

October 14, 2022

Dear HISRA Board Members,

Thank you in advance for your review of the proposed 2023 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 2023, 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 position at 28 hours per week)
- FOCUS Program Aides (3 positions at 26 hours per week)
- Administrative Assistant (1 position 25 hours per week)
- Custodian (1 position 25 hours per week)
- Development Manager (1 position 20 hours per week)

This budget resumes 2019 service and staffing levels. The Office Manager position is in the process of revision/advertising and has been open for six months.

Programming Highlights:

Upon the relocation of the March Madness Experience Field Trip we lost our venue for Access and Family Night/Resource Fair. Staff looked in 2022 to offer a comprehensive Resource fair to families in this area. In August, we partnered with Ignite Peoria and the Arts Partners to help with Sensory Ignite and combine with a comprehensive resource fair for area families and professionals and people with disabilities. This was held at the Peoria Civic Center. The proposed budget includes this event and a much reduced cost to HISRA due to this partnership.

All programming has been budgeted at pre pandemic service levels and Summer Camps have been budgeted at pre pandemic occupancy, assuming fully staffed. This

particularly impacts FOCUS as this ran at 85% occupancy for 2022 primarily impacted by pandemic related mandates and changes. Camp ran at 92% occupancy due to staff shortages.

This budget includes the resumption of a printed brochure four times over 2023-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 effort has reduced 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. The average staff hourly rate in programming is budgeted at \$16 per hour.

The 2023 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- 4 per year
- Adapted sports-seasonal, 1 sport
- 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)
- Youth programming(I 1-2 series per season)

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 .78 due to rate stabilization.

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. 5% increases have been budgeted in 202. Non-resident program fees will typically continue to reflect a minimum of a 30% 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.

The following reductions are reflected in this budget to achieve a balanced budget:

Reduction if instructor hours (not elimination)

Reduction of community based field trips and reduction in transportation costs.

HISRA's staff will continue to maintain primary goals of fiscal stability and increased program quality. HISRA 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, a Development Manager will be hired to assist in the creation and implementation of a development and outreach plan.

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 2018, 2019 Summer and fall of 2021 and 2022 programs to date.

As discussed HISRA must fund capital purchases and projects such as vehicles and building work out of operational dollars or reserve funds. For this reason we have built up the fund over the past 10-15 years. I am working on gathering information for a capital improvement plan to help make future funding decisions. I will provide an update and provide service statistics at the Board meeting.

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 and I 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 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
20 or more years of service: \$600 (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.

Division Summary

<i>Revenue</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2022 Revised</i>	<i>2023 Proposed</i>
Heart of Illinois SRA	\$835,756.92	\$905,100	\$885,424	\$985,200
<i>Total Revenue</i>	\$835,756.92	\$905,100	\$885,424	\$985,200

<i>Expenditures</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2022 Revised</i>	<i>2023 Proposed</i>
Heart of Illinois SRA	\$770,542.65	\$901,907	\$794,770	\$985,200
<i>Total Expenditures</i>	\$770,542.65	\$901,907	\$794,770	\$985,200

<i>Revenues Exceeding Expenditures</i>	\$65,214.27	\$3,193	\$90,654	\$0
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Accounts Summary 2023 Budget

Program
Administration

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Revenue

<i>Description</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2022 Revised</i>	<i>2023 Proposed</i>
HRT OF IL SRA - PEORIA TAXES	\$410,460.93	\$407,000.00	\$411,000.00	\$427,000.00
HRT OF IL SRA - MORTON REIMB	\$123,000.00	\$124,000.00	\$124,000.00	\$130,700.00
HRT OF IL SRA - CHILLICOTHE R	\$57,986.20	\$56,800.00	\$59,600.00	\$62,000.00
HRT OF IL SRA - WASHINGTON REI	\$74,961.00	\$72,500.00	\$72,500.00	\$74,500.00
HRT OF IL SRA - CASH OVER & SH	\$5.00	\$0.00	\$0.00	\$0.00
HRT OF IL SRA - CLASS FEES	\$94,977.87	\$135,000.00	\$132,000.00	\$156,000.00
HRT OF IL SRA - DONATIONS	\$10,764.14	\$20,000.00	\$10,000.00	\$30,000.00
HRT OF IL SRA - INTEREST INCOM	\$62.10	\$3,400.00	\$0.00	\$0.00
HRT OF IL SRA - REIMBURSEMENTS	\$4,739.15	\$250.00	\$500.00	
HRT OF IL SRA - GRANTS	(\$280.11)	\$5,000.00		
Revenue Totals	\$776,676.28	\$823,950.00	\$809,600.00	\$880,200.00

Accounts Summary

2023 Budget

Program
Administration

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Expenditure

<i>Description</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2022 Revised</i>	<i>2023 Proposed</i>
HRT OF IL SRA - FT PAYROLL	\$170,101.79	\$215,000.00	\$190,697.00	\$230,000.00
HRT OF IL SRA - PT PAYROLL	\$114,706.49	\$125,000.00	\$129,450.00	\$165,000.00
HRT OF IL SRA - LONGEVITY	\$500.00	\$600.00	\$600.00	\$600.00
HRT OF IL SRA - WELLNESS	\$600.00	\$600.00	\$400.00	\$800.00
HRT OF IL SRA - PROGRAM SUPPLI	\$44,240.21	\$66,700.00	\$52,610.00	\$58,000.00
HRT OF IL SRA - POSTAGE	\$84.59	\$1,500.00	\$550.00	\$1,500.00
HRT OF IL SRA - GASOLINE	\$3,213.34	\$6,000.00	\$7,972.00	\$9,500.00
HRT OF IL SRA - OFFICE SUPPLIE	\$10,248.29	\$7,000.00	\$7,000.00	\$7,500.00
HRT OF IL SRA - PRINTING	\$0.00	\$10,025.00	\$1,000.00	\$2,500.00
HRT OF IL SRA - ADMIN EXPENSE	\$52,186.21	\$64,293.00	\$55,557.00	\$68,629.00
HRT OF IL SRA - PAYROLL MAINT	\$11,122.33	\$10,000.00	\$6,500.00	\$9,000.00
HRT OF IL SRA - HEALTH & DENTA	\$43,993.27	\$58,825.00	\$35,607.00	\$54,870.00
HRT OF IL SRA - CONTRACTUAL SE	\$25,963.48	\$25,000.00	\$27,289.00	\$32,989.00
HRT OF IL SRA - TRAINING & CON	\$14,785.76	\$10,250.00	\$6,100.00	\$10,250.00
HRT OF IL SRA - NATURAL GAS	\$3,874.45	\$4,100.00	\$4,880.00	\$4,981.00
HRT OF IL SRA - ELECTRICITY	\$5,895.52	\$7,200.00	\$6,000.00	\$7,200.00
HRT OF IL SRA - TELEPHONE	\$7,233.97	\$9,000.00	\$7,213.00	\$9,000.00
HRT OF IL SRA - WATER	\$3,788.91	\$3,700.00	\$3,035.00	\$3,241.50
HRT OF IL SRA - SEWER	\$498.53	\$350.00	\$519.00	\$800.00
HRT OF IL SRA - INSURANCE	\$9,575.64	\$12,500.00	\$10,549.00	\$10,550.00
HRT OF IL SRA - ADVERTISING	\$0.00	\$500.00	\$250.00	\$500.00
HRT OF IL SRA - ATTORNEY FEES	\$0.00	\$250.00	\$500.00	\$250.00
HRT OF IL SRA - FICA	\$21,871.97	\$26,010.00	\$24,437.93	\$30,217.50
HRT OF IL SRA - IMRF	\$9,830.42	\$5,319.00	\$3,971.00	\$1,800.00
HRT OF IL SRA - REFUNDS	\$200.00	\$500.00	\$0.00	\$250.00
HRT OF IL SRA - SCHOLARSHIPS	\$2,644.50	\$5,000.00	\$2,500.00	\$4,000.00
HRT OF IL SRA - EQUIPMENT	\$13,970.63	\$26,000.00	\$20,250.00	\$25,000.00
HRT OF IL SRA - EQUIPMENT REPA	\$8,691.86	\$6,000.00	\$6,000.00	\$6,000.00
Expenditure Totals	\$579,822.16	\$707,222.00	\$611,436.93	\$754,928.00

Accounts Summary

2023 Budget

Program
Camp Free To Be

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Revenue

<i>Description</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2022 Revised</i>	<i>2023 Proposed</i>
CAMP FTB - CAMP FEES	\$58,970.00	\$75,150.00	\$73,824.00	\$100,000.00
CAMP FTB - DONATIONS	\$0.00	\$6,000.00	\$2,000.00	\$5,000.00
CAMP FTB - GRANTS	\$110.64	\$0.00		
Revenue Totals	\$59,080.64	\$81,150.00	\$75,824.00	\$105,000.00

Accounts Summary

2023 Budget

Program
Camp Free To Be

Department
Heart of Illinois SRA

Fund
Heart of Illinois SRA

Expenditure

<i>Description</i>	<i>2021 Actual</i>	<i>2022 Budget</i>	<i>2022 Revised</i>	<i>2023 Proposed</i>
CAMP FTB - PT PAYROLL	\$136,541.68	\$136,541.00	\$136,500.00	\$170,124.00
CAMP FTB - PROGRAM SUPPLIES	\$16,993.43	\$18,000.00	\$13,165.00	\$18,000.00
CAMP FTB - ADMIN EXPENSE	\$16,680.90	\$17,699.00	\$15,488.00	\$20,934.00
CAMP FTB - FICA	\$10,445.44	\$10,445.00	\$10,442.00	\$13,014.00
CAMP FTB - REFUNDS	\$2,717.14	\$2,000.00	\$0.00	\$200.00
CAMP FTB - SCHOLARSHIPS	\$7,341.90	\$10,000.00	\$7,738.00	\$8,000.00
<i>Expenditure Totals</i>	\$190,720.49	\$194,685.00	\$183,333.00	\$230,272.00