0.00	0.00	0.00	3,407.00
Client fees - third party	5,183.25	0.00	0.00	0.00	0.00	0.00	5,183.25
Second Chance Program	320.00	0.00	0.00	0.00	0.00	0.00	320.00
Kane County Probation	1,845.00	0.00	0.00	0.00	0.00	0.00	1,845.00
US Probation and Pretrial	1,772.00	0.00	0.00	0.00	0.00	0.00	1,772.00
Geneva Community Chest	0.00	0.00	100.00	0.00	0.00	0.00	100.00
Hanover Township	0.00	4,333.33	0.00	0.00	0.00	0.00	4,333.33
School District 300	680.00	0.00	0.00	0.00	1,291.66	0.00	1,971.66
Sheridan Correctional Facility	575.20	0.00	0.00	0.00	0.00	0.00	575.20
Other foundations and grants	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
St Charles Mental Health	0.00	0.00	5,000.00	0.00	120.00	0.00	5,120.00
Total revenue	<u>89,162.47</u>	<u>5,951.26</u>	<u>18,918.42</u>	<u>73,139.80</u>	<u>13,494.99</u>	<u>0.00</u>	<u>200,666.94</u>
<b>Expenditures:</b>							
Salaries	45,265.19	986.97	5,016.76	17,329.71	13,296.64	120.00	82,025.27
Payroll taxes	3,714.83	58.21	12.16	1,548.77	447.59	9.18	5,790.74
Employee benefits	3,364.15	47.72	152.08	220.88	517.86	5.98	4,308.67
Retirement	1,164.98	32.51	0.00	437.17	218.59	0.00	1,853.25
Contract and outside labor	8,106.18	36.96	397.61	4,288.80	69.70	0.00	12,899.25
Auto expense	591.36	0.00	45.20	1,341.62	173.60	10.40	2,162.18
Advertising	776.37	21.23	84.90	0.00	0.00	0.00	882.50
Dues and subscriptions	198.00	9.00	35.00	46.50	121.50	0.00	410.00
Program materials	0.00	0.00	0.00	0.00	514.87	0.00	514.87
Insurance	1,298.60	80.46	251.53	584.80	194.93	25.15	2,435.47
Legal and accounting	2,040.00	120.00	400.00	992.00	248.00	40.00	3,840.00
Meals and dinners	168.41	7.58	25.25	81.71	109.56	0.00	392.51
Program supplies	1,585.04	38.25	127.50	1,482.48	149.85	8.99	3,392.11
Interest expense	917.66	0.00	0.00	440.29	0.00	0.00	1,357.95
Office and printing	1,640.93	66.43	232.52	598.49	182.90	13.17	2,734.44
Postage	139.49	30.49	17.78	77.51	50.84	1.27	317.38
Rent	0.00	100.00	2,950.00	0.00	0.00	0.00	3,050.00
Repairs and maintenance	496.14	0.00	53.82	222.67	60.19	0.00	832.82
Telephone and utilities	1,816.12	117.14	307.43	800.44	99.62	0.80	3,141.55
Depreciation	1,648.05	0.00	0.00	533.40	242.45	0.00	2,423.90
Equipment rental	1,439.51	84.68	282.21	700.00	175.00	0.00	2,681.40
Total expenses	<u>76,371.01</u>	<u>1,847.63</u>	<u>10,391.75</u>	<u>31,727.24</u>	<u>16,873.69</u>	<u>234.94</u>	<u>137,446.26</u>
Net program income	<u>12,791.46</u>	<u>4,103.63</u>	<u>8,526.67</u>	<u>41,412.56</u>	<u>(3,378.70)</u>	<u>(234.94)</u>	<u>63,220.68</u>
Administrative revenue allocated	8,546.78	316.55	1,107.92	3,323.75	2,374.10	158.27	15,827.37
Administrative cost allocated	(19,605.64)	(726.14)	(2,541.47)	(7,624.42)	(5,446.01)	(363.06)	(36,306.74)
Net income	<u>\$ 1,732.60</u>	<u>\$ 3,684.04</u>	<u>\$ 7,093.12</u>	<u>\$ 37,111.89</u>	<u>\$ (6,450.61)</u>	<u>\$ (439.73)</u>	<u>\$ 42,741.31</u>

**Renz Addiction Counseling Center**  
**Schedule of Activities - Departmentalized**  
**Six Months Ended December 31, 2012**

Revenues:	Elgin	Streamwood	St Charles	Prevention - HIV	Prevention - ATOD	EAS	Total
DASA contracts	\$ 275,049.36	\$ 9,707.58	\$ 38,830.56	\$ 0.00	\$ 72,499.98	\$ 0.00	\$ 396,087.48
Medicaid and misc.	41,116.28	0.00	0.00	0.00	0.00	0.00	41,116.28
United Way	0.00	0.00	8,250.00	0.00	0.00	0.00	8,250.00
Lake County HIV	0.00	0.00	0.00	37,399.98	0.00	0.00	37,399.98
Cook County HIV	0.00	0.00	0.00	33,120.00	0.00	0.00	33,120.00
Rockford HIV	0.00	0.00	0.00	23,799.96	0.00	0.00	23,799.96
SAMHSA	0.00	0.00	0.00	167,666.52	0.00	0.00	167,666.52
SAMHSA - CHIP	131,250.00	0.00	43,749.96	0.00	0.00	0.00	174,999.96
National Library of Medicine	0.00	0.00	0.00	8,029.48	0.00	0.00	8,029.48
IDPH HIV minority grant	0.00	0.00	0.00	10,714.28	0.00	0.00	10,714.28
IDPH - Category 2	0.00	0.00	0.00	102,006.66	0.00	0.00	102,006.66
Kane County Probation	13,204.00	0.00	0.00	0.00	0.00	0.00	13,204.00
Client fees	31,616.16	0.00	740.00	0.00	0.00	0.00	32,356.16
Second Chance program	25,414.42	0.00	0.00	0.00	0.00	0.00	25,414.42
US Probation and Pretrial	3,720.00	0.00	0.00	0.00	0.00	0.00	3,720.00
Geneva Community Chest	11,538.00	0.00	0.00	0.00	0.00	0.00	11,538.00
Hanover Township	0.00	0.00	500.00	0.00	0.00	0.00	500.00
School District 300	12,470.00	25,999.98	0.00	0.00	7,749.96	0.00	33,749.94
Employee Assistance Services revenue	0.00	0.00	0.00	0.00	0.00	0.00	12,470.00
Sheridan Correctional Facility	0.00	0.00	0.00	0.00	0.00	6,644.62	6,644.62
Other foundations and grants	7,150.84	0.00	0.00	0.00	0.00	0.00	7,150.84
St Charles Mental Health	0.00	0.00	0.00	2,850.00	0.00	0.00	4,850.00
Total revenue	\$ 552,529.06	\$ 35,707.56	\$ 122,070.52	\$ 384,736.88	\$ 83,099.94	\$ 6,644.62	\$ 1,184,788.58

**Renz Addiction Counseling Center**  
**Schedule of Activities - Departmentalized**  
**Six Months Ended December 31, 2012**

	<u>Elgin</u>	<u>Streamwood</u>	<u>St Charles</u>	<u>Prevention - HIV</u>	<u>Prevention - ATOD</u>	<u>EAS</u>	<u>Total</u>
<b>Expenditures:</b>							
Salaries	\$ 279,148.08	\$ 9,129.04	\$ 33,665.85	\$ 106,328.57	\$ 83,174.51	\$ 2,040.00	\$ 513,486.05
Payroll taxes	25,978.81	709.53	365.47	10,658.91	3,469.53	168.57	41,350.82
Employee benefits	24,815.81	240.99	789.37	7,366.46	4,146.70	35.42	37,394.75
Retirement	6,810.68	190.06	0.00	2,555.78	1,277.90	0.00	10,834.42
Contract and outside labor	80,897.00	430.69	6,473.25	30,159.23	152.07	0.00	118,112.24
Auto expense	8,118.15	6.24	160.76	6,870.78	684.34	10.40	15,850.67
Advertising	4,232.53	127.02	1,386.46	7.74	0.00	0.25	5,754.00
Conferences and conventions	0.00	0.00	0.00	70.00	550.00	0.00	620.00
Dues and subscriptions	572.60	9.00	35.00	236.74	376.58	581.00	1,810.92
Program materials	745.58	0.00	0.00	160.75	914.24	0.00	1,820.57
Training and tuition reimbursement	1,464.95	0.00	0.00	0.00	75.00	0.00	1,539.95
Legal and accounting	17,646.00	1,038.00	3,460.00	8,106.50	2,619.50	346.00	33,216.00
Licensing	132.00	3.00	15.00	0.00	0.00	0.00	150.00
Insurance	7,725.06	441.76	1,451.14	3,401.58	1,646.79	146.19	14,812.52
Meals and dinners	1,573.67	14.54	53.09	346.51	162.47	0.00	2,150.28
Program supplies	3,313.59	49.05	163.50	14,647.80	2,249.54	190.99	20,614.47
Interest expense	5,771.37	0.00	0.00	2,709.46	0.00	0.00	8,480.83
Office and printing	8,663.41	123.36	993.76	4,425.25	1,200.23	39.14	15,445.15
Postage	615.54	30.49	17.78	123.77	94.16	26.27	908.01
Rent	0.00	600.00	17,700.00	800.00	1,485.00	0.00	20,585.00
Repairs and maintenance	7,991.91	15.79	347.51	1,970.30	642.73	0.00	10,968.24
Telephone and utilities	13,713.18	532.79	2,201.85	5,534.60	1,094.29	52.15	23,128.86
Travel and entertainment	4,582.78	0.00	0.00	410.65	192.42	0.00	5,185.85
Depreciation	9,888.30	0.00	0.00	3,200.40	1,454.70	0.00	14,543.40
Equipment rental	10,694.70	649.24	2,166.30	4,919.29	1,581.43	0.00	20,010.96
<b>Total expenses</b>	<b>525,095.70</b>	<b>14,340.59</b>	<b>71,446.09</b>	<b>215,011.07</b>	<b>109,244.13</b>	<b>3,636.38</b>	<b>938,773.96</b>
<b>Net program income</b>	<b>27,433.36</b>	<b>21,366.97</b>	<b>50,624.43</b>	<b>169,725.81</b>	<b>(26,144.19)</b>	<b>3,008.24</b>	<b>246,014.62</b>
<b>Administrative revenue allocated</b>	<b>33,185.75</b>	<b>1,229.10</b>	<b>4,301.86</b>	<b>12,905.57</b>	<b>9,218.27</b>	<b>614.55</b>	<b>61,455.10</b>
<b>Administrative cost allocated</b>	<b>(121,057.92)</b>	<b>(4,483.63)</b>	<b>(15,692.69)</b>	<b>(47,078.08)</b>	<b>(33,627.20)</b>	<b>(2,241.81)</b>	<b>(224,181.33)</b>
<b>Net income</b>	<b>\$ (60,438.81)</b>	<b>\$ 18,112.44</b>	<b>\$ 39,233.60</b>	<b>\$ 135,553.30</b>	<b>\$ (50,553.12)</b>	<b>\$ 1,380.98</b>	<b>\$ 83,288.39</b>

**RENZ ADDICTION COUNSELING CENTER**  
**SUMMARY - UNAUDITED RESULTS**  
**6 MONTHS ENDED DECEMBER 31, 2012**

<b>Revenue Source</b>	<b>1-Month Ended 12/31/12</b>	<b>6-Months Ended 12/31/12</b>	<b>Budget Year-To-Date</b>	<b>6-Months Ended 12/31/11</b>
Programs	\$ 200,667	\$ 1,178,144	\$ 1,007,879	\$ 1,128,774
Fundraising	411	7,010	6,250	8,768
EAS	0	6,645	6,677	7,672
Administrative	15,416	54,445	33,000	23,526
<b>Total Revenues</b>	<b>\$ 216,494</b>	<b>\$ 1,246,244</b>	<b>\$ 1,053,806</b>	<b>\$ 1,168,740</b>
<b>Expenditures</b>				
Programs	\$ 137,212	\$ 935,138	\$ 875,003	\$ 895,487
EAS	234	3,637	3,358	3,102
Administrative	36,306	224,181	186,709	221,531
<b>Total Expenditures</b>	<b>173,752</b>	<b>1,162,956</b>	<b>1,065,070</b>	<b>1,120,120</b>
<b>Profit(Loss)</b>	<b>42,742</b>	<b>83,288</b>	<b>(11,264)</b>	<b>48,620</b>
Contributions - capital campaign	1,001	15,464	6,667	3,127
Interest -accounts receivable	0	0	4,597	0
Real estate tax refund	0	0	0	0
<b>Total Profit(Loss)</b>	<b>\$ 43,743</b>	<b>\$ 98,752</b>	<b>\$ 0</b>	<b>\$ 51,747</b>
<b>Activities Departmentalized</b>				
Elgin	\$ 12,791	\$ 27,433		
Streamwood	4,104	21,367		
St. Charles	8,527	50,624		
Prevention - HIV	41,413	169,726		
Prevention - ATOD	(3,379)	(26,144)		
EAS	(235)	3,008		
Operating profit	63,221	246,014		
Net administration	(20,479)	(162,726)		
<b>Profit(Loss)</b>	<b>42,742</b>	<b>83,288</b>		
Contributions - capital campaign	1,001	15,464		
<b>Total Profit(Loss)</b>	<b>\$ 43,743</b>	<b>\$ 98,752</b>		
<b>Assets</b>				
Cash		\$ 418,933		\$ 717,600
Accounts receivable		573,015		442,950
Capital campaign pledges received		12,371		26,593
Allowance for bad debt		(31,300)		(27,800)
Net property and equipment		1,901,492		1,942,006
Other assets		11,273		12,093
<b>Total Assets</b>		<b>\$ 2,885,784</b>		<b>\$ 3,113,442</b>
<b>Liabilities</b>				
Current liabilities		\$ 137,674		\$ 165,165
Mortgage payable		628,967		948,242
Board designated fund balance		125,000		286,872
Fund balance		1,994,143		1,713,163
<b>Total Liabilities and Fund Balance</b>		<b>\$ 2,885,784</b>		<b>\$ 3,113,442</b>

**Renz Addiction Counseling Center  
Statement of Activities- Budget and Actual**

**Six Months Ended  
December 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
Revenue - programs:				
DASA Contracts	\$ 396,087.48	\$ 384,750.00	\$ 11,337.48	\$ 769,500.00
Medicaid and misc.	41,116.28	43,999.98	(2,883.70)	88,000.00
United Way contracts	8,250.00	7,000.02	1,249.98	14,000.00
Lake County HIV	37,399.98	38,500.02	(1,100.04)	77,000.00
SAMHSA grant	167,666.52	167,650.02	16.50	335,300.00
SAMHSA grant - CHIP	174,999.96	175,249.98	(250.02)	350,500.00
IDPH HIV minority grant	10,714.28	25,000.02	(14,285.74)	50,000.00
IDPH - Category 2	102,006.66	76,504.98	25,501.68	153,010.00
Cook County HIV	33,120.00	28,500.00	4,620.00	57,000.00
Rockford HIV	23,799.96	23,499.96	300.00	47,000.00
Client fees	32,356.16	52,500.00	(20,143.84)	105,000.00
Client fees - third party	25,414.42	18,499.98	6,914.44	37,000.00
US Probation and Pretrial	11,538.00	7,999.98	3,538.02	16,000.00
City of Elgin - gambling	0.00	16,500.00	(16,500.00)	33,000.00
Kane County Probation	13,204.00	10,000.02	3,203.98	20,000.00
Second Chance program	3,720.00	4,300.02	(580.02)	8,600.00
Township grants	0.00	4,999.98	(4,999.98)	10,000.00
Geneva 708	0.00	3,750.00	(3,750.00)	7,500.00
Geneva Community Chest	500.00	850.02	(350.02)	1,700.00
Hanover Township	33,749.94	33,999.96	(250.02)	68,000.00
School District 300	12,470.00	32,500.02	(20,030.02)	65,000.00
National Library of Medicine	8,029.48	3,000.00	5,029.48	6,000.00
Sheridan Correctional Facility	7,150.84	1,900.02	5,250.82	3,800.00
Other foundations and grants	4,850.00	18,000.00	(13,150.00)	36,000.00
St Charles Mental Health	<u>30,000.00</u>	<u>30,000.00</u>	<u>0.00</u>	<u>60,000.00</u>
	1,178,143.96	1,209,454.98	(31,311.02)	2,418,910.00
REVENUE-EAS	6,644.62	8,012.46	(1,367.84)	16,025.00
REVENUE-Fundraising	7,009.76	7,500.00	(490.24)	15,000.00
REVENUE-ADMINISTRATIVE:				
Contributions	14,411.73	7,500.00	6,911.73	15,000.00
Interest and dividends	319.42	600.00	(280.58)	1,200.00
Rental income	4,809.60	4,800.00	9.60	9,600.00
One American Way rental income	17,047.35	16,800.00	247.35	33,600.00
Management fee	5,315.80	5,650.02	(334.22)	11,300.00
Other income	<u>12,541.44</u>	<u>4,249.92</u>	<u>8,291.52</u>	<u>8,500.00</u>
<b>Total Revenue</b>	<u>1,246,243.68</u>	<u>1,264,567.38</u>	<u>(18,323.70)</u>	<u>2,529,135.00</u>
Program expenditures	935,137.58	1,050,003.12	114,865.54	2,100,006.00
EAS expenditures	3,636.38	4,029.90	393.52	8,060.00
Administrative expenditures	<u>224,181.33</u>	<u>224,050.20</u>	<u>(131.13)</u>	<u>448,100.00</u>
<b>Total expenditures</b>	<u>1,162,955.29</u>	<u>1,278,083.22</u>	<u>115,127.93</u>	<u>2,556,166.00</u>
Increase(decrease)	83,288.39	(13,515.84)	96,804.23	(27,031.00)
<b>OTHER SOURCES:</b>				
Contributions-Capital Campaign	15,463.99	7,999.98	7,464.01	16,000.00
Interest - accounts receivable	0.00	5,515.50	(5,515.50)	11,031.00
Excess revenues over expenditures	<u>\$ 98,752.38</u>	<u>\$ (0.36)</u>	<u>\$ 98,752.74</u>	<u>\$ 0.00</u>

**Renz Addiction Counseling Center  
Actual vs Budgeted Expenditures**

**Six Months Ended  
December 31, 2012**

Expenditures - program	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
Salaries	\$ 511,446.05	\$ 573,049.92	\$ 61,603.87	\$ 1,146,100.00
Payroll taxes	41,182.25	43,200.06	2,017.81	86,400.00
Health, life, dental and disability insurance	37,359.33	41,799.96	4,440.63	83,600.00
Contract and labor	118,112.24	165,799.98	47,687.74	331,600.00
Recruiting	0.00	1,500.00	1,500.00	3,000.00
Auto expense	15,840.27	14,074.98	(1,765.29)	28,150.00
Advertising	5,753.75	4,950.06	(803.69)	9,900.00
Conferences	620.00	0.00	(620.00)	0.00
Dues and subscriptions	1,229.92	1,325.04	95.12	2,650.00
Retirement	10,834.42	15,349.98	4,515.56	30,700.00
Educational materials	860.65	2,149.98	1,289.33	4,300.00
Training and tuition teimburse	1,539.95	2,003.04	463.09	4,006.00
Meals and dinners	2,150.28	2,400.06	249.78	4,800.00
Miscellaneous program expense	20,423.48	14,549.94	(5,873.54)	29,100.00
Office supplies	11,243.16	7,750.08	(3,493.08)	15,500.00
Postage	881.74	674.94	(206.80)	1,350.00
Printing	4,162.85	3,874.98	(287.87)	7,750.00
Rent	20,585.00	18,849.96	(1,735.04)	37,700.00
Janitorial	0.00	1,000.02	1,000.02	2,000.00
Repairs and maintenance	10,720.04	7,249.92	(3,470.12)	14,500.00
Telephone	9,392.35	10,950.00	1,557.65	21,900.00
Utilities	13,684.36	10,650.00	(3,034.36)	21,300.00
Legal and accounting	32,870.00	33,575.04	705.04	67,150.00
Travel and entertainment	5,185.85	11,000.04	5,814.19	22,000.00
Insurance	14,666.33	14,075.04	(591.29)	28,150.00
Licensing and accreditation	150.00	999.96	849.96	2,000.00
Interest expense	8,480.83	10,450.02	1,969.19	20,900.00
Depreciation	14,543.40	15,600.00	1,056.60	31,200.00
Equipment rent	21,219.08	21,150.12	(68.96)	42,300.00
	<u>935,137.58</u>	<u>1,050,003.12</u>	<u>114,865.54</u>	<u>2,100,006.00</u>
Employee assistance services - expenditures				
FICA TAXES-EAS	156.07	124.98	(31.09)	250.00
ILL UNEMPLOYMENT TAX-EAS	12.50	0.00	(12.50)	0.00
EMPLOYEE DISAB INS-EAS	35.42	0.00	(35.42)	0.00
Outside services - EAS	0.00	150.00	150.00	300.00
WORKERS' COMP-EAS	38.42	100.02	61.60	200.00
Mileage expense - EAS	10.40	100.02	89.62	200.00
SALARIES-EAS-T. LEE	830.00	900.00	70.00	1,800.00
SALARIES-EAS-R. AHLBERG	1,210.00	1,150.02	(59.98)	2,300.00
Advertising - EAS	0.25	0.00	(0.25)	0.00
Dues and subscriptions - EAS	581.00	499.98	(81.02)	1,000.00
INSURANCE-EAS	107.77	250.02	142.25	500.00
LEGAL & ACCOUNTING-EAS	346.00	349.98	3.98	700.00
Meals - EAS	0.00	49.98	49.98	100.00
Supplies - EAS	190.99	49.98	(141.01)	100.00
OFFICE EXPENSE-EAS	13.65	124.98	111.33	250.00
POSTAGE & DELIV-EAS	26.27	79.98	53.71	160.00
PRINTING-EAS	25.49	49.98	24.49	100.00
TELEPHONE-EAS	52.15	49.98	(2.17)	100.00
	<u>\$ 3,636.38</u>	<u>\$ 4,029.90</u>	<u>\$ 393.52</u>	<u>\$ 8,060.00</u>

**Renz Addiction Counseling Center  
Actual vs Budgeted Expenditures**

**Six Months Ended  
December 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
Expenditures - administration				
Salaries-directors	\$ 135,835.69	\$ 127,750.02	\$ (8,085.67)	\$ 255,500.00
Advertising	26.00	0.00	(26.00)	0.00
Bad debt	6,300.00	2,550.00	(3,750.00)	5,100.00
Computer Consulting Expense	3,442.50	1,750.02	(1,692.48)	3,500.00
Conferences and meetings - Admin	0.00	250.02	250.02	500.00
Dues and Subscriptions - Admin	933.00	1,650.00	717.00	3,300.00
Employee benefits - Admin	755.00	0.00	(755.00)	0.00
Training - Admin	126.07	100.02	(26.05)	200.00
Recruiting - Admin	60.00	0.00	(60.00)	0.00
Legal and Accounting - Admin	1,384.00	1,650.00	266.00	3,300.00
Licensing and Accreditation - Admin	15.00	49.98	34.98	100.00
Repair and maintenance - Admin	775.44	600.00	(175.44)	1,200.00
Telephone-Admin	1,378.99	1,650.00	271.01	3,300.00
Utilities-Admin	1,532.88	1,450.02	(82.86)	2,900.00
Depreciation-Admin	4,661.16	4,999.98	338.82	10,000.00
Interest Expense-Admin	2,709.45	6,000.00	3,290.55	12,000.00
Rent equipment-Admin	1,048.41	1,399.98	351.57	2,800.00
Travel and entertainment - Admin	3.20	100.02	96.82	200.00
Auto	2,444.65	1,000.02	(1,444.63)	2,000.00
Health, life and dental insurance	7,574.35	8,149.98	575.63	16,300.00
Insurance	594.26	1,000.02	405.76	2,000.00
Meals and dinners	425.55	600.00	174.45	1,200.00
Miscellaneous	3,078.86	1,699.98	(1,378.88)	3,400.00
Postage	562.12	700.02	137.90	1,400.00
Office supplies	2,576.13	1,350.06	(1,226.07)	2,700.00
Contract and outside labor	133.87	300.00	166.13	600.00
Payroll and other taxes	12,400.78	16,999.98	4,599.20	34,000.00
Retirement	4,118.22	4,000.02	(118.20)	8,000.00
Subtotal administration	<u>194,895.58</u>	<u>187,750.14</u>	<u>(7,145.44)</u>	<u>375,500.00</u>
One American Way				
Outside services - OAW	0.00	1,600.02	1,600.02	3,200.00
Amortization Expense - OAW	349.98	0.00	(349.98)	0.00
Depreciation - OAW	9,890.40	10,000.02	109.62	20,000.00
Interest expense - OAW	5,419.01	12,000.00	6,580.99	24,000.00
Property taxes - OAW	11,220.00	10,000.02	(1,219.98)	20,000.00
Repair and maintenance - OAW	164.02	1,000.02	836.00	2,000.00
Telephone - OAW	83.03	0.00	(83.03)	0.00
Utilities - OAW	2,159.31	1,699.98	(459.33)	3,400.00
Subtotal One American Way	<u>29,285.75</u>	<u>36,300.06</u>	<u>7,014.31</u>	<u>72,600.00</u>
Total administration	<u>\$ 224,181.33</u>	<u>\$ 224,050.20</u>	<u>\$ (131.13)</u>	<u>\$ 448,100.00</u>



**Renz Addiction Counseling Center  
Actual vs Budgeted Expenditures**

**Six Months Ended  
December 31, 2012**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Annual Budget</u>
Expenditures - administration				
Salaries-directors	\$ 135,835.69	\$ 127,750.02	\$ (8,085.67)	\$ 255,500.00
Advertising	26.00	0.00	(26.00)	0.00
Bad debt	6,300.00	2,550.00	(3,750.00)	5,100.00
Computer Consulting Expense	3,442.50	1,750.02	(1,692.48)	3,500.00
Conferences and meetings - Admin	0.00	250.02	250.02	500.00
Dues and Subscriptions - Admin	933.00	1,650.00	717.00	3,300.00
Employee benefits - Admin	755.00	0.00	(755.00)	0.00
Training - Admin	126.07	100.02	(26.05)	200.00
Recruiting - Admin	60.00	0.00	(60.00)	0.00
Legal and Accounting - Admin	1,384.00	1,650.00	266.00	3,300.00
Licensing and Accreditation - Admin	15.00	49.98	34.98	100.00
Repair and maintenance - Admin	775.44	600.00	(175.44)	1,200.00
Telephone-Admin	1,378.99	1,650.00	271.01	3,300.00
Utilities-Admin	1,532.88	1,450.02	(82.86)	2,900.00
Depreciation-Admin	4,661.16	4,999.98	338.82	10,000.00
Interest Expense-Admin	2,709.45	6,000.00	3,290.55	12,000.00
Rent equipment-Admin	1,048.41	1,399.98	351.57	2,800.00
Travel and entertainment - Admin	3.20	100.02	96.82	200.00
Auto	2,444.65	1,000.02	(1,444.63)	2,000.00
Health, life and dental insurance	7,574.35	8,149.98	575.63	16,300.00
Insurance	594.26	1,000.02	405.76	2,000.00
Meals and dinners	425.55	600.00	174.45	1,200.00
Miscellaneous	3,078.86	1,699.98	(1,378.88)	3,400.00
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Office supplies	2,576.13	1,350.06	(1,226.07)	2,700.00
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Retirement	4,118.22	4,000.02	(118.20)	8,000.00
Subtotal administration	<u>194,895.58</u>	<u>187,750.14</u>	<u>(7,145.44)</u>	<u>375,500.00</u>
One American Way				
Outside services - OAW	0.00	1,600.02	1,600.02	3,200.00
Amortization Expense - OAW	349.98	0.00	(349.98)	0.00
Depreciation - OAW	9,890.40	10,000.02	109.62	20,000.00
Interest expense - OAW	5,419.01	12,000.00	6,580.99	24,000.00
Property taxes - OAW	11,220.00	10,000.02	(1,219.98)	20,000.00
Repair and maintenance - OAW	164.02	1,000.02	836.00	2,000.00
Telephone - OAW	83.03	0.00	(83.03)	0.00
Utilities - OAW	2,159.31	1,699.98	(459.33)	3,400.00
Subtotal One American Way	<u>29,285.75</u>	<u>36,300.06</u>	<u>7,014.31</u>	<u>72,600.00</u>
Total administration	<u>\$ 224,181.33</u>	<u>\$ 224,050.20</u>	<u>\$ (131.13)</u>	<u>\$ 448,100.00</u>



# **TRI CITY FAMILY SERVICES**

Date: 01/31/13

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

Agency Name: TriCity Family Services

Contact Person: James R. Otepka Phone #: (630) 232-1071

Main Office Address: 1120 Randall Court  
Geneva, IL 60134

Funding requested from City of St. Charles 708 Board for fiscal year 13/14: \$204,000.00

**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 those uninsured or under-insured individuals for whom outpatient mental health services in the private practice sector are simply out of reach financially. 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, last year 97% of all counseling clients paid less than our full fee for counseling; 35% of all clients receiving counseling services paid \$25 or less per session; and 49% of all TCFS clients reported 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 mental health issues like depression, marital discord, grief, divorce, domestic violence, parenting, stress, communication problems, sexual abuse and anxiety/phobias. All of our clients have access to our on-site psychiatric services, if indicated. 98% of our counseling clients have been diagnosed with a mental health disorder.

We also seek to fulfill our mission through the provision of early intervention and prevention services. We consider it essential to provide educational and supportive programming that reduces or eliminates those conditions that place people at risk of developing mental disorders and/or substance abuse problems later in life. While we do not conduct formal mental health assessments of all early intervention clients, and therefore do not know the percentage of those with a diagnosis of a mental disorder, a large number of them likely have one.

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. These programs offered to residents of the City of St. Charles are:

- Smart Choices - anger management for K-5, middle school, and high school
- I-CAN - anger management for adults
- Bridges - workshop for children of divorce
- Family Support & Education Series - for all parents in the community
- WIN - support group for postpartum mothers
- Single Mom's Group - support group for single mothers
- Grandparents Raising Grandchildren Group - for grandparents who are primary caregivers
- Wilderness Challenge Program - for at-risk adolescents
- Adolescent Group - for former Wilderness Challenge participants
- Mindful Emotions - mental health skills training for adolescent girls
- Young Women's Retreat - therapeutic weekend trip for adolescent girls
- Women's Enrichment Group - psycho-education for women seeking self-improvement
- Caregiver Connections - early childhood mental health support for child care providers
- Lazarus House Parent and Family Group - onsite group for parents and children at Lazarus House homeless shelter
- Lazarus House Women's Group - onsite group for female guests of Lazarus House

The City of St. Charles seeks to maintain a high quality of life, instill a strong sense of community, and work together 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 also include community building in our mission statement to demonstrate our dedication to community-based mental health services and working with our neighbors to maximize community impact, including other social service organizations, corporations, churches, community groups, the schools, and the City of St. Charles itself. We, in service to the St. Charles community, are dedicated to collaboration in order to create effective solutions and help the City fulfill its mission of stewardship, engagement and collaboration.

In addition, as the community mental health facility for central Kane County, TriCity Family Services is an extremely strong community contributor to the 708 Board's goals of aiding community mental health facilities to provide services for City of St. Charles residents suffering from or at risk of mental disorders. This is our primary charter and key service to the people of the City of St. Charles.

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

TriCity Family Services would like to 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. Several of our goals that exemplify the City of St. Charles' mission are:

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

We treat children with severe and chronic mental illness as well as children who are experiencing behavior problems, difficulty at school or at home, and all youth who run the gamut in between. The community need for this service is great as we consider national children's mental health statistics, which find that four million children and adolescents in this country suffer from mental disorders severe enough to cause significant functional impairments at home, at school, and with their peers. Additionally, only 20% of children with mental disorders are identified, and receive, mental health services. Early identification and treatment prevents the loss of these critical developmental years, which cannot be recovered, and helps youth avoid years of unnecessary suffering.<sup>1</sup>

TriCity Family Services has extensive expertise in treating children's mental health disorders. Our staff are particularly unique and skilled in providing family-based services to conduct systemic assessments and collaborate with those considered key change agents within a child's family, school, and social networks. Our distinct competency in this area, and our ability to provide wrap-around counseling services on a sliding fee scale basis to families with a variety of needs, is what makes our agency very unique in general, and particularly unique in our service area. 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 scale 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 a great deal of 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.

This year, we will continue to network and collaborate closely with schools to reach out to at-risk youth and families, and our Employee Assistance Program client companies to contribute to healthy work-settings for employees. We will continue to offer home visits for our clients who need them, and expand our group services where they are needed. For example, in past years we have brought our services onsite to Lazarus House, Mooseheart Child City, Batavia Apartments, the Holmstad, and daycare centers throughout the county through our Caregiver Connections program.

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<sup>1</sup> National Alliance on Mental Illness – [www.nami.org](http://www.nami.org)

We are committed to continually increasing our community impact through collaboration with other agencies and organizations. This is demonstrated through our partnership with Lazarus House to offer our Parent and Family Group, and our partnership with Delnor in providing the Women In Need group for postpartum support. We also continually increase our networking with senior service providers and physicians, local youth coalitions, and participate in the Kane County Mental Health Council to effectively plan and deliver comprehensive mental health services to the community.

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

We will deliver our entire array of existing early intervention and prevention programs designed to either arrest the development of mental health problems in their early stages, or prevent such problems through supportive and educational opportunities for individuals who are entering a new situation, or needing to find a community for support. The provision of these services reduces human pain and suffering and 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 how funds will be expended and quantify services provided to the City of St. Charles (e.g., City of St. Charles persons served, cost allocated to services, program descriptions, and other pertinent information). Also attach budget detailing sources (grants, other municipalities' contributions, fundraisers, and any other sources of funding –actual or being sought:**

Revenue and expenses, including the cost of administration and the cost of fundraising, are allocated to each line of service based on total hours of service provided. Expenses are itemized in the Statement of Functional Expenses, and audited each year by an independent audit firm.

The cost of serving St. Charles clients is calculated based on the percentage of St. Charles residents compared to the total number of clients served. St. Charles residents are typically served in the following lines of service: Counseling (30%), Early Intervention (5%), and Prevention & Wellness (61%) programs.

A complete agency budget is ATTACHMENT A. A summary is outlined below.

Other sources of funding:

Department of Mental Health (State)	\$ 19,475.00 (actual – FY2013)
United Way of Central Kane County	\$ 52,000.00 (actual – FY2012)

Contributions:

Individuals	\$180,000.00 (being sought)
Corporate/Foundations	\$110,000.00 (being sought)
Churches/Community Groups	\$ 24,000.00 (being sought)

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

St. Charles 708 funds for FY12 were expended and allocated in the same manner as described above. See attached audited financial statements (ATTACHMENT B) for details. The cost of serving St. Charles clients is calculated based on the number of clients served.

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

Direct service: number of individual clients/consumers served: 1409

Aggregate number of direct service hours provided: 8,545.25

**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 Clients Served FY2012	1409
Total Clients Served-All Programs	3466
Cost of All Programs (less depreciation)	\$1,185,418
Cost of City of St. Charles clients (1,185,418 X 43%)	\$ 508,138
Cost per client – cost of City of St. Charles clients divided by 1409	\$ 360.63
Cost per hour – cost of City of St. Charles clients	
Divided by total hours of service (8,545.25)	\$ 59.46

**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, crisis intervention, early intervention and prevention programs, TCFS continues to serve the citizens of St. Charles by providing presentations or training upon request.

In the past year, City of St. Charles residents attended TCFS presentations for the St. Charles Noon Kiwanis Club, Exchange Club of the Tri Cities, the St. Charles Public Library, Pheasant Run Mega Center, and the Congregational United Church of Christ. St. Charles residents also attended Family Support and Education Presentations on Sibling Rivalry, Exploring Parental Divorce, Aggressive Behavior in 0-5 Year Olds, and Parenting Teens. TCFS was represented at health fairs sponsored by St. Charles North High School and the Main Street Medical Center, and presented at a District 303 Parent University seminar on parenting teens.

**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.**

List of Board Members and Terms is ATTACHMENT C

We receive referrals for prospective Board Members mainly through current Board Members and Emeritus Board Members. We also receive some referrals through our Friends of TCFS volunteer auxiliary and online resources such as Volunteermatch.com and Boardnet.usa. The importance of representing the needs and interests of the community is stressed during the new board member recruitment and orientation process. Current and former board members, who are responsible for recruiting the majority of new directors, understand that the dedication and commitment of their future



board colleagues is a direct correlation of their personal affinity with the mission of the agency. The message is further reinforced by the Executive Director, who meets with every board candidate for the primary purpose of establishing a “best fit”, taking into consideration the mission of the agency, the needs of the board, and the interests and qualifications of the candidate. At this preliminary orientation meeting, the prospective director also tours the agency, is briefed regarding the agency’s history, programs, current goals, pending board issues, and is introduced to key staff members.

Board Members then have their name placed in nomination at a Board Meeting. They are voted into office thirty days later if no objections are raised. Board Members can serve a maximum of two continuous three-year terms and a partial term of up to two years for a total of eight consecutive years.

**Attach a copy of current 503C or tax exempt status certification.**

See ATTACHMENT D

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 15<sup>th</sup> 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: \$ 204,000.00 Application Date: 01/31/13

**For STC 708 Board Only:**

**Recommended funding for current fiscal year: \$ \_\_\_\_\_ Recommendation Date: \_\_\_\_\_**



Family  
Services

TriCity Family Services  
FY 2013 BUDGET

Expenses	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
Personnel	\$ 1,316,152	\$ 1,362,737	46,585	4%
Consultants	26,805	73,620	46,815	175%
Operating	210,768	216,629	5,861	3%
NON CASH EXPENSE (DEPRECIATION)	22,754	16,626	(6,128)	-27%
<b>EXPENSES TOTAL</b>	<b>1,576,479</b>	<b>1,669,612</b>	<b>93,133</b>	<b>6%</b>
Revenue	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
Public Funding	420,074	414,755	(5,319)	-1%
Private Support-Contributions	315,000	369,000	54,000	17%
Private Support-Special Events	80,500	105,000	24,500	30%
Service Income	490,980	558,581	67,601	14%
EAP Income	101,007	59,926	(41,081)	-41%
Other	168,919	162,350	(6,569)	-4%
<b>REVENUE TOTAL</b>	<b>1,576,479</b>	<b>1,669,612</b>	<b>93,133</b>	<b>6%</b>
<b>TOTAL REVENUE LESS EXPENSES</b>		<b>0</b>		

TriCity Family Services  
Expense Budget FY 2013

Personnel	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
Administrative Salaries	378,150	390,891	12,741	3%
Clinical Salaries	443,291	453,922	10,631	2%
Part-Time Clinical Salaries	126,207	126,804	597	0%
Associates Wages	44,064	46,568	2,504	6%
Hourly Clerical Wages	60,580	64,675	4,095	7%
In Kind Clinical Services	23,562	23,562	0	0%
Employee Incentives	1,354	-	(1,354)	0%
<b>Total</b>	<b>1,077,208</b>	<b>1,106,422</b>	<b>29,214</b>	<b>3%</b>
<b>Taxes &amp; Benefits</b>				
Medical & Life Insurance	99,569	102,444	2,875	3%
Workman's Compensation	6,453	6,617	164	3%
FICA-Employers	77,130	79,035	1,905	2%
State Unemployment Insurance	1,350	19,554	18,204	1348%
TSA Payments	54,442	48,665	(5,777)	-11%
<b>Total</b>	<b>238,944</b>	<b>256,315</b>	<b>17,371</b>	<b>7%</b>
<b>PERSONNEL TOTAL</b>	<b>1,316,152</b>	<b>1,362,737</b>	<b>46,585</b>	<b>4%</b>
Consultants	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
Clinical Consultants	750	-	(750)	0%
Work/Life Benefit	7,185	3,600	(3,585)	-50%
Audit Costs	11,070	9,600	(1,470)	-13%
Accounting Services	-	-	0	0%
Legal Consultants	3,000	1,520	(1,480)	-49%
Management Consultants	1,000	-	(1,000)	0%
Payroll Service	2,800	2,900	100	4%
Transcription Service	1,000	1,000	0	0%
Inkind Consultants	-	55,000	55,000	100%
<b>Consultants Total</b>	<b>26,805</b>	<b>73,620</b>	<b>46,815</b>	<b>175%</b>
Operating	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
<b>Facilities &amp; Equipment</b>				
General Insurance	9,630	5,593	(4,037)	-42%
Building Maintenance/Repair	10,156	11,755	1,599	16%
Building/Ground Supplies	1,285	1,300	15	1%
Food/Beverage	2,000	2,100	100	5%
Grounds Maintenance	3,840	3,840	0	0%
Snow Plowing	5,500	6,500	1,000	18%
Gas	2,200	2,200	0	0%
Electricity	5,500	5,500	0	0%
Water	1,300	1,300	0	0%
Refuse	1,600	2,000	400	25%
Telephone	13,000	10,750	(2,250)	-17%
Equipment Maintenance	7,200	8,000	800	11%
Pager Cost	550	550	0	0%
Answering Service	2,500	2,500	0	0%
Alarm System Costs	1,400	1,400	0	0%
Computer Maintenance & Repair	10,500	9,555	(945)	-9%
Website Development	500	-	(500)	0%
<b>Total</b>	<b>78,661</b>	<b>74,843</b>	<b>(3,818)</b>	<b>-5%</b>

TriCity Family Services  
Expense Budget FY 2013

Operating Continued	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
<b>Commodities</b>				
Office Supplies	9,012	9,012	0	0%
Postage	9,000	8,000	(1,000)	-11%
Books & Journals	450	400	(50)	-11%
Subscriptions	1,500	1,500	0	0%
Printing	2,800	2,800	0	0%
Program Materials	5,000	6,500	1,500	30%
<b>Total</b>	<b>27,762</b>	<b>28,212</b>	<b>450</b>	<b>2%</b>
<b>Staff Expenses</b>				
Training	11,500	11,500	0	0%
Travel/Lodging/Meals	1,000	1,000	0	0%
Local Mileage	2,500	2,500	0	0%
Professional Liability Insurance	7,460	7,312	(148)	-2%
Staff Recruitment	500	-	(500)	0%
Dues & Memberships	1,600	1,850	250	16%
<b>Total</b>	<b>24,560</b>	<b>24,162</b>	<b>(398)</b>	<b>-2%</b>
<b>Other</b>				
Aid to Individuals	1,000	1,000	0	0%
Friends of TriCity	-	-	0	0%
Bad Debt	5,000	5,000	0	0%
Misc.	7,500	6,500	(1,000)	-13%
Bank Charges	4,700	6,000	1,300	28%
Accreditation	400	400	0	0%
Board Development	500	500	0	0%
Wilderness Challenge	16,219	16,550	331	2%
WCP Followup Groups	5,200	7,810	2,610	100%
Family Connections	7,000	5,000	(2,000)	-29%
Lazarus House	1,000	-	(1,000)	0%
Caregiver Connections	5,500	2,000	(3,500)	-64%
Chick Chat	-	16,050	16,050	0%
Equipment Purchase	2,000	2,000	0	0%
Loan Payments	8,766	5,802	(2,964)	100%
<b>Total</b>	<b>64,785</b>	<b>74,612</b>	<b>9,827</b>	<b>15%</b>
<b>RD/Marketing</b>				
Annual Report	3,000	3,000	0	0%
Donor Recognition/Barth Award	2,500	2,500	0	0%
Phonathon	3,000	1,800	(1,200)	-40%
Donor Cultivation	1,000	1,000	0	0%
Marketing Material/Advertising	1,500	2,000	500	33%
Newsletter	500	500	0	0%
Direct Mail	2,000	2,000	0	0%
Other RD Expense	1,000	1,000	0	0%
Misc. Marketing Materials	500	1,000	500	100%
<b>Total RD/Marketing</b>	<b>15,000</b>	<b>14,800</b>	<b>(200)</b>	<b>-1%</b>
<b>OPERATING TOTAL</b>	<b>210,768</b>	<b>216,629</b>	<b>5,861</b>	<b>3%</b>
<b>NON CASH EXPENSE (DEPRECIATION)</b>	<b>22,754</b>	<b>16,626</b>	<b>(6,128)</b>	<b>100%</b>
<b>Total Expenses</b>	<b>2012 Budget</b>	<b>2013 Budget</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
	<b>1,576,479</b>	<b>1,669,612</b>	<b>93,133</b>	<b>6%</b>

TriCity Family Services  
Revenue Budget FY 2013

Public Funding	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
<b>Community Chests/United Ways</b>				
St. Charles	52,000	52,000	0	0%
Geneva	8,430	8,430	0	0%
Batavia	5,000	7,100	2,100	42%
<b>Total Community Chests/United Ways</b>	<b>65,430</b>	<b>67,530</b>	<b>2,100</b>	<b>3%</b>
<b>Cities/708 Funds</b>				
708 Batavia - MHMR INC	70,908	75,750	4,842	7%
708 Batavia - MHMR INC - WCP	4,000	-	(4,000)	0%
708 Batavia - MHMR INC - Family Connections	19,000	19,000	0	0%
708 Geneva	26,000	29,000	3,000	12%
708 St. Charles	207,300	204,000	(3,300)	-2%
708 St. Charles - WCP	2,000	-	(2,000)	0%
<b>Total Cities/708 Funds</b>	<b>329,208</b>	<b>327,750</b>	<b>(1,458)</b>	<b>0%</b>
<b>State Funds</b>				
Department of Human Services-Psych Grant	25,436	19,475	(5,961)	100%
<b>Total State Funds</b>	<b>25,436</b>	<b>19,475</b>	<b>(5,961)</b>	<b>-23%</b>
<b>TOTAL PUBLIC FUNDING</b>	<b>420,074</b>	<b>414,755</b>	<b>(5,319)</b>	<b>-1%</b>
<b>Private Support</b>				
Individual	200,000	180,000	(20,000)	-10%
Corporate	20,000	35,000	15,000	75%
Foundation	75,000	75,000	0	0%
Church	11,000	12,000	1,000	9%
Community Groups	9,000	12,000	3,000	33%
Other Grants & Contributions	-	-	0	0%
Inkind Donations	-	55,000	55,000	0%
<b>Total Contributions</b>	<b>315,000</b>	<b>369,000</b>	<b>54,000</b>	<b>17%</b>
<b>Special Events</b>				
Annual Benefit	50,000	65,000	15,000	30%
Lobster Sale	5,000	5,500	500	10%
Snowflake Shuffle	15,000	20,000	5,000	33%
Friends Misc. Special Events	10,000	14,500	4,500	45%
Board Challenge	500	-	(500)	100%
<b>Total Special Events</b>	<b>80,500</b>	<b>105,000</b>	<b>24,500</b>	<b>30%</b>
<b>TOTAL PRIVATE SUPPORT</b>	<b>395,500</b>	<b>474,000</b>	<b>78,500</b>	<b>20%</b>
<b>Service Income</b>				
Inkind Clinical	\$ 23,562	\$ 23,562	0	0%
Client Co-payments	91,705	113,683	21,978	24%
Medicaid Payments	207,009	251,173	44,164	21%
Client Insurance Payments	161,564	165,868	4,304	3%
WIN Group	6,900	4,100	(2,800)	-41%
Parenting Education & Support Series	200	195	(5)	100%
Community Consultation & Education	40	-	(40)	0%
<b>Total Service Income</b>	<b>490,980</b>	<b>558,581</b>	<b>67,601</b>	<b>14%</b>

TriCity Family Services  
Revenue Budget FY 2013

Service Income Continued	2012 Budget	2013 Budget	Difference (\$)	Difference (%)
<b>EAP Income</b>				
Contract Income	101,007	59,926	(41081)	-41%
<b>Total EAP Income</b>	<b>101,007</b>	<b>59,926</b>	<b>(41081)</b>	<b>-41%</b>
<b>TOTAL SERVICE INCOME</b>	<b>591,987</b>	<b>618,507</b>	<b>26520</b>	<b>4%</b>
<b>Other Income</b>				
Interest	1,000	900	(100)	-10%
Friends of Tricity	-	-	0	0%
Aid to Individuals	1,000	1,000	0	0%
Wilderness Challenge	4,000	4,100	100	3%
Caregiver Connections	78,000	75,000	(3000)	-4%
Lazarus House Group	2,400	3,300	900	38%
Chick Chat	400	16,050	15650	100%
3G Foundation to Aid Individuals	-	10,000	10000	100%
Donor Designated	79,119	42,000	(37119)	100%
Misc.	3,000	10,000	7000	233%
<b>TOTAL OTHER INCOME</b>	<b>168,919</b>	<b>162,350</b>	<b>(6569)</b>	<b>-4%</b>
<b>Total Revenue</b>	<b>1,576,479</b>	<b>1,669,612</b>	<b>93,133</b>	<b>6%</b>

TRICITY FAMILY SERVICES, INC.  
FINANCIAL STATEMENTS AND REPORT  
OF INDEPENDENT AUDITOR  
for the years ending June 30, 2012 and 2011

**GAIL L. MATHEWS & ASSOCIATES LLC**

CERTIFIED PUBLIC ACCOUNTANTS  
800 ROOSEVELT ROAD  
BUILDING C, SUITE 202  
GLEN ELLYN, ILLINOIS 60137  
(630) 793-9390

**MEMBER**  
AMERICAN INSTITUTE OF CERTIFIED  
PUBLIC ACCOUNTANTS  
ILLINOIS CPA SOCIETY

Report of Independent Auditor

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

We have audited the accompanying statements of financial position of TriCity Family Services, Inc. (the Agency) for the years ended June 30, 2012 and 2011, and the related statements of activities, functional expenses and cash flows for the years then ended. These financial statements are the responsibility of the Agency's management. 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 of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements as of and for the years ended June 30, 2012 and 2011 referred to above present fairly, in all material respects, the financial position of TriCity Family Services, Inc. as of June 30, 2012 and 2011, 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.

***Gail L. Mathews & Associates LLC***

Glen Ellyn, Illinois  
September 26, 2012



TRICITY FAMILY SERVICES, INC.  
STATEMENTS OF FINANCIAL POSITION  
June 30, 2012 and 2011

Assets	<u>2012</u>	<u>2011</u>
Current assets:		
Cash	\$ 247,335	\$ 136,255
Receivables		
Grants and contracts, net of allowance for doubtful accounts	52,189	40,515
Pledges receivable	11,000	81,600
Client fees, net of allowance for doubtful accounts of \$17,100 in 2012 and \$17,246 in 2011	148,359	136,271
Prepaid expenses	<u>8,064</u>	<u>8,326</u>
Total current assets	<u>466,947</u>	<u>402,967</u>
Property and equipment:		
Land and landscaping	234,248	234,248
Building	644,544	644,544
Furniture and fixtures	128,818	128,818
Equipment	<u>268,481</u>	<u>268,481</u>
	1,276,091	1,276,091
Less accumulated depreciation	<u>(633,990)</u>	<u>(616,838)</u>
	<u>642,101</u>	<u>659,253</u>
Other asset:		
Cash surrender value of life insurance		27,878
Total assets	<u>\$ 1,109,048</u>	<u>\$ 1,090,098</u>
Liabilities and Net Assets		
Current liabilities:		
Accounts payable	\$ 17,664	\$ 15,882
Accrued expenses	38,900	24,544
Mortgage payable - current maturities	5,901	2,928
Deferred revenue	<u>28,730</u>	<u>33,836</u>
Total current liabilities	91,195	77,190
Mortgage payable less current maturities	<u>111,046</u>	<u>142,100</u>
Total liabilities	<u>202,241</u>	<u>219,290</u>
Net assets - unrestricted	784,372	740,577
Net assets-temporarily restricted	<u>122,435</u>	<u>130,231</u>
Total net assets	<u>906,807</u>	<u>870,808</u>
Total liabilities and net assets	<u>\$ 1,109,048</u>	<u>\$ 1,090,098</u>

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

TRICITY FAMILY SERVICES, INC.  
STATEMENTS OF ACTIVITIES  
for the years ended June 30, 2012 and 2011

	2012		2011	
	Unrestricted	Temporarily Restricted	Unrestricted	Temporarily Restricted
Revenues:				
Client fees and third party payments	\$ 493,109	\$ 493,109	\$ 452,800	\$ 452,800
Occupational services	74,424	74,424	101,945	101,945
Caregiver connections	75,000	75,000	63,950	63,950
Strong Future/Strong Families		59,200	37,169	37,169
Other programs	16,990		26,780	26,780
Miscellaneous income	17,133		10,251	10,251
Net assets released from restrictions	92,496	(92,496)		
Total revenues, gains and other support	<u>769,152</u>	<u>(33,296)</u>	<u>692,895</u>	<u>692,895</u>
Public support:				
Contributions				
St. Charles Community Mental Health Board - 708 taxes	269,190	15,600	218,640	\$ 125,231
Geneva Community Mental Health Board - 708 taxes	200,000		200,000	200,000
INC Board - 708 taxes	25,600		27,000	27,000
United Way of St. Charles	93,073		91,600	91,600
Geneva Community Chest	56,000		49,750	49,750
United Way of Batavia	8,255		10,747	10,747
Illinois Department of Human Services	6,100		5,000	5,000
In-kind clinical services	21,658		31,253	31,253
Special events (net of direct expenses of \$62,508 for 2012 and \$38,559 for 2011)	33,085		29,729	29,729
Total public support	<u>100,037</u>	<u>9,900</u>	<u>64,621</u>	<u>5,000</u>
Total revenue and public support	<u>812,998</u>	<u>25,500</u>	<u>728,340</u>	<u>130,231</u>
	<u>\$ 1,582,150</u>	<u>\$ (7,796)</u>	<u>\$ 1,421,235</u>	<u>\$ 130,231</u>
				<u>\$ 1,551,466</u>

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

TRICITY FAMILY SERVICES, INC.  
STATEMENTS OF ACTIVITIES (Continued)  
for the years ended June 30, 2012 and 2011

	2012			2011		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
Expenses:						
Program services:						
Counseling	\$ 1,032,637		\$ 1,032,637	\$ 994,412		\$ 994,412
Early intervention	107,256		107,256	123,963		123,963
Prevention and wellness	15,124		15,124	10,718		10,718
Occupational services	43,894		43,894	60,585		60,585
Total program services	<u>1,198,911</u>		<u>1,198,911</u>	<u>1,189,678</u>		<u>1,189,678</u>
Supporting services:						
Management and general	171,715		171,715	160,752		160,752
Fundraising	<u>167,729</u>		<u>167,729</u>	<u>109,660</u>		<u>109,660</u>
Total supporting services	<u>339,444</u>		<u>339,444</u>	<u>270,412</u>		<u>270,412</u>
Total expenses	<u>1,538,355</u>		<u>1,538,355</u>	<u>1,460,090</u>		<u>1,460,090</u>
Change in net assets	43,795	\$ (7,796)	35,999	(38,855)	\$ 130,231	91,376
Net assets, beginning of year	<u>740,577</u>		<u>870,808</u>	<u>779,432</u>		<u>779,432</u>
Net assets, end of year	<u>\$ 784,372</u>	<u>\$ 122,435</u>	<u>\$ 906,807</u>	<u>\$ 740,577</u>	<u>\$ 130,231</u>	<u>\$ 870,808</u>

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

TRICITY FAMILY SERVICES, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
for the year ended June 30, 2012

	Counseling	Early Intervention	Prevention and Wellness	Occupational Services	Total Program Services	Management and General	Fund Raising	Total
Personnel:								
Salaries	\$ 740,599	\$ 62,591	\$ 10,673	\$ 30,974	\$ 844,837	\$ 116,614	\$ 108,859	\$ 1,070,310
Taxes and benefits	163,846	14,688	2,504	7,269	188,307	26,402	24,655	239,364
Total personnel	904,445	77,279	13,177	38,243	1,033,144	143,016	133,514	1,309,674
Consultants	7,084	635	108	314	8,141	1,141	1,066	10,348
Facilities costs	53,753	4,818	822	2,385	61,778	8,662	8,088	78,528
Commodities cost	14,925	1,338	228	662	17,153	2,405	2,246	21,804
Staff expenses	15,646	1,403	239	694	17,982	1,496	1,397	20,875
Other costs	25,043	20,731	371	1,075	47,220	13,103	3,510	63,833
Resource development							16,141	16,141
Depreciation expense	11,741	1,052	179	521	13,493	1,892	1,767	17,152
Total	\$ 1,032,637	\$ 107,256	\$ 15,124	\$ 43,894	\$ 1,198,911	\$ 171,715	\$ 167,729	\$ 1,538,355

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

TRICITY FAMILY SERVICES, INC.  
STATEMENT OF FUNCTIONAL EXPENSES  
for the year ended June 30, 2011

	Counseling	Early Intervention	Prevention and Wellness	Occupational Services	Total Program Services	Management and General	Fund Raising	Total
Personnel:								
Salaries	\$ 707,904	\$ 73,510	\$ 7,509	\$ 42,446	\$ 831,369	\$ 102,655	\$ 73,576	\$ 1,007,600
Taxes and benefits	140,456	15,480	1,581	8,939	166,456	20,055	14,039	200,550
Total personnel	848,360	88,990	9,090	51,385	997,825	122,710	87,615	1,208,150
Consultants	19,133	2,109	215	1,217	22,674	2,732	1,912	27,318
Facilities costs	57,807	6,371	651	3,679	68,508	8,254	5,778	82,540
Commodities cost	18,799	2,072	212	1,196	22,279	2,684	1,878	26,841
Staff expenses	13,779	1,518	155	877	16,329	1,087	761	18,177
Other costs	20,598	21,146	215	1,217	43,176	21,010	4,691	68,877
Resource development							5,432	5,432
Depreciation expense	15,936	1,757	180	1,014	18,887	2,275	1,593	22,755
Total	\$ 994,412	\$ 123,963	\$ 10,718	\$ 60,585	\$ 1,189,678	\$ 160,752	\$ 109,660	\$ 1,460,090

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

TRICITY FAMILY SERVICES, INC.  
STATEMENTS OF CASH FLOWS  
for the years ended June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
Cash provided by (used in) operating activities:		
Change in net assets	\$ 35,999	\$ 91,376
Adjustments to reconcile change in net assets to net cash applied to operating activities:		
Depreciation	17,152	22,755
Decrease (increase) in cash surrender value of life insurance	27,878	(5,310)
Bad debt expense	9,945	4,117
Changes in:		
Receivables	36,893	(115,798)
Prepaid expenses	262	(239)
Accounts payable	1,782	(1,093)
Accrued expenses	14,356	(2,686)
Deferred revenue	<u>(5,106)</u>	<u>2,326</u>
Net cash provided by (used in) operating activities	<u>139,161</u>	<u>(4,552)</u>
Cash provided by (used in) financing activities:		
Repayment of line of credit		(52,000)
Payments of mortgage payable	(145,420)	(2,778)
Proceeds from line of credit		52,000
Proceeds from mortgage payable	<u>117,339</u>	<u></u>
Net cash provided by (used in) financing activities	<u>(28,081)</u>	<u>(2,778)</u>
Net increase (decrease) in cash	111,080	(7,330)
Cash, beginning of year	<u>136,255</u>	<u>143,585</u>
Cash, end of year	<u>\$ 247,335</u>	<u>\$ 136,255</u>
Interest paid	<u>\$ 8,613</u>	<u>\$ 9,062</u>

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



## Board of Directors

Fiscal Year 2013

TERM	COMMITTEE	NAME (Spouse) e-mail address	OCCUPATION/EMPLOYER	MAILING ADDRESS	TELEPHONE
8/25/08- 8/24/14	Exec*	DI CIAULA, JIM President James.Diciaula@bmo.com	Director Customer Experience, Personal & Small Business Banking Harris N.A.	34W573D Roosevelt Ave. St. Charles, IL 60174	H: 847-429-9390 W: 630-399-0525 CELL: 312-461-6397
10/25/10- 10/24/13	Exec/RD	MEISTER, JIM (Connie) Vice President james.meister@exeloncorp.com	Vice President, Operations Support Exelon Nuclear	4N123 Thornly Road St. Charles, IL 60174	H: 630-584-5774 W: 630-657-3899 CELL: 630-650-9618
11/26/07- 11/25/13	Exec/F*	CARLSON, DEAN (Joan) Treasurer dcarlson@bankstcharles.com	Vice President St. Charles Bank & Trust	P.O. Box 902 St. Charles, IL 60174	W: 630-377-9500 CELL: 630-624-2265
6/26/06- 6/30/14	P* Liaison to QAC	JONES, LINDA (Steve) Secretary Sjones630@comcast.net	Retired School Teacher	41W750 Griffin Lane St. Charles, IL 60175	H: 630-377-3907
4/27/09- 4/26/15	BHD	JONES LINK, ROSALIE (Dwight) RMJones@covenantretirement.org	Stewardship Manager (PT) The Holmstad	23 North Daniels Drive Batavia, IL 60510	H: 630-879-6673 W: 630-879-4200
10/25/10- 10/24/13	RD*	SEIDEL, ANDREW (Wendy) aseidel@usg.com	Product Manager USG Corporation	315 Southampton Drive Geneva, IL 60134	CELL: 312-436-4536 W: 312-752-7791
6/25/12- 8/31/14	Friends' Liaison	BEHMER, KRISTIN kmbemer@comcast.net	President The Friends of TriCity Family Services	1S758 Grove Hill Drive Batavia, IL 60510	H: 630-406-0460
7/1/11- 6/30/14	RD	KELLER, JIM (Julie) jkeller@onpathfinancial.com	Partner OnPath Financial, LLC	1025 Keim Trail St. Charles, IL 60174	H: 630-513-0205 W: 630-584-8100, x109 CELL: 630-400-3953 FAX: 630-584-8107
7/25/11- 6/24/14	P	MILLS, GREG (Carol) GTMills726@aol.com	Financial Advisor Waddell & Reed	720 Fargo Blvd. Geneva, IL 60134	H: 630-208-9859 W: 630-339-8171 CELL: 630-738-0206 FAX: 630-339-8178
9/26/11- 9/25/14	RD	CIANCHETTI, SANDY (Frank) sancian@comcast.net	Sales Manager Abracon Corporation	4355 Canterbury Court St. Charles, IL 60174	H: 630-587-8291 W: 630-945-3712 CELL: 630-518-6532 FAX: 630-622-1404
1/23/12- 1/22/15	Audit	KANNAKA, STEVE (Sally) stevekannaka@comcast.net	General Manager Site Maintenance, Inc.	641 W. Washington Street Marengo, IL 60152	H: 815-568-7315 W: 847-697-1077 CELL: 815-260-5905

Over

RECEIVED NOV 14 1989

Internal Revenue Service

Department of the Treasury

District  
Director

Person to Contact: EO:TPA

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 unless you 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





ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommendation to Approve Funding Allocations Schedule of the Visitors Cultural Commission for FY13/14 and the Related Funding Agreements

Presenter: Chris Minick, Finance Director  
Dr. Anne Becker, Cultural Commission Chair

*Please check appropriate box:*

X

Government Operations (07/15/13)

Government Services

Planning & Development

City Council

Public Hearing

Estimated Cost: \$89,400

Budgeted:

YES

X

NO

If NO, please explain how item will be funded:

### Executive Summary:

Annually, the City budgets funds to promote the arts and cultural events in the City from the proceeds of the hotel/motel tax. Groups supporting the arts and culture within the community submit funding requests for grants to support their programs on an annual basis. The Cultural Commission meets annually to hear presentations from these groups and recommend funding allocations based on those presentations and the programs identified for funding. The Cultural Commission heard those presentations May 13, 2013.

Two new groups applied for funding this year: Water Street Studios and the St Charles Arts Council. Additionally, the Heritage Center has requested to be funded outside of the Cultural Commission process and the Government Operations Committee has recommended approval of that request. Presuming that the City Council approves the request, the money traditionally allocated to the Heritage Center can be re-allocated to other groups. The attached funding allocation schedule reflects removal of the Heritage Center from the funding requests.

Dr. Anne Becker, Chairman of the Cultural Commission, will make a brief presentation.

### Attachments: *(please list)*

Cultural Commission Recommended Funding Allocations Schedule for FY 13-14  
Funding Agreements

### Recommendation / Suggested Action *(briefly explain):*

Recommendation to approve funding allocations schedule of the Visitors Cultural Commission for FY13/14 and the related funding agreements.

*For office use only:*

Agenda Item Number: 4b

**City of St Charles, Illinois**  
**St Charles Cultural Commission**  
**Funding Allocations Schedule**  
**Fiscal Year 2013-2014**

Funded Groups	2012/2013 Funding	Suggested Allocation 2013/2014	Change
Fox Valley Repertory	\$ 7,500	\$ 9,250	\$ 1,750
St Charles Singers	\$ 11,000	\$ 14,250	\$ 3,250
Preservation Partners	\$ 9,000	\$ 10,750	\$ 1,750
St. Charles Heritage Center	\$ 33,250	\$ -	\$ (33,250)
Fox Valley Concert Band	\$ 4,500	\$ 7,150	\$ 2,650
Steel Beam	\$ 9,400	\$ 12,250	\$ 2,850
Fine Line Creative Arts Ctr	\$ 7,000	\$ 9,250	\$ 2,250
Sculpture in the Park (Park Foundation)	\$ 2,500	\$ 6,250	\$ 3,750
St Charles Arts Council	\$ -	\$ 15,250	\$ 15,250
Water Street Studios	\$ -	\$ 5,000	\$ 5,000
Norris Cultural Arts Center	\$ 5,250	\$ -	\$ (5,250)
<b>Total Allocations</b>	<b>\$ 89,400</b>	<b>\$ 89,400</b>	<b>\$ -</b>

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the The Fine Line Creative Arts Center, an Illinois not-for-profit corporation, (hereinafter referred to as "the Arts Center," ) can provide those services desired by the City.

**NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Arts Center shall devote its exclusive energies to promote a quality image of St. Charles by providing various art forms in the City.

II. In consideration of the foregoing services provided by the Arts Center, the City agrees to pay to the Arts Center, the amount of Nine Thousand Two Hundred Fifty dollars and no/100 cents (\$9,250) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Arts Center assists the City in obtaining shall be treated as a separate matter.

III. The Arts Center will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Arts Center is an independent contractor and has no authority to bind the City in any matter. The Arts Center further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Arts Center shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Arts Center will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Arts Center and not used or otherwise subject to pending contract requirements of the Arts Center shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. 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 \_\_\_\_\_, 2013.

**THE FINE LINE CREATIVE ARTS CENTER**

By: \_\_\_\_\_  
President

**CITY OF ST. CHARLES**

By: \_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Fox Valley Concert Band, an Illinois not-for-profit corporation, (hereinafter referred to as the "the Band,") can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Band shall devote its exclusive energies to provide volunteer adult community concert band entertainment in accordance with the presentation of St. Charles based artists.

II. In consideration of the foregoing services provided by the Band, the City agrees to pay to the Band, the amount of Seven Thousand One Hundred Fifty dollars and no/100 cents (\$7,150.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Band assists the City in obtaining shall be treated as a separate matter.

III. The Band will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Band is an independent contractor and has no authority to bind the City in any matter. The Band further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Band shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Band will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Band and not used or otherwise subject to pending contract requirements of the Band shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. 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 \_\_\_\_\_, 2013.

**FOX VALLEY  
CONCERT BAND**

**CITY OF ST. CHARLES**

By: \_\_\_\_\_  
President

\_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Fox Valley Repertory Theater Group, an Illinois not-for-profit corporation, (hereinafter referred to as "the Theater," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Theater shall devote its exclusive energies to provide performances and exhibits of a cultural nature within the City of St. Charles.

II. In consideration of the foregoing services provided by the Theater, the City agrees to pay to the Theater, the amount of Nine Thousand Two Hundred Fifty dollars and no/100 cents (\$9,250.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Theater assists the City in obtaining shall be treated as a separate matter.

III. The Theater will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Theater is an independent contractor and has no authority to bind the City in any matter. The Theater further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Theater shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Theater will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Theatre and not used or otherwise subject to pending contract requirements of the Theatre shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. 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  
, 2013.

**FOX VALLEY REPERTORY THEATER  
GROUP**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
President

\_\_\_\_\_  
Mayor



## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Preservation Partners of the Fox Valley, an Illinois not-for-profit corporation, (hereinafter referred to as "the Preservation Partners," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Preservation Partners shall devote its exclusive energies to promote a quality image of St. Charles by providing historic restoration services desired by the City.

II. In consideration of the foregoing services provided by the Preservation Partners, the City agrees to pay to the Preservation Partners, the amount of Ten Thousand Seven Hundred Fifty dollars and no/100 cents (\$10,750.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Preservation Partners assists the City in obtaining shall be treated as a separate matter.

III. The Preservation Partners will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Preservation Partners is an independent contractor and has no authority to bind the City in any matter. The Preservation Partners further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Preservation Partners shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Preservation Partners will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Preservation Partners and not used or otherwise subject to pending contract requirements of the Preservation Partners shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. 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 \_\_\_\_\_, 2013.

**PRESERVATION PARTNERS**

By: \_\_\_\_\_  
President

**CITY OF ST. CHARLES**

By: \_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the St Charles Parks Foundation, an Illinois not-for-profit corporation sponsoring the Sculpture in the Park Event, (hereinafter referred to as "the Sculpture," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Sculpture shall devote its exclusive energies to promote a quality image of St. Charles by providing various art forms in the City.

II. In consideration of the foregoing services provided by the Sculpture, the City agrees to pay to the Sculpture, the amount of Six Thousand Two Hundred Fifty and no/100 cents (\$6,250.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Sculpture assists the City in obtaining shall be treated as a separate matter.

III. The Sculpture will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Sculpture is an independent contractor and has no authority to bind the City in any matter. The Sculpture further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Sculpture shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Sculpture will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Sculpture and not used or otherwise subject to pending contract requirements of the Sculpture shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by and between the parties hereto and has been examined by each of the said parties.

X. 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 \_\_\_\_\_, 2013.

**ST CHARLES PARKS FOUNDATION**

By: \_\_\_\_\_  
President

**CITY OF ST. CHARLES**

By: \_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the St. Charles Singers, an Illinois not-for-profit corporation, (hereinafter referred to as "the Singers," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Singers shall devote its exclusive energies to providing subscription series concerts and benefit concerts for worthy causes.

II. In consideration of the foregoing services provided by the Singers, the City agrees to pay to the Singers, the amount of Fourteen Thousand Two Hundred Fifty dollars and no/100 cents (\$14,250.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Singers assists the City in obtaining shall be treated as a separate matter.

III. The Singers will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Singers is an independent contractor and has no authority to bind the City in any matter. The Singers further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Singers shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Singers will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Singers and not used or otherwise subject to pending contract requirements of the Singers shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. 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 \_\_\_\_\_, 2013.

**ST. CHARLES SINGERS**

By: \_\_\_\_\_  
President

**CITY OF ST. CHARLES**

By: \_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the St. Charles Arts Council, an Illinois not-for-profit corporation, (hereinafter referred to as "the Arts Council," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Arts Council shall devote its exclusive energies to provide various art forms within the City of St. Charles.

II. In consideration of the foregoing services provided by the Arts Council, the City agrees to pay to the Arts Council, the amount of Fifteen Thousand Two Hundred Fifty dollars and no/100 cents (\$15,250.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Arts Council assists the City in obtaining shall be treated as a separate matter.

III. The Arts Council will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Arts Council is an independent contractor and has no authority to bind the City in any matter. The Arts Council further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Arts Council shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Arts Council will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Arts Council and not used or otherwise subject to pending contract requirements of the Arts Council shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. 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  
, 2013.

**ST. CHARLES ARTS COUNCIL**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
President

\_\_\_\_\_  
Mayor



## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, the Steel Beam Theatre, an Illinois not-for-profit corporation, (hereinafter referred to as "the Theater," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, the Theater shall devote its exclusive energies to provide performances and exhibits of a cultural nature within the City of St. Charles.

II. In consideration of the foregoing services provided by the Theater, the City agrees to pay to the Theater, the amount of Twelve Thousand Two Hundred Fifty dollars and no/100 cents (\$12,250.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which the Theater assists the City in obtaining shall be treated as a separate matter.

III. The Theater will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. The Theater is an independent contractor and has no authority to bind the City in any matter. The Theater further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. The Theater shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. The Theater will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to the Theatre and not used or otherwise subject to pending contract requirements of the Theatre shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. 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  
, 2013.

**STEEL BEAM THEATRE**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
President

\_\_\_\_\_  
Mayor

## **AGREEMENT FOR SERVICES**

**WHEREAS**, the City of St. Charles, hereinafter referred to as "the City," is desirous of promoting and developing an awareness of art, history and culture; and,

**WHEREAS**, the City has determined it would use the "Municipal Hotel Operators' Occupation Tax," hereinafter referred to as "the tax," to pay for services from groups promoting these activities; and,

**WHEREAS**, Water Street Studios, an Illinois not-for-profit corporation, (hereinafter referred to as "Water Street Studios," ) can provide those services desired by the City.

### **NOW THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:**

I. In consideration of the promises, terms and conditions set forth, Water Street Studios shall devote its exclusive energies to provide various art forms within the City of St. Charles.

II. In consideration of the foregoing services provided by Water Street Studios, the City agrees to pay to Water Street Studios, the amount of Five Thousand dollars and no/100 cents (\$5,000.00) for the period beginning May 1, 2013 and ending April 30, 2014. Payment shall be made on a quarterly basis, subject to deductions by the City for collection costs (including expenses of litigation to defend the imposition or collection of the tax). Any grants which Water Street Studios assists the City in obtaining shall be treated as a separate matter.

III. Water Street Studios will not enter into any relationship, contractual or otherwise, which will subject the City to any liability. Water Street Studios is an independent contractor and has no authority to bind the City in any matter. Water Street Studios further agrees to indemnify and hold harmless the 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 the City with respect to the collection of the special tax provided for by the St. Charles Municipal Code, Chapter 3.32, "Municipal Hotel Operators' Occupation Tax."

IV. Water Street Studios shall maintain records of all of its activities for the period of at least seven years, which records shall upon request be subject to inspection and copying by the City or its designated agent at the City's sole expense at any reasonable time or times during the operation of this agreement and for a period of three years thereafter.

V. This agreement shall terminate on April 30, 2014, and the consideration therefore may be renewed by a written instrument executed by both parties.

VI. Water Street Studios will abide by City's policy for externally funded organizations.

VII. Upon termination of this agreement, any funds paid to Water Street Studios and not used or otherwise subject to pending contract requirements of Water Street Studios shall be returned to the City.

VIII. In the event of a default by either party under this agreement, the other party may elect to terminate the agreement by serving a ten-day written notice upon the other party.

IX. The foregoing is the entire agreement made by a between the parties hereto and has been examined by each of the said parties.

X. 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  
, 2013.

**WATER STREET STUDIOS**

**CITY OF ST. CHARLES**

By \_\_\_\_\_  
President

\_\_\_\_\_  
Mayor