



# Disability Rights Iowa

LEGAL PROTECTION AND ADVOCACY

## Budget Highlights Fiscal Year 2023 October 1, 2022 – September 30, 2023

Abbreviation	Full Name
PADD	Protection and Advocacy for Developmental Disabilities
PAIMI	Protection and Advocacy for Individuals with Mental Illness
PAVA	Protection and Advocacy for Voting Accessibility
PAAT	Protection and Advocacy for Assistive Technology
PABSS	Protection and Advocacy for Beneficiaries of Social Security
PAIR	Protection and Advocacy for Individual Rights
PATBI	Protection and Advocacy for Traumatic Brain Injury
PABRP	Representative Payee
WIPA	Work Incentive Planning and Assistance
PHWF	Public Health Workforce
Admin	
Unrestricted	Also called Non-Program

### Grant Awards

Unless already known, DRI is budgeting no increase in grant awards compared to last year. The Representative Payee grant (PABRP) has an annual increase built in, and the PABSS grant increased from \$100,000 to \$120,000 annually. DRI is also making an internal assumption that the PAIMI grant will be \$450,000 in FY23 to match the FY22 award. Other grants may also increase, but no forecast is trustworthy given historical trend. DRI chooses to be conservative in this regard. Grant awards are budgeted to total \$1,904,196 spread across nine grants along with a single one-time grant (PHWF) which will have no award in FY23, but has carryover funds. Net of Unrestricted funds, DRI is budgeting to have \$830,717 in carryover funds from the 2022 fiscal year and moderate donations driven by an increased fund-raising focus. There will be roughly \$80,000 in attorney's fees related to the Boys State Training School case in FY23 received as PAIMI program income.

The table on the following page shows a breakdown.

	<b>DRI Total</b>	<b>PADD</b>	<b>PAIMI</b>	<b>PAIR</b>	<b>PABSS</b>	<b>PATBI</b>	<b>PAVA</b>	<b>PAAT</b>	<b>WIPA</b>	<b>PABRP</b>	<b>Unrestricted</b>	<b>PHWF</b>
Carryover Funds	\$ 1,005,717	\$ 116,072	\$ 216,454	\$ 76,501	\$ 52,695	\$ 11,480	\$ 186,735	\$ -	\$ 30,000	\$ 36,781	\$ 175,000	\$ 104,000
Awarded Funds	\$ 1,904,196	\$ 414,977	\$ 450,000	\$ 186,177	\$ 120,000	\$ 50,000	\$ 119,365	\$ 43,750	\$ 276,700	\$ 243,227		
Carried P.I.	\$ 28,800	\$ 23,000	\$ 5,800									
New Attorney Fees	\$ 95,000	\$ 7,500	\$ 87,500									
Donations	\$ 30,000										\$ 30,000	
<b>Totals</b>	<b>\$ 3,063,713</b>	<b>\$ 561,549</b>	<b>\$ 759,754</b>	<b>\$ 262,678</b>	<b>\$ 172,695</b>	<b>\$ 61,480</b>	<b>\$ 306,100</b>	<b>\$ 43,750</b>	<b>\$ 306,700</b>	<b>\$ 280,008</b>	<b>\$ 205,000</b>	<b>\$ 104,000</b>

## **Personnel**

Salaries are budgeted at \$1,420,269 compared to a budget of \$1,263,429 last year, a 12.4% increase. This increase is due to no open positions entering FY23, three additional staff compared to FY22, and raises for current staff. Some more detail:

- Two limited-duration attorneys were hired in late FY22: a 2-year attorney paid fully from grant funds, and a 3-year attorney paid primarily from Unrestricted funds.
- An Advocate is on staff to focus on the Public Health Workforce one-time grant DRI received. This employee's position is contingent on funds being available in the PHWF grant.
- DRI is striving to provide fair and deserved increases to its employees given the inflationary environment the nation is in currently.

DRI allocates employee hours across grants proportionately to the size of the grant. These hourly allocations are budgeted using 2022 actual data as a guideline and then calibrating based on upcoming projects and grant funds available.

<b>Total Hours</b>	<b>PADD</b>	<b>PAIMI</b>	<b>PAIR</b>	<b>PABSS</b>	<b>PATBI</b>	<b>PAVA</b>	<b>PAAT</b>	<b>WIPA</b>	<b>PABRP</b>	<b>Unrestricted</b>	<b>PHWF</b>	<b>Admin.</b>
<b>48,196</b>	<b>8,632</b>	<b>9,732</b>	<b>3,907</b>	<b>2,498</b>	<b>963</b>	<b>2,685</b>	<b>778</b>	<b>6,344</b>	<b>4,753</b>	<b>1,917</b>	<b>1,844</b>	<b>4,143</b>

## **FY2023 – Large Projects (Outside of Annual Recurring Expenses)**

FY2023 large, non-recurring projects are listed below. The total amount of large projects is less than in past years. DRI is prioritizing staff wages and retention over large projects in FY23. DRI's grant awards do not come close to keeping up with inflation.

- \$13,500 – November strategic planning session. DRI has engaged with Nachama Wilker to organize, oversee, and follow-up with DRI's strategic plan.
- \$7,160 – Two DRI special events: Employment focused event in October and Mental Health focused event in May.
- \$5,500 – Two town hall events to take place outside of the Des Moines metro in order to grow DRI's presence in Iowa.
- \$5,000 – PAVA (voting) specific outreach projects focused on Gubernatorial and Senate elections.
- \$5,000 – Allowance for continued education and outreach to the new coverage area under DRI's WIPA grant which now includes 34 counties in NW Illinois in addition to all 99 Iowa counties.

- \$5,000 – Allowance for ramping up fundraising efforts. These funds will be Unrestricted and be for curating materials and mailings to position DRI to fundraise effectively in the future.

### **Staff / Board / PAC Development**

DRI is budgeting \$52,510 in conference related development expenses. Below is a list of many of the trainings planned in FY2023.

- \$7,500 – Director level conferences for the Executive Director (2), Legal Director, and Finance Director.
- \$6,760 – Two WIPA specific conferences including the National Association of Benefits and Work Incentives Specialists (NABWIS) conference for all three CWICs.
- \$6,000 – Two staff attending the annual NDRN conference in June at a location TBD. One of these staff will be from the Rep Payee team.
- \$5,000 – Two staff traveling to the March 2023 National Health Law Program (NHELP) conference.
- \$4,100 – Three in-person and one virtual registrations for the May ADA Conference in Kansas City.
- \$3,600 – Three in-person for the November special education Tri-State Conference in Omaha.
- \$1,000 - \$500 each for one Board member and one PAC member to attend a conference virtually.
- \$18,550 – Multiple conferences including Voting, Tristate, Technology, and amounts reserved for other conferences that may become available and be beneficial to DRI’s staff.

### **Other Expenses**

The majority of other expenses fall in line with standard operating costs with major items listed below. A detailed listing of all expenses is in the Budget Summary packet accompanying this overview.

- **Rent** – Total rent is \$127,633 based on DRI’s fixed lease with LawMark Capital.
- **IT Expense** – \$61,896 includes the purchase of fourteen laptops and docking stations. This will allow DRI to move to the cloud making remote work easier for staff. This category also includes monthly IT services, internet, and many necessary computer based subscriptions.
- **Insurance** - \$39,307 budgeted. \$37,500 is for malpractice insurance with Complete Equity Markets.
- **Audit** - \$24,100 based off the current four-year agreement with Denman and Company.
- **Monitoring/Investigation** - \$26,836 consisting of \$21,336 for travel costs related to Rep Payee reviews, \$4,000 for travel costs related to Non Rep Payee visits, and \$1,500 for visits to PMICs and Detention Centers.

- **Dues and Membership** - \$19,622 includes bar dues for attorneys, NDRN dues for the organization, and various other smaller dues necessary for DRI staff to perform its duties.

### Top Level Financials

The table below shows carry-over funds available after FY2023 by grant.

	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF
Total Revenue	\$ 3,063,713	\$ 561,549	\$ 759,754	\$ 262,678	\$ 172,695	\$ 61,480	\$ 306,100	\$ 43,750	\$ 306,700	\$ 280,008	\$ 205,000	\$ 104,000
Total Expenses	\$ 2,200,413	\$ 448,072	\$ 519,344	\$ 202,371	\$ 121,187	\$ 51,863	\$ 134,410	\$ 40,505	\$ 283,200	\$ 227,597	\$ 96,563	\$ 75,301
Carryover	\$ 863,299	\$ 113,476	\$ 240,410	\$ 60,307	\$ 51,508	\$ 9,616	\$ 171,690	\$ 3,245	\$ 23,500	\$ 52,411	\$ 108,437	\$ 28,699

### Future Year Projections (FY24 & FY25)

DRI implemented an extended budget model this year to provide more clarity on the financial trajectory of the agency. DRI adjusts key assumptions in out-years such as wages, hiring, projects, inflation, etc.

The PHWF grant shows a negative \$2,738 balance that DRI will be able to control as this one-time grant winds down in early/mid FY2024. WIPA is another grant with a very small negative balance after year three. WIPA is a grant that has stricter carryover requirements than most. Having a balance very close to zero is good. A focus on revenue generation is important and DRI is budgeting for moderate fundraising success in out-years.

<b>FY2024</b>	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF
Total Revenue	\$2,827,096	\$535,953	\$697,910	\$250,208	\$171,508	\$59,616	\$294,636	\$46,995	\$300,200	\$302,934	\$138,437	\$28,699
Total Expense	\$2,189,431	\$462,100	\$531,106	\$203,595	\$116,899	\$51,777	\$149,105	\$38,451	\$283,985	\$223,997	\$96,980	\$31,437
Carryover	\$637,665	\$73,854	\$166,804	\$46,612	\$54,609	\$7,839	\$145,531	\$8,544	\$16,215	\$78,938	\$41,458	(\$2,738)

<b>FY2025</b>	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF
Total Revenue	\$2,726,464	\$496,331	\$624,304	\$240,311	\$174,609	\$57,839	\$272,165	\$52,294	\$292,915	\$336,977	\$181,458	(\$2,738)
Total Expense	\$2,189,254	\$457,816	\$526,995	\$204,850	\$98,797	\$52,601	\$158,160	\$38,469	\$295,430	\$234,703	\$121,434	\$0
Carryover	\$537,210	\$38,515	\$97,309	\$35,461	\$75,812	\$5,238	\$114,005	\$13,825	(\$2,515)	\$102,274	\$60,024	(\$2,738)



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LEGAL PROTECTION AND ADVOCACY

## Proposed Fiscal Year 2023 Budget

October 1, 2022 - September 30, 2023

Abbreviation	Full Name
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A more detailed budget model is available upon request  
Any questions may be directed to the Finance Director

Non-Material Adjustments may be made to the budget if estimates become finalized.

## FY 2023 Budget - Summary

	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF	Admin.
<b>Revenue</b>													
Carryover	1,005,717	116,072	216,454	76,501	52,695	11,480	186,735	0	30,000	36,781	175,000	104,000	0
Grant Award	1,904,196	414,977	450,000	186,177	120,000	50,000	119,365	43,750	276,700	243,227	0	0	0
Carried Program Income	28,800	23,000	5,800	0	0	0	0	0	0	0	0	0	0
Attorney Fees	95,000	7,500	87,500	0	0	0	0	0	0	0	0	0	0
Donations	30,000	0	0	0	0	0	0	0	0	0	30,000	0	0
<b>Total Revenue</b>	<b>\$3,063,713</b>	<b>\$561,549</b>	<b>\$759,754</b>	<b>\$262,678</b>	<b>\$172,695</b>	<b>\$61,480</b>	<b>\$306,100</b>	<b>\$43,750</b>	<b>\$306,700</b>	<b>\$280,008</b>	<b>\$205,000</b>	<b>\$104,000</b>	<b>\$0</b>
<b>Expense</b>													
Salaries and Wages	1,420,269	260,156	298,520	117,681	67,219	30,705	72,994	25,330	168,771	121,927	53,538	41,947	161,482
Fringe Benefits	287,440	48,956	59,548	22,171	14,451	5,808	15,420	5,095	37,797	27,586	10,097	9,069	31,442
Audit Fees	24,100	4,722	5,324	2,137	1,367	527	1,469	426	3,471	2,600	1,049	1,009	0
Supplies, Phone, Copies	30,735	5,599	6,313	2,534	1,620	625	3,689	490	2,245	2,408	1,206	1,160	2,847
Insurance	39,307	7,702	8,684	3,486	2,229	859	2,396	694	5,661	4,241	1,710	1,645	0
Office Rent	127,633	27,629	31,150	12,505	7,996	3,082	8,593	2,491	333	8,555	6,135	5,902	13,262
Legal & Litigation Expense	4,200	1,303	454	2,282	116	45	0	0	0	0	0	0	0
Professional Services (Non I.T.)	29,670	6,317	6,931	2,180	1,394	537	1,498	434	3,710	2,652	1,070	1,029	1,917
I.T. Fees and Services	61,896	11,684	13,173	5,288	3,381	1,304	3,664	1,053	4,339	6,642	2,594	2,496	6,276
Dues, Memberships, Subscriptions	32,216	9,590	10,597	3,825	1,907	959	947	136	1,630	1,804	335	323	163
Board Related (Including PAC)	9,592	1,325	3,925	599	383	148	412	119	973	729	294	283	401
Monitoring/Investigations/Client Work	39,836	4,184	5,276	1,815	777	699	350	0	5,000	21,336	0	400	0
Staff Development & Personnel	60,310	11,012	12,186	4,169	3,381	1,028	3,447	274	14,748	4,176	3,776	650	1,461
Outreach / Presentations	33,210	3,944	7,713	1,809	2,247	634	5,863	0	6,000	0	5,000	0	0
Allocation of Indirect Expenses	0	43,949	49,550	19,891	12,719	4,903	13,669	3,962	28,524	22,940	9,759	9,388	(219,252)
<b>Total Expense</b>	<b>\$2,200,413</b>	<b>\$448,072</b>	<b>\$519,344</b>	<b>\$202,371</b>	<b>\$121,187</b>	<b>\$51,863</b>	<b>\$134,410</b>	<b>\$40,505</b>	<b>\$283,200</b>	<b>\$227,597</b>	<b>\$96,563</b>	<b>\$75,301</b>	<b>\$0</b>
		20.4%	23.6%	9.2%	5.5%	2.4%	6.1%	1.8%	12.9%	10.3%	4.4%	3.4%	0.0%
<b>Net Income (Carryforward)</b>	<b>\$863,299</b>	<b>\$113,476</b>	<b>\$240,410</b>	<b>\$60,307</b>	<b>\$51,508</b>	<b>\$9,616</b>	<b>\$171,690</b>	<b>\$3,245</b>	<b>\$23,500</b>	<b>\$52,411</b>	<b>\$108,437</b>	<b>\$28,699</b>	<b>\$0</b>

# FY2023 Budget - Employee Hours by Grant

Last Name	First Name	Total Hours	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF	Admin.
Be	Lacee	2,080	416	416	208			1,040						
Crouch	Tammy	2,080								2,080				
Driscoll	Whitney	2,080	894	915	125		42	62	21					21
Ehlers	Emily	2,080	520	458	458		166	104	374					
Etsey	Elizabeth	2,080	624	624	208	520	42	62						
Flege	Charissa	2,080	624	624	686	21	62	42	21					
Joens	Charlene	2,080	624	624	208		104				520			
Johns	Jami	2,080									2,080			
Johnson, C	Catherine	2,080	229	374	125	62	42	62	21	21	42	156	42	905
Johnson, M	Mistie	2,080								2,080				
Kain	James	2,080	21	104	10	10	10	42	62	21	10	21	21	1,747
Kirstein	Nathan D	2,080	250	1,643	73		10	42	62					
Lynes	Jennifer	2,080								2,080				
Lyon	Scott	2,080	1,394	166	270		166	62	21					
Miller	Cyndy	2,080	541	562	312	166	83	312	21	21	21	21		21
Santos-Nila	Vanessa	2,080	790	790	333	21	83	42					21	
Schultz	Katelynn	2,080	187	520	125	83	21	208	21	42		62	62	749
Smith, E	Emmanuel	2,080	83	62	146	1,352	21	416						
Smith, S	Stephanie	2,080	104	208	104			104				1,560		
Tubbs	Allie	520	182	182	78	42	21	5						10
Van Kirk	Emily	2,080	603	541	250	83	21	62	42			42	21	416
Vande Vorde	Katie	1,716	446	506	189	137	69	17	9			34	34	275
Winchell	Jennifer	2,080									2,080			
Workman	Danielle	2,080		312					104			21	1,643	
Intern(s)	Legal	200	100	100										
<b>Totals</b>		<b>48,196</b>	<b>8,632</b>	<b>9,732</b>	<b>3,907</b>	<b>2,498</b>	<b>963</b>	<b>2,685</b>	<b>778</b>	<b>6,344</b>	<b>4,753</b>	<b>1,917</b>	<b>1,844</b>	<b>4,143</b>
			17.9%	20.2%	8.1%	5.2%	2.0%	5.6%	1.6%	13.2%	9.9%	4.0%	3.8%	8.6%

## FY2023 Budget - Benefits Summary

Benefit Type	Totals	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF	Admin.
Health Insurance	103,389	15,213	20,752	6,893	5,834	1,723	6,105	1,748	15,016	11,250	4,554	4,382	9,920
Dental Insurance	5,290	947	1,082	385	298	108	320	92	768	324	233	224	508
Life / STD / LTD Insurance	10,626	1,876	2,123	859	552	213	596	173	1,409	1,056	427	411	931
403(b) DRI Contributions	61,986	11,438	13,046	5,223	2,680	1,462	2,891	1,167	8,439	6,096	816	900	7,826
SUTA	0	0	0	0	0	0	0	0	0	0	0	0	0
FICA	102,723	18,876	21,834	8,533	4,929	2,229	5,338	1,856	11,790	8,586	3,927	3,053	11,773
Worker's Compensation Insurance	3,427	606	711	277	157	74	170	59	375	275	140	98	485
	<b>\$ 287,440</b>	<b>\$ 48,956</b>	<b>\$ 59,548</b>	<b>\$ 22,171</b>	<b>\$ 14,451</b>	<b>\$ 5,808</b>	<b>\$ 15,420</b>	<b>\$ 5,095</b>	<b>\$ 37,797</b>	<b>\$ 27,586</b>	<b>\$ 10,097</b>	<b>\$ 9,069</b>	<b>\$ 31,442</b>

<b>DRI Company Benefits Percentage</b>	<b>20.24%</b>	<b>18.8%</b>	<b>19.9%</b>	<b>18.8%</b>	<b>21.5%</b>	<b>18.9%</b>	<b>21.1%</b>	<b>20.1%</b>	<b>22.4%</b>	<b>22.6%</b>	<b>18.9%</b>	<b>21.6%</b>	<b>19.5%</b>
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FY2023 - Assumed Increases	
Health Insurance	20%
Dental Insurance	10%
Life / STD / LTD Insurance	0%
SUTA	0%
FICA	0%
Worker's Compensation	5%

Switched in Jan 2022 to an ACA plan with two options (POS & HDHP)
Switched from Principal to Mutual of Omaha - lower locked rate for 2 years
DRI has a 0% multiplier as of 2022.
Remains 1.45% Medicare and 6.2% Social Security



## FY2023 Budget - Non-Payroll Related Expenses

Account Name	Annual Amount \$	Vendor	Description
Contract Labor	\$ 3,000	Misc - Brown Winnick	Outside Consulting - Miscellaneous
Contract Labor	\$ 3,000	Lois Albertson	Medical Record Research
Contract Labor	\$ 10,000	Nachama Wilker	Strategic Planning Session in the Fall
<b>Total Contract Labor</b>	<b>\$ 16,000.00</b>		

Personnel Miscellaneous	\$ 1,500	Multiple	General expenses related to hiring new employees. Moving expenses, interview expenses, job postings, etc. (Assumed to be \$1,000 per employee hired).
Personnel Miscellaneous	\$ 600	Gift Cards	Monthly Team Meeting Vision Moment Gift Cards
Personnel Miscellaneous	\$ 2,500	Various	Team Events - celebration lunches, goodbye lunches, etc.
<b>Total Personnel Miscellaneous</b>	<b>\$ 4,600.00</b>		

Audit	\$ 24,100	Denman & Company	Per Letter of Intent
<b>Total Audit</b>	<b>\$ 24,100.00</b>		

Account Name	Annual Amount \$	Vendor	Description
Board Meeting Expense	\$ 1,200	Board Members	Board Member Travel Reimbursement - Assumed to be \$300 per board meeting.
Board Meeting Expense	\$ 960	Board Members	Board Member Hotel Rooms - Assumed to be \$240 per board meeting.
Board Meeting Expense	\$ 900	Grand View College or other location	Room Rental for Board Meeting (Assumed at \$200 per Board Meeting for 2 meetings) + \$500 for Strat Plan space.
Board Meeting Expense	\$ 932	PAC Portion of Board Expense	Assumed to be 20% of all other Board Expense line items
Board Meeting Expense	\$ 1,600	Grand View College	Food for board meetings: Assumed to be \$400 per board meeting.
<b>Total Board Meeting Expense</b>	<b>\$ 5,592.00</b>		

Copier Expenses	\$ 1,935	WF Financial Leasing	Lanier Copier Lease (\$645 / mo) - Oct - Dec 2022
Copier Expenses	\$ 4,230	WF Financial Leasing	Lanier Copier Lease (\$470 / mo) - Jan - Sep 2023
<b>Total Copier Expenses</b>	<b>\$ 6,165.00</b>		

Account Name	Annual Amount \$	Vendor	Description
Dues & Memberships	\$ 7,300	1 .NDRN	FY 2023 DAD Dues (Paid in Oct)
Dues & Memberships	\$ 6,335	1. NDRN	NDRN Annual Dues (Paid when awards are made)
Dues & Memberships	\$ 1,082	2. Federal District Court (N & S)	All Attorneys
Dues & Memberships	\$ 980	2. IA State Bar Association	All Attorneys
Dues & Memberships	\$ 2,250	2. IA Supreme Court	All Attorneys
Dues & Memberships	\$ 140	2. CLE Compliance	All Attorneys
Dues & Memberships	\$ 390	2. Polk County Bar Association	All Attorneys
Dues & Memberships	\$ 360	3. APSE	Crouch & Johnson & Lynes (Paid in Apr for TC & MJ, Oct for JL)
Dues & Memberships	\$ 135	3. NAWBIS	Johnson & Crouch & JL (Paid in July)
Dues & Memberships	\$ 25	Annual ADA ACTCP Membership	Mistie Johnson (Paid in February)
Dues & Memberships	\$ 200	NTEN Membership	Annual Membership for KVV & KS (Paid in February)
Dues & Memberships	\$ 200	Disability Rights Bar Association	Catherine and Cyndy
Dues & Memberships	\$ 225	SHRM	Vande Vorde (paid in Sept)
<b>Total Dues &amp; Memberships</b>	<b>\$ 19,622.00</b>		

Info. Tech. - Hardware & Software	\$ 2,500	Dymin	Miscellaneous Repair Equipment
Info. Tech. - Hardware & Software	\$ 21,000	Dymin	14 New Laptops and Docks to replace desktops and convert to Cloud Based Server with VPN remote access (\$1,500 each)
Info. Tech. - Hardware & Software	\$ 1,800	Amazon	10 New Monitors @ \$180 each)
<b>Total Info. Tech. - Hardware &amp; Software</b>	<b>\$ 25,300.00</b>		

Account Name	Annual Amount \$	Vendor	Description
Info. Tech. - Professional Fees	\$ 20,400	Dymin	Monthly IT Services @ \$1,700 / mo. - Will want to update based on new cloud server.
Info. Tech. - Professional Fees	\$ 5,340	Aureon Communications	Monthly Internet @ \$445 / mo.
Info. Tech. - Professional Fees	\$ 4,800	M. Johnson, T. Crouch, J. Lynes, J. Winchell	Monthly Technology Stipend @ \$100 per month
Info. Tech. - Professional Fees	\$ 165	Zoom	Remote Meeting/Webinar service (Billed in October)
Info. Tech. - Professional Fees	\$ 396	Mail Chimp	Mass distribution service (\$33 per month)
Info. Tech. - Professional Fees	\$ 300	Adobe Cloud	Adobe suite of services (Billed in Sep)
Info. Tech. - Professional Fees	\$ 190	Hootsuite	Annual Subscription (billed in Nov.)
Info. Tech. - Professional Fees	\$ 500	UserWay	3rd party add-in for website accessibility (billed in December)
Info. Tech. - Professional Fees	\$ 165	Zoom	WIPA Zoom Subscription (Billed in October)
Info. Tech. - Professional Fees	\$ 900	Blue Frog	Annual Website Hosting per contract
Info. Tech. - Professional Fees	\$ 240	Alchemer (formerly Survey Gizmo)	Billed in January
Info. Tech. - Professional Fees	\$ 1,680	Verizon	Rep Payee Hotspot (3 @ \$140 total per month)
Info. Tech. - Professional Fees	\$ 1,440	ABILA	Monthly User Fee & Maintenance subscription for 1 user in Cloud
Info. Tech. - Professional Fees	\$ 30	GoDaddy.com	drivoting domain annual fee (billed in June)
Info. Tech. - Professional Fees	\$ 50	GoDaddy.com	.org and .com URL fees (billed in June)
<b>Total Info. Tech. - Professional Fees</b>	<b>\$ 36,596.00</b>		

Account Name	Annual Amount \$	Vendor	Description
Insurance - Liability	\$ 407	Travelers	Crime/ERISA Insurance - 2021 - 2024 (\$407 annual premium) - billed in January
Insurance - Liability	\$ 1,400	Integrity	Business Owners + Umbrella
<b>Total Insurance - Liability</b>	<b>\$ 1,807.00</b>		

Insurance - Malpractice	\$ 37,500	NASPPG Insurance / NDRN Insurance / Complete Equity	Professional Liability Insurance (Complete Equity Markets)
<b>Total Insurance - Malpractice</b>	<b>\$ 37,500.00</b>		

Legal Advocacy Expenses	\$ 600	Multiple	Records for service requests
Legal Advocacy Expenses	\$ 600	Multiple	Records for investigations
<b>Total Legal Advocacy Expenses</b>	<b>\$ 1,200.00</b>		

Litigation Expense	\$ 3,000	Multiple	DHS Case (70% PAIR, 30% PADD)
<b>Total Litigation Expense</b>	<b>\$ 3,000.00</b>		

Office Supplies and Expenses	\$ 1,800	MDS Records Management	Records Storage/Shredding @ \$150 / mo
Office Supplies and Expenses	\$ 5,000	Multiple	General Office Supplies
Office Supplies and Expenses	\$ 1,200	Furniture Store	General Office Furniture (possibly chairs)
Office Supplies and Expenses	\$ 1,000	Multiple	MJ, TC, JL, JW Supplies (Toner, etc.)
<b>Total Office Supplies and Expenses</b>	<b>\$ 9,000.00</b>		

Account Name	Annual Amount \$	Vendor	Description
Postage and Shipping	\$ 240	Stamps.com	Monthly Fee @ \$20 / mo.
Postage and Shipping	\$ 1,380	Stamps.com	Postage Useage @ \$115 / mo.
Postage and Shipping	\$ 300	FedEx/UPS/USPS	Overnight and 2-day mail
Postage and Shipping	\$ 300	USPS	PO Boxes for Mistie and Tammy (Billed in January) & Jenny
Postage and Shipping	\$ 500	Multiple	General Postage Supplies
<b>Total Postage and Shipping</b>	<b>\$ 2,720.00</b>		

Printing - Outside	\$ 2,000	Iowa Prison Industries	PAVA specific publications / pamphlets
Printing - Outside	\$ 2,500	Iowa Prison Industries	DRI Brochures possible reprints and braille additions, new employee business cards
Printing - Outside	\$ 500	Iowa Prison Industries	DRI Letterhead and Envelopes
<b>Total Printing - Outside</b>	<b>\$ 5,000.00</b>		

Professional Services	\$ 3,600	Finway Group	403(b) annual Third Party Admin. Fees and ERISA Fees (Paid Quarterly)
Professional Services	\$ 3,000	Iowa Internation Center, Deaf Service	Translation services throughout the year.
Professional Services	\$ 4,200	Paychex	Monthly Paychex fees @ \$350 / mo.
Professional Services	\$ 170	TBD - Illinois Agent of Record	Necessary for filing IL reports of incorporation
Professional Services	\$ 1,500	Multiple	Miscellaneous Professional Service Used
Professional Services	\$ 1,200	TRISTAR	Admin. Of FSA Accounts
<b>Total Professional Services</b>	<b>\$ 13,670.00</b>		

Account Name	Annual Amount \$	Vendor	Description
Publications & Subscriptions	\$ 10,200	NDRN	Westlaw Subscription for 2022/2023 (billed in July)
Publications & Subscriptions	\$ 144	DSM Register	DSM Register subscription @ \$11 / mo.
Publications & Subscriptions	\$ 2,250	NDRN	Special Ed Connection Package (billed in February)
<b>Total Publications &amp; Subscriptions</b>	<b>\$ 12,594.00</b>		

Reasonable Accommodation	\$ 500	Multiple	Miscellaneous Reasonable Accomodation
<b>Total Reasonable Accommodation</b>	<b>\$ 500.00</b>		

Rent	\$ 43,173	Financial Center (Jun 23 - Sep 23)	Monthly Rent at \$10,793.25 per mo.
Rent	\$ 84,460	Financial Center (Oct 22 - May 23)	Monthly Rent at \$10,557.50 per mo.
<b>Total Rent</b>	<b>\$ 127,633.00</b>		

Telephone	\$ 5,100	Aureon	Telephone charges at \$425 / mo.
Telephone	\$ 1,200	American Business Phones	Annual Service/Support for phone system (paid in March)
Telephone	\$ 1,050	American Business Phones	New phones for new employees and set-up. Plus 1 phone for private space
<b>Total Telephone</b>	<b>\$ 7,350.00</b>		

Board Development	\$ 500	TBD Conference	One Board Member - Virtual
Board Development	\$ 2,000	Nachama Wilker time for Board attendance	Strategic Planning Session (Fall 2022)
<b>Total Board Development</b>	<b>\$ 2,500.00</b>		

Account Name	Annual Amount \$	Vendor	Description
PAC Development Expense	\$ 500	TBD Conference	Funds to use for PAC Conferences (Virtual)
PAC Development Expense	\$ 1,000	Nachama Wilker time for Board attendance	Strategic Planning Session (Fall 2022)
<b>Total PAC Development Expense</b>	<b>\$ 1,500.00</b>		

Monitoring/Investigation Expense	\$ 4,000	Various Employee Expense	20 Monitoring/Investigations (Non PABRP) - Weighted toward nice weather months
Monitoring/Investigation Expense	\$ 21,336	Various Employee Expense	48 PABRP Monitoring from Rep Payee Budget (From Rep Payee Budget)
Monitoring/Investigation Expense	\$ 1,500	Various Employee Expense	Visits to PMICs and Detention Centers
<b>Total Monitoring/Investigation Expense</b>	<b>\$ 26,836.00</b>		

Client Work Expense	\$ 4,000	Various Employee Expense	Miscellaneous - Travel, Food, Hotel
Client Work Expense	\$ 5,000	Various Employee Expense	Miscellaneous - Travel, Food, Hotel (WIPA Only) (From WIPA Budget)
Client Work Expense	\$ 4,000	Interpretation/Translation Services	Interpretation/Translation Services for Clients (ASL and Non-English interpretation)
<b>Total Client Work Expense</b>	<b>\$ 13,000.00</b>		

Staff Development - In-State	\$ 800	Hotels - APSE Board Meetings	WIPA Only - MJ
Staff Development - In-State	\$ 750	APSE Conference	WIPA Only - MJ
Staff Development - In-State	\$ 500	Mutliple	Strat Plan Retreat
Staff Development - In-State	\$ 1,500	TBD - Local Iowa hopefully	Personal Injury Conference (3 staff)
Staff Development - In-State	\$ 4,200	Reimbursement	4 Non-Office staff travel to DSM for all staff meetings (1 per month)
Staff Development - In-State	\$ 2,500	Miscellaneous	Allowing for unplanned
<b>Total Staff Development - In-State</b>	<b>\$ 10,250.00</b>		



Account Name	Annual Amount \$	Vendor	Description
Staff Development - Out-of-State	\$ 3,380	NABWIS Confrence	TC & MJ & JL - (October)
Staff Development - Out-of-State	\$ 3,380	WIPA National Conf. TBD	TC & MJ & JL CWIC
Staff Development - Out-of-State	\$ 2,500	CWIC Training for PABSS Staff	New Attorney (Etsey / SS)
Staff Development - Out-of-State	\$ 3,600	Tristate Conference	TriState Conference (Omaha) (Nov.) - 3 staff - In-Person in FY23 (NK, Etsey, SS)
Staff Development - Out-of-State	\$ 4,100	ADA conference	May - 3 In-Person, 1 Virtual (EE, new, ES, VSN, CJ ??) In KC so can drive
Staff Development - Out-of-State	\$ 5,000	Nhelp Conference	March 2022 per Cjohnson Email - 2 in person (EE / SL, CM??)
Staff Development - Out-of-State	\$ 2,500	Voting specific conference	LB
Staff Development - Out-of-State	\$ 5,000	Placeholder	Miscellaneous
Staff Development - Out-of-State	\$ 3,500	NDRN Conference	1 Staff - TBD (June) + 1 virtual fee for all
Staff Development - Out-of-State	\$ 2,500	NDRN Conference	Rep Payee Staff (June)
Staff Development - Out-of-State	\$ 2,500	NDRN Fiscal Conference	J. Kain - TBD (July)
Staff Development - Out-of-State	\$ 2,500	2 x CEO Meeting	Ex. Director - (Oct - Virtual, Mar - In-Person)
Staff Development - Out-of-State	\$ 2,500	Legal Directors Conference	CM - March 2023
Staff Development - Out-of-State	\$ 2,500	Nat'l Technology Conference	1 staff - KS - March (Denver)
<b>Total Staff Development - Out-of-State</b>	<b>\$ 45,460.00</b>		

<b>Account Name</b>	<b>Annual Amount \$</b>	<b>Vendor</b>	<b>Description</b>
DRI Outreach/Presentations	\$ 1,000	Miscellaneous	Allow for trainings done by DRI team
DRI Outreach/Presentations	\$ 5,550	Multiple	DRI Townhall Event x 2
DRI Outreach/Presentations	\$ 3,580	Pro Disability Vendor(s)	October Employment Event (virtual speaker)
DRI Outreach/Presentations	\$ 5,000	TBD - Multiple	PAVA Specific outreach for Gubernatorial and Senate races
DRI Outreach/Presentations	\$ 1,000	General / TBD	General Conference tables and sponsorships. (examples may include Make-Your-Mark, NAMI, etc.)
DRI Outreach/Presentations	\$ 5,000	Multiple	Special Project(s) designed to educate and inform coverage area of Benefits Planning resources and DRI's ability to Assist. WIPA
DRI Outreach/Presentations	\$ 1,000	Iowa APSE Conference	Sponsorship in order to provide WIPA outreach (WIPA CWIC to attend and table) - Sept 2023
DRI Outreach/Presentations	\$ 3,580	Multiple	May Mental Health Event
DRI Outreach/Presentations	\$ 2,500	Multiple	DMACC Event (April?)
DRI Outreach/Presentations	\$ 5,000	Multiple	Fundraising Mailing and Initiatives
<b>Total DRI Outreach/Presentations</b>	<b>\$ 33,210.00</b>		
<b>Total Non-Payroll Related Expenses</b>	<b>\$ 492,705.00</b>		