



Village of Willowbrook

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AGENDA

Mayor

Robert A. Napoli

Village Clerk

Leroy R. Hansen

REGULAR MEETING OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON MONDAY, SEPTEMBER 10, 2012, AT 6:00 P.M. AT THE VILLAGE HALL, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES –
 - a. July 9, 2012 Regular Meeting of the Finance and Administration Committee
4. REPORT - Monthly Disbursement Reports –
July & August 2012
5. REPORT - Sales Tax, Income Tax, Utility Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax
6. REPORT – Status Update: Village Hall Server/Computer Replacement Project
7. VISITOR'S BUSINESS
8. COMMUNICATIONS
9. ADJOURNMENT



"A Place of American History"

MINUTES OF THE REGULAR FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON MONDAY JULY 9, 2012 AT 6:00 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order by Trustee Davi at 6:10 p.m.

2. ROLL CALL

Those present at roll call were Trustee Umberto Davi and Interim Director of Finance Carrie Dittman. Absent: Trustee Frank Trilla.

3. APPROVAL OF MINUTES

Minutes of the Regular Finance/Administration Committee held on Monday, May 14, 2012 were reviewed. The June 2012 meeting had been cancelled. Motion to approve made by Trustee Davi. Motion carried.

4. REPORT - Village's FY 2011/2012 Audit Process Update

Interim Director of Finance Dittman explained that the Village's independent auditors (Wolf & Co) had already conducted their one day of preliminary audit fieldwork at the Village Hall in June. They are scheduled to return to the Village on July 30 and will be on-site for approximately 2 weeks to conduct the final fieldwork phase of the audit. Interim Director of Finance Dittman and Financial Analyst Janet Kufrin have already begun to prepare the schedules the auditors requested. Once the audit prep has concluded, we will turn our attention to submitting the Village's budget for the GFOA Distinguished Budget Award.

5. REPORT - Monthly Reports - May 2012 and June 2012

The Committee reviewed and highlighted the items below for the months of May and June.

- Total cash outlay for all Village funds - \$870,290 & \$1,226,031 (June includes the payment of principal and interest on the TIF note to the Willowbrook Town Center LLC)
- Ave. daily outlay of cash for all Village funds - \$28,074 & 40,868
- Ave. daily expenditures for the general fund - \$15,480 & \$22,172

6. REPORT - Sales Tax, Utility Tax, Income Tax, Places of Eating Tax, Fines, Red Light Fines, Building Permits, Water Revenues, Hotel/Motel Tax and Motor Fuel Tax

- Sales tax receipts - \$569,375 up 3.21% from the prior year
- Income Tax receipts - \$163,724 up 21.82% compared to the prior year. Interim Director Dittman noted that the State of Illinois has caught up one month and is now just 3 months behind in remittances.
- Utility tax receipts - \$210,308 up 8.24% from the prior year
- Places of Eating Tax receipts - \$75,175 up 6.06% compared to the prior year

- Fines - \$28,270 down 23.16% compared with the prior year
- Red Light Fines - \$103,751 up 75.85% from the prior year

Interim Director Dittman noted that part of the increase is related to violations that had occurred at the end of FY 2011/2012 that had finally been put through the system by the third party vendor, ATS

- Building Permit receipts - \$63,653 up 417.63% from the prior year

Interim Director Dittman noted that the building department continues to be extremely busy with permit applications, which began to increase in March 2012.

- Water sales receipts - \$362,110 up 13.59% from the prior year

Interim Director Dittman noted that this coincides with the rate increase implemented by the Village earlier this calendar year as a result of the increase passed on by the DuPage Water Commission.

- Hotel/Motel Tax receipts - \$9,434 up 9.95% compared with the prior year
- Motor Fuel Tax receipts - \$35,047 down 4.41% compared with the prior year

The reports above were approved by Trustee Davi.

7. VISITOR'S BUSINESS

There were no visitors present at the meeting.

8. COMMUNICATIONS

There were no communications received.

9. ADJOURNMENT

Motion to adjourn was made by Trustee Davi.

The meeting was adjourned at 6:25 p.m.

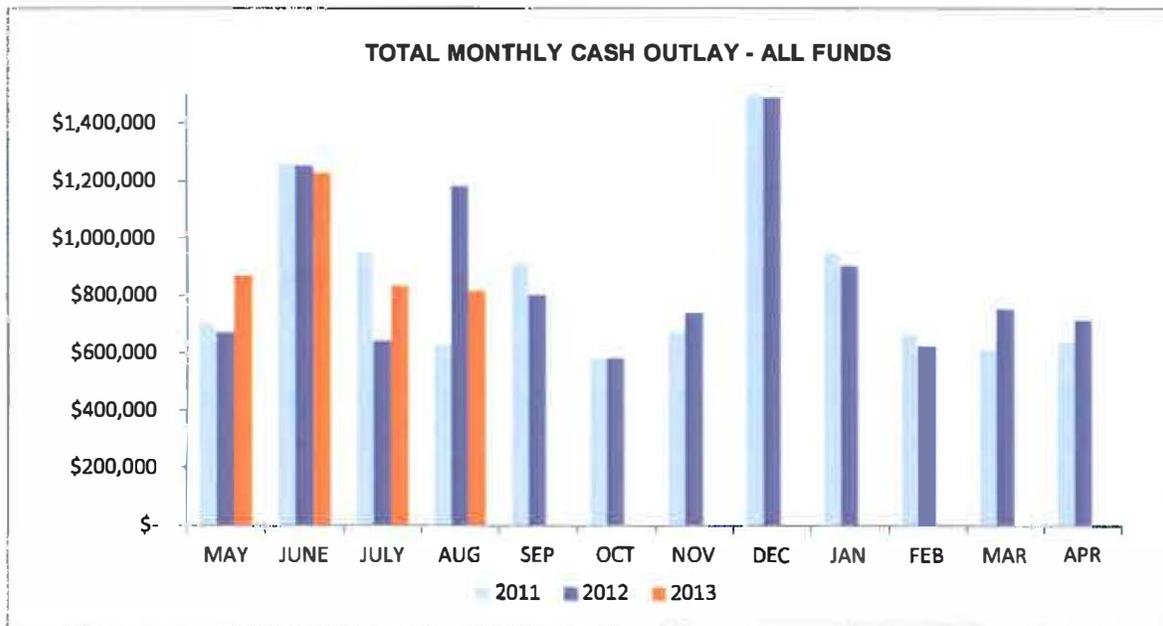
(Minutes transcribed by: Carrie Dittman, 7/13/12)

**VILLAGE OF WILLOWBROOK
CHECKS ISSUED
FISCAL YEAR 2012 - 2013**

<u>MONTH</u>	<u>BOARD APPROVED WARRANTS</u>	<u>NET PAYROLL</u>	<u>PAYROLL LIABILITY CHECKS & EFTPS</u>	<u>HANDWRITTEN CHECKS</u>	<u>MONTHLY TOTAL</u>
MAY	\$ 286,218.19	\$ 95,901.22	\$ 69,884.71	\$ 24,370.05	
MAY	210,460.47	103,500.02	79,955.45		\$ 870,290.11
JUNE		79,486.09	62,862.30	239,726.02	
JUNE	185,208.37	72,802.09	62,814.12		
JUNE	300,204.40	125,165.27	97,762.34		\$ 1,226,031.00
JULY	229,225.18	61,782.99	55,873.18	3,945.00	
JULY	270,645.88	124,262.78	87,622.38		\$ 833,357.39
AUG	185,104.68	63,125.83	56,928.36	3,071.15	
AUG	304,839.64	118,171.11	85,423.09		\$ 816,663.86
SEP					\$ -
SEP					\$ -
OCT					\$ -
OCT					\$ -
NOV					\$ -
NOV					\$ -
DEC					\$ -
DEC					\$ -
DEC					\$ -
JAN					\$ -
JAN					\$ -
FEB					\$ -
FEB					\$ -
MAR					\$ -
MAR					\$ -
APR					\$ -
APR					\$ -
APR					\$ -
	<u>\$ 1,971,906.81</u>	<u>\$ 844,197.40</u>	<u>\$ 659,125.93</u>	<u>\$ 271,112.22</u>	<u>\$ 3,746,342.36</u>

**VILLAGE OF WILLOWBROOK
CASH OUTLAY
ALL FUNDS**

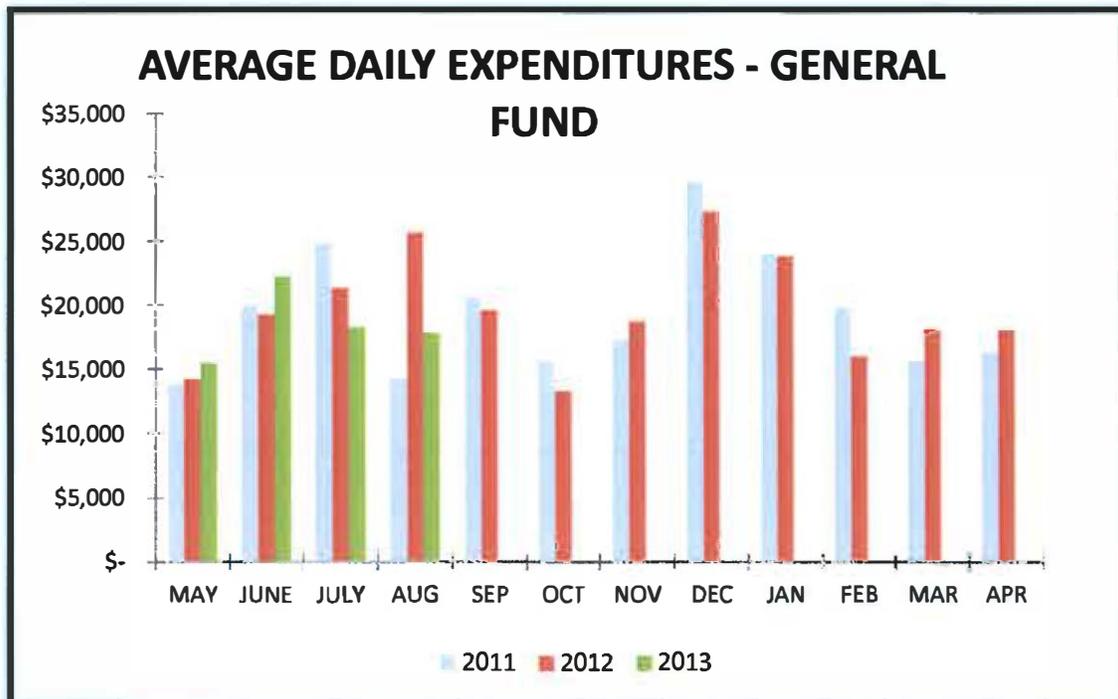
MONTH	<u>MONTHLY TOTALS</u>			<u>AVERAGE DAILY OUTLAY</u>	
	FISCAL 2011	FISCAL 2012	FISCAL 2013	FISCAL 2012	FISCAL 2013
MAY	\$ 704,192.82	\$ 672,056.01	\$ 870,290.11	\$ 21,679.23	\$ 28,073.87
JUNE	1,261,116.30	1,253,014.59	1,226,031.00	41,767.15	40,867.70
JULY	948,139.17	640,846.17	833,357.39	20,672.46	26,882.50
AUG	625,998.80	1,180,026.60	816,663.86	38,065.37	26,344.00
SEP	912,530.69	801,551.97		26,718.40	-
OCT	579,206.24	581,568.36		18,760.27	-
NOV	675,875.80	739,532.86		24,651.10	-
DEC	1,561,643.79	1,489,481.60		48,047.79	-
JAN	948,707.28	903,734.69		29,152.73	-
FEB	665,207.31	623,043.33		22,251.55	-
MAR	611,158.50	753,458.83		24,305.12	-
APR	638,668.72	713,948.25		23,798.28	-
TOTAL	\$ 10,132,445.42	\$ 10,352,263.26	\$ 3,746,342.36		
AVERAGE	\$ 844,370.45	\$ 862,688.61	\$ 936,585.59	\$ 28,322.45	\$ 30,542.02



**VILLAGE OF WILLOWBROOK
AVERAGE DAILY EXPENDITURES
GENERAL FUND**

MONTH	FISCAL 2011	FISCAL 2012	FISCAL 2013	2013 YEAR TO DATE AVERAGE
MAY	\$ 13,861.56	\$ 14,244.09	\$ 15,479.51	\$ 15,479.51
JUNE	19,945.33	19,261.60	22,172.19	18,825.85
JULY	24,836.95	21,324.27	18,276.60	18,642.77
AUG	14,246.01	25,647.30	17,795.05	18,430.84
SEP	20,574.60	19,613.83		18,430.84
OCT	15,699.70	13,334.73		18,430.84
NOV	17,276.48	18,758.51		18,430.84
DEC	29,516.82	27,248.90		18,430.84
JAN	23,986.82	23,814.27		18,430.84
FEB	19,775.30	16,019.82 *		18,430.84
MAR	15,638.46	18,062.31		18,430.84
APR	16,399.40	18,087.56 *		18,430.84

AVERAGE \$ 19,313.12 \$ 19,618.10 \$ 18,430.84



*2012 EXCLUDES 1/2 of the budgeted transfer to the L.A.F.E.R Fund (\$1,582,500)

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL SALES AND USE TAXES**

MONTH DIST	SALE MADE	08-09	09-10	10-11	11-12	12-13
MAY	FEB	\$ 230,603	\$ 216,102	\$ 223,555	\$ 254,811	\$ 261,216
JUNE	MAR	254,996	252,558	281,024	296,840	308,159
JULY	APR	250,123	239,611	259,844	281,808	288,609
AUG	MAY	303,260	278,006	284,173	276,985	316,487
SEPT	JUNE	294,396	284,544	314,663	318,524	
OCT	JULY	277,421	269,750	276,383	300,424	
NOV	AUG	265,822	267,033	279,375	326,134	
DEC	SEPT	263,557	253,713	260,636	296,490	
JAN	OCT	238,194	236,393	273,809	272,291	
FEB	NOV	290,210	253,516	290,009	296,763	
MARCH	DEC	313,051	339,352	355,102	387,223	
APRIL	JAN	216,559	193,834	234,660	253,944	
TOTAL		\$ 3,198,192	\$ 3,084,413	\$ 3,333,234	\$ 3,562,238	\$ 1,174,471
MTH AVG		\$ 266,516	\$ 257,034	\$ 277,769	\$ 296,853	\$ 293,618
BUDGET		\$ 3,327,630	\$ 3,018,750	\$ 3,121,250	\$ 3,217,250	\$ 3,493,374

YEAR TO DATE LAST YEAR : \$ 1,110,444
 YEAR TO DATE THIS YEAR : \$ 1,174,471
 DIFFERENCE : \$ 64,027

PERCENTAGE OF INCREASE :

5.77%

CURRENT FISCAL YEAR :

BUDGETED REVENUE: \$ 3,493,374
 PERCENTAGE OF YEAR COMPLETED : 33.33%
 PERCENTAGE OF REVENUE TO DATE : 33.62%
 PROJECTION OF ANNUAL REVENUE : \$ 3,767,633
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 274,259
 EST. PERCENT DIFF ACTUAL TO BUDGET 7.9%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL INCOME TAXES**

Note 1

MONTH	FISCAL YEAR				
	08-09	09-10	10-11	11-12	12-13
MAY	\$ 136,558	\$ 109,215	\$ 88,618	\$ 83,421	\$ 107,307
JUNE	72,998	58,315	47,252	50,979	56,417
JULY	80,810	63,492	66,409	66,040	72,448
AUG	47,120	43,220	43,538	45,433	45,462
SEPT	45,302	41,268	44,649	43,732	
OCT	80,573	63,593	64,893	69,459	
NOV	50,322	47,913	48,838	44,235	
DEC	39,197	37,663	54,012	41,649	
JAN	66,189	66,203	61,577	61,880	
FEB	83,223	70,164	76,096	71,344	
MARCH	45,104	43,415	37,954	47,598	
APRIL	69,633	67,732	65,293	73,904	
TOTAL	\$ 817,028	\$ 712,193	\$ 699,127	\$ 699,674	\$ 281,634
MTH AVG	\$ 68,086	\$ 59,349	\$ 58,261	\$ 58,306	\$ 70,409
BUDGET	\$ 827,200	\$ 791,786	\$ 686,000	\$ 686,000	\$ 646,306

Boxed Numbers - Village has not yet received distribution

Note 1 Village's population decreased from 8,967 to 8,540 beginning June 2011

YEAR TO DATE LAST YEAR: \$ 245,872
 YEAR TO DATE THIS YEAR: \$ 281,634
 DIFFERENCE: \$ 35,762

PERCENTAGE CHANGE: 14.54%

BUDGETED REVENUE: \$ 646,306
 PERCENTAGE OF YEAR COMPLETED : 33.33%
 PERCENTAGE OF REVENUE TO DATE : 43.58%
 PROJECTION OF ANNUAL REVENUE : \$ 801,441
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 155,135
 EST. PERCENT DIFF ACTUAL TO BUDGET 24.0%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL UTILITY TAXES**

**Telecommunications Tax - 6%
Nicor & Com-Ed - 5%**

MONTH	FISCAL YEAR				
	08-09	09-10	10-11	11-12	12-13
MAY	\$ 122,356	\$ 126,617	\$ 118,228	\$ 103,407	\$ 93,102
JUNE	108,238	79,181	93,026	90,897	117,206
JULY	97,834	110,478	90,884	91,865	87,823
AUG	100,065	89,919	109,099	96,906	102,450
SEPT	123,794	95,178	107,010	105,187	
OCT	114,254	91,793	100,333	87,792	
NOV	32,396	89,181	78,547	88,869	
DEC	154,628	84,202	86,799	85,543	
JAN	112,402	101,205	97,316	99,304	
FEB	139,420	112,119	115,615	102,349	
MARCH	115,788	121,849	99,953	99,574	
APRIL	95,881	91,022	115,470	94,549	
TOTAL	\$ 1,317,058	\$ 1,192,747	\$ 1,212,279	\$ 1,146,243	\$ 400,581
MTH AVG	\$ 109,755	\$ 99,396	\$ 101,023	\$ 95,520	\$ 100,145
BUDGET	\$ 1,247,500	\$ 1,337,500	\$ 1,150,000	\$ 1,197,000	\$ 1,163,633

YEAR TO DATE LAST YEAR: \$ 383,076
YEAR TO DATE THIS YEAR: \$ 400,581
DIFFERENCE: \$ 17,505

PERCENTAGE CHANGE:

4.57%

BUDGETED REVENUE: \$ 1,163,633
PERCENTAGE OF YEAR COMPLETED : 33.33%
PERCENTAGE OF REVENUE TO DATE : 34.43%
PROJECTION OF ANNUAL REVENUE : \$ 1,198,622
EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 34,989
EST. PERCENT DIFF ACTUAL TO BUDGET 3.0%

VILLAGE OF WILLOWBROOK
SIMPLIFIED TELECOMMUNICATION TAX
CASH BASIS

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
MAY	\$ 45,110	\$ 49,570	\$ 41,821	\$ 53,612	\$ 52,377	\$ 44,972	\$ 45,168	\$ 42,198
JUNE	57,434	43,820	50,750	51,957	48,525	47,223	44,146	68,291
JULY	52,714	39,863	54,808	45,389	57,126	45,025	47,817	43,194
AUG	51,970	46,611	51,079	52,629	43,809	46,506	45,385	42,446
SEPT	52,590	46,531	47,442	54,696	47,730	46,612	44,870	
OCT	49,157	50,685	51,648	55,679	53,788	47,373	45,249	
OCT				9,718 Laq.				
NOV	49,695	38,789	37,828	50,367	49,640	37,447	45,682	
DEC	55,024	52,209	55,182	48,286	43,911	46,354	43,687	
JAN	49,015	42,500	40,999	50,887	47,537	45,007	46,094	
FEB	48,277	46,904	52,013	54,513	39,757	45,269	44,813	
MAR	40,626	43,655	80,497	47,629	50,611	36,213	40,246	
APR	40,626	56,485	46,258	56,542	56,969	53,210	43,417	
TOTAL:	\$ 592,239	\$ 557,623	\$ 610,325	\$ 631,904	\$ 591,780	\$ 541,210	\$ 536,574	\$ 196,129

YTD PRIOR YEAR	\$ 182,516
YTD CURRENT YEAR	\$ 196,129
DIFFERENCE	\$ 13,612
PERCENTAGE CHANGE	7.5%

VILLAGE OF WILLOWBROOK
UTILITY TAX
NORTHERN ILLINOIS GAS
CASH BASIS

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
MAY	\$ 19,304	\$ 20,587	\$ 22,735	\$ 29,751	\$ 17,366	\$ 18,437	\$ 19,268	\$ 11,020
JUNE	11,951	10,813	14,685	21,020	11,184	10,627	13,321	7,277
JULY	7,140	5,965	7,851	14,857	7,056	7,075	8,716	5,609
AUG	5,314	5,125	6,184	10,068	6,943	6,842	6,871	5,318
SEPT	5,701	4,915	5,310	8,470	6,089	6,016	5,190	
OCT	5,889	4,639	5,496	7,816	5,384	6,237	5,141	
NOV	8,423	7,218	7,600	9,111	7,168	6,763	6,975	
DEC	14,205	10,396	10,447	13,377	9,653	8,859	10,035	
JAN	27,373	15,850	18,243	22,887	15,511	16,170	15,217	
FEB	39,054	21,115	27,469	32,441	26,774	24,393	20,479	
MAR	36,422	28,078	36,398	32,452	31,709	26,521	20,614	
APR	<u>29,395</u>	<u>30,298</u>	<u>38,429</u>	<u>24,545</u>	<u>26,718</u>	<u>24,038</u>	<u>15,881</u>	
TOTAL:	\$ 210,171	\$ 165,001	\$ 200,847	\$ 226,794	\$ 171,556	\$ 161,977	\$ 147,709	\$ 29,224

YTD PRIOR YEAR	\$ 48,177
YTD CURRENT YEAR	\$ 29,224
DIFFERENCE	\$ (18,953)
PERCENTAGE CHANGE	-39.3%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
PLACES OF EATING TAXES**

MONTH	Fiscal Year				
	08-09	09-10	10-11	11-12	12-13
MAY	\$ 30,594	\$ 29,944	\$ 32,607	\$ 34,339	\$ 37,421
JUNE	34,157	33,653	34,583	36,544	37,754
JULY	34,835	33,203	38,304	38,639	41,944
AUG	33,466	29,099	35,728	37,829	38,115
SEPT	33,677	33,001	33,184	39,218	
OCT	31,402	30,393	33,204	36,492	
NOV	29,490	28,801	33,296	38,018	
DEC	34,843	33,252	35,058	34,652	
JAN	30,400	31,980	38,456	39,065	
FEB	25,755	29,015	32,964	32,687	
MARCH	25,521	29,353	32,029	34,986	
APRIL	32,638	35,520	35,620	38,362	
TOTAL	\$ 376,777	\$ 377,215	\$ 415,036	\$ 440,831	\$ 155,234
MTH AVG	\$ 31,398	\$ 31,435	\$ 34,586	\$ 36,736	\$ 38,809
<i>BUDGET</i>	<i>\$ 455,900</i>	<i>\$ 380,000</i>	<i>\$ 404,500</i>	<i>\$ 429,500</i>	<i>\$ 450,581</i>

YEAR TO DATE LAST YEAR: \$ 147,351
 YEAR TO DATE THIS YEAR: \$ 155,234
 DIFFERENCE: \$ 7,883

PERCENTAGE OF INCREASE:

5.35%

BUDGETED REVENUE: \$ 450,581
 PERCENTAGE OF YEAR COMPLETED : 33.33%
 PERCENTAGE OF REVENUE TO DATE : 34.45%
 PROJECTION OF ANNUAL REVENUE : \$ 464,416
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$ 13,835
 EST. PERCENT DIFF ACTUAL TO BUDGET 3.1%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
FINES**

MONTH DIST	FISCAL YEAR				
	08-09	09-10	10-11	11-12	12-13
MAY	\$ 18,490	\$ 14,846	\$ 19,578	\$ 20,475	\$ 12,129
JUNE	25,506	14,647	16,689	16,315	16,141
JULY	20,044	16,868	19,660	8,068	11,302
AUG	13,194	20,157	14,809	15,404	5,335
SEPT	24,717	14,024	14,196	7,275	
OCT	16,446	15,004	16,237	17,071	
NOV	14,484	13,858	14,719	13,517	
DEC	12,977	20,463	11,482	12,229	
JAN	14,742	13,669	21,297	12,321	
FEB	22,841	8,980	10,232	11,103	
MARCH	17,651	26,922	13,255	16,448	
APRIL	13,946	16,869	16,761	15,010	
TOTAL	\$ 215,037	\$ 196,308	\$ 188,916	\$ 165,235	\$ 44,907
MTH AVG	\$ 17,920	\$ 16,359	\$ 15,743	\$ 13,770	\$ 11,227
BUDGET	\$ 190,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 160,000

YEAR TO DATE LAST YEAR : \$ 60,261
 YEAR TO DATE THIS YEAR : \$ 44,907
 DIFFERENCE : \$ (15,354)

PERCENTAGE CHANGE

-25.48%

BUDGETED REVENUE: \$ 160,000
 PERCENTAGE OF YEAR COMPLETED : 33.33%
 PERCENTAGE OF REVENUE TO DATE : 28.07%
 PROJECTION OF ANNUAL REVENUE : \$ 123,134
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$ (36,866)
 EST. PERCENT DIFF ACTUAL TO BUDGET -23.04%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
RED LIGHT FINES**

MONTH DIST	FISCAL YEAR			
	09-10	10-11	11-12	12-13
MAY		\$ 51,750	\$ 19,700	\$ 49,631
JUNE		80,350	39,300	54,120
JULY		67,733	39,925	56,500
AUG		78,955	61,985	39,325
SEPT	\$ 300	53,880	68,241	
OCT	46,720	42,786	83,294	
NOV	39,000	45,760	88,200	
DEC	29,900	65,285	39,855	
JAN	30,425	57,064	34,805	
FEB	19,550	27,980	34,577	
MARCH	29,850	26,810	19,223	
APRIL	32,550	19,005	29,058	
TOTAL	\$ 228,295	\$ 617,358	\$ 558,163	\$ 199,576
MTH AVG	\$ 28,537	\$ 51,447	\$ 46,514	\$ 49,894
BUDGET		\$ 484,400	\$ 511,000	\$ 540,000

YEAR TO DATE LAST YEAR : \$ 160,910
 YEAR TO DATE THIS YEAR : \$ 199,576
 DIFFERENCE : \$ 38,666

PERCENTAGE CHANGE: 24.03%

BUDGETED REVENUE: \$ 540,000
 PERCENTAGE OF YEAR COMPLETED : 33.33%
 PERCENTAGE OF REVENUE TO DATE : 36.96%
 PROJECTION OF ANNUAL REVENUE : \$692,287
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$152,287
 EST. PERCENT DIFF ACTUAL TO BUDGET 28.2%

VILLAGE OF WILLOWBROOK FINANCIAL REPORT BUILDING PERMITS

MONTH	08-09	09-10	10-11	11-12	12-13
MAY	\$ 8,902	\$ 6,747	\$ 35,989	\$ 5,770	\$ 33,084
JUNE	24,081	5,795	8,399	6,527	30,569
JULY	48,954	7,103	19,396	8,640	11,472
AUG	12,833	9,710	17,824	9,921	8,842
SEPT	12,149	7,255	47,342	17,688	
OCT	5,942	30,335	16,986	6,235	
NOV	14,481	3,976	3,277	27,435	
DEC	4,384	32,902	6,864	31,298	
JAN	6,957	23,015	12,160	6,734	
FEB	1,284	3,766	13,567	7,062	
MARCH	380	18,445	10,207	31,730	
APRIL	1,565	18,870	28,150	18,959	
TOTAL	\$ 141,912	\$ 167,920	\$ 220,161	\$ 177,999	\$ 83,967
MTH AVG	\$ 11,826	\$ 13,993	\$ 18,347	\$ 14,833	\$ 20,992
BUDGET	\$ 375,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 110,000

YEAR TO DATE LAST YEAR: \$ 30,858
YEAR TO DATE THIS YEAR: \$ 83,967
DIFFERENCE: \$ 53,109

PERCENTAGE OF CHANGE:

172.11%

BUDGETED REVENUE: \$ 110,000
PERCENTAGE OF YEAR COMPLETED : 33%
PERCENTAGE OF REVENUE TO DATE : 76%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
WATER SALES REVENUE**

MONTH			Note 1		Note 2	
	08-09	09-10	10-11	11-12	12-13	
MAY	\$ 132,976	\$ 119,740	\$ 116,873	\$ 148,758	\$ 156,504	
JUNE	154,198	148,867	164,898	170,028	205,606	
JULY	110,827	105,374	128,685	145,972	178,786	
AUG	169,951	153,176	183,532	183,885	309,555	
SEPT	187,916	173,672	209,281	202,519		
OCT	122,200	116,842	141,587	134,151		
NOV	157,092	146,601	181,635	167,590		
DEC	149,509	144,694	176,935	171,271		
JAN	103,885	95,371	117,392	118,494		
FEB	122,073	116,663	143,020	143,906		
MARCH	143,768	130,119	162,372	163,023		
APRIL	101,799	101,335	113,064	136,026		
TOTAL	\$ 1,656,192	\$ 1,552,453	\$ 1,839,273	\$ 1,885,623	\$ 850,451	
MTH AVG	\$ 138,016	\$ 129,371	\$ 153,273	\$ 157,135	\$ 212,613	
<i>BUDGET</i>	<i>\$ 1,800,000</i>	<i>\$ 1,800,000</i>	<i>\$ 1,931,868</i>	<i>\$ 1,831,500</i>	<i>\$ 2,318,242</i>	

Note 1- 20% rate increase effective 5/1/10

Note 1- 20% rate increase effective 3/1/12

YEAR TO DATE LAST YEAR:	\$ 648,643
YEAR TO DATE THIS YEAR:	\$ 850,451
DIFFERENCE:	\$ 201,808

PERCENTAGE OF INCREASE:

31.11%

BUDGETED REVENUE:	\$ 2,318,242
PERCENTAGE OF YEAR COMPLETED :	33.33%
PERCENTAGE OF REVENUE TO DATE :	36.69%
PROJECTION OF ANNUAL REVENUE :	\$ 2,411,513
EST. DOLLAR DIFF ACTUAL TO BUDGET	\$ 93,271
EST. PERCENT DIFF ACTUAL TO BUDGET	4.02%

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MUNICIPAL HOTEL/MOTEL TAXES**

MONTH	Note 1			Note 2, 3		Note 4
	08-09	09-10	10-11	11-12	12-13	
MAY	\$ 7,589	\$ 5,657	\$ 6,553	\$ 4,355	\$ 4,516	
JUNE	8,425	5,533	4,907	4,226	4,918	
JULY	9,137	6,650	6,872	6,196	8,271	
AUG	8,988	6,046	5,173	10,959	4,947	
SEPT	8,153	6,432	3,526	4,664		
OCT	8,114	6,155	10,625	6,463		
NOV	7,246	6,038	3,986	9,154		
DEC	5,616	4,566	2,325	5,428		
JAN	4,483	3,728	8,182	2,267		
FEB	1,898	3,269	1,755	1,945		
MARCH	2,160	3,056	5,505	4,123		
APRIL	1,582	2,170	2,262	8,077		
TOTAL	\$ 73,392	\$ 59,299	\$ 61,671	\$ 67,857	\$ 22,652	
MTH AVG	\$ 6,116	\$ 4,942	\$ 5,139	\$ 5,655	\$ 5,663	
BUDGET	\$ 92,000	\$ 80,000	\$ 72,000	\$ 61,000	\$ 62,220	

Note 1 - Village received 3 months Holiday Inn Tax (Jan-March) in August 2010.

Note 2 - The Holiday Inn paid their June & July tax in August 2011.

Note 3 - The Holiday Inn made payments for Jan, Feb & March 2012 during April 2012

Note 4 - The Holiday Inn made payments for May & June 2012 during July 2012

YEAR TO DATE LAST YEAR: \$ 25,736
 YEAR TO DATE THIS YEAR: \$ 22,652
 DIFFERENCE: \$ (3,084)

PERCENTAGE CHANGE: **-11.98%**

BUDGETED REVENUE: \$ 62,220
 PERCENTAGE OF YEAR COMPLETED : 33.33%
 PERCENTAGE OF REVENUE TO DATE : 36.41%
 PROJECTION OF ANNUAL REVENUE : \$ 59,726
 EST. DOLLAR DIFF ACTUAL TO BUDGET \$ (2,494)
 EST. PERCENT DIFF ACTUAL TO BUDGET **-4.0%**

**VILLAGE OF WILLOWBROOK
FINANCIAL REPORT
MOTOR FUEL TAX**

Note 1

Note 2

MONTH DIST	FISCAL YEAR				
	08-09	09-10	10-11	11-12	12-13
MAY	\$ 20,073	\$ 17,906	\$ 19,451	\$ 18,507	\$ 16,579
JUNE	23,369	24,456	18,819	18,156	18,468
JULY	17,743	13,011	17,787	16,894	15,557
AUG	19,654	21,587	19,278	57,601	18,180
SEPT	17,930	18,137	18,752	18,325	
OCT	16,431	14,867	21,587	16,417	
NOV	22,339	15,108	54,756	18,240	
DEC	15,241	24,523	26,793	19,269	
JAN	21,779	18,456	21,584	17,963	
FEB	21,469	21,440	20,892	17,273	
MARCH	20,913	16,884	16,823	17,604	
APRIL	19,224	18,391	19,105	17,123	
TOTAL	\$ 236,163	\$ 224,766	\$ 275,626	\$ 253,372	\$ 68,784
MTH AVG	\$ 19,680	\$ 18,731	\$ 22,969	\$ 21,114	\$ 17,196
BUDGET	\$ 259,150	\$ 240,316	\$ 214,800	\$ 226,865	\$ 222,328

Note 1, 2 - Special distribution of \$38,941, half of IL Capital Bill (non-recurring)

YEAR TO DATE LAST YEAR : \$ 111,158
 YEAR TO DATE THIS YEAR : \$ 68,784
 DIFFERENCE : \$ (42,374)

PERCENTAGE OF CHANGE: **-38.12%**

BUDGETED REVENUE: \$ 222,328

PERCENTAGE OF YEAR COMPLETED : 33.33%

PERCENTAGE OF REVENUE TO DATE : 30.94%

PROJECTION OF ANNUAL REVENUE : \$ 156,785

EST. DOLLAR DIFF ACTUAL TO BUDGET \$ (65,543)

EST. PERCENT DIFF ACTUAL TO BUDGET **-29.5%**

MEMO TO: Tim Halik, Village Administrator
MEMO FROM: Garrett Hummel, Management Analyst
DATE: 8/15/2012
SUBJECT: Server/Computer Replacement Project Summary



The following is a summary of the IT replacement project completed this summer. The IT replacement project consisted of two main items: replacing 3 of the Village's servers and replacing the Village's workstation computers.

During the budget workshop, the Board approved funding for the purchase of 3 servers (Village File Server, Email Server, and Police Department Server). The purchase of the 3 servers was approved at the 5/14/12 Board Meeting. The decision was made to purchase the servers from the Village's IT consultant PCS, International in the amount of \$24,083.38. This amount was \$1,683.38 over budget.

Following the server install, PCS replaced the Village Hall and Police Department workstation computers. In total, 26 new computers were installed by PCS (down from 29 computers during the 2007 computer lease). The 3 year computer lease for the new PCs was approved at the 5/14/12 Board Meeting in the amount of \$25,811.31. This amount was \$2,788.69 under budget over the course of the lease or \$929.56 under budget per year.

The servers were installed during the second and third week of June. The labor for the server installs was based on a flat rate proposal from PCS. The cost came in at \$7,250.00 which matched the budgeted amount for server labor. The computers were configured and installed during the third and fourth weeks of June. The labor for the workstation installs was based on combination of hourly labor and flat rate pricing. The flat rate pricing included the configuring of each workstation and the transferring of files. The hourly labor included computer application and program installs (i.e. financial software, water software, various Police Department programs, etc.) as well as any debugging necessary. The labor costs for the server/computer installs originally came in at \$26,291.95. After a dispute process in which the Village challenged several of the hourly labor charges listed on the PCS invoices, PCS agreed to credit the Village \$2,151.50. Including these credits, the final labor bill came to \$24,140.45 which was \$2,135.45 over the budgeted amount of \$22,005.00.

The final item included in the overall project cost was the software costs. The Village budgeted \$400 per computer workstation or \$10,400.00 for new software. Fortunately, many of the Village's software programs and applications were compatible with the operating system on the new machines. Because of this the software costs for the project currently are at \$4,106.00. This amount is \$6,294.00 under the budgeted amount.

The tables below show the breakdown in costs for the project as well as all of the invoices received to date.

Cost Breakdown

	Actual	Budgeted	Over/Under Budget
Equipment	\$ 32,735.52	\$ 31,933.33	\$ 802.19
Labor	\$ 24,140.45	\$ 22,005.00	\$ 2,135.45
Software	\$ 4,106.00	\$ 10,400.00	\$ (6,294.00)
Total	\$ 60,981.97	\$ 64,338.33	\$ (3,356.36)

Invoice Table:

Invoice Description	Date	Amount	Type of Expense
Flat Rate Labor for Village Server Build	5/29/2012	\$ 2,250.00	Labor
Flat Rate Labor for PD Server Build	5/29/2012	\$ 2,250.00	Labor
Flat Rate Labor for Exchange Server Build	5/29/2012	\$ 2,750.00	Labor
Total	5/29/2012	\$ 7,250.00	Labor
Annual Payment to American Financial Services for PCs	5/30/2012	\$ 8,603.77	Equipment (PCs)
Village File Server	5/29/2012	\$ 7,958.12	Equipment (Server)
Police Department File Server	5/29/2012	\$ 7,535.07	Equipment (Server)
Exchange (Email) Server	5/29/2012	\$ 8,589.87	Equipment (Server)
Metro Tank & Pump. PetroVend Software Upgrade	6/21/2012	\$ 475.00	Software
Decision Systems. Revise the backup & restore processes for Windows 7	6/26/2012	\$ 341.25	Labor
Publisher, Access & Acrobat X Software	6/29/2012	\$ 3,631.00	Software
Printer Cables for Parallel Desktop Printers	6/26/2012	\$ 48.69	Equipment (PCs)
Labor to configure & Install 26 workstations. (\$300 per PC)	6/22/2012	\$ 7,800.00	Labor
PCS Labor for 6/17/12 - 6/23/12	6/29/2012	\$ 3,412.70	Labor
PCS Labor for 6/24/12 - 6/30/12	6/30/2012	\$ 7,488.00	Labor
MidCo Voicemail Issue	7/11/2012	\$ 280.00	Labor
Credit for Invoice 128672	7/31/2012	\$ 1,505.00	Labor
Credit for Invoice 128643	7/31/2012	\$ 646.50	Labor