

Agency-wide Operation Budget & Indirect Cost Allocation Plan

October 1, 2025 – September 30, 2026

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: 9/18/2025

Accepted by the SCIRPDC Governing Board: 9/30/2025

Amended:

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

FY-2026 Agency-wide Operating Budget & Indirect Cost Allocation Plan

Table of Contents

Table of Contents	i
Adopting Resolution.....	iii
Background	1
Description of the Commission.....	1
Nature of the Commission’s Affairs	2
Organization of the Commission.....	3
FY-2026 SCIRPDC Organizational Chart.....	6
Commission’s FY-2026 Cost Allocation Strategy.....	7
Office Space Pool.....	8
Travel Pool.....	8
Communications Pool	8
FY-2026 Office Space Cost Pool.....	9
SCIRPDC Office Floor Plan	9
Office Space Calculations	10
FY-2026 Travel Cost Pool.....	11
FY-2026 Communications Cost Pool	11
Telephone/Internet Use	12
Commission’s FY-2026 Cost Allocation Policies	13
Budget Defined	13
Personnel (Salary & Wage).....	13
Fringe Benefits	13
Contractual Services.....	13
Travel and Meetings.....	14
Equipment & Software Purchases.....	16
Allocated Depreciation.....	16
Photocopying	17
Office Space Costs & Utilities	17
Office Supplies.....	18
Postal Services.....	18
Subscriptions & Dues	19
Printing & Graphics	19
Advertising, Promotion & Recruitment.....	19
Insurance & Bonding.....	20
Miscellaneous Costs	20
Summary	20

Agency-wide SCIRPDC Operating Budget	22
Commission Revenue Projections.....	23
Estimated Agency-wide Expenditures.....	25
Agency-wide Indirect Costs.....	27
Indirect Cost Rate Calculations	28
Computation of Indirect Cost Rate	30
Indirect Cost Breakdown Summary.....	32
SCIRPDC Salary and Fringe Benefit Data	33
Salary and Fringe Proposal.....	33
Staff Cost Summaries (Daily Rates with Overhead)	34
Summary of FY-2026 Resource and Expenditure Estimates	35
Book Future Depreciation (FYI 9/30/2026).....	36
SCIRPDC Loan Portfolio Revenue Data and Projections.....	39
Per Capita Contributions	40

**RESOLUTION OF THE BOARD OF COMMISSIONERS ADOPTING A
FY-2026 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-2026 Indirect Cost Allocation Plan and Agency-wide Operating Budget for the twelve-month period ending September 30, 2026.

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-2026 Indirect Cost Allocation Plan and Agency-wide Operating Budget for the twelve-month period ending September 30, 2026, authorizing expenditures of up to \$903,117 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-2026 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.

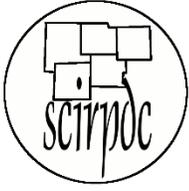
PASSED THIS THE 30TH DAY OF SEPTEMBER 2025, AD

ATTEST:

APPROVED:

Douglas Knebel, Corporate Secretary
SCIRPDC Board of Commissioners

Larry Taylor, Chairman
SCIRPDC Board of Commissioners



Agency-wide Operation Budget & Indirect Cost Allocation Plan

October 1, 2025 – September 30, 2026

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 (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-2026 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, or the provision of staff support services for an ecosystem partnership involving adjoining counties not served by a Regional Planning Commission, etc).

In addition to being recognized as a regional planning commission, the not-for-profit organization also functions as: 1) an EDA-recognized Economic Development District; 2) an Intermediary Lender for USDA's Rural Development division; and 3) 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 regular business meetings which are held throughout the five-county rural region. 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

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-2026 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

- 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

Organization of the Commission

SCIRPDC 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-2026 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. 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) an Economic Development Planner; 2) a HSTP Coordinator; and 3) an Assistant HSTP Coordinator. 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. A part-time Assistant Regional HSTP Coordinator position will be created at that time.

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 three EDA Partnership Planning Grant has been awarded and will expire in March of 2026. SCIRPDC will work with EDA to extend this three-year grant once again. 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.

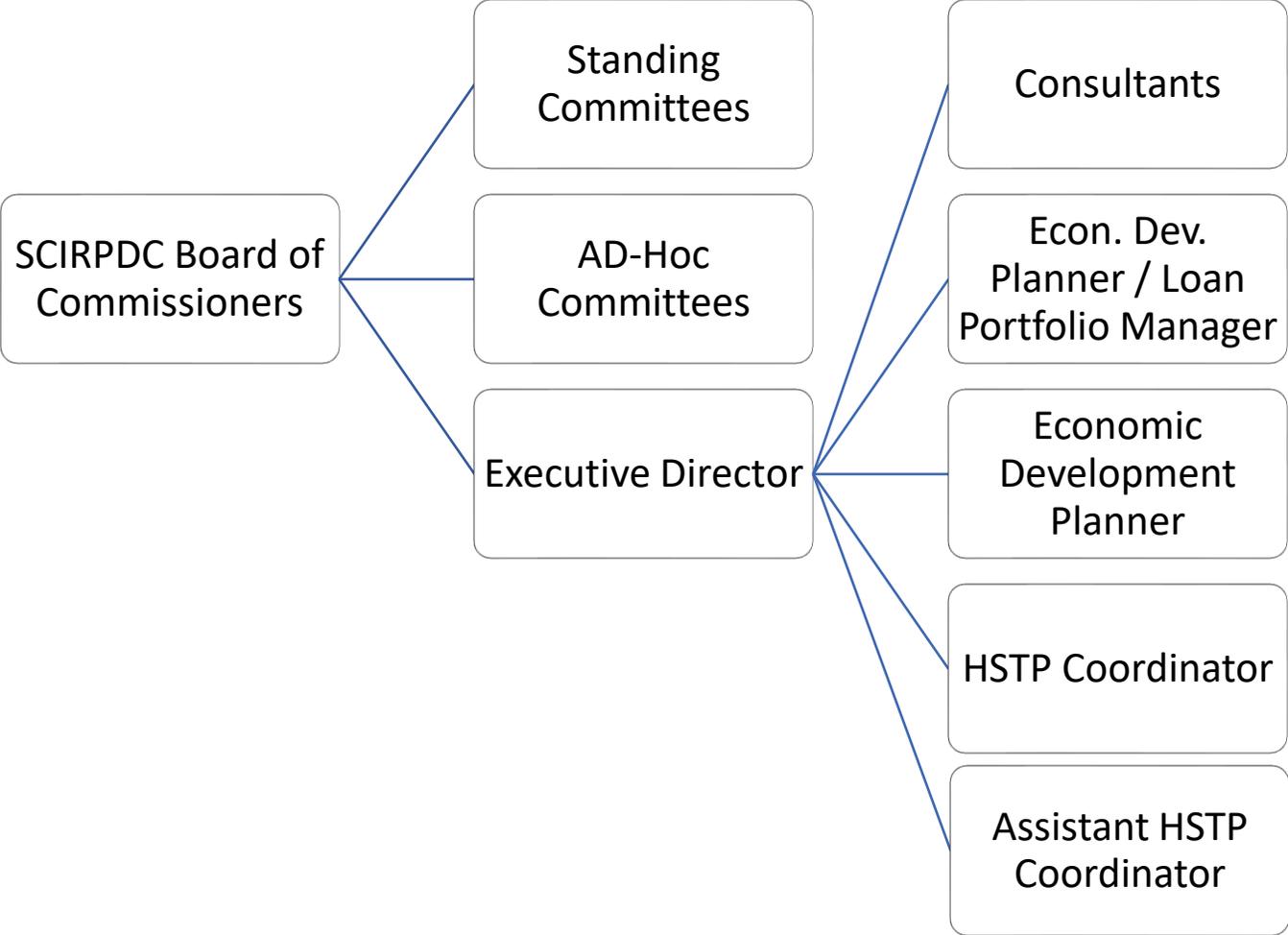
The former Grant Administrator position's salary has traditionally been supported by various grant writing and grant management service agreements generated with member local governments within the five-county service area for which the Commission has secured grant assistance. This position no longer 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-2026, 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-2026 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, 2025, 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-2026 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-2026 SCIRPDC Organizational Chart



Commission's FY-2026 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-2026 project-related costs among its various contracts on both a direct and indirect basis. All cost allocation policies deployed during the FY-2026 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-2026 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-2026.

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-2026 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-2026 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-2026 fiscal period.

No significant adjustment in indirect cost allocation levels associated with non-cash depreciation expenses is expected in the FY-2026. 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-2026 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-2026-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-2026 Office Space Cost Pool

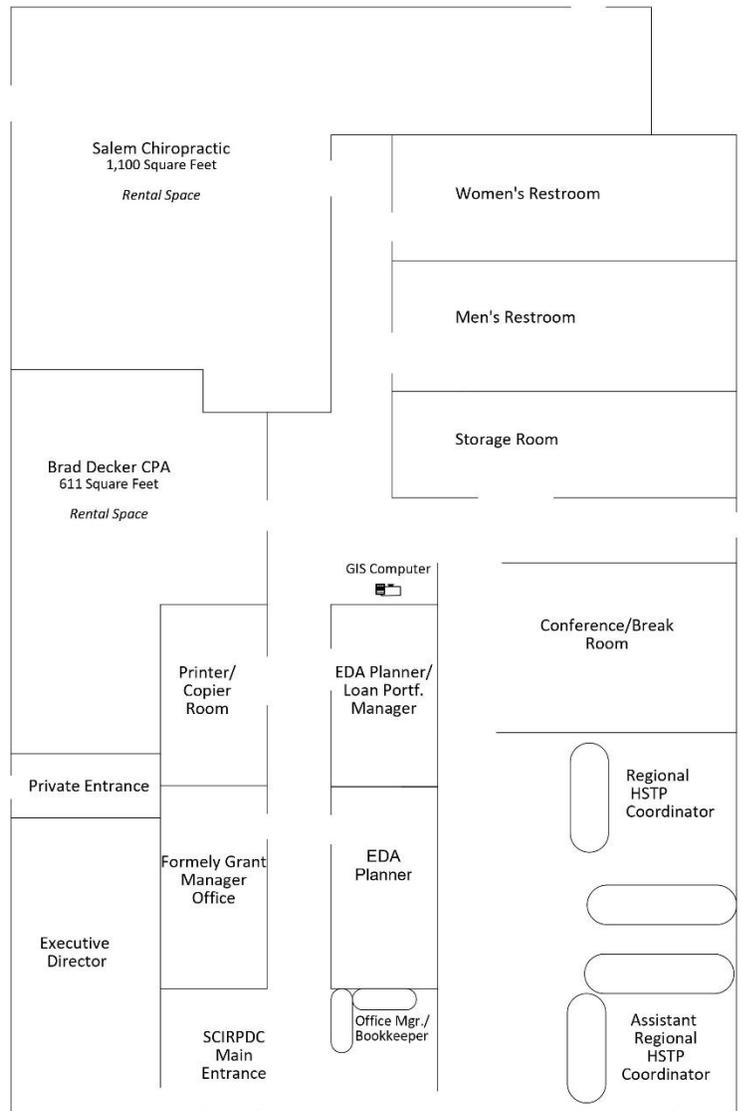
Allowable functions and activities include those associated with the Commission's ownership, maintenance, improvements to, and utilization of its office complex located at 120 South Delmar Avenue / Suite A, Salem, Illinois 62881-2000. As such, normal straight-line depreciation, all usage of utilities, 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: \$4,500
3. Water/Sewer/Gas/Garbage: \$3,200
4. Bldg. Repair & Maintenance: \$10,000
5. Office Contractual Service: \$5,500
6. Liability & Fire Insurance: \$5,000

FY-2025 SCIRPDC Floor Plan



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

FY-2026 Office Space Allocation						
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%
		Section 504 Loans	5.0%	21.1		0.10%
		RBI/CDI/TIX Loans	14.0%	29.4		0.85%
		Grant Writing	23.9%	50.0		1.44%
		Grant Mgmt.	16.3%	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	69.6%	137.5		6.04%
		HSTP IDOT	2.8%	5.9		0.17%
		Section 504 Loans	6.8%	33.3		1.93%
		RBI/CDI, TIX Loans	20.8%	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%
Staff Space Direct	961			961		
Staff Space Indirect	214				214	
Total Staff Space	1,175					33.77%
Common Area	2,304				2,304	66.23%
Total Area	3,479					100%

FY-2026 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-2026 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	\$908
• Basic Telephone Service Only	\$735
• Annual Internet Access	\$1,000

- Postage Meter/Scales Lease & Rate Protection Plan \$212
- Postage Deposits (Indirectly Charged Metered Mail Only) \$73
- Purchase of Imprinted Envelopes & Return Envelopes, Binders, etc. \$151
- Personnel Recruitment Advertisements (Printed & Electronic) \$253

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.

FY-2026 Telephone/Internet Use by Contract				
Staff Position	Contract	Proportion Used	Direct Charge	Indirect Charge
Executive Dir.	Dist. Plan. Grant	0.18	18.0%	
	Sec. 504 Loans	.012	1.2%	
	RBI/CDI/TIX	.15	15.0%	
	Grant Writ.	.20	20.0%	
	Grant Mgmt.	.13	15.0%	
	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%
Subtotal Direct:	4.8 Employees			
Subtotal Indirect:	1.2 Employees			
Total:	6.0 Employees			

Commission's FY-2026 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-2026 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 or September 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-2026 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-2026 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, or Title IX loans). 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.

The Board of Commissioners has authorized mileage reimbursement based upon the U.S. General Service Administration 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-2026 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 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-2026 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-2026 "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-2026 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-2026 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-2026 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-2026 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-2026 Office Space Cost Pool." FY-2026 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-2026 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-2026 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-2026 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, the Illinois Enterprise Zone Association (IEZA), or Illinois Tax Increment Association (ITIA)).

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 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.

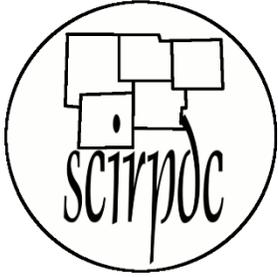
Summary

The following component of this document contains a copy of the Commission's FY-2026 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-2026, the provisional indirect cost rate established by the Commission's staff is 47.77% of direct personnel costs. As a part of the Commission's FY-2026 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 as soon as it is completed and provided to SCIRPDC staff and presented to the Board of Commissioners at a subsequent regular 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-2026 Agency-wide Operation Budget

Budget Pages & Certifications

October 1, 2025 – September 30, 2026

FY-2025 Operating Revenue with FY-2026 Projections

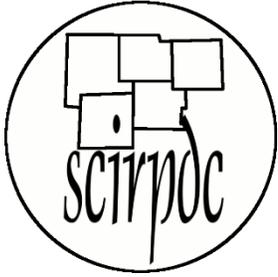
Sources of Operating Revenues	Budgeted FY-25	Revenues to Aug. 31st	Ungenerated Remainder	Year-End Projections	Projection v. Budget	FY-2026 Proposed	Comments & Observations
Ongoing State & Federal Contracts	\$ 191,000	\$ 201,050	\$ -	\$ 246,745	129.2%	\$ 230,000	
EDA District Planning Grant	\$ 70,000	\$ 70,000	\$ -	\$ 70,000	100.0%	\$ 70,000	2023-2026 EDA 301(b) Contract
IDOT HSTP Intergovernmental Agreement	\$ 121,000	\$ 131,050	\$ -	\$ 176,745	146.1%	\$ 160,000	2025-2027 HSTP Contract Renewed
Ongoing Local Service Agreements	\$ 69,000	\$ 75,000	\$ 31,000	\$ 80,000	115.9%	\$ 79,000	
Altamont Water CDBG - FY-22	\$ 12,000	\$ -	\$ 12,000	\$ 5,000	41.7%	\$ 25,000	CDBG Grant
Brownstown IHDA SCP - FY-23	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	\$ 1,000	IHDA SCP Grant
Clay City Water CDBG - FY- 21	\$ 10,000	\$ 27,000	\$ -	\$ 27,000	270.0%	\$ -	CDBG Closed
Fayette Water Co. Phase 14-CDBG - FY-22	\$ 8,000	\$ -	\$ 8,000	\$ -	0.0%	\$ 10,000	CDBG Grant
Flora IHDA SCP FY-23	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	\$ 1,000	IHDA SCP Grant
Junction City Water CDBG - FY-22	\$ 8,000	\$ 7,000	\$ 1,000	\$ 7,000	87.5%	\$ 15,000	CDBG Grant
Ramsey Water CDBG FY-21	\$ 9,000	\$ 23,000	\$ -	\$ 23,000	256%	\$ -	CDBG Closed
Sumner Water CDBG - FY-21	\$ 12,000	\$ 18,000	\$ -	\$ 18,000	150.0%	\$ 7,000	CDBG Ongoing - Closing Soon
Vandalia Project Site Readiness DCEO - FY-25	\$ -	\$ -	\$ -	\$ -	-	\$ 10,000	DCEO Grant
Vandalia Water CDBG - FY-22	\$ 8,000	\$ -	\$ 8,000	\$ -	0.0%	\$ 10,000	CDBG Grant
Anticipated Grant Writing Contracts	\$ 17,500	\$ 22,250	\$ 2,500	\$ 19,750	112.9%	\$ 16,500	
Altamont IDNR OSLAD - FY-25	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	IDNR OSLAD Grant Submitted
Central City IDNR OSLAD - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDNR OSLAD Grant
Clay City IDNR OSLAD - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDNR OSLAD Grant
CDBG PI,HR,ED Grant Writing Apps FY-24/FY-25	\$ 5,000	\$ 2,500	\$ 2,500	\$ -	50.0%	\$ -	St. Elmo CDBG FY-25 GW
Clay City IEPA LSI	\$ -	\$ 1,500	\$ -	\$ 1,500	-	\$ -	Clay City IEPA LSI Submitted
Effingham Co USDA RDBG	\$ -	\$ 1,000	\$ -	\$ 1,000	-	\$ -	Effingham Co RDBG Submitted
Fayette County Capital Grant(s)	\$ -	\$ 1,500	\$ -	\$ 1,500	-	\$ -	DCEO Capital Grant(s) Submitted
Flora IDNR OSLAD - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDNR OSLAD Grant
Newton IDNR OSLAD - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDNR OSLAD Grant
Newton IDOT SRTS - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDOT SRTS Grant
Newton IDOT ITEP - FY-24	\$ 2,500	\$ 1,500	\$ -	\$ 1,500	60.0%	\$ -	IDOT ITEP Grant Submitted
Newton IFA Electrical Grid	\$ -	\$ 1,750	\$ -	\$ 1,750	-	\$ -	IFA Grant Submitted
Newton ILETSB	\$ -	\$ 1,000	\$ -	\$ 1,000	-	\$ -	ILETSB Grant Submitted
Jasper County Capital Grant #2	\$ -	\$ 1,500	\$ -	\$ 1,500	-	\$ -	DCEO Capital Grant Submitted
Jasper County ILETSB	\$ -	\$ 1,000	\$ -	\$ 1,000	-	\$ -	ILETSB Grant Submitted
Martinsville IDNR OSLAD - FY-25	\$ -	\$ 2,500	\$ -	\$ 2,500	-	\$ -	IDNR OSLAD Grant Submitted
Ramsey USDA CFG Grant	\$ 1,000	\$ -	\$ -	\$ -	0.0%	\$ -	Additional Cost Not Invoiced (Exec. Dir. Dec.)
Vandalia Assoc. Churches USDA CFG - FY-24	\$ 1,500	\$ -	\$ -	\$ -	0.0%	\$ -	USDA CFG Grant Application Not Submitted
Vandalia DCEO Site Readiness - FY-24	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	100.0%	\$ -	Site Readiness Grant Application Submitted
Vandalia IDOT ITEP Grant - FY-24	\$ 2,500	\$ 1,500	\$ -	\$ 1,500	60.0%	\$ -	IDOT ITEP Grant Submitted
Vandalia IDNR OSLAD - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 1,500	IDNR OSLAD Grant
Xenia IDNR OSLAD - FY-26	\$ -	\$ -	\$ -	\$ -	-	\$ 2,500	IDNR OSLAD Grant
Ongoing Hourly Service Contracts	\$ 3,400	\$ 3,870	\$ (1,460)	\$ 3,870	113.8%	\$ 2,000	
Altamont TIF Technical Assistance	\$ 500	\$ 1,880	\$ -	\$ 1,880	376.0%	\$ 500	TIF Admin - Hourly Contract
Centralia TIF Extension	\$ 1,000	\$ 640	\$ 360	\$ 640	64.0%	\$ 1,000	TIF Extension Agreement
Central City IDNR OSLAD Mgmt. - FY-23	\$ -	\$ 150	\$ -	\$ 150	-	\$ -	IDNR OSLAD Hourly Mgmt. Contract
Farina TIF Technical Assistance	\$ 500	\$ -	\$ 500	\$ -	0.0%	\$ 500	TIF Admin - Hourly Contract
Flora IDNR OSLAD Mgmt. - FY-22	\$ 200	\$ 350	\$ -	\$ 350	175.0%	\$ -	IDNR OSLAD Hourly Mgmt. Contract
Louisville IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 250	\$ 50	\$ 250	83.3%	\$ -	IDNR OSLAD Hourly Mgmt. Contract
Oblong IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 350	\$ -	\$ 350	116.7%	\$ -	IDNR OSLAD Hourly Mgmt. Contract
Teutopolis TIF Technical Assistance	\$ 300	\$ -	\$ 500	\$ -	0.0%	\$ -	Contract Not Renewed
Willow Hill IDNR OSLAD Mgmt. - FY-22	\$ 300	\$ 250	\$ 50	\$ 250	83.3%	\$ -	IDNR OSLAD Hourly Mgmt. Contract
Anticipated Planning Contracts	\$ 6,250	\$ 8,250	\$ -	\$ 8,250	132.0%	\$ 10,000	
Centralia Comprehensive Plan	\$ 6,250	\$ 6,250	\$ -	\$ 6,250	100.0%	\$ -	Centralia Comp. Plan Completed
Iuka Strategic Plan	\$ -	\$ 2,000	\$ -	\$ 2,000	-	\$ -	Iuka Strategic Plan (Near Completion)
Marion Co. Hazard Mitigation Plan	\$ -	\$ -	\$ -	\$ -	-	\$ 10,000	Marion County HMP Plan Development
GIS Mapping	\$ -	\$ -	\$ -	\$ -	-	\$ -	

Sources of Operating Revenues	Budgeted FY-25	Revenues to Aug. 31st	Ungenerated Remainder	Year-End Projections	Projection v. Budget	FY-2026 Proposed	Comments & Observations
Internally Generated Resources	\$ 575,790	\$ 862,738	\$ 115,926	\$ 867,179	150.6%	\$ 553,849	
Projected Year-End Fund Balance	\$ 250,000	\$ 354,260	\$ 104,260	\$ 354,260	141.7%	\$ 250,000	Cash on Hand - Not including ERC Credit
Projected Per-Capita Contributions	\$ 34,827	\$ 34,827	\$ -	\$ 34,827	100.0%	\$ 35,989	Reflects 2020 Census @ \$0.3048
Section 504 Debt Service Payment (0.625%)	\$ 6,200	\$ 5,480	\$ (720)	\$ 5,980	96.5%	\$ -	No SBA Loans remain in Portfolio
Title IX Loan Packaging/Closing Fees	\$ 1,000	\$ -	\$ (1,000)	\$ -	0.0%	\$ 1,000	Assumes One Title IX Loan in FY 2026
Title IX Loan (Principal on Debt Service)	\$ 28,500	\$ 27,537	\$ (963)	\$ 28,500	100.0%	\$ 27,500	Existing Loans Only
Title IX Loan (Interest & Debt Service)	\$ 12,000	\$ 11,363	\$ (637)	\$ 11,800	98.3%	\$ 10,800	Existing Loans Only
Title IX Bank Acct. Interest Earnings	\$ 350	\$ 497	\$ 147	\$ 540	154%	\$ 350	TIX Int. Checking, Savings; Sequester Acc.
Title IX Administration	\$ 11,793	\$ 12,635	\$ 842	\$ 13,200	111.9%	\$ 12,000	FY-26 TIX Interest Earnings & 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)	\$ 145,000	\$ 150,413	\$ 5,413	\$ 150,413	103.7%	\$ 138,000	Existing Loans Only
RBI/CDI Loan (Interest & Debt Service)	\$ 35,000	\$ 34,449	\$ (551)	\$ 35,000	100.0%	\$ 30,000	Existing Loans Only
RBI/CDI Interest (Earned on CD Investments)	\$ 8,000	\$ 18,589	\$ 10,589	\$ 18,589	232.4%	\$ 10,000	
RBI/CDI Interest Earned on Checking Acct.	\$ 350	\$ 695	\$ 345	\$ 695	198.6%	\$ 400	2% RBI/CDI Interest Revenue CD Reinvested
RBI/CDI Administrative Fee	\$ 23,000	\$ 24,694	\$ 1,694	\$ 24,694	107.4%	\$ 20,000	Total RBI/CDI Balance X 2% over 4 quarters
Interest Earned on General Operating Fund	\$ 800	\$ 1,028	\$ 228	\$ 1,050	131.3%	\$ 800	
Reimbursement from Staff (Copies & Faxes)	\$ 50	\$ -	\$ (50)	\$ -	0.0%	\$ 50	
Miscellaneous	\$ 2,500	\$ 290	\$ (2,210)	\$ 290	11.6%	\$ 1,000	
US Treasury - Employee Retention Credit	-	\$ 171,022	\$ -	\$ 171,022	-	\$ -	One Time ERTC Credit
Rental Income from Stanfield Chiropractic	\$ 9,900	\$ 9,900	\$ -	\$ 10,800	109.1%	\$ 9,900	11 Months at Lease Agreement
Rental Income from Brad Decker CPA	\$ 5,520	\$ 5,060	\$ (460)	\$ 5,520	100.0%	\$ 5,060	11 Months at Lease Agreement
Category	Budgeted FY-25	Revenues to Aug. 31st	Ungenerated Remainder	Year-End Projections	Projection v. Budget	FY-2026 Proposed	Comments & Observations
Personnel & Non-Personnel Revenue	\$ 287,150	\$ 310,420	\$ 32,040	\$ 358,615	124.9%	\$ 337,500	Does not include any Internally Generated Revenue
Internally Generated Revenue for Personnel & Fringes	\$ 344,590	\$ 448,173	\$ 103,583	\$ 450,621	130.8%	\$ 334,799	Green is revenue that can be used for personnel
Internally Generated Revenue Related to Loan Funds	\$ 221,850	\$ 224,457	\$ 2,607	\$ 226,408	102.1%	\$ 207,700	
Agency Revenue Totals:	\$ 853,590	\$ 983,051	\$ 138,230	\$ 1,035,644	121.3%	\$ 879,999	
Salaries, Fringes & Non-Personnel Only	\$ 631,740	\$ 758,594	\$ 135,623	\$ 809,236	128.1%	\$ 672,299	FY-26 Revenue
Planned Expenses minus Debt Related Expense	\$ 539,320	\$ 443,287	\$ 96,033	\$ 493,072	91.4%	\$ 545,002	FY-26 Expenditures
Expected Surplus Fiscal Year End	\$ 92,420	\$ 315,307	\$ 39,590	\$ 316,164	342.1%	\$ 127,297	FY-26 Revenue Minus FY-26 Expenditures

FY-2025 Expenditures with FY-2026 Projections

Expenditure Categories	Budgeted FY-25	Expenditures to Aug. 31st	Amount Remaining	Anticipated Year-End	Budget V. Actual	FY-2026 Proposed	
Personnel	\$ 326,993	\$ 300,202	\$ 26,791	\$ 326,993	100.0%	\$ 328,920	
Executive Director (Eastin)	\$ 73,100	\$ 67,092	\$ 6,008	\$ 73,100	100.0%	\$ 75,263	
Office Manager/Bookkeeper (Briscoe)	\$ 59,571	\$ 54,690	\$ 4,881	\$ 59,571	100.0%	\$ 62,500	
EDA Economic Development Planner (Patel)	\$ 46,088	\$ 42,289	\$ 3,799	\$ 46,088	100.0%	\$ 48,867	
EDA Econ. Dev. Planner/Loan Port. Manager (Frederick)	\$ 49,436	\$ 45,400	\$ 4,036	\$ 49,436	100.0%	\$ 51,856	
HSTP Coordinator (Finn/Anderson)	\$ 53,028	\$ 48,692	\$ 4,336	\$ 53,028	100.0%	\$ 51,405	
Assistant HSTP Coordinator (Anderson/Finn)	\$ 45,770	\$ 42,039	\$ 3,731	\$ 45,770	100.0%	\$ 39,028	
Fringe Benefits	\$ 99,689	\$ 68,983	\$ 30,706	\$ 75,530	75.8%	\$ 100,966	
Section 457 Plan (7.5% of Gross Salary)	\$ 24,525	\$ 22,507	\$ 2,018	\$ 24,550	100.1%	\$ 24,669	
Medical Insurance (\$875/Employee/Month)	\$ 63,000	\$ 41,503	\$ 21,497	\$ 45,300	71.9%	\$ 64,080	
Workers Compensation (.56/\$100 of Salary)	\$ 1,838	\$ 538	\$ 1,300	\$ 600	32.6%	\$ 1,849	
Unemployment Insurance (0.065%-1st \$12,960)	\$ 2,126	\$ 696	\$ 1,430	\$ 1,000	47.0%	\$ 2,138	
Soc. Sec. Payment (1.45% of Pay for Medicare)	\$ 5,200	\$ 3,740	\$ 1,460	\$ 4,080	78.5%	\$ 5,230	
Leave Time	\$ 3,000	\$ -	\$ 3,000	\$ -	0.0%	\$ 3,000	Not likey to Expend Any
Contractual Services	\$ 21,600	\$ 5,741	\$ 15,859	\$ 20,545	95.1%	\$ 22,500	
Agency wide Audit (2024)	\$ 15,000	\$ -	\$ 15,000	\$ 14,500	96.7%	\$ 15,000	
Legal Fees (RBI, CDI & Title IX Loans)	\$ 1,000	\$ -	\$ 1,000	\$ -	0.0%	\$ 1,000	
Office Contractual Services	\$ 4,600	\$ 5,393	\$ (793)	\$ 5,393	117.2%	\$ 5,500	Higher due to Snow/Ice Removal Expense
Other Consultant Services (Constant Contact, ESRI)	\$ 1,000	\$ 348	\$ 652	\$ 652	65.2%	\$ 1,000	
Travel & Meetings	\$ 19,750	\$ 12,509	\$ 7,241	\$ 12,703	64.3%	\$ 19,750	
Auto Fuel, Oil, Tires & Repairs (2020 Ford Fusion)	\$ 2,000	\$ 801	\$ 1,199	\$ 850	42.5%	\$ 2,000	
General Staff Mileage, Lodging & Meals	\$ 3,500	\$ 2,387	\$ 1,113	\$ 2,500	71.4%	\$ 3,500	
HSTP Coordinator Mileage, Lodging & Meals	\$ 3,000	\$ 2,530	\$ 470	\$ 2,550	85.0%	\$ 3,000	Meals/Room/Consumables
Monthly Commission Meeting	\$ 4,000	\$ 2,025	\$ 1,975	\$ 2,025	50.6%	\$ 4,000	Meals for Board Members
Annual Meeting Costs (Meals/Room Only)	\$ 2,000	\$ 1,528	\$ 472	\$ 1,528	76.4%	\$ 2,000	
Staff Christmas	\$ 2,000	\$ 600	\$ 1,400	\$ 600	30.0%	\$ 1,500	
Committee Meeting Costs	\$ 500	\$ -	\$ 500	\$ -	0.0%	\$ 500	Primarily gift certs. Recognition of outgoing board members/officers
Conferences/Workshops	\$ 2,000	\$ 2,400	\$ (400)	\$ 2,400	120.0%	\$ 2,500	
Miscellaneous Board Meeting Expense	\$ 750	\$ 237	\$ 513	\$ 250	33.3%	\$ 750	
Equipment Maintenance	\$ 4,000	\$ 1,166	\$ 2,835	\$ 1,130	28.3%	\$ 4,000	
Typewriter, Computers, Printers	\$ 4,000	\$ 1,166	\$ 2,835	\$ 1,130	28.3%	\$ 4,000	Equipment or repair or replacement of \$1,000 or more
Equipment Purchases	\$ 5,500	\$ 725	\$ 4,775	\$ 725	13.2%	\$ 5,500	
Smaller Equipment Purchases	\$ 2,000	\$ 440	\$ 1,560	\$ 440	22.0%	\$ 2,000	Items under \$200 each
Computers/Printers/GIS	\$ 1,500	\$ -	\$ 1,500	\$ -	0.0%	\$ 1,500	
PC Software	\$ 2,000	\$ 285	\$ 1,715	\$ 285	14.3%	\$ 2,000	
Allocated Depreciation	\$ 7,841	\$ 5,947	\$ 1,895	\$ 6,679	85.2%	\$ 7,841	
Real Estate Depreciation (Office Building)	\$ 2,762	\$ 1,291	\$ 1,471	\$ 1,600	57.9%	\$ 2,762	Based on FY-25 CPA Figures
Office Equipment Depreciation	\$ 430	\$ 394	\$ 36	\$ 430	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
Photocopying	\$ 5,000	\$ 3,668	\$ 1,332	\$ 3,668	73.4%	\$ 4,500	
Photocopier Lease and Maintenance/Supplies	\$ 5,000	\$ 3,668	\$ 1,332	\$ 3,668	73.4%	\$ 4,500	
Office Space & Utilities	\$ 20,200	\$ 24,188	\$ (3,988)	\$ 25,053	124.0%	\$ 23,500	
Building Maintenance & Repairs	\$ 8,000	\$ 13,153	\$ (5,153)	\$ 13,153	164.4%	\$ 10,000	Repairs/Upgrade Taken from Depreciation Fund (Furnace/Roof)
Electrical Service	\$ 3,900	\$ 3,997	\$ (97)	\$ 4,350	111.5%	\$ 4,500	Ameren Illinois
Water/Sewer/Gas/Garbage	\$ 3,100	\$ 2,758	\$ 342	\$ 2,900	93.5%	\$ 3,200	City of Salem
Landline Telephone Service	\$ 3,000	\$ 2,269	\$ 731	\$ 2,500	83.3%	\$ 3,500	Wabash Communication
HSTP Telephone Line Charge	\$ 1,000	\$ 855	\$ 145	\$ 950	95.0%	\$ 1,000	Wabash Communication
Internet Charge	\$ 900	\$ 892	\$ 8	\$ 900	100.0%	\$ 1,000	Wabash Communication - Lowered to include HSTP Line item
HSTP Internet Charge	\$ 300	\$ 264	\$ 36	\$ 300	100.0%	\$ 300	Wabash Communication
Office Supplies	\$ 4,000	\$ 2,397	\$ 1,603	\$ 2,700	67.5%	\$ 3,500	
Consumable Supplies	\$ 4,000	\$ 2,397	\$ 1,603	\$ 2,700	67.5%	\$ 3,500	
Postal Service	\$ 2,550	\$ 1,891	\$ 659	\$ 2,025	79.4%	\$ 2,475	
Postage Meter & Scales Lease	\$ 1,200	\$ 940	\$ 260	\$ 1,000	83.3%	\$ 1,200	
Postage Rate Protection Plan	\$ 350	\$ 350	\$ -	\$ 325	92.9%	\$ 375	
Postage Meter Deposits	\$ 1,000	\$ 601	\$ 399	\$ 700	70.0%	\$ 900	

Expenditure Categories	Budgeted FY-25	Expenditures to Aug. 31st	Amount Remaining	Anticipated Year-End	Budget V. Actual	FY-2026 Proposed	Comments & Observations
Agency Subscriptions & Dues	\$ 4,500	\$ 3,615	\$ 885	\$ 3,700	82.2%	\$ 4,250	
Newspapers & Periodicals	\$ 400	\$ -	\$ 400	\$ -	0.0%	\$ -	
SCIRPDC Memberships	\$ 3,000	\$ 2,500	\$ 500	\$ 2,500	83.3%	\$ 3,000	ILARC, NADO, Etc.
Online Subscriptions	\$ 1,100	\$ 1,115	\$ (15)	\$ 1,200	109.1%	\$ 1,250	PowWeb ISP Hosting, Web Domain Fee, Constant Contact, etc.
Printing & Graphics	\$ 800	\$ 339	\$ 461	\$ 350	43.8%	\$ 750	
General Envelopes, Folders, Business Cards etc.	\$ 800	\$ 339	\$ 461	\$ 350	43.8%	\$ 750	
Advertising , Promotion, Recruitment	\$ 2,000	\$ 2,160	\$ (160)	\$ 1,500	75.0%	\$ 2,500	
Advertising & Promotion	\$ 1,000	\$ 1,423	\$ (423)	\$ 1,500	150.0%	\$ 1,500.00	SCIRPDC Promotional Folders, Pens, Flash Drives, etc.
Personnel Recruitment	\$ 1,000	\$ 737	\$ 263	\$ -	0.0%	\$ 1,000.00	Staff Position Recruitment/Job Advertisement
Insurance & Bonding	\$ 11,450	\$ 9,607	\$ 1,843	\$ 9,621	84.0%	\$ 11,550	
Liability & Fire Insurance - Office Building	\$ 4,500	\$ 4,596	\$ (96)	\$ 4,596	102.1%	\$ 5,000	State Farm Insurance
Automobile Insurance - Staff Car (2020)	\$ 3,500	\$ 1,986	\$ 1,514	\$ 2,000	57.1%	\$ 3,000	
Employer's Non-Ownership Liability Insurance	\$ 150	\$ 58	\$ 92	\$ 58	38.7%	\$ 100	State Farm Insurance
Director's & Officers Liability Insurance	\$ 2,500	\$ 2,446	\$ 54	\$ 2,446	97.8%	\$ 2,700	Weis Insurance Agency
Notary & Non-Profit Fees	\$ 100	\$ 10	\$ 90	\$ 10	10.0%	\$ 50	Briscoe & Frederick
Blanket Position Bond	\$ 700	\$ 511	\$ 189	\$ 511	73.0%	\$ 700	State Farm Insurance
Miscellaneous Costs	\$ 3,500	\$ 150	\$ 3,350	\$ 150	4.3%	\$ 2,500	
Memorials for Board & Staff Members	\$ 500	\$ 50	\$ 450	\$ 50	10.0%	\$ 500	
Misc. Fraudulent Charges & Unknown Expenditures	\$ 3,000	\$ 100	\$ 2,900	\$ 100	3.3%	\$ 2,000	
Loan Payments & Related Expenses	\$ 372,824	\$ 236,943	\$ 372,824	\$ 372,824		\$ 358,115	
RBI/CDI RLF Preservation Obligation (Non-Cash)	\$ 189,987	\$ 189,987	\$ 189,987	\$ 189,987	100.0%	\$ 176,030	Required via IRP agreement
RBI/CDI Bad Debt Reserve (0.5% of Interest)	\$ 6,308	\$ 6,308	\$ 6,308	\$ 6,308	100.0%	\$ 5,556	Required via IRP agreement
Title IX RLF Preservation Obligation (Non-Cash)	\$ 38,452	\$ 38,452	\$ 38,452	\$ 38,452	100.0%	\$ 38,598	
Title IX Bad Debt Reserve (0.5% of Interest)	\$ 2,196	\$ 2,196	\$ 2,196	\$ 2,196	100.0%	\$ 2,050	
Annual IRP Loan Payments (2 Payments to USDA)	\$ 135,881	\$ -	\$ 135,881	\$ 135,881	100.0%	\$ 135,881	Two semi-annual payments to USDA RD From IRP Funds
Category	Budgeted FY-25	Expenditures to Aug. 31st	Amount Remaining	Anticipated Year-End	Budget V. Actual	FY-2026 Proposed	
Total Salary & Fringe Benefits	\$ 426,682	\$ 369,185	\$ 57,497	\$ 402,523	94.3%	\$ 429,885	
Non-Personnel Costs	\$ 112,691	\$ 74,102	\$ 38,589	\$ 90,549	80.4%	\$ 115,116	IRP Expenditures are Expenses Paid Directly from IRP Funds or Closing
IRP Related Fees & Expenses	\$ 372,824	\$ 236,943	\$ 372,824	\$ 372,824	100.0%	\$ 358,115	Cost. Expenditures are Entered Due to IRP Reporting Requirements
Agency Expenditure Totals:	\$ 912,197	\$ 680,230	\$ 231,968	\$ 865,896	94.9%	\$ 903,117	
Salary/Fringe & Non-Personnel Only (Excludes IRP)	\$ 539,373	\$ 443,287	\$ 96,087	\$ 493,072	91%	\$ 545,002	



FY-2026 Agency-wide Indirect Cost Allocation Plan

October 1, 2025 – September 30, 2026

FY-2026 Direct Costs v. Indirect Costs

FY-26 Expenditure Categories	FY-26 Indirect Costs	FY-26 Direct Costs	FY-26 Budget Total
Personnel	\$ 78,155	\$ 250,764	\$ 328,919
Executive Director	\$ 15,655	\$ 59,608	\$ 75,263
Office Manager/Bookkeeper	\$ 62,500	\$ -	\$ 62,500
Economic Dev. Planner 301(b)/Loan Portfolio Mgr.	\$ -	\$ 51,856	\$ 51,856
Economic Dev. Planner	\$ -	\$ 48,867	\$ 48,867
Regional HSTP Coordinator	\$ -	\$ 51,405	\$ 51,405
Assistant Regional HSTP Coordinator	\$ -	\$ 39,028	\$ 39,028
Fringe Benefits	\$ 20,953	\$ 80,013	\$ 100,966
Executive Director Fringe	\$ 3,834	\$ 14,599	\$ 18,434
Office Manager/Bookkeeper Fringe	\$ 17,119	\$ -	\$ 17,119
Directly Charge Fringes	\$ -	\$ 62,414	\$ 62,414
Leave Time	\$ -	\$ 3,000	\$ 3,000.00
Contractual Services	\$ 12,139	\$ 10,361	\$ 22,500
Agency wide Audit (2025)	\$ 9,537	\$ 5,463	\$ 15,000
Legal Fees (RBI, CDI & Title IX Loans)	\$ -	\$ 1,000	\$ 1,000
Legal Fees (504 Closings)	\$ -	\$ -	\$ -
Office Contractual Services	\$ 2,400	\$ 3,100	\$ 5,500
Other Consultant Services	\$ 202	\$ 798	\$ 1,000
Travel & Meetings	\$ 9,610	\$ 10,140	\$ 19,750
Auto Fuel, Oil, Tires & Repairs (2020 Ford Fusion)	\$ 416	\$ 1,584	\$ 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
Equipment Maintenance	\$ 807	\$ 3,193	\$ 4,000
Typerwriter, Computers, Printers	\$ 807	\$ 3,193	\$ 4,000
Equipment Purchases	\$ 1,211	\$ 4,289	\$ 5,500
Smaller Equipment Purchases	\$ 505	\$ 1,495	\$ 2,000
Computers/Printers/GIS	\$ 303	\$ 1,197	\$ 1,500
PC Software	\$ 403	\$ 1,597	\$ 2,000
Allocated Depreciation	\$ 2,055	\$ 5,786	\$ 7,841
Real Estate Depreciation (Office Building)	\$ 1,012	\$ 1,750	\$ 2,762
Office Equipment Depreciation	\$ 86	\$ 344	\$ 430
Automobile Depreciation	\$ 957	\$ 3,692	\$ 4,649
Photocopying	\$ 908	\$ 3,592	\$ 4,500
Photocopier Lease and Maintenance/Supplies	\$ 908	\$ 3,592	\$ 4,500
Office Space & Utilities	\$ 19,435	\$ 4,065	\$ 23,500
Building Maintenance & Repairs	\$ 10,000	\$ -	\$ 10,000
Electrical Service	\$ 4,500	\$ -	\$ 4,500
Water/Sewer/Gas/Garbage	\$ 3,200	\$ -	\$ 3,200
Landline Telephone Service	\$ 735	\$ 2,765	\$ 3,500
HSTP Telephone Line Charge	\$ -	\$ 1,000	\$ 1,000
Internet Charge	\$ 1,000	\$ -	\$ 1,000
HSTP Internet Charge	\$ -	\$ 300	\$ 300

FY-26 Expenditure Categories	FY-26 Indirect Costs	FY-26 Direct Costs	FY-26 Budget Total
Office Supplies	\$ 1,881	\$ 1,619	\$ 3,500
Consumable Supplies	\$ 1,881	\$ 1,619	\$ 3,500
Postal Service	\$ 285	\$ 2,190	\$ 2,475
Postage Meter & Scales Lease	\$ 212	\$ 988	\$ 1,200
Postage Rate Protection Plan	\$ -	\$ 375	\$ 375
Postage Meter Deposits	\$ 73	\$ 827	\$ 900
Agency Subscriptions & Dues	\$ 884	\$ 3,366	\$ 4,250
SCIRPDC Memberships	\$ 624	\$ 2,376	\$ 3,000
Online Subscriptions	\$ 260	\$ 990	\$ 1,250
Printing & Graphics	\$ 151	\$ 599	\$ 750
General Envelopes, Folders, Business Cards etc.	\$ 151	\$ 599	\$ 750
Advertising , Promotion, Recruitment	\$ 253	\$ 2,247	\$ 2,500
Advertising & Promotion	\$ 253	\$ 1,247	\$ 1,500
Personnel Recruitment	\$ -	\$ 1,000	\$ 1,000
Insurance & Bonding	\$ 7,400	\$ 4,150	\$ 11,550
Liability & Fire Insurance - Office Building	\$ 3,950	\$ 1,050	\$ 5,000
Automobile Insurance - Staff Car (2020)	\$ -	\$ 3,000	\$ 3,000
Employer's Non-Ownership Liability Insurance	\$ -	\$ 100	\$ 100
Director's & Officers Liability Insurance	\$ 2,700		\$ 2,700
Notary & Non-Profit Fees	\$ 50	\$ -	\$ 50
Blanket Position Bond	\$ 700	\$ -	\$ 700
Miscellaneous Costs	\$ 500	\$ 2,000	\$ 2,500
Memorials for Board & Staff Members	\$ 500		\$ 500
Misc. Fraudulent Charges & Unknown Expenditures		\$ 2,000	\$ 2,000
Debt-Related Expenditures	\$ -	\$ 358,115	\$ 358,115
RBI/CDI RLF Preservation Obligation (Non-Cash)	\$ -	\$ 176,030	\$ 176,030
RBI/CDI Bad Debt Reserve (0.5% of Interest)	\$ -	\$ 5,556	\$ 5,556
Title IX RLF Preservation Obligation (Non-Cash)	\$ -	\$ 38,598	\$ 38,598
Title IX Bad Debt Reserve (0.5% of Interest)	\$ -	\$ 2,050	\$ 2,050
Annual IRP Loan Payments (2 Payments to USDA)	\$ -	\$ 135,881	\$ 135,881
Total Salary & Fringe	\$ 99,108	\$ 330,778	\$ 429,885
Total Non-Personnel	\$ 57,518	\$ 57,598	\$ 115,116
Debt-Related Expenditures	\$ -	\$ 358,115	\$ 358,115
FY-2026 Agency Budget Totals:	\$ 156,626	\$ 746,491	\$ 903,117
Prepared by the Staff:	9/8/2025		
Reviewed by the Operations & Budget Committee:	9/18/2025		
Adopted for use by the Board of Commissioners:	9/30/2025		
Budget Modifications Recommended to the Board:			

**FY-2026 Computation for Establishing
the Agency Indirect Cost Rate
(October 1, 2025 - September 30, 2026)**

Chargeable FY-2026 Salary (Indirect Only)		\$ 78,155
Executive Director (20.8% of Salary)	\$ 15,655	
Office Manager/Bookkeeper (100% of Salary)	\$ 62,500	
FY-2026 Fringe Benefits (Indirect Only)		\$ 20,953
Executive Director (20.8% of Fringe)	\$ 3,834	
Office Manager/Bookkeeper (100% of Fringe)	\$ 17,119	
Contractual Services		\$ 12,139
Agency wide Audit (2025)	\$ 9,537	
Office Contractual Services	\$ 2,400	
Other Consultant Services	\$ 202	
Travel & Meetings		\$ 9,610
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	
Equipment Maintenance		\$ 807
Typewriter, Computers, Printers	\$ 807	
Equipment Purchases		\$ 1,211
Smaller Equipment Purchases	\$ 505	
Computers/Printers/GIS	\$ 303	
PC Software	\$ 403	
Allocated Depreciation		\$ 2,055
Real Estate Depreciation (Office Building)	\$ 1,012	
Office Equipment Depreciation	\$ 86	
Automobile Depreciation	\$ 957	
Photocopying		\$ 908
Photocopier Lease and Maintenance/Supplies	\$ 908	
Office Space & Utilities		\$ 19,435
Building Maintenance & Repairs	\$ 10,000	
Electrical Service	\$ 4,500	
Water/Sewer/Gas/Garbage	\$ 3,200	
Landline Telephone Service	\$ 735	
Annual Internet Access Costs	\$ 1,000	
Office Supplies		\$ 1,881
Consumable Supplies	\$ 1,881	
Postal Service		\$ 285
Postage Meter & Scales Lease	\$ 212	
Postage Meter Deposits	\$ 73	

**FY-2026 Computation for Establishing
the Agency Indirect Cost Rate
(October 1, 2025 - September 30, 2026)**

Agency Subscriptions & Dues		\$	884
SCIRPDC Memberships	\$	624	
Online Subscriptions	\$	260	
Printing & Graphics		\$	151
General Envelopes, Folders, Business Cards etc.	\$	151	
Advertising & Promotion		\$	253
SCIRPDC Advertisement & Promotion	\$	253	
Insurance & Bonding		\$	7,400
Liability & Fire Insurance - Office Building	\$	3,950	
Director's & Officers Liability Insurance	\$	2,700	
Notary & Non-Profit Fees	\$	50	
Blanket Position Bond	\$	700	
Miscellaneous Costs		\$	500
Indirect cost related to miscellaneous costs	\$	500	
Total FY-2026 Indirect Costs:		\$	156,627
FY-2026 Indirect Cost Basis			
FY-2026 Direct Chargeable Salary:	\$328,919 - \$78,115	\$	250,804
FY-2026 Direct Chargeable Fringe:	\$97,966 - \$20,953	\$	77,013
Total FY-2026 Direct Personnel Costs:		\$	327,817
FY-2026 Indirect Cost Rate:	\$156,627 / \$327,817		47.77%
Prepared by the Staff:	9/8/2025		
Reviewed by the Operations & Budget Committee:	9/18/2025		
Adopted for use by the Board of Commissioners:	9/30/2025		
Budget Modifications Recommended to the Board:			

FY-2026 Indirect Cost Rate Breakdown

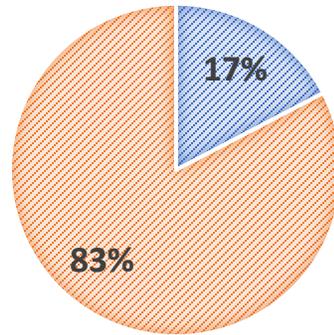
FY-2026 COST ALLOCATION

■ Indirect Costs ■ Direct Costs

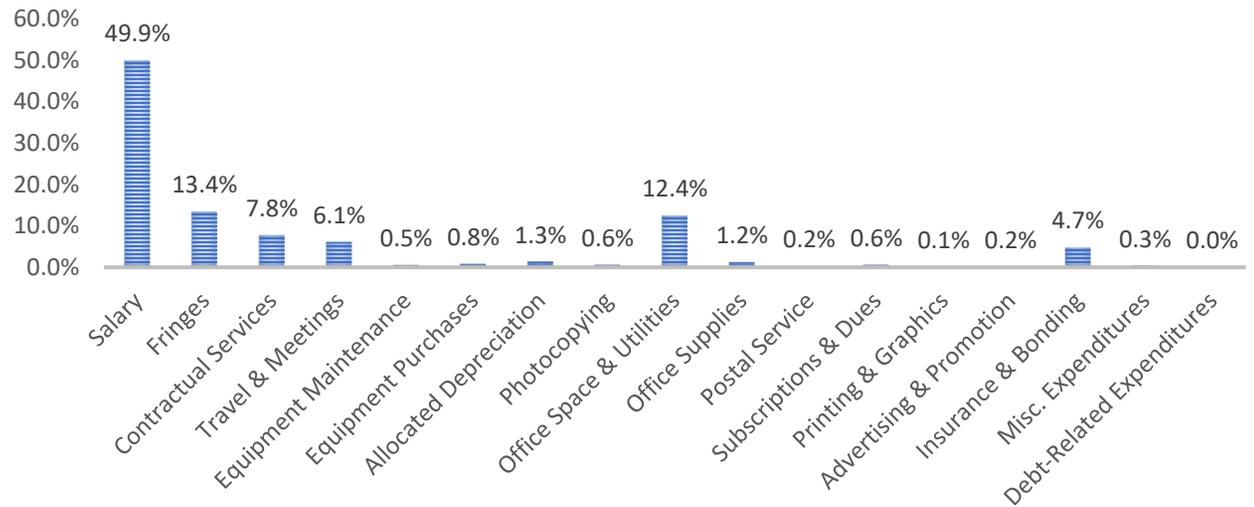
Direct Costs: \$746,491

Indirect Costs: \$156,626

Total Costs: \$903,117



FY-2026 INDIRECT COST ALLOCATION



FY-2026 Salary & Fringe Benefits Proposal

FY-2026 Salary Proposal		FY-2025 Salary	Salary Change	FY-2026 Salary	Proposed Bonus	2026 Salary Proposal
Start Date	Staff Position & Full Yrs. of Service					
Oct '23	Executive Director	\$ 72,100.00	\$ 2,163.00	\$ 74,263.00	\$ 1,000.00	\$ 75,263.00
May '81	Office Manager/Bookkeeper	\$ 58,571.29	\$ 2,928.56	\$ 61,499.85	\$ 1,000.00	\$ 62,499.85
March '21	Econ. Dev. Planner/Loan Port. Manager	\$ 48,434.75	\$ 2,421.74	\$ 50,856.49	\$ 1,000.00	\$ 51,856.49
May '24	Economic Development Planner	\$ 45,587.80	\$ 2,279.39	\$ 47,867.19	\$ 1,000.00	\$ 48,867.19
Nov. '10	Regional HSTP Coordinator	\$ 52,028.14	\$ 1,623.43	\$ 50,404.71	\$ 1,000.00	\$ 51,404.71
Dec. '20	Assistant Regional HSTP Coordinator*	\$ 44,769.98	\$ 6,741.71	\$ 38,028.27	\$ 1,000.00	\$ 39,028.27
FY-2026 Proposed Salary		\$ 321,491.96		\$ 322,919.51	\$ 6,000.00	\$ 328,919.51

* In January 2026, Assistant Regional HSTP Coordinator will become a part-time position.

FY-2026 Fringe Benefits Proposal			Fringe Benefits Costs					Benefits Total
Start Date	Staff Position	FY-26 Salary	457 Plan	Medical Insurance	Workers Comp.	Unemployment	Medicare	
Oct '23	Executive Director	\$ 75,263.00	\$ 5,644.73	\$ 10,680.00	\$ 422.98	\$ 489.21	\$ 1,196.68	\$ 18,433.59
May '81	Office Manager/Bookkeeper	\$ 62,499.85	\$ 4,687.49	\$ 10,680.00	\$ 351.25	\$ 406.25	\$ 993.75	\$ 17,118.74
March '21	Econ. Dev. Planner/Loan Port. Manager	\$ 51,856.49	\$ 3,889.24	\$ 10,680.00	\$ 291.43	\$ 337.07	\$ 824.52	\$ 16,022.26
May '24	Economic Development Planner	\$ 48,867.19	\$ 3,665.04	\$ 10,680.00	\$ 274.63	\$ 317.64	\$ 776.99	\$ 15,714.30
Nov. '10	Regional HSTP Coordinator	\$ 51,404.71	\$ 3,855.35	\$ 10,680.00	\$ 288.89	\$ 334.13	\$ 817.33	\$ 15,975.71
Dec. '20	Assistant Regional HSTP Coordinator	\$ 39,028.27	\$ 2,927.12	\$ 10,680.00	\$ 219.34	\$ 253.68	\$ 620.55	\$ 14,700.69
FY-2026 Proposed Salary & Fringes		\$ 328,919.51	\$ 24,668.96	\$ 64,080.00	\$ 1,848.53	\$ 2,137.98	\$ 5,229.82	\$ 97,965.29

Section 457 Plan 7.5% of Gross Salary Medical Insurance (\$890/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)

FY-2026 Staff Cost Summaries (Daily Rates)

Intended for Use in Estimating FY-2026 Contractual Costs

SCIRPDC Staff Position	2026 Salary	2026 Fringes	2026 Indirect Costs	2026 Totals	Rate/Hour (7 Hour Work Day)	FY-2026	
						Salary	Fringes
			47.77%				
Executive Director	\$ 289.47	\$ 70.90	\$ 172.15	\$ 532.52	\$ 76.07	\$ 75,263.00	\$ 18,433.59
Office Manager/Bookeep	\$ 240.38	\$ 65.84	\$ 146.28	\$ 452.51	\$ 64.64	\$ 62,499.85	\$ 17,118.74
Economic Dev. Planner/Loan Port. Mgr.	\$ 199.45	\$ 61.62	\$ 124.71	\$ 385.79	\$ 55.11	\$ 51,856.49	\$ 16,022.26
Economc Dev. Planner II	\$ 187.95	\$ 60.44	\$ 118.66	\$ 367.05	\$ 52.44	\$ 48,867.19	\$ 15,714.30
Regional HSTP Coordinator	\$ 197.71	\$ 61.45	\$ 123.80	\$ 382.95	\$ 54.71	\$ 51,404.71	\$ 15,975.71
Assistant Regional HSTP Coordinator	\$ 150.11	\$ 56.54	\$ 98.72	\$ 305.37	\$ 43.62	\$ 39,028.27	\$ 14,700.69

Note: Based upon adjusted salary and fringe benefits approved by the Board of Commissioners as part of the "FY-2026 SCIRPDC Indirect Cost Allocation Plan & Agencywide Operating Budget" and a provisional FY-2026 indirect cost rate of 47.77%.

Summary of FY-2026 Revenue & Expenditure Estimates

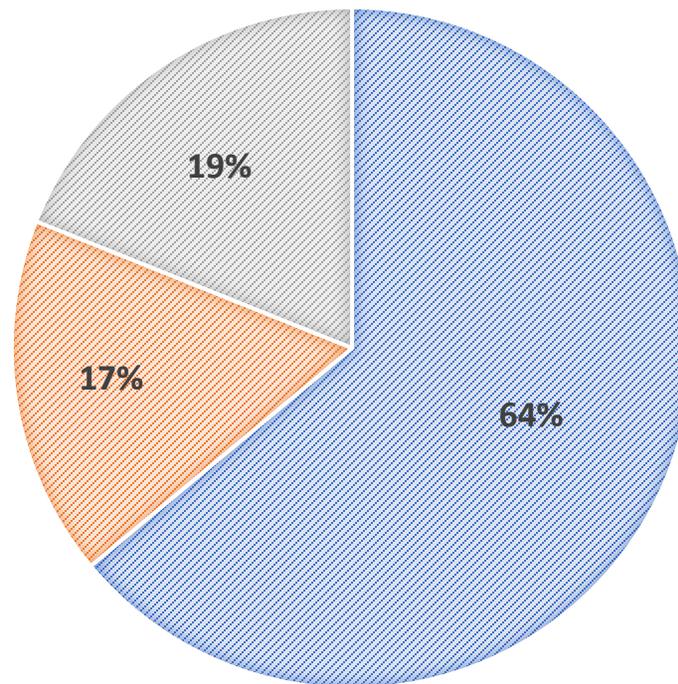
FY-2026 REVENUE & EXPENDITURE SUMMARY

■ Salary & Fringe ■ Non-Personnel Costs ■ Surplus

Total Revenue: \$672,299

Salary/Fringe: \$429,885
Non-Personnel: \$115,116
Total Costs: \$545,002*

Surplus: \$127,297



*IRP Expenses Not Included

HELD FOR FY-26 DEPRECIATION SCHEDULE

HELD FOR FY-26 DEPRECIATION SCHEDULE

HELD FOR FY-26 DEPRECIATION SCHEDULE

Computation of RBI Revenues for Budget Purposes (FY-2025 and FY-2026) Oct. 1, 2025 - Sept. 30, 2026

Name of Loan Recipient	2025 Principal	2025 Interest	2025 BD Reserve	FY-2025 Totals	2026 Principal	2026 Interest	2026 BD Reserve	FY-2026 Totals
RBI Loan Portfolio								
Arizona Realty	\$ 14,473.52	\$ 4,424.13	\$ 1,106.03	\$ 20,003.68	\$ 14,839.53	\$ 4,131.32	\$ 1,032.83	\$ 20,003.68
Brumleve Properties	\$ 10,551.24	\$ 3,875.68	\$ 1,107.34	\$ 15,534.26	\$ 10,791.10	\$ 3,689.11	\$ 1,054.03	\$ 15,534.24
RAYCO, Inc.	\$ 26,622.13	\$ 2,943.41	\$ 452.83	\$ 30,018.37	\$ 27,637.80	\$ 2,063.17	\$ 317.41	\$ 30,018.38
RCW Endeavor, Inc.	\$ 8,979.28	\$ 3,108.40	\$ 478.22	\$ 12,565.90	\$ 9,321.85	\$ 2,811.51	\$ 432.54	\$ 12,565.90
S & S Commercial Realty, LLC	\$ 765.37	\$ 244.25	\$ 37.58	\$ 1,047.20	\$ 794.57	\$ 218.95	\$ 33.68	\$ 1,047.20
TPS Enterprises, Inc.	\$ 34,146.93	\$ 2,173.55	\$ 271.69	\$ 36,592.17	\$ 35,715.63	\$ 779.15	\$ 185.52	\$ 36,680.30
Watley Properties, LLC	\$ 15,121.50	\$ 5,802.48	\$ 892.69	\$ 21,816.67	\$ 1,598.40	\$ 5,302.50	\$ 815.77	\$ 7,716.67
Cash Equipment, LLC	\$ 15,369.30	\$ 3,316.18	\$ 947.48	\$ 19,632.96	\$ 15,718.70	\$ 3,044.42	\$ 869.84	\$ 19,632.96
Totals:	\$ 126,029.27	\$ 25,888.08	\$ 5,293.86	\$ 157,211.21	\$ 116,418.00	\$ 22,040.00	\$ 4,742.00	\$ 143,199.00

Computation of CDI Revenues for Budget Purposes (FY-2025 and FY-2026) Oct. 1, 2025 - Sept. 30, 2026

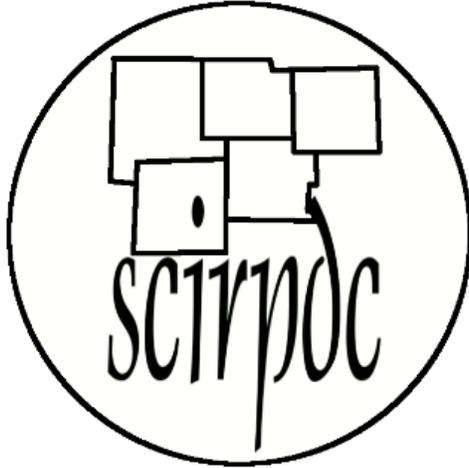
Name of Loan Recipient	2025 Principal	2025 Interest	2025 BD Reserve	FY-2025 Totals	2026 Principal	2026 Interest	2026 BD Reserve	FY-2026 Totals
CDI Loan Portfolio								
City of Altamont (Division St. Project)	\$ 13,000.00	\$ 1,020.00	\$ 204.00	\$ 14,224.00	\$ 13,500.00	\$ 622.50	\$ 124.50	\$ 14,247.00
Village of Central City	\$ 20,000.00	\$ 4,050.00	\$ 810.00	\$ 24,860.00	\$ 20,000.00	\$ 3,450.00	\$ 690.00	\$ 24,140.00
Totals:	\$ 33,000.00	\$ 5,070.00	\$ 1,014.00	\$ 39,084.00	\$ 33,500.00	\$ 4,072.50	\$ 814.50	\$ 38,387.00

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

Name of Loan Recipient	2025 Principal	2025 Interest	2025 BD Reserve	FY-2025 Totals	2026 Principal	2026 Interest	2026 BD Reserve	FY-2026 Totals
Title IX Loan Portfolio								
RCW Endeavor, Inc. (deferred 3/23/20 - 8/23	\$ 3,846.91	\$ 1,086.44	\$ 197.53	\$ 5,130.88	\$ 3,973.71	\$ 979.06	\$ 178.01	\$ 5,130.78
Yardley Automotive, LLC	\$ 3,684.81	\$ 351.39	\$ 63.89	\$ 4,100.09	\$ 3,806.37	\$ 248.54	\$ 45.19	\$ 4,100.10
S & S Commercial Realty, LLC	\$ 8,290.18	\$ 3,812.57	\$ 693.19	\$ 12,795.94	\$ 8,563.66	\$ 3,581.16	\$ 651.12	\$ 12,795.94
Cash Equipment, LLC	\$ 13,032.92	\$ 4,346.57	\$ 1,241.88	\$ 18,621.37	\$ 13,329.20	\$ 4,116.13	\$ 1,176.04	\$ 18,621.37
Totals:	\$28,855	\$9,597	\$2,196	\$40,648	\$29,673	\$8,925	\$2,050	\$40,648

FY-2026 Per Capita Income			
Local Government Entity	Population		FY-25 Per Capita
Clay County Board	7,010	\$	2,136.65
City of Flora	5,127	\$	1,562.71
Village of Louisville	1,151	\$	350.82
Clay County Total	-	\$	4,050.18
Effingham County Board	19,928	\$	6,074.05
City of Effingham	12,393	\$	3,777.39
City of Altamont	2,347	\$	715.37
Effingham County Total	-	\$	10,566.81
Fayette County Board	12,502	\$	3,810.61
City of Vandalia	7,543	\$	2,299.11
City of St. Elmo	1,443	\$	439.83
Fayette County Total	-	\$	6,549.55
Jasper County Board	6,696	\$	2,040.94
City of Newton	2,883	\$	878.74
Village of Willow Hill	232	\$	70.71
Jasper County Total	-	\$	2,990.39
Marion County Board	19,134	\$	5,832.04
City of Centralia	12,321	\$	3,755.44
City of Salem	7,364	\$	2,244.55
Marion County Total	-	\$	11,832.03
Region Total	-	\$	35,988.96

Note: 0.3048 Cents/Capita



FY-2026 Operating Budget