



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

**PHONE: 708-857-2225
FAX: 708-636-4785**

Revised
May 2024

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

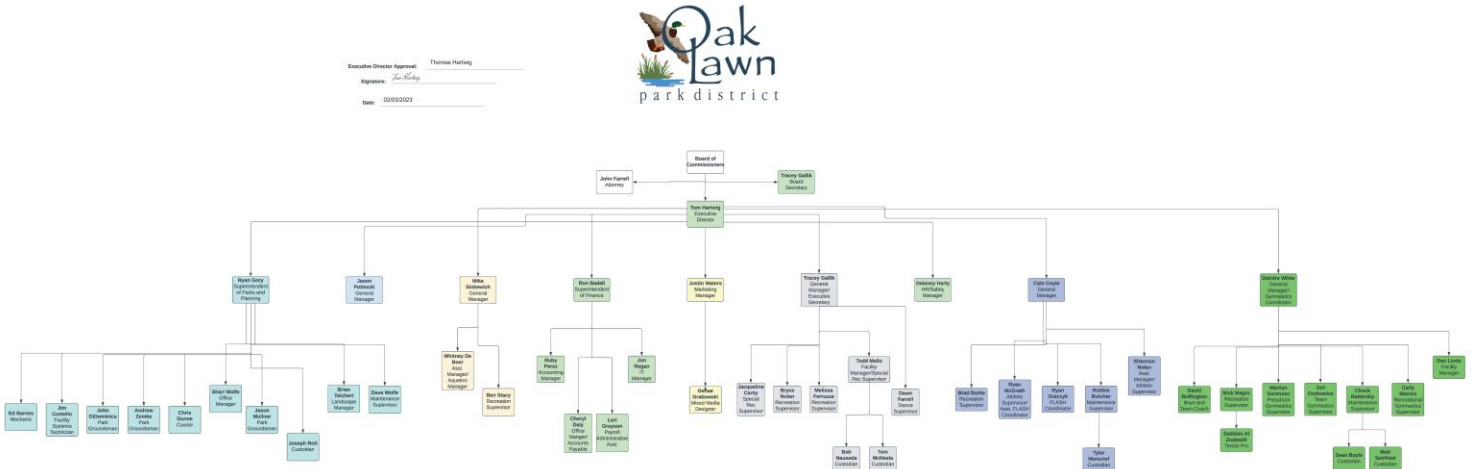
Mission Statement

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.

Vision Statement

The vision of the Oak Lawn Park District is to create an environment that promotes happiness among staff and patrons.

Organizational Structure



- ❑ Total Amount of Operational Budget for 2024/25 (Please note attached)
- ❑ Oak Lawn Park District Facility Locations
 - Administration Center 9400 S. Kenton Avenue
 - Ice Arena 9320 S. Kenton Avenue
 - Oak View Center 4625 W. 110th Street
 - Parks and Maintenance 5501 W. 110th St.
 - Racquet, Fitness & Gymnastics Center 10444 S. Central Avenue
 - Stony Creek Golf Course 5810 W. 103rd Street
 - Community Pavilion 9401 S. Oak Park Avenue
- ❑ FOIA Officers
 - Tom Hartwig, Executive Director
 - Tracey Gallik, Executive Assistant
- ❑ Employees
 - Full Time @ 53
 - Regular Part Time/Seasonal @ 550-600
- ❑ Park Board of Commissioners
 - Jim Buschbach Jr.
 - Ryan Donahue
 - Dan Johnson
 - Melissa Mottl
 - Melinda Stalker

- 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
 1. Programs
 2. Classes

 - iii. Annual
 1. Financial-Fiscal year end
 2. Payroll-Calendar and fiscal year end

- 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

ORDINANCE No. 10524

**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE
FISCAL 2024 - 2025**

OAK LAWN PARK DISTRICT

**FOR THE FISCAL YEAR BEGINNING MAY 1, 2024
AND ENDING APRIL 30, 2025**

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, 2024 to April 30, 2025** 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, 2024** and ending **April 30, 2025**, 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, 2024 and ending April 30, 2025**, is as stated:

»» That the estimated fund balance on hand at the end of fiscal 2023-24 in all funds is.....	\$11,750,567
»» That the estimated revenues expected to be received during the fiscal year from all sources is.....	33,079,324
»» That the estimated expenditures contemplated for the fiscal year are.....	26,844,718
»» That the estimated fund balance expected to be on hand at the end of the fiscal year is.....	17,985,174
»» That the estimated amount of property taxes to be received by the Oak Lawn Park District during the fiscal year is.....	\$7,554,689

Oak Lawn Park District
General Fund
ORDINANCE No. 10524

Governmental Type Fund

	2024 / 2025	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$3,030,516	
Non-traditional	431,000	
Outside support	-	
Total Revenues	<u>\$3,461,516</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Salaries & wages	\$1,661,411	\$1,827,552
Staff benefits, taxes and development	741,466	815,613
Purchased services	369,924	406,916
Materials & supplies	234,326	257,759
Utilities	98,200	108,020
Other operating	328,899	361,789
Total Expenditures	<u>\$3,434,226</u>	<u>\$3,777,648</u>
Other charges	<u>(\$463,500)</u>	

» Fund Balance Recap - Estimates

Funds Balance at April 30, 2024		885,990
Revenue	3,461,516	
Expenditures	3,434,226	
Other charges	<u>-463,500</u>	
Change to fund		<u>490,790</u>
Fund Balance at April 30, 2025		<u>1,376,780</u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Recreation Fund
ORDINANCE No. 10524

Governmental Type Fund

	2024 / 2025	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$1,615,354	
Programs	2,546,008	
Fees & admissions	571,850	
Rentals	625,650	
Retail	55,950	
Non-traditional	58,100	
Total Revenues	<u>\$5,472,912</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Salaries & wages	\$2,517,220	\$2,768,942
Staff benefits, taxes and development	322,876	355,164
Purchased services	721,773	793,950
Materials & supplies	620,025	682,028
Utilities	377,900	415,690
Other operating	175,450	192,995
Total Expenditures	<u>\$4,735,244</u>	<u>\$5,208,768</u>
Other charges	<u>\$685,000</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2024		3,678,910
Revenue	5,472,912	
Expenditures	4,735,244	
Other charges	<u>685,000</u>	
Change to fund		<u>52,668</u>
Fund Balance at April 30, 2025		<u>3,731,578</u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Enterprise Fund
ORDINANCE No. 10524

Business Type Fund

	2024 / 2025	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Programs	\$1,860,809	
Fees & admissions	1,297,445	
Rentals	950,330	
Retail	476,743	
Non-traditional	53,400	
Total Revenues	<u>\$4,638,727</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Salaries & wages	\$2,146,538	\$2,361,192
Staff benefits, taxes and development	433,557	476,913
Purchased services	353,292	388,621
Materials & supplies	487,270	535,997
Utilities	384,900	423,390
Other operating	279,910	307,901
Depreciation	475,000	522,500
Total Expenditures	<u>\$4,560,467</u>	<u>\$5,016,514</u>
Other Charges	<u>\$70,500</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2024		2,109,899
Revenue	4,638,727	
Expenditures	4,560,467	
Other charges	<u>70,500</u>	
Change to fund		<u>7,760</u>
Fund Balance at April 30, 2025		<u><u>2,117,659</u></u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Special Recreation Fund
ORDINANCE No. 10524

Governmental Type Fund

	2024 / 2025	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$487,523	
Programs	143,850	
Non-traditional	26,500	
Total Revenues	<u>\$657,873</u>	
		<u>Appropriation</u>
» <u>Estimated Expenditures</u>		
Salaries & wages	\$212,700	\$233,970
Staff benefits, taxes and development	51,180	56,298
Purchased services	9,410	10,351
Materials & supplies	97,200	106,920
Utilities	12,200	13,420
Other operating	16,750	18,425
Total Expenditures	<u>\$399,440</u>	<u>\$439,384</u>
Other charges	<u>\$308,000</u>	

» Fund Balance Recap - Estimates

Funds Balance at April 30, 2024		863,395
Revenue	657,873	
Expenditures	399,440	
Other charges	308,000	
Change to fund		<u>-49,567</u>
Fund Balance at April 30, 2025		<u>813,828</u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Capital Projects Fund
ORDINANCE No. 10524

Governmental Type Fund

	2024 / 2025	
» <u>Estimated Revenue</u>	<u>Budget</u>	
Outside support	-	
Bond Proceeds	15,400,000	
Grants	1,027,000	
Total revenues	<u>\$16,427,000</u>	
» <u>Estimated Expenditures</u>		<u>Appropriation</u>
Capital	11,158,045	12,273,850
Debt	136,000	149,600
Total expenditures	<u>\$11,294,045</u>	<u>\$12,423,450</u>
Other charges / - credits	<u>-\$600,000</u>	(Transfers)

» Fund Balance Recap - Estimates

Funds Balance at April 30, 2024		3,305,280
Revenue	16,427,000	
Expenditures	11,294,045	
Other charges	<u>-600,000</u>	
Change to fund		<u>5,732,955</u>
Fund Balance at April 30, 2025		<u><u>9,038,235</u></u>

Prepared by Oak Lawn Park District Finance Department

Oak Lawn Park District
Debt Service Fund
ORDINANCE No. 10524

Governmental Type Fund

	2024 / 2025	
	<u>Budget</u>	<u>Appropriation</u>
» <u>Estimated Revenue</u>		
Property Tax	\$2,421,296	
Total Revenues	<u>\$2,421,296</u>	
» <u>Estimated Expenditures</u>		
Debt	2,421,296	
Total Expenditures	<u>\$2,421,296</u>	<u>\$2,663,426</u>
Other charges	<u>\$0</u>	

» <u>Fund Balance Recap - Estimates</u>		
Funds Balance at April 30, 2024		496,468
Revenue	2,421,296	
Expenditures	2,421,296	
Other charges	<u>0</u>	
Change to fund		<u>0</u>
Fund Balance at April 30, 2025		<u><u>496,468</u></u>

Prepared by Oak Lawn Park District Finance Department

OAK LAWN PARK DISTRICT

ORDINANCE NO.

CERTIFICATE OF TREASURER AS TO ESTIMATE OF REVENUES BY SOURCE
ANTICIPATED TO BE RECEIVED DURING THE FISCAL YEAR BEGINNING
MAY 1, 2024 AND ENDING APRIL 30, 2025. PURSUANT TO 162 OF THE REVENUE
ACT OF 1939.

The undersigned Ronald Badali, 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, 2024 AND ENDING APRIL 30, 2025, as follows:

Property Tax	\$7,554,689
Programs	\$4,550,667
Fees & Admissions	\$1,869,295
Rentals	\$1,575,980
Retail	\$532,693
Non-traditional	\$569,000
Bond Proceeds	\$15,400,000
Outside support	\$1,027,000
Total Revenue	<u>\$33,079,324</u>

The above is certified this May 13, 2024



Ronald Badali

5/13/24
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.



Daniel Johnson
President,
Board of Commissioners

13 MAY 24
Dated