



# BERWYN TOWNSHIP TRUSTEES

## REGULAR MEETING

January 13, 2025 | 6:00 PM

# NOTICE OF PUBLIC MEETING – PLEASE READ

The Berwyn Township Board will conduct meetings in person at 6600 W. 26<sup>th</sup> Street, Berwyn. Any person wishing to submit comments for the Open Forum for this meeting may do so by 3:00 PM on the meeting date to Township Clerk Margaret Paul at 6700 West 26th Street, Berwyn, IL 60402, email [Mpaul@ci.berwyn.il.us](mailto:Mpaul@ci.berwyn.il.us), or 708-749-6451. Please request that your comments become part of the Board Meeting Record.



## TOWNSHIP OF BERWYN BOARD

### REGULAR MEETING AGENDA

Monday, January 13, 2024 | 6:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
  - A. Regular Meeting on December 9, 2024
5. APPROVAL OF TOWN & GA FUNDS PAYABLES & PAYROLL – December 2024
  - A. Assessor's Office Payables
  - B. Township Fund Payroll & Payables
  - C. GA Fund Payroll & Payables
6. STATEMENT OF RECEIPTS & DISBURSEMENTS
7. 708 COMMUNITY MENTAL HEALTH BOARD
  - A. New Board Member Appointees: Sandra L. Diaz and Amber Kirchhoff
8. CORRESPONDENCE
9. OLD BUSINESS
10. NEW BUSINESS
  - A. Review & Approve Audit Engagement Letter from Evans, Marshall & Pease PC
  - B. FY 2026 Budget Committee Meeting Dates – Eagan
  - C. 2025 Special Event Dates
  - D. Assessor's FY 2026 Tentative Budget – Pereda
11. ADJOURNMENT



## AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

<b>TITLE</b>	Approval of Minutes
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Margaret Paul, Clerk

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none"><li>Regular Meeting on December 9, 2024</li></ul>	

ACTION PROPOSED				
<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/> REVIEW & APPROVAL
<input type="checkbox"/>	OTHER			



**COPY**

### **Berwyn Township Regular Meeting – December 9, 2024**

**1. Call to Order:** Supervisor Avila called the meeting to Order at 6:00 p.m. The following Trustees answered present for the meeting: Ambriz, Espinoza, and Miranda. Avila made a motion, seconded by Miranda, to excuse Trustee Zapata from the meeting. The motion passed by a unanimous voice vote. Board Attorney Zdarsky and Board Accountant Egan were also present.

**2. Pledge:** Attendees recited the Pledge of Allegiance.

**3. Open Forum:** No one asked to be recognized.

Clerk's Note: Avila made the motion, seconded by Ambriz, to appoint Trustee Espinoza as temporary chair of the meeting and excused himself due to ill health. The motion passed by a unanimous voice vote. Supervisor Avila left the meeting. A quorum remained established and the meeting continued.

**4. Approval of Minutes:** Espinoza made the motion, seconded by Miranda, to approve the Regular Meeting Minutes of November 14, 2024 as submitted. The motion passed by a unanimous voice vote.

**5. Bills Payable and Payrolls:**

**5A: Assessor's Office Bills Payable and Payroll:** Espinoza made the motion, seconded by Ambriz, to approve the disbursements from Assessor's payroll and payables for \$156.50 through December 9, 2024. The motion passed by a unanimous roll call vote.

**5B: General Town Fund Bills Payable and Payroll:** Espinoza made the motion, seconded by Ambriz, to approve the General Town Fund bills payable and payroll as submitted for payment through December 9, 2024 for \$26,965.29. The motion passed with Ambriz, and Miranda voting AYE. Espinoza voted NAY.

**5C: GA Fund Bills Payable and Payroll:** Espinoza made the motion, seconded by Miranda, to approve the GA Payroll and payables through December 9, 2024 for \$60,425.45 as submitted. The motion passed with Ambriz, Espinoza, and Miranda voting AYE.

**6. Statement of Receipts and Disbursements:** Mr. Egan was recognized and commented on his monthly report. Espinoza marked the item informational by order of the Chair.

**7. 708 Board Report / Update:**

**7A: Tax Levy Ordinance:** Espinoza made the motion to amend the Ordinance entitled: **Town of Berwyn Community Mental Health Fund Cook County, Illinois 2022 Tax Levy Ordinance for the Fiscal Year Beginning July 1, 2024 and Ending June 30 2025** to read 2024 Tax Levy, adopt the Ordinance as amended, direct the Corporate Authorities to affix the necessary signatures and send it on its way to passage. The motion passed with Espinoza, Ambriz, and Miranda voting AYE and two absent.

**7B: 708 Board Audit for Fiscal Year Ended June 30, 2024:** Espinoza made the motion, seconded by Miranda to approve the audit report and authorize the accountant to upload the documents to the Cook County Tax Extension Office on-line portal. The motion passed by a unanimous voice vote.

**7C: 708 Board Treasurer's Report:** Espinoza made the motion, seconded by Miranda to approve the audit report and authorize the accountant to upload the documents to the Cook County Tax Extension Office on-line portal. The motion passed by a unanimous voice vote.

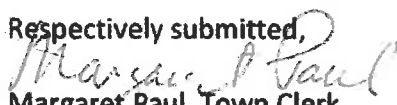
**8. Correspondence:** Clerk Paul presented the funding request she received from the Combined Veterans of Berwyn to support their Sailors for Christmas program. Discussion ensued. Espinoza then made the motion, seconded by Ambriz, to send a donation of \$500.00 to the organization to host 250 enlisted sailors from Great Lakes Training Center for Christmas dinner.

**9. Old Business – Ambriz: Program to Assist Residents to Regain Lost Proof of Identity** (no documentation provided): Trustee Ambriz was recognized. She led a discussion of her idea. Mr. Zdarsky suggested that this could be part of the GA Emergency Assistance program. Ambriz then made a motion, seconded by Miranda to refer this to Town staff especially the GA staffer to research available resources that might already provide this type of service and defer the matter to the February meeting. The motion passed by a unanimous voice vote.

**10. New Business: Avila – Move July meeting date to July 31, 2025:** Ambriz made the motion, seconded by Miranda, to change the date of the board's Regular meeting from July 14 to July 31, 2025 to accommodate the Supervisor's schedule. The motion passed by a unanimous voice vote.

**Adjournment:** There being no further business before the Board, Espinoza made the motion, seconded by Miranda, to adjourn the meeting. The motion passed by a unanimous voice vote. The meeting adjourned at 6:20 p.m.

Respectively submitted,

  
Margaret Paul, Town Clerk



## AGENDA ITEM SUMMARY

AGENDA ITEM: **5**

<b>TITLE</b>	Bills Payable and Payroll
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

### SUMMARY

Payroll and vendor disbursement lists are attached for review and approval. Physical invoices and receipts are available for your review and audit.

### ATTACHMENTS

**Attachments:**

- 5-A. Assessor's Office Payables
- 5-B. Township Fund Payroll & Payables
- 5-C. GA Fund Payroll & Payables

### ACTION PROPOSED

<input type="checkbox"/>	INFORMATION	<input type="checkbox"/>	DISCUSSION	<input checked="" type="checkbox"/>	REVIEW & APPROVAL
<input type="checkbox"/>	OTHER				

**BERWYN TOWNSHIP  
GENERAL ASSISTANCE PROGRAM**

**Activity Report for Month of:   December   2024**

<b>CASELOAD</b>	<b>GENERAL ASSISTANCE</b>	<b>EMERGENCY ASSISTANCE</b>
<b>Clients from Previous Month</b>	<b>51</b>	<b>0</b>
(+) New Cases/Reinstated	4	0
(-) Terminated Cases	3	0
<b>Clients End-of-Month Total</b>	<b>52</b>	<b>0</b>

<b>Client Eligibility Status</b>	<b># of Clients</b>
EXEMPT (SSI/SSDI case pending)	12
RESTRICTED (Temporarily disabled)	20
ABLE (Unemployed and seeking work)	20

*In-person residence checks were last completed in February 2024.*

*Most recent residence checks began in November and will be completed by the end of January 2025.*

<b>INQUIRIES</b>	<b>GENERAL ASSISTANCE</b>	<b>EMERGENCY ASSISTANCE</b>
<b>Total Assistance Application Requests</b>	<b>4</b>	<b>4</b>
Applications In-Process	0	0
Applications Approved	4	0
Applications Denied	0	0
<i>No show/Unable to contact</i>	0	0
<i>Excess Income</i>	0	0
<i>Eligible for other agency funds</i>	0	0
<i>Incomplete app/docs</i>	0	0
<i>Other (Describe)</i>	0	0
<b>Total Applicants Referred Other Agency</b>	<b>0</b>	<b>4</b>

<b>OTHER APPLICATION ASSISTANCE</b>	<b>December</b>	<b>TOTAL 2024 YTD</b>
Access To Care	0	6
Benefit Access Program	0	25
Emergency ID Bracelet	0	14
Medicaid/Medicare	0	24

Respectfully,  
Cynthia Arreola, GA Coordinator



## AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

<b>TITLE</b>	Statement of Receipts & Disbursements
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

### SUMMARY

Statement of revenues, expenditures, and changes in net assets – modified cash basis for the General Town and General Assistance Fund of Berwyn Township is attached for your review.

### ATTACHMENTS

- Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period **April 1, 2024 through December 31, 2024.**

### ACTION PROPOSED

<b>X</b>	<b>INFORMATION</b>		<b>DISCUSSION</b>		<b>REVIEW &amp; APPROVAL</b>
	<b>OTHER</b>				



# Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | [www.seldenfox.com](http://www.seldenfox.com)  
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## ACCOUNTANT'S COMPILATION REPORT

Board of Trustees  
Berwyn Township  
Berwyn, Illinois

Management is responsible for the accompanying statement of revenues, expenditures, and changes in net assets – modified cash basis for the period April 1, 2024 through December 31, 2024 for the General Town Fund and General Assistance Fund of **Berwyn Township**. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on this financial statement.

This financial statement is prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the entity's revenues, expenditures, and changes in net assets. Accordingly, this financial statement is not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statement. This information is the representation of management of **Berwyn Township**. The information was subject to our compilation engagement, however, we have not audited or reviewed the information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Berwyn Township.

*Selden Fox, Ltd.*

January 8, 2025

**Berwyn Township**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**

April - December 2024

	April - Dec 2024	Approved Budget	Remaining Budget	% of Budget
<b>Income</b>				
4100.00 Property Tax	\$ 236,748.15	\$ 438,375.00	\$ (201,626.85)	54.01%
4200.00 Replacement Tax	35,752.54	65,000.00	(29,247.46)	55.00%
4330.00 Miscellaneous Income	3.00	2,500.00	(2,497.00)	0.12%
4400.00 Interest Income	12,970.42	2,500.00	10,470.42	518.82%
<b>Total Income</b>	<b>285,474.11</b>	<b>508,375.00</b>	<b>(222,900.89)</b>	<b>56.15%</b>
<b>Gross Profit</b>	<b>285,474.11</b>	<b>508,375.00</b>	<b>(222,900.89)</b>	<b>56.15%</b>
<b>Expenses</b>				
5000.00 Capital Outlay			-	
5015.00 Equipment	-	7,500.00	(7,500.00)	0.00%
5017.00 Park Improvements and Equipment	-	5,000.00	(5,000.00)	0.00%
5020.00 Office Furnishings	-	4,000.00	(4,000.00)	0.00%
<b>Total 5000.00 Capital Outlay</b>	<b>-</b>	<b>16,500.00</b>	<b>(16,500.00)</b>	<b>0.00%</b>
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	8,460.00	11,280.00	(2,820.00)	75.00%
5106.00 Payroll Processing Fees	200.00	1,800.00	(1,600.00)	11.11%
5115.00 Annual Audit	3,868.75	3,875.00	(6.25)	99.84%
5120.00 Association Dues	2,291.45	3,000.00	(708.55)	76.38%
5135.00 General Liability Insurance	6,394.25	10,000.00	(3,605.75)	63.94%
5140.00 Legal Expense	675.00	10,000.00	(9,325.00)	6.75%
5143.00 Town Attorney	7,078.33	10,000.00	(2,921.67)	70.78%
5144.00 Website Costs	-	1,500.00	(1,500.00)	0.00%
5145.00 Newsletter/Website	4,424.00	5,000.00	(576.00)	88.48%
5155.00 Town Board Educ, Trans, Travel	1,908.44	6,000.00	(4,091.56)	31.81%
5165.00 Office Rent - Rent & Services	31,531.50	42,042.00	(10,510.50)	75.00%
<b>Total 5100.00 Contractual Services</b>	<b>66,831.72</b>	<b>104,497.00</b>	<b>(37,665.28)</b>	<b>63.96%</b>
5200 Assessor's Office			-	
5210.00 Assessor Educ, Trans, Travel	435.75	2,250.00	(1,814.25)	19.37%
5215.00 Assessor's Office Supplies	1,489.81	250.00	1,239.81	595.92%
5220.00 Assessor's Office Equipment	2,321.15	3,650.00	(1,328.85)	63.59%
5225.00 Assessor's Printing and Publica	-	1,500.00	(1,500.00)	0.00%
5230.00 Assessor's Web Hosting/ IT	3,301.00	4,000.00	(699.00)	82.53%
5231.00 Assessor Outreach Special Events	-	750.00	(750.00)	0.00%
5240.00 Assessor's Office Budget	1,315.75	2,750.00	(1,434.25)	47.85%
<b>Total 5200 Assessor's Office</b>	<b>8,863.46</b>	<b>15,150.00</b>	<b>(6,286.54)</b>	<b>58.50%</b>
5400.00 Other Expenditures			-	

**Berwyn Township**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**  
**April - December 2024**

	<b>April - Dec 2024</b>	<b>Approved Budget</b>	<b>Remaining Budget</b>	<b>% of Budget</b>
<b>5410.00 Contingencies</b>	-	2,500.00	(2,500.00)	0.00%
<b>5425.00 Officials' Bonds</b>	3,500.00	3,500.00	-	100.00%
<b>5440.00 Special Events &amp; Programs</b>	9,407.70	30,000.00	(20,592.30)	31.36%
<b>5440.02 Community Outreach</b>	-	5,000.00	(5,000.00)	0.00%
<b>5440.03 Dumpster Days</b>	12,754.75	8,500.00	4,254.75	150.06%
<b>5440.04 Senior Breakfast</b>	-	1,500.00	(1,500.00)	0.00%
<b>5440.05 Holiday Fund</b>	-	4,000.00	(4,000.00)	0.00%
<b>5440.06 Community Hero</b>	-	4,000.00	(4,000.00)	0.00%
<b>5440.07 Intergovernmental</b>	-	15,000.00	(15,000.00)	0.00%
<b>5440.08 New Programs and Initiatives</b>	-	600,000.00	(600,000.00)	0.00%
<b>5440.09 Emergency Preparedness Training</b>	-	1,500.00	(1,500.00)	0.00%
<b>5440.10 Senior Resource &amp; Dance</b>	-	3,000.00	(3,000.00)	0.00%
<b>5440.11 Mentorship program</b>	-	1,500.00	(1,500.00)	0.00%
<b>Total 5440.00 Special Events &amp; Programs</b>	<b>22,162.45</b>	<b>674,000.00</b>	<b>(651,837.55)</b>	<b>3.29%</b>
<b>5442.00 Participatory Budget</b>	-	12,000.00	(12,000.00)	0.00%
<b>5444.00 Emergency Preparedness</b>	-	5,000.00	(5,000.00)	0.00%
<b>5450.00 Decorating</b>	-	1,000.00	(1,000.00)	0.00%
<b>5470.00 Record Retention</b>	-	1,000.00	(1,000.00)	0.00%
<b>Total 5400.00 Other Expenditures</b>	<b>25,662.45</b>	<b>699,000.00</b>	<b>(673,337.55)</b>	<b>3.67%</b>
<b>5500.00 Repairs and Maintenance</b>			-	
<b>5520.00 Landscaping</b>	1,140.00	5,500.00	(4,360.00)	20.73%
<b>5530.00 Town Park - Maint &amp; Operations</b>	-	5,000.00	(5,000.00)	0.00%
<b>5540.00 Snow Removal</b>	695.00	3,000.00	(2,305.00)	23.17%
<b>Total 5500.00 Repairs and Maintenance</b>	<b>1,835.00</b>	<b>13,500.00</b>	<b>(11,665.00)</b>	<b>13.59%</b>
<b>5600.00 Commodities</b>			-	
<b>5615.00 Office Supplies and Expense</b>	6,028.76	5,000.00	1,028.76	120.58%
<b>5620.00 Postage</b>	-	2,000.00	(2,000.00)	0.00%
<b>5625.00 Printing and Publication</b>	1,233.75	2,000.00	(766.25)	61.69%
<b>5635.00 Clerk's Budget</b>	-	100.00	(100.00)	0.00%
<b>Total 5600.00 Commodities</b>	<b>7,262.51</b>	<b>9,100.00</b>	<b>(1,837.49)</b>	<b>79.81%</b>
<b>5800.00 Personnel Expenses</b>			-	
<b>5830.00 Taxes - Employer FICA</b>	12,355.50	21,824.48	(9,468.98)	56.61%
<b>5831.00 Taxes - Employer Medicare</b>	2,889.59	6,574.88	(3,685.29)	43.95%
<b>5832.00 Taxes - SUTA</b>	34.66	2,050.00	(2,015.34)	1.69%
<b>5835.00 Retirement Contribution</b>	39,214.98	56,000.00	(16,785.02)	70.03%
<b>5875.00 Township Assessor</b>	22,500.00	33,600.00	(11,100.00)	66.96%
<b>5877.00 Assessor's Office Staff</b>	74,467.28	104,992.00	(30,524.72)	70.93%

**Berwyn Township**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**

April - December 2024

	April - Dec 2024	Approved Budget	Remaining Budget	% of Budget
5880.00 Group Health Insurance	27,674.74	62,500.00	(34,825.26)	44.28%
5885.00 Board of Trustees	5,700.00	12,500.00	(6,800.00)	45.60%
5890.00 Township Clerk	11,250.00	17,850.00	(6,600.00)	63.03%
5895.00 Township Supervisor	33,750.00	49,350.00	(15,600.00)	68.39%
5898.00 Clerical	34,580.41	105,000.00	(70,419.59)	32.93%
5899.00 Clerk's Office Staff	-	2,000.00	(2,000.00)	0.00%
<b>Total 5800.00 Personnel Expenses</b>	<b>264,417.16</b>	<b>474,241.36</b>	<b>(209,824.20)</b>	<b>55.76%</b>
<b>Total Expenses</b>	<b>374,872.30</b>	<b>1,331,988.36</b>	<b>(957,116.06)</b>	<b>28.14%</b>
<b>Net Operating Income</b>	<b>(89,398.19)</b>	<b>(823,613.36)</b>	<b>734,215.17</b>	<b>10.85%</b>
<b>Net Income</b>	<b>(89,398.19) \$</b>	<b>(823,613.36) \$</b>	<b>734,215.17</b>	<b>10.85%</b>
<b>Beginning net assets</b>	<b>1,014,504.51</b>			
<b>Ending net assets</b>	<b>\$ 925,106.32</b>			

**Berwyn General Assistance Fund**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**

April - December 2024

	Apr - Dec 2024	Approved Budget	Remaining Budget	% of Budget
<b>Income</b>				
4100.00 Property Tax	\$ 205,623.37	\$ 425,000.00	\$ (219,376.63)	48.38%
4700.00 Investment Income	48,508.82	25,000.00	23,508.82	194.04%
4900.00 Interest Income	16,385.49	5,000.00	11,385.49	327.71%
<b>Total Income</b>	<b>270,517.68</b>	<b>455,000.00</b>	<b>(184,482.32)</b>	<b>59.45%</b>
<b>Gross Profit</b>	<b>270,517.68</b>	<b>455,000.00</b>	<b>(184,482.32)</b>	<b>59.45%</b>
<b>Expenses</b>				
5000.00 Capital Outlay	-	-	-	-
5015.00 Equipment	-	7,000.00	(7,000.00)	0.00%
5030.00 Computer/GA Tracking Program	1,800.00	4,000.00	(2,200.00)	45.00%
<b>Total 5000.00 Capital Outlay</b>	<b>1,800.00</b>	<b>11,000.00</b>	<b>(9,200.00)</b>	<b>16.36%</b>
5100.00 Contractual Services	-	-	-	-
5105.00 Accounting/Bookkeeping	8,250.03	11,000.00	(2,749.97)	75.00%
5115.00 Annual Audit	3,868.75	3,500.00	368.75	110.54%
5120.00 Association Dues	-	800.00	(800.00)	0.00%
5135.00 Gen. Liability Insurance	3,901.25	6,000.00	(2,098.75)	65.02%
5140.00 Legal Expense	675.00	3,000.00	(2,325.00)	22.50%
5143.00 Town Attorney	3,093.33	4,200.00	(1,106.67)	73.65%
5145.00 Newsletter/Website	843.75	7,000.00	(6,156.25)	12.05%
5155.00 GAEducation, Transport & Travel	-	2,000.00	(2,000.00)	0.00%
5165.00 Office Rent - Rent & Services	25,798.50	35,000.00	(9,201.50)	73.71%
5180.00 Insurance - Catastrophic	3,074.00	3,000.00	74.00	102.47%
<b>Total 5100.00 Contractual Services</b>	<b>49,504.61</b>	<b>75,500.00</b>	<b>(25,995.39)</b>	<b>65.57%</b>
5300.00 Assistance Programs	-	-	-	-
5340.00 Statutory Burial Expenses	-	20,000.00	(20,000.00)	0.00%
5350.00 Relief - Flat Grant	159,075.00	250,000.00	(90,925.00)	63.63%
5355.00 Hospitalization Exp / Inst Care	-	50,000.00	(50,000.00)	0.00%
5356.00 Medical Assistance	-	10,000.00	(10,000.00)	0.00%
<b>Total 5300.00 Assistance Programs</b>	<b>159,075.00</b>	<b>330,000.00</b>	<b>(170,925.00)</b>	<b>48.20%</b>
5400.00 Other Expenditures	-	-	-	-
5410.00 Contingencies	-	10,000.00	(10,000.00)	0.00%
5435.00 Access to Care	-	4,000.00	(4,000.00)	0.00%
5440.00 Special Events & Programs	10,102.10	50,000.00	(39,897.90)	20.20%
5442.00 Participatory Budget	-	7,450.00	(7,450.00)	0.00%
5444.00 Emergency Assistance Program	-	150,000.00	(150,000.00)	0.00%

**Berwyn General Assistance Fund**  
**Statement of Revenues, Expenditures, and**  
**Changes in Net Assets - Modified Cash Basis**

April - December 2024

	Apr - Dec 2024	Approved Budget	Remaining Budget	% of Budget
5460.00 Office Furnishings	-	4,000.00	(4,000.00)	0.00%
5470.00 Record Retention/Disposal	-	1,000.00	(1,000.00)	0.00%
<b>Total 5400.00 Other Expenditures</b>	<b>10,102.10</b>	<b>226,450.00</b>	<b>(216,347.90)</b>	<b>4.46%</b>
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	2,274.10		2,274.10	
5620.00 Postage	-	500.00	(500.00)	0.00%
5625.00 Printing and Publication	-	2,000.00	(2,000.00)	0.00%
<b>Total 5600.00 Commodities</b>	<b>2,274.10</b>	<b>2,500.00</b>	<b>(225.90)</b>	<b>90.96%</b>
5700.00 Utilities			-	
5715.00 Communications	-	1,000.00	(1,000.00)	0.00%
<b>Total 5700.00 Utilities</b>	<b>-</b>	<b>1,000.00</b>	<b>(1,000.00)</b>	<b>0.00%</b>
5800.00 Personnel Expenses			-	
5803.00 Intake Personnel	23,801.26	90,000.00	(66,198.74)	26.45%
5830.00 Taxes - Employer FICA	1,902.01	4,000.00	(2,097.99)	47.55%
5831.00 Taxes - Employer Medicare	444.80	1,000.00	(555.20)	44.48%
5832.00 Taxes - SUTA	13.87	400.00	(386.13)	3.47%
5835.00 Retirement Contribution	6,620.82	12,000.00	(5,379.18)	55.17%
5880.00 Group Health Insurance	6,940.26	25,000.00	(18,059.74)	27.76%
<b>Total 5800.00 Personnel Expenses</b>	<b>39,723.02</b>	<b>132,400.00</b>	<b>(92,676.98)</b>	<b>30.00%</b>
<b>Total Expenses</b>	<b>262,478.83</b>	<b>778,850.00</b>	<b>(516,371.17)</b>	<b>33.70%</b>
<b>Net Operating Income</b>	<b>8,038.85</b>	<b>(323,850.00)</b>	<b>331,888.85</b>	<b>-2.48%</b>
<b>Net Income</b>	<b>8,038.85</b>	<b>\$ (323,850.00)</b>	<b>\$ 331,888.85</b>	<b>-2.48%</b>
 <b>Beginning net assets</b>	 <b>2,745,049.30</b>			
 <b>Ending net assets</b>	 <b>\$ 2,753,088.15</b>			



## AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

<b>TITLE</b>	708 Community Mental Health Update
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Allen Doederlein, Executive Director

SUMMARY	
<ul style="list-style-type: none"><li>Board Member Appointment term to be filled: January 2025 – December 2027 (2 positions)</li></ul>	
ATTACHMENTS	
<ul style="list-style-type: none"><li>Resume for Sandra L. Diaz</li><li>Resume for Amber Kirchhoff</li></ul>	

ACTION PROPOSED			
<b>X</b>	<b>INFORMATION</b>		<b>DISCUSSION</b>
	<b>OTHER</b>		<b>REVIEW &amp; APPROVAL</b>

**Jessica Aquino-Rodriguez**

---

**From:** Sandra Diaz <sdiaz@remaxtlo.com>  
**Sent:** Thursday, January 09, 2025 11:58 AM  
**To:** Jessica Aquino-Rodriguez  
**Subject:** Sandra Resume  
**Attachments:** Sandra L Diaz Resume.pdf

Hi Jessica,

Please see the attached resume. It does not have my community service highlights but just in case please see below.

My experience includes serving as Chairlady for Break the Silence Foundation, a domestic violence advocacy group, and holding board positions with the Berwyn Development Corporation, Berwyn Historical Society, and Berwyn Eagles Arie 2125. Additionally, I have been involved in the Berwyn Public Arts Initiative and participated in the strategic planning retreat for the Berwyn Public Library, reflecting my dedication to enhancing local resources and programs.

In my role as Operations Manager at Re/Max Partners, I have organized numerous community-focused initiatives such as prom dress drives, coat drives, and toy drives, all aimed at supporting residents in need. Mental health education is a cause particularly close to my heart, and I am eager to contribute my experience and skills to the board's vital mission of promoting awareness and access to mental health resources in Berwyn.

Please do not hesitate to reach out if additional information is needed.

Thank you,

**Sandra L. Diaz**  
**Operations Manager, Broker**  
**Team Luis Ortiz**  
**Re/Max Partners**  
**6420 W Cermak Rd.**  
**Berwyn, IL 60402**  
**Office 708-484-2300**  
**Cell: 773-571-0411**





**Sandra L. Diaz**

**Operations Manager | Business Optimization | Community Outreach**

**sandydee119@gmail.com 224-322-1945**

### **Summary**

**Versatile Operations Manager with extensive experience in financial oversight, process improvement, and community engagement. Proven ability to drive business performance, mentor teams, and deliver tailored solutions to meet organizational goals. Expertise in project management, client relations, and strategic leadership.**

### **Experience**

#### **Remax Partners**

*Operations Manager*

*2015 – Present*

- Designed and implemented financial and operational policies, increasing client satisfaction and driving business growth.
- Developed and managed systems for lead generation, database management, and back-office support.
- Provided strategic leadership to a diverse team, fostering collaboration and achieving performance targets.
- Coordinated training programs to enhance staff development and operational efficiency.
- Spearheaded event planning, enhancing company visibility and community relationships.

#### **Sinai Community Institute W.I.C. Program**

*Outreach/Clerk*

*2009 – 2012*

- Led community engagement initiatives, increasing program reach through effective outreach strategies.
- Structured and launched new office locations, driving enrollment and service delivery improvements.
- Provided administrative support, ensuring accuracy and compliance with state guidelines.

#### **MAS Real Estate Inc.**

*Broker Owner*

*2006 – 2009*

- Managed residential and commercial transactions, providing market analysis and client education on tax assessments.
- Delivered tailored property solutions, exceeding client expectations and building long-term relationships.
- Oversaw multi-unit property management, demonstrating a strong understanding of financial and operational demands.

**Metropolitan Bank & Trust Co.**

*Administrative Assistant/Commercial Loan Processor*

*2000 – 2006*

- Coordinated financial reporting and processed loan packages, ensuring compliance with regulatory standards.
  - Improved treasury management processes, contributing to accurate cash flow projections.
  - Built client relationships through high-quality customer service, driving deposit growth and cross-selling initiatives.
  - Actively engaged in community events, generating goodwill and new business opportunities.
- 

**Education**

- **DeVry University:** Bachelor of Business Administration, Project Management (2013 – 2015)
  - **Benito Juarez High School:** High School Diploma (1996 – 2000)
- 

**Certifications**

- Real Estate Broker

**Skills**

- Operations Management | Financial Oversight | Process Improvement
  - Client Relations | Team Leadership | Strategic Planning
  - Fluent in Spanish
-



PUBLIC POLICY LEADER

# Amber Kirchhoff

## CONTACT

(219) 670-4806

[amber.kirchhoff@gmail.com](mailto:amber.kirchhoff@gmail.com)

<https://www.linkedin.com/in/amberkirchhoff/>

## EDUCATION

### **CERTIFICATE – LEADERSHIP DEVELOPMENT + LEADING TEAMS**

**University of Illinois – Urbana-Champaign**

### **MASTER OF ARTS – CIVIC LEADERSHIP**

**University of Illinois – Urbana-Champaign**

### **BACHELOR OF ARTS – POLITICAL SCIENCE + SOCIOLOGY**

**University of Illinois – Urbana-Champaign**

## SKILLS

Policy Development + Analysis

Expertise in Medicaid, Health Equity, Behavioral Health, Early Childhood

Legislative + Government Affairs

Stakeholder Engagement

External Relations

## EXPERIENCE

### **ASSOCIATE VICE PRESIDENT, PUBLIC POLICY + GOVERNMENT AFFAIRS | 2023 – PRESENT**

**DIRECTOR, PUBLIC POLICY + GOVERNMENT AFFAIRS | 2020 – 2023**

**Illinois Primary Health Care Association**

Lead policy and legislative development and analysis; build and maintain key relationships with stakeholders including elected officials and their staff; and direct advocacy for network of 54 community health centers across the state of Illinois.

### **PUBLIC POLICY MANAGER**

**Thresholds | 2017 – 2019**

Monitor state legislative and policy activities; serve as liaison to stakeholder advocacy groups; and manage advocacy communications for one of the state's largest and longest serving community mental health organizations.

### **PUBLIC POLICY + COMMUNICATIONS CONSULTANT**

**Independent Contractor | 2015 – 2017**

Assist partners in advancing priority projects through policy and communications capacity building, strategic advising, and subject matter expertise.

### **POLICY ANALYST, EARLY CHILDHOOD + EDUCATION | 2011 – 2014**

**DUNN FELLOW | 2010 – 2011**

**Office of the Illinois Governor**

Support senior staff in the implementation of Administration's policy priorities by coordinating statewide advisory bodies, developing policy briefs and talking points, and monitoring related research and issue reports.



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

<b>TITLE</b>	Audit Engagement Letter from Evans, Marshall & Pease PC
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	David J. Avila, Supervisor

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none"><li>Audit Engagement Letter from Evans, Marshall &amp; Pease PC</li></ul>	

ACTION PROPOSED					
	INFORMATION		DISCUSSION	X	REVIEW & APPROVAL
	OTHER				



## EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS  
AND CONSULTANTS

1875 Hicks Road  
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700

Facsimile (847) 221-5701

January 2, 2025

Township of Berwyn  
6600 W. 26<sup>th</sup> Street  
Berwyn, Illinois 60402

To the Board of Trustees and Management of the Township of Berwyn:

We are pleased to confirm our understanding of the services we are to provide the Township of Berwyn for the year ended March 31, 2025, 2026 and 2027.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Township of Berwyn as of and for the years ended March 31, 2025, 2026 and 2027. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Township of Berwyn's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Township of Berwyn's RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) IMRF supplementary pension information
- 3) Budgetary comparison schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

## **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Management override of controls.
- Lack of expertise necessary to prepare the financial statements.

As of this date, planning has not been concluded and modifications may be made to these risks.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Township of Berwyn's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## **Other Services**

We will also prepare the financial statements of the Township of Berwyn in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statement preparation services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

## **Engagement Administration, Fees, and Other**

The audit documentation for this engagement is the property of Evans, Marshall and Pease, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Evans, Marshall and Pease, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Regulators. The regulators may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Jeffery M. Rollefson, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$9,250, and \$9,750 and \$10,250 for the years ended above. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered upon completion and delivery of reports, however we reserve the right to invoice half of the total fees at the end of fieldwork should circumstances warrant. The above fee is based on

anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of the Township of Berwyn's financial statements. Our report will be addressed to the Board of Trustees of the Township of Berwyn. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Township of Berwyn and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign it and return it to us.

Very truly yours,

*Evans, Marshall and Pease, PC*

Evans, Marshall and Pease, PC  
Certified Public Accountants

### **RESPONSE:**

This letter correctly sets forth the understanding of the Township of Berwyn.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

<b>TITLE</b>	FY 2026 Budget Committee Meeting Dates
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Brian Eagan, CPA   Senior Vice President, Selden Fox, Ltd.

SUMMARY	
Discussion to schedule budget working sessions for February, March, and April for FY 2026 Budget.	
ATTACHMENTS	
<ul style="list-style-type: none"><li>None</li></ul>	

ACTION PROPOSED					
	INFORMATION	X	DISCUSSION		REVIEW & APPROVAL
	OTHER				



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-C**

<b>TITLE</b>	2025 Special Event Dates
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Jessica Aquino Rodriguez, Operations Manager

SUMMARY	
A preliminary schedule of events for 2025 is attached. Events listed as TBD dates are yet to be confirmed with partnering agencies.	
ATTACHMENTS	
<ul style="list-style-type: none"><li>2025 Schedule of Events</li></ul>	

ACTION PROPOSED			
<b>X</b>	INFORMATION		DISCUSSION
	OTHER		REVIEW & APPROVAL

2025

## Berwyn Township & Public Health District SCHEDULE OF EVENTS

2025

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January		
01/01/25 (Wed)	New Year's Day	Office Closed
01/20/25 (Mon)	Martin Luther King Jr. Day	Office Closed
01/13/25 (Mon)	Health & Township Board Meetings	Board Meeting
01/13/25 (Mon)	REC Senior Luncheon - info table	Outreach
01/15/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
01/22/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
01/28/25 (Tue)	Blood Drive	EVENT
01/29/25 (Wed)	REC Senior Luncheon - info table	Outreach
01/29/25 (Wed)	YMCA Senior Lunch Lectures	Outreach

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February		
02/17/25 (Mon)	President's Day	Office Closed
02/10/25 (Mon)	Health & Township Board Meetings	Board Meeting
02/12/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
02/13/25 (Thu)	REC Senior Luncheon - info table	Outreach
02/19/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
02/21/25 (Fri)	REC Senior Luncheon - info table	Outreach
02/26/25 (Wed)	YMCA Senior Lunch Lectures	Outreach

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March		
03/09/25 (Sun)	Daylight Saving (move clocks ahead 1 hour)	
03/10/25 (Mon)	Health & Township Board Meetings	Board Meeting
03/12/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
03/19/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
03/18/25 (Tue)	REC Senior Luncheon - info table	Outreach
03/26/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
03/24/25 (Mon)	REC Senior Luncheon - info table	Outreach

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April		
04/18/25 (Fri)	Good Friday	Office Closed
04/14/25 (Mon)	Health & Township Board Meetings	Board Meeting
04/09/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
04/16/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
04/23/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
04/27/25 (Sun)	DUMPSTER DAY	EVENT

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May		
05/26/25 (Mon)	Memorial Day	Office Closed
05/11/25 (Sun)	Mother's Day	Holiday
05/12/25 (Mon)	Health & Township Board Meetings	Board Meeting
05/07/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
05/14/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
05/18/25 (Sun)	DUMPSTER DAY	EVENT
05/21/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach

2025

## Berwyn Township & Public Health District SCHEDULE OF EVENTS

2025

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June		
06/19/25 (Thu)	<i>Juneteenth</i>	<i>Office Closed</i>
06/15/25 (Sun)	Father's Day	Holiday
06/09/25 (Mon)	Health & Township Board Meetings	Board Meeting
06/01/25 (Sun)	DUMPSTER DAY	EVENT
06/04/25 (Wed)	Wellness Wednesdays-Screenings	EVENT
06/11/25 (Wed)	Wellness Wednesdays-Consultations	EVENT
06/17/25 (Tue)	DMV Mobile Unit (Secretary of State)	EVENT
06/18/25 (Wed)	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Lunch Bus (Greater Food Depository)	EVENT
06/29/25 (Sun)	Berwyn Sunday Market	EVENT

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July		
07/04/25 (Fri)	<i>Independence day</i>	<i>Office Closed</i>
07/31/25 (Thu)	Health & Township Board Meetings	Board Meeting
07/14/25 (Mon)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/15/25 (Tue)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/16/25 (Wed)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/17/25 (Thu)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
07/18/25 (Fri)	NACCHO 2025 Conference (14-18) Anaheim, CA	Conference
TBD	School & Sports Physicals (Loyola Bus)	EVENT
TBD	Lunch Bus (Greater Food Depository)	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
07/27/25 (Sun)	Berwyn Sunday Market	EVENT

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August		
08/11/25 (Mon)	Health & Township Board Meetings	Board Meeting
TBD	School & Sports Physicals (Loyola Bus)	EVENT
TBD	Lunch Bus (Greater Food Depository)	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September		
09/01/25 (Mon)	<i>Labor Day</i>	<i>Office Closed</i>
09/08/25 (Mon)	Health & Township Board Meetings	Board Meeting
09/06/25 (Sat)	Community Health Resource & Fair	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT



2025

## Berwyn Township & Public Health District SCHEDULE OF EVENTS

2025

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October		
10/13/25 (Mon)	<i>Columbus Day</i>	<i>Office Closed</i>
10/16/25 (Thu)	Health & Township Board Meetings	Board Meeting
10/06/25 (Mon)	NALBOH 2025 Conference (6-8) Savannah, GA	Conference
10/07/25 (Tue)	NALBOH 2025 Conference (6-8) Savannah, GA	Conference
10/08/25 (Wed)	NALBOH 2025 Conference (6-8) Savannah, GA	Conference
10/19/25 (Sun)	Berwyn Sunday Market & Pet Parade	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November		
11/02/25 (Sun)	<i>Daylight Saving (move clocks back 1 hour)</i>	
11/11/25 (Tue)	<i>Veterans Day</i>	<i>Office Closed</i>
11/27/25 (Thu)	<i>Thanksgiving</i>	<i>Office Closed</i>
11/28/25 (Fri)	<i>Day after Thanksgiving</i>	<i>Office Closed</i>
11/13/25 (Thu)	Health & Township Board Meetings	Board Meeting
11/10/25 (Mon)	TOI 2025 Conference (10-12) Springfield, IL	Conference
11/11/25 (Tue)	TOI 2025 Conference (10-12) Springfield, IL	Conference
11/12/25 (Wed)	TOI 2025 Conference (10-12) Springfield, IL	Conference
11/18/25 (Tue)	DMV Mobile Unit (Secretary of State)	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December		
12/24/25 (Wed)	<i>Christmas Eve</i>	<i>Office Closed</i>
12/25/25 (Thu)	<i>Christmas Day</i>	<i>Office Closed</i>
12/31/25 (Wed)	<i>New Year's Eve</i>	<i>Office Closed</i>
12/08/25 (Mon)	Health & Township Board Meetings	Board Meeting
12/11/25 (Thu)	Community Hero Awards Dinner	EVENT
TBD	YMCA Senior Lunch Lectures	Outreach
TBD	REC Senior Luncheon - info table	Outreach
TBD	Wellness Wednesdays-Screenings	EVENT
TBD	Wellness Wednesdays-Consultations	EVENT



## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-D**

<b>TITLE</b>	Assessor's FY 2026 Tentative Budget
<b>MEETING DATE</b>	January 13, 2025
<b>SUBMITTED BY</b>	Jacqueline Pereda, Assessor

<b>SUMMARY</b>	
<b>ATTACHMENTS</b>	
<ul style="list-style-type: none"><li>Assessor's FY 2026 Tentative Budget</li></ul>	

<b>ACTION PROPOSED</b>			
<b>X</b>	INFORMATION		DISCUSSION
	OTHER		REVIEW & APPROVAL

**Jessica Aquino-Rodriguez**

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**From:** Jacqueline Pereda <jacquelinepereda@berwynassessor.org>  
**Sent:** Wednesday, January 08, 2025 4:19 PM  
**To:** manager; David Avila; Larry Zdarsky; Brian Eagan  
**Subject:** Tentative Assessor's Budget 2025-2026  
**Attachments:** TENTATIVE ASSESSOR BUDGET 2025.pdf

Dear David and Jessica,

Please see the attached Tentative Assessor's Budget for 2025-2026. I reserve the right to amend and/or supplement the attached budget.

Jessica, can you please put in the Agenda for the Township meeting.

Thank you,

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**Jacqueline Pereda**

Berwyn Township Assessor

Berwyn Township

6600 W 26th Street

Berwyn, IL 60402

Phone: (708)788-6600 Ext 111

Email: [jacquelinepereda@berwynassessor.org](mailto:jacquelinepereda@berwynassessor.org)

## **TENTATIVE ASSESSOR BUDGET 2025-2026**

5210 Assessor's Office Education, Trans. and Travel	3,000
5215 Assessor's Office Supplies	975
5220 Assessor's Office Equipment	3,250
5225 Assessor's Office Printing and Publication Dues	2,500
5230 Assessor's Office Web Hosting/IT	4,500
5240 Assessor's Office Contingency	3,000
5287 Assessor's Office Staff	92,000