



*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  
May 19, 2020 - 3:30 p.m.

Virtual Board Meeting

<https://us02web.zoom.us/j/81501969252>

Call in number:

1 (312) 626-6799

Meeting ID: 815 0196 9252

### AGENDA

- I. Call to Order  
Roll Call
- II. Introduction of Guests:
  - 1. Celine Ehret – Intern 1
  - 2. Jessica Pelegrino – Intern 2
  - 3. Delaney Grimm – Intern 3
  - 4. Rohit Saluja – Intern 4
  - 5. Rebecca Uhrich – SLSF Intern
  - 6. Ann Van Vooren - Lauterbach & Amen
  - 7. Dave Hanson – Benjamin F. Edwards
  - 8. David Speers, Scheck & Siress Prosthetics, Inc. – Potential Board Member
- III. Approval of Agenda
- IV. Approval of Minutes, January 21, 2020 – Pages – 3-11
- V. Correspondence
  - A. Written
  - B. Oral
- VI. Reports – Pages – 12-23
  - A. SLSF Reports – 1<sup>st</sup> Quarter
    - 1. Events – Wrap Up Reports
      - a. GMFS
    - 2. Grants
    - 3. Goals
  - B. Marketing and Public Relations – 1<sup>st</sup> Quarter
  - C. NWSRA Program Report
- VII. Review of Financial Statements/Investments – Pages – 24-53
  - A. SLSF Investment Statement
  - B. Organizational Cash Overview
  - C. SLSF Budget vs. Actual
  - D. Balance Sheets
  - E. Profit & Loss Budget vs. Actual

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

3000 West Central Road, Suite 205 Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.slsf.me](http://www.slsf.me)

- F. 1<sup>st</sup> Quarter Financial Reports
- G. Other
  
- VIII. Warrant – Pages – 54-58
  - A. Motion to approve Warrant #4 - \$623.77
  - B. Motion to approve Warrant #3 - \$53,801.84
  - C. Motion to approve Warrant #2 - \$27,525.91
  
- IX. Old Business – Pages – 59-61
  - A. Resolution R2020 - 9 Village Bank and Trust
  - B. Resolution R2020 - 10 Reverse Notification Benjamin F. Edwards
  
- X. New Business – Pages – 62-97
  - A. SLSF Audit, Presented by Ann Van Vooren, Lauterbach and Amen.
  - B. SLSF Policy Manual Updates:
    - 1. Whistle Blower Policy
    - 2. Net Asset Fund Policy
    - 3. Retention Policy
    - 4. Review Gift Policy Draft – Input needed
  - C. Benjamin F. Edwards Investment Update, Presented by Dave Hanson, Benjamin F. Edwards
  - D. Fund Balance Recommendation
  - E. NWSRA Grant Request Review
    - 1. STAR Scholarships - \$459.25
    - 2. Formal request of redirection of funds due to COVID-19
  - F. Installation of New Board Member
    - 1. David Speers
  - G. Other
  
- XI. Information/Action Items – Pages 98-113
  - A. NWSRA Project Updates
    - 1. Community Sensory Garden at Hanover Park
  - B. NWSRA Programming Spaces
    - 1. Wheeling Community Center
    - 2. Buffalo Grove Fitness Center
  - C. Other
  
- XI. Comments
  
- XII. Adjournment

**Mission Statement**

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

# IV. Minutes

[Back to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE SPECIAL LEISURE SERVICES FOUNDATION  
HELD AT THE NWSRA ADMINISTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 21st OF JANUARY 2020**

Chairman Houser called the meeting to order at 3:30 p.m.

Those present were: Amy Charlesworth, Al Crook, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

Anthony Gattuso arrived at 3:31 p.m.

Absent were: Carl Arthur, Dennis Hanson, Agnes Laton, Tom Perkins

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

Introduction of Guests

None

Approval of Agenda for January 21, 2020

Chairman Houser called for a motion to approve the agenda for January 21, 2020. Director Oates made the motion and Director Charlesworth seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for October 15, 2019

Chairman Houser called for a motion to approve the minutes for the October 15, 2019 meeting. Director Charlesworth moved and Director Nowicki seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: President Crawford stated that an email to the Finance Committee Executive Team was sent by Dave Hanson, B.F. Edwards, which served as a formal request for the 2020 SLSF cash needs of \$210,000.

Oral:

None

SLSF Reports

2019 Year End Report

Superintendent Splett reported that SLSF received a \$5000 grant from RMS. SLSF was awarded the 2018 IDOT grant, and will be receiving an accessible vehicle in November. Monthly donors have increased from three to twenty-nine, and includes many of Chairman Houser's friends at UPS.

### Events

Megan O'Brien, Events Coordinator, reported that the Celebrate Ability Gala generated more than \$70,000. The Impact Auction proceeds will supply equipment for the Sensory Garden at Hanover Park. The Fashion Show is scheduled for February 23<sup>rd</sup>.

Jessica Lamb, Foundation Manager, reviewed the gross and net revenue from all events. The T & M Golf Outing was rescheduled from September 14<sup>th</sup>, at Chevy Chase to October 12<sup>th</sup>, at Mount Prospect Golf Course, due to weather. The event netted almost \$16,000.

Superintendent Splett compared 2018 to 2019. Some negative variances are due to weather effects and conflicts with other events. SLSF is planning to elevate its events and increase networking.

### Grants

Superintendent Splett reviewed the grants received in 2019.

### 2019 4<sup>th</sup> Quarter Goals

Superintendent Splett stated that event attendees are being targeted for SLSF's annual appeal; four or five individuals have donated. President Crawford mentioned that SLSF staff have been attending training and conferences, including the Storyteller's Conference, to improve marketing and fundraising.

Superintendent Splett reported that the Annual Appeal Fund 2019 raised approximately \$5000 more than last year. More than fifty percent of donors were family members of NWSRA participants.

Superintendent Splett stated that The Giving Comparison showed that scholarships were higher this year. Capital improvement funds were used for the Tech Lab, the Sensory Room in Mount Prospect, the Hanover Park Sensory Garden and furniture for the Wheeling space.

Director Clark asked why inclusion was down when it had been trending up. Superintendent Splett stated that funds were lower due to a decrease in part time staff.

### Year-End Financial Wrap-up

Superintendent Splett explained the uses for the restrictive reserve fund, which is a new money market account. Funds for the Hanover Park Sensory Garden won't be needed until May. Therefore, those funds will be moved to the money market fund. Money owed to Meadows Club from the Gold Medal Fashion Show will be kept in the reserve account until legal issues are resolved.

Capital expenses for 2020 include a Snoezelen Room planned for Wheeling, the Sensory Garden in Hanover Park, and payment of rent for the storage area and office space in Rolling Meadows. In addition, contingency funds for possible construction needs for the NWRA Programming Space in Buffalo Grove.

A motion was called for to approve the transfer of funds from the operating fund to the restricted reserve fund money market account for 2020 projects – the Sensory Garden and payment to Meadows Club. Director Oates made the motion and Director Nowicki approved the motion. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Marketing and Public Relations

Superintendent Selders reported that staff is working on materials for the new 2020 events as well as the 2019 annual report. Inspired by the Storyteller's Conference, SLSF has created new participant stories that can be found on [SLSF.me/stories](https://slsf.me/stories). Board Members were encouraged to share the link, which also includes a link to donate.

#### NWSRA Program Report

Superintendent Griffin explained the Sibshops program, and relayed a touching story about the benefits of the program for a resident and her family. Sibshops are held at the Hanover Park and River Trails Park Districts.

#### NWSRA Lightning Booster Club

Superintendent Splett shared information about the All Star Game, where basketball teams compete. The highest-level team played against staff and beat them for the second year straight. Schaumburg High School Cheerleaders participated. Dancers from a school of dance performed a half-time show. Profits were approximately \$2200, which was more than last year.

#### Review of Financial Statements/Investments

Superintendent Negrillo reported that the restricted reserve money market account at Village Bank is earning 2.5% for one year.

#### Approval of Warrant #11

Director Houser called for a motion to approve Warrant #11, dated November 30, 2019, in the amount of \$279,403.86. Director Burgess 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Approval of Warrant #12

Director Houser called for a motion to approve Warrant #12, dated December 31, 2019, in the amount of \$59,486.55. Director Oates made the motion and Director Clark 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

### Old Business

#### NWSRA Project Updates

Superintendent Griffin reported that the Sensory Room at Mount Prospect is open. There are photos on Facebook. Superintendent Selders announced that the Dream Lab at Rolling Meadows is open. An open house for the Dream Lab and Sensory Room will be held on March 26<sup>th</sup>.

Superintendent Griffin stated that the Community Sensory Garden at Hanover Park is on hold until spring, when the final phase – planting – will be done. The Wheeling programming space is expected to be finished with construction in March. Superintendent Griffin thanked Rolling Meadows Park District for allowing NWSRA to use their Teen Center. The Wheeling PURSUIT program at Rolling Meadows has 21 participants and is fully staffed. The walk-through at the Buffalo Grove Fitness Center will take place in February to determine the needs for NWSRA programming. The Buffalo Grove space will be ready in August.

President Crawford stated that strategic plans to regionalize NWSRA have been developed in coordination with Clearbrook. The plans will be shared with the NWSRA Board in March and the SLSF Board in May. The next step will be to plan the transportation accordingly. The results from the transportation needs survey will be published and shared with stakeholders. Director Salk offered to check with an organization that provides GIS maps to see if they will donate their services.

#### Conflict of Interest Policy & Annual Statement

Superintendent Splett completed the process of having all Board Members sign the Conflict of Interest Policy & Annual Statement.

### New Business

#### Installation of Officers

Chairman Houser called for a motion to approve the following new officers: Kathy Nowicki, Chairman; Al Crook, Vice Chairman; Amy Charlesworth, Secretary/Treasurer. Director Oates 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Recognition of Board Members

Director Nowicki presented Proclamation P2020-1, recognizing the contributions of Jim Houser to SLSF. On behalf of the SLSF Board of Directors, Director Nowicki thanked Chairman Houser for his outstanding service to the Foundation.

#### Installation of New Board Members

Chairman Nowicki called for a motion to approve the installation of Jay Morgan as a new Board Member. Director Oates made the motion and Director Clark seconded the motion. Upon voice vote, the motion was carried.

#### Approval of Terms and Committees

Chairman Nowicki called for a motion to approve the Terms and Committees. Director Oates made the motion and Director Charlesworth seconded the motion. Upon voice vote, the motion was carried.

#### Appointment of Legal Counsel

Chairman Nowicki called for a motion to approve Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. as legal counsel. Director Charlesworth 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Appointment of President

Chairman Nowicki called for a motion to approve Tracey Crawford as President of SLSF – Resolution R2020-1. Director Oates 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

President Crawford noted that attorneys are being consulted on the separation of NWSRA and SLSF, in which case NWSRA would not vote on the appointment of SLSF's legal counsel or President.

#### Approval of Resolutions

##### Resolution R2020-2 – Benjamin F. Edwards & Co.

Chairman Nowicki called for a motion to approve the Benjamin F. Edwards Reverse Notification Resolution R2020-2 as presented. Director Charlesworth 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

##### Resolution R2020-3 – Village Bank and Trust

Chairman Nowicki called for a motion to approve the Village Bank and Trust Resolution dated January 21, 2020 – signature cards. Director Oates made the motion and Director Burgess 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Approval of Warrant #1

Chairman Nowicki called for a motion to approve Warrant #1, in the amount of \$4,134.57. 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Fund Balance Policy Draft

President Crawford stated that SLSF's fund balance policy has been drafted for the Board's review and will also be reviewed by the attorneys, auditor and Dave Hanson. A question was raised as to confirmation that three months of operations goes into the operating fund; President Crawford affirmed and said it is based on an average of the past three years. President Crawford will ensure that the policy includes an annual review by the investment committee.

#### Information/Action Items

##### Proposed Budget 2020

President Crawford called for a motion to approve the proposed 2020 budget as presented. Director Salk asked if the income was down significantly due to the Franciscan Sisters grant; the reply was yes. A suggestion was raised as to sending the budget to the Board in November, holding an electronic vote, and ratifying in January. Executive Director Crawford told the Board that she will look into the moving the Budget approval process. Director Crook made the motion and Director Houser seconded the motion to approve the proposed 2020 budget. Upon roll being called, the vote was as follows:

AYA: Amy Charlesworth, Al Crook, Anthony Gattuso, Diane Hilgers, Jim Houser, Jay Morgan, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### Annual SLSF Investment Transfer

Chairman Nowicki called for a motion to approve an investment transfer from Benjamin F. Edwards to the SLSF money market account in the amount of \$210,000, for the PURSUIT programming space. Director Burgess 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, Steve Burgess, Kathy Nowicki, Terri Oates, Jonathan Salk, Mike Clark

NAY: None

The motion carried.

#### 2019 Year in Review/2020 Goals

President Crawford thanked the Board Members for their input on the new mission statement. A new vision statement and core values were also created. President Crawford reviewed learnings from the development plan thus far. SLSF is researching new software to improve database activities, manage events, etc. Monthly donors increased from four to twenty-nine, events continue to be strong, and SLSF will focus on sustaining donors.

Superintendent Splett shared highlights of recent and upcoming events. This year will be the 30<sup>th</sup> anniversary of the Gold Medal Fashion Show. There are seven new models that are 10 years old or younger, from families that are new to NWSRA. All of the golf outings will continue. Superintendent Splett thanked the member park districts for allowing SLSF to use the golf courses at no cost. She expressed a need to get more community members involved in the Celebrate Ability Gala.

Grants affect approximately 1500 individuals with disabilities. SLSF submitted 24 grants; 16 were approved; six were new grantors. President Crawford praised Superintendent Splett for the outstanding approval rate.

President Crawford commended the NWSRA Board for allowing staff to attend conferences that generate creative ideas, i.e. the Dream Lab and the Sensory Garden, two of the major 2019 accomplishments. SLSF is purchasing durable furniture from a new company for programming spaces. Sensory kits have been provided to specific program participants, and some mobile units are being used.

Superintendent Splett reported increased community involvement, exemplified by NWSRA's relationship with Autism Speaks. The Mitsubishi Vision Committee hosted a silent auction/art show with art created by NWSRA participants, and raised more than \$1000. UPS employees have been contributing more than \$4500 in monthly donations. Contributions have also been received from Knights of Columbus, Northwest Covenant Church, Dakota K Auto Repair and Township School District 211. The Buffalo Grove Rotary Club contributed money for Broadway Buddies in honor of a Buffalo Grove Park District commissioner who passed away.

Superintendent Splett reported that the bi-monthly SLSF Impact newsletter reaches 7600 individuals. An Instagram page has been created, with 40 followers thus far. To enhance Kevin's Club, members who pay \$500 can attend three golf outings and receive perks. Over \$3000 has been earned from Amazon Smile. In 2019, revenue was down, but expenses were low.

Superintendent Splett distributed the Board Member Annual Review Form 2019 and raffle tickets for the Gold Medal Fashion Show.

#### Other

Adjournment

Being no further business to come before the Board, Director Nowicki called for a motion to adjourn the meeting at 5:01 pm. Director Oates moved and Director Salk seconded the motion. Upon voice vote, the motion carried.

---

Secretary

# VI. Reports

[Back to Home](#)

Date: May 19, 2020  
To: Tracey Crawford, Executive Director  
From: Cathy Splett, Superintendent of Development  
RE: SLSF Update for the May SLSF Board Meeting

---

**Sponsorships:** Sponsorship dollars are part of the SLSF event budgets. The FY 2020 budgeted amount is \$76,600. To date, \$10,050 has been received. Additional sponsorship dollars are committed through the Buffalo Grove Golf Outing. Due to COVID-19, SLSF staff are reinventing how sponsorship will look in the future, such as a virtual vendor booth.

**Grants:** The FY 2020 Grant budgeted amount is \$86,000 which is lower than the past two years due to the completion of a multi-year grant that SLSF received. To date, SLSF has applied for \$67,500 in grants with \$63,000 approved and the remaining grants still pending. SLSF is currently submitting grants to assist with unbudgeted items needed to help NWSRA virtual programs (activity boxes) and additional personal protective equipment that will be needed when face to face programming is allowed again.

**Events:** The FY 2020 Events budgeted amount is \$299,665. The 30<sup>th</sup> Gold Medal Fashion Show was held on Sunday, February 23<sup>rd</sup> and raised just over \$50,000. The Fashion Show was attended by over 450 individuals from the community including State Representative Michelle Mussman and Executive Director of Hanover Township, Tracey Colagrossi.

SLSF is currently planning on hosting the events with the possibility of tweaking them to stay within the suggested guidelines. Due to the "Stay at Home" Orders the Buffalo Grove Golf Classic and the 35<sup>th</sup> Anniversary of the Palatine Hills Golf Classic were rescheduled to August and September. The SLSF team is currently inventing virtual fundraising events and how events might look in the immediate future.

**Grants to NWSRA:** On March 20, 2020, SLSF paid \$51,165 to Rolling Meadows Park District for leasing the storage and office spaces at RMCC through 2023. NWSRA was granted \$459.25 for STAR Scholarships.

SLSF will be providing funds to purchase furniture for the NWSRA Programming space in Buffalo Grove, complete the Sensory Garden at Hanover Park Park District and if needed, provide additional funding for construction costs at the NWSRA Programming spaces in Wheeling and Buffalo Grove.

**Outreach:** SLSF staff reached out to donors, sponsors, grantors and event participants in March and April to continue to build our strong relationships. The families and community are the heartbeat of this organization and we wanted them to know that we are here from them during this uncertain time.

The High 5 Campaign was created as an opportunity for donors, supporters, and friends of SLSF and NWSRA to donate and make a difference in the lives of the children and adults with disabilities we serve during this crisis. An individual donates \$5 and then tags a friend on social media to do the same! SLSF has raised \$1,740 as of May 8, 2020.

SLSF staff have attended numerous free webinars throughout the past month. These webinars have guided and assisted the staff with what the "new normal" of fundraising will look like and what we need to do as a foundation to continue providing assistance to the NWSRA participants and families.

Date: February 23, 2020

To: Tracey Crawford

From: Megan O'Brien

Event: ***Gold Medal Fashion Show***

---

**Event History:** The Gold Medal Fashion Show was started in 1991 by a small group of mothers to raise funds to support their children's Special Olympics activities. The first fashion show was held in the banquet room of Park Central, had 100 registrations and models were the committee members' athletes and their families. That event had a net revenue of \$2,225.05. In 2014, the fashion show was changed to an unrestricted fundraising event to increase the participation of younger models who are not old enough to compete on athletic teams and to allow NWSRA to use the funds wherever needed and not just for athletics. The models for the fashion show remain NWSRA participants.

**# of years event held:** 30 years

**Event Explanation:** The Gold Medal Fashion Show is a luncheon affair which features 55+ raffle baskets worth approximately \$150 each and 5-6 Grand Raffle prizes worth at least \$300. The fashion show portion of the day consists of 35-40 NWSRA participants modeling clothing from area stores. Since Northwest Community Healthcare has been a sponsor at the fashion show, they have had two models with their dogs from the Dog Therapy program model in the show.

**Event Preparation:** The Gold Medal Fashion Show is held the last Sunday in February. The week after the event, the facility for the next year's event is secured. At the event evaluation meeting, the committee decides on the theme for the next year's event. The committee begins meeting in June to plan the upcoming fashion show. Clothing providers, hair and make-up providers are contracted in August. Letters are sent to potential models in late September. Raffle solicitation letters are sent in November and invitations are sent the first week of January. The committee meets bi-monthly to plan the details of the event.

**Committee Names:**

Louise Dickey	Laurel Katz	Mary Larson	Joanne Terrelli
Lisa Hester	Joanne Kluck	Linda Mancini	Ann Zgoda
Paula Jones	Karina Kovar	Diane Maxwell	
Lauren Josko	Jean Lamantia	Sandy Ricketts	

**Raffle explanation:** Other than registration, the money from this event comes from the raffle baskets and the grand prize raffle. This year featured 58 raffle baskets and six grand prize raffle items. Tickets for the baskets remained the same as the last 30 years, they were sold 1/\$1.00 and 6/\$5.00 and the grand raffle tickets were sold 1/\$10, 3/\$25 and 7/\$50.

**Actual day of explanation:** SLSF staff members pack the bus with all raffle baskets, supplies and equipment for the event on the Friday prior if the facility has a locked room available to store the items. The following is the explanation of the day:

- 7:00 a.m. - MO, JL & CS to get the bus and drive to Stonegate
- 7:30 a.m. - SLSF arrives
- 8:15 a.m. - Brian arrives
  - MO to put pens, programs and clothing descriptions on runway for Ann
- 8:30 a.m. - Committee and volunteers arrive
  - MO to organize the assembly of easels and signs
  - Jean, Louise and crew organize basket & bag set-up
  - Summer to set up Raffle Table & Raffle baskets \$10 and \$1 and train volunteers
  - MO to set up Registration Area
  - Forbici stylists arrive –Megan
  - MS & JL check tables for correct numbers and placement
- 9:00 a.m. - Models begin to arrive to have hair & make-up done - Nicole
- 9:00 - 10:00 a.m. - Decor committee and volunteers assemble programs with pens and clothing descriptions, place table numbers on the correct tables and hang décor.
- 10:00 a.m. - Door prizes are put on tables with winners names attached
  - All registration materials in place
- 10:15 a.m. - Volunteers arrange clothing on racks and put model photos on correct outfits, if not already done.
  - Music Begins
- 10:30 a.m. - Guests begin to arrive
  - Raffle table ready and bar open
  - Raffle Volunteers ready to sell
  - Raffle tickets are sold as soon as guests arrive
- 11:30 a.m. - EVERYONE should be able to explain raffles to guests
- 11:45 a.m. - RACHEL HESS STARTS PLAYING PIANO
- 11:45 a.m. – 12:00 p.m. - Salads are set on tables
- 12:00 p.m. - All models hair and make-up is finished
- 12:00 p.m. - STONEGATE TO RING CHIMES, CATHY INVITES GUESTS TO SIT
- 12:15 p.m. - Lunch is served
  - General Announcements and welcome
  - Program and awards
  - SK closes \$1 raffle, 20 baskets at a time
- 12:30 p.m. - First 20 raffle prize winners announced
- 1:00 p.m. - Second 20 raffle prize winners announced
  - Models depart for dressing rooms – CS will announce model changing groups, volunteers and NWSRA Staff should go back to dressing rooms.
  - Models to be dressed in appearance order, first ones on should be first ones dressed. I cannot stress this enough, please dress in show order! Except tuxedos will be changed first.
  - Dessert is served
- 1:15 p.m. - Close down \$10 raffle
  - Emcees take their place on stage
  - ERIC BEGINS TO SING

Last raffle basket winners will be pulled  
 Models are lined up according to run order, Start when set 1-4 are ready others can line up as they are dressed.  
 Fashion show begins  
 2:30 p.m. - Grand finale - Fashion show concludes  
 Models change into their own clothes, if they didn't purchase their outfits from the show  
 Grand Prize Raffle drawing held  
 ALL VOLUNTEERS AND STAFF CLEAN UP, LOAD BUS, LEAVE  
 Nicole to make sure all clothing in the back is together and ready to go back to the store  
 FMT and JCP will take clothes back

**Evaluation responses:** The committee will meet on Monday, March 16, 2020 for an evaluation meeting.

**Target Numbers:**

	2018		2019		2020	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$58,351.50	\$58,392.20	\$59,600	\$56,885.35	\$59,350.00	\$50,577.00
Expenses	\$21,923	\$21,866.39	\$21,400	\$12,704.51	\$24,650.00	\$24,150.77
Net Revenue	\$36,428.50	\$36,525.81	\$38,200	\$44,180.84	\$34,700.00	\$26,426.23
Registrations	588	558	570	555	460	453
Sponsorships	\$7,250	\$5,900	\$7,000	\$2,550	\$5,000	\$3,900
Grand Raffle	\$9,300	\$9,704	\$9,300	\$9,105	\$9,200	\$7,889
Raffle Baskets	\$10,550	\$10,548	\$10,700	\$10,745	\$11,000	\$7,982
Average spent on raffles/person (total \$ collected/attendance)	\$33.76	\$36.29	\$35.09	\$35.77	\$43.91	\$35.04
SLSF average cost/person (total expenses/attendance)	\$37.28	\$39.19	\$37.54	\$22.89	\$53.59	\$53.31

**Summary:** The Gold Medal Fashion Show is an event that serves the dual purpose of raising funds and raising awareness of NWSRA and the potential of children and adults with disabilities. The fashion show is well supported by the families of NWSRA as well as the community.

The 2020 GMFS was once again a success at showing the abilities of the NWSRA participant models and celebrating the 30<sup>th</sup> Anniversary! Unfortunately, it fell short of budget by \$8,273.77. The decrease was due to the venue's capacity being lower than previous years, which means less registration money and raffle ticket sales. The SLSF team worked to solicit new sponsors within the area and the staff will continue to push for greater sponsorship for this event. Expenses were higher this year due to the new venue which included lighting and a ramp rental.



The \$10 raffle brought in \$1,200 less than 2019, with six prizes. The biggest draw was the package containing a \$500 Visa gift card. Volunteers walked around the banquet room and foyer to sell raffle tickets until the lunch was served which provided convenience for donors. There was a perfect amount of raffle baskets with a total of 58. SLSF will look at enhancing the baskets for future years by adding items to tie the whole basket together.

The guests thoroughly enjoyed the show, with 37 models walking in Formally Modern Tuxedos and JCPenney's clothes. This year brought in 7 new models and their families, aging from 6 – 23 years old. SLSF will continue to recruit new and younger models to join the fashion show.

## Board Report - Grant Activity for May 2020

The following is a list of 2020 grant activity on behalf of SLSF/NWSRA

### Governmental Grants

Illinois Department of Transportation – IDOT grants vehicles to non-profit agencies through the Paratransit Vehicle Program.	Accessible Vehicle	\$ 60,000.00		NWSRA has been awarded a 14 passenger accessible vehicle from the 2018 CVP Application. Will receive the vehicle in 2020.
IEMA	COVID-19			SLSF is applying for Federal Assistance for unbudgeted PPE for staff and participants due to COVID-19
	<b>Total Government Grant Money Received in 2020</b>			

### Private Grants

Pending				
Name	Purpose	Amount Requested	Status	Notes
Rotary Club of Schaumburg/Hoff man Estates	Accessible Vehicle	\$ 4,000.00	Pending	SLSF submitted a grant to help purchase an accessible vehicle on 4/10/2020. Talked with grant coordinator and requested to update request for activity boxes on 5/1/2020.
Disability Inclusion Fund - Borealis Philanthropy	General Support	\$ 10,000.00	Pending	SLSF submitted a grant request to help with scholarships and supplies for summer camps/virtual programs on 5/5/2020
Palatine Jaycees	General Support	\$ 1,000.00	Pending	SLSF submitted a grant request to help with purchasing activity boxes for camps and virtual programs on 5/8/2020
Not Approved				
Dunkin Joy	General Program Support	\$ 500.00	Not accepted	SLSF submitted an "emergency grant" for COVID-19 on 3/24/2020.
Approved				
RSM US Foundation	Inclusion	\$ 5,000.00	\$ 5,000.00	SLSF submitted a grant for inclusion support on 7/2/2019 per request from Vicki Carney. Check received in 2020
Schneider Electric	General Program Support	\$ 5,000.00	\$ 5,000.00	SLSF Board Member, Tom Perkins requested funding based on the volunteer hours from Schneider employees
Palatine Township	Accessible Transportation	\$ 10,000.00	\$ 8,500.00	SLSF submitted a grant to help purchase an accessible bus for NWSRA on 9/13/2019. SLSF received grant approval for \$8,500 to be used in the accessible transportation program on 3/16/2020.
Mitsubishi Electronic	Wheeling Sensory Room	\$ 5,000.00	\$ 4,000.00	SLSF submitted a grant to purchase specialized sensory equipment for the Wheeling Park District Sensory Room on 2/21/2020. SLSF received \$4,000 in funding on 3/19/2020.
Elk Grove Township	Accessible Vehicle	\$ 10,000.00	\$ 10,000.00	SLSF submitted a grant to help purchase an accessible vehicle on 2/3/2020. SLSF reviewed contract on agreement of \$10,000 on 4/24/2020
Women's Club of Inverness	General Program Support	\$ 2,000.00	\$ 500.00	SLSF submitted a grant to purchase needed iPads for programs on 3/16/2020. Due to the cancellation of their biggest fundraiser, they were unable to award the total amount. SLSF received check on 5/8/2020
Zurich Na	General Program Support	\$ 15,000.00	\$ 30,000.00	SLSF submitted a grant to help purchase an accessible vehicle on 2/21/2020. On 5/6/2020, SLSF received notification that we will be receiving \$30,000 for unrestricted funds due to the pandemic. The global Foundation, the Z Zurich Foundation, stepped in to provide financial support due to COVID-19 situation. Funds should be received by the end of May.
	<b>Total Proposed Amount from Grants</b>	<b>\$ 67,500.00</b>		
	<b>Total Approved Grant Money in 2020</b>	<b>\$ 63,000.00</b>		
	<b>Total Grant Money Received in 2020</b>	<b>\$ 16,500.03</b>		
	<b>Budgeted Amount</b>	<b>\$ 86,000.00</b>		

## 2020 Goals

### I. Major Gifts Program

- a. Continue to establish a pipeline of research on both new and prospective major donors to prepare for donor meetings.
  - i. Continue to build and update a database designed to store info on donors with whom SLSF will seek to carry out donor meetings.
    - 1. In progress
  - ii. Continue to carry out research on current and prospective donors from the SLSF database including Event 10 prospects.
    - 1. SLSF has taken the approach of pairing down Event 10 and choosing 5 individuals per event and deciphering where we can maximize their engagement and buy in within the organization.
      - a. Five individuals/families from the GMFS were selected to gauge their personal investment and how we can engage them at their level. Foundation Manager is currently communicating with them
    - 2. Current donors communications
      - a. SLSF team has utilized the changing circumstances to focus on remaining connected with current donors through frequent communications
  - iii. Continue to research new major donor prospects who would be attracted to supporting SLSF because of its mission
    - 1. Foundation Manager has cultivated a list of prospective corporate donors headquartered in Illinois in addition to a list of corporations aligning with the SLSF mission
    - 2. Utilizing membership organizations, such as Schaumburg Business Association, Arlington Heights Chamber of Commerce and Palatine Chamber to build a list of prospective donors
- b. Continue to build out an infrastructure for a successful major donor meeting program.
  - i. Continue to solicit Kevin's Club to donors. Revamp the American Philanthropic letter template to fit Kevin's friends and donors who would be interested in joining Kevin's Club. SLSF will also send this letter to lapsed SLSF donors.
    - 1. Holiday Appeal included Kevin's Club Members
  - ii. Introduce a new opportunity for Kevin's Club. If you purchase three golf outings for a special price (\$500) you can be a member of Kevin's Club.
    - 1. A robust Kevin's club "19<sup>th</sup> Hole" program was launched in February 2020 to all Kevin's Club Members
    - 2. Limited edition Kevin's Club visors have been purchased for members committed to the program
- c. Continue to secure meetings with current and prospective major donors
  - i. Plan at least one meeting per month

1. Tracey and Cathy met with Tim Schaap and Ryan Crowley from Top Golf regarding possibility of new event
  2. Meeting with Christina Nied from Chicago Northwest
  3. Meeting with Ernie Blomquist, Neil Scheufler and Derek Hanley for future fundraising initiatives. Needed to reschedule due to COVID-19
  4. Meet with Bill Donahue from Rotary Club of Buffalo Grove to discuss President Choice – sending PURSUIT to Chicago Dog's Event
  5. Luncheon with Andrew Grzelak from Mitsubishi Electric
  6. Meeting with Tate and Lyle with NWSRA staff to build relationship
- d. Superintendent of Development and SLSF Board Member will continue to make personal thank you phone calls to donors over \$500 on a monthly basis.
- i. Each month the SOD will pull a list of donations and divide into \$500-\$999 and \$1000+ donors and email list to Board member by second week of the following month
    1. In process – First round completed in January 2020
  - ii. Phone calls will be made within that same week
    1. Phone calls have been completed by Superintendent of Development and Jonathan Salk to date

## II. Foundation Program

- a. Continue to maintain good relationships with existing foundation funders
  - i. First Quarter:
    1. Submitted 5 grant applications – one application submitted for COVID-19 relief.
    2. Received communication from a few grantors that their funding will be lower this year due to cancelled events due to COVID-19.
    3. Received \$16,500.03 in private funding from grant awards
- b. Solicit grants for capital projects – In process.
- c. Continue to approach new foundations
  - i. Submit 3 new grants to new foundations
    1. Dunkin Joy for COVID-19 Relief on 3/24/2020
    2. Disability Inclusion Fund – Borealis Philanthropy on 5/5/2020
  - ii. Reach out to the agencies and associations provided from the legislative breakfast for funding opportunities – In process

## III. Direct Mail

- a. Continue to reform current appeal program
  - i. Implement ideas learned from Nonprofit Storytellers Conference
    1. Utilize suggestions from the conference to tailor the Spring Appeal due to COVID
  - ii. Segment Donor Base
    1. Will continue to segment donor base by current, lapsed, and events in order to personalize letters.
- b. Follow Up

- i. Continue to send thank you letters/postcards to donors.
- c. Experiment with prospect mailings.
  - i. New prospective sponsor and sponsor solicitation letters have been created
  - ii. The SLSF team has sent out approximately 106 sponsorship solicitation letters to new businesses and individuals throughout all 17 community districts
- d. Continue to keep an organized system of mailing evaluations and record keeping.
  - i. SLSF team continues to utilize spreadsheet trackers for calls and marketing
- e. Sent Holiday Annual Appeal – segmenting the donor base.
- f. Review the use of Social Media for donations.
  - i. SLSF has created the High 5 Challenge, a virtual fundraising challenge, promoted through social media

#### **IV. Planned Giving**

- a. Begin to create planned giving collateral material.
- b. Solicit planned giving to SLSF donors and board members.
- c. Continue to include information about planned giving 3 times a year in the newsletter and board report.
- d. Continue education to SLSF donors, board members and staff about planned giving.

#### **V. Board Development**

- a. SLSF will identify specific duties to board members.
  - i. Seek input at Board Member one on one meetings as to activities that interest each Board Member and find ways to get them involved.
    - 1. One on One meetings are being conducted in the First Quarter.
  - ii. Utilizing their strengths and gearing them toward actions that are necessary to help SLSF become more successful.
- b. Adding a board member report section to the SLSF Board meeting.
- c. Recruit additional board members - Identify and reach out to members of the community who would be effective SLSF board members.
  - i. SLSF is currently recruiting a long time donor and volunteer to sit on the board of directors.
- d. The SLSF staff and board will work together to identify young professionals and community members that may be interested in serving on an event committee.

## MARKETING & PR REPORT MAY 2020

SLSF maximizes public outreach through a variety of endeavors. The following report highlights some of the recent marketing and public relations activities:

### MEDIA

#### DAILY HERALD

- Article on NWSRA Virtual Programming and Activity Center
- Article on Gold Medal Fashion Show

#### TRIBLOCAL/METROMIX

- Added SLSF events to online calendar of events

#### MISCELLANEOUS

- Article on NWSRA Virtual Programming posted in Association of Fundraising Professionals (AFP) newsletter
- SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more

### ONLINE

- SLSF High 5 Challenge- new web page, donation site, social media and weekly Constant Contacts
- #NWSRAConnected campaign
- New posts on SLSF and Directors sites
- New website search engine optimization tools enabled
- Bi-monthly SLSF Impact e-newsletters sent
- Monthly SLSF Board Update e-newsletters sent
- New stories at [www.slsf.me/stories](http://www.slsf.me/stories)

### PUBLICATIONS AND FLYERS

- Event materials updated with date changes
- #NWSRAConnected flyer
- 2019 SLSF/NWSRA Annual Report posted
- Updated Kevin's Club materials
- Gold Medal Fashion Show materials
- NWSRA Lightning All Star Game materials
- SLSF Sponsorship Form
- 2020 SLSF/NWSRA Calendar of Events
- New SLSF posters and banners
- 2020 SLSF Golf Outing materials in progress

### MISCELLANEOUS

- New High 5 Challenge promotional video
- SLSF Mission, Vision and Core Values updated on materials
- SLSF Elevator Wrap
- SLSF event videos created
- NWSRA Brand video created

### IN PROGRESS

- SLSF High 5 Challenge
- Year of Impact infographic
- Database build project
- Various publications and online media
- 2020 SLSF materials



To: Tracey Crawford  
From: Rachel Hubsch and Andrea Griffin, Superintendents of Recreation  
Re: Program Report, March 2020 – May 2020

### **NWSRA Programs and Services**

NWSRA is currently offering 34 virtual programs that are run by full time Therapeutic Recreation Specialists (CTRS). These CTRS's utilize their skills and areas of interest, to benefit our participants through leisure and recreation. Programs are offered through virtual activity based interventions, virtual programs improve and maintain the physical, cognitive, social, emotional and spiritual functioning of participants. These programs are held on a weekly basis and include cooking, cultural arts, fitness, sensory, social and general recreational therapy programs. During this time of ever changing times, an online Activity Center was created, with access to over 50 activities, ranging from nature, fitness, cooking and cultural arts.

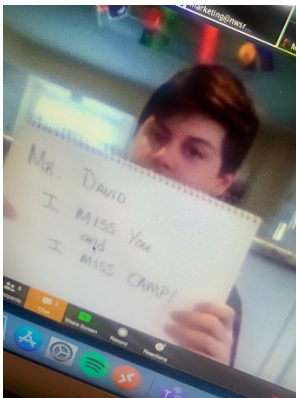
As part of the continued partnership with Clearbrook, NWSRA CTRS's are offering therapeutic recreation programs to 52 CILA homes, which house 255 residents and four Immediate Care Facilities with 133 residents. Sheila Lullo, Executive Vice President/Vice President of Program Services for Clearbrook, said "We are so grateful to NWSRA for the creative and accessible programming they are doing for our residents during this incredibly challenging time! Our residents have not been able to participate in day programs since the end of the program day, March 13. And they are not permitted visitors. This means that they are home 24/7. These programs are providing a much needed opportunity for our residents to recreate!"

### **NWSRA Behavior Team**

Over the last month, the Behavior Team has provided support to families through the creation of Social Stories, a narrative made to illustrate certain situations and problems and how people deal with them. They can help understand social and new norms. Staff are busy creating a "Return to Program Series", that will help participants understand what is expected when face to face programs start and what programs will look like.

### **Community Updates: (Recruitment / Outreach)**

Through outreach and networking over 15 different agencies have shared information on NWSRA virtual programs and the activity center. Staff have actively joined community groups, to help provide for those in need throughout March, April and May.



# **VII. Financial/ Investment Statements**

[Back to Home](#)





**BENJAMIN F. EDWARDS & CO.**  
 INVESTMENTS for GENERATIONS  
 One North Brentwood Blvd., Suite 850  
 Saint Louis, MO 63105 314-726-1600

\* 0041585 02 AV 0.386 02 TR 00206 X107PD04 000000

SPECIAL LEISURE SERVICES  
 FOUNDATION  
 ATTN TRACEY CRAWFORD  
 3000 CENTRAL RD STE 205  
 ROLLING MDWS IL 60008-2551



January 1, 2020 - January 31, 2020  
 Account Number: ~~XXXXXX~~

### Portfolio at a Glance

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,246,386.20</b>	<b>\$1,246,386.20</b>
Dividends, Interest and Other Income	1,368.41	1,368.41
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-5,184.68</b>	<b>-5,184.68</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,242,569.93</b>	<b>\$1,242,569.93</b>
Estimated Annual Income	\$17,264.09	

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

S 041585 X107PD04 040539

**Your Financial Advisor Is:**  
 HANSON / FISHER / VANDERLUGT  
 (630) 871-2673

**The Bank Deposits in your account are FDIC insured bank deposits.**

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

### Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
15%	Cash, Money Funds, and Bank Deposits	134,669.15	134,669.15	186,037.56
29%	Fixed Income	407,178.85	407,178.85	357,629.85
56%	Mutual Funds	704,538.20	704,538.20	698,902.52
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,246,386.20</b>	<b>\$1,246,386.20</b>	<b>\$1,242,569.93</b>

Please review your allocation periodically with your Financial Advisor.



**BENJAMIN F. EDWARDS & CO.**

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850

Saint Louis, MO 63105

314-726-1600

\* 0009706 02 AV 0.386 02 TR 00040 X107PD01 000000

SPECIAL LEISURE SERVICES  
FOUNDATION  
ATTN TRACEY CRAWFORD  
3000 CENTRAL RD STE 205  
ROLLING MDWS IL 60008-2551

**Your Financial Advisor Is:**

HANSON / FISHER / VANDERLUGT  
(630) 871-2673

February 1, 2020 - February 29, 2020

Account Number: ~~89912000~~**Portfolio at a Glance**

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,242,569.93</b>	<b>\$1,246,386.20</b>
Dividends, Interest and Other Income	805.44	2,173.85
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-39,486.08</b>	<b>44,670.76</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,203,889.29</b>	<b>\$1,203,889.29</b>
Estimated Annual Income	\$17,332.03	

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

**The Bank Deposits in your account are FDIC insured bank deposits.**

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

**Asset Summary**

Percent	Asset Type	Prior Year-End	Last Period	This Period
15%	Cash, Money Funds, and Bank Deposits	134,669.15	186,037.56	186,843.00
30%	Fixed Income	407,178.85	357,629.85	358,280.60
55%	Mutual Funds	704,538.20	698,902.52	658,765.69
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,246,386.20</b>	<b>\$1,242,569.93</b>	<b>\$1,203,889.29</b>

Please review your allocation periodically with your Financial Advisor.



**BENJAMIN F. EDWARDS & Co.**

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850

Saint Louis, MO 63105

314-726-1600

\* 0068157 03 AV 0.386 03 TR 00391 X109PD07 100000

SPECIAL LEISURE SERVICES  
FOUNDATION  
ATTN TRACEY CRAWFORD  
3000 CENTRAL RD STE 205  
ROLLING MDWS IL 60008-2551

**Your Financial Advisor is:**

HANSON / FISHER / VANDERLUGT  
(630) 871-2673

March 1, 2020 - March 31, 2020

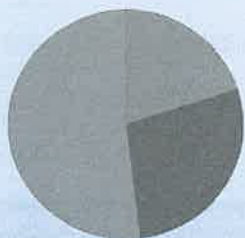
Account Number: ~~XXXXXX~~**Portfolio at a Glance**

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,203,889.29</b>	<b>\$1,246,386.20</b>
Dividends, Interest and Other Income	3,369.13	5,542.98
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-83,908.44</b>	<b>-128,579.20</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,123,349.98</b>	<b>\$1,123,349.98</b>
Estimated Annual Income	\$16,564.89	

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

**The Bank Deposits in your account are FDIC insured bank deposits.**

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

**Asset Summary**

Percent	Asset Type	Prior Year-End	Last Period	This Period
20%	Cash, Money Funds, and Bank Deposits	134,669.15	186,843.00	228,391.59
28%	Fixed Income	407,178.85	358,280.60	311,067.40
52%	Mutual Funds	704,538.20	658,765.69	583,890.99
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,246,386.20</b>	<b>\$1,203,889.29</b>	<b>\$1,123,349.98</b>

Please review your allocation periodically with your Financial Advisor.





**BENJAMIN F. EDWARDS & CO.**  
 INVESTMENTS for GENERATIONS  
 One North Brentwood Blvd., Suite 850  
 Saint Louis, MO 63105 314-726-1600

\* 0035735 02 AV 0.386 02 TR 00186 X106PD04 000000

SPECIAL LEISURE SERVICES  
 FOUNDATION  
 ATTN TRACEY CRAWFORD  
 3000 CENTRAL RD STE 205  
 ROLLING MDWS IL 60008-2551



April 1, 2020 - April 30, 2020

Account Number: ~~EDX120XX~~

**Your Financial Advisor Is:**

HANSON / FISHER / VANDERLUGT  
 (630) 871-2673

**Portfolio at a Glance**

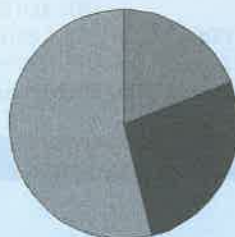
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,123,349.98</b>	<b>\$1,246,386.20</b>
Dividends, Interest and Other Income	350.22	5,893.20
<b>Net Change in Portfolio<sup>1</sup></b>	<b>61,687.50</b>	<b>-66,891.70</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,185,387.70</b>	<b>\$1,185,387.70</b>
Estimated Annual Income	\$16,574.18	

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

**The Bank Deposits in your account are FDIC insured bank deposits.**

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

**Asset Summary**



Percent	Asset Type	Prior Year-End	Last Period	This Period
19%	Cash, Money Funds, and Bank Deposits	134,669.15	228,391.59	228,741.81
27%	Fixed Income	407,178.85	311,067.40	314,469.80
54%	Mutual Funds	704,538.20	583,890.99	642,176.09
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,246,386.20</b>	<b>\$1,123,349.98</b>	<b>\$1,185,387.70</b>

Please review your allocation periodically with your Financial Advisor.





NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW JANUARY 31, 2020**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	433,234	121,178	554,412
	OPER/MMA (Village Bank & Trust)	1,301,960	101,523	1,403,483
	IPDLAF	35,801		35,801
	FLEX SPENDING CHECKING	15,189		15,189
	CASH BANKS	0		0
	TOTAL	1,786,684	222,851	2,009,535
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS		1,242,570	1,242,570
	PFM Asset Management	1,740,008		1,740,008
	TOTAL	1,740,008	1,242,570	2,982,578
<b><u>RESERVES:</u></b>				
<b><u>OPERATING</u></b>	MAX SAFE 1 (Village Bank & Trust)	1,498,544		1,498,544
<b><u>CAPITAL</u></b>	MAX SAFE 2 (Village Bank & Trust)	472,150		472,150
	TOTAL	1,970,694		1,970,694
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b><u>January 31, 2020</u></b>		<u>\$ 5,497,386</u>	<u>\$ 1,465,421</u>	<u>\$ 6,962,807</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b><u>January 31, 2019</u></b>				
	CASH	\$ 2,173,676	\$ 370,252	\$ 2,543,928
	RESERVES - OPER	1,489,767		1,489,767
	RESERVES - CAP	185,955		185,955
	RESERVES - INVEST	1,401,431	1,126,217	2,527,648
		<u>\$ 5,250,829</u>	<u>\$ 1,496,469</u>	<u>\$ 6,747,298</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW FEBRUARY 29, 2020**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	138,480	132,478	270,958
	OPER/MMA (Village Bank & Trust)	1,435,139	101,703	1,536,842
	IPDLAF	43,179		43,179
	FLEX SPENDING CHECKING	13,475		13,475
	CASH BANKS	0		0
	TOTAL	1,630,773	234,331	1,865,104
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS		1,203,889	1,203,889
	PFM Asset Management	1,739,854		1,739,854
	TOTAL	1,739,854	1,203,889	2,943,743
<b><u>RESERVES:</u></b>				
<b><u>OPERATING</u></b>	MAX SAFE 1 (Village Bank & Trust)	1,500,536		1,500,536
<b><u>CAPITAL</u></b>	MAX SAFE 2 (Village Bank & Trust)	472,777		472,777
	TOTAL	1,973,313		1,973,313
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b>February 29, 2020</b>		<u>\$ 5,343,939</u>	<u>\$ 1,438,220</u>	<u>\$ 6,782,160</u>

<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b>February 28, 2019</b>				
	CASH	\$ 2,218,800	\$ 398,174	\$ 2,616,974
	RESERVES - OPER	1,492,670		1,492,670
	RESERVES - CAP	186,310		186,310
	RESERVES - INVEST	1,401,268	1,141,708	2,542,976
		<u>\$ 5,299,048</u>	<u>\$ 1,539,882</u>	<u>\$ 6,838,930</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW MARCH 31, 2020**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	423,136	148,982	572,118
	OPER/MMA (Village Bank & Trust)	1,043,243	50,668	1,093,911
	IPDLAF	57,081	0	57,081
	FLEX SPENDING CHECKING	13,475	0	13,475
	CASH BANKS	0	0	0
	TOTAL	1,537,435	199,799	1,737,234
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS	0	1,123,350	1,123,350
	PFM Asset Management	1,745,646	0	1,745,646
	TOTAL	1,745,646	1,123,350	2,868,996
<b><u>RESERVES:</u></b>				
	<b><u>OPERATING</u></b>			
	MAX SAFE 1 (Village Bank & Trust)	1,502,120		1,502,120
	<b><u>CAPITAL</u></b>			
	MAX SAFE 2 (Village Bank & Trust)	473,277		473,277
	TOTAL	1,975,397		1,975,397
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>March 31, 2020</b>	<u>\$ 5,258,477</u>	<u>\$ 1,323,149</u>	<u>\$ 6,581,626</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>March 31, 2019</b>			
	CASH	\$ 2,053,427	\$ 402,081	\$ 2,455,508
	RESERVES - OPER	1,495,915		1,495,915
	RESERVES - CAP	186,708		186,708
	RESERVES - INVEST	1,405,702	1,155,973	2,561,675
		<u>\$ 5,141,752</u>	<u>\$ 1,558,054</u>	<u>\$ 6,699,806</u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW APRIL 30, 2020**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	590,777	155,628	746,405
	OPER/MMA (Village Bank & Trust)	780,797	50,761	831,558
	IPDLAF	79,531	0	79,531
	FLEX SPENDING CHECKING	13,179	0	13,179
	CASH BANKS	0	0	0
	TOTAL	1,464,785	206,539	1,671,324
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS	0	1,185,388	1,185,388
	PFM Asset Management	1,749,196	0	1,749,196
	TOTAL	1,749,196	1,185,388	2,934,584
<b><u>RESERVES:</u></b>				
	<b><u>OPERATING</u></b>			
	MAX SAFE 1 (Village Bank & Trust)	1,503,360		1,503,360
	<b><u>CAPITAL</u></b>			
	MAX SAFE 2 (Village Bank & Trust)	473,667		473,667
	TOTAL	1,977,027		1,977,027
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>April 30, 2020</b>	<u>\$ 5,191,008</u>	<u>\$ 1,391,926</u>	<u>\$ 6,582,934</u>

<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>April 30, 2019</b>			
	CASH	\$ 2,152,214	\$ 406,838	\$ 2,559,053
	RESERVES - OPER	1,498,915		1,498,915
	RESERVES - CAP	187,082		187,082
	RESERVES - INVEST	1,408,688	1,175,678	2,584,366
		<u>\$ 5,246,899</u>	<u>\$ 1,582,516</u>	<u>\$ 6,829,416</u>



# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

ONE MONTH ENDING JANUARY 31, 2020

	<b>2020</b>			<b>2019</b>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	5,833	6,500	(667)	162,167
RESTRICTED FUNDRAISING	1,873	1,200	673	1,176
RESTRICTED DONATIONS	3,320	833	2,487	4,600
UNRESTRICTED FUNDRAISING	18,855	16,800	2,055	23,375
UNRESTRICTED DONATIONS	4,617	7,417	(2,800)	8,284
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	<u>34,498</u>	<u>32,750</u>	<u>1,748</u>	<u>199,602</u>
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	3,015	4,579	(1,565)	3,243
RESTRICTED FUNDRAISING	0	0	0	2
UNRESTRICTED FUNDRAISING	3,986	3,700	286	1,483
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	<u>7,001</u>	<u>8,279</u>	<u>(1,279)</u>	<u>4,728</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>27,497</u>	<u>24,471</u>	<u>3,027</u>	<u>194,874</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	<u>(4,101)</u>	<u>146</u>	<u>(4,247)</u>	<u>45,592</u>
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ 23,397</u>	<u>\$ 24,617</u>	<u>\$ (1,220)</u>	<u>\$ 240,466</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

## SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL and CASH BALANCE

JANUARY 31, 2020

(A) BUDGET VS ACTUAL			REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)		
January	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)		
February	46,429		(46,429)	12,754		(12,754)	33,675	0	(33,675)		
March	21,789		(21,789)	82,659		(82,659)	(60,870)	0	60,870		
April	180,918		(180,918)	36,034		(36,034)	144,884	0	(144,884)		
May	50,283		(50,283)	130,013		(130,013)	(79,730)	0	79,730		
June	35,701		(35,701)	39,154		(39,154)	(3,453)	0	3,453		
July	198,818		(198,818)	24,104		(24,104)	174,714	0	(174,714)		
August	52,988		(52,988)	25,015		(25,015)	27,973	0	(27,973)		
September	55,548		(55,548)	25,191		(25,191)	30,357	0	(30,357)		
October	36,848		(36,848)	182,558		(182,558)	(145,710)	0	145,710		
November	47,628		(47,628)	94,414		(94,414)	(46,786)	0	46,786		
December	26,568		(26,568)	118,873		(118,873)	(92,304)	0	92,304		
TOTAL YTD	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)		

(B) CASH BALANCE		BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH	
January	1,443,749	23,397	0	0	(1,523)	1,465,622	
February	1,465,622					1,465,622	
March	1,465,622					1,465,622	
April	1,465,622					1,465,622	
May	1,465,622					1,465,622	
June	1,465,622					1,465,622	
July	1,465,622					1,465,622	
August	1,465,622					1,465,622	
September	1,465,622					1,465,622	
October	1,465,622					1,465,622	
November	1,465,622					1,465,622	
December	1,465,622					1,465,622	

# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

TWO MONTHS ENDING FEBRUARY 29, 2020

	<b>2020</b>			<b>2019</b>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	6,667	7,333	(667)	163,000
RESTRICTED FUNDRAISING	3,396	2,650	746	2,626
RESTRICTED DONATIONS	3,640	1,667	1,974	4,600
UNRESTRICTED FUNDRAISING	44,997	52,800	(7,803)	58,135
UNRESTRICTED DONATIONS	7,930	14,583	(6,653)	10,047
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	66,631	79,033	(12,403)	238,408
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	5,095	8,333	(3,239)	5,474
RESTRICTED FUNDRAISING	0	0	0	2
UNRESTRICTED FUNDRAISING	25,972	12,700	13,272	10,187
GRANTS GIVEN	0	0	0	0
TOTAL EXPENSES	31,067	21,033	10,033	15,664
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	35,563	58,000	(22,436)	222,745
<b><u>INVESTMENT INCOME (LOSS)</u></b>	(42,632)	292	(42,923)	61,146
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ (7,068)</u>	<u>\$ 58,292</u>	<u>\$ (65,359)</u>	<u>\$ 283,890</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

## SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL and CASH BALANCE

FEBRUARY 29, 2020

(A) BUDGET VS ACTUAL			REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)		
January	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)		
<b>February</b>	<b>46,429</b>	<b>(6,398)</b>	<b>(52,827)</b>	<b>12,754</b>	<b>24,066</b>	<b>11,312</b>	<b>33,675</b>	<b>(30,464)</b>	<b>(64,139)</b>		
March	21,789		(21,789)	82,659		(82,659)	(60,870)	0	60,870		
April	180,918		(180,918)	36,034		(36,034)	144,884	0	(144,884)		
May	50,283		(50,283)	130,013		(130,013)	(79,730)	0	79,730		
June	35,701		(35,701)	39,154		(39,154)	(3,453)	0	3,453		
July	198,818		(198,818)	24,104		(24,104)	174,714	0	(174,714)		
August	52,988		(52,988)	25,015		(25,015)	27,973	0	(27,973)		
September	55,548		(55,548)	25,191		(25,191)	30,357	0	(30,357)		
October	36,848		(36,848)	182,558		(182,558)	(145,710)	0	145,710		
November	47,628		(47,628)	94,414		(94,414)	(46,786)	0	46,786		
December	26,568		(26,568)	118,873		(118,873)	(92,304)	0	92,304		
TOTAL YTD	79,325	23,999	(55,326)	21,033	31,067	10,033	58,292	(7,068)	(65,359)		

(B) CASH BALANCE		BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH	
January	1,443,749	23,397	-	-	(1,523)	1,465,622	
<b>February</b>	<b>1,465,622</b>	<b>(30,464)</b>	-	-	<b>3,029</b>	<b>1,438,187</b>	
March	1,438,187	-	-	-	-	1,438,187	
April	1,438,187	-	-	-	-	1,438,187	
May	1,438,187	-	-	-	-	1,438,187	
June	1,438,187	-	-	-	-	1,438,187	
July	1,438,187	-	-	-	-	1,438,187	
August	1,438,187	-	-	-	-	1,438,187	
September	1,438,187	-	-	-	-	1,438,187	
October	1,438,187	-	-	-	-	1,438,187	
November	1,438,187	-	-	-	-	1,438,187	
December	1,438,187	-	-	-	-	1,438,187	

# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

THREE MONTHS ENDING MARCH 31, 2020

	<b>2020</b>			<b>2019</b>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	16,500	8,167	8,333	167,658
RESTRICTED FUNDRAISING	4,641	8,450	(3,809)	4,436
RESTRICTED DONATIONS	3,640	2,500	1,140	4,600
UNRESTRICTED FUNDRAISING	49,042	58,760	(9,718)	54,535
UNRESTRICTED DONATIONS	11,981	22,800	(10,819)	14,928
INVESTMENT TRANSFER	0	0	0	0
TOTAL REVENUE	85,805	100,677	(14,872)	246,158
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	6,900	12,612	(5,713)	8,876
RESTRICTED FUNDRAISING	530	1,500	(971)	1,229
UNRESTRICTED FUNDRAISING	26,501	14,580	11,921	11,696
GRANTS GIVEN	51,165	75,000	(23,835)	5,976
TOTAL EXPENSES	85,095	103,692	(18,597)	27,777
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	708	(3,016)	3,725	218,382
<b><u>INVESTMENT INCOME (LOSS)</u></b>	(123,782)	438	(120,495)	74,830
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ (123,073)</u>	<u>\$ (2,578)</u>	<u>\$ (116,769)</u>	<u>\$ 293,212</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

MARCH 31, 2020

(A) BUDGET VS ACTUAL				EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	REVENUE ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)
February	46,429	(6,398)	(52,827)	12,754	24,066	11,312	33,675	(30,464)	(64,139)
<b>March</b>	<b>21,789</b>	<b>(61,976)</b>	<b>(83,766)</b>	<b>82,659</b>	<b>54,029</b>	<b>(28,630)</b>	<b>(60,870)</b>	<b>(116,005)</b>	<b>(55,135)</b>
April	180,918		(180,918)	36,034		(36,034)	144,884	0	(144,884)
May	50,283		(50,283)	130,013		(130,013)	(79,730)	0	79,730
June	35,701		(35,701)	39,154		(39,154)	(3,453)	0	3,453
July	198,818		(198,818)	24,104		(24,104)	174,714	0	(174,714)
August	52,988		(52,988)	25,015		(25,015)	27,973	0	(27,973)
September	55,548		(55,548)	25,191		(25,191)	30,357	0	(30,357)
October	36,848		(36,848)	182,558		(182,558)	(145,710)	0	145,710
November	47,628		(47,628)	94,414		(94,414)	(46,786)	0	46,786
December	26,568		(26,568)	118,873		(118,873)	(92,304)	0	92,304
TOTAL YTD	101,114	(37,978)	(139,092)	103,692	85,095	(18,597)	(2,578)	(123,073)	(120,495)

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,443,749	23,397	-	-	(1,523)	1,465,622
February	1,465,622	(30,464)	-	-	3,029	1,438,187
<b>March</b>	<b>1,438,187</b>	<b>(116,005)</b>	<b>-</b>	<b>-</b>	<b>741</b>	<b>1,322,923</b>
April	1,322,923	-	-	-	-	1,322,923
May	1,322,923	-	-	-	-	1,322,923
June	1,322,923	-	-	-	-	1,322,923
July	1,322,923	-	-	-	-	1,322,923
August	1,322,923	-	-	-	-	1,322,923
September	1,322,923	-	-	-	-	1,322,923
October	1,322,923	-	-	-	-	1,322,923
November	1,322,923	-	-	-	-	1,322,923
December	1,322,923	-	-	-	-	1,322,923

# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

FOUR MONTHS ENDING APRIL 30, 2020

	<b>2020</b>			<b>2019</b>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	16,500	15,639	861	166,825
RESTRICTED FUNDRAISING	5,966	15,250	(9,284)	10,216
RESTRICTED DONATIONS	3,640	3,333	307	4,600
UNRESTRICTED FUNDRAISING	50,367	70,210	(19,843)	73,670
UNRESTRICTED DONATIONS	16,217	27,017	(10,800)	20,146
INVESTMENT TRANSFER	0	150,000	(150,000)	0
TOTAL REVENUE	<u>92,691</u>	<u>281,449</u>	<u>(188,758)</u>	<u>275,458</u>
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	7,089	23,417	(16,327)	13,929
RESTRICTED FUNDRAISING	530	2,020	(1,491)	1,349
UNRESTRICTED FUNDRAISING	26,501	16,290	10,211	12,795
GRANTS GIVEN	51,165	98,000	(46,835)	27,720
TOTAL EXPENSES	<u>85,285</u>	<u>139,727</u>	<u>(54,442)</u>	<u>55,792</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>7,405</u>	<u>141,722</u>	<u>(134,316)</u>	<u>219,665</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	<u>(61,326)</u>	<u>583</u>	<u>(61,909)</u>	<u>95,055</u>
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>\$ (53,920)</u>	<u>\$ 142,306</u>	<u>\$ (196,225)</u>	<u>\$ 314,720</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

APRIL 30, 2020

(A) BUDGET VS ACTUAL			REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)		
January	32,896	30,397	(2,499)	8,279	7,001	(1,279)	24,617	23,397	(1,220)		
February	46,429	(6,398)	(52,827)	12,754	24,066	11,312	33,675	(30,464)	(64,139)		
March	21,789	(61,976)	(83,766)	82,659	54,029	(28,630)	(60,870)	(116,005)	(55,135)		
<b>April</b>	<b>180,918</b>	<b>69,343</b>	<b>(111,575)</b>	<b>36,034</b>	<b>190</b>	<b>(35,845)</b>	<b>144,884</b>	<b>69,153</b>	<b>(75,731)</b>		
May	50,283		(50,283)	130,013		(130,013)	(79,730)	0	79,730		
June	35,701		(35,701)	39,154		(39,154)	(3,453)	0	3,453		
July	198,818		(198,818)	24,104		(24,104)	174,714	0	(174,714)		
August	52,988		(52,988)	25,015		(25,015)	27,973	0	(27,973)		
September	55,548		(55,548)	25,191		(25,191)	30,357	0	(30,357)		
October	36,848		(36,848)	182,558		(182,558)	(145,710)	0	145,710		
November	47,628		(47,628)	94,414		(94,414)	(46,786)	0	46,786		
December	26,568		(26,568)	118,873		(118,873)	(92,304)	0	92,304		
<b>TOTAL YTD</b>	<b>282,032</b>	<b>31,365</b>	<b>(250,667)</b>	<b>139,727</b>	<b>85,285</b>	<b>(54,442)</b>	<b>142,306</b>	<b>(53,920)</b>	<b>(196,225)</b>		

(B) CASH BALANCE		BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
	MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH	
January	1,443,749	23,397	-	-	(1,523)	1,465,622	
February	1,465,622	(30,464)	-	-	3,029	1,438,187	
March	1,438,187	(116,005)	-	-	741	1,322,923	
April	1,322,923	69,153	-	-	(326)	1,391,750	
May	1,391,750	-	-	-		1,391,750	
June	1,391,750	-	-	-		1,391,750	
July	1,391,750	-	-	-		1,391,750	
August	1,391,750	-	-	-		1,391,750	
September	1,391,750	-	-	-		1,391,750	
October	1,391,750	-	-	-		1,391,750	
November	1,391,750	-	-	-		1,391,750	
December	1,391,750	-	-	-		1,391,750	



1:24 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Balance Sheet**  
As of January 31, 2020

	<u>Jan 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	121,177.65
10800 · VB&T MMA	101,523.23
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	186,037.56
11300 · BENJAMIN EDWARDS - Other	1,056,532.37
Total 11300 · BENJAMIN EDWARDS	1,242,569.93
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	506.58
11830 · Credit Card - Visa	-165.26
11840 · Credit Card - On-Line	-125.00
Total Checking/Savings	1,465,622.23
Other Current Assets	
12200 · Event Deposits	5,000.00
12400 · Interest Receivable	2,325.26
Total Other Current Assets	7,325.26
Total Current Assets	1,472,947.49
<b>TOTAL ASSETS</b>	<b><u>1,472,947.49</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,174,315.82
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	23,396.62
Total Equity	1,472,947.49
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,472,947.49</u></b>

1:26 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Balance Sheet**  
As of February 29, 2020

	<u>Feb 29, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Petty Cash	150.00
10300 · VB&T Checking	132,478.32
10800 · VB&T MMA	101,702.86
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	186,843.00
11300 · BENJAMIN EDWARDS - Other	1,017,046.29
<b>Total 11300 · BENJAMIN EDWARDS</b>	1,203,889.29
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	372.00
11830 · Credit Card - Visa	-265.26
11840 · Credit Card - On-Line	-125.00
<b>Total Checking/Savings</b>	1,438,187.31
<b>Other Current Assets</b>	
12200 · Event Deposits	2,000.00
12400 · Interest Receivable	2,295.99
<b>Total Other Current Assets</b>	4,295.99
<b>Total Current Assets</b>	1,442,483.30
<b>TOTAL ASSETS</b>	<b><u>1,442,483.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
29000 · Retained Earnings	1,174,315.82
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	-7,067.57
<b>Total Equity</b>	1,442,483.30
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,442,483.30</u></b>

1:27 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Balance Sheet**  
As of March 31, 2020

	<u>Mar 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	148,981.69
10800 · VB&T MMA	50,667.79
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	190,212.13
11300 · BENJAMIN EDWARDS - Other	933,137.85
Total 11300 · BENJAMIN EDWARDS	1,123,349.98
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	372.00
11830 · Credit Card - Visa	-458.21
11840 · Credit Card - On-Line	-125.00
Total Checking/Savings	1,322,923.35
Other Current Assets	
12200 · Event Deposits	2,000.00
12400 · Interest Receivable	1,554.64
Total Other Current Assets	3,554.64
Total Current Assets	1,326,477.99
<b>TOTAL ASSETS</b>	<b><u>1,326,477.99</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,174,315.82
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	-123,072.88
Total Equity	1,326,477.99
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,326,477.99</u></b>

1:29 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Balance Sheet**  
As of April 30, 2020

	<u>Apr 30, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 · Petty Cash	150.00
10300 · VB&T Checking	155,628.19
10800 · VB&T MMA	50,760.53
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	190,562.35
11300 · BENJAMIN EDWARDS - Other	994,825.35
<b>Total 11300 · BENJAMIN EDWARDS</b>	<u>1,185,387.70</u>
11800 · Credit Card - American Express	-14.90
11820 · Credit Card - MasterCard	372.00
11830 · Credit Card - Visa	-408.21
11840 · Credit Card - On-Line	-125.00
<b>Total Checking/Savings</b>	<u>1,391,750.31</u>
<b>Other Current Assets</b>	
12200 · Event Deposits	2,000.00
12400 · Interest Receivable	1,880.96
<b>Total Other Current Assets</b>	<u>3,880.96</u>
<b>Total Current Assets</b>	<u>1,395,631.27</u>
<b>TOTAL ASSETS</b>	<u><b>1,395,631.27</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
29000 · Retained Earnings	1,174,315.82
29200 · Net Assets-Temp. Restricted	275,235.05
Net Income	-53,919.60
<b>Total Equity</b>	<u>1,395,631.27</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,395,631.27</b></u>

1:48 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
**January 2020**

	Jan 20	Budget	\$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
31100 · Investment Income -BF Edw				
31101 · Unrealized Gain (Loss)-BF Edw	-3,816.27	0.00	-3,816.27	100.0%
31103 · Investment Interest	-476.68	0.00	-476.68	100.0%
Total 31100 · Investment Income -BF Edw	-4,292.95	0.00	-4,292.95	100.0%
31110 · Interest Income	191.66	145.87	45.79	131.4%
31200 · Grants				
31205 · Grant Reserves	0.00	0.00	0.00	0.0%
31210 · Township	833.33	833.33	0.00	100.0%
31250 · Private Foundations	5,000.00	5,666.70	-666.70	88.2%
31260 · Public Foundations	0.00	0.00	0.00	0.0%
Total 31200 · Grants	5,833.33	6,500.03	-666.70	89.7%
31300 · Restricted Fundraising				
31310 · Registration	173.50	400.00	-226.50	43.4%
31340 · Event Sponsors	200.00			
31395 · Lightning Athletes Booster Club	1,499.40	800.00	699.40	187.4%
Total 31300 · Restricted Fundraising	1,872.90	1,200.00	672.90	156.1%
31400 · Restricted Donations				
31410 · Memorial Donations	0.00	0.00	0.00	0.0%
31420 · General Donations	970.40	833.37	137.03	116.4%
31430 · Annual Appeal	2,350.00	0.00	2,350.00	100.0%
Total 31400 · Restricted Donations	3,320.40	833.37	2,487.03	398.4%
32300 · Unrestricted Fundraising				
32310 · Registration	13,480.00	11,025.00	2,455.00	122.3%
32320 · Raffle Tickets	2,000.00	1,325.00	675.00	150.9%
32340 · Event Sponsors	3,050.00			
32360 · Auctions	0.00	1,950.00	-1,950.00	0.0%
32390 · Contest Holes	325.00	2,500.00	-2,175.00	13.0%
Total 32300 · Unrestricted Fundraising	18,855.00	16,800.00	2,055.00	112.2%

1:48 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
**January 2020**

	Jan 20	Budget	\$ Over B...	% of Bud...
<b>32400 · Unrestricted Donations</b>				
32410 · Memorial Donations	0.00	0.00	0.00	0.0%
32420 · General Donations	3,609.29	4,166.63	-557.34	86.6%
32430 · Annual Appeal	957.52	3,000.00	-2,042.48	31.9%
32435 · Kevin's Club	50.00	250.00	-200.00	20.0%
<b>Total 32400 · Unrestricted Donations</b>	<b>4,616.81</b>	<b>7,416.63</b>	<b>-2,799.82</b>	<b>62.2%</b>
<b>Total Income</b>	<b>30,397.15</b>	<b>32,895.90</b>	<b>-2,498.75</b>	<b>92.4%</b>
<b>Gross Profit</b>	<b>30,397.15</b>	<b>32,895.90</b>	<b>-2,498.75</b>	<b>92.4%</b>
<b>Expense</b>				
<b>40000 · Administration</b>				
40100 · Postage	98.57	500.00	-401.43	19.7%
40200 · Office Expense	0.00	62.50	-62.50	0.0%
40250 · Credit Card fees	251.63	516.63	-265.00	48.7%
40400 · Professional Memberships	1,270.00	1,000.00	270.00	127.0%
40500 · Education/Training	30.00	300.00	-270.00	10.0%
40600 · Public Education/Information	1,024.34	1,500.00	-475.66	68.3%
40700 · Printing	340.00	700.00	-360.00	48.6%
<b>Total 40000 · Administration</b>	<b>3,014.54</b>	<b>4,579.13</b>	<b>-1,564.59</b>	<b>65.8%</b>
<b>41300 · Fundraising Restricted</b>				
41340 · Recognition	0.00	0.00	0.00	0.0%
<b>Total 41300 · Fundraising Restricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>42300 · Fundraising Unrestricted</b>				
42330 · Gifts	0.00	200.00	-200.00	0.0%
42370 · Printing	1,386.00	1,500.00	-114.00	92.4%
42380 · Supplies	2,599.99	2,000.00	599.99	130.0%
<b>Total 42300 · Fundraising Unrestricted</b>	<b>3,985.99</b>	<b>3,700.00</b>	<b>285.99</b>	<b>107.7%</b>
<b>Total Expense</b>	<b>7,000.53</b>	<b>8,279.13</b>	<b>-1,278.60</b>	<b>84.6%</b>
<b>Net Ordinary Income</b>	<b>23,396.62</b>	<b>24,616.77</b>	<b>-1,220.15</b>	<b>95.0%</b>
<b>Net Income</b>	<b>23,396.62</b>	<b>24,616.77</b>	<b>-1,220.15</b>	<b>95.0%</b>

1:50 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
February 2020

	Feb 20	Budget	\$ Over Bu...	% of Bud...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
31100 · Investment Income -BF Edw				
31101 · Unrealized Gain (Loss)-BF Edw	-38,680.64	0.00	-38,680.64	100.0%
31103 · Investment Interest	-29.27	0.00	-29.27	100.0%
<b>Total 31100 · Investment Income -BF Edw</b>	<b>-38,709.91</b>	<b>0.00</b>	<b>-38,709.91</b>	<b>100.0%</b>
31110 · Interest Income	179.63	145.83	33.80	123.2%
31200 · Grants				
31205 · Grant Reserves	0.00	0.00	0.00	0.0%
31210 · Township	833.33	833.33	0.00	100.0%
31250 · Private Foundations	0.00	0.00	0.00	0.0%
31260 · Public Foundations	0.00	0.00	0.00	0.0%
<b>Total 31200 · Grants</b>	<b>833.33</b>	<b>833.33</b>	<b>0.00</b>	<b>100.0%</b>
31300 · Restricted Fundraising				
31310 · Registration	173.50			
31340 · Event Sponsors	1,150.00	1,450.00	-300.00	79.3%
31390 · Contest Holes	200.00			
<b>Total 31300 · Restricted Fundraising</b>	<b>1,523.50</b>	<b>1,450.00</b>	<b>73.50</b>	<b>105.1%</b>
31400 · Restricted Donations				
31410 · Memorial Donations	0.00	0.00	0.00	0.0%
31420 · General Donations	320.00	833.33	-513.33	38.4%
31430 · Annual Appeal	0.00	0.00	0.00	0.0%
<b>Total 31400 · Restricted Donations</b>	<b>320.00</b>	<b>833.33</b>	<b>-513.33</b>	<b>38.4%</b>
32300 · Unrestricted Fundraising				
32310 · Registration	10,345.00	13,600.00	-3,255.00	76.1%
32320 · Raffle Tickets	5,889.00	7,700.00	-1,811.00	76.5%
32330 · Hole Sponsors	1,300.00			
32340 · Event Sponsors	450.00	2,500.00	-2,050.00	18.0%
32360 · Auctions	7,982.00	11,000.00	-3,018.00	72.6%
32390 · Contest Holes	176.00	1,200.00	-1,024.00	14.7%
<b>Total 32300 · Unrestricted Fundraising</b>	<b>26,142.00</b>	<b>36,000.00</b>	<b>-9,858.00</b>	<b>72.6%</b>

1:50 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
February 2020

	Feb 20	Budget	\$ Over Bu...	% of Bud...
<b>32400 · Unrestricted Donations</b>				
32410 · Memorial Donations	50.00	0.00	50.00	100.0%
32420 · General Donations	2,963.26	4,166.67	-1,203.41	71.1%
32430 · Annual Appeal	250.00	3,000.00	-2,750.00	8.3%
32435 · Kevin's Club	50.00			
<b>Total 32400 · Unrestricted Donations</b>	<b>3,313.26</b>	<b>7,166.67</b>	<b>-3,853.41</b>	<b>46.2%</b>
<b>Total Income</b>	<b>-6,398.19</b>	<b>46,429.16</b>	<b>-52,827.35</b>	<b>-13.8%</b>
<b>Gross Profit</b>	<b>-6,398.19</b>	<b>46,429.16</b>	<b>-52,827.35</b>	<b>-13.8%</b>
<b>Expense</b>				
<b>40000 · Administration</b>				
40200 · Office Expense	22.89	62.50	-39.61	36.6%
40250 · Credit Card fees	460.26	516.67	-56.41	89.1%
40400 · Professional Memberships	400.00	175.00	225.00	228.6%
40600 · Public Education/Information	1,197.03	3,000.00	-1,802.97	39.9%
<b>Total 40000 · Administration</b>	<b>2,080.18</b>	<b>3,754.17</b>	<b>-1,673.99</b>	<b>55.4%</b>
<b>41300 · Fundraising Restricted</b>				
41340 · Recognition	0.00	0.00	0.00	0.0%
<b>Total 41300 · Fundraising Restricted</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>42300 · Fundraising Unrestricted</b>				
42320 · Food	20,111.89	6,500.00	13,611.89	309.4%
42350 · Prizes	0.00	800.00	-800.00	0.0%
42370 · Printing	786.00			
42380 · Supplies	1,087.93	1,700.00	-612.07	64.0%
<b>Total 42300 · Fundraising Unrestricted</b>	<b>21,985.82</b>	<b>9,000.00</b>	<b>12,985.82</b>	<b>244.3%</b>
<b>Total Expense</b>	<b>24,066.00</b>	<b>12,754.17</b>	<b>11,311.83</b>	<b>188.7%</b>
<b>Net Ordinary Income</b>	<b>-30,464.19</b>	<b>33,674.99</b>	<b>-64,139.18</b>	<b>-90.5%</b>
<b>Net Income</b>	<b>-30,464.19</b>	<b>33,674.99</b>	<b>-64,139.18</b>	<b>-90.5%</b>



1:52 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
**March 2020**

	Mar 20	Budget	\$ Over B...	% of Bud...
Ordinary Income/Expense				
Income				
31100 · Investment Income -BF Edw				
31101 · Unrealized Gain (Loss)-BF Edw	-80,539.31	0.00	-80,539.31	100.0%
31103 · Investment Interest	-741.35	0.00	-741.35	100.0%
Total 31100 · Investment Income -BF Edw	-81,280.66	0.00	-81,280.66	100.0%
31110 · Interest Income	129.93	145.83	-15.90	89.1%
31200 · Grants				
31205 · Grant Reserves	0.00	0.00	0.00	0.0%
31210 · Township	833.37	833.34	0.03	100.0%
31250 · Private Foundations	9,000.00	0.00	9,000.00	100.0%
31260 · Public Foundations	0.00	0.00	0.00	0.0%
Total 31200 · Grants	9,833.37	833.34	9,000.03	1,180.0%
31300 · Restricted Fundraising				
31310 · Registration	410.00	1,500.00	-1,090.00	27.3%
31330 · Hole Sponsors	0.00	300.00	-300.00	0.0%
31340 · Event Sponsors	750.00	1,000.00	-250.00	75.0%
31390 · Contest Holes	360.00	3,000.00	-2,640.00	12.0%
Total 31300 · Restricted Fundraising	1,520.00	5,800.00	-4,280.00	26.2%
31400 · Restricted Donations				
31410 · Memorial Donations	0.00	0.00	0.00	0.0%
31420 · General Donations	0.00	833.33	-833.33	0.0%
31430 · Annual Appeal	0.00	0.00	0.00	0.0%
Total 31400 · Restricted Donations	0.00	833.33	-833.33	0.0%
32300 · Unrestricted Fundraising				
32310 · Registration	540.00	1,500.00	-960.00	36.0%
32320 · Raffle Tickets	30.00	60.00	-30.00	50.0%
32330 · Hole Sponsors	150.00	1,650.00	-1,500.00	9.1%
32340 · Event Sponsors	3,000.00	2,000.00	1,000.00	150.0%
32360 · Auctions	0.00	0.00	0.00	0.0%
32390 · Contest Holes	50.00	750.00	-700.00	6.7%
Total 32300 · Unrestricted Fundraising	3,770.00	5,960.00	-2,190.00	63.3%

1:52 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
**March 2020**

	Mar 20	Budget	\$ Over B...	% of Bud...
<b>32400 · Unrestricted Donations</b>				
32410 · Memorial Donations	25.00	500.00	-475.00	5.0%
32420 · General Donations	3,975.87	4,166.67	-190.80	95.4%
32430 · Annual Appeal	0.00	3,500.00	-3,500.00	0.0%
32435 · Kevin's Club	50.00	50.00	0.00	100.0%
<b>Total 32400 · Unrestricted Donations</b>	<b>4,050.87</b>	<b>8,216.67</b>	<b>-4,165.80</b>	<b>49.3%</b>
<b>Total Income</b>	<b>-61,976.49</b>	<b>21,789.17</b>	<b>-83,765.66</b>	<b>-284.4%</b>
<b>Gross Profit</b>	<b>-61,976.49</b>	<b>21,789.17</b>	<b>-83,765.66</b>	<b>-284.4%</b>
<b>Expense</b>				
<b>40000 · Administration</b>				
40100 · Postage	0.00	500.00	-500.00	0.0%
40200 · Office Expense	94.31	62.50	31.81	150.9%
40250 · Credit Card fees	291.21	516.67	-225.46	56.4%
40300 · Newsletter Print/ Mmbrship Serv	0.00	500.00	-500.00	0.0%
40400 · Professional Memberships	0.00	700.00	-700.00	0.0%
40500 · Education/Training	99.00			
40600 · Public Education/Information	1,320.40	2,000.00	-679.60	66.0%
<b>Total 40000 · Administration</b>	<b>1,804.92</b>	<b>4,279.17</b>	<b>-2,474.25</b>	<b>42.2%</b>
<b>41300 · Fundraising Restricted</b>				
41330 · Gifts	0.00	1,100.00	-1,100.00	0.0%
41340 · Recognition	0.00	0.00	0.00	0.0%
41375 · Lightning Athletes Booster Club	529.50	100.00	429.50	529.5%
41380 · Supplies	0.00	300.00	-300.00	0.0%
<b>Total 41300 · Fundraising Restricted</b>	<b>529.50</b>	<b>1,500.00</b>	<b>-970.50</b>	<b>35.3%</b>
<b>42300 · Fundraising Unrestricted</b>				
42310 · Signs	0.00	310.00	-310.00	0.0%
42370 · Printing	0.00	900.00	-900.00	0.0%
42380 · Supplies	529.40	670.00	-140.60	79.0%
<b>Total 42300 · Fundraising Unrestricted</b>	<b>529.40</b>	<b>1,880.00</b>	<b>-1,350.60</b>	<b>28.2%</b>
<b>43000 · Grants Given</b>				
43650 · Capital Improvements	0.00	15,000.00	-15,000.00	0.0%
43700 · RMCC	51,165.00	60,000.00	-8,835.00	85.3%
<b>Total 43000 · Grants Given</b>	<b>51,165.00</b>	<b>75,000.00</b>	<b>-23,835.00</b>	<b>68.2%</b>
<b>Total Expense</b>	<b>54,028.82</b>	<b>82,659.17</b>	<b>-28,630.35</b>	<b>65.4%</b>
<b>Net Ordinary Income</b>	<b>-116,005.31</b>	<b>-60,870.00</b>	<b>-55,135.31</b>	<b>190.6%</b>
<b>Net Income</b>	<b>-116,005.31</b>	<b>-60,870.00</b>	<b>-55,135.31</b>	<b>190.6%</b>

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
**April 2020**

	Apr 20	Budget	\$ Over Bu...	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
31100 · Investment Income -BF Edw				
31101 · Unrealized Gain (Loss)-BF Edw	62,037.72	0.00	62,037.72	100.0%
31103 · Investment Interest	326.32	0.00	326.32	100.0%
<b>Total 31100 · Investment Income -BF Edw</b>	<b>62,364.04</b>	<b>0.00</b>	<b>62,364.04</b>	<b>100.0%</b>
31110 · Interest Income	92.74	145.83	-53.09	63.6%
31200 · Grants				
31205 · Grant Reserves	0.00	0.00	0.00	0.0%
31210 · Township	0.00	1,805.50	-1,805.50	0.0%
31250 · Private Foundations	0.00	5,666.66	-5,666.66	0.0%
31260 · Public Foundations	0.00	0.00	0.00	0.0%
<b>Total 31200 · Grants</b>	<b>0.00</b>	<b>7,472.16</b>	<b>-7,472.16</b>	<b>0.0%</b>
31300 · Restricted Fundraising				
31310 · Registration	900.00	4,000.00	-3,100.00	22.5%
31330 · Hole Sponsors	150.00	600.00	-450.00	25.0%
31340 · Event Sponsors	0.00	1,400.00	-1,400.00	0.0%
31390 · Contest Holes	0.00	800.00	-800.00	0.0%
<b>Total 31300 · Restricted Fundraising</b>	<b>1,050.00</b>	<b>6,800.00</b>	<b>-5,750.00</b>	<b>15.4%</b>
31400 · Restricted Donations				
31410 · Memorial Donations	0.00	0.00	0.00	0.0%
31420 · General Donations	0.00	833.33	-833.33	0.0%
31430 · Annual Appeal	0.00	0.00	0.00	0.0%
<b>Total 31400 · Restricted Donations</b>	<b>0.00</b>	<b>833.33</b>	<b>-833.33</b>	<b>0.0%</b>
32300 · Unrestricted Fundraising				
32310 · Registration	0.00	5,400.00	-5,400.00	0.0%
32320 · Raffle Tickets	100.00			
32330 · Hole Sponsors	0.00	2,450.00	-2,450.00	0.0%
32340 · Event Sponsors	1,500.00	3,200.00	-1,700.00	46.9%
32390 · Contest Holes	0.00	400.00	-400.00	0.0%
<b>Total 32300 · Unrestricted Fundraising</b>	<b>1,600.00</b>	<b>11,450.00</b>	<b>-9,850.00</b>	<b>14.0%</b>
32400 · Unrestricted Donations				
32410 · Memorial Donations	0.00	0.00	0.00	0.0%
32420 · General Donations	4,086.05	4,166.67	-80.62	98.1%
32430 · Annual Appeal	100.00			
32435 · Kevin's Club	50.00	50.00	0.00	100.0%
<b>Total 32400 · Unrestricted Donations</b>	<b>4,236.05</b>	<b>4,216.67</b>	<b>19.38</b>	<b>100.5%</b>

1:54 PM

05/13/20

Accrual Basis

**Special Leisure Services Foundation**  
**Profit & Loss Budget vs. Actual**  
**April 2020**

	<u>Apr 20</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of B...</u>
33700 · Investment Transfer	0.00	150,000.00	-150,000.00	0.0%
<b>Total Income</b>	<b>69,342.83</b>	<b>180,917.99</b>	<b>-111,575.16</b>	<b>38.3%</b>
<b>Gross Profit</b>	<b>69,342.83</b>	<b>180,917.99</b>	<b>-111,575.16</b>	<b>38.3%</b>
<b>Expense</b>				
40000 · Administration				
40100 · Postage	0.00	500.00	-500.00	0.0%
40200 · Office Expense	0.00	62.50	-62.50	0.0%
40250 · Credit Card fees	123.55	516.67	-393.12	23.9%
40400 · Professional Memberships	30.00	225.00	-195.00	13.3%
40500 · Education/Training	0.00	500.00	-500.00	0.0%
40600 · Public Education/Information	36.00	1,500.00	-1,464.00	2.4%
40700 · Printing	0.00	3,500.00	-3,500.00	0.0%
40800 · Professional Fees	0.00	4,000.00	-4,000.00	0.0%
<b>Total 40000 · Administration</b>	<b>189.55</b>	<b>10,804.17</b>	<b>-10,614.62</b>	<b>1.8%</b>
41300 · Fundraising Restricted				
41310 · Signs	0.00	250.00	-250.00	0.0%
41340 · Recognition	0.00	0.00	0.00	0.0%
41380 · Supplies	0.00	270.00	-270.00	0.0%
<b>Total 41300 · Fundraising Restricted</b>	<b>0.00</b>	<b>520.00</b>	<b>-520.00</b>	<b>0.0%</b>
42300 · Fundraising Unrestricted				
42320 · Food	0.00	1,590.00	-1,590.00	0.0%
42380 · Supplies	0.00	120.00	-120.00	0.0%
<b>Total 42300 · Fundraising Unrestricted</b>	<b>0.00</b>	<b>1,710.00</b>	<b>-1,710.00</b>	<b>0.0%</b>
43000 · Grants Given				
43650 · Capital Improvements	0.00	23,000.00	-23,000.00	0.0%
<b>Total 43000 · Grants Given</b>	<b>0.00</b>	<b>23,000.00</b>	<b>-23,000.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>189.55</b>	<b>36,034.17</b>	<b>-35,844.62</b>	<b>0.5%</b>
<b>Net Ordinary Income</b>	<b>69,153.28</b>	<b>144,883.82</b>	<b>-75,730.54</b>	<b>47.7%</b>
<b>Net Income</b>	<b><u>69,153.28</u></b>	<b><u>144,883.82</u></b>	<b><u>-75,730.54</u></b>	<b><u>47.7%</u></b>

FY 2020 1st Quarter SLSF Financial Report

Line Item #	Description	FY 2020 Budget	January-March 2020	% Change from Budget	Explanation
<b>Income</b>					
31110	Interest Income	1,750.00	501.22	28.6%	Line item on target.
31200	Grants Received	86,000.00	16,500.03	19.2%	SLSF continues to apply for grants, receiving awarded money in the 3rd and 4th Quarters.
31205	Grant Reserves	-	-	0.0%	
31300	Restricted Fundraising	56,040.00	4,916.40	8.8%	All Star Game and Skating Invitational proceeds. The remaining two restricted fundraising events take place in 2nd Quarter.
31400	Restricted Donations	13,000.00	3,640.40	28.0%	SLSF is on track with this line item. SLSF will be sending a restricted appeal for scholarships in April and May.
32300	Unrestricted Fundraising	243,625.00	56,917.00	23.4%	SLSF is on track with this line item with only one unrestricted event taking place in the first quarter, GMFS. The remaining 5 unrestricted events will take place in the last three quarters.
32400	Unrestricted Donations	76,000.00	11,980.94	15.8%	SLSF has received donations from Kevin's Club donations, annual appeal donations and misc. donations. SLSF receives the majority of donations in the last three quarters.
32500	NWSRA Workshops	-	-	0.0%	
33700	Investment Transfer	310,000.00	51,165.00	16.5%	Transferred from the MMA on 3/12/2020 to the bank account.
	<b>Total - Income</b>	<b>786,415.00</b>	<b>145,620.99</b>		
	<b>Total Revenue</b>	<b>786,415.00</b>	<b>145,620.99</b>	<b>18.5%</b>	This line item is reflected low due to only a portion of the Investment Transfer being completed.
<b>Expense</b>					
<b>Administration</b>					
40100	Postage	5,500.00	98.57	1.8%	GMFS postage is the reflected expense. The majority of the postage expenses occur in the last three quarters.
40200	Office Expense	750.00	117.20	15.6%	This line item is on target.
40250	Credit Card Fees	6,200.00	1,003.10	16.2%	With only one event occurring in the first quarter, these fees are low, as can be expected. Credit card fees are associated with SLSF event registrations and online donations.
40300	Newsletter Printing	1,000.00	-	0.0%	SLSF will review the necessity for this line item.
40400	Professional Memberships	3,000.00	1,670.00	55.7%	Expenses reflect yearly membership payments made in the first quarter: Schaumburg Business Association, Palatine Jaycees, Palatine Chamber, Mt. Prospect Chamber, Arlington Heights Chamber and AFP membership. The remaining expenses will reflect Rotary Club of Buffalo Grove, Palatine and Schaumburg payments.
40500	Education/Training	2,500.00	129.00	5.2%	Below target due to team attending free webinars.
40600	Public Education/Information	22,000.00	3,541.77	16.1%	This line item is below target with the majority of expenses coming from the Holiday Luncheon that happen the 4th quarter. Expenses reflect board gifts, lunches, sponsorships, Facebook advertising, and networking events.
40700	Printing	9,000.00	340.00	3.8%	Expenses reflect SLSF thank you cards. Due to COVID-19, SLSF will not incur the expense of printing and mailing the Annual Report (budgeted \$3,500). Remaining expenses will be the Holiday Appeal and stationary.
40800	Professional Fees	6,000.00	-	0.0%	This line item is for audit preparation and attorney expenses. These expenses will be reflected in the remaining quarters.
41300	Restricted Fundraising	12,615.00	529.50	4.2%	Expenses reflect purchasing uniforms for Lightning Athletes from the Booster Club. The remaining expenses will occur from the restricted events in the remaining quarters.
42300	Unrestricted Fundraising	98,028.00	26,501.21	27.0%	This line item is on target. The only expenses are from the GMFS. Remaining events
	<b>Subtotal</b>	<b>166,593.00</b>	<b>33,930.35</b>	<b>20.4%</b>	
<b>Grants Given</b>					
43100	NWSRA Lightning Athletes	21,000.00	-	0.0%	Grants to NWSRA will be awarded in May, October and December.
43200	Accessible Vehicle Support	70,000.00	-	0.0%	Grants to NWSRA will be awarded in May, October and December.
43300	Scholarships	94,000.00	-	0.0%	Grants to NWSRA will be awarded in May, October and December.
43400	Inclusion	5,500.00	-	0.0%	Grants to NWSRA will be awarded in May, October and December.
43500	General Program Support	97,000.00	-	0.0%	Grants to NWSRA will be awarded in May, October and December.
43650	Capital Improvements	264,955.00	-	0.0%	Grants to NWSRA will be awarded in May, October and December.
43700	RMCC Lease	60,000.00	51,165.00	85.3%	This expense reflects the payment to Rolling Meadows Park District for 2020, 2021, and 2022 for storage and office space
	<b>Subtotal</b>	<b>612,455.00</b>	<b>51,165.00</b>	<b>8.4%</b>	
	<b>Total Expense</b>	<b>779,048.00</b>	<b>85,095.35</b>	<b>10.9%</b>	SLSF is under the budgeted amount for the 1st quarter in expenditures. Only one of the nine major fundraising events has been held in the first quarter. Grants to NWSRA will be awarded in 2nd, 3rd and 4th quarters.
	<b>Net Total</b>	<b>7,367.00</b>	<b>60,525.64</b>	<b>821.6%</b>	

Investment Transfer	(51,165.00)	
2019 Temp Restricted	(8,150.00)	GMFS Registrations
	1,210.64	

# VIII. Warrants

[Back to Home](#)

**Special Leisure Services Foundation**  
**Warrant #2**  
**February 29, 2020**

Num	Name	Account	Amount
25414	Rotary Club of Buffalo Grove	<b>10300 · VB&amp;T Checking</b>	<b>-188.00</b>
		40400 · Professional Memberships	45.00
		40600 · Public Education/Information	143.00
			<hr/> 188.00
25415	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-130.49</b>
		40600 · Public Education/Information	95.49
		40250 · Credit Card fees	35.00
			<hr/> 130.49
25416	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-400.00</b>
		40400 · Professional Memberships	400.00
			<hr/> 400.00
25417	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-334.99</b>
		40400 · Professional Memberships	60.00
		40400 · Professional Memberships	210.00
		40600 · Public Education/Information	15.00
		42380 · Supplies	49.99
			<hr/> 334.99
25418	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-3,925.25</b>
		40600 · Public Education/Information	40.85
		40600 · Public Education/Information	480.00
		40250 · Credit Card fees	19.40
		42380 · Supplies	2,550.00
		40400 · Professional Memberships	40.00
		40400 · Professional Memberships	200.00
		40600 · Public Education/Information	250.00
		40400 · Professional Memberships	315.00
		40500 · Education/Training	30.00
			<hr/> 3,925.25
25419	TPM Graphics, Inc.	<b>10300 · VB&amp;T Checking</b>	<b>-340.00</b>
		40700 · Printing	340.00
			<hr/> 340.00
25420	Cash / Cathy Splett	<b>10300 · VB&amp;T Checking</b>	<b>-1,520.00</b>
		10400 · Cash Banks	1,520.00
			<hr/> 1,520.00
25421	Amramp	<b>10300 · VB&amp;T Checking</b>	<b>-742.00</b>
		42380 · Supplies	742.00
			<hr/> 742.00

**Special Leisure Services Foundation**  
**Warrant #2**  
**February 29, 2020**

Num	Name	Account	Amount
25422	The Stonegate Conference Centre	10300 · VB&T Checking	-17,111.89
		42320 · Food	20,111.89
		12200 · Event Deposits	-3,000.00
			17,111.89
25423	BMO Harris Bank Mastercard	10300 · VB&T Checking	-191.10
		40600 · Public Education/Information	101.10
		40600 · Public Education/Information	90.00
			191.10
25424	BMO Harris Bank Mastercard	10300 · VB&T Checking	-140.68
		40600 · Public Education/Information	102.43
		40250 · Credit Card fees	38.25
			140.68
25425	BMO Harris Bank Mastercard	10300 · VB&T Checking	-391.70
		40600 · Public Education/Information	7.88
		40600 · Public Education/Information	15.00
		42380 · Supplies	71.94
		40200 · Office Expense	22.89
		42380 · Supplies	49.38
		42380 · Supplies	50.20
		42380 · Supplies	135.15
		42380 · Supplies	13.70
		42380 · Supplies	9.36
		42380 · Supplies	16.20
			391.70
25426	BMO Harris Bank Mastercard	10300 · VB&T Checking	-1,323.81
		40600 · Public Education/Information	4.39
		40600 · Public Education/Information	44.09
		40600 · Public Education/Information	9.74
		40600 · Public Education/Information	500.00
		40600 · Public Education/Information	20.00
		40250 · Credit Card fees	43.19
		40600 · Public Education/Information	140.00
		40600 · Public Education/Information	162.40
		40400 · Professional Memberships	400.00
			1,323.81
25427	TPM Graphics, Inc.	10300 · VB&T Checking	-786.00
		42370 · Printing	786.00
			786.00
<b>Total for Warrant #2</b>			<b>27,525.91</b>

Motion to approve Warrant #2 in the amount of \$ 27,525.91

Covering check numbers 25414 - 25427 from Village Bank & Trust



**Special Leisure Services Foundation**  
**Warrant #3**  
**March 31, 2020**

Num	Name	Account	Amount
25428	Rolling Meadows Park District	<b>10300 · VB&amp;T Checking</b>	<b>-51,165.00</b>
		43700 · RMCC	51,165.00
			<u>51,165.00</u>
25429	Rolling Meadows, City Of	<b>10300 · VB&amp;T Checking</b>	<b>-50.00</b>
		42380 · Supplies	50.00
			<u>50.00</u>
25430	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-97.89</b>
		40600 · Public Education/Information	82.89
		40600 · Public Education/Information	15.00
			<u>97.89</u>
25431	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-158.58</b>
		40600 · Public Education/Information	71.58
		40600 · Public Education/Information	87.00
			<u>158.58</u>
25432	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-2,330.37</b>
		42380 · Supplies	479.40
		40600 · Public Education/Information	346.00
		40600 · Public Education/Information	668.00
		40200 · Office Expense	94.31
		40250 · Credit Card fees	64.23
		40500 · Education/Training	99.00
		40600 · Public Education/Information	29.93
		40600 · Public Education/Information	20.00
		41375 · Lighting Athletes Booster Club	529.50
			<u>2,330.37</u>
<b>Total for Warrant #3</b>			<b>53,801.84</b>

Motion to approve Warrant #3 in the amount of \$ 53,801.84  
Covering check numbers 25428 - 25432 from Village Bank & Trust

**Special Leisure Services Foundation**  
**Warrant #4**  
**May 19, 2020**

Num	Name	Account	Amount
25433	Rotary Club of Schaumburg	10300 - VB&T Checking	-66.00
		40400 - Professional Memberships	30.00
		40600 - Public Education/Information	36.00
			<u>66.00</u>
25434	BMO Harris Bank Mastercard	10300 - VB&T Checking	-98.52
		40250 - Credit Card Fees	19.52
		40500 - Education/Training	79.00
			<u>98.52</u>
25435	NWSRA	10300 - VB&T Checking	-459.25
		43300 - Scholarships	459.25
			<u>459.25</u>
<b>Total for Warrant #4</b>			<b>623.77</b>

Motion to approve Warrant #4 in the amount of \$ 623.77  
Covering check numbers 25433 - 25435 from Village Bank & Trust

# **IX. Old Business**

[Return to Home](#)

To: SLSF Board of Directors  
From: Tracey Crawford  
Re: Village Bank and Trust R2020-9  
Date: May 19, 2020

---

Amy Charlesworth, Executive Director Rolling Meadows Park District and SLSF Organizational Treasurer has retired her position with Rolling Meadows Park District, but is staying on as an SLSF Board Member. Kevin Romejko has been hired to replace Amy Charlesworth, as the Rolling Meadows Park District Executive Director. This action requires SLSF to obtain new signature cards with Village Bank and Trust.

**Motion:**

**A motion to approve the Village Bank and Trust Resolution R2020-9 dated May 19, 2020, as indicated below.**

**Village Bank and Trust R2020-9 approving two signature checks up to \$5,000 to be signed by Tracey Crawford, Director and/or Kevin Romejko, Organizational Treasurer and Darleen Negrillo, Cathy Splett or Brian Selders, Superintendents; and those checks over \$5,000 to be signed by Tracey Crawford, Director, and/or Kevin Romejko, Organizational Treasurer and one of the following persons; the Kathy Nowicki, Chair or Al Crook, Vice Chairman.**

To: SLSF Board of Directors

From: Tracey Crawford

Re: BF Edwards Reverse Notification Resolution R2020-10

Date: May 19, 2020

---

Motion:

A motion to approve the Benjamin F. Edwards Reverse Notification Resolution R2020-10 as presented.

# **X. New Business**

[Back to Home](#)

To: SLSF, Board of Directors  
From: Tracey Crawford, Executive Director  
RE: 2019 Audit  
Date: May 19, 2020

---

Motion to approve the 2019 Audit, as presented by Lauderbach and Amen.

**To:** SLSF Board of Trustees  
**From:** Tracey Crawford, Executive Director  
**Re:** Memo for Board and Administrative Policy Manuals  
**Date:** May 12, 2020

---

SLSF staff are currently working on creating a SLSF Board and Administrative Policy Manual that will contain all the policies and practices required by the Board and staff for the governance and management of the Foundation. It will provide detailed information in regards to governance of the foundation that is currently outlined in the Foundation's Articles of Incorporation and Bylaws.

During the annual SLSF audit preparation, the auditors requested that SLSF provide the following governance policies based on the IRS Form 990, which asks whether a charitable nonprofit has adopted:

- A. **Whistleblower Policy** - Federal law prohibits all corporations, including nonprofits, from retaliating against employees who "blow the whistle" on their employer's accounting practices and from destroying evidence.
- B. **Net Fund Balance Policy** - The purpose of this policy is to specify the size and composition of SLSF's Operating Fund and Restricted Reserve Fund and set the annual balance recommendation for both funds. No change or removal of the net assets may occur without approval by resolution of the Board of Trustees.
- C. **Retention Manual** – This policy ensures that staff and volunteers follow consistent guidance about document destruction and that document destruction/deletion practices become a regular business practice of the nonprofit.
- D. **Gift Acceptance Policy (DRAFT)** - This policy assists with managing the expectations of donors and also serve as guidance for board and staff members who are either on the asking, or receiving, end of contributions.

Staff is providing the draft of the Gift Acceptance Policy for the Board to review and provide any comments, changes or recommendations by July 10, 2020.

**Motion:**

Staff request a motion to approve the following new policies for the SLSF Board and Administrative Policy Manual:

- A. Whistleblower Policy
- B. Net Fund Balance Policy
- C. Retention Manual



## **WHISTLE BLOWER POLICY**

A whistleblower for purposes of this policy is an employee of SLSF who reports an activity that he or she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

An example of an illegal or dishonest activity is a violation of federal, state, or local laws or financial wrongdoing, including but not limited to theft or embezzlement. If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Superintendent of Development or the Executive Director. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas -- confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained.

However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense (when applicable). SLSF will not retaliate against a whistleblower. SLSF prohibits any form of retaliation against whistleblowers, including, but not limited to, retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm. Any whistleblower who believes he or she is being retaliated against must contact the Superintendent of Development or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly investigated, and corrective action will be taken as necessary.

## **SLSF Net Asset Policy**

### **Philosophy**

SLSF believes that strong financial management principles require sufficient funds be retained to provide a stable financial base at all times. To retain a stable financial base, SLSF needs to maintain a net asset policy sufficient to support financial flexibility, sustain operations, through delays in payments of committed funding or to pay for onetime non-reoccurring expenses. SLSF must provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature.

The purpose of this policy is to specify the size and composition of SLSF's Operating Fund and Restricted Reserve Fund and set the annual balance recommendation for both funds. No change or removal of the net assets may occur without approval by resolution of the Board of Trustees. The net assets may be used for a specific purpose authorized by the President of the Board. The ongoing operation and oversight of the net assets is delegated to the President of the Board and the Investment Committee.

### **Minimum Unrestricted Net Asset Levels**

This policy applies to SLSF's funds as follows:

- A. **Operating Fund:** Operating Funds are the general fund of SLSF. They are used to account for day to day operational costs. The Operating Fund is established to maintain fiscal sustainability. The goal of the operating fund is to start the fiscal year with a balance equal to or greater than the first three months of operating expenses based on the previous three years of revenue and expense comparisons.
- B. **Restricted Reserve Fund:** Restricted Reserve Funds are dedicated for restricted funds that will be used for specific projects (budgeted or unbudgeted) that have been board approved. Allocated funds may remain in the restricted reserve fund for a maximum of three years. However, the period can be extended in the event extenuating circumstances arise, with Board approval. The minimum balance will be the required amount designated by the financial institutions recommendation.

The Restricted Reserve Funds are secured through:

- grants received
- the audited net income from the previous fiscal year
- transfer of funds from Investments

### **Authority**

- A. Staff will present to the Investment Committee/Finance Committee the proposed starting balance for the Operating Fund and the fund amounts identified for specific projects/items to be held in the Restricted Reserve Fund for the proposed upcoming fiscal year budget.
- B. Following the review and approval from the Investment Committee, staff will present to the Board of Trustees the starting Operating Fund Balance and the Restricted Reserve Fund with the proposed budget for the upcoming fiscal year.
- C. Formal action to commit to the proposed fund balances must occur at the first annual meeting of the fiscal year by the Board of Trustees.
- D. An agency-imposed constraint on spending the operating and restricted reserve fund balance is based on SLSF's intent to use net asset for specific purpose. The authority to spend down the funds is delegated to the Foundation President.



# Retention Manual

Created: April 2019  
Board Approved: December 11, 2019

# Table of Contents

Section	Page
Record Retention Policy	1
Accounting and Finance	2
Agency Records	3
Fixed Assets	3
Foundation Records	4
Facility Documents	4
Legal Files	5
Payroll Documents	5
Participant Documents	6
Personnel Records	7
Safety Documents	8
Tax Records	8
Transportation Records	9

# **Record Retention and Policy**

## **Purpose**

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed by NWSRA or are of no value are discarded at the proper time. This policy is also for the purpose of aiding employees of NWSRA in understanding their obligations in retaining paper and electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

## **Administration**

Attached is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of NWSRA and the retention and disposal of electronic documents. The Superintendent of Administrative Services is in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Superintendent of Administrative Services is also authorized to: make modifications to the Record Retention Schedule to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for NWSRA as needed; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this policy.

## **Suspension of Record Disposal in Event of Litigation or Claims**

In the event NWSRA is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning NWSRA or the commencement of any litigation against or concerning NWSRA, such employee shall inform the Superintendent of Administrative Services and any further disposal of documents shall be suspended until such time as the Superintendent of Administrative Services, with the advice of counsel, determines otherwise. The Superintendent of Administrative Services shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## **Applicability**

This policy applies to all physical records generated in the course of NWSRA's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

## **Schedule**

NWSRA will apply with the state for authorization of destruction every three years. The first known application was completed in August 2014.

## Accounting/Finance

Form Name	Retention Period	Format	State Retention	State Line #
Accounts Payable Ledger	7		7	3
Accounts Receivable Aging reports	7		7	3
Accounts Receivable Invoices	7		7	3
Accounts Receivable ledger	7		7	3
Accounts Written-off	7		7	83
Deposit Slips	7		7	11
Bank Reconciliations	7		7	11
Bank Statements/Credit Card Statements	7		7	11
Budget - worksheets	2		2	9
Budget - Final	7		7	9
Cancelled Checks	7		7	11
Cash Receipts	2		2	12
Chart of Accounts	7		7	84
Check Register	7		7	85
Check Requests	2		2	86
Credit Card Receipts	2		2	18
Credit Card Statements	7		7	18
Expense Reports – P-Card	7		7	87
Financial Statements - Annual Reports	7		7	88
Financial Statements - Monthly Reports	2			88
General Ledger	7		7	89
Group Home Billing	7		7	29
Home Base Billing	7		7	31
Investment - Sales/ Purchases	7		7	90
Journal Entries	7		7	91
Mileage Reports	7		7	92
Past Due Notices	2		2	52
Petty Cash Records	2		7	12
Profit/Loss Statements - Annual Reports	7		7	93
Profit/Loss Statements - Monthly Reports	2		2	93
Program Credits on File (unused funds)	2		2	94
Program Refunds (cash, check, credit card)	7		7	95
Scholarship Applications	7		7	63
Vendor Invoices – Paid Bills	7		7	96

## Agency

Form Name	Retention Period	Format	State Retention	State Line #
Articles of Agreement (including amendments)	P	P	P	61
Annual Reports	7		7	4
Audit Reports	P	P	P	7
Board Minutes & Agendas	P	P	P	46
Brochures, Pamphlets & Flyers	1		1	49
Bylaws	P	P	P	61
Certificates of Insurance	3		3	13
Committee Minutes	P	P	P	46
Comprehensive Plans	S	E	S	16
Consultant Studies & Surveys	10		10	67
Contracts - once terminated (programs)	10		10	17
Contracts - once terminated (equipment)	10		10	17
Contracts - once terminated (service)	10		10	17
Newsletters	P	P	P	4
Ordinances	P	P	P	61
Organizational Charts (each revision)	P	P	P	77
Public/Participant Complaints	7		7	78
Resolutions	P	P	60 days	61
Short-Term Goals	5		5	64
Strategic Plans/Long Range Plans	P	P	P	42
Statement of Economic Interests	2		2	66
Studies, Surveys, Engineering & Feasibility Reports	10		10	67
Surveys & Questionnaires	1		1	60
Verbatim Recording of Board & Committee Meetings	18m	E	18M	79

## Fixed Assets

Form Name	Retention Period	Format	State Retention	State Line #
Building/Construction Project Files	P	P	P	10
Depreciation Schedule	P	P	P	80
Exempt Property Records	7		7	81
Inventory Records (equipment, supplies)	2		2	37
Plans and Blueprints (after sale of property)	1		1	43
Property appraisals	*		*	82
Property Register (after sale of property)	1		1	83
* 3 years following a new appraisal				

## Foundation

Form Name	Retention Period	Format	State Retention	State Line #
501c3 Authorization	P	P		84
Audit Reports	P	P	P	7
Board Minutes & Agendas	P	P	P	85
Bylaws	P	P	P	61
Consultant Studies and Surveys	10		10	67
Donations Record (Year End)	3		3	28
Grant Records (Term Completed)	3		3	28
Restricted Donations (Contributions)	P	P	3	28
Strategic Plans	P	P	P	42
Vendor Invoices – Paid Bills	7		7	86

## Facilities

Form Name	Retention Period	Format	State Retention	State Line #
Backflow Vales Inspection	2	P	2	35
Building inspections	2	P	2	35
Equipment Maintenance Records	0*	P	0*	24
Elevator inspections	2	P	2	35
Fire Inspection reports	5	P	5	35
Fire Alarm Inspections	2	P	2	35
Fire Life Safety Inspections (Fire Department)	2	P	2	25
Group Aquatic Usage Checklist	3		3	58
HVAC Inspections	2	P	2	35
Program Space Scheduled/Confirmed	2		2	62
Roof Inspections	2	P	2	35
Sprinkler Inspection	2	P	2	35
*Until equipment is sold, traded, or junked.				



## Legal

Form Name	Retention Period	Format	State Retention	State Line #
Bids, Specification and Proposals	10		10	8
Building Deeds	P	P	P	97
Claims and Litigation - Torts or Breach of Contract	3		3*	3
Federal Employer ID Number (FEIN)	P		P	98
FOIA request and denials	2		2	27
Licenses	P	P	P	99
Press Releases, Certificates of Publication, Notice of Hearings	1		1	14
Records Disposal Certificates	P	P	P	1
Vehicle Titles & Leases	10		10	17
*Retain legal opinions permanently				

## Payroll

Form Name	Retention Period	Format	State Retention	State Line #
Checks - Payroll	7		7	11
Garnishments	7		7	100
IMRF - Contribution Reports	7		7	101
Independent Contractor Contracts	10		10	17
Payroll Journal - Per Pay Period	7		7	53
Payroll Journal - Year End (Salary History)	60		60	53
Payroll Records - After Termination	7		7	53
Timesheets	2		2	69
Time off Requests	2	P-E	2	22
Vacation/Sick Pay Used (year-end)	7		7	102
Wage/Hour Verifications (State)	7	P	7	103

## Participants

Form Name	Retention Period	Format	State Retention	State Line #
Adult Day Program Interest Form (Assessments)	3		3	104
Allergy Information	*		*	45
Assessment Results (End of Year)	3		3	104
Attendance Sheets	2		2	62
Availability Form	2		2	62
Behavior Intervention Plans	2		A	54
Feeding Tube Waivers			*	45
Group Home Participant Waivers and Information	3		3	30
High Risk Waivers	3		3	59
Inclusion Notifications	*		*	45
Program Evaluations	2		2	58
Lesson Plans	2		2	58
Medical Plans	*		*	45
Medication Dispensing Form	*		*	45
Medication Waiver	*		*	45
Observations	2		2	50
Participant Tip Sheet	2		2	50
Personal Information Forms	3		A	54
Registration Forms	3		3	51
Release of Information	1		1	105
Seizure Plans	2		A	54
Tally Sheets/ Staff Assignments	2		2	62
Transportation Rosters	2		2	58
Trip assessments	3		3	106
Trip Information Form	2		2	107
* 6 Years after participants last program				
A – When no longer needed				

## Personnel

Form Name	Retention Period	Format	State Retention	State Line #
Accommodation Requests	1		1	<a href="#">108</a>
Authorization for BGC/Drivers Abstract/Drug Test (part of EE file)	7	P	7	20
Background Checks/Drivers Abstract Results	7		7	19
Drivers Abstract Request - State Letter	1	P	1	20
Drug Test Results	5		0*	21
Employment Application (Not Hired)	2		2	5
Leave Requests/Paperwork	3		3	<a href="#">109</a>
FSA Form (Part of EE File)	7		1	15
I-9 Form (After Termination)	3		3	71
In-Service & Training Record	5	P-E	5	34
Intern University Agreement	10		10	17
Job Descriptions – Signed (part of EE file)	7		5	38
Job Descriptions – Original	5		5*	38
Job Postings	1		1	<a href="#">110</a>
Medical Records/Doctors Notes - Employee	5		5	<a href="#">109</a>
New Hire Physical Reports	5		5	55
Operations Manual (With Revision History)	P	P	P	56
Pension Plan Agreement	6		6	<a href="#">111</a>
Performance Record (part of EE file)	7		5	55
Personnel File (After Termination)	7		5	55
Policy Manual (With Revision History)	P	P	P	56
Respite Forms (part of EE file)	7		7	55
Sexual Misconduct Claims	60		60	36
Training Sign-in Sheets	5		5	34/62
Unemployment Files	7		7	7
Verifications of Employment (VOE)	1		1	<a href="#">112</a>
Volunteers Records	7		5	74
Workers Compensation Reports	7		7	76
*following supersedence				

## Safety

Form Name	Retention Period	Format	State Retention	State Line #
Accident reports - Participant	1^		1^	2
Accident Reports - Vehicle	7		7	2
Accident Reports - Workers Compensation	7		7	2
Blood-Borne Pathogen Exposure Records	30		30	113
Classified Material Violations	P		P	114
Disability Claims (After termination)	7		7	115
Facility Inspections - Partner Agency & Safety Checklists	2		2	58
Incident Reports	7		7	2
OSHA 300 Reports	5		5	116
PDRMA Loss Reports (annual)	7	E	7	15
Playground Inspections - Partner Agency	2		2	58
Pool Inspections - Partner agency	2		2	58
Safety Committee Notes	3		3	NR
Safety Data Sheets (SDS)	10		10*	44
Toxic Substance Exposure	30		30	113
Unsafe Conditions Reports	2		2	58
Visitor Clearance	2		2	NR
*after stop using product				
^ after 18th birthday				

## Tax

Form Name	Retention Period	Format	State Retention	State Line #
1099 Forms	7		7	65
Canceled Tax Checks/Confirmations	7		7	11
Payroll Tax Records (IL-941)	7		7	65
Tax Returns Prepared	7		7	68
Tax Exemption Documents	7		7	117
W-2 Forms	7		7	65
W-3 Forms	7		7	65
W-4 Forms (part of EE file)	7		5	65
W-9 Forms	7		7	65

## Transportation

Form Name	Retention Period	Format	State Retention	State Line #
Auction Records	7		7	6
Driver Road Checks – Per Season (after termination)	5		5	7
Emissions Testing – Safety Lane	5		5	118
Vehicle Usage Report (end of year)	7		7	23
IDOT Annual Certification	1		1	32
IDOT Reports				32
IPASS Records	*		*	33
Lease Agreements for PD vehicle use	10		10	38
Post-Accident Investigation (after termination)	5		5	57
Vehicle Insurance Cards	7	P	7*	36
Vehicle Information (title, registration, P.O. etc.)	^		^	72
Vehicle Inspections (Daily & Bi-weekly)	2		2	73
Vehicle Service & Replacement Schedule	2		2	73
Vehicle Maintenance Records	*		*	24
Wheelchair Tie Down Tests	1		1	75
*Until receive a superseded report				
^Until sold, traded, or junked				



# **Gift Acceptance Policies**

## **Special Leisure Services Foundation**

# Gift Acceptance Policies

## Mission

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

## Purpose

The purpose of this gift acceptance policy is to govern the acceptance of gifts and to provide guidance to donors and their professional advisors in completing gifts. Gift acceptance policies help guide the efforts of Special Leisure Services Foundation in securing appropriate gifts which further its mission. They also provide for valuable safeguards which protect the interests of the Foundation and those who support its endeavors.

The following policies and guidelines focus on both current and deferred gifts, with special emphasis on various types of deferred gifts and gifts of non-cash property. These policies will in some instances require that the merits of a particular gift be considered by the SLSF President who has the authority to make a final decision.

# I. Acceptance Policies by Type of Gift

## Outright Gifts

### A. Cash

1. Gifts in the form of cash and checks shall be accepted regardless of amount and will be credited at full face value. All checks should be made payable to Special Leisure Services Foundation. To ensure compliance with the donor's wishes, outright gifts should be accompanied by a written statement of purpose.
2. Restricted gifts of cash are subject to the terms of paragraph 10, under the section of **General Gift Acceptance Guidelines**.

### B. Pledges

1. Pledge commitments must be written and include the amount of the pledge, the pledge period, the date of the first payment, and the frequency of payments. The written pledge must contain the gift designation, purpose and any restrictions.

### C. Publicly Traded Securities

1. Securities which are traded on the New York, American, or Over-the-Counter Stock Exchanges, as well as publicly-traded mutual funds, municipal and corporate bonds, treasury bills and notes, warrants, stock options and stock appreciation rights may be accepted by Special Leisure Services Foundation. Title to securities deemed to be readily transferable present no particular difficulty to Special Leisure Services Foundation. However, in cases where limitations may exist on the transfer of warrants, stock options and stock appreciation rights, the President may review such gifts in advance to determine if such gifts are acceptable.
2. It may be anticipated that all securities accepted by the Foundation will be immediately sold by the Foundation. In no event shall an employee or volunteer working on behalf of Special Leisure Services Foundation commit to a donor that a particular security will be held by the Foundation unless authorized to do so by the President.
3. It is the Foundation's preference that any gift of publicly traded securities be transferred from the donor's brokerage account to the designated primary



Foundation brokerage account. The Foundation will also accept properly endorsed stock certificates.

#### **D. Closely-Held Stock**

1. Non-publicly traded securities may only be accepted after approval from the President.
2. Non-publicly traded securities accepted by Special Leisure Services Foundation should be accompanied by a qualified appraisal completed under the terms of the Internal Revenue Code governing such appraisals. Appraisals completed more than 60 days prior to the date of gift will not be considered qualified for charitable deduction purposes, and as such, will not serve as a valid indicator of the gift's value for internal recording purposes. The donor is expected to bear the cost of obtaining a qualified appraisal of closely-held stock shares.

#### **E. Real Property**

1. No gift of real estate, including but not limited to personal residence, rental properties, commercial office buildings, warehouses, land, leasehold interests, and recreational property, shall be accepted without prior approval of the President and SLSF legal counsel.
2. No gift of real estate shall be accepted without the Foundation, through a staff member or authorized representative, first conducting a site visit for the purpose of determining its suitability for the Foundation's investment portfolio, and its marketability.
3. No gift of real estate shall be accepted without first being appraised under the terms of the Internal Revenue Code governing such appraisals. The costs of such appraisal shall be borne by the donor.
4. The Foundation shall be particularly cautious in accepting commercial or other property which appears from a site visit to present special environmental hazards. As a matter of policy, the Foundation shall give serious consideration to authorizing, at Foundation expense, an environmental audit as part of documentation needed to conduct a thorough gift analysis.
5. Special attention shall be given to the receipt of real estate encumbered by a mortgage. All real estate with debt are required to have approval of the President and SLSF legal counsel.

6. Real estate shall not be accepted to fund a charitable gift annuity and will follow the Planned Giving Guidelines.

#### **F. Personal Property**

1. No personal property shall be accepted by Special Leisure Services Foundation that obligates ownership to be retained in perpetuity. No perishable property or property which will require special facilities, insurance, or security arrangements will be accepted without prior approval of the President. The Foundation shall retain full discretion as to the ultimate disposal of gifts of tangible personal property.
2. There are two types of personal property: tangible and intangible (intellectual property) assets.

Tangible assets can include: personal collections of art, books, coins; boats, cars or aircraft; securities; equipment; software; printed materials; food or other items use for hosting dinners.

Intellectual property is an intangible asset that has been produced through creativity and innovation. The can include: patents; copyrights of cultural, artistic, and literary works; computer software under development.

- Gifts of \$5,000 or less may be counted in any of the following ways:
  - o Value placed on the gift by a qualified independent appraiser.
  - o Value declared by the donor with a paid bill of sale or invoice and copy of the check or statement showing payment
  - o Value established by a purchaser's winning auction bid at a charity auction run by Special Leisure Services Foundation.
- Gifts of real or personal property with values of more than \$5,000 should be counted at values placed on them by qualified independent appraisers, as required by the IRS for valuing non-cash charitable contributions.

3. Prior to formal acceptance, the Foundation shall endeavor to determine the legal status of the proposed property through an examination of appropriate legal records, obtaining of title evidence, and other documents.

4. No tangible personal property shall be accepted by Special Leisure Services Foundation that obligates it to retain ownership of it in perpetuity. No perishable property or property which will require for safeguarding purposes special facilities, insurance or security arrangements will be accepted. The Foundation shall retain full discretion, through the President as to the ultimate disposition of gifts of tangible personal property.

#### **G. Other Property**

1. Other property of any description, including but not limited to mortgages, notes, contracts, copyrights, royalties, and easements, and whether real or personal, shall only be accepted by approval of the President and SLSF legal counsel.

### **Deferred Gifts**

#### **A. Bequests**

1. Gifts under wills (bequests) shall be actively encouraged by Special Leisure Services Foundation.
2. In the event of an inquiry by a prospective donor/legator, representations as to the future acceptability of property proposed to be left to Special Leisure Services Foundation in a will shall only be made in accordance with the terms and provisions contained within these policies and guidelines.
3. The Foundation retains the right to reject bequests if SLSF legal counsel determines the gift is not in the best interest of the Foundation.
4. Attempts shall be made to discover bequest expectancies wherever possible in order to provide better service to the donor.
5. The Superintendent of Development and other authorized staff shall closely monitor the estate settlement/probate process to ensure accurate and timely distributions of charitable bequests to the Foundation.
6. If a donor requests that the Foundation appoint an executor/personal representative for their estate, SLSF legal counsel shall review the request and recommend how to proceed.

#### **B. Living Revocable Trusts**

1. The Superintendent of Development and other authorized staff shall closely monitor the trust termination process to ensure accurate and timely distributions to the Foundation. They shall also be responsible for assessing the suitability of the assets to be distributed to the Foundation as measured against the Foundation's investment portfolio and policies enacted by its Investment Committee, and for bringing before the President any asset requiring further review prior to acceptance, e.g. real property, closely-held stock shares.

### **C. Charitable Remainder Trusts**

1. All charitable remainder trusts for which SLSF serves as trustee, are established and managed through the Superintendent of Development. Special Leisure Services Foundation may choose to act as a trustee of a charitable remainder trust funded at a level of \$100,000 or more which designates the Foundation as the sole irrevocable beneficiary. It may also choose to serve as trustee for a charitable remainder trust funded at a level of \$200,000 or more which designates no more than two irrevocable beneficiaries, one of which is the Foundation. The decision to serve or not to serve as trustee will be made by the President.
2. For those charitable remainder trusts for which Special Leisure Services Foundation is trustee, the payout provision which delineates the income interest of the donor(s) shall reflect the investment climate and prevailing market conditions at the time of the trust's establishment and will be approved by the President.
3. Special Leisure Services Foundation will charge to all charitable remainder trusts of which it is trustee all fees and costs incurred by the trust by corporate firms to which the Foundation may delegate investment and administration.
4. The Superintendent of Development and other employees and volunteers acting on behalf of Special Leisure Services Foundation should be familiar with the types of property generally regarded as suitable for funding charitable remainder trusts. No Foundation representative shall encourage donors to make gifts of any property to charitable remainder trusts without review by the Superintendent of Development.
5. The Superintendent of Development shall exercise oversight authority over charitable remainder trusts for which Special Leisure Services Foundation serves as trustee to the extent of ensuring Foundation compliance with applicable state and federal laws, maintaining appropriate forms, filing federal and state reports

as needed, distributing income payouts to non-charitable beneficiaries, and reporting major issues and concerns.

**D. Charitable Gift Annuities**

1. As of the date of adoption of these Gift Acceptance Policies, Special Leisure Services Foundation does not offer a Charitable Gift Annuities option to donors. However, the Foundation retains the right to establish such an option at some future time as circumstances warrant.

**E. Remainder Interest in Real Property**

1. Life estate agreements shall be encouraged whereby deed transfer takes place during a donor's or donors' lifetime(s) for a personal residence while the donor(s) retain(s) the usage of the property for life.
2. A life estate agreement between the Special Leisure Services Foundation and a donor(s) shall not be consummated without prior approval of the President.
3. No gift of real estate shall be accepted without the Foundation, through a staff member or authorized representative, first conducting a site visit for the purpose of determining its suitability for the Foundation's investment portfolio, and its marketability.

The Foundation shall be particularly cautious in accepting remainder interests in residential or farm property which appear from a site visit to present special environmental hazards. As a matter of policy, the President shall give serious consideration to authorizing, at Foundation expense, an environmental audit as part of the documentation needed to conduct a thorough gift analysis.

4. No gift of a remainder interest in real property shall be accepted without the property first being appraised by a party chosen by Special Leisure Services Foundation who shall have no business or other relationship to the donor. Such an appraisal shall be viewed as a "qualified appraisal" under the terms of the Internal Revenue Code governing such appraisals. In general, the costs of such appraisal shall be borne by the donor.
5. In general, SLSF will give favorable consideration to accepting remainder interests in unencumbered real estate which it believes to be highly marketable.
6. Receipt of remainder interests in real property encumbered by a mortgage must be approved by the President.

7. Any employee or other individual authorized to act on behalf of Special Leisure Services Foundation during negotiations with the donor(s) shall inform such donor(s) in advance that he/she/they will be responsible for all costs associated with maintenance, taxes, and insurance during the period of life tenancy.
8. Through mutual written agreement, Special Leisure Services Foundation and life tenant(s) may jointly agree to sell a residential or farm property, and to divide the sales proceeds proportionately according to the parties' respective interests in the property.
9. The President shall exercise oversight authority with respect to creating and administering life estate gifts, and shall be responsible for ensuring compliance with applicable federal and state laws governing gifts of remainder interests in real property.

#### **F. Charitable Lead Trusts**

1. Special Leisure Services Foundation may choose to act as a trustee of a charitable lead trust funded at a level of \$250,000 or more which designates the Foundation as the sole irrevocable income beneficiary. The decision to serve or not to serve as trustee will be made by the President acting upon the recommendation of the Superintendent of Development.
2. Special Leisure Services Foundation will charge to all charitable lead trusts of which it is trustee all fees and costs incurred by the trust and charged by corporate firms to which the Foundation may delegate investment and administration. For those trusts for which the Foundation continues to exercise administrative and investment oversight, the Foundation shall not charge a trustee fee.

#### **G. Life Insurance**

1. Special Leisure Services Foundation shall accept gifts of life insurance in which the donor has named the Foundation as a beneficiary of all or a portion of the benefits of the life insurance policy. Donors may also give outright ownership of policies naming Special Leisure Services Foundation as the sole beneficiary of such policies.
2. Special Leisure Services Foundation shall not accept donated policies which require co-payments of ongoing premiums, have substantial indebtedness or have assignments of interests or beneficiaries other than the Foundation.

3. Special Leisure Services Foundation may agree to accept gifts from donors to pay premiums for life insurance policies on the donor's life which are owned by the Foundation.
4. In cases of a donated policy which is not paid-up, and on which the donor has failed to make ongoing premium payments, the President shall review the situation with the goal of determining whether the Foundation wishes to continue to make premium payments from its own funds to preserve the policy's future death benefit and substantial cash value.
5. No insurance products may be endorsed for use in funding gifts to Special Leisure Services Foundation without prior approval of the President.
6. In no event shall lists of Special Leisure Services Foundation donors be furnished to anyone for the purpose of marketing life insurance for the benefit of donors and/or Special Leisure Services Foundation. This policy is based on the fact that this practice represents a potential conflict of interest, may cause donor relations problems, and may subject Special Leisure Services Foundation to state insurance regulation should the activity be construed as involvement in the marketing of life insurance.

#### **H. Pooled Income Funds**

1. As of the date of adoption of these Gift Acceptance Policies, Special Leisure Services Foundation does not offer a pooled income fund option to donors. However, the Foundation retains the right to establish such a fund at some future time as circumstances warrant.

## **II. Payment of Fees Related to Gifts to Special Leisure Services Foundation**

#### **A. Finder's Fees or Commissions**

1. Special Leisure Services Foundation will not pay any fee to any person as consideration for directing a gift to Special Leisure Services Foundation. It is understood that such fees may or may not be legal and that in the case of irrevocable deferred gifts which involve management of assets, the payment of such fee may subject Special Leisure Services Foundation, its management, and Board of Directors to federal and state security regulation.

2. In no event whatsoever will a commission or finder's fee of any type be paid to any party in connection with the completion of a gift to Special Leisure Services Foundation for the right to receive such gift.

## **B. Professional Fees**

1. Special Leisure Services Foundation will pay reasonable fees for professional services rendered in connection with the completion of a gift to the Foundation. Such fees may include, but not be limited to, charges for legal counsel, accounting services, appraisals, actuarial computations, title recordings, and environmental audits. Unusual charges shall not be incurred nor paid without the prior approval of the President.
2. In the case of legal, accounting and other professional fees, an attempt shall be made to ascertain the reasonableness of these fees prior to payment. An hourly breakdown of time should be requested. In cases where the fees appear to be excessive, the summary of fees shall be submitted to the President for further review and approval prior to payment.
3. All legitimate fees related to the completion of a gift shall be fully disclosed to the donor(s) during the course of gift discussions with a representative of the Foundation.
4. In cases where the persons receiving fees were initially employed by the donor and Special Leisure Services Foundation is asked to pay the fees involved, the donor shall be notified that the payment of such fees may result in taxable income to the donor in the amount of the fees paid.
5. In situations where advisors retained by Special Leisure Services Foundation prepare documents or render advice in any form to Special Leisure Services Foundation and/or a donor to Special Leisure Services Foundation, it shall be disclosed to the donor that the professional involved is in the employ of Special Leisure Services Foundation and is not acting on behalf of the donor; and that any documents or other advice rendered in the course of the relationship between Special Leisure Services Foundation and the donor should be reviewed by independent counsel for the donor prior to completion of the gift.

## **III. General Gift Acceptance Guidelines**

### **1. Adherence to Laws**



Authorized staff and other representatives of Special Leisure Services Foundation will not accept any gift which violates Internal Revenue Code requirements or any other federal or state laws.

2. **Tax Exempt Status**

Authorized staff and other representatives of Special Leisure Services Foundation will not accept any gift which would improperly inure to the benefit of any individual or in a manner that would jeopardize the tax exempt status of either Special Leisure Services Foundation as determined upon advice of counsel.

3. **Authorized Solicitors**

Only the authorized staff and representatives of Special Leisure Services Foundation shall solicit and donor with respect to both outright and deferred gifts.

4. **Ethical Considerations**

Authorized staff and representatives of Special Leisure Services Foundation shall perform in an ethical manner during the course of their dealings with donors. Extreme caution should be exercised to avoid pressure or undue persuasion during gift discussions. The role of the staff member or representative is to inform, advise and assist the donor in effectuating his/her charitable giving plans. All authorized staff and representatives shall adhere to applicable codes of ethics such as those promulgated by the Association of Fundraising Professionals and the Partnership for Philanthropic Planning.

5. **Confidentiality**

All information concerning prospective and current donors, including names and addresses, financial information, estate planning information, and other data of a private nature will be kept strictly confidential by Special Leisure Services Foundation unless the donors grant permission to use selective information for purposes of referral, testimonial or example as the discretion of authorized representatives.

6. **Professional Advice**

Prospective donors shall be advised to consult their attorney, accountant or other professional advisors in all matters related to deferred gift instruments or other planned gifts involving tax and legal considerations prior to the completion of final agreements. If a Special Leisure Services Foundation staff member or representative

makes a referral to any advisor, it shall be understood that the advisor is retained at the donor's cost to represent his or her interests.

Although Special Leisure Services Foundation should not be in the position of giving tax advice, donors must be informed of certain consequences related to their gifts. These include, but are not limited to, sharing information with donors about federal appraisal requirements (and related forms), alternative minimum tax considerations where applicable, and other tax concerns most typically associated with deferred gift arrangements.

#### **7. Drafting of Documents**

While Special Leisure Services Foundation will not finalize a donor's will or charitable remainder trust, it will, through its legal counsel suggest language for inclusion in a charitable bequest will provision, and draft charitable remainder and lead trust documents. Every attempt should be made to send such draft language and documents directly to the donor's attorney for review.

#### **8. Conflict of Interest**

The interest of the donor shall come before the interest of any staff member or authorized representative of Special Leisure Services Foundation. No program, agreement, trust, contract or commitment shall be urged upon any donor or prospective donor which would benefit Special Leisure Services Foundation at the expense of the donor's interest and welfare. In the case where an inevitable conflict of interest arises, e.g. deceased donor names both a staff member and the Foundation as beneficiaries of his/her estate, the Foundation shall take appropriate action to discuss this conflict with the affected staff member or authorized representative for the purpose of deciding upon a course of action which will eliminate any impropriety or the appearance of impropriety.

#### **9. Promotional Policies**

Special Leisure Services Foundation staff and authorized representatives shall promote the Foundation in a tasteful and dignified manner consistent with the Foundation's stature and reputation. All printed materials pertaining to charitable contributions shall be reviewed in advance by the appropriate staff member to ensure consistency with other Foundation publications with respect to content and appearance.

#### **10. Restricted Gifts**

Special Leisure Services Foundation shall accept those outright gifts of a restricted nature which meet its own internal guidelines and priorities and which comply with

all federal and state laws. The Foundation reserves the right, with the donor's approval, to change the designated purpose or purposes of a restricted gift if the purpose or purposes should become distressed to the extent that it is impractical or illegal to comply with the restrictions.

In the case of deferred gifts, the Foundation shall also accept all such gifts of a restricted nature which further its general purposes and which comply with all federal and state laws. The Foundation retains the right to renounce any interest in a donor's estate if it appears that the restrictions of a gift will be impossible to meet, or if the nature of the donated asset, e.g. contaminated real property, poses serious financial and administrative implications for the Foundation. If the donor restricts his/her gift to current operations, the donor's restriction shall take precedence subject to the Foundation's right to refuse such gift or to negotiate an alternative use.

#### **11. Endowments**

Endowments will serve one of the five pillars as directed by Board. Donors may prefer to direct an endowment toward a specific purpose in writing to the Board. Endowments will be corpus protected; only earnings made from endowment funds will be spent toward a purpose in a given fiscal year. However, the donor may choose to direct a percentage of the endowment to be spent within a given fiscal year, given that the donor's endowment funds are available in the SLSF account.

Donor may choose to make a multi-year pledge, with a minimum endowment of \$10,000, and a maximum 5 year pledge. For example, if a donor chooses to make a pledge of \$10,000 over the course of 5 years, that donor would pledge \$2,000 for 5 years.

Donors may also have the option of making a monthly donation through a credit or debit card, where SLSF would charge 1/12 of the annual obligation per month.

#### **Modification/Amendment of These Policies**

Special Leisure Services Foundation reserves the right to modify or amend these policies at any time.

###

To: SLSF Board Members  
From: Miranda Woodard, Accounting Manager  
Re: SLSF Fund Balance Recommendation  
Date: May 12, 2020

---

The 2019 SLSF audited year-end cash and cash equivalent amount is \$331,388. The operating checking account balance is \$95,237.21 and MMA is \$101,331.57.

Below is an evaluation of the past four years of Revenue and Expense:

**4 YEAR AVERAGE**

	Revenue	Expense	Net
Jan-Mar	222,468.62	41,587.69	180,880.93
Jan-June	374,726.55	220,389.02	154,337.53

Below is a snapshot of the months with the highest expense in last 4 years (January-June):

<u>Month</u>	<u>Amount</u>	<u>Explanation</u>
2016 May	\$ 114,075.47	Equipment
2017 May	\$ 137,426.64	NWSRA Grant
2018 Oct	\$ 166,542.70	NWSRA Grant
2019 Oct	\$ 189,384.98	NWSRA Grant

In 2020, the recommended starting cash balance for the year was \$61,481.21 as well as \$24,780 earmarked for the HP Sensory Room and the outstanding 2018 Gold Medal Fashion Show payment of \$8,976 for a total of \$95,237.21. This balance assured coverage of average SLSF expenses for the first three months of the year.

Staff recommends beginning FY2020 with a cash balance of \$95,237.21 plus the \$101,331.57 in the Restricted Reserve Fund. Although higher than the \$90,000 starting balance recommended for the past several years, this amount continues to cover the first three months of expenses plus allows for any overages encountered in the building of the Hanover Park Sensory Garden and the NWSRA Programming Spaces at Wheeling and Buffalo Grove.

**Motion:**

**A motion for SLSF to begin FY2020, with a cash balance of \$95,237.21 in the VB&T account.**



*"We exist to provide outstanding opportunities through recreation for children and adults with disabilities."*

Date: May 2020  
To: Tracey Crawford, Executive Director  
From: Rachel Hubsch, Superintendent of Recreation  
Andrea Griffin, Superintendent of Recreation

---

This memo is to request the first of three transfers of funds in the amount of \$459.25 from Special Leisure Services Foundation to Northwest Special Recreation Association to support programs and services. Attached to the memo is a detailed breakdown of expenses in each line item.

	May 2020
Athletics	\$0
Transportation	\$0
Scholarships	\$459.25
Inclusion	\$0
Programs	\$0
Total	\$459.25

Thank you for the transfer of these funds. We are asking for the money to be transferred to the NWSRA accounts no later than May 31, 2020 in order to pay bills incurred for the above expenditures.

Respectfully,

Rachel Hubsch  
Superintendent of Recreation

Andrea Griffin  
Superintendent of Recreation

Please attach a *SLSF Expense Request* for the total amount requested to this memo.

An extension of the local park districts serving  
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

---

3000 West Central Road, Suite 205 • Rolling Meadows, IL 60008 • VOICE 847/392-2848 • FAX 392-2870 • TTY 392-2855 • [www.nwsra.org](http://www.nwsra.org)

Date: May 19, 2020  
To: SLSF Board  
From: Tracey Crawford, SLSF Board President  
Re: Redirection of SLSF Grant Funds to NWSRA due to COVID-19

---

NWSRA remains committed to addressing the unique physical, social, emotional, cognitive and spiritual needs of individuals with disabilities within our communities. Following for your review is the link to the NWSRA COVID-19 Update for May 19:

[Click here to access the NWSRA COVID-19 Update](#)

NWSRA recognizes its essential responsibility toward maintaining and providing much needed recreational programs and services for individuals with disabilities that live within the 17 Member Park District communities.

In January 2020, the Board approved the annual grant to NWSRA in the amount of \$287,500 for fiscal year 2020. The funds were to be used as outlined below:

1. Scholarships - \$94,000
2. Athletics - \$21,000
3. Inclusion - \$5,500
4. Transportation - \$70,000
5. General Program Support - \$97,000

However, the COVID-19 pandemic has completely changed how NWSRA is provided programs and services. Therefore, it is now necessary to redirect the originally focus of funds to support NWSRA's new normal as we plan to enter Phase 3 and 4 of the Governors, "Restore Illinois" plan. Emphasis needs to be placed on the following:

- keeping staff safe with the necessary Personal Protection Equipment (PPE)
- addressing the NWSRA Return to Work Policy which includes but is not limited to:
  - a. temperature checking stations
  - b. employee PPE
  - c. cleaning and sanitation supplies
  - d. protective barriers (Plexiglas and plastic curtain shields)
  - e. All office COVID-19 Sanitation cleaning
  - f. outside mailbox for registration and payment drop off
- addressing the NWSRA Return to Programs Policy which includes but is not limited to:
  - a. employee PPE based on level of exposure risk
  - b. individual supplies will be needed for all programs
  - c. pop up tents for all five NWSRA programming spaces to allow for additional programming spaces while adhering to social distancing rules
  - d. creation of Recreation Programming Kits
  - e. virtual program supplies
  - f. cleaning and sanitation supplies
  - g. temperature checking stations
  - h. bus COVID-19 Sanitation cleaning
  - i. bus COVID-19 cleaning supplies

Since the COVID-19 pandemic impacted NWSRA programming and services during the spring program season, all face to face programs and services were cancelled as of March 13, 2020, and part time staff, inclusion aids, drivers and program leaders were furloughed. This equated to approximately 195 staff.

However, there was no interruption in programs and services, the 40 full time remaining staff immediately shifted to providing virtual programming, wellness phone calls, recreation activity boxes, behavior management supports, social story support and the creation of the online activity center, by March 23, 2020. All of these programs and services were offered free of charge in order to support our participants and family's during this crisis.

NWSRA is so grateful for the continued support of the NWSRA Board Members and their Boards, who recognize the essential importance of reducing anxiety, stress, behaviors and enhancing skills of individuals with disabilities through this difficult time. It is critical that the NWSRA Recreation Therapy staff are recognized as essential workers, as outlined the Governor of Illinois, and continue to provide the necessary programs and services as we navigate through these unprecedented and ever changing times.

SLSF was formed to provide NWSRA with additional funding needed to maintain quality services and facilitate future growth. In order to continue to provide outstanding, high quality programs and services, NWSRA needs to secure our most valued resource, the full time staff.

NWSRA is budgeted to receive \$287,500 in grants from SLSF in FY2020. SLSF anticipates providing the funds through the following:

1. \$105,000 is currently in the operating account held at Village Bank and Trust.
2. \$50,760 is currently in the money market account held at Village Bank and Trust.
3. \$130,000 is being held with Benjamin F. Edwards that was for contingency funds in the construction for the Buffalo Grove programming space that is no longer needed.
4. \$1,740 has been raised through the "High Five" virtual fundraising campaign.

In addition to the monies listed above, SLSF is focused on virtual events, grant applications, individual donations and the scheduled fall Golf Outings, to support NWSRA's continued needs during this COVID-19 crisis.

**Motion:**

**At this time, the staff are asking for a motion to approve the redirection of the SLSF unrestricted funds, for the annual NWSRA grant, to fund the following:**

- 1. Keeping staff safe with the necessary Personal Protection Equipment (PPE)**
- 2. Return to Work Policy supplies and equipment as outlined above**
- 3. Return to Programming Policy supplies and equipment as outlined above**
- 4. Assist NWSRA in funding the salaries of the remaining full time staff, when and if needed, during the COVID-19 pandemic for the remainder of fiscal year 2020**

## May 2020

SLSF Area of Support	Expenses	Description	NWSRA Budget #	Total Allotment for 2020
Athletics				\$21,000.00
				Balance
Sub-Total	\$0.00			\$21,000.00
Transportation				\$70,000.00
Sub-Total	\$0.00			\$70,000.00
Scholarships				\$94,000.00
STAR Academy	\$459.25	January through March	422304	
Sub-Total	\$ 459.25			\$93,540.75
Inclusion				\$5,500.00
				Balance
Sub-Total	\$0.00			\$5,500.00
General Program Support				\$97,000.00
Sub-Total	\$ -			\$97,000.00
				Total Balance
May Grand Total	\$459.25			\$287,040.75



**To:** SLSF Board of Directors  
**From:** Tracey Crawford, Executive Director  
**Re:** Installation of New Board Member  
**Date:** May 19, 2020

---

**Motion:**

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

- A. David Speers, Scheck & Siress Prosthetics, Inc.

# **XI. Information/ Action Items**

[Back to Home](#)

Date: May, 2020  
To: Tracey Crawford, Executive Director  
From: Andrea Griffin, Superintendent of Recreation  
Re: Community Sensory Garden

---

NWSRA is thrilled to have been granted \$40,000 to create a Community Sensory Garden at the Hanover Park Park District Community Center.

A sensory garden is an environment that is designed with the purpose of stimulating the senses. This stimulation occurs through plants and the use of materials that engage one's senses of sight, smell, touch, taste, and sound. The use of the garden can primarily focus on one sense, or it can incorporate all of them, be used as an educational tool that allows them to explore and learn about their senses and nature, provides them with a healthy place of discovery and allows a therapeutic and safe way for the participants to explore their senses. Following are details of the project and an update on progress thus far:

### **Purpose and Goals of the Project**

The Community Sensory Garden will provide a therapeutic environment that the entire Hanover Park Community can enjoy.

Research has shown that when individuals with disabilities interact in a garden it helps them increase their awareness of the world around them. In addition, the Community Sensory Garden will allow the NWSRA PURSUIT Adult Day Program and STAR Academy After Care Program to include Horticulture Therapy in its activities.

- Create a therapeutic connection between people and plants
- Promote a person's physical and mental wellbeing
- Provide relief from tension, and give a sense of accomplishment
- Gardening can divert your thoughts about yourself and your situation.
- Promote fine and gross motor skills
- Stimulation of the senses
- Teach how to participate in a cooperative effort
- Physical benefits
- Learn how to form positive relationships
- Increase nonverbal communication
- Facilitate experiences encouraging flexibility, adaptability and resourcefulness

## Project Implementation Timeline

Following is the implementation timeline for the Community Sensory Garden:

Month	Implementation to Take Place
January	Meeting with Hanover Park staff to discuss the creation of the Community Sensory Garden
March	Hanover Park staff receive 3 RFP from Landscape Architect
April	Landscape Architect selected
May	On site meetings with Landscape Architect
July	Plans with cost prepared and shared
August	Bids received & Park Board approves
September	Construction of project begins
November	Completion of phase 1 of project
Spring 2020	Project put on hold
Summer 2020	Phase 2 of project started
Fall 2020	Completion of project

## Progress To Date

Following are the meetings that have taken place to date regarding the creation of the Community Sensory Garden, as well as progress thus far:

- Andrea Griffin, NWSRA Superintendent of Recreation, Cathy Splett, SLSF Foundation Manager and Liz Thomas, NWSRA
- Manager of Special Recreation meet with Hanover Park Park District staff to discuss the creation of the Community Sensory Garden
- Sensory Garden Team formed & 1<sup>st</sup> meeting held
- Team:
  - Andrea Griffin, NWSRA Superintendent of Recreation
  - Cathy Splett, SLSF Superintendent of Development
  - Joann Snyder, Senior Manager of Special Recreation
  - Liz Thomas, NWSRA Manager of Special Recreation
  - Nicole Estrada, Manager of Support Services
  - Trisha Palmieri, Collaborative Coordinator
  - Katrina Place, Inclusion Coordinator
  - Megan Edwards, Program Specialist
  - Meeting to research horticulture trainings and program development of horticultural therapy
- Phone conversation took place on 4/13 followed by email on 5/1 with Bob O'Brian, Executive Director Hanover Park, Tracey Crawford, Executive Director of NWSRA, Andrea Griffin, Superintendent of Recreation and

- Cathy Splett, SLSF Foundation Manager regarding design and meetings to be held moving forward.
- Sensory Garden Team attended an all day training on 5/1 at the Chicago Botanic Gardens focusing on play in nature, mental health and healing, education and lesson planning in a garden environment.
  - Meeting held on May 21<sup>st</sup> with Gabe Villar Hanover Park Park District Superintendent of Parks and Planning, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation, Cathy Splett SLSF Foundation Manager, Chris Starke from WT Engineering and Joanne Couture of Couture Landscaping.
    - Meeting discussed NWSRA's vision, grant restrictions and amount of money allocated to project
  - Meeting held on June 26<sup>th</sup> with Bob O'Brien Executive Director of Hanover Park Park District, Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Joanne Couture of Couture Landscaping.
    - Joanne shared plans for garden and discussed placement of plants, garden decorations, walkway, and seating.
    - Within the next few weeks cost will be put with the shared plans and NWSRA staff will decided on project phases
    - Hanover Park Park District to do the removal of current ground and prepair space for landscaping
  - Timeline provided by Bob O'Brien Executive Director of Hanover Park Park Distirct to Tracey Crawford NWSRA Executive Director, Andrea Griffin NWSRA Superintendent of Recreation and Cathy Splett SLSF Foundation Manager on August 8<sup>th</sup>, 2019
  - First invoice submitted to SLSF for \$5,325 for land survey and construction drawings received Friday, August 16, 2019.
  - PHASE 1 of the Sensory Garden Project started, to be no more than \$24,850. The remaining \$9,825 will be used for PHASE 2 in the Spring.
  - Communication with Hanover Park District staff, working together to determine what phase 2 will look like over the next few months

[illegible]

# Items to be planted in the garden



**To: Tracey Crawford, Executive Director**  
**From: Andrea Griffin, Superintendent of Recreation**  
**Re: NWSRA Programming Space at Wheeling Park District Update**  
**Date: May 2020**

---

NWSRA was fortunate to work with forward thinking Park Districts that acknowledge the need for NWSRA to have dedicated programming space for our Adult Day Program, PURSUIT, After Care Program, STAR and general recreational therapy programs.

NWSRA has been working with Wheeling Park District to convert their Activity Rooms 102, 103 and Indoor Pool Guard office in Room 103, Preschool Hall Storage Closet, Preschool Teacher Office at the Wheeling Park District Community Recreation Center, consisting of approximately 2,225 square feet into NWSRA programming space. This project will be complete at the end of June, with the installation of furniture and decorations.

This programming space will enable participants and clients to develop skills, knowledge and behaviors for daily living and community involvement. Clients and participants will have the ability to improve functioning and independence while working on individual goals and overall well-being.



**To: Tracey Crawford, Executive Director**  
**From: Andrea Griffin, Superintendent of Recreation**  
**Re: NWSRA Programming Space at Buffalo Grove Park District**  
**Date: May 2020**

---

NWSRA was fortunate to work with forward thinking Park Districts that acknowledge the need for NWSRA to have dedicated programming space for our Adult Day Program, PURSUIT, After Care Program, STAR and general recreational therapy programs.

NWSRA has been working with Buffalo Grove Park District to convert approximately 320 square feet of the Fitness Center into NWSRA programming space. This construction will be complete at the start of July, with the installation of furniture and decorations to take place in September.

This programming space will enable participants and clients to develop skills, knowledge and behaviors for daily living and community involvement. Clients and participants will have the ability to improve functioning and independence while working on individual goals and overall well-being.

# SLSF Gold Medal Fashion Show Celebrates 30 Years

*Daily Herald*  
1/10/2020



Fashion Show models Ashley Jones (right) and John Terrelli (left) feature the latest fashions at the 2019 Gold Medal Fashion Show. Maria Sposito

**Brian Selders**

Updated  
1/10/2020 7:38 AM

Rolling Meadows, IL: Children and adults with disabilities will hit the runway and model the latest fashions at the 30th annual Special Leisure Services Foundation (SLSF) Gold Medal Fashion Show, to be held on Sunday, Feb. 23, at the The Stonegate Conference & Banquet Center in Hoffman Estates, IL. According to the U.S. Census Bureau, approximately 11% of individuals within each community have some type of disability. The Gold Medal Fashion Show celebrates the abilities

of these individuals, while raising the funding necessary to provide safe, accessible and inclusive recreation within their communities.

SLSF is the fundraising arm of Northwest Special Recreation Association (NWSRA), which provides recreational programs and services for children and adults with disabilities throughout 17 northwest suburban Park District communities. Through over 2,000 day camps, athletics, cultural arts, special events and recreational programs, individuals with disabilities have the opportunity to have fun, make friends, be included, go new places, learn new things and celebrate their lives. The event is expected to draw over 600 attendees and funds will support NWSRA scholarships, inclusion services, athletics, accessible transportation, programs and more.

SLSF President Tracey Crawford stated that due to the support of so many attendees of the Gold Medal Fashion Show, this "translates into extra scholarships, safer vehicles, more support for Lightning athletes, better adapted equipment, and quality inclusion opportunities for individuals to recreate within their home park district programs."

The event is sponsored by local businesses including the Daily Herald, with clothing provided by Formally Modern Tuxedo and JC Penney. Tickets are \$65/person which includes lunch, entertainment, access to raffles and more. For more information or to register, visit [www.slsf.me](http://www.slsf.me) (<http://www.slsf.me>) or contact Megan O'Brien at (847) 392-2848, ext. 267 or email [megano@slsf.me](mailto:megano@slsf.me).

# Fashion show benefits special recreation association

Submitted by Brian Selders

Children and adults with disabilities will hit the runway and model the latest fashions at the 30th annual Special Leisure Services Foundation (SLSF) Gold Medal Fashion Show Sunday, Feb. 23, at the The Stonegate Conference & Banquet Center in Hoffman Estates.

According to the U.S. Census Bureau, approximately 11% of individuals within each community have some type of disability. The Gold Medal Fashion Show celebrates the abilities of these individuals, while raising the funding necessary to provide safe, accessible and inclusive recreation within their communities.

SLSF is the fundraising arm of Northwest Special Recreation Association, which provides recreational programs and services for children and adults with disabilities throughout 17

Northwest suburban park district communities.

Through more than 2,000 day camps, athletics, cultural arts, special events and recreational programs, individuals with disabilities have the opportunity to have fun, make friends, be included, go new places, learn new things and celebrate their lives.

The event is expected to draw more than 600 attendees and funds will support NWSRA scholarships, inclusion services, athletics, accessible transportation, programs and more.

SLSF President Tracey Crawford said thanks to the support of so many attendees of the Gold Medal Fashion Show, this "translates into extra scholarships, safer vehicles, more support for Lightning athletes, better adapted equipment, and quality inclusion opportunities for individuals to recreate within their home park district

programs."

The event is sponsored by local businesses, including the Daily Herald, with clothing provided by Formally Modern Tuxedo and J.C. Penney. Tickets are \$65 per person, which includes lunch, entertainment, access to raffles and more.

For information or to register, visit [www.slsf.me](http://www.slsf.me), or contact Megan O'Brien at (847) 392-2848, ext. 267, or [megano@slsf.me](mailto:megano@slsf.me).

• Submit 'Your News' at [www.dailyherald.com/share](http://www.dailyherald.com/share).

**Fashion Show models Ashley Jones, right, and John Terrell feature the latest fashions at the 2019 Gold Medal Fashion Show. This year's event, the 30th annual, will be Sunday, Feb. 23, at the The Stonegate Conference & Banquet Center in Hoffman Estates.**



COURTESY OF MARIA SPOSITO

Daily Herald  
1/22/2020  
Section 5  
Page 3



# GOLD MEDAL *Fashion* SHOW

Children and adults with disabilities will hit the runway and model the latest fashions at the annual SLSF Gold Medal Fashion Show.

**Date:** Sunday, February 23

**Time:** 10:30 a.m.-2:00 p.m.

**Location:** Stonegate Conference & Banquet Center



The Gold Medal Fashion Show celebrates the abilities of NWSRA participants, while raising the funding necessary to provide safe, accessible and inclusive recreation within their communities. Tickets are \$65 each, table sponsorships and other sponsorship opportunities are still available! Contact Cathy Splitt at 847-392-2848, ext. 244 or click the link below for more information or to register!

## **Grand Raffle Tickets Available!**

The raffle tickets are 1 for \$10, 3 for \$25 or 7 for \$50. Drawing will be held on February 23, 2020 at the Gold Medal Fashion Show. **Winner need not to be present.**

There are six amazing prizes to choose from:

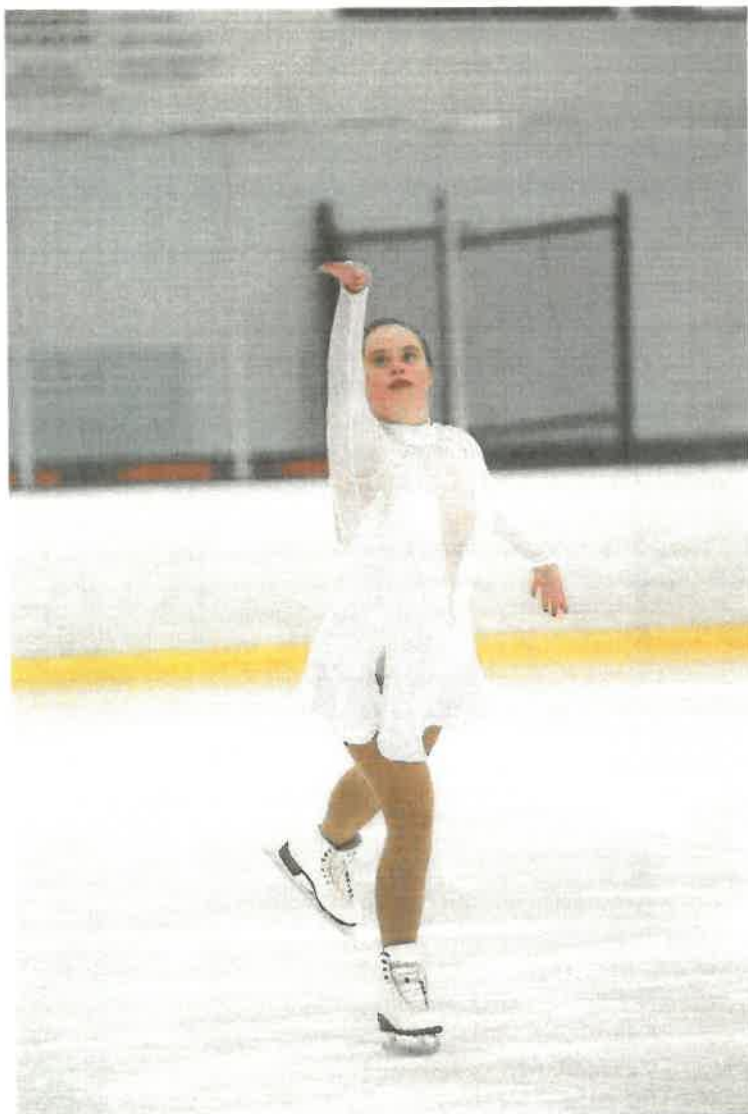
- Sailboat ride for 4-6 people on a 44' Brewer sailboat for 3 - 4 hours in Kenosha, WI courtesy of NWSRA Board Member Jay Morgan
- \$500 Visa gift card courtesy of Barbara Johnson
- Ten one-day hopper passes and Elsa and Anna Frozen II dolls courtesy of Disney and an Anonymous SLSF Donor.
- Two tickets to a Chicago Cubs game in the 2020 season, date and seat location TBD and a Chicago Cubs World Series trophy throw blanket courtesy of SLSF board member Al Crook and Karen Petrunic.
- COACH fashion purse and zip wallet courtesy of Sean & Jack O'Brien
- Steril - Aire room air purifier courtesy of MK Systems, Inc.

Purchase yours today!



## Athletes with disabilities to compete at Skating Championships Invitational

*Brian Selders*  
*February 5, 2020 7:57 am*



**NWSRA skater Lauren Miller competes at the 2019 Skating Championships Invitational.**

*Courtesy of KrPhotogs Photography LLC*

Skaters from throughout the State of Illinois will glide into the Rolling Meadows Park District's West Meadows Ice Arena on Sunday, February 16 at 2:00 p.m. to compete in the Skating Championships Invitational. This event, hosted by Northwest Special Recreation Association (NWSRA), provides athletes with disabilities the opportunity to socialize, compete and continue to develop their skills.

NWSRA Head Figure Skating Coach JoAnn Snyder stated, "This is a fantastic opportunity for skaters with disabilities to continue to develop their skills and compete on a statewide level. We are very excited to

work with local partners and organizations to ensure that figure skating is accessible for all."

**Play Now**

Watch Free With MediaPlayer10

mediaplayer10.net

Skaters will achieve new heights in skills and freestyle competitions from beginner to advanced levels. The event will wrap up with a formal dinner and dance to celebrate and spend time with friends. Throughout the year, skaters have honed their skills at the Hoffman Estates Park District's Triphahn Center & Ice Arena.

Coach Deb Jenssen stated, "For Many skaters, this is their only opportunity to compete and see their fellow skaters. Many friendships have been formed through our skating family in Illinois and the skaters look forward to seeing them every year. As for the coaches, we enjoy seeing all of the skaters grow and perform year after year."

Thank you to the sponsors who made this event possible: Rolling Meadows Park District, Rainbo Sports and Ice Skating, FMC Ice Sports, Geppeto's Skate Shop and Arlington Lakes Golf Club.

NWSRA invites skaters at all ability levels to join and develop their skills. Contact Manny Aguilar, Northwest Special Recreation Association, at 847-392-2848, ext. 258 or e-mail [manuela@nwsra.org](mailto:manuela@nwsra.org) for more information.

**About NWSRA**

Northwest Special Recreation Association (NWSRA) provides outstanding opportunities through recreation for children and adults with disabilities. NWSRA has grown tremendously over its 46 year history. NWSRA provides over 2,000 recreational programs and received more than 12,000 registrations annually. Athletics are very popular at NWSRA, with over 600 athletes competing in 16 sports. NWSRA has received the National Recreation and Park Association Excellence in Inclusion Award, given to one organization throughout the nation that has proven its leadership in the promotion of inclusion and diversity initiatives. NWSRA serves 17 northwest suburban communities, providing day camps, weekly programs, trips, special events, cultural arts and more. For more information on NWSRA, visit [www.nwsra.org](http://www.nwsra.org) or contact Brian Selders at 847-392-2848 or e-mail [marketing@nwsra.org](mailto:marketing@nwsra.org).



# The Special Leisure Services Foundation to host fashion show

*Submitted by Brian Sellers*

Children and adults with disabilities will hit the runway and model the latest fashions at the 30th annual Special Leisure Services Foundation Gold Medal Fashion Show from 10:30 a.m. to 2 p.m. Sunday, Feb. 23, at the The Stonegate Conference & Banquet Center in Hoffman Estates.

According to the U.S. Census Bureau, approximately 11% of individuals within each community have some type of disability. The Gold Medal Fashion Show celebrates the abilities of these individuals, while raising the funding necessary to provide safe, accessible and inclusive recreation within their communities.

SLSF is the fundraising arm of Northwest Special Recreation Association, which provides recreational programs and services for children and adults with disabilities throughout 17 Northwest suburban park district communities.

Through more than 2,000 day camps, athletics, cultural arts, special events and recreational programs, individuals

with disabilities have the opportunity to make friends, go new places, learn new things and celebrate their lives.

The event is expected to draw more than 600 attendees, and funds will support NWSRA scholarships, inclusion services, athletics, accessible transportation, programs and more.

SLSF President Tracey Crawford said thanks to the support of so many attendees of the Gold Medal Fashion Show, this "translates into extra scholarships, safer vehicles, more support for Lightning athletes, better adapted equipment, and quality inclusion opportunities for individuals to recreate within their home park district programs."

The event is sponsored by local businesses, including the Daily Herald, with clothing provided by Formally Modern Tuxedo and J.C. Penney. Tickets are \$65 per person, which includes lunch, entertainment, access to raffles and more.

To register, visit [www.slsf.me](http://www.slsf.me), or contact Megan O'Brien at (847) 392-2848, ext. 267, or [megano@slsf.me](mailto:megano@slsf.me).



COURTESY OF MARIA SPOSITO

Fashion Show models Ashley Jones, right, and John Terrell feature the latest fashions at the 2019 Gold Medal Fashion Show. This year's event, the 30th annual, will be Sunday, Feb. 23, at the The Stonegate Conference & Banquet Center in Hoffman Estates.

Daily Herald

Section 5

Page 3

2/19/2020



social distancing.

"At CEL, we believe in expanding the world of people

have given us all a tiny glimpse of what many people with IDD have faced their entire

CEL has been making those connections; reaching out to all current and past members

virtual employment programs that give members who have been laid off from their jobs an opportunity to socialize and

to find  
ods of  
develo

## Buffalo Grove Rotary offers community grants

*Submitted by Vicarious Public Relations*

The Buffalo Grove Rotary Club is offering one-time community grants of up to \$2,500 for agencies and organizations that plan to make a positive difference in Buffalo Grove.

Recipients will have demonstrated through their application that their efforts and initiatives can provide long-term and sustainable benefits for Buffalo Grove, as well as for its residents. The deadline to apply is Saturday, May 16.

Preference will be given to projects (as opposed to ongoing causes) that continue to improve the Buffalo Grove community — making it a better place to live and work. Effective projects should respond to real issues, improve the lives of community members, be realistic and utilize available resources, and have specific goals with measurable results.

"The community grants program has been offered by our club for the last several years, and is our way to inspire and encourage organizations to have a real impact," said Buffalo Grove Rotary Club President Bill Donahue.

"Due to the ongoing pandemic, many area organizations are struggling financially, and we are hopeful this program allows them to continue their good works."

Applications can be

downloaded at [bgrotary.org](http://bgrotary.org) and must include a clear mission with structured leadership. While charitable and nonprofit organizations with a 501(c) (3) designation are invited to apply, this designation is not a requirement.

Faith-based organizations that sponsor projects that can

benefit the entire community are also invited to apply.

For questions, contact the Buffalo Grove Rotary Club Grants Committee Chairwoman Deenie Pomilia at (847) 533-6605 or [grants@bgrotary.org](mailto:grants@bgrotary.org).

The Buffalo Grove Rotary Club normally meets

Thursdays from 12:15-1:30 p.m. at Lou Malnati's in Buffalo Grove. Weekly meetings are now being held virtually. Prospective members are invited to email [info@bgrotary.org](mailto:info@bgrotary.org) for information.

• Submit 'Your News' at [www.dailyherald.com/share](http://www.dailyherald.com/share).



COURTESY OF BUFFALO GROVE ROTARY CLUB

**The Buffalo Grove Rotary Club is offering grants of up to \$2,500 for agencies and organizations that make a positive difference in the Buffalo Grove community. Pictured, from left, are Buffalo Grove Rotary Club President Bill Donahue; Liz Thomas, senior manager of special recreation at NWSRA; and Grants Committee Chairwoman Deenie Pomilia.**

Mu  
off

Submitte

Mun  
ation I  
to help  
and ha  
shelter

Poste  
munde  
on the  
[www.f](http://www.f)  
deleing  
from co  
classes  
virtual

"The  
is 'Com  
nity.' I  
tering i  
contin  
said M  
utive d  
Park Di

"Our  
side the  
to eng  
and he  
unique



Curbsid  
vices wi  
Library.