

Date: March 16, 2022
To: NWSRA Board of Directors
From: Tracey Crawford, Executive Director
Re: FY 2022 Budget Review

The NWSRA staff updated FY2022 Budget using the unaudited FYE numbers as a comparison, using the corrected formula for the Non Program Revenue Line Item as well as revisited the COVID impact on programs and services as it surfaces again in 2022. The following pages list the line-by-line budget adjustments that were made to the FY2022 Tentative Budget.

PYE 2021 vs. Unaudited FYE 2021

Below is a brief description of the updates made to the PYE presented budget. These changes reflect the following:

- MDAA – is lower than PYE due not all the FY2021 payments being received in FY2021. All payments will be received by the end of January.
- Non-Program Revenue – Higher than anticipated PYE due to Clearbrook resuming reimbursement payments in late, fall of FY2021.
- Revenue SLSF – is transferred to the SLSF Booster Club Budget in late December.
- Professional fees – Did not use all attorney fees in 2021.
- Credit Card/Bank Fees – although no PYE was reported, ended the fiscal year \$137.75 under the approved budget.
- Transportation Maintenance – Increased in both PYE and budget due to high maintenance needs to return the fleet into running status.
- Inclusion salary's and expenses – decreased from the PYE due to lack of inclusion staff and full time staff filling in as aids.
- Capital – Unable to spend capital funds on outlined projects due to lack of supplies, vehicles and the inability to complete collaborative projects with member district in the designated FY.

Income

340000 Non-Program Revenue

This line item includes the revenue that comes into the agency such as the P-card rebate checks, speaker honorarium for speaking fees, PDRMA Accreditation award and PURSUIT reimbursements (rent, staff and drivers).

The Non Program Revenue lie item will reflect a drastic decrease from \$991,066.00 to \$428,566.20, due to a formula malfunction.

PURSUIT Collaborative Agreement is from 2021 through 2024. The agreement states that Clearbrook is the fiscal agent of the PURSUIT Community Day Program. The fiscal year for PURUSIT is based on Clearbrook's fiscal year of July 1st through June 30th. The net balance for the program will be divided by 50%, after revenue and agreed upon expenses have been reconciled.

If an unforeseen circumstance such as: natural disaster, pandemic or non-payment from the State of Illinois should occur for services, NWSRA and Clearbrook will remain committed to continuity of community program offerings through this joint agreement. In the event the above situation occurs and there is a revenue interruption both agencies will agree to absorb an agreed upon amount of expenses in order to prevent a disruption in services. Once the revenue has been restored, NWSRA & Clearbrook agree to re-evaluate the expenditures absorbed by each agency and will mutually agree upon a re-payment of lost revenue.

Clearbrook Covers

1. The Director of Collaborative Community Day Services
2. Part-time pay and benefits for Leads for all 5 sites
3. Part-time pay of DSP's for all 5 sites
4. Rent for all 5 sites (through monthly reimbursement to NWSRA)
5. Salary of 5 Collaborative Coordinators at \$35,000 a Coordinator (through monthly reimbursement to NWSRA)
6. Part-time driver cost for morning and afternoon routes to and from the program (through monthly reimbursement to NWSRA)

NWSRA Covers

1. Managers of Collaborative Services
2. Benefits, retirement and salary of \$8,632 per Coordinator (Coordinators salary starts at \$43,632)
3. Sub part-time staff needed occasionally
4. Program expenses (cost of supplies & activities)

PURSUIT Program Revenue

NWSRA Budget 2022, anticipates that the program will net \$10,000 after agreed upon expenses have been reconciled for both agencies. NWSRA and Clearbrook will split the revenue by 50%, NWSRA will bring in \$5,000 in revenue.

Coordinators

Hoffman Estates budgeted for reimbursement of Coordinator for 9 months (Tentatively opening in March 2022)

- 5 Coordinators (RM, MP, WH, BG, HP) at \$2,916.67 per month / \$35,000.04 per year = \$175,000

- 1 Coordinator (HE) at \$2,916.67 per month / \$26,250.03 for 9 months = \$26,250.03

Total Budget Impact : \$201,250

Rent

Hoffman Estates budgeted for reimbursement of rent for 9 months (Tentatively opening in March 2022)

- 4 sites (RM, MP, BG, WH) at \$2,500 per month / \$30,000 per year = \$120,000
- 1 site (HP) at \$1,443 per month / \$17,316 per year = \$17,316
- 1 site (HE) at \$2,500 per month / \$22,500 for 9 months = \$22,500

Total Budget Impact: \$159,816

Part-Time Drivers

Part time driver expenses for Hoffman Estates are not included in reimbursement from Clearbrook.

- 5 sites (RM, MP, WH, BG, HP) at \$1,041.67 per month / \$12,500.04 per year

Total Budget Impact: \$62,500.20

Rebates/Agency P-Cards/Speaker Fees – 340001

NWSRA anticipates to collect \$2,000 in revenue from fee's staff charge when speaking and presenting.

NWSRA anticipates \$3,000 in rebates from use of agency P-Cards.

Total Budget Impact: \$5,000

350000 SLSF Grant Contributions

This line item includes grant funding requested by NWSRA for Lightning Athletes, Accessible Vehicles, Scholarship, Inclusion, General Program Support and Adaptive Equipment.

The grant ask will increase from \$260,000 to \$300,000. SLSF is adding three new events.

360000 Sale of Fixed Assets

This line represents the sale of equipment, furniture or vehicles.

Increased from \$500 to \$1,500 accounting for the sale of older fleet vehicles at auction.

370000 Interest

This line item includes interest earned on the Operating and Investment accounts.

Raised from \$7,216.13 to \$10,000 based on Finance Committee Recommendation.

Administration Expenses

421150 Credit Card & Bank Fees

This line item includes all fees associated with credit card processing and banking fees.

Decreased based on higher interest rates and lower bank fees from \$12,450 to \$10,000.

421300 Telephone/Fax

This line item includes agency phone service, Director phone and staff cell phone expenses.

Decreased from \$21,277.50 to \$20,277.50 based on shutting off cellular services for phones not in use.

421900 Computer

This line item includes computer service and repairs, software, hardware, framework support and website hosting.

Decrease based on items purchased in the 4th quarter of FY2021 from \$187,325.91 to \$166,825.91.

Program Expenses

422200 Rental Commercial

This line item includes expenses for ticketed events and community outings.

Decrease from \$111,436.00 to \$81,903.00. Due to the rise of COVID mandates, a reduction in this line item was accounted for due to the reduction in community outings and focus staying in park district buildings due to the SRA exception of vaccine mandates.

422300 Program Development

This line item includes expenses for new programming endeavors.

Decrease from \$20,300.00 to \$15,300.00. A reduction in this line item due to utilization of in house full time staff and resources for specialty programs.

422400 Program Supplies

This line item includes paper products, t-shirts / apparel / uniforms, nametags / Business cards, awards / recognition / incentives, Library resources, AV, general recreation supplies / crafts, food, meetings, orientations, program supplies and miscellaneous.

Decrease from \$90,911.00 to \$68,500 due to staff being able to pre-purchase items needed for FY2022 in FY2021 in bulk and decrease in new program initiatives.

422600 Mileage

This line item is for the mileage reimbursement based on the Federal rate.

Decrease from \$22,000 to \$20,000 accounting for the decrease in outings requiring staff to drive their own vehicles to program locations during the 1st quarter.

422800 Gas/Tolls

This line item is the expense of gasoline for the NWSRA vehicle fleet, tolls and parking.

Decrease from \$97,500 to \$90,700 due to the uptick of COVID cases in the 1st quarter.

Salary Expenses

424200 Part Time Salaries

This line item includes the wages for all hourly part time employees.

Decreased from \$822,329.79 to \$648,663.12 due to the difficulty in finding part time staff in the 1st quarter, NWSRA is using Full Time staff to fill any gaps in staffing.

Liability/Audit/IMRF Expenses

442100 FICA

This line item includes expenses for FICA.

Decreased from \$299,906.36 to \$282,622.71. This decrease is due to less part time staff and inclusion staff.

Inclusion/Capital Expenses

450000 Inclusion

This line item includes expenses for Inclusion Aide support, Member Park District inclusion reimbursements, Behavior Specialist/Rover salary, training/orientation and misc. supplies.

Overall decreased from \$632,220.84 to \$579,957.44 due to the difficulty in finding part time staff in the 1st quarter, NWSRA is using Full Time staff to fill any gaps in staffing.

460000 Annual Capital Plan

This line item includes expenditures for vehicles, ADA Transition Plan costs, the Technology Plan, construction costs, computers and other capital expenditures outlined in the Capital Improvement Plan approved by the NWSRA Board of Directors.

Staff recommends a carryover of \$560,161.67 left from the FY2021 Capital Improvement Plan expenses to be paid in FY2022. Staff were not able to prepay any of these purchases in FY2021. Due to demand shortfalls and inability to complete projects in FY2021.

Staff have also included the Technology Plan updates in the Capital Improvement Plan. The total Annual Capital Plan for 2022 is \$1,055,041.43.

General Reserve Transfer

Staff is requesting a transfer of \$286,450.49 from the General Reserve in the approved tentative FY2022 budget.