

ACCESS LIVING

FINANCE AND HR COMMITTEE AGENDA

January 18, 2022

4:00 p.m.

- I. Call to Order
- II. Approval of Minutes for Finance Committee Meeting on October 12, 2021
Vote for approval
- III. November FY22 Preliminary Financials
Vote for approval
- IV. Investment Update
Informational purposes
- V. FY22 Midyear Budget
Vote for approval
- VI. Human Resources Report
Informational purposes
- VII. Other New Business



Finance & Human Resources Committee Minutes
October 12, 2021 4:00 – 5:00 PM

Present: Kent Klaus, Will Haffner, Michael Williams, Felicia Rauls, Chad Turner

Absent: John Schmidt, Bill Sitter, Ivan Strauss

Staff: Neil Anderson, Cam Nguyen, Daisy Feidt, Karen Tamley

Guests: Susan Jones, Amy Tyszkowski

- I. Approval of Minutes
 - a. August 17, 2021 meeting minutes
 - b. Chad Turner motioned to approve the minutes. Felicia seconded the motion. *The motion carried.*

- II. FY21 Audit Report (Susan Jones and Amy Tyszkowski)
 - a. Draft Financial Statements
 - i. Statement of Financial Position: we will be issuing an unmodified opinion.
 - ii. Cash increased approximately \$3.2 million, mostly driven by donations. There were minimal capital expenditures. There was a significant decrease in deferred revenue. The PPP loan of \$823,000 was fully forgiven. Change in net assets of approximately \$5.8 million.
 - iii. Fees and grants increased during the year. Programs were 71% of expenses, development was 18%, and management was 11%.
 - b. Statement of Functional Expenses
 - i. There were no significant changes in management's methodologies.
 - ii. Note B1: Agency has net assets with and without donor restrictions.
 - iii. Note B6: Discloses new revenue recognition standard. There were no significant changes as a result of this adoption.
 - iv. Note C: Organization has approximately \$5.7 million financial assets available to meet general expenditures over the next twelve months.
 - v. Note F: About \$1.5 million unconditional promises to give expected to be collected in next fiscal year.
 - vi. Note I: Agency has available line of credit of \$500,000.
 - vii. Note J: PPP loan received and fully forgiven.
 - viii. Note N: Net assets and donor restrictions. \$4.5 million is permanent in nature. \$1.7 million of net assets was time restricted, then released in FY21.

- ix. Kent: We don't have any operating leases, do we?
 - 1. Amy: No.
 - 2. Neil: We lease copiers.
- c. Communications Letter (Susan)
 - i. We plan to issue an unmodified opinion, which is the highest level of assurance the agency can receive. We didn't identify any material weaknesses or deficiencies. If our financial statements were to be included in another document that you issue, we would ask that you let us review the document before it was final.
 - ii. Planned scope and timing: We did the audit remotely. Everyone was very responsive.
 - iii. We will upload documents into federal clearing house database.
 - iv. We look at the significant estimation processes that impact financial statements. Allowance for collectable pledges. We believe management's methodologies are reasonable.
 - v. No significant audit adjustments.
 - vi. No disagreements with management.
 - vii. No third letter that would be a management recommendations letter.
- d. Approve of audit draft
 - i. Felicia Rauls motioned to approve the draft audit statements. Will Haffner seconded the motion. *The motion carried.*

III. August FY22 Preliminary Financials

- a. Variance Analysis
 - i. Revenue: Government state revenue was \$61,000 less than anticipated, due to Fast Track and relocation subcontracts. Legacy Campaign came in \$74,000 better than we had anticipated. Other/covid: \$34,000 of unexpected funding for additional covid activities for the agency. Revenue \$41,000 better than anticipated.
 - ii. Expenses: Salaries were \$31,000 better than anticipated due to some open positions. Insurance/403B match: better than anticipated. The way we are handling HRA contribution, we have about \$220,000 set aside on a yearly basis. The utilization is about 50%. All other expenses were \$6,000 better. Expenses better by \$79,000
 - iii. Overall, \$121,000 better than budgeted for August.
- b. Full income statement
 - i. In aggregate, total revenue came in 3% better than anticipated. We were expecting about \$1.2 million and we came in at \$1,246,725. We are showing income of about \$155,000. Year to date actual after revenue timing items still shows us with a net profit of \$442,000.
- c. Revenue Comparison

- i. \$61,000 negative variance on state grants due to timing differences.
 - ii. Kent: It sounds like everyone is comfortable with the flow so far. Can you explain why there are “below the bottom line” items that are not part of the revenue at the top of the page?
 - 1. Neil: The building itself was paid for long ago with funds raised through a targeted capital campaign, so the associated depreciation for the building is backed out. The Polk Bros grant for \$120,000 is over two years, so we move \$60,000 to the next year to help cover costs for that reporting period.
 - 2. Kent: And with the Ford Foundation grants, half of the amounts are recognized... overall, this section deals with timing differences and other revenue items that should not impact the operating income.
- d. Cash Flow
 - i. Net income of \$155,000. Decrease in receivables of around \$881,000 – that relates to the receipts on Major Gifts Campaign and Legacy pledges. Decrease in liabilities of about \$121,000. Increase in prepaid expenses, which is typical for this time of year because we prepay. We are backing out depreciation.
 - ii. No capital expenditures as of August. Next week we will have new desk chairs for all of our staff. Endowment reserve fund activity of about \$260,000 that relates to gains on investments. Net cash change of \$483,000. Ending cash balance of \$4,591,000.
- e. Balance Sheet
 - i. Cash and equivalents: The only thing I would point out in the asset section is line 13. Fund balance is now \$25,941,000 vs \$25,786,000.
- f. Felicia Rauls motioned to approve the August preliminary actuals. Michael Williams seconded the motion. *The motion carried.*

IV. September Investment Update

- a. Investments as of September 30 are \$12,192,000, down 7.6% from June 30.

V. Human Resources Report

- a. Neil reported the latest demographics for the EEOC.
- b. We migrated to an electronic time card system, Paycom. Staff can upload their PARs and hours worked at the same time.

VI. Adjourn – 5:02pm

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November 2021 Financials-Variance Analysis

<u>Revenue</u>	<u>Variance</u>	
Government - Local/City	14,849	
Government - State	(32,981)	Fast Track and relocation subcontracts
Legacy Campaign	228,292	
Contributions-Corp/Fdn-Restricted &Unrestricted	1,149,048	Anonymous donor
Other Income - COVID-19	60,017	
Individuals - Advocates	(20,833)	
Second Fundraiser/Planned Giving/Other Inkind	32,335	
Other	<u>(2,280)</u>	Numerous other small items
Total Revenue	1,428,447	
 <u>Expenses</u>		
Salaries/Taxes	106,928	Open positions
Insurance/Other Benefits/403B Match	54,019	
Travel/Food	38,035	
Specific Program Expense	27,544	
All Other Expenses	32,513	Numerous other small items
Total Expenses	<u>259,039</u>	
EXCESS or (DEFICIENCY)	1,687,486	

Access Living
Income Statement - YTD November 2021

	YTD Actual August 2021	YTD Budget August 2021	Actual - Budget Variance August 2021
Revenue			
1 Government - Local/City	179,910	165,061	14,849
2 Government - State	1,182,946	1,215,928	(32,981)
3 Government - Federal	290,991	293,089	(2,098)
4 Contracts	6,000	13,703	(7,703)
5 Service Fees	26,195	31,250	(5,055)
6 United Way	2,431	-	2,431
7 Direct Mail	-	6,250	(6,250)
8 Major Gifts Campaign/Major Gifts	-	-	-
9 Legacy Campaign	228,292	-	228,292
10 Contributions - Individuals/General Online/Monthly Giving	21,512	14,583	6,928
11 Benefit - Individuals	250	-	250
12 Benefit - Corp/Found/Org	159,200	159,200	-
13 Contributions-Corp/Fdn-Restricted &Unrestricted	2,023,548	874,500	1,149,048
14 Other Incomes Covid-19	60,017	-	60,017
15 Individuals - Advocates	-	20,833	(20,833)
16 Second Fundraiser/Planned Giving/Other Inkind	32,335	-	32,335
17 Endowment/Emg. Fund	85,432	84,659	773
18 Honor and Memorial Gift	500	-	500
19 Restricted Operating Fund	82,945	82,945	-
20 Art & Culture Program Support	15,530	10,000	5,530
21 Realized Gain (Loss)- Stk Sale	(382)	-	(382)
22 Other Revenue/Parking/Rental/Membership	2,796	-	2,796
TOTAL REVENUE	4,400,448	2,972,001	1,428,447
Expenses			
1 Salaries/Taxes	1,883,227	1,990,155	106,928
2 Insurance/Other Benefits/403B Match	307,598	361,617	54,019
3 Utilities/Telephone	73,924	79,708	5,784
4 Insurance - General Liability	20,261	17,481	(2,780)
5 Office Supplies/Printing & Forms/Storage	34,746	36,162	1,416
6 Audit Fees	42,686	37,500	(5,186)
7 Client Transportation	13	12,125	12,112
8 Travel/Food	6,132	44,167	38,035
9 Employment Ads/PR/Photography	1,162	9,583	8,422
10 Subscriptions/Books	1,882	13,493	11,610
11 Memberships	23,350	12,117	(11,233)
12 Donations/Contributions	1,589	1,208	(380)
13 Special/Group Events/Direct Mail Exp.	4,304	16,854	12,551
14 Conferences/Seminars	6,416	22,167	15,751
15 Advocacy Expenses	18,531	19,167	635
16 Payroll Fees/Bank Charges	21,909	22,000	91
17 Legal (Ad,Civil R only)	677	10,000	9,323
18 Management Consultants	111,049	98,088	(12,961)
19 Stipends (JEDA,Clients,Intern)	10,730	20,002	9,272
20 PA/Interpreter/Alternate Format/Stationary	26,318	10,958	(15,360)
21 Postage	6,756	4,392	(2,364)
22 Cleaning & Maintenance	5,575	8,500	2,925
23 Newsletters/Annual Rpt/Brochures	4,000	6,458	2,458
24 Equip Repair/Rent/Maint Agreement/Software Licensing	110,406	102,352	(8,054)
25 *Building - Depreciation	157,225	157,225	-
26 Depreciation/Bldg Depr. Expenses/Blg Improvement	28,908	21,250	(7,658)
27 Deprec- Buidling Furniture	2,867	5,867	3,000
28 Internet/Computer/Consultant Exp.	13,948	21,250	7,302
29 Vending Machine Expenses	-	2,083	2,083
30 Art Expenses	11,272	3,750	(7,522)
31 Specific Program Expense	68,873	96,417	27,544
32 Board Expense	-	1,250	1,250
33 Security	-	4,167	4,167
34 Covid-19 Relief	7,350	-	(7,350)
35 Miscellaneous	6,289	9,500	3,211
Total Expense	3,019,973	3,279,013	259,039
EXCESS or (DEFICIENCY)	1,380,474	(307,012)	1,687,486
1 Major Gifts Utilized from Prior Years	-	-	
2 Building Depreciation	157,225	157,225	
3 Polk Bros. Foundation (2 year grant FY22 & FY23)	(60,000)	(60,000)	
4 Crown Famly Philanthropies (5 year grant FY22-FY26)	(300,000)	-	
5 Anonymous Donor (2 year grant FY22 & FY23)	(500,000)	-	
6 Legacy Campaign Endowment Funds	(228,292)	-	
7 Ford Foundation (2 year grant FY21&FY22)	300,000	300,000	
8 Ford Foundation (2 year grant FY21&FY22)	50,000	50,000	
9 Lucy Ascoli (3 year grant FY20, FY21 & FY22)	75,000	75,000	
10 Ford Foundation 18-month Planning Grant	(77,778)	(77,778)	
11 Endowment Draw	-	-	
REVISED EXCESS or (DEFICIENCY)	796,632	137,437	

ACCESS LIVING BUDGET REVENUE COMPARISON

DESCRIPTIONS	BUDGET FY22	BUDGET Thru 11/30/21	ACTUAL Thru 11/30/21	VARIANCE Thru 11/30/21
Local:				
1 CDBG-Housing	\$ 31,140	\$ 13,173	\$ 12,946	\$ (227)
2 CDBG-Youth Mentoring	\$ 69,000	\$ 29,194	\$ 29,407	\$ 213
3 CDBG- MOPD	\$ 290,000	\$ 122,694	\$ 126,591	\$ 3,897
4 CDBG-Youth Summer Program	\$ -	\$ -	\$ 10,966	\$ 10,966
Total Local	\$ 390,140	\$ 165,061	\$ 179,910	\$ 14,849
State:				
1 DHS GRF/STEPPING STONES	\$ 901,533	\$ 381,419	\$ 403,418	\$ 21,999
2 DORS HOME SERV./PA	\$ 350,000	\$ 145,833	\$ 145,833	\$ -
3 DHS- DONS	\$ 13,440	\$ 5,600	\$ 6,160	\$ 560
4 DHS- TRILOGY	\$ 870,668	\$ 368,360	\$ 367,176	\$ (1,184)
5 DHS- Trilogy transition cost	\$ -	\$ -	\$ -	\$ -
6 DHS- Association House Colbert	\$ 551,828	\$ 233,466	\$ 220,759	\$ (12,707)
7 DHS- PA BACKUP	\$ 15,000	\$ 6,250	\$ -	\$ (6,250)
8 DHS- Fast Track	\$ 180,000	\$ 75,000	\$ 39,600	\$ (35,400)
9 DHS- SUMMER PATHWAY	\$ -	\$ -	\$ -	\$ -
Total State	\$ 2,882,469	\$ 1,215,928	\$ 1,182,946	\$ (32,981)
Total Local & State Revenue	\$ 3,272,609	\$ 1,380,989	\$ 1,362,856	\$ (18,133)
Federal:				
1 ACL	\$ 255,522	\$ 108,105	\$ 105,257	\$ (2,848)
2 ACL- EZ	\$ 21,161	\$ 8,953	\$ 9,325	\$ 372
3 HUD FHIP	\$ 360,000	\$ 150,000	\$ 150,000	\$ -
4 HUD-HSG COUNSELING	\$ 26,631	\$ 11,096	\$ 11,475	\$ 378
5 ACL (CARES Act/Vaccine)	\$ 17,921	\$ 7,467	\$ 7,467	\$ -
6 ACL (CARES Act/Vaccine)	\$ 17,921	\$ 7,467	\$ 7,467	\$ -
Total Federal Revenues	\$ 699,156	\$ 293,089	\$ 290,991	\$ (2,098)
GRANTS TOTALS	\$ 3,971,765	\$ 1,674,077	\$ 1,653,847	\$ (20,230)
Contracts:				
1 UIC- ACS	\$ -	\$ -	\$ -	\$ -
2 Misc Contract	\$ 20,886	\$ 8,703	\$ -	\$ (8,703)
3 Lawyer's Committee For Housing	\$ 12,000	\$ 5,000	\$ 6,000	\$ 1,000
4 RIC- Regular	\$ 25,000	\$ -	\$ -	\$ -
CONTRACTS TOTALS	\$ 57,886	\$ 13,703	\$ 6,000	\$ (7,703)
1 SERVICE FEES TOTAL	\$ 75,000	\$ 31,250	\$ 26,195	\$ (5,055)
GRANTS, CONTRACTS, FEES TOTAL	\$ 4,104,651	\$ 1,719,030	\$ 1,686,042	\$ (32,988)
Private Sector:				
1 UNITED WAY	\$ -	\$ -	\$ 2,431	\$ 2,431
2 DIRECT MAIL	\$ 15,000	\$ 6,250	\$ -	\$ (6,250)
3 MAJOR GIFTS/MAJOR GIFT CAMPAIGN	\$ 500,000	\$ -	\$ -	\$ -
4 CONTRIBUTIONS - INDIVIDUALS/GENERAL ONLINE/MONTHLY	\$ 35,000	\$ 14,583	\$ 21,512	\$ 6,928
5 BENEFIT - INDIVIDUALS	\$ 250,000	\$ -	\$ 250	\$ 250
6 BENEFIT - CORP/FOUND/ORG	\$ 500,000	\$ 159,200	\$ 159,200	\$ -
7 CONTRIBUTIONS - CORP. UNRESTRICTED	\$ 9,000	\$ 9,000	\$ 775	\$ (8,225)
8 CONTRIBUTIONS - CORP. RESTRICTED	\$ -	\$ -	\$ -	\$ -
9 CONTRIBUTIONS - FOUND. UNRESTRICTED	\$ 34,500	\$ 34,500	\$ 1,543,013	\$ 1,508,513
10 CONTRIBUTIONS - FOUND. RESTRICTED	\$ 831,000	\$ 831,000	\$ 479,760	\$ (351,240)
11 INDIVIDUALS - ADVOCATES	\$ 50,000	\$ 20,833	\$ -	\$ (20,833)
12 ENDOWMENT INTEREST	\$ 24,860	\$ 12,430	\$ 13,203	\$ 773
13 REALIZED/UNREALIZED- ENDOW/EMG. FUND	\$ 72,229	\$ 72,229	\$ 72,229	\$ -
14 REALIZED/UNREALIZED- RESTRICTED OPERATING	\$ 82,945	\$ 82,945	\$ 82,945	\$ -
15 UNREALIZE/REALIZE (GAIN/LOSS) - INVESTMENT	\$ -	\$ -	\$ (382)	\$ (382)
16 ART & CULTURE/ILLINOIS ARTS COUNCIL	\$ 10,000	\$ 10,000	\$ 15,530	\$ 5,530
17 PLANNED GIVING	\$ -	\$ -	\$ 32,335	\$ 32,335
18 HONOR AND MEMORIAL GIFT	\$ -	\$ -	\$ 500	\$ 500
19 LEGACY CAMPAIGN	\$ -	\$ -	\$ 228,292	\$ 228,292
20 INTEREST/DIVIDEND INCOME/MISC	\$ -	\$ -	\$ 2,796	\$ 2,796
21 Other Incomes- COVID-19/Cares Act ACL&ACL- EZ	\$ -	\$ -	\$ 60,017	\$ 60,017
TOTAL PRIVATE SECTOR REVENUE	\$ 2,414,535	\$ 1,252,971	\$ 2,714,406	\$ 1,461,434
TOTAL REVENUE	\$ 7 6,519,186	\$ 2,972,001	\$ 4,400,448	\$ 1,428,447

**Access Living
Actual Cash Flow
YTD November FY21**

Cash Flow From Operating Activities:

Net Income (Loss)	\$ 1,380,475
Increase in Receivables	\$ (904,903)
Decrease in Liabilities	\$ (6,294)
Increase in Prepaid Expenses	\$ (91,421)

Noncash Items:

Depreciation	\$ 189,000
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Cash Flow from Nonoperating Activities:

Capital Expenditures	\$ (66,041)
Endowment/reserve fund Activity	\$ (149,906)

Net Cash Change	<u>\$ 350,910</u>
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Beginning Cash	\$ 4,107,597
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Ending Cash Balance	<u><u>\$ 4,458,507</u></u>
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Access Living
Balance Sheet
11/30/21

<u>Assets</u>	<u>11/30/21</u>	<u>6/30/21</u>
1 Cash & Equivalents - Unrestricted	4,458,507	4,107,597
2 Cash & Equiv.- Restricted Operations	-	-
3 Cash & Equivalents - Restricted Passthu	26,022	36,490
4 Cash & Equivalents - Restricted Fiscal Agent	16,242	11,044
5 Cash & Equiv.- Blg. Maintenance Fund	-	-
6 Cash & Equiv.- Emerg. Operation Reserve Fund	-	-
7 Cash & Equiv.- Endowment Fund	-	-
8 Cash & Equiv. - DNR-DSG Endowment	3,551,837	3,523,751
9 Cash & Equiv. - AL BD Res Ops RFD-P	5,731,195	5,648,250
10 Cash & Equiv. - AL Board Designated Endowment	3,157,567	3,113,424
11 Revenue and Other Receivables	4,387,475	3,482,572
12 Allowance for Uncollectible Receivables/Pledge Discount	(84,166)	(84,166)
13 Prepaid Expenses	147,720	56,298
Total Current Assets	<u>21,392,399</u>	<u>19,895,259</u>
 PP&E		
1 Land	251,353	251,353
2 Art	59,461	59,461
3 Building/Blg. Improvement	11,601,292	11,601,292
4 <i>Accum Depr- Building/Blg. Improvement</i>	(5,713,928)	(5,543,436)
5 Fixed Assets- Equipment	277,637	273,822
6 <i>Accum Depr- F.A. Equipment</i>	(239,662)	(225,956)
7 Building Furniture and Equip.	1,009,525	947,300
8 <i>Accum Depr- Furniture and Equipment</i>	(921,164)	(918,297)
9 <i>Fixed Assets- Vehicle</i>	32,500	32,500
10 <i>Accum Depr- Vehicle</i>	(21,280)	(19,345)
11 Fixed Assets- Ombudsman	12,544	12,544
12 <i>Accum Depr- Ombudsman</i>	(12,544)	(12,544)
Total Fixed Assets	<u>6,335,735</u>	<u>6,458,695</u>
 Security Deposits	 <u>-</u>	 <u>-</u>
 Total Assets	 <u>27,728,134</u>	 <u>26,353,954</u>
 Liabilities & Fund Balance		
1 Accounts Payable	208,894	194,907
2 Other Accrued Expenses	315,489	370,970
3 Pass Thru Liability	36,878	1,678
Total Current Liabilities	<u>561,261</u>	<u>567,556</u>
 Total Fund Balance	 27,166,873	 25,786,398
 Total Liabilities & Fund Balance	 <u>27,728,134</u>	 <u>26,353,954</u>

Investment Analysis

As of 12/31/21

	<u>Balance as of 6/30/21</u>	<u>Balance as of 12/31/21</u>	<u>Gain/ (Loss) during Year</u>	<u>% Gain/(Loss)</u>
Board Restricted Operations Reserve Fund	\$5,648,250	\$5,925,264	\$277,014	4.90%
Board Designated Endowment Fund	\$3,113,424	\$3,260,334	\$146,911	4.72%
Donor Designated Endowment Fund	<u>\$3,523,751</u>	<u>\$3,674,389</u>	<u>\$150,638</u>	4.27%
Total	<u><u>\$12,285,424</u></u>	<u><u>\$12,859,987</u></u>	<u><u>\$574,563</u></u>	4.68%

Access Living FY22 Budget

DESCRIPTIONS	FY22 Budget	Midyear Adjustments	FY22 Midyear Budget
REVENUES:			
Government			
Local:			
1 Youth Mentoring	69,000		69,000
2 Out of School Time Programming	-	14,371	14,371
3 MOPD	290,000		290,000
4 CDBG-Housing & Other	31,140		31,140
State:			
1 DHS CIL GRANT	901,533	10,000	911,533
2 DORS HOME SERV./PA	350,000		350,000
3 DON TESTING FY16,17,18,19	13,440		13,440
4 HOUSING RELOCATION	1,422,496 ^A		1,422,496
5 BACKUP PA PROGRAM	15,000		15,000
6 FAST TRACK	180,000		180,000
Total State	2,882,469	10,000	2,892,469
Total Local & State Revenue	3,272,609	24,371	3,296,980
Federal:			
1 ACL	255,522		255,522
2 ACL-EZ	21,161		21,161
3 ACL (CARES Act/Vaccine)	17,921		17,921
4 ACL-EZ (CARES Act/Vaccine)	17,921		17,921
5 HUD FHIP	360,000		360,000
6 Housing Stability Counseling Program	-	26,365 ^L	26,365
7 HUD-HSG COUNSELING	26,631		26,631
Total Federal Revenues	699,156	26,365	725,521
GRANTS TOTALS	3,971,765	50,736	4,022,501
Contracts:			
1 Misc Contracts	20,886 ^B		20,886
2 Shirley Ryan - Enhancing Community Living	-	77,000 ^O	77,000
3 Shirley Ryan	25,000		25,000
4 Lawyers' Committee for Better Housing	12,000		12,000
5 Training Fees	35,000		35,000
6 Legal Fees	40,000		40,000
CONTRACTS TOTALS	132,886	77,000	209,886
GRANTS, CONTRACTS TOTAL	4,104,651	127,736	4,232,387
Contributions:			
1 UNITED WAY	-		-
2 FOUNDATIONS/CORP.	874,500 ^C	670,000 ^M	1,544,500
3 UNRESTRICTED INDIVIDUAL	35,000		35,000
4 ADVOCATES	50,000		50,000
5 ANNUAL GALA	750,000		750,000
6 PLANNED/MONTHLY GIVING	-	32,335	32,335
7 MEMORIAL GIFTS	-		-
8 MAJOR GIFTS	500,000	500,000 ^N	1,000,000
9 LEGACY CAMPAIGN	-	228,292	228,292
10 ART FUNDING	10,000	5,500	15,500
11 COVID-19 FUNDING	-		-

Access Living FY22 Budget

DESCRIPTIONS	FY22 Budget	Midyear Adjustments	FY22 Midyear Budget
12 DIRECT MAIL	15,000		15,000
13 2nd CHARITY EVENT	-		-
CONTRIBUTION TOTALS	2,234,500	1,436,127	3,670,627
Other Income:			
1 LOAN FORGIVEN	-		-
2 INT/DIV/OTHER	-		-
3 RENTAL INCOME	-		-
4 VENDING INCOME	-		-
5 PARKING INCOME	-		-
6 DONOR DESIGNATED ENDOWMENT	-		-
7 BOARD DESIGNATED ENDOWMENT	-		-
8 CCT ENDOWMENT	24,860		24,860
OTHER INCOME TOTALS	24,860	-	24,860
TOTAL BUDGET REVENUES	6,364,011	1,563,863	7,927,874
EXPENSES:			
PERSONNEL			
1 SALARIES	4,343,757	(66,822)	4,276,935
2 FRINGE BENEFITS	1,228,190	65,316	1,293,506
2 YEAR-END BONUS	-	150,000	150,000
TOTAL PERSONNEL	5,571,947	148,494	5,720,441
OPERATING EXPENSES:			
1 PARKING LOT COSTS	22,800	(22,800)	-
2 UTILITIES	115,000		115,000
3 TELEPHONE	76,300	10,000	86,300
4 INSURANCE	41,954		41,954
5 OFFICE SUPPLIES	73,638		73,638
6 AUDIT	50,000		50,000
7 BANK CHARGES	15,000		15,000
8 PAYROLL and AP PROCESSING	37,800 D		37,800
9 POSTAGE	8,500		8,500
10 CLEANING/MAINTENANCE/CAR EXPENSE	25,400		25,400
11 SERVICE AGREEMENTS	90,000 E		90,000
12 SOFTWARE LICENSE EXP.	82,445 F	15,000	97,445
13 DEPRECIATION	68,000		68,000
14 INTERNET LINE SERVICE	16,000		16,000
15 DELIVERY/STORAGE/FLOWERS/GIFTS	14,190		14,190
16 SECURITY	10,000		10,000
17 COMPUTER CONSULT/MAINT	21,000		21,000
TOTAL ALLOCATED EXPENSES	768,027	2,200	770,227
1 PASS THRU	97,000 G		97,000
2 CLIENT TRANSPORTATION	29,100		29,100
3 EMPLOYEE BUSINESS			
A. Local Travel	29,850	(20,000)	9,850
B. Out-of-Town Travel	36,100	(25,000)	11,100
C. Food	46,090	(35,000)	11,090
4 SUBSCRIPTIONS	32,382		32,382
5 MEMBERSHIPS	29,080		29,080
6 DONATIONS	2,900		2,900

Access Living FY22 Budget

DESCRIPTIONS	FY22 Budget	Midyear Adjustments	FY22 Midyear Budget
7 SPECIAL EVENTS	190,000 ^H		190,000
8 Fundraising Events	10,000		10,000
9 GROUP EVENTS	51,850		51,850
10 CONFERENCE/SEMINARS	71,000	(35,000)	36,000
11 LEGAL	24,000		24,000
12 MANAGEMENT CONSULTANTS	235,000 ^I		235,000
13 INTERPRETIVE SERVICES	23,863		23,863
14 STIPENDS	81,505	(30,000)	51,505
15 PA SERVICES	2,436	8,000	10,436
16 FORMS & PRINTING/Direct Mail/PHOTO	8,000		8,000
17 ART EXPENSES	9,000	6,000	15,000
18 ANNUAL REPORT/BROCHURES/PR ADS	20,500		20,500
19 VENDING EXPENSE	5,000	(5,000)	-
20 BOARD EXPENSES	3,000		3,000
21 EMPLOYMENT EXPENSES	16,000		16,000
22 COVID-19 GRANTS	-		-
23 SPECIFIC PROGRAM	134,400 ^J	70,000 ^O	204,400
24 ADVOCACY PROGRAM EXP.(LOBBYIST)	46,000 ^K		46,000
TOTAL DISCRETIONARY EXPENSES	<u>1,234,056</u>	<u>(66,000)</u>	<u>1,168,056</u>
TOTAL EXPENSES	7,574,030	84,694	7,658,724
EXCESS (-DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(1,210,019)</u>	<u>1,479,169</u>	<u>269,150</u>

Revenue Timing Items:

1 Major Gifts Utilized from Prior Years	580,347	-	476,314
2 Polk Fdtn (2 yr grant, FY20 & FY21)	-	-	-
3 Polk Fdtn (2 yr grant, FY22 & FY23)	(60,000)	-	(60,000)
4 Crown Family Philanthropies (5 yr grant FY22 - FY26)	-	(300,000)	(300,000)
5 Legacy Campaign	-	(228,292)	(228,292)
6 MacArthur Foundation (2 yr grant, FY20 & FY21)	-	-	-
7 Ford Foundation (2 yr grant, FY21 & FY22)	300,000	-	300,000
8 Ford Foundation (2 yr grant, FY21 & FY22)	50,000	-	50,000
9 Lucy Ascoli (3 yr grant, FY21, FY22 & FY23)	75,000	-	75,000
10 MacArthur Foundation (3 yr grant, FY22, FY23 and FY24)	-	(350,000)	(350,000)
11 Ford Foundation 18-month Planning Grant	(77,778)	-	(77,778)
12 Anonymous Donor (2 yr grant FY22 & FY23)	-	(500,000)	(500,000)
13 Endowment Draw	342,450	3,155	345,605
Net Operating Excess (Deficiency)	<u>0</u>	<u>104,032</u>	<u>(0)</u>