

TOWNSHIP OF SCHAUMBURG
1 Illinois Boulevard, Hoffman Estates, IL 60169



BUDGET WORKSHOP
Upper Level – Board Room

AGENDA

6:00 p.m. January 17, 2024

Meeting ID: 860 5926 6238
Join Online: <https://www.zoom.us/join>

Password: 497698
Dial by Phone: (312) 626-6799

The Township Board room is open during the meeting for public attendance but is subject to limited capacity. The Township will stream a live audio of the meeting in the Township Board room. Public comment is afforded on the conference line via the Zoom meeting protocol. The public may also submit written comments prior to the meeting, which will be read by the Supervisor at the public meeting. We are requiring members of the public who wish to comment live or submit written comments at this meeting to email the Township Administrator Melissa Williams at mwilliams@schaumburgtownship.org at least one (1) hour before the start of the meeting.

PLEASE NOTE

**The Township Elevator is currently out of service due to mechanical issues.
Please use Zoom if you are not able to navigate stairs.**

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ROLL CALL

I. BUDGET WORKSHOP

- A. Presentation of Budget Overview - James Howard, Governmental Accounting**
 - a. Consideration of Fiscal Year 2025 Budget**

II. PUBLIC COMMENT

III. ADJOURNMENT

Township of Schaumburg
Profit Loss Budget vs. Actual - Administration

						YTD - Oct	FY23 Total	2024 Budget	2025 Budget
					Income				
				10	Town Fund - Revenue				
				11R	Property Taxes				
					1141012 · Property Tax	2,505,299.07	5,126,602.45	5,400,000.00	5,400,000.00
					1142000 · Pers Property Replacement Taxes	236,943.71	284,786.89	210,000.00	230,000.00
					Total 11R · Property Taxes	2,742,242.78	5,411,389.34	5,610,000.00	5,630,000.00
				12R	Interest Income				
					1243010 · Interest Income	149,547.73	71,215.45	15,000.00	75,000.00
					Total 12R · Interest Income	149,547.73	71,215.45	15,000.00	75,000.00
				19R	Other				
					1944050 · Rent TWP Facilities	0.00	0.00	500.00	500.00
					1948026 · Passport Income	95,814.03	134,747.42	95,000.00	110,000.00
					1948080 · Other Income	1,672.83	5,165.36	2,000.00	1,500.00
					Total 19R · Other	97,486.86	139,912.78	97,500.00	112,000.00
					Total 10 · Town Fund - Revenue	2,989,277.37	5,622,517.57	5,722,500.00	5,817,000.00
					Total Income	2,989,277.37	5,622,517.57	5,722,500.00	5,817,000.00
					Gross Profit	2,989,277.37	5,622,517.57	5,722,500.00	5,817,000.00
					Expense				
				100	Town Expenditures				
				09OFF	Officials				
					1111011 · Elected Officials Compensations	68,670.37	113,766.55	107,863.00	107,863.00
					Total 09OFF · Officials	68,670.37	113,766.55	107,863.00	107,863.00
				10ADMIN	Administration				
					11ADMIN · Administration Expenses Salaries				
					1111110 · Sales - Town Admin	393,973.53	569,390.79	700,000.00	725,000.00
					Total 11ADMIN · Administration Expenses Salaries	393,973.53	569,390.79	700,000.00	725,000.00
					12ADMIN · Employee Expenses				
					1221053 · Human Resources Services	811.39	1,250.00	12,500.00	8,000.00
					1222010 · Cafeteria Plan Administrations	0.00	1,421.50	1,500.00	0.00
					1261014 · Pre Employment / Screening Charges	6,456.72	4,262.47	4,000.00	6,000.00
					Total 12ADMIN · Employee Expenses	7,268.11	6,933.97	18,000.00	14,000.00
					14ADMIN · Legal, Auditing & Accounting				
					1421010 · Legal Services	26,232.97	21,169.03	25,000.00	25,000.00
					1421020 · Auditing	13,125.00	6,250.00	15,000.00	10,000.00
					1421030 · Accounting Services	50,894.13	78,437.67	75,000.00	75,000.00
					Total 14ADMIN · Auditing	90,252.10	105,856.70	115,000.00	110,000.00
					15ADMIN · Insurance				
					1524000 · State Unemployment Insurance at 2.14%	5,315.45	5,157.54	2,500.00	14,601.50
					Please verify these 1524010 · Worker's Compensation Insurance	21,191.00	36,676.40	40,000.00	40,000.00
					1524020 · Property/ Casualty Insurance	55,517.50	94,273.95	155,000.00	120,000.00
					1524030 · Health/ Dental Insurance	183,643.42	233,934.54	319,725.00	325,000.00
					1524035 · Life/ Disability Insurance	5,395.79	1,811.53	6,835.00	10,000.00
					1524040 · Medicare Insurance - at 1.45%	6,099.43	9,045.99	11,025.00	10,512.50
					1524041 · Social Security at 6.2%	25,040.29	36,416.13	39,690.00	44,950.00
					Total 15ADMIN · Insurance	302,202.88	417,316.08	574,775.00	565,064.00
					17ADMIN · Commodities				
					1731010 · Office Supplies	9,814.94	7,951.70	20,000.00	20,000.00
					1731012 · Office Printer and Copy Paper	4,194.58	5,771.75	10,000.00	10,000.00
					1732000 · Office Equipment/Furnishings	8,798.84	14,959.99	15,000.00	18,000.00
					Total 17ADMIN · Commodities	22,808.36	28,683.44	45,000.00	48,000.00
					19ADMIN · Postage				
					1935010 · Postage	12,678.84	13,429.01	15,000.00	18,000.00
					Total 19ADMIN · Postage	12,678.84	13,429.01	15,000.00	18,000.00
					21ADMIN · Utilities				
					1141020 · Electric	44,561.23	66,742.38	60,000.00	60,000.00
					1141030 · Water	7,901.26	9,511.97	10,000.00	12,000.00
					1336010 · Telephone/ Fax	13,755.27	20,925.37	35,000.00	20,000.00
					Total 21ADMIN · Utilities	66,217.76	97,179.72	105,000.00	92,000.00
					23ADMIN · Data Processing				
					133009 · Web Support- move to ComRel	1,878.07	21,076.37	15,000.00	10,000.00
					1333010 · Fiber Network / Internet - Move to Utilities	9,854.71	1,708.95	3,200.00	25,000.00
					1333014 · IT Equipment, Software & Support	71,548.95	100,137.87	150,000.00	150,000.00

Township of Schaumburg
Profit Loss Budget vs. Actual - Administration

					Total 23ADMIN · Data Processing	83,281.73	122,923.19	168,200.00	185,000.00	
					25ADMIN · Uniforms					
					1542000 · Uniform Clothing Expense	2,551.57	697.63	1,600.00	5,000.00	
					Total 25ADMIN · Uniforms	2,551.57	697.63	1,600.00	5,000.00	
					27ADMIN · Building Expenses					
					1742010 · Scavenger Service	5,577.19	5,306.58	7,000.00	10,000.00	
					1742020 · Fire/ Security System	6,738.50	8,183.16	8,300.00	8,500.00	
					1742030 · Building Equipment/Supplies	14,799.40	4,333.47	15,000.00	50,000.00	
					1742040 · Maintenance Cleaning Service	0.00	31,404.00	0.00	0.00	
					1742041 · Maintenance Contracts	60,408.85	40,640.27	86,000.00	86,000.00	
					1742042 · Building Repairs	10,845.25	48,421.30	40,000.00	0.00	
					Total 27ADMIN · Building Expenses	98,369.19	138,288.78	156,300.00	154,500.00	
					29ADMIN · Mileage					
					1550110 · Travel	2,485.16	1,954.68	5,000.00	5,000.00	
					Total 29ADMIN · Mileage	2,485.16	1,954.68	5,000.00	5,000.00	
					31ADMIN · Vehicle Repair					
					1151010 · Fuel and Auto Repair	0.00	109.08	5,000.00	2,500.00	
					Total 31ADMIN · Vehicle Repair	0.00	109.08	5,000.00	2,500.00	
					33ADMIN · Misc					
					1361012 · Special Events Miscellaneous	15,552.51	33,527.71	20,000.00	30,000.00	
					1361015 · Veterans Recognition Expenses	-695.55	5,426.95	15,000.00	10,000.00	
					1365100 · Transfer to Capital	1,330,000.00	1,200,000.00	2,660,000.00	3,000,000.00	
					Total 33ADMIN · Misc	1,344,856.96	1,238,954.66	2,695,000.00	3,040,000.00	
					35ADMIN · Programs					
					1561015 · Safety Programs- To HR bucket	610.27	4,923.60	5,000.00	3,000.00	
					1561100 · Special Accommodations/ translations	250.00	1,799.50	14,000.00	7,500.00	
					Total 35ADMIN · Programs	860.27	6,723.10	19,000.00	10,500.00	
					37ADMIN · Professional Improvement					
					1762011 · Prof Imprv Town Other	65,412.14	16,241.43	132,000.00	125,000.00	
					Total 37ADMIN · Community Outreach	65,412.14	16,241.43	132,000.00	125,000.00	
					39ADMIN · Pension					
					1921076 · IMRF Expense at 7.11%	50,911.06	65,959.53	76,860.00	51,547.50	
					Total 39ADMIN · Pension	50,911.06	65,959.53	76,860.00	51,547.50	
					99ADMIN · Contingency					
					1699900 · Contingency	18,257.44	48,863.30	50,000.00	50,000.00	
					Total 99ADMIN · Contingency	18,257.44	48,863.30	50,000.00	50,000.00	
					Total 10ADMIN · Administration	2,631,057.47	2,993,271.64	4,989,598.00	5,201,111.50	

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Township of Schaumburg
Profit Loss Budget vs. Actual - Capital

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Township of Schaumburg
Profit Loss Budget vs. Actual - Community Relations

			YTD - June	FY23 Total	2024 Budget	2025 Budget
		40COMR · Community Relations				
		41COMR · Commodities				
		1734010 · Town Crier	19,554.73	69,392.16	110,000.00	110,000.00
		1734011 · Printing	308.40	4,943.30	5,000.00	5,000.00
		Total · 41COMR · Commodities	19,863.13	74,335.46	115,000.00	115,000.00
		42COMR · Misc				
		1362020 · Subscriptions	0.00	270.00	3,000.00	3,000.00
		Total 42COMR · Misc	0.00	270.00	3,000.00	3,000.00
		43COMR · Community Outreach				
		1762020 · Public Relations	895.00	11,370.64	13,000.00	13,000.00
		Total 43 COMR · Community Outreach	895.00	11,370.64	13,000.00	13,000.00
New		Contingency				1,000.00
		Total 40COMR · Community Relations	20,758.13	85,976.10	131,000.00	131,000.00

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Township of Schaumburg
Profit & Loss Budget vs. Actual - R&B Fund

						3732010 · Office Equipment	1,706.99	0.00	2,000.00	40,000.00	
						3732020 · Office Furniture	0.00	0.00	4,000.00	1,000.00	
						3734010 · Printing/ Publishing	0.00	0.00	5,000.00	5,000.00	
						Total 17ROADB · Commodities	2,114.24	476.57	12,600.00	47,150.00	
						19ROADB · Postage					
						3935010 · Postage	0.00	97.02	500.00	500.00	
						Total 19ROADB · Postage	0.00	97.02	500.00	500.00	
						29ROADB · Mileage					
						3950170 · Transportation/ Mileage	1,663.56	1,221.99	5,000.00	5,000.00	
						Total 29ROADB · Mileage	1,663.56	1,221.99	5,000.00	5,000.00	
						32ROADB · Contingency					
						3299900 · Contingency	0.00	0.00	1,000.00	1,000.00	
						Total 32ROADB · Contingency	0.00	0.00	1,000.00	1,000.00	
						33ROADB · Other					
						3442020 · Security System	680.43	2,013.20	3,250.00	3,000.00	
						3461012 · Special Events - Misc	2,246.47	2,209.60	3,000.00	4,000.00	
						3461013 · Sunshine Fund Expenses	0.00	0.00	1,000.00	1,000.00	
						3498000 · Operating Transfer Out	0.00	0.00	0.00	0.00	
						Total 33ROADB · Other	2,926.90	4,222.80	7,250.00	8,000.00	
						34ROADB · Illinois Grants					
						3887100 · Grant Street Repairs	0.00	1.00	1.00	1.00	
						3887200 · Grant Road Improvmnt	0.00	1.00	1.00	1.00	
						Total 34ROADB · Illinois Grants	0.00	0.00	0.00	2.00	
						37ROADB · Professional Improvement					
						3662010 · Professional Improvement R&B	1,345.97	1,703.82	2,000.00	2,200.00	
						Total 37ROADB · Professional Improvement	1,345.97	1,703.82	2,000.00	2,200.00	
						39ROADB · Pension					
						3321075 · IMRF Expense at 7.11%	21,237.19	25,806.32	32,061.60	19,197.00	
						Total 39ROADB · Pension	21,237.19	25,806.32	32,061.60	19,197.00	
						75ROADB · Road Maintenance					
						3581010 · Contract Work	170,206.30	479,274.62	400,000.00	450,000.00	
						3581020 · Rental Machinery	0.00	0.00	10,000.00	2,000.00	
						3581030 · Materials & Supplies	10,929.98	3,586.36	55,000.00	50,000.00	
						3581040 · Gas & Oil	4,406.01	6,202.71	7,000.00	7,000.00	
						3581050 · Refuse Disposal	0.00	100.00	1,000.00	1,000.00	
						3581060 · Tools & Supplies	1,425.55	4,632.26	6,000.00	6,000.00	
						3582000 · Personal Saftey Equipment	35.98	531.45	6,000.00	5,000.00	
						3582010 · Personnel Testing	0.00	0.00	1,000.00	1,000.00	
						3583010 · Snow & Ice Control - Contract	0.00	0.00	10,000.00	10,000.00	
						3583020 · Snow & Ice Control MATR/ SUPPL	0.00	16,725.63	35,000.00	35,000.00	
						3584000 · Street Lights	1,791.33	2,677.27	4,000.00	3,000.00	
						3585000 · Purchase Of Machinery	0.00	1,478.00	350,000.00	350,000.00	
						3586010 · Repair Mach Major Outside	2,888.54	5,073.31	20,000.00	20,000.00	
						3586020 · Repair Mach Upkeep/ Maint	1,444.98	874.62	6,000.00	6,000.00	
						3586030 · Repair Machinery Tools	0.00	61.02	4,000.00	4,000.00	
						Total 75ROADB · Road Maintenance	193,128.67	521,217.25	915,000.00	950,000.00	
						Total 90ROADB · Road And Bridge	434,203.23	906,666.32	1,187,467.10	1,528,232.37	

							YTD - Oct	FY23 Total	2024 Budget	2025 Budget
65TRANS · Transportation										
17R · Transportation										
1748062 · Bus Fare Donation Income							3,652.00	14,552.00	14,000.00	8,000.00
Total 17R · Transportation										
12TRANS · Employee Expense										
1261040 · Employee Screening							1,574.00	2,264.00	2,500.00	2,500.00
Total 15TRANS · Salaries							334,990.28	495,178.21	550,000.00	660,000.00
15TRANS · Benefits										
Please verify these		1514030 · Health/Dental Insurance					35,462.18	45,173.57	61,740.00	60,000.00
		1514035 · Life/Disability Insurance					5,308.78	1,782.31	6,725.25	10,000.00
		1514037 · IMRF at 7.11%					40,001.56	52,670.01	60,390.00	46,926.00
		1514040 · Medicare Insurance at 1.45%					4,391.59	6,513.12	7,938.00	9,570.00
		1514041 · Social Security at 6.2%					21,562.46	31,358.34	34,177.50	40,920.00
		1514010 · State Unemployment Insurance at 2.14%					3,775.98	4,123.06	1,764.00	14,124.00
Total 15TRANS · Benefits							110,502.55	141,620.41	172,734.75	181,540.00
19TRANS · Mileage										
1950150 · Transportation Mileage							0.00	800.00	800.00	400.00
1962011 · Professional Improvement Trans							0.00	1,500.00	1,500.00	1,000.00
Total 19TRANS · Mileage							0.00	2,300.00	2,300.00	1,400.00
53TRANS · Vehicle										
1351010 · Fuel							37,589.76	64,969.75	75,000.00	60,000.00
1351011 · Bus Maintenance & Supplies							65,336.42	69,378.53	70,000.00	85,000.00
1351020 · Communications							1,021.76	1,669.30	2,000.00	2,000.00
Total 53TRANS · Vehicle							140,875.83	136,017.58	205,000.00	147,000.00
59TRANS · Contingency										
1999910 · Contingency							1,215.00	5,506.74	5,500.00	5,000.00
Total 59TRANS · Contingency							0.00	5,506.74	5,500.00	5,000.00
61TRANS · Commodities										
1131010 · Office Supplies							94.77	1,266.36	400.00	400.00
1132010 · Equipment							0.00	249.98	1,000.00	500.00
Total 61TRANS · Commodities							94.77	1,516.34	1,400.00	900.00
62TRANS · Uniform										
1242000 · Uniform Expense							876.50	955.25	1,200.00	1,200.00
Total 62TRANS · Uniform							876.50	955.25	1,200.00	1,200.00
63TRANS · Data Processing										
1333017 · Transportation Software							990.00	4,502.50	5,480.00	4,600.00
Total 63TRANS · Data Processing							990.00	4,502.50	5,480.00	4,600.00
69TRANS · Postage										
6935011 · Postage							3.09	84.14	250.00	100.00
Total 69TRANS · Postage							3.09	84.14	250.00	100.00
Total 65TRANS · Transportation										

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Township of Schaumburg
Profit & Loss Budget vs. Actual - Welfare Services Fund

					39GEN · Pension						
					2021074 · IMRF Expense at 7.11%	34,910.45	47,192.09	52,704.00	41,593.50		
					Total 39GEN · Pension	34,910.45	47,192.09	52,704.00	41,593.50		
					53GEN · Other Expenses						
					2321050 · General Assistance Appeal	0.00	0.00	500.00	500.00		
					Food Pantry Supplies				300,000.00		
					Capital - New Vehicle				250,000.00		
					Capital - New Walk-in				70,000.00		
					2321051 · Contingency	164.91	0.00	1,000.00	1,000.00		
					Total 53GEN · Other Expenses	164.91	0.00	1,500.00	621,500.00		
					57GEN · Other Assistance						
					2761010 · Special Assistance	47,179.02	34,062.93	70,000.00	100,000.00		
					Total 57GEN · Other Assistance	47,179.02	34,062.93	70,000.00	100,000.00		
					59GEN · General Assistance						
					2970011 · Food	0.00	0.00	15,000.00	9,230.00		
					2970012 · Shelter	1,498.00	1,500.00	15,000.00	60,000.00		
					2970013 · Utilities	0.00	423.40	10,000.00	12,000.00		
					2970016 · Personal Essentials	0.00	0.00	4,800.00	2,880.00		
					2970017 · Prescriptions	0.00	0.00	5,000.00	0.00		
					2970018 · Medical Care	0.00	0.00	5,000.00	5,000.00		
					2970020 · Transportations	180.00	635.00	10,000.00	10,800.00		
					2970024 · Cobra Ins/ Med Supplies	0.00	0.00	8,000.00	0.00		
					2971000 · Hospitalization	0.00	0.00	6,000.00	0.00		
					2972000 · Burial Expenses	0.00	0.00	1,000.00	2,056.00		
					2973000 · Vocational Service	0.00	0.00	3,000.00	3,000.00		
					Total 59GEN · General Assistance	1,678.00	2,558.40	82,800.00	104,966.00		
					61GEN · Emergency Assistance						
					2171012 · Shelter EA	51,586.73	69,755.48	100,000.00	120,000.00		
					2171013 · Utilities EA	16,387.18	13,832.54	75,000.00	75,000.00		
					2171017 · Prescription Other EA	0.00	0.00	1,000.00	1,000.00		
					2171026 · Transportation	0.00	0.00	100.00	100.00		
					Total 61GEN · Emergency Assistance	67,973.91	83,588.02	176,100.00	196,100.00		
					91GEN · Human Services						
					2198017 · NW Comm Health Care Mob Dent	12,499.98	22,916.72	25,000.00	25,000.00		
					Total 91GEN · Human Services	12,499.98	22,916.72	25,000.00	25,000.00		
					Total 280GEN · General Assistance	535,684.88	657,035.42	1,072,691.75	1,875,998.00		
					Total 201 · General Assistance Expenditures	556,611.64	687,571.08	1,106,648.75	1,920,750.50		