

AGENDA
South Rock Island Township
Board Meeting
June 30, 2025
4:00 p.m.

- I. Call to Order/Roll Call**
- II. Remote Electronic Attendance (if necessary)**
Approval of the remote electronic attendance of elected officials
- III. Pledge of Allegiance**
- IV. Supervisor Prayer**
- V. Approval of Agenda**
- VI. Approval of Minutes from May 19, 2025 meeting**
- VII. Reports**
 - A. Supervisor's Report
 - B. Clerk's Report
 - C. Assessor's Report
 - D. General/Emergency Assistance Client Review for May
 - E. Client/Public/Senior Citizen Report
 - 1. Bus Tickets for Public & Clients for May -10
 - 2. South Rock Island Township Senior Relief Program for June:
Hy-Vee – Total of 56
 - 3. Senior Denture Program for May -0
- VIII. Treasurer's Report and Authorization and Transfers of Town Fund and Relief Fund Bills**
- IX. Unfinished Business**
- X. New Business**
 - A. Approval of update to Personnel Policy
 - B. Approval of update to Travel Policy
 - C. Approval of new server from OMC- \$11,887
 - D. Approval of 8GB Memory Module for 5 workstations- \$210
 - E. Approval of 2025/2026 Intergovernmental Agreements for General & Emergency Assistance –
Bowling Township
 - F. Donations
 - a) The Arc of the QC Catalyst Awards Sponsorship
 - b) Golf Event Commitment- \$500
- X. Public Comments**
- XI. Adjournment**

MINUTES OF THE MEETING
South Rock Island Township Board

South Rock Island Township, 4330 11th Street, Rock Island, IL 61201

Call to Order

The May 19, 2025, South Rock Island Township Board meeting was called to order at 4:00 PM by Supervisor Grace Diaz Shirk.

Roll Call

Elected Officials Present:

- Supervisor Grace Diaz Shirk (Chair), Clerk KJ Whitley, Trustees - Diana Hebbeln, Jonah Sallows-Hines

Other Elected Officials Present:

- Assessor Nichole Parker

Elected Officials Not Present:

- Bill Sowards

Others Present:

- Chris Elsberg

Pledge of Allegiance:

Prayer:

Remote Electronic Attendance:

None

Approval of the Agenda

Hebbeln moved, and Sallows-Hines seconded, to approve the agenda for the meeting. Voice vote. Motion carried.

Approval of Meeting Minutes

Shirk moved, and Sallows-Hines seconded, to approve the April 28, 2025, South Rock Island Township Board meeting minutes. Motion carried.

Approval of an Appointment – Trustee Vacancy

Shirk moved, and Sallows-Hines seconded, to appoint Chris Elsberg to the vacant position, which became open following the passing of Trustee Mark Parr, Jr. Mr. Parr had been re-elected but passed away after the election and before the commencement of the new term. Roll call vote. 3-Ayes Shirk, Hebbeln and Sallows-Hines. 0-Nays. Motion carried.

Oath of Office

Following the vote, Clerk Whitley administered the Oath of Office to Chris Elsberg.

Reports:

Supervisor's Report - Shirk presented the 's Report (*Record*).

Shirk welcomed the newly seated SRIT Board. She also announced that a photographer would be present at the next Township Board meeting on June 30, 2025, to take official board member photographs. Additionally, she requested bios from the Board for marketing.

The Spring Outdoor Giveaway was held successfully, with 157 people in attendance. There was a minor issue involving scattered debris on the adjacent property, ROE building. A member of the assessor's office took the initiative to clean up the affected area.

Shirk reported that the recent Shred Day event set a record for South Rock Island Township, with 5,224 pounds of materials shredded. For comparison, the Township typically pays \$4,470 to shred approximately 2,900 pounds. Due to the significantly higher volume this year, the Township was invoiced more to reflect the volume increase.

Shirk reported receiving a letter from State Senator Michael Halpin expressing support for townships. The letter specifically opposes the township consolidation bills currently being proposed in the Illinois General Assembly. The letter will be entered into the official record.

Shirk provided an update on the staffing of the Program Coordinator position. The initial replacement candidate who was offered the position recently declined the offer. This hourly position pays \$19 and is responsible for overseeing the Sassy Seniors and Free Giveaway programs. Recruitment efforts are ongoing.

Shirk provided an update regarding General Assistance services for Bowling Township. Bowling Township has agreed to pay South Rock Island Township a \$175 annual retainer fee, plus \$75 per client, for the administration of their General Assistance program, should a need arise. This agreement would be in addition to the six other small townships for which South Rock Island Township currently provides General Assistance services.

Shirk reported that the memorial community bench honoring former Mark J. Parr, Jr. has been ordered and is expected to be installed soon. She shared a photo of the memorial inscription with the Board. At the request of Mr. Parr's wife, the words "Avid Fisherman" will be added to the description.

Shirk advised that South Rock Island Township (SRIT) was invited to attend the Rock Island-Milan Little League Sponsor Night at the ballpark—an evening of celebration, community, and softball, as well as a chance to recognize and thank the many sponsors. Chris Elsberg and her husband will attend to represent SRIT at the event.

Shirk discussed an increase in rent for the Township's storage garages (2 are tax exempt, 7 are rented). She noted that electric service was recently added to the garages, providing electricity to all units. The new rental rates are as follows: \$140 per month for a standard unit, and \$150 per month for an oversized unit. A discount applies for tenants who pay six months or more in advance. New lease agreements reflecting these updated terms need to be executed by June 30, 2025.

Shirk announced that staff and Board members are invited to attend a VIP Early Opening event at Whitewater Junction on Friday, May 23, 2025, from 4:00 to 7:00 PM. Those interested in attending are asked to notify Shirk.

Shirk advised that the Veterans Luncheon will be held on November 5, 2025, at Ballay's. Six townships—South Rock Island Township (SRIT), Rock Island, Moline, South Moline, Black Hawk, and Hampton—will jointly host the event. Final event details are currently being discussed among the sponsoring townships.

Shirk advised the Board of the upcoming last days for two staff members: Brandon's last day will be May 22, 2025, and Maci's last day will be May 30, 2025. A farewell celebration lunch for Brandon will be held on May 22, 2025, at Riverfront Grille.

Shirk advised the Board that the current office computers require additional memory to support modern software demands. As part of the planned upgrades: All staff computers will be updated with additional memory. A new computer will be purchased for both the Assessor and the Supervisor. A new monitor will be purchased for the Clerk. She also informed the Board that she obtained a quote to replace the office server prior to October 2027. Shirk noted that potential tariffs may affect the cost of future computers and hardware replacements planned for next year. At the Board's request, a discussion regarding the purchase of additional office computers and a second server will be included on the June meeting agenda.

Additionally, the Township received a written letter expressing opposition to a potential Board appointment candidate. The letter will be included in the official records maintained by the Clerk.

Two Thank You letters were received: Quad Cities Community Foundation and -Youth Hope

Clerk's Report - Clerk Whitley provided the Township Clerk's Report

The new term began (today), May 19, 2025. Received the Oath of Office from outgoing Township Clerk Nick Camlin. Oaths of Office were administered to the following elected and/or appointed officials: Grace Diaz Shirk, – 4-year term; Nichole Parker, Assessor – 4-year term (effective January 1, 2026); Trustees - Bill Sowards, – 4-year term; Diana Hebbeln, – 4-year term; Jonah Sallows-Hines, – 4-year term; Chris Elsberg, – 4-year term. Upcoming training courses include OMA & FOIA.

Assessor's Report - Assessor Parker provided the Assessor's Report (*Record*).

Senior Freeze – 365 applications were received. Tax bills went out on May 13, 2025. Assessor Parker completed her annual Freedom of Information Act (FOIA) training and provided the Clerk with a copy of the completion certificate for the official record.

General/Emergency Assistance Report (Record).

The April 2025 Client/Public/Senior Citizen Report was printed on the agenda.

Treasurer's Report and Authorization and Transfers of Town Fund and Relief Fund Bills: The provided the Treasurer's Report for April 2025 (*Record*). The Township Board audited the bills and claims (*Record*). Elsberg moved, and Hebbeln seconded, to authorize the payment of the Town Fund and Relief Fund bills and transfers in the amount of \$35,371.97. Roll call vote. 4-Ayes Elsberg, Shirk, Hebbeln and Sallows-Hines. 0-Nays. Motion carried.

Unfinished Business:

None

New Business:

The Township Board discussed the 2024 TOIRMA insurance coverage. Elsberg moved, and Sallows-Hines seconded, to authorize payment to TOIRMA in the amount of \$9,901. Roll call vote. 4-Ayes Shirk, Elsberg, Hebbeln and Sallows-Hines. 0-Nays. Motion carried.

The Township Board discussed the Allied Benefits System – MACI Insurance. Shirk moved, and Sallows-Hines seconded, to authorize payment to Allied Benefits System – MACI Insurance -in the of \$2,963. Roll call vote. 4-Ayes Shirk, Elsberg, Hebbeln and Sallows-Hines. 0-Nays. Motion carried.

The Township Board reviewed and discussed bids received for the resurfacing of the Township parking lot. Hebbeln moved, and Elsberg seconded, to postpone action on this item and move it to the **June** meeting. Voice vote. Motion carried.

The Township Board discussed the Amendments for end the year transfers. Elsberg moved, and Sallows-Hines seconded, to authorize the Amendment transfer in the amount of \$1,081.04 from account 6390 to 6200 for the 2024-2025 Budget & Appropriation. Roll call vote. 4-Ayes Shirk, Elsberg, Hebbeln and Sallows-Hines. 0-Nays. Motion carried.

The Township Board discussed the current Township Certificates of Deposit (CDs) and reviewed various financial options for renewal or potential transfer to a new financial institution. Elsberg moved, and Shirk seconded, to renew the CDs with American Bank with an interest rate of 4.4% interest. Roll call vote. Roll call vote. 4-Ayes Shirk, Elsberg, Hebbeln and Sallows-Hines. 0-Nays. Motion carried.

The Township Board discussed the request for the NAACP Freedom Fund Banquet Fundraiser. No motions were received.

Public Comments:

None

Adjournment:

Elsberg moved, and Sallows-Hines seconded, to adjourn the meeting at 5:24 pm. Motion carried.

**THIS IS A CERTIFIED COPY OF THE MINUTES OF THE MEETING APPROVED
BY THE SOUTH ROCK ISLAND TOWNSHIP BOARD ON JUNE 30, 2025.**

Seal—>

Township Clerk

6.30.2025
Date



Supervisor Report for June 30th, 2025

1. Celebrate America – July 3rd. 10-1
2. Shirt Order – Anyone interested?
3. Sexual Harassment Training –
4. OMA –
5. Kids Camp – July 14th – July 18th
6. Supervisor/Trustee Workshop – Ballies – August 8th
7. Discussion Parking Lot upgrade –
8. Family Illness -

Office of the Township Clerk
SOUTH ROCK ISLAND TOWNSHIP, ILLINOIS

TOWNSHIP CLERK'S REPORT

May 19, 2025 – June 30, 2025

Official Business

- The new term began on **May 19, 2025**, except for the **Assessor**, whose term begins **January 1, 2026**.
- I received the **Oath of Office** from outgoing Township Clerk **Nick Camlin**.
- **Oaths of Office** were administered to the following elected and/or appointed officials:
 - **Grace Diaz Shirk**, Supervisor – 4-year term
 - **Nichole Parker**, Assessor – 4-year term (effective January 1, 2026)
 - **Bill Sowards**, Trustee – 4-year term
 - **Diana Hebbeln**, Trustee – 4-year term
 - **Jonah Sallows-Hines**, Trustee – 4-year term
 - **Chris Elsberg**, Trustee – 4-year term

FOIA Activity

- Received a **FOIA request** from **Records Retrieval Solutions** on **May 23**, requesting records of electronic purchase orders. Response provided by **Clerk Whitley**: No records were available for this specific request.

Administrative Actions

- Updated signatory names on **Township financial accounts** (Supervisor and Clerk).

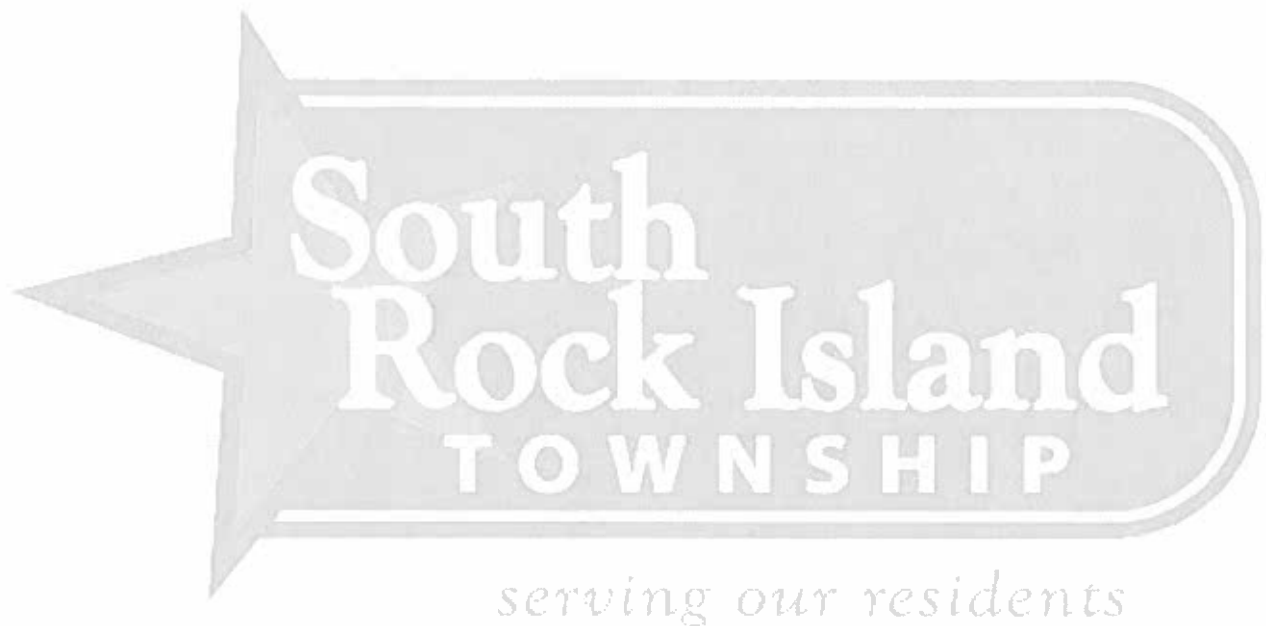
Trainings Completed

- **Clerks Training** – Cordova Civic Center, **June 21, 2025**
- **Newly Elected Officials Training** – Virtual session, **June 17, 2025**
- **2021 Sexual Harassment Prevention Training**
 - Certificate of Participation – **June 25, 2025**
- **State of Illinois Open Meetings Act (OMA) Training**
 - Certificate of Completion – **June 24, 2025**
- **State of Illinois Freedom of Information Act (FOIA) Training**
 - Certificate of Completion – **June 24, 2025**

Assessor's Report

June 30, 2025

- Senior Freeze: 506
- Completed OMA Training
- Updating Township Properties



Assistance Report for May 2025

541 residents came into the township for various reasons.

General Assistance

5 People inquired about General Assistance.

2 of those are active clients.

2 of those were approved for General Assistance.

0 client was terminated.

0 client was sanctioned for up to 90 days.

6 clients were denied assistance for various reasons.

10 Vendor vouchers were processed.

No medical vouchers were processed.

Emergency Assistance

3 People inquired about Emergency Assistance.

0 Clients were approved.

0 Voucher was processed.

0 Person denied

Additional Assistance

0 Cases were processed for Additional Assistance

GIVEAWAY

474 people

Miscellaneous

10 Bus tickets were given out.

26 Residents came in for copies, laminations, or faxes.

26 Residents came in for other reasons.

6 Bills were processed and paid for Assistance.

Intergovernmental Townships

Edgington Township no cases were processed.

Rural Township no cases were processed.

Drury Township no cases were processed.

Preemption Township no cases were processed.

Buffalo Prairie Township no cases were processed.

Andalusia Township no cases were processed.



4330 11th St.
 Rock Island, Illinois 61201
 Web: www.sritownship.net
 Email: srit@sritownship.net

Approved Audit Bills and Transfers for 6/30/2025 Meeting

TF Deposit Totals	\$27,004.00
Preapproved TF Bills and Transfers	\$74,183.95
Pending TF Bills to be Approved	\$0.00
Total TF Bills and Transfers	\$74,183.95
GA Deposit Totals	\$6,919.92
Total GA Bills and Transfers	\$16,199.31
Total (TF & GA) Bills and Transfers	\$90,383.26

Public Fund High Yld Deposits	\$854.06
Total high yld billd & transfers	\$0.00
Total TF Bills and Transfers	\$854.06

Public Fund 12 Month CD Deposits	\$8,787.87
Total high yld billd & transfers	\$0.00
Total TF Bills and Transfers	\$8,787.87

**Public Fund High Yield
Approved Claims - Board of Trustees**

State of Illinois)
Town of South Rock Island)

June 30, 2025

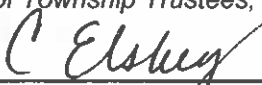
We, the undersigned, comprising the Board of Township Trustees of said Township, having duly met at the Township Clerk's office June 30, 2025, for the purpose of auditing town accounts, do hereby certify that the following claims or demands against said town were presented, and examined, were allowed at said meeting, to-witness:

In Witness Whereof, we, the members of said Board of Township Trustees, have hereunto set our hands, on June 30, 2025.





Attest Town Clerk









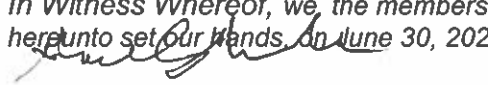
**Public Fund 12 Month CD
Approved Claims - Board of Trustees**

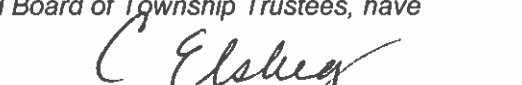
State of Illinois)
Town of South Rock Island)

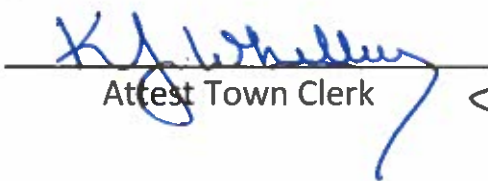
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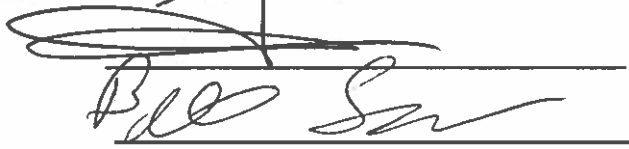
In Witness Whereof, we, the members of said Board of Township Trustees, have hereunto set our hands, on June 30, 2025.






Attest Town Clerk





RELIEF FUND
Approved Claims - Board of Trustees

State of Illinois)
Town of South Rock Island)

June 30, 2025

We, the undersigned, comprising the Board of Township Trustees of said Township, having duly met at the Township Clerk's office June 30, 2025, for the purpose of auditing town accounts, do hereby certify that the following claims or demands against said town were presented, and examined, were allowed at said meeting, to-witness:

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Attest Town Clerk







TOWN FUND
Approved Claims - Board of Trustees

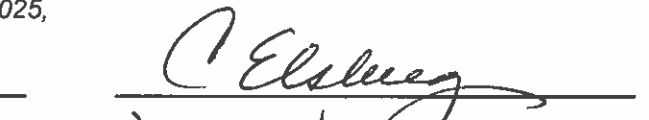
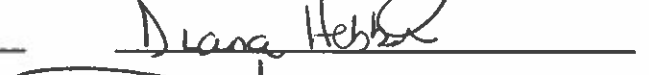


State of Illinois)
Town of South Rock Island)

June 30, 2025

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In Witness Whereof, we, the members of said Board of Township Trustees, have hereunto set our hands, on June 30, 2025,



Attest Town Clerk

6/30/2025 Board Meeting

Town Fund

Deposits	\$	650.00 ✓
	\$	23,335.55 ✓
	\$	56.15 ✓
	\$	1,082.30 ✓
	\$	1,880.00 ✓

Total \$ 27,004.00

Expenditures

\$	2,862.07 ✓
\$	50.00 ✓
\$	948.68 ✓
\$	294.51 ✓
\$	3,186.74 ✓
\$	1,149.80 ✓
\$	118.24 ✓
\$	584.00 ✓
\$	108.60 ✓
\$	1,598.12 ✓
\$	9,901.00 ✓
\$	100.00 ✓
\$	339.00 ✓
\$	104.70 ✓
\$	73.49 ✓
\$	2,937.81 ✓
\$	6,027.28 ✓
\$	2,639.33 ✓
\$	135.00 ✓
\$	100.00 ✓
\$	4,561.58 ✓
\$	2,123.00 ✓
\$	6,000.00 ✓
\$	2,854.80 ✓
\$	130.00 ✓
\$	485.07 ✓
\$	4,075.12 ✓
\$	500.00 ✓
\$	442.93 ✓
\$	25.00 ✓
\$	2,797.00 ✓
\$	1,258.27 ✓
\$	750.00 ✓
\$	4,539.00 ✓
\$	3,293.84 ✓
\$	932.66 ✓
\$	294.51 ✓
\$	125.00 ✓
\$	118.24 ✓
\$	300.00 ✓
\$	95.00 ✓
\$	112.00 ✓
\$	305.00 ✓
\$	1,534.72 ✓
\$	152.91 ✓
\$	27.68 ✓
\$	2,337.00 ✓
\$	584.00 ✓
\$	171.25 ✓

Total \$ 74,183.95

Relief Fund

Deposits	\$	21.34 ✓
	\$	4,561.58 ✓
	\$	2,337.00 ✓

Total \$ 6,919.92

Expenditures

\$	163.20 ✓
\$	215.00 ✓
\$	2,790.28 ✓
\$	85.00 ✓
\$	440.00 ✓
\$	2,963.00 ✓
\$	600.00 ✓
\$	30.00 ✓
\$	2,797.14 ✓
\$	1,082.30 ✓
\$	193.76 ✓
\$	292.63 ✓
\$	323.80 ✓
\$	116.20 ✓
\$	2,438.44 ✓
\$	86.00 ✓
\$	1,142.56 ✓
\$	440.00 ✓

Total \$ 16,199.31

Public Fund High Yld

Deposits	\$	854.06
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Total \$ 854.06

Expenditures

Total

Public Fund 12 Month CD

Deposits	\$	8,787.87
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Total \$ 8,787.87

Expenditures 0

Total

South Rock Island Township

6/25/2025 9:47 AM

Register: 1101 Checking/ Am. Bank- GA

From 05/14/2025 through 06/24/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/15/2025	12793	MIDAMERICAN E...	HOME RELIEF:6720 ...	6700/GA/ //Ut...	163.20	X		50,345.40
05/15/2025	12794	HY-VEE FOOD ST...	HOME RELIEF:6700 ...	6700/GA/Food ...	215.00	X		50,130.40
05/15/2025	HT P051...		ADMIN & EXPENDI...	to record 0515...	2,790.28	X		47,340.12
05/16/2025	12795	Two Rivers Point	-split-	6700/GA/ Shelt...	85.00	X		47,255.12
05/20/2025	12796	City of Rock Island-...	HOME RELIEF:6700 ...	6700/GA/ //Ut...	440.00	X		46,815.12
05/21/2025	12797	Allied Benefits Syste...	-split-	6730/ GA/ M...	2,963.00	X		43,852.12
05/21/2025	12798	Roger Cady	HOME RELIEF:6720 ...	6720/EA/ Shelt...	600.00	X		43,252.12
05/28/2025	12799	MetroLINK	-split-	6700/ GA/June...	30.00			43,222.12
05/30/2025	HT PR05...		ADMIN & EXPENDI...	to reflect 0530...	2,797.14	X		40,424.98
05/31/2025			5020 Interest Income	Interest		X	21.34	40,446.32
06/02/2025			1001 Checking/ Am. B...	Funds Transfer ...	1,082.30			39,364.02
06/03/2025			1001 Checking/ Am. B...	Funds Transfer ...			4,561.58	43,925.60
06/04/2025	12800	MIDAMERICAN E...	HOME RELIEF:6720 ...	6720/EA/ //Ut...	193.76			43,731.84
06/09/2025	12801	City of Rock Island-...	HOME RELIEF:6700 ...	6700/GA/ //Ut...	292.63			43,439.21
06/10/2025	12802	City of Rock Island-...	HOME RELIEF:6700 ...	6700/GA/ //Ut...	323.80			43,115.41
06/10/2025	12803	MIDAMERICAN E...	HOME RELIEF:6700 ...	6700/GA/ //Ut...	116.20			42,999.21
06/13/2025	HT PR06...		ADMIN & EXPENDI...	to reflect 0613...	2,438.44			40,560.77
06/16/2025	12804	Two Rivers Point	-split-	6700/GA/ Shelt...	86.00			40,474.77
06/20/2025	12805	HY-VEE FOOD ST...	HOME RELIEF:6700 ...	6700/GA/Food ...	1,142.56			39,332.21
06/23/2025			1001 Checking/ Am. B...	Funds Transfer ...			2,337.00	41,669.21
06/24/2025	12806	Roger Cady	HOME RELIEF:6700 ...	6700/GA/ Shelt...	440.00			41,229.21

South Rock Island Township

6/25/2025 9:48 AM

Register: 1001 Checking/ Am. Bank- TF

From 05/14/2025 through 06/24/2025

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/14/2025	auto	IMRF	-split-	3308-0(Part)/6...	2,862.07	X		132,418.16
05/14/2025	12391	C.I.A.O.	ADMIN & EXPENDI...	6140/ASSR D...	50.00	X		132,368.16
05/15/2025	HT P123...		3340 Acrd IL W/H Tax...	to record payro...	948.68	X		131,419.48
05/15/2025	auto	HUGHES TELEPH...	-split-	6410/TF/GA/ ...	294.51	X		131,124.97
05/15/2025	HT P051...		ADMIN & EXPENDI...	to record 0515...	3,186.74	X		127,938.23
05/15/2025	12392	ROCK ISLAND CO...	ADMIN & EXPENDI...	6650/TF/ Prop...	1,149.80	X		126,788.43
05/15/2025	auto	AFLAC	-split-	3371//ASSR A...	118.24	X		126,670.19
05/15/2025			-split-	Deposit		X	650.00	127,320.19
05/19/2025	12393	OFFICE MACHINE ...	-split-	6130/ TF/ GA/ ...	584.00	X		126,736.19
05/19/2025	12394	OFFICE MACHINE ...	-split-	6130/ASSR// ...	108.60	X		126,627.59
05/21/2025	HT P051...		-split-	to record 0515...	1,598.12	X		125,029.47
05/21/2025	12395	TOIRMA	-split-	TF- TOIRMA I...	9,901.00	X		115,128.47
05/22/2025	12396	GRACE DIAZ SHIRK	ADMIN & EXPENDI...	6640/TF/ Progr...	100.00	X		115,028.47
05/22/2025	12397	Clarity Technology, I...	ADMIN & EXPENDI...	6130/TF/ Com...	339.00	X		114,689.47
05/27/2025	12398	OFFICE MACHINE ...	-split-	6130/TF// Cop...	104.70			114,584.77
05/28/2025	12399	Stericycle	-split-	6310/TF/ Misc....	73.49			114,511.28
05/29/2025			-split-	Deposit		X	23,335.55	137,846.83
05/30/2025	HT PR05...		ADMIN & EXPENDI...	to reflect 0530...	2,937.81	X		134,909.02
05/30/2025	HT PR05...		ADMIN & EXPENDI...	to reflect 0530...	6,027.28	X		128,881.74
05/30/2025	auto	BlueCross BlueShiel...	-split-	6020/Hlth Ins/...	2,639.33	X		126,242.41
05/31/2025			5020 Interest Income	Interest		X	56.15	126,298.56
06/02/2025	auto	DELTA DENTAL O...	-split-	6020/HlthIns/T...	135.00			126,163.56
06/02/2025	12400	TOWNSHIP OFFICI...	-split-	6200/ TF/Trave...	100.00			126,063.56
06/02/2025			1101 Checking/ Am. B...	Funds Transfer ...			1,082.30	127,145.86
06/03/2025			1101 Checking/ Am. B...	Funds Transfer ...	4,561.58			122,584.28
06/03/2025	12401	AFFORDABLE DE...	ADMIN & EXPENDI...	6620/TF/Sen. / ...	2,123.00			120,461.28
06/03/2025	12402	HY-VEE FOOD ST...	ADMIN & EXPENDI...	6620/TF/ Senio...	6,000.00			114,461.28
06/03/2025	auto	IMRF	3360 Acrd IMRF	3308-0(Part)/6...	2,854.80			111,606.48
06/03/2025	12403	Hoffman & Tranel, PC	-split-	6100/TF/Acct ...	130.00			111,476.48
06/03/2025	12404	City of Rock Island-...	-split-	6220/TF/ GA/ ...	485.07			110,991.41
06/04/2025	HT P053...		-split-	to record payro...	4,075.12			106,916.29
06/04/2025	12405	Rock Island Parks & ...	ADMIN & EXPENDI...	6630/ tf/ Yth + ...	500.00			106,416.29
06/05/2025	12406	MIDAMERICAN E...	-split-	6200/TF/GA/U...	442.93			105,973.36
06/06/2025	12407	TOI Clerks Division	-split-	6200/ TF/ Trav...	25.00			105,948.36
06/09/2025	12408	AFFORDABLE DE...	ADMIN & EXPENDI...	6620/TF/Sen. / ...	2,797.00			103,151.36
06/09/2025	12409	AMERICAN BANK ...	-split-	Credit Card Mi...	1,258.27			101,893.09
06/10/2025			-split-	Deposit			1,880.00	103,773.09
06/11/2025	auto	MEDIACOM	-split-	6190/Phone/TF...	750.00			103,023.09
06/11/2025	12410	OFFICE MACHINE ...	-split-	6410/ TF// AS...	4,539.00			98,484.09
06/13/2025	HT PR06...		ADMIN & EXPENDI...	to reflect 0613...	3,293.84			95,190.25

South Rock Island Township

6/25/2025 9:48 AM

Register: 1001 Checking/ Am. Bank- TF

From 05/14/2025 through 06/24/2025

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/16/2025	HT P053...		3340 Acrd IL W/H Tax...	to record payro...	932.66			94,257.59
06/16/2025	auto	HUGHES TELEPH...	-split-	6410/TF/GA/ ...	294.51			93,963.08
06/16/2025	12411	HUGHES TELEPH...	ADMIN & EXPENDI...	6410/TF/GA/ ...	125.00			93,838.08
06/16/2025	auto	AFLAC	-split-	3371//ASSR A...	118.24			93,719.84
06/16/2025	12412	Kelley Waste	-split-	6110/ TF/ Buil...	300.00			93,419.84
06/16/2025	12413	AFFORDABLE DE...	-split-	6620/TF/Sen. / ...	95.00			93,324.84
06/16/2025	12414	NCPERS Group Life...	-split-	6020/Assr/TF/...	112.00			93,212.84
06/17/2025	12415	Hoffman & Tranel, PC	-split-	6100/TF/Acct ...	305.00			92,907.84
06/18/2025	HT PR06...		-split-	to reflect 0613...	1,534.72			91,373.12
06/23/2025	12416	HY-VEE FOOD ST...	-split-	6620 /Tf Senio...	152.91			91,220.21
06/23/2025	12417	Melissa Swenson	ADMIN & EXPENDI...	6620/TF/ Senio...	27.68			91,192.53
06/23/2025			1101 Checking/ Am. B...	Funds Transfer ...	2,337.00			88,855.53
06/24/2025	12418	OFFICE MACHINE ...	-split-	6130/ TF/ GA/ ...	584.00			88,271.53
06/24/2025	12419	OFFICE MACHINE ...	-split-	6130/ASSR// ...	171.25			88,100.28

South Rock Island Township

6/24/2025 9:35 AM

Register: Am. Bank CD
From 05/14/2025 through 06/24/2025
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/29/2025			5020 Interest Income	Interest		X	8,787.87	367,503.92

Register: 39702 Public Fund High Yld
From 05/14/2025 through 06/24/2025
Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/31/2025			5020 Interest Income	Interest		X	854.06	359,993.23



HOFFMAN & TRANEL, PC
Certified Public Accountants

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

Grace Diaz Shirk, Supervisor
South Rock Island Township
4330 11th Street
Rock Island, IL 61201

Management is responsible for the accompanying financial statements of South Rock Island Township (a government agency), which comprise the statements of assets, liabilities, and fund balances – cash basis as of May 31, 2025 and the related statements of revenues and expenses – cash basis for the month then ended and year to date. In accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA, We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the cash basis of accounting, a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

The accompanying annual appropriations listing of South Rock Island Township for the year ending March 31, 2026 has not been compiled or examined by us, and accordingly, we do not express an opinion or any other form of assurance on it.

The Township has elected to comply with the provisions of GASB Statement No. 34, Basis Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, as amended and interpreted. This requires that the Township reflect its fixed assets net of depreciation. The balance reflected is from the March 31, 2024 Illinois Annual Financial Report.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the government's assets, liabilities, fund balances, revenues, and expenditures. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Hoffman & Tranel, PC

Hoffman & Tranel, PC
Rock Island, IL
June 16, 2025

2514 24th Street
Rock Island, IL 61201

309-798-7465
www.hoffmantranel.com

South Rock Island Township
Statement of Assets, Liabilities, & Fund Balances-Cash Basis
Unaudited May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	128,292.58
1101 Checking/ Am. Bank- TF	40,443.32
1101 Checking/ Am. Bank- OA	751.01
1130 Petty Cash	359,893.23
38762 Public Fund High Yld	367,853.82
Am. Bank CD	
Total Checking/Savings	894,317.94
Total Current Assets	894,317.94
Fixed Assets	
1100 Building	433,454.33
1800 Equipment	36,879.95
Total Fixed Assets	470,333.68
TOTAL ASSETS	1,364,651.62
LIABILITIES & EQUITY	
Liabilities	
Other Current Liabilities	
3339 Acct Fed WPI Payable	1,865.00
3339 Acct Social Security	2,420.12
3340 Acct IA WPI Tax Payable	832.86
3340 Acct IL WPI Tax Payable	200.45
3345 Accrued IA WPI Tax Payable	239.65
3350 Acct IL IUC Tax Payable	2,864.34
3389 Acct SERS	
Total Other Current Liabilities	8,302.82
Total Current Liabilities	8,302.82
Equity	
4500 Fund Sub-Town Fund	623,800.77
4510 Fund Sub-Social Security	4,898.90
4520 Fund Sub-Gen Assistance	63,896.81
4530 Fund Sub-Audit Fund	8,046.34
4540 Fund Sub-Assurance Fund	7,802.40
4550 Fund Sub-Adm. Maint Retire	41,468.48
4580 Investments-Capital Assets	470,333.68
Net Income	(86,870.20)
Total Equity	1,356,288.10
TOTAL LIABILITIES & EQUITY	1,364,651.62

See Independent Accountants' Compilation Report

STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID						
South Rock Island Township						
TOWN FUND/TOTAL CASH BASIS UNAUDITED-PER END MAY 31, 2023						
May 25	Budget	\$ Over Budget	Apr - May 25	YTD Budget	\$ Over Budget	Annual Budget
66 - Miscellaneous Expenditures	1,074.24	750.00	324.24	5,336.24	1,500.00	8,000.00
6600 Building Construction	333.33	0.00	0.00	666.66	0.00	4,000.00
6600 Community Development	750.00	750.00	324.24	5,336.24	1,500.00	8,000.00
66 - Miscellaneous Expenditures	2,878.82	750.00	324.24	5,336.24	1,500.00	8,000.00
Total 66 - Miscellaneous Expenditures	2,878.82	750.00	324.24	5,336.24	1,500.00	8,000.00
Total ADMIN & EXPENDITURES	25,593.45	51,754.18	-25,760.73	69,875.40	103,508.36	621,050.00
Total Expense	25,593.45	51,754.18	-25,760.73	69,875.40	103,508.36	621,050.00
Net Income	10,621.82	-18,368.35	28,998.17	-29,457.18	-36,738.70	-229,420.00

STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID						
South Rock Island Township						
TOWN FUND/TOTAL CASH BASIS UNAUDITED-PER END MAY 31, 2023						
May 25	Budget	\$ Over Budget	Apr - May 25	YTD Budget	\$ Over Budget	Annual Budget
5000 Property Tax	10,084.54	28,512.50	-10,427.86	16,084.64	53,025.00	318,150.00
5010 Replacement Tax	10,182.55	5,000.00	5,182.55	12,844.73	8,922.18	60,000.00
5020 Investment Income	9,658.00	0.00	0.00	1,668.66	10,000.00	10,000.00
5030 Rental Income	650.00	1,040.00	-390.00	940.00	2,080.00	12,480.00
Total Income	36,615.27	33,385.83	3,229.44	40,458.22	66,771.66	400,630.00
Expense	36,615.27	33,385.83	3,229.44	40,458.22	66,771.66	400,630.00
ADMIN & EXPENDITURES	16,473.83	29,625.60	-4,151.17	33,014.33	41,250.00	247,500.00
60 - Personnel	2,941.67	-306.37	291.66	4,273.10	-4,883.34	28,100.00
6000 Salaries	2,941.67	-306.37	291.66	4,273.10	-4,883.34	28,100.00
6020 Health Insurance	0.00	0.00	0.00	0.00	-563.32	3,500.00
6030 Medical Clinic	0.00	0.00	0.00	0.00	-563.32	3,500.00
Total 60 - Personnel	2,941.67	-306.37	291.66	4,273.10	-4,883.34	28,100.00
61 - Contractual Services	18,508.13	23,258.33	-4,749.20	37,287.43	46,516.86	279,100.00
6100 Accounting Services	435.00	475.00	-40.00	870.00	-950.00	5,700.00
6110 Building Maintenance & Repairs	584.58	1,666.67	-1,082.09	1,284.58	3,333.34	20,000.00
6120 Copier/Computer/Software	941.63	1,416.67	-475.04	8,403.89	2,833.34	17,000.00
6130 Building Security	0.00	150.00	-150.00	150.00	0.00	1,800.00
6140 Office & Subscriptions	1,282.80	350.00	932.80	1,356.00	5,576.55	4,200.00
6150 Legal & Professional	0.00	0.00	0.00	1,166.66	7,000.00	7,000.00
6160 Postage	0.00	812.50	-812.50	1,666.66	241.44	9,750.00
6170 Publishing	0.00	875.00	-875.00	72.73	1,350.00	8,100.00
6190 Telephone	783.36	825.00	-41.62	1,568.33	1,850.00	11,100.00
6200 Travel/Training	0.00	833.33	-833.33	1,402.22	1,866.66	11,200.00
6230 Utilities	180.83	500.00	-319.17	328.16	1,000.00	8,000.00
Total 61 - Contractual Services	4,168.23	8,487.50	-4,319.27	16,036.96	16,975.00	101,850.00
63 - Commodities	73.49	208.34	-134.85	73.49	416.68	2,500.00
6310 Miscellaneous	262.78	541.67	-278.89	462.28	1,683.34	6,500.00
6330 Office Supplies	0.00	4,291.67	-4,291.67	0.00	-563.34	51,500.00
Total 63 - Commodities	338.27	5,041.68	-4,703.41	555.78	10,883.36	60,500.00
64 - Capital Outlay/Building	0.00	4,166.67	-4,166.67	6,518.78	-8,333.34	50,000.00
6400 Building/Upgrade	0.00	2,916.67	-2,916.67	6,518.78	-8,333.34	35,000.00
6410 Equipment	0.00	1,250.00	-1,250.00	0.00	-1,814.56	15,000.00
Total 64 - Capital Outlay/Building	0.00	4,166.67	-4,166.67	6,518.78	-8,333.34	50,000.00

STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID									
TOWN FUND-CASH BASIS-UNAUDITED-PER-ENR MAY 31, 2025									
South Rock Island Township									
May 25									
Budget									
\$ Over Budget									
Apr - May 25									
YTD Budget									
\$ Over Budget									
Annual Budget									
66 - Miscellaneous Expenditures	1,074.24	750.00	324.24	5,336.34	1,500.00	3,836.34	2,836.34	9,000.00	9,000.00
6600 Community Development	333.33	-333.33	0.00	0.00	688.88	-688.88	-688.88	4,000.00	4,000.00
6610 Social Services	0.00	0.00	0.00	1,831.10	7,500.00	-5,668.90	-5,668.90	18,000.00	18,000.00
6620 Youth & Youth Ed	98.47	3,750.00	-3,651.53	500.00	2,700.00	-2,204.22	-2,204.22	18,200.00	18,200.00
6640 Programs/Events OS	857.31	1,500.00	-1,500.00	657.31	400.00	749.80	749.80	2,400.00	2,400.00
6650 Property Tax	1,149.80	200.00	949.80	1,149.80	400.00	749.80	749.80	2,400.00	2,400.00
Total 66 - Miscellaneous Expenditures	2,979.82	7,500.00	-4,520.18	9,474.45	15,786.88	-6,312.43	-6,312.43	94,800.00	94,800.00
Total ADMIN & EXPENDITURES	18,191.24	41,300.00	-23,108.76	46,978.19	82,600.00	-35,621.81	-35,621.81	495,600.00	495,600.00
Total Expense	18,191.24	41,300.00	-23,108.76	46,978.19	82,600.00	-35,621.81	-35,621.81	495,600.00	495,600.00
Net Income	18,424.83	-7,814.17	26,238.99	-4,819.87	-15,828.34	9,208.37	9,208.37	-84,970.00	-84,970.00

STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID									
TOWN FUND-CASH BASIS-UNAUDITED-PER-ENR MAY 31, 2025									
South Rock Island Township									
May 25									
Budget									
\$ Over Budget									
Apr - May 25									
YTD Budget									
\$ Over Budget									
Annual Budget									
Income	18,084.84	28,512.50	-10,427.66	18,084.84	53,023.00	-34,938.16	-34,938.16	318,150.00	318,150.00
5000 Property Tax	10,182.55	5,000.00	5,182.55	12,844.73	18,000.00	2,844.73	2,844.73	60,000.00	60,000.00
5010 Replacement Tax	8,688.08	433.33	8,254.75	10,588.85	13,666.66	3,444.73	3,444.73	10,000.00	10,000.00
5020 Rental Income	850.00	1,040.00	-190.00	940.00	2,000.00	-1,060.00	-1,060.00	12,480.00	12,480.00
Total Income	36,615.27	33,985.83	3,229.44	40,458.22	86,771.66	-26,313.44	-26,313.44	400,630.00	400,630.00
Gross Profit	36,615.27	33,985.83	3,229.44	40,458.22	86,771.66	-26,313.44	-26,313.44	400,630.00	400,630.00
Expense	18,084.83	15,000.00	-4,084.83	22,061.66	30,000.00	-7,938.34	-7,938.34	180,000.00	180,000.00
60 - Personnel	10,994.83	887.61	10,107.22	1,800.00	1,800.00	-357.28	-357.28	5,600.00	5,600.00
6000 Salaries	887.61	800.00	87.61	1,800.00	1,800.00	-357.28	-357.28	5,600.00	5,600.00
6020 Health Insurance	0.00	83.33	-83.33	0.00	166.66	-166.66	-166.66	1,000.00	1,000.00
6060 Medical Clinic	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 60 - Personnel	11,582.44	15,883.33	-4,300.89	23,904.38	31,766.66	-7,864.28	-7,864.28	180,600.00	180,600.00
61 - Contractual Services	435.00	475.00	-40.00	870.00	850.00	-20.00	-20.00	5,700.00	5,700.00
6100 Accounting Services	435.00	475.00	-40.00	870.00	850.00	-20.00	-20.00	5,700.00	5,700.00
6110 Building Maintenance & Repairs	584.59	1,666.67	-1,082.08	1,284.59	3,333.34	-2,048.75	-2,048.75	20,000.00	20,000.00
6120 Building Security	0.00	150.00	-150.00	150.00	1,000.00	-850.00	-850.00	3,400.00	3,400.00
6140 Office Computer/Software	438.36	500.00	-61.64	946.67	1,000.00	-53.33	-53.33	3,400.00	3,400.00
6150 Legal & Professional	0.00	500.00	-500.00	0.00	1,000.00	-1,000.00	-1,000.00	6,000.00	6,000.00
6160 Postage	0.00	750.00	-750.00	1,866.44	1,500.00	366.44	366.44	8,000.00	8,000.00
6170 Publishing	0.00	675.00	-675.00	72.73	1,350.00	-1,277.27	-1,277.27	8,000.00	8,000.00
6190 Telephone	261.13	325.00	-63.87	522.78	650.00	-127.22	-127.22	3,400.00	3,400.00
6200 Training	0.00	333.33	-333.33	0.00	666.66	-666.66	-666.66	4,000.00	4,000.00
6220 Utilities	160.83	500.00	-339.17	326.16	1,000.00	-673.84	-673.84	6,000.00	6,000.00
Total 61 - Contractual Services	3,292.71	6,158.33	-2,865.62	7,287.87	12,318.66	-5,030.79	-5,030.79	73,800.00	73,800.00
63 - Commodities	73.48	166.67	-93.19	73.48	333.34	-259.85	-259.85	2,000.00	2,000.00
6310 Miscellaneous	73.48	166.67	-93.19	73.48	333.34	-259.85	-259.85	2,000.00	2,000.00
6320 Office Supplies	262.78	375.00	-112.22	339.12	750.00	-410.88	-410.88	4,500.00	4,500.00
6330 Conferences	0.00	4,166.67	-4,166.67	0.00	8,333.34	-8,333.34	-8,333.34	60,000.00	60,000.00
Total 63 - Commodities	336.27	4,708.34	-4,372.07	412.61	9,416.68	-8,904.07	-8,904.07	56,500.00	56,500.00
64 - Capital Outlay/Building	0.00	4,166.67	-4,166.67	6,518.78	6,333.34	-184.56	-184.56	50,000.00	50,000.00
6410 Building/Upgrade	0.00	2,500.00	-2,500.00	6,518.78	5,000.00	-1,518.78	-1,518.78	30,000.00	30,000.00
6419 Equipment	0.00	1,666.67	-1,666.67	0.00	1,333.34	-1,333.34	-1,333.34	20,000.00	20,000.00
Total 64 - Capital Outlay/Building	0.00	4,166.67	-4,166.67	6,518.78	6,333.34	-184.56	-184.56	50,000.00	50,000.00

STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID											
TOWN FUND ASSESS-CASH BASIS-UNAUDITED-PER-END MAY 31, 2025											
South Rock Island Township											
ADMIN & EXPENDITURES											
60 - Personnel	5,478.50	5,625.00	-146.50	10,952.67	11,250.00	-287.33	-416.66	18,500.00	67,500.00	2,500.00	
6020 Health Insurance	1,447.00	1,541.67	-93.66	3,000.00	3,063.34	-63.34	-416.66	10,500.00	67,500.00	2,500.00	
6060 Medical Clinic	0.00	206.33	-206.33	0.00	0.00	0.00	-416.66	0.00	0.00	0.00	
Total 60 - Personnel	6,925.50	7,375.00	-448.31	13,952.67	14,313.05	-365.35	-833.34	18,500.00	67,500.00	2,500.00	
61 - Contractual Services	303.27	916.67	-613.40	1,833.22	1,833.34	5,621.88	1,833.34	11,000.00	800.00	1,000.00	
6140 Capital/Computer/Software	50.00	66.67	-16.67	130.00	133.34	3.34	3.34	800.00	1,000.00	1,000.00	
6150 Legal & Professional	0.00	62.50	-62.50	0.00	0.00	166.66	166.66	1,000.00	750.00	1,000.00	
6160 Postage	0.00	62.50	-62.50	0.00	0.00	125.00	125.00	750.00	750.00	750.00	
6190 Telephone	522.25	600.00	-77.75	1,045.55	1,200.00	154.45	154.45	2,000.00	7,200.00	7,200.00	
6200 Travel/Trucking	0.00	600.00	-600.00	1,400.22	1,200.00	-1,059.78	-1,059.78	7,200.00	7,200.00	7,200.00	
Total 61 - Contractual Services	875.52	2,239.17	-1,453.65	8,770.89	4,558.34	4,171.65	4,171.65	27,950.00	27,950.00	27,950.00	
63 - Commodities	0.00	41.67	-41.67	0.00	83.34	-83.34	-83.34	500.00	2,000.00	2,000.00	
6310 Miscellaneous	0.00	166.67	-166.67	143.17	133.34	-190.17	-190.17	500.00	2,000.00	2,000.00	
6390 Containers	0.00	125.00	-125.00	0.00	250.00	-250.00	-250.00	1,500.00	1,500.00	1,500.00	
Total 63 - Commodities	0.00	333.34	-333.34	143.17	666.68	-523.51	-523.51	4,000.00	4,000.00	4,000.00	
64 - Capital Outlay/Building	0.00	416.67	-416.67	0.00	833.34	-833.34	-833.34	5,000.00	5,000.00	5,000.00	
6410 Equipment	0.00	416.67	-416.67	0.00	833.34	-833.34	-833.34	5,000.00	5,000.00	5,000.00	
Total 64 - Capital Outlay/Building	0.00	416.67	-416.67	0.00	833.34	-833.34	-833.34	5,000.00	5,000.00	5,000.00	
Total ADMIN & EXPENDITURES	7,802.21	10,454.16	-2,651.97	22,887.21	20,906.36	1,980.85	1,980.85	125,450.00	125,450.00	125,450.00	
Total Expenses	7,802.21	10,454.16	-2,651.97	22,887.21	20,906.36	1,980.85	1,980.85	125,450.00	125,450.00	125,450.00	
Net Income	-7,802.21	-10,454.16	2,651.97	-22,887.21	-20,906.36	-1,980.85	-1,980.85	-125,450.00	-125,450.00	-125,450.00	
May 25	Budget	\$ Over Budget	\$ Over Budget	Apr - May 25	YTD Budget	\$ Over Budget	Annual Budget				

South Rock Island Township									
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID									
SOC. SEC. FUND-CASH BASIS-UNAUDITED-PER ENO, MAY 31, 2025									
Income									
5000 Property Tax	1,108.37	1,800.00	-693.63	1,108.37	1,800.00	-693.63	1,108.37	1,800.00	-693.63
Total Income	1,108.37	1,800.00	-693.63	1,108.37	1,800.00	-693.63	1,108.37	1,800.00	-693.63
Expense									
ADMIN & EXPENDITURES									
60 - Personal	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71
6018 Social Security/Medicare	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71
Total ADMIN & EXPENDITURES	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71
Total Expense	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71	1,792.62	2,083.33	-290.71
Net Income	-684.25	-283.33	-402.83	-684.25	-283.33	-402.83	-684.25	-283.33	-402.83

South Rock Island Township									
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID									
GENERAL ASST-CASH BASIS-UNAUDITED-PER ENO MAY 31, 2025									
HOME RELIEF									
6700 General Assistance	2,098.92	4,500.00	-2,403.08	3,522.19	9,000.00	-5,477.81	2,098.92	4,500.00	-5,477.81
6710 Medical Services	0.00	2,083.33	-2,083.33	0.00	4,166.66	-4,166.66	0.00	2,083.33	-4,166.66
6720 Emergency Assistance	1,008.08	1,500.00	-493.94	1,150.36	3,000.00	-1,849.64	1,008.08	1,500.00	-1,849.64
6730 Carceroptical Health Ins.	2,963.00	183.33	2,779.67	2,883.00	386.66	2,496.34	2,963.00	183.33	2,496.34
6740 Employment Reimb	0.00	166.67	-166.67	0.00	333.34	-333.34	0.00	166.67	-333.34
6750 Miscellaneous Assistance	142.07	1,666.67	-1,524.60	502.07	3,333.34	-2,831.27	142.07	1,666.67	-2,831.27
Total HOME RELIEF	6,208.05	10,199.00	-3,991.95	6,137.62	20,200.00	-12,062.38	6,208.05	10,199.00	-12,062.38
Total Expense	15,216.52	23,658.33	-8,441.81	25,397.53	47,316.66	-21,929.13	15,216.52	23,658.33	-21,929.13
Net Income	-10,833.60	-15,875.00	-5,341.48	-12,263.35	-27,116.66	-19,746.63	-10,833.60	-15,875.00	-19,746.63

South Rock Island Township									
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID									
INS. FUND-CASH BASIS-UNAUDITED-PERIOD, MAY 31, 2025									
Income	May 25								
5000 Property Tax	459.58	750.00	-290.42	459.58	1,500.00	-1,040.42	9,000.00		
Total Income	459.58	750.00	-290.42	459.58	1,500.00	-1,040.42	9,000.00		
Gross Profit	459.58	750.00	-290.42	459.58	1,500.00	-1,040.42	9,000.00		
EXPENSES									
ADMIN & EXPENDITURES									
60- Personnel	102.85	200.00	-97.15	234.89	400.00	-165.31	2,400.00		
60- Unemployment Insurance									
Total 60 - Personnel	102.85	200.00	-97.15	234.89	400.00	-165.31	2,400.00		
61- Contractual Services	9,901.00	833.33	9,067.67	9,901.00	1,666.66	8,234.34	10,000.00		
6160 Risk Management Con...									
Total 61 - Contractual Services	9,901.00	833.33	9,067.67	9,901.00	1,666.66	8,234.34	10,000.00		
Total ADMIN & EXPENDITURES	10,003.85	1,033.33	9,970.52	10,135.89	2,066.66	8,069.03	12,400.00		
Total Expense	10,003.85	1,033.33	9,970.52	10,135.89	2,066.66	8,069.03	12,400.00		
Net Income	-9,544.27	-283.33	-9,260.94	-9,676.11	-566.66	-8,109.45	-3,400.00		

South Rock Island Township									
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID									
IMRF FUND-CASH BASIS-UNAUDITED-PER. ENO. MAY 31, 2025									
	May 25	Budget	\$ Over Budget	Apr - May 25	YTD Budget	\$ Over Budget	Annual Budget		
Income									
5008 Property Tax	1,021.26	1,666.67	-645.41	1,021.26	3,333.34	-2,312.08	20,000.00		
Total Income	1,021.26	1,666.67	-645.41	1,021.26	3,333.34	-2,312.08	20,000.00		
Gross Profit	1,021.26	1,666.67	-645.41	1,021.26	3,333.34	-2,312.08	20,000.00		
Expense									
ADMIN & EXPENDITURES									
60 - Personnel									
600 IMRF-Township Share	2,098.76	2,750.00	-653.24	4,204.79	5,500.00	-1,295.21	33,000.00		
Total 60 - Personnel	2,098.76	2,750.00	-653.24	4,204.79	5,500.00	-1,295.21	33,000.00		
Total ADMIN & EXPENDITURES	2,098.76	2,750.00	-653.24	4,204.79	5,500.00	-1,295.21	33,000.00		
Total Expense	2,098.76	2,750.00	-653.24	4,204.79	5,500.00	-1,295.21	33,000.00		
Net Income	-1,075.50	-1,083.33	7.83	-3,183.53	-2,166.66	-1,016.87	-13,000.00		

South Rock Island Township						
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID						
AUDIT FUND-CASH BASIS-UNAUDITED-PER. END. MAY 31, 2025						
	May 25	Budget	\$ Over Budget	Apr - May 25	YTD Budget	\$ Over Budget
Income						
5000 Property Tax	102.12	102.12		102.12	333.34	-231.22
Total Income	102.12	102.12		102.12	333.34	-231.22
Gross Profit	102.12	102.12		102.12	333.34	-231.22
Expense						
ADMIN & EXPENDITURES						
6100 Accounting Services	833.33	833.33		833.33	1,666.66	-1,666.66
Total 61 - Contractual Services	833.33	833.33		833.33	1,666.66	-1,666.66
Total ADMIN & EXPENDITURES	833.33	833.33		833.33	1,666.66	-1,666.66
Total Expense	833.33	833.33		833.33	1,666.66	-1,666.66
Net Income	102.12	102.12		102.12	333.34	-231.22

See Independent Accountants' Compilation Report

South Rock Island Township						
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID						
CASH BASIS-UNAUDITED-PER. END. MAY 31, 2025						
	May 25	Budget	\$ Over Budget	Apr - May 25	YTD Budget	\$ Over Budget
Income						
5000 Property Tax	23,335.55	38,306.64	-15,060.29	47,278.33	53,750.00	-6,471.67
5010 Replacement Tax	10,182.55	8,000.00	2,182.55	12,844.73	10,000.00	2,844.73
5020 Interest Income	9,718.42	833.33	8,885.09	10,836.45	1,666.66	9,169.79
5030 Rental Income	650.00	1,040.00	-390.00	940.00	2,080.00	-1,140.00
5120 Intergovernmental Agreement-CA	0.00	83.33	-83.33	175.00	166.66	8.34
Total Income	43,887.52	45,452.50	-1,564.98	47,931.73	60,905.00	-12,973.27
Gross Profit	43,887.52	45,452.50	-1,564.98	47,931.73	60,905.00	-12,973.27
Expense						
ADMIN & EXPENDITURES						
6000 Salaries	23,550.83	26,875.00	-3,324.17	47,278.33	53,750.00	-6,471.67
6010 Social Security/Medicaid	1,750.62	2,083.33	-332.71	3,595.57	4,166.66	-568.09
6020 Health Insurance	2,787.33	3,091.67	-304.34	4,204.79	6,183.34	-1,978.55
6030 Unemployment Insurance	2,096.76	2,750.00	-653.24	4,204.79	5,500.00	-1,295.21
6040 Workers' Compensation	1,027.85	2,000.00	-972.15	234.86	400.00	-165.14
6050 Medical Clinic	0.00	374.99	-374.99	0.00	749.98	-749.98
Total 60 - Personnel	30,310.39	35,374.99	-5,064.60	61,118.04	70,749.98	-9,630.94
61 - Contractual Services						
6100 Accounting Services	435.00	1,308.33	-873.33	870.00	2,816.66	-1,946.66
6110 Building Maintenance & Repairs	564.59	1,066.67	-502.07	1,250.59	3,333.34	-2,082.75
6120 Building Security	0.00	150.00	-150.00	150.00	300.00	-150.00
6130 Computer/Software/Software	1,136.30	1,916.67	-780.37	8,783.23	3,833.34	4,950.89
6140 Dues & Subscriptions	1,262.80	450.00	812.80	1,356.60	800.00	556.60
6150 Legal & Professional	320.00	708.33	-388.33	320.00	1,416.66	-1,096.66
6160 Postage	0.00	855.83	-855.83	1,686.44	1,791.66	-1,105.22
6170 Publishing	0.00	875.00	-875.00	72.73	1,850.00	-1,777.27
6180 Bulk Mail/Management Contrib	9,801.00	833.33	8,967.67	9,801.00	8,234.34	1,566.66
6190 Telephones	1,044.51	1,250.00	-205.49	2,091.10	2,500.00	-408.90
6200 Travel/Training	0.00	1,133.33	-1,133.33	140.22	2,266.66	-2,126.44
6220 Utilities	321.65	1,000.00	-678.35	652.31	2,000.00	-1,347.69
Total 61 - Contractual Services	15,005.85	12,287.49	2,718.36	27,488.22	24,574.98	2,913.24
63 - Commodities						
6310 Miscellaneous	73.49	250.01	-176.52	73.49	500.02	-426.53
6390 Conferences	0.00	8,375.00	-8,375.00	888.38	1,543.34	-655.06
Total 63 - Commodities	599.09	7,416.68	-6,817.59	1,053.87	14,833.36	-13,779.49
64 - Capital Outlay/Building						
6410 Building/Improvements	0.00	4,106.67	-4,106.67	0.00	8,333.34	-8,333.34
6420 Equipment	0.00	4,583.34	-4,583.34	0.00	9,166.66	-9,166.66
Total 64 - Capital Outlay/Building	0.00	8,690.01	-8,690.01	0.00	17,500.02	-17,500.02
Total	88,000.00	88,000.00	0.00	88,000.00	88,000.00	0.00

See Independent Accountants' Compilation Report

South Rock Island Township
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID
CASH BASIS-UNAUDITED-PERIOD END, MAY 31, 2025

	May 25	May 24	\$ Change
Income			
5000 Property Tax	23,335.55	26,708.85	-3,373.30
5010 Replacement Tax	10,182.55	12,016.33	-1,833.78
5020 Interest Income	5,719.42	431.70	5,287.68
5030 Rental Income	650.00	380.00	270.00
5200 Donations & Advertisement	0.00	5.00	-5.00
Total Income	43,887.52	39,549.94	4,337.58
Gross Profit:	43,887.52	39,549.94	4,337.58
Expense			
ADMIN & EXPENDITURES			
60 - Personnel			
6000 Salaries	23,550.83	20,201.13	3,349.70
6010 Social Security/Medicare	1,752.82	1,539.15	213.67
6020 Health Insurance	2,787.33	2,468.15	319.18
6030 IRR-Township Share	2,098.78	1,799.23	299.55
6040 Unemployment Insurance	102.85	53.85	49.00
Total 60 - Personnel	30,310.39	26,061.51	4,248.88
61 - Contractual Services			
6100 Accounting Services	435.00	425.00	10.00
6110 Bldg Maintenance & Repairs	554.99	221.62	333.37
6130 Copier/Computer/Software	1,136.30	228.68	907.62
6140 Dues & Subscriptions	1,262.80	1,783.20	-520.40
6150 Legal & Professional	320.00	285.00	35.00
6160 Risk Management Contrib	9,901.00	9,320.00	581.00
6180 Telephone	1,044.51	1,040.91	3.60
6200 Travel/Training	0.00	127.35	-127.35
6210 Utilities	321.85	263.85	58.00
Total 61 - Contractual Services	15,005.85	14,515.44	490.41
63 - Commodities			
6310 Miscellaneous	73.49	0.00	73.49
6320 Office Supplies	525.60	842.60	-317.00
Total 63 - Commodities	599.09	842.60	-243.51
64 - Capital Outlay/Building			
6400 Buildings/Upgrade	0.00	7,575.00	-7,575.00
6410 Equipment	0.00	259.99	-259.99
Total 64 - Capital Outlay/Building	0.00	7,834.99	-7,834.99
65 - Miscellaneous Expenditures			
6500 Community Development	1,074.24	1,633.00	-558.76
6510 Social Services	0.00	16.24	-16.24
6520 Senior Citizen Services	98.47	9.59	88.88
6530 Youth & Youth Ed	0.00	2,750.00	-2,750.00
6540 Program/Events GS	657.31	518.85	138.46
6550 Property Tax	1,149.80	1,065.84	83.96
Total 65 - Miscellaneous Expenditures	2,879.82	5,991.32	-3,111.50
Total ADMIN & EXPENDITURES	48,895.15	55,312.86	-6,417.71

66 - Miscellaneous Expenditures	1,074.24	760.00	314.24
6610 Social Services	333.33	0.00	333.33
6620 Senior Citizen Services	98.47	0.00	98.47
6630 Youth & Youth Ed	0.00	1,500.00	-1,500.00
6640 Program/Events GS	657.31	200.00	457.31
6650 Property Tax	1,149.80	200.00	949.80
Total 66 - Miscellaneous Expenditures	2,879.82	48,895.15	-46,015.33
67 - HOME RELIEF			
6700 General Assistance	2,086.92	4,500.00	-2,413.08
6710 Medical Services	0.00	2,083.33	-2,083.33
6720 Emergency Assistance	1,000.00	1,500.00	-500.00
6730 Catastrophic Health Ins.	2,983.00	183.33	2,799.67
6740 Employment Relief	0.00	166.67	-166.67
6750 Miscellaneous Assistance	142.07	1,666.67	-1,524.60
Total HOME RELIEF	6,208.05	10,100.00	-3,891.95
68 - Total ADMIN & EXPENDITURES	48,895.15	72,012.50	-23,117.35
69 - May 25	5,336.24	5,336.24	0.00
70 - Apr - May 25	1,149.80	1,149.80	0.00
71 - YTD Budget	16,366.66	16,366.66	0.00
72 - \$ Over Budget	-4,892.21	-4,892.21	0.00
73 - Annual Budget	98,200.00	98,200.00	0.00

South Rock Island Township
 STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID
 CASH BASIS-UNAUDITED-PER. END, MAY 31, 2025

See Independent Accountants' Compilation Report

South Rock Island Township
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID
CASH BASIS-UNAUDITED-PERIOD END. MAY 31, 2025

	May 25	May 24	\$ Change
HOME RELIEF			
6700 General Assistance	2,098.92	1,553.58	545.34
6720 Emergency Assistance	1,006.06	0.00	1,006.06
6730 Cereasrophic Health Ins.	2,963.00	0.00	2,963.00
6740 Employment Relief	0.00	104.06	-104.06
6750 Miscellaneous Assistance	142.07	180.00	-37.93
Total HOME RELIEF	6,208.05	1,837.67	4,370.38
Total Expense	55,103.20	57,150.53	-2,047.33
Net Income	-11,215.65	-17,668.58	6,452.91

South Rock Island Township
STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID
CASH BASIS-UNAUDITED-PERIOD END. MAY 31, 2025

	Apr - May 25	Apr - May 24	\$ Change
Income			
9000 Property Tax	23,335.55	26,708.65	-3,373.10
9010 Replacement Tax	12,844.73	10,888.67	1,956.06
9020 Interest Income	10,636.25	9,111.16	1,525.09
9030 Rental Income	943.00	910.00	33.00
9120 Intergovernment Agreement-GA	175.00	0.00	175.00
9200 Donations & Advertisement	0.00	21.00	-21.00
Total Income	47,931.73	45,438.71	2,493.02
Gross Profit	47,931.73	45,438.71	2,493.02
Expense			
ADMIN & EXPENDITURES			
60 - Personnel			
6000 Salaries	47,278.33	40,725.83	6,552.50
6010 Social Security/Medicare	3,568.57	3,097.44	501.13
6020 Health Insurance	5,904.68	4,836.30	1,068.38
6030 MRF-Township Share	4,204.70	3,635.39	569.30
6040 Unemployment Insurance	234.69	190.08	44.63
Total 60 - Personnel	61,119.04	52,585.02	8,534.02
61 - Contractual Services			
6100 Accounting Services	870.00	850.00	20.00
6110 Bldg Maintenance & Repairs	1,264.59	371.62	892.97
6120 Building Security	150.00	0.00	150.00
6130 Copier/Computer/Software	8,793.23	7,918.64	874.59
6140 Dues & Subscriptions	1,355.00	1,762.00	-407.00
6150 Legal & Professional	1,837.00	265.00	1,572.00
6160 Postage	1,868.44	0.00	1,868.44
6170 Publishing	72.73	112.48	-39.75
6180 Risk Management Contrib	9,901.00	8,520.00	1,381.00
6190 Tuition	2,091.10	2,081.22	9.88
6200 Travel/Training	140.22	727.35	-587.13
6220 Utilities	652.31	551.49	100.82
Total 61 - Contractual Services	27,488.22	24,231.00	3,257.22
63 - Commodities			
6310 Miscellaneous	73.49	0.00	73.49
6320 Office Supplies	960.38	1,227.62	-267.24
Total 63 - Commodities	1,033.87	1,227.62	-193.75
64 - Capital Outlay/Building			
6400 Building/Upgrade	6,518.78	7,575.00	-1,056.22
6410 Equipment	0.00	2,667.86	-2,667.86
Total 64 - Capital Outlay/Building	6,518.78	10,442.86	-3,924.08
66 - Miscellaneous Expenditures			
6600 Community Development	5,338.24	1,653.00	3,685.24
6610 Social Services	0.00	16.24	-16.24
6620 Senior Citizen Services	1,831.10	108.27	1,722.83
6630 Youth & Youth Ed	500.00	2,750.00	-2,250.00
6640 Programs/Events GS	657.31	518.85	138.46
6650 Property Tax	1,149.80	1,065.64	84.16
Total 66 - Miscellaneous Expenditures	9,474.45	8,140.00	1,334.45
Total ADMIN & EXPENDITURES	105,684.36	94,626.63	11,057.73

South Rock Island Township STATEMENTS OF REVENUE COLLECTED & EXPENDITURES PAID CASH BASIS-UNAUDITED-PERIOD END, MAY 31, 2025

	Apr - May 25	Apr - May 24	\$ Change
HOME RELIEF			
6700 General Assistance	3,522.19	2,479.83	1,042.36
6720 Emergency Assistance	1,150.36	430.57	719.80
6730 Catastrophic Health Ins.	2,963.00	141.50	2,821.50
6740 Employment Relief	502.07	180.00	322.07
6750 Miscellaneous Assistance			
Total HOME RELIEF	6,137.62	3,232.10	4,905.44
Total Expense	113,801.98	97,852.81	15,949.17
Net Income	-85,870.25	-52,420.15	-33,450.10

South Rock Island Township General Ledger - Unaudited As of May 31, 2025

Account	Debit	Credit	Balance
1000 Cash	1,000.00		1,000.00
1010 Accounts Receivable		1,000.00	1,000.00
1020 Inventory			
1030 Prepaid Expenses			
1040 Equipment			
1050 Accumulated Depreciation			
2000 Accounts Payable		2,000.00	2,000.00
2010 Wages Payable		1,500.00	1,500.00
2020 Taxes Payable		500.00	500.00
2030 Interest Payable			
2040 Dividends Payable			
2050 Retained Earnings		2,000.00	2,000.00
3000 Equity			
3010 Common Stock		100,000.00	100,000.00
3020 Retained Earnings		100,000.00	100,000.00
4000 Revenue			
4010 Sales Revenue		100,000.00	100,000.00
4020 Service Revenue		100,000.00	100,000.00
4030 Interest Revenue			
4040 Dividend Revenue			
4050 Other Revenue			
5000 Expense			
5010 Salaries Expense	100,000.00		100,000.00
5020 Wages Expense	100,000.00		100,000.00
5030 Taxes Expense	500.00		500.00
5040 Interest Expense			
5050 Dividend Expense			
5060 Other Expense			

2-1000

4. *Willingness to pay*

General Assistance Fund Balance @ 03/31/2025	\$ 63,986.81
Current Year To Date Profit(Loss)	<u>(21,203.35)</u>
General Assistance Balance @ 05/31/25	42,783.46
General Assistance Cash Balance @ 05/31/25	40,446.32
Transfer for MAY 2025	\$ 2,337.14
This is the amount that should be transferred FROM Town Fund to General Assistance	

South Rock Island Township Personnel Guidelines

Welcome to South Rock Island Township.

We are excited to have you as part of our progressive team. You were hired because we believe you can contribute to achieving excellent public service and share our commitment to our mission statement.

South Rock Island Township is committed to distinctive and unparalleled customer service in all aspects of our constituency. As part of the team, you will discover that the pursuit of excellence is truly a rewarding aspect of your career with South Rock Island Township. As a team member, you must "own" the results of your productivity.

The primary goal at South Rock Island Township, and yours, is to live the mission statement and to continue to be a leader in public service.

Mission Statement

It is our mission to professionally, courteously, equitably, and efficiently administer General Assistance, Property Assessment, and other programs. We will properly maintain the Township Hall and property for the benefit of Township residents.

We will provide basic human needs to all people, with the respect, dignity, and compassion they deserve, while on their way to self-sufficiency.

We are neighbors helping neighbors. Our mission allows us to apply tax dollars to fulfill our state mandates, as well as provide services, information, and resources to assist and benefit our residents. Partnerships with individuals, organizations, schools, churches, and corporations help allow South Rock Island Township to provide low-cost services to residents in need while holding down expenditures.

VALUES:

Resident Satisfaction: Our residents are the reason we exist. We will continually strive to anticipate, understand, and meet our residents' needs and expectations.

Fiscal Responsibility: We will operate the Township in a manner that will minimize the financial impact on our residents by exercising discretion and good business judgment concerning all expenses.

Employee Value: We will provide every employee with the necessary support, training, and opportunity to achieve their potential and realize job satisfaction. We will recognize commitment and excellent performance. We will seek and respect their opinion.

Health, Welfare, and Safety: We will place high value on the health, welfare and safety of our employees and the public.

Integrity: We will act and conduct our activities in a manner that preserves the confidence of our residents. We will treat the public with respect.

The personnel guidelines for South Rock Island Township shall be administered and or amended by mutual agreement of the Township Supervisor, Township Assessor, and a majority of the Board of Trustees. Unless otherwise noted, "Township" shall collectively refer to the office of Supervisor, Assessor, and Township Board. This guideline shall cover all non-elected positions (unless otherwise specified) regarding wages, salaries, holidays, vacations, insurance, leave of absence, IMRF benefits, and all personnel additions/deletions to staff. All personnel must understand that the Personnel Guidelines are not a contract of employment and should not be deemed as such. All employees are at will and may be terminated at any time for any justifiable reason. **All employees who work more than 1,000 hours per year will be eligible for IMRF benefits, as approved by Resolution 2014-3.**

The Township Supervisor has the authority to hire and fire staff for the General Assistance Office and the Township Office. The Township Assessor has the authority to hire and fire staff for the Assessor's Office.

Equal Opportunity

The South Rock Island Township Supervisor's office, Assessor's office, and Township Board are Equal Opportunity Employers. The Township will extend equal opportunity to all qualified individuals without regard to race, religion,

gender, sexual orientation, pregnancy, national origin, age, disability, handicap, or veteran status. Among equally qualified applicants for positions available, preference will be given to residents of South Rock Island Township.

This policy affirms that the South Rock Island Township Supervisor's Office, Assessor's Office, and Town Board are committed to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.

In addition, the South Rock Island Township Supervisor, the Township Assessor, and the Township Board have declared that nepotism or political patronage will not be practiced at South Rock Island Township, as it has no redeeming value in the eyes of constituents and violates the public's trust to manage township government.

Employment Categories

- **A Full-Time Regular Employee** is an employee who has no scheduled termination date and who is regularly scheduled to work a minimum of 30 hours per week.
- **A Part-Time Regular Employee** is an employee whose position has no scheduled termination date and who is regularly scheduled to work less than 30 hours per week.
- **Temporary Full Time** is an employee who is hired (or promoted) for a specific length of time with a starting and ending date and is scheduled to work 30 hours per week.
- **Temporary Part-time** is an employee who is hired (or promoted) for a specific length of time with a starting and ending date and is scheduled to work less than 30 hours per week.
- **Probationary Employee** - An employee is considered a probationary employee for their **first** month of employment. Probationary employees are not eligible for pay increases or paid holidays during their **first** month.

The above employment categories apply to employees of the Township.

Exempt employees: Employees who are exempt from the minimum wage, overtime, and time-card provisions of the Fair Labor Standards Act due to their bona fide employment classifications.

Non-Exempt Employees: Employees covered by the minimum wage, overtime, and time-card provisions of the Fair Labor Standards Act as amended.

Office Hours

The Township offices are open Monday through Friday from 9:00 A.M. to 12:00 noon and 1:00 P.M. to 4:00 P.M. Employees are allowed one 10-minute break in the morning and one 10-minute break in the afternoon. These 10-minute breaks will be paid. Employees should rotate these breaks so as not to leave the office understaffed at any time.

Comp Time / Overtime

Full-time employees who work additional hours in a week must have prior approval from the Township Supervisor or Township Assessor. All hourly employees will be allowed COMP time/overtime for any time worked over 30 hours in one week. If the normal hours of operation should change at any time in the future, notice will be given to each employee.

Any COMP time earned must be used within one week after it is earned, or it is forfeited. All COMP time must be taken at a minimum interval of one hour.

All non-exempt employees who exceed 30 hours of work time in a workweek will be compensated at a rate of the employee's normal hourly rate.

All COMP/OVERTIME hours must be approved by the supervisor.

Attendance

Employees' timely attendance at work is crucial to making the Township function smoothly. Therefore, it is expected and required of all employees. Employees should notify the appropriate person when they know they may be late for work with a **phone call**. **Texting** can also be sent, but it does not count as an official notification. Any absence or tardiness becomes a part of the employee's personnel record. Being tardy for work or leaving the job before quitting time will result in disciplinary action. (See section on disciplinary action.)

Absence Procedure

Employees who are unable to come to work are required to call in and notify the appropriate supervisor by the regular starting time.

Employees may be granted an excused absence for sickness when the appropriate person is notified before the start of the workday. Pre-scheduled medical or professional appointments with prior supervisory approval may also be considered excused absences.

An absence of three or more consecutive scheduled working days without notifying the appropriate person will be considered voluntary termination, and the said employee will be removed from the payroll.

The Township Supervisor, Assessor, and Township Board reserve the right to require documentation of reasons for the absences of employees under their direct supervision, such as sick leave or jury duty, and may also verify the documentation as deemed appropriate.

Personal Leave of Absence

A full-time or part-time employee needing a foreseen leave of absence should notify his/her supervisor in writing at least 30 days before the start of the leave.

For unforeseen absences or leave that need to begin in less than 30 days, an employee must give **notice in writing** to his/her supervisor as soon as practicable. In cases where the employee has a condition that renders them unable to contact his/her supervisor due to that condition, other notice methods may be accepted. Employees will be notified of the approval of the request.

Upon returning to work from the employee's serious illness, the employee's physician must certify in writing that the employee is released to return to work.

An employee is required to return from unpaid personnel leave on the originally scheduled return date. If the employee is unable to return, he/she **must request an extension in writing**.

Sick Time

Once hired for a permanent full-time position, employees shall receive **6 sick days, of which 2 can be used as personal days**. Sick/Personal days must be taken in minimum increments of one hour.

Any unexcused days over the 6 days may be considered excessive, and verbal and written counseling and/or suspension or termination of employment may result. An absence may be excused if there is documentation from a healthcare provider.

An employee may also use earned sick leave due to illness, injury, or **qualifying exigencies** of a member of the employee's immediate family. Immediate family means parents, grandparents, children, brothers, sisters, spouses, or life-partners.

All sick days used for the employee's immediate family should be approved by their supervisor.

Sick time may not be used for anything other than sick time and is not paid out upon termination of employment.

Employees may carry over a maximum of 20 sick days in total.

Short Term Disability

Short-term disability (STD) benefits provide income continuation during periods of serious illness resulting in total disability. Employees are "totally disabled" if they are unable to perform their job due to major illness or accidental bodily injury. South Rock Island Township employees bear no cost for this plan benefit, which provides up to 60 days of short-term disability benefits within a twelve-month period. A doctor's note will be required.

South Rock Island Township employees may take up to 60 days of leave in a 12-month period for a serious health condition, bonding with a new child, or qualifying exigencies. This leave is available once every 12 months if the employee continues to meet the eligibility requirements as explained above. All absences must be approved by their supervisor. Sick and PTO days shall be exhausted first.

The employee's total disability period must exceed twenty (20) consecutive working days to qualify for STD benefits, and all Sick Leave and Vacation benefits must be exhausted before an employee can request STD benefits. Once the initial twenty (20) day waiting period is met, STD benefits will be retroactive to the first unpaid day of absence (if sick leave benefits are exhausted).

Regular full-time and regular part-time employees of South Rock Island Township are eligible for this benefit once they have completed ninety (90) calendar days of service.

Under STD benefits, eligible employees are paid 80% of their normal base salary. This means the employee will be paid based on their regular rate of pay, excluding overtime, bonus, vacation, and any other accrued paid leave or additional compensation. STD benefits may not exceed 80% of their base salary.

If additional payments from workers' compensation or state disability, while employees are on STD benefits, increase their overall benefits to exceed 80%, their STD benefits will be reduced accordingly.

Group health benefits will continue on the same basis as before the onset of STD benefits. STD benefits will be subject to all payroll withholding elections of the employee, which were in effect before the short-term disability.

An employee must provide their department head with a statement from the doctor treating the employee for the specific reason for the absence or as soon as the employee knows an illness or injury will result in an absence greater than twenty (20) days. The doctor's statement must identify the nature of their disability, and the date employees are expected to be able to return to work.

South Rock Island Township may require a second medical opinion at its own expense and periodic recertifications. If there are discrepancies in the first and second opinions, we may require a third doctor to render a medical opinion. This third doctor will be selected jointly by South Rock Island Township and the employee, and the third opinion will be binding on both us and the employee.

Employees must provide a release or return to work form from the doctor treating their illness or injury.

Funeral Leave

An employee may be granted time off with pay (up to **four** working days) in the event of the death of an immediate family member. Immediate family means parents, grandparents, children, brothers, sisters, spouse or spouse's parents or life partner; all others must have the permission of their supervisor. Permission for funeral leave must be arranged with the employee's Supervisor before the leave is granted. These days are not cumulative and may not be used as extra sick time or vacation days.

Paid Time Off (PTO) / Vacation

South Rock Island Township will provide PTO days according to The Paid Leave for All Workers Act (820 ILCS 192/1)

Paid leave may be taken for any reason, and documentation does not need to be provided.

Full-time regular employees are eligible for paid vacations based on the years of continuous employment as shown below. Years of service commenced with the first day of employment. **1 week is to be counted as five workdays or 30 hours.**

PTO Days need to be scheduled so as not to interrupt the day-to-day operations of the Township and Assessor's offices. Approval needs to be made through the employee's Supervisor, using the proper request form, and must be taken at a minimum of one-hour intervals.

PTO Days and sick days taken before or after a holiday will result in the employee receiving the holiday pay, but only once a calendar year. They can still take the day off, but they will not receive holiday pay as stated in the manual.

After the Completion of	Vacation Time
1 month	40 hours Paid PTO
2 to 5 Years	60 hours Paid PTO
6 to 14 Years	90 hours Paid PTO
15 Years or more	120 hours Paid PTO

Paid Leave Off earned will be calculated on the employee's anniversary hiring date. PTO pay for full-time employees is based on 30 hours per week. All vacations must be used within the year or be forfeited. Carryover from year to year will not be allowed.

Part-time employees will also earn PTO hours based on 1 hour for every 40 hours worked. PTO hours will be available based on the calendar year.

Jury Duty

Time off for Jury Duty is treated as a paid absence. All employees, including those on probationary status, are paid for the time they are absent for Jury Duty. Employees must give advance notice of the need for time off for Jury Duty. A copy of the juror summons should accompany the request. Receipts for attendance must be provided to the employer when the employee returns to work.

Inclement Weather

The facility will continue to operate during periods of bad weather unless the Township Supervisor closes the facility for the day. Every effort will be made to contact each employee by phone if the office is closed. Employees are expected to make every effort to report to work during bad weather if the office remains open.

Dress Code

Employees should maintain a clean and professional appearance when representing the office in public. Shorts, miniskirts, sweatsuits, or torn clothing are not permitted. Casual attire is acceptable provided it is clean and meets the above guidelines. Clothing should be cleaned and pressed, if necessary. Good personal hygiene and grooming practices are required. Tattoos or visible body art must be covered unless permitted by their supervisor. Body piercings must not be visible during working hours. Pierced earrings are acceptable.

Employees who refuse to comply with the Dress Code because of religious observance or any other reason must advise their supervisor of their concerns.

Holidays

The Township offices will be closed in observance of the following Holidays, which are approved by the Board of Trustees:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day
- Juneteenth
- July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Day
- Employees may take their birthday off – the exact day only.
- * Holidays schedules are subject to change

An approved holiday that falls on a Sunday will be observed the following Monday. An approved holiday that falls on a Saturday will be observed the preceding Friday.

After the **one-month** probationary period, employees will receive pay for holidays that fall on regularly scheduled workdays at their supervisor's discretion. To qualify for Holiday pay, an employee must work the regularly scheduled day before and after the holiday, unless preapproved by their supervisor.

PTO Days and sick days taken before or after a holiday will result in the employee receiving the holiday pay, but only once a calendar year. This applies to full-time and part-time employees. They can still take the day off, but they will not receive holiday pay as stated in the manual.

Part-time employees will also get paid holidays but only if it falls on a regularly scheduled workday and if they work the regularly scheduled day before or after the holiday. Under special approval by the supervisor, and they have not already taken a day off before or after a holiday in the same calendar year. This is allowed only once a year.

Health Insurance

Full-time regular employees will be allowed to enroll in the health insurance plan selected by the Supervisor with approval by the South Rock Island Township Board of Trustees. Insurance will be offered at the end of the employee's probationary period. An insurance benefit booklet will be issued to the employee at the time of their eligibility. The terms and conditions in the health insurance policy will govern all health insurance coverage questions/issues.

Illinois Municipal Retirement Benefits (IMRF)

Retirement benefits and the amounts shall be governed by the rules and regulations set forth under the applicable Illinois statutes and with the approval of the Township Supervisor. All employees must work 1,000 hours or more per year to be eligible to sign up for IMRF, Sign-up begins on their first day of employment. An IMRF benefit booklet will be issued to the employee at the time of their hiring. This provision applies to all employees, permanent or part-time.

Sexual Harassment Policy

South Rock Island Township's position is that sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. All employees have the right to work in an environment free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Anyone engaging in harassing conduct will be subject to discipline, ranging from a warning to termination.

It is the policy of the Township that no employee or Supervisor may sexually harass another. All employees will be subject to disciplinary action for violation of this policy. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Examples of sexual harassment may include, but are not limited to, the following:

- Sexually oriented comments, jokes, or statements of a sexual nature, whether spoken or written.
- Unwelcome touching, patting, pinching, or leering.
- Suggestive or insulting sounds or noises (e.g. Whistling).
- Showing or displaying pornographic or sexually explicit objects or pictures in the workplace.
- Crude, vulgar inappropriate/unprofessional language; and/or
- Any sexual advance that is unwelcome or inappropriate.

What should employees do if they are sexually harassed? - If employees feel that they have been the recipient of sexually harassing behavior, they should report it immediately to their supervisor. It is preferable to make a complaint in writing, but they can accompany or follow up with a verbal complaint.

If the department head is the source of the harassing conduct, the employee being harassed must report the behavior to that person's department head or a member of the Board of Trustees. Complaints of sexual harassment will be investigated as confidentially and discreetly as possible.

Following a complete and thorough investigation, appropriate responsive action will be taken by the Township based on the result of the investigation. Responsive action may include anti-harassment training, referral to counseling, monitoring of the offender and/or disciplinary action such as warnings, suspension, demotion, reassignment, or termination.

Sexual harassment is illegal under both state and federal law. It is also unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment. Sanctions for sexual harassment by employees may include the full range of disciplinary actions up to and including termination of employment.

Personal Use of the Telephone

Employees are requested to discourage any personal calls – incoming and outgoing – except emergency calls. While the Township recognizes the need for occasional personal phone calls, these calls should be kept to a minimum. Personal telephone calls, including those on cell phones, interfere with workflow, and in the case of Township telephones, tie up office telephone lines and may be a distraction to co-employees and from the employee's work production. Excessive personal telephone use, whether a toll call is incurred, may be considered a violation of this policy, and may subject an employee to disciplinary action, up to and including dismissal.

Internet, E-mail, and Electronic Devices

Access to the Internet, e-mail, and electronic devices have been provided to enable employees to conduct business for the benefit of the Township. They can be valuable sources of information, research, and communication. You are required to use these tools and devices productively and professionally.

To ensure all employees are responsible users, the Township has established the rules and restrictions below. Electronic devices include Township computers, cell phones, and handheld devices.

Permitted Uses

Employees using electronic devices, including the Internet and e-mail, represent the Township. Communication must be up to professional standards. You are required to use all electronic devices in an effective, ethical, and lawful manner.

Use must be primarily for business purposes, with limited personal use, as long as personal use does not interfere with your job duties, negatively affect your work performance, result in additional cost to the Township, or otherwise violate Township guidelines.

Prohibited Use

The following is strictly prohibited on township-provided computers and electronic devices:

Sending, or knowingly receiving:

- Discriminatory, harassing, intimidating, or disparaging comments,
- Information in violation of copyright, trademark, or trade name laws.
- Junk mail or chain letters.
- Libelous, defamatory statements or negative opinions intending to injure the reputation of the Township or any other business or person.
- Material or information in violation of any federal or state law.
- Profane, foul, inappropriate, abusive, or offensive language.
- Racial, religious, or ethnic slurs or insults
- Sexually harassing material, including adult, sexual, or offensive humor.

- “Spam” or unsolicited information with a false return address sent to many recipients.
- “Spoofs” or false identities as to the sender of the communication.
- Threats of violence or terrorist threats to anyone inside or outside the Township.
- Attempting to gain access outside of or otherwise interfering with installed filters.
- Blogging
- Complaining about the Township or any other employee
- Excessive personal emailing.
- Illegal activity of any nature.
- Initiating or creating viruses, worms, or any other activities intended to destroy or disrupt computers or networks.
- Theft, fraud, or any other deceitful activity.
- Threatening violence.
- Visiting pornographic, adults-only, dating, or relationship websites.

Program Downloads and Virus Detection:

To ensure the Township’s network security and to avoid computer viruses from being transmitted through the system, unauthorized downloading of software, programs, screen savers, or any materials from non-Township sources is strictly prohibited. All software or program downloads, or installation of software, must be pre-approved by a supervisor.

Township Software:

Certain software products you use are licensed to the Township or its affiliates and are subject to terms and conditions. Township software may not be copied, transferred, or otherwise used in violation of these terms and conditions. Employees are strictly prohibited from using Township Software in any manner other than its intended business purpose for Township operations.

Copyright Issues:

Copyrighted materials belonging to the Township or other entities are protected from unauthorized use by others. You may not copy, transfer, rename, add, or delete information or programs belonging to others unless you are given express permission to do so by the copyright owner. Failure to observe state, federal, or international copyright or license agreements may result in disciplinary action from the Township or legal action by the copyright owner.

Passwords

You must provide passwords for your work computer or any other work electronic devices to your supervisor. All communications on Township-provided devices,

including text and images sent on company cell phones, can be disclosed to law enforcement or other third parties without the prior consent of the sender or receiver.

Electronic Privacy Notice

All messages and information created, sent, or retrieved on the Township computers, e-mail or electronic devices are the property of the Township and are not private regardless of employee passwords. The Township reserves the right to access and monitor all messages and information on any computer system, electronic device or network, as deemed necessary and appropriate.

Confidential Information

The protection of confidential information is vital to the interests and success of the organization. Information transferred from or stored on electronic devices, including computer databases, cell phones, and email, is subject to the same rules and conditions as all other confidential information. Any current or former employee found to have disclosed or used any confidential information will be subject to disciplinary action and/or legal action.

Any data, whether deemed confidential, stored on or transferred from company electronic devices, including e-mail and cell phones, is the property of the Township and must not be given to an outside party except as authorized by their supervisor. Any unauthorized transfer or disclosure of such information will subject the employee to disciplinary action and/or legal action.

Violations

If you encounter or receive inappropriate material or suspect a violation of these guidelines, you must immediately report it to your supervisor. Violations of these guidelines will result in disciplinary action, up to and including termination. Any illegal communications or suspicion of criminal activity may be referred to the appropriate authorities for criminal prosecution.

Privacy Policy – Monitoring

The employee's work output, whether it is paperwork, computer files, products, customer calls, or customer interaction, belongs to the Township. As such, work

output is always subject to review by the employee's Supervisor, whether it is stored electronically, on paper, or in any other form. In addition, Township equipment, including computers, desks, and lockers, belong to the Township and may not be sold or disposed of without prior permission of the Township Board. Computers, desks, and lockers belonging to the Township are subject to search or investigation.

The South Rock Island Township Supervisor and the South Rock Island Township Assessor reserve the right to enter, search, and monitor the computer files or e-mail or any employee without advance notice for Township purposes such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system, breach of personnel guidelines, or monitoring workflow or productivity.

Drug and Alcohol Testing Policy and Procedure

South Rock Island Township takes seriously the problem of drug and alcohol abuse and is committed to providing a substance-abuse-free workplace for its employees. This policy applies to all employees of South Rock Island Township, without exception, including part-time and temporary employees.

No employee is allowed to consume, possess, sell, or purchase any alcoholic beverages on any property owned by or leased on behalf of South Rock Island Township, or in any vehicle owned or leased on behalf of South Rock Island Township. No employee may use, possess, sell, transfer, or purchase any drug or other controlled substance that may alter an individual's mental or physical capacity. The exceptions are aspirin or ibuprofen-based products and legal drugs that are prescribed to that employee, that are being used in the manner prescribed.

South Rock Island Township will not tolerate employees who report for duty while impaired due to the use of alcoholic beverages or drugs.

All employees should report evidence of alcohol or drug abuse to a department head or a personnel representative immediately. In cases where the use of alcohol or drugs poses an imminent threat to the safety of persons or property, employees must report violations. Failure to do so could result in disciplinary action for the non-reporting employee.

Employees who violate the Anti-Substance Abuse Policy will be subject to disciplinary action, including termination. It is our policy at South Rock Island Township to assist employees and family members who suffer from drug or alcohol abuse. The employee may be eligible for medical leave of absence, and we encourage any employee with a problem to contact a township personnel representative for details. As a part of our policy to ensure a substance abuse-

free workplace, South Rock Island Township employees may be asked to submit to a medical examination and/or be clinically tested for the presence of alcohol and/or drugs. Within the limits of federal and state laws, we reserve the right to examine and test for drugs and alcohol.

Some such situations may include, but are not limited to:

1. All employees are offered employment with South Rock Island Township.
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs.
3. As a part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect that alcohol or drugs contributed to the accident.
4. On a random basis, where allowed by the statute.
5. As a follow-up to a rehabilitation program, where allowed by the statute.
6. As necessary for the safety of employees, customers, clients, or the public at large, where allowed by the statute; and
7. When an employee returns to duty after an absence other than from accrued time off, such as a vacation or sick leave.

It is the responsibility of all employees to read, comprehend, and follow the Anti-Substance Abuse Policy.

Smoking

South Rock Island Township is a building open to the public. Smoking at South Rock Island Township is governed by state law and local ordinance. South Rock Island Township does not allow employees who have private offices to smoke in their offices. Smoking is not allowed anywhere inside the building. Please observe the posted no-smoking signs.

South Rock Island Township has posted "No Smoking" signs within the building. The signs posted carry the internationally recognized symbol for no smoking: a red circle containing a lit cigarette with a line drawn diagonally through the circle. Please observe signs at all times.

Violence in the Workplace Prevention Policy

Zero Tolerance

This township has a policy of zero tolerance for violence. If employees engage in any violence in the workplace, or threaten violence in the workplace, their employment will be terminated immediately for cause. No talk of violence or jokes about violence will be tolerated.

"Violence" includes but is not limited to physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking or engaging in those activities. This policy intends to ensure that no person associated with this Township, including employees and clients, ever feels threatened by any employee's actions or conduct.

Workplace security measures

To fulfill this commitment to a safe work environment for employees, customers, and visitors, access to the township's property is limited to those with a legitimate township interest.

All weapons are banned - The Township specifically prohibits the possession of weapons by any employee while on Township property. Although there may be Federal or State "concealed-carry laws, it is the policy of the Township to have zero tolerance for weapons in the workplace. This ban includes keeping or transporting a weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a weapon while performing service off the Township's business premises.

Weapons include but are not limited to guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

Inspections - Desks, telephones, and computers are the property of the Township. We reserve the right to enter or inspect employee work areas, including, but not limited to, desks and computer storage disks, with or without notice.

The fax, copier, and mail systems, including e-mail, are intended for Township use. Personal business should not be conducted through these systems. Under conditions approved by management, telephone conversations may be monitored, and voicemail messages may be retrieved in the process of monitoring customer service.

Any private conversations overheard during such monitoring, or private messages retrieved, that constitute threats against other individuals can and will be used as the basis for termination for cause.

Reporting violence - It is everyone's business to prevent violence in the workplace. Employees can help by reporting what they see in the workplace that could indicate that a coworker is in trouble.

Employees are encouraged to report any incident that may involve a violation of any of the Township's policies that are designated to provide a comfortable workplace environment. Concerns may be presented to the employee's department head.

Incident management - In the event of a major workplace incident that affects or has the potential to affect the mental health of our workforce, we will provide initial counseling and support services to employees and their immediate family members.

As the crisis passes and support systems are put into place for individuals affected by the incident, the township will make every effort to return to normal business operations. A reasonable effort will be made to notify employees, constituents, and others who need to know of the status of business operations directly whenever possible. In cases where direct contact is not possible or practical, an effort will be made to communicate through the news media and other available methods as needed.

Confidentiality

South Rock Island Township requires all employees to sign a confidentiality agreement as a condition of employment, due to the responsibility of being privy to information that is confidential and/or intended for the township's use only. All employees are required to maintain such information in strict confidence. This policy benefits you, as an employee, by protecting the interest of the South Rock Island Township in the safeguarding of confidential, unique, and valuable information from competitors or others.

Should an occasion arise in which you are unsure of employee obligations under this policy, it is the employee's responsibility to consult with his/her reporting manager. Failure to comply with this policy could result in disciplinary action, up to and including termination.

Disciplinary Actions

Employees who violate established work policies and performance practices contained herein and as from time to time amended by directives given by the Township Assessor or Township Supervisor, or Township Board may be subject to disciplinary actions. These actions are used solely to correct unfavorable work practices and are intended to motivate and educate employees.

Discipline shall be imposed as soon as reasonably possible after the Supervisor is aware of the event or action giving rise to the discipline. If the Supervisor has reason to discipline an employee, it will not be done in the presence of other employees or the public.

Progressive discipline, ranging from verbal counseling for minor infractions to termination for grievous and repeated acts, will be in place. Wherever practical, disciplinary actions shall be handled as follows:

- | | |
|-----------------------------|--|
| • 1 st Violation | Verbal Warning |
| • 2 nd Violation | Written Warning |
| • 3 rd Violation | 1 to 5 days suspension without pay,
Up to Termination |

All disciplinary actions, verbal or otherwise, shall be documented and placed in the employee's personnel file. Employees receiving written warnings will be asked to sign the disciplinary action that they received the warning.

Any employee on probationary status may be terminated immediately without regard to any disciplinary policy as the purpose of the probationary period is to see if the employer/employee relationship is a good match. At the end of the probationary period, the employee's supervisor shall evaluate the employee's performance and determine whether or not to hire the employee permanently.

Good Housekeeping

The work location should be kept clean and orderly. The kitchen, bathroom, and all public areas must be kept clean. Each employee is responsible for cleaning up after themselves. Each employee is responsible for maintaining a clean workstation.

All Township employees need to maintain a clean work environment for the benefit of all.

Work Environment

The Township Board encourages all personnel, including elected officials of South Rock Island Township and their employees not to engage in verbal or physical conduct that:

- Shows hostility or aversion towards another individual.
- It has the purpose of affecting or creating an intimidating, hostile, or offensive work environment.
- It has the purpose or effect of unreasonable interference with an individual's work performance.
- Otherwise adversely affects an individual's employment opportunities.

All staff and elected officials are required to be respectful of clients, other staff and the public and stated in our mission statement. Everyone should be mindful of the feelings of others in not only the social media setting but also in person.

Doing so will help promote a positive atmosphere for employees to work in and a positive image of the Township as a whole.

Adopted by the South Rock Island Township Board on the **30th day of June 2025.**

_____ Grace Diaz Shirk, Supervisor

_____ Nikki Parker, Assessor

_____ Kaye Whitley, Clerk

_____ Diana Hebbeln, Trustee

_____ Jonah Sallows-Hines, Trustee

_____ Chris Elsberg, Trustee

_____ Bill Sowards, Trustee

South Rock Island Township

Acknowledgment Form

This employee handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of South Rock Island Township.

PLEASE READ IT CAREFULLY.

Upon receipt of this handbook, please sign the statement below, and return it to your personnel representative by the due date. A reproduction of this acknowledgement Form appears at the back of this booklet for your records.

I, _____, have received a copy of the South Rock Island Township Employee Handbook which outlines the goals, policies, benefits, and expectations of The Township, as well as my responsibilities as an employee.

I have familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Employee Handbook provided to me by The Township.

I understand this Policy is not intended to cover every situation which may arise during my employment. It is simply a general guide to the goals, policies, practices, benefits, and expectations of the South Rock Island Township.

I understand that The Township Employee Handbook is not a contract of employment and should not be deemed as such and that I am an employee at will.

(Employee signature)

(Date)

Please return by this date: _____

South Rock Island Township

Travel Policy

Purpose

The South Rock Island Township recognizes that board members, elected officials, and employees ("Personnel") may be required to travel and attend training or incur other expenses from time to time to conduct business, continue with education, or attend a conference. The Township recognizes that the assessor's office may require site visits to determine assessments. Travel for purchases and Township business may be required at times by employees or agents of the Township.

The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and training expenditures are appropriate, and (c) a uniform and consistent approach is provided for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of South Rock Island Township to reimburse only reasonable and necessary expenses incurred by South Rock Island Township personnel and elected officials to be good stewards of tax dollars.

When incurring business and training expenses, all travelers are expected to:

- Exercise discretion and good business judgment concerning those expenses.
- Be cost-conscious and spend township money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were spent.
- Employees of the South Rock Island Township are expected to maintain a high level of professionalism and courtesy.

There is hereby established an updated Travel and Training Policy for South Rock Island Township, which will rescind all prior travel policies, rules, and regulations

Applies to:

These regulations govern all employees, elected officials, and agents of the Township of South Rock Island who travel for the Township on official business or training.

Authorization for Travel and Training:

All travelers must have approval from the Supervisor before travel. Travel for employees in the Assessor's and Clerk's offices may be approved by the Assessor/Clerk under these same guidelines. **Travel shall not include early departure. Travel time shall be offset by early dismissal from the class or conference if needed. This is to be determined with each occurrence.**

Travel Request Documentation

All requests for travel authorization must be submitted to the Township Supervisor two weeks before departing. Acceptable documentation for travel will include, but not be limited to, conference, training, or seminar registration forms. Travel requests for more than one person may be included in one form, provided all employees are identified. All documentation must be included before payment.

Necessity of Travel and Training - In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider how South Rock Island Township will benefit from the travel and training. The Office Holder will weigh those benefits against the anticipated costs of the trip. The same considerations shall be considered in deciding whether the benefits to South Rock Island Township outweigh the costs; less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered. The Township, in an effort to be good stewards of the tax dollar, will minimize the number of people attending when possible.

All employees who use a personal vehicle to travel on any Township business must provide proof of insurance before travel and/or keep updated proof on file with their supervisor.

Expense Report

Expenses will not be reimbursed or provided in advance unless the individual requesting reimbursement submits a written Expense Report. All expense reports must be submitted no later than two weeks after travel/training in order to be reimbursed. The travel and training expense reimbursement request must include:

- a. The individual's name
- b. If reimbursement for travel and training is requested, the date, origin, destination, and purpose of the trip, including a description of each organization-related activity during the trip.
- c. The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent (e.g., gifts, meals) to conduct business of South Rock Island Township.
- d. An itemized list of all expenses for which reimbursement is requested.
- e. Acceptable documentation from conferences, training, or seminars, i.e., registration forms, agenda, etc.
- f. All Travelers should use the South Rock Island Township form provided for Travel requests.

Allowable Expenses: The Township will reimburse travelers for any usual and ordinary expenses incurred that are necessary for the performance of the Township business while on travel or attending training. All expenses must be listed on the travel request form and approved before departure. Reimbursement will not be allowed for the expenses of family members, friends, or others, or for personal expenses that are not related to the purpose of the

trip. In the event an unforeseen expense is incurred during travel, that cost will be reimbursed only if deemed necessary and appropriate by the Township Supervisor. **Any accident or citation received must be reported immediately to the supervisor. Any citation shall be the sole responsibility of the employee or agent of the Township.**

Allowable Travel/Training and Business Expenses

- a. **Registration Fees** - for meetings, conferences, seminars, training, or conventions.
- b. **Transportation** – the most economical mode of transportation shall be selected.
Allowable transportation expenses include:
 - Air travel at the lowest possible available fare
 - Personal vehicles with mileage reimbursement by IRS guidelines
 - Mileage will be paid only to the driver of the vehicle. Personnel are to drive together whenever possible.
 - Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business, will be reimbursed, provided there are receipts provided for documentation.
- c. **Lodging** - Personnel traveling on behalf of South Rock Island Township may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.
- d. **Out-Of-Town Meals** - Personnel traveling on behalf of South Rock Island Township will be reimbursed on a per-meal basis at the following rates when they incur the cost of a meal. **They will not be reimbursed for meals paid for or provided by others, or included as part of the training or conference.**

Breakfast:	\$ 15.00
Lunch:	\$ 20.00
Dinner:	\$ 25.00

All meals for a day: \$ 60.00

Travelers may take a per diem up to \$60 in advance for meals not covered at the conference. These figures are to include food, drink, and tips. No receipts are required for any costs of \$60 or under. Any meal that is included in the training, seminar, or conference, or provided by others, must be deducted from the cost of reimbursement or the advance per diem based on the amounts listed above. **A copy of the conference, training or seminar agenda/itinerary must be included in the travel request in order to receive reimbursement or advance per diem.**

Traveler Option to Pay Own Expenses

Traveler may elect to pay their own travel-related expenses, except the cost of the training, conference, or seminar.

Receipts

Receipts are required for all expenditures billed directly to South Rock Island Township, such as airfare and hotel charges. No expense over \$60 (per diem for meals) will be reimbursed to personnel unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented with a receipt. Any receipts not submitted may cause the expense claim to be denied. This extra expense should be documented with why it was necessary.

Organization Credit Cards

If a Township credit card is issued for personnel to travel (and other) organization-related expenses, the requirements for regular expense reports, explaining charges, as described above under "Expenses Reports," must still be met, and charges may not be made for "Non-Reimbursable Expenditures" as described below. Failure to meet the Expense Report requirements or make inappropriate charges will result in the loss of the credit card. All Township credit card expenses of any kind must include receipts.

Cash Advances

Travelers may request a cash advance in order to prevent them from paying for Township travel expenses out of their funds. The request must be made at least two weeks before departure. The advance check is to be made one day before departure unless travel takes place on Monday. It will then be made on the Friday before.

Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only if the expenditures are approved in advance by the Supervisor of South Rock Island Township and qualify as tax-deductible expenses. Detailed documentation for any such expense must be provided, including:

- a. Date and place of entertainment, nature of expense
- b. Name, titles, and corporate affiliation of those entertained
- c. A complete description of the business purpose for the activity including the specific business matter discussed

- d. Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

Non-reimbursable Expenditures

South Rock Island Township maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a governmental agency. Expenses that are not reimbursable include, but are not limited to:

- a. Expenses associated with the travel of an individual's spouse, family, or friends will not be reimbursed by South Rock Island Township.
- b. Travel insurance
- c. First-class tickets or upgrades
- d. When lodging accommodations have been arranged by the South Rock Island Township and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by South Rock Island Township.
- e. Limousine travel
- f. Movies, liquor, or bar costs
- g. Business conferences and entertainment, which are not approved by the Township Supervisor of South Rock Island Township.
- h. Valet service
- i. Car washes
- j. Toiletry articles
- k. Any citations that occurred while on travel status shall be the sole responsibility of the employee or agent of the Township.
- l. Any travel in the immediate Quad City area shall not be considered eligible for mileage reimbursement except for Assessment measurements requirements as deemed by law. This mileage shall have proper documentation, including the properties visited.

Agreement to South Rock Island Township Travel Policy

All employees and elected officials who travel for the Township must sign the following document before travel, and to receive any Township funds for travel.

I, the undersigned, acknowledge that I have read, understand, and agree to the South Rock Island Township Travel Policy. I understand that failure to comply with this policy may result in a lack of reimbursement and/or loss of travel privileges. I understand that employees who intentionally perform a fraudulent act with respect to falsifying business expenses shall be subject to disciplinary action up to and including dismissal. Specific actions of fraudulence include:

a.) Credit card abuse; b.) Travel/Training expense report falsification.

I understand that any future changes made by South Rock Island Township with respect to this policy supersede and replace the information given here. I accept responsibility for familiarizing myself with the information in this policy and will seek verification and clarification of its terms or guidance where necessary.

Signature

Date

This policy was approved by the board of South Rock Island Township on August 26, 2013 and rescinds all prior travel policies, rules, and regulations.

This policy was updated on January 25, 2016, and rescinds all prior travel policies, rules, and regulations.

This is updated on March 29, 2021, rescinds all prior travel policies, rules, and regulations.

This policy was updated on June 30th, 2025, and rescinds all prior travel policies.

This policy and all its parts shall apply to all travel and training.



TOWNSHIP SUPERVISORS OF ILLINOIS and TRUSTEES' DIVISION 2025 EDUCATIONAL WORKSHOPS



- June 6 Thelma Keller Convention Center
1202 N. Keller Dr., Effingham
- June 27 Radisson Hotel, 200 S. Bell School Road, Rockford
- July 18 Holiday Inn Bloomington-Airport **NEW LOCATION!**
3202 East Empire St., Bloomington
- August 8 Bally's Quad Cities, 777 Bally Boulevard, Rock Island

Program Agenda

8:30 a.m.	Registration and Coffee
9:00 a.m.	Welcome, Introduction, TOI & TOIRMA Update
9:30 a.m.	"Laws & Duties Handbook," Your Township Guide – Jim Donelan
10:30 a.m.	Break
10:45 a.m.	Township HR Management: Legal Insights for Officials – Chuck Davis
11:45 a.m.	Ask a Township Official
Noon	Lunch
1 - 3 p.m.	Breakout Sessions – Getting to Know GA - GATI Township Leadership – Jacqueline Stewart

FEE: Advance Registration \$50.00 \$60.00 Registration at door

BuyOneGetOne FREE!

No refunds one week prior to the event

Please check one:

_____ June 6 _____ June 27 _____ July 18 _____ August 8

Advance Registration Form

Must be received two weeks before event

Name /Township Position _____

BOGO Name/Position _____

Address _____ City _____

Zip Code _____ Township/County _____

Phone Number _____ E-mail _____

Make checks payable to Township Supervisors of Illinois

Mail form and fee to:

Sue Brokaw

1039 Lake Ave., Woodstock, IL 60098

Jayfer

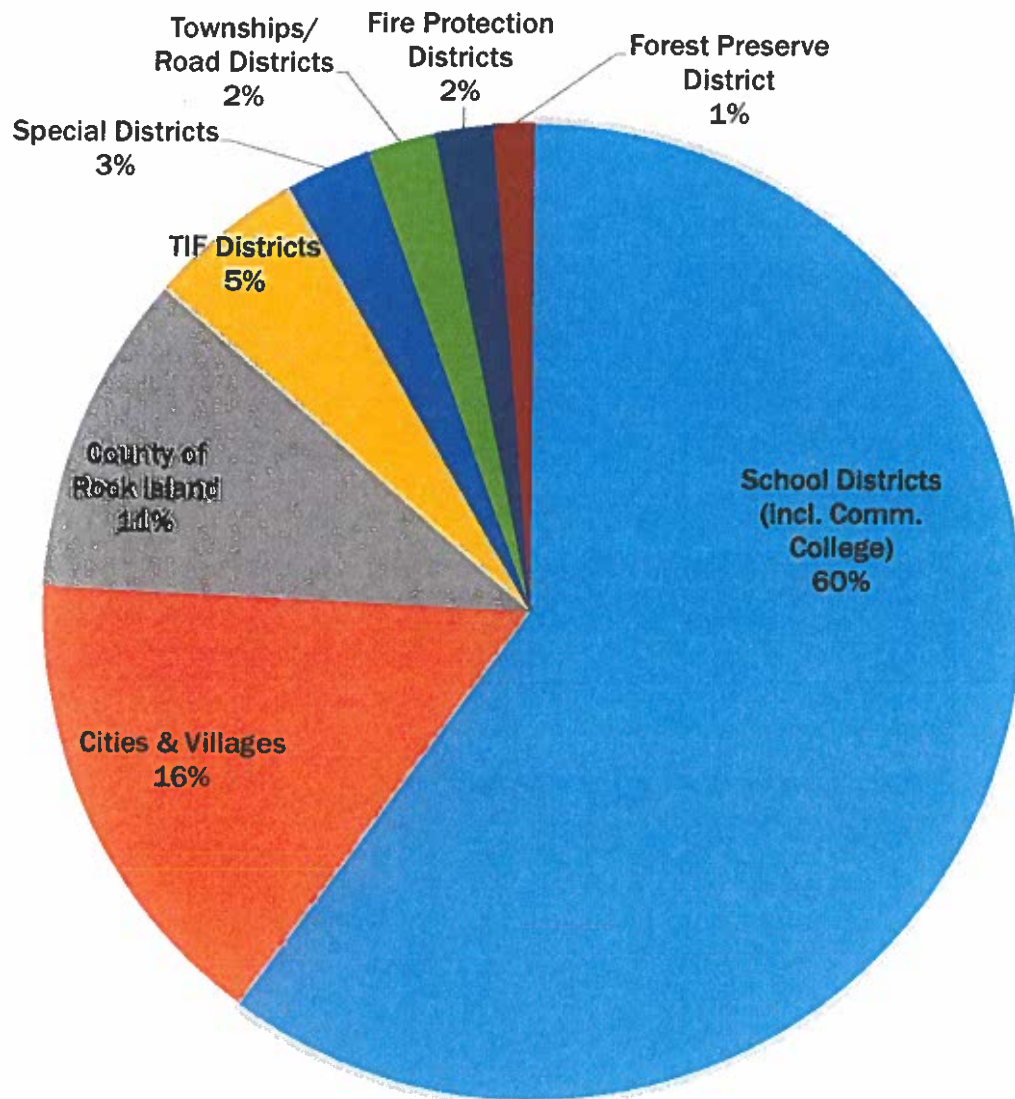
Rock Island County Collector

Below is a listing of the levies certified for the County Collector to bill to property owners, collect, and distribute to the various taxing bodies. If you have questions or concerns regarding these tax levies please contact the Council or Board responsible for setting them; if you have questions or concerns about your tax bill, please contact the Treasurer's Office at 309-558-3510.

--Nick Camlin, Rock Island County Collector

<u>Taxing Body Types</u>	<u>Prior year 2023 taxes payable 2024</u>	<u>Current year 2024 taxes payable 2025</u>	<u>Difference</u>	
Schools (including Comm. College)	\$174,102,245.17	\$190,926,829.57	\$16,824,584.40	9.66%
Cities & Villages	\$46,632,385.64	\$49,956,473.87	\$3,324,088.23	7.13%
County of Rock Island	\$33,528,247.74	\$33,954,933.30	\$426,685.56	1.27%
TIF Districts	\$15,401,172.56	\$16,512,265.56	\$1,111,093.00	7.21%
Special Districts (ie park, library, airport, mass transit, etc) ..	\$8,360,699.71	\$8,979,581.86	\$618,882.15	7.40%
Townships/Road Districts	\$6,977,199.69	\$7,247,323.87	\$270,124.18	3.87%
Fire Protection Districts	\$5,070,656.67	\$6,116,870.73	\$1,046,214.06	20.63%
Forest Preserve District	\$4,674,041.89	\$4,319,455.16	(\$354,586.73)	-7.59%
TOTAL TAX	\$294,746,649.07	\$318,013,733.92	\$23,267,084.85	7.89%
Equalized Assessed Valuation (EAV):	\$3,349,413,345.00	\$3,684,760,826.00	\$335,347,481.00	10.01%

WHERE DO YOUR PROPERTY TAX DOLLARS GO?





South Rock Island Township
Remember the Wellness Clinic
Is there for you!!!

**Call to schedule an
appt with the
Wellness Center at
732-2990**

Call to schedule an appointment:

(309) 732-2990

WELLNESS CENTER

lower level of City Hall
1528 3rd Avenue, Rock Island

HOURS

Monday - Friday 7am - 5pm

Wellness Initiative

- **Lab Draws, Biometric Screenings, Health Coaching, Tobacco Cessation, Weight and Body Fat Management, Blood Pressure Monitoring, Glucose Testing**

Services Include:

- **Diagnosis, evaluate, treat and manage acute illness, disease or injury**
- **Order, interpret or perform diagnostic tests, i.e. x-ray, MRI, lab, EKG**
- **Prescribe drugs/medication for acute illness, disease or injury**
- **Prescribe physical therapy and other rehabilitation modalities**
- **Health maintenance orders or care for adults**
- **Physicals, i.e. school physicals, sports physicals**
- **Provide primary care – problem focuses services for adults and children**

Use the Wellness Center for general illnesses and/or minor injuries such as flu, colds, sore throats, fever, upset stomachs, asthma, ear infections, urinary tract infections, rashes, dehydration, cuts, broken bones, sprains, burns, back pain, and animal/insect bites.

**Save \$\$\$\$
NO CO-PAY
NO OUT OF
POCKET**

**QUICK &
CONVENIENT, FOR
YOU AND YOUR
DEPENDENTS ON
OUR HEALTH
PLAN!**

WELLNESS CENTER

*City of RI
City Hall Building
1528 3rd Ave
Rock Island*



**Bowling and South Rock Island Townships’
Intergovernmental Agreement
For Administration of General Assistance**

This agreement is entered into as an Intergovernmental Agreement between Bowling Township and South Rock Island Township, and specifically by and through the Bowling and South Rock Island Township Supervisors, for the shared use of General Assistance caseworker, including the processing of Emergency Assistance and EF&S applications.

Purposes and Objectives: The purpose and objectives of this agreement are as follows:

1. to assist each township in the cost-efficient administration of General Assistance benefits and Emergency Assistance applicants or EF&S assistance applicants with the use of a shared GA caseworker;
2. to assist each township in complying with the General Assistance Rodriguez Consent Decree through the use of uniform GA casework file management; and,
3. to assist each township in the exchange of technical GA forms and GA training materials through the use of a shared GA caseworker.

Each township acknowledges it’s individual and mutual benefits and rights through this Intergovernmental Agreement and as further reflected in the Resolution to Authorize and Ratify the Execution of Bowling and South Rock Island Township’s Intergovernmental Agreement for Administration of General Assistance.

Powers: The parties acknowledge that this agreement is entered into pursuant to the power and authority in section 3 of the Intergovernmental Cooperation Act, 5 ILCS 220/3, and the Illinois Township Act, 60 ILCS 1/70-50 and 60 ILCS 1/85-10 (d).


Pursuant to 60 ILCS 1/70-50, the Bowling Township Supervisor and the South Rock Island Township Supervisor, each is charged with the statutory obligation and rights to administer General Assistance. This agreement is subject to the approval of each respective township supervisor. Each respective township board may also ratify this agreement.

Duration of Agreement: This agreement shall take effect upon written approval by the respective township officials who have executed this agreement for the term of April 1, 2025, through March 31, 2026. This agreement may be renewed to coincide with the next fiscal year, beginning April 1, 2025.


Rights and Responsibilities:

1. Bowling Township agrees to pay South Rock Island Township \$175.00 per initial application and \$75.00 per month for each participant, including telephone calls, documentation review for continuing eligibility, photocopy work, and related costs for monthly eligibility reviews.
2. The South Rock Island Township GA caseworker shall receive, review, and process Bowling Township GA applications in compliance with the applicable GA statutory procedures and the General Assistance Handbook and Emergency Assistance Manual as adopted by Bowling Township.
3. The South Rock Island Township GA caseworker shall also assist in the required periodic review of GA beneficiaries to determine continued eligibility, and the receipt, review, and processing of Emergency Assistance and EF&S assistance applications.
4. The Bowling Township Supervisor shall make all final determinations for Bowling Township GA applicants and beneficiaries, including Emergency Assistance and EF&S Grant assistance applications.
5. All files and records for Bowling Township's General Assistance office shall be maintained as directed by the Bowling Township Supervisor. The South Rock Island Township GA caseworker may maintain files and records at the South Rock Island Township office as necessary to implement this agreement and as authorized and directed by the Bowling Township Supervisor.
6. Each township acknowledges that this agreement may be amended in writing during the term of this agreement as deemed necessary, subject to notice to each of the townships and the right of each township supervisor to review, recommend, and approve any future amendments.

Executed, adopted, and approved by Bowling Township and South Rock Island Township by the undersigned supervisors of General Assistance.



Jill Carver
Bowling Township
Supervisor



Grace Diaz Shirk
South Rock Island Township
Supervisor

**Bowling Township Supervisor's
Resolution to Confirm Adoption of General Assistance Manual,
Emergency Assistance Manual and EF&S Manual**

WHEREAS, Bowling Township and South Rock Island Township have reached an agreement for the shared use of General Assistance caseworker;

WHEREAS, the Bowling Township Supervisor is in charge of the administration of General Assistance, Emergency Assistance, and EF&S grant, 60 ILCS 1/85-10 (d);

WHEREAS, the adoption of uniform standards and procedures will facilitate the administration of the intergovernmental agreement between the Bowling Township and South Rock Island Township Supervisors.

NOW, THEREFORE, BE IT RESOLVED AND AUTHORIZED by the Bowling Township Supervisor as follows:

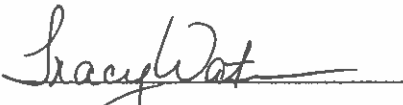
1. That the undersigned Bowling Township Supervisor hereby confirms of record the adoption of the South Rock Island Township General Assistance Manual, Emergency Assistance Manual, and EF& S Manual for Bowling Township for administration of the Intergovernmental Agreement between the Bowling Township and South Rock Island Township Supervisors.
2. That Bowling Township shall incorporate future amendments to all of the South Rock Island Township Assistance benefits manuals, subject to the right of the Bowling Township Supervisor to review and confirm adoption of all future amendments to South Rock Island Township assistance manuals.

Adopted and ratified effective April 1, 2025.



Jill Carver
Bowling Township
Supervisor

Attest:



Bowling Township
Town Clerk

**Bowling Township's
Resolution to Ratify the Execution of Bowling and South Rock Island
Townships' Intergovernmental Agreement for Administration of
General Assistance**

WHEREAS, the township supervisor is in charge of the administration of General Assistance, 60 ILCS 1/85-10 (d);

WHEREAS, the Bowling and South Rock Island Township Supervisors have reached an agreement for the shared use of a General Assistance caseworker;


WHEREAS, the purpose and objectives of the Intergovernmental Agreement are acknowledged and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED AND AUTHORIZED by Bowling Township as follows:

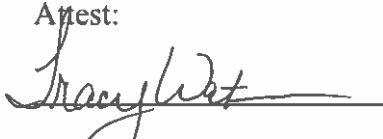
1. That Bowling Township hereby ratifies the Bowling and South Rock Island Townships' Intergovernmental Agreement of Administration of General Assistance, effective April 1, 2025.
2. That Bowling Township shall review and approve claims for payment due under the Intergovernmental Agreement when presented by the Bowling Township Supervisor.

Adopted and authorized this 2 day of June, 2025.

Ayes: 4 Nays: 0 Absent: 0



Jill ~~Carver~~ Craver
Bowling Township
Supervisor

Attest:


Bowling Township
Town Clerk

**South Rock Island Township's
Resolution to Ratify the Execution of Bowling and South Rock Island
Township's Intergovernmental Agreement for Administration of
General Assistance**

WHEREAS, the township supervisor is in charge of the administration of General Assistance, 60 ILCS 1/85-10 (d);

WHEREAS, the Bowling and South Rock Island Township Supervisors have reached an agreement for the shared use of a General Assistance caseworker;

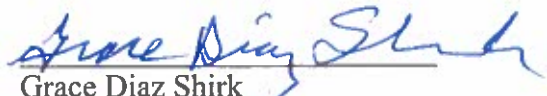
WHEREAS, the purpose and objectives of the Intergovernmental Agreement are acknowledged and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED AND AUTHORIZED by South Rock Island Township as follows:

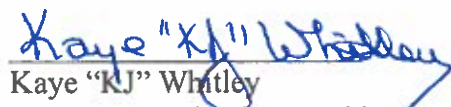
3. That South Rock Island Township hereby ratifies the Bowling and South Rock Island Townships' Intergovernmental Agreement of Administration of General Assistance, effective April 1, 2025.
4. That on a monthly basis South Rock Island Township shall submit claims for payment due under the Intergovernmental Agreement.

Adopted and authorized this 30th day of June 2025.

Ayes: 5 Nays: 0 Absent: 0


Grace Diaz Shirk
South Rock Island Township
Supervisor

Attest:


Kaye "KJ" Whitley
South Rock Island Township
Town Clerk



Swing for All Abilities Golf Event Commitment

Presented by Rock Island Parks and Recreation
Foundation (Fed. Id 36-4808138)

Please make a copy of this contract for your records.

Make Checks Out and Send To:

Rock Island Parks and Recreation Foundation
C/O Swing for All Abilities
3311 34th Ave. Ct.
Rock Island, Illinois
61201

Type of Sponsorship \$1,000.00 \$250.00 \$100.00
Name of Business: South Rock Island Township
Address: 4330 11th street
Contact Person: Grace Shick
Phone: 309-788-0496 Email: grace.shick@sr1township.net
Signature: Grace Shick Date: 5/28/25

Please include your check with the contract form.

**Money raised will go toward the Adaptive Recreation
Programs provided by Rock Island Parks and Recreation.**

William.nelson.mra@gmail.com

309 912 4480



CATALYST AWARDS

Thursday, August 7
5:30 p.m.
Quad City Botanical
Center
Rock Island

*Igniting a passion for
inclusion!*

CATALYST AWARDS SPONSORSHIP/AUCTION/MONETARY DONATION FORM

THANK YOU for your sponsorship or donation of goods or financial support of the Catalyst Awards. With your help we are igniting a passion for inclusion. All funds raised will go directly to The Arc to help strengthen the foundation of supports people with disabilities rely on everyday.

We ask for your support! Please use form and return by **July 15, 2025** to ensure recognition in event program. Your gift is tax deductible and will be recognized at the Catalyst Awards.

CATALYST AWARDS SPONSORSHIP OPPORTUNITIES

- ☐ **Corporate Table Sponsorship \$1,250**
(logo listed in program, social media channels, The Arc's website, seating for 8 at sponsored table.)
- ☐ **Orange Sponsorship \$600**
(name listed in program, seating for 6.)
- ☐ **Yellow Sponsorship \$300**
(name listed in program, seating for 3.)
- ☐ **Patron Sponsorship \$150**
(name listed in program)

Name of Sponsor South Rock Island Township
Contact Name Grace Shirk Contact Title Supervisor
Address 4330 11 street e-mail SRIT@SRITownship.net

Please use Monetary & Sponsorship Form below to finalize your sponsorship.

CATALYST AWARDS MONETARY & SPONSORSHIP DONATION FORM

- ☐ **Yes! I want to ignite a passion for inclusion with a monetary donation to the Catalyst Awards.**
- ☐ Enclosed is my check for the Catalyst Awards\$ _____
(The Arc of the Quad Cities Area)
- ☐ Please charge \$ _____ to my credit card.
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Credit Card Number: _____
Exp. Date: _____ CVS' (3 digit): _____
(cards accepted: Visa, Mastercard, Discover)
- Gift made ☐ In Memory of _____ ☐ in Honor of _____
- ☐ I/we wish to remain anonymous

CATALYST AWARDS AUCTION DONATION FORM

Name of Auction Item(s): _____
Description of Auction Item(s): _____
Restrictions (time-frame, # of participants, etc): _____
Value of goods and/or services: \$ _____
Please pick up donated auction item(s) at: _____
Donor/Business name: _____
Contact name: _____
Contact title: _____
Address: _____
City: _____ State: _____ Zip: _____
E-mail: _____
Phone: _____

Please send form to:
The Arc of the Quad Cities Area
4016 9th Street,
Rock Island, IL 61201
or wrights@arcqca.org
or utilize enclosed envelope.

CONTACT

Sarah Wright
309.429.6067
wrights@arcqca.org

CELEBRATE

AMERICA

Join us July 3rd

10-1 pm

SOUTH ROCK ISLAND TOWNSHIP

Food, games, + fun!!!

