

**BUDGET & APPROPRIATION ORDINANCE**

**TOWNSHIP**

**ORDINANCE NO. 14-01**

An ordinance appropriating for all town purposes for Waukegan Township, Lake County, Illinois for the fiscal year beginning March 1, 2014 and ending February 28, 2015.

BE IT ORDAINED by the Board of Trustees of Waukegan Township, Lake County, Illinois:

SECTION 1: That the amount hereinafter set forth, or so much thereof as may be authorized by law, and as may be needed or deemed necessary to defray all expenses and liabilities of Waukegan Township, be and the same are hereby appropriated for the general town purposes of Waukegan Township, Lake County, Illinois, as hereinafter specified for the fiscal year beginning March 1, 2014 and ending February 28, 2015.

SECTION 2: That the following budget containing an estimate of revenues and expenditures is hereby adopted for the following funds,

GENERAL TOWN FUND

GENERAL ASSISTANCE FUND

I.M.R.F. / F.I.C.A. FUND

SENIOR SERVICES FUND

1

**GENERAL TOWN FUND**

**BEGINNING BALANCE MARCH 1, 2014** **\$1,600,000**

**REVENUES**

Property Tax	1,360,000	
Replacement Tax	150,000	
Interest Income	1,000	
Miscellaneous Income	24,000	
Grants - Rebound & Reclaim	7,000	
<b>TOTAL REVENUES</b>		<b>\$1,542,000</b>

**TOTAL FUNDS AVAILABLE** **\$3,142,000**

**EXPENDITURES**

1-11	Administration	1,313,000	
1-12	Assessor	466,500	
1-13	Cemetery	0	

**TOTAL EXPENDITURES** **\$1,779,500**

Contingencies \$10,000

**TOTAL APPROPRIATIONS** **\$1,789,500**

**ENDING BALANCE ON FEBRUARY 28, 2015** **\$1,352,500**

**ADMINISTRATION****PERSONNEL**

Salaries	580,000	
Health Insurance	120,000	
Unemployment Insurance	3,000	
Workman's Compensation	7,000	
Contract Labor	7,000	
<b>Total Personnel</b>		<b>\$717,000.00</b>

**CONTRACTUAL SERVICES**

Building Maintenance	10,000	
Equipment Maintenance	10,000	
Legal Services	16,000	
Computer & Web Services	26,000	
Postage	10,000	
Telephone	16,000	
Printing	12,000	
Printing - Township Ads/Booklets	2,000	
Township Marketing & Advertising	12,000	
Dues/Membership fees	3,500	
Subscriptions/Publications	3,500	
Travel Expenses. EO & Staff	7,000	
Utilities	17,000	
Conferences/Seminars EO & Staff	6,500	
Education Reimbursement	2,000	
General Insurance	45,000	
Administrative Support	26,000	
Audit	4,500	
Auto Lease & Maint	7,000	
EAP & Employment Screenings	4,500	
<b>Total Contractual</b>		<b>\$240,500.00</b>

**COMMODITIES**

Office Supplies	24,000	
Building Maintenance Supplies	8,000	
<b>Total Commodities</b>		<b>\$32,000.00</b>

**CAPITAL OUTLAY**

Office Equipment	25,000	
Building Improvements	25,000	
<b>Total Capital Outlay</b>		<b>\$50,000.00</b>

1-11 **ADMINISTRATION (Cont.)**

**OTHER EXPENDITURES**

Misc. Expense	3,000	
Meetings/Events	2,000	
Township Programs	12,500	
Twp Prgm - Rebound/Reclm	25,000	
Local Organization Funding	20,000	
Youth Scholarships	7,000	
Youth Prgms -	4,000	
Permanent Transfer to GA	200,000	
<b>Total Other Expenditures</b>		<b>\$273,500.00</b>

**TOTAL ADMINISTRATION** **\$1,313,000.00**

**ASSESSOR'S DIVISION****PERSONNEL**

Salaries	255,000	
Health Insurance	25,000	
Unemployment Insurance	2,000	
Workman's Comp	2,000	
<b>Total Personnel</b>		<b>\$284,000.00</b>

**CONTRACTUAL SERVICES**

Contract Labor	36,000	
Building Maintenance	2,500	
Equipment Maint.	500	
Legal	2,500	
Computer Services	5,000	
Outside Appraisal Services	2,500	
Postage	1,000	
Telephone	5,500	
Printing/Publishing	2,000	
Dues/Subscriptions	1,500	
Travel Expenses	3,500	
Training	9,000	
General Insurance	2,000	
Admin. Support Services	6,500	
Audit	500	
Rental Costs - Building	74,500	
Rental Costs - Computer	16,000	
<b>Total Contractual Services</b>		<b>\$171,000.00</b>

**COMMODITIES**

Office Supplies	1,000	
Building Maint. Supplies	100	
Other Supplies	400	
<b>Total Commodities</b>		<b>\$1,500.00</b>

**CAPITAL OUTLAY**

Building Improvements	1,000	
Equipment	8,500	
<b>Total Capital Outlay</b>		<b>\$9,500.00</b>

**OTHER EXPENDITURES**

Miscellaneous Expense	500	
<b>Total Other Expenditures</b>		<b>\$500.00</b>

**TOTAL ASSESSORS DIVISION****\$466,500.00**

**I.M.R.F. AND F.I.C.A. FUND**

<b>BEGINNING BALANCE AS OF MARCH 1, 2014</b>		<b>\$320,000.00</b>
<b>REVENUES</b>		
Property Tax - IMRF	105,000	
Property Tax - FICA	105,000	
Replacement Tax	75,000	
Intersest Income	0	
<b>TOTAL REVENUES</b>		<b>\$285,000.00</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>\$605,000.00</b>
<b>EXPENDITURES</b>		
<b>PERSONNEL</b>		
Retirement Contributions	155,000	
FICA Contributions	155,000	
<b>Total Personnel</b>		<b>\$310,000.00</b>
<b>OTHER EXPENDITURES</b>		
<b>Total Other Expenditures</b>		<b>\$0.00</b>
<b>TOTAL APPROPRIATIONS</b>		<b>\$310,000.00</b>
<b>ENDING BALANCE FEBRUARY 28, 2015</b>		<b>\$295,000.00</b>

**GENERAL ASSISTANCE FUND**

<b>BEGINNING BALANCE AS OF MARCH 1, 2014</b>		<b>\$310,000.00</b>
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**REVENUES**

Property Taxes	680,000
Interest Income	100
Misc. Income	250
IDHS - T/A SSI Reimb. (clients)	25,000
Eddie Washington Center Income	15,000
Earnfare Administrative Income	20,000
SSI Service Fees	600
SHP HUD Funding	184,000
Grants - other	2,500
DHS Grant - St. Center	47,000
Staben House Income	15,000
Permanent Transfer fr Town	200,000
Fundraising Revenues	15,000

<b>TOTAL REVENUES</b>	<b>\$1,204,450.00</b>
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<b>TOTAL FUNDS AVAILABLE</b>	<b>\$1,514,450.00</b>
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**EXPENDITURES**

15-11	Administration	208,500
15-31	Home Relief	1,183,950

<b>TOTAL APPROPRIATIONS</b>	<b>\$1,392,450.00</b>
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<b>ENDING BALANCE FEBRUARY 28, 2015</b>	<b>\$122,000.00</b>
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**ADMINISTRATION****PERSONNEL**

Salaries	165,000	
Health Insurance	32,000	
Unemployment Insurance	3,000	
Workman's Compensation	1,500	
<b>Total Personnel</b>		<b>\$201,500.00</b>

**CONTRACTUAL SERVICES**

Computer Services	1,500	
Printing	1,000	
G/A Travel Allocation	1,000	
G/A Staff Conf. & Training	1,500	
Equipment	1,500	
<b>Total Contractual Services</b>		<b>\$6,500.00</b>

**OTHER EXPENDITURES**

Misc. Expense	500	
<b>Total Other Expenditures</b>		<b>\$500.00</b>

**TOTAL ADMINISTRATION****\$208,500.00**

15-31

**HOME RELIEF**

**CONTRACTUAL SERVICES**

Client Utilities	20,000	
Client Transportation	7,500	
Funeral & Burial	15,000	
Emergency Housing (motel and rental)	32,500	
<b>Total Contractual Services</b>		<b>\$75,000.00</b>

**COMMODITIES**

Personals/Clothing	2,500	
Food	5,500	
Medications	20,000	
Transitional Grant	300,000	
<b>Total Commodities</b>		<b>\$328,000.00</b>

**OTHER EXPENDITURES**

Misc. Expense	1,000	
<b>Total Other Expenditures</b>		<b>\$1,000.00</b>

**TRANSITIONAL HOUSING PROGRAMS**

Eddie Washington Center - Men's Center	378,750	
Staben House - Women & Children	401,200	
<b>Total Transitional Housing</b>		<b>\$779,950.00</b>

**TOTAL HOME RELIEF** **\$1,183,950.00**

## SENIOR SERVICES FUND

**BEGINNING BALANCE MARCH 1, 2014**

**\$220,000.00**

### REVENUES

Property Taxes	1,020,000
Personal Property Replacement Tax	225,000
Donations - Home Sweet	3,000
Donations./Fundraising	15,000
Program Revenue SeniorMouse	1,000
Program Revenue-Senior Trips	60,000
Program Revenue - Bingo	6,000
Program Revenue- Café	8,000
Program Revenue - Township Events	16,500
Interest Income	150
Misc.& Room Rental Income	12,000
CDBG Grant - Home Sweet Home	14,000
Grants - other	5,000
Gift Shop Sales	13,000

**TOTAL REVENUES**

**\$1,398,650.00**

**TOTAL FUNDS AVAILABLE**

**\$1,618,650.00**

### EXPENDITURES

#### PERSONNEL

Salaries	425,000
Health Insurance	125,000
Unemployment Insurance	6,500
Workman's Comp	5,000

**Total Personnel**

**\$561,500.00**

#### CONTRACTUAL

Building Maintenance	22,000
Equipment Maintenance	6,500
Legal Services	1,000
Computer Services	8,000
Postage	21,000
Telephone	7,000
Printing	22,000
Dues/Membership fees	2,000
Subscriptions/Publications	750
Travel Reimbursement	2,000

**CONTRACTUAL SERVICES (cont.)**

Utilities	25,000	
Conferences/Seminars	2,000	
General Insurance	22,000	
Administrative Support	17,500	
Audit Expense	1,500	
<b>Total Contractual Services</b>		<b>\$160,250.00</b>

**COMMODITIES**

Office Supplies	11,000	
Building Maint. Supplies	16,000	
<b>Total Commodities</b>		<b>\$27,000.00</b>

**CAPITAL OUTLAY**

Building Improvements	10,000	
Equipment Purchases	12,000	
<b>Total Capital Outlay</b>		<b>\$22,000.00</b>

**OTHER EXPENDITURES**

Operating Exp.-Gift Shop	1,500	
Misc. Expense	1,500	
Meeting Expense	1,000	
Township Program	7,000	
Township Program - Taxi Ticket	275,000	
Township Program -Senior Ctr	40,000	
Township Program-Transportation	105,000	
Township Program - Home Sweet Home	248,250	
Township Program - Bingo	4,500	
Township Program - Wellness (non salary)	500	
Township Program - GRGC (non salary)	2,500	
Township Program - Senior Mouse	2,000	
Township Program - Café	9,000	
Local Organization Funding	5,000	
Gift Shop Expenses	14,000	
<b>Total Other Expenditures</b>		<b>\$716,750.00</b>

**TOTAL EXPENDITURES** **\$1,487,500.00**

Contingencies **\$5,000.00**

**TOTAL SENIOR APPROPRIATIONS** **\$1,492,500.00**

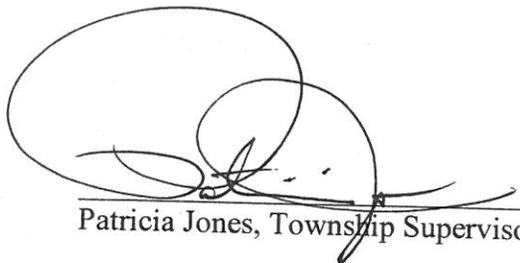
**ENDING BALANCE FEBRUARY 28, 2015** **\$126,150.00**

SECTION 7: That a certified copy of the Budget & Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

ADOPTED this 27th day of February, 2014, pursuant to a roll call vote by the Board of Trustees of Waukegan Township, Lake County, Illinois.

<b>BOARD OF TRUSTEES</b>	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>
Patricia Jones, Township Supervisor	<u>✓</u>	<u>   </u>	<u>   </u>
Katherine Rothwell-Francis, Trustee	<u>✓</u>	<u>   </u>	<u>   </u>
Percy Johnson, Trustee	<u>✓</u>	<u>   </u>	<u>   </u>
Jeffrey McBride, Trustee	<u>✓</u>	<u>   </u>	<u>   </u>
Charles "Chuck" Willms	<u>✓</u>	<u>   </u>	<u>   </u>

  
\_\_\_\_\_  
Rose Staben, Town Clerk

  
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Patricia Jones, Township Supervisor

**CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE  
TOWNSHIP**

The undersigned, duly elected, qualified and acting Clerk of Waukegan Township, Lake County, Illinois, does hereby certify that attached hereto is a true and correct copy of the Budget & Appropriation Ordinance of said Township for the fiscal year beginning March 1, 2014 and ending February 28, 2015, as adopted this 27<sup>th</sup> day of February 2014.

This certification is made and filed pursuant to the requirements of 35 ILCS 200/18-50 and on behalf of Waukegan Township, Lake County, Illinois. This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 27th day of February, 2014.

  
\_\_\_\_\_  
Rose Staben, Town Clerk

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

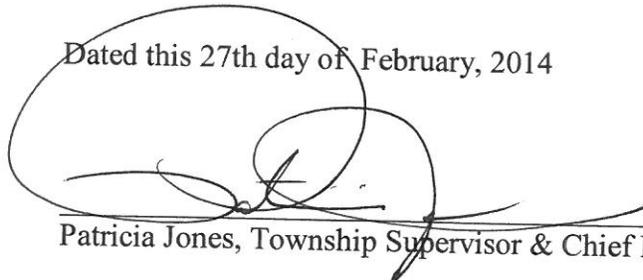
\_\_\_\_\_  
Lake County Clerk

**CERTIFIED ESTIMATE OF REVENUES BY SOURCE**  
**TOWNSHIP**

The undersigned, Supervisor, Chief Fiscal Officer, of Waukegan Township, Lake County, Illinois, does hereby certify that the estimate of revenues, by source or anticipated to be received by said taking district, is either set forth in said ordinance as "Revenues" or attached hereto by separate document, is a true statement of said estimate.

This certification is made and filed pursuant to the requirements of 35 ILCS 200/18-50 and on behalf of Waukegan Township, Lake County, Illinois. This certification must be filed within 30 days of the adoption of the Budget & Appropriation Ordinance.

Dated this 27th day of February, 2014

  
\_\_\_\_\_  
Patricia Jones, Township Supervisor & Chief Fiscal Officer

Filed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Lake County Clerk