



TOWNSHIP BOARD OF TRUSTEES  
MEETING PACKET

September 8, 2025



# NOTICE OF PUBLIC MEETING – PLEASE READ

Anyone wishing to submit comments for the Open Forum at this meeting must do so by 3:00 PM on the day of the meeting. Comments should be directed to Township Clerk Leticia Garcia at 6700 West 26th Street, Berwyn, IL 60402, by email at LGarcia@ci.berwyn.il.us, or by phone at 708-749-6451. Please indicate that you would like your comments included in the official Board Meeting Record.

 <b>TOWNSHIP OF BERWYN</b> BOARD OF TRUSTEES MEETING AGENDA	<input checked="" type="checkbox"/> REGULAR MEETING	DATE	Monday, September 8, 2025
	<input type="checkbox"/> SPECIAL MEETING	TIME	6:00 PM
	<input type="checkbox"/> COW	LOCATION	6600 W. 26 <sup>th</sup> St., 1 <sup>st</sup> FL Conf. Rm.
	<input type="checkbox"/> PUBLIC HEARING		

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. OPEN FORUM
4. APPROVAL OF MINUTES
  - A. Regular Meeting on August 11, 2025
5. APPROVAL OF TOWN & GA FUNDS PAYABLES & PAYROLL – August 2025
  - 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
8. CORRESPONDENCE
  - A. Letter from Cathy Fallon, Executive Director, Berwyn Park District
9. OLD BUSINESS
10. NEW BUSINESS
  - A. Review & Approve Annual Treasurer’s Report – Avila
11. ADJOURNMENT



# THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO  
1100 SOUTH EAST ASIAN LIBRARY  
5800 S. UNIVERSITY AVENUE  
CHICAGO, ILLINOIS 60637  
TEL: 773-936-3200  
FAX: 773-936-3200



## AGENDA ITEM SUMMARY

AGENDA ITEM: **4**

<b>TITLE</b>	Approval of Minutes
<b>MEETING DATE</b>	September 8, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Township Clerk

### SUMMARY

### ATTACHMENTS

4-A. Regular Meeting on August 11, 2025

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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## **Berwyn Township Regular Meeting – August 11, 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: Espinoza, Miranda, and Ortiz. Avila made a motion, seconded by Miranda, to excuse Margarites from the meeting. The motion passed by unanimous voice vote. Township Clerk Garcia, Board Lawyer Zdarksy, and Clerk Administrative Assistant Medina were also present.

**2. Pledge:** Attendees rose to recite the Pledge of Allegiance.

**3. Open Forum:** Nothing submitted.

**4. Approval of Minutes:**

**4-A. Regular Meeting Minutes:** Avila made the motion, seconded by Miranda, to approve the Regular Meeting Minutes of July 31<sup>st</sup>, 2025, as submitted. The motion passed by a unanimous voice vote.

**5. Bills Payable and Payrolls:**

**5-A: Assessor's Office Bills Payable and Payroll:** Avila made the motion, seconded by Ortiz, to approve the Assessor's payroll and payables for \$228.28 through August 11, 2025, as submitted. The motion passed by a unanimous roll call vote.

**5-B: Township Fund Bills Payables:** Avila made the motion, seconded by Ortiz, to approve the General Town Fund bills payable and payroll through August 11, 2025, for \$33,135.72 as submitted. The motion passed with Avila, Miranda, Ortiz voting AYE. Espinoza voted NAY.

**5-C: GA Fund Bills Payable and Payroll:** Avila made the motion, seconded by Miranda, to approve the GA Payroll and payables through August 11, 2025, for \$45,795.74 as submitted. The motion passed with Avila, Miranda, Ortiz voting AYE. Espinoza voted NAY.

**6. Statement of Receipts and Disbursements:** Avila made the motion, seconded by Miranda, to the item file as received. The motion passed by a unanimous voice vote.

**7. 708 Board Report / Update:** Nothing submitted.

**8. Correspondence:** Nothing submitted.

**9. Old Business:**

**9-A: Deferred Item from July 2025 – Review and Approve Annual Financial Report Draft for the Fiscal Year Ended March 31, 2025 - Eagan:** Avila made the motion, seconded by Ortiz to defer the item as submitted. The motion passed by a unanimous voice vote.

**10. New Business:**

**10-A: Berwyn Public Art Initiative's Lantern Parade Event - Garcia:** Avila made the motion, seconded by Espinoza to approve the item as informational. The motion passed by a unanimous voice vote. Garcia stated Berwyn Public Art Initiative will be sending more information on the event and specific donations for the upcoming September Township meeting.

**10-B: Review and Approve Employee Tuition Reimbursement Program:** Avila commented on the need for the Township to become more competitive to prospective employees, compared to the private sector in the current job market. Discussion ensued.

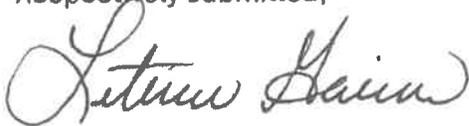
Regular Meeting Minutes of August 11, 2025, continued

Avila made a motion, seconded by Ortiz to amend the item on its face, crossing off (*Non-taxable up to \$5,250 per IRS regulation*). The motion passed by unanimous voice vote. Discussion ensued. Avila made a motion, seconded by Miranda to Approve and refer the item to legal. The motion passed by a unanimous roll call vote.

**10-C: Review and Approve to host Shredding Event with City of Berwyn:** Avila commented on wanting to co-sponsor the Shred Event with the City of Berwyn. It would be held at the Township parking lot on October 11, 2025. Espinoza questioned the cost of the event, which was confirmed to be a split cost event. Avila made the motion, seconded by Ortiz to approve the item for payment. The motion passed by a unanimous roll call vote.

**Adjournment:** There being no further business before the Board, Avila 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,

A handwritten signature in cursive script, appearing to read "Leticia Garcia".

Leticia Garcia, Town Clerk



## AGENDA ITEM SUMMARY

AGENDA ITEM: **5**

<b>TITLE</b>	Bills Payable and Payroll
<b>MEETING DATE</b>	September 8, 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"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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**Berwyn Township - General Town Fund**  
**Disbursements for Approval**  
**September 8, 2026**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
<b>INTERIM DISBURSEMENTS</b>						
			NONE			
<b>Total Interim Disbursements</b>						<b>\$ -</b>
<b>INTERCOMPANY</b>						
1a	40106	09/08/25	Berwyn Public Health	2025-09 Rent	5165.00	\$ 3,503.50
1b				Office/janitorial supplies, yard sign, subscription	5615.00	598.96
1c				PB community meeting	5442.00	6.63
<b>Total Intercompany</b>						<b>\$ 4,109.09</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1	40105	09/08/25	AR Electric	Sept 6th fair festival (equipment rental)	5440.08	\$ 775.00
2	40104	09/08/25	BCBS - Profile 43806	2025-09 insurance premiums	5880.00	3,289.02
3	40113	09/08/25	Berwyn School of Music	Sunday Market 9/6/25	5440.02	250.00
4	40114	09/08/25	Dearborn Life Insurance Company	2025-09 insurance premiums	5880.00	147.04
5	40107	09/08/25	Johnny's Landscaping Services	2025-08 grass cutting	5520.00	190.00
6	40110	09/08/25	Lawrence Zdarsky	2025-09 Legal Services & retro pay	5143.00	996.00
7	40112	09/08/25	Leticia Garcia	Reimbursements-TOI Conf (Garcia, Medina)	5155.00	487.00
8a	40108	09/08/25	Selden Fox, Ltd.	2025-09 Accounting Services	5105.00	1,076.00
8b				2025-09 Software	5106.00	100.00
9	40103	09/08/25	Vision Service Plan	2025-09 insurance premiums	5880.00	209.85
<b>Total Disbursements to Vendors</b>						<b>\$ 7,519.91</b>
<b>PAYROLL CHECKS &amp; WITHHOLDINGS SUMMARY</b>						
1	Board checks	08/11/25	Board checks	Gross board payroll - July & August	various	\$ 17,175.00
2	EFT	08/11/25	Gross Payroll	Gross payroll - 8/1/25 - 8/15/25	various	6,665.61
3	EFT	08/11/25	Payroll withholdings	Payroll taxes - 8/1/25 - 8/15/25	various	1,851.12
4	EFT	08/11/25	Independent Contractor	Assessor's Office hours worked 8/1/25-8/15/25	5877.00	1,276.50
5	EFT	08/11/25	Employer IMRF Obligation	IMRF match - 8/1/25 - 8/15/25	5835.00	2,858.69
6	EFT	08/29/25	Gross Payroll	Gross payroll -8/16/25 -8/31/25	various	6,665.61
7	EFT	08/29/25	Payroll withholdings	Payroll taxes - 8/16/25 - 8/31/25	various	509.90
8	EFT	08/29/25	Employer IMRF Obligation	IMRF match - 8/16/25 - 8/31/25	5835.00	765.41
<b>Total Payroll &amp; Withholding Disbursements</b>						<b>\$ 37,767.84</b>
<b>Total Disbursements for Approval</b>						<b>\$ 49,396.84</b>
<b>Reconciled Cash Balance at 8/31/25-Byline Bank checking</b>						<b>\$ 88,641.87</b>
<b>Reconciled Cash Balance at 8/31/25-Republic Bank checking</b>						<b>237,347.90</b>
<b>Reconciled Cash Balance at 8/31/25-Republic Bank sweep</b>						<b>358,891.35</b>
<b>Total</b>						<b>\$ 684,881.12</b>

**Berwyn Township - General Town Fund (Assessor)  
 Disbursements for Approval  
 September 8, 2025**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
<b>INTERIM DISBURSEMENTS</b>						
			NONE			
				<b>Total Interim Disbursements</b>		<b>\$ -</b>
<b>INTERCOMPANY</b>						
			NONE			
				<b>Total Intercompany</b>		<b>\$ -</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1a	40109	09/08/25	Jacqueline Pereda	2025-08 Nationbuilder; billing period 8/7-9/6/25	5230.00	\$ 104.00
1b				2025-08 Google; 8/1/25-8/31/25	5220.00	14.40
1c				2025-08 Microsoft online services 7/2-8/1/25	5240.00	9.13
1d				Reimbursements-citizen workshop breakfast	5215.00	40.00
2	40111		Kate Beltran	Reimbursement - coffee for citizens workshop	5215.00	27.68
3	40102		Krystal Garcia	Reimbursement - coffee for citizens workshop	5215.00	27.68
				<b>Total Disbursements to Vendors</b>		<b>\$ 222.89</b>
				<b>Total Disbursements for Approval</b>		<b>\$ 222.89</b>

**Berwyn Township - General Assistance Fund**  
**Disbursements for Approval**  
**September 8, 2025**

Item	Ref #	Date	Payee	Description	Account	Amount
<b>INTERIM DISBURSEMENTS</b>						
			NONE			
<b>Total Interim Disbursements</b>						<b>\$ -</b>
<b>INTERCOMPANY</b>						
1a	40542	09/08/25	Berwyn Public Health District	2025-09 Rent	5165.00	\$ 2,866.50
1b				Amazon-GA emergency ID bracelets	5440.00	90.88
2	40519	09/08/25	Berwyn Township	Payroll Reimbursement	5803.00	4,145.90
<b>Total Intercompany</b>						<b>\$ 7,103.28</b>
<b>DISBURSEMENTS TO FLAT GRANT RECIPIENTS</b>						
1	40508	09/08/25		2025-08 Flat grant	5350.00	\$ 439.00
2	40509	09/08/25		2025-08 Flat grant	5350.00	439.00
3	40510	09/08/25		2025-08 Flat grant	5350.00	439.00
4	40511	09/08/25		2025-08 Flat grant	5350.00	439.00
5	40512	09/08/25		2025-08 Flat grant	5350.00	439.00
6	40513	09/08/25		2025-08 Flat grant	5350.00	439.00
7	40514	09/08/25		2025-08 Flat grant	5350.00	439.00
8	40515	09/08/25		2025-08 Flat grant	5350.00	439.00
9	40516	09/08/25		2025-08 Flat grant	5350.00	439.00
10	40517	09/08/25		2025-08 Flat grant	5350.00	439.00
11	40518	09/08/25		2025-08 Flat grant	5350.00	439.00
12	40520	09/08/25		2025-08 Flat grant	5350.00	439.00
13	40521	09/08/25		2025-08 Flat grant	5350.00	439.00
14	40523	09/08/25		2025-08 Flat grant	5350.00	439.00
15	40524	09/08/25		2025-08 Flat grant	5350.00	439.00
16	40525	09/08/25		2025-08 Flat grant	5350.00	439.00
17	40526	09/08/25		2025-08 Flat grant	5350.00	439.00
18	40527	09/08/25		2025-08 Flat grant	5350.00	439.00
19	40528	09/08/25		2025-08 Flat grant	5350.00	439.00
20	40529	09/08/25		2025-08 Flat grant	5350.00	439.00
21	40530	09/08/25		2025-08 Flat grant	5350.00	439.00
22	40531	09/08/25		2025-08 Flat grant	5350.00	439.00
23	40532	09/08/25		2025-08 Flat grant	5350.00	439.00
24	40533	09/08/25		2025-08 Flat grant	5350.00	439.00
25	40534	09/08/25		2025-08 Flat grant	5350.00	439.00
26	40535	09/08/25		2025-08 Flat grant	5350.00	439.00
27	40536	09/08/25		2025-08 Flat grant	5350.00	439.00
28	40537	09/08/25		2025-08 Flat grant	5350.00	439.00
29	40539	09/08/25		2025-08 Flat grant	5350.00	439.00
30	40540	09/08/25		2025-08 Flat grant	5350.00	439.00
31	40541	09/08/25		2025-08 Flat grant	5350.00	439.00
32	40544	09/08/25		2025-08 Flat grant	5350.00	439.00
33	40545	09/08/25		2025-08 Flat grant	5350.00	439.00
34	40546	09/08/25		2025-08 Flat grant	5350.00	439.00
35	40547	09/08/25		2025-08 Flat grant	5350.00	439.00
36	40548	09/08/25		2025-08 Flat grant	5350.00	439.00
37	40549	09/08/25		2025-08 Flat grant	5350.00	439.00
38	40550	09/08/25		2025-08 Flat grant	5350.00	439.00
39	40551	09/08/25		2025-08 Flat grant	5350.00	439.00
40	40552	09/08/25		2025-08 Flat grant	5350.00	439.00
41	40553	09/08/25		2025-08 Flat grant	5350.00	439.00
42	40554	09/08/25		2025-08 Flat grant	5350.00	439.00
43	40555	09/08/25		2025-08 Flat grant	5350.00	439.00
44	40556	09/08/25		2025-08 Flat grant	5350.00	439.00
45	40557	09/08/25		2025-08 Flat grant	5350.00	439.00
46	40558	09/08/25		2025-08 Flat grant	5350.00	439.00
47	40560	09/08/25		2025-08 Flat grant	5350.00	439.00
48	40561	09/08/25		2025-08 Flat grant	5350.00	439.00
49	40562	09/08/25		2025-08 Flat grant	5350.00	439.00
50	40563	09/08/25		2025-08 Flat grant	5350.00	439.00
51	40564	09/08/25		2025-08 Flat grant	5350.00	439.00
52	40565	09/08/25		2025-08 Flat grant	5350.00	439.00
53	40566	09/08/25		2025-08 Flat grant	5350.00	439.00
54	40567	09/08/25		2025-08 Flat grant	5350.00	439.00
55	40568	09/08/25		2025-08 Flat grant	5350.00	439.00
56	40569	09/08/25		2025-08 Flat grant	5350.00	439.00
57	40570	09/08/25		2025-08 Flat grant	5350.00	439.00
58	40571	09/08/25		2025-08 Flat grant	5350.00	439.00
59	40573	09/08/25		2025-08 Flat grant	5350.00	439.00
60	40574	09/08/25		2025-08 Flat grant	5350.00	439.00
61	40575	09/08/25		2025-08 Flat grant	5350.00	439.00
62	40576	09/08/25		2025-08 Flat grant	5350.00	439.00
63	40577	09/08/25		2025-08 Flat grant	5350.00	439.00

**Berwyn Township - General Assistance Fund  
Disbursements for Approval  
September 8, 2025**

<u>Item</u>	<u>Ref #</u>	<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Account</u>	<u>Amount</u>
64	40578	09/08/25		2025-08 Flat grant	5350.00	439.00
65	40579	09/08/25		2025-08 Flat grant	5350.00	439.00
66	40580	09/08/25		2025-08 Flat grant	5350.00	439.00
67	40581	09/08/25		2025-08 Flat grant	5350.00	439.00
68	40582	09/08/25		2025-08 Flat grant	5350.00	439.00
69	40583	09/08/25		2025-08 Flat grant	5350.00	439.00
70	40584	09/08/25		2025-08 Flat grant	5350.00	439.00
<b>Total Disbursements to Flat Grant Recipients</b>						<b>\$ 30,730.00</b>
<b>DISBURSEMENTS TO VENDORS</b>						
1	40559	09/11/25	Blue Cross Blue Shield	2025-09 insurance premiums	5880.00	\$ 840.64
2	40572	09/11/25	Dearborn Life Insurance Company	2025-09 insurance premiums	5880.00	8.28
3	40538	09/11/25	Lawrence Zdarsky	2025-00 Legal services & retro	5143.00	398.00
4a	40543	09/11/25	Selden Fox, Ltd.	2025-09 Accounting Services	5105.00	999.00
4b				2025-09 Software	5615.00	100.00
5	40522	09/11/25	Vision Service Plan	2025-09 insurance premiums	5880.00	16.02
<b>Total Disbursements to Vendors</b>						<b>\$ 2,361.94</b>
<b>PAYROLL CHECKS &amp; WITHHOLDINGS SUMMARY</b>						
1	EFT	08/11/25	Gross Payroll	Gross payroll - 8/1/25 - 8/15/25	5803.00	\$ 1,704.30
2	EFT	08/11/25	Payroll withholdings	Payroll taxes - 8/1/25 - 8/15/25	various	130.39
3	EFT	08/11/25	Employer IMRF Obligation	IMRF match - 8/1/25 - 8/15/25	5835.00	262.80
4	EFT	08/29/25	Gross Payroll	Gross payroll - 8/16/25 - 8/31/25	5803.00	1,704.30
5	EFT	08/29/25	Payroll withholdings	Payroll taxes - 8/16/25 - 8/31/25	various	130.37
6	EFT	08/29/25	Employer IMRF Obligation	IMRF match - 8/16/25 - 8/31/25	5835.00	262.80
<b>Total Payroll &amp; Withholding Disbursements</b>						<b>\$ 4,194.96</b>
<b>Total Disbursements for Approval</b>						<b>\$ 44,390.18</b>
<b>Reconciled Cash Balance at 8/31/25-Byline Bank checking</b>						<b>\$ 146,165.18</b>
<b>Reconciled Cash Balance at 8/31/25-Republic Bank checking</b>						<b>490,636.06</b>
<b>Reconciled Cash Balance at 8/31/25-Republic Bank sweep</b>						<b>488,457.92</b>
<b>Total</b>						<b>\$ 1,125,259.16</b>

**BERWYN TOWNSHIP  
GENERAL ASSISTANCE PROGRAM**

**Activity Report for Month of:     August     2025**

<b>CASELOAD</b>	<b>GENERAL ASSISTANCE</b>	<b>EMERGENCY ASSISTANCE</b>
<b>Clients from Previous Month</b>	<b>64</b>	<b>0</b>
(+) New Cases/Reinstated	8	0
(-) Terminated Cases	2	0
<b>Clients End-of-Month Total</b>	<b>70</b>	<b>0</b>

<b>Client Eligibility Status</b>	<b># of Clients</b>
EXEMPT (SSI/SSDI case pending)	15
RESTRICTED (Temporarily disabled)	29
ABLE (Unemployed and seeking work)	26

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

<b>INQUIRIES</b>	<b>GENERAL ASSISTANCE</b>	<b>EMERGENCY ASSISTANCE</b>
<b>Total Assistance Application Requests</b>	<b>8</b>	<b>5</b>
Applications In-Process	0	0
Applications Approved	8	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>5</b>

<b>OTHER APPLICATION ASSISTANCE</b>	<b>August</b>	<b>TOTAL 2025 YTD</b>
Access To Care	0	1
Benefit Access Program	0	13
Emergency ID Bracelet	2	50
Medicaid/Medicare	0	5

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 8th day of September 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 8th day of September 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 8th day of September 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 8th day of September 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**

<b>TITLE</b>	Statement of Receipts & Disbursements
<b>MEETING DATE</b>	September 8, 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
<ul style="list-style-type: none"> <li>Statement of Revenues, Expenditures, and Changes in Net Assets – Modified Cash Basis for the period <b>April 1, 2025 through August 31, 2025.</b></li> </ul>

ACTION PROPOSED			
<input checked="" type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input type="checkbox"/> REVIEW	<input type="checkbox"/> APPROVAL



# Selden Fox

Accounting for your future

619 Enterprise Drive | Oak Brook, Illinois 60523 | [www.seldenfox.com](http://www.seldenfox.com)  
p 630.954.1400 | f 630.954.1327 | [email@seldenfox.com](mailto: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, 2025 through August 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.*

September 3, 2025

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

	Apr - Aug 2025	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4100.00 Property Tax	\$ 22,066.85	\$ 450,000.00	\$ (427,933.15)	4.90%
4200.00 Replacement Tax	19,702.87	65,000.00	(45,297.13)	30.31%
4330.00 Miscellaneous Income	7,443.60	2,000.00	5,443.60	372.18%
4400.00 Interest Income	11,012.55	2,500.00	8,512.55	440.50%
<b>Total Income</b>	<b>60,225.87</b>	<b>519,500.00</b>	<b>(459,274.13)</b>	<b>11.59%</b>
<b>Gross Profit</b>	<b>60,225.87</b>	<b>519,500.00</b>	<b>(459,274.13)</b>	<b>11.59%</b>
<b>Expenses</b>				
<b>5000.00 Capital Outlay</b>				
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>
<b>5100.00 Contractual Services</b>				
5105.00 Accounting/Bookkeeping	5,799.30	11,844.00	(6,044.70)	48.96%
5106.00 Payroll Processing Fees	100.00	2,520.00	(2,420.00)	3.97%
5115.00 Annual Audit	-	4,250.00	(4,250.00)	0.00%
5120.00 Association Dues	1,279.94	3,000.00	(1,720.06)	42.66%
5135.00 General Liability Insurance	(314.25)	10,000.00	(10,314.25)	-3.14%
5140.00 Legal Expense	-	10,000.00	(10,000.00)	0.00%
5143.00 Town Attorney	4,325.00	10,500.00	(6,175.00)	41.19%
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	160.31	5,500.00	(5,339.69)	2.91%
5165.00 Office Rent - Rent & Services	17,517.50	42,042.00	(24,524.50)	41.67%
<b>Total 5100.00 Contractual Services</b>	<b>28,867.80</b>	<b>106,156.00</b>	<b>(77,288.20)</b>	<b>27.19%</b>
<b>5200 Assessor's Office</b>				
5210.00 Assessor Educ, Trans, Travel	411.32	3,000.00	(2,588.68)	13.71%
5215.00 Assessor's Office Supplies	372.11	975.00	(602.89)	38.17%
5220.00 Assessor's Office Equipment	1,981.93	3,250.00	(1,268.07)	60.98%
5225.00 Assessor's Printing and Publica	-	2,500.00	(2,500.00)	0.00%
5230.00 Assessor's Web Hosting/ IT	1,070.00	4,900.00	(3,830.00)	21.84%
5240.00 Assessor's Office Budget	156.25	3,000.00	(2,843.75)	5.21%
5877.00 Assessor's Office Staff	50,185.22	97,000.00	(46,814.78)	51.74%
<b>Total 5200 Assessor's Office</b>	<b>54,176.83</b>	<b>114,625.00</b>	<b>(60,448.17)</b>	<b>47.26%</b>

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

	Apr - Aug 2025	Tentative Budget	Remaining Budget	% of Budget
<b>5400.00 Other Expenditures</b>				
5410.00 Contingencies	-	2,500.00	(2,500.00)	0.00%
5425.00 Officials' Bonds	3,500.00	4,000.00	(500.00)	87.50%
<b>5440.00 Special Events &amp; Programs</b>	<b>6,637.86</b>	<b>25,000.00</b>	<b>(18,362.14)</b>	<b>26.55%</b>
5440.02 Community Outreach	1,000.00	2,500.00	(1,500.00)	40.00%
5440.03 Dumpster Days	9,776.27	15,000.00	(5,223.73)	65.18%
5440.04 Senior Breakfast	-	1,500.00	(1,500.00)	0.00%
5440.05 Holiday Fund	-	5,000.00	(5,000.00)	0.00%
5440.06 Community Hero	-	4,000.00	(4,000.00)	0.00%
5440.07 Intergovernmental	-	15,000.00	(15,000.00)	0.00%
5440.08 New Programs and Initiatives	232,342.68	600,000.00	(367,657.32)	38.72%
5440.09 Emergency Preparedness Training	-	1,500.00	(1,500.00)	0.00%
5440.10 Senior Resource & Dance	-	1,500.00	(1,500.00)	0.00%
5440.11 Mentorship program	-	1,500.00	(1,500.00)	0.00%
<b>Total 5440.00 Special Events &amp; Programs</b>	<b>249,756.81</b>	<b>672,500.00</b>	<b>(422,743.19)</b>	<b>37.14%</b>
5442.00 Participatory Budget	44.04	12,000.00	(11,955.96)	0.37%
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%
<b>Total 5400.00 Other Expenditures</b>	<b>253,300.85</b>	<b>698,000.00</b>	<b>(444,699.15)</b>	<b>36.29%</b>
<b>5500.00 Repairs and Maintenance</b>				
5520.00 Landscaping	792.50	5,500.00	(4,707.50)	14.41%
5530.00 Town Park - Maint & Operations	-	6,000.00	(6,000.00)	0.00%
5540.00 Snow Removal	437.50	3,000.00	(2,562.50)	14.58%
<b>Total 5500.00 Repairs and Maintenance</b>	<b>1,230.00</b>	<b>14,500.00</b>	<b>(13,270.00)</b>	<b>8.48%</b>
<b>5600.00 Commodities</b>				
5615.00 Office Supplies and Expense	3,187.76	7,000.00	(3,812.24)	45.54%
5620.00 Postage	-	2,000.00	(2,000.00)	0.00%
5625.00 Printing and Publication	518.00	2,000.00	(1,482.00)	25.90%
5635.00 Clerk's Budget	-	100.00	(100.00)	0.00%
<b>Total 5600.00 Commodities</b>	<b>3,705.76</b>	<b>11,100.00</b>	<b>(7,394.24)</b>	<b>33.39%</b>
<b>5800.00 Personnel Expenses</b>				
5830.00 Taxes - Employer FICA	6,866.96	23,500.00	(16,633.04)	29.22%
5831.00 Taxes - Employer Medicare	1,606.01	6,500.00	(4,893.99)	24.71%
5832.00 Taxes - SUTA	8.00	2,050.00	(2,042.00)	0.39%
5835.00 Retirement Contribution	12,232.66	56,000.00	(43,767.34)	21.84%
5875.00 Township Assessor	12,750.00	33,600.00	(20,850.00)	37.95%

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

April - August 2025

	Apr - Aug 2025	Tentative Budget	Remaining Budget	% of Budget
5880.00 Group Health Insurance	17,063.33	55,000.00	(37,936.67)	31.02%
5885.00 Board of Trustees	4,800.00	12,500.00	(7,700.00)	38.40%
5890.00 Township Clerk	6,880.85	20,000.00	(13,119.15)	34.40%
5895.00 Township Supervisor	19,125.00	50,000.00	(30,875.00)	38.25%
5898.00 Clerical	22,009.35	105,000.00	(82,990.65)	20.96%
5899.00 Clerk's Office Staff	158.75	2,000.00	(1,841.25)	7.94%
<b>Total 5800.00 Personnel Expenses</b>	<b>103,500.91</b>	<b>366,150.00</b>	<b>(262,649.09)</b>	<b>28.27%</b>
<b>Total Expenses</b>	<b>444,782.15</b>	<b>1,327,031.00</b>	<b>(882,248.85)</b>	<b>33.52%</b>
<b>Net Operating Income</b>	<b>(384,556.28)</b>	<b>(807,531.00)</b>	<b>422,974.72</b>	<b>47.62%</b>
<b>Net Income</b>	<b>(384,556.28) \$</b>	<b>(807,531.00) \$</b>	<b>422,974.72</b>	<b>47.62%</b>
<b>Beginning net assets</b>	<b>1,095,450.49</b>			
<b>Ending net assets</b>	<b>\$ 710,894.21</b>			

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

April - Aug 2025

	Apr - Aug 2025	Tentative Budget	Remaining Budget	% of Budget
<b>Income</b>				
4100.00 Property Tax	\$ 19,274.75	\$ 440,000.00	\$ (420,725.25)	4.38%
4700.00 Investment Income	15,728.58	25,000.00	(9,271.42)	62.91%
4900.00 Interest Income	10,599.90	5,000.00	5,599.90	212.00%
<b>Total Income</b>	<b>45,603.23</b>	<b>470,000.00</b>	<b>(424,396.77)</b>	<b>9.70%</b>
<b>Gross Profit</b>	<b>45,603.23</b>	<b>470,000.00</b>	<b>(424,396.77)</b>	<b>9.70%</b>
<b>Expenses</b>				
<b>5000.00 Capital Outlay</b>				
5015.00 Equipment	-	7,000.00	(7,000.00)	0.00%
5030.00 Computer/GA Tracking Program	-	4,000.00	(4,000.00)	0.00%
<b>Total 5000.00 Capital Outlay</b>	<b>-</b>	<b>11,000.00</b>	<b>(11,000.00)</b>	<b>0.00%</b>
<b>5100.00 Contractual Services</b>				
5105.00 Accounting/Bookkeeping	5,958.51	11,000.00	(5,041.49)	54.17%
5115.00 Annual Audit	-	3,500.00	(3,500.00)	0.00%
5120.00 Association Dues	-	800.00	(800.00)	0.00%
5135.00 Gen. Liability Insurance	0.25	6,000.00	(5,999.75)	0.00%
5140.00 Legal Expense	-	3,000.00	(3,000.00)	0.00%
5143.00 Town Attorney	1,725.00	4,200.00	(2,475.00)	41.07%
5145.00 Newsletter/Website	-	7,000.00	(7,000.00)	0.00%
5155.00 GA Education, Transport & Travel	-	2,000.00	(2,000.00)	0.00%
5165.00 Office Rent - Rent & Services	14,332.50	35,000.00	(20,667.50)	40.95%
5180.00 Insurance - Catastrophic	5,644.00	3,000.00	2,644.00	188.13%
<b>Total 5100.00 Contractual Services</b>	<b>27,660.26</b>	<b>75,500.00</b>	<b>(47,839.74)</b>	<b>36.64%</b>
<b>5300.00 Assistance Programs</b>				
5340.00 Statutory Burial Expenses	-	20,000.00	(20,000.00)	0.00%
5350.00 Relief - Flat Grant	122,042.00	330,000.00	(207,958.00)	36.98%
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>122,042.00</b>	<b>410,000.00</b>	<b>(287,958.00)</b>	<b>29.77%</b>
<b>5400.00 Other Expenditures</b>				
5410.00 Contingencies	-	10,000.00	(10,000.00)	0.00%
5435.00 Access to Care	(3.00)	4,000.00	(4,003.00)	-0.08%
5440.00 Special Events & Programs	3,482.73	50,000.00	(46,517.27)	6.97%
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 - Aug 2025

	Apr - Aug 2025	Tentative 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>3,479.73</b>	<b>226,450.00</b>	<b>(222,970.27)</b>	<b>1.54%</b>
5600.00 Commodities				
5615.00 Office Supplies and Expense	2,099.81	1,000.00	1,099.81	209.98%
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>2,099.81</b>	<b>3,500.00</b>	<b>(1,400.19)</b>	<b>59.99%</b>
5800.00 Personnel Expenses				
5803.00 Intake Personnel	14,245.28	90,000.00	(75,754.72)	15.83%
5830.00 Taxes - Employer FICA	1,056.67	4,000.00	(2,943.33)	26.42%
5831.00 Taxes - Employer Medicare	247.12	1,000.00	(752.88)	24.71%
5832.00 Taxes - SUTA	9.94	400.00	(390.06)	2.49%
5835.00 Retirement Contribution	2,715.11	12,000.00	(9,284.89)	22.63%
5880.00 Group Health Insurance	4,075.19	25,000.00	(20,924.81)	16.30%
<b>Total 5800.00 Personnel Expenses</b>	<b>22,349.31</b>	<b>132,400.00</b>	<b>(110,050.69)</b>	<b>16.88%</b>
<b>Total Expenses</b>	<b>177,631.11</b>	<b>858,850.00</b>	<b>(681,218.89)</b>	<b>20.68%</b>
<b>Net Operating Income</b>	<b>(132,027.88)</b>	<b>(388,850.00)</b>	<b>256,822.12</b>	<b>33.95%</b>
<b>Net Income</b>	<b>\$ (132,027.88)</b>	<b>\$ (388,850.00)</b>	<b>\$ 256,822.12</b>	<b>33.95%</b>
<b>Beginning net assets</b>	<b>\$ 2,866,332.11</b>			
<b>Ending net assets</b>	<b>\$ 2,734,304.23</b>			



## AGENDA ITEM SUMMARY

AGENDA ITEM: **8**

<b>TITLE</b>	Correspondence
<b>MEETING DATE</b>	September 8, 2025
<b>SUBMITTED BY</b>	Leticia Garcia, Township Clerk

### SUMMARY

### ATTACHMENTS

- Letter from Cathy Fallon, Executive Director, Berwyn Park District

### ACTION PROPOSED

INFORMATIONAL ONLY

DISCUSS

REVIEW

APPROVAL





7/30/25

Dear David J. Avila Berwyn Township Supervisor & Health Board President,

CC: Leticia Garcia, Jacqueline Pereda, Edward Espinoza, Jesse Miranda, Nicholas Margarites, Zulema Ortiz

I am Cathy Fallon the Executive Director of the Berwyn Park District. The Berwyn Park District's Mission is to enrich the quality of life for the community by providing superior parks, facilities, and recreational services in a fiscally responsible manner. The Berwyn Park District has been working diligently to meet the goals within the mission. The Berwyn Park District has completed a Master Plan to engage residents to understand what they need from their Park District. The Park District has been applying for grants to improve parks. Additionally, the agency has been working hard to reach all different demographics within the programming scope.

While we have made some great strides, the Berwyn Park District still has a lot to accomplish.

We need your support to acquire a new passenger bus through the State of Illinois contract through BidBuy. The primary function of the bus will be to transport our adult program participants to different registered activities, to different venues in the city and suburbs.

Research has shown that social interaction is vital for seniors' overall well-being, offering numerous benefits for their physical, mental and emotional health. This collaborative effort would help meet these goals for residents in the community.

If you have any questions, I would be happy to provide you with more information about how you can help support our work at the Berwyn Park District.

We greatly appreciate your consideration for a donation to the Berwyn Park District.

*Cathy Fallon*

Cathy Fallon, Executive Director  
Berwyn Park District





## AGENDA ITEM SUMMARY

AGENDA ITEM: **10-A**

<b>TITLE</b>	Annual Treasure's Report
<b>MEETING DATE</b>	September 8, 2025
<b>SUBMITTED BY</b>	David J. Avila, Township Supervisor

### SUMMARY

### ATTACHMENTS

- Annual Treasure's Report (*Attachment not included at this time. It is germane to this agenda item and will be provided prior to the meeting.*)

### ACTION PROPOSED

<input type="checkbox"/> INFORMATIONAL ONLY	<input type="checkbox"/> DISCUSS	<input checked="" type="checkbox"/> REVIEW	<input checked="" type="checkbox"/> APPROVAL
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