

# Memorandum

**To:** NMWRD Board of Trustees  
**From:** Mohammed M. Haque, District Manager  
**Date:** March 9, 2018  
**Re:** 2018/19 FY Budget Proposal

---

## **Purpose:**

Transmitted herein is the Fiscal 2018/19 budget proposal for the Northern Moraine Wastewater Reclamation District. Included are proposals for the General Fund, Audit Fund, Sewer O&M Fund, Capital Improvement Replacement Fund, Plant Expansion Fund, Construction Fund and the Alternate Revenue Fund. The Adopted budget will act as our guidance document for the next fiscal period and all funding proposed will achieve clear-cut goals and objectives. While the operating budget provides guidance for the fiscal period, the adoption of the District's annual Appropriations Ordinance sets the upper limits for spending within all funds. Careful consideration of each funding proposal has insured that projects further advance the District in meeting its major strategic plan goal of continuing to provide a sustainable utility.

## **Budget Schedule:**

Staff has worked diligently to provide a comprehensive budget proposal in advance of the needed date for adoption. An initial presentation will be made by the District Manager at the March 14, 2018 Board meeting that will cover the budget highlights, explain any major fluctuations in the prior year's spending plan and major increases or decreases in funding requests for the next fiscal period. Beginning on March 10, 2018 the proposed budget has been placed on public display to insure that the required thirty-day review period is provided prior to final board action at the April 10, 2018 regular board meeting. A public notice of the availability of the proposed pending public hearing has been sent for publication. Board members are encouraged to provide input on expanding or contracting programs, spending priorities and discuss any concerns. Board members are encouraged to contact the District Manager with questions on the budget proposal following the March 14, 2018 meeting.

At the April 10, 2018 Board Meeting, Trustees will have a final opportunity to recommend adjustments to the budget, following which a public hearing will be conducted on the proposed budget. Upon closure of the public hearing, the budget may be formally adopted by a majority vote of the Board. We believe that this schedule provides many opportunities for input, questions and answers while assuring that the District will begin the next fiscal period with an adopted budget. A formal Appropriations Ordinance will be presented for approval by the Board at a future meeting during the first quarter of the fiscal period, pursuant to State Statute.

## **Budget Proposal Format:**

The 2018/19 Budget proposal has been developed using data and reports generated in QuickBooks, and care has been taken to assure that all functional items are easily related to the approved budget for past fiscal periods and allows for an accurate, direct comparison to our immediate past income and expense in each fund.

In keeping with the budgeting philosophy developed in 2012-13, capital expenses previously shown as operating expenses for the sewer operation and maintenance funds have been shifted to capital expense line items to better identify those expenditures as offsets for depreciation and for proper capitalization. The format of the budget proposal is intended to be fully informative, yet concise, allowing board members to make well-informed decisions based on historical operational experiences, expected trends and well justified, goal oriented programs.

While the budget proposal document acts as a spending guide for the coming fiscal year, it does not replace the fiscal reports generated by the District from the District's accounting software, in preparing the monthly Treasurer's report. These reports are reviewed by a CPA monthly prior to approval by the Board and all District financial activities are audited annually.

## **Fiscal Outlook:**

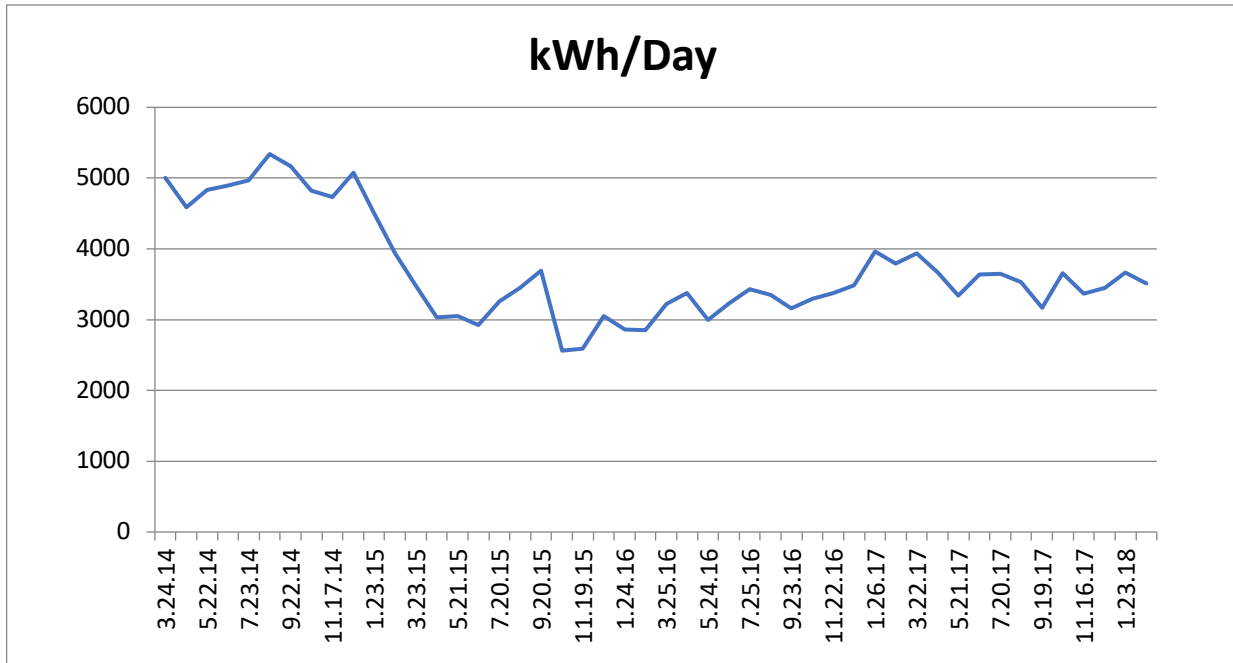
The current state of the economy seems to be improving over last year at this time, but there is great uncertainty regarding the outcomes of national political and financial efforts combined with the continued poor outlook for the state. Unemployment remains very low which is promising, but the outpouring of people from the state of Illinois is alarming and of great concern, especially for our region because of it's close proximity to Wisconsin. With the Foxconn project slated for Wisconsin and continued high property tax and increased state income taxes, we can foresee continued exodus from Illinois. The remaining population of Illinois will have to bear a greater portion of the tax levies that are assessed each year, which may lead to a cyclical issue that will be difficult to solve for the state without some bold initiatives and steps to attract more businesses and residents.

Some of the major national actions, will likely have significant effects on the District. It is anticipated that new tariffs on aluminum and steel imports will increase the cost of many materials and supplies, including many components we use. The tax holiday on foreign investments will likely increase the inflow of cash into the country and should increase national investments in businesses, infrastructure, etc. However, it also has the potential to greatly increase inflation, which will in turn effect the cost of debt financing.

Many legislators are seeking to further restrict units of local government from finding new funding sources or take advantage of lawful property tax increases. Consolidation of units of local government remains a popular theme in Springfield and in Lake and McHenry Counties, with special purpose districts as prime targets. Several initiatives are underway to cut down on the reported 7,000 units of government within the state. The District can take pride in the fact that it is currently providing services on a regional consolidated basis, thereby reducing the burden for providing wastewater services within the three villages served and in the continuing trend of vastly lowering the property tax burden on residents.

The District should continue to promote our sound practices and market our service to improving health, safety and our water environment. There is a great need in our sector for marketing of our work and the importance of it on the overall health and economic benefit to the communities and customers we serve.

Electrical costs bottomed out in 2015 but the NIMEC auction for electric power on March 2, 2018 yielded excellent results with the District locking in rates for our lift stations for 2 years at a 23% reduction of our current energy cost.



The result of the recent bid for commodities and services including fuel delivery and was slightly higher than past costs. The generator maintenance bid produced a lower cost of \$7,000 over the span of the contract, which more than offset the increased cost for fuel. The savings will help offset anticipated increases in other operating costs.

Prior to adopting the five-year rate increase model with rates scheduled to increase by seven percent per year, the District had undertaken aggressive measures to reduce and control its payroll burden through a workforce reduction of over 32%, from eleven employees in January of 2011 to seven and one-half in September of 2012. That savings has been reflected in payroll and health insurance costs as well as required contributions such as Medicare and Social Security over the past several fiscal periods. The District's recent enrollment in IMRF, while increasing our benefit costs, has allowed us to attract and retain high performing staff members and become an employer of choice within the wastewater field, both of which were District's Strategic Internal Relationship goals.

The completion of major plant rehabilitation projects in FY 14-15 are reflected with an overall reduction of expenses in the Sewer O&M fund, allowing for the accumulation of revenue for future capital equipment replacement needs. The proposed FY 17-18 budget continues to reflect increased revenues, providing funding to replace or renew critical infrastructure as equipment reaches the end of its service life. More importantly, the growth in revenue has provided for servicing debt from the revenues of the Sewer O&M fund, freeing bond revenues for intended uses. Savings realized in the area of consulting engineering and legal fees continued to be realized during the FY 17-18 period and are sustained in the proposed FY 18-19 budget. When development increases, there will be greater need for these services.

Revenue received for connection fees, permit and inspection fees during the current fiscal period continue to lag from prior fiscal periods. With the progress on the Woodman's commercial development, we should see increased connection fee revenues for that development. As illustrated in the 2014 Facility Plan, growth will continue to be relatively flat for the foreseeable future, with no need for capacity-based facility improvements in the next twenty or more years. The final year of the five-year revenue growth plan will become effective with the June 2018 billing and increased revenues are reflected in the budget proposal. The trend of decreasing revenue percentages from penalties continues with fewer customers paying their bills late, likely a result of the economic growth we have experienced in the past year. The ongoing effort to reduce the delinquency rate for sewer users not on public water supplies continues and the District may look at more aggressive delinquent collection scenarios in the near future.

The District's reduction of operating costs has resulted in a significant reduction in our tax rate beginning in 2012 and that downward trend will continue based on the FY 18-19 Budget proposal. The District's property tax levy in 2011 was \$396,000 and the expected 2018 levy based on the budget proposal will fall to below \$130,000. Few other taxing districts are able to reduce their levy and many are being criticized for increasing levies. It is the goal of District Staff to eliminate the tax levy within the next 5-10 years through sustained reductions over that time period.

The District's fiscal outlook remains strong and with the continued use of best management practices will remain stable for the foreseeable future, meeting the critical strategic goal of operating a sustainable utility.

### **2017-18 Review of Budget Goals and Objectives**

Following is a review of the 2017-18 budget goals and the status of achieving those goals and objectives.

1. Funding is proposed in the General Fund and Sewer O&M capital accounts for the replacement of aging computers and printers, and updated software as needed to support business and engineering functions. Scheduled replacement of IT equipment is staggered so that one to two computers are replaced per year, rather than requiring the replacement of a large number of units every five to six years.

*Status: This goal is being achieved with some computers replaced and the balance scheduled to be replaced.*

2. Funds are proposed in the Sewer O&M Administration division for a new fireproof safe for storage of sensitive materials, as well as two additional file cabinets, needed to keep pace with expanding storage needs.

*Status: This has been completed.*

3. Proposed in the Sewer O&M Administration division are funds for reconfiguring the office parking lot for angle parking and adding two additional parking spots, as well as a full size flagpole. With the installation of a new well, the lot can be reconfigured for angled parking, easing access for visitors.

*Status: This has been completed.*

4. Major funding is proposed in the Sewer O&M Collection division for the relocation of two force mains at River and Dowel Road as needed for McHenry County's traffic roundabout at that intersection. This long stalled project is expected to proceed during the fiscal period with the County now in condemnation, quick take proceedings for the final parcel needed for the project.

*Status: Bidding for this project will be completed on March 23 and it is expected that the project will proceed shortly thereafter.*

5. Included in the Sewer O&M Collection division funding proposal are the following projects:

- a. 2017 Lift Station Rehab project, including rehabilitation of Lift Station #6 in Lakemoor along with adding a stand-by generator, rehabilitation of the pumping control system at Lift Station #7 in Lakemoor, installation of fall protection grates at five lift stations, adding a generator at the Rolling Oaks Lift Station and repairs to settling control panels at two other stations.

*Status: This project is nearing completion.*

- b. Replacement of one portable generator.

*Status: This project was delayed in light of the emergency work that had to be completed for the Aerator bearing replacements.*

- c. Modifications to the Vactor adding auto-wind system to the hose reel.

*Status: This has been completed.*

- d. Hose ramps and pumping equipment to facilitate emergency pumping.

*Status: This is pending completion.*

- e. Initial phases of a system wide Supervisory Control and Data Acquisition System (SCADA), to provide remote monitoring and control of the first three of twenty-two lift stations.

*Status: This has been completed and we are in the process of making significant more SCADA additions.*

6. Included in the Sewer O&M Treatment division are funds to complete the construction of a chemical feed system for the removal of phosphorus, per the District's NPDES Permit compliance schedule. Along with the chemical feed system, funds are proposed to modify the District's loader to allow for the quick change of the loader bucket to lifting forks needed to shuttle totes of phosphorus removal chemicals

*Status: This has been completed.*

7. Also included in the Sewer O&M Treatment Division are fund proposals for the following projects:

- a. Recoat the fiberglass aerator covers on the oxidation ditch.

*Status: This has been completed.*

- b. Install digester level meters.

*Status: This has been completed.*

- c. Replacement effluent sampler.

*Status: This has been completed.*

- d. Replace one PC.

*Status: This is pending completion.*

- e. Initial SCADA equipment to provide remote supervisory control and data acquisition for critical treatment plant processes.

*Status: This has been completed.*

8. Major funding is proposed in the Capital Improvement Fund to employ 2010 GO Bond revenues for financing the sewer extension to the proposed Woodman's site in Lakemoor. As part of a pending intergovernmental agreement, (IGA), the Village would repay the proportional share of debt service for this project.

*Status: This project is currently being completed and will likely finish during the next Fiscal Year.*

## **FY 18-9 Budget Proposal Major Goals and Objectives**

Major funding proposals are highlighted below and include new initiatives as well as continuing funding to achieve on-going goals as identified above. Many of the funding proposals support the District's effort to replace and renew equipment in a timely manner as that equipment reaches the end of its service life. These proposals are prioritized based on criticality, balancing the likelihood and consequence of a failure of critical assets used for the

collection, conveyance and treatment of wastewater. Funding proposals are reflective of new staff implementing best management practices that they have experienced in other organizations, including greater access and use of technology for better and more robust data, process control and efficiencies. Each funding request is tied to a specific goal with an intended, measurable outcome and supported by justification of the need, prioritization and how they relate to the business plan.

1. Funding is proposed in the General Fund and Sewer O&M capital accounts for the continued replacement of aging computers, printers and purchase of tablets and updated software as needed to support business and to enhance our maintenance management functions to reduce duplicated entries and redundancies.
2. Funds are proposed in the General Fund to replace the District's outdated VOIP server and to transition to a service that is not subject to the high cost of sole service providers.
3. Funds are proposed in the Sewer O&M Administration division for performing an updated user rate study to ensure that the District can continue to remain a sustainable utility in the future.
4. Funds are provided in the Sewer O&M Administration division to replace the gates at the office to sliding gates that are less problematic than the ones we currently have.
5. Proposed in the Sewer O&M Administration and Treatment divisions are funds for replacing flooring in high traffic areas at the office.
6. Major funding is proposed in the Capital Improvement Fund for the relocation of two force mains at River and Dowel Road as needed for McHenry County's traffic roundabout at that intersection. This long stalled project is expected to proceed during the fiscal period with the County opening bids on March 23, 2018.
7. Included in the Sewer O&M Collection division funding proposal are the following projects:
  - a. 2018 Lift Station Rehab project, including rehabilitation of Waterford lift station in Island Lake and the addition of improved controls and SCADA/Telemetry at other lift stations.
  - b. Replacement of the rusted water tanks in the Vactor.
  - c. Force main inspections
  - d. Replacement of the chassis of our Crane truck to fix safety issues with the truck and it's alignment.
  - e. A new truck to provide backup while the Crane truck is being fixed and to provide our Superintendent the ability to be mobile for answering calls and field site visits.
8. Included in the Sewer O&M Treatment division are funds for the continued removal of Phosphorus with our new Cerium Chloride system.

9. Also included in the Sewer O&M Treatment Division are fund proposals for the following projects which have been developed with our Superintendent and Operations staff:
  - a. Computerized Maintenance Management System Annual subscription
  - b. GIS Software for Sewer Atlas Mapping
  - c. Floodproofing the Control Building
  - d. Automated greasing system for the aerator bearings
  - e. Replacement of the Rotomat conveyor that is at the end of it's useful life.
  - f. Various Automation that is needed of routine plant processes to ensure proper process control and drive efficiencies.
  - g. A better sludge conveyance system in lieu of purchasing a large dump truck.
  - h. Remodeling of the control building to make it more usable
  - i. Improvements to the Lab
  - j. Sludge storage bed improvements to prevent issues we currently have with storing and removing sludge.
  - k. A concrete slab in the storage building adjacent to the office to provide an inexpensive area for additional storage of pumps and equipment.
  - l. Continued work with SCADA/Telemetry to provide remote supervisory control and data acquisition for critical treatment plant processes.
10. Major funding is proposed in the Capital Improvement Fund to employ 2010 GO Bond revenues for the sewer extension to the Woodman's site in Lakemoor, As part of a pending intergovernmental agreement, (IGA), the Village would repay the proportional share of debt service for this project.

### **Major Changes in Line Item Funding**

Provide below are brief explanations of major fluctuations in line items within the 2018-19 budget proposal.

#### General Fund

Account 4010 Property Tax Income, a reduction of \$14,500 relative to estimated actual for 2017-18, or 10% based on the reduced tax levy due to staff directive to eliminate the tax levy.

Account 5320 General Insurance, a increase of \$5,234 due to anticipated higher cost for flood insurance as seen in past insurance proposals.

#### Sewer O&M Fund

Account 4500 Sewer Usage Fees, an increase of \$141,000 based on anticipated revenues due to the scheduled rate increase in the fiscal period. The funds



budgeted for the FY 18-19 period are based on FY 17-18 experience, and projected revenues.

Account 5000 Salaries, an increase of \$48,881 due to numerous personnel changes and in anticipation of filling the currently vacant part-time flex operations position and the District Clerk as well as an anticipated merit based wage increases of up to 5%.

Account 5030 Employee Insurance, an increase of \$27,338 based on the various personnel changes and in anticipation of a rate increase of up to 15%.

Account 5040 Training and Seminars, a reduction of \$2,550 based on past experience and right sizing training and seminars.

Account 5060 IMRF Contribution, an establishment of this account to meet the District's goals of attracting and retaining high performing staff and becoming an employer of choice.

Account 5130 Maintenance of Equipment, an increase of \$37,500 based on the need to replace and repair aging equipment

Account 5140 Maintenance – Utility System, a decrease of \$48,500 based on prior year experience in this account and reduced electrical pricing from competitively bidding this item.

Account 5240 Lab Supplies, a decrease of \$2,500 based prior year experiences in this account.

Account 5255 Chemical Expenses, an increase of \$8,000 for anticipated phosphorus removal chemical costs.

Account 5330 Telephone Expenses, an increase of \$2,347 for a shift from phone allowances to District provided devices for standardization and greater connectivity with the SCADA/Telemetry system.

Account 5410 Software Support, an increase of \$7,000 for the implementation and maintenance of Computerized Maintenance Management System and GIS.

Account 5480 Other Professional Services, a increase of \$9,650 is proposed for this line item to reflect the cost of a user rate study.

Sewer O&M Fund Overall includes anticipated revenues of \$2,624,301 based on the scheduled rate increase and proposed expenses of \$2,347,782 for an increase to the fund balance of \$276,519. The fund balance is intended to accumulate to meet the District's reserve policy and fund future capital equipment replacement and compliance expenses.

**Budget Summary:**

The proposed budget is balanced and reflective of substantial revenue growth and cost savings achieved over the past fiscal periods. The budget is reflective of the needs of the District and assures that best management practices are being applied throughout all phases of the District's operation. Through the completion of the goal-oriented, results-driven projects proposed within this budget, the District will be able to assure that highly efficient and effective services are being provided to our many customers on a highly sustainable basis.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Mohammed M. Haque", is written above a thin horizontal line.

Mohammed M. Haque  
District Manager

NMWRD Budget Worksheet, FY 2018-19 Proposed  
General Fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19	General
	General Fund May 1 Fund Balance	\$ 198,685	\$ 218,803	\$ 279,648	\$ 294,277	\$ 296,944	\$ 317,049	\$ 326,587	5.1.fund bal
Total	General Fund Income	\$ 191,867	\$ 183,508	\$ 159,489	\$ 150,080	\$ 137,541	\$ 145,999	\$ 131,399	
Total	General Fund Expenses	\$ 171,749	\$ 122,970	\$ 144,860	\$ 127,308	\$ 136,461	\$ 136,461	\$ 147,780	
General Fund Balance April 30 Fund Balance		\$ 218,803	\$ 279,341	\$ 294,277	\$ 317,049	\$ 298,024	\$ 326,587	\$ 310,206	4.30 fund bal

NMWRD Budget Worksheet, FY 2018-19 Proposed  
Audit Fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19	Audit
	Audit Fund May 1 Fund Balance	\$ 7,208	\$ 7,889	\$ 8,165	\$ 8,060	\$ 6,919	\$ 7,968	\$ 7,834	5.1. fund bal
Total	Audit Fund Income	\$ 7,031	\$ 6,776	\$ 6,645	\$ 6,908	\$ 6,625	\$ 7,416	\$ 6,675	
Total	Audit Fund Expenses	\$ 6,350	\$ 6,500	\$ 6,750	\$ 7,000	\$ 7,250	\$ 7,550	\$ 7,850	
Fund Balance		\$ 7,889	\$ 8,165	\$ 8,060	\$ 7,968	\$ 6,294	\$ 7,834	\$ 6,659	4.30 fund bal

NMWRD Budget Worksheet, FY 2018-19 Proposed  
Sewer O&M Fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19	Sewer O&M
	Sewer O&M Fund May 1 Balance	\$ 897,859	\$ 597,379	\$ 856,166	\$ 2,038,916	\$ 2,275,115	\$ 2,439,299	\$ 2,939,449	5.1 fund bal
Total	Sewer O&M Fund revenues	\$ 1,980,577	\$ 2,262,335	\$ 2,593,796	\$ 2,340,159	\$ 2,481,335	\$ 2,459,475	\$ 2,624,301	
Total	Sewer O&M Fund Expenses	\$ 1,459,098	\$ 2,003,548	\$ 1,411,046	\$ 1,939,776	\$ 2,095,506	\$ 1,959,325	\$ 2,459,782	
Total Sewer O&M Fund Balance		\$ 597,379	\$ 856,166	\$ 2,038,916	\$ 2,439,299	\$ 2,660,944	\$ 2,939,449	\$ 3,103,968	4.30 fund bal

NMWRD Budget Worksheet, FY 2018-19 Proposed  
Capital Improvement Replacement fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19	Capital Imp.
	Capital Imp. Rep. May 1 Balance	\$ 173,042	\$ 219,197	\$ 335,885	\$ 443,664	\$ 395,664	\$ 508,587	\$ 417,856	5.1 fund bal
Total	Capital Imp. Rep. Fund Income	\$ 118,154	\$ 116,688	\$ 107,779	\$ 64,923	\$ 150,000	\$ 45,444	\$ 155,846	
Total	Capital Imp. Rep. Fund Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 136,175	\$ 1,986,000	
Fund Balance		\$ 291,197	\$ 335,885	\$ 443,664	\$ 508,587	\$ 545,664	\$ 417,856	\$ (1,412,298)	4.30 fund bal

NMWRD Budget Worksheet, FY 2018-19 Proposed  
Plant Expansion Fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19	Plant Exp.
	Plant Expansion Fund May 1 Balance	\$ 3,623,198	\$ 3,613,777	\$ 3,709,274	\$ 3,757,266	\$ 3,337,278	\$ 3,757,266	\$ 3,786,628	5.1 fund bal
Total	Plant Expansion Fund Income	\$ 109,007	\$ 103,183	\$ 105,050	\$ -	\$ 135,050	\$ 29,362	\$ 120,255	
Total	Plant Expansion Fund Expenses	\$ -	\$ 7,686	\$ 57,058	\$ -	\$ 488,038	\$ -	\$ 486,538	
	Capitalized Treatment Upgrade		\$ -						
Total	Plant Expansion fund Balance	\$ 3,623,198	\$ 3,709,274	\$ 3,757,266	\$ 3,757,266	\$ 2,984,290	\$ 3,786,628	\$ 3,420,345	4.30 fund bal

NMWRD Budget Worksheet, FY 2018-19 Proposed  
Construction Fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19	Construction
	Construction Fund May 1 Balance	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	5.1 fund bal
Total	Construction Fund Income	\$ 821,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	Construction fu expense	\$ 821,959	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	Construction Fund Balance	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	\$ 44,380	4.30 fund bal

NMWRD Budget Worksheet, FY 2018-19 Proposed  
Alternate Revenue Bond Fund

Acct No.	Description	Actual 2013-14	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budget 2017-18	est Actual 2017-18	Proposed 2018-19
Total	Alternate Revenue Bond Fund Income	\$ 486,333	\$ 486,758	\$ 486,500	\$ 488,038	\$ 490,913	\$ 489,538	\$ 485,538
Total	Alternate Revenue Bond Fund Expenses	\$ 486,333	\$ 487,272	\$ 486,033	\$ 488,553	\$ 490,430	\$ 490,388	\$ 487,013

Total of all fund Balances	4.30.14	4.30.15	4.30.16	4.30.17	4.30.17	4.30.18	Total of All Funds
	\$ 4,782,845	\$ 5,233,210	\$ 6,586,562	\$ 7,074,548	\$ 6,539,596	\$ 7,522,734	\$ 5,473,260

4.30 fund bal

**Budget 2018-19 : General Fund**

**Ordinary Income/Expense**

General Fund		Actual FY 15-16	Actual FY 16-17	Budget FY 17-18	Est. Actual FY 17-18	Proposed FY 18-19	Proposed +/- vs. Current	Approved FY 18-19
<b>Income</b>								
4010 · Property Tax Income		158,021	148,364	136,341	145,085	130,576	-5,765	130,576
4090 · Replacement Tax Income		1,532	1,609	1,100	914	823	-277	823
4600 · Refund Income				0	0	0	0	0
4730 · Interest Income		-4		0	0	0	0	0
4900 · Miscellaneous Income		814	107	100	0	0	-100	0
<b>Total Income</b>		<b>160,363</b>	<b>150,080</b>	<b>137,541</b>	<b>145,999</b>	<b>131,399</b>	<b>-6,142</b>	<b>131,399</b>
<b>Expense</b>								
5000 · Salaries		12,800	13,000	13,800	12,800	13,800	0	13,800
5040 · Trainings & Seminars		149	42	850	380	850	0	850
5130 · Maintenance-Equipment		957	475	1,000	983	1,000	0	1,000
5320 · General Insurance		87,654	84,244	88,170	90,776	93,400	5,230	93,400
5330 · Telephone Expense		2,466	3,524	3,737	3,766	3,800	63	3,800
5380 · Rentals			0	100	100	100	0	100
5390 · Travel Expense		657	822	1,000	880	1,100	100	1,100
5410 · Software Support		14,885	14,066	15,886	16,273	19,680	3,794	19,680
5450 · Legal		1,706	4,339	5,000	2,463	5,000	0	5,000
5510 · Office Supplies		1,414	922	2,500	1,251	2,500	0	2,500
5530 · Website Expense		0	465	650	533	700	50	700
5540 · Printing & Publishing		1,324	809	1,000	894	1,000	0	1,000
5560 · Membership Dues		2,174	2,227	820	345	500	-320	500
5630 · Bank Service Charges		0	0	100	0	100	0	100
5710 · Miscellaneous Expense		103	169	250	237	250	0	250
<b>Total Expense</b>		<b>126,290</b>	<b>125,105</b>	<b>134,863</b>	<b>131,680</b>	<b>143,780</b>	<b>8,917</b>	<b>143,780</b>
<b>Other Expense</b>								
6010 · Office Equipment over \$500		1,157	2,203	2,500	4,781	4,000	1,500	4,000
<b>Total Other Expense</b>		<b>0</b>	<b>2,203</b>	<b>2,500</b>	<b>4,781</b>	<b>4,000</b>	<b>1,500</b>	<b>4,000</b>
<b>Grand Total Expenses</b>		<b>127,447</b>	<b>127,308</b>	<b>137,363</b>	<b>136,461</b>	<b>147,780</b>	<b>10,417</b>	<b>147,780</b>
<b>Total Income vs. Expenses</b>		<b>32,916</b>	<b>22,772</b>	<b>178</b>	<b>9,538</b>	<b>-16,381</b>	<b>-16,559</b>	<b>-16,381</b>

**Budget 2018-19 Audit Fund**

	<b>Actual</b> FY 15-16	<b>Actual</b> FY 16-17	<b>Budget</b> FY 17-18	<b>Est Actual</b> FY 17-18	<b>Proposed</b> FY 18-19	<b>Proposed +/-</b> vs. Current	<b>Approved</b> FY 18-19
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
4010 · Property Tax Income	6,776	6,908	6,919	7,416	6,675	-244	6,675
4090 · Replacement Tax Income	0	0	0	0	0	0	-
4300 · Sewer Permit Income	0	0	0	0	0	0	-
4500 · Sewer Usage Income	0	0	0	0	0	0	-
4510 · Connection Fees	0	0	0	0	0	0	-
4520 · Penalty Income	0	0	0	0	0	0	-
4810 · Bond Proceeds	0	0	0	0	0	0	-
4820 · SSA Proceeds	0	0	0	0	0	0	-
4900 · Miscellaneous Income	0	0	0	0	0	0	-
4930 · Engin. & Legal Rev. Fees	0	0	0	0	0	0	-
<b>Total Income</b>	<b>6,776</b>	<b>6,908</b>	<b>6,919</b>	<b>7,416</b>	<b>6,675</b>	<b>-244</b>	<b>6,675</b>
<b>Expense</b>							
5420 · Accounting Service	6,500	7,000	7,250	7,550	7,850	600	7,850
<b>Total Expense</b>	<b>6,500</b>	<b>7,000</b>	<b>7,250</b>	<b>7,550</b>	<b>7,850</b>	<b>600</b>	<b>7,850</b>
<b>Other Expenses</b>							
<b>Total Other Expense</b>							
<b>Total Income vs. Expenses</b>	<b>276</b>	<b>-92</b>	<b>-331</b>	<b>-134</b>	<b>-1,175</b>	<b>-844</b>	<b>(1,175)</b>

**Sewer O&M Total, All Divisions**

Sewer O&M Revenue  
Ordinary Income

	Actual FY 15-16	Actual FY 16-17	Budget FY 17-18	Est Actual FY 17-18	Proposed FY 18-19	Proposed +/- vs. Current	Approved FY 18-19
<b>4300 · Sewer Permit Income</b>	2,400	1,100	1,200	1,000	1,000	-200	1,000
<b>4500 · Sewer Usage Income</b>	2,347,262	2,246,114	2,374,335	2,364,481	2,516,201	141,867	2,516,201
<b>4520 · Penalty Income</b>	85,890	86,919	85,000	90,169	88,000	3,000	88,000
<b>4600 · Refund Income</b>	0	293	300	150	300	0	300
<b>4730 · Interest Income</b>	998	1,870	1,500	2,804	2,800	1,300	2,800
<b>4900 · Miscellaneous Income</b>	142,246	3,863	4,000	871	1,000	-3,000	1,000
<b>4930 · Engin. &amp; Legal Rev. Fees</b>	15,000	0	15,000	0	15,000	0	15,000
<b>Total Income</b>	<b>2,593,796</b>	<b>2,340,159</b>	<b>2,481,335</b>	<b>2,459,475</b>	<b>2,624,301</b>	<b>142,967</b>	<b>2,624,301</b>
<b>5000 - Salaries</b>	476,507	545,962	591,153	551,965	640,034	48,881	640,034
<b>5010 · Payroll Tax Expense</b>	35,358	35,110	45,354	41,038	48,003	2,649	48,003
<b>5020 · Payroll Expenses-other</b>	326	383	400	337	400	0	400
<b>5030 · Employee Insurance</b>	76,870	92,983	111,448	104,605	138,786	27,338	138,786
<b>5040 · Trainings &amp; Seminars</b>	11,120	7,799	8,700	5,773	6,150	-2,550	6,150
<b>5050 · Clothing Allowance</b>	510	247	800	40	800	0	800
<b>5060 · IMRF Contribution</b>	0	0		34,489	73,599	73,599	73,599
<b>5110 · Maintenance-Buildings</b>	16,011	13,480	15,000	15,126	30,000	15,000	30,000
<b>5120 · Maintenance-Vehicles</b>	10,527	14,579	17,500	11,288	14,500	-3,000	14,500
<b>5130 · Maintenance-Equipment</b>	16,545	27,720	25,500	15,748	63,000	37,500	63,000
<b>5140 · Maintenance-Utility System</b>	52,246	58,474	70,000	51,705	21,500	-48,500	21,500
<b>5150 · Maintenance Supplies</b>	2,848	1,091	4,000	2,399	4,500	500	4,500
<b>5160 · Sludge Hauling</b>	22,479	28,013	27,250	28,791	29,000	1,750	29,000
<b>5210 · Operating Supplies</b>	6,409	6,139	9,500	8,745	13,500	4,000	13,500
<b>5220 · Motor Fuel &amp; Lube</b>	5,654	3,351	8,000	8,268	5,750	-2,250	5,750
<b>5230 · Vehicle Supplies</b>	313	4,270	350	145	350	0	350
<b>5240 · Lab Supplies</b>	11,014	10,939	12,000	8,191	10,000	-2,000	10,000
<b>5245 · MISC EQUIPMENT</b>	1,299	1,150	1,600	1,001	1,500	-100	1,500
<b>5250 · Small Tools</b>	210	592	600	256	600	0	600
<b>5255 · CHEMICALS EXPENSE</b>	42,201	33,867	59,000	55,031	67,000	8,000	67,000

Sewer O&M Total, All Divisions pg. 2

	Actual FY 15-16	Actual FY 16-17	Budget FY 17-18	Est Actual FY 17-18	Proposed FY 18-19	Proposed +/- vs. Current	Approved FY 18-19
5260 · Safety Equipment	7,698	3,630	5,500	4,544	5,800	300	5,800
5330 · Telephone Expense	15,214	19,985	19,016	20,756	22,206	3,190	22,206
5360 · Utilities	146,776	145,713	144,803	146,498	147,150	2,347	147,150
5361 · Security System	9,759	10,174	11,500	11,695	11,500	0	11,500
5380 · Rentals	523	95	300	125	350	50	350
5390 · Travel Expense	186	1,699	1,000	150	1,000	0	1,000
5410 · Software Support	0	146	0	96	7,000	7,000	7,000
5430 · Professional Lab Testing	9,023	9,210	10,000	8,566	8,500	-1,500	8,500
5435 · JULIE LOCATE EXPENSE	3,149	3,253	3,420	2,894	2,850	-570	2,850
5440 · Engineering Service	61,512	0	2,750	179	1,250	-1,500	1,250
5450 · Legal	6,190	4,292	6,400	10,569	7,400	1,000	7,400
5460 · Permit Fees	18,000	18,000	18,000	18,000	18,000	0	18,000
5480 · Other Professional Services	20,583	60,537	46,100	46,202	55,750	9,650	55,750
5510 · Office Supplies	2,408	3,992	3,600	3,877	3,900	300	3,900
5520 · Postage	25,738	25,094	28,000	26,553	28,000	0	28,000
5540 · Printing & Publishing	891	5,046	9,500	5,813	8,000	-1,500	8,000
5550 · Publications & Subscriptions	540	0	100	0	100	0	100
5560 · Membership Dues	1,672	1,545	3,305	3,465	3,755	450	3,755
5630 · Bank Service Charges	9,300	10,833	10,407	10,295	11,000	593	11,000
5710 · Miscellaneous Expense	212	17	300	75	200	-100	200
5810 · Refunds	89	0	100	0	100	0	100
<b>Total Expense</b>	<b>1,127,905</b>	<b>1,209,409</b>	<b>1,332,256</b>	<b>1,265,293</b>	<b>1,512,782</b>	<b>180,526</b>	<b>1,512,782</b>
6010 · Office Equipment over \$500	630	9,955	13,750	6,373	15,000	1,250	15,000
6030 · Capitalized Treatment Upgrade	816,629	717,204	740,000	677,401	919,000	179,000	919,000
6070 · BUILDING IMPROVEMENTS	0	3,209	9,500	10,258	13,000	3,500	13,000
<b>Total Other Expense</b>	<b>817,259</b>	<b>730,367</b>	<b>763,250</b>	<b>694,032</b>	<b>947,000</b>	<b>183,750</b>	<b>947,000</b>
<b>Grand Total Expenses</b>	<b>1,945,164</b>	<b>1,939,776</b>	<b>2,095,506</b>	<b>1,959,325</b>	<b>2,459,782</b>	<b>364,276</b>	<b>2,459,782</b>
<b>Net Income vs. Expenses</b>	<b>648,632</b>	<b>400,383</b>	<b>385,829</b>	<b>500,150</b>	<b>164,519</b>	<b>-221,310</b>	<b>164,519</b>



**Capital Improvement Fund**

	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Est Actual</b>	<b>Proposed</b>	<b>Proposed +/-</b>	<b>Approved</b>
	<b>FY 15-16</b>	<b>Fy 16-17</b>	<b>FY 17-18</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>vs. Current</b>	<b>FY 18-19</b>
<b>Income</b>							
4510 · Connection Fees	107,779	64,923	150,000	45,444	155,846	5,846	155,846
4520 · Penalty Income	0	0	0	0	0	0	0
4730 · Interest Income	0	0	0	0	0	0	0
<b>Total Income</b>	<b>107,779</b>	<b>64,923</b>	<b>150,000</b>	<b>45,444</b>	<b>155,846</b>	<b>5,846</b>	<b>155,846</b>
<b>Expense</b>							
5630 · Bank Service Charges	0	0	0	0	0	0	0
5640 · Interest Expense	0	0	0	0	0	0	0
5650 · Management Fees	0	0	0	0	0	0	0
5710 · Miscellaneous Expense	0	0	0	0	0	0	0
5810 · Refunds	0	0	0	0	0	0	0
5900 · Depreciation Expense							
<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6030 · Capitalized Treatment Upgrade	0	52,887	1,400,000	136,175	1,986,000	586,000	1,986,000
<b>Total Other Expense</b>	<b>0</b>	<b>52,887</b>	<b>1,400,000</b>	<b>136,175</b>	<b>1,986,000</b>	<b>586,000</b>	<b>1,986,000</b>
<b>Grand Total Expenses</b>	<b>0</b>	<b>52,887</b>	<b>1,400,000</b>	<b>136,175</b>	<b>1,986,000</b>	<b>586,000</b>	<b>1,986,000</b>
<b>Total Income vs. Expenses</b>	<b>107,779</b>	<b>12,036</b>	<b>-1,250,000</b>	<b>-90,731</b>	<b>-1,830,154</b>	<b>-580,154</b>	<b>-1,830,154</b>

Plant Expansion Fund

	Actual FY 15-16	Actual FY 16-17	Budget FY 17-18	Est. Actual FY 17-18	Proposed FY 18-19	Proposed +/- vs. Current	Approved FY 18-19
<b>Income</b>							
4510 · Connection Fees	69,681		120,000	24,237	97,838	-22,162	97,838
4730 · Interest Income	33,502		15,000	5,125	22,418	7,418	22,418
4900 · Miscellaneous Income	0		50	0	0	-50	0
<b>Total Income</b>	<b>103,183</b>	<b>0</b>	<b>135,050</b>	<b>29,362</b>	<b>120,255</b>	<b>-14,795</b>	<b>120,255</b>
<b>Expense</b>							
5640 · Interest Expenses	7,686	0	488,038	0	486,538	-1,501	486,538
5650 · Management Fees	0	0	5,000	0	0	-5,000	0
5710 · Miscellaneous Expense	0	0	0	0	0	0	0
5810 · Refunds	0	0	5,000	0	0	-5,000	0
5900 · Depreciation Expense						0	
<b>Total Expense</b>	<b>7,686</b>	<b>0</b>	<b>498,038</b>	<b>0</b>	<b>486,538</b>	<b>-11,501</b>	<b>486,538</b>
6070 · BUILDING IMPROVEMENTS	0	0	0	0	0	0	0
6010 · Office Equipment over \$500	0	0	0	0	0	0	0
6030 · Capitalized Treatment Upgrade	0	0	0	0	0	0	0
Net Other Expense	0	0	0	0	0	0	0
<b>Grand Total Expense</b>	<b>7,686</b>	<b>0</b>	<b>498,038</b>	<b>0</b>	<b>486,538</b>	<b>-11,501</b>	<b>486,538</b>
<b>Net Income vs. Expenses</b>	<b>95,497</b>	<b>0</b>	<b>-362,988</b>	<b>29,362</b>	<b>-366,282</b>	<b>-3,294</b>	<b>-366,282</b>

Construction Fund Budget

Construction Fund		Actual	Actual	Approved	Est. Actual	Proposed	Proposed +/-	Approved
Ordinary Income		FY 15-16	FY 16-17	FY 17-18	FY 17-18	FY 18-19	vs. Current	FY 18-19
Income								
	4730 - Interest Income	0	0	0	0	0	0	0
	4810 - Bond Proceeds	0	0	0	0	0	0	0
	4820 - SSA Proceeds	0	0	0	0	0	0	0
	4900 - Miscellaneous Income	0	0	0	0	0	0	0
	4930 - Engin. & Legal Rev. Fees	0	0	0	0	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expense								
	6030 - Capitalized Treatment Upgrade	0	0	0	0	0	0	0
	<b>Total Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Income vs. Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>