



FREEDOM OF INFORMATION ACT

Pursuant to 5 ILCS 140/4 (a)

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

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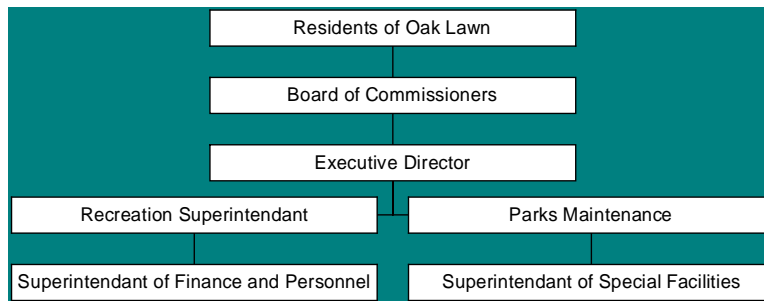
Revised 01/24/2011

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

Mission Statement

The Oak Lawn Park District is committed to promoting a strong sense of community by providing cultural and recreational opportunities in a fun and safe environment. Our mission is to enhance the quality of life for all ages, abilities, and ethnic backgrounds by offering a variety of leisure services that will promote physical and mental wellness. We are devoted to preserving open space as well as establishing and maintaining beautiful parks and facilities.

Oak Lawn Park District
Organizational Structure



- Total Amount of Operation Budget for 2010/2011 \$12,258,578
- Oak Lawn Park District Facility Locations
 - Administration Center 9400 S. Kenton Avenue
 - Ice Arena 9320 S. Kenton Avenue
 - Oak View Community Center 4625 W. 110th Street
 - Parks and Maintenance 4425 Southwest Highway
 - Racquet Fitness & Gymnastics Center 10444 S. Central Avenue
 - Stony Creek Golf Complex 5810 W. 103rd Street
 - Community Pavilion 9401 S. Oak Park Avenue
- FOIA Officers
 - Madeline Kelly
 - Gerald Hayes
 - Dawn Duslak
 - Kathleen Waite
- Employees
 - Full Time @56
 - Regular Part Time/Seasonal @ 200-500

- Park Board of Commissioners
 - Donald Andersen, President
 - Mary Margaret Wallace, Vice-President
 - Sue Murphy, Secretary
 - Gary Callahan, Commissioner
 - Donna McCauley, Commissioner

- 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

