

# OAK PARK TOWNSHIP

Oak Park, Illinois



## Fiscal Year 2017 Annual Budget



April 1, 2016 to March 31, 2017

**OAK PARK TOWNSHIP**  
Incorporated 1903  
Township Form of Government

**Officers and Officials**

**Elected:**

**Supervisor**  
**F. David Boulanger**

**Clerk**  
**Gregory P. White**

**Assessor**  
**Ali EISaffar**

**Trustees**  
**Mary T. Cozzens**  
**Clarmarie I. Keenan**  
**Adekunle B. Onayemi**  
**James J. Taglia**

**Appointed:**

**Gavin W. Morgan – Township Manager**  
**Jack Norton – Finance Director**  
**John FS Williams – Director, Youth Services**  
**Desiree M. Scully – Director, Senior Services**  
**Lisa DeNunzio-DeVivo – Executive Director, Community Mental Health Board**

**Prepared by:**

**Gavin Morgan**  
**Jack Norton**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Oak Park Township  
Illinois**

For the Fiscal Year Beginning

**April 1, 2015**

Executive Director

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# **READER'S GUIDE TO USING THIS BUDGET**

This guide has been included to inform the reader of the organization of this document.

## **TABLE OF CONTENTS**

The table of contents is designed to locate specific topics quickly.

## **INTRODUCTION**

The introduction section contains the Budget Highlights, Transmittal Letter, Location Map, Community Information, Township Government, Township History, Township Elected Officials, the Township's Organization Charts and Department Services Summary, FY 16 Accomplishments and FY 17 Township Policy Statements, Mission, Goals and Objectives.

## **BUDGET OVERVIEW**

This section contains information on the Financial Policies and Budgetary Process which guide the development of the budget, as well as revenue and expenditure summary statements and accompanying tables and charts for all funds, including information on the number of full time equivalent (FTE) employees by department.

## **TOWN FUND**

The Town Fund consists of four departments: General Government, Senior Services, Youth Services, and Capital Outlay. General government includes Township Board, Township Administration, Clerk, Assessor, Building Services, Risk Management, and Other Charges. Organizational charts, revenues, line item expenditures, and the number of FTE employees are included for each department. A five year history of revenues and expenditures for the Town Fund is also included in this section.

## **GENERAL ASSISTANCE FUND**

The General Assistance Fund accounts for all revenues and expenditures to finance General Assistance - a program that aids needy residents. Revenues, line item expenditures, the number of FTE employees and a history of revenues and expenditures for the past five years are included in this section.

## **COMMUNITY MENTAL HEALTH FUND**

The Community Mental Health Fund accounts for all revenues and expenditures to finance Community Mental Health. Organizational charts, revenues, line item expenditures, the number of FTE employees and a history of revenues and expenditures for the past five years are included in this section for the Community Mental Health fund.



## FINANCIAL AND ACCOUNTING POLICIES

The Township's financial and accounting policies guide the budget process and establish parameters for budgetary decision-making. This section includes policies on: Budget and Appropriations, Capitalization, Debt Management, Fund Balance, Investments, Performance Measurement, Property Tax Levy, Revenue and Expenditure Management, Strategic Planning, and Accounting.

## SUPPLEMENTAL DATA

This section provides statistical information on such items as expenditure history, tax levies, equalized assessed valuations and pertinent laws governing the Township's levy and budget process.

## FIVE YEAR BUDGET

The five-year budget helps the Township Board and Township management to focus on long-term financial stability. This section covers forecasting methods, forecast assumptions, analysis of funds, and five-year revenue and expenditure projections for the Township's three funds.

## GLOSSARY OF TERMS

The Glossary of Terms is included to help the reader with financial terms that may not be familiar.