



2024 - 2025

ANNUAL OPERATING AND CAPITAL BUDGET



250 S. IL ROUTE 59 • BARTLETT, ILLINOIS

Elected Officials

Brian P. McGuire
Supervisor

Katy Dolan Baumer
Clerk

Khaja Moinuddin
Assessor

Alisa “Lee” Beattie
Craig Essick
Eugene N. Martinez
Denise Noyola
Trustees

Administrative Staff

James C. Barr
Township Administrator

Kristin Vana
Deputy Township Administrator

Hailey Matich
Assistant to the Administrator

Nicholas Kalendr
Public Management Intern





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Hanover Township
Illinois**

For the Fiscal Year Beginning

4/1/2023

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to Hanover Township, Illinois first for its annual budget for the fiscal year beginning April 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. The Township believes our current budget continues to conform to program requirements, and are submitting it to GFOA to determine its eligibility for another award.

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Budget Message





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April 1, 2024

Honorable Supervisor and Trustees,

I am pleased to present to you the Annual Operating and Capital Budget for the fiscal year beginning April 1, 2024 (FY25).

Attached for the Township Board's consideration is the Finance Committee recommended budget ordinance for Fiscal Year 2025. Each department submitted to the Office of the Township Administrator a budget following instruction provided by the Finance Committee and Township Administrator stipulating a 4% increase for non-personnel expenditures and a 4% salary pool for FY25. The Finance Committee set the salary merit pool to 4% in recognition of inflation and to maintain a competitive wage. Departments were notified that additional special requests would be minimal this year due to anticipated budget constraints. For calendar year 2024, the Township received an insurance rate from Blue Cross Blue Shield Illinois (BCBSIL) that reflected 1.8% decrease in the annual cost to the Township for health insurance from the Township's previous health insurance provider, United Healthcare. MetLife provided a 2.9% increase to dental coverage and a 0% increase to life insurance coverage. In addition, the Township received a 0% increase for vision coverage through VSP for 2024. Total combined expenditures are recommended to decrease 6.2% from the FY24 budget primarily due to decreased expenditures in the Capital Fund.

Budget Highlights

Department of Aging Services – The Road Maintenance Fund is continuing to fund senior transportation, following the precedent of the prior Highway Commissioners, in the combined amount of \$185,000 as authorized by state statute. \$30,000 is budgeted for senior bus purchases in the vehicle fund and the remaining \$155,000 is allocated to operational costs of the senior transportation program (salaries, fuel, vehicle repair, etc.). The federal grant from Age Options supporting the senior congregate meal program increased 57.4% reflecting increased numbers of meal participants over the last year. The department also anticipates a 53.3% increase in Senior Programs revenue from the increase in weekly day and regional overnight trips and increased senior program participation. Overall revenue in the Senior Services Fund is expected to increase 9.4% in FY25. On the expenditure side, \$25,000 will be transferred to the Capital Fund to fund the replacement of 50 chairs utilized in the Senior Center's Lower Level multipurpose room for various programs and meetings. In the Nutrition Division, salaries are increasing to accommodate extending all Part Time Nutrition staff from a 5-hour workday to a 5.5-hour workday. The Programming Division budget is increasing by 18.9%, primarily due to a 60% increase in programming expenses. This is reflective of the increase in seniors returning to the Senior Center following the COVID-19 pandemic as well as the increase in programming being offered off campus. Salaries in the Social Services Division are increasing by 14.5%, this is to accommodate annual increases as well as the addition of a Part-Time Intake Assistant. Also in Social Services, a Client Software line item has been added and \$13,500 has been budgeted for client management software. The software implementation was partially funded by the Senior Citizen Services Committee in FY24. Moving forward, the

Department of Aging Services will budget for the full amount of the software's annual cost. The Transportation Division expects minimal changes in FY25 with a 0.5% decrease in expenditure. Overall, the Department of Aging Services expenditures are budgeted to increase 10.5%.

Department of Youth and Family Services – Youth and Family Services is anticipating a modest increase in revenue of 1.3% due to an increase in Therapy Fee revenue. In both the Administration & Clinical and Outreach & Prevention divisions salaries are budgeted to increase. Administration & Clinical salaries will increase 7.3% and in Outreach & Prevention Open Gym salaries will increase 6.0% and all other positions are budgeted to increase 4.1%. This is to ensure competitive adjustments are being made to clinical positions and the Township is equipped to accommodate minimum wage increases for the Open Gym positions. An additional \$2,000 has been budgeted in the Recruitment & Pre-Employment line item to address targeted vacancies in the department and afford for new and creative recruitment ideas. Total Youth & Family Services expenditure is budgeted to increase 5.3%.

Department of Human Services – Human Services is expecting an 8.3% increase in revenue in FY25. Total expenditure in the Department of Human Services is budgeted to increase 4.7% due to two primary changes. The first being, the elimination of the Pantry Storage Facility line item which had been budgeted for \$70,000 in FY24. Additionally, the General Assistance fund will contribute \$104,000 towards funding salaries and health insurance in the Office of Community Health. This change comes following adjustments made to the General Assistance Law which allows General Assistance funds to be utilized in other manners outside of General Assistance awards.

Department of Facilities & Road Maintenance – The Facilities Division budget is being increased by 15.3%. Maintenance expenditures for all Township buildings are being increased to account for rising prices. Salaries in the Facilities Division are increasing 17.4% due to annual increases and the addition of a Full-Time Facilities and Grounds staff member. In the Road Maintenance Division, total revenue is budgeted to increase 60.4%. This increase is due to the anticipation of the Township's receipt of a \$500,000 grant from Cook County American Rescue Plan Act (ARPA) to fund Phase I engineering of the Rohrssen Road Bridge Replacement Project. Total expenditure is budgeted to increase 34.6%. The increase in expenditure is primarily due to increases in engineering and construction work anticipated in FY25 for the Township's next road resurfacing project.

Mental Health Board – The Mental Health Board revenue is budgeted to increase by 5%. Service contracts are increasing 4.7% with five new agencies being funded in FY25. Overall Mental Health Board expenditures recommended to grow by 3%.

Office of the Assessor – The Assessor's Office budget is decreasing 21.9% due to long term restructuring and maintaining only two full-time staff members and supplementing with other cross-trained staff. Changes in health insurance selections by staff have also brought department costs down.

Office of Community Health – The Office of Community Health is anticipating increased revenue of 8% based on the prior year's income. Total expenditure is budgeted to decrease 28.5% due to the cost sharing with the General Assistance Fund.

Department of Emergency Services – The Department of Emergency Services has added a revenue line item to account for the Emergency Services Annual Conference Fees and anticipates receiving \$2,000 in revenue. The department's budget is projected to increase by 4.2% in FY25. This increase is due to a new Software line item in the amount of \$3,500, which will be used to purchase advanced software for the department's drone squad.

Office of Community Affairs – The Office of Community Affairs anticipates an increase in revenue of \$6,000 in FY25 from sponsorships for the annual Fall Food Truck Festival. The department budgeted to increase expenditure by 2.7%. The increase is primarily due to a 20% increase for Community Festivals which continue to grow in scale each year. This increase will accommodate costs associated with the Summer Concert Series and the Township's annual Fall Food Truck Festival.

Administrative Services – The overall Administrative Services budget will decrease by 5.2%. Total revenue will increase 6.5% with replacement taxes increasing 17%. Interest income is expected to increase 66.7% due to the Township renegotiating investments. Income from Passport Fees continues to grow with a 20.6% increase budgeted. In FY25, income line items have also been added for the funding received from the Mental Health Board towards the Disability Services Coordinator position in the amount of \$32,000. On the expenditure side, total costs in the Department of Administrative Services are budgeted to decrease 5.2%. Notable changes include \$10,000 in savings on the Township's rental of the Bartlett Fire Barn following lease renegotiations as well as a decrease of 33.5% in transfers to the Capital Fund. Increases in the budget include an 11.8% increase to the Township's insurance due to the incorporation of new Township drones and the Emergency Services Station as well as insuring for Active Threat. Consulting Fees are increasing in FY25 to pay for the Township's next Strategic Plan.

Committee for Senior Citizen Services Fund – The Committee for Senior Citizen Services Fund plans an 18.1% increase in revenue as more seniors return to the Senior Center. Expenditures are budgeted to increase 45.8%. A line item for Transportation has been added in the amount of \$2,800 to aid in paying for transportation for day trips. Several line items are being increased in the committee's budget, spending down some of the fund reserve is planned in FY25.

Vehicle Fund – Vehicle fund revenue is expected to increase by 6.4% primarily due to increases in interest income. Expenditures are expected to increase 7.5% as the cost of vehicles and buses has increased.

Capital Fund – The Finance Committee is recommending several capital projects for Fiscal Year 2025 including continued improvement of the Tiknis Campus Expansion Property and

renovation of one of the existing buildings to the Facilities and Road Maintenance headquarters, purchase of 50 chairs for the Senior Center, and repair of Izaak Walton Youth Center's back retaining wall. The Township will also continue repayment of the bank loan, budgeting for a payment of \$755,000 in FY25. Following the completion of the Emergency Services Station in FY24, revenue is expected to decrease 61.9% with a decrease in transfer from the Town Fund and a decrease in anticipated grant funding. Overall Capital Fund expenditures are budgeted to decrease 53%.

I am pleased to present the Fiscal Year 2025 Annual Operating and Capital Budget for your consideration. I look forward to another productive year of serving the residents of Hanover Township with our outstanding team of officials, staff, and volunteers.

Respectfully Submitted,



James C. Barr, MPA
Township Administrator



Introduction



Mission Statement

The Township mission establishes the Township government's purpose, role, and values that make it possible to work toward realization of the vision. At the strategic planning session, the Township Board, elected officials, and department directors discussed changes to the mission statement that were recommended by the Township Administrator. After discussion, there was consensus that the following Township mission be approved as presented:

**“To continuously improve the quality of life
for Hanover Township residents.”**

Vision Statement

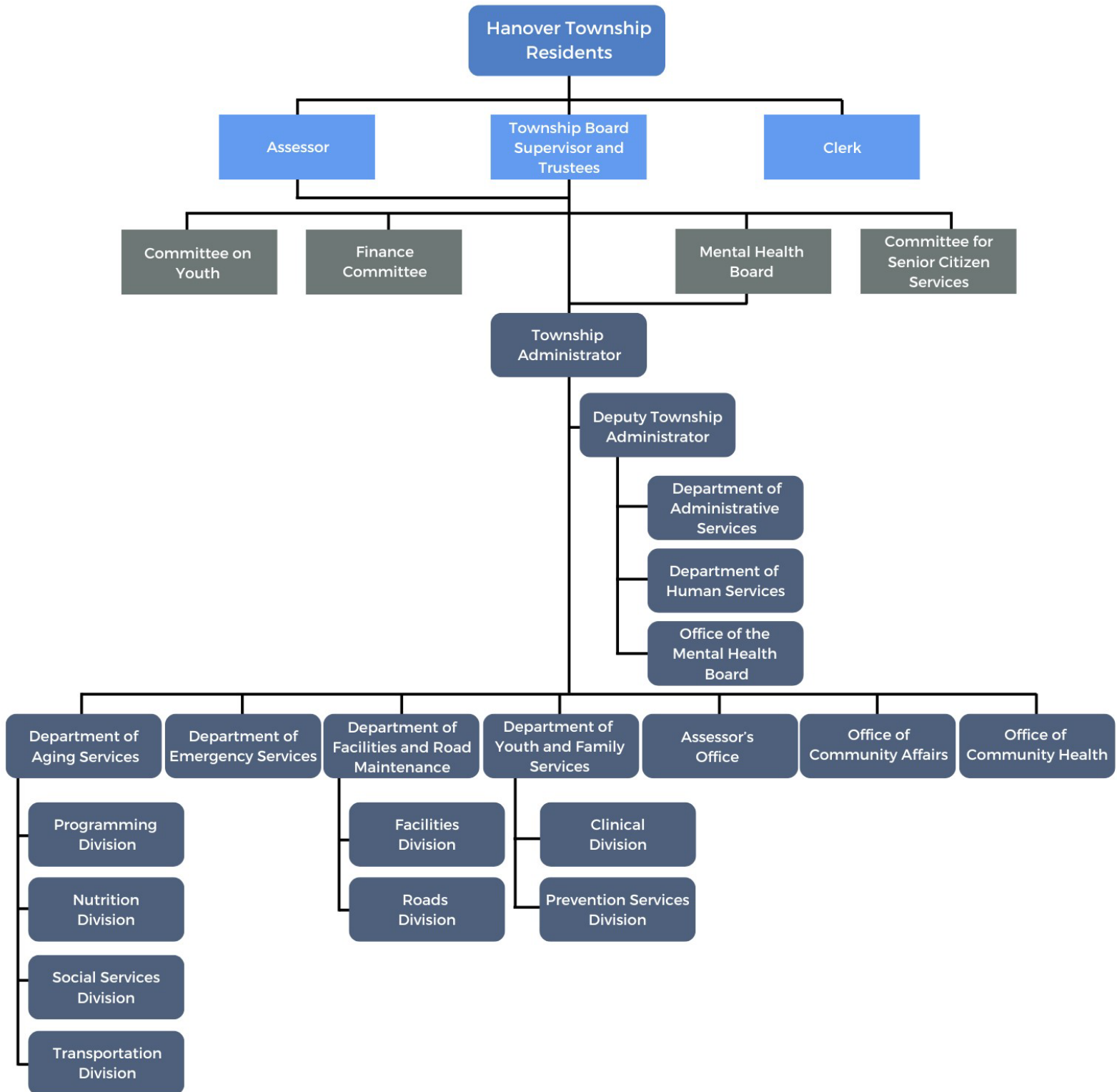
The Township vision statement represents the broadest expression of the ideal Township or the imagined best community. At a strategic planning session, the Township Board, elected officials, and department directors affirmed the following vision statement:

**“A better life through leadership, innovation,
and diversity.”**

Values

“Above and Beyond - We go the extra mile.”
“Ownership - Our responsibility is great service.”
“Adaptability - We move to a solution.”

Organizational Chart



***Police** services are provided to Township residents by the individual municipal police departments within the incorporated areas of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg, and Streamwood. The Cook County Sheriff's Department provides police services for unincorporated areas.

****Fire** services are provided by the municipalities in incorporated areas and by the Bartlett Fire Protection District for unincorporated areas and the Village of Bartlett.

Strategic Plan

Since November 2007, Hanover Township has regularly conducted strategic planning sessions to enhance its planning and budgetary process. In 2020, Hanover Township engaged Northern Illinois University's Center for Governmental Studies (CGS) to assist with the development of the Township's FY21 to FY25 strategic plan extension. The strategic planning process included a workshop session with the Township Board and senior staff members in early 2020. Prior to the workshop, CGS led several focus groups with community stakeholders to gather input on their vision for the Township. In addition, an economic and demographic community profile was completed to add context to the strategic planning process. Updates to the current strategic plan were made in 2020.

The strategic planning retreat was held on February 1, 2020. During the retreat, four strategic priority areas were identified:

Strategic Priority Areas

1. Long term planning, implementation and evaluation
2. Financial planning and stability
3. Community engagement and provision of critical services
4. Cultural diversity and inclusion

Ultimately the Township Board, elected officials, and department directors recommended nine Township-wide goals focusing on the identified strategic priorities and innovative ideas that will enhance Township services for residents.

- 1. Evaluate and prioritize Youth and Family Services programming.**
- 2. Develop and implement Hanover Township's Open Space Reserves Master Plan and continue to identify funding and development opportunities.**
- 3. Consider options to create a modernized Emergency Services Station within Hanover Township boundaries.**
- 4. Further embrace the diversity of all ages and cultures within the Township.**
- 5. Maintain our commitment to community outreach, engagement and awareness of the Township's services and programs including continued implementation of the Township's communications plan.**
- 6. Collaborate with stakeholders and partners in our broader community to advance the completion of a disabled housing facility within Hanover Township.**
- 7. Remain committed to careful fiscal stewardship by working across the organization to promote, maintain, and sustain a sound financial position in both the short and long term.**
- 8. Continue to grow, enhance, and promote the Township's high standards for customer-focused service delivery across all departments.**
- 9. Evaluate planning and financing options for renovation to the Town Hall.**

What is a Township?

A township in Illinois serves as a sub-division of the State of Illinois and is a fully autonomous unit of local government with the authority to tax and issue debt. Townships are not authorized by state statute to impose a sales tax. The primary revenue streams are generated from property taxes, fees for services, and grants.

The township is primarily responsible for human services not regularly offered by incorporated municipalities and for the upkeep of roads and bridges within the unincorporated areas of the county. A village or city is responsible for delivering select, direct services such as police, fire, garbage collection, and most of the zoning and permitting processes. While some townships are co-terminus with the boundaries of a specific municipality, most townships contain multiple municipalities. Excluding services provided by the Facilities and Road Maintenance Department, which services roads and bridges in unincorporated Cook County only, all township services are available to all residents within its boundaries, regardless of the village or city in which that resident resides.

Hanover Township Specifics

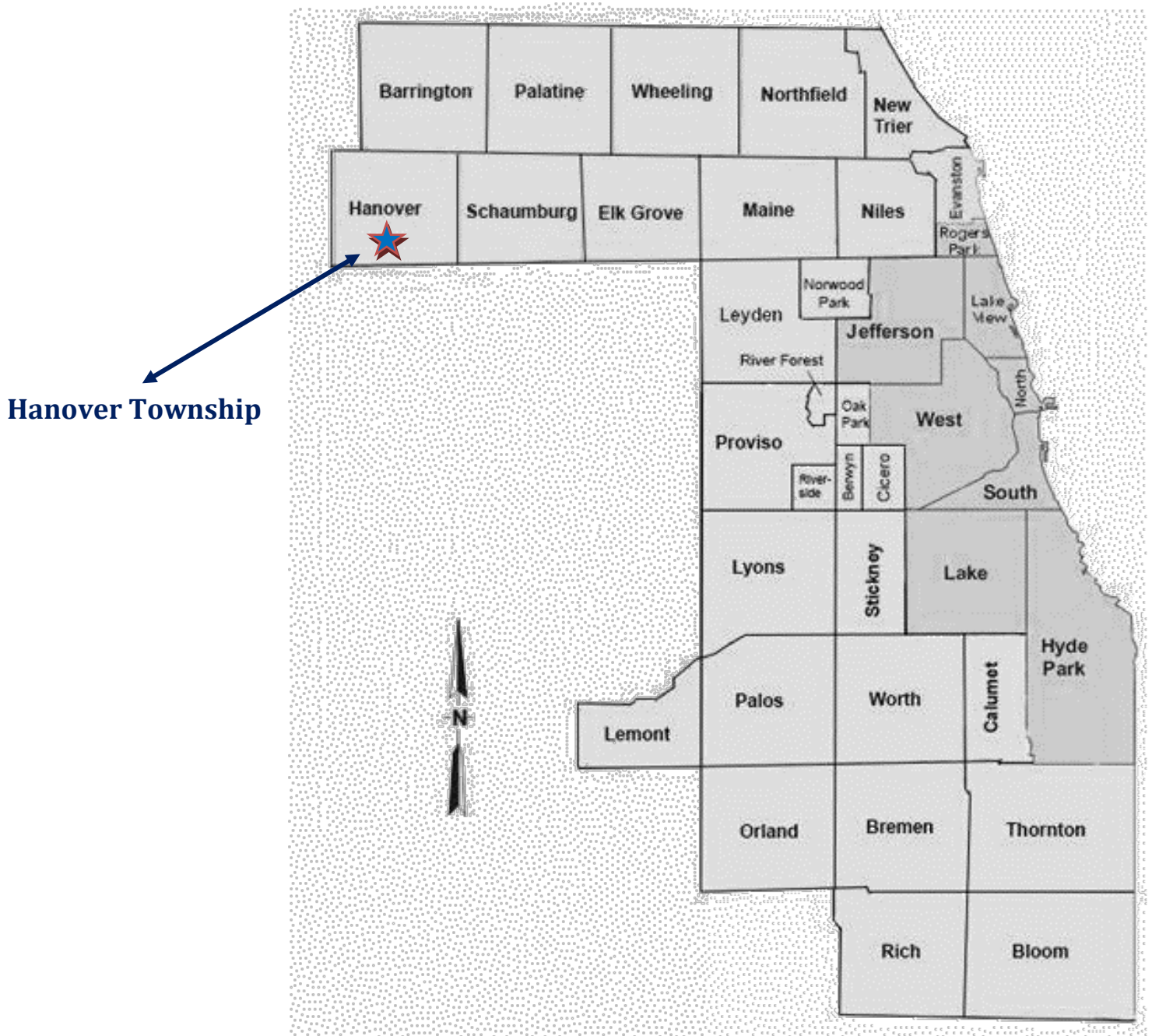
Hanover Township is governed by an independently elected Township Board of Trustees. The Township Board consists of the Township Supervisor and four Trustees, which are elected at large from the Township. The Clerk and Assessor are elected simultaneously with the Board. The Assessor is not a voting member of the Board. The Township Clerk votes only in the case of a tie vote to fill a vacancy in a Township office.

Hanover Township contains portions of six municipalities within its jurisdiction: Streamwood, Bartlett, Hanover Park, Elgin, Schaumburg, and Hoffman Estates. Specific operating departments within the Township include: Department of Administrative Services, Department of Emergency Services, the Office of Community Health, Department of Aging Services, Department of Youth and Family Services, Department of Human Services, Department of Facilities and Road Maintenance, the Office of the Mental Health Board, Assessor's Office, and the Office of Community Affairs.

Hanover Township is a survey township, meaning that it forms a perfect square that is six miles by six miles in size. Most townships in Illinois are survey townships. Some townships, such as New Trier in northeastern Cook County, are non-standardized in order to conform to physical and political boundaries. An example of these boundaries would be the City of Chicago line and Lake Michigan.

Location

Hanover Township is located approximately 35 miles northwest of the City of Chicago, in Cook County. Hanover Township is within close distance to O'Hare International Airport, Midway International Airport, Schaumburg Regional Airport and DuPage Regional Airport. The Township is near I-90 and U.S. Route 20 and four state highways. The total land area is approximately 33.71 square miles. The Township consists of affordable to high-end homes.



Hanover was organized as a Township on April 2, 1850, primarily to provide government closer to home than the county seat in Chicago. Land was divided like a checkerboard into six-mile squares called Townships, each Township being roughly 36 square miles. Hanover's location in the checkerboard is designated as Township 411 North, Range 9 East of the Third Principal Meridian - the farthest west of the old "country towns" of Cook County. In 1850, the first federal census of Hanover Township reported a population of 672. Most of these people were from upstate New York and New England. Ten years later, there were 926 residents, but a marked change in composition had occurred. Most were German Protestants from the Kingdom of Hanover in Germany - hence the Township's name.

The rural government was concerned with the collecting of taxes, containment of stray animals, control of weeds, and maintenance of roads. After spring and fall rains, roads were apt to become long black ditches of mud that needed preservation. The Clerk organized the machinery for elections to be held.



Hanover Township Farmers

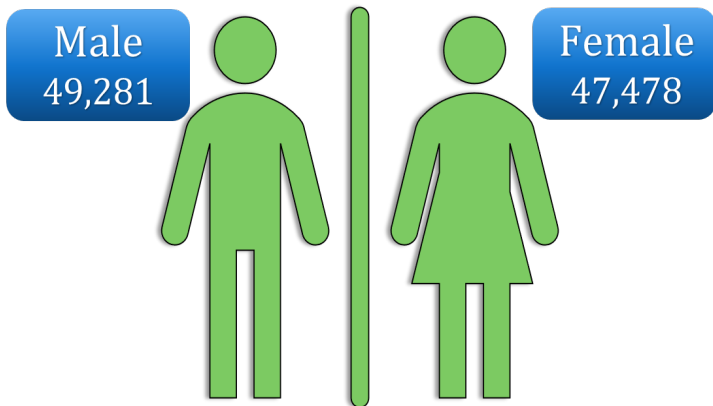
Rural days in Hanover Township ended with the westward spread of the Chicago metropolitan area. The rich land beckoned farmers to this vicinity, and that land has now been taken over by subdivisions, shopping centers, and industrial developments. The windmills and creameries are long gone, and only a few white farmhouses and barns remain. The Milwaukee Road trains which once hauled milk cans into Chicago are now carrying commuters. Township government lives on today, adapting to the changing times, and still meeting the needs of the residents. Those needs, of course, have changed dramatically over time.

Today, the population of Hanover Township is nearly 100,000. Most Streamwood residents live within its boundaries, as well as portions of Bartlett, Elgin, Hanover Park, Hoffman Estates, Schaumburg, and unincorporated Cook County. In 1900, a town hall was built on the southeast corner of North Bartlett Road and Route 19. Since 1985, the Township Hall has been located two miles south of Route 19 and Route 59. This building along with the Senior Center, the Astor Avenue Community Center in Hanover Park, the Emergency Services Station, and the Izaak Walton Youth Center in Elgin house all Township services.

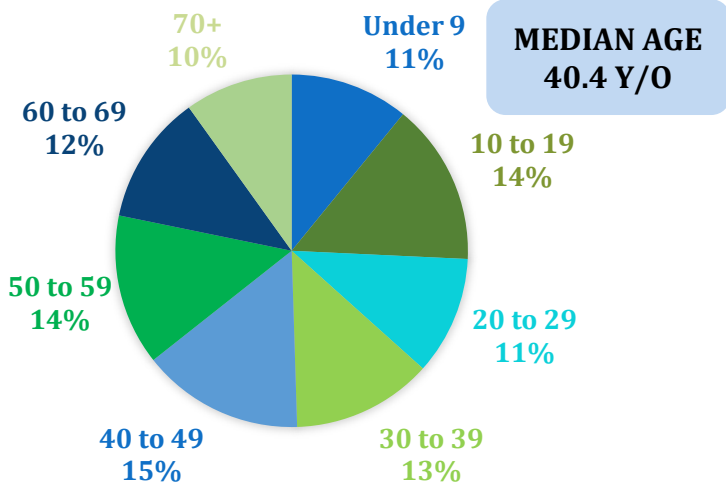
Community Profile

Total Population: 96,759

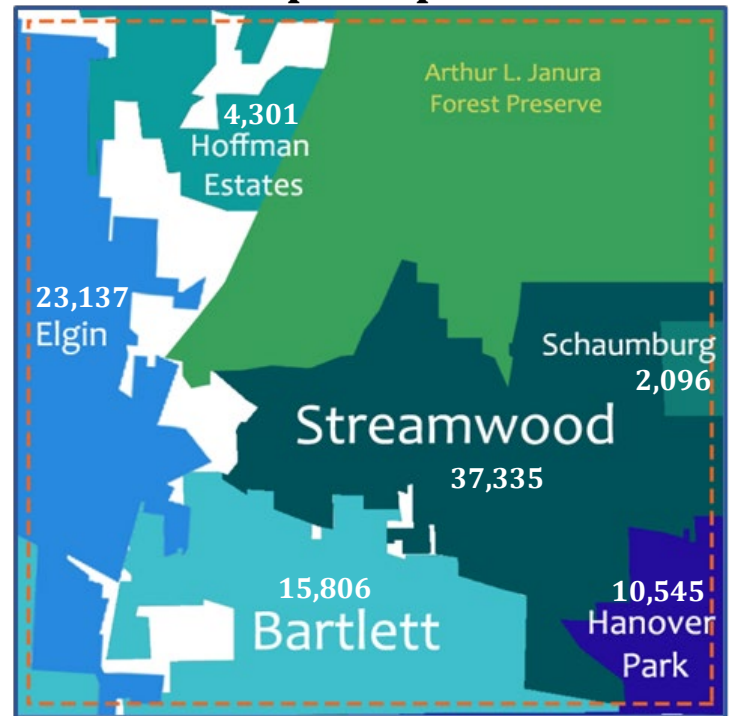
Statistics based on the 2022 American Community Survey
Hanover Township is approximately 36 square miles in size
Township Website: www.hanover-township.org



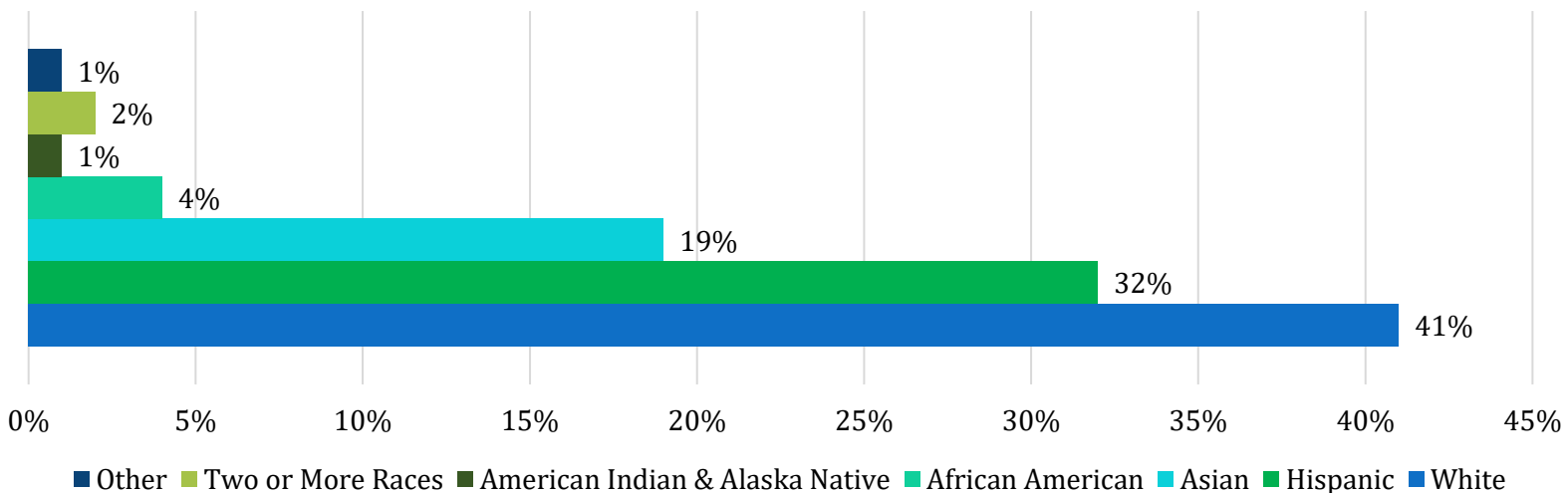
Population Age Distribution



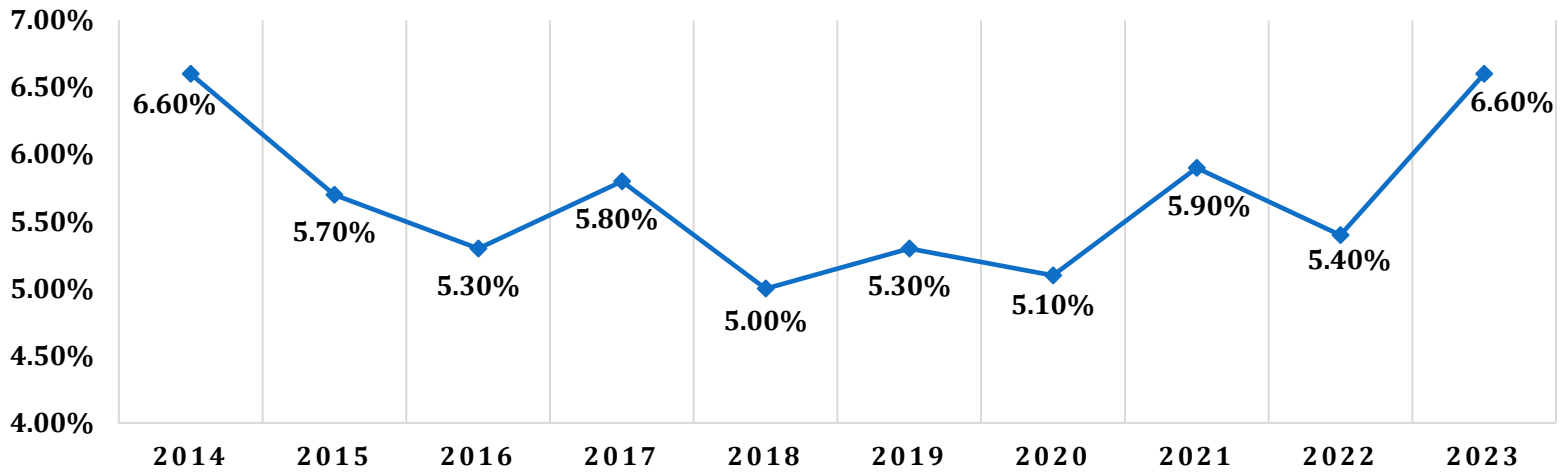
Hanover Township Municipal Populations



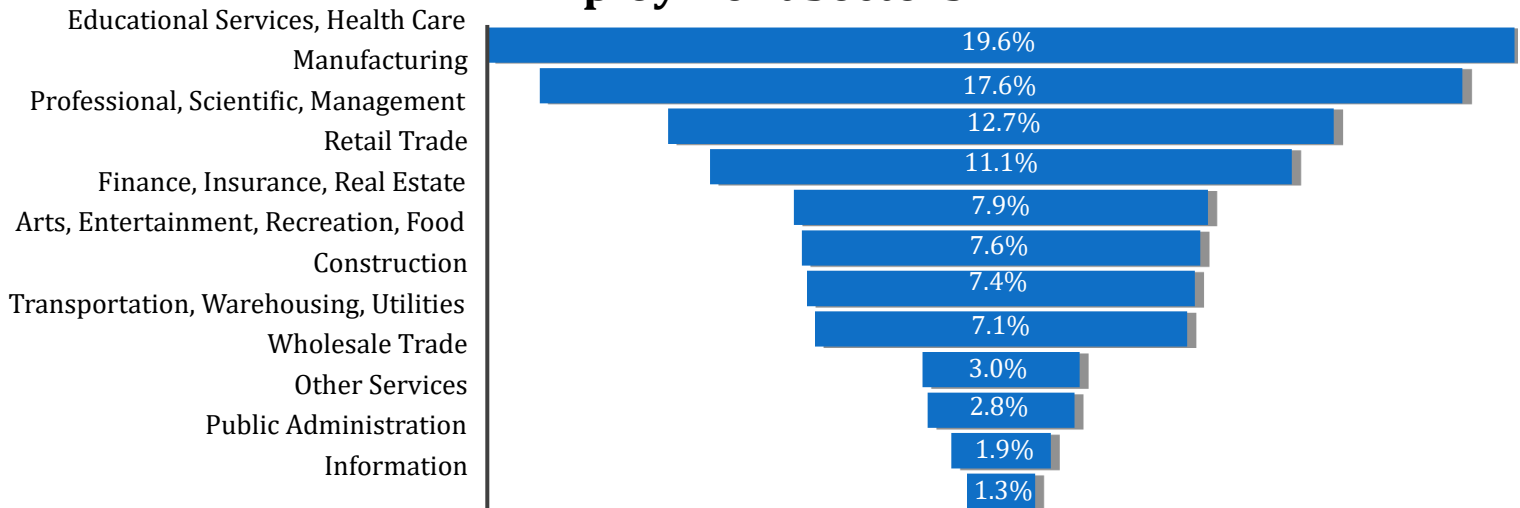
Population Race Distribution



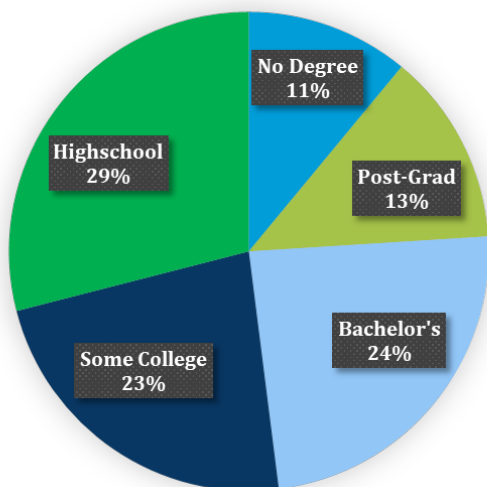
Annual Unemployment Rate (2014 - 2023)



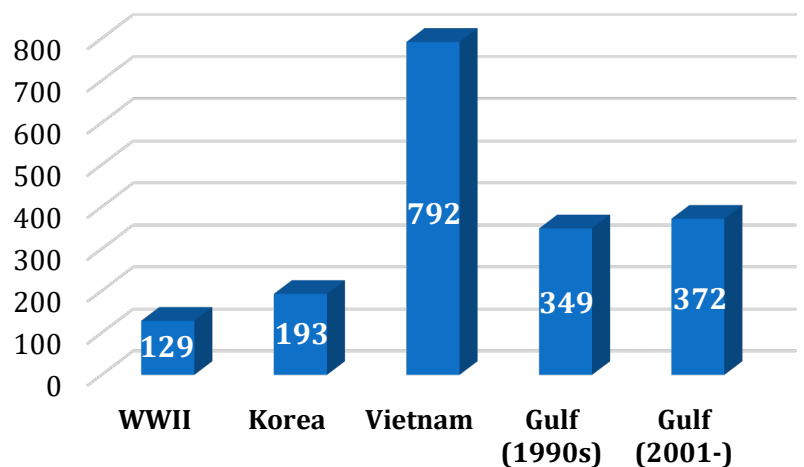
Employment Sectors



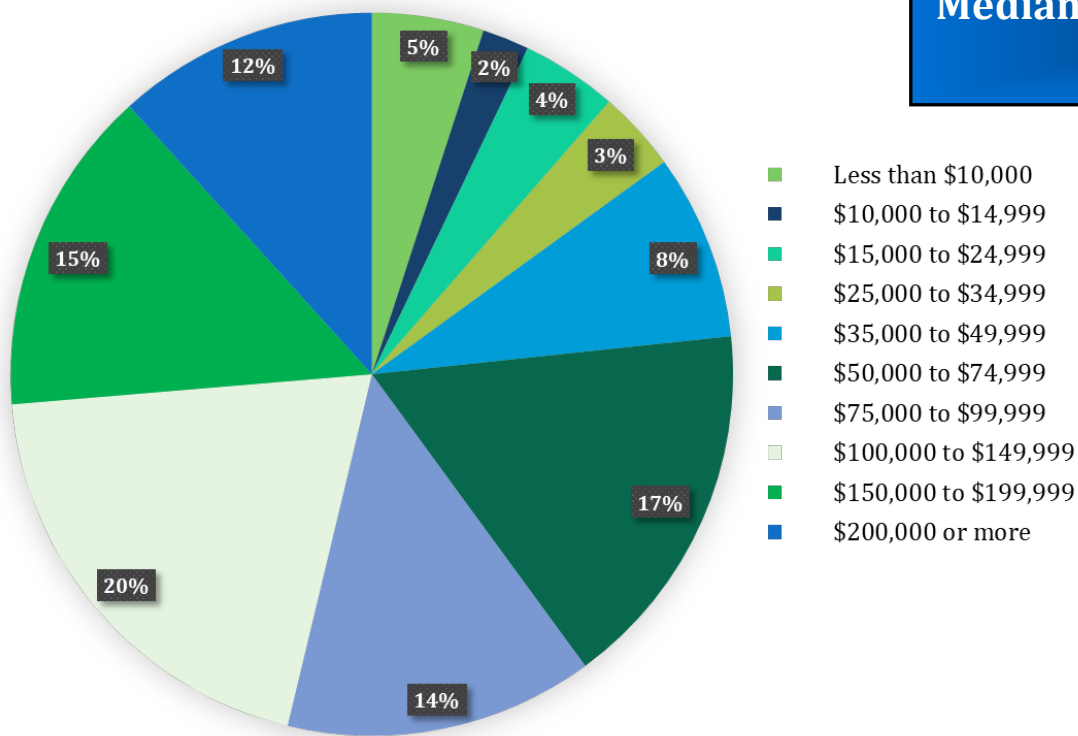
Educational Attainment



Veterans By Wartime Service



Percent of Households By Income

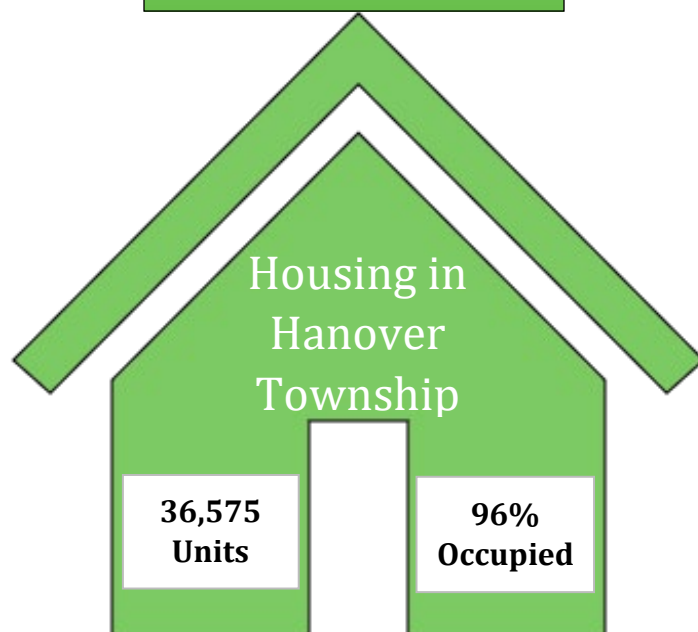
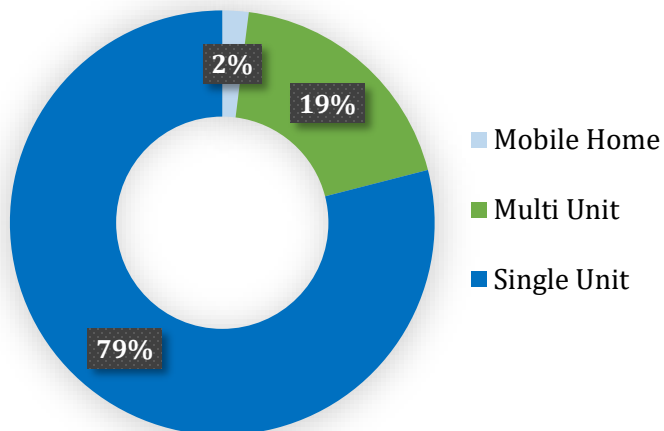


Median Household Income
\$91,313

Equalized Assessed Value
\$2,756,307,590

Median Value
\$275,000

Types of Structures



The Fiscal Year 2025 budget process explained:

The Township operates under an annual budget spanning one fiscal year, April 1 through March 31. This document contains the Annual Operating Budget and the Capital Budget for Fiscal Year 2025. The budget is a policy document that requires action and adoption by the Township Board.

The preparation for the Township's annual budget begins at the six-month review of the current fiscal year by the Finance Committee. At this review, the committee provides direction for the next fiscal year's budget by discussing the Consumer Price Index (CPI), the available property tax levy, available resources, and the projected merit salary pool for staff for the next year. Approximately every fourth year, the Township holds a strategic planning session with the Township Board, elected officials, administration and the ten operating department directors. This session identifies Township-wide strategic goals that focus on long term objectives. In addition, each department has their own annual operational goals which allow individual departments to focus on short term objectives. Together, these strategies drive the decision-making process for the upcoming fiscal year.

In November, the Township Administrator distributes the budget development memo, which provides direction on how departments should develop their budget requests. This memo is based on the direction provided by the Finance Committee. Departments have four weeks to estimate their operating revenue and expenses for the following fiscal year. The Operating and Capital Budgets are reviewed on an individual basis by the Township Administrator, with the requesting department. The Township Administrator then estimates all revenue projections and evaluates the submitted draft budgets for the upcoming year, which provides direction to the level of growth or reduction that can be reflected in expenditures.

The recommended budget is submitted to the Finance Committee in January at which point a workshop is scheduled to review each operating department independently and recommend changes. In February, the Department of Administrative Services compiles the final budget document to be submitted to the Township Board for approval as endorsed by the Finance Committee. The Board holds a public hearing and may amend the budgeted appropriations. A formal budget and appropriation ordinance for the Township is adopted, providing the legal authority to spend public funds. The final Township budget passed on April 9, 2024.

Amending the Budget

There are two ways the Township budget may be amended: (1) The Township Board may adopt a supplemental appropriation ordinance. The supplemental ordinance may not exceed the aggregate of any additional revenue available or the amount of fund balances available when the annual appropriation ordinance was adopted; or (2) The Township Board, with a two-thirds vote, may authorize transfers between line items within a department. To amend the budget, a tentative amendment is prepared for the Budget and Appropriation Ordinance. Notice of the proposed amendment is posted and after a waiting period of 30 days, a meeting of the board is held, and a vote is taken on the amendment.

Basis for Budgeting

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred. Property taxes are recognized as revenues in the year for which they are levied (i.e. intended to finance). Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual (i.e., both measurable and available). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Township considers revenues to be available if they are collected within 60 days of the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred.

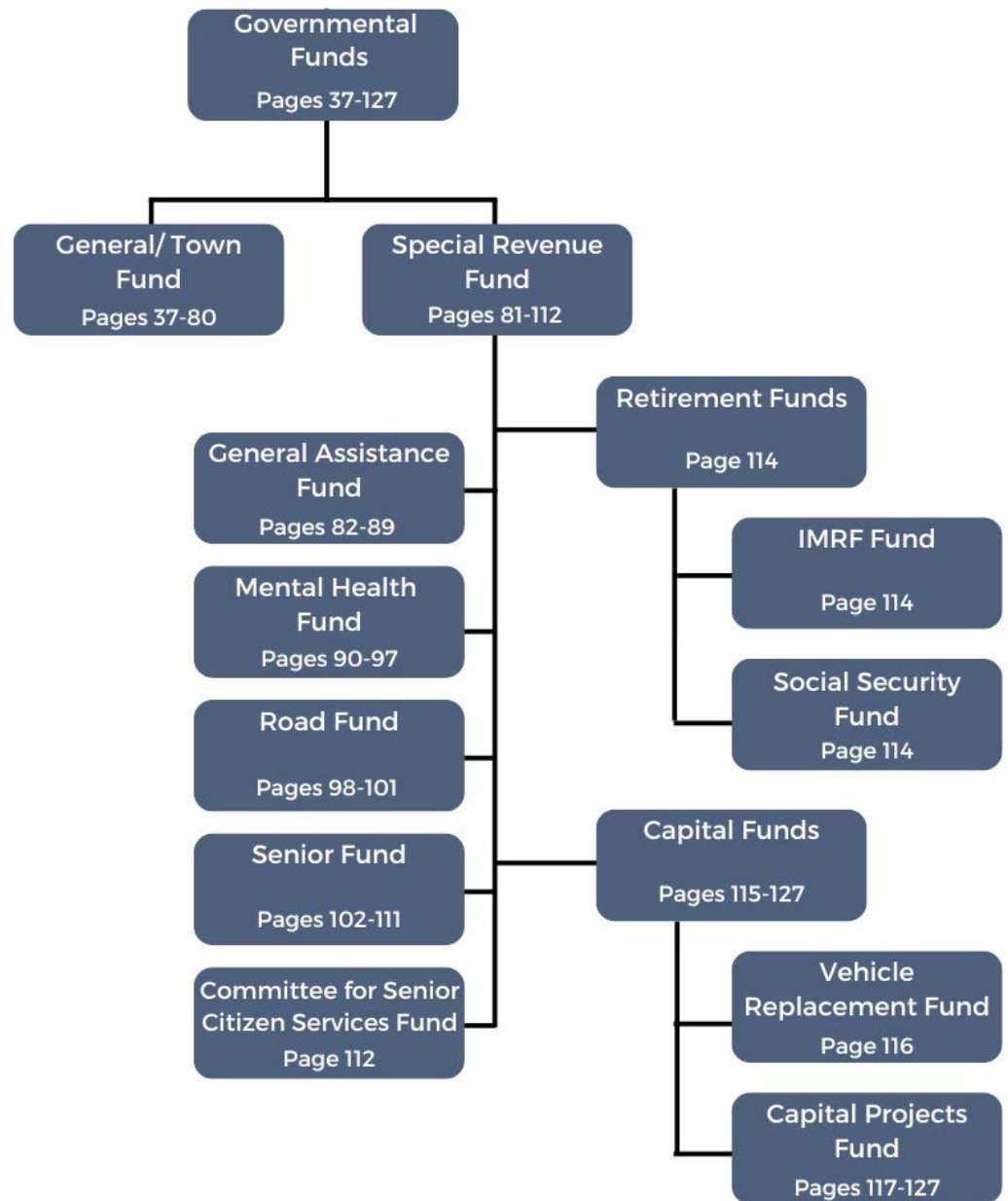
Revenues susceptible to accrual are property taxes, interest revenue, and charges for services. Donations are not susceptible to accrual because generally they are not measurable until received in cash.

FY 2025 Budget Development Calendar

November 7, 2023	Finance Committee Budget Guidelines
November 30, 2023	Budget Development Memo Issued
December 31, 2023	Department Budget Submissions Due
January 1, 2024 - January 31, 2024	Administrative Budget Review
February 1, 2024 - February 6, 2024	Finance Committee Budget Workshops
February 6, 2024 - February 20, 2024	Final Budget Compilation
February 20, 2024 - April 9, 2023	Township Board Budget Consideration and Public Hearings
April 1, 2024	Start of Fiscal Year 2025

The Budget Process





The accounts of the Township are organized on the basis of funds, each of which is considered a separate budgeting entity. The operations of each fund are budgeted with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures or expenses as appropriate. Government resources are allocated to and budgeted for individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental funds - are used to account for all or most of the Township's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of capital assets (capital projects funds), and the servicing of long-term general debt (debt services funds). The General (Town) Fund is used to account for all activities of the Township that are not accounted for in some other fund.

Major Funds

The Township reports the following major governmental funds:

The Town Fund (general) accounts for the resources traditionally associated with the Township's operations that are not required legally or by sound financial management to be accounted for in another fund.

The Senior Services Fund (special revenue) accounts for expenditures related to services and programs for senior citizens.

The Road Maintenance Fund (special revenue) accounts for the revenues and expenditures needed to finance the maintenance and construction of the Township's roads and bridges.

The Mental Health Fund (special revenue) accounts for revenues and expenditures needed for services and programs in the areas of mental health, developmental disabilities, and substance abuse.

The General Assistance Fund (special revenue) accounts for all activities related to local public aid including programs and services for low-income residents.

Summary of Department/Fund Relationships					
<u>Departments</u>	General	Senior Services	Road Maintenance	Mental Health	General Assistance
Administrative Services	x				
Aging Services		x			
Assessor's Office	x				
Office of Community Affairs	x				
Office of Community Health	x				
Emergency Services	x				
Facilities and Road Maintenance	x		x		
Human Services					x
Mental Health Board				x	
Youth and Family Services	x				

Hanover Township does not receive any sales tax or income tax. The Township's primary sources of revenue are property taxes, with additional revenues from replacement taxes, grants, donations, service fees, and interest income.

Property Taxes

The amount of the tax levy is limited by the Property Tax Extension Limitation Law (PTELL). 35 ILCS 200/18-185. PTELL limits the increase in property tax that the Township may levy to 5% or the percentage increase in the Consumer Price Index during the 12-month calendar year preceding the levy year, whichever is less. A higher property tax may be levied if the community experiences new construction, mergers, consolidations, or voters approve a higher rate by referendum.

Property taxes for 2023 attach as an enforceable lien on January 1, 2023, on property values assessed as of the same date. Taxes are levied by December of the subsequent fiscal year (by passage of a tax levy ordinance). Tax bills are prepared by the county and issued on or about February 1, 2024, and are payable in two installments, on or about March 1, 2024 and August 1, 2024. The county collects such taxes and remits them periodically. The allowance for uncollectable taxes has been stated at 0.5% of the tax levy to reflect actual collection experience. Property tax receivable balances in the financial statements appear net of this allowance.

The 2023 tax levy, which is attached as an enforceable lien on property as of January 1, 2023, has not been recorded as a receivable as of March 31, 2024. The tax has not yet been levied by the Township and will not be levied until August 2024, and therefore, the levy is not measurable on March 31, 2024.

Currently, the 2023 First Installment Real Estate Tax Bills for Cook County, Illinois have been mailed to taxpayers, and were due on March 1, 2024. The first installment tax bills are 55% of the previous year's taxes. Any assessment reduction(s) taxpayers receive for the 2023 tax year and/or any exemption(s) will be applied on the second installment tax bills, which are usually mailed in early summer.

Major Revenue Sources

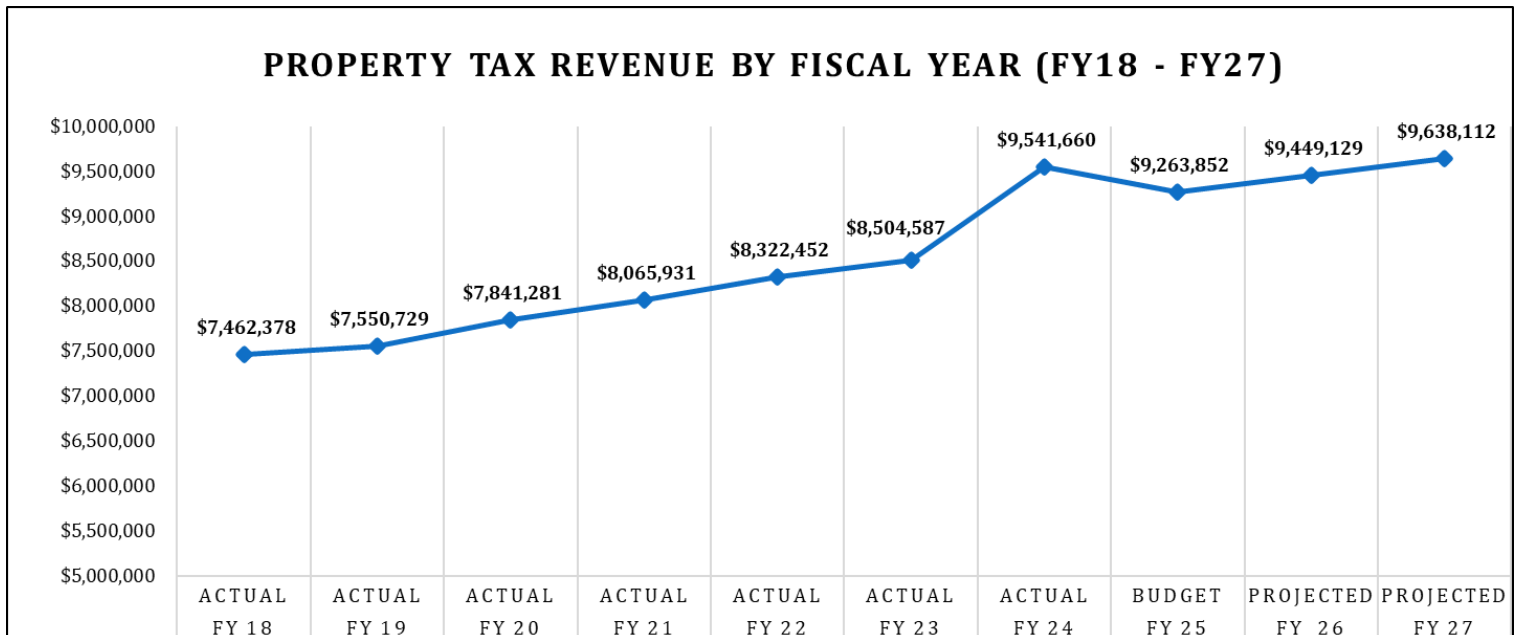
Property Tax Revenues by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Budget	FY 26 Projected	FY 27 Projected
Town	\$ 3,591,947	\$ 3,711,392	\$ 3,856,651	\$ 3,981,711	\$ 4,117,204	\$ 4,235,894	\$ 4,786,383	\$ 4,657,000	\$ 4,750,140	\$ 4,845,143
Senior	\$ 1,073,130	\$ 1,091,623	\$ 1,134,347	\$ 1,161,494	\$ 1,211,521	\$ 1,211,431	\$ 1,340,448	\$ 1,326,200	\$ 1,352,724	\$ 1,379,778
General Assistance	\$ 397,388	\$ 388,972	\$ 404,767	\$ 425,585	\$ 449,167	\$ 441,585	\$ 512,439	\$ 488,000	\$ 497,760	\$ 507,715
Road	\$ 868,782	\$ 852,227	\$ 869,780	\$ 861,552	\$ 861,612	\$ 876,506	\$ 962,595	\$ 890,450	\$ 908,259	\$ 926,424
MHB	\$ 1,203,094	\$ 1,169,843	\$ 1,226,105	\$ 1,277,782	\$ 1,313,473	\$ 1,367,829	\$ 1,526,938	\$ 1,493,752	\$ 1,523,627	\$ 1,554,100
Social Security	\$ 182,149	\$ 150,489	\$ 156,809	\$ 159,637	\$ 165,740	\$ 166,394	\$ 184,981	\$ 183,000	\$ 186,660	\$ 190,393
IMRF	\$ 145,888	\$ 186,183	\$ 192,822	\$ 198,170	\$ 203,735	\$ 204,948	\$ 227,876	\$ 225,450	\$ 229,959	\$ 234,558
Total	\$7,462,378	\$7,550,729	\$7,841,281	\$8,065,931	\$8,322,452	\$8,504,587	\$9,541,660	\$9,263,852	\$9,449,129	\$9,638,112

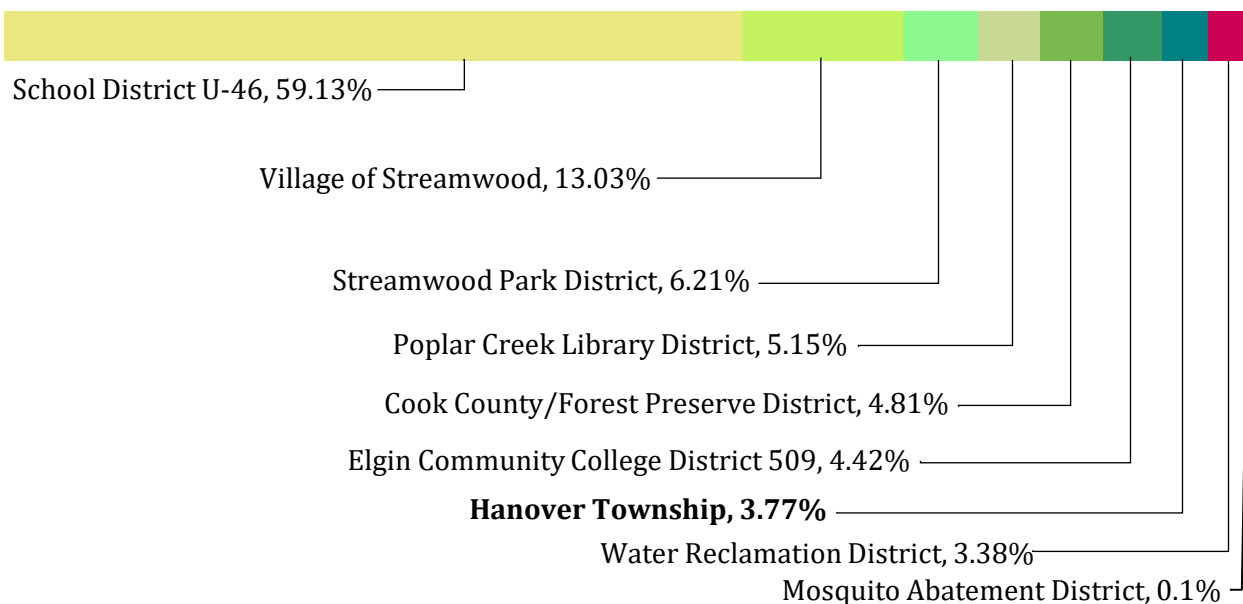
Hanover Township utilized a combination of estimates from Cook County and changes in the Consumer Price Index to make projections concerning the expected levels of property tax revenues. Although there has been some fluctuation in overall EAV and tax rates over the past few years, overall extensions have consistently grown in a controlled manner.

A conservative approach is utilized in all revenue projections using both historical trend analysis and assumptions based on current and projected economic factors. The Township estimates a small increase in property tax revenues for FY25, with a projected 2% growth for FY26 and FY27.

PROPERTY TAX REVENUE BY FISCAL YEAR (FY18 - FY27)



Major Revenue Sources



The chart above represents the amount of property tax a sample resident of Hanover Township in the Village of Streamwood pays to various overlapping governments in tax year 2023. U-46 School District collects the largest portion at 59.13% of the total rate, whereas Hanover Township collects 3.77% of the total.

Replacement Taxes

Replacement taxes are revenues collected by the State of Illinois and paid to local governments to replace money that was lost by local governments when their powers to impose personal property taxes on corporations, partnerships, and other business entities were taken away.

These taxes resulted when the new Illinois Constitution directed the legislature to abolish business personal property taxes and replace the revenue lost by local government units and school districts. In 1979, a law was enacted to provide for statewide taxes to replace the monies lost to local governments. The proceeds from these taxes are placed into the Personal Property Replacement Tax Fund to be distributed to local taxing districts.

The total collections are divided into two portions. One portion (51.65%) goes to Cook County and the second portion (48.35%) goes to downstate counties. The Cook County portion is then distributed to the taxing districts in Cook County based on each district's share of personal property tax collections for the 1976 year. This percentage is called the district's "allocation factor".

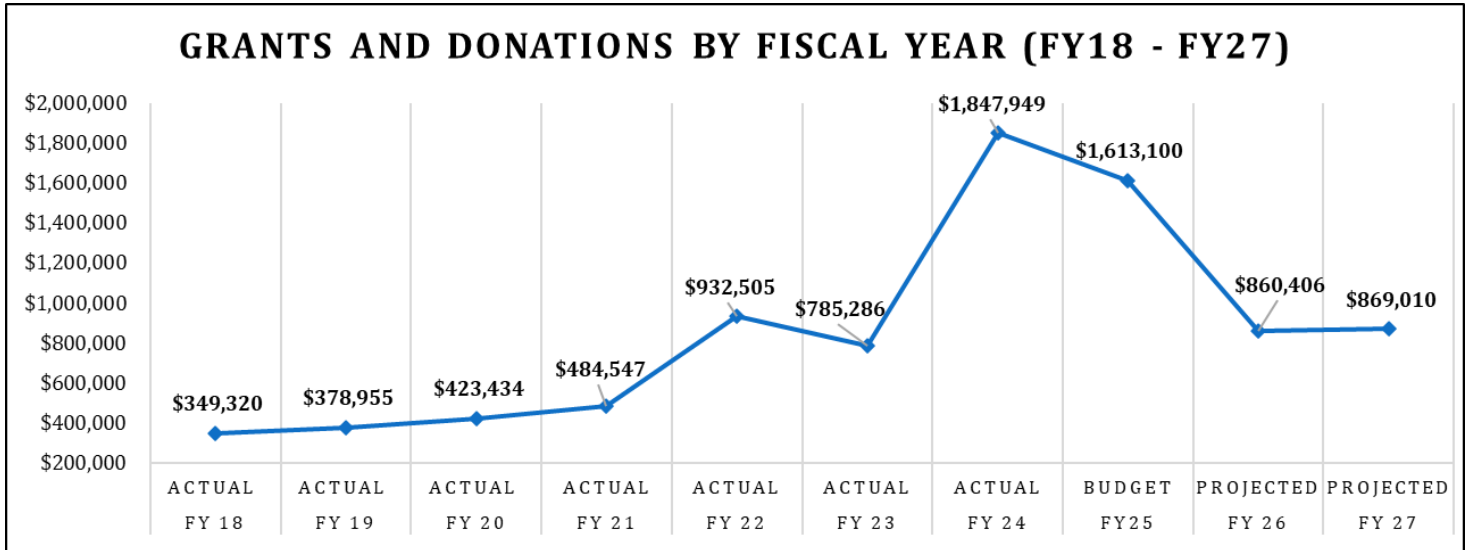
Replacement Tax Revenues by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Budget	FY 26 Projected	FY 27 Projected
Town	\$ 25,806	\$ 26,804	\$ 39,016	\$ 26,354	\$ 61,753	\$ 93,243	\$ 71,115	\$ 62,000	\$ 62,620	\$ 63,246
General Assistance	\$ 3,020	\$ 2,074	\$ 2,096	\$ 4,000	\$ 8,234	\$ 12,432	\$ 9,482	\$ 7,000	\$ 7,070	\$ 7,141
Road	\$ 22,461	\$ 25,859	\$ 25,165	\$ 32,135	\$ 50,594	\$ 68,426	\$ 64,643	\$ 56,000	\$ 56,560	\$ 57,126
MHB	\$ 9,061	\$ 6,221	\$ 6,289	\$ 12,000	\$ 24,701	\$ 37,297	\$ 28,446	\$ 18,000	\$ 18,180	\$ 18,362
Total	\$60,348	\$60,958	\$72,566	\$74,489	\$145,282	\$211,398	\$173,686	\$143,000	\$144,430	\$145,874

The projections for replacement tax revenues were calculated using a combination of historical trend analysis and state economic indicators. In keeping with the Township's conservative fiscal philosophy and accounting for relatively flat growth projections for the near term in Illinois, projections for FY26 and FY27 replacement tax revenues were estimated with a 1% increase to the base budget projection for both years.

Grants and Donations

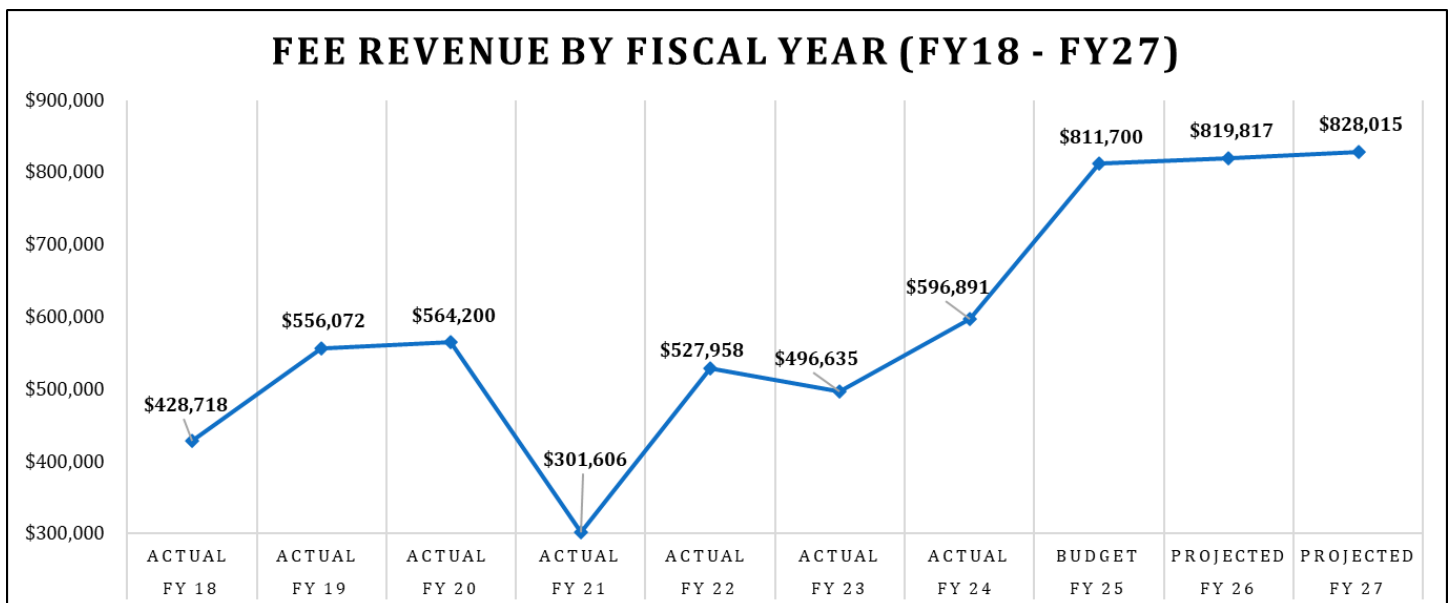
Grants and donations vary from year to year due to the availability of funding and external factors. The Township actively seeks additional grant opportunities, in FY25 Hanover Township received grant funds to complete the design and engineering of the Rohrssen Road bridge replacement.



*Projected figures are based on the average of FY18 – FY25 numbers.

Fees

The Township collects fees for certain services provided to residents, including passport processing, physicals, vaccinations, bus services, and tutoring. Fee revenue greatly decreased in FY21 due to COVID-19 closures and restrictions. Hanover Township's service fee revenue began rebounding greatly from FY22 to FY24. It is anticipated that fees will continue to grow in FY25. For a complete list of Township fees please visit www.hanover-township.org.



Major Revenue Sources

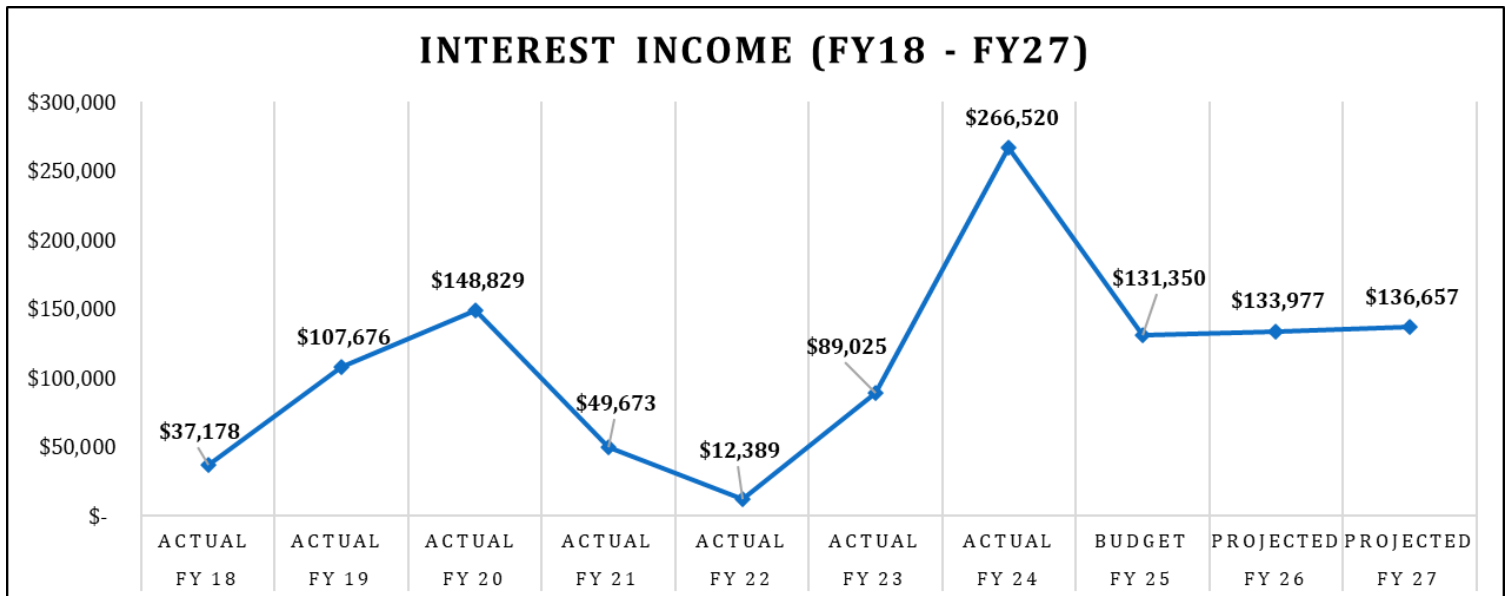
Interest

Interest Income by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Budget	FY 26 Projected	FY 27 Projected
Town	\$ 23,345	\$ 71,232	\$ 106,557	\$ 21,919	\$ 4,821	\$ 33,688	\$ 104,032	\$ 50,000	\$ 51,000	\$ 52,020
Senior	\$ 2,906	\$ 8,889	\$ 8,911	\$ 6,570	\$ 2,324	\$ 11,379	\$ 33,414	\$ 20,000	\$ 20,400	\$ 20,808
General Assistance	\$ 1,260	\$ 4,026	\$ 4,037	\$ 2,977	\$ 1,053	\$ 11,092	\$ 32,570	\$ 16,000	\$ 16,320	\$ 16,646
Road	\$ 5,970	\$ 13,437	\$ 5,049	\$ 4,386	\$ 1,551	\$ 10,184	\$ 29,903	\$ 15,000	\$ 15,300	\$ 15,606
MHB	\$ 2,382	\$ 6,395	\$ 6,411	\$ 4,736	\$ 1,672	\$ 13,790	\$ 40,491	\$ 20,000	\$ 20,400	\$ 20,808
Social Security	\$ 200	\$ 600	\$ 601	\$ 443	\$ 157	\$ 532	\$ 1,560	\$ 800	\$ 816	\$ 832
IMRF	\$ 314	\$ 929	\$ 929	\$ 687	\$ 243	\$ 1,030	\$ 3,023	\$ 1,550	\$ 1,581	\$ 1,613
Vehicle	\$ 801	\$ 2,168	\$ 16,334	\$ 7,955	\$ 567	\$ 6,146	\$ 18,050	\$ 7,000	\$ 7,140	\$ 7,283
Comm. Senior Services	N/A	N/A	N/A	N/A	\$ 1	\$ 1,184	\$ 3,477	\$ 1,000	\$ 1,020	\$ 1,040
Total	\$ 37,178	\$ 107,676	\$ 148,829	\$ 49,673	\$ 12,389	\$ 89,025	\$ 266,520	\$ 131,350	\$ 133,977	\$ 136,657

As shown in the graph below, the level of interest income collected by the Township in FY25 decreased from the previous year (FY24). This decrease comes in part from the anticipated decrease in the federal interest rate.

INTEREST INCOME (FY18 - FY27)



Major Revenue Sources

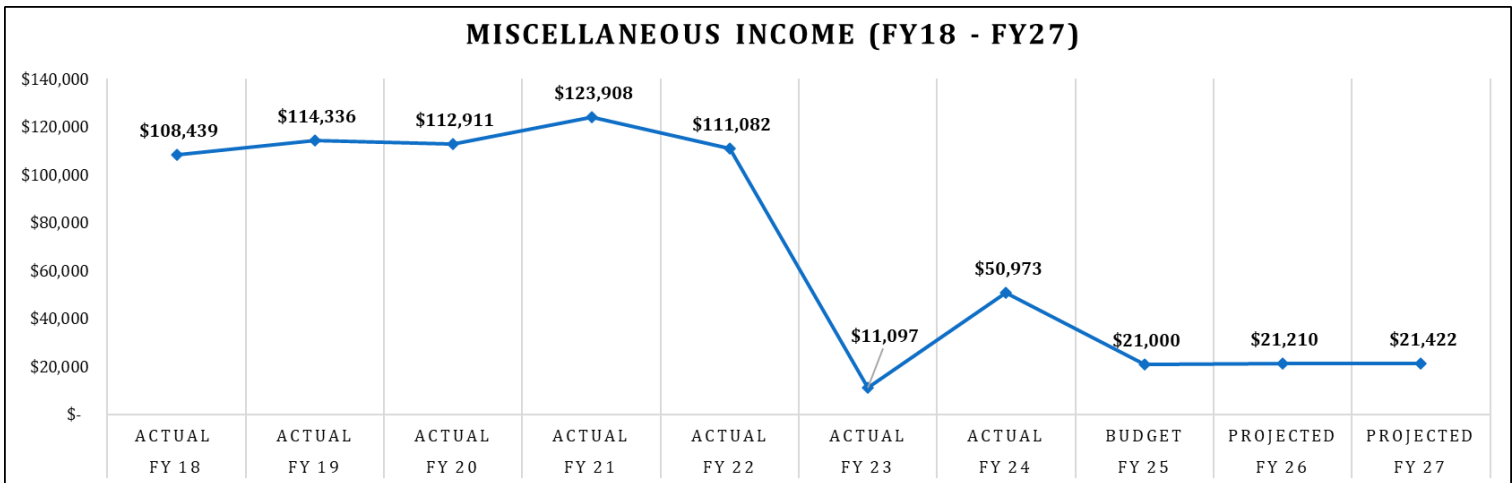
Other Income

Miscellaneous Income by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Budget	FY 26 Projected	FY 27 Projected
Town	\$ 25,415	\$ 32,272	\$ 28,515	\$ 60,276	\$ 19,066	\$ 6,800	\$ 33,088	\$ 5,000	\$ 5,050	\$ 5,101
Senior	\$ 34,864	\$ 39,782	\$ 58,753	\$ 35,415	\$ 67,481	\$ 1,288	\$ 14,324	\$ 6,000	\$ 6,060	\$ 6,121
General Assistance	\$ 15,858	\$ 18,783	\$ 8,998	\$ 20,528	\$ 15,227	\$ 24	\$ 18	\$ 8,000	\$ 8,080	\$ 8,161
Road	\$ 3,871	\$ 2,344	\$ 1,363	\$ 1,500	\$ 1,487	\$ 2,985	\$ 3,534	\$ 1,000	\$ 1,010	\$ 1,020
MHB	\$ 28,431	\$ 21,155	\$ 15,282	\$ 6,189	\$ 7,821	\$ -	\$ 9	\$ 1,000	\$ 1,010	\$ 1,020
Total	\$108,439	\$114,336	\$112,911	\$123,908	\$111,082	\$11,097	\$50,973	\$21,000	\$21,210	\$21,422

Miscellaneous income includes one-time revenue sources such as legal settlements, General Assistance reimbursement and revenues which are not included in any other category. This revenue is highly variable and difficult to forecast.

MISCELLANEOUS INCOME (FY18 - FY27)

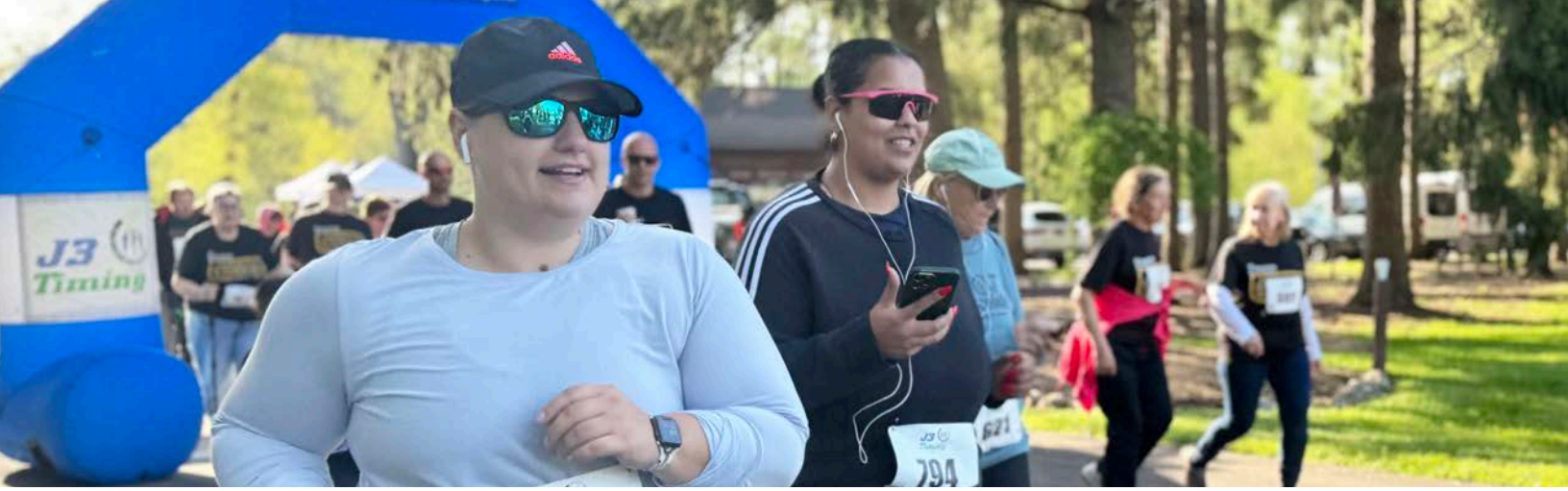


Rent

The Township finalized the sale of the Resource Center in FY23, which significantly reduced rental income in FY24 and future fiscal years.

Rental Income by Fund

Fund	FY 18 Actual	FY 19 Actual	FY 20 Actual	FY 21 Actual	FY 22 Actual	FY 23 Actual	FY 24 Actual	FY 25 Budget	FY 26 Projected	FY 27 Projected
Town	\$ 10,010	\$ 10,000	\$ 10,050	\$ 10,000	\$ 10,000	\$ 11,295	\$ 3,085	\$ 3,000	\$ 3,030	\$ 3,060
MHB	\$ 11,700	\$ 11,600	\$ 13,820	\$ 11,850	\$ 7,800	\$ 11,240	\$ -	\$ -	\$ -	\$ -
Total	\$ 21,710	\$ 21,600	\$ 23,870	\$ 21,850	\$ 17,800	\$ 22,535	\$ 3,085	\$ 3,000	\$ 3,030	\$ 3,060



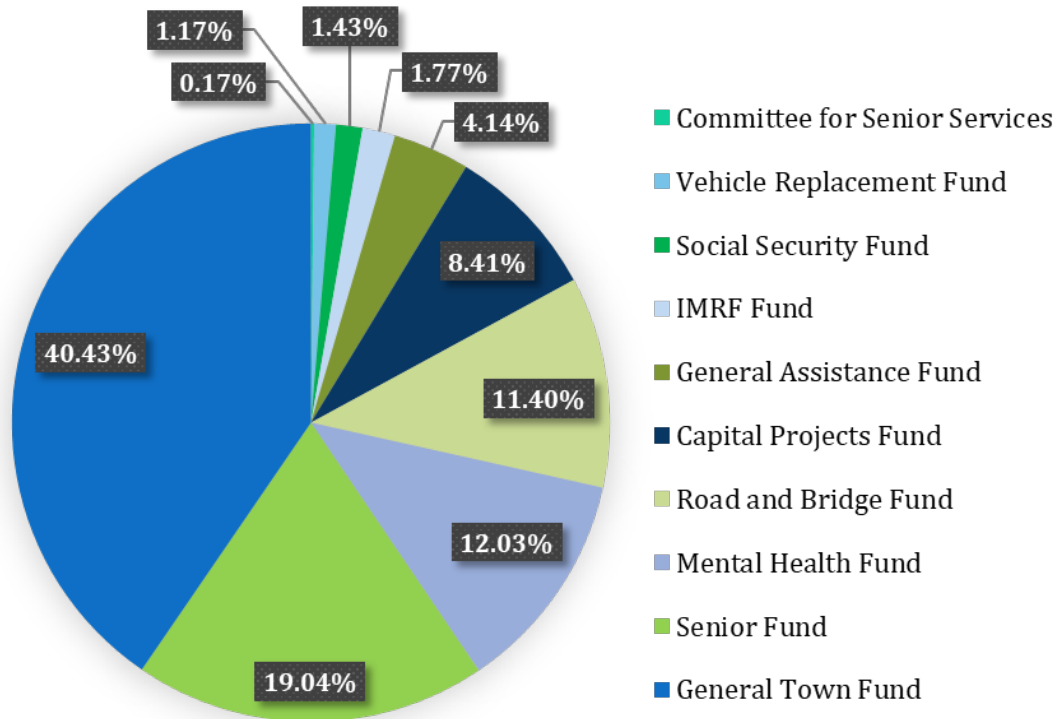
Financial Summaries



REVENUES

The General Town Fund accounts for 40.43% of the Township's revenue in FY25 due to receiving the largest amount of Property Tax revenue. The General Town Fund will receive \$4,657,000 in Property Tax revenue.

Total Revenue By Fund FY25



Total Revenue by Fund FY25

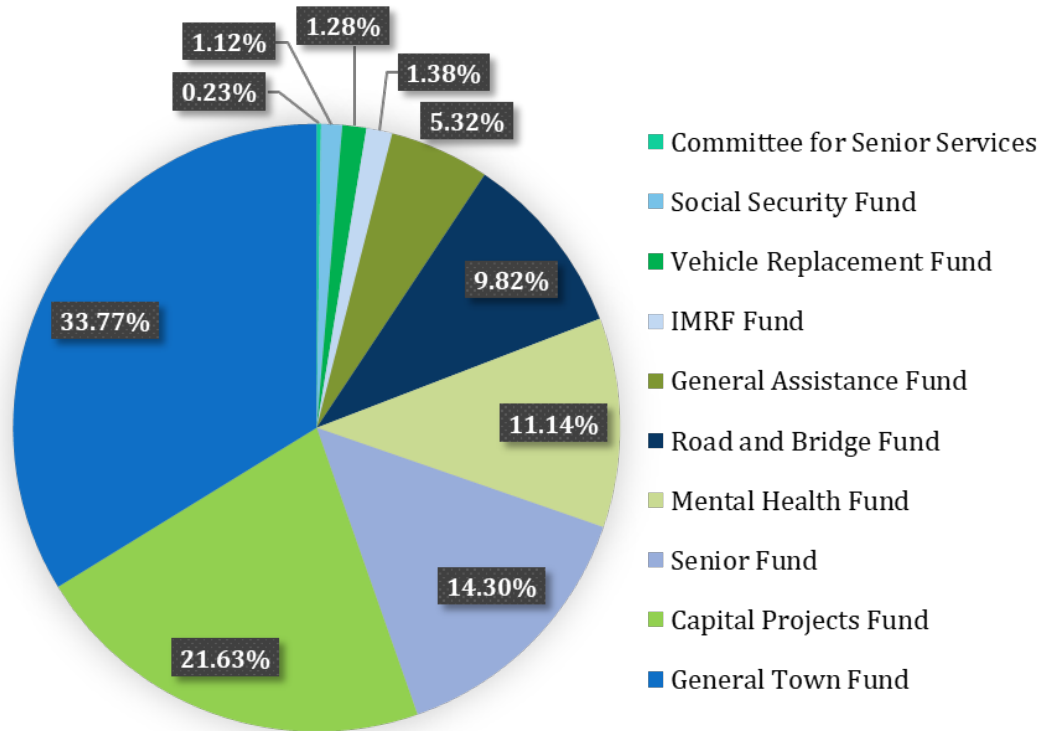
Revenue	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Town	\$ 4,560,448	\$ 4,561,034	\$ 4,774,318	\$ 4,878,000	\$ 5,386,051	\$ 5,194,000	6.48%
Senior	\$ 1,788,110	\$ 2,046,642	\$ 1,903,647	\$ 2,235,675	\$ 2,304,818	\$ 2,446,300	9.42%
General Assistance	\$ 478,549	\$ 475,111	\$ 476,305	\$ 491,002	\$ 593,524	\$ 532,000	8.35%
MHB	\$ 1,355,467	\$ 1,360,939	\$ 1,442,640	\$ 1,468,827	\$ 1,608,453	\$ 1,545,752	5.24%
Road	\$ 915,244	\$ 890,500	\$ 999,478	\$ 912,845	\$ 1,060,675	\$ 1,464,450	60.43%
Comm. Senior Services	\$ 76,071	\$ 15,750	\$ 26,966	\$ 18,800	\$ 30,371	\$ 22,200	18%
IMRF	\$ 203,978	\$ 207,118	\$ 205,978	\$ 215,700	\$ 230,899	\$ 227,000	5.24%
Social Security	\$ 165,897	\$ 167,395	\$ 166,926	\$ 175,000	\$ 186,541	\$ 183,800	5.03%
Capital Projects	\$ 200,000	\$ 2,200,000	\$ 110,000	\$ 2,835,000	\$ 1,052,100	\$ 1,080,000	-61.90%
Vehicle	\$ 7,903	\$ 100,000	\$ 14,305	\$ 141,000	\$ 24,247	\$ 150,000	6.38%
Total	\$ 9,751,667	\$ 12,024,489	\$ 10,120,563	\$ 13,371,849	\$ 12,477,679	\$ 12,845,502	-3.94%

*Intragovernmental transfers are not included in the revenue numbers above for FY22-FY24 actuals.

EXPENDITURES

The largest expenditure by fund is the General Town Fund at \$5,194,000, approximately 33.77% of the total. The General Town Fund is the Township's main operating fund.

Expenditures By Fund FY25

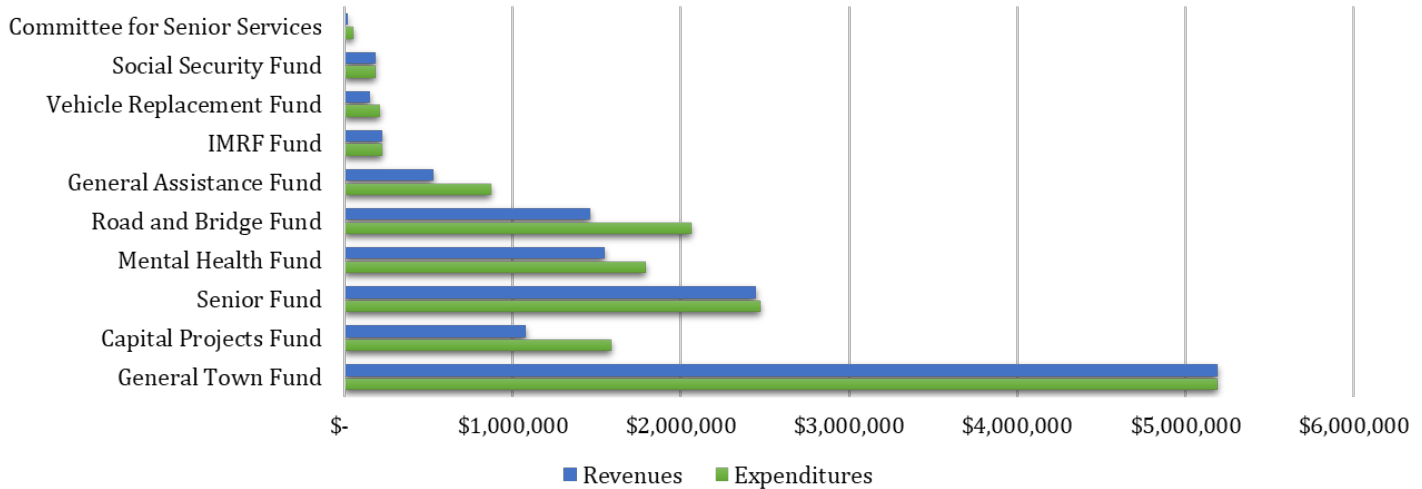


Total Expenditures by Fund Summary FY25							
Expenditures	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Town	\$ 3,679,547	\$ 4,559,925	\$ 4,069,871	\$ 5,278,000	\$ 4,144,582	\$ 5,194,000	-1.59%
Senior	\$ 1,850,360	\$ 2,046,485	\$ 2,143,107	\$ 2,235,675	\$ 2,408,696	\$ 2,471,300	10.54%
General Assistance	\$ 390,048	\$ 646,820	\$ 454,579	\$ 832,065	\$ 453,587	\$ 872,880	4.91%
MHB	\$ 1,293,888	\$ 1,630,600	\$ 1,365,916	\$ 1,741,835	\$ 1,493,759	\$ 1,794,200	3.01%
Road	\$ 589,591	\$ 1,692,250	\$ 1,198,074	\$ 1,535,100	\$ 779,218	\$ 2,066,800	34.64%
Comm. Senior Services	\$ 4,371	\$ 25,000	\$ 19,229	\$ 36,500	\$ 27,598	\$ 53,200	45.75%
IMRF	\$ 201,390	\$ 207,118	\$ 206,281	\$ 215,700	\$ 216,574	\$ 227,000	5.24%
Social Security	\$ 162,821	\$ 167,395	\$ 166,411	\$ 175,000	\$ 175,836	\$ 183,800	5.03%
Capital Projects	\$ 1,404,189	\$ 5,980,000	\$ 2,677,045	\$ 3,380,000	\$ 2,184,073	\$ 1,590,000	-52.96%
Vehicle	\$ 5,886	\$ 120,000	\$ 61,669	\$ 200,000	\$ 32,548	\$ 215,000	7.50%
Total Expenditures	\$9,582,091	\$17,075,593	\$12,362,182	\$15,629,875	\$11,916,471	\$14,668,180	-6.15%
Total Revenues	\$9,751,667	\$15,679,489	\$10,120,563	\$13,371,849	\$12,477,679	\$12,845,502	-3.94%
Excess of Revenues Over Expenditures	\$ 169,576	\$ (1,396,104)	\$ (2,241,619)	\$ (2,258,026)	\$ 561,208	\$ (1,822,678)	-19.28%

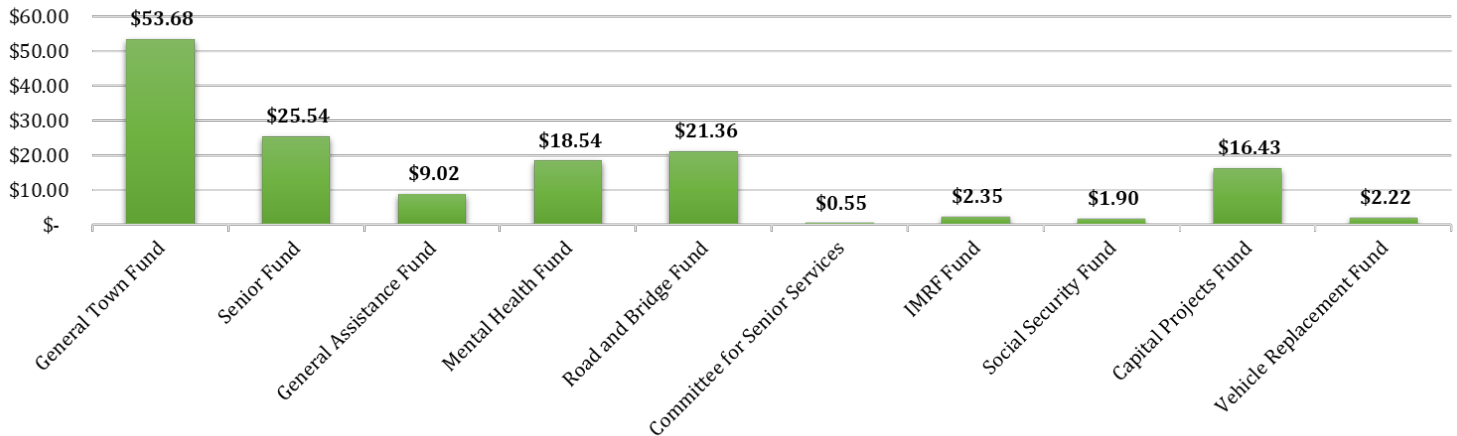
*Intragovernmental transfers are not included in the expenditure numbers above for FY22-FY24 actuals.

PROJECTIONS

Revenues and Expenditures By Fund FY25



Expenditures Per Capita By Fund FY25

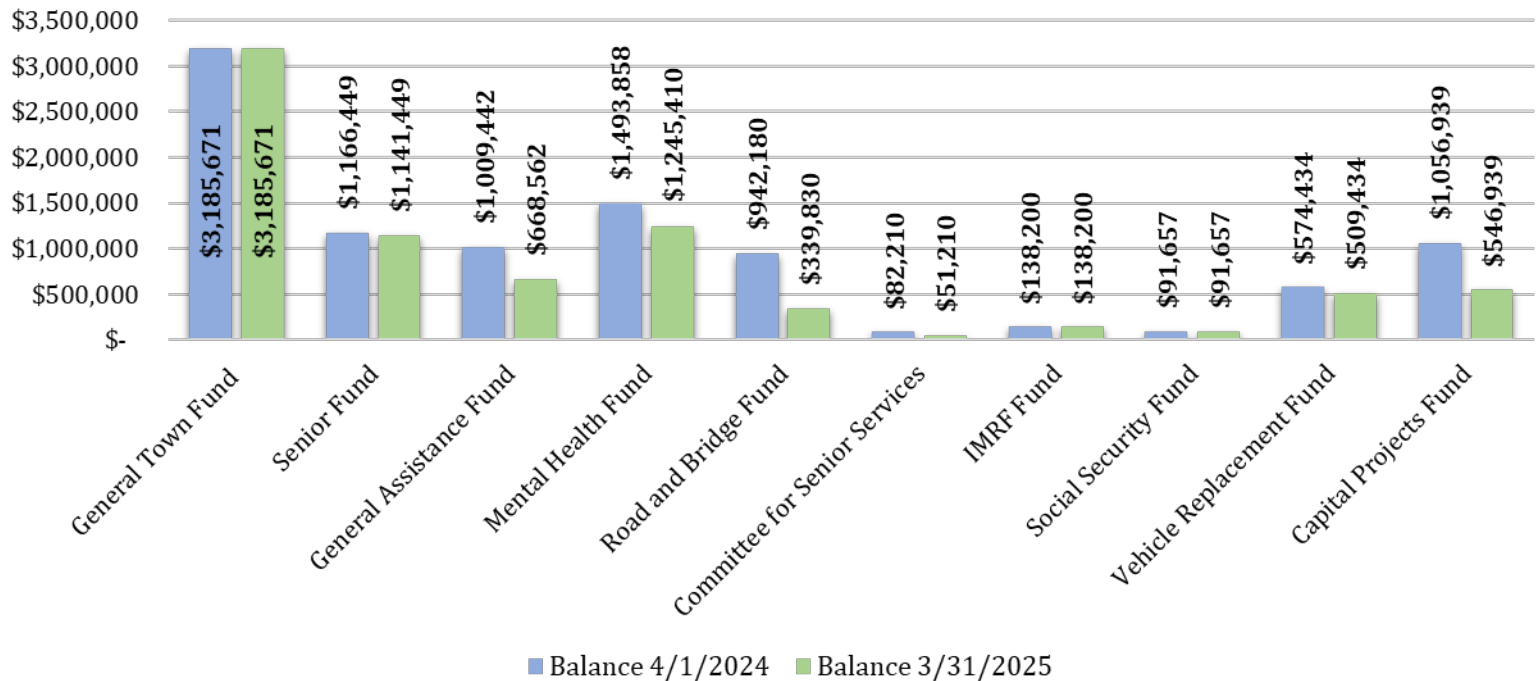


Expenditures are budgeted to equal or exceed revenues for all funds as to utilize accumulated reserves.

Projected Changes in Fund Balance FY25							
	Balance 4/1/2024	Total Estimated Revenues	Total Estimated Funds Available	Total Budgeted Expenditures	Balance 3/31/2025	Percentage Change	
Town	\$ 3,185,671	\$ 5,194,000	\$ 8,379,671	\$ 5,194,000	\$ 3,185,671	0.00%	
Senior	\$ 1,166,449	\$ 2,446,300	\$ 3,612,749	\$ 2,471,300	\$ 1,141,449	-2.14%	
General Assistance	\$ 1,009,442	\$ 532,000	\$ 1,541,442	\$ 872,880	\$ 668,562	-33.77%	
MHB	\$ 1,493,858	\$ 1,545,752	\$ 3,039,610	\$ 1,794,200	\$ 1,245,410	-16.63%	
Road	\$ 942,180	\$ 1,464,450	\$ 2,406,630	\$ 2,066,800	\$ 339,830	-63.93%	
Comm. Senior Services	\$ 82,210	\$ 22,200	\$ 104,410	\$ 53,200	\$ 51,210	-37.71%	
IMRF	\$ 138,200	\$ 227,000	\$ 365,200	\$ 227,000	\$ 138,200	0.00%	
Social Security	\$ 91,657	\$ 183,800	\$ 275,457	\$ 183,800	\$ 91,657	0.00%	
Vehicle	\$ 574,434	\$ 150,000	\$ 724,434	\$ 215,000	\$ 509,434	-11.32%	
Capital Projects	\$ 1,056,939	\$ 1,080,000	\$ 2,136,939	\$ 1,590,000	\$ 546,939	-48.25%	
Total	\$9,741,040	\$ 12,845,502	\$ 22,586,542	\$ 14,668,180	\$7,918,362	-18.71%	

FUND BALANCE HIGHLIGHTS

Projected Changes in Fund Balance FY25



- The Road Fund balance is the largest change in fund balance. The Road Fund balance is anticipated to decrease by \$602,350. This change is attributed to the Township budgeting for extensive road resurfacing projects.
- The Capital Projects Fund balance is the second largest decrease from \$1,056,939 to \$546,939 due to several one-time capital projects underway; the completion of a new Emergency Services Station and Tiknis Campus property expansion.
- The Mental Health Fund balance will decrease by 16.63% due to continuing to draw down on accumulated fund balance for funded agency capital projects, new program development, as well as emergency funding. Further funding is set aside for the permanent supportive housing initiative, Hanover Landing.
- In FY25, the General Assistance Fund will begin to fund a portion of the Community Health salaries, this change will result in a projected decrease of 33.77% to the overall fund balance.
- The Town Fund has a net 0% projected change in FY25.
- All other funds have minimal changes in their respective fund balances.

Financial Summary

Consolidated Financial Summary FY25

REVENUE	Town	Senior	General Assistance	Mental Health	Road Maintenance	Committee for Senior Services	IMRF	Social Security	Vehicle Replacement	Capital Projects	Total
Property Taxes	\$ 4,657,000	\$ 1,326,200	\$ 488,000	\$ 1,493,752	\$ 890,450	-	\$ 225,450	\$ 183,000	-	-	\$ 9,263,852
Replacement Taxes	\$ 62,000	-	\$ 7,000	\$ 18,000	\$ 56,000	-	-	-	-	-	\$ 143,000
Interest	\$ 50,000	\$ 20,000	\$ 16,000	\$ 20,000	\$ 15,000	\$ 1,000	\$ 1,550	\$ 800	\$ 7,000	-	\$ 131,350
Rent	\$ 3,000	-	-	-	-	-	-	-	-	-	\$ 3,000
Other	\$ 4,500	-	-	-	-	-	-	-	-	-	\$ 4,500
Fees	\$ 303,500	\$ 446,000	\$ 16,000	\$ 14,000	\$ 3,000	\$ 21,200	-	-	\$ 8,000	-	\$ 811,700
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	\$ -
Grants & Donations	\$ 114,000	\$ 499,100	-	-	\$ 500,000	-	-	-	-	\$ 500,000	\$ 1,613,100
Transfers	-	\$ 155,000	\$ 5,000	-	-	-	-	-	\$ 135,000	\$ 580,000	\$ 875,000
Total	\$ 5,194,000	\$ 2,446,300	\$ 532,000	\$ 1,545,752	\$ 1,464,450	\$ 22,200	\$ 227,000	\$ 183,800	\$ 150,000	\$ 1,080,000	\$ 12,845,502
EXPENDITURES											
Personnel Costs	\$ 3,052,000	\$ 1,590,390	\$ 424,830	\$ 104,050	\$ 268,300	-	\$ 227,000	\$ 183,800	-	-	\$ 5,850,370
Administration	\$ 567,500	\$ 119,500	\$ 27,950	\$ 49,650	\$ 1,492,000	-	-	-	-	-	\$ 2,256,600
Town Office Expense	\$ 251,500	-	-	-	-	-	-	-	-	-	\$ 251,500
Town Hall Expense	\$ 48,000	-	-	-	-	-	-	-	-	-	\$ 48,000
Legal & Auditing	\$ 205,000	-	-	-	-	-	-	-	-	-	\$ 205,000
Insurance & Emp Benefits	\$ 218,900	-	-	-	-	-	-	-	-	-	\$ 218,900
Nutrition	-	\$ 246,500	-	-	-	-	-	-	-	-	\$ 246,500
Programs	-	\$ 236,500	-	-	-	\$ 53,200	-	-	-	-	\$ 289,700
Social Services	-	\$ 125,500	-	-	-	-	-	-	-	-	\$ 125,500
Transportation	-	\$ 127,910	-	-	-	-	-	-	-	-	\$ 127,910
Pantry	-	-	\$ 49,000	-	-	-	-	-	-	-	\$ 49,000
Home Relief	-	-	\$ 291,100	-	-	-	-	-	-	-	\$ 291,100
Service Contracts	-	-	-	\$ 1,640,500	-	-	-	-	-	-	\$ 1,640,500
Community Resource Center	-	-	-	-	-	-	-	-	-	-	\$ -
Capital Projects											
Bldg & Equipment	\$ 186,100	-	-	-	\$ 121,500	-	-	-	-	\$ 650,000	\$ 957,600
Land/Bldg Acq	-	-	-	-	-	-	-	-	-	\$ 940,000	\$ 940,000
Vehicles	-	-	\$ 80,000	-	-	-	-	-	\$ 215,000	-	\$ 295,000
Transfers											
Town	-	-	-	-	-	-	-	-	-	-	\$ -
Senior	-	-	-	-	\$ 155,000	-	-	-	-	-	\$ 155,000
Vehicle	\$ 105,000	-	-	-	\$ 30,000	-	-	-	-	-	\$ 135,000
General Assistance	\$ 5,000	-	-	-	-	-	-	-	-	-	\$ 5,000
Capital	\$ 555,000	\$ 25,000	-	-	-	-	-	-	-	-	\$ 580,000
Total	\$ 5,194,000	\$ 2,471,300	\$ 872,880	\$ 1,794,200	\$ 2,066,800	\$ 53,200	\$ 227,000	\$ 183,800	\$ 215,000	\$ 1,590,000	\$ 14,668,180
Surplus (Deficit)	\$ -	\$ (25,000)	\$ (340,880)	\$ (248,448)	\$ (602,350)	\$ (31,000)	\$ -	\$ -	\$ (65,000)	\$ (510,000)	\$ (1,822,678)
Beginning Fund Balance	\$ 3,185,671	\$ 1,166,449	\$ 1,009,442	\$ 1,493,858	\$ 942,180	\$ 82,210	\$ 138,200	\$ 91,657	\$ 574,434	\$ 1,056,939	\$ 9,741,040
Ending Fund Balance	\$ 3,185,671	\$ 1,141,449	\$ 668,562	\$ 1,245,410	\$ 339,830	\$ 51,210	\$ 138,200	\$ 91,657	\$ 509,434	\$ 546,939	\$ 7,918,362

Legal Limits on Township Debt

The Local Government Debt Limitation Act (50 ILCS 405/1) sets the legal debt limitation for Hanover Township. Per this act, total debt may not exceed 2.875% of the value of the taxable property within the Township, including existing debt. The 2022 total taxable assessed property value is \$2,619,442,466; therefore, Hanover Township's legal limit of debt is \$75,308,970.

Additionally, per 60 ILCS/1 Sec. 240-5, Township Code, a Township Board "may borrow money (i) from any bank or financial institution if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the Highway Commissioner, from a Township Road District fund, if the money is to be repaid within one year from the time it is borrowed."

Summary of Debt Policy

Hanover Township's Board takes a conservative approach regarding debt financing. Currently, the Township carries one long-term debt obligation, a \$3,000,000 loan, which is planned to be paid off before the 10-year period ends.

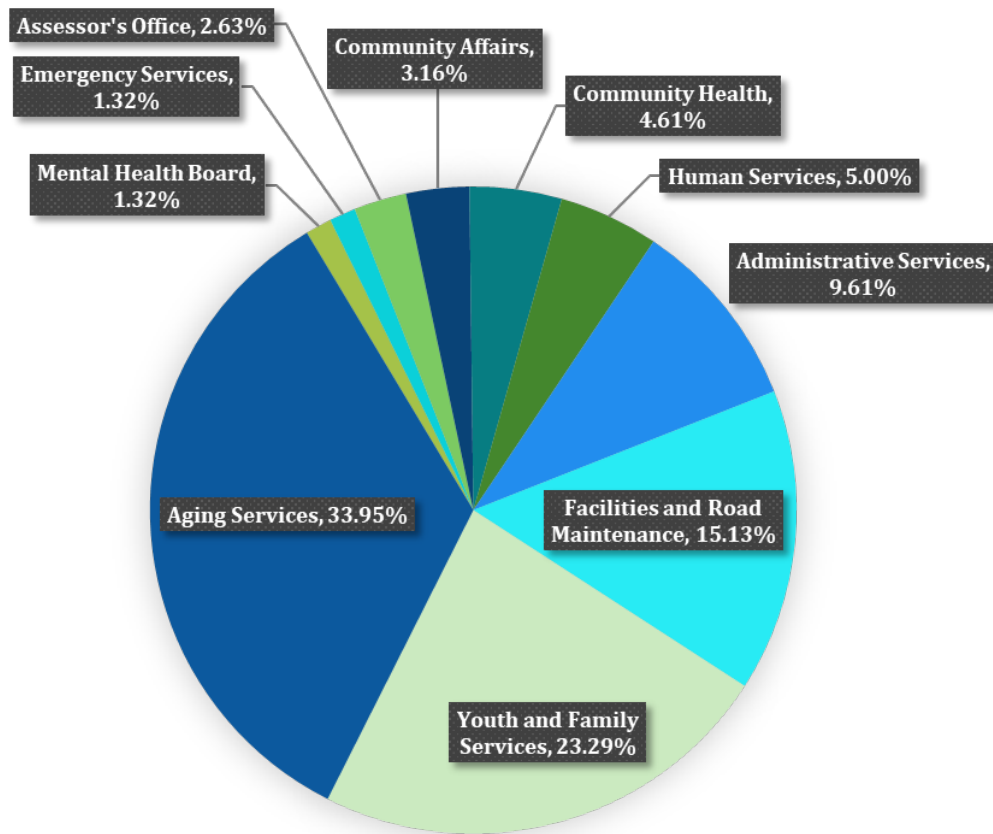
Ratios of Outstanding Debt by Type (FY 2010-2024)

Fiscal Year	General Obligation Bonds	Loan Payable	Total Township	Debt per Capita
2010	\$ -	\$ -	\$ -	\$ -
2011	\$ -	\$ -	\$ -	\$ -
2012	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -
2014	\$ -	\$ -	\$ -	\$ -
2015	\$ -	\$ -	\$ -	\$ -
2016	\$ -	\$ -	\$ -	\$ -
2017	\$ -	\$ -	\$ -	\$ -
2018	\$ -	\$ -	\$ -	\$ -
2019	\$ -	\$ -	\$ -	\$ -
2020	\$ -	\$ -	\$ -	\$ -
2021	\$ -	\$ -	\$ -	\$ -
2022	\$ -	\$ 3,000,000	\$ 3,000,000	\$ 31.00
2023	\$ -	\$ 2,870,263	\$ 2,870,263	\$ 29.66
2024	\$ -	\$ 2,207,826	\$ 2,207,826	\$ 22.82
Total	\$ -	\$ 2,207,826	\$ 2,207,826	\$ 22.82

Full-Time Equivalent Position Summary

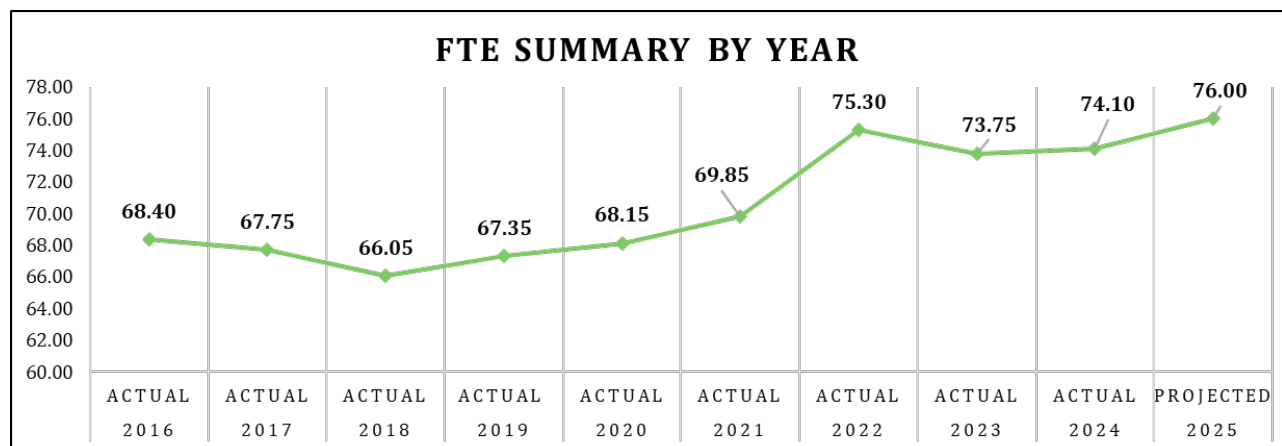
Summary of Employees By Department									
Department and Position	2023 Actual	2024 Actual	2025 Projected	Change	Department and Position	2023 Actual	2024 Actual	2025 Projected	Change
Administrative Services					Aging Services				
Township Administrator	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Deputy Township Administrator	0.0	0.0	0.8	0.8	Administrative Specialist	1.0	1.0	1.0	0.0
Assistant Township Administrator	0.8	0.8	0.0	-0.8	Program Manager	1.0	1.0	1.0	0.0
Human Resources Manager	1.0	1.0	1.0	0.0	Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Assistant to the Administrator	0.0	0.0	1.0	1.0	Program Specialist	1.0	1.0	1.0	0.0
Administrative Specialist	1.0	1.0	0.0	-1.0	Visual Art Instructor	1.3	1.3	1.3	0.0
Resident Services Specialist	0.0	0.0	1.0	1.0	Administrative Assistant	0.0	0.0	1.0	1.0
Resident Services Assistant	1.0	1.0	0.0	-1.0	Receptionist	1.2	1.2	0.2	-1.0
Disability Services Coordinator	0.0	0.6	0.6	0.0	Social Services Manager	1.0	1.0	1.0	0.0
Receptionist	1.2	1.4	1.4	0.0	Social Services Specialist	2.0	2.0	2.0	0.0
Management Graduate Intern	0.5	0.5	0.0	-0.5	Therapist	0.8	0.8	0.8	0.0
Public Management Intern	0.0	0.0	0.5	0.5	Intake Assistant	0.0	0.0	0.5	0.5
Total	6.5	7.3	7.3	0.0	Home Care Coordinator	1.0	1.0	1.0	0.0
Assessor's Office					Home Care Assistant	1.0	1.0	1.0	0.0
Chief Deputy Assessor	1.0	1.0	1.0	0.0	Nutrition Manager	1.0	0.6	0.7	0.1
Deputy Assessor	1.0	1.0	1.0	0.0	Nutrition Coordinator	0.0	1.0	1.0	0.0
Assessing Specialist	1.0	0.0	0.0	0.0	Line Cook	0.6	0.6	0.7	0.1
Total	3.0	2.0	2.0	0.0	Nutrition Assistant	0.6	0.6	0.7	0.1
Office of Community Health					Home Delivered Meals Assistant	1.25	0.6	0.7	0.1
Director	1.0	1.0	1.0	0.0	Transportation Manager	1.0	1.0	1.0	0.0
Community Health Nurse	1.0	1.0	1.0	0.0	Transportation Dispatcher	1.0	1.0	1.0	0.0
Community Health Assistant	1.0	1.0	1.0	0.0	Bus Driver	6.0	6.2	6.2	0.0
Receptionist	0.5	0.5	0.5	0.0	Total	24.8	24.9	25.8	0.9
Total	3.5	3.5	3.5	0.0	Human Services				
Office of Community Affairs					Director	1.0	1.0	1.0	0.0
Director	1.0	1.0	1.0	0.0	Case Manager	1.0	1.0	1.0	0.0
Communications Coordinator	1.0	1.0	1.0	0.0	Human Services Coordinator	1.0	1.0	1.0	0.0
Community Relations Intern	0.0	0.4	0.4	0.0	Outreach Coordinator	0.8	0.8	0.8	0.0
Total	2.0	2.4	2.4	0.0	Total	3.8	3.8	3.8	0.0
Emergency Services					Youth and Family Services				
Director	1.0	1.0	1.0	0.0	Director	1.0	1.0	1.0	0.0
Total	1.0	1.0	1.0	0.0	Administrative Assistant	1.0	1.0	1.0	0.0
Facilities and Road Maintenance					Receptionist	1.1	1.1	1.1	0.0
Director	1.0	1.0	1.0	0.0	Tutor	0.6	0.6	0.6	0.0
Operations Manager	1.0	1.0	1.0	0.0	Assistant Director of Clinical Services	0.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0	Clinical Manager	1.0	0.0	0.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0	Family Therapist	5.0	5.0	5.0	0.0
Facilities and Road Associate	1.0	1.0	1.0	0.0	Prevention Services Manager	1.0	1.0	1.0	0.0
Grounds and Facilities Associate	0.0	0.0	1.0	1.0	Program Coordinator	1.0	1.0	1.0	0.0
Custodial Associate	2.0	2.0	2.0	0.0	Assistant Program Coordinators	1.0	1.0	1.0	0.0
Road Maintenance Manager	1.0	1.0	1.0	0.0	Youth Program Assistants	2.0	2.0	2.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0	Volunteer & Prevention Coordinator	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.5	0.0	Prevention Specialist	1.0	1.0	1.0	0.0
Total	10.5	10.5	11.5	1.0	Substance Abuse Prevention Specialist	1.0	1.0	1.0	0.0
Mental Health Board					Total	17.7	17.7	17.7	0.0
Mental Health Board Manager	1.0	1.0	1.0	0.0					
Total	1.0	1.0	1.0	0.0					
Grand Total FTE						73.75	74.10	76.00	1.90

FTE By Department FY25



Changes in Staffing Levels

- In total, FTE for the Township is projected to increase by 1.9 FTE from FY24 to FY25.
- Aging Services will increase by 0.9 FTE with the creation of the new Part Time Intake Assistant position and increases weekly hours of four positions in the Nutrition division.
- Facilities and Road Maintenance will increase by 1.0 FTE with the creation of the new Grounds and Facilities Associate.





General Town Fund



The General Town Fund accounts for the resources traditionally associated with the Township's operations that are not required legally or by sound financial management to be accounted for in another fund. The following departments fall under this fund: Administrative Services, Assessor's Office, Office of Community Affairs, Emergency Services, Facilities and Road Maintenance, Office of Community Health, and Youth and Family Services.

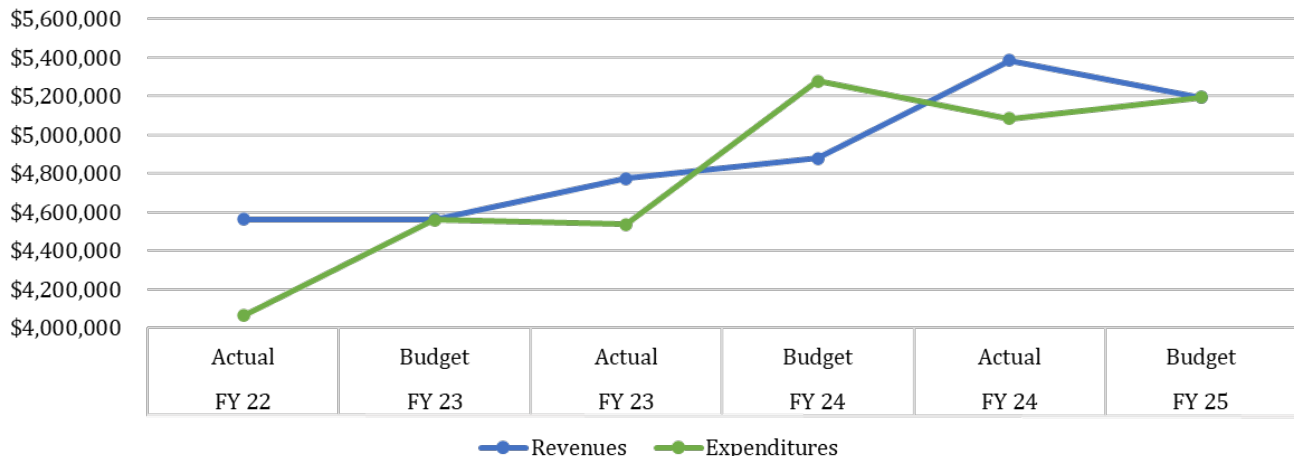
General Town Fund Summary

	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Revenues	\$4,560,448	\$4,561,034	\$4,774,318	\$4,878,000	\$5,386,051	\$5,194,000	6.48%
Expenditures by Department							
Administrative Services	\$ 1,739,718	\$ 1,913,675	\$ 1,984,855	\$ 2,499,850	\$ 2,542,680	\$ 2,370,400	-5.18%
Assessor's Office	\$ 198,947	\$ 210,450	\$ 229,801	\$ 202,525	\$ 173,912	\$ 158,100	-21.94%
Community Health	\$ 243,607	\$ 280,970	\$ 270,503	\$ 292,075	\$ 285,337	\$ 208,900	-28.48%
Community Affairs	\$ 246,675	\$ 266,270	\$ 265,297	\$ 284,975	\$ 270,604	\$ 292,700	2.71%
Emergency Services	\$ 208,546	\$ 195,460	\$ 216,952	\$ 213,575	\$ 244,997	\$ 222,540	4.20%
Facilities and Road Maintenance	\$ 538,990	\$ 578,250	\$ 592,834	\$ 611,750	\$ 586,729	\$ 705,360	15.30%
Youth and Family Services	\$ 888,064	\$ 1,114,850	\$ 974,629	\$ 1,173,250	\$ 980,323	\$ 1,236,000	5.35%
Total Expenditures	\$4,064,547	\$4,559,925	\$4,534,871	\$5,278,000	\$5,084,582	\$5,194,000	-1.59%
Excess of Revenues Over Expenditures	\$ 495,901	\$ 1,109	\$ 239,447	\$ (400,000)	\$ 301,469	\$ -	-100.00%
Fund Balance Beginning April 1	\$2,212,537	\$3,288,519	\$2,708,438	\$3,113,682	\$2,884,202	\$3,185,671	2.31%
Estimated Cash on Hand March 31	\$2,708,438	\$3,289,628	\$2,947,885	\$2,713,682	\$3,185,671	\$3,185,671	17.39%

Budgetary Highlights:

- Town Fund expenditures will decrease 1.6% from the previous year while Town Fund Revenues will increase 6.5%.
- The Facilities Division of the Department of Facilities and Road Maintenance will see a budget increase of about 15% in FY25, due to the addition of one new staff member.
- The Office of Community Health budget will decrease 28.5% in FY25 with \$104,000 in personnel cost being reallocated to the General Assistance Fund.
- In FY25, Town Fund expenditure is budgeted to equal revenue in the amount of \$5,194,000.

General Town Fund Revenues vs. Expenditures



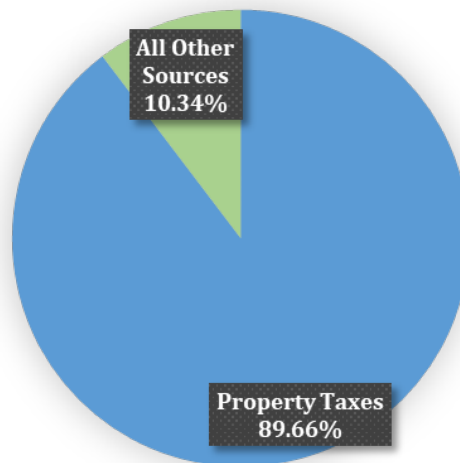
General Town Fund Revenues

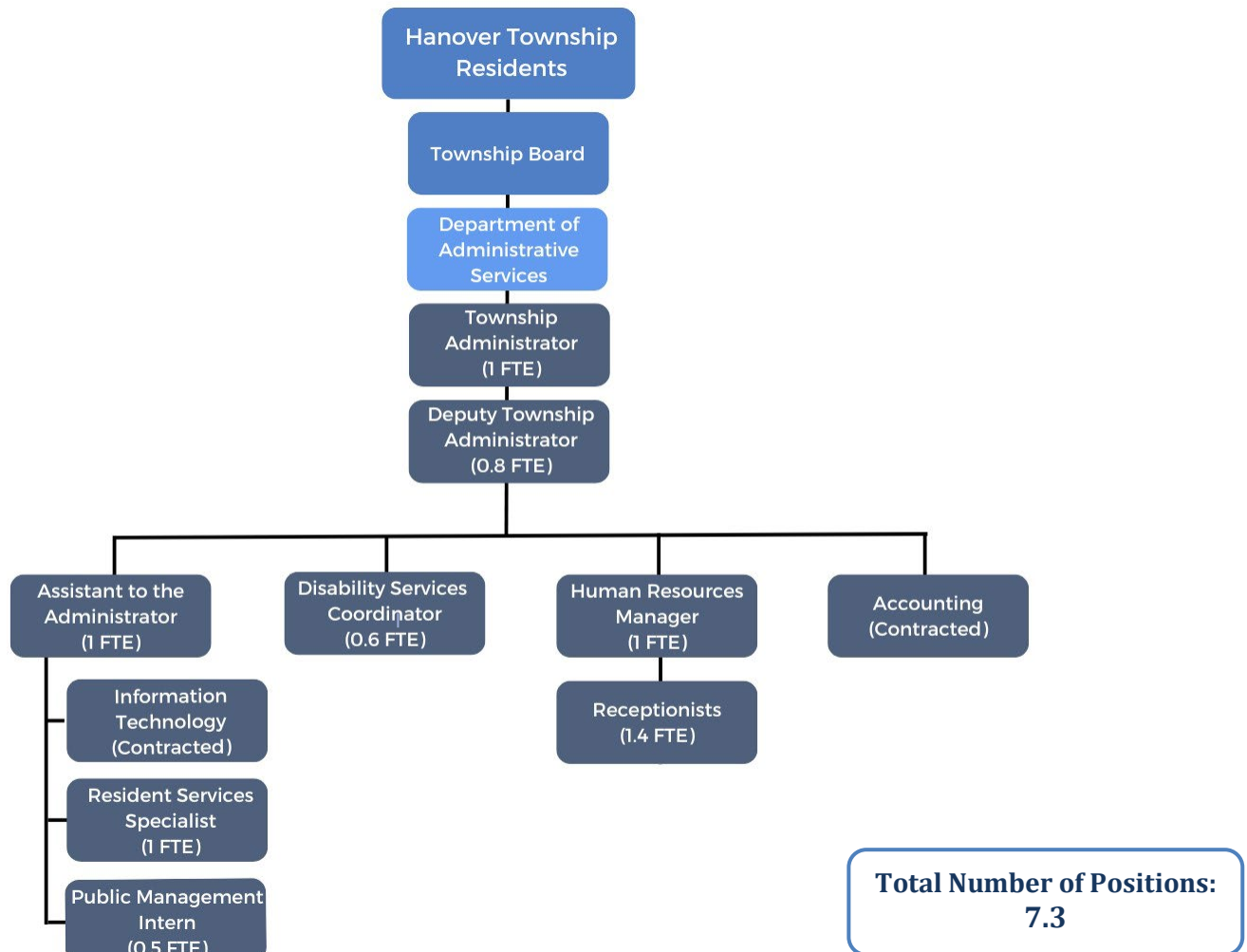
Town Fund Revenue	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Property Taxes	\$ 4,117,204	\$ 4,189,534	\$ 4,235,894	\$ 4,447,000	\$ 4,786,383	\$ 4,657,000	4.72%
Replacement Taxes	\$ 61,753	\$ 40,000	\$ 93,243	\$ 53,000	\$ 71,115	\$ 62,000	16.98%
Interest Income	\$ 4,821	\$ 10,000	\$ 33,688	\$ 30,000	\$ 104,032	\$ 50,000	66.67%
Other Income	\$ 4,219	\$ 5,000	\$ 6,800	\$ 5,000	\$ 33,088	\$ 5,000	0.00%
Rental Income	\$ 10,000	\$ 10,000	\$ 11,295	\$ 1,000	\$ 3,085	\$ 3,000	200.00%
MHB/Office Charges	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%
YFS - Therapy Charges	\$ 40,132	\$ 24,000	\$ 51,733	\$ 30,000	\$ 39,878	\$ 32,000	6.67%
YFS - Tutoring Fees	\$ 6,127	\$ 6,000	\$ 6,028	\$ 6,000	\$ 7,383	\$ 6,000	0.00%
YFS - MHB Funding	\$ 105,687	\$ 109,000	\$ 103,775	\$ 114,000	\$ 105,020	\$ 114,000	0.00%
Community Health	\$ 9,898	\$ 11,000	\$ 13,451	\$ 12,500	\$ 13,783	\$ 13,500	8.00%
Community Affairs	\$ 450	\$ 2,000	\$ 4,462	\$ 5,000	\$ 8,456	\$ 8,000	60.00%
Disability Services Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	100.00%
Emergency Services Conference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	100.00%
Passport Fees	\$ 195,658	\$ 150,000	\$ 209,449	\$ 170,000	\$ 209,328	\$ 205,000	20.59%
Total Town Fund Revenue	\$4,560,448	\$4,561,034	\$4,774,318	\$4,878,000	\$5,386,051	\$5,194,000	6.48%

Revenue Highlights:

- Overall revenue will increase by 6.5%. This increase is due primarily to the increase in property tax revenue and the continued growth of fees collected.
- Passport Fees are expected to increase by 20.6% as the service continues generating growing revenue for the Town Fund.
- In FY23 the Township sold the Community Resource Center which was the main source of rental income. In FY25 Hanover Township will collect \$3,000 in Rental Income.
- Interest income is increasing by 67% due to changes to the Federal Reserve rates.
- Disability Services and the Emergency Services Conference constitute new forms of revenue for the Town Fund in FY25.

Town Revenues By Source FY25





Mission

The Department of Administrative Services' mission is to ensure effective implementation of Township Board policies through efficient professional management of the Township government. The Township Administrator serves as the organization's Chief Administrative Officer and in this capacity is responsible for administration, coordination, and management of all Township services and employees. The Deputy Township Administrator serves as the coordinator for the Township's contracted accountants as well as oversees the day-to-day operations of the Department of Administrative Services. The Assistant to the Administrator coordinates Information Technology support with an external provider.

Services

The Department of Administrative Services consists of the Office of the Township Administrator, Accounting, Human Resources, Information Technology, main reception, disability services, and resident services. The Accounting and Information Technology functions are both contracted; Township staff perform all other functions in-house. This department is also responsible for accepting passport applications, hunting and fishing licenses, handicap placards, vehicle sticker renewals, and voter registration.

Location and Contact Information

Department Head: Kristin Vana, Deputy Township Administrator
kvana@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

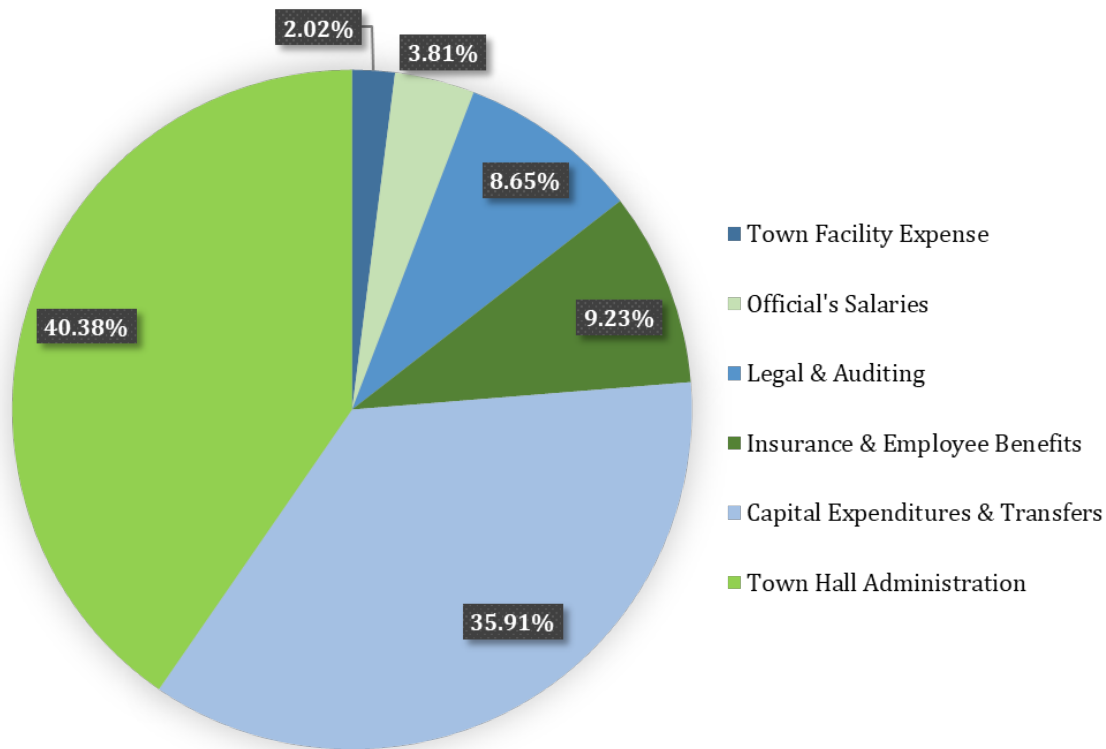
Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tues: 8:30 am to 6:00 pm

Webpage: <http://www.hanover-township.org/departments/administrative-services>

Department and Position	2023 Actual	2024 Actual	2025 Projected	Change
Administrative Services				
Township Administrator	1.0	1.0	1.0	0.0
Deputy Township Administrator	0.0	0.0	0.8	0.8
Assistant Township Administrator	0.8	0.8	0.0	-0.8
Human Resources Manager	1.0	1.0	1.0	0.0
Assistant to the Administrator	0.0	0.0	1.0	1.0
Administrative Specialist	1.0	1.0	0.0	-1.0
Resident Services Specialist	0.0	0.0	1.0	1.0
Resident Services Assistant	1.0	1.0	0.0	-1.0
Disability Services Coordinator	0.0	0.6	0.6	0.0
Receptionist	1.2	1.4	1.4	0.0
Management Graduate Intern	0.5	0.5	0.0	-0.5
Public Management Intern	0.0	0.0	0.5	0.5
Total	6.5	7.3	7.3	0.0

Consolidated Expenditures							
	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Capital Expenditures & Transfers	\$ 510,308	\$ 641,100	\$ 666,420	\$ 1,126,100	\$ 1,147,692	\$ 851,100	-24.42%
Insurance & Employee Benefits	\$ 161,930	\$ 189,600	\$ 143,214	\$ 199,600	\$ 211,417	\$ 218,900	9.67%
Legal & Auditing	\$ 241,797	\$ 173,000	\$ 339,184	\$ 195,000	\$ 265,642	\$ 205,000	5.13%
Official's Salaries	\$ 79,018	\$ 82,750	\$ 81,651	\$ 85,900	\$ 86,438	\$ 90,200	5.01%
Town Facility Expense	\$ 54,080	\$ 46,500	\$ 47,361	\$ 47,000	\$ 48,339	\$ 48,000	2.13%
Town Hall Administration	\$ 692,581	\$ 780,725	\$ 707,024	\$ 846,250	\$ 783,148	\$ 957,200	13.11%
Total Consolidated Expenditures	\$1,739,714	\$1,913,675	\$1,984,855	\$2,499,850	\$2,542,677	\$2,370,400	-5.18%

Expenditures By Division FY25



Budget Highlights:

- The overall Administrative Services budget will decrease by approximately 5%.
- This decrease is due primarily to the 24.4% decrease in capital expenditures and transfers. The Township's Emergency Services Station project was completed in FY24.
- Other changes include increasing the line items for consulting fees and insurance. The organization will create a new strategic plan in FY25 as well as continue to work on large capital projects. Additionally, the Township has added Active Assailant Insurance to its policy
- The salary line item is increasing 16.4% due to the addition of a Part Time Disability Services Coordinator and competitive salary adjustments.

Administrative Services Detailed Expenditures							
Official's Salaries	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Compensation of Officials	\$ 79,018	\$ 82,750	\$ 81,651	\$ 85,900	\$ 86,438	\$ 90,200	5.01%
Total Official's Salaries	\$ 79,018	\$ 82,750	\$ 81,651	\$ 85,900	\$ 86,438	\$ 90,200	5.01%
Town Office Expense							
Postage	\$ 3,449	\$ 3,500	\$ 3,228	\$ 3,500	\$ 4,101	\$ 4,000	14.29%
Office Supplies	\$ 6,247	\$ 6,500	\$ 8,705	\$ 6,500	\$ 8,818	\$ 6,500	0.00%
Printing	\$ 10,267	\$ 7,500	\$ 5,218	\$ 7,500	\$ 8,165	\$ 7,500	0.00%
Salaries	\$ 437,091	\$ 456,000	\$ 454,037	\$ 500,000	\$ 534,869	\$ 582,000	16.40%
Travel Expenses	\$ 913	\$ 5,000	\$ 5,339	\$ 5,000	\$ 4,434	\$ 5,000	0.00%
Memberships, Subs, Pubs	\$ 11,772	\$ 12,000	\$ 11,149	\$ 12,500	\$ 14,145	\$ 12,500	0.00%
Pre-Employment Charges	\$ 486	\$ 1,000	\$ 290	\$ 1,000	\$ 77	\$ 1,000	0.00%
Education & Training	\$ 8,702	\$ 18,000	\$ 15,454	\$ 40,000	\$ 12,075	\$ 40,000	0.00%
Miscellaneous	\$ 10,322	\$ 10,000	\$ 17,043	\$ 10,000	\$ 16,418	\$ 10,000	0.00%
Consulting	\$ 1,800	\$ 10,000	\$ 2,119	\$ 10,000	\$ 17,913	\$ 20,000	100.00%
Financial Administration	\$ 64,800	\$ 65,000	\$ 65,775	\$ 68,000	\$ 65,410	\$ 68,000	0.00%
Community Affairs	\$ 5,501	\$ 5,000	\$ 7,072	\$ 6,000	\$ 7,817	\$ 6,000	0.00%
Committee on Youth	\$ 1,503	\$ 3,000	\$ 1,723	\$ 3,000	\$ 2,351	\$ 3,000	0.00%
Passport Services	\$ 20,349	\$ 16,000	\$ 17,614	\$ 15,000	\$ 19,068	\$ 17,000	13.33%
Legal Notices	\$ 1,127	\$ 1,000	\$ 659	\$ 1,000	\$ 345	\$ 1,000	0.00%
Transfer to GA Fund	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.00%
Contingency Fund	\$ 17,064	\$ 50,000	\$ 192	\$ 50,000	\$ -	\$ 50,000	0.00%
Health Insurance	\$ 40,591	\$ 50,650	\$ 43,155	\$ 51,200	\$ 19,988	\$ 60,000	17.19%
Dental, Vision & Life Insurance	\$ 4,173	\$ 3,850	\$ 4,750	\$ 4,100	\$ 6,037	\$ 4,200	2.44%
Unemployment	\$ 2,624	\$ 3,900	\$ 3,470	\$ 2,500	\$ 2,275	\$ 3,000	20.00%
IMRF Expense	\$ 19,166	\$ 20,450	\$ 13,528	\$ 20,450	\$ 9,622	\$ 24,000	17.36%
FICA Expense	\$ 11,643	\$ 13,925	\$ 13,072	\$ 15,000	\$ 14,883	\$ 17,700	18.00%
Ancillary Benefits	\$ 12,993	\$ 13,450	\$ 13,432	\$ 14,000	\$ 14,340	\$ 14,800	5.71%
Total Town Office Expense	\$ 692,581	\$ 780,725	\$ 707,024	\$ 846,250	\$ 783,148	\$ 957,200	13.11%

Administrative Services

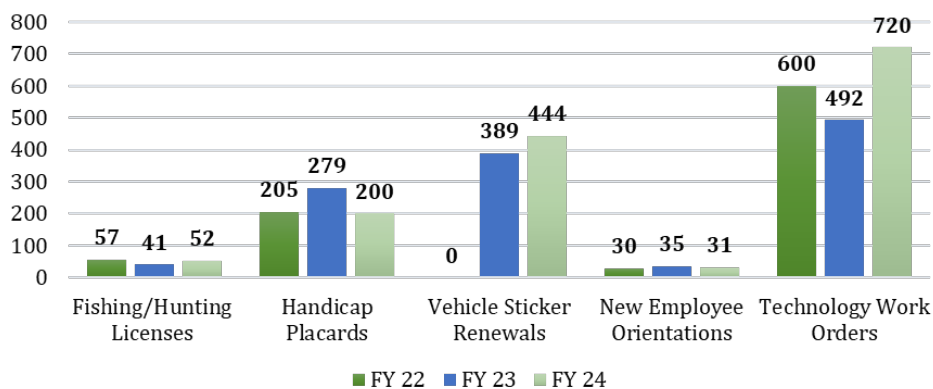
Legal & Auditing	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Auditing	\$ 12,550	\$ 13,000	\$ 12,865	\$ 15,000	\$ 13,000	\$ 15,000	0.00%
Legal Services	\$ 229,247	\$ 160,000	\$ 326,319	\$ 180,000	\$ 252,642	\$ 190,000	5.56%
Total Legal & Auditing	\$ 241,797	\$ 173,000	\$ 339,184	\$ 195,000	\$ 265,642	\$ 205,000	5.13%
Ins & Employee Benefits							
Employee Assistance Program	\$ 1,944	\$ 2,600	\$ 2,592	\$ 2,600	\$ 2,914	\$ 3,900	50.00%
General Insurance	\$ 150,477	\$ 170,000	\$ 126,958	\$ 170,000	\$ 191,778	\$ 190,000	11.76%
Flex & 457 Plan	\$ 1,850	\$ 4,000	\$ 1,850	\$ 4,000	\$ 1,850	\$ 4,000	0.00%
Employee Referral Program	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 8,000	-20.00%
Employee Recognition	\$ 3,801	\$ 5,000	\$ 5,716	\$ 5,000	\$ 8,987	\$ 5,000	0.00%
Employee Wellness	\$ 3,858	\$ 8,000	\$ 6,098	\$ 8,000	\$ 5,889	\$ 8,000	0.00%
Total Ins & Employee Benefits	\$ 161,930	\$ 189,600	\$ 143,214	\$ 199,600	\$ 211,417	\$ 218,900	9.67%
Capital Expenditures							
Equipment Purchases	\$ 4,164	\$ 20,000	\$ 16,080	\$ 20,000	\$ 22,262	\$ 20,000	0.00%
Computer Equipment & Support	\$ 101,144	\$ 140,000	\$ 163,240	\$ 145,000	\$ 170,430	\$ 155,000	6.90%
Facility Lease	\$ 20,000	\$ 21,100	\$ 22,100	\$ 21,100	\$ 15,000	\$ 11,100	-47.39%
Transfer to Vehicle Fund	\$ 65,000	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ 105,000	5.00%
Transfer to GA Fund	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
Transfer to Capital Projects	\$ 320,000	\$ 395,000	\$ 395,000	\$ 835,000	\$ 835,000	\$ 555,000	-33.53%
Total Capital Expenditures	\$ 510,308	\$ 641,100	\$ 666,420	\$ 1,126,100	\$ 1,147,692	\$ 851,100	-24.42%
Town Hall Expense							
Telephone - Town & Senior Ctr	\$ 11,409	\$ 9,000	\$ 8,765	\$ 9,000	\$ 8,743	\$ 9,000	0.00%
Utilities - Town & Senior Ctr	\$ 23,021	\$ 19,000	\$ 20,996	\$ 19,000	\$ 20,676	\$ 20,000	5.26%
Internet Access - Town	\$ 12,378	\$ 12,000	\$ 11,508	\$ 12,000	\$ 12,764	\$ 12,000	0.00%
Equipment Rental - Town	\$ 7,273	\$ 6,500	\$ 6,093	\$ 7,000	\$ 6,156	\$ 7,000	0.00%
Total Town Hall Expense	\$ 54,080	\$ 46,500	\$ 47,361	\$ 47,000	\$ 48,339	\$ 48,000	2.13%
Total Admin Expenditures	\$1,739,714	\$1,913,675	\$1,984,855	\$2,499,850	\$2,542,677	\$2,370,400	-5.18%

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Passports</i>	4,074	4,485	4,546	1.36%
Photo fees	\$40,800	\$45,290	\$48,090	6.18%
Fee deposits	\$157,195	\$167,575	\$165,615	-1.17%
<i>Fishing/Hunting Licenses</i>	57	41	52	26.83%
<i>Handicap Placards</i>	205	279	200	-28.32%
<i>Vehicle Sticker Renewals</i>	N/A	389	444	14.14%
<i>Human Resources Requests</i>	1,528	1,481	1,470	-0.74%
<i>New Employee Orientations</i>	30	35	31	-11.43%
<i>Percent of Budget Expended</i>	68.60%	74.00%	82.00%	10.81%
<i>Resident Contacts</i>	22,940	24,358	24,226	-0.54%
<i>Technology Work Orders</i>	600	492	720	46.34%

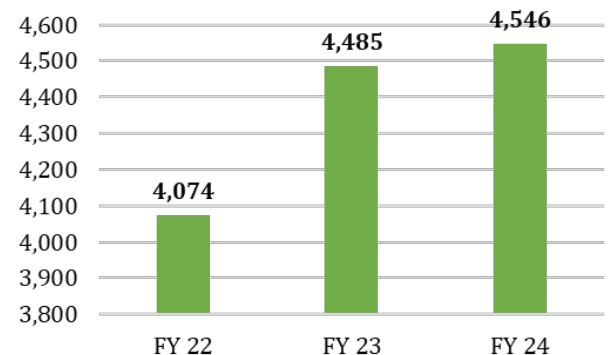
FY24 Department Accomplished Goals (in order of priority)

1. Identified Township Reserve improvements including updates to Runzel Reserve and the (4) four Bridlewood Reserves.
2. Reviewed current customer service practices throughout the organization, identified customer service training opportunities and created a training schedule for all Township staff in a customer service role.

Performance Metrics Administrative Services



Passports (FY22 - FY24)



FY 25 DEPARTMENT GOAL I

Create master plan for improvements for the Township's Tiknis Campus expansion property reserve, identify potential OSLAD grant opportunities, and apply for funding as appropriate.

OBJECTIVES	ACTION STEPS	STATUS
1. Research design plans and develop master plan. (Vana – 7/1/24)	A. Contract with Hitchcock Design to begin development of master plan for Tiknis Campus expansion property. B. Work with Hitchcock Design to identify appropriate site improvements and receive Township staff feedback. C. Collaborate with Hitchcock Design to create final master plan for Township Board approval.	TBC 4/15/24 TBC 6/1/24 TBC 7/1/24
2. Identify funding opportunities through the IDNR OSLAD grant and apply for funding. (Vana – 8/15/24)	A. Review IDNR criteria for OSLAD grant to ensure the project's master plan meets grant objectives. B. Coordinate with Hitchcock Design to prepare the required documents for the IDNR OSLAD grant submittal. C. Submit OSLAD grant application.	TBC 6/15/24 TBC 8/1/24 TBC 8/15/24

FY 25 DEPARTMENT GOAL II

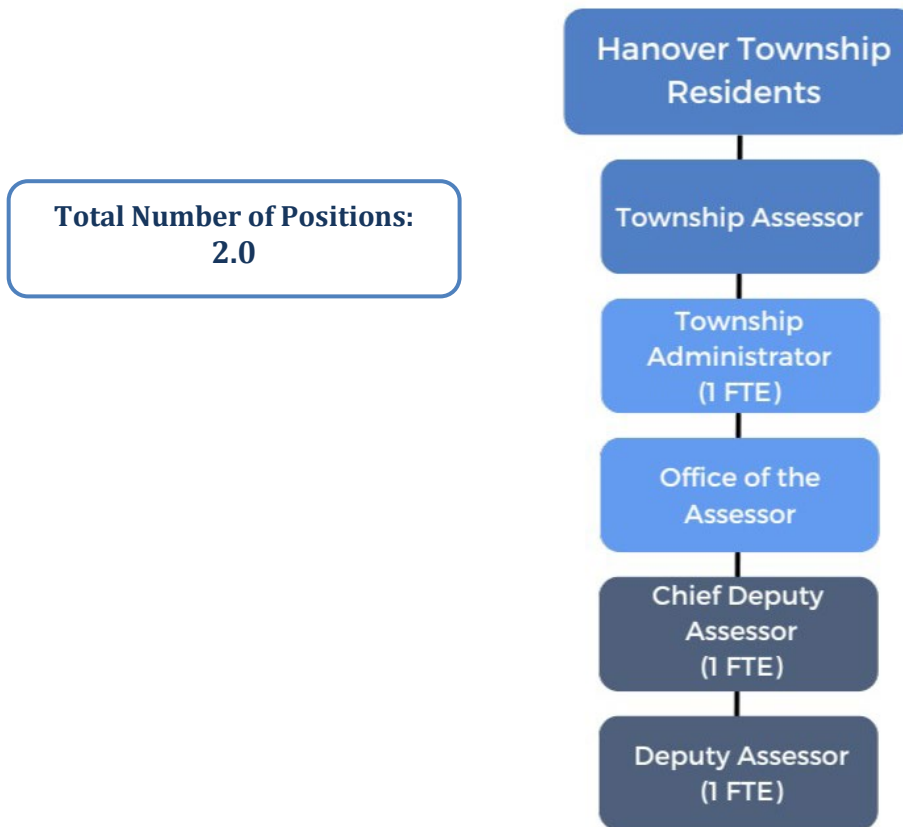
Coordinate with the Township's IT provider to develop a workgroup to create an information technology strategic plan for the Township.

OBJECTIVES	ACTION STEPS	STATUS
1. Establish an internal workgroup to review the Township's current information technology practices and areas for improvement. (Matich – 8/1/24)	A. Identify one staff member from several departments to participate in the IT workgroup, in addition to one staff member from ProxIT, Inc. B. Review current cyber security best practices with ProxIT. C. Hold on-going meetings to discuss and review current IT practices and areas for improvements.	TBC 4/15/24 TBC 5/15/24 TBC 8/1/24
2. Develop and implement an information technology strategic plan. (Matich – 11/1/24)	A. Collaborate with ProxIT, Inc. to review internal workgroup feedback and best practices and develop Information technology strategic plan. B. Present strategic plan to Township Administrator for approval. C. Review and share IT Strategic Plan with Management Team and staff.	TBC 9/1/24 TBC 10/1/24 TBC 11/1/24

FY 25 DEPARTMENT GOAL III

Coordinate the Township's strategic plan process and assist in data collection.

OBJECTIVES	ACTION STEPS	STATUS
1. Collaborate with NIU Center for Governmental Studies to prepare for and conduct interviews and focus groups. (Vana – 9/1/24)	A. Identify appropriate staff, stakeholders, community partners, and residents to participate in interviews and/or focus groups. B. Secure meeting dates and locations for interviews and focus groups in collaboration with NIU CSG. C. Develop and send invitations to identified participants for interviews and focus groups. D. Coordinate supplies and equipment for scheduled groups.	TBC 7/1/24 TBC 7/15/24 TBC 8/1/24 TBC 9/1/24
2. Coordinate internal leadership workshop. (Vana – 10/1/24)	A. Identify and secure date for leadership workshop and inform internal management team. B. Coordinate with Township Administrator and NIU CSG to determine information/documentation needed in order to prepare for workshop. C. Coordinate supplies and equipment needed for leadership workgroup.	TBC 8/1/24 TBC 10/1/24 TBC 10/1/24
3. Collaborate with NIU Center for Governmental Studies to review and develop the new Township strategic plan. (Vana – 3/1/25)	A. Establish ongoing check-in meetings with NIU CSG staff and Township Administrator to offer feedback and assistance reviewing data collected. B. Receive draft of strategic plan and review with Township Administrator. C. Present Township strategic plan to Township Board for approval.	TBC 12/1/24 TBC 2/1/25 TBC 3/1/25



Mission

The Hanover Township Assessor is your nearest liaison to the Cook County Assessor's Office. The duty of the Assessor's Office is to provide professional assistance with questions residents may have regarding real estate assessments and tax bills.

Services

The Assessor's Office provides support for any questions regarding Cook County Property Taxes, including billing, filing exemptions, and property tax appeals.

Location and Contact Information

Department Head: Simeren Silverstein, Chief Deputy Assessor
ssilverstein@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tues: 8:30 am to 6:00 pm

Webpage: <http://www.hanover-township.org/departments/assessor-s-office>

	2023	2024	2025	
Assessor's Office	Actual	Actual	Projected	Change
Chief Deputy Assessor	1.0	1.0	1.0	0.0
Deputy Assessor	1.0	1.0	1.0	0.0
Assessing Specialist	1.0	0.0	0.0	0.0
Total	3.0	2.0	2.0	0.0

Budget Highlights:

- The Assessor's Office budget is decreasing by 21.9% due to department restructuring and cross training, following the retirement of two long-term staff.
- The Travel line item is increasing to \$5,000 in FY25 to accommodate cost incurred while attending conferences, continued education training, and Cook County Assessors meetings.
- In FY24, three staff members completed training courses required for the Certified Illinois Assessing Officer (CIAO) designation. In FY25 these staff will only be required to complete continuing education credits, which allows for the training line item to decrease from \$7,000 to \$4,000.

Assessor's Office Detailed Expenditures

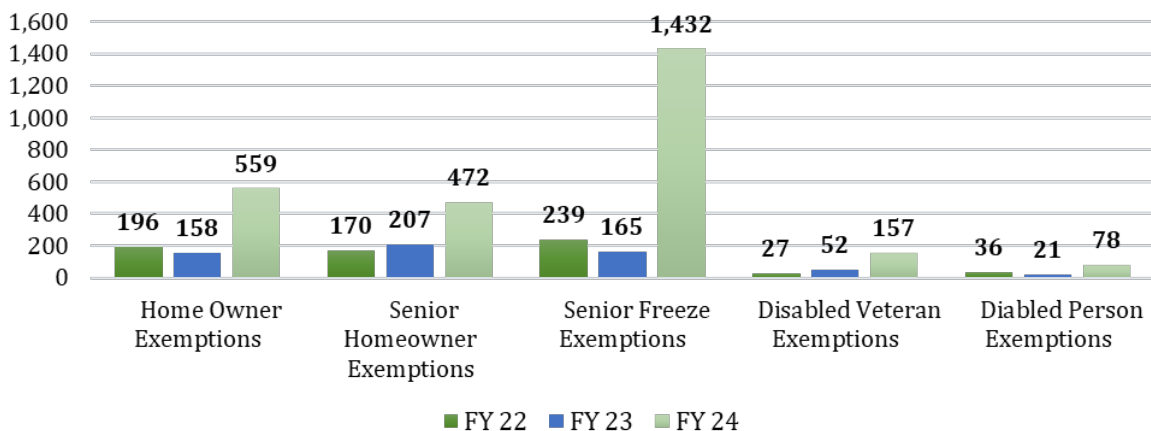
Assessor's Office	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Office Supplies	\$ 3,862	\$ 3,300	\$ 2,965	\$ 3,500	\$ 3,875	\$ 3,500	0.00%
Printing	\$ 1,022	\$ 650	\$ 835	\$ 650	\$ 732	\$ 650	0.00%
Salaries	\$ 143,315	\$ 147,500	\$ 168,217	\$ 147,500	\$ 135,350	\$ 120,000	-18.64%
Equipment	\$ 1,625	\$ 3,000	\$ 1,257	\$ 3,000	\$ 3,364	\$ 3,000	0.00%
Travel Expenses	\$ 114	\$ 1,500	\$ 1,739	\$ 3,000	\$ 5,906	\$ 5,000	66.67%
Dues, Subs, & Publications	\$ 1,340	\$ 2,700	\$ 2,943	\$ 2,700	\$ 1,108	\$ 3,000	11.11%
Training	\$ 247	\$ 1,400	\$ 6,664	\$ 7,000	\$ 5,185	\$ 4,000	-42.86%
Miscellaneous	\$ 790	\$ 450	\$ 292	\$ 450	\$ 394	\$ 1,000	122.22%
Professional Services	\$ 395	\$ 250	\$ 18	\$ 250	\$ -	\$ 250	0.00%
Communications	\$ 1,083	\$ 500	\$ -	\$ 500	\$ 210	\$ 1,000	100.00%
Health Insurance	\$ 31,099	\$ 34,600	\$ 32,164	\$ 19,800	\$ 7,748	\$ 7,200	-63.64%
Dental, Vision & Life Insurance	\$ 2,068	\$ 1,900	\$ 2,665	\$ 1,900	\$ 349	\$ 200	-89.47%
Unemployment	\$ 983	\$ 1,375	\$ 1,296	\$ 950	\$ 864	\$ 700	-26.32%
IMRF Expense	\$ 6,322	\$ 6,800	\$ 4,498	\$ 6,800	\$ 4,337	\$ 5,000	-26.47%
FICA Expense	\$ 4,682	\$ 4,525	\$ 4,248	\$ 4,525	\$ 4,490	\$ 3,600	-20.44%
Total Assessor's Office	\$198,947	\$210,450	\$229,801	\$202,525	\$173,912	\$158,100	-21.94%

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Administration</i>				
Office Visits	2,125	2,426	3,974	63.81%
Building Permits Processed	4,857	4,890	2,310	-52.76%
Change of Name	52	30	51	70.00%
Property Tax Appeals	487	855	385	-54.97%
Sales Recording	3,211	551	676	22.69%
New Owner Mailing	1,769	1,617	650	-59.80%
Certificate of Errors	549	3,001	959	-68.04%
Property Location Updates	2	0	1	100.00%
<i>Exemptions</i>				
Home Owner Exemptions	196	158	559	253.80%
Senior Homeowner Exemptions	170	207	472	128.02%
Senior Freeze Exemptions	239	165	1,432	767.88%
Miscellaneous Exemptions	47	25	16	-36.00%
Disabled Veteran Exemptions	27	52	157	201.92%
Diabled Person Exemptions	36	21	78	271.43%

FY24 Department Accomplished Goals (in order of priority)

1. Ensured the Assessor's Office staff members are cross trained in Resident Services, including obtaining their Passport Agent certification.
2. Conducted training opportunities for two Administrative Services staff members to be able to provide Assessor's Office services, in addition to assisting in the process of staff completing their CIAO designation.
3. Conducted training opportunities for Assessor's Office staff on the role and functions of the Chief Deputy Assessor.

Performance Metrics Assessor's Office



FY 25 DEPARTMENT GOAL I

Convert processes from analog to digital and establish the use of digital lease books and research GIS programming.

<u>OBJECTIVE</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Develop and implement a standard operating procedure for filing all taxpayer and county documents digitally. (Silverstein – 5/1/24)	A. Create a filing system in shared drive. B. Compile data points needed per taxpayer document. C. Create pathways in Excel to file analog permits.	TBC 4/15/24 TBC 4/15/24 TBC 5/1/24
2. Increase proficiency with digital leasebooks and GIS. (Silverstein – 7/1/24)	A. Practice variance filings with digital leasebook. B. Meet individually with Management Team members to better understand GIS needs across the Township. C. Confer with other Cook County Townships on best practices.	TBC 5/15/24 TBC 6/1/24 TBC 7/1/24

FY 25 DEPARTMENT GOAL II

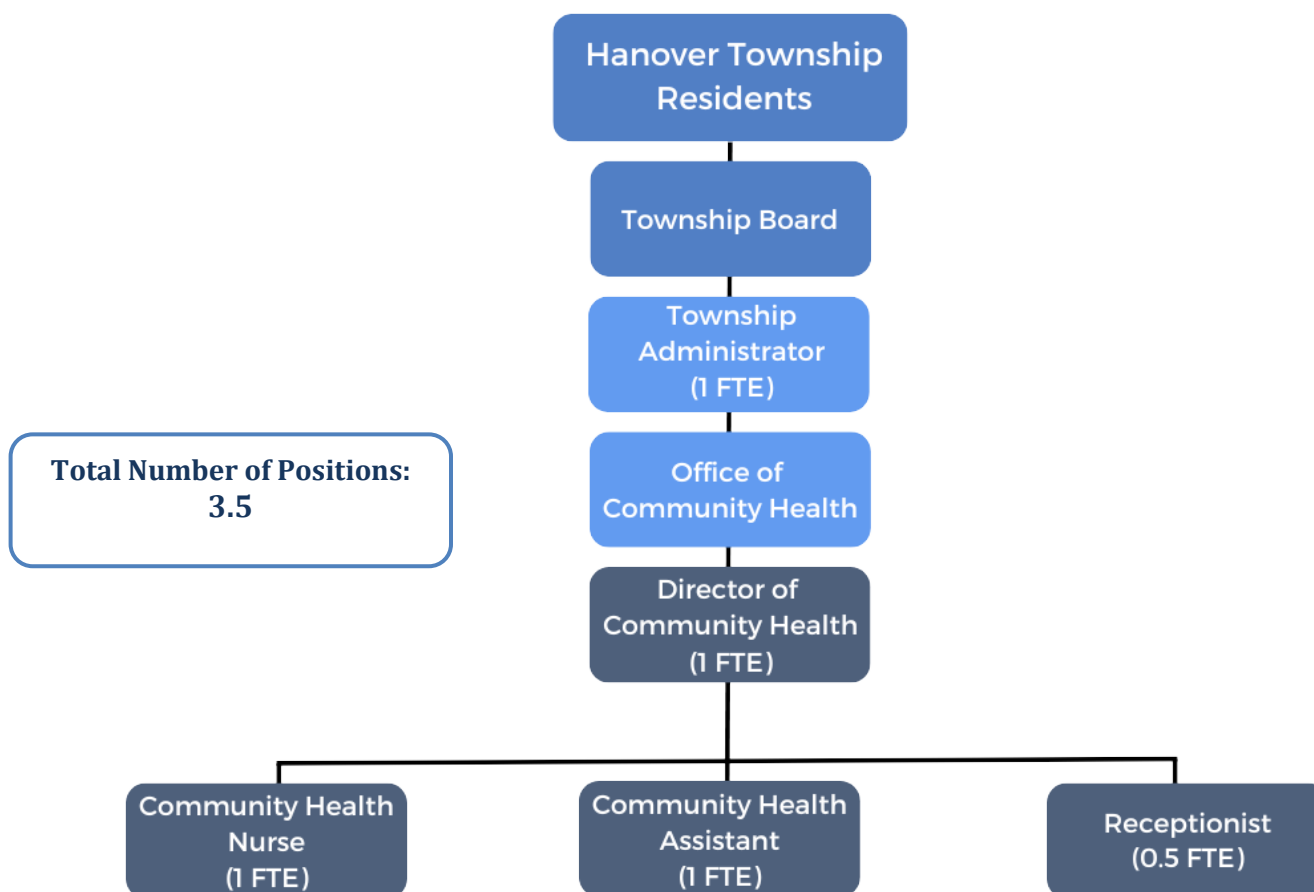
Research and complete training to be able to provide advanced notary services.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Review new State of Illinois notarial laws and coordinate training for all Township staff notaries. (Silverstein – 6/1/24)	A. Reach out to Management Team to determine number of notaries on staff. B. Review new State of Illinois notarial laws and communicate changes to notaries on staff. C. Identify notarial training opportunities and schedule onsite staff training. D. Complete notary renewals to maintain an appropriate training schedule.	TBC 4/15/24 TBC 4/15/24 TBC 5/1/24 TBC 6/1/24
2. Identify advanced notary services to offer in the Office of the Assessor and coordinate training as appropriate. (Silverstein – 9/1/24)	A. Identify advanced notary services and training requirements. B. Coordinate training for all CIAO staff members to provide advanced notary services. C. Collaborate with the Office of Community Affairs to market new advanced notary services available via social media platforms and the Township website.	TBC 6/1/24 TBC 8/1/24 TBC 9/1/24

FY 25 DEPARTMENT GOAL III

Plan and execute Kite Festival in May 2024.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Collaborate with Cook County Forest Preserve District and Commissioner Morrison's Office to plan an outdoor kite festival. (Silverstein – 5/1/24)	A. Coordinate with cohosts, Assessor Moinuddin and Office of Community Affairs to plan and market the event. B. Book the site to hold the Kite Festival. C. Coordinate crafts and vendors for event.	TBC 4/15/24 TBC 4/15/24 TBC 5/1/24
2. Host Kite Festival. (Silverstein – 6/1/24)	A. Oversee the setup and execution of the festival. B. Engage elected officials to inaugurate festival.	TBC 6/1/24 TBC 6/1/24
3. Evaluate Kite Festival event. (Silverstein – 7/1/24)	A. Gather feedback of event from attendees, the Assessor, and staff assisting with the event. B. Schedule and host a post-action meeting to evaluate the success of the event and to identify areas for improvement or enhancements to the festival. C. Select tentative date for the 2025 Kite Festival.	TBC 6/1/24 TBC 6/15/24 TBC 7/1/24



Mission

The Office of Community Health mission is to provide education and health promotion, prevent the spread of disease and illness, and to assist residents in accessing quality health services.

Services

The Office of Community Health's services include health education and medication review, wellness screenings, home visits, safety programs, Tuberculosis (TB) testing by appointment, assisting residents with enrolling in health insurance coverage under the Affordable Care Act, children's immunizations and the Dental Access Network Program. The Dental Access Network Program aims to provide low-cost dental services to residents who qualify.

Location and Contact Information

Department Head: Kristen Smith, Director
 ksmith@hanover-township.org

 Facility Location: Hanover Township Senior Center
 240 S. IL Route 59
 Bartlett, IL 60103

 Phone: 630-483-5665

 Hours of Operation: M-F: 8:30 am to 4:30 pm

 Webpage: <http://www.hanover-township.org/departments/community-health>

	2023	2024	2025	
Office of Community Health	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Community Health Nurse	1.0	1.0	1.0	0.0
Community Health Assistant	1.0	1.0	1.0	0.0
Receptionist	0.5	0.5	0.5	0.0
Total	3.5	3.5	3.5	0.0

Budget Highlights:

- Beginning in FY25, a portion of the Office of Community Health's personnel-related expenditures will be paid out of the General Assistance Fund. This change was made following changes to General Assistance law in the State of Illinois. \$104,000 related to the Office of Community Health personnel costs will be budgeted as General Assistance expenditure.
- This reallocation of costs results in an overall decrease in expenditure of 28.5% from the Town Fund.

Office of Community Health Detailed Expenditures

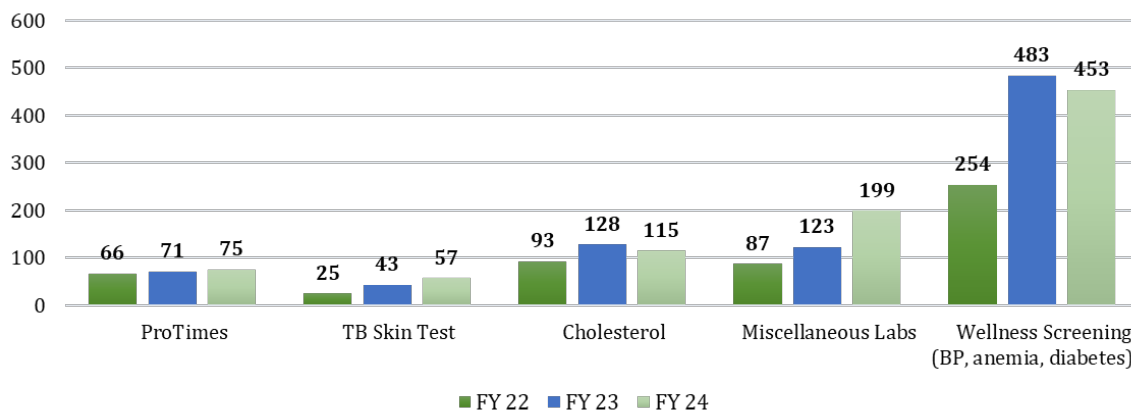
Office of Community Health	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 189,338	\$ 214,000	\$ 212,184	\$ 225,000	\$ 220,305	\$ 144,000	-36.00%
Postage	\$ 19	\$ 300	\$ 231	\$ 300	\$ 249	\$ 350	16.67%
Office Supplies	\$ 679	\$ 1,250	\$ 1,199	\$ 1,250	\$ 1,164	\$ 1,500	20.00%
Printing	\$ 684	\$ 1,200	\$ 865	\$ 1,200	\$ 486	\$ 1,200	0.00%
Travel	\$ 989	\$ 2,000	\$ 1,668	\$ 2,000	\$ 1,907	\$ 2,000	0.00%
Dues, Subscriptions, & Publications	\$ 270	\$ 400	\$ 360	\$ 400	\$ 397	\$ 500	25.00%
Community Affairs	\$ 1,568	\$ 2,250	\$ 1,997	\$ 2,500	\$ 2,071	\$ 2,750	10.00%
Equipment	\$ 1,313	\$ 4,000	\$ 3,470	\$ 2,500	\$ 1,286	\$ 2,500	0.00%
Professional Services	\$ 4,233	\$ 3,500	\$ 2,871	\$ 4,000	\$ 2,197	\$ 4,000	0.00%
Miscellaneous	\$ 525	\$ 1,000	\$ 578	\$ 1,000	\$ 412	\$ 1,000	0.00%
License/Professional Insurance	\$ -	\$ 200	\$ -	\$ 100	\$ 82	\$ 200	100.00%
Medical Supplies	\$ 8,501	\$ 10,000	\$ 9,297	\$ 11,250	\$ 11,509	\$ 11,800	4.89%
Communications	\$ 1,467	\$ 1,000	\$ 341	\$ 1,000	\$ 538	\$ 800	-20.00%
Health Insurance	\$ 15,868	\$ 19,800	\$ 18,406	\$ 19,800	\$ 27,195	\$ 15,800	-20.20%
Dental,Vision & Life Insurance	\$ 2,086	\$ 1,925	\$ 2,721	\$ 2,025	\$ 1,433	\$ 2,100	3.70%
Unemployment	\$ 1,312	\$ 1,845	\$ 1,730	\$ 1,250	\$ 1,137	\$ 1,350	8.00%
IMRF Expense	\$ 9,257	\$ 9,800	\$ 6,483	\$ 9,600	\$ 6,123	\$ 9,900	3.13%
FICA Expense	\$ 5,498	\$ 6,500	\$ 6,102	\$ 6,900	\$ 6,846	\$ 7,150	3.62%
Total Office of Community Health	\$ 243,608	\$ 280,970	\$ 270,503	\$ 292,075	\$ 285,337	\$ 208,900	-28.48%

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Appointments</i>				
ProTimes	66	71	75	5.63%
TB Skin Test	25	43	57	32.56%
Cholesterol	93	128	115	-10.16%
Pharmaceutical Assistance Programs	1	2	1	-50.00%
Miscellaneous Labs	87	123	199	61.79%
Wellness Screening (BP, anemia, diabetes)	254	483	453	-6.21%
Other	732	931	935	0.43%
<i>Clinic Clients</i>				
Senior Center/ Home Visits	1,045	1,276	1,417	11.05%
Astor Avenue Community Center	57	231	186	-19.48%
Offsite Clinics	87	204	136	-33.33%
Total (Unduplicated)	506	598	645	7.86%
<i>Public Education and Health Promotion</i>				
Media Coverage	8	11	4	-63.64%
Informational Seminars	44	60	55	-8.33%
Program Participants	2,187	2,636	2,556	-3.03%
<i>Primary Care Provider Support</i>	14	25	13	-48.00%

FY24 Department Accomplished Goals (in order of priority)

1. Re-evaluated and researched current dental services and programs available for adults and identified opportunities to expand the Dental Access Network.
2. Improved cognitive health and prevented social isolation through the provision of monthly group-based brain health activities.
3. Increased health literacy by providing (6) six health education topics from medical providers.

Performance Metrics Office of Community Health



FY 25 DEPARTMENT GOAL I

Increase the number of residents who report having medical insurance through outreach, education, and enrollment.

OBJECTIVES	ACTION STEPS	STATUS
1. Identify residents who are uninsured or underinsured. (Kramer – 12/1/24)	A. Screen all OCH clients for insurance status. B. Partner with Human Services and other departments and organizations to identify insurance status of residents. C. Collaborate with U-46 to identify children/families who may be uninsured/underinsured.	TBC 9/1/24 TBC 12/1/24 TBC 1/1/25
2. Provide education on adult insurance coverage options as well as All Kids insurance for minor children. (Smith – 1/1/25)	A. Partner with the Office of Community Affairs to raise awareness of insurance options and enrollment through social media. B. Host on-site insurance outreach and education at identified locations (Human Services, Hanover Landing, Centro, school open house, community events).	TBC 10/1/24 TBC 1/1/25
3. Assist with enrollment in insurance programs. (Smith – 3/31/25)	A. Promote open enrollment and insurance deadline dates on social media and the Hanover Township website. B. Complete and maintain Certified Application Counselor trainings and requirements for insurance marketplace. C. Assist residents with insurance enrollment during marketplace open enrollment provide Medicaid and Access to Care application assistance.	TBC 11/1/24 TBC 1/1/25 TBC 3/31/25

FY 25 DEPARTMENT GOAL II

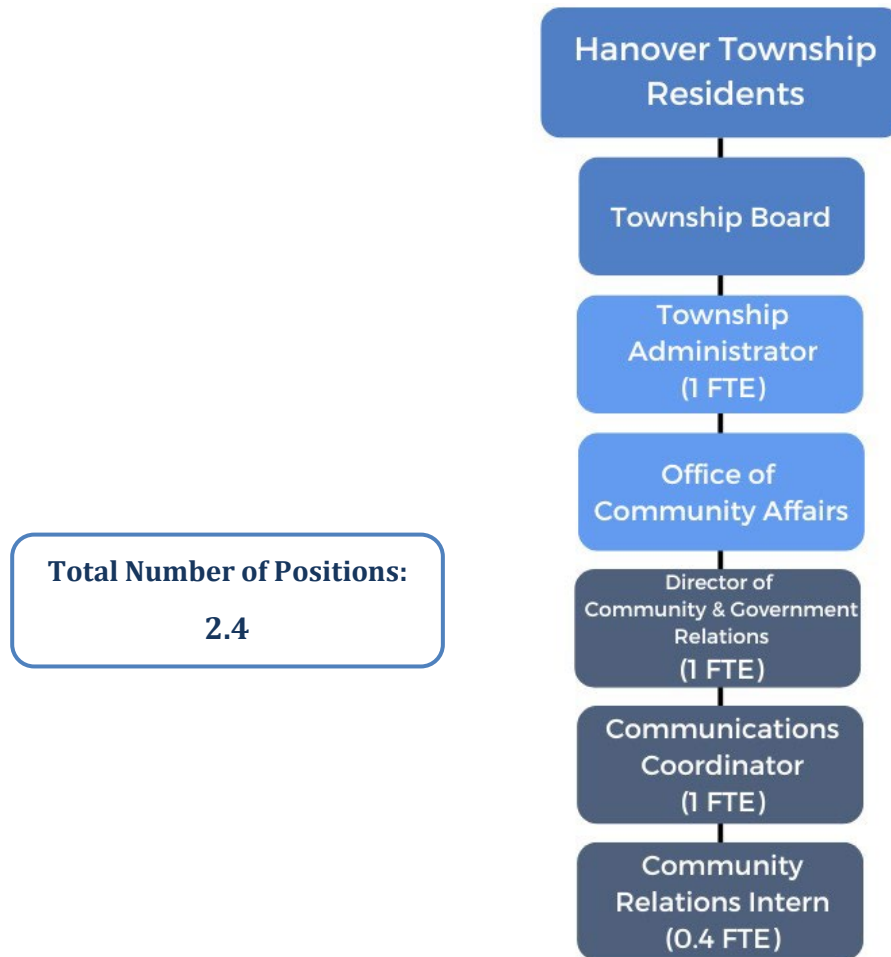
Reduce fall-related injuries of older adults through the provision of fall-prevention programs.

OBJECTIVES	ACTION STEPS	STATUS
1. Identify risk factors for falls in older adults. (Kramer – 12/1/24)	A. Complete falls prevention CEU. B. Create and conduct survey for older adults assessing quantity of falls in past 12 months. C. Connect with hospital discharge planners and EMS to identify high-risk residents for falls prevention.	TBC 6/1/24 TBC 8/1/24 TBC 12/1/24
2. Provide education and exercise classes on falls prevention. (Kramer – 3/31/25)	A. Identify presenters to collaborate with for falls prevention education. B. Schedule and promote bi-annual falls education class and falls prevention exercise class. C. Conduct falls prevention education class. D. Conduct falls prevention exercise program. E. Evaluate and assess exercise participants after exercise program completion for reduction of falls and fall related injury.	TBC 8/1/24 TBC 10/1/24 TBC 1/1/25 TBC 1/1/25 TBC 3/31/25
3. Provide fall risk assessments in home, community and/or Senior Center. (Smith – 3/31/25)	A. Collaborate with interdisciplinary healthcare professionals to conduct falls risk assessments (physical therapy, pharmacists). B. Collaborate with independent living facilities to offer fall risk assessments for residents. C. Provide in-home assessments for residents in the community. D. Provide bi-annual falls risk assessments at the Senior Center.	TBC 5/1/24 TBC 11/1/24 TBC 3/31/25 TBC 3/31/25

FY 25 DEPARTMENT GOAL III

Increase employee wellness participation in screenings and programs by 10%.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Increase awareness of employee wellness programs including health screenings, vaccines, fruit Tuesday, etc. (Ryczewicz – 9/15/24)	A. Research and identify top health literacy issues. B. Create a survey identifying what health literacy topics are a priority interest for residents. C. Distribute survey to residents. D. Collect and analyze survey responses from residents.	TBC 5/1/24 TBC 7/1/24 TBC 9/1/24 TBC 9/15/24
2. Re-evaluate and promote wellness incentive program. (Tyrrell – 12/1/24)	A. Utilize employee survey to evaluate interest and awareness of wellness incentive program. B. Revise employee wellness incentive program based on survey feedback. C. Work with the Office of Community to promote and raise awareness of incentive benefits.	TBC 8/1/24 TBC 10/1/24 TBC 12/1/24



Mission

The Office of Community Affairs is dedicated to providing Township residents with accurate and timely information in regard to all services and events offered by Hanover Township. The department is engaged in community events and actively promotes the mission and vision developed by the Township Board.

Services

The Office of Community Affairs is responsible for providing information to Township residents via press releases, website, social media postings, as well as representing the Township at community events. This department is also responsible for government relations and Township events.

Location and Contact Information

Department Head: Tom Kuttenberg, Director
tkuttenberg@hanover-township.org

Facility Location: Hanover Township Town Hall
250 S. IL Route 59
Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/community-affairs>

	2023	2024	2025	
Office of Community Affairs	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Communications Coordinator	1.0	1.0	1.0	0.0
Community Relations Intern	0.0	0.4	0.4	0.0
Total	2.0	2.4	2.4	0.0

Budget Highlights:

- The Office of Community Affairs revenue is budgeted to increase from \$5,000 to \$8,000 as the department works to increase community event sponsorships.
- The Community Festivals line item has increased 20% as Hanover Township continues to expand its Summer Concert Series and annual Fall Food Truck Festival.
- In FY22, the administration of Veterans Affairs programming was made the responsibility of the Department of Human Services as the department was already serving a large number of veterans. However, the Office of Community affairs does still maintain the budget for the Veterans Honor Roll program.

Office of Community Affairs Detailed Expenditures

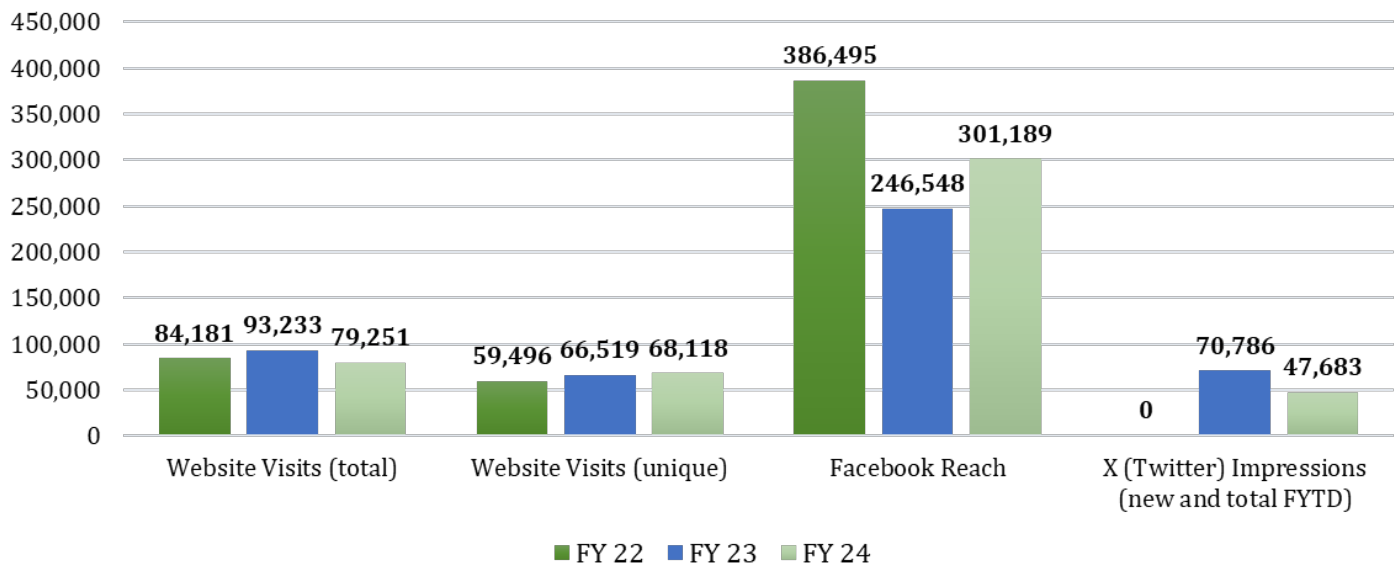
Community Relations	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 131,401	\$ 144,500	\$ 142,371	\$ 153,000	\$ 147,289	\$ 159,000	3.92%
Education & Training	\$ 438	\$ 2,200	\$ 1,591	\$ 2,200	\$ 1,676	\$ 2,200	0.00%
Printing	\$ 1,052	\$ 700	\$ 740	\$ 700	\$ 608	\$ 700	0.00%
Phone and Internet	\$ 2,756	\$ 600	\$ 450	\$ 600	\$ 600	\$ 600	0.00%
Postage	\$ 133	\$ 550	\$ 487	\$ 550	\$ 272	\$ 550	0.00%
Equipment & Furniture	\$ 3,674	\$ 1,300	\$ 706	\$ 1,300	\$ 1,585	\$ 1,300	0.00%
Office Supplies	\$ 1,512	\$ 1,300	\$ 1,125	\$ 1,300	\$ 1,088	\$ 1,300	0.00%
Miscellaneous	\$ -	\$ 1,000	\$ 18	\$ 1,000	\$ 432	\$ 1,000	0.00%
Satellite Office Utilities	\$ 8,968	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Travel	\$ 2,111	\$ 2,000	\$ 1,729	\$ 2,000	\$ 1,426	\$ 2,400	20.00%
Communications	\$ 45,329	\$ 48,600	\$ 46,561	\$ 48,600	\$ 48,837	\$ 50,000	2.88%
Social Media Archive and Distribution	\$ 2,259	\$ 4,000	\$ 2,587	\$ 4,000	\$ 3,312	\$ 4,000	0.00%
Technology Application	\$ 2,400	\$ 3,000	\$ 2,673	\$ 3,000	\$ 2,900	\$ 3,000	0.00%
Consulting	-	\$ 1,000	\$ 1,290	\$ 1,000	\$ 743	\$ 1,000	0.00%
Website Services	\$ 8,509	\$ 9,000	\$ 8,934	\$ 9,500	\$ 9,380	\$ 10,050	5.79%
Veteran Honor Roll	\$ 6,242	\$ 4,000	\$ 8,254	\$ 5,000	\$ 5,486	\$ 5,000	0.00%
Community Service Awards	\$ 376	\$ 2,200	\$ 1,444	\$ 2,200	\$ 2,134	\$ 2,200	0.00%
Community Affairs	\$ 4,881	\$ 5,000	\$ 7,597	\$ 6,500	\$ 4,639	\$ 6,500	0.00%
Historical Marker Program	\$ -	\$ 2,400	\$ -	\$ 2,400	\$ 1,325	\$ 2,400	0.00%
Dues & Subscriptions	\$ 664	\$ 500	\$ 1,987	\$ 500	\$ 1,217	\$ 650	30.00%
Community Festivals	\$ 4,751	\$ 7,500	\$ 12,660	\$ 15,000	\$ 17,231	\$ 18,000	20.00%
Health Insurance	\$ 7,559	\$ 11,700	\$ 10,877	\$ 11,700	\$ 8,068	\$ 7,200	-38.46%
Dental, Vision & Life Insurance	\$ 1,378	\$ 1,270	\$ 1,781	\$ 1,350	\$ 1,120	\$ 1,400	3.70%
Unemployment	\$ 913	\$ 1,400	\$ 1,209	\$ 950	\$ 864	\$ 1,000	5.26%
IMRF Expense	\$ 5,616	\$ 6,050	\$ 4,002	\$ 6,125	\$ 3,907	\$ 6,350	3.67%
FICA Expense	\$ 3,753	\$ 4,500	\$ 4,224	\$ 4,500	\$ 4,465	\$ 4,900	8.89%
Total Community Relations	\$246,672	\$266,270	\$265,297	\$284,975	\$270,604	\$292,700	2.71%

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
Website Visits (total)	84,181	93,233	79,251	-15.00%
Website Visits (unique)	59,496	66,519	68,118	2.40%
Facebook Likes	4,930	N/A	N/A	N/A
Facebook Followers (new and total FYTD)	N/A	5,395	5,960	10.47%
Facebook Reach	386,495	246,548	301,189	22.16%
X (Twitter) Followers (new and total FYTD)	51	1,404	1,419	1.07%
X (Twitter) Impressions (new and total FYTD)	N/A	70,786	47,683	-32.64%
YouTube Views	6,210	67,851	2,744	-95.96%
Media Releases	45	42	54	28.57%
Total Resident Contacts (Elgin Office)	405	N/A	N/A	N/A

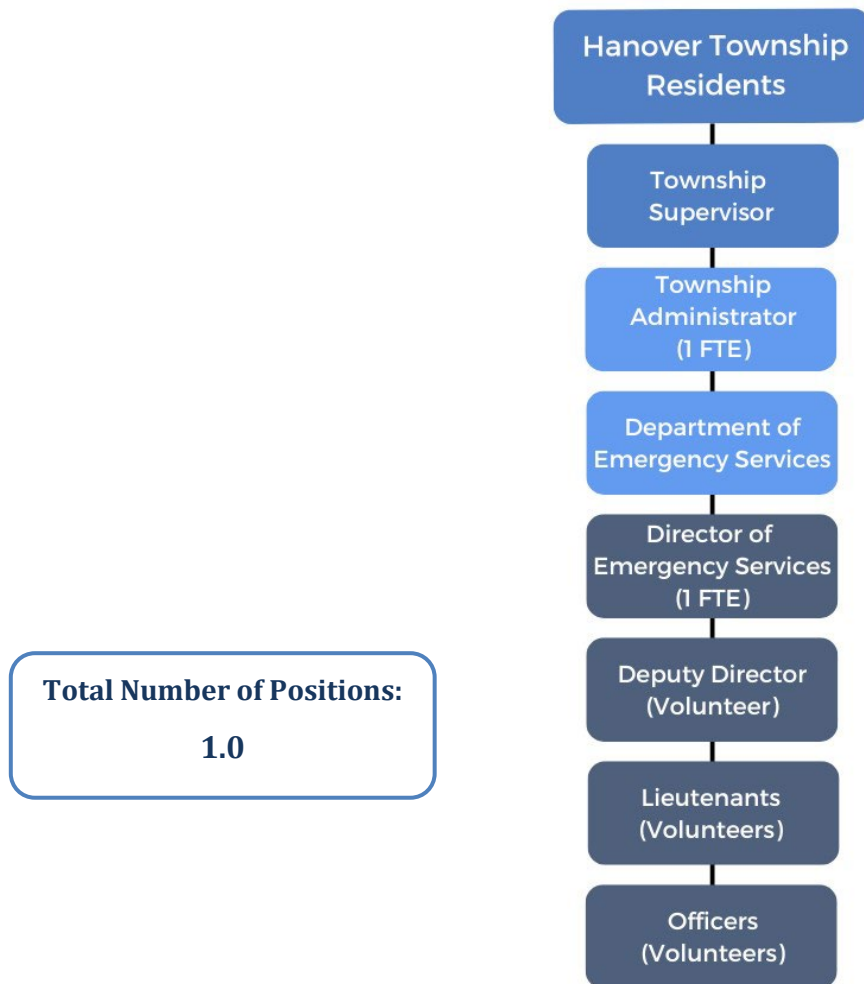
FY24 Department Accomplished Goals (in order of priority)

1. Identified (3) three grant opportunities for Township departments working with county, state, and federal officials.
2. Expanded original content and reach of secondary Township social media accounts.
3. Identified, planned, and hosted a community cultural event.

Performance Metrics Office of Community Affairs



FY 25 DEPARTMENT GOAL I		
<i>Conduct a communications exercise for Township officials and key staff.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Research communications firms and agencies that provide communications exercises for government. (Kuttenberg – 6/1/24)	A. Contact or meet with local governments to solicit recommendations on firms and previous experiences of conducting exercises. B. Contact government communications professionals locally and regionally to solicit recommendations on firms and previous experiences of conducting exercises.	TBC 5/1/24 TBC 6/1/24
2. Review and identify goals for a communications exercise with Administrator and Township Supervisor. (Kuttenberg – 8/15/24)	A. Using feedback, draft goals and a proposal summary for Administrator's review. B. Review goals and proposal summary with Township Supervisor prior to soliciting identified communications firms and agencies.	TBC 7/15/24 TBC 8/15/24
3. Conduct a communications exercise for Township officials and key staff. (Kuttenberg – 1/15/25)	A. Conduct virtual screenings with selected communications firms and agencies. B. Meet with identified agency to outline the communications exercise and complete any pre-activity tasks. C. Conduct communications exercise for Township officials and key staff.	TBC 9/15/24 TBC 11/15/24 TBC 1/15/25
FY 25 DEPARTMENT GOAL II		
<i>Reach 8,000 Facebook followers.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Research proven strategies and techniques for increasing Facebook followers for non-profits and government. (Smith – 5/1/24)	A. Contact government communications professionals locally, regionally and nationally for suggestions and samples of strategies and plans for increasing Facebook followers. B. Contact non-profit communications professionals locally, regionally and nationally for suggestions and samples of strategies and plans for increasing Facebook followers.	TBC 5/1/24 TBC 5/1/24
2. Review strategies and budget with Township Administrator prior to drafting plan to reach 8,000 Facebook followers. (Kuttenberg – 7/15/24)	A. Review strategies with Township Administrator and identify budget. B. Peer review of draft plan by local communications professionals.	TBC 6/15/24 TBC 7/15/24
3. Reach 8,000 Facebook followers. (Kuttenberg – 3/31/25)	A. Implement Plan. B. Reach 50% of goal (7,000 followers). C. Reach goal of 8,000 followers.	TBC 8/15/24 TBC 1/1/25 TBC 3/31/25



Mission

Hanover Township Emergency Services is trained to respond to a wide range of emergency and non-emergency events. During these events Emergency Services either assists the primary emergency responders or operates independently in times of natural and manmade disasters. This dedicated group of professional volunteers exists to provide a properly equipped, trained, and ready unit to support Hanover Township residents and the public safety agencies that serve them.

Services

When requested by a law enforcement or fire department serving Hanover Township, the Emergency Services Unit assists in traffic control, scene security, emergency scene lighting, first aid services, clearing of storm damage from roadways, fire scene decontamination, drone surveillance, air pack support, and additional manpower support. During the spring and summer months Emergency Services will also activate during severe weather, to serve as weather spotters and provide notification of tornado activity. This Unit is also a part of a limited number of search and rescue teams within Illinois, which are certified by the Illinois Search and Rescue Council.

Location and Contact Information

Department Head: Michael Crews, Director
mcrews@hanover-township.org

Facility Location: Hanover Township Town Hall
250 S. IL Route 59
Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/emergency-services>

	2023	2024	2025	
Emergency Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Total	1.0	1.0	1.0	0.0

Budget Highlights:

- A new revenue line item has been added to the Emergency Services budget to account for the tickets purchase to the Annual Emergency Services Conference.
- Emergency Services expenditures are budgeted to increase 4.2%.
- A new software line item has been added to the Emergency Services budget in the amount of \$3,500 which will be used to purchase advanced software for the Drone Program.

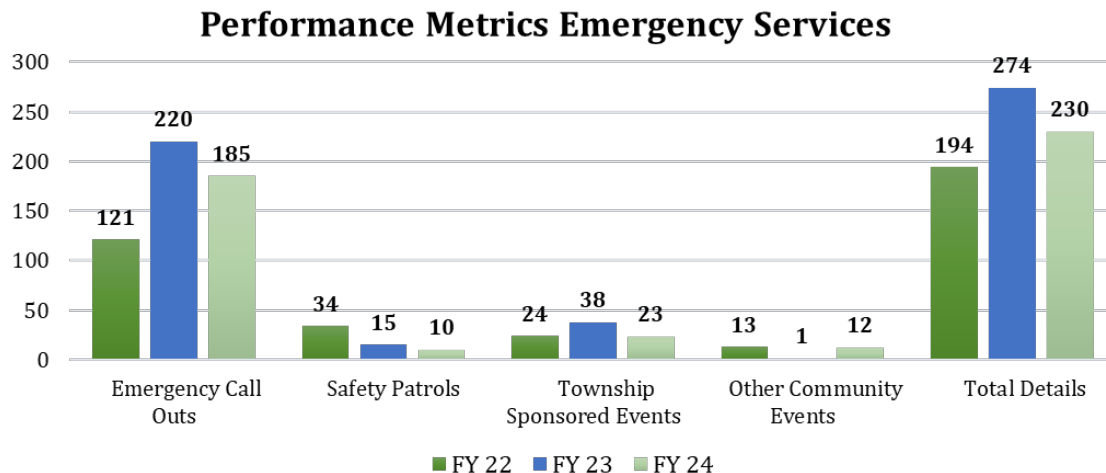
Emergency Services Detailed Expenditures

Emergency Services	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 70,192	\$ 73,500	\$ 73,494	\$ 77,175	\$ 78,618	\$ 81,150	5.15%
Equipment	\$ 37,228	\$ 32,000	\$ 28,411	\$ 32,000	\$ 45,794	\$ 32,000	0.00%
Uniforms	\$ 4,849	\$ 6,000	\$ 10,320	\$ 6,000	\$ 8,140	\$ 6,000	0.00%
Printing	\$ 1,830	\$ 500	\$ 1,327	\$ 1,000	\$ 2,172	\$ 1,500	50.00%
Postage	\$ 28	\$ 200	\$ 269	\$ 200	\$ 111	\$ 200	0.00%
Office Supplies	\$ 334	\$ 1,500	\$ 745	\$ 1,500	\$ 718	\$ 1,500	0.00%
Miscellaneous	\$ 746	\$ 1,000	\$ 825	\$ 1,000	\$ 1,962	\$ 1,000	0.00%
Education & Training	\$ 7,774	\$ 8,000	\$ 11,348	\$ 6,000	\$ 3,180	\$ 6,000	0.00%
Pre-Volunteer Screening	\$ 941	\$ 1,500	\$ 2,322	\$ 1,500	\$ 6,243	\$ 2,000	33.33%
Travel	\$ 3,138	\$ 1,000	\$ 347	\$ 1,000	\$ 1,373	\$ 1,000	0.00%
Volunteer Appreciation	\$ 7,528	\$ 5,000	\$ 10,615	\$ 7,000	\$ 10,755	\$ 7,500	7.14%
Vehicle Fuel & Maintenance	\$ 34,320	\$ 20,000	\$ 35,737	\$ 24,000	\$ 38,574	\$ 25,000	4.17%
Communications	\$ 22,865	\$ 25,000	\$ 23,072	\$ 25,000	\$ 27,024	\$ 24,000	-4.00%
Software	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	100.00%
Station Utilities	\$ -	\$ -	\$ -	\$ 10,000	\$ 2,327	\$ 10,000	0.00%
FICA Expense	\$ 1,885	\$ 2,250	\$ 2,112	\$ 2,365	\$ 2,346	\$ 2,500	5.71%
Health Insurance	\$ 10,711	\$ 13,365	\$ 12,424	\$ 13,550	\$ 11,810	\$ 13,220	-2.44%
Dental, Vision & Life Insurance	\$ 688	\$ 635	\$ 891	\$ 675	\$ 1,463	\$ 690	2.22%
Unemployment	\$ 331	\$ 610	\$ 444	\$ 310	\$ 282	\$ 330	6.45%
IMRF Expense	\$ 3,158	\$ 3,400	\$ 2,249	\$ 3,300	\$ 2,105	\$ 3,450	4.55%
Total Emergency Services	\$ 208,544	\$ 195,460	\$ 216,952	\$ 213,575	\$ 244,997	\$ 222,540	4.20%

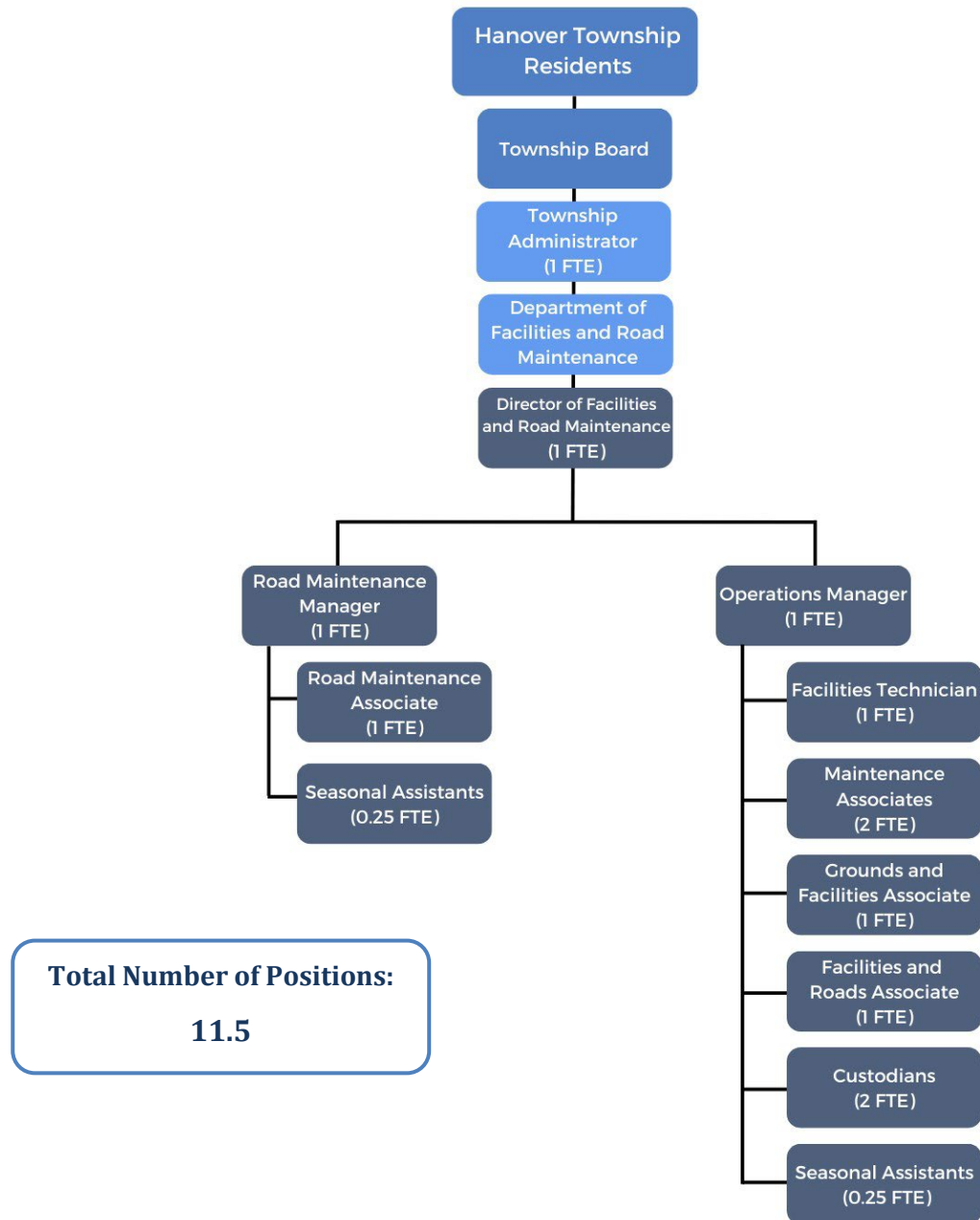
Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Hours</i>				
Volunteer Detail Hours	7,897	7,312	5,190	-29.02%
Volunteer Work Hours	1,464	2,360	6,455	173.52%
Volunteer Training Hours	1,955	5,030	1,685	-66.50%
Total Volunteer Hours	11,301	14,702	13,330	-9.33%
<i>Details</i>				
Emergency Call Outs	121	220	185	-15.91%
Safety Patrols	34	15	10	-33.33%
Township Sponsored Events	24	38	23	-39.47%
Other Community Events	13	1	12	1100.00%
Miscellaneous	2	0	0	0.00%
Total Details	194	274	230	-16.06%

FY24 Department Accomplished Goals (in order of priority)

1. Applied for the Cook County Emergency Services Certification. Began research and identified the requirements to apply for state accreditation.
2. Instituted a designated responder program that ensures at least one Emergency Services Officer is scheduled to answer a call each night.
3. Developed a system to achieve overnight and weekend coverage at the Emergency Services Station 90% of the time, each quarter by Emergency Services Officers.
4. Strengthened relationships with Township community law enforcement agencies by meeting twice a year with those agencies' chiefs or their designee.



FY 25 DEPARTMENT GOAL I		
<i>Pursue county certification for Hanover Township Emergency Services Department.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Renew the Cook County Certification. (Crews – 8/1/24)	A. Submit functional exercises and coordinator oaths to Cook County. B. Complete and submit coordinator training certification from appointing official. C. Complete renewal certification for Cook County.	TBC 5/1/24 TBC 7/1/24 TBC 8/1/24
2. Research and identify IEMA requirements to apply for state accreditation. (Crews – 8/1/24)	A. Research IEMA qualifications and requirements to apply for state accreditation. B. Gather and submit appropriate materials to support application.	TBC 7/1/24 TBC 8/1/24
FY 25 DEPARTMENT GOAL II		
<i>Develop a comprehensive training program to include training manual, retention procedures on training records, and certification trainings such as Hazardous Materials Awareness, Traffic Incident Management System, Emergency Medical Responder, and Fire Service Vehicle Operator.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Develop a comprehensive training manual and retention procedures on training records for all ES officers. (Crews – 8/1/24)	A. Identify course curriculum, recertification, and placement procedures into IAR of Hazardous Materials Awareness, Traffic Incident Management System, Emergency Medical Responder, and Fire Service Vehicle Operator. B. Create a comprehensive training manual with training procedures. C. Develop SOG on training record retention.	TBC 7/1/24 TBC 7/15/24 TBC 8/1/24
2. Identify and coordinate certification trainings for ES officers to include Hazardous Materials awareness, TIMS, EMR and Fire Service Vehicle Operator. (Crews – 9/1/24)	A. Identify sources of instruction for Hazardous Materials Awareness, Traffic Incident Management System, Emergency Medical Responder, and Fire Service Vehicle Operator B. Deliver above courses with external and internal instruction. C. Enter certifications into IAM Responding.	TBC 7/1/24 TBC 7/1/24 TBC 9/1/24
FY 25 DEPARTMENT GOAL III		
<i>Re-establish and implement officer development program to include creating officer position descriptions, developing roles and expectations, holding consistent officer meetings, and provide training by external expert instructors.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Create officer position descriptions for and identify roles and expectations for each officer role. (Crews – 7/1/24)	A. Draft officer description to include training requirements. B. Meet with core officers to establish expectations. C. Begin officer training.	TBC 6/1/24 TBC 6/1/24 TBC 7/1/24
2. Identify appropriate officer training opportunities provided by external expert instructors and hold monthly officer trainings. (Crews – 3/31/25)	A. Research local leadership training opportunities including IFSI and develop list of training courses. B. Identify external expert instructors. C. Tap into local FD/PD instructors to determine training opportunities with existing partners. D. Hold monthly officer trainings throughout the year and schedule officer trainings as appropriate.	TBC 6/15/24 TBC 6/15/24 TBC 7/1/24 TBC 3/31/25



Mission

The Facilities and Road Maintenance Department ensures proper administration of the Township's buildings and grounds, including ten Township facilities. The department is also responsible for road maintenance of the Township's unincorporated roadways.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is responsible for maintenance of unincorporated roadways and bridges and also coordinates unincorporated code enforcement with Cook County Building and Zoning.

Location and Contact Information

Department Head: Caleb Hanson, Director
chanson@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 7:00 am to 3:00 pm

Webpage: <http://www.hanover-township.org/departments/facilities-road-maintenance>

	2023	2024	2025	
Facilities and Road Maintenance	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Facilities and Road Associate	1.0	1.0	1.0	0.0
Grounds and Facilities Associate	0.0	0.0	1.0	1.0
Custodial Associate	2.0	2.0	2.0	0.0
Road Maintenance Manager	1.0	1.0	1.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.5	0.0
Total	10.5	10.5	11.5	1.0

Budget Highlights:

- The Facilities Division budget will increase by 15.3%.
- The salary line item is increasing by 17.4% due to annual increases and the addition of a new full time staff member in the Ground and Facilities Associate.
- Maintenance expenditures have also been increased for all Township buildings in the FY25 budget to accommodate the rising costs of materials.

Facilities and Road Maintenance

Facilities and Road Maintenance Detailed Expenditures

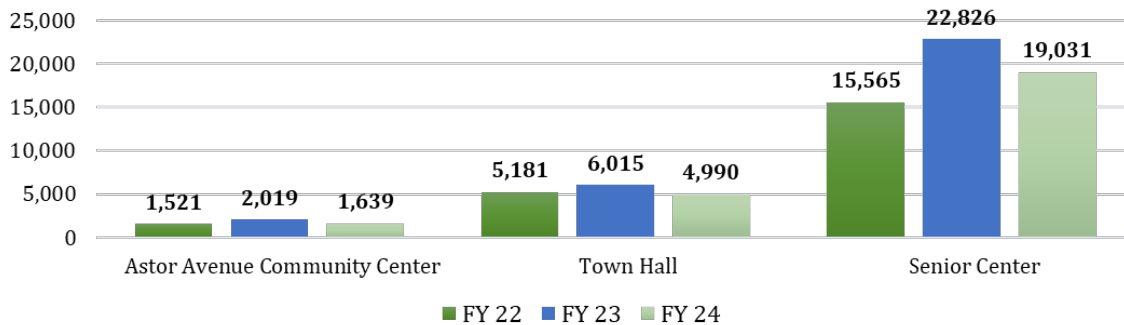
Facilities & Road Maintenance	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 315,957	\$ 325,000	\$ 312,347	\$ 340,000	\$ 348,641	\$ 399,000	17.35%
Office Supplies	\$ 210	\$ 400	\$ 72	\$ 400	\$ 284	\$ 400	0.00%
Janitorial Supplies	\$ 10,930	\$ 12,500	\$ 8,261	\$ 12,500	\$ 7,989	\$ 12,500	0.00%
Building Contracts	\$ 14,853	\$ 18,000	\$ 17,405	\$ 18,000	\$ 12,701	\$ 17,500	-2.78%
Building Maintenance - Town	\$ 6,553	\$ 6,000	\$ 8,139	\$ 6,000	\$ 6,471	\$ 7,000	16.67%
Building Maintenance - Senior	\$ 7,010	\$ 7,000	\$ 9,036	\$ 7,000	\$ 7,901	\$ 8,000	14.29%
Building Maintenance - Astor	\$ 2,017	\$ 2,000	\$ 3,285	\$ 3,000	\$ 3,473	\$ 4,000	33.33%
Equipment Maintenance - Town	\$ 2,970	\$ 4,000	\$ 6,178	\$ 4,000	\$ 7,590	\$ 5,000	25.00%
Equipment Maintenance - Senior	\$ 14,302	\$ 17,000	\$ 20,981	\$ 17,000	\$ 15,465	\$ 17,000	0.00%
Equipment Maintenance - Astor	\$ 1,496	\$ 1,200	\$ 2,840	\$ 2,200	\$ 3,532	\$ 2,200	0.00%
Equipment Purchase & Rental	\$ 781	\$ 3,000	\$ 1,650	\$ 3,000	\$ 2,511	\$ 3,000	0.00%
Education & Training	\$ 1,197	\$ 1,500	\$ 1,330	\$ 1,500	\$ 912	\$ 1,500	0.00%
Vehicle Maintenance - Town	\$ 1,997	\$ 4,000	\$ 4,515	\$ 4,000	\$ 7,986	\$ 4,000	0.00%
Vehicle Fuel - Town	\$ 10,011	\$ 8,000	\$ 12,679	\$ 9,000	\$ 8,934	\$ 9,000	0.00%
Seasonal Projects Assistance	\$ 12,487	\$ 28,000	\$ 17,771	\$ 28,000	\$ 25,650	\$ 28,000	0.00%
Cell Phone/Communications	\$ 3,253	\$ 4,000	\$ 4,561	\$ 4,000	\$ 5,029	\$ 5,000	25.00%
Trash Removal - Town	\$ 3,718	\$ 4,000	\$ 4,729	\$ 4,000	\$ 5,094	\$ 5,000	25.00%
Trash Removal - Senior	\$ 4,767	\$ 4,800	\$ 6,284	\$ 4,800	\$ 5,932	\$ 6,000	25.00%
Trash Removal - Astor	\$ 8,924	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Grounds/Reserve Maintenance	\$ 11,879	\$ 13,000	\$ 21,372	\$ 15,000	\$ 27,738	\$ 18,000	20.00%
Uniforms	\$ 1,586	\$ 1,500	\$ 1,170	\$ 1,500	\$ 1,376	\$ 1,500	0.00%
Miscellaneous	\$ 2,962	\$ 1,000	\$ 1,590	\$ 1,000	\$ 571	\$ 1,000	0.00%
Building Maintenance - Izaak	\$ 1,915	\$ 3,000	\$ 2,069	\$ 3,000	\$ 2,172	\$ 3,000	0.00%
Equipment Maintenance - Izaak	\$ 2,019	\$ 2,000	\$ 3,075	\$ 2,000	\$ 429	\$ 2,000	0.00%
Trash Removal - Izaak	\$ 1,829	\$ 1,800	\$ 2,017	\$ 2,200	\$ 3,058	\$ 3,000	36.36%
Building Maintenance - ES Station	\$ -	\$ -	\$ -	\$ 2,000	\$ 3,133	\$ 2,000	0.00%
Equipment Maintenance - ES Station	\$ -	\$ -	\$ -	\$ 2,000	\$ 49	\$ 2,000	0.00%
Trash Removal - ES Station	\$ -	\$ -	\$ -	\$ 3,000	\$ 982	\$ 3,000	0.00%
Dues & Subscriptions	\$ 565	\$ 300	\$ -	\$ 300	\$ 809	\$ 600	100.00%
Work Order Software	\$ 5,040	\$ 5,500	\$ 5,460	\$ 5,500	\$ 5,901	\$ 6,000	9.09%
Recruitment & Pre Employment	\$ -	\$ 1,000	\$ 3,754	\$ 1,000	\$ 132	\$ 1,000	0.00%
Health Insurance	\$ 55,615	\$ 62,700	\$ 79,103	\$ 68,000	\$ 33,154	\$ 85,100	25.15%
Dental, Vision & Life Insurance	\$ 4,652	\$ 4,500	\$ 6,312	\$ 4,850	\$ 5,348	\$ 5,500	13.40%
Unemployment	\$ 2,212	\$ 3,450	\$ 2,934	\$ 3,200	\$ 2,912	\$ 4,010	25.31%
IMRF Expense	\$ 15,876	\$ 16,100	\$ 10,650	\$ 16,100	\$ 10,269	\$ 19,000	18.01%
FICA Expense	\$ 9,407	\$ 12,000	\$ 11,265	\$ 12,700	\$ 12,601	\$ 14,550	14.57%
Total Facilities & Road Maintenance	\$538,990	\$578,250	\$592,834	\$611,750	\$586,729	\$705,360	15.30%

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Administration</i>				
Vehicle Service Calls	36	18	22	22.22%
Work Orders	4,167	5,168	5,234	1.28%
Event Setups/Tear Downs	1,176	1,573	1,954	24.22%
<i>Energy Efficiency - Electricity (Kw)</i>				
Astor Avenue Community Center	57,940	57,995	58,379	0.66%
Town Hall	86,400	91,080	103,959	14.14%
Senior Center	355,054	419,725	383,881	-8.54%
<i>Energy Efficiency - Gas (Therms)</i>				
Astor Avenue Community Center	1,521	2,019	1,639	-18.81%
Town Hall	5,181	6,015	4,990	-17.04%
Senior Center	15,565	22,826	19,031	-16.62%
<i>Road Maintenance</i>				
Salt Usage (tons)	747	643	367	-42.92%

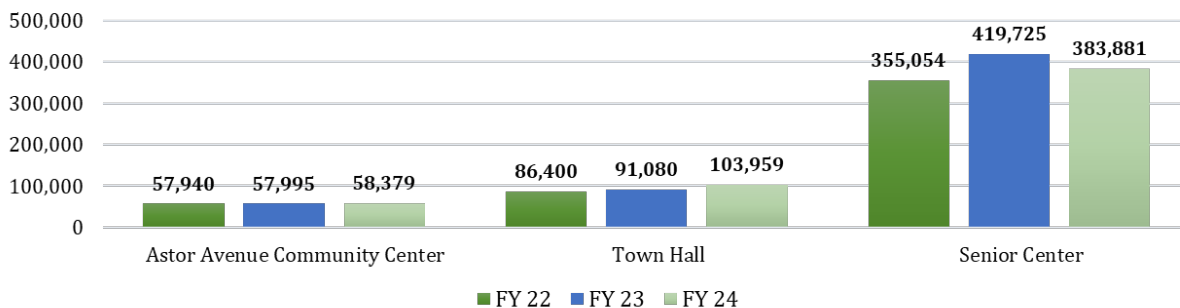
FY24 Department Accomplished Goals (in order of priority)

1. Completed internal capital improvement projects including copy room, Town Hall carpet replacement, and Office of Community Health storage room.
2. Researched and established expanded reserve and campus beautification.

Energy Efficiency - Gas (Therms)



Energy Efficiency - Electricity (Kw)



FY 25 DEPARTMENT GOAL I

Complete interior renovation of expansion property main house into Facilities and Road Maintenance Headquarters.

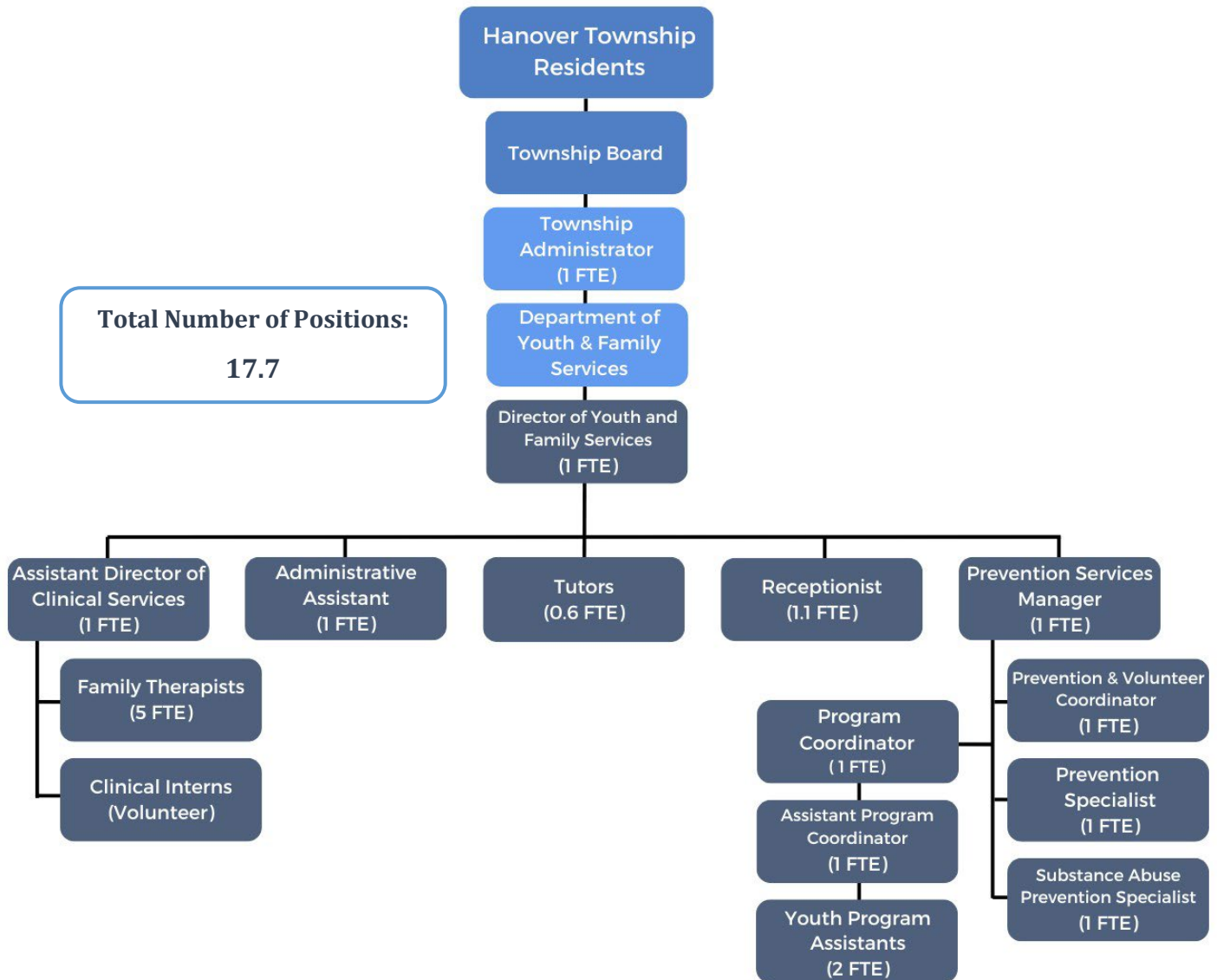
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Obtain architectural and mechanical design and drawing as required by Village of Bartlett. (Hanson – 5/1/24)	A. Request and obtain multiple quotes from architectural and mechanical engineering firms. B. Receive administrative and board approval to enter Professional Service Agreement with architect and mechanical engineering firms and execute agreement.	TBC 4/15/24 TBC 5/1/24
2. Coordinate with selected engineers and Village of Bartlett for Phase II approval. (Hanson – 9/1/24)	A. Coordinate civil, architectural, and mechanical engineers to assemble Phase II development packet for the Village of Bartlett. B. Submit Phase II packet to the Village of Bartlett and make required changes, as requested. C. Receive Planned Development approval of Phase II from Village of Bartlett. D. Obtain restoration permit from Village of Bartlett.	TBC 5/15/24 TBC 6/1/24 TBC 8/1/24 TBC 9/1/24
3. Complete exterior renovations per normal permit process not requiring Planned Development approval. (Hanson – 7/1/24)	A. Coordinate receipt of multiple quotes for exterior renovation items including windows, roof, siding, fascia/gutters. B. Receive approval from Township Administrator. C. Execute Professional Service Agreements with contractors. D. Complete exterior renovation items.	TBC 4/15/24 TBC 4/15/24 TBC 5/1/24 TBC 7/1/24
4. Hire required contractors and schedule in-house staff to complete renovation and receive final occupancy from the Village of Bartlett. (Hanson – 3/31/25)	A. Request quotes from appropriate contractors for electrical, mechanical, fire alarm installations. B. Present recommended bids to Township Administrator and Township Board for approval. C. Execute service agreements with contractors. D. Schedule contractors to complete installation of awarded contract. E. Complete in-house staff renovations F. Submit for final occupancy from Village of Bartlett.	TBC 7/15/24 TBC 8/15/24 TBC 9/1/24 TBC 9/15/24 TBC 3/31/25 TBC 3/31/25

FY 25 DEPARTMENT GOAL II

Complete engineering selection process and design phase one engineering for Poplar Creek bridge replacement, as well as identifying additional grant opportunities.

<u>OBJECTIVE</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Complete federal QBS process and contract with engineering firm. (Hanson – 10/15/24)	A. Manage QBS qualifications with engineers and administration. B. Execute federal QBS request, interviews, rating, and negotiations. C. Present outcome of QBS process and recommendations to Township Board for approval. D. Execute Professional Service Agreement with selected engineering firm.	TBC 6/1/24 TBC 9/1/24 TBC 9/15/24 TBC 10/15/24
2. Collaborate with the selected engineering firm to complete phase I design engineering. (Hanson – 3/31/25)	A. Schedule project management meetings with engineering firm throughout phase I design engineering. B. Coordinate between County, Township Administration, legal, and engineering firm to communicate all necessary information to complete Phase I design engineering.	TBC 3/31/25 TBC 3/31/25
3. Communicate with Cook County on status and availability of both federal QBS process and approval, and additional grant opportunities for phase II and III of project. (Hanson – 3/31/25)	A. Maintain communications with County liaison on available grant/funding opportunities for remaining phases of the project. B. Communicate opportunities with the Township Administrator for review and submission of applications as appropriate.	TBC 3/31/25 TBC 3/31/25

FY 25 DEPARTMENT GOAL III <i>Complete Town Hall washroom ADA conversion project.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Confirm ADA requirements with local and federal guidelines. (Hanson – 4/1/24)	A. Research ADA requirements. B. Consult with architect on ADA requirements for washroom conversion.	TBC 4/15/24 TBC 5/1/24
2. Complete washroom conversion. (Enzenbacher – 6/1/24)	A. Present design options, colors, and materials to Administration for approval. B. Complete washroom conversion using in-house staffing.	TBC 5/1/24 TBC 6/1/24



Mission

The mission of Hanover Township Youth and Family Services is the prevention of juvenile delinquency and the promotion of positive development in young people. The Youth and Family Services department strengthens families, provides outreach to youth at risk of school failure and contributes to the building up of a healthier community for all Township youth.

Services

Youth and Family Services provides outpatient family and group therapy, tutoring services, an after-school and school break program called Open Gym, an alternative supports program, psychiatric evaluation, support groups, school-based substance abuse prevention, volunteer opportunities, and manages the Izaak Walton Youth Center that provides youth, teen, and community activities.

Location and Contact Information

Department Head: Tina Houdek, Director
thoudek@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-483-5799

Hours of Operation: M-Th: 9:30 am to 9:00 pm, F: 9:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/youth-and-family-services>

	2023	2024	2025	
Youth and Family Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	1.0	0.0
Receptionist	1.1	1.1	1.1	0.0
Tutor	0.6	0.6	0.6	0.0
Assistant Director of Clinical Services	0.0	1.0	1.0	0.0
Clinical Manager	1.0	0.0	0.0	0.0
Family Therapist	5.0	5.0	5.0	0.0
Prevention Services Manager	1.0	1.0	1.0	0.0
Program Coordinator	1.0	1.0	1.0	0.0
Assistant Program Coordinators	1.0	1.0	1.0	0.0
Youth Program Assistants	2.0	2.0	2.0	0.0
Volunteer & Prevention Coordinator	1.0	1.0	1.0	0.0
Prevention Specialist	1.0	1.0	1.0	0.0
Substance Abuse Prevention Specialist	1.0	1.0	1.0	0.0
Total	17.7	17.7	17.7	0.0

Budget Highlights:

- Youth and Family Services is anticipating a modest increase in revenue of 1.3% due to an increase in therapy services.
- In Outreach & Prevention, expenses will increase by 3.60%. This is primarily due to an increase in hourly pay for seven Youth Program Assistants to remain competitive.
- The Administration and Clinical Division budget will increase 6.54% primarily due to competitive salary adjustments.

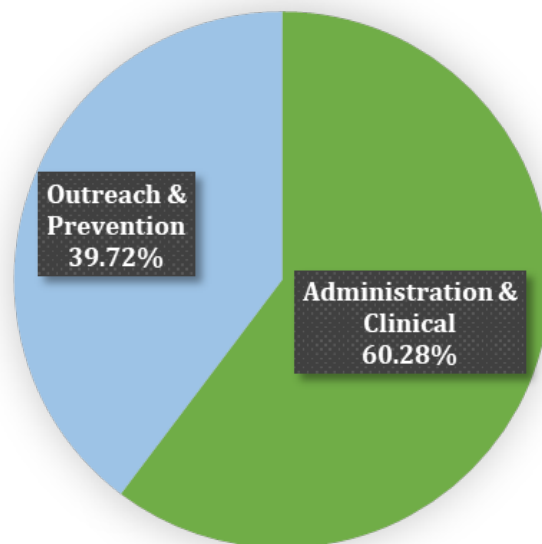
Youth and Family Services Detailed Expenditures

Administration & Clinical	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 455,402	\$ 495,000	\$ 447,943	\$ 520,000	\$ 490,999	\$ 558,000	7.31%
Education & Training	\$ 3,824	\$ 6,000	\$ 3,179	\$ 6,000	\$ 3,238	\$ 6,000	0.00%
Consulting Fees	\$ 900	\$ 3,600	\$ 1,500	\$ 3,600	\$ -	\$ 3,600	0.00%
Answering Service	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	0.00%
Printing	\$ 1,998	\$ 2,000	\$ 1,448	\$ 1,500	\$ 1,211	\$ 1,000	-33.33%
Postage	\$ 291	\$ 300	\$ 464	\$ 500	\$ 90	\$ 250	-50.00%
Books & Journals	\$ 30	\$ 400	\$ 270	\$ 400	\$ 421	\$ 400	0.00%
Equipment Maintenance	\$ 2,116	\$ 2,600	\$ 1,851	\$ 2,600	\$ 2,174	\$ 2,600	0.00%
Psychiatric Backup	\$ 7,987	\$ 9,000	\$ 7,230	\$ 9,000	\$ 2,050	\$ 9,000	0.00%
Office Supplies	\$ 3,780	\$ 4,000	\$ 3,554	\$ 4,000	\$ 4,078	\$ 4,000	0.00%
Community Affairs	\$ 2,141	\$ 3,800	\$ 2,759	\$ 3,800	\$ 2,382	\$ 3,500	-7.89%
Recruitment & Pre Employment	\$ 2,828	\$ 1,500	\$ 11,183	\$ 3,000	\$ 13,905	\$ 5,000	66.67%
Miscellaneous	\$ 339	\$ 500	\$ 326	\$ 500	\$ 743	\$ 500	0.00%
Travel	\$ 1,312	\$ 3,000	\$ 2,516	\$ 3,000	\$ 1,783	\$ 3,000	0.00%
Software Maintenance	\$ 3,600	\$ 3,600	\$ 3,300	\$ 3,600	\$ 3,300	\$ 3,600	0.00%
Equipment & Furniture	\$ 1,961	\$ 3,000	\$ 1,794	\$ 3,000	\$ 1,668	\$ 3,000	0.00%
Tutoring	\$ 19,469	\$ 27,500	\$ 18,661	\$ 27,500	\$ 19,422	\$ 27,500	0.00%
Dues & Subscriptions	\$ 500	\$ 500	\$ 459	\$ 500	\$ 785	\$ 500	0.00%
Health Insurance	\$ 41,672	\$ 55,700	\$ 51,779	\$ 56,300	\$ 43,892	\$ 60,150	6.84%
Dental, Vision & Life Insurance	\$ 5,526	\$ 5,100	\$ 7,154	\$ 5,400	\$ 5,625	\$ 5,500	1.85%
Unemployment	\$ 5,248	\$ 4,450	\$ 6,770	\$ 5,250	\$ 4,777	\$ 5,600	6.67%
IMRF Expense	\$ 21,182	\$ 22,500	\$ 14,884	\$ 22,000	\$ 14,032	\$ 23,300	5.91%
FICA Expense	\$ 13,309	\$ 15,800	\$ 14,833	\$ 16,650	\$ 16,520	\$ 17,800	6.91%
Total Administration & Clinical	\$ 596,616	\$ 671,050	\$ 605,057	\$ 699,300	\$ 634,295	\$ 745,000	6.54%

Youth and Family Services

Outreach & Prevention	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Open Gym Program	\$ 1,146	\$ 8,000	\$ 4,316	\$ 8,000	\$ 7,435	\$ 8,000	0.00%
Open Gym Salaries	\$ 44,251	\$ 147,000	\$ 87,510	\$ 155,700	\$ 100,111	\$ 165,000	5.97%
Salaries	\$ 181,480	\$ 193,000	\$ 193,156	\$ 207,400	\$ 164,876	\$ 216,000	4.15%
Education & Training	\$ 1,264	\$ 2,000	\$ 910	\$ 2,000	\$ 738	\$ 2,000	0.00%
Travel	\$ 3,785	\$ 3,000	\$ 4,151	\$ 3,700	\$ 3,017	\$ 3,700	0.00%
Printing	\$ 1,109	\$ 1,000	\$ 25	\$ 1,000	\$ -	\$ 500	-50.00%
Professional Services	\$ -	\$ 1,200	\$ 1,000	\$ 1,200	\$ -	\$ 1,200	0.00%
Program Supplies	\$ 1,198	\$ 2,000	\$ 1,763	\$ 2,000	\$ 947	\$ 2,000	0.00%
Cell Phone	\$ 2,365	\$ 3,000	\$ 2,360	\$ 3,000	\$ 2,554	\$ 3,000	0.00%
Substance Abuse Prevention Program	\$ 1,311	\$ 3,200	\$ 1,190	\$ 3,200	\$ 2,146	\$ 3,200	0.00%
Transportation	\$ 172	\$ 500	\$ 256	\$ 500	\$ 398	\$ 300	-40.00%
Youth Center Equipment	\$ -	\$ 1,500	\$ 2,598	\$ 1,500	\$ 2,922	\$ 3,000	100.00%
Youth Center Programs	\$ -	\$ 2,000	\$ 1,334	\$ 2,000	\$ 1,247	\$ 2,000	0.00%
Youth Center Utilities	\$ -	\$ 8,500	\$ 6,804	\$ 7,200	\$ 7,271	\$ 7,200	0.00%
Youth Center Phone and Internet	\$ -	\$ 5,000	\$ 2,241	\$ 3,500	\$ 2,478	\$ 3,500	0.00%
Health Insurance	\$ 27,445	\$ 36,000	\$ 33,466	\$ 43,000	\$ 24,786	\$ 39,500	-8.14%
Dental, Vision & Life Insurance	\$ 3,496	\$ 3,200	\$ 4,489	\$ 3,350	\$ 3,770	\$ 3,450	2.99%
Unemployment	\$ 3,936	\$ 2,400	\$ 5,030	\$ 3,700	\$ 3,367	\$ 4,300	16.22%
IMRF Expense	\$ 10,199	\$ 10,900	\$ 7,210	\$ 10,900	\$ 6,952	\$ 11,250	3.21%
FICA Expense	\$ 8,291	\$ 10,400	\$ 9,763	\$ 11,100	\$ 11,013	\$ 11,900	7.21%
Total Outreach & Prevention	\$291,448	\$ 443,800	\$369,572	\$ 473,950	\$ 346,028	\$ 491,000	3.60%
Total YFS Expenditures	\$888,064	\$1,114,850	\$974,629	\$1,173,250	\$ 980,323	\$1,236,000	5.35%

Expenditures By Division FY25

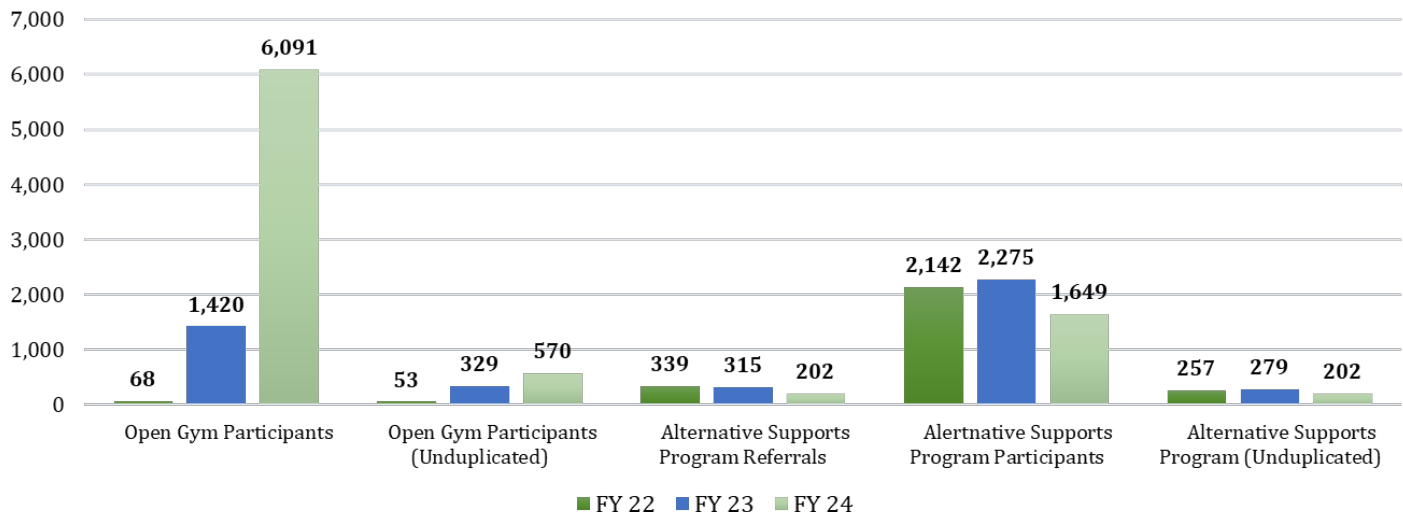


Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Outreach and Prevention</i>				
Open Gym Participants	68	1,420	6,091	328.94%
Open Gym Participants (Unduplicated)	53	329	570	73.25%
Alternative Supports Program Referrals	339	315	202	-35.87%
Alertnative Supports Program Participants	2,142	2,275	1,649	-27.52%
Alternative Supports Program (Unduplicated)	257	279	202	-27.60%
<i>Clinical</i>				
Therapy Clients (Total Attended)	5,112	5,347	3,133	-41.41%
Therapy Clients (Unduplicated)	1,283	1,699	920	-45.85%
New Clients (Unduplicated)	86	47	43	-8.51%
Clinical Hours	4,098	3,671	2,594	-29.34%
Group Session Participants	925	1,241	625	-49.64%
<i>Tutoring Participants</i>				
Total	765	712	774	8.71%
Unduplicated	319	334	367	9.88%

FY24 Department Accomplished Goals (in order of priority)

1. Evaluated Youth Summit findings and created action steps that align with the Township Board's established Youth and Family Services prioritized programs and services.
2. Re-launched the Open Gym program at (5) five sites in the community.
3. Initiated curriculum based mental health youth groups for the next fiscal year.

Performance Metrics Youth & Family Services



FY 25 DEPARTMENT GOAL I

Pursue agreement with U-46 middle and high schools in Hanover Township to participate in the next scheduled Illinois Youth Survey in order to continue evaluating and prioritizing YFS programs and services.

<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Identify key U-46 administrators that can approve the administration of the Illinois Youth Survey. (Pamphile – 7/15/24)	A. Review current School District U-46 Organizational chart. B. Select appropriate administrators to contact. C. Begin contacting identified administrators.	TBC 5/1/24 TBC 6/1/24 TBC 7/15/24
2. Gather information regarding the Illinois Youth Survey to be prepared to present and engage U-46 administrators and/or board members. (Pamphile – 11/1/24)	A. Review current recruitment and registration information for the Illinois Youth Survey. B. Arrange meetings with current Illinois Youth Survey schools to gather information regarding use of information shared from the survey. C. Arrange a meeting with the Center for Prevention Research and Development to broaden management's knowledge regarding survey content and validity.	TBC 6/1/24 TBC 10/1/24 TBC 11/1/24
3. Secure a meeting with identified administrators to communicate the critical importance for the school district and Hanover Township of implementing the survey at the next scheduled time of 2026. (Pamphile – 3/31/25)	A. Create a succinct presentation to include current YFS programming including current school partnerships. B. Schedule an initial meeting to deliver presentation. C. Keep lines of communication open for further clarification and/or additional presentations as needed. D. Generate a tentative response with the school district to determine how best to proceed.	TBC 8/1/24 TBC 10/1/24 TBC 1/1/25 TBC 3/31/25

FY 25 DEPARTMENT GOAL II

Support the work of the Community Education Support Task Force and implement Task Force recommendations as approved by the Township Board.

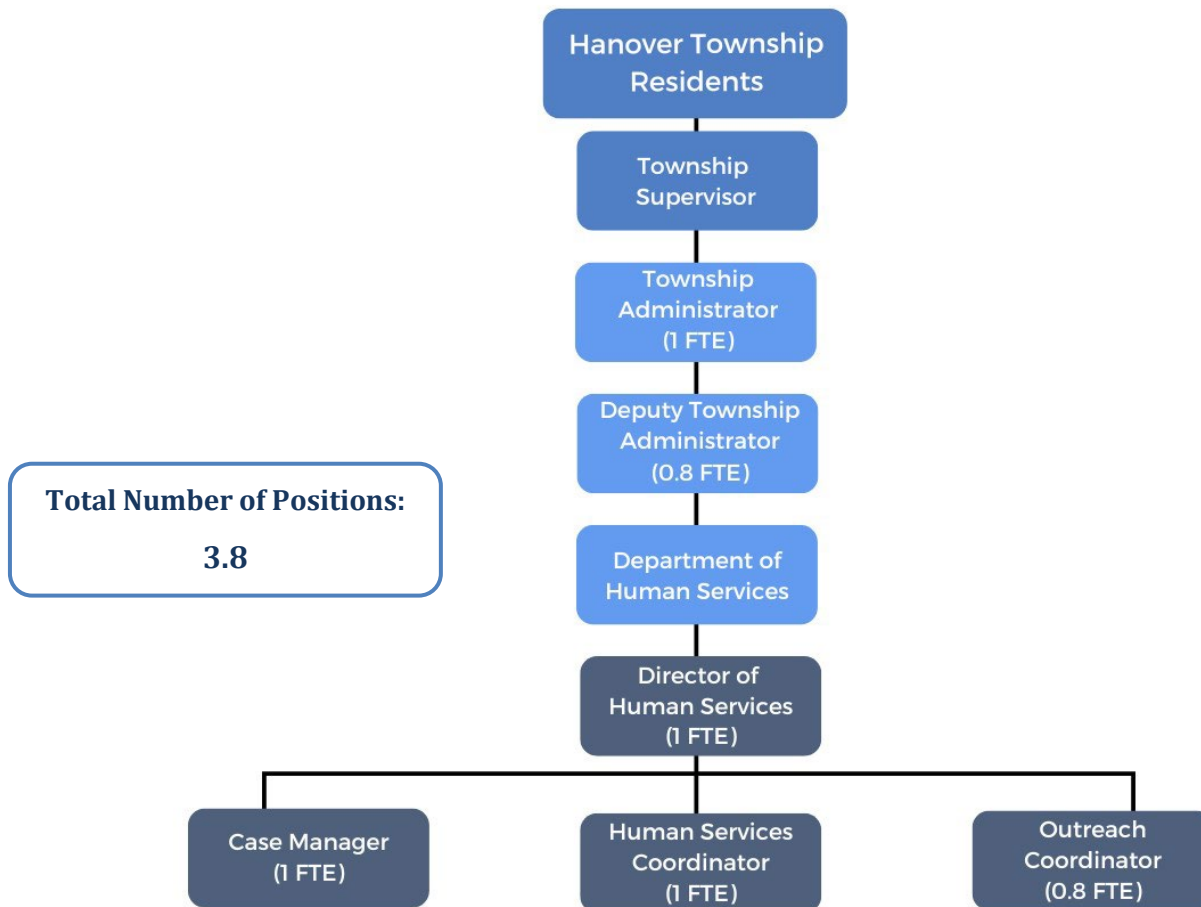
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Participate in monthly Task Force meetings. (Houdek – 1/1/25)	A. Coordinate with Township Administrator to identify and schedule key community stakeholders to share information and present to the taskforce. B. Provide ongoing support, information and feedback as needed to the taskforce. C. Assist with development of final report and recommendations as needed.	TBC 5/1/24 TBC 11/1/24 TBC 1/1/25
2. Implement Task Force recommendations as approved. (Houdek – 3/31/25)	A. Review Task Force final report and Task Force recommendations to determine areas of improvement. B. Identify role Township staff have in accomplishing recommendations. C. Assistant in the implementation of Task Force recommendations.	TBC 11/1/24 TBC 12/1/24 TBC 3/31/25

FY 25 DEPARTMENT GOAL III		
<i>Increase Youth Center programming and event participation by 10%.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Develop baseline data. (Dickinson – 6/15/24)	A. Compile data for program participants for the last 3 fiscal years. B. Determine average participant numbers by program to develop baseline data. C. Determine increase in numbers.	TBC 5/15/24 TBC 6/1/24 TBC 6/15/24
2. Actively participate in various local community meetings to increase networking opportunities. (Dickinson – 8/1/24)	A. Compile a list of the various community meetings that are appropriate to participate in. B. Contact the facilitator of each meeting for introduction purposes. C. Identify the most valuable community meetings to regularly participate in. D. Begin participating in meetings.	TBC 4/15/24 TBC 6/15/24 TBC 7/1/24 TBC 8/1/24
3. Conduct a focus group to gain insight into the experiences and perspectives of various stakeholders. (Dickinson – 1/15/25)	A. Schedule focus group date and create a list of potential focus group participants and draft a list of questions. B. Conduct Focus group and compile feedback received to identify ways to increase participation. C. Develop plan from focus group data to assist in increasing participation.	TBC 10/1/24 TBC 12/1/24 TBC 1/15/25
4. Schedule on-going meetings with local community organizations and schools for promotion of all programming. (Dickinson – 3/31/25)	A. Compile a list of local community organizations and local schools. B. Begin contacting key persons via phone calls and emails. C. Schedule on-going meetings throughout the fiscal year to promote programs and services at the IWYC.	TBC 4/15/24 TBC 5/1/24 TBC 3/31/25



Special Revenue Funds





Mission

Empowering Residents to Achieve Self-Sustainability.

Services

Human Services provides general and emergency assistance, Low Income Home Energy Assistance Program (LIHEAP) intake, Supplemental Nutrition Assistance Program (SNAP) intake, a food pantry, All Kids health insurance program intake, assistance with weatherization, Access to Care, employment support services, and veterans' services.

Location and Contact Information

Department Head: Mary Jo Imperato, Director
mimperato@hanover-township.org

Facility Location: Astor Avenue Community Center
 7431 Astor Avenue
 Hanover Park, IL 60133

Phone: 630-540-9085

Hours of Operation: M, W-F: 8:30 am to 4:30 pm, Tues: 8:30 am to 6:00 pm

Webpage: <https://www.hanover-township.org/departments/human-services>

	2023	2024	2025	
Human Services	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Case Manager	1.0	1.0	1.0	0.0
Human Services Coordinator	1.0	1.0	1.0	0.0
Outreach Coordinator	0.8	0.8	0.8	0.0
Total	3.8	3.8	3.8	0.0

Budget Highlights:

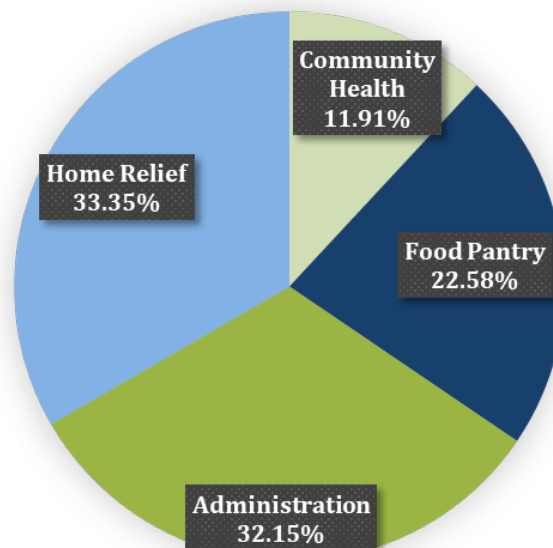
- Human Services is expecting an 8.35% revenue increase in the new fiscal year which includes a \$5,000 transfer from the Town Fund for the salary costs associated with offering Veterans Services.
- The Food Pantry budget is planned to decrease by 25.85% due to the elimination of a line item for the purchase of a storage facility budgeted for in FY24.
- Beginning in FY25, the General Assistance Fund will allocate funds for a portion of the Office of Community Health's personnel-related expenditures. This change was made following changes to General Assistance law in the State of Illinois. \$104,000 related to the Office of Community Health personnel costs are budgeted as General Assistance expenditure.

General Assistance Fund

General Assistance Fund Summary							
	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Revenues	\$ 478,549	\$ 475,111	\$ 481,305	\$ 491,002	\$ 598,524	\$ 532,000	8.35%
Expenditures							
Administration	\$ 202,516	\$ 264,250	\$ 197,358	\$ 275,100	\$ 218,660	\$ 280,650	2.02%
Food Pantry	\$ 87,749	\$ 101,470	\$ 106,240	\$ 265,865	\$ 106,342	\$ 197,130	-25.85%
Community Health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,000	100.00%
Home Relief	\$ 99,782	\$ 281,100	\$ 150,981	\$ 291,100	\$ 128,585	\$ 291,100	0.00%
Total Expenditures	\$ 390,047	\$ 646,820	\$ 454,579	\$ 832,065	\$ 453,587	\$ 872,880	4.91%
Excess of Revenues Over Expenditures	\$ 88,502	\$ (171,709)	\$ 26,726	\$ (341,063)	\$ 144,937	\$ (340,880)	-0.05%
Fund Balance Beginning April 1	\$ 749,278	\$ 861,906	\$ 837,779	\$ 863,174	\$ 864,505	\$ 1,009,442	16.95%
Estimated Cash on Hand March 31	\$ 837,779	\$ 690,198	\$ 864,505	\$ 522,111	\$ 1,009,442	\$ 668,562	28.05%

General Assistance Fund Detailed Revenues							
	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 449,167	\$ 442,611	\$ 441,585	\$ 459,002	\$ 512,439	\$ 488,000	6.32%
Replacement Taxes	\$ 8,234	\$ 5,000	\$ 12,432	\$ 5,000	\$ 9,482	\$ 7,000	40.00%
Interest Income	\$ 1,053	\$ 1,500	\$ 11,092	\$ 4,000	\$ 32,570	\$ 16,000	300.00%
Other Income	\$ 15,227	\$ 16,000	\$ 24	\$ 10,000	\$ 18	\$ 8,000	-20.00%
CEDA - LIHEAP	\$ 4,868	\$ 5,000	\$ 11,172	\$ 8,000	\$ 39,015	\$ 8,000	0.00%
Transfer from Town Fund	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
Total	\$ 478,549	\$ 475,111	\$ 481,305	\$ 491,002	\$ 598,524	\$ 532,000	8.35%

Expenditures By Division FY25



General Assistance Fund

General Assistance Fund Detailed Expenditures

Administration	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 138,500	\$ 198,000	\$ 116,002	\$ 207,000	\$ 161,817	\$ 215,000	3.86%
Office Supplies	\$ 4,225	\$ 4,000	\$ 6,037	\$ 5,000	\$ 1,626	\$ 5,500	10.00%
Equipment	\$ 4,887	\$ 4,000	\$ 18,810	\$ 4,000	\$ 4,216	\$ 4,000	0.00%
Phone & Internet	\$ 2,426	\$ 2,400	\$ 3,120	\$ 2,400	\$ 3,033	\$ 3,000	25.00%
Travel & Training	\$ 2,418	\$ 3,000	\$ 4,229	\$ 4,000	\$ 6,688	\$ 5,000	25.00%
Postage	\$ 24	\$ 200	\$ 54	\$ 200	\$ 136	\$ 200	0.00%
Printing	\$ 2,329	\$ 1,500	\$ 2,065	\$ 1,500	\$ 1,091	\$ 1,500	0.00%
Dues, Pubs & Background Check	\$ 455	\$ 500	\$ 325	\$ 500	\$ 1,044	\$ 750	50.00%
Community Affairs	\$ 908	\$ 1,000	\$ 2,272	\$ 1,000	\$ 2,326	\$ 1,000	0.00%
Professional Services	\$ 1,294	\$ 4,000	\$ 3,540	\$ 4,000	\$ 7,231	\$ 4,500	12.50%
Volunteer Appreciation	\$ 254	\$ 2,000	\$ 50	\$ 2,000	\$ 486	\$ 2,000	0.00%
Miscellaneous	\$ 586	\$ 500	\$ 2,582	\$ 500	\$ 7,765	\$ 500	0.00%
Health Insurance	\$ 27,688	\$ 24,250	\$ 22,543	\$ 24,600	\$ 7,271	\$ 19,400	-21.14%
Dental, Vision & Life Insurance	\$ 2,067	\$ 1,900	\$ 2,665	\$ 2,050	\$ 976	\$ 1,500	-26.83%
Unemployment	\$ 983	\$ 1,800	\$ 1,318	\$ 950	\$ 864	\$ 1,000	5.26%
IMRF Expense	\$ 8,453	\$ 9,100	\$ 6,020	\$ 9,000	\$ 5,740	\$ 9,200	2.22%
FICA Expense	\$ 5,018	\$ 6,100	\$ 5,726	\$ 6,400	\$ 6,350	\$ 6,600	3.13%
Total Administration	\$ 202,516	\$ 264,250	\$ 197,358	\$ 275,100	\$ 218,660	\$ 280,650	2.02%

Home Relief Detailed Expenditures

Home Relief	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Rent	\$ 38,708	\$ 100,000	\$ 64,780	\$ 100,000	\$ 65,500	\$ 100,000	0.00%
Utilities	\$ 5,046	\$ 20,000	\$ 2,996	\$ 20,000	\$ 2,947	\$ 20,000	0.00%
Personnel Essentials	\$ 8,913	\$ 18,000	\$ 9,609	\$ 18,000	\$ 8,136	\$ 18,000	0.00%
Travel Expenses	\$ 2,589	\$ 8,000	\$ 2,317	\$ 8,000	\$ 2,019	\$ 8,000	0.00%
Burial	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500	0.00%
Medical	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000	0.00%
Catastrophic Insurance	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	\$ 3,175	\$ 3,500	0.00%
Miscellaneous	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100	0.00%
Emergency Assistance	\$ 41,351	\$ 105,000	\$ 68,104	\$ 115,000	\$ 46,808	\$ 115,000	0.00%
Total Home Relief	\$ 99,782	\$ 281,100	\$ 150,981	\$ 291,100	\$ 128,585	\$ 291,100	0.00%

Community Health Detailed Expenditures

Community Health	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,780	100.00%
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,220	100.00%
Total Community Health	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,000	100.00%

Food Pantry Detailed Expenditures							
Food Pantry	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 47,005	\$ 48,300	\$ 49,210	\$ 52,200	\$ 52,594	\$ 54,500	4.41%
Utilities	\$ 11,536	\$ 8,750	\$ 9,594	\$ 8,750	\$ 11,978	\$ 9,500	8.57%
Custodial Services	\$ 12,887	\$ 16,000	\$ 17,477	\$ 16,500	\$ 17,314	\$ 17,500	6.06%
Pantry Refrigerated Vehicle	\$ -	\$ -	\$ -	\$ 80,000	\$ -	\$ 80,000	0.00%
Pantry Storage Facility	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	-100.00%
Equipment	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	0.00%
Trash Removal	\$ -	\$ 8,500	\$ 11,880	\$ 8,500	\$ 12,573	\$ 12,000	41.18%
Health Insurance	\$ 11,941	\$ 14,900	\$ 13,851	\$ 15,100	\$ 7,271	\$ 8,600	-43.05%
Dental, Vision & Life Insurance	\$ 689	\$ 635	\$ 891	\$ 675	\$ 1,323	\$ 700	3.70%
Unemployment	\$ 327	\$ 635	\$ 441	\$ 310	\$ 282	\$ 330	6.45%
IMRF Expense	\$ 2,113	\$ 2,250	\$ 1,488	\$ 2,230	\$ 1,420	\$ 2,300	3.14%
FICA Expense	\$ 1,252	\$ 1,500	\$ 1,408	\$ 1,600	\$ 1,587	\$ 1,700	6.25%
Total Food Pantry	\$ 87,749	\$ 101,470	\$ 106,240	\$ 265,865	\$ 106,342	\$ 197,130	-25.85%

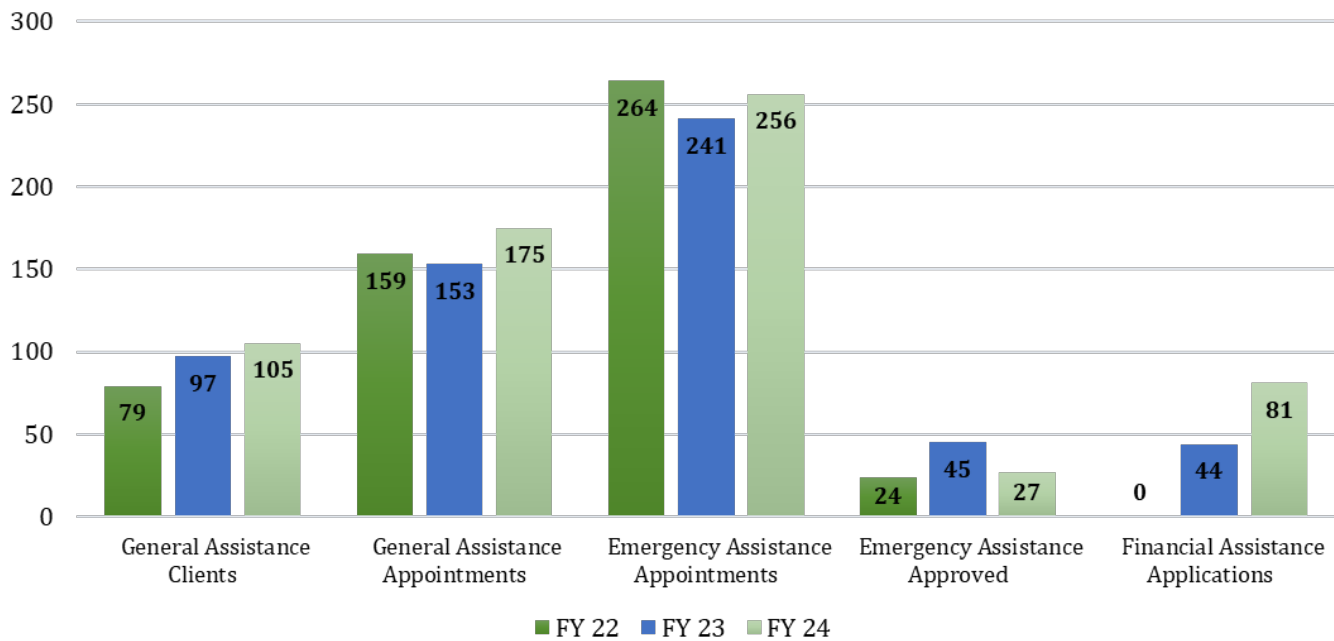
Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>General Assistance</i>				
General Assistance Clients	79	97	105	8.25%
General Assistance Appointments	159	153	175	14.38%
Emergency Assistance Appointments	264	241	256	6.22%
Emergency Assistance Approved	24	45	27	-40.00%
Crisis Intake Clients	2,634	3,147	3,321	5.53%
<i>Veterans' Services</i>				
Office Visits	N/A	73	171	134.25%
<i>LIHEAP Applications</i>				
CEDA Applications (LIHEAP, LIWAP, PIPP)	449	916	433	-52.73%
Financial Assistance Applications	N/A	44	81	84.09%
<i>Food Pantry</i>				
Served (Households)	9,413	12,814	15,598	21.73%
Unduplicated	N/A	3,948	3,594	-8.97%
New Applications	389	280	497	77.50%
Food Donations	1,021	990	526	-46.87%
<i>Community Center Walk-Ins</i>	1,087	2,179	1,907	-12.48%

In FY23 the Department of Human Services updated the performance metrics, adding metrics to track Office Visits, Unduplicated Households served by the Food Pantry, and Financial Assistance Applications. Metrics for these areas were not tracked prior to FY23, which is why they are denoted as non-applicable.

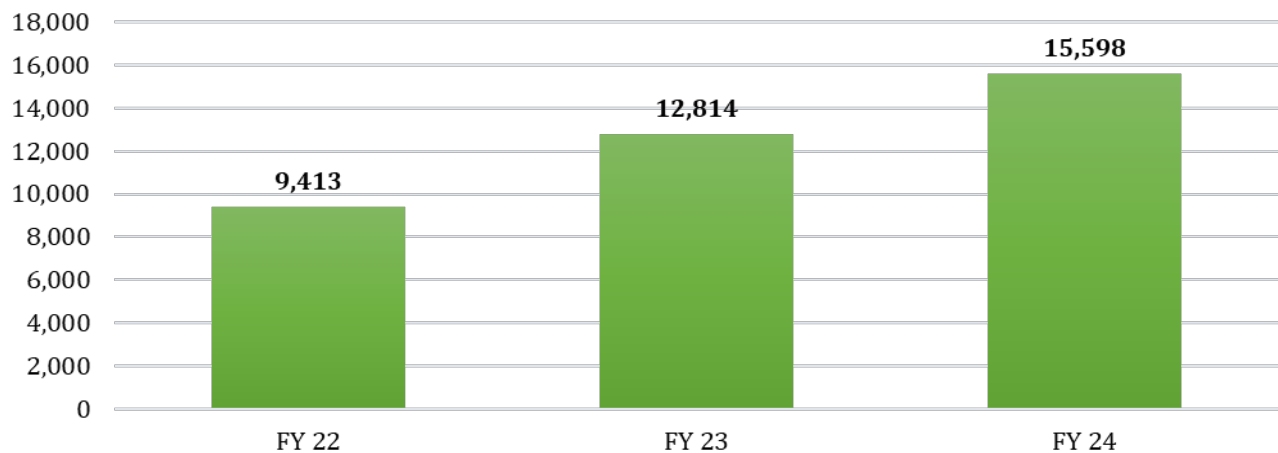
FY24 Department Accomplished Goals (in order of priority)

1. Researched and identified community outreach opportunities to promote Veteran Services and increase the number of Veteran appointments by 10%.
2. Evaluated current and developed additional volunteer opportunities within the department to expand the number of auxiliary staff by 15%.
3. Expanded collaboration with the local school district and municipal social workers to establish referral procedures by hosting a meeting twice per year.

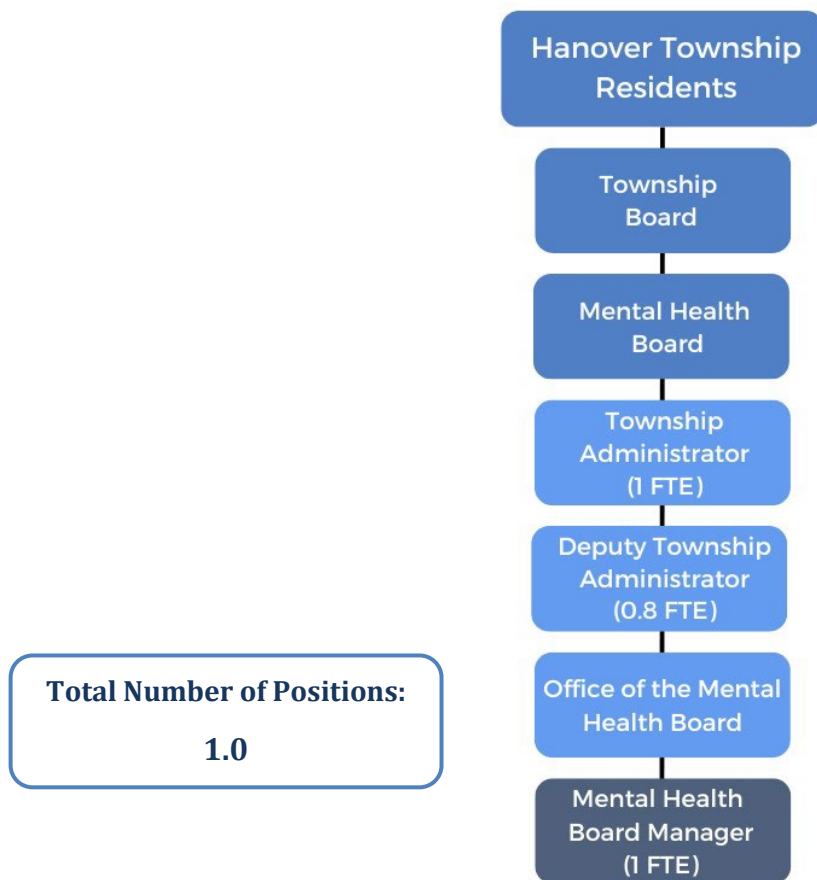
Performance Metrics Human Services



Food Pantry Households Served



FY 25 DEPARTMENT GOAL I		
<i>Reach out to local Veteran agencies to coordinate and plan a Veteran Fair at the Senior Center.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Develop listing of local Veteran resources. (Orozco – 8/1/24)	A. Research and create listing of local Veteran resources. B. Identify agency contact information and create mailing list.	TBC 7/1/24 TBC 8/1/24
2. Invite Veteran resource agencies to the Veteran Resource Fair. (Corona – 11/1/24)	A. Work with the Office of Community Affairs to create invitation and schedule outreach for marketing the event. B. Mail invitations and contact Veteran resource agencies to encourage participation. C. Create a program for Veteran Resource Fair with agency contact information of resource agencies in attendance.	TBC 8/1/24 TBC 9/1/24 TBC 11/1/24
3. Host Veteran Resource Fair at the Senior Center. (Imperato – 3/31/25)	A. Submit set-up information for Veteran Resource Fair to Facilities and Road Maintenance and Aging Services. B. Host Veteran Resource Fair.	TBC 9/1/24 TBC 3/31/25
FY 25 DEPARTMENT GOAL II		
<i>Develop program with the American Red Cross to assist residents who are displaced due to a disaster or fire.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Schedule training for Human Services staff members on Red Cross Emergency Response program. (Imperato – 7/1/24)	A. Confirm training date with Red Cross for training. B. Secure training space at Hanover Township and complete setup requests. C. Attend training.	TBC 5/1/24 TBC 6/1/24 TBC 7/1/24
2. Establish staff schedule for Red Cross on-call coverage and identify equipment needs when called out. (Imperato – 8/1/24)	A. Review staff calendars and create weekly on-call schedule between Human Services staff. B. Identify and purchase equipment including department cell phone and/or tablet.	TBC 7/15/24 TBC 8/1/24
FY 25 DEPARTMENT GOAL III		
<i>Re-instate quarterly General Assistance Community Groups geared toward improving life skills and the ability to self-sustain.</i>		
<u>OBJECTIVES</u>	<u>ACTION STEPS</u>	<u>STATUS</u>
1. Develop listing of topics for General Assistance community resource group. (Corona – 5/15/24)	A. Identify potential topics for quarterly General Assistance community resource groups. B. Establish topics to be included at each meeting and schedule community resource group meetings for the year.	TBC 5/1/24 TBC 5/15/24
2. Coordinate marketing materials and plan to roll out community resource group. (Corona – 3/31/25)	A. Coordinate with the Office of Community Affairs to develop program flyers for each session throughout the year. B. Distribute program flyers to General Assistance recipients one month in advance of the program date. C. Schedule social media postings for each quarterly program topic.	TBC 6/1/24 TBC 3/31/25 TBC 3/31/25
3. Host quarterly General Assistance community resource groups at the Astor Avenue Community Center. (Corona – 3/31/25)	A. Coordinate set-up and supplies required for each scheduled group. B. Host quarterly General Assistance community resource groups.	TBC 6/1/24 TBC 3/31/25



Mission

The mission of the Hanover Township Mental Health Board is to ensure that services in the area of mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township.

Services

The Mental Health Board funds a number of agencies that provide direct services to Township residents with mental health, developmental disabilities, or substance abuse needs. Funded programs include counseling, job training, transportation, treatment for addictions and substance abuse, and sponsorship or co-sponsorship of a number of public information programs designed to let more people know about services that are available.

Location and Contact Information

Department Head: Amanda Teachout, Manager
ateachout@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-837-0301

Hours of Operation: M-F: 8:30 am to 4:30 pm

Webpage: <http://www.hanover-township.org/departments/mental-health-board>

	2023	2024	2025	
Mental Health Board	Actual	Actual	Projected	Change
Mental Health Board Manager	1.0	1.0	1.0	0.0
Total	1.0	1.0	1.0	0.0

Budget Highlights:

- The Mental Health Board is increasing administrative costs by 12.33%, with printing and postage being increased a combined \$16,000 for cost associated with the biannual Mental Health Resource Guide.
- Service contracts are increasing at 4.66% with five new agencies being funded in FY25.
- Mental Health Board revenues are expected to grow by 5.24%, largely due to an increase in property taxes and interest income.
- Overall Mental Health Board expenditures will rise by 3%.
- In 2023, Hanover Township sold the Mental Health Community Resource Center. FY25 is the first year it has not been necessary for the Mental Health Board to budget funds related to the building.

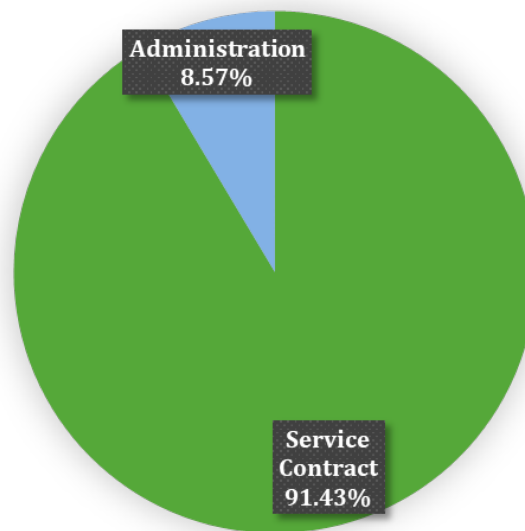
Mental Health Fund Summary

	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Revenues	\$ 1,355,467	\$ 1,360,939	\$ 1,442,640	\$ 1,468,827	\$ 1,608,453	\$ 1,545,752	5.24%
Expenditures							
Service Contract	\$ 1,163,931	\$ 1,457,000	\$ 1,212,341	\$ 1,567,500	\$ 1,381,419	\$ 1,640,500	4.66%
Administration	\$ 100,968	\$ 139,600	\$ 122,248	\$ 136,835	\$ 112,137	\$ 153,700	12.33%
Community Resource Center	\$ 28,989	\$ 34,000	\$ 31,327	\$ 37,500	\$ 203	\$ -	-100.00%
Total	\$ 1,293,888	\$ 1,630,600	\$ 1,365,916	\$ 1,741,835	\$ 1,493,759	\$ 1,794,200	3.01%
Excess of Revenues Over Expenditures	\$ 61,579	\$ (269,661)	\$ 76,724	\$ (273,008)	\$ 114,694	\$ (248,448)	-9.00%
Fund Balance Beginning April 1	\$ 1,209,603	\$ 1,134,497	\$ 1,265,282	\$ 1,231,160	\$ 1,379,164	\$ 1,493,858	21.34%
Estimated Cash on Hand March 31	\$ 1,271,182	\$ 864,836	\$ 1,342,006	\$ 958,152	\$ 1,493,858	\$ 1,245,410	29.98%

Mental Health Fund Detailed Revenues

Mental Health Board Revenue	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Property Taxes	\$ 1,313,473	\$ 1,332,439	\$ 1,367,829	\$ 1,425,827	\$ 1,526,938	\$ 1,493,752	4.76%
Replacement Taxes	\$ 24,701	\$ 12,000	\$ 37,297	\$ 15,000	\$ 28,446	\$ 18,000	20.00%
Interest Income	\$ 1,672	\$ 1,000	\$ 13,790	\$ 8,000	\$ 40,491	\$ 20,000	150.00%
Other Income	\$ 112	\$ 1,000	\$ -	\$ 1,000	\$ 9	\$ 1,000	0.00%
Rental Income	\$ 7,800	\$ 8,000	\$ 11,240	\$ 8,000	\$ -	\$ -	-100.00%
Tide Transportation Fees	\$ 7,014	\$ 5,000	\$ 11,719	\$ 10,000	\$ 11,799	\$ 12,000	20.00%
AID Transportation Fees	\$ 695	\$ 1,500	\$ 765	\$ 1,000	\$ 770	\$ 1,000	0.00%
Total	\$ 1,355,467	\$ 1,360,939	\$ 1,442,640	\$ 1,468,827	\$ 1,608,453	\$ 1,545,752	5.24%

Expenditures By Division FY25



Mental Health Fund Detailed Expenditures								
Administration	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change	
Hanover Township Services	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.00%	
Legal	\$ 1,190	\$ 4,000	\$ 9,614	\$ 8,000	\$ 1,146	\$ 6,000	-25.00%	
Training	\$ 218	\$ 1,000	\$ 336	\$ 1,000	\$ 282	\$ 1,000	0.00%	
Travel	\$ -	\$ 1,000	\$ 353	\$ 1,000	\$ 443	\$ 1,000	0.00%	
Subscriptions & Pubs	\$ -	\$ 150	\$ -	\$ 150	\$ -	\$ 150	0.00%	
Salaries	\$ 60,753	\$ 64,100	\$ 63,612	\$ 68,000	\$ 67,969	\$ 70,500	3.68%	
Office Supplies	\$ 140	\$ 2,000	\$ 295	\$ 2,500	\$ 295	\$ 2,500	0.00%	
Postage	\$ 162	\$ 8,000	\$ 2,288	\$ 1,000	\$ 151	\$ 9,000	800.00%	
Equip/Database	\$ 1,436	\$ 3,500	\$ 3,445	\$ 4,500	\$ 2,498	\$ 4,500	0.00%	
Community Relations	\$ 2,281	\$ 3,000	\$ 2,031	\$ 3,000	\$ 2,020	\$ 2,500	-16.67%	
Miscellaneous	\$ -	\$ 500	\$ 340	\$ 500	\$ 195	\$ 500	0.00%	
Dues	\$ 3,612	\$ 4,500	\$ 6,943	\$ 5,000	\$ -	\$ 4,000	-20.00%	
Special Events	\$ 719	\$ 1,000	\$ 355	\$ 1,000	\$ 54	\$ 1,000	0.00%	
Printing	\$ 574	\$ 8,000	\$ 764	\$ 2,000	\$ 775	\$ 10,000	400.00%	
Consultants	\$ -	\$ 4,000	\$ -	\$ 4,000	\$ -	\$ 3,000	-25.00%	
Health Insurance	\$ 14,826	\$ 18,400	\$ 17,105	\$ 18,700	\$ 20,500	\$ 21,000	12.30%	
Dental, Vision, and Life Insurance	\$ 564	\$ 650	\$ 912	\$ 675	\$ 2,002	\$ 700	3.70%	
Unemployment Compensation	\$ 399	\$ 300	\$ 513	\$ 310	\$ 282	\$ 350	12.90%	
IMRF Expense	\$ 5,492	\$ 6,000	\$ 4,148	\$ 6,000	\$ 4,062	\$ 6,000	0.00%	
FICA Expense	\$ 4,102	\$ 5,000	\$ 4,694	\$ 5,000	\$ 4,963	\$ 5,500	10.00%	
Total Administration	\$ 100,968	\$ 139,600	\$ 122,248	\$ 136,835	\$ 112,137	\$ 153,700	12.33%	
Community Resource Center								
Utilities	\$ 9,595	\$ 7,000	\$ 10,849	\$ 10,000	\$ -	\$ -	-100.00%	
Janitorial	\$ 4,554	\$ 5,500	\$ 4,554	\$ 6,000	\$ -	\$ -	-100.00%	
Rent	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	-100.00%	
Capital Improvements	\$ -	\$ 1,000	\$ 1,269	\$ 1,000	\$ -	\$ -	-100.00%	
Building Maintenance	\$ 2,195	\$ 4,000	\$ 3,703	\$ 4,000	\$ 203	\$ -	-100.00%	
Agency Support Services	\$ 2,645	\$ 6,500	\$ 952	\$ 6,500	\$ -	\$ -	-100.00%	
Total Community Resource Center	\$ 28,989	\$ 34,000	\$ 31,327	\$ 37,500	\$ 203	\$ -	-100.00%	
Service Contracts								
Service Contracts	\$ 1,163,931	\$ 1,457,000	\$ 1,212,341	\$ 1,567,500	\$ 1,381,419	\$ 1,640,500	4.66%	
Total Service Contracts	\$ 1,163,931	\$ 1,457,000	\$ 1,212,341	\$ 1,567,500	\$ 1,381,419	\$ 1,640,500	4.66%	

Mental Health Fund Service Contracts

Each year the Hanover Township Mental Health Board holds an annual call for proposal applications for agencies serving Hanover Township residents in the areas of mental health, developmental disabilities, and substance abuse prevention and intervention. Applications and agencies are reviewed by the Mental Health Board in October for the next fiscal year which begins the following April. Once the tax levy is set for the upcoming fiscal year, the Mental Health Board's finance committee sets a budget to include the total amount for funding allocations. In January of each year, the Mental Health Board meets at its regular monthly meeting and makes recommendations for funding awards, which the Board then approves with a roll call vote.

Below is a list of programs currently approved to receive funding from the Hanover Township Mental Health Board during FY25.

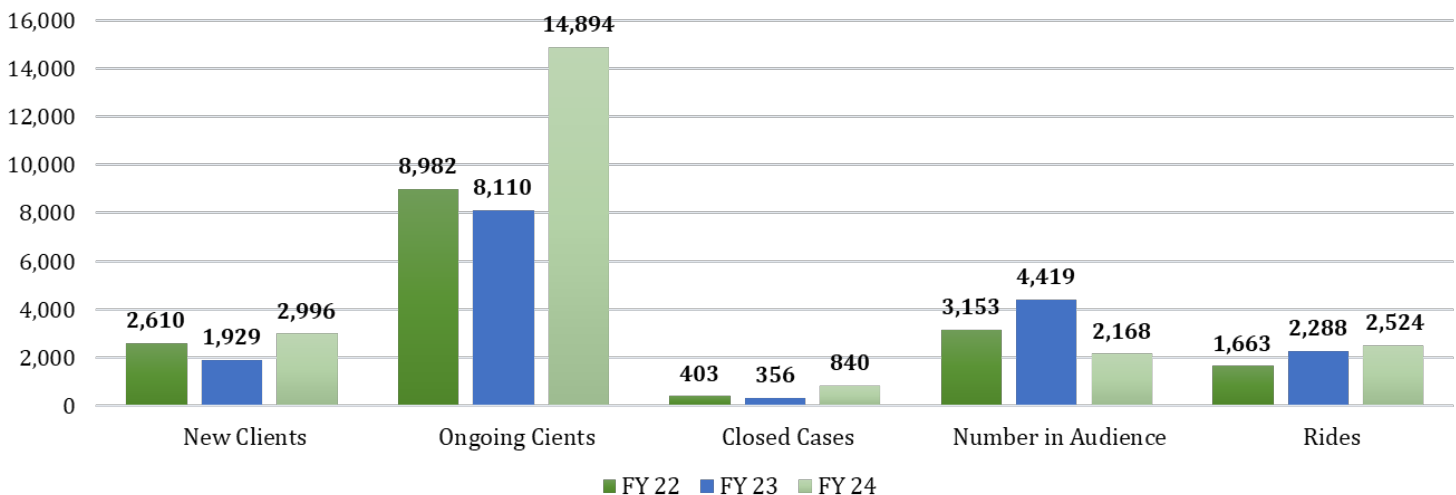
Service Contracts			
Service Contract	FY25 Budget	Service Contract	FY25 Budget
American Association of Retired Asians	\$ 41,500	Fellowship Housing	\$ 5,000
AID Nutrition Ed and Skills	\$ 47,000	Girl Scouts of Northern IL Outreach	\$ 14,000
Alexian Psych	\$ 27,400	HTAS Senior Mental Health	\$ 57,000
Easter Seals	\$ 82,000	HTAS Senior In Home Care	\$ 42,000
Bridge YFS Crisis Intervention	\$ 5,000	HTAS Home Delivered Meals	\$ 25,000
CAC CASI	\$ 22,000	HTYFS Alternate Supports Program	\$ 25,000
CAC Family Support	\$ 12,000	HTYFS Bilingual Therapist	\$ 27,500
CAC Safe from the Start	\$ 23,000	HTYFS Substance Abuse	\$ 52,500
CCC Domestic Violence Counseling	\$ 40,000	HTYFS Psychiatric Back-Up	\$ 7,000
CCC Domestic Violence Shelter	\$ 27,000	Journeys Hope Center	\$ 6,400
Clearbrook- Residential	\$ 12,500	Kenneth Young Center SASS	\$ 8,200
Northwest CASA	\$ 12,000	Little City Foundation	\$ 5,200
Clearbrook Day Services	\$ 10,000	Marklund Residential Program	\$ 25,000
Family Service Association Therapy Services	\$ 45,000	Maryville Academy Music Therapy	\$ 20,000
Community Alternatives Unlimited	\$ 15,000	Mental Health Housing	\$ 135,000
Centro de Informacion	\$ 32,500	Wings Shelter	\$ 6,000
Eaters Seals - DD Mental Health	\$ 24,000	PADS of Elgin	\$ 40,000
Ecker Center Therapy Services	\$ 20,000	Partners In Our Community	\$ 12,000
Ecker Center Crisis Services	\$ 80,000	Shelter Inc Healthy Families	\$ 12,000
Ecker Center Substance Abuse	\$ 45,000	Summit Early Learning Center	\$ 16,000
About Behavioral Change	\$ 12,800	Elder Day	\$ 5,000
Ray Graham Association	\$ 20,000	Community Crisis Center	\$ 5,000
Gigi's Playhouse	\$ 12,500	Community Crisis Economic Crisis	\$ 5,000
Haymarket	\$ 4,000	Kenneth Young Center MCR	\$ 7,000
Service Contract Total			\$ 1,235,000
Other Recurring Service Contract Agreements			
Contract/Program		Notes	
Capital Fund	\$ 145,000	Funding for agency capital projects awarded throughout the year	
Challenge Fund	\$ 60,000	Funding for new programs presented throughout the year	
Contract Support Services	\$ 110,000	Emergency funding awarded throughout the year	
Staff Development Fund	\$ 30,000	Funding for agency staff development	
AID Transportation	\$ 32,500	Transportation for developmentally disabled to and from AID	
TIDE Transportation	\$ 28,000	Transportation for developmentally disabled to and from work	
Total Recurring Service Contracts	\$ 405,500		

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Funding</i>				
New Clients	2,610	1,929	2,996	55.31%
Ongoing Cients	8,982	8,110	14,894	83.65%
Closed Cases	403	356	840	135.96%
Prevention Programming Presentations	227	171	107	-37.43%
Number in Audience	3,153	4,419	2,168	-50.94%
<i>TIDE</i>				
Participants	26	28	30	7.14%
Rides	1,663	2,288	2,524	10.31%
<i>Resource Center</i>				
Organizations Providing Services	6	3	N/A	N/A
Clients Served	218	331	N/A	N/A

FY24 Department Accomplished Goals (in order of priority)

1. Identified partnerships with agencies to provide two or more community-wide trainings in areas of mental health, substance abuse, and developmental disabilities.
2. Established and implemented a multi-faceted public awareness campaign of the Mental Health Board and services provided by the funded agencies.
3. Developed funded agency site visit procedure and coordinated up to ten visits a year.

Performance Metrics Mental Health Board



FY 25 DEPARTMENT GOAL I

Coordinate services with temporary and transitional housing providers for individuals with mental health, substance abuse, and/or developmental disabilities.

OBJECTIVES	ACTION STEPS	STATUS
1. Identify temporary and transitional housing providers interested in collaboration. (Teachout – 6/1/24)	A. Determine who the temporary and transitional housing providers are locally and what services they offer. B. Meet with at least two local temporary and transitional housing providers to establish partnerships.	TBC 5/1/24 TBC 6/1/24
2. Research and identify service needs. (Teachout – 8/1/24)	A. Survey the residents of established providers to identify services that are most needed. B. Solicit feedback from staff and other community stakeholders regarding needed services.	TBC 7/1/24 TBC 8/1/24
3. Collaborate with Funded Agencies to provide services on and off site. (Teachout – 12/1/24)	A. Identify funded agencies that currently provide the needed service. B. Establish plan with funded agencies to provide services to residents of housing providers.	TBC 10/1/24 TBC 12/1/24

FY 25 DEPARTMENT GOAL II

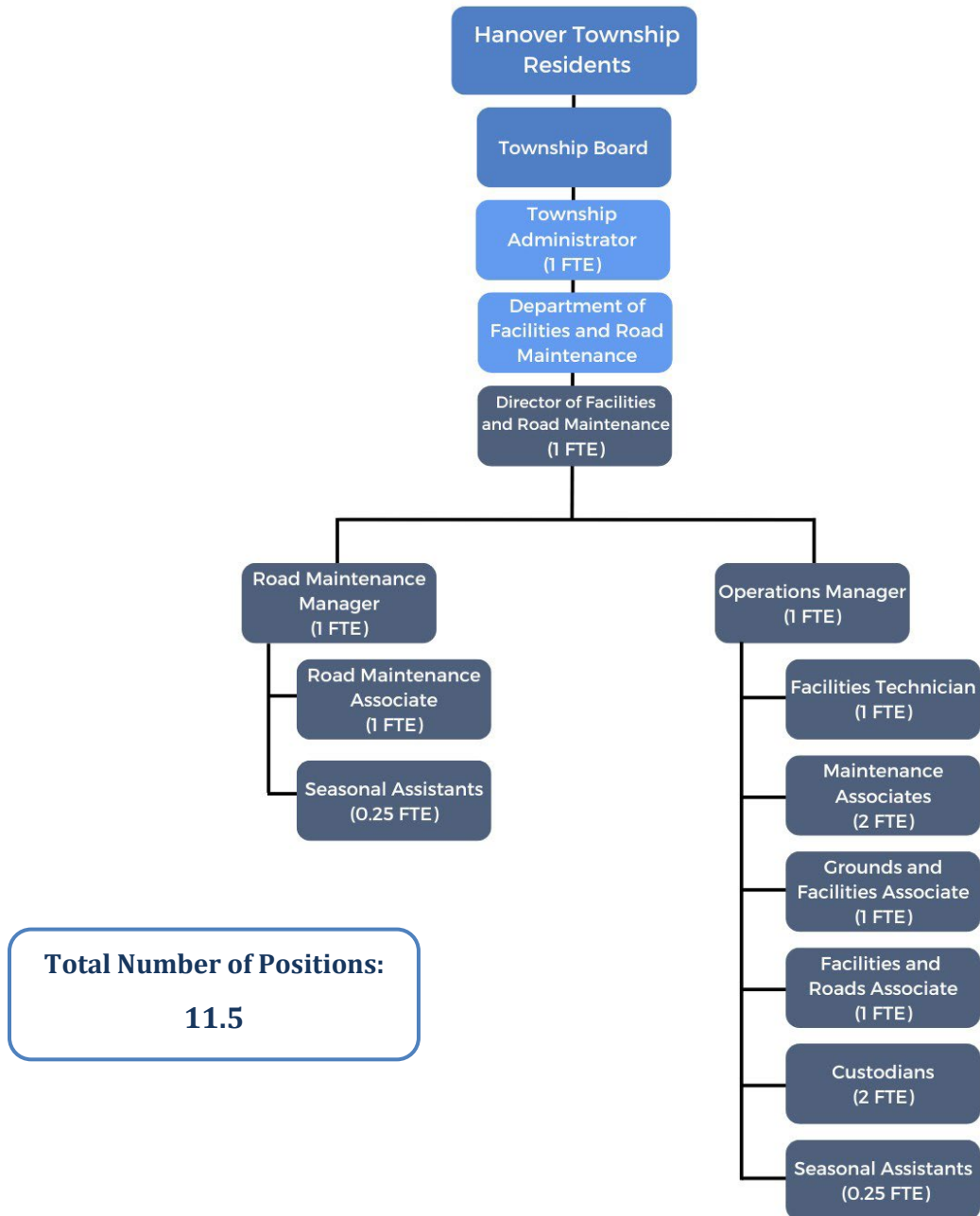
Build into contractual agreements requirement for funded agencies receiving over established amount to participate in at least two community outreach events within Hanover Township and recognize Hanover Township Mental Health Board funding at event.

OBJECTIVES	ACTION STEPS	STATUS
1. Establish the threshold amount to participate in outreach events and determine procedures for agency compliance. (Teachout – 9/1/24)	A. Meet with the MHB Planning and By-laws Committee to discuss and determine the funding threshold for requirement. B. Develop a procedure for agencies to report community outreach events. C. Identify appropriate way agencies will recognize the Mental Health Board at community outreach events.	TBC 6/1/24 TBC 8/1/24 TBC 9/1/24
2. Inform agencies of change and support their efforts of community involvement. (Teachout – 3/31/24)	A. Include compliance expectations on funding application and funding guidelines. B. Discuss reporting changes with funded agencies at the Annual Funded Agency meeting. C. Utilize the Human Services Coordinating Council and Funded Agency Meeting to share about events that agencies may attend.	TBC 8/1/24 TBC 9/1/24 TBC 3/31/24
3. Revise annual funding service contract to reflect community outreach requirement. (Teachout – 1/1/25)	A. Consult legal counsel to review desired changes in annual service contract to reflect funding threshold for community outreach agency requirement. B. Provided recommended annual service contract changes for review and approval by Mental Health Board.	TBC 9/1/24 TBC 1/1/25

FY 25 DEPARTMENT GOAL III

Develop and implement the first annual Hanover Township Mental Health Board Education Workshop to provide continuing education to funded agencies.

OBJECTIVES	ACTION STEPS	STATUS
1. Identify appropriate training and continuing education topics for funded agencies. (Teachout – 10/1/24)	A. Survey funded agencies to determine training topic interests and day/time availability to attend community trainings. B. Discuss funded agency continuing education needs with Human Services Coordinating Council. C. Secure education topics for workshop. D. Identify professional speakers to address determined training topics and ensure their ability to provide Continuing Education Units.	TBC 8/1/24 TBC 8/1/24 TBC 9/1/24 TBC 10/1/24
2. Coordinate with identified speakers/trainers to schedule and promote workshop. (Teachout – 2/1/25)	A. Coordinate training dates with identified professional speaker(s). B. Secure time and location of training. C. Promote training through various outreach outlets including social media posts and e-newsletter communications.	TBC 11/1/24 TBC 11/15/24 TBC 2/1/25
3. Register participants and host workshop. (Teachout – 3/1/25)	A. Register funded agency participants for training. B. Host first annual Mental Health Board Education Workshop.	TBC 2/1/25 TBC 3/1/25



Mission

The Road Maintenance Department ensures proper administration of the Township's buildings and grounds, including seven Township facilities. Through the Road Maintenance Fund, the department is able to maintain unincorporated Hanover Township roadways and bridges.

Services

The department is responsible for custodial services, room and event set up, repair, construction and renovation of all Township buildings, as well as fleet and open space maintenance. The department is responsible for maintenance of unincorporated roadways and bridges and also coordinates unincorporated code enforcement with Cook County Building and Zoning.

Location and Contact Information

Department Head: Caleb Hanson, Director
chanson@hanover-township.org

Facility Location: Hanover Township Town Hall
 250 S. IL Route 59
 Bartlett, IL 6010

Phone: 630-837-0301

Hours of Operation: M-F: 7:00 am to 3:00 pm

Webpage: <http://www.hanover-township.org/departments/facilities-road-maintenance>

	2023	2024	2025	
Facilities and Road Maintenance	Actual	Actual	Projected	Change
Director	1.0	1.0	1.0	0.0
Operations Manager	1.0	1.0	1.0	0.0
Facilities Technician	1.0	1.0	1.0	0.0
Maintenance Associate	2.0	2.0	2.0	0.0
Facilities and Road Associate	1.0	1.0	1.0	0.0
Grounds and Facilities Associate	0.0	0.0	1.0	1.0
Custodial Associate	2.0	2.0	2.0	0.0
Road Maintenance Manager	1.0	1.0	1.0	0.0
Road Maintenance Associate	1.0	1.0	1.0	0.0
Seasonal Assistant	0.5	0.5	0.5	0.0
Total	10.5	10.5	11.5	1.0

Budget Highlights:

- The Road Maintenance Division is anticipating a 60.43% increase in revenue. This increase is primarily due to a \$500,000 grant from the Cook County American Rescues Plan Act (ARPA) to fund Phase I engineering of the Rohrssen Road Bridge Replacement in FY25.
- Total expenditure is expected to increase 34.64% in FY25. Costs associated with contract work in the Road Maintenance Division are budgeted to increase 63.69%. due to anticipated engineering work related to the Rohrssen Road Bridge Replacement.
- Equipment Purchase is expected to decrease by 73.33% with no road vehicles scheduled for replacement in FY25.

Road Maintenance Fund

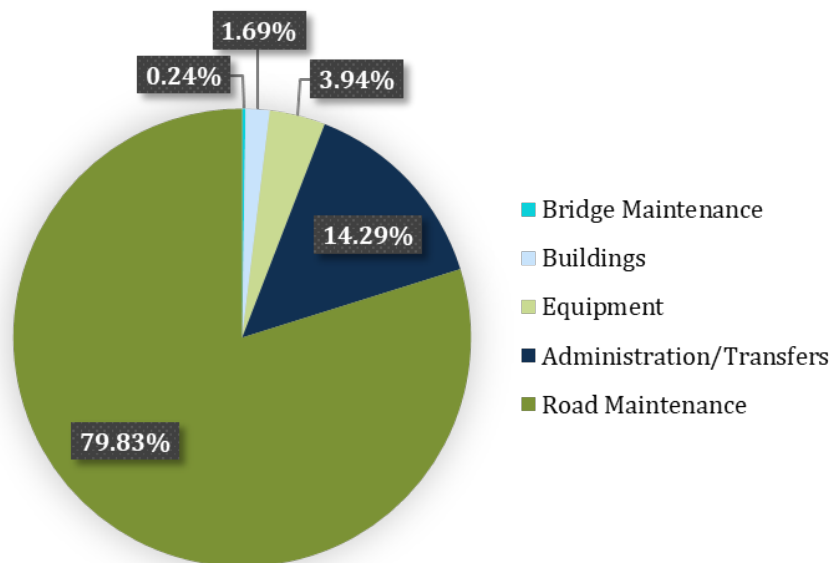
Road Maintenance Fund Summary

	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Revenues	\$ 915,244	\$ 890,500	\$ 999,478	\$ 912,845	\$ 1,060,675	\$ 1,464,450	60.43%
Expenditures							
Administration/Transfers	\$ 269,001	\$ 295,750	\$ 275,081	\$ 305,600	\$ 275,931	\$ 295,300	-3.37%
Buildings	\$ 4,520	\$ 35,000	\$ 17,837	\$ 35,000	\$ 4,375	\$ 35,000	0.00%
Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%
Road Maintenance	\$ 400,543	\$ 1,295,000	\$ 1,026,649	\$ 1,008,000	\$ 636,721	\$ 1,650,000	63.69%
Equipment	\$ 95,526	\$ 61,500	\$ 58,507	\$ 181,500	\$ 47,191	\$ 81,500	-55.10%
Total Expenditures	\$ 769,590	\$ 1,692,250	\$ 1,378,074	\$ 1,535,100	\$ 964,218	\$ 2,066,800	34.64%
Excess of Revenues Over Expenditures	\$ 145,654	\$ (801,750)	\$ (378,596)	\$ (622,255)	\$ 96,457	\$ (602,350)	-3.20%
Fund Balance Beginning April 1	\$ 1,060,310	\$ 1,346,627	\$ 1,205,963	\$ 773,390	\$ 845,723	\$ 942,180	21.82%
Estimated Cash on Hand March 31	\$ 1,205,963	\$ 544,877	\$ 827,367	\$ 151,135	\$ 942,180	\$ 339,830	124.85%

Road Maintenance Fund Detailed Revenues

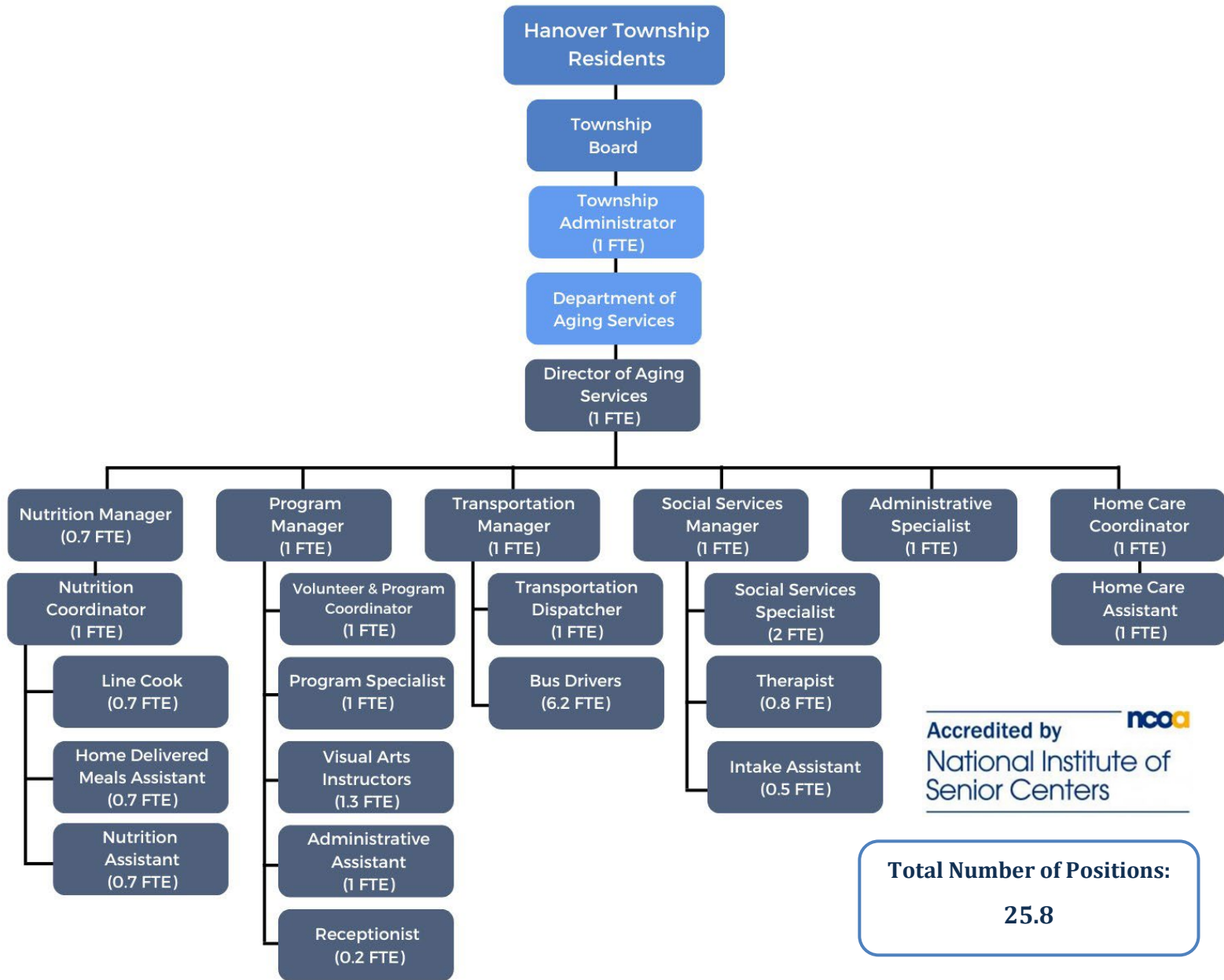
Road & Bridge Revenue	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 861,612	\$ 856,500	\$ 876,506	\$ 865,845	\$ 962,595	\$ 890,450	2.84%
Replacement Taxes	\$ 50,594	\$ 30,000	\$ 68,426	\$ 40,000	\$ 64,643	\$ 56,000	40.00%
Interest Income	\$ 1,551	\$ 1,000	\$ 10,184	\$ 4,000	\$ 29,903	\$ 15,000	275.00%
Permits & Traffic Fines	\$ 1,170	\$ 1,000	\$ 948	\$ 1,000	\$ 211	\$ 1,000	0.00%
Traffic Enforcement Fees	\$ 317	\$ 1,000	\$ 137	\$ 1,000	\$ 248	\$ 1,000	0.00%
Grants	\$ -	\$ -	\$ 41,377	\$ -	\$ -	\$ 500,000	100.00%
Other	\$ -	\$ 1,000	\$ 1,900	\$ 1,000	\$ 3,075	\$ 1,000	0.00%
Total Road & Bridge Revenue	\$ 915,244	\$ 890,500	\$ 999,478	\$ 912,845	\$ 1,060,675	\$ 1,464,450	60.43%

Expenditures By Division FY25



Road Maintenance Fund

Road Maintenance Fund Detailed Expenditures								
Administration	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%	
	Actual	Budget	Actual	Budget	Actual			Budget
Health Insurance	\$ 14,566	\$ 18,200	\$ 21,737	\$ 20,000	\$ 15,547	\$ 20,000	0.00%	
Dental, Vision, and Life Insurance	\$ 1,551	\$ 1,500	\$ 2,104	\$ 1,900	\$ 1,134	\$ 1,900	0.00%	
Unemployment Compensation	\$ 2,396	\$ 1,550	\$ 3,066	\$ 2,700	\$ 2,457	\$ 2,900	7.41%	
IMRF Expense	\$ 15,628	\$ 14,000	\$ 9,261	\$ 14,000	\$ 8,929	\$ 8,500	-39.29%	
FICA Expense	\$ 10,245	\$ 12,500	\$ 11,735	\$ 12,500	\$ 12,402	\$ 7,000	-44.00%	
Postage	\$ 23	\$ 1,000	\$ 282	\$ 1,000	\$ 298	\$ 1,000	0.00%	
Legal	\$ 10,642	\$ 20,000	\$ 19,232	\$ 20,000	\$ 8,267	\$ 20,000	0.00%	
Insurance	\$ 20,115	\$ 30,000	\$ 13,814	\$ 30,000	\$ 25,428	\$ 30,000	0.00%	
Phone and Data	\$ 80	\$ 1,000	\$ 233	\$ 1,000	\$ 1,219	\$ 1,500	50.00%	
Dues, Subs, & Publications	\$ 500	\$ 1,000	\$ 1,100	\$ 1,000	\$ 1,250	\$ 1,000	0.00%	
Travel Expenses	\$ -	\$ 1,000	\$ -	\$ 500	\$ -	\$ 500	0.00%	
Printing	\$ -	\$ 500	\$ 37	\$ 500	\$ -	\$ 500	0.00%	
Training & Conferences	\$ 399	\$ 1,000	\$ 342	\$ 1,000	\$ 792	\$ 1,000	0.00%	
Uniforms & Safety Equipment	\$ 929	\$ 1,500	\$ 499	\$ 1,500	\$ 1,615	\$ 1,500	0.00%	
Community Affairs	\$ 2,280	\$ 2,500	\$ 3,758	\$ 4,000	\$ 1,593	\$ 4,000	0.00%	
Utilities	\$ 8,240	\$ 6,000	\$ 5,454	\$ 6,000	\$ 9,189	\$ 6,000	0.00%	
Miscellaneous	\$ 231	\$ 1,000	\$ 316	\$ 1,000	\$ 51	\$ 1,000	0.00%	
Recruitment	\$ 1,066	\$ 1,000	\$ 1,651	\$ 1,500	\$ 760	\$ 1,500	0.00%	
Office Supplies	\$ 110	\$ 500	\$ 460	\$ 500	\$ -	\$ 500	0.00%	
Transfer to Senior Transportation	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%	
Transfer to Vehicle Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	0.00%	
Total Administration	\$ 269,000	\$ 295,750	\$ 275,081	\$ 305,600	\$ 275,930	\$ 295,300	-3.37%	
Buildings								
Building Improvements	\$ 4,319	\$ 25,000	\$ 12,854	\$ 25,000	\$ 1,089	\$ 25,000	0.00%	
Building Maintenance	\$ 201	\$ 10,000	\$ 4,983	\$ 10,000	\$ 3,286	\$ 10,000	0.00%	
Total Buildings	\$ 4,520	\$ 35,000	\$ 17,837	\$ 35,000	\$ 4,375	\$ 35,000	0.00%	
Bridge Maintenance								
Bridge Repair & Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%	
Total Bridge Maintenance	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	0.00%	
Road Maintenance								
Controlled Substance Testing	\$ 695	\$ 1,500	\$ 1,006	\$ 1,500	\$ 869	\$ 1,500	0.00%	
Salaries	\$ 199,209	\$ 206,000	\$ 184,150	\$ 219,000	\$ 197,816	\$ 228,000	4.11%	
Road Materials & Operations	\$ 16,996	\$ 25,000	\$ 19,500	\$ 25,000	\$ 24,772	\$ 25,000	0.00%	
Fuel	\$ 10,706	\$ 20,000	\$ 14,659	\$ 20,000	\$ 9,923	\$ 20,000	0.00%	
Engineering	\$ 59,720	\$ 90,000	\$ 106,715	\$ 90,000	\$ 72,642	\$ 633,000	603.33%	
Contract Work	\$ 33,210	\$ 850,000	\$ 614,339	\$ 550,000	\$ 249,286	\$ 650,000	18.18%	
Street Lighting	\$ 7,365	\$ 10,000	\$ 4,917	\$ 10,000	\$ 5,182	\$ 8,000	-20.00%	
Signs, Stripping & Tree Removal	\$ 11,232	\$ 12,500	\$ 13,203	\$ 12,500	\$ 10,029	\$ 14,500	16.00%	
Salt	\$ 61,410	\$ 80,000	\$ 68,160	\$ 80,000	\$ 66,202	\$ 70,000	-12.50%	
Total Road Maintenance	\$ 400,544	\$ 1,295,000	\$ 1,026,649	\$ 1,008,000	\$ 636,721	\$ 1,650,000	63.69%	
Equipment								
Machine Rental	\$ 557	\$ 1,500	\$ 398	\$ 1,500	\$ 994	\$ 1,500	0.00%	
Equipment Purchase	\$ 59,152	\$ 30,000	\$ 14,758	\$ 150,000	\$ 6,852	\$ 40,000	-73.33%	
Maintenance Vehicles & Equipment	\$ 35,818	\$ 30,000	\$ 43,351	\$ 30,000	\$ 39,345	\$ 40,000	33.33%	
Total Equipment	\$ 95,527	\$ 61,500	\$ 58,507	\$ 181,500	\$ 47,191	\$ 81,500	-55.10%	



Mission

Enriching Lives, Fostering Friendships, Promoting Independence

Services

The Aging Services Department offers transportation, life enrichment programs, nutrition services, and social services as well as many opportunities for volunteerism to the seniors who live in the Township.

Location and Contact Information

Department Head: Megan Conway, Director
mconway@hanover-township.org

Facility Location: Hanover Township Senior Center
 240 S. IL Route 59
 Bartlett, IL 60103

Phone: 630-483-5600

Hours of Operation: M, W, F: 8:30 am to 4:30 pm
 Tues, Thurs: 8:30 am to 8:00 pm
 Sat: 8:30 am to 12:30 pm

Webpage: <http://www.hanover-township.org/departments/senior-services>

Department and Position	2023 Actual	2024 Actual	2025 Projected	Change
Aging Services				
Director	1.0	1.0	1.0	0.0
Administrative Specialist	1.0	1.0	1.0	0.0
Program Manager	1.0	1.0	1.0	0.0
Volunteer and Program Coordinator	1.0	1.0	1.0	0.0
Program Specialist	1.0	1.0	1.0	0.0
Visual Art Instructor	1.3	1.3	1.3	0.0
Administrative Assistant	0.0	0.0	1.0	1.0
Receptionist	1.2	1.2	0.2	-1.0
Social Services Manager	1.0	1.0	1.0	0.0
Social Services Specialist	2.0	2.0	2.0	0.0
Therapist	0.8	0.8	0.8	0.0
Intake Assistant	0.0	0.0	0.5	0.5
Home Care Coordinator	1.0	1.0	1.0	0.0
Home Care Assistant	1.0	1.0	1.0	0.0
Nutrition Manager	1.0	0.6	0.7	0.1
Nutrition Coordinator	0.0	1.0	1.0	0.0
Line Cook	0.6	0.6	0.7	0.1
Nutrition Assistant	0.6	0.6	0.7	0.1
Home Delivered Meals Assistant	1.25	0.6	0.7	0.1
Transportation Manager	1.0	1.0	1.0	0.0
Transportation Dispatcher	1.0	1.0	1.0	0.0
Bus Driver	6.0	6.2	6.2	0.0
Total	24.8	24.9	25.8	0.9

Senior Citizens Services Fund

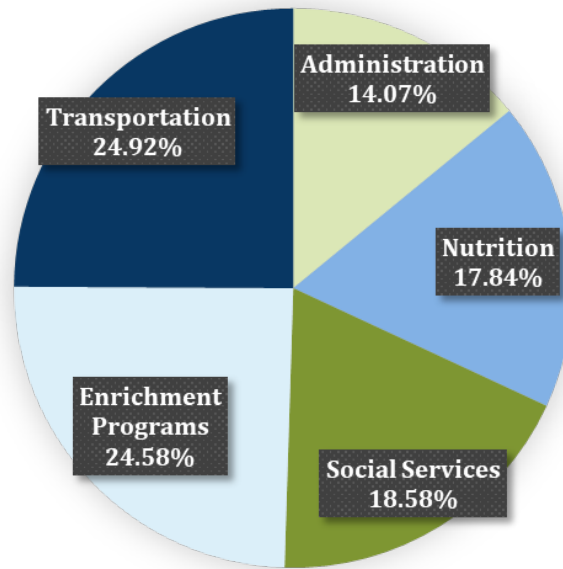
Budget Highlights:

- Senior Citizens Services Fund revenue is budgeted to increase 9.42% in FY25.
- Senior Citizens Services Fund expenditure is budgeted to increase by 10.54% in FY25.
- Programming revenue is anticipated to increase by 53.33% due to several new classes and programs being offered. Additionally, the return of day trips and overnight out trips which were paused during the COVID-19 pandemic contributes to the increase in revenue.
- The Social Services budget has increased by 18.22% due to the installation of new client management software and the addition of a Part Time Intake Assistant.

Senior Citizens Services Fund Summary							
	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Revenues	\$ 1,943,110	\$ 2,046,642	\$ 2,058,647	\$ 2,235,675	\$ 2,459,818	\$ 2,446,300	9.42%
Expenditures							
Administration	\$ 314,789	\$ 399,935	\$ 354,111	\$ 313,550	\$ 342,364	\$ 347,815	10.93%
Nutrition	\$ 338,741	\$ 337,585	\$ 414,647	\$ 403,870	\$ 497,643	\$ 440,940	9.18%
Programming	\$ 365,111	\$ 454,900	\$ 494,484	\$ 511,060	\$ 607,676	\$ 607,540	18.88%
Social Services	\$ 283,356	\$ 257,805	\$ 271,579	\$ 388,425	\$ 380,576	\$ 459,215	18.22%
Transportation	\$ 548,363	\$ 596,260	\$ 608,286	\$ 618,770	\$ 580,437	\$ 615,790	-0.48%
Total Expenditures	\$ 1,850,360	\$ 2,046,485	\$ 2,143,107	\$ 2,235,675	\$ 2,408,696	\$ 2,471,300	10.54%
Excess Revenues Over Expenditures	\$ 92,750	\$ 157	\$ (84,460)	\$ -	\$ 51,122	\$ (25,000)	N/A
Fund Balance Beginning April 1	\$ 1,089,482	\$ 1,512,064	\$ 1,182,232	\$ 1,164,183	\$ 1,115,327	\$ 1,166,449	0.19%
Estimated Cash on Hand March 31	\$ 1,182,232	\$ 1,512,221	\$ 1,097,772	\$ 1,164,183	\$ 1,166,449	\$ 1,141,449	-1.95%

Senior Citizens Services Fund Detailed Revenues							
	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Property Taxes	\$ 1,211,521	\$ 1,217,292	\$ 1,211,431	\$ 1,270,475	\$ 1,340,448	\$ 1,326,200	4.39%
Interest Income	\$ 2,324	\$ 2,500	\$ 11,379	\$ 12,500	\$ 33,414	\$ 20,000	60.00%
Other Income	\$ 31,876	\$ 10,000	\$ 688	\$ 5,000	\$ 11,899	\$ 6,000	20.00%
AID Transportation Fees	\$ 20,000	\$ 30,000	\$ 27,500	\$ 32,500	\$ 29,580	\$ 32,500	0.00%
Mental Health Grant	\$ 49,000	\$ 52,000	\$ 52,000	\$ 75,000	\$ 83,000	\$ 75,000	0.00%
LIHEAP Fees	\$ 7,045	\$ 7,500	\$ 11,653	\$ 10,000	\$ 10,287	\$ 10,000	0.00%
Senior Health Insurance Grant	\$ 8,525	\$ 7,000	\$ 12,776	\$ 7,000	\$ 11,562	\$ 7,000	0.00%
Senior Ctr./Transportation Grant	\$ 30,775	\$ 31,300	\$ 30,808	\$ 33,700	\$ 41,724	\$ 42,800	27.00%
Congregate Nutrition Grant	\$ 100,450	\$ 86,750	\$ 93,233	\$ 94,000	\$ 143,847	\$ 147,980	57.43%
Transfer From Road and Bridge	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	0.00%
Senior Programs	\$ 32,491	\$ 110,000	\$ 103,332	\$ 150,000	\$ 202,690	\$ 230,000	53.33%
Congregate Meal Donations	\$ 37,530	\$ 32,000	\$ 54,623	\$ 52,000	\$ 73,738	\$ 60,000	15.38%
Senior Home Care Pilot Program	\$ 42,779	\$ 70,000	\$ 49,535	\$ 70,000	\$ 47,488	\$ 60,000	-14.29%
Home Delivered Meals Grant	\$ 142,506	\$ 142,800	\$ 151,763	\$ 166,000	\$ 185,765	\$ 176,820	6.52%
Home Delivered Meals Donation	\$ 35,683	\$ 34,000	\$ 35,071	\$ 44,000	\$ 34,403	\$ 32,000	-27.27%
Nutrition Event Catering	\$ -	\$ 1,000	\$ 600	\$ 1,500	\$ 2,425	\$ 2,000	33.33%
Material Fees	\$ 9,315	\$ 12,500	\$ 15,708	\$ 14,500	\$ 16,640	\$ 14,500	0.00%
Lending Closet	\$ 14,290	\$ 15,000	\$ 14,047	\$ 15,000	\$ 15,908	\$ 16,000	6.67%
Home Delivered Meals MHB Funding	\$ 12,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	25.00%
Memory Café Grant	\$ -	\$ 10,000	\$ 7,500	\$ 7,500	\$ -	\$ 7,500	0.00%
Total Revenue	\$ 1,943,109	\$ 2,046,642	\$ 2,058,647	\$ 2,235,675	\$ 2,459,818	\$ 2,446,300	9.42%

Expenditures By Division FY25



Senior Citizens Services Fund Detailed Expenditures

Administration	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Salaries	\$ 144,255	\$ 150,500	\$ 148,661	\$ 162,350	\$ 166,205	\$ 171,000	5.33%
Recruitment	\$ 3,334	\$ 2,000	\$ 6,099	\$ 2,000	\$ 2,353	\$ 2,500	25.00%
Utilities	\$ 63,628	\$ 55,000	\$ 59,889	\$ 52,000	\$ 66,649	\$ 64,000	23.08%
Telephone & High Speed Internet	\$ 746	\$ 1,000	\$ 723	\$ 750	\$ 1,162	\$ 1,000	33.33%
Equipment	\$ 12,704	\$ 12,000	\$ 13,160	\$ 12,500	\$ 12,296	\$ 12,500	0.00%
Office Supplies	\$ 6,346	\$ 8,000	\$ 6,044	\$ 7,000	\$ 6,605	\$ 7,000	0.00%
Postage	\$ 1,348	\$ 2,000	\$ 1,890	\$ 1,500	\$ 6,451	\$ 2,000	33.33%
Printing	\$ 5,268	\$ 4,000	\$ 4,284	\$ 4,000	\$ 6,479	\$ 4,000	0.00%
Dues, Subs, & Publications	\$ 2,853	\$ 3,500	\$ 1,913	\$ 2,500	\$ 3,339	\$ 3,000	20.00%
Travel	\$ 12	\$ 1,000	\$ 1,374	\$ 1,500	\$ 3,304	\$ 2,000	33.33%
Education & Training	\$ 868	\$ 1,000	\$ 1,182	\$ 1,000	\$ 1,720	\$ 1,000	0.00%
Custodial Services	\$ -	\$ 16,000	\$ 17,478	\$ 16,500	\$ 17,315	\$ 17,500	6.06%
Community Affairs	\$ 1,354	\$ 1,000	\$ 379	\$ 2,000	\$ 3,165	\$ 2,000	0.00%
Miscellaneous	\$ 894	\$ 1,000	\$ 1,041	\$ 1,000	\$ 3,076	\$ 1,000	0.00%
Senior Home Care Pilot Program	\$ 29,997	\$ 100,000	\$ 72,790	\$ -	\$ -	\$ -	0.00%
Transfer to Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	100.00%
Health Insurance	\$ 29,482	\$ 28,200	\$ 26,215	\$ 33,670	\$ 30,102	\$ 18,800	-44.16%
Dental, Vision & Life Insurance	\$ 770	\$ 710	\$ (18,804)	\$ 750	\$ 2,222	\$ 160	-78.67%
Unemployment	\$ 656	\$ 1,500	\$ 894	\$ 620	\$ 564	\$ 990	59.68%
IMRF Expense	\$ 6,451	\$ 6,925	\$ 4,581	\$ 6,940	\$ 4,426	\$ 7,125	2.67%
FICA Expense	\$ 3,823	\$ 4,600	\$ 4,318	\$ 4,970	\$ 4,931	\$ 5,240	5.43%
Total Administration	\$ 314,787	\$ 399,935	\$ 354,111	\$ 313,550	\$ 342,364	\$ 347,815	10.93%

Senior Citizens Services Fund

Enrichment Programs	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Satellite Programming	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Programming	\$ 56,067	\$ 81,000	\$ 103,482	\$ 120,000	\$ 200,479	\$ 192,000	60.00%
Volunteer Services	\$ 14,960	\$ 16,000	\$ 21,998	\$ 16,000	\$ 26,267	\$ 18,000	12.50%
Senior Newsletter	\$ 9,627	\$ 10,000	\$ 8,812	\$ 10,000	\$ 14,441	\$ 15,000	50.00%
Visual Arts	\$ 7,865	\$ 9,000	\$ 11,475	\$ 10,000	\$ 10,226	\$ 10,000	0.00%
Out Trip Transportation	\$ 13,510	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Program Salaries	\$ 231,312	\$ 256,000	\$ 268,639	\$ 271,000	\$ 277,382	\$ 285,200	5.24%
Program Training	\$ -	\$ 1,000	\$ 1,225	\$ 1,000	\$ 477	\$ 1,000	0.00%
Program Staff Travel	\$ 340	\$ 500	\$ 182	\$ 500	\$ 258	\$ 500	0.00%
Health Insurance	\$ 16,316	\$ 58,000	\$ 57,517	\$ 58,700	\$ 57,551	\$ 60,900	3.75%
Dental, Vision, & Unemployment	\$ 2,067	\$ 2,625	\$ 3,682	\$ 2,760	\$ 3,597	\$ 2,825	2.36%
Unemployment	\$ 1,638	\$ 2,200	\$ 3,015	\$ 2,200	\$ 2,002	\$ 2,305	4.77%
IMRF Expense	\$ 6,309	\$ 10,750	\$ 7,111	\$ 10,600	\$ 6,761	\$ 11,080	4.53%
FICA Expense	\$ 4,900	\$ 7,825	\$ 7,346	\$ 8,300	\$ 8,235	\$ 8,730	5.18%
Total Enrichment Programs	\$ 365,110	\$ 454,900	\$ 494,484	\$ 511,060	\$ 607,676	\$ 607,540	18.88%
Social Services							
Senior Assistance	\$ 2,327	\$ 3,000	\$ 2,425	\$ 3,000	\$ 2,300	\$ 3,000	0.00%
Social Services	\$ 12,371	\$ 1,000	\$ 1,615	\$ 1,000	\$ 1,350	\$ 1,000	0.00%
Psychiatric Services	\$ 137	\$ 500	\$ -	\$ 500	\$ -	\$ 500	0.00%
Salaries	\$ 186,517	\$ 196,500	\$ 202,968	\$ 208,300	\$ 205,248	\$ 238,500	14.50%
Training	\$ 1,307	\$ 1,000	\$ 708	\$ 1,000	\$ 948	\$ 1,000	0.00%
Travel	\$ 534	\$ 500	\$ 46	\$ 500	\$ 24	\$ 500	0.00%
Senior Health Ins Program	\$ -	\$ 7,000	\$ 7,216	\$ 7,000	\$ 4,263	\$ 5,000	-28.57%
Health Insurance	\$ 49,550	\$ 24,000	\$ 29,510	\$ 30,400	\$ 49,384	\$ 64,640	112.63%
Dental, Vision, and Life Insurance	\$ 2,838	\$ 2,540	\$ 3,563	\$ 2,700	\$ 6,809	\$ 4,120	52.59%
Unemployment	\$ 2,336	\$ 1,700	\$ 2,129	\$ 1,250	\$ 1,137	\$ 2,305	84.40%
IMRF Expense	\$ 9,571	\$ 9,040	\$ 5,980	\$ 8,900	\$ 5,676	\$ 14,020	57.53%
FICA Expense	\$ 6,468	\$ 6,025	\$ 5,656	\$ 6,375	\$ 6,325	\$ 10,130	58.90%
Client Software	\$ -	\$ -	\$ -	\$ 7,500	\$ 6,750	\$ 13,500	80.00%
Senior Home Care Program	\$ -	\$ -	\$ -	\$ 105,000	\$ 82,168	\$ 96,000	-8.57%
Memory Café Grant	\$ -	\$ 5,000	\$ 9,763	\$ 5,000	\$ 8,194	\$ 5,000	0.00%
Recruitment	\$ 9,400	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Social Services	\$ 283,356	\$ 257,805	\$ 271,579	\$ 388,425	\$ 380,576	\$ 459,215	18.22%

Senior Citizens Services Fund

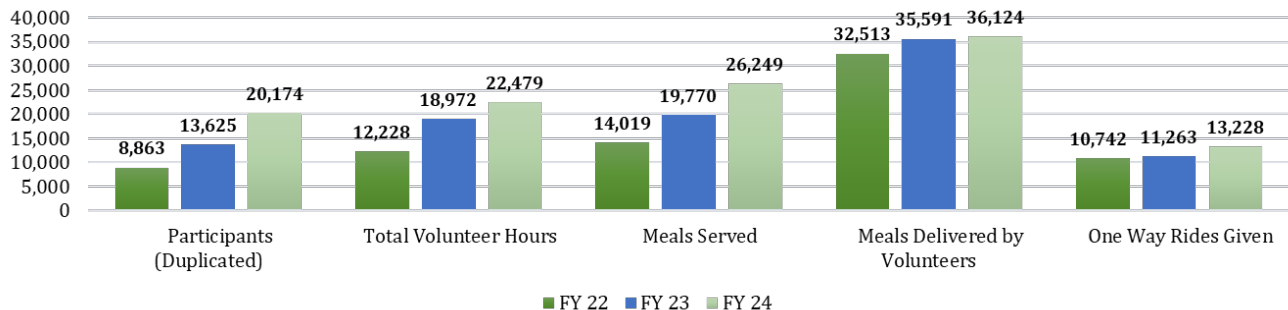
Nutrition	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Nutrition Salaries	\$ 60,659	\$ 74,225	\$ 69,518	\$ 80,000	\$ 102,269	\$ 175,500	119.38%
Congregate Food	\$ 67,153	\$ 67,000	\$ 85,597	\$ 80,000	\$ 117,442	\$ 90,000	12.50%
Congregate Equipment	\$ 2,960	\$ 1,500	\$ 1,462	\$ 1,500	\$ 991	\$ 1,500	0.00%
Congregate Supplies	\$ 10,496	\$ 7,000	\$ 12,150	\$ 10,000	\$ 16,407	\$ 15,000	50.00%
Training	\$ 149	\$ 500	\$ -	\$ 500	\$ 199	\$ 500	0.00%
Travel	\$ 82	\$ 500	\$ 118	\$ 500	\$ 155	\$ 500	0.00%
Home Delivered Meals Salaries	\$ 67,513	\$ 75,000	\$ 78,857	\$ 80,500	\$ 76,700	\$ -	-100.00%
Home Delivered Meals Food	\$ 102,407	\$ 85,000	\$ 137,399	\$ 120,000	\$ 156,625	\$ 124,000	3.33%
Home Delivered Meals Equipment	\$ 4,219	\$ 2,000	\$ 1,977	\$ 2,500	\$ 2,591	\$ 2,500	0.00%
Home Delivered Meals Supplies	\$ 8,140	\$ 7,000	\$ 12,399	\$ 10,000	\$ 13,130	\$ 11,500	15.00%
Event Catering	\$ -	\$ 1,000	\$ 64	\$ 1,000	\$ 123	\$ 1,000	0.00%
Health Insurance	\$ 2,885	\$ 3,600	\$ 3,346	\$ 3,600	\$ -	\$ 3,600	0.00%
Dental, Vision, and Life Insurance	\$ 689	\$ 635	\$ 891	\$ 670	\$ 498	\$ 690	2.99%
Unemployment	\$ 1,638	\$ 1,300	\$ 2,109	\$ 1,550	\$ 1,410	\$ 1,975	27.42%
IMRF Expense	\$ 6,096	\$ 6,750	\$ 4,465	\$ 6,650	\$ 4,241	\$ 7,250	9.02%
FICA Expense	\$ 3,655	\$ 4,575	\$ 4,295	\$ 4,900	\$ 4,862	\$ 5,425	10.71%
Total Nutrition	\$ 338,741	\$ 337,585	\$ 414,647	\$ 403,870	\$ 497,643	\$ 440,940	9.18%
Transportation							
Alternative Transportation	\$ 6,944	\$ 4,000	\$ 1,176	\$ 2,000	\$ 346	\$ 1,000	-50.00%
Vehicle Maintenance	\$ 37,585	\$ 43,000	\$ 77,746	\$ 55,000	\$ 71,338	\$ 56,460	2.65%
Salaries	\$ 341,933	\$ 378,000	\$ 353,513	\$ 385,000	\$ 362,591	\$ 389,500	1.17%
Dispatch Software	\$ 18,930	\$ 18,550	\$ 17,280	\$ 18,550	\$ 18,081	\$ 18,200	-1.89%
Telephone/Bus Tablets	\$ 5,353	\$ 5,500	\$ 5,785	\$ 5,500	\$ 5,342	\$ 5,500	0.00%
Training	\$ 1,257	\$ 1,000	\$ 1,500	\$ 2,000	\$ 1,852	\$ 1,000	-50.00%
Fuel	\$ 34,955	\$ 30,000	\$ 41,035	\$ 40,000	\$ 43,026	\$ 42,000	5.00%
Uniforms	\$ 6	\$ 1,000	\$ 991	\$ 1,000	\$ 666	\$ 1,000	0.00%
Travel	\$ -	\$ 500	\$ 557	\$ 500	\$ 1,608	\$ 500	0.00%
Employee Screenings	\$ 1,917	\$ 2,000	\$ 3,191	\$ 2,250	\$ 2,993	\$ 2,250	0.00%
Health Insurance	\$ 65,676	\$ 76,700	\$ 73,258	\$ 72,300	\$ 44,430	\$ 63,130	-12.68%
Dental, Vision & Life Insurance	\$ 5,514	\$ 5,080	\$ 7,126	\$ 5,400	\$ 4,731	\$ 5,500	1.85%
Unemployment	\$ 2,949	\$ 3,475	\$ 3,854	\$ 2,725	\$ 2,479	\$ 2,965	8.81%
IMRF Expense	\$ 15,677	\$ 16,230	\$ 10,736	\$ 15,190	\$ 9,688	\$ 15,205	0.10%
FICA Expense	\$ 9,667	\$ 11,225	\$ 10,538	\$ 11,355	\$ 11,266	\$ 11,580	1.98%
Total Transportation	\$ 548,362	\$ 596,260	\$ 608,286	\$ 618,770	\$ 580,437	\$ 615,790	-0.48%

Performance Metrics				
Service Provided	FY 22	FY 23	FY 24	% Change
<i>Programming Division</i>				
Planned Programs	1,819	2,393	2,882	20.43%
Participants (Duplicated)	8,863	13,625	20,174	48.07%
Participants (Unduplicated)	741	1,611	1,878	16.57%
Wait Listed (Unduplicated)	337	248	338	36.29%
New Volunteers	51	43	51	18.60%
Total Volunteers (Unduplicated)	189	204	227	11.27%
Total Volunteer Hours	12,228	18,972	22,479	18.49%
<i>Nutrition Division</i>				
Meals Served	14,019	19,770	26,249	32.77%
Meals Delivered by Volunteers	32,513	35,591	36,124	1.50%
Clients Served (Unduplicated)	N/A	N/A	1,914	N/A
<i>Social Services Division</i>				
Clients Served (Unduplicated)	1,221	1,329	1,247	-6.17%
Clients Served (Duplicated)	3,347	3,488	3,069	-12.01%
Energy Assistance	405	733	541	-26.19%
Prescription Drug and Health	1,664	1,400	1,266	-9.57%
Social Service Programs	135	131	127	-3.05%
Social Service Program Participants	1,378	1,685	1,711	1.54%
Home Services Direct Care Hours	N/A	N/A	917.5	N/A
Lending Closet Transactions	1,370	1,479	1,647	11.36%
<i>Transportation Division</i>				
One Way Rides Given	10,742	11,263	13,228	17.45%
Individuals Served (Unduplicated)	369	318	514	61.64%
New Riders	265	318	514	61.64%
Unmet Requests for Rides	241	311	369	18.65%

FY24 Department Accomplished Goals (in order of priority)

1. Provided monthly off-site programming at senior living facilities within Hanover Township.
2. Expanded the Communities Helping Others Persevere Everyday (C-HOPE) Senior Mental Health Services by providing training for Social Services staff and implementing the PEARLS evidence-based model.
3. Increased ridership of Transportation Services by 20% through evaluation of service delivery, improved utilization of software and staff, and increased promotions.

Performance Metrics Senior Citizens Services



FY 25 DEPARTMENT GOAL I

Re-launch and expand bilingual programming to Latino older adults on at least a monthly basis by surveying the community, connecting with community stakeholders, and engaging local partners.

OBJECTIVES	ACTION STEPS	STATUS
1. Connect with community stakeholders, local partners, and community members to assess interest and plan monthly programming. (Gomez – 3/31/25)	A. Establish a list of local organizations serving Latino older adults or providing services in the Spanish language and reach out by email and phone call. B. Create an interest list of Spanish-speaking older adults and family members for outreach purposes. C. Provide outreach to interested community members on a monthly basis through postcards and phone calls.	TBC 5/1/24 TBC 5/1/24 TBC 3/31/25
2. Conduct sessions at least monthly featuring activities, community resources, and socialization opportunities. (Murillo – 3/31/25)	A. Hold a planning meeting with organizations and older adults to discuss interest and plan events. B. Coordinate monthly meetings with host sites for localized programming with improved walkability. C. Host an end-of-year celebration. D. Conduct monthly programs with speakers on a variety of topics and interests.	TBC 6/1/24 TBC 8/1/24 TBC 1/1/25 TBC 3/31/25
3. Survey community members and stakeholders for feedback on programming satisfaction. (Gomez – 3/31/25)	A. Create survey for participants and stakeholders in English and Spanish. B. Survey participants and organizations by email, phone, or paper copy. C. Evaluate survey data for future planning.	TBC 5/1/24 TBC 8/1/24 TBC 3/31/25

FY 25 DEPARTMENT GOAL II

Expand the In-Home Care Volunteer Program to offer Friendly Phone Callers to homebound individuals and increase in-person contacts to provide personal interaction when appropriate.

OBJECTIVES	ACTION STEPS	STATUS
1. Create and market a new volunteer position of Friendly Caller. (Mitchell – 5/1/24)	A. Collaborate with Volunteer & Program Coordinator to create a job description for Friendly Caller. B. Post available positions on recruitment forums such as volunteer match, HandsOn Suburban Chicago, social media, and website. C. Send mailing to Home Delivered Meals clients to recruit volunteers or participants.	TBC 5/1/24 TBC 5/1/24 TBC 5/1/24
2. Train new volunteers and match with homebound participants. (Mitchell – 8/1/24)	A. Create a training curriculum for position including telephone protocol, dos and don'ts, reporting concerns, etc. B. Conduct individual training with new volunteers as needed. C. Match interested participants with volunteers as needed.	TBC 6/1/24 TBC 8/1/24 TBC 8/1/24
3. Survey volunteers and program participants for satisfaction. (Mitchell – 3/31/25)	A. Create survey templates for volunteers and program participants for use at the beginning of placement and at six-month intervals. B. Distribute survey to evaluate success. C. Interpret survey data for future development and utilize data to recruit new volunteers and participants.	TBC 8/1/24 TBC 8/1/24 TBC 3/31/25

FY 25 DEPARTMENT GOAL III

Increase in-person café attendance by 10% through special programming, nutrition education classes, and new promotions.

OBJECTIVES	ACTION STEPS	STATUS
1. Assess current utilization of in-person Nutrition Services. (Sposito – 6/1/24)	A. Evaluate statistics of Stars-N-Stripes dining clients and historic data of service utilization. B. Create a survey for clients to assess their interest in in-person dining. C. Hold focus group of diners who have only utilized “to go” option.	TBC 5/1/24 TBC 5/1/24 TBC 6/1/24
2. Create multi-faceted outreach and promotional plan and coordinate implementation. (Perri – 3/31/25)	A. Coordinate with Office of Community Affairs to design a plan for marketing tactics. B. Market in-person dining through press releases, video clips, flyers, and other means. C. Utilize at least two innovative strategies to encourage in-person dining.	TBC 6/1/24 TBC 8/1/24 TBC 3/31/25
3. Conduct specialized programming, classes, and events to appeal to in-person diners. (Perri – 3/31/25)	A. Coordinate with other divisions and departments to host quarterly special events before or after lunch service. B. Hold quarterly nutrition information sessions before, during, or after lunch service. C. Host quarterly in-person meals with Senior Citizens Services staff members.	TBC 3/31/25 TBC 3/31/25 TBC 3/31/25

Committee for Senior Citizens Services Fund Summary													
	FY 22		FY 23		FY 23		FY 24		FY 24		FY 25	%	
	Actual		Budget		Actual		Budget		Actual		Budget	Change	
Revenues													
Gift Shop Sales	\$	7,278	\$	8,000	\$	17,910	\$	12,000	\$	19,987	\$	15,000	25.00%
Soda & Snack Vending	\$	627	\$	1,500	\$	1,767	\$	1,500	\$	1,773	\$	1,500	0.00%
Party/ Bingo Raffles	\$	184		600	\$	1,572	\$	750	\$	1,174	\$	1,200	60.00%
Bake Sale	\$	-	\$	100	\$	-	\$	-	\$	-	\$	-	0.00%
Beading Club	\$	386	\$	500	\$	304	\$	-	\$	-	\$	-	0.00%
Restaurant Fundraisers	\$	1,541	\$	2,000	\$	2,502	\$	2,000	\$	1,186	\$	2,000	0.00%
Special Events	\$	2,216	\$	3,000	\$	1,727	\$	2,500	\$	2,774	\$	1,500	-40.00%
Interest	\$	1	\$	50	\$	1,184	\$	50	\$	3,477	\$	1,000	1900.00%
Total Revenues	\$	12,233	\$	15,750	\$	26,966	\$	18,800	\$	30,371	\$	22,200	18.09%
Expenditures													
Gift Shop	\$	1,162	\$	1,400	\$	2,103	\$	1,750	\$	3,284	\$	2,000	14.29%
Soda & Snack Vending	\$	366	\$	1,500	\$	1,032	\$	1,200	\$	1,418	\$	1,300	8.33%
Gift Cards	\$	400	\$	200	\$	775	\$	2,700	\$	704	\$	3,000	11.11%
Senior Support	\$	-	\$	2,000	\$	250	\$	2,000	\$	668	\$	2,000	0.00%
Donations	\$	-	\$	500	\$	-	\$	500	\$	-	\$	500	0.00%
Entertainment	\$	-	\$	1,000	\$	-	\$	1,000	\$	-	\$	1,000	0.00%
Raffle Expense	\$	-	\$	100	\$	-	\$	100	\$	-	\$	100	0.00%
Bingo Expense	\$	294	\$	300	\$	1,304	\$	1,000	\$	1,931	\$	2,000	100.00%
Beading Club	\$	40	\$	100	\$	-	\$	-	\$	-	\$	-	0.00%
Special Events	\$	1,961	\$	1,500	\$	2,389	\$	2,200	\$	1,749	\$	2,500	13.64%
Computer Supplies	\$	-	\$	100	\$	-	\$	100	\$	-	\$	-	-100.00%
Scholarship	\$	-	\$	200	\$	-	\$	500	\$	40	\$	500	0.00%
Contingency	\$	-	\$	15,000	\$	10,426	\$	2,000	\$	-	\$	-	-100.00%
Community Relations	\$	-	\$	1,000	\$	950	\$	1,000	\$	2,101	\$	2,500	150.00%
Special Projects	\$	-	\$	-	\$	-	\$	20,350	\$	15,703	\$	31,000	52.33%
Transportation	\$	-	\$	-	\$	-	\$	-	\$	-	\$	2,800	100.00%
Miscellaneous	\$	148	\$	100	\$	-	\$	100	\$	-	\$	2,000	1900.00%
Total Expenditures	\$	4,371	\$	25,000	\$	19,229	\$	36,500	\$	27,598	\$	53,200	45.75%
Excess of Revenues Over Expenditures	\$	7,862	\$	(9,250)	\$	7,737	\$	(17,700)	\$	2,773	\$	(31,000)	75.14%
Fund Balance Beginning April 1	\$	63,838	\$	67,097	\$	71,700	\$	69,988	\$	79,437	\$	82,210	17.46%
Estimated Cash on Hand March 31	\$	71,700	\$	57,847	\$	79,437	\$	52,288	\$	82,210	\$	51,210	-2.06%

The Committee for Senior Citizens Services funds became part of the Township's budget, banking, and accounting system in FY22. The funds raised and expenditures requested by the committee are processed through the Township and the regular board audit report process.

The Committee for Senior Citizen's fund revenue is generated primarily from the Gift Shop and vending machine sales, both of which are located in the Senior Center, as well as from Special Events. Special Events include their annual Caramel Taffy Apple sale, Mini Cheesecake fundraiser, Café Cruisin events and other sales that occur throughout the year. On the expense side, the special projects line item is budgeted to be the fund's largest expenditure. This is so the Committee can utilize some of their fund reserves that have accumulated. The Donations expenditure is also expected to increase in the coming fiscal years as the fund grows.

Revenue is planned to increase 18.09% as more seniors visit the Senior Center. Expenditure is budgeted to increase 45.75%. The Committee for Senior Citizen Services maintains a large fund reserve which may be spent down in FY25.



Retirement Funds



IMRF Description:

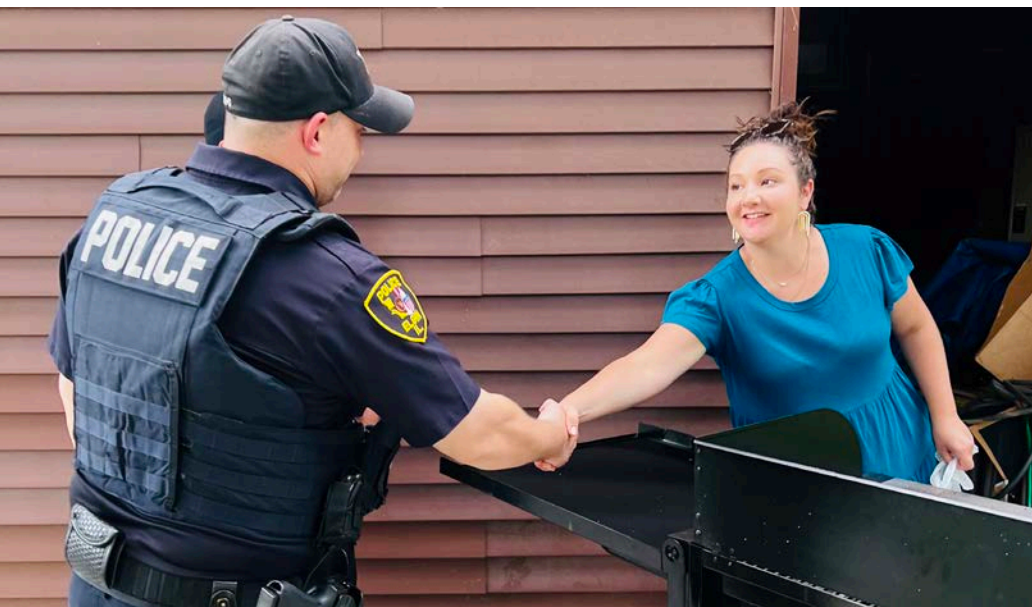
The Township's defined benefit pension plan, Illinois Municipal Retirement Fund (IMRF), provides retirement, disability, annual cost of living adjustments, and death benefits to plan members and beneficiaries. IMRF provides two tiers of pension benefits. Employees hired prior to January 1, 2011 are eligible for Tier 1 benefits. Employees become vested after eight years of service and are eligible for reduced retirement at age 55 and full retirement at age 60. Employees hired on or after January 1, 2011 are eligible for Tier 2 benefits. Tier 2 employees become vested after 10 years and are eligible for retirement with reduced benefits as of age 62 or retirement with full benefits as of age 67. A portion of the employer cost is paid by the IMRF Fund and the balance is paid from the individual departments' budget.

IMRF Fund Summary							
	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Revenues							
Property Taxes	\$ 203,735	\$ 206,918	\$ 204,948	\$ 214,900	\$ 227,876	\$ 225,450	4.91%
Interest Income	\$ 243	\$ 200	\$ 1,030	\$ 800	\$ 3,023	\$ 1,550	93.75%
Total Revenues	\$ 203,978	\$ 207,118	\$ 205,978	\$ 215,700	\$ 230,899	\$ 227,000	5.24%
Expenditures							
IMRF-Expense	\$ 201,390	\$ 207,118	\$ 206,281	\$ 215,700	\$ 216,574	\$ 227,000	5.24%
Total Expenditures	\$ 201,390	\$ 207,118	\$ 206,281	\$ 215,700	\$ 216,574	\$ 227,000	5.24%
Excess of Revenues Over Expenditures	\$ 2,588	\$ -	\$ (303)	\$ -	\$ 14,325	\$ -	0.00%
Fund Balance Beginning April 1	\$ 121,590	\$ 165,158	\$ 124,178	\$ 89,404	\$ 123,875	\$ 138,200	54.58%
Estimated Cash on Hand March 31	\$ 124,178	\$ 165,158	\$ 123,875	\$ 89,404	\$ 138,200	\$ 138,200	54.58%

Social Security Fund							
	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Revenue							
Property Taxes	\$ 165,740	\$ 167,295	\$ 166,394	\$ 174,500	\$ 184,981	\$ 183,000	4.87%
Interest Income	\$ 157	\$ 100	\$ 532	\$ 500	\$ 1,560	\$ 800	60.00%
Total	\$ 165,897	\$ 167,395	\$ 166,926	\$ 175,000	\$ 186,541	\$ 183,800	5.03%
Expenditure							
FICA Expense	\$ 162,821	\$ 167,395	\$ 166,411	\$ 175,000	\$ 175,836	\$ 183,800	5.03%
Expenditure	\$ 162,821	\$ 167,395	\$ 166,411	\$ 175,000	\$ 175,836	\$ 183,800	5.03%
Excess of Revenue Over Expense	\$ 3,076	\$ -	\$ 515	\$ -	\$ 10,705	\$ -	0.00%
Fund Balance Beginning April 1	\$ 77,361	\$ 111,332	\$ 80,437	\$ 59,862	\$ 80,952	\$ 91,657	53.11%
Estimated Cash on Hand March 31	\$ 80,437	\$ 111,332	\$ 80,952	\$ 59,862	\$ 91,657	\$ 91,657	53.11%



Capital Fund / CIP

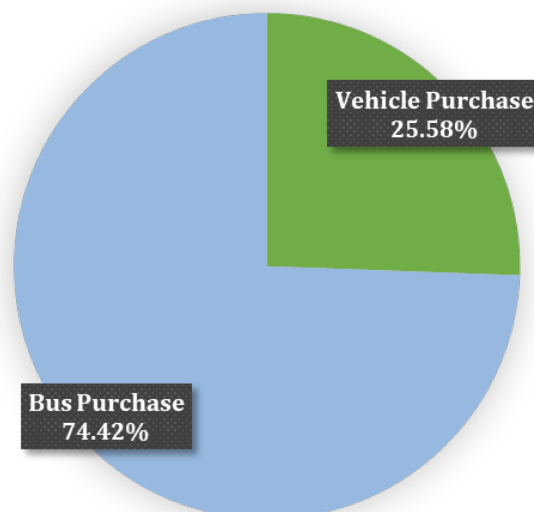


Vehicle Replacement Fund							
	FY 22 Actual	FY 23 Budget	FY 23 Actual	FY 24 Budget	FY 24 Actual	FY 25 Budget	% Change
Revenue							
Interest Income	\$ 567	\$ 1,000	\$ 6,146	\$ 2,000	\$ 18,050	\$ 7,000	250.00%
Bus Fares & Donations	\$ 7,336	\$ 9,000	\$ 8,159	\$ 9,000	\$ 6,197	\$ 8,000	-11.11%
Transfer In from Road Fund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	0.00%
Transfer In from Town Fund	\$ 65,000	\$ 65,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ 105,000	5.00%
Total	\$ 97,903	\$ 100,000	\$ 104,305	\$ 141,000	\$ 154,247	\$ 150,000	6.38%
Expenditure							
Vehicle Purchase	\$ 3,686	\$ 40,000	\$ 58,769	\$ 50,000	\$ 29,248	\$ 55,000	10.0%
Bus Purchase	\$ 2,200	\$ 80,000	\$ 2,900	\$ 150,000	\$ 3,300	\$ 160,000	6.7%
Total	\$ 5,886	\$ 120,000	\$ 61,669	\$ 200,000	\$ 32,548	\$ 215,000	7.5%
Excess of Revenue Over Expense	\$ 92,017	\$ (20,000)	\$ 42,636	\$ (59,000)	\$ 121,699	\$ (65,000)	10.17%
Fund Balance Beginning April 1	\$ 318,082	\$ 410,767	\$ 410,099	\$ 436,936	\$ 452,735	\$ 574,434	31.47%
Estimated Cash on Hand March 31	\$ 410,099	\$ 390,767	\$ 452,735	\$ 377,936	\$ 574,434	\$ 509,434	34.79%

Budget Highlights:

- Vehicle Fund revenue is expected to increase by 6.38% primarily due to increases in interest income. Expenditures are expected to increase 7.5% to account for the rising costs of vehicles and buses.
- The fund transfer from the Town Fund has increased by 5%. The Township is making an active effort to build up the Vehicle Fund reserve as the price of vehicles continues to rise.
- Planned vehicle and senior bus purchases are provided in the budget, with slight increases planned for FY25.
- Any requested vehicle purchases will be brought to the Township Board for approval prior to purchase.

Expenditures By Source FY25

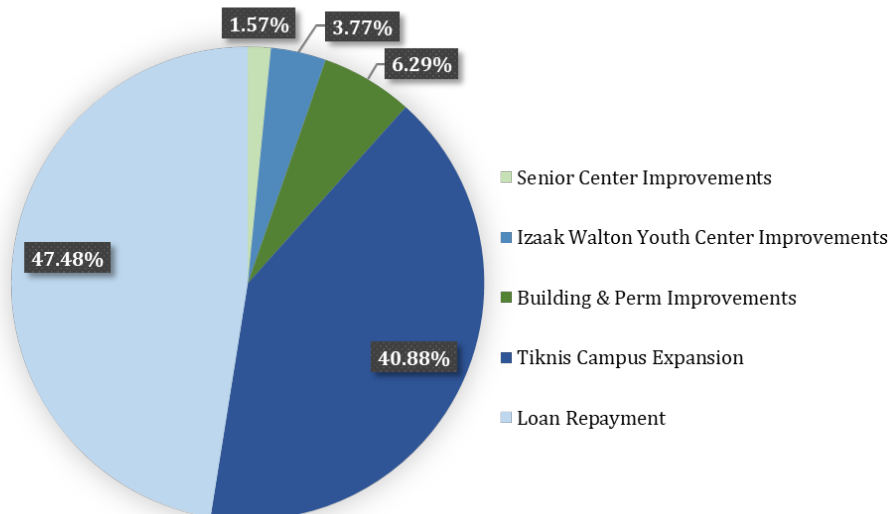


Capital Projects Fund							
	FY 22	FY 23	FY 23	FY 24	FY 24	FY 25	%
	Actual	Budget	Actual	Budget	Actual	Budget	Change
Revenue							
Grant	\$ 200,000	\$ 2,200,000	\$ 110,000	\$ 2,000,000	\$ 1,052,100	\$ 500,000	-75.00%
Transfer-In from Town Fund	\$ 320,000	\$ 395,000	\$ 395,000	\$ 835,000	\$ 835,000	\$ 555,000	-33.53%
Transfer-In from Senior Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	100.00%
Loan Proceeds	\$ -	\$ 3,000,000	\$ 3,000,000	\$ -	\$ -	\$ -	0.00%
Sale of Property	\$ -	\$ 260,000	\$ 255,615	\$ -	\$ -	\$ -	0.00%
Total	\$ 520,000	\$ 5,855,000	\$ 3,760,615	\$ 2,835,000	\$ 1,887,100	\$ 1,080,000	-61.90%
Expenditure							
Tiknis Campus Expansion	\$ 555,500	\$ 5,260,000	\$ 2,074,148	\$ 2,500,000	\$ 1,278,059	\$ 650,000	-74.00%
Senior Center Improvements	\$ 102,553	\$ -	\$ -	\$ -	\$ 2,107	\$ 25,000	100.00%
Izaak Walton Youth Center Improvements	\$ 688,253	\$ 200,000	\$ 95,883	\$ 40,000	\$ 1,490	\$ 60,000	50.00%
Building & Perm Improvements	\$ 57,883	\$ 80,000	\$ 163,755	\$ 85,000	\$ 148,811	\$ 100,000	17.65%
Security Camera System	\$ -	\$ 125,000	\$ 156,959	\$ -	\$ -	\$ -	0.00%
Loan Repayment	\$ -	\$ 315,000	\$ 186,300	\$ 755,000	\$ 753,606	\$ 755,000	0.00%
Total	\$ 1,404,189	\$ 5,980,000	\$ 2,677,045	\$ 3,380,000	\$ 2,184,073	\$ 1,590,000	-52.96%
Excess of Revenue Over Expense	\$ (884,189)	\$ (125,000)	\$ 1,083,570	\$ (545,000)	\$ (296,973)	\$ (510,000)	-6.42%
Fund Balance Beginning April 1	\$ 789,549	\$ 391,825	\$ (94,640)	\$ 947,782	\$ 1,353,912	\$ 1,056,939	11.52%
Estimated Cash on Hand March 31	\$ (94,640)	\$ 266,825	\$ 988,930	\$ 402,782	\$ 1,056,939	\$ 546,939	35.79%

Budget Highlights:

- Total revenue and expenditure for the Capital Projects Fund will decrease by 61.90% and 52.96%, respectively. This is due to the completion of the new Emergency Services Station in FY24.
- Continued improvements have been budgeted for including renovation of one of the existing buildings on the Tiknis Campus Expansion Property to the Facilities and Road Maintenance Headquarters, purchase of 50 chairs for the Senior Center, and repair of Izaak Walton Youth Center's back retaining wall.
- Hanover Township includes funds in the Capital budget for Building and Permanent Improvements each year to accommodate regular, necessary improvements to any of the Township's buildings and reserves. In FY25 this will include a new walk-in freezer for the Nutrition Program.

Expenditures By Source FY25



Introduction

The preparation and adoption of a Capital Improvements Program (CIP) is an important part of Hanover Township's planning process. A CIP aims to recognize and resolve deficiencies in existing public facilities and anticipate and meet future demands for capital facilities. A CIP is a multi-year schedule that lays out a series of Township projects and their anticipated associated costs. Over the five-year period considered by the CIP, it shows how the Township should plan to expand or renovate facilities and services to meet the demands of existing and new residents and businesses.

A CIP is an advisory document that can serve a number of purposes, including:

- 1) Guide the Township Board and administration in the annual budgeting process.
- 2) Aid in prioritization, coordination, and sequencing of capital improvements.
- 3) Inform residents, business owners, and developers of planned improvements.

Overview

Submitted for consideration is the Capital Improvements Program for the Fiscal Years 2024-2025 through 2028-2029. This document identifies long-term needs and proposes a multi-year financial plan for them. The Township of Hanover has a long-standing commitment to quality public services and thoughtful planning. The Capital Improvements Program formalizes that commitment and provides for orderly and appropriately financed growth of Township facilities. It is a financial tool that allows the Town Board to take a long-range view of the organization's needs. This process will serve the organization as part of a larger ongoing strategic planning effort.

Beginning in the summer, the Township staff reviews the projects included in the current Capital Improvements Program, update the costs and status of those projects, and identify new projects to be included. The department submissions are reviewed, and project budgets and schedules are adjusted accordingly. The Town Board reviews the five-year program in the early fall, allowing an opportunity for additions, deletions, or amendments. This allows staff time to incorporate the new year's projects into the upcoming budget development process. This early review will likely also afford the Township an opportunity to bid construction projects early in the year, keeping costs down and completion timely.

The five-year Capital Improvements Program for Fiscal Years 2025-2029 totals \$7,026,000. A portion of these rewarded funds will be dedicated to the Tiknis Campus Expansion Reserve project, Izaak Walton Reserve Improvements, Senior Center equipment and improvements, unincorporated Hanover Township roadway improvements, and Town Hall improvements. Long term projects include a Town Hall roof replacement and other public infrastructure improvements. Funding will predominantly be transferred from the Town Fund, Road Fund, and Senior Fund, as well as Capital Fund reserves and grants. The chart on the following page shows anticipated annual expenditures proposed in the fiscal years 2025-2029 program. Capital expenditures can be expected to vary significantly from one year to the next.

Hanover Township
5+ Year Capital Improvement Plan (CIP)
(April 1, 2024)

Project	FY 25	FY 26	FY 27	FY 28	FY 29	Total
Tiknis Campus Expansion	\$ 650,000					\$ 650,000
Tiknis Campus Reserve Improvements		\$ 750,000				\$ 750,000
Izaak Walton Reserve Improvements	\$ 60,000					\$ 60,000
Senior Center Equipment and Improvements	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 225,000
Town Hall RTU Replacement		\$ 15,000		\$ 15,000		\$ 30,000
Roadway Improvements	\$ 650,000		\$ 650,000		\$ 650,000	\$ 1,950,000
Town Hall Roof and Renovations				\$ 850,000		\$ 850,000
Town Hall Emergency Generator		\$ 100,000				\$ 100,000
Senior Center Walk In Freezer	\$ 35,000					\$ 35,000
Miscellaneous Minor Improvements	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
Loan Repayment	\$ 755,000	\$ 354,000	\$ 354,000	\$ 354,000	\$ 354,000	\$ 2,171,000
Total Per Fiscal Year	\$ 2,240,000	\$ 1,334,000	\$ 1,119,000	\$ 1,334,000	\$ 1,119,000	\$ 7,146,000

Funding Summary	FY 25	FY 26	FY 27	FY 28	FY 29	Total
Grants	\$ 500,000	\$ 600,000		\$ 19,000		\$ 1,119,000
Property Tax Revenue - Senior Fund	\$ 25,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 25,000	\$ 200,000
Property Tax Revenue - Road Fund	\$ 650,000		\$ 650,000		\$ 650,000	\$ 1,950,000
Property Tax Revenue - Town Fund	\$ 555,000	\$ 550,000	\$ 339,000	\$ 435,000	\$ 364,000	\$ 2,243,000
Capital Fund Reserve	\$ 510,000	\$ 134,000	\$ 80,000	\$ 830,000	\$ 80,000	\$ 1,634,000
Total Funding	\$ 2,240,000	\$ 1,334,000	\$ 1,119,000	\$ 1,334,000	\$ 1,119,000	\$ 7,146,000

Financing Methods

Hanover Township has limited financing options. These options include funding from current revenue, often referred to as pay-as-you-go. The vast majority of annual revenue to the Township is from local property tax revenue, the bulk of which funds operating expenses such as salaries and utilities. A larger portion of these funds could be set aside each year for capital expenditures purposes. A second option is to fund the improvements through the working fund reserves, which represent savings by the Township over time in each of the Township's several funds.

Debt financing, often referred to as pay-as-you-use, is another option available for consideration. The Town Board has historically been reluctant to use this source of financing, except for short-term borrowing on rare occasion. The Township is limited by state statute and practice from considering other forms of revenue including sales tax, impact fees, and significant user fees.

Another major source of revenue for financing capital projects is through grants. The Township has successfully applied for several Community Development Block Grants from the federal government through Cook County. A variety of county, state, federal, and private grants are available for application and the Township has been actively pursuing these opportunities. A mixture of financing methods including current revenue, fund reserves, grants, and borrowing will likely be required for any significant projects.

FY 2025 Highlights

Although the Capital Improvements Program anticipates expenditures over a five-year period, the immediate focus is on FY25, which is referred to as the Capital Budget. These projects are part of the operating budget that was approved by the Town Board. For Fiscal Year 2025, the Town Board has allocated up to \$1,590,000 to be expended on capital improvements. The \$1,590,000 will be derived from grant funding, local property tax revenues, and reserves. These funds are to be budgeted on the following primary projects: Tiknis Campus Expansion, Izaak Walton Reserve improvements, Township building improvements, and road resurfacing of Hanover Township roads, Capital Project Loan Repayment.

Project: Tiknis Campus Expansion



Description: In FY22, Hanover Township purchased approximately 17 acres of land adjacent to the Township’s main campus. Since then, an existing building on the property has been converted to the Emergency Services Station and in FY24 a new 5 bay garage was added to the station. In FY25, Hanover Township has budgeted to convert the property’s “main house”, pictured above, into the Department of Facilities and Road Maintenance Headquarters. The renovated building will feature enough workspaces to house the department’s staff under one roof, whereas currently, staff are stationed across four different buildings. The new Headquarters will also have a conference space to be utilized by all Township staff. The Department’s move to the Headquarters will also free up storage space in the two garage buildings where staff workspaces are currently.

Projected Impact on Operational Budget:

With the addition of reserve improvements, there may be operational impacts related to property upkeep for the Facilities and Road Maintenance Department. Full operational impact would be assessed as the master plan is developed for the reserves.

Project: *Tiknis Campus Reserve Improvements*



Main Campus Expansion

Description: Hanover Township plans to develop the open space immediately adjacent to its Town Hall offices into a public reserve. The reserve will feature native plants, a walking path, access to wetlands located on the property, and outdoor equipment such as benches, a pavilion, and exercise equipment. In FY25, Hanover Township will be working with Hitchcock Design Group to submit an application for an Open Space Land Acquisition and Development (OSLAD) grant to fund a majority of the project.

Projected Impact on Operational Budget:

With the addition of reserve improvements, there may be operational impacts related to property upkeep for the Facilities and Road Maintenance Department. Full operational impact would be assessed as the master plan is developed for the reserves

Project: Izaak Walton Reserve Improvements



Description: Hanover Township acquired the Izaak Walton property in FY13, and it consists of 11 acres of wooded land that includes a lodge built in the 1940s. To maximize the utilization of the 11-acre property, Hanover Township developed a Reserve Master Plan which added several new features to the property. The Izaak Walton Reserve Master Plan was completed in FY23. Additionally, in FY23 the property's lodge was converted to a Youth Center, with the lower-level operating as a Teen Center. In FY25, Hanover Township budgeted \$60,000 for ongoing improvements to the lodge, focusing on the repair and reconstruction of a retaining wall and overhead awning at the back entrance of the lodge. The current retaining wall and overhead awning are in poor condition and construction of a new retaining wall and awning would improve the structural integrity of the building and create a safe and usable back entrance to the lodge.

Projected Impact on Operational Budget:

With the addition of reserve improvements, there may be operational impacts related to property upkeep for the Facilities and Road Maintenance Department. Full operational impact would be assessed as the master plan is developed for the reserves.

Project: *Senior Center Equipment*



Description: The Senior Center was constructed in 2004 with approximately 20,395 square feet. An assessment of any external wear on the building and subsequent repairs that are needed was completed in FY24. In FY25, a bathroom in the Stars 'n' Stripes café will be converted into a walk-in freezer for the Nutrition Division to use. The Senior Center will also be replacing 50 chairs that are used regularly for programs and meetings. Other building improvements projected for the future entail roof replacement, plumbing refurbishments, and electrical updates. This will be an ongoing project throughout FY25-FY29 and the next ten years.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

Project: Town Hall RTU Replacement



Description: The RTU (Roof Top Unit) is designed to supply a building with heat and air conditioning. Hanover Township's Town Hall building operates with 5 separate RTU's. The average life span of an RTU is roughly 15 to 20 years. A plan has been implemented to replace one RTU every two years, until all the old units have been replaced.

Projected Impact on Operational Budget:

This project is expected to reduce maintenance costs for these units and provide additional energy efficiencies, slightly reducing operating costs.

Project: Road Resurfacing Project



Description: In January of 2018, the Hanover Township Road District was consolidated into the operations of Hanover Township due to a citizen referendum the prior year. The Township owns and maintains approximately 13 miles of unincorporated roads. The Township completed a comprehensive road system assessment with an engineering firm to provide long-term guidance on road resurfacing prioritization. In FY25, Hanover Township will resurface the following roads Mardjetko Drive, Birch Bark Drive, Sawhorse Drive, Cheshire Drive, and Morningview Court.

Proposed Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

Project: Town Hall Roof and Building Improvements



Description: The Town Hall building is almost forty years old and will soon need significant repairs to keep it in good condition. Repairs and replacements will include a new roof, replacement and redesign of the front fascia material, new energy efficient windows and doors, and replacement of highly trafficked floor. In FY24, Hanover Township completed a redesign of the staff copy room and floor replacement in several offices. Improvements made will keep the building safe, help prevent major structural repairs and make it more sustainable.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.

Project: Rohrssen Road Bridge Replacement Project



Description: The original structure was built in 1958 as route C.H. 074, section 074-0101 M.F.T. The structure was rehabilitated in 1980 and 2001. A bridge inspection was performed by Milhouse Engineering & Construction, Inc. on June 13, 2022. The inspection revealed that the bridge deck, parapets, joints, and beams are in poor condition and cracked in some areas. The inspection also noted that several of the bridge drains are partially or fully clogged, potentially preventing water from freely flowing through. Additionally, the bridge needs to be replaced in order to align with the FEMA flood plain maps. The bridge at Rohrssen Road must be raised by 36 inches to properly prevent flooding. In FY25, Hanover Township will be working with Cook County Department of Transportation and Highways to use American Rescue Plan Act (ARPA) grant fund to complete Phase I design and engineering of the bridge replacement.

Projected Impact on Operational Budget:

This project will have no estimated impact on the operational budget.



Boards and Committees



Finance Committee

The Finance Committee is an advisory body to the Hanover Township Board responsible for advising on all matters related to financial affairs including, the annual tax levy, fiscal policies, the annual Township budget, personnel, and investments. The Committee meets on an ad hoc basis when the need arises. Several meetings occur in the fall and winter to facilitate the annual budget development process.

Mental Health Board

The mission of the Hanover Township Mental Health Board is to ensure that services related to mental health, including developmental disabilities, addictions and substance abuse, are available to all residents of Hanover Township. The Mental Health Board manages the Hanover Township Community Resource Center and funds a number of agencies that provide direct services to Township residents such as counseling, job training, transportation, treatment for addictions and substance abuse, and sponsors or co-sponsors a number of public information programs designed to let more people know about available services. The Mental Health Board meets the fourth Tuesday of each month, August through May at 6:30 pm.

Senior Citizens' Services Committee

The Hanover Township Senior Citizens' Services Committee is the voice of the mature adult community, fostering new ideas and providing opportunities for fellowship and personal growth. This advisory committee to the Hanover Township Board of Trustees is made up of residents who represent the senior population of the Township on issues and concerns of interest to seniors. The committee meets the second Monday of each month at 1:00 pm in the Senior Center with the Trustee Liaison and Aging Services Director to discuss programs and services. Meetings are open to the public.

Committee on Youth

The Township Board of Trustees appoints members to its Committee on Youth, a volunteer board which serves in an advisory capacity to the Town Board on the needs of youth. Three members are youths aged 15-18. The Committee meets monthly on the fourth Monday of the month at 6:30 pm with the Trustee Liaison and Director of Youth and Family Services to discuss and give recommendations about current services and potential responses to the needs of Township youth and their families. Starting in FY14, the Committee had a budget of \$3,000, which is included in the General Town Fund under the Administrative Services Department.



Appendices



As part of the Fiscal Year 2013 budget cycle, administrative staff submitted the operating budget to the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award Program. One major recommendation from the GFOA reviewers was that the Township should adopt a set of official financial policies that are consistent with recommended best practices that have been developed by the GFOA membership. Per instructions from the Township Administrator, a review was conducted of GFOA recommended financial policies to specifically identify best practices. Additionally, sample financial policies from the municipalities of Bartlett, Elgin, Schaumburg, and Streamwood were reviewed to identify common language in enacted policies.

Many of the recommendations were already the current practice of the Township; however these practices had not been put into official policy. Once language for the proposed policies had been drafted, an extensive review was undertaken by administrative staff, Township accountants, and the Township attorney to ensure that the language was sufficient to meet the requirements for the GFOA recommendations, while remaining flexible enough to meet the specific needs of Hanover Township. The proposed policies were then entered into an ordinance and officially adopted by the Board on November 20, 2012.

Budget Policies

Hanover Township will adopt and maintain a balanced budget in which expenditures will not be allowed to exceed reasonably estimated revenues and other available funds while at the same time maintaining fund balances according to levels as set out in policy.

Development of the budget will be directed by specific goals and objectives as identified in the Township's annual strategic planning session to include both organizational and department specific goals.

The proposed budget shall be prepared in a manner which maximizes the understanding of residents and public officials and provides meaningful information as to the Township's financial status and activities. Copies of the budget shall be made available electronically via the Township's website and as hard copies to any interested parties after approval from the Township Board. A public hearing will be conducted prior to approval of the budget.

Budgets are adopted on a basis consistent with the Generally Accepted Accounting Principles (GAAP). Annually appropriated budgets are adopted at the fund level for the general, specific revenue, and capital projects funds. The annual appropriated budget is legally enacted and provides for a legal level of control at the fund level. All annual appropriations lapse at the fiscal year-end. The budget is prepared by fund, function, and activity, and includes information on the past year, current estimates, and requested appropriations for the next fiscal year. The proposed budget is presented to the governing body for review. The governing body holds public hearings and may add to, subtract from, or change appropriations, but may not change the form of the budget. Expenditures may not legally exceed budgeted appropriations at the fund level.

Budget Amendment

In accordance with Section 3 of the Municipal Budget Law, the Township Board may make transfers between the various line items in any fund in the appropriation ordinance so long as the transfers do not exceed in the aggregate ten percent of the total amount appropriated in such fund by such ordinance. If the Township Board is required to amend the original budget and appropriations ordinance, it may do so by the same procedure that is used for the original adoption of the budget and appropriation ordinance; provided that nothing in this section shall be construed to permit transfers between funds required by law to be kept separate.

Long-Range Planning

As part of the annual budget review process the Township shall project fund revenues and expenditures one year beyond the current budget year for the General Town fund and five years for the Capital Improvement and Vehicle Replacement funds. The Township will estimate annual revenues on an objective, reasonable, and conservative basis. Most revenues will be estimated based upon a historical trend analysis model.

Investment Policies

The Township maintains a cash and investment pool that is available for use by all funds. The Township's investment policy authorizes the Township to invest in all investments allowed by Illinois Compiled Statutes (ILCS) and is more stringent in its application. The Township's investment policy limits its deposits to financial institutions that are members of the FDIC system and are capable of posting collateral for amounts in excess of FDIC insurance. It is the policy of the Township to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Township and conforming to all state and local statutes governing the investment of public funds, using the "prudent person" standard for managing the overall portfolio. The primary objectives of the policy are, in order of priority, legality, safety of principle, liquidity, rate of return, and ties to the community.

Revenue Diversification

The Township shall endeavor to develop and maintain a diversified and stable revenue base to the extent allowable as a non-home rule unit of local government, in order to shelter it from short-term fluctuations in any one revenue source.

Use of One-Time Revenues

Revenues that are considered to be one-time shall only be utilized to pay for one-time expenses. Under no circumstances shall one-time revenues be utilized to fund general, ongoing operations of the Township.

Use of Unpredictable Revenues

Hanover Township does not have a major revenue source that is considered to be unpredictable. As a non-home rule unit of local government, approximately 85% of revenue is derived strictly from property taxes while other revenues are highly predictable.

Capital Assets

Capital assets, which include property, plant, equipment, and certain tangible assets, are recorded in the applicable government activities columns in the government-wide financial statements. Capital assets are defined by the Township as assets with an estimated useful life in excess of one-year and an initial individual cost of more than \$2,500. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	30
Building Improvements	5-20
Vehicles	7-20
Infrastructure	7-20
Furniture and Equipment	5-10

Fees and Charges

On a bi-annual basis and as part of the regular budget process, all charges for services and user fees shall be reviewed to ensure that rates are at an appropriate level in relation to the cost of providing individual services, are competitive with similar services provided within the area, and reflective of the residents' ability to pay. If a subsidy is deemed to exist, it shall be justified in terms of the public purpose being served and applicable law. Once set, the complete schedule of Township charges and fees shall be posted on the Township website to provide full transparency and access to the public. For programs or services with highly variable fees, all costs will be published in the community newsletter.

Debt Capacity, Issuance, and Management

The Township will confine long-term borrowing to capital improvements or one-time debt obligations that cannot be financed from current revenues or reserves. Debt or bond issuance will not be used to finance current operating expenditures. Capital projects financed through the issuance of bonds shall be financed for a period not to exceed the expected useful life of the improvement and in accordance with applicable law, including but not limited to referendum approval authorizing the issuance of such bonds. A policy of full disclosure on every financial report and bond prospectus shall be followed at all times.

As a non-home rule unit of government, the Local Government Debt Limitation Act (50 ILCS 405/1), sets the legal debt limitation for Hanover Township. Per this act, total debt may not exceed 2.875% of the value of the taxable property within the Township including existing debt. Additionally, pursuant to Section 240-5 of the Township Code, the Township Board may borrow money (i) from any bank or financial institution (as defined in said Section 240-5) if the money is to be repaid within 10 years from the time it is borrowed or (ii) with the approval of the Highway Commissioner, from a Township road district fund, if the money is to be repaid within one year from the time it is borrowed.

Operating/Capital Expenditure Accountability

Monthly financial reports will be prepared by the Township accountants and shall be provided to staff. Staff shall review and monitor expenditures to ensure control of spending within available revenues. The Township Administrator shall impose spending limits if, in their judgment, revenues fall below original estimates or if expenditures exceed reasonable limits.

A position analysis will be conducted for the replacement of any employee who resigns, retires or is terminated for any reason. The analysis of the worker's responsibilities and a replacement recommendation will be undertaken by Township Administrative staff and the associated department heads. The Township Administrator will take this information, as well as the current status of the Township's financial condition, into consideration when making a final replacement decision. The Township Board will be notified of any replacement actions.

Revenue or Stabilization Accounts

The Government Finance Officers Association (GFOA) recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund. Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy. GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.

The Township shall maintain an Emergency Contingency line item in the General (Town) Fund in addition to the general fund reserve, so as to provide for emergencies, unanticipated expenditures, and revenue shortfalls. Expenditures may be made from the contingency fund only upon approval of the Township Administrator.

The objectives of the fund balance reserve practices are: to provide for contingency or emergency spending; to preserve the credit worthiness of the Township; to avoid interest expenses for operating budget needs; and to stabilize fluctuations from year to year in property taxes collected and paid to the Township.

Annual appropriation budgets are adopted for General and Special Revenue funds. The financial statements and Independent Auditor's Report are prepared at the end of the fiscal year. The financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All appropriations lapse at the end of the fiscal year. Excess revenues over expenditures for the fiscal year accumulate in the fund balance for the associated fund.

The Township seeks to maintain an unreserved and undesignated General Fund and Special Revenue Funds that, as of March 31 of each year, is equal to a minimum of four months of the ensuing years budgeted fund expenditures, with a target of six months of the ensuing year's budgeted expenditures. The Township will exercise diligence in avoiding the appropriation of fund balance for recurring operating expenditures. Fund balances that exceed the maximum level established for each fund will be appropriated for non-recurring capital projects or programs. The use of operating surpluses is the primary method of the Township with which to finance capital projects.

If the unrestricted balance for the General (Town Fund) falls below the minimum levels as set forth in this policy, a plan shall be developed to return to the minimum balance within a reasonable period of time.

Accounting Procedures – All processes, which discover, record, classify, and summarize financial information to produce financial reports and to provide internal control.

Accounting System – The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups or organizational components.

Accrual Basis – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

Activity – The smallest unit of budgetary accountability and control for a specific function within the Township.

Appropriation – An authorization granted by the Township Board to make expenditures and to incur obligations for purposes specified in the Budget and Appropriations Ordinance.

Assessed Valuation – A valuation set upon real estate or other property by the County Assessor and the State as a basis for levying taxes.

Audit – An official financial inspection conducted annually by an organization separate from the Township.

Balanced Budget – A budget is balanced when current expenditures are equal to receipts.

Budget – A plan of financial operation embodying an estimate of proposed revenue and expenditures for a specific period of time (budget fiscal year).

Budget Calendar or Timeline – The schedule of key dates or milestones that a government follows in the preparation and adoption of their budget.

Budget Message – The opening section of the budget which provides the Township Board and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Township Administrator.

Capital Improvements Program (CIP) – A plan for capital outlay to be incurred each year over a fixed number of years to meet the long-term capital needs of the Township.

Deficit – (1) The excess of liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during the accounting period.

Department – A major administrative division of the Township which indicates overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation – Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence.

Expenditure – Decreases in net total assets. Expenses represent the total cost of operations during a period of time regardless of the timing of the related expenditures.

FICA – The Federal Insurance Contributions Act provides a federal system of old age, survivors, disability and hospital insurance.

Fiscal Year – The time period designated by the Township signifying the beginning and ending period for recording financial transactions. Hanover Township has specified April 1st to March 31st as its fiscal year.

Fund – An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying in specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Accounting – The accounts of the Township are organized based on the basis of funds, each of which is considered a separate accounting entity. The operations of a fund are accounted for with separate sets of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund Balance – The excess of an entity's assets over its liabilities. A negative fund balance is sometimes called a deficit.

Governmental Funds – Money, assets, or property of Hanover Township or any of its subcomponents.

IMRF – Illinois Municipal Retirement Fund provides employees of local governments and school districts in Illinois with a system for retirement, disability, and death benefits.

Major Fund – Funds whose revenues, expenditures, assets, or liabilities are at least 10 percent of corresponding totals for all governmental funds and at least 5 percent of the aggregate amount for all governmental funds.

Modified Accrual Basis – The accrual basis of accounting adapted to the government fund type. Under it, revenues are recognized when they become both “measurable” and “available to finance current expenditures.” Expenditures are recognized when the related fund liability is incurred. All governmental funds are accounted for using the modified accrual basis of accounting.

Operating Budget – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service activities of the Township are controlled.

Operating Funds – Resources derived from recurring revenue sources used to finance ongoing operating expenditures.

Ordinance – A formal legislative enactment by the governing board of the Township.

Property Tax – Property taxes are levied on real property according to the property's valuation and the tax rate.

Revenue – Funds that the Township receives as income.

Special Revenue Funds – These funds are used to account for proceeds from specific revenue sources (other than capital projects) that are legally restricted to expenditures for specified purposes.

AID – Association for Individual Development

CAC – Children’s Advocacy Center

An agency that has received funding from the Hanover Township Mental Health Board.

CASA – Center Against Sexual Assault (Northwest CASA)

An agency that has received funding from the Hanover Township Mental Health Board.

CCC – Community Crisis Center

An agency that has received funding from the Hanover Township Mental Health Board.

CEDA – Community and Economic Development Association

A private, nonprofit agency serving Cook County, Illinois that assists families and individuals facing poverty.

CERT – Community Emergency Response Team

CIAO – Certified Illinois Assessing Officer

A designation issued by the state of Illinois to property assessment professionals upon completion of the proper coursework.

CIP – Capital Improvements Plan

A community planning and fiscal management tool used to plan and budget for large capital projects.

EAV – Equalized Assessed Valuation

The partial value of a property that the property tax bill is based off.

ESL – English as a Second Language

FICA – Federal Insurance Contributions Act

The Federal Insurance Contributions Act is a United States federal payroll contribution directed towards both employees and employers to fund Social Security and Medicare—federal programs that provide benefits for retirees, people with disabilities, and children of deceased workers.

FOIA – Freedom of Information Act

The Freedom of Information Act, 5 U.S.C. § 552, is the United States federal freedom of information law that requires the full or partial disclosure of previously unreleased or uncirculated information and documents controlled by the U.S. government, state, or other public authority upon request.

FSA – Family Service Association

An agency that has received funding from the Hanover Township Mental Health Board.

FTE – Full Time Equivalent

An employee's scheduled hours are divided by the employer's hours for a full-time workweek.

FY – Fiscal Year

GAAP – Generally Accepted Accounting Principles

GFOA – Government Finance Officers Association

A professional association which represents public finance officials throughout the United States and Canada.

HDM – Home Delivered Meals

A meal delivery program for older adults administered by the Department of Aging Services Nutrition Division.

HTSS – Hanover Township Senior Services

HTYFS – Hanover Township Youth and Family Services

ILCS – Illinois Compiled Statutes

Statutes established by the Illinois General Assembly which govern the Township.

IMRF – Illinois Municipal Retirement Fund

An organization established by the Illinois General Assembly which provides for payment of retirement, disability, and death benefits for local government employees.

LIHEAP – Low Income House Energy Assistance Program

A program that helps eligible low-income households pay for home energy services (primarily heating during winter months) which the Department of Human Services assists residents in applying for.

MHB – Mental Health Board

OCH – Office of Community Health

PADS – Public Action to Deliver Shelter (Pads of Elgin)

An agency that has received funding from the Hanover Township Mental Health Board.

PTELL – Property Tax Extension Law Limit

A law which limits the amount of tax extensions for non-home rule taxing districts.

RTU – Roof Top Unit

A unit located on a building's roof which controls temperature of the inside of the building.

SNAP – Supplemental Nutrition Assistance Program

A federal program which provides food benefits to low-income families to supplement their grocery budget.

YFS – Youth and Family Services

