

# ILYM SITE LOG

## Purchasing Coordinator

A list of stocking supplies can be found on the Supplies Checklist (follows below). For the most part, these are consumables – things that are used up or do not last well from year to year. More permanent cleaning supplies (buckets, mops, brooms, etc.) are to be purchased as needed. Check the quantity and condition of these items in case they need replacement.

An inventory of existing supplies should be made prior to the Annual Session. The early May workday (The Memorial Day Work Weekend has fallen out of favor being so close to site prep) is a good time for either the Purchasing Coordinator or their representative to accomplish this. Regardless, keep in mind that usage may occur by groups holding events at the meetinghouse between the time of your inventory and Annual Sessions. Keep careful track of stock levels and feel free to make recommendations regarding stock quantities and adding new items to the Supply Checklist. Stock levels should be set to cover a year's worth of usage, including non-Annual Session events. This includes the Women's Gathering, Environmental Concerns Committee Retreats and other events. Stock levels should also account for cleaning supplies used by Clear Creek for regular meetinghouse cleaning. Be sure to notify the Administrative Coordinator if stock levels require adjustment.

**Note:** Cleaning supplies will be needed to get started on Site Prep. If supplies are being purchased by someone at Site Prep, be sure to have enough cleaning supplies available to get started.

### Location of Supplies

Most supplies are kept in either the East Porch storeroom or in the kitchen area. Kitchen supplies are stored in the kitchen or under the stairs near the kitchen. Some paper cups and napkins may be in the bottom of the dining room cabinet (behind serving table). Paper goods, cleaning supplies, light bulbs and other similar items are stored in the East Porch storeroom as well as small hand tools, nails, screws, and other hardware. **DO NOT STORE FLAMMABLE OR COMBUSTIBLE PRODUCTS IN THE EAST PORCH STOREROOM!** These items should not be kept on the property, but if necessary should be stored in a designated space in the Clear Creek Storage Shed.

**Note:** All paper supplies need to be stored in mouse-proof containers. Large plastic bins are being used for this.

### Places to make Purchases

Purchases can be made ahead of time where the purchasing coordinator lives and brought to the ILYM campus. Local places to stock up are

- Menard's, 5353 Mahoney Dr, Peru, IL 61354
- Target, 4370 Venture Dr, Peru, IL 61354
- Home Depot, 4242 Venture Drive, Peru, IL 61354
- Walmart, 1651 38<sup>th</sup> Street, Peru, IL 61354

Places in Peru are in the same area along Rt 251, between I80 and Rt 6, with Walmart north of I80:

*Directions:* Take 89 north to 6 in Peru. Go east on 6 to Rt 251 in Peru, then go north on Rt251 to LaSalle-Peru Exit (Rt. 251). Follow 251 over the Illinois River. Just before I80 Home Depot and Target are on the left and Menards is on the right (entrances on 38<sup>th</sup> Street); Walmart is north of I80.

Tax exempt # may be on file at Walmart (under “I”), but it is always good to take the tax exempt letter with you. ILYM has a tax exempt account with Home Depot, the Administrative Coordinator can give you a copy of their paper work.

Alternatively you can see if the cook can order what is needed from the purchasing list, to take advantage of delivery. However, these things will not be delivered until Wednesday morning, so these items will not be able to be used for site prep.

Grasser’s Hardware in McNabb can be used for quick, small purchases. Although they are more expensive, ILYM has a charge account with them. Regardless of where items are purchased, save all receipts. These can be given to the ILYM Treasurer for reimbursement. If necessary, a cash advance can be requested from the Treasurer. In all cases, use ILYM’s Illinois Department of Revenue Identification Number, E9944-4704-02, to avoid paying sales tax. The Administrative Coordinator can supply a copy of ILYM’s tax-exempt letter.

**Finances:**

**Budget for Annuals Sessions presented 2023 Annual Sessions**

Admin Coor Event Expenses (tents, printing and mailing, etc.)	\$9,500
Cooking and Food	\$10,000
Program Aft/Eve (speakers, workshops, etc)	\$3,000
Children's Program	\$1,250
Sie Prep	\$1,750
Total	\$25,500

The estimated total expense for the program and food/cooking is important information for setting the overall registration fee, which must be decided in the spring. The registration fee should always be set at whole dollars per day, and the fee can vary somewhat from year to year. There are Finance committee documents available for planning gatherings and retreats; this information can also be useful when planning for Annual Sessions. Find them online at [www.ilym.org/content/finance-resources](http://www.ilym.org/content/finance-resources)

**Past Practice:**

Site Prep expenses include paper and cleaning supplies done by the Purchasing Coordinator, cost of food service during site prep, as well as items that may need to be purchased during site prep.

## PURCHASING SUPPLY CHECKLIST

Be sure to use the Illinois Department of Revenue Identification number, E9944-4704-01, when making purchases. Ask the Administrative Coordinator for a copy of the tax exempt letter. This allows you to not pay sales tax on items purchased and is proof to the supplier of our Tax Exempt status. Please check inventory in the dining room, kitchen, and east porch storage room. Consolidate spares into the east porch storage room whenever possible.

ITEM / DESCRIPTION	Quantity Needed	Quantity on Hand	Quantity to Order	√
Paper Towels (count based on single-sized roll), buy "select-a-size" type	100			
Toilet Tissue—septic tank safe (count based on single-sized roll)	90			
Paper Napkins	2400			
Paper Cups (also check in bottom cabinet behind the serving table in the dining room)				
8 oz. hot paper cups for evening snack for hot drinks	100			
8 oz. paper cups for evening snack for cold drinks	100			
5 oz paper cups, used to distribute snacks	200			
Light Bulbs (transitioning to all LEDs)				
13 Watt CFL/LED	6			
23-28 Watt CFL/LED	6			
60 Watt Yellow Outdoors Bulbs/LED equivalent	6			
40 Watt ___" Fluorescent Bulbs (do not get LED equiviant) for basement	4			
23-28 Watt CFL/LED Floodlights	2			
Night Light bulbs for Clear Creek House	4			
Cleaning Supplies (each bathroom has a set with 1 of each item)				
Porcelain Cleaner	5			
Toilet Bowl Cleaner	5			
Bowl Brush	5			
Plastic Carryall for supplies in each bathroom	5			
Sponges	20			
Plastic Trash Bags – 30 Gallon, Degradable type, Institutional Style	100			
Plastic Trash Bags – Kitchen size for small wastebaskets	30			
Dishwasher Detergent – Powdered, 32 oz. box	6			
Dish Soap – 32 oz. bottles	2			
Floor Soap (Pine Sol)	1			
Murphy's Oil Soap	1			
Bleach	1			
Scouring Pads: SOS / plastic	1 box / 1			
Liquid Hand Soap – large refill containers (NOT anti-bacterial)	3			
Lime Remover – Lyme Away or similar product for dishwasher	1			
Atlas Oven Grill Cleaner	1			
Mops & Buckets – 1-Kitchen, 1-Camp, 1-Mtghse. Bath, 1-C.C. House	4			
1 spare head per mop	4			
Rubber Gloves (medium and large, 2 each)	2 + 2			
Brooms & Dustpans – same as mops & Buckets	4			
9 v. batteries for smoke detectors	8			
D cell batteries for cabin flashlights	12			
Kitchen Strike-on-box matches	3 boxes			