

**BUDGET GUIDELINES**  
**FISCAL YEAR 2015 WORKING BUDGET**

1. **The property tax CPI for this year's budget is 1.5%.** Staff will be increasing the 2014 tax levy (for budget year 2015) by 3.0% to ensure the district captures the full amount under the Property Tax Extension Limitation Law (PTELL).
2. **Fees and charges need to be increased 3.1%.** The increase should reflect market conditions and should be higher if program expenses are anticipated to increase more, or lower if the increase is not practical. Note variances from the current rate using the comment function in MSI.
3. Project revenues conservatively and realistically. Use the guidelines of the cost recovery program when establishing fees and determining class minimums. Most programs should have at least a 20% cost recovery. Revenue Facilities programs should have a 25% cost recovery.
4. CPI for the 2015 budget is 1.5%. However, CPI is not always an accurate reflection of what expenses are actually increasing. Below is the list of how much expenses by type are estimated to go up.

|                             |      |
|-----------------------------|------|
| i. Wages:                   | 3.3% |
| ii. Contractual Services:   | 1.5% |
| iii. Materials and Supplies | 1.5% |
| iv. Benefits                | 8.0% |
| v. Miscellaneous            | 1.5% |
| vi. Utilities               | 6.0% |
5. Full time salary amounts will be entered by the Business Operations staff. Full time staff wages are estimated to increase 3.0% for union employees and 3.3% for non-union employees. A 3.5% pool of funds to distribute to staff based on their overall performance during the year will be decided on by the Executive Director. Individual increases are to be between 0% and 5%.
6. **The minimum wage is \$8.25 per hour.** Any part-time wage other than the minimum wage needs to be justified.
7. The district's IMRF employer rate is decreasing 9.25% in 2015 from 10.98% to 10.05%. Due to this decrease, staff is exploring options to pay down a portion of the district's unfunded liability in hopes to continue the downward trend of the district's employer rate.
8. The 2015 budget includes projects in the draft 2015-2019 CIP. Revenue includes the \$150,000 in TIF Rebates from the Village, \$800,000 in operating transfers from the Corporate, Recreation, and Revenue Facilities Funds, and property tax transfer from the Recreation Fund totaling \$796,688.
9. Debt Service expense for 2015 is \$2,000,519. This is paid out of the Recreation Fund.
10. The first budget meeting with the Board has been scheduled for September 25th. The second budget meeting will be held on October 9<sup>th</sup>.