



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

Administration and Finance Committee Meeting

February 16, 2017

6:15pm, or immediately following the Parks and Properties Committee Meeting
Joe Doud Administration Building, 545 Academy Drive

AGENDA

- I. Call to Order – Chair Slepicka; Members Simon and Ziering
- II. Recognition of Visitors
- III. Approval of Meeting Minutes
 - o Minutes of January 16, 2017
- IV. Voucher Review
 - o January 2017
- V. Audit Topics
- VI. Unfinished Business
- VII. New Business
 - A. Consider Travel and Expense Ordinance 17-O-1
- VIII. Informational Items/Verbal Updates
- IX. Next Meeting –March 14, 2017 at 6:15pm or immediately following the Parks and Properties Committee Meeting, Joe Doud Administration Building
- X. Adjournment

Copies to: Park Board, Attorney, Directors, All Staff and Park District Facilities, Northbrook Star, Village of Northbrook,
Posted on Park District Website: nbparks.org

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Eileen Loftus, the Park District's ADA Compliance Officer, at the Park District's Administration Building by mail at 545 Academy Drive, Northbrook, Illinois 60062, by phone at (847) 291-2960, Monday through Friday 8:30am until 5:00pm, or by email to eloftus@nbparks.org at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter generally require at least 5 business days advance notice. For the deaf or hearing impaired, please use the Illinois Relay Center voice only operator at (800) 526-0857.



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MEMORANDUM

To: Administration and Finance Committee
From: Mindy Munn, Finance Director
Agenda Item: IV. Consider January 2017 Vouchers
Date: February 10, 2017

Please contact me with any questions regarding the January 2017 Vouchers.

Draft Motion:

The Administration and Finance Committee Chair moves to approve the January 2017 Vouchers in the amount of \$ 981,595.78 to the full Board for approval.

Pc: Molly Hamer, Executive Director

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Mechanical	51502	Sports Center Pool Renovation	\$247,121.14	63000	-5825	Park Amenities	\$247,121.14
Vendor Total:							\$247,121.14
Park District Risk Managment Agency	Q416016	4th Quarter Member Contribution	\$75,631.29	51000	-5225	PDRMA Member Contributions	\$46,335.06
				10001	-5225	PDRMA Member Contributions	\$29,296.23
	1474554459	HELP Training-Jake Vest	\$199.00	10003	-5203	Training & Education	\$199.00
	Q416016H	December Health Insurance	\$69,387.52	20007	-5140	Health Insurance Premiums	\$10,139.02
				20001	-5140	Health Insurance Premiums	\$9,029.73
				20003	-5140	Health Insurance Premiums	\$6,351.76
				20500	-5140	Health Insurance Premiums	\$4,980.86
				10001	-5140	Health Insurance Premiums	\$4,370.64
				10003	-5140	Health Insurance Premiums	\$4,216.18
				30000	-5140	Health Insurance Premiums	\$3,663.15
				10004	-5140	Health Insurance Premiums	\$3,586.71
				10002	-5140	Health Insurance Premiums	\$3,561.72
				20908	-5140	Health Insurance Premiums	\$3,138.80
				20915	-5140	Health Insurance Premiums	\$2,481.51
				20899	-5140	Health Insurance Premiums	\$2,271.60
				20909	-5140	Health Insurance Premiums	\$2,251.91
				10030	-5140	Health Insurance Premiums	\$1,871.83
			10031	-5140	Health Insurance Premiums	\$1,791.98	
			10029	-5140	Health Insurance Premiums	\$1,324.82	
			20450	-5140	Health Insurance Premiums	\$995.56	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail						
Park District Risk Management Agency	Q416016H	December Health Insurance	\$69,387.52	20000	-5140	Health Insurance Premiums	\$941.25			
				10033	-5140	Health Insurance Premiums	\$909.40			
				20004	-5140	Health Insurance Premiums	\$668.45			
				10032	-5140	Health Insurance Premiums	\$668.34			
				10001	-2309	PDRMA Voluntary Life Insurance	\$172.30			
				Vendor Total:						\$145,217.81
BOA - P CARD	TXN00015059	VZWRLSS IVR VB	\$16,842.27	10004	-5241	Voice/Data	\$13,945.27			
				20001	-5241	Voice/Data	\$825.00			
				10029	-5241	Voice/Data	\$767.00			
				20899	-5241	Voice/Data	\$465.00			
				20007	-5241	Voice/Data	\$275.00			
				20500	-5241	Voice/Data	\$195.00			
				20003	-5241	Voice/Data	\$180.00			
				30000	-5241	Voice/Data	\$130.00			
				20000	-5241	Voice/Data	\$60.00			
				TXN00015082	ADOBE	\$3,779.04	10004	-5216	Software Contracts	\$3,779.04
				TXN00015137	GPSI LEASING II ACCORD	\$3,741.00	20908	-5228	Misc Contractual Services	\$3,741.00
				TXN00015208	GPSI LEASING II ACCORD	\$3,741.00	20908	-5228	Misc Contractual Services	\$3,741.00
				TXN00015256	ACADEMY EXPRESS	\$2,855.00	20652	-5227	Transportation/Mileage Reimb	\$2,855.00
TXN00015044	SAIFIRST	\$2,695.00	63000	-5815	Administrative Projects	\$2,695.00				
TXN00014997	BILLTECH MELTWATER	\$2,500.00	30000	-5236	Misc Marketing Services	\$2,500.00				

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BOA - P CARD	TXN00014980	BEST BUY MHT 00006072	\$2,396.89	63000	-5815	Administrative Projects	\$2,396.89
	TXN00015220	FRANKLIN PARK ICE ARENA	\$2,048.75	20652	-5251	Facility Rental	\$2,048.75
	TXN00015209	CALL ONE	\$1,677.66	10004	-5241	Voice/Data	\$1,677.66
	TXN00015228	LEASING SERVICES	\$2,585.00	10004	-5223	Equipment Maintenance Services	\$1,135.73
				20001	-5223	Equipment Maintenance Services	\$666.87
				20007	-5223	Equipment Maintenance Services	\$343.86
				20003	-5223	Equipment Maintenance Services	\$284.84
				20899	-5223	Equipment Maintenance Services	\$153.70
	TXN00015186	MACY S EAST #215	\$1,107.40	20452	-5221	Program Operating Services	\$1,107.40
	TXN00015017	SHEDD AQUARIUM	\$873.20	20170	-5221	Program Operating Services	\$873.20
	TXN00015193	SOLARWINDS	\$787.00	10004	-5241	Voice/Data	\$787.00
	TXN00014971	SEVEN LIONS	\$700.00	10003	-5201	Conferences & Seminars Staff	\$700.00
	TXN00015021	"GENESIS TECHNOLOGIES,"	\$674.69	10004	-5234	Printing	\$674.69
	TXN00015229	ETS CORPORATION AR	\$669.75	10004	-5511	I/O Devices	\$669.75
	TXN00015117	TASKWORLD INC	\$660.00	63000	-5815	Administrative Projects	\$660.00
	TXN00015109	"GENESIS TECHNOLOGIES,"	\$653.02	10004	-5234	Printing	\$653.02
	TXN00015263	ENCHANTED CASTLE - IL	\$609.45	20170	-5221	Program Operating Services	\$609.45
	TXN00015011	CDW GOVERNMENT	\$1,271.52	20001	-5234	Printing	\$717.13
				10004	-5511	I/O Devices	\$554.39
	TXN00015257	RINK SIDE SPORTS FAM	\$520.00	20170	-5221	Program Operating Services	\$520.00
	TXN00015224	PAYPAL GREATLAKES	\$495.00	20909	-5203	Training & Education	\$495.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015129	SHERATON ANN ARBOR HOTEL	\$476.49	20652	-5221	Program Operating Services	\$476.49
	TXN00015006	SHERATON ANN ARBOR HOTEL	\$442.66	20652	-5221	Program Operating Services	\$442.66
	TXN00014975	ILLINOIS ASSOC OF PARK	\$440.00	10003	-5201	Conferences & Seminars Staff	\$440.00
	TXN00015238	TRAPEZE ARTS INC	\$423.66	20505	-5540	Scenery/Lighting/Prop Supplies	\$423.66
	TXN00015185	MARIANOS 00085324	\$406.00	10001	-5232	Public Relations	\$406.00
	TXN00015145	"GENESIS TECHNOLOGIES,"	\$402.31	20001	-5234	Printing	\$402.31
	TXN00015264	NICKEL CITY	\$386.25	20170	-5221	Program Operating Services	\$386.25
	TXN00015258	MENARDS LONG GROVE IL	\$376.42	20505	-5540	Scenery/Lighting/Prop Supplies	\$376.42
	TXN00015125	PGA MEMBER INFO SRVCS	\$375.00	10003	-5201	Conferences & Seminars Staff	\$375.00
	TXN00015126	PGA MEMBER INFO SRVCS	\$375.00	10003	-5203	Training & Education	\$375.00
	TXN00015134	PGA MEMBER INFO SRVCS	\$375.00	10003	-5201	Conferences & Seminars Staff	\$375.00
	TXN00014988	ILLINOIS ASSOC OF PARK	\$365.00	10003	-5201	Conferences & Seminars Staff	\$365.00
	TXN00014966	PARTY CITY	\$363.96	20653	-5515	Program Operating Supplies	\$363.96
	TXN00015076	PANERA BREAD #3283	\$357.82	20653	-5515	Program Operating Supplies	\$357.82
	TXN00015115	ADOBE ID CREATIVE CLD	\$355.88	10004	-5216	Software Contracts	\$355.88
	TXN00015043	ASSOCIATION OF AQUATIC PR	\$355.00	10003	-5201	Conferences & Seminars Staff	\$355.00
	TXN00015007	SHERATON ANN ARBOR HOTEL	\$352.98	20652	-5515	Program Operating Supplies	\$352.98
	TXN00015108	PODS #26	\$338.00	63000	-5825	Park Amenities	\$338.00
	TXN00014993	AMAZON MKTPLACE PMTS	\$959.97	20651	-5515	Program Operating Supplies	\$639.98
				20004	-5562	Equipment < 10K	\$319.99

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BOA - P CARD	TXN00015142	UNITED 0162328652629	\$319.20	10003	-5201	Conferences & Seminars Staff	\$319.20	
	TXN00015144	UNITED 0162328652630	\$319.20	10003	-5201	Conferences & Seminars Staff	\$319.20	
	TXN00015157	UNITED 0162328652628	\$319.20	10003	-5201	Conferences & Seminars Staff	\$319.20	
	TXN00015177	UNITED 0162328652627	\$319.20	10003	-5201	Conferences & Seminars Staff	\$319.20	
	TXN00015128	PRODUCTION ADVANTAGE INC	\$312.17	20505	-5540	Scenery/Lighting/Prop Supplies	\$312.17	
	TXN00014992	GCSAA EIFG 8004727878	\$310.00	10003	-5201	Conferences & Seminars Staff	\$310.00	
	TXN00015234	BEST BUY 00003137	\$299.99	10032	-5561	Furn & Fix < 10K	\$299.99	
	TXN00015254	ENGINEERSUPPLY COM	\$299.99	10004	-5511	I/O Devices	\$299.99	
	TXN00015067	ACT LibertyvilleREC	\$296.00	20170	-5221	Program Operating Services	\$296.00	
	TXN00015070	UNITED 0162327924633	\$290.20	10003	-5201	Conferences & Seminars Staff	\$290.20	
	TXN00014957	ILLINOIS PARK RECREATION	\$290.00	10003	-5201	Conferences & Seminars Staff	\$290.00	
	TXN00014958	ILLINOIS PARK RECREATION	\$290.00	10003	-5201	Conferences & Seminars Staff	\$290.00	
	TXN00014964	ILLINOIS PARK RECREATION	\$290.00	10003	-5201	Conferences & Seminars Staff	\$290.00	
	TXN00014965	ILLINOIS PARK RECREATION	\$290.00	10003	-5201	Conferences & Seminars Staff	\$290.00	
	TXN00014967	ILLINOIS ASSOC OF PARK	\$290.00	10003	-5201	Conferences & Seminars Staff	\$290.00	
	TXN00014978	ILLINOIS ASSOC OF PARK	\$290.00	10003	-5201	Conferences & Seminars Staff	\$290.00	
	TXN00015035	ILLINOIS ASSOC OF PARK	\$290.00	10003	-5204	Dues, Publications & Subscript	\$290.00	
	TXN00015036	ILLINOIS ASSOC OF PARK	\$290.00	10003	-5204	Dues, Publications & Subscript	\$290.00	
	TXN00015037	ILLINOIS ASSOC OF PARK	\$290.00	10003	-5204	Dues, Publications & Subscript	\$290.00	
	TXN00015038	ILLINOIS ASSOC OF PARK	\$290.00	10003	-5204	Dues, Publications & Subscript	\$290.00	

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015074	BOSTON MARKET 0720	\$287.92	20653	-5515	Program Operating Supplies	\$287.92
	TXN00015068	UNITED 0162327926031	\$284.20	10003	-5201	Conferences & Seminars Staff	\$284.20
	TXN00015077	UNITED 0162327931518	\$284.20	10003	-5201	Conferences & Seminars Staff	\$284.20
	TXN00015058	SARPINOS PIZZERIA NORTHBR	\$274.04	20113	-5515	Program Operating Supplies	\$274.04
	TXN00015014	FIRSTAIDSUPPLIESONL	\$270.00	20004	-5516	Safety/First Aid	\$270.00
	TXN00015227	WINDY CITY LIMOUSINE	\$266.40	20452	-5227	Transportation/Mileage Reimb	\$266.40
	TXN00015231	WINDY CITY LIMOUSINE	\$266.40	20452	-5227	Transportation/Mileage Reimb	\$266.40
	TXN00015178	DRI WWW.SHAREIT.INFO	\$265.57	10004	-5216	Software Contracts	\$265.57
	TXN00015114	MENTOR FIGURE SKATING	\$263.95	20652	-5221	Program Operating Services	\$263.95
	TXN00014968	ILLINOIS ASSOC OF PARK	\$260.00	10003	-5201	Conferences & Seminars Staff	\$260.00
	TXN00015113	WINDY CITY LIMOUSINE	\$258.40	20452	-5227	Transportation/Mileage Reimb	\$258.40
	TXN00015132	WINDY CITY LIMOUSINE	\$258.40	20452	-5227	Transportation/Mileage Reimb	\$258.40
	TXN00015236	LASER QUEST	\$256.25	20177	-5221	Program Operating Services	\$256.25
	TXN00015165	COMCAST CHICAGO	\$254.85	10004	-5241	Voice/Data	\$254.85
	TXN00015239	Discount School Supply	\$248.22	20200	-5515	Program Operating Supplies	\$248.22
	TXN00015269	AMC NORTHBROOK 14 #0829	\$247.05	20175	-5515	Program Operating Supplies	\$247.05
	TXN00014990	MICROSOFT - 36 SCHAUMBUR	\$241.91	10004	-5511	I/O Devices	\$241.91
	TXN00015171	EARTHLINK BUSINESS	\$238.12	10004	-5241	Voice/Data	\$238.12
	TXN00015283	THE PEOPLE'S CHOICE FAM	\$237.50	20170	-5221	Program Operating Services	\$237.50
	TXN00015066	BUTTERFIELDS PANCAKE HOUS	\$225.00	20653	-5515	Program Operating Supplies	\$225.00

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BOA - P CARD	TXN00015080	BUTTERFIELDS PANCAKE HOUS	\$225.00	20653	-5515	Program Operating Supplies	\$225.00
	TXN00015019	CTC CONSTANTCONTACT.COM	\$207.19	10004	-5216	Software Contracts	\$207.19
	TXN00015272	STU STUMPS	\$202.78	20101	-5515	Program Operating Supplies	\$202.78
	TXN00015085	TRADEWINDS ISLAND RESORT	\$201.14	10003	-5201	Conferences & Seminars Staff	\$201.14
	TXN00015127	HP DIRECT - SMB	\$195.86	10004	-5511	I/O Devices	\$195.86
	TXN00015050	VARIDESK	\$195.00	30000	-5510	Office Supplies	\$195.00
	TXN00015200	LAKE COUNTY PIPE & SUPPL	\$194.36	20505	-5540	Scenery/Lighting/Prop Supplies	\$194.36
	TXN00015251	Go Bananas	\$180.82	20170	-5221	Program Operating Services	\$180.82
	TXN00014985	LEDIN PHOTO AND VI	\$180.00	20652	-5515	Program Operating Supplies	\$180.00
	TXN00015211	ILLINOIS ASSOC OF PARK	\$180.00	10003	-5201	Conferences & Seminars Staff	\$180.00
	TXN00015118	ADOBE ACROPRO SUBS	\$177.39	10004	-5216	Software Contracts	\$177.39
	TXN00015004	SHERATON ANN ARBOR HOTEL	\$176.49	20652	-5221	Program Operating Services	\$176.49
	TXN00015060	SHERATON ANN ARBOR HOTEL	\$176.49	20652	-5221	Program Operating Services	\$176.49
	TXN00015013	SNAG GOLF	\$175.26	20915	-5515	Program Operating Supplies	\$175.26
	TXN00015052	GOPHER SPORT	\$172.80	20173	-5515	Program Operating Supplies	\$172.80
	TXN00015233	DOMINO'S 2886	\$165.81	20171	-5515	Program Operating Supplies	\$165.81
	TXN00015139	TARGET 00011676	\$160.00	20000	-5232	Public Relations	\$160.00
	TXN00015194	AED SUPERSTORE	\$158.40	10003	-5516	Safety/First Aid	\$158.40
	TXN00015084	JIMMY JOHNS # 437	\$158.12	20653	-5515	Program Operating Supplies	\$158.12
	TXN00015136	COMCAST CHICAGO	\$157.83	10004	-5241	Voice/Data	\$157.83

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BOA - P CARD	TXN00015183	FIVE BELOW 723	\$155.98	20175	-5515	Program Operating Supplies	\$155.98
	TXN00015075	PORTILLOS HOT DOGS #47	\$154.44	20653	-5515	Program Operating Supplies	\$154.44
	TXN00015020	COMCAST CHICAGO	\$149.85	10004	-5241	Voice/Data	\$149.85
	TXN00014983	"GENESIS TECHNOLOGIES,"	\$299.00	10004	-5234	Printing	\$149.50
				20001	-5234	Printing	\$149.50
	TXN00015135	POTBELLY #159	\$146.80	30000	-5515	Program Operating Supplies	\$146.80
	TXN00015184	AMAZON.COM AMZN.COM/BILL	\$145.02	20911	-5525	Equipment Supplies	\$145.02
	TXN00015055	Amazon.com	\$143.24	20004	-5562	Equipment < 10K	\$143.24
	TXN00014991	WALMART.COM 8009666546	\$137.67	20504	-5540	Scenery/Lighting/Prop Supplies	\$137.67
	TXN00015034	AMAZON MKTPLACE PMTS	\$129.48	20203	-5515	Program Operating Supplies	\$129.48
	TXN00015168	PAYPAL LINSHAOXING	\$129.00	20505	-5545	Costume Supplies	\$129.00
	TXN00015148	AMAZON MKTPLACE PMTS	\$127.50	20505	-5545	Costume Supplies	\$127.50
	TXN00015242	U OF IL ONLINE PAYMENT	\$123.00	10031	-5203	Training & Education	\$123.00
	TXN00015069	HP DIRECT - SMB	\$121.49	10004	-5511	I/O Devices	\$121.49
	TXN00015267	IN ALL THINGS IDENTIFICA	\$118.90	20101	-5515	Program Operating Supplies	\$118.90
	TXN00015218	CDW GOVERNMENT	\$116.40	10004	-5511	I/O Devices	\$116.40
	TXN00015282	MYBADGES.COM	\$115.45	20101	-5515	Program Operating Supplies	\$115.45
	TXN00015099	WM SUPERCENTER #1735	\$114.04	20173	-5515	Program Operating Supplies	\$114.04
	TXN00015274	MENARDS GLENDALE HEIGHTS	\$113.51	20505	-5540	Scenery/Lighting/Prop Supplies	\$113.51
	TXN00015086	GOODE & FRESH PIZZA BA	\$112.94	20504	-5515	Program Operating Supplies	\$112.94

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BOA - P CARD	TXN00015250	COMCAST CHICAGO	\$109.85	10004	-5241	Voice/Data	\$109.85
	TXN00015255	COMCAST CHICAGO	\$109.85	10004	-5241	Voice/Data	\$109.85
	TXN00015262	COMCAST CHICAGO	\$109.85	10004	-5241	Voice/Data	\$109.85
	TXN00015097	GOODE & FRESH PIZZA BA	\$106.94	20504	-5515	Program Operating Supplies	\$106.94
	TXN00015027	STARFISHAQUAT-F42E37T1	\$100.00	10003	-5201	Conferences & Seminars Staff	\$100.00
	TXN00015056	TEAMWORKCOM	\$99.00	10004	-5216	Software Contracts	\$99.00
	TXN00015175	"FORMSTACK, LLC"	\$99.00	10004	-5216	Software Contracts	\$99.00
	TXN00015241	SARPINOS PIZZERIA NORTHBR	\$97.90	20177	-5515	Program Operating Supplies	\$97.90
	TXN00015018	TASKWORLD INC	\$96.00	10004	-5216	Software Contracts	\$96.00
	TXN00015205	AMAZON MKTPLACE PMTS	\$94.89	20505	-5545	Costume Supplies	\$94.89
	TXN00015102	JEWEL #3519	\$93.21	20217	-5515	Program Operating Supplies	\$93.21
	TXN00014955	ROSATIS II	\$91.92	20003	-5515	Program Operating Supplies	\$91.92
	TXN00015025	STAPLES 00116616	\$90.27	20177	-5515	Program Operating Supplies	\$90.27
	TXN00014999	ILLINOIS PARK RECREATION	\$90.00	30000	-5232	Public Relations	\$90.00
	TXN00015160	WAL-MART #1735	\$89.84	20173	-5515	Program Operating Supplies	\$89.84
	TXN00015163	ILLINOIS LANDSCAPE CONTRA	\$89.00	10003	-5201	Conferences & Seminars Staff	\$89.00
	TXN00015280	THELINEUP.COM	\$85.68	20652	-5221	Program Operating Services	\$85.68
	TXN00015169	ADOBE	\$84.98	10004	-5216	Software Contracts	\$84.98
	TXN00015033	SUNSET FOODS #2	\$83.00	20113	-5515	Program Operating Supplies	\$83.00
	TXN00015023	WAL-MART #1735	\$128.80	20113	-5515	Program Operating Supplies	\$82.06

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BOA - P CARD	TXN00015023	WAL-MART #1735	\$128.80	20653	-5515	Program Operating Supplies	\$23.84
				20504	-5515	Program Operating Supplies	\$15.36
				20456	-5515	Program Operating Supplies	\$7.54
	TXN00015155	TRAVEL INSURANCE POLICY	\$80.52	10003	-5201	Conferences & Seminars Staff	\$80.52
	TXN00015261	NCTRC	\$80.00	20450	-5204	Dues, Publications & Subscript	\$80.00
	TXN00015281	NCTRC	\$80.00	20000	-5204	Dues, Publications & Subscript	\$80.00
	TXN00015063	BUTTERFIELDS PANCAKE HOUS	\$78.89	20908	-5232	Public Relations	\$78.89
	TXN00015005	HERRSCHNERS-PERLER	\$77.77	20175	-5515	Program Operating Supplies	\$77.77
	TXN00015092	TARGET 00013854	\$77.40	20003	-5515	Program Operating Supplies	\$77.40
	TXN00014970	RUNCO OFFICE SUPPLIES	\$96.07	20001	-5510	Office Supplies	\$77.39
20111				-5515	Program Operating Supplies	\$12.29	
20178				-5515	Program Operating Supplies	\$6.39	
	TXN00015000	DOLLAR TREE ECOMM	\$76.95	20110	-5515	Program Operating Supplies	\$76.95
	TXN00015270	LOFTUS INTERNATIONAL	\$75.01	20101	-5515	Program Operating Supplies	\$75.01
	TXN00015248	Dropbox 52233FB23HSP	\$75.00	10004	-5216	Software Contracts	\$75.00
	TXN00015226	PAYPAL DANNYGIRL10	\$70.99	20505	-5545	Costume Supplies	\$70.99
	TXN00015278	FUN EXPRESS	\$70.73	20101	-5515	Program Operating Supplies	\$70.73
	TXN00015268	FTD.COM	\$70.18	10003	-5232	Public Relations	\$70.18
	TXN00015105	JEWEL #3519	\$69.93	20634	-5515	Program Operating Supplies	\$69.93
	TXN00015138	SKLZ	\$68.97	20915	-5515	Program Operating Supplies	\$68.97
	TXN00015123	SUBWAY 03226743	\$68.65	20454	-5221	Program Operating Services	\$68.65

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015275	RUNCO OFFICE SUPPLIES	\$94.66	10001	-5510	Office Supplies	\$66.87
				10003	-5510	Office Supplies	\$27.79
	TXN00015222	TARGET 00011684	\$65.12	20177	-5515	Program Operating Supplies	\$65.12
	TXN00015180	PAYPAL SYSCLOSET	\$64.49	20505	-5545	Costume Supplies	\$64.49
	TXN00014974	PIZZA HOUSE-GARAGE BAR	\$63.50	20652	-5515	Program Operating Supplies	\$63.50
	TXN00014989	WAL-MART #1735	\$63.27	20173	-5515	Program Operating Supplies	\$63.27
	TXN00014977	PIZZA HOUSE-GARAGE BAR	\$61.66	20652	-5515	Program Operating Supplies	\$61.66
	TXN00015195	CDW GOVERNMENT	\$61.60	10004	-5511	I/O Devices	\$61.60
	TXN00014994	UNITED 0162327276048	\$61.10	20652	-5221	Program Operating Services	\$61.10
	TXN00014960	BC.BASECAMP 3 3344640	\$59.00	10004	-5216	Software Contracts	\$59.00
	TXN00015182	UNITED 0162923571547	\$59.00	10003	-5201	Conferences & Seminars Staff	\$59.00
	TXN00015279	BC.BASECAMP 3 3344640	\$59.00	10004	-5216	Software Contracts	\$59.00
	TXN00015187	BLT Moonlight Feather	\$58.75	20505	-5545	Costume Supplies	\$58.75
	TXN00015031	Amazon.com	\$62.08	20176	-5515	Program Operating Supplies	\$57.98
				20202	-5515	Program Operating Supplies	\$4.10
	TXN00015054	AMAZON MKTPLACE PMTS	\$64.77	20178	-5515	Program Operating Supplies	\$57.98
				20202	-5515	Program Operating Supplies	\$6.79
	TXN00015206	JEWEL #3519	\$57.58	20201	-5515	Program Operating Supplies	\$57.58
	TXN00014998	PIZZA HOUSE-GARAGE BAR	\$55.21	20652	-5515	Program Operating Supplies	\$55.21
	TXN00015176	JEWEL #3519	\$55.12	20211	-5515	Program Operating Supplies	\$55.12

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015030	HOMEGOODS #470	\$54.98	20461	-5515	Program Operating Supplies	\$54.98
	TXN00015189	PAYPAL OLDMILLMERC	\$54.84	20505	-5545	Costume Supplies	\$54.84
	TXN00015022	WAL-MART #1735	\$54.12	20504	-5545	Costume Supplies	\$54.12
	TXN00015062	JEWEL #3519	\$53.88	20653	-5515	Program Operating Supplies	\$53.88
	TXN00015133	JEWEL #3519	\$53.75	20211	-5515	Program Operating Supplies	\$53.75
	TXN00015152	SUPERSHUTTLE-EXECUCARTPA	\$53.10	10003	-5201	Conferences & Seminars Staff	\$53.10
	TXN00015246	DOMINO'S 2886	\$52.99	20170	-5515	Program Operating Supplies	\$52.99
	TXN00014963	CDW GOVERNMENT	\$51.41	10004	-5511	I/O Devices	\$51.41
	TXN00015244	RUNCO OFFICE SUPPLIES	\$115.13	20001	-5510	Office Supplies	\$63.91
				10001	-5510	Office Supplies	\$51.22
	TXN00014959	ZAPIER.COM/CHARGE	\$50.00	10004	-5216	Software Contracts	\$50.00
	TXN00014981	ACT Schaumburg Park	\$50.00	20170	-5221	Program Operating Services	\$50.00
	TXN00015276	ZAPIER.COM/CHARGE	\$50.00	10004	-5216	Software Contracts	\$50.00
	TXN00015061	BIN HAI RESTAURANT	\$49.06	20003	-5515	Program Operating Supplies	\$49.06
	TXN00015253	JEWEL #3519	\$49.04	20650	-5515	Program Operating Supplies	\$49.04
	TXN00015146	UNITED 0162923571545	\$49.00	10003	-5201	Conferences & Seminars Staff	\$49.00
	TXN00015154	UNITED 0162923571544	\$49.00	10003	-5201	Conferences & Seminars Staff	\$49.00
	TXN00015161	UNITED 0162923571543	\$49.00	10003	-5201	Conferences & Seminars Staff	\$49.00
	TXN00015179	JOBS IN HORTICULTURE	\$49.00	10003	-5207	Staff Recruiting Costs	\$49.00
	TXN00014984	AMAZON MKTPLACE PMTS	\$48.78	20504	-5545	Costume Supplies	\$48.78

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015172	JEWEL #3519	\$48.03	20514	-5515	Program Operating Supplies	\$48.03
	TXN00015131	MAKIT PRODUCTS INC	\$48.00	20178	-5515	Program Operating Supplies	\$48.00
	TXN00015003	BUFFALO WILD WINGS 3699	\$47.90	20652	-5515	Program Operating Supplies	\$47.90
	TXN00015101	TARGET 00011684	\$47.25	20177	-5515	Program Operating Supplies	\$47.25
	TXN00015045	GUITAR CENTER #337	\$45.94	20004	-5520	Building Supplies	\$45.94
	TXN00015237	JEWEL #3519	\$45.25	20176	-5515	Program Operating Supplies	\$45.25
	TXN00014979	JEWEL #3519	\$44.84	20211	-5515	Program Operating Supplies	\$44.84
	TXN00015096	RUNCO OFFICE SUPPLIES	\$44.49	10001	-5510	Office Supplies	\$44.49
	TXN00015040	Amazon.com	\$43.45	10032	-5522	Plumbing/Irrigation	\$43.45
	TXN00015009	WAL-MART #1735	\$43.06	20173	-5515	Program Operating Supplies	\$43.06
	TXN00015204	TARGET 00011676	\$42.65	20505	-5545	Costume Supplies	\$42.65
	TXN00014996	LOS AMIGOS ANN ARBOR	\$42.27	20652	-5515	Program Operating Supplies	\$42.27
	TXN00015197	JO-ANN STORE #2113	\$41.68	20505	-5545	Costume Supplies	\$41.68
	TXN00015072	JEWEL #3519	\$41.05	20211	-5515	Program Operating Supplies	\$41.05
	TXN00015008	DOLLAR TREE	\$41.00	20110	-5515	Program Operating Supplies	\$41.00
	TXN00015107	AMAZON MKTPLACE PMTS	\$40.48	20202	-5515	Program Operating Supplies	\$40.48
	TXN00015083	THE HOME DEPOT #1987	\$39.94	20915	-5515	Program Operating Supplies	\$39.94
	TXN00015232	CHICAGO CANVAS AND SUPPLY	\$39.85	20505	-5540	Scenery/Lighting/Prop Supplies	\$39.85
	TXN00015116	FONTS COM	\$39.51	30000	-5515	Program Operating Supplies	\$39.51
	TXN00015151	PAYPAL APPARELSAVE	\$38.96	20505	-5545	Costume Supplies	\$38.96

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015216	MICHAELS STORES 2037	\$37.51	20505	-5545	Costume Supplies	\$37.51
	TXN00015265	HOBBY-LOBBY #0195	\$35.91	20201	-5515	Program Operating Supplies	\$35.91
	TXN00015121	MICHAELS STORES 5018	\$35.35	20177	-5515	Program Operating Supplies	\$35.35
	TXN00014954	AMAZON MKTPLACE PMTS	\$33.98	20178	-5515	Program Operating Supplies	\$33.98
	TXN00014961	JEWEL #3519	\$33.94	20003	-5515	Program Operating Supplies	\$33.94
	TXN00015106	JEWEL #3519	\$32.97	20175	-5515	Program Operating Supplies	\$32.97
	TXN00015273	JEWEL #3426	\$31.61	20650	-5515	Program Operating Supplies	\$31.61
	TXN00014976	SHERATON ANNARBOR HTL F&B	\$31.50	20652	-5515	Program Operating Supplies	\$31.50
	TXN00015240	GOJANE.COM	\$31.47	20505	-5545	Costume Supplies	\$31.47
	TXN00014956	STAPLES 00116129	\$31.46	10004	-5511	I/O Devices	\$31.46
	TXN00015188	PAYPAL NANASNICKNA	\$30.00	20505	-5545	Costume Supplies	\$30.00
	TXN00015247	LITTLE CAESARS #1655	\$30.00	20178	-5515	Program Operating Supplies	\$30.00
	TXN00014995	ADOBE	\$29.99	30000	-5515	Program Operating Supplies	\$29.99
	TXN00015192	AMAZON MKTPLACE PMTS	\$29.85	20505	-5545	Costume Supplies	\$29.85
	TXN00015065	JEWEL #3519	\$29.36	20201	-5515	Program Operating Supplies	\$29.36
	TXN00015026	BC.BASECAMP 3 3542246	\$29.00	20500	-5221	Program Operating Services	\$29.00
	TXN00015219	PAYPAL PRAIRIERAIN	\$28.99	20505	-5545	Costume Supplies	\$28.99
	TXN00015124	HOBBY-LOBBY #0195	\$28.93	20175	-5515	Program Operating Supplies	\$28.93
	TXN00015094	JEWEL #3519	\$28.85	20202	-5515	Program Operating Supplies	\$28.85
	TXN00015093	JEWEL #3519	\$28.74	20653	-5515	Program Operating Supplies	\$28.74

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015191	DOLLAR-GENERAL #4320	\$28.73	20001	-5221	Program Operating Services	\$28.73
	TXN00015245	PAYPAL WBBREWER	\$26.49	20505	-5545	Costume Supplies	\$26.49
	TXN00015252	MUNCHS SUPPLY 1	\$26.20	10032	-5561	Furn & Fix < 10K	\$26.20
	TXN00015217	JEWEL #3519	\$26.09	20178	-5515	Program Operating Supplies	\$26.09
	TXN00014986	ILLINOIS LANDSCAPE CONTRA	\$25.00	10033	-5203	Training & Education	\$25.00
	TXN00015111	Message Media	\$25.00	10004	-5216	Software Contracts	\$25.00
	TXN00015141	DUNKIN #353357 Q35	\$25.00	20633	-5515	Program Operating Supplies	\$25.00
	TXN00015198	PAYPAL CHEHAB	\$24.98	20505	-5545	Costume Supplies	\$24.98
	TXN00015015	HOMEGOODS #470	\$23.94	20461	-5515	Program Operating Supplies	\$23.94
	TXN00015012	JEWEL #3340	\$23.00	20504	-5540	Scenery/Lighting/Prop Supplies	\$23.00
	TXN00015041	TARGET 00011676	\$22.97	20653	-5515	Program Operating Supplies	\$22.97
	TXN00015170	RADIOSHACK COR00164228	\$22.97	20500	-5550	Sound Equipment Supplies	\$22.97
	TXN00015103	Amazon.com	\$22.82	20201	-5515	Program Operating Supplies	\$22.82
	TXN00015073	DOLLAR TREE	\$21.00	10001	-5232	Public Relations	\$21.00
	TXN00015100	DOLLAR TREE	\$21.00	20211	-5515	Program Operating Supplies	\$21.00
	TXN00015203	JEWEL #3519	\$37.72	20000	-5232	Public Relations	\$20.98
				20201	-5515	Program Operating Supplies	\$16.74
	TXN00015081	JEWEL #3519	\$20.55	20653	-5515	Program Operating Supplies	\$20.55
	TXN00015149	JEWEL #3519	\$20.36	20203	-5515	Program Operating Supplies	\$20.36
	TXN00015071	TRAVEL INSURANCE POLICY	\$20.13	10003	-5201	Conferences & Seminars Staff	\$20.13

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015078	TRAVEL INSURANCE POLICY	\$20.13	10003	-5201	Conferences & Seminars Staff	\$20.13
	TXN00015087	TRAVEL INSURANCE POLICY	\$20.13	10003	-5201	Conferences & Seminars Staff	\$20.13
	TXN00015259	WAL-MART #1735	\$134.16	20200	-5515	Program Operating Supplies	\$49.00
				20203	-5515	Program Operating Supplies	\$25.94
				20201	-5515	Program Operating Supplies	\$23.28
				20176	-5515	Program Operating Supplies	\$19.84
				20202	-5515	Program Operating Supplies	\$8.14
				20177	-5515	Program Operating Supplies	\$7.96
	TXN00015214	WAL-MART #1735	\$30.11	20200	-5203	Training & Education	\$19.80
				20500	-5510	Office Supplies	\$8.64
				20203	-5515	Program Operating Supplies	\$1.67
	TXN00014969	INDEED	\$19.56	10003	-5207	Staff Recruiting Costs	\$19.56
	TXN00015046	TARGET 00011684	\$19.27	20177	-5515	Program Operating Supplies	\$19.27
	TXN00015120	PARTY CITY	\$22.94	20201	-5515	Program Operating Supplies	\$18.98
				20217	-5515	Program Operating Supplies	\$3.96
	TXN00015181	PAYPAL PDMSERVICES	\$18.45	20505	-5545	Costume Supplies	\$18.45
	TXN00015173	PAYPAL TNJBIDNESS	\$17.99	20505	-5545	Costume Supplies	\$17.99
	TXN00015032	MICHAELS STORES 2037	\$17.98	20461	-5515	Program Operating Supplies	\$17.98
	TXN00015051	FUN EXPRESS	\$17.94	20201	-5515	Program Operating Supplies	\$17.94
	TXN00015029	AMAZON MKTPLACE PMTS	\$17.78	20504	-5545	Costume Supplies	\$17.78
	TXN00015153	GFS STORE #1917	\$17.77	20178	-5515	Program Operating Supplies	\$17.77

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015112	DOLLAR TREE	\$17.50	20201	-5515	Program Operating Supplies	\$17.00
				20217	-5515	Program Operating Supplies	\$0.50
	TXN00015164	STAPLES 00116616	\$16.99	20177	-5515	Program Operating Supplies	\$16.99
	TXN00015201	AMAZON MKTPLACE PMTS	\$16.99	20505	-5545	Costume Supplies	\$16.99
	TXN00015001	SHERATON ANN ARBOR HOTEL	\$16.60	20652	-5515	Program Operating Supplies	\$16.60
	TXN00015156	DOLLAR TREE	\$16.00	20203	-5515	Program Operating Supplies	\$16.00
	TXN00015147	WAL-MART #1735	\$15.92	10001	-5232	Public Relations	\$15.92
	TXN00015260	AMAZON MKTPLACE PMTS	\$15.20	20203	-5515	Program Operating Supplies	\$15.20
	TXN00015016	WALGREENS #2528	\$15.00	20653	-5515	Program Operating Supplies	\$15.00
	TXN00015223	DOLLAR TREE	\$15.00	20175	-5515	Program Operating Supplies	\$15.00
	TXN00015243	METRA BARRINGTON	\$14.50	10002	-5227	Transportation/Mileage Reimb	\$14.50
	TXN00015215	TARGET 00011676	\$13.97	20650	-5515	Program Operating Supplies	\$13.97
	TXN00015190	PAYPAL BILLAHODGES	\$13.95	20505	-5545	Costume Supplies	\$13.95
	TXN00015199	PAYPAL FISHERMAN44	\$13.74	20505	-5545	Costume Supplies	\$13.74
	TXN00015140	AMAZON MKTPLACE PMTS	\$48.67	20450	-5510	Office Supplies	\$19.45
				20201	-5515	Program Operating Supplies	\$15.49
				20178	-5515	Program Operating Supplies	\$13.73
	TXN00015028	MICHAELS STORES 2037	\$12.87	20454	-5515	Program Operating Supplies	\$12.87
	TXN00015167	THE UPS STORE #0986	\$12.29	20173	-5515	Program Operating Supplies	\$12.29
	TXN00014973	AMAZON MKTPLACE PMTS	\$12.00	20001	-5520	Building Supplies	\$12.00

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015158	JEWEL #3519	\$12.00	20004	-5525	Equipment Supplies	\$12.00
	TXN00014972	STAPLES 00116129	\$11.98	10004	-5510	Office Supplies	\$11.98
	TXN00015130	JO-ANN ETC #2024	\$11.84	20175	-5515	Program Operating Supplies	\$11.84
	TXN00015207	USPS PO 1657300062	\$11.73	20504	-5229	Royalties/Rent	\$11.73
	TXN00015122	MICHAELS STORES 8625	\$9.96	20175	-5515	Program Operating Supplies	\$9.96
	TXN00014987	CHIPOTLE 1158	\$9.86	20652	-5515	Program Operating Supplies	\$9.86
	TXN00015024	DOLLAR TREE	\$9.00	20110	-5515	Program Operating Supplies	\$9.00
	TXN00015104	DOLLAR TREE	\$9.00	20175	-5515	Program Operating Supplies	\$9.00
	TXN00015010	JEWEL #3519	\$45.45	10001	-5512	Meeting Expense	\$36.46
				10001	-5510	Office Supplies	\$8.99
	TXN00015235	Amazon Digital Svcs	\$8.99	20652	-5515	Program Operating Supplies	\$8.99
	TXN00015047	AMAZON MKTPLACE PMTS	\$8.98	20202	-5515	Program Operating Supplies	\$8.98
	TXN00015213	THE HOME DEPOT #1926	\$8.98	20173	-5515	Program Operating Supplies	\$8.98
	TXN00014962	MICHAELS STORES 2037	\$8.49	20176	-5515	Program Operating Supplies	\$8.49
	TXN00015150	RUNCO OFFICE SUPPLIES	\$24.06	20003	-5510	Office Supplies	\$15.98
				10001	-5510	Office Supplies	\$8.08
	TXN00015098	DOLLAR TREE	\$8.00	10001	-5232	Public Relations	\$8.00
	TXN00015174	AMAZON MKTPLACE PMTS	\$7.63	20505	-5545	Costume Supplies	\$7.63
	TXN00015002	DOLLAR TREE	\$7.00	20176	-5515	Program Operating Supplies	\$7.00
	TXN00015090	MICHAELS STORES 9176	\$6.93	10001	-5232	Public Relations	\$6.93

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015162	WAL-MART #2815	\$6.24	10001	-5232	Public Relations	\$6.24
	TXN00015095	RUNCO OFFICE SUPPLIES	\$192.12	20001	-5510	Office Supplies	\$76.99
				10002	-5510	Office Supplies	\$69.16
				20003	-5510	Office Supplies	\$39.98
				10001	-5510	Office Supplies	\$5.99
	TXN00015053	WM SUPERCENTER #1735	\$25.74	20202	-5515	Program Operating Supplies	\$16.16
				20110	-5515	Program Operating Supplies	\$5.83
				20653	-5515	Program Operating Supplies	\$3.75
	TXN00015221	GFS STORE #1917	\$4.79	20178	-5515	Program Operating Supplies	\$4.79
	TXN00015249	VILLAGE OF BARRINGTON	\$3.00	10002	-5227	Transportation/Mileage Reimb	\$3.00
	TXN00014982	GOODWILL RETAIL #080	\$2.99	20504	-5540	Scenery/Lighting/Prop Supplies	\$2.99
	TXN00015119	THE HOME DEPOT #1987	\$2.94	20001	-5518	Tools/Hardware	\$2.94
	TXN00015166	HERRSCHNERS-PERLER	\$1.99	20175	-5515	Program Operating Supplies	\$1.99
	TXN00015277	FACEBK DZ8BKANFB2	\$1.08	30000	-5233	Advertising	\$1.08
	TXN00015057	INTERNATIONAL TRANSACTION	\$0.79	10004	-5216	Software Contracts	\$0.79
	TXN00015110	INTERNATIONAL TRANSACTION	\$0.20	10004	-5216	Software Contracts	\$0.20
	TXN00015271	MFASCO HEALTH & SAFETY	\$545.41	21000	-1409	Prepaid Expense Recreation	\$545.41
				20140	-5516	Safety/First Aid	\$0.00
	TXN00015202	WAL-MART #2815	(\$1.58)	10001	-5232	Public Relations	(\$1.58)
	TXN00015079	JEWEL #3519 SSS	(\$2.55)	20176	-5515	Program Operating Supplies	(\$2.55)
	TXN00015048	HOMEGOODS #470	(\$6.50)	20461	-5515	Program Operating Supplies	(\$6.50)

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
BOA - P CARD	TXN00015091	WAL-MART #1735	(\$14.98)	20113	-5515	Program Operating Supplies	(\$14.98)
	TXN00015266	FUN EXPRESS	(\$15.90)	20176	-5515	Program Operating Supplies	(\$15.90)
	TXN00015088	WAL-MART #1735	(\$19.66)	20113	-5515	Program Operating Supplies	(\$19.66)
	TXN00015064	WAL-MART #1735	(\$28.91)	20113	-5515	Program Operating Supplies	(\$28.91)
	TXN00015210	ILLINOIS ASSOC OF PARK	(\$30.00)	10001	-5202	Board Conference/Events	(\$30.00)
	TXN00015196	Adobe	(\$31.86)	10004	-5216	Software Contracts	(\$31.86)
	TXN00015159	PARTY CITY	(\$32.33)	20653	-5515	Program Operating Supplies	(\$32.33)
	TXN00015225	GOPHER SPORT	(\$34.95)	20173	-5515	Program Operating Supplies	(\$34.95)
	TXN00015212	RUNCO OFFICE SUPPLIES	(\$39.98)	20003	-5510	Office Supplies	(\$39.98)
	TXN00014953	ACT SchaumburgPkDis	(\$50.00)	20170	-5221	Program Operating Services	(\$50.00)
	TXN00015039	ILLINOIS ASSOC OF PARK	(\$50.00)	10003	-5201	Conferences & Seminars Staff	(\$50.00)
	TXN00015089	Video Blocks	(\$50.00)	20500	-5204	Dues, Publications & Subscript	(\$50.00)
	TXN00015230	HILTON HOTELS CHICAGO	(\$139.71)	10001	-5202	Board Conference/Events	(\$139.71)
	TXN00015143	ADOBE ACROPROS SUBS	(\$163.30)	10004	-5216	Software Contracts	(\$163.30)
	TXN00015042	HILTON HOTELS CHICAGO	(\$210.15)	10001	-5202	Board Conference/Events	(\$210.15)
						Vendor Total:	\$87,253.22
Jensen's Plumbing & Heating	App #1	RTU Installation-545 Academy	\$84,703.50	63000	-5815	Administrative Projects	\$84,703.50
						Vendor Total:	\$84,703.50
Stucky Construction Co.	16009-4	Sports Center Pool Renovation	\$51,806.70	63000	-5825	Park Amenities	\$51,806.70
						Vendor Total:	\$51,806.70

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Shoreline Electric Co., Inc.	4269	Sports Center Pool Renovation	\$37,125.00	63000	-5825	Park Amenities	\$37,125.00
						Vendor Total:	\$37,125.00
MOE Funds	39305-12/27/16	February Health Insurance	\$31,000.00	10032	-5140	Health Insurance Premiums	\$8,200.00
				20001	-5140	Health Insurance Premiums	\$5,400.00
				10031	-5140	Health Insurance Premiums	\$5,200.00
				20004	-5140	Health Insurance Premiums	\$4,400.00
				10033	-5140	Health Insurance Premiums	\$1,800.00
				20909	-5140	Health Insurance Premiums	\$1,800.00
				20910	-5140	Health Insurance Premiums	\$1,800.00
				20911	-5140	Health Insurance Premiums	\$1,800.00
				20721	-5140	Health Insurance Premiums	\$320.00
				20720	-5140	Health Insurance Premiums	\$280.00
						Vendor Total:	\$31,000.00
Corporate Construction Service	215157-1151	Sports Center Pool Renovation	\$26,200.00	63000	-5825	Park Amenities	\$26,200.00
						Vendor Total:	\$26,200.00
Hargrave Builders, Inc.	18193	Sports Center Pool Renovation	\$20,640.60	63000	-5825	Park Amenities	\$20,640.60
						Vendor Total:	\$20,640.60
Cedar Valley Express Blower, Inc.	1437	Blown In Playground Mulch	\$19,662.50	10032	-5533	Playground Supplies	\$19,662.50
						Vendor Total:	\$19,662.50
Taylor Protocols, Inc.	12/20/16	CVI Training	\$18,000.00	10003	-5203	Training & Education	\$18,000.00
						Vendor Total:	\$18,000.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Northbrook Racquet Club	Fall 2016	Fall Classes-9/11-12/18	\$17,981.94	20791	-5213	Independent Contractor Service	\$13,701.94
				20792	-5213	Independent Contractor Service	\$4,280.00
				Vendor Total:			
Glenbrook Racquet Club	Fall 2016	Fall Tennis Classes	\$14,125.73	20791	-5213	Independent Contractor Service	\$14,125.73
				Vendor Total:			
Active Network, Incorporated	4100154477	Maintenance Support-2/1/17-11/30/17	\$13,471.96	10004	-5216	Software Contracts	\$13,471.96
				Vendor Total:			
Northern Weathermakers HVAC	0493217	HVAC Maintenance Agreement-Sept 2016	\$2,734.00	10032	-5222	Building Maintenance Services	\$825.50
				20001	-5222	Building Maintenance Services	\$670.00
				20914	-5222	Building Maintenance Services	\$549.00
				20910	-5222	Building Maintenance Services	\$354.50
				20721	-5222	Building Maintenance Services	\$187.00
				20007	-5222	Building Maintenance Services	\$148.00
	0493218	HVAC Maintenance Agreement-Oct 2016	\$2,734.00	10032	-5222	Building Maintenance Services	\$825.50
				20001	-5222	Building Maintenance Services	\$670.00
				20914	-5222	Building Maintenance Services	\$549.00
				20910	-5222	Building Maintenance Services	\$354.50
				20721	-5222	Building Maintenance Services	\$187.00
				20007	-5222	Building Maintenance Services	\$148.00
	0493219	HVAC Maintenance Agreement-Nov 2016	\$2,734.00	10032	-5222	Building Maintenance Services	\$825.50
				20001	-5222	Building Maintenance Services	\$670.00
				20914	-5222	Building Maintenance Services	\$549.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Northern Weathermakers HVAC	0493219	HVAC Maintenance Agreement-Nov 2016	\$2,734.00	20910	-5222	Building Maintenance Services	\$354.50
				20721	-5222	Building Maintenance Services	\$187.00
				20007	-5222	Building Maintenance Services	\$148.00
	0493220	HVAC Maintenance Agreement-Dec 2016	\$2,734.00	10032	-5222	Building Maintenance Services	\$825.50
				20001	-5222	Building Maintenance Services	\$670.00
				20914	-5222	Building Maintenance Services	\$549.00
				20910	-5222	Building Maintenance Services	\$354.50
				20721	-5222	Building Maintenance Services	\$187.00
				20007	-5222	Building Maintenance Services	\$148.00
				Vendor Total:			
Sterling Network Integration Incorporated	030101	Software	\$5,277.00	63000	-5815	Administrative Projects	\$5,277.00
	090109	Software and Support Contracts	\$3,691.00	63000	-5815	Administrative Projects	\$3,691.00
	230104	Conference Phone	\$708.00	63000	-5815	Administrative Projects	\$708.00
	090105	Reconfigure Auto Attendant	\$290.00	10004	-5216	Software Contracts	\$290.00
	Vendor Total:						\$9,966.00
Hot Shots Sports	200	Fall Classes	\$9,949.03	20748	-5213	Independent Contractor Service	\$9,949.03
Vendor Total:						\$9,949.03	
SHI International Corp	B05881522	WIFI Software	\$5,900.00	63000	-5815	Administrative Projects	\$5,900.00
	B05952974	Server Rack	\$1,974.00	63000	-5815	Administrative Projects	\$1,974.00
	B05880821	Server Parts	\$309.00	10004	-5511	I/O Devices	\$309.00
	B05842900	External SSD Drive	\$200.00	10004	-5511	I/O Devices	\$200.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
SHI International Corp	B05959535	Connectors	\$35.00	10004	-5511	I/O Devices	\$35.00
Vendor Total:							\$8,418.00
Conserv Fs, Incorporated	101004010	Unleaded Gasoline-545	\$2,516.65	10033	-5535	Fuel Supplies	\$2,516.65
	101003938	Unleaded Gasoling-SCC	\$2,125.88	20911	-5535	Fuel Supplies	\$2,125.88
	101003939	Diesel Fuel-SCC	\$1,335.88	20911	-5535	Fuel Supplies	\$1,335.88
	65026626	Oil	\$1,247.95	20911	-5535	Fuel Supplies	\$664.95
				10033	-5535	Fuel Supplies	\$583.00
	65026628	Oil	\$583.00	10033	-5535	Fuel Supplies	\$583.00
	101004009	Diesel Fuel-545	\$521.40	10033	-5535	Fuel Supplies	\$521.40
Vendor Total:							\$8,330.76
Constellation Energy Services, Inc.- Natural Gas LL	73387209	Village Green-11/21-12/27	\$1,493.55	20007	-5243	Electricity	\$1,493.55
	73202726	545 Academy-11/15-12/19	\$2,877.52	10029	-5243	Electricity	\$1,726.51
				10001	-5243	Electricity	\$1,151.01
	73369845	MAC-11/23-12/22	\$2,441.39	20007	-5243	Electricity	\$1,231.68
				10029	-5243	Electricity	\$799.56
				20721	-5243	Electricity	\$410.15
	73068770	1776 Walters-11/11-12/14	\$689.13	10001	-1202	Accounts Receivable	\$689.13
	73131323	Tennis Building-11/14-12/15	\$423.34	10029	-5243	Electricity	\$423.34
	73068756	Oakwood/Walnut-11/11-12/14	\$42.56	10029	-5243	Electricity	\$42.56

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Constellation Energy Services, Inc.- Natural Gas LL	73016251	Hampton Lane-11/10-12/13	\$19.98	10029	-5243	Electricity	\$19.98
Vendor Total:							\$7,987.47
IL. Association Of Park Districts	12/29/16	2017 Membership Dues	\$6,944.17	10001	-5204	Dues, Publications & Subscript	\$6,944.17
Vendor Total:							\$6,944.17
Northbrook Hockey League	12/28/16	Fall Hockey Classes	\$3,657.15	20600	-5213	Independent Contractor Service	\$3,657.15
	1/9/17	Winter Break Hockey Camp	\$2,436.88	20600	-5213	Independent Contractor Service	\$2,436.88
Vendor Total:							\$6,094.03
RMC Incorporated	SI2045144	Sports Center HVAC Maintenance Agreement-December	\$5,708.00	20004	-5222	Building Maintenance Services	\$5,258.00
				20004	-5222	Building Maintenance Services	\$228.00
				20720	-5222	Building Maintenance Services	\$222.00
Vendor Total:							\$5,708.00
Village Of Northbrook	0000000142	Fire Hydrant Water Usage	\$4,290.93	20721	-5242	Water	\$2,009.00
				20720	-5242	Water	\$1,897.77
				10031	-5242	Water	\$384.16
	01/2/17	Water-11/22-12/19	\$1,332.35	20004	-5242	Water	\$1,049.45
				20001	-5242	Water	\$152.90
				20910	-5242	Water	\$104.30
				20007	-5242	Water	\$13.90
				10029	-5242	Water	\$11.80
Vendor Total:							\$5,623.28
Home Depot Credit Services	3580043	Conference Room Renovation	\$398.94	10032	-5561	Furn & Fix < 10K	\$398.94

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Home Depot Credit Services	4031932	Conference Room Renovation	\$397.83	10032	-5561	Furn & Fix < 10K	\$397.83
	2060901	Conference Room Renovation	\$323.70	10032	-5561	Furn & Fix < 10K	\$323.70
	4030952	Scenery	\$270.47	20505	-5540	Scenery/Lighting/Prop Supplies	\$270.47
	0030213	Grounds Supplies	\$256.71	10031	-5530	Grounds Supplies	\$256.71
	1010169	Ice Show Supplies	\$217.34	20640	-5540	Scenery/Lighting/Prop Supplies	\$217.34
	2121240	Conference Room Renovation	\$199.88	10032	-5561	Furn & Fix < 10K	\$199.88
	1973278	Conference Room Supplies	\$184.12	10032	-5561	Furn & Fix < 10K	\$184.12
	4030963	Conference Room Supplies	\$172.90	10032	-5561	Furn & Fix < 10K	\$172.90
	3591373	Conference Room Renovation	\$168.52	10032	-5561	Furn & Fix < 10K	\$168.52
	3010434	Conference Room Renovation	\$168.47	10032	-5561	Furn & Fix < 10K	\$168.47
	4010367	Ice Show Supplies	\$164.47	20640	-5540	Scenery/Lighting/Prop Supplies	\$164.47
	9032452	Scenery	\$158.25	20505	-5540	Scenery/Lighting/Prop Supplies	\$158.25
	0065027	Conference Room Supplies	\$142.39	10032	-5561	Furn & Fix < 10K	\$142.39
	7031456	Conference Room Renovation	\$116.02	10032	-5561	Furn & Fix < 10K	\$116.02
	2010096	Conference Room Supplies	\$110.93	10032	-5561	Furn & Fix < 10K	\$110.93
	2035730	Conference Room Supplies	\$106.23	10032	-5561	Furn & Fix < 10K	\$106.23
	5031333	Scenery	\$105.56	20505	-5540	Scenery/Lighting/Prop Supplies	\$105.56
	3052013	Paint Supplies	\$99.96	20910	-5520	Building Supplies	\$99.96
	9062307	Conference Room Renovation	\$91.25	10032	-5561	Furn & Fix < 10K	\$91.25
	9030377	Conference Room Supplies	\$65.28	10032	-5561	Furn & Fix < 10K	\$65.28
	5030766	Building Supplies	\$56.36	20910	-5520	Building Supplies	\$56.36

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Home Depot Credit Services	5570732	Building Supplies	\$51.88	20910	-5520	Building Supplies	\$51.88
	1061045	Paint and Electrical Supplies	\$95.85	20001	-5521	Electrical Supplies	\$50.94
				20001	-5520	Building Supplies	\$44.91
	4592461	Conference Room Renovation	\$42.31	10032	-5561	Furn & Fix < 10K	\$42.31
	8010606	Paint Supplies	\$37.95	20001	-5520	Building Supplies	\$37.95
	5035472	Batteries	\$35.94	20504	-5550	Sound Equipment Supplies	\$35.94
	1024716	Scenery	\$35.68	20505	-5540	Scenery/Lighting/Prop Supplies	\$35.68
	1026058	Paint Supplies	\$28.91	10032	-5520	Building Supplies	\$28.91
	0065001	Building Supplies	\$27.25	20910	-5520	Building Supplies	\$27.25
	5591066	Building Supplies	\$26.93	20910	-5520	Building Supplies	\$26.93
	8060212	Conference Room Supplies	\$22.46	10032	-5561	Furn & Fix < 10K	\$22.46
	5561525	Conference Room Renovation	\$21.04	10032	-5561	Furn & Fix < 10K	\$21.04
	24765	Electrical Supplies	\$18.27	20004	-5521	Electrical Supplies	\$18.27
	4030936	Electrical Supplies	\$17.94	10032	-5521	Electrical Supplies	\$17.94
	9062397	Scenery	\$14.91	20505	-5540	Scenery/Lighting/Prop Supplies	\$14.91
	6031629	Conference Room Renovation	\$13.73	10032	-5561	Furn & Fix < 10K	\$13.73
	8060213	Building Supplies	\$12.48	20910	-5520	Building Supplies	\$12.48
	8032536	Conference Room Renovation	\$10.50	10032	-5561	Furn & Fix < 10K	\$10.50
	8032531	Building Supplies	\$6.80	10032	-5520	Building Supplies	\$6.80
	9593037	Program Supplies	\$15.57	20001	-5518	Tools/Hardware	\$9.64
				20229	-5515	Program Operating Supplies	\$5.93

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
							Vendor Total: \$4,511.98
Access One	2011900	PRI Service-Nov & Dec	\$2,266.27	10004	-5241	Voice/Data	\$2,266.27
	2080903	PRI Service	\$1,163.22	10004	-5241	Voice/Data	\$1,163.22
							Vendor Total: \$3,429.49
Callaway Golf	926506281	Fitting Cart	\$1,324.41	20908	-5555	Cost Of Goods Sold	\$1,324.41
	926225631	Fitting Cart	\$441.76	20908	-5555	Cost Of Goods Sold	\$441.76
	926225630	Fitting Cart	\$414.76	20908	-5555	Cost Of Goods Sold	\$414.76
	926212792	Fitting Cart	\$263.63	20908	-5555	Cost Of Goods Sold	\$263.63
	926228560	Fitting Cart	\$258.62	20908	-5555	Cost Of Goods Sold	\$258.62
	926253536	Fitting Cart	\$143.32	20908	-5555	Cost Of Goods Sold	\$143.32
	926376662	Fitting Cart	\$117.76	20908	-5555	Cost Of Goods Sold	\$117.76
							Vendor Total: \$2,964.26
MSF Graphics Incorporated	31377	Momentum Printing-Nov/Dec	\$1,226.65	20451	-5234	Printing	\$1,009.00
				20451	-5235	Postage	\$217.65
	31429	Momentum Printing-Jan/Feb	\$1,223.80	20451	-5234	Printing	\$1,009.00
				20451	-5235	Postage	\$214.80
	31382	Elf Programs	\$288.70	20507	-5515	Program Operating Supplies	\$288.70
	31440	NTYA/Winter Carnival Posters	\$137.78	20505	-5234	Printing	\$68.89
				20100	-5234	Printing	\$68.89
	31355	Business Cards-K. Hickey	\$45.00	30000	-5234	Printing	\$45.00
							Vendor Total: \$2,921.93

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
E.Cooney Associates,Incorporated	200905.44	Shallow Well Drilling and Removal	\$2,888.70	63000	-5870	Land Improvements	\$2,888.70
Vendor Total:							\$2,888.70
U.S. Postmaster	01/10/17	Delivery of 2016 Stewardship Report	\$2,425.04	30000	-5235	Postage	\$2,425.04
	1/18/17	Escrow Account for Permit #76	\$400.00	30000	-5235	Postage	\$400.00
Vendor Total:							\$2,825.04
Illinois Shotokan Karate	420	Fall Classes	\$2,551.50	20281	-5213	Independent Contractor Service	\$2,551.50
Vendor Total:							\$2,551.50
Lee's Carpet Cleaning Incorporated	Offices	Carpet Cleaning-545 Office Space	\$895.00	10032	-5222	Building Maintenance Services	\$895.00
	12/12/16	Clubhouse Carpet Cleaning	\$700.00	20910	-5410	Building Repairs	\$700.00
	Rest Rooms	Floor Tile Cleaning in Rest Rooms at 545	\$425.00	10032	-5222	Building Maintenance Services	\$425.00
	Conf Room	Carpet Cleaned in Conference Room	\$385.00	10032	-5222	Building Maintenance Services	\$385.00
Vendor Total:							\$2,405.00
ECO-CLEAN Maintenance	5954	December Cleaning Service	\$2,346.79	20910	-5222	Building Maintenance Services	\$921.79
				10032	-5222	Building Maintenance Services	\$900.00
				20007	-5222	Building Maintenance Services	\$525.00
Vendor Total:							\$2,346.79
Elinor Milos	100-1/23/17	Teams Elite Off Ice Training-December	\$2,268.00	20652	-5228	Misc Contractual Services	\$2,268.00
Vendor Total:							\$2,268.00
Robbins Schwartz	272012	Professional Services for November	\$2,261.00	10001	-5211	Legal Services	\$2,261.00
Vendor Total:							\$2,261.00
Chicago Silk Screen	16062	Banners and Patches	\$730.00	20500	-5234	Printing	\$330.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Chicago Silk Screen	16062	Banners and Patches	\$730.00	20640	-5234	Printing	\$190.00
				20640	-5234	Printing	\$160.00
				20100	-5234	Printing	\$50.00
	16008	TPPF Maps	\$315.00	10032	-5526	Sign Supplies	\$315.00
	16075	Sunshine Preschool Banners	\$250.00	20200	-5234	Printing	\$250.00
	16107	Banners	\$310.00	20651	-5234	Printing	\$190.00
				20652	-5234	Printing	\$120.00
	16074	Winter Welcome Banners/Skating Photos	\$334.00	20640	-5234	Printing	\$224.00
				20653	-5234	Printing	\$110.00
	16009	Winter Welcome Banner Patches	\$100.00	20653	-5234	Printing	\$100.00
	16077	Cafe Menu and Hours Sign-Sports Center	\$60.00	20003	-5234	Printing	\$60.00
	16073	Memorial Park Sintra Sign	\$40.00	10030	-5234	Printing	\$40.00
	16076	Signs and Display Photos	\$88.00	20640	-5234	Printing	\$48.00
30000				-5234	Printing	\$30.00	
20632				-5234	Printing	\$10.00	
						Vendor Total:	\$2,227.00
Lisa Van Cleef	1/5/17	Freelance Writing/Editing of Stewardship Report	\$2,000.00	30000	-5214	Professional Services	\$2,000.00
							Vendor Total:
Computer Power Systems, Inc.	43838	Fiber Panel Installation at TPPF	\$1,940.00	63000	-5815	Administrative Projects	\$1,940.00
							Vendor Total:
The Antigua Group, Inc.	AIN-0128105	Merchandise for Resale	\$1,096.69	21000	-1303	Golf Shop Inventory	\$1,096.69
	Ain-0165422	Merchandise for Resale	\$359.50	21000	-1303	Golf Shop Inventory	\$359.50

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Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
The Antigua Group, Inc.	AIN-0154039	Merchandise for Resale	\$272.66	21000	-1303	Golf Shop Inventory	\$272.66
	AIN-0174346	Merchandise for Resale	\$132.07	21000	-1303	Golf Shop Inventory	\$132.07
	AIN-0137895	Merchandise for Resale	\$38.73	21000	-1303	Golf Shop Inventory	\$38.73
Vendor Total:							\$1,899.65
Sherwin Williams Co.	7186-6	Ice Show Paint	\$943.28	20640	-5540	Scenery/Lighting/Prop Supplies	\$943.28
	7240-1	Paint	\$346.45	20001	-5520	Building Supplies	\$346.45
	2190-1	Paint	\$285.45	10032	-5520	Building Supplies	\$285.45
	7187-4	Paint	\$177.75	20640	-5540	Scenery/Lighting/Prop Supplies	\$177.75
	7279-9	Paint Supplies	\$50.58	10032	-5520	Building Supplies	\$50.58
	2528-2	Paint	\$34.84	10032	-5520	Building Supplies	\$34.84
Vendor Total:							\$1,838.35
Glenbrook High School District 225	1701700079	Internet Services-Oct-Jan 2017	\$1,660.00	10004	-5241	Voice/Data	\$1,660.00
Vendor Total:							\$1,660.00
Tennant Sales and Service	914306931	Foor Scrubber Repair Parts	\$786.70	20004	-5525	Equipment Supplies	\$786.70
	914284250	Floor Scrubber Repair Parts	\$784.40	20004	-5525	Equipment Supplies	\$784.40
Vendor Total:							\$1,571.10
Sam's Club Direct	12/20/16	Program Supplies	\$1,565.65	20173	-5515	Program Operating Supplies	\$435.50
				20653	-5515	Program Operating Supplies	\$318.47
				20450	-5515	Program Operating Supplies	\$188.34
				20177	-5515	Program Operating Supplies	\$157.22
				20178	-5515	Program Operating Supplies	\$146.96
				20176	-5515	Program Operating Supplies	\$97.70
				20175	-5515	Program Operating Supplies	\$84.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail						
Sam's Club Direct	12/20/16	Program Supplies	\$1,565.65	20200	-5515	Program Operating Supplies	\$45.68			
				20504	-5515	Program Operating Supplies	\$21.62			
				20001	-5515	Program Operating Supplies	\$20.56			
				20201	-5515	Program Operating Supplies	\$17.86			
				20505	-5515	Program Operating Supplies	\$16.78			
				20001	-5510	Office Supplies	\$8.98			
				20113	-5515	Program Operating Supplies	\$5.98			
				Vendor Total:						\$1,565.65
Moore Landscapes	29439	Mulch at Salceda Park	\$1,550.00	10031	-5224	Grounds Maintenance Services	\$1,550.00			
				Vendor Total:						\$1,550.00
Faulks Bros. Construction Company	232748	Bunker Sand	\$1,535.42	20909	-5530	Grounds Supplies	\$1,535.42			
				Vendor Total:						\$1,535.42
Gifts Galore	Order#0021475	Easter Eggs for Spring Bunny Trail	\$1,512.00	20102	-5515	Program Operating Supplies	\$1,512.00			
				Vendor Total:						\$1,512.00
Grainger	9311775044	Storage Bins	\$567.00	10032	-5562	Equipment < 10K	\$567.00			
				9320310353	Plumbing Supplies	\$700.65	20004	-5522	Plumbing/Irrigation	\$467.10
							20720	-5522	Plumbing/Irrigation	\$233.55
				Vendor Total:						\$1,267.65
Reinders, Incorporated	1666417-00	Repair Parts	\$847.02	20911	-5525	Equipment Supplies	\$847.02			
				1668163-00	Repair Parts	\$326.39	20911	-5525	Equipment Supplies	\$326.39
							1665883-01	Repair Parts	\$27.70	20911
Vendor Total:						\$1,201.11				

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Montoya Tree Service	3554	Tree Removal-Floral Park	\$1,185.00	10031	-5224	Grounds Maintenance Services	\$1,185.00
Vendor Total:							\$1,185.00
Advanced Disposal Services	T40001928905	Trash Disposal-December	\$1,119.68	20910	-5222	Building Maintenance Services	\$332.84
				20004	-5222	Building Maintenance Services	\$326.42
				10031	-5222	Building Maintenance Services	\$192.50
				20001	-5222	Building Maintenance Services	\$161.25
				20007	-5222	Building Maintenance Services	\$93.67
				20721	-5222	Building Maintenance Services	\$13.00
Vendor Total:							\$1,119.68
Nadeau's Ice Sculptures	Balance	Balance Due for Winter Carnival	\$647.50	20100	-5213	Independent Contractor Service	\$647.50
	1/14/17	Ice Sculpture at Winter Carnival	\$395.00	10001	-5232	Public Relations	\$395.00
Vendor Total:							\$1,042.50
Napa Auto Parts - Wheeling	421175	Battery	\$123.81	10033	-5534	Vehicle Supplies	\$123.81
	421456	Battery	\$95.00	20911	-5525	Equipment Supplies	\$95.00
	421297	Battery	\$91.11	20911	-5525	Equipment Supplies	\$91.11
	421441	Repair Parts	\$86.34	20911	-5525	Equipment Supplies	\$86.34
	419207	Repair Parts	\$63.62	10033	-5534	Vehicle Supplies	\$63.62
	421417	Repair Parts	\$58.04	10033	-5534	Vehicle Supplies	\$58.04
	418770	Repair Parts	\$51.68	10033	-5534	Vehicle Supplies	\$51.68
	419423	Repair Parts	\$51.54	10033	-5525	Equipment Supplies	\$51.54
	419193	Repair Parts	\$37.54	20911	-5525	Equipment Supplies	\$37.54
	421283	Repair Parts	\$36.60	20911	-5525	Equipment Supplies	\$36.60
	418473	Repair Parts	\$35.36	10033	-5534	Vehicle Supplies	\$35.36

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Napa Auto Parts - Wheeling	418351	Shop Tool	\$34.99	10033	-5518	Tools/Hardware	\$34.99
	418779	Repair Parts	\$32.80	20911	-5525	Equipment Supplies	\$32.80
	418217	Shop Tool	\$29.10	10033	-5518	Tools/Hardware	\$29.10
	421098	Repair Parts	\$25.86	20911	-5525	Equipment Supplies	\$25.86
	418181	Repair Parts	\$53.96	20911	-5525	Equipment Supplies	\$30.56
						Fuel Supplies	\$23.40
	418186	Antifreeze	\$21.15	20911	-5535	Fuel Supplies	\$21.15
	418778	Repair Parts	\$43.88	20911	-5535	Fuel Supplies	\$27.48
						Equipment Supplies	\$16.40
	419525	Repair Parts	\$14.12	20911	-5525	Equipment Supplies	\$14.12
	421101	Repair Parts	\$13.62	20911	-5525	Equipment Supplies	\$13.62
	421097	Repair Parts	\$8.62	20911	-5525	Equipment Supplies	\$8.62
	419519	Repair Parts	\$5.80	20911	-5525	Equipment Supplies	\$5.80
	419554	Repair Parts	\$4.38	10033	-5534	Vehicle Supplies	\$4.38
	421185	Battery Core Credit	(\$18.00)	20911	-5525	Equipment Supplies	(\$18.00)
Vendor Total:							\$1,000.92
National Recreation & Park Association	1/13/17	2017 Membership Dues	\$1,000.00	10001	-5204	Dues, Publications & Subscript	\$1,000.00
						Vendor Total:	
Tartan Turf Industries, Inc.	241983	Range Mats	\$995.00	20912	-5515	Program Operating Supplies	\$995.00
						Vendor Total:	
Kindermusik of the North Shore	12/28/16	Fall Music Classes	\$971.75	20215	-5213	Independent Contractor Service	\$971.75
						Vendor Total:	
Klein Video Services, Incorporated	4777	Elf Cast Videos	\$960.00	20507	-5515	Program Operating Supplies	\$960.00
						Vendor Total:	

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Enerstar, Inc.	011731	Water Treatment	\$930.00	20004	-5222	Building Maintenance Services	\$930.00
						Vendor Total:	\$930.00
Pomp's Tire Service	280066099	Tires	\$911.00	20911	-5420	Equipment Repairs	\$911.00
						Vendor Total:	\$911.00
Case Lots, Incorporated	001268	Paper Towels	\$894.00	10001	-1302	Parks & Properties Inventory	\$894.00
						Vendor Total:	\$894.00
Soil And Material Consultants	41403	Sports Center Pool Renovation	\$837.50	63000	-5825	Park Amenities	\$837.50
						Vendor Total:	\$837.50
SESAC	4387890	Music License	\$793.00	20000	-5204	Dues, Publications & Subscript	\$793.00
						Vendor Total:	\$793.00
DIRT-N-TURF CONSULTING, INC.	2007265	Soil Analysis and Consulting	\$744.00	20909	-5214	Professional Services	\$744.00
						Vendor Total:	\$744.00
US Signal	17010190610	Internet	\$356.41	10004	-5241	Voice/Data	\$356.41
	16120158127	Internet Access	\$352.52	10004	-5241	Voice/Data	\$352.52
						Vendor Total:	\$708.93
Fab Photo	742-Deposit	Deposit-Daddy Daughter Dance Photography	\$700.00	20101	-5213	Independent Contractor Service	\$700.00
						Vendor Total:	\$700.00
Russo's Power Equipment Incorporated	3692393	Sidewalk Sand	\$449.16	10031	-5560	Miscellaneous Supplies	\$449.16
	3672832	Bunker Rakes	\$131.88	20911	-5525	Equipment Supplies	\$131.88
	3571947	Repair Parts	\$23.10	20911	-5525	Equipment Supplies	\$23.10
	3692353	Sand Pro Rake	\$20.00	20911	-5525	Equipment Supplies	\$20.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Russo's Power Equipment Incorporated	3644804	Repair Parts	\$15.81	10033	-5525	Equipment Supplies	\$15.81
	3672819	Repair Parts	\$11.18	10033	-5525	Equipment Supplies	\$11.18
	3651554	Repair Parts	\$10.22	20911	-5525	Equipment Supplies	\$10.22
Vendor Total:							\$661.35
Northbrook Park District Cash Bank	1/10/17	Bus Tip Money-TE Mids Competition	\$400.00	20652	-5227	Transportation/Mileage Reimb	\$400.00
	12/27/16	Tip Money for Teams Elite Bus Drivers	\$250.00	20652	-5227	Transportation/Mileage Reimb	\$250.00
Vendor Total:							\$650.00
Glenbrook North High School	1/11/17	Youth Basketball Gym Use-December	\$648.00	20747	-5221	Program Operating Services	\$648.00
Vendor Total:							\$648.00
Eileen Loftus	12/29/16	Mileage Reimbursement-NRPA Conference in St. Louis	\$330.48	10003	-5201	Conferences & Seminars Staff	\$330.48
	1/18/17	Mileage Reimbursement-7/1-12/20	\$272.86	20000	-5227	Transportation/Mileage Reimb	\$272.86
	1/23/17	IPRA Conference Expenses	\$39.96	10003	-5201	Conferences & Seminars Staff	\$39.96
Vendor Total:							\$643.30
CalAmp Wireless Data Systems, Inc.	I0209488	Vehicle GPS	\$631.90	10004	-5241	Voice/Data	\$631.90
Vendor Total:							\$631.90
Roundy's Supermarkets, Inc.	NPD	2016 Flu Shots	\$630.00	10003	-5214	Professional Services	\$630.00
Vendor Total:							\$630.00
Chicago Tribune	12/28/16	Subscription Renewal	\$415.48	10001	-5204	Dues, Publications & Subscript	\$415.48
	003083151	Advertising	\$180.87	10001	-5233	Advertising	\$180.87
Vendor Total:							\$596.35
Sunshine Farm II	Balance	Balance Due for Winter Carnival	\$565.00	20100	-5213	Independent Contractor Service	\$565.00
Vendor Total:							\$565.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
WINROC SPI	10244344-00	Ceiling Tile	\$537.60	20004	-5520	Building Supplies	\$537.60
Vendor Total: -----							\$537.60
Aramark Uniform Services	2080848180	Uniform Service-12/12	\$27.96	20909	-5208	Uniform Cleaning Service	\$27.96
	2080884554	Uniform Service-1/9	\$27.96	20909	-5208	Uniform Cleaning Service	\$27.96
	2080862583	Uniform Service/Shop Rags-12/22	\$65.96	10032	-5208	Uniform Cleaning Service	\$25.55
				10031	-5208	Uniform Cleaning Service	\$21.91
				10033	-5208	Uniform Cleaning Service	\$14.50
				10032	-5523	Janitorial Supplies	\$4.00
	2080871528	Uniform Service/Shop Rags-12/29	\$66.51	10032	-5208	Uniform Cleaning Service	\$26.10
				10031	-5208	Uniform Cleaning Service	\$21.91
				10033	-5208	Uniform Cleaning Service	\$14.50
				10032	-5523	Janitorial Supplies	\$4.00
	2080880892	Uniform Service/Shop Rags-1/5	\$65.96	10032	-5208	Uniform Cleaning Service	\$25.55
				10031	-5208	Uniform Cleaning Service	\$21.91
				10033	-5208	Uniform Cleaning Service	\$14.50
				10032	-5523	Janitorial Supplies	\$4.00
	2080890348	Uniform Service/Shop Rags-1/12	\$65.96	10032	-5208	Uniform Cleaning Service	\$25.55
				10031	-5208	Uniform Cleaning Service	\$21.91
				10033	-5208	Uniform Cleaning Service	\$14.50
				10032	-5523	Janitorial Supplies	\$4.00
	2080899740	Uniform Service/Shop Rags-1/19	\$65.96	10032	-5208	Uniform Cleaning Service	\$25.55
				10031	-5208	Uniform Cleaning Service	\$21.91

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Aramark Uniform Services	2080899740	Uniform Service/Shop Rags-1/19	\$65.96	10033	-5208	Uniform Cleaning Service	\$14.50
				10032	-5523	Janitorial Supplies	\$4.00
	2080853258	Uniform Service-12/15	\$13.20	20004	-5208	Uniform Cleaning Service	\$13.20
	2080862179	Uniform Service-12/22	\$13.20	20004	-5208	Uniform Cleaning Service	\$13.20
	2080862180	Uniform Service-12/22	\$13.20	20001	-5208	Uniform Cleaning Service	\$13.20
	2080872922	Uniform Service-12/19	\$13.20	20004	-5208	Uniform Cleaning Service	\$13.20
	2080872923	Uniform Service-12/29	\$13.20	20001	-5208	Uniform Cleaning Service	\$13.20
	2080880452	Uniform Service-1/5	\$13.20	20004	-5208	Uniform Cleaning Service	\$13.20
	2080880453	Uniform Service-1/5	\$13.20	20001	-5208	Uniform Cleaning Service	\$13.20
	2080889905	Uniform Service-1/12	\$13.20	20004	-5208	Uniform Cleaning Service	\$13.20
2080889906	Uniform Service-1/12	\$13.20	20001	-5208	Uniform Cleaning Service	\$13.20	
Vendor Total:							\$505.07
Chicago White Sox Charities	Deposit	June 15,2017 White Sox Game/Bingo Event	\$504.00	20452	-5221	Program Operating Services	\$504.00
							Vendor Total:
Green Valley Dog Drivers	01/06/17	Dog Sled Demo-Winter Carnival	\$500.00	20100	-5213	Independent Contractor Service	\$500.00
							Vendor Total:
Communitool, LLC	2707	Chemical/Fertilizer Coverage System	\$499.00	20909	-5515	Program Operating Supplies	\$499.00
							Vendor Total:
Athletica/Sports Systems	405803	Hockey Goal Nets	\$482.80	10031	-5532	Athletic Field Supplies	\$482.80
							Vendor Total:

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Atlas Companies	S31714	Forklift Manuals	\$476.44	10033	-5525	Equipment Supplies	\$476.44
Vendor Total:							\$476.44
Energy Productions	1/3/17	Customer Appreciation Event-1/28/17	\$237.50	20634	-5213	Independent Contractor Service	\$237.50
	8315-1/3/17	Cosmic Skating-1/28/16	\$237.50	20633	-5213	Independent Contractor Service	\$237.50
Vendor Total:							\$475.00
RC Juggle	012517	Family Night Entertainment-Sunshine Preschool	\$475.00	20200	-5213	Independent Contractor Service	\$475.00
Vendor Total:							\$475.00
Images Alive, LTD	12717	Shirts for Grease Cast	\$460.40	20500	-5515	Program Operating Supplies	\$460.40
Vendor Total:							\$460.40
Capital One Bank Commercial	12/26/16	Program Supplies	\$453.81	20173	-5515	Program Operating Supplies	\$162.82
				20175	-5515	Program Operating Supplies	\$102.89
				20177	-5515	Program Operating Supplies	\$102.89
				20178	-5515	Program Operating Supplies	\$92.90
				20176	-5515	Program Operating Supplies	\$91.90
				20461	-5515	Program Operating Supplies	\$57.54
				20650	-5515	Program Operating Supplies	\$38.67
				20113	-5515	Program Operating Supplies	(\$195.80)
Vendor Total:							\$453.81
Mailfinance	N6301244	Admin Lease-1/21/17-4/20/17	\$441.00	10001	-5235	Postage	\$441.00
Vendor Total:							\$441.00
Anderson Lock	0930996	Padlocks	\$408.02	10032	-5520	Building Supplies	\$408.02
Vendor Total:							\$408.02

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Illinois Arborist Association	12/22/16	Workshop/Membership-C. Ryerson	\$405.00	10031	-5203	Training & Education	\$225.00
				10031	-5204	Dues, Publications & Subscript	\$180.00
				Vendor Total:			
Anderson Pest Solutions	4114112	January Pest Control	\$400.00	10032	-5222	Building Maintenance Services	\$155.00
				20910	-5222	Building Maintenance Services	\$70.00
				20001	-5222	Building Maintenance Services	\$40.00
				20004	-5222	Building Maintenance Services	\$40.00
				20011	-5222	Building Maintenance Services	\$30.00
				20721	-5222	Building Maintenance Services	\$30.00
				20007	-5222	Building Maintenance Services	\$20.00
				20917	-5222	Building Maintenance Services	\$15.00
Vendor Total:					\$400.00		
Starfish Aquatics Institute	13863	Annual Agreement Renewal Fee 2017	\$350.00	20720	-5214	Professional Services	\$175.00
				20721	-5214	Professional Services	\$175.00
				Vendor Total:			
CAGCS	00859	Chicagoland Shop Tour	\$200.00	20909	-5203	Training & Education	\$120.00
				20911	-5203	Training & Education	\$40.00
				10033	-5203	Training & Education	\$40.00
	00839	Annual Dues-M. Kosbab	\$115.00	20909	-5204	Dues, Publications & Subscript	\$115.00
	Vendor Total:					\$315.00	
AVCOA, Inc.	50791	Coffee	\$117.85	20001	-5515	Program Operating Supplies	\$117.85
	50828	Coffee	\$79.90	20003	-5510	Office Supplies	\$79.90

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
AVCOA, Inc.	50102	Coffee	\$113.85	10029	-5510	Office Supplies	\$56.93
				10001	-5510	Office Supplies	\$56.92
Vendor Total:							\$311.60
Dex Media	12/14/16	Advertising	\$293.30	30000	-5233	Advertising	\$293.30
Vendor Total:							\$293.30
Fox Valley Fire & Safety	IN00043231	Fire Alarm System Serviced	\$271.00	20004	-5410	Building Repairs	\$271.00
Vendor Total:							\$271.00
Uline	83120279	Conference Room Renovation	\$269.19	10032	-5561	Furn & Fix < 10K	\$269.19
Vendor Total:							\$269.19
Mid/Pac	Unofficial Ice	Practice Ice for Teams Elite at Mids	\$250.00	20652	-5221	Program Operating Services	\$250.00
Vendor Total:							\$250.00
Idlewood Electric Supply	339151	Conference Room Renovation	\$139.43	10032	-5561	Furn & Fix < 10K	\$139.43
	341810	Conference Room Dimmer Switches	\$97.60	10032	-5561	Furn & Fix < 10K	\$97.60
Vendor Total:							\$237.03
Illinois Audio Productions	105225	On Hold Messages	\$200.00	30000	-5241	Voice/Data	\$200.00
Vendor Total:							\$200.00
Jorson & Carlson Co., Incorporated	0469928	Ice Scraper Knives Sharpened	\$72.95	20004	-5223	Equipment Maintenance Services	\$72.95
	0469151	Ice Scraper Knives Sharpened	\$39.35	20004	-5223	Equipment Maintenance Services	\$39.35
	0470446	Ice Scraper Knives Sharpened	\$39.35	20004	-5223	Equipment Maintenance Services	\$39.35
	0470999	Ice Scraper Knives Sharpened	\$39.35	20004	-5223	Equipment Maintenance Services	\$39.35
Vendor Total:							\$191.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Penny Randel	1/17/17	Mileage Reimbursement	\$185.30	10001	-5227	Transportation/Mileage Reimb	\$185.30
Vendor Total:							\$185.30
JW Turf, Incorporated	P00170	Repair Parts	\$163.23	20911	-5525	Equipment Supplies	\$163.23
	P00193	Repair Parts	\$18.39	20911	-5525	Equipment Supplies	\$18.39
Vendor Total:							\$181.62
Commonwealth Edison	1/18/17	1605 Illinois-12/14-1/18/17	\$95.98	10029	-5243	Electricity	\$95.98
	1/19/17	2490 Dundee-12/15-1/19/17	\$83.75	20800	-5243	Electricity	\$83.75
Vendor Total:							\$179.73
Helen T. Stelian, LLC	PUR-012417	Lunch & Learn Speaker	\$175.00	20454	-5213	Independent Contractor Service	\$175.00
Vendor Total:							\$175.00
International Society of Arboriculture	12/22/16	2017 Membership-M. Brouillard	\$175.00	10031	-5204	Dues, Publications & Subscript	\$175.00
Vendor Total:							\$175.00
Ping, Incorporated	13539518	Merchandise for Resale	\$160.32	21000	-1303	Golf Shop Inventory	\$160.32
Vendor Total:							\$160.32
Glenview Ice Center	1/6/17	Teams Elite Entry Fee	\$140.00	20652	-5221	Program Operating Services	\$140.00
Vendor Total:							\$140.00
Darling Ingredients, Inc.	2880589	Grease Trap Cleaning	\$138.00	20004	-5222	Building Maintenance Services	\$138.00
Vendor Total:							\$138.00
Liz Brannstrom	01/10/17	Mileage Reimbursement-11/21-1/6/17	\$133.21	10001	-5227	Transportation/Mileage Reimb	\$93.22
				10001	-5510	Office Supplies	\$39.99
Vendor Total:							\$133.21

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
AAA Lock And Key	0000030662	Key Pad for Sports Center Safe	\$130.00	20003	-5510	Office Supplies	\$130.00
						Vendor Total:	\$130.00
Direct TV	30297719196	Monthly Cable Service	\$122.99	20004	-5228	Misc Contractual Services	\$122.99
						Vendor Total:	\$122.99
Sanders Hardware Supply	177720	Tools	\$116.31	20910	-5518	Tools/Hardware	\$116.31
						Vendor Total:	\$116.31
Flexible Benefit Service Corporation	876920	Participant Fees	\$104.00	10003	-5214	Professional Services	\$104.00
						Vendor Total:	\$104.00
AT&T	1/16/17	Velodrome Internet-1/16-2/15	\$58.55	10004	-5241	Voice/Data	\$58.55
	12/16/16	Velodrome Internet-12/16-1/15/17	\$43.55	10004	-5241	Voice/Data	\$43.55
						Vendor Total:	\$102.10
Alpha Prime Communications	113613	Battery for Two Way Radio	\$90.00	20001	-5520	Building Supplies	\$90.00
						Vendor Total:	\$90.00
Nathan Mittleman	100	Violin Reimbursement	\$80.00	20505	-5515	Program Operating Supplies	\$80.00
						Vendor Total:	\$80.00
Mcmaster-Carr Supply Company	95046650	Scenery	\$76.25	20505	-5540	Scenery/Lighting/Prop Supplies	\$76.25
						Vendor Total:	\$76.25
Intelligent Lighting Creations	H0018689	Lighting for Peter and the Wolf	\$75.00	20505	-5540	Scenery/Lighting/Prop Supplies	\$75.00
						Vendor Total:	\$75.00
Turf Equipment	4118	Educational Seminar-John,Jeff,Bob Collier	\$75.00	10033	-5203	Training & Education	\$50.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Turf Equipment	4118	Educational Seminar-John,Jeff,Bob Collier	\$75.00	20911	-5203	Training & Education	\$25.00
						Vendor Total:	\$75.00
Verizon Wireless	9776753534	GPS-11/11-12/10	\$70.26	10004	-5241	Voice/Data	\$70.26
						Vendor Total:	\$70.26
Molly Hamer	1/14/17	Reimbursement for Cell Phone Case & Screen Cover	\$67.48	10004	-5241	Voice/Data	\$67.48
						Vendor Total:	\$67.48
ReadyRefresh by Nestle	07A0123412413	Bottled Water-Admin	\$54.81	10001	-5560	Miscellaneous Supplies	\$54.81
						Vendor Total:	\$54.81
Pioneer Press	12/29/16	Northbrook Star Renewal-1Year	\$52.00	10001	-5204	Dues, Publications & Subscript	\$52.00
						Vendor Total:	\$52.00
Michael Wagner & Sons, Incorporated	1397509	Building Supplies	\$48.00	20721	-5520	Building Supplies	\$48.00
						Vendor Total:	\$48.00
Ace Hardware	117514/1	Building Supplies	\$42.78	20001	-5520	Building Supplies	\$42.78
	117654/1	Wire	\$3.58	10031	-5530	Grounds Supplies	\$3.58
						Vendor Total:	\$46.36
Illinois Department of Agriculture	1/7/17	Pesticide License Renewal-F. Zuniga	\$15.00	20909	-5204	Dues, Publications & Subscript	\$15.00
	12-22-16	License Fee-J. Sandoval	\$15.00	10032	-5204	Dues, Publications & Subscript	\$15.00
	12/22/16	License Fee-J. Collins	\$15.00	10031	-5204	Dues, Publications & Subscript	\$15.00
						Vendor Total:	\$45.00
ILSTMA	ILSTMA 2017	2017 Membership	\$45.00	10031	-5204	Dues, Publications & Subscript	\$45.00
						Vendor Total:	\$45.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Vendor Name	Invoice #	Invoice Description	Invoice Amt	Invoice Account Detail and Allocation Detail			
Ecco Usa Incorporated	113425581	Merchandise for Resale	\$106.71	21000	-1303	Golf Shop Inventory	\$106.71
	113428442	Return	(\$75.00)	21000	-1303	Golf Shop Inventory	(\$75.00)
Vendor Total:							\$31.71
New Albertsons, Inc.	12/26/16	Program Supplies	\$22.96	20203	-5515	Program Operating Supplies	\$22.96
Vendor Total:							\$22.96
Lakeshore Learning Materials	4703561216	Wee Chefs Supplies	\$26.99	20211	-5515	Program Operating Supplies	\$26.99
	5454760916	Return	(\$10.37)	20202	-5515	Program Operating Supplies	(\$10.37)
Vendor Total:							\$16.62
Ews Welding Supply Inc.	899677	Helium Tank Rental	\$14.26	20001	-5515	Program Operating Supplies	\$14.26
Vendor Total:							\$14.26
Bredeman Ford In Glenview	81308	Repair Parts	\$9.66	10033	-5534	Vehicle Supplies	\$9.66
Vendor Total:							\$9.66
Cristina Gambino	12/20/16	Mileage Reimbursement-12/9-12/29	\$4.43	10003	-5227	Transportation/Mileage Reimb	\$4.43
Vendor Total:							\$4.43
INVOICE TOTAL:							\$979,907.28

Refunds

Invoice #	Invoice Description	Refund Amount
951391*	Recreation Refund	\$30.00
954606	Recreation Refund	\$25.00
954607	Recreation Refund	\$25.00
954608	Recreation Refund	\$25.00
954609	Recreation Refund	\$25.00

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

954620	Recreation Refund	\$41.20
957513	Recreation Refund	\$25.00
957514	Recreation Refund	\$25.00
957515	Recreation Refund	\$25.00
957516	Recreation Refund	\$109.00
957517	Recreation Refund	\$235.00
957518	Recreation Refund	\$59.00
960128	Recreation Refund	\$245.00
960129	Recreation Refund	\$49.43
960131	Recreation Refund	\$15.57
960132	Recreation Refund	\$85.00
960133	Recreation Refund	\$58.00
960184	Recreation Refund	\$79.00
961995	Recreation Refund	\$307.30
961996	Recreation Refund	\$25.00
961997	Recreation Refund	\$25.00
961998	Recreation Refund	\$25.00
961999	Recreation Refund	\$25.00
962000	Recreation Refund	\$25.00
962001	Recreation Refund	\$75.00
	REFUND TOTAL:	\$1,688.50

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

INVOICE GRAND TOTAL: \$981,595.78

Summary by Fund

Fund	Amount
Corporate	\$218,272.97
Liability Insurance	\$46,335.06
Recreation	\$220,084.72
Repair & Improvements	\$496,903.03
GRAND TOTAL	<u>\$981,595.78</u>

Voucher List of Bills Presented for Approval from 01/01/17 to 01/31/17

Report Parameters

Beginning Date: 01/01/2017

Ending Date: 01/31/2017



Joe Doud Administration Building
545 Academy Drive
Northbrook, IL 60062
847-291-2960
nbparks.org

MEMORANDUM

To: Administrative and Finance Committee
From: Mindy Munn, Finance Director
Date: February 10, 2017
Agenda Item: VII. A. Consider Travel and Expense Ordinance 17-O-1

Staff Recommendation:

Staff recommends that the Committee discuss and consider the attached Ordinance in accordance with the Local Government Travel Expense Control Act.

Background and Analysis:

On July 22, 2016, the Governor signed HB 4379, establishing the Local Government Travel Expense Control Act. The Act requires non-home rule units of government to place certain regulations on the travel, meal, and lodging expenses of its board members and staff. Specifically, the District must identify what business "categories" are eligible for reimbursement and the maximum amount.

The Act, which became effective January 1, 2017, prohibits local agencies from reimbursing any board member or employee for any entertainment expense, including shows, amusements, theatres, circuses, sporting events or any other place of public or private entertainment, unless ancillary to the purpose of the program or event.

Beginning March 2, 2017, the Act requires the Board to approve the following expenses for travel, meals and lodging by roll call vote at an open meeting: (1) expenses incurred by a board member or employee that exceeds the maximum allowed under the regulations adopted; and (2) expenses incurred by any member of the governing board.

The following business categories are listed in Exhibit A of the attached Ordinance, including the recommended maximum reimbursement amount.

Airfare: Travelers are expected to obtain the lowest coach or economy fare available that reasonably meets business travel needs. Only coach or economy tickets will be purchased or reimbursed. Reimbursement for checked luggage is limited to one bag for travel requiring overnight stays.

Car Rentals: Maximum reimbursement will be based on the lowest reasonable rate for a mid-size vehicle.

Meals: Meal expenses shall not exceed \$74 per day, or the then current per diem rate set by the U.S. General Services Administration (GSA) for the location of the event, whichever is greater.

Hotel/Lodging: Lodging expenses shall not exceed \$212 per day, or the then current per diem rate set by the U.S. General Services Administration (GSA) for the location of the event, whichever is greater. Exceptions can be made to stay in conference hotel.

NORTHBROOK PARK DISTRICT

Draft Motion:

The Administration and Finance Committee Chair moves to approve Ordinance 17-O-1, regulating travel, meal and lodging expenses in accordance with the Local Government Travel Expense Control Act to the full Board for adoption.

Pc: Molly Hamer, Executive Director

NORTHBROOK PARK DISTRICT ORDINANCE NO. 17-O-1

**ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT**

WHEREAS, the Illinois General Assembly has enacted the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.* (the "Act"), which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, the Northbrook Park District (the "Park District") is required to establish regulations with respect to allowable travel, meal and lodging expenses.

NOW, THEREFORE, be it ordained by the Northbrook Park District Board of Park Commissioners (the "Board") as follows:

Section 1. Incorporation of Preamble Recitals. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Declaration of Policy. It shall be the Park District's policy to regulate, in the manner required by the Act, reimbursement of those expenses of all Park District employees, officers and Board Commissioners, which are subject to the provisions of the Act.

Section 3. Definitions. The following terms shall, as used in relation to effecting compliance with the Act, have the meanings set forth below:

"Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

"Travel" means any expenditure directly incident to official travel by Park District employees, officers and Board Commissioners or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section 4. Categories of Reimbursable Expenses; Maximum Allowable Reimbursements. The Park District shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees, officers and Board Commissioners:

The Park District will reimburse only those travel expenses, including transportation, meals and lodging, that are ancillary to or otherwise necessary for the following types of official Park District business: conferences, meetings, park or recreational events, board events, lobbying or other government relations activities, or any other event or program which the Park District employee, officer or Board Commissioner attends to further the Park District's mission.

Section 5. Maximum Allowable Reimbursements Rates by Category of Expense. Expenses incurred on official Park District business as described in Section 4 above are eligible for approval, up to the maximum allowable reimbursement rates shown by category of expense on Exhibit A attached to and made a part of this Ordinance, which Exhibit A may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Park District's Executive Director and approved by the Board.

Section 6. Documentation and Approval Required Prior to Reimbursement. No reimbursement of travel, meal or lodging expenses incurred by a Park District employee, officer, or Board Commissioner shall be authorized unless the "Travel, Meal, and Lodging Expense Reimbursement Request Form", attached hereto as Exhibit B, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

Section 7. Procedure for Reimbursement Exceeding Maximum Allowed and Board Commissioner Expenses. The following expenses for travel, meals, and lodging may be approved only by a roll call vote of the Board at an open meeting of the Board:

- (a) Reimbursable expenses of any Park District officer or employee that exceeds the maximum allowed under the regulations adopted under Section 5 of this Ordinance;
- (b) Reimbursable expenses of any Park District Board Commissioner; and
- (c) Reimbursable expenses exceeding the maximum allowed under Section 5 above which were incurred because of the emergency or other extraordinary circumstances.

Section 8. General Prohibition on Reimbursement of Entertainment Expenses. The Park District may not reimburse any Park District employee, officer or Board Commissioner for any expense related to entertainment as defined in Section 3 of this Ordinance unless such expense is ancillary to the purpose of the program or event.

Section 9. Repeal. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Ordinance shall be in full force and effect on February 22, 2017.

PASSED THIS ____ day of _____, 2017.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of _____, 2017.

ATTEST:

Michael Schyman
President, Board of Park Commissioners

Molly Hamer
Secretary, Board of Park Commissioners

DRAFT

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Northbrook Park District, Cook County, Illinois, and as such I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of an

NORTHBROOK PARK DISTRICT ORDINANCE NO. 17-O-1
ORDINANCE REGULATING TRAVEL, MEAL AND LODGING EXPENSES
IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Northbrook Park District, held at Northbrook, Illinois _____p.m. on the _____ day of _____, 2017.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at Northbrook, Illinois, this _____ day of _____, 2017.

Molly Hamer
Secretary, Board of Park Commissioners
Northbrook Park District
Cook County, Illinois

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

The maximum reimbursable rates for travel-related expenses are as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach); checked luggage (1)
Auto	IRS standard mileage rate when expense was incurred
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

Maximum Reimbursement Rates for Meals
Meal expenses shall not exceed \$74.00 per day, or the then current per-diem rate set by the General Services Administration (GSA) for the location of the event, whichever is greater.

Maximum Reimbursement Rates for Lodging
Lodging expenses shall not exceed \$212 per day, or the then current per diem rate set by the General Services Administration (GSA) for the location of the event, whichever is greater. Exceptions can be made to stay in conference hotel.

EXHIBIT B
TRAVEL, MEAL AND LODGING EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under Northbrook Park District Ordinance No. 17-O-1, the following minimum documentation must first be submitted, in writing, to the Northbrook Park District Board of Park Commissioners (the "Board"):

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

Name of Requestor

Job Title/Office

- (2) The date or dates and nature of the official business, training, professional development or education in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official business event or program.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board in considering your request for reimbursement. In the discretion of the Board, additional documentation relevant to the request for reimbursement may be required prior to action by the Board with respect to the reimbursement request.

Employee/Officer/Board Member

Date