

Date: December 7, 2021

To: SLSF, Board of Trustees

From: Tracey Crawford, President

Re: Budget Approval

MOTION:

1. A motion to approve the FY2022 Budget as presented.

SLSF 2022 Proposed Budget

Account Number	Name of Account	Approved FY 2021	PYE 2021	PYE 2021 - FY 2021	Proposed FY 2022	Proposed FY 2022 - PYE 2021	% Change FY 2021- Proposed FY 2022
Income							
31110	Interest Income	\$500.00	\$27.75	-\$472.25	\$35.00	\$7.25	26%
31200	Grants Received	\$83,000.00	\$158,750.03	\$75,750.03	\$142,500.00	-\$16,250.03	-10%
31300	Restricted Fundraising	\$35,900.00	\$65,728.83	\$29,828.83	\$69,297.00	\$3,568.17	5%
31400	Restricted Donations	\$5,500.00	\$5,709.82	\$209.82	\$6,000.00	\$290.18	5%
32300	Unrestricted Fundraising	\$178,785.00	\$175,339.35	-\$3,445.65	\$289,370.00	\$114,030.65	65%
32400	Unrestricted Donations	\$71,600.00	\$55,628.82	-\$15,971.18	\$62,600.00	\$6,971.18	13%
	Total	\$375,285.00	\$461,184.60	\$85,899.60	\$569,802.00	\$108,617.40	24%
Expense							
40000	Administration						
40100	Postage	\$3,500.00	\$5,016.38	\$1,516.38	\$6,000.00	\$983.62	20%
40200	Office Expense	\$300.00	\$233.22	-\$66.78	\$6,700.00	\$6,466.78	2773%
40250	Credit Card Fees	\$4,500.00	\$4,838.18	\$338.18	\$6,000.00	\$1,161.82	24%
40300	Newsletter Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40400	Professional Memberships	\$3,000.00	\$2,377.00	-\$623.00	\$4,815.00	\$2,438.00	103%
40500	Education/Training	\$1,500.00	\$1,949.00	\$449.00	\$3,200.00	\$1,251.00	64%
40600	Public Education/Information	\$17,500.00	\$14,539.16	-\$2,960.84	\$18,300.00	\$3,760.84	26%
40700	Printing	\$2,000.00	\$4,573.00	\$2,573.00	\$6,400.00	\$1,827.00	40%
40800	Professional Fees	\$5,500.00	\$3,946.00	-\$1,554.00	\$5,500.00	\$1,554.00	39%
41300	Restricted Fundraising	\$7,900.00	\$11,423.18	\$3,523.18	\$23,771.75	\$12,348.57	108%
42300	Unrestricted Fundraising	\$67,365.00	\$68,656.51	\$1,291.51	\$123,659.25	\$55,002.74	80%
	Administration	\$113,065.00	\$117,551.63	\$4,486.63	\$204,346.00	\$86,794.37	74%
43000	Grants Given						
43100	NWSRA Lightning Athletes	\$18,000.00	\$18,000.00	\$0.00	\$35,000.00	\$17,000.00	94%
43200	Accessible Vehicle Support	\$61,000.00	\$61,000.00	\$0.00	\$65,000.00	\$4,000.00	7%
43300	Scholarships	\$40,000.00	\$40,000.00	\$0.00	\$63,000.00	\$23,000.00	58%
43350	Misc. Grants	\$26,000.00	\$26,000.00	\$0.00	\$0.00	-\$26,000.00	0%
43400	Inclusion	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0%
43500	General Program Support	\$105,000.00	\$105,000.00	\$0.00	\$87,000.00	-\$18,000.00	-17%
43700	RMCC Lease	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
	Total SLSF Grant to NWSRA	\$260,000.00	\$260,000.00	\$0.00	\$260,000.00	\$0.00	0%
43650	Capital Improvements						
43650	Capital Improvements	\$0.00	\$0.00	\$0.00	\$135,000.00	\$135,000.00	#DIV/0!
	Total Capital Improvements	\$260,000.00	\$260,000.00	\$0.00	\$395,000.00	\$135,000.00	52%
	Total Expenses	\$373,065.00	\$377,551.63	\$4,486.63	\$599,346.00	\$221,794.37	59%
	NET TOTAL	\$2,220.00	\$83,632.97	\$81,412.97	-\$29,544.00	-\$113,176.97	-135%
33700	Investment Transfer						
33700	Investment Transfer				\$125,000.00		#DIV/0!
	Allocated Vogeley House FY2021				\$253,450.56		
	Total Investment Transfer	\$0.00	\$0.00	\$0.00	\$378,450.56		
	BALANCE	\$2,220.00	\$83,632.97	\$81,412.97	\$348,906.56	\$265,273.59	317%

SLSF 2022 Budget Assumptions

Account Number	Name of Account	Approved FY 2021	PYE 2021	PYE 2021 - FY 2021	Proposed FY 2022	Proposed FY 2022 - PYE 2021	% Change FY 2021-Proposed FY 2022
Income							
31110	BAC Account Interest Income- This line item reflects interest earned on the SLSF bank account. FY 2022 budget is lower due to extremely low interest rates.	\$500.00	\$27.75	-\$472.25	\$35.00	\$7.25	26%
31200	Grants Received- This line item includes all private and public foundation grants for the five focuses of SLSF and any capital improvement grants.	\$83,000.00	\$158,750.03	\$75,750.03	\$142,500.00	-\$16,250.03	-10%
31300	Restricted Fundraising- This line item includes all revenues received from the following restricted fundraising events: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic, Lightning Booster Club. In FY2021, SLSF budgeted for COVID restrictions due to the time of year that these events occur. However, event sponsorship and registration were higher than anticipated.	\$35,900.00	\$65,728.83	\$29,828.83	\$69,297.00	\$3,568.17	5%
31400	Restricted Donations- This line item includes all restricted revenues received through memorial, general and annual appeal donation. In FY2020 and FY 2021, SLSF pivoted and requested unrestricted donations due to COVID-19 and the changing needs for the NWSRA staff and participants, such as PPE. In FY2022, the Spring appeal will be restricted to scholarships.	\$5,500.00	\$5,709.82	\$209.82	\$6,000.00	\$290.18	5%
32300	Unrestricted Fundraising- This line item includes all revenues received through the following unrestricted events: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, T&M Golf Outing, Gold Medal Fashion Show, Celebrate Ability, Misc. events, Hole Sponsor Deal. FY2021, the GMFS was held virtually due to the COVID-19 pandemic. In FY2022, SLSF will budget for a hybrid GMFS and Celebrate Ability Gala. Budget similar to PYE 2021.	\$178,785.00	\$175,339.35	-\$3,445.65	\$289,370.00	\$114,030.65	65%
32400	Unrestricted Donations- This line item includes all unrestricted revenues received through memorial donations, general donations and annual appeal donations.	\$71,600.00	\$55,628.82	-\$15,971.18	\$62,600.00	\$6,971.18	13%
	Total	\$375,285.00	\$461,184.60	\$85,899.60	\$569,802.00	\$108,617.40	24%
Expenses							

SLSF 2022 Budget Assuptions

40000	Administration						
40100	Postage- This line item includes yearly post office renewal fees and postage. FY2022 budget to account for increase in cost of postage to \$0.58	\$3,500.00	\$5,016.38	\$1,516.38	\$6,000.00	\$983.62	20%
40200	Office/Equipment Expenses- This line item includes all office supplies purchased, bank fees and deposit slip fees as well as misc event supplies and annual zoom membership. FY2022 budgeting for one time purchase misc. event supplies, including 3 iPads. These misc. expenses were previously listed under 40600.	\$300.00	\$233.22	-\$66.78	\$6,700.00	\$6,466.78	2773%
40250	Credit Card Fees- This line item includes all fees associated with credit card processing and bank fees. FY2020 and FY 2021, fees lower due to lower than anticipated guests due to COVID19 restrictions. FY 2022, budget reflects increased credit card use with the addition to GiveSmart to two hybrid events and increased event attendance.	\$4,500.00	\$4,838.18	\$338.18	\$6,000.00	\$1,161.82	24%
40300	Newsletter Printing- Starting in FY 2020, the newsletter is no longer printed. Staff utilized social media platforms for messaging.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40400	Professional Memberships- This line item includes all expenses related to membership fees with the Rolling Meadows Chamber, Arlington Heights Chamber, Mount Prospect Chamber, Schaumburg Business Association, Associate of Fundraising Professionals and the Rotary Clubs of Schaumburg/Hoffman Estates and Buffalo Grove. SLSF continues to pay for the membership of all service clubs.	\$3,000.00	\$2,377.00	-\$623.00	\$4,815.00	\$2,438.00	103%
40500	Education/Training- This line item includes all expenses related to continuing education fees for fundraising development workshops. In FY 2021, due to COVID19, many webinars were offered at no cost. In FY 2022, SLSF budgeting for three staff members to attend the Nonprofit Storytellers Conference that will be hosted in San Antonio and one staff member CMP designation.	\$1,500.00	\$1,949.00	\$449.00	\$3,200.00	\$1,251.00	64%

SLSF 2022 Budget Assuptions

40600	Public Education/Information- This line item includes involvement with community organizations through networking events, Holiday Luncheon expenses, awards and recognition, memorial flowers/cards, SLSF marketing staff shirts and giveaways for events and volunteers. IPRF Silent Auction expenses go into and come out of this line item. FY 2022 budget based on average PYE 2018-2021 with 8% increase.	\$17,500.00	\$14,539.16	-\$2,960.84	\$18,300.00	\$3,760.84	26%
40700	Printing- This line item includes the printing of the Annual Report and any other printing expenses outside of the fundraising expense line items. In FY2021, SLSF sent the Annual Report electronically and the Spring Appeal was sent as a letter. FY2022 includes printing the Annual report, but continuing to send the Spring Appeal as a letter.	\$2,000.00	\$4,573.00	\$2,573.00	\$6,400.00	\$1,827.00	40%
40800	Professional Fees- This line item includes professional fees for the SLSF Audit, Charity Status Tax Filing, Attorney Fees and the Annual Report Filing with the Secretary of State. In FY2021, legal services were required for review of the SLSF Admin and Board Manual. FY2022 budget based on FY2020 and FY2021 budget.	\$5,500.00	\$3,946.00	-\$1,554.00	\$5,500.00	\$1,554.00	39%
41300							
41300	Restricted Fundraising- This line item includes any event related expense toward restricted fundraising. Events include: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue. In FY2021 expenses higher than anticipated due to higher than expected registration.	\$7,900.00	\$11,423.18	\$3,523.18	\$23,771.75	\$12,348.57	108%
42300							

SLSF 2022 Budget Assuptions

	Unrestricted Fundraising - This line item includes any event related expense toward unrestricted fundraising. Events include: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, Celebrate Ability, T&M Golf Outing, Gold Medal Fashion Show. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue. In FY2021 budgeted for a virtual GMFS and possible attendee guidelines for the first two golf outings, but budgeted for "normal" attendance for the remaining golf outings and an in person Gala. FY2022 budgeting for all events in-person.						
42300		\$67,365.00	\$68,656.51	\$1,291.51	\$123,659.25	\$55,002.74	80%
	Administration	\$113,065.00	\$117,551.63	\$4,486.63	\$204,346.00	\$86,794.37	74%
Grants Given							
43000	Grants Given						
43100	NWSRA Lightning Athletes- This line item includes any funds for purchases made toward uniforms, housing, transportation and more for NWSRA Lightning athletes. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2021, budgeted for competitions to begin in the summer. FY2022 expecting all competitions to be running.	\$18,000.00	\$18,000.00	\$0.00	\$35,000.00	\$17,000.00	94%
43200	Accessible Vehicle Support- This line item includes any funds granted for the purchase and maintenance of accessible vehicles. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2022, funds will be granted for maintenance and mileage.	\$61,000.00	\$61,000.00	\$0.00	\$65,000.00	\$4,000.00	7%
43300	Scholarships- This line item includes any funds granted for scholarships to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2022, majority of scholarships will be for summer day camp.	\$40,000.00	\$40,000.00	\$0.00	\$63,000.00	\$23,000.00	58%
43350	Misc. Grants -New line item in 2021. This line item includes funds used to assist with purchasing PPE, updating sites for pandemic readiness and help support NWSRA with staff costs, if necessary. Not budgeting for FY2022.	\$26,000.00	\$26,000.00	\$0.00	\$0.00	-\$26,000.00	0%

SLSF 2022 Budget Assuptions

43400	Inclusion - This line item includes any funds granted for Inclusion / ADA Compliance to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. In FY2022 includes grant for COVID equipment support.	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	0%
43500	General Program Support - This line item includes any funds used for general program support including PURSUIT, Star Academy, Snoezelen rooms, Adaptive Equipment and other newly developed programs. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA. FY2022 budget includes support for Hoffman Estates programming space and equipment for the sensory garden.	\$105,000.00	\$105,000.00	\$0.00	\$87,000.00	-\$18,000.00	-17%
43700	RMCC Lease. SLSF is scheduled to pay the storage portion of the lease in 2026.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
Subtotal SLSF Grant to NWSRA		\$260,000.00	\$260,000.00	\$0.00	\$260,000.00	\$0.00	0%
Capital Improvements							
43650	Capital Improvements	\$0.00	\$0.00	\$0.00	\$135,000.00	\$135,000.00	#DIV/0!
	In FY2022 capital improvements include Hoffman Estates Vogelei House Furniture, First Year's rent, and additional expenses. Nothing was budgeted for capital improvements in FY 2021.						
Subtotal Capital Improvements		\$0.00	\$0.00	\$0.00	\$135,000.00	\$135,000.00	#DIV/0!
Total Grants		\$260,000.00	\$260,000.00	\$0.00	\$395,000.00	\$135,000.00	52%
Total Expense		\$373,065.00	\$377,551.63	\$4,486.63	\$599,346.00	\$221,794.37	59%
Net Income		\$2,220.00	\$83,632.97	\$81,412.97	-\$29,544.00	-\$113,176.97	-135%
Reserves/Investment Income							
31205	Grant Reserves- Not using in 2022.	0.00	0.00		0.00	0.00	0.0%
33700	Investment Transfer	\$0.00	\$0.00	\$0.00	\$378,450.56	\$378,450.56	#DIV/0!
BALANCE		\$2,220.00	\$83,632.97	\$81,412.97	\$348,906.56	\$265,273.59	317%

To: SLSF Board of Directors
From: Tracey Crawford, Executive Director
Date: November 19, 2021
Re: FY 2022 Line Item Descriptions and Budget Assumptions

Due to the effect of COVID-19 on the FY2020 and FY2021 budgets, the FY2022 budget was primarily constructed based off of FY2019 budget and three year trends prior to FY2020.

The following is a comprehensive list of the assumptions used throughout the budgeting process for FY 2022.

Income

31110 BAC Account Interest Income

This line item reflects interest earned on the SLSF bank account. FY 2022 budget is lower due to extremely low interest rates.

31200 Grants Received

This line item includes all private and public foundation grants for the five focuses of SLSF and any capital improvement grants.

31300 Restricted Fundraising

This line item includes all revenues received from the following restricted fundraising events and endeavors: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic, and Lightning Booster Club. In FY2021, SLSF budgeted for COVID restrictions due to the time of year that these events occur. However, event sponsorship and registration were higher than anticipated.

31400 Restricted Donations

This line item includes all restricted revenues received through memorial, general and annual appeal donation. In FY2020 and FY 2021, SLSF pivoted and requested unrestricted donations due to COVID-19 and the changing needs for the NWSRA staff and participants, such as PPE. In FY2022, the spring appeal will be restricted to scholarships.

32300 Unrestricted Fundraising

This line item includes all revenues received through the following unrestricted events and endeavors: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, T&M Golf Outing, Gold Medal Fashion Show, Celebrate Ability, Miscellaneous events, Hole Sponsor Deal.

FY2021, the GMFS was held virtually due to the COVID-19 pandemic. Due to the lifting of the state event guidelines, SLSF hosted a hybrid virtual/in-person Celebrate Ability Gala. The T&M Golf Outing was not held in FY2021.

In FY2022, SLSF will budget for a hybrid GMFS and Celebrate Ability Gala. Budget similar to PYE 2021.

32400 Unrestricted Donations

This line item includes all unrestricted revenues received through memorial donations, general donations and annual appeal donations.

FY2022 budgeting for donation amounts similar to FY2019 with the staff focusing on increasing personal donation amounts through segmentation and specific asks.

33700 Investment Transfer

This line item includes the money transferred from the BF Edwards account to pay for needed improvements to NWSRA programming spaces, assistance in rent payment or other projects approved by the board of directors.

In FY2021, investment transfer of \$253,450.56 was allocated for the construction of the Hoffman Estates Park District Voegelei House. For FY2022, an additional \$125,000 will be transferred for the construction renovations for the new program space.

Administration Expenses

40100 Postage

This line item includes yearly post office renewal fees and postage.

FY2022 budget accounts for increase in cost of postage to \$0.58.

40200 Office Equipment/Expenses

This line item includes all office supplies purchased, bank fees and deposit slip fees as well as miscellaneous event supplies and annual zoom membership.

FY2022 budgeting for one time purchase misc. event supplies, including 3 iPads.

These misc. expenses were previously listed under 40600. This line item was

previously labeled Office Supplies. FY2022 budget updating to Office Equipment/Expenses to reflect inclusion of event supplies.

40250 Credit Card & Bank Fees

This line item includes all fees associated with credit card processing and bank fees.

FY2020 and FY 2021, fees lower due to lower than anticipated guests due to COVID19 restrictions.

FY 2022, budget reflects increased credit card use with the addition to GiveSmart to two hybrid events and increased event attendance.

40300 Newsletter Printing

This line item includes all expenses related to the Impact Newsletter.

Starting in FY 2020, the newsletter is no longer printed. Staff utilized social media platforms for messaging and will continue to do so in FY2022.

40400 Professional Memberships

This line item includes all expenses related to membership fees with the Rolling Meadows Chamber, Arlington Heights Chamber, Mount Prospect Chamber, Schaumburg Business Association, Associate of Fundraising Professionals and the Rotary Clubs of Schaumburg/Hoffman Estates and Buffalo Grove.

In FY2022, SLSF will continue to pay for the membership of all service clubs.

40500 Education and Training

This line item includes all expenses related to continuing education fees for fundraising development workshops.

In FY 2021, due to COVID19, many webinars were offered at no cost.

In FY 2022, SLSF budgeting for three staff members to attend the Nonprofit Storytellers Conference that will be hosted in San Antonio and one staff member CMP designation.

40600 Public Education/Info

This line item includes involvement with community organizations through networking events, Holiday Luncheon expenses, awards and recognition, memorial flowers/cards, SLSF marketing staff shirts and giveaways for events and volunteers. IPRF Silent Auction expenses go into and come out of this line item.

FY 2022 budget based on average PYE 2018-2021 with 8% increase.

40700 Printing

This line item includes the printing of the Annual Report and any other printing expenses outside of the fundraising expense line items.

In FY2021, SLSF sent the Annual Report electronically and the Spring Appeal was sent as a letter.

FY2022 includes printing the Annual report, but continuing to send the Spring Appeal as a letter.

40800 Professional Fees

This line item includes professional fees for the SLSF Audit, Charity Status Tax Filing, Attorney Fees and the Annual Report Filing with the Secretary of State.

In FY2021, legal services were required for review of the SLSF Admin and Board Manual.

FY2022 budget based on FY2020 and FY2021 budget.

Fundraising Expenses

41300 Restricted Fundraising Expenses

This line item includes any event related expense toward restricted fundraising. Events include: Ala Carte Entertainment/NWSRA Golf Classic, Palatine Hills Golf Classic. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue.

In FY2021 expenses higher than anticipated due to higher than expected registration.

FY2022 budget based on PYE2021.

42300 Unrestricted Fundraising Expenses

This line item includes any event related expense toward unrestricted fundraising. Events include: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, Celebrate Ability, T&M Golf Outing, Gold Medal Fashion Show. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue.

In FY2021 budgeted for a virtual GMFS and possible attendee guidelines for the first two golf outings, but budgeted for "normal" attendance for the remaining golf outings and an in person Gala.

FY2022 budgeting for all events in-person.

Grants Given

43100 NWSRA Lightning Athletes

This line item includes any funds for purchases made toward uniforms, housing, transportation and more for NWSRA Lightning athletes. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2021 budget lower due to competitions not running for the majority of the year.

FY2022 expecting all competitions to be running.

43200 Accessible Vehicle Support

This line item includes any funds granted for the purchase and maintenance of accessible vehicles. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

In FY2022, funds will be granted for maintenance and mileage.

43300 Scholarships

This line item includes any funds granted for scholarships to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

In FY2022, majority of scholarships will be for summer day camp.

43350 Misc. Grants

New line item in 2021. This line item includes funds used to assist with purchasing PPE, updating sites for pandemic readiness and help support NWSRA with staff costs, if necessary.

Not budgeting for FY2022.

43400 Inclusion

This line item includes any funds granted for Inclusion / ADA Compliance to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

In FY2022 includes grant for COVID equipment support.

43500 General Programs

This line item includes any funds used for general program support including PURSUIT, Star Academy, Snoezelen rooms, Adaptive Equipment and other newly developed programs. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2022 budget includes support for Hoffman Estates programming space and equipment for the sensory garden.

43700 RMCC Lease

This line item is used to pay for the storage and office space at RMCC every three years.

FY2022 No budget because paid in 2020. This line item will not be budgeted again until 2026.

43650 Capital Improvements

This line item includes capital improvements including ADA improvements, securing new NWSRA programming spaces, and specialty resource rooms.

FY2021 no capital improvements.

In FY2022 capital improvements include Hoffman Estates Vogelei House Furniture, first year's rent, and additional expenses.