



**Board of Park Commissioners
Administration & Finance Committee
Meeting Minutes**

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

MINUTES of the Administration and Finance Committee Meeting of the Northbrook Park District Board of Commissioners held Tuesday, July 18, 2017 in the Joe Doud Administration Building located at 545 Academy Drive, Northbrook, Illinois.

CALL TO ORDER— The meeting was called to order at 5:30pm by Chair Slepicka.

Members Present – Chair Slepicka; Members Schyman and Simon

Members Absent – None

Ex-Officio Members – Commissioners Chalem, Chambers, Randel and Ziering (arrived at 5:48pm); Executive Director Hamer

Staff – Directors Baron, Dalton, Loftus, Munn, Trongnetpanya and Ziolkowski; Administrative Assistant King; Manager Buch; Specialist Scharp

RECOGNITION OF VISITORS— None

APPROVAL OF MINUTES— Minutes of June 22, 2017 were approved as presented.

VOUCHER REVIEW

The Committee recommended the Board approve the June 2017 vouchers in the amount of \$1,244,227.97.

AUDIT TOPICS—

Director Munn noted that the District’s auditors performed onsite fieldwork during the week of July 3.

UNFINISHED BUSINESS – None

NEW BUSINESS – None

INFORMATIONAL ITEMS / VERBAL UPDATE –

April 2017 Finance Report

Director Munn reviewed the April 2017 Finance Report with the Committee. She stated that 100% of the annual budget is complete and that the District has recognized 100% of its budgeted revenue and 87% of its budgeted expenses. She noted that golf instruction revenue at Sportsman’s increased by \$66,493 from the previous year. Director Munn also explained that the \$93,000 increase in revenue for the Leisure Services Division is primarily due to strong demand for the Adventure Campus program. She further noted that Adventure Campus earned over \$7,000 more in revenue than summer camps.

Accounting Implementation

Director Munn explained that the operating budget for the 2018-2019 fiscal year may not be presented to the Committee until January 2018, due to the shortened 2017 fiscal year. Director Munn will contact the District’s legal counsel regarding how delaying budget appropriation until 2018 will affect capital project funds and will update the Committee.

NEXT MEETING

The next Committee meeting was scheduled for Monday, August 14 at 5:30pm at the Joe Doud Administration Building, 545 Academy Drive.

NORTHBROOK PARK DISTRICT

ADJOURNMENT

With no further business, the meeting was adjourned at 6:04pm.

Respectfully submitted,
NORTHBROOK PARK DISTRICT

/s/ Molly Hamer
Molly Hamer, Secretary
Board of Commissioners/tek