

PRINT/COPY OPTIONS	Township Equipment	B&W	Color	Total Cost	Levy	B&W	Color	Total Cost	Food Pantry	B& W	Color	Total Cost	Grand Total
MCGRATH prints equal to contract	\$ 3,990.00	\$3,496 233100	\$7,938 113400	\$ 15,424.00	\$1,930	\$10,080 126000	\$1,890 126000	\$ 13,900.00	\$ 1,590.00	\$ 945.00 63000	\$5,355 63000	\$ 7,890.00	\$37,214
MCGRATH NEW 63 Months/billed per print number of prints for contract	\$19,530	\$2,097 233100	\$6,237 113400	\$ 27,864.00	\$15,624	\$1,134 126000	\$8,190 126000	\$ 24,948.00	\$10,710	\$945 63000	\$5,355 63000	\$ 17,010.00	\$69,822
MCGRATH NEW 63 Months/includes prints number of prints per contract	\$32,130	233100	113400	\$ 32,130.00	\$29,988	126000	126000	\$ 29,988.00	\$18,459	63000	63000	\$ 18,459.00	\$80,577
IMPACT 63 Months Includes 10,000 total B&W and 10,000 Color/per month	\$12,579	210000	210000	\$ 12,579.00	\$12,579	210000	210000	\$21,410.97	\$12,579	210000	210000	\$ 12,579.00	\$37,737
TSG 63 Months 21K B&W and 30K Color Per Qrt If we choose IMPACT they will pay to return all 3 McGrath Contract buy out would be approx. \$2000 TSG buys out all existing contracts and we only pay approx \$1500-2000	\$21,410.97			\$21,410.97	\$21,410.97			\$21,410.97	\$21,410.97			\$21,410.97	\$64,232.91



DATE: October 5, 2023

470 E. ROUTE 22
 LAKE ZURICH, IL 60047
 Office: 847-540-7711 Fax: 847-540-7710

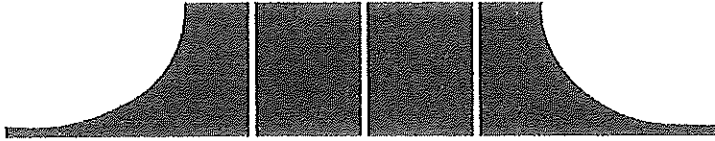
CUSTOMER INFO:

Dupage township
 251 Canterbury Dr
 Bolingbrook

DESCRIPTION	AMOUNT
Remove and replace 20lf of roof to wall flashing in two different sections of the building.40lf total Supply all needed permits. Haul way all old flashing Clean job site after work is done Product is a quality edge alum trim coil.	
TOTAL	\$1,550.00

BID DOES NOT INCLUDE DECKING. DECKING TO REMOVE AND REPLACE PER SHEET COST IS \$90

LOOK FORWARD TO WORKING WITH YOU!



WIESBROOK SHEET METAL, INC.

Metal Roofs / Wall Panels ~ Heating ~ Air Conditioning ~ Bay Windows ~ Customized Sheet Metal Work

Proposal

February 1, 2024

Dupage Township Building
241 Canterbury Ln.
Bolingbrook Il.

Attn: Bob D

Plans Dated: N/A

Addendums: N/A

Remove the existing counterflashing at two locations, totaling 40'. Grind a reglet into the masonry approximately 9" up from the shingle roofing material. Install a one piece counterflashing into the reglet and using 1" keepers to secure the bottom. Seal the top edge of the counterflashing using a one part urethane sealant.

All prefinished metal to have a Kynar 500 finish in the manufacturer's standard colors. Unless noted otherwise metallic and premium colors are not included in this proposal. If metallic or premium colors are wanted they can be provided at an extra charge. Excludes anything not specifically included in this proposal. All permits and fees if applicable are also excluded.

Total Price: \$3,349.00

Exclusions:

We exclude any and all things not specifically mentioned.

General Conditions

All prefinished metal to have a Kynar 500 finish out of manufacturers' standard colors.
Due to market volatility, material pricing is ultimately determined based upon market conditions at the time of purchase order
Payment terms are monthly draws

By _____

By _____

Printed Name _____

Name: Richard Polonus

Title _____

Title: Estimator/Project Manager

Date _____

Date _____

GAZEBO ROOF REPLACEMENT

Stan Construction \$19,627.00

Naperville Roofing & Constructio \$18,863.88

Moosehead Roofing & Constructi \$19,793.75



Moosehead Roofing & Construction

6382 Twin Oaks Lane

Lisle, IL 60532

Estimate

Date	Estimate #
2/19/2024	1344

Name / Address
DuPage Township c/o Bob Martin 251 Canterbury Lane Bolingbrook, IL 60440

			Project
Description	Qty	Rate	Total
Removal of debris from site - Use magnet to sweep for nails every hour as removing shingles from roof due to possible pedestrian traffic. We will be using a dump trailer in order to quickly remove the old roof material without congesting the area. The removal of material will happen as allowed by Management in the morning to also eliminate congestion.	1	550.00	550.00
DaVinci requires (2) types of underlayment - One layer of self-adhesive Ice & Water plus 2nd additional row of synthetic underlayment. All self-sealing.	5	105.00	525.00
Install Drip Edge at bottom of each Eave - 12 segments of (80" + 55") each segment of the gazebo	15	18.25	273.75
Install DaVinci Roofscape in Aged Cedar color according to specifications: - Install Starter Row - DaVinci starter Shingle - Nailed 6 inches from all Eaves - Install DaVinci Roofscape Shingles product with 10" of exposure. - Install DaVinci Ridge-Specific Shingles at each of the gazebo sections. Calculated using DaVinci provided tool to be 10 squares of roofing material.	1	16,171.00	16,171.00
		Total	

E-mail
support@mooseheadinc.com



Moosehead Roofing & Construction

6382 Twin Oaks Lane

Lisle, IL 60532

Estimate

Date	Estimate #
2/19/2024	1344

Name / Address
DuPage Township c/o Bob Martin 251 Canterbury Lane Bolingbrook, IL 60440

			Project
Description	Qty	Rate	Total
Use Approved Stainless Steel Roofing nails provided by DaVinci. Re-attached metal cap on Gazebo Roof	1	290.00	290.00
Plywood replacement - Upper section of gazebo is ~10' x 53" - More than 1 sheet of plywood required per section - Lower section is 78" x 6' - More than 1 sheet of plywood per section. After drawing the cuts, we can replace all plywood below shingles using 32 sheet of approved roofing sheathing material.	32	62.00	1,984.00
1/3 At Signing of contract 1/3 At Start of project 1/3 90 days from completion for municipalities.		0.00	0.00
		Total	\$19,793.75

E-mail
support@mooseheadinc.com



February 16, 2024

Work Scope prepared for DuPage Township:

1. Remove old roofing: I'll bring in a dump trailer for the minimum amount of time necessary to clean the area of all old cedar roofing material. Tarps will be used in all directions and we will nail sweep the area using roofing magnets until we have removed all old roofing fasteners.
2. Replace decking as water has been allowed to seep beneath the old cedar roof.
3. Apply the thick Ice & Water shield as well as the 2nd layer of synthetic underlayment on top of the gazebo framing.
4. Install drip edge to protect the new sheathing from any moisture from the eaves.
5. Install the DaVinci Roofscape shingles and Ridge shingles along the gazebo panel intersections.
6. Clean the area complete so that the public area is returned to the same condition it was prior to our arrival.

We are a local business trained and certified in the installation of DaVinci products by DaVinci representatives on an annual basis. Our 2024 training is to take place in early March 2024 and DaVinci inspects our work to assist in the training of our employees. We value this relationship and partnership.

Thank you in advance for your thoughtful consideration.

Robert Beal
(630) 484-8988

ESTIMATE

Naperville Roofing and Construction
 2792 Rolling Meadows Drive
 Naperville, IL 60564
 (630) 541-4998

Sales Representative
 James Kucharz
 (312) 485-7825
 james@napervilleroofingandconstruction.com



Bob Martin
Job #10699 - Bob Martin- Gazebo Roof
251 Cantenbury Lane
Bolingbrook, IL 60440

Estimate #	3347
Date	3/6/2024

Item	Description	Qty
Permitting/ Inspections/ Demo		
Permitting and Inspections	Submit documentation for permits and meet inspectors for inspection.	1.00
Tear Off	Remove existing roofing system. - Perform Plywood inspection to ensure roof decking is code compliant and structural. # of LAYERS to remove _____ *Client note: Approximately 20,000 nails were used to install your previous roof. *ESTIMATING ONLY ERASE BEFORE PRESENTING Walk on 7/12 or less. Add \$10/layer per SQ and add \$10/SQ if it is a steep slope roof	7.00
Dump Trailer	Provide Dump trailer for construction debris and removal. - Dump Trailer is mobile and will not require plywood - Dump Trailer will be Re- Spotted on the street to allow driveway use before the end of each day.	1.00
Property Protection		
Site Safety Sweep	- Foreman will perform a site safety sweep DAILY to ensure safety hazards are substantially addressed. - Conduct a minimum of two magnet sweeps.	1.00
Pre- Start Checklist	- Foreman walkthrough to identify important areas for the homeowner - Client will receive a formal report of the walkthrough and build.	1.00
Fall Protection	OSHA Requires fall protection be used when performing work on heights greater than 10 feet. - All tradesmen performing aerial work will utilize fall protection at all times.	1.00
DaVinci Roofing System		
DaVinci Select Shake	Install DaVinci Select Shake roofing shingles to manufacturer specifications. Color AGED CEDAR 7bn/sq 10" Exposure	47.00

Item	Description	Qty
DaVinci Shake Hip and Ridge	Install Shake hip and ridge on all hips and ridges. AGED CEDAR - Roofing system component	24.00
DaVinci Starter Course	Install starter course on eaves and rakes to secure initial shingle row.	8.00
Standard Ice and Water Shield	Install Ice and water shield per code, 36" beyond the interior wall. 65LF per roll.	4.00
Metal Accessories		
T- Drip edge	T- shaped drip edge to terminate Davinci shake. 10' Lengths	12.00
Trim Coil	Install Trim Coil 24" x 50' .019	1.00
Misc.		
Plywood 1/2"	Replace all plywood but leave the existing inside ceiling.	1.00
1 3/4" Stainless Steel Nails	Use Stainless steel ring shank fasteners per manufacturer requirements	1.00
2 Ring shank roofing nail	Use 2" ring shank roofing nails as needed for lap installation	1.00
Roofs 4 Troops	Naperville Roofing and Construction has committed to install an Atlas Signature Select Roofing System on a Veterans home in need for every 40 roofs completed in a calendar year.	1.00
Financing Plan #2012	0% and low monthly payments are available.	1.00
Warranty Info		
DaVinci Warranty	Lifetime Limited Warranty https://www.davinciroofscapes.com/wp-content/uploads/2022/05/DaVinci_US_Canada-Warranty_Roofing_Siding.pdf	1.00
Warranty (Tear Offs)	5 year warranty on workmanship on tear-offs, by Naperville Roofing & Construction/ Manufacturer warranty on defective products. Workmanship warranty takes effect when all open balances have been paid in full. Ice damming is not covered under this warranty.	1.00
Discount	Contractor discount applied	1.00

Manager / Sales Rep. (print name): _____

Signature: _____

Date: ____/____/____

Sub Total	\$18,863.88
Total	\$18,863.88

SPECIAL INSTRUCTIONS

**All payments are due within 5 calendar days of the completion of work. Progressive billing payments to be made as project line items are completed. A 5% interest charge will be applied to all outstanding balances beyond 5 calendar days and a letter of intent to lien will be sent to all parties involved for any outstanding balances over 21 days past due.

TERMS & CONDITIONS:

Payment Terms. Customer shall pay 30 % of the Total Cost (defined above) as a down payment, 30% at 50% of project completion, and the remainder of the Total Cost, on the date of completion of the defined herein Services. Payment shall be made to Naperville Roofing and Construction.

Acceptable payment methods include: cash, checks, Visa and Master Cards (3% credit card fee apply).

Late payments, are subject to 5% monthly late fee.
Insufficient checks are subject to one time \$50 administrative fee.

Customer shall pay all costs of collection, including without limitation, court costs and reasonable attorney fees.

Work Days

The Roofing work will be performed Monday through Saturday, statutory holidays excluded, unless the parties mutually agree otherwise, provided that the services will be performed only if weather conditions are favorable, in order to ensure an acceptable finished product.

Work Site

Customer authorizes Naperville Roofing and Construction to commence/complete the usual and customary excavation and grading on the work site as may be required in the judgment of Naperville Roofing and Construction to complete the roofing work. Unless called for in the drawings or specifications, no landscaping, finish grading, filling or excavation is to be performed at the work site by Naperville Roofing and Construction.

Permits

Naperville Roofing and Construction shall apply for and obtain such permits and regulatory approvals as may be required by the local municipal /county government, the cost of permits is included in pricing.

Insurance

Naperville Roofing and Construction shall maintain insurance in accordance with the minimum requirements of the state throughout the duration of the services. Proof of said insurance shall be made available to Customer upon request.

Change Orders

Customer may make changes to the scope of the work from time to time during the term of this contract. However, any such change or modification shall only be made by written "Change Order" signed by both parties. Such change orders shall become part of this contract. Customer agrees to pay any increase in the cost of the roofing work as a result of a change order. In the event the cost of a change order is not known at the time a change order is executed, Naperville Roofing and Construction shall estimate the cost thereof and customer shall pay the actual cost whether or not it is in excess of the estimated cost.

Access

Customer will allow free access to work areas for workers/vehicles and will allow areas for the storage of materials and debris. Driveways will be kept clear for the movement of vehicles during work hours. Naperville Roofing and Construction will make reasonable efforts to protect driveways, lawns, shrubs, and other vegetation.

Warranty

Naperville Roofing and Construction shall provide its services and meet its obligations under this contract in a timely and workmanlike manner, using knowledge and recommendations for performing the services which meet generally acceptable standards in Naperville Roofing and Construction's community and region, and will provide a standard of care equal to, or superior to, care used by contractor's similar to Naperville Roofing and Construction on similar projects. Naperville Roofing and Construction's warranty shall be limited to defects in workmanship within the scope of work performed by Naperville Roofing and Construction and which arise and become known within 5 years from the contract date. Naperville Roofing and Construction agrees to repair any roofing leaks under normal anticipated weather conditions, wherein ice damming is not a normal anticipated condition. Damage done to the roof system through no fault of Naperville Roofing and Construction are not warranted by Naperville Roofing and Construction. All said defects arising after 5 year and defects in material are not warranted by Naperville Roofing and Construction. Naperville Roofing and Construction hereby assigns to customer all warranties on materials as provided by the manufacturer of such materials. Naperville Roofing and Construction is not responsible for customer's failure to complete warranty documents, or complete any/all instructions, resulting in cancellation of said manufactures warranty.

Default

The occurrence of any of the following shall constitute a material default under this Contract: (a) The failure to make a required payment when due; (b) The insolvency or bankruptcy of either party; (c) The subjecting of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency; (d) The failure to make available or deliver the services in the time and manner provided for in this contract.

Termination

Either party may terminate this contract at any time, without notice, provided that each party is compensated for work completed and materials utilized in providing Services. Naperville Roofing and Construction shall have the right to retain the deposit for efforts related to quoting and planning of services.

Completion of Service

Upon the completion of services, Naperville Roofing and Construction will restore customer's property to the condition prior to the service.

Dispute Resolutions

Any/all disputes arising out of or relating to this contract shall be resolved by binding arbitration in accordance with the then-current Commercial Arbitration Rules of the American Arbitration Association. The arbitrator(s) shall not have the authority to modify any provision of this Contract or to award punitive damages. Arbitrator's decision shall be final and binding on the parties, and judgment may be entered in conformity with the decision in any court having jurisdiction. The agreement to arbitration shall be specifically enforceable under the prevailing arbitration law. During the continuance of any arbitration proceeding, the parties shall continue to perform their respective obligations under this Contract.

Serviceability.

If any provision of this contract is held to be invalid for any reason, the remaining provisions will continue to be valid and enforceable.

Limited Liability

Customer agrees that Naperville Roofing and Construction's liability under this contract shall not exceed the total amount charged under this contract.

Waiver of Contract

The failure of either party to enforce any provision of this contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.
Customer's Initials _____

Amendment

This contract may be modified or amended in writing, if the writing is signed by the party obligated under the amendment. Governing Law. This contract shall be construed in accordance with the laws of the State of Illinois.

Notices.

Any notice or communication required or permitted under this contract shall be sufficiently given if delivered in person or by email provided herein or available to the general public via social media and/or website owned by the parties hereto.

Force Majeure

Performance of this contract shall be excused, or suspended, due to acts of God, including but not limited to fire, terrorism, pandemic, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies.

Counterparts

This contract may be executed in one or more counterparts, each of which shall be deemed an original.

Entire Agreement

This contract contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this contract. This contract supersedes any prior written or oral agreements between the parties.

IN WITNESS HEREOF, the parties hereto have read this contract, and are willingly, without duress, entering into this contract, thereby taking upon themselves the responsibility for the financial obligations imposed upon them by this contract. The parties warrant having the necessary authority to enter into this contract, which shall become effective as of the Contract date first above written.

Customer Signature: _____

Printed Name: _____

Date: _____

DUPAGE TOWNSHIP
WILL COUNTY, ILLINOIS

RESOLUTION
NUMBER 24 - 04

A RESOLUTION
FINANCIAL PROCEDURE and CREDIT CARD POLICY FOR
DUPAGE TOWNSHIP

GARY MARSCHKE, Supervisor
BARBARA ANN PARKER, Clerk

TOM BRAXTON
TERRI RANSOM
DEBRA SAVAGE
REEM TOWNSEND
Trustees

RESOLUTION NO. 24-04

**A RESOLUTION ADOPTING A FINANCIAL PROCEDURE AND CREDIT CARD POLICY
FOR DUPAGE TOWNSHIP**

WHEREAS, DuPage Township, Will County, Illinois (the "Township"), is a duly organized and existing township and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of Illinois' Township Code, 60 ILCS 1/1-1, *et seq.*, and all laws amendatory thereto; and

WHEREAS, the Township Supervisor (the "Supervisor") and the Township Board of Trustees (the "Board") are committed to ensuring the effective administration of government and the responsible management of taxpayer money; and

WHEREAS, the Supervisor and Board seek to establish policies and procedures governing the proper and consistent handling of cash funds belonging to, or received by, the Township; and

WHEREAS, the Township establishes this Financial Procedure Policy to institute a uniform policy governing the use and receipt of all Township cash in order to provide an efficient means for understanding the correct procedures for handling same; and

WHEREAS, this Financial Procedure Policy shall govern the use of DuPage Township revenues and is intended to ensure proper controls for use and/or receipt of cash funds, approved financial controls and clarify expectations and responsibilities for Township Employees, and to promote managerial transparency regarding the handling Township funds; and

WHEREAS, the Township establishes this credit card use policy to allow Township personnel access to efficient means of payment for approved expenses, especially related to Township-related travel and office supplies; and

WHEREAS, this policy shall govern the use of DuPage Township credit card(s). The policy is intended to ensure proper controls for use of the credit card(s), improves efficiency, reduces costs of payable processing,

and to promote managerial transparency regarding Township purchases and expenditures; and

WHEREAS, the Supervisor and Board, in their sole discretion, shall establish when a credit card shall be issued in the Township's name and which officials and employees are authorized to hold such card(s) to purchase goods and services on its behalf and the Supervisor and Board are responsible for the oversight and compliance within the terms of this Policy; and

WHEREAS, the Supervisor and Board, in their sole discretion, may revoke any credit card from any card member at any time, with or without cause, from Township officials and employees who are responsible for the use of the Township credit card.

WHEREAS, the Supervisor and Board of Trustees of DuPage Township, Illinois, find it to be in the best interest of the Township to adopt a Financial Procedure and Credit Card Policy in accordance with the requirements of the Illinois Township Code and any other related legal requirements.

NOW, THEREFORE BE IT RESOLVED, by the Supervisor and Board of Trustees of the DuPage Township, Will County, Illinois as follows:

Section 1. That the above recitals and legislative findings are true and correct and are hereby incorporated herein and made a part hereof, as if fully set forth in their entirety.

Section 2. The Supervisor and Board of Trustees for DuPage Township hereby adopt the **Financial Procedure and Credit Card Policy**, which is attached hereto and incorporated herein as **Exhibit A and Exhibit B** and directs appropriate Township Employees and officials to take all actions necessary and appropriate to implement said policy.

Section 3. The provisions of this Resolution are hereby declared to be severable, and should any provision of this Resolution (or any portion of any Exhibit incorporated therein) be determined to be in conflict with any law, statute, or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable, and as though not

provided for herein, but such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid application or provision, and all other provisions shall remain unaffected, unimpaired, valid, and in full force and effect.

Section 4. All ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded and repealed, provided, however, that nothing herein contained shall affect any rights, actions, or causes of action which shall have accrued to the Township prior to the effective date of this Resolution.

Section 5. This Resolution shall be in full force and effect upon its passage approval and publication as provided by law.

ADOPTED by the Supervisor and Board of Trustees of the Township of DuPage, Will County, Illinois this 19th day of March 2024, pursuant to a roll call vote, as follows:

	YES	NO	ABSENT	PRESENT
Trustee Braxton				
Trustee Ransom				
Trustee Savage				
Trustee Townsend				
Supervisor Marschke				
Total				

APPROVED at a Regular Meeting of the Board of Trustees of the DuPage Township, on March 19th, 2024.

DuPage Township Supervisor

ATTEST:

DuPage Township Clerk

EXHIBIT A

DUPAGE TOWNSHIP FINANCIAL PROCEDURE POLICY

DUPAGE TOWNSHIP FINANCIAL PROCEDURE POLICY

This Financial Procedure Policy ("Policy") is to provide guidance to ensure proper and consistent policies for all employees that handle any financial or cash transactions on behalf of DuPage Township.

PURPOSE

The purpose of this Policy is to provide procedures to accept, store, deposit, document and to transport cash or checks safely and maintain records for each and every financial transaction within the Township. Each and every department is expected to provide secure surroundings for all employees who handle these types of transactions. All Township Employees shall receive this Policy and shall execute the acknowledgement and agreement to adhere to same.

All employees who handle any financial transactions are responsible for ensuring accurate record keeping and to administer an efficient process for customer payments, making change, or accepting cash, checks, credit card or debit card transactions, and shall safeguard all Township funds against loss.

GENERAL PROCEDURES

1. All payments shall be kept in a locked/combo safe, lockbox or cash register during business hours.
2. The cash register, safe, or lockbox shall be kept in a locked file drawer or cabinet during non-business hours.
3. Access to the cash register, safe, or lockbox shall be limited to only those designated employees who have approved access from the Supervisor. It is their responsibility to make sure that the funds are locked when they are at lunch or on break.
4. The cash should be separated according to denomination and should face the same direction and all coins shall be separated.
5. Checks should be separated from the cash and recorded on a Check Receipts Log.

6. Credit card receipts and debit card receipts should be kept separate. Credit card numbers shall never be written down and stored for any reason and the credit card machine shall remain locked up during non-business hours.
7. All cash and checks must be deposited weekly, unless \$500 or more is on hand and then within 2 days.
8. Cash Bank: Banquets will keep \$300 cash on hand, Senior Dept should keep \$100 cash on hand, the Administration office should keep no less than \$20. The purpose of those funds is to handle transactions at each location.

CASH COLLECTION PROCEDURES

All cash shall be counted at the end of each day by two (2) of the employees designated by the Supervisor and recorded on a Cash Receipts Log, Spreadsheet or on My Senior Center software that summarizes the name of the individual who paid, the date, amount and reason for the cash payment. The Cash Receipts Log or Spreadsheet should be signed and verified by two (2) employees before depositing the funds. A receipt for any cash must be maintained by the Township and a copy of the receipt must also be tendered to the individual. A copy of the daily Cash Receipts Log or Spreadsheet must be forwarded to the Levy Director on a daily basis.

CHECKS COLLECTION PROCEDURES

All checks shall be made payable to "DuPage Township". A numbered receipt for any check must be maintained by the Township and a copy of the receipt must also be tendered to the individual.

Any individual or organization presenting checks should have a valid state issued identification card. The Township shall not accept any "starter" checks, or any checks that have been altered in any way.

The checks should be recorded in a Check Receipts Log, Spreadsheet from My Senior Center software that summarizes the name of the individual who paid, the date, amount and reason for the payment. All checks shall be photocopied along with the deposit slip for the banking institution and the Check Receipts Log or Spreadsheet should be signed and verified by two (2) employees before depositing the checks. A copy of the

Check Receipts Log or Spreadsheet must be forwarded to the Levy Director on a daily basis.

CREDIT CARD ERRORS/REFUNDS

All credit cards transactions shall be recorded in a Credit Card Log or on My Senior software. All credit card transactions must be forwarded to the Levy Director on a daily basis.

If a credit card payment was processed in error or for the wrong amount of money, the error must be corrected immediately and documented.

- If the individual changes their mind after a credit card payment has been processed, then the transaction should be VOID, IF THE SAME DAY, or if the individual changes their mind on a different day, a REFUND needs to be issued back to the individual's credit card. ALL CREDIT CARD TRANSACTIONS MUST BE REFUNDED BACK TO THE ORIGINAL INDIVIDUAL'S CREDIT CARD. The only exception to this procedure is if the individual's credit card is no longer valid and then a check will be issued to the individual from the Township.

RESPONSIBILITY

It shall be the responsibility of the Levy Director to ensure that the employees designated by the Supervisor of the Township submit the Cash, Check and Credit Card Logs on a daily basis.

SENIOR CITIZEN ACTIVITIES

All senior activity fees (i.e., bus trips, outings, food, luncheons, etc.) shall be paid directly to the two (2) employees designated by the Township Supervisor.

This Policy was adopted and approved on March 19, 2024 by Resolution No. 24-04

EXHIBIT B

DUPAGE TOWNSHIP CREDIT CARD POLICY

DUPAGE TOWNSHIP CREDIT CARD POLICY

SECTION 1 - CREDIT CARD AUTHORIZED USE: only the Township Supervisor (or an employee directed by the Township Supervisor to act on the Township Supervisor's behalf) is authorized to make purchases with the credit card(s) on behalf of DuPage Township. The Township Supervisor (and any user or employee directed by the Township Supervisor) must comply with the provisions of this Policy or be subject to the disciplinary action set forth in this Policy.

SECTION 2-AUTHORIZED PURCHASES: The Township credit card(s) may only be used to make lawful purchases on behalf of DuPage Township. All other charges, purchases, expenditures or transactions against the account(s) or any that exceed the spending limits imposed herein are expressly prohibited and unauthorized purchases.

Only the following types of purchases shall be considered as Authorized Purchases:

- A. Specific types of purchases that the Township Board of Trustees has preauthorized by a vote at a Township meeting. ^r
- B. Purchases of goods and services consistent with the approved Township Budget for which use of the Credit Card(s) are the most efficient means of accomplishing the purchase.
- C. Purchases of goods and services in compliance with the powers granted DuPage Township in its corporate capacity in accordance with the Illinois Compiled Statutes and in accordance with DuPage Township established Resolutions, Ordinances, Employee Handbook and other adopted policies.
- D. Purchases on behalf of the Township Assessor that are in conformance with the approved Township Budget.
- E. Costs associated with registering for and attending Township Board of Trustee approved, Township Assessor-approved or General Assistance training sessions; including costs of lodging necessary to attend the training in compliance with DuPage Township Ordinances establishing reimbursement of all travel, meal and lodging expenses of the officers and employees of DuPage Township.

SECTION 3-PROHIBITED AND UNAUTHORIZED PURCHASES: The credit card may not be used for the purposes that include, but that are not limited to, the following:

- A. To purchase items greater than the established maximum limits of the card(s).
- B. For cash advances.
- C. To purchase items for personal use or as a personal loan.

- D. To purchase alcoholic beverages, tobacco products cannabis products and/or controlled substances.
- E. For gambling, investments or unlawful purposes.
- F. Capital equipment and upgrades over \$1000.
- G. Construction, renovation/installation
- H. Purchases involving trade-in of Township property.
- I. Rentals, other than short-term autos.
- J. Purchase goods or services outside the powers of DuPage Township authorized corporate capacity according to the Illinois Compiled Statutes or any other law or regulatory agency prescribed by law.
- K. To purchase goods or services contrary to DuPage Township established Resolutions, Ordinances, Employee Handbook, Budget and other adopted policies.

SECTION 4 - SPENDING LIMITS: The Creditor and Township Board shall set an established credit limit for the card(s), It shall be the Township Supervisor's responsibility to monitor the amounts charged against the card to avoid exceeding the credit limits.

SECTION 5 - SALES TAX: Users of the credit card shall inform all vendors of DuPage Township's tax-exempt status. The Township Supervisor or a designated Township Employee shall review all receipts and purchases to ensure a sales tax has not been charged. If sales tax has been charged to a purchase, the Township Supervisor, or designated employee, shall make every attempt to reverse the charge and to establish a tax-exempt status with all the Township's vendors. There may be an exceptional circumstance when a vendor refuses or is unable to deduct the sales tax from the authorized purchase. In that instance the Township Supervisor shall decide if making the taxable purchase is feasible (for example, where the purchase is still the least expensive option even including the sales tax amount).

SECTION 6 - RECEIPTS: All receipts shall be approved by the Township Supervisor and shall be obtained for all authorized purchases made with the credit card(s). The receipt shall include the name of the vendor or entity from which the goods/services were purchased, a description of the purchase, the date of the transaction and the amount of the transaction.

In the event of exceptional situations when a receipt cannot be obtained for authorized purchases (for example a computer malfunction), the Township Supervisor shall ensure that a signed voucher is submitted that includes: 1) a description of the transaction; (2) the name & address of the vendor/entity from which the goods/services were purchased; (3) the date and amount of the transaction; (4) a description of the purpose for the expenditure; and, (5) an explanation as to why a receipt could not be provided.

SECTION 7 - REVIEW OF RECEIPTS & CREDIT CARD STATEMENTS: The Township Supervisor or designated Township Employee shall review the credit card receipts to compare against the credit card statement bills to assure the purchases are authorized and budgeted, and to code the purchases for budget purposes prior to presentation to the Township Board Trustees for approval and payment. On a monthly basis, or at its discretion, the Township Board of Trustees shall review all receipts and credit card statements to ensure that all purchases made with the card(s) conform with this Policy. Transactions that are not supported by a receipt or voucher, appear to be an unauthorized purchase, or that otherwise do not comply with this policy shall be investigated and, if not timely resolved, reported to the Township Board of Trustees. During an investigation, further expenditures on the credit card shall be suspended until the investigation is complete and all expenditures appearing on the statement have been verified as complying with the terms of this Policy.

Failure to submit a claim form or to procure and provide a receipt or voucher for expenditures may result in disciplinary action as set forth in Section 10 of this Policy.

SECTION 8 - PAYMENT OF CARD BALANCES: The balances of the credit card(s) shall be paid off in its' entirety on or before the due date specified on the monthly billing statement. In the event the balance of the billing statement cannot be paid in full on a timely basis without incurring late/interest charges, the Township Supervisor should be immediately notified, and the information shall be presented to the Township Board of Trustees. Extending or carrying over of credit card(s) balances is prohibited without prior approval of the Township Board of Trustees at one of its regularly scheduled meetings.

SECTION 9 - LOST OR STOLEN CREDIT CARD(S): If the credit card(s) is lost or stolen, the Township Supervisor and Township Board of Trustees shall be immediately notified. The Township Supervisor or assigned Township Employee shall immediately take action to cancel the card(s) and/or work with the credit card or financial institution to take any appropriate action as required protecting DuPage Township. For instances of criminal or possibly criminal activity, a police report shall be filed with the appropriate agency and a copy of said report shall be secured and retained with DuPage Township records. Any appropriate vendors or insurers should also be notified as soon as reasonably possible.

SECTION 10 - PENALTY OR DISCIPLINARY PROVISIONS: The Township Supervisor or Township Employee authorized to use the Township credit card shall be personally responsible for any Unauthorized Purchases within his or her control and may be subject to disciplinary action by the Township Board of Trustees, if after given a fair hearing and opportunity to provide justification, the Township Board of Trustees determines deliberate and intentional unauthorized or prohibited purchases have been made by the Township Supervisor or the authorized Township Employee. If it is determined by vote of the Township Board of Trustees that the Township Supervisor or the authorized Township Employee has made an unauthorized purchase or otherwise intentionally violated this Policy, the Township Supervisor or the guilty party shall be subject to one or more of the following disciplinary actions as deemed appropriate by the Township Board of Trustees:

- A. Written reprimand or warning;
- B. Suspension from use of the credit card(s) for a time to be decided by the Township Board of Trustees;
- C. Required personal reimbursement for unauthorized purchases;
- D. Any civil actions that may be available to the Township to make itself whole for the unauthorized purchases; or
- E. Any and all criminal sanctions which may be applicable.

SECTION 11 - CUSTODY OF THE CREDIT CARD(S): The Township Supervisor shall be issued the Credit Card(s) in his or her name as the official who is insured and bonded on behalf of DuPage Township. The Township Supervisor is responsible for the proper use and safekeeping of the card(s). The Supervisor shall upon the termination of his or her position with DuPage Township, immediately surrender the credit card to DuPage Township and cooperate with the Township to remove his or her name from any and all credit accounts on behalf of DuPage Township.

SECTION 12 - PROHIBITED INTERESTS: Township officers and employees bound to follow the provisions of the DuPage Township Ethics Ordinance and are prohibited from having interest in Township contracts (50 ILCS 105/3). In addition to avoiding statutory conflicts which result from a public officer's pecuniary interest in a contract let by the public entity, public officials and associated business entities must exercise care to avoid common law conflicts of interest which may occur even though the official may not commit a statutory offense.

SECTION 13-SIGNED AGREEMENT: Cardholders will be required to sign an Agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

This Policy was adopted and approved on March 19, 2024 by Resolution No. 24-04 .

Financial Procedure
ACKNOWLEDGEMENT AND AGREEMENT

I, _____, (EMPLOYEE NAME), acknowledge that I have read and understand the Financial Procedure Policy of DuPage Township. I agree to adhere to these policies and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face disciplinary action, up to and including termination of employment.

NAME _____

SIGNATURE _____

DATE: _____

DUPAGE TOWNSHIP

ANNUAL MEETING OF TOWNSHIP ELECTORS

251 Canterbury Lane Bolingbrook, IL 60440

APRIL 16, 2024

Doors open 6:00 P.M. Meeting at 7:00 P.M.

- I. SIGN-IN OF REGISTERED VOTERS
- II. CALL TO ORDER - TOWN CLERK
- III. PLEDGE OF ALLEGIANCE
- IV. CLERK'S COMMENTS
- V. MOTION TO SET SALARY FOR MODERATOR
- VI. NOMINATIONS FOR MODERATOR
- VII. OATH OF MODERATOR
- VIII. APPROVAL OF MINUTES 2023 ANNUAL TOWN MEETING
- IX. SUPERVISOR'S FINANCIAL STATEMENT FOR FISCAL YEAR 2023-2024
- X. READING AND ADOPTION OF RESOLUTIONS
 - a. Annual Meeting Resolution #24-05 Title: Resolutions/Ordinances
 - b. Annual Meeting Resolution #24-06 Title: Board & Attorneys
 - c. Annual Meeting Resolution #24-07 Title: Surplus Property
- XI. PUBLIC COMMENTS
- XII. ADJOURNMENT

**AMENDED BUDGET & APPROPRIATION ORDINANCE
DUPAGE TOWNSHIP
ORDINANCE No.24 -**

An ordinance appropriating for all town purposes for DuPage Township, Will County, Illinois, for the fiscal year beginning April 1, 2024 and ending March 31, 2025.

BE IT ORDAINED by the Board of Trustees of DuPage Township, Will County, Illinois.

SECTION 1: That the amounts 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 DuPage Township be and the same are hereby appropriated for the town purposes of DuPage Township, Will County, Illinois as hereinafter specified for the fiscal year beginning April 1, 2024 and ending March 31, 2025.

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

- GENERAL TOWN FUND,**
- BANQUET RENTAL FUND,**
- ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF),**
- SOCIAL SECURITY FUND,**
- GENERAL ASSISTANCE FUND**
- CEMETERY FUND, AND**
- CAPITAL PROJECTS FUND**

As of 3.15.24

		2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
<u>GENERAL TOWN FUND</u>				
	BEGINNING BALANCE	1,398,969	1,781,230	1,583,973
<u>REVENUES</u>				
4000	Town Fund Transfer In	625	-	-
4010	Property Tax	2,074,484	1,765,910	1,770,397
4020	Replacement Tax	372,262	283,821	370,875
4030	Interest Income	31,409	65,560	60,000
4045	Elections	150	-	75
4060	Traffic/ Fines	313	367	500
4090	Expense Reimbursement	-	-	100
4110	Insurance Reimbursement (IPRF)	3,055	-	-
4130	Food Pantry	350	-	-
4140	Assessor's Misc. Income	-	19	200
4200	Miscellaneous Revenue	11,956	54,895	5,000
4210	ARPA Grant	3,750	50,172	96,500
4230	NIFB Grant	-	3,445	26,000
	TOTAL REVENUES:	2,498,353	2,224,188	2,329,647
	TOTAL FUNDS AVAILABLE:	3,897,322	4,005,418	3,913,620
<u>EXPENDITURES</u>				
101	Administration	1,097,464	961,527	1,279,219
102	Assessor	340,581	342,453	470,109
104	Youth Services	13,157	80,410	94,500
105	Senior Programming	283,519	278,239	302,420
106	Social Services	28,952	17,242	29,000
107	Levy Senior Center	45,065	60,999	58,500
108	Maintenance	214,797	300,575	259,916
109	Food Pantry	92,556	-	-
	TOTAL EXPENDITURES:	2,116,092	2,041,445	2,493,664
	TOTAL APPROPRIATIONS:	2,116,092	2,041,445	2,493,664
<u>OTHER FINANCING USES</u>				
5990	Fund Balance Policy Implementation/Contingencies	-	-	100,000
7000	Capital Transfer Out	-	380,000	-
	TOTAL OTHER FINANCING USES	-	380,000	100,000
	ENDING BALANCE	<u>1,781,230</u>	<u>1,583,973</u>	<u>1,319,955</u>

		As of 3.15.24		
101	<u>ADMINISTRATION</u>	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
	<u>PERSONNEL EXPENDITURES</u>			
5000	Salaries	226,312	223,052	305,959
5010	Elected officials	164,825	156,808	65,200
5050	Health Insurance	10,991	10,236	12,700
5080	Unemployment Insurance	1,868	2,154	1,000
5090	Worker's Compensation	14,803	3,393	560
		418,798	395,643	385,419
	<u>OPERATING EXPENDITURES</u>			
5200	Maintenance	3,809	4,137	8,000
5201	Maintenance/Cemetery Grounds	558	575	600
5220	Professional Services	63,898	72,193	300,000
5230	Legal Service	84,667	65,333	130,000
5240	Postage	19,744	19,202	21,000
5250	Telephone/Internet	11,325	10,454	11,000
5260	Publications/Publishing/Advertising	856	1,646	1,500
5270	Printing	48,540	39,986	50,000
5280	Dues	9,379	6,789	10,000
5290	Travel	2,737	2,297	2,200
5295	NEW Lodging	-	-	5,000
5300	Training	3,208	3,869	3,000
5310	Utilities	9,884	10,028	11,000
5315	Cemetery Utilities	1,606	566	700
5325	Liability Insurance	77,752	55,383	65,000
5330	Reoccurring Services	16,552	19,910	18,000
5380	Volunteer/ Staff Meeting	2,842	2,275	3,000
5410	Computer Technology	15,355	15,133	18,000
5500	Supplies	9,961	4,469	10,000
5700	Misc Expense	781	1,159	1,000
5740	Cemetery	-	5,000	5,000
5745	Social Security	16,625	18,527	15,000
5750	General Assistance	261,604	188,000	200,000
5755	IMRF	11,983	17,400	-
5780	Landscaping	2,449	1,073	3,800
5820	Office Furniture	2,553	-	-
5900	Equipment	-	479	1,000
		678,666	565,884	893,800
	TOTAL ADMINISTRATION EXPENDITURES:	1,097,464	961,527	1,279,219

		As of 3.15.24		
102	<u>ASSESSOR</u>	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
<u>PERSONNEL EXPENDITURES</u>				
5000	Salaries	263,351	272,405	284,000
5010	Elected Salary	-	-	100,000
5050	Health Insurance	26,822	27,703	30,869
5080	Unemployment Insurance	2,372	3,041	3,000
5090	Worker's Compensation	2,089	523	560
		294,634	303,672	418,429
<u>OPERATING EXPENDITURES</u>				
5200	Maintenance	12,476	13,446	11,500
5220	Professional Services	1,000	-	1,000
5230	Legal	-	-	500
5240	Postage	500	-	600
5250	Telephone/Internet	6,398	6,146	6,300
5260	Publications/Licenses	-	-	100
5270	Printing	374	458	350
5280	Dues	1,234	1,098	1,200
5290	Travel	2,750	1,673	3,750
5300	Training	5,119	5,672	5,580
5410	Computer Technology	768	-	2,600
5500	Supplies	1,125	1,424	2,000
5600	Licenses	14,062	5,749	14,000
5900	Equipment	141	3,116	2,200
		45,947	38,781	51,680
TOTAL ASSESSOR EXPENDITURES:		340,581	342,453	470,109

			As of 3.15.24	
104	<u>YOUTH SERVICES</u>	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
	<u>PERSONNEL EXPENDITURES</u>			
5000	Salaries	-	41,460	42,000
5080	Unemployment Insurance	-	1,886	1,800
5090	Worker's Compensation	-	209	200
		-	43,555	44,000
	<u>OPERATING EXPENDITURES</u>			
5360	Sponsorships/Grants	2,000	-	-
5365	Contracts	-	6,575	15,000
5375	Summer Bridge	138	6,635	5,000
5455	Tools for School	9,821	19,437	25,000
5475	Programs/Events	-	3,588	3,000
5500	Supplies	1,198	619	2,000
5380	New Volunteers	-	-	500
		13,157	36,855	50,500
	TOTAL YOUTH DIVISION EXPENDITURES:	13,157	80,410	94,500

		As of 3.15.24		
105	<u>SENIOR PROGRAMMING</u>	2022-2023	2023-2024	2024-2025
		ACTUAL	ACTUAL	BUDGET
<u>PERSONNEL EXPENDITURES</u>				
5000	Salaries	165,880	174,657	181,000
5050	Health Insurance	23,879	21,623	24,500
5080	Unemployment	1,618	2,416	2,500
5090	Workers Compensation	1,195	627	670
		192,572	199,323	208,670
<u>OPERATING EXPENDITURES</u>				
5240	Postage	7,439	2,016	2,500
5250	Telephone/Internet	6,974	6,834	7,200
5280	Dues	-	150	250
5290	Travel	319	830	800
5300	Training	-	-	500
5400	Social/Entertainment	38,793	32,124	38,000
5410	Computer Technology	9,548	8,375	8,000
5425	Education/Lunch and Learn	11,199	7,029	10,000
5430	Senior Olympics	10,444	9,216	10,000
5440	Program Teachers	-	9,208	12,000
5500	Supplies	2,260	1,561	2,500
5530	Automotive Fuel/Oil	159	721	1,000
5550	Promotions	3,812	852	1,000
		90,947	78,916	93,750
TOTAL SENIOR PROGRAMMING EXPENDITURES		283,519	278,239	302,420

		2022-2023	As of 3.15.24 2023-2024	2024-2025
		ACTUAL	ACTUAL	BUDGET
106	<u>SOCIAL SERVICES</u>			
	<u>OPERATING EXPENDITURES</u>			
5370	Social Service Senior	-	-	5,000
5371	Social Service Youth	9,080	-	-
5480	Pace	19,872	17,242	24,000
		28,952	17,242	29,000
	TOTAL SOCIAL SERVICES EXPENSES:	28,952	17,242	29,000
107	<u>LEVY CENTER</u>			
	<u>OPERATING EXPENDITURES</u>			
5200	Maintenance	19,057	32,568	25,000
5310	Utilities	9,506	11,273	10,000
5500	Supplies	8,409	9,691	7,500
5540	Decorations	2,494	607	4,000
5760	Equipment	-	663	5,000
5780	Landscaping	5,599	6,195	7,000
		45,065	60,999	58,500
	TOTAL LEVY CENTER EXPENDITURES	45,065	60,999	58,500

		2022-2023	As of 3.15.24 2023-2024	2024-2025
108	<u>MAINTENANCE DEPARTMENT</u>	ACTUAL	ACTUAL	BUDGET
<u>PERSONNEL EXPENDITURES</u>				
5000	Salaries	133,534	130,366	134,366
5020	Salaries snow and ice	1,101	2,267	5,000
5050	Health Insurance	20,032	18,964	22,200
5080	Unemployment	1,341	1,560	1,800
5090	Workers Compensation	2,574	14,006	14,950
		158,582	167,163	178,316
<u>OPERATING EXPENDITURES</u>				
5200	Maintenance	29,410	16,742	30,000
5205	Maintenance Roads	795	69,719	15,000
5250	Telephone/Internet	597	575	600
5310	Utilities	1,075	1,664	1,800
5420	Uniforms	104	13	200
5500	Supplies	5,516	4,056	7,000
5530	Automotive Fuel/Oil	18,719	14,015	17,000
5535	Automotive Maintenance	-	26,628	10,000
		56,215	133,412	81,600
TOTAL MAINTENANCE DEPARTMENT EXPENDITURES:		214,797	300,575	259,916

		2022-2023	As of 3.15.24 2023-2024	2024-2025
109	<u>FOOD PANTRY</u>	ACTUAL	ACTUAL	BUDGET
<u>OPERATING EXPENDITURES</u>				
5200	Maintenance	15,065	-	-
5250	Telephone/Internet	3,290	-	-
5270	Printing	1,269	-	-
5290	Travel	380	-	-
5310	Utilities	10,149	-	-
5330	Reoccurring Services	34,265	-	-
5420	Uniforms	870	-	-
5485	Holiday Meals	23,986	-	-
5500	Supplies	3,283	-	-
		92,556	-	-
TOTAL FOOD PANTRY EXPENDITURES:		92,556	-	-

Represents a cash basis budget		As of 3.15.24		
200	<u>BANQUET RENTAL FUND</u>	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
	BEGINNING BALANCE	11,763	69,185	134,945
4030	Interest income	43	60	50
4040	Rental Fees	69,824	79,730	85,000
4200	Miscellaneous Income	1,155	3,538	3,000
4510	Caterer	16,800	15,750	16,000
4520	Open Bar Fees	94,827	93,899	95,000
4530	Cash Bar Fees	42,342	66,061	65,000
4540	Bar Set-up Fees	16,898	15,750	16,000
4550	Gazebo	1,240	1,400	1,500
4560	Garden Chairs	1,510	1,510	1,500
4600	Senior Trips	150,876	79,870	100,000
	TOTAL REVENUES:	395,515	357,567	383,050
	TOTAL FUNDS AVAILABLE:	407,278	426,752	517,995
	<u>EXPENDITURES</u>			
201	Administration	171,448	176,559	180,250
205	Senior Programming	166,645	115,247	124,000
	TOTAL APPROPRIATIONS:	338,093	291,807	304,250
	Fund Balance Policy Implementation/ Contingencies	-	-	-
	ENDING BALANCE	69,185	134,945	213,745

		As of 3.15.24		
201	<u>BANQUETS ADMINISTRATION</u>	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
	<u>PERSONNEL EXPENDITURES</u>			
5000	Salaries	78,483	84,314	82,000
5050	Health Insurance	6,505	6,283	7,200
5080	Unemployment Insurance	800	1,318	600
5090	Workers Compensation	1,842	418	450
		87,629	92,334	90,250
	<u>OPERATING EXPENDITURES</u>			
5200	Maintenance	110	111	3,000
5235	Credit Card Fees	6,661	6,623	6,500
5310	Utilities	9,506	11,274	10,000
5330	Reoccurring Services	4,609	4,756	5,000
5500	Supplies	11,125	10,809	10,000
5550	Promotions/Advertising	-	-	1,500
5600	Licenses	3,513	4,344	4,500
5605	State Sales Tax	10,040	11,554	11,500
5610	Bolingbrook Liquor Tax	7,214	8,302	9,000
5630	Liquor	25,822	25,189	24,000
5900	Equipment	5,218	1,265	5,000
		83,818	84,226	90,000
	TOTAL BANQUETS ADMINISTRATION EXPENDIT	171,448	176,559	180,250
205	<u>SENIOR PROGRAMMING EXPENDITURES</u>			
5235	Bank/CC Fees	3,793	2,472	4,000
5460	Rec Trips	157,139	95,138	100,000
5490	Senior Program/Picnic	5,713	17,637	20,000
		166,645	115,247	124,000
	TOTAL SENIOR PROGRAMMING EXPENDITURES	166,645	115,247	124,000
	TOTAL BANQUETS EXPENDITURES:	338,093	291,807	304,250

		2022-2023	As of 3.15.24 2023-2024	2024-2025
		ACTUAL	ACTUAL	BUDGET
300	<u>GENERAL ASSISTANCE FUND</u>			
	BEGINNING BALANCE	120,417	(4,998)	123,806
	<u>REVENUES</u>			
4010	Property Tax	196,966	579,033	580,546
4015	Town Support	261,604	270,982	200,000
4030	Interest Income	25	66	70
	TOTAL REVENUES:	458,595	850,081	780,616
	TOTAL FUNDS AVAILABLE:	579,012	845,083	904,422
	<u>EXPENDITURES</u>			
	Administration	129,353	127,258	138,570
	Home Relief	51,490	104,321	72,500
	Food Pantry	402,541	489,698	554,090
	Transfers	625	-	-
	TOTAL EXPENDITURES:	584,010	721,278	765,160
	TOTAL APPROPRIATIONS:	584,010	721,278	765,160
	ENDING BALANCE	(4,998)	123,806	139,262

		2022-2023	As of 3.15.24 2023-2024	2024-2025
		ACTUAL	ACTUAL	BUDGET
301	<u>G/A ADMINISTRATION</u>			
	<u>PERSONNEL EXPENDITURES</u>			
5000	Salaries	103,171	98,720	107,700
5050	Health Insurance	14,654	18,530	19,000
5080	Unemployment Insurance	976	1,128	1,200
5090	Worker's Compensation	1,605	627	670
		120,405	119,006	128,570
	<u>OPERATING EXPENDITURES</u>			
5250	Telephone/Internet	970	1,100	1,200
5280	Dues	85	50	50
5290	Travel	347	264	650
5300	Training	25	45	500
5320	Computer Technology	6,743	6,600	6,600
5500	Supplies	777	193	1,000
		8,948	8,252	10,000
	TOTAL G/A ADMINISTRATION:	129,353	127,258	138,570

		2022-2023	As of 3.15.24 2023-2024	2024-2025
303	<u>HOME RELIEF</u>	ACTUAL	ACTUAL	BUDGET
<u>OPERATING EXPENDITURES</u>				
6080	G.A. Utility	2,140	3,685	4,000
6090	G.A. Shelter	-	-	2,500
6100	E.A. Utility	19,060	53,766	30,000
6110	E.A. Shelter	23,554	37,418	25,000
6160	Personal Incidentals	5,738	3,760	5,000
6170	Transportation/Auto Repair	1,000	2,000	6,000
6190	Job Search	-	3,693	-
TOTAL HOME RELIEF EXPENDITURES:		51,490	104,321	72,500

		2022-2023	As of 3.15.24 2023-2024	2024-2025
309	<u>G/A FOOD PANTRY</u>	ACTUAL	ACTUAL	BUDGET
<u>PERSONNEL EXPENDITURES</u>				
5000	Salaries	336,401	326,909	334,000
5050	Health Insurance	16,604	19,846	22,600
5080	Unemployment	4,494	8,263	9,500
5090	Workers Compensation	7,004	3,972	4,240
		364,503	358,989	370,340
<u>OPERATING EXPENDITURES</u>				
5200	Maintenance	177	10,094	10,000
5250	Telephone/Internet	400	4,053	3,000
5260	Publishing	-	150	500
5270	Printing	-	660	1,500
5290	Travel	135	664	1,250
5310	Utilities	-	13,125	9,000
5330	Reoccurring Services	-	40,309	36,000
5420	Uniforms	-	510	2,000
5485	Holiday Meals	-	2,450	24,000
5500	Supplies	968	3,663	4,000
5510	Food Supplies	36,358	47,854	60,000
5620	NIFB Retail Support	-	3,353	26,000
5625	ARPA Online Service	-	3,824	6,500
		38,037	130,709	183,750
TOTAL FOOD PANTRY EXPENDITURES:		402,541	489,698	554,090
<u>TRANSFERS</u>				
7000	Town Fund Transfers	625	-	-
TOTAL TRANSFERS:		625	-	-
TOTAL APPROPRIATIONS:		584,010	721,278	765,160

		2022-2023	As of 3.15.24 2023-2024	2024-2025
		ACTUAL	ACTUAL	BUDGET
500	<u>SOCIAL SECURITY FUND</u>			
	BEGINNING BALANCE	(2,323)	512	25,649
	<u>REVENUES</u>			
4010	Property Tax	96,852	120,440	110,000
4015	Town Support	16,625	18,527	15,000
	TOTAL REVENUES:	113,477	138,967	125,000
	TOTAL FUNDS AVAILABLE:	111,153	139,479	150,649
	<u>EXPENDITURES</u>			
	<u>PERSONNEL EXPENDITURES</u>			
5100	Social Security/Medicare	110,641	113,830	120,000
	TOTAL EXPEND/APPROPRIATION:	110,641	113,830	120,000
	ENDING BALANCE	512	25,649	30,649

		2022-2023	As of 3.15.24 2023-2024	2024-2025
		ACTUAL	ACTUAL	BUDGET
600	<u>ILLINOIS MUNICIPAL RETIREMENT FUND</u>			
	BEGINNING BALANCE	718	6,022	59,048
	<u>REVENUES</u>			
4010	Property Tax	96,852	127,690	145,000
4015	Town Support	11,983	17,400	-
	TOTAL REVENUES:	108,835	145,090	145,000
	TOTAL FUNDS AVAILABLE:	109,553	151,112	204,048
	<u>EXPENDITURES</u>			
	<u>PERSONNEL EXPENDITURES</u>			
5150	Retirement Contribution	103,531	92,064	112,000
	TOTAL EXPEND/APPROPRIATION:	103,531	92,064	112,000
	ENDING BALANCE	6,022	59,048	92,048
	Represents a cash basis budget			

		As of 3.15.24		
		2022-2023 ACTUAL	2022-2023 ACTUAL	
1000	<u>CEMETERY FUND</u>			
	BEGINNING BALANCE	3,273	3,275	4,117
	<u>REVENUES</u>			
4015	Town Support	-	5,000	-
4030	Interest Income	1	1	2
	TOTAL REVENUES:	1	5,001	2
	TOTAL FUNDS AVAILABLE:	3,274	8,276	4,119
	<u>EXPENDITURES</u>			
5200	Maintenance	-	4,159	5,000
	TOTAL EXPENDITURES:	-	4,159	5,000
	TOTAL APPROPRIATIONS:	-	4,159	5,000
Fund Balance Policy Implementation/Contingencies				
	ENDING BALANCE	<u>3,274</u>	<u>4,117</u>	<u>(881)</u>

		As of 3.15.24		
1100	<u>CAPITAL PROJECTS FUND</u>	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 BUDGET
	BEGINNING BALANCE	216,149	194,819	509,116
	<u>OTHER FINANCING SOURCES</u>			
4000	Town Fund Transfer In	-	380,000	-
4030	Interest	5,037	9,394	8,000
4210	ARPA Grant	-	182,538	603,400
4220	EDICD Grant	-	-	-
4230	NIFB Grant	-	76,000	3,000,000
4240	Loan Proceeds	-	595,000	-
	TOTAL REVENUES:	5,037	1,242,932	3,611,400
	TOTAL FUNDS AVAILABLE:	221,186	1,437,751	4,120,516
	<u>CAPITAL OUTLAY</u>			
5235	Bank/CC Fees	2	-	-
5900	Equipment	1,250	20,323	-
5905	Improvements	25,114	-	535,800
5920	Vehicles	-	260,513	-
5930	New Building	-	604,721	3,500,000
5940	Loan Repayment	-	43,077	76,200
	TOTAL EXPENDITURES:	26,366	928,635	4,112,000
	TOTAL APPROPRIATIONS:	26,366	928,635	4,112,000

Fund Balance Policy Implementation/Contingencies

ENDING BALANCE	194,819	509,116	8,516
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Estimates for Capital Outlay:

New Pantry	3,000,000
Rebuild Roads/Subdivision	1,500,000
Vehicles	225,000
Levy Building Improvements	500,000

SECTION 3: That the amount appropriated for town purposes for the fiscal year beginning April 1, 2024 and ending March 31, 2025 by fund shall be as follows:

1 General Town Fund	2,116,092	2,041,445	2,493,664
2 Banquet Rental Fund	338,093	291,807	304,250
3 General Assistance Fund	584,010	721,278	765,160
4 Social Security Fund	110,641	113,830	120,000
5 Illinois Municipal Retirement Fund	103,531	92,064	112,000
A Cemetery Fund	-	4,159	5,000
C Capital Projects Fund	26,366	928,635	4,112,000
TOTAL APPROPRIATIONS:	\$ 3,278,733	\$ 4,193,217	7,912,074

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

SECTION 5: That each appropriated fund total shall be divided among the several objects and purposes specified, and in the particular amounts stated for each fund respectively in

Section 2, constituting the total appropriations in the amount of Seven million, nine hundred thousand and four hundred and six dollars.

(\$) for the fiscal year beginning April 1, 2024 and ending March 31, 2025.

SECTION 6: That Section 3 shall be and is a summary of the annual Appropriation

Ordinance of this Township, passed by the Board of Trustees as required by law and shall be in full force and effect from and after this date.

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

ADOPTED this 23rd Day of April 2024 pursuant to a roll call vote by the Board of Trustees of DuPage Township, Will County, Illinois.

BOARD OF TRUSTEES

AYE

Tom Braxton	—
Terri Ransom	—
Debra Savage	—
Reem Townsend	—

TOWNSHIP SUPERVISOR

Gary Marschke	—
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Barbara Parker, Town Clerk

Gary Marschke, Township Supervisor

**CERTIFICATION OF AMENDED BUDGET & APPROPRIATION ORDINANCE
IN ACCORDANCE WITH CHAPTER 35 SECTION 200/18-50**

ILLINOIS COMPILED STATUTES

The undersigned, being Clerk and Chief Fiscal Officer of *DuPage Township*,
do hereby certify that attached hereto is a TRUE AND CORRECT COPY of the
Budget/Appropriation Ordinance of said District for its 2024-2025 fiscal year, adopted on the
23rd day of April, 2024.

We further certify that the ESTIMATE OF REVENUES, by source, anticipated to
be received by said Taxing District, as set forth in said document, is a true
statement of said estimate.

Dated this 23rd, day of April, 2024

/s/ Gary Marschke
Gary Marschke, Chief Fiscal Officer

/s/ Barbara Parker
Barbara Parker, Town Clerk

Filed this _____ day of _____, 2024

/s/ Lauren Staley Ferry
Lauren Staley Ferry, Will County Clerk

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

The undersigned, Supervisor, Chief Fiscal Officer, of DuPage Township, Will County, Illinois, does hereby certify that the estimate of revenues by source or anticipated to be received by said taxing 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 200/18050) and on behalf of DuPage Township, Will County, Illinois. This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this 23rd day of April, 2024

/s/ Gary Marschke
Gary Marschke, Supervisor - Chief Fiscal Officer

Filed this ___ day of _____, 2024

/s/ Lauren Staley Ferry
Lauren Staley Ferry, Will County Clerk