

Hanover Township Annual Operating and Capital Budget FY 2012-2013



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2012-
2013

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Supervisor

Katy Dolan Baumer
Township Clerk

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Collector

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Highway Commissioner

Thomas S. Smogolski
Assessor

Mary Alice Benoit
William T. Burke
Howard Krick
Sandra Westlund-Deenihan
Trustees

James C. Barr
Township Administrator

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February 15, 2012

Supervisor and Trustees,

Fiscal Year (FY) 2013 will be a lean time for Hanover Township. The Finance Committee recommended, and the Township Board adopted, a property tax levy with no increase over the prior year recognizing the financial hardship many residents face in the current economy, including high unemployment and decreasing property values. Property taxes constitute the primary source of revenue the Township receives in an average year. This zero growth budget, combined with expected cost increases, has required the Township to make some difficult choices. Cost increases include a 1.5% salary increment pool for employees, increases in health insurance benefits, and costs associated with launching the new Elgin satellite office, which the Board identified as a strategic priority.

In the budget development process several measures were taken to reduce expenses including eliminating a thirty hour per week receptionist position in the Department of Youth and Family Services, reducing a Social Services Specialist position in the Senior Services Department from full time to part time, reducing hours for the Food Pantry Associate in the Welfare Services Department, as well as reductions in non-personnel related expenses such as printing and community affairs in several departments. We are also projecting significantly less capital projects for FY13 due to both revenue constraints and the completion in FY12 of a number of grant funded capital improvements that have been in development for several years.

The Fiscal Year 2013 budget allocates funds to create a new unit, the Office of Community and Veterans Affairs, which combines the existing veterans advocate and community relations roles with the operations of the new Elgin satellite office as previously discussed.

We expect the economy to slowly improve over the next two years. Tax rates and collections are projected to hold steady over the same period. The Township does not maintain any debt obligations and does not plan to incur any in the foreseeable future. Fund balances in excess of six to eight months of budgeted expenditures will be utilized for one time purchases including capital improvement projects and new specialized software.

A balanced budget requires expenditures to not exceed available resources, which include revenues for the current year and all fund reserves. The FY13 budget is balanced and retains healthy fund reserves for any unforeseen circumstances or events in the year ahead.

Budget Highlights

Department of Senior Services – The Road District has generously offered to fund Senior Transportation again, in the combined amount of \$398,208 as authorized by state statute. \$70,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$328,208 is allotted to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). This also includes a one-time expense for transportation dispatch software of approximately \$50,000, which the Board previously discussed and prioritized. The Finance Committee is recommending reducing personnel by changing a full time Social Services Specialist to a part-time position through attrition. The department made numerous cuts to reduce costs in the consultants and community affairs line items. \$50,000 has been set aside to help fund senior services at the new Elgin satellite office. \$118,000 is recommended to be transferred to the Capital Fund to partially fund the new senior citizen park that will be designed and constructed in FY13. In senior transportation, vehicle maintenance was reduced significantly due to the full implementation of the staff mechanic. However, fuel costs are rising.

Department of Youth and Family Services – YFS has decreased staffing, printing, postage, office supplies, community affairs, intern stipends, equipment, and travel among other line items to meet targeted budget reductions, provide tutoring services at the new Elgin site, and expand Open Gym to two sites every school day. Director Parquette deserves recognition for his development of this lean budget, while increasing high demand services following Board established goals, and securing new grants to partially fund the Alternative to Suspension program.

Department of Welfare Services – Welfare Services is requesting and the Finance Committee has endorsed an increase in the home relief (General Assistance & Emergency Assistance) portion of the budget to reflect an increase in demand. Fortunately, the fund has strong reserves with the addition of a sizeable insurance payment. The administration portion has cuts in travel and training, printing, and community affairs. The overall administration portion is essentially flat since salaries make up most of this portion of the budget.

Department of Facilities & Maintenance – The Facilities and Maintenance budget, as submitted, represents a 0% increase over the FY 12 budget, including the salary increment, which is a commendable cost savings effort by the department. After deliberation, the Finance Committee is recommending the addition of funds to increase the house keeping contract to maintain the additional space in the senior center lower level and janitorial supplies and building maintenance of the Elgin office. This was partially offset with additional cuts to seasonal help and equipment. The Finance Committee recommended that the Elgin office staff and Facilities and Maintenance staff take care of cleaning duties for that location minimizing additional housekeeping contract costs.

Mental Health Board – The Mental Health Board is again continuing to aid state funded agencies that have been severely impacted by the State of Illinois fiscal crisis. This budget will again provide for emergency agency funding, although to a lesser degree than in previous years. An additional onetime expense of renovating the front façade of the mental health community resource center is budgeted and will come from accumulated savings in the mental health fund reserve. Overall service contracts and programs will stay the same at \$1,000,000. Administrative costs will decrease slightly with cuts in dues, travel, and consultants, and the resource center budget will decrease significantly with most renovations having been completed.

Highway Department - The Highway Commissioner has requested to provide continued financial support to the senior transportation program in the amount of almost \$400,000, and approximately \$1,200,000 for land acquisition and improvements for a new Highway Department facility that would also house the senior buses if it is determined necessary and beneficial. Funds also continue to be allocated for significant road resurfacing projects.

Office of the Assessor – The Assessor has requested a budget following the Finance Committee guidelines of a 1.5% increase for personnel and a 0% increase for non-personnel average costs. The Assessor made additional reductions in equipment purchases and maintenance to offset the salary pool increase so the overall budget is flat.

Office of the Clerk – The Clerk’s Office submitted a budget request with an overall decrease of 2.5% including salary increments with small to large reductions in all non-personnel line items. Funds were retained for full staffing levels as previously agreed to by the Town Board, while attempting to fully function and serve residents with reduced staffing.

Office of Community Health – The Office of Community Health request followed the established guidelines. Director Simon made additional requested reductions in travel, training, equipment, and crisis care to create a budget with a 1% overall decrease from the prior fiscal year. This was a challenge since approximately 80% of the office’s budget is personnel based.

Department of Emergency Services – The Emergency Services Department request followed established budget guidelines with significant reductions in equipment to offset the salary pool, allowance for increases in volunteer appreciation and training, and to meet additional overall targeted reductions. The Finance Committee recommended restoring the equipment line item to the previous year total, which increased the overall budget. The Committee cited the need to provide adequate equipment to meet the emergency needs of communities in the Township and maintain the morale of the volunteers in utilizing quality equipment.

Community and Veterans Affairs – A new unit and budget have been created combining the roles of Veterans Affairs and Community Affairs that had previously been part of administration. The Veterans portion remained stable from the previous year while transferring its location within the budget and organization. The Community Affairs portion includes various areas previously funded in the Town Fund such as the resident newsletter. Additional costs were added to fund the new Elgin satellite office to be managed by this unit. These costs were offset by the additional reductions made in other Township operating departments.

Town Fund – The central Town Fund request calls for reductions in equipment, cuts to the transfer to the vehicle fund, and retirement fund, as well as an increase to the Social Security fund. Many additional cuts were made in line items throughout the budget including insurance and benefits, utilities, telephone, postage, training, and consultants to allow for an increase in employee health insurance and the Elgin Office. At the Finance Committee’s direction, new line items were created for the Committee on Youth and Environmental Sustainability Workgroup. An overall transfer to the Capital Fund of \$223,000 was endorsed, of which \$190,000 is to come from Town Fund reserves. This amount was selected to maintain a Town Fund reserve of approximately 60% of one year’s expenses, while providing funds for capital projects going forward. The contingency line item was significantly increased to allow for one time legal costs and unforeseen changes in staffing.

IMRF Fund – The Illinois Municipal Retirement Fund is recommended to decrease its transfer from the Town Fund to achieve balance and a minimal fund reserve, while meeting all Illinois Municipal Retirement Fund (IMRF) contribution requirements.

Social Security Fund – The new Social Security Fund is recommended to significantly increase its transfer in from the Town Fund to balance its fund reserve and meet projected expenses. Part of the dramatic change is due to the separation of the previous Retirement Fund into two separate funds of Social Security and IMRF per IMRF requirements in the last year.

Vehicle Fund – The Finance Committee is recommending reducing contributions to this fund as we anticipate one possible senior vehicle bus purchase in FY13, one replacement maintenance vehicle, and one potential Emergency Services vehicle. This represents a decrease from previous years wherein the Township has acquired two buses, and multiple Emergency Services vehicles. Due to the short usage of Emergency Vehicles there is less need for replacement. A portion of these funds are projected to come from accumulated vehicle fund reserves.

Budget Message



Capital Fund – The Finance Committee is recommending the continuation of a Capital Improvement Fund with a significant amount of dedicated revenue this fiscal year. The continued practice of a separate Capital Fund will allow for the accumulation of dedicated capital dollars over time, while preserving the Board’s ability to re-direct these funds for any unforeseen considerations in the future. We expect two major capital improvements to come to fruition in FY13 including the design and construction of a senior citizen park, Runzel Reserve, and the reconstruction of the entire Town Hall and garage parking lots, and rear service road. Additional renovations will continue in the interior of the Town Hall including in the reception/foyer areas of the Administration and Youth and Family Services entrances implemented by Facilities and Maintenance staff. Runzel Reserve will be paid through a transfer of reserve funds from the Town and Senior funds into the Capital fund. The parking lot reconstruction will primarily be funded by the Highway Department as the large snow plows and trucks are responsible for a significant amount of the wear on these surfaces. The capital improvements should not significantly impact the operating budget or reduce any related costs due to the type of projects involved.

I would like to recognize Thomas Warfield in the development and completion of this first IGFOA compliant budget document. Please let me know if we can provide any additional information. Thank you for your time and input into the Fiscal Year 2013 budget.

Respectfully Submitted,

James C. Barr, MPA, SPHR
Township Administrator

Mission Statement

The Township mission establishes the Township government's purpose, role, and values that make it possible to work toward realization of the vision. At the November 18, 2011 strategic planning session, the Township Board, elected officials, and department directors discussed changes to the mission statement that were recommended by the Township Administrator. After discussion, there was consensus that the following Township mission be approved as presented:

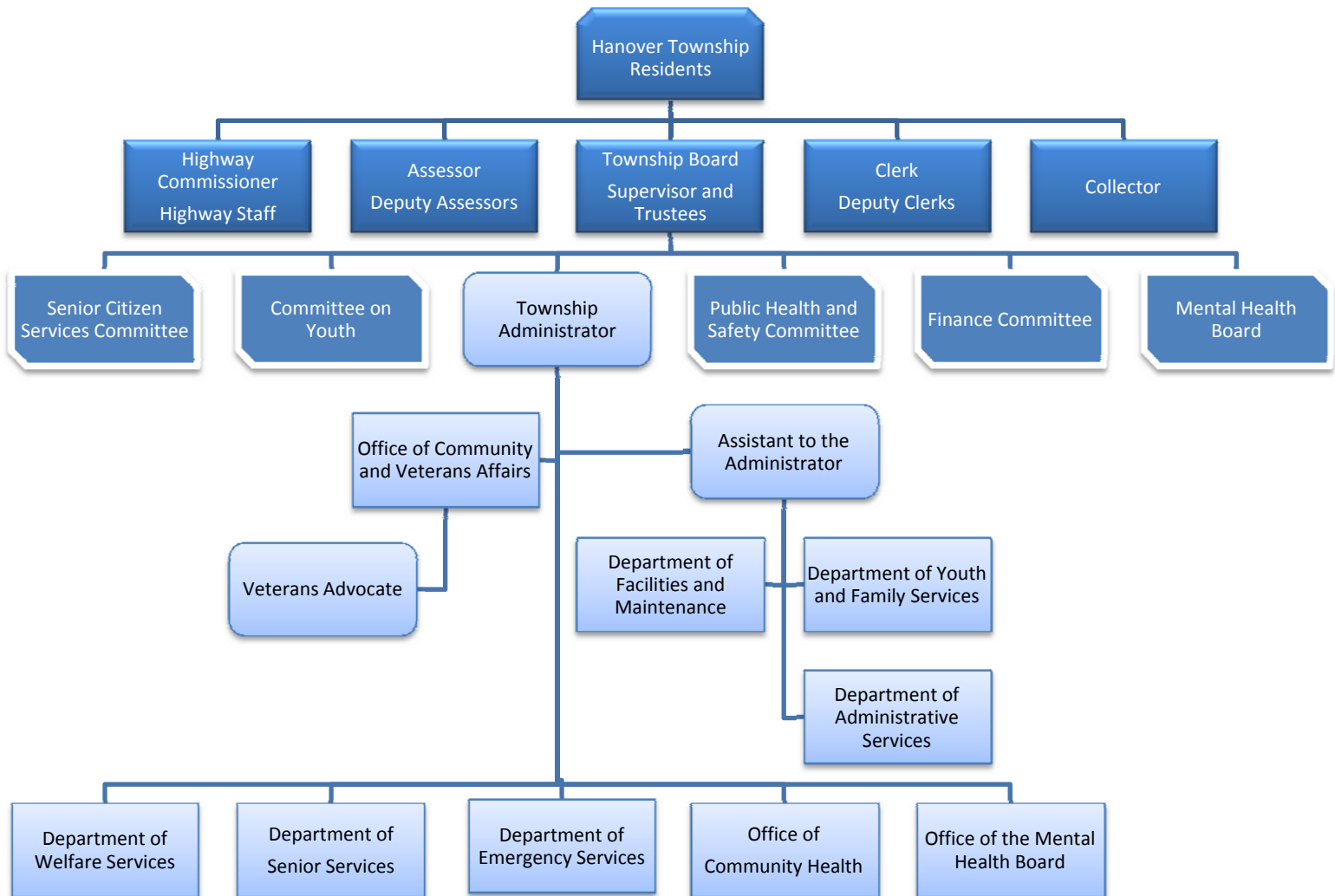
Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Vision Statement

The Township vision statement represents the broadest expression of the ideal Township, or the imagined best community. At the November 18, 2011 strategic planning session, the Board, elected officials, and department heads reaffirmed the following vision statement:

Hanover Township will become a sustainable government, recognized as a leader in facilitating collaboration among residents, businesses, public, non-profit, educational, and research institutions to produce integrated social services and effective governance.

Hanover Township Organizational Chart



The FY 13 strategic planning session was held on November 18, 2011. Since November 2007, Hanover Township has annually conducted strategic planning to enhance its planning and budgetary process. During the FY 13 strategic planning session, the Township Board, elected officials, and departmental directors 1) reaffirmed the Township vision; 2) discussed and approved a revised Township mission; and 3) recommended FY 13 goals for each department and the Township Board.

After the departure of the department directors, the Township Board and elected officials 1) discussed and agreed upon the administrative, service, and community relations long-term strategic priorities that will guide the Township toward realization of the vision and mission and 2) prioritized the FY 13 strategic goals for the Township Board, Administrative Services, Office of Community Health, Emergency Services, Facilities and Maintenance, Senior Services, Welfare Services, and Youth and Family Services. The elected officials, Township administrator, and Township department directors summarized the FY 13 recommended goals for their respective departments.

The Township Board and elected officials discussed and agreed upon the administrative, service related, and community relations long-term strategic priorities that will guide the Township toward the vision and mission. Below are the three (3) long-term strategic priorities approved by the Board and elected officials (in no particular order):

Administrative

1. Improve the quality and effectiveness of Township services and programs while reducing costs.

Service

2. Expand community-based services and outreach programs throughout the entire Township.

Community Relations

3. Commit to having a presence at community events and developing intergovernmental partnerships.

Described below are the 12 major departmental strategic goals (in descending order).

FY 13 Goal	Department	Strategic Priority
Develop and implement a plan for youth employment and entrepreneurship	Youth and Family Services	Administrative and Service
Completion of all Hazards plan and obtain final certification for EOP plan	Emergency Services	Administrative and Service
Develop and implement Runzel Reserve (Senior Park) plan	Facilities and Maintenance	Administrative
Develop cross-training among departments to increase team building and efficiency	Administrative Services	Administrative
Research the possibility of holding Adult Basic Education classes at the Astor Avenue Community Center for low income residents	Welfare Services	Service
Study and implement how to build more efficiency into the delivery of social services to maximize productivity of caseworkers	Senior Services	Administrative
Research and implement transportation software solution to increase efficiency in the transportation division	Senior Services	Administrative
Write Hazardous Home Site (hoarding) Procedure and apply for Hanover Township Mental Health Board Challenge Grant for hazardous Home Site program	Office of Community Health	Community Relations, Service, and Administrative
Establish a community education division	Emergency Services	Service and Community Relations
Create and implement a performance measurement system	Administrative Services	Administrative
Rebuild Town Hall and rear parking lot resurfacing project	Facilities and Maintenance	Administrative
Renovate Town Hall reception area and Youth & Family Services lobby	Facilities and Maintenance	Administrative

Since January 2011, Hanover Township operating departments have been providing metrics in their monthly reports. This new reporting has allowed the Township Board and public to see measureable and timely outputs from departments. Although an improvement from prior monthly reporting practices, the Township, like many local governments, realizes that reporting only outputs paints an incomplete picture of the Township's service efforts.

To correct this, the Township is initiating an enhanced performance measurement system utilizing the International City/County Management Association (ICMA) balanced measures approach, which includes other indicators such as inputs, efficiency, service quality and effectiveness, as well as outputs. The new system will be adopted in March, 2012, and implemented throughout FY 13. For the current budget, the aggregate metrics will be reported for all operating departments.

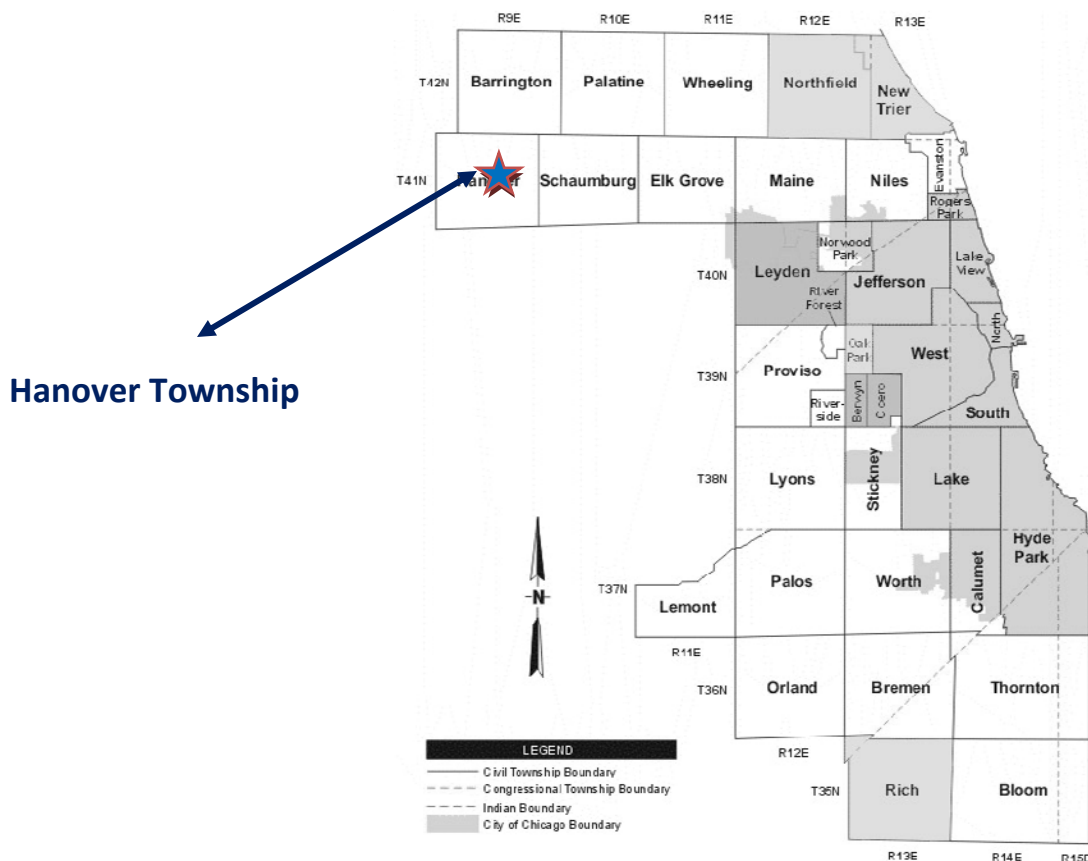
Performance measurement is the regular collection of specific information regarding the results of Township services. It includes the measurement of the kind of job the Township is doing and addresses the effect its efforts are having in the community. Together with Township goals and monthly reports, performance measurement forms the nucleus for managing results. In general, governments that measure performance do so because it supports strategic planning and goal-setting, strengthens accountability, enhances decision-making, improves customer service and assists governments in determining effective resource use.

Hanover Township is governed by an independently elected Township Board of Trustees. The Township Board consists of the Township Supervisor and four Trustees, elected at large from the Township. The Clerk, Assessor, Highway Commissioner and the Collector are elected simultaneously with the Board. The Assessor, Collector and Highway Commissioner do not vote. The Township Clerk votes only in the case of a tie vote to fill a vacancy in a Township Office.

Hanover Township contains portions of six communities within our jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg and Hoffman Estates. The Township is primarily responsible for Human Services not regularly offered by incorporated municipalities. These Human Services include, an Office of Community Health, Senior Services, A Youth and Family Services department with a staff of full time family therapists, a Welfare Services office that administers local, state and federal public assistance programs and distributes food to needy residents, a Road District, Mental Health Board, Assessors and Clerk’s Office, Veteran’s assistance and various internal support departments.

Location

Hanover Township is located approximately 35 miles northwest of the City of Chicago, in Cook County. Hanover Township is within close distance to the O’Hare International Airport, Midway International Airport, Schaumburg Regional Airport and DuPage Regional Airport. The Township is near I-90 and U.S. Route 20 and four state highways. The total land area is approximately 33.71 square miles. The Township consists of affordable to high-end homes.



Hanover was organized as a Township on April 2, 1850, primarily to provide government closer to home than the county seat in Chicago. Land was divided like a checkerboard into six mile squares called Townships, each Township being roughly 36 square miles. Hanover's location in the checkerboard is designated as Township 411 North, Range 9 East of the Third Principal Meridian - the farthest west of the old "country Towns" of Cook County. In 1850 the first federal census of Hanover Township reported a population of 672. Most of these people were from upstate New York and New England. Ten years later, there were 926 residents, but a marked change in composition had occurred. Most were German Protestants from the Kingdom of Hanover in Germany - hence the Township's name.

The rural government was concerned with collecting the tax, stray animals, control of weeds, and maintenance of roads. After spring and fall rains, roads were apt to become long black ditches of mud. The Clerk organized the machinery for elections.



(Hanover Township Farmers)

Rural days in Hanover Township ended with the westward spread of the Chicago metropolitan area. It was the rich land that beckoned farmers to this vicinity. That land has now been taken over by subdivisions, shopping centers, and industrial developments. The windmills and creameries are long gone, and only a few white farm houses and barns remain. The Milwaukee Road trains which once hauled milk cans into Chicago are now carrying commuters. But Township government lives on, adapting to the changing time, still meeting the needs of the residents. Those needs, of course, have changed dramatically.

Today the population of Hanover Township is over 90,000. Most Streamwood residents live within its boundaries; also portions of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg, and unincorporated Cook County. In 1900 a town hall was built on the southeast corner of North Bartlett Road and Route 19. Since 1985 the Township hall has been located on ten acres of land, two miles south of Route 19 and Route 59. This building along with the Hanover Township Senior Center, the Hanover Township Astor Avenue Community Center, the Hanover Township Community Resource Center, the Emergency Services Station #1 in Bartlett, and the Community Relations Office in Elgin, house all Township services.

Community Profile



Statistics Based on U.S. Census Data

Hanover Township is roughly 36 square miles in size.

Township Website: <http://www.hanover-township.org/en/>

Demographics:

Total Population:	99,538	Median Age	34.3 years
Male	49,365	Age 0-18	28.6%
Female	50,173	Age 19-54	53.2%
White	66,518	Age 55 and above	18.2%
African American	4,427		
Asian	14,214	Median Household Income	\$65,566
American Indian	936	Per Capita Income	\$26,998
Native Hawaiian	29		
Other	11,516		
Total Hispanic	32,317		
Two or more races	2,898		

Population by Municipality:

Bartlett	15,806	Schaumburg	2,096
Elgin	23,137	Streamwood	37,335
Hanover Park	10,545	Unincorporated	2,346
Hoffman Estates	4,301		

Education:

Population 18 to 24		Population 25 and over	
Less than High School	10.0%	Less than High School	15.7%
High School Graduate	27.4%	High School Graduate	27.2%
Some College or Associate's	43.8%	Some College or Associate's	24.9%
Bachelor's Degree or higher	18.9%	Bachelor's Degree or higher	32.3%

Housing:

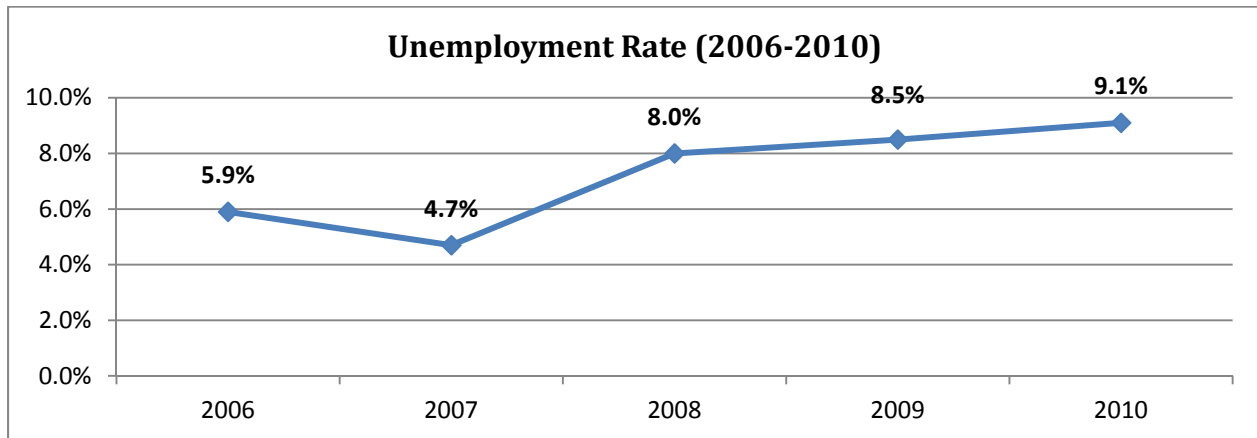
EAV	\$2,527,513,700	Total Population in housing units	99,048
Total number of housing units	34,415	Population with mortgages	72,386
Occupied homes	32,878	Population owning free and clear	8,438
Vacant Homes	1,537	Population renting	18,224

Community Profile Continued



Employment:

Population 16 years and over	75,582	Percent unemployed	9.1%
Civilian labor force	54,503		

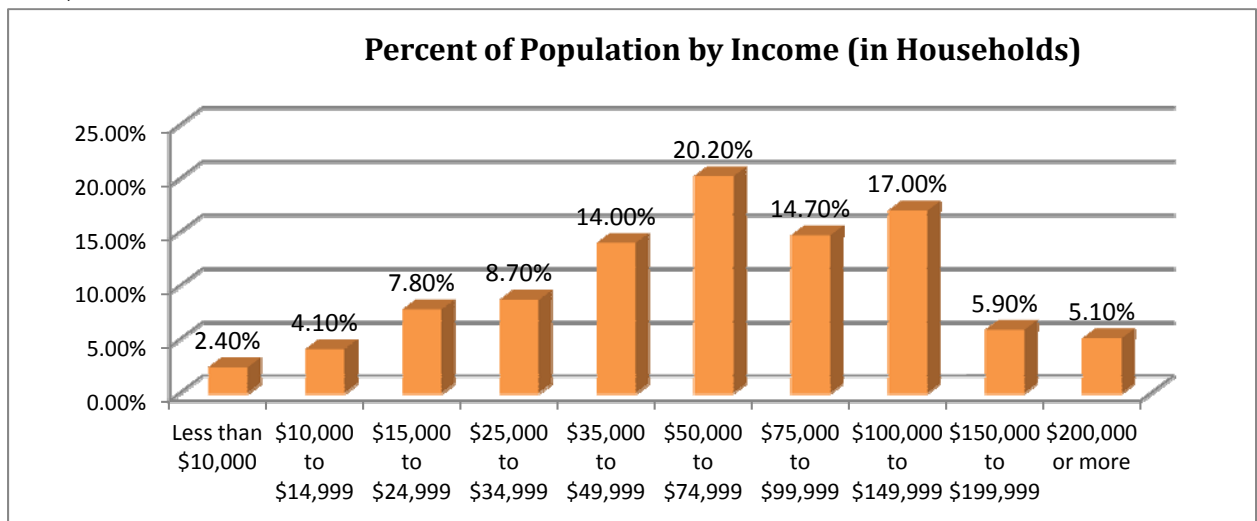


Income and Benefits (2010 dollars)

Less than \$10,000	2.4%
\$10,000 to \$14,999	4.1%
\$15,000 to \$24,999	7.8%
\$25,000 to \$34,999	8.7%
\$35,000 to \$49,999	14.0%
\$50,000 to \$74,999	20.2%
\$75,000 to \$99,999	14.7%
\$100,000 to \$149,999	17.0%
\$150,000 to \$199,999	5.9%
\$200,000 or more	5.1%

Top 10 Employment Sectors

Manufacturing	16.8%
Educational services and health care	16.5%
Retail trade	13.2%
Professional, scientific, management	11.3%
Arts, entertainment, hospitality	8.7%
Finance, insurance, real estate	8.1%
Transportation, warehousing	6.4%
Wholesale trade	5.4%
Construction	4.5%
Other services	4.2%



The 2013 budget process explained:

The Township operates under an annual budget spanning one fiscal year, April 1 through March 31. This document contains the Annual Operating Budget and the Capital Budget for fiscal year 2013. The budget is a policy document that requires action and adoption by the Township Board.

The preparation for the Township's annual budget begins at the six month review of the current fiscal year by the Finance Committee. At this review, the Committee provides direction for the next fiscal year budget by discussing the Consumer Price Index (CPI), the available property tax levy, available resources, and the projected merit increases for staff for the next year. One of the first steps in preparing the annual budget document is to hold an annual strategic planning session with the Township Board, elected officials, administration and the twelve operating departments. This session identifies key goals within every department that drives the decision-making process for the upcoming fiscal year.

In December, the Administrator distributes the budget development memo that provides direction on how departments should develop their budget requests. This memo is based on direction provided by the Finance Committee. Departments have three weeks to estimate their operating expenses for the following year. The Operating and Capital Budgets are reviewed by the Township Administrator with each requesting department on an individual basis and collectively evaluates their submitted draft. The Administrator estimates all revenue projections for the upcoming year, which provides direction as to the level of growth or reduction that can be reflected in expenditures.

The recommended budget is submitted to the Finance Committee in January at which point a workshop is scheduled to review each operating department independently and (if deemed necessary) suggest changes. The final week of January, administration compiles the final budget document to be submitted to the Township Board for approval. The Board holds a public hearing and may alter the budgeted appropriations. A formal appropriation ordinance for the Township and Township Road District is adopted in March, providing the legal authority to spend public funds.

Amending the Budget

There are two ways the Township budget may be amended: (1) The Township Board may adopt a supplemental appropriation ordinance. The supplemental ordinance may not exceed the aggregate of any additional revenue available or the amount of fund balances available when the annual appropriation ordinance was adopted; or (2) The Township Board, with a two-thirds vote, may authorize transfers between line items within a department. To amend the budget a tentative amendment is prepared for the Budget and Appropriation Ordinance. Notice of the proposed amendment is posted and after a waiting period of 30 days a special meeting of the board is held and the amendment is voted upon.

Basis for Budgeting

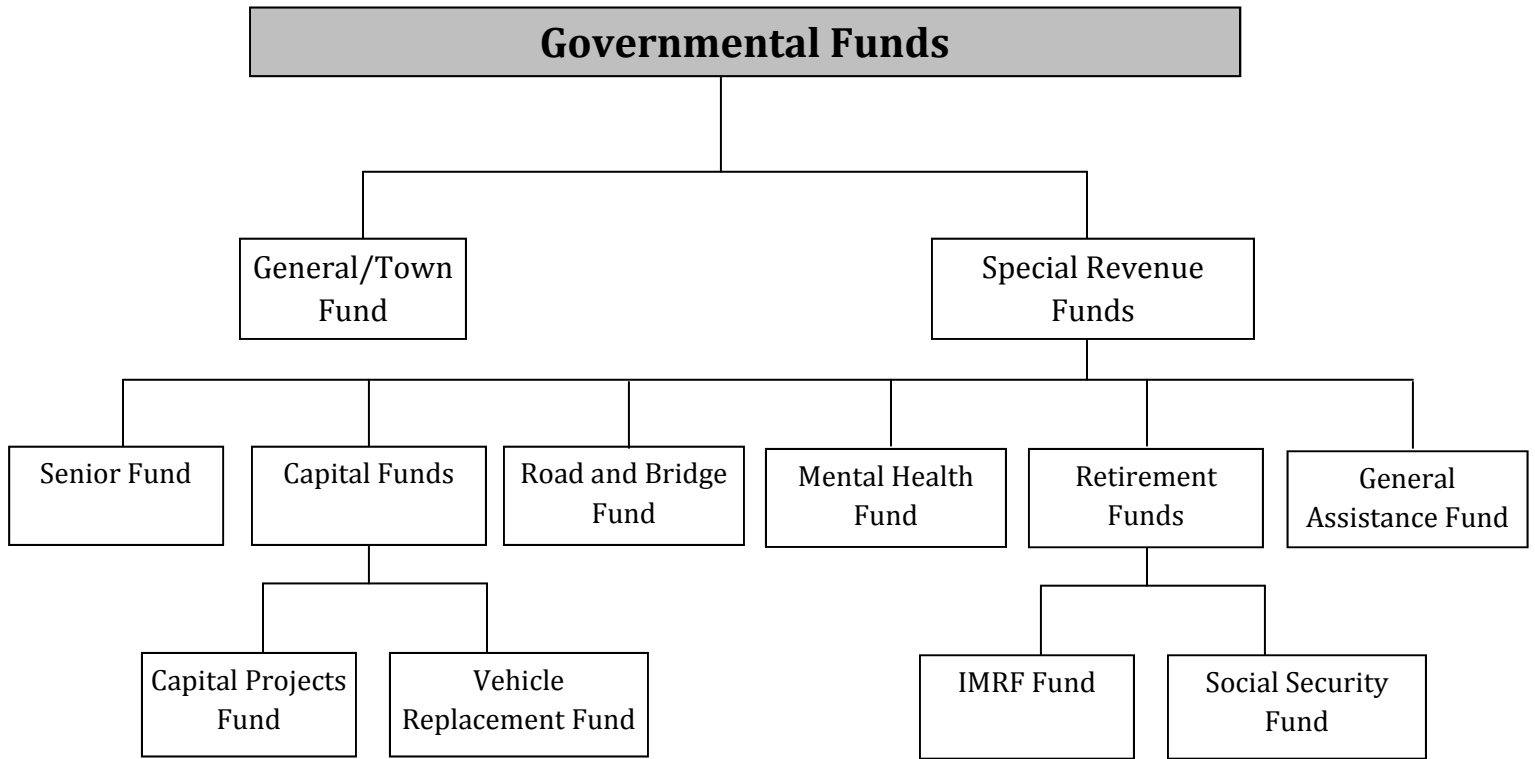
The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e. intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred.

Those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY13 Budget Development Calendar

November 18, 2011	Strategic Planning Session
December 1, 2011	Budget Development Memo Issued
December 16, 2011	Department Budget Submissions Due
December 19, 2011 - January 13, 2012	Administrative Budget Review
January 16, 2012 - January 20, 2012	Finance Committee Budget Workshops
January 23, 2012 - January 31, 2012	Final Budget Compilation
February 1, 2012 - March 31, 2012	Township Board Budget Consideration and Public Hearings
April 1, 2012	Start of Fiscal Year 2013



The accounts of the Township are organized on the basis of funds, each of which is considered a separate budgeting entity. The operations of each fund are budgeted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures or expenses as appropriate. Government resources are allocated to and budgeted for individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. Funds are classified into the following category: **governmental**.

Governmental funds are used to account for all or most of the Township’s general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of capital assets (capital projects funds), and the servicing of long-term general debt (debt services funds). The General (Town) Fund is used to account for all activities of the Township not accounted for in some other fund.

Major Funds

The Township reports the following major governmental funds:

The Town Fund (general) accounts for the resources traditionally associated with the Township's operations that are not required legally or by sound financial management to be accounted for in another fund.

The Senior Services Fund (special revenue) accounts for expenditures related to services and programs for seniors.

The Road and Bridge Fund (special revenue) accounts for the revenues and expenditures needed to finance the maintenance and construction of the Township's roads and bridges.

The Mental Health Fund (special revenue) accounts for revenues and expenditures needed for services and programs in the areas of mental health, developmental disabilities, alcohol and substance abuse.

The General Assistance Fund (special revenue) accounts for all activities related to Welfare Services including programs and services for low-income residents.

Summary of Department/Fund Relationships					
Departments	General	Senior	Road and Bridge	Mental Health	General Assistance
Administrative	X				
Assessor's Office	X				
Clerk's Office	X				
Office of Community Health	X	X			
Office of Community and Veterans Affairs	X				
Emergency Services	X				
Facilities and Maintenance	X				
Highway Department			X		
Mental Health Board				X	
Senior Services		X			
Welfare Services					X
Youth and Family Services	X				

Hanover Township does not receive any sales tax or income tax. The Township's primary sources of revenue are property taxes, with additional revenues from replacement taxes, grants and donations, fees, and interest income.

Property Taxes

The amount of the tax levy is limited by the Property Tax Limitation Law (PTELL). 35 ILCS 200/18-185 PTELL limits the increase in property tax that the Township may levy to 5% or the percentage increase in the Consumer Price Index during the 12 month calendar year preceding the levy year, whichever is less. A higher property tax may be levied if the community experiences new construction, mergers or consolidations or voters approve a higher rate by referendum.

Property taxes for 2011 attach as an enforceable lien on January 1, 2011, 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 issued on or about February 1, 2012, and are payable in two installments, on or about March 1, 2012 and October 1, 2012. The County collects such taxes and remits them periodically. The allowance for uncollectable taxes has been stated at 0.5% of the tax levy to reflect actual collection experience. Property tax receivable balances in the financial statements appear net of this allowance.

The 2012 tax levy, which attached as an enforceable lien on property as of January 1, 2012, has not been recorded as a receivable as of March 31, 2012 as the tax has not yet been levied by the Township and will not be levied until December 2012, and, therefore the levy is not measurable at March 31, 2012.

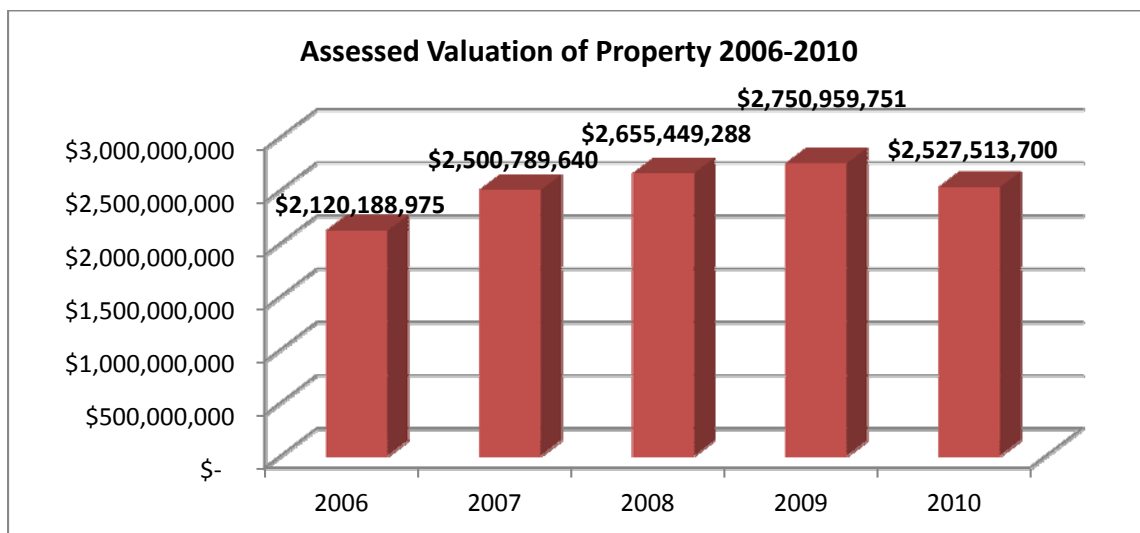
Currently, the 2011 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and are due on Thursday, March 1, 2012. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2011 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed out in the fall.

Although March 1 has long been the due date for first installment tax bills, last year's due date for first installment taxes was April 1. The April 1 due date was in effect for one year only. Prior to the first 2011 installment, a tax bill had been due on December 13, 2010, the latest due date ever for property taxes in Cook County. Because the prior bill was unusually late, the state legislature delayed the due date for the next tax bill by one month. Thus, the Township received a large majority of property taxes after the fiscal year end of March 31, 2011.

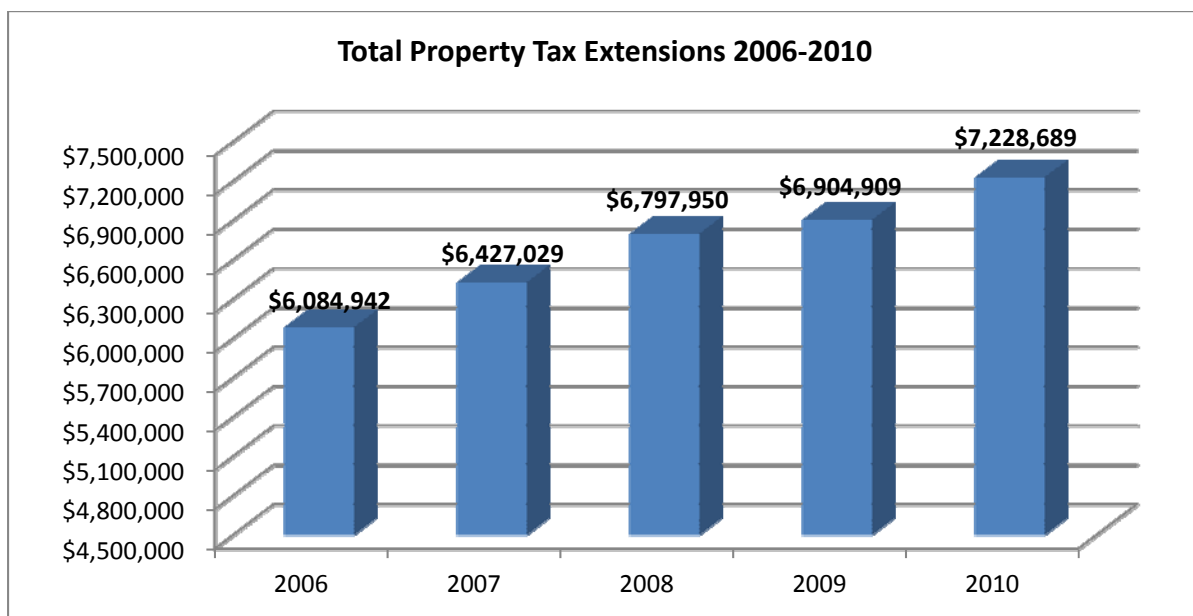
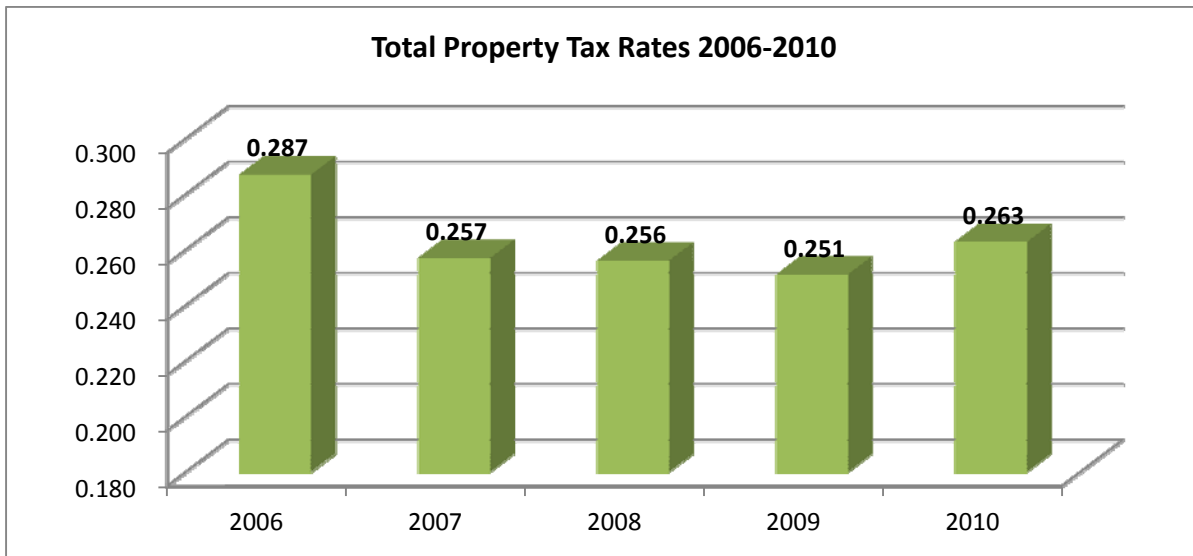
Major Revenue Sources Continued



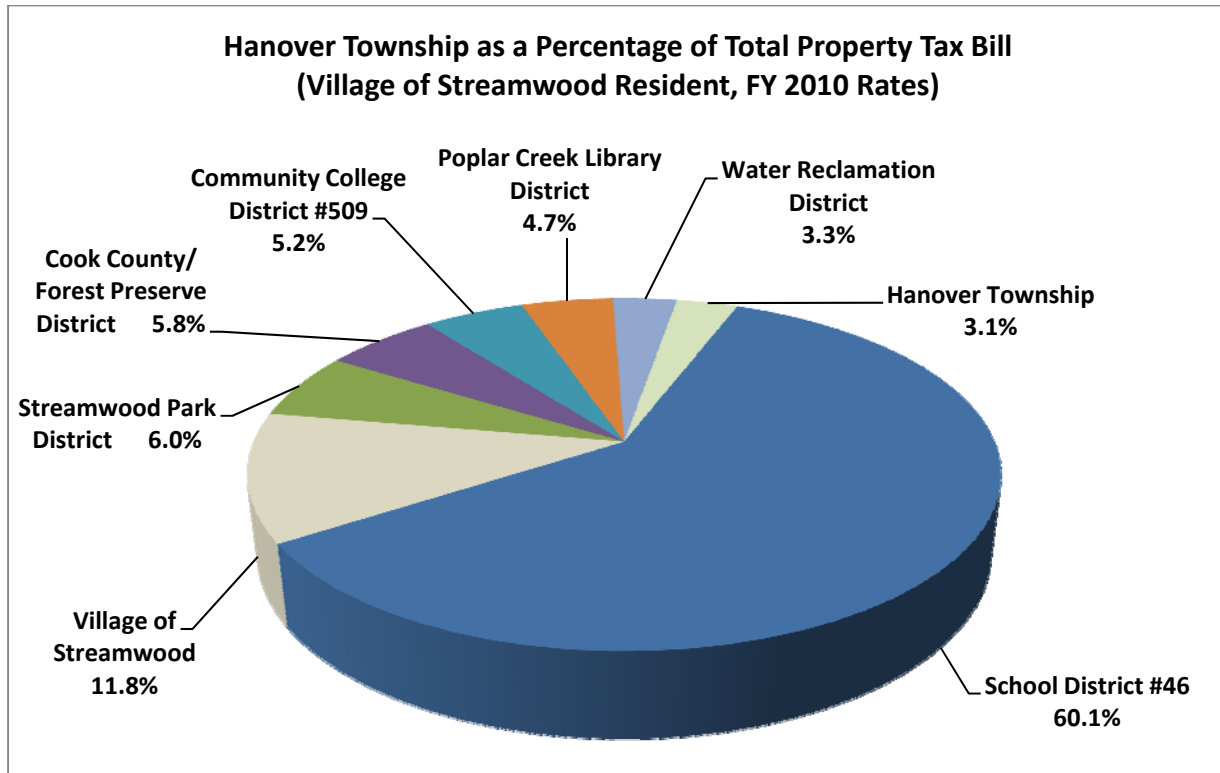
Hanover Township Property Tax Extensions Tax Years 2001 - 2010					
	2006	2007	2008	2009	2010
ASSESSED VALUATION (TAX YEAR)	\$ 2,120,188,975	\$ 2,500,789,640	\$ 2,655,449,288	\$ 2,750,959,751	\$ 2,527,513,700
Tax Rates					
Corporate Fund	0.128	0.114	0.114	0.111	0.116
IMRF	0.007	0.006	0.006	0.006	0.006
Social Security	0.005	0.005	0.005	0.004	0.005
Senior Services	0.038	0.034	0.034	0.033	0.034
General Assistance	0.012	0.011	0.011	0.011	0.012
Mental Health	0.037	0.033	0.033	0.033	0.035
Road and Bridge	0.060	0.054	0.054	0.053	0.055
TOTAL TAX RATES	0.287	0.257	0.256	0.251	0.263
TAX EXTENSIONS					
Corporate Fund	2,711,686	2,858,404	3,019,247	3,048,065	3,189,723
IMRF	139,971	147,546	154,016	154,053	159,233
Social Security	109,293	115,036	122,150	123,793	128,903
Senior Services	812,986	855,270	900,197	910,567	945,290
General Assistance	254,423	275,087	292,099	302,606	328,577
Mental Health	784,470	825,261	876,298	907,817	960,455
Road and Bridge	1,272,113	1,350,426	1,433,943	1,458,009	1,516,508
TOTAL TAX EXTENSIONS	\$ 6,084,942	\$ 6,427,029	\$ 6,797,950	\$ 6,904,909	\$ 7,228,689



Major Revenue Sources Continued



Hanover Township utilized a combination of estimates from Cook County and changes in the Consumer Price Index to make projections concerning the expected levels of property tax revenues to be generated. Although there has been some fluctuation in overall EAV and tax rates over the past few years, overall extensions have consistently grown in a controlled manner. A conservative approach is utilized in all projections, and the Township estimates a 1% growth in property tax revenues for FY 13. This 1% growth is due to a requested 0% increase in the property tax levy over the prior fiscal year.



The chart above represents the amount of property tax residents of Hanover Township pay to various overlapping governments. The School District collects the largest portion at over 60% of the total rate, whereas Hanover Township collects the smallest portion at only 3.1% of the total.

Replacement Taxes

Replacement taxes are revenues collected by the state of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. The proceeds from these taxes are placed into the Personal Property Replacement Tax Fund to be distributed to local taxing districts.

The total collections are divided into two portions. One portion (51.65 percent) goes to Cook County. The other portion (48.35 percent) goes to downstate counties. The Cook County portion is then distributed to the taxing districts in Cook County on the basis of each district's share of personal property tax collections for the 1976 year. This percentage is called the district's "allocation factor."

Major Revenue Sources Continued



Grants and Donations

Grants and donations vary from year to year based upon availability of funding and various external factors. The Township actively seeks additional grant opportunities such as Community Development Block Grants as a method to diversify revenue sources.

Fees

The Township collects fees for certain services provided to residents. Examples include passport processing fees, physicals, vaccinations, bus services, and tutoring. For a complete list of Township fees please go to the following link:

<http://www.hanover-township.org/Admin/2011%20Fee%20Schedule.pdf>

Motor Fuel Tax Funds

Every year the Township receives an allotment of Motor Fuel Tax (MFT) money from the State of Illinois. This money is disbursed by the state to Cook County where it is held for pending projects approved by the Hanover Township Highway Commissioner. When the projects are approved all management, payment, and accounting for the projects are administered through Cook County. These funds are therefore not reflected in the financial statements of the Township.

Summary of Debt Policy

Hanover Township's board takes a conservative approach in relation to debt financing. Currently the Township carries no long-term debt obligations.

Legal Limits on Township Debt

The Local Government Debt Limitation Act (50 ILCS 405/1), sets the legal debt limitation for Hanover Township. Per this act, total debt may not exceed 2.875% of the value of the taxable property within the Township including existing debt. The 2010 assessed property value is \$2,527,513,700; therefore Hanover Township's legal limit of debt is \$72,666,019.

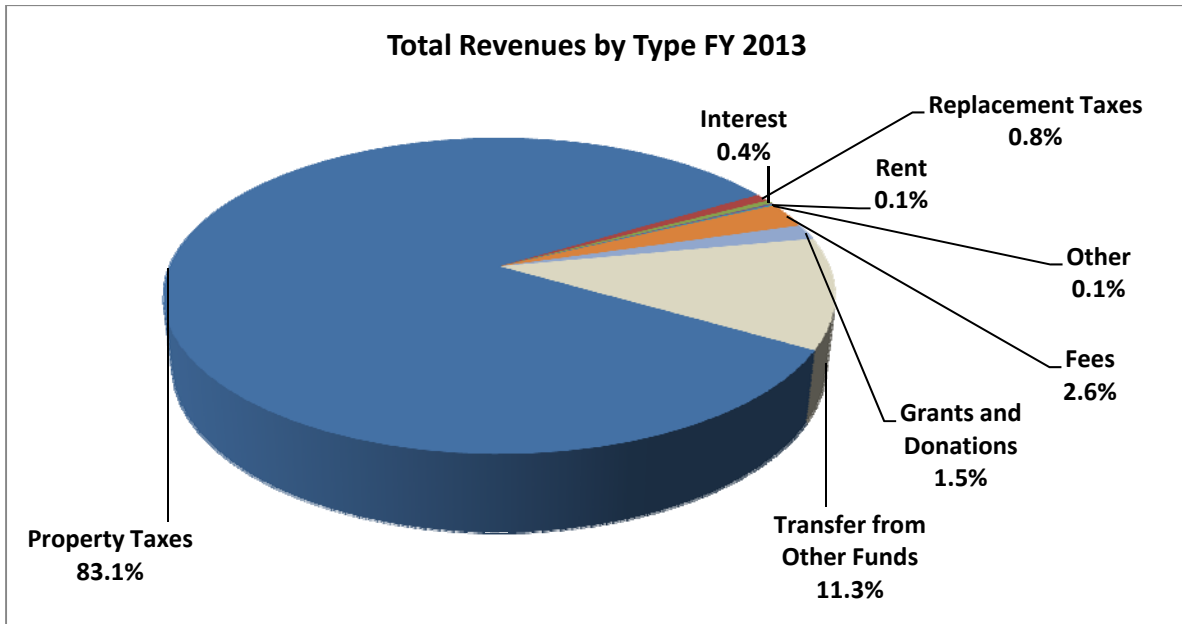
Additionally, per 60 ILCS/1 Sec. 240-5, Township Code, a Township board "may borrow money (i) from any bank or financial institution if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the Highway Commissioner, from a Township road district fund, if the money is to be repaid within one year from the time it is borrowed."

Fund Balance Summary FY 2013

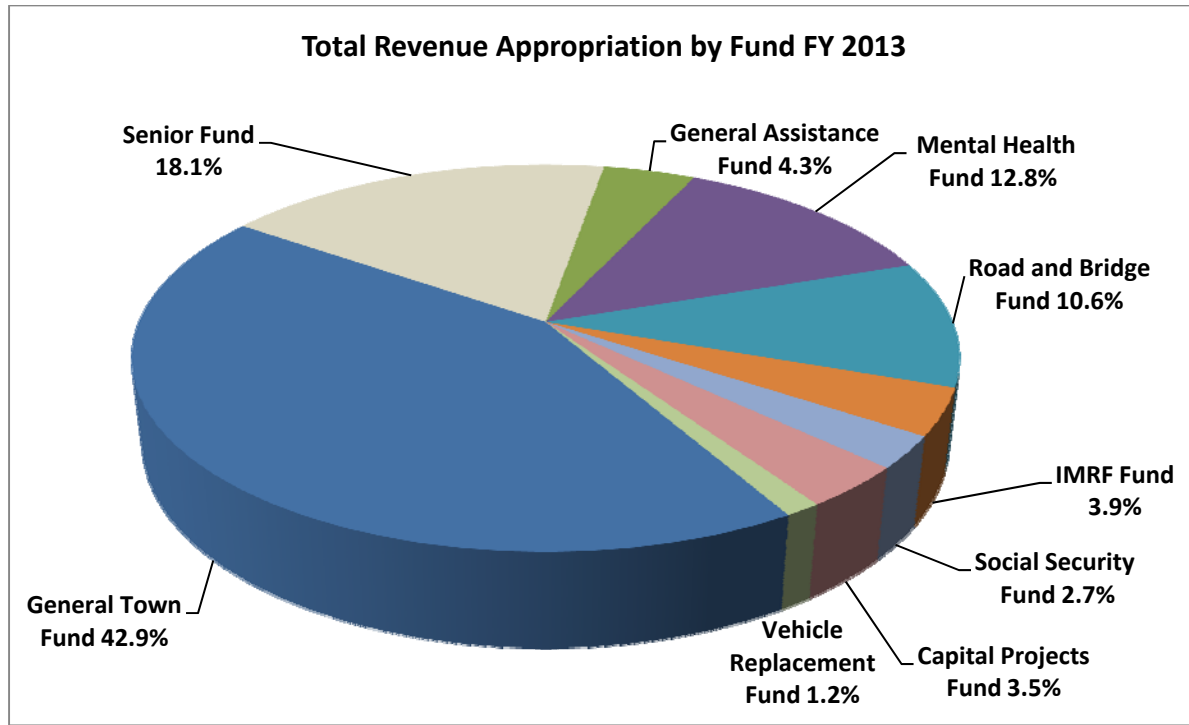
	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
General Town Fund	\$ 3,084,775	\$ 3,345,042	\$ 3,138,144	\$ 3,537,071	5.7%
Senior Fund	\$ 1,145,498	\$ 1,684,452	\$ 1,525,367	\$ 1,529,773	-9.2%
General Assistance Fund	\$ 264,557	\$ 437,674	\$ 431,290	\$ 451,240	3.1%
Community Mental Health Fund	\$ 1,120,115	\$ 1,289,686	\$ 1,130,033	\$ 1,185,900	-8.0%
Road and Bridge Fund	\$ 1,450,358	\$ 3,003,637	\$ 975,154	\$ 2,627,448	-12.5%
IMRF Fund	\$ 261,761	\$ 304,343	\$ 306,211	\$ 305,000	0.2%
Social Security Fund	\$ 182,738	\$ 201,753	\$ 200,062	\$ 209,000	3.6%
Capital Projects Fund	\$ 150,094	\$ 1,090,000	\$ 692,426	\$ 391,750	-64.1%
Vehicle Replacement Fund	\$ 134,121	\$ 154,250	\$ 9,159	\$ 154,250	0.0%
Total Expenditures	\$7,794,017	\$11,510,837	\$8,419,631	\$10,391,432	-9.7%
Total Revenues	\$7,564,179	\$ 8,509,164	\$9,625,014	\$ 7,942,403	-6.7%
Excess of Revenues over Expenditures	\$(229,838)	\$(3,001,673)	\$1,205,383	\$(2,449,029)	-18.4%

Total Revenues by Type FY 2013

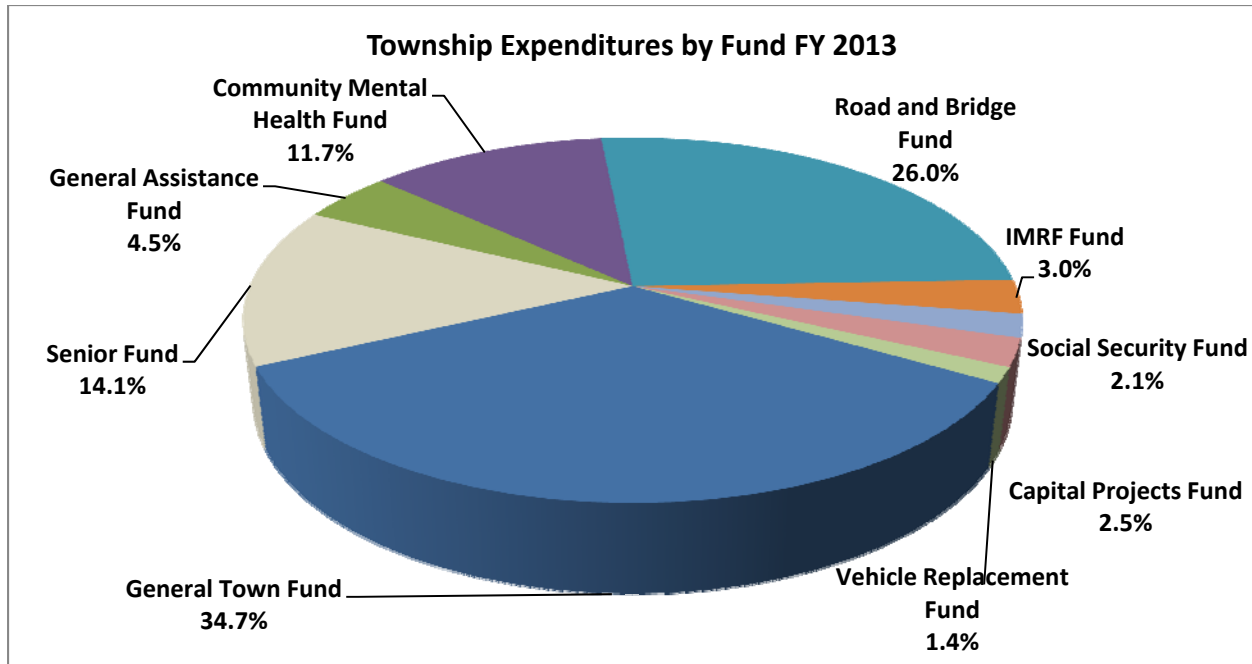
	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Property Taxes	\$ 6,171,545	\$ 6,426,623	\$ 8,022,424	\$ 6,505,963	1.2%
Replacement Taxes	\$ 64,009	\$ 61,446	\$ 55,840	\$ 62,000	0.9%
Interest	\$ 17,733	\$ 44,604	\$ 15,898	\$ 31,250	-29.9%
Rent	\$ 4,750	\$ 15,020	\$ -	\$ 10,500	-30.1%
Other	\$ 42,712	\$ 4,500	\$ 106,391	\$ 4,500	0.0%
Fees	\$ 241,387	\$ 199,082	\$ 200,786	\$ 218,000	9.5%
Grants and Donations	\$ 118,835	\$ 599,681	\$ 65,467	\$ 133,232	-77.8%
Transfers from Other Funds	\$ 903,208	\$ 1,158,208	\$ 1,158,208	\$ 976,958	-15.7%
Total Revenues	\$ 7,564,179	\$ 8,509,164	\$ 9,625,014	\$ 7,942,403	-6.7%



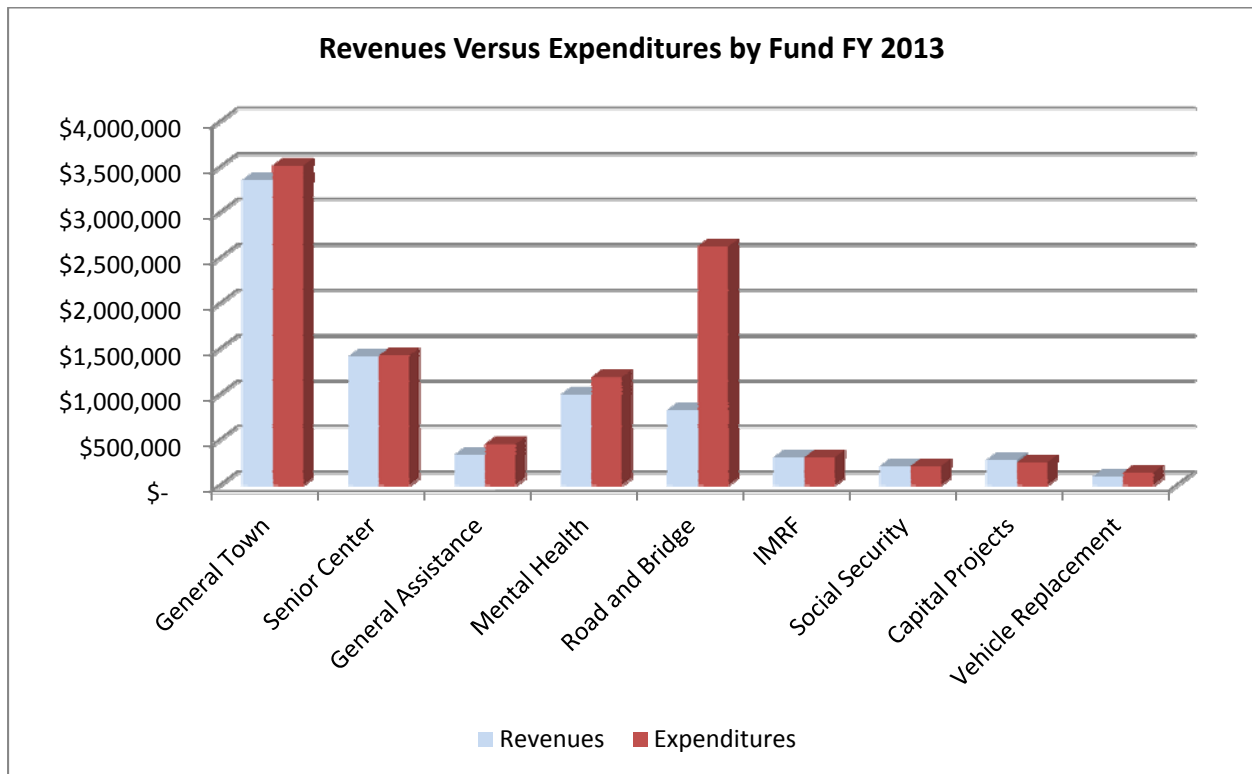
- Property Taxes comprise the primary revenue source for the Township. Approximately 83.1% of all revenues come from this tax, with fund transfers comprising another 11.3%. All other sources combined are less than 6% of revenues.



- Of total revenues appropriated by the Township, 42.9% go into the General Township Fund, 18.1% for the Senior Fund, 12.8% for Mental Health, and 10.6% to the Road and Bridge Fund.



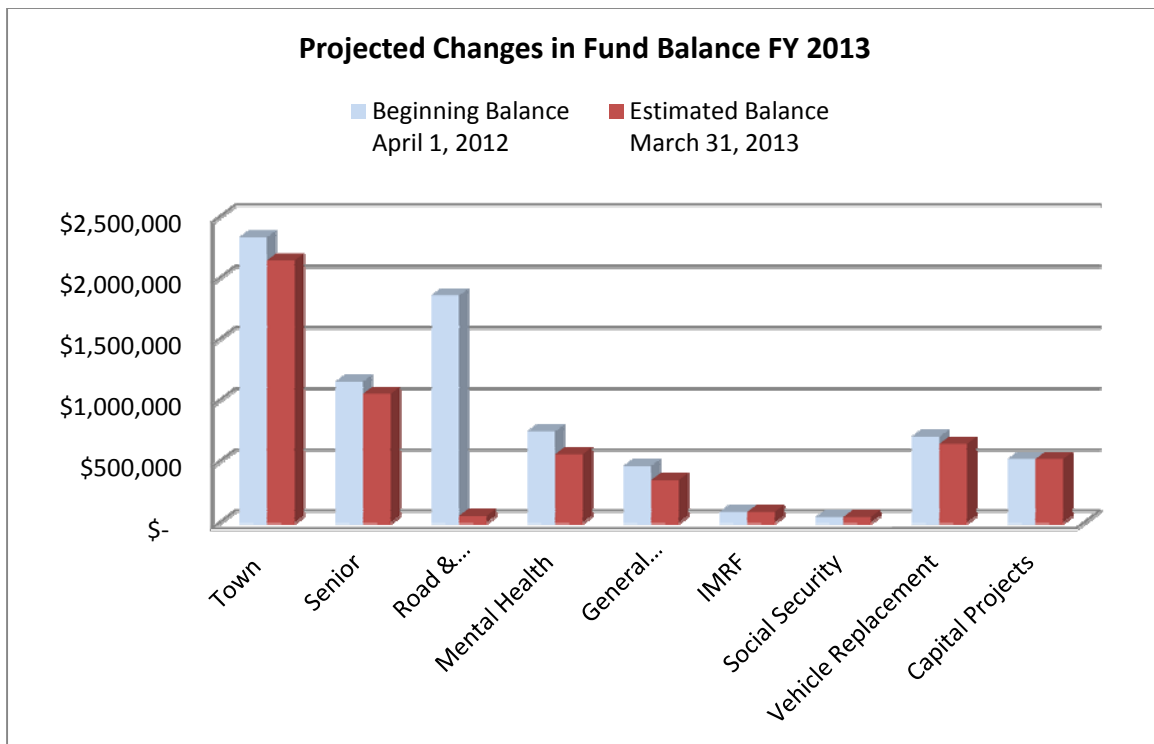
- The Township's largest funds by expenditures are the General Fund and the Road and Bridge Fund. The smallest funds are those dealing with retirement can capital projects.



- Expenditures are projected to exceed revenues for all major funds, and equal or exceed revenues in all non-major funds with the exception of Capital Projects for FY 13.

Projected Changes in Fund Balance FY 2013

	Balance April 1, 2012	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance March 31, 2013	% Change
Town	\$ 2,335,092	\$ 3,354,071	\$ 5,689,163	\$ 3,537,071	\$ 2,152,092	-7.8%
Senior	\$ 1,153,868	\$ 1,430,273	\$ 2,584,141	\$ 1,529,773	\$ 1,054,368	-8.6%
Road & Bridge	\$ 1,987,267	\$ 825,725	\$ 2,812,992	\$ 2,627,448	\$ 185,544	-90.7%
Mental Health	\$ 748,285	\$ 997,400	\$ 1,745,685	\$ 1,185,900	\$ 559,785	-25.2%
General Assistance	\$ 465,068	\$ 334,934	\$ 800,002	\$ 451,240	\$ 348,762	-25.0%
IMRF	\$ 89,709	\$ 305,000	\$ 394,709	\$ 305,000	\$ 89,709	0.0%
Social Security	\$ 48,095	\$ 209,000	\$ 257,095	\$ 209,000	\$ 48,095	0.0%
Vehicle Replacement	\$ 704,779	\$ 94,250	\$ 799,029	\$ 154,250	\$ 644,779	-8.5%
Capital Projects	\$ 520,736	\$ 391,750	\$ 912,486	\$ 391,750	\$ 520,736	0.0%
Total	\$8,052,899	\$ 7,942,403	\$ 15,995,302	\$ 10,391,432	\$ 5,603,870	-30.4%



Fund Balance Highlights:

- Total Township fund reserves are projected to decrease by 30.5% for the FY 13 budget year. This decrease is due primarily to spending down excess reserves through one-time capital projects and is not due to operating expenditures.
- The largest projected change in fund balance is from the Road and Bridge Fund, with a budgeted decrease of 90.7%. This appropriation represents a desire on the part of the Highway Commissioner to maintain maximum flexibility in the reconstruction of Township roads, and should the opportunity present itself, pursue the construction of a new garage facility for Highway Department vehicles, Senior Transportation vehicles and personnel.
- The Mental Health Fund represents the second largest decrease of reserves at 25.2%. This decrease conforms to Township practices of maintaining 6 months of operating reserves, while utilizing excess funds for one time expenditures such as capital projects. Mental Health Fund expenditures include capital improvements, renovations of existing spaces, and one time emergency grants for organizations experiencing shortages due to reductions in state spending.
- Finally, the General Assistance Fund is budgeted to reduce its reserves by 25.0%. This appropriation provides flexibility for the Welfare Services department to provide assistance to Hanover Township residents during the ongoing period of economic hardship.

Financial Summaries Continued



Consolidated Financial Summary

REVENUE	Town	Senior	Welfare Svcs.	Rd & Bridge	Mentl Hth	IMRF	Social Sec	Vehicle	Capital	Total
Property Taxes	\$ 3,197,420	\$ 955,185	\$ 317,433	\$ 792,375	\$ 952,300	\$ 161,500	\$ 129,750	\$ -	\$ -	\$ 6,505,963
Replacement Taxes	\$ 26,500	\$ -	\$ 4,500	\$ 16,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 62,000
Interest	\$ 10,000	\$ 1,500	\$ 1,000	\$ 15,000	\$ 2,000	\$ 500	\$ 250	\$ 1,000	\$ -	\$ 31,250
Rent	\$ 500	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,500
Intra Fund Charges	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Fees	\$ 74,650	\$ 102,650	\$ 12,000	\$ 2,350	\$ 18,100	\$ -	\$ -	\$ 8,250	\$ -	\$ 218,000
Grants & Donations	\$ 40,501	\$ 42,730	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 133,232
Transfers	\$ -	\$ 328,208	\$ -	\$ -	\$ -	\$ 143,000	\$ 79,000	\$ 85,000	\$ 341,750	\$ 976,958
Total	\$ 3,354,071	\$ 1,430,273	\$ 334,934	\$ 825,725	\$ 997,400	\$ 305,000	\$ 209,000	\$ 94,250	\$ 391,750	\$ 7,942,403

Expenditures

Administration	\$ 1,145,093	\$ 700,600	\$ 203,990	\$ 155,211	\$ 99,400	\$ -	\$ -	\$ -	\$ -	\$ 2,304,294
Assessors	\$ 147,081	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,081
Facilities & Maint	\$ 360,258	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360,258
Collector	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1
Community Health	\$ 112,934	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,934
Community and Veterans Affairs	\$ 157,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 157,350
Emergency Services	\$ 99,350	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 99,350
Clerk	\$ 96,003	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,003
Youth and Family Services	\$ 848,251	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 848,251
Senior Services	\$ -	\$ 240,673	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,673
Senior Transportation	\$ -	\$ 470,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,500
Welfare Services	\$ -	\$ -	\$ 234,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234,750
Mental Health Contracts	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,000	\$ 209,000	\$ -	\$ -	\$ 514,000

Financial Summaries Continued

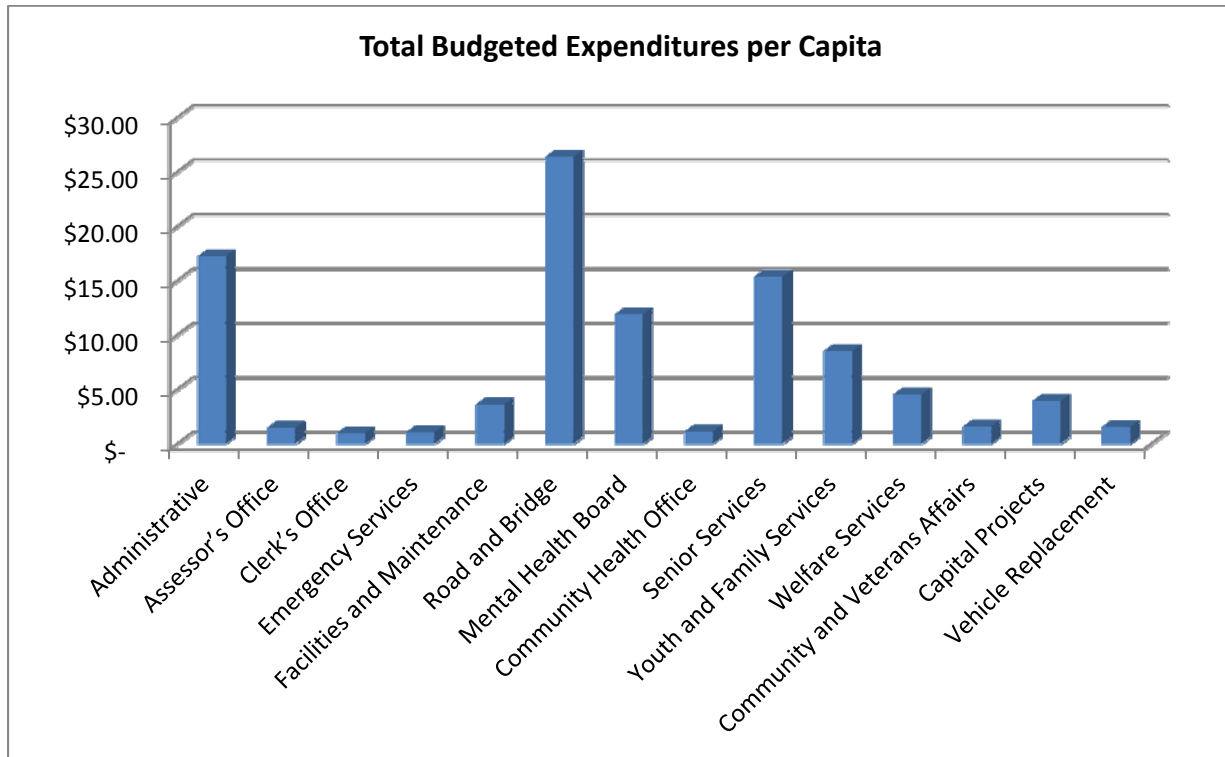


Road & Bridge Maint	\$ -	\$ -	\$ -	\$ 936,008	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 936,008
Community Resource Ctr	\$ -	\$ -	\$ -	\$ -	\$ 86,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 86,500
Capital Projects											
Bldg & Equipment	\$ 110,000	\$ -	\$ 12,500	\$ 108,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,750	\$ 307,271
Land/Bldg											
Acquisition	\$ -	\$ -	\$ -	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,000	\$ 1,345,000
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,250	\$ -	\$ 154,250
Transfers											
Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior	\$ -	\$ -	\$ -	\$ 328,208	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,208
Vehicle	\$ 15,000	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Retirement	\$ 222,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 222,000
Capital	\$ 223,750	\$ 118,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,750
Total	\$ 3,537,071	\$ 1,529,773	\$ 451,240	\$ 2,627,448	\$ 1,185,900	\$ 305,000	\$ 209,000	\$ 154,250	\$ 391,750	\$ 10,391,432	
Surplus (Deficit)	\$ (183,000)	\$ (99,500)	\$ (116,306)	\$ (1,801,723)	\$ (188,500)	\$ -	\$ -	\$ (60,000)	\$ -	\$ (2,449,029)	
Beginning Fund Balance	\$ 2,335,092	\$ 1,153,868	\$ 465,068	\$ 1,987,267	\$ 748,285	\$ 89,709	\$ 48,095	\$ 704,779	\$ 520,736	\$ 8,052,899	
Ending Fund Balance	\$ 2,152,092	\$ 1,054,368	\$ 348,762	\$ 185,544	\$ 559,785	\$ 89,709	\$ 48,095	\$ 644,779	\$ 520,736	\$ 5,603,870	

Financial Summaries Continued



Expenditures per Capita		
	Total Budget	Total per Capita
Administrative Services	\$ 1,715,843	\$ 17.24
Assessor's Office	\$ 147,081	\$ 1.48
Capital Projects	\$ 391,750	\$ 3.94
Clerk's Office	\$ 96,003	\$ 0.96
Community Health Office	\$ 112,934	\$ 1.13
Community and Veterans Affairs	\$ 157,350	\$ 1.58
Emergency Services	\$ 99,350	\$ 1.00
Facilities and Maintenance	\$ 360,258	\$ 3.62
Mental Health Board	\$ 1,185,900	\$ 11.91
Road and Bridge	\$ 2,627,448	\$ 26.40
Senior Services	\$ 1,529,773	\$ 15.37
Vehicle Replacement	\$ 154,250	\$ 1.55
Welfare Services	\$ 451,240	\$ 4.53
Youth and Family Services	\$ 848,251	\$ 8.52



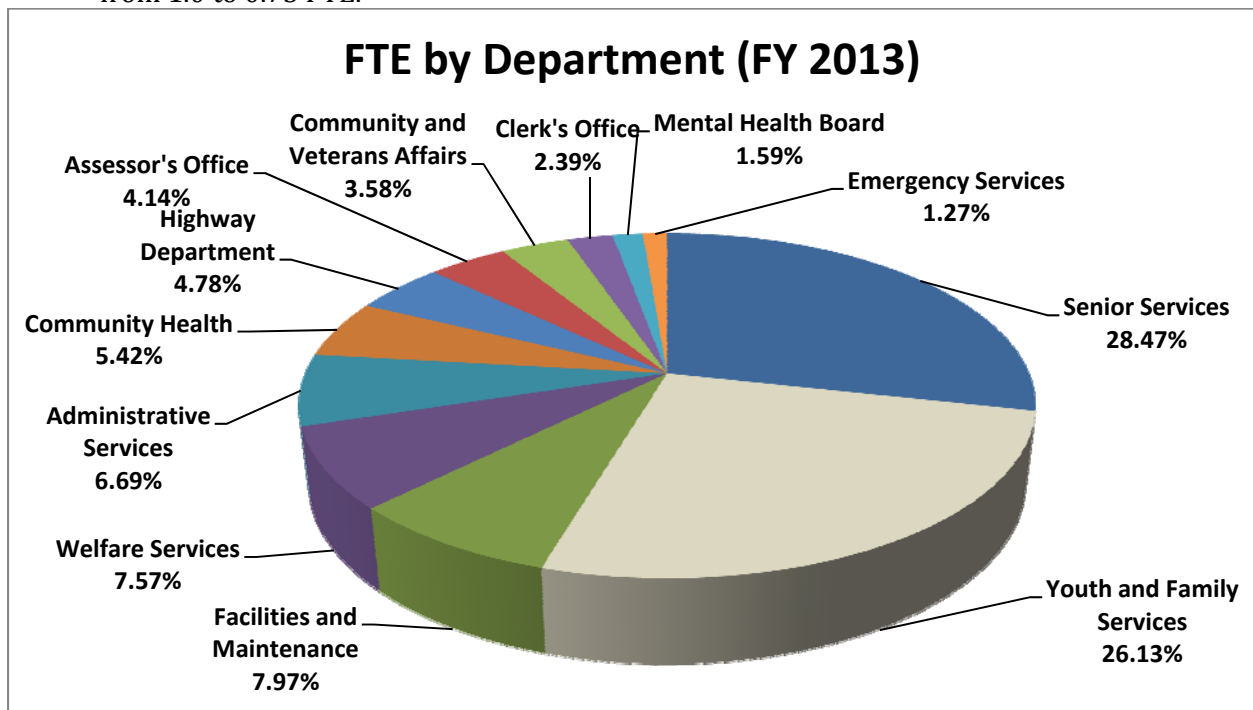
Full-Time Equivalent (FTE) Summary



Summary of Employees by Department									
Department and Position	2011 Actual	2012 Actual	2013 Projected	Change	Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Administrative Services					Senior Services				
Administrator	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Assistant to the Administrator	1.0	1.0	1.0	0.0	Office Manager	1.0	1.0	1.0	0.0
Community Relations Coordinator	1.0	1.0	n/a	-1.0	Receptionists	1.2	1.2	1.2	0.0
Management Analyst	1.0	1.0	1.0	0.0	Program Manager	1.0	1.0	1.0	0.0
Receptionists	1.1	1.2	1.2	0.0	Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Management Graduate Intern	0.0	0.4	0.0	-0.4	Program Specialist	n/a	1.0	1.0	0.0
Total	5.1	5.6	4.2	-1.4	Computer Instructor	0.4	0.4	0.4	0.0
Assessor's Office					Dance Instructor	0.13	0.13	0.13	0.0
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Visual Art Instructor	0.49	0.49	0.49	0.0
Deputy Assessor	1.0	1.6	1.6	0.0	Visual Art Instructor/Graphic Designer	0.75	0.75	0.75	0.0
Office Assistant	0.6	0.0	0.0	0.0	Social Services Manager	1.0	1.0	1.0	0.0
Total	2.6	2.6	2.6	0.0	Social Service Liason	1.0	n/a	n/a	n/a
Clerk's Office					Social Service Specialist	1.0	2.0	1.5	-0.5
Deputy Clerk	1.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0
Administrative Assistant to the Clerk	1.0	1.0	0.5	-0.5	Transportation Dispatcher	1.0	1.0	1.0	0.0
Total	2.0	2.0	1.5	-0.5	Bus Driver	5.4	5.4	5.4	0.0
Community Health					Total	17.4	18.4	17.9	-0.5
Director	0.8	0.8	0.8	0.0	Community and Veterans Affairs				
Community Health Nurse	1.1	1.3	1.3	0.0	Community Relations Manager	n/a	n/a	1.0	n/a
Administrative Assistants	0.8	1.3	1.3	0.0	Veterans Advocate	0.25	0.25	0.25	0
Total	2.7	3.4	3.4	0.0	Administrative Assistant	n/a	n/a	1.0	n/a
Emergency Services					Total	0.25	0.25	2.25	2.00
Director	0.4	0.8	0.8	0.0	Welfare Services				
Total	0.4	0.8	0.8	0.0	Director	1.0	1.0	1.0	0.00
Facilities and Maintenance					Case Manager	1.0	1.0	1.0	0.00
Director	1.0	1.0	1.0	0.0	Office Manager	n/a	1.0	1.0	0.00
Operations Manager	1.0	1.0	1.0	0.0	Intake Coordinator	n/a	1.0	1.0	0.00
Maintenance Associates	2.0	2.0	2.0	0.0	Food Pantry Associate	1.0	1.0	0.75	-0.25
Mechanic	1.0	1.0	1.0	0.0	Food Pantry Manager	1.0	n/a	n/a	n/a
Total	5.0	5.0	5.0	0.0	Administrative Assistant	1.0	n/a	n/a	n/a
Highway Department					Total	5.0	5.0	4.75	-0.25
Highway Foreman	1.0	1.0	1.0	0.0	Youth and Family Services				
Highway Associates	2.0	2.0	2.0	0.0	Director	1.0	1.0	1.0	0.00
Total	3.0	3.0	3.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.00
Mental Health Board					Office Manager	1.0	1.0	1.0	0.00
Executive Director	1.0	0.0	0.0	0.0	Receptionists	1.15	1.15	0.5	-0.65
Mental Health Board Coordinator	n/a	1.0	1.0	0.0	Tutors	1.0	1.0	1.0	0.00
Community Resource Specialist	0.5	0.0	0.0	0.0	Clinical Manager	1.0	1.0	1.0	0.00
Total	1.5	1.0	1.0	0.0	Family Therapist	5.4	5.4	5.4	0.00
Grand Total FTE					Outreach and Prevention Manager	1.0	1.0	1.0	0.00
	2011 Actual	2012 Actual	2013 Projected	Change	Outreach Services Coordinator	1.0	1.0	1.0	0.00
Grand Total FTE	61.97	64.07	62.77	-1.30	Open Gym Workers	1.5	1.5	1.5	0.00
					Prevention Specialist	1.0	1.0	1.0	0.00
					Volunteer Coordinator/ Prevention Specialist	1.0	1.0	1.0	0.00
					Total	17.05	17.05	16.4	-0.65

Changes in Staffing Levels

- In total, FTE for the Township decreased by 1.30 from FY 12 to FY 13.
- The Administrative Services department decreased by 1.4 FTE due to a reorganization and creation of the Office of Community and Veterans Affairs. The Community Relations Coordinator changed to the Community Relations Manager to run the new department. An Administrative Intern was also removed at 0.4 FTE.
- As an additional increase for the Community and Veterans Affairs Department an Administrative Assistant position was added at 1.0 FTE.
- In the Clerk's Office the Administrative Assistant to the Clerk was reduced from 1.0 to 0.5.
- In the Senior Services Department the Social Service Specialist was decreased from 2.0 to 1.5 FTE.
- For the Youth and Family Services Department the Receptionists were decreased from 1.15 to 0.5 FTE.
- Finally, the Food Pantry Associate position in the Welfare Services Department was reduced from 1.0 to 0.75 FTE.



- The department with the largest number of FTE personnel is Senior Services, while the department with the least number of FTE's is Emergency Services. While the chart above only represents those personnel directly employed by the Township there are many more persons who serve in a volunteer capacity.

The General Town Fund accounts for the resources traditionally associated with the Township’s operations that are not required legally or by sound financial management to be accounted for in another fund. The following departments fall under this fund: Administrative Services, Assessor’s Office, Clerk’s Office, Collector, Emergency Services, Facilities and Maintenance, the Office of Community Health, Youth and Family Services, and Community and Veterans Affairs.

General Town Fund Summary

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Revenues	\$ 3,163,899	\$ 3,345,042	\$ 4,078,795	\$ 3,354,071	0.3%
Expenditures by Department					
Administrative Services	\$ 1,636,790	\$ 1,653,960	\$ 1,624,645	\$ 1,715,844	3.7%
Assessor's Office	\$ 127,287	\$ 147,245	\$ 135,297	\$ 147,081	-0.1%
Clerk's Office	\$ 80,594	\$ 98,459	\$ 90,137	\$ 96,003	-2.5%
Office of Community Health	\$ 108,912	\$ 113,992	\$ 104,848	\$ 112,934	-0.9%
Community and Veterans Affairs	n/a	n/a	n/a	\$ 157,350	n/a
Emergency Management	\$ 90,099	\$ 99,700	\$ 98,422	\$ 99,350	-0.4%
Facilities and Maintenance	\$ 332,705	\$ 355,185	\$ 326,879	\$ 360,258	1.4%
Youth and Family Services	\$ 708,388	\$ 876,501	\$ 757,916	\$ 848,251	-3.2%
Total Expenditures	\$ 3,084,775	\$ 3,345,042	\$ 3,138,144	\$ 3,537,071	5.7%
Excess of Revenues Over Expenditures	\$ 79,124	\$ -	\$ 940,651	\$ (183,000)	

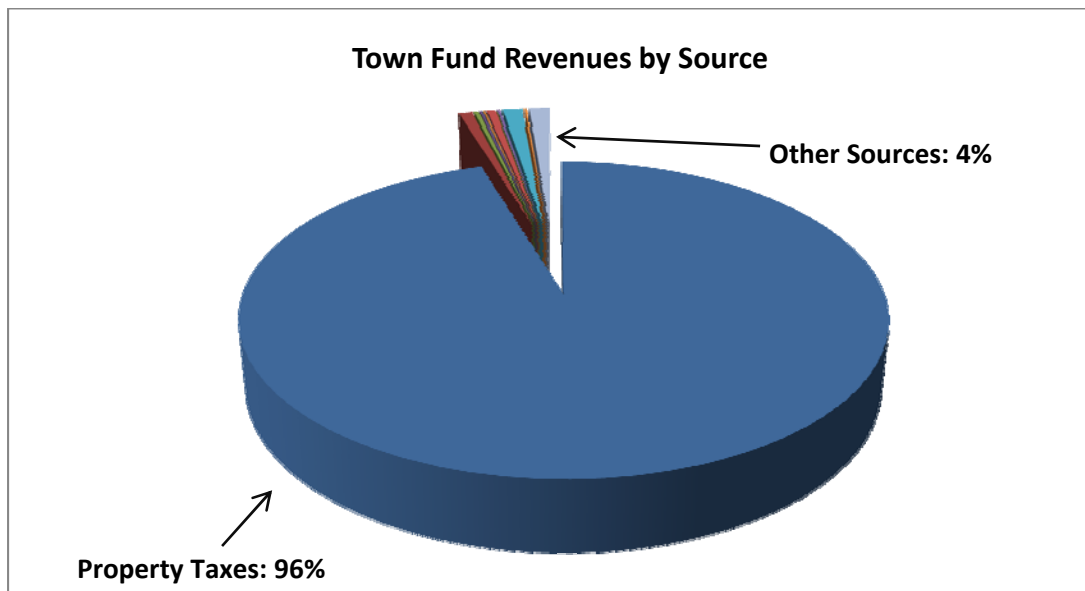
Budgetary Highlights:

- Overall General Fund expenditures increased by 5.9% from FY 12 to FY 13 due primarily to a budgeted decrease in reserve funds of \$190,000 based upon efforts to utilize excess reserves on one-time capital project expenditures, as well as a reorganization creating the Community and Veterans Affairs Office, which includes a new physical office location in the City of Elgin.
- The Township has sought to reduce expenditures in all possible areas through reviewing current contracts and vendors, as well as eliminating waste.
- The Emergency Management Department has expanded significantly over the previous year to include greater numbers of volunteers and higher levels of professionalization. This has led to increased need for equipment and supplies.

General Town Fund Revenues

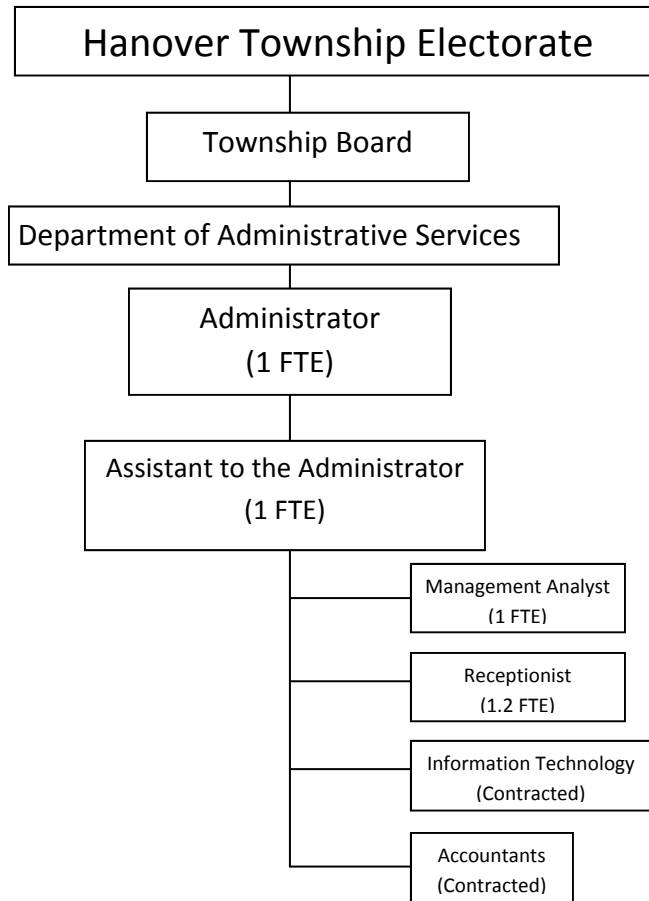


1013	Town Fund Revenue	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1013000	Property Taxes	\$ 3,015,329	\$ 3,170,809	\$ 3,941,224	\$ 3,197,420	0.8%
1013100	Replacement Taxes	\$ 21,967	\$ 25,946	\$ 23,500	\$ 26,500	2.1%
1013250	Interest Income	\$ 2,247	\$ 18,754	\$ 3,354	\$ 10,000	-46.7%
1013300	Other Income	\$ 17,370	\$ 5,200	\$ 4,065	\$ 5,200	0.0%
1013350	Rental Income	\$ 12,000	\$ 12,500	\$ -	\$ 500	-96.0%
1013420	MHB/Office Charges	\$ -	\$ 4,500	\$ -	\$ 4,500	0.0%
1013425	YFS- Donations & Gifts	\$ 25	\$ 500	\$ -	\$ 500	0.0%
1013430	YFS- Therapy Charges	\$ 22,499	\$ 21,632	\$ 15,805	\$ 18,000	-16.8%
1013435	YFS- Other Income	\$ 22,082	\$ 4,500	\$ 55	\$ 500	-88.9%
1013440	YFS- Tutoring Fees	\$ -	\$ 5,700	\$ 6,571	\$ 5,700	0.0%
1013445	YFS- MHB Grants	\$ -	\$ 18,000	\$ 23,940	\$ 40,000	122.2%
1013450	Community Health	\$ 4,915	\$ 4,000	\$ 5,000	\$ 4,000	0.0%
1013952	Passport Fees	\$ 45,465	\$ 33,000	\$ 35,281	\$ 41,250	25.0%
1013953	Transfer from R & B	\$ -	\$ 20,000	\$ 20,000	\$ -	-100.0%
1013955	Grant	\$ -	\$ 1	\$ -	\$ 1	0.0%
Total	Town Fund Revenue	\$3,163,899	\$3,345,042	\$4,078,795	\$3,354,071	0.3%



Revenue Highlights:

- For FY 13 96% of General Fund revenue is generated from property tax. Although there have been significant percentage changes in various types of revenue, overall dollar amounts have changed very little year to year. Overall revenues are projected to increase by 0.3% from FY 12 to FY 13.



**Total Number of
Positions: 4.2**

Mission

The Department of Administrative Services mission is to ensure effective implementation of Township Board policies through efficient professional management of the Township government. The Township Administrator serves as the organization's Chief Administrative Officer and in this capacity is responsible for administration, coordination and management of all Township services and employees not directly reporting to an elected official. In addition, Administrative Services is responsible for support services including accounting, budgeting, financial management, human resources, information technology, and grant development.

Services

The Department of Administrative Services consists of the Township Administrator, Accounting, Human Resources, Grants Coordination, Information Technology, and Planning.

Administrative Services Continued



Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Administrative Services				
Administrator	1.0	1.0	1.0	0.0
Assistant to the Administrator	1.0	1.0	1.0	0.0
Community Relations Coordinator	1.0	1.0	n/a	-1.0
Management Analyst	1.0	1.0	1.0	0.0
Receptionists	1.1	1.2	1.2	0.0
Management Graduate Intern	0.0	0.4	0.0	-0.4
Total	5.1	5.6	4.2	-1.4

FY 2013 Department Goals (In order of priority)

1. Develop cross training among and between departments to increase team building and efficiency in service delivery. [High Priority]
2. Create and implement performance measurement system to effectively evaluate all Township operations through the use of outcome-based measurements based on best practices. [High Priority]
3. Conduct a feasibility study regarding the development of a township cemetery. [High Priority]

FY 2012 Department Accomplished Goals

1. Hired a professional grant consultant to work in conjunction with the Management Analyst, sent staff to advanced grant workshops, and applied for new grant funding including a \$150,000 grant for at-risk youth in Streamwood High School, \$60,000 AARP nutrition grant, and obtained \$15,500 RTA grant for the Volunteer Express.
2. Reviewed resource development options and based upon review implemented new Township-wide fee structures, purchasing efficiencies, and increased fundraising and donations.
3. Worked on teambuilding in order to facilitate better inter-departmental communication by increasing the utilization of cross-functional workgroups, Administrator attending department staff meetings on a semi-annual basis, and exploring interest in staff extracurricular activities.
4. Initiated concept development of outcome-based measurements by creating uniform department report metrics, exploring technology-based reporting, and developing longitudinal studies.

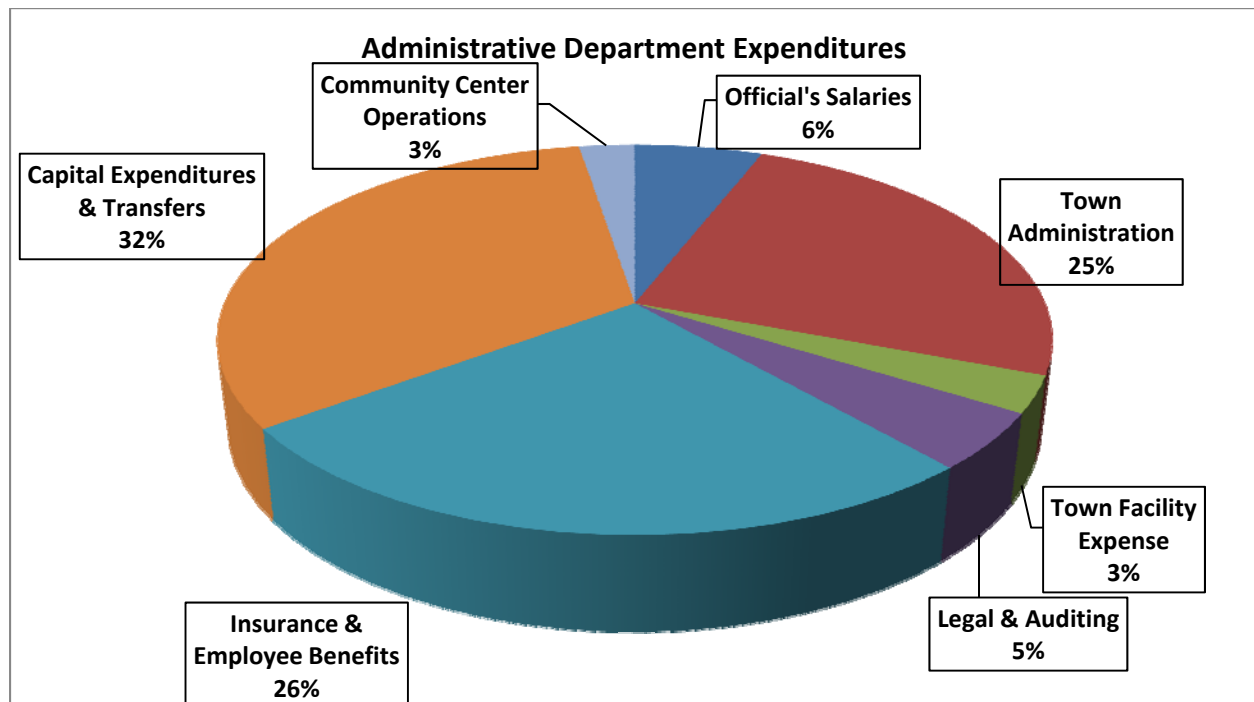
Administrative Services Continued



5. Further utilized community relations staff to address lack of resident awareness of Township services by creating media relations guidelines, increasing participation at community events, increasing website traffic, and actively pursuing a satellite office for residents of Elgin.
6. Investigated the possibility of participating in the sister-city program. Currently researching potential sister-city options and will present to the Township Board before the end of the fiscal year.

Consolidated Expenditures

Expenditures	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Capital Expenditures & Transfers	\$ 559,405	\$ 465,000	\$ 492,556	\$ 570,750	22.7%
Community Center Operations	\$ 42,984	\$ 42,805	\$ 41,010	\$ 42,827	0.1%
Insurance & Employee Benefits	\$ 355,020	\$ 407,751	\$ 366,017	\$ 439,054	7.7%
Legal & Auditing	\$ 81,972	\$ 71,500	\$ 89,782	\$ 78,000	9.1%
Official's Salaries	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.0%
Town Facility Expense	\$ 53,690	\$ 53,500	\$ 37,666	\$ 50,200	-6.2%
Town Administration	\$ 425,703	\$ 464,460	\$ 483,183	\$ 436,210	-6.1%
Veterans Affairs	\$ 19,214	\$ 20,141	\$ 15,629	n/a	n/a
Total	\$1,636,790	\$1,623,959	\$1,624,645	\$1,715,843	5.7%



Administrative Services Continued



Administrative Services Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014	Town Fund- Expenditures					
1010FF	Official's Salaries					
1014301	Compensation of Officials	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.0%
Total	Official's Salaries	\$ 98,802	\$ 98,802	\$ 98,802	\$ 98,802	0.0%

101TOE	Town Office Expense	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014401	Postage	\$ 1,612	\$ 3,000	\$ 3,031	\$ 2,750	-8.3%
1014404	Office Supplies	\$ 6,487	\$ 6,000	\$ 4,720	\$ 5,500	-8.3%
1014406	Printing	\$ 5,491	\$ 3,100	\$ 4,829	\$ 3,250	4.8%
1014408	Salaries	\$ 251,458	\$ 275,000	\$ 290,755	\$ 250,000	-9.1%
1014412	Travel Expenses	\$ 3,261	\$ 4,200	\$ 9,832	\$ 4,000	-4.8%
1014414	Dues, Subs, & Publications	\$ 9,957	\$ 8,000	\$ 5,743	\$ 8,000	0.0%
1014420	Pre-Employment Charges	\$ 200	\$ 1,000	\$ 60	\$ 750	-25.0%
1014424	Education & Training	\$ 17,268	\$ 20,000	\$ 11,173	\$ 18,000	-10.0%
1014429	Miscellaneous	\$ 8,469	\$ 10,000	\$ 6,036	\$ 10,000	0.0%
1014520	Consulting	\$ 4,892	\$ 12,000	\$ 12,188	\$ 10,000	-16.7%
1014530	Financial Administration	\$ 58,000	\$ 59,160	\$ 58,755	\$ 59,160	0.0%
1014531	Community Affairs	\$ 53,621	\$ 48,000	\$ 69,273	\$ 5,000	-89.6%
1014532	Committee on Youth	n/a	n/a	n/a	\$ 3,300	n/a
1014533	Environmental Sustainability	n/a	n/a	n/a	\$ 1,500	n/a
1014560	Emergency Contingency Fund	\$ 4,987	\$ 15,000	\$ 6,789	\$ 55,000	266.7%
Total	Town Hall Administration	\$ 425,703	\$ 464,460	\$ 483,183	\$ 436,210	-6.1%

101LEA	Legal & Auditing	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014501	Auditing	\$ 11,900	\$ 11,500	\$ 9,075	\$ 13,000	13.0%
1014502	Legal Services	\$ 70,072	\$ 60,000	\$ 80,707	\$ 65,000	8.3%
Total	Legal & Auditing	\$ 81,972	\$ 71,500	\$ 89,782	\$ 78,000	9.1%

101COL	Collector's Office	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014437	Collector's Office	\$ -	\$ 1	\$ -	\$ 1	0.0%
Total	Collector's Office	\$ -	\$ 1	\$ -	\$ 1	0.0%

Administrative Services Continued



101ISE	Insurance & Employee Benefits	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014411	Employee Assistance Program	\$ 1,451	\$ 1,800	\$ 726	\$ 1,600	-11.1%
1014503	General Insurance	\$ 62,190	\$ 70,000	\$ 64,404	\$ 70,000	0.0%
1014504	Dental, Vision & Life Insurance	\$ 31,297	\$ 32,971	\$ 28,227	\$ 36,900	11.9%
1014505	Health Insurance	\$ 171,488	\$ 212,580	\$ 208,559	\$ 250,954	18.1%
1014506	Unemployment Compensation	\$ 30,205	\$ 25,200	\$ 17,077	\$ 26,400	4.8%
1014507	Flex Plan	\$ 1,118	\$ 900	\$ 885	\$ 800	-11.1%
1014508	Health Insurance Waiver	\$ 43,600	\$ 44,800	\$ 35,200	\$ 38,400	-14.3%
1014512	Health Savings Account	\$ 7,983	\$ 11,000	\$ 5,900	\$ 6,000	-45.5%
1014513	Employee Wellness	\$ 5,687	\$ 8,500	\$ 5,039	\$ 8,000	-5.9%
Total	Insurance & Employee Benefits	\$ 355,020	\$ 407,751	\$ 366,017	\$ 439,054	7.7%

101CAP	Capital Expenditures	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014410	Equipment Purchases	\$ 19,661	\$ 25,000	\$ 25,000	\$ 20,000	-20.0%
1014430	Computer Equipment & Software	\$ 69,745	\$ 70,000	\$ 67,556	\$ 70,000	0.0%
1014540	Facility Lease	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
1014541	Transfer to Vehicle Fund	\$ 40,000	\$ 30,000	\$ 30,000	\$ 15,000	-50.0%
1014547	Transfer to Capital Projects	\$ 240,000	\$ 160,000	\$ 160,000	\$ 223,750	39.8%
1014548	Transfer to IMRF	\$ -	\$ 170,000	\$ 170,000	\$ 143,000	-15.9%
1014549	Transfer to Social Security	\$ -	\$ 20,000	\$ 20,000	\$ 79,000	295.0%
Total	Capital Expenditures	\$ 369,405	\$ 495,000	\$ 492,556	\$ 570,750	15.3%

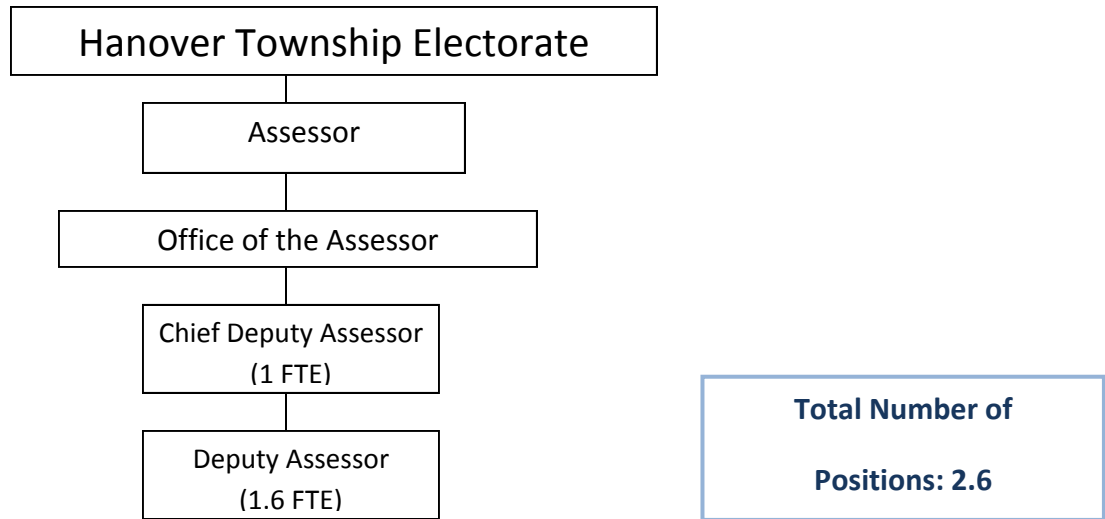
101COM	Community Center Operations	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014360	Salaries	\$ 34,604	\$ 34,805	\$ 35,844	\$ 35,327	1.5%
1014361	Utilities	\$ 8,380	\$ 8,000	\$ 5,165	\$ 7,500	-6.3%
Total	Community Center Operations	\$ 42,984	\$ 42,805	\$ 41,010	\$ 42,827	0.1%

101THE	Town Hall Expense	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014402	Telephone- Town	\$ 28,448	\$ 27,000	\$ 19,305	\$ 25,000	-7.4%
1014403	Utilities- Town	\$ 21,264	\$ 22,000	\$ 15,089	\$ 21,000	-4.5%
1014405	Internet Access- Town	\$ 1,570	\$ 2,000	\$ 1,329	\$ 1,800	-10.0%
1014416	Equipment Rental- Town	\$ 2,408	\$ 2,500	\$ 1,944	\$ 2,400	-4.0%
Total	Town Hall Expense	\$ 53,690	\$ 53,500	\$ 37,666	\$ 50,200	-6.2%

Budget Highlights:

- Pre-employment charges have decreased due to the Township reaching projected sustainable levels of employment for the foreseeable future.
- The Community Affairs line item has been budgeted for a decrease of 89.6% due to the creation of the Community and Veterans Affairs Department.
- An increase of 266.7% has been budgeted for the Emergency Contingency Fund to allow for pending litigation expenses.
- Auditing expenditures increased by 13% due to a change in vendors with a goal of receiving the best possible services.
- Overall insurance costs have increased due to the increasing costs of medical care.

Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Website Visits	n/a	52,310	n/a
Facebook Likes	492	552	12.20%
Media Releases	n/a	48	n/a
Technology Work Orders	n/a	249	n/a
Resident Contacts	n/a	19,211	n/a
Percent of Budget Expended	52.50%	56.90%	8.38%
Grant Application Submissions	n/a	6	n/a



Mission

Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Services

The Assessor's Office provides support for any questions regarding Cook County Property Taxes including billing, filing exemptions, and property tax appeals.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Assessor's Office				
Chief Deputy Assessor	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.6	1.6	0.0
Office Assistant	0.6	0.0	0.0	0.0
Total	2.6	2.6	2.6	0.0

FY 2013 Department Goals (in order of priority)

1. Cross train employees from other departments to assist in heavy volume times in the office.
2. Explore having staff spend a day or two at the satellite office in Elgin to reach more taxpayers in Hoffman Estates & Elgin.
3. Look into getting outside help for times of heavy traffic in our office.

FY 2012 Department Accomplished Goals

1. Assessor staff attended classes to keep up Certified Illinois Assessing Officer (CIAO) designation.
2. Extended office hours on Tuesdays until 6:00 p.m.
3. Continued to expose homeowners who fraudulently file exemptions on a multitude of properties.

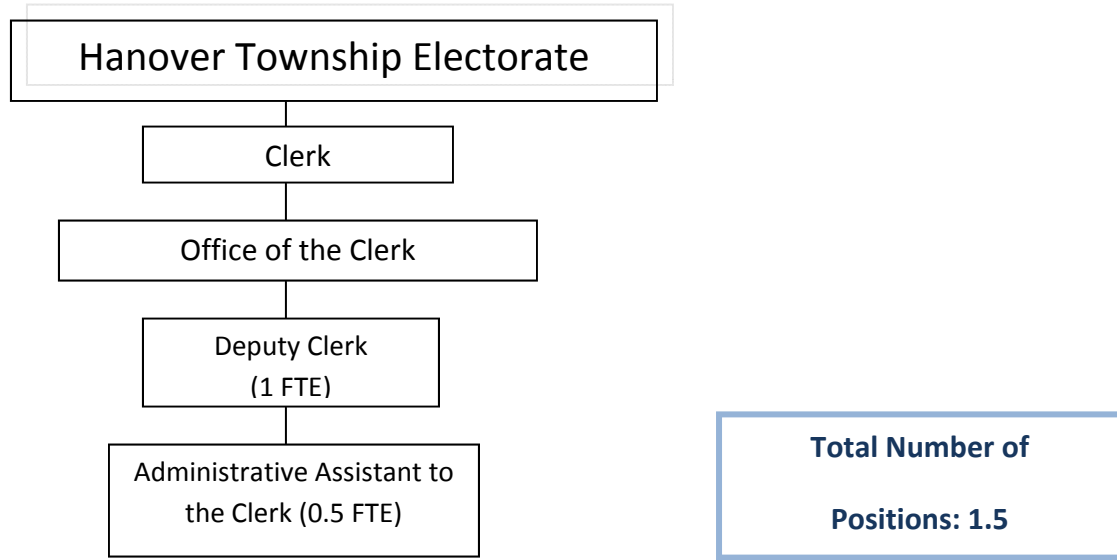
Assessor's Office Detailed Expenditures

Expense	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014 Town Fund-Expenditures					
104ASR Assessor's Division					
1044405 Office Supplies	\$ 4,359	\$ 4,674	\$ 3,433	\$ 4,674	0.0%
1044407 Printing	\$ 288	\$ 772	\$ 1,275	\$ 772	0.0%
1044409 Salaries	\$ 114,752	\$ 122,442	\$ 122,007	\$ 124,278	1.5%
1044411 Equipment Purchases	\$ 1,359	\$ 2,838	\$ -	\$ 1,838	-35.2%
1044413 Travel Expenses	\$ 2,701	\$ 3,018	\$ 3,119	\$ 3,018	0.0%
1044415 Dues, Subs, & Publications	\$ 2,126	\$ 2,866	\$ 146	\$ 2,866	0.0%
1044419 Training	\$ 1,194	\$ 3,341	\$ 1,671	\$ 3,341	0.0%
1044426 Building & Perm Improvements	\$ -	\$ 1,200	\$ 600	\$ 1,200	0.0%
1044431 Equipment Rental	\$ 108	\$ 1,082	\$ 541	\$ 1,082	0.0%
1044433 Professional Services	\$ -	\$ 1,170	\$ 585	\$ 1,170	0.0%
1044525 Equipment Maintenance	\$ 1,400	\$ 2,543	\$ 1,272	\$ 1,543	-39.3%
1044526 Newsletter/Pamph/Comm	\$ -	\$ 1,299	\$ 650	\$ 1,299	0.0%
Total Assessor's Division	\$ 128,287	\$ 147,245	\$ 135,297	\$ 147,081	-0.1%

Budget Highlights:

- Budgeted for a 1.5% increase for personnel salaries and a 0% increase for non-personnel average costs.
- Additional reductions were made for equipment purchases and maintenance to offset salary increase, which results in a flat budget overall with essentially no increase in expenditures.

Performance Metrics			
Service Provided	FY 2011	FYTD 2012	% Change
Administration			
Office Visits	5,477	3,465	-37%
Building Permits Processed	10,678	3,441	-68%
Sales Recording	860	936	9%
Change of Name	1,744	490	-72%
Property Tax Appeals	883	673	-24%
Certificate of Errors	1,054	763	-28%
Property Location Updates	12	357	2875%
New Owner Mailings	796	795	0%
Long Time Occupants	300	142	-53%
Exemptions			
Home Owner Exemptions	196	81	-59%
Senior Home Owner Exemptions	297	236	-21%
Senior Freeze Exemptions	903	201	-78%
Miscellaneous Exemptions	208	171	-18%
Foreclosures	46	374	713%



Mission

The Clerk's Office is continually striving to provide fast, courteous service to Township residents, Board members, other departments and citizens through the most modern and cost effective methods available; and to maintain the Township records in a systematic, orderly, logically organized and accessible manner.

Services

Providing a wide variety of services, the Clerk's primary functions include the keeping of all Township records and accurate minutes of all Township Board meetings including executive session meeting minutes. Being a primary link between the Township and the citizenry, the Clerk's Office also provides passport services, election and voting information, fishing and hunting licenses, cook county vehicle stickers, Freedom of Information Act (FOIA) requests, as well as temporary handicap placards.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Clerk's Office				
Deputy Clerk	1.0	1.0	1.0	0.0
Administrative Assistant to the Clerk	1.0	1.0	0.5	-0.5
Total	2.0	2.0	1.5	-0.5

FY 2013 Department Goals (in order of priority)

1. Update the Application for Authority to Dispose of Local Records – Application No: 94: 021C and adding new applications for Office of Community Health, Emergency Services, Facilities & Maintenance, and the Road District.
2. Offer resources and communications, and design special events to reach residents.
3. Research procedures and cost, to discover if a check acceptance system in the Clerk's office would be appropriate.
4. Update the Clerk's office procedures and manuals.
5. Redesign, streamline and update the Clerk's webpage.
6. Research and implement additional revenue generating services that could be offered in the Clerk's office.
7. Increase hours by 5 per week of the Administrative Assistant to the Clerk, allowing for coverage during busy times.
8. Research and if appropriate, implement ISO Certification to enable better document and records control systems.

FY 2012 Department Accomplished Goals

1. The Clerk's office has started the sorting and compilation process for the Road District records. A database has been developed for the archival system of the Road District records. A representative from Local Records Unit Illinois State Archives educated Township staff in regard to Managing Records and the Local Records Act. The archival program was introduced to the Office of Community Health and Road District.
2. Research Vital Records to be available through the Clerk's Office allowing us to provide residents' vital records instead of having them travel to a distant County Clerk's office. (Strategic - Long-term FY2015)
3. The Clerk's office participated in many community outreach events this year, such as the 2011 Passport Day in the USA. Our office also provided information such as brochures to schools, chambers of commerce, businesses, and at the events to increase visibility of Township services.
4. The Clerk's office researched and obtained information from ISHRAB for a potential grant. Our intent is to submit an application through ISHRAB to develop and/or carry out projects to identify, preserve, access, and use historical records.
5. Hold a Township Clerks' meeting with Township village and city Clerks to gather information, provide outreach, and inform residents of the Township services.

Clerk's Office Continued



- The Clerk has completed National Incident Management System (NIMS) training, and the Clerk, Deputy and Assistant have completed the Passport 2.0 Refresher Course and Notary Public training.

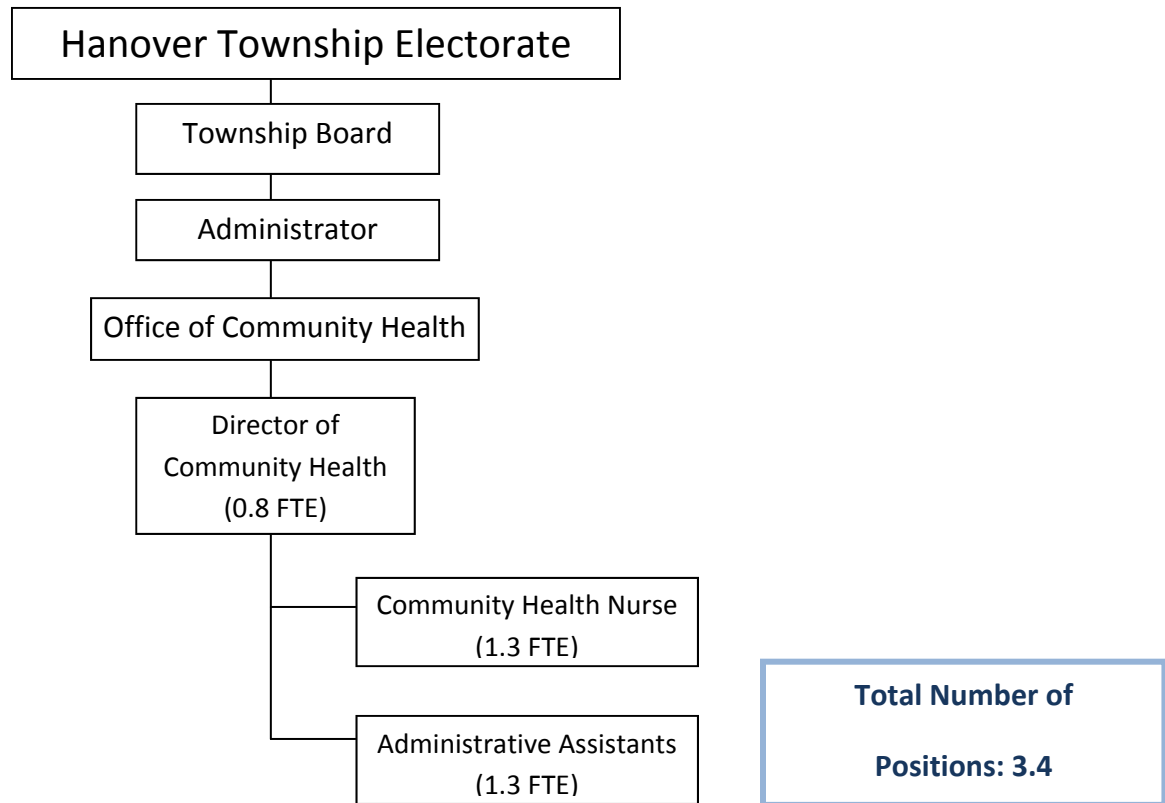
Clerk's Office Detailed Expenditures

1014	Town Fund-Expenditures	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
107CLK	Clerk's Department					
1074200	Salaries	\$ 65,335	\$ 74,300	\$ 71,718	\$ 75,415	1.5%
1074201	Postage	\$ 2,644	\$ 1,003	\$ 489	\$ 993	-1.0%
1074202	Office Supplies	\$ 914	\$ 2,158	\$ 1,134	\$ 2,136	-1.0%
1074203	Printing	\$ 1,816	\$ 4,201	\$ 3,179	\$ 3,151	-25.0%
1074204	Travel Expense & Seminars	\$ 950	\$ 1,500	\$ 1,279	\$ 1,455	-3.0%
1074205	Dues, Subs, & Publications	\$ 372	\$ 500	\$ 412	\$ 485	-3.0%
1074206	Legal Notices	\$ 1,278	\$ 1,018	\$ 2,101	\$ 1,008	-1.0%
1074210	Community Affairs	\$ 637	\$ 2,102	\$ 2,375	\$ 2,081	-1.0%
1074213	Equipment & Maintenance Rental	\$ 132	\$ 500	\$ -	\$ 375	-25.0%
1074214	Furniture, Aux & Equipment	\$ 1,644	\$ 4,002	\$ 2,000	\$ 1,801	-55.0%
1074216	Miscellaneous	\$ 2,007	\$ 2,001	\$ 1,408	\$ 1,981	-1.0%
1074217	Passport Expenditures	\$ 2,866	\$ 2,700	\$ 818	\$ 2,673	-1.0%
1074218	Passport Postage	\$ -	\$ 2,474	\$ 3,224	\$ 2,449	-1.0%
Total	Clerk's Department	\$ 80,594	\$ 98,459	\$ 90,137	\$ 96,003	-2.5%

Budget Highlights:

- The Clerk's Office worked diligently to ensure at least a 1% reduction in all expenditures in order to help offset a 1.5% increase in salaries.
- Other line items such as printing, equipment maintenance, and furniture were reduced by a much larger margin to more closely align with previous expenditure patterns.

Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Passports	1,243	1,307	5%
Photo Fees	\$ 5,450	\$ 3,800	-30%
Total Passport Fees	\$29,675	\$33,270	12%
Cook County Vehicle Stickers	217	192	-12%
Fishing/Hunting Licenses	116	133	15%
Fishing/Hunting Agent Fees	\$ 97.75	\$ 95.25	-3%
Handicap Placards	245	240	-2%
Voter Registration	316	142	-55%
FOIA Request	11	24	118%
Telephone Inquiries	n/a	1,809	n/a



Mission

The Office of Community Health is focused on the health and well being of the residents of Hanover Township. Services are offered to assist individuals in making decisions to achieve optimal functioning within their environment and to provide choices for our residents to maintain and build a healthier community for all of Hanover Township.

Services

The Office of Community Health's services include health education and medication review, lipid profile (cholesterol), basic assessments, lab drawing, ProTimes, Tuberculosis (TB) testing by appointment, Tetanus shots, and physician referrals.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Community Health				
Director	0.8	0.8	0.8	0.0
Community Health Nurse	1.1	1.3	1.3	0.0
Administrative Assistant	0.8	1.3	1.3	0.0
Total	2.7	3.4	3.4	0.0

FY 2013 Department Goals (In order of priority)

1. Write Hazardous Home Site (hoarding) Procedure to be utilized by township staff in collaboration with local intergovernmental agencies and apply for Hanover Township Mental Health Board Challenge grant for hazardous Home Site program. [High Priority]
2. Work with Management Analyst to apply for grant opportunities through the Foundation with attention to advancements in technology area/electronic health recording system and operational funds.

FY 2012 Department Accomplished Goals

1. Continued to explore grant opportunities by working with the Management Analyst to apply for grants pertaining to community health education and continued the expansion of relationships with local inter-governmental agencies, including municipalities in the area.
2. Expanding space with the renovations at Astor Avenue and the Senior Center. Astor will have a designated workspace intended solely for Community Health and the lower level build out will provide a nurses station, exam rooms, and space for local agencies to utilize.
3. Increased numbers of unduplicated, high risk, uninsured clients for all screening sites and immunization clinics.

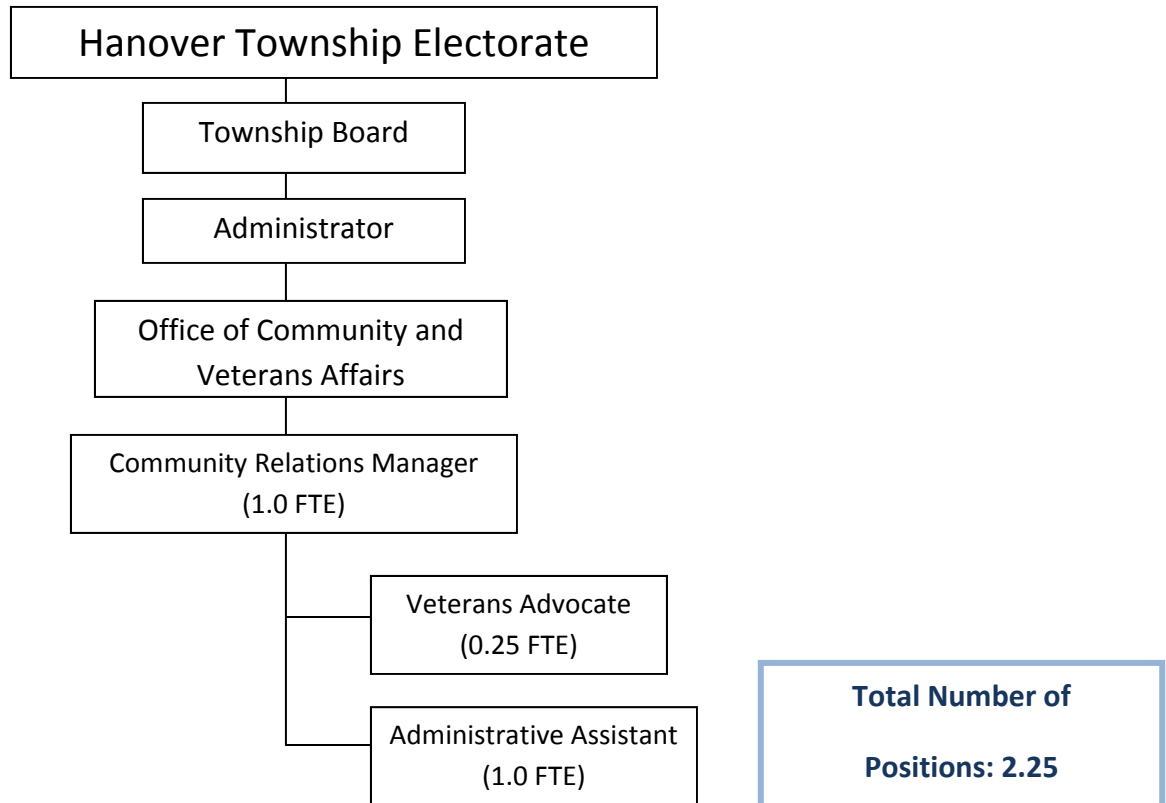
Office of Community Health Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014	Town Fund-Expenditures					
101CHN	Community Health Nurse					
1014450	Salaries	\$ 86,376	\$ 89,440	\$ 83,886	\$ 90,782	1.5%
1014451	Postage	\$ 398	\$ 500	\$ 364	\$ 500	0.0%
1014452	Office Supplies	\$ 948	\$ 2,000	\$ 942	\$ 2,000	0.0%
1014453	Printing & Legal Notices	\$ 1,156	\$ 1,000	\$ 869	\$ 1,000	0.0%
1014454	Travel Expense & Seminars	\$ 1,623	\$ 1,500	\$ 2,427	\$ 1,000	-33.3%
1014455	Dues, Subs, & Publications	\$ 407	\$ 400	\$ 263	\$ 200	-50.0%
1014456	Community Affairs	\$ 1,993	\$ 2,000	\$ 1,310	\$ 2,000	0.0%
1014457	Equipment Maintenance & Rental	\$ 474	\$ 500	\$ -	\$ 300	-40.0%
	Furniture & Computer					
1014458	Equipment	\$ 1,392	\$ 1,500	\$ -	\$ 500	-66.7%
1014459	Professional Services	\$ 571	\$ 500	\$ 272	\$ 500	0.0%
1014460	Seminars	\$ 694	\$ -	\$ -	\$ -	n/a
1014461	Miscellaneous	\$ 975	\$ 1,000	\$ 394	\$ 1,000	0.0%
1014462	License/Professional Insurance	\$ 99	\$ 400	\$ 229	\$ 400	0.0%
1014464	Grant Development	\$ -	\$ 1	\$ -	\$ 1	0.0%
1014465	Medical Supplies	\$ 5,058	\$ 5,750	\$ 5,975	\$ 5,750	0.0%
1014466	Communications	\$ 2,235	\$ 4,000	\$ 2,499	\$ 4,000	0.0%
1014467	Crisis Care	\$ 4,093	\$ 3,500	\$ 4,016	\$ 3,000	-14.3%
	MHB Prescription					
1014468	Reimbursement	\$ 422	\$ 1	\$ 1,400	\$ 1	0.0%
Total	Community Health Nurse	\$ 108,912	\$ 113,992	\$ 104,848	\$ 112,934	-0.9%

Budget Highlights:

- Adjustments to the Office of Community Health budget represent a goal of achieving a 1% overall reduction in expenditures while providing a 1.5% inflationary increase for salaries.

Performance Metrics			
Services Provided	FY 2011	FY 2012	% Change
Appointments			
ProTimes	208	244	17%
TB Skin Test	248	107	-57%
Cholesterol	133	123	-8%
Pharmaceutical Assistance Programs	n/a	139	n/a
Miscellaneous Labs	n/a	131	n/a
Other	734	652	-11%
Total (Unduplicated)	1425	1,343	-6%
Clinic Clients			
Victory Center of Bartlett	171	151	-12%
Glendale Terrace	125	103	-18%
Elgin Recreation Center	38	34	-11%
Clare Oaks	76	46	-39%
Astor Avenue	198	126	-36%
Total (Unduplicated)	608	379	-38%
Public Education and Health Promotion			
Media Coverage	n/a	49	n/a
Informational Seminars	n/a	30	n/a
Primary Care Provider Support	n/a	377	n/a
Phone Triage	n/a	6,580	n/a
Embracelet Program	n/a	153	n/a



Mission

The Office of Community and Veterans Affairs is dedicated to providing Township residents with accurate and timely information in regards to all services and events offered by Hanover Township. The department is engaged in community events and actively promotes the mission and vision developed by the Township Board. The Office of Community and Veterans Affairs is also responsible for assisting Township Veterans in obtaining information and benefits entitled to them by law.

Services

The Office of Community and Veterans Affairs is responsible for providing information to Township residents via press releases, website and social media postings, as well as representing the Township at community events. This department is responsible for maintaining and operating the Community Relations Office in the City of Elgin. The Veteran Advocate is available to assist our Veteran population in understanding and receiving benefits they are entitled to.

Office of Community and Veterans Affairs



The Veterans Affairs Department's expenditures were previously incorporated under the Administrative Services Department. As part of a departmental reorganization the department was expanded into the Office of Community and Veterans Affairs. This new unit was established in February of 2012.

FY 2013 Department Goals (In order of priority)

1. Enhance utilization of online social and traditional media to continue to raise resident awareness.
2. Coordinate and sponsor three outreach seminars for veterans with state, federal, and non-profit agencies relating to relevant veterans' issues

Office of Community and Veterans Affairs Detailed Expenditures

Community and Veteran Affairs		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Community Relations						
1014608	Salaries	n/a	n/a	n/a	\$ 58,000	n/a
1014611	Education & Training	n/a	n/a	n/a	\$ 1,000	n/a
1014614	Printing	n/a	n/a	n/a	\$ 1,000	n/a
1014615	Postage	n/a	n/a	n/a	\$ 1,350	n/a
1014617	Equipment & Furniture	n/a	n/a	n/a	\$ 2,000	n/a
1014619	Office Supplies	n/a	n/a	n/a	\$ 1,000	n/a
1014620	Satellite Office Programs	n/a	n/a	n/a	\$ 1,000	n/a
1014621	Satellite Office Utilities	n/a	n/a	n/a	\$ 1,750	n/a
1014622	Satellite Office Lease	n/a	n/a	n/a	\$ 10,000	n/a
1014623	Satellite Office Phone & Internet	n/a	n/a	n/a	\$ 1,400	n/a
1014624	Travel	n/a	n/a	n/a	\$ 500	n/a
1014625	Communications	n/a	n/a	n/a	\$ 54,000	n/a
1014626	Community Service Awards	n/a	n/a	n/a	\$ 1,500	n/a
1014628	Historical Marker Program	n/a	n/a	n/a	\$ 2,400	n/a
1014629	Dues & Subscriptions	n/a	n/a	n/a	\$ 250	n/a
Total	Community Relations	n/a	n/a	n/a	\$ 137,150	n/a
101VET Veterans Affairs						
1014700	Salaries	n/a	n/a	n/a	\$ 20,000	n/a
1014703	Travel Expenses	n/a	n/a	n/a	\$ 100	n/a
1014704	Supplies	n/a	n/a	n/a	\$ 100	n/a
Total	Veterans Affairs	n/a	n/a	n/a	\$ 20,200	n/a
Total		n/a	n/a	n/a	\$ 157,350	n/a

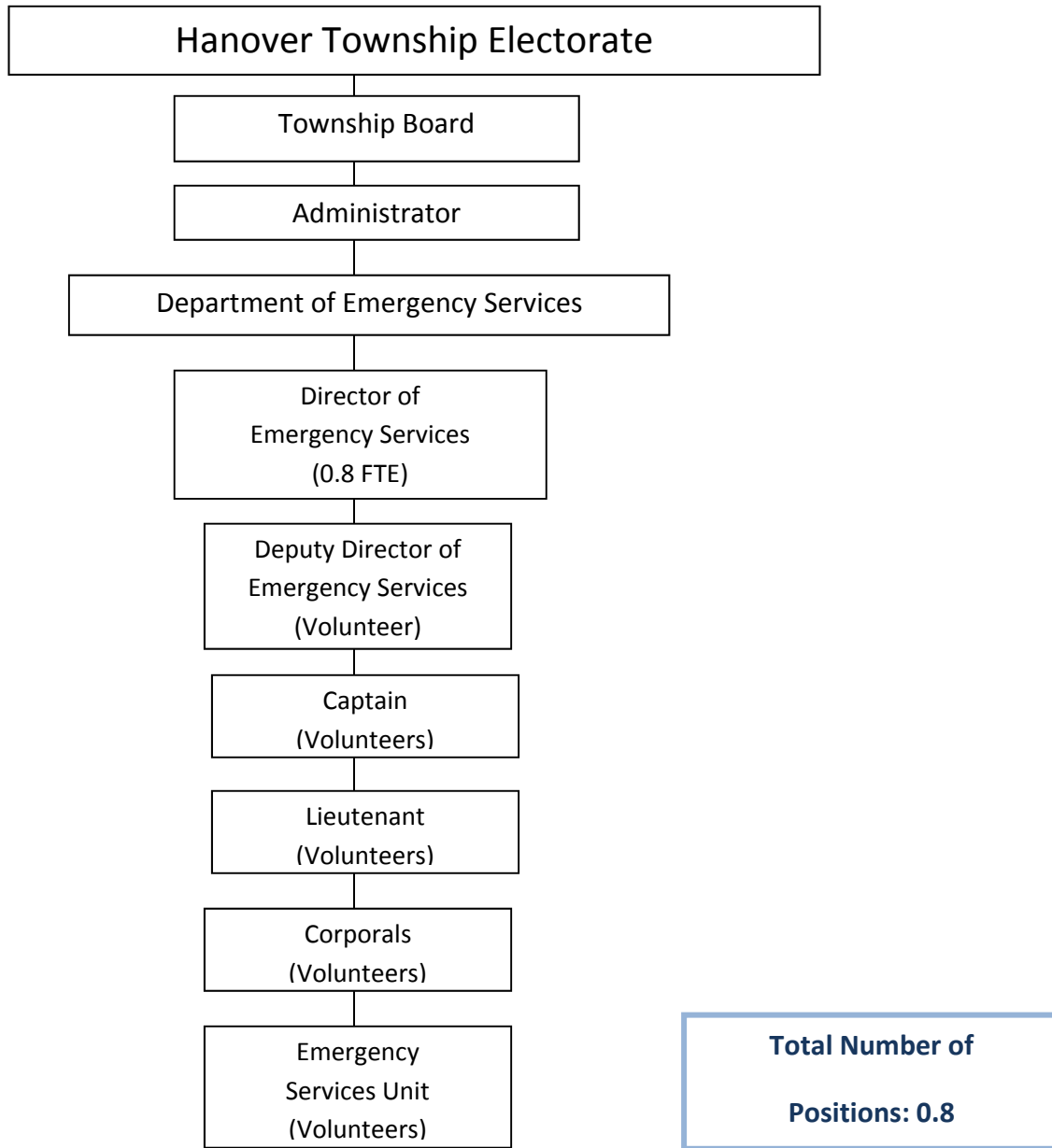
Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Community and Veterans Affairs				
Community Relations Manager	n/a	n/a	1.0	n/a
Veterans Advocate	0.25	0.25	0.25	0
Administrative Assistant	n/a	n/a	1.0	n/a
Total	0.25	0.25	2.25	2.00

Budget Highlights:

- FY 13 will be the first budget year under which this new department operates. All expenditures come from pre-existing sources and do not represent an increase in spending.

Performance Metrics			
Service Provider	FY 2011	FY 2012	% Change
Veterans Served	n/a	12	n/a

Emergency Services



Mission

The Hanover Township Emergency Services Unit is trained to respond to a wide range of emergencies and non-emergency events to either assist primary emergency responders or operate independently in times of natural and man made disasters. This dedicated group of professional volunteers exists to provide a properly equipped, trained and ready unit to assist Hanover Township residents and the public safety agencies that serve them.

Services

During the spring and summer months the unit will activate during severe weather watches and warnings to serve as weather spotters to provide notification of tornado activity. When requested by the one of the law enforcement or fire departments serving Hanover Township the Emergency Services Unit is able to assist with traffic control, scene security, emergency scene lighting, first aid services, clearing of storm damage from roadways and manpower assistance for a number of other tasks.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Emergency Services				
Director	0.4	0.8	0.8	0.0
Total	0.4	0.8	0.8	0.0

FY 2013 Department Goals (In order of priority)

1. Completion of an All Hazards plan and crosswalk document and obtain final certification for EOP plan. [High Priority]
2. Establish community education division to include CERT training, public presentations at schools and civic organizations, and outreach at community events. [High Priority]

FY 2012 Department Accomplished Goals

1. Developing community preparedness by having one officer complete the CERT Train the Trainer course with a CERT training to be offered to the community in the spring. Addressing community awareness by working on community outreach opportunities through school programs.
2. The department is being utilized on the Illinois Law Enforcement Alarm System (ILEAS) website as a resource listing to be eventually used in agency searches. Currently working with Mutual Aid Box Alarm System (MABAS) to meet qualification to be utilized as a resource. Continue to meet with local police and fire departments about the department's services and are being utilized on a more consistent basis.

Emergency Services Continued



3. Working with the Management Analyst to research grant opportunities. Currently looking for funding for new radios and the construction of an antenna tower for the Emergency Operations Center.
4. Became a member of the Illinois Search and Rescue Council with seven volunteers trained in search and rescue basics.
5. Completed the rules and regulations manual and distributed to all members. Reviewing current and older operational orders to determine necessary changes.
6. Wrote first draft of the “Comprehensive All Hazards Preparedness Plan” (EOP). The Plan must be approved by Cook County and in compliance with necessary State/County requirements.

Emergency Services Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014	Town Fund-Expenditures					
101ES	Emergency Services					
1014801	Salaries	\$ 22,667	\$ 40,000	\$ 40,923	\$ 40,600	1.5%
1014802	Equipment	\$ 42,702	\$ 27,750	\$ 20,483	\$ 21,750	0.0%
1014803	Uniforms	\$ 14,337	\$ 6,000	\$ 7,531	\$ 6,000	0.0%
1014804	Printing	\$ 1,139	\$ 500	\$ 1,084	\$ 1,000	100.0%
1014805	Postage	\$ 50	\$ 100	\$ 2	\$ 100	0.0%
1014806	Office Supplies	\$ 2,435	\$ 750	\$ 510	\$ 500	-33.3%
1014807	Miscellaneous	\$ 963	\$ 1,000	\$ 1,030	\$ 1,000	0.0%
1014808	Education & Training	\$ 1,380	\$ 7,500	\$ 10,789	\$ 10,000	33.3%
1014809	Pre-Volunteer Screening	\$ 622	\$ 1,200	\$ 383	\$ 1,000	-16.7%
1014810	Travel	\$ 56	\$ 1,000	\$ 2,333	\$ 1,500	50.0%
1014811	Volunteer Insurance	\$ 575	\$ 1,200	\$ 765	\$ 1,200	0.0%
1014812	Volunteer Appreciation	\$ 1,062	\$ 1,000	\$ 1,649	\$ 1,500	150.0%
1014813	Vehicle Fuel	\$ 2,113	\$ 2,500	\$ 4,190	\$ 4,000	60.0%
1014814	Communications	\$ -	\$ 9,200	\$ 6,750	\$ 9,200	0.0%
Total	Emergency Services	\$ 90,099	\$ 99,700	\$ 98,422	\$ 99,350	-0.4%

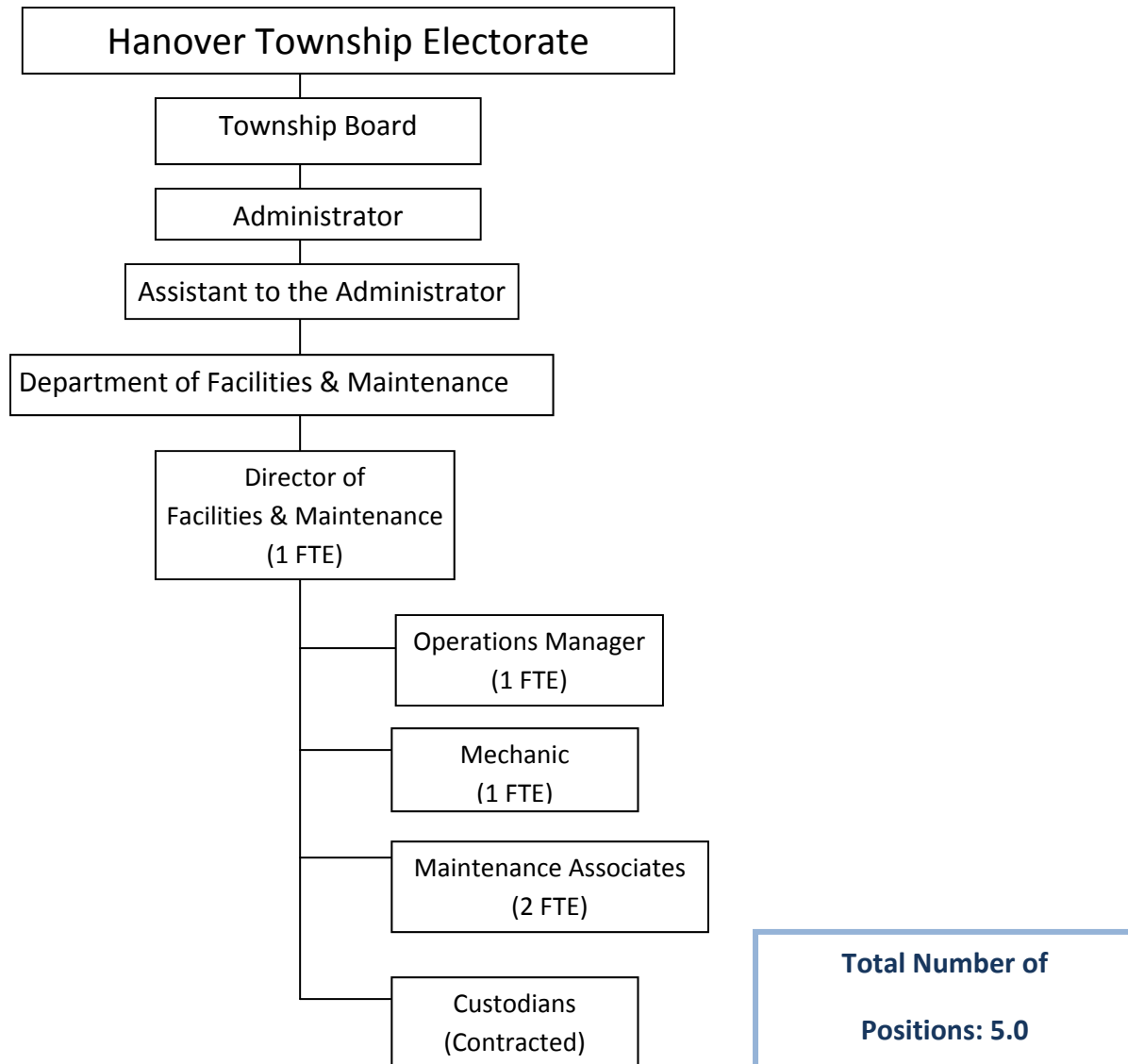
Budget Highlights:

- The Emergency Services Department has significantly expanded its pool of auxiliary staff over the past year. This has led to an increase in training, fuel, and appreciation costs.

Emergency Services Continued



Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Volunteers			
Total Volunteers	n/a	26	n/a
New Volunteers	n/a	15	n/a
Volunteer Hours	n/a	1860	n/a
Training			
Total Hours	n/a	1185	n/a
Details			
Township Events	n/a	22	n/a
Municipal Event Assistance	n/a	23	n/a
Emergency Call Outs	n/a	67	n/a
Miscellaneous	n/a	15	n/a



Mission

The Facilities & Maintenance Department ensures proper administration of the Township's buildings and grounds, including eight Township facilities.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings and fleet maintenance.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Maintenance Associates	2.0	2.0	2.0	0.0
Mechanic	1.0	1.0	1.0	0.0
Total	5.0	5.0	5.0	0.0

FY 2013 Department Goals (In order of priority)

1. Develop and implement Runzel Reserve plan. [High Priority]
2. Rebuild Town Hall and Rear parking lot resurfacing project. [High Priority]
3. Renovate Town Hall foyer/reception area and Youth & Family services lobby/reception renovations. [High Priority]

FY 2012 Department Accomplished Goals

1. Conducted research and determined at this point alternate building for Highway and Senior Transportation is not necessary.
2. Consolidated grants, went out for bid and awarded contract to contractor for Senior Center lower level build out. Construction began mid-October 2011.
3. Completed Mental Health Resource building renovations.

Facilities and Maintenance Continued



Facilities and Maintenance Detailed Expenditures

Expense	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1014 Town Fund-Expenditures					
101Main Facilities Maintenance					
1014200 Salaries	\$ 198,579	\$ 201,760	\$ 209,635	\$ 210,000	4.1%
1014201 Postage	\$ -	\$ 100	\$ 50	\$ -	-100.0%
1014202 Office Supplies	\$ 313	\$ 400	\$ 410	\$ 400	0.0%
1014203 Travel	\$ 53	\$ 250	\$ -	\$ -	-100.0%
1014204 Dues, Subs, & Publications	\$ -	\$ 200	\$ -	\$ -	-100.0%
1014205 Janitorial Supplies- Town	\$ 4,703	\$ 4,250	\$ 3,459	\$ 4,250	0.0%
1014206 Janitorial Supplies- Senior	\$ 4,216	\$ 5,500	\$ 3,027	\$ 5,500	0.0%
1014207 Janitorial Supplies- Astor	\$ 919	\$ 1,000	\$ 995	\$ 1,000	0.0%
1014204 Janitorial Supplies- Elgin	n/a	n/a	n/a	\$ 750	n/a
1014208 Housekeeping Contract	\$ 21,060	\$ 29,000	\$ 28,010	\$ 31,000	6.9%
1014209 Building Contracts	\$ 16,349	\$ 13,500	\$ 9,626	\$ 13,500	0.0%
1014210 Building Maintenance- Town	\$ 10,812	\$ 11,500	\$ 10,203	\$ 11,500	0.0%
1014211 Building Maintenance- Senior	\$ 12,828	\$ 12,500	\$ 4,267	\$ 12,500	0.0%
1014212 Building Maintenance- Astor	\$ 1,099	\$ 2,425	\$ 186	\$ 2,183	-10.0%
1014228 Building Maintenance- Elgin	n/a	n/a	n/a	\$ 1,300	n/a
1014213 Equipment Maintenance- Town	\$ 13,664	\$ 14,500	\$ 10,875	\$ 13,775	-5.0%
1014214 Equipment Maintenance- Senior	\$ 14,623	\$ 13,500	\$ 16,305	\$ 13,500	0.0%
1014215 Equipment Maintenance- Astor	\$ 773	\$ 1,500	\$ 531	\$ 1,350	-10.0%
1014229 Equipment Maintenance- Elgin	n/a	n/a	n/a	\$ 500	n/a
1014216 Equipment Rental	\$ 2,849	\$ 3,250	\$ 329	\$ 2,600	-20.0%
1014217 Education & Training	\$ 92	\$ 1,000	\$ 399	\$ 900	-10.0%
1014218 Vehicle Maintenance- Town	\$ 7,966	\$ 4,500	\$ 2,313	\$ 4,500	0.0%
1014219 Vehicle Fuel- Town	\$ 4,943	\$ 6,500	\$ 7,305	\$ 6,500	0.0%
1014220 Seasonal Projects Assistance	\$ -	\$ 10,000	\$ 8,491	\$ 5,000	-50.0%
1014221 Cell Phone/Communications	\$ -	\$ 2,000	\$ 1,722	\$ 2,000	0.0%
1014222 Trash Removal- Town	\$ 3,744	\$ 3,000	\$ 1,473	\$ 3,000	0.0%
1014223 Trash Removal- Senior	\$ 2,237	\$ 1,850	\$ 1,405	\$ 1,850	0.0%
1014224 Trash Removal- Astor	\$ 1,554	\$ 1,200	\$ 824	\$ 1,200	0.0%
1014225 Grounds Maintenance	\$ 7,668	\$ 8,000	\$ 4,588	\$ 8,000	0.0%
1014226 Uniforms	\$ 1,068	\$ 1,000	\$ -	\$ 900	-10.0%
1014227 Miscellaneous	\$ 592	\$ 1,000	\$ 451	\$ 800	-20.0%
Total	\$ 332,705	\$ 355,185	\$ 326,879	\$ 360,258	1.4%

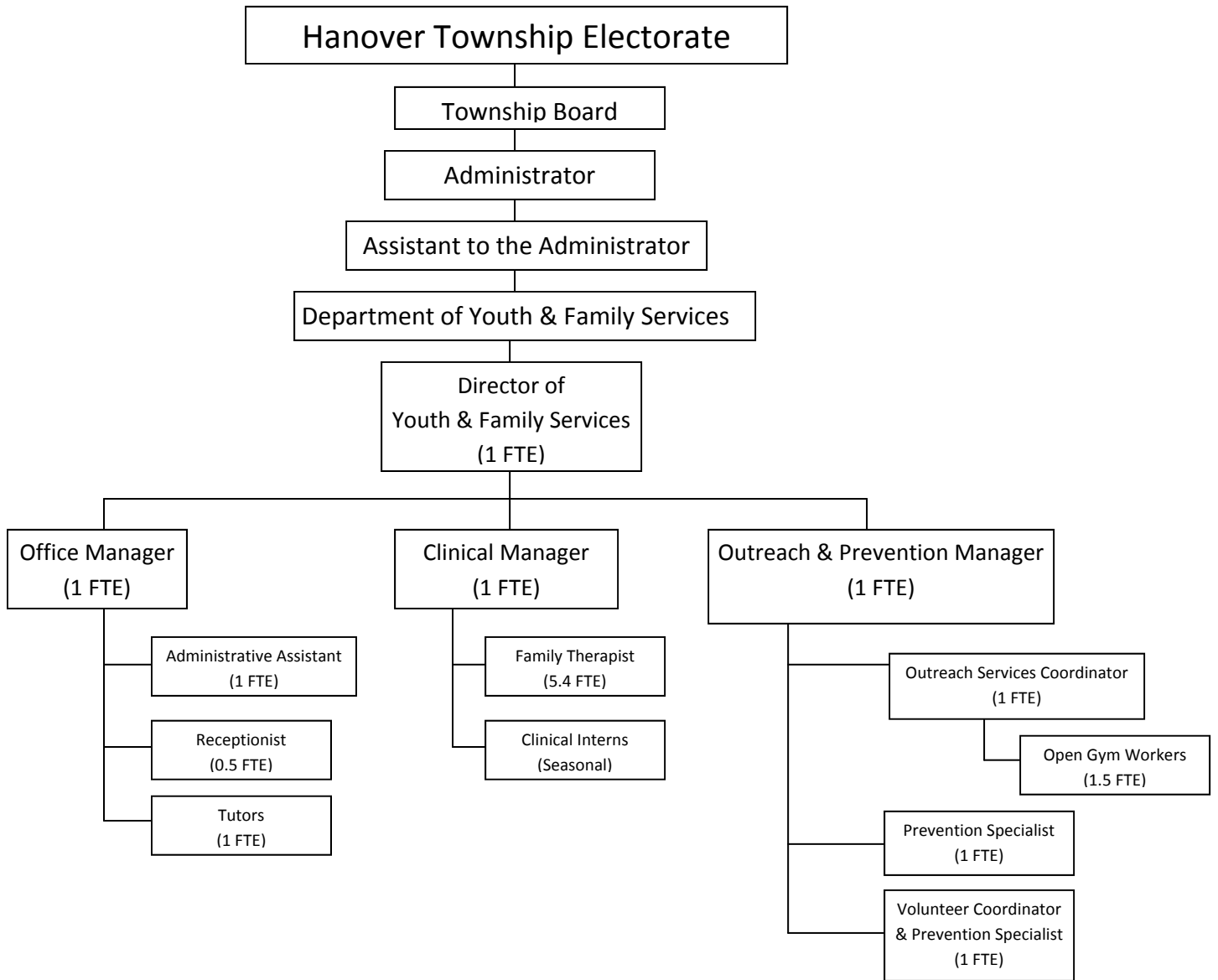
Facilities and Maintenance Continued



Budget Highlights:

- The changes in the Facilities and Maintenance budget represent a general cost cutting approach amongst all categories to properly prioritize resources.
- Additional expenditures were added for cleaning and maintenance to account for the build out of the lower level of the Senior Center, as well as the new Township service location in Elgin.

Performance Metrics			
Services Provided	FY 2011	FYTD 2012	% Change
Administation			
Vehicle Service Calls	n/a	215	n/a
Work Orders	n/a	639	n/a
Event Setups/Tear Downs	n/a	1594	n/a
Energy Efficiency- Electricity (Kw)			
Astor Ave Community Center	n/a	40,237	n/a
Town Hall	n/a	133,320	n/a
Senior Center	n/a	443,398	n/a
Energy Efficiency- Gas (Therms)			
Astor Ave Community Center	n/a	4,788.47	n/a
Town Hall	n/a	8,031.73	n/a
Senior Center	n/a	24,032.60	n/a



Total Number of

Positions: 16.4

Mission

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. This is accomplished by providing services which help to strengthen families, to provide outreach to children and teens at risk of school failure and delinquency, and to contribute to the building up of a healthier community for all Township youth.

Services

Youth and Family Services provides outpatient family and group therapy, tutoring services, an after school program called Open Gym, an alternative to suspension program, psychiatric evaluation, support groups, English as a second language (ESL) services, and volunteer opportunities.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Youth and Family Services				
Director	1.0	1.0	1.0	0.00
Office Manager	1.0	1.0	1.0	0.00
Administrative Assistant	1.0	1.0	1.0	0.00
Receptionists	1.15	1.15	0.5	-0.65
Tutors	1.0	1.0	1.0	0.00
Clinical Manager	1.0	1.0	1.0	0.00
Family Therapist	5.4	5.4	5.4	0.00
Outreach and Prevention Manager	1.0	1.0	1.0	0.00
Outreach Services Coordinator	1.0	1.0	1.0	0.00
Open Gym Workers	1.5	1.5	1.5	0.00
Prevention Specialist	1.0	1.0	1.0	0.00
Volunteer Coordinator/ Prevention Specialist	1.0	1.0	1.0	0.00
Total	17.05	17.05	16.4	-0.65

FY 2013 Department Goals (In order of priority)

1. Develop and implement a plan for youth employment and entrepreneurship by addressing youth employment opportunities, soft skill development, job coaching, researching for angel investments, and incubators. [High Priority]
2. Research and develop a community service program for youth and adults who have and have not been adjudicated through the court system. Program will include leadership and soft job skills development.

FY 2012 Department Accomplished Goals

1. Expanded The Alternative to Suspension Program to include a suspension reduction option for schools, students, and their parents.
2. Assisted in the application for a \$150,000 21st Century Community Learning Center Grant through the Illinois State Board of Education.
3. Worked with Elgin High School to develop a peer jury program for its school to handle disciplinary actions in a restorative justice model.
4. Worked with the department consultant, in collaboration with Loyola University, to determine appropriate outcome-based measurements.
5. Research has been completed on the various forms of youth job incubators. The ideals of entrepreneurship and social entrepreneurship have been explored as well as angel investing.

Youth and Family Services Continued



Youth and Family Services Detailed Expenditures

109ADM	Administration & Clinical	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1094608	Salaries	\$ 435,889	\$ 532,000	\$ 481,853	\$ 506,750	-4.7%
1094611	Education & Training	\$ 4,673	\$ 5,600	\$ 5,294	\$ 5,600	0.0%
1094612	Consulting Fees	\$ 3,600	\$ 4,000	\$ 3,192	\$ 3,600	-10.0%
1094613	Answering Service	\$ 1,200	\$ 1,300	\$ -	\$ 1,300	0.0%
1094614	Printing	\$ 1,914	\$ 2,500	\$ 628	\$ 1,500	-40.0%
1094615	Postage	\$ 786	\$ 2,000	\$ 779	\$ 1,000	-50.0%
1094616	Books & Journals	\$ 83	\$ 800	\$ 399	\$ 800	0.0%
1094617	Equipment Maintenance	\$ 286	\$ 2,000	\$ -	\$ 2,000	0.0%
1094618	Psychiatric Backup	\$ 8,400	\$ 18,000	\$ 6,796	\$ 15,000	-16.7%
1094619	Office Supplies	\$ 3,945	\$ 4,000	\$ 3,045	\$ 3,000	-25.0%
1094620	Community Affairs	\$ 4,594	\$ 5,000	\$ 3,670	\$ 1,500	-70.0%
1094621	Recruitment & Pre Employment	\$ 1,808	\$ 2,500	\$ 1,944	\$ 2,000	-20.0%
1094622	Miscellaneous	\$ 241	\$ 800	\$ 4	\$ 300	-62.5%
1094623	Travel	\$ 472	\$ 1,500	\$ 1,607	\$ 2,500	66.7%
1094624	Intern Stipends	\$ 4,940	\$ 10,000	\$ 10,640	\$ 5,000	-50.0%
1094625	Insurance	\$ 2,154	\$ 2,500	\$ 3,587	\$ 2,800	12.0%
1094626	Equipment & Furniture	\$ 5,597	\$ 6,500	\$ 4,195	\$ 3,500	-46.2%
1094628	Tutoring	\$ 16,866	\$ 22,000	\$ 16,980	\$ 24,000	9.1%
1094629	Dues & Subscriptions	\$ 550	\$ 1,500	\$ 238	\$ 800	-46.7%
Total	Administration & Clinical	\$ 497,998	\$ 624,500	\$ 544,851	\$ 582,950	-6.7%

109OUT	Outreach & Prevention	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1094627	Seasonal Open Gym Program	\$ 32,005	\$ 47,000	\$ 39,372	n/a	n/a
1094640	Salaries	\$ 168,944	\$ 181,000	\$ 165,909	\$ 173,500	-4.1%
1094641	Open Gym Program	n/a	n/a	n/a	\$ 75,600	n/a
1094643	Education & Training	\$ 2,373	\$ 2,500	\$ 474	\$ 1,600	-36.0%
1094644	Travel	\$ 1,358	\$ 3,000	\$ 985	\$ 2,500	-16.7%
1094645	Printing	\$ 102	\$ 1,000	\$ -	\$ 800	-20.0%
1094646	Postage	\$ -	\$ 800	\$ -	\$ 600	-25.0%
1094647	Office Supplies	\$ 950	\$ 1,200	\$ 1,179	\$ 1,100	-8.3%
1094648	Community Affairs	\$ 1,269	\$ 3,000	\$ 69	\$ 1,000	-66.7%
1094649	Professional Services	\$ 2,000	\$ 1,500	\$ -	\$ 1,200	-20.0%
1094650	Program Supplies	\$ -	\$ 2,000	\$ 813	\$ 2,000	0.0%
1094651	Cell phone	\$ 1,387	\$ 4,000	\$ 1,361	\$ 2,400	-40.0%
1094654	Youth Job Incubator Project	\$ -	\$ 1	\$ -	\$ 1	0.0%
1094655	Transportation	\$ -	\$ 5,000	\$ 2,903	\$ 3,000	-40.0%

	Outreach & Prevention	\$ 210,390	\$ 252,001	\$ 213,065	\$ 265,301	5.3%
Total	Youth & Family Services	\$ 708,388	\$ 876,501	\$ 757,916	\$ 848,251	-3.2%

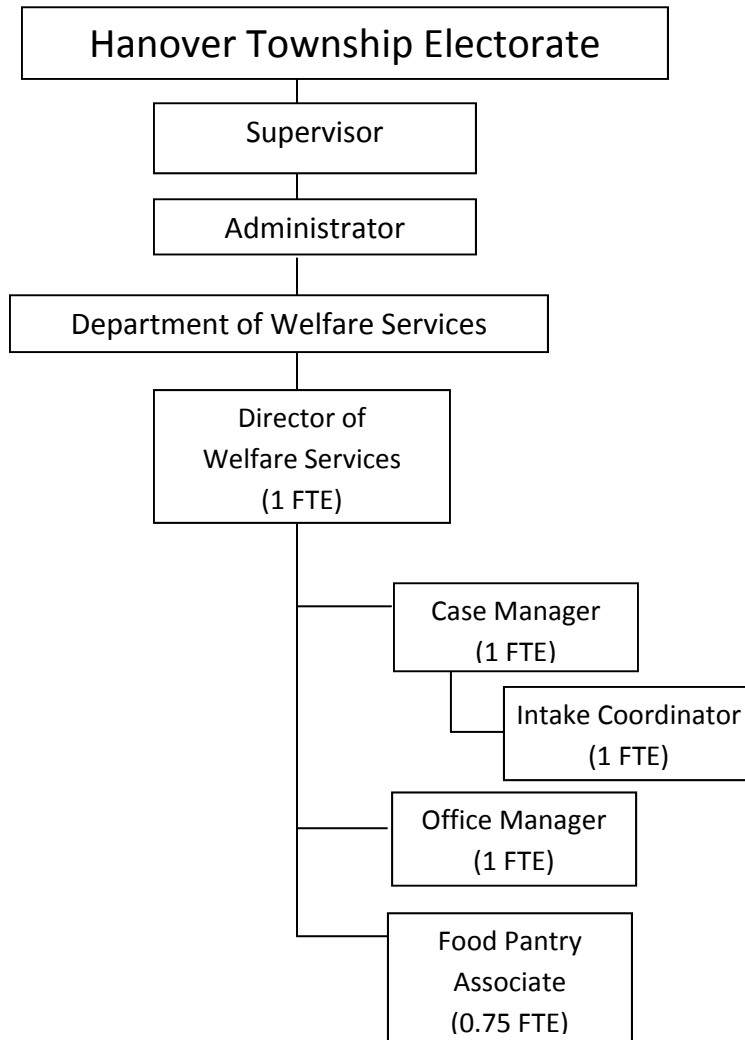
Youth and Family Services Continued



Budget Highlights:

- Budget changes for the Youth and Family Services Department represent an effort to expand the Open Gym Program from one to two locations per day, five days a week. To accommodate the increased costs 6.7% of the Administration and Clinical budget was reduced, while the overall Outreach and Prevention budget increased by 5.3%.
- Community Affairs was also reduced by 66.7% due to the Committee on Youth receiving their own budget line item under the Administrative Services Department.

Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Outreach & Prevention			
Open Gym Participants	6493	7411	14%
Open Gym Participants (Unduplicated)	1163	1181	2%
Alternative to Suspension Referrals	0	238	n/a
Alternative to Suspension (Unduplicated)	0	133	n/a
Clinical			
Therapy Clients (Total Attended)	2586	2318	-10%
Therapy Clients (New Clients)	242	184	-24%
Total Families	554	503	-9%
New Families	46	50	9%
Clinical Hours	1843	2279	24%
Group Session Participants	95	2060	2068%
Tutoring Participants			
Total	354	431	22%
Unduplicated	73	157	115%



Total Number of Positions: 4.75

Mission

Hanover Township Welfare Services is committed to improving the welfare of Hanover Township residents experiencing hardships by providing resources and support to empower residents in achieving self-sustainability.

Services

Welfare Services provides general and emergency assistance, local public assistance programs, Low Income Home Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), a food pantry for needy residents, financial assistance, All Kids health insurance program, help with weatherization, Access to Care, and referral services.

General Assistance Fund Continued



Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Welfare Services				
Director	1.0	1.0	1.0	0.00
Case Manager	1.0	1.0	1.0	0.00
Office Manager	n/a	1.0	1.0	0.00
Intake Coordinator	n/a	1.0	1.0	0.00
Food Pantry Associate	1.0	1.0	0.75	-0.25
Food Pantry Manager	1.0	n/a	n/a	n/a
Administrative Assistant	1.0	n/a	n/a	n/a
Total	5.0	5.0	4.75	-0.25

FY 2013 Department Goals (In order of priority)

1. Research the possibility of holding adult education classes at the Astor Avenue Community Center for low income residents. [High Priority]
2. Launch Ambassador Program to create substantial annual giving program from community leaders and businesses to benefit the Food Pantry.

FY 2012 Department Accomplished Goals

1. Held ongoing financial literacy groups for residents as well as have onsite employment counselor from CEDA monthly.
2. Developed a monthly Community Resource Group where residents as well as clients come to learn about interview skills, resume writing, personal hygiene, stress relief as well as services available within our Township.
3. Increased the stock of fresh produce and perishable in the Food Pantry by partnering with the United Immanuel Church of Christ, Fiat Missionaries and Seasons Produce. Also established weekly pick up at the Northern Illinois Food Bank of fresh produce and meats to be stocked year round.
4. Worked on developing an Ambassador Program and increasing donations to the Food Pantry and Foundation through the establishment of new annual fundraisers.

General Assistance Fund Continued



General Assistance Fund Summary

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Revenues	\$ 332,902	\$ 324,772	\$ 495,264	\$ 334,934	3.1%
Budgeted Expenditures					
Administration	\$ 188,730	\$ 215,974	\$ 213,925	\$ 216,490	0.2%
Home Relief	\$ 75,827	\$ 221,700	\$ 217,364	\$ 234,750	5.9%
Total Expenditures	\$ 264,557	\$ 437,674	\$ 431,290	\$ 451,240	3.1%
Excess of Revenues Over Expenditures	\$ 68,345	\$(112,902)	\$ 63,974	\$(116,306)	3.0%
Fund Balance Beginning April 1	\$ 387,533	\$ 455,878	\$ 455,878	\$ 465,068	2.0%
Estimated Cash on Hand March 31	\$ 455,878	\$ 342,976	\$ 519,852	\$ 348,762	1.7%

General Assistance Fund Detailed Revenues

Income	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
2023 Welfare Services-Revenue					
2023000 Property Taxes	\$ 303,985	\$ 306,271	\$ 378,164	\$ 317,433	3.6%
2023100 Replacement Taxes	\$ 4,368	\$ 4,500	\$ 3,912	\$ 4,500	0.0%
2023250 Interest Income	\$ 1,070	\$ 2,000	\$ 1,142	\$ 1,000	-50.0%
2023300 Other Income	\$ 9,381	\$ 2,000	\$ 101,696	\$ 2,000	0.0%
2023325 Grants	\$ -	\$ 1	\$ -	\$ 1	0.0%
2023350 CEDA- LIHEAP	\$ 14,097	\$ 10,000	\$ 10,350	\$ 10,000	0.0%
Total Welfare Services-Revenue	\$ 332,902	\$ 324,772	\$ 495,264	\$ 334,934	3.1%

General Assistance Fund Continued



General Assistance Fund Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
2024	Welfare Services-Expenditures					
2024ADM	Administration					
2024201	Salaries	\$ 105,280	\$ 110,874	\$ 118,712	\$ 186,000	67.8%
2024202	Office Supplies	\$ 1,688	\$ 2,000	\$ 2,221	\$ 2,500	25.0%
2024203	Food Pantry Salaries	\$ 59,982	\$ 62,400	\$ 50,872	\$ -	-100.0%
2024204	Equipment Purchase & Rental	\$ 8,914	\$ 5,000	\$ 7,197	\$ 6,000	20.0%
2024205	Travel & Training	\$ 2,341	\$ 3,250	\$ 2,599	\$ 2,438	-25.0%
2024206	Postage	\$ -	\$ 600	\$ 293	\$ 612	2.0%
2024210	Printing	\$ 2,944	\$ 2,200	\$ 1,638	\$ 1,540	-30.0%
2024212	Dues, Subs, & Publications	\$ 487	\$ 400	\$ 1,794	\$ 1,400	250.0%
2024213	Community Affairs/Misc	\$ 2,773	\$ 2,250	\$ 2,100	\$ 1,500	-33.3%
2024506	Transfer to Capital	\$ -	\$ 25,000	\$ 25,000	\$ 12,500	-50.0%
2024507	Professional Services	\$ 4,320	\$ 2,000	\$ 1,500	\$ 2,000	0.0%
Total	Administration	\$ 188,730	\$ 215,974	\$ 213,925	\$ 216,490	0.2%

		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
2024HOM	Home Relief					
2024101	Food	\$ -	\$ 1,000	\$ 500	\$ 1,000	0.0%
2024102	Rent	\$ 48,466	\$ 120,000	\$ 117,947	\$ 120,000	0.0%
2024103	Utilities	\$ 1,574	\$ 10,000	\$ 7,558	\$ 12,000	20.0%
2024105	Clothing	\$ 6,754	\$ 5,000	\$ 12,447	\$ 15,000	200.0%
2024106	Travel Expenses	\$ 2,197	\$ 5,000	\$ 4,367	\$ 5,750	15.0%
2024110	Burial	\$ -	\$ 1,200	\$ 1,200	\$ 1,500	25.0%
2024115	Medical/Lloyds	\$ -	\$ 25,000	\$ 18,436	\$ 25,000	0.0%
2024116	Catastrophic Insurance Premium	\$ 2,646	\$ 3,500	\$ 3,400	\$ 3,500	0.0%
2024117	Miscellaneous	\$ 120	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
2024119	Emergency Assistance	\$ 14,070	\$ 50,000	\$ 50,509	\$ 50,000	0.0%
Total	Home Relief	\$ 75,827	\$ 221,700	\$ 217,364	\$ 234,750	5.9%

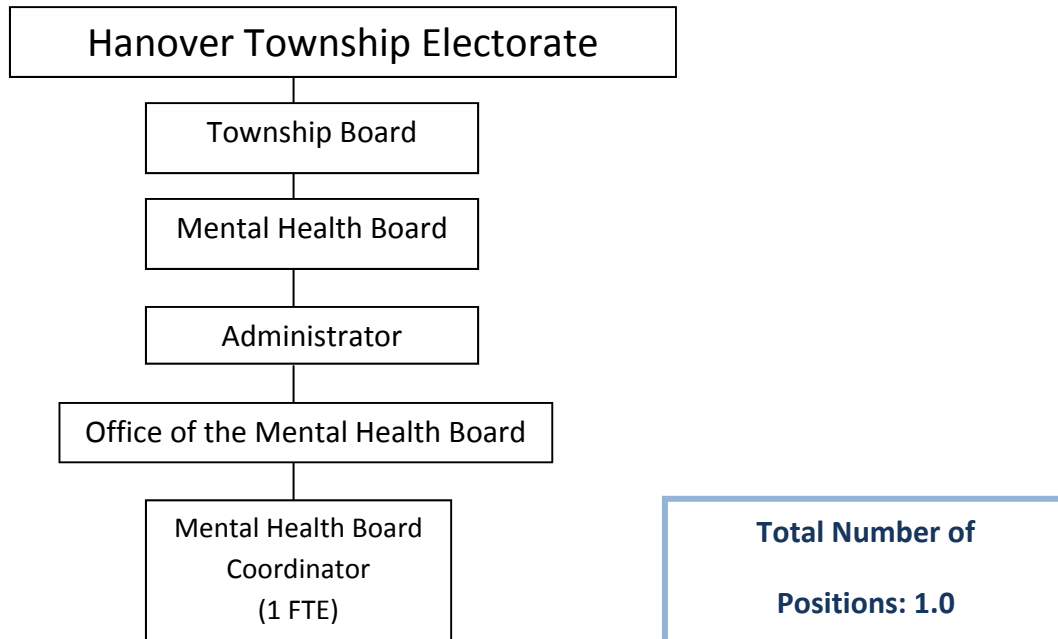
Budget Highlights:

- Salary line items were combined to eliminate redundancy. The Food Pantry Salary line item was eliminated and the dollar amounts were added into the Salaries line item which includes all salaries from the administration portion of the budget.
- Home Relief line items such as clothing and burial expenses were increased to account for increased needs during the current economic downturn.

General Assistance Fund Continued



Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
General Assistance			
General Assistance Clients	n/a	155	n/a
General Assistance Appointments	n/a	421	n/a
Emergency Assistance Appointments	n/a	141	n/a
Emergency Assistance Approved	n/a	68	n/a
Crisis Intake Clients	n/a	997	n/a
Access to Care	n/a	7	n/a
LIHEAP Applications			
Office	n/a	632	n/a
Circuit Breaker	n/a	11	n/a
Social Services			
ComEdHardships	n/a	57	n/a
Weatherization	n/a	38	n/a
Food Pantry			
Served (Households)	n/a	8,226	n/a
New Applications	n/a	980	n/a
Food Donations	n/a	609	n/a
Community Center Walk-Ins	n/a	3,971	n/a



Mission

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township.

Services

The Mental Health Board manages the Hanover Township Community Resource Center, funds a number of agencies that provide direct services to Township residents with mental health, developmental disorders or substance abuse issues. Funded programs include counseling, job training, transportation, treatment, substance abuse, and sponsorship or co-sponsorship of a number of public information programs designed to let more people know about the services that are available.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Mental Health Board				
Executive Director	1.0	0.0	0.0	0.0
Mental Health Board Coordinator	n/a	1.0	1.0	0.0
Community Resource Specialist	0.5	0.0	0.0	0.0
Total	1.5	1.0	1.0	0.0

FY 2013 Department Goals (In order of priority)

1. Establish and Implement three year strategic plan and one year goals
2. Review and implement new grantee reporting procedures
3. Determine need for renovations on the front façade of the resource center and implement

FY 2012 Department Accomplished Goals

1. Completion of Mental Health Resource Center renovations that included the expansion of office space, upgraded fire safety, handicap accessibility, and interior upgrades.
2. Reduced administrative expenses by 30% by eliminating the part-time Community Resource Specialist.
3. Position transitioned from Executive Director to Coordinator.

Mental Health Fund Summary

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Revenues	\$ 962,781	\$ 969,592	\$1,169,723	\$ 997,400	2.9%
Expenditures					
Service Contract	\$ 917,818	\$ 1,000,000	\$ 874,620	\$ 1,000,000	0.0%
Administration	\$ 153,041	\$ 100,786	\$ 73,938	\$ 99,400	-1.4%
Community Resource Center	\$ 49,256	\$ 188,900	\$ 181,475	\$ 86,500	-54.2%
Total	\$1,120,115	\$1,289,686	\$1,130,033	\$1,185,900	-8.0%
Excess of Revenues Over Expenditures	\$(157,334)	\$(320,094)	\$ 39,690	\$(188,500)	-41.1%

Mental Health Fund Continued



Mental Health Fund Detailed Revenues

Income		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
5053	Mental Health Board-Revenue					
5053000	Property Taxes	\$ 911,635	\$ 921,022	\$ 1,147,962	\$ 952,300	3.4%
5053100	Replacement Taxes	\$ 13,335	\$ 15,000	\$ 11,276	\$ 15,000	0.0%
5053250	Interest Income	\$ 1,307	\$ 4,250	\$ 982	\$ 2,000	-52.9%
5053300	Other Income	\$ 12,350	\$ 8,000	\$ -	\$ 1,000	-87.5%
5053350	Rental Income	\$ 4,750	\$ 2,520	\$ -	\$ 10,000	296.8%
5053850	Tide Revenues	\$ 11,842	\$ 8,000	\$ 6,496	\$ 8,000	0.0%
5053855	Telephone Reimbursement	\$ 4,902	\$ 6,600	\$ 924	\$ 6,600	0.0%
5053950	Pace Revenues	\$ 2,660	\$ 4,200	\$ 2,085	\$ 2,500	-40.5%
Total	Mental Health Board-Revenue	\$ 962,781	\$ 969,592	\$1,169,723	\$ 997,400	2.9%

Mental Health Fund Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Actual	FY 2013 Budget	% Change
5054	MHB- Expenditures					
5054ADM	Administration					
5054001	Hanover Township Services	\$ 4,500	\$ 4,500	\$ -	\$ 4,500	0.0%
5054002	Legal	\$ 9,598	\$ 4,000	\$ 3,974	\$ 4,000	0.0%
5054005	Conference Expense	\$ 9,265	\$ 500	\$ 675	\$ 750	50.0%
5054006	Personal Expense	\$ 1,351	\$ 1,400	\$ 1,168	\$ 1,000	-28.6%
5054008	Subscriptions & Pubs	\$ -	\$ 150	\$ -	\$ 150	0.0%
5054009	Salaries	\$ 91,894	\$ 50,445	\$ 49,108	\$ 52,000	3.1%
5054010	Employee Insurance	\$ 5,845	\$ 6,596	\$ 4,897	\$ 7,250	9.9%
5054012	Supplies	\$ 772	\$ 1,000	\$ 236	\$ 1,000	0.0%
5054013	Postage	\$ 469	\$ 500	\$ 280	\$ 500	0.0%
5054014	Equip/Database Purch & Maint	\$ 2,512	\$ 2,000	\$ 2,273	\$ 3,000	50.0%
5054506	Unemployment Compensation	\$ 369	\$ 1,000	\$ -	\$ 1,000	0.0%
5054508	IMRF Expense	\$ 8,737	\$ 6,072	\$ 7,169	\$ 6,250	2.9%
5054522	FICA Expense	\$ 6,903	\$ 3,873	\$ 2,295	\$ 4,000	3.3%
5054537	Community Relations	\$ 308	\$ 1,000	\$ 450	\$ 1,000	0.0%
5054538	Miscellaneous	\$ 708	\$ 500	\$ -	\$ 500	0.0%
5054539	Dues	\$ 4,390	\$ 4,500	\$ 47	\$ 2,500	-44.4%
5054540	Special Events	\$ 522	\$ 500	\$ 375	\$ 500	0.0%
5054541	Printing	\$ 1,389	\$ 1,250	\$ 375	\$ 1,500	20.0%
5054543	Marketing Activities/Material	\$ 608	\$ 500	\$ 618	\$ -	-100.0%
5054544	Consultants	\$ 2,900	\$ 10,000	\$ -	\$ 8,000	-20.0%
5054545	Grant Development	\$ -	\$ 500	\$ -	\$ -	-100.0%
5054546	Strategic Planning Set Aside	\$ -	\$ -	\$ -	\$ -	n/a
Total	Administration	\$ 153,041	\$ 100,786	\$ 73,938	\$ 99,400	-1.4%

Mental Health Fund Continued



5054COM	Community Resource Center	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
5054210	Utilities	\$ 8,905	\$ 10,000	\$ 8,376	\$ 9,000	-10.0%
5054211	Insurance	\$ -	\$ 1,000	\$ -	\$ 1,000	0.0%
5054213	Janitorial	\$ 4,968	\$ 7,000	\$ 4,578	\$ 6,000	-14.3%
5054214	Rent	\$ 7,500	\$ 10,000	\$ -	\$ 500	-95.0%
5054216	Telephone Systems Maintenance	\$ 3,835	\$ 4,000	\$ 3,360	\$ 4,000	0.0%
5054617	Capital Improvements	\$ 13,787	\$ 146,700	\$ 156,871	\$ 50,000	-65.9%
5054250	Building Maintenance	\$ 2,827	\$ 4,200	\$ 2,251	\$ 9,000	114.3%
5054286	Agency Support Services	\$ 7,434	\$ 6,000	\$ 6,038	\$ 7,000	16.7%
Total	Community Resource Center	\$ 49,256	\$ 188,900	\$ 181,475	\$ 86,500	-54.2%

5054SVC	Service Contracts	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
5054	Service Contracts	\$ 917,818	\$ 1,000,000	\$ 874,620	\$ 1,000,000	0.0%
Total	Service Contracts	\$ 917,818	\$ 1,000,000	\$ 874,620	\$ 1,000,000	0.0%

Mental Health Fund Service Contracts

Each year the Hanover Township Mental Health Board holds an annual call for proposals/grant applications for agencies serving Hanover Township residents in the areas of mental health, developmental disabilities, and substance abuse prevention and intervention. Grant applications and agencies are reviewed by the Mental Health Board in October for the future fiscal year which begins the following April. Once the tax levy is set for the upcoming fiscal year, the Mental Health Board's finance committee sets a budget to include the total amount for grant allocations. In January of each year, the Mental Health Board meets for its monthly meeting and makes recommendations for grant awards which are then approved by the board with a roll call vote.

Mental Health Fund Continued



Below is a list of programs which are currently approved to receive funding from the Hanover Township Mental Health Board during FY 13.

Service Contract	FY 2013 Budget	Service Contract	FY 2013 Budget
Alexian Brothers Center for Mental Health	\$18,500	Ecker Center for Mental Health	\$3,500
Alexian Brothers Center for Mental Health	\$34,000	Epilepsy Foundation of Greater Chicago	\$1,000
Association for Individual Development	\$38,000	Family Service Association of Greater Elgin	\$12,500
Association for Individual Development	\$5,000	Family Service Association of Greater Elgin	\$21,000
Autism Society of Illinois	\$1,000	FITE Center for Independent Living	\$2,485
Bartlett Learning Center	\$7,000	Greater Elgin Family Care Center	\$9,400
Boys and Girls Club of Elgin	\$5,000	Greater Elgin Family Care Center	\$8,500
The Bridge Youth and Family Services	\$18,000	Greater Elgin Family Care Center	\$5,000
Catholic Charities	\$2,000	Hanover Township Youth and Family Services	\$25,000
Centro de Informacion	\$30,000	Hanover Township Youth and Family Services	\$12,500
Children's Advocacy Ctr. of N and NW Cook Cty.	\$20,000	Pads to Hope	\$4,000
Children's Advocacy Ctr. of N and NW Cook Cty.	\$2,000	Kenneth Young Center	\$7,000
Children's Advocacy Ctr. of N and NW Cook Cty.	\$14,000	The Larkin Center	\$7,000
Clearbrook	\$5,500	Leyden Township	\$10,000
Clearbrook	\$2,500	Leyden Township	\$21,000
Clearbrook	\$4,000	Maryville Academy	\$25,000
Clearbrook	\$2,000	Northwest Center for Sexual Assault	\$8,000
Community Crisis Center	\$10,000	Open Door Clinic	\$5,000
Community Crisis Center	\$28,000	PADS of Elgin	\$17,000
Community Crisis Center	\$23,000	Renz Addiction Counseling Center	\$52,000
Community Crisis Center	\$9,000	Renz Addiction Counseling Center	\$15,500
Community Crisis Center	\$7,000	Shelter Inc	\$12,000
Countryside Association	\$3,000	Special ED Advocacy Center	\$5,000
DayOne Network	\$7,000	Summit Center	\$9,500
Easter Seals of DuPage and the Fox Valley Region	\$41,000	WINGS Program	\$8,500
Ecker Center for Mental Health	\$67,000	Service Contracts	\$710,885

Other Recurring Service Contract Agreements

Contract/Program	FY13 Budget	Notes
Pace Transportation	\$21,000	Work training transportation for the Developmentally Disabled
TIDE Project	\$33,000	Transportation for Developmentally Disabled to and from work
MI-Drug/Medical Tests Fund	\$3,000	Reimbursement for tests
Challenge Grant Fund	\$40,000	Funding for new program grants presented throughout the FY
Capital Grant Fund	\$43,000	Funding for agency capital projects awarded throughout the FY
Staff Development Grant Fund	\$10,000	Grants for Agency Staff Development
Contract Support Services	\$139,115	Emergency grant funding
Total Recurring Service Contracts	\$289,115	

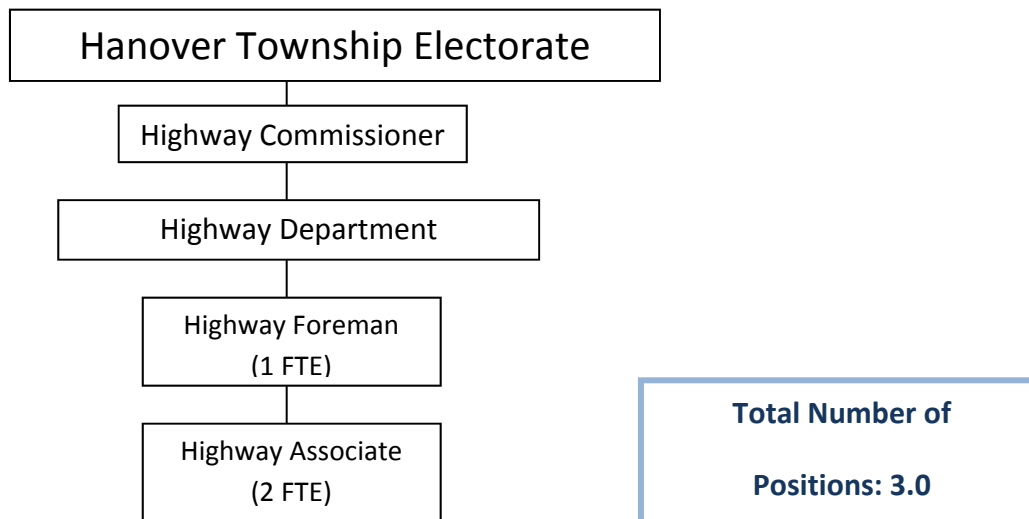
Mental Health Fund Continued



Budget Highlights:

- The amount budgeted for capital improvements decreased by 65.9% due to the completion of renovations for the Hanover Township Community Resource Center.
- Some line items were combined to reduce the overall number of expenditure categories.

Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Grant Funding			
Ongoing Clients	5,328	5,574	4.62%
New Clients	2,875	3,225	12.17%
Clients Served (Unduplicated)	8,203	8,799	7.27%
TIDE			
Participants	12	12	0.00%
Rides	n/a	1,282	n/a
Resource Center			
Organizations Providing Services	7	10	42.86%
Clients Served	774	644	-16.80%



Mission

The Hanover Township Road District consists of all roads and bridges in the Township that are not on State or County right-of-way or within the corporate limits of the municipalities with the Township's boundaries. The Road District is a special purpose government, receiving tax dollars through its own independent line item on your Cook County tax bill. State law requires Townships to maintain their unincorporated roadways. Our goal is to provide the best possible road surfaces at the most economical expense to the residents of Hanover Township.

Services

Among the duties of the Highway Department are constructing and maintaining roads and bridges; snow and ice removal, removing debris, downed trees, and dead animals from the roadway; storage of district tools and equipment; and installation and maintenance of traffic signs. The Highway Department also approves all driveway permits in the unincorporated area. In addition, the Township Road District provides free chipping of residents' brush and branches, free wood chips. The Road District mows the right-of-ways to prevent the spread of noxious weeds and improve the appearance of the roadside.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Highway Department				
Highway Foreman	1.0	1.0	1.0	0.0
Highway Associates	2.0	2.0	2.0	0.0
Total	3.0	3.0	3.0	0.0

Road and Bridge Fund Continued



FY 2013 Department Goals (In order of priority)

1. Continue road resurfacing projects on specific damaged Township roads and streets
2. Continue crack fill on damaged roads and streets
3. Continue Township-wide recycling program
4. Equipment evaluation
5. Improve street lighting in some of the unincorporated areas
6. Improve de-icing system on Dennis & Douglas Streets

FY 2012 Department Accomplished Goals

1. Continued with Township-wide recycling program
2. Developed a greener environment program by using Brine (salt alternative)
3. Continued financial support of senior transportation
4. Continued replacing warning / safety signs and bringing them up to new code

Road and Bridge Fund Summary

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Revenues	\$ 801,863	\$ 837,774	\$1,083,851	\$ 825,725	-1.4%
Expenditures					
Administration/Transfers	\$ 534,355	\$ 553,419	\$ 508,254	\$ 553,419	0.0%
Buildings	\$ 1,563	\$ 1,416,224	\$ -	\$ 1,046,224	-26.1%
Bridge Maintenance	\$ -	\$ 10,816	\$ -	\$ 10,816	0.0%
Road Maintenance	\$ 879,195	\$ 942,197	\$ 439,513	\$ 936,008	-0.7%
Equipment	\$ 35,244	\$ 80,981	\$ 14,173	\$ 80,981	0.0%
Total Expenditures	\$ 1,450,358	\$ 3,003,637	\$ 961,940	\$ 2,627,448	-12.5%
Excess of Revenues Over Expenditures	\$ (648,495)	\$(2,165,863)	\$ 121,911	\$(1,801,723)	-16.8%

Road and Bridge Fund Continued



Road and Bridge Fund Detailed Revenues

Income		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
3033	Road & Bridge-Revenue					
3033000	Property Taxes	\$ 764,820	\$ 804,424	\$ 1,057,599	\$ 792,375	-1.5%
3033100	Replacement Taxes	\$ 24,339	\$ 16,000	\$ 17,152	\$ 16,000	0.0%
3033250	Interest Income	\$ 10,242	\$ 15,000	\$ 7,350	\$ 15,000	0.0%
3033300	Permits & Traffic Fines	\$ 1,894	\$ 750	\$ 1,751	\$ 750	0.0%
3033400	Traffic Enforcement Fees	\$ 568	\$ 1,500	\$ -	\$ 1,500	0.0%
3033500	Other	\$ -	\$ 100	\$ -	\$ 100	0.0%
Total	Road & Bridge-Revenue	\$ 801,863	\$ 837,774	\$1,083,851	\$ 825,725	-1.4%

Road and Bridge Fund Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
3034	Road and Bridge- Expenditures					
3034ADM	Administration					
3034506	Unemployment Compensation	\$ 308	\$ 525	\$ 356	\$ 525	0.0%
3034508	IMRF Expense	\$ 18,058	\$ 23,400	\$ 18,289	\$ 23,400	0.0%
3034522	FICA Expense	\$ 12,086	\$ 15,600	\$ 12,273	\$ 15,600	0.0%
3034700	Postage	\$ 648	\$ 2,300	\$ 645	\$ 2,300	0.0%
3034701	Legal	\$ 15,096	\$ 20,000	\$ 18,886	\$ 20,000	0.0%
3034702	Insurance	\$ 36,029	\$ 48,672	\$ 32,213	\$ 48,672	0.0%
3034703	Accounting	\$ -	\$ 2,100	\$ 2,100	\$ 2,100	0.0%
3034704	Telephone	\$ 3,556	\$ 3,500	\$ 2,695	\$ 3,500	0.0%
3034705	Dues, Subs, & Publications	\$ 1,169	\$ 1,000	\$ 183	\$ 1,000	0.0%
3034706	Travel Expenses	\$ 730	\$ 1,500	\$ 1,711	\$ 1,500	0.0%
3034707	Printing	\$ 532	\$ 2,704	\$ 290	\$ 2,704	0.0%
3034708	Training & Conferences	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%
3034709	Uniforms & Safety Equipment	\$ 1,054	\$ 1,560	\$ 1,819	\$ 1,560	0.0%
3034710	Community Affairs	\$ 2,583	\$ 5,000	\$ 4,018	\$ 5,000	0.0%
3034711	Utilities	\$ 7,397	\$ 6,490	\$ 3,575	\$ 6,490	0.0%
3034712	Miscellaneous	\$ -	\$ 2,000	\$ 60	\$ 2,000	0.0%
3034713	Service Charges	\$ -	\$ 260	\$ -	\$ 260	0.0%
3034714	Office Supplies	\$ 1,901	\$ 3,120	\$ 410	\$ 3,120	0.0%
3034715	Replacement Tax	\$ -	\$ 12,480	\$ 10,523	\$ 12,480	0.0%
3034716	Transfer to Senior Transportation	\$ 283,208	\$ 263,208	\$ 263,208	\$ 328,208	24.7%
3034717	Transfer to Vehicle Fund	\$ 150,000	\$ 115,000	\$ 115,000	\$ 70,000	-39.1%
3034718	Transfer to Town- Facility	\$ -	\$ 20,000	\$ 20,000	\$ -	-100.0%
Total	Administration	\$ 534,355	\$ 553,419	\$ 508,254	\$ 553,419	0.0%

Road and Bridge Fund Continued



3034BLD	Buildings	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
3034612	Building Improvements	\$ -	\$ 10,816	\$ -	\$ 10,816	0.0%
3034613	Building Maintenance	\$ 1,563	\$ 5,408	\$ -	\$ 5,408	0.0%
3034617	Land/Building Acquisition & Imp.	\$ -	\$ 1,400,000	\$ -	\$ 1,030,000	-26.4%
Total	Buildings	\$ 1,563	\$1,416,224	\$ -	\$1,046,224	-26.1%

3034BRG	Bridge Maintenance	FY 2011 Actual	FY 2012 Budget		FY 2013 Budget	% Change
3034615	Bridge Repair & Maintenance	\$ -	\$ 10,816	\$ -	\$ 10,816	0.0%
Total	Bridge Maintenance	\$ -	\$ 10,816	\$ -	\$ 10,816	0.0%

3034ROD	Road Maintenance	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
3034600	Controlled Substance Testing	\$ 340	\$ 1,082	\$ 452	\$ 1,082	0.0%
3034601	Salaries	\$ 163,154	\$ 175,000	\$ 160,430	\$ 183,750	5.0%
3034602	Road Materials & Operations	\$ 27,700	\$ 11,811	\$ 31,854	\$ 11,811	0.0%
3034603	Gasoline	\$ 15,737	\$ 12,000	\$ 11,634	\$ 12,000	0.0%
3034605	Maintenance Supplies	\$ 3,035	\$ 7,571	\$ 77	\$ 7,571	0.0%
3034606	Engineering	\$ 20,115	\$ 13,520	\$ 14,960	\$ 13,520	0.0%
3034607	Contract Work	\$ 543,449	\$ 534,939	\$ 177,155	\$ 520,000	-2.8%
3034610	Street Lighting	\$ 13,553	\$ 10,000	\$ 4,825	\$ 10,000	0.0%
3034614	Signs, Stripping & Tree Removal	\$ -	\$ 16,224	\$ -	\$ 16,224	0.0%
3034616	Salt	\$ 92,112	\$ 160,050	\$ 38,126	\$ 160,050	0.0%
Total	Road Maintenance	\$ 879,195	\$ 942,197	\$ 439,513	\$ 936,008	-0.7%

3034EQM	Equipment	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
3034604	Machine Rental	\$ 482	\$ 1,839	\$ 482	\$ 1,839	0.0%
3034608	Equipment Purchase	\$ 10,561	\$ 50,479	\$ 377	\$ 50,479	0.0%
3034609	Maintenance Vehicles & Equipment	\$ 24,201	\$ 24,336	\$ 13,314	\$ 24,336	0.0%
3034611	Construction Equipment	\$ -	\$ 4,326	\$ -	\$ 4,326	0.0%
3034618	Emergency Equipment	\$ -	\$ 1	\$ -	\$ 1	0.0%
Total	Equipment	\$ 35,244	\$ 80,981	\$ 14,173	\$ 80,981	0.0%

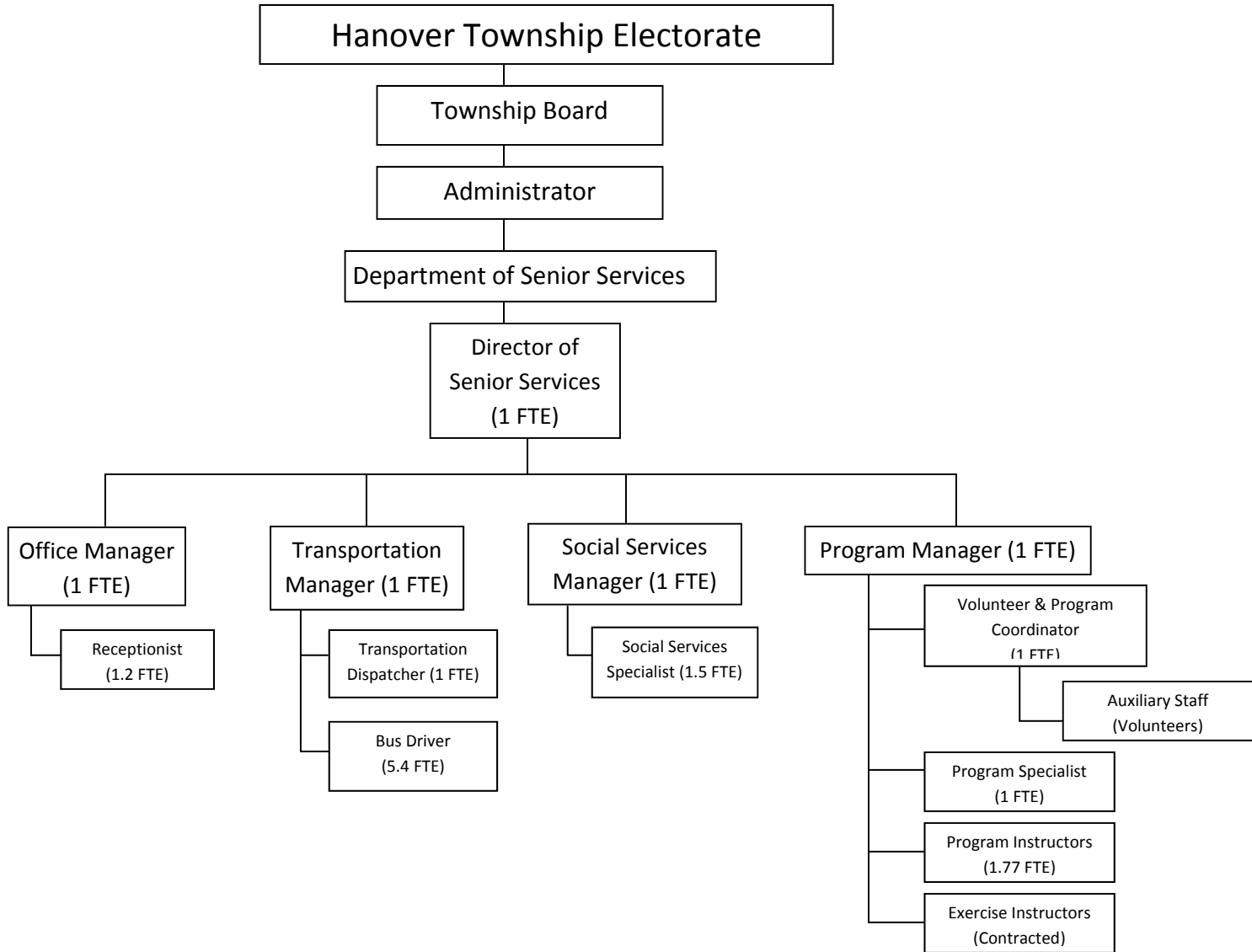
Road and Bridge Fund Continued



Budget Highlights:

- Salaries were increased by 5% to reflect external equity in comparison to other municipal and township positions within the geographic area for the positions.
- A 2.8% decrease was budgeted for contract work due to a lessening in the need for resurfacing of roads.

Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Branch Pickup (Truckloads)	n/a	79	n/a
Salt (Tons)	985	386	n/a



**Total Number of
Positions: 17.9**

Senior Fund Continued



Mission

With respect, innovation and a dedication to excellence, Senior Services is committed to facilitating programs and services that promote independence, a sense of community, and well being for mature adults in Hanover Township.

Services

The Senior Services Department offers transportation, recreational programs and trips, social services as well as many opportunities for volunteerism to the seniors who live in our Township.

Department and Position	2011 Actual	2012 Actual	2013 Projected	Change
Senior Services				
Director	1.0	1.0	1.0	0.0
Office Manager	1.0	1.0	1.0	0.0
Receptionists	1.2	1.2	1.2	0.0
Program Manager	1.0	1.0	1.0	0.0
Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Program Specialist	n/a	1.0	1.0	0.0
Computer Instructor	0.4	0.4	0.4	0.0
Dance Instructor	0.13	0.13	0.13	0.0
Visual Art Instructor	0.49	0.49	0.49	0.0
Visual Art Instructor/Graphic Designer	0.75	0.75	0.75	0.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Service Liaison	1.0	n/a	n/a	n/a
Social Service Specialist	1.0	2.0	1.5	-0.5
Transportation Manager	1.0	1.0	1.0	0.0
Transportation Dispatcher	1.0	1.0	1.0	0.0
Bus Driver	5.4	5.4	5.4	0.0
Total	17.4	18.4	17.9	-0.5

FY 2013 Department Goals (In order of priority)

1. Research and implement transportation software solution to increase efficiency in the transportation division. [High Priority]
2. Study and implement how to build more efficiency into the delivery of social services to maximize productivity of caseworkers including utilizing auxiliary staff and/or interns, developing standards for division operations, and bring external agencies onsite. [High Priority]
3. Expand resource development opportunities to diversity revenue streams for long-term sustainability of the senior center including conducting in-depth research at senior centers to understand revenue composition

FY 2012 Department Accomplished Goals

1. Developed nutrition/congregate meal program and home delivered meal provider by partnering with Catholic Charities through Age Options by increasing food quality and options for seniors.
2. Studied how to build more efficiency into the bus transportation system by integrating the Mental Health Board Pace program into the division, partnering with Pace to utilize buses, and reduction of cancellations in scheduled rides.
3. Developed auxiliary “staff” volunteers for media, instructor, and clerical positions, hired hourly part-time arts and crafts instructor, and hired full-time Program Specialist to increase program options and availability.
4. Worked toward the completion of the National Institute of Senior Centers/National Council on Aging (NISC/NCOA) Accreditation by creating an internal and external workgroup with the application process to be completed by the end of the fiscal year.
5. Researched and evaluated senior fees and implemented a new senior fee structure for transportation and programming and created a sliding fee scale for programming.
6. Implemented financial resource development including increasing fundraising for the volunteer luncheon, received donation to assist at-risk seniors, and applied for RTA grant for the volunteer express as well as AARP nutrition grant.

Senior Fund Continued



Senior Center Fund Summary

	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
Revenues	\$1,353,391	\$1,307,037	\$1,566,332	\$1,430,273	9.4%
Expenditures					
Administration	\$ 513,850	\$ 1,049,472	\$ 910,404	\$ 818,600	-22.0%
Senior Health	\$ 54,854	\$ 74,280	\$ 73,627	\$ 75,528	1.7%
Programs & Services	\$ 198,218	\$ 170,200	\$ 153,906	\$ 165,145	-3.0%
Transportation	\$ 378,575	\$ 390,500	\$ 387,429	\$ 470,500	20.5%
Total Expenditures	\$1,145,498	\$1,684,452	\$1,525,367	\$1,529,773	-9.2%
Excess Revenues Over Expenditures	\$ 207,892	\$(377,415)	\$ 40,965	\$ (99,500)	-73.6%

Senior Fund Detailed Revenues

Income	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1103 Senior Center-Revenue					
1103000 Property Taxes	\$ 900,841	\$ 935,000	\$ 1,150,988	\$ 955,185	2.2%
1103250 Interest Income	\$ 1,524	\$ 2,000	\$ 1,607	\$ 1,500	-25.0%
1103300 Other Income	\$ 3,043	\$ 200	\$ 631	\$ 250	25.0%
1103325 AID Transportation Fees	n/a	n/a	n/a	\$ 20,400	n/a
1103330 RTA Grant	n/a	n/a	n/a	\$ 15,454	n/a
1103350 CEDA- LIHEAP	\$ 8,066	\$ 5,000	\$ 1,242	\$ 2,500	-50.0%
1103425 Title III Grants- Sub Area	\$ 44,515	\$ 25,179	\$ 25,113	\$ 24,776	-1.6%
1103450 Transfer From R & B	\$ 283,208	\$ 263,208	\$ 263,208	\$ 328,208	24.7%
1103500 Senior Programs	\$ 83,121	\$ 60,000	\$ 93,071	\$ 65,000	8.3%
1103501 Nutrition	\$ 6,679	\$ 6,200	\$ 7,786	\$ 6,000	-3.2%
1103503 Donations	\$ 3,546	\$ 1,000	\$ 4,774	\$ 2,000	100.0%
1103506 Social Services Donations	\$ 2,793	\$ 1,000	\$ 48	\$ -	-100.0%
1103507 Material Fees	\$ 11,126	\$ 6,500	\$ 12,680	\$ 7,000	7.7%
1103509 Lending Closet	\$ 4,928	\$ 1,750	\$ 5,184	\$ 2,000	14.3%
Total Senior Center-Revenue	\$1,353,391	\$1,307,037	\$1,566,332	\$1,430,273	9.4%

Senior Fund Continued



Senior Fund Detailed Expenditures

Expense		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1104	Senior Center-Expenditures					
1104ADM	Administration					
1104517	Salaries	\$ 395,712	\$ 451,246	\$ 426,429	\$ 449,600	-0.4%
1104522	Contingency	\$ 24,177	\$ 60,000	\$ 4,248	\$ 60,000	0.0%
1104523	Recruitment	\$ 193	\$ 1,500	\$ 1,536	\$ 1,250	-16.7%
1104524	Utilities	\$ 56,434	\$ 79,000	\$ 51,025	\$ 79,000	0.0%
1104525	Telephone & High Speed Internet	\$ 6,066	\$ 6,500	\$ 6,423	\$ 6,500	0.0%
1104527	Equipment Purch/Rental/Repair	\$ 9,378	\$ 8,250	\$ 9,146	\$ 9,250	12.1%
1104528	Supplies	\$ 6,432	\$ 6,500	\$ 6,568	\$ 6,500	0.0%
1104529	Postage	\$ 3,517	\$ 3,250	\$ 4,356	\$ 4,000	23.1%
1104533	Printing	\$ 5,145	\$ 4,500	\$ 3,579	\$ 2,000	-55.6%
1104534	Dues, Subs, & Publications	\$ 496	\$ 1,000	\$ 1,066	\$ 1,000	0.0%
1104535	Travel	\$ 1,442	\$ 2,500	\$ 1,602	\$ 1,500	-40.0%
1104536	Education & Training	\$ 1,778	\$ 4,500	\$ 3,878	\$ 4,500	0.0%
1104537	Consultants	\$ -	\$ 12,000	\$ 8,469	\$ 6,000	-50.0%
1104538	Community Affairs	\$ 842	\$ 5,200	\$ 1,417	\$ 3,500	-32.7%
1104539	Miscellaneous	\$ 487	\$ 1,000	\$ 663	\$ 1,000	0.0%
1104540	Tile Endowment Fund	\$ 1,753	\$ 22,526	\$ -	\$ 15,000	-33.4%
1104541	Transfer to Capital Fund	\$ -	\$ 380,000	\$ 380,000	\$ 118,000	-68.9%
1104542	Senior Satellite Services	n/a	n/a	n/a	\$ 50,000	n/a
Total	Administration	\$ 513,850	\$1,049,472	\$ 910,405	\$ 818,600	-22.0%
		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1104HLT	Senior Health					
1104555	Salaries	\$ 52,681	\$ 72,280	\$ 72,172	\$ 73,528	1.7%
1104556	Printing	\$ 853	\$ 1,000	\$ 434	\$ 1,000	0.0%
1104557	Program Supplies	\$ 1,320	\$ 1,000	\$ 1,021	\$ 1,000	0.0%
Total	Senior Health	\$ 54,854	\$ 74,280	\$ 73,627	\$ 75,528	1.7%

Senior Fund Continued



1104SOC	Programs & Services	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1104514	Weekend Programming	\$ 1,335	\$ 3,500	\$ 1,516	\$ 2,000	-42.9%
1104515	Programming	\$ 127,019	\$ 87,000	\$ 86,693	\$ 87,000	0.0%
1104516	Outreach	\$ 4,063	\$ 4,500	\$ 1,000	\$ 4,000	-11.1%
1104519	Social Services	\$ 3,753	\$ 2,500	\$ 1,160	\$ 2,000	-20.0%
1104520	Volunteer Services	\$ 15,284	\$ 16,000	\$ 12,569	\$ 16,000	0.0%
1104526	Club 59	\$ 15,550	\$ 24,500	\$ 20,396	\$ 24,500	0.0%
1104530	Nutrition	\$ 15,721	\$ 16,200	\$ 15,663	\$ 13,645	-15.8%
1104531	Computer Instruction	\$ 814	\$ 1,000	\$ 335	\$ 1,000	0.0%
1104532	Visual Arts	\$ 14,676	\$ 15,000	\$ 14,575	\$ 15,000	0.0%
1104545	Title III Expenditures	\$ 2	\$ -	\$ -	\$ -	n/a
Total	Social Services	\$ 198,218	\$ 170,200	\$ 153,906	\$ 165,145	-3.0%

1104TRN	Transportation	FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
1104513	Emergency Maintenance	\$ 40	\$ 10,000	\$ 9,177	\$ 10,000	0.0%
1104517	Volunteer Express	n/a	n/a	n/a	\$ 15,500	n/a
1104518	Vehicle Maintenance	\$ 28,998	\$ 40,000	\$ 19,527	\$ 30,000	-25.0%
1104546	Salaries	\$ 287,129	\$ 297,000	\$ 296,721	\$ 315,000	6.1%
1104549	Recruitment	\$ 1,899	\$ 2,500	\$ 1,523	\$ 1,500	-40.0%
1104547	Dispatch Software	n/a	n/a	n/a	\$ 50,000	n/a
1104550	Telephone	\$ 3,515	\$ 4,000	\$ 4,365	\$ 4,000	0.0%
1104551	Training	\$ 2,070	\$ 3,000	\$ 3,988	\$ 3,000	0.0%
1104552	Fuel	\$ 33,631	\$ 32,500	\$ 50,231	\$ 40,000	23.1%
1104553	Uniforms	\$ 1,293	\$ 1,500	\$ 1,897	\$ 1,500	0.0%
1104554	Garage Lease	\$ 20,000	\$ -	\$ -	\$ -	n/a
Total	Transportation	\$ 378,575	\$ 390,500	\$ 387,429	\$ 470,500	20.5%

Budget Highlights:

- Expenditures for consultants were significantly reduced due to the completion of the application process for accreditation.
- The new Satellite Services appropriation is to support Senior Services at the new Community Relations Office location in Elgin.
- The budget for fuel expenditures was increased to reflect ongoing rise in fuel costs.
- Vehicle maintenance costs were budgeted for a 25% decrease to reflect savings from having a full-time mechanic on staff.
- Funds were also budgeted for the onetime purchase of transportation software.

Senior Fund Continued



Performance Metrics			
Service Provided	FY 2011	FY 2012	% Change
Programming Division			
Planned Programs	810	1,135	40%
Participants	12,583	17,500	39%
Wait Listed (Unduplicated)	727	781	7%
Art & Computer Classes	491	488	-1%
Art & Computer Class Participants	4485	4,371	-3%
New Volunteers	124	48	-61%
Total Volunteers	988	1,036	5%
Total Volunteer Hours	12,595	15,517	23%
Meals Delivered by Volunteers	11,901	11,141	-6%
Social Services Division			
Clients Served (Unduplicated)	n/a	1,031	n/a
Energy Assistance	477	394	-17%
Prescription Drug & Health Insurance Assistance	2,463	1,179	-52%
Public Aid	220	202	-8%
Social Service Programs	101	96	-5%
Social Service Program Participants	1,164	1,434	23%
Lending Closet Transactions	566	545	-4%
Transportation Division			
One Way Rides Given	13,615	15,079	11%
Individuals Served (Unduplicated)	2,153	2,065	-4%
New Riders	192	176	-8%
Unmet Requests for Rides	520	146	-72%

IMRF Description:

The Township's defined benefit pension plan, Illinois Municipal Retirement Fund (IMRF), provides retirement, disability, annual cost of living adjustments, and death benefits to plan members and beneficiaries. IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011, are eligible for Tier 1 benefits. Employees become vested after eight years of services, are eligible for reduced retirement at age 55 and full retirement at age 60. Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. Tier 2 employees become vested after 10 years and are eligible for retirement with reduced benefits as of age 62, or retirement with full benefits as of age 67.

Prior to FY 12 the Township aggregated IMRF and Social Security revenues into a single retirement fund. As of FY 2012 IMRF and Social Security revenues are now separated into distinct funds for budgeting and accounting purposes.

		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
6063	IMRF-Revenue					
6063000	Property Taxes	see notes	\$ 160,291	\$ 175,252	\$ 161,500	0.8%
6063250	Interest Income	see notes	\$ 800	\$ 71	\$ 500	-37.5%
6063255	Transfer-In	see notes	\$ 170,000	\$ 170,000	\$ 143,000	-15.9%
Total	IMRF-Revenue	\$ -	\$ 331,091	\$ 345,323	\$ 305,000	-7.9%
6064	IMRF-Expenditure					
6064508	IMRF-Expense	\$ 261,761	\$ 304,343	\$ 306,211	\$ 305,000	0.2%
Total	IMRF-Expenditure	\$ 261,761	\$ 304,343	\$ 306,211	\$ 305,000	0.2%
	Excess of Revenue Over Expense	\$(261,761)	\$ 26,748	\$ 39,112	\$ -	-100.0%

Social Security Fund



Prior to FY 12 the Township aggregated IMRF and Social Security revenues into a single retirement fund. As of FY 12 IMRF and Social Security revenues are now separated into distinct funds for budgeting and accounting purposes.

		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
6563	Social Security-Revenue					
6563000	Property Taxes	see notes	\$ 128,806	\$ 171,236	\$ 129,750	0.7%
6563250	Interest Income	see notes	\$ 800	\$ 31	\$ 250	-68.8%
6563255	Transfer-In	see notes	\$ 20,000	\$ 20,000	\$ 79,000	295.0%
Total	Social Security-Revenue	\$ -	\$ 149,606	\$ 191,268	\$ 209,000	39.7%
6564	Social Security-Expenditure					
6564522	FICA-Expense	\$ 182,738	\$ 201,753	\$ 200,062	\$ 209,000	3.6%
Total	Social Security-Expenditure	\$ 182,738	\$ 201,753	\$ 200,062	\$ 209,000	3.6%
	Excess of Revenue Over Expense	\$(182,738)	\$ (52,147)	\$ (8,794)	\$ -	-100.0%

The table below is the actual dollar revenues for FY 2011 for IMRF and Social Security, prior to their being separated into specific funds.

		FY 2011 Actual
6063	Retirement-Revenue	
6563000	Property Taxes	\$ 274,934
6563250	Interest Income	\$ 70
6563255	Transfer-In	\$ 190,000
Total	Retirement- Revenue	\$465,004

Vehicle Replacement Fund



		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
7003	Vehicle Replacement-Revenue					
7003250	Interest Income	\$ 1,273	\$ 1,000	\$ 1,360	\$ 1,000	0.0%
7003440	Bus Fares	\$ 7,272	\$ 8,250	\$ 8,098	\$ 8,250	0.0%
7003445	Grants	\$ 45,793	\$ -	\$ -	\$ -	n/a
7003450	Transfer from Road & Bridge	\$ 190,000	\$ 115,000	\$ 115,000	\$ 70,000	-39.1%
7003460	Transfer from Town	\$ -	\$ 30,000	\$ 30,000	\$ 15,000	-50.0%
Total						
7003	Vehicle Replacement-Revenue	\$ 244,339	\$ 154,250	\$ 154,458	\$ 94,250	-38.9%
7004	Vehicle Replcmnt-Expenditure					
7004410	Vehicle Purchase	\$ 18,659	\$ 39,250	\$ 8,159	\$ 76,000	93.6%
7004540	Bus Purchase	\$ 115,462	\$ 115,000	\$ 1,000	\$ 78,250	-32.0%
Total						
7004	Vehicle Replcmnt-Expenditure	\$ 134,121	\$ 154,250	\$ 9,159	\$ 154,250	0.0%
Excess of Revenue Over Expense		\$ 110,218	\$ -	\$ 145,299	\$ (60,000)	

Capital Projects Fund



		FY 2011 Actual	FY 2012 Budget	FY 2012 Projected	FY 2013 Budget	% Change
8083	Capital Projects-Revenue					
8083445	Grant	\$ 52,705	\$ 550,000	\$ 204,795	\$ 50,000	-90.9%
8083450	Transfer-In from Town Fund	\$ 240,000	\$ 160,000	\$ 160,000	\$ 223,750	39.8%
8083455	Transfer-In from Senior Center	\$ -	\$ 380,000	\$ 380,000	\$ 118,000	-68.9%
Total						
8083	Capital Projects-Revenue	\$ 292,705	\$ 1,090,000	\$ 744,795	\$ 391,750	-64.1%
8084	Capital Projects-Expenditure					
	Land/Building Acquisition &					
8084400	Imp	\$ 93,718	\$ 275,000	\$ 270,536	\$ -	-100.0%
8084413	Senior LL Build Out	\$ 5,300	\$ 535,000	\$ 300,000	\$ -	-100.0%
8084414	Senior Park	n/a	n/a	n/a	\$ 315,000	n/a
8084415	Senior Center Emergency Gen.	\$ -	\$ 120,000	\$ 81,890	\$ -	-100.0%
8084425	Building & Perm Improvements	\$ 51,076	\$ 160,000	\$ 40,000	\$ 76,750	-52.0%
Total						
8084	Capital Projects-Expenditure	\$ 150,094	\$ 1,090,000	\$ 692,426	\$ 391,750	-64.1%
Excess of Revenue Over Expense		\$ 142,611	\$ -	\$ 52,369	\$ -	

Introduction

The preparation and adoption of a Capital Improvements Program (CIP) is an important part of Hanover Township's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and meet future demand for capital facilities. A CIP is a multi-year schedule that lays out a series of Township projects and their anticipated associated costs. Over the five year period considered by the CIP, it shows how the Township should plan to expand or renovate facilities and services to meet the demands of existing and new residents and businesses.

A CIP is an advisory document that can serve a number of purposes, including:

1. Guide the Township Board and administration in the annual budgeting process;
2. Aid in prioritization, coordination, and sequencing of capital improvements;
3. Inform residents, business owners, and developers of planned improvements.

Overview

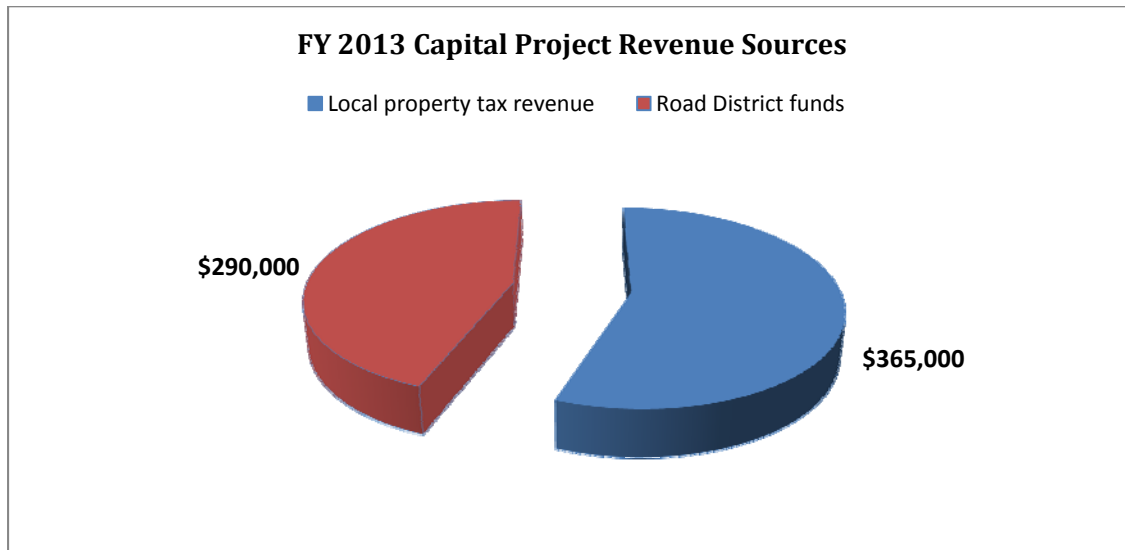
Following is the Capital Improvements Program for the Fiscal Years 2012-2013 through 2016-2017. This document identifies long-term needs and proposes a multi-year financial plan for them. The Township of Hanover has a long standing commitment to quality public services and thoughtful planning. The Capital Improvements Program formalizes that commitment and provides for orderly and appropriately financed growth of Township facilities. It is a financial tool that allows the Town Board to take a long range view of the organization's needs. This process will serve the organization as part of a larger ongoing strategic planning effort.

Beginning in the summer, the Town staff review the projects included in the current Capital Improvements Program, update the costs and status of those projects, and identify new projects to be included. The department submissions are reviewed, and project budgets and schedules are adjusted accordingly. The Town Board reviews the five-year program in the late summer, allowing an opportunity for additions, deletions, or amendments. This allows staff time to incorporate the new year's projects into the upcoming budget development process. This early review will likely also afford the Township an opportunity to bid construction projects early in the year, keeping costs down and completion timely.

FY13 Highlights

While the Capital Improvements Program anticipates expenditures over a five-year period, the immediate focus is on 2012-2013, which is referred to as the Capital Budget. These projects are part of the operating budget that has been approved by the Town Board. In Fiscal Year 2013 the Town Board has allocated up to \$391,750 from the Capital Fund, and \$290,000 from the Road District Fund to be expended on capital improvements. Funds are proposed to be budgeted for a total of four primary projects. Projects include improvements to the Highway Garage, beginning construction of the Runzel Reserve, Remodeling of Town Hall, and reconstruction of the Town Hall parking lot.

Capital Improvement Program Continued



Capital Projects Funding Summary							
	FY13	FY14	FY15	FY16	FY17	FY18- FY30	Total
Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local property tax revenue	\$ 365,000	\$ 58,000	\$ 25,000	\$ 33,000	\$ 75,000	\$ 25,000	\$ 581,000
Road District funds	\$ 290,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,000
Total Funding	\$ 655,000	\$ 58,000	\$ 25,000	\$ 33,000	\$ 75,000	\$ 25,000	\$ 871,000

The 5-year Capital Improvements Program for 2013-2017 totals \$846,000. In Fiscal Year 2013 the Town Board has allocated up to \$655,000 to be expended on capital improvements. This includes approximately \$365,000 in local property tax revenues, and \$290,000 in Road District funds. The chart below shows anticipated annual expenditures proposed in the 2013-2017 program. Capital expenditures can be expected to vary significantly from one year to the next.

Hanover Township 5+ Year Capital Improvement Program (CIP) January 17, 2012							
Project	FY13	FY14	FY15	FY16	FY17	FY18- FY30	Total
Highway Garage Improvements	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Town Hall RTU Replacement	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ -	\$ 16,000
Runzel Reserve (Senior Park)	\$ 315,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,000
Town Hall Remodeling	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Parking Lot Reconstruction	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Town Hall Renovation/Construction	\$ -	\$ -	TBD*	TBD*	\$ -	\$ -	\$ -
Senior Center Parking Lot Reconstruction	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Misc. Minor Improvements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
Total Per Fiscal Year	\$ 655,000	\$ 58,000	\$ 25,000	\$ 33,000	\$ 75,000	\$ 25,000	\$ 871,000

Financing Methods

Hanover Township has limited financing options. These options include funding from current revenue, often referred to as pay-as-you-go. The vast majority of annual revenue to the Township is from local property tax revenue, the bulk of which funds operating expenses such as salaries and utilities. A larger portion of these funds could be set aside each year for capital expenditure purposes. A second option is to fund the improvements through the working fund reserves, which represent savings by the Township overtime in each of the Town's several funds.

Debt financing, often referred to as pay-as-you-use, is another option available for consideration. The Town Board has historically been reluctant to use this source of financing, except for short-term borrowing. The Township is limited by state statute and practice from considering other forms of revenue including sales tax, impact fees, and significant user fees.

Another major source of revenue for financing capital projects are grants. The Township has successfully applied for several Community Development Block Grants from the federal government through Cook County. A variety of county, state, federal, and private grants are available for application and we have started actively pursuing these opportunities. A mixture of financing methods including current revenue, fund reserves, grants, and borrowing will likely be required for any significant projects.

Project Descriptions

Highway Garage Improvements

The Township owns and operates twenty vehicles, excluding those owned by the Road District. Currently, only eight of these vehicles are housed under roof. The existing highway and bus garages are dated, possibly not in compliance with most recent updates to local codes, and ineffective at meeting existing and future space needs. A new garage would likely be located in the general area of the existing garages, providing a workspace for the mechanic for specialty equipment and service bay, a wash bay to allow for on-site cleaning of vehicles, and space for a Road District vehicle and/or equipment will be made available by moving the mechanic. This garage would create an opportunity for further partnership between the Road District and Senior Transportation Services.

Senior Park – "Runzel Reserve"

This project will address the continued growth in the senior citizen population of the Township. Many years ago the Town Board had the foresight to purchase a sizable main campus. Several years ago the Township successfully completed the construction of an impressive Senior Center. Adjacent to the main campus, a new senior housing and assisted living complex has been completed and occupied. Today, these facilities, along with even newer senior living facilities on West Bartlett road, represent the majority of senior orientated construction throughout Hanover Township. A new senior park located between these two facilities on an approximate 1.2 acre parcel owned by the Township would provide additional recreation and programming space specifically designed for our growing senior population. The goal is to form a partnership with the local park districts and utilize state grants to pursue the project for any amount over and above the amount allocated in the CIP from local funds.

Township Hall Remodeling/Construction

The farm house portion of the Town Hall dates back to the early 20th century, and existing building systems are becoming obsolete including HVAC, sprinklers, and design layout. As demand for space continues and building codes become more stringent a significant remodeling and/or construction of Town Hall facilities may become necessary to address resident expectation of service delivery. In FY2013, both reception areas of the Town Hall (Administration and Youth & Family Services) need to be remodeled to allow additional waiting space for residents and to upgrade worn carpeting, tile, and furnishings.

Parking Lot Reconstruction

The existing parking lot serving the Town Hall and the areas around the garages is in significant disrepair. Considerable reconstruction is required, including new asphalt paving, sealing, and striping.

Town Hall RTU Replacement

The RTU (Roof Top Unit) is designed to supply a building with heat and air conditioning. The average life span of an RTU is roughly 15 to 20 years. In 2012 the Town Hall RTU will meet that age standard and at that time a determination will be made if and when a replacement is necessary.

Senior Center Parking Lot Reconstruction

The existing parking serving the Senior Center will be in need of significant repairs in the future. The reconstruction would include new asphalt, sealing, and striping.

Finance Committee

The Finance Committee is an advisory body to the Hanover Township Board responsible for advising on all matters related to financial affairs including fiscal policies, the annual Township budget, personnel and investments. The Committee meets on an ad hoc basis when the need arises. Several meetings occur in the fall and winter to facilitate the annual budget development process.

Mental Health Board

The mission of the Hanover Township Mental Health Board is to advocate for increasing the availability and quality of mental health services through the development of a comprehensive and coordinated system of effective and efficient program delivery, accessible to all residents of Hanover Township. The Mental Health Board manages the Hanover Township Community Resource Center, funds a number of agencies that provide direct services to Township residents such as counseling, job training, transportation, treatment, substance abuse, and sponsors or co-sponsors a number of public information programs designed to let more people know about the services that are available.

Public Health and Safety Committee

The purpose of the Public Health and Safety Committee is to advise the Township Board of Trustees, Community Health Department, and the Emergency Services Department regarding matters of public health and safety, as well as training services for Township employees and volunteers. The Committee meets on a quarterly basis with the Trustee Liaison and works to enhance the programs of the Emergency Services Department and Office of Community Health.

Committee for Senior Citizens Services

The Hanover Township Committee for Senior Citizens' Services is the voice of the mature adult community, fostering new ideas and providing opportunities for fellowship and personal growth. This advisory committee to the Hanover Township Board of Trustees is made up of residents who represent the senior population of the Township on issues and concerns of interest to seniors. The committee meets the 2nd Monday of each month at 3 p.m. in the Senior Center with the Trustee Liaison and Senior Services Director to discuss programs and services. Meetings are open to the public.

Committee on Youth

The Township Board of Trustees appoints members to its Committee on Youth, a volunteer board which serves in an advisory capacity to the Town Board on the needs of youth. Three members are youths ages 15-18. The Committee meets monthly at 7pm on the 4th Monday with the Trustee Liaison and Director of Youth and Family Services to discuss and give recommendations about current services and potential responses to the needs of Township youth and their families. Starting in FY 13 the Committee will have a budget of \$3,300 which is included in the General Town Fund under the Administrative Services Department.



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Budgetary Policies

Budgets are adopted on a basis consistent with GAAP. Annual appropriated budgets are adopted at the fund level for the general, special revenue, and capital projects funds. The annual appropriated budget is legally enacted and provides for a legal level of control at the fund level. All annual appropriations lapse at fiscal year end. The budget is prepared by fund, function, and activity, and includes information on the past year, current year estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the governing body for review. The governing body holds public hearings and may add to, subtract from, or change appropriations, but may not change the form of the budget. Expenditures may not legally exceed budgeted appropriations at the fund level. A balanced budget requires expenditures to not exceed available resources, which include revenues for the current year and all fund reserves.

Budget Amendment

There are two ways the Township budget may be amended: (1) The Township Board may adopt a supplemental appropriation ordinance. The supplemental ordinance may not exceed the aggregate of any additional revenue available or the amount of fund balances available when the annual appropriation ordinance was adopted; or (2) The Township Board, with a two-thirds vote, may authorize transfers between line items within a department. To amend the budget a tentative amendment is prepared for the Budget and Appropriation Ordinance. Notice of the proposed amendment is posted and after a waiting period of 30 days a special meeting of the board is held and the amendment is voted upon.

Revenue Practices

Hanover Township utilizes the following revenue practice to support financial stability and avoid potential service disruptions: diversification and stabilization, conservative revenue estimates, user fees set at appropriate levels, and reduction of tax burden through development of other revenue sources.

Summary of Debt Practices

Hanover Township's board takes a conservative approach in relation to debt financing. Currently the Township carries no long-term debt obligations.

Legal Limits on Township Debt

The Local Government Debt Limitation Act (50 ILCS 405/1), sets the legal debt limitation for Hanover Township. Per this act, total debt may not exceed 2.875% of the value of the taxable property within the Township including existing debt. The 2010 assessed property value is \$2,527,513,700; therefore Hanover Township's legal limit of debt is \$72,666,019.

Additionally, per 60 ILCS/1 Sec. 240-5, Township Code, a Township board "may borrow money (i) from any bank or financial institution if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the highway commissioner, from a Township road district fund, if the money is to be repaid within one year from the time it is borrowed."

Fund Balance and Reserve Practices

The objectives of the fund balance reserve practices are: to provide for contingency or emergency spending; to preserve the credit worthiness of the Township; to avoid interest expenses for operating budget needs; and to stabilize fluctuations from year to year in property taxes collected and paid to the Township. The fund balance practice is:

1. Annual appropriation budgets are adopted for General (Town Fund) and Special Revenue funds. The Financial Statements and Independent Auditor's Report are prepared at the end of the fiscal year. The Financial Statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All appropriations lapse at the end of the fiscal year. Excess revenues over expenditures for the fiscal year accumulate in the fund balance for the associated fund.
2. The Township seeks to maintain an unreserved undesignated General (Town) Fund and Special Revenue Funds that, as of March 31 of each year, is equal to a minimum of four months of the ensuing year's budgeted fund expenditures, with a target of six months of the ensuing year's budgeted expenditures.
3. The Township will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures.
4. Fund balances that exceed the maximum level established for each fund may be appropriated for non-recurring capital projects or programs.

Expenditure Practices

Hanover Township's expenditures practice is to use prudent expenditure planning and accountability to ensure fiscal stability through the following practices: maintenance of capital assets, full funding of pension obligations, and program review to use technology and productivity advancements to reduce or avoid increasing costs.

Investment Policies

The Township maintains a cash and investment pool that is available for use by all funds. The Township's investment policy authorizes the Township to invest in all investments allowed by Illinois Compiled Statutes (ILCS) and is more stringent in its application. The Township's investment policy limits its deposits to financial institutions that are members of the FDIC system and are capable of posting collateral for amounts in excess of FDIC insurance. It is the policy of the Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objectives of the policy are, in order of priority, legality, safety of principle, liquidity, rate of return, and ties to the community.

Capital Assets

Capital assets, which include property, plant, equipment, and certain intangible assets, are recorded in the applicable governmental activities columns in the government-wide financial statements. Capital assets are defined by the Township as assets with an estimated useful life in excess of one year and an initial individual cost of more than \$2,500. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building Improvements	5-20
Vehicles	7-20
Infrastructure	7-20
Furniture and Equipment	5-10

Accounting Procedures – All processes, which discover, record classify, and summarize financial information to produce financial reports and to provide internal control.

Accounting System – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups or organizational components.

Accrual Basis – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

Activity – The smallest unit of budgetary accountability and control for a specific function within the Township.

Appropriation – An authorization granted by the Township Board to make expenditures and to incur obligations for purposes specified in the Budget and Appropriations Ordinance.

Assessed Valuation – A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

Balanced Budget - A budget is balanced when current expenditures are equal to receipts.

Budget - A plan of financial operation embodying an estimate of proposed revenue and expenditures for a specific period of time (budget fiscal year).

Budget Calendar or Timeline – The schedule of key dates or milestones that a government follows in the preparation and adoption of their budget.

Budget Message - The opening section of the budget which provides the Township Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Township Administrator.

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet the long-term capital needs of the Township.

Deficit – (1) The excess of liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during the accounting period.

Department - A major administrative division of the Township which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation – Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence.

Expenditure - Decreases in net total assets. Expenses represent the total cost of operations during a period of time regardless of the timing of the related expenditures.

FICA – The Federal Insurance Contributions Act provides a federal system of old age, survivors, disability and hospital insurance.

Fiscal Year - The time period designated by the Township signifying the beginning and ending period for recording financial transactions. Hanover Township has specified April 1st to March 31st as its fiscal year.

Fund – An accounting entity with a self balancing set of accounts which are segregated for the purpose of carrying in specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Accounting – The accounts of the Township are organized based on the basis of funds, each of which is considered a separate accounting entity. The operations of a fund are accounted for with separate sets of self balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund Balance – The excess of an entity’s assets over its liabilities. A negative fund balance is sometimes called a deficit.

IMRF – Illinois Municipal Retirement Fund provides employees of local governments and school districts in Illinois with a system for retirement, disability, and death benefits.

Modified Accrual Basis – The accrual basis of accounting adapted to the government fund type. Under it, revenues are recognized when they become both “measurable” and “available to finance current expenditures.” Expenditures are recognized when the related fund liability is incurred. All governmental funds are accounted for using the modified accrual basis of accounting.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service activities of the Township are controlled.

Operating Funds – Resources derived from recurring revenue sources are used to finance ongoing operating expenditures.

Ordinance – A formal legislative enactment by the governing board of the Township.

Property Tax - Property taxes are levied on real property according to the property’s valuation and the tax rate.

Revenue - Funds that the Township receives as income.

Special Revenue Funds – These funds are used to account for proceeds from specific revenue sources (other than capital projects) that are legally restricted to expenditures for specified purposes.

Target Based Budgeting - Target based budgeting provides for an expenditure target in percentage form based upon expected revenue.

Appendix C: Acronyms



CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Program

CRO- Community Relations Office

EAV- Equalized Assessed Valuation

EOP- Emergency Operations Plan

ESL- English as a Second Language

FOIA- Freedom of Information Act

FTE- Full Time Equivalent

FY- Fiscal Year

GFOA- Government Finance Officers Association

ILCS- Illinois Compiles Statutes

ILEAS- Illinois Law Enforcement Alarm System

IMRF- Illinois Municipal Retirement Fund

LIHEAP- Low Income Home Energy Assistance Program

MABAS- Mutual Aid Box Alarm System

OCH- Office of Community Health

RTU- Roof Top Unit

YFS- Youth and Family Services



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