



We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.

**Regular Meeting
December 8, 2020 - 3:30 p.m.**

Virtual Board Meeting

<https://us02web.zoom.us/j/81664259093>

Call in number: (312) 626-6799

Meeting ID: 816 6425 9093

AGENDA

- I. Call to Order
Roll Call
- II. Introduction of Guests:
 - A. Lily Moser, Intern
 - B. Liz Thomas, Foundation Manager
- III. Approval of Agenda
- IV. Approval of Minutes, October 20, 2020 – Pages – 2-9
- V. Correspondence
 - A. Written
 - B. Oral
- VI. New Business – Pages – 10-21
 - A. Installation of New Board Members:
 - 1. Ryan Risinger, Buffalo Grove Park District Executive Director
 - B. Approval of Terms and Committees
 - C. Legal:
 - 1. Appointment of Legal Counsel – Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz
 - D. Appointment of President – Tracey Crawford – Resolution R2020-5
 - E. Conflict of Interest Policy & Annual Statement
 - F. Other
- VII. Information/Action Items – Pages – 22-39
 - A. Proposed Budget FY2021
 - B. 2021 Event Calendar
 - C. Other
- XII. Comments
- XIII. Adjournment

Mission Statement

**We exist to support children and adults with disabilities through philanthropy for
Northwest Special Recreation Association**

Arlington Heights • Bartlett • Buffalo Grove • Elk Grove • Hanover Park • Hoffman Estates • Inverness • Mount Prospect • Palatine
Prospect Heights • River Trails • Rolling Meadows • Salt Creek • Schaumburg • South Barrington • Streamwood • Wheeling

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IV. Minutes

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
OF THE SPECIAL LEISURE SERVICES FOUNDATION
HELD VIA ZOOM ON PROVIDED LINK
ON THE 20th OF OCTOBER, 2020**

Chairman Nowicki called the meeting to order at 3:36 p.m.

Those present were: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers.

Absent were: Carl Arthur, Thomas Campone, Dennis Hanson

Also present were: Tracey Crawford, President; Cathy Splett, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Darleen Negrillo, Superintendent of Administrative Services; Jessica Lamb, Foundation Manager; Megan O'Brien, Events Coordinator; Miranda Woodard, Accounting Manager; Dave Hanson, Benjamin F. Edwards; and Jessica Vasalos, Administrative Manager, as recording secretary.

Introduction of Guests

Superintendent Negrillo introduced Dave Hanson, from Benjamin F. Edwards. Lily Moser, Intern was not present.

Approval of Agenda for October 20, 2020

Chairman Nowicki called for a motion to approve the agenda for October 20, 2020. Director Charlesworth made the motion and Director Oates seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for May 19, 2020

Chairman Nowicki called for a motion to approve the minutes for the May 19, 2020 meeting with a correction of the location of the meeting, which was via Zoom, not in person at Park Central. Director Romejko moved and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: None

Oral: None

SLSF Reports

3rd Quarter Report

Superintendent Splett reported that COVID has given the staff time to reflect on the CORE Values that SLSF has set forth. She then reviewed the grants that have been given to NWSRA as well as summarized family feedback. Those families wanted Superintendent Splett to thank the SLSF Board for all they have granted to NWSRA. Some of those families that have friends that live in other SRA districts and hear stories of things they cannot get or cannot get into and are extremely grateful of the SLSF/NWSRA programming spaces in area Member Districts.

Events

Jessica Lamb and Megan O'Brien reported on several events: T&M Golf Outing, Arlington Classic Golf Outing, Women's Golf Outing, Buffalo Grove Golf Outing and the Palatine Golf Outing. Some revenues were lower than budgeted due to COVID restrictions and state guidelines, but a few events raised more than budgeted.

Grants

Superintendent Splett reported that \$69,000 in grants have been approved. The IEMA, FEMA grant is currently underway. SLSF has been invited to apply as a secondary payee after first responders. Granting organizations are not giving as much as they have in the past. They are more for direct affected by COVID-19.

Goals

Superintendent Splett asked for any questions from the Board members about the goals. There was none.

Marketing and Public Relations

Superintendent Selders reported that the marketing staff have been busy with all the golf outings, smaller events like trivia as well as Celebrate Ability and Open Houses that NWSRA will be hosting later in the year. The Annual Report will be started within in the next month.

NWSRA Program Report

Superintendent Hubsch related a story about an individual who has participated in several NWSRA programs with much difficulty. He started with NWSRA programs at the age of five. He was diagnosed with OCD and had many elopement issues. He was an athlete and wanted to transition to a mainstream team. This was not successful because the aspect of team was not for him, until he tried Cross Country. He is now at Palatine High School and is receiving accolades as a Cross Country runner for the High School. He is currently running a five-minute mile and is hoping to run with Harper College.

Benjamin Edwards Investment Update

Dave Hanson stated that the market has seemed to be a little volatile in the last few months. The portfolio is set to be conservative during a volatile market. Overall, the portfolio has done well in the large cap growth fund up 15.34%. The market dropped about 16% in the fourth quarter overall with the SLSF portfolio only dropping 3%. Over the last four years, there have been many withdrawals with the growth of NWSRA. The Portfolio even with the withdrawals have been beating the index with the return showing 6.43%. The charts show that the portfolio shows that it started with 1.3 million and now, 10 years later, is at 1.1 million. Overall, even with all the withdrawals, the portfolio remains strong. Interest rates have really taken a turn downward in the 4th quarter. Investments have remained per the Investment Policy. Mr. Hanson recommends the Investment Policy be reviewed and possibly adjusted in January 2021. He clarified that the allocations are ok, it's the guidelines that need to be reviewed.

Review of Financial Statements/Investments

Miranda Woodard, Accounting Manager, stated that Dave Hanson covered the material; there was nothing new to add.

President Crawford informed the Board that the sixth programming site is on hold at this time due to COVID. She gave kudos to Superintendent Griffin and Superintendent Splett on being able to open the fourth and fifth programming sites during the pandemic, ensuring that NWSRA programming would continue as this pandemic does affect our participants extremely hard. She thanked the Board for keeping the mission, vision and values at the forefront of their minds.

Approval of Warrant #6

Chairman Nowicki asked Jessica Vasalos to read all the warrant motions.

Chairman Nowicki called for a motion to approve Warrant #5, dated May 30, 2020, in the amount of \$583.99. Director Oates made the motion and Director Perkins seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #6

Chairman Nowicki called for a motion to approve Warrant #6, dated June 30, 2020, in the amount of \$4,728.88. Director Perkins made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #7

Chairman Nowicki called for a motion to approve Warrant #7, dated July 31, 202, in the amount of \$75,448.40. Director Charlesworth made the motion and Director Salk seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #8

Director Oates called for a motion to approve Warrant #8, dated August 30, 2020, in the amount of \$23,355.55. Director Romejko made the motion and Director Laton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #9

Director Oates called for a motion to approve Warrant #9, dated September 30, 2020, in the amount of \$18,671.18. Director Oates made the motion and Director Laton seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Approval of Warrant #10

Director Oates called for a motion to approve Warrant #10, dated October 20, 2020 in the amount of \$4,757.14. Director Charlesworth made the motion and Director Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Old Business

Whistle Blower Policy

Superintendent Splett reminded the Board that at the May 19th Board Meeting, the Board was asked to review the proposed policy, to be voted on and placed in the SLSF Policy and Board Manual. Superintendent Splett then asked for a motion to approve the Whistle Blower Policy as presented. Director Oates made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

Intern Update

Jessica Lamb, Foundation Manager worked with SLSF Intern, Rebecca Ulrich through the summer. Rebecca learned about foundations and the importance of utilizing social media platforms. She completed a social media analysis and applied what she learned to the Palatine Hills Golf Outing.

New Business

COVID Update

The NWSRA Administrative Team reviewed what NWSRA has done in response to the COVID-19 pandemic. During this presentation, the Administrative Team spoke about all the new initiatives that were rolled out to ensure families stayed engaged while under the Stay at Home order.

Celebrate Ability

Superintendent Splett and Director Oates reviewed the plans for the Celebrate Ability Gala that is scheduled for November, and how this event has evolved due to COVID. The committee has continued to meet during the summer via zoom. The Gala will be virtual and the committee is very excited at the new way the event will be held.

Dave Speers left at 5:00 pm and returned at 5:20 pm.

NWSRA Grant

Superintendent Hubsch reviewed the line items of grants and respective project categories. This expense was voted on when the budget was approved in January. Chairman Nowicki asked for a motion to approve the transfer of funds in the amount of \$38,382.36. Director Crook made the motion and Director Perkins seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk

NAY: None

The motion carried.

Additional Fund Raising Initiatives

Superintendent Splett informed the Board of additional fund raising initiatives that have taken place over the summer and into the fall to continue to raise funds for SLSF. These included a T-shirt fundraiser, Double Good Popcorn, and Panera, eat and share. The T-shirt fund raiser, to date, has raised \$425.

Information/Action Items

SLSF Retreat

President Crawford informed the Board that due to COVID-19 the staff were not able to meet rescheduled the retreat for January 2021.

Holiday Luncheon

Superintendent Splett informed the Board that the Holiday Luncheon will be revamped this year due to COVID restrictions. Staff are currently reworking this event and are brainstorming ideas for the Holiday Luncheon to ensure we honor our Member District Boards and all our donors and volunteers.

Additional Board Meeting

President Crawford informed the Board of the need for an additional Board meeting in the month of December. This is due to the need to approve the budget for the next fiscal year prior to the start of the fiscal year. This meeting would also see the approval of officers and the appointment of the President of the Foundation. This addition of the Board meeting would be a permanent change. Director Salk asked if the budget would be sent prior to the meeting. President Crawford replied that the budget would be sent to the Board in November. There being no further questions, Chairman Nowicki asked for a motion to approve the addition of a SLSF Board Meeting in the month of December. Director Oates made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Tony LaFrenere, Agnes Laton, Kathy Nowicki, Terri Oates, Tom Perkins, Kevin Romejko, Jonathan Salk and Dave Speers

NAY: None

The motion carried.

2021 Board Meeting Schedule

President Crawford reviewed the 2021 Board Meeting dates with the Board.

Virtual Open Houses

Superintendent Splett reported to the Board that the Open Houses were all put on hold due to COVID. NWSRA will be hosting a virtual open house to highlight all the new features of the existing programming spaces as well as the new programming spaces in Wheeling and in Buffalo Grove.

Other

President Crawford announced that NWSRA will be receiving an award from ATRA. Superintendents Selders and Griffin will be receiving individual awards from ATRA as well for all of the programming efforts they accomplished during the pandemic.

Adjournment

Being no further business to come before the Board, Chairman Nowicki called for a motion to adjourn the meeting at 5:27 pm. Director Salk moved and Director Oates seconded the motion. Upon voice vote, the motion carried.

Secretary

VI. New Business

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To: SLSF Board of Directors
From: Tracey Crawford, Executive Director
Re: Installation of New Board Member
Date: December 8, 2020

Motion:

A motion to approve the Installation New Board Member(s):

- A. Ryan Risinger, Executive Director Buffalo Grove Park District

**SPECIAL LEISURE SERVICES FOUNDATION
2021 BOARD TERMS**

Updated 11/30/2020

TERMS

2019-2021

Kathy Nowicki –Chair
Anthony Gattuso
Al Crook – Vice Chair
Diane Hilgers
Amy Charlesworth
Agnes Laton

2020-2022

Jim Houser – Past
Chair
Terri Oates
Tom Perkins
Kevin Romejko
Jay Morgan
Dave Speers

2021-2023

Carl Arthur
Tom Campone
Dennis Hanson
Jonathan Salk
Ryan Risinger

<u>Executive Committee</u>	<u>Investment Committee</u>
Kathy Nowicki – Chair	Kathy Nowicki – Chair
Al Crook – Vice Chair	Al Crook – Vice Chair
Jim Houser – Past Chair	Jim Houser – Past Chair
Tracey Crawford – President	Tracey Crawford – President
Kevin Romejko – Secretary and Organizational Treasurer	Anthony Gattuso
	Agnes Laton

To: SLSF Foundation Board
From: Tracey Crawford, Executive Director
Re: Appointment of Legal Council
Date: December 8, 2020

Motion:

A motion to approve:

Legal Council appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz

RESOLUTION R2020-5

**APPOINTMENT OF PRESIDENT OF
SPECIAL LEISURE SERVICES FOUNDATION**

WHEREAS, the Foundation is committed to quality leisure services for the area's special residents, and,

WHEREAS, the Foundation recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

WHEREAS, the Foundation believes it to be appropriate to make every effort to be fiscally responsible,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors appoint Tracey Crawford as their President of the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Attest _____ Board of Directors,

Kathy Nowicki

SLSF Chairman,

Special Leisure Services Foundation

Dated this 8th day of December, 2020



Conflict of Interest Policy And Annual Statement

**For Directors, Officers and
Members of a Committee with
Board Delegated Powers**

Article I – Purpose

1. The purpose of this Board conflict of interest policy is to protect SLSF's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of SLSF or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify “independent” directors.

Article II – Definitions

1. Interested person -- Any director, officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which SLSF has a transaction or arrangement,
 - b. A compensation arrangement with SLSF or with any entity or individual with which SLSF has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SLSF is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. Independent Director -- A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director –

- a. is not, and has not been for a period of at least three years, an employee of Northwest Special Recreation Association (NWSRA) or any entity in which SLSF has a financial interest;
- b. does not directly or indirectly have a significant business relationship with SLSF, which might affect independence in decision-making;
- c. is not employed as an executive of another corporation where any of SLSF's executive officers or employees serve on that corporation's compensation committee; and
- d. does not have an immediate family member who is an executive officer or employee of SLSF or NWSRA, or who holds a position that has a significant financial relationship with SLSF.

Article III – Procedures

- 1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
- 2. Recusal of Self – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- 3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
- 4. Procedures for Addressing the Conflict of Interest
 - a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Board or Executive Committee shall determine whether SLSF can obtain with reasonable efforts a more advantageous transaction

or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SLSF's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

- a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

- 1. A voting member of the Board who receives compensation, directly or indirectly, from SLSF for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SLSF for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SLSF, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
 - a. Has received a copy of the conflict of interest policy,
 - b. Has read and understands the policy,
 - c. Has agreed to comply with the policy, and
 - d. Understands SLSF is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure SLSF operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.

- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to SLSF's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, SLSF may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Director and Officer
Annual Conflict of Interest Statement

1. Name: _____ Date: _____

2. Position:

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold:

_____.

3. I affirm the following:

I have received a copy of the SLSF Conflict of Interest Policy. _____ (initial)

I have read and understand the policy. _____ (initial)

I agree to comply with the policy. _____ (initial)

I understand that SLSF is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with SLSF? Yes No

i. If yes, please describe it: _____

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with SLSF? Yes No

i. If yes, please describe it, including when (approximately):

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

a. If you are not independent, why? _____

Signature of Director _____ Date: _____

Date of Review by Executive Committee: _____

VII. Information/ Action Items

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SLSF 2021 Proposed Budget

Account Number	Name of Account	Approved FY 2020	PYE 2020 - COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021 - PYE 2020 COVID Budget	% Change FY 2020- Proposed FY 2021
Income							
31110	Interest Income	\$1,750.00	\$684.16	-\$1,065.84	\$500.00	-\$184.16	-27%
31200	Grants Received	\$86,000.00	\$74,386.00	-\$11,614.00	\$83,000.00	\$8,614.00	12%
31300	Restricted Fundraising	\$56,040.00	\$18,781.40	-\$37,258.60	\$35,900.00	\$17,118.60	91%
31400	Restricted Donations	\$13,000.00	\$5,156.52	-\$7,843.48	\$5,500.00	\$343.48	7%
32300	Unrestricted Fundraising	\$243,625.00	\$174,328.33	-\$69,296.67	\$178,785.00	\$4,456.67	3%
32400	Unrestricted Donations	\$76,000.00	\$57,252.27	-\$18,747.73	\$71,600.00	\$14,347.73	25%
	Total	\$476,415.00	\$330,588.68	-\$145,826.32	\$375,285.00	\$44,696.32	14%
Expense							
40000	Administration						
40100	Postage	\$5,500.00	\$2,539.42	-\$2,960.58	\$3,500.00	\$960.58	38%
40200	Office Expense	\$750.00	\$117.20	-\$632.80	\$300.00	\$182.80	156%
40250	Credit Card Fees	\$6,200.00	\$4,169.45	-\$2,030.55	\$4,500.00	\$330.55	8%
40300	Newsletter Printing	\$1,000.00	\$0.00	-\$1,000.00	\$0.00	\$0.00	0%
40400	Professional Memberships	\$3,000.00	\$2,917.00	-\$83.00	\$3,000.00	\$83.00	3%
40500	Education/Training	\$2,500.00	\$576.95	-\$1,923.05	\$1,500.00	\$923.05	160%
40600	Public Education/Information	\$22,000.00	\$14,107.74	-\$7,892.26	\$17,500.00	\$3,392.26	24%
40700	Printing	\$9,000.00	\$929.00	-\$8,071.00	\$2,000.00	\$1,071.00	115%
40800	Professional Fees	\$6,000.00	\$3,871.00	-\$2,129.00	\$5,500.00	\$1,629.00	42%
41300							
41300	Restricted Fundraising	\$12,615.00	\$5,148.59	-\$7,466.41	\$7,900.00	\$2,751.41	53%
42300							
42300	Unrestricted Fundraising	\$98,028.00	\$60,833.18	-\$37,194.82	\$67,365.00	\$6,531.82	11%
	Administration	\$166,593.00	\$95,209.53	-\$71,383.47	\$113,065.00	\$17,855.47	19%
43000	Grants Given						
43100	NWSRA Lightning Athletes	\$21,000.00	\$8,000.00	-\$13,000.00	\$18,000.00	\$10,000.00	125%
43200	Accessible Vehicle Support	\$70,000.00	\$105,000.00	\$35,000.00	\$61,000.00	-\$44,000.00	-42%
43300	Scholarships	\$94,000.00	\$19,728.42	-\$74,271.58	\$40,000.00	\$20,271.58	103%
43350	Misc. Grants	\$0.00	\$0.00	\$0.00	\$26,000.00	\$26,000.00	0%
43400	Inclusion	\$5,500.00	\$5,500.00	\$0.00	\$10,000.00	\$4,500.00	82%
43500	General Program Support	\$97,000.00	\$63,949.90	-\$33,050.10	\$105,000.00	\$41,050.10	64%
43700	RMCC Lease	\$60,000.00	\$51,165.00	-\$8,835.00	\$0.00	-\$51,165.00	-100%
	Total SLSF Grant to NWSRA	\$347,500.00	\$253,343.32	-\$94,156.68	\$260,000.00	\$6,656.68	3%
43650							
43650	Capital Improvements	\$264,955.00	\$111,447.78	-\$153,507.22	\$0.00	-\$111,447.78	-100%
	Total Grants	\$612,455.00	\$364,791.10	-\$247,663.90	\$260,000.00	-\$104,791.10	-29%
	Total Expenses	\$779,048.00	\$460,000.63	-\$319,047.37	\$373,065.00	-\$86,935.63	-19%
	NET TOTAL	-\$302,633.00	-\$129,411.95	\$173,221.05	\$2,220.00	\$131,631.95	-102%
33700	Investment Transfer	\$310,000.00	\$261,165.00	-\$48,835.00	\$0.00	-\$261,165.00	-100%
	BALANCE	\$7,367.00	\$131,753.05	\$124,386.05	\$2,220.00	-\$129,533.05	-98%

Motion:

Motion to approve the SLSF Proposed Budget for FY2021 as presented.

To: SLSF Board of Directors
From: Tracey Crawford, Executive Director
Date: November 20, 2020
Re: FY 2021 Line Item Descriptions and Budget Assumptions

In October, the SLSF team discussed a variety of approaches toward budgeting for the upcoming fiscal year that would recognize the ongoing limitations our foundation faced during the COVID-19 pandemic, while providing the financial resources for the five pillars of SLSF. In 2020, staff created an Amended COVID 2020 Budget that included reduced income related to events and donations, as well as reduced events and administrative expenditures.

Upon review of the Amended COVID 2020 Budget and discussion about how we anticipate the fundraising environment looking in 2021, staff propose the following approach to budgeting for FY 2021:

- January-June
 - Continuance of the approach provided by the Amended COVID 2020 Budget. Staff anticipate that COVID-19 restrictions and guidelines will remain in place. SLSF will host a virtual Gold Medal Fashion Show because of proposed event restrictions, and families discomfort of attending in person events but will still host the first two golf events under the same COVID guidelines as FY2020.
- June-August
 - Staff anticipate that some COVID-19 restrictions will be lifted during this period, allowing additional number of golfers to attend golf outings. As a result, an increase in event revenue and event expenses are proposed.
- September-December
 - Staff anticipate a full lift of COVID-19 restrictions during these months, but donors still might be hesitant to attend in person events. Staff anticipate hosting the Celebrate Ability Gala in person while including a virtual option. Fundraising revenue and related event, networking and administration expenses to return close to pre-COVID-19 levels.

Within the FY 2021 Budget, SLSF staff budgeted conservatively since we will still be in a volatile fundraising environment for at least the first six months of the year.

The following pages list the assumptions used throughout the budgeting process for FY 2021.

Income

31110 BAC Account Interest Income

This line item reflects interest earned on the SLSF bank account.

31200 Grants Received

This line item includes all private and public foundation grants for the five focuses of SLSF and any capital improvement grants.

FY2021 SLSF is budgeting conservatively due to COVID-19 and increased number of nonprofit organizations requested funding, as well as some foundations restricting the amount of funding available to grant. Staff will also need to spend time researching grants to assist with the creation of the sixth NWSRA Programming Space Site.

31300 Restricted Fundraising

This line item includes all revenues received from the following restricted fundraising events and endeavors: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic, and Lightning Booster Club.

FY2020 Because of COVID-19, Ala Carte Entertainment/NWSRA Golf Classic was cancelled and a decreased number of golfers for the Palatine Hills Golf Classic due to state guidelines and restrictions.

FY2021 SLSF budgeted for COVID-19 restrictions still being in place due to the Palatine Hills Golf Classic scheduled for June 3rd and the Ala Carte Entertainment/NWSRA Golf Classic scheduled for August 18th. It is still unclear of the effects of this pandemic on the food and restaurant service industry, so the staff is conservatively budgeting for the Ala Carte Entertainment/NWSRA Golf Classic.

31400 Restricted Donations

This line item includes all restricted revenues received through memorial, general, annual appeal and Lightning Athletes Booster Club donations. The Spring Appeal is typically targeted for scholarships and day camp through an in-house letter.

FY2020 SLSF pivoted and requested unrestricted donations due to COVID-19 and the changing needs for the NWSRA staff and participants, such as PPE.

FY2021 SLSF will be focused on securing unrestricted funds due COVID-19 and the changing needs for staff and participants for at least the first 6 months. It is anticipated that NWSRA will need to cancel the NWSRA All Star Basketball Game in January 2021.

32300 Unrestricted Fundraising

This line item includes all revenues received through the following unrestricted events and endeavors: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, T&M Golf Outing, Gold Medal Fashion Show (GMFS), Celebrate Ability, Miscellaneous events, Hole Sponsor Deal.

FY2020 The GMFS was held prior to the COVID-19 pandemic. SLSF was able to host all golf outings with lower attendees due to state guidelines and restrictions. Due to the state event guidelines, SLSF hosted a virtual Celebrate Ability Gala.

FY2021 SLSF will budget for a virtual GMFS and will budget similar to the FY2020 golf outing revenues due to the unknown environment due to COVID-19, but will be budgeting to host the Celebrate Ability Gala in person.

32400 Unrestricted Donations

This line item includes all unrestricted revenues received through memorial donations, general donations, annual appeal donations and Kevin's Club.

FY2020 Due to COVID-19 many donors were unable to give at their past giving level.

FY2021 Budgeting for donation amounts similar to FY2019 with the staff focusing on increasing personal donation amounts through segmentation and specific asks.

33700 Investment Transfer

This line item includes the money transferred from the BF Edwards account to pay for needed improvements to NWSRA programming spaces, assistance in rent payment or other projects approved by the board of directors.

FY2020 \$210,000 was transferred for the following projects: rent for \$60,000 for RMCC, \$80,000 for BG Furniture and \$170,000 construction & contingency funds for NWSRA Programming sites at Wheeling and Buffalo Grove. (\$100,000 in the Money Market Account).

FY2021 Not budgeting since no projects are scheduled.

Administration Expenses

40100 Postage

This line item includes yearly post office renewal fees and postage.

FY2020 Decrease expenses because we didn't mail the annual report and a decrease in mailings due to COVID-19. Staff began to email donors receipts.

FY2021 Staff are decreasing postage due to not mailing the annual report and continuing to email receipts to donors who prefer it.

40200 Office Supplies

This line item includes all office supplies purchased, bank fees and deposit slip fees.

FY2020 Lower than anticipated due not needing to purchase as many supplies due to COVID-19.

FY2021 Continue to budget low due to the continuation of COVID-19 through at least the first six months.

40250 Credit Card & Bank Fees

This line item includes all fees associated with credit card processing and banking fees.

FY2020 Fees are lower due to lower than anticipated guests because of COVID-19 restrictions.

FY 2021 Reflects similar number of guests attending with the anticipation of the COVID-19 restrictions still being enforced for at least the first six months of the year.

40300 Newsletter Printing

This line item includes all expenses related to the Impact Newsletter.

FY2020 Staff didn't send a newsletter due to COVID-19.

FY2021 Staff decided not send a newsletter due to the uncertain environment.

40400 Professional Memberships

This line item includes all expenses related to membership fees with the Rolling Meadows Chamber, Arlington Heights Chamber, Mount Prospect Chamber, Schaumburg Business Association, Associate of Fundraising Professionals and the Rotary Clubs of Schaumburg/Hoffman Estates and Buffalo Grove. SLSF continues to pay for the membership of all service clubs.

FY2021 Amount is budgeted the same as previous years due to the importance of being a part of the community and attending networking events to secure additional sponsorships and donors.

40500 Education and Training

This line item includes all expenses related to continuing education fees for fundraising development workshops.

FY 2020 Due to COVID-19 many webinars were offered for no cost. SLSF purchased one video pass for the 2021 Nonprofit Storytellers Conference.

FY2021 Budgeting for staff to continue to attend webinars in order to learn the new techniques of fundraising in this new environment.

40600 Public Education/Info

This line item includes involvement with community organizations through networking events, Holiday Luncheon expenses, awards and recognition, memorial flowers/cards, SLSF marketing staff shirts and giveaways for events and volunteers.

FY2020 Expenses were lower due to cancellation of the Holiday Luncheon and social media advertising payments.

FY2021 SLSF is budgeting conservatively for the first six months with budgeting the remaining six months reflecting previous year's expenses.

40700 Printing

This line item includes the printing of the Annual Report and any other printing expenses outside of the fundraising expense line items.

FY2020 Due to COVID-19 staff didn't print the annual report or the annual appeal. Decided to post the annual report online and make it virtual.

FY2021 Lower due to SLSF not mailing the annual report (which typically costs close to \$4,000), but will post it online. SLSF will also print the annual appeal in house.

40800 Professional Fees

This line item includes professional fees for the SLSF Audit, Charity Status Tax Filing, Attorney Fees and the Annual Report Filing with the Secretary of State. Included in this budget are additional funds for legal fees incurred with the new representation.

FY2020 The staff budgeted to have the SLSF Admin and Board Manual reviewed by the attorney but with COVID-19 they decided to postpone sending it until 2021.

FY2021 Budgeted to have the attorney review the SLSF Admin and Board Manual.

Fundraising Expenses

41300 Restricted Fundraising Expenses

This line item includes any event related expense toward restricted fundraising. Events include: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue.

FY2020 The Ala Carte/NWSRA Golf Classic was cancelled due to COVID-19. Expenses are low due to only hosting one golf outing and lower attendance for the Palatine Golf Classic because of COVID-19 restricted guidelines.

FY2021 Budgeting for both events but with lower costs due to COVID-19 restrictions.

42300 Unrestricted Fundraising Expenses

This line item includes any event related expense toward unrestricted fundraising. Events include: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, Celebrate Ability, T&M Golf Outing, Gold Medal Fashion Show (GMFS).

FY2020 Lower expenses due lower attendees due to the COVID-19 state guidelines and hosting the Gala virtually.

FY2021 Budgeting for a virtual GMFS and possible COVID-19 guidelines for the first two golf outings, but will budget for "normal" attendance for the remaining golf outings and an in person Gala.

Grants Given

FY2020 During the May 19th Board meeting, President Crawford explained the "Formal request of redirection of funds to COVID-19. At this time, the Administrative Team presented to the Board a COVID-19 Update. President Crawford asked for a motion to

redirect funds from the approved \$287,000 grants for FY2020 to be used for PPE needs for staff, return to work policy supplies and equipment, return to programming policy supplies and equipment for the remaining full time staff during the pandemic. Chairman Nowicki called for a motion to approve the redirection of unrestricted funds as presented. Director Charlesworth made the motion and Director Romejko seconded the motion. Motion carried.

The total amount of granted funds to NWSRA was lower than budgeted due to NWSRA programs being cancelled and financial need not as high. It is anticipated that FY2021 funds will be needed to assist with the new guidelines set forth for the safety of NWSRA participants and staff.

43100 NWSRA Lightning Athletes

This line item includes any funds for purchases made toward uniforms, housing, transportation and more for NWSRA Lightning athletes. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2020 The need was not as great as budgeted due to athletic competitions cancelled because of COVID-19. SLSF purchased powerlifting equipment, club wellness books, athletic activity boxes, and athletic equipment.

FY2021 Budgeting for competitions to begin again by the summer, purchasing new equipment to run sports out of NWSRA programming sites, and safety items needed for athletes to attend practices and competitions.

43200 Accessible Vehicle Support

This line item includes any funds granted for the purchase and maintenance of accessible vehicles. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2020 Granted more than budgeted due to the increased maintenance of the 24 vehicle fleet and purchase of safety equipment to begin utilizing some vehicles for the PURSUIT adult day program.

FY2021 Funds will be granted for maintenance as well as purchasing safety equipment per state guidelines.

43300 Scholarships

This line item includes any funds granted for scholarships to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2020 Lower participation due to COVID-19 and not as many scholarships needed, so SLSF didn't grant the budgeted amount.

FY2021 Lower than previous year's granted amount due to COVID-19 still having effects on our participant's ability to attend programs. It is anticipated that SLSF will see an increase in scholarship requests beginning in June for Day Camp.

43350 Misc. Grants

New line item in 2021. This line item includes funds used to assist areas outside the five pillars because of an unforeseen issue.

FY2021 This line item will assist with purchasing PPE, updating sites for pandemic readiness and help support NWSRA with staff costs, if necessary.

43400 Inclusion

This line item includes any funds granted for Inclusion / ADA Compliance to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2020 Funds were used to purchase safety equipment and individual behavior and sensory items for each participant due to COVID-19 regulations.

In 2021 Funds will be used to assist with offsetting the cost of inclusion aides, behavior equipment, sensory kits and for COVID-19 equipment support.

43500 General Programs

This line item includes any funds used for general program support including PURSUIT, Star Academy, Snoezelen rooms, Adaptive Equipment and other newly developed programs. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2020 Due to cancellation of in person programs because of the COVID-19 Stay at Home orders SLSF did not grant the entire budgeted amount. SLSF granted funds for PURSUIT supplies, activity boxes, sensory items, supplies, iPads, and COVID safety supplies for each programming space.

FY2021 Funds will be used toward the Wheeling Sensory Room, specialty instructors for programming, equipment repair for existing sensory rooms and dream lab, partner bowling costs, purchasing supplies due to COVID-19 guidelines, and adaptive equipment.

43700 RMCC Lease

This line item is used to pay for the storage and office space at RMCC every three years.

FY2020 Utilized funds from the Restricted Reserve Funds. SLSF paid \$51,165 in March which pays the lease through 2022.

FY2021 No budget because paid in 2020. This line item will not be budgeted again until 2026.

43650 Capital Improvements

This line item includes capital improvements including ADA improvements, securing new NWSRA programming spaces, and specialty resource rooms.

FY2020 The amount budgeted was not needed due to construction costs coming in lower than anticipated from Buffalo Grove and Wheeling, as well as lower cost for furniture at the NWSRA programming space in Buffalo Grove because of donated items. SLSF granted funds for the following: Wheeling Programming Space Rent for 6 months (\$15,000), BG Programming Space Rent for 6 months (\$15,000), Furniture for BG Programming Space (\$49,568.78), Sensory Garden (\$24,780) and Sensory Room equipment (\$7,099.11)

FY2021 No budget for this year. However in 2022, the sixth programming space needs to be secured in Hoffman Estates. NWSRA has seen the benefit of having their own programming spaces especially during the COVID-19 pandemic. Many SRA's had to cancel all programming for 2020 because they couldn't secure a programming space from their member park districts or schools.

SLSF ASSUMPTIONS FY 2021

Line Item #	Description	Approved FY 2020	PYE 2020 COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021- PYE 2020 COVID budget	% Change FY 2020 - Proposed FY 2021
Income							
31110	BAC Account Interest Income- This line item reflects interest earned on the SLSF bank account.	1,750.00	684.16	0.00	500.00	-\$184.16	-27%
31200	Grants Received- This line item includes all private and public foundation grants for the five focuses of SLSF and any capital improvement grants. In FY2021, SLSF is budgeting conservatively due to COVID and increased number of nonprofit organizations requested funding.	86,000.00	74,386.00	-11,614.00	83,000.00	8,614.00	11.6%
31300	Restricted Fundraising- This line item includes all revenues received from the following restricted fundraising events and endeavors: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic, Lightning Booster Club. In FY2020, due to COVID-19, Ala Carte Entertainment/NWSRA Golf Classic was cancelled and lower attendees for the Palatine Hills Golf Classic due to state guidelines and restrictions. FY2021, SLSF budgeted for COVID restrictions due to the time of year that these events occur.	56,040.00	18,781.40	-37,258.60	35,900.00	17,118.60	91.1%
31400	Restricted Donations- This line item includes all restricted revenues received through memorial, general and annual appeal donation. Spring Appeal will target scholarships and day camp through an in-house letter. In FY2020, SLSF pivoted and requested unrestricted donations due to COVID-19 and the changing needs for the NWSRA staff and participants, such as PPE. In FY2021, SLSF will be focused on securing unrestricted funds due COVID and the changing needs for staff and participants for at least the first 6 months.	13,000.00	5,156.52	-7,843.48	5,500.00	343.48	2.6%

SLSF ASSUMPTIONS FY 2021

Line Item #	Description	Approved FY 2020	PYE 2020 COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021- PYE 2020 COVID budget	% Change FY 2020 - Proposed FY 2021
32300	Unrestricted Fundraising- This line item includes all revenues received through the following unrestricted events and endeavors: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, T&M Golf Outing, Gold Medal Fashion Show, Celebrate Ability, Miscellaneous events, Hole Sponsor Deal. FY2020, the GMFS was held prior to the COVID-19 pandemic. SLSF was able to host all golf outings with lower attendees due to state guidelines and restrictions. Due to the state event guidelines, SLSF hosted a virtual Celebrate Ability Gala. In FY2021, SLSF will budget for a virtual GMFS and will budget similar to the FY2020 golf outing revenues due to the unknown environment due to COVID, but will be budgeting to host the Celebrate Ability Gala in person.	243,625.00	174,328.33	-69,296.67	178,785.00	4,456.67	2.6%
32400	Unrestricted Donations- This line item includes all unrestricted revenues received through memorial donations, general donations and annual appeal donations. In FY2020, due to COVID-19 many donors were unable to give at their past level of giving.	76,000.00	57,252.27	-18,747.73	71,600.00	14,347.73	25.1%
33700	Investment Transfer- This is money transferred from the BF Edwards account to pay for needed improvements to NWSRA program spaces. \$210,000 Upcoming projects include \$60,000 for RMCC, \$80,000 for BG Furniture and \$170,000 construction & contingency funds for NWSRA Programming sites at Wheeling and Buffalo Grove. (\$100,000 in the Money Market Account). In FY 2020, SLSF transferred \$210,000 from investment and \$51,165 from the Village Bank & Trust Restricted Reserve Funds.	310,000.00	261,165.00	-48,835.00	0.00	-261,165.00	-100.0%
Total Income		786,415.00	591,753.68	-193,595.48	375,285.00	-216,468.68	-36.6%
Operating Expenses- Administration							
40100	Postage- This line item includes yearly post office renewal fees and postage. FY2020 decrease in mailings due to COVID19. FY2021 budgeting lower due to not mailing annual report and decreasing mailings by utilizing emails.	5,500.00	2,539.42	-2,960.58	3,500.00	960.58	37.8%
40200	Office Expense- This line item includes all office supplies purchased, bank fees and deposit slip fees. FY2020, lower than anticipated due to COVID19. FY2021 budgeting conservatively.	750.00	117.20	-632.80	300.00	182.80	156.0%

SLSF ASSUMPTIONS FY 2021

Line Item #	Description	Approved FY 2020	PYE 2020 COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021- PYE 2020 COVID budget	% Change FY 2020 - Proposed FY 2021
40250	Credit Card Fees- This line item includes all fees associated with credit card processing and bank fees. To maintain or grow donations/registrations, SLSF must allow donors to use credit cards. SLSF will work diligently to negotiate the lowest fees possible, however fee percentages continue to rise. FY2020, fees lower due to lower than anticipated guests due to COVID19 restrictions. FY 2021, reflects similar number of guests attending due to COVID restrictions still be enforced.	6,200.00	4,169.45	-2,030.55	4,500.00	330.55	7.9%
40300	Newsletter Printing- This line item includes all expenses related to the Impact Newsletter. In 2020, SLSF will be creating a newsletter. FY2020, due to COVID19, didn't send a newsletter.	1,000.00	0.00	-1,000.00	0.00	0.00	0.0%
40400	Professional Memberships- This line item includes all expenses related to membership fees with the Rolling Meadows Chamber, Arlington Heights Chamber, Mount Prospect Chamber, Schaumburg Business Association, Associate of Fundraising Professionals and the Rotary Clubs of Schaumburg/Hoffman Estates and Buffalo Grove. SLSF continues to pay for the membership of all service clubs.	3,000.00	2,917.00	-83.00	3,000.00	83.00	2.8%
40500	Education/Training- This line item includes all expenses related to continuing education fees for fundraising development workshops. In 2019, SLSF paid for two staff members to attend the Nonprofit Storytellers Conference that will be hosted in Chicago in 2020. For FY 2020, due to COVID19, many webinars were offered for no cost.	2,500.00	576.95	-1,923.05	1,500.00	923.05	36.9%

SLSF ASSUMPTIONS FY 2021

Line Item #	Description	Approved FY 2020	PYE 2020 COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021- PYE 2020 COVID budget	% Change FY 2020 - Proposed FY 2021
40600	Public Awareness- This line item includes involvement with community organizations through networking events, Holiday Luncheon expenses, awards and recognition, memorial flowers/cards, SLSF marketing staff shirts and giveaways for events and volunteers. In FY2020, expenses were lower due to cancellation of the Holiday Luncheon and social media advertising payments. FY2020, expenses were lower due to cancellation of the Holiday Luncheon and social media advertising payments. FY2021, SLSF is budgeting conservatively for the first six months with budgeting the remaining six months reflecting previous year's expenses.	22,000.00	14,107.74	-7,892.26	17,500.00	3,392.26	24.0%
40700	Printing- This line item includes the printing of the Annual Report and any other printing expenses outside of the fundraising expense line items. In FY2020, due to COVID19, didn't print the annual report or the annual appeal. In FY2021, SLSF will not be mailing the annual report, but posting it online.	9,000.00	929.00	-8,071.00	2,000.00	1,071.00	115.3%
40800	Professional Fees- This line item includes professional fees for the SLSF Audit, Charity Status Tax Filing, Attorney Fees and the Annual Report Filing with the Secretary of State. Included in this budget are additional funds for legal fees incurred with the new representation. In FY2020, due to COVID19, the SLSF Admin and Board Manual was not sent to the attorney. In FY2021, legal services are required for review of the SLSF Admin and Board Manual.	6,000.00	3,871.00	-2,129.00	5,500.00	1,629.00	27.2%
41300	Fundraising Restricted- This line item includes any event related expense toward restricted fundraising. Events include: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue. In FY2020, the Ala Carte/NWSRA Golf Classic was cancelled due to COVID19. Expenses are low due to only hosting one golf outing. In FY2021, budgeting for both events but with lower costs due to COVID19 restrictions.	12,615.00	5,148.59	-7,466.41	7,900.00	2,751.41	21.8%

SLSF ASSUMPTIONS FY 2021

Line Item #	Description	Approved FY 2020	PYE 2020 COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021- PYE 2020 COVID budget	% Change FY 2020 - Proposed FY 2021
42300	Fundraising Unrestricted- This line item includes any event related expense toward unrestricted fundraising. Events include: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, Celebrate Ability, T&M Golf Outing, Gold Medal Fashion Show. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue. In 2020, lower expenses due lower attendees due to state guidelines and hosting the Gala virtually. In FY2021, budgeting for a virtual GMFS and possible attendee guidelines for the first two golf outings, but will budget for "normal" attendance for the remaining golf outings and an in person Gala.	98,028.00	60,833.18	-37,194.82	67,365.00	6,531.82	6.7%
	Subtotal Administration Expenses	166,593.00	95,209.53	-71,383.47	113,065.00	17,855.47	10.7%
Grants Given							
43100	NWSRA Lightning Athletes- This line item includes any funds for purchases made toward uniforms, housing, transportation and more for NWSRA Lightning athletes. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2020, athletic competitions were cancelled due to COVID19. FY2021, budgeting for competitions to begin again by the summer.	21,000.00	8,000.00	-13,000.00	18,000.00	10,000.00	47.6%
43200	Accessible Vehicles- This line item includes any funds granted for the purchase and maintenance of accessible vehicles. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2021, funds will be granted for maintenance as well as purchasing safety equipment per state guidelines.	70,000.00	105,000.00	35,000.00	61,000.00	-44,000.00	-62.9%
43300	Scholarships- This line item includes any funds granted for scholarships to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2020, lower participation due to COVID19 and not as many scholarships need. In FY2021, majority of scholarships will take place for summer day camp.	94,000.00	19,728.42	-74,271.58	40,000.00	20,271.58	21.6%
43350	Misc. Grant -New line item in 2021. This line item includes funds used to assist with purchasing PPE, updating sites for pandemic readiness and help support NWSRA with staff costs, if necessary.	0.00	0.00	0.00	26,000.00	26,000.00	0.0%

SLSF ASSUMPTIONS FY 2021

Line Item #	Description	Approved FY 2020	PYE 2020 COVID Budget	PYE 2020 - FY 2020	Proposed FY 2021	Proposed FY 2021- PYE 2020 COVID budget	% Change FY 2020 - Proposed FY 2021
43400	Inclusion / ADA Compliance- This line item includes any funds granted for Inclusion / ADA Compliance to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In 2021, includes grant for COVID equipment support.	5,500.00	5,500.00	0.00	10,000.00	4,500.00	81.8%
43500	General Program Support / Adaptive Equipment- This line item includes any funds used for general program support including PURSUIT, Star Academy, Snoezelen rooms, Adaptive Equipment and other newly developed programs. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.	97,000.00	63,949.90	-33,050.10	105,000.00	41,050.10	42.3%
43700	RMCC Lease. SLSF is scheduled to pay the storage portion of the lease in 2020 then again in 2026	60,000.00	51,165.00	-8,835.00	0.00	-51,165.00	-85.3%
	Subtotal Grants Given	347,500.00	253,343.32	-94,156.68	260,000.00	6,656.68	1.9%
Capital Improvements							
43650	Capital Improvements-	264,955.00	111,447.78	-153,507.22	0.00	-111,447.78	
	FY2020 Wheeling Programming Space Rent for 6 months (\$15,000), BG Programming Space Rent for 6 months (\$15,000), Furniture for BG Programming Space (\$49,568.78), Sensory Garden (\$24,780) and Sensory Room equipment (\$7,099.11)						
	Subtotal Capital Improvements	264,955.00	111,447.78	-153,507.22	0.00	-111,447.78	-42.1%
	Total Grants	612,455.00	364,791.10	-247,663.90	260,000.00	-104,791.10	-17.1%
	Total Expense	779,048.00	460,000.63	-319,047.37	373,065.00	-86,935.63	-11.2%
	Net Income	7,367.00	131,753.05	124,386.05	2,220.00	-129,533.05	-1758.3%
Reserves/Investment Income							
31205	Grant Reserves- Not using in 2020 or 2021.	0.00	0.00		0.00	0.00	0.0%
	Net Income + reserve	7,367.00	131,753.05	124,386.05	2,220.00	-5,147.00	-3.9%



SLSF CALENDAR OF EVENTS 2021



DATE	EVENT
Sun, Feb. 28	Virtual Gold Medal Fashion Show
Wed, May 19	Buffalo Grove Golf Classic
Thu, Jun. 3	Palatine Hills Golf Classic
Wed, Aug. 18	Moretti's/NWSRA Golf Classic In Memory of Kevin T. Kendrigan
Wed, Sept. 1	Women's Golf Outing
Thurs, Sept. 9	Arlington Classic Golf Outing
TBD	Terrazzo & Marble Supply Companies Golf Outing
Fri, Nov. 5	Celebrate Ability Gala

*All dates may need to change depending on COVID-19 Guidelines

WHAT IS SLSF?

Special Leisure Services Foundation (SLSF), a 501 (c) (3) non-profit foundation, is the fundraising arm of Northwest Special Recreation Association.

MISSION STATEMENT

We exist to support children and adults with disabilities through philanthropy for Northwest Special Recreation Association.

VISION STATEMENT

Maximizing all philanthropic opportunities to build a future that is diverse and inclusive by opening doors through innovative services and community opportunities.

FOUNDATION DOLLARS PROVIDE:

- Transportation
- Programs
- Inclusion
- Scholarships
- Athletics

GET INVOLVED!

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