

# HARRISBURG TOWNSHIP PARK DISTRICT

## BUDGET

**PRELIMINARY** 6/21/2024



**FY 2025**  
**(July 1, 2024 – June 30, 2025)**

**ORDINANCE NO. 2024-0920**

## **BUDGET AND APPROPRIATION ORDINANCE**

### **AN ORDINANCE ADOPTING THE COMBINED ANNUAL BUDGET AND APPROPRIATION OF FUNDS FOR THE HARRISBURG TOWNSHIP PARK DISTRICT SALINE COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE FIRST (1<sup>ST</sup>) DAY OF JULY 2024 AND ENDING ON THE THIRTIETH (30<sup>TH</sup>) DAY OF JUNE 2025.**

**BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS (BOARD) OF  
THE HARRISBURG TOWNSHIP PARK DISTRICT, SALINE COUNTY, ILLINOIS:**

**SECTION 1.** It is hereby found and determined that:

- a. This Board has heretofore caused to be prepared a combined Annual Budget and Appropriation in tentative form, which Ordinance has been conveniently available for inspection for at least 30 days prior to final action; and
- b. A public hearing was held at the Harrisburg Township Park District main office, Harrisburg, Illinois on the 20th day of September, 2024 on said Ordinance, notice of said hearing have been given at least one (1) week prior to such hearing by publication in the Harrisburg Register, a newspaper published within the Park District; and
- c. That all other legal requirements for the adoption of the Annual Budget and Appropriation Ordinance of the Park District for the fiscal year beginning July 1<sup>st</sup>, 2024 and ending June 30<sup>th</sup>, 2025 have heretofore been performed.

**SECTION 2.** The following sums of money, or so much thereof as may be authorized by law for the following objects and purposes, be and the same hereby budgeted and appropriated beginning the first (1<sup>st</sup>) day of July 2024, and ending on the thirtieth (30<sup>th</sup>) day of June, 2025:

| <b>I. GENERAL CORPORATE FUND</b>        | <b>BUDGET (\$)</b>  | <b>APPROPRIATION (\$)</b> |
|---|---------------------|---------------------------|
| <b>BOARD &amp; ADMINISTRATIVE</b>       |                     |                           |
| Salary - Executive Director             | \$15,800.00         | \$15,800.00               |
| Salary – Administrative Assistant       | \$26,455.00         | \$26,455.00               |
| Bonuses                                 | \$2,000.00          | \$2,000.00                |
| Annual Audit                            | \$2,250.00          | \$2,250.00                |
| <b>BOARD &amp; ADMINISTRATIVE TOTAL</b> | <b>\$46,505.00</b>  | <b>\$46,505.00</b>        |
|   |                     |                           |
| <b>OPERATIONS</b>                       |                     |                           |
| Utilities – Electric                    | \$22,000.00         | \$22,000.00               |
| Utilities – Water/Sewer                 | \$6,250.00          | \$6,250.00                |
| Utilities – Telephone/Internet          | \$2,500.00          | \$2,500.00                |
| Utilities – Cellular Phone              | \$3,000.00          | \$3,000.00                |
| Utilities – Natural Gas                 | \$3,500.00          | \$3,500.00                |
| <b>OPERATIONS TOTAL</b>                 | <b>\$37,250.00</b>  | <b>\$37,250.00</b>        |
|   |                     |                           |
| <b>RECREATION DEPARTMENT</b>            |                     |                           |
| Salary – Recreation Director            | \$3,800.00          | \$3,800.00                |
| <b>RECREATION DEPARTMENT TOTAL</b>      | <b>\$3,800.00</b>   | <b>\$3,800.00</b>         |
|   |                     |                           |
| <b>MAINTENANCE DEPARTMENT</b>           |                     |                           |
| Salary – Maintenance Director           | \$33,330.00         | \$33,330.00               |
| Salary – Maintenance Foreman 1          | \$12,210.00         | \$12,210.00               |
| Salary – Maintenance Foreman 2          | \$0.00              | \$0.00                    |
| Wages – Seasonal Labor Maintenance      | \$24,750.00         | \$24,750.00               |
| Maintenance Equipment / Improvements    | \$25,000.00         | \$25,000.00               |
| Maintenance Supplies / Repairs          | \$25,000.00         | \$25,000.00               |
| Friends of the Park                     | \$2,500.00          | \$2,500.00                |
| Grants/Donations                        | \$4,000.00          | \$4,000.00                |
| Gas & Oil                               | \$15,000.00         | \$15,000.00               |
| Garbage Removal                         | \$2,500.00          | \$2,500.00                |
| Designated Donations                    | \$5,000.00          | \$5,000.00                |
| Miscellaneous                           | \$1,335.00          | \$1,335.00                |
| <b>MAINTENANCE DEPARTMENT TOTAL</b>     | <b>\$150,625.00</b> | <b>\$150,625.00</b>       |
|   |                     |                           |
| <b>MUSEUM</b>                           |                     |                           |
| Levy for Museum                         | \$14,725.00         | \$14,725.00               |
| <b>MUSEUM TOTAL</b>                     | <b>\$14,725.00</b>  | <b>\$14,725.00</b>        |
|   |                     |                           |
| <b>GENERAL CORPORATE FUND TOTAL</b>     | <b>\$252,905.00</b> | <b>\$252,905.00</b>       |

| <b>II. RECREATION FUND</b>              | <b>BUDGET (\$)</b>  | <b>APPROPRIATION (\$)</b> |
|---|---------------------|---------------------------|
| <b>BOARD &amp; ADMINISTRATIVE</b>       |                     |                           |
| Salary - Executive Director             | \$9,480.00          | \$9,480.00                |
| Salary – Administrative Assistant       | \$20,350.00         | \$20,350.00               |
| Publishing Fees & Postage               | \$600.00            | \$600.00                  |
| Seminar Expenses                        | \$2,000.00          | \$2,000.00                |
| Dues, Subscriptions, & Materials        | \$3,750.00          | \$3,750.00                |
| Professional Fees                       | \$3,500.00          | \$3,500.00                |
| <b>BOARD &amp; ADMINISTRATIVE TOTAL</b> | <b>\$39,745.00</b>  | <b>\$39,745.00</b>        |
| <b>OPERATIONS</b>                       |                     |                           |
| Promotion / Advertising                 | \$450.00            | \$450.00                  |
| Web Hosting Site                        | \$215.00            | \$215.00                  |
| <b>OPERATIONS TOTAL</b>                 | <b>\$665.00</b>     | <b>\$665.00</b>           |
| <b>RECREATION DEPARTMENT</b>            |                     |                           |
| Salary – Recreation Director            | \$17,100.00         | \$17,100.00               |
| Wages - Seasonal Labor Recreation       | \$4,000.00          | \$4,000.00                |
| Program Expenses                        | \$3,200.00          | \$3,200.00                |
| Baseball/Softball League                | \$54,338.00         | \$54,338.00               |
| Flag Football League                    | \$11,891.00         | \$11,891.00               |
| Sport Camps / Events                    | \$500.00            | \$500.00                  |
| Advertisements / Sponsors               | \$750.00            | \$750.00                  |
| Activity Costs                          | \$5,000.00          | \$5,000.00                |
| Designated Activity Donations           | \$5,000.00          | \$5,000.00                |
| Travel Reimbursement                    | \$900.00            | \$900.00                  |
| Grants                                  | \$1,500.00          | \$1,500.00                |
| Rec Equipment / Repairs / Improvements  | \$2,112.00          | \$2,112.00                |
| <b>RECREATION DEPARTMENT TOTAL</b>      | <b>\$106,291.00</b> | <b>\$106,291.00</b>       |
| <b>MAINTENANCE DEPARTMENT</b>           |                     |                           |
| Salary – Maintenance Director           | \$19,998.00         | \$19,998.00               |
| Salary – Maintenance Foreman 1          | \$29,304.00         | \$29,304.00               |
| Salary – Maintenance Foreman 2          | \$25,200.00         | \$25,200.00               |
| Wages - Seasonal Labor Maintenance      | \$18,000.00         | \$18,000.00               |
| <b>MAINTENANCE DEPARTMENT TOTAL</b>     | <b>\$92,502.00</b>  | <b>\$92,502.00</b>        |
| <b>OFFICE DEPARTMENT</b>                |                     |                           |
| Office Expenses                         | \$5,000.00          | \$5,000.00                |
| <b>OFFICE DEPARTMENT TOTAL</b>          | <b>\$5,000.00</b>   | <b>\$5,000.00</b>         |
| <b>RECREATION FUND TOTAL</b>            | <b>\$244,138.00</b> | <b>\$244,138.00</b>       |

| <b>III.RETIREMENT FUND</b>   | <b>BUDGET (\$)</b> | <b>APPROPRIATION (\$)</b> |
|------------------------------|--------------------|---------------------------|
| <b>OPERATIONS</b>            |                    |                           |
| FICA Expense                 | \$30,705.00        | \$30,705.00               |
| IMRF Expense                 | \$29,850.00        | \$29,850.00               |
| Miscellaneous                | \$0.00             | \$0.00                    |
| OPERATIONS TOTAL             | <b>\$60,555.00</b> | <b>\$60,555.00</b>        |
| <b>ADMINISTRATIVE</b>        |                    |                           |
| Salary - Executive Director  | \$25,280.00        | \$25,280.00               |
| ADMINISTRATIVE TOTAL         | <b>\$25,280.00</b> | <b>\$25,280.00</b>        |
| <b>RETIREMENT FUND TOTAL</b> | <b>\$85,835.00</b> | <b>\$85,835.00</b>        |

| <b>IV. INSURANCE FUND</b>         | <b>BUDGET (\$)</b>  | <b>APPROPRIATION (\$)</b> |
|-----------------------------------|---------------------|---------------------------|
| <b>OPERATIONS</b>                 |                     |                           |
| Insurance - Liability             | \$53,602.00         | \$53,602.00               |
| Workers Compensation              | \$11,500.00         | \$11,500.00               |
| Unemployment Tax                  | \$4,650.00          | \$4,650.00                |
| OPERATIONS TOTAL                  | <b>\$69,752.00</b>  | <b>\$69,752.00</b>        |
| <b>ADMINISTRATIVE</b>             |                     |                           |
| Salary - Maintenance Director     | \$26,664.00         | \$26,664.00               |
| Salary – Maintenance Foreman 1    | \$17,094.00         | \$17,094.00               |
| Salary – Maintenance Foreman 2    | \$0.00              | \$0.00                    |
| Salary – Administrative Assistant | \$2,035.00          | \$2,035.00                |
| Salary – Recreation Director      | \$1,900.00          | \$1,900.00                |
| Salary – Executive Director       | \$25,280.00         | \$25,280.00               |
| ADMINISTRATIVE TOTAL              | <b>\$72,973.00</b>  | <b>\$72,973.00</b>        |
| <b>INSURANCE FUND TOTAL</b>       | <b>\$142,725.00</b> | <b>\$142,725.00</b>       |

| <b>V. POLICE / SECURITY FUND</b>    | <b>BUDGET (\$)</b> | <b>APPROPRIATION (\$)</b> |
|-------------------------------------|--------------------|---------------------------|
| <b>OPERATIONS</b>                   |                    |                           |
| Safety/Security                     | \$6,520.00         | \$6,520.00                |
| OPERATIONS TOTAL                    | <b>\$6,520.00</b>  | <b>\$6,520.00</b>         |
|                                     |                    |                           |
| <b>POLICE / SECURITY FUND TOTAL</b> | <b>\$6,520.00</b>  | <b>\$6,520.00</b>         |

| <b>VI. AUDIT FUND</b>   | <b>BUDGET (\$)</b> | <b>APPROPRIATION (\$)</b> |
|-------------------------|--------------------|---------------------------|
| <b>ADMINISTRATIVE</b>   |                    |                           |
| Professional Fees       | \$5,230.00         | \$5,230.00                |
| ADMINISTRATIVE TOTAL    | <b>\$5,230.00</b>  | <b>\$5,230.00</b>         |
|                         |                    |                           |
| <b>AUDIT FUND TOTAL</b> | <b>\$5,230.00</b>  | <b>\$5,230.00</b>         |

| <b>VII. BOND PAYMENT FUND</b>  | <b>BUDGET (\$)</b>  | <b>APPROPRIATION (\$)</b> |
|--------------------------------|---------------------|---------------------------|
| <b>BOND PAYMENT</b>            |                     |                           |
| Bond Principal                 | \$213,100.00        | \$213,100.00              |
| Bond Interest                  | \$852.40            | \$852.40                  |
| Miscellaneous                  | \$0.00              | \$0.00                    |
| BOND PAYMENT TOTAL             | <b>\$213,952.40</b> | <b>\$213,952.40</b>       |
|                                |                     |                           |
| <b>BOND PAYMENT FUND TOTAL</b> | <b>\$213,952.40</b> | <b>\$213,952.40</b>       |

**SUMMARY OF FUNDS**

|                                  |                     |
|----------------------------------|---------------------|
| <b>I. GENERAL CORPORATE FUND</b> | <b>\$252,905.00</b> |
| <b>II. RECREATION FUND</b>       | <b>\$244,138.00</b> |
| <b>III. RETIREMENT FUND</b>      | <b>\$85,835.00</b>  |
| <b>IV. INSURANCE FUND</b>        | <b>\$142,725.00</b> |
| <b>V. POLICE / SECURITY FUND</b> | <b>\$6,520.00</b>   |
| <b>VI. AUDIT FUND</b>            | <b>\$5,230.00</b>   |
| <b>VII. BOND PAYMENT FUND</b>    | <b>\$213,952.40</b> |
|                                  |                     |
| <b>GRAND TOTAL</b>               | <b>\$951,305.40</b> |

Each of said sums of money and the aggregate thereof are deemed necessary by this Board to defray the necessary expenses and liabilities of this District during the fiscal year beginning July 1, 2024 and ending June 30, 2025 for the respective purposes set forth.

All unexpended balances of the appropriations for the fiscal year ended June 30<sup>th</sup>, 2024 and prior years are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, in making this appropriation in accordance with applicable law.

**SECTION 3.** The following determinations have been made and are hereby made a part of the aforesaid budget:

- a. An estimate of the cash on hand at the beginning of the fiscal year is expected to be \$XXX,XXX.XX (End of Previous Fiscal Year Cash in Bank)
- b. An estimate of the cash expected to be received during the fiscal year from all sources is \$XXX,XXX.XX (Tax Levy, Replacement Tax, Other Revenue Sources, Grants)
- c. An estimate of the expenditures contemplated for the fiscal year is \$XXX,XXX.XX (Budget Appropriations plus Bond Payment Expenditures)
- d. An estimate of the amount of Bond Fund Capital Outlay contemplated for the fiscal year is \$XXX,XXX.XX (Bond Expenditures)
- e. An estimate of the cash expected to be on hand at the end of the fiscal year is \$XXX,XXX.XX (Cash at Beginning + Cash Received – Expenditures)
- f. An estimate of the amount of taxes to be received during the fiscal year is \$XXX,XXX.XX (Tax Levy)

**SECTION 4.** The receipts and revenues of the Harrisburg Township Park District derived from sources other than taxation and not specifically appropriated, and all unexpended balances from the preceding fiscal year not required for the purposes for which they were appropriated and levied, shall constitute the General Fund and shall first be placed to the credit of such fund.

**SECTION 5.** All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be, and the same are hereby, repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

**SECTION 6.** This ordinance shall be in full force and effect immediately upon its passage.

**PASSED** this 20th day of September, 2024.

AYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**HARRISBURG TOWNSHIP PARK DISTRICT**

By: \_\_\_\_\_  
Doug Emery, Board President

[SEAL]

\_\_\_\_\_  
Raymond Gunning, Board Vice President

ATTEST

\_\_\_\_\_  
Ron Emery, Board Secretary

STATE OF ILLINOIS)

)SS.

COUNTY OF SALINE)

**CERTIFICATION**

I, Ron Emery, do hereby certify that I am the duly qualified and acting Secretary of the Harrisburg Township Park District in the county and state aforesaid, and, as such Secretary, I am the keeper of the records and files of the Board of Commissioners of the Park District. I do further certify that the attached and foregoing is a true and complete copy of the Combined Annual Budget and Appropriation Ordinance of the Harrisburg Township Park District, Saline County, Illinois, for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025, as adopted by the Board of Commissioners at its properly convened meeting held on the 20th day of September, 2024, as appears from the official records of the Harrisburg Township Park District in my care and custody.

\_\_\_\_\_  
Ron Emery, Board Secretary