

BUDGET OVERVIEW

This section contains information on the Financial Policies and Budgetary Process which guide the development of the budget, as well as revenue and expenditure summary statements and accompanying tables and charts for all funds, including information on the number of full time equivalent (FTE) positions by department.

LEVY AND BUDGET PROCESS

The budget document details the relationship between the Township's resources and activities in order to promote better management of resources and to adequately monitor the impact of those activities. Thus, the levy and budget processes set the stage for more effective service to the citizens.

BASIS OF BUDGETING

Oak Park Township's Basis of Budgeting is modified accrual, per Generally Accepted Accounting Principles (GAAP). Modified accrual is the method under which revenues are recognized when they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the current period. Available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers property taxes associated with the current fiscal period susceptible to accrual if they are collected within 60 days of the end of the current fiscal period. Charges for services and miscellaneous revenues are considered to be measurable and available only when cash is received. Expenditures are budgeted according to when the liability is incurred, regardless of the timing of related cash flow.

LEVY AND BUDGET LAWS

The ability of the Township to raise money to defray expenses is found in the Illinois Statutes at 60 ILCS 1/80-40. The statute gives the Township the authority to levy on taxable property within the Township. Property taxes are a significant source of revenue for the Township. In 1995, however, the Illinois Legislature limited the Township's ability to levy property taxes by passing the Property Tax Extension Limitation Law (PTELL). PTELL (35 ILCS 200/18-185 et seq.) limits the increase in property tax that the Township may levy to 5% or the percentage increase in the Consumer Price Index during the 12 month calendar year preceding the levy year, whichever is less.

The Township Code 60 ILCS 1/80-60 provides that the annual budget and appropriation ordinance comply with the Illinois Municipal Budget Law.

The Illinois Municipal Budget Law (the "Law") 50 ILCS 330/3 provides that each governing body coming within the provisions of the Law adopt a combined annual budget and appropriation ordinance within or before the first quarter of each fiscal year. The Township's fiscal year begins on April 1 and extends through March 31. In accordance with the law, the Township may appropriate sufficient money to defray all necessary expenses and liabilities. The law requires that the annual budget and appropriation ordinance specify the objects and purposes for which the appropriations are made and the amount appropriated for each object or purpose.

See the Supplemental Data section of this budget for copies of the statutes.

LEVY AND BUDGET CYCLE

The Township's annual levy and budget cycle is as follows:

1. The annual process begins in August with the review and approval of the Levy and Budget Preparation Calendar.
2. Preliminary discussion and development of the levy begins in August.
3. Current fiscal year revenue and expenditures are re-estimated.
4. Development of the Budget Manual begins in September.
5. Preliminary levy calculations are prepared and submitted to the Township Board for consideration during the months of September through December.
6. Strategic Planning Goals are reviewed by the Township Board of Trustees during the months of September through January.
7. Budget limits are set by the Township Board.
8. The Budget Manual containing budget preparation instructions is finalized and distributed to department directors by the end of November.
9. Budgets are prepared by the department directors and division heads during the months of December through February.
10. Department directors, division heads and members of the citizen committees present proposed budgets to the Township Board during the months of January through March.
11. A tentative budget combining all department and division budgets is prepared and presented to the Township Board.
12. At least 30 days prior to the public hearing the tentative budget and appropriation ordinance is prepared.
13. The final budget and appropriation ordinance is adopted by the Township Board no later than June 30th.

2014 LEVY AND FY 16 BUDGET PREPARATION CALENDAR MAJOR EVENTS

October 28, 2014 - Township Board discussion and approval of 2014 Tentative Property Tax Levy.

December 9, 2014 - Township Board approval of 2014 Property Tax Levy Ordinance.

February 10, 2015 - Presentation of General Government, and General Assistance Fund FY 16 budgets. Presentation of the Capital Outlay FY 16 budget

February 24, 2015 – Presentation of Community Mental Health Fund FY 16 budget.

March 10, 2015 – Presentation of Senior Services FY 16 budget.

March 24, 2015 – Approval of updated Strategic Planning Policies, Goals, and Objectives for FY 16.

April 1, 2015 - First day of fiscal year 2015-2016.

April 10, 2015 - Last day to post Supervisor's Annual Report.

April 14, 2015 - Annual Township Meeting. Presentation of Youth Services FY 16 budget.

May 12, 2015 – Presentation of Revenues for FY 16 budget-all funds.

Approval of Tentative FY 16 Budget and Appropriation Ordinance. Tentative budget and ordinance filed with the Clerk and available for public inspection at Oak Park Public Library and Township Offices. *The statute governing the Township budget process was amended in 2000 to add the requirement that the tentative budget and appropriation ordinance be filed with the Clerk 30 days prior to the public hearing. Prior to the amendment the tentative budget had to be available for inspection 30 days prior to adoption.*

June 30, 2015 – Public Hearing and adoption of Township FY 16 Budget and Appropriation Ordinance.

BUDGET AMENDMENT

There are three ways the Township budget may be amended: (1) The electors may pass a referendum; (2) The Township Board may adopt a supplemental appropriation ordinance. The supplemental ordinance may not exceed the aggregate of any additional revenue available or the amount of fund balances available when the annual appropriation ordinance was adopted; or (3) The Township Board, with a two-thirds vote, may authorize transfers between line items within a department.

LEVY AND BUDGET CYCLE

Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Budget and Levy Planning													
		Levy Preparation											
					Board Presentation								
	Strategic Planning												
					Board Consideration of Budget Proposals								
										Board Adopts Budget			
											Publish Budget Document		
↪	→	→	→	→	→	→	→	Budget Implementation and Monitoring →					

PLANNING PROCESSES

There are a number of planning processes that the Township engages in annually. A complete list of the planning processes is set forth below. The plans are developed and reviewed annually. The plans range from annual, with a time frame of one year, to long-term, with a time frame of 10 years. The resulting plans have a significant impact on the current and future budgets. By engaging in the various planning processes staff and the Township Board have the information needed to manage resources efficiently and minimize debt service.

Plan	Type of Planning Process	Description of Process	Budget Impact	Implementation
Grounds Maintenance Plan	Annual plan for Township grounds.	Estimation of costs for planting and maintenance of Township green space.	Allows for a stable annual level of expenditures to ensure continued maintenance.	Local landscaping advisor will plan the green spaces at two locations. Full-time custodian will provide maintenance.
Technology Plan	Short range planning (1-3 years) to replace or upgrade technology hardware and software.	Evaluation of technology hardware and software and determination of useful life.	Allows for the management of funding for replacement and maintenance of technology related hardware and software.	The Township currently contracts with an information technology company for most of its hardware and software needs. Administrative Staff will finalize and implement a technology plan.
Vehicle and Equipment Replacement Plan	Mid range planning (3 -5 years) for replacement of vehicles and large equipment.	Departments provide schedules for replacement of vehicles and major equipment.	Allows for an established level of funding for replacement as needed to minimize impact on operating budget.	The Township Board will develop a plan for vehicle and equipment replacement and review it on an annual basis.

Plan	Type of Planning Process	Description of Process	Budget Impact	Implementation
Building Maintenance Plan	Mid range planning (3-5 years) for facility repairs and maintenance projects.	Identifying major repairs and maintenance work on Township facilities.	Provides for stable annual level of expenditures for facility maintenance.	Storm windows at the 130 building will be upgraded and repairs to the roof will be made during FY 16.
Capital Projects Plan	Long range planning (5-10 years) to identify potential capital projects.	Possible projects are identified and evaluated and costs estimated.	Allows for planning of any necessary debt service or impact on fund balance.	A plan will be developed and carried out to replace the HVAC system and roof at the 105 building.
Operating Budget Forecast Plan	Long range planning (5-10 years) projecting operating budget expenditures to facilitate financial planning.	Budget staff works with departmental staff to determine key forecast assumptions and project revenues and expenditures.	Provides for budget stability, planning for future resource allocation and decision making.	The five-year revenue and expenditure forecast is updated on a routine basis each fiscal year.
Strategic Plan	Long range planning (5-10 years) with goals and objectives established for budget year.	Township Board meets to discuss, review and revise the future direction of the Township.	Enables Board to identify priorities and allocate resources accordingly.	The Township Board conducts a biennial strategic planning process and reviews the strategic plan annually.

SUMMARIES OF FINANCIAL POLICIES

Oak Park Township financial policies provide a basic framework for the overall fiscal management of the Township. The policies represent a foundation to address changing circumstances and conditions, and assist in the decision-making process. The financial policies represent guidelines for evaluating both current activities and proposals for future programs. Additionally, the policies:

- demonstrate to the citizens of Oak Park that the Township is committed to a responsible fiscal operation;
- provide precedents for future policy makers and financial managers on common financial goals and strategies;
- present fairly and with full disclosure the financial position and results of the financial operations of the Township in conformity with Generally Accepted Accounting Principles (GAAP); and
- determine and demonstrate compliance with finance-related legal and contractual issues in accordance with provisions of the Township Code and other pertinent legal documents and mandates.

Current and long-range financial stability is essential to enable the Township to meet the goals identified in this budget and to continue to provide a high level of programs and services. The Township will work to maintain financial stability by establishing and observing financial policies and by carefully and frequently monitoring expenditures and revenue sources. Prudent investment of reserves, in compliance with State policies and regulations, will maximize returns on those funds. The Township will also remain open to new revenue sources to cover the costs of providing programs and services.

The Government Finance Officers Association (GFOA) and the National Advisory Council on State and Local Budgeting (NACSLB) recommend that local governments formally adopt a set of financial policies to guide their budget process and that they disclose those financial policies in their budget. Formal financial policies help to focus discussion and improve decision making by providing clear, agreed-upon parameters for decision makers. Financial policies also facilitate the informed participation of other stakeholders in the budget process.

The information that follows provides a summary of the Township's financial policies for the following areas:

- Budget and Appropriations
- Debt Management
- Capitalization
- Revenue and Expenditure Management
- Fund Balance
- Investment
- Performance Measurement
- Property Tax Levy
- Strategic Planning
- Allocation of Township Board Funds

Each summary includes a status of the policy which requires the Township to evaluate their success in meeting the policy and allows the reader to see if the policies are actually being followed in practice.

The full text of these financial policies is provided at the end of the document in a section titled “Financial and Accounting Policies.”

**BUDGET AND
APPROPRIATION POLICY**

The objectives of this Budget and Appropriation Policy are to: define an appropriate budget process; set forth the Township’s statutory authority; define the basis of budgeting and set standards for the Township annual budget document.

Policy

It is the Policy of the Township Board to adopt a balanced budget while maintaining fund balances within established policy. A balanced budget requires that anticipated revenues equal the sum of budgeted expenditures for each fund. Revenues are derived from three sources: current revenue sources, new revenue sources and revenue carried forward from prior years (categorized as unassigned fund balance in the Town Fund and total fund balance in the General Assistance and Community Mental Health Funds). It is also the Policy of the Board that the Township budget is adopted and administered based on the highest standards of local governmental budgeting consistent with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and recommended practices of the Government Finance Officers Association (GFOA) and the National Advisory Council on State and Local Budgeting (NACSLB).

Status

The Budget and Appropriation Policy was adopted by the Township Board on January 24, 2006. The Township Board is currently observing all provisions of the policy. Budgeted revenues for the General Assistance and Community Mental Health Funds are less than budgeted expenditures in the FY 16 budget. The difference between budgeted revenues and budgeted expenditures will come from fund balances. Therefore, the budget presented meets the definition of a balanced budget.

DEBT MANAGEMENT POLICY

The objective of this Debt Management Policy is to establish parameters for issuing and managing debt.

The Local Government Debt Limitation Act 50 ILCS 405/1 (“the Act”) sets the limit of debt for Oak Park Township, including existing indebtedness, at 2.875% of the value of taxable property within the Township. The value of taxable property is ascertained by the last assessment for State and county taxes. The latest assessed value of property within Oak Park Township is for tax year 2014 and is \$1,383,005,873. Therefore, the legal limit of debt for the Township is \$39,761,419.

Policy

The Township has instituted sound debt management practices and will continue to follow practices that reflect positively on the Township. Among these are the development of long-term financial plans, management of expense growth in line with revenues and maintenance of an adequate level of operating reserves.

Status

The Debt Management Policy was adopted by the Township Board on December 14, 2005. The Township is currently observing all provisions of the policy. The only explicit, long-term debt owed by the Township is for compensated absences and other postemployment benefits. The rights to such benefits are vested. Township employees, based on the length of employment and employee status, earn vacation time. Employees are generally required to use their vacation time with the exception that 80 hours can be carried to the following calendar year. Any unused vacation time is paid to employees upon termination. The Township allows for carryover of unused sick time, subject to established maximum limits. Upon termination employees with less than five years of service are not paid for accumulated sick time. Employees with five or more years of service are paid for one-third of all accumulated sick time, to a maximum of 30 days pay. The balance for compensated absences payable on March 31, 2015, was \$143,289. The Township provided other postemployment health care benefits (OPEB) for retired employees through a single employer defined benefit plan. The balance for OPEB was \$33,364 on March 31, 2015. The Township does not anticipate significant changes in the value of compensated absences payable and other postemployment benefits payable.

The Township does not intend to issue any long-term debt for capital improvements. All capital renovation projects will be funded with savings derived from existing funds. A full description of significant non-routine capital expenditures is provided in the budget transmittal letter and in the budget highlights for Town and Community Mental Health.

CAPITALIZATION POLICY

The Objective of this Capitalization Policy is to comply with Generally Accepted Accounting Principles (GAAP) and comply with the Governmental Accounting Standards Board (GASB) Statement 34.

Minimum capitalization amounts under this policy are as follows: individual equipment \$5,000 and buildings and improvements \$10,000.

Status

The Capitalization Policy was adopted by the Township Board on May 24, 2005. The Township is currently observing all provisions of the policy. In order to clarify expenditures for capital outlay, Capital outlay has been presented at the fund level in the FY 16 budget. All capital outlay expenses are depreciated in the government-wide financial statements pursuant to the adopted schedule.

REVENUE AND EXPENDITURE MANAGEMENT POLICY

The objective of the Revenue and Expenditure Management Policy is to provide guidance for management decisions to ensure consistency and quality control in revenue and expenditure management.

Revenue Policy

The Revenue Policy supports the following practices to provide financial stability and avoid potential service disruptions: diversification and stabilization, conservative revenue estimates, user fees set at appropriate levels, and reduction of tax burden through development of other revenue sources.

Expenditure Policy

The Expenditure Policy is to use prudent expenditure planning and accountability to ensure fiscal stability through the following practices: maintenance of capital assets, full funding of pension obligations, and program review to use technology and productivity advancements to reduce or avoid increasing costs.

Status

The Revenue and Expenditure Management Policy was adopted by the Township Board on January 11, 2006. The Township is currently observing all provisions of the Policy. Property taxes remain the primary revenue source for the Township. There are very few additional revenue sources available. The Township Board is closely monitoring revenues and expenditures to ensure compliance with this policy.

FUND BALANCE POLICY

The objectives of the Fund Balance Policy are: to provide for contingency or emergency spending; to preserve the credit worthiness of the Township; to avoid interest expenses for operating budget needs; and to stabilize fluctuations from year to year in property taxes collected and paid to the Township.

Policy

The fund balance policy is:

1. Annual appropriated budgets are adopted for General (Town Fund) and Special Revenue (General Assistance and Community Mental Health) Funds. The Financial Statements and Independent Auditor's Report are prepared at the end of the fiscal year. The Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All appropriations lapse at the end of the fiscal year. Excess revenues over expenditures for the fiscal year accumulate in the fund balance for the associated fund.
2. An unassigned General (Town) Fund fund balance and restricted Special Revenue (General Assistance) Fund fund balance shall be maintained as of March 31 of each year equal to a minimum of four months of the current year's budgeted fund expenditures, with a targeted maximum of six months of the current year's budgeted expenditures. A restricted Special Revenue (Community Mental Health) Fund fund balance shall be maintained as of March 31 of each year equal to a minimum of six months of the current year's budgeted fund expenditures, with a targeted maximum of eight months of the current year's budgeted expenditures. The year's budgeted expenditures used for the purpose of calculating an appropriate fund balance shall not include capital expenditures.

3. The Township will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures.
4. Fund balances that exceed the maximum level established for each fund may be appropriated for non-recurring capital projects or programs.
5. From time to time, as the Township Board deems necessary, the Board may commit or assign a portion of the spendable, unrestricted fund balance for the General (Town) or Special Revenue (General Assistance and Community Mental Health) Funds for an intended purpose such as capital improvements.

Status

The Fund Balance Policy for Town and General Assistance Funds was initially adopted by the Township Board on September 28, 2004, and subsequently amended on December 13, 2006. This amendment added the provision that the year's budgeted expenditures used for the purpose of calculating an appropriate fund balance shall not include capital expenditures. This limits the impact of one-time capital expenditures on fund balance parameters.

New accounting standards issued by the Governmental Accounting Standards Board (GASB) created new fund balance classifications effective for the Township's FY 10 Comprehensive Annual Financial Report. The new Fund Balance terminology is presented in this budget document. The policy was amended on June 28, 2011 to accommodate this new GASB Statement. As of March 31, 2015, unassigned fund balance for the Town Fund is slightly above the minimum policy for fund balance. Fund balance for the General Assistance Fund is above the current targeted fund balance amount. Fund balance for the Mental Health Fund is also above its fund policy range. The Township Board will review the fund balances and the fund balance policy during the annual levy cycle and make adjustments as necessary.

INVESTMENT POLICY

The objective of the Investment Policy is to safeguard Township funds, diversify investments, and maximize income.

Policy

It is the policy of the Township, in regard to investments, to maximize safety, liquidity, and yield by adhering to the "prudent person" and ethical standards, establishing internal controls, and reporting fully and regularly on any investment activities.

Status

The Township Board adopted the Investment Policy on November 17, 1999, and most recently amended on October 11, 2006, to clarify allowable investments and collateralization.

The Township complies with the investment policy, having invested in Illinois Funds, Illinois Metropolitan Investment Fund's (IMET) Convenience Fund, a certificate of deposit and a money market deposit account at local financial institutions. Both Standard and Poor's and Moody's, rate Illinois Funds AAA and the investments in the IMET fund are either FDIC insured or fully collateralized. The certificate of deposit and the money market deposit is also a relatively safe investment.

PERFORMANCE MEASUREMENT POLICY

The objective of the Performance Measurement Policy is to establish a framework for long-term planning and goal setting to assist the Township Board, staff and citizens in assessing the effectiveness of a Township program or service.

Policy

It is the Policy of the Township Board that performance measures will be used as an integral part of the budget process. Performance measures shall relate to the mission, goals and objectives of each department and over time will be used to report on the outcomes of each program. Program and service performance measures are to be developed and used as an important component of long term strategic planning and decision making which will be linked to resource allocation (budgeting). As experience is gained with developing and utilizing performance measurements, the measures will be linked to the policy statements, mission, goals and objectives of the organization.

Status

The Performance Measurements Policy was adopted by the Township Board on January 11, 2006. The budget contains performance measures for each of the functional areas of the Township. The Township will continue to refine the performance measures, so that they are meaningful and useful.

PROPERTY TAX LEVY POLICY

The objectives of this Township Board Policy are: (1) to annually evaluate the need for a levy; (2) if the need exists, determine the amount of the levy, and; (3) consider the levy amount for each Township fund.

Policy

The Property Tax Levy Policy is:

1. To limit the levy to the amount necessary to defray Township expenses.
2. To continue the current level and quality of programs and services.
3. To maintain current and actively seek new non-property tax based revenue.
4. To consider various factors in determining the levy.

Status

On October 25, 2005, the Township Board adopted the Property Tax Levy Policy. For the FY 16 budget the Township Board approved the maximum allowable increase in property taxes, based on a 1.5% increase in the Consumer Price Index (CPI). The CPI for the FY 17 budget will be at 0.8%. To achieve a balanced budget in FY 17, the Township Board will continue to consider options such as: revenue enhancements, expenditure reductions, and spending down fund balances.

STRATEGIC PLANNING POLICY

The objective of the Strategic Planning Policy is to establish Board procedures for developing, monitoring and assessing the Township's Strategic Plan.

Policy

It is the Policy of the Township Board to provide a long-term perspective for service delivery and budgeting by establishing broad organizational goals logically linked to budgeted expenditures.

Status

The Strategic Planning Policy was adopted by the Township Board on December 14, 2005. The Township has complied with the requirements to the policy to conduct a biennial strategic planning process and has used the information to review the Township's mission and policy statements. However, the Board has not adopted an action plan with measurable objectives. The Township Board will continue to review this Policy in FY 16 to make adjustments and plan for implementation.

ALLOCATION OF TOWNSHIP BOARD FUNDS POLICY

The objective of the Allocation of Township Board Funds Policy is to clarify criteria for funding requests made to the Township Board.

Policy

It is the Policy of the Township Board to identify and assess needs in the community with a focus on social services. Responses to community needs will be with an emphasis on ensuring proper administration of programs and effective and efficient use of resources.

Status

The Allocation of Township Board Funds Policy was adopted on September 11, 2007. The policy has provided guidance for allocation of Township Board funding in FY 16.

TOWNSHIP REVENUE DESCRIPTIONS, ASSUMPTIONS AND PROJECTIONS

The revenue source classes recognized by the Township are Taxes, Use of Money and Property, Intergovernmental, Charges for Services and Miscellaneous. The major revenues are property taxes and intergovernmental revenues. The following revenue descriptions, assumptions and projections are provided for each revenue source.

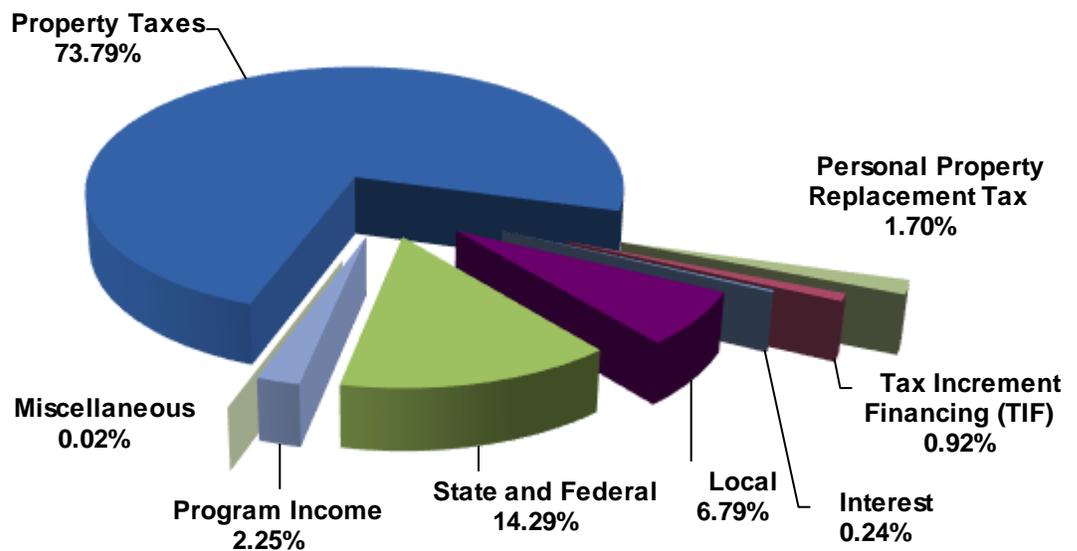
LONG RANGE FINANCIAL PLANNING

During the Township Board's strategic planning process in March 2015, the Township Board identified the maintenance of long-range financial integrity and stability as a policy priority for FY 16. Managing, monitoring and analyzing the Township's revenues are key components of implementing the Board's policy. Early in the budget process each revenue account is analyzed and the current fiscal year's actual revenues are estimated in order to form a more accurate basis for the next fiscal year's budgeted revenues. Detailed revenue accounts are provided for each fund and for each department.

ANALYSIS OF REVENUE SOURCES

The Township has several revenue sources, each representing a different percentage of total revenue.

FY 16 Budgeted Revenue



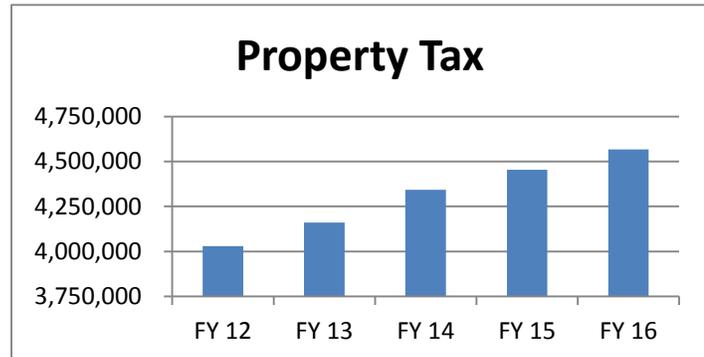
TAXES

The category of Taxes is comprised of property taxes, personal property replacement tax and tax increment financing (TIF) district distributions.

Property Tax

Property tax typically represents approximately 70% of the Township's total revenue.

Property Tax		
Fiscal Year	Amount	% Inc
FY 12	4,029,543	4.7%
FY 13	4,161,228	3.3%
FY 14	4,342,591	4.4%
FY 15	4,453,711	2.6%
FY 16	4,566,883	2.5%



The Township property tax represents approximately 2.7% of a property owner's total property tax bill. Approximately 63% of property taxes paid by Oak Park property owners support education and nearly 91% support entities that primarily serve Oak Park. The remaining money goes to Cook County agencies.

Property Tax Assessment

The Cook County Assessor's office assesses all properties in Cook County including properties in Oak Park. All properties in Oak Park are reassessed every three years. Oak Park was reassessed in 2014 and will be reassessed again in calendar year 2017. Property taxes of many Oak Park residents have increased significantly in recent years. Oak Park's tax base does not include large commercial or industrial properties; most of the taxes come from home and apartment buildings. Cook County is the only county in the state where assessment levels vary with property class. This system reduces the tax burden on most residential properties while increasing the burden on businesses and large apartment buildings.

Major property classes and assessment percentages in Cook County are:

Homes	10%
Condominiums	10%
Apartment buildings (6 units or less)	10%
Apartment buildings (7 units or more)	10%
Industrial Property	25%
Commercial Property	25%

The goal of assessment is to accurately estimate the "market value" of all properties in the community in order to determine each property's fair share of community taxes. The process uses current sale prices of homes in the neighborhood to estimate the market value of all similar homes nearby, including those that have not sold.

State Multiplier

Although Cook County assesses properties at different levels, state law requires that a county's overall level of assessment equal 33% of the market value of all county properties. To reach the 33% level, the state increases each assessment by a uniform factor known as the state multiplier or equalizer. Multiplying a property's assessment by the equalizer yields the equalized assessment. The equalized assessment is then reduced by exemptions and the result is multiplied by the community tax rate. The final calculation yields the individual's tax bill. The tax rate in Oak Park for the 2013 tax year was 12.225. The breakout of tax rate information for each taxing body in Oak Park is contained in the Supplemental Information section of this budget.

Tax Rate

The tax rate formula is the property tax levy divided by the equalized assessed value of property in the community. The tax rate will change from year to year as the assessed value of property changes and property tax levies of local governments change.

Homeowner Exemptions

There are several tax relief programs available to citizens who qualify. The Homeowner Exemption provides tax savings of up to \$861 for owner-occupied homes in Oak Park. The exact amount of tax savings from the Homeowner Exemption varies considerably among properties, based on a series of complicated rules promulgated by the Illinois legislature. The Senior Citizen Homestead exemption is available to all seniors who owned and occupied their homes on January 1 of each tax year. The Senior Freeze Program protects senior homeowners from future increases in their assessed valuations if the total income of all individuals living in the senior's household is \$55,000 or less. The Circuit Breaker program may provide a yearly grant for tax relief for low-income senior citizens. The Tax Deferral Program allows senior citizens to defer their property taxes until after the sale of their home. Taxes are then paid out of sale proceeds.

Tax Year	Overall Tax Rate	Township Tax Rate
2008	8.565	0.222
2009	8.278	0.213
2010	8.841	0.220
2011	10.551	0.264
2012	11.596	0.297
2013	12.225	0.327

Property Tax Bills

Tax bills for one year arrive during the following calendar year. For example, 2014 taxes are billed and paid during calendar year 2015. The Cook County Treasurer mails the first installment of property taxes on February 1st of each year. The first installment is 55% of the previous year's final tax bill. The second installment is mailed sometime between July and November, once the County calculates the final tax rates. The second installment makes up the balance of the property tax bill.

The Township Levy and Tax Caps

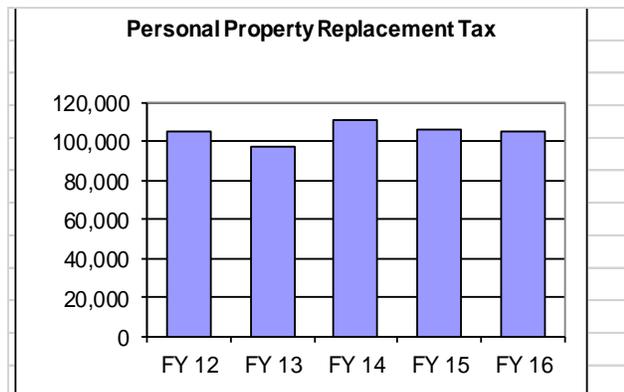
The Township adopts its annual property tax levy in December of each year for revenues to be received in the following calendar year. The amount of the tax levy, however, is limited by the Property Tax Limitation Law (PTELL). 35 ILCS 200/18-185 PTELL limits the increase in property tax that the Township may levy to 5% or the percentage increase in the Consumer Price Index during the 12 month calendar year preceding the levy year, whichever is less. A higher property tax may be levied if the community experiences new construction, mergers or consolidations or voters approve a higher rate by referendum.

Several tax referendums have been passed by the voters in Oak Park since 1999. The referendums have significantly affected property taxes. In the Spring of 2011 a referendum for District 97 was approved by voters that provided additional operating funds for the school district. The effect of the referendum began to appear on the tax bills in the fall of 2011.

Personal Property Replacement Tax

Personal Property Replacement Tax (PPRT) is included with the revenue category Taxes. It represents a small amount of overall revenue to the Township. For FY 13, PPRT represented only 1.6% of revenue to the Township. Illinois no longer taxes personal property. The Personal Property Replacement Tax consists of distributions from the State of Illinois to local units of government made in accordance with Illinois law 30 ILCS 115/12, that provides replacement revenues to all local taxing units that originally levied a tax on personal property. The amount of tax received by the Township varies widely from year to year. Because of the historical variations in receipts, estimates for budgeting purposes are conservative.

Personal Property Replacement Tax		
Fiscal Year	Amount	% Inc/Dec
FY 12	105,160	-2.18%
FY 13	97,119	-7.65%
FY 14	111,338	14.64%
FY 15	106,365	-4.47%
FY 16	105,420	-0.89%

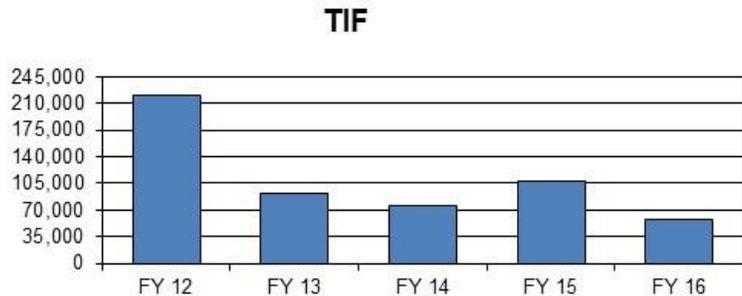


Tax Increment Financing (TIF) District

Tax Increment Financing (TIF) District distributions are included within the revenue category Taxes. A TIF District is a type of financing tool that permits local governments to finance the redevelopment of blighted areas and the economic development of rapidly developing areas. The tax increment is the property tax revenues collected by the municipality on the increased assessed valuation of property in the area to be redeveloped or developed. During existence of the TIF, which can be for 5 – 25 years, other units of local government such as schools, parks, libraries and townships, do not receive tax on the increased value of the property. TIF districts can be controversial financing tools because of the financial impact on other local governments. The municipality can declare a surplus in the TIF District, and distribute the surplus to all local taxing bodies. There are currently three TIF Districts in Oak Park: Madison Street, Downtown and Garfield/Harlem. The Township currently receives surplus distributions from the Village of Oak Park from the Madison Street and Downtown TIF districts.

Tax Increment Financing (TIF) District

Fiscal Year	Amount	% Inc/Dec
FY 12	219,717	23.03%
FY 13	90,881	-58.64%
FY 14	75,407	-17.03%
FY 15	108,748	44.21%
FY 16	57,000	-47.58%



In FY 15, actual TIF revenues were 1.91 times the budgeted amount. In FY 14, actual TIF revenues were 1.09 times the budgeted amount. Pursuant to a Downtown TIF intergovernmental agreement between the Village of Oak Park and school districts, all overlapping taxing bodies in Oak Park received one-time TIF payments related to prior years in addition to current year TIF surplus distributions in FY 12.

Budget Assumptions and Projections for Taxes

In prior years, the Township has prepared a “balloon levy” which is a levy in excess of the allowable amount under PTELL based on the estimated total assessed value of property in the community. If the total assessed value of the property increases during the tax year because of new construction or reduction in the size of the Tax Increment Financing (TIF) District, the Township will receive property taxes based on the new total for assessed property in the community. New property is not subject to tax caps the first year it is included in the tax base. If the tax levy increase exceeds the allowable amount, the Cook County Clerk will reduce the levy to comply with PTELL.

In order to fund the Township in FY 16, the Township Board approved a 2014 property tax levy 2.0% higher than the 2013 property tax levy extension (which funded FY 15) to match the allowable Consumer Price Index increase under PTELL of 1.5% and as a partial balloon levy.

Revenue from property taxes is a relatively stable revenue source for the Township. The timing related to mailing property tax bills and receiving taxes from Cook County was, until recently, the biggest issue. A qualitative forecasting method known as “Naïve Forecasting” is utilized to project property tax revenue. The Naïve Forecasting method is best suited for revenue sources like property taxes, that are fairly stable from year to year, a typical time period can be easily determined, the historical relationship remains constant for the period being forecast and all relevant factors affecting the revenue source have been included in the forecast.

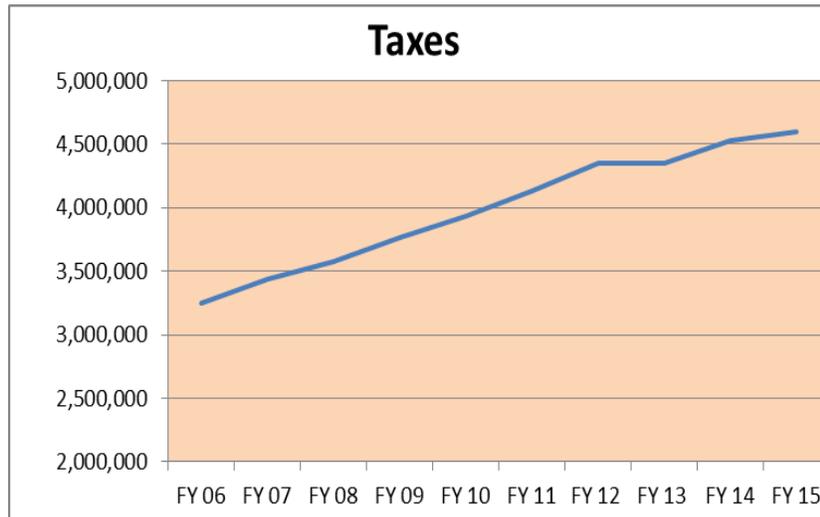
The purpose of developing projections is to enable the Township Board of Trustees and Township management to focus on financial stability and plan for foreseeable challenges.

Projections are intended as a guide rather than a definite statement at any given time. Government budgets and especially long term projections can be impacted by a number of outside forces that cannot be anticipated or forecasted. Many of these forces lie outside the control of the Township. State and federal revenues or mandates, changes

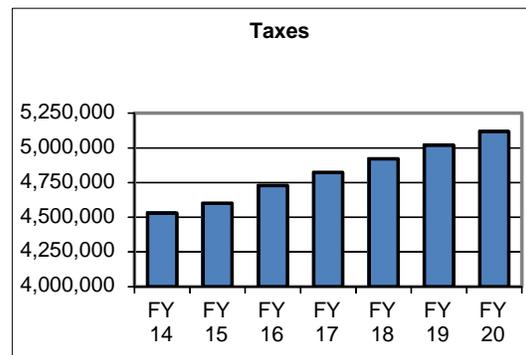
in the national, regional or local economy, fluctuations in the prices of products or services purchased by the Township, and unanticipated emergencies or changes in service level priorities, as well as capital projects, are all examples of variables that cannot be predicted.

One of the factors considered when projecting revenues is historical collections. An analysis of historical collections provides an indication of future collections. Any unusual occurrences can be accounted for so that projections are not skewed.

Historical Tax Collections		
Fiscal Year	Taxes	% Inc
FY 06	3,243,862	5.00%
FY 07	3,436,075	5.93%
FY 08	3,578,912	4.16%
FY 09	3,760,834	5.08%
FY 10	3,936,586	4.67%
FY 11	4,133,248	5.00%
FY 12	4,347,409	5.18%
FY 13	4,349,229	0.04%
FY 14	4,529,336	4.14%
FY 15	4,600,516	1.57%
Average Increase		4.08%

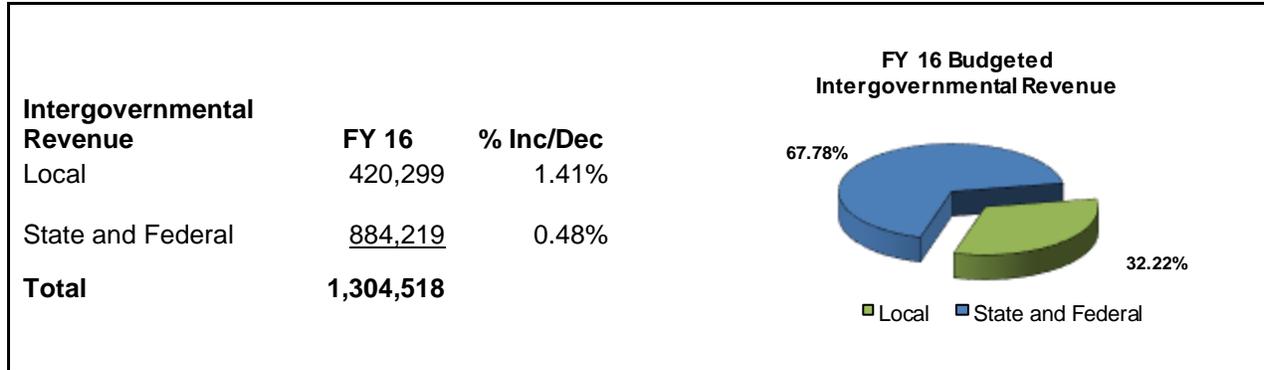


In FY 16, the property tax increase will be 2%. This is a similar increase compared to the 2% increase in the prior fiscal year. The overall tax increase from FY 15 to FY 16 is projected at 2.8%. Based on historical information and the relative stability of these revenue sources in the past, the revenue category Taxes which includes property taxes, personal property replacement tax and tax increment financing district distributions is estimated conservatively at 2% for FY 17 through FY 20.



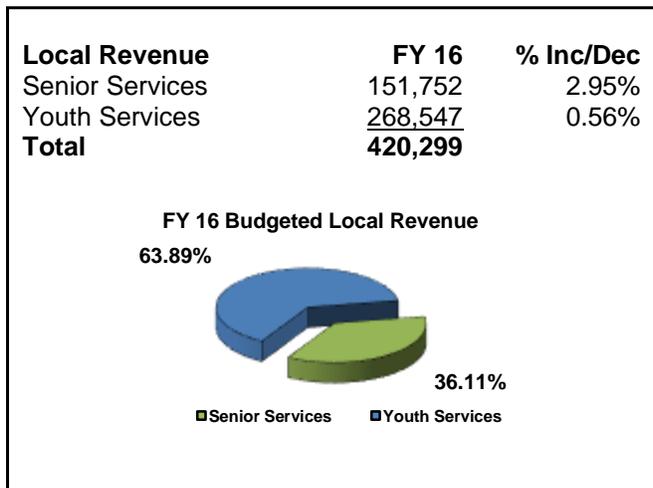
INTERGOVERNMENTAL REVENUES

Intergovernmental revenue is the next largest revenue source typically representing approximately 21% of the Township's total revenue. Intergovernmental revenue is comprised of local revenue and state and federal revenue.



Local Revenue

The Township works with many units of local government. These units of local government include villages, schools, libraries and park districts. In some cases the Township will contract with the other units of local government to provide programs and services. This is primarily true for the community of River Forest located on the western boundary of Oak Park. Oak Park Township receives funding from River Forest Township for youth and senior services programs. Oak Park Township receives funding from both Oak Park and River Forest villages, park districts, libraries, elementary schools, and the high school district for a youth program known as the Youth Interventionist Program. When an agreement to provide programs and services involves receipt of funds by the Township, the funds are recorded as local revenue in the appropriate Township fund and program area.



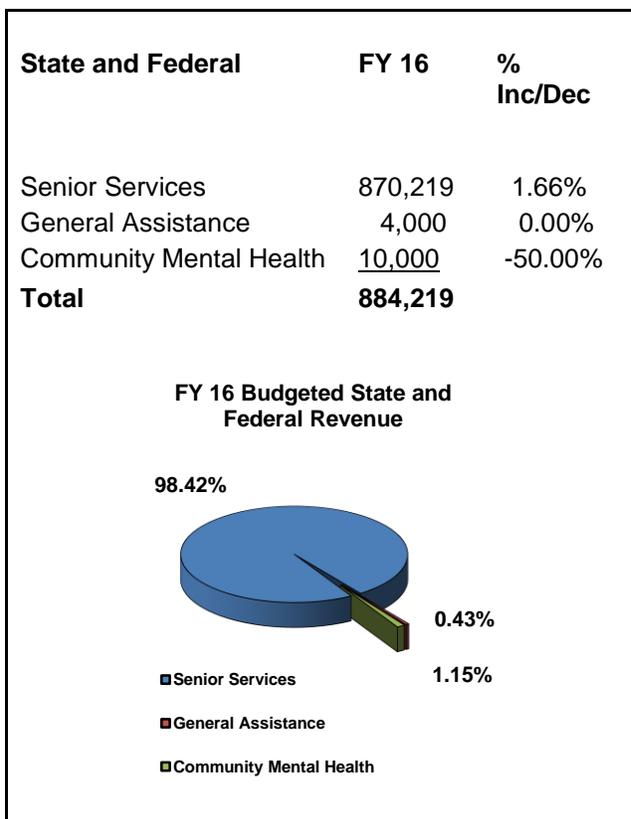
State and Federal

The Township receives funds from both state and federal agencies. Funding from state and federal agencies is primarily designated for programs offered through the Township’s Senior Services Department. State funding is received from the Illinois Department on Aging “IDOA”. IDOA funds, among other programs, the community care program, elder abuse investigations and money management programs for senior services.

Federal funding is received from a local pass through agency known as Age Options. Funding is designated for a wide range of programs for senior citizens including meal programs, case management, information and assistance, health and wellness and chore services.

Supplemental security income (SSI) is federal funding received through a welfare assistance program administered by the Social Security Administration for the aged, blind and disabled. Individuals applying for SSI may participate in the Township’s General Assistance program which is the locally administered welfare program. A General Assistance payment received by clients during the application process is referred to as Interim Assistance. The Social Security Administration reimburses the Township for Interim Assistance provided to clients who are awarded SSI. The funds received from SSI reimbursement are received from the Illinois Department of Human Services Occupational Rehabilitative Services (ORS) and are accounted for in the General Assistance fund SSI revenue line item..

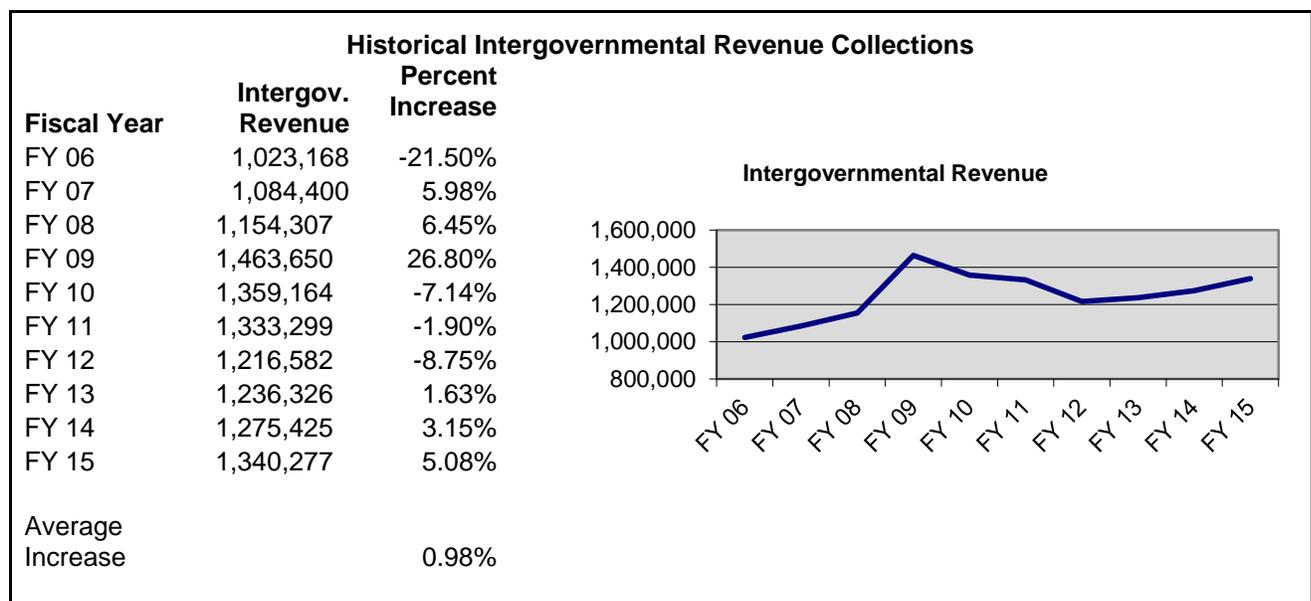
In FY 15 the Community Mental Health Board (CMHB) will continue the certification program with local certified providers. The CMHB has the potential to maximize its funding by leveraging current funding and participating in Medicaid Federal Funds Participation (FFP). The opportunity to increase CMHB revenue is present as long as certified community providers exceed their State of Illinois Medicaid caps. Community Mental Health budgeted for \$20,000 in FFP program revenue in FY 15, which is categorized as State and Federal Intergovernmental Revenue.



Budget Assumptions and Projections for Intergovernmental Revenue

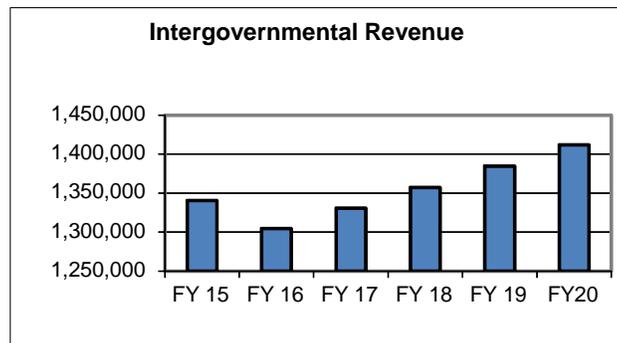
Intergovernmental Revenue which includes Local, State and Federal funding comprises approximately 21% of total budgeted Township revenue for FY 16. Most of the revenue sources are stable but can fluctuate from year to year. Based on the criteria above, the Naïve Forecasting method is still the appropriate forecasting method to use for forecasting this revenue source. For FY 16 Intergovernmental Revenue is budgeted to increase by approximately 0.78%. Budgeted Intergovernmental Revenue for FY 15 was \$1,294,475 and is budgeted for FY 16 at \$1,304,518. .

In developing projections, a variety of factors are taken into consideration. The history with the funding sources, the source of the revenue for the funding source, the stability of the relationship with the funding source and the projected use and demand on the program are among the factors considered in forecasting Intergovernmental Revenues. Historical collections are analyzed and considered in making projections.



During FY 06, the Community Mental Health Board (CMHB) moved its direct service programs and related federal grant dollars to community agencies. This change primarily resulted in the 21.50% intergovernmental revenue decrease for FY 06. Intergovernmental revenue increased 26.80% in FY 09 due to the implementation of a statute-mandated holistic approach to case management, resulting in new procedures and training for Township Senior Services staff. The new approach included higher reimbursement rates and more clients served in FY 09. Unfortunately, financial challenges at the state level resulted in billings based on more restrictive criteria which reduced the amount of revenue collected.

Due to fluctuations over tax years Intergovernmental Revenues are forecast conservatively. Based on this information Intergovernmental Revenue is forecast to increase approximately 2% for each of the fiscal year 2017-2020



REMAINING REVENUE SOURCES

The remaining revenue sources include Use of Money and Property, Charges for Services and Miscellaneous which amount to approximately 2% of total Township revenue.

Use of Money and Property

Use of money and property has two components interest and sale of Township of property.

Interest

Funds that are not necessary to the daily operation of the Township are invested in interest bearing instruments. Funds are allocated to investments in certificates of deposit, to Illinois Funds and to the Illinois Metropolitan Investment Fund's (IMET) Convenience Fund. The certificates of deposit are with a local bank and are fully collateralized. Illinois Funds is an investment pool managed by the State of Illinois, Office of the Treasurer, which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an Investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in Illinois Funds are valued at Illinois Fund's share price, the price for which the investment could be sold. IMET is a local government investment pool created in 1996. The IMET Convenience Fund is fully collateralized with FDIC insurance or at 110% with U.S. Government Securities and has same day or next day liquidity.

The FY 16 budget for use of money and property is relatively level with FY 15. The expected interest income is projected to increase slightly from \$14,800 to \$15,065. The continuation of low rates of return on Township investments is foreseen for at least the next fiscal year.

Sale of Township Property

Property that has value and is no longer useful to the Township is sold. Proceeds from the sale are recorded in Town Fund General Government miscellaneous revenue.

Charges for Services

Charges for services have included rent, program income and charges to departments.

Rent

General Government and General Assistance are located at 105 S. Oak Park Avenue. The budget for maintaining the Township facility is included in Town Fund as the Building Services budget. Prior to FY 14, the cost associated with maintaining the building had been apportioned among the two Township funds, Town and General Assistance. The amount paid by General Assistance had been recognized as rent in the Town Fund General Government budget in previous years. Beginning with FY 14, rent was no longer charged to General Assistance as all pertinent expenditures of the building are allocated to General Assistance and charged to appropriate line items.

Program Income

Program income is generated as a result of the Township charging a user fee or requesting a donation for a program or services. The majority of money received into this revenue line item is for senior services programs especially meals and transportation. Many of the senior services programs are at least partially funded by state and federal agencies. These agencies dictate that the programs must be available for all residents regardless of ability to pay. The Township may request a suggested donation but may not require a user to pay in order to receive the benefits of the program.

Charges to Departments

Regular and routine charges for items such as legal fees, bookkeeping, postage, and copier usage are identified as Charges to Departments. Revenue received into this revenue line item had been recorded in Town Fund General Government. Beginning in FY 14, all the previous listed expenditure listed items will be allocated instead to each department and charged accordingly.

Miscellaneous

Revenue that comes from miscellaneous sources such as donations is accounted for in this line item.

Budget Assumptions and Projections for the Remaining Revenue Sources

Interest is the largest component of the remaining revenue sources. The amount received during the year can vary depending on the amount of deposits and available interest rates. The Township does not typically sell property and any amount collected is usually nominal.

Program Income is not a significant revenue source for the Township. Most contributions are voluntary pursuant to regulations from funding agencies.

Based on historical collections in the revenue categories Use of Money and Property, Charges for Services and Miscellaneous are projected to increase at 1% each year.

Information pertaining to property taxes in Oak Park provided by the Oak Park Township Assessor

2014 PROPERTY TAX LEVY

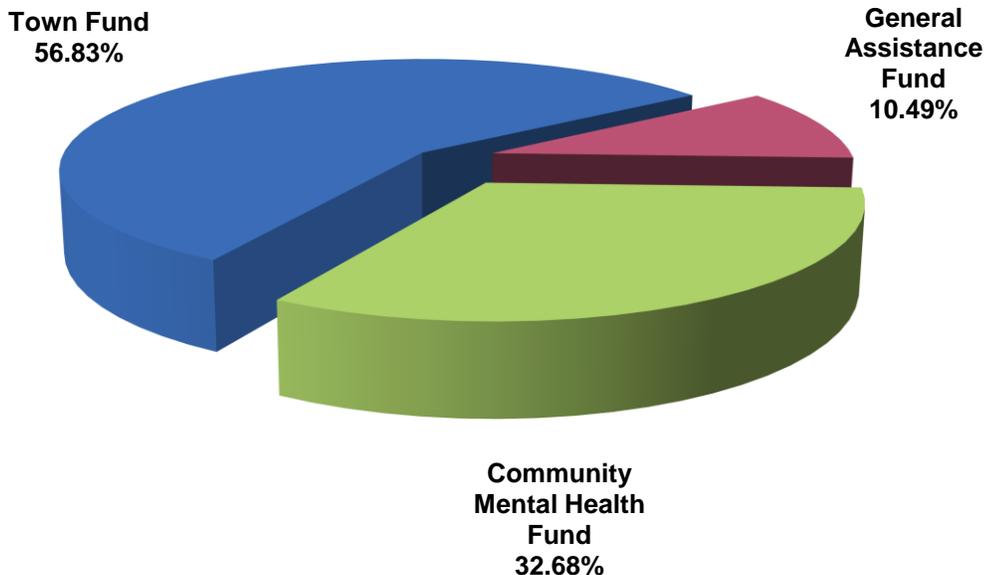
The 2014 property tax levy, which funds the FY 16 budget, is calculated based on the total prior year's Equalized Assessed Valuation (EAV) of all properties within Oak Park Township. Each year, the Property Tax Extension Limitation Law (PTELL), passed in 1995, limits the amount that local governments can increase the prior year's extended property tax levy. Under PTELL, tax levies may be increased by either 5% or the percent increase in the Consumer Price Index during the 12 month calendar year proceeding the levy year, whichever is less. The allowable increase is determined by the Cook County Assessor. The allowable increase for the 2014 tax levy was 1.5% plus new growth. New growth includes any property value that was not taxable in the previous levy year; for example, completed construction of new buildings or release of taxable value from Tax Increment Financing (TIF) Districts within the Township.

Oak Park Total Equalized Assessed Valuation for the

2014 tax year \$ 1,383,005,873

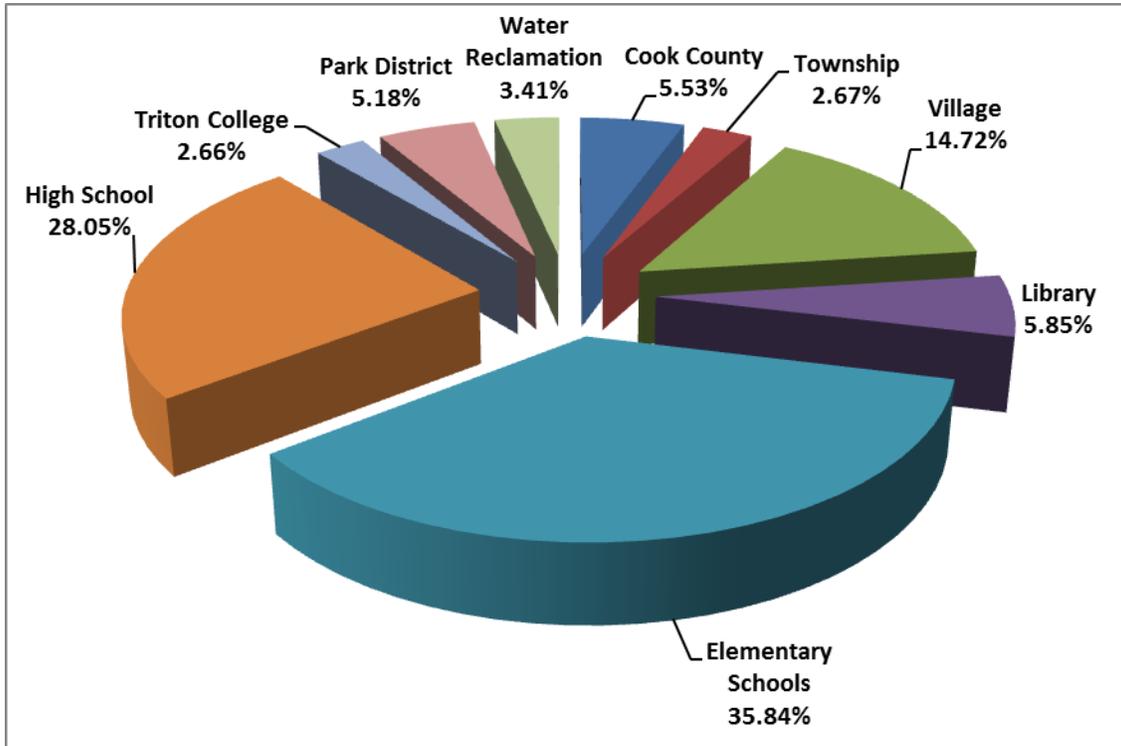
Oak Park Township 2014 tax levy:

Town Fund	\$ 2,595,211
General Assistance Fund	\$ 479,226
Community Mental Health Fund	<u>\$ 1,492,446</u>
Total	\$ 4,566,883



2013 PROPERTY TAX DISTRIBUTION TAXES PAID IN 2014

Oak Park Township is one of thirteen taxing bodies within the jurisdictional boundaries of Oak Park. The Township's tax levy represents 3.27% of 2013 property taxes paid in 2014.



Township includes: Town; General Assistance; and Mental Health District of Oak Park.

Cook County includes: Des Plaines Valley Mosquito Abatement District, Consolidated Elections, Forest Preserve District of Cook County, County of Cook, Cook County Public Safety and Cook County Health Facilities

FUND ORGANIZATIONAL CHART DESCRIPTION OF FUNDS

For accounting purposes a state or local government is not treated as a single, integral entity. Rather, a government is viewed instead as a collection of smaller separate entities known as “funds”. The Governmental Accounting Standard Board’s (GASB) Codification of Governmental Accounting and Financial Reporting Standards (Codification), Section 1300, defines a fund as:

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitation.

The fund structure and a description of the types of funds used by Oak Park Township are presented below.

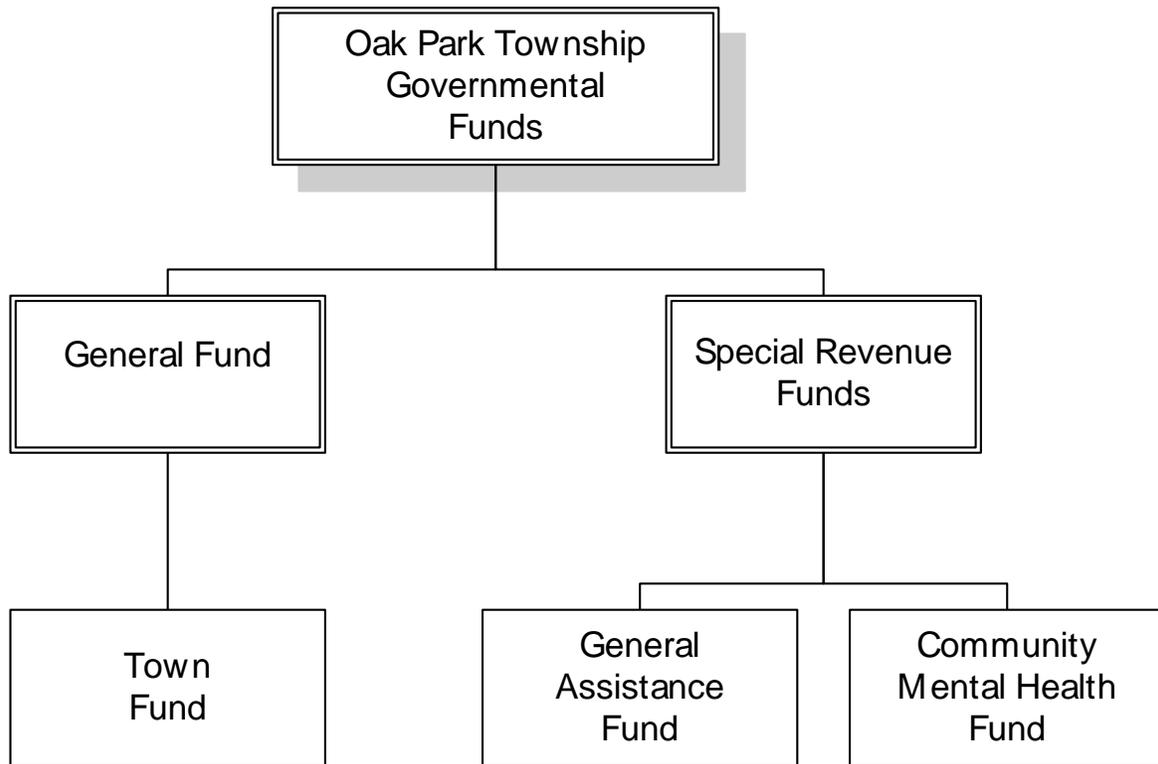
General Fund (Town Fund): Accounts for all general government activity not accounted for in other funds. It includes most tax revenues and such services as Town Administration, Assessor, Clerk, Senior Services and Youth Services.

Special Revenue Funds: Special revenue funds are used to account for revenues derived from specific taxes or other earmarked revenue sources which, by law, are designated to finance particular functions or activities of government and which therefore cannot be diverted to other uses. The Township has the following special revenue funds:

General Assistance Fund is used to account for all revenues and expenditures to finance General Assistance, a program that aids residents in need of financial assistance.

Community Mental Health Fund is used to account for the revenues and expenditures to finance the Community Mental Health Board’s support of services and programs in the areas of mental health, developmental disabilities and alcohol and substance abuse.

FUND ORGANIZATIONAL CHART



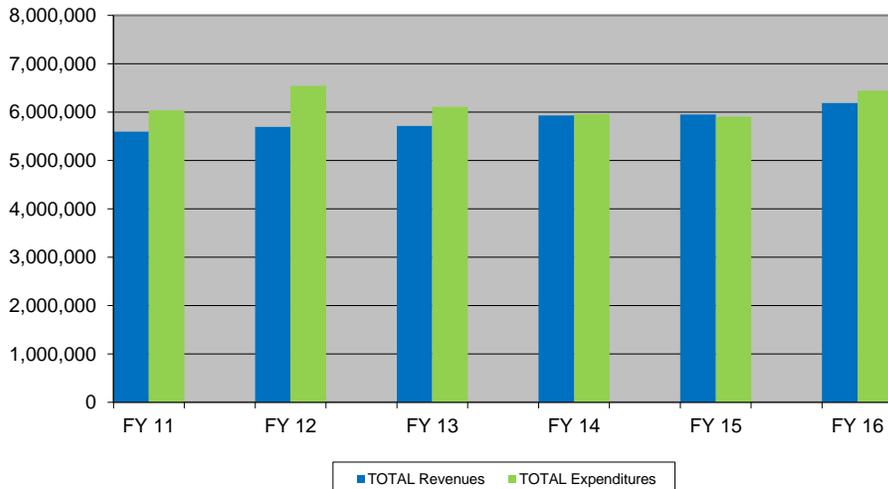
**COMBINED STATEMENT OF BUDGETED REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
ALL GOVERNMENT FUNDS
BUDGET FY 16**

	<u>Town Fund</u>	<u>General Assistance Fund</u>	<u>Community Mental Health Fund</u>	<u>Total Governmental Funds FY Ending 3/31/2016</u>
Revenues				
Taxes	2,688,211	486,226	1,554,866	4,729,303
Use of Money and Property	7,000	1,500	6,565	15,065
Intergovernmental	1,290,518	4,000	10,000	1,304,518
Charges for Services	139,545	-----	-----	139,545
Miscellaneous	<u>1,000</u>	-----	<u>0</u>	<u>1,000</u>
Total Revenues	4,126,274	491,726	1,571,431	6,189,431
Expenditures				
General Government	747,709	-----	-----	747,709
Senior Services	2,376,226	-----	-----	2,376,226
Youth Services	860,450	-----	-----	860,450
Town Fund Capital Outlay	90,000	-----	-----	90,000
General Assistance	-----	583,771	-----	583,771
Community Mental Health	-----	-----	<u>1,785,235</u>	<u>1,785,235</u>
Total Expenditures	4,074,385	583,771	1,785,235	6,443,391
Excess of Revenues Over (Under) Expenditures	51,889	(92,045)	(213,804)	(253,960)
Fund Balances, Beginning 4/1/2015	1,552,969	285,133	1,446,549	3,284,651
Fund Balances, Ending 3/31/2016	1,604,858	193,088	1,232,745	3,030,691
Total Net Increase (Decrease) in Fund Balance	51,889	(92,045)	(213,804)	(253,960)

Fund Balance Policies can be found in the Financial & Accounting Policies Section.

**STATEMENT OF ALL FUNDS COMBINED
REVENUES BY SOURCE AND EXPENDITURES BY FUNCTION
LAST FIVE YEARS**

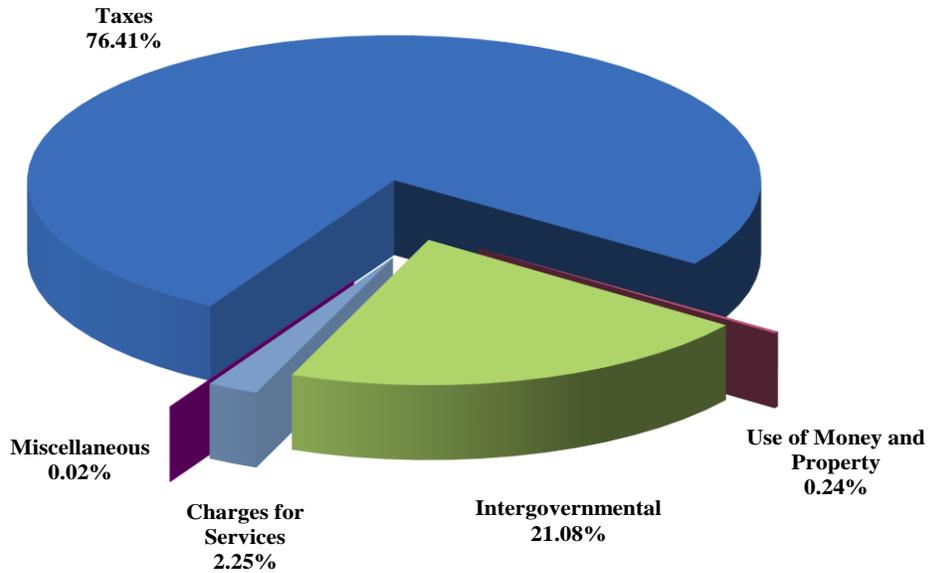
	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Budget
Revenues:						
Property Taxes	3,847,104	4,029,543	4,161,228	4,342,591	4,385,401	4,566,883
Other Taxes	286,144	317,866	188,001	186,745	215,113	162,420
Senior Services	1,084,182	1,015,044	1,071,185	1,077,948	1,128,201	1,145,516
Youth Services	214,520	202,283	210,313	270,564	259,225	271,047
Rent	3,425	3,525	3,525	0	0	0
Interest	16,889	10,767	14,908	14,290	(87,190)	15,065
Other Revenue	29,873	50,682	31,496	17,887	38,319	18,500
CMH Intergovernmental	110,911	65,374	32,325	18,258	9,580	10,000
TOTAL Revenues	5,593,048	5,695,084	5,712,981	5,928,283	5,948,649	6,189,431
Expenditures:						
Township Board Administration	36,660	29,822	34,331	34,526	37,521	46,622
Clerk	1,036,593	1,022,311	946,158	1,000,613	967,339	1,043,883
Assessor	21,637	22,633	23,915	22,544	23,364	26,974
Collector	94,914	115,105	108,867	106,439	130,349	117,676
Building Services	0	138	0	0	0	0
Risk Management	111,266	130,879	99,892	78,074	67,957	62,326
Senior Services	381	206	1,262	673	4,202	1,000
Youth Services	1,893,253	2,033,535	2,259,671	2,253,939	2,232,266	2,376,226
Other Charges	633,564	684,349	725,719	810,133	823,472	860,450
Capital Outlay	49,294	32,327	28,900	10,984	10,374	11,200
General Assistance	736,462	1,029,547	547,249	65,043	12,573	90,000
Other Assistance	327,620	349,583	286,861	322,270	320,390	350,000
Contractual Programs	0	0	4,200	1,950	2,107	3,000
Expenditures	1,090,037	1,090,660	1,038,504	1,245,943	1,268,378	1,454,034
Less Allocations from other funds	6,031,681	6,541,095	6,105,529	5,953,132	5,900,291	6,443,391
TOTAL Expenditures	6,031,681	6,541,095	6,105,529	5,953,132	5,900,291	6,443,391
Excess (deficiency) of revenues over expenditures	-438,633	-846,012	(392,548)	(24,850)	48,358	(253,960)
Fund Balances, Beginning 4/1	4,831,891	4,393,258	3,547,246	3,154,698	3,129,849	3,178,207
Fund Balances, Ending 3/31	4,393,258	3,547,246	3,154,698	3,129,849	3,178,207	2,924,247
Total Net Increase (Decrease) in Fund Balance	(438,633)	(846,012)	(392,548)	(24,850)	48,358	(253,960)



**TOTAL FY 16 BUDGETED REVENUE
ALL FUNDS COMBINED BY CATEGORY**

	FY 14 Actual	FY 15 Budget	FY 15 Estimated Actual	FY 16 Budget
TAXES:				
Property Taxes	4,342,591	4,453,711	4,385,402	4,566,883
Personal Property Replacement Tax	111,338	107,000	106,365	105,420
Tax Increment Financing (TIF)	<u>75,407</u>	<u>57,000</u>	<u>108,748</u>	<u>57,000</u>
TOTAL Taxes	4,529,336	4,617,711	4,600,515	4,729,303
USE OF MONEY AND PROPERTY				
Interest	<u>14,290</u>	<u>14,800</u>	<u>13,852</u>	<u>15,065</u>
TOTAL Use of Money and Property	14,290	14,800	13,852	15,065
INTERGOVERNMENTAL				
Local	414,395	414,459	406,654	420,299
State and Federal	<u>861,030</u>	<u>880,016</u>	<u>933,622</u>	<u>884,219</u>
TOTAL Intergovernmental	1,275,425	1,294,475	1,340,276	1,304,518
CHARGES FOR SERVICES				
Rent	0	0	0	0
Program Income	105,720	145,070	93,713	139,545
Charges to Departments	<u>0</u>	<u>0</u>	<u>27</u>	<u>0</u>
TOTAL Charges for Services	105,720	145,070	93,740	139,545
OTHER REVENUE				
Other Revenue	2,900	0	0	0
Extraordinary Gain (Loss)	<u>0</u>	<u>0</u>	<u>(101,041)</u>	<u>0</u>
TOTAL Other Revenue	2,900	0	(101,041)	0
MISCELLANEOUS				
Miscellaneous	<u>612</u>	<u>1,000</u>	<u>1,307</u>	<u>1,000</u>
TOTAL Miscellaneous	612	1,000	1,307	1,000
TOTAL ALL REVENUE CATEGORIES	5,928,282	6,073,056	5,948,649	6,189,431

TOTAL FY 16 BUDGETED REVENUES ALL FUNDS COMBINED BY CATEGORY



Total
\$6,189,431

Taxes:

- Property Taxes
- Personal Property Tax
- Tax Increment Financing (TIF)

Use of Money and Property:

- Interest
- Sale of Township Property

Intergovernmental:

- Local
- State and Federal

Charges for Services:

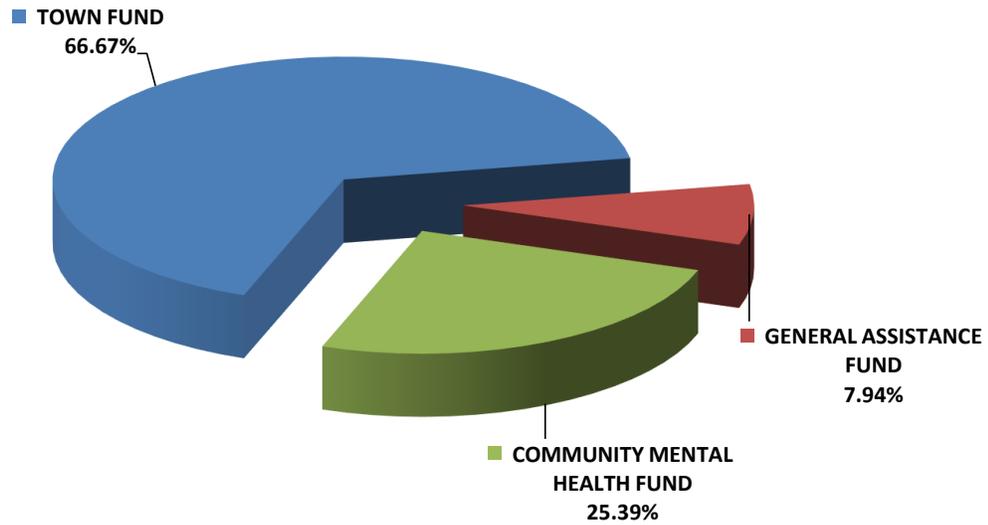
- Program Income

Miscellaneous:

- Miscellaneous

**TOTAL FY 16 BUDGETED REVENUES
BY FUND**

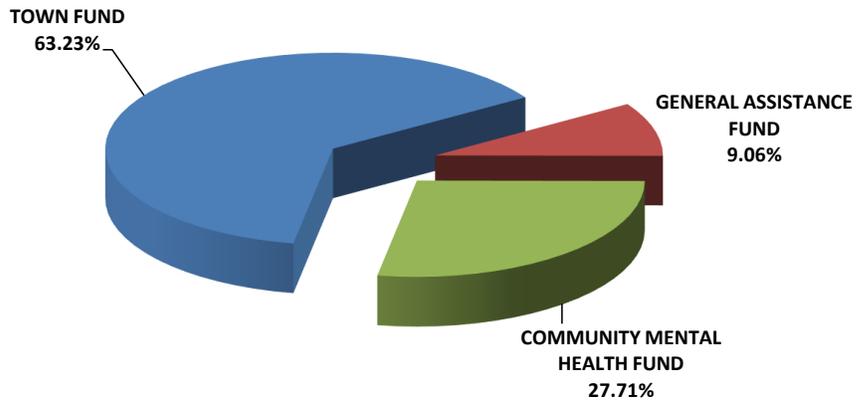
	FY 14 Actual	FY 15 Budget	FY 15 Estimated Actual	FY 16 Budget
GOVERNMENT FUND TYPES:				
TOWN FUND	3,878,622	4,016,440	3,948,606	4,126,274
GENERAL ASSISTANCE FUND	478,071	483,252	491,610	491,726
COMMUNITY MENTAL HEALTH FUND	1,571,590	1,573,364	1,508,434	1,571,431
TOTAL ALL TOWNSHIP FUNDS	5,928,283	6,073,056	5,948,650	6,189,431



**Total
\$6,189,431**

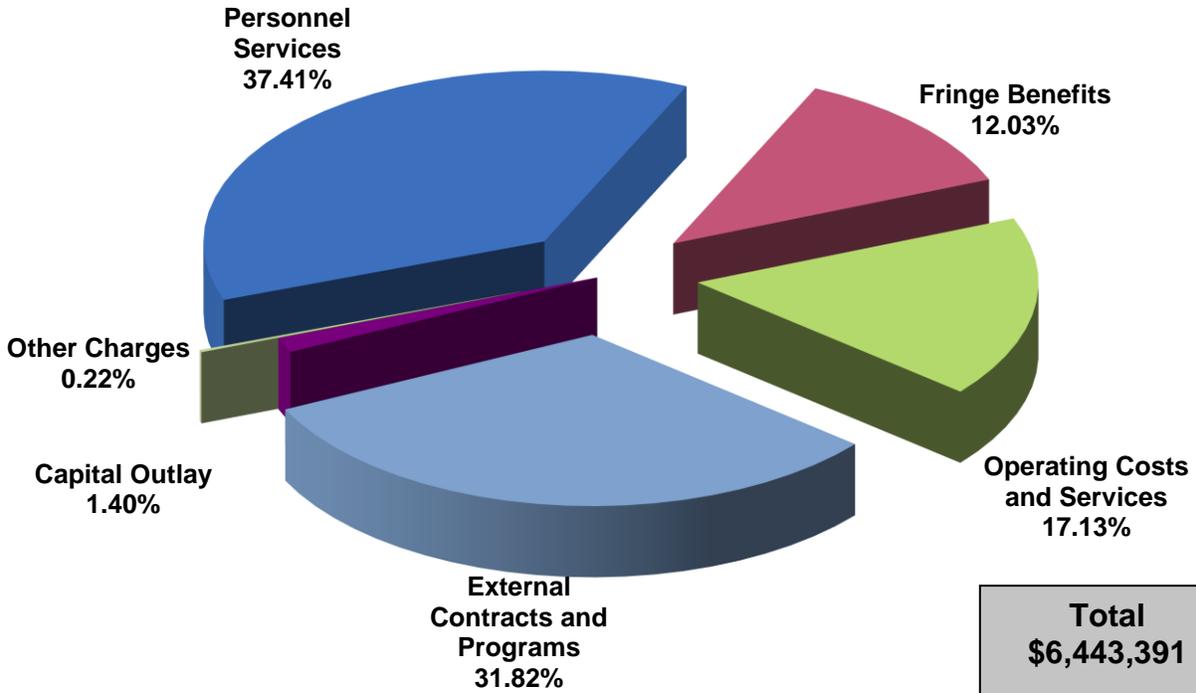
**TOTAL FY 16 BUDGETED EXPENDITURES
BY FUND**

	FY 14 Actual	FY 15 Budget	FY 15 Estimated Actual	FY 16 Budget
GOVERNMENT FUND TYPES:				
TOWN FUND	3,824,049	4,007,353	3,763,031	4,074,385
GENERAL ASSISTANCE FUND	552,745	553,956	547,354	583,771
COMMUNITY MENTAL HEALTH FUND	1,576,338	1,776,200	1,589,905	1,785,235
TOTAL ALL TOWNSHIP FUNDS	5,953,132	6,337,509	5,900,290	6,443,391



**Total
\$6,443,391**

TOTAL FY 16 BUDGETED EXPENDITURES ALL FUNDS COMBINED BY CATEGORY



Personnel Services:

Salaries of employees in permanent, temporary, full-time and part-time positions and elected officials.

Fringe Benefits:

Compensation to individuals other than salary such as health insurance, retirement, employee assistance program.

Operating Costs and Services:

Costs and expenses for direct operating expenditures associated with the management and operation of the Township.

External Contracts and Programs:

Charges for External Contracts and Programs funded through Youth Services and Community Mental Health.

Capital Outlay

Purchase of machinery and equipment items which have an estimated useful life of five or more years and belong to one of the general classes of property commonly considered as fixed assets in accounting.

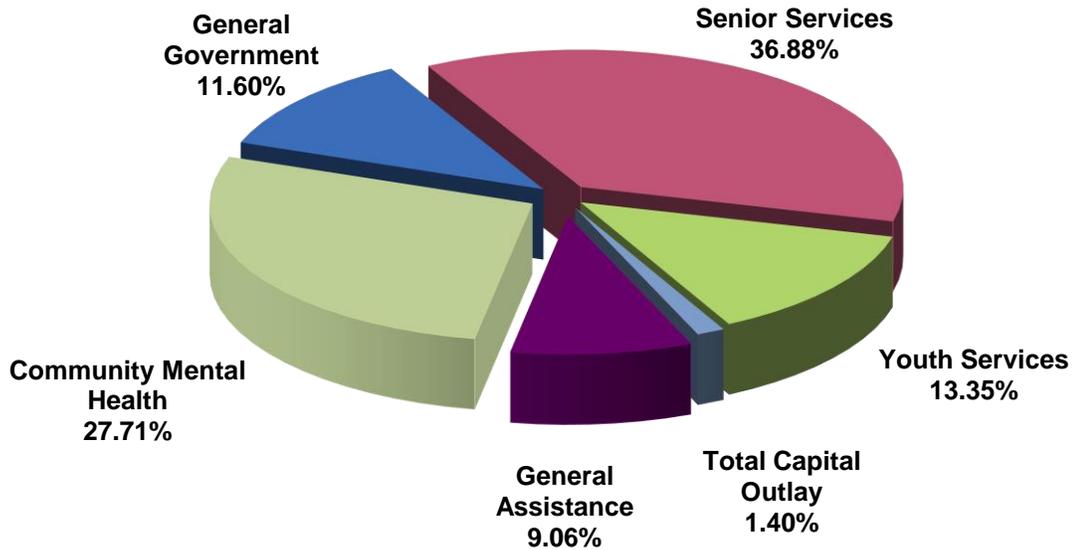
Other Charges:

Expenses that do not fall within an established category. These expenses include contingencies, and research and development.

TOTAL FY 16 BUDGETED EXPENDITURES

	FY 14	FY 15	FY 15	FY 16
	Actual	Budget	Estimated	Budget
	Actual	Budget	Actual	Budget
Personnel Services	2,240,947	2,345,497	2,328,307	2,410,615
Fringe Benefits	899,369	807,599	749,332	774,959
Operating Costs and Services	927,329	1,092,406	976,364	1,103,583
External Contracts and Programs	1,807,511	1,998,961	1,821,234	2,050,034
Capital Outlay	65,043	76,987	12,573	90,000
Other Charges	12,934	16,059	12,481	14,200
TOTAL ALL CATEGORIES	5,953,133	6,337,509	5,900,291	6,443,391

TOTAL FY 16 BUDGETED EXPENDITURES BY DEPARTMENT



Total
\$6,443,391

General Government:

Provides for basic central functions including Township Board, Township Administration, Clerk, Assessor, Building Services, Risk Management, and Town Other Charges.

Senior Services:

Provides programs and services to seniors, 60 and over, disabled adults between the ages of 19-59, and their families.

Youth Services:

Provides programs and services for at-risk youth between the ages of 9-17.

Town Fund Capital Outlay:

Purchase of machinery and equipment items which have an estimated useful life of five or more years and belong to one of the general classes of property commonly considered as fixed assets in accounting.

General Assistance:

Provides financial assistance for needy residents who are not eligible for Social Security or a state supported program.

Community Mental Health:

Works to ensure that behavioral health services are available to residents regardless of their individual ability to pay.

**DEPARTMENTAL EXPENDITURES
ALL FUNDS COMBINED**

		FY 14	FY 15	FY 15	FY 16
		Actual	Budget	Estimated	Budget
				Actual	
100 TOWN FUND					
GENERAL GOVERNMENT					
50.000	Township Board	34,526	36,129	37,521	46,622
100.000	Township Administration	452,677	476,588	438,314	493,111
110.000	Clerk	22,544	26,695	23,364	26,974
120.000	Assessor	106,439	132,771	130,349	117,676
140.190	Building Services	78,074	77,940	67,957	62,326
142.000	Risk Management	673	4,000	4,202	1,000
950.000	Town Other Charges	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	TOTAL General Government	694,934	754,123	701,707	747,709
SENIOR SERVICES					
150.150	Transportation	418,856	408,658	417,532	426,518
150.152	Chore/Respite Services	71,790	71,715	83,776	85,056
150.154	Information & Assistance	68,143	68,156	65,248	68,375
150.156	Senior Lunch Program	165,275	179,944	168,809	184,119
150.158	Home Delivered Meals	349,916	374,008	362,926	402,835
150.160	Dine Out	52,646	65,753	54,211	66,235
150.166	Special Services	85,170	82,464	78,155	172,022
150.168	Community Outreach	100,350	86,669	87,799	0
150.174	Case Management	846,141	880,530	830,346	880,011
150.177	Money Management	27,291	28,596	26,498	30,407
150.179	Senior Services Facility	<u>68,357</u>	<u>88,406</u>	<u>56,966</u>	<u>60,648</u>
	TOTAL Senior Services	2,253,935	2,334,899	2,232,266	2,376,226
YOUTH SERVICES					
200.200	Contracts & Program Development	277,685	272,549	266,292	291,020
200.211	Violence Prevention	53,855	53,464	52,769	0
200.215	Information & Referral	10,706	0	0	0
200.220	Policies & Issues	58,214	68,258	67,649	141,904
200.240	Youth Development & Advocacy	127,045	178,771	165,377	147,733
200.245	Youth Interventionist	<u>282,630</u>	<u>275,289</u>	<u>271,385</u>	<u>279,793</u>
	TOTAL Youth Services	810,135	848,331	823,472	860,450
CAPITAL OUTLAY					
Various Nos.	Total Capital Outlay	65,043	70,000	5,586	90,000
TOTAL Town Fund		3,824,047	4,007,353	3,763,031	4,074,385

600 GENERAL ASSISTANCE FUND

100.000	Administration	228,525	224,956	224,857	230,771
100.610	General Assistance	322,270	325,000	320,390	350,000
600.950	GA Other Charges	1,950	4,000	2,107	3,000
990.600	Capital Outlay	0	0	0	0

TOTAL General Assistance Fund		552,745	553,956	547,354	583,771
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		FY 14	FY 15	FY 15	FY 16
		Actual	Budget	Estimated	Budget

700 COMMUNITY MENTAL HEALTH FUND

Community Mental Health

100.000	Administration	319,412	319,593	304,167	320,001
700.220 -					
700.720	External Contracts and Programs	1,245,944	1,437,561	1,268,378	1,454,034
700.950	CMH Other Charges	10,984	12,059	10,374	11,200
990.700	Capital Outlay	0	6,987	6,987	0

TOTAL Community Mental Health Fund		1,576,340	1,776,200	1,589,906	1,785,235
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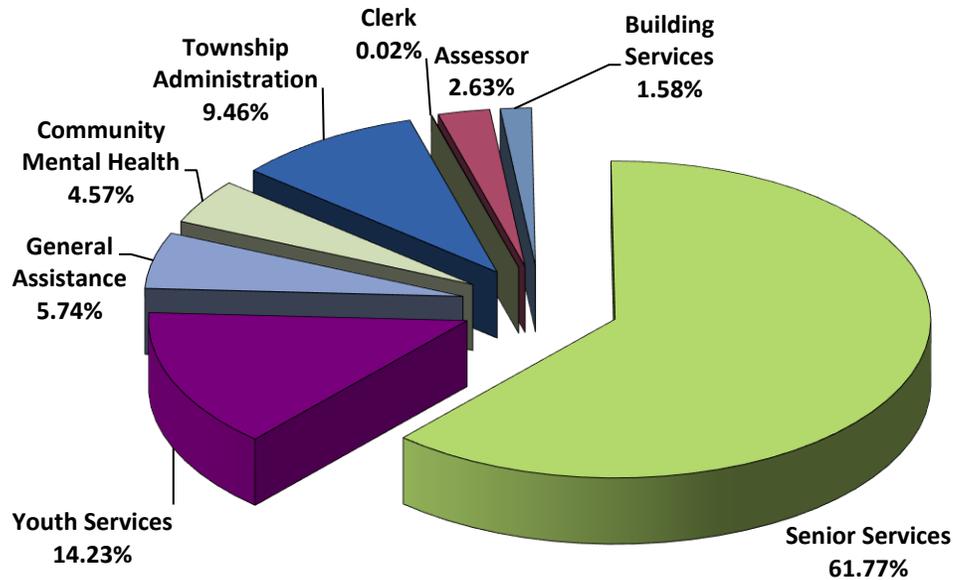
GRAND TOTAL		5,953,132	6,337,509	5,900,291	6,443,391
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TOTAL FY 16 BUDGETED EXPENDITURES
ALL FUNDS COMBINED SUMMARY BY LINE ITEM EXPENDITURE

	FY 14	FY 15	FY 15	FY 16
	Actual	Budget	Estimated Actual	Budget
Personnel Services				
400.100	2,145,891	2,245,436	2,231,386	2,309,479
400.200	2,003	5,400	2,508	5,399
400.500	<u>93,053</u>	<u>94,661</u>	<u>94,412</u>	<u>95,737</u>
TOTAL Personnel Services	2,240,947	2,345,497	2,328,306	2,410,615
Fringe Benefits				
500.000	162,710	179,420	169,451	177,198
510.000	209,488	219,064	210,343	204,593
550.000	526,939	406,615	368,538	390,668
590.096	230	0	0	0
590.098	<u>0</u>	<u>2,500</u>	<u>1,000</u>	<u>2,500</u>
TOTAL Fringe Benefits	899,368	807,599	749,332	774,959
Operating Costs and Services				
600.100	673	4,000	4,202	8,400
600.101	3,663	3,600	3,600	3,100
600.102	18,260	17,577	17,037	17,895
600.103	2,738	4,785	2,323	4,785
600.104	37,819	50,000	50,467	50,000
600.108	5,354	5,400	5,716	6,000
600.110	63,299	63,600	72,582	63,600
600.123	740	700	2,647	800
600.124	1,491	1,000	603	2,300
600.126	85,045	98,772	70,158	91,906
600.127	1,250	0	0	500
600.128	28,352	31,470	26,423	33,905
600.134	3,897	4,000	4,551	4,000
600.136	23,399	22,525	15,660	16,980
600.137	12,311	25,850	23,490	29,690
600.139	0	500	0	500
600.142	7,168	9,625	6,301	8,925
600.146	67,879	73,000	65,222	73,000
600.147	19,229	30,000	20,877	30,000
600.148	12,599	18,775	17,763	19,082
600.149	165,822	182,265	171,336	197,296
600.159	32,836	33,000	46,651	46,275
600.160	1,945	2,139	1,907	2,097
600.163	25,975	33,256	34,352	39,019
600.172	7,171	8,200	6,703	8,200
600.205	15,859	20,180	13,926	17,786
600.206	42,743	32,700	28,675	35,100
600.226	3,389	20,000	19,841	5,000
600.230	36,359	41,366	41,221	41,845
600.244	31,552	34,000	31,521	33,699
600.252	8,889	5,000	0	0
600.255	36,445	37,675	32,057	35,933
600.256	6,335	10,650	5,293	8,750
600.257	22,764	34,145	22,870	34,699
600.262	20,767	22,941	23,920	26,106
600.265	905	5,000	11,230	5,000
600.269	20,092	25,000	18,988	25,000
600.272	99	1,000	505	1,000
600.300	23,867	37,710	22,289	33,410
600.502	28,200	36,000	31,517	33,000
600.510	9	3,000	280	4,000
600.513	141	2,000	1,662	5,000
610.000	<u>322,270</u>	<u>325,000</u>	<u>320,390</u>	<u>350,000</u>
TOTAL Operating Costs and Services	1,249,600	1,417,406	1,296,756	1,453,583

		FY 14	FY 15	FY 15	FY 16
		Actual	Budget	Estimated	Budget
External Contracts and Programs					
771.000	Program Expansion	212,866	221,714	200,166	231,646
790.000	Program Development	1,248,432	1,428,247	1,277,336	1,442,788
791.000	Program Development (FAS)	13,943	14,000	13,341	14,000
792.000	Holiday Food and Gift Basket	10,000	10,000	10,000	10,000
793.000	Program Development (YCF)	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,600</u>
	TOTAL External Contracts and Programs	1,485,241	1,673,961	1,500,843	1,700,034
Capital Outlay					
902.000	Capital Furniture and Equipment	0	6,987	6,987	0
905.000	Vehicles	65,043	0	0	0
972.000	Technology Enhancements	0	15,000	0	10,000
978.000	Capital Improvements and Renovations	<u>0</u>	<u>55,000</u>	<u>5,586</u>	<u>80,000</u>
	TOTAL Capital Outlay	65,043	76,987	12,573	90,000
Other Charges					
950.000	Contingency	0	0	0	0
952.002	Research and Development	0	0	0	0
954.000	Job Readiness	1,950	4,000	2,107	3,000
964.000	Local Funds Initiative	1,375	2,400	659	1,200
968.000	Website/Network of Care	<u>9,609</u>	<u>9,659</u>	<u>9,715</u>	<u>10,000</u>
	TOTAL Other Charges	12,934	16,059	12,481	14,200
GRAND TOTAL		5,953,132	6,337,509	5,900,291	6,443,391

NUMBER OF FULL TIME EQUIVALENT POSITIONS BY DEPARTMENT



**Total
43.753**

	FY 14 Actual	FY 15 Budget	FY 15 Actual	FY 16 Budget
Township Administration	3.965	3.965	4.14	4.14
Clerk	0	0.03	0.01	0.01
Assessor	1.15	1.4	1.4	1.15
Building Services	0.85	0.85	0.85	0.69
Senior Services	26.5	26.875	26.875	27.028
Youth Services	5.775	6.225	6.225	6.225
General Assistance	2.59	2.59	2.57	2.51
Community Mental Health	2	2	2	2
Total	42.830	43.935	44.070	43.753

NUMBER OF FULL TIME POSITIONS BY DEPARTMENT

	FY 14 Actual	FY 15 Budget	FY 15 Actual	FY 16 Budget
Township Administration				
Township Manager	0.80	0.80	0.80	0.80
Administrative Associate	0.425	0.425	0.425	0.425
Finance Director	0.80	0.80	0.80	0.80
Information Secretary	0.85	0.85	0.85	0.85
Part-time Information Secretary	0.29	0.29	0.27	0.27
Accounts Payable & Payroll Specialist	0.80	0.80	0.80	0.80
Management Analyst	<u>0.00</u>	<u>0.00</u>	<u>0.195</u>	<u>0.195</u>
TOTAL Township Administration	3.965	3.965	4.140	4.140
Clerk				
Deputy Clerk	<u>0.00</u>	<u>0.03</u>	<u>0.01</u>	<u>0.01</u>
TOTAL Clerk	0.00	0.03	0.01	0.01
Assessor				
Deputy Assessor	1.00	1.00	1.00	1.00
Clerical Support	<u>0.15</u>	<u>0.40</u>	<u>0.40</u>	<u>0.15</u>
TOTAL Assessor	1.15	1.40	1.40	1.15
Building Services				
Administrative Associate	0.425	0.425	0.425	0.425
Janitor	<u>0.425</u>	<u>0.425</u>	<u>0.425</u>	<u>0.265</u>
TOTAL Building Services	0.85	0.85	0.85	0.69
Senior Services				
Director	1.00	1.00	1.00	1.00
Assistant to the Director	1.00	1.00	1.00	1.00
Receptionist/Information and Assistance	1.00	1.00	1.00	1.00
Clerical Support	0.45	0.45	0.45	0.45
Case Manager Supervisors	2.00	2.00	2.00	2.00
Case Management Support	1.00	1.00	1.00	1.00
Case Managers	7.625	8.00	8.00	8.00
Nutrition Program Manager	1.00	1.00	1.00	1.00
Data Entry Clerk	0.45	0.45	0.45	0.45
Food Service Workers	2.00	2.00	2.00	2.1875
Home Delivered Meals Driver	1.25	1.25	1.25	1.375
Caregiver Support & Money Management Specialist	1.00	1.00	1.00	1.00
Transportation Coordinator	1.00	1.00	1.00	1.00
Transportation Clerk	0.50	0.50	0.50	0.50
Bus Drivers	3.80	3.80	3.80	3.80
Community Outreach Coordinator, Special Services, & Circuit Breaker Specialist	1.00	1.00	1.00	1.00
Building Services Janitor	<u>0.425</u>	<u>0.425</u>	<u>0.425</u>	<u>0.265</u>
TOTAL Senior Services	26.500	26.875	26.875	27.0275

NUMBER OF FULL TIME POSITIONS BY DEPARTMENT

YOUTH SERVICES

Director	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Community Youth Advocate	0.55	1.00	1.00	1.00
Interventionist Supervisor	1.00	1.00	1.00	1.00
Interventionist	2.00	2.00	2.00	2.00
TIME Program Manager	<u>0.225</u>	<u>0.225</u>	<u>0.225</u>	<u>0.225</u>
TOTAL Youth Services	5.775	6.225	6.225	6.225

GENERAL ASSISTANCE

Township Manager	0.20	0.20	0.20	0.20
General Assistance Case Manager	1.00	1.00	1.00	1.00
Management Analyst	0.45	0.45	0.45	0.45
Finance Director	0.20	0.20	0.20	0.20
Accounts Payable & Payroll Specialist	0.20	0.20	0.20	0.20
Information Secretary	0.15	0.15	0.15	0.15
Part-time Information Secretary	0.09	0.09	0.07	0.07
Building Services Supervisor	0.15	0.15	0.15	0.15
Building Services Janitor	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>	<u>0.09</u>
TOTAL General Assistance	2.59	2.59	2.57	2.51

COMMUNITY MENTAL HEALTH

Executive Director	1.00	1.00	1.00	1.00
Project Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
TOTAL Community Mental Health	2.00	2.00	2.00	2.00

GRAND TOTAL	42.830	43.935	44.070	43.753
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