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AGENDA

Committee of the Whole Meeting of the West Chicago Board of Park Commissioners
in the Park District ARC Center Meeting Room 106
201 W National Street, West Chicago, IL 60185.

Tuesday, November 2, 2021
6:00 p.m.

Any individual with a disability requiring a reasonable accommodation to participate in this meeting should contact Melissa Medeiros within a reasonable time at the West Chicago Park District Administrative offices, 201 W National Street, West Chicago, IL 60185, or call (630) 231-9474 ext. 100, Monday through Friday 8:30am to 5:00pm. Requests for a qualified interpreter require a five working day notice.

- I. Call to Order and Roll Call
- II. Pledge of Allegiance
- III. Public Comment
Visitors are welcome to address the Board of Park Commissioners. You are asked to sign in and wait to be recognized by the Board President. When recognized, please state your name, address, and the item you wish to discuss. It is requested that one spokesperson for a group be appointed to the present the views of the entire group. There will be a 5-minute time limit per speaker.
- IV. Approve Meeting Agenda
- V. President's Comments
- VI. Finance Department – Superintendent of Finance, Leslie Hoffmann
 - A. Presentation of Management Letter and Annual Financial Report for fiscal year ending April 30, 2021, by Brad Porter of Lauterbach & Amen, LLP
 - B. Review of changes to the following Employee Policies:
 - o 1.8; Classification, Definition and Status of Employees
 - o 3.3; Personal Days
 - o 4.14; Staff Service Awards Program
 - o 5.1; Use of Recreational Facilities
 - o 5.5; Internet Use Policy
 - o 5.8; Travel and Vehicle Use
 - o 10.1; Separation of Employment

VII. Executive Director Search

- A. Review/Discussion - Preliminary Draft of Executive Director Job Posting
- B. Review/Discussion - Preliminary Draft of Executive Director Job Description
- C. Discussion - Formation of Executive Director Search Committee

VIII. Miscellaneous

IX. Adjourn Open Meeting

WEST CHICAGO PARK DISTRICT,
ILLINOIS

MANAGEMENT LETTER

FOR THE FISCAL YEAR ENDED
APRIL 30, 2021



October 26, 2021

Members of the Board of Commissioners
West Chicago Park District
West Chicago, Illinois

In planning and performing our audit of the financial statements of the West Chicago Park District (District), Illinois, for the year ended April 30, 2021, we considered its internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

We do not intend to imply that our audit failed to disclose commendable aspects of your system and structure. For your consideration we herein submit our comments and suggestions which are designed to assist in effecting improvements in internal controls and procedures. Those less-significant matters, if any, which arose during the course of the audit, were reviewed with management as the audit field work progressed.

The accompanying comments and recommendations are intended solely for the information and use of the Finance Committee, Board of Commissioners, management, and others within the West Chicago Park District, Illinois.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various District personnel. We would be pleased to discuss our comments and suggestions in further detail with you at your convenience, to perform any additional study of these matters, or to review the procedures necessary to bring about desirable changes.

We commend the finance department for the well-prepared audit package, and we appreciate the courtesy and assistance given to us by the entire District staff.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

CURRENT RECOMMENDATION

1. GASB STATEMENT NO. 87 LEASES

Comment

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, *Leases*, which provides guidance regarding the information needs of financial statement users by improving accounting and financial reporting for leases by governments. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. In accordance with GASB Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, which was issued as temporary relieve to governments and other stakeholders in light of the COVID-19 pandemic, GASB Statement No. 87, *Leases* is applicable to the District's financial statements for the year ended April 30, 2023.

Recommendation

Lauterbach & Amen, LLP will work directly with the District to review the new lease criteria in conjunction with the District's current leases to determine the appropriate financial reporting for these activities under GASB Statement No. 87.

Management's Response

Management acknowledges this comment and will work with Lauterbach and Amen, LLP to implement when required by GASB.

PRIOR RECOMMENDATION

1. FUNDS OVER BUDGET

Comment

Previously and during our current year-end audit procedures, we noted that the following funds had excess of actual expenditures over budget for the fiscal year:

Fund	4/30/21	4/30/20
2013 Rec Center Bonds	\$ -	5,175
Capital Projects	-	43,023
Liability Insurance	-	3,408
Audit	-	1,550
2012 Rec Center Bonds	41,627	-
2010 Limited Park Bonds	500	750
2015B Limited Park Bonds	-	2,846

Recommendation

We recommended the District investigate the causes of the fund over budget and adopt appropriate future funding measures.

Status

This comment has not been implemented and will be repeated in the future.

Management's Response

Management acknowledges this comment and will work to correct it in the coming year.

WEST CHICAGO PARK DISTRICT, ILLINOIS

ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED
APRIL 30, 2021

WEST CHICAGO PARK DISTRICT, ILLINOIS

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FINANCIAL SECTION

This section includes:

- Independent Auditors' Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Required Supplementary Information
- Other Supplementary Information
- Supplemental Schedules

INDEPENDENT AUDITORS' REPORT

This section includes the opinion of the District's independent auditing firm.



INDEPENDENT AUDITORS' REPORT

October 26, 2021

Members of the Board of Commissioners
West Chicago Park District
West Chicago, Illinois

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the West Chicago Park District, Illinois, as of and for the year ended April 30, 2021, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the West Chicago Park District, Illinois, as of April 30, 2021, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents and budgetary information reported in the required supplementary information as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the West Chicago Park District, Illinois' basic financial statements. The other supplementary information and supplemental schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The other supplementary information and supplemental schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and supplemental schedules are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Lauterbach & Amen, LLP

LAUTERBACH & AMEN, LLP

MANAGEMENT'S DISCUSSION AND ANALYSIS

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

Our discussion and analysis of the West Chicago Park District's financial performance provides an overview of the District's financial activities for the fiscal year ended April 30, 2021. Please read it in conjunction with the District's financial statements, which can be found in the basic financial statements section of this report.

FINANCIAL HIGHLIGHTS

- The District's net position increased from a balance of \$11,833,228 to \$12,078,820, an increase of \$245,592 or 2.1 percent.
- During the year, government-wide revenues totaled \$4,869,982, while government-wide expenses totaled \$4,624,390, resulting in an increase to net position of \$245,592.
- Total fund balances for the governmental funds were \$2,601,275 at April 30, 2021 compared to a balance of \$2,484,576 in the prior year, an increase of \$116,699 or 4.7 percent.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances.

For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operation in more detail than the government-wide statements by providing information about the District's most significant funds.

Government-Wide Financial Statements

The government-wide financial statements provide readers with a broad overview of the District's finances, in a matter similar to a private-sector business.

The Statement of Net Position reports information on all of the District's assets/deferred outflows and liabilities/deferred inflows, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating. Consideration of other nonfinancial factors, such as changes in the District's property tax base and the condition of the District's parks, is needed to assess the overall health of the District.

The Statement of Activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes).

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

USING THIS ANNUAL REPORT – Continued

Government-Wide Financial Statements – Continued

Both of the government-wide financial statements report functions of the District that are principally supported by taxes and charges for services revenues (governmental activities). The governmental activities of the District include administration, parks and recreation and special recreation.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District only maintains governmental funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between governmental funds and governmental activities.

The District maintains eighteen individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, Recreation Fund, Special Recreation Fund, 2013 Rec Center Bonds Fund, Refunding Bonds Fund, 2020B GO Refunding Bonds Fund, and Capital Projects Fund, all of which are considered major funds. Data from the other eleven governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The District adopts an annual appropriated budget for all of the governmental funds except for the 2020A GO Refunding Bonds Fund and the 2020B GO Refunding Bonds Fund. A budgetary comparison schedule for these funds has been provided to demonstrate compliance with this budget.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

USING THIS ANNUAL REPORT – Continued

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the District's I.M.R.F. employee net pension liability/(asset), Retiree Benefit Plan total OPEB liability, and budgetary comparison schedules for the General Fund and major special revenue funds, including the Recreation Fund and Special Recreation Fund.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Net position may serve over time as a useful indicator of a government's financial position. The following tables show that in the case of the District, assets/deferred outflows exceeded liabilities/deferred inflows by \$12,078,820.

	Net Position	
	2021	2020
Current and Other Assets	\$ 7,861,466	7,210,396
Capital Assets	35,509,896	36,131,120
Total Assets	43,371,362	43,341,516
Deferred Outflows	272,926	351,734
Total Assets/Deferred Outflows	43,644,288	43,693,250
Long-Term Debt Outstanding	24,645,821	25,298,860
Other Liabilities	2,134,762	2,016,835
Total Liabilities	26,780,583	27,315,695
Deferred Inflows	4,784,885	4,544,327
Total Liabilities/Deferred Inflows	31,565,468	31,860,022
Net Position		
Net Investment in Capital Assets	9,916,621	10,248,825
Restricted	1,044,808	958,355
Unrestricted	1,117,391	626,048
Total Net Position	12,078,820	11,833,228

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis

April 30, 2021

GOVERNMENT-WIDE FINANCIAL ANALYSIS – Continued

By far the largest portion of the District's net position (82.1 percent) reflects its investment in capital assets (for example, land, construction in progress, buildings and improvements, land improvements, machinery and equipment, and licensed vehicles), less any related debt used to acquire those assets that is still outstanding. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the District's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion or 8.6 percent of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining 9.3 percent represents unrestricted net position and may be used to meet the government's ongoing obligations to citizens and creditors.

	Change in Net Position	
	2021	2020
Revenues		
Program Revenues		
Charges for Services	\$ 309,123	1,536,410
Operating Grants/Contributions	55,834	20,750
Capital Grants/Contributions	3,026	-
General Revenues		
Property Taxes	4,249,495	4,262,924
Replacement Taxes	216,692	114,910
Interest Income	8,787	58,016
Miscellaneous	27,025	60,785
Total Revenues	<u>4,869,982</u>	<u>6,053,795</u>
Expenses		
Administration	984,554	1,549,900
Parks and Recreation	2,116,429	3,168,860
Special Recreation	331,112	256,732
Interest on Long-Term Debt	1,192,295	1,154,099
Total Expenses	<u>4,624,390</u>	<u>6,129,591</u>
Change in Net Position	245,592	(75,796)
Net Position - Beginning	<u>11,833,228</u>	<u>11,909,024</u>
Net Position - Ending	<u>12,078,820</u>	<u>11,833,228</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

GOVERNMENT-WIDE FINANCIAL ANALYSIS – Continued

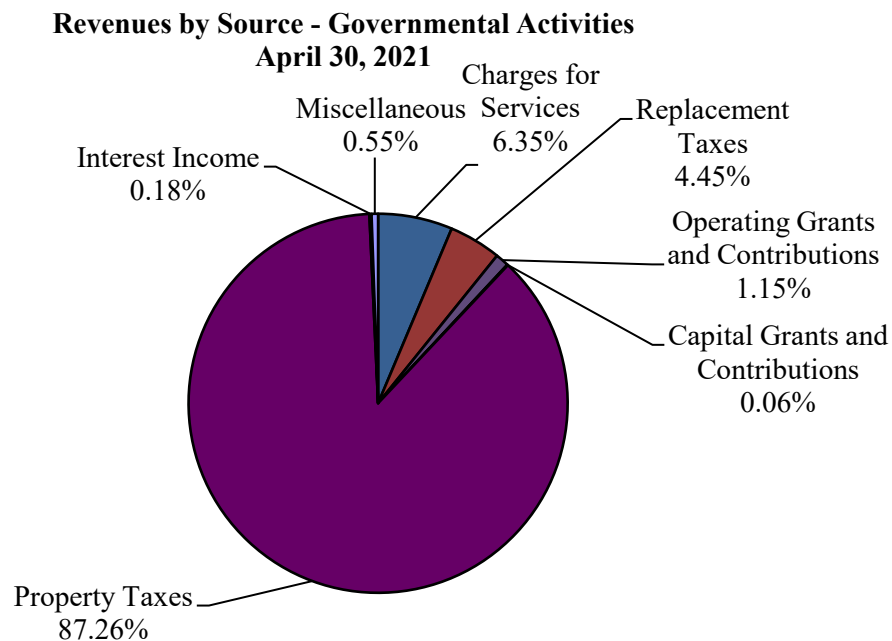
Net position of the District's governmental activities increased from \$11,833,228 to \$12,078,820.

Revenues of \$4,869,982 exceeded expenses of \$4,624,390, resulting in the increase to net position in the current year of \$245,592.

Governmental Activities

In the current year, governmental net position increased \$245,592, an increase of 2.1 percent. Charges for Services revenue decreased \$1,227,287 from the prior year (\$309,123 in 2021 compared to \$1,536,410 in 2020). Expenses decreased \$1,505,201 from the prior year (\$4,624,390 in 2021 compared to \$6,129,591 in 2020). These changes were due to the COVID-19 shutdown limiting program events and activities.

The following table graphically depict the major revenue sources of the District. It depicts very clearly the reliance of property taxes to fund governmental activities.



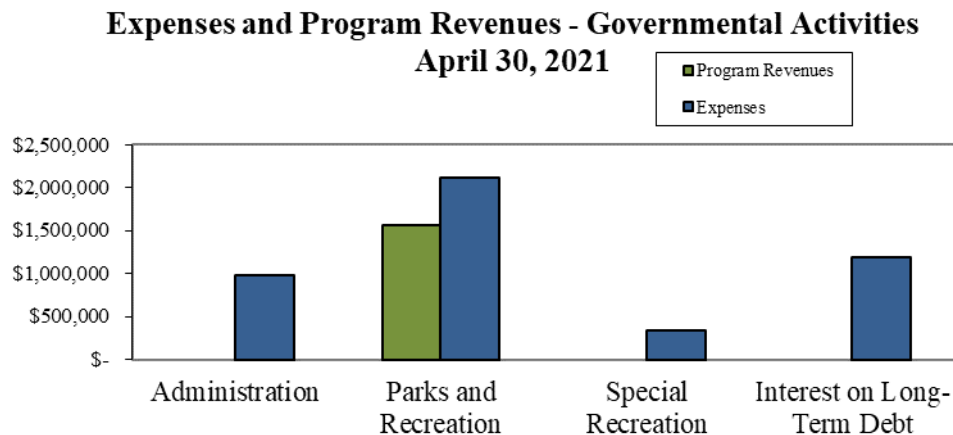
The 'Expenses and Program Revenues' Table identifies those governmental functions where program expenses greatly exceed revenues. The recreation function charges user fees for services provided although administrative and parks functions do not. The user fees charged do not cover the expenses, which furthermore signifies the District's reliance on general revenues such as property taxes and personal property replacement taxes.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

GOVERNMENT-WIDE FINANCIAL ANALYSIS – Continued

Governmental Activities – Continued



FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. In particular, unrestricted fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the governmental funds reported combined ending fund balances of \$2,601,275, which is 4.7 percent higher than last year's ending fund balance of \$2,484,576.

In the current year, governmental fund balances increased by \$116,699. The General Fund reported an increase of \$221,769, due primarily to the District monitoring expenditures within the fund.

The Recreation Fund reported an increase of \$19,103, due primarily to the District monitoring expenditures within the fund throughout the COVID-19 pandemic.

The Special Recreation Fund reported an increase of \$34,831, due primarily the District monitoring expenditures within the fund throughout the COVID-10 pandemic.

The 2013 Rec Center Bonds Fund and Refunding Bonds Fund both reported an increase of \$27,654 and \$8,087, respectively, due to principal and interest retirement of \$1,227,167 offset by property taxes and interest of \$1,293,036 received in the current year.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS - Continued

Governmental funds - Continued

The Capital Projects Fund reported a decrease of \$158,712, due to a planned spending on capital projects in the current year.

The 2020B GO Refunding Bonds Fund is a new fund and had no activity in the current fiscal year.

GENERAL FUND BUDGETARY HIGHLIGHTS

During the year, no supplemental amendments were made to the budget for the General Fund.

The General Fund actual revenues were higher than budgeted revenues. Actual revenues for the current year were \$1,312,515 compared to budgeted revenues of \$1,219,349. This resulted primarily from replacement taxes revenue being budgeted at \$90,000 and \$162,519 was collected. In addition, \$22,209 in grants and donations were collected that were not budgeted.

The General Fund actual expenditures were lower than budgeted expenditures. Actual expenditures totaled \$1,157,374 while budgeted expenditures totaled \$1,272,104. All categories of the General Fund were under budget in the current year, except for Administration: salaries and wages and utilities. Capital outlay expenditures were also over budget for the current year.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

The District's investment in capital assets for its governmental activities as of April 30, 2021 was \$35,509,896 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, land improvement, machinery and equipment and licensed vehicles.

	Capital Assets - Net of Depreciation	
	2021	2020
Land	\$ 9,879,381	9,879,381
Construction in Progress	-	43,298
Buildings and Improvements	23,398,444	23,845,500
Land Improvements	866,326	940,589
Machinery and Equipment	1,275,971	1,308,438
Licensed Vehicles	89,774	113,914
Total	35,509,896	36,131,120

WEST CHICAGO PARK DISTRICT, ILLINOIS

Management's Discussion and Analysis April 30, 2021

CAPITAL ASSETS AND DEBT ADMINISTRATION – Continued

Capital Assets – Continued

This year's major additions included:

Buildings and Improvements	\$ 129,891
Machinery and Equipment	134,288
	<hr/>
	264,179
	<hr/> <hr/>

Additional information on the District's capital assets can be found in Note 3 of this report.

Debt Administration

At year-end, the District had total governmental debt outstanding of \$24,284,412 compared to \$25,685,005 the previous year. Total debt decreased by \$1,400,593, or 5.5%, from the previous year. The following is a comparative statement of outstanding debt:

	Long- Term Debt	
	2021	2020
General Obligation Bonds	\$ 24,194,405	25,655,005
Installment Contracts	90,007	30,000
	<hr/>	<hr/>
	24,284,412	25,685,005
	<hr/> <hr/>	<hr/> <hr/>

Additional information on the District's long-term debt can be found in Note 3 of this report.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The District's elected and appointed officials considered many factors when setting the fiscal-year 2022 budget, including tax rates, and fees that will be charged for its various activities. One of those factors is the economy. The District is faced with a similar economic environment as many of the other local municipalities are faced with, including inflation and unemployment rates.

As of the date of this report, the extent of the impact of COVID-19 on the District's operations and financial position cannot be determined.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the District's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional information should be directed to the West Chicago Park District, 201 W. National St., West Chicago, Illinois 60185.

BASIC FINANCIAL STATEMENTS

The basic financial statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-Wide Financial Statements
- Fund Financial Statements

Governmental Funds

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Statement of Net Position
April 30, 2021

ASSETS	Governmental Activities
Current Assets	
Cash and Investments	\$ 2,786,678
Receivables - Net of Allowances	4,141,399
Prepays	24,120
Total Current Assets	<u>6,952,197</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	9,879,381
Depreciable	35,063,467
Accumulated Depreciation	<u>(9,432,952)</u>
Total Capital Assets	35,509,896
Other Asset	
Net Pension Asset - IMRF	<u>909,269</u>
Total Noncurrent Assets	<u>36,419,165</u>
Total Assets	<u>43,371,362</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items - IMRF	47,183
Loss on Refunding	<u>225,743</u>
Total Deferred Outflows of Resources	<u>272,926</u>
Total Assets and Deferred Outflows of Resources	<u>43,644,288</u>

The notes to the financial statements are an integral part of this statement.

LIABILITIES	Governmental Activities
Current Liabilities	
Accounts Payable	\$ 65,479
Accrued Payroll	40,818
Accrued Interest Payable	432,472
Other Payables	124,241
Current Portion of Long-Term Debt	1,471,752
Total Current Liabilities	<u>2,134,762</u>
Noncurrent Liabilities	
Compensated Absences Payable	110,649
Total OPEB Liability - RBP	160,244
General Obligation Bonds Payable - Net	24,304,606
Installment Contract Payable	70,322
Total Noncurrent Liabilities	<u>24,645,821</u>
Total Liabilities	<u>26,780,583</u>
DEFERRED INFLOWS OF RESOURCES	
Property Taxes	4,120,384
Deferred Items - IMRF	664,501
Total Deferred Inflows of Resources	<u>4,784,885</u>
Total Liabilities and Deferred Inflows of Resources	<u>31,565,468</u>
NET POSITION	
Net Investment in Capital Assets	9,916,621
Restricted	
Special Recreation	577,919
Lighting and Paving	5,052
Pension IMRF	132,622
Pension FICA	64,007
Liability Insurance	55,972
Audit	6,648
Debt Service	202,588
Unrestricted	1,117,391
Total Net Position	<u>12,078,820</u>

The notes to the financial statements are an integral part of this statement.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Statement of Activities
For the Fiscal Year Ended April 30, 2021**

	Expenses	Program Revenues			Net (Expenses)/ Revenues
		Charges for Services	Operating Grants/ Contributions	Capital Grants/ Contributions	
Governmental Activities					
Administration	\$ 984,554	-	-	-	(984,554)
Parks and Recreation	2,116,429	309,123	55,834	3,026	(1,748,446)
Special Recreation	331,112	-	-	-	(331,112)
Interest on Long-Term Debt	1,192,295	-	-	-	(1,192,295)
Total Governmental Activities	<u>4,624,390</u>	<u>309,123</u>	<u>55,834</u>	<u>3,026</u>	<u>(4,256,407)</u>
		General Revenues			
		Taxes			
				Property Taxes	4,249,495
				Intergovernmental - Unrestricted	
				Replacement Taxes	216,692
				Interest Income	8,787
				Miscellaneous	27,025
					<u>4,501,999</u>
				Change in Net Position	245,592
				Net Position - Beginning	<u>11,833,228</u>
				Net Position - Ending	<u><u>12,078,820</u></u>

The notes to the financial statements are an integral part of this statement.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Balance Sheet - Governmental Funds

April 30, 2021

See Following Page

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Balance Sheet - Governmental Funds
April 30, 2021**

		Special Revenue	
	General	Recreation	Special Recreation
ASSETS			
Cash and Investments	\$ 953,985	253,827	587,399
Receivables - Net of Allowances			
Taxes	1,081,612	865,100	378,897
Accounts	1,780	14,878	-
Due from Other Funds	-	-	-
Prepays	8,382	15,303	-
Total Assets	<u>2,045,759</u>	<u>1,149,108</u>	<u>966,296</u>
LIABILITIES			
Accounts Payable	31,114	32,915	1,450
Accrued Payroll	18,942	16,851	-
Due to Other Funds	-	-	8,030
Other Payables	-	124,241	-
Total Liabilities	<u>50,056</u>	<u>174,007</u>	<u>9,480</u>
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	1,081,612	865,100	378,897
Total Liabilities and Deferred Inflows of Resources	<u>1,131,668</u>	<u>1,039,107</u>	<u>388,377</u>
FUND BALANCES			
Nonspendable	8,382	15,303	-
Restricted	-	-	577,919
Committed	-	-	-
Assigned	-	94,698	-
Unassigned	905,709	-	-
Total Fund Balances	<u>914,091</u>	<u>110,001</u>	<u>577,919</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>2,045,759</u>	<u>1,149,108</u>	<u>966,296</u>

The notes to the financial statements are an integral part of this statement.

Debt Service					
2013 Rec Center Bonds	Refunding Bonds	2020B GO Refunding Bonds	Capital Projects	Nonmajor	Totals
177,294	47,710	-	91,438	675,025	2,786,678
-	771,886	584,974	-	437,915	4,120,384
-	-	-	-	4,357	21,015
-	-	-	8,030	-	8,030
-	-	-	-	435	24,120
177,294	819,596	584,974	99,468	1,117,732	6,960,227
-	-	-	-	-	65,479
-	-	-	-	5,025	40,818
-	-	-	-	-	8,030
-	-	-	-	-	124,241
-	-	-	-	5,025	238,568
-	771,886	584,974	-	437,915	4,120,384
-	771,886	584,974	-	442,940	4,358,952
-	-	-	-	435	24,120
177,294	47,710	-	-	674,357	1,477,280
-	-	-	99,468	-	99,468
-	-	-	-	-	94,698
-	-	-	-	-	905,709
177,294	47,710	-	99,468	674,792	2,601,275
177,294	819,596	584,974	99,468	1,117,732	6,960,227

The notes to the financial statements are an integral part of this statement.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Reconciliation of Total Governmental Fund Balance to the
Statement of Net Position - Governmental Activities**

April 30, 2021

Total Governmental Fund Balances	\$ 2,601,275
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets used in Governmental Activities are not financial resources and therefore, are not reported in the funds.	35,509,896
A net pension asset is not considered to represent a financial resource and therefore is not reported in the funds. Net Pension Asset - IMRF	909,269
Deferred outflows (inflows) of resources related to the pensions not reported in the funds. Deferred Items - IMRF	(617,318)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the funds. Compensated Absences Payable	(138,311)
Total OPEB Liability - RBP	(160,244)
General Obligation Bonds - Net	(25,729,011)
Installment Contracts	(90,007)
Loss on Refunding	225,743
Accrued Interest Payable	(432,472)
Net Position of Governmental Activities	<u>12,078,820</u>

The notes to the financial statement are an integral part of this statement.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
For the Fiscal Year Ended April 30, 2021**

See Following Page

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
For the Fiscal Year Ended April 30, 2021**

	Special Revenue		
	General	Recreation	Special Recreation
Revenues			
Taxes	\$ 1,114,266	760,617	365,521
Intergovernmental	162,519	54,173	-
Charges for Services	-	251,523	-
Rentals	-	57,600	-
Grants and Donations	22,209	33,625	-
Interest Income	2,712	1,416	422
Miscellaneous	10,809	3,561	-
Total Revenues	<u>1,312,515</u>	<u>1,162,515</u>	<u>365,943</u>
Expenditures			
Current			
Administration	453,265	599,497	-
Parks and Recreation	609,942	538,915	-
Special Recreation	-	-	331,112
Capital Outlay	77,958	-	-
Debt Service			
Principal Retirement	12,951	5,000	-
Interest and Fiscal Charges	3,258	-	-
Total Expenditures	<u>1,157,374</u>	<u>1,143,412</u>	<u>331,112</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>155,141</u>	<u>19,103</u>	<u>34,831</u>
Other Financing Sources (Uses)			
Debt Issuance	77,958	-	-
Premium on Debt Issuance	-	-	-
Payment to Escrow Agent	-	-	-
Transfers In	-	-	-
Transfers Out	(11,330)	-	-
	<u>66,628</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	221,769	19,103	34,831
Fund Balances - Beginning	<u>692,322</u>	<u>90,898</u>	<u>543,088</u>
Fund Balances - Ending	<u>914,091</u>	<u>110,001</u>	<u>577,919</u>

The notes to the financial statements are an integral part of this statement.

Debt Service					
2013 Rec Center Bonds	Refunding Bonds	2020B GO Refunding Bonds	Capital Projects	Nonmajor	Totals
527,148	764,218	-	-	717,725	4,249,495
-	-	-	-	-	216,692
-	-	-	-	-	251,523
-	-	-	-	-	57,600
-	-	-	3,026	-	58,860
827	843	-	500	2,067	8,787
-	-	-	12,655	-	27,025
527,975	765,061	-	16,181	719,792	4,869,982
-	-	-	-	-	1,052,762
-	-	-	-	220,474	1,369,331
-	-	-	-	-	331,112
-	-	-	186,419	-	264,377
290,000	720,600	-	-	290,000	1,318,551
180,193	36,374	-	-	939,706	1,159,531
470,193	756,974	-	186,419	1,450,180	5,495,664
57,782	8,087	-	(170,238)	(730,388)	(625,682)
2,717,650	-	-	196	10,912,154	13,707,958
225,026	-	-	-	908,957	1,133,983
(2,972,804)	-	-	-	(11,126,756)	(14,099,560)
-	-	-	11,330	-	11,330
-	-	-	-	-	(11,330)
(30,128)	-	-	11,526	694,355	742,381
27,654	8,087	-	(158,712)	(36,033)	116,699
149,640	39,623	-	258,180	710,825	2,484,576
177,294	47,710	-	99,468	674,792	2,601,275

The notes to the financial statements are an integral part of this statement.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of to the Statement of Activities - Governmental Activities

For the Fiscal Year Ended April 30, 2021

Net Change in Fund Balances - Total Governmental Funds	\$ 116,699
Amounts reported for governmental activities in the Statement of Activities are different because:	
Governmental funds report capital outlays as expenditures. however, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Capital Outlays	264,179
Depreciation Expense	(885,403)
An addition to a net pension asset is not considered to be an increase in a financial asset in the governmental funds.	
Change in Net Pension Asset	583,014
The net effect of deferred outflows (inflows) of resources related to the pensions not reported in the funds.	
Change in Deferred Items - IMRF	(360,988)
The issuance of long-term debt provides current financial resources to governmental funds, While the repayment of the principal on long-term debt consumes the current financial resources of the governmental funds.	
Change in Compensated Absences Payable	13,295
Change in Total OPEB Liability - RBP	(28,610)
Retirement of Debt	15,108,551
Debt Issuance	(13,707,958)
Premium on Debt Issuance	(1,133,983)
Amortization Premium on Debt Issuance	265,313
Amortization of Loss on Refunding	(40,431)
Changes to accrued interest on long-term debt in the Statement of Activities does not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
	<u>51,914</u>
Changes in Net Position of Governmental Activities	<u><u>245,592</u></u>

The notes to the financial statements are an integral part of this statement.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The West Chicago Park District (District) of Illinois, was established in 1972 and encompasses the City of West Chicago and some of the adjacent unincorporated area. The District is governed by an elected Board of Commissioners containing seven members. The District is duly organized and existing under the provisions of the laws of the State of Illinois. The District operates under the board-manager form of government, providing recreation and other services to the residents of West Chicago which include: recreation programs, park management, capital development, and general administration. The controlling authorities are the sections of the Illinois revised statutes pertaining to Districts in particular and to Local Government entities in general. For financial reporting purposes, the District includes all funds that are controlled by the District, as determined on the basis of budget adoption, management oversight responsibility or taxing authority.

The government-wide financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant of the District's accounting policies established in GAAP and used by the District are described below.

REPORTING ENTITY

In determining the financial reporting entity, the District complies with the provisions of GASB Statement No. 61 "The Financial Reporting Omnibus – an Amendment of GASB Statements No. 14 and No. 34," and includes all component units that have a significant operational or financial relationship with the District. Based upon the criteria set forth in the GASB Statement No. 61, there are no component units included in the reporting entity.

BASIS OF PRESENTATION

Government-Wide Statements

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as governmental. The District's preservation of open space, recreational program activities, development and maintenance of the District's various parks and facilities, and general administration are all classified as governmental activities.

In the government-wide Statement of Net Position, the governmental activities column is (a) presented on a consolidated basis by column, and (b) reported on a full accrual, economic resource basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term debt/deferred inflows and obligations. The District's net position is reported in three parts: net investment in capital assets; restricted; and unrestricted. The District first utilizes restricted resources to finance qualifying activities.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

BASIS OF PRESENTATION – Continued

Government-Wide Statements – Continued

The government-wide Statement of Activities reports both the gross and net cost of each of the District's functions (administration, parks and recreation, special recreation, etc.). The functions are supported by general government revenues (property and replacement taxes, certain intergovernmental revenues, interest income, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, which include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment.

The net costs (by function) are normally covered by general revenue (property and replacement taxes, charges for services, interest income, etc.).

The District does not allocate indirect costs. An administrative and maintenance service fee is charged by the General Fund to the other operating funds that is eliminated like a reimbursement (reducing the revenue and expense in the General Fund) to recover the direct costs of General Fund services provided (finance, personnel, purchasing, legal, technology management, maintenance of buildings, grounds and natural areas).

This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

Fund Financial Statements

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprise its assets/deferred outflows, liabilities/deferred inflows, fund equity, revenues and expenditures/expenses. All of the Districts funds are reported as governmental funds. An emphasis is placed on major funds within the governmental category. A fund is considered major if it is a primary operating fund of the District or meets the following criteria:

Total assets/deferred outflows, liabilities/deferred inflows, revenues, or expenditures/expenses of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type; and

Total assets/deferred outflows, liabilities/deferred inflows, revenues, or expenditures/expenses of the individual governmental fund are at least 5 percent of the corresponding total for all governmental funds combined.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

BASIS OF PRESENTATION – Continued

Fund Financial Statements – Continued

The various funds are reported by generic classification within the financial statements. The following fund types are used by the District:

Governmental Funds

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District:

General Fund is the general operating fund of the District. It accounts for all revenues and expenditures of the District which are not accounted for in other funds. The General Fund is a major fund.

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The District maintains seven special revenue funds. The Recreation Fund, a major fund, is used to account for the operations of the recreation programs offered to residents. Financing is provided by specific annual property tax levy to the extent user charges are not sufficient to provide such financing. The Special Recreation Fund, also a major fund, is used to account for the operations of the special recreation programs offered to residents. Financing is also provided by a specific annual property tax levy.

Debt Service Funds are used to account for the accumulation of funds for the periodic payment of principal and interest on general long-term debt. The District maintains nine debt service funds. The 2013 Rec Center Bonds Fund, a major fund, is used to account for property taxes and debt service payments on the District's bonds issued January 2013 to fund the construction of the recreation center. The Refunding Bonds Fund, also a major fund, is used to account for property taxes and debt service payments on the District's refunding bonds. The 2020B GO Refunding Bonds Fund, also a major fund, is used to account for property taxes and debt service payments on the District's refunding bonds issued September 2020 to partially refund the debt outstanding on the 2012 GO Bonds and the 2013 GO Bonds.

Capital Projects Funds are used to account for financial resources to be used for the acquisition of construction of major capital facilities. The Capital Project Fund, a major fund, is used to account for the acquisition or construction of major capital facilities, park development and improvement projects.

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

MEASUREMENT FOCUS AND BASIS OF ACCOUNTING – Continued

Measurement Focus

On the government-wide Statement of Net Position and the Statement of Activities, governmental activities are presented using the economic resources measurement focus as defined below. In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate.

All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets/deferred outflows and liabilities/deferred inflows are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

The accounting objectives of the “economic resources” measurement focus are the determination of operating income, changes in net position (or cost recovery), financial position, and cash flows. All assets/deferred outflows, liabilities/deferred inflows (whether current or noncurrent) associated with their activities are reported.

Basis of Accounting

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability/deferred inflow is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when “measurable and available.” Measurable means knowing or being able to reasonably estimate the amount. Available means collectible within the current period or within sixty days after year end. The District recognizes property taxes when they become both measurable and available in accordance with GASB Codification Section P70. A sixty-day availability period is used for revenue recognition for all other governmental fund revenues. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are recognized when due.

In applying the susceptible to accrual concept under the modified accrual basis, those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. All other revenues are not susceptible to accrual because generally they are not measurable until received in cash.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY

Cash and Investments

For purpose of the Statement of Net Position, the District's cash and cash equivalents are considered to be cash on hand, demand deposits, and cash with fiscal agent.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, the District categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Interfund Receivables, Payables and Activity

Interfund activity is reported as loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in both the government-wide and fund financial statements. The costs of governmental fund-type prepaids are recorded as expenditures when consumed rather than when purchased.

Capital Assets

Capital assets purchased or acquired with an original cost of at least \$5,000 are reported at historical cost or estimated historical cost. Contributed assets are reported at acquisition value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expenses as incurred.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

Capital Assets – Continued

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. General capital assets are long-lived assets of the District as a whole. When purchased, such assets are recorded as expenditures in the governmental funds and capitalized. The valuation basis for general capital assets are historical cost, or where historical cost is not available, estimated historical cost based on replacement costs.

Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

Building and Improvements	50 Years
Land Improvements	20 Years
Machinery and Equipment	5 - 15 Years
Licensed Vehicles	8 Years

Deferred Outflows/Inflows of Resources

Deferred outflow/inflow of resources represents an acquisition/reduction of net position that applies to a future period and therefore will not be recognized as an outflow of resources (expense)/inflow of resources (revenue) until that future time.

Compensated Absences

The District accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. In accordance with GASB Statement No. 16, no liability is recorded for nonvesting accumulation rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulated sick leave that is estimated to be taken as “terminal leave” prior to retirement.

All vacation pay is accrued when incurred in the government-wide fund financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION OR EQUITY – Continued

Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as expenses at the time of issuance.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Net Position

In the government-wide financial statements, equity is classified as net position and displayed in three components:

Net Investment in Capital Assets – Consists of capital assets, including restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislations.

Unrestricted – All other net position balances that do not meet the definition of “restricted” or “net investment in capital assets.”

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

BUDGETARY INFORMATION

The District prepares its budget for all governmental fund types except the 2020A GO Refunding Bonds Fund and the 2020B Refunding Bonds Fund in conformity with practices prescribed or permitted by the applicable statutes of the State of Illinois. As prescribed by the statutes, the District in its budgeting process includes as a resource (amount available for current expenditures) a portion of the fund balance that has been accumulated in prior years.

The District's fiscal year begins May 1 and ends on April 30. Budgeting is employed as a management control device during the year. Its procedures for adopting the annual budget are composed of the following stages:

- 1) Department heads propose expenditure estimates for the coming year. These estimates, if approved by the Director, become the recommendations for presentation to the Board of Commissioners as the tentative combined Annual Budget and Appropriation Ordinance.
- 2) Notice is published in the paper that the tentative Annual Budget and Appropriation Ordinance is available for public inspection. The Ordinance is then presented at a public hearing after thirty days have passed.
- 3) Notice of the public hearing is published no more than fourteen days nor less than seven days prior to the date of the hearing. Immediately after the public hearing, the Board of Commissioners adopts the Ordinance in final form. This ordinance determines the legal level at which expenditure/expenses may not exceed appropriation. The legal level of control is administered at the fund level. All appropriations lapse at year-end.
- 4) The Director may request approval of transfers between line items within any fund from the Board of Commissioners after the Ordinance is approved.
- 5) The District had no budget amendments during the fiscal year.

EXCESS OF ACTUAL EXPENDITURES OVER BUDGET IN INDIVIDUAL FUNDS

The following funds had an excess of actual expenditures over budget as of the date of this report:

Fund	Excess
2012 Rec Center Bonds	\$ 41,627
2010 Limited Park Bonds	500

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 3 – DETAIL NOTES ON ALL FUNDS

DEPOSITS AND INVESTMENTS

The District maintains a cash and investment pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the combined balance sheet as "cash and investments." In addition, investments are separately held by several of the District's funds.

Permitted Deposits and Investments – Statutes authorize the District to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services and the Illinois Park District Liquid Asset Fund.

The Illinois Park District Liquid Asset Fund allows Illinois park districts, forest preserves and joint recreational programs to pool their funds for investment purposes. The Illinois Park District Liquid Asset Fund is composed of finance officials and treasurers all of whom are employees of the Illinois public agencies, which are investors in the Illinois Park District Liquid Asset Fund. The Illinois Park District Liquid Asset Fund is not registered with the SEC as an Investment Company. Investments in the Illinois Park District Liquid Asset Fund are valued at the share price, the price for which the investment could be sold.

Interest Rate Risk, Credit Risk, Concentration of Credit Risk, and Custodial Credit Risk

Deposits and Investments. At year-end, the carrying amount of the District's deposits totaled \$2,214,124 and the bank balances totaled \$2,254,594. In addition, the District had \$572,554 invested in the Illinois Park District Liquid Asset Fund, which is measured at net asset value per share as determined by pool.

Interest Rate Risk. Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. It is the policy of the District to manage its exposure by keeping its portfolio sufficiently liquid to enable the District to meet present and anticipated cash flow requirements and pay obligations as they become due. The District's investment in the Illinois Park District Liquid Asset Fund has an average maturity of less than one year.

Credit Risk. Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. The District limits its exposure to credit risk by primarily investing in obligations guaranteed by the United States Government or securities issued by agencies of the United States Government that are explicitly or implicitly guaranteed by the United States Government. As of April 30, 2021, the District's investment in the Illinois Park District Liquid Asset Fund was rated AAAM by Standard & Poor's.

Concentration of Credit Risk. Concentration of credit risk is the risk of loss attributed to the magnitude of the District's investment in a single issuer. The District's investment policy does not address concentration of credit risk. At year-end, the District does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

DEPOSITS AND INVESTMENTS – Continued

Interest Rate Risk, Credit Risk, Concentration of Credit Risk, and Custodial Credit Risk – Continued

Custodial Credit Risk. In the case of deposits, this is the risk that in the event of a bank failure, the District’s deposits may not be returned to it. The District’s investment policy requires that all deposits be maintained at financial institutions that are members of the FDIC. Deposits at a financial institution, which exceed FDIC insurance limits, are required to be collateralized at not less than 110% of the uninsured deposits. At year-end, the entire amount of the bank balance of deposits was covered by collateral, federal depository or equivalent insurance.

For an investment, this is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District’s investment policy requires a third party custodian to hold the District’s assets in the District’s name. At April 30, 2021, the District’s investment in the Illinois Park District Liquid Asset Fund is not subject to custodial credit risk.

INTERFUND RECEIVABLES, PAYABLES, AND TRANSFERS

Interfund Balances

Interfund balances are advances in anticipation of receipts. The composition of interfund balances as of the date of this report, is as follows:

Receivable	Payable	Amount
Capital Projects	Special Recreation	<u>\$ 8,030</u>

Interfund Transfers

Interfund transfers for the year consisted of the following:

Transfer In	Transfer Out	Amount
Capital Projects	General	<u>\$ 11,330</u>

Transfers are used to use unrestricted revenues collected in the General Fund to finance various capital projects accounted for in the capital projects fund in accordance with budgetary authorizations.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

PROPERTY TAXES

Property taxes for 2020 attach as an enforceable lien on January 1 on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a Tax Levy Ordinance). Tax bills are prepared by the County and are payable in two installments on or about June 1 and September 1. The County collects such taxes and remits them periodically.

CAPITAL ASSETS

Governmental Activities

Governmental capital asset activity for the year was as follows:

	Beginning Balances	Increases	Decreases	Ending Balances
Nondepreciable Capital Assets				
Land	\$ 9,879,381	-	-	9,879,381
Construction in Progress	43,298	-	43,298	-
	<u>9,922,679</u>	<u>-</u>	<u>43,298</u>	<u>9,879,381</u>
Depreciable Capital Assets				
Buildings and Improvements	28,971,118	173,189	-	29,144,307
Land Improvements	1,921,300	-	-	1,921,300
Machinery and Equipment	3,482,767	134,288	-	3,617,055
Licensed Vehicles	380,805	-	-	380,805
	<u>34,755,990</u>	<u>307,477</u>	<u>-</u>	<u>35,063,467</u>
Less Accumulated Depreciation				
Buildings and Improvements	5,125,618	620,245	-	5,745,863
Land Improvements	980,711	74,263	-	1,054,974
Machinery and Equipment	2,174,329	166,755	-	2,341,084
Licensed Vehicles	266,891	24,140	-	291,031
	<u>8,547,549</u>	<u>885,403</u>	<u>-</u>	<u>9,432,952</u>
Total Net Depreciable Capital Assets	<u>26,208,441</u>	<u>(577,926)</u>	<u>-</u>	<u>25,630,515</u>
Total Net Capital Assets	<u>36,131,120</u>	<u>(577,926)</u>	<u>43,298</u>	<u>35,509,896</u>

Depreciation expense was charged to governmental activities as follows:

Administrative	\$ 138,305
Parks and Recreation	<u>747,098</u>
	<u>885,403</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT

General Obligation Bonds

The District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds are direct obligations and pledge the full faith and credit of the District. General obligation bonds currently outstanding are as follows:

Issue	Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$475,000 General Obligation Limited Tax Park Bonds of 2010 - Due in annual installments of \$20,000 to \$250,000 plus interest at 5.00% to 5.25% through December 1, 2027.	Debt Service	\$ 415,000	-	20,000	395,000
\$9,475,000 General Obligation Park Bonds of 2012 - Due in annual installments of \$390,000 to \$1,440,000 plus interest at 4.00% to 4.63% through December 1, 2037.	Debt Service	9,475,000	-	9,475,000 *	-
\$6,025,000 General Obligation Park Bonds of 2013 - Due in annual installments of \$205,000 to \$695,000 plus interest at 2.00% to 5.25% through December 1, 2029.	Debt Service	4,605,000	-	4,315,000 * 290,000	-
\$4,420,000 General Obligation Park Bonds of 2015A - Due in annual installments of \$210,000 to \$560,000 plus interest at 3.75% to 5.00% through December 1, 2036.	Debt Service	4,420,000	-	-	4,420,000
\$3,310,000 Taxable General Obligation Refunding Bonds (ARS) of 2015B - Due in annual installments of \$145,000 to \$400,000 plus interest at 2.10% to 5.00% through December 1, 2028.	Debt Service	2,555,000	-	270,000	2,285,000

* Refunded

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

General Obligation Bonds – Continued

Issue	Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$2,800,000 General Obligation Park Bonds of 2017 - Due in one annual installments of \$25,000 to \$700,000 plus interest at 5.00% through December 1, 2041.	Debt Service	\$ 2,800,000	-	-	2,800,000
\$580,000 General Obligation Limited Park Bonds of 2018B - Due in annual installments of \$200,000 to \$380,000 plus interest at 3.625% to 3.80% through November 15, 2020.	Debt Service	380,000	-	380,000	-
\$1,005,005 General Obligation Limited Park Bonds of 2019 - Due in annual installments of \$340,600 to \$664,405 plus interest at 2.15% to 2.30% through November 15, 2021.	Debt Service	1,005,005	-	340,600	664,405
\$5,545,000 General Obligation Refunding Bonds of 2020A - Due in annual installments of \$250,000 to \$1,310,000 plus interest at 3.00% through December 1, 2037.	Debt Service	-	5,545,000	-	5,545,000
\$7,345,000 General Obligation Refunding Bonds of 2020B - Due in annual installments of \$380,000 to \$905,000 plus interest at 2.00% to 3.00% through December 1, 2033.	Debt Service	-	7,345,000	-	7,345,000
\$170,000 General Obligation Limited TaxPark Bonds of 2020C - Due in one installment of \$170,000 plus interest at 3.00% through December 15, 2022.	Debt Service	-	170,000	-	170,000

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

General Obligation Bonds – Continued

Issue	Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
\$570,000 General Obligation Limited Tax Park Bonds of 2020D - Due in annual installments of \$80,000 to \$490,000 plus interest at 0.90% to 1.00% through December 15, 2022.	Debt Service	\$ -	570,000	-	570,000
		<u>25,655,005</u>	<u>13,630,000</u>	<u>15,090,600</u>	24,194,405
Plus: Unamortized Premium					1,534,606
Less: Unamortized Loss on Refunding					<u>(225,743)</u>
					<u>25,503,268</u>

Installment Contracts Payable

The District also issues installment contracts payable to provide funds for the purchase of capital assets. Installment contracts currently outstanding are as follows:

Issue	Debt Retired by	Beginning Balances	Issuances	Retirements	Ending Balances
Installment Contract of 2014 - Due in annual installments of \$5,000 plus interest at 4.00% through May 31, 2025.	Recreation	\$ 30,000	-	5,000	25,000
Installment Contract of 2020 - Due in monthly installments of \$1,474 including interest at 5.14% through May 1, 2025.	General	-	77,958	12,951	65,007
		<u>30,000</u>	<u>77,958</u>	<u>17,951</u>	<u>90,007</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

Long-Term Liability Activity

Changes in long-term liabilities during the fiscal year were as follows:

Type of Debt	Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Governmental Activities					
Compensated Absences	\$ 151,606	13,295	26,590	138,311	27,662
Total OPEB Liability - RBP	131,634	28,610	-	160,244	-
General Obligation Bonds	25,655,005	13,630,000	15,090,600	24,194,405	1,424,405
Plus Unamortized Premium	665,936	1,133,983	265,313	1,534,606	-
Installment Contracts	30,000	77,958	17,951	90,007	19,685
	<u>26,634,181</u>	<u>14,883,846</u>	<u>15,400,454</u>	<u>26,117,573</u>	<u>1,471,752</u>

For the governmental activities, the compensated absences, total OPEB liability, and installment contracts are liquidated by the General and Recreation Funds. Payments on the general obligation bonds are made by the Debt Service Funds.

Defeased Debt

On September 20, 2020, the District issued \$5,545,000 par value General Obligation Refunding Bonds of 2020A and \$7,345,000 par value General Obligation Refunding Bonds of 2020B to collectively refund \$9,475,000 of the General Obligation Park Bonds of 2012 and \$4,315,000 of General Obligation Park Bonds of 2013. The District defeased these bonds by placing the proceeds of the new bonds in an irrevocable trust to provide for all future debt service payment of the old bonds. Since the requirements that normally satisfy defeasance have been met, the financial statements reflect satisfaction of the original liability through the irrevocable transfer to an escrow agent of an amount computed to be adequate to meet the future debt service requirements of the issue. At December 1, 2020, both the 2012 and 2013 bonds were called, thus no outstanding defeased debt exists as of April 30, 2021. Accordingly, the trust account assets and the liability for the defeased bonds are not included in the government's basic financial statements. Through this refunding, the District reduced its total debt service by \$3,329,488 and obtained an economic gain of \$2,842,118.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

Debt Service Requirements to Maturity

The annual debt service requirements to maturity, including principal and interest, are as follows:

Fiscal Year	Governmental Activities			
	General Obligation Bonds		Installment Contracts	
	Principal	Interest	Principal	Interest
2022	\$ 1,424,405	945,075	19,685	3,893
2023	1,380,000	837,150	20,457	2,957
2024	775,000	799,350	21,270	1,973
2025	830,000	769,500	22,127	938
2026	880,000	737,638	6,468	199
2027	740,000	703,975	-	-
2028	1,255,000	678,200	-	-
2029	1,065,000	626,925	-	-
2030	1,135,000	589,200	-	-
2031	1,205,000	546,150	-	-
2032	1,280,000	500,600	-	-
2033	1,355,000	452,300	-	-
2034	1,450,000	401,250	-	-
2035	1,690,000	355,900	-	-
2036	1,790,000	299,450	-	-
2037	1,855,000	239,800	-	-
2038	1,915,000	178,050	-	-
2039	635,000	108,500	-	-
2040	670,000	76,750	-	-
2041	700,000	43,250	-	-
2042	165,000	8,250	-	-
Total	24,194,405	9,897,263	90,007	9,960

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

LONG-TERM DEBT – Continued

Legal Debt Margin

Chapter 70, Section 1205/6-2 of the Illinois Compiled Statutes provides “...for the payment of land condemned or purchased for parks or boulevards, for the building, maintaining, improving and protection of the same and for the payment of the expenses incident thereto, or for the acquisition of real estate and lands to be used as a site for an armory, any park district is authorized to issue the bonds or notes of such park district and pledge its property and credit therefore to an amount including existing indebtedness of such district so that the aggregate indebtedness of such district does not exceed 2.875% of the value of the taxable property therein, to be ascertained by the last assessment for state and county taxes previous to the issue from time to time of such bonds or notes or, until January 1, 1983, if greater, the sum that is produced by multiplying the district’s 1978 equalized assessed valuation by the debt limitation percentage in effect on January 1, 1979, if a petition, signed by voters in number equal to not less than 2% of the voters of the district, who voted at the last general election in the district, asking that the authorized aggregate indebtedness of the district be increased to not more that .575% of the value of the taxable property therein, is presented to the Board and such increase is approved by the voters of the district at a referendum held on the question.”

Assessed Valuation - 2020	<u>\$ 961,149,510</u>
Legal Debt Limit - 2.875% of Assessed Value	27,633,048
Amount of Debt Applicable to Limit	<u>14,689,405</u>
Legal Debt Margin	<u>12,943,643</u>
Non-Referendum Legal Debt Limit	
.575% of Equalized Assessed Valuation	5,526,610
Amount of Debt Applicable to Limit	<u>1,799,405</u>
Non-Referendum Legal Debt Margin	<u>3,727,205</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

NET POSITION CLASSIFICATIONS

Net investment in capital assets was comprised of the following as of April 30, 2021:

Governmental Activities	
Capital Assets - Net of Accumulated Depreciation	\$ 35,509,896
Less Capital Related Debt:	
General Obligation Limited Tax Park Bonds of 2010	(395,000)
General Obligation Park Bonds of 2015A	(4,420,000)
Taxable General Obligation Refunding Bonds (ARS) of 2015B	(2,285,000)
General Obligation Park Bonds of 2017	(2,800,000)
General Obligation Limited Park Bonds of 2019	(664,405)
General Obligation Refunding Bonds of 2020A	(5,545,000)
General Obligation Refunding Bonds of 2020B	(7,345,000)
General Obligation Limited TaxPark Bonds of 2020C	(170,000)
General Obligation Limited TaxPark Bonds of 2020D	(570,000)
Premium on General Obligation Bonds	(1,534,606)
Unamortized Loss on Refunding	225,743
Installment Contract of 2014	(25,000)
Installment Contract of 2020	<u>(65,007)</u>
Net Investment in Capital Assets	<u><u>9,916,621</u></u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

FUND BALANCE CLASSIFICATIONS

The following is a schedule of fund balance classifications for the governmental funds as of the date of this report:

	Special Revenue			Debt Service			Capital		Totals
	General	Recreation	Special Recreation	2013 Rec Center Bonds	Refunding Bonds	2020B GO Refunding Bonds	Projects	Nonmajor	
Fund Balances									
Nonspendable									
Prepays	\$ 8,382	15,303	-	-	-	-	-	435	24,120
Restricted									
Special Recreation	-	-	577,919	-	-	-	-	-	577,919
Lighting and Paving	-	-	-	-	-	-	-	5,052	5,052
Pension IMRF	-	-	-	-	-	-	-	132,622	132,622
Pension FICA	-	-	-	-	-	-	-	64,007	64,007
Liability Insurance	-	-	-	-	-	-	-	55,972	55,972
Audit	-	-	-	-	-	-	-	6,648	6,648
Debt Service	-	-	-	177,294	47,710	-	-	410,056	635,060
	-	-	577,919	177,294	47,710	-	-	674,357	1,477,280
Committed									
Capital Projects	-	-	-	-	-	-	99,468	-	99,468
Assigned									
Recreation	-	94,698	-	-	-	-	-	-	94,698
Unassigned	905,709	-	-	-	-	-	-	-	905,709
Total Fund Balances	914,091	110,001	577,919	177,294	47,710	-	99,468	674,792	2,601,275

In the governmental funds financial statements, the District considers restricted amounts to have been spent when an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available. The District first utilizes committed, then assigned and then unassigned fund balance when an expenditure is incurred for purposes for which all three unrestricted fund balances are available.

Nonspendable Fund Balance. Consists of resources that cannot be spent because they are either: a) not in a spendable form; or b) legally or contractually required to be maintained intact.

Restricted Fund Balance. Consists of resources that are restricted to specific purposes, that is, when constraints placed on the use of resources are either: a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 3 – DETAIL NOTES ON ALL FUNDS – Continued

FUND BALANCE CLASSIFICATIONS – Continued

Committed Fund Balance. Consists of resources constrained (issuance of an ordinance) to specific purposes by the government itself, using its highest level of decision-making authority, the Board of Commissioners; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Assigned Fund Balance. Consists of amounts that are constrained by the Board of Commissioners' intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by a) the Board of Commissioners itself or b) a body or official to which the Board of Commissioners has delegated the authority to assign amounts to be used for specific purposes. The District's highest level of decision-making authority is the Board of Commissioners, who is authorized to assign amounts to a specific purpose.

Unassigned Fund Balance. Consists of residual net resources of a fund that has not been restricted, committed, or assigned within the General Fund and deficit fund balances of other governmental funds.

Minimum Fund Balance Policy. The District's policy manual states that General, Social Security, Pension IMRF, Liability Insurance, and Audit funds should maintain a minimum fund balance of 25% of budgeted operating expenditures. The Recreation Fund should maintain a minimum fund balance of 10% of annual property tax.

NOTE 4 – OTHER INFORMATION

RISK MANAGEMENT

Park District Risk Management Agency (PDRMA)

The District is exposed to various risks related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and net income losses. Since 1990, the District has been a member of the Park District Risk Management Agency (PDRMA) Property/Casualty Program, a joint risk management pool of park and forest preserve districts, and special recreation associations through which property, general liability, automobile liability, crime, boiler and machinery, public officials', employment practices liability and workers compensation coverage is provided in excess of specified limits for the members, acting as a single insurable unit. The following table is a summary of the coverage in effect as of January 1, 2021 to January 1, 2022:

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

RISK MANAGEMENT – Continued

Park District Risk Management Agency (PDRMA) – Continued

Coverage	Member Deductible	PDRMA Self- Insured Retention	Limits
PROPERTY			
All Losses Per Occurrence	\$1,000	\$1,000,000	\$1,000,000,000/Occurrence/All Members
Flood/Except Zones A & V	\$1,000	\$1,000,000	\$100,000,000/Occurrence/Annual Aggregate
Flood, Zones A & V	\$1,000	\$1,000,000	\$50,000,000/Occurrence/Annual Aggregate
Earthquake Shock	\$1,000	\$100,000	\$100,000,000/Occurrence/Annual Aggregate
Auto Physical Damage			
Comprehensive and Collision	\$1,000	\$1,000,000	Included
Course of Construction	\$1,000	Included	\$25,000,000
Tax Revenue Interruption	\$1,000	\$1,000,000	\$3,000,000/Reported Values
			\$1,000,000/Non-Reported Values
Business Interruption, Rental Income	\$1,000		\$100,000,000/Reported Values
			\$500,000/\$2,500,000/Non-Reported Values
Off Premises Service Interruption	24 Hours	N/A	\$25,000,000
Boiler and Machinery			\$100,000,000 Equipment Breakdown
Property Damage	\$1,000	\$9,000	Property Damage - Included
Business Income	48 Hours	N/A	Included
Fidelity and Crime	\$1,000	\$24,000	\$2,000,000/Occurrence
Seasonal Employees	\$1,000	\$9,000	\$1,000,000/Occurrence
Blanket Bond	\$1,000	\$24,000	\$2,000,000/Occurrence
WORKERS COMPENSATION			
Employers Liability	N/A	\$500,000	Statutory
		\$500,000	\$3,500,000 Employers Liability
LIABILITY			
General	None	\$500,000	\$21,500,000/Occurrence
Auto Liability	None	\$500,000	\$21,500,000/Occurrence
Employment Practices	None	\$500,000	\$21,500,000/Occurrence
Public Officials' Liability	None	\$500,000	\$21,500,000/Occurrence
Law Enforcement Liability	None	\$500,000	\$21,500,000/Occurrence
Uninsured/Underinsured Motorists	None	\$500,000	\$1,000,000/Occurrence
Communicable Disease	\$1,000/\$5,000	\$5,000,000	\$250,000/Claim/Aggregate;
			\$5M Aggregate all Members
POLLUTION LIABILITY			
Liability - Third Party	None	\$25,000	\$5,000,000/Occurrence
Property - First Party	\$1,000	\$24,000	\$30,000,000 3 Year Aggregate
OUTBREAK EXPENSE			
Outbreak Expense			\$1,000,000 Aggregate Policy Limit
Outbreak Suspension	24 Hours	N/A	\$5,000/\$25,000/Day All Locations
			\$150,000/\$500,000 Aggregate
Workplace Violence Suspension	24 Hours	N/A	\$15,000/Day all Locations 5 Day Maximum
Fungus Suspension	24 Hours	N/A	\$15,000/Day all Locations 5 Day Maximum

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

RISK MANAGEMENT – Continued

Park District Risk Management Agency (PDRMA) – Continued

Coverage	Member Deductible	PDRMA Self-Insured Retention	Limits
INFORMATION SECURITY AND PRIVACY INSURANCE WITH ELECTRONIC MEDIA			
LIABILITY COVERAGE			
Breach Response	\$1,000	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
Business Interruption	8 Hours	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
Business Interruption due to			
System Failure	8 Hours	\$100,000	\$250,000/Occurrence/Annual Aggregate
Dependent Business Loan	8 Hours	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
Liability	\$1,000	\$100,000	\$2,000,000/Occurrence/Annual Aggregate
eCrime	\$1,000	\$100,000	\$50,000/Occurrence/Annual Aggregate
Criminal Reward	\$1,000	\$100,000	\$50,000/Occurrence/Annual Aggregate
DEADLY WEAPON RESPONSE			
Liability	\$1,000	\$9,000	\$500,000/Occurrence/\$2,500,000 Annual Aggregate
First Party Property	\$1,000	\$9,000	\$250,000/Occurrence as Part of Overall Limit
Crisis Management Services	\$1,000	\$9,000	\$250,000/Occurrence as Part of Overall Limit
Counseling/Funeral Expenses	\$1,000	\$9,000	\$250,000/Occurrence as Part of Overall Limit
Medical Expenses	\$1,000	\$9,000	\$25,000/person/\$500,000 Annual Aggregate
AD&D	\$1,000	\$9,000	\$50,000/person/\$500,000 Annual Aggregate
VOLUNTEER MEDICAL ACCIDENT			
Volunteer Medical Accident	None	\$5,000	\$5,000 Medical Expense Excess of any other Collectible Insurance
UNDERGROUND STORAGE TANK LIABILITY			
Underground Storage Tank Liability	None	N/A	\$10,000, Follows Illinois Leaking Underground Tank Fund
UNEMPLOYMENT COMPENSATION			
Unemployment Compensation	N/A	N/A	Statutory

Losses exceeding the per occurrence self-insured and reinsurance limit would be the responsibility of the District.

As a member of PDRMA’s Property/Casualty Program, the District is represented on the Property/Casualty Program Council and the Membership Assembly and is entitled to one vote on each. The relationship between the District and PDRMA is governed by a contract and by-laws that have been adopted by resolution of the District’s governing body.

The District is contractually obligated to make all annual and supplementary contributions to PDRMA, to report claims on a timely basis, cooperate with PDRMA, its claims administrator and attorneys in claims investigations and settlement, and to follow risk management procedures as outlined by PDRMA. Members have a contractual obligation to fund any deficit of PDRMA attributable to a membership year during which they were a member.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 4 – OTHER INFORMATION – Continued

RISK MANAGEMENT – Continued

Park District Risk Management Agency (PDRMA) – Continued

PDRMA is responsible for administering the self-insurance program and purchasing excess insurance according to the direction of the Program Council. PDRMA also provides its members with risk management services, including the defense of and settlement of claims, and establishes reasonable and necessary loss reduction and prevention procedures to be followed by the members.

The following represents a summary of PDRMA's Property/Casualty Program balance sheet at December 31, 2020 and the statement of revenues and expenses for the period ending December 31, 2020. The District's portion of the overall equity of the pool is 0.329% or \$186,746.

Assets	\$76,433,761
Deferred Outflows of Resources - Pension	1,015,561
Liabilities	19,892,387
Deferred Inflows of Resources - Pension	798,816
Total Net Position	56,758,119
Operating Revenues	19,454,155
Nonoperating Revenues	4,109,196
Expenditures	16,158,333

Since 89.98% of PDRMA's liabilities are reserves for losses and loss adjustment expenses which are based on an actuarial estimate of the ultimate losses incurred, the Member Balances are adjusted annually as more recent loss information becomes available.

Park District Risk Management Agency (PDRMA) Health Program

Since May 1, 2014, the District has been a member of the Park District Risk Management Agency (PDRMA) Health Program, a health insurance pool of park districts, special recreation associations, and public service organizations through which medical, vision, dental, life and prescription drug coverages are provided in excess of specified limits for the members, acting as a single insurable unit. The pool purchases excess insurance covering single claims over \$250,000. Until January 1, 2001 the PDRMA Health Program was a separate legal entity formerly known as the Illinois Park Employees Health Network (IPEHN).

Members can choose to provide any combination of coverages available to their employees and pay premiums accordingly.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 4 – OTHER INFORMATION – Continued

RISK MANAGEMENT – Continued

Park District Risk Management Agency (PDRMA) Health Program – Continued

As a member of the PDRMA Health Program, the District is represented on the Health Program Council as well as the Membership Assembly and is entitled to one vote on each. The relationship between the member agency and PDRMA Health Program is governed by a contract and by-laws that have been adopted by a resolution of each member's governing body. Members are contractually obligated to make all monthly payments to the PDRMA Health Program and to fund any deficit of the PDRMA Health Program upon dissolution of the pool. They will share in any surplus of the pool based on a decision by the Health Program Council.

The following represents a summary of PDRMA's Health Program balance sheet at December 31, 2020 and the statement of revenues and expenses for the period ending December 31, 2020.

Assets	\$29,550,609
Deferred Outflows of Resources - Pension	435,241
Liabilities	5,326,323
Deferred Inflows of Resources - Pension	342,350
Total Net Position	24,317,177
Operating Revenues	34,484,852
Nonoperating Revenues	1,999,072
Expenditures	32,395,210

A large percentage of PDRMA's liabilities are reserves for losses and loss adjustment expenses, which are based on an actuarial estimate of the ultimate losses incurred.

CONTINGENT LIABILITIES

Litigation

The District is not currently involved in any litigation.

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the District expects such amounts, if any, to be immaterial.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 4 – OTHER INFORMATION – Continued

CONTINGENT LIABILITIES – Continued

Financial Impact from COVID-19

In March 2020, the World Health Organization declared the COVID-19 virus a public health emergency. As of the date of this report, the extent of the impact of COVID-19 on the District's operations and financial position cannot be determined.

JOINT VENTURE

Western DuPage Special Recreation Association (WDSRA)

The District is a member of the Western DuPage Special Recreation Association (WDSRA), an association of nine other area park districts that provides recreational programs and other activities for handicapped and impaired individuals. Each member agency shares equally in WDSRA, and generally provides funding based on up to 0.0400 cents per \$100 of its equalized assessed valuation. The District contributed \$177,480 to WDSRA during the current fiscal year.

The District does not have a direct financial interest in WDSRA and, therefore, its investment therein is not reported within the financial statements. Upon dissolution of WDSRA, the assets, if any, shall be divided between the members, in accordance with equitable formula, as determined by a unanimous vote of WDSRA's Board of Directors. Complete separate financial statements for WDSRA can be obtained from WDSRA administrative offices at 116 Schmale Road, Carol Stream, Illinois.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN

Illinois Municipal Retirement Fund (IMRF)

The District contributes to the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for local governments and school districts in Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained online at www.imrf.org. The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

Plan Descriptions

Plan Administration. All hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

Benefits Provided. IMRF provides two tiers of pension benefits. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Descriptions – Continued

Plan Membership. As of December 31, 2020, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	19
Inactive Plan Members Entitled to but not yet Receiving Benefits	30
Active Plan Members	<u>18</u>
Total	<u><u>67</u></u>

Contributions. As set by statute, the District’s Regular Plan Members are required to contribute 4.50% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. For the year-ended April 30, 2021, the District’s contribution was 7.35% of covered payroll.

Net Pension (Asset). The District’s net pension (asset) was measured as of December 31, 2020. The total pension liability used to calculate the net pension (asset) was determined by an actuarial valuation as of that date.

Actuarial Assumptions. The total pension liability was determined by an actuarial valuation performed, as of December 31, 2020, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Fair Value
Actuarial Assumptions	
Interest Rate	7.25%
Salary Increases	2.85% to 13.75%
Cost of Living Adjustments	2.25%
Inflation	2.25%

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Plan Descriptions – Continued

Actuarial Assumptions – Continued. For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	28.00%	1.30%
Domestic Equities	37.00%	5.00%
International Equities	18.00%	6.00%
Real Estate	9.00%	6.20%
Blended	7.00%	2.85% - 6.95%
Cash and Cash Equivalents	1.00%	0.70%

Discount Rate

The discount rate used to measure the total pension liability was 7.25%, the same in the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that District contributions will be made at rates equal to the difference between the actuarially determined contribution rates and the member rate. Based on those assumptions, the Fund's fiduciary net position was projected to be available to make all project future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all period of projected benefit payments to determine the total pension liability.

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension (asset) to changes in the discount rate. The table below presents the net pension (asset) of the District calculated using the discount rate as well as what the District’s net pension (asset) would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
Net Pension (Asset)	\$ (160,489)	(909,269)	(1,490,078)

Changes in the Net Pension (Asset)

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension (Asset) (A) - (B)
Balances at December 31, 2019	\$ 6,445,726	6,771,981	(326,255)
Changes for the Year:			
Service Cost	101,224	-	101,224
Interest on the Total Pension Liability	457,808	-	457,808
Difference Between Expected and Actual Experience of the Total Pension Liability	44,945	-	44,945
Changes of Assumptions	(36,467)	-	(36,467)
Contributions - Employer	-	72,989	(72,989)
Contributions - Employees	-	42,991	(42,991)
Net Investment Income	-	984,068	(984,068)
Benefit Payments, Including Refunds of Employee Contributions	(363,486)	(363,486)	-
Other (Net Transfer)	-	50,476	(50,476)
Net Changes	204,024	787,038	(583,014)
Balances at December 31, 2020	6,649,750	7,559,019	(909,269)

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

EMPLOYEE RETIREMENT SYSTEM – DEFINED BENEFIT PENSION PLAN – Continued

Illinois Municipal Retirement Fund (IMRF) – Continued

Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

For the year ended April 30, 2021, the District recognized pension revenue of \$159,308. At April 30, 2021, the District reported deferred outflows or resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 29,984	(23,166)	6,818
Change in Assumptions	-	(24,328)	(24,328)
Net Difference Between Projected and Actual			
Earnings on Pension Plan Investments	-	(617,007)	(617,007)
Total Pension Expense to be			
Recognized in Future Periods	29,984	(664,501)	(634,517)
Pension Contributions Made Subsequent			
to the Measurement Date	17,199	-	17,199
Total Deferred Amounts Related to IMRF	<u>47,183</u>	<u>(664,501)</u>	<u>(617,318)</u>

\$17,199 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the reporting year ended April 30, 2022. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

Fiscal Year	Net Deferred (Inflows) of Resources
2022	\$ (204,555)
2023	(87,445)
2024	(242,467)
2025	(100,050)
2026	-
Thereafter	<u>-</u>
Total	<u>(634,517)</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS

General Information about the OPEB Plan

Plan Description. The District’s defined benefit OPEB plan, Retiree Benefits Plan (RBP), provides OPEB for all permanent full-time employees of the District. RBP is a single-employer defined benefit OPEB plan administered by the District. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the District Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

Benefits Provided. RBP provides healthcare, dental, and vision. Retirees pay the full premium. Coverage ends at age 65 for disabled employees or once eligible for Medicare.

Plan Membership. As of April 30, 2021, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	2
Inactive Plan Members Entitled to but not yet Receiving Benefits	-
Active Plan Members	<u>12</u>
Total	<u><u>14</u></u>

Total OPEB Liability

The District’s total OPEB liability was measured as of April 30, 2021, and was determined by an actuarial valuation as of that date.

Actuarial Assumptions and Other Inputs. The total OPEB liability in the April 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.25%
Salary Increases	2.50%
Discount Rate	2.27%
Healthcare Cost Trend Rates	The initial trend rate is based on the 2021 Segal Health Plan Cost Trend Survey. The grading period and ultimate trend rates selected fall within a generally accepted range.
Retirees' Share of Benefit-Related Costs	100% of Benefit-Related Costs

WEST CHICAGO PARK DISTRICT, ILLINOIS

Notes to the Financial Statements April 30, 2021

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

Total OPEB Liability – Continued

Actuarial Assumptions and Other Inputs – Continued. The discount rate was based on a combination of the expected long-term rate of return on the plan investments and the municipal bond rate.

Mortality rates were based on the RP-2014 with Blue Collar Adjustment and MP-2016 Improvement, weighted per IMRF Experience Study dated November 8, 2017.

Change in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance at April 30, 2020	\$ 131,634
Changes for the Year:	
Service Cost	18,623
Interest on the Total Pension Liability	3,175
Changes of Benefit Terms	-
Difference Between Expected and Actual Experience	15,538
Changes of Assumptions or Other Inputs	6,569
Benefit Payments	<u>(15,295)</u>
Net Changes	<u>28,610</u>
Balance at April 30, 2021	<u><u>160,244</u></u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The discount rate used to measure the total pension liability was 2.27%, while the prior valuation used 2.56%. The following presents the total OPEB liability, calculated using the discount rate, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher:

	1% Decrease (1.27%)	Current Discount Rate (2.27%)	1% Increase (3.27%)
Total OPEB Liability	\$ 174,328	160,244	148,889

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Notes to the Financial Statements
April 30, 2021**

NOTE 4 – OTHER INFORMATION – Continued

OTHER POST-EMPLOYMENT BENEFITS – Continued

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability, calculated using the Healthcare Trend Rates, as well as what the total OPEB liability would be if it were calculated using a Healthcare Trend Rate that is one percentage point lower or one percentage point higher:

	1% Decrease (Varies)	Healthcare Cost Trend Rates (Varies)	1% Increase (Varies)
Total OPEB Liability	\$ 148,665	160,244	174,353

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended April 30, 2021, the District recognized OPEB expense of \$43,905. Per GASB Statement No. 75, under the Alternative Measurement Method, changes in Total OPEB Liability are immediately recognized as expense, resulting in no deferred outflows of resources or deferred inflows of resources related to OPEB.

SUBSEQUENT EVENT

On September 22, 2021, the District issued General Obligation Limited Park Bonds of 2021A in the amount of \$1,830,000, bearing interest at 3.00% and maturing on December 15, 2036 and Taxable General Obligation Limited Park Bonds of 2021B in the amount of \$580,000, bearing interest at 0.40% - 0.50% and maturing on December 15, 2023.

REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule of Employer Contributions
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Net Pension Liability/(Asset)
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Total OPEB Liability
Retiree Benefit Plan
- Budgetary Comparison Schedules
General Fund
Recreation – Special Revenue Fund
Special Recreation – Special Revenue Fund

Notes to the Required Supplementary Information

Budgetary Information – Budgets are adopted on a basis consistent with generally accepted accounting principles.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Illinois Municipal Retirement Fund

Required Supplementary Information

Schedule of Employer Contributions

April 30, 2021

Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2016	\$ 171,843	\$ 171,843	\$ -	\$ 949,799	18.09%
2017	157,791	157,791	-	951,411	16.58%
2018	154,985	154,985	-	1,038,555	14.92%
2019	124,471	124,471	-	1,064,513	11.69%
2020	69,543	69,543	-	1,011,357	6.88%
2021	62,718	62,718	-	853,325	7.35%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	23 Years
Asset Valuation Method	5-Year Smoothed Fair Value
Inflation	2.50%
Salary Increases	3.35% - 14.25%
Investment Rate of Return	7.25%
Retirement Age	See the Notes to the Financial Statements
Mortality	IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015).

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

WEST CHICAGO PARK DISTRICT, ILLINOIS

Illinois Municipal Retirement Fund

Required Supplementary Information

Schedule of Changes in the Employer's Net Pension Liability/(Asset)

April 30, 2021

	<u>12/31/2015</u>
Total Pension Liability	
Service Cost	\$ 89,999
Interest	412,946
Differences Between Expected and Actual Experience	(241,683)
Change of Assumptions	6,212
Benefit Payments, Including Refunds of Member Contributions	<u>(284,042)</u>
Net Change in Total Pension Liability	(16,568)
Total Pension Liability - Beginning	<u>5,602,970</u>
Total Pension Liability - Ending	<u><u>5,586,402</u></u>
Plan Fiduciary Net Position	
Contributions - Employer	\$ 162,674
Contributions - Members	46,653
Net Investment Income	25,411
Benefit Payments, Including Refunds of Member Contributions	(284,042)
Other (Net Transfer)	<u>(41,301)</u>
Net Change in Plan Fiduciary Net Position	(90,605)
Plan Net Position - Beginning	<u>5,119,524</u>
Plan Net Position - Ending	<u><u>5,028,919</u></u>
Employer's Net Pension Liability/(Asset)	<u><u>\$ 557,483</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	90.02%
Covered Payroll	\$ 884,583
Employer's Net Pension Liability/(Asset) as a Percentage of Covered Payroll	63.02%

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

12/31/2016	12/31/2017	12/31/2018	12/31/2019	12/31/2020
97,893	96,163	101,362	116,329	101,224
412,646	428,758	433,244	447,441	457,808
(40,048)	3,842	20,286	(53,372)	44,945
(6,303)	(182,981)	169,516	-	(36,467)
(252,108)	(259,584)	(317,551)	(356,209)	(363,486)
212,080	86,198	406,857	154,189	204,024
5,586,402	5,798,482	5,884,680	6,291,537	6,445,726
5,798,482	5,884,680	6,291,537	6,445,726	6,649,750
164,209	148,787	154,014	65,174	72,989
54,763	44,996	46,337	46,479	42,991
350,277	948,115	(337,111)	1,129,581	984,068
(252,108)	(259,584)	(317,551)	(356,209)	(363,486)
38,498	(96,012)	156,026	14,381	50,476
355,639	786,302	(298,285)	899,406	787,038
5,028,919	5,384,558	6,170,860	5,872,575	6,771,981
5,384,558	6,170,860	5,872,575	6,771,981	7,559,019
413,924	(286,180)	418,962	(326,255)	(909,269)
92.86%	104.86%	93.34%	105.06%	113.67%
937,804	999,916	1,056,409	1,032,862	955,364
44.14%	(28.62%)	39.66%	(31.59%)	(95.18%)

WEST CHICAGO PARK DISTRICT, ILLINOIS

Retiree Benefit Plan

**Required Supplementary Information
Schedule of Changes in the Employer's Total OPEB Liability
April 30, 2021**

	4/30/2019	4/30/2020	4/30/2021
Total OPEB Liability			
Service Cost	\$ 17,459	18,154	18,623
Interest	5,766	4,739	3,175
Changes in Benefit Terms	-	-	-
Differences Between Expected and Actual Experience	-	-	15,538
Change of Assumptions or Other Inputs	1,066	7,287	6,569
Benefit Payments	(41,305)	(47,458)	(15,295)
Net Change in Total OPEB Liability	(17,014)	(17,278)	28,610
Total OPEB Liability - Beginning	165,926	148,912	131,634
Total OPEB Liability - Ending	148,912	131,634	160,244
Covered-Employee Payroll	\$ 1,064,513	946,102	868,004
Total OPEB Liability as a Percentage of Covered-Employee Payroll	13.99%	13.91%	18.46%

Notes:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

Changes of Assumptions. Changes in assumptions related to the discount rate were made in 2019 through 2021.

WEST CHICAGO PARK DISTRICT, ILLINOIS

General Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 1,115,349	1,115,349	1,114,266
Intergovernmental			
Replacement Taxes	90,000	90,000	162,519
Grants and Donations	-	-	22,209
Interest Income	7,500	7,500	2,712
Miscellaneous	6,500	6,500	10,809
Total Revenues	<u>1,219,349</u>	<u>1,219,349</u>	<u>1,312,515</u>
Expenditures			
Current			
Administration			
Salaries and Wages	243,278	243,278	304,715
Contractual Services	83,300	83,300	55,337
Supplies	7,800	7,800	2,695
Utilities	15,400	15,400	17,175
Insurance	70,800	70,800	54,782
Special Purpose	33,000	33,000	18,561
Parks and Recreation			
Salaries and Wages	204,379	204,379	201,710
Contractual Services	400,282	400,282	274,263
Supplies	119,102	119,102	83,978
Repairs and Maintenance	94,763	94,763	49,991
Capital Outlay	-	-	77,958
Debt Service			
Principal Retirement	-	-	12,951
Interest and Fiscal Charges	-	-	3,258
Total Expenditures	<u>1,272,104</u>	<u>1,272,104</u>	<u>1,157,374</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	(52,755)	(52,755)	155,141
Other Financing Sources (Uses)			
Debt Issuance	-	-	77,958
Transfers Out	-	-	(11,330)
	<u>-</u>	<u>-</u>	<u>66,628</u>
Net Change In Fund Balance	<u>(52,755)</u>	<u>(52,755)</u>	221,769
Fund Balance - Beginning			<u>692,322</u>
Fund Balance - Ending			<u>914,091</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Recreation - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 761,431	761,431	760,617
Intergovernmental			
Replacement Taxes	30,000	30,000	54,173
Charges for Services	888,763	888,763	251,523
Rentals	158,538	158,538	57,600
Grants and Donations	12,250	12,250	33,625
Interest Income	9,000	9,000	1,416
Miscellaneous	1,953	1,953	3,561
Total Revenues	<u>1,861,935</u>	<u>1,861,935</u>	<u>1,162,515</u>
Expenditures			
Current			
Administration			
Salaries and Wages	382,712	382,712	303,613
Contractual Services	114,068	114,068	51,043
Supplies	56,055	56,055	17,877
Utilities	20,500	20,500	17,261
Insurance	200,800	200,800	170,168
Repairs and Maintenance	21,420	21,420	24,532
Special Purpose	43,700	43,700	13,074
Miscellaneous	34,758	34,758	1,929
Parks and Recreation			
Salaries and Wages	384,958	384,958	152,713
Contractual Services	252,216	252,216	152,259
Supplies	66,675	66,675	31,556
Utilities	163,804	163,804	142,240
Repairs and Maintenance	33,551	33,551	59,746
Miscellaneous	17,171	17,171	401
Debt Service			
Principal Retirement	5,000	5,000	5,000
Total Expenditures	<u>1,797,388</u>	<u>1,797,388</u>	<u>1,143,412</u>
Net Change in Fund Balance	<u>64,547</u>	<u>64,547</u>	19,103
Fund Balance - Beginning			<u>90,898</u>
Fund Balance - Ending			<u><u>110,001</u></u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Special Recreation - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 365,930	365,930	365,521
Interest Income	-	-	422
Miscellaneous			
Reimbursed Expense - ADA	170,670	170,670	-
Total Revenues	<u>536,600</u>	<u>536,600</u>	<u>365,943</u>
Expenditures			
Special Recreation			
Salaries and Wages	19,938	19,938	19,938
Contractual Services	39,960	39,960	13,435
Supplies	19,162	19,162	30,043
Repairs and Maintenance	91,610	91,610	90,216
WDSRA Operations	365,930	365,930	177,480
Total Expenditures	<u>536,600</u>	<u>536,600</u>	<u>331,112</u>
Net Change in Fund Balance	<u>-</u>	<u>-</u>	34,831
Fund Balance - Beginning			<u>543,088</u>
Fund Balance - Ending			<u><u>577,919</u></u>

OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes financial statements and schedules not required by the GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such statements and schedules include:

- Budgetary Comparison Schedules – Major Governmental Funds
- Combining Statements – Nonmajor Governmental Funds
- Budgetary Comparison Schedules – Nonmajor Governmental Funds

INDIVIDUAL FUND DESCRIPTIONS

GENERAL FUND

The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

SPECIAL REVENUE FUNDS

The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than fiduciary funds or capital projects funds) that are legally restricted to expenditure for specified purposes.

Recreation Fund

The Recreation Fund is used to account for the operations of the recreation programs offered to residents. Financing is provided by a specific annual property tax levy to the extent user charges are not sufficient to provide such financing.

Special Recreation Fund

The Special Recreation Fund is used to account for the operations of the special recreation programs offered to residents. Financing is also provided by a specific annual property tax levy.

Lighting and Paving Fund

The Lighting and Paving Fund is used to account for revenues derived from a specific annual property tax levy and expenditures of these monies for paving and lighting improvements throughout the District.

Pension IMRF Fund

The Pension IMRF Fund is used to account for the District's participation in the Illinois Municipal Retirement Fund. Financing is provided by a specific annual property tax levy.

Pension FICA Fund

The Pension FICA Fund is used to account for the District's portion of Social Security and Medicare paid on behalf of its employees. Financing is provided by a specific annual property tax levy.

Liability Insurance Fund

The Liability Insurance Fund is used to account for the operations of the District's insurance and risk management activities. Financing is provided by a specific annual levy.

INDIVIDUAL FUND DESCRIPTIONS

SPECIAL REVENUE FUNDS – Continued

Audit Fund

The Audit Fund is used to account for the expenses related to the District's annual audit. Financing is provided by a specific annual tax levy.

DEBT SERVICE FUNDS

The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

2013 Rec Center Bonds Fund

The 2013 Rec Center Bonds Fund is used to account for property taxes and debt service payments on the District's bonds issued January 2013 to fund the construction of the recreation center.

Refunding Bonds Fund

The Refunding Bonds Fund is used to account for property taxes and debt service payments on the District's refunding bonds.

2020B GO Refunding Bonds Fund

The 2020B GO Refunding Bonds Fund is used to account for property taxes and debt service payments on the District's refunding bonds issued September 2020 to partially refund the debt outstanding on the 2012 GO Bonds and the 2013 GO Bonds.

2012 Rec Center Bonds Fund

The 2012 Rec Center Bonds Fund is used to account for property taxes and debt service payments on the District's bonds issued December 2012 to fund the construction of the recreation center.

2010 Limited Park Bonds Fund

The 2010 Limited Park Bonds Fund is used to account for property taxes and debt service payments on the District's bonds issued June 2010 to fund various capital improvements.

ARS Bonds Fund

The ARS Bonds Fund is used to account for property taxes and debt service payments on the District's bonds issued April 2017 to fund the construction of Zone 250 (Sports Performance Facility) and improvements to the Splash Park.

INDIVIDUAL FUND DESCRIPTIONS

DEBT SERVICE FUNDS – Continued

2015A GO Park Bonds Fund

The 2015A GO Park Bonds Fund is used to account for property taxes and debt service payments on the District's bonds issued February 2015 to fund the advance refunding of the 2009 GO Limited Park Bonds, current refunding of the 2014 Debt Certificates, financing of current capital projects, including but not limited to the construction and expansion of athletic fields, payment of capitalized interest and payment of certain costs related to the issuance of the bonds.

2015B GO Refunding Bonds Fund

The 2015B GO Refunding Bonds Fund is used to account for property taxes and debt service payments on the District's bonds issued February 2015 to fund the advance refunding of the 2009 GO Limited Park Bonds, current refunding of the 2014 Debt Certificates, financing of current capital projects, including but not limited to the construction and expansion of athletic fields, payment of capitalized interest and payment of certain costs related to the issuance of the bonds.

2020A GO Refunding Bonds Fund

The 2020A GO Refunding Bonds Fund is used to account for property taxes and debt service payments on the District's refunding bonds issued September 2020 to partially refund the debt outstanding on the 2012 GO Bonds.

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for all financial resources used for the acquisition or construction of major capital facilities, park development and improvement projects.

WEST CHICAGO PARK DISTRICT, ILLINOIS

2013 Rec Center Bonds - Debt Service Fund

Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 527,806	527,806	527,148
Interest Income	-	-	827
Total Revenues	527,806	527,806	527,975
Expenditures			
Debt Service			
Principal Retirement	290,000	290,000	290,000
Interest and Fiscal Charges	240,100	240,100	180,193
Total Expenditures	530,100	530,100	470,193
Excess (Deficiency) of Revenues Over (Under) Expenditures	(2,294)	(2,294)	57,782
Other Financing Sources (Uses)			
Debt Issuance	-	-	2,717,650
Premium on Debt Issuance	-	-	225,026
Payment to Escrow Agent	-	-	(2,972,804)
	-	-	(30,128)
Net Change in Fund Balance	(2,294)	(2,294)	27,654
Fund Balance - Beginning			149,640
Fund Balance - Ending			177,294

WEST CHICAGO PARK DISTRICT, ILLINOIS

Refunding Bonds - Debt Service Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 765,188	765,188	764,218
Interest Income	-	-	843
Total Revenues	<u>765,188</u>	<u>765,188</u>	<u>765,061</u>
Expenditures			
Debt Service			
Principal Retirement	720,600	720,600	720,600
Interest and Fiscal Charges	38,604	38,604	36,374
Total Expenditures	<u>759,204</u>	<u>759,204</u>	<u>756,974</u>
Net Change in Fund Balance	<u>5,984</u>	<u>5,984</u>	8,087
Fund Balance - Beginning			<u>39,623</u>
Fund Balance - Ending			<u>47,710</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Capital Projects Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Grants and Donations	\$ 4,000	4,000	3,026
Interest Income	2,500	2,500	500
Miscellaneous	-	-	12,655
Total Revenues	6,500	6,500	16,181
Expenditures			
Capital Outlay	190,000	190,000	186,419
Excess (Deficiency) of Revenues Over (Under) Expenditures	(183,500)	(183,500)	(170,238)
Other Financing Sources			
Debt Issuance	-	-	196
Transfer In	-	-	11,330
	-	-	11,526
Net Change in Fund Balance	(183,500)	(183,500)	(158,712)
Fund Balance - Beginning			258,180
Fund Balance - Ending			99,468

WEST CHICAGO PARK DISTRICT, ILLINOIS

Capital Projects Fund

**Schedule of Expenditures - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Expenditures			
Capital Outlay			
Maintenance			
Building Repairs and Maintenance	\$ 45,000	45,000	-
Acquisition			
Development Projects	130,000	130,000	129,892
Equipment	-	-	56,330
	<u>130,000</u>	<u>130,000</u>	<u>186,222</u>
Legal and Consulting Services			
Legal Consultants	-	-	197
Plan Consultants	15,000	15,000	-
	<u>15,000</u>	<u>15,000</u>	<u>197</u>
Total Expenditures	<u>190,000</u>	<u>190,000</u>	<u>186,419</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Nonmajor Governmental Funds

Combining Balance Sheet

April 30, 2021

	Special Revenue	Debt Service	Totals
ASSETS			
Cash and Investments	\$ 264,969	410,056	675,025
Receivables - Net of Allowances			
Taxes	231,707	206,208	437,915
Accounts	4,357	-	4,357
Prepays	-	435	435
Total Assets	501,033	616,699	1,117,732
LIABILITIES			
Accrued Payroll	5,025	-	5,025
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	231,707	206,208	437,915
Total Liabilities and Deferred Inflows of Resources	236,732	206,208	442,940
FUND BALANCES			
Nonspendable	-	435	435
Restricted	264,301	410,056	674,357
Total Fund Balances	264,301	410,491	674,792
Total Liabilities, Deferred Inflows of Resources and Fund Balances	501,033	616,699	1,117,732

WEST CHICAGO PARK DISTRICT, ILLINOIS

Nonmajor Governmental Funds

**Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Year Ended April 30, 2021**

	Special Revenue	Debt Service	Totals
Revenues			
Taxes	\$ 273,471	444,254	717,725
Interest Income	875	1,192	2,067
Total Revenues	<u>274,346</u>	<u>445,446</u>	<u>719,792</u>
Expenditures			
Current			
Parks and Recreation	220,474	-	220,474
Debt Service			
Principal Retirement	-	290,000	290,000
Interest and Fiscal Charges	-	939,706	939,706
Total Expenditures	<u>220,474</u>	<u>1,229,706</u>	<u>1,450,180</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>53,872</u>	<u>(784,260)</u>	<u>(730,388)</u>
Other Financing Sources (Uses)			
Debt Issuance	-	10,912,154	10,912,154
Premium on Debt Issuance	-	908,957	908,957
Payment to Escrow Agent	-	(11,126,756)	(11,126,756)
	<u>-</u>	<u>694,355</u>	<u>694,355</u>
Net Change in Fund Balances	53,872	(89,905)	(36,033)
Fund Balances - Beginning	<u>210,429</u>	<u>500,396</u>	<u>710,825</u>
Fund Balances - Ending	<u>264,301</u>	<u>410,491</u>	<u>674,792</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Nonmajor Governmental - Special Revenue Funds

Combining Balance Sheet

April 30, 2021

	<u>Lighting and Paving</u>
ASSETS	
Cash and Investments	\$ 5,052
Receivables - Net of Allowances	
Taxes	950
Accounts	<u>-</u>
Total Assets	<u><u>6,002</u></u>
LIABILITIES	
Accrued Payroll	-
DEFERRED INFLOWS OF RESOURCES	
Property Taxes	950
Total Liabilities and Deferred Inflows of Resources	<u>950</u>
FUND BALANCES	
Restricted	<u>5,052</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u><u>6,002</u></u>

Pension IMRF	Pension FICA	Liability Insurance	Audit	Totals
134,974	66,680	51,615	6,648	264,969
52,229	90,213	67,423	20,892	231,707
-	-	4,357	-	4,357
187,203	156,893	123,395	27,540	501,033
2,352	2,673	-	-	5,025
52,229	90,213	67,423	20,892	231,707
54,581	92,886	67,423	20,892	236,732
132,622	64,007	55,972	6,648	264,301
187,203	156,893	123,395	27,540	501,033

WEST CHICAGO PARK DISTRICT, ILLINOIS

Nonmajor Governmental - Special Revenue Funds

**Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Year Ended April 30, 2021**

	<u>Lighting and Paving</u>
Revenues	
Taxes	\$ 853
Interest Income	10
Total Revenues	<u>863</u>
Expenditures	
Current	
Parks and Recreation	<u>-</u>
Net Change in Fund Balances	863
Fund Balances - Beginning	<u>4,189</u>
Fund Balances - Ending	<u><u>5,052</u></u>

Pension IMRF	Pension FICA	Liability Insurance	Audit	Totals
75,779	106,272	75,689	14,878	273,471
435	185	207	38	875
76,214	106,457	75,896	14,916	274,346
62,718	75,892	64,914	16,950	220,474
13,496	30,565	10,982	(2,034)	53,872
119,126	33,442	44,990	8,682	210,429
132,622	64,007	55,972	6,648	264,301

WEST CHICAGO PARK DISTRICT, ILLINOIS

Lighting and Paving - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 924	924	853
Interest Income	-	-	10
Total Revenues	924	924	863
Expenditures			
Parks and Recreation			
Repair and Maintenance	500	500	-
Net Change in Fund Balance	424	424	863
Fund Balance - Beginning			4,189
Fund Balance - Ending			5,052

WEST CHICAGO PARK DISTRICT, ILLINOIS

Pension IMRF - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>
	<u>Original</u>	<u>Final</u>	
Revenues			
Taxes			
Property Taxes	\$ 75,773	75,773	75,779
Interest Income	-	-	435
Total Revenues	<u>75,773</u>	<u>75,773</u>	76,214
Expenditures			
Parks and Recreation			
IMRF Contribution	<u>97,000</u>	<u>97,000</u>	62,718
Net Change in Fund Balance	<u>(21,227)</u>	<u>(21,227)</u>	13,496
Fund Balance - Beginning			<u>119,126</u>
Fund Balance - Ending			<u>132,622</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Pension FICA - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 106,268	106,268	106,272
Interest Income	-	-	185
Total Revenues	106,268	106,268	106,457
Expenditures			
Parks and Recreation			
FICA Contribution	111,500	111,500	75,892
Net Change in Fund Balance	<u>(5,232)</u>	<u>(5,232)</u>	30,565
Fund Balance - Beginning			<u>33,442</u>
Fund Balance - Ending			<u><u>64,007</u></u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Liability Insurance - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 75,773	75,773	75,689
Interest Income	-	-	207
Total Revenues	<u>75,773</u>	<u>75,773</u>	75,896
Expenditures			
Parks and Recreation			
Insurance	<u>91,000</u>	<u>91,000</u>	64,914
Net Change in Fund Balance	<u>(15,227)</u>	<u>(15,227)</u>	10,982
Fund Balance - Beginning			<u>44,990</u>
Fund Balance - Ending			<u>55,972</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Audit - Special Revenue Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 14,785	14,785	14,878
Interest Income	-	-	38
Total Revenues	14,785	14,785	14,916
Expenditures			
Parks and Recreation			
Audit	17,500	17,500	16,950
Net Change in Fund Balance	<u>(2,715)</u>	<u>(2,715)</u>	(2,034)
Fund Balance - Beginning			<u>8,682</u>
Fund Balance - Ending			<u><u>6,648</u></u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Nonmajor Governmental - Debt Service Funds

Combining Balance Sheet

April 30, 2021

	2012 Rec Center Bonds	2010 Limited Park Bonds	ARS Bonds
ASSETS			
Cash and Investments	\$ 143,263	19,311	92,922
Receivables - Net of Allowances			
Taxes	-	40,036	-
Prepays	-	-	435
	<hr/>		
Total Assets	143,263	59,347	93,357
	<hr/> <hr/>		
DEFERRED INFLOWS OF RESOURCES			
Property Taxes	-	40,036	-
	<hr/>		
FUND BALANCES			
Nonspendable	-	-	435
Restricted	143,263	19,311	92,922
	<hr/>		
Total Fund Balances	143,263	19,311	93,357
	<hr/>		
Total Deferred Inflows of Resources and Fund Balances	143,263	59,347	93,357
	<hr/> <hr/>		

2015A GO Park Bonds	2015B GO Refunding Bonds	2020A GO Refunding Bonds	Totals
98,966	55,415	179	410,056
-	-	166,172	206,208
-	-	-	435
98,966	55,415	166,351	616,699
-	-	166,172	206,208
-	-	-	435
98,966	55,415	179	410,056
98,966	55,415	179	410,491
98,966	55,415	166,351	616,699

WEST CHICAGO PARK DISTRICT, ILLINOIS

Nonmajor Governmental - Debt Service Funds

**Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Year Ended April 30, 2021**

	2012 Rec Center Bonds	2010 Limited Park Bonds	ARS Bonds
Revenues			
Taxes	\$ 402,339	41,624	112
Interest Income	527	69	177
Total Revenues	<u>402,866</u>	<u>41,693</u>	<u>289</u>
Expenditures			
Debt Service			
Principal Retirement	-	20,000	-
Interest and Fiscal Charges	440,752	22,325	142,365
Total Expenditures	<u>440,752</u>	<u>42,325</u>	<u>142,365</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(37,886)</u>	<u>(632)</u>	<u>(142,076)</u>
Other Financing Sources (Uses)			
Debt Issuance	10,172,350	-	141,890
Premium on Debt Issuance	908,957	-	-
Payment to Escrow Agent	(11,126,756)	-	-
	<u>(45,449)</u>	<u>-</u>	<u>141,890</u>
Net Change in Fund Balances	(83,335)	(632)	(186)
Fund Balances - Beginning	<u>226,598</u>	<u>19,943</u>	<u>93,543</u>
Fund Balances - Ending	<u><u>143,263</u></u>	<u><u>19,311</u></u>	<u><u>93,357</u></u>

2015A GO Park Bonds	2015B GO Refunding Bonds	2020A GO Refunding Bonds	Totals
-	-	179	444,254
172	247	-	1,192
172	247	179	445,446
-	270,000	-	290,000
204,290	129,974	-	939,706
204,290	399,974	-	1,229,706
(204,118)	(399,727)	179	(784,260)
203,815	394,099	-	10,912,154
-	-	-	908,957
-	-	-	(11,126,756)
203,815	394,099	-	694,355
(303)	(5,628)	179	(89,905)
99,269	61,043	-	500,396
98,966	55,415	179	410,491

WEST CHICAGO PARK DISTRICT, ILLINOIS

2012 Rec Center Bonds - Debt Service Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 402,729	402,729	402,339
Interest Income	-	-	527
Total Revenues	402,729	402,729	402,866
Expenditures			
Debt Service			
Interest and Fiscal Charges	399,125	399,125	440,752
Excess (Deficiency) of Revenues Over (Under) Expenditures	3,604	3,604	(37,886)
Other Financing Sources (Uses)			
Debt Issuance	-	-	10,172,350
Premium on Debt Issuance	-	-	908,957
Payment to Escrow Agent	-	-	(11,126,756)
	-	-	(45,449)
Net Change in Fund Balance	3,604	3,604	(83,335)
Fund Balance - Beginning			226,598
Fund Balance - Ending			143,263

WEST CHICAGO PARK DISTRICT, ILLINOIS

2010 Limited Park Bonds - Debt Service Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ 41,522	41,522	41,624
Interest Income	-	-	69
Total Revenues	<u>41,522</u>	<u>41,522</u>	<u>41,693</u>
Expenditures			
Debt Service			
Principal Retirement	20,000	20,000	20,000
Interest and Fiscal Charges	21,825	21,825	22,325
Total Expenditures	<u>41,825</u>	<u>41,825</u>	<u>42,325</u>
Net Change in Fund Balance	<u>(303)</u>	<u>(303)</u>	(632)
Fund Balance - Beginning			<u>19,943</u>
Fund Balance - Ending			<u>19,311</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

ARS Bonds - Debt Service Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Taxes			
Property Taxes	\$ -	-	112
Interest Income	-	-	177
Total Revenues	-	-	289
Expenditures			
Debt Service			
Interest and Fiscal Charges	147,250	147,250	142,365
Excess (Deficiency) of Revenues Over (Under) Expenditures	(147,250)	(147,250)	(142,076)
Other Financing Sources			
Debt Issuance	147,000	147,000	141,890
Net Change in Fund Balance	<u>(250)</u>	<u>(250)</u>	(186)
Fund Balance - Beginning			<u>93,543</u>
Fund Balance - Ending			<u>93,357</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

2015A GO Park Bonds - Debt Service Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Interest Income	\$ -	-	172
Expenditures			
Debt Service			
Interest and Fiscal Charges	211,825	211,825	204,290
Excess (Deficiency) of Revenues Over (Under) Expenditures	(211,825)	(211,825)	(204,118)
Other Financing Sources			
Debt Issuance	211,575	211,575	203,815
Net Change in Fund Balance	<u>(250)</u>	<u>(250)</u>	(303)
Fund Balance - Beginning			<u>99,269</u>
Fund Balance - Ending			<u>98,966</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

2015B GO Refunding Bonds - Debt Service Fund

**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the Fiscal Year Ended April 30, 2021**

	Budgeted Amounts		Actual Amounts
	Original	Final	
Revenues			
Interest Income	\$ -	-	247
Expenditures			
Debt Service			
Principal Retirement	270,000	270,000	270,000
Interest and Fiscal Charges	142,100	142,100	129,974
Total Expenditures	412,100	412,100	399,974
Excess (Deficiency) of Revenues Over (Under) Expenditures	(412,100)	(412,100)	(399,727)
Other Financing Sources			
Debt Issuance	406,450	406,450	394,099
Net Change in Fund Balance	<u>(5,650)</u>	<u>(5,650)</u>	(5,628)
Fund Balance - Beginning			<u>61,043</u>
Fund Balance - Ending			<u>55,415</u>

SUPPLEMENTAL SCHEDULES

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

General Obligation Limited Tax Park Bonds of 2010

April 30, 2021

Date of Issue	June 22, 2010
Date of Maturity	December 1, 2027
Authorized Issue	\$475,000
Interest Rates	5.00% to 5.25%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	BNY Mellon

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ 20,000	20,575	40,575
2023	20,000	19,575	39,575
2024	25,000	18,575	43,575
2025	25,000	17,325	42,325
2026	25,000	16,013	41,013
2027	30,000	14,700	44,700
2028	250,000	13,125	263,125
	<u>395,000</u>	<u>119,888</u>	<u>514,888</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

General Obligation Park Bonds of 2015A

April 30, 2021

Date of Issue	February 26, 2015
Date of Maturity	December 1, 2036
Authorized Issue	\$4,420,000
Interest Rates	3.75% to 5.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ -	201,075	201,075
2023	-	201,075	201,075
2024	-	201,075	201,075
2025	-	201,075	201,075
2026	-	201,075	201,075
2027	-	201,075	201,075
2028	-	201,075	201,075
2029	210,000	201,075	411,075
2030	450,000	193,200	643,200
2031	470,000	170,700	640,700
2032	495,000	147,200	642,200
2033	520,000	122,450	642,450
2034	545,000	96,450	641,450
2035	575,000	69,200	644,200
2036	595,000	46,200	641,200
2037	560,000	22,400	582,400
	<u>4,420,000</u>	<u>2,476,400</u>	<u>6,896,400</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

**Taxable General Obligation Refunding Bonds (Alternate Revenue Source) of 2015B
April 30, 2021**

Date of Issue	February 26, 2015
Date of Maturity	December 1, 2028
Authorized Issue	\$3,310,000
Interest Rates	2.10% to 5.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		
	Principal	Interest	Totals
2022	\$ 280,000	113,550	393,550
2023	290,000	100,250	390,250
2024	305,000	85,750	390,750
2025	320,000	70,500	390,500
2026	335,000	54,500	389,500
2027	145,000	37,750	182,750
2028	400,000	30,500	430,500
2029	210,000	10,500	220,500
	<u>2,285,000</u>	<u>503,300</u>	<u>2,788,300</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

General Obligation Park Bonds of 2017

April 30, 2021

Date of Issue	April 26, 2017
Date of Maturity	December 1, 2041
Authorized Issue	\$2,800,000
Interest Rate	5.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		
	Principal	Interest	Totals
2022	\$ -	140,000	140,000
2023	-	140,000	140,000
2024	-	140,000	140,000
2025	-	140,000	140,000
2026	-	140,000	140,000
2027	-	140,000	140,000
2028	-	140,000	140,000
2029	-	140,000	140,000
2030	-	140,000	140,000
2031	-	140,000	140,000
2032	-	140,000	140,000
2033	-	140,000	140,000
2034	-	140,000	140,000
2035	-	140,000	140,000
2036	-	140,000	140,000
2037	25,000	140,000	165,000
2038	605,000	138,750	743,750
2039	635,000	108,500	743,500
2040	670,000	76,750	746,750
2041	700,000	43,250	743,250
2042	165,000	8,250	173,250
	<u>2,800,000</u>	<u>2,615,500</u>	<u>5,415,500</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

**General Obligation Limited Park Bonds of 2019
April 30, 2021**

Date of Issue	November 26, 2019
Date of Maturity	November 15, 2021
Authorized Issue	\$1,005,005
Interest Rates	2.15% to 2.30%
Interest Date	November 15
Principal Maturity Date	November 15
Payable at	Stifel Public Finance

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ 664,405	15,281	679,686

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

General Obligation Refunding Bonds of 2020A

April 30, 2021

Date of Issue	September 30, 2020
Date of Maturity	December 1, 2037
Authorized Issue	\$5,545,000
Interest Rate	3.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ -	194,537	194,537
2023	-	166,350	166,350
2024	-	166,350	166,350
2025	-	166,350	166,350
2026	-	166,350	166,350
2027	-	166,350	166,350
2028	-	166,350	166,350
2029	-	166,350	166,350
2030	405,000	166,350	571,350
2031	-	154,200	154,200
2032	-	154,200	154,200
2033	250,000	154,200	404,200
2034	-	146,700	146,700
2035	1,115,000	146,700	1,261,700
2036	1,195,000	113,250	1,308,250
2037	1,270,000	77,400	1,347,400
2038	1,310,000	39,300	1,349,300
	<u>5,545,000</u>	<u>2,511,287</u>	<u>8,056,287</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

General Obligation Refunding Bonds of 2020B

April 30, 2021

Date of Issue	September 30, 2020
Date of Maturity	December 1, 2033
Authorized Issue	\$7,345,000
Interest Rates	2.00% to 3.00%
Interest Dates	June 1 and December 1
Principal Maturity Date	December 1
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ 380,000	247,104	627,104
2023	410,000	199,900	609,900
2024	445,000	187,600	632,600
2025	485,000	174,250	659,250
2026	520,000	159,700	679,700
2027	565,000	144,100	709,100
2028	605,000	127,150	732,150
2029	645,000	109,000	754,000
2030	280,000	89,650	369,650
2031	735,000	81,250	816,250
2032	785,000	59,200	844,200
2033	585,000	35,650	620,650
2034	905,000	18,100	923,100
	<u>7,345,000</u>	<u>1,632,654</u>	<u>8,977,654</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

**General Obligation Limited TaxPark Bonds of 2020C
April 30, 2021**

Date of Issue	September 30, 2020
Date of Maturity	December 15, 2022
Authorized Issue	\$170,000
Interest Rate	3.00%
Interest Date	December 15
Principal Maturity Date	December 15
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		
	Principal	Interest	Totals
2022	\$ -	6,162	6,162
2023	170,000	5,100	175,100
	<u>170,000</u>	<u>11,262</u>	<u>181,262</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

**General Obligation Limited Tax Park Bonds of 2020D
April 30, 2021**

Date of Issue	September 30, 2020
Date of Maturity	December 15, 2022
Authorized Issue	\$570,000
Interest Rates	0.90 % to 1.00%
Interest Dates	June 15 and December 15
Principal Maturity Date	December 15
Payable at	Amalgamated Bank of Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ 80,000	6,791	86,791
2023	490,000	4,900	494,900
	<u>570,000</u>	<u>11,691</u>	<u>581,691</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

Installment Contract of 2014

April 30, 2021

Date of Issue	March 4, 2014
Date of Maturity	May 31, 2025
Authorized Issue	\$40,000
Interest Rate	4.00%
Interest Date	May 31
Principal Maturity Date	May 31
Payable at	City of West Chicago

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		Totals
	Principal	Interest	
2022	\$ 5,000	890	5,890
2023	5,000	726	5,726
2024	5,000	555	5,555
2025	5,000	377	5,377
2026	5,000	193	5,193
	<u>25,000</u>	<u>2,741</u>	<u>27,741</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

Long-Term Debt Requirements

Installment Contract of 2020

April 30, 2021

Date of Issue	May 14, 2020
Date of Maturity	May 1, 2025
Authorized Issue	\$77,958
Interest Rate	5.14%
Interest Dates	Monthly
Principal Maturity Dates	Monthly
Payable at	PNC Equipment Finance

CURRENT AND LONG-TERM PRINCIPAL AND INTEREST REQUIREMENTS

Fiscal Year	Requirements		
	Principal	Interest	Totals
2022	\$ 14,685	3,003	17,688
2023	15,457	2,231	17,688
2024	16,270	1,418	17,688
2025	17,127	561	17,688
2026	1,468	6	1,474
	<u>65,007</u>	<u>7,219</u>	<u>72,226</u>

WEST CHICAGO PARK DISTRICT, ILLINOIS

**Assessed Valuation, Tax Rates and Tax Extensions - Last Two Tax Levy Years
April 30, 2021**

	Tax Levy Years	
	2020	2019
Assessed Valuation	\$ 961,149,510	924,066,712
Tax Rates		
General	0.1139	0.1336
Recreation	0.0911	0.0863
Special Recreation	0.0399	0.0396
Lighting and Paving	0.0001	0.0003
Pension	0.0150	0.0252
Liability Insurance	0.0071	0.0082
Audit	0.0022	0.0220
Bond and Interest	0.1646	0.1880
Total Tax Rates	0.4339	0.5032
Tax Extensions		
General	\$ 1,094,749	1,222,000
Recreation	875,607	789,000
Special Recreation	383,499	362,000
Lighting and Paving	961	2,000
Pension	144,173	230,000
Liability Insurance	68,242	75,000
Audit	21,145	20,000
Bond and Interest	1,582,052	1,718,504
Total Tax Extensions	4,170,428	4,418,504

WEST CHICAGO PARK DISTRICT

Section 1: Employment Policies and Procedures

1.8 Classification, Definitions, and Status of Employees

Employee Classification.....	1	Executive Director.....	3
Full-time Employees.....	1	Superintendents	3
Introductory Employees.....	2	Managers/Coordinators/Supervisors	
Part-Time Employees.....	2	Foremans/ Parks Specialists II	3
Short-term or Seasonal Employees.....	3	Parks Specialists I & II	3
Full-Time Staff Designations.....	3	Employee Classification Review	4

Employee Classification

Full-time Employees

Employees who are designated as full-time by the Director or the Board of Park Commissioners and who have completed their Probationary Period. Full-time employees are generally scheduled to work at least 1,560 hours per calendar year for four consecutive calendar quarters during a calendar year. Full-time employees may be required to work additional hours as necessary to complete all assigned tasks and as needed during busy periods. Short-term, seasonal and part-time employees are excluded from the full-time employee classification regardless of the number of hours worked.

- *Exempt* employees are classified as such if their job duties are exempt from the overtime and compensatory provisions of the Federal and State Wage and Hour Laws. Exempt employees are not eligible for overtime pay. Their salaries are calculated on a weekly basis.
- *Non-Exempt* employees receive overtime pay or compensatory time in accordance with our overtime and compensatory time policies. Their salaries are calculated on an hourly basis. Non-exempt employees must utilize a time clock and/or time sheets to document hours worked.

Introductory Employees

During the first six months of employment with the West Chicago Park District (the "Probation Period"), all employees are classified as Probationary Employees for purposes of orientation, evaluation, and training, if any. Probationary Employees will also include employees who have previously served with the Park District and are beginning a new position.

During their Probation Period, newly hired employees will be paid for holidays recognized by the Park District that are applicable to their employment classification. They will not be entitled to utilize other time off such as vacation, personal, and sick time, although they will accumulate them during this probationary period. Other employee benefits such as insurance will be applicable as required or mandated by the Park District's agreement with the group insurance providers or by Park District policy. Transferred or promoted employees will continue the same benefits, if any, they had previously unless the employee's new position provides for different or no benefits in which case the employee will receive the benefits provided by the new position, if any, at the completion of the Introductory Period.

Part-Time Employees

Employees who are designated as part-time by the Director or the Board of Park Commissioners and who have completed their Introductory Period are classified under one of the following three categories depending on work schedule:

- *Classification I:* -Part-time employees generally scheduled to work a minimum of 1,200 hours continually thru the calendar year. Classification I part-time employees generally have advanced skills essential to the operation of the park district.
- *Classification II:* Part-time employees generally scheduled to work at least 750 hours but less than 1,200 hours continually thru the calendar year.
- *Classification III:* Part-time employees generally scheduled to work less than 750 hours continually thru the calendar year.

Part-time employees are classified as exempt or non-exempt and may be required to work more than their generally scheduled hours during busy periods. The number of hours that a part-time employee actually works will not change the employee's status or classification as a part-time employee. Unless specifically stated otherwise in writing by the Director or the Board or Park Commissioners, part-time Classification II and Classification III employees are ineligible to receive benefits. Short-term and seasonal employees are excluded from the part-time employees classification regardless of the number of hours worked.

Short-term or Seasonal Employees

Employees who are designated as short-term or seasonal by the Director or the Board or Park Commissioners. Short-term or seasonal employees are employed for a specific function or project, part-time or full-time, and for a temporary and limited period of time generally less than three quarters during a calendar year. A short-term or seasonal employee in a non-exempt position is paid by the hour, while a short-term employee in an exempt position is paid according to the terms of hire for that individual. However, any short-term employee who may work during three quarters or more of a calendar year shall not be considered a full-time or permanent part-time employee unless so designated in writing by the Director or the Board. The Park District does not guarantee that short-term employees will be rehired in a subsequent season or if rehired, for the same position. Short-term or seasonal employees are ineligible to receive benefits.

Full-Time Staff Designations

Executive Director

Exempt employee who oversees all of the facilities, daily operations and departments of the West Chicago Park District; reports directly to Board of Commissioners.

Superintendents

Exempt employees with advanced skill level, responsibility and experience. Direct and are in charge of a particular department within the West Chicago Park District's organizational structure; employees at this level are part of the management team; report to Executive Director.

Managers/Coordinators Supervisors/Foremans/ Parks Specialists II

Exempt employees who have high levels of skill and responsibility ~~manage~~ and are able to have supervisory responsibility over employees within a department of the West Chicago Park District. Employees at this level are expected to participate in budget preparation and maintenance.

Parks Specialists I & II

Non-Exempt employees who are responsible for the maintenance of the grounds, turf, athletic fields and facilities of the West Chicago Park District. **Parks Specialist II is also expected to oversee work crews which may consist of park district employees and outside agency staff.**

Employee Classification Review

You may at any time submit a written request to your immediate supervisor for a review of the classification or status of your position. Your request must state your reasons justifying a review. Your immediate supervisor will make an investigation of the position with a view towards determining its correct classification and will report his findings in writing to the appropriate department head. Requests that receive department head approval will be forwarded to the Director. The determination of the Director will be in writing and will be final. If the department head does not approve a request, such decision shall be final.

3.3 Personal Days

Full-time employees are granted three (3) paid personal days per calendar year. Permanent Part-Time Classification I employees are granted one and a half (1.5) paid personal day per calendar year. Personal days will be issued on the first of January. A new Full-Time or Permanent Part-Time Classification I employee will only be issued personal days for the current calendar year if qualifying employment begins on or before June 30th. Except for emergencies, personal days must be requested at least fourteen (14) days in advance of the desired date and are subject to the approval of your coordinator or superintendent. Personal days are granted to employees to allow paid time off for personal reasons of any nature, including holidays not recognized by the Park District.

Personal days are not cumulative and must be taken during the year granted or they will be forfeited without compensation. Personal days earned but not yet used will not be paid to an employee upon separation.

The district embraces inclusiveness as one of our core values. Some staff may wish to celebrate and be off work for other holidays that align with their personal, cultural, religious beliefs or for other reasons. Full-Time and Part-Time Classification I staff is reminded to consider using their personal paid leave for this purpose.

WEST CHICAGO PARK DISTRICT

Section 4: Employee Benefits

4.14 Staff Service Awards Program

The West Chicago Park District wishes to honor and recognize the contributions employees make to the Park District and has designed a system to recognize employee loyalty, longevity, and dedication. This program is not intended to replace informal and spontaneous recognition or praise of staff achievements and work performance, as a job well done is always valued by the Park District.

Beginning January 1, 2020, employees may be eligible for the following awards, based on their years of continuous service and employment classification. Service awards may be subject to applicable federal, state, and local taxes and deductions, based on the current laws at the time of distribution. Service awards will be monitored by Human Resources, processed through the Finance Department, and distributed by the Leadership Team, normally in the month following the earning of the award. The Service Award program may be modified or cancelled at any time; individual service awards may vary depending on the current program in place at the time of the award.

An employee receiving an individual service award may be invited to attend the next Board of Commissioners regularly scheduled meeting, as outlined below. Attendance by employee is optional and will not affect the award.

All Service Awards are based on the following criteria:

- The employee must be an active, current employee in good standing at the time of award earning and distribution; an employee who has resigned or been terminated will not be eligible to earn or receive a service award.
- The Service Award is based on continuous service to the Park District; lapse of employment will not count towards service credit.
- Periods of unpaid leave unrelated to FMLA leave, will not count toward service credit accrual.
- Periods of disciplinary probation will not count towards service credit accrual.
- Current employee classification level at time of award will dictate the level of award, regardless of prior classification.
- All staff are invited to attend any planned holiday or staff recognition celebration for their employee classification, regardless of length of employment.

		Year	Year	Year	Year	Year	Year	Year	Year
		1	5	10	15	20	25	30	35
<i>Full-Time</i>	Monetary Award	\$50.00	\$250.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00
	Board Meeting Invitation		X	X	X	X	X	X	X
	Annual Holiday Party	X	X	X	X	X	X	X	X
<i>Part-Time I</i>	Monetary Award	\$25.00	\$100.00	\$150.00	\$150.00	\$250.00	\$250.00	\$250.00	\$375.00
	Board Meeting Invitation		X	X	X	X	X	X	X
	Annual Holiday or Staff Appreciation Party	X	X	X	X	X	X	X	X
<i>Part-Time II</i>	Monetary Award			\$25.00	\$50.00	\$75.00	\$100.00	\$125.00	\$150.00
	Board Meeting Invitation			X	X	X	X	X	X
	Annual Holiday or Staff Appreciation Party	X	X	X	X	X	X	X	X
<i>Part-Time III</i>	Annual Staff Appreciation Party	X	X	X	X	X	X	X	X
<i>Seasonal</i>	End of Season Staff Appreciation Party	X	X	X	X	X	X	X	X

5.1 Use of Recreational Facilities

Introduction..... 1
Recreation Rental/Programs/Memberships1
Procedures 2
Chart.....3-4

Introduction

Employees are encouraged to lead healthy, active lifestyles and are therefore encouraged to participate in park district programs, activities, and events. As such, the park district offers certain incentives to employees, and at times families, to support participation. The following sections will outline the administration of the employee incentive program.

Recreation Rentals, Programs and Memberships

Full-time employees and immediate family members (defined as spouse and dependent children living at home) of full-time and Classification I employees and Classification II, III and seasonal part-time employees will be allowed to **obtain rental discounts**, enroll in recreation programs or memberships at a reduced rate or no charge subject to the following conditions:

1. Employees or immediate family members are not eligible to register for any resident lottery for recreation programs without complying with all requirements, regulations, rules and fees.
2. The employee or immediate family member pays the Park District for any out-of-pocket expense in connection with attendance in the program or lesson. Specifically, the following direct costs will be paid in full by the employee and/or family, regardless of classification: Ticket/Admission fees and Costume/Uniform fees.
3. ~~In the case of employees,~~ **Employee** participation in any recreational activity ~~does~~ **must** not conflict with normal working hours. **Any change**

- in normal working hours to accommodate requested recreational activity must be approved by immediate supervisor prior to registration.
4. An employee instructing a program may enroll their child, in that program only, at the fee outlined below, if the child is the appropriate age. They must still pay for any supply costs (dance costume, etc.). However, if having the child in the class inhibits the employee from instructing appropriately, they may be asked to no longer have the child participate.
 5. Discounts may not be combined for a greater discount or combined with any other offers, as only the highest discount will apply.
 6. Employees may not receive benefit discounts on Park District promotions without the approval of the Executive Director or Superintendent.
 7. An employee must be in an active status at the time of the discount which means they must have worked within the last six months to realize the discount.
 8. Memberships, rentals, and discounts cannot be transferred to another person.
 9. Employee must make the rental reservation and be present for the entire duration of the event.
 10. Employee payment due for rental, membership or program must be paid in full no later than the start of the program, rental or membership.

Procedures

Classification I, II, III and seasonal employees must register for any rental, program and/or membership at the ARC front desk with their supervisor. Discounts are applied, according to job classification, at the time of registration. See the attached chart for appropriate discount.

All complimentary passes and discounts given to an employee and/or the employee's immediate family in accordance with this section shall expire immediately upon termination of employment with the Park District. All such complimentary passes and discounts cannot be transferred or given to persons other than the employee or members of the employee's immediate family as defined in this section without prior approval of the Director.

The Recreation Superintendent has the ability to clarify and/or modify discount rates if a new product or service has been developed that does not specifically qualify within the prescribed chart.

According to the Internal Revenue Service Code (Section 61), fringe benefits that are taxable must be included in an employee's wages on Forms W-2 and are subject to federal, state and local taxes. Items marked with an * on the accompanying chart are considered taxable fringe benefits. The fair market value of said items, less any amounts the employee has paid for the benefit, will be included as non-cash earnings in said employee's W-2.

~~Instructors may teach their own children in the courses they teach; however, the child must pay for the course according to the fees outlined above.~~

Employees may place their children in the Treehouse during their work schedule, according to Treehouse rules and payment outlined above; when at all possible, another emergency contact number should be provided.

WEST CHICAGO PARK DISTRICT EMPLOYEE DISCOUNT PROGRAM

BENEFIT	Full-Time Staff	PT Classification I Minimum or 1,200 hrs. per calendar year	PT Classification II Between 750-1,200 hrs. per calendar year	PT Classification III & Seasonal Less than 750 hrs. per calendar year
Non-Resident Employees Allowed to Register at Resident Rates	Yes	Yes	Yes	Yes
ARC Center Fitness Membership	Employee & Family Free	Employee Free; Family pays 50%	Employee Free	Employee Free
Turtle Splash Water Park Season Pool Pass	Employee & Family Free	Employee Free; Family pays 50%	Employee Free	Employee Free
Recreation Programs & Events	Employee Free; Family pays 50%*	Employee Free; Family pays 50%*	Resident Rate for Employee	Resident Rate for Employee
Contractual Programs & Events <small>(WCPD pays another entity for the registration)</small>	Employee & Family pays contract cost*	Employee & Family pays contract cost*	Resident Rate for Employee	Resident Rate for Employee
Fitness Programs	Employee Free; Family pays 50% of member rate*	Employee Free; Family pays 50% of member rate*	Member Rate for Employee	Member Rate for Employee
Private Lessons & Personal Training	Employee & Family Pay 75%*	Employee & Family Pay 75%*	Resident Rate for Employee	Resident Rate for Employee
Facility Rentals & Parties <small>(Meeting rooms, Treehouse, Gym, Pool, Field, Pavilion, and birthday parties)</small>	Employee pays 50% Res*	Employee pays 50% Res*	Employee pays 75% Res*	Resident Rate for Employee Employee pays Res Rate
Limit 2 dates per calendar year; Food added at cost				
Treehouse Membership	Employee pays 50% per family member Employee Rate: \$15/month			

As defined by personnel policy, immediate family includes spouse and dependent children living at home.

Section 5: Park District Property & Facilities

The following ~~Direct Costs~~ will be paid in full by the employee and/or family, regardless of classification:
~~Ticket/Admission Fees and Costume/Uniform Fees~~

~~Facility Rentals: Employee must make the reservation and be present for the entire event~~

BENEFIT	Full-Time Staff		PT Classification I Minimum or 1,200 hrs. per calendar year		PT Classification II Between 750-1,200 hrs. per calendar year	PT Classification III & Seasonal Less than 750 hrs. per calendar year
	Employee	Family	Employee	Family	Employee	Employee
Register at Resident Rates	✓	✓	✓	✓	✓	✓
ARC Center Fitness Center Employee Membership	✓	✓	✓	Pays 50%	✓	✓
Turtle Splash Water Park Season Pass	✓	✓	✓	Pays 50%	✓	✓
Recreation Programs & Events	✓	Pays 50%	✓	Pays 50%	Resident Rate	Resident Rate
Contractual Programs & Events (WCPD pays another entity for the registration)	Pays contractual cost/ direct fee	Pays contractual cost/ direct fee	Pays contractual cost/ direct fee	Pays contractual cost/ direct fee	Resident Rate	Resident Rate
Fitness Programs Classes	✓	Pays 50% of member rate	✓	Pays 50% of member rate	Member Rate	Member Rate
Private Lessons & Personal Training	Pays 75%	Pays 75%	Pays 75%	Pays 75%	Resident Rate	Resident Rate
Facility Rentals & Parties (Meeting Event rooms, Treehouse, Gym, Pool, Field, Pavilion, and birthday parties)	Pays 50%	×	Pays 50%	×	Pays 75%	Resident Rate
	Limit 2 dates per calendar year; Food added at cost					
Treehouse Membership ARC Childcare	Employee pays 50% of hourly fee per child					

5.5 Internet Use Policy

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Disclaimer of Liability for Use of Internet ...	2	Illegal Copying.....	3
Duty Not to Waste Computer Resources...	2	Accessing the Internet.....	3
No Expectation of Privacy.....	2	Virus Detection	4
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Blocking of Inappropriate Content	3	Amendment and Revisions	4
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Introduction

Although the West Chicago Park District recognizes that the Internet may have useful applications to the Park District’s business, employees may not engage in Internet use without prior written approval from the employee’s Superintendent or Director, and unless a specific business purpose requires such use. Absent such approval, employees may not access the Internet using the Park District’s computer systems, at any time or for any reason. “Surfing the Net” is not a legitimate business activity.

Management approval is required before anyone can post any information on commercial on-line systems or the Internet. Any approved material that is posted should obtain all proper copyright and trademark notices. Absent prior approval from the Park District to act as an official representative of the Park District, employees posting information must include a disclaimer in that information stating:

“Views expressed by the author do not necessarily represent those of the West Chicago Park District.”

Certain employees may be provided with access to the Internet to assist them in performing their jobs. The Internet can be a valuable source of information and research. In addition, E-mail can provide excellent means of communicating with other employees, our patrons, outside vendors, and other business. Use of the Internet, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, it will be taken away from you. In addition, you may be subject to disciplinary action, including possible termination, and civil and criminal liability.

Your use of the Internet is governed by this policy and the E-mail Policy.

Disclaimer of Liability for Use of Internet

The West Chicago Park District is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive conduct. Users accessing the Internet do so at their own risk.

Duty Not to Waste Computer Resources

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

No Expectation of Privacy

The computers and computer accounts given to employees are to assist them in performance of their jobs. Employees should not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the West Chicago Park District and may only be used for business purposes.

Monitoring Computer Usage

The West Chicago Park District has the right, but not the duty, to monitor all the aspects of its computer system, including, but not limited to, monitoring sites visited by employees on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users.

Blocking of Inappropriate Content

The West Chicago Park District may use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Park District networks. In the event you nonetheless encounter inappropriate or sexually explicit material while browsing on the Internet, immediately disconnect from the site, regardless of whether the site was subject to Park District blocking software.

Prohibited Activities

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive (including offensive material concerning sex, **sexual orientation, civil union partnerships**, race, color, national origin, religion, age, disability, or other characteristic protected by law), or violative of the Park District's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the Park District's computers. Employees encountering or receiving this kind of material should immediately report the incident to their immediate supervisors or the Superintendent of Finance. The Park District's equal employment opportunity policy and its policies against sexual or other harassment apply fully to the use of the Internet and any violation of those policies is grounds for discipline up to and including discharge.

Games and Entertainment Software

Employees may not use the West Chicago Park District's Internet connection to download games or other entertainment software, including wallpaper and screen savers, or to play games over the Internet.

Illegal Copying

Employees may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of your Superintendent or Director.

Accessing the Internet

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to the West Chicago Park District's network must do so through an approved Internet firewall.

Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to the Park District's network.

Virus Detection

Files obtained from sources outside the West Chicago Park District, including disks brought from home; files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to e-mail; and files provided by customers or vendors may contain dangerous computer viruses that may damage the Park District's computer network. Employees should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-Park District sources, without first scanning the material with Park District-approved virus checking software. If you suspect that a virus has been introduced into the Park District's network, notify the Superintendent of Finance immediately.

Sending Unsolicited E-Mail (Spamming)

Without the express permission of their immediate supervisors, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

Amendment and Revisions

As with all Park District policies, this policy may be amended or revised from time to time as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Use of the Internet via the Park District's computer system constitutes consent by the user to all the terms and conditions of this policy.

5.8 Travel & Vehicle Use

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Applicable to All Vehicles Operated on Park District Business.....	1	Mileage Reimbursement.....	3
Park District-Owned Vehicles	2		

Introduction

You must obtain the prior written approval of your immediate supervisor in order to operate a motor vehicle, whether owned by the West Chicago Park District or your own personal vehicle, on Park District business. The following general rules apply to the use of motor vehicles on Park District business. Please see your immediate supervisor for further details.

Applicable to All Vehicles Operated on Park District Business

1. Use of any vehicle for Park District business must be authorized by your immediate supervisor in writing on a Park District provided form.
2. Employees operating any vehicle for Park District business must have a valid drivers license with the proper classification for the type of vehicle being operated and must show proof of such license upon request. You must notify your immediate supervisor if the status of your driver's license changes.
3. All employees operating any vehicle for Park District business will be required to undergo a pre-employment drug and alcohol screening and to authorize the park district to have their driving record abstract reviewed. The park district will annually perform a new driver's abstract review for all applicable employees.
4. Employees are required to obey all state and local traffic regulations and laws. This includes without limitation the use of seat belts and the "headlight law," where vehicles must have their headlights on when their windshield wipers are on.

5. All accidents must be immediately reported to your immediate supervisor. A copy of the police report must also be included.
6. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for Park District business. “Under the influence” means that the employee is affected by alcohol or drugs in any manner which may impair the employee’s operation of a motor vehicle. For purposes of this policy, a determination of being of being under the influence can be established by a professional opinion, a scientifically valid test, a lay person’s opinion, or the statement of a witness. The Park District reserves the right to require the employee **and all employees in the vehicle(s)** submit to a drug/alcohol test immediately following any accident incurred during work time, whether the accident involves a Park District vehicle or the employee's personal vehicle.

Park District-Owned Vehicles

For business reasons, certain employees have been authorized to drive a Park District-owned or leased vehicle. The vehicles are provided to those employees for use in the performance of their duties as Park District employees only and not for personal use. The Park District maintains insurance/self-insurance coverage for Park District vehicles and for Park District employees authorized to operate Park District vehicles on Park District business. In addition to the general regulations listed above, the following apply to any employee who operates a park district owned vehicle for West Chicago Park District business.

1. The District has the right to search any District vehicle at any time with or without consent.
2. Park District vehicles will not be used to transport Park District patrons unless the vehicle and employee are authorized to do so or in case of emergency. The authorization must come from a full-time Supervisor or the Executive Director.
3. Park District vehicles will not be used to transport any non-patrons at any time, except with the written permission of employee’s full-time supervisor.
4. Any employee who is required to have a Commercial Drivers License (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with Department of Transportation regulations.
5. Smoking **and vaping are is** strictly prohibited in any park district vehicle.
6. Employees are responsible for the care and conservation of Park District vehicles, and must promptly report any accident, breakdown or malfunction of any unit so that necessary repairs may be made.

Personal Vehicles

In addition to the general regulations listed above, the following apply to any employee who operates his personal vehicle for West Chicago Park District business.

1. Employees using their personal vehicle for Park District business are required to carry liability insurance on their vehicle in accordance with applicable law and may be asked to provide proof of this insurance. The Park District's liability insurance is secondary to the employee's own coverage. Upon hire, **annually and whenever coverage changes**, employees must provide proof of said insurance to **the Human Resources personnel** department if expected to use their personal vehicle for West Chicago Park District business. Employees will be required to update information on an annual basis.
2. Using your personal vehicle to transport participants in any West Chicago Park District programs is strictly prohibited.
3. Smoking **and vaping** are strictly prohibited in any personal vehicle while being used for Park District business.
4. Using your personal vehicle to transport any other person who is not a Park District employee who the driver is authorized in writing to transport is strictly prohibited.
5. Reimbursement for authorized use of personal vehicles will be predetermined by a monthly car allowance or at the standard mileage rate established by the IRS and will be considered payment for the use of the vehicle, insurance and all other transportation costs.

Mileage Reimbursement and Vehicle Allowances

1. In order to request mileage reimbursement, you must submit an Employee Reimburse Request Form to your immediate supervisor. This form is available on the network at P:\Payroll and Employee Forms\HR Forms \Mileage Reimbursement Log.xls.
2. The request must be approved by both your immediate supervisor and department head. Please follow the guidelines listed below.
3. The mileage reimbursement rate is the IRS rate in effect when the travel was done.
4. Requests for reimbursement should be submitted on a **quarterly** monthly basis. Requests should be submitted by the 15th of the **following month following the end of the quarter**. **For example, the 1st quarter request should be submitted no later than April 15th.**
6. Request should include evidence for actual mileage incurred. Information should include date, number of miles, destination, and reason for travel.

7. Mileage logs are available on the network at P:\Payroll and Employee Forms\Employee Management\Mileage Reimbursement Log.xls
8. In determining the number of miles driven, please be accurate. The distance (i.e., number of miles) you incur on your normal commute to and from work, if you are leaving directly from home and will not go into your office, should be subtracted from the total miles driven per day. Example: You go to an all-day seminar and leave from home. The distance to the seminar is 25 miles total to/from your home. Your normal commute is 10 miles total. You should only submit 15 miles for reimbursement (per IRS regulation).
9. The Director ~~and Superintendents~~ may be given a monthly personal vehicle allowance, as determined by the Board of Commissioners. This allowance will be paid via payroll on a monthly basis, in the month following the month of earning the allowance. All applicable employee and employer payroll taxes will be paid on such allowances.

WEST CHICAGO PARK DISTRICT

Section 10: Separation of Employment

10.1 Separation of Employment

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Employment at-Will

Employment with the West Chicago Park District is on an at-will basis. This means that both employees and the Park District have the right to terminate employment at any time with or without cause or notice.

Work Reduction

The Park District may, in its sole discretion, reduce the number of employees in any given area at any time. Employees may be laid-off whenever there is a lack of work or funds or a change in functions directly or indirectly creates a surplus of employees for the workload of the Park District. Although the Park District is under no obligation to do so, every reasonable effort will be made to transfer full-time employees to another department rather than laying them off. When this is impractical, the Superintendent and/or Director will consider full-time seniority, among other factors, where qualifications, ability, attitude, and performance factors are substantially the same.

Resignations

As an at-will employee, you may resign your position with the Park District at any time, with or without notice or cause. However, the Park District requests that you give notice of your intention to resign to enable the Park District to minimize departmental hardship and to make proper provisions for the filling of your position. Please provide written notice to your immediate supervisor and the Human Resources Manager at least ten working days prior to your last workday [vacation days or personal days may not be included in the 10-day notice period]. If you are a Manager or Superintendent, the Park District would appreciate at least 15 days working days' notice if possible. You may leave anytime during the notice time, with your immediate supervisor's consent, and remain in good standing. If you fail to resign in good standing, you may not be eligible for rehire unless you demonstrate good cause for leaving early. Short-term employees will not be in

good standing or eligible for rehire if they leave their employment before the end of their assignment without good cause for leaving early. **Employees are not allowed to post-date their resignation date or resignation notice, beyond their last date of work. Also, employees on a management-approved substitute status, who have not worked any shifts in 6 months, are considered to have resigned their position.**

Job Abandonment

If an employee is absent, without notifying their supervisor, for three consecutive business days (or work shifts if employee does not work daily), they will be considered to have voluntarily resigned from their position and will not be eligible for rehire with the District.

The District understands that extenuating circumstances may occur. At the employee's request, specific circumstances around a period of absence without notification may be considered. Where the employee's absence is determined excusable because prior approval was impossible, the absence may be considered vacation, or in the case of illness, sick and/or FMLA leave.

Return of Park District Property

Before officially separating from the Park District's employment for any reason, you must return all West Chicago Park District property, including without limitation vehicles, tools, keys, uniforms, equipment, identification, and credit cards.

Upon Separation of Service

Upon notice of separation, the Human Resources Manager will provide you with details of your last check and instructions on how to return Park District property. All property must be returned on or before your last day of employment. The Human Resources Manager will also provide details about vacation pay, IMRF, the options for continuation of health insurance and other related matters, if any are applicable. The Human Resources Manager will issue an online Exit Survey Link when you are separating from the Park District. All staff are encouraged to complete the survey.

References

Information provided by the Park District in response to requests for employment references will generally be limited to your starting date, ending date, job title, and job description. You should complete and deliver a written release to the Park District, in the form required by the Park District before any additional information will be provided.