



MUNICIPAL DIRECTORY

FREEDOM OF INFORMATION ACT

Pursuant to 5 ILCS 140/4 (a)

**OAK LAWN PARK DISTRICT
9400 SOUTH KENTON AVENUE
OAK LAWN, ILLINOIS 60453**

EMAIL: FOIA@olparks.com

**PHONE: 708-857-2225
FAX: 708-636-4785**

Revised
May 2022

Oak Lawn Park District
Annual Organizational Summary
Pursuant to 5 ILCS 140/4 (a)

- Oak Lawn Park District Committees:
 - Committees will be duly assigned and/or appointed at the direction of the President of the Board of Commissioners
- Methods Whereby Public May Request Information and Public Records:
 - Any person may request public records of the Oak Lawn Park District. A written request may be submitted to the Oak Lawn Park District by mail, email, fax, or in person delivery. You may also fill out the "Request for public Records Form" which may be obtained from the Administration office located at 9400 S. Kenton Avenue, Oak Lawn, Illinois.
 - Requests shall be made to the FOIA officers at this address: (9400 S. Kenton Avenue, Oak Lawn, Illinois), If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours from 8:30 a.m. to 5:00 p.m.
 - Please note that the Oak Lawn Park District will not accept requests for information verbally.
 - After the first 50 pages, the charge for black and white, letter or legal sized copies is .15 per page. The first 50 pages are free. A person requesting records need not state the purpose of the request.

Oak Lawn Park District

Index of Records

- I. General Files
 - a. General Correspondence
 - b. Accounts Payable
 - c. Accounts Receivable

- II. Ledgers and Journals
 - a. Ledgers
 - i. General Ledger
 - ii. Fixed Assets Ledger
 - iii. Payroll Ledgers

 - b. Journals
 - i. General Journals
 - ii. Payroll Journals

 - c. Closing Reports
 - i. Monthly
 1. Financial
 2. Payroll
 3. Accounts Payable
 4. Accounts Receivable
 5. Fixed Assets
 6. Recreation Registration
 7. Board Voucher List

 - ii. Seasonal
 1. Programs
 2. Classes

 - iii. Annual
 1. Financial-Fiscal year end
 2. Payroll-Calendar and fiscal year end

- III. Administrative Records
 - a. Board Meeting Files
 - i. Board Folders
 - ii. Board Minutes
 - iii. Personnel Files

- IV. Administrative Manuals
 - a. Oak Lawn Park District Code Book
 - b. Personnel Policy

- V. Ordinances
 - a. Tax levy
 - b. Tax Abatement
 - c. Budget and Appropriation

- VI. Annual and Quarterly Reports
 - a. Annual Audit
 - b. Comprehensive Annual Financial Report
 - c. Annual reports to the County and State
 - d. Quarterly Report to Unemployment Insurance
 - e. Monthly Report to IMRF
 - f. Monthly Sales Tax Reports
 - g. IRS Reports

ORDINANCE NO. 40522

**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE
FISCAL 2022 - 2023**

OAK LAWN PARK DISTRICT

**FOR THE FISCAL YEAR BEGINNING MAY 1, 2022
AND ENDING APRIL 30, 2023**

BE IT ORDAINED BY THE OAK LAWN PARK DISTRICT OF THE COUNTY OF COOK
AND THE STATE OF ILLINOIS:

SECTION 1: That the fiscal year of the OAK LAWN PARK DISTRICT, Cook County, Illinois, be and the same is hereby fixed and declared to be from **May 1, 2022 to April 30, 2023** inclusive.

SECTION 2: That the following under their respective headings are (A) the BUDGET: and (B) the APPROPRIATION of the OAK LAWN PARK DISTRICT for the fiscal year beginning **May 1, 2022** and ending **April 30, 2023**, and are for each object money set forth and are to defray all necessary expenses and liabilities of said Park District for said fiscal year; and that said sums of money are deemed necessary by the Board of Commissioners of said Park District to defray said expenses and liabilities.

SECTION 3: That as part of the annual budget, the OAK LAWN PARK DISTRICT for the fiscal year beginning **May 1, 2022 and ending April 30, 2023**, is as stated:

»» That the estimated fund balance on hand at the end of fiscal 2022-23 in all funds is.....	\$5,742,094
»» That the estimated revenues expected to be received during the fiscal year from all sources is.....	13,795,046
»» That the estimated expenditures contemplated for the fiscal year are.....	15,757,387
»» That the estimated fund balance expected to be on hand at the end of the fiscal year is.....	3,779,753
»» That the estimated amount of property taxes to be received by the Oak Lawn Park District during the fiscal year is.....	\$6,577,280

Oak Lawn Park District
General Fund
ORDINANCE NO. 40522

Governmental Type Fund

	2022 / 2023	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$2,330,230	
Non-traditional	72,000	
Outside support	-	
Total Revenues	<u>\$2,402,230</u>	
» <u>Estimated Expenditures</u>		Appropriation
Salaries & wages	\$1,516,837	\$1,668,521
Staff benefits, taxes and development	628,764	691,640
Purchased services	352,168	387,385
Materials & supplies	195,676	215,244
Utilities	84,130	92,543
Other operating	279,026	306,929
Total Expenditures	<u>\$3,056,601</u>	<u>\$3,362,261</u>
Other charges	<u>(\$519,000)</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2022		411,876
Revenue	2,402,230	
Expenditures	3,056,601	
Other charges	-519,000	
Change to fund		-135,371
Fund Balance at April 30, 2023		276,505

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Recreation Fund
ORDINANCE NO. 40522

Governmental Type Fund

	2022 / 2023	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$1,569,540	
Programs	2,130,578	
Fees & admissions	490,727	
Rentals	444,500	
Retail	49,400	
Non-traditional	51,975	
Total Revenues	<u>\$4,736,720</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Salaries & wages	\$2,040,543	\$2,244,597
Staff benefits, taxes and development	270,616	297,678
Purchased services	612,536	673,790
Materials & supplies	496,661	546,327
Utilities	351,915	387,107
Other operating	106,700	117,370
Total Expenditures	<u>\$3,878,971</u>	<u>\$4,266,868</u>
Other charges	<u>\$385,000</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2022		1,182,191
Revenue	4,736,720	
Expenditures	3,878,971	
Other charges	<u>385,000</u>	
Change to fund		<u>472,749</u>
Fund Balance at April 30, 2023		<u>1,654,940</u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Enterprise Fund
ORDINANCE NO. 40522

Business Type Fund

	2022 / 2023	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Programs	\$1,541,088	
Fees & admissions	1,071,500	
Rentals	869,435	
Retail	439,043	
Non-traditional	(12,480)	
	<u>\$3,908,586</u>	
Total Revenues		
		<u>Appropriation</u>
» <u>Estimated Expenditures</u>		
Salaries & wages	\$1,772,382	\$1,949,620
Staff benefits, taxes and development	370,074	407,081
Purchased services	365,697	402,267
Materials & supplies	415,500	457,050
Utilities	301,025	331,128
Other operating	219,136	241,050
	<u>\$3,443,814</u>	<u>\$3,788,196</u>
Total Expenditures		
Other Charges	<u>\$134,000</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2022		4,740,650
Revenue	3,908,586	
Expenditures	3,443,814	
Other charges	<u>134,000</u>	
Change to fund		<u>330,772</u>
Fund Balance at April 30, 2023		<u><u>5,071,422</u></u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Special Recreation Fund
ORDINANCE NO. 40522

Governmental Type Fund

	2022 / 2023	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$456,520	
Programs	48,000	
Non-traditional	9,500	
Total Revenues	<u>\$514,020</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Salaries & wages	\$142,221	\$156,443
Staff benefits, taxes and development	42,025	46,228
Purchased services	6,160	6,776
Materials & supplies	34,600	38,060
Utilities	12,380	13,618
Other operating	7,250	7,975
Total Expenditures	<u>\$244,636</u>	<u>\$269,100</u>
Other charges	<u>\$0</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2022		855,857
Revenue	514,020	
Expenditures	244,636	
Other charges	<u>0</u>	
Change to fund		<u>269,384</u>
Fund Balance at April 30, 2023		<u><u>1,125,241</u></u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
 Capital Projects Fund
ORDINANCE NO. 40522

Governmental Type Fund

	2022 / 2023	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Outside support	12,500	
Total revenues	<u>\$12,500</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Capital	4,674,365	5,141,802
Debt	19,000	20,900
Total expenditures	<u>\$4,693,365</u>	<u>\$5,162,702</u>
Other charges / - credits	<u>-\$2,220,990</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2022		3,604,757
Revenue	12,500	
Expenditures	4,693,365	
Other charges	<u>-2,220,990</u>	
Change to fund		<u>-2,459,875</u>
Fund Balance at April 30, 2023		<u>1,144,882</u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Debt Service Fund
ORDINANCE NO. 40522

Governmental Type Fund

	<u>2022 / 2023</u>	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$2,220,990	
Total Revenues	<u>\$2,220,990</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Debt	-	
Total Expenditures	<u>\$0</u>	<u>\$0</u>
Other charges	<u>\$2,220,990</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2022		1,410,591
Revenue	2,220,990	
Expenditures	0	
Other charges	<u>2,220,990</u>	
Change to fund		<u>0</u>
Fund Balance at April 30, 2023		<u><u>1,410,591</u></u>

Prepared by Oak Lawn Park District Finance Department

OAK LAWN PARK DISTRICT

ORDINANCE NO. 40522

CERTIFICATE OF TREASURER AS TO ESTIMATE OF REVENUES BY SOURCE
ANTICIPATED TO BE RECEIVED DURING THE FISCAL YEAR BEGINNING
MAY 1, 2022 AND ENDING APRIL 30, 2023. PURSUANT TO 162 OF THE REVENUE
ACT OF 1939.

The undersigned Ronald Badali, the Treasurer of the Oak Lawn Park District,
does hereby certify the estimate of revenues by source anticipated to be received
by the Oak Lawn Park District of Cook County, Illinois in the fiscal year beginning
MAY 1, 2022 AND ENDING APRIL 30, 2023, as follows:

Property Tax	\$6,577,280
Programs	\$3,719,666
Fees & Admissions	\$1,562,227
Rentals	\$1,313,935
Retail	\$488,443
Non-traditional	\$120,995
Outside support	\$12,500
Total Revenue	<u>\$13,795,046</u>

The above is certified this June 13, 2022

Ronald Badali
Ronald Badali

6/13/22
Dated

The undersigned certifies that the statements set forth in this instrument are true
and correct, except as to matters therein stated to be on information and belief and
as to such matters the undersigned certifies as aforesaid that he verily believes the
same to be true.

Mary Pat Coughlin
President,
Board of Commissioners

6/13/22
Dated