



CUNNINGHAM TOWNSHIP FINAL BUDGET

**Fiscal Year 2016 - 2017
July 1, 2016 - June 30, 2017**

**Cunningham Township
205 West Green Street
Urbana, Illinois 61801**

CUNNINGHAM TOWNSHIP TENTATIVE BUDGET

Fiscal Year 2016 - 2017
July 01, 2016 - June 30, 2017

Cunningham Township
205 West Green Street
Urbana, Illinois 61801
(217) 384-4144
michelle.township@gmail.com

Elected Officials

Supervisor	Michelle L. Mayol
Assessor	John D. Stebbins
Town Clerk	Phyllis D. Clark

Township Board

Laurel Lunt Prussing, Chair
Charlie Smyth, Ward 1
Eric Jakobsson, Ward 2
Aaron Ammons, Ward 3
Bill Brown, Ward 4
Dennis P. Roberts, Ward 5
Michael P. Madigan, Ward 6
Diane W. Marlin, Ward 7

April 26, 2016

Dear Township Board,

Attached is the tentative budget for the fiscal year 2016-2017. **The tentative budget must be available for inspection for at least 30 days prior to a public hearing before the Budget and Appropriation Ordinance can be adopted by the Township Board (per *Illinois Compiled Statutes, Local Government, Illinois Municipal Budget Law, 50 ILCS, 330/3*).** If the board designates this document as the tentative budget at the May 02, 2016 meeting, a public hearing will be scheduled for June 06, 2016 and the final budget should be adopted at that meeting or at the July 11, 2016 meeting. The Budget and Appropriation Ordinance must be adopted within the first three months of the fiscal year. A notice will be published in the newspaper scheduling the public hearing for June 06, 2016 @ 7:00 pm.

The budget includes a line item in each fund for potential repayment of property taxes to Carle Foundation Hospital and Presence Covenant Medical Center. The amounts budgeted are based on the information I previously verified with the Champaign County Treasurer, Dan Walsh. I have included \$594,416 in the budget for possible repayment to Carle Foundation Hospital and \$4,188 has been included in the budget for possible repayment to Presence Covenant Medical Center.

The Carle and Presence possible repayment expense is budgeted as an expense in Town Administration (1/4), Town Fund Assessor (1/4) and General Assistance (1/2). Each now having their own expense line item in the budget.

The IMRF employer rate for calendar year 2015 was 15.93%; the rate for 2016 is 16.03%. According to the IMRF website, the estimated rate for calendar year 2017 is 12.92%.

Any increase in health and dental insurance premiums are not known at this time.

Sincerely,

Michelle L. Mayol
Cunningham Township Supervisor

ORDINANCE NO. T-2016-06-001

AN ORDINANCE APPROVING THE ANNUAL BUDGET AND APPROPRIATION ORDINANCE
(FISCAL YEAR 2016-2017)

Whereas all legal requirements have been complied with:

Now therefore be it ordained by the Township Board of the Town of Cunningham, County of Champaign, State of Illinois, in meeting assembled as follows:

That the fiscal year of this Town is hereby fixed and declared to be from July 01, 2016 - June 30, 2017;

That the following budget, incorporated herein, containing an estimate of receipts of the Town and General Assistance funds, is hereby adopted as the budget of this Town and General Assistance funds, and shall be in full force and effect from and after this date;

That there is an estimate of the beginning balance of July 01, 2016 in the amount of

Town Fund	\$ 949,530.00
General Assistance Fund	\$ 1,541,124.00
Total All Funds	\$ 2,490,654.00

That the estimate of cash to be received during the Fiscal year, from all sources is

Town Fund	\$ 783,085.00
General Assistance Fund	\$ 358,679.00
Total All Funds	\$ 1,141,764.00

That the estimate of expenditures for each of the aforementioned funds is

Town Fund	\$ 1,157,388.00
General Assistance Fund	\$ 642,978.00
Total All Funds	\$ 1,800,366.00

That the ending balance at the end of the Fiscal Year, June 30, 2017 is estimated to be

Town Fund	\$ 575,227.00
General Assistance Fund	\$ 1,256,825.00
Total All Funds	\$ 1,832,052.00

That the following budget is the Annual Appropriation Ordinance of this Town, passed by the Township board of the Town of Cunningham as required by law, and shall be in full force and effect from and after this date. Adopted on June 06, 2016, by the Township Board of the Town of Cunningham in the County of Champaign, State of Illinois, in meeting assembled.

Chair, Township Board _____ Date

Town Clerk _____ Date

Descriptions of General Town Fund Divisions

General Town Fund includes three separate divisions: Administration, Social Service Grants, and Assessor.

Administration Division

The functions carried out in the Administration Division are the township's budget preparation and analysis for all funds, financial management and forecasting, property tax levy, maintenance of the township building and grounds, legal services and accounting services.

The elected Cunningham Township Supervisor oversees this division. Compensation and benefits for the following elected officials are included in the Administration budget: Township Supervisor, Town Clerk, and the Town Board. The full-time employee in this division is the Director of Accounting (1). There are no part-time positions.

Social Service Grants Division

The purpose of the Social Service Grants Division is to help provide or help finance health services, rent assistance and other various human services, for low-income individuals, children and senior citizens. Since the elimination of Federal Revenue Sharing in FY 1986-1987, the Township has levied taxes in the town fund division to try to help compensate for the elimination of that program.

The Township's Social Service Grants program is part of a joint program of the City of Urbana and Cunningham Township. The City Council/Township Board members award grants to specific agencies or programs and then divide the financial responsibility among the two units of local government. The Township Supervisor is responsible for this division and no other Township employees are compensated for the administration of this Division.

Assessor Division

The Cunningham Township Assessor determines fair market value of property and sets the assessment at one-third of fair market value.

The elected Cunningham Township Assessor oversees this division. Compensation and benefits for the elected Assessor are included in this division's budget. Full time employees in this division are the Chief Deputy Assessor (1) and Deputy Assessors (2). There are no part-time positions.

Description of General Assistance Fund

The General Assistance Fund has only one division - General Assistance (GA).

General Assistance is an income maintenance program administered throughout Illinois by Township Supervisors. The Department of Human Services eliminated state-funded General Assistance effective July 01, 2011. Cunningham Township follows rules and regulations written by the Township Supervisors of Illinois. A copy is available for review at the Cunningham Township Supervisor's office.

The purpose of General Assistance is to provide benefits to low-income persons who do not qualify for cash benefits from other ■categorical• programs administered by the Department of Human Services and the Social Security Administration. Adults who do not have children under the age of 18 and adults who are not considered permanently disabled (by Social Security standards) tend to not be eligible for other types of public assistance, such as Temporary Assistance to Needy Families (TANF) and Supplemental Security Income (SSI). Therefore, they could be eligible for General Assistance. The eligibility rules and benefit levels vary from township to township. A township can adopt any set of General Assistance standards as long as those standards fall within Illinois statutory requirements.

Cunningham Township provides General Assistance to persons who reside within the Township boundaries (i.e., the City of Urbana city limits). The maximum monthly grant for one adult is currently \$245.00.

General Assistance recipients are required to participate in the Community Work Program unless deemed unable to work by a licensed physician. The goal of the Community Work Program is to encourage personal responsibility and foster independence with an end result of maintaining suitable employment. Recipients can fulfill this requirement by participating at a worksite for a fixed amount of hours every month. General Assistance recipients are eligible for Medicaid under the Affordable Care Act (ACA). The Affordable Care Act is currently 100% federally funded. **This program is guaranteed for the first three years. After 2016, if the funding falls below 90%, the program disappears. This means that the Township would then be responsible for paying General Assistance recipient's medical services, like it has in the past.**

The full time employees in this division are the Caseworker/CWP Director (1) and the Support Specialist (1).

TOWN FUND ADMINISTRATION DIVISION			
REVENUE	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
PROPERTY TAX-CURRENT	\$745,050.00	\$354,648.00	\$763,000.00
PROPERTY TAX-PRIOR YEARS	\$1,000.00	\$166,601.00	\$2,305.00
PERSONAL PROPERTY REPLACEMENT TAX	\$13,000.00	\$13,563.00	\$15,000.00
IN LIEU OF TAXES	\$1,000.00	\$205.00	\$2,000.00
MOBILE HOME TAXES	\$60.00	\$49.00	\$80.00
INTEREST INCOME	\$500.00	\$1,025.00	\$500.00
MISCELLANEOUS INCOME	\$100.00	\$1,550.00	\$200.00
TOWN FUND ADMINISTRATION REVENUE TOTALS	\$760,710.00	\$537,641.00	\$783,085.00

TOWN FUND ADMINISTRATION DIVISION			
PERSONNEL	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
SUPERVISOR'S SALARY	\$57,600.00	\$52,718.00	\$58,752.00
CLERK'S SALARY	\$5,616.00	\$5,073.00	\$5,728.00
BOARD'S SALARY	\$4,600.00	\$4,990.00	\$4,692.00
SALARIES-OTHER	\$43,498.00	\$43,709.00	\$47,080.00
SEPARATION PAY	\$1,000.00	\$0.00	\$500.00
HEALTH INSURANCE	\$23,000.00	\$15,544.00	\$16,800.00
IMRF	\$16,800.00	\$14,061.00	\$17,000.00
FICA	\$8,500.00	\$8,043.00	\$9,000.00
UNEMPLOYMENT COMPENSATION INSURANCE	\$100.00	\$134.00	\$184.00
TOWNS FUND ADMINISTRATION PERSONNEL TOTALS	\$160,714.00	\$144,272.00	\$159,736.00

TOWN FUND ADMINISTRATION DIVISION			
EXPENDITURES	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
AUDITING SERVICES	\$7,500.00	\$6,600.00	\$8,300.00
BUILD URBANA PROGRAM	\$20,000.00	\$20,032.00	\$20,000.00
BUILDING REPAIRS/MAINTENANCE (over \$10,000)	\$20,000.00	\$0.00	\$20,000.00
BUILDING REPAIRS/MAINTENANCE (under \$10,000)	\$5,000.00	\$8,405.00	\$8,000.00
CITY OF URBANA CHECK PRINTING (remove)	\$120.00	\$0.00	\$0.00
CITY OF URBANA IT/IS MAINTENANCE (remove)	\$520.00	\$137.00	\$0.00
CITY OF URBANA MAINTENANCE (remove)	\$0.00	\$0.00	\$0.00
COMPUTER SERVICE/MAINTENANCE	\$500.00	\$265.00	\$400.00
COMPUTER SOFTWARE	\$2,500.00	\$0.00	\$1,500.00
DUES & SUBSCRIPTIONS	\$1,300.00	\$1,261.00	\$1,300.00
EQUIPMENT PURCHASE (over \$5,000)	\$5,500.00	\$0.00	\$5,500.00
EQUIPMENT PURCHASE (under \$5,000)	\$4,500.00	\$0.00	\$3,600.00
GENERAL INSURANCE	\$9,500.00	\$9,117.00	\$9,500.00
JANITORIAL	\$0.00	\$0.00	\$4,200.00
LEGAL	\$100,000.00	\$37,737.00	\$100,000.00
MAINTENANCE - BUILDING & GROUNDS (remove)	\$18,000.00	\$778.00	\$0.00
MAINTENANCE - EQUIPMENT	\$300.00	\$112.00	\$800.00
MISCELLANEOUS EXPENSE	\$50.00	\$0.00	\$50.00
OFFICE SUPPLIES	\$2,200.00	\$828.00	\$1,800.00
POSTAGE	\$700.00	\$12.00	\$400.00
PRINTING	\$1,500.00	\$1,194.00	\$1,500.00
PUBLISHING	\$500.00	\$512.00	\$500.00
TELEPHONE	\$0.00	\$0.00	\$6,700.00
TRAINING	\$2,000.00	\$2,591.00	\$2,000.00
TRAVEL	\$50.00	\$11.00	\$300.00
UTILITIES	\$6,000.00	\$5,564.00	\$6,000.00
VEHICLE MAINTENANCE	\$500.00	\$280.00	\$400.00
VEHICLE REPLACEMENT	\$10,000.00	\$0.00	\$0.00

TOWN FUND ADMINISTRATION DIVISION			
EXPENDITURES	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
CARLE PROPERTY TAX REFUND	\$148,604.00	\$0.00	\$148,604.00
PRESENCE PROPERTY TAX REFUND	\$1,047.00	\$0.00	\$1,047.00
TOWN FUND ADMINISTRATION TOTAL EXPENDITURES	\$368,391.00	\$95,436.00	\$352,401.00
TOWN FUND ADMINISTRATION DIVISION TOTALS	\$529,105.00	\$239,708.00	\$512,137.00

TOWN FUND ASSESSOR DIVISION			
PERSONNEL	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
ASSESSOR'S SALARY	\$63,780.00	\$57,265.00	\$65,056.00
SALARIES-OTHER	\$127,200.00	\$116,588.00	\$129,744.00
SEPARATION PAY	\$1,000.00	\$0.00	\$500.00
HEALTH INSURANCE	\$42,000.00	\$36,965.00	\$41,000.00
IMRF	\$30,000.00	\$25,264.00	\$30,000.00
FICA	\$15,500.00	\$12,472.00	\$15,000.00
UNEMPLOYMENT COMPENSATION INSURANCE	\$400.00	\$367.00	\$450.00
TOWN FUND ASSESSOR PERSONNEL TOTALS	\$279,880.00	\$248,921.00	\$281,750.00

TOWN FUND ASSESSOR DIVISION			
EXPENDITURES	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
APPRAISALS	\$6,500.00	\$4,500.00	\$6,500.00
CITY OF URBANA CHECK PRINTING (remove)	\$120.00	\$0.00	\$0.00
CITY OF URBANA JANITORIAL SERVICE (remove)	\$900.00	\$900.00	\$0.00
CITY OF URBANA MAINTENANCE (remove)	\$0.00	\$0.00	\$0.00
COMPUTER SERVICE	\$2,000.00	\$5,082.00	\$2,000.00
COMPUTER SOFTWARE	\$7,000.00	\$0.00	\$6,000.00
DUES & SUBSCRIPTIONS	\$4,000.00	\$2,827.00	\$3,500.00
EQUIPMENT PURCHASE (under \$5,000)	\$4,000.00	\$1,105.00	\$3,100.00
JANITORIAL	\$0.00	\$0.00	\$2,100.00
MAINTENANCE-EQUIPMENT	\$500.00	\$112.00	\$500.00
MISCELLANEOUS EXPENSE	\$60.00	\$0.00	\$50.00
OFFICE SUPPLIES	\$1,500.00	\$1,119.00	\$1,500.00
POSTAGE	\$3,000.00	\$1,727.00	\$3,000.00
PRINTING	\$2,000.00	\$580.00	\$2,000.00
TELEPHONE	\$3,700.00	\$3,099.00	\$3,700.00
TRAINING	\$4,000.00	\$3,404.00	\$4,000.00
TRAVEL	\$50.00	\$161.00	\$500.00
VEHICLE MAINTENANCE	\$500.00	\$280.00	\$400.00
CARLE PROPERTY TAX REFUND	\$148,604.00	\$0.00	\$148,604.00
PRESENCE PROPERTY TAX REFUND	\$1,047.00	\$0.00	\$1,047.00
TOWN FUND ASSESSOR TOTAL EXPENDITURES	\$39,830.00	\$24,896.00	\$188,501.00
TOWN FUND ASSESSOR DIVISION TOTALS	\$319,710.00	\$273,817.00	\$470,251.00

SOCIAL SERVICE DIVISION			
EXPENDITURES	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
COMMUNITY ELEMENTS-ROUNDHOUSE	\$9,200.00	\$9,200.00	
COMMUNITY ELEMENTS-TIMES CENTER	\$17,200.00	\$17,200.00	
COURAGE CONNECTIONS- DOMESTIC VIOLENCE	\$16,000.00	\$16,000.00	
COURAGE CONNECTIONS-HOMELESS SERVICES	\$19,300.00	\$19,300.00	
CRISIS NURSERY	\$8,900.00	\$8,900.00	
DAILY BREAD SOUP KITCHEN	\$3,000.00	\$0.00	
EASTERN ILLINOIS FOODBANK	\$12,300.00	\$12,300.00	
FAMILY SERVICE-COUNSELING	\$2,100.00	\$2,100.00	
FAMILY SERVICE-HOMECARE	\$6,100.00	\$4,575.00	
FAMILY SERVICE-MEALS ON WHEELS	\$6,600.00	\$4,950.00	
FAMILY SERVICE-RETIRED/SENIOR VOLUNTEER	\$1,600.00	\$1,600.00	
FAMILY SERVICE-SENIOR COUNSELING/ADVOCACY	\$800.00	\$800.00	
FAMILY SERVICE-SENIOR TRANSPORTATION	\$3,900.00	\$2,925.00	
GCAP	\$4,700.00	\$2,350.00	
PRAIRIE CENTER HEALTH SYSTEMS	\$13,600.00	\$10,200.00	
RACES	\$2,500.00	\$2,500.00	
UNCC (Community Study Center)	\$15,000.00	\$0.00	
UNCC (Youth Development & Employment)	\$15,000.00	\$7,500.00	
URBANA SCHOOL HEALTH CENTER	\$11,600.00	\$11,600.00	
WESLEY FOOD PANTRY	\$5,600.00	\$0.00	
SOCIAL SERVICE AGENCIES TOTAL EXPENDITURES	\$175,000.00	\$134,000.00	\$175,000.00

RENT ASSISTANCE PROGRAM			
EXPENDITURE	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
RENTAL ASSISTANCE	\$50,000.00	\$955.00	\$0.00
RENT ASSISTANCE PROGRAM TOTAL EXPENDITURES	\$50,000.00	\$955.00	\$0.00
SOCIAL SERVICE DIVISION TOTALS	\$175,000.00	\$134,000.00	\$175,000.00
ALL TOWN FUND DIVISIONS TOTAL	\$1,023,815.00	\$647,525.00	\$1,157,388.00
** ALL TOWN FUND DIVISIONS TOTAL MINUS CARLE EXPENDITURE			\$297,208.00
** ALL TOWN FUND DIVISIONS TOTAL MINUS PRESENCE EXPENDITURE			\$2,094.00
** ALL TOWN FUND DIVISIONS TOTAL			\$858,086.00

GENERAL ASSISTANCE DIVISION (GA)			
REVENUES	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
PROPERTY TAX-CURRENT	\$528,805.00	\$255,825.00	\$331,649.00
PROPERTY TAX-PRIOR YEARS	\$300.00	\$118,870.00	\$1,000.00
PERSONAL PROPERTY REPL TAX	\$11,000.00	\$10,781.00	\$10,000.00
IN LIEU OF TAXES	\$1,000.00	\$146.00	\$500.00
MOBILE HOME TAXES	\$60.00	\$35.00	\$50.00
INTEREST INCOME	\$400.00	\$1,336.00	\$200.00
SSI REIMBURSEMENTS	\$15,000.00	\$29,874.00	\$15,000.00
MISCELLANEOUS INCOME	\$1,200.00	\$0.00	\$280.00
GA REVENUE TOTALS	\$557,765.00	\$416,867.00	\$358,679.00

GENERAL ASSISTANCE DIVISION (GA)			
PERSONNEL	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
SALARIES	\$72,150.00	\$60,800.00	\$73,600.00
SEPARATION PAY	\$1,000.00	\$0.00	\$500.00
HEALTH INSURANCE	\$23,000.00	\$10,095.00	\$8,480.00
IMRF	\$15,025.00	\$8,730.00	\$10,900.00
FICA	\$8,300.00	\$4,632.00	\$6,000.00
UNEMPLOYMENT COMPENSATION INSURANCE	\$500.00	\$317.00	\$500.00
GA PERSONNEL TOTALS	\$119,975.00	\$84,574.00	\$99,980.00

GENERAL ASSISTANCE DIVISION (GA)			
EXPENDITURES	FY2016 BUDGET	FY 2016 YTD	FY2017 BUDGET
CITY OF URBANA CHECK PRINTING (remove)	\$120.00	\$0.00	\$0.00
CITY OF URBANA IT/IS MAINTENANCE (remove)	\$520.00	\$137.00	\$0.00
CITY OF URBANA JANITORIAL SERVICE (remove)	\$2,000.00	\$5,450.00	\$0.00
CITY OF URBANA MAINTENANCE (remove)	\$0.00	\$0.00	\$0.00
CLIENT EMPLOYMENT VERIFICATION	\$2,000.00	\$256.00	\$600.00
COMPUTER SERVICE/MAINTENANCE	\$2,500.00	\$225.00	\$1,000.00
COMPUTER SOFTWARE	\$3,500.00	\$0.00	\$1,200.00
DUES & SUBSCRIPTIONS	\$300.00	\$316.00	\$350.00
EQUIPMENT PURCHASE (over \$5,000)	\$8,000.00	\$0.00	\$6,000.00
EQUIPMENT PURCHASE (under \$5,000)	\$4,700.00	\$0.00	\$3,000.00
MAINTENANCE-EQUIPMENT	\$500.00	\$113.00	\$0.00
MEDICAL CARE	\$179,000.00	\$0.00	\$63,500.00
MISCELLANEOUS EXPENSE	\$100.00	\$67,100.00	\$49.00
OFFICE SUPPLIES	\$2,900.00	\$1,486.00	\$1,500.00
PERSONAL ALLOWANCES	\$200,000.00	\$93,612.00	\$160,000.00
POSTAGE	\$2,000.00	\$12.00	\$1,000.00
PRINTING	\$3,400.00	\$897.00	\$1,500.00
TELEPHONE (remove)	\$4,000.00	\$3,046.00	\$0.00
TRAINING	\$4,000.00	\$2,712.00	\$3,000.00
TRAVEL	\$50.00	\$11.00	\$100.00
VEHICLE MAINTENANCE	\$500.00	\$280.00	\$200.00
WORK/TRAINING SUPPLIES	\$2,700.00	\$825.00	\$700.00
CARLE PROPERTY TAX REFUND	\$297,206.00	\$0.00	\$297,206.00
PRESENCE PROPERTY TAX REFUND	\$2,093.00	\$0.00	\$2,093.00
GA TOTAL EXPENDITURES	\$722,089.00	\$176,478.00	\$542,998.00

GA DIVISION TOTALS	\$842,064.00	\$261,052.00	\$642,978.00
** ALL GA DIVISIONS TOTAL MINUS CARLE EXPENDITURE			\$297,206.00
** ALL GA DIVISIONS TOTAL MINUS PRESENCE EXPENDITURE			\$2,093.00
** ALL GA DIVISIONS TOTAL			\$343,679.00
TOTAL FY 2017 BUDGET EXPENSES	\$1,800,366.00		
MINUS ALL CARLE & PRESENCE EXPENDITURES	\$598,601.00		
TOTAL FY 2017 BUDGET EXPENSES	\$1,201,765.00		