



BERWYN TOWNSHIP TRUSTEES

February 10, 2025

- ☐ 5:30 PM: Budget Workshop
- ☐ 6:00 PM: Regular Meeting

NOTICE OF PUBLIC MEETING – PLEASE READ

The Berwyn Township Board will conduct meetings in person at 6600 W. 26th 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, or 708-749-6451. Please request that your comments become part of the Board Meeting Record.



TOWNSHIP OF BERWYN BOARD

REGULAR MEETING AGENDA

Monday, February 10, 2024 | 6:00 PM

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
 - A. Regular Meeting on January 13, 2024
5. APPROVAL OF TOWN & GA FUNDS PAYABLES & PAYROLL – January 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 Appointee: Sandra L. Diaz
8. CORRESPONDENCE
9. OLD BUSINESS
 - A. (Deferred 7/2024) Engage Realtor to Relocate Township Offices – Ambriz
 - B. (Deferred 12/2024) Program to Assist Residents Obtain Lost Proof of Identity – Ambriz
 - C. (Deferred 1/2025) 2025 Schedule of Events
10. NEW BUSINESS
 - A. Planning for April 8, 2025 Annual Town Meeting – Paul
 - B. Township Lobby Day April 29, 2025
11. ADJOURNMENT

TOWNSHIP OF BERWYN BOARD

Committee of the Whole Budget Workshop Agenda

Monday, February 10, 2024 | 5:30 PM

1. ROLL CALL
2. OPEN FORUM
3. REVIEW OF FY 24-25 BUDGET VS EXPENDITURES
4. DISCUSSION OF FY 25-26 ANTICIPATED INCREASES IN COST FOR ROUTINE LINE ITEMS
5. ADJOURNMENT



AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

TITLE	Approval of Minutes
MEETING DATE	February 10, 2025
SUBMITTED BY	Margaret Paul, Clerk

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Regular Meeting on January 13, 2025	

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 – January 13, 2025

- 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. 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.
- 4. Approval of Minutes:** Avila made the motion, seconded by Ambriz, to approve the Regular Meeting Minutes of December 9, 2024 as submitted. The motion passed by a unanimous voice vote.
- 5. Bills Payable and Payrolls:** Clerk's Note: Mr. Egan distributed copies of the Payroll and Payables for the month marked germane to agenda items 5A, 5B, and 5C. He explained that the delay in providing the documents occurred due to the transfer of accounts to the new bank.
 - 5A: Assessor's Office Bills Payable and Payroll:** Avila made the motion, seconded by Miranda, to approve the disbursements from Assessor's payroll and payables for \$1,102.53 through January 13, 2025. The motion passed by a unanimous roll call vote.
 - 5B: General Town Fund Bills Payable and Payroll:** Avila made the motion, seconded by Ambriz, to approve the General Town Fund bills payable and payroll as submitted for payment through January 13, 2025 for \$43,521.80. The motion passed with Avila, Ambriz, and Miranda voting AYE. Espinoza voted NAY.
 - 5C: GA Fund Bills Payable and Payroll:** Avila made the motion, seconded by Miranda, to approve the GA Payroll and payables through January 13, 2025 for \$40,779.06 as submitted. The motion passed with Avila, Ambriz, and Miranda voting AYE. Espinoza voted NAY.
- 6. Statement of Receipts and Disbursements:** Mr. Egan was recognized and commented on his monthly report. Avila made the motion, seconded by Ambriz, to accept the report as submitted. The motion passed by a unanimous voice vote.
- 7. 708 Board Report / Update:**

Avila read an email from 708 Board Executive Director Allen Doederlein (dated 1/10/2025). The email explained that the Board is translating their website into Spanish. Proposals for the 2025-2026 Program Year are due by 1/17/2025. Mr. Doederlein stated he looks forward to working with the new board members selected by Town Supervisor Avila.

7A: Confirmation of New 708 Board Members: Avila withdrew the item from the agenda citing the need to determine whether other board members would be resigning.

8. Correspondence: Nothing submitted for the agenda.

9. Old Business: Nothing submitted for the agenda. *Clerk's Note: Trustee Ambriz asked about her previously submitted item regarding the search for Township office space. She questioned why this was not included as Old Business. Discussion ensued.*

10. New Business:

10 A: Three-year Audit Engagement Letter: Avila made the motion, seconded by Miranda, to refer this item to Mr. Egan for price clarification and defer action to the February meeting. The motion passed by a unanimous voice vote.

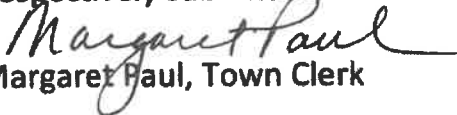
10 B: Budget Workshop Schedule: Avila made the motion, seconded by Miranda, to call the Committee of the Whole to meet and conduct budget workshops February 10th, March 10th, and April 14, 2025 at 5:30 p.m. to work on Fiscal Year 2025-2026 Budget matters. The motion passed by a unanimous voice vote.

10 C: 2025 Schedule of Events: Avila made the motion, seconded by Ambriz, to defer this matter to the February meeting. The motion passed by a unanimous voice vote.

10 D: Assessor's FY 2026 Tentative Budget: Avila made the motion, seconded by Ambriz, to accept the Assessor's submitted Tentative Budget and refer it to the Committee of the Whole Budget Workshop for consideration. 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 6:15 p.m.

Respectively submitted,


Margaret Paul, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM: **5**

TITLE	Bills Payable and Payroll
MEETING DATE	February 10, 2025
SUBMITTED BY	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				

5-A

Berwyn Township - General Town Fund (Assessor)
 Disbursements for Approval
 February 10, 2025

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS						
			NONE			
				Total Interim Disbursements		
						<u>\$ -</u>
DISBURSEMENTS TO VENDORS						
1	40011	02/10/25	Amazon	Assessor's Office Supplies	5615.00	\$ 218.98
2a	40014	02/10/25	Jacqueline Pereda	2025-01 Microsoft online services 12/2-1/1/25	5240.00	9.13
2b				2025-01 Nationbuilder; billing period 1/7-2/6/25	5230.00	104.00
2c				2025-01 Google; 1/1/25-1/31/25	5220.00	14.40
2d				Reimbursement for IAPS Conference hotel	5210.00	<u>320.32</u>
				Total Disbursements to Vendors		<u>\$ 666.83</u>

5-B

Berwyn Township - General Town Fund
Disbursements for Approval
February 10, 2025

Item	Ref #	Date	Payee	Description	Account	Amount
INTERIM DISBURSEMENTS			NONE			
				Total Interim Disbursements		<u>\$ -</u>
DISBURSEMENTS TO VENDORS						
1	40011	02/10/25	Amazon	Office Supplies	5615.00	\$ 372.35
2a	40013	02/10/25	Berwyn Public Health	2025-02 Rent	5165.00	3,503.50
2b				promotional items-split between H&T	5440.00	327.49
3	40012	02/10/25	BCBS - Profile 43806	2025-02 insurance premiums	5880.00	3,289.03
4	40015	02/10/25	Jessica Rodriguez	Reimbursement-Michael's	5215.00	13.07
5	40016	02/10/25	Lawrence Zdarsky	2025-02 Legal Services	5143.00	865.00
6	40017	02/10/25	PAY YMCA	Room rental for annual meeting: Apr. 8th	5615.00	100.00
7	40018	02/10/25	SBC Waste Solutions	waste services - dumpster days	5440.03	500.00
8a	40019	02/10/25	Selden Fox, Ltd.	2025-02 Accounting Services	5105.00	940.00
8b				2025-02 software subscription	5615.00	100.00
9	40020	02/10/25	Vision Service Plan	2025-02 insurance premiums	5880.00	173.01
				Total Disbursements to Vendors		<u>\$ 10,183.45</u>
PAYROLL CHECKS & WITHHOLDINGS SUMMARY						
1	Board checks	01/13/25	Board checks	Gross Board payroll - January	various	\$ 7,950.00
2	EFT	01/15/25	Gross Payroll	Gross payroll - 1/1/25 - 1/15/25	various	6,492.30
3	EFT	01/15/25	Payroll withholdings	Payroll taxes - 1/1/25 - 1/15/25	various	1,149.10
4	EFT	01/15/25	Employer IMRF Obligation	IMRF match - 1/1/25 - 1/15/25	5835.00	2,807.15
5	EFT	01/31/25	Gross Payroll	Gross payroll - 1/16/25 - 1/31/25	various	6,492.30
6	EFT	01/31/25	Payroll withholdings	Payroll taxes - 1/16/25 - 1/31/25	various	540.89
7	EFT	01/31/25	Employer IMRF Obligation	IMRF match - 1/16/25 - 1/31/25.	5835.00	1,460.62
				Total Payroll & Withholding Disbursements		<u>\$ 26,892.36</u>
				Total Disbursements for Approval		<u>\$ 37,075.81</u>
				Reconciled Cash Balance at 1/31/25-Byline Bank checking	\$	88,757.41
				Reconciled Cash Balance at 1/31/25-Republic Bank checking		249,575.00
				Reconciled Cash Balance at 1/31/25-Republic Bank sweep		566,438.56
				Total	<u>\$</u>	<u>904,770.97</u>

Berwyn Township - General Assistance Fund
 Disbursements for Approval
 February 10, 2025

5-C

Item	Ref #	Date	Payee	Description	Account	Amount
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INTERIM DISBURSEMENTS

NONE

Total Interim Disbursements

\$ -

DISBURSEMENTS TO FLAT GRANT RECIPIENTS

1	40061	02/10/25		2025-01 Flat grant	5350.00	\$ 439.00
2	40063	02/10/25		2025-01 Flat grant	5350.00	439.00
3	40064	02/10/25		2025-01 Flat grant	5350.00	439.00
4	40065	02/10/25		2025-01 Flat grant	5350.00	439.00
5	40066	02/10/25		2025-01 Flat grant	5350.00	439.00
6	40067	02/10/25		2025-01 Flat grant	5350.00	439.00
7	40069	02/10/25		2025-01 Flat grant	5350.00	439.00
8	40072	02/10/25		2025-01 Flat grant	5350.00	439.00
9	40073	02/10/25		2025-01 Flat grant	5350.00	439.00
10	40074	02/10/25		2025-01 Flat grant	5350.00	439.00
11	40075	02/10/25		2025-01 Flat grant	5350.00	439.00
12	40076	02/10/25		2025-01 Flat grant	5350.00	439.00
13	40078	02/10/25		2025-01 Flat grant	5350.00	439.00
14	40079	02/10/25		2025-01 Flat grant	5350.00	439.00
15	40080	02/10/25		2025-01 Flat grant	5350.00	439.00
16	40081	02/10/25		2025-01 Flat grant	5350.00	439.00
17	40082	02/10/25		2025-01 Flat grant	5350.00	439.00
18	40083	02/10/25		2025-01 Flat grant	5350.00	439.00
19	40084	02/10/25		2025-01 Flat grant	5350.00	439.00
20	40085	02/10/25		2025-01 Flat grant	5350.00	439.00
21	40086	02/10/25		2025-01 Flat grant	5350.00	439.00
22	40087	02/10/25		2025-01 Flat grant	5350.00	439.00
23	40088	02/10/25		2025-01 Flat grant	5350.00	439.00
24	40089	02/10/25		2025-01 Flat grant	5350.00	439.00
25	40090	02/10/25		2025-01 Flat grant	5350.00	439.00
26	40091	02/10/25		2025-01 Flat grant	5350.00	439.00
27	40092	02/10/25		2025-01 Flat grant	5350.00	439.00
28	40093	02/10/25		2025-01 Flat grant	5350.00	439.00
29	40094	02/10/25		2025-01 Flat grant	5350.00	439.00
30	40095	02/10/25		2025-01 Flat grant	5350.00	439.00
31	40096	02/10/25		2025-01 Flat grant	5350.00	439.00
32	40097	02/10/25		2025-01 Flat grant	5350.00	439.00
33	40099	02/10/25		2025-01 Flat grant	5350.00	439.00
34	40100	02/10/25		2025-01 Flat grant	5350.00	439.00
35	40101	02/10/25		2025-01 Flat grant	5350.00	439.00
36	40102	02/10/25		2025-01 Flat grant	5350.00	439.00
37	40103	02/10/25		2025-01 Flat grant	5350.00	439.00
38	40104	02/10/25		2025-01 Flat grant	5350.00	439.00
39	40105	02/10/25		2025-01 Flat grant	5350.00	439.00
40	40106	02/10/25		2025-01 Flat grant	5350.00	439.00
41	40107	02/10/25		2025-01 Flat grant	5350.00	439.00
42	40108	02/10/25		2025-01 Flat grant	5350.00	439.00
43	40109	02/10/25		2025-01 Flat grant	5350.00	439.00
44	40110	02/10/25		2025-01 Flat grant	5350.00	439.00
45	40111	02/10/25		2025-01 Flat grant	5350.00	439.00
46	40112	02/10/25		2025-01 Flat grant	5350.00	439.00
47	40113	02/10/25		2025-01 Flat grant	5350.00	439.00
48	40114	02/10/25		2025-01 Flat grant	5350.00	439.00
49	40116	02/10/25		2025-01 Flat grant	5350.00	439.00
50	40117	02/10/25		2025-01 Flat grant	5350.00	439.00
51	40119	02/10/25		2025-01 Flat grant	5350.00	439.00
52	40120	02/10/25		2025-01 Flat grant	5350.00	439.00
53	40122	02/10/25		2025-01 Flat grant	5350.00	439.00
54	40123	02/10/25		2025-01 Flat grant	5350.00	439.00

Total Disbursements to Flat Grant Recipients

\$ 23,706.00

DISBURSEMENTS TO VENDORS

1	40062	02/10/25	Amazon	Medical ID Bracelet Program	5440.00	\$ 159.60
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**Berwyn Township - General Assistance Fund
Disbursements for Approval
February 10, 2025**

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**BERWYN TOWNSHIP
GENERAL ASSISTANCE PROGRAM**

Activity Report for Month of: January 2025

CASELOAD	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Clients from Previous Month	52	0
(+) New Cases/Reinstated	4	0
(-) Terminated Cases	3	0
Clients End-of-Month Total	53	0

Client Eligibility Status	# of Clients
EXEMPT (SSI/SSDI case pending)	15
RESTRICTED (Temporarily disabled)	18
ABLE (Unemployed and seeking work)	20

In-person residence checks were last completed in January 2025.

INQUIRIES	GENERAL ASSISTANCE	EMERGENCY ASSISTANCE
Total Assistance Application Requests	4	4
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
Total Applicants Referred Other Agency	0	4

OTHER APPLICATION ASSISTANCE	January	TOTAL 2025 YTD
Access To Care	0	0
Benefit Access Program	1	1
Emergency ID Bracelet	16	16
Medicaid/Medicare	1	1

Respectfully,
Cynthia Arreola, GA Coordinator

CERTIFICATE

TOWN CLERK OF BERWYN TOWNSHIP
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Township Trustees of Berwyn Township,
Cook County, Illinois, certify and state as follows:

that we have this 10th day of February 2025 examined and approved the foregoing claims or
charges against Berwyn Township Town Fund and that we hereby approve said claims or
charges and direct the Supervisor to pay the same aforesaid vouchers and payroll consisting
of 2 pages.

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Supervisor

CERTIFICATE

I, the undersigned, Town Clerk of Berwyn Township, Cook County, Illinois, certify and state
as follows:

that the Board of Township Trustees of said Township examined, reviewed, approved and
directed the payment of the foregoing accounts on this 10th day of February 2025 and that
the foregoing amounts are due to the organizations or persons stated above.

_____ Town Clerk

Countersigned

_____ Supervisor

CERTIFICATE

TOWN CLERK OF BERWYN TOWNSHIP GENERAL ASSISTANCE
COOK COUNTY, ILLINOIS

We, the undersigned, members of the Board of the Township Trustees of Berwyn Township,
Cook County, Illinois, certify and state as follows:

that we have this 10th day of February 2025 examined and approved the foregoing claims or
charges against Berwyn Township General Assistance Fund and that we hereby approve said
claims or charges and direct the Supervisor to pay the same aforesaid vouchers and payroll
consisting of 1 page.

_____ Trustee

_____ Trustee

_____ Trustee

_____ Trustee

_____ Supervisor

CERTIFICATE

I, the undersigned, Town Clerk of Berwyn Township, Cook County, Illinois, certify and state
as follows:

that the Board of Township Trustees of said Township examined, reviewed, approved and
directed the payment of the foregoing accounts on this 10th day of February 2025 and that
the foregoing amounts are due to the organizations or persons stated above.

_____ Town Clerk

Countersigned

_____ Supervisor



AGENDA ITEM SUMMARY

AGENDA ITEM: **6**

TITLE	Statement of Receipts & Disbursements
MEETING DATE	February 10, 2025
SUBMITTED BY	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	
<ul style="list-style-type: none">Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period April 1, 2024 through January 31, 2025.	

ACTION PROPOSED				
X	INFORMATION		DISCUSSION	REVIEW & APPROVAL
	OTHER			

Selden Fox

Accounting for your future

One Parkview Plaza, Suite 710 | Oakbrook Terrace, IL 60181 | www.seldenfox.com
p 630.954.1400 | f 630.954.1327 | email@seldenfox.com

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 January 31, 2025 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.

February 5, 2025

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April 2024- January 2025

	April 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
Income				
4100.00 Property Tax	\$ 236,748.15	\$ 438,375.00	\$ (201,626.85)	54.01%
4200.00 Replacement Tax	41,761.90	65,000.00	(23,238.10)	64.25%
4330.00 Miscellaneous Income	3.00	2,500.00	(2,497.00)	0.12%
4400.00 Interest Income	13,058.46	2,500.00	10,558.46	522.34%
Total Income	291,571.51	508,375.00	(216,803.49)	57.35%
Gross Profit	291,571.51	508,375.00	(216,803.49)	57.35%
Expenses				
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%
Total 5000.00 Capital Outlay	-	16,500.00	(16,500.00)	0.00%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	9,400.00	11,280.00	(1,880.00)	83.33%
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	7,943.33	10,000.00	(2,056.67)	79.43%
5144.00 Website Costs	-	1,500.00	(1,500.00)	0.00%
5145.00 Newsletter/Website	-	5,000.00	(5,000.00)	0.00%
5155.00 Town Board Educ, Trans, Travel	1,908.44	6,000.00	(4,091.56)	31.81%
5165.00 Office Rent - Rent & Services	35,035.00	42,042.00	(7,007.00)	83.33%
Total 5100.00 Contractual Services	67,716.22	104,497.00	(36,780.78)	64.80%
5200 Assessor's Office			-	
5210.00 Assessor Educ, Trans, Travel	860.75	2,250.00	(1,389.25)	38.26%
5215.00 Assessor's Office Supplies	1,498.94	250.00	1,248.94	599.58%
5220.00 Assessor's Office Equipment	2,335.55	3,650.00	(1,314.45)	63.99%
5225.00 Assessor's Printing and Publica	-	1,500.00	(1,500.00)	0.00%
5230.00 Assessor's Web Hosting/ IT	3,955.00	4,000.00	(45.00)	98.88%
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%
Total 5200 Assessor's Office	9,965.99	15,150.00	(5,184.01)	65.78%
5400.00 Other Expenditures			-	

Berwyn Township
Statement of Revenues, Expenditures, and
Changes in Net Assets - Modified Cash Basis
April 2024- January 2025

	April 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
5410.00 Contingencies	-	2,500.00	(2,500.00)	0.00%
5425.00 Officials' Bonds	3,500.00	3,500.00	-	100.00%
5440.00 Special Events & Programs	1,902.79	30,000.00	(28,097.21)	6.34%
5440.02 Community Outreach	-	5,000.00	(5,000.00)	0.00%
5440.03 Dumpster Days	12,754.75	8,500.00	4,254.75	150.06%
5440.04 Senior Breakfast	1,500.00	1,500.00	-	100.00%
5440.05 Holiday Fund	4,000.00	4,000.00	-	100.00%
5440.06 Community Hero	2,345.00	4,000.00	(1,655.00)	58.63%
5440.07 Intergovernmental	-	15,000.00	(15,000.00)	0.00%
5440.08 New Programs and Initiatives	-	600,000.00	(600,000.00)	0.00%
5440.09 Emergency Preparedness Training	-	1,500.00	(1,500.00)	0.00%
5440.10 Senior Resource & Dance	-	3,000.00	(3,000.00)	0.00%
5440.11 Mentorship program	-	1,500.00	(1,500.00)	0.00%
Total 5440.00 Special Events & Programs	22,502.54	674,000.00	(651,497.46)	3.34%
5442.00 Participatory Budget	-	12,000.00	(12,000.00)	0.00%
5444.00 Emergency Preparedness	-	5,000.00	(5,000.00)	0.00%
5450.00 Decorating	-	1,000.00	(1,000.00)	0.00%
5470.00 Record Retention	-	1,000.00	(1,000.00)	0.00%
Total 5400.00 Other Expenditures	26,002.54	699,000.00	(672,997.46)	3.72%
5500.00 Repairs and Maintenance			-	
5520.00 Landscaping	1,300.00	5,500.00	(4,200.00)	23.64%
5530.00 Town Park - Maint & Operations	-	5,000.00	(5,000.00)	0.00%
5540.00 Snow Removal	695.00	3,000.00	(2,305.00)	23.17%
Total 5500.00 Repairs and Maintenance	1,995.00	13,500.00	(11,505.00)	14.78%
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	6,356.51	5,000.00	1,356.51	127.13%
5620.00 Postage	-	2,000.00	(2,000.00)	0.00%
5625.00 Printing and Publication	1,233.75	2,000.00	(766.25)	61.69%
5635.00 Clerk's Budget	-	100.00	(100.00)	0.00%
Total 5600.00 Commodities	7,590.26	9,100.00	(1,509.74)	83.41%
5800.00 Personnel Expenses			-	
5830.00 Taxes - Employer FICA	13,676.80	21,824.48	(8,147.68)	62.67%
5831.00 Taxes - Employer Medicare	3,193.16	6,574.88	(3,381.72)	48.57%
5832.00 Taxes - SUTA	123.14	2,050.00	(1,926.86)	6.01%
5835.00 Retirement Contribution	43,489.12	56,000.00	(12,510.88)	77.66%
5875.00 Township Assessor	25,000.00	33,600.00	(8,600.00)	74.40%
5877.00 Assessor's Office Staff	81,328.12	104,992.00	(23,663.88)	77.46%

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

April 2024- January 2025

	April 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
5880.00 Group Health Insurance	31,180.61	62,500.00	(31,319.39)	49.89%
5885.00 Board of Trustees	6,150.00	12,500.00	(6,350.00)	49.20%
5890.00 Township Clerk	12,500.00	17,850.00	(5,350.00)	70.03%
5895.00 Township Supervisor	37,500.00	49,350.00	(11,850.00)	75.99%
5898.00 Clerical	38,254.66	105,000.00	(66,745.34)	36.43%
5899.00 Clerk's Office Staff	-	2,000.00	(2,000.00)	0.00%
Total 5800.00 Personnel Expenses	292,395.61	474,241.36	(181,845.75)	61.66%
Total Expenses	405,665.62	1,331,988.36	(926,322.74)	30.46%
Net Operating Income	(114,094.11)	(823,613.36)	709,519.25	13.85%
Net Income	(114,094.11) \$	(823,613.36) \$	709,519.25	13.85%
 Beginning net assets	 1,014,504.51			
 Ending net assets	 \$ 900,410.40			

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

April 2024- January 2025

	Apr 2024 - Jan 2025	Approved Budget	Remaining Budget	% of Budget
Income				
4100.00 Property Tax	\$ 206,645.27	\$ 425,000.00	\$ (218,354.73)	48.62%
4700.00 Investment Income	49,056.20	25,000.00	24,056.20	196.22%
4900.00 Interest Income	16,505.22	5,000.00	11,505.22	330.10%
Total Income	272,206.69	455,000.00	(182,793.31)	59.83%
Gross Profit	272,206.69	455,000.00	(182,793.31)	59.83%
Expenses				
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%
Total 5000.00 Capital Outlay	1,800.00	11,000.00	(9,200.00)	16.36%
5100.00 Contractual Services			-	
5105.00 Accounting/Bookkeeping	9,166.70	11,000.00	(1,833.30)	83.33%
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	3,438.33	4,200.00	(761.67)	81.87%
5145.00 Newsletter/Website	843.75	7,000.00	(6,156.25)	12.05%
5155.00 GAEducation, Transport & Travel	50.00	2,000.00	(1,950.00)	2.50%
5165.00 Office Rent - Rent & Services	28,665.00	35,000.00	(6,335.00)	81.90%
5180.00 Insurance - Catastrophic	3,074.00	3,000.00	74.00	102.47%
Total 5100.00 Contractual Services	53,682.78	75,500.00	(21,817.22)	71.10%
5300.00 Assistance Programs			-	
5340.00 Statutory Burial Expenses	-	20,000.00	(20,000.00)	0.00%
5350.00 Relief - Flat Grant	181,464.00	250,000.00	(68,536.00)	72.59%
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%
Total 5300.00 Assistance Programs	181,464.00	330,000.00	(148,536.00)	54.99%
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	10,714.48	50,000.00	(39,285.52)	21.43%
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 2024- January 2025

	Apr 2024 - Jan 2025	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%
Total 5400.00 Other Expenditures	10,714.48	226,450.00	(215,735.52)	4.73%
5600.00 Commodities			-	
5615.00 Office Supplies and Expense	2,967.97	1,000.00	1,967.97	296.80%
5620.00 Postage	-	500.00	(500.00)	0.00%
5625.00 Printing and Publication	-	2,000.00	(2,000.00)	0.00%
Total 5600.00 Commodities	2,967.97	3,500.00	(532.03)	84.80%
5800.00 Personnel Expenses			-	
5803.00 Intake Personnel	26,255.45	90,000.00	(63,744.55)	29.17%
5830.00 Taxes - Employer FICA	2,113.34	4,000.00	(1,886.66)	52.83%
5831.00 Taxes - Employer Medicare	494.22	1,000.00	(505.78)	49.42%
5832.00 Taxes - SUTA	44.81	400.00	(355.19)	11.20%
5835.00 Retirement Contribution	7,337.98	12,000.00	(4,662.02)	61.15%
5880.00 Group Health Insurance	7,769.20	25,000.00	(17,230.80)	31.08%
Total 5800.00 Personnel Expenses	44,015.00	132,400.00	(88,385.00)	33.24%
Total Expenses	294,644.23	778,850.00	(484,205.77)	37.83%
Net Operating Income	(22,437.54)	(323,850.00)	301,412.46	6.93%
Net Income	(22,437.54) \$	(323,850.00) \$	301,412.46	6.93%
 Beginning net assets	 2,745,149.30			
 Ending net assets	 \$ 2,722,711.76			



AGENDA ITEM SUMMARY

AGENDA ITEM: **7**

TITLE	708 Community Mental Health Update
MEETING DATE	February 10, 2025
SUBMITTED BY	Allen Doederlein, Executive Director

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

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

From: Berwyn 708 CMHB <b708cmhb@yahoo.com>
Sent: Thursday, February 06, 2025 10:13 PM
To: David J. Avila; Jessica Aquino-Rodriguez; Tomasa Ambriz; Barbara Bossany
Subject: Update from the Berwyn 708 bd

Hi there,

Wanted to share an update on the Berwyn Township 708 Community Mental Health Board.

1. We received 2025-2026 grant proposals from 19 agencies, including the public health district, and will be reviewing them over the coming weeks, targeting our budget allocation meeting for late April/early May 2025.
2. We have two open positions on the Board and are eager for them to be filled in time for the new Board members to participate in the 2025-2026 grant review.
3. We don't have a February meeting and our next meeting will take place March 17, 2025.

Thanks,
Allen

Allen Doederlein
Executive Director
Berwyn Township
708 Community Mental Health Board
www.berwyn-mental-health-board.com
Office: 312-731-5912

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
-



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-A**

TITLE	Engage Realtor to Relocate Township Offices
MEETING DATE	February 10, 2025
SUBMITTED BY	Tomas Ambriz

SUMMARY	
ATTACHMENTS	
None submitted	

ACTION PROPOSED				
	INFORMATION	x	DISCUSSION	REVIEW & APPROVAL
	OTHER			



AGENDA ITEM SUMMARY

AGENDA ITEM: **9-C**

TITLE	2025 Special Event Dates
MEETING DATE	February 10, 2025
SUBMITTED BY	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">2025 Schedule of Events	

ACTION PROPOSED				
X	INFORMATION		DISCUSSION	REVIEW & APPROVAL
	OTHER			

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)	<i>New Year's Day</i>	<i>Office Closed</i>
01/20/25 (Mon)	<i>Martin Luther King Jr. Day</i>	<i>Office Closed</i>
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)	<i>President's Day</i>	<i>Office Closed</i>
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)	<i>Daylight Saving (move clocks ahead 1 hour)</i>	
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)	<i>Good Friday</i>	<i>Office Closed</i>
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)	<i>Memorial Day</i>	<i>Office Closed</i>
05/11/25 (Sun)	<i>Mother's Day</i>	<i>Holiday</i>
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>	Office Closed
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>	Office Closed
11/27/25 (Thu)	<i>Thanksgiving</i>	Office Closed
11/28/25 (Fri)	<i>Day after Thanksgiving</i>	Office Closed
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>	Office Closed
12/25/25 (Thu)	<i>Christmas Day</i>	Office Closed
12/31/25 (Wed)	<i>New Year's Eve</i>	Office Closed
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: **9-B**

TITLE	Program to Assist Residents Obtain Lost Proof of Identity
MEETING DATE	February 10, 2025
SUBMITTED BY	Tomasa Ambriz

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Report from Cynthia Arreola, GA Coordinator	

ACTION PROPOSED					
X	INFORMATION	X	DISCUSSION		REVIEW & APPROVAL
	OTHER				

Program to Assist Residents Regain Lost Proof of Identity

Dear Board of Trustees,

The answer to the Program to Assist Residents Regain Lost Proof of Identity is this type of program currently exists in established organizations that function within different communities, including Berwyn. The organizations are Housing Forward and Bed's Plus. These organizations work with the target population this type of program benefits that includes: people who are homeless, formerly incarcerated, will be formerly incarcerated in the near future, and residents in shelters for domestic abuse/violence victims.

Currently, as the first step to regain any proof of identity is obtaining a birth certificate, the Berwyn Vitals Department has the required form that must be completed to obtain a free birth certificate. This request has to be certified by a verifying agent, who would be a person belonging to an agency that works directly with the population previously mentioned. According to the Vitals Department, this request is not given often but if given, Housing Forward has been the main organization who has sought assistance.

Additionally, Berwyn Township currently has a guide produced by the Law Project of the Chicago Coalition for the Homeless describing how to obtain an Illinois ID as well as other forms of identification. This guide is included amongst other resources available around the Berwyn area in the lobby area of Berwyn Township.

For the board to review, the brochure "Getting an Illinois ID and Other Identification Documents: A Guide for People Experiencing Homelessness" and the Birth Record Request Form-Form A3 is included.

Respectfully submitted by,

Cynthia Arreola, GA Coordinator



VITAL RECORDS

OFFICE OF COOK COUNTY CLERK MONICA GORDON

P.O. Box A3390, Chicago, Illinois 60690

TEL 312.603.7788 FAX 312.603.4899 WEB cookcountyclerk.com

BIRTH RECORD REQUEST FORM - FORM A3

A certified copy of a birth record is available at no cost to persons born in Cook County who are verified as either: 1) homeless; 2) residents of shelters for victims of domestic abuse/violence; 3) a person who has been released within the last 90 days from IDOC or CCDOC custody 4) current inmates or detainees who will be released within the next 90 days by IDOC or CCDOC. A status certification must be completed by an agent or agency to confirm that the requestor is eligible for a free birth certificate and must be submitted with the request.

Please select one of the following:

☐ Homeless ☐ Survivor of Domestic Abuse ☐ Ex-offender ☐ Current detainee/inmate

BIRTH RECORD INFORMATION

Name at birth

First Name

Middle Name

Last Name

Date of birth

Month/Day/Year

Place of birth

City or Village (in Cook County)

Name of Parent 1

(if adopted, mother's name at time of adoption)

First Name

Last Name (maiden name)

Name of Parent 2

(optional)

First Name

Last Name

Under Illinois law [410 ILCS 535/25 (4) (b)] a certified copy of a birth record is only available to persons with a "direct and tangible interest" in the record, such as one's self, parent, guardian or legal representative. Anyone who willfully and knowingly uses or attempts to use any certificate and/or certification for the purposes of deception is guilty of a Class 4 felony [410 ILCS 535/27 (c), (f)] punishable up to three years in prison.

REQUESTORS INFORMATION

Your name (print)

First Name

Last Name

Signature

Telephone Number

Mailing address

Street Address

City, State, Zip

Relationship to child *(if applicable)*

Two ways to obtain a birth record:

By Mail: Fill out this form and mail your request to: Bureau of Vital Records P.O. Box A3390 Chicago, IL 60690. In addition to the form also include:

- A photocopy of your photo identification (e.g. driver's license, or state issued identification, etc.)
- A self-addressed stamped envelope

In-person: Visit the Cook County Clerk's Office: 118 N. Clark St., Room 120, Chicago or visit one of our three suburban offices. Call (312) 603-7790 or go to cookcountyclerk.com/vitals for locations and hours.



VITAL RECORDS

OFFICE OF COOK COUNTY CLERK MONICA GORDON

P.O. Box A3390, Chicago, Illinois 60690

TEL 312.603.7788 FAX 312.603.4899 WEB cookcountyclerk.com

STATUS CERTIFICATION - TO BE COMPLETED BY VERIFYING AGENT

The Status Certification is provided for the listed agent or agency to affirm to the named individual's status at the time this certification is completed. It must be received by the Cook County Clerk's office at the time of application. This certification entitles the individual to a free birth certificate.

Date

Month/Day/Year

I am writing to verify that _____ is eligible to receive a free birth certificate because they or their children are currently (*select one*):

- ☐ Homeless
- ☐ A survivor of domestic abuse
- ☐ A person who has been released within the past 90 days from IDOC or CCDOC custody
- ☐ An IDOC or CCDOC detainee or inmate who will be released within the next 90 days

I am qualified to verify their status and make this statement as a (*select one*):

- ☐ homeless service agency receiving federal, state, county, or municipal funding to provide those services or otherwise
- ☐ sanctioned by a local continuum of care
- ☐ an attorney licensed to practice in the state of Illinois
- ☐ public school homeless liaison or school social worker
- ☐ human services provider funded by the State to serve homeless or runaway youth individuals with mental illness, or
- ☐ individuals with addictions
- ☐ staff member working at a domestic violence shelter
- ☐ staff member serving at a human service agency or government office that assist the incarcerated or formerly incarcerated

Verifying Agency/Organization

Telephone Number

Mailing address

Street Address

City, State, Zip

Agency Federal Tax ID Number or Attorney Registration Number

Under penalty of perjury, I swear or affirm that I am a representative of the above-referenced Agency and the applicant is a person who is currently residing or receiving services from this Agency.

Printed Name of Agency Employee/Agent Making Certification

Signature

Date

4 GET YOUR TEMPORARY ID AND PERMANENT ID

- Temporary IDs are now issued the same-day you bring you documents to the Secretary of State's Office.
- Permanent IDs are mailed out within 15 days to the address of either the provider on your homeless certification letter or to the address you provide on separate residency documents. If it is mailed to a service provider, you must be sure to stay in touch with them and pick up the ID, or they are required to by law to mail it back after 60 days.



RESOURCES

Illinois Secretary of State
www.cyberdriveillinois.com

Cook County Free Birth Certificate Form
www.chicagohomeless.org/cook-birth-certificate/

Other Illinois Counties Free Birth Certificate Form
www.chicagohomeless.org/il-birth-certificate/

State-by-State Identification Guide
www.chicagohomeless.org/bc-outside-illinois/

Social Security Card Application
www.ssa.gov/forms/ss-5.pdf

Homeless Verification Letter
www.chicagohomeless.org/verification-letter/

Call the

LAW PROJECT

OF THE

**CHICAGO COALITION
FOR THE HOMELESS**

1-800-940-1119

for additional guidance in
obtaining identification
documents.

GETTING AN ILLINOIS ID AND OTHER IDENTIFICATION DOCUMENTS:

A GUIDE FOR PEOPLE
EXPERIENCING HOMELESSNESS

LAW PROJECT
OF THE
**CHICAGO COALITION
FOR THE HOMELESS**

1-800-940-1119

www.chicagohomeless.org

Getting an ID without an ID may seem difficult because you need an ID to get access to some of the documents required to get an ID. For most people, there are 4 essential steps to getting an ID: getting a birth certificate, social security card, homeless verification or proof of residency, and getting the temporary and permanent ID. It makes sense to get your birth certificate first, because most people will need that to get their Social Security Card.

If you were born outside the US and are not eligible for a Social Security Number, you may qualify for a Temporary Visitor's Driver's License, but you will not be eligible for an Illinois State ID. Visit the Secretary of State's website to learn more at www.cyberdriveillinois.com

1 GET YOUR BIRTH CERTIFICATE

If you were born outside the US but have a Social Security Number, you do not need your birth certificate to get a Social Security card; you can use your green card or other proof of legal immigration status to get your SS card.

GETTING A BIRTH CERTIFICATE IS NOW FREE FOR PEOPLE BORN IN ILLINOIS EXPERIENCING HOMELESSNESS!

Fill out your form with a homeless service provider, school homeless liaison, or attorney. If you were born in Illinois, you can get a free birth certificate.

→ If you were born in Cook County, use the free birth certificate form found at www.chicagohomeless.org/cook-birth-certificate/.

After you complete it with the help of a service provider, homeless liaison or attorney, bring it to your local Cook County Vital Records office. In Chicago, Vital Records is located at 50 W. Washington. Bring with you any other form of ID that you have (school or work), or anything else you have with your name on it, including a piece of mail.

→ If you were born in another county in Illinois, use the form found at www.chicagohomeless.org/il-birth-certificate/. After you complete it with a help of a service provider, homeless liaison or attorney, they will have to get your birth certificate for you either in-person or by mail using their ID and sending it to (enter address for Illinois Department of Public Health).

→ If you were born outside of Illinois, you can contact the vital records office of either the county or state where you were born. For a state-by-state guide you can visit: www.chicagohomeless.org/bc-outside-illinois/. If you do not have an ID, you may need the help of a service provider or attorney. There may be a fee charged for birth certificates from other states.

2 GET YOUR SOCIAL SECURITY CARD

Apply in person at any Social Security Office. You have to apply for a Social Security Card in-person in Illinois. You will have to go to your local office and complete the application for a SS card. If you want to complete it in advance it can be found here (<https://www.ssa.gov/forms/ss-5.pdf>). A list of local offices can be found at <https://www.ssa.gov/chicago/illinois.html>

→ Bring your Birth Certificate and another form

of ID. In order to get your Social Security Card, you will need your birth certificate and one other form of ID. Other forms of ID you can use are: School ID, Work ID, Military ID, or a Medical Insurance card. Medical records or a school transcript may also be accepted.

▶ If you do not have a second form of ID, you should apply for Medicaid. Once you enroll in an insurance plan through Medicaid, they will send you an insurance card.

▶ If you have a DD214 or a Social Security Award Letter as a Primary Beneficiary, you can use that instead of a Social Security Card to get an ID.

3 GET A HOMELESS VERIFICATION LETTER OR PROOF OF RESIDENCY

→ Complete the Homeless Verification Letter with a homeless service provider or an attorney. The form can be found at www.chicagohomeless.org/verification-letter/. It must be notarized. This form serves BOTH as proof of residency and as a fee waiver. Bring it to your local Secretary of State facility. The address of the service provider or attorney will be the address on your ID.

- OR -

→ Bring Proof of Residency and a \$10 fee. Proof of residency can be a utility bill, an official school transcript or report card, a pay stub or bank statement, or a lease. For a complete list of other documents that can be used, visit www.chicagohomeless.org/other-documents/. Any document used must have your full name and address.



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

TITLE	Planning for April 8, 2025 Annual Town Meeting
MEETING DATE	February 10, 2025
SUBMITTED BY	Marge Paul, Township Clerk

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">• Communication from Township Clerk• Proposed Agenda	

ACTION PROPOSED					
X	INFORMATION	X	DISCUSSION		REVIEW & APPROVAL
	OTHER				

Supervisor
David J. Avila
Town Clerk
Margaret Paul
Assessor
Jacqueline Pereda



Board of Trustees
Edward Espinoza
Tomasa Ambriz
Jesse Miranda
Maribel Zapata

Berwyn Township

Supervisor Avila, and
Berwyn Township Trustees

January 21, 2025

Re: Planning for April 8, 2025 Annual Town Meeting

Dear Supervisor and Trustees:

I will not be attending the February Regular board meeting. This communication is to let you know about the upcoming Annual Town Meeting ("ATM") on April 8, 2025. I have completed some tasks in preparation for the ATM ahead of schedule. I have done this in preparation for my extended leave as I recover from a total knee replacement.

I have already contacted PAV YMCA to rent one of their conference rooms for the ATM. We have had an increase in the number of people attending the ATM. Our conference room is too small to accommodate the number of electors attending in past years.

Deputy Clerk Anderson is familiar with ATM documents that I prepare and post for the meeting. She is aware of the required ATM timeline for the legally required postings. The following timeline is for your information:

- 3/1/2025:** **Last date for Township Electors to request that an agenda item be placed on the ATM agenda.** I have drafted a proposed agenda for the ATM. Deputy Clerk Anderson will accept any submitted agenda item requests up through this date. The Supervisor and Trustees may place items on the ATM agenda up through the Board's final adoption of the ATM agenda. I am attaching a tentative agenda for the ATM for reference.
- 3/10/2025:** **Regular Township meeting to consider adoption of the ATM Notice of Meeting and Agenda.** Deputy Clerk Anderson will provide an updated Notice of Meeting and Agenda for the ATM should Town Electors submit the proper paperwork to place an agenda item or referendum on the ATM agenda. She will notify you all in advance if we receive and submittals by the Electors on or prior to March 1. The final Notice of Meeting and Agenda will be on this agenda for your adoption.
- 3/24/2025:** **Last date for Town Board to approve the ATM Notice of Meeting and Agenda. Last date the Clerk must post the Notice of Meeting and Agenda in the three most public places in the township and have the Notice and Agenda published in a local newspaper.** You will need to schedule a Special Meeting if the ATM agenda is not adopted at the 3/10/2025 Regular Meeting. March 24th is your last date to do this.

I am required to post the ATM Notice of Meeting and Agenda on or before 3/24/2025. I post the Notice and Agenda at the BPHD Building, Berwyn City Hall, and Berwyn Library. I publish the ATM Notice of Meeting and Agenda in the Lawndale News.

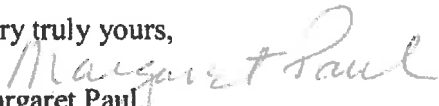
4/6/2025: **Last day to post the Supervisor's Financial Statement at BPHD and PAV YMCA. April 6th is a Sunday. Can we please get the Financial Statement completed and to David for his review and signature by Monday, March 31st?**

David has to sign the Financial Statement before I can post it at the Y. Tuesday, April 1st is the Consolidated Election. Sandy and I will be busy that whole day. David has to sign the document and get it to me so we can copy and post it at PAV YMCA on Friday, April 3rd at the latest. Receiving the signed Financial Statement on Monday, April 7th is too late to meet the statutory posting deadline.

4/8/2025: **Annual Town Meeting scheduled for 6:01 p.m. at PAV YMCA. I hope you all will attend.**

Please consider this communication as informational and defer the proposed attached agenda to the March 10, 2025 Town Board Regular Meeting for consideration and adoption subject to subsequent submittals by the Board of Trustees or Township Electors.

Very truly yours,


Margaret Paul,
Berwyn Township Clerk



NOTICE OF MEETING AND AGENDA
2025 ANNUAL TOWN MEETING – BERWYN TOWNSHIP
APRIL 8, 2025 - 6:01 P.M.

LOCATION: Pav YMCA 2947 S. Oak Park Avenue, Berwyn, IL 60402

NOTICE OF IN-PERSON ANNUAL MEETING

The 2025 Berwyn Township Annual Meeting is on Tuesday, **April 8, 2025**. The meeting will start at **6:01 p.m.** The location for the meeting is the **Pav YMCA, 2947 S. Oak Park Avenue, Berwyn, Illinois**. The Berwyn Township Board of Trustees approved the following Annual Meeting Agenda at their Regular Meeting held on 3/10/2025.

All Berwyn Registered Voters Are Invited to Attend

ANNUAL TOWN MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Notice of 2025 Meeting & Agenda: Proof of Publication
4. Call for Nominations and Election of Moderator
5. Swearing in of Moderator
6. Moderator's Appointment of a Sergeant at Arms
7. Approval of the **2024 Annual Town Meeting** Minutes held on April 9, 2024
8. Resolution Re: The Hiring of Auditors – Certified Public Accountant
9. Resolution Re: Authorization to Consider and Act upon the Minutes of this Meeting
10. Resolution Re: Authorization to Prepare, in Tentative Form, a Budget and Appropriation Ordinance
11. Resolution Re: Setting of the Time and Place for the Next Annual Meeting on April 14, 2026.
12. Supervisor's Annual Financial Statements - Town Fund and General Assistance Fund
13. General Business:
 - A. Supervisor: Communications and Comments
 - B. Town Clerk: Communications and Comments
 - C. Town Assessor: Communications and Comments
 - D. Town Trustees: Communications and Comments
 - E. Public Comment
14. Adjournment

S: Margaret Paul, Town Clerk



AGENDA ITEM SUMMARY

AGENDA ITEM: **10-B**

TITLE	Township Lobby Day April 29, 2025
MEETING DATE	February 10, 2025
SUBMITTED BY	Jessica Aquino Rodriguez, Operations Manager

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">• Communication from TOI	

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



Township Officials of Illinois

3217 Northfield Drive, Springfield, Illinois 62702

JERRY B. CRABTREE
Executive Director

Toll Free (866) 897-4688
Telephone (217) 744-2212
Fax (217) 744-7419
Website www.toi.org

Craig Paulek
President

January 21, 2025

Dear Township Supervisor:

PLEASE SHARE THIS INFORMATION WITH THE OFFICIALS IN YOUR TOWNSHIP.

TOI is sponsoring its 43rd Annual Township LOBBY DAY in Springfield on **Tuesday, April 29, 2025**. This is the day when township officials from every part of the state meet with their legislators in the State Capitol to promote township government in Illinois.

New this year, the Office of the Illinois State Treasurer invites you to a special reception celebrating the essential work you do to empower and strengthen Illinois townships on April 28, 2025, starting at 5:00 p.m., Marine Bank Building, 1 East Old State Capitol Plaza, Springfield.

TOI Lobby Day 2025 features a educational component, lunch program, meetings with legislators and an evening reception on April 29, 2025. The day begins at the President Abraham Lincoln Springfield, 701 East Adams Street in Springfield, at 8:30 a.m. (lunch provided). The afternoon is a "grassroots lobbying" effort by attendees. **All attendees (lunch and/or reception) must pay the registration fee.**

The \$125 registration fee includes lunch, handout materials, and the evening reception.

There will be no refunds for cancellations after March 31, 2025. Please complete and return the enclosed registration form by April 11, 2025.

TOI has a room block of hotel rooms available at the President Abraham Lincoln Springfield and the Northfield Inn Suites, 3280 Northfield Dr., 217.523.7900. Reservations may be made by calling the President Abraham Lincoln at 217.544.8800 or online at <https://www.hilton.com/en/attend-my-event/townshipofficialsofil/> no later than March 15, 2025.

If you plan to attend, we encourage you to contact your legislators and schedule a meeting prior to April 29, 2025.

If you have any questions regarding this event, please contact our office.

Sincerely,

Jerry B. Crabtree
Executive Director

JBC:tj
Enc.



AGENDA ITEM SUMMARY

AGENDA ITEM: **3**

TITLE	Budget Development Worksheet
MEETING DATE	February 10, 2025
SUBMITTED BY	Brian Eagan, CPA Senior Vice President, Selden Fox, Ltd.

SUMMARY	
ATTACHMENTS	
<ul style="list-style-type: none">Budget Development WorksheetAssessor's Tentative Budget	

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

Berwyn Township

Budget Development Worksheet

For Fiscal Year End March 31, 2026

	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget
Income								
4100.00 Property Tax	\$ 388,347.44	\$ 430,022.03	\$ 412,968.91	\$ 460,413.69	\$ 236,748.15	\$ 367,000.00	\$ 438,375.00	\$ -
4200.00 Replacement Tax	31,195.69	65,581.22	99,023.48	69,262.79	35,752.54	24,500.00	65,000.00	-
4330.00 Miscellaneous Income	11,497.56	511.50	1,505.50	414.50	3.00	2,750.00	2,500.00	-
4400.00 Interest Income	5,027.43	2,298.02	2,064.39	2,251.38	12,970.42	500.00	2,500.00	-
Total Income	436,068.12	498,412.77	515,562.28	532,342.36	285,474.11	394,750.00	508,375.00	-
Gross Profit	436,068.12	498,412.77	515,562.28	532,342.36	285,474.11	394,750.00	508,375.00	-
Expenses								
5000.00 Capital Outlay								
5015.00 Equipment	2,883.34	2,095.39	0.25	-	-	5,000.00	7,500.00	-
5017.00 Park Improvements and Equipment	-	536.20	-	596.00	-	4,000.00	5,000.00	-
5020.00 Office Furnishings	-	-	-	-	-	2,000.00	4,000.00	-
Total 5000.00 Capital Outlay	2,883.34	2,631.59	0.25	596.00	-	11,000.00	16,500.00	-
5100.00 Contractual Services								
5105.00 Accounting/Bookkeeping	10,200.00	10,800.00	10,800.00	11,280.00	8,460.00	10,200.00	11,280.00	-
5106.00 Payroll Processing Fees	-	-	-	-	200.00	-	1,800.00	-
5115.00 Annual Audit	2,692.50	2,692.50	2,726.00	3,375.00	3,868.75	3,000.00	3,875.00	-
5120.00 Association Dues	1,485.40	2,011.40	2,171.42	2,301.45	2,291.45	3,000.00	3,000.00	-
5135.00 General Liability Insurance	4,773.00	6,664.00	5,761.50	7,792.25	6,394.25	10,000.00	10,000.00	-
5140.00 Legal Expense	8,491.21	1,268.75	-	-	675.00	10,000.00	10,000.00	-
5143.00 Town Attorney	6,500.04	6,500.04	9,989.96	10,674.96	7,078.33	10,000.00	10,000.00	-
5144.00 Website Costs	-	-	-	-	-	-	1,500.00	-
5145.00 Newsletter/Website	175.00	175.00	175.00	560.00	4,424.00	500.00	5,000.00	-
5155.00 Town Board Educ, Trans, Travel	75.00	511.00	3,957.13	4,129.29	1,908.44	5,500.00	6,000.00	-
5165.00 Office Rent - Rent & Services	42,042.00	42,042.00	42,042.00	42,042.00	31,531.50	42,042.00	42,042.00	-
Total 5100.00 Contractual Services	76,434.15	72,664.69	77,633.01	82,154.95	66,831.72	94,242.00	104,497.00	-
5200 Assessor's Office								
5210.00 Assessor Educ, Trans, Travel	203.96	-	1,284.08	4,230.65	435.75	1,600.00	2,250.00	-
5215.00 Assessor's Office Supplies	457.91	113.27	200.74	445.07	1,489.81	800.00	250.00	-
5220.00 Assessor's Office Equipment	300.83	1,888.26	60.00	1,059.57	2,321.15	1,800.00	3,650.00	-
5225.00 Assessor's Printing and Publica	-	-	21.27	-	-	2,500.00	1,500.00	-
5230.00 Assessor's Web Hosting/ IT	1,694.89	2,094.32	2,124.46	2,059.34	3,301.00	2,000.00	4,000.00	-
5231.00 Assessor Outreach Special Events	-	-	-	-	-	-	750.00	-
5240.00 Assessor's Office Budget	700.00	827.67	1,168.96	1,102.69	1,315.75	2,500.00	2,750.00	-

Berwyn Township

Budget Development Worksheet

For Fiscal Year End March 31, 2026

	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget
5877.00 Assessor's Office Staff	68,246.22	70,947.58	72,542.58	101,456.97	74,467.28	68,606.00	104,992.00	-
Total 5200 Assessor's Office	71,603.81	75,871.10	77,402.09	110,354.29	83,330.74	79,806.00	120,142.00	-
5400.00 Other Expenditures								
5410.00 Contingencies	-	-	-	-	-	2,500.00	2,500.00	-
5425.00 Officials' Bonds	1,675.00	1,675.00	-	3,500.00	3,500.00	2,000.00	3,500.00	-
5440.00 Special Events & Programs	21,780.00	38,599.21	36,743.36	45,356.36	9,407.70	35,000.00	30,000.00	-
5440.02 Community Outreach	-	-	-	-	-	-	5,000.00	-
5440.03 Dumpster Days	-	-	-	-	12,754.75	-	8,500.00	-
5440.04 Senior Breakfast	-	-	-	-	-	-	1,500.00	-
5440.05 Holiday Fund	-	-	-	-	-	-	4,000.00	-
5440.06 Community Hero	-	-	-	-	-	-	4,000.00	-
5440.07 Intergovernmental	-	-	-	-	-	-	15,000.00	-
5440.08 New Programs and Initiatives	-	-	-	-	-	-	600,000.00	-
5440.09 Emergency Preparedness Training	-	-	-	-	-	-	1,500.00	-
5440.10 Senior Resource & Dance	-	-	-	-	-	-	3,000.00	-
5440.11 Mentorship program	-	-	-	-	-	-	1,500.00	-
Total 5440.00 Special Events & Programs	21,780.00	38,599.21	36,743.36	45,356.36	22,162.45	35,000.00	674,000.00	-
5442.00 Participatory Budget	-	-	-	-	-	-	12,000.00	-
5444.00 Emergency Preparedness	8,776.80	-	-	12,333.33	-	50,000.00	5,000.00	-
5450.00 Decorating	-	-	315.77	-	-	1,000.00	1,000.00	-
5470.00 Record Retention	-	-	-	-	-	2,000.00	1,000.00	-
Total 5400.00 Other Expenditures	32,231.80	40,274.21	37,059.13	61,189.69	25,662.45	92,500.00	699,000.00	-
5500.00 Repairs and Maintenance								
5520.00 Landscaping	4,485.00	5,347.58	-	1,179.30	1,140.00	5,000.00	5,500.00	-
5530.00 Town Park - Maint & Operations	1,760.00	-	-	1,130.00	-	6,000.00	5,000.00	-
5540.00 Snow Removal	1,552.50	2,929.25	1,598.50	1,252.50	695.00	2,500.00	3,000.00	-
Total 5500.00 Repairs and Maintenance	7,797.50	8,276.83	1,598.50	3,561.80	1,835.00	13,500.00	13,500.00	-
5600.00 Commodities								
5615.00 Office Supplies and Expense	4,443.49	2,702.53	1,281.01	4,449.48	6,028.76	3,000.00	5,000.00	-
5620.00 Postage	-	-	-	-	-	3,000.00	2,000.00	-
5625.00 Printing and Publication	970.28	790.50	657.50	4,481.25	1,233.75	2,000.00	2,000.00	-
5635.00 Clerk's Budget	-	50.00	-	-	-	500.00	100.00	-
Total 5600.00 Commodities	5,413.77	3,543.03	1,938.51	8,930.73	7,262.51	8,500.00	9,100.00	-

Berwyn Township

Budget Development Worksheet

For Fiscal Year End March 31, 2026

	FYE March 2021	FYE March 2022	FYE March 2023	FYE March 2024	Apr - Dec 2024	2021 Approved Budget	2025 Approved Budget	2026 Proposed Budget
5800.00 Personnel Expenses								
5830.00 Taxes - Employer FICA	11,634.93	12,049.43	14,667.51	17,024.82	12,355.50	13,925.00	21,824.48	-
5831.00 Taxes - Employer Medicare	2,721.07	2,817.23	3,430.33	3,922.74	2,889.59	2,940.00	6,574.88	-
5832.00 Taxes - SUTA	290.74	346.70	583.57	439.01	34.66	1,350.00	2,050.00	-
5835.00 Retirement Contribution	25,935.33	22,052.57	33,895.10	51,692.84	39,214.98	37,000.00	56,000.00	-
5875.00 Township Assessor	17,729.61	21,662.16	30,000.00	30,000.00	22,500.00	18,250.00	33,600.00	-
5880.00 Group Health Insurance	28,061.68	25,183.43	36,382.78	49,217.09	27,674.74	37,000.00	62,500.00	-
5885.00 Board of Trustees	9,309.24	8,168.60	7,500.00	7,125.00	5,700.00	15,000.00	12,500.00	-
5890.00 Township Clerk	22,629.36	16,271.56	15,000.00	15,000.00	11,250.00	26,500.00	17,850.00	-
5895.00 Township Supervisor	52,812.60	47,444.33	45,000.00	45,000.00	33,750.00	56,500.00	49,350.00	-
5898.00 Clerical	17,473.01	20,018.71	30,024.65	45,824.94	34,580.41	32,000.00	105,000.00	-
5899.00 Clerk's Office Staff	-	-	-	182.70	-	-	2,000.00	-
Total 5800.00 Personnel Expenses	188,597.57	176,014.72	216,483.94	265,429.14	189,949.88	240,465.00	369,249.36	-
Total Expenses	384,961.94	379,276.17	412,115.43	532,216.60	374,872.30	540,013.00	1,331,988.36	-
Net Operating Income	51,106.18	119,136.60	103,446.85	125.76	(89,398.19)	(145,263.00)	(823,613.36)	-
Net Income	51,106.18	119,136.60	103,446.85	125.76	(89,398.19)	\$ (145,263.00)	\$ (823,613.36)	-
Beginning net assets	1,014,504.51	1,014,504.51	1,014,504.51	1,014,504.51	1,014,504.51			
Ending net assets	\$ 1,065,610.69	\$ 1,133,641.11	\$ 1,117,951.36	\$ 1,014,630.27	\$ 925,106.32			

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