

# Agency-wide Operation Budget & Indirect Cost Allocation Plan

October 1, 2024 – September 30, 2025

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Continuing the provision of locally accessible and affordable strategic planning, staff technical assistance, grant writing and management, business and community development financing services, and the administration of regional programs to benefit the residents and local governments within the counties of Clay, Effingham, Fayette, Jasper and Marion in South Central Illinois.

Passed by SCIRPDC Operations and Budget Committee: October 17, 2024

Accepted by the SCIRPDC Governing Board: October

Amended:

120 S. Delmar Avenue, Suite A  
Salem, Illinois 62881-2000

# FY-2025 Agency-wide Operating Budget & Indirect Cost Allocation Plan

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**RESOLUTION OF THE BOARD OF COMMISSIONERS ADOPTING A  
FY-2025 AGENCY-WIDE OPERATING BUDGET FOR THE SOUTH  
CENTRAL ILLINOIS REGIONAL PLANNING & DEVELOPMENT COMMISSION**

**WHEREAS**, Section 2.2 (h) of the SCIRP&DC By-Laws specifies that the Commission shall annually prepare and submit a budget for the approval of the Board of Commissioners and shall have the authority to make expenditures from the said budget for the orderly operation of the regional organization; and

**WHEREAS**, the Executive Director and administrative staff have prepared reasonable estimates of the future revenues and expenditures which have been carefully reviewed and modified by the membership of the Operations and Budget Committee; and

**WHEREAS**, The Operation and Budget Committee has the budget which requires the full governing body to vote upon the in order to adopt; and

**WHEREAS**, the Operations and Budget Committee membership is prepared to forward its recommendations to the full Board of Commissioners regarding the establishment of an FY-2025 Indirect Cost Allocation Plan and Agency-wide Operating Budget for the twelve-month period ending September 30, 2025.

**NOW THEREFORE BE IT RESOLVED**, by the members of the Board of Commissioners as follows:

**Section 1:** that the recommendations of the Operations and Budget Committee are hereby accepted and that the aforementioned FY-2025 Indirect Cost Allocation Plan and Agency-wide Operating Budget for the twelve-month period ending September 30, 2025, authorizing expenditures of up to \$912,144 as established to support the continuing efforts of the regional organization on behalf of the residents and local governments within the Illinois counties of Clay, Effingham, Fayette, Jasper, and Marion respectively; and

**Section 2:** that said Agency-wide Operating Budget may from time to time during the FY-2025 fiscal period needs to be altered or amended upon the recommendation of the Executive Director with the consent of the Board of Commissioners to reflect the receipt of additional operating revenues and/or the need to make previously unforeseen expenditures, etc.

**PASSED THIS THE 29TH DAY OF OCTOBER 2024, AD**

ATTEST:

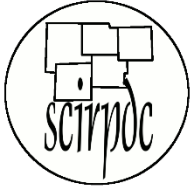
APPROVED:

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Jessica Barker, Corporate Secretary  
**SCIRPDC Board of Commissioners**

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Barry Adair, Chairman  
**SCIRPDC Board of Commissioners**



# Agency-wide Operation Budget & Indirect Cost Allocation Plan

October 1, 2024 – September 30, 2025

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## **Background**

With the federal government's emphasis upon fiscal integrity, transparency, and accountability, a properly designed and well-documented cost allocation plan plays a vital role in implementing a sound local accounting system capable of satisfying both state and federal funding agencies. There is an increased emphasis by state and federal funding agencies in allocating future program costs based on the level of benefit received from each contract administered by our regional organization.

This prompted the South Central Illinois Regional Planning & Development Commission (i.e., SCIRPDC) in 1993 to replace its earlier method for dispersing costs, based solely on direct salaries and fringe benefits, among its various contracts in order to provide assurances that proper and logical allocation methodologies are utilized to prevent questionable or disallowed costs. Based upon historical approvals by the Department of Commerce, to the best of our knowledge, the Commission's FY-2025 indirect cost allocation system for equitably dispersing costs will meet all state and federal mandates.

## **Description of the Commission**

The South Central Illinois Regional Planning and Development Commission was established in October of 1972 by the joint action of the counties of Effingham, Fayette, and Marion Counties utilizing the provisions of the Illinois Planning Act, Chapter 34 <3001, et seq. of the Illinois Revised Statutes (now known as Chapter 55, Division 5, Section 14001 of the Illinois Compiled Statutes). In the summer of 1997, the adjacent rural counties of Clay and Jasper were officially added to the Commission's regional family.

Since that time, the Commission has continued to provide five overarching lines of professional service to the area's public and private sector leadership, including: 1) planning assistance; 2) technical staff assistance; 3) grant writing and management services; 4) business development financing services; 5) administration of programs to member local governments at the regional level. Such professional services are delivered by the regional organization's staff of full-time employees and the occasional use of part-time employees and/or consultants, as needed. The Commission's place of business continues to be 120 South Delmar Avenue, Suite A, Salem, Illinois 62881-2000.

The services delivered by the Commission are primarily provided to constituents within the Illinois counties of Clay, Effingham, Fayette, Jasper, and Marion. However, on occasion, the regional organization enters into contractual agreements which result in the provision of services for a larger jurisdiction (e.g., staff support services for human services transportation planning and mobility management services for

local officials and public transit service providers within a 39-county area in Southern and South Central Illinois, the previous provision of staff support services for an ecosystem partnership involving adjoining counties not served by an RPC, or the preparation of a Section 504 debenture guarantee request for a small business with ties to the region which can be located anywhere in Illinois, etc.).

In addition to being recognized as a regional planning commission, the not-for-profit organization also functions as: 1) an SBA-recognized Section 504 Certified Development Company; 2) an EDA-recognized Economic Development District; 3) an Intermediary Lender for USDA's Rural Development division; and 4) an IDOT-contracted Human Services Transportation Planning organization for state and federally-assisted public transit projects.

The Commission's affairs are overseen by a 31-member Board of Commissioners which includes six members from each of the participating five counties, plus the agency's board-appointed Executive Director. This same governing body retains the ultimate approval authority for all official or advisory actions taken by the regional organization. A ten-member Executive Committee is empowered by the agency's by-laws to act for the full governing body between monthly business meetings which are held throughout the five-county rural region on the last Tuesday of each month. Daily management of the agency's business affairs is assured through the governing body's employment of a full-time Executive Director and Office Manager/Bookkeeper.

### **Nature of the Commission's Affairs**

The South Central Illinois Regional Planning & Development Commission (SCIRPDC) is engaged in the provision of planning, technical assistance, grant writing/management, business, and community development financing services, and the occasional administration of regional-level programs and services of benefit to member local governments and local public and private-sector leaders within Clay, Effingham, Fayette, Jasper and Marion Counties in rural South Central Illinois. In order to financially support the provision of such services, the regional organization routinely enters into various contracts with local governments, business entities, other regional organizations, the Illinois Association of Regional Councils (ILARC), the Illinois Department of Transportation (IDOT), and other state and federal funding agencies, such as the Economic Development Administration (EDA), the Federal Highway Administration (FHA) and the Illinois Association of County Board Members & Commissioners (IACBMC).

As a part of the Commission's FY-2025 fiscal period, the regional organization expects to be involved with the following types of grant agreements, contracts for services and revenue-generating activities:

**Local Funding**

- Business Loan Packaging
- Community Development
- Grant Writing Services
- Grant Management Services
- Office Tenant Rental Income

**State Funding**

- IDOT HSTP Contract
- IDOT Rural Transportation Planning Funds

**Regional Funding**

- Local Per Capita Contributions

**Federal Funding**

- SBA Section 504 CDC Program
- EDA Title IX RLF Program
- EDA District Planning Grant
- EDA Supplement Response to COVID-19
- USDA Intermediary Relending Program
- Internally Generated Funding
- RBI/CDI Packaging/Processing Fees
- Title IX Packaging/Processing Fees
- Section 504 Packaging/Processing Fee

**Organization of the Commission**

The South Central Illinois Regional Planning & Development Commission is ultimately responsible to the local units of government it serves within Clay, Effingham, Fayette, Jasper, and Marion County, Illinois. Should the regional organization cease providing services and products of genuine value to its jurisdiction, these local governments could conceivably disband the regional organization.

In order to exercise sound judgment in its decisions, the governing body has established several standing and ad hoc advisory committees, employed the services of legal counsel when required, engaged an independent certified public accountant firm to provide objective year-end financial statements, and authorized the occasional use of consultants along with the Executive Director and four other full-time salaried and hourly staff members with contractual employees as needed.

As previously noted, the day-to-day administration of the Commission's affairs is overseen by its Executive Director, who reports all-important administrative issues to the Commission Chairperson or the Board of Commissioners during regularly-scheduled monthly business meetings. The position of Executive Director is salaried and because of its supervisory nature, is exempted from the payment of compensatory time off under the Federal Fair Labor Standards. During FY-2025 the position is expected to be charged 80.2% on a direct basis and 20.8% on an indirect basis decided by past averages via timesheets.

Aiding the Executive Director in the overall administration of the Commission's affairs are the full-time Office Manager/Bookkeeper and the Economic Development Planner/ Loan Portfolio Manager. Under the supervision of the Executive Director, the Office Manager/Bookkeeper maintains the agency's journals, performs routine accounting functions, and also functions as a receptionist. This is an hourly staff position, subject to the provision of compensatory time off under the Federal Fair Labor Standards Act and supported entirely through the assignment of indirect costs from all of the agency's various contracts since her time is shared in performing office management, bookkeeping and accounting tasks beneficial to all contract centers.

The Economic Development Planner/Loan Portfolio Manager works closely with the Executive Director in preparing for monthly business meetings with the Board of Commissioners and performs a variety of other administration-related tasks of importance to the regional organization. The Economic Development Planner/Loan Portfolio Manager will also continue to assist the Executive Director, and other Economic Development Planners in taking on additional roles as (e.g., grant writing, loan packaging, processing, and related functions, etc.). In addition, The Economic Development Planner/Loan Portfolio Manager heads up the Commission's loan monitoring and semi-annual or annual portfolio reporting functions to the SBA, USDA, and EDA. This is a salary staff position, eliminating the provision of compensatory time off under the Federal Fair Labor Standards Act and is now directly-charged to the EDA Planning Grant as well as the Commission's RBI and Title IX direct loan programs.

The Commission has three other full-time employees 1) a contractual Economic Development Planner; 2) a Regional HSTP Coordinator; and 3) Contractual employee as needed. As a result of board action in January of 2012, all positions except that of the Office Manager/Bookkeeper were reclassified as exempt from the payment of compensatory time-off under the Federal Fair Labor Standards Act, as a result of their duties being professional in nature. These three staff positions are 100% directly funded by one or more contract centers and includes the following positions: 1) Economic Development Planner/Loan Portfolio Manager; 2) Economic Development Planner; 3) Assistant Regional HSTP Coordinator; and 4) Regional HSTP Coordinator. The Assistant Regional HSTP Coordinator plans to replace the current Regional HSTP Coordinator upon Retirement.

The Economic Development Planner's salary has traditionally been supported by an annual District Planning Grant from the Economic Development Administration (EDA). A portion of the salary for this position will also be borne by a combination of local per capita contributions from member local governments used to match the aforementioned EDA District Planning Grant and Commission's RBI and Title IX direct loan programs.

In July of 2023, the Economic Development Administration (EDA) retroactively awarded the district's three-year partnership planning grants. The 2023-2025 EDA Partnership Planning Grant has been awarded and will expire in early 2025. The Economic Development Planner assumes the primary responsibility for completing the organization's District Comprehensive Economic Development Strategy (CEDS) document, the ongoing provision of technical assistance to local governments and private sector investors, and other specific tasks which vary somewhat from year-to-year. As The Economic Development Planner/Loan Portfolio Manager will now serve as the editor of the Commission's quarterly electronic newsletter, "The Regional Link." This position will continue to assume a leadership role relative to increasing the agency's presence in connection with state-funded and federal programs for local and county public bodies. Finally, the Economic Development Planner(s) will collaborate with the Executive Director to guide the development of a Geographic Information Systems service program for member governments and to the benefit of the Commission's various project assignments.

The former Grant Administrator position's salary has traditionally been supported by various grant writing and grant management service agreements generated with member local governments within the five-



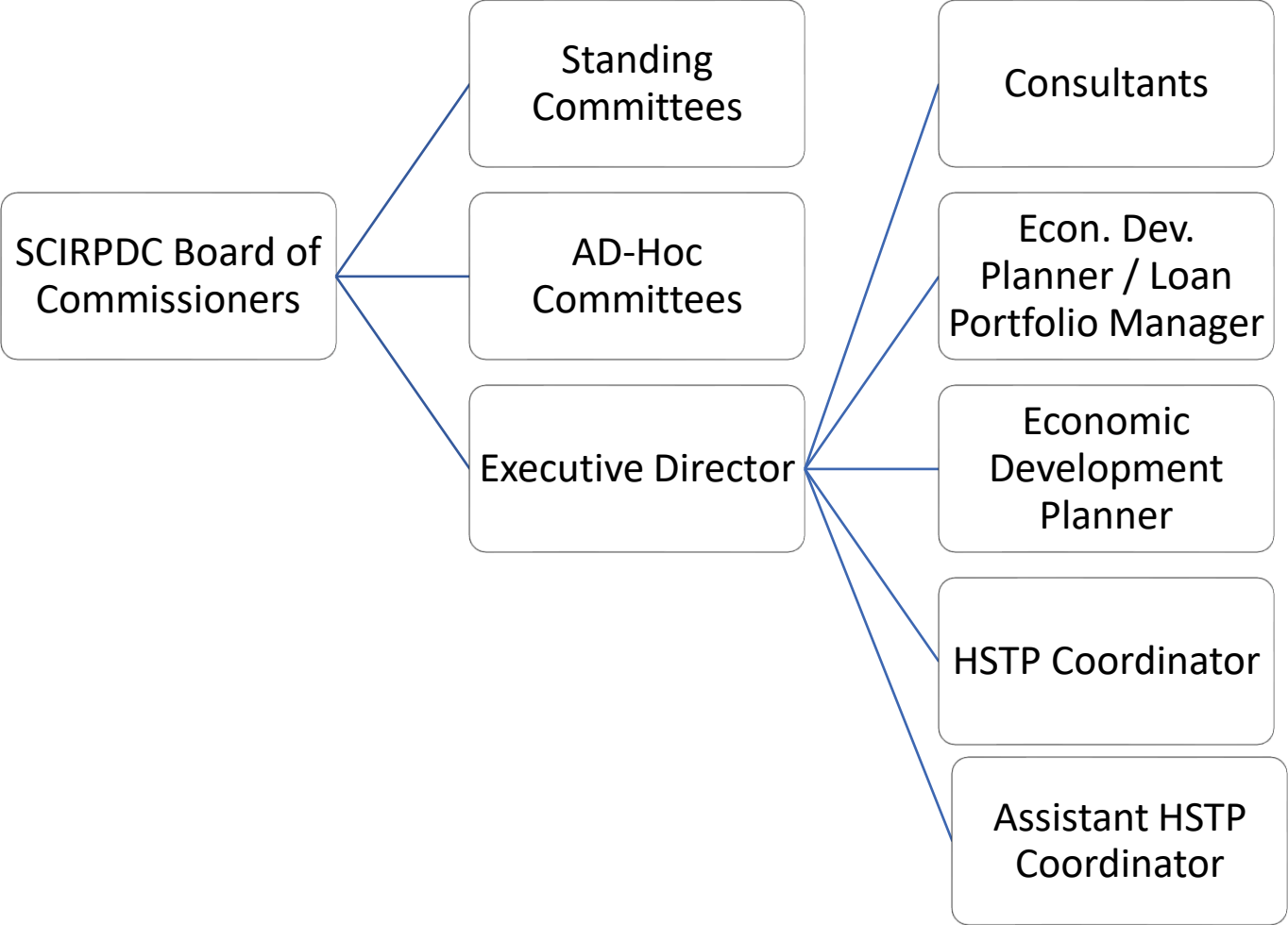
county service area for which the Commission has secured grant assistance. This position no longer exists at the commission and has been replaced with an additional Economic Development Planner position. Accordingly, the resources to support this position remain contingent upon the Commission's continuing success in writing competitive fundable grants for its member local governments that are subsequently funded by state and federal agencies and larger-scale, multi-year grant management service agreements to help financially support the regional organization.

As the opportunity arises in FY-2025, the Executive Director will continue to coordinate grant writing functions along with staff members' grant management functions. Such an approach will free more of the Executive Director's time for FY-2025 commitment to: 1) continue to develop and maintain solid working relationships with banks, local economic development professionals, state and federal funding agencies, and public and private leaders within the five counties served by the agency; 2) continue monitoring efforts and provide recommendations to committees and the Commission's governing body; 3) provide staff assistance in support of the administration and management of regional-level programs of benefit to the five-county region; and 4) respond to and capitalize upon other important issues that emerge.

Effective July, 2023, the Commission entered into a new 24-month Intergovernmental Agreement with the Illinois Department of Transportation (IDOT) for the provision of Human Service Public Transportation planning and mobility management services for the region's five-member counties and 34 other counties located in Southern and South Central Illinois. As it relates to the Commission's FY-2025 budget, the Regional HSTP Coordinator salary, and related costs are supported exclusively by the aforementioned multi-year service contract with IDOT.

The SCIRPDC Organizational Chart provides a graphic representation of the relationships that exist between the 31-member Board of Commissioners, the 10-member Executive Committee, the agency's various standing committees and ad-hoc committees, the Executive Director, private consultants, and its staff members.

# FY-2025 SCIRPDC Organizational Chart



## **Commission's FY-2025 Cost Allocation Strategy**

This section provides the Commission's governing body, administrative personnel, and local, regional, state and federal funding sources with written information regarding the cost allocation strategy to be utilized by the administrative staff of the South Central Illinois Regional Planning & Development Commission in assigning eligible FY-2025 project-related costs among its various contracts on both a direct and indirect basis. All cost allocation policies deployed during the FY-2025 budget period shall, to the extent possible, be consistent and compatible with 2 C.F.R Part 200 Series (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as amended and other applicable contract regulations promulgated by the Commission and its local, regional, state and federal funding agencies.

Since its inception in October of 1972, the Commission has chosen to report its financial transactions on a modified accrual basis whereby accounting records are maintained on a cash basis and then converted to an accrual basis at the end of a particular contract period or the conclusion of the agency's fiscal year (i.e., September 30th of each calendar year). Between 1982 and 1993 the Commission utilized a simplified methodology for allocating previously-identified categories of indirect costs among its various contracts that exclusively relied upon the use of direct salaries and direct fringe benefits as the sole indicator of the expected benefit that should be received by each contract relative to such indirect costs. However, this approach was modified and expanded in 1993 as further discussed below.

Presently, a single, common bank account established with Iuka State Bank, with a branch in Salem, Illinois, is used by all contracts to: 1) accept book transfers for each fund's equitable portion of the total monthly expenses incurred by the Commission; and then, 2) disburse such funds (via a single check) to each recipient or vendor on a semi-monthly or monthly basis for the total amount owed. However, the federal government's continuing emphasis upon accountability, transparency, and front-end assurances for proper allocation methods required the Commission to modify its previous cost allocation strategy to ensure that all program costs are allocated solely on the basis of a causal relationship between the expenses incurred and the level of benefit received by each active contract under the Commission's control.

While this has always been the objective of the Commission's indirect cost allocation policies and procedures, it became obvious that a continued reliance upon direct salaries and fringe benefits to disburse a broad range of indirect costs was not an equitable basis for distributing the range of indirect costs allocated by the organization. In an attempt to fully comply with the most current rules and regulations for federal cost allocation principles, the Commission has, since 1993, utilized three separate cost pools within the organization's larger annual agency-wide operating budget. Each of the three cost pools relies upon different cost allocation criteria intended to more accurately distribute direct and indirect charges among the various contracts on the basis of the level of benefit received.

With the exception of the indirect costs included in each of the three pools, the balance of the Commission's indirect costs incurred throughout the fiscal year continues to be allocated on the basis of

the monthly direct salaries and fringe benefits (i.e., direct personnel costs) expended in each contract center as a basis for equitably dispersing shared indirect costs during the same period. Further details about indirect cost allocation related to specific line items follow in the section entitled, "Commission's FY-2025 Cost Allocation Policies." The Commission will continue to utilize the following three cost pools, each with its own specific basis for direct cost allocation in FY-2025.

**Office Space Pool** - Where indirect costs would be allocated on the basis of the square footage within the Commission's offices occupied by employees working for one or more programs or contracts (excluding the square footage for common areas such as the reception area, hallways, restroom, etc.) and therefore, directly benefiting such contracts throughout the Commission's FY-2025 fiscal period;

**Travel Cost Pool** - Where indirect costs would be allocated on the basis of the actual miles that Commission or staff automobiles are driven by staff members working toward the fulfillment of various contracts and thereby directly benefiting such contracts throughout the Commission's FY-2025 fiscal period; and

**Communications Cost Pool** - Where indirect telephone, fax transmissions, Internet access, and hosting fee costs will be allocated on the basis of the number of telephone and computer units assigned to staff members working for specific programs and indirect photocopying charges allocated on the basis of the number of copies made, as reported via the copier's 5-digit coding system which is printed out monthly and will continue to be maintained throughout the Commission's FY-2025 fiscal period.

No significant adjustment in indirect cost allocation levels associated with non-cash depreciation expenses is expected in the FY-2025. Agency-wide Operating Budget portion of this document since the costs charged to contracts on an indirect basis were already based upon normal depreciation rather than note payments or mortgage payment amounts. Therefore, the FY-2025 Agency-wide Operating Budget will continue to utilize a fair amount of accumulated depreciation of office equipment and its office complex located at 120 South Delmar Avenue in Salem, Illinois as a basis for accumulating sufficient funds to replace or repair such fixed assets as needed in the future. The agency's staff automobile will be fully depreciated over 5 yrs. The following pages provide additional information regarding each of the three cost pools. Detailed information regarding:

- 1) the functions to be performed as allowable expenses in each pool;
- 2) the applicable FY-2025-line-item expenditure categories included in each cost pool;
- 3) and the methods for documenting the base statistics used for allocating shared expenses within each cost pool.

**FY-2025 Office Space Cost Pool**

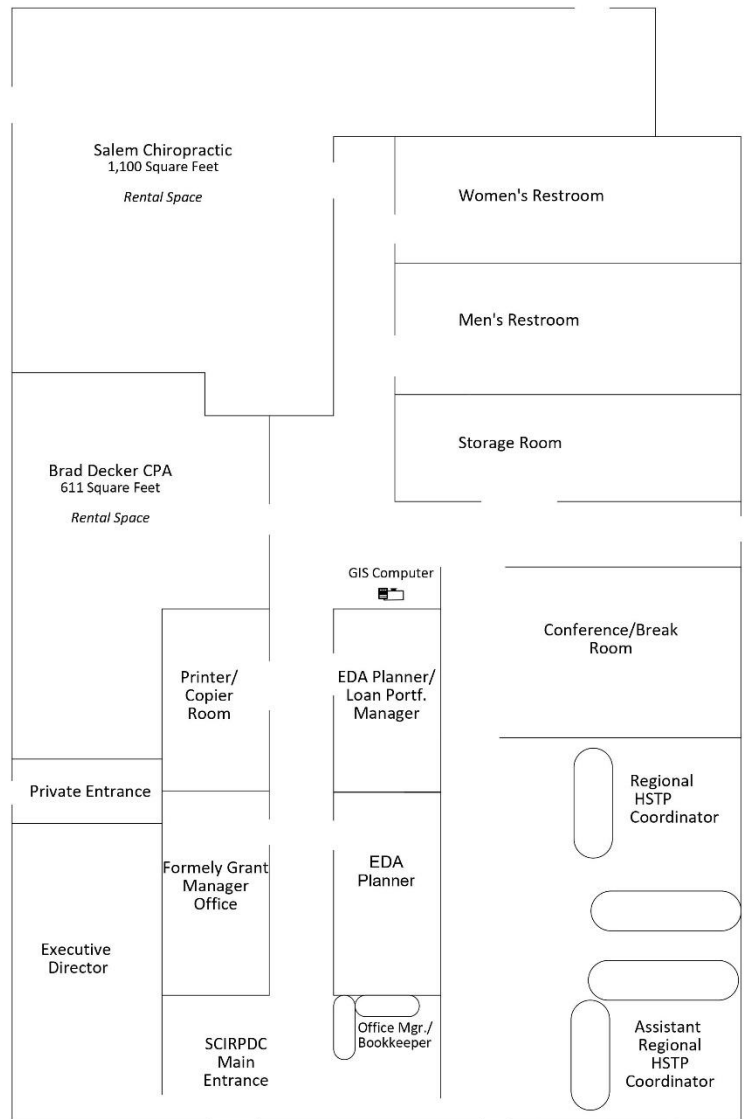
Allowable functions and activities include those associated with the Commission's ownership, maintenance, improvements to, and utilization of its office complex located at 120 South Delmar Avenue / Suite A, Salem, Illinois 62881-2000. As such, normal straight-line depreciation, all usage of utilities, and occasional structural improvements and repair costs along with related liability and fire insurance premiums are included in this indirect cost pool focusing upon the office space owned (debt-free) by the Commission.

\*This office-space related expenditure will be recaptured over time through systematic depreciation. The allocation of costs from this specialized cost pool to various contracts will be based upon the actual square footage of office space occupied by each of the Commission's eight employees working under one or more various programs or contracts. All common areas are excluded before making such calculations. Such calculations are performed by the Executive Director and Office Manager and reviewed annually for possible modification based upon any reassignment of office space by the regional organization. All contracts under the administrative purview of the Commission shall be expected to pay their appropriate pro-rata share of the expenses associated with this office space cost pool.

**The numbers below represent 66.23% of the line-item totals-common areas and indirect staff space per the floor plan.**

1. Land & Building Depreciation: \$2,762
2. Electrical Service: \$3,900
3. Water/Sewer/Gas/Garbage: \$3,100
4. Building Repair/Maintenance: \$8,000
5. Office Contractual Service: \$4,600
6. Liability & Fire Insurance: \$4,500

**FY-2025 SCIRPDC Floor Plan**



	<b>Square Feet</b>
Total Office Square Footage:	5,190
Total Leased Office Square Footage:	1,711
Total SCIRPDC Office Square Footage: (Net of Leaded Areas):	3,479 -

<b>FY-2025 Office Space Allocation</b>						
Staff Position	Staff Position Office S.F.	Contract	Contract Ratio	Assigned S.F. Direct	Assigned S.F. Indirect	Net Office Space
Executive Dir.	210.0	Dist. Plan. Grant	19.0%	39.9		0.97%
		Comprehensive Plan	10.1%	21.1		0.10%
		Section 504 Loans	6.0%	12.6		0.36%
		RBI/CDI/TIX Loans	14.0%	29.4		0.85%
		Grant Writing	23.9%	50.0		1.44%
		Grant Mgmt.	5.3%	11.0		1.50%
		HSTP IDOT	1.0%	2.0		0.06%
		Administration	20.8%		44.0	20.8%
Planner/Loan Mgr.	210.0	Dist. Plan. Grant	65.6%	137.5		6.04%
		HSTP IDOT	2.8%	5.9		0.17%
		Section 504 Loans	15.8%	33.3		1.93%
		RBI/CDI, TIX Loans	15.8%	33.3		2.12%
EDA Planner	120.0	Grant Mgmt.	100%	120.0		3.45%
Former Grant Mgr.	135.0	Grant Mgmt.	100%	135.0		3.79%
HSTP Coord.	210.0	HSTP IDOT	100%	210.0		6.04%
Assist. HSTP Coord.	120.0	HSTP IDOT	80%	96.0		6.04%
		Dist. Plan. Grant	20%	24.0		
Office Mgr./Book.	172.0	Administration	100%	0.0	170.0	4.89%
<b>Staff Space Direct</b>	<b>961</b>			<b>961</b>		
<b>Staff Space Indirect</b>	<b>214</b>				<b>214</b>	
<b>Total Staff Space</b>	<b>1,175</b>					<b>33.77%</b>
<b>Common Area</b>	<b>2,304</b>				<b>2,304</b>	<b>66.23%</b>
<b>Total Area</b>	<b>3,479</b>					<b>100%</b>

**FY-2025 Travel Cost Pool**

Allowable functions and activities principally include those directly associated with the Commission's ownership, maintenance, and use of one staff automobile that was purchased in March of 2021 and immediately placed in service.

**Line-Item Budget Categories include (numbers represent an indirect portion of line item):**

- Automobile Depreciation (2020 Ford Fusion) \$ 957
- Auto Fuel, Oil, Tires, Maintenance & Repairs \$ 416
- General Staff Mileage, Lodging & Meals \$ 728

The purchase price of the 2020 Ford Fusion will be recovered through depreciation over a five-year period. The allocation of costs from this pool to various contracts will be based upon the actual number of miles driven by each staff member, which is logged for each trip and reviewed monthly. Such information will be consistently maintained and reported to the Office Manager/ Bookkeeper on a monthly basis throughout the Commission's fiscal period. All contracts under the administrative purview of the Commission shall be expected to pay their appropriate pro-rata share of the expenses associated with this indirect cost pool. Because of improved mileage considerations, the 2020 Ford Fusion will generally be used for trips of the farthest distance. On occasion, shorter trips may also be necessary.

The indirect budget numbers representation on the previous page are estimates. For the most part, mileage driven in the staff automobile, as well as business travel reimbursement using personal vehicles, will be directly assigned to the specific program or contract for which such travel was undertaken. However certain uses of the vehicle (e.g., attendance of monthly business meetings or selected committee meetings of the Operations & Budget Committee, general administration, short trips to secure consumable supplies or perform other general functions for the good of the agency as a whole, etc.) will be logged as indirect and allocated upon the basis of the reported direct charges for the particular month in question. All such allocations will be computed monthly by the Office Manager/Bookkeeper.

**FY-2025 Communications Cost Pool**

Allowable functions and activities include those directly associated with the Commission's ownership or lease of its photocopier, telephone system, fax machine, and postage meter and scales as well as related supplies and equipment maintenance costs. In addition, postage deposits for metered mail and the occasional purchase of general graphic supplies are to be considered eligible indirect costs in the Communications Cost Pool.

**Line-Item Budget Categories with Indirect Allocations:**

- Photocopier Lease, Maintenance, and Supplies \$1,009
- Basic Telephone Service Only \$624
- Annual Internet Access \$900

- Postage Meter/Scales Lease & Rate Protection Plan \$212
- Postage Deposits (Indirectly Charged Metered Mail Only) \$81
- Purchase of Imprinted Envelopes & Return Envelopes, Binders, etc. \$151
- Personnel Recruitment Advertisements (Printed & Electronic) \$208

The allocation of indirect costs from this pool to various active Commission contracts will be based upon five rationales; 1) the number of photocopies recorded by the agency and summarized in a Photocopier Log in support of individual contracts during a given month; 2) the number of actively-used telephone and computer units assigned to staff members working on specific contracts with telephone and internet service and maintenance expenses; 3) the amount of postage recorded via a Postage Log in support of various contracts; 4) the costs associated with the purchase and use of imprinted envelopes, pre-printed products, three-ring binders, and heavier cover stock to permit in-house imprinting of report covers, imprinted items for use during the annual commission meeting; and 5) costs associated with the agency's placement of electronic or other personnel recruitment ads. All contracts under the administrative purview of the Commission shall be expected to pay their appropriate share of the indirect expenses associated with this Communications Cost Pool.

<b>FY-2025 Telephone/Internet Use by Contract</b>				
Staff Position	Contract	Proportion Used	Direct Charge	Indirect Charge
Executive Dir.	Dist. Plan. Grant	0.18	18.0%	
	Comp. Plan	.03	3.0%	
	Sec. 504 Loans	.012	1.2%	
	RBI/CDI/TIX	.15	15.0%	
	GW	.20	20.0%	
	GM	.10	12.0%	
	HSTP IDOT	.10	10.0%	
	Administration	.208	0.0%	20.8%
EDA Planner/Loan Portfolio Mgr.	Dist. Plan. Grant	.65	65%	
	HSTP IDOT	.03	3.0%	
	Section 504 Loans	.16	16%	
	RBI/CDI, TIX Loans	.16	16%	
EDA Planner	Grant Mgmt.	1.0	100%	
HSTP Coord.	HSTP IDOT	1.0	100%	
Assist. HSTP Coord.	HSTP IDOT	.80	80%	
	Dist. Plan. Grant	.20	20%	
Office Mgr./Book.	Administration	1.0	0.0%	100%
<b>Subtotal Direct:</b>	<b>4.8 Employees</b>			
<b>Subtotal Indirect:</b>	<b>1.2 Employees</b>			
<b>Total:</b>	<b>6.0 Employees</b>			



## **Commission's FY-2025 Cost Allocation Policies**

The purpose of this section of the Commission's indirect cost allocation plan is to provide the agency's 31-member Board of Commissioners, the staff's administrative personnel, the Commission's independent certified public auditing firm which provides local, regional, state, and federal funding agencies with a written explanation of the specific policies utilized by the regional organization in determining which costs shall be allocated on a direct basis, indirect basis, or both. Furthermore, such policies provide a written record of the most current instructions for allocating FY-2025 Commission costs in the event of a key turnover in the Commission's administrative staff, policy body leadership, auditing firm, or various funding sources.

### **Budget Defined**

This section of the larger budget document will require periodic review at least on a semi-annual basis and potential updating each time the Commission's governing body approves a new annual Agency-wide Operating Budget or modifies the current operating budget upon the recommendation of the Executive Director. Formal consideration and governing body adoption of an annual Agency-wide Operating Budget is usually accomplished in August of each calendar year, approximately a month prior to the actual beginning of the new fiscal year on October 1st.

### **Personnel (Salary and Wage)**

All salary and wage expenditures (including accumulated leave as provided for by the Commission's personnel policies) shall, to the extent possible, be directly allocated to the contract(s) benefiting from such personnel services. As stipulated in Section 4 of the Commission's current Personnel Policies, each Commission employee shall prepare and submit to the Office Manager/Bookkeeper, a Staff Time Sheet documenting the hours spent in support of various contracts during each semi-monthly pay period which ends on the 15th and 30th of each month. Given the assigned administrative duties of the Office Manager/Bookkeeper, 100% of the salary associated with this position shall be allocated among the Commission's various contracts on an indirect basis. Similarly, given the overall administrative responsibilities also occasionally borne by the Executive Director, 20.8% of his respective salary shall also be allocated among the Commission's various contracts on an indirect basis.

### **Fringe Benefits**

To the extent feasible, the prorated amount of fringe benefits directly or indirectly charged to any of the Commission's active contracts shall be consistent with the amount of direct or indirect salaries for each employee assigned to work on them. Accordingly, fringe benefit costs associated with all eight full-time Commission employees (100% of the Office Manager/ Bookkeeper fringe benefits, and 79.2% of the Executive Director's fringe benefits) shall be charged on a direct basis to the benefiting contract(s) throughout the Commission's FY-2025 budget cycle.

### **Contractual Services**

Any expenditures incurred by the Commission for the provision of technical assistance and/or a year-end agency-wide audit report by a certified public accounting firm shall be allocated on an indirect basis. The audit report is sufficiently broad in scope to cover all of the financial transactions of the regional

organization under each of its active FY-2025 contracts. However, should any special audit work be required for a specific Commission contract or agreement, such CPA cost would be charged directly to the contract in question.

Expenditures associated with the employment of consultant or professional services shall be directly allocated to the contract for which such services are rendered. Accordingly, consultant legal services associated with the review and possible modification of loan closing documents will be directly charged to the appropriate loan contract centers (e.g., RBI or CDI loans, Title IX loans, or Section 504 loan centers). Similarly, legal fees incurred by the Commission to pursue litigation and the partial recovery of the agency's investments will normally be charged directly to the loan program in question with a defaulted loan, etc. By comparison, any legal services provided for the good of the agency as a whole or in connection with the submission of a funding request, etc. might logically be charged to that specific loan program, or indirectly if specified by the funding agency in which the loan funds were derived.

The costs incurred by the Commission in support of lawn mowing services and parking lot snow removal shall be charged on an indirect basis among all active contracts since all contracts share in the benefits provided by such services. Office cleaning and pest control are divided into direct and indirect costs based upon the square footage being attended to and based on office space use. These are listed jointly as "Office Contractual Services."

### **Travel and Meetings**

**Staff Automobile Costs** - The total mileage directly attributed to each of the Commission's various contracts will be compared to the total staff automobile mileage accumulated on the staff vehicle at the end of each month and expressed as a percent of the total mileage driven by each of the vehicles during the month. To the extent possible, automobile expenses shall be charged directly to specific contracts. Utilizing such percentages, all non-depreciable staff automobile-related costs included in the Staff Auto Cost Pool shall be allocated among the various contracts on an indirect basis (e.g., periodic cleaning, fuel purchases, oil changes, tire rotation, and replacement, automobile insurance, and any unforeseen repairs, etc.).

**Staff Mileage/Lodging/Meals** - The allocation of expenditures associated with the staff's use of their privately owned vehicles (POV) when the staff vehicle is available, as well as the costs associated with meals or overnight lodging and other valid travel-related costs, shall, to the extent possible, be directly charged to the contract(s) for which the travel expenses were legitimately incurred. In all instances, the rate of reimbursement for POV mileage, meals, and/or overnight lodging expenses, etc. shall be reasonable and in accordance with the Commission's most current provisions adopted by the State of Illinois and contained in Section 6 of the SCIRPDC Personnel Policies.

Effective in 2025, POV mileage reimbursement authorized by the U.S. General Service Administration travel guidelines has been increase to 67 cents per mile from 65.5 cents per mile. The Board of Commissioners has authorized mileage reimbursement based upon the aforementioned federal rate. In order to maintain consistency among all staff members, the Commission will reimburse the difference to

its HSTP Coordinator from non-IDOT funds (IDOT currently only pays the state rate). The aforementioned reimbursement rate will serve as the starting rate for the Commission's FY-2025 budget but will be adjusted if the federally published rate for POV reimbursement is changed during the fiscal period. Reasonable documentation of travel expenditures by the Commission's staff shall be provided to the Office Manager/Bookkeeper on a monthly basis using a Staff Travel Expense Report provided by the Commission. It will then be presented to the Executive Director and the Board of Commissioners for review and final approval before payment is rendered to the staff members by the Office Manager/Bookkeeper.

It shall be the Commission's general policy to adjust its per diem meals and overnight rates of reimbursement, during the fiscal period, if necessary, to generally match those adopted for use by the State of Illinois. When conclusive documentation is provided by a staff member that higher meal costs or lodging expenses were unavoidably incurred in the performance of their assigned responsibilities, the Executive Director shall have the authority to reimburse the higher rates. As IDOT does not pay for lunches, the Commission will reimburse this cost via indirect funds as per the standard rate in its personnel policies.

**Meeting, Conference, and Workshop Expenses** - The costs associated with monthly and/or annual meetings with the Board of Commissioners to conduct official business for the regional organization as a whole shall be indirectly allocated among its various contracts based upon the percent of direct personnel costs expended by each of the Commission's contracts for the particular month in question. This policy shall also apply to the Commission's Annual Meeting to be held in October at a site to be determined by the Board of Commissioners. Committee meetings of the Commission shall be allocated directly to the specific program or contract which directly benefits from such efforts (e.g., an Area-wide Loan Review Committee meeting would be logically billed to the Section 504, the RBI/CDI, or the Title IX Loan Program contract which benefits, etc.).

Similarly, committee meetings of the Advisory Committees for the Commission's Comprehensive Economic Development Program (CEDS) will be directly charged to the EDA District Planning Grant. All HSTP committee meeting costs for Sub-state Regions 9, 10, and 11 and trips to assess the compliance of transit vehicles with state guidelines, etc. will be directly charged to the three-year IDOT HSTP Intergovernmental Agreement. Meetings attended for grant management purposes will be directly charged to the benefiting active group of existing, ongoing grant management agreements administered by the Commission at the time of the meeting.

Possible exceptions to this general statement include meetings of the Operations and Budget Committee to formulate an Agency-wide Operating Budget or meetings of the Commission's Personnel Committee to improve the agency's personnel management practices or subsequently update the organization's Personnel Policies, Affirmative Action Plan, and Section 504 Self-Evaluation documents. Given the fact that such administrative and committee meetings would benefit all of the contracts under the Commission's jurisdiction, such expenditures would be indirectly allocated among all active contracts on the basis of direct personnel costs.

Finally, to the extent feasible, expenditures associated with a staff member's attendance at an association meeting, conference, or workshop shall be directly charged to the benefiting contract(s). Only in instances where the staff member's attendance of the conference or workshop is intended to benefit the organization as a whole through improved public relations, marketing, fiscal management or personnel administration techniques, etc. shall such expenditures be allocated on an indirect basis to all active contracts under the Commission's control at the time in question.

#### Equipment Maintenance

To the extent feasible, expenditures associated with maintenance agreements for specific items of equipment owned and operated by the Commission shall be directly charged to the benefiting contract(s). The fact that selected items of equipment were purchased with local funds from the equipment depreciation account for use in fulfilling a single contract and utilized almost exclusively by the staff working for the benefit of that contract, shall be deemed sufficient justification for directly allocating all future equipment usage fees and maintenance expenditures to said contract. However, expenditures associated with maintenance agreements for items of equipment utilized by the Office Manager/Bookkeeper, and in some instances, the Executive Director, or the Commission's staff as a whole will be indirectly allocated among all contracts.

#### **Equipment & Software Purchases**

In order to avoid confusion over future ownership, all equipment purchased by the Commission shall, to the extent possible, be acquired with the Local Cash Fund, which has accumulated a fund balance through the end of year transfers from the Equipment Depreciation Account. In accordance with generally-accepted accounting principles and state and federal acquisition regulations governing the procurement and utilization of the Commission's contractual resources, each contract which benefits from the Commission's ownership of such office equipment will be indirectly allocated an equitable share of the annual depreciation of equipment. Any anticipated FY-2025 purchases or upgrading of computer hardware and related software shall also be directly charged to the Commission's Local Cash Fund and then recaptured over a multi-year period via depreciation.

Smaller-scale repairs to the Commission's existing equipment will be fully allocated in a single year on a direct or indirect basis as the circumstances warrant. In unusual instances, where the equipment to be purchased will exclusively benefit a single contract, the equipment-related charges will be singularly billed on a direct basis to the contract in question (e.g., a desk or chair purchased for the exclusive use of a staff member assigned to a single contract, etc.).

#### **Allocated Depreciation**

Reasonable depreciation of the Commission's office building, and its existing office furniture and equipment, shall be allocated first as a part of the "Office Space Cost Pool." Any depreciation not recovered through this method will be allocated on an indirect basis utilizing the Commission's direct personnel costs as the basis (see the FY-2025 "Book Asset Detail Schedule" near the conclusion of this document).

In addition, depreciation associated with future Commission-owned automobiles shall be allocated in a similar manner utilizing the "Allocated Depreciation" budget category, which is based upon direct personnel costs. Annual target levels for allocating non-cash depreciation expenses are provided to the Commission's administrative staff by its independent certified public accounting firm.

### **Photocopying**

Except as provided for by the inclusion of a specific line-item entry in the Commission's annual Agency-wide Operating Budget, the majority of the costs associated with the lease, maintenance, and utilization of the agency's photocopier, as well as acquisition of toner and paper supplies, shall be allocated among the agency's various contracts on an indirect basis as part of the FY-2025 Communications Cost Pool. Specifically, the Commission shall rely upon the five-digit contract coding capabilities of its leased Sharp Digital Imager color photocopier to record the number of all photocopies produced and the number of copies attributable to each active contract under the Commission's administrative jurisdiction at the time. The total number of copies made in a given month in support of a particular contract will be compared to the total number of copies made by the regional organization as a whole during the month (excluding indirect and personal copies) and then expressed as a percent of the subtotal. Personal copies made by staff members will be directly reimbursed to the Commission's Local Cash Fund at a per-copy rate which is representative of the most current actual cost incurred by the Commission in producing copies.

Based upon the above-referenced percentage of the subtotal, each contract will equitably share in the base lease cost, maintenance costs, and supply-related costs associated with the aforesaid leased photocopier. Photocopying expenditures are considered a part of the broader "FY-2025 Communications Cost Pool" and as such will not be indirectly allocated on the basis of direct personnel costs.

### **Office Space Costs and Utilities**

**Ownership & Maintenance** - All costs directly associated with the Commission's ownership, maintenance, improvements to, and ongoing use of its office complex at 120 South Delmar Avenue, Salem, Illinois 62881-2000 are considered to be part of the "FY-2025 Office Space Cost Pool." Such office space-related costs shall be allocated directly to the agency and then recovered through depreciation based upon a Book Future Use depreciation schedule prepared by an independent certified public accounting firm.

Systematic real estate improvements have been undertaken in each of the Commission's recent fiscal periods. As a result, while the Commission's office building is now more than 30-years of age, the structure is in reasonably good repair.

In general, real estate improvement will not be allocated on the basis of direct personnel costs but rather, directly charged to the depreciation line-item category (see the depreciation schedule) and then shared indirectly among the benefiting contracts based upon the actual square footage of office space occupied by each Commission employee working under various contracts as part of the "FY-2025 Office Space Cost Pool." All common or shared spaces (i.e., the reception area, hallways, restrooms, the conference room, storage room, and copying room, etc.) will be excluded before making such square footage calculations.

**Office Utilities/Services** - Expenditures for public utilities (i.e., electrical services, natural gas service, water, sewer and garbage collection service, office cleaning, lawn mowing, and pest control services, etc.) which support the utilization of the Commission's office complex by all contracts are part of the "FY-2025 Office Space Cost Pool." FY-2025 allocations for essential utilities and services will attempt to reflect recent utility and other rate increases. As in the past, utility-related expenditures shall be allocated on an indirect basis and utilize the aforementioned square footage calculations.

**Telephone Service** – Telephone expenditures will be directly allocated to the benefiting contract based upon the basic monthly telephone service charge and other related telephone fees. Telephone-related expenditures, along with those associated with the Commission's fax machine and supplies are considered a portion of the broader FY-2025 Communications Cost Pool.

**Internet Service** – Currently, the Commission contracts with an Internet Service Provider to provide high-speed, fiber optic-based access to the Internet. The continuation of high-speed broadband Internet service in the Commission's office will be allocated on an indirect basis predicated upon the number of computer units benefiting a particular contract.

#### **Office Supplies**

Due to the universally beneficial nature of the consumable office supplies procured by the Commission in support of the agency's routine operations, combined with the cumbersome task of accounting for the consumption of such small-scale supplies on a direct basis, all such expenditures shall be indirectly charged to the Commission's various active contracts. In the absence of a better indicator, direct personnel costs shall provide the basis upon which such shared costs are allocated. A small portion of total consumable supply costs shall be included in the Office Space Cost Pool and indirectly allocated under such procedures since they represent maintenance-related consumable supply expenses (i.e., cleaning solutions, paper towels, toilet tissue, glass cleaner, sweeper bags, etc.).

#### **Postal Services**

To the extent possible, expenditures associated with the use of the postage deposits in the Commission's leased metered postage machine and scales shall be directly charged to the specific benefiting contract(s). Typical examples would be the costs associated with mailings to the HSTP Committee members (30 or more for each Sub-state Region served) under the Commission's IDOT HSTP Intergovernmental Agreement and mailings to the CEDS Advisory Committee under the Economic Development District's EDA District Planning Grant. All remaining postage costs will be allocated among all active contracts on an indirect basis.

In general, postage deposits are considered to be part of the broader "FY-2025 Communications Cost Pool" and, as such, will not be allocated on the basis of direct personnel costs. Instead, the Commission shall continue to maintain a monthly Postage Meter Log of postage utilized in support of various Commission contracts. In some instances, postage-related expenditures may be universally beneficial and will be logged as indirect (e.g., the mailing of monthly business meeting materials, or selected committee meeting materials for the Operations and Budget Committee). Such expenditures shall be allocated on an

indirect basis among the Commission's various contracts utilizing the directly-allocated postage costs for that month.

Similarly, the Commission's annual costs associated with leasing and maintaining its postage machine and scales shall be allocated on the same aforementioned indirect cost basis. It is possible that a postal rate increase could occur during the course of the Commission's FY-2025 budget cycle.

### **Subscriptions and Dues**

**Newspapers & Periodicals** - In general, the majority of the subscriptions procured by the Commission ultimately benefit all programs under the agency's administrative jurisdiction. Therefore, the majority of the expenditures associated with such subscriptions will be indirectly allocated among the Commission's various contracts utilizing direct personnel costs as the basis.

**Agency Memberships & Dues** - The costs associated with a subscription or membership dues may singularly benefit a particular contract. In such instances, related costs will be directly allocated to the contract that will benefit from the expenditure (e.g., the Economic Development District's membership to the National Association of Development Organizations and, to a lesser degree, the Illinois Association of Regional Councils and the Illinois Enterprise Zone Association (IEZA).

**Online Subscriptions** – The Commission's annual costs for having a web host will be directly allocated to the District Planning Grant awarded annually by the Economic Development Administration (EDA), which originally sponsored the development of the Economic Development District's website and its subsequent maintenance and periodic updating under the District Planning Grant contract. In addition, various online subscriptions are maintained to prepare the commission's newsletter, conduct online surveys, and do layout and distribution of mass e-mailings associated with the CEDS.

### **Printing and Graphics**

To the extent feasible, all printing and graphics-related costs shall be directly allocated to the program or contract that generated the requirement for such services. Generalized printing expenditures may be incurred by the Commission for basic envelopes, the purchase of general report cover stock, annual meeting materials, etc. along with the purchase of generic graphic supplies which benefit all contracts and will be indirectly allocated on the basis of direct personnel costs.

### **Advertising, Promotion & Recruitment**

Should the Commission find it necessary to place advertisements to fill a vacancy on the Commission's staff, such costs could justify the indirect allocation among all of the Commission's contracts (e.g., the recruitment for an Executive Director, Office Manager/Bookkeeper, as opposed to the Economic Development Planner(s) or Regional HSTP Coordinator. The purchase of any advertising specialty items bearing the logo of the Commission and designed to generate goodwill and a positive image for the regional organization as a whole will be paid for from local funds and the District Planning Grant. However, advertising specialty items bearing the logo of the regional organization but used to primarily promote the awareness or increased use of a specific program (e.g., the CDC's 504 debenture program, the EDD's

Title IX loan program, or the Commission's RBI/CDI direct loan programs or the efforts which foster regional level HSTP planning, etc.) may be directly allocated to the benefiting program or contract.

### **Insurance and Bonding**

The expenditures incurred by the Commission for specific insurance coverage required by a specific program or contract will be directly charged to the contract which requires or benefits from such coverage. The Commission's other forms of insurance or bonding which are universally beneficial to all contracts shall be charged on an indirect basis utilizing direct personnel costs for calculating such charges. Examples of the latter type include general fire and liability insurance, directors and officer liability coverage for the Commission, payment of notary public and not-for-profit corporation filing fees for the agency, a blanket position bond covering selected officers and staff members to routinely handle money for the regional organization, etc. By comparison, the Commission's payment of annual automobile liability and collision insurance for the staff vehicle will be allocated as a part of the Staff Travel Pool.

### **Miscellaneous Costs**

All recaptured federally restricted funds in the Commission's RBI/CDI and Title IX direct loan programs, as well as bad debt reserves and annual debt service for the repayment of low-interest, long-term USDA Intermediary Relending Program loan funds, which support the Commission's direct loan programs, generally comprise this category and, to the extent possible, shall be directly charged to the appropriate contract categories.

By comparison, the annual cost incurred by the Commission for a corporate credit card (a Platinum VISA card through the US Bank) shall most commonly be charged on an indirect basis. This is not to say that the actual monthly expenses charged on the VISA card will be indirectly allocated. In all cases, charges billed to the Commission credit card will be billed directly to the benefiting contract(s). Finally, certain costs for purchasing flowers or cards as an outgrowth of the death or serious illness of a governing body member or staff member will be charged to unrestricted funding sources, such as community per-capita contributions, as the EDA District Planning Grant among other contracts prohibits these expenses from being charged on an indirect basis.

### **Summary**

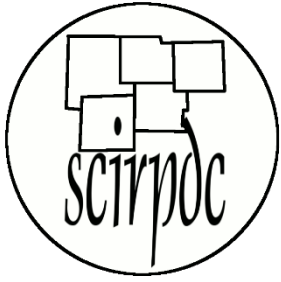
The following component of this document contains a copy of the Commission's FY-2025 Agency-wide Operating Budget as presented for approval by the Board of Commissioners during its October monthly business meeting. Note that, in addition to providing information regarding the total amount budgeted for various line-item expenditure categories, the Commission's operating budget also provides an estimate of the portions that are to be allocated on a direct versus an indirect basis.

Preliminary budget information is utilized by the regional organization's administrative staff to establish a provisional indirect cost rate at the onset of the new fiscal year. For the FY-2025, the provisional indirect cost rate established by the Commission's staff is 45.47% of direct personnel costs. As a part of the Commission's FY-2025 annual agency-wide audit process, the organization's independent certified public account firm will document the actual level of indirect costs charged for the fiscal year along with the final



indirect cost rate for the Commission. A discussion of such information will be contained in the schedules and the footnotes to the financial statements comprising the annual agency-wide audit report. The full audit report will be provided by the Commission's Executive Director to all appropriate state and federal funding sources for their review and comment. Since the Commission's fiscal year concludes on September 30th of each calendar year, the actual preparation of an agency-wide audit report does not commence until early November of the same year. The completed audit report is handed out to each board member in mid-January of the following year and formally accepted during the subsequent February monthly business meeting.

In the absence of any regulatory mandates to the contrary, the Commission will continue to utilize the revised indirect cost allocation procedures initiated in 1993 to ensure that both direct and indirect costs are properly allocated based on a causal relationship and the actual benefits received by various contracts under its administrative jurisdiction.



# FY-2025 Agency-wide Operation Budget

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## Budget Pages & Certifications

October 1, 2024 – September 30, 2025

**FY-2024 Operating Revenue with FY-2025 Projections**

Sources of Operating Revenues	Budgeted FY-24	Revenues to Aug. 30th	Ungenerated Remainder	Year-End Projections	Projection v. Budget	FY-2025 Proposed	Comments & Observations
<b>Ongoing State &amp; Federal Contracts</b>	\$ 191,000	\$ 159,839	\$ (31,161)	\$ 177,339	92.8%	\$ 191,000	
EDA District Planning Grant	\$ 70,000	\$ 35,000	\$ (35,000)	\$ 52,500	75.0%	\$ 70,000	2023-2025 EDA 301(b) Contract Renewed
IDOT HSTP Intergovernmental Agreement	\$ 121,000	\$ 124,839	\$ 3,839	\$ 124,839	103.2%	\$ 121,000	2023-2025 HSTP Contract Renewed
<b>Ongoing Local Service Agreements</b>	\$ 77,649	\$ 48,685	\$ (44,211)	\$ 48,685	62.7%	\$ 69,000	
Altamont Water CDBG - FY-22	\$ 8,000	\$ 5,000	\$ (3,000)	\$ 5,000	62.5%	\$ 12,000	CDBG Grant
Brownstown IHDA SCP - FY-23	\$ 1,000	\$ -	\$ (1,000)	\$ -	0.0%	\$ 1,000	IHDA SCP Grant
Clay City Water CDBG - FY- 21	\$ 12,000	\$ 3,000	\$ (9,000)	\$ 3,000	25.0%	\$ 10,000	Project Awarded
Crawford Co. Disaster Resp. CDBG FY-22	\$ -	\$ 5,000	\$ -	\$ 5,000	-	\$ -	CDBG Grant to be closed soon
Effingham Co. Bus. Resiliency CDBG FY-22	\$ -	\$ 9,247	\$ -	\$ 9,247	-	\$ -	CDBG Grant to be closed soon
Fayette Water Co. Phase 13-CDBG FY-19	\$ -	\$ 5,000	\$ -	\$ 5,000	-	\$ -	Overdue payment made - Grant is closed
Fayette Water Co. Phase 14-CDBG - FY-22	\$ 8,000	\$ -	\$ (8,000)	\$ -	0.0%	\$ 8,000	CDBG Grant
Flora IHDA SCP FY-23	\$ 2,000	\$ -	\$ (2,000)	\$ -	0.0%	\$ 1,000	IHDA SCP Grant
Junction City Water CDBG - FY-22	\$ 8,000	\$ -	\$ (8,000)	\$ -	0.0%	\$ 8,000	CDBG Grant
Ramsey Water CDBG FY-21	\$ -	\$ 3,000	\$ -	\$ 3,000	-	\$ 9,000	CDBG Grant
Ramsey IHDA SCP - FY-22	\$ 2,438	\$ 2,437.74	\$ -	\$ 2,438	100.0%	\$ -	IHDA SCP Grant Closed
Salem IHDA SCP - FY-23	\$ 2,000	\$ -	\$ (2,000)	\$ -	0.0%	\$ -	IHDA SCP Grant
St. Elmo Water CDBG - FY-20	\$ 11,000	\$ 11,000	\$ -	\$ 11,000	100.0%	\$ -	CDBG Grant Closed
Sumner Water CDBG - FY-21	\$ 12,000	\$ 5,000	\$ -	\$ 5,000	41.7%	\$ 12,000	Project Awarded
Vandalia Water CDBG - FY-22	\$ 8,000	\$ -	\$ (8,000)	\$ -	0.0%	\$ 8,000	CDBG Grant
Wamac RLF CDBG Closeout - FY-21	\$ 3,211	\$ -	\$ (3,211)	\$ -	0.0%	\$ -	CDBG Grant Closed
<b>Anticipated Grant Writing Contracts</b>	\$ 25,000	\$ 44,111	\$ -	\$ 44,111	176.4%	\$ 17,500	
Altamont IDNR OSLAD - FY-25	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	New IDNR OSLAD Grant
Central City IDNR OSLAD - FY-24	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	OSLAD Grant Application Submitted
CDBG PI,HR,ED Grant Writing Apps FY-24/FY-25	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	100.0%	\$ 5,000	Submit at least two new CDBG PI
Clay City IEPA GIGO Grant FY-23	\$ -	\$ 1,500	\$ -	\$ 1,500	100.0%	\$ -	GIGO Grant Application Submitted
Crawford Co. Disaster Resp. CDBG FY-22	\$ 2,500	\$ 2,611	\$ -	\$ 2,611	104.4%	\$ -	DR Grant Application Submitted
Effingham Co. Bus. Resiliency CDBG FY-22	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	BR Grant Application Submitted
Effingham Co. IDNR OSLAD CDBG FY-24	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	OSLAD Grant Application Submitted
Fayette Water Co. Phase 14-CDBG - FY-22	\$ -	\$ 2,500	\$ -	\$ 2,500	-	\$ -	Overdue GW Payment
Jasper County ETCG	\$ -	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	ETCG Application Submitted
Louisville DCEO RDMS FY-24	\$ -	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	RDMS Grant Application Submitted
Misc. Grant Writing (IDHA, IDOT, USDA etc.)	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	100.0%	\$ -	Newton IFA/Climate Bank Grant App
Newton DCEO RDMS FY-24	\$ -	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	RDMS Grant Application Submitted
Newton ETCG	\$ -	\$ 2,500	\$ -	\$ 2,500	-	\$ -	ETCG Application Submitted
Newton IDOT ITEP - FY-24	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDOT ITEP Grant Application
Newton IDOT Safe Routes to School - FY-23	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	IDOT SRTS Grant Application Submitted
Oblong IDOT Safe Routes to School - FY-23	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	IDOT SRTS Grant Application Submitted
Odin IDOT Safe Routes to School - FY-23	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	IDOT SRTS Grant Application Submitted
Ramsey USDA CFG Grant - FY-23	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	100.0%	\$ 1,000	USDA CFG Grant Application Submitted
Salem DCEO RDMS FY-24	\$ -	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	RDMS Grant Application Submitted
Vandalia Assoc. Churches USDA CFG - FY-24	\$ -	\$ -	\$ -	\$ -	-	\$ 1,500	USDA CFG Grant Application Submitted
Vandalia DCEO RDMS FY-24	\$ -	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	RDMS Grant Application Submitted
Vandalia DCEO Site Readiness - FY-24	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	Site Readiness Grant Application
Vandalia IDOT ITEP Grant - FY-24	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDOT ITEP Grant Application
<b>Ongoing Hourly Service Contracts</b>	\$ 4,300	\$ 4,640	\$ (1,000)	\$ 4,640	107.9%	\$ 3,400	
Altamont TIF Technical Assistance	\$ 500	\$ 500	\$ -	\$ 500	100.0%	\$ 500	TIF Admin - Hourly Contract
Centralia TIF Extension	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	\$ 1,000	TIF Extension Agreement
Farina TIF Technical Assistance	\$ 500	\$ 520	\$ -	\$ 520	104.0%	\$ 500	TIF Admin - Hourly Contract
Flora IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 475	\$ -	\$ 475	158.3%	\$ 200	IDNR OSLAD Hourly Mgmt. Contract
Jasper County ETCG Mgmt.	\$ -	\$ 150	\$ -	\$ 150	-	\$ -	ETCG Hourly Mgmt. Contract
Louisville IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 450	\$ -	\$ 450	150.0%	\$ 300	IDNR OSLAD Hourly Mgmt. Contract
Oblong IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 525	\$ -	\$ 525	175.0%	\$ 300	IDNR OSLAD Hourly Mgmt. Contract
Poss Music - Tourism Grant Mgmt. - FY-23	\$ 600	\$ 1,050	\$ -	\$ 1,050	175.0%	\$ -	Tourism Grant Hourly Mmt. Contract - Closed
Teutopolis TIF Technical Assistance	\$ 500	\$ 520	\$ -	\$ 520	104.0%	\$ 300	TIF Admin - Hourly Contract
Willow Hill IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 450	\$ -	\$ 450	150.0%	\$ 300	IDNR OSLAD Hourly Mgmt. Contract
<b>Anticipated Planning Contracts</b>	\$ 5,000	\$ 12,500	\$ -	\$ 12,500	250.0%	\$ 6,250	
Planning Contracts (TIF/EZ/Comp.)	\$ 5,000	\$ 12,500	\$ -	\$ 12,500	250.0%	\$ 6,250	Centralia Comp. Plan to be completed
GIS Mapping	\$ -	\$ -	\$ -	\$ -	-	\$ -	

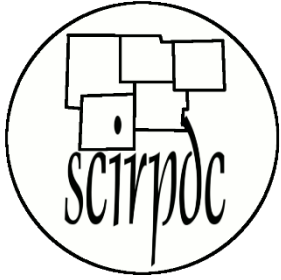
Sources of Operating Revenues	Budgeted FY-24	Revenues to Aug. 30th	Ungenerated Remainder	Year-End Projections	Projection v. Budget	FY-2025 Proposed	Comments & Observations
<b>Internally Generated Resources</b>	\$ 586,342	\$ 872,585	\$ 148,028	\$ 919,791	156.9%	\$ 575,790	
Projected Year-End Fund Balance	\$ 250,000	\$ 391,672	\$ 141,672	\$ 422,685	169.1%	\$ 250,000	Cash on Hand - Not including ERC Credit
Projected Per-Capita Contributions	\$ 33,172	\$ 33,172	\$ -	\$ 33,172	100.0%	\$ 34,827	Reflects 2020 Census @ \$0.2903
Section 504 Packaging Fees (\$1,000/Project)	-	-	-	-	-	-	Assumes No 504 Loans in FY 2025
Section 504 Processing Fees (1.5% x Debt.)	-	-	-	-	-	-	Assumes No 504 Loans in FY 2025
Section 504 Debt Service Payment (0.625%)	\$ 6,200	\$ 6,013	\$ (187)	\$ 6,200	100.0%	\$ 6,200	Based upon Formula for Existing Portfolio
Section 504 Legal Fees (\$3,000/Project)	\$ -	\$ -	\$ -	\$ -	-	\$ -	Assumes No 504 Loans in FY 2025
Section 504 Filing Fees	\$ -	\$ -	\$ -	\$ -	-	\$ -	Assumes No 504 Loans in FY 2025
Title IX Loan Packaging/Closing Fees	\$ 1,000	\$ -	\$ (1,000)	\$ -	0.0%	\$ 1,000	Assumes One Title IX Loan in FY 2025
Title IX Loan (Principal on Debt Service)	\$ 28,000	\$ 25,733	\$ (2,267)	\$ 28,000	100.0%	\$ 28,500	Existing Loans Only
Title IX Loan (Interest & Debt Service)	\$ 12,000	\$ 11,461	\$ (539)	\$ 12,000	100.0%	\$ 12,000	Existing Loans Only
Title IX Bank Acct. Interest Earnings	\$ 300	\$ 438	\$ 138	\$ 450	150%	\$ 350	TIX Int. Checking, Savings; Sequester Acc.
Title IX Administration	\$ 12,500	\$ 12,709	\$ 209	\$ 12,750	102.0%	\$ 11,793	FY-25 TIX Interest & Debt Service
RBI/CDI Loan Packaging	\$ 1,000	\$ -	\$ (1,000)	\$ -	0.0%	\$ 1,000	Assumes One New RBI/CDI Loan in FY 2025
RBI/CDI Loan (Principal on Debt Service)	\$ 154,000	\$ 141,267	\$ (12,733)	\$ 150,000	97.4%	\$ 145,000	Existing Loans Only
RBI/CDI Loan (Interest & Debt Service)	\$ 40,000	\$ 38,346	\$ (1,654)	\$ 40,000	100.0%	\$ 35,000	Existing Loans Only
RBI/CDI Interest (Earned on CD Investments)	\$ 6,000	\$ 16,938	\$ 10,938	\$ 17,000	283.3%	\$ 8,000	Interest Rates Higher than Budgeted
RBI/CDI Interest Earned on Checking Acct.	\$ 400	\$ 255	\$ (145)	\$ 325	81.3%	\$ 350	2% RBI/CDI Interest Revenue CD Reinvested
RBI/CDI Administrative Fee	\$ 23,000	\$ 26,650	\$ 3,650	\$ 27,000	117.4%	\$ 23,000	Total RBI/CDI Balance X 2% over 4 quarters
Interest Earned on General Operating Fund	\$ 800	\$ 1,033	\$ 233	\$ 1,050	131.3%	\$ 800	
Reimbursement from Staff (Copies & Faxes)	\$ 50	\$ -	\$ (50)	\$ -	0.0%	\$ 50	
Miscellaneous	\$ 2,500	\$ 12,824	\$ 10,324	\$ 12,824	513.0%	\$ 2,500	Includes ERTC Refund from Innovation Refunds
US Treasury - Employee Retention Credit	-	\$ 138,215	\$ -	\$ 138,215	-	\$ -	One Time ERC Credit - COVID Funding
Rental Income from Stanfield Chiropractic	\$ 9,900	\$ 10,800	\$ 900	\$ 12,600	127.3%	\$ 9,900	11 Months at Lease Agreement
Rental Income from Brad Decker CPA	\$ 5,520	\$ 5,060	\$ (460)	\$ 5,520	100.0%	\$ 5,520	11 Months at Lease Agreement
<b>Category</b>	<b>Budgeted FY-24</b>	<b>Revenues to Aug. 30th</b>	<b>Ungenerated Remainder</b>	<b>Year-End Projections</b>	<b>Projection v. Budget</b>	<b>FY-2025 Proposed</b>	<b>Comments &amp; Observations</b>
Personnel & Non-Personnel Revenue	\$ 302,949	\$ 269,775	\$ (76,372)	\$ 287,275	94.8%	\$ 287,150	Does not include any Internally Generated Revenue
Internally Generated Revenue for Personnel & Fringes	\$ 343,642	\$ 499,932	\$ 156,290	\$ 533,801	155.3%	\$ 344,590	Green is revenue that can be used for personnel
Internally Generated Revenue Related to Loan Funds	\$ 235,400	\$ 217,061	\$ (18,339)	\$ 230,325	97.8%	\$ 221,850	
<b>Agency Revenue Totals:</b>	<b>\$ 881,991</b>	<b>\$ 986,768</b>	<b>\$ 61,579</b>	<b>\$ 1,051,401</b>	<b>119.2%</b>	<b>\$ 853,590</b>	
Salaries, Fringes & Non-Personnel Only	\$ 646,131	\$ 769,706	\$ 79,918	\$ 821,076	127.1%	\$ 631,740	
Planned Expenses minus Debt Related Expense	\$ 517,438	\$ 510,631	\$ 60,031	\$ 574,065	110.9%	\$ 539,320	FY-25 Expenditures
<b>Expected Surplus FY-25 End</b>	<b>\$ 128,693</b>	<b>\$ 259,075</b>	<b>\$ 19,886</b>	<b>\$ 247,011</b>	<b>191.9%</b>	<b>\$ 92,420</b>	<b>FY-25 Revenue Minus FY-25 Expenditures</b>



**FY-2024 Expenditures with FY-2025 Projections**

Expenditure Categories	Budgeted FY-24	Expenditures to Aug 30th	Amount Remaining	Anticipated Year-End	Budget V. Actual	FY-2025 Proposed	Comments & Observations
<b>Personnel</b>	\$ 317,869	\$ 270,016	\$ 47,853	\$ 287,987	90.6%	\$ 326,993	
Executive Director (Eastin)	\$ 71,000	\$ 62,667	\$ 8,333	\$ 60,118	84.7%	\$ 73,100	
Office Manager/Bookkeeper (Briscoe)	\$ 57,865	\$ 53,127	\$ 4,738	\$ 57,865	100.0%	\$ 59,571	
EDA Economic Development Planner (Patel)	\$ 45,000	\$ 21,969	\$ 23,031	\$ 26,000	57.8%	\$ 46,088	
EDA Econ. Dev. Planner/Loan Port. Manager (Frederick)	\$ 48,025	\$ 44,106	\$ 3,919	\$ 48,025	100.0%	\$ 49,436	
HSTP Coordinator (Finn)	\$ 51,513	\$ 47,304	\$ 4,209	\$ 51,513	100.0%	\$ 53,028	
Assistant HSTP Coordinator (Anderson)	\$ 44,466	\$ 40,844	\$ 3,622	\$ 44,466	100.0%	\$ 45,770	
<b>Fringe Benefits</b>	\$ 96,870	\$ 58,482	\$ 38,388	\$ 67,785	70.0%	\$ 99,686	
Section 457 Plan (7.5% of Gross Salary)	\$ 23,785	\$ 20,335	\$ 3,450	\$ 23,785	100.0%	\$ 24,524	
Medical Insurance (\$850/Employee/Month)	\$ 61,200	\$ 33,051	\$ 28,149	\$ 38,000	62.1%	\$ 63,000	
Workers Compensation (.56/\$100 of Salary)	\$ 1,782	\$ 557	\$ 1,225	\$ 800	44.9%	\$ 1,838	
Unemployment Insurance (0.065%-1st \$12,960)	\$ 2,061	\$ 792	\$ 1,269	\$ 1,000	48.5%	\$ 2,125	
Soc. Sec. Payment (1.45% of Pay for Medicare)	\$ 5,042	\$ 3,748	\$ 1,294	\$ 4,200	83.3%	\$ 5,199	
Leave Time	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%	\$ 3,000	Not likely to Expend Any
<b>Contractual Services</b>	\$ 17,000	\$ 16,557	\$ 443	\$ 16,557	97.4%	\$ 21,600	
Agency wide Audit (2023)	\$ 10,500	\$ 11,300	\$ (800)	\$ 11,300	107.6%	\$ 15,000	
Legal Fees (RBI, CDI & Title IX Loans )	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	\$ 1,000	
Legal Fees (504 Closings )	\$ -	\$ -	\$ -	\$ -	-	\$ -	
Office Contractual Services	\$ 4,500	\$ 4,640	\$ (140)	\$ 4,640	103.1%	\$ 4,600	
Other Consultant Services (Constant Contact, ESRI)	\$ 1,000	\$ 617	\$ 383	\$ 617	61.7%	\$ 1,000	
<b>Travel &amp; Meetings</b>	\$ 20,450	\$ 13,191	\$ 7,259	\$ 13,346	65.3%	\$ 19,750	
Auto Fuel, Oil, Tires & Repairs (2020 Ford Fusion)	\$ 2,700	\$ 930	\$ 1,770	\$ 1,000	37.0%	\$ 2,000	
General Staff Mileage, Lodging & Meals	\$ 3,500	\$ 1,034	\$ 2,466	\$ 1,500	42.9%	\$ 3,500	
HSTP Coordinator Mileage, Lodging & Meals	\$ 4,000	\$ 2,458	\$ 1,542	\$ 2,458	61.5%	\$ 3,000	Meals/Room/Consumables
Monthly Commission Meeting	\$ 4,000	\$ 2,331	\$ 1,669	\$ 3,400	85.0%	\$ 4,000	Meals for Board Members
Annual Meeting Costs (Meals/Room Only)	\$ 2,000	\$ 1,819	\$ 181	\$ 1,819	91.0%	\$ 2,000	
Staff Christmas	\$ 1,500	\$ 2,175	\$ (675)	\$ 700	46.7%	\$ 2,000	
Committee Meeting Costs	\$ 500	\$ 44	\$ 456	\$ 44	8.8%	\$ 500	Primarily gift certs. Recognition of outgoing board members/officers
Conferences/Workshops	\$ 1,500	\$ 2,175	\$ (675)	\$ 2,175	145.0%	\$ 2,000	
Miscellaneous Board Meeting Expense	\$ 750	\$ 224	\$ 526	\$ 250	33.3%	\$ 750	
<b>Equipment Maintenance</b>	\$ 4,000	\$ 1,130	\$ 2,870	\$ 1,130	28.3%	\$ 4,000	
Typewriter, Computers, Printers	\$ 4,000	\$ 1,130	\$ 2,870	\$ 1,130	28.3%	\$ 4,000	Equipment or repair or replacement of \$1,000 or more
<b>Equipment Purchases</b>	\$ 6,000	\$ -	\$ 6,000	\$ -	0.0%	\$ 5,500	
Smaller Equipment Purchases	\$ 2,500	\$ -	\$ 2,500	\$ -	0.0%	\$ 2,000	Items under \$200 each
Computers/Printers/GIS	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%	\$ 1,500	
PC Software	\$ 2,000	\$ -	\$ 2,000	\$ -	0.0%	\$ 2,000	
<b>Allocated Depreciation</b>	\$ 6,653	\$ 6,099	\$ 555	\$ 6,653	100.0%	\$ 7,841	
Real Estate Depreciation (Office Building)	\$ 1,508	\$ 1,382	\$ 126	\$ 1,508	100.0%	\$ 2,762	Based on FY-25 CPA Figures
Office Equipment Depreciation	\$ 496	\$ 455	\$ 41	\$ 496	100.0%	\$ 430	Based on FY-25 CPA Figures
Automobile Depreciation	\$ 4,649	\$ 4,262	\$ 388	\$ 4,649	100.0%	\$ 4,649	Based on FY-25 CPA Figures
<b>Photocopying</b>	\$ 5,000	\$ 3,349	\$ 1,651	\$ 4,500	90.0%	\$ 5,000	
Photocopier Lease and Maintenance/Supplies	\$ 5,000	\$ 3,349	\$ 1,651	\$ 4,500	90.0%	\$ 5,000	
<b>Office Space &amp; Utilities</b>	\$ 19,550	\$ 10,345	\$ 9,205	\$ 10,550	54.0%	\$ 20,200	
Building Maintenance & Repairs	\$ 8,000	\$ 154	\$ 7,846	\$ 250	3.1%	\$ 8,000	Repairs/Upgrade Taken from Depreciation Fund
Electrical Service	\$ 3,400	\$ 3,345	\$ 55	\$ 3,700	108.8%	\$ 3,900	Ameren Illinois
Water/Sewer/Gas/Garbage	\$ 3,000	\$ 2,628	\$ 372	\$ 2,900	96.7%	\$ 3,100	City of Salem
Landline Telephone Service	\$ 3,500	\$ 2,309	\$ 1,191	\$ 1,500	42.9%	\$ 3,000	Wabash Communication
HSTP Telephone Line Charge	\$ 550	\$ 853	\$ (303)	\$ 1,000	181.8%	\$ 1,000	Wabash Communication
Internet Charge	\$ 800	\$ 792	\$ 8	\$ 900	112.5%	\$ 900	Wabash Communication - Lowered to include HSTP Line item
HSTP Internet Charge	\$ 300	\$ 264	\$ 36	\$ 300	100.0%	\$ 300	Wabash Communication
<b>Office Supplies</b>	\$ 5,000	\$ 2,008	\$ 2,992	\$ 2,400	48.0%	\$ 4,000	
Consumable Supplies	\$ 5,000	\$ 2,008	\$ 2,992	\$ 2,400	48.0%	\$ 4,000	
<b>Postal Service</b>	\$ 2,700	\$ 2,030	\$ 670	\$ 2,525	93.5%	\$ 2,550	
Postage Meter & Scales Lease	\$ 1,200	\$ 880	\$ 320	\$ 1,200	100.0%	\$ 1,200	
Postage Rate Protection Plan	\$ 300	\$ 325	\$ (25)	\$ 325	108.3%	\$ 350	
Postage Meter Deposits	\$ 1,200	\$ 825	\$ 375	\$ 1,000	83.3%	\$ 1,000	

Expenditure Categories	Budgeted FY-24	Expenditures to Aug 30th	Amount Remaining	Anticipated Year-End	Budget V. Actual	FY-2025 Proposed	Comments & Observations
<b>Agency Subscriptions &amp; Dues</b>	\$ 4,500	\$ 3,642	\$ 858	\$ 3,642	80.9%	\$ 4,500	
Newspapers & Periodicals	\$ 500	\$ 36	\$ 464	\$ 36	7.3%	\$ 400	
SCIRPDC Memberships	\$ 3,000	\$ 2,500	\$ 500	\$ 2,500	83.3%	\$ 3,000	ILARC, NADO, Etc.
Online Subscriptions	\$ 1,000	\$ 1,106	\$ (106)	\$ 1,106	110.6%	\$ 1,100	PowWeb ISP Hosting, Web Domain Fee, Constant Contact, etc.
<b>Printing &amp; Graphics</b>	\$ 800	\$ 339	\$ 461	\$ 350	43.8%	\$ 750	
General Envelopes, Folders, Business Cards etc.	\$ 800	\$ 339	\$ 461	\$ 350	43.8%	\$ 750	
<b>Advertising, Promotion, Recruitment</b>	\$ 2,500	\$ 1,168	\$ 1,332	\$ 1,250	50.0%	\$ 2,000	
Advertising & Promotion	\$ 1,000	\$ 432	\$ 568	\$ 500	-	\$ 1,000.00	SCIRPDC Promotional Folders, Pens, Flash Drives, etc.
Personnel Recruitment	\$ 1,500	\$ 737	\$ 763	\$ 750.00	50.0%	\$ 1,000.00	Staff Position Recruitment/Job Advertisement
<b>Insurance &amp; Bonding</b>	\$ 8,235	\$ 8,740	\$ (505)	\$ 8,875	107.8%	\$ 11,450	
Liability & Fire Insurance - Office Building	\$ 3,000	\$ 3,869	\$ (869)	\$ 3,869	129.0%	\$ 4,500	State Farm Insurance
Automobile Insurance - Staff Car (2020)	\$ 2,000	\$ 1,866	\$ 134	\$ 2,000	100.0%	\$ 3,500	
Employer's Non-Ownership Liability Insurance	\$ 150	\$ 72	\$ 78	\$ 72	47.7%	\$ 150	State Farm Insurance
Director's & Officers Liability Insurance	\$ 2,300	\$ 2,375	\$ (75)	\$ 2,375	103.3%	\$ 2,500	Weis Insurance Agency
Notary & Non-Profit Fees	\$ 110	\$ 10	\$ 100	\$ 10	9.1%	\$ 100	Briscoe & Frederick
Blanket Position Bond	\$ 675	\$ 549	\$ 126	\$ 549	81.3%	\$ 700	State Farm Insurance
<b>Miscellaneous Costs</b>	\$ 3,500	\$ 40,041	\$ (36,541)	\$ 40,041	1144.0%	\$ 3,500	
Memorials for Board & Staff Members	\$ 500	\$ 50	\$ 450	\$ 50	10.0%	\$ 500	
Misc. Fraudulent Charges & Unknown Expenditures	\$ 3,000	\$ 39,991	\$ (36,991)	\$ 39,991	1333.0%	\$ 3,000	Includes ERTC Credit Payment to IRS
<b>Loan Payments &amp; Related Expenses</b>	\$ 373,563	\$ 104,003	\$ 269,560	\$ 135,881		\$ 372,824	
RBI/CDI RLF Preservation Obligation (Non-Cash)	\$ 189,851	-	\$ 189,851	-	-	\$ 189,987	Required via IRP agreement
RBI/CDI Bad Debt Reserve (0.5% of Interest)	\$ 7,123	-	\$ 7,123	-	-	\$ 6,308	Required via IRP agreement
Title IX RLF Preservation Obligation (Non-Cash)	\$ 38,310	-	\$ 38,310	-	-	\$ 38,452	Required via Title IX agreement
Title IX Bad Debt Reserve (0.5% of Interest)	\$ 2,398	-	\$ 2,398	-	-	\$ 2,196	Required via Title IX agreement
Annual IRP Loan Payments (2 Payments to USDA)	\$ 135,881	\$ 104,003	\$ 31,878	\$ 135,881.00	100.0%	\$ 135,881	Two semi-annual payments to USDA RD From IRP Funds
<b>Category</b>	<b>Budgeted FY-24</b>	<b>Expenditures to July 30th</b>	<b>Amount Remaining</b>	<b>Anticipated Year-End</b>	<b>Budget V. Actual</b>	<b>FY-2025 Proposed</b>	
Total Salary & Fringe Benefits	\$ 414,739	\$ 328,498	\$ 86,241	\$ 355,772	85.8%	\$ 426,679	
Non-Personnel Costs	\$ 105,888	\$ 108,638	\$ (2,750)	\$ 111,819	105.6%	\$ 112,641	IRP Expenditures are Expenses Paid Directly from IRP Funds or Closing
IRP Related Fees & Expenses	\$ 373,563	\$ 104,003	\$ 269,560	\$ 135,881.00	36.4%	\$ 372,824	Cost. Expenditures are Entered Due to IRP Reporting Requirements
<b>Agency Expenditure Totals:</b>	\$ 894,190	\$ 541,139	\$ 353,051	\$ 603,472	67.5%	\$ 912,144	
<b>Salary/Fringe &amp; Non-Personnel Only (Excludes IRP)</b>	\$ 520,627	\$ 437,136	\$ 83,491	\$ 467,591	90%	\$ 539,320	



# FY-2025 Agency-wide Indirect Cost Allocation Plan

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October 1, 2024 – September 30, 2025



## FY-2025 Direct Costs v. Indirect Costs

FY-25 Expenditure Categories	FY-25 Indirect Costs	FY-25 Direct Costs	FY-25 Budget Total
<b>Personnel</b>	<b>\$ 74,776</b>	<b>\$ 252,217</b>	<b>\$ 326,993</b>
Executive Director	\$ 15,205	\$ 57,895	\$ 73,100
Office Manager/Bookkeeper	\$ 59,571	\$ -	\$ 59,571
Economic Dev. Planner 301(b)/Loan Portfolio Mgr.	\$ -	\$ 49,436	\$ 49,436
Economic Dev. Planner	\$ -	\$ 46,088	\$ 46,088
Regional HSTP Coordinator	\$ -	\$ 53,028	\$ 53,028
Assistant Regional HSTP Coordinator	\$ -	\$ 45,770	\$ 45,770
<b>Fringe Benefits</b>	<b>\$ 20,387</b>	<b>\$ 17,280</b>	<b>\$ 99,687</b>
Executive Director Fringe	\$ 3,750	\$ 14,280	\$ 18,031
Office Manager/Bookkeeper Fringe	\$ 16,637	\$ -	\$ 16,637
Directly Charge Fringes	\$ -	\$ -	\$ 62,019
Leave Time	\$ -	\$ 3,000	\$ 3,000
<b>Contractual Services</b>	<b>\$ 11,898.00</b>	<b>\$ 9,702.00</b>	<b>\$ 21,600.00</b>
Agency wide Audit (2024)	\$ 9,537	\$ 5,463	\$ 15,000
Legal Fees (RBI, CDI & Title IX Loans )	\$ -	\$ 1,000	\$ 1,000
Legal Fees (504 Closings )	\$ -	\$ -	\$ -
Office Contractual Services	\$ 2,159	\$ 2,441	\$ 4,600
Other Consultant Services	\$ 202	\$ 798	\$ 1,000
<b>Travel &amp; Meetings</b>	<b>\$ 9,610</b>	<b>\$ 10,694</b>	<b>\$ 19,750</b>
Auto Fuel, Oil, Tires & Repairs (2020 Ford Fusion)	\$ 416	\$ 2,138	\$ 2,000
General Staff Mileage, Lodging & Meals	\$ 728	\$ 2,772	\$ 3,500
HSTP Coordinator Mileage, Lodging & Meals	\$ -	\$ 3,000	\$ 3,000
Monthly Commission Meeting	\$ 4,000	\$ -	\$ 4,000
Annual Meeting Costs (Meals/Room Only)	\$ 2,000	\$ -	\$ 2,000
Staff Christmas	\$ 800	\$ 1,200	\$ 2,000
Committee Meeting Costs	\$ 500	\$ -	\$ 500
Conferences/Workshops	\$ 416	\$ 1,584	\$ 2,000
Miscellaneous Board Meeting Expense	\$ 750	\$ -	\$ 750
<b>Equipment Maintenance</b>	<b>\$ 807</b>	<b>\$ 3,193</b>	<b>\$ 4,000</b>
Typewriter, Computers, Printers	\$ 807	\$ 3,193	\$ 4,000
<b>Equipment Purchases</b>	<b>\$ 1,211</b>	<b>\$ 4,289</b>	<b>\$ 5,500</b>
Smaller Equipment Purchases	\$ 505	\$ 1,495	\$ 2,000
Computers/Printers/GIS	\$ 303	\$ 1,197	\$ 1,500
PC Software	\$ 403	\$ 1,597	\$ 2,000
<b>Allocated Depreciation</b>	<b>\$ 2,055</b>	<b>\$ 5,786</b>	<b>\$ 7,841</b>
Real Estate Depreciation (Office Building)	\$ 1,012	\$ 1,750	\$ 2,762
Office Equipment Depreciation	\$ 86	\$ 344	\$ 430
Automobile Depreciation	\$ 957	\$ 3,692	\$ 4,649
<b>Photocopying</b>	<b>\$ 1,009</b>	<b>\$ 3,992</b>	<b>\$ 5,000</b>
Photocopier Lease and Maintenance/Supplies	\$ 1,009	\$ 3,992	\$ 5,000
<b>Office Space &amp; Utilities</b>	<b>\$ 16,524</b>	<b>\$ 3,676</b>	<b>\$ 20,200</b>
Building Maintenance & Repairs	\$ 8,000	\$ -	\$ 8,000
Electrical Service	\$ 3,900	\$ -	\$ 3,900
Water/Sewer/Gas/Garbage	\$ 3,100	\$ -	\$ 3,100
Landline Telephone Service	\$ 624	\$ 2,376	\$ 3,000
HSTP Telephone Line Charge	\$ -	\$ 1,000	\$ 1,000
Internet Charge	\$ 900	\$ -	\$ 900
HSTP Internet Charge	\$ -	\$ 300	\$ 300



<b>FY-25 Expenditure Categories</b>	<b>FY-25 Indirect Costs</b>	<b>FY-25 Direct Costs</b>	<b>FY-25 Budget Total</b>
<b>Office Supplies</b>	\$ 2,150	\$ 1,850	\$ 4,000
Consumable Supplies	\$ 2,150	\$ 1,850	\$ 4,000
<b>Postal Service</b>	\$ 293	\$ 2,257	\$ 2,550
Postage Meter & Scales Lease	\$ 212	\$ 988	\$ 1,200
Postage Rate Protection Plan	\$ -	\$ 350	\$ 350
Postage Meter Deposits	\$ 81	\$ 919	\$ 1,000
<b>Agency Subscriptions &amp; Dues</b>	\$ 936	\$ 3,564	\$ 4,500
Newspapers & Periodicals	\$ 83	\$ 317	\$ 400
SCIRPDC Memberships	\$ 624	\$ 2,376	\$ 3,000
Online Subscriptions	\$ 229	\$ 871	\$ 1,100
<b>Printing &amp; Graphics</b>	\$ 151	\$ 599	\$ 750
General Envelopes, Folders, Business Cards etc.	\$ 151	\$ 599	\$ 750
<b>Advertising , Promotion, Recruitment</b>	\$ 208	\$ 1,792	\$ 2,000
Advertising & Promotion	\$ 208	\$ 792	\$ 1,000
Personnel Recruitment	\$ -	\$ 1,000	\$ 1,000
<b>Insurance &amp; Bonding</b>	\$ 6,892	\$ 4,558	\$ 11,450
Liability & Fire Insurance - Office Building	\$ 3,592	\$ 908	\$ 4,500
Automobile Insurance - Staff Car (2020)	\$ -	\$ 3,500	\$ 3,500
Employer's Non-Ownership Liability Insurance	\$ -	\$ 150	\$ 150
Director's & Officers Liability Insurance	\$ 2,500	\$ -	\$ 2,500
Notary & Non-Profit Fees	\$ 100	\$ -	\$ 100
Blanket Position Bond	\$ 700	\$ -	\$ 700
<b>Miscellaneous Costs</b>	\$ 500	\$ 3,000	\$ 3,500
Memorials for Board & Staff Members	\$ 500		\$ 500
Misc. Fraudulent Charges & Unknown Expenditures		\$ 3,000	\$ 3,000
<b>Debt-Related Expenditures</b>	\$ -	\$ 372,824	\$ 372,824
RBI/CDI RLF Preservation Obligation (Non-Cash)	\$ -	\$ 189,987	\$ 189,987
RBI/CDI Bad Debt Reserve (0.5% of Interest)	\$ -	\$ 6,308	\$ 6,308
Title IX RLF Preservation Obligation (Non-Cash)	\$ -	\$ 38,452	\$ 38,452
Title IX Bad Debt Reserve (0.5% of Interest)	\$ -	\$ 2,196	\$ 2,196
Annual IRP Loan Payments (2 Payments to USDA)	\$ -	\$ 135,881	\$ 135,881
<b>Total Salary &amp; Fringe</b>	\$ 95,164	\$ 269,497	\$ 426,680
<b>Total Non-Personnel</b>	\$ 54,243	\$ 58,953	\$ 112,641
<b>Debt-Related Expenditures</b>	\$ -	\$ 372,824	\$ 372,824
<b>FY-2025 Agency Budget Totals:</b>	\$ 149,407	\$ 701,274	\$ 912,145
Prepared by the Staff:	9/6/2024		
Reviewed by the Operations & Budget Committee:	10/17/2024		
Adopted for use by the Board of Commissioners:	10/29/2024		
Budget Modifications Recommended to the Board:			

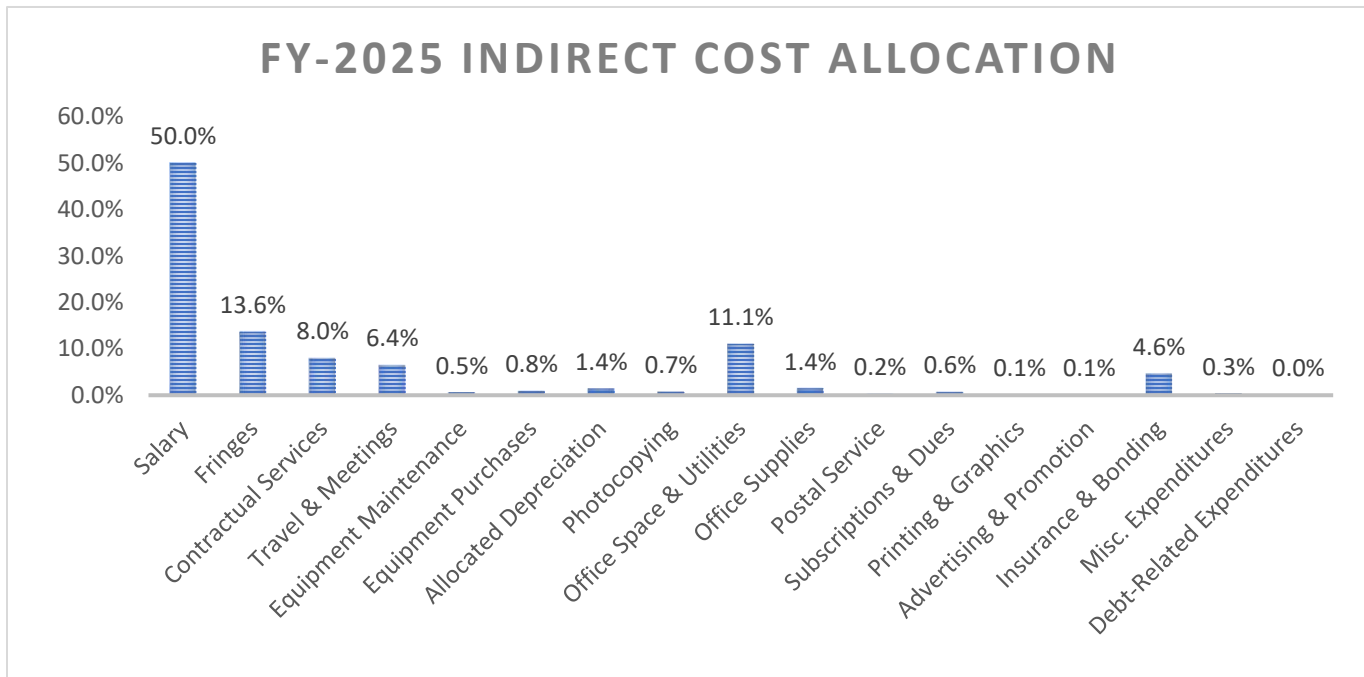
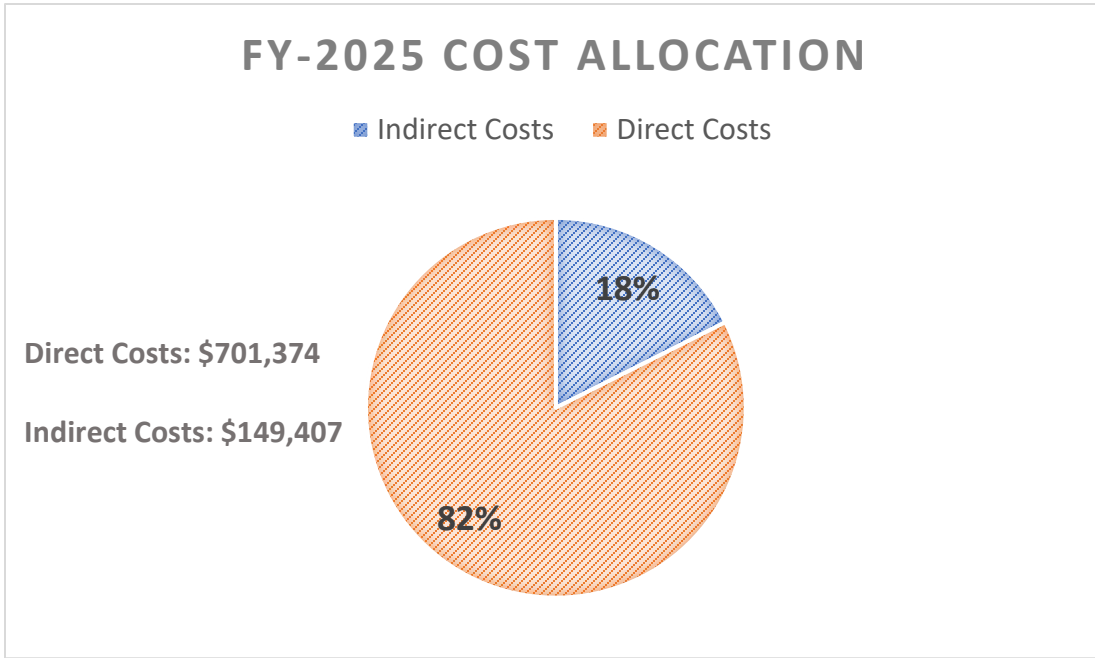
**FY-2025 Computation for Establishing  
the Agency Indirect Cost Rate  
(October 1 ,2024 - September 30, 2025)**

<b>Chargeable FY-2025 Salary (Indirect Only)</b>	<b>\$</b>	<b>74,776</b>
Executive Director (20.8% of Salary)	\$	15,205
Office Manager/Bookkeeper (100% of Salary)	\$	59,571
<b>FY-2025 Fringe Benefits (Indirect Only)</b>	<b>\$</b>	<b>20,387</b>
Executive Director (20.8% of Fringe)	\$	3,750
Office Manager/Bookkeeper (100% of Fringe)	\$	16,637
<b>Contractual Services</b>	<b>\$</b>	<b>11,898</b>
Agency wide Audit (2023)	\$	9,537
Office Contractual Services	\$	2,159
Other Consultant Services	\$	202
<b>Travel &amp; Meetings</b>	<b>\$</b>	<b>9,610</b>
Auto Fuel, Oil, Tires & Repairs (2020 Ford Fusion)	\$	416
General Staff Mileage, Lodging & Meals	\$	728
Monthly Commission Meeting	\$	4,000
Annual Meeting Costs (Meals/Room Only)	\$	2,000
Staff Christmas	\$	800
Committee Meeting Costs	\$	500
Conferences/Workshops	\$	416
Miscellaneous Board Meeting Expense	\$	750
<b>Equipment Maintenance</b>	<b>\$</b>	<b>807</b>
Typewriter, Computers, Printers	\$	807
<b>Equipment Purchases</b>	<b>\$</b>	<b>1,211</b>
Smaller Equipment Purchases	\$	505
Computers/Printers/GIS	\$	303
PC Software	\$	403
<b>Allocated Depreciation</b>	<b>\$</b>	<b>2,055</b>
Real Estate Depreciation (Office Building)	\$	1,012
Office Equipment Depreciation	\$	86
Automobile Depreciation	\$	957
<b>Photocopying</b>	<b>\$</b>	<b>1,009</b>
Photocopier Lease and Maintenance/Supplies	\$	1,009
<b>Office Space &amp; Utilities</b>	<b>\$</b>	<b>16,524</b>
Building Maintenance & Repairs	\$	8,000
Electrical Service	\$	3,900
Water/Sewer/Gas/Garbage	\$	3,100
Landline Telephone Service	\$	624
Annual Internet Access Costs	\$	900
<b>Office Supplies</b>	<b>\$</b>	<b>2,150</b>
Consumable Supplies	\$	2,150
<b>Postal Service</b>	<b>\$</b>	<b>293</b>
Postage Meter & Scales Lease	\$	212
Postage Meter Deposits	\$	81

**FY-2025 Computation for Establishing  
the Agency Indirect Cost Rate  
(October 1, 2024 - September 30, 2025)**

<b>Agency Subscriptions &amp; Dues</b>		<b>\$</b>	<b>936</b>
Newspapers & Periodicals	\$	83	
SCIRPDC Memberships	\$	624	
Online Subscriptions	\$	229	
<b>Printing &amp; Graphics</b>		<b>\$</b>	<b>151</b>
General Envelopes, Folders, Business Cards etc.	\$	151	
<b>Advertising &amp; Promotion</b>		<b>\$</b>	<b>208</b>
SCIRPDC Advertisement & Promotion	\$	208	
<b>Insurance &amp; Bonding</b>		<b>\$</b>	<b>6,892</b>
Liability & Fire Insurance - Office Building	\$	3,592.00	
Director's & Officers Liability Insurance	\$	2,500.00	
Notary & Non-Profit Fees	\$	100.00	
Blanket Position Bond	\$	700.00	
<b>Miscellaneous Costs</b>		<b>\$</b>	<b>500</b>
Indirect cost related to miscellaneous costs	\$	500	
<b>Total FY-2025 Indirect Costs:</b>		<b>\$</b>	<b>149,407</b>
<b>FY-2025 Indirect Cost Basis</b>			
FY-2025 Direct Chargeable Salary:	\$326,993 - \$74,776	\$	252,217
FY-2025 Direct Chargeable Fringe:	\$96,687 - \$20,387	\$	75,850
<b>Total FY-2025 Direct Personnel Costs:</b>		<b>\$</b>	<b>328,067</b>
<b>FY-2025 Indirect Cost Rate:</b>	<b>\$149,407 / \$328,067</b>		<b>45.54%</b>
Prepared by the Staff:	9/6/2024		
Reviewed by the Operations & Budget Committee:	10/17/2024		
Adopted for use by the Board of Commissioners:	10/29/2024		
Budget Modifications Recommended to the Board:			

### FY-2025 Indirect Cost Rate Breakdown





## FY-2025 Salary & Fringe Benefits Proposal

FY-2025 Salary Proposal		FY-2024 Salary	Salary Change	FY-2025 Salary	Proposed Bonus	2025 Salary Proposal
Start Date	Staff Position & Full Yrs. of Service					
Oct '23	Executive Director	\$ 70,000.00	\$ 2,100.00	\$ 72,100.00	\$ 1,000.00	\$ 73,100.00
May '81	Office Manager/Bookkeeper	\$ 56,865.33	\$ 1,705.96	\$ 58,571.29	\$ 1,000.00	\$ 59,571.29
March '21	Econ. Dev. Planner/Loan Port. Manager	\$ 47,025.00	\$ 1,410.75	\$ 48,435.75	\$ 1,000.00	\$ 49,435.75
May '24	Economic Development Planner *	\$ 44,260.00	\$ 1,327.80	\$ 45,587.80	\$ 500.00	\$ 46,087.80
Nov. '10	Regional HSTP Coordinator	\$ 50,512.76	\$ 1,515.38	\$ 52,028.14	\$ 1,000.00	\$ 53,028.14
Dec. '20	Assistant Regional HSTP Coordinator	\$ 43,466.00	\$ 1,303.98	\$ 44,769.98	\$ 1,000.00	\$ 45,769.98
<b>FY-2025 Proposed Salary</b>		<b>\$ 312,129.09</b>	<b>\$ 9,363.87</b>	<b>\$ 321,492.96</b>	<b>\$ 5,500.00</b>	<b>\$ 326,992.96</b>

FY-2025 Fringe Benefits Proposal		Fringe Benefits Costs						Benefits Total
Start Date	Staff Position	FY-25 Salary	457 Plan	Medical Insurance	Workers Comp.	Unemployment	Medicare	
Oct '23	Executive Director	\$ 73,100.00	\$ 5,482.50	\$ 10,500.00	\$ 410.82	\$ 475.15	\$ 1,162.29	\$ 18,030.76
May '81	Office Manager/Bookkeeper	\$ 59,571.29	\$ 4,467.85	\$ 10,500.00	\$ 334.79	\$ 387.21	\$ 947.18	\$ 16,637.03
March '21	Econ. Dev. Planner/Loan Port. Manager	\$ 49,435.75	\$ 3,707.68	\$ 10,500.00	\$ 277.83	\$ 321.33	\$ 786.03	\$ 15,592.87
May '24	Economic Development Planner	\$ 46,087.80	\$ 3,456.59	\$ 10,500.00	\$ 259.01	\$ 299.57	\$ 732.80	\$ 15,247.97
Nov. '10	Regional HSTP Coordinator	\$ 53,028.14	\$ 3,977.11	\$ 10,500.00	\$ 298.02	\$ 344.68	\$ 843.15	\$ 15,962.96
Dec. '20	Assistant Regional HSTP Coordinator	\$ 45,769.98	\$ 3,432.75	\$ 10,500.00	\$ 257.23	\$ 297.50	\$ 727.74	\$ 15,215.22
<b>FY-2025 Proposed Salary &amp; Fringes</b>		<b>\$ 326,992.96</b>	<b>\$ 24,524.47</b>	<b>\$ 63,000.00</b>	<b>\$ 1,837.70</b>	<b>\$ 2,125.45</b>	<b>\$ 5,199.19</b>	<b>\$ 96,686.82</b>

Section 457 Plan 7.5% of Gross Salary Medical Insurance (\$875/Employee/Month) Workers Compensation (0.56/\$100 of Salary) Unemployment Insurance (0.065%-1st \$12,960) Social Security Payment (1.45% of Pay for Medicare)
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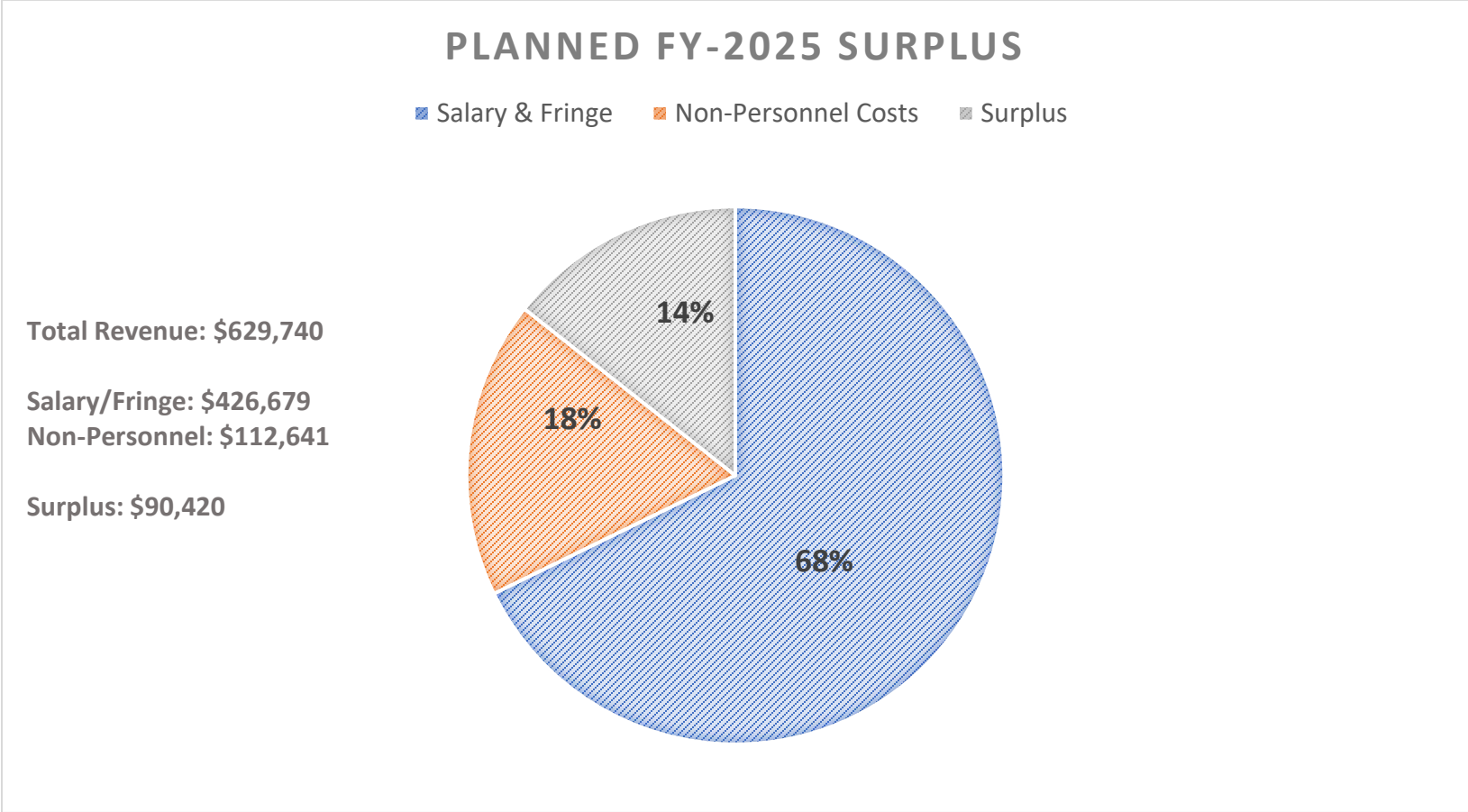
## FY-2025 Staff Cost Summaries (Daily Rates)

Intended for Use in Estimating FY-2025 Contractual Costs

SCIRPDC Staff Position	2025 Salary	2025 Fringes	2025 Indirect Costs	2025 Totals	Rate/Hour	FY-2025	
					(7 Hour Work Day)	Salary	Fringes
			45.54%				
Executive Director	\$ 281.15	\$ 69.35	\$ 159.62	\$ 510.12	\$ 72.87	\$ 73,100.00	\$ 18,031.00
Office Manager/Bookeepr	\$ 229.12	\$ 63.99	\$ 133.48	\$ 426.59	\$ 60.94	\$ 59,571.29	\$ 16,637.03
Economic Dev. Planner/Loan Port. Mgr.	\$ 190.14	\$ 59.97	\$ 113.90	\$ 364.01	\$ 52.00	\$ 49,435.75	\$ 15,592.87
Economc Dev. Planner II	\$ 177.26	\$ 58.65	\$ 107.43	\$ 343.34	\$ 49.05	\$ 46,087.80	\$ 15,247.97
Regional HSTP Coordinator	\$ 203.95	\$ 61.40	\$ 120.84	\$ 386.19	\$ 55.17	\$ 53,028.14	\$ 15,962.96
Assistant Regional HSTP Coordinator	\$ 176.04	\$ 58.52	\$ 106.82	\$ 341.38	\$ 48.77	\$ 45,769.98	\$ 15,215.22

**Note:** Based upon adjusted salary and fringe benefits approved by the Board of Commissioners as part of the "FY-2025 SCIRPDC Indirect Cost Allocation Plan & Agencywide Operating Budget" and a provisional FY-2025 indirect cost rate of 45.54%.

**Summary of FY-2025 Revenue & Expenditure Estimates**



**Book Future Depreciation FYE: 9/30/25**

FYE: 9/30/2024

Asset	Property Description	Date In Service	Book Cost	Book Sec 179 Exp	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
<b>Group: BUILDING</b>											
2	OFFICE BUILDING	12/29/89	120,000.00	0.00	0.00	120,000.00	0.00	120,000.00	0.00	S/L	31.50
3	BUILDING IMPROVEMENTS	4/01/93	6,214.63	0.00	0.00	6,119.81	94.82	6,214.63	0.00	S/L	31.50
6	AIR CONDITIONING SYSTEM U	11/01/94	4,507.75	0.00	0.00	4,507.75	0.00	4,507.75	0.00	S/L	15.00
7	FURNACE	11/01/94	2,140.00	0.00	0.00	2,140.00	0.00	2,140.00	0.00	S/L	15.00
8	A/C UPGRADE	6/01/95	159.00	0.00	0.00	159.00	0.00	159.00	0.00	S/L	5.00
9	SIDING	12/19/96	3,444.00	0.00	0.00	2,951.91	109.33	3,061.24	382.76	S/L	31.50
10	SHUTTERS	6/04/97	170.25	0.00	0.00	145.80	5.40	151.20	19.05	S/L	31.50
11	DOORS - 2	8/18/97	436.00	0.00	0.00	373.68	13.84	387.52	48.48	S/L	31.50
12	AIR CONDITIONING UNIT	9/08/97	1,645.00	0.00	0.00	1,645.00	0.00	1,645.00	0.00	S/L	15.00
37	Soffitt, Fascia, Guttering Improvem	1/13/98	1,355.00	0.00	0.00	1,118.52	43.02	1,161.54	193.46	S/L	31.50
50	CARPET	11/03/99	5,510.00	0.00	0.00	5,510.00	0.00	5,510.00	0.00	S/L	10.00
57	LANDSCAPE REHAB	8/24/00	989.70	0.00	0.00	989.70	0.00	989.70	0.00	S/L	10.00
60	WINDOW REPLACEMENT	11/28/00	5,000.00	0.00	0.00	3,783.07	158.73	3,941.80	1,058.20	S/L	31.50
79	STEEL DOOR	7/08/03	587.00	0.00	0.00	587.00	0.00	587.00	0.00	S/L	15.00
81	AC COOL COIL & UPGRADE	1/30/04	2,955.00	0.00	0.00	2,955.00	0.00	2,955.00	0.00	S/L	10.00
83	PARKING LOT	8/01/05	53,250.00	0.00	0.00	53,250.00	0.00	53,250.00	0.00	S/L	15.00
85	LANDSCAPING	8/01/05	267.56	0.00	0.00	267.56	0.00	267.56	0.00	S/L	10.00
92	AIR CONDITIONER	1/04/07	4,019.50	0.00	0.00	4,019.50	0.00	4,019.50	0.00	S/L	10.00
112	SIDING,FACIA, & STAINING	2/01/15	7,900.00	0.00	0.00	2,424.31	250.79	2,675.10	5,224.90	S/L	31.50
113	CARPET-RENTAL	12/16/15	5,696.60	0.00	0.00	4,984.53	569.66	5,554.19	142.41	S/L	10.00
114	CARPET-HALL/RESTROOM	12/16/15	361.42	0.00	0.00	316.23	36.14	352.37	9.05	S/L	10.00
117	ROOF	3/18/19	32,000.00	0.00	0.00	5,888.92	1,066.67	6,955.59	25,044.41	S/L	30.00
145	30 GAL WATER HEATER, FANS,	7/22/22	3,514.97	0.00	0.00	761.58	351.50	1,113.08	2,401.89	S/L	10.00
146	WATER HEATER, FAUCET SOU	7/22/22	625.00	0.00	0.00	135.42	62.50	197.92	427.08	S/L	10.00
	<b>BUILDING</b>		<u>262,748.38</u>	<u>0.00</u>	<u>0.00</u>	<u>225,034.29</u>	<u>2,762.40</u>	<u>227,796.69</u>	<u>34,951.69</u>		
<b>Group: EDA CARES EQUIPMENT</b>											
131	2 CHAIRS & MATS	10/01/20	329.69	0.00	0.00	0.00	0.00	0.00	329.69	Memo	0.00
132	2 DESKS	10/10/20	1,257.80	0.00	0.00	0.00	0.00	0.00	1,257.80	Memo	0.00
133	4 DELL MONITORS	11/06/20	972.00	0.00	0.00	0.00	0.00	0.00	972.00	Memo	0.00
135	LENOVA THINK PAD	11/06/20	1,753.33	0.00	0.00	0.00	0.00	0.00	1,753.33	Memo	0.00
136	TRANS CAD SOFTWARE	6/08/21	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	Memo	0.00
149	LENOVA THINK PAD	7/12/23	3,475.51	0.00	0.00	0.00	0.00	0.00	3,475.51	Memo	0.00
	<b>EDA CARES EQUIPMENT</b>		<u>19,788.33</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,788.33</u>		
<b>Group: EDA EQUIPMENT</b>											
4	OLD EDA EQUIPMENT	9/30/17	22,246.71	0.00	0.00	0.00	0.00	0.00	22,246.71	Memo	0.00
118	DELL COMPUTER/MONITOR	12/03/18	1,316.00	0.00	0.00	0.00	0.00	0.00	1,316.00	Memo	0.00
119	FIREPROOF 4 DR CABINET	12/17/18	3,610.00	0.00	0.00	0.00	0.00	0.00	3,610.00	Memo	0.00
122	2 PRINTERS	1/08/20	412.46	0.00	0.00	0.00	0.00	0.00	412.46	Memo	0.00
123	1 LENOVA THINKPAD & DOC	3/17/20	1,707.46	0.00	0.00	0.00	0.00	0.00	1,707.46	Memo	0.00
124	2 DELL MONITOR	3/17/20	347.58	0.00	0.00	0.00	0.00	0.00	347.58	Memo	0.00
125	HON STORAGE CABINET	4/04/20	586.48	0.00	0.00	0.00	0.00	0.00	586.48	Memo	0.00
126	JAMES FURNITURE	4/04/20	4,077.74	0.00	0.00	0.00	0.00	0.00	4,077.74	Memo	0.00
127	5 BLACK LEATHER CHAIRS	4/04/20	757.35	0.00	0.00	0.00	0.00	0.00	757.35	Memo	0.00



**Book Future Depreciation FYE: 9/30/25**

FYE: 9/30/2024

Asset	Property Description	Date In Service	Book Cost	Book Sec 179 Exp	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
<b>Group: EDA EQUIPMENT (continued)</b>											
128	2 COFFEE STAND	4/04/20	646.58	0.00	0.00	0.00	0.00	0.00	646.58	Memo	0.00
129	VERTICAL LETTER FILE	4/04/20	255.73	0.00	0.00	0.00	0.00	0.00	255.73	Memo	0.00
150	SERVER	2/10/23	2,638.04	0.00	0.00	0.00	0.00	0.00	2,638.04	Memo	0.00
151	50" TV AND CART	3/09/23	395.97	0.00	0.00	0.00	0.00	0.00	395.97	Memo	0.00
152	4 DRAWER FIRE PROOF CABIN	3/30/23	2,573.28	0.00	0.00	0.00	0.00	0.00	2,573.28	Memo	0.00
153	NAKAJIMA TYPEWRITER	3/15/23	499.00	0.00	0.00	0.00	0.00	0.00	499.00	Memo	0.00
154	LAZY BOY CHAIR	4/04/23	400.96	0.00	0.00	0.00	0.00	0.00	400.96	Memo	0.00
155	KITCHEN CABINET	4/04/23	1,573.24	0.00	0.00	0.00	0.00	0.00	1,573.24	Memo	0.00
156	EXEXECUTIVE CHAIR BURGUT	4/04/23	301.75	0.00	0.00	0.00	0.00	0.00	301.75	Memo	0.00
157	STORAGE CABINET	4/04/23	406.95	0.00	0.00	0.00	0.00	0.00	406.95	Memo	0.00
158	HP OFFICEJET PRO 9015E	4/04/23	229.99	0.00	0.00	0.00	0.00	0.00	229.99	Memo	0.00
159	HP DESIGNJET T830 PLOTTER I	4/04/23	7,809.95	0.00	0.00	0.00	0.00	0.00	7,809.95	Memo	0.00
160	4 LENOVA THINKPAD DOCK,C.	4/05/23	16,710.92	0.00	0.00	0.00	0.00	0.00	16,710.92	Memo	0.00
161	4 APPLE IPAD & KEYBOARD	4/04/23	2,106.68	0.00	0.00	0.00	0.00	0.00	2,106.68	Memo	0.00
162	DESKTOP COMPUTER - GIS	4/12/23	2,921.33	0.00	0.00	0.00	0.00	0.00	2,921.33	Memo	0.00
	<b>EDA EQUIPMENT</b>		<u>74,532.15</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>74,532.15</u>		
<b>Group: EQUIPMENT</b>											
14	FULLY DEPRECIATED ASSETS	10/01/89	33,896.89	0.00	0.00	33,896.89	0.00	33,896.89	0.00	S/L	5.00
15	ELITE LETTERING MACHINE	10/28/91	1,617.64	0.00	0.00	1,617.64	0.00	1,617.64	0.00	S/L	5.00
17	4 DRAWER FILE	9/07/92	159.00	0.00	0.00	159.00	0.00	159.00	0.00	S/L	10.00
20	COMPUTER DESK	1/04/93	40.00	0.00	0.00	40.00	0.00	40.00	0.00	S/L	10.00
21	CEILING FAN	3/09/93	104.52	0.00	0.00	104.52	0.00	104.52	0.00	S/L	5.00
26	FIRE PROOF FILE	12/27/93	947.50	0.00	0.00	947.50	0.00	947.50	0.00	S/L	10.00
31	FIRE PROOF FILE	12/01/95	1,120.93	0.00	0.00	1,120.93	0.00	1,120.93	0.00	S/L	10.00
32	ELECTRIC STAPLER	10/25/96	149.99	0.00	0.00	149.99	0.00	149.99	0.00	S/L	5.00
35	CHAIRS - 6	3/14/97	601.72	0.00	0.00	601.72	0.00	601.72	0.00	S/L	10.00
42	3 SURGE PROTECTORS	10/21/98	74.85	0.00	0.00	74.85	0.00	74.85	0.00	S/L	5.00
48	ELECTRIC WIRING-COMPUTER	12/14/98	223.62	0.00	0.00	223.62	0.00	223.62	0.00	S/L	5.00
61	STAPLER	10/25/00	99.75	0.00	0.00	99.75	0.00	99.75	0.00	S/L	1.00
69	WIRELESS INTERNET SETUP	10/31/02	927.70	0.00	0.00	927.70	0.00	927.70	0.00	S/L	5.00
70	SIGN-INSIDE & OUTSIDE	11/05/02	1,345.00	0.00	0.00	1,345.00	0.00	1,345.00	0.00	S/L	10.00
71	TERA DOUBLE PED DESK	2/17/03	371.25	0.00	0.00	371.25	0.00	371.25	0.00	S/L	10.00
72	TERA LEFT RETURN	2/17/03	164.45	0.00	0.00	164.45	0.00	164.45	0.00	S/L	10.00
73	TERA RIGHT RETURN	2/17/03	164.45	0.00	0.00	164.45	0.00	164.45	0.00	S/L	10.00
74	TERA CORNER UNIT	2/17/03	206.90	0.00	0.00	206.90	0.00	206.90	0.00	S/L	10.00
75	TERA CENTER DRAWER	2/17/03	88.00	0.00	0.00	88.00	0.00	88.00	0.00	S/L	10.00
76	TERA KEY BOARD	2/17/03	92.00	0.00	0.00	92.00	0.00	92.00	0.00	S/L	10.00
77	TERA 2 DRAWER LATERAL FIL	2/17/03	374.25	0.00	0.00	374.25	0.00	374.25	0.00	S/L	10.00
80	FIRE PROOF FILE CABINET	8/19/03	1,834.99	0.00	0.00	1,834.99	0.00	1,834.99	0.00	S/L	10.00
84	SIGN	8/01/05	1,564.00	0.00	0.00	1,564.00	0.00	1,564.00	0.00	S/L	10.00
89	FILING CABINET HON514	3/17/06	219.99	0.00	0.00	219.99	0.00	219.99	0.00	S/L	10.00
103	DESK TOP FOLDER	3/31/12	384.39	0.00	0.00	384.39	0.00	384.39	0.00	S/L	10.00
104	DESK	4/30/12	485.00	0.00	0.00	485.00	0.00	485.00	0.00	S/L	10.00
105	PHONE UPGRADE	4/30/12	1,090.00	0.00	0.00	1,090.00	0.00	1,090.00	0.00	S/L	10.00
109	SERVER	12/30/13	1,830.18	0.00	0.00	1,830.18	0.00	1,830.18	0.00	S/L	5.00
110	SIGN	6/30/14	425.00	0.00	0.00	425.00	0.00	425.00	0.00	S/L	10.00

**Book Future Depreciation FYE: 9/30/25**

FYE: 9/30/2024

Asset	Property Description	Date In Service	Book Cost	Book Sec 179 Exp	Book Sal Value	Book Prior Depreciation	Book Current Depreciation	Book End Depr	Book Net Book Value	Book Method	Book Period
<b>Group: EQUIPMENT (continued)</b>											
111	LIGHTING-SHARON AREA	2/04/15	516.33	0.00	0.00	499.09	17.24	516.33	0.00	S/L	10.00
143	SECURITY CAMERAS	12/16/21	1,900.00	0.00	0.00	1,045.00	380.00	1,425.00	475.00	S/L	5.00
147	ICE MAKER	9/01/22	162.85	0.00	0.00	67.85	32.57	100.42	62.43	S/L	5.00
	<b>EQUIPMENT</b>		<u>53,183.14</u>	<u>0.00</u>	<u>0.00</u>	<u>52,215.90</u>	<u>429.81</u>	<u>52,645.71</u>	<u>537.43</u>		
<b>Group: IDOT EQUIPMENT</b>											
95	LEATHER CHAIR	6/04/07	85.95	0.00	0.00	0.00	0.00	0.00	85.95	Memo	10.00
96	FILE CABINET	6/04/07	179.95	0.00	0.00	0.00	0.00	0.00	179.95	Memo	10.00
99	HIGH BACK CHAIR	7/11/07	89.99	0.00	0.00	0.00	0.00	0.00	89.99	Memo	0.00
100	POWER ASST CHAIR FOR CAR	1/26/11	1,578.00	0.00	0.00	0.00	0.00	0.00	1,578.00	Memo	0.00
101	LABELER	3/04/11	209.00	0.00	0.00	0.00	0.00	0.00	209.00	Memo	0.00
102	2 DRAWER LATERAL FILE	3/07/11	272.00	0.00	0.00	0.00	0.00	0.00	272.00	Memo	0.00
108	PRINTER	3/22/13	188.97	0.00	0.00	0.00	0.00	0.00	188.97	Memo	0.00
116	LENOVA THINKPAD E560	5/03/17	1,087.04	0.00	0.00	0.00	0.00	0.00	1,087.04	Memo	0.00
137	LENOVA THINKPAD-SHARON	8/06/21	2,115.91	0.00	0.00	0.00	0.00	0.00	2,115.91	Memo	0.00
138	LENOVA THINKPAD-JEANNE	8/06/21	2,115.91	0.00	0.00	0.00	0.00	0.00	2,115.91	Memo	0.00
139	CHAIR	8/06/21	225.99	0.00	0.00	0.00	0.00	0.00	225.99	Memo	0.00
140	3 AIR PRURIFIERS	8/06/21	695.40	0.00	0.00	0.00	0.00	0.00	695.40	Memo	0.00
141	THINKPAD USB	8/06/21	308.59	0.00	0.00	0.00	0.00	0.00	308.59	Memo	0.00
142	CHAIR-TERRI	6/01/21	575.00	0.00	0.00	0.00	0.00	0.00	575.00	Memo	0.00
148	LENOVA THINK PAD, DOCK, B.	7/12/23	3,501.39	0.00	0.00	0.00	0.00	0.00	3,501.39	Memo	0.00
	<b>IDOT EQUIPMENT</b>		<u>13,229.09</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,229.09</u>		
<b>Group: LAND</b>											
1	LAND	12/29/89	12,346.11	0.00	0.00	0.00	0.00	0.00	12,346.11	Land	0.00
	<b>LAND</b>		<u>12,346.11</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,346.11</u>		
<b>Group: TRANSPORTATION</b>											
130	2020 Ford Fusion	3/18/21	23,246.00	0.00	0.00	16,272.20	4,649.20	20,921.40	2,324.60	S/L	5.00
	<b>TRANSPORTATION</b>		<u>23,246.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,272.20</u>	<u>4,649.20</u>	<u>20,921.40</u>	<u>2,324.60</u>		
	<b>Grand Total</b>		<u>459,073.20</u>	<u>0.00</u>	<u>0.00</u>	<u>293,522.39</u>	<u>7,841.41</u>	<u>301,363.80</u>	<u>157,709.40</u>		

**Computation of RBI Revenues for Budget Purposes (FY-2024 and FY-2025) Oct. 1, 2024 - Sept. 30, 2025**

Name of Loan Recipient	2024 Principal	2024 Interest	2024 DB Reserve	FY-2024 Totals	2025 Principal	2025 Interest	2025 BD Reserve	FY-2025 Totals
<b>RBI Loan Portfolio</b>								
Arizona Realty	\$ 14,116.53	\$ 4,709.72	\$ 1,177.43	\$ 20,003.68	\$ 14,473.52	\$ 4,424.13	\$ 1,106.03	\$ 20,003.68
Brumleve Properties	\$ 10,316.70	\$ 4,058.09	\$ 1,159.45	\$ 15,534.24	\$ 10,551.24	\$ 3,875.68	\$ 1,107.34	\$ 15,534.26
RAYCO, Inc.	\$ 25,643.78	\$ 3,791.31	\$ 583.28	\$ 30,018.37	\$ 26,622.13	\$ 2,943.41	\$ 452.83	\$ 30,018.37
RCW Endeavor, Inc.	\$ 8,649.30	\$ 3,394.39	\$ 522.21	\$ 12,565.90	\$ 8,979.28	\$ 3,108.40	\$ 478.22	\$ 12,565.90
S & S Commercial Realty, LLC	\$ 737.24	\$ 268.63	\$ 41.33	\$ 1,047.20	\$ 765.37	\$ 244.25	\$ 37.58	\$ 1,047.20
TPS Enterprises, Inc.	\$ 32,647.13	\$ 3,506.71	\$ 438.34	\$ 36,592.18	\$ 34,146.93	\$ 2,173.55	\$ 271.69	\$ 36,592.17
Watley Properties, LLC	\$ 14,565.80	\$ 6,284.09	\$ 966.78	\$ 21,816.67	\$ 15,121.50	\$ 5,802.48	\$ 892.69	\$ 21,816.67
Cash Equipment, LLC	\$ 15,027.67	\$ 3,581.89	\$ 1,023.40	\$ 19,632.96	\$ 15,369.30	\$ 3,316.18	\$ 947.48	\$ 19,632.96
<b>Totals:</b>	<b>\$ 121,704.15</b>	<b>\$ 29,594.83</b>	<b>\$ 5,912.22</b>	<b>\$ 157,211.20</b>	<b>\$ 126,029.27</b>	<b>\$ 25,888.08</b>	<b>\$ 5,293.86</b>	<b>\$ 157,211.21</b>

**Computation of CDI Revenues for Budget Purposes (FY-2024 and FY-2024) Oct. 1, 2024 - Sept. 30, 2025**

Name of Loan Recipient	2024 Principal	2024 Interest	2024 DB Reserve	FY-2024 Totals	2025 Principal	2025 Interest	2025 BD Reserve	FY-2025 Totals
<b>CDI Loan Portfolio</b>								
City of Altamont (Division St. Project)	\$ 12,500.00	\$ 1,402.50	\$ 280.50	\$ 14,183.00	\$ 13,000.00	\$ 1,020.00	\$ 204.00	\$ 14,224.00
Village of Central City	\$ 20,000.00	\$ 4,650.00	\$ 930.00	\$ 25,580.00	\$ 20,000.00	\$ 4,050.00	\$ 810.00	\$ 24,860.00
<b>Totals:</b>	<b>\$32,500</b>	<b>\$6,053</b>	<b>\$1,211</b>	<b>\$39,763</b>	<b>\$33,000</b>	<b>\$5,070</b>	<b>\$1,014</b>	<b>\$39,084</b>

**Computation of Title IX Revenues for Budget Purposes (FY-2024 and FY-2025) Oct. 1, 2024 - Sept. 30, 2025**

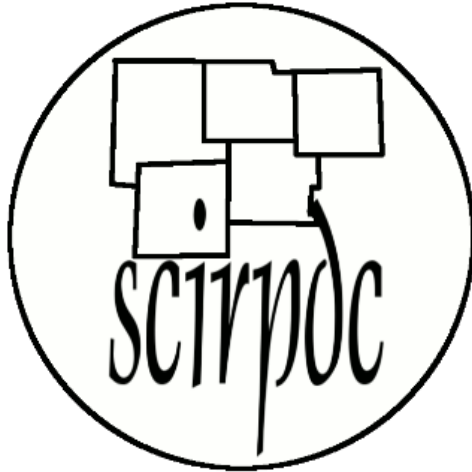
Name of Loan Recipient	2024 Principal	2024 Interest	2024 DB Reserve	FY-2024 Totals	2025 Principal	2025 Interest	2025 DB Reserve	FY-2025 Totals
<b>Title IX Loan Portfolio</b>								
RCW Endeavor, Inc. (deferred 3/23/20 - 8/	\$ 3,723.96	\$ 1,190.39	\$ 216.43	\$ 5,130.78	\$ 3,846.91	\$ 1,086.44	\$ 197.53	\$ 5,130.88
Yardley Automotive, LLC	\$ 3,567.14	\$ 450.97	\$ 81.99	\$ 4,100.10	\$ 3,684.81	\$ 351.39	\$ 63.89	\$ 4,100.09
S & S Commercial Realty, LLC	\$ 8,025.43	\$ 4,036.58	\$ 793.26	\$ 12,855.27	\$ 8,290.18	\$ 3,812.57	\$ 693.19	\$ 12,795.94
Cash Equipment, LLC	\$ 12,743.22	\$ 4,571.89	\$ 1,306.25	\$ 18,621.36	\$ 13,032.92	\$ 4,346.57	\$ 1,241.88	\$ 18,621.37
<b>Totals:</b>	<b>\$28,060</b>	<b>\$10,250</b>	<b>\$2,398</b>	<b>\$40,708</b>	<b>\$28,855</b>	<b>\$9,597</b>	<b>\$2,196</b>	<b>\$40,648</b>

**Computation of Section 504 Revenues for Budget Purposes (FY-2024 and FY-2025) Oct. 1, 2024 - Sept. 30, 2025**

Name of Loan Recipient	1.5% Processing Fee	Gross CDC Fee	SBA Fee	CDC Fee	Net Monthly Fee	FY-2025 Totals
<b>Section 504 Loan Portfolio</b>						
TDL Group, Inc.		\$ 781.42	\$ (130.23)	\$ 651.19	\$ 520.96	\$ 6,251.52
<b>Totals:</b>		<b>\$ 781.42</b>	<b>\$ (130.23)</b>	<b>\$ 651.19</b>	<b>\$ 520.96</b>	<b>\$ 6,251.52</b>

<b>FY-2025 Per Capita Income</b>			
<b>Local Government Entity</b>	<b>Population</b>	<b>FY-25 Per Capita</b>	
Clay County Board	7,691	\$	2,232.70
City of Flora	5,127	\$	1,488.37
Village of Louisville	1,151	\$	334.14
<b>Clay County Total</b>	-	<b>\$</b>	<b>4,055.21</b>
Effingham County Board	18,272	\$	5,304.36
City of Effingham	12,393	\$	3,597.69
City of Altamont	2,347	\$	681.33
Village of Teutopolis	1,546	\$	448.80
<b>Effingham County Total</b>	-	<b>\$</b>	<b>10,032.18</b>
Fayette County Board	12,940	\$	3,756.48
City of Vandalia	7,543	\$	2,189.73
City of St. Elmo	1,443	\$	418.90
Village of St. Peter	364	\$	105.67
Village of Farina	524	\$	152.12
<b>Fayette County Total</b>	-	<b>\$</b>	<b>6,622.90</b>
Jasper County Board	6,696	\$	1,943.85
City of Newton	2,883	\$	836.93
Village of Willow Hill	232	\$	67.35
<b>Jasper County Total</b>	-	<b>\$</b>	<b>2,848.13</b>
Marion County Board	19,134	\$	5,554.60
City of Centralia	12,321	\$	3,576.79
City of Salem	7,364	\$	2,137.77
<b>Marion County Total</b>	-	<b>\$</b>	<b>11,269.16</b>
<b>Region Total</b>	-	<b>\$</b>	<b>34,827.58</b>

Note: 0.2903 Cents/Capita



**FY-2025 Operating Budget**