

BUDGET & APPROPRIATION ORDINANCE

TOWNSHIP

ORDINANCE No. 02-06-19-12

An ordinance appropriating for all town purposes for Orland Township, Cook County, Illinois, for the fiscal year beginning April 1, 2012 and ending March 31, 2013.

BE IT ORDAINED by the Board of Trustees of Orland Township, Cook 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 Orland Township, be and the same are hereby appropriated for the town purposes of Orland Township, Cook County, Illinois, as hereinafter specified for the fiscal year beginning April 1, 2012 and ending March 31, 2013.

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

<u>General Town Fund</u>	<u>Social Security Fund</u>
<u>Audit Fund</u>	<u>General Assistance Fund</u>
<u>Insurance Fund</u>	
<u>IMRF Fund</u>	

SECTION 3: That the amount appropriated for town purposes for the fiscal year beginning April 1, 2012, and ending March 31, 2013 by fund shall be as follows:

1	General Town Fund	<u>2,301,523</u>
11	Audit Fund	<u>11,250</u>
12	Insurance Fund	<u>55,000</u>
13	Illinois Municipal Retirement Fund (IMRF)	<u>120,000</u>
14	Social Security Fund	<u>68,000</u>
15	General Assistance Fund	<u>370,498</u>
	<u> </u> Fund	<u>0</u>

TOTAL APPROPRIATIONS: 2,926,271

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 Two million, Nine Hundred Twenty-Six Thousand Two Hundred Seventy-One Dollars for the fiscal year beginning April 1, 2012 and ending March 31, 2013.

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 Budget & Appropriation Ordinance shall be filed with the County Clerk within 30 days after adoption.

ADOPTED this 19th day of June, 2012 pursuant to a roll call vote by the Board of Trustees of Orland Township, Cook County, Illinois.

BOARD OF TRUSTEES

AYE

NAY

ABSENT

Paul O'Grady

Maria Sanfilippo

Jacob Vandenberg

Kristi Griffin

Patrick Feldner

Cindy M. Murray
Town Clerk

Paul O'Grady
Chairman

CERTIFICATION OF BUDGET & APPROPRIATION ORDINANCE

TOWNSHIP

The undersigned, duly elected, qualified and acting Clerk of Orland Township, Cook 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 April 1, 2012 and ending March 31, 2013 as adopted this 19th day of June, 2012.

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

Dated this 19th day of June, 2012.

Town Clerk

Filed this _____ day of _____, 2012

County Clerk

CERTIFIED ESTIMATE OF REVENUES BY SOURCE

TOWNSHIP

The undersigned, Supervisor, Chief Fiscal Officer, of Orland Township, Cook 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 200/18-50) and on behalf of Orland Township, Cook County, Illinois. This certification must be filed within 30 days after the adoption of the Budget & Appropriation Ordinance.

Dated this _____ day of _____, 2012.

Supervisor - Chief Fiscal Officer

Filed this _____ day of _____, 2012.

County Clerk

General Town Fund

2	<u>BEGINNING BALANCE 4/1/2012</u>	<u>3,376,068</u>
3		
4	<u>REVENUES:</u>	<u>2012-13 BUDGETED</u>
5	01 3010 Property Tax(& other fund levies)	2,084,259
6	01 3020 Replacement Tax	13,000
7	01 3100 Interest Income	9,000
8	50 3060 Vehicle Stickers	-
9	50 3072 Loan Proceeds	-
10	50 3148 Recycling Revenue	-
11	50 3175 Miscellaneous Revenues	10,000
12	50 3600 Rent - Office	30,000
13	53 3110 Youth Services	40,000
14	55 3035 Senior Transportation Fees	35,000
15	55 3130 Senior Activities	140,000
16	56 3140 Physical Fees	6,500
17	56 3141 Health Activities	10,000
18	56 3142 Dental Fees	28,000
19	56 3143 Vision Fees	7,000
20	56 3144 Immunization	17,500
21	56 3145 Flu Shot Program	17,500
22	56 3147 Podiatry Fees	2,500
23	56 3148 Cholesterol Screening Program	5,000
24	80 3045 Holiday Donations	10,000
25	80 3050 Food Pantry	30,000
26	Total Revenues	<u>2,495,259</u>
27		
28	<u>TOTAL FUNDS AVAILABLE</u>	<u>5,871,327</u>
29		
30	<u>EXPENDITURES:</u>	<u>APPROPRIATION</u>
31	General Administration	957,939
32	Assessor	159,345
33	Youth Services	132,745
34	Senior Transportation	194,146
35	Senior Services	246,020
36	Health Services	195,858
37	Supervisor & Trustees	51,300
38	Clerk	16,200
39	Road & Bridge	19,400
40	Food Pantry	74,320
41	Other Fund Expenditures	254,250
42	Sr. Citizen Outreach Grant	-
43	Total Expenditures	<u>2,301,523</u>
44	Contingencies	-
45		
46	<u>ENDING BALANCE 3/31/2013</u>	<u>3,569,804</u>

47	Administration	APPROPRIATION
48	50 Expenses: Personnel	
49	4057 Administrator	51,000
50	4058 Asst. Executive Administrator	54,038
51	4059 Administrative Assistant	32,951
52	4060 Operations Coordinator	25,500
53	4100 Part Time Summer Help	30,600
54	4056 Project/Program Coordinator	13,900
55	4403 Employees Med/Life Insur.	45,000
56	SubTotal Personnel	252,989
57		
58	Expenses: Contractual Services	
59	5001 Maintenance Building	15,000
60	5003 Maintenance Equipment	15,000
61	5005 Landscape Service/Snow Removal	500
62	5021 Bank Service	1,300
63	5022 Meeting Expenses	-
64	5023 Telephone	10,000
65	5025 Bonding/Notary Public	1,000
66	5026 Utilities	25,000
67	5027 Equipment Lease	6,500
68	5029 Travel Expenses	250
69	5030 Janitor Services	18,000
70	5031 Training	1,000
71	5032 Postage	25,000
72	5033 Refuse Service	2,500
73	5034 Printing & Legal Notices	45,000
74	5037 Attorney/Legal	25,000
75	5038 Other Prof Services	25,000
76	5043 Dues/Subscriptions	4,500
77	5047 Security Alarm System	2,000
78	5048 Payroll Service	5,000
79	5070 Park Maintenance	4,000
80	5099 Scheduled Activities	10,000
81	5299 Other Program Activity	3,000
82	5399 Community Org Supp	10,000
83	5845 Open Space/Retention Mowing	2,000
84	5847 Vehicle Stickers	-
85	5848 Accounting	8,400
86	5849 Cook County Hire Back	15,000
87	5851 Computer Servicing	5,000
88	5852 Web Site Maintenance	-
89	5880 Ad Book Expense	500
90	Subtotal Contractual Services	285,450
91		

92	Expenses: Commodities	
93	6045 Holiday Expense	2,000
94	6465 Office Supplies	2,500
95	6466 Promotional Items	15,000
96	6467 Building Maint. Supplies	-
97	6468 Operating Supplies	10,000
98	6470 Equipment Maint Supplies	-
99	6471 Books/Pamphlet/Literature	-
100	Subtotal Commodities	29,500
101		
102	Expenses: Other	
103	8480 Misc Expense	5,000
104	8475 Interest	-
105	Subtotal Other	5,000
106		
107	Capital Outlay	
108	9473 Technology Improvements	15,000
109	9490 Park Improvements	150,000
110	9492 Parking Lot Repairs	200,000
111	9494 Equipment	10,000
112	9495 Furniture/Fixtures	10,000
113	9496 Other/Misc Items	-
114	Subtotal Capital Outlay	385,000
115	<u>Administration</u>	<u>957,939</u>

116	Assessor	APPROPRIATION
117	51 Expenses: Personnel	
118	4001 Elec Official	16,200
119	4002 Chief Deputy Assessor	45,005
120	4003 Deputy Assessor	33,765
121	4099 Other Personnel	13,000
122	4403 Employee's Med/Life Ins	39,120
123	Subtotal Personnel	147,090
124		
125	Expense Contractual Services	
126	5003 Maintenance Equipment	900
127	5025 Bonding / Notary	55
128	5029 Travel Expenses	1,225
129	5031 Training Expenses	2,000
130	5032 Postage	1,000
131	5034 Printing & Legal Notices	3,000
132	5038 Other Prof. Services	1,000
133	5043 Dues/Subscriptions	1,075
134	5046 Rent: Other	650
135	Subtotal Contractual Services	10,905
136		
137	Expenses Commodities	
138	6465 Office Supplies	150
139	6468 Operating Supplies	200
140	Subtotal Commodities	350
141		
142	Capital Outlay	
143	9494 Equipment	500
144	9495 Furniture/Fixtures	500
145	Subtotal Capital Outlay	1,000
146		
147	Assessor	159,345
148		

149	Youth Services	APPROPRIATION
150	53 Expenses Personnel	
151	4052 Clinical Director	47,472
152	4053 Part Time Counselor	12,693
153	4080 Counselor/Community Outreach	21,332
154	4081 P/T Counselor/Prevention Coord.	23,823
155	4403 Employee's Med/Life Ins.	7,000
156	Subtotal Personnel	112,320
157		
158	Expenses: Contractual Services	
159	5003 Maintenance: Equipment	-
160	5029 Travel Expenses	300
161	5031 Training Expenses	500
162	5032 Postage	4,125
163	5034 Printing & Legal Notices	5,000
164	5038 Other Prof. Services	5,500
165	5043 Dues/Subscriptions	250
166	5099 Scheduled Activity	4,000
167	5299 Other Prog. Activity	-
168	Subtotal Contractual Services	19,675
169		
170	Commodities	
171	6465 Office Supplies	-
172	6468 Operating Supplies	500
173	6470 Equipment Maintenance	-
174	6471 Books/Pamphlet/Literature	250
175	Subtotal Commodities	750
176		
177	Capital Outlay	
178	9494 Equipment	-
179	9495 Furniture	-
180	9496 Other/ Misc Items	-
181	Subtotal Capital Outlay	-
182		
183	<u>Youth Services</u>	<u>132,745</u>
184		
185		

210	Senior Services	<u>APPROPRIATION</u>
211	55 Expenses: Personnel	
212	4023 Services Co-Ord.	32,640
213	4024 Services Asst.	24,480
214	4123 Activity Assistant	18,000
215	4403 Medical & Life Ins	4,000
216	Subtotal Personnel	79,120
217		
218	Expenses: Contractual Services	
219	5003 Maintenance: Equipment	-
220	5029 Travel expenses	250
221	5031 Training	350
222	5032 Postage	5,500
223	5034 Printing & Legal Notices	7,500
224	5038 Other Prof. Serv.	-
225	5043 Dues/Subscriptions	300
226	5099 Scheduled Activities	145,000
227	5299 Other Prog/Activities	2,000
228	5300 Arthritis Foundation Programs	3,000
229	5399 Community Org. Support	500
230	Subtotal Contractual Services	164,400
231		
232	Expenses Commodities	
233	6465 Office Supplies	-
234	6466 Gas & Oil	-
235	6468 Operating Supplies	2,500
236	8480 Misc / Petty Cash	-
237	Subtotal Commodities	2,500
238		
239	Capital Outlay	
240	9472 Sr. Act. Center Improvements	-
241	9493 Vehicles	-
242	9495 Furniture/Fixtures	-
243	9496 Other/Misc Items	-
244	Subtotal Capital Outlay	-
245		
246	<u>Senior Services</u>	<u>246,020</u>
247		

186 Senior Transportation

187 54 **Expenses: Personnel**

188	4025 Trans Disp/Scheduler	31,946
-----	---------------------------	--------

189 4026 Trans. Drivers F/T -

190	4055 Trans. Drivers P/T	83,000
-----	-------------------------	--------

191	4403 Medical & Life Insurance	17,500
-----	-------------------------------	--------

192	Subtotal Personel	132,446
-----	-------------------	----------------

193
194 Expenses: Contractual services

195	5002 Maintenance: Vehicles	12,000
-----	----------------------------	--------

196	5023 Telephone/Radios	3,000
-----	-----------------------	-------

197	5032 Postage	700
-----	--------------	-----

198	Subtotal Contractual Services	15,700
-----	-------------------------------	--------

199
200 Expenses: Commodities

201	6466 Gas & Oil	26,000
-----	----------------	--------

202	Subtotal Commodities	26,000
-----	----------------------	---------------

203
204 Expenses: Capital Outlay

205 9493 Vehicles 20,000

206	Subtotal Capital Outlay	20,000
-----	-------------------------	---------------

207		
208	<u>Senior Transportation</u>	194,146

209

248	Health Services	<u>APPROPRIATION</u>
249	56 Expenses: Personnel	
250	4023 Services Co-Ord	36,720
251	4024 Services Asst.	28,050
252	4403 Employee's Med/Life Ins	9,000
253	Subtotal: Personnel	73,770
254		
255	Expenses: Contractual Services	
256	5029 Travel	200
257	5031 Training Expenses	250
258	5032 Postage	3,438
259	5034 Printing & Legal Notices	5,000
260	5038 Other Prof. Services	2,000
261	5043 Dues/Subscriptions	200
262	5099 Scheduled Activities	1,000
263	5299 Other Program Activities	2,000
264	5601 Physical/Hearing	2,500
265	5602 Immunization	30,000
266	5603 Dental	31,000
267	5604 Vision	8,000
268	5605 Flu Shot Program	19,000
269	5606 CPR	-
270	5607 Podiatry	3,000
271	5608 Cholesterol Screening Program	3,000
272	Subtotal Contractual Services	110,588
273		
274	Expense Commodities	
275	6464 Health Supplies	10,000
276	6465 Office Supplies	500
277	6468 Operating Supplies	1,000
278	6469 GRG Expenses	-
279	6471 Books/Pamphlet/Literature	-
280	Subtotal Commodities	11,500
281		
282	Capital Outlay	
283	9494 Equipment	-
284	9495 Furniture/Fixtures	-
285	Subtotal Capital Outlay	-
286		
287	<u>Health Services</u>	<u>195,858</u>
288		
289		
290		

291	Supervisor & Trustees	APPROPRIATION
292	Expenses: Personnel	
293 57	4001 Supervisor	22,100
294 58	4001 Trustees	29,200
295	Salaries: Sup & Trustees	<u>51,300</u>
296		
297	Clerk	
298	Expenses: Personnel	
299 59	4001 Salaries: Elected Officials	16,200
300	Subtotal Personnel	<u>16,200</u>
301		
302	Clerk	16,200
303		
304	Road & Bridge	
305	Expenses: Personnel	
306 62	4001 Salaries: Elected Officials	19,400
307	4026 Salaries: Treas. Rd/Bridge*	-
308	Road & Bridge Personnel	<u>19,400</u>
309		
310	<u>Total Elected Officials</u>	<u><u>86,900</u></u>

311		
312		
313	APPROPRIATION	
314 77	3025 Grant: Sr. Citizen Outreach	-
315	Total Sr. Citizen Outreach	
316		
317		
318		
319		-
320		

321	Food Pantry	APPROPRIATION
322	Expenses: Personnel	
323	80 4058 Coordinator	37,995
324	4403 Employee's Med/Life Ins	-
325	Sub Total Personnel	37,995
326		
327	Expenses: Contractual Services	
328	5032 Postage	1,375
329	5034 Printing & Legal Notices	3,000
330	5038 Other Professional Services	-
331	Sub Total Contractual Services	4,375
332		
333	Expenses: Commodities	
334	6045 Holiday Pantry	4,000
335	6050 Food Pantry	22,000
336	6055 School Supply Program	5,000
337	6056 Post Office Food Drive	200
338	6465 Office Supplies	250
339	6468 Operating Supplies	500
340	9496 Other / Misc. Items	-
341	Subtotal Commodities	31,950
342		
343	<u>Food Pantry</u>	<u>74,320</u>
344		
345		
346		

347	<u>AUDIT FUND</u>	APPROPRIATION	
348			
349	BEGINNING BALANCE 4/1/2012		-
350			
351	REVENUES		
352	Property Tax	11,250	
353	Interest Income	-	
354	Total Revenues	<u>11,250</u>	
355			
356	TOTAL FUNDS AVAILABLE		
357			<u><u>11,250</u></u>
358	CONTRACTUAL SERVICES		
359	5035 Accounting Audit Services	11,250	
360			
361	ENDING BALANCE		
362			<u><u>-</u></u>
363			
364	<u>INSURANCE FUND</u>		
365			
366			
367	BEGINNING BALANCE 4/1/2012		-
368			
369	REVENUES		
370	Property Tax	55,000	
371	Interest Income	-	
372	Total Revenues	<u>55,000</u>	
373			
374	TOTAL FUNDS AVAILABLE		
375			<u><u>55,000</u></u>
376	EXPENDITURES		
377			
378	PERSONNEL		
379	5015 Workers Compensation	<u>20,000</u>	
380	Subtotal Personnel	20,000	
381			
382	CONTRACTUAL SERVICES		
383	5017 Liability Insurance	<u>35,000</u>	
384	Subtotal Contractual Services	35,000	
385			
386	TOTAL EXPENDITURES	<u><u>55,000</u></u>	
387			
388	ENDING BALANCE		

389	<u>ILLINOIS MUNICIPAL RETIREMENT FUND</u>		-
390			
391			
392	BEGINNING BALANCE 4/1/2012		
393			-
394	REVENUES		
395	Property Tax	120,000	
396	Interest Income	-	
397	Total Revenues	<u>120,000</u>	
398			
399	<u>TOTAL FUNDS AVAILABLE</u>		
400			<u>120,000</u>
401	EXPENDITURES		
402	PERSONNEL		
403	5014 Retirement Contribution	<u>120,000</u>	
404			
405	ENDING BALANCE		
406			-
407			
408	<u>SOCIAL SECURITY FUND</u>		
409			
410			
411			
412	BEGINNING BALANCE 4/1/2012		
413			-
414	REVENUES		
415	Property Tax	68,000	
416	Interest Income	-	
417	Total Revenues	<u>68,000</u>	
418			
419	TOTAL FUNDS AVAILABLE		
420			<u>68,000</u>
421			
422	EXPENDITURES		
423	PERSONNEL		
424	5013 Social Security & Medicare	68,000	
425			
426			
427	ENDING BALANCE		
428			-
429			
430			
431			
432			

433 **General Assistance Fund**

434

435

BEGINNING BALANCE 4/1/2012

138,949

436

2012-13

437

REVENUES:

BUDGETED

438

3010 Property Tax

229,299

439

3100 Interest Income

250

440

3175 Other Miscellaneous Income

2,000

441

Total Revenues

231,549

442

443

TOTAL FUNDS AVAILABLE

370,498

444

445

EXPENDITURES:

446

Administration

447

Personnel

24,000

448

Contractual Services

40,800

449

Commodities

100

450

Capital Outlay

-

451

Total Administration

64,900

452

453

Home Relief

454

Contractual Services

253,750

455

Commodities

18,000

456

Total Home Relief

271,750

457

458

459

Total Appropriations

336,650

460

461

ENDING BALANCE 3/31/2013

33,848

462

463

464	Administration	
465	Expenses: Personnel	<u>APPROPRIATION</u>
466	4057 Caseworker Salaries	<u>24,000</u>
467	Personnel	24,000
468		
469	Expenses: Contractual Services	
470	5017 Liability Insurance	-
471	5029 Travel	550
472	5031 Training	1,000
473	5032 Postage	-
474	5034 Printing & Legal Notices	-
475	5035 Audit	3,750
476	5037 Legal Services	2,500
477	5043 Dues & Subscriptions	200
478	5046 Rent	30,000
479	5848 Accounting Services	<u>2,800</u>
480	Contractual Services	40,800
481		
482	Expenses: Commodities	
483	6465 Office Supplies	-
484	6468 Operating Supplies	100
485	6471 Books, Pamphlets, & Literature	-
486	9496 Other Miscellaneous Items	<u>-</u>
487	Commodities	100
488		
489	9494 Capital Outlay-Equipment	-
490		
491	Total Administration	<u>64,900</u>
492		
493		

494	Home Relief	APPROPRIATION
495	Expenses: Contractual Services	
496	7445 Community Outreach Program	-
497	7446 Indigent Medical Assistance	-
498	7447 Catastrophic Insurance	4,250
499	7448 Physicians	-
500	7449 Hospital (In-patient)	-
501	7550 Hospital (Out-patient)	-
502	7452 Dental Care	-
503	7453 Other Medical Care	1,500
504	7454 Gas (Heat & Cooking)	25,000
505	7455 Utility Payments	40,000
506	7456 Mortgage Assistance	78,000
507	7457 Shelter	20,000
508	7474 Rent Assistance	85,000
509	7476 Job Fair	-
510	7477 Job Training	-
511	7478 Computers for Job Training	-
512	7479 Job Training Instructor	-
513	Contractual Services	253,750
514		
515	Expenses: Commodities	
516	7470 Food	12,000
517	7472 Personal Incidentals	2,000
518	7473 Household Incidentals	1,000
519	7475 Fuel (transportation - gas)	3,000
520	7451 Pharmaceuticals	-
521	Commodities	18,000
522		
523	Total Home Relief	271,750
524		