

**ELA TOWNSHIP  
APPROVED BUDGET  
FOR YEAR ENDING MARCH 31, 2017  
(with explanation of costs)**

Fund 1	<b><u>GENERAL TOWN FUND</u></b>			
Dept 0				
			2017 APPROVED BUDGET	
GL ACCOUNT#	DESCRIPTION			NOTES
<b>REVENUE</b>				
111	Proj'd Beginning Balance		\$2,025,774.00	Estimate of available funds
400	Property Tax		\$1,915,857.18	Will receive actual numbers early April
402	Pers Prop Replacement Tax		\$11,000.00	
404	Interest Income		\$6,000.00	
410	Misc. Income		\$5,000.00	Expect refunds/TOIRMA insurance
410A	Community Room (2) Fees		\$1,000.00	
	<b>TOTAL REVENUE</b>		<b>\$3,964,631.18</b>	
Fund 1	<b><u>GENERAL TOWN FUND - ADMINISTRATIVE DIVISION</u></b>			
Dept 1				
			2017 APPROVED BUDGET	
GL ACCOUNT#	DESCRIPTION			NOTES
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES</b>				
507	Administrative Staff		\$135,000.00	Administrator, 1 assist/33 hr. p/w, 1 assist/28 hr. p/w
510A	Admin Health Benefits		\$12,000.00	Currently only 1 administrator
510B	Admin HRA		\$2,500.00	Reimburse deductible & program costs/outside services
511A	Social Security Tax		\$10,400.00	7.65%
512A	IMRF Expense		\$13,000.00	8.76%
513	Unemployment Compensation		\$1,200.00	1.45%
	<b>TOTAL PERSONNEL EXPENSES</b>		<b>\$174,100.00</b>	
<b>ELECTED OFFICIALS</b>				
501	Supervisor		\$73,411.00	Rate as of 5/16/16

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502	Highway Commissioner		\$80,333.00	Rate as of 5/16/16
				1/1/16-12/31/16 rate is 74,968
503	Assessor		\$75,343.00	1/1/17 rate is 76,467
504	Clerk		\$28,070.00	No change
505	Trustees		\$19,332.00	No change
506	Treasurer		\$1,000.00	No change
510	Elected Health Benefits		\$12,000.00	Supervisor costs, Hwy Comm & Assessor from those departments
511	Social Security Tax		\$22,000.00	7.65%
512	IMRF Expense		\$25,000.00	8.76%
536	Travel/Hotel Expenses		\$10,000.00	Conference - last year LP & BD paid by TOI board
537	Education		\$2,000.00	Classes
<b>TOTAL ELECTED OFFICIALS</b>			<b>\$348,489.00</b>	
<b>PROFESSIONAL SERVICE</b>				
528	Liability Insurance		\$36,000.00	Liability, property, vehicles, workmans comp
542	CPA-Audits-Published Reports		\$10,000.00	Annual audit, quarterly bank reconciliation
544	Legal Services		\$10,000.00	Legal fees
<b>TOTAL PROFESSIONAL SERVICE</b>			<b>\$56,000.00</b>	
<b>OPERATION COSTS</b>				
520	Building Maintenance/Supplies		\$25,000.00	Upkeep, fire/elevator inspections
522	Equipment- Maintenance/Rental		\$5,000.00	Postage meter rental, copy machine agreement
532	Telephone		\$7,500.00	House, cell, internet
534	Utilities		\$7,000.00	Nicor, Comed, 45% water
538	Postage		\$2,000.00	Actual postage used
546	Dues		\$2,000.00	Membership-TOI, Chamber, Costco, LCTOA
558	Office Equip. & Oper. Supplies		\$12,000.00	Paper, pens, misc office supplies, need 1-2 computers
568	Miscellaneous		\$2,000.00	Bank fees, Mtg/Lunch, LCTOI mtg, pizza, herald
599	Contingencies		\$10,000.00	In case of emergency, expense not budgeted
<b>TOTAL OPERATION COSTS</b>			<b>\$72,500.00</b>	
<b>PUBLIC COMMUNICATION</b>				

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540	News Letter Costs		\$20,000.00	Includes printing & postage
553	Website Development/Updates		\$2,500.00	Pay outside services for updates/changes
564	Public Notices		\$500.00	Publish meetings, reports (no longer need to publish Treasury report)
585	Audio/Video-Upgrade/Repair		\$5,000.00	Equipment not in good working order, need to upgrade
TOTAL PUBLIC COMMUNICATION			\$28,000.00	
FUTURE EXPENSE				
600	Future Building - Improvements		\$1,000,000.00	For future possible land purchase
TOTAL FUTURE EXPENSE			\$1,000,000.00	
TOTAL DEPARTMENT EXPENSES			\$1,679,089.00	
TOTAL DEPARTMENT EXPENDITURE			\$1,679,089.00	
Fund 1	<b><u>GENERAL TOWN FUND - ASSESSORS DIVISION</u></b>			
Dept 2				
GL ACCOUNT#	DESCRIPTION		2017 APPROVED BUDGET	NOTES
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES</b>				
500	Assessors Division Salaries		\$295,000.00	Covers 4 FT, and 4 PT employees, including OT
510	Assessors Health Benefits		\$85,000.00	Health benefits for 5 employees
510R	Assessor - HRA		\$12,000.00	Reimbursement varies depending on claims
511	Social Security Tax		\$23,000.00	Changes per new rates
512	IMRF Expense		\$25,000.00	Changes per new rates
513	Unemployment Compensation		\$2,000.00	Changes per new rates
TOTAL PERSONNEL EXPENSES			\$442,000.00	
<b>OPERATION COSTS</b>				
532	Telephone/Utilities		\$8,000.00	Covers bldg utilities, internet, phone/data costs
535	Mileage Reimbursement/Travel		\$3,500.00	Covers mileage & expenses for meetings & education for Assessor and staff

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537	Training & Education		\$4,000.00	New continuing education cycle requires all certified individuals to complete additional CE this year
538	Postage		\$325.00	
540	Printing/Publishing		\$3,000.00	Covers paper, toner, & office machine maintenance. Additional maintenance costs expected as machines age. We will also be updating and reprinting Assessor brochures.
544	Legal/ Assmt Defense		\$5,000.00	Covers fees & professional services for assessment appeal defense & legal expenses
545	Valuation Tools/Services		\$7,000.00	Covers residential & commercial MLS fees & other valuation services
546	Professional Fees & Dues		\$3,500.00	Covers licensing/cert fees & professional dues
558	Office Supplies		\$2,500.00	Covers basic administrative supplies
565	Information Technology		\$2,500.00	Covers all IT expenses. IT costs were less than expected with Lake County discontinuing support services and T1 lines. We were able to provide the majority of required support internally.
565A	Lake County Tax System Fee		\$13,000.00	Covers tax software licensing provided by Lake County
568	Miscellaneous		\$500.00	
581	Equipment		\$5,000.00	Expect to replace 2 computers this year that are 8 years old, and covers lease payments on copier
588	Vehicle Expense		\$5,000.00	Covers fuel, maintenance, & insurance. Maintenance is expected to increase as vehicles age.
TOTAL OPERATION COSTS			\$62,825.00	
TOTAL EXPENDITURES			\$504,825.00	
TOTAL REVENUE			\$0.00	
TOTAL DEPARTMENT EXPENDITURE			\$504,825.00	
DEPARTMENT SURPLUS			(\$504,825.00)	

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Fund 1	<b>GENERAL TOWN FUND - SOCIAL AGENCY/ORG'S FUNDING</b>			
Dept 3				
GL ACCOUNT#	DESCRIPTION		2017 APPROVED BUDGET	NOTES
<b>EXPENDITURES</b>				
<b>FUND-SOCIAL SERVICES</b>				
554A	A Safe Place		\$2,000.00	
554C	CASA		\$1,000.00	
554H	Emmaus House of Hospitality		\$19,000.00	
554J	Center for Independence		\$1,000.00	
554K	NICASA		\$2,500.00	
554L	Love, Inc.		\$5,000.00	
554V	St. Vincent De Paul Food Pantry		\$4,800.00	
554Z	Zacharias Sexual Abuse Center		\$2,500.00	
<b>TOTAL FUND - SOCIAL SERVICES</b>			<b>\$37,800.00</b>	
<b>COMMUNITY SERVICES</b>				
550	Community Events		\$2,500.00	
560	Ela Historic-Projects/Maintenance		\$12,000.00	95 E. Main/Historic-maint, repairs, utilities, phone/security
573	Community Service Projects		\$2,500.00	Eagle scout projects in community
575	Mosquito Abatement Plan		\$32,000.00	Contracted out to Clarke
<b>TOTAL COMMUNITY SERVICES</b>			<b>\$49,000.00</b>	
<b>TOWNSHIP SOCIAL WORKER</b>				
509	Salaries - Social Work Dept.		\$200,000.00	1 FT SW, 2 PT SW & Office Manager
510	Social Work-Health Benefits		\$20,000.00	Currently 1, offered to those over 30 hrs (1 more may qualify)
510R	Social Worker - HRA		\$2,000.00	Reimburse \$1500 or deductible/may need to increase if more are covered
511	Social Work - Security Tax		\$15,300.00	7.65%
512	IMRF Expense/Social Worker		\$18,000.00	8.76%
513	Unemployment Compensation		\$1,200.00	1.45% of first \$12,960
532	Telephone		\$3,300.00	House, cell, internet

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534	Utilities		\$1,200.00	10% of ComEd, Nicor shared w/ admin & Assessor
536	Travel Expenses		\$3,300.00	
538	Printing/Postage		\$1,000.00	
540	Education		\$2,000.00	
546	Dues-Fees-Insurance		\$2,000.00	
549	Operating Equipment/Supplies		\$2,500.00	
568	Miscellaneous		\$1,000.00	
TOTAL TOWNSHIP SOCIAL WORKER			\$272,800.00	
TOTAL DEPARTMENT EXPENDITURE			\$359,600.00	
Fund 1	<b>GENERAL TOWN FUND - YOUTH SERVICES</b>			
Dept 5				
			2017 APPROVED BUDGET	
GL ACCOUNT#	DESCRIPTION			NOTES
<b>REVENUE</b>				
410	Youth Program Recoveries		\$1,000.00	Possible fees for special programs/events
TOTAL REVENUE			\$1,000.00	
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES</b>				
501	Salaries		\$93,077.00	
511	Social Security Tax		\$7,120.00	7.65%
512	IMRF Expense		\$3,600.00	8.76%
513	Unemployment Compensation		\$1,000.00	1.45% of first \$12,960
TOTAL PERSONNEL EXPENSES			\$104,797.00	
<b>OPERATION COSTS</b>				
536	Travel - Education		\$1,800.00	
558	Office Supplies & Oper. Supplies		\$3,500.00	
568	Miscellaneous		\$500.00	
TOTAL OPERATION COSTS			\$5,800.00	
<b>YOUTH PROGRAMS</b>				
499	After School Youth Program		\$29,500.00	Twp program for Jr. High at YMCA
525	Thrive After Three - Youth		\$8,500.00	

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527	LZBSA-YTH-Challenger Division		\$2,500.00	
530	Shooting Stars - Summer Youth		\$6,000.00	
562	Food/Treats		\$2,000.00	
TOTAL YOUTH PROGRAMS			<del>\$48,500.00</del>	
TOTAL EXPENDITURES			<del>\$159,097.00</del>	
TOTAL REVENUE			\$1,000.00	
TOTAL DEPARTMENT EXPENDITURE			\$159,097.00	
DEPARTMENT SURPLUS (DEFICIT)			(\$158,097.00)	
Fund 1	<b><u>GENERAL TOWN FUND - SENIOR DIVISION</u></b>			
Dept 6				
GL ACCOUNT#	DESCRIPTION		2017 APPROVED BUDGET	NOTES
<b>REVENUE</b>				
610	Recoveries-Long Distance Trips		\$80,000.00	
610A	Donations/Sponsorships		\$5,000.00	
611	Meal Recoveries		\$7,000.00	
612	Senior Program Recoveries		\$100,000.00	Increased attendance
613	Non-Resident Fees		\$2,500.00	
TOTAL REVENUE			<del>\$194,500.00</del>	
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES</b>				
501	Salaries-Senior Department		\$283,500.00	
510	Health Benefits		\$7,500.00	
511	Social Security Tax		\$22,000.00	
512	IMRF Expenses		\$19,500.00	
513	Unemployment Compensation		\$2,000.00	
TOTAL PERSONNEL EXPENSES			<del>\$334,500.00</del>	
<b>OPERATION COSTS</b>				
520	Maintenance-Building		\$12,000.00	Grease trap, refrigeration, ansul alarm, my senior center
521	Equipment		\$25,000.00	Sound system, sound panels, freezer
522	Office Supplies		\$3,500.00	Need new computer for registration desk
525	Miscellaneous		\$1,500.00	

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526	Education/Travel Expenses		\$5,500.00	Wish to attend ASA in Chicago in March
532	Telephone		\$4,000.00	
533	Dues & Permits		\$2,000.00	ASA, AISC, ITASCSC, NACOA, Red Cross
534	Utilities		\$8,000.00	
TOTAL OPERATION COSTS			<del>\$61,500.00</del>	
SENIOR PROGRAM COSTS				
523	Program Supplies		\$5,000.00	Decorations, crafts, misc items needed to run programs
524	Senior Lunches		\$15,000.00	Food & paper products for lunches
530	Newsletter - Print/Publish/Post		\$20,000.00	Latest news letter not in yet, total township newsletter sent
535	Programs		\$120,000.00	Trips, special events, classes, & Wednesday donuts
536	Special Events		\$5,000.00	Volunteer luncheon & appreciation gifts
537	Long Distance Trips		\$75,000.00	
581	Vehicle-Purchase/Maint./Fuel		\$1,500.00	
599	Senior Holiday Party		\$5,000.00	Budget is too big
TOTAL SENIOR PROGRAM COSTS			<del>\$246,500.00</del>	
TOTAL EXPENDITURES			<del>\$642,500.00</del>	
TOTAL REVENUE			\$194,500.00	
TOTAL DEPARTMENT EXPENDITURE			\$642,500.00	
DEPARTMENT SURPLUS (DEFICIT)			(\$448,000.00)	
<b>Fund 1      <u>GENERAL TOWN FUND - TRANSPORTATION/BUS SERVICE</u></b>				
Dept 7				
GL ACCOUNT#	DESCRIPTION		2017 APPROVED BUDGET	NOTES
REVENUE				
406	Bus Recoveries-Dial A Ride		\$11,000.00	
406B	Bus Recoveries-Subscription		\$10,000.00	Lowering the revenue. First year not run under
406C	Bus Recoveries- S.W. Lake		\$24,000.00	Pace 2015
TOTAL REVENUE			<del>\$45,000.00</del>	
EXPENDITURES				
PERSONNEL EXPENSES				



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507	Dispatch/Admin		\$24,000.00	Salary for dispatcher/admin
508	Bus Drivers Salary		\$115,000.00	2 full time bus drivers
510	Bus Driver/Health Benefits		\$46,000.00	3 employees-4000/mo=48,000
510R	Bus - HRA		\$3,000.00	
511	Social Security Tax		\$11,000.00	
512	IMRF Expense/Bus		\$12,500.00	
513	Unemployment Compensation		\$3,500.00	
515	Medical/License Testing		\$400.00	CDL & drug/alcohol testing
517	Stipend to HC/Bus Admin		\$5,000.00	Paid to HC to run bus service
<b>TOTAL PERSONNEL EXPENSES</b>			<b>\$220,400.00</b>	
<b>OPERATION COSTS</b>				
520	Bldg Maintenance/Garage		\$22,000.00	New floor drain bus garage
532	Bus/Phone		\$1,400.00	Drivers & office phones
544	Legal Services		\$1,000.00	
558	Office Supplies		\$1,500.00	
566	Bus-Required Maint./Upkeep		\$5,500.00	Clean/wash buses
567	Bus-Repairs/Mechanical		\$8,000.00	2015 was high due to accident, recovered \$2900.00 from insurance
569	Bus-Fuel/Oil		\$18,000.00	
571	Insurance-Workman Comp		\$4,000.00	
<b>TOTAL OPERATION COSTS</b>			<b>\$61,400.00</b>	
<b>TOTAL DEPARTMENT EXPENSES</b>			<b>\$281,800.00</b>	
<b>TOTAL REVENUE</b>			<b>\$45,000.00</b>	
<b>TOTAL DEPARTMENT EXPENDITURE</b>			<b>\$281,800.00</b>	
<b>DEPARTMENT SURPLUS (DEFICIT)</b>			<b>(\$236,800.00)</b>	
<b>TOTAL FUND REVENUE</b>			<b>\$4,205,131.18</b>	
<b>TOTAL FUND EXPENDITURES</b>			<b>\$3,626,911.00</b>	
<b>FUND SURPLUS (DEFICIT)</b>			<b>\$578,220.18</b>	
Fund 2	<b><u>GENERAL ASSISTANCE</u></b>			
Dept 0				
GL ACCOUNT#	DESCRIPTION		2017 APPROVED BUDGET	NOTES

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<b>REVENUE</b>				
111	Proj'd Beginning Balance		\$72,734.60	
400	Property Tax		\$72,200.00	
404	Interest Income		\$100.00	
<b>TOTAL REVENUE</b>			<b>\$145,034.60</b>	
<b>EXPENDITURES</b>				
<b>PERSONNEL EXPENSES</b>				
500	Administrative Staff		\$20,000.00	20% Adm plus 10% Assist
511	Social Security Tax		\$1,530.00	7.65%
512	IMRF Expense		\$2,000.00	9%
<b>TOTAL PERSONNEL EXPENSES</b>			<b>\$23,530.00</b>	
<b>PROFESSIONAL SERVICE</b>				
514	Gati Updates		\$1,500.00	Repeat class, did not attend
<b>TOTAL PROFESSIONAL SERVICE</b>			<b>\$1,500.00</b>	
<b>HOME RELIEF</b>				
701	Emergency /General Assistance		\$60,000.00	Grants up to \$1000 (ind) \$1500 (fam) 1 x p/y
702	General Assistance		\$20,000.00	Monthly Grant of \$350.00
<b>TOTAL HOME RELIEF</b>			<b>\$80,000.00</b>	
<b>TOTAL EXPENDITURES</b>			<b>\$105,030.00</b>	
Total Revenue			\$145,034.60	
Total Department Expenditure			\$105,030.00	
Department Surplus (Deficit)			\$40,004.60	
Fund 5	<b><u>PARK MAINTENANCE</u></b>			
Dept 0				
GL ACCOUNT#	DESCRIPTION		2017 APPROVED BUDGET	NOTES
<b>REVENUE</b>				
111	Proj'd Beginning Balance		\$1,049,560.85	
400	Property Tax		\$193,017.05	
404	Interest Income		\$2,000.00	
410A	Knigge-Parking Pass Revenue		\$15,000.00	Student parking revenue

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410B	Revenue-Park Use		\$3,000.00	Flames, Lacrosse, LZBSA
TOTAL REVENUE			\$1,262,577.90	
EXPENDITURES				
499	Scholarship/Knigge Parking Rev.		\$18,000.00	
PERSONNEL EXPENSES				
500	Salaries		\$70,000.00	1/3 of Hwy Emp & summer help
511	Social Security Tax		\$5,400.00	
512	IMRF Expense		\$5,000.00	
513	Unemployment Compensation		\$1,000.00	
TOTAL PERSONNEL EXPENSES			\$81,400.00	
OPERATION COSTS				
534	Utilities		\$15,000.00	Knox concessions, CC
568	Miscellaneous		\$1,000.00	
580	Lawn Equipment/Tools		\$15,000.00	
581	Playground Equipment		\$10,000.00	Current appears in good repair
583	Buildings/Capital Improvements		\$225,000.00	CC roof, Knox Park back field
590	Supplies-Dirt, Mulch, Bark		\$12,000.00	Dirt, mulch, misc
592	Maint/Repair Bldg-Parking Lot		\$70,000.00	Work complete, still expect some bills
593	Walk Path CC to SR Housing		\$15,000.00	
TOTAL OPERATION COSTS			\$363,000.00	
FUTURE EXPENSE				
600	Future-Building/Improvements		\$700,000.00	
TOTAL FUTURE EXPENSE			\$700,000.00	
TOTAL EXPENDITURES			\$1,162,400.00	
Total Revenue			\$1,262,577.90	
Total Fund Expenditures			\$1,162,400.00	
Fund Surplus (Deficit)			\$100,177.90	
Fund 6	<b><u>CEMETERY MAINTENANCE</u></b>			
Dept 0				
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REVENUE				
111	Proj'd Beginning Balance		\$220,111.97	
400	Property Tax		\$27,439.47	
404	Interest Income		\$400.00	
410F	Fairfield Cemetery Revenue		\$2,000.00	
410L	Lake Zurich Cemetery Revenue		\$12,000.00	Sum of all years = \$10,307
TOTAL REVENUE			<del>\$261,951.44</del>	
EXPENDITURES				
PERSONNEL EXPENSES				
500	Administration/Trustees		\$8,000.00	
501	Salaries		\$25,000.00	
511	Social Security Tax		\$2,000.00	
512	IMRF Expense		\$2,500.00	
515	Travel/Education		\$1,200.00	Cemetery manager certification scheduled
TOTAL PERSONNEL EXPENSES			<del>\$38,700.00</del>	
OPERATION COSTS				
519	Transfer/Legal Costs		\$2,000.00	Nothing anticipated
520	Maintenance/Upkeep		\$40,000.00	Mulch, seal coat, trees, foundation repairs, driveway
523	Burial Expenses		\$8,500.00	Based on 10 burials/year. Expected increase in cost
530	Crem Scatter Garden		\$2,500.00	Landscape maintenance needed plus standard costs
581	Equipment & Tools		\$5,000.00	Chainsaw, weed whips, pump, software, sprayer
TOTAL OPERATION COSTS			<del>\$58,000.00</del>	
FUTURE EXPENSE				
600	Future-BLDG/Improvements-Land		\$100,000.00	Purchase land, scatter garden expansion, Columbarium
TOTAL FUTURE EXPENSE			<del>\$100,000.00</del>	
TOTAL EXPENDITURES			<del>\$196,700.00</del>	
Total Revenue			\$261,951.44	
Total Department Expenditure			\$196,700.00	
Department Surplus (Deficit)			\$65,251.44	

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Budget & Appropriation Ordinance 2016-03 (Includes General Town, General Assistance, Park Maintenance, & Cemetery Maintenance Funds)		\$5,091,041.00	
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