

November 1, 2021

Dear HISRA Board Members,

Thank you in advance for your careful review of the proposed 2022 budget. Below are a few items I'd like to highlight. This includes some background information.

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 and maintenance of 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/summer programs.) 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.

**Personnel Highlights:**

For fiscal year 2021, 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)
- Program Specialist (20 hours per week)
- Program Lead-FOCUS ( 1 positions at 28 hours per week)
- FOCUS Program Aides (3 positions at 26 hours per week)
- Administrative Assistant (25 hours per week)
- Custodian (25 hours per week)

This budget resumes 2019 service and staffing levels. One FT programmer and the Administrative Assistant positions were held open for the last 18 or so months.

**Programming Highlights:**

One major change is the elimination of Access the March Madness Experience Field Trip and Family Night/Resource Fair. The IHSA Board moved the Boys Basketball and Wheelchair Basketball tournaments to Champaign and we will no longer have the venue to conduct this event in the future. Staff will look to offer a comprehensive Resource fair to families in this area. Staff is currently exploring potential opportunities to partner as well as a possible stand-alone event. The proposed budget includes this event.

All programming has been budgeted at 2019 service levels and Summer Camps have been budgeted at 2019 occupancy.

This budget includes the resumption of a printed brochure four times over 2022-three seasonal and one camp brochure. We have put work into our mail list which in the past has been direct mail. We have curated our email address list and working to move more communication digitally and more registration traffic online. We will continue to direct mail to those who need this option but this has the potential to reduce our printing and mail costs.

The staff needs are determined by participant and program support needs. In addition, the increased sanitization needs mean additional staff time. We have also budgeted for minimum wage

The 2022 program menu is budgeted to include will include:

- Community based programming-3-5 per month
- Center based social programming-3-5 per month
- SO Sports-seasonal, 6-8 sports per year
- SO Sports Sampler- 8 per year
- Adapted sports-seasonal, 2 sports
- Events/Holiday events-5 per year
- HISRA Hangouts 2 per month
- Socials-2 per month
- Skill building programming-2-3 per season (10-12 per year)

**Other Misc. Highlights:**

IMRF includes all full-time employees as well as year-round part-time employees who work 1000 hours per year. The employer rate is 1.32

Health and Dental-HISRA full time staff participant in the Peoria Park District's Health and Dental plan thorough PDRMA. In 2012 the HISRA Board opted to have HISRA employees pay premiums as PPD employees. Prior to that health and dental was 100% employer paid for HISRA full time staff.

In 2020 HISRA phone lines were ported to the internet. We have experienced some savings as a result of this.

HISRA staff work to provide quality programming at a reasonable price to our participants. 2-5% increases have been budgeted in 2022. A \$5 increase per week has been budgeted for summer camp. Non-resident program fees will typically continue to reflect a minimum of a 20-25% increase over resident fees with a few minor exceptions. Drop in programs will have no non-resident fee differential. HISRA staff consider program fees associated with similar member district programs when pricing programs so programming does not represent a dramatically different financial burden on participants and families.

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. As a result, the Administrative Assistant position has been modified to include fundraising assistance responsibilities.

When budgeting revenue, HISRA staff use a revenue “multiplier” created by tracking historical registration over the previous 3-5 years. For the purposes of this budget we have used the three registration cycles ending in 2019 and Fall of 2021. Registration increased dramatically in Fall of 2021, which is a sign of what is to come for 2022.

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

A handwritten signature in cursive script that reads "Katie".

**Below is a brief account line explanation for your review.**

**REVENUE:**

- Class Fees-** all user fees paid to HISRA associated with seasonal programming and events. HISRA receives no user fees for resident inclusion.
- Reimbursements-** any money reimbursed to HISRA including PDRMA reimbursement for successful audit American Camping Association scholarship reimbursement is included in CAMP FTB reimbursement line. Any other reimbursement.

**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. This includes some additional supplies in 2020 and 2021 for sanitization, PPE.
- 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  
This includes some additional supplies in 2020 and 2021 for sanitization, PPE.

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. This includes some additional supplies in 2020 and 2021 for sanitization, PPE.

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.