

October 1, 2018

Dear HISRA Board Members,

Thank you in advance for your careful review of the enclosed 2019 budget. Below are a few items I'd like to highlight.

The HISRA fund is broken into two budgets: Administration and Camps. The Administration budget includes all full-time staff costs as well as all costs associated with operation the HISRA vehicles, recreation facility and offices. Also included are program supplies and staff expenses for FOCUS adult day program, Special Olympics, Adapted Sports and all recreation programs, special events and inclusion services related to member district recreation programming (excluding all member district camps.) The Camps budget includes Camp Free to Be, Summer Daze, and all inclusion expenses related to any Peoria, Chillicothe, Washington and Morton Park District camp and related summer programs.

For fiscal year 2019, we are proposing a budget that includes the following permanent (non-seasonal) positions:

- Executive Director (Full Time)
- Office Manager (Full Time)
- Program Manager (Full Time)
- Program Coordinator (Full Time) FOCUS
- Program Lead (2 positions at 29 hours per week)
- Focus Program Aides (4 positions at 26 hours per week)
- Administrative Assistant (25 hours per week)
- Janitor (20 hours per week)

The number and type of positions are budget the same as 2018.

FOCUS program aides were previously been scheduled seasonally. Beginning in 2017, FOCUS registration and staff scheduling moved to an annual cycle. FOCUS families will register one time per year as opposed to the seasonal registration they have completed in the past. Current registrants of this program are provided priority registration for FOCUS only. The movement to a permanent part time position provided staff the same stability offered to participants in the FOCUS program.

HISRA staff work to provide quality programming at a reasonable price to our participants. We will maintain 2018 service levels with the exception of two additional drop in programs: Open Art Studio and Stay & Play. These programs are low cost programming that will allow families some flexibility such as a drop in preschool play program. The Stay & Play program is open to young children with and without disabilities and will provide an opportunity for unstructured indoor play in winter months. The Open Art Studio will provide a low-cost opportunity for artists with disabilities to explore or continue their art interests in a semi structured setting. While we will rename or change some programming to respond to participant desires, service levels on all other programming will remain the same. Non-resident program fees will continue to reflect a minimum of a 25% increase over resident fees with a few minor exceptions. Drop in programs will have no non-resident fee differential.

HISRA's camp revenue and registration fell below budgeted revenues for 2018. As discussed in previous meetings this was due to changes in the needs on the part of targeted Summer Daze participants. HISRA staff are currently fine-tuning strategies for changes in registration options for this program to maximize participant flexibility.

HISRA's staff will continue to maintain primary goals of fiscal stability and increased program quality. HISRA has experienced a large amount of growth in recent years and the management team will continue to explore opportunities for increased revenue, grants and charitable donations. This will be an important goal in order to maintain the type and quality of programming HISRA currently offers as well as current service levels. This will also be necessary in order to provide building and vehicle maintenance and upgrades necessary for programming, as revenues do not increase at the rate expenses increase. In this direction the 2019 budget reflects the purchase of an additional lift vehicle to replace our current smaller lift vehicle. This is budgeted to be a 15-passenger lift vehicle to provide programming maximum enrollment and flexibility.

Please feel free to contact with any questions regarding the enclosed information. Thank you for your service to support HISRA's mission. The HISRA staff appreciate your continued service to our organization and participants.

Sincerely,

Katie Van Cleve

Below is a brief account line explanation for your review.

REVENUE:

Class Fees- all user fees paid to HISRA associated with seasonal programming and inclusion. HISRA receives no user fees for resident inclusion.

Vending- profit from Pepsi vending machine

Reimbursements- any money reimbursed to HISRA including PDRMA reimbursement for successful audit American Camping Association scholarship reimbursement is included in CAMP FTB reimbursement line.

EXPENSE:

FT payroll- all full-time salaries. This includes Director, Program Manager, Program Coordinator, Office Manager

PT Payroll- All part time staff costs associated with FOCUS year-round adult program, seasonal programming, special events and inclusion. Staff training hours are included. Also includes permanent part time positions.

Longevity- Annual longevity bonus based upon years of service per PPD.
8 or more years of service: \$300
12 or more years of service: \$400
16 or more years of service: \$500 (K. Van Cleve is eligible)
This reflects the PPD benefit

Wellness- \$200 bonus annually provided no sick time recorded 11/1 to 10/31. This reflects the PPD benefit

Program supplies- all supplies for programs, events and inclusion, excluding larger equipment, vehicles.

Postage- all postage paid for mailings including seasonal and camp brochures

Gasoline- All gas for vehicles and mileage reimbursement for personal use of staff vehicle for business purposes when agency vehicle is not available

Printing- letterhead and envelopes, seasonal brochures, camp brochure

Admin Expense- Fees paid per administrative agreement with Peoria

Payroll Maintenance-Reimbursement of personnel costs for PPD maintenance and repair work

Contractual Services-Interpreters, Janitorial contract, pest control, driver/pre-Employment drug screens, brochure and website design

Training and Conference- costs associated with staff training excluding payroll, professional affiliation dues, insurance trainings

Insurance- Park District Risk Management Association

Advertising- any job ads or other advertisement for which a fee is charged

IMRF- Illinois Municipal Retirement Fund. Employer contribution fluctuates as determined by IMRF.

Equipment- Large equipment purchased for program and event use Including vehicles, computers, printers, items such as carpet, etc, for building planned replacement

Equipment Repair- Supply costs associated with repairing areas of HISRA's building, grounds and vehicles

CAMP FTB-REVENUE .

Camp Fees- All fees collected from camp registrations and non-resident inclusion fees associated with member district camps

CAMP FTB-EXPENSE

PT Payroll- hourly payroll expenses for camps and inclusion associated with member district camps

Program Supplies- supply and bus transportation costs associated with camps and member district inclusion

Admin Expense- Fees paid per administrative agreement with Peoria Park District (10% of expenses)

Refunds- Any camp fees refunded to participants due to withdrawal from program or third-party payment

Scholarships- All scholarship provided for day camps including American Camp Association match money.

Heart of Illinois SRA Fund Overview 2019 Budget

Division

Heart of Illinois SRA

Fund Description

The Heart of Illinois SRA is a cooperative extension of the Chillicothe, Morton, Peoria, and Washington Park Districts. A broad range of programs and services provide appropriate, adapted and accessible recreation opportunities for individuals with disabilities and special needs. The Heart of Illinois SRA also provides inclusion services for its member districts.

Fund Changes

Please refer to the Fund overview for proposed changes.

	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>	<i>% Change</i>
<i>Revenues</i>	\$945,224.64	\$962,218	\$1,031,193	\$974,967	-5%
<i>Expenditures</i>	\$886,239.22	\$937,144	\$997,377	\$974,848	-2%
<i>Revenues Exceeding Expenditures</i>	\$58,985.42	\$25,074	\$33,816	\$119	

Accounts Summary 2019 Budget

Program
Administration

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Revenue

<i>Description</i>	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>
HRT OF IL SRA - PEORIA TAXES	\$439,527.72	\$440,000.00	\$450,000.00	\$428,600.00
HRT OF IL SRA - MORTON REIMB	\$117,000.00	\$119,000.00	\$119,000.00	\$122,500.00
HRT OF IL SRA - CHILlicoTHE R	\$57,951.02	\$57,758.00	\$58,047.00	\$57,867.00
HRT OF IL SRA - WASHINGTON REI	\$70,662.94	\$73,000.00	\$73,000.00	\$75,000.00
HRT OF IL SRA - CASH OVR/SHRT	(\$1,692.80)	\$0.00	\$0.00	\$0.00
HRT OF IL SRA - CLASS FEES	\$121,825.62	\$148,000.00	\$138,000.00	\$140,000.00
HRT OF IL SRA - VENDING	\$26.41	\$100.00	\$25.00	\$0.00
HRT OF IL SRA - DONATIONS	\$2,599.00	\$5,000.00	\$4,000.00	\$5,000.00
HRT OF IL SRA - INT INCOME	\$956.51	\$360.00	\$1,000.00	\$1,000.00
HRT OF IL SRA - REIMBURSEMENTS	\$26,639.18	\$3,000.00	\$77,813.00	\$25,000.00
Revenue Totals	\$835,495.60	\$846,218.00	\$920,885.00	\$854,967.00

Accounts Summary 2019 Budget

Program
Administration

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Expenditure

<i>Description</i>	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>
HRT OF IL SRA - FT PAYROLL	\$158,505.25	\$180,000.00	\$182,470.00	\$180,588.00
HRT OF IL SRA - PT PAYROLL	\$149,363.28	\$128,000.00	\$126,091.00	\$130,827.00
HRT OF IL SRA - LONGEVITY	\$400.00	\$500.00	\$500.00	\$500.00
HRT OF IL SRA - WELLNESS	\$400.00	\$800.00	\$400.00	\$800.00
HRT OF IL SRA - PROGRAM SUPPLY	\$67,942.98	\$62,000.00	\$57,000.00	\$62,000.00
HRT OF IL SRA - POSTAGE	\$4,541.56	\$3,000.00	\$3,100.00	\$3,100.00
HRT OF IL SRA - GASOLINE	\$7,122.52	\$12,000.00	\$9,000.00	\$10,000.00
HRT OF IL SRA - OFFICE SUPPLY	\$7,337.49	\$7,000.00	\$6,000.00	\$7,000.00
HRT OF IL SRA - PRINTING	\$8,996.75	\$7,500.00	\$7,955.00	\$8,000.00
HRT OF IL SRA - ADMIN EXPENSE	\$60,552.56	\$64,148.00	\$71,402.00	\$69,062.00
HRT OF IL SRA - PAYROLL MAINT	\$10,287.91	\$12,000.00	\$12,000.00	\$12,000.00
HRT OF IL SRA - HLTH & DENTAL	\$45,981.72	\$60,569.00	\$73,521.00	\$74,866.00
HRT OF IL SRA - CONTRACTUAL SE	\$25,198.73	\$22,500.00	\$25,000.00	\$29,465.00
HRT OF IL SRA - TRAINING & CON	\$10,920.51	\$10,500.00	\$10,600.00	\$12,000.00
HRT OF IL SRA - NATURAL GAS	\$2,602.42	\$3,500.00	\$3,200.00	\$3,500.00
HRT OF IL SRA - ELECTRICITY	\$9,244.30	\$9,500.00	\$7,710.00	\$8,000.00
HRT OF IL SRA - TELEPHONE	\$9,772.48	\$8,200.00	\$10,000.00	\$10,000.00
HRT OF IL SRA - WATER	\$3,467.53	\$3,225.00	\$3,576.00	\$3,700.00
HRT OF IL SRA - SEWER	\$343.72	\$300.00	\$350.00	\$350.00
HRT OF IL SRA - INSURANCE	\$12,431.16	\$13,000.00	\$12,972.00	\$13,500.00
HRT OF IL SRA - ADVERTISING	\$0.00	\$650.00	\$0.00	\$500.00
HRT OF IL SRA - ATTORNEY FEES	\$0.00	\$500.00	\$0.00	\$500.00
HRT OF IL SRA - FICA	\$23,613.14	\$23,141.00	\$23,674.00	\$23,923.00
HRT OF IL SRA - IMRF	\$19,595.27	\$16,704.00	\$16,000.00	\$7,000.00
HRT OF IL SRA - REFUNDS	\$395.00	\$500.00	\$1,500.00	\$1,500.00
HRT OF IL SRA - SCHOLARSHIPS	\$1,490.00	\$1,400.00	\$1,400.00	\$1,700.00
HRT OF IL SRA - EQUIPMENT	\$18,804.27	\$60,500.00	\$110,000.00	\$75,500.00
HRT OF IL SRA - EQUIP REPAIR	\$7,867.17	\$10,000.00	\$10,000.00	\$10,000.00
Expenditure Totals	\$667,177.72	\$721,637.00	\$785,421.00	\$759,681.00

Accounts Summary

2019 Budget

Program
Camp Free To Be

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Revenue

<i>Description</i>	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>
CAMP FTB - CAMP FEES	\$90,239.40	\$100,000.00	\$97,308.00	\$100,000.00
CAMP FTB - DONATIONS	\$5,055.00	\$1,000.00	\$1,000.00	\$5,000.00
CAMP FTB - REIMBURSEMENTS	\$14,434.64	\$15,000.00	\$12,000.00	\$15,000.00
<i>Revenue Totals</i>	\$109,729.04	\$116,000.00	\$110,308.00	\$120,000.00

Accounts Summary

2019 Budget

Program
Camp Free To Be

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Expenditure

<i>Description</i>	<i>2017 Actual</i>	<i>2018 Budget</i>	<i>2018 Revised</i>	<i>2019 Proposed</i>
CAMP FTB - PT PAYROLL	\$148,723.88	\$143,500.00	\$141,372.00	\$148,500.00
CAMP FTB - PROGRAM SUPPLIES	\$25,557.89	\$22,000.00	\$22,500.00	\$20,500.00
CAMP FTB - ADMIN EXPENSE	\$18,610.93	\$17,680.00	\$19,269.00	\$19,561.00
CAMP FTB - FICA	\$11,377.39	\$10,327.00	\$10,815.00	\$11,360.00
CAMP FTB - REFUNDS	\$450.02	\$2,000.00	\$1,000.00	\$0.00
CAMP FTB - SCHOLARSHIPS	\$14,341.39	\$20,000.00	\$17,000.00	\$15,246.00
<i>Expenditure Totals</i>	\$218,061.50	\$215,507.00	\$211,956.00	\$215,167.00