



2018
2019

**Annual Operating
and Capital Budget**

Elected Officials

Brian P. McGuire
Supervisor

Katy Dolan Baumer
Clerk

Thomas S. Smogolski
Assessor

Mary Alice Benoit
Craig Essick
Khaja Moinuddin
Eugene N. Martinez
Trustees

Administrative Staff

James C. Barr
Township Administrator

Suzanne Powers
Assistant Township Administrator

Suzy Callahan
Administrative Specialist





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Hanover Township

Illinois

For the Fiscal Year Beginning

April 1, 2017

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Hanover Township, Illinois for its annual budget for the fiscal year beginning April 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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March 23, 2018

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2018 (FY19).

The economic environment in Hanover Township continues to improve. The unemployment rate has declined to match the State of Illinois rate of 4.4%.

Although the economy has continued to improve, Fiscal Year (FY) 2019 will remain challenging for Hanover Township. Continuing to realize the effect of economic factors facing residents, the Finance Committee recommended, and the Board adopted, a property tax levy with no increase over the previous year extension in most funds and a reduction of the General Assistance Fund and Road Fund levies. Due to property taxes being the primary source of revenue for the Township, this poses challenges for the Township to maintain and enhance services while operating within available resources. This projected minimal growth budget, combined with expected cost increases, has required the Township to make difficult choices. Overall, significant increases to the Township budget can be attributed to the Veteran Specialist position in the Department of Community and Veterans Affairs changing from part-time to full-time and increases in information technology, equipment, software and support. Other cost increases include increases in employee health insurance premiums and a 3.0% merit salary increment pool for employees.

The Fiscal Year 2019 budget allocates funds to continue to grow the Township's Nutrition Program within the Department of Senior Services. The federal grant from Age Options supporting the senior congregate meals program increased this year to \$52,618. The Age Options home delivered meals grant increased to \$75,344 this fiscal year.

With the economy continuing to improve, tax rates and collections are projected to hold steady or increase slightly over the next year. The Township does not maintain debt obligations and does not plan to incur any in the near future.

A balanced budget requires expenditures to not exceed available resources, which includes revenues for the current year and all fund reserves. The FY 2019 budget is once again balanced, and the Township retains healthy fund reserves for any unforeseen circumstances in the year ahead.

Budget Highlights

Department of Senior Services – The Road Maintenance Fund is continuing to fund senior transportation, following the precedent of the prior Highway Commissioners, in the combined amount of \$180,000 as authorized by state statute. \$25,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$155,000 is allocated to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). The federal grant from Age Options supporting the senior congregate meal program increased 17.4% reflecting increased numbers of meal participants over the last year. Entering the third full fiscal year of the home delivered meals program has home delivered meal grants increasing 57.4% to \$75,334 due to an overall increase in

the number of meals delivered and the addition of weekend meals sent to recipient homes on Fridays. On the expenditure side, salaries and costs related to Programming and Social Services have been removed from Senior Services Administration to budgets for their respective service areas to more accurately reflect costs of direct service. The department budget provides for a one-time transfer from the Senior Services Fund to the Vehicle Replacement Fund to provide for the replacement of a second Senior Services bus in FY19 effectively using Senior Services Fund reserves for this one-time capital cost. The Senior Services Fund has also retaken the utility expenses for the Senior Center as directed by the Finance Committee. This budget also includes revenue and expense related to the addition of a part time out-trip Bus Driver, which is offset by out-trip programming fees. Other costs increases are related to increased participation in nutrition programs; however, these were largely offset by increased Age Options grants. Employee health insurance has also increased. Overall, Senior Services Fund expenditures are budgeted to increase 11.2%.

Department of Youth and Family Services – Youth and Family Services is anticipating stable revenue from the prior year. The Administration and Clinical Salary line -tem includes the reclassification of the Office Manager position to an Administrative Assistant and the reclassification of the former Administrative Assistant position to Receptionist with this position also being reduced from a full time 40 hour a week position to a part time 25 hour a week position with corresponding benefit expense reductions. The tutoring line item is increased \$2,000 to allow for one of the tutors to take on additional responsibilities as Lead Tutor. This person will take on some of the duties of the former Office Manager related to the tutoring program while providing for a lead staff member on-site at the tutoring location in Streamwood High School. Outreach and Prevention cell phone costs have increased to allow for each staff member in the field (schools, community meetings, etc.) to have access to a Township provided smart phone for timely communication. All other budget increase and decreases are relatively small. Overall department expenditures are expected to decrease 3.58%.

Department of Welfare Services – Welfare Services is expecting a slight revenue decrease in the new fiscal year with a small reduction in property tax revenue from a reduction in the General Assistance levy and an increase in other income related to continued refunds from Social Security Disability Insurance from General Assistance clients being approved retroactively for SSDI. On the expense side, administration salaries are decreasing due to the Case Manager position being reclassified from a 40 hour per week position to a 32 per week position. Health insurance decreases reflect staff changing their plan options. A significant development is the discontinuation of the Employment Support Services program. With historically low unemployment and moderate to low utilization, the one-year trial of this contracted service has not been renewed. Additionally, the costs related to food pantry operations have been moved from the Town Fund to the General Assistance Fund. Lastly, Emergency Assistance is budgeted to increase 18% due to increased utilization this past year and plans to increase the amount a single person may qualify for in this one-time per 18 months form of public assistance. Overall, the General Assistance Fund expenditures will increase 13.8% largely attributed to pantry operations moving to this fund.

Department of Facilities & Road Maintenance – The Facilities Division budget is being increased moderately to reflect planned increases in salaries and most notably seasonal project assistance to aid in summer grounds and reserves upkeep. The housekeeping contract is increasing to provide better quality cleaning services to the Senior Center. Trash removal costs are also increasing significantly, however staff will evaluate other disposal vendors in the next year to address these costs. Overall, Facilities Division expenses are budgeted to increase 5.0%. The Road Maintenance Division is anticipating a 5.0% decrease in revenue related to the reduction of the Road Levy by 3% and a slight overestimation in property tax revenue the prior year. On the expense side, accounting expenditures are eliminated due to the Road District being consolidated into the Township. Community Affairs and Miscellaneous line items are also being reduced with the transfer to Senior Transportation increasing to a level more in line with the last several years of Road District support for senior transportation. The building section of the budget is being significantly reduced by 48.6% to reflect the reduction in scope of changes to the Road Maintenance garage to an addition from prior concepts of a new building. Bridge repair is increasing with the Cook County Engineer notifying the Township a bridge inspection is due in the next year. The Township maintains one bridge. A variety of other reductions are included such as a 38.5% decrease in contract work which will allow for the Township’s portion of the Rolling Knolls resurfacing project along with significant crack filling throughout the street system while reducing overall Road Maintenance expenditures to a sustainable level. Overall, Road Maintenance expenses are budgeted to decrease 25%.

Mental Health Board – The Mental Health Board is decreasing the printing and postage line items significantly due to the bi-annual Community Resource Guide being printed last fiscal year and not scheduled again for two years. The consultant line item is scheduled to increase to \$19,500 with the Mental Health Board’s tri-annual community needs assessment occurring in the next year. The Community Resource Center costs are decreasing moderately due to scheduled capital improvements and prior year building maintenance costs coming down. Total service contracts are budgeted to increase 4.1%. The Mental Health Fund continues to maintain a significant fund reserve that can be sustainably utilized for non-reoccurring expenses. Total Mental Health Fund expenditures are budgeted to increase 3.3%.

Office of the Assessor – The Assessor’s Office budget is increasing due to the planned salary increment pool; employee health insurance cost increases, and a correction to the FICA expense. Overall, Assessor Office expenditures are budgeted to increase 3.7%.

Office of Community Health – The Office of Community Health is anticipating increased revenue and a modest increase in expenditures related to the planned salary increment and employee health insurance. Other changes are relatively small. Overall department revenue is targeted to increase 15.4% and expenditures are budgeted to increase 3.1%.

Department of Emergency Services – The Emergency Services Department budget is projected to increase by 2.7%. This increase is due to the salary increment pool and employee health insurance increases. Other changes in equipment, vehicle fuel, and communications are offset by decreases in expenses related to the Emergency Operations Center.

Office of Community and Veterans Affairs – The Office of Community and Veterans Affairs is budgeted to increase expenditures 9.0%. The increase is primarily due to changing the Veteran Specialist position from a part time 24 hour a week position to a full time 40 hour per week position substantiated by continued high demand for these services. The Community Relations portion of the budget is set to decrease slightly primarily due to a staff member opting out of the Township health insurance. The salaries line item is increasing more than the planned salary increment pool to account for a promotion of a staff member during the past fiscal year.

Administrative Services – The overall Town Fund/Administrative Services budget will increase by approximately 8.4%. This increase is due primarily to large expenditures in the capital portion of the budget including a \$20,000 increase to information technology equipment, software, and support, a \$20,000 increase to the Vehicle Fund transfer, and a \$125,000 increase in the transfer to the Capital Fund to continue sustainable funding of one time projects. Officials' compensation declined with the elimination of the Highway Commissioner position, Town Hall expenses decreased with Senior Center utilities being reassumed by the Senior Services Fund, and liability insurance cost remained level. Passport revenue continues to increase due to sustained demand and federal adoption of increased fees for local passport acceptance agencies.

Vehicle Fund – The Town Fund is increasing its transfer to the Vehicle Fund to ensure long-term sustainability. In the new fiscal year, the Youth and Family Service Open Gym van and two mid-sized Senior Services buses are scheduled for replacement. Most years one Senior Services bus is replaced, however with two of the buses having significant miles, years in service, and maintenance issues the Senior Services Fund is making a one-time transfer, effectively from the fund reserve, to allow two buses to be replaced.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2019 including the resurfacing and expansion of the Izaak Walton Center parking lot and the addition of a paved walking path at Lenoci Reserve. Additional projects include improvements to Senior Center such as carpet replacement, Downey Hall renovations, new entrance doors at the Town Hall, and safety and security improvements at several buildings.

I am pleased to present the Fiscal Year 2019 Annual Operating and Capital Budget for your consideration. I look forward to another productive year of serving the residents of Hanover Township with our outstanding team of officials, staff, and volunteers.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "James C. Barr".

James C. Barr, MPA
Township Administrator



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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 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:

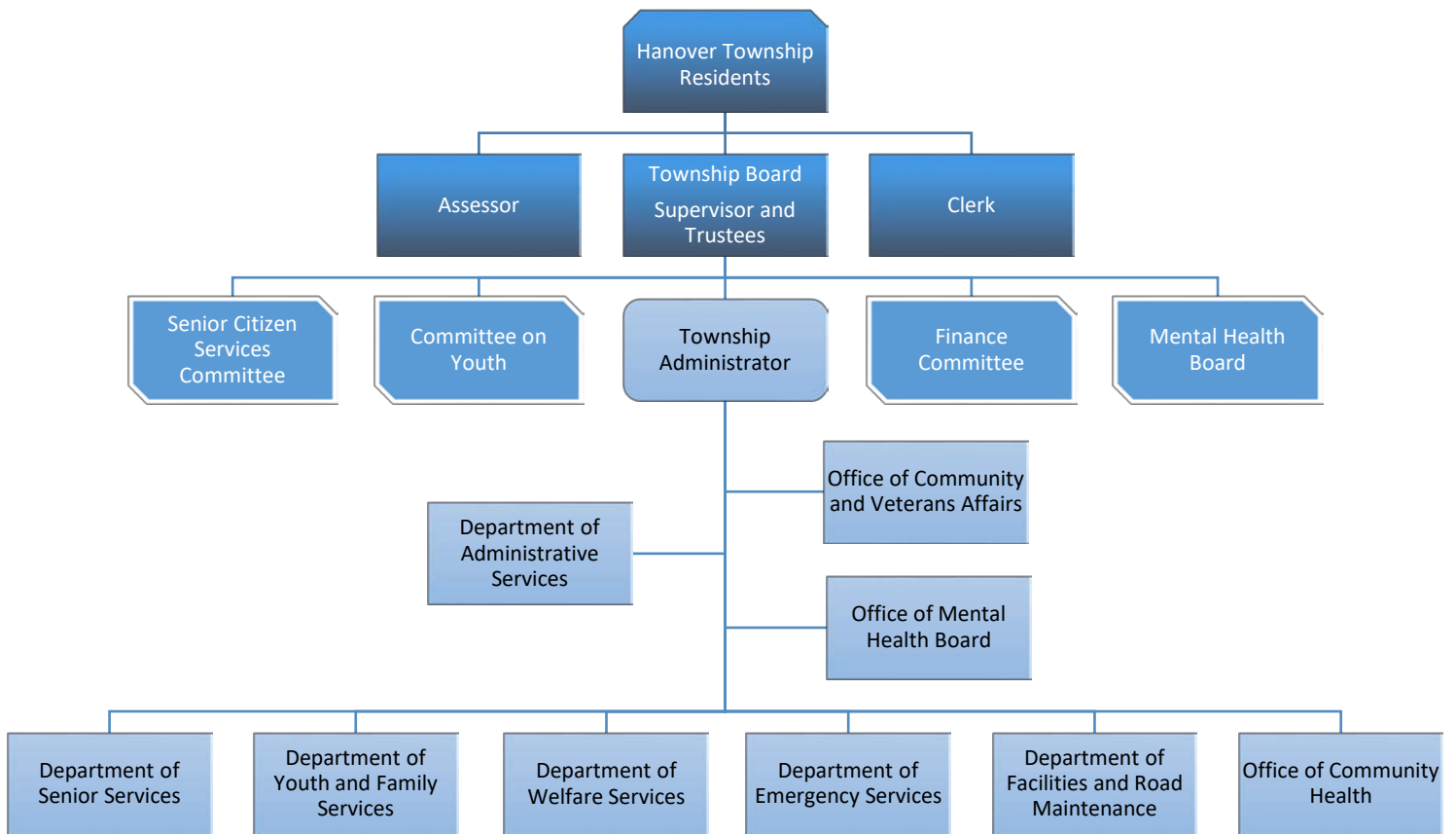
Our mission is to continuously improve the quality of life of Hanover Township residents by providing a unique array of quality, cost effective, community-based services acting as a dynamic organization that delivers services in a responsible and respectful manner.

Vision Statement

The Township vision statement represents the broadest expression of the ideal Township, or the imagined best community. At a 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



***Police** services are provided to Township residents by the individual municipal police departments within the incorporated areas of Bartlett, Elgin, Hanover Park, Hoffman Estates, and Streamwood. The Cook County Sheriff's Department provides police services for unincorporated areas.

****Fire** services are provided by the municipalities in incorporated areas, and by the Bartlett Fire Protection District for unincorporated areas and the Village of Bartlett.

Since November 2007, Hanover Township has regularly conducted strategic planning sessions to enhance its planning and budgetary process. In 2017, Hanover Township engaged Northern Illinois University's Center for Governmental Studies (CGS) to assist with the development of the Township's FY2019 to FY2021 strategic plan. The strategic planning process included a workshop session with the Township Board and senior staff members in late 2017. Prior to the workshop, CGS led several focus groups with community stakeholders to gather input on their vision for the Township. In addition, an economic and demographic community profile was completed to add context to the strategic planning process.

The FY 2019 strategic planning retreat was held on December 1, 2017. During the retreat, four strategic priority areas were identified:

Strategic Priority Areas

1. Long term planning, implementation and evaluation
2. Financial planning and stability
3. Community engagement and provision of critical services
4. Cultural diversity and inclusion

Ultimately the Township Board, elected officials, and department directors recommended nine Township-wide goals focusing on the identified strategic priorities and innovative ideas that will enhance Township services for residents.

Hanover Township Key Strategic Goals FY19 – FY21

1. Explore youth services referendum to support youth center and expanded youth programming.
2. Create a master plan for improvements at the Township's open space reserves, identify funding, and develop planned improvements.
3. Evaluate need, funding, and potential sites for a possible Township cemetery through donation, transfer, or acquisition of property.
4. Consider options to create a modernized emergency services station within Hanover Township's boundaries.
5. Further embrace the diversity of all ages and cultures within the Township.
6. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's communications plan.
7. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within the Township.
8. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain, and sustain a sound financial position in both the short and long-term.
9. Continue to grow, enhance, and promote the Township's high standards for customer-focused service delivery across all departments.

What is a Township?

A township in Illinois serves as a sub-division of the State of Illinois; however it is a fully autonomous unit of local government with the authority to tax and issue debt. Townships are not authorized by state statute to impose a sales tax. The primary revenue streams are generated from property taxes, fees for services, and grants.

The township is primarily responsible for human services not regularly offered by incorporated municipalities, and for the upkeep of roads and bridges within the un-incorporated areas of the county. A village or city holds responsibility for delivery of select direct services such as police, fire, and garbage collection, as well as the majority of zoning and permitting processes. While some townships are co-terminus with the boundaries of a specific municipality, most townships contain multiple municipalities. All township services, excluding services provided by the Facilities and Road Maintenance Department, which only services roads and bridges in unincorporated Cook County, are available to all residents within its boundaries, regardless of the village or city that resident resides in.

Hanover Township Specifics

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 and Assessor are elected simultaneously with the Board. The Assessor does not vote. The Township Clerk votes only in the case of a tie vote to fill a vacancy in a Township office.

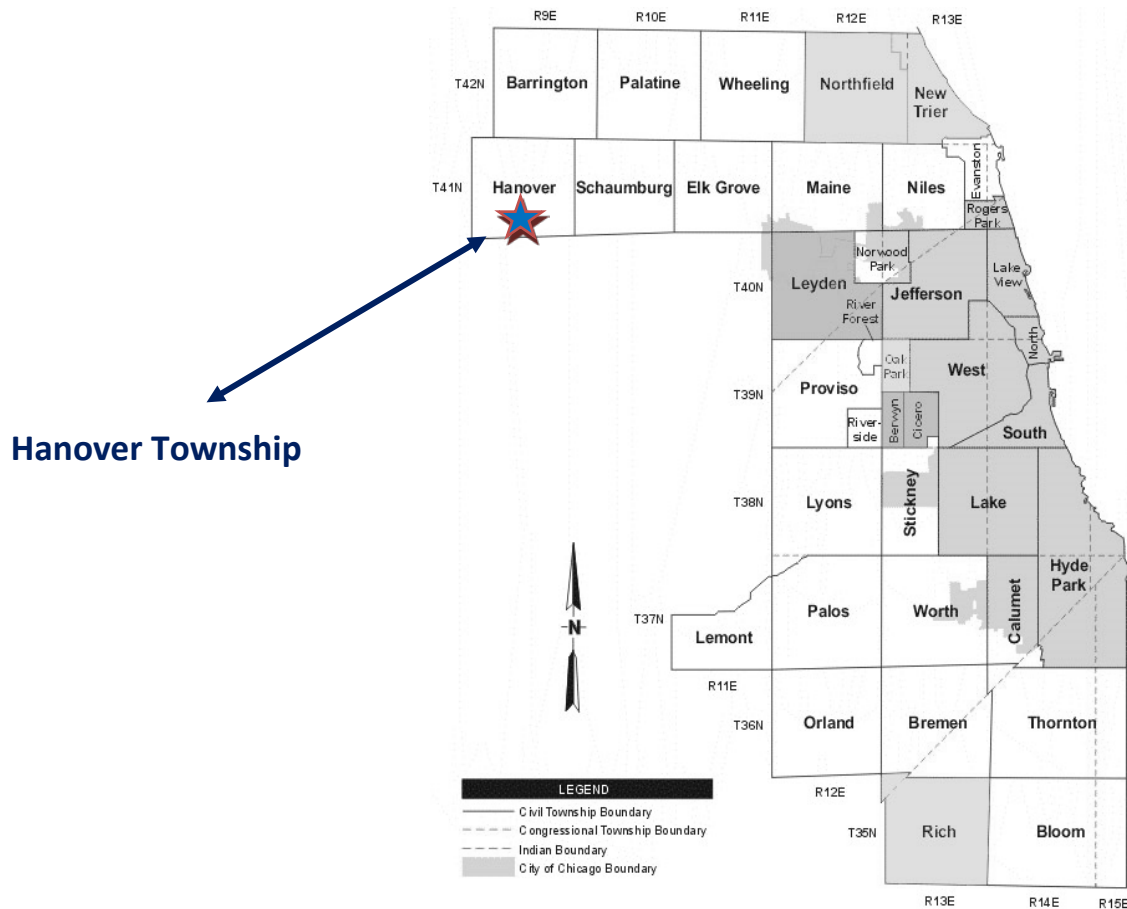
Hanover Township contains portions of six municipalities within our jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. Specific operating departments within the Township include: Department of Administrative Services, Department of Emergency Services, the Office of Community Health, Department of Senior Services, Department of Youth and Family Services, Department of Welfare Services, Department of Facilities and Road Maintenance, the Office of the Mental Health Board, Assessor's Office, and the Office of Community and Veterans Affairs.

The Township is a survey township, meaning that it forms a perfect square that is six miles by six miles in size. The majority of townships in Illinois are of the survey type; however, some townships such as New Trier in northeastern Cook County are non-standardized in order to conform to physical and political boundaries such as the City of Chicago line and Lake Michigan.

Location

Hanover Township is located approximately 35 miles northwest of the City of Chicago, in Cook County. Hanover Township is within close distance to 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.

Map of Townships within Cook County



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. The rich land beckoned farmers to this vicinity, and 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 farmhouses and barns remain. The Milwaukee Road trains which once hauled milk cans into Chicago are now carrying commuters. Township government lives on, adapting to the changing times, still meeting the needs of the residents. Those needs, of course, have changed dramatically.

Today, the population of Hanover Township is over 100,000. Most Streamwood residents live within its boundaries, as well as 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 Senior Center, the Astor Avenue Community Center, the Mental Health Community Resource Center, the Emergency Services Station #1 in Bartlett, and the Izaak Walton Center in Elgin house all Township services.

Statistics based on 2012-2016 American Community Survey, unless otherwise noted with an * symbol, meaning statistics are from the 2010 decennial census.

Hanover Township is approximately 36 square miles in size.

Township Website: www.hanover-township.org

Demographics:

Total Population:	100,792	Median Age	36.1 years
Male	51,724	Age 0-19	28.6%
Female	49,068	Age 20-54	50.5%
White	58,986	Age 55 and above	21.0%
African American	3,539	Median Household Income	\$81,437
Asian	13,505	Per Capita Income	\$29,481
American Indian	12		
Native Hawaiian	8		
Other Races Alone	382		
Total Hispanic	36,694		
Two or more races	3,164		

*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:

<i>Population 18 to 24</i>		<i>Population 25 and over</i>	
Less than High School	14.5%	Less than High School	16.0%
High School Graduate	35.4%	High School Graduate	26.6%
Some College or Associate's	41.6%	Some College or Associate's	26.7%
Bachelor's Degree or higher	8.5%	Bachelor's Degree or higher	30.8%

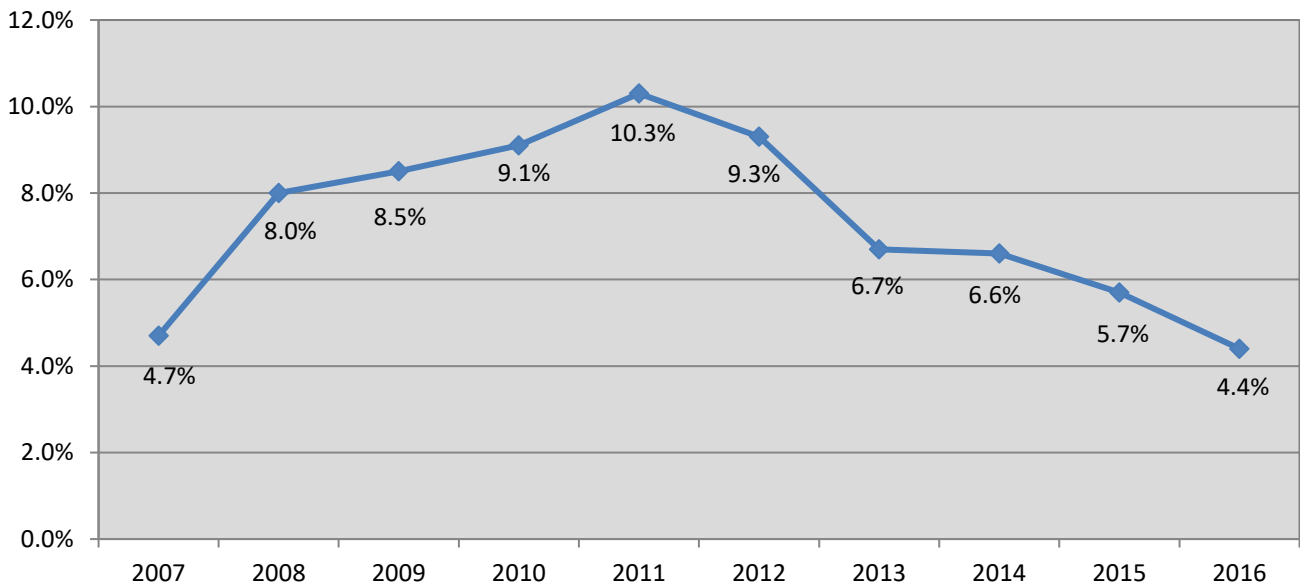
Housing:

EAV	\$2,002,214,061	Total Population in housing units	100,288
Total number of housing units	34,482	Population with mortgages	72,386*
Occupied homes	32,022	Population owning free and clear	8,438*
Vacant Homes	2,480	Population renting	23,682

Employment:

Population 16 years and over	76,451	Percent unemployed	4.4%
Civilian labor force	55,921		

Annual Unemployment Rate (2007-2016)



Income and Benefits (2016 dollars)

Less than \$10,000	3.4%
\$10,000 to \$14,999	2.3%
\$15,000 to \$24,999	6.2%
\$25,000 to \$34,999	7.3%
\$35,000 to \$49,999	12.8%
\$50,000 to \$74,999	18.0%
\$75,000 to \$99,999	16.4%
\$100,000 to \$149,999	19.7%
\$150,000 to \$199,999	8.1%
\$200,000 or more	6.0%

Top 10 Employment Sectors

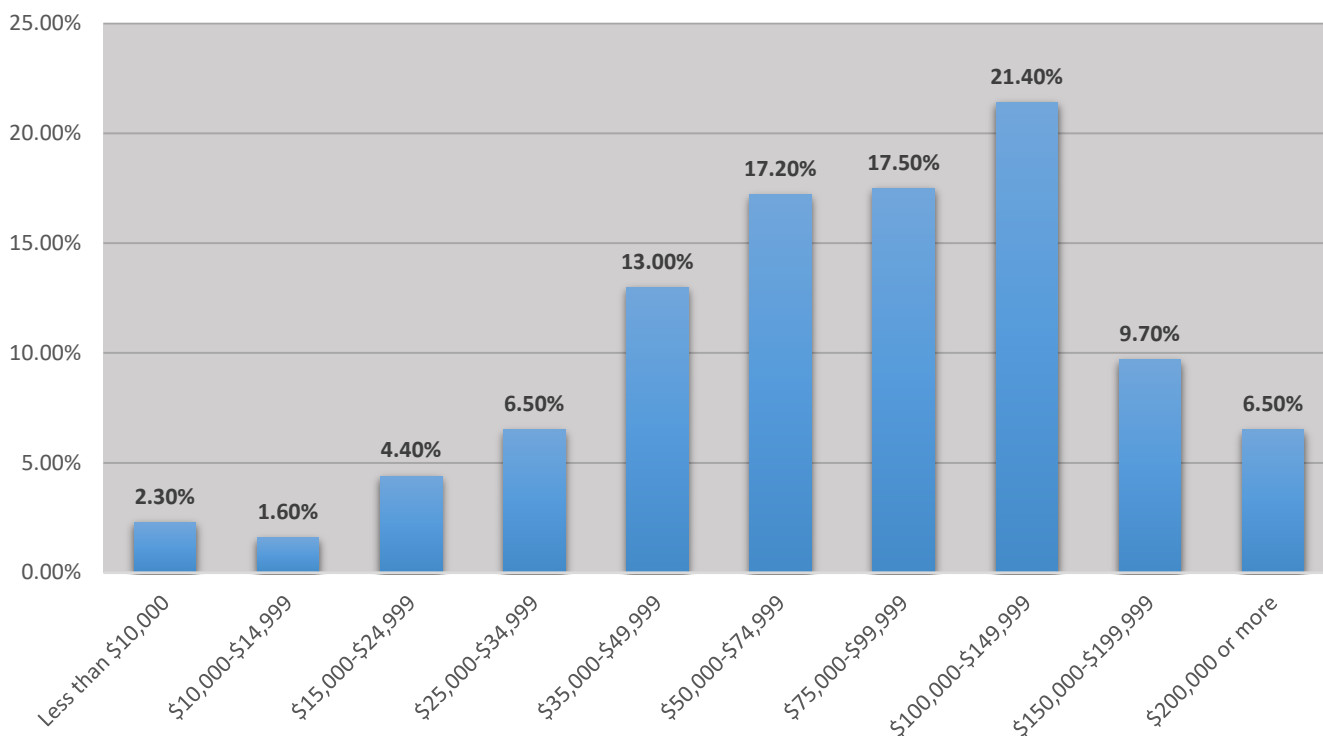
Educational services and health care	17.3%
Manufacturing	16.8%
Retail trade	12.1%
Professional, scientific, management	12.6%
Arts, entertainment, hospitality	8.7%
Transportation, warehousing	7.4%
Finance, insurance, real estate	6.4%
Construction	5.9%
Wholesale trade	4.1%
Other services	4.3%

Principal Employers in Hanover Township (2016)

Employer	Type of Business	Approximate Number of Employees	Percentage of Township Population
Fresh Express	Food Distributor	700	3.14%
Super Target	Discount Retailer	310	1.39%
Wal-Mart Stores, Inc.	Discount Retailer	275	1.23%
Ace Coffee Bar, Inc.	Water Bottling Plant	250	1.12%
Behavioral Health Center	Medical	235	1.05%
Streamwood High School	Education	220	0.99%
Sam's Club	Discount Retailer	220	0.99%
Village of Streamwood	Government	186	0.83%
Lexington Health Care	Senior Living	160	0.72%
AWANA Clubs	Publishing	150	0.67%
Total		2,706	12.13%

Source: 2016 Comprehensive Annual Financial Report's from Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg and Streamwood.

Percent of Population by Income (in Household, 2016 ACS)



The 2019 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 2019. 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 salary pool for staff for the next year. Every third year, the Township holds a strategic planning session with the Township Board, elected officials, administration and the ten operating departments. This session identifies Township wide strategic goals that focus on long term objectives. In addition, each department has their own annual operational goals which allow individual departments to focus on short term objectives. Together, these strategies drive the decision-making process for the upcoming fiscal year.

In November, the Township 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 revenue and expenses for the following fiscal 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 budgets. The Township 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 recommend changes. The final week of January, Administrative Services compiles the final budget document to be submitted to the Township Board for approval as endorsed by the Finance Committee. The Board holds a public hearing and may amend the budgeted appropriations. A formal budget and appropriation ordinance for the Township is adopted in March, providing the legal authority to spend public funds. The final Township budget passed on March 27, 2018.

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 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.

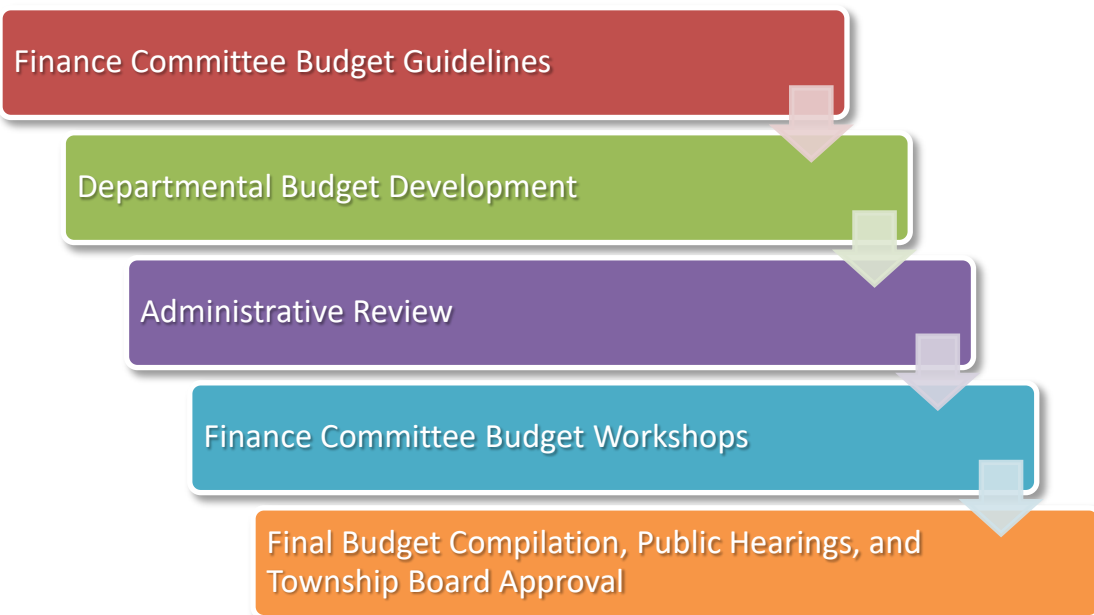
Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). “Measurable” 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.

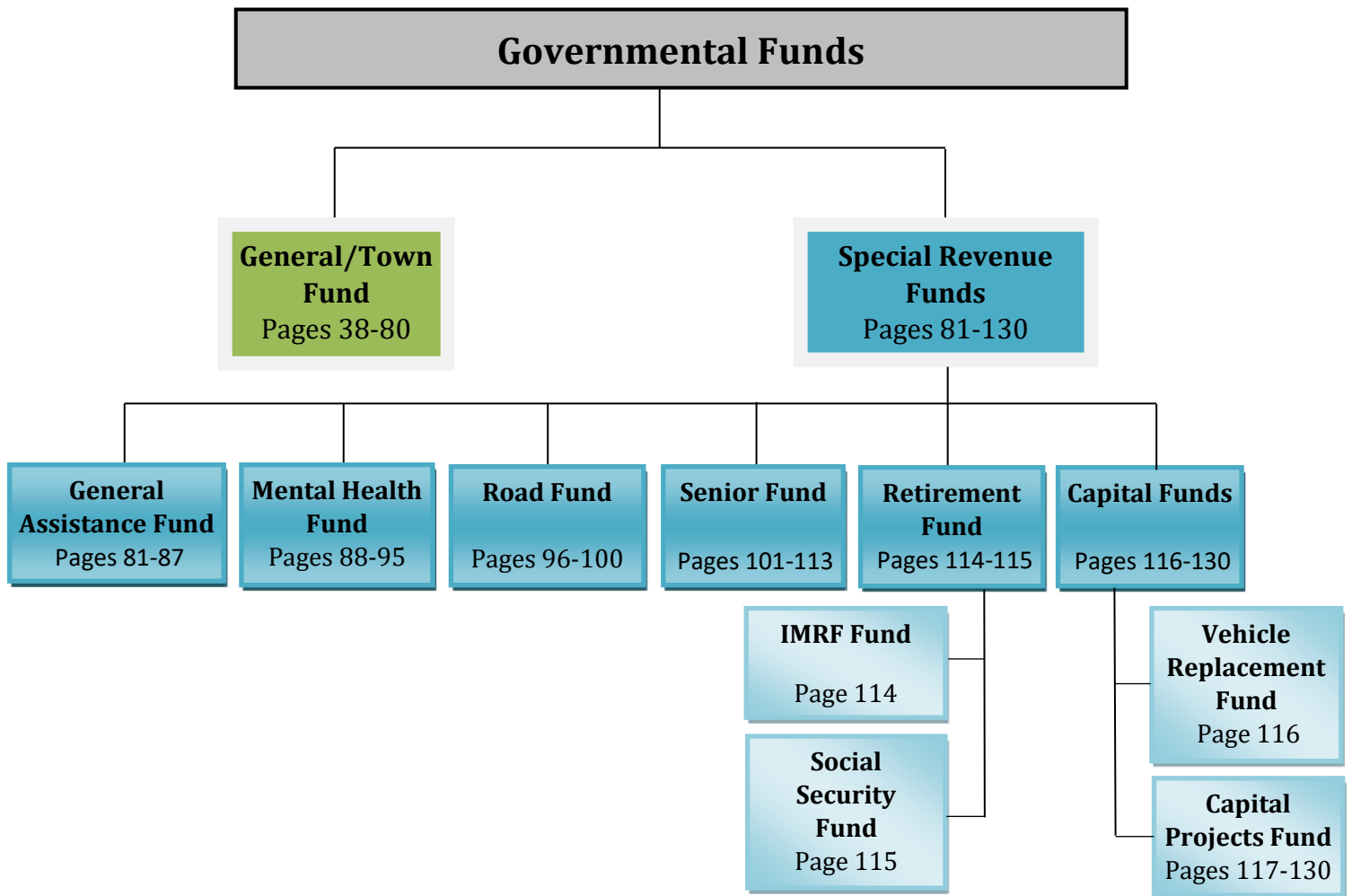
Those revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2019 Budget Development Calendar

November 6, 2017	Finance Committee Budget Guidelines
November 28, 2017	Budget Development Memo Issued
December 20, 2017	Department Budget Submissions Due
December 21, 2017 - January 16, 2018	Administrative Budget Review
January 17, 2018 - January 25 2018	Finance Committee Budget Workshops
January 26, 2018- February 2, 2018	Final Budget Compilation
February 3, 2018 - March 31, 2018	Township Board Budget Consideration and Public Hearings
April 1, 2018	Start of Fiscal Year 2019

The Budget Process





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 senior citizens.

The Road Maintenance 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, and substance abuse.

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

Summary of Department/Fund Relationships and Expenditures					
Departments	General	Senior	Road Maintenance	Mental Health	General Assistance
Administrative Services	x				
Assessor's Office	x				
Office of Community Health	x				
Office of Community and Veteran Affairs	x				
Emergency Services	x				
Facilities and Road Maintenance	x		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 Extension 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 2017 attach as an enforceable lien on January 1, 2017, 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, 2018, and are payable in two installments, on or about March 1, 2018 and August 1, 2018. 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 2018 tax levy, which attached as an enforceable lien on property as of January 1, 2018, has not been recorded as a receivable as of March 31, 2018. The tax has not yet been levied by the Township and will not be levied until December 2018, and therefore, the levy is not measurable at March 31, 2018.

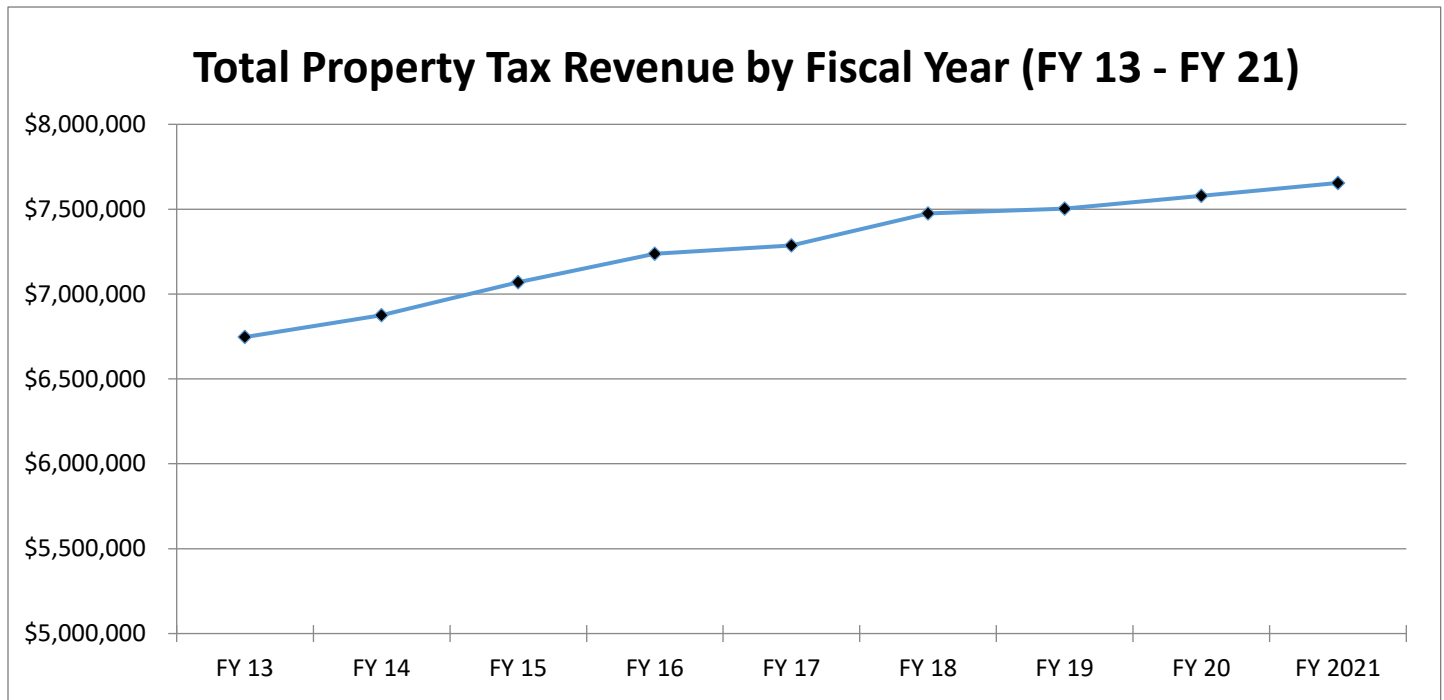
Currently, the 2017 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on Thursday, March 1, 2018. The first installment tax bills are 55 percent of the previous year's taxes. Any assessment reduction(s) taxpayers received for the 2017 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed in early summer.

Major Revenue Sources



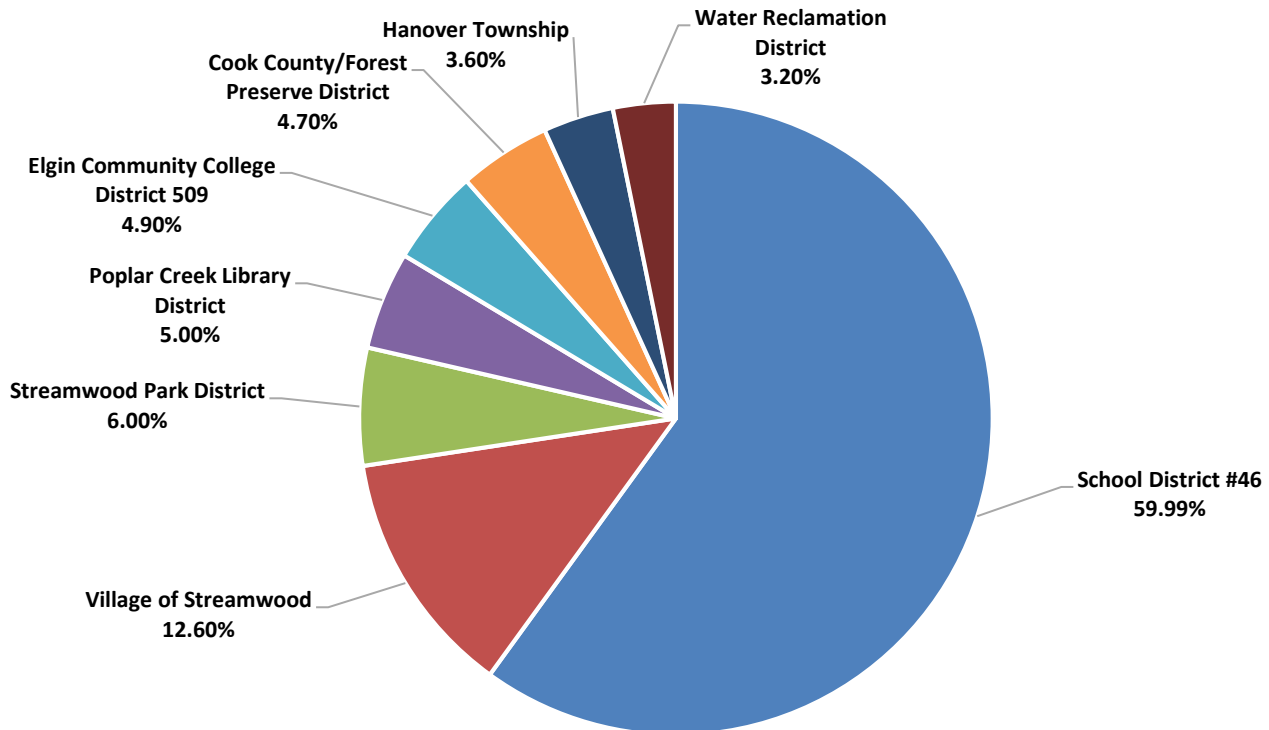
Property Tax Revenues by Fund

Fund	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Projected	FY 21 Projected
Town	\$ 3,294,777	\$ 3,380,429	\$ 3,455,555	\$ 3,533,950	\$3,581,571	\$3,628,536	\$3,688,080	\$3,724,961	\$3,762,210
Senior	\$ 982,940	\$ 1,002,998	\$ 1,020,562	\$ 1,035,921	\$1,055,931	\$1,067,682	\$1,085,200	\$1,096,052	\$1,107,013
GA	\$ 340,092	\$ 350,418	\$ 368,670	\$ 371,951	\$381,855	\$395,349	\$388,430	\$392,314	\$396,237
Road	\$ 829,456	\$ 811,944	\$ 850,717	\$ 898,146	\$876,058	\$864,371	\$868,528	\$877,213	\$885,985
MHB	\$ 999,080	\$ 1,023,234	\$ 1,064,490	\$ 1,080,609	\$1,068,355	\$1,192,747	\$1,141,262	\$1,152,675	\$1,164,201
Soc	\$ 134,249	\$ 136,983	\$ 138,855	\$ 140,701	\$143,420	\$144,827	\$148,163	\$149,645	\$151,141
IMRF	\$ 166,105	\$ 169,488	\$ 171,834	\$ 175,882	\$179,276	\$180,837	\$184,203	\$186,045	\$187,905
Total	\$ 6,746,699	\$ 6,875,494	\$ 7,070,683	\$ 7,237,160	\$7,286,466	\$7,474,349	\$7,503,866	\$7,578,905	\$7,654,694



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 revenue projections using both historical trend analysis and assumptions based on current and projected economic factors. The Township estimates a small increase in property tax revenues for FY 19, with 1% growth for FY 20 and FY 21.

**Hanover Township as Percentage of Total Property Tax Bill
 (Village of Streamwood Resident, FY16 Rates)**



The chart above represents the amount of property tax a sample resident of Hanover Township in the Village of Streamwood pays to various overlapping governments. U-46 School District collects the largest portion at 59% of the total rate, whereas Hanover Township collects 3.6% 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 based on each district's share of personal property tax collections for the 1976 year. This percentage is called the district's "allocation factor."

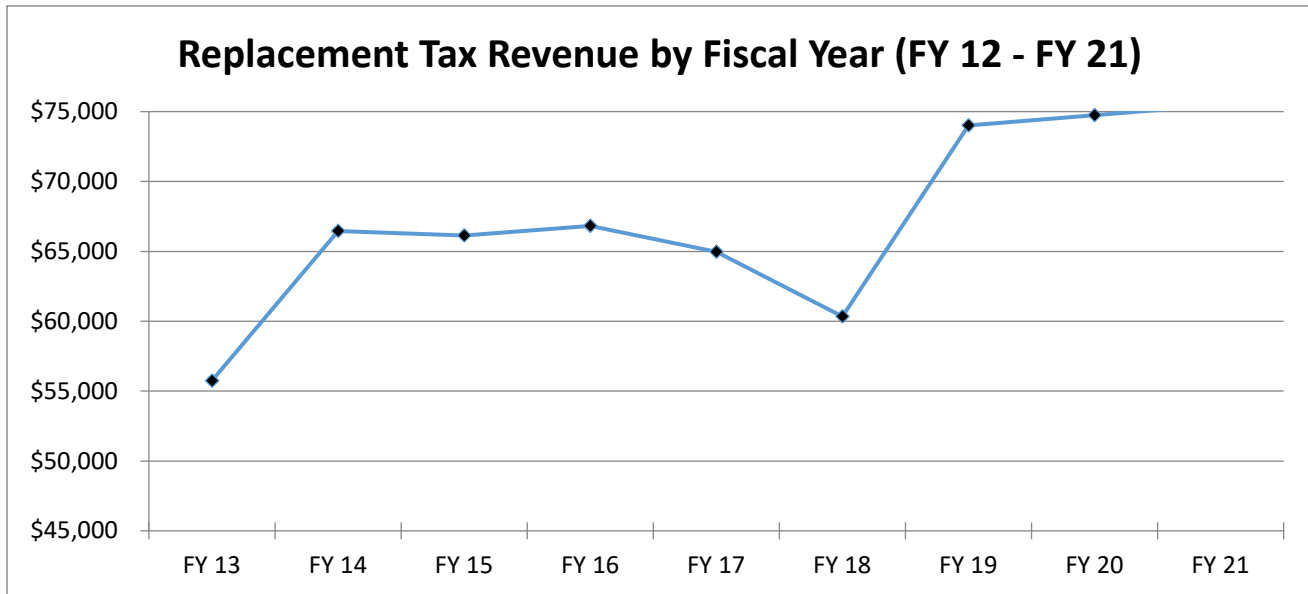
Major Revenue Sources



Replacement Tax Revenues by Fund

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 26,076	\$ 25,617	\$ 28,005	\$ 27,061	\$ 25,433	\$ 25,806	\$ 30,000	\$ 30,300	\$ 30,603
GA	\$ 2,057	\$ 3,867	\$ 2,811	\$ 4,084	\$ 3,839	\$ 3,020	\$ 4,000	\$ 4,040	\$ 4,080
Road	\$ 20,754	\$ 25,361	\$ 26,896	\$ 23,424	\$ 24,182	\$ 22,461	\$ 26,000	\$ 26,260	\$ 26,523
MHB	\$ 6,858	\$ 11,600	\$ 8,432	\$ 12,254	\$ 11,517	\$ 9,061	\$ 14,000	\$ 14,140	\$ 14,281
Total	\$ 55,745	\$ 66,445	\$ 66,144	\$ 66,823	\$ 64,971	\$ 60,348	\$ 74,000	\$ 74,740	\$ 75,487

The projections for replacement tax revenues were calculated using a combination of historical trend analysis and state economic indicators. In keeping with the Township’s conservative fiscal philosophy and accounting for relatively flat growth projections for the near term in Illinois, projections for FY 20 and FY 21 replacement tax revenues were estimated with a 1% increase to the base budget projection for both years.



Grants and Donations

Grants and donations vary from year to year based on availability of funding and various external factors. The Township actively seeks additional grant opportunities such as Area Agency on Aging grants as a method to diversify revenue sources.

Major Revenue Sources



Grants and Donations by Fund

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 58,740	\$ 83,384	\$ 81,855	\$ 80,955	\$ 81,645	\$ 81,870	\$ 83,599	\$ 85,271	\$ 86,976
Senior	\$ 34,675	\$ 57,104	\$ 120,323	\$ 178,382	\$ 238,848	\$ 265,354	\$ 268,008	\$ 270,688	\$ 273,394
Cap	\$ 80,000	\$ 4,000	\$ 25,000	\$ 7,000	\$ -	\$ 2,096	\$ 2,117	\$ 2,138	\$ 2,160
Total	\$ 173,415	\$ 144,488	\$ 227,178	\$ 266,337	\$ 320,493	\$ 294,289	\$ 353,723	\$ 358,097	\$ 362,530

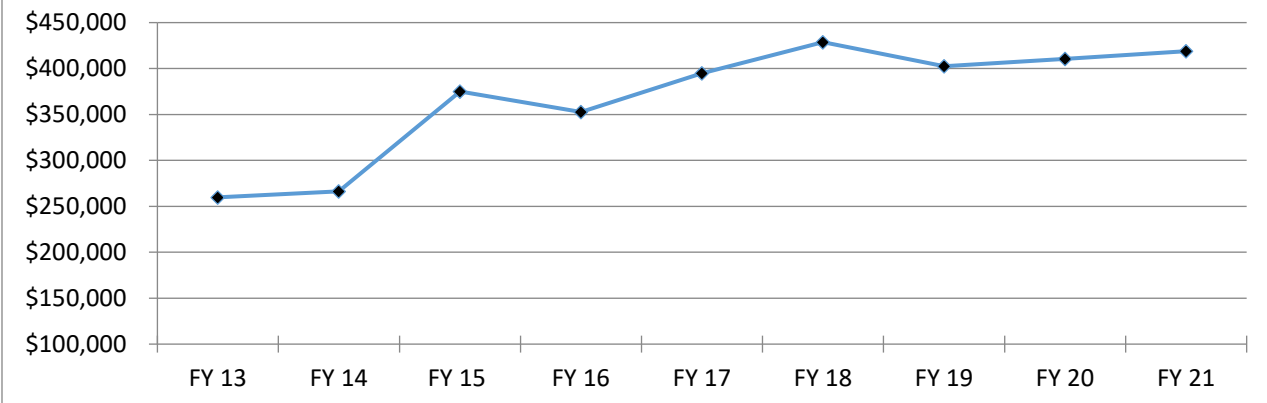
Fees

The Township collects fees for certain services provided to residents. Examples include passport processing fees, physicals, vaccinations, bus services, and tutoring. Fee revenue continues to rise due to the high number of residents continuously applying for passports and our growing senior programming. It is believed that these increases are due to the economy continuing to slowly recover from the Great Recession. For a complete list of Township fees please visit; <http://www.hanover-township.org/home/showdocument?id=352>.

Fee Revenue by Fund

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$ 89,388	\$ 94,214	\$ 127,755	\$ 144,978	\$ 187,717	\$ 195,021	\$ 201,500	\$ 205,530	\$ 209,641
Senior	\$ 136,509	\$ 139,927	\$ 213,075	\$ 176,373	\$ 174,133	\$ 202,681	\$ 172,000	\$ 175,440	\$ 178,949
GA	\$ 11,411	\$ 11,195	\$ 10,466	\$ 6,041	\$ 7,858	\$ 6,090	\$ 5,000	\$ 5,100	\$ 5,202
Road	\$ 2,542	\$ 2,592	\$ 1,468	\$ 2,314	\$ 1,637	\$ 2,319	\$ 3,000	\$ 3,060	\$ 3,121
MHB	\$ 11,500	\$ 10,469	\$ 12,301	\$ 13,245	\$ 13,694	\$ 13,322	\$ 12,500	\$ 12,750	\$ 13,005
Veh	\$ 8,437	\$ 7,892	\$ 10,085	\$ 9,584	\$ 9,878	\$ 9,285	\$ 8,500	\$ 8,670	\$ 8,843
Total	\$ 259,787	\$ 266,289	\$ 375,150	\$ 352,535	\$ 394,917	\$ 428,718	\$ 402,500	\$ 410,550	\$ 418,761

Total Fee Revenue by Fiscal Year (FY 13 - FY 21)



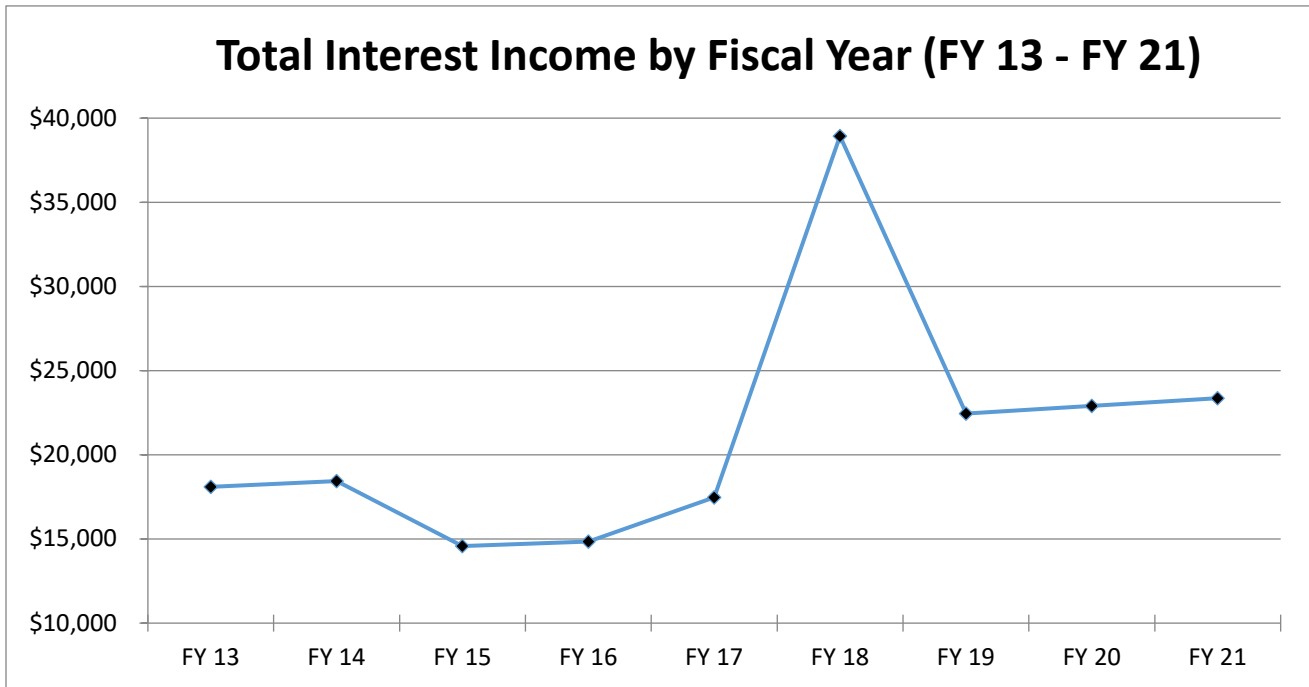
Major Revenue Sources



Interest Income by Fund

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21
Fund	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Projected
Town	\$5,597	\$9,044	\$10,444	\$7,647	\$10,243	\$22,705	\$10,000	\$10,200	\$10,404
Senior	\$1,426	\$1,405	\$937	\$843	\$1,288	\$2,906	\$3,000	\$3,060	\$3,121
GA	\$1,142	\$800	\$375	\$238	\$682	\$1,261	\$1,000	\$1,020	\$1,040
Road	\$7,443	\$4,989	\$1,370	\$4,972	\$3,639	\$5,969	\$5,000	\$5,100	\$5,202
MHB	\$973	\$978	\$689	\$631	\$1,028	\$2,378	\$2,500	\$2,550	\$2,601
Soc	\$24	\$60	\$57	\$51	\$80	\$201	\$150	\$153	\$156
IMRF	\$123	\$163	\$142	\$83	\$104	\$314	\$200	\$204	\$208
Veh	\$1,374	\$992	\$563	\$375	\$407	\$801	\$600	\$612	\$624
Total	\$ 18,102	\$ 18,431	\$ 14,577	\$ 14,840	\$ 17,471	\$ 36,535	\$ 22,450	\$ 22,899	\$ 23,357

As shown in the graph below, the level of interest income collected by the Township in FY 2018 increased from the previous year (FY 17). This increase comes in part from the Federal Reserve increasing the base interest rate and the Townships overall level of holdings being either maintained or increased over the time period.



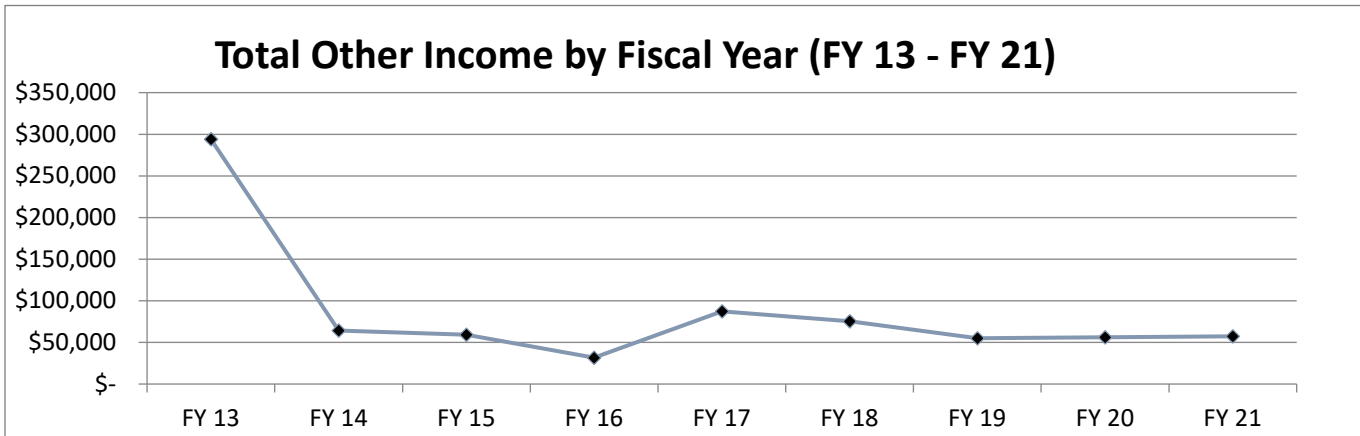
Major Revenue Sources



Other Income by Fund

Fund	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 20 Projected	FY 21 Projected
Town	\$ 258,291	\$ 17,829	\$ 8,725	\$ 4,967	\$ 4,659	\$ 26,948	\$ 6,000	\$ 6,120	\$ 6,242
Senior	\$ 21,858	\$ 28,151	\$ 26,796	\$ 10,215	\$ 2,180	\$ 2,500	\$ 25,000	\$ 25,500	\$ 26,010
GA	\$ -	\$ 18,212	\$ 22,130	\$ 13,388	\$ 80,337	\$ 15,000	\$ 18,000	\$ 18,360	\$ 18,727
Road	\$ 2,542	\$ -	\$ 1,674	\$ 3,112	\$ 25	\$ 15,858	\$ 5,000	\$ 5,100	\$ 5,202
MHB	\$ 11,260	\$ -	\$ -	\$ -	\$ 259	\$ 15,109	\$ 1,000	\$ 1,020	\$ 1,040
Total	\$ 293,951	\$ 64,192	\$ 59,325	\$ 31,682	\$ 87,460	\$ 75,415	\$ 55,000	\$ 56,100	\$ 57,222

Other income includes one-time revenue sources such as legal settlements, General Assistance reimbursement and revenues which are not included in any other category. This revenue is highly variable and difficult to forecast; therefore averages were taken based on previous years. Outlier years were removed from the averages to make the projections more accurate.



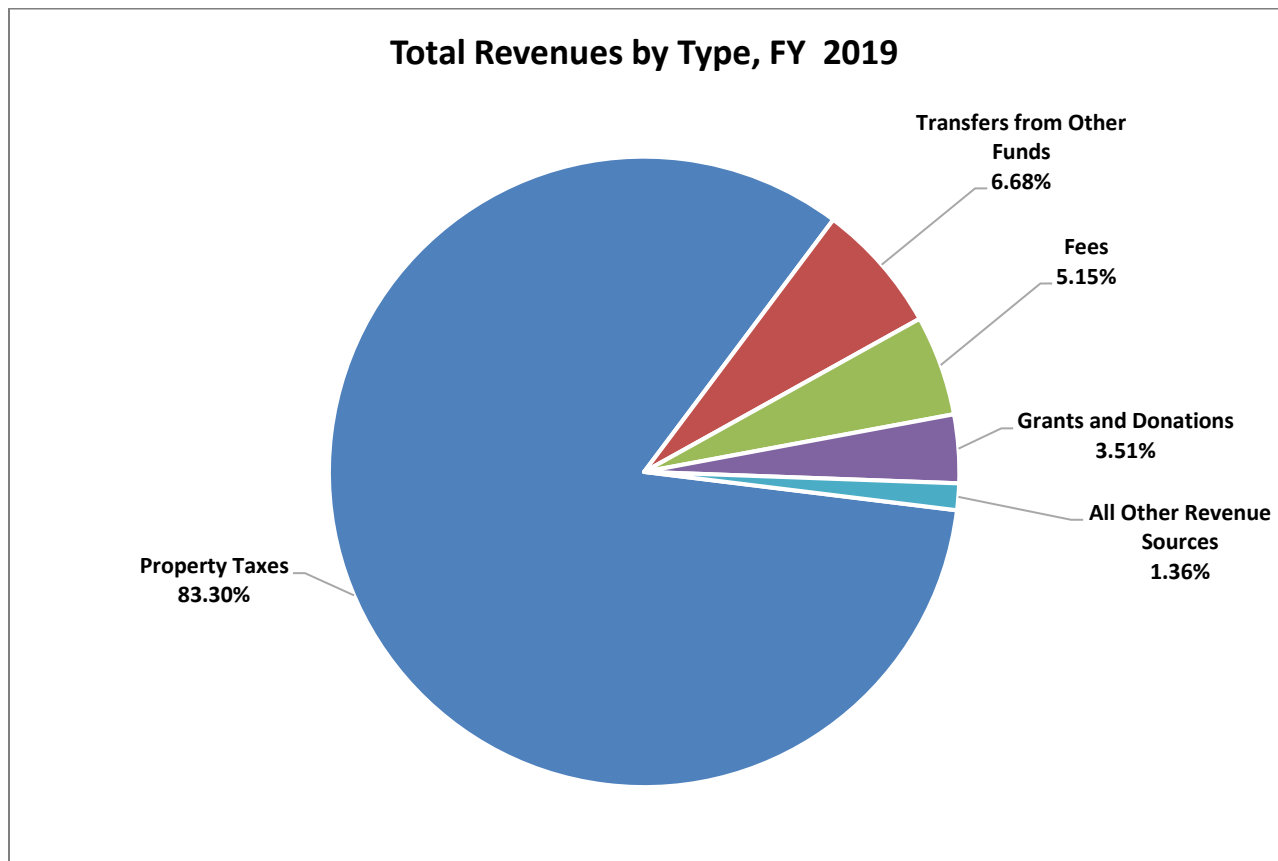
Rental Income by Fund

Fund	FY 12 Actual	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Projected	FY 20 Projected
Town	\$ 12	\$ 750	\$ 10,500	\$ -	\$ 10,500	\$ 11,100	\$ 10,000	\$ 10,000	\$ 10,000
MHB	\$ 2,200	\$ 11,500	\$ 10,110	\$ 11,400	\$ 12,000	\$ 11,800	\$ 12,000	\$ 12,000	\$ 12,000
Total	\$ 2,212	\$ 12,250	\$ 20,610	\$ 11,400	\$ 22,500	\$ 22,900	\$ 22,000	\$ 22,000	\$ 22,000

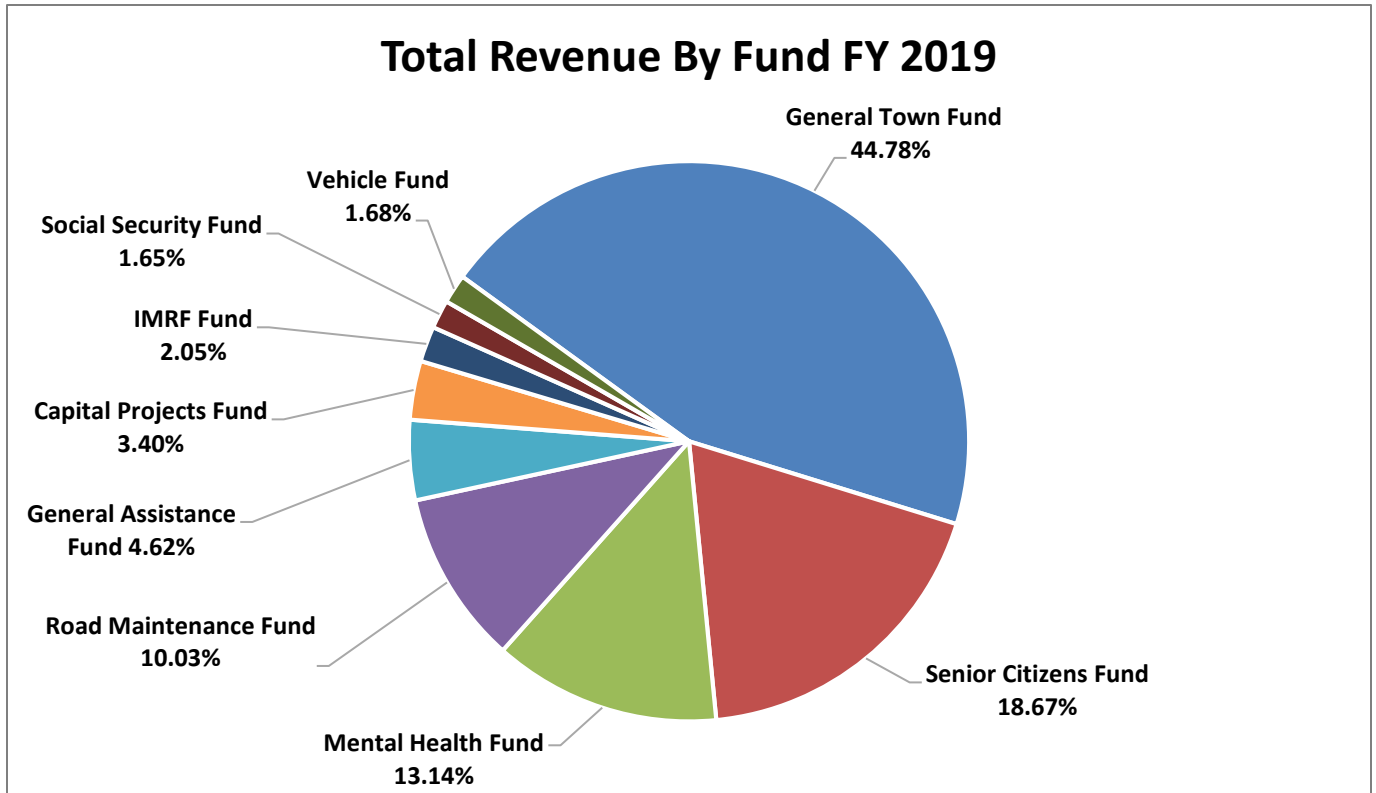
Rental income has remained a highly stable, but very minor revenue source over the past several years. The Township entered into a 10 year lease agreement in FY 15 which will cause a 0% annual increase in revenue.

Total Revenues by Type FY 2019

	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
Property Taxes	\$7,286,466	\$7,392,464	\$7,408,789	\$7,503,866	1.51%
Replacement Taxes	\$64,971	\$72,000	\$60,348	\$74,000	2.78%
Interest	\$17,741	\$20,700	\$36,537	\$22,450	8.45%
Rent	\$22,900	\$22,000	\$11,700	\$22,000	0.00%
Other	\$87,460	\$4,500	\$38,083	\$4,500	0.00%
Fees	\$394,917	\$396,000	\$470,709	\$463,500	17.05%
Grants and Donations	\$320,493	\$267,789	\$323,134	\$316,064	18.03%
Transfers from Other Funds	\$1,465,000	\$370,000	\$397,000	\$602,000	62.70%
Total Revenues	\$9,659,948	\$8,545,453	\$8,746,300	\$9,008,380	5.42%

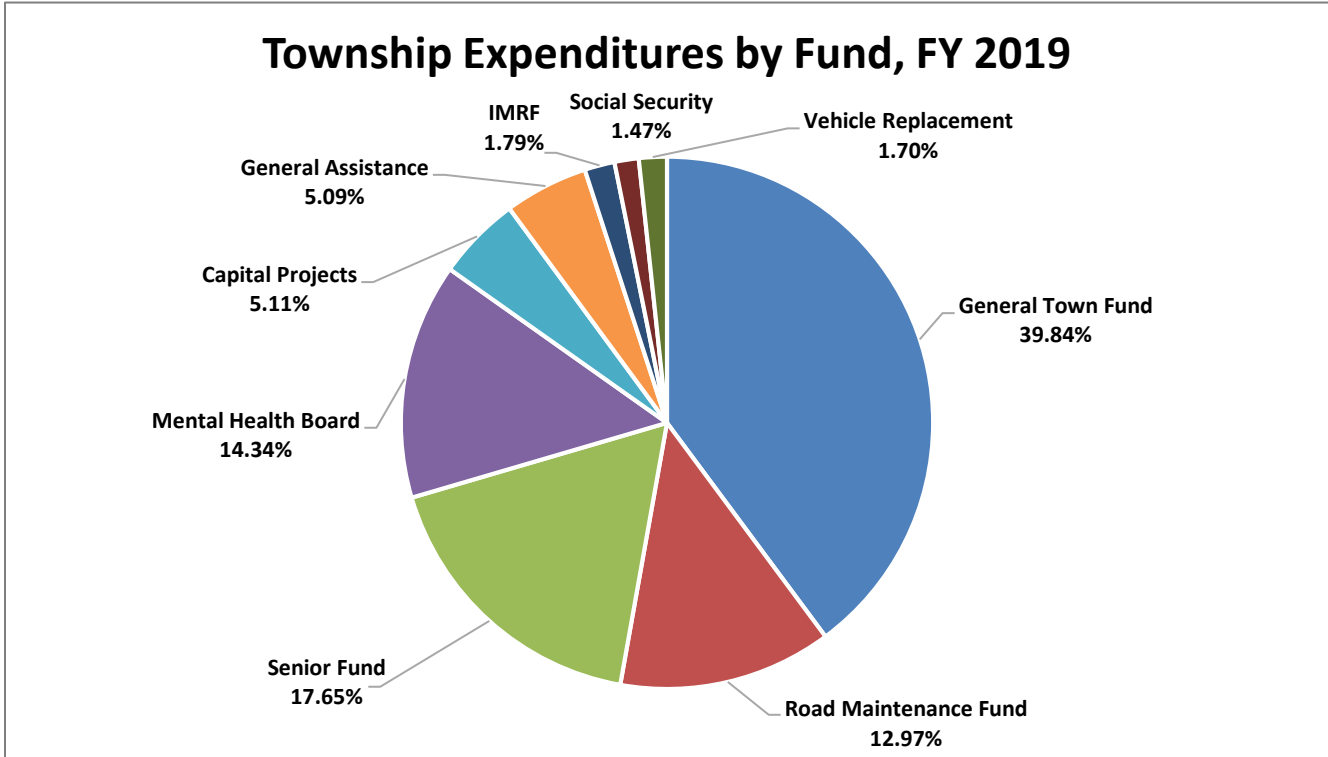


Property taxes comprise the primary revenue source for the Township as 83.30% of all revenues come from this tax. Fund transfers comprise another 6.68%. Fees and grants account for approximately 5.15% and 3.51% respectively.

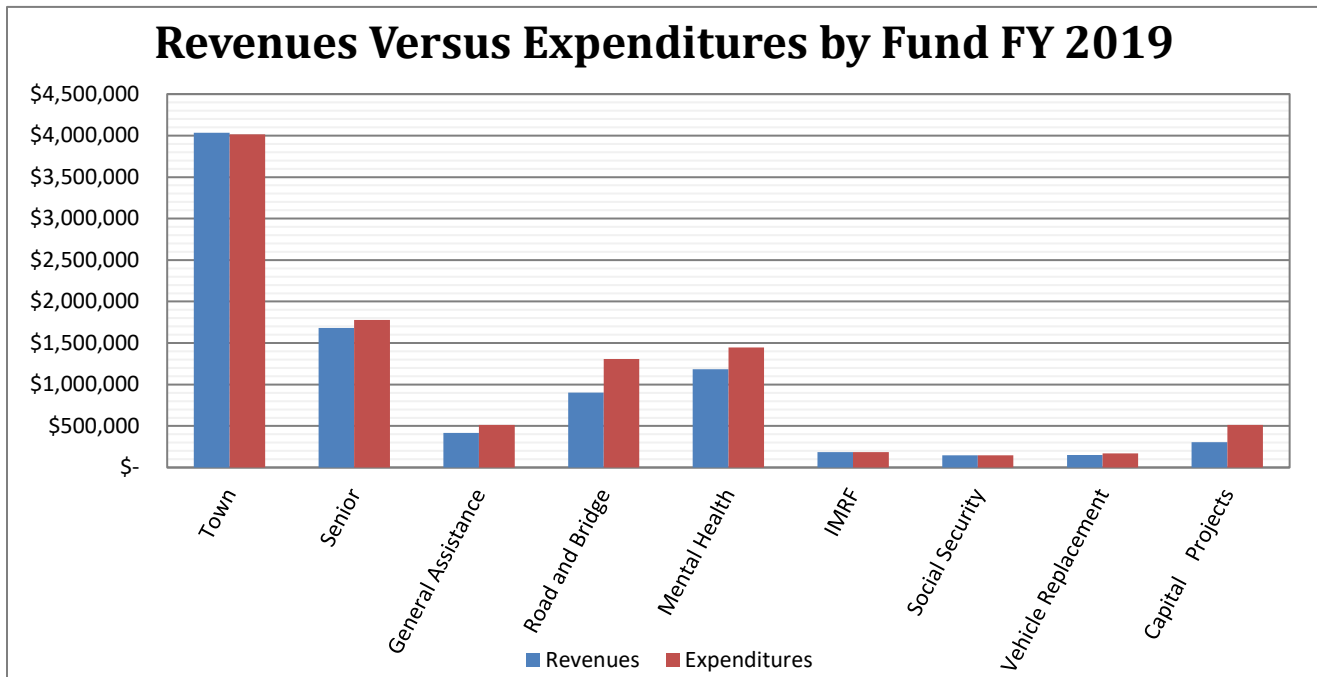


Total Expenditures by Fund Summary FY 2019

	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
General Town Fund	\$ 4,687,538	\$ 3,924,520	\$ 3,767,960	\$ 4,015,053	2.31%
Senior Fund	\$ 1,668,492	\$ 1,599,600	\$ 1,697,853	\$ 1,778,560	11.19%
General Assistance Fund	\$ 288,845	\$ 458,650	\$ 309,500	\$ 513,075	11.87%
Mental Health Fund	\$ 1,067,278	\$ 1,398,095	\$ 1,132,151	\$ 1,444,670	3.33%
Road and Bridge Fund	\$ 983,443	\$ 1,741,550	\$ 839,741	\$ 1,306,850	-24.96%
IMRF Fund	\$ 177,600	\$ 182,995	\$ 182,995	\$ 184,403	0.77%
Social Security Fund	\$ 145,841	\$ 146,416	\$ 146,416	\$ 148,313	1.30%
Capital Projects Fund	\$ 572,620	\$ 515,000	\$ 295,039	\$ 515,000	0.00%
Vehicle Replacement Fund	\$ 88,815	\$ 110,000	\$ 86,667	\$ 171,000	55.45%
Total Expenditures	\$ 9,680,472	\$ 10,076,826	\$ 8,458,322	\$ 10,076,924	0.00%
Total Revenues	\$ 9,659,948	\$ 8,545,435	\$ 8,746,300	\$ 9,008,380	5.42%
Excess of Revenues over Expenditures	\$ (20,524)	\$ (1,531,391)	\$ 287,978	\$ (1,068,544)	-30.22%



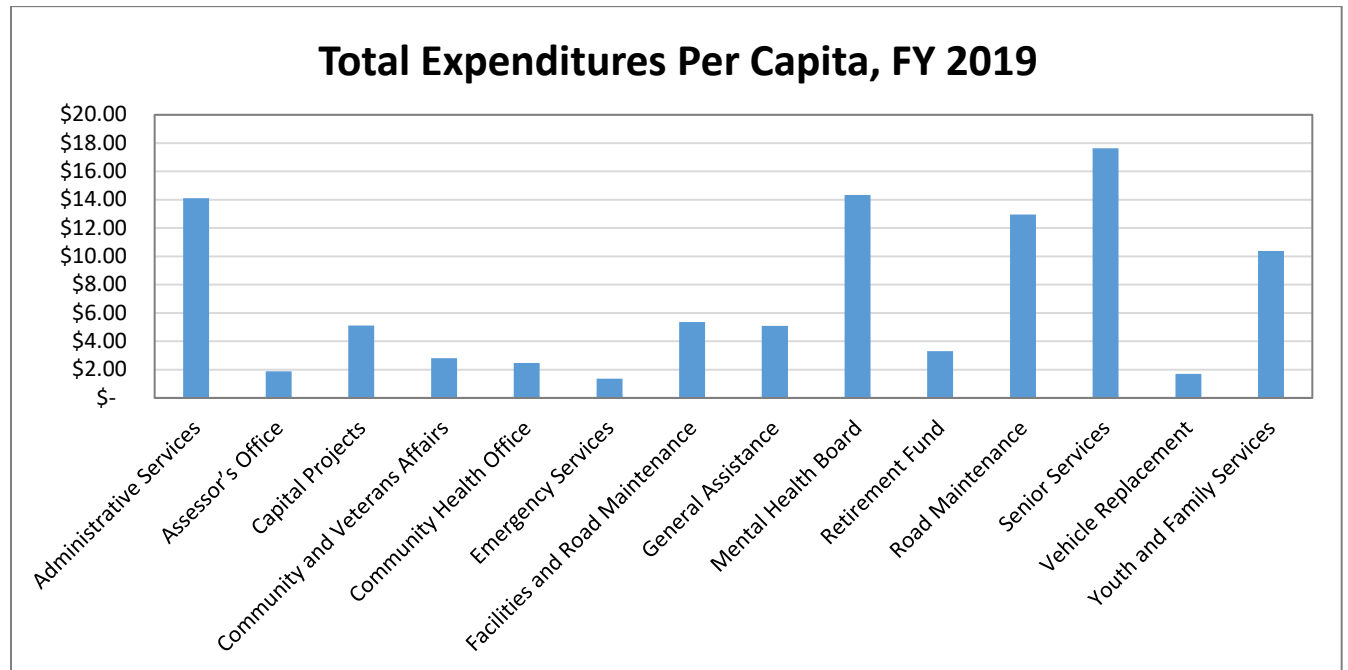
The largest expenditure by fund is the General Town Fund at approximately 39.84% of the total. This is in line with previous years and most of the Township’s operating departments are budgeted through this fund.



Expenditures are budgeted to exceed revenues for all major funds, and equal or exceed revenues in all non-major funds as to utilize accumulated reserves.

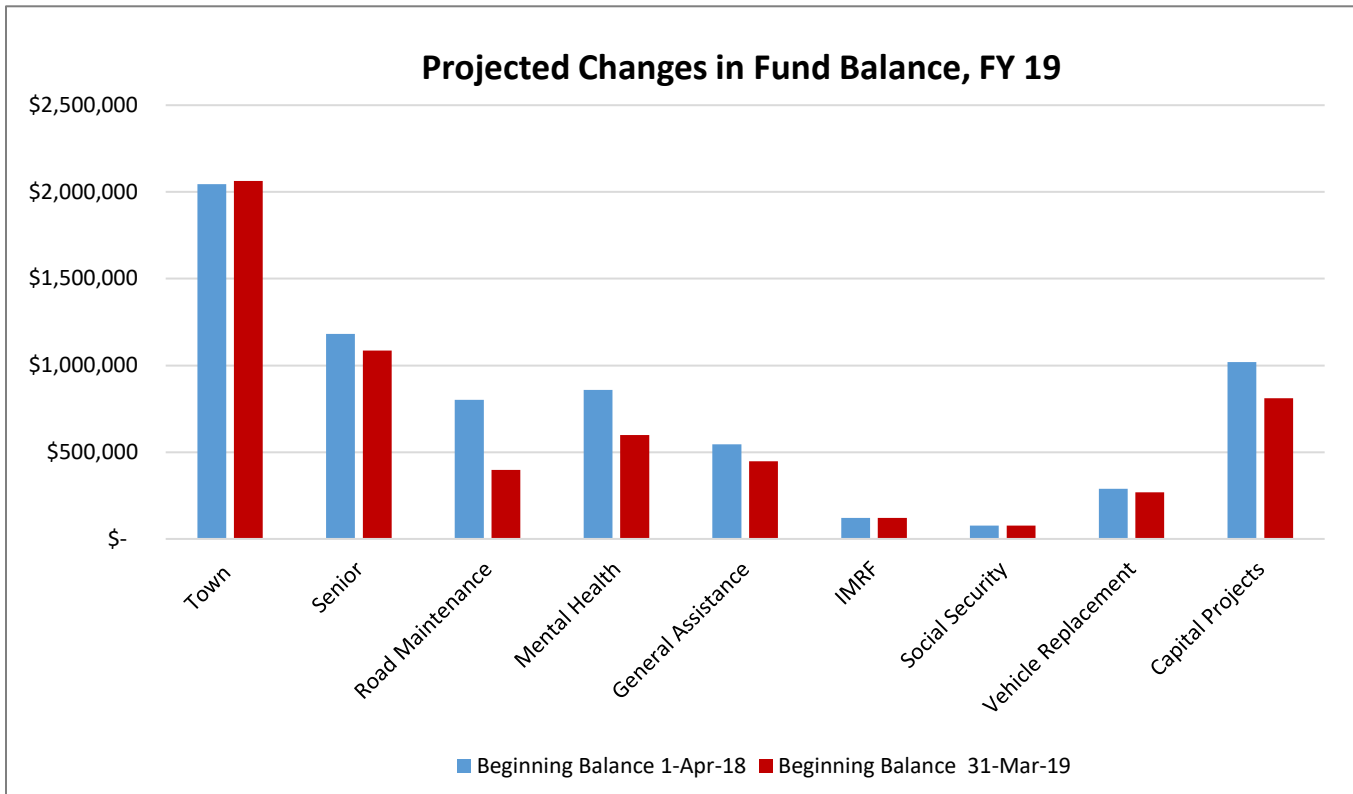
Expenditures per Capita, FY 2019

	Total Budget	Total per Capita
Administrative Services	\$ 1,421,563	\$ 14.13
Assessor's Office	\$ 188,682	\$ 1.88
Capital Projects	\$ 515,000	\$ 5.12
Community and Veterans Affairs	\$ 284,101	\$ 2.82
Community Health Office	\$ 248,750	\$ 2.47
Emergency Services	\$ 138,115	\$ 1.37
Facilities and Road Maintenance	\$ 539,900	\$ 5.37
General Assistance	\$ 513,075	\$ 5.10
Mental Health Board	\$ 1,284,000	\$ 12.77
Retirement Funds	\$ 585,476	\$ 5.82
Road Maintenance Fund	\$ 722,500	\$ 7.18
Senior Services	\$ 1,778,560	\$ 17.68
Vehicle Replacement	\$ 171,000	\$ 1.70
Youth and Family Services	\$ 1,045,403	\$ 10.39



Projected Changes in Fund Balance FY 2019

	Balance 1-Apr-18	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 31-Mar-19	Percentage Change
Town	\$ 2,044,853	\$ 4,033,780	\$ 6,078,633	\$ 4,015,053	\$ 2,063,580	0.9%
Senior	\$ 1,182,409	\$ 1,681,564	\$ 2,863,973	\$ 1,778,560	\$ 1,085,413	-8.2%
Road Maintenance	\$ 801,348	\$ 903,528	\$ 1,704,876	\$ 1,306,850	\$ 398,026	-50.3%
Mental Health	\$ 859,850	\$ 1,183,262	\$ 2,043,112	\$ 1,444,670	\$ 598,442	-30.4%
General Assistance	\$ 544,603	\$ 416,430	\$ 961,033	\$ 513,075	\$ 447,958	-17.7%
IMRF	\$ 121,351	\$ 184,403	\$ 305,754	\$ 184,403	\$ 121,351	0.0%
Social Security	\$ 76,463	\$ 148,313	\$ 224,776	\$ 148,313	\$ 76,463	0.0%
Vehicle Replacement	\$ 288,470	\$ 151,100	\$ 439,570	\$ 171,000	\$ 268,570	-6.9%
Capital Projects	\$ 1,020,110	\$ 306,000	\$ 1,326,110	\$ 515,000	\$ 811,110	-20.5%
Total	\$ 6,939,457	\$ 9,008,380	\$ 15,947,837	\$ 10,076,924	\$ 5,870,913	-15.4%



Fund Balance Highlights:

- The Town Fund balance is projected to increase minimally in FY 2019. The increase can be attributed to a moderate increase in revenue.
- The Road Maintenance Fund has the most significant change with a projected 50.3% decrease in the overall fund balance. This decrease can be attributed to the Township Board adopting no increase for the fund over the previous years extension. The General Assistance Fund also has a projected 17.7% decrease in fund balance for the same reason.
- The second largest projected change in fund balance is from the Mental Health Fund, with a budgeted decrease of 30.4%. The change is largely due to continuing to draw down on accumulated fund balance for emergency funding, special grant funding such as staff development funds, as well as additional capital expenditures related to the Community Resource Center. Further funding is set aside for the potential future mental health housing initiative.
- The Capital Projects Fund is projected for a decrease of 20.5%. This is in line with the Township's goal of spending down accumulated reserves on one-time capital projects. A comprehensive list of scheduled capital projects can be found in this document, beginning on page 117.
- The Vehicle Fund balance has a projected 6.9% decrease with the projected replacement of two Senior Services buses and an Open Gym Van for the Youth and Family Services Department. The 8.2% reduction in the Senior Services Fund Balance can be attributed to a one time transfer to the Vehicle Fund to support the purchase of the second Senior Services bus in FY2019.

Financial Summaries



Consolidated Financial Summary FY 2019

REVENUE	Town	Senior	General Assistance	Road Maintenance	Mental Health	IMRF	Social Security	Vehicle Replacement	Capital Projects	Total
Property Taxes	\$ 3,688,080	\$ 1,085,200	\$ 388,430	\$ 868,528	\$ 1,141,262	\$ 184,203	\$ 148,163	\$ -	\$ -	\$ 7,503,866
Replacement Taxes	\$ 30,000	\$ -	\$ 4,000	\$ 26,000	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 74,000
Interest	\$ 10,000	\$ 3,000	\$ 1,000	\$ 5,000	\$ 2,500	\$ 200	\$ 150	\$ 600	\$ -	\$ 22,450
Rent	\$ 10,000	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	\$ 22,000
Other	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500
Fees	\$ 207,200	\$ 207,300	\$ 23,000	\$ 4,000	\$ 13,500	\$ -	\$ -	\$ 8,500	\$ -	\$ 463,500
Grants & Donations	\$ 84,000	\$ 231,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 316,064
Transfers	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,000	\$ 305,000	\$ 602,000
Total	\$ 4,033,780	\$ 1,681,564	\$ 416,430	\$ 903,528	\$ 1,183,262	\$ 184,403	\$ 148,313	\$ 151,100	\$ 306,000	\$ 9,008,380
EXPENDITURES										
Administration	\$ 960,563	\$ 263,598	\$ 150,225	\$ 93,350	\$ 93,970	\$ -	\$ -	\$ -	\$ -	\$ 1,561,706
Assessors	\$ 188,682	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 188,682
Facilities & Maintenance	\$ 539,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 539,900
Community Health	\$ 248,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 248,750
Community and Veterans Affairs	\$ 284,101	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 284,101
Emergency Services	\$ 138,115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,115
Food Pantry	\$ -	\$ -	\$ 68,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,850
Youth and Family Services	\$ 1,045,403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,045,403
Senior Nutrition	\$ -	\$ 231,737	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231,737
Senior Programming	\$ -	\$ 415,834	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 415,834
Senior Social Services	\$ -	\$ 202,462	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,462
Senior Transportation	\$ -	\$ 500,458	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,458
Welfare Services	\$ -	\$ -	\$ 275,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,100
Mental Health Contracts	\$ -	\$ -	\$ -	\$ -	\$ 1,284,000	\$ -	\$ -	\$ -	\$ -	\$ 1,284,000
Retirement	\$ 148,539	\$ 67,471	\$ 14,050	\$ 14,500	\$ 8,200	\$ 184,403	\$ 148,313	\$ -	\$ -	\$ 585,476
Road & Bridge Maintenance	\$ -	\$ -	\$ -	\$ 722,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 722,500
Community Resource Center	\$ -	\$ -	\$ -	\$ -	\$ 58,500	\$ -	\$ -	\$ -	\$ -	\$ 58,500
Capital Projects										
Bldg & Equipment	\$ 136,000	\$ -	\$ 4,850	\$ 296,500	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ 522,350
Land/Bldg Acq	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 430,000	\$ 430,000
Vehicles	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,000	\$ -	\$ 171,000
Transfers										
Town	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Senior	\$ -	\$ -	\$ -	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,000
Vehicle	\$ 50,000	\$ 67,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,000
Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ 275,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305,000
Total	\$ 4,015,053	\$ 1,778,560	\$ 513,075	\$ 1,306,850	\$ 1,444,670	\$ 184,403	\$ 148,313	\$ 171,000	\$ 515,000	\$ 10,076,924
Surplus (Deficit)	\$ 18,727	\$ (96,996)	\$ (96,645)	\$ (403,322)	\$ (261,408)	\$ -	\$ -	\$ (19,900)	\$ (209,000)	\$ (1,068,544)
Beginning Fund Balance	\$ 2,248,297	\$ 1,126,341	\$ 671,258	\$ 1,252,926	\$ 740,910	\$ 121,351	\$ 75,130	\$ 262,470	\$ 896,110	\$ 7,394,793
Ending Fund Balance	\$ 2,267,024	\$ 1,029,345	\$ 574,613	\$ 849,604	\$ 479,502	\$ 121,351	\$ 75,130	\$ 242,570	\$ 687,110	\$ 6,326,249

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 2015 total taxable assessed property value is \$1,953,727,488; therefore, Hanover Township’s legal limit of debt is \$56,169,665.

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.”

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.

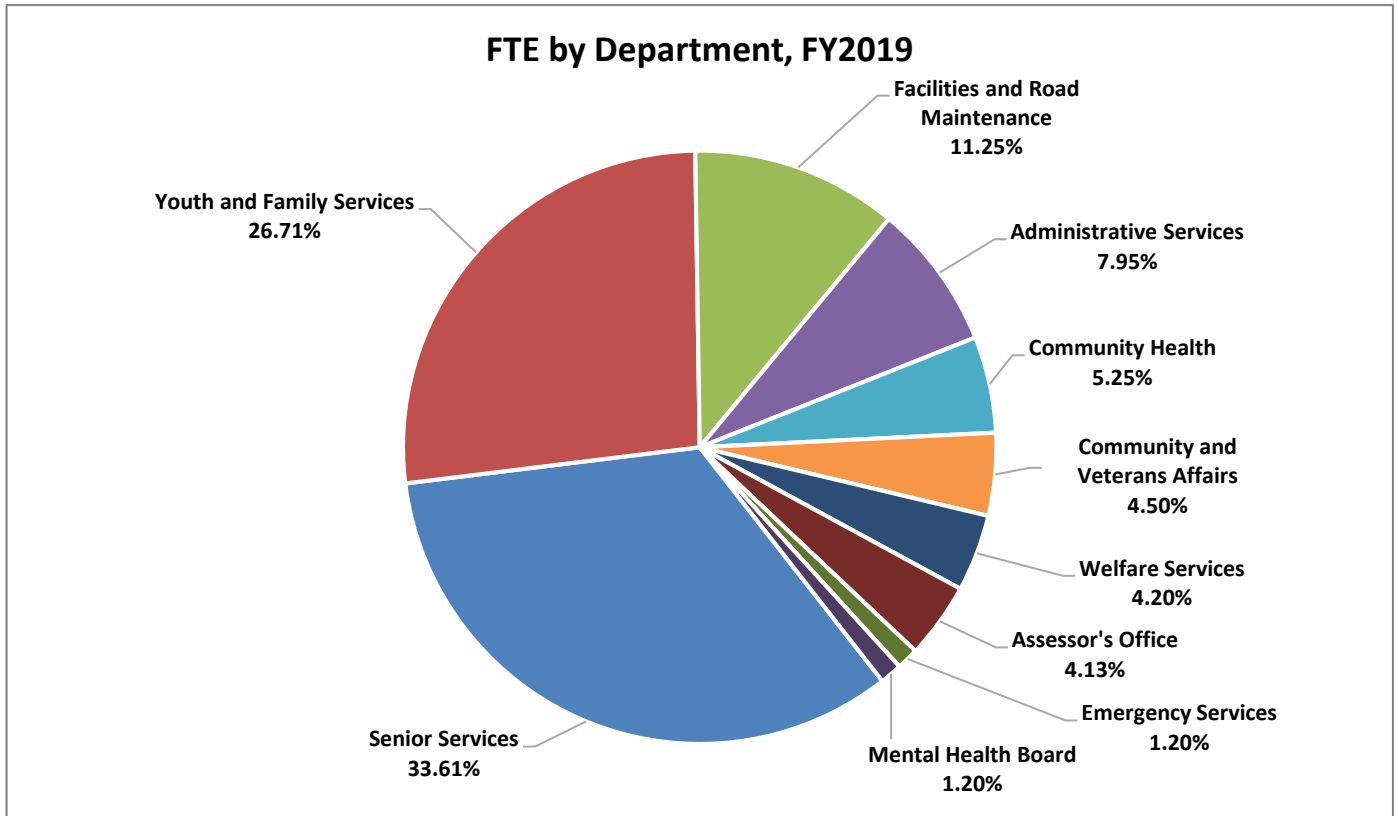
Ratios of Outstanding Debt by Type (FY 2008-2018)

Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2008	\$ -	\$ -	\$ -	\$ -
2009	\$ -	\$ -	\$ -	\$ -
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -

Full-Time Equivalent (FTE) Position Summary

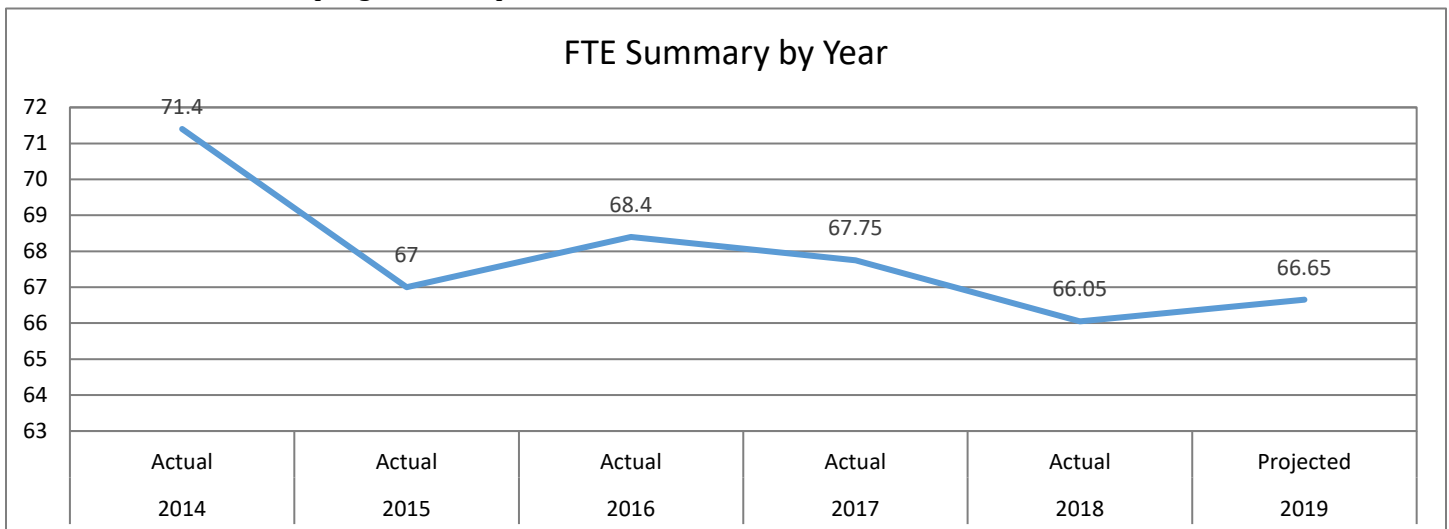


Summary of Employees By Department									
Department and Position	2017 Actual	2018 Actual	2019 Projected	Change	Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Administrative Services					Senior Services				
Township Administrator	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Assistant Township Administrator	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Management Analyst	1.0	0.0	0.0	0.0	Receptionist	1.2	1.2	1.2	0.0
Administrative Specialist	0.0	1.0	1.0	0.0	Program Manager	1.0	1.0	1.0	0.0
Resident Services Assistant	1.0	1.0	1.0	0.0	Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Receptionist	1.0	1.0	1.3	0.3	Program Specialist	0.75	0.75	0.75	0.0
Management Graduate Intern	0.5	0.5	0.0	-0.5	Computer Instructor	0.4	0.4	0.4	0.0
Total	5.5	5.5	5.3	-0.2	Visual Art Instructor	0.3	0.3	0.3	0.0
Assessor's Office					Visual Art Instructor/Graphic Designer	1.0	1.0	1.0	0.0
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Social Services Manager	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.75	1.75	0.0	Social Services Specialist	2.5	2.0	2.0	0.0
Administrative Assistant	0.75	0.0	0.0	0.0	Therapist	0.4	0.4	0.6	0.2
Total	2.75	2.75	2.75	0.0	Nutrition Manager	0.0	1.0	1.0	0.0
Community Health					Nutrition Coordinator/Head Chef	1.0	0.0	0.0	0.0
Director	1.0	1.0	1.0	0.0	Line Cook	0.6	0.6	0.6	0.0
Community Health Nurse	1.0	1.0	1.0	0.0	Home Delivered Meals Assistant	1.25	1.25	1.25	0.0
Community Health Assistant	1.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0
Total	3.5	3.5	3.5	0.0	Bus Driver	6.0	6.0	6.3	0.3
Community and Veterans Affairs					Total	22.4	21.9	22.4	0.5
Director of Community and Government Relations	1.0	1.0	1.0	0.0	Welfare Services				
Veterans Specialist	0.6	0.6	1.0	0.4	Director	1.0	1.0	1.0	0.0
Communications Specialist	1.0	1.0	1.0	0.0	Case Manager	1.0	1.0	0.8	-0.2
Total	2.6	2.6	3.0	0.4	Pantry and Volunteer Coordinator	1.0	0.0	0.0	0.0
Emergency Services					Welfare Services Coordinator	0.0	1.0	1.0	0.0
Director	0.8	0.8	0.8	0.0	Total	3.0	3.0	2.8	-0.2
Total	0.8	0.8	0.8	0.0	Youth and Family Services				
Facilities and Road Maintenance					Director	1.0	1.0	1.0	0.0
Director	1.0	1.0	1.0	0.0	Office Manager	1.0	1.0	0.0	-1.0
Operations Manager	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0	Receptionist	0.5	0.5	1.1	0.6
Maintenance Associate	2.0	2.0	2.0	0.0	Lead Tutor	0.0	0.0	0.1	0.1
Road Maintenance Manager	0.0	1.0	1.0	0.0	Tutor	0.7	0.7	0.6	-0.1
Road Maintenance Associate	0.0	1.0	1.0	0.0	Clinical Manager	1.0	1.0	1.0	0.0
Seasonal Assistant	0.0	0.5	0.5	0.0	Family Therapist	5.0	4.5	5.0	0.5
Total	5.0	7.5	7.5	0.0	Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0
Highway Department					Program Coordinator	1.0	1.0	1.0	0.0
Highway Foreman	1.0	0.0	0.0	0.0	Assistant Program Coordinator	1.0	1.0	1.0	0.0
Highway Associate	2.0	0.0	0.0	0.0	Open Gym Assistant	2.0	2.0	2.0	0.0
Total	3.0	0.0	0.0	0.0	Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0
Mental Health Board					Clinical Interventionist	1.0	1.0	1.0	0.0
Mental Health Board Manager	1.0	0.8	0.8	0.0	Prevention Specialist	1.0	1.0	1.0	0.0
Total	1.0	0.8	0.8	0.0	Total	18.2	17.7	17.8	0.1
						2017 Actual	2018 Actual	2019 Projected	Change
Grand Total FTE						67.75	66.05	66.65	0.6



Changes in Staffing Levels

- In total, FTE for the Township is projected to increase by .6 FTE from FY 18 to FY 19. Administrative Services and Welfare Services have been reduced by .2 FTE.
- The Community and Veteran’s Affairs Office Department has increased by .4 FTE which is attributed to the Veterans Specialist position moving from a part time 24 hours per week to full time 40 hour per week position.
- Senior Services Department increased .5 FTE with the addition of an 8 hour per week Therapist for the Communities Helping Others Persevere Everyday collaborative mental health program and an Out Trip Bus Driver to assist with program transportation.



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, Emergency Services, Facilities and Maintenance, the Office of Community Health, Youth and Family Services, and Community and Veteran's Affairs.

General Town Fund Summary

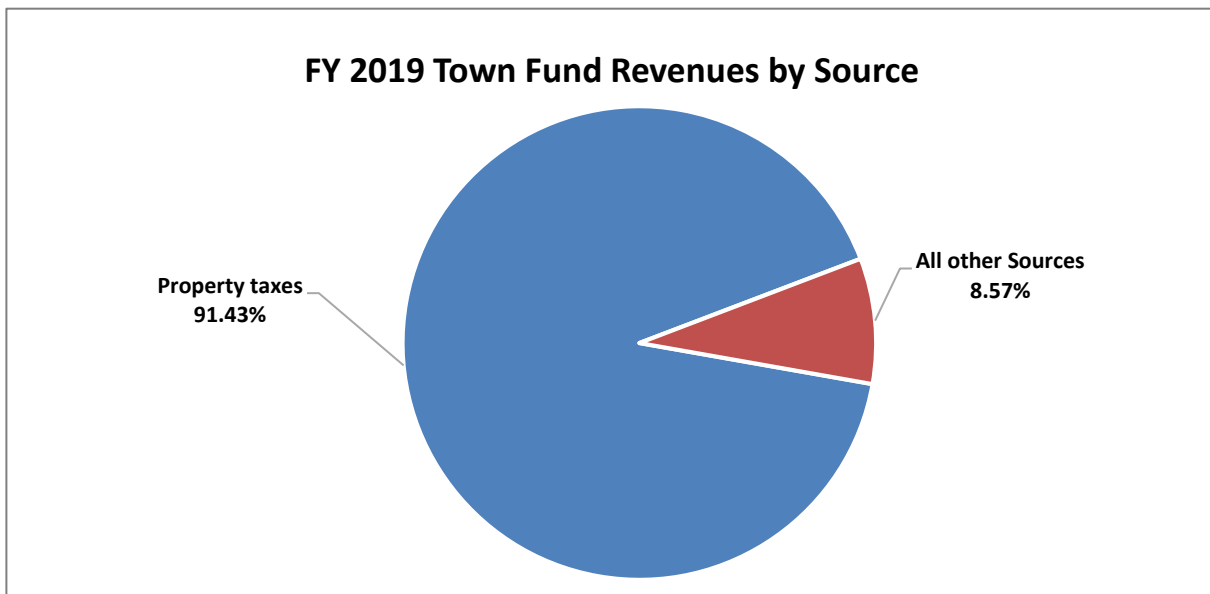
	FY 2017	FY 2018	FY 2018	FY 2019	% Change
	Actual	Budget	Actual	Budget	
Revenues	\$ 3,902,367	\$ 3,894,756	\$ 3,906,179	\$ 4,033,780	3.57%
Expenditures by Department					
Administrative Services	\$ 2,292,042	\$ 1,448,927	\$ 1,417,256	\$ 1,570,102	8.36%
Assessor's Office	\$ 172,156	\$ 180,308	\$ 169,477	\$ 188,682	4.64%
Office of Community Health	\$ 224,951	\$ 241,325	\$ 223,997	\$ 248,750	3.08%
Community and Veterans Affairs	\$ 264,344	\$ 260,623	\$ 251,451	\$ 284,101	9.01%
Emergency Services	\$ 132,990	\$ 134,420	\$ 137,256	\$ 138,115	2.75%
Facilities and Maintenance	\$ 504,539	\$ 511,600	\$ 532,504	\$ 539,900	5.53%
Food Pantry	\$ 69,466	\$ 69,950	\$ 68,796	\$ -	-100.00%
Youth and Family Services	\$ 1,027,050	\$ 1,077,367	\$ 955,131	\$ 1,045,403	-2.97%
Total Expenditures	\$ 4,687,538	\$ 3,924,520	\$ 3,755,867	\$ 4,015,053	2.31%
Excess of Revenues Over Expenditures	\$ (785,171)	\$ (29,764)	\$ 150,312	\$ 18,727	-162.92%
Fund Balance Beginning April 1	\$ 2,876,626	\$ 1,968,488	\$ 2,091,455	\$ 2,248,297	14.21%
Estimated Cash on Hand March 31	\$ 2,091,455	\$ 1,938,723	\$ 2,183,071	\$ 2,267,024	16.93%

Budgetary Highlights:

- The most significant decrease in the General Town Fund expenditures comes from the Food Pantry expenditures being moved from the General Town Fund to the General Assistance Fund.
- Increases can be attributed to the Townships 3% salary increment pool. Other increases come from employees opting into the Township sponsored health plan and employees achieving certification. Administrative Services increased Capital Fund Transfer by an additional
- The increase in the Community and Veterans Affairs Department can be attributed to the Veteran Specialist position moving from a part time 24 hour per week to a full time 40 hour per week benefit eligible position.
- Overall, budgeted expenditures are projected to increase 2.31%.

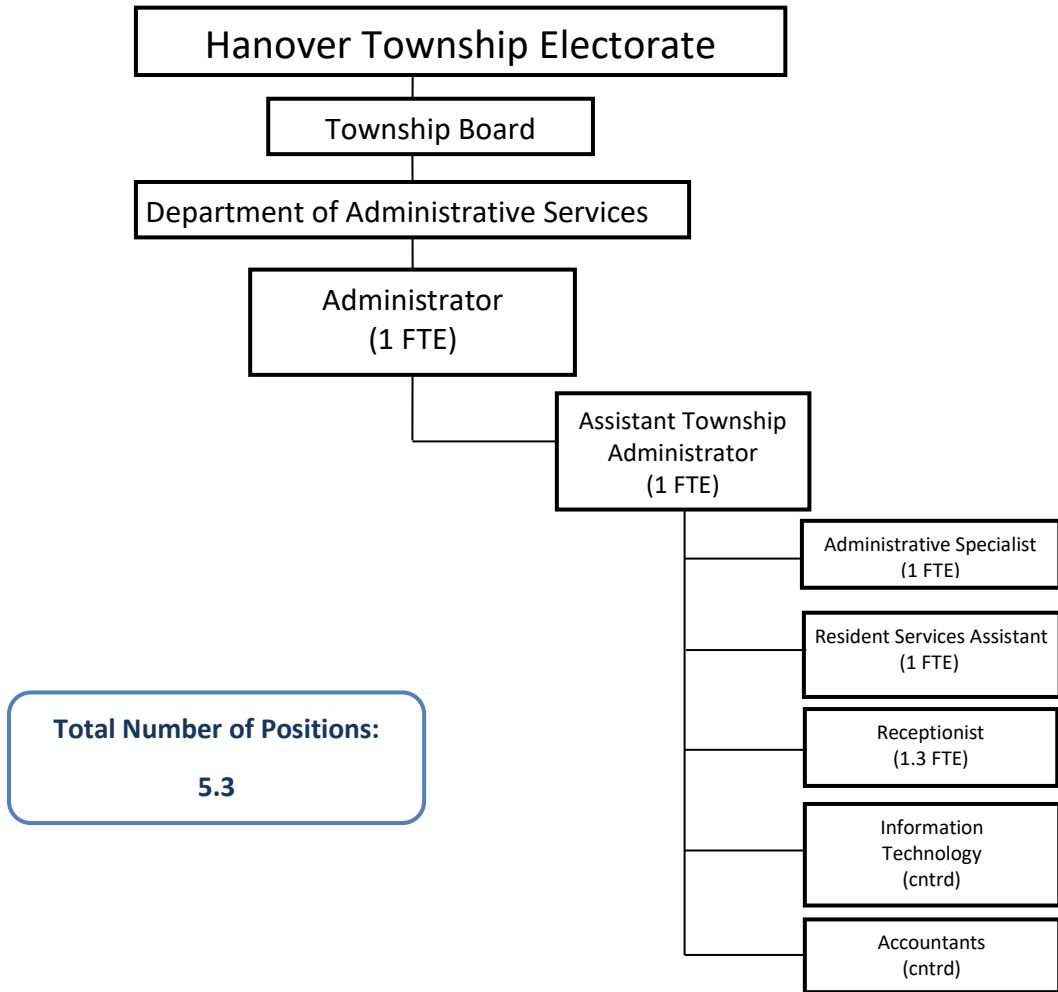
General Town Fund Revenues

1013	Town Fund Revenue	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
1013000	Property Taxes	\$ 3,581,571	\$ 3,601,756	\$ 3,628,536	\$ 3,688,080	2.40%
1013100	Replacement Taxes	\$ 25,433	\$ 30,000	\$ 25,806	\$ 30,000	0.00%
1013250	Interest Income	\$ 10,243	\$ 10,000	\$ 22,705	\$ 10,000	0.00%
1013300	Other Income	\$ 4,659	\$ 6,000	\$ 26,948	\$ 6,000	0.00%
1013350	Rental Income	\$ 11,100	\$ 10,000	\$ 10,010	\$ 10,000	0.00%
1013420	MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
1013430	YFS- Therapy Charges	\$ 20,892	\$ 25,000	\$ 20,284	\$ 25,000	0.00%
1013440	YFS- Tutoring Fees	\$ 9,178	\$ 7,000	\$ 7,660	\$ 7,000	0.00%
1013445	YFS- MHB Grants	\$ 81,645	\$ 84,000	\$ 81,870	\$ 84,000	0.00%
1013450	Community Health	\$ 15,410	\$ 13,000	\$ 15,824	\$ 15,000	15.38%
1013451	Community Affairs	\$ -	\$ 3,500	\$ 5,143	\$ 4,200	20.00%
1013952	Passport Fees	\$ 137,737	\$ 100,000	\$ 146,753	\$ 150,000	50.00%
Total	Town Fund Revenue	\$ 3,902,368	\$ 3,894,756	\$ 3,996,040	\$ 4,033,780	3.57%



Revenue Highlights

- Passport Fees revenue is expected to increase 50.00% due to the United States State Department increasing the passport acceptance fee from \$25 per new passport application to \$35.
- Total Town Fund revenue is expected to increase marginally as property tax revenue is projected to increase 2.40% and revenue from services is expected to increase.



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. The Assistant Township Administrator serves as the human resources officer and coordinates information technology initiatives. The Department also provides accounting, payroll and resident services.

Services

The Department of Administrative Services consists of the Township Administrator, Accounting, Human Resources, Information Technology, and Resident Services. The Accounting and Information Technology functions are both contracted; Township staff performs all other functions in-house. This Department is responsible for accepting passport applications, hunting and fishing licenses, handicap placards, voter registration, and Cook County vehicle sticker issuance.

Location and Contact Information

Department Head: Suzanne Powers, Assistant Township Administrator
spowers@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tue: 8:30 am to 6:00 pm

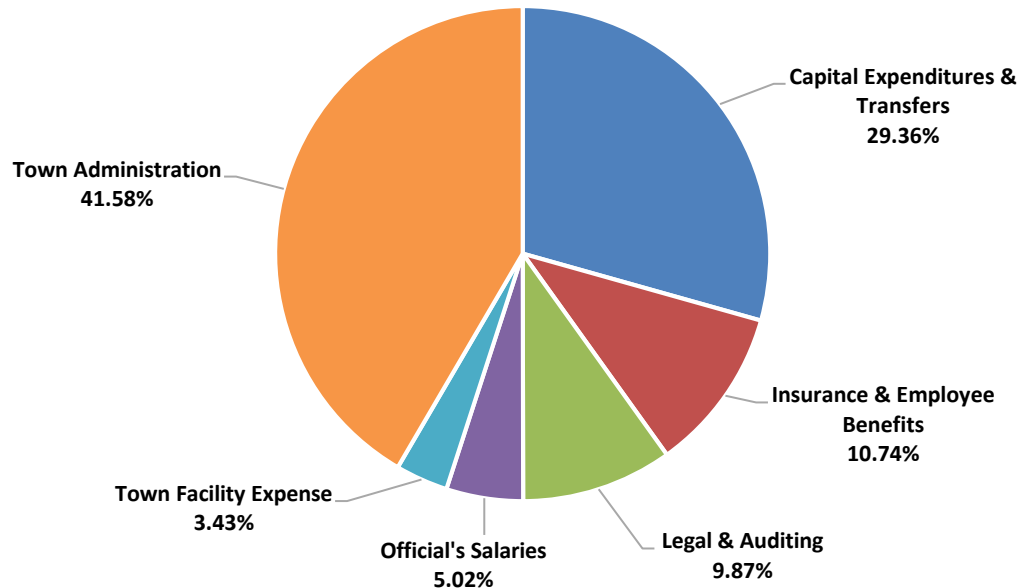
Webpage: <http://www.hanover-township.org/departments/administrative-services>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0.0
Assistant Township Administrator	1.0	1.0	1.0	0.0
Management Analyst	1.0	0.0	0.0	0.0
Administrative Specialist	0.0	1.0	1.0	0.0
Resident Services Assistant	1.0	1.0	1.0	0.0
Receptionist	1.0	1.0	1.3	0.3
Management Graduate Intern	0.5	0.5	0.0	-0.5
Total	5.5	5.5	5.3	-0.2

Budget Highlights:

- Compensation for officials declined with the elimination of the Highway Commissioner position and Town Hall expenses decreased with Senior Center utilities being reassumed by the Senior Services Fund.
- Information Technology, Software and Support increased by \$20,000 and an additional \$20,000 was transferred to the Vehicle Fund. Overall expenditures increased 8.4% which can also be attributed to planned salary increment pool and employee personnel costs.
- A marked increase of 55.74% is budgeted for Capital Expenditures and Transfers, which is attributed to an additional \$125,000 over last year's capital funds transfer.

Administrative Services Expenditures, FY 2019



Consolidated Expenditures

Expenditures	FY 17 Actual	FY 18 Budget	FY 18 Actual	FY 19 Budget	% Change
Capital Expenditures & Transfers	\$ 1,277,066	\$ 296,000	\$ 297,581	\$ 461,000	55.74%
Insurance & Employee Benefits	\$ 135,889	\$ 168,600	\$ 158,587	\$ 168,600	0.00%
Legal & Auditing	\$ 164,195	\$ 146,300	\$ 190,117	\$ 155,000	5.95%
Official's Salaries	\$ 97,344	\$ 98,802	\$ 95,854	\$ 78,802	-20.24%
Town Facility Expense	\$ 58,848	\$ 115,500	\$ 103,765	\$ 53,900	-53.33%
Town Administration	\$ 558,700	\$ 623,725	\$ 573,053	\$ 652,800	4.66%
Total	\$ 2,292,042	\$ 1,448,927	\$ 1,418,957	\$ 1,570,102	8.36%

Administrative Services



Administrative Services Detailed Expenditures

Expense		FY 17 Actual	FY 18 Budget	FY 18 Actual	FY 19 Budget	% Change
1014	Town Fund- Expenditures					
1010FF	Official's Salaries					
1014301	Compensation of Officials	\$ 97,344	\$ 98,802	\$ 95,854	\$ 78,802	-20.24%
Total	Official's Salaries	\$ 97,344	\$ 98,802	\$ 95,854	\$ 78,802	-20.24%
101TOE Town Office Expense		FY 17 Actual	FY 18 Budget	FY 18 Actual	FY 19 Budget	% Change
1014401	Postage	\$ 3,129.00	\$ 3,000.00	\$ 5,801.62	\$ 3,500.00	16.67%
1014404	Office Supplies	\$ 6,200.00	\$ 6,000.00	\$ 7,561.98	\$ 6,000.00	0.00%
1014406	Printing	\$ 5,626.00	\$ 5,000.00	\$ 9,664.48	\$ 6,000.00	20.00%
1014408	Salaries	\$ 339,938.00	\$ 347,000.00	\$ 350,613.57	\$ 357,000.00	2.88%
1014412	Travel Expenses	\$ 4,915.00	\$ 5,000.00	\$ 4,162.35	\$ 5,000.00	0.00%
1014414	Memberships, Subs, Pubs	\$ 12,980.00	\$ 12,000.00	\$ 13,574.12	\$ 12,000.00	0.00%
1014420	Pre-Employment Charges	\$ 77.00	\$ 600.00	\$ 945.72	\$ 1,000.00	66.67%
1014424	Education & Training	\$ 17,409.00	\$ 18,000.00	\$ 14,523.60	\$ 18,000.00	0.00%
1014429	Miscellaneous	\$ 8,772.00	\$ 10,000.00	\$ 9,169.92	\$ 10,000.00	0.00%
1014520	Consulting	\$ 4,111.00	\$ 10,000.00	\$ 12,594.00	\$ 10,000.00	0.00%
1014530	Financial Administration	\$ 60,343.00	\$ 65,000.00	\$ 60,343.20	\$ 65,000.00	0.00%
1014531	Community Affairs	\$ 7,616.00	\$ 5,000.00	\$ 6,125.09	\$ 5,000.00	0.00%
1014532	Committee on Youth	\$ 2,214.00	\$ 3,000.00	\$ 1,964.92	\$ 3,000.00	0.00%
1014533	Environmental Sustainability	\$ 200.00	\$ -	\$ -	\$ -	0.00%
1014534	Passport Services	\$ 12,120.00	\$ 8,000.00	\$ 10,409.96	\$ 12,000.00	50.00%
1014535	Legal Notices	\$ 390.00	\$ 1,000.00	\$ 249.70	\$ 1,000.00	0.00%
1014560	Contingency Fund	\$ -	\$ 50,000.00	\$ 4,500.00	\$ 50,000.00	0.00%
1014591	Health Insurance	\$ 38,660.00	\$ 40,000.00	\$ 35,329.30	\$ 44,000.00	10.00%
1014592	Dental, Vision & Life Insurance	\$ 2,637.00	\$ 3,125.00	\$ 2,667.50	\$ 2,800.00	-10.40%
1014593	Unemployment	\$ 3,412.00	\$ 3,000.00	\$ 2,766.56	\$ 2,500.00	-16.67%
1014594	IMRF Expense	\$ 17,188.00	\$ 18,000.00	\$ 11,158.42	\$ 16,000.00	-11.11%
1014595	FICA Expense	\$ 10,763.00	\$ 11,000.00	\$ 8,926.84	\$ 11,000.00	0.00%
1014596	Ancillary Benefits	\$ -	\$ -	\$ -	\$ 12,000.00	-
Total	Town Hall Administration	\$ 558,700	\$ 623,725	\$ 573,053	\$ 652,800	4.66%

Administrative Services



101LEA		FY 17	FY 18	FY 18	FY 19	%
	Legal & Auditing	Actual	Budget	Actual	Budget	Change
1014501	Auditing	\$ 11,300	\$ 11,300	\$ 11,300	\$ 15,000	32.74%
1014502	Legal Services	\$ 152,895	\$ 135,000	\$ 178,817	\$ 140,000	3.70%
Total	Legal & Auditing	\$ 164,195	\$ 146,300	\$ 190,117	\$ 155,000	5.95%

101ISE		FY 17	FY 18	FY 18	FY 19	%
	Insurance & Employee Benefits	Actual	Budget	Actual	Budget	Change
1014411	Employee Assistance Program	\$ 1,451	\$ 1,600	\$ 1,451	\$ 1,600	0.00%
1014503	General Insurance	\$ 120,896	\$ 150,000	\$ 143,929	\$ 150,000	0.00%
1014507	Flex & 457 Plan	\$ 3,527	\$ 4,000	\$ 2,533	\$ 4,000	0.00%
1014512	Employee Recognition	\$ 3,850	\$ 5,000	\$ 4,739	\$ 5,000	0.00%
1014513	Employee Wellness	\$ 6,165	\$ 8,000	\$ 5,935	\$ 8,000	0.00%
Total	Insurance & Employee Benefits	\$ 135,889	\$ 168,600	\$ 158,587	\$ 168,600	0.00%

101CAP		FY 17	FY 18	FY 18	FY 19	%
	Capital Expenditures	Actual	Budget	Actual	Budget	Change
1014410	Equipment Purchases	\$ 17,717	\$ 20,000	\$ 15,000	\$ 20,000	0.00%
1014430	Computer Equipment & Software	\$ 74,349	\$ 75,000	\$ 80,551	\$ 95,000	26.67%
1014540	Facility Lease	\$ 22,000	\$ 21,000	\$ 22,030	\$ 21,000	0.00%
1014541	Transfer to Vehicle Fund	\$ 15,000	\$ 30,000	\$ 30,000	\$ 50,000	66.67%
1014547	Transfer to Capital Projects	\$ 1,150,000	\$ 150,000	\$ 150,000	\$ 275,000	83.33%
Total	Capital Expenditures	\$ 1,279,066	\$ 296,000	\$ 297,581	\$ 461,000	55.74%

101THE		FY 17	FY 18	FY 18	FY 19	%
	Town Hall Expense	Actual	Budget	Actual	Budget	Change
1014402	Telephone- Town	\$ 37,021	\$ 32,500	\$ 30,583	\$ 28,000	-13.85%
1014403	Utilities- Town	\$ 16,732	\$ -	\$ -	\$ 19,000	100.00%
1014403	Utilities- Town & Senior Ctr	\$ -	\$ 77,000	\$ 68,030	\$ -	-100.00%
1014405	Internet Access- Town	\$ 3,250	\$ 3,400	\$ 3,810	\$ 4,300	26.47%
1014416	Equipment Rental- Town	\$ 1,844	\$ 2,600	\$ 1,342	\$ 2,600	0.00%
Total	Town Hall Expense	\$ 58,847	\$ 115,500	\$ 103,765	\$ 53,900	-53.33%

Performance Metrics

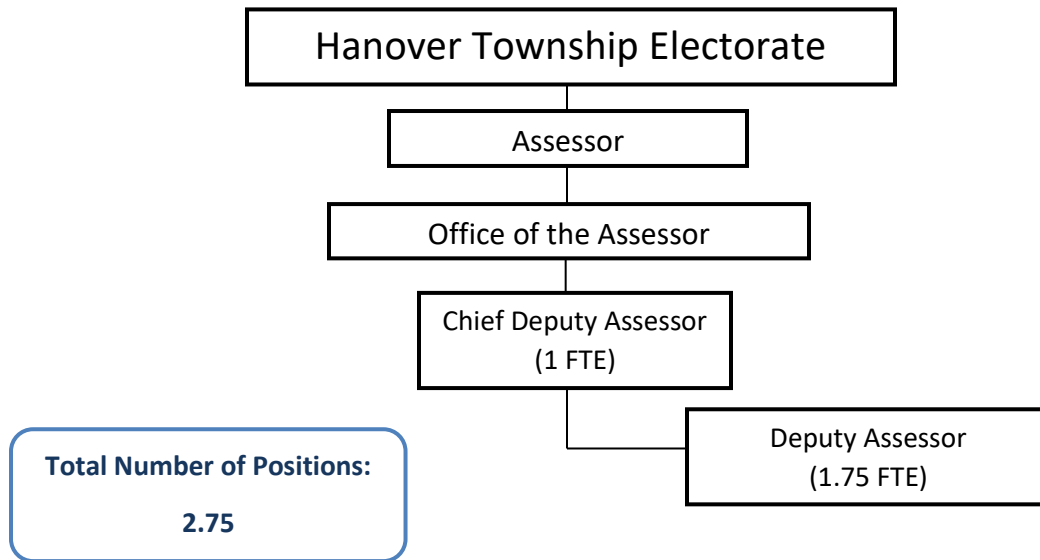
Service Provided	FY 2016	FY 2017	FY 2018	% Change
Passports	4,099	6,043	5,786	-4.3%
Photo fees	\$15,105	\$21,935	\$39,000	77.8%
Fee deposits	\$83,800	\$120,000	\$103,960	-13.4%
Fishing/Hunting Licenses	69	88	80	-9.1%
Handicap Placards	206	213	228	7.0%
Cook County Vehicle Stickers	259	255	258	1.2%
Grant Application Submissions	2	0	0	0.0%
Human Resources Requests	1,594	1,615	1,666	3.2%
New Employee Orientations	17	14	17	21.4%
Percent of Budget Expended	86.20%	78.80%	83.70%	6.2%
Resident Contacts	22,675	28,879	20,112	-30.4%
Technology Work Orders	397	536	549	2.4%

FY 2018 Department Accomplished Goals (in order of priority)

1. Oversaw installation and implementation of updated phone system throughout all Hanover Township locations.
2. Researched, identified and implemented automated time and attendance system to improve the efficiencies of tracking time worked for hourly employees.

Administrative Services FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Research, recommend and implement, if feasible, solar energy solution and/or other on-site energy generation at William Tiknis Campus.	1. Identify solar energy or other on-site energy provider and solution. (Powers – 9/1/18) 2. Oversee energy solution funding applications and implementation. (Powers – 3/31/19)	a. Research solar energy and other on-site energy generation solutions. b. Receive quotes and identify funding opportunities. c. Make recommendation on provider and solution. a. Submit grant funding applications. b. Develop timeline for energy solution installation. c. Oversee installation. d. Evaluate effectiveness of system.	a. TBC: 7/1/18 b. TBC: 8/1/18 c. TBC: 9/1/18 a. TBC: 10/1/18 b. TBC: 10/15/18 c. TBC: 12/1/18 d. TBC: 3/31/19
II. Research, identify and implement automated facilities management system to improve submission and communication of maintenance request and tracking of facilities related equipment and repairs.	1. Research facilities management software. (Callahan – 11/1/18) 2. Implement automated facilities management software. (Callahan – 3/31/19)	a. Research automated facilities management software. b. Analyze costs. c. Determine feasibility and purchase software. a. Oversee implementation of software. b. Provide trainings to department managers and staff. c. Evaluate effectiveness of software.	a. TBC: 9/1/18 b. TBC: 10/1/18 c. TBC: 11/1/18 a. TBC: 10/1/18 b. TBC: 11/1/18 c. TBC: 3/31/19



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.

Location and Contact Information

Department Head: Patty Glascott, Chief Deputy Assessor
pglascott@hanover-township.org

Facility Location: Hanover Township Town Hall
250 S. IL Route 59
Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M,W-F: 8:30 am to 4:30 PM, Tu: 8:30 am to 6:00 PM

Webpage: <http://www.hanover-township.org/departments/assessor-s-office>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Assessor's Office				
Chief Deputy Assessor	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.75	1.75	0.0
Administrative Assistant	0.75	0.0	0.0	0.0
Total	2.75	2.75	2.75	0.0

Budget Highlights:

The salary line item increased 2.76% due to the planned salary increment pool. Additional increases are related to employee health cost increases and FICA expenses. The Assessor’s Office expenditures are budgeted to increase 4.64% for FY 2019.

Assessor’s Office Detailed Expenditures

Expense	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
1014 Town Fund-Expenditures					
104ASR Assessor's Division					
1044405 Office Supplies	\$ 3,651	\$ 4,410	\$ 4,135	\$ 4,410	0.00%
1044407 Printing	\$ 1,218	\$ 1,225	\$ 1,469	\$ 1,225	0.00%
1044409 Salaries	\$ 120,048	\$ 123,000	\$ 123,266	\$ 126,391	2.76%
1044411 Equipment	\$ 947	\$ 3,430	\$ 3,369	\$ 3,430	0.00%
1044413 Travel Expenses Dues, Subs, &	\$ 582	\$ 2,034	\$ 741	\$ 2,034	0.00%
1044415 Publications	\$ 3,107	\$ 2,695	\$ 1,499	\$ 2,695	0.00%
1044419 Training	\$ 1,792	\$ 2,230	\$ 1,418	\$ 2,230	0.00%
1044426 Miscellaneous	\$ 776	\$ 1,176	\$ 723	\$ 1,176	0.00%
1044433 Professional Services	\$ -	\$ 980	\$ -	\$ 980	0.00%
1044525 Communications	\$ 363	\$ 1,000	\$ 782	\$ 1,000	0.00%
1044491 Health Insurance Dental, Vision & Life	\$ 28,148	\$ 25,640	\$ 23,431	\$ 30,000	17.00%
1044492 Insurance	\$ 1,742	\$ 1,756	\$ 1,571	\$ 1,765	0.51%
1044493 Unemployment	\$ 1,050	\$ 1,106	\$ 1,020	\$ 862	-22.06%
1044494 IMRF Expense	\$ 5,508	\$ 5,906	\$ 3,661	\$ 5,650	-4.33%
1044495 FICA Expense	\$ 3,224	\$ 3,720	\$ 3,019	\$ 4,834	29.95%
Total Assessor's Division	\$ 172,156	\$ 180,308	\$ 170,104	\$ 188,682	4.64%

Performance Metrics

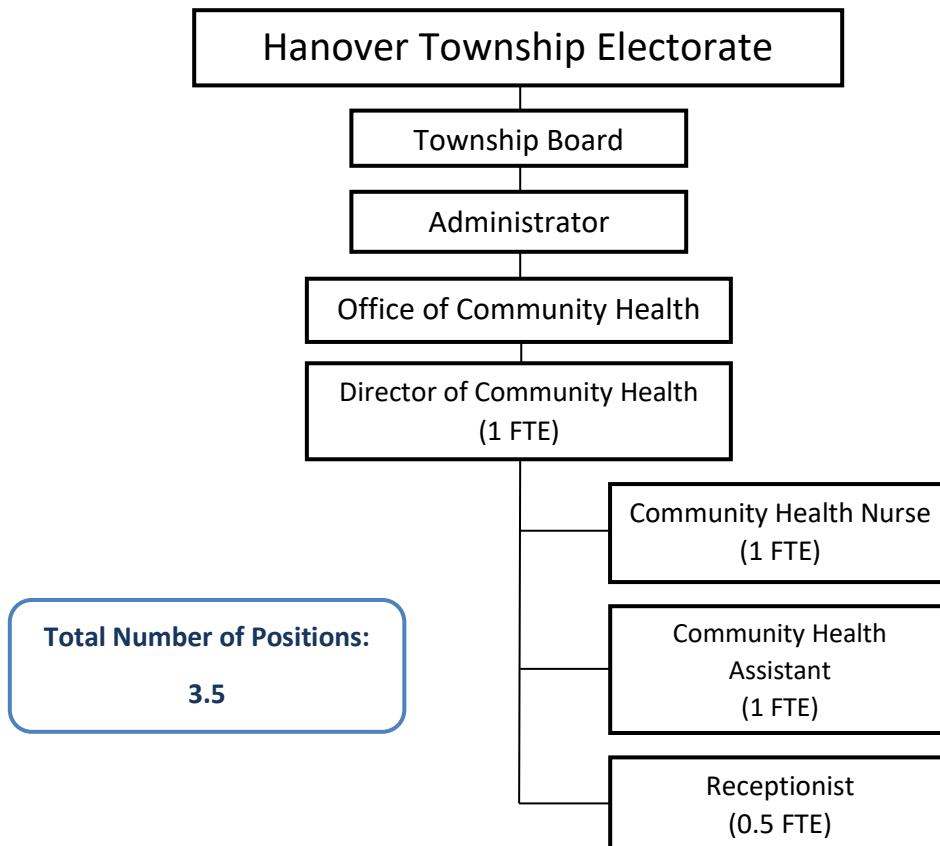
Service Provided	FY 2016	FY 2017	FY 2018	% Change
Administration				
Office Visits	4,608	6,179	5,060	-18.1%
Building Permits Processed	5,418	5,389	5,574	3.4%
Change of Name	177	168	97	-42.3%
Property Tax Appeals	983	2001	1,238	-38.1%
Certificate of Errors	841	945	1025	8.5%
Property Location Updates	18	9	17	88.9%
Exemptions				
Home Owner Exemptions	272	343	389	13.4%
Senior Home Owner Exemptions	787	939	846	-9.9%
Senior Freeze Exemptions	896	825	1112	34.8%
Miscellaneous Exemptions	67	63	37	-41.3%

FY 2018 Department Accomplished Goals (in order of priority)

1. Developed a Disabled Veteran filing system with updated percentages of disabilities.
2. Became more visible on social media platforms.

Office of The Assessor FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Contact delinquent and annual tax sale taxpayers.	<ol style="list-style-type: none"> 1. Research phone numbers for delinquent taxpayers. (Glascott - 1/1/19) 2. Create database of PIN's, names, address and phone numbers. (Glascott - 2/1/19) 3. Call delinquent taxpayers. (Christopher - 3/1/19) 	<ol style="list-style-type: none"> a. Locate phone numbers for all delinquent tax payers. b. Create the file. c. Call taxpayers and inform them about the upcoming tax sale. 	<ol style="list-style-type: none"> a. TBC: 1/1/19 b. TBC: 2/1/19 c. TBC: 3/1/19
II. Attend other departments to promote our office services.	<ol style="list-style-type: none"> 1. Research other department events. (Christopher - 3/31/19) 2. Attend events to promote our office. (Glascott - 3/31/19) 	<ol style="list-style-type: none"> a. Check event calendar on our website. b. Attend the events. 	<ol style="list-style-type: none"> a. TBC: 3/31/19 b. TBC: 3/31/19
III. Attend HOA's to host educational seminars.	<ol style="list-style-type: none"> 1. Identify HOA contacts. (Deyne - 9/1/18) 2. Host seminars. (Glascott - 3/31/19) 	<ol style="list-style-type: none"> a. Contact IWC for any and all HOA contact. b. Contact HOA to offer brief seminars. 	<ol style="list-style-type: none"> a. TBC: 9/1/18 b. TBC: 3/31/19



Mission

The Office of Community Health mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

Services

The Office of Community Health's services include health education and medication review, wellness screenings, home visits, safety programs, Tuberculosis (TB) testing by appointment, assisting residents with enrolling in health insurance coverage under the Affordable Care Act, children immunizations and the Dental Access Network Program. The Dental Access Network Program aims to provide low cost dental services to residents who qualify.

Location and Contact Information

Department Head: Kristen Smith, Director
ksmith@hanover-township.org

Facility Location: Hanover Township Senior Center
 240 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-483-5665

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/community-health>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Community Health				
Director	1.0	1.0	1.0	0.0
Community Health Nurse	1.0	1.0	1.0	0.0
Community Health Assistant	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0
Total	3.5	3.5	3.5	0.0

Budget Highlights:

- The salary line item has increased 2.81% related to the planned salary increment. Additional increases in the equipment, licensure/professional insurance, and personnel expenses related to health insurance and FICA contribute to the overall department budget increasing 3.08% from the previous fiscal year.

Office of Community Health Detailed Expenditures

Expense	FY 2017	FY 2018	FY 2018	FY 2019	%
	Actual	Budget	Actual	Budget	Change
1014 Town Fund-Expenditures					
101CHN Community Health Nurse					
1014450 Salaries	\$ 170,883	\$ 178,000	\$ 172,498	\$ 183,000	2.81%
1014451 Postage	\$ 230	\$ 600	\$ 268	\$ 450	-25.00%
1014452 Office Supplies	\$ 1,205	\$ 2,000	\$ 1,086	\$ 1,500	-25.00%
1014453 Printing	\$ 1,425	\$ 2,000	\$ 2,342	\$ 2,000	0.00%
1014454 Travel	\$ 534	\$ 1,200	\$ 1,033	\$ 1,200	0.00%
1014455 Dues, Subs, & Publications	\$ 253	\$ 275	\$ 328	\$ 275	0.00%
1014456 Community Affairs	\$ 1,942	\$ 3,325	\$ 1,900	\$ 3,000	-9.77%
1014458 Equipment	\$ 2,470	\$ 2,500	\$ 1,954	\$ 3,325	33.00%
1014459 Professional Services	\$ 1,095	\$ 1,000	\$ 1,706	\$ 1,000	0.00%
1014461 Miscellaneous	\$ 335	\$ 1,000	\$ 651	\$ 1,000	0.00%
1014462 License/Professional Insurance	\$ 216	\$ 300	\$ 134	\$ 450	50.00%
1014465 Medical Supplies	\$ 6,979	\$ 8,000	\$ 8,239	\$ 8,000	0.00%
1014466 Communications	\$ 758	\$ 1,400	\$ 790	\$ 1,400	0.00%
1014467 Crisis Care	\$ 1,565	\$ 2,000	\$ 353	\$ 2,000	0.00%
1014491 Health Insurance	\$ 20,825	\$ 20,300	\$ 19,217	\$ 22,000	8.37%
1014492 Dental, Vision & Life Insurance	\$ 1,416	\$ 1,800	\$ 1,159	\$ 1,800	0.00%
1014493 Unemployment	\$ 1,365	\$ 1,475	\$ 1,360	\$ 1,150	-22.03%
1014494 IMRF Expense	\$ 7,199	\$ 8,700	\$ 5,393	\$ 8,200	-5.75%
1014495 FICA Expense	\$ 4,257	\$ 5,450	\$ 4,423	\$ 7,000	28.44%
Total	\$ 224,952	\$ 241,325	\$ 224,834	\$ 248,750	3.08%

Performance Metrics

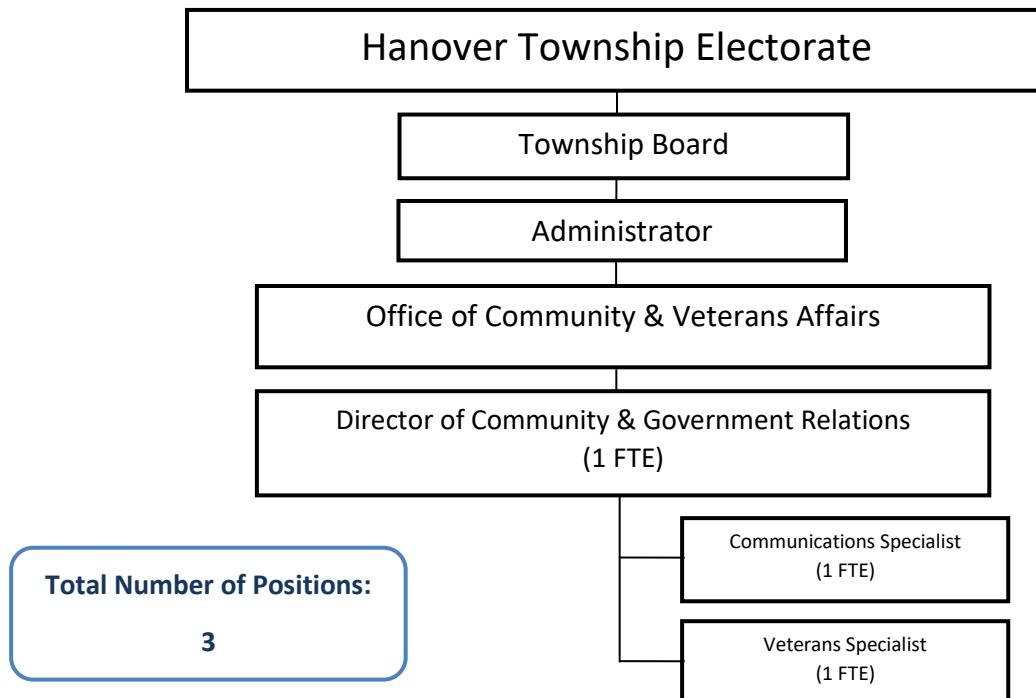
Service Provided	FY 2016	FY 2017	FY 2018	% Change
Appointments				
ProTimes	275	288	205	-28.8%
TB Skin Test	88	85	116	36.5%
Cholesterol	87	84	103	22.6%
Pharmaceutical Assistance Programs	9	16	16	0.0%
Miscellaneous Labs	96	108	125	15.7%
Wellness Screening (BP, anemia, diabetes)	404	345	481	39.4%
Others	418	464	501	8.0%
Clinic Clients				
Senior Center/ Home Visits	1,188	1,057	1,098	3.9%
Izaak Walton Center- Elgin	48	80	48	-40.0%
Astor Avenue	158	117	132	12.8%
Offsite Clinics	160	141	137	-2.8%
Total (Unduplicated)	505	555	576	3.8%
Public Education and Health Promotion				
Media Coverage	52	51	46	-9.8%
Informational Seminars	75	72	68	-5.7%
Program Participants	1,635	2,056	1,902	-7.5%
Primary Care Provider Support	107	139	116	-16.5%

FY 2018 Department Accomplished Goals (in order of priority)

1. Increased clinic clients by 10% primarily through outreach to residents through monthly social media engagement posts and educational posts on Township website, in addition to partnering with Senior Services to host monthly screenings in conjunction with programming.
2. Researched software program for managing electronic medical records for clients.

Office of Community Health FY 2019 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>i. Increase number of unduplicated clients by 10% by partnering with local organizations and businesses to provide wellness screenings to clients/employees.</p>	<p>1. Provide wellness screenings for employees of local businesses within the Township (Smith – 3/31/19)</p>	<p>a. Contact and distribute Community Health brochures to local businesses within Township and discuss available services.</p>	<p>a. TBC: 7/1/18</p>
		<p>b. Attend Chamber events to network with other local businesses and offer screening events to employees.</p>	<p>b. TBC: 12/1/18</p>
		<p>c. Schedule and host one-time or ongoing wellness screening events with area businesses.</p>	<p>c. TBC: 3/31/19</p>
	<p>2. Provide wellness screenings to residents in the community at local organizations (i.e. libraries, park districts, churches, businesses). (Arriola – 3/31/19)</p>	<p>a. Contact Streamwood Park District, Poplar Creek Library, Target, Fresh Market, St. John’s, etc. to identify interest/possibility in holding public wellness clinics to customers.</p>	<p>a. TBC: 7/1/18</p>
		<p>b. Schedule and host a wellness clinics every month at various public vicinities throughout the township.</p>	<p>b. TBC: 3/31/19</p>

Office of Community Health FY 2019 Goals and Actions Plan				
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS	
<p>II. Increase the proportion of older adults age 65 and older who are up to date on a core set of clinical preventative services by 10%.</p>	<p>1. Identify the percentage of clients who are up to date on core clinical preventative services. (Arriola – 7/1/18)</p>	<p>a. Create an intake survey to collect data on the percent of clients currently up to date on core preventative services.</p>	<p>a. TBC: 5/1/18</p>	
		<p>b. Distribute surveys to clients age 65 and older.</p>	<p>b. TBC: 6/1/18</p>	
		<p>c. Collect and compile data from surveys to create a database of clients to follow up with on completing core preventative services.</p>	<p>c. TBC: 7/1/18</p>	
	<p>2. Create and coordinate educational content on recommended core clinical preventative services for men and women. (Daccardo – 3/31/19)</p>	<p>3. Provide direct service and/or refer to community partners for clients in need of completing core preventative services. (Smith – 3/31/19)</p>	<p>a. Plan and create calendar schedule to correlate education on core preventative content with awareness months and update Community Health boards and educational table accordingly.</p>	<p>a. TBC: 5/1/18</p>
			<p>b. Work with Community Relations department to schedule social media posts about colon cancer and mammography screenings and influenza and pneumococcal vaccines.</p>	<p>b. TBC: 6/1/18</p>
			<p>c. Schedule a seminar on each core preventative service to educate the community on the importance of being up to date on those health screenings.</p>	<p>c. TBC: 3/31/19</p>
			<p>a. Schedule onsite influenza/pneumonia clinics during flu season.</p>	<p>a. TBC: 1/1/19</p>
			<p>b. Offer fecal occult blood test (FOBT) screenings to residents who have not had a colonoscopy/sigmoidoscopy in the past 10 years or FOBT in the past 1 year.</p>	<p>b. TBC: 10/1/18</p>
			<p>c. Refer clients PCP, OB/GYN, GI, and pharmacy, as needed.</p>	<p>c. TBC: 3/31/19</p>



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 Izaak Walton Center. The Veteran Specialist is available to assist our Veteran population in understanding and receiving benefits for which they are entitled.

Location and Contact Information

Department Head: Tom Kuttenberg, Director
tkuttenberg@hanover-township.org

Facility Location: Izaak Walton Center
 899 Jay Street
 Elgin, IL 60120

Phone: 847-888-8329

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/community-veterans-affairs>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Community and Veterans Affairs				
Director of Community & Government Relations	1.0	1.0	1.0	0.0
Veterans Specialist	0.6	0.6	1.0	0.4
Communications Specialist	1.0	1.0	1.0	0.0
Total	2.6	2.6	3.0	0.4

Budget Highlights:

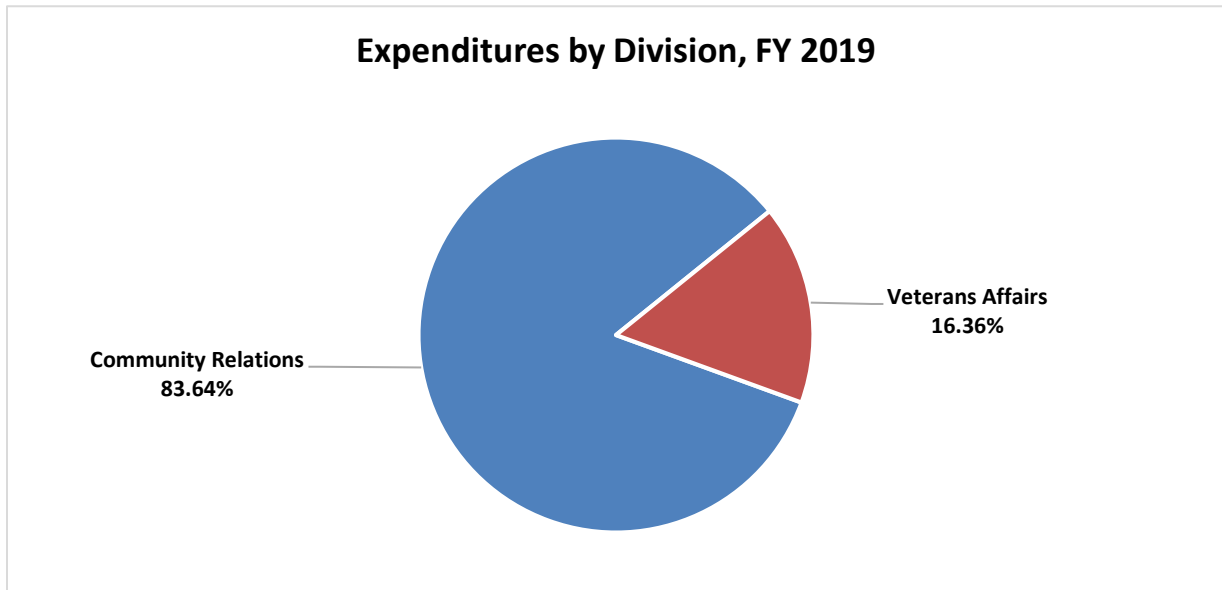
- The Office of Community and Veterans Affairs has an overall budgeted increase of 5.53%. The increase is primarily related to the associated costs of the Veterans Specialist position changing from a part time 24 hour a week position to a full time 40 hour a week position.
- There is a decrease of 48.36% for the health insurance line item due to an employee waiving major medical coverage with the Township.

Office of Community and Veterans Affairs Detailed Expenditures

Community and Veteran Affairs		FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
Community Relations						
1014608	Salaries	\$ 105,733	\$ 106,744	\$ 115,578	\$ 114,330	7.11%
1014611	Education & Training	\$ 1,877	\$ 2,200	\$ 2,250	\$ 2,200	0.00%
1014614	Printing	\$ 565	\$ 700	\$ 720	\$ 700	0.00%
1014615	Postage	\$ 256	\$ 550	\$ 233	\$ 550	0.00%
1014617	Equipment & Furniture	\$ 2,161	\$ 2,300	\$ 3,042	\$ 2,300	0.00%
1014619	Office Supplies	\$ 899	\$ 900	\$ 1,022	\$ 900	0.00%
1014620	Satellite Office Programs	\$ 1,528	\$ 1,500	\$ 1,621	\$ 2,000	33.33%
1014621	Satellite Office Utilities	\$ 7,552	\$ 8,500	\$ 7,568	\$ 8,500	0.00%
1014623	Satellite Office Phone & Internet	\$ 3,993	\$ 4,300	\$ 3,730	\$ 4,300	0.00%
1014624	Travel	\$ 967	\$ 1,100	\$ 978	\$ 1,100	0.00%
1014625	Communications	\$ 64,808	\$ 48,000	\$ 48,783	\$ 48,600	1.25%
1014626	Community Service Awards	\$ 2,274	\$ 2,000	\$ 2,309	\$ 2,200	10.00%
1014627	Community Affairs	\$ -	\$ 5,000	\$ 4,071	\$ 5,000	0.00%
1014628	Historical Marker Program	\$ 1,487	\$ 2,400	\$ 36	\$ 2,400	0.00%
1014629	Dues & Subscriptions	\$ 390	\$ 700	\$ 704	\$ 700	0.00%
1014631	Community Festivals	\$ 13,000	\$ 11,000	\$ 11,000	\$ 11,000	0.00%
1014691	Health Insurance	\$ 23,839	\$ 23,240	\$ 15,049	\$ 12,000	-48.36%
1014692	Dental, Vision & Life Insurance	\$ 1,113	\$ 1,177	\$ 919	\$ 1,200	1.95%
1014693	Unemployment	\$ 700	\$ 738	\$ 681	\$ 600	-18.70%
1014694	IMRF Expense	\$ 4,311	\$ 5,182	\$ 3,212	\$ 5,150	-0.62%
1014695	FICA Expense	\$ 2,550	\$ 3,226	\$ 2,618	\$ 4,400	36.39%
Total	Community Relations	\$ 240,003	\$ 231,457	\$ 226,122	\$ 230,130	-0.57%

Office of Community and Veterans Affairs Detailed Expenditures

Veterans Affairs		FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
101VET	Veterans Affairs					
1014700	Salaries	\$ 17,070	\$ 20,775	\$ 18,717	\$ 34,500	66.06%
1014701	Veterans Honor Roll	\$ 3,847	\$ 4,000	\$ 4,584	\$ 4,000	0.00%
1014703	Travel Expenses	\$ 257	\$ 250	\$ (39)	\$ 450	80.00%
1014704	Supplies	\$ 301	\$ 300	\$ 70	\$ 600	100.00%
1014705	Training	\$ 835	\$ 1,000	\$ 30	\$ 1,200	20.00%
1014706	Printing	\$ 77	\$ 400	\$ 714	\$ 400	0.00%
1014707	Postage	\$ 241	\$ 430	\$ 530	\$ 430	0.00%
1014791	Health Insurance	\$ -	\$ -	\$ -	\$ 8,500	100.00%
1014792	Dental, Vision, Life Insurance	\$ -	\$ -	\$ -	\$ 591	100.00%
1014793	Unemployment	\$ 341	\$ 369	\$ -	\$ 300	-18.70%
1014794	IMRF Expense	\$ 862	\$ 1,009	\$ 625	\$ 1,600	58.57%
1014795	FICA Expense	\$ 510	\$ 635	\$ 515	\$ 1,400	120.47%
Total	Veterans Affairs	\$ 24,341	\$ 29,168	\$ 25,748	\$ 53,971	85.03%
Total		\$ 264,344	\$ 260,625	\$ 251,869	\$ 284,101	9.01%



Performance Metrics

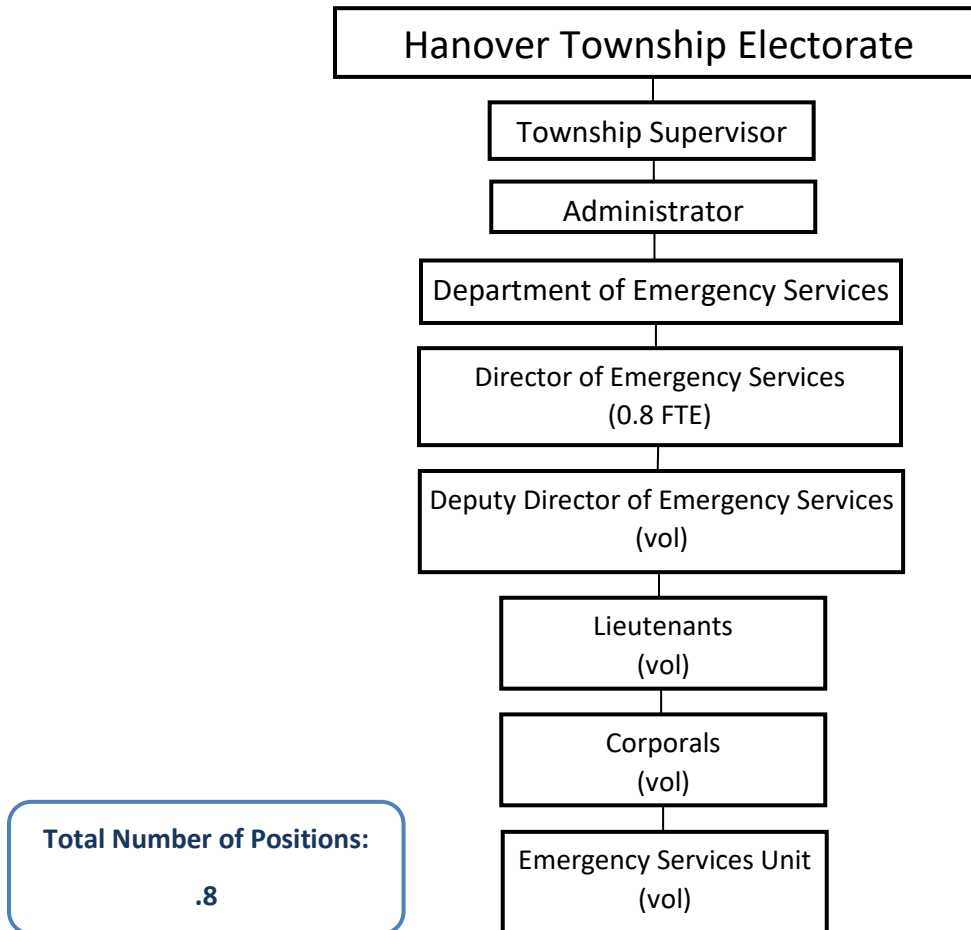
Service Provided	FY 2016	FY 2017	FY 2018	% Change
Website Visits (total)	84,432	49,643	50,407	1.54%
Website Visits (Unique)	N/A	36,029	33,282	-7.62%
Facebook Likes	1,453	1,822	2,232	22.50%
New Twitter Followers	N/A	874	1,123	28.49%
New YouTube Views	N/A	2,963	3,560	20.15%
Email Address Contacts	N/A	5,011	5,976	19.26%
Media Releases	74	45	42	-6.67%
Veteran Contacts	429	335	603	80.00%
Total Veterans Served	257	192	560	191.67%
Total Resident Contacts (Elgin Office)	2,770	4,767	5,620	17.89%

*The Township launched a new website in the last quarter of FY 2016. The new provider tracks website visits differently than our previous provider tracked them, which is the reasoning behind the significant decrease in visits each year.

FY 2018 Department Accomplished Goals (in order of priority)

1. Coordinated development of programming and outreach for the Izaak Walton Reserve joint archery program in collaboration with the Youth and Family Services Department and the Izaak Walton League.
2. Oversaw the development and implementation of advertisements in Hanover Happenings triannual resident newsletter.

Office of Community and Veterans Affairs FY 19 Goals and Actions Plan			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	SATUS
<p>I. Increase Veteran contacts by 50%.</p>	<p>1. Compile and evaluate current veteran outreach methods. (Wollack – 8/1/18)</p> <p>2. Identify and implement new veterans outreach methods. (Kuttenberg – 1/1/19)</p>	<p>a. Evaluate success of previous and current Township veterans outreach methods for the last five years.</p> <p>b. Compile previous and current Township veterans outreach methods for the last five years.</p> <p>c. Consult with neighboring veterans’ organizations and agencies on successful outreach methods.</p> <p>a. Identify new veterans outreach methods and create process to evaluate effectiveness.</p> <p>b. Implement new veterans outreach methods.</p>	<p>a. TBC: 5/1/18</p> <p>b. TBC: 6/1/18</p> <p>c. TBC: 8/1/18</p> <p>a. TBC: 9/1/18</p> <p>b. TBC: 1/1/19</p>
<p>II. Research, develop and implement Township branding campaign.</p>	<p>1. Evaluate previous and current Township branding guidelines while researching public sector branding campaigns. (Kuttenberg – 7/15/18)</p> <p>2. Implement Township branding campaign for signage for unincorporated roads, Astor Avenue Community Center and Township vehicle fleet. (Kuttenberg – 11/1/18)</p>	<p>a. Identify previous and current Township branding campaigns and guidelines.</p> <p>b. Research public sector branding campaigns for roadways and facilities.</p> <p>c. Evaluate financial costs of previous, current and newly identified branding campaigns.</p> <p>a. Present draft of branding campaign to Township executive staff for feedback.</p> <p>b. Submit branding campaign for adoption.</p> <p>c. Implement adopted plan.</p>	<p>a. TBC: 6/1/18</p> <p>b. TBC: 7/1/18</p> <p>c. TBC: 7/15/18</p> <p>a. TBC: 9/1/18</p> <p>b. TBC: 10/1/18</p> <p>c. TBC: 11/1/18</p>



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 manmade 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 one of the law enforcement or fire departments serving Hanover Township, the Emergency Services Unit is able to assist in traffic control, scene security, emergency scene lighting, and first aid services, clearing of storm damage from roadways, and manpower assistance for a number of other tasks. In addition, the Unit is one of a small number of search and rescue teams in Illinois certified by the Illinois Search and Rescue Council.

Location and Contact Information

Department Head: William Burke, Director
wburke@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/emergency-services>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Emergency Services				
Director	0.8	0.8	0.8	0.0
Total	0.8	0.8	0.8	0.0

Budget Highlights

- A planned decrease of 97.50% is planned for the Emergency Operations Center. The Emergency Operations Center project has been on-going and expenditures were planned to decrease in FY 2019 as the project neared its conclusion.
- Overall expenditures increased 2.75 % in FY 2019.

Emergency Services Detailed Expenditures

		FY 2017	FY 2018	FY 2018	FY 2019	%
Expense		Actual	Budget	Actual	Budget	Change
1014	Town Fund-Expenditures					
101ES	Emergency Services					
1014801	Salaries	\$ 41,350	\$ 41,700	\$ 41,727	\$ 42,900	2.88%
1014802	Equipment	\$ 18,605	\$ 22,000	\$ 18,499	\$ 23,000	4.55%
1014803	Uniforms	\$ 4,819	\$ 8,000	\$ 8,886	\$ 8,500	6.25%
1014804	Printing	\$ 458	\$ 1,000	\$ 1,243	\$ 1,000	0.00%
1014805	Postage	\$ 132	\$ 200	\$ 125	\$ 200	0.00%
1014806	Office Supplies	\$ 1,435	\$ 1,000	\$ 679	\$ 1,000	0.00%
1014807	Miscellaneous	\$ 881	\$ 1,000	\$ 1,002	\$ 1,000	0.00%
1014808	Education & Training	\$ 5,911	\$ 10,000	\$ 15,581	\$ 10,500	5.00%
1014809	Pre-Volunteer Screening	\$ 459	\$ 500	\$ 816	\$ 500	0.00%
1014810	Travel	\$ 37	\$ 2,500	\$ 2,245	\$ 2,500	0.00%
1014812	Volunteer Appreciation	\$ 5,140	\$ 3,500	\$ 4,665	\$ 3,500	0.00%
1014813	Vehicle Fuel & Maintenance	\$ 12,832	\$ 8,000	\$ 14,572	\$ 9,000	12.50%
1014814	Communications	\$ 9,266	\$ 10,000	\$ 9,985	\$ 11,000	10.00%
1014815	Emergency Ops Center	\$ 349	\$ 4,000	\$ 73	\$ 100	-97.50%
1014815	Health Insurance	\$ 21,566	\$ 16,700	\$ 15,015	\$ 19,000	13.77%
1014815	Dental, Vision & Life Insurance	\$ 784	\$ 600	\$ 563	\$ 600	0.00%
1014815	Unemployment	\$ 341	\$ 370	\$ 341	\$ 290	-21.62%
1014815	IMRF Expense	\$ 1,686	\$ 2,050	\$ 1,271	\$ 1,900	-7.32%
1014815	FICA Expense	\$ 996	\$ 1,300	\$ 1,055	\$ 1,625	25.00%
Total	Emergency Services	\$ 127,047	\$ 134,420	\$ 138,345	\$ 138,115	2.75%

Performance Metrics

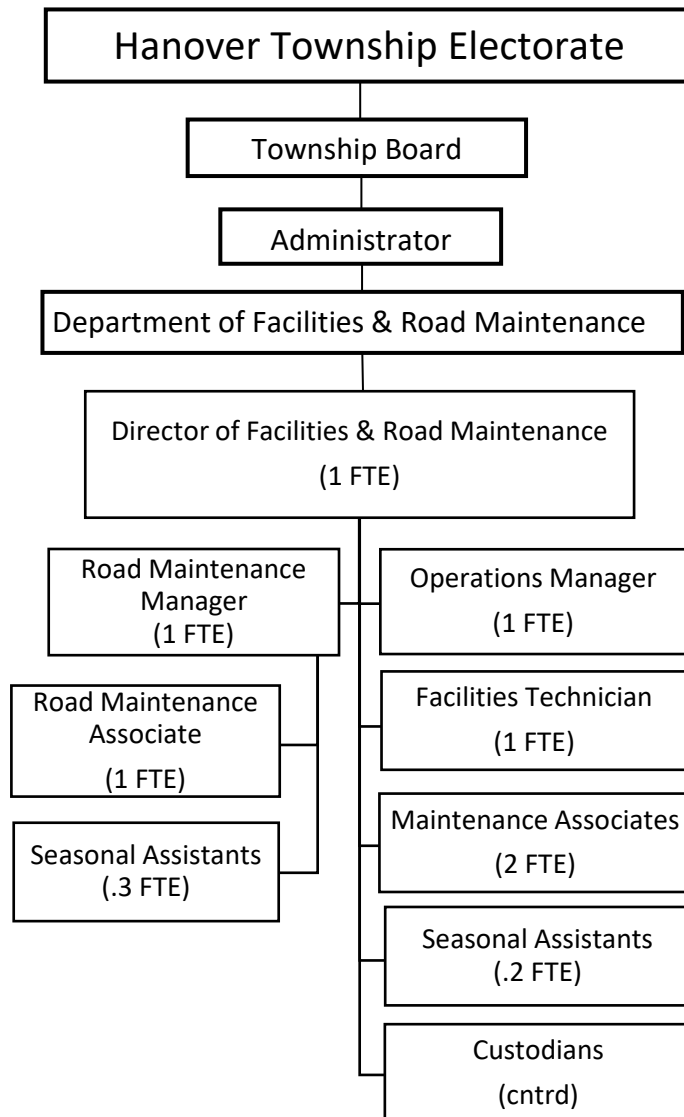
Service Provided	FY 2016	FY 2017	FY 2018	% Change
Volunteers				
Total Volunteers	28	28	34	21.4%
New Volunteers	12	8	8	0.0%
Hours				
Volunteer Detail Hours	4,620	4,270	4,383	2.6%
Volunteer Work Hours	3,013	2,566	1,790	-30.2%
Volunteer Training Hours	3,079	2,786	3,278	17.7%
Total Volunteer Hours	10,297	9,623	9,450	-1.8%
Details				
Emergency Call Outs	46	46	79	71.7%
Safety Patrols	49	49	37	-24.5%
Township Sponsored Events	26	39	27	-30.8%
Other Community Events	42	47	43	-8.5%
Miscellaneous	4	0	0	0.0%
Total Details	167	181	186	2.8%

FY 2018 Department Accomplished Goals (in order of priority)

1. Conducted monthly officer meetings outside of training days and held regular meeting with Township Supervisor, Chief, and Deputy Chief and semi-monthly one-on-ones with direct reports.
2. Developed and implemented formal membership recruitment and retention program.

Department of Emergency Services FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>i. Finalize work on communication/dispatch goals.</p>	<p>1. Continue follow up with communication/dispatch agencies. (Burke - 8/1/18)</p> <p>2. Implement and evaluate dispatching service changes. (Burke - 3/31/19)</p>	<p>a. Conduct regularly scheduled meetings with personnel at communications agencies.</p> <p>b. Assess dispatching service feasibility and cost.</p> <p>c. Make recommendation for communication/dispatch agency.</p> <p>a. Identify agreements, equipment, and other necessary items for implementation of dispatching service.</p> <p>b. Train staff on dispatching service.</p> <p>c. Implement dispatching service agreement.</p> <p>d. Create method to evaluate effectiveness of ongoing meeting schedule.</p> <p>e. Evaluate effectiveness of dispatching service.</p>	<p>a. TBC: 6/1/18</p> <p>b. TBC: 7/1/18</p> <p>c. TBC: 8/1/18</p> <p>a. TBC 8/1/18</p> <p>b. TBC: 9/1/18</p> <p>c. TBC: 10/1/18</p> <p>d. TBC: 11/1/18</p> <p>e. TBC: 3/31/19</p>
<p>ii. Initiate Emergency Services cadet program.</p>	<p>1. Implement Emergency Services Cadet Program. (Burke - 8/1/18)</p> <p>2. Evaluate cadet program (Burke - 3/31/19)</p>	<p>a. Finalize Emergency Services Cadet Program.</p> <p>b. Set up meeting with officers to review program.</p> <p>c. Develop program and implementation schedule.</p> <p>d. Implement program.</p> <p>a. Create method to evaluate effectiveness of cadet program.</p> <p>b. Evaluate effectiveness.</p> <p>c. Analyze and report results.</p>	<p>a. TBC: 5/1/18</p> <p>b. TBC: 6/1/18</p> <p>c. TBC: 7/1/18</p> <p>d. TBC: 8/1/18</p> <p>a. TBC: 8/1/18</p> <p>b. TBC: 3/1/19</p> <p>c. TBC: 3/31/19</p>



Total Number of Positions:
7.5

Mission

The Facilities and Road Maintenance Department ensures proper administration of the Township’s buildings and grounds, including eight Township facilities. The department is also responsible for road maintenance of the Township’s unincorporated roadways.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is for maintenance of unincorporated roadways and bridges and also coordinates code enforcement with Cook County Building and Zoning.

Location and Contact Information

Department Head: Steve Spejcher, Director

sspejcher@hanover-township.org

Facility Location: Hanover Township Town Hall
250 S. IL Route 59
Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 7:30 am to 3:30 pm

Webpage: <http://www.hanover-township.org/departments/facilities-road-maintenance>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Road Maintenance Manager	0.0	1.0	1.0	0.0
Road Maintenance Associate	0.0	1.0	1.0	0.0
Seasonal Assistant	0.0	0.5	0.5	0.0
Total	5.0	7.5	7.5	0.0

Budget Highlights:

- The seasonal projects assistant line item has increased 122.22% this fiscal year to aid in summer grounds and reserves upkeep.
- Trash removal expenditures for Town Hall, Senior Center, and Astor Avenue Community Center increased between 15% to 20%

Facilities and Maintenance Detailed Expenditures

Expense		FY 2017	FY 2018	FY 2018	FY 2019	% Change
		Actual	Budget	Actual	Budget	
1014	Town Fund-Expenditures					
101Main	Facilities Maintenance					
1014200	Salaries	\$ 273,704	\$ 278,000	\$ 289,089	\$ 286,000	2.88%
1014202	Office Supplies	\$ 320	\$ 400	\$ 600	\$ 400	0.00%
1014205	Janitorial Supplies	\$ -	\$ 10,000	\$ 11,403	\$ 10,000	0.00%
1014204	Janitorial Supplies- Izaak	\$ 598	\$ -	\$ -	\$ -	0.00%
1014205	Janitorial Supplies- Town	\$ 5,563	\$ -	\$ -	\$ -	0.00%
1014206	Janitorial Supplies- Senior	\$ 3,534	\$ -	\$ -	\$ -	0.00%
1014207	Janitorial Supplies- Astor	\$ 721	\$ -	\$ -	\$ -	0.00%
1014208	Housekeeping Contract	\$ 45,148	\$ 47,500	\$ 48,373	\$ 50,000	5.26%
1014209	Building Contracts	\$ 18,349	\$ 13,000	\$ 17,897	\$ 13,000	0.00%
1014210	Building Maintenance- Town	\$ 3,994	\$ 7,000	\$ 10,570	\$ 6,000	-14.29%
1014211	Building Maintenance- Senior	\$ 6,577	\$ 8,000	\$ 5,145	\$ 8,000	0.00%
1014212	Building Maintenance- Astor	\$ 1,622	\$ 2,000	\$ 536	\$ 2,000	0.00%
1014213	Equipment Maintenance- Town	\$ 7,820	\$ 6,000	\$ 2,362	\$ 5,000	-16.67%
1014214	Equipment Maintenance- Senior	\$ 15,986	\$ 14,000	\$ 21,930	\$ 14,000	0.00%
1014215	Equipment Maintenance- Astor	\$ 1,944	\$ 1,200	\$ 838	\$ 1,200	0.00%
1014216	Equipment Rental	\$ -	\$ 1,500	\$ 691	\$ 1,500	0.00%
1014217	Education & Training	\$ (328)	\$ 1,000	\$ 534	\$ 1,000	0.00%
1014218	Vehicle Maintenance- Town	\$ 5,656	\$ 5,500	\$ 10,575	\$ 5,500	0.00%
1014219	Vehicle Fuel- Town	\$ 5,868	\$ 6,000	\$ 4,175	\$ 6,000	0.00%
1014220	Seasonal Projects Assistance	\$ 14,535	\$ 9,000	\$ 17,977	\$ 20,000	122.22%
1014221	Cell Phone/Communications	\$ 700	\$ 1,500	\$ 834	\$ 1,500	0.00%
1014222	Trash Removal- Town	\$ 2,944	\$ 2,600	\$ 4,060	\$ 3,000	15.38%
1014223	Trash Removal- Senior	\$ 3,020	\$ 2,600	\$ 4,171	\$ 3,000	15.38%
1014224	Trash Removal- Astor	\$ 2,747	\$ 2,500	\$ 3,749	\$ 3,000	20.00%
1014225	Grounds/Reserve Maintenance	\$ 8,217	\$ 10,000	\$ 11,204	\$ 10,000	0.00%
1014226	Uniforms	\$ 1,551	\$ 1,500	\$ 1,057	\$ 1,500	0.00%
1014227	Miscellaneous	\$ 146	\$ 1,000	\$ 532	\$ 1,000	0.00%
1014228	Building Maintenance - Izaak	\$ 2,282	\$ 3,000	\$ 2,758	\$ 3,000	0.00%
1014229	Equipment Maintenance- izaak	\$ 632	\$ 3,000	\$ 1,183	\$ 2,500	-16.67%
1014230	Trash Removal - Izaak	\$ 1,808	\$ 1,800	\$ 1,771	\$ 1,800	0.00%
1014291	Health Insurance	\$ 43,183	\$ 45,000	\$ 40,363	\$ 51,000	13.33%
1014292	Dental, Vision & Life Insurance	\$ 2,920	\$ 2,950	\$ 2,453	\$ 2,950	0.00%
1014293	Unemployment	\$ 1,706	\$ 1,950	\$ 1,798	\$ 1,450	-25.64%
1014294	IMRF Expense	\$ 10,334	\$ 13,500	\$ 8,368	\$ 13,500	0.00%
1014295	FICA Expense	\$ 6,243	\$ 8,600	\$ 6,979	\$ 11,100	29.07%
Total	Facilities Maintenance	\$ 504,539	\$ 511,600	\$ 533,975	\$ 539,900	5.53%

Performance Metrics

Service Provided	FY 2016	FY 2017	FY 2018	% Change
Administration				
Vehicle Service Calls	168	117	91	-22.2%
Work Orders	620	791	703	-11.1%
Event Setups/Tear Downs	2,392	2,115	2,241	6.0%
Energy Efficiency - Electricity (Kw)				
Astor Ave. Community Center	54,640	66,893	59,178	-11.5%
Town Hall	101,400	108,360	86,872	-19.8%
Senior Center	437,653	400,540	374,950	-6.4%
Energy Efficiency - Gas (Therms)				
Astor Ave. Community Center	1,846	2,079.63	2,056.00	-1.1%
Town Hall	6,539	5,249.29	6,406.00	22.0%
Senior Center	18,687	8,523.37	14,445.00	69.5%
Road Maintenance				
Salt Usage (tons)	571	501	710	41.72%

FY 2018 Department Accomplished Goals (in order of priority)

1. Acted as project manager to oversee the planning and implementation of the Izaak Walton Reserve parking lot expansion and resurfacing project. The implementation of the project was postponed until FY 2019 as the Township's waiting on a transfer of land from the City of Elgin.
2. Implemented and oversaw plan for replacement of the Astor Avenue Community Center roof.

Department of Facilities and Road Maintenance FY 2019 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Act as project manager overseeing the planning and implementation of the Izaak Walton Reserve parking lot expansion and resurfacing project.	1. Hire engineer and oversee bidding process. (Spejcher – 7/1/18)	a. Research and hire qualified engineer. b. Receive cost estimates and determine scope of project. c. Go out to bid. d. Recommend contractor and award contract.	a. TBC: 4/15/18 b. TBC: 5/1/18 c. TBC: 6/1/18 d. TBC: 7/1/18
	2. Oversee parking lot expansion and resurfacing project. (Spejcher – 11/1/18)	a. Establish impact on building operations, programming, and parking lot closure. b. Communicate construction schedule and impact with staff/public. c. Oversee construction and completion.	a. TBC: 8/1/18 b. TBC: 8/15/18 c. TBC: 11/1/18
II. Oversee planning and implementation of the walking path installation at Naomi Walters Reserve.	1. Hire engineer and oversee bidding process. (Spejcher – 6/1/18)	a. Research and hire qualified engineer. b. Receive cost estimates and determine scope of project. c. Go out to bid. d. Recommend contract and award contract.	a. TBC: 4/15/18 b. TBC: 5/1/18 c. TBC: 5/15/18 d. TBC: 6/1/18
	2. Oversee walking path installation. (Spejcher – 9/1/18)	a. Apply for permits. b. Oversee walking path installation.	a. TBC: 8/1/18 b. TBC: 9/1/18
III. Research, develop, and finalize road resurfacing master plan.	1. Research and develop road resurfacing master plan. (Spejcher – 9/1/18)	a. Research prior road resurfacing projects. b. Research and hire qualified engineer. c. With the engineer, establish current unincorporated road conditions.	a. TBC: 7/1/18 b. TBC: 8/1/18 c. TBC: 9/1/18
	2. Finalize road resurfacing master plan. (Spejcher – 12/1/18)	a. Compile road resurfacing project research information. b. Establish road resurfacing project master plan. c. Finalize road resurfacing project master plan.	a. TBC: 10/1/18 b. TBC: 11/1/18 c. TBC: 12/1/18

Services

Residents can use the Food Pantry twice per month, every 15 days. Residents can also come once a week on Wednesday or Friday for bread.

Location and Contact Information

Department Head: Mary Jo Imperato, Director
mimperato@hanover-township.org

Facility Location: Astor Avenue Community Center
 7431 Astor Avenue
 Hanover Park, IL 60133

Phone: 630-540-9085

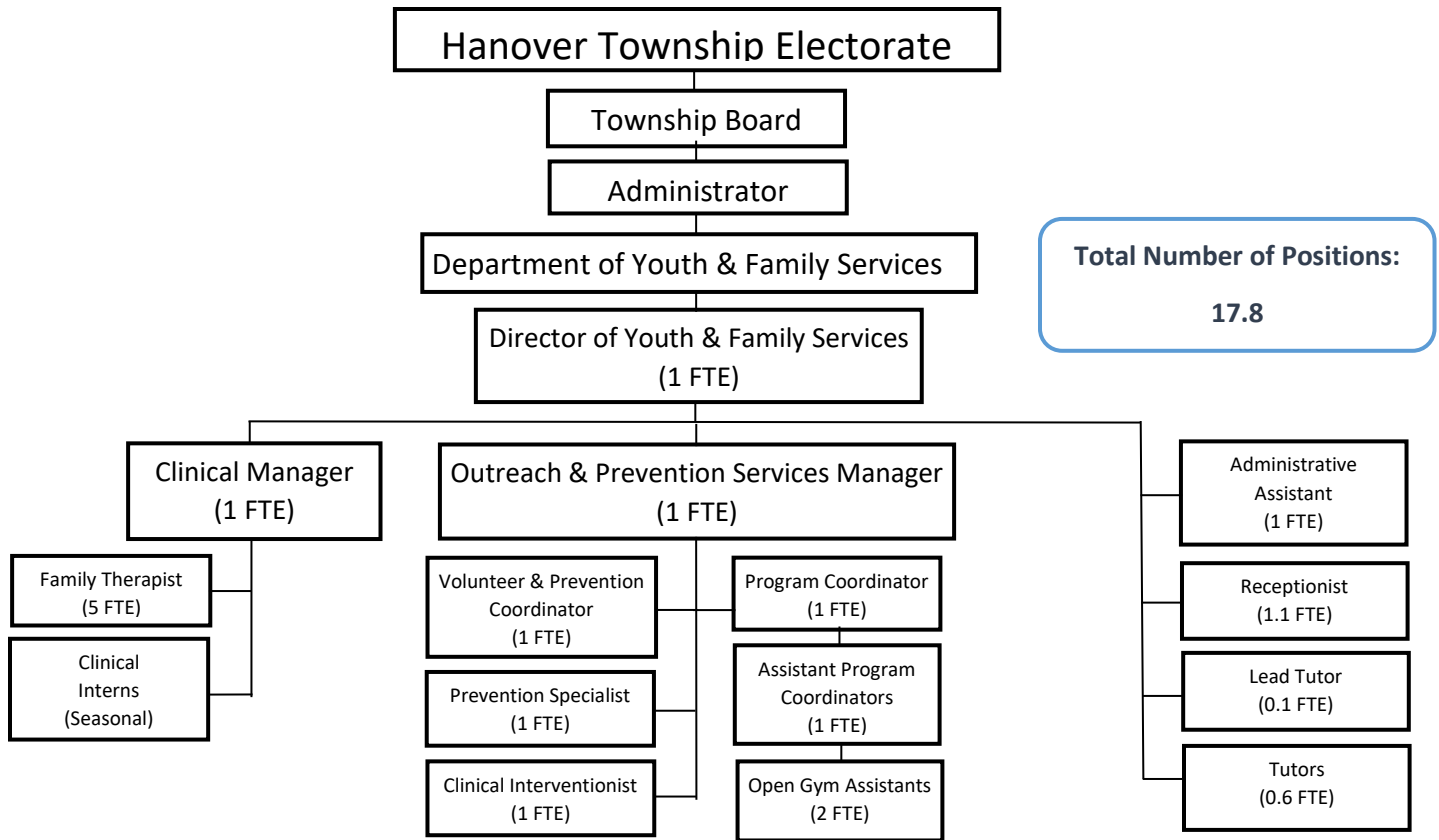
Hours of Operation: M: 1:00 pm to 3:00 pm Tu: 1:00 pm to 6:00 pm
 W-F: 11:00 am to 3:00 pm Sa: 9:00 am to 11:30 am

Webpage: <http://www.hanover-township.org/departments/welfare-services>

Budget Highlights:

- For Fiscal Year 2019, the Food Pantry budget was moved from the General Town Fund to the General Assistance Fund under the Welfare Services Department. Data for the Food Pantry can be found under the General Assistance Fund on page 82.

		FY 2017	FY 2018	FY 2018	FY 2019	%
1014	Town Fund-Expenditures	Actual	Budget	Actual	Budget	Change
1014	Food Pantry					
1014460	Salaries	\$ 40,024	\$ 41,000	\$ 41,101	\$ -	-100.00%
1014461	Utilities	\$ 9,106	\$ 8,000	\$ 9,101	\$ -	-100.00%
1014391	Health Insurance	\$ 16,683	\$ 16,700	\$ 15,015	\$ -	-100.00%
1014392	Dental, Vision & Life Insurance	\$ 587	\$ 600	\$ 1,182	\$ -	-100.00%
1014393	Unemployment	\$ 350	\$ 400	\$ 369	\$ -	-100.00%
1014394	IMRF Expense	\$ 1,719	\$ 2,000	\$ 1,240	\$ -	-100.00%
1014395	FICA Expense	\$ 997	\$ 1,250	\$ 1,014	\$ -	-100.00%
Total	Food Pantry	\$ 69,466	\$ 69,950	\$ 69,023	\$ -	-100.00%



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, school based substance abuse prevention, and volunteer opportunities.

Location and Contact Information

Department Head: John Parquette, Director
jparquette@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-483-5799

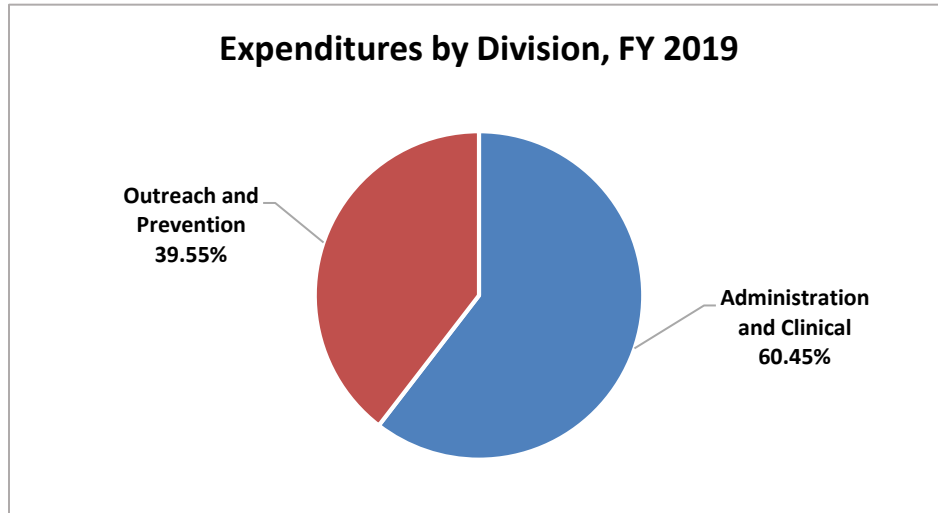
Hours of Operation: M-Th: 9:30 am to 9:00 pm
 F: 9:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/youth-and-family-services>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Youth and Family Services				
Director	1.0	1.0	1.0	0.0
Office Manager	1.0	1.0	0.0	-1.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	1.1	0.6
Lead Tutor	0.0	0.0	0.1	0.1
Tutor	0.7	0.7	0.6	-0.1
Clinical Manager	1.0	1.0	1.0	0.0
Family Therapist	5.0	4.5	5.0	0.5
Outreach & Prevention Services Manager	1.0	1.0	1.0	0.0
Program Coordinator	1.0	1.0	1.0	0.0
Assistant Program Coordinator	1.0	1.0	1.0	0.0
Open Gym Assistant	2.0	2.0	2.0	0.0
Volunteer and Prevention Coordinator	1.0	1.0	1.0	0.0
Clinical Interventionist	1.0	1.0	1.0	0.0
Prevention Specialist	1.0	1.0	1.0	0.0
Total	18.2	17.7	17.8	0.1

Budget Highlights:

- Youth and Family Services department expenditures are expected to decrease by 3.58%. A Software Maintenance line item was created to allow for ongoing technical support of the department's case management software.
- The Administration and Clinical Salary line item include the reclassification of the Office Manager position to an Administrative Assistant and the reclassification of the former full time Administrative Assistant position to a part time 25 hour a week Receptionist.



Youth and Family Services Detailed Expenditures

109ADM	Administration & Clinical	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
1094608	Salaries	\$ 486,405	\$ 497,000	\$ 449,214	\$ 463,800	-6.68%
1094611	Education & Training	\$ 5,800	\$ 6,000	\$ 4,110	\$ 6,000	0.00%
1094612	Consulting Fees	\$ 2,700	\$ 3,600	\$ 3,300	\$ 3,600	0.00%
1094613	Answering Service	\$ 1,200	\$ 1,200	\$ -	\$ 1,200	0.00%
1094614	Printing	\$ 2,532	\$ 2,000	\$ 3,564	\$ 2,000	0.00%
1094615	Postage	\$ 393	\$ 400	\$ 171	\$ 400	0.00%
1094616	Books & Journals	\$ -	\$ 400	\$ (19)	\$ 400	0.00%
1094617	Equipment Maintenance	\$ 167	\$ 2,500	\$ 372	\$ 2,500	0.00%
1094618	Psychiatric Backup	\$ 6,805	\$ 9,000	\$ 1,975	\$ 9,000	0.00%
1094619	Office Supplies	\$ 2,903	\$ 3,000	\$ 3,229	\$ 3,000	0.00%
1094620	Community Affairs Recruitment & Pre	\$ 1,948	\$ 2,100	\$ 1,959	\$ 2,100	0.00%
1094621	Employment	\$ 1,338	\$ 1,500	\$ 3,000	\$ 1,500	0.00%
1094622	Miscellaneous	\$ 125	\$ 500	\$ 364	\$ 500	0.00%
1094623	Travel	\$ 2,622	\$ 3,500	\$ 1,568	\$ 3,500	0.00%
1094624	Software Maintenance	\$ -	\$ -	\$ -	\$ 3,600	100.00%
1094625	Insurance	\$ 240	\$ 3,600	\$ -	\$ -	-100.00%
1094626	Equipment & Furniture	\$ 8,144	\$ 3,500	\$ 5,736	\$ 3,500	0.00%
1094628	Tutoring	\$ 20,767	\$ 24,000	\$ 20,535	\$ 26,000	8.33%
1094629	Dues & Subscriptions	\$ 367	\$ 500	\$ 590	\$ 500	0.00%
1094691	Health Insurance Dental, Vision & Life	\$ 71,680	\$ 63,073	\$ 49,319	\$ 56,000	-11.21%
1094691	Insurance	\$ 4,295	\$ 4,707	\$ 4,067	\$ 4,119	-12.49%
1094691	Unemployment	\$ 3,412	\$ 4,000	\$ 3,668	\$ 3,427	-14.33%
1094691	IMRF Expense	\$ 22,978	\$ 23,963	\$ 14,855	\$ 20,302	-15.28%
1094691	FICA Expense	\$ 12,808	\$ 16,200	\$ 13,147	\$ 14,990	-7.47%
Total	Administration & Clinical	\$ 659,629	\$ 676,243	\$ 584,722	\$ 631,938	-6.55%

1090OUT	Outreach & Prevention	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
1094627	Open Gym Program	\$ 62,299	\$ 6,200	\$ 6,101	\$ 6,200	0.00%
1094628	Open Gym Salaries	\$ -	\$ 118,100	\$ 106,662	\$ 121,500	2.88%
1094640	Salaries	\$ 227,466	\$ 188,400	\$ 187,869	\$ 191,000	1.38%
1094643	Education & Training	\$ 1,616	\$ 2,000	\$ 1,735	\$ 2,000	0.00%
1094644	Travel	\$ 2,597	\$ 3,000	\$ 2,525	\$ 3,000	0.00%
1094645	Printing	\$ 670	\$ 1,100	\$ 185	\$ 1,100	0.00%
1094646	Postage	\$ -	\$ 200	\$ -	\$ 200	0.00%
1094647	Office Supplies	\$ 1,000	\$ 1,000	\$ 1,082	\$ 1,000	0.00%
1094648	Community Affairs	\$ 515	\$ 1,000	\$ 784	\$ 1,000	0.00%
1094649	Professional Services	\$ 1,019	\$ 1,200	\$ 350	\$ 1,200	0.00%
1094650	Program Supplies	\$ 1,432	\$ 2,000	\$ 1,259	\$ 2,000	0.00%
1094651	Cell phone	\$ 1,576	\$ 1,500	\$ 2,704	\$ 3,012	100.80%
1094652	Substance Abuse Prevention Program	\$ -	\$ 2,200	\$ 2,163	\$ 2,700	22.73%
1094655	Transportation	\$ -	\$ 1,000	\$ -	\$ 500	-50.00%
1094791	Health Insurance	\$ 41,334	\$ 40,137	\$ 35,558	\$ 46,500	15.85%
1094792	Dental, Vision & Life Insurance	\$ 3,131	\$ 2,593	\$ 4,210	\$ 2,942	13.46%
1094793	Unemployment	\$ 3,938	\$ 3,977	\$ 3,668	\$ 3,073	-22.73%
1094794	IMRF Expense	\$ 11,911	\$ 13,795	\$ 8,552	\$ 13,587	-1.51%
1094795	FICA Expense	\$ 7,025	\$ 11,722	\$ 9,513	\$ 10,951	-6.58%
Total	Outreach & Prevention	\$ 367,529	\$ 401,124	\$ 374,919	\$ 413,465	3.08%
	Youth & Family Services	\$ 1,027,158	\$ 1,077,367	\$ 959,642	\$ 1,045,403	-2.97%

Performance Metrics

Service Provided	FY 2016	FY 2017	FY 2018	% Change
Outreach and Prevention				
Open Gym Participants	14,188	14,165	14,533	2.7%
Open Gym Participants (Unduplicated)	1,044	1,306	1,110	-15.0%
Alternative to Suspension Referrals	89	120	102	-15.0%
Alternative to Suspension (Unduplicated)	152	181	175	3.3%
Clinical				
Therapy Clients (Total Attended)	3,921	3,992	4,614	15.6%
Therapy Clients (Unduplicated)	1,659	1,898	1,792	-5.6%
New Clients (Unduplicated)	170	174	166	-4.6%
Clinical Hours	2,827	3,277	2,862	-12.7%
Group Session Participants	1,947	2,585	2,080	-19.5%
Tutoring Participants				
Total	1,943	1,566	1,452	-7.3%
Unduplicated	274	244	236	-3.3%

FY 2018 Department Accomplished Goals (in order of priority)

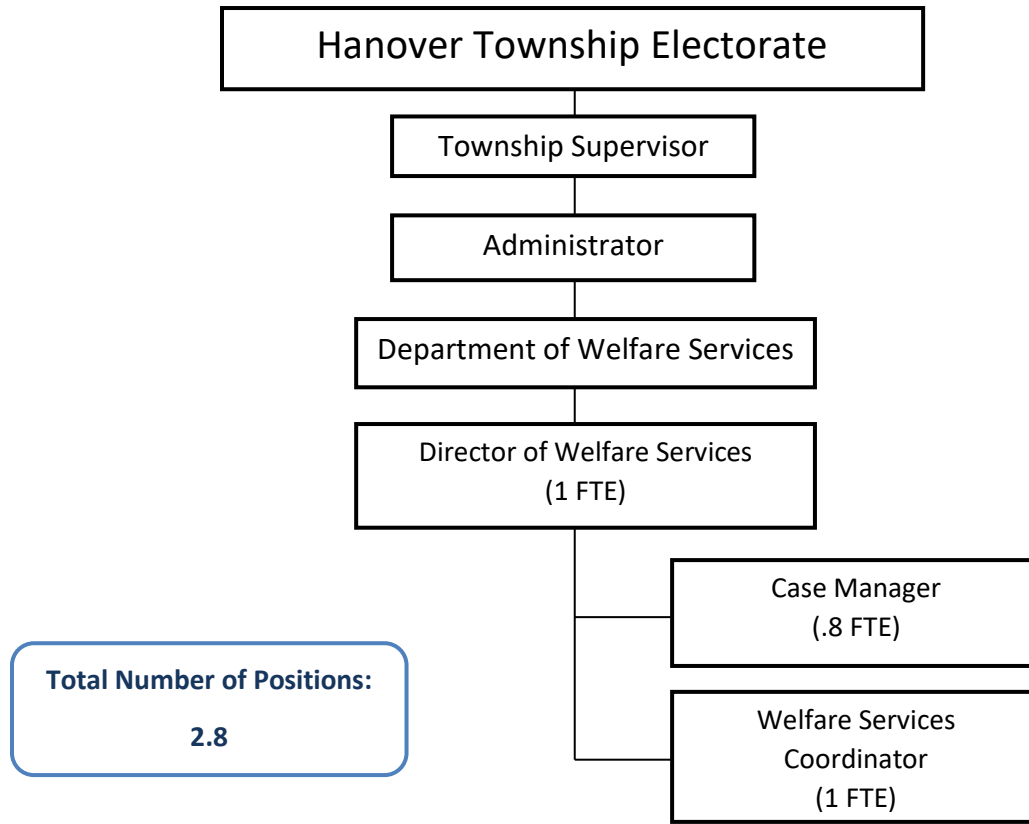
1. Developed and hosted a Youth Violence Symposium on October 19, 2017.
2. Developed, coordinated and launched Operation Snowball Substance Abuse Prevention programming and hosted an annual Operation Snowball event.
3. Secured professional development required to utilize CIS for mental health diagnostic criteria, coding, and treatment planning for billing clinical services. This goal training will extend into FY 2019.

Department of Youth and Family Services FY 2019 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Research and design an updated Tutoring Services Program to include an expansion in frequency of tutoring sessions, targeting participants with significant deficits in reading, math and dual language, and increasing efficiencies in program management and functioning.	1. Research and develop an updated Tutoring Services Program. (Parquette – 6/1/18)	a. Develop program improvements based on feedback from parents, experts, tutors, administration and district personal within appropriated budget.	a. TBC 5/1/18
		b. Secure approval for program development and roll out.	b. TBC 6/1/18
	2. Implement tutoring program marketing plan. (Parquette – 8/1/18)	a. Review and update program procedures and job descriptions as necessary.	a. TBC 7/1/18
		b. Develop targeted marketing plan including updating forms, flyers and applications.	b. TBC 7/1/18
		c. Implement marketing plan.	c. TBC 8/1/18
	3. Evaluate tutoring program. (Parquette – 2/1/19)	a. Create method to evaluate effectiveness and efficiency of tutoring program.	a. TBC 12/1/18
		b. Perform evaluation of program.	b. TBC 2/1/19

Department of Youth and Family Services FY 2019 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Research, develop, and implement a high school level Snowball substance abuse prevention retreat.	1. Research the location, needs and opportunities for a high school Snowball Retreat. (Cohen – 8/1/18)	a. Identify potential school sites based on township residency, needs and readiness to launch a Snowball retreat.	a. TBC: 6/1/18
		b. Determine best school site to participate in a Snowball retreat and secure agreement.	b. TBC: 7/1/18
		c. Determine staffing, volunteers, and mentor capacity needed for a successful Snowball retreat.	c. TBC: 8/1/18
	2. Develop a plan to include goals, objectives and outcomes for Snowball Retreat. (Cohen – 10/1/18)	a. Create a working document to ensure that goals, objectives and outcomes are clear and agreed upon by staff, youth leaders, school and community partners.	a. TBC: 9/1/18
		b. Communicate plan to staff, youth leaders, school and community partners.	b. TBC: 10/1/18
	3. Create forms, applications, consents and a recruitment/marketing plan for Snowball Retreat. (Cohen – 11/1/18)	a. Update forms and applications for Snowball retreat.	a. TBC: 9/1/18
		b. Create marketing calendar and boiler plate for use in Snowball retreat awareness campaigns.	b. TBC: 10/1/18
		c. Implement and evaluate marketing of program.	c. TCB: 11/1/18
	4. Create and conduct trainings for staff and youth leaders to prepare for Snowball Retreat. (Cohen – 1/15/19)	a. Research, develop and implement ongoing training program for youth leaders and staff to ensure that goals/objectives/outcomes are met.	a. TBC: 11/1/18
		b. Secure trainings from Operation Snowball Inc. to enhance staff and youth leader’s skills and understanding of Snowball Retreat.	b. TBC: 1/15/19
	5. Host a high school level Snowball Retreat. (Cohen – 3/15/19)	a. Host Operational Snowball Conference.	a. TCB: 3/1/19
		b. Evaluate Snowball Retreat.	b. TCB: 3/15/19

Department of Youth and Family Services FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>III. Research, design, and implement Streamwood High School graduate transition program with Alternative to Suspension graduates and school-wide District U-46 personnel.</p>	<p>1. Conduct a literature review and in person research in partnership with School District U-46 on post high school career path development and effectiveness. (Cohen - 7/1/18)</p> <p>2. Identify and create effective opportunities for Alternative to Suspension Program development to address post high school career path development. (Cohen - 9/1/18)</p> <p>3. Develop outcome measures and longitudinal data collection protocol to manage post high school career path success and program evaluation. (Cohen - 2/1/19)</p>	<p>a. Research current data and approaches to launching high school graduates into successful post-secondary career paths.</p> <p>b. Meet with school district, trade school and university leaders to discuss post-secondary career paths and youth success.</p> <p>c. Consolidate findings to inform program development.</p> <p>a. Research and review post high school career path development programs.</p> <p>b. Develop and train staff on new program and procedures.</p> <p>c. Implement program.</p> <p>a. Create outcome measures and a calendar for data collection.</p> <p>b. Review outcome measures and data plan with department consultant to ensure accuracy, ethics and validity of plan.</p> <p>c. Integrate new data measures and calendar into CIS for data management and reporting.</p>	<p>a. TBC: 5/15/18</p> <p>b. TBC: 6/1/18</p> <p>c. TBC: 7/1/18</p> <p>a. TBC: 8/1/18</p> <p>b. TBC: 8/15/18</p> <p>c. TBC: 9/1/18</p> <p>a. TBC: 9/15/18</p> <p>b. TBC: 10/15/18</p> <p>c. TBC: 2/1/19</p>



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, Low Income Home Energy Assistance Program (LIHEAP) intake, Supplemental Nutrition Assistance Program (SNAP) intake, a food pantry, All Kids health insurance program intake, assistance with weatherization, Access to Care, and referral services.

Location and Contact Information

Department Head: Mary Jo Imperato, Director
mimperato@hanover-township.org

Facility Location: Astor Avenue Community Center
 7431 Astor Avenue
 Hanover Park, IL 60133

Phone: 630-540-9085

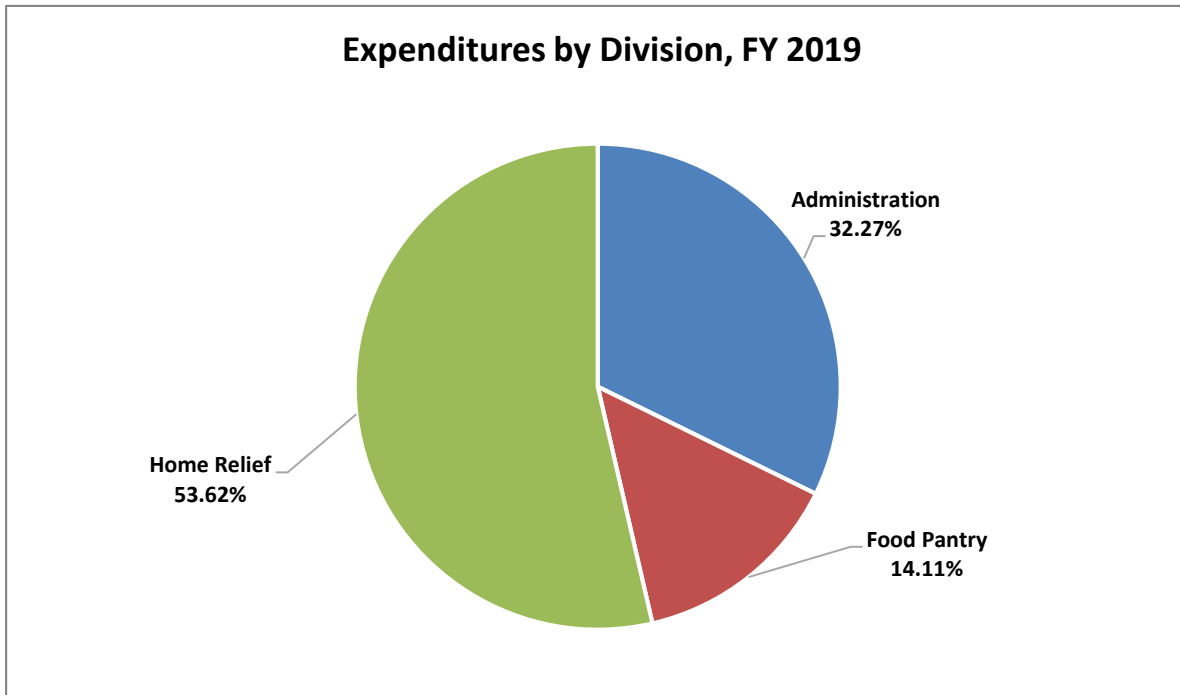
Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tue: 8:30 am to 6:00 pm

Webpage: <http://www.hanover-township.org/departments/welfare-services>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Welfare Services				
Director	1.0	1.0	1.0	0.0
Case Manager	1.0	1.0	0.8	-0.2
Pantry and Volunteer Coordinator	1.0	0.0	0.0	0.0
Welfare Services Coordinator	0.0	1.0	1.0	0.0
Total	3.0	3.0	2.8	-0.2

Budget Highlights:

- The Welfare Services Department is expecting a slight revenue decrease due to a reduction in the General Assistance levy offset partially by an anticipated increase in other income related to continued refunds from Social Security Disability Insurance (SSDI) from General Assistance clients being approved retroactively for SSDI.
- Expenditures for the Welfare Services Department are budgeted for an 11.87% increase largely attributed to food pantry operations being moved from the Town Fund to the General Assistance Fund. Emergency Assistance is budgeted to increase 18% due to increase utilization and plans to increase the amount a single person could qualify for in this one-time per 18 months form of public assistance.
- In FY 2018, the Township had set aside \$18,000 in the professional services line item for a contracted employment services partner to be on site at Welfare Services department two half days per week. The contract was not renewed for FY2019 which is shown in the professional services line item.



General Assistance Fund Summary

	FY 2017	FY 2018	FY 2018	FY 2019	%
	Actual	Budget	Actual	Budget	Change
Revenues	\$ 474,571	\$ 420,000	\$ 421,579	\$ 416,430	-0.85%
Expenditures					
Administration	\$ 169,745	\$ 174,550	\$ 172,543	\$ 165,575	-5.14%
Employment Services	\$ -	\$ 18,000	\$ 16,500	\$ -	-100.00%
Food Pantry	\$ -	\$ -	\$ -	\$ 72,400	100.00%
Home Relief	\$ 119,100	\$ 266,100	\$ 118,957	\$ 275,100	3.38%
Total Expenditures	\$ 288,845	\$ 458,650	\$ 308,000	\$ 513,075	11.87%
Excess of Revenues Over Expenditures	\$ 185,726	\$ (38,650)	\$ 113,579	\$ (96,645)	150.05%
Fund Balance Beginning April 1	\$ 358,456	\$ 474,067	\$ 544,603	\$ 671,258	41.60%
Estimated Cash on Hand March 31	\$ 544,182	\$ 418,661	\$ 655,918	\$ 574,613	37.25%

General Assistance Fund



General Assistance Fund Detailed Revenues

Income		FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
2023	Welfare Services-Revenue					
2023000	Property Taxes	\$ 381,855	\$ 395,000	\$ 395,349	\$ 388,430	-1.66%
2023100	Replacement Taxes	\$ 3,839	\$ 4,000	\$ 3,020	\$ 4,000	0.00%
2023250	Interest Income	\$ 682	\$ 1,000	\$ 1,261	\$ 1,000	0.00%
2023300	Other Income	\$ 80,337	\$ 15,000	\$ 15,858	\$ 18,000	20.00%
2023350	CEDA- LIHEAP	\$ 7,858	\$ 5,000	\$ 6,090	\$ 5,000	0.00%
Total	Welfare Services-Revenue	\$ 474,571	\$ 420,000	\$ 421,579	\$ 416,430	-0.85%

General Assistance Fund Detailed Expenditures

Expense		FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
2024	Welfare Services-Expenditures					
2024ADM	Administration					
2024201	Salaries	\$ 127,773	\$ 132,000	\$ 127,922	\$ 126,000	-4.55%
2024202	Office Supplies	\$ 4,073	\$ 3,250	\$ 5,010	\$ 3,250	0.00%
2024204	Equipment	\$ 5,266	\$ 3,500	\$ 6,768	\$ 3,500	0.00%
2024205	Travel & Training	\$ 2,604	\$ 3,000	\$ 3,389	\$ 3,000	0.00%
2024206	Postage	\$ 32	\$ 200	\$ 298	\$ 200	0.00%
2024210	Printing	\$ 1,827	\$ 1,500	\$ 2,742	\$ 1,500	0.00%
2024212	Dues, Pubs & Background Check	\$ 359	\$ 500	\$ 429	\$ 500	0.00%
2024213	Community Affairs/Misc	\$ 1,377	\$ 1,000	\$ 852	\$ 1,000	0.00%
2024507	Professional Services	\$ 3,333	\$ 1,500	\$ 4,035	\$ 1,500	0.00%
2024509	Volunteer Appreciation	\$ 1,908	\$ 1,750	\$ 2,993	\$ 1,750	0.00%
2024510	Miscellaneous	\$ 292	\$ 500	\$ 447	\$ 500	0.00%
2024591	Health Insurance	\$ 10,499	\$ 13,200	\$ 6,016	\$ 10,600	-19.70%
2024592	Dental, Vision & Life Insurance	\$ 1,111	\$ 1,200	\$ 3,513	\$ 1,200	0.00%
2024593	Unemployment	\$ 700	\$ 750	\$ 692	\$ 575	-23.33%
2024594	IMRF Expense	\$ 5,402	\$ 6,500	\$ 4,029	\$ 5,650	-13.08%
2024595	FICA Expense	\$ 3,189	\$ 4,200	\$ 3,408	\$ 4,850	15.48%
Total	Administration	\$ 169,745	\$ 174,550	\$ 172,544	\$ 165,575	-5.14%

General Assistance Fund



		FY 2017	FY 2018	FY 2018	FY 2019	%
Expense		Actual	Budget	Actual	Budget	Change
2024PANTRY	Pantry					
2024460	Salaries	\$ -	\$ -	\$ -	\$ 42,250	-
2024461	Utilities	\$ -	\$ -	\$ -	\$ 8,000	-
2024391	Health Insurance	\$ -	\$ -	\$ -	\$ 17,700	-
2024392	Dental, Vision & Life Insurance	\$ -	\$ -	\$ -	\$ 600	-
2024393	Unemployment	\$ -	\$ -	\$ -	\$ 300	-
2024394	IMRF Expense	\$ -	\$ -	\$ -	\$ 1,900	-
2024395	FICA Expense	\$ -	\$ -	\$ -	\$ 1,650	-
Total	Pantry	\$ -	\$ -	\$ -	\$ 72,400	-

		FY 2017	FY 2018	FY 2018	FY 2019	%
2024HOM Home Relief		Actual	Budget	Actual	Budget	Change
2024102	Rent	\$ 71,355	\$ 134,000	\$ 57,488	\$ 134,000	0.00%
2024103	Utilities	\$ 6,114	\$ 22,000	\$ 9,208	\$ 22,000	0.00%
2024105	Personnel Essentials	\$ 8,894	\$ 20,000	\$ 13,151	\$ 20,000	0.00%
2024106	Travel Expenses	\$ 6,465	\$ 10,000	\$ 7,373	\$ 10,000	0.00%
2024110	Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
2024107	Medical	\$ -	\$ 25,000	\$ -	\$ 25,000	0.00%
2024116	Catastrophic Insurance	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
2024117	Miscellaneous	\$ 200	\$ 100	\$ 100	\$ 100	0.00%
2024119	Emergency Assistance	\$ 22,897	\$ 50,000	\$ 28,461	\$ 59,000	18.00%
Total	Home Relief	\$ 119,100	\$ 266,100	\$ 118,957	\$ 275,100	3.38%

		FY 2017	FY 2018	FY 2018	FY 2019	%
2024EMP Employment Services		Actual	Budget	Actual	Budget	Change
2024221	Professional Services	\$ -	\$ 18,000	\$ 16,500	\$ -	-100.00%
Total	Employment Services	\$ -	\$ 18,000	\$ 16,500	\$ -	-100.00%

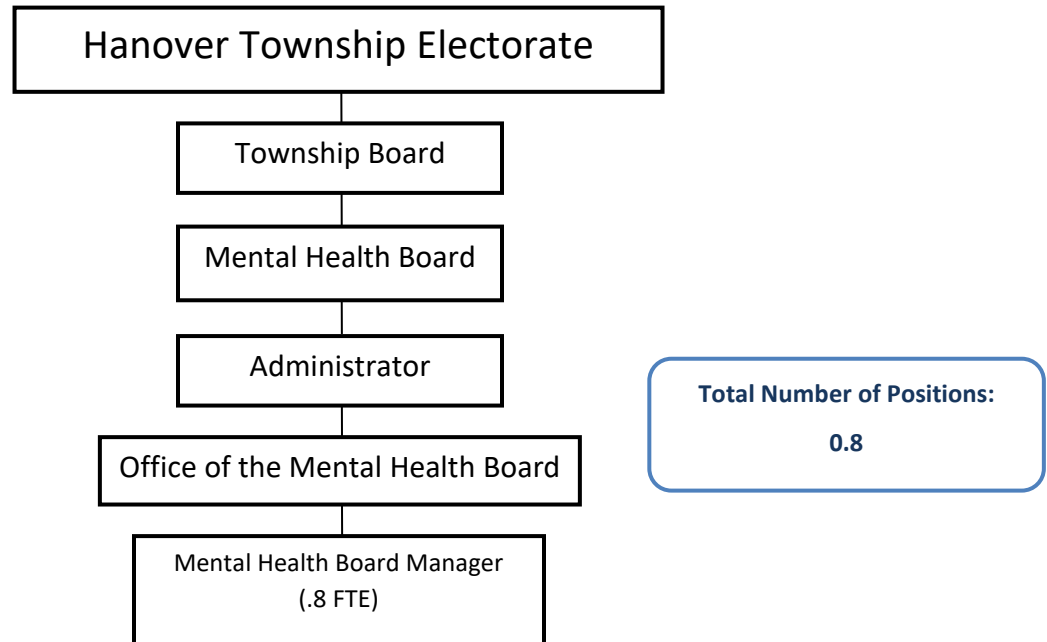
Performance Metrics

Service Provided	FY 2016	FY 2017	FY 2018	% Change
General Assistance				
General Assistance Clients	279	149	142	-4.70%
General Assistance Appointments	590	314	283	-9.87%
Emergency Assistance Appointments	214	202	203	0.50%
Emergency Assistance Approved	50	19	35	84.21%
Crisis Intake Clients	1,845	1,435	1579	10.03%
Access to Care	2	0	0	0.00%
LIHEAP Applications				
Office	411	500	522	4.40%
Circuit Breaker	6	9	19	111.11%
Social Services				
ComEd Hardships	39	29	67	131.03%
Weatherization	4	7	1	-85.71%
Food Pantry				
Served (Households)	9,407	8,329	9090	9.14%
New Applications	473	362	315	-12.98%
Food Donations	737	649	628	-3.24%
Community Center Walk-Ins	2,366	2,764	2596	-6.08%

FY 2018 Department Accomplished Goals (in order of priority)

1. Contracted with a local employment services firm to assist residents with employment needs and developed a multi-faceted program to include hiring events to be held at the Astor Avenue Community Center and further development of the annual job fair.
2. Oversaw the implementation of the Salvation Army Service Extension Office services through Hanover Township at the Astor Avenue Community Center.
3. Investigated current food pantry and healthy eating trends and re-organized pantry shelving to include specialty food items including special dietary needs.

Department of Welfare Services FY 2019 Goals and Action Plans			
STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
<p>I. Train and Implement SSI/SSDI Outreach, Access and Recovery (SOAR) program in Welfare Services to assist with submission of benefit applications and receiving initial approvals for SSI/SSDI.</p>	<p>1. Complete 20 hour online training module for SOAR. (Carstensen – 6/1/18)</p> <p>2. Set up procedures to launch marketing plan to increase awareness with municipalities. (Carstensen – 3/31/19)</p> <p>3. Track progress of program. (Imperato – 3/31/19)</p>	<p>a. Register for online course. b. Complete course and receive certification to process SOAR application.</p> <p>a. Work with Director of Community Relations to establish marketing. b. Train front auxiliary staff on handling of procedures for SOAR. c. Market Program d. Conduct outreach to communities.</p> <p>a. Track and monitor applicants and time spent processing applications. b. Evaluate findings.</p>	<p>a. TBC 4/15/18 b. TBC 6/1/18</p> <p>a. TBC 6/1/18 b. TBC 7/1/18 c. TBC 10/1/18 d. TBC 3/31/19</p> <p>a. TBC 9/1/18 b. TBC 3/31/19</p>
<p>II. Develop and implement comprehensive volunteer training calendar and volunteer guidelines handbook.</p>	<p>1. Develop orientation/training/refresher program for auxiliary staff. (Orozco – 11/1/18)</p> <p>2. Develop and implement volunteer guidelines handbook. (Orozco – 3/31/19)</p>	<p>a. Develop training programs for auxiliary staff for all job descriptions. b. Schedule and execute monthly orientation for new auxiliary staff. c. Schedule and execute annual off site auxiliary staff training. d. Track and maintain auxiliary staff trainings and hours.</p> <p>a. Research and develop volunteer guidelines handbook. b. Submit handbook for review. c. Finalize volunteer guidelines handbook.</p>	<p>a. TBC 6/1/18 b. TBD 7/1/18 c. TBC 8/1/18 d. TBC 11/1/18</p> <p>a. TBC 6/1/18 b. TBC 10/1/18 c. TBC 3/31/19</p>



Mission

The mission of the Hanover Township Mental Health Board is to ensure that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

Services

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

Location and Contact Information

Department Head: Kristin Vana, Manager
kvana@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

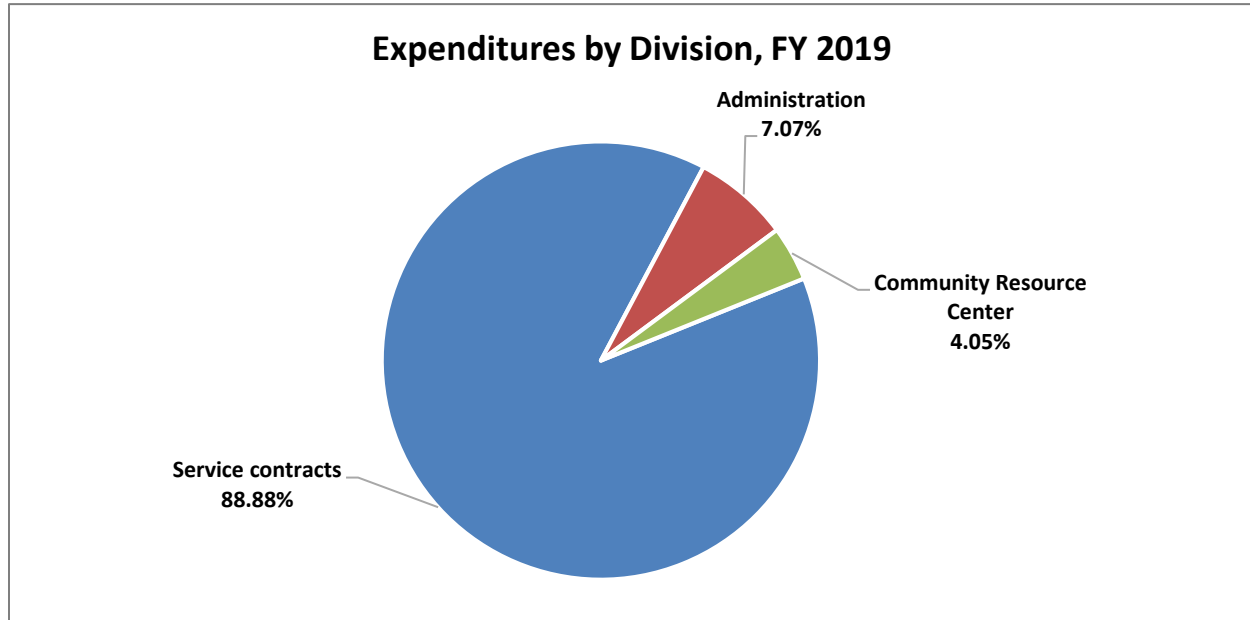
Hours of Operation: M-Th: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/mental-health-board>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Mental Health Board				
Mental Health Board Manager	1.0	0.8	0.8	0.0
Total	1.0	0.8	0.8	0.0

Budget Highlights:

- The Mental Health Board increased total service contract expenditures 4.1%.
- Both the printing and postage line items have decreased significantly due to the bi-annual Community Resource Guide being printed in FY 2018 and will not be scheduled again for two years.
- The consultant line item increased in anticipation of the Mental Health Board’s tri-annual community needs assessment.



Mental Health Fund Summary

	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
Revenues	\$ 1,073,484	\$ 1,139,345	\$ 1,244,316	\$ 1,182,262	3.77%
Expenditures					
Service Contract	\$ 960,273	\$ 1,234,000	\$ 993,375	\$ 1,284,000	4.05%
Administration	\$ 67,225	\$ 103,095	\$ 89,548	\$ 102,170	-0.90%
Community Resource Center	\$ 39,780	\$ 61,000	\$ 49,229	\$ 58,500	-4.10%
Total	\$ 1,067,278	\$ 1,398,095	\$ 1,132,151	\$ 1,444,670	3.33%
Excess of Revenues Over Expenditures	\$ 6,206	\$ (285,750)	\$ 112,165	\$ (262,408)	-8.17%
Fund Balance Beginning April 1	\$ 870,211	\$ 912,129	\$ 859,850	\$ 740,910	-18.77%
Estimated Cash on Hand March 31	\$ 876,417	\$ 653,379	\$ 974,209	\$ 479,502	-26.61%

Mental Health Fund



Mental Health Fund Detailed Revenues

Income		FY 2017	FY 2018	FY 2018	FY 2019	% Change
		Actual	Budget	Actual	Budget	
5053	Mental Health Board-Revenue					
5053000	Property Taxes	\$ 1,068,355	\$ 1,100,345	\$ 1,192,747	\$ 1,141,262	3.72%
5053100	Replacement Taxes	\$ 11,517	\$ 12,000	\$ 9,061	\$ 14,000	16.67%
5053250	Interest Income	\$ 1,028	\$ 2,000	\$ 2,378	\$ 2,500	25.00%
5053300	Other Income	\$ 259	\$ 1,000	\$ 15,109	\$ 1,000	0.00%
5053350	Rental Income	\$ 11,800	\$ 12,000	\$ 11,700	\$ 12,000	0.00%
5053850	Tide Transportation Fee	\$ 4,813	\$ 4,500	\$ 4,691	\$ 4,500	0.00%
5053855	Telephone Reimbursement	\$ 7,138	\$ 6,000	\$ 6,881	\$ 6,500	8.33%
5053950	AID Transportation Fees	\$ 1,743	\$ 1,500	\$ 1,750	\$ 1,500	0.00%
Total	Mental Health Board-Revenue	\$ 1,106,653	\$ 1,139,345	\$ 1,244,316	\$ 1,183,262	3.85%

Mental Health Fund Detailed Expenditures

Expense		FY 2017	FY 2018	FY 2018	FY 2019	% Change
		Actual	Budget	Actual	Budget	
5054	MHB- Expenditures					
5054ADM	Administration					
5054001	Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
5054002	Legal	\$ -	\$ 4,000	\$ 3,476	\$ 4,000	0.00%
5054005	Training	\$ 1,445	\$ 750	\$ 470	\$ 750	0.00%
5054006	Travel	\$ 207	\$ 1,000	\$ 433	\$ 1,000	0.00%
5054008	Subscriptions & Pubs	\$ -	\$ 150	\$ -	\$ 150	0.00%
5054009	Salaries	\$ 45,603	\$ 50,000	\$ 45,339	\$ 50,000	0.00%
5054012	Office Supplies	\$ 314	\$ 1,000	\$ 690	\$ 1,000	0.00%
5054013	Postage	\$ 241	\$ 9,000	\$ 9,066	\$ 500	-94.44%
5054014	Equip/Database	\$ 710	\$ 2,000	\$ 2,714	\$ 2,000	0.00%
5054537	Community Relations	\$ 451	\$ 1,000	\$ 537	\$ 1,000	0.00%
5054538	Miscellaneous	\$ 706	\$ 500	\$ 797	\$ 500	0.00%
5054539	Dues	\$ 490	\$ 2,000	\$ 570	\$ 2,000	0.00%
5054540	Special Events	\$ 800	\$ 1,000	\$ 800	\$ 1,000	0.00%
5054541	Printing	\$ 416	\$ 10,000	\$ 10,602	\$ 1,500	-85.00%
5054544	Consultants	\$ -	\$ 4,000	\$ -	\$ 19,500	387.50%
5054591	Health Insurance	\$ 3,000	\$ 2,400	\$ 2,400	\$ 3,600	50.00%
5054592	Dental, Vision, and Life Insurance	\$ 602	\$ 600	\$ 611	\$ 600	0.0%
5054593	Unemployment Compensation	\$ 437	\$ 370	\$ 341	\$ 370	0.00%
5054594	IMRF Expense	\$ 4,109	\$ 5,000	\$ 3,100	\$ 4,600	-8.00%
5054595	FICA Expense	\$ 3,194	\$ 3,825	\$ 3,104	\$ 3,600	-5.88%
Total	Administration	\$ 59,922	\$ 94,270	\$ 83,344	\$ 93,970	-0.32%

Mental Health Fund



		FY 2017	FY 2018	FY 2018	FY 2019	%
5054COM	Community Resource Center	Actual	Budget	Actual	Budget	Change
5054210	Utilities	\$ 7,299	\$ 8,000	\$ 6,684	\$ 8,000	0.00%
5054213	Janitorial	\$ 4,968	\$ 5,500	\$ 4,968	\$ 5,500	0.00%
5054214	Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.00%
5054216	Telephone Systems Maintenance	\$ -	\$ 1,500	\$ 128	\$ 1,500	0.00%
5054617	Capital Improvements	\$ 1,712	\$ 20,000	\$ 10,230	\$ 18,000	-10.00%
5054250	Building Maintenance	\$ 4,130	\$ 6,000	\$ 4,732	\$ 5,000	-16.67%
5054286	Agency Support Services	\$ 11,908	\$ 10,000	\$ 12,487	\$ 10,500	5.00%
Total	Community Resource Center	\$ 40,017	\$ 61,000	\$ 49,229	\$ 58,500	-4.10%

		FY 2017	FY 2018	FY 2018	FY 2019	%
5054SVC	Service Contracts	Actual	Budget	Actual	Budget	Change
5054	Service Contracts	\$ 960,273	\$ 1,234,000	\$ 993,375	\$ 1,284,000	4.05%
Total	Service Contracts	\$ 960,273	\$ 1,234,000	\$ 993,375	\$ 1,284,000	4.05%

Mental Health Fund Service Contracts

Each year the Hanover Township Mental Health Board holds an annual call for proposal applications for agencies serving Hanover Township residents in the areas of mental health, developmental disabilities, and substance abuse prevention and intervention. 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 funding allocations. In January of each year, the Mental Health Board meets at its regular monthly meeting and makes recommendations for funding awards, which the Board then approves with a roll call vote.

Mental Health Fund



Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY 2019.

Service Contract	FY 2019 Budget	Service Contract	FY 2019 Budget
Administer Justice Legal Aid	\$ 8,000	Ecker Center/PEP	\$ 10,000
AID Case Management	\$ 6,000	Ecker Therapy Services	\$ 87,000
AID Supportive Employment	\$ 41,000	FSA Adult	\$ 12,000
Alexian Brothers - Outpatient Psych	\$ 20,000	FSA Youth	\$ 22,000
Boys and Girls Club	\$ 5,000	Girl Scouts of Northern IL Outreach	\$ 10,000
Bridge YFS Crisis Intervention	\$ 7,500	HTSS Senior Mental Health	\$ 42,000
CAC CASI	\$ 20,000	HTYFS Alt. to Suspension	\$ 25,000
CAC Family Support	\$ 6,000	HTYFS Interventionist	\$ 50,000
CAC Safe from the Start	\$ 20,000	HTYFS Psychiatric Back-Up	\$ 9,000
Catholic Charities Caregivers Group	\$ 3,500	Journeys Hope Center	\$ 4,000
CCC Strategies for Safety	\$ 6,000	Kenneth Young Center SASS	\$ 10,000
CCC Domestic Violence Counsel	\$ 28,000	Leyden FS Detox/Rehab	\$ 50,000
CCC Domestic Violence Shelter	\$ 30,000	Little City In-Home Respite	\$ 8,000
CCC SA Counseling	\$ 11,000	Maryville Academy Casa Salama	\$ 20,000
Centro de Informacion	\$ 27,300	Mental Health Housing	\$ 150,000
Clearbrook Children's Program	\$ 8,000	Northwest CASA	\$ 8,500
Clearbrook Day Services	\$ 7,000	Open Door Clinic	\$ 5,000
Clearbrook Residential	\$ 7,000	PADS of Elgin	\$ 25,000
Day One Network	\$ 9,000	Renz Outpatient	\$ 57,200
Easter Seals Outpatient Rehab	\$ 62,000	Shelter Inc. Healthy Families	\$ 15,000
Easter Seals Family Support	\$ 15,000	Summit Center	\$ 12,000
Easter Seals Nutrition Services	\$ 20,000	Wings Shelter	\$ 10,000
		Service Contracts	\$ 1,009,000

Other Recurring Service Contract Agreements

Contract/Program	FY 19 Budget	Notes
Capital Grant Fund	\$ 50,000	Funding for agency capital projects awarded throughout the FY
Challenge Grant Fund	\$ 50,000	Funding for new program presented throughout the FY
Contract Support Services	\$ 100,000	Emergency funding awarded throughout the FY
Staff Development Fund	\$ 30,000	Funding for agency staff development
AID Transportation	\$ 29,000	Transportation for developmentally disabled to and from AID
TIDE Transportation	\$ 15,000	Transportation for developmentally disabled to and from work
Total Recurring Service Contracts	\$ 274,000	

Performance Metrics

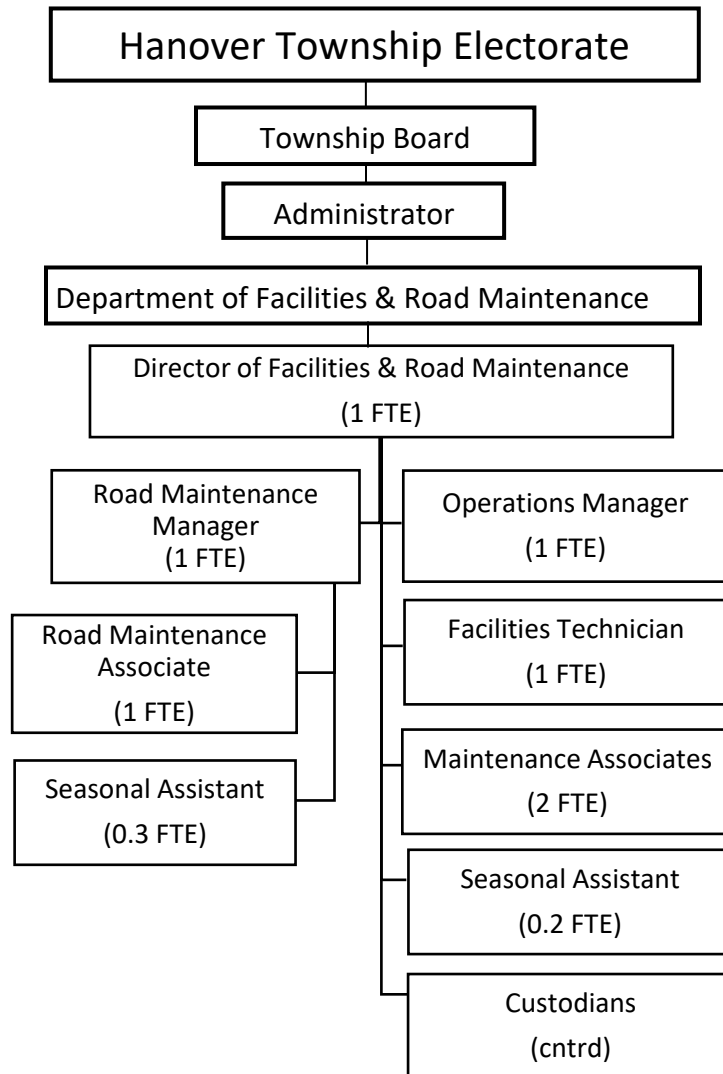
Service Provided	FY 2016	FY 2017	FY 2018	% Change
Funding				
New Clients	2,788	2,651	2,819	6.34%
Closed Cases	807	999	702	-29.73%
Prevention Programming Presentations	353	414	208	-49.76%
Number in Audience	16,004	12,569	7,276	-42.11%
TIDE				
Participants	12	18	17	5.56%
Rides	1,128	1,257	919	-26.89%
Resource Center				
Organizations Providing Services	6	6	6	0.00%
Clients Served	1,034	1,119	795	-28.95%

FY 2018 Department Accomplished Goals (in order of priority)

1. Designed and implemented new agency audit process to be completed tri-annually in conjunction with agency site visits.
2. Developed reporting tools to utilize data provided through monthly agency data collection website to enhance Mental Health Board funding decisions.

Office of Mental Health FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
I. Research and identify transitional resources available to Hanover Township residents for mental health, substance abuse and developmental disability services.	1. Research current transitional resources. (Vana - 10/1/18)	a. Research local transitional resources including outpatient services. b. Solicit the Human Services Coordinating Council for feedback on current transitional resources and the potential need to expand or support resources. c. Present findings to Mental Health Board	a. TBC: 8/1/18 b. TBC: 9/1/18 c. TBC: 10/1/18
	2. Evaluate and implement new MHB funding priorities. (Vana - 1/1/19)	a. Solicit feedback from the Planning Committee to include transitional resources in FY 20 funding priorities. b. Present revised funding priorities to Mental Health Board for approval	a. TBC: 11/1/18 b. TBC: 1/1/19
II. Complete community needs assessment to identify the needs of Hanover Township residents and gaps in services and/or programming.	1. Conduct community needs assessment. (Vana - 9/1/18)	a. Contract with Center for Governmental Studies, Northern IL University to complete community needs assessment. b. Develop community survey and focus groups. c. Conduct community survey outreach and implement focus groups.	a. TBC: 5/1/18 b. TBC: 6/1/18 c. TBC: 9/1/18
	2. Review results for development of three-year strategic plan. (Vana - 3/31/19)	a. Review results and solicit feedback from Planning Committee. b. Present findings to Mental Health Board. c. Utilize results from needs assessment to develop three-year strategic plan.	a. TBC: 12/1/18 b. TBC: 1/1/19 c. TBC: 3/31/19



Total Number of Positions:
7.5

Mission

The Facilities and Road Maintenance Department ensures proper administration of the Township’s buildings and grounds, including eight Township facilities. Through the Road Maintenance Fund, the department is able to maintain unincorporated Hanover Township roadways and bridges.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is responsible for maintenance of unincorporated roadways and bridges and also coordinates code enforcement with Cook County Building and Zoning.

Road Maintenance Fund



Location and Contact Information

Department Head: Steve Spejcher, Director
sspejcher@hanover-township.org

Facility Location: Hanover Township Town Hall Anex
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 7:30 am to 3:30 pm

Webpage: <http://www.hanover-township.org/departments/facilities-road-maintenance>

Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Facilities and Maintenance				
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Road Maintenance Manager	0.0	1.0	1.0	0.0
Road Maintenance Associate	0.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.5	0.0
Total	5.5	7.5	7.5	0.0

Budget Highlights:

- Effective January 1, 2018, the Road District was consolidated into the Township. This eliminated the Highway Commissioner as an elected official and the Highway Department. The services provided within the Road and Bridge Fund are now overseen by the Facilities and Road Maintenance Department under the Road Maintenance Fund.
- The Township levied 3% percent less than the prior years tax levy extension. This will result in a 3.98% decrease in overall revenue. The Road Maintenance Fund has a planned reduction of expenditures of 24.96%.

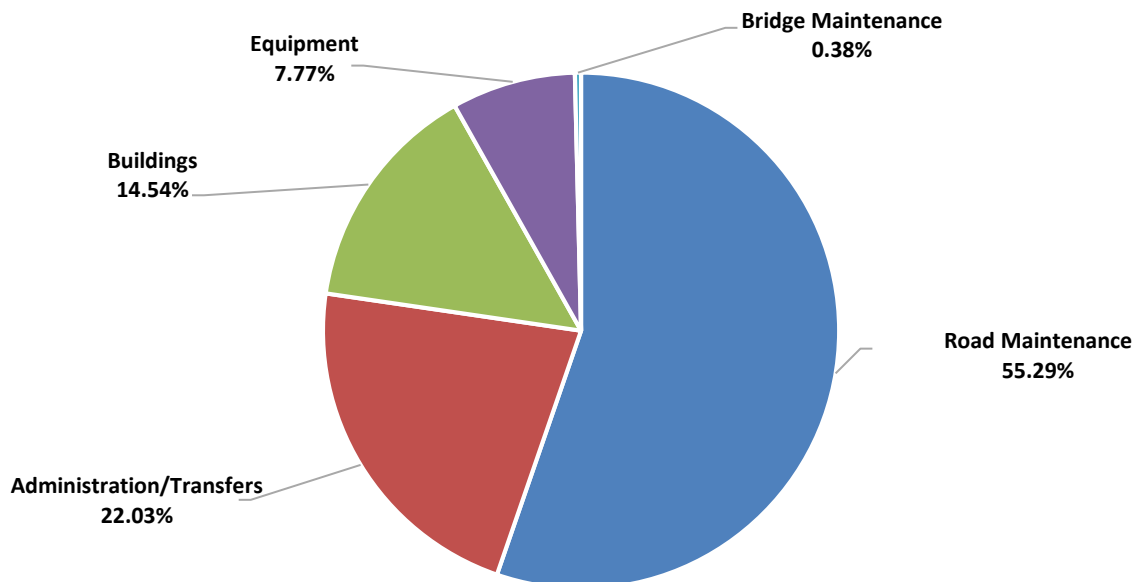
Road Maintenance Fund



Road Maintenance Fund Summary

	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
Revenues	\$ 905,541	\$ 940,966	\$ 896,674	\$ 903,528	-3.98%
Expenditures					
Administration/Transfers	\$ 386,119	\$ 286,050	\$ 226,402	\$ 287,850	0.63%
Buildings	\$ -	\$ 370,000	\$ 2,444	\$ 190,000	-48.65%
Bridge Maintenance	\$ -	\$ 1,000	\$ -	\$ 5,000	400.00%
Road Maintenance	\$ 428,091	\$ 983,000	\$ 528,753	\$ 722,500	-26.50%
Equipment	\$ 169,233	\$ 101,500	\$ 82,142	\$ 101,500	0.00%
Total Expenditures	\$ 983,443	\$ 1,741,550	\$ 839,741	\$ 1,306,850	-24.96%
Excess of Revenues Over Expenditures	\$ (77,902)	\$ (800,584)	\$ 56,933	\$ (403,322)	-49.62%
Fund Balance Beginning April 1	\$ 878,112	\$ 882,973	\$ 801,348	\$ 1,252,926	41.90%
Estimated Cash on Hand March 31	\$ 800,210	\$ 82,389	\$ 856,445	\$ 849,604	931.21%

Expenditures by Division FY 2019



Road Maintenance Fund



Road Maintenance Fund Detailed Revenues

Income		FY 2017	FY 2018	FY 2018	FY 2019	% Change
		Actual	Budget	Actual	Budget	
3033	Road & Bridge-Revenue					
3033000	Property Taxes	\$ 876,058	\$ 905,966	\$ 864,371	\$ 868,528	-4.13%
3033100	Replacement Taxes	\$ 24,182	\$ 26,000	\$ 22,461	\$ 26,000	0.00%
3033250	Interest Income	\$ 3,639	\$ 5,000	\$ 5,969	\$ 5,000	0.00%
3033300	Permits & Traffic Fines	\$ 995	\$ 1,500	\$ 571	\$ 1,500	0.00%
3033400	Traffic Enforcement Fees	\$ 642	\$ 1,500	\$ 1,744	\$ 1,500	0.00%
3033500	Other	\$ 25	\$ 1,000	\$ 1,557	\$ 1,000	0.00%
Total	Road & Bridge-Revenue	\$ 905,541	\$ 940,966	\$ 896,673	\$ 903,528	-3.98%

Road Maintenance Fund Detailed Expenditures

Expense		FY 2017	FY 2018	FY 2018	FY 2019	% Change
		Actual	Budget	Actual	Budget	
3034	Road and Bridge- Expenditures					
3034ADM	Administration					
3034791	Health Insurance	\$ 18,723	\$ 15,500	\$ 9,796	\$ 14,500	-6.45%
3034792	Dental, Vision, and Life Insurance	\$ 1,208	\$ 1,250	\$ 721	\$ 1,250	0.00%
3034793	Unemployment Compensation	\$ 1,050	\$ 600	\$ 553	\$ 600	0.00%
3034794	IMRF Expense	\$ 12,708	\$ 18,000	\$ 11,158	\$ 8,000	-55.56%
3034795	FICA Expense	\$ 10,712	\$ 14,000	\$ 11,361	\$ 6,500	-53.57%
3034700	Postage	\$ 650	\$ 1,500	\$ 27	\$ 1,000	-33.33%
3034701	Legal	\$ 6,908	\$ 20,000	\$ -	\$ 20,000	0.00%
3034702	Insurance	\$ 23,091	\$ 32,000	\$ 28,018	\$ 32,000	0.00%
3034703	Accounting	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	-100.00%
3034704	Telephone	\$ 2,819	\$ 3,500	\$ 1,821	\$ 3,000	-14.29%
3034705	Dues, Subs, & Publications	\$ 150	\$ 1,000	\$ -	\$ 1,000	0.00%
3034706	Travel Expenses	\$ 1,102	\$ 1,500	\$ 308	\$ 1,000	-33.33%
3034707	Printing	\$ 276	\$ 1,000	\$ 1	\$ 1,000	0.00%
3034708	Training & Conferences	\$ -	\$ 1,000	\$ -	\$ 1,000	0.00%
3034709	Uniforms & Safety Equipment	\$ 285	\$ 1,500	\$ 1,887	\$ 2,000	33.33%
3034710	Community Affairs	\$ 48,500	\$ 10,000	\$ 2,224	\$ 5,000	-50.00%
3034711	Utilities	\$ 4,318	\$ 6,500	\$ 4,989	\$ 6,000	-7.69%
3034712	Miscellaneous	\$ 609	\$ 2,000	\$ 680	\$ 1,000	-50.00%
3034713	Recruitment	\$ -	\$ -	\$ -	\$ 1,000	0.00%
3034713	Service Charges	\$ 83	\$ 200	\$ 316	\$ -	-100.00%
3034714	Office Supplies	\$ 427	\$ 2,500	\$ 43	\$ 2,000	-20.00%
3034716	Transfer to Senior Transportation	\$ 225,000	\$ 125,000	\$ 125,000	\$ 155,000	24.00%
3034717	Transfer to Vehicle Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
Total	Administration	\$ 386,119	\$ 286,050	\$ 226,403	\$ 287,850	0.63%

Road Maintenance Fund

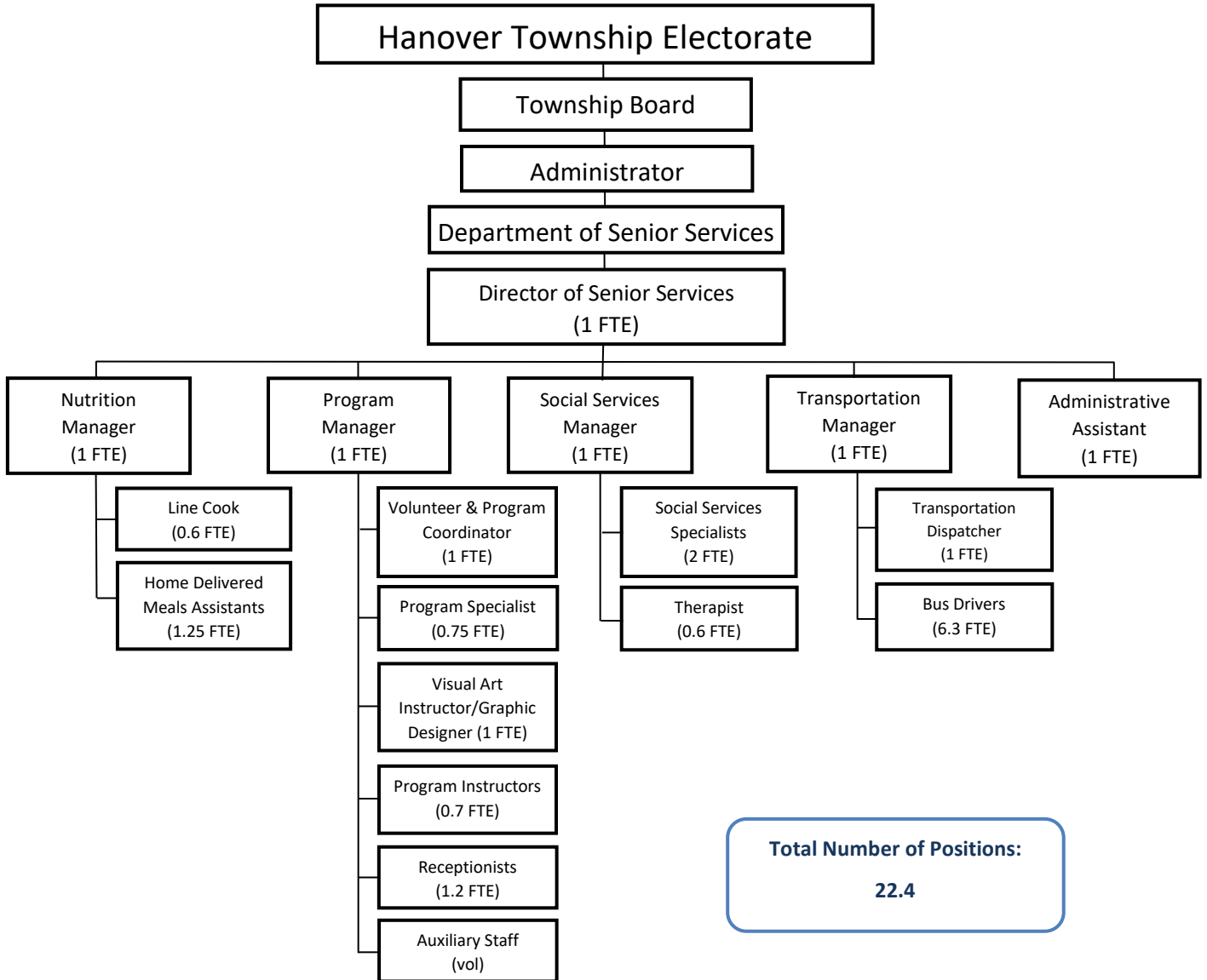


		FY 2017	FY 2018	FY 2018	FY 2019	%
3034BLD	Buildings	Actual	Budget	Actual	Budget	Change
3034612	Building Improvements	\$ -	\$ 365,000	\$ 22	\$ 180,000	-50.68%
3034613	Building Maintenance	\$ -	\$ 5,000	\$ 2,423	\$ 10,000	100.00%
3034617	Land/Building Acquisition & Imp.	\$ -	\$ -	\$ -	\$ -	-
Total	Buildings	\$ -	\$ 370,000	\$ 2,445	\$ 190,000	-48.65%

		FY 2017	FY 2018	FY 2018	FY 2019	%
3034BRG	Bridge Maintenance	Actual	Budget	Actual	Budget	Change
3034615	Bridge Repair & Maintenance	\$ -	\$ 1,000	\$ -	\$ 5,000	400.00%
Total	Bridge Maintenance	\$ -	\$ 1,000	\$ -	\$ 5,000	400.00%

		FY 2017	FY 2018	FY 2018	FY 2019	%
3034ROD	Road Maintenance	Actual	Budget	Actual	Budget	Change
3034600	Controlled Substance Testing	\$ 360	\$ 500	\$ 765	\$ 500	0.00%
3034601	Salaries	\$ 153,595	\$ 165,000	\$ 147,895	\$ 160,000	-3.03%
3034602	Road Materials & Operations	\$ 11,542	\$ 35,000	\$ 13,160	\$ 30,000	-14.29%
3034603	Gasoline	\$ 8,302	\$ 20,000	\$ 9,750	\$ 20,000	0.00%
3034605	Maintenance Supplies	\$ -	\$ 2,500	\$ 475	\$ 2,000	-20.00%
3034606	Engineering	\$ 19,404	\$ 25,000	\$ 3,307	\$ 30,000	20.00%
3034607	Contract Work	\$ 183,093	\$ 650,000	\$ 291,968	\$ 400,000	-38.46%
3034610	Street Lighting	\$ 17,463	\$ 20,000	\$ 6,920	\$ 15,000	-25.00%
3034614	Signs, Stripping & Tree Removal	\$ 4,726	\$ 15,000	\$ 20,085	\$ 15,000	0.00%
3034616	Salt	\$ 29,606	\$ 50,000	\$ 34,429	\$ 50,000	0.00%
Total	Road Maintenance	\$ 428,091	\$ 983,000	\$ 528,754	\$ 722,500	-26.50%

		FY 2017	FY 2018	FY 2018	FY 2019	%
3034EQM	Equipment	Actual	Budget	Actual	Budget	Change
3034604	Machine Rental	\$ 11	\$ 1,500	\$ 305	\$ 1,500	0.00%
3034608	Equipment Purchase	\$ 121,078	\$ 50,000	\$ 39,785	\$ 75,000	50.00%
3034609	Maintenance Vehicles & Equipment	\$ 48,144	\$ 50,000	\$ 42,051	\$ 25,000	-50.00%
Total	Equipment	\$ 169,233	\$ 101,500	\$ 82,141	\$ 101,500	0.00%



Location and Contact Information

Department Head:	Tracey Colagrossi, Director tcolagrossi@hanover-township.org
Facility Location:	Hanover Township Senior Center 240 S. IL Route 59 Bartlett, IL 60103
Phone:	630-483-5600
Hours of Operation:	M,W,F: 8:30 am to 4:30 pm Tu, Th: 8:30 am to 8:00 pm Sa: 8:30 am to 12:30 pm
Webpage:	http://www.hanover-township.org/departments/senior-services

Mission

Enriching Lives, Fostering Friendships, Promoting Independence

Services

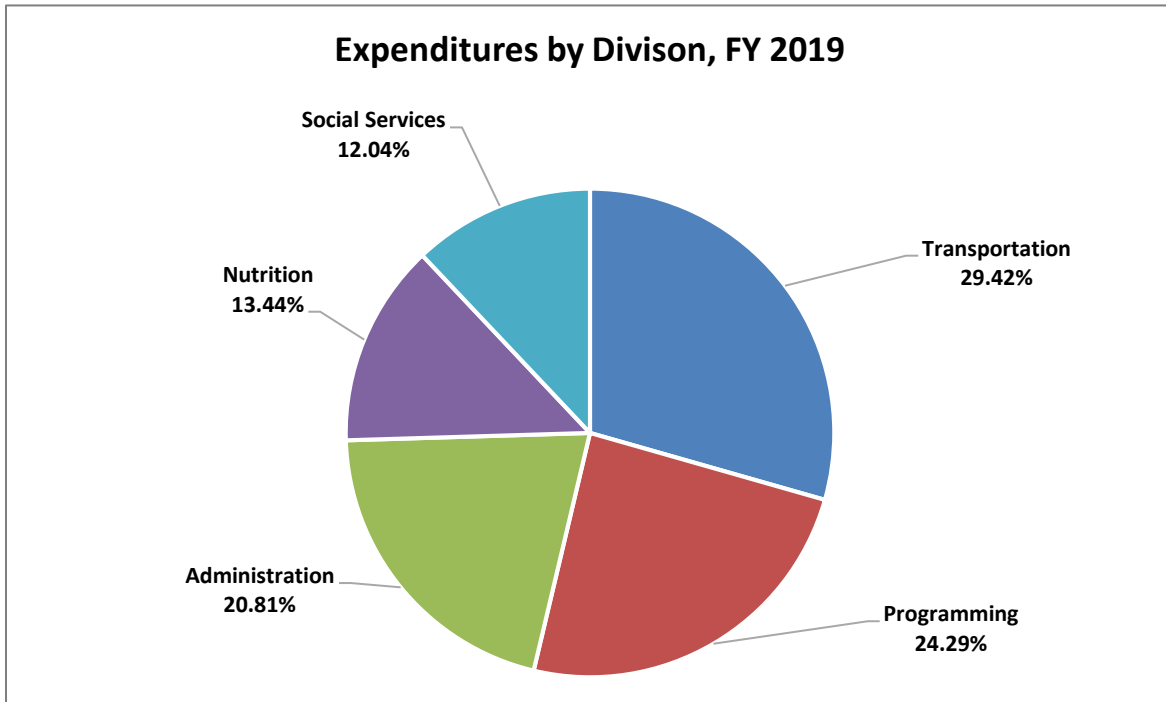
The Senior Services Department offers transportation, enrichment programs, a nutrition program, and social services as well as many opportunities for volunteerism to the seniors who live in the Township.



Department and Position	2017 Actual	2018 Actual	2019 Projected	Change
Senior Services				
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	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	0.75	0.75	0.75	0.0
Computer Instructor	0.4	0.4	0.4	0.0
Visual Art Instructor	0.3	0.3	0.3	0.0
Visual Art Instructor/Graphic Designer	1.0	1.0	1.0	0.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Services Specialist	2.5	2.0	2.0	0.0
Therapist	0.4	0.4	0.6	0.2
Nutrition Manager	0.0	1.0	1.0	0.0
Nutrition Coordinator/Head Chef	1.0	0.0	0.0	0.0
Line Cook	0.6	0.6	0.6	0.0
Home Delivered Meals Assistant	1.25	1.25	1.25	0.0
Transportation Manager	1.0	1.0	1.0	0.0
Transportation Dispatcher	1.0	1.0	1.0	0.0
Bus Driver	6.0	6.0	6.3	0.3
Total	22.4	21.9	22.4	0.5

Budget Highlights:

- For FY19, the Senior Fund broke out expenditures for Programs & Services into two separate budget areas of Programs and Social Services. This allowed for more transparent use of funds across the two separate divisions of the Senior Services Department.
- Transfers in from the Road Maintenance Fund have been increased 24%. Home Delivered Meals grant revenue increased 54.42% with additional funds being awarded to Senior Services to provide the service.
- Senior Center Utilities were moved back to the Senior Fund from the General Town Fund. The Senior Fund budget is planned to increase 11.19% overall for FY19.



	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
Revenues	\$ 1,694,381	\$ 1,565,975	\$ 1,669,988	\$ 1,681,564	7.38%
Expenditures					
Administration	\$ 745,746	\$ 715,850	\$ 678,294	\$ 370,163	-48.29%
Programs & Services	\$ 195,175	\$ 157,500	\$ 210,155	\$ -	-100.00%
Nutrition	\$ 225,073	\$ 217,450	\$ 294,820	\$ 239,010	9.9%
Programming	\$ -	\$ -	\$ -	\$ 431,941	100.0%
Social Services	\$ -	\$ -	\$ -	\$ 214,201	100.0%
Transportation	\$ 502,498	\$ 508,800	\$ 514,582	\$ 523,245	2.84%
Total Expenditures	\$ 1,668,492	\$ 1,599,600	\$ 1,697,851	\$ 1,778,560	11.19%
Excess Revenues Over Expenditures	\$ 25,889	\$ (33,625)	\$ (27,863)	\$ (96,996)	188.46%
Fund Balance Beginning April 1	\$ 1,164,708	\$ 1,212,448	\$ 1,905,960	\$ 1,126,341	-7.10%
Estimated Cash on Hand March 31	\$ 1,905,960	\$ 1,179,850	\$ 1,152,113	\$ 1,029,345	-12.76%

Senior Fund Detailed Revenues

Income		FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
1103	Senior Center-Revenue					
1103000	Property Taxes	\$ 1,055,931	\$ 1,060,186	\$ 1,067,682	\$ 1,085,200	2.36%
1103250	Interest Income	\$ 1,288	\$ 2,000	\$ 5,306	\$ 3,000	50.00%
1103300	Other Income	\$ 2,180	\$ 2,500	\$ 3,963	\$ 2,500	0.00%
1103325	AID Transportation Fees	\$ 28,800	\$ 29,000	\$ 26,400	\$ 29,000	0.00%
1103330	Mental Health Grant	\$ 40,000	\$ 40,000	\$ 40,000	\$ 41,000	2.50%
1103333	Volunteer Express Grant	\$ 2,293	\$ 5,000	\$ -	\$ -	-100.00%
1103350	LIHEAP Fees	\$ 6,651	\$ 6,000	\$ 5,940	\$ 6,500	8.33%
1103425	Senior Ctr./Transportation Grant	\$ 43,141	\$ 27,121	\$ 47,133	\$ 39,612	46.06%
1103426	Congregate Nutrition Grant	\$ 47,785	\$ 44,812	\$ 48,887	\$ 52,618	17.42%
1103450	Transfer From Road Maintenance*	\$ 225,000	\$ 125,000	\$ 125,000	\$ 155,000	24.00%
1103500	Senior Programs	\$ 106,614	\$ 96,000	\$ 139,345	\$ 100,000	4.17%
1103501	Congregate Meal Donations	\$ 29,672	\$ 32,500	\$ 32,237	\$ 32,500	0.00%
1103504	Home Delivered Meals Grant	\$ 54,328	\$ 47,856	\$ 78,181	\$ 75,334	57.42%
1103505	Home Delivered Meals Donation	\$ 18,629	\$ 17,000	\$ 18,917	\$ 16,000	-5.88%
1103506	Out Trip Transportation	\$ -	\$ -	\$ -	\$ 6,800	100.00%
1103508	Nutrition Event Catering	\$ 1,784	\$ 4,000	\$ 850	\$ 3,000	-25.00%
1103507	Material Fees	\$ 19,853	\$ 22,000	\$ 19,080	\$ 22,000	11.11%
1103509	Lending Closet	\$ 10,431	\$ 10,000	\$ 11,067	\$ 11,500	23.08%
Total	Senior Center-Revenue	\$ 1,694,380	\$ 1,570,975	\$ 1,669,988	\$ 1,681,564	-2.14%

* To be spent for direct costs of senior citizen transportation programs pursuant to 605 ILCS 5/6-131, 60 ILCS 1/85-13 and ILCS 1/220-10

Senior Fund Detailed Expenditures

Expense	FY 2017	FY 2018	FY 2018	FY 2019	%
	Actual	Budget	Actual	Budget	Change
1104 Senior Center-Expenditures					
1104ADM Administration					
1104517 Salaries	\$ 474,023	\$ 482,000	\$ 478,388	\$ 127,500	-73.55%
1104518 Intern Stipends	\$ -	\$ -	\$ -	\$ -	0.00%
1104522 Contingency	\$ (164)	\$ 15,000	\$ 1,800	\$ 10,000	-33.33%
1104523 Recruitment	\$ 959	\$ 1,000	\$ 366	\$ 300	-70.00%
1104524 Utilities	\$ 44,977	\$ -	\$ -	\$ 55,000	-100.00%
1104525 Telephone & High Speed Internet	\$ 1,870	\$ 2,750	\$ 1,067	\$ 1,200	-56.36%
1104527 Equipment	\$ 11,524	\$ 10,000	\$ 10,107	\$ 10,000	0.00%
1104528 Office Supplies	\$ 9,427	\$ 9,000	\$ 8,722	\$ 9,000	0.00%
1104529 Postage	\$ 3,835	\$ 4,000	\$ 3,764	\$ 4,000	0.00%
1104533 Printing	\$ 6,594	\$ 4,000	\$ 5,566	\$ 4,000	0.00%
1104534 Dues, Subs, & Publications	\$ 1,681	\$ 2,800	\$ 2,215	\$ 2,500	-10.71%
1104535 Travel	\$ 5,368	\$ 2,000	\$ 5,691	\$ 500	-75.00%
1104536 Education & Training	\$ 4,302	\$ 3,500	\$ 4,821	\$ 1,000	-71.43%
1104538 Community Affairs	\$ 1,997	\$ 1,000	\$ 935	\$ 1,000	0.00%
1104539 Miscellaneous	\$ 1,444	\$ 1,000	\$ 1,061	\$ 1,000	0.00%
1104541 Transfer to Capital Fund	\$ 50,000	\$ 40,000	\$ 40,000	\$ 30,000	-25.00%
1104542 Transfer to Vehicle Fund	\$ -	\$ -	\$ -	\$ 67,000	100.00%
1104591 Health Insurance	\$ 86,173	\$ 92,500	\$ 76,534	\$ 35,369	-61.76%
1104592 Dental, Vision & Life Insurance	\$ 4,065	\$ 4,900	\$ 8,336	\$ 654	-86.65%
1104593 Unemployment	\$ 5,250	\$ 4,900	\$ 4,519	\$ 575	-88.27%
1104594 IMRF Expense	\$ 20,462	\$ 23,000	\$ 14,258	\$ 5,678	-75.31%
1104595 FICA Expense	\$ 11,959	\$ 12,500	\$ 10,144	\$ 3,887	-68.90%
Total Administration	\$ 745,746	\$ 715,850	\$ 678,294	\$ 370,163	-48.29%

Senior Fund



1104SOC	Programs & Services	FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
1104514	Weekend Programming	\$ 2,243	\$ 1,500	\$ -	\$ -	-100.00%
1104512	Satellite Programming	\$ 366	\$ 1,500	\$ -	\$ -	-100.00%
1104515	Programming	\$ 119,179	\$ 96,000	\$ -	\$ -	-100.00%
1104516	Social Services	\$ 6,165	\$ 1,500	\$ -	\$ -	-100.00%
1104519	Senior Assistance	\$ 2,150	\$ 3,000	\$ -	\$ -	-100.00%
1104520	Volunteer Services	\$ 22,221	\$ 14,000	\$ -	\$ -	-100.00%
1104526	Communications	\$ 12,372	\$ 12,000	\$ -	\$ -	-100.00%
1104531	Computer Instruction	\$ (264)	\$ 2,000	\$ -	\$ -	-100.00%
1104532	Visual Arts	\$ 17,784	\$ 16,000	\$ -	\$ -	-100.00%
1104533	Psychiatric Services	\$ 13,009	\$ 10,000	\$ -	\$ -	-100.00%
Total	Programs & Services	\$ 195,225	\$ 157,500	\$ -	\$ -	-100.00%

Programs	FY 2017	FY 2018	FY 2018	FY 2019	%	
	Actual	Budget	Actual	Budget	Change	
1104510	Satellite Programming	\$ -	\$ 1,500	\$ 2,159	\$ 1,500	0.00%
1104514	Weekend Programming	\$ -	\$ 1,500	\$ 2,495	\$ 1,500	0.00%
1104515	Programming	\$ -	\$ 96,000	\$ 151,900	\$ 96,000	0.00%
1104520	Volunteer Services	\$ -	\$ 14,000	\$ 17,913	\$ 14,000	0.00%
1104526	Senior Newsletter	\$ -	\$ 12,000	\$ 12,710	\$ 12,000	0.00%
1104531	Computer Instruction	\$ -	\$ 12,000	\$ 139	\$ 1,000	-91.67%
1104532	Visual Arts	\$ -	\$ 16,000	\$ 16,438	\$ 16,000	0.00%
1104533	Out Trip Transportation	\$ -	\$ -	\$ -	\$ 6,500	100.00%
1104534	Program Salaries	\$ -	\$ -	\$ -	\$ 216,500	100.00%
1104535	Program Training	\$ -	\$ -	\$ -	\$ 1,500	100.00%
1104536	Program Staff Travel	\$ -	\$ -	\$ -	\$ 1,000	100.00%
1104537	Program Recruitment	\$ -	\$ -	\$ -	\$ 300	100.00%
1104591	Health Insurance Dental, Vision, &	\$ -	\$ -	\$ -	\$ 43,567	100.00%
1104592	Unemployment	\$ -	\$ -	\$ -	\$ 2,419	100.00%
1104593	Unemployment	\$ -	\$ -	\$ -	\$ 2,048	100.00%
1104594	IMRF Expense	\$ -	\$ -	\$ -	\$ 9,497	100.00%
1104595	FICA Expense	\$ -	\$ -	\$ -	\$ 6,610	100.00%
Total	Programs	\$ -	\$ 153,000	\$ 203,753	\$ 431,941	182.31%

Senior Fund



		FY 2017	FY 2018	FY 2018	FY 2019	%
Social Services		Actual	Budget	Actual	Budget	Change
1104516	Social Services	\$ -	\$ 1,500	\$ 2,381	\$ 1,500	0.00%
1104519	Senior Assistance	\$ -	\$ 3,000	\$ 3,294	\$ 3,000	0.00%
1104560	Psychiatric Services	\$ -	\$ 10,000	\$ 727	\$ 10,000	0.00%
1104561	Salaries	\$ -	\$ -	\$ -	\$ 153,985	100.00%
1104562	Training	\$ -	\$ -	\$ -	\$ 1,500	100.00%
1104563	Travel	\$ -	\$ -	\$ -	\$ 500	100.00%
1104564	Recruitment	\$ -	\$ -	\$ -	\$ 300	100.00%
1104591	Health Insurance	\$ -	\$ -	\$ -	\$ 28,551	100.00%
1104592	Dental, Vision, and Life Insurance	\$ -	\$ -	\$ -	\$ 1,765	100.00%
1104593	Unemployment	\$ -	\$ -	\$ -	\$ 1,361	100.00%
1104594	IMRF Expense	\$ -	\$ -	\$ -	\$ 7,027	100.00%
1104595	FICA Expense	\$ -	\$ -	\$ -	\$ 4,712	100.00%
Total	Social Services	\$ -	\$ 14,500	\$ 6,402	\$ 214,201	1377.25%

		FY 2017	FY 2018	FY 2018	FY 2019	%
1104NUT	Nutrition	Actual	Budget	Actual	Budget	Change
1104550	Congregate Salaries	\$ 63,525	\$ 57,500	\$ 87,429	\$ 42,000	-26.96%
1104551	Congregate Food	\$ 46,352	\$ 45,000	\$ 63,091	\$ 50,000	11.11%
1104552	Congregate Equipment	\$ 813	\$ 2,000	\$ 3,454	\$ 1,500	-25.00%
1104553	Congregate Supplies	\$ 6,128	\$ 5,000	\$ 9,067	\$ 5,000	0.00%
1104554	Training	\$ 336	\$ 500	\$ 735	\$ 500	0.00%
1104555	Recruitment	\$ 134	\$ 500	\$ 1,384	\$ 500	0.00%
1104556	Home Delivered Meals Salaries	\$ 34,125	\$ 34,500	\$ 36,069	\$ 58,000	68.12%
1104557	Home Delivered Meals Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
1104558	Home Delivered Meals Food	\$ 44,841	\$ 45,000	\$ 69,957	\$ 59,400	32.00%
1104559	Home Delivered Meals Equipment	\$ 966	\$ 500	\$ 2,635	\$ 2,000	300.00%
1104560	Home Delivered Meals Supplies	\$ 7,652	\$ 5,000	\$ 7,518	\$ 5,000	0.00%
1105561	Event Catering	\$ 5,733	\$ 2,500	\$ 2,645	\$ 2,500	0.00%
1104791	Health Insurance	\$ 9,877	\$ 10,200	\$ 3,977	\$ 3,600	-64.71%
1104792	Dental, Vision, and Life Insurance	\$ 600	\$ 600	\$ 517	\$ 588	-2.00%
1104793	Unemployment	\$ 569	\$ 1,500	\$ 1,383	\$ 1,149	-23.40%
1104794	IMRF Expense	\$ 2,152	\$ 4,400	\$ 2,728	\$ 4,293	-2.43%
1104795	FICA Expense	\$ 1,270	\$ 2,750	\$ 2,232	\$ 2,980	8.36%
Total	Nutrition	\$ 225,073	\$ 217,450	\$ 294,820	\$ 239,010	9.91%

Senior Fund



1104TRN	Transportation	FY 2017 Actual	FY 2018 Budget	FY 2018 Actual	FY 2019 Budget	% Change
1104512	Volunteer Express	\$ 27	\$ -	\$ -	\$ -	0.00%
1104513	Alternative Transportation	\$ 880	\$ 2,000	\$ 5,085	\$ 2,000	0.00%
1104518	Vehicle Maintenance	\$ 57,706	\$ 45,000	\$ 55,547	\$ 45,000	0.00%
1104546	Salaries	\$ 312,588	\$ 309,000	\$ 320,782	\$ 317,000	2.59%
1104547	Dispatch Software	\$ 8,382	\$ 18,550	\$ 16,196	\$ 18,550	0.00%
1104549	Recruitment	\$ 2,931	\$ 1,000	\$ 1,927	\$ 1,000	0.00%
1104550	Telephone/Bus Tablets	\$ 6,092	\$ 6,400	\$ 4,604	\$ 5,000	-21.88%
1104551	Training	\$ 1,682	\$ 2,000	\$ 2,332	\$ 2,000	0.00%
1104552	Fuel	\$ 31,581	\$ 40,000	\$ 35,109	\$ 37,500	-6.25%
1104553	Uniforms	\$ 1,426	\$ 1,800	\$ 1,556	\$ 1,800	0.00%
1104691	Health Insurance	\$ 53,676	\$ 51,400	\$ 47,310	\$ 63,458	23.46%
1104692	Dental, Vision & Life Insurance	\$ 4,285	\$ 4,750	\$ 4,733	\$ 4,707	-0.91%
1104693	Unemployment	\$ 2,625	\$ 3,150	\$ 2,905	\$ 2,443	-22.44%
1104694	IMRF Expense	\$ 11,527	\$ 14,500	\$ 8,989	\$ 13,412	-7.50%
1104695	FICA Expense	\$ 7,099	\$ 9,250	\$ 7,507	\$ 9,375	1.35%
Total	Transportation	\$ 502,507	\$ 508,800	\$ 514,582	\$ 523,245	2.84%

Performance Metrics

Service Provided	FY 2016	FY 2017	FY 2018	% Change
Programming Division				
Planned Programs	2,483	2,366	2,700	14.1%
Participants (Duplicated)	26,225	31,005	36,033	16.2%
Participants (Unduplicated)	2,242	2,243	2,116	-5.7%
Wait Listed (Unduplicated)	597	870	819	-5.9%
Art and Computer Classes	771	662	633	-4.4%
Art and Computer Class Participants	5,044	4,585	3,946	-13.9%
New Volunteers	60	70	79	12.9%
Total Volunteers (Unduplicated)	409	268	284	6.0%
Total Volunteer Hours	21,864	28,331	27,907	-1.5%
Meals Served	10,881	10,524	14,203	35.0%
Meals Delivered by Volunteers	11,859	12,182	16,895	38.7%
Social Services Division				
Clients Served (Unduplicated)	1,364	1,234	1,251	1.4%
Clients Served (Duplicated)	4,334	2,738	2,652	-3.1%
Energy Assistance	481	448	432	-3.6%
Prescription Drug and Health	1,122	1,280	1,537	20.1%
Social Service Programs	131	121	131	8.3%
Social Service Program Participants	1,093	1,493	1,512	1.3%
Lending Closet Transactions	1,224	1,223	1,285	5.1%
Transportation Division				
One Way Rides Given	19,291	18,871	20,559	8.9%
Individuals Served (Unduplicated)	826	713	669	-6.2%
New Riders	592	713	669	-6.2%
Unmet Requests for Rides	377	636	391	-38.5%

2018 Department Accomplished Goals (in order of priority)

1. Increased cultural diversity of Senior Services Program participants by ten percent above FY 2017 demographic data, through the collaborations with cultural organizations and localized outreach in various locations of Hanover Township.
2. Increased congregate meal program/Stars & Stripes Café participants to an average of 50 meals per day.
3. Reviewed and updated Transportation Division procedures and guidelines, including the Driver's Handbook and increased ridership to a target of 20,000 rides per fiscal year.

Department of Senior Services FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
i. Increase the capacity of participation of older adults in day trips through implementation of diversified methods in transportation, payment systems, and expansion of service to reduce the number of residents on wait lists by 25%.	1. Evaluate day trip program waitlists and payment systems. (Zbrezney - 7/1/18) 2. Research and identify alternative transportation and planning resources. (Zbrezney - 10/1/18) 3. Develop, implement and evaluate plan to address programming wait list. (Zbrezney - 3/31/19)	a. Evaluate wait lists on day trips for type of trip and number of people. b. Evaluate current payment system for cancellations and no shows. c. Research state and national older adult programs for similar issues and resolutions. a. Research local motor coach vendors pricing, options, and availability. b. Collaborate with Transportation Division to recruit, hire and train day trip driver. c. Recruit and train two additional volunteer trip escorts. d. Determine costs for self-sustaining day trip program and report findings. a. Finalize plan to address programming wait lists. b. Implement diversified plan. c. Evaluate plan.	a. TBC: 5/15/18 b. TBC: 6/1/18 c. TBC: 7/1/18 a. TBC: 7/1/18 b. TBC: 8/1/18 c. TBC: 9/1/18 d. TBC: 10/1/18 a. TBC: 10/1/18 b. TBC: 10/15/18 c. TBC: 3/31/19

Department of Senior Services FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
II. Research fifty-five passenger motor coach collaborative, impact on service offerings, and user agreement between townships with similar transportation needs and make recommendation based on findings.	1. Research information on purchasing motor coach. (Steininger – 8/1/18) 2. Research regulations, maintenance, and shared use plans. (Steininger – 9/1/18) 3. Establish partnership interest and make recommendation. (Steininger – 3/1/19)	a. Research motor coach availability on state bid list or purchasing cooperatives. b. Evaluate styles and options for 55 passenger bus. c. Obtain quotes for bus purchase. a. Research regulations specific to motor coach bus ownership, operation, and driving requirements. b. Research regulations annual vehicle maintenance and fuel costs. c. Research and identify storage solutions and costs. d. Research similar shared use plans. a. Identify townships or senior centers interested in collaboration. b. Research and draft user agreements. c. Draft memo with costs information, vehicle quotes, and draft user agreements. d. Submit recommendation to Township Administrator.	a. TBC: 7/1/18 b. TBC: 7/1/18 c. TBC: 8/1/18 a. TBC: 7/1/18 b. TBC: 8/1/18 c. TBC: 8/15/18 d. TBC: 9/1/18 a. TBC: 10/1/18 b. TBC: 12/1/18 c. TBC: 1/1/19 d. TBC: 3/1/19

Department of Senior Services FY 2019 Goals and Action Plans

STRATEGIC GOAL	OBJECTIVES	ACTION STEPS	STATUS
III. Research and implement social services case management software	1. Research case management software solutions. (Conway – 10/1/18) 2. Implement and evaluate case management software. (Conway – 3/31/19)	a. Research and analyze available case management software solutions. b. Gather recommendations from other older adult providers. c. Coordinate onsite demos and software quotes. d. Make recommendation for case management software solution. a. Coordinate initial set-up, data transfer, and installation of software. b. Coordinate staff and volunteer training and implementation. c. Oversee implementation of the system. d. Evaluate software and coordinate improvements or changes with vendor.	a. TBC: 8/1/18 b. TBC: 8/1/18 c. TBC: 9/1/18 d. TBC: 10/1/18 a. TBC: 11/1/18 b. TBC: 12/1/18 c. TBC: 1/1/19 d. TBC: 3/31/19

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 service, 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. A portion of the employer cost is paid by the IMRF Fund and the balance is paid from the individual department's budget.

		IMRF Fund				
		FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
6063	IMRF-Revenue					
6063000	Property Taxes	\$ 179,276	\$ 179,998	\$ 180,837	\$ 184,203	2.34%
6063250	Interest Income	\$ 104	\$ 100	\$ 314	\$ 200	100.00%
6063255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	IMRF-Revenue	\$ 179,380	\$ 180,098	\$ 181,151	\$ 184,403	2.39%
6064	IMRF-Expenditure					
6064508	IMRF-Expense	\$ 177,600	\$ 180,098	\$ 182,995	\$ 184,403	2.39%
Total	IMRF-Expenditure	\$ 177,600	\$ 180,098	\$ 182,995	\$ 184,403	2.39%
	Excess of Revenue Over Expense	\$ 1,780	\$ -	\$ (1,844)	\$ -	0.00%
	Fund Balance Beginning April 1	\$ 123,598	\$ 124,859	\$ 121,351	\$ 121,351	-2.81%
	Estimated Cash on Hand March 31	\$ 125,378	\$ 124,859	\$ 119,507	\$ 121,351	-2.81%

Social Security Fund



		Social Security Fund				
		FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
6563	Social Security-Revenue					
6563000	Property Taxes	\$ 143,420	\$ 143,998	\$ 144,827	\$ 148,163	2.89%
6563250	Interest Income	\$ 80	\$ 100	\$ 201	\$ 150	50.00%
6563255	Transfer-In	\$ -	\$ -	\$ -	\$ -	0.00%
Total	Social Security-Revenue	\$ 143,500	\$ 144,098	\$ 145,028	\$ 148,313	2.93%
6564	Social Security-Expenditure					
6564522	FICA-Expense	\$ 145,841	\$ 144,098	\$ 146,416	\$ 148,313	2.93%
Total	Social Security-Expenditure	\$ 145,841	\$ 144,098	\$ 146,416	\$ 148,313	2.93%
	Excess of Revenue Over Expense	\$ (2,341)	\$ -	\$ (1,388)	\$ -	0.00%
	Fund Balance Beginning April 1	\$ 79,352	\$ 80,380	\$ 76,463	\$ 75,130	-6.53%
	Estimated Cash on Hand March 31	\$ 77,012	\$ 80,380	\$ 75,075	\$ 75,130	-6.53%

Vehicle Replacement Fund



Vehicle Replacement Fund

		FY 2017	FY 2018	FY 2018	FY 2019	%
		Actual	Budget	Actual	Budget	Change
7003	Vehicle Replacement-Revenue					
7003250	Interest Income	\$ 407	\$ 500	\$ 801	\$ 600	20.00%
7003440	Bus Fares & Donations	\$ 9,878	\$ 8,500	\$ 9,324	\$ 8,500	0.00%
7003450	Transfer In from Road	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	0.00%
7003455	Transfer In from Senior Services	\$ -	\$ -	\$ -	\$ 67,000	100.00%
7003460	Transfer In from Town	\$ 15,000	\$ 30,000	\$ 57,000	\$ 50,000	66.67%
Total 7003	Vehicle Replacement-Revenue	\$ 50,285	\$ 64,000	\$ 92,125	\$ 151,100	136.09%
7004	Vehicle Replacement-Expenditure					
7004410	Vehicle Purchase	\$ 32,172	\$ 40,000	\$ 26,055	\$ 35,000	-12.50%
7004540	Bus Purchase	\$ 56,643	\$ 70,000	\$ 60,611	\$ 136,000	94.29%
Total 7004	Vehicle Replacement-Expenditure	\$ 88,815	\$ 110,000	\$ 86,667	\$ 171,000	55.45%
	Excess of Revenue Over Expense	\$ (38,530)	\$ (46,000)	\$ 5,459	\$ (19,900)	-56.74%
	Fund Balance Beginning April 1	\$ 327,000	\$ 265,501	\$ 288,470	\$ 262,470	-1.14%
	Estimated Cash on Hand March 31	\$ 288,470	\$ 219,501	\$ 293,929	\$ 242,570	10.51%

Budget Highlights:

- Transfers from the Town Fund will increase by 66.6% this year. The Senior Fund will transfer \$67,000 to the vehicle fund to support the purchase of two senior buses in FY 2019. The Youth and Family Services Open Gym program van is also scheduled for replacement.

Capital Projects Fund



		Capital Projects Fund					
		FY 2017	FY 2018	FY 2018	FY 2019	%	
		Actual	Budget	Actual	Budget	Change	
8083	Capital Projects-Revenue						
8083445	Grant	\$ -	\$ 1,000	\$ 2,096	\$ 1,000	0.00%	
8083450	Transfer-In from Town Fund	\$ 1,150,000	\$ 150,000	\$ 150,000	\$ 275,000	83.33%	
8083455	Transfer-In from Senior Fund	\$ 50,000	\$ 40,000	\$ 40,000	\$ 30,000	-25.00%	
Total	Capital Projects-Revenue	\$ 1,200,000	\$ 191,000	\$ 192,096	\$ 306,000	60.21%	
8084	Capital Projects-Expenditure						
8084414	Reserve Improvements	\$ -	\$ -	\$ -	\$ 75,000	100.00%	
8084414	Astor Ave Roof Replacement	\$ -	\$ 120,000	\$ 200,026	\$ -	-100.00%	
8084414	Town and Senior Parking Lots	\$ 471,096	\$ -	\$ -	\$ -	0.00%	
8084415	Senior Center Improvements	\$ 10,035	\$ 40,000	\$ 23,424	\$ 30,000	-25.00%	
8084420	Izaak Walton Center Parking Lot	\$ -	\$ 275,000	\$ -	\$ 325,000	18.18%	
8084420	Izaak Walton Center Improvements	\$ 34,112	\$ -	\$ 10,121	\$ -	0.00%	
8084425	Building & Perm Improvements	\$ 57,377	\$ 80,000	\$ 61,467	\$ 85,000	6.25%	
Total	Capital Projects-Expenditure	\$ 572,620	\$ 515,000	\$ 295,039	\$ 515,000	0.00%	
Excess of Revenue Over Expense		\$ 627,380	\$ (324,000)	\$ (102,943)	\$ (209,000)	-35.49%	
Fund Balance Beginning April 1		\$ 392,730	\$ 1,040,998	\$ 1,020,110	\$ 896,110	-13.92%	
Estimated Cash on Hand March 31		\$ 1,020,110	\$ 716,998	\$ 917,167	\$ 687,110	-4.17%	

Budget Highlights:

- The capital projects revenue is budgeted to remain flat for FY 2019. Additional funds were transferred to the Capital Fund from the Town Fund, with an additional \$125,000 transferred from the previous fiscal year.
- The Naomi Walters Lenoci Reserve will receive a walking path around the perimeter of the property in addition to landscaping improvements. Improvements are also scheduled for the Izaak Walton Reserve property.
- The Izaak Walton Center parking lot will be resurfaced and expanded to accommodate increased programs and events at the location. In addition, a second entrance will be added, connecting to Hastings Street to allow for easier access for emergency vehicles, Senior Services transportation buses and residents.
- Further details concerning each individual project and additional highlights are included in the Capital Improvement Program section of this document, from pages 121-130.

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

Submitted for consideration is the Capital Improvements Program for the Fiscal Years 2018-2019 through 2022-2023. 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 Township 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 early fall, 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.

The five-year Capital Improvements Program for 2019-2023 totals \$1,768,000. A portion of these funds will be dedicated to developing the Naomi Walters Lenoci Resevee and the 11 acre Izaak Walton Reserve. Other projects include improvements to the Senior Center, Astor Avenue Community Center and Town Hall. The parking lot at the Izaak Walton Center will also be resurfaced and expanded in FY 2019. Funding will predominantly come from transfers from the Town Fund and Senior Fund, as well as Capital Fund reserves. The chart on the following page shows anticipated annual expenditures proposed in the 2019-2023 program. Capital expenditures can be expected to vary significantly from one year to the next.

Capital Improvements Program



Hanover Township
5+ Year Capital Improvement Plan (CIP)
(April 1, 2018)

Project	FY 19	FY 20	FY 21	FY 22	FY 23	Total
<i>Izaak Walton Parking Lot Expansion and Resurfacing</i>	\$325,000					\$325,000
<i>Solar Energy/On-site Energy Generation</i>	\$31,000					\$30,000
<i>Senior Center Improvements</i>	\$30,000	\$40,000	\$50,000			\$121,000
<i>Reserve Improvements</i>	\$75,000					\$75,000
<i>Reserves Master Plan</i>		\$100,000	\$450,000			\$550,000
<i>Astor Avenue Parking Lot</i>		\$25,000				\$25,000
<i>Town Hall Entrances</i>	\$19,000					\$19,000
<i>Town Hall RTU Replacement</i>	\$10,000	\$11,000		\$12,000		\$33,000
<i>Izaak Walton HVAC Improvement</i>		\$15,000				\$15,000
<i>Town Hall Roof and Façade</i>			\$225,000	\$225,000		\$450,000
<i>Miscellaneous Minor Improvements</i>	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Total Per Fiscal Year	\$515,000	\$216,000	\$750,000	\$262,000	\$25,000	\$1,768,000

Funding Summary	FY 19	FY 20	FY 21	FY 22	FY 23	Total
<i>Grants</i>	\$1,000	\$1,000	\$200,000	\$ -	\$ -	\$202,000
<i>Property Tax Revenue- Senior Fund</i>	\$30,000	\$40,000	\$50,000	\$ -	\$ -	\$120,000
<i>Property Tax Revenue- Town Fund</i>	\$275,000	\$150,000	\$150,000	\$150,000	\$25,000	\$750,000
<i>Property Tax Revenue- Capital Fund Reserve</i>	\$209,000	\$25,000	\$350,000	\$112,000	\$ -	\$696,000
Total Funding	\$515,000	\$216,000	\$750,000	\$262,000	\$25,000	\$1,768,000

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 expenditures purposes. A second option is to fund the improvements through the working fund reserves, which represent savings by the Township over time in each of the Township'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 the Township has been 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.

FY 2019 Highlights

Although the Capital Improvements Program anticipates expenditures over a five year period, the immediate focus is on Fiscal Year 2018-2019, which is referred to as the Capital Budget. These projects are part of the operating budget that was approved by the Town Board. For Fiscal Year 2019, the Town Board has allocated up to \$515,000 to be expended on capital improvements. The \$515,000 will be derived from local property tax revenues and reserves. These funds are to be budgeted on the following primary projects: parking lot resurfacing/expansion for the Izaak Walton Center, Senior Center solar energy/on-site energy solution, a walking path at the Naomi Walters Lenoci Reserve and general improvements to Town Hall and Senior Center buildings.

Project: Izaak Walton Center parking lot



Description: The Izaak Walton Center and Reserve has been in need of parking lot repair and expansion since it was acquired in FY 2013. Currently, the parking lot has enough spaces for 27 cars but will need to expand to accommodate the growth of Township services delivered through the center, which include Township department programming and community events. The scope of the project includes resurfacing the parking lot, expanding it to accommodate more vehicles and connecting the lot to Hastings Street for easier access for emergency vehicles, Senior Services buses and residents. The project is targeted for completion in FY 2019.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

Project: Solar Energy/On-Site Energy Generation Project



Description: The Senior Center was constructed in 2004 and largely serves as a community space. With approximately 20,395 square feet, the building consumes a considerable amount of energy. In 2013, the Township had a retro-commissioning study done to improve the Senior Center’s energy performance. While several changes have been made to improve energy efficiency, the long term goal was to identify a solar energy solution or other on-site energy generation solution to improve the buildings overall energy consumption and reduce utility related costs. The project is targeted for completion in FY2019.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

Project: *Senior Center Improvements*



Description: The Senior Center was built in 2004 and opened to the public in 2005. Portions of the flooring in the main community areas including the lobby, library, hallways to programming rooms, and Veterans Hall will need to be replaced due to age and heavy use. This is projected for completion FY2019.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operating budget.

Project: *Reserve Improvements*



Description: Description: The Township acquired the Lenoci Reserve property in FY 2014, which consists of 2.8 acres, including a playground area. The primary use of the property will remain as a park for area residents, with other multi-use programming offered. The Township replaced playground equipment in FY 2015 and resurfaced the walking path on the property in FY 2016. In FY 2019, a walking path around a portion of the property will be constructed. Long term capital projects include the addition of community garden boxes and other flowers and plantings added around the reserve. Additional improvements to the Izaak Walton Reserve are also scheduled for FY 2019.

Projected Impact on Operational Budget:

This project would add additional operational expenses.

Project: Reserve Master Plan



Description: One of the key strategic goals established during the three year strategic planning retreat was the creation of a master plan for improvements at the Township's open space reserves. The reserve master plan would build off existing plans available for the Mel Runzel Reserve, the Naomi Walters Lenoci Reserve, and the Izaak Walton Reserve. The plan would include updating existing plans with changes in resources available, long-term reserve development and establishing the priorities and preferences of user groups.

Projected Impact on Operational Budget:

With the addition of reserve improvements, there may be operational impact related to property upkeep for the Facilities and Road Maintenance Department. Full operational impact would be assessed as the master plan is developed for the reserves.

Project: *Town Hall Entrance*



Description: Continued improvements to the Town Hall building include renovations to the entrances of the building. Renovations will include two sets of doors for the Youth and Family Services and Administration entrances, as well as three rear and side entry doors. This project is proposed to be completed in FY 2019.

Proposed Impact on Operational Budget:

This project will have no estimated impact on the operational budget

Project: *Town Hall RTU Replacement*



Description: 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. A plan has been implemented to replace one RTU every two years, until all the old units have been replaced.

Projected Impact on Operational Budget:

This project is expected to reduce maintenance costs for these units and provide additional energy efficiencies, slightly reducing operating costs.

Project: *Astor Avenue Parking Lot*



Description: The existing parking lot serving the Astor Avenue Community Center is in need of resurfacing and repairs. This includes the front parking spaces and the side driveway that provides access for delivery vans for the food pantry. The project is scheduled for completion in FY20.

Projected Impact on Operational Budget:

This project is expected to have no estimated impact on the operational budget.

Project: Izaak Walton Center HVAC Improvement



Description: The Izaak Walton property was acquired by the Township in FY 2013, and consists of 11 acres of wooded land that includes a lodge built in the 1940's. Over the last four fiscal years, the lodge has been remodeled and transformed into a useable office. Though the main floor of the building has been updated with central air conditioning, the lower level has not. With the increasing number of events and meetings taking place in the lower level, this issue has grown more noticeable and is targeted to be addressed in FY 2020.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

Project: *Town Hall Roof and Façade*



Description: The Town Hall building is over thirty years old and will soon need significant repairs to keep it in good condition. Repairs and replacements will include a new roof, replacement and redesign of the fascia material, new windows and improvements to the layout of the interior. Improvements made will keep the building safe, help prevent major structural repairs and make it more energy efficient.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

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, the annual tax levy, 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 ensure that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township. The Mental Health Board manages the Hanover Township Community Resource Center, and funds a number of agencies that provide direct services to Township residents such as counseling, job training, transportation, treatment for addictions and substance abuse, and sponsors or co-sponsors a number of public information programs designed to let more people know about available services. The Mental Health Board meets the fourth Tuesday of each month, August through May at 6:00 p.m.

Senior Citizens' Services Committee

The Hanover Township Senior Citizens' Services Committee 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 second Monday of each month at 1 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 aged 15-18. The Committee meets monthly on the fourth Monday of the month at 6:30 p.m. 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 FY14, the Committee had a budget of \$3,300, which is included in the General Town Fund under the Administrative Services Department.



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As part of the Fiscal Year 2013 budget cycle, administrative staff submitted the operating budget to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program. One major recommendation from the GFOA reviewers was that the Township should adopt a set of official financial policies that are consistent with recommended best practices that have been developed by the GFOA membership. Per instructions from the Township Administrator, a review was conducted of GFOA recommended financial policies to specifically identify best practices. Additionally, sample financial policies from the municipalities of Bartlett, Elgin, Schaumburg, and Streamwood were reviewed to identify common language in enacted policies.

Many of the recommendations were already the current practice of the Township; however these practices had not been put into official policy. Once language for the proposed policies had been drafted, an extensive review was undertaken by administrative staff, Township accountants, and the Township attorney to ensure that the language was sufficient to meet the requirements for the GFOA recommendations, and also remain flexible enough to meet the specific needs of Hanover Township. The proposed policies were then entered into an ordinance and officially adopted by the Board on November 20, 2012.

Budget Policies

Hanover Township will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds while at the same time maintaining fund balances according to levels as set out in policy.

Development of the budget will be directed by specific goals and objectives as identified in the Township's annual strategic planning session to include both organizational and department specific goals.

The proposed budget shall be prepared in a manner which maximizes the understanding of residents and public officials and provides meaningful information as to the Township's financial status and activities. Copies of the budget shall be made available electronically via the Township's website and as hardcopies to any interested parties after approval from the Township Board. A public hearing will be conducted prior to approval of the budget.

Budgets are adopted on a basis consistent with the Generally Accepted Accounting Principles (GAAP). Annually appropriated budgets are adopted at the fund level for the general, specific 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 the fiscal year end. The budget is prepared by fund, function, and activity, and includes information on the past year, current 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.

Budget Amendment

In accordance with Section 3 of the Municipal Budget Law, the Township Board may make transfers between the various line items in any fund in the appropriation ordinance so long as the transfers do not exceed in the aggregate ten percent of the total amount appropriated in such fund by such ordinance. If the Township Board is required to amend the original budget and appropriations ordinance, it may do so by the same procedure that is used for the original adoption of the budget and appropriation ordinance; provided that nothing in this section shall be construed to permit transfers between funds required by law to be kept separate.

Long-Range Planning

As part of the annual budget review process the Township shall project fund revenues and expenditures one year beyond the current budget year for the General Town fund and five years for the Capital Improvement and Vehicle Replacement funds. The Township will estimate annual revenues on an objective, reasonable, and conservative basis. Most revenues will be estimated based upon a historical trend analysis model.

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.

Revenue Diversification

The Township shall endeavor to develop and maintain a diversified and stable revenue base to the extent allowable as a non-home rule unit of local government, in order to shelter it from short-term fluctuations in any one revenue source.

Use of One-Time Revenues

Revenues that are considered to be one-time shall only be utilized to pay for one-time expenses. Under no circumstances shall one-time revenues be utilized to fund general, ongoing operations of the Township.

Use of Unpredictable Revenues

Hanover Township does not have a major revenue source that is considered to be unpredictable. As a non-home rule unit of local government, approximately 85% of revenue is derived strictly from property taxes while other revenues are highly predictable.

Capital Assets

Capital assets, which include property, plant, equipment, and certain tangible assets, are recorded in the applicable government 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 assets 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

Fees and Charges

On a bi-annual basis and as part of the regular budget process, all charges for services and user fees shall be reviewed to ensure that rates are at an appropriate level in relation to the cost of providing individual services, are competitive with similar services provided within the area, and reflective of the residents ability to pay. If a subsidy is deemed to exist, it shall be justified in terms of the public purpose being served and applicable law. Once set, the complete schedule of Township charges and fees shall be posted on the Township website to provide full transparency and access to the public. For programs or services with highly variable fees, all costs will be published in the community newsletter.

Debt Capacity, Issuance, and Management

The Township will confine long-term borrowing to capital improvements or one-time debt obligations that cannot be financed from current revenues or reserves. Debt or bond issuance will not be used to finance current operating expenditures. Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the improvement and in accordance with applicable law, including but not limited to referendum approval authorizing the issuance of such bonds. A policy of full disclosure on every financial report and bond prospectus shall be followed at all times.

As a non-home rule unit of government, 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. Additionally, pursuant to Section 240-5 of the Township Code, the Township Board may borrow money (i) from any bank or financial institution (as defined in said Section 240-5) 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.

Operating/Capital Expenditure Accountability

Monthly financial reports will be prepared by the Township accountants and shall be provided to staff. Staff shall review and monitor expenditures to ensure control of spending within available revenues. The Township Administrator shall impose spending limits if, in their judgment, revenues fall below original estimates or if expenditures exceed reasonable limits.

A position analysis will be conducted for the replacement of any employee who resigns, retires or is terminated for any reason. The analysis of the worker's responsibilities and a replacement recommendation will be undertaken by Township Administrative staff and the associated department heads. The Township Administrator will take this information, as well as the current status of the Township's financial condition, into consideration when making a final replacement decision. The Township Board will be notified of any replacement actions.

Revenue or Stabilization Accounts

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy. GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

The Township shall maintain an Emergency Contingency line item in the General (Town) Fund in addition to the general fund reserve, so as to provide for emergencies, unanticipated expenditures, and revenue shortfalls. Expenditures may be made from the contingency fund only upon approval of the Township Administrator.

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.

Annual appropriation budgets are adopted for General 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.

The Township seeks to maintain an unreserved undesignated General Fund and Special Revenue Funds that, as of March 31 of each year, is equal to a minimum of four months of the ensuing years budgeted fund expenditures, with a target of six months of the ensuing year's budgeted expenditures. The Township will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. Fund balances that exceed the maximum level established for each fund will be appropriated for non-recurring capital projects or programs. Use of operating surpluses is the primary method of the Township with which to finance capital projects.

If the unrestricted balance for the General (Town Fund) falls below the minimum levels as set forth in this policy, a plan shall be developed to return to the minimum balance within a reasonable period of time.

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 that 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 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.

AID- Association for Individual Development

CAC- Children’s Advocacy Center

CASA- Center Against Sexual Assault (Northwest CASA)

CCC- Community Crisis Center

CEDA- Community and Economic Development Association

CERT- Community Emergency Response Team

CIP- Capital Improvements Plan

EAV- Equalized Assessed Valuation

ESL- English as a Second Language

FICA- Federal Insurance Contributions Act

FOIA- Freedom of Information Act

FSA- Family Service Association

FTE- Full Time Equivalent

FY- Fiscal Year

GAAP- Generally Accepted Accounting Principles

GFOA- Government Finance Officers Association

HDM- Home Delivered Meals

HTSS- Hanover Township Senior Services

HTYFS- Hanover Township Youth and Family Services

ILCS- Illinois Complied Statues

IMRF- Illinois Municipal Retirement Fund

LIHEAP- Low Income House Energy Assistance Program

MHB- Mental Health Board

OCH- Office of Community Health

PADS- Public Action to Deliver Shelter (Pads of Elgin)

PTELL- Property Tax Extension Law Limit

RTU- Roof Top Unit

SNAP- Supplemental Nutrition Assistance Program

YFS- Youth and Family Services



Naomi Walters Lenoci Reserve, Streamwood



Izaak Walton Center & Reserve, Elgin