



**Budget Highlights**  
**Fiscal Year 2024**  
**October 1, 2023 – September 30, 2024**

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
PAPH	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. DRI is also following SAMHSA guidance that the PAIMI grant will be \$473,700 in FY2024. Other grants may increase, but no forecast is trustworthy given historical trends. DRI chooses to be conservative in this regard. Grant awards are budgeted to total \$1,981,745 spread across nine grants along with a single one-time grant (PHWF) which will have no award in FY2024, but has carryover funds. Net of Unrestricted funds, DRI is budgeting to have \$805,200 in carryover funds from the 2023 fiscal year. DRI is also carrying roughly \$130,000 in Program Income, anticipates \$30,000 in donations, and expects at least \$15,000 in new Attorney Fees.

The table on the following page shows a breakdown.

	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PAPH
Carryover Funds	\$ 915,200	\$ 125,000	\$ 180,000	\$ 43,000	\$ 86,000	\$ 13,000	\$ 258,200	\$ -	\$ 15,000	\$ 30,000	\$ 110,000	\$ 55,000
Awarded Funds	\$ 1,981,745	\$ 414,977	\$ 473,700	\$ 195,895	\$ 120,000	\$ 50,000	\$ 141,043	\$ 43,750	\$ 276,700	\$ 265,680		
Carried P.I.	\$ 130,000	\$ 30,000	\$ 100,000									
New Attorney Fees	\$ 15,000	\$ 7,500	\$ 7,500									
Donations	\$ 30,000										\$ 30,000	
Totals	\$ 3,071,945	\$ 577,477	\$ 761,200	\$ 238,895	\$ 206,000	\$ 63,000	\$ 399,243	\$ 43,750	\$ 291,700	\$ 295,680	\$ 140,000	\$ 55,000

## **Personnel**

Salaries are budgeted at \$1,368,376 compared to a budget of \$1,420,269 last year, a 3.7% decrease. This decrease is due to staffing two fewer positions including one less Attorney. Some more detail:

- Four Attorney's resigned in FY2023. Two Attorney's were hired in FY2023 with a third to be hired early in FY2024.
- 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 feels it has been successful in its focus to reward current employees with fair and deserved increases given the inflationary environment. This strategy is creating a sustainable outlook for DRI.

DRI allocates employee hours across grants proportionately to the size of the grant. These hourly allocations are budgeted using FY2023 actual data as a guideline and then calibrating based on upcoming projects and grant funds available.

Total Hours	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PAPH	Admin.
43,846	7,780	9,117	3,583	2,134	890	3,389	745	5,824	5,117	322	1,279	3,665

## **FY2024 – Large Projects (Outside of Annual Recurring Expenses)**

FY2024 large, non-recurring projects are listed below. DRI is prioritizing staff wages, development, and retention over large projects. DRI's grant awards do not come close to keeping up with inflation.

- \$55,000 – PAVA (voting) specific outreach projects focused on the 2024 Election.
- \$10,000 – Contract Labor to allow for the completion and implementation of DRI's Strategic Plan with Nachama Wilker, and work with a Grant Development Consultant to find and apply for new grant opportunities that fit into DRI's mission.
- \$6,000 – Two town hall events to take place outside of the Des Moines metro in order to grow DRI's presence in Iowa.
- \$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.

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

DRI is budgeting \$60,230 in conference related development expenses. Below is a list of many of the trainings planned in FY2024.

- \$10,500 – Three staff members attending the annual NDRN conference in June. Two of these staff will be from the Rep Payee team. This amount also includes a fee for DRI's entire staff to attend a virtual component of the conference.
- \$9,000 – PABSS Training through VCU for three employees
- \$8,000 – Director level conferences for the Executive Director (2), Legal Director, and Finance Director.
- \$5,000 – Two staff attending a voting specific conference TBD.
- \$4,000 – \$2,500 for Board members and \$1,500 for PAC members to attend conferences and/or development opportunities.
- \$3,380 – WIPA specific National Association of Benefits and Work Incentives Specialists (NABWIS) conference for all three CWICs.
- \$2,400 – Two in-person for the November special education Tri-State Conference in Omaha.
- \$1,500 – One person attending the May ADA Conference in Minneapolis.
- \$16,450 – Multiple other conferences and development opportunities included \$8,500 reserved for opportunities that arise throughout the year unknown at the time of budget.

### **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 \$130,483 based on DRI's fixed lease with LawMark Capital.
- **IT Expense** – \$51,510 includes an updated an more robust IT services agreement with Dymin Systems. This agreement allowed DRI to save substantial expense on upgrading to a cloud server in 2023.
- **Insurance** - \$40,407 includes Professional Liability insurance through Complete Equity Markets and all General, Cyber, Auto insurance through Glienke Agency.
- **Audit** - \$24,100 based off the current four-year agreement with Denman and Company.
- **Monitoring/Investigation** - \$29,958 consisting of \$23,458 for travel costs related to Rep Payee reviews, \$5,000 for travel costs related to Non Rep Payee visits, and \$1,500 for visits to PMICs and Detention Centers.

- **Dues and Membership** - \$20,943 includes bar dues for attorneys, NDRN dues for the organization, and various other smaller dues necessary for DRI staff to perform its duties.
- **Publications and Subscriptions** - \$15,418 includes subscriptions to WestLaw and Special Education Connection Package which allow DRI Attorneys access to case law and research materials.

### Top Level Financials

The table below shows carry-over funds available after FY2024 by grant.

	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PAPH
Total Revenue	\$ 3,071,945	\$ 577,477	\$ 761,200	\$ 238,895	\$ 206,000	\$ 63,000	\$ 399,243	\$ 43,750	\$ 291,700	\$ 295,680	\$ 140,000	\$ 55,000
Total Expenses	\$ 2,206,363	\$ 426,778	\$ 506,263	\$ 201,157	\$ 121,898	\$ 51,456	\$ 221,052	\$ 40,554	\$ 282,361	\$ 269,843	\$ 30,153	\$ 54,848
Carryover	\$ 865,582	\$ 150,699	\$ 254,937	\$ 37,738	\$ 84,102	\$ 11,544	\$ 178,191	\$ 3,196	\$ 9,339	\$ 25,837	\$ 109,847	\$ 152

### Future Year Projections (FY2025 & FY2026)

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

The PAPH grant shows a \$152 balance that DRI will be able to control as this one-time grant winds down FY2024.

<b>FY2025</b>	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestrict	PAPH
Total Revenue	\$2,900,813	\$573,176	\$736,137	\$237,551	\$204,102	\$61,544	\$323,465	\$46,946	\$286,039	\$291,853	\$139,847	\$152
Total Expense	\$2,109,795	\$444,651	\$520,399	\$207,604	\$134,780	\$53,210	\$136,626	\$37,836	\$276,230	\$271,934	\$26,524	\$0
Carryover	\$791,019	\$128,525	\$215,738	\$29,947	\$69,322	\$8,334	\$186,839	\$9,109	\$9,809	\$19,919	\$113,323	\$152

<b>FY2026</b>	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestrict	PAPH
Total Revenue	\$2,842,584	\$551,002	\$696,938	\$233,756	\$189,322	\$58,334	\$336,471	\$52,859	\$286,509	\$293,916	\$143,323	\$152
Total Expense	\$2,083,725	\$433,535	\$507,735	\$204,849	\$105,153	\$53,209	\$146,400	\$38,219	\$285,304	\$282,451	\$26,870	\$0
Carryover	\$758,859	\$117,468	\$189,203	\$28,907	\$84,169	\$5,125	\$190,071	\$14,640	\$1,205	\$11,465	\$116,453	\$152



## Proposed Fiscal Year 2024 Budget

October 1, 2023 - September 30, 2024

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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 2024 Budget - Summary

	DRI Total	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PAPH	Admin.
<b>Revenue</b>													
Carryover	915,200	125,000	180,000	43,000	86,000	13,000	258,200	0	15,000	30,000	110,000	55,000	0
Grant Award	1,981,745	414,977	473,700	195,895	120,000	50,000	141,043	43,750	276,700	265,680	0	0	0
Carried Program Income	130,000	30,000	100,000	0	0	0	0	0	0	0	0	0	0
Attorney Fees	15,000	7,500	7,500	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>\$3,071,945</b>	<b>\$577,477</b>	<b>\$761,200</b>	<b>\$238,895</b>	<b>\$206,000</b>	<b>\$63,000</b>	<b>\$399,243</b>	<b>\$43,750</b>	<b>\$291,700</b>	<b>\$295,680</b>	<b>\$140,000</b>	<b>\$55,000</b>	<b>\$0</b>
<b>Expenses</b>													
Salaries and Wages	1,368,376	237,653	281,288	113,213	65,424	29,676	90,185	24,641	164,411	141,202	12,722	30,967	176,994
Fringe Benefits	289,378	48,399	57,242	23,185	14,296	6,159	18,657	4,953	43,120	33,201	2,522	4,315	33,331
Audit Fees	24,100	4,666	5,469	2,149	1,280	534	2,033	447	3,493	3,069	193	767	0
Supplies, Phone, Copies	40,750	6,625	7,764	3,051	1,682	758	7,733	619	4,496	3,350	267	1,062	3,343
Insurance	40,407	7,824	9,169	3,603	2,146	895	3,409	749	5,857	5,146	324	1,286	0
Office Rent	130,483	28,575	33,487	13,159	6,692	3,270	11,761	2,737	306	11,154	1,182	4,698	13,461
Legal & Litigation Expense	5,500	876	1,027	3,404	136	57	0	0	0	0	0	0	0
Professional Services (Non I.T.)	32,270	6,328	7,158	2,224	1,324	552	2,104	462	3,784	3,176	2,700	794	1,663
I.T. Fees and Services	51,510	9,158	10,732	4,217	2,348	1,048	5,391	877	4,000	6,609	379	1,506	5,247
Dues, Memberships, Subscriptions	36,361	10,401	11,930	4,251	2,077	1,061	1,227	146	2,128	2,063	388	500	189
Board Related (Including PAC)	10,240	1,491	4,287	687	409	171	650	143	1,116	981	62	245	0
Monitoring/Investigations/Client Work	39,958	4,448	5,653	1,969	726	803	400	0	2,000	23,458	0	500	0
Staff Development & Personnel	68,030	10,250	11,363	2,982	9,827	741	6,314	289	11,388	6,984	5,975	496	1,421
Outreach / Presentations	69,000	3,377	4,958	1,555	926	386	50,967	19	5,145	127	1,508	32	0
Allocation of Indirect Expenses	0	46,707	54,736	21,509	12,603	5,345	20,223	4,474	31,116	29,324	1,932	7,680	(235,648)
<b>Total Expense</b>	<b>\$2,206,363</b>	<b>\$426,778</b>	<b>\$506,263</b>	<b>\$201,157</b>	<b>\$121,898</b>	<b>\$51,456</b>	<b>\$221,052</b>	<b>\$40,554</b>	<b>\$282,361</b>	<b>\$269,843</b>	<b>\$30,153</b>	<b>\$54,848</b>	<b>\$0</b>
<b>Net Income (Carryforward)</b>	<b>\$865,582</b>	<b>\$150,699</b>	<b>\$254,937</b>	<b>\$37,738</b>	<b>\$84,102</b>	<b>\$11,544</b>	<b>\$178,191</b>	<b>\$3,196</b>	<b>\$9,339</b>	<b>\$25,837</b>	<b>\$109,847</b>	<b>\$152</b>	<b>\$0</b>

## FY2024 Budget - Employee Hours by Grant

Last Name	First Name	Total Hours	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PAPH	Admin.
Bal	Greg	2,080	541	624	208	624	42	21	21					
Crouch	Tammy	2,080				104		62		1,914				
Driscoll	Whitney	2,080	790	874	270		42	62	21					21
Ehlers	Emily E	2,080	416	499	333	208	166	125	312					21
Haugan	Piper	2,080	395	437	208			1,040						
Joens	Char	2,080	395	499	208		104	42			832			
Johns	Jami	2,080									2,080			
Johnson, C	Catherine	2,080	250	333	83	52	21	42		21	42	83	10	1,144
Johnson, M	Mistie	2,080				104		62		1,914				
Kain	Jim	2,080	21	83	21	21	10	21	21	21	42	42	10	1,768
Lynes	Jenny	2,080				104		62		1,914				
Miller	Cyndy	2,080	499	582	374	114	83	312	21	21	21	21	10	21
Schultz	Katelynn	2,080	416	520	250	21	62	520	21			62		208
Smith, S	Steph	2,080	707	832	333		42	104	62					
Soto	Gloria	2,080	770	832	291		83	42	62					
Van Kirk	Emily	2,080	354	437	208	624	42	104	21	21	21	42		208
Vande Vorde	Katie	1,716	429	498	172	137	69	69	17			51		275
Wallingford	Amber	2,080	770	853	333	21	42	62						
Winchell	Jen	2,080									2,080			
Workman	Danielle	2,080	83	166	42			416	104			21	1,248	
Attorney 1	New	2,080	770	874	250		83	42	62					
Quattlebaum	Ezekiel	180						180						
Intern	Summer	350	175	175										
<b>Totals</b>		<b>43,846</b>	<b>7,780</b>	<b>9,117</b>	<b>3,583</b>	<b>2,134</b>	<b>890</b>	<b>3,389</b>	<b>745</b>	<b>5,824</b>	<b>5,117</b>	<b>322</b>	<b>1,279</b>	<b>3,665</b>
			17.7%	20.8%	8.2%	4.9%	2.0%	7.7%	1.7%	13.3%	11.7%	0.7%	2.9%	8.4%

FY2024 Budget - Benefits Summary

Benefit Type	Totals	PADD	PAIMI	PAIR	PABSS	PATBI	PAVA	PAAT	WIPA	PABRP	Unrestricted	PHWF	Admin.
Health Insurance	111,525	18,173	21,322	8,617	6,018	2,292	7,489	1,712	21,513	13,589	829	83	9,888
Dental Insurance	5,727	936	1,098	444	300	118	380	88	932	875	43	4	509
Life / STD / LTD Insurance	9,548	1,679	1,971	785	479	196	678	165	1,294	1,137	69	284	812
403(b) DRI Contributions	61,312	9,792	11,765	4,859	2,656	1,329	3,465	1,131	8,221	7,060	636	1,548	8,850
SUTA	0	0	0	0	0	0	0	0	0	0	0	0	0
FICA	98,919	17,412	20,604	8,286	4,731	2,172	6,490	1,814	10,881	10,301	923	2,342	12,962
Worker's Compensation Insurance	2,347	406	481	194	112	51	155	42	280	240	22	53	311
	\$289,378	\$48,399	\$57,242	\$23,185	\$14,296	\$6,159	\$18,657	\$4,953	\$43,120	\$33,201	\$2,522	\$4,315	\$33,331

DRI Company Benefits Percentage	21.15%	20.4%	20.3%	20.5%	21.9%	20.8%	20.7%	20.1%	26.2%	23.5%	19.8%	13.9%	18.8%
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FY2024 - Assumed Increases		
Health Insurance	20%	Plan is to remain w/ Wellmark's options (one conventional, one HDHP)
Dental Insurance	20%	
Life / STD / LTD Insurance	0%	Mutual of Omaha has rate lock for 12 more months
SUTA	0%	DRI continues to have a 0% multiplier
FICA	0%	Remains 1.45% Medicare and 6.2% Social Security
Worker's Compensation		Using actual rates provided by insurance company



## FY2024 Budget - Non-Payroll Related Expenses

Account Name	Annual Amount \$	Vendor	Description	Total
Contract Labor	\$ 5,000	Misc - Brown Winnick	Outside Consulting - Miscellaneous	\$ 5,000
Contract Labor	\$ 3,000	TBD	Medical Record Research	\$ 3,000
Contract Labor	\$ 5,000	Nachama Wilker	Strategic Planning Session in the Fall	\$ 5,000
Contract Labor	\$ 2,500	TBD	Grant Development Consultant (Unrestricted Portion)	\$ 2,500
Contract Labor	\$ 2,500	TBD	Grant Development Consultant	\$ 2,500
<b>Total Contract Labor</b>	<b>\$ 18,000.00</b>			<b>\$ 18,000</b>

Personnel Miscellaneous	\$ 3,000	Multiple	General expenses related to hiring new employees. Moving expenses, interview expenses, job postings, etc. (Assumed to be \$1,000 per employee hired).	\$ 3,000
Personnel Miscellaneous	\$ 600	Gift Cards	Monthly Team Meeting Vision Moment Gift Cards	\$ 600
Personnel Miscellaneous	\$ 4,000	Various	Team Events - celebration lunches, goodbye lunches, etc.	\$ 4,000
<b>Total Personnel Miscellaneous</b>	<b>\$ 7,600.00</b>			<b>\$ 7,600</b>

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

## FY2024 Budget - Non-Payroll Related Expenses

Board Meeting Expense	\$ 2,000	Board Members	Board Member Travel Reimbursement - Assumed to be \$500 per board meeting.	\$ 2,000
Board Meeting Expense	\$ 1,200	Board Members	Board Member Hotel Rooms - Assumed to be \$300 per board meeting.	\$ 1,200
Board Meeting Expense	\$ 400	Grand View College or other location	Room Rental for Board Meeting (Assumed at \$200 per Board Meeting for 2 meetings)	\$ 400
Board Meeting Expense	\$ 1,040	PAC Portion of Board Expense	Assumed to be 20% of all other Board Expense line items	\$ 1,040
Board Meeting Expense	\$ 1,600	Grand View College	Food for board meetings: Assumed to be \$400 per board meeting.	\$ 1,600
<b>Total Board Meeting Expense</b>	<b>\$ 6,240.00</b>			<b>\$ 6,240</b>

## FY2024 Budget - Non-Payroll Related Expenses

Copier Expenses	\$ 500	Koch Brothers	Allowance for printer copy overage	\$ 500
Copier Expenses	\$ 6,120	WF Financial Leasing	Lanier Copier Lease (\$510 / mo)	\$ 6,120
<b>Total Copier Expenses</b>	<b>\$ 6,620.00</b>			<b>\$ 6,620</b>

Dues & Memberships	\$ 7,300	1 .NDRN	FY 2024 DAD Dues (Paid in Oct)	\$ 7,300
Dues & Memberships	\$ 6,646	1. NDRN	NDRN Annual Dues (Paid when awards are made ???)	\$ 6,646
Dues & Memberships	\$ 1,152	2. Federal District Court (N & S)	See Bar Dues tab	\$ 1,152
Dues & Memberships	\$ 785	2. IA State Bar Association	See Bar Dues tab	\$ 785
Dues & Memberships	\$ 1,900	2. IA Supreme Court	See Bar Dues tab	\$ 1,900
Dues & Memberships	\$ 160	2. CLE Compliance	See Bar Dues tab	\$ 160
Dues & Memberships	\$ 435	2. Polk County Bar Association	See Bar Dues tab	\$ 435
Dues & Memberships	\$ 375	3. APSE	Crouch & Johnson & Lynes (Paid in Apr for TC & MJ, Oct for JL)	\$ 375
Dues & Memberships	\$ 540	3. NABWIS	Johnson & Crouch & JL (Paid in July)	\$ 540
Dues & Memberships	\$ 75	Annual ADA ACTCP Membership	MJ, JL, & TC (Paid in February)	\$ 75
Dues & Memberships	\$ 200	Disability Rights Bar Association	Catherine and Cyndy	\$ 200
Dues & Memberships	\$ 50	Office of Prof Regulation	Annual CLEAPP membership (March)	\$ 50
Dues & Memberships	\$ 250	Nat'l Assoc. of Social Workers	DW Annual Membership (June)	\$ 250
Dues & Memberships	\$ 325	MIE Annual Membership	MIE Annual Membership (Unrestricted Portion)	\$ 325
Dues & Memberships	\$ 325	MIE Annual Membership	MIE Annual Membership (All Grants Related)	\$ 325
Dues & Memberships	\$ 250	SHRM	Vande Vorde (paid in Nov)	\$ 250
Dues & Memberships	\$ 175	COPAA	Steph Smith	\$ 175
<b>Total Dues &amp; Memberships</b>	<b>\$ 20,943.00</b>			<b>\$ 20,943</b>

Info. Tech. - Hardware & Software	\$ 2,500	Dymin	Miscellaneous Repair/Replacement Equipment	\$ 2,500
Info. Tech. - Hardware & Software	\$ 3,000	Dymin	Allowance for 2 New Laptops and Docks	\$ 3,000
Info. Tech. - Hardware & Software	\$ 720	Amazon	Allowance for 4 New Monitors @ \$180 each)	\$ 720
Info. Tech. - Hardware & Software	\$ 1,500	TBD	Camcorder and Microphone for Voting videos	\$ 1,500
<b>Total Info. Tech. - Hardware &amp; Software</b>	<b>\$ 7,720.00</b>			<b>\$ 7,720</b>

## FY2024 Budget - Non-Payroll Related Expenses

Info. Tech. - Professional Fees	\$ 25,200	Dymin	Monthly IT Services @ \$2,100 / mo.	\$ 25,200
Info. Tech. - Professional Fees	\$ 6,600	Aureon Communications	Monthly Internet @ \$550 / mo.	\$ 6,600
Info. Tech. - Professional Fees	\$ 4,800	M. Johnson, T. Crouch, J. Lynes, J. Winchell	Monthly Technoloy Stipend @ \$100 per month	\$ 4,800
Info. Tech. - Professional Fees	\$ 165	Zoom	Remote Meeting/Webinar service (Billed in October)	\$ 165
Info. Tech. - Professional Fees				\$ -
Info. Tech. - Professional Fees	\$ 660	Mail Chimp	Mass distribution service (\$55 per month)	\$ 660
Info. Tech. - Professional Fees	\$ 400	Adobe Cloud	Adobe suite of services (Billed in Sep)	\$ 400
Info. Tech. - Professional Fees	\$ 190	Hootsuite	Annual Subscription (billed in Nov.)	\$ 190
Info. Tech. - Professional Fees	\$ 1,000	Tech Soup - others		\$ 1,000
Info. Tech. - Professional Fees	\$ 165	Zoom	WIPA Zoom Subscription (Billed in October)	\$ 165
Info. Tech. - Professional Fees	\$ 900	Blue Frog	Annual Website Hosting per contract	\$ 900
Info. Tech. - Professional Fees	\$ 240	Alchemer (formerly Survey Gizmo)	Billed in January	\$ 240
Info. Tech. - Professional Fees	\$ 1,680	Verizon	Rep Payee Hotspot (3 @ \$140 total per month)	\$ 1,680
Info. Tech. - Professional Fees	\$ 1,740	ABILA	Monthly User Fee & Maintenance subscription for 1 user in Cloud	\$ 1,740
Info. Tech. - Professional Fees	\$ 50	GoDaddy.com	.org and .com URL fees (billed in June)	\$ 50
<b>Total Info. Tech. - Professional Fees</b>	<b>\$ 43,790.00</b>			<b>\$ 43,790</b>

Insurance - Liability	\$ 407	Travelers	Crime/ERISA Insurance - 2021 - 2024 (\$407 annual premium) - billed in January	\$ 407
Insurance - Liability	\$ 10,000	Gljenke Insurance	Property, Liability, D&O, Crime, Business Auto, Umbrella, Cyber & Data Breach	\$ 10,000
<b>Total Insurance - Liability</b>	<b>\$ 10,407.00</b>			<b>\$ 10,407</b>

## FY2024 Budget - Non-Payroll Related Expenses

Insurance - Malpractice	\$ 30,000	NASPPG Insurance / NDRN Insurance / Complete Equity	Professional Liability Insurance (Complete Equity Markets)	\$ 30,000
<b>Total Insurance - Malpractice</b>	<b>\$ 30,000.00</b>			<b>\$ 30,000</b>

Legal Advocacy Expenses	\$ 750	Multiple	Records for service requests	\$ 750
Legal Advocacy Expenses	\$ 750	Multiple	Records for investigations	\$ 750
Legal Advocacy Expenses				\$ -
<b>Total Legal Advocacy Expenses</b>	<b>\$ 1,500.00</b>			<b>\$ 1,500</b>

Litigation Expense	\$ 3,000	Multiple	DHS Case (100% PAIR)	\$ 3,000
Litigation Expense	\$ 1,000	Placeholder	Miscellaneous that could come up	\$ 1,000
<b>Total Litigation Expense</b>	<b>\$ 4,000.00</b>			<b>\$ 4,000</b>

Office Supplies and Expenses	\$ 2,400	MDS Records Management	Records Storage/Shredding @ \$200 / mo	\$ 2,400
Office Supplies and Expenses	\$ 6,000	Multiple	General Office Supplies	\$ 6,000
Office Supplies and Expenses	\$ 4,000	Furniture Store	General Office Furniture including new ED office chairs and entrance lobby seating	\$ 4,000
Office Supplies and Expenses	\$ 1,000	Multiple	MJ, TC, JL, JW Supplies (Toner, etc.)	\$ 1,000
<b>Total Office Supplies and Expenses</b>	<b>\$ 13,400.00</b>			<b>\$ 13,400</b>

Postage and Shipping	\$ 300	Stamps.com	Monthly Fee @ \$25 / mo.	\$ 300
Postage and Shipping	\$ 1,380	Stamps.com	Postage Usage @ \$120 / mo.	\$ 1,380
Postage and Shipping	\$ 750	FedEx/UPS/USPS	Overnight and 2-day mail + General postage supplies	\$ 750
Postage and Shipping	\$ 360	USPS	PO Boxes for Mistie and Tammy (Billed in January) & Jenny	\$ 360
Postage and Shipping	\$ 1,000	WIPA Postage	Postage specific for WIPA	\$ 1,000
<b>Total Postage and Shipping</b>	<b>\$ 3,790.00</b>			<b>\$ 3,790</b>

Printing - Outside	\$ 5,000	Iowa Prison Industries	PAVA specific publications / pamphlets	\$ 5,000
Printing - Outside	\$ 3,000	Iowa Prison Industries	DRI Brochures possible reprints and braille additions, new employee business cards	\$ 3,000
Printing - Outside	\$ 1,000	Iowa Prison Industries	DRI Letterhead and Envelopes	\$ 1,000
<b>Total Printing - Outside</b>	<b>\$ 9,000.00</b>			<b>\$ 9,000</b>

## FY2024 Budget - Non-Payroll Related Expenses

Professional Services	\$ 3,600	Finway Group	403(b) annual Third Party Admin. Fees and ERISA Fees (Paid Quarterly)	\$ 3,600
Professional Services	\$ 3,000	Iowa International Center, Deaf Service	Translation services throughout the year.	\$ 3,000
Professional Services	\$ 4,800	Paychex including Time Off Management	Monthly Paychex fees @ \$400 / mo.	\$ 4,800
Professional Services	\$ 170	TBD - Illinois Agent of Record	Necessary for filing IL reports of incorporation	\$ 170
Professional Services	\$ 1,500	Multiple	Miscellaneous Professional Service Used	\$ 1,500
Professional Services	\$ 1,200	TRISTAR	Admin. Of FSA Accounts	\$ 1,200
<b>Total Professional Services</b>	<b>\$ 14,270.00</b>			<b>\$ 14,270</b>
Publications & Subscriptions	\$ 13,000	NDRN	Westlaw Subscription (billed in July)	\$ 13,000
Publications & Subscriptions	\$ 168	DSM Register	DSM Register subscription @ \$14 / mo.	\$ 168
Publications & Subscriptions	\$ 2,250	NDRN	Special Ed Connection Package (billed in February)	\$ 2,250
<b>Total Publications &amp; Subscriptions</b>	<b>\$ 15,418.00</b>			<b>\$ 15,418</b>
Reasonable Accommodation	\$ 500	Multiple	Miscellaneous Reasonable Accommodation	\$ 500
<b>Total Reasonable Accommodation</b>	<b>\$ 500.00</b>			<b>\$ 500</b>
Rent	\$ 86,346	Financial Center (Oct 23 - May 24)	Monthly Rent at \$10,793.25 per mo.	\$ 86,346
Rent	\$ 44,137	Financial Center (Jun 24 - Sep 24)	Monthly Rent at \$11,034.13 per mo.	\$ 44,137
<b>Total Rent</b>	<b>\$ 130,482.52</b>			<b>\$ 130,483</b>
Telephone	\$ 5,100	Aureon	Telephone charges at \$425 / mo.	\$ 5,100
Telephone	\$ 1,200	American Business Phones	Annual Service/Support for phone system (paid in March)	\$ 1,200
Telephone	\$ 1,140	RingCentral	WIPA Phones	\$ 1,140
<b>Total Telephone</b>	<b>\$ 7,440.00</b>			<b>\$ 7,440</b>
Board Development	\$ 2,500	TBD Conference	One Board Member	\$ 2,500
<b>Total Board Development</b>	<b>\$ 2,500.00</b>			<b>\$ 2,500</b>

## FY2024 Budget - Non-Payroll Related Expenses

PAC Development Expense	\$ 1,500	TBD Conference	Funds to use for PAC Conferences	\$ 1,500
<b>Total PAC Development Expense</b>	<b>\$ 1,500.00</b>			<b>\$ 1,500</b>

Monitoring/Investigation Expense	\$ 5,000	Various Employee Expense	20 Monitoring/Investigations (Non PABRP) - Weighted toward nice weather months	\$ 5,000
Monitoring/Investigation Expense	\$ 23,458	Various Employee Expense	48 PABRP Monitoring from Rep Payee Budget (From Rep Payee Budget)	\$ 23,458
Monitoring/Investigation Expense	\$ 1,500	Various Employee Expense	Visits to PMICs and Detention Centers	\$ 1,500
<b>Total Monitoring/Investigation Expense</b>	<b>\$ 29,958.00</b>			<b>\$ 29,958</b>

Client Work Expense	\$ 4,000	Various Employee Expense	Miscellaneous - Travel, Food, Hotel	\$ 4,000
Client Work Expense	\$ 2,000	Various Employee Expense	Miscellaneous - Travel, Food, Hotel (WIPA Only) (From WIPA Budget)	\$ 2,000
Client Work Expense	\$ 4,000	Interpretation/Translation Services	Interpretation/Translation Services for Clients (ASL and Non-English interpretation)	\$ 4,000
<b>Total Client Work Expense</b>	<b>\$ 10,000.00</b>			<b>\$ 10,000</b>

Staff Development - In-State	\$ 800	Hotels - APSE Board Meetings	WIPA Only - MJ	\$ 800
Staff Development - In-State	\$ 750	APSE Conference	WIPA Only - MJ	\$ 750
Staff Development - In-State	\$ 150	GAIN - Des Moines	Guardianship Conference - GB (Nov '23)	\$ 150
Staff Development - In-State				\$ -
Staff Development - In-State				\$ -
Staff Development - In-State	\$ 4,200	Reimbursement	4 Non-Office staff travel to DSM for all staff meetings (1 per month)	\$ 4,200
Staff Development - In-State	\$ 3,500	Miscellaneous	Allowing for unplanned	\$ 3,500
<b>Total Staff Development - In-State</b>	<b>\$ 9,400.00</b>			<b>\$ 9,400</b>

## FY2024 Budget - Non-Payroll Related Expenses

Staff Development - Out-of-State	\$ 3,380	NABWIS Conference	TC & MJ & JL - (October)	\$ 3,380
Staff Development - Out-of-State	\$ 9,000	VCU PABSS Training	GB, EE, EVK	\$ 9,000
Staff Development - Out-of-State	\$ 2,400	Tristate Conference	TriState Conference (Omaha) (Nov.) - 3 staff - In-Person in FY23 (GS, SS)	\$ 2,400
Staff Development - Out-of-State	\$ 1,500	ADA conference	May - 1 In-Person, (TBD) In Minn. so can drive	\$ 1,500
Staff Development - Out-of-State	\$ 1,250	MIE Conf. (Unrestricted Portion)	Unrestricted Portion (other portion in Misc. Development.)	\$ 1,250
Staff Development - Out-of-State	\$ 5,000	Voting specific conference	PH, KS	\$ 5,000
Staff Development - Out-of-State	\$ 5,000	Placeholder	Miscellaneous	\$ 5,000
Staff Development - Out-of-State	\$ 5,500	NDRN Conference	1 Staff - TBD (June) + 1 virtual fee for all	\$ 5,500
Staff Development - Out-of-State	\$ 5,000	NDRN Conference	Rep Payee Staff (June) for 2 people	\$ 5,000
Staff Development - Out-of-State	\$ 2,500	NDRN Fiscal Conference	J. Kain - TBD (July)	\$ 2,500
Staff Development - Out-of-State	\$ 5,000	COPAA	COPAA Conference - TBD - GS, SS	\$ 5,000
Staff Development - Out-of-State	\$ 3,000	2 x CEO Meeting	Ex. Director - (Oct - Virtual, Mar - In-Person)	\$ 3,000
Staff Development - Out-of-State	\$ 2,500	Legal Directors Conference	CM - March 2023	\$ 2,500
<b>Total Staff Development - Out-of-State</b>	<b>\$ 51,030.00</b>			<b>\$ 51,030</b>



## FY2024 Budget - Non-Payroll Related Expenses

DRI Outreach/Presentations	\$ 2,000	Miscellaneous	Allow for trainings done by DRI team & 40th Anniversary Event	\$ 2,000
DRI Outreach/Presentations	\$ 6,000	Multiple	DRI Townhall Event x 2	\$ 6,000
DRI Outreach/Presentations	\$ 1,000	Pro Disability Vendor(s)	October Employment Event (virtual speaker)	\$ 1,000
DRI Outreach/Presentations	\$ 50,000	TBD - Multiple	PAVA Specific outreach for Presidential Race	\$ 50,000
DRI Outreach/Presentations	\$ 1,500	General / TBD	General Conference tables and sponsorships. (examples may include Make-Your-Mark, NAMI, etc.)	\$ 1,500
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	\$ 5,000
DRI Outreach/Presentations	\$ 1,000	Iowa APSE Conference	Sponsorship in order to provide WIPA outreach (WIPA CWIC to attend and table) - Sept 2023	\$ 1,000
DRI Outreach/Presentations	\$ 1,000	Multiple	May Mental Health Event	\$ 1,000
DRI Outreach/Presentations	\$ 500	Multiple	Fundraising Event	\$ 500
DRI Outreach/Presentations	\$ 1,000	Multiple	Fundraising Mailing and Initiatives	\$ 1,000
<b>Total DRI Outreach/Presentations</b>	<b>\$ 69,000.00</b>			<b>\$ 69,000</b>
<b>Total Non-Payroll Related Expenses</b>	<b>\$ 548,608.52</b>			<b>\$ 548,609</b>

<b>FY2025 - Year 2 Outlook</b>	<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>Admin.</b>
<b>Revenue</b>												
Carryover	865,582	150,699	254,937	37,738	84,102	11,544	178,191	3,196	9,339	25,837	109,847	0
Grant Award	1,990,231	414,977	473,700	199,813	120,000	50,000	145,274	43,750	276,700	266,017	0	0
Carried Program Income	0	0	0	0	0	0	0	0	0	0	0	0
Attorney Fees	15,000	7,500	7,500	0	0	0	0	0	0	0	0	0
Donations	30,000	0	0	0	0	0	0	0	0	0	30,000	0
<b>Total Revenue</b>	<b>\$2,900,813</b>	<b>\$573,176</b>	<b>\$736,137</b>	<b>\$237,551</b>	<b>\$204,102</b>	<b>\$61,544</b>	<b>\$323,465</b>	<b>\$46,946</b>	<b>\$286,039</b>	<b>\$291,853</b>	<b>\$139,847</b>	<b>\$0</b>
<b>Expense</b>												
Salaries and Wages	1,346,805	242,597	282,930	114,481	77,544	30,270	74,118	22,643	162,865	144,026	12,478	182,853
Fringe Benefits	296,523	53,412	62,292	25,205	17,073	6,664	16,318	4,985	35,858	31,710	2,747	40,258
Audit Fees	24,100	4,915	5,686	2,249	1,574	565	1,655	407	3,607	3,250	191	0
Supplies, Phone, Copies	32,593	6,225	7,201	2,849	1,767	716	2,041	502	4,593	3,256	236	3,206
Insurance	41,619	8,488	9,819	3,884	2,717	977	2,859	703	6,229	5,613	330	0
Office Rent	133,418	30,978	35,832	14,176	7,419	3,564	10,433	2,567	250	12,157	1,205	14,838
Legal & Litigation Expense	5,500	874	1,011	3,400	157	57	0	0	0	0	0	0
Professional Services (Non I.T.)	22,530	5,174	5,750	1,681	1,176	423	1,237	304	2,868	2,429	143	1,344
I.T. Fees and Services	51,214	9,977	11,540	4,566	2,799	1,148	3,360	827	3,931	6,960	388	5,719
Dues, Memberships, Subscriptions	36,953	10,638	12,085	4,337	2,403	1,089	1,376	134	2,177	2,133	388	192
Board Related (Including PAC)	10,427	1,602	4,425	733	513	184	540	133	1,176	1,059	62	0
Monitoring/Investigations/Client Work	41,157	4,532	5,966	1,932	1,352	486	667	0	2,060	24,162	0	0
Staff Development & Personnel	48,926	9,706	10,630	2,698	1,042	678	3,596	270	11,791	2,151	4,807	1,558
Outreach / Presentations	18,030	3,100	4,586	1,419	992	357	768	17	5,150	135	1,508	0
Allocation of Indirect Expenses	0	52,432	60,648	23,993	16,252	6,032	17,659	4,344	33,678	32,892	2,040	(249,969)
<b>Total Expense</b>	<b>\$2,109,795</b>	<b>\$444,651</b>	<b>\$520,399</b>	<b>\$207,604</b>	<b>\$134,780</b>	<b>\$53,210</b>	<b>\$136,626</b>	<b>\$37,836</b>	<b>\$276,230</b>	<b>\$271,934</b>	<b>\$26,524</b>	<b>\$0</b>
<b>Net Income (Carryforward)</b>	<b>\$791,019</b>	<b>\$128,525</b>	<b>\$215,738</b>	<b>\$29,947</b>	<b>\$69,322</b>	<b>\$8,334</b>	<b>\$186,839</b>	<b>\$9,109</b>	<b>\$9,809</b>	<b>\$19,919</b>	<b>\$113,323</b>	<b>\$0</b>

<b>FY2026 - Year 3 Outlook</b>	<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>Admin.</b>
<b>Revenue</b>												
Carryover	791,019	128,525	215,738	29,947	69,322	8,334	186,839	9,109	9,809	19,919	113,323	0
Grant Award	2,006,566	414,977	473,700	203,809	120,000	50,000	149,633	43,750	276,700	273,997	0	0
Carried Program Income	0	0	0	0	0	0	0	0	0	0	0	0
Attorney Fees	15,000	7,500	7,500	0	0	0	0	0	0	0	0	0
Donations	30,000	0	0	0	0	0	0	0	0	0	30,000	0
<b>Total Revenue</b>	<b>\$2,842,584</b>	<b>\$551,002</b>	<b>\$696,938</b>	<b>\$233,756</b>	<b>\$189,322</b>	<b>\$58,334</b>	<b>\$336,471</b>	<b>\$52,859</b>	<b>\$286,509</b>	<b>\$293,916</b>	<b>\$143,323</b>	<b>\$0</b>
<b>Expense</b>												
Salaries and Wages	1,310,068	230,894	269,487	110,403	59,993	29,602	74,963	22,459	166,122	146,907	12,728	186,511
Fringe Benefits	291,710	51,413	60,006	24,583	13,359	6,591	16,692	5,001	36,990	32,711	2,834	41,530
Audit Fees	24,100	4,837	5,596	2,240	1,245	570	1,737	417	3,816	3,439	202	0
Supplies, Phone, Copies	33,470	6,324	7,317	2,929	1,374	746	2,212	531	4,776	3,529	258	3,477
Insurance	42,868	8,604	9,954	3,984	2,215	1,014	3,091	742	6,788	6,116	360	0
Office Rent	136,420	31,422	36,353	14,552	5,367	3,705	11,287	2,708	272	13,258	1,314	16,182
Legal & Litigation Expense	6,500	1,231	1,424	3,570	129	145	0	0	0	0	0	0
Professional Services (Non I.T.)	22,793	5,150	5,723	1,690	940	430	1,311	315	3,052	2,595	153	1,433
I.T. Fees and Services	52,452	10,171	11,766	4,710	2,150	1,199	3,653	877	3,969	7,346	425	6,186
Dues, Memberships, Subscriptions	37,591	10,879	12,359	4,491	2,079	1,136	1,425	138	2,257	2,238	392	195
Board Related (Including PAC)	10,620	1,609	4,465	745	414	190	578	139	1,269	1,144	67	0
Monitoring/Investigations/Client Work	42,391	4,733	6,221	2,044	1,137	521	727	0	2,122	24,887	0	0
Staff Development & Personnel	50,180	9,841	10,782	2,775	845	707	3,753	283	12,274	2,332	4,899	1,689
Outreach / Presentations	22,561	3,140	4,633	1,454	809	370	5,828	17	5,158	143	1,008	0
Allocation of Indirect Expenses	0	53,287	61,649	24,677	13,098	6,283	19,141	4,593	36,438	35,807	2,229	(257,202)
<b>Total Expense</b>	<b>\$2,083,725</b>	<b>\$433,535</b>	<b>\$507,735</b>	<b>\$204,849</b>	<b>\$105,153</b>	<b>\$53,209</b>	<b>\$146,400</b>	<b>\$38,219</b>	<b>\$285,304</b>	<b>\$282,451</b>	<b>\$26,870</b>	<b>\$0</b>
<b>Net Income (Carryforward)</b>	<b>\$758,859</b>	<b>\$117,468</b>	<b>\$189,203</b>	<b>\$28,907</b>	<b>\$84,169</b>	<b>\$5,125</b>	<b>\$190,071</b>	<b>\$14,640</b>	<b>\$1,205</b>	<b>\$11,465</b>	<b>\$116,453</b>	<b>\$0</b>