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## MUNICIPAL DIRECTORY

# FREEDOM OF INFORMATION ACT

## Pursuant to 5 ILCS 140/4 (a)

OAK LAWN PARK DISTRICT  
9400 SOUTH KENTON AVENUE  
OAK LAWN, ILLINOIS 60453

EMAIL: [FOIA@olparks.com](mailto:FOIA@olparks.com)

PHONE: 708-857-2225

FAX: 708-636-4785

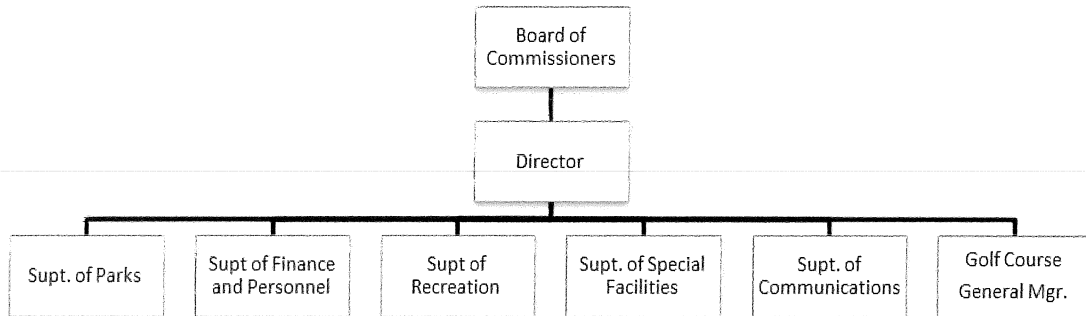
Revised  
June 11, 2019

Oak Lawn Park District  
Annual Organizational Summary  
Pursuant to 5 ILCS 140/4 (a)

## Mission Statement

The Oak Lawn Park District promotes a strong sense of community by providing leisure opportunities and the preservation of natural resources that enhances the quality of life and wellness for everyone.

### Oak Lawn Park District Organizational Structure



- ❑ Total Amount of Operational Budget for 2019/2012 (Please note attached)
- ❑ Oak Lawn Park District Facility Locations
  - Administration Center 9400 S. Kenton Avenue
  - Ice Arena 9320 S. Kenton Avenue
  - Oak View Community Center 4625 W. 110<sup>th</sup> Street
  - Parks and Maintenance 5501 W. 110<sup>th</sup> St.
  - Racquet Fitness & Gymnastics Center 10444 S. Central Avenue
  - Stony Creek Golf Complex 5810 W. 103<sup>rd</sup> Street
  - Community Pavilion 9401 S. Oak Park Avenue
- ❑ FOIA Officers
  - Maddie Kelly, Executive Director
  - Tracey Gallik, Executive Assistant
- ❑ Employees
  - Full Time @ 55
  - Regular Part Time/Seasonal @ 300-450
- ❑ Park Board of Commissioners
  - Jim Buschbach, President
  - Mary Pat Coughlin, Vice President
  - Lisa Boland, Secretary
  - Donna McCauley, Commissioner
  - Gary Callahan, President
- ❑ Oak Lawn Park District Committees:
  - Committees will be duly assigned and/or appointed at the direction of the President of the Board of Commissioners

- Methods Whereby Public May Request Information and Public Records:
  - Any person may request public records of the Oak Lawn Park District. A written request may be submitted to the Oak Lawn Park District by mail, email, fax, or in person delivery. You may also fill out the "Request for public Records Form" which may be obtained from the Administration office located at 9400 S. Kenton Avenue, Oak Lawn, Illinois.
  - Requests shall be made to the FOIA officers at this address: (9400 S. Kenton Avenue, Oak Lawn, Illinois), If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours from 8:30 a.m. to 5:00 p.m.
  - Please note that the Oak Lawn Park District will not accept requests for information verbally.
  - After the first 50 pages, the charge for black and white, letter or legal sized copies is .15 per page. The first 50 pages are free. A person requesting records need not state the purpose of the request.

## Oak Lawn Park District

### Index of Records

- I. General Files
  - a. General Correspondence
  - b. Accounts Payable
  - c. Accounts Receivable
  
- II. Ledgers and Journals
  - a. Ledgers
    - i. General Ledger
    - ii. Fixed Assets Ledger
    - iii. Payroll Ledgers
  
  - b. Journals
    - i. General Journals
    - ii. Payroll Journals
  
  - c. Closing Reports
    - i. Monthly
      - 1. Financial
      - 2. Payroll
      - 3. Accounts Payable
      - 4. Accounts Receivable
      - 5. Fixed Assets
      - 6. Recreation Registration
      - 7. Board Voucher List
  
    - ii. Seasonal
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      - 2. Classes
  
    - iii. Annual
      - 1. Financial-Fiscal year end
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- III. Administrative Records
  - a. Board Meeting Files
    - i. Board Folders
    - ii. Board Minutes
    - iii. Personnel Files
  
- IV. Administrative Manuals
  - a. Oak Lawn Park District Code Book
  - b. Personnel Policy

- V. Ordinances
    - a. Tax levy
    - b. Tax Abatement
    - c. Budget and Appropriation
  
  - VI. Annual and Quarterly Reports
    - a. Annual Audit
    - b. Comprehensive Annual Financial Report
    - c. Annual reports to the County and State
    - d. Quarterly Report to Unemployment Insurance
    - e. Monthly Report to IMRF
    - f. Monthly Sales Tax Reports
    - g. IRS Reports
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REQUEST FOR PUBLIC RECORDS

The undersigned hereby requests of the Oak Lawn Park District a copy of the public record(s) hereinafter described, this \_\_\_\_\_ day of \_\_\_\_\_

DESCRIPTION OF REQUESTED RECORDS:

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

\_\_\_\_\_ Inspection    \_\_\_\_\_ Copy    \_\_\_\_\_ Both

Do you wish to have copies certified?

\_\_\_\_\_  
Requestor (optional)

\_\_\_\_\_  
Street Address (optional)

\_\_\_\_\_  
City          State          Zip (optional)

\_\_\_\_\_  
Telephone (optional)

FOR OFFICE USE ONLY:

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Date Received

Date Response Due

Notations:

**ORDINANCE NO. 10519**

**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE  
FISCAL 2019 -- 2020**

**OAK LAWN PARK DISTRICT**

**FOR THE FISCAL YEAR BEGINNING MAY 1, 2019  
AND ENDING APRIL 30, 2020**

BE IT ORDAINED BY THE OAK LAWN PARK DISTRICT OF THE COUNTY OF COOK  
AND THE STATE OF ILLINOIS:

SECTION 1: That the fiscal year of the OAK LAWN PARK DISTRICT, Cook County, Illinois, be and the same is hereby fixed and declared to be from **May 1, 2019** to **April 30, 2020** inclusive.

SECTION 2: That the following under their respective headings are (A) the BUDGET: and (B) the APPROPRIATION of the OAK LAWN PARK DISTRICT for the fiscal year beginning **May 1, 2019**, and ending **April 30, 2020**, and are for each object money set forth and are to defray all necessary expenses and liabilities of said Park District for said fiscal year; and that said sums of money are deemed necessary by the Board of Commissioners of said Park District to defray said expenses and liabilities.

SECTION 3: That as part of the annual budget, the OAK LAWN PARK DISTRICT for the fiscal year beginning **May 1, 2019** and ending **April 30, 2020**, is as stated:

»» That the estimated fund balance on hand at the end of fiscal <b>2019-20</b> in all funds is.....	\$4,239,326
»» That the estimated revenues expected to be received during the fiscal year from all sources is.....	15,230,026
»» That the estimated expenditures contemplated for the fiscal year are.....	14,180,435
»» That the estimated fund balance expected to be on hand at the end of the fiscal year is.....	5,288,917
»» That the estimated amount of property taxes to be received by the Oak Lawn Park District during the fiscal year is.....	\$6,129,220

Oak Lawn Park District  
General Fund  
For the Fiscal Year Ended April 30, 2020

**Governmental Type Fund**

	<b>2019 / 2020</b>	
<b>» <u>Estimated Revenue</u></b>	<b><u>Budget</u></b>	
Property Tax	\$2,096,920	
Rentals	96,000	
Business	22,408	
Grant proceeds	4,468	
ISF credits	638,000	
Total Revenues	<u>\$2,857,796</u>	
<b>» <u>Estimated Expenditures</u></b>		<b><u>Appropriation</u></b>
Salaries & wages	\$1,617,672	\$1,779,439
Staff benefits, taxes and development	554,372	609,809
Purchased services	378,833	416,716
Materials & supplies	157,476	173,224
Utilities	80,540	88,594
Equipment	256,138	281,752
Fund transfers	250,000	275,000
Depreciation	25,605	28,166
Total Expenditures	<u>\$3,320,636</u>	<u>\$3,652,699</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2019		\$995,968
Total Estimated Revenue	\$2,857,796	
Total Estimated Expenditures	3,320,636	<u>(462,840)</u>
Estimated Funds Balance at April 30, 2020		<u>\$533,128</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Recreation Fund Budget  
For the Fiscal Year Ended April 30, 2020

**Governmental Type Fund**

	<u>2019 / 2020</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$1,517,145	
Programs	2,171,147	
Fees & Admissions	442,599	
Rentals	325,831	
Retail	32,443	
Business	108,668	
 Total Revenues	 <u><u>\$4,597,833</u></u>	
 <b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$2,050,764	\$2,255,840
Staff benefits, taxes and development	318,483	350,331
Purchased services	528,275	581,103
Materials & supplies	509,101	560,011
Utilities	280,200	308,220
Equipment	127,650	140,415
ISF charges	380,000	418,000
 Total Expenditures	 <u><u>\$4,194,473</u></u>	 <u><u>\$4,613,920</u></u>
 <b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2019		\$919,845
Total Estimated Revenue	\$4,597,833	
Total Estimated Expenditures	4,194,473	<u>403,360</u>
Estimated Funds Balance at April 30, 2020		<u><u>\$1,323,205</u></u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Special Recreation Fund Budget  
For the Fiscal Year Ended April 30, 2020

**Governmental Type Fund**

	<b>2019 / 2020</b>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$420,841	
Programs	100,800	
Business	29,596	
 Total Revenues	 <u>\$551,237</u>	
 <b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$209,677	\$230,644
Staff benefits, taxes and development	42,239	46,463
Purchased services	16,685	18,354
Materials & supplies	68,800	75,680
Utilities	9,900	10,890
Equipment	29,500	32,450
Fund transfer - out	75,000	82,500
ISF charges	9,000	9,900
 Total Expenditures	 <u>\$460,801</u>	 <u>\$ 506,881</u>
 <b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2019		\$145,126
Total Estimated Revenue	\$551,237	
Total Estimated Expenditures	460,801	<u>90,436</u>
Estimated Funds Balance at April 30, 2020		<u>\$235,562</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
 Capital Projects Fund Budget  
 For the Fiscal Year Ended April 30, 2020

**Governmental Type Fund**

	<u>2019 / 2020</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Business	\$25,000	
Bonds	2,061,063	
Grants and donations	20,000	
Fund transfers - in	325,000	
Total Revenues	<u>\$2,431,063</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Debt service	\$18,000	\$19,800
Capital projects	1,163,498	1,279,848
Total Expenditures	<u>\$1,181,498</u>	<u>\$ 1,299,648</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2019		\$650,270
Total Estimated Revenue	\$2,431,063	
Total Estimated Expenditures	1,181,498	<u>1,249,565</u>
Estimated Funds Balance at April 30, 2020		<u>\$1,899,835</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Debt Service Fund Budget  
For the Fiscal Year Ended April 30, 2020

**Governmental Type Fund**

	<b>2019 / 2020</b>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$2,094,314	
Business	7,500	
Total Revenues	<u>\$2,101,814</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Debt service	\$2,077,695	\$2,285,465
Total Expenditures	<u>\$2,077,695</u>	<u>\$ 2,285,465</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2019		\$221,583
Total Estimated Revenue	2,101,814	
Total Estimated Expenditures	2,077,695	<u>24,119</u>
Estimated Funds Balance at April 30, 2020		<u>\$245,702</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Enterprise Funds  
For the Fiscal Year Ended April 30, 2020

**Business Type Fund**

	<b>2019 / 2020</b>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Programs	\$1,417,989	
Fees & Admissions	905,801	
Rentals	836,040	
Retail	431,253	
Business	62,200	
<b>Total Revenues</b>	<b><u><u>\$3,653,283</u></u></b>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$1,708,699	\$1,879,569
Staff benefits, taxes and development	362,039	398,243
Purchased services	226,487	249,136
Materials & supplies	388,155	426,971
Utilities	325,100	357,610
Equipment	235,585	259,144
Depreciation	413,268	454,595
ISF charges	134,000	147,400
<b>Total Expenditures</b>	<b><u><u>\$3,793,333</u></u></b>	<b><u><u>\$4,172,666</u></u></b>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2019		\$1,306,535
Total Estimated Revenue	\$3,653,283	
Total Estimated Expenditures	3,793,333	<u>(140,050)</u>
Estimated Funds Balance at April 30, 2020		<b><u><u>\$1,579,753</u></u></b>

*Prepared by Oak Lawn Park District Finance Department*

# OAK LAWN PARK DISTRICT

CERTIFICATE OF TREASURER AS TO ESTIMATE OF REVENUES BY SOURCE  
ANTICIPATED TO BE RECEIVED DURING THE FISCAL YEAR BEGINNING  
MAY 1, 2019 AND ENDING APRIL 30, 2020. PURSUANT TO 162 OF THE REVENUE  
ACT OF 1939.

The undersigned Philip A. Costello, the Treasurer of the Oak Lawn Park District,  
does hereby certify the estimate of revenues by source anticipated to be received  
by the Oak Lawn Park District of Cook County, Illinois in the fiscal year beginning  
**MAY 1, 2019, AND ENDING APRIL 30, 2020**, as follows:

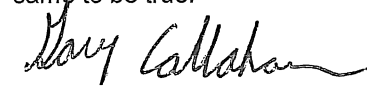
Property Tax	\$6,129,220
Programs	3,689,936
Fees & Admissions	1,348,400
Rentals	1,257,871
Retail	463,696
Business	255,372
Bond Proceeds	2,061,063
Grant proceeds	24,468
Total Revenue	<u>\$15,230,026</u>

The above is certified this 13th day of May, 2019

  
\_\_\_\_\_  
Philip A. Costello

5.13.19  
Dated

The undersigned certifies that the statements set forth in this instrument are true  
and correct, except as to matters therein stated to be on information and belief and  
as to such matters the undersigned certifies as aforesaid that he verily believes the  
same to be true.

  
\_\_\_\_\_  
Gary Callahan  
President,  
Board of Commissioners

5/13/19  
Dated