



General Operating Policies Manual

March 2024

Vision

Discover Abilities
Achieve Potential
Realize Dreams

Mission

To enrich lives through recreation.

Core Values

Fun - Friendships - Caring
Trust - Accountability

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Appendix A: Document Records Retention and Destruction Schedule

I. GENERAL OPERATIONS POLICIES

A. Scope and Diversity of Service

SEASPAR's mission is to serve as an integral entity with our member park districts and villages to positively impact people with disabilities through diverse recreation opportunities and community services. In furtherance of our mission, we are committed to improving the quality of life for individuals with disabilities in our member communities by providing comprehensive recreation services comparable to those available to people without disabilities. We strive to help each individual reach his/her highest level of independence.

Services are available to individuals of all ages with one or more disabling condition, including, but not limited to: learning disabilities, emotional and behavior disorders, cognitive disabilities, physical disabilities, blind/visual impairments, deaf/hard of hearing, multiple disabilities, mental illnesses, severe and profound compound disabilities, autistic spectrum disorders, and youths at risk.

All of SEASPAR's programs and services are designed to contribute to the enjoyment, growth, and development of each individual. Many programs offered are similar to what is offered through park districts and villages for individuals who do not have a disability. Additionally, specialized programs and services are offered to meet the unique needs of people with disabilities. Diversity in programs includes those focusing on social development, leisure education, nature and outdoor pursuits, sports, cultural arts, and community participation. Each program allows individuals to enjoy recreation and leisure experiences in a safe environment that will facilitate satisfaction and success. Individual programs contribute in varying degrees to the physical, social, cognitive, and emotional development of each individual.

SEASPAR recognizes that not every individual with a disability needs specialized recreation services. We are committed to providing inclusion assistance and resources as an essential SEASPAR service for our member entities. Inclusion provides a recreational choice. For the most part, the choice and legal right to participate in inclusion services is that of the consumer or his/her guardian/family. In these cases, professional consultation and assistance are provided by SEASPAR staff, while working in partnership with member entity staff. Our inclusion services provide a person with a disability the opportunity to be included in member entity recreation programs to participate alongside nondisabled peers.

B. Americans with Disabilities Act Policy

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

SEASPAR acknowledges and supports the ADA and prohibits discrimination on the basis of disability in employment, services, programs, and facilities of the Association as well as supports these efforts of our member entities. SEASPAR will make all reasonable accommodations to facilitate employment, community access, and participation by its citizens. SEASPAR shall work in cooperation with the member

entities to make certain that consideration, facility design, program access, and inclusion is accomplished in accommodating all residents with a disability.

C. Cooperation Between Organizations Policy

SEASPAR recognizes the need and desirability of cooperating with other units of local government, other non-profit organizations, other special recreation associations, other community groups, and private agencies in order to best serve the residents and participants of the Association. Such cooperation shall extend to both the provision of facilities and potentially facility maintenance and program opportunities.

Board members and staff of the Association shall strive to cooperate to the fullest extent with other agencies in the community, including governmental, public, private, and voluntary organizations. Said cooperative efforts shall be initiated and maintained only so long as a clear benefit to the residents and participants of SEASPAR is realized.

D. Citizen Input Policy

SEASPAR feels that it is essential for the good of the Association to solicit resident input on many of its decisions and actions. SEASPAR may use the following methods to obtain resident input.

1. Citizen Focus Groups

Staff may conduct focus group meetings from time to time with specific user groups in order to gain input. Focus groups are usually comprised of a small group of users who have an interest in a specific program or facility.

2. Surveys

Staff may conduct surveys of residents in order to gain their input on a variety of topics. Surveys may be conducted by phone, email, online, in person or by regular mail. Surveys may also be used to determine agency goals and assist with long range or strategic planning. In these surveys, participants, their families, member agency representatives, and part-time staff and volunteers may be surveyed.

3. Comprehensive Needs Assessment

The Association should continuously re-evaluate and assess the recreational and leisure needs of the residents of the member entities. The Board should review the changing needs of the community by directing staff to conduct a comprehensive assessment study at least once every five to ten years. This information will assist in determining the resident interests and attitudes towards current programs and facilities, as well as the need for future development of program offerings and facilities. Included shall be an investigation into economic conditions, population shifts and changing social needs.

4. Recreation Program Evaluations

Staff will conduct regular program evaluations to measure participant satisfaction levels and to improve upon the services provided.

E. Environmental Policy

SEASPAR intends to conduct its business in such a manner as to consider the effects of

its actions and business on the environment, both locally and globally. The Association will strive to make decisions that have a positive effect on the environment and will endeavor to be a positive example to the community in relation to environmental issues.

Personnel at all levels are directed to make sound environmental practices a matter of continuing and mutual concern, equal in importance with all other operational considerations. Every employee is charged with the responsibility of supporting and cooperating with the environmental program outlined in this policy.

1. Reduce, Reuse, Recycle

Reduce, reuse, and recycle are the basics of any environmental program. Reduce is the highest priority, as it conserves natural resources and eliminates materials from the waste stream. Reuse is the secondary use of materials in their original form. Recycling turns materials that would otherwise become waste into valuable resources.

2. Purchase and Use of Environmentally Safe and Sensitive Products

The Association will strive to purchase products for facility and program use that minimize negative environmental impacts, taking into consideration product production, potential toxicity, use, packaging, safety, storage, disposal, and cost.

3. Energy Conservation

The Association will seek and implement programs to conserve natural resources, while researching the use of new, energy conserving technologies.

4. Actively Promote Education of Environmental Issues

The Association will promote education and training to employees that enhance appreciation of the natural environment and promotes increased awareness, lifestyle choices, and an overall commitment to preserving our natural resources.

F. Personal Care Policy and Procedures

Due to the needs of the people SEASPAR serves, Association staff are occasionally asked to perform tasks and/or services which are either personal in nature or medically invasive. The Park District Risk Management Agency (PDRMA) has recommended Participant Care Guidelines for the purpose of assisting Special Recreation Association (SRA) personnel in regard to these requests. The purpose of these policies is to establish what SEASPAR staff will, and will not, be allowed to do with requests for personal care services, in accordance with PDRMA recommendations and requirements of the Americans with Disabilities Act (ADA).

1. Background Information

Generally, no public entity is legally obligated to provide services to a participant, which are either personal in nature (e.g., toileting, changing diapers, feminine protection assistance) or medically invasive in nature (e.g., procedures which require injections, catheterization, tube feeding, cleaning and reinsertion of a G-tube,

medical judgment, determining when, and in what dosage, to provide a prescription or medication). Many of these requested services present risks of harm to the participant if the tasks are not performed correctly, and some may require the service provider to have a medical certification or license in order to perform the procedure legally and safely.

Given the virtually limitless nature of medical conditions for which individual participants/parents may request assistance, it is not possible for SRAs to make blanket statements regarding what staff will, and will not, perform. Rather, each SRA is responsible for developing its own policies. While another SRA may allow staff to do medically invasive procedures, SEASPAR, along with most SRAs, operates more conservatively to reduce risk to the individual in question, and limit the liability exposure for the service delivery personnel and the Association.

2. Procedures

When a participant (or guardian for a participant) requests a personal or medical service that SEASPAR does not accommodate, other viable options will be suggested. Securing a family member, personal attendant, or nurse to administer the procedure will be highly encouraged. The participant or guardian will be solely responsible for determining the qualifications and skills for this person. Likewise, any salary or hourly wage for the attendant or nurse will be covered by the participant or guardian. The attendant or nurse will not be an employee of SEASPAR. Expenses that are incurred in order to facilitate the inclusion of the attendant or nurse in all aspects of the program will be the responsibility of SEASPAR. These types of expenses may include admissions, meals, local transportation (within the State of Illinois), etc. The attendant/aide or nurse would be viewed and treated as a volunteer in the program with regards to overall inclusion; however, he/she would be treated as an independent contractor with regards to liability for his/her actions or inactions. He/she remains the employee of the participant and/or guardian, but is expected to cooperate with SEASPAR, and comply with the general service delivery and program requirements of SEASPAR.

Personal attendants and nurses will be required to complete a criminal background check authorization, also at the expense of SEASPAR, as is customary with other program volunteers. In addition, they will be provided with a brief orientation to familiarize them with SEASPAR programs, rules, and regulations, and to answer any concerns they might have.

An informational letter will be sent to the participant or guardian clarifying roles and responsibilities for the various people involved.

In all cases, we will promote and support the participants/guardians in their efforts to secure a personal attendant or nurse to enable participation in SEASPAR programs.

In any instance where a participant appears to require emergency medical assistance in the presence or absence of an attendant or nurse, 911 will be called immediately.

G. Inclusion Services Policy and Procedures

SEASPAR is committed to assisting our member entities, participants, and their parents/guardians in providing a safe and meaningful inclusion experience. Some participants with disabilities prefer recreational opportunities with participants who do not have disabilities. As a team, we can make this happen successfully by developing an inclusion plan that will benefit all those involved.

The American with Disabilities Act (ADA) is federal civil rights legislation which was enacted into law on July 26, 1990. It supports people with special needs to utilize and enjoy public recreational opportunities, with reasonable accommodations where necessary. The law's purpose is to break down social barriers and misconceptions, and to deter discriminatory practices, whether intentional or unintentional.

1. Denial of Service

It is important for everyone to understand if and when it is legally appropriate to say "no" to an inclusion placement. This decision should be taken very seriously and should be an action of last resort. Three reasons can be supported for denying access to a participant with a special need, while safety for the individual or other participants is always the most important. They are: 1) the participant's inability to abide by reasonable Codes of Conduct for the program and setting (even with an Inclusion Aide); 2) it places an undue financial burden on the Agency; and 3) the program or activity is significantly altered, or the nature of the experience is significantly changed.

Before denying an individual the right to participate, it is recommended that the member entity discusses this with their ADA Compliance Officer and/or legal counsel and/or contacts SEASPAR's Executive Director and ADA Compliance Officer for assistance in documenting the situation and determining the appropriate and legal course of action.

2. Encouraging Inclusion in Member Entity Programs and Services

a. Registration Form

Member entities are strongly encouraged to include a statement such as: "Does the participant have any special needs? If so, please describe any accommodation needed for the enjoyment of the program." This is a welcoming statement and one that will provide more information about an individual's specific needs.

b. Code of Conduct

SEASPAR encourages our member entities' brochures to list their required Code of Conduct for all programs. If the entity chooses not to list the entire Code in the brochure, it should be clearly stated that the Agency adheres to a Code of Conduct and posts it at the Agency's administrative office. Any Code of Conduct must apply to all participants regardless of their ability level. Participants with a disability may not be held to a different Code of Conduct than those who are not disabled.

c. Support Staff

Member entities, when hiring part-time staff, should seek applicants who meet the requirements of the job and who also have positive, inclusive attitudes, preferably with experience working with people who have special needs.

d. Provision of One-on-One Inclusion Aide

Once an assessment has been completed and it is determined that an Inclusion Aide is necessary, SEASPAR will be responsible for the recruitment and training of the Inclusion Aide. Should the individual continue on an extended basis, the member entity may choose to secure some of their program staff who has had experience working with individuals with special needs. In all cases, SEASPAR and the member entity should remember that it is the right of individuals with disabilities under the ADA to seek full inclusion into their community recreation district/department. Who provides the Inclusion Aide (if one is necessary), and who pays the Inclusion Aide, is not the issue for the participant or his/her family. The individual should feel no change in quality of service when the responsibility changes from SEASPAR to the member entity.

SEASPAR and our member entities should be making the accommodations that will encourage the person to participate fully and allow him/her to be as independent as possible. The Inclusion Aide concept is instituted when other, less invasive, means of accommodations are not deemed adequate. It should then be the goal of SEASPAR and the member entity to phase out the Inclusion Aide as soon as this becomes feasible, thereby facilitating a less restrictive leisure environment. At times, the continuation of an Inclusion Aide beyond the point of true necessity can deter the independence of the individual, and restrict the interaction between all the people involved in the program or activity. We need to encourage the development of friendships and peer relationships. If the SEASPAR staff member completing the assessment feels that an Inclusion Aide is not needed, the various supports previously listed will be reviewed as possible options for the inclusion. If the individual with a disability is functioning at a high level and seemingly independently in the program, no intervention will be necessary. Although the SEASPAR staff member completing the assessment will make the recommendation, honest conversation and mutual agreement with the member entity is desired.

3. Funding

SEASPAR has been assisting the inclusion process in our member communities since 1980. Over this period of time, the Association has experienced many changes in the demands for service, the nature of the service, as well as the costs for services. To meet the obligations of the Paid Leave For All Workers Act (i.e., the requirement for SEASPAR to provide paid time off for part-time staff members) as well as the desire to make billing and budgeting easier, SEASPAR will determine a weighted average inclusion rate annually for member entities and add an additional percentage amount to provide a “paid time off” fund to fulfill the obligations of the Act for inclusion aides. The Executive Director will determine the rate annually as part of the budget process and report the additional percentage increase to create the “paid time off” fund. The Executive Director will also report annually how the rate compared to actual inclusion aide expenses; the balance of the “paid time off” fund;

and the basis for the next year's rate (with the intent that this will allow member entities to then budget for their own inclusion expenses for the following year).

These costs will be billed to each member entity at the conclusion of the Winter/Spring (January – May), Summer (June – August), and Fall (September – December) seasons.

All other expenses and staff time to administer the assistance to the member entities are the responsibility of SEASPAR. This includes but is not limited to: intake and observation time, payroll and worker's compensation expenses, any supplies provided to aides, and trainings.

4. Ongoing Programs and Services

From time to time, there may be circumstances when an Inclusion Aide may be required for a program that is every day or five (5) days per week for an extended period of time. Some member entities have recognized that logistically, it may be more beneficial to place the Inclusion Aide on the member entity's payroll, paying for said services from their Special Recreation Fund. SEASPAR would continue to provide all of the related inclusion services. This can be a very beneficial arrangement with regard to communication, daily attendance issues, supervision and expectations, and coordination with other member entity staff. This arrangement, while obviously beneficial, is totally optional and at the discretion of each member entity.

5. ADA/Interpreter Costs

From time to time, it may be necessary for our member entities to utilize interpreters or other reasonable accommodations for administrative, human resource management, or governing Board-related meeting or issues. SEASPAR will assist in identifying these resources whenever feasible; however, the costs for these services are the responsibility of the member entity on an individual agency basis.

H. Program Supervision and Liability Policy

SEASPAR staff are responsible for program participants during designated program hours only. Parents should be prompt in both drop-off and pickup times. If a participant has not been picked up at the scheduled program end time, the parent/guardian/group home staff will be contacted. After a fifteen-minute wait period, emergency contacts will be called. After one warning, a \$10 fee will be applied for every fifteen minutes that a participant is picked up late or the SEASPAR vehicle is delayed. In extreme cases when a participant must be transported home by SEASPAR, a \$20 fee will be charged to the participant's account in each instance. A notice will be sent to the parent/guardian indicating the fee being charged to the account.

Similarly, if a participant is dropped off fifteen minutes or more prior to the start of program and requires supervision by staff, one warning will be issued before the participant's account is charged a \$10 fee for every fifteen-minute early drop-off. A notice will be sent to the parent/guardian indicating the fee being charged to the account.

SEASPAR staff may allow a participant to walk, ride his/her bike, drive, or take public transportation home if permission to do so from the parent or guardian has been received. Preferably, permission should be in writing, but verbal permission from a parent or guardian may be accepted in special or emergency circumstances. The Executive Director, Superintendents, or any Manager are the only staff members who can accept a verbal request. Any permission obtained must be retained on file. SEASPAR staff are not responsible for the safety of participants during travel to or from a SEASPAR program.

Children enrolled in recreation programs are not released to anyone other than a parent or guardian without the prior consent, preferably in writing, of the parent/guardian. Verbal consent from a parent or guardian may be accepted in special or emergency circumstances, and the person authorized to pick up the participant must show proper identification. The Executive Director, Superintendents, or any Manager are the only staff members who can accept a verbal request.

I. Volunteer Use Policy

SEASPAR recognizes the need for volunteers as an important asset to successfully implement programs and services. Individuals who volunteer their time and expertise to SEASPAR provide an important service to help further SEASPAR's mission and maximizes community involvement. Utilizing volunteer also saves expenses.

There are two different volunteer distinctions at SEASPAR. They are called either Traditional Volunteers or Non-Traditional Volunteers. For the safety of all participants, any regular volunteer who leads or assists a program is treated as if they are paid staff member so will go through the same screening as paid staff which includes a criminal background check. This is a Traditional Volunteer. Non-Traditional Volunteer positions are one-time volunteers and may not require a full screening; for example, volunteers who help just with one large event and the volunteer is never directly supervising participants without a fully screened staff member present. All Non-Traditional Volunteers complete a waiver before they can volunteer at SEASPAR programs.

J. Lobbying Policy

1. Philosophical Base

Lobbying is a limited and incidental function of any 501(c)(3) organization. The IRS has stated a 501(c)(3) organization may engage in some lobbying, but too much lobbying activity risks loss of tax-exempt status. Congress also passed legislation Section 501(h) and Section 4911 which set specific dollar limits on the amount public charities, which choose to, may spend to influence legislation, without incurring penalty taxes or losing their exempt status. The Treasury Department supported Congress' decision as a way to encourage more lobbying by 501(c)(3) organizations.

Whether an organization's attempts to influence legislation, i.e., *lobbying*, constitute a substantial part of its overall activities is determined on the basis of all the pertinent facts and circumstances in each case. The IRS considers a variety of factors, including the time devoted (by both compensated and volunteer workers) and the expenditures devoted by the organization to the activity, when determining whether the lobbying activity is substantial.

Under the substantial part test, an organization that conducts excessive lobbying in any taxable year may lose its tax-exempt status, resulting in all of its income being subject to tax. In addition, section 501(c)(3) organizations that lose their tax-exempt status due to excessive lobbying are subject to an excise tax equal to five percent of their lobbying expenditures for the year in which they cease to qualify for exemption.

Organizations may elect the expenditure test under section 501(h) as an alternative method for measuring lobbying activity. Under the expenditure test, the extent of an organization's lobbying activity will not jeopardize its tax-exempt status, provided its expenditures, related to such activity, do not normally exceed an amount specified in section 4911. This limit is generally based upon the size of the organization.

SEASPAR has spent considerable effort, time, and energy to inform and educate specific legislators about the needs of people with disabilities as well as the needs of park and recreation agencies, and the needs of SEASPAR, specifically. The SEASPAR Board of Directors has regarded these efforts as appropriate and has authorized the Executive Director or designated professional staff to act in their behalf, and to serve on statewide committees that may further the interests of these parties from a legislative perspective in an effort to improve services.

2. Policy

It is understood that periodically the efforts to educate and inform legislators will incur expenses. Lodging, travel, meals and some miscellaneous expenses are all considered appropriate to this effort and should be reimbursed at the level established by our Employee Handbook for per diem, unless specific events warrant reimbursement at a greater level, for which appropriate documentation shall be required (i.e., dinner meetings in Springfield with legislators or legislative staff).

It is understood that attendance at political functions, events, etc., is part of the legislative process. However, SEASPAR shall not authorize expenditures for attendance or support of campaigns for specific individuals or offices. The decision to attend these functions and the costs for these functions are the responsibility of the Executive Director or staff in question. Their choice of attending is a personal choice, not one influenced by the SEASPAR Board of Directors.

It is also understood that it may be appropriate, from time to time, for SEASPAR to contract with licensed legislative lobbyists to further the support of a specific legislative effort or as part of a joint effort by park and recreation agencies or Special Recreation Associations. These expenses are regarded as a legitimate part of doing business and the annual levels are approved as part of the yearly budget process.

The Executive Director is expected to keep the Board of Directors informed of legislative efforts or concerns to the best of his abilities. The Director is encouraged to inform Board members and member entity agencies about events planned by legislators when notice of these events are brought to his attention, but may not solicit participation, promote ticket sales, or promote any events using SEASPAR resources. SEASPAR's Executive Director is not a registered lobbyist, but must abide by very strict ethics laws regarding political activity. It is SEASPAR's policy to

adhere to the guidelines established by the Illinois Association of Park Districts regarding "Political Advocacy."

K. Document Retention and Destruction Policy

SEASPAR takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The SEASPAR Document Retention and Destruction Policy guides SEASPAR in making decisions relative to retention of certain records.

1. Statement of Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this Policy provides for the systematic review, retention, and destruction of documents received or created by SEASPAR in connection with the transaction of Agency business. This Policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The Policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate SEASPAR's operations by promoting efficiency and freeing up valuable storage space. This policy shall be no less strict than the Local Records Act, 50 ILCS 205.

2. Document Retention

SEASPAR seeks to follow, where reasonable, the document retention procedures outlined in the Retention and Destruction policy. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time. From time to time, the Executive Director may issue a notice, known as a "legal hold," suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn, in writing, by the Executive Director.

3. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the records destruction schedule, will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a periodic basis.

4. Emergency Planning

SEASPAR's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping SEASPAR operating in an emergency will be duplicated or backed up at least every night and maintained off site.

5. Document Destruction (Exhibit A)

SEASPAR's Business Manager is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction as stated in SEASPAR's Document Retention and Destruction Policy. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

6. Compliance

Failure on the part of employees to follow this Policy can result in possible civil and criminal sanctions against SEASPAR and its employees, and possible disciplinary action against responsible individuals. The Executive Director and Business Manager will periodically review these procedures with legal counsel and auditor to ensure that they are in compliance with new or revised regulations.

II. FINANCIAL MANAGEMENT

A. Statement of Purpose

All financial operations shall be performed in accordance with written policies, procedures, and manuals approved by the Board of Directors and/or internal controls established by the Executive Director of SEASPAR or by the Director's designee.

SEASPAR shall operate within the parameters of General Accepted Accounting Practices (GAAP) and standards similar to those established by the Government Accounting Standards Board (GASB), and Government Finance Officers Association (GFOA).

All financial operations and transactions of SEASPAR shall be recorded in the prescribed manner as set forth in the following policy. Internal controls shall be designed to detect and deter fraud and such that accurate records of all transactions will be available for audit purposes, as well as regularly scheduled reporting to the Board of Directors.

B. Cash Management

1. Invoicing

Invoices shall be processed on a monthly basis, or as necessary, by the Business Manager or his/her designee only. All departments of SEASPAR will prepare and submit invoice requests to the Business Manager, as all invoices must be prepared in numerical sequence for invoice control and the tracking of outstanding balances.

All supportive materials, including time sheets, contract agreements or actual bills, must be attached to a copy of the invoice for tracking.

Invoices must be retained and disposed of according to the SEASPAR Records Retention and Destruction Policy.

2. Bank Deposit Reporting

SEASPAR shall prepare deposits, at a minimum of one (1) day per week, or as soon as possible, but no more than three (3) days after any event receiving funds, recording the amount and source of all revenues received. The procedure for bank deposit reporting is as follows:

Cash receipts shall be balanced prior to each deposit.

Checks received by mail, at the registration desk or through any other manner shall be stamped "For Deposit Only" upon receipt and endorsed with the SEASPAR bank stamp.

All deposits are reconciled by office staff and verified by the Business Manager. The Executive Director or Director's designee will travel to bank to make the deposits. A copy of all bank deposit receipts shall be retained.

A deposit report for Saturday and Sunday receipts shall be run by office staff by the end of the following Monday, or on the next workday when SEASPAR's receipts are in excess of \$200. In addition, any credit card transactions shall be processed by office staff and verified by the Business Manager.

Cash and credit card receipts and bank statements must be retained and disposed of according to the SEASPAR Records Retention and Destruction Policy.

3. Returned Check Procedure

The Board of Directors recognizes the need to serve its residents by providing convenient methods for payment of programs or special services. SEASPAR accepts the following methods of payment: cash, check, money order, or major credit card.

If a check is returned to SEASPAR because of insufficient funds or other reasons, the writer of the check will be notified and shall be responsible for any penalty charges that are assessed, as well as an administrative charge equal to \$25.00. SEASPAR reserves the right to refuse check payments from repeat offenders.

The original fee and any penalty must be paid at the SEASPAR office by cash, money order, or certified check within ten (10) days of issue of the notice of dishonor.

If the fee and penalty are not paid in full, SEASPAR will not honor future registrations or privileges requested by that person. SEASPAR reserves the right to remove a participant from a program if a check is returned or there is a default in payment.

C. Refunds on Payments of Recreation Fees and Charges

1. Policy Statement

The SEASPAR Board of Directors adopted a statement of philosophy on fees and charges for recreation programs and further adopts, from time to time, a policy governing fees and charges for various programs. It is recognized that circumstances may develop that cause an individual who is registered in a program to cancel this registration, withdraw from the program, and request a refund of payment.

2. Guiding Principles

This policy intends to enable refunding of registration fees and charges regardless of the reasons for withdrawal from the program.

It is further recognized that certain administrative costs are inherent in processing refunds, and procedures shall exist for SEASPAR to recover these administrative costs.

Out-of-pocket Agency costs shall be recouped, when appropriate, prior to refunds being issued.

3. Refund Policies

SEASPAR strives to provide excellent customer service and the highest quality recreation experience. From time to time, credits or refunds may be necessary for various reasons, including, but not limited to customer dissatisfaction. Unforeseen circumstances, such as death in the immediate family, prolonged illness, moving or cancellation of a program may also warrant a refund. If a participant or family desires a refund or credit, SEASPAR will provide a refund based on the following guidelines:

A full refund or credit will be given if a weekly program or special event is cancelled.

A full refund or credit will be given if a weekly program is deemed inappropriate for a participant, or if the participant is dissatisfied with the program after the first session. No refunds or credits are issued for special events that the participant attended.

If inclement weather or leader absence occurs, SEASPAR will reschedule the activity or issue a proportionate credit or refund. If SEASPAR cancels a program, a full or prorated refund will be issued based on number of sessions held.

Refunds or credits may be prorated based on number of sessions held.

Refunds or credits for special events, trips, or programs may be obtained if notification is received prior to three (3) business days of the program/event. In addition to a \$5.00 administrative fee, any prepaid admissions, supplies, transportation costs, etc. will be deducted from the refund or credit unless the spot is filled by another registrant.

Credits may only be used by the participant.

4. Refund Procedures

Refunds will be approved solely on the basis of SEASPAR refund policies. Refunds may be issued as a program credit of equal value. Direct costs shall be deducted from the refund as described in these policies.

Registration fees paid by credit card will be refunded to that credit card. Registration fees paid by cash or check will be refunded by check, issued on a monthly basis following that month's Board meeting.

D. Purchasing

1. Petty Cash

Purchase of supplies and services which by their nature require cash payment or purchases from vendors with which SEASPAR does not customarily do business or are incidental (\$25 or less) in nature, may be paid from petty cash funds maintained by persons specifically authorized to disburse petty cash funds. All petty cash disbursements are charged to the appropriate expense account and receipts are attached to the petty cash reimbursement voucher retained by office personnel. Petty cash balances of \$100 may be established for administrative, recreation, and maintenance funds. Upon presentation to the Business Manager with appropriate receipts and allocation of expense charges, reimbursement checks are prepared and presented on the distribution report along with the monthly financial statements and disbursements. All purchases using petty cash must comply with SEASPAR's procurement policy.

All petty cash accounts are subject to audit and periodic review.

2. Purchase Orders and Purchasing Cards

Purchases for supplies, equipment and services are ordered on an approved purchase order form (or backup form). Purchases under \$500 require written approval of the appropriate supervisor. Expenditures of \$500 to \$1,000 must be approved by the appropriate Superintendent. All purchases exceeding \$1,000 and less than the current Park District Code Statutory Bid Limit require the approval of the Executive Director. All purchases require completion of appropriate backup with detail of budget account, program or purpose of expense, and receipts attached for submission to the Business Manager. These specific instructions are contained in the Operations Handbook and are reviewed with staff in administrative procedures for purchasing. Staff is expected to research and thoroughly compare vendors in order to secure best price comparisons for all purchases. Purchase orders are not necessary for such items as utilities or evidences of indebtedness (i.e., salaries, benefits, insurances, etc.). Contractual services of individuals possessing professional skills such as architects, lawyers, accountants, engineers, etc., do not require purchase orders, nor do contractual services for maintenance of utilities or technology support.

3. Bill Payment Policy

SEASPAR will make payment on all obligations within legal timeframes. Payments made with automatic withdrawal must be preceded with written documentation supporting the charges. Purchases may be made on a credit card or purchase card

in accordance with the purchasing policy in this manual. All operating checks written will be added to the monthly distribution report and added to the agenda for Board review.

4. Quotes, Bids and Contracts

a. Purchases of Goods and Services

i. Purchases exceeding the current Park District Code Statutory Bid Limit

Except as otherwise provided, all purchase orders for the purchase of supplies, materials, equipment, or services involving an outlay of the current Park District Code Statutory Bid Limit or more shall be made only after advertising for bids or firm quotations in the manner prescribed by law. The Board of Directors may waive competitive bidding by a two-thirds majority vote of all members.

ii. Purchases and services not exceeding the current Park District Code Statutory Bid Limit

Except as otherwise provided, all contracts or purchases of supplies, material, equipment, or services involving an outlay of \$10,000 and up to the current Park District Code Statutory Bid Limit shall be let in the open market, in a manner calculated to ensure the best interests of the public only after solicitations of bids or firm written quotations from three vendors when possible.

iii. Purchases of goods and services exempt from competitive bidding

Contractual services of individuals possessing professional skills such as lawyers, accountants, etc., or for maintenance of utilities or technology support, do not require competitive bids.

iv. Purchases of Architectural and Engineering Services

Contracts for architectural and engineering services shall be procured in compliance with the Local Government Professional Services Selection Act.

b. Bidding Procedures

i. For contracts in amounts exceeding the current Park District Code Statutory Bid Limit:

Bids shall be accepted as sealed bids opened at a specific time, in the offices of SEASPAR with at least two Association employees capable of independently verifying the bids.

ii. For contracts in amounts less than the current Park District Code Statutory Bid Limit:

Sealed bids/proposals may be accepted in the manner described above or in the open market in a manner calculated to ensure the best interests of SEASPAR by soliciting bids or firm quotations by mail, telephone, or otherwise. (Amended Park District Code Section 8-1(c).)

c. Contracts

The Board of Directors shall approve all leases and other contracts entered into by SEASPAR which involve expenditures exceeding the current Park District Code Statutory Bid Limit (the “threshold”). Other contracts below the threshold may be entered into by the Executive Director as long as the amount of the annual expenditure is within the line item budget and does not obligate SEASPAR beyond that which has been authorized and/or approved by the Board of Directors.

d. Awarding of Contracts Which Have Been Competitively Bid

Bid contracts shall be awarded to the lowest responsible and responsive bidder. In determining the responsibility and responsiveness of the bidder, consideration will be given to financial responsibility, past transactions with the bidder, experience, adequacy of equipment, ability to perform, time limits, and other pertinent information. Any and all bids or portions thereof may be rejected if the bidder is not determined responsible, the character or quality of the services, supplies, materials, equipment or labor do not conform to the requirements; or if the Board of Directors for good cause deems the acceptance to be contrary to the best interests of SEASPAR. The Board of Directors reserves the right to waive any technicalities in public bidding.

e. Limitations

The foregoing limitations, rules and regulations of this section shall not apply to the following:

Expenditures for exclusive or unusual non-competitive items or services approved by the Board of Directors.

Contracts for utilities and services such as water, electricity, gas, and telephone necessary for the continuous operation of SEASPAR.

Contracts for engaging individuals of firms with professional skills, such as architects, engineers, accountants, lawyers, etc.

Engagement of personnel payroll services.

5. Cooperative Purchasing Policy

Joint or cooperative purchasing with other groups, organizations, and governmental agencies gives SEASPAR the ability to pool purchasing power with other involved agencies. Economies of scale help conserve the agency’s resources and provide other valuable benefits to the agency.

Criteria on determining whether a joint or cooperative purchasing effort is worth pursuing include:

- Cost of participating does not outweigh the savings that will be realized by being a part of the joint purchasing effort.
- Products and/or services offered through the cooperative purchasing program are needed by the agency.
- Any agreements entered into within the joint purchasing program do not place the agency in an unfavorable position.

The agency should enter into any joint or cooperative purchasing effort that meets the above criteria and can substantially result in a savings of agency resources. Use of a joint or cooperative purchasing program may include, but not be limited to, the following:

- Purchase of supplies, equipment, and consumables.
- Contractual services that are used by the agency and cooperative partners.
- Pooled services or benefits for employees.

6. Financial Liability

No trustee, officer or employee shall be authorized to create any financial liability on behalf of the Board except in compliance with the foregoing rules and procedures.

The Executive Director is authorized to make any necessary purchases in accordance with the annual budget and with the following limitations:

Emergency repairs and regular supplies, equipment, and services for the continuing operation of SEASPAR not exceeding the current Park District Code Statutory Bid Limit.

Capital improvements and equipment not exceeding the current Park District Code Statutory Bid Limit.

Payroll for employees of SEASPAR in accordance with the personnel policy and annual salary and wage rates and ranges as approved the Board of Directors. (Amended Park District Code Section 8-1(c)).

E. Payroll

1. Payroll Policy

It is the policy of SEASPAR to maintain a payroll checking account. It is also the policy of SEASPAR to transfer monies from the operations account the day payroll is processed, which is no less than two (2) days before paychecks are issued. SEASPAR transfers the payroll funds from operations to payroll. Rates of pay will be approved, in writing, by the employee's supervisor prior to the pay period worked by the employee. Full-time employees' rates of pay will be verified by the Executive Director. Only approved rates will be used in payroll calculations.

The Business Manager, HR Manager, and HR Specialist shall reconcile biweekly payroll and bring any discrepancies forward to the Executive Director. Payroll reports are made available to the Executive Director after each payroll.

2. Payroll Procedures

All Association employees shall be paid on a biweekly basis. For all employees, pay periods end on Saturday at 12:00 midnight for check issuance the following Friday.

When the Friday payday is a bank holiday, checks will be issued with the preceding Thursday check date. Employees who elect direct deposit of their check will have funds available on Friday. If Friday is a bank holiday, the funds will be available to the employee on Thursday.

An employee will not be paid until all paperwork required to establish the employee's personnel file has been submitted to the HR Specialist. Documents required include: an employment application, a properly completed Employee Change Notice, properly completed I-9 form, and both federal and IL W-4 tax withholding forms. A Direct Deposit form may be completed if it is selected by the employee. A new hire report is completed by the payroll processing company on an as needed basis and sent to the State of Illinois.

An Employee Change Notice shall be completed and approved by the employee's supervisor prior to the first pay period worked by the employee. The Employee Change Notice shall include the date of hire, employee name, job/department, account code, rate(s), reason for the change, authorization, and date.

The Business Manager will prepare necessary documentation for the issuance of all paychecks on a biweekly basis. The Business Manager, or his/her designee, will complete reconciliation of all payroll records.

Payroll time records are retained for two (2) years, and then disposed of according to the SEASPAR Document Retention and Destruction Policy.

3. State and Federal Tax Withholding

SEASPAR is required by law to withhold and remit state and federal income taxes from employee earnings. SEASPAR's payroll processing agent forwards funds withheld for state income tax purposes to the Illinois Department of Revenue, with completed Form IL-501. Additionally, the payroll processing agent completes and submits Form IL-941 for each calendar quarter prior to the last day of the month following the close of the preceding quarter. A copy of these submissions is retained by SEASPAR.

Social Security, Medicare, and Federal income taxes withheld shall be electronically deposited biweekly using the electronic federal tax payment system by the payroll processing agent. Form IL-941, Quarterly Return of Withheld Federal Income Tax, shall be filed by the payroll processing agent following the close of each calendar quarter and an annual report, Form W-2, filed prior to January 31 for the calendar year ending on December 31. The payroll processing agent provides SEASPAR with copies of all filings with federal or state agencies.

4. New Hire Reporting

Effective October 1, 1998, state and federal laws require all employers to report each new and rehired employee to a state Directory of New Hires (20 Illinois Compiled Statute 1020, and section 313, Personal Responsibility Work Opportunity Reconciliation Act of 1996, 42 U.S.C. 653A). Congress and the states adopted these laws to increase child support collections on both state and national levels and reduce fraudulent unemployment and worker's compensation payments. In Illinois, employers submit information on newly hired or rehired employees to the Illinois Department of Employment Security (IDES), New Hire Directory. IDES then forwards the data to the Federal Office of Child Support Enforcement (OCSE), where it becomes a part of the National Directory of New Hires.

SEASPAR is a registered employer of the Child Support Services/Illinois Department of Employment Security and submits the required information (see below) electronically at www.ilchildsupport-employer.com. The agency requests each employee to complete the New Hire Reporting Form as part of a hiring/returning procedure.

- Employer's Federal Employer Identification number (FEIN)
- Employer's company name - name associated with the FEIN
- Employer's address - address associated with the FEIN
- Employee's Social Security number
- Employee's name (specify first, middle, and last)
- Employee's home address

If the agency would receive an Issuance of initial Order/Notices to Withhold Income for Child Support on any new or rehire employees, the Human Resources Department would comply with the request by withholding the requested amount and submit all payments appropriately until the order is fulfilled or the individual is no longer an employee.

5. IMRF Pension Plan

Employees who work in Agency positions that meet certain hour standards (1000) are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability, and death benefits to eligible participants. These benefits are in addition to those provided by Social Security.

Participating employees contribute a certain percentage of their gross pay as determined by IMRF through payroll deduction. The Agency also contributes to IMRF as a percentage of total contributions determined by IMRF.

6. Optional Tax Deferred Annuity Plan

SEASPAR offers all employees who work a minimum of 1,000 hours a year eligibility for the optional Deferred Compensation (tax deferred annuity 403B Plan). Employees may elect to have a share of their salary deducted through payroll in accordance with stipulations made in the plan, guidelines of the Internal Revenue

Service and Federal ERISA guidelines. The investment decisions are those of the plan participants and not of SEASPAR. SEASPAR does not contribute to this plan.

7. Health Insurance Withholding

Eligible employees may choose to enroll in the health insurance program. If they choose to participate, a percentage of the insurance premium is withheld on a bi-weekly basis. The percentage of an employee's share of the premiums is determined through the budget process each year by the Board of Directors. On an annual basis, the Board of Directors will be made aware of health insurance premiums and employer/employee share of the expenses.

8. Additional Payroll Withholding

Eligible employees may take advantage, at their cost and option, of a number of additional programs for which they approve payroll withholding. These may include, but are not limited to: optional life insurance, Section 125 Flexible Spending Account, credit union withholding and deposits. All required authorizations must be completed to allow participation and payroll withholding for these programs.

F. Fund Balance Policy

SEASPAR will maintain a minimum Undesignated/Unreserved General Fund Balance that is sufficient to provide financial resources for SEASPAR in the event of an emergency or the loss of a major revenue source. Therefore, SEASPAR has set the minimum Undesignated/Unreserved Balance for the General Fund at an amount equal to three (3) to six (6) months of General Fund operating expenditures.

G. Financial Reporting

1. Disbursements (Accounts Payable)

A listing of disbursements shall be submitted monthly to the Board of Directors for ratification. A roll call vote shall be taken on the approval of the list of expenditures. A majority vote shall ratify the disbursements.

In months when the Board of Directors does not have a regularly scheduled meeting, they will receive the list of all disbursements for the reporting month as an awareness and opportunity to inquire about specific disbursements. The disbursements will then be released and shall be ratified by a vote of the Board of Directors at the next regularly scheduled Board meeting.

Disbursements by SEASPAR shall be made by agency bank check, purchasing card, online payment, or ACH transfer.

2. General Fund

All disbursements from the general fund of SEASPAR for payment of monies shall be signed and countersigned by the signers and ratified by the Board of Directors on a roll call vote at a regular or duly called special meeting of the Board. The signers include the Executive Director, Superintendent of Recreation, Business Manager,

Board President, and Board Treasurer. Mechanically or computer imprinted checks shall require two signatures to be used with other security measures for mechanically or computer-generated check protection and reproduction.

Electronic bank transfers may be made for certain transactions for the payment of withholding taxes, employees' retirement, social security, principal and interest on any indebtedness, insurance payments, investment of funds, or emergency payment providing all drafts drawn are reported and documented.

3. Check Approval

Check requests for amounts under \$500 may be requested and processed at the request of recreation coordinators and their supervisors. Amounts of \$500 to \$1,000 must be approved by the appropriate Superintendent. Requests for amounts of over \$1,000 must have the signature of the Executive Director.

4. Special Funds

Periodically it may be appropriate for the Association to establish "Special Funds." These funds shall be established within the criteria required by GAAP. Such "Funds" may be restricted by the donor or other mandated legal restrictions, or may be otherwise stipulated as designated (restricted) or undesignated (unrestricted) funds by the SEASPAR Board of Directors. In all cases such funds will be presented to the Board of Directors for approval and subject to annual audit. In addition, specific operational funds may be established and drafts may be issued against these funds upon the signature of either the Secretary or Executive Director and the Treasurer, President, or Vice President, providing such special funds are reimbursed from the general fund in the manner stipulated.

5. Audit and Auditor Selection

The Executive Director and Business Manager are responsible for preparing an Annual Financial Report (AFR) that will be examined by an auditing firm selected by the Board of Directors. The AFR will be distributed to Association leadership staff and Directors, the State of Illinois, and other organizations that may request a copy.

SEASPAR's Executive Director and Business Manager shall conduct such internal audits and investigations, as are needed to guarantee the proper conduct of SEASPAR's activities related specifically to collection and disbursement of funds, inventory of materials, supplies and equipment, employment records, authorizations, contracts, report of hours worked, and wages paid. Periodically, a payroll audit will be made to determine that all persons, for whom hours have been submitted and paychecks prepared, are present and performing duties as authorized. Periodically the Board of Directors may request that other audits or analysis be conducted for internal review and controls.

In furtherance of its duty to have the accounts of SEASPAR audited annually and its power to engage an auditor, it is the policy of SEASPAR to review its selection of auditors every three (3) years, and for the Executive Director to make a recommendation to the Board of Directors based on qualifications and fees.

6. Bank Reconciliation

The Business Manager is responsible for overseeing the Finance Specialist in the reconciliation of payroll, cash receipts, and accounts payable. However, actual disbursements lists are prepared by office personnel and are reviewed by division heads so that proper checks and balances are followed. Both the Business Manager and the Finance Specialist will reconcile payroll accounts. The Business Manager and Finance Specialist will reconcile cash receipts and the accounts payable checking account.

These papers will be retained for review during the annual audit and will be provided to the Board of Directors, as they require. Bank statements will be verified monthly against returned checks and deposit records to account for all deposits made and checks issued. Bank statements and deposit records will be retained by the Business Manager and Finance Specialist as provided in the Document Records Retention and Destruction Schedule.

7. Fund Depositories

The Board of Directors shall designate a bank or banks, or other depositories, in which funds of SEASPAR may be deposited. A Resolution shall be adopted naming those institutions. Designated depositories must furnish copies of the statement of resources and liabilities required to be furnished to the Director of Financial Institutions or to the Comptroller of Currency.

A Depository Resolution shall be presented for adoption upon change of Treasurer or the addition or deletion of designated depositories. The Resolution remains in force until superseded by adoption of a new Depository Resolution.

The Executive Director will oversee depositing funds as deemed best for SEASPAR's interests among the approved depositories.

8. 501(c)(3) – Form 990

At the close of each year, SEASPAR is required to complete IRS Form 990 "Return of Organization Exempt from Income Tax" and an Illinois Form 990, in a timely manner as prescribed by law. This process allows for the review and documentation of the financial transactions of the Association in compliance with the tax-exempt status afforded to the Association by the Federal Government (Internal Revenue Service). The process includes a detailed review of the transactions and the completion of an independent audit of these transactions. This report will result in the compilation of an Annual Comprehensive Financial Report that is presented to the Board of Directors, along with a management letter, for their review, discussion, consideration and, ultimately, for their approval. (Please see Audit and Auditor Selection.) IRS Form 990 will also be presented to the Board of Directors, in compliance with the reporting requirements, in a timely manner and be made available to the general public as part of the public record.

H. Investment Policy

1. Introduction

SEASPAR recognizes the need for prudent management of SEASPAR's cash and investments for the public good. The investment policy was adopted in November 2012 by the Association's Board of Directors. Investments shall be made with judgment and care using discretion and intelligent exercise in the management of the investment portfolio while considering the safety of the capital as well as the probable income to be derived. All investments shall conform to all state and local statutes governing the investment of public funds.

2. Scope

This investment policy applies to all funds of SEASPAR, and all financial assets shall be administered in accordance with the provisions of this policy. No person may engage in any investment transaction except as provided herein. For purposes of this policy, the SEASPAR Treasurer shall be the Chief Financial Officer, and the SEASPAR Executive Director shall be the Chief Investment Officer.

3. Objective

The primary objectives, in order of priority, shall be:

- (1) Legality – to conform with federal, state, and other legal requirements
- (2) Safety – to preserve capital and protect investment principal
- (3) Liquidity – to maintain sufficient liquidity to meet anticipated operation requirements
- (4) Yield – to attain market rates of return
- (5) Sustainability – Material, relevant, and decision-useful sustainability factors have been or are regularly considered by the Agency, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (i) corporate governance and leadership factors; (ii) environmental factors; (iii) social capital factors; (iv) human capital factors; and (v) business model and innovation factors, as provided under the Illinois Sustainable Investing Act.

4. Authorized Investments

The Association shall deposit its funds only in:

- (1) bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- (2) bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;
- (3) interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (201 ILCS 5/1 et seq.), provided such a bank is federally insured;

- (4) short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 2 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 5% of the corporation's outstanding obligations and (iii) no more than 10% of SEASPAR's funds are invested in short term corporate obligations;
- (5) money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) immediately above and to agreements to repurchase such obligations;
- (6) interest bearing bonds of any county, township, city, village, incorporated town, municipal corporation, or school district, of the State of Illinois, of any other state, or of any political subdivision or agency of the State of Illinois or of any other state, whether the interest earned thereon is taxable or tax-exempt under federal law. The bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions; or
- (7) Shares, units or other beneficial interests in an intergovernmental investment pool or entity formed by intergovernmental agreement of public agencies for the purpose of joint investment of public funds, provided that such entity is only authorized to purchase investments which are authorized by the Act. The Illinois Public Treasurers Investment Pool (IPTIP) and/or the Illinois Institutional Investors Trust (IIIT) may be used.

If certificates of deposit or time deposits are to be used, SEASPAR will solicit telephone or email quotes from at least two (2) institutions qualified to accept public funds under the Public Funds Investment Act (the "Act"). Preference shall be given to local institutions that have demonstrated a financial commitment to the local community as described in Section 8 of the Act.

If a new type of investment not presently authorized by the SEASPAR Board is requested by the Executive Director, it will be necessary for the Executive Director to discuss the investment with the SEASPAR President and the Treasurer. Any change in the investment policy will then be brought to the SEASPAR Board of Directors for approval before any action is taken.

5. Liquidity

SEASPAR's investment portfolio shall remain sufficiently liquid to enable SEASPAR to meet present and anticipated cash flow requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity), considering prevailing market conditions.

The selections shall be based on the following procedures:

Determine the needs of SEASPAR by evaluating the current portfolio and cash on hand and anticipated future receipts and expenses for the adequacy of meeting future cash needs. Develop a schedule to satisfy those needs with specific future dates. Review the various alternatives available to determine the one with the highest yield that is consistent with the needs, schedule of maturity and investment policy of SEASPAR considering the institution, amount, maturity date, yield, and security.

6. Prudent Person Rule

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. All deviations from expectations shall be reported in a timely fashion and appropriate actions shall be taken to control adverse developments.

7. Diversification

The investments will be diversified by security type and institution. SEASPAR shall diversify its investments to the best of its ability based on the type of funds invested and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

No more than 25% of invested funds shall be placed in a single local institution.

At least 90% of available funds shall be maintained in interest-bearing securities whenever feasible.

8. Collateral

SEASPAR shall require that funds on deposit in excess of FDIC-insured limits be secured by collateral. SEASPAR will accept as collateral any securities or other eligible collateral authorized by Section 6 of the Act or Sections 11 and 11.1 of the Deposit of State Moneys Act (15 ILCS 520/11).

The amount of collateral provided shall not be less than 105 percent of the fair market value of the net amount of SEASPAR funds on deposit at each financial institution.

Pledged collateral shall be held by SEASPAR or kept in a safekeeping account by a third-party custodian and evidenced by a safekeeping/custodial receipt.

9. Internal Control

The Chief Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed

to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Chief Investment Officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- (i) Control of Collusion
- (ii) Separation of transaction authority from accounting and recording keeping
- (iii) Custodial safekeeping
- (iv) Avoidance of physical delivery securities
- (v) Clear delegation of authority to subordinate staff members
- (vii) Written confirmation of telephone transactions for investments and wire transfers
- (viii) Development of a wire transfer agreement with the lead bank or third-party custodian
- (ix) Records will be kept of all investments purchased or sold by SEASPAR in compliance with statutes

10. Delegation of Authority

Authority to manage the investment program is granted to the SEASPAR Treasurer as Chief Financial Officer. Responsibility for the operation of the investment program is hereby delegated to the Executive Director as Chief Investment Officer, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. The Executive Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

11. Performance Measures

The Chief Investment Officer shall, at reasonable intervals, assess the performance of the Association Investment Program in compliance with established industry reporting standards. Such reporting standards should include those sanctioned by the Association of Investment Management Research (AIMR) in accordance with Generally Accepted Accounting Principles (GAAP). The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

12. Periodic Review

The Chief Investment Officer shall, at reasonable intervals, perform periodic review of the investment portfolio, its effectiveness in meeting the Association's needs for safety, liquidity, rate of return, and diversification, and its general performance.

13. Reporting

The Chief Investment Officer shall prepare an investment report monthly. It will be his or her responsibility to maintain current annual Financial Reports of all financial

institutions in which SEASPAR maintains funds in an account, including current statements of financial condition, statements of income, etc., on the financial stability of the institution.

14. Pooling of Funds

Except for cash in certain restricted and special funds, SEASPAR will consolidate cash balances from all funds to maximize investment earnings. SEASPAR will implement accounting practices designed to allocate investment earnings between the funds so commingled in proportion to the principal amount of each fund comprising the joint deposit/investment.

15. Selection of Investment Advisors

The Chief Investment Officer is authorized to consult with investment officers representing Federally Insured, Licensed Institutions. All investment advisors shall be required to familiarize themselves with this Investment Policy and conform their recommendations and guidance to the parameters of this Policy.

16. Ethics and Conflicts of Interest

All Board members, staff, and employees in policy making positions shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could in any way impair their ability to make impartial investment decisions. Such individuals shall disclose to the Executive Director any financial interests in financial institutions that are used by the Association. They shall further disclose any personal investments that are in any way related to the proposed investments of the Association. They shall strive to avoid even the appearance of impropriety. The Executive Director shall report any relevant personal investments to the Treasurer.

I. Budget and Control

1. Member Entity Contribution Policy

Each member entity shall be liable for and pay to the Association an annual share of the total cost of operating the Association, based on the following formula: The total assessed valuation of each member entity shall be added together to determine the total assessed valuation for the Association, using for this purpose the current assessed valuation. The total amount to be raised by taxation shall be divided by the total assessed valuation calculated to yield an estimated rate. This rate shall be applied to the assessed valuation of each entity separately to determine the amount of money to be contributed by each entity, not to exceed the statutory limit of 0.04%. All monies will be held in a separate fund and accounted for to the Association.

Each member entity shall pay one-half (50%) of its annual assessment on or before June 15; the remaining balance shall be paid on or before November 15. SEASPAR shall notify each member entity of these due date by sending an invoice approximately 30 days prior to due dates.

Assessments shall be calculated and certified to member entities by November 1 of each year or as approved by the majority of the SEASPAR Board.

(This language was taken directly from the Joint Agreement as amended in June 2023.)

2. Budget Guidelines for Revenue, Expense and Capital Funds

- a. The General Revenue Fund should be viewed as an operating fund.
- b. The General Revenue Fund should recognize as its most predominant revenue source those funds which are generated by the Special Recreation Tax under Section 5-8 of the Illinois Park District Code and Section 11-95-14 of the Illinois Municipal Code.
- c. Revenue items will be made up primarily from four (4) sources: taxes, fees and charges, fund development, and interest earned on investments. External sources of revenue, such as transfers into the fund, may be used periodically at the discretion of the Board of Directors.

- d. SEASPAR's expendable financial resources are accounted for through the following:

Expense accounts established for the administration and implementation of SEASPAR's programs and services; viewed as operational costs to the Agency. These would include, but are not exclusive to, insurance, professional services, programs, utilities, vehicle costs, contractual services, and special projects. These are set up on a budget process approved annually by the Board of Directors and reviewed on a monthly basis.

- e. The Executive Director and Department Head/s will review the financial performance of programs and services during the budget preparation season. Included in this review will be the anticipated and actual figures for revenue, salaries, supplies, equipment, transportation, admissions, services, and other identifiable operational expenses.

- f. Budget Development Timeline

SEASPAR has established its fiscal year as January 1 through December 31. Below is a timeline of SEASPAR's annual budget process.

September - Preliminary budget draft provided to Board of Directors.

October - Board consideration of final budget.

- g. Creation of Debt

No trustee, committee, officer, or any other person employed or not employed by SEASPAR shall be authorized to create any financial liability on behalf of SEASPAR except that said liability shall be approved in nature and amount by the Board of Directors at a duly constituted meeting and recorded in the minutes of said meeting, or pursuant to a lawful delegation of authority, and in accordance with SEASPAR's purchasing policy.

h. Bonding

It shall be the policy of SEASPAR to obtain through PDRMA, and at SEASPAR's expense, Public Official Bonds in the amount of \$25,000 for the Board of Directors, Executive Director and Superintendents requiring they perform truly and faithfully all official duties as may be imposed upon them by law, to be enacted subsequent to the execution of this bond; such bond to indemnify SEASPAR against acts in violation of the law.

J. Capital Asset Policy

a. Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The SEASPAR capital asset policy is herein established to safeguard assets and to ensure compliance with GASB34 for governmental financial reporting.

b. Overview

This policy is herein established to safeguard and address SEASPAR's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR). Further, this policy is meant to reflect SEASPAR's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

c. Inventory, Valuing, Capitalizing, and Depreciation

i. Inventory

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Executive Director shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases which fall below the capitalization threshold will not be included in the capital asset inventory.

Each Department will be responsible for control of capital assets for their department. The Department Head shall ensure that such control is maintained by establishing a capital asset inventory schedule. The inventory schedule will include the following for each asset:

- (i) Asset Description – A description of the asset (serial #, model #)
- (ii) Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- (iii) Department name and physical location of asset
- (iv) Date asset was purchased/acquired and or disposed
- (v) Cost of Asset
- (vi) Method of acquisition (purchased or donated)
- (vii) Estimated useful life

This list will be maintained, updated, and reviewed by the Executive Director on an ongoing basis.

ii. Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges). In the absence of historical costs information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

iii. Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes, an item must be at or above the capitalization threshold (see schedule - page 33) and have a useful life of at least one year.

Assets Not Capitalized:

Capital assets below the capitalization threshold (see schedule - page 33) on a unit basis but warranting “control” shall be inventoried and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule - page 33)

Capital Assets include the following major classes of assets:

- Land and Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.
- Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, painting, carpet replacement, and HVAC.

- Vehicles – Costs include purchase price plus costs such as title and registration.
- Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, and kitchen equipment.
- Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

iv. Depreciation

Depreciation is computed on a straight-line method on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset’s functionality or extends the asset’s useful life.

Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Capital Assets Useful Lives are as follows:

| | Useful Life | Capitalization Threshold | Inventory Threshold |
|--|-------------|--------------------------|---------------------|
| Land (and inexhaustible Land Improvements) | N/A | \$1 | \$1 |
| Buildings | | | |
| Buildings | 50 | \$50,000 | \$1 |
| Building Improvements | | | |
| HVAC | 15 - 20 | \$50,000 | \$1 |
| Re-Roofing | 20 | | |
| Electrical/Plumbing | 30 | | |
| Carpet Replacement | 10 | | |
| Vehicles | | | |
| Vehicles – Passenger/Conversion | 8 - 9 | \$10,000 | \$1 |
| Vehicles – Staff/minivan | 9 - 10 | | |
| Machinery & Equipment | | | |
| Recreational Equipment | 20 | \$25,000 | \$5,000 |
| Software | 5 - 10 | | |
| Computers | 3 - 5 | | |
| Furniture & Fixtures | | | |
| Office Furniture | 20 | \$15,000 | \$1,000 |
| Office Equipment | 5 | | |
| Phone System | 10 | | |

| | | | | |
|----------------|-------------------|----|-----------|--|
| | Kitchen Equipment | 10 | | |
| Infrastructure | 50 | | \$250,000 | |

v. Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the inventory listing.

vi. Donations or Transfer

Each Department must add additions and deletions from donated or transferred assets to the inventory listing.

vii. Surplus Property

Each Department must report all capital assets classified as surplus to the Board of Directors. For surplus which has a cash value of \$5,000 or greater, SEASPAR will have an auction, participate in an auction, accept sealed bids, or dispose of or sell the surplus property in another manner as approved by the Board of Directors. Property of lesser value will be disposed of in an appropriate manner as directed by the Executive Director.

viii. Lost or Stolen Property

When suspected or known losses of inventoried assets occur, SEASPAR should conduct a search for the missing property. The search should include transfer to another department, storage, scrapping, and surplus property. If the missing property is not found, the loss should be reported to the Board of Directors and removed from the inventory.

K. Payment Card Industry Data Security Standards Compliance

SEASPAR complies with the Payment Card Industry Data Security Standards (PCI-DSS) for the protection and security of payment card information. No activity may be conducted nor any technology employed that might obstruct compliance with any portion of the PCI-DSS.

The following items are specific guidelines for implementing this policy:

- Only those data elements on the payment card needed for SEASPAR business use are stored.
- Access to payment cardholder data is limited to employees requiring such access to complete assigned job tasks.
- Credit card numbers are masked when displaying cardholder data. Those with a need to see full credit card numbers must request an exception from the Business Manager.

- Cardholder data on a computer connected to the Internet or processed through the Internet is protected through a secure network. The security of SEASPAR's credit card processing environment is evaluated monthly, and a full assessment is completed annually.
- The storage of cardholder data onto local hard drives and removable electronic media when accessing such data via remote access technologies is prohibited.
- Credit card information must never be sent via unencrypted email, chat, or instant messaging methods. Any transmission of cardholder data across public networks must be encrypted.
- Paper and electronic media containing cardholder data must be physically secure and identified as confidential.
- Payment card data on documents is redacted, if feasible, when no longer needed for SEASPAR business. Documents with cardholder data are destroyed in accordance with SEASPAR's Record Retention Policy.
- SEASPAR ensures that its relationships with payment card service providers comply with the PCI-DSS.
- Security awareness training is provided for employees involved in payment card processing.
- In the event of a security breach, SEASPAR's Cyber Liability Prevention and Response Plan will be implemented.

II. FEES AND CHARGES – RECREATION PROGRAMS AND SERVICES

A. Statement of Purpose

The philosophy of SEASPAR is to offer year-round diversified recreational services, assuring that all residents have equal opportunity to participate. It is not practical for SEASPAR to rely solely upon member entity contributions to financially support the wide variety of programs desired by the community. Therefore, SEASPAR must utilize other sources of revenue to help supplement the contributions from the member entities. Other sources of revenue may include grants, contractual receipts, donations, and endowments, as well as fees and charges. It is the function of these efforts to not only help pay for programs, but to expand and continue to provide services on an equitable basis.

SEASPAR has an obligation to operate in a fiscally sound manner. Part of this responsibility extends to establishing policies and procedures for setting program fees and charges.

B. Authority and Responsibility for Policy Approval and Administration

The revenue policy below is a formally approved policy of the SEASPAR Board of Directors. Only this Board can approve revisions to this policy. The Board of Directors has authorized the Executive Director to provide oversight in the implementation of this policy, including the procedures necessary to administer the policy's goals and guidelines. The Board of Directors will periodically review the policies regarding fees for programs and services.

C. Statement of Need

It is necessary for SEASPAR to have registration fees and/or charges for most recreation programs. A specific formula is used in establishing fees and charges. This policy is designed to serve as a guide in establishing a fee structure for recreation programs.

D. Guiding Principles and Policies

1. Relationship to Member Entity Contributions

Recreation is recognized as a basic human need, and the meeting of this need is the shared responsibility of SEASPAR with private enterprise, individual pursuits, and other community recreation agencies and organizations. In recognizing the local park districts' and villages' responsibility to provide recreational opportunities for all people regardless of disability, local park districts and villages passed a public resolution to levy a special recreation tax. A legal limitation of .04% is currently in place on the park districts' and villages' Special Recreation Fund levy. With increased leisure and greater special recreation needs of the person who is disabled, the charging of certain fees is necessary in order to supplement available tax funds. SEASPAR shall attempt to provide recreational opportunities comparable to those offered to the person who is not disabled.

2. Reports and Statistics of Recreation Programs Policy

SEASPAR staff shall maintain statistics on recreation programs to assist in determining if the needs of agency residents are being met. Agency staff will provide regular updates to the Board of Directors on programs, events, and participation levels.

3. Fee Assistance Program

All residents, regardless of financial limitations, should have access to SEASPAR programs. Generally, fee assistance is available for up to 50% of the program fee. Fee assistance is not available for non-residents, day camp transportation, overnight trips, or the EAGLES adult day program. Any balance due from the previous season must be paid prior to receiving additional fee assistance. Fee assistance program applicants must reside within a SEASPAR member entity. Evidence of financial need must be demonstrated in order to qualify. Factors defining need include family income or extenuating financial situations such as excessive medical bills, current participation in public aid, food stamps, school lunch, or subsidized housing.

4. Fees/Charges Philosophy - General Programs and Special Events

It shall be SEASPAR's philosophy to charge an appropriate fee for most programs and services. These fees will be set to approximate similar, basic/general program fees charged by SEASPAR's member entities. These fees will take into consideration direct program costs, including: staffing, admissions, supplies, transportation, and any other direct program costs. When necessary and feasible, SEASPAR will subsidize program costs to keep fees similar to those charged to people without disabilities. A limited number of special events will be offered at minimal or no cost to participants on an annual basis.

5. Specialized Instructional or Contracted Programs

These programs are an important part of the overall services of SEASPAR. Generally, these programs have a limited number of participants in the class in order to provide a high quality of instruction to each individual and, in addition, require a leader or instructor of specialized training and/or ability. These two factors can result in a relatively expensive program to operate. This type of program is beyond what should be considered as a basic, general interest recreation program and, therefore, the participant will be charged a fee to offset all or a significant portion of the direct costs to SEASPAR for the program.

6. Nonresident Participation

SEASPAR is principally funded by taxes from member entities. Because of this, SEASPAR does not accept non-resident participants unless they reside in an unincorporated area. An unincorporated area is a property not within the boundaries of a park district or municipality, e.g., village, town, or city. A 100% increase in fees is charged for non-residents to participate. For example, a \$20 resident fee is multiplied by two for a total of \$40 for a non-resident fee. Registration forms for non-residents are accepted at any time, but are not processed until resident registration is completed. In all cases, residents are given priority and non-residents are admitted to programs only after all interested residents are served. SEASPAR and the Western DuPage Special Recreation Association (WDSRA) have an agreement that allows residents of each SRA to register in the weekly programs and special events of the other at their in-district rate. Overnight trips, day camp transportation, and the EAGLES adult day program are not included. Registrations must be submitted by the agency's deadline, and are processed after those of the agency's residents. In the spirit of serving a low incidence population, the non-resident policy will not apply to registrations for adapted sports.

Inclusion services are available to any participant requested by a SEASPAR member entity enrolled in their programs regardless of residency. SEASPAR may waive the non-resident fees for specific, limited programs offered on a "regional" basis or offered through cooperative/joint programming with other agencies or SRAs. SOAR programs with schools should have 50% or more residents to run. A non-resident may be allowed under extenuating circumstances with approval of the Executive Director.

7. Fees and Charges Formulas

The Executive Director shall have the authority to establish and monitor through staff the formulas and specific guidelines used to determine specific program fees. Staff

will regularly prepare a report at the request of the Board of Directors or Executive Director to document and recommend fee guideline changes to keep SEASPAR fees comparable to those charged by the member entities.

III. FUND DEVELOPMENT GUIDELINES

A. Grants

The Association will pursue appropriate grants to help support direct services, capital improvements, and program development/enhancement. This may include grants for improvements in our facility infrastructure, staffing, training, expansion of program services, transportation, and other improvements. Grant proposals must be reviewed and approved by the Executive Director. Grants requiring matching funds greater than \$25,000 must be reviewed and approved by the Board of Directors.

B. Gifts and Bequests

SEASPAR considers gifts and bequests as valuable opportunities to improve the physical and financial resources of the Agency. Gifts and bequests of real property or of land must be accepted by majority vote of the Board of Directors, based on the review and recommendations of SEASPAR staff. The acceptance of gifts and bequests should not place an undue burden on the resources of the Association or be conditioned upon any act or omission which is inconsistent with SEASPAR's mission, vision, and values.

C. Fundraising Events

SEASPAR is supported in part by the efforts from Fund Development events. Community-wide events may be undertaken sometimes in cooperation with other community service organizations within the community. Fundraising activities will be undertaken only with the approval of the Executive Director.

D. Friends and Organizations

SEASPAR does not restrict the activities of other organizations if they wish to raise funds for the benefit of the Association. However, if the Association's name is used in the promotional materials, SEASPAR must approve the method of solicitation and all promotional materials. In addition, the method of collection and accounting of receipts should be approved in advance.

E. Memorial Policy

The Board of Directors recognize the need of our residents for memorializing significant recreation and park amenities as a lasting tribute to family members or organizations. These individuals or groups may wish to sponsor events, or fund scholarships, equipment, or other items based upon their wishes or upon suggestions by SEASPAR staff.

It will be the policy of the Board of Directors to have the Executive Director review all such requests based upon the following criteria:

- The request is for a recreation or park amenity that will in no way adversely affect the health and safety of individuals who will use this amenity.
- The request for a memorial amenity will be 100% financially supported by the donor(s). Labor costs will be determined and discussed with the donor and coordinated with SEASPAR as well as any member entity staff necessary. SEASPAR may elect to assist with the labor costs and establish a reserve for the long-term care of the amenity in cooperation with the donor.
- The location of any permanent/capital memorial must receive final approval of the Board of Directors. If the memorial is desired to be on a member entity property, written approval must also be received from the member entity authorizing the specific memorial.
- The cost of the memorial plaque and mounting will be the financial responsibility of the donor(s) if they desire to commemorate their donation. The location of the plaque will be determined by SEASPAR staff in cooperation with member entity staff, where necessary, with approval of the Board of Directors. Installation will be coordinated by SEASPAR staff.
- In the event of vandalism or theft, the Association will be responsible for replacement or repair of the memorial plaque and mounting.

All donations to this program are tax deductible to the extent permitted by current law.

F. Sponsorship Policies

We provide quality recreation experiences through partnering with our member park districts and villages, and the community, creating increased opportunities to fulfill the mission, vision, and values of SEASPAR.

1. Introduction

These Sponsorship Policies have been designed based on the following assumptions and principles:

- i. Partnerships for recreation and parks facilities and program development may be pursued to help provide recreation experiences that SEASPAR may not be in a position to provide on its own. Sponsorships are one type of partnership and one source of alternative funding.
- ii. These Sponsorship Policies may be revised from time to time as the needs of SEASPAR change and as new projects and programs may be developed.
- iii. Broad guidelines are offered in these Sponsorship Policies to delineate primarily which types of sponsors and sponsorship levels are currently acceptable for SEASPAR.
- iv. These Sponsorship Policies provide that potential sponsors may include non-commercial community organizations (for example: YMCAs and universities), but

these Policies do not create, and specifically reject, the creation of any forum for commercial speech or advertising other than the identification and recognition of the sponsor.

- v. Sponsorships shall be clearly defined and shall be clearly differentiated from advertisements. Advertisements are simply one type of benefit that may be offered to a sponsor in exchange for cash, products, or services.
 - vi. The difference between sponsors and donors is clearly defined so that those terms will not be confused or misused.
 - vii. Sponsorship of an Association facility, program or event shall not entitle any sponsor to influence any recreation program or business decision of SEASPAR.
 - viii. SEASPAR will not enter into any sponsorship with any corporation or organization when any association with that corporation or organization, or the sponsorship itself, would jeopardize the financial, legal, or moral integrity of the Association, would have any adverse impact on SEASPAR's standing and reputation in the community, or would be inconsistent with SEASPAR's mission, vision, and values.
 - ix. Sponsorships are appropriate as an additional source of revenue generation, provided that all sponsorships shall be developed and maintained within the regulations embodied in these Policies.
 - x. All sponsorships must be consistent with existing Association policies and the mission, vision, and values of SEASPAR.
2. Purpose

In an effort to utilize and maximize all community resources, it is in the best interest of SEASPAR to create and enhance relationship-based sponsorships. This may be accomplished by providing local, regional, and national commercial businesses and non-profit groups a method for becoming involved with the many opportunities provided by SEASPAR. The goal of these Policies is to create relationships and partnerships with sponsors for the financial benefit of the Association and its member entities.

3. Sponsorships vs. Donations

There is an important difference between a sponsorship and a donation. In general, a sponsorship is cash, products or services offered by a sponsor, with the clear expectation that an obligation is created. SEASPAR will be obliged to return something of value to the sponsor. The value is typically public recognition and publicity highlighting the contribution of the sponsor and/or the sponsor's name, logo, message, products, or services. The sponsor usually has clear marketing objectives it is trying to achieve, including, but not limited to, the ability to drive sales directly based on the sponsorship and, quite often, the right to be the exclusive sponsor in a specific category. The arrangement is typically formalized by a letter of agreement or contractual arrangement.

In contrast, a donation usually comes in exchange for no consideration. Because donations or gifts are usually given without anything of value given in return, a policy is generally not needed. Notably, donations are eligible for a governmental donation receipt for tax deduction purposes. The Association also reserves the right to refuse any donation, whether because of restrictions or expectations related to it, or for other sound reasons.

4. Guidelines for Acceptable Sponsorships

Sponsors should be businesses, non-profit groups, or individuals located within the SEASPAR territory that promote mutually beneficial relationships for the Association. A sponsor's purpose should have a symbiotic relationship with SEASPAR's mission, vision, and values. For example, a physical therapy company shares the purpose of promoting health and wellness. This helps distinguish sponsorships from advertisements. All potential sponsorships (facilities, events, or programs) should be reviewed in terms of creating synergistic working relationships with regards to benefits, community contributions, knowledge, and political sensitivity. All sponsorships should promote SEASPAR's mission, vision, and values.

G. Sponsorship Selection Criteria

1. Relationship of Sponsorship to Mission, Vision and Values

The first major criterion for SEASPAR, when determining whether to accept a sponsorship, is the appropriate relationship of a sponsorship to the Association's mission, vision, and values. That determination of appropriateness is based in large part on objective analyses, but ultimately is vested in the sound exercise of SEASPAR's discretion, considering all of the many factors that may be involved.

The following questions are the major guiding components of these Policies and will be addressed prior to soliciting potential sponsors:

- a. Is the sponsorship related to the purpose of the facility or programs and does it help to promote the Association's mission, vision and values?
- b. Will the sponsorship help generate more revenue and/or less cost per participant than SEASPAR can provide without it?
- c. What are the real costs, including staff time, to the Association in accepting the sponsorship and the cash, products and service resources that come with the sponsorship?

2. Sponsorships Which Will Not Be Considered

Some potential sponsorships are inappropriate and will not be considered by SEASPAR. A partial list of categories of such sponsorships includes:

- a. Sponsorships that involve or promote any practices that violate or threaten international, federal, state, or local law, or that promote or encourage legal or illegal drugs, pornography, alcohol, tobacco, or firearms.

- b. Sponsorships that duplicate, mimic, or create confusion regarding the nature or identity of any program of the Association.
 - c. Sponsorships that may exploit participants or staff members of the Association.
 - d. Sponsorships that offer benefits or opportunities that may violate laws or SEASPAR's policies.
3. Sponsorship Plan and Approval Levels

Each project or program that involves solicitation or acceptance of sponsors must have a Sponsorship Plan, prior to any such solicitation or acceptance. The Plan should be specific to that project or program, and consistent with the terms and sponsorship levels of these Sponsorship Policies. The Sponsorship Plan must be approved by the Executive Director. For certain sponsorships, the Executive Director may seek the Board of Directors' input regarding Sponsorship Plans prior to final approval of the sponsor.

The approval levels are outlined as follows:

- a. Under \$1,000: The program or project staff may approve this level of sponsorship, with review by the Superintendent of Administrative Services.
 - b. \$1,000 to \$10,000: This level of sponsorship requires approval by the Superintendent of Administrative Services with review by the Executive Director.
 - c. Over \$10,000: This level of sponsorship requires approval by the Executive Director (the Executive Director may recommend a review by the Board of Directors).
 - d. Over \$20,000: This level of sponsorship requires approval by the Executive Director and the Board of Directors.
4. Limited Identification or Recognition Is Permitted

When entering into a sponsorship that includes identification or recognition of the sponsor, (e.g., the logo of a Knights of Columbus or Rotary Club), SEASPAR's intention is to reflect their support for our Association, a specific event, or the people we serve. The Association does not intend by these Sponsorship Policies, or by approval of any sponsorship, to create any public forum for any message or advertising apart from the specifically approved identification and recognition of the sponsor, and these Sponsorship Policies shall not be construed or applied in any manner to create any public forum for the sponsoring entity at any facility or related to any program or event.

In furtherance of these Policies, any identification or recognition for the sponsor shall be limited to reflect their support for our Association, a specific event, or the people we serve, whether directly or indirectly, through the association of the sponsor's name with SEASPAR, its affiliates or the people we serve.

Noncommercial Sponsorship is interpreted as service clubs or community service groups whose purpose includes a commitment to serve or improve the quality of life for people with disabilities. Such clubs or groups shall be approved cautiously and will require a proven track record of public service. While some community organizations have affiliation with faith-based organizations, no forum is intended to be given for the promotion of religious beliefs beyond a commitment to serve people with disabilities.

In furtherance of these Policies, the Association states the following standards:

- a. SEASPAR desires to avoid the delivery and exposure of noncommercial messages to the “captive” audiences at SEASPAR events.
- b. SEASPAR seeks to avoid all entanglement with constitutional questions related to “viewpoint-related” decisions and with the danger that the Association will be associated with any noncommercial or commercial messages.
- c. SEASPAR seeks to avoid dissuading potential sponsors and the residents and others who participate in its programs by allowing any noncommercial messages, some of which could be inappropriate or offensive to the public.
- d. SEASPAR desires to maintain a position of neutrality on political, social, and religious issues.
- e. SEASPAR seeks to avoid the danger of “excessive entanglement” with any religion or political organization or point of view.
- f. Tier and Benefits vary and are determined for each event as they pertain to the need. The policies and Sponsorship Tiers and Benefits are reviewed with sponsors. Tiers are reviewed annually and taken into consideration as part of the budget process.
- g. Sponsorship of an event or program in any year does not create any expectation or right to renew the sponsorship for future programs or events. SEASPAR reserves the right to reevaluate all sponsorships from time to time.

IV. VEHICLE USE POLICY

A. Statement of Purpose

The purpose of the Vehicle Use Policy is to make clear the priorities and reasons for SEASPAR vehicles and to outline the guidelines for vehicle safety, finance, and maintenance. The Policy has been developed to make SEASPAR vehicles more available and usable by the participants, member entities, and affiliates of SEASPAR.

B. Priority Use

SEASPAR vehicles’ primary use shall be for SEASPAR programs. Organizations other than SEASPAR may use the vehicles according to the established priority schedule and specific formal approval by the SEASPAR staff responsible for vehicle scheduling. This

shall occur only where evidence of reciprocity exists and where such use in no way conflicts with SEASPAR priority use.

C. SEASPAR Programs, Special Events and Projects – Priority One

Requests will be considered based on the following criteria: date requested, date needed, destination, distance to be traveled, and number of participants involved. The SEASPAR staff members responsible for vehicle scheduling will at all times have a posted schedule of confirmed vehicle use.

D. SEASPAR Member Entities – Priority Two

SEASPAR's twelve member entities may request use of the vehicles for member Agency use only. Member entities using SEASPAR vehicles will be considered "lessees" and subject to all terms and conditions of SEASPAR's Vehicle Lease Agreement, as well as all policies, procedures, and guidelines for use of SEASPAR vehicles. Per the Lease Agreement, any member entity who is not a member of PDRMA, must provide the required evidence of liability and property insurance. All drivers must provide a copy of the driver's valid license appropriate for the class of vehicle.

E. SEASPAR Affiliate Organizations – Priority Three

These groups may request use of vehicles. Requests may be granted if there is no conflict with priorities 1 or 2. These groups will be considered "lessees" and subject to all terms and conditions of SEASPAR's Vehicle Lease Agreement, as well as all policies, procedures, and guidelines for use of SEASPAR vehicles. Per the Lease Agreement, the leasing Agency must provide the required evidence of liability and property insurance and a copy of the driver's valid license appropriate for the class of vehicle.

Exhibit A
Document Records Retention and Destruction Schedule

General and Governance Agency Records

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|--|--|---------------------|---------------------------|
| Administrative Files/Correspondence | 1 Year | 1 Year | February - Annually |
| Annual Reports | Permanent | Permanent | N/A |
| Applications for Authority to Dispose of Local Records and Local Records Disposal Certificates | Permanent | Permanent | N/A |
| Articles of Agreement/Bylaws | Permanent | N/A | N/A |
| Bids, Specifications, and Proposals | 10 Years from Completed Contract (Successful Bids) 3 Years from Rejection (Unsuccessful Bids) | N/A | February - Annually |
| Board Meeting Agendas and Minutes | Permanent | Permanent | N/A |
| Board Policies/Resolutions | Permanent | Permanent | N/A |
| Certificates of Publication | 1 Year | N/A | February - Annually |
| Construction Documents | Permanent | N/A | N/A |
| Contracts, Leases, and Agreements for Goods or Services | 10 Years from Completion | N/A | February - Annually |
| Copyright/Trademark Registrations | Permanent | N/A | N/A |
| Fixed Asset Records | 7 Years | N/A | February - Annually |
| Freedom of Information Act Requests and Denials | 2 Years from Filing | N/A | February - Annually |
| Intergovernmental Agency Agreements and Joint Purchasing Agreements | 5 Years from Completion | N/A | February - Annually |
| IRS Application for Tax-Exempt Status | Permanent | Permanent | N/A |
| IRS Determination Letter | Permanent | Permanent | N/A |
| Legal Case Files | 3 Years after Settlement (Retain Legal Opinions Permanently) | N/A | February - Annually |
| Long Range and Strategic Plans | Permanent | Permanent | N/A |

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|--------------------------------------|----------------|---------------------|---------------------------|
| Needs Assessment Reports | 3 Years | Permanent | February - Annually |
| Policy Manuals and Procedure Manuals | Permanent | Permanent | N/A |
| Questionnaires and Surveys | 1 Year | Permanent | February - Annually |

Financial Records

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|--|---|---------------------------------------|---------------------------|
| Audit Reports | Permanent | Permanent | N/A |
| Bank Statements and Reconciliation | 7 Years | N/A | May - Annually |
| Budgets and Long Range Capital Plans | 7 Years | Permanent | May - Annually |
| Cancelled Checks, Bank Statements, and Deposit Slips | 7 Years | N/A | May - Annually |
| Donor Records and Check Copies | 7 Years | N/A | May - Annually |
| Fee Assistance Program Records | 7 Years | N/A | May - Annually |
| General Ledgers/Journals (Year End) | 7 Years | N/A | May - Annually |
| Grant Records | 3 Years from Final Expenditure Report | 3 Years from Final Expenditure Report | May - Annually |
| Inclusion Billings | 7 Years | 7 Years | May - Annually |
| Investment Records | 7 Years from Date of Maturity | N/A | May - Annually |
| Invoices, Vouchers, and Paid Bills | 7 Years | N/A | May - Annually |
| IRS 990 Tax Returns | Permanent | Permanent | N/A |
| IRS 1099s | 7 Years | N/A | May - Annually |
| Member Entity Contribution Calculations | 7 Years | 7 Years | May - Annually |
| Payroll Records | 60 Years (Individual Earnings Records) 7 Years (Other Reports) | 7 Years (Other Reports) | May - Annually |
| Petty Cash Vouchers/Backup | 3 Years | N/A | May - Annually |
| Receipts | 2 Years | N/A | May - Annually |

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|--|---|---------------------|---------------------------|
| State and Federal Tax Reports and Statements (W-2s, W-3s, W-4s, IL-941s) | 5 Years from Termination (W-4s) 7 Years from Termination (Other Forms) | N/A | May - Annually |
| State Sales Tax Exemption Letter | Permanent | Permanent | N/A |

Employment Records

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|--|--|---------------------|---------------------------|
| Applications for Employment and Supporting Documents | 4 Years (Not Hired) | In iSolved | February - Annually |
| Drug/Alcohol Testing Reports (CDL Drivers) | 1 Year (Negative Result) 5 Years (Positive Result) | N/A | February - Annually |
| Employment and Termination Agreements | Permanent | Permanent | N/A |
| FMLA Documents | 3 Years | N/A | February - Annually |
| Flexible Spending and Health Insurance Election Forms and Reimbursements | 1 Year (Election Forms) 3 Years (Reimbursements) | N/A | February - Annually |
| Garnishment Records | 7 Years after Garnishment Paid | N/A | February - Annually |
| Illinois Municipal Retirement Fund Records | 7 Years (For Designation of Beneficiary Forms, Retain to Employee's 78 th Birthday) | N/A | February - Annually |

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|---|---|---------------------|---------------------------|
| Intern Records | 5 Years from Completion of Intern Status | N/A | February - Annually |
| Interview Notes | 4 Years | N/A | February - Annually |
| Job Advertisements/Postings | 4 Years | 4 Years | February - Annually |
| Job Descriptions | 5 Years | 5 Years | February - Annually |
| Pension Records | Permanent | N/A | N/A |
| Personnel Folders/Records/Documentation of Promotions, Demotions, or Terminations | 60 Years (Individual Earnings Records) 7 Years after Termination (All Other Records) | N/A | February - Annually |
| Time Records | 2 Years | In iSolved | February - Annually |
| Training Attendance Sheets and Supporting Documents | 10 Years | N/A | February - Annually |
| Unemployment Records | 7 Years | N/A | February - Annually |
| US Immigration and Naturalization Service Form I-9 | 1 Year after Termination | N/A | February - Annually |
| Volunteer Records | 5 Years after Termination | N/A | February - Annually |
| Worker's Compensation Records | 7 Years after Settlement | N/A | February - Annually |

Program/Participant Records

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|--|--------------------------------------|---------------------|---------------------------|
| Annual Information Forms | 10 Years | 10 Years | February - Annually |
| Program Registration Forms and Waivers | 10 Years (Adult) 16 Years (Child) | In RecTrac | February - Annually |
| Program Guides | Permanent | Permanent | N/A |
| Program Records (Rosters, Attendance Sheets) | 3 Years | 3 Years | February - Annually |
| Program Summaries | 3 Years | 3 Years | February - Annually |

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|---|----------------|---------------------|---------------------------|
| Seasonal/Year-End Participation Reports | 7 Years | Permanent | February - Annually |
| Special Olympics Medical Forms | 7 Years | N/A | February - Annually |

Risk Management and Insurance Records

| Type of Record | Print Duration | Electronic Duration | Date of Next Review/Purge |
|---|--|---------------------|---------------------------|
| Accident/Incident Reports | 16 Years (Patron Injury) 30 Years (Employee Injury) | N/A | February - Annually |
| Certificates of Insurance | 10 Years after Expiration | N/A | February - Annually |
| Crisis Management Plans | Until Superseded | Until Superseded | As Needed |
| Inspections | 10 Years | N/A | February - Annually |
| Insurance Policies and Claims | 60 Years (Policies Covering Sexual Misconduct) 20 Years (Policies Covering Personal Injuries to Minors) 7 Years (Other Policies) 7 Years (Claims, after Settlement) | N/A | February - Annually |
| OSHA Logs | 5 Years | N/A | February - Annually |
| Participant Behavior Reports | 7 Years | N/A | February - Annually |
| Safety Data Sheets | 30 Years | N/A | February - Annually |
| Safety Committee Meetings Records | 10 Years | N/A | February - Annually |
| Vehicle and Equipment Maintenance Records | Until Equipment is Disposed Of | N/A | February - Annually |

Note: SEASPAR does not currently maintain records in every category listed on this schedule.

**Receipt and Acknowledgment: SEASPAR General Operating Policies Manual
March 2024 Update**

I hereby acknowledge receipt of the SEASPAR General Operating Policies Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety and understand that my employment with SEASPAR is reliant on the truth and accuracy of this representation. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, Department Head, or Director.

I understand and will comply with all policies within this Manual and any and all other SEASPAR policies, rules, and guidelines as promulgated periodically. I further understand that violating any policy within this Manual, or any other SEASPAR policy, rule, or guideline, may subject me to disciplinary action up to and including dismissal.

Please print, date, and sign your name below, then return to the Business Manager. This will be placed in your personnel file.

Printed Name: _____

Signature: _____ Date: _____