

2023 Budget Presentation

Overview

The SEASPAR Board of Directors approved the attached 2023 budget at their regular meeting on October 18, 2022. The budget was prepared by SEASPAR's Executive Director with input from full-time administrative and program staff.

Revenue

SEASPAR's total projected revenue for 2023 is \$2,947,445.

The primary source of revenue for SEASPAR is member entity contributions, which are calculated using a levy percentage of each member entity's Taxable Assessed Value. The percentage for 2023 was 0.0135%, and this marked the eighth year in a row that the rate decreased or remained flat. Total member entity contributions are budgeted at \$1,624,445, or 55% of total revenue.

Other revenue sources include seasonal program registration (16%), EAGLES Adult Day Program registration (15%), inclusion fees reimbursement (6%), donations and fund development (2%), and miscellaneous (6%). The miscellaneous category includes a potential \$120,000 in revenue from the Employee Retention Credit under the CARES Act.

Most revenue items in the budget have been returned to pre-pandemic levels as program registration has grown. A day camp expansion is planned in 2023 to generate additional day camp revenue and potentially alleviate some member entity inclusion needs. While fund development revenue was not increased from the previous year, the return of the in-person Trivia Challenge fundraising event in 2023 may generate additional revenue.

Expenses

SEASPAR's total projected expense for 2023 is \$3,331,381.

The primary expense for SEASPAR is salaries and other personnel costs. Salaries and wages for 2023 total 59% of the projected expense for the year, and other personnel costs reflect 14%. In 2023, a 6% combined cost-of-living and merit increase was budgeted for full-time administrative and program staff in order to remain competitive given the recent inflation levels. Part-time staff pay increases were budgeted at 4-5% to accommodate merit increases and the minimum wage increase. In addition, a new full-time Day Program Coordinator position was added to provide much-needed support for the EAGLES Adult Day Program.

Other expense categories include general, administrative, and maintenance costs (15%) and program costs (12%). Most expense items in the budget were increased for 2023 to address inflation and other rising costs. A new expense item was created for human resources.

Capital Projects

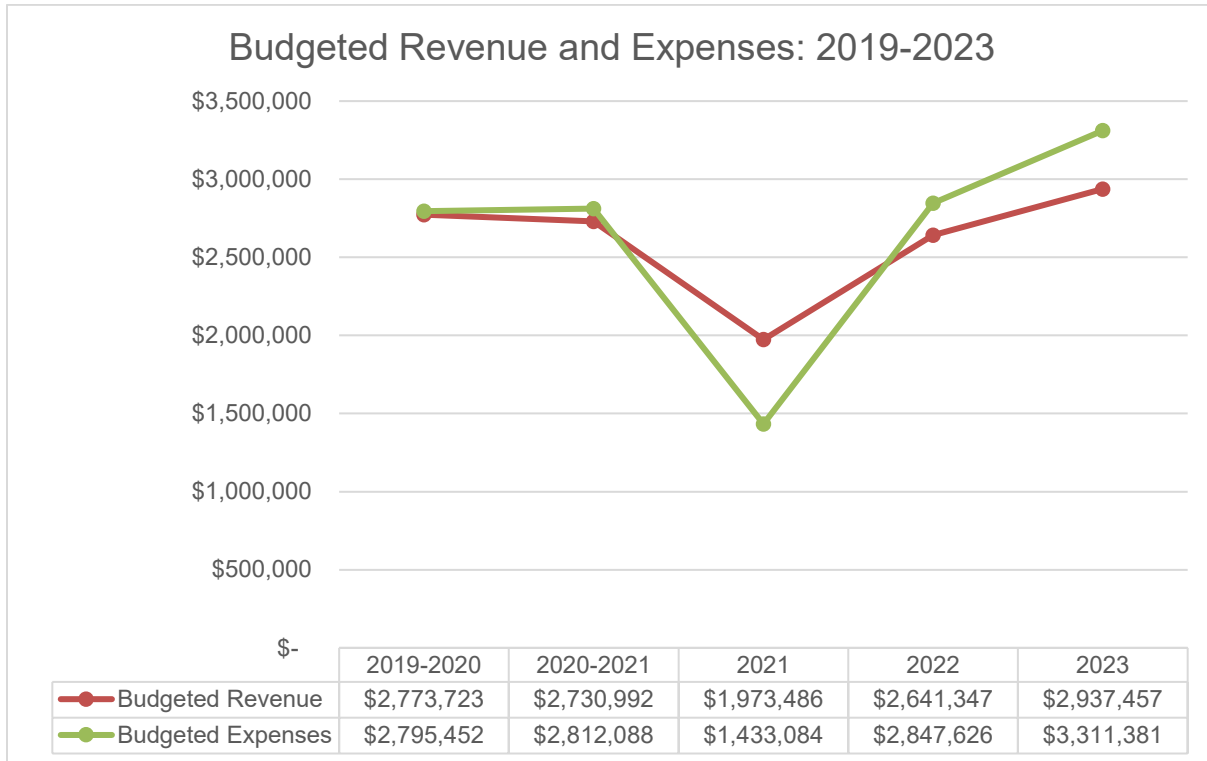
Capital projects are estimated to cost \$332,000 in 2023. Capital projects planned for 2023 include three vehicle replacements, HVAC and roof replacement for the administrative office, ongoing computer replacement and building improvements, some replacement appliances, and funds to address ADA updates for the administrative office.



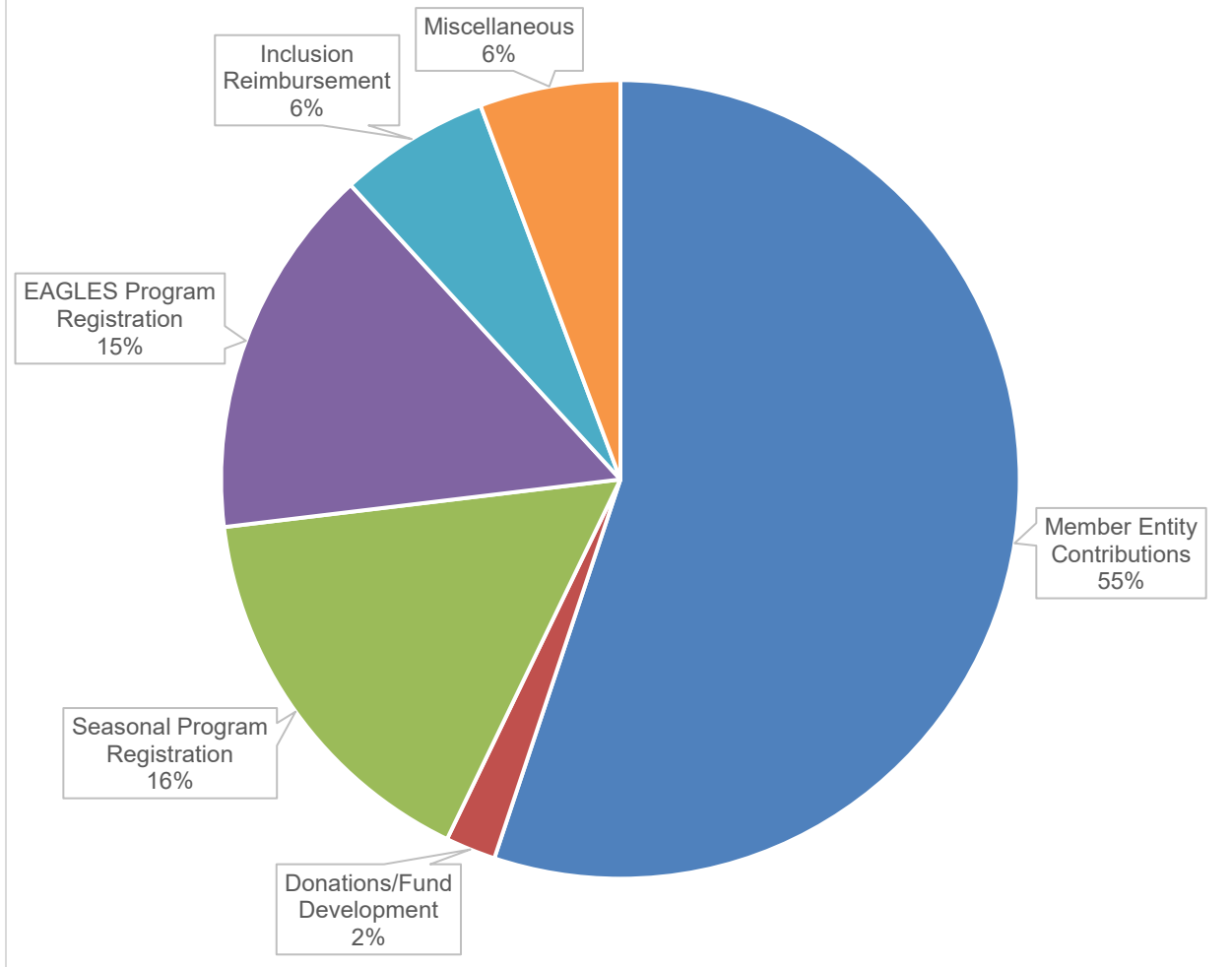
Fund Balance

SEASPAR's fund balance requirement by policy is 25-50% of the year's operating expenditures. For 2023, the available fund balance ends at \$2,246,021, which is 36% higher than policy dictates. The 2023 budget is a deficit budget which will aid in reduction of the fund balance.

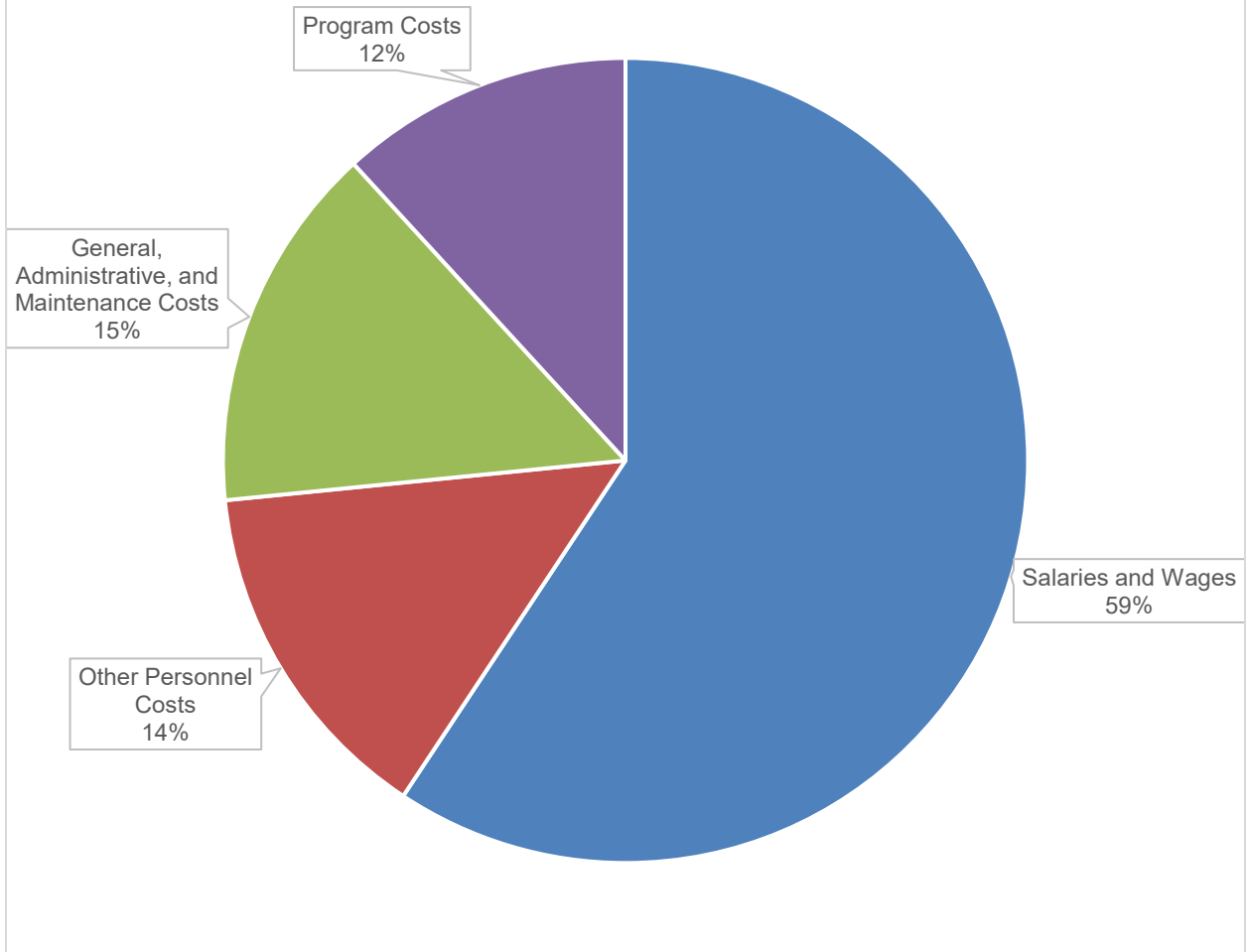
Charts



2023 Budgeted Revenue Sources



2023 Budgeted Expenses



SEASPAR Budget FY2023							
GENERAL OPERATING FUND							
		Actual	Actual	Actual	Budget	Projected	Draft
		2019-2020	2020-2021	June 2021-Dec. 2021	2022	2022	2023
Beginning Fund Balance		\$ 2,119,429	\$ 2,234,037	\$ 2,476,349	\$ 3,195,236	\$ 3,195,236	\$ 2,937,457
Revenues							
4100	Member Contributions	\$ 1,600,795	\$ 1,595,680	\$ 1,551,010	\$ 1,593,347	\$ 1,593,347	\$ 1,624,445
4120	Donations	\$ 57,160	\$ 29,017	\$ 25,832	\$ 30,000	\$ 45,000	\$ 30,000
4130	Risk Management	\$ 1,800	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
4160	Interest Earned	\$ 36,045	\$ 23,075	\$ 30,248	\$ 26,000	\$ 26,000	\$ 30,000
4200-07	Fund Development	\$ 62,777	\$ 47,388	\$ 35,996	\$ 30,000	\$ 25,000	\$ 30,000
4421	Registration Fees - Summer	\$ 106,349	\$ 3,105	\$ 21,973	\$ 105,000	\$ 90,000	\$ 110,000
4421-04	Reg. Fees - Summer - EAGLES	\$ 115,812	\$ 11,712	\$ 78,360	\$ 90,000	\$ 115,000	\$ 115,000
4422	Registration Fees - Fall	\$ 113,187	\$ 8,620	\$ 60,628	\$ 110,000	\$ 110,000	\$ 110,000
4422-04	Reg. Fees - Fall - EAGLES	\$ 135,721	\$ 23,833	\$ 139,165	\$ 125,000	\$ 140,000	\$ 145,000
4423	Registration Fees - W/S	\$ 30,964	\$ 19,958	\$ -	\$ 119,000	\$ 64,656	\$ 115,000
4423-04	Reg. Fees - W/S - EAGLES	\$ 83,188	\$ 49,984	\$ -	\$ 155,000	\$ 178,712	\$ 185,000
4425-01	Registration Fees - Day Camp	\$ 48,248	\$ -	\$ 23,857	\$ 65,000	\$ 52,000	\$ 135,000
4427	Inclusion Fees (reimbursement)	\$ 137,307	\$ 63,801	\$ 80,055	\$ 180,000	\$ 110,000	\$ 180,000
4890	Miscellaneous Revenue	\$ 5,612	\$ 3,870	\$ 694	\$ 1,500	\$ 1,500	\$ 1,500
4893	Vehicle Receipts	\$ 9,113	\$ -	\$ -	\$ 10,000	\$ 17,000	\$ 15,000
	Debt Issuance	\$ 100,000	\$ 313,752	\$ -	\$ -	\$ -	\$ 120,000
Total Revenues:		\$ 2,644,078	\$ 2,195,295	\$ 2,049,318	\$ 2,641,347	\$ 2,569,715	\$ 2,947,445
Total Available Funds:		\$ 4,763,507	\$ 4,429,333	\$ 4,525,667	\$ 5,836,583	\$ 5,764,951	\$ 5,884,902
Expense							
6000	Adm., Clerical, Bookkeeping	\$ 396,597	\$ 338,493	\$ 204,436	\$ 420,000	\$ 410,000	\$ 440,000
6010	Program Staff - Full Time	\$ 487,914	\$ 498,327	\$ 295,006	\$ 540,000	\$ 510,000	\$ 620,000
6020	Part-Time Staff	\$ 148,480	\$ 36,188	\$ 59,951	\$ 175,000	\$ 155,000	\$ 190,000
6025-6028	Part-Time Staff - EAGLES	\$ 229,796	\$ 129,648	\$ 135,602	\$ 250,000	\$ 260,000	\$ 290,000
6030	Inclusion Staff	\$ 150,598	\$ 60,649	\$ 85,837	\$ 210,000	\$ 125,000	\$ 220,000
6040	Day Camp Staff	\$ 63,230	\$ 177	\$ 34,778	\$ 83,000	\$ 73,000	\$ 195,000
6050	Intern Staff	\$ 4,200	\$ 4,260	\$ 1,770	\$ 9,000	\$ 2,100	\$ 9,000

		Actual	Actual	Actual	Budget	Projected	Draft
		2019-2020	2020-2021	June 2021-Dec. 2021	2022	2022	2023
6065	IMRF	\$ 137,072	\$ 119,656	\$ 79,395	\$ 120,000	\$ 115,000	\$ 112,000
6090	FICA	\$ 111,636	\$ 80,469	\$ 61,621	\$ 129,056	\$ 117,435	\$ 150,246
6100	Dues IPRA/NRPA	\$ 3,685	\$ 3,168	\$ 3,315	\$ 4,200	\$ 4,200	\$ 4,200
6103	Other Dues/Subscriptions	\$ 3,104	\$ 2,078	\$ 2,439	\$ 3,500	\$ 3,250	\$ 3,500
6120	Employee Longevity Recog.	\$ 425	\$ 250	\$ 199	\$ 250	\$ 250	\$ 600
6121	Cont.Ed./Certification	\$ 835	\$ 1,487	\$ 495	\$ 1,500	\$ 1,400	\$ 1,500
6122	Major Conferences	\$ 17,014	\$ 2,865	\$ 6,477	\$ 17,000	\$ 15,000	\$ 18,000
6123	Workshops & Seminars	\$ 4,178	\$ 2,065	\$ 2,731	\$ 5,000	\$ 4,000	\$ 5,000
6124	Meetings	\$ 288	\$ 73	\$ 572	\$ 500	\$ 500	\$ 500
6125	Books/Resources	\$ 358	\$ 23	\$ 130	\$ 150	\$ 150	\$ 150
6126	Risk Management/ RM Trainings	\$ 2,681	\$ 2,037	\$ 2,488	\$ 5,750	\$ 5,250	\$ 8,600
6130	Human Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,700
6140	Background Check	\$ 833	\$ 2,516	\$ 685	\$ 2,500	\$ 2,500	\$ 3,000
6200	Auditor Expenses	\$ 9,715	\$ 7,965	\$ 10,100	\$ 9,000	\$ 10,060	\$ 12,760
6210	Board Expenses	\$ 441	\$ 27	\$ 585	\$ 400	\$ 200	\$ 400
6220	Payroll Fees	\$ 33,984	\$ 5,208	\$ 3,799	\$ 9,500	\$ 8,300	\$ 9,500
6230 & 6240	Legal Fees & Publications	\$ 7,133	\$ 4,933	\$ 680	\$ 10,200	\$ 5,000	\$ 10,200
6250-06	Public Relations/Marketing	\$ 12,472	\$ 10,695	\$ 12,554	\$ 19,500	\$ 19,500	\$ 21,750
6260-04	Printing	\$ 15,531	\$ 9,951	\$ 2,748	\$ 21,250	\$ 21,000	\$ 21,550
6271	Office Cleaning	\$ 3,912	\$ 7,700	\$ 4,679	\$ 5,500	\$ 8,300	\$ 8,500
6272	Trash Removal	\$ 280	\$ 140	\$ 280	\$ 320	\$ 320	\$ 325
6273	Copier Lease/Maintenance	\$ 3,424	\$ 2,913	\$ 3,504	\$ 7,000	\$ 7,000	\$ 7,200
6275	Vehicle Maintenance	\$ 10,044	\$ 2,371	\$ 8,162	\$ 20,000	\$ 10,000	\$ 20,000
6276-02	Contractual Services	\$ 19,827	\$ 9,725	\$ 15,263	\$ 38,000	\$ 36,000	\$ 35,000
6300-04	Computer/IT Maintenance	\$ 36,929	\$ 67,674	\$ 41,014	\$ 88,500	\$ 98,500	\$ 106,000
6304	Internet Services	\$ 5,354	\$ 4,192	\$ 2,855	\$ 3,000	\$ 3,000	\$ 3,500
6305	Website	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
6310	Copier Supplies/Paper	\$ 916	\$ 897	\$ 696	\$ 1,250	\$ 1,500	\$ 2,000
6320	Household Supplies	\$ 1,656	\$ 1,811	\$ 1,095	\$ 2,000	\$ 2,000	\$ 2,000
6330	Office Supplies	\$ 2,789	\$ 1,361	\$ 1,131	\$ 3,000	\$ 3,000	\$ 3,000
6350-03	Postage	\$ 7,585	\$ 5,778	\$ 2,898	\$ 7,700	\$ 8,500	\$ 8,500
6360	Telephone	\$ 11,644	\$ 11,007	\$ 9,020	\$ 11,500	\$ 13,000	\$ 17,500
6370-6371	Electric/Gas Service	\$ 5,675	\$ 5,085	\$ 3,544	\$ 6,000	\$ 5,100	\$ 6,000
6373-6374	Bank & Credit Card Charges	\$ 6,209	\$ 2,610	\$ 3,846	\$ 6,500	\$ 9,500	\$ 9,500
6400	Ins. Employee Group	\$ 166,973	\$ 157,444	\$ 88,340	\$ 180,000	\$ 150,000	\$ 205,000

		Actual	Actual	Actual	Budget	Projected	Draft
		2019-2020	2020-2021	June 2021-Dec. 2021	2022	2022	2023
6410-05	Insurance - Liability	\$ 41,704	\$ 37,529	\$ 19,589	\$ 36,000	\$ 38,904	\$ 40,000
6410-06	Unemployment Contingency	\$ 5,089	\$ 7,557	\$ 1,311	\$ 12,000	\$ 6,000	\$ 12,000
6500-03	Charter Transportation	\$ 14,910	\$ -	\$ -	\$ 25,750	\$ 14,000	\$ 36,000
6521-05	Fuel, Tolls & Parking	\$ 16,647	\$ 1,603	\$ 6,149	\$ 18,000	\$ 15,000	\$ 18,000
6530	Staff Auto Reimbursement	\$ 5,464	\$ 1,857	\$ 2,992	\$ 6,000	\$ 6,000	\$ 7,000
6601-10	Program Supplies	\$ 46,133	\$ 9,740	\$ 20,758	\$ 77,500	\$ 63,000	\$ 84,500
6605-09	Program Supplies - EAGLES	\$ 50,931	\$ 9,463	\$ 33,237	\$ 62,000	\$ 62,000	\$ 90,000
6610	Day Camp Supplies	\$ 1,927	\$ -	\$ 3,915	\$ 7,600	\$ 5,300	\$ 17,000
6619-01	EAGLES - CTBF	\$ 9,164	\$ 4,116	\$ 5,800	\$ 7,500	\$ 7,500	\$ 7,500
6620	Extended Trips	\$ 22,467	\$ 750	\$ -	\$ 28,000	\$ 26,000	\$ 50,000
6621	Overnight Trips	\$ 6,156	\$ (339)	\$ -	\$ 8,250	\$ 7,250	\$ 9,000
6670-06	Fund Development Expense	\$ 6,722	\$ 1,441	\$ 871	\$ 2,500	\$ 1,125	\$ 3,000
6701-07	Rental & Admissions	\$ 50,380	\$ 10,266	\$ 20,545	\$ 79,000	\$ 55,000	\$ 79,000
6705-09	Rental & Admissions - EAGLES	\$ 17,324	\$ (100)	\$ 16,049	\$ 21,000	\$ 26,000	\$ 28,000
6710	Rental & Admissions - Day Camp	\$ 3,494	\$ -	\$ 2,285	\$ 13,000	\$ 5,400	\$ 25,000
6810	Program Equipment	\$ 135	\$ 921	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
6830	Furniture & Fixtures	\$ 2,509	\$ 3,781	\$ 835	\$ 4,000	\$ 4,000	\$ 4,000
6835	Office Equipment	\$ 213	\$ 134	\$ 242	\$ 500	\$ 700	\$ 700
6851	Facility Maintenance/Repairs	\$ 2,684	\$ 10,349	\$ 1,133	\$ 10,000	\$ 8,000	\$ 10,000
	Total Expenses:	\$ 2,429,470	\$ 1,702,984	\$ 1,330,431	\$ 2,847,626	\$ 2,577,494	\$ 3,311,381
	Year End Net Income (Loss):	\$ 214,608	\$ 492,311	\$ 718,887	\$ (206,279)	\$ (7,779)	\$ (363,936)
	Transfer to Capital Fund	\$ 100,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ 150,000
	Year End Net Income (Loss) After Transfers to Capital:	\$ 114,608	\$ 242,311	\$ 718,887	\$ (456,279)	\$ (257,779)	\$ (513,936)
	Ending Operating Reserve						
	Ending Balance	\$ 2,234,037	\$ 2,476,349	\$ 3,195,236	\$ 2,738,957	\$ 2,937,457	\$ 2,423,521
	NONSPENDABLE - PREPAIDS	\$ (14,543)	\$ (2,425)	\$ (9,640)	\$ (10,000)	\$ (10,000)	\$ (10,000)
	RESTRICTED DONATIONS	\$ (27,500)	\$ (25,000)	\$ (22,500)	\$ (20,000)	\$ (20,000)	\$ (17,500)
	RESTRICTED CAPITAL RESERVE	\$ (155,428)	\$ (252,550)	\$ (107,000)	\$ (150,000)	\$ (150,000)	\$ (150,000)
	AVAILABLE FUND BALANCE	\$ 2,036,566	\$ 2,196,374	\$ 3,056,096	\$ 2,558,957	\$ 2,757,457	\$ 2,246,021
	RESERVE REQUIREMENT (50% OPERATING EXPENDITURES)	\$ 1,214,735	\$ 851,492	\$ 665,216	\$ 1,423,813	\$ 1,288,747	\$ 1,655,691
	AVAILABLE FUND BALANCE (AMOUNT OVER 50%)	\$ 821,831	\$ 1,344,882	\$ 2,390,880	\$ 1,135,144	\$ 1,468,709	\$ 590,330

SEASPAR Budget FY2023										
CAPITAL PROJECTS FUND										
		Actual	Actual	Actual	Budget	Projected	Draft	Projected	Projected	
		2019-2020	2020-2021	June 2021-Dec. 2021	2022	2022	2023	2024	2025	
									Projected	
									2026	
Beginning Fund Balance		\$ 404,220	\$ 155,486	\$ 364,096	\$ 332,614	\$ 332,614	\$ 379,102	\$ 197,102	\$ 149,102	\$ 257,102
Revenues										
	Transfer From Operating Fund Reserves	\$ 100,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 125,000
	Total Revenues:	\$ 100,000	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 125,000
	Total Available Funds:	\$ 504,220	\$ 405,486	\$ 364,096	\$ 582,614	\$ 582,614	\$ 529,102	\$ 347,102	\$ 299,102	\$ 382,102
Expense										
6900	Capital Replacement Program (taken from Capital Plan Spreadsheet)	\$ 231,800	\$ 41,390	\$ 31,482	\$ 367,000	\$ 195,512	\$ 327,000	\$ 198,000	\$ 42,000	\$ 209,000
	Foyer Redesign				\$ 8,000	\$ 8,000				
	Western Springs Facility FFE & Capital Exp	\$ 100,301	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Power Soccer Chairs	\$ 16,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	ADA Transition Plan Updates						\$ 5,000			
	Total Expenses:	\$ 348,734	\$ 41,390	\$ 31,482	\$ 375,000	\$ 203,512	\$ 332,000	\$ 198,000	\$ 42,000	\$ 209,000
	Year End Net Income (Loss):	\$ (248,734)	\$ 208,610	\$ (31,482)	\$ (125,000)	\$ 46,488	\$ (182,000)	\$ (48,000)	\$ 108,000	\$ (84,000)
	Ending Operating Reserve									
	Ending Balance	\$ 155,486	\$ 364,096	\$ 332,614	\$ 207,614	\$ 379,102	\$ 197,102	\$ 149,102	\$ 257,102	\$ 173,102

Capital Plan

Item	Acquisition	Life	Replace	Original Cost	FY2019-2020*	FY2020-2021*	June 2021-Dec. 2021*	FY2022	FY2023	FY2024	FY2025	FY2026
Technology & Equipment												
Computers, monitors, hardware (6905)	various	3	continuous	N/A	\$ 5,664	\$ 6,333	\$ 6,250	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
RecTrac Upgrade	2019	9	2028	\$ 7,534	\$ 7,534							
Telephone System	2014	10	2024	\$ 20,000						\$ 25,000		
Website	2017	8	2025	\$ 9,000							\$ 18,000	
Power Soccer Chair Tiger	2018	10	2028	\$ 10,700								
Power Soccer Chair Sherman	2018	10	2028	\$ 10,700								
Power Soccer Chair Patton	2018	10	2028	\$ 7,500								
Power Soccer Chair Abrams	2018	10	2028	\$ 7,500								
Power Soccer Chair Bradley	2019	10	2029	\$ 8,317	\$ 8,317							
Power Soccer Chair Stryker	2019	10	2029	\$ 8,317	\$ 8,317							
Vehicles	Model Year											
Simba	2014	8 to 9	2023	\$ 55,547					\$ 140,000			
Malibu	2013	9 to 10	2023	\$19,999+trade					\$ 40,000			
Yoshi Mini-bus	2015	8 to 9	2023	\$ 54,900					\$ 100,000			
Ruby Bus	2016	8 to 9	2024	\$ 60,764						\$ 145,000		
Newman Mini-Van	2017	9 to 10	2026	\$ 24,999								\$ 30,000
Blues 2	2018	8 to 9	2026	\$ 62,750								\$ 155,000
Louise Bus	2019	8 to 9	2027	\$ 75,784	\$ 75,784							
Thelma Bus	2019	8 to 9	2027	\$ 75,784	\$ 75,784							
Taylor Mini-Van	2019	9 to 10	2028	\$ 24,430	\$ 24,430							
Violet Mini-bus	2022	8 to 9	2030	\$ 81,262				\$ 81,262				
Facility												
HVAC replacement	2003	19	2022	\$ 19,000				\$ 69,000				
Facility	2003	50	2053	\$ 830,512								
Flooring -Tile/Hallways	2019	15	2034	\$ 3,250								
Flooring - Carpet	2020	10	2030	\$ 10,388	\$ 10,388							
Roof	2003	20	2023	\$ 38,080					\$ 22,000			
Paint common areas	2020	10	2030	\$ 9,804		\$ 9,804						
Paint offices	2021	10	2031	\$ 18,893			\$ 18,893					
Building Improvements (6920)		N/A	continuous		\$ 619	\$ 18,953	\$ 5,616	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Appliances												
Refrigerator	2021	10	2031	\$ 723			\$ 723					

Capital Plan

Item	Acquisition	Life	Replace	Original Cost	FY2019-2020*	FY2020-2021*	June 2021-Dec. 2021*	FY2022	FY2023	FY2024	FY2025	FY2026
Refrigerator	2019	10	2029	\$ 900								
Stove	2003	10	2022	\$ 1,000				\$ 1,000				
Dishwasher	2013	10	2023	\$ 850					\$ 1,000			
Ice Maker	2020	10	2030	\$ 2,638		\$ 2,638						
Darien Refrigerator	2020	10	2030	\$ 1,500								
Darien Stove	2021	10	2031	\$ 700			\$ -					
Darien Dishwasher	2021	10	2031	\$ 750			\$ -					
Brookfield Refrigerator	2022	10	2032	\$ 2,915				\$ 2,915				
Brookfield Dishwasher	2022	10	2032	\$ 750				\$ -				
Brookfield Stove	2022	10	2032	\$ 1,062				\$ 1,062				
Brookfield Microwave	2022	10	2032	\$ 273				\$ 273				
Lisle Refrigerator	2014	10	2024	\$ 1,000						\$ 1,500		
Lisle Stove	2014	10	2024	\$ 1,200						\$ 1,500		
Lisle Dishwasher	2014	10	2024	\$ 1,000						\$ 1,000		
Lemont Refrigerator	2018	10	2028	\$ 1,000								
Lemont Stove	2018	10	2028	\$ 750								
Lemont Dishwasher	2018	10	2028	\$ 750								
Sensory Room												
GestureTek Cube Lisle	2022	8	2030	\$ 16,000				\$ 16,000				
MotionLearn - WS	2020	8	2028	\$ 14,999	\$ 14,999							
General Updates		N/A	continous			\$ 3,662	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
Totals					\$ 231,836	\$ 41,390	\$ 31,482	\$ 195,512	\$ 327,000	\$ 198,000	\$ 42,000	\$ 209,000
*Actuals								Projected				