



VILLAGE OF WILMETTE

1200 WILMETTE AVE.
WILMETTE, ILLINOIS 60091

To: Tim Frenzer – Village Manager

December 9, 2010

From: Bob Amoruso – Finance Director

Subject: Presentation of Treasurer's Report of Cash Receipts and Disbursements

Recommendation

Accept the October 31, 2010 Treasurer's Reports of Cash Receipts and Disbursements and direct the staff to place it on file.

Background

Section 2-7.2.4 of the Village Code reads as follows:

The Village Treasurer at the end of every month shall render an account to the Village Board, showing the state of the treasury at the time of the account. Such statement shall show the balance in each fund at the beginning of the month, the receipts and disbursements for the month and the balance in each fund at the end of each month.

The Village currently maintains the following Funds:

General Fund	Parking Meter Fund	Section 105 Fund
Employee Insurance Fund	Fire Pension Fund	Sewer Fund
Debt Service Fund	Police Pension Fund	Water Fund
Workers' Compensation Fund	IMRF Fund	
Motor Fuel Tax Fund	Clampitt Estate Fund	

The Treasurer's Report is part of the Village's accounting internal control procedures. This action provides additional assurance that cash and investment accounts are properly reconciled and that such information is available for public inspection.

Treasurer's Report of Cash Receipts and Disbursements

October, 2010

	Current Fiscal Year	Prior Fiscal Year
General Fund:		
Receipts:		
Property Tax	23,913.09	9.75
Other Taxes	714,367.49	856,809.97
Fines	27,103.68	28,764.05
Licenses	21,893.00	15,177.00
Permits	170,001.00	92,797.84
Interest Income	887.96	428.06
Service Charges, Rent, Grants and Other Income	304,958.52	464,124.88
Net Interfund Activity	(205,145.72)	736,036.06
Deposits	38,577.20	34,882.58
Expense Reimbursements	38,584.00	13,493.11
Enterprise Fund Transfers		
Sold or Matured Investments	498,000.00	1,750,000.00
Total Receipts	1,633,140.22	3,992,523.30
Disbursements:		
Accounts Payable Disbursements	1,067,269.26	1,545,597.03
Section 125 Disbursements	17,337.02	7,835.53
A/P - EFT's of Property Tax Payments		
Payroll - Funding of Net Pay Disbursements	823,711.14	807,887.15
Payroll - EFT's of Tax Payments	348,543.04	325,691.87
Payroll - Wires of voluntary deferred compensation	77,370.71	73,453.71
Payroll - Wire to the IMRF	28,754.81	28,685.85
Payroll - Funding of other withholdings disbursed	69,828.44	65,637.52
Transfers to Other Funds		
Debt Service Wire Transfers		
Village Manager Housing Allowance - Note receivable		
Wires to North Suburban Benefit CoOp	27,108.75	37,930.03
Wires to HMO-IL	9,070.00	11,972.93
Installment Loan payments	204.08	1,429.45
Bank Charges	1,465.56	1,961.81
Other Disbursements		
Accrued Interest Purchased		
Investments Purchased	497,885.91	671,294.94
Total Disbursements	2,968,548.72	3,579,377.82
	(1,335,408.50)	
Beginning of Month Cash Balance	1,402,017.00	(402,403.58)
Plus Receipts	1,633,140.22	3,992,523.30
Less Disbursements	(2,968,548.72)	(3,579,377.82)
End of Month Cash Balance	66,608.50	10,741.90
Investments Net Book Value - Beginning of month	422.59	1,980,023.50
Plus Investments Purchased	497,885.91	671,294.94
Less Sold or Matured Investments	(498,000.00)	(1,750,000.00)
Investments Net Book Value - End of month	308.50	901,318.44
Total Cash & Investments - End of Month	66,917.00	912,060.34

Treasurer's Report of Cash Receipts and Disbursements

Detail of General Fund Receipts:	Current Fiscal Year	Prior Fiscal Year
Sales Tax	288,481.13	272,273.00
Home Rule Sales Tax	43,297.82	42,857.87
Income Tax	-	196,097.04
Utility Tax	215,358.47	206,437.93
Wireless 911 Tax	12,575.82	12,453.11
E-911 Surcharge	20,154.78	24,319.28
Fuel Tax	9,106.09	6,934.71
Auto Lease Tax	-	-
Personal Property Replacement Tax	60,590.38	46,279.03
Real Estate Transfer Tax	64,803.00	49,158.00
Total Other Taxes	714,367.49	856,809.97
Circuit Court Fines	7,718.93	11,960.05
Fines Collected Locally	19,334.75	16,725.00
Animal Impounds	50.00	79.00
Total Fines	27,103.68	28,764.05
Vehicle Licenses	4,118.00	3,617.00
Taxi Licenses	525.00	100.00
Animal Licenses	65.00	60.00
Business Licenses	7,060.00	4,275.00
Liquor Licenses	10,125.00	7,125.00
Total Licenses	21,893.00	15,177.00
Non-Operating Permit Revenue	-	-
Building Permits	107,822.08	49,795.05
Demolition Permits	6,050.00	3,989.00
Roof Permits	1,855.00	1,485.00
Inspection fees	21,260.00	13,167.00
Electrical & A/C Permits	4,952.92	2,259.84
Plumbing Permits	3,138.00	2,269.00
Water Tapping / Construction / Meter Sales	6,169.50	4,903.50
Sign Permits	400.00	-
Dumpster Permits / PODS Permits	880.00	893.00
Pavement Degradation Fees	2,835.00	2,915.45
Right-of-Way Permits	1,374.00	1,242.00
Tree Removal Permits	525.00	484.00
Fence Permits	980.00	891.00
Grading Permits	2,103.00	1,200.00
Tent Permits	-	-
Plan Review Fees	6,839.50	4,929.00
Filing Fees	1,270.00	1,961.00
Permit Penalties	1,547.00	414.00
Total Permits	170,001.00	92,797.84
IPTIP Interest	31.67	73.98
Interest - Bond Proceeds	434.00	89.89
North Shore Community Bank Interest	422.29	264.19
Total Interest Income	887.96	428.06
Transfers from IPTIP	498,000.00	1,750,000.00
Total Sold or Matured Investments	498,000.00	1,750,000.00

Treasurer's Report of Cash Receipts and Disbursements

Detail of General Fund Receipts, Cont.:	Current Fiscal Year	Prior Fiscal Year
Utility Bill Payments	184,033.77	184,806.60
Ambulance Charges	37,130.06	61,489.33
Fire & Burglar Alarms	2,548.00	3,740.60
Elevator Inspections	1,560.00	2,760.00
Sanitarian Services	2,956.00	2,784.70
Engineering Traffic Studies	2,865.30	-
Maintenance of State Routes	-	-
Municipal Services - Mather Home	-	-
Municipal Services - Shore Line Place	-	-
Sales of Yard Waste Tags	5,357.25	6,689.25
Health Dept. Service charges	895.00	1,375.00
Atrium Unit Sales - Service Charges	-	-
Wilmette Park District Services	47,751.46	-
French Market Services	-	-
Property Damage Claims	7,362.37	8,726.31
Water Plant Lab Services	-	225.00
Sewer Dye Tests	-	-
Hydrant Water Usage	45.00	112.70
Total Service Charges	292,504.21	272,709.49
Rent - Depot Nuevo / Prop. Tax Reimb.	5,923.92	-
Rent - Park District (net of CATV Studio)	-	-
Rent - METRA Station	-	-
Rent - 3545 Lake Avenue	-	-
Total Rental Fees	5,923.92	-
CDBG Grant Receipts	-	-
Police Grant	-	8,205.97
Fire Grants	-	-
State - EAB Tree Removal Grant	-	-
Bicycle Path Grant	-	-
Sheridan Road Improvements Grant	-	-
Greenbay Road Traffic Signal Grant	-	-
RTA - Master Development Plan Grant	-	-
P.W. Facility - LEEDS Grant	-	-
FEMA Storm Emergency Grant	-	-
Total Grant Receipts	-	8,205.97
Cable TV Franchise Fees	-	95,688.68
Commercial Waste Franchise Fees	-	18,750.00
Cellular Antennae Rent	1,521.28	64,173.32
Sale of General Fixed Assets	-	-
Insurance Recoveries	-	-
Bond Proceeds	-	-
Property Tax Collection Interest Earnings	15.61	0.01
Parking Permits	1,140.00	1,072.00
Parking Debit cards	425.25	557.00
CTA Lot Collections	-	-
Historical Society Contribution	-	-
Affordable Housing Contributions	-	-
Donations	-	-
Retiree / COBRA Health Insurance payments	2,734.00	813.38
Employee advance repayments	-	602.78
CPR Classes	140.00	40.00
Police "Alive @ 25" Classes	-	-
Miscellaneous Income	554.25	1,512.25
Total Other Income	6,530.39	183,209.42

Treasurer's Report of Cash Receipts and Disbursements

	Current Fiscal Year	Prior Fiscal Year
Sales Tax Deposits	1.70	4.08
Deposits - Sales of Bus Passes	5,655.50	6,428.50
Other Deposits	-	-
Tree Program Deposits		-
Street Opening Deposits	33,300.00	29,200.00
Permit Escrow Received	4,960.00	3,950.00
Permit Escrow Applied	(5,340.00)	(4,700.00)

Total Deposits	38,577.20	34,882.58
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Sales of Atrium Units	0.24	-
Village Manager Housing Subsidy Reimb.	-	-
Winnetka C.A.D. Contribution	-	1,086.61
Evanston - Sheridan Road Contribution	-	-
Police Detail Wages	8,033.49	6,415.50
Park District Expense Reimbursements	-	5,617.63
School District Fuel Reimbursement	2,990.05	345.37
Five Village Bike Trail Reimbursements	-	-
Mallinckrodt Expense Reimbursement	15,000.00	-
Other Expense Reimbursements	12,560.22	28.00

Total Expense Reimbursements	38,584.00	13,493.11
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Employee Insurance Fund

Beginning of Month Cash Balance	56.71	-
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Plus Receipts:

Internal Service Transfers from other Funds	175,251.74	192,121.61
Expense Reimbursements		

Total Receipts	175,251.74	192,121.61
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Less Disbursements:

Wires to North Suburban Benefit CoOp	107,560.61	115,495.72
Wires to HMO-IL	68,950.53	64,272.39
Net Interfund Activity	-	

Total Disbursements	176,511.14	179,768.11
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End of Month Cash Balance	(1,202.69)	12,353.50
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General Debt Service Fund:

Beginning of Month Cash Balance	688,131.32	596,038.24
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Plus Receipts:

Property Tax	7,278.00	
Interest Income from Bond Proceeds		
Accrued Interest from Bond Proceeds		

Total Receipts	7,278.00	-
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Less Disbursements:

Net Interfund Activity	250.00	250.00
Debt Service Wire Transfers		

Total Disbursements	250.00	250.00
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End of Month Cash Balance	695,159.32	595,788.24
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Treasurer's Report of Cash Receipts and Disbursements

	<u>Current Fiscal Year</u>	<u>Prior Fiscal Year</u>
Workers' Compensation Fund:		
Beginning of Month Cash Balance	202.70	(10,922.71)
Plus Receipts:		
Net Interfund Activity	(11.28)	806.00
Insurance Recovery		12,030.76
Total Receipts	(11.28)	12,836.76
Less Disbursements:		
End of Month Cash Balance	191.42	1,914.05
 Parking Meter Fund		
Beginning of Month Cash Balance	885,735.98	925,115.59
Plus Receipts:		
METRA Lots - Parking Meter Collections	4,479.65	5,306.65
METRA Lots - Debit Card Sales	11,384.00	12,863.00
CTA Lot Drop Box Collections	10,357.50	11,195.56
CBD Lots - Permit sales		
Transfer from General Fund		
METRA Station Rent		
Expense Reimbursements		
Bond Proceeds		
Total Receipts	26,221.15	29,365.21
Less Disbursements:		
Net Interfund Activity	35,964.05	25,040.89
Bank Charges	176.92	
Debt Service Wire Transfers		
Total Disbursements	36,140.97	25,040.89
End of Month Cash Balance	875,816.16	929,439.91
 Illinois Municipal Retirement Fund:		
Beginning of Month Cash Balance	-	-
Plus Receipts:		
Internal Service Transfers from other Funds	112,474.80	105,293.91
Medicare Expense Refund	-	-
Total Receipts	112,474.80	105,293.91
Less Disbursements:		
IMRF Wire Transfer	56,039.68	50,805.41
EFT for FICA & Medicare Expense	56,435.12	54,488.50
Total Disbursements	112,474.80	105,293.91
End of Month Cash Balance	-	-

Treasurer's Report of Cash Receipts and Disbursements

	Current Fiscal Year	Prior Fiscal Year
Clampitt Estate Fund:		
Beginning of Month Cash Balance	83,270.00	110,840.00
Plus Receipts:		
North Shore Comm. Bank Interest	29.00	35.00
Donations		
Total Receipts	29.00	35.00
Less Disbursements:		
Transfer to General Fund		
Total Disbursements	-	-
End of Month Cash Balance	83,299.00	110,875.00

Section 105 Plan Fund:		
Beginning of Month Cash Balance	839,129.79	777,819.09
Plus Receipts:		
Interfund receipts		247.00
Interest Income	290.00	
Total Receipts	290.00	247.00
Less Disbursements:		
Section 105 Plan Medical reimbursements	6,197.54	4,249.34
Interfund disbursements	2,635.00	
Total Disbursements	8,832.54	4,249.34
End of Month Cash Balance	830,587.25	773,816.75

Pooled General Fund Bank Account Summary:		
Beginning of Month Cash Balance	3,898,543.50	1,996,486.63
Plus Receipts	1,954,673.63	4,332,422.79
Less Disbursements	(3,302,758.17)	(3,893,980.07)
End of Month Cash Balance	2,550,458.96	2,434,929.35
End of Month Investment Balances:		
General Fund	308.50	901,318.44
End of Month Net Book Value of Investments	308.50	901,318.44
Total Cash & Investments - End of Month	2,550,767.46	3,336,247.79

Treasurer's Report of Cash Receipts and Disbursements

	<u>Current Fiscal Year</u>	<u>Prior Fiscal Year</u>
Motor Fuel Tax Fund:		
Beginning of Month Cash Balance	924,238.13	825,767.69
Plus Receipts:		
Motor Fuel Tax Allotments	66,567.98	45,845.41
Expense Reimbursements		
North Shore Community Bank Interest	319.88	319.17
IPTIP Interest Income	6.43	7.09
Transfers from IPTIP	60,000.00	170,000.00
Total Receipts	126,894.29	216,171.67
Less Disbursements:		
Net Interfund Activity		400,964.04
Investments Purchased		
Transfers to IPTIP	66,574.41	45,852.50
Total Disbursements	66,574.41	446,816.54
End of Month Cash Balance	984,558.01	595,122.82
Investments Net Book Value - Beginning of month	9.64	170,304.87
Plus Investments Purchased	66,574.41	45,852.50
Less Sold or Matured Investments	(60,000.00)	(170,000.00)
Investments Net Book Value - End of month	6,584.05	46,157.37
Total Cash & Investments - End of Month	991,142.06	641,280.19

Treasurer's Report of Cash Receipts and Disbursements

	Current Fiscal Year	Prior Fiscal Year
Firemen's Pension Fund:		
Beginning of Month Cash Balance	1,339,051.82	1,253,996.46
Plus Receipts:		
Employee Deductions	29,994.84	28,553.47
Employee Prior Service Buy-Back		
General Fund Contribution		
Investment Interest Receipts	11,235.45	7,997.75
Other Income		
Mutual Fund Dividends & Capital Gains	30,874.25	23,633.37
Gain on the Sale of Investments	38,529.00	
Sold or Matured Investments	193,818.02	175,466.48
Total Receipts	304,451.56	235,651.07
Less Disbursements:		
Payroll	190,308.59	165,412.44
Net Interfund Activity		
Investment Management Fee	7,781.14	-
Accrued Interest Purchased		113.93
Investments Purchased	266,216.70	206,583.19
Total Disbursements	464,306.43	372,109.56
End of Month Cash Balance	1,179,196.95	1,117,537.97
Investments Net Book Value - Beginning of month	27,086,801.43	26,130,351.18
Plus Investments Purchased	266,216.70	206,583.19
Less Sold or Matured Investments	(193,818.02)	(175,466.48)
Investments Net Book Value - End of month	27,159,200.11	26,161,467.89
Total Cash & Investments - End of Month	28,338,397.06	27,279,005.86

Treasurer's Report of Cash Receipts and Disbursements

	Current Fiscal Year	Prior Fiscal Year
Police Pension Fund:		
Beginning of Month Cash Balance	638,043.93	612,881.18
Plus Receipts:		
Employee Deductions	29,354.39	28,591.50
General Fund Contribution		
Employee Contribution for Prior Service Credit		
Investment Interest Receipts	11,115.04	7,904.43
Other Income		
Mutual Fund Dividends & Capital Gains	30,420.18	23,105.31
Gain on the Sale of Investments	8,421.00	
Sold or Matured Investments	223,695.22	175,538.52
Total Receipts	303,005.83	235,139.76
Less Disbursements:		
Payroll	162,601.50	152,208.27
Net Interfund Activity		
Investment Management Fee	7,847.97	-
Accrued Interest Purchased		113.93
Investments Purchased	265,586.01	206,238.99
Total Disbursements	436,035.48	358,561.19
End of Month Cash Balance	505,014.28	489,459.75
Investments Net Book Value - Beginning of month	27,021,105.84	26,041,937.06
Plus Investments Purchased	265,586.01	206,238.99
Less Sold or Matured Investments	(223,695.22)	(175,538.52)
Investments Net Book Value - End of month	27,062,996.63	26,072,637.53
Total Cash & Investments - End of Month	27,568,010.91	26,562,097.28

Treasurer's Report of Cash Receipts and Disbursements

	<u>Current Fiscal Year</u>	<u>Prior Fiscal Year</u>
Sewer Fund:		
Beginning of Month Cash Balance	651,832.09	583,547.19
Plus Receipts:		
Transfer from Bond Proceeds Account	19,115.00	44,946.05
Water Fund Transfer		
Expense Reimbursements		
Sewer Dye Tests		
Total Receipts	19,115.00	44,946.05
Less Disbursements:		
Net Interfund Activity	(456,162.90)	(305,172.56)
Debt Service Wire Transfers		
Total Disbursements	(456,162.90)	(305,172.56)
End of Month Cash Balance	1,127,109.99	933,665.80
Water Fund:		
Beginning of Month Cash Balance	1,494,089.18	608,780.42
Plus Receipts:		
Collections of Residential Utility Bills	781,110.76	825,810.83
Collections of Wholesale Billings	875,482.00	1,473,478.42
Other Income	-	-
Comm. Ed. VLR Rebate	-	-
Intern Grant	-	-
Expense Reimbursements	-	-
North Shore Community Bank Interest	1,066.05	791.03
Transfer from Bond Proceeds Acct.	2,006.70	50,128.39
Total Receipts	1,659,665.51	2,350,208.67
Less Disbursements:		
Transfer to General Fund	-	-
Transfer to Sewer Fund	-	-
EFT to the MWRDGC	9,635.64	8,346.60
Debt Service Wire Transfers	-	-
Banking Charges	520.69	637.72
Net Interfund Activity	456,162.90	856,841.31
Investments Purchased	-	-
Total Disbursements	466,319.23	865,825.63
End of Month Cash Balance	2,687,435.46	2,093,163.46

Treasurer's Report of Cash Receipts and Disbursements

	Current Fiscal Year	Prior Fiscal Year
Water Fund Bond Proceeds Account:		
Beginning of Month Cash Balance	1,022,939.92	1,464,868.06
Plus Receipts:		
Bond Proceeds		
Interest Earnings	352.00	465.00
Expense Reimbursements		
Transfer from Operating Account		
Investments Sold or Matured		
Total Receipts	352.00	465.00
Less Disbursements:		
Investments Purchased		
Debt Service Wire Transfers		
Accrued Interest Purchased		
Transfers from Bank One - Bond Proceeds A/C		
Transfer to Water Fund O&M Acct.	2,006.70	50,128.39
Total Disbursements	2,006.70	50,128.39
End of Month Cash Balance	1,021,285.22	1,415,204.67
Investments Net Book Value - Beginning of month	-	-
Plus Investments Purchased	-	-
Less Sold or Matured Investments	-	-
Investments Net Book Value - End of month	-	-
Sewer Fund Bond Proceeds Account:		
Beginning of Month Cash Balance	1,123,993.20	551,918.30
Plus Receipts:		
Bond Proceeds	247,711.00	
Interest Earnings	387.00	175.00
Expense Reimbursements		
Investments Sold or Matured		
Total Receipts	248,098.00	175.00
Less Disbursements:		
Investments Purchased		
Debt Service Wire Transfers		
Accrued Interest Purchased		
Transfers from Bank One - Bond Proceeds A/C		
Transfer to Sewer Fund Operating Acct.	19,115.00	44,946.05
Total Disbursements	19,115.00	44,946.05
End of Month Cash Balance	1,352,976.20	507,147.25
Investments Net Book Value - Beginning of month	-	-
Plus Investments Purchased	-	-
Less Sold or Matured Investments	-	-
Investments Net Book Value - End of month	-	-

Treasurer's Report of Cash Receipts and Disbursements

	Current Fiscal Year	Prior Fiscal Year
Pooled Water Fund Bank Account Summary:		
Beginning of Month Cash Balance	4,292,854.39	3,209,113.97
Plus Receipts	1,927,230.51	2,395,794.72
Less Disbursements	(31,278.03)	(655,727.51)
End of Month Cash Balance	6,188,806.87	4,949,181.18
Total Cash & Investments - End of Month	6,188,806.87	4,949,181.18
All Funds Bank Account Summary:		
Beginning of Month Cash Balance	11,092,731.77	7,898,245.93
Plus Receipts	4,616,255.82	7,415,180.01
Less Disbursements	(4,300,952.52)	(5,727,194.87)
End of Month Cash Balance	11,408,035.07	9,586,231.07
All Funds Investment Balance Summary:		
End of Month Net Book Value:		
General Fund	308.50	901,318.44
Motor Fuel Tax	6,584.05	46,157.37
Fire Pension	27,159,200.11	26,161,467.89
Police Pension	27,062,996.63	26,072,637.53
Water Fund	-	-
Total Cash & Investments - All Funds	65,637,124.36	62,767,812.30