

Fiscal Year 2024 Proposed Budget Presented to ISAC Membership

ISAC Spring Conference
General Session
10:30 am | March 9, 2023



Iowa State Association of Counties

FY-2024 Budget Proposal

Following is the proposed budget for the Iowa State Association of Counties for the period July 1, 2023, to June 30, 2024. The ISAC Board of Directors has approved this budget and recommends adoption by the membership of the association. The membership will be asked to approve the budget during the Annual Business Meeting on March 9, 2023, at the ISAC Spring Conference.

This document is designed to provide you with an understanding of the ISAC Budget. It provides a graphical depiction of the major income and expense categories, includes a line-item budget comparing the previous fiscal years with the proposed budget, and highlights a summary of required actions.

It should be noted that the audited financial statements of the association are published each year in our annual report. Copies are available on our website or on request.

Iowa State Association of Counties

FY-2024 Budget Proposal

- **ISAC Budget Process**

- Review income and expenses for prior years – completed.
- Estimate income and expenses for remainder of FY-2023 - completed.
- Evaluate current expenditures and project future expenditure needs - completed.
- Evaluate current income sources and devise options for meeting expenditure needs - completed.
- Prepare recommendations for income and expenditure changes - completed.
- Evaluate feasibility of proposal - completed.
- Present proposed FY-2024 budget to Executive Committee for review and revision - completed.
- Present proposed budget to ISAC Board of Directors for review and recommendation to membership - completed.
- Present proposed budget to membership for final adoption during ISAC General Session at 10:30 am on Thursday, March 9, 2023.

Audited Balances

	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual
Accrual Basis				
Audit Report Balances				
Budget				
Revenue	3,218,464.00	3,561,537.00	3,733,127.00	3,492,981.00
Expense	3,029,480.00	3,544,428.00	3,684,479.00	3,680,361.00
Actual				
Revenue	3,155,265.00	3,427,233.00	3,028,255.00	3,368,955.00
Expense	3,202,908.00	3,173,547.00	2,892,949.00	3,336,697.00
Income (over/under) Expense				
Budget	188,984	17,109	48,648	(187,380)
Actual	(47,643)	253,686	135,306	32,258
Net Assets	1,663,238	1,916,922	2,052,228	2,084,486
Change in Net Asset Value	(47,643)	253,684	135,306	32,258
SOURCE = ISAC Audit Reports from FY2019 to FY2022				

Overview – Major Income and Expense Categories

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget Estimate	FY2024 Budget	Amount of Change	% Change
Beginning Balance	745,740	659,059	726,213	765,781	765,781	587,663	(178,118)	
Income								
General Income	2,890,355	2,824,977	2,786,910	3,116,758	3,023,442	3,601,758	485,000	15.56
Conferences and Meetings	485,042	154,049	529,993	546,250	549,388	540,625	(5,625)	(1.03)
Communications/Publications	51,836	49,229	52,052	46,950	55,125	54,925	7,975	16.99
Grants	0	0	0	0	0	0	0	0.00
Transfer of Funds	0	0	7,310	0	0	0	0	0.00
Total Income	3,427,233	3,028,255	3,376,265	3,709,958	3,627,955	4,197,308	487,350	13.14
Expenses								
General Operating	420,516	402,355	430,038	486,418	481,085	497,154	10,736	2.21
Personnel	2,310,482	2,295,108	2,450,841	2,874,775	2,785,170	3,099,097	224,322	7.80
Policy Making and Meetings	303,869	76,839	342,910	404,700	363,131	405,280	580	0.14
Communications/Publications	52,306	49,942	46,528	73,246	55,069	63,700	(9,546)	(13.03)
Fixed Asset /Lease Improvements	86,933	68,705	66,380	69,920	62,848	42,500	(27,420)	(39.22)
Transfer to Other Funds	339,806	68,152	0	58,770	58,770	88,833	30,063	100.00
Total Expenses	3,513,912	2,961,101	3,336,697	3,967,829	3,806,073	4,196,563	228,734	5.76
Income Over(under) Expenses	(86,679)	67,154	39,568	(257,871)	(178,118)	745	258,616	
Operating Fund Balance	659,059	726,213	765,781	507,910	587,663	588,408	80,498	
Board Designated Funds								
Reserve Fund	856,863	901,015	893,705	952,475	952,475	1,016,308	(63,833)	
Depreciation Fund	151,000	175,000	175,000	175,000	175,000	175,000		
Building Development Fund	250,000	250,000	250,000	250,000	250,000	250,000		
Job Evaluation and Compensation Study	0	0	0	0	0	25,000		
Total	1,257,863	1,326,015	1,318,705	1,377,475	1,377,475	1,466,308		
Total Assets At Year End	1,916,922	2,052,228	2,084,486	1,885,385	1,965,138	2,054,716		

Budget – Change Reflects Difference Between FY-2023 and FY-2024 Budgets

Iowa State Association of Counties								
Fiscal Year 2024 Budget Proposal								
	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget Estimate	FY2024 Budget	Change	Percent
I. General Income								
A. Dues								
1. County	584,100	584,100	584,100	603,900	603,900	623,700	19,800	3.28
2. Alumni Dues	425	450	300	500	0	0	(500)	(100.00)
3. HIPAA Program	43,250	35,000	46,900	43,750	44,200	45,000	1,250	2.86
Total Dues	627,775	619,550	631,300	648,150	648,100	668,700	20,550	3.17
B. Administrative Fees								
1. Insurance Programs								
a. ISAC Group Health Program	294,000	306,000	318,000	330,000	330,000	360,000	30,000	9.09
b. Voluntary Accidental Death	7,120	3,444	0	0	0	0	0	0.00
c. Dental Program	10,464	8,312	0	0	0	0	0	0.00
d. Group Benefits Trust	7,476	5,715	1,165	0	0	0	0	0.00
2. Unemployment	10,000	10,000	10,000	10,000	10,000	10,000	0	0.00
3. Iowa County Engineers Service Bureau	13,070	13,575	11,250	41,901	12,400	42,400	499	1.19
4. Iowa Counties Technology Services	691,119	708,246	643,989	776,300	573,700	693,933	(82,368)	(10.61)
5. Iowa County Attorney Case Mgmt Proj.	375,936	391,017	368,254	387,725	352,700	396,925	9,200	2.37
6. ICTEA	15,434	15,434	15,434	15,434	15,434	0	(15,434)	(100.00)
7. IPAC	192,024	198,726	171,344	263,990	201,900	224,920	(39,070)	(14.80)
8. SEAT	15,519	7,746	28,349	14,038	14,000	25,590	11,552	82.29
9. Tech Service Bureau	0	0	0	38,500	38,500	313,590	275,090	714.52
10. Affiliates	63,440	75,537	81,743	67,720	79,500	91,500	23,780	35.12
Total Administrative Fees	1,698,471	1,745,212	1,649,528	1,945,608	1,628,134	2,158,858	213,250	10.96
C. Royalties								
1. ICAP	235,127	245,878	274,697	261,500	315,283	300,000	38,500	14.72
2. IMWCA	98,629	101,261	95,120	100,000	105,469	110,000	10,000	10.00
3. NACo RMA, LLC	13,332	14,470	20,208	14,500	15,164	15,200	700	4.83
4. IPAIT	193,370	96,975	91,309	144,000	261,793	300,000	156,000	108.33
5. Other	0	0	7,667	0	0	0	0	0.00
Total Royalties	541,715	458,584	489,001	520,000	697,708	725,200	205,200	39.46
D. Interest	25,380	3,990	2,940	2,000	50,000	48,000	46,000	2,300.00
E. Miscellaneous	145	568	18,075	1,000	2,000	1,000	0	0.00
F. Gain/(Losses) on Investments	(3,131)	(2,927)	(3,934)	0	(2,500)	0	0	0.00
Total General Income	2,890,355	2,824,977	2,786,910	3,116,758	3,023,442	3,601,758	485,000	15.56

Budget – Change Reflects Difference Between FY-2023 and FY-2024 Budgets

Iowa State Association of Counties								
Fiscal Year 2024 Budget Proposal								
	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget Estimate	FY2024 Budget	Change	Percent
II. Conferences and Meetings								
A. Annual Conference								
1. Registrations Fees	162,574	6,736	152,123	174,000	164,503	162,600	(11,400)	(6.55)
2. Booth Rentals	76,050	0	78,925	78,000	73,325	75,000	(3,000)	(3.85)
3. Advertising	4,592	4,361	3,901	4,000	4,302	4,300	300	7.50
4. Sponsorships	10,471	9,243	38,855	30,000	31,558	32,000	2,000	6.67
B. Spring Conference								
1. Registration Fees	129,846	67,282	130,439	136,250	142,550	142,800	6,550	4.81
2. Booth Rentals	43,750	15,600	44,050	44,000	46,400	46,400	2,400	5.45
3. Advertising	4,361	3,697	4,378	4,000	4,250	4,250	250	6.25
4. Sponsorships	7,203	9,130	34,177	30,000	31,000	31,000	1,000	3.33
C. Miscellaneous Meetings								
D. ISAC University								
E. New County Officers School								
Total Conference and Meetings	485,042	154,049	529,993	546,250	549,388	540,625	(5,625)	(1.03)
III. Communications/Publications								
A. Magazine Advertising								
B. Magazine Subscriptions								
C. County Official Directory - Sales								
D. Website Advertising								
Total Communications/Publications	51,836	49,229	52,052	46,950	55,125	54,925	7,975	16.99
IV. Grants								
Total Grants	0	0	0	0	0	0	0	0.00
V. Transfer from Other Funds								
TOTAL INCOME	3,427,233	3,028,255	3,368,955	3,709,958	3,627,955	4,197,308	487,350	13.14

Budget – Change Reflects Difference Between FY-2023 and FY-2024 Budgets

Iowa State Association of Counties	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget Estimate	FY2024 Budget	Change	Percent
Fiscal Year 2024 Budget Proposal								
I. General Operating Expenditures								
A. Office Expenses								
1. Rent - Lease	151,960	140,396	151,503	189,994	163,236	194,195	4,201	2.21
2. Utilities	10,935	9,366	13,741	16,000	16,000	16,000	0	0.00
3. Office Repairs	0	0	5,885	1,500	1,500	1,500	0	0.00
B. Telephone Expenses	21,663	20,607	21,909	21,156	21,600	24,687	3,531	16.69
C. Internet Expense	7,680	9,779	4,569	4,572	4,569	4,572	0	0.00
D. Equipment Purchase	10,268	6,186	3,450	10,000	10,000	10,000	0	0.00
E. Equipment Repair	291	499	0	2,000	500	2,000	0	0.00
F. Maintenance Agreements/Lease								
1. Telephone System								
a. Lease	559	0	0	3,420	3,420	3,420	0	0.00
b. Maintenance	559	0	0	0	0	0	0	0.00
2. Copy Machines								
a. Lease	6,655	7,888	7,258	7,550	7,258	7,550	0	0.00
b. Maintenance	136	0	0	500	250	500	0	0.00
3. Postage Meter								
a. Lease	3,041	3,041	3,339	3,300	3,579	3,600	300	9.09
b. Maintenance	197	197	0	200	200	200	0	0.00
4. Fax Machine	0	0	0	0	0	0	0	0.00
5. Other								
a. Lease	577	597	612	660	667	660	0	0.00
b. Maintenance	597	3,460	2,689	1,800	800	1,800	0	0.00
G. Insurance and Bonds	19,492	20,859	16,905	26,550	23,443	26,550	0	0.00
H. Professional Services								
1. Audit	36,150	34,700	45,125	41,250	43,000	46,425	5,175	12.55
2. Data Center Charges	30,063	28,578	27,935	37,500	30,000	37,500	0	0.00
3. Legal Services	15,934	45,333	35,496	20,000	65,000	20,000	0	0.00
4. 3rd Party Administrators	1,702	2,835	2,816	3,250	3,393	3,370	120	3.69
5. Website Hosting	420	420	420	420	420	420	0	0.00
I. Professional Memberships	7,700	4,189	7,844	7,689	7,750	8,019	330	4.29
J. Supplies/Printing	12,501	7,661	7,488	18,900	12,500	16,400	(2,500)	(13.23)
K. Postage	1,786	2,400	1,217	3,000	1,250	3,000	0	0.00
L. Public Relations	0	0	0	2,000	0	2,000	0	0.00
M. Computer Software and Licenses	70,858	53,176	56,386	54,207	54,000	54,986	779	1.44
N. Miscellaneous	7,128	(3,019)	9,315	3,000	3,000	3,000	0	0.00
O. Bank Fees	1,664	3,207	4,136	6,000	3,750	4,800	(1,200)	(20.00)
Total for General Operating	420,516	402,355	430,038	486,418	481,085	497,154	10,736	2.21

Budget – Change Reflects Difference Between FY-2023 and FY-2024 Budgets

Iowa State Association of Counties	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget Estimate	FY2024 Budget	Change	Percent
Fiscal Year 2024 Budget Proposal								
II. Personnel Expenses								
A. Executive Director	165,236	174,732	175,551	197,627	197,627	206,520	8,893	4.50
B. Staff Salaries	1,449,156	1,493,027	1,588,472	1,820,304	1,790,881	2,039,106	218,802	12.02
C. Group Insurance								
1. Health and Dental	151,330	162,432	202,438	272,934	255,730	339,584	66,650	24.42
2. Health Claims	24,813	18,252	16,564	49,470	22,000	26,190	(23,280)	(47.06)
3. Life Insurance	4,538	4,622	4,933	6,735	5,530	7,368	633	9.40
4. Long-term Disability	4,395	4,700	4,993	5,221	5,565	5,813	592	11.33
5. Short-term Disability	4,340	4,645	4,911	7,414	5,472	8,255	841	11.34
D. Retirement	139,346	149,491	160,244	170,674	169,520	190,028	19,354	11.34
E. Employer's Taxes	127,674	136,733	147,546	169,766	161,905	182,923	13,157	7.75
F. Staff Travel/Training	43,962	13,688	35,434	60,300	60,300	65,650	5,350	8.87
G. Extra Office/Contract Employee Expense	195,692	132,786	109,755	114,330	110,640	27,660	(86,670)	(75.81)
Total for Personnel	2,310,482	2,295,108	2,450,841	2,874,775	2,785,170	3,099,097	224,322	7.80
III. Policy Making Meeting Expenses								
A. Board of Director's Meetings	41,692	3,957	28,440	63,700	52,000	64,380	680	1.07
B. Other Board Authorized Expense	700	7,475	0	3,000	4,500	3,000	0	0.00
C. NACo Conference/Representative	12,538	1,380	17,906	23,000	20,000	23,000	0	0.00
D. Annual Conference	108,835	26,858	145,528	142,000	135,405	143,900	1,900	1.34
E. Spring Conference	84,725	33,621	93,382	102,000	97,500	105,500	3,500	3.43
F. Legislative Policy Committee	13,185	0	6,541	14,000	9,011	11,000	(3,000)	(21.43)
G. ISAC University	22,313	0	22,250	0	0	31,000	31,000	100.00
H. New County Officers School	0	3,020	0	35,000	33,965	0	(35,000)	100.00
I. Miscellaneous Meetings	19,131	528	17,616	1,500	750	1,500	0	0.00
J. County Day at the Capitol	0	0	10,247	10,500	0	12,000	1,500	14.29
K. HIPAA Conference	750	0	1,000	10,000	10,000	10,000	0	0.00
Total for Policy Making Meeting	303,869	76,839	342,910	404,700	363,131	405,280	580	0.14

Budget – Change Reflects Difference Between FY-2023 and F-Y2024 Budgets

Iowa State Association of Counties									
	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget	FY2024 Budget	Change	Percent	
Fiscal Year 2024 Budget Proposal					Estimate				
IV. Communications/Publications Expenses									
A. Magazine Production	46,426	44,032	42,609	47,000	48,875	50,000	3,000	6.38	
B. Library/Subscriptions	5,880	5,910	3,919	6,246	6,194	6,200	(46)	(0.74)	
C. Video Production	0	0	0	20,000	0	7,500	(12,500)	(62.50)	
Total for Communications/Publications	52,306	49,942	46,528	73,246	55,069	63,700	(9,546)	(13.03)	
V. Fixed Assets/Depreciation Expenses									
A. Fixed Asset Purchases	0	0	0	0	0	0	0	0.00	
B. Depreciation Expense	86,933	68,705	66,380	69,920	62,848	42,500	(27,420)	0.00	
Total Fixed Asset/Depreciation	86,933	68,705	66,380	69,920	62,848	42,500	(27,420)	(39.22)	
VI. Transfer to Other Funds									
A. Depreciation Fund	31,000	24,000	0	0	0	0	0	0.00	
B. Board Designated Reserve	58,806	44,152	0	58,770	58,770	63,833	5,063	100.00	
C. Building Development Fund	250,000	0	0	0	0	0	0	0.00	
D. Job Evaluation & Compensation Study	0	0	0	0	0	25,000	25,000	0.00	
Total for Fund Transfers	339,806	68,152	0	58,770	58,770	88,833	5,063	0.00	
TOTAL EXPENDITURES	3,513,912	2,961,101	3,336,697	3,967,829	3,806,073	4,196,563	228,734	5.76	
INCOME OVER EXPENSES	(86,679)	67,154	32,258	(257,871)	(178,118)	745	258,616	(100.29)	

Budget – Change Reflects Difference Between FY-2023 and FY-2024 Budgets

Iowa State Association of Counties	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Budget Estimate	FY2024 Budget	Change	Percent
Fiscal Year 2024 Budget Proposal								
INCOME/EXPENSE SUMMARY								
Income Summary								
Prior Year Ending Fund Balance	742,044	659,059	726,213	765,781	765,781	587,663	(178,118)	(23.26)
Transfer from/to Other Funds	0	0	7,310	0	0	0	0	
General Income	2,890,355	2,824,977	2,786,910	3,116,757	3,023,442	3,601,758	485,001	15.56
Conferences and Meetings	485,042	154,049	529,993	546,250	549,388	540,625	(5,625)	(1.03)
Communications/Publications	51,836	49,229	52,052	46,950	55,125	54,925	7,975	16.99
Grants	0	0	0	0	0	0	0	0.00
Total Income	3,427,233	3,028,255	3,368,955	3,709,957	3,627,955	4,197,308	487,351	13.14
Total Income	4,169,277	3,687,314	4,102,478	4,475,738	4,393,736	4,784,971	309,233	6.91
Expenditure Summary								
General Operating	420,516	402,355	430,038	486,418	481,085	497,154	10,736	2.21
Personnel	2,310,482	2,295,108	2,450,841	2,874,774	2,785,170	3,099,097	224,323	7.80
Policy Making Meeting	303,869	76,839	342,910	404,700	363,131	405,280	580	0.14
Communications/Publication	52,306	49,942	46,528	73,246	55,069	63,700	(9,546)	(13.03)
Fixed Assets/Depreciation	86,933	68,705	66,380	69,920	62,848	42,500	(27,420)	(39.22)
Transfer to Other Funds	339,806	68,152	0	58,770	58,770	88,833	30,063	51.15
Total Expenditures	3,513,912	2,961,101	3,336,697	3,967,828	3,806,073	4,196,563	228,735	5.76
Operating Fund Balance	659,059	726,213	765,781	507,910	587,663	588,408	80,498	15.85

Iowa State Association of Counties

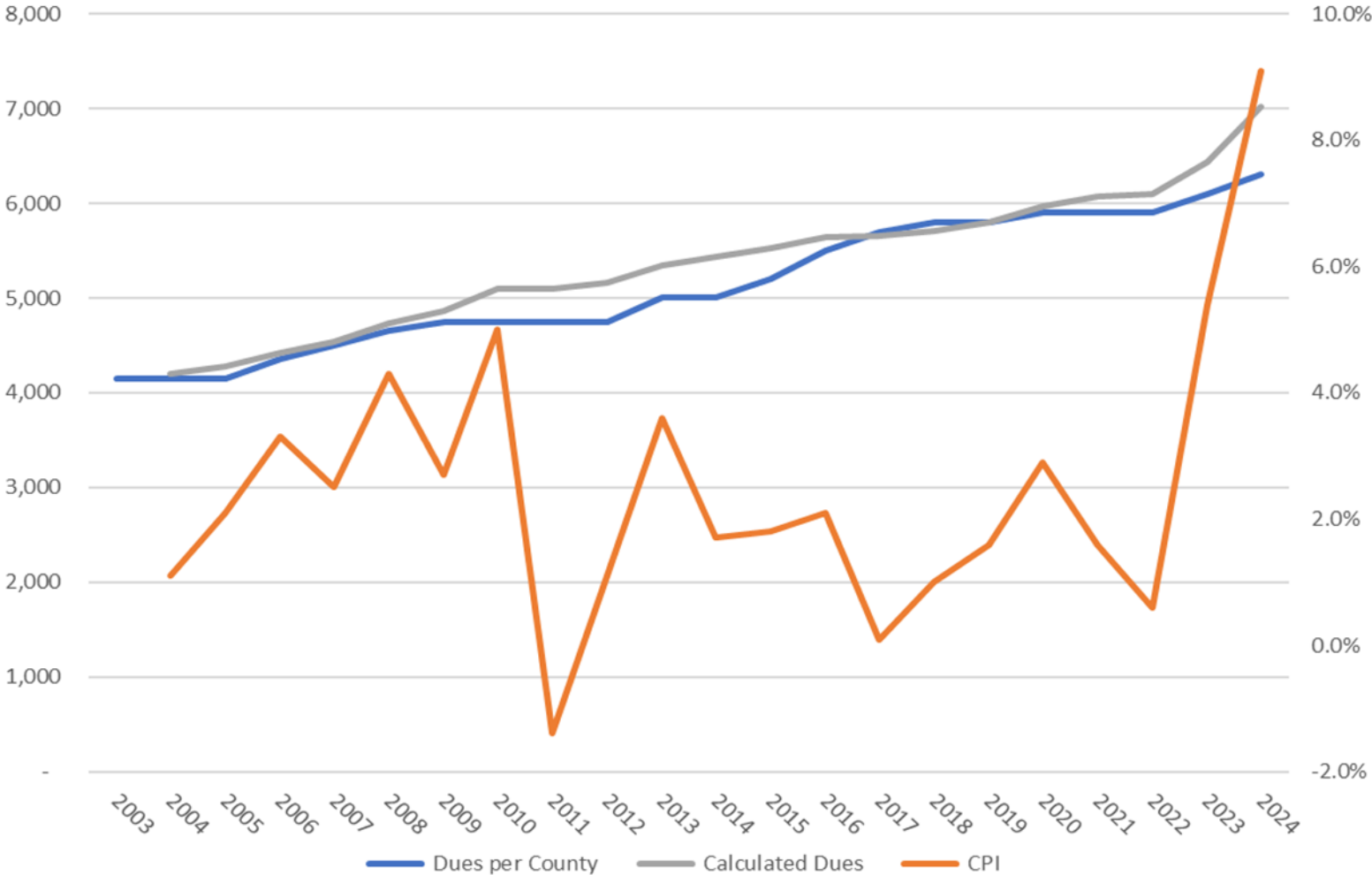
FY-2024 Budget Proposal

- **Board Designated Funds:**

- Reserve Fund will increase by \$63,833 in FY-2024 due to the increase in expenditures to maintain the fund at the target of 25% of budgeted expenditures.
- The Depreciation Fund is fully funded at \$175,000. There are no transfers required for FY-2024.
- During FY-2020, \$250,000 was transferred out of the Operating Fund Balance and placed into the Building Development Fund in anticipation of expenses that will be incurred during the office remodel at a future date.
- The ISAC Board has created a board designated fund titled “Job Evaluation and Compensation Study Fund.” ISAC will transfer \$25,000 to the fund in FY-2024 and FY-2025. Funds will be used in FY-2025 to conduct a Job Evaluation, Compensation Study, and Compensation Plan.

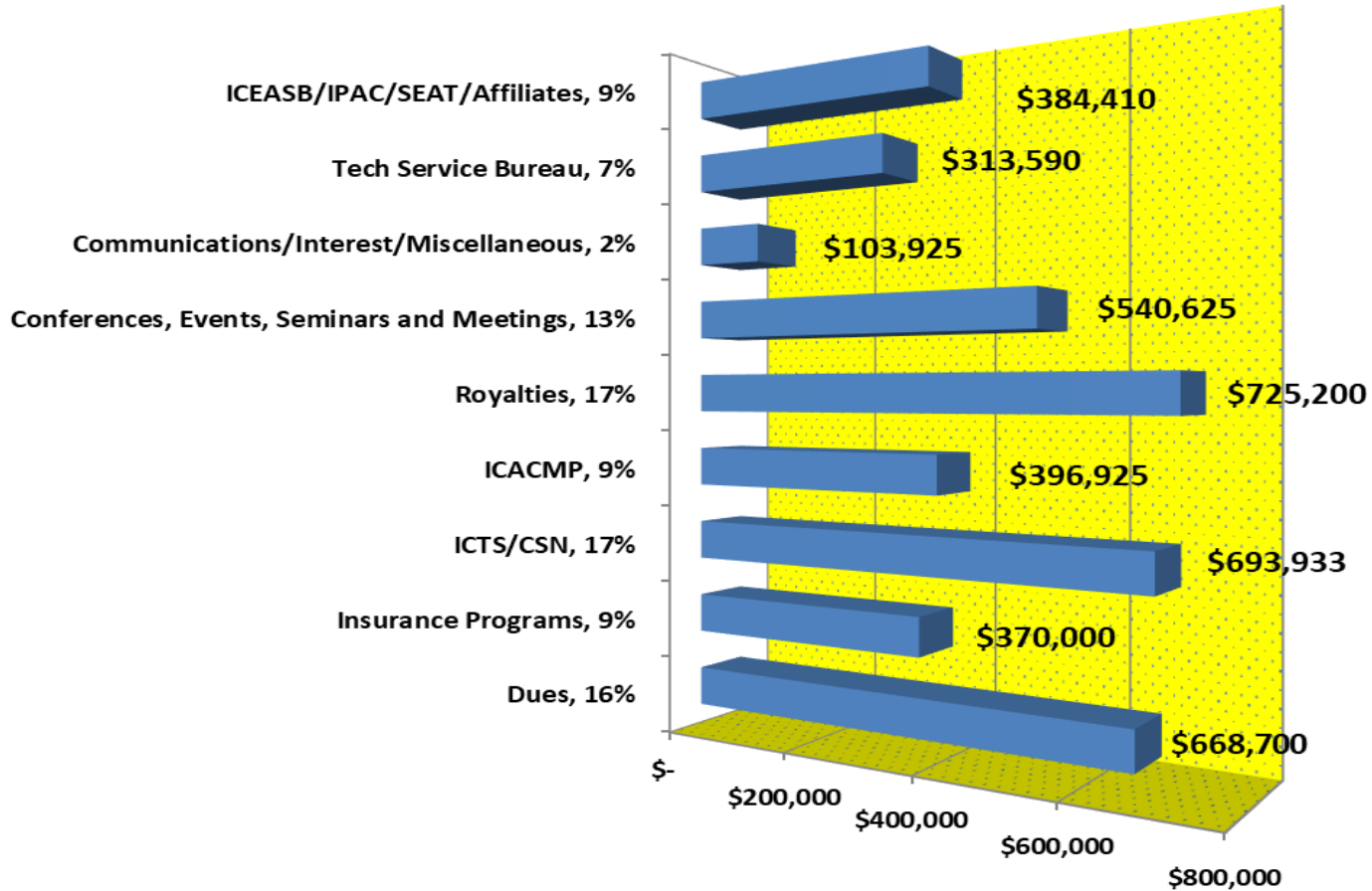
Iowa State Association of Counties

Dues History & CPI



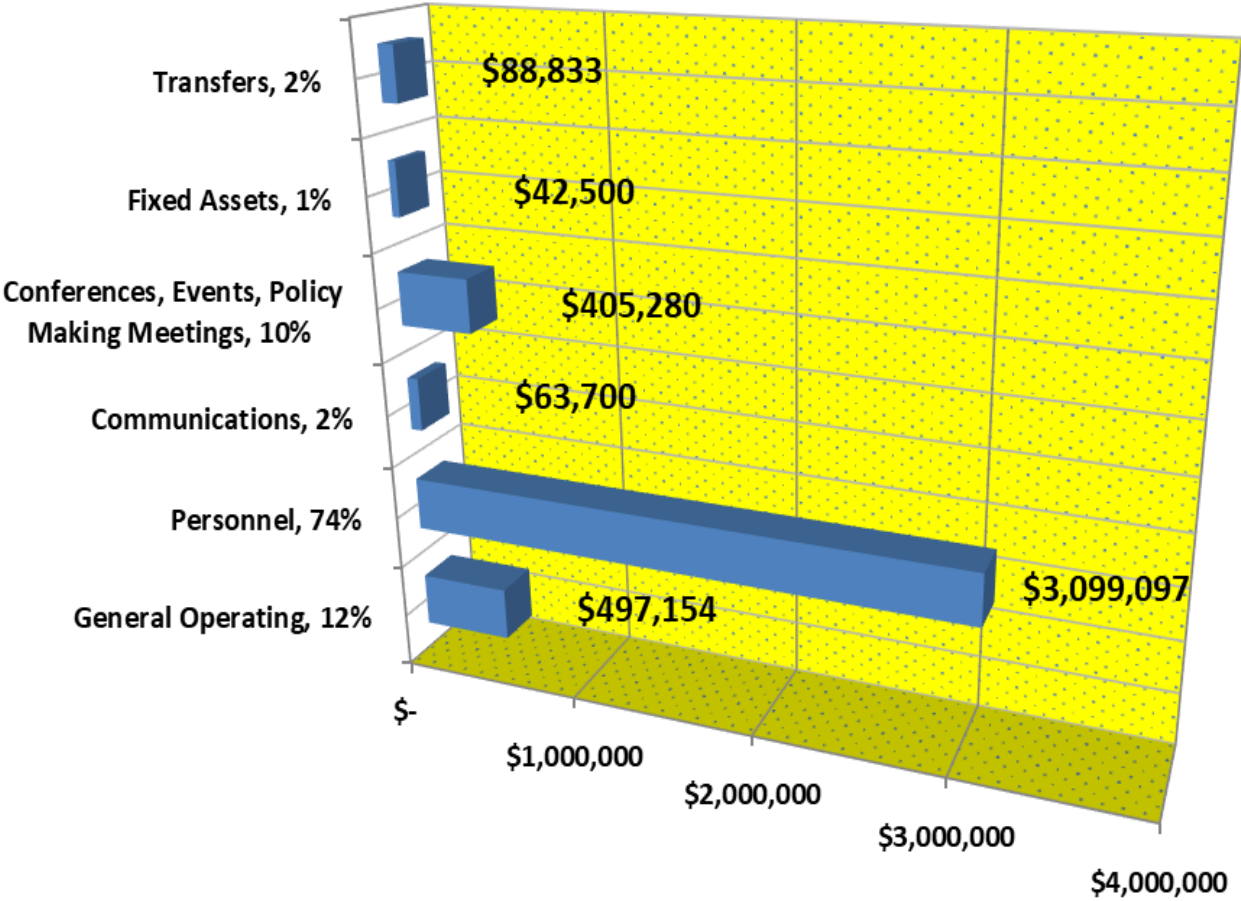
Iowa State Association of Counties

**FY2024 Income Breakdown
Percent and Dollars**



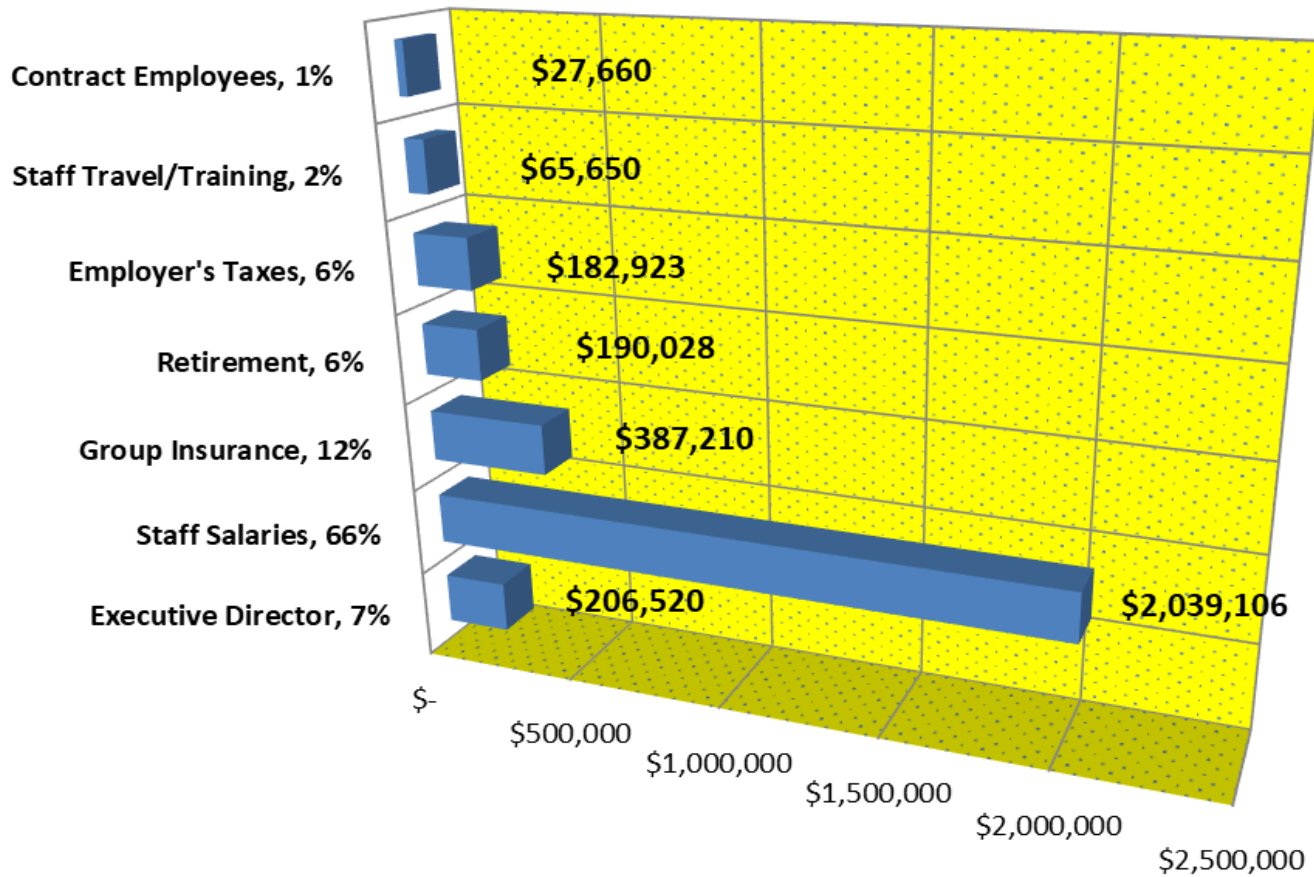
Iowa State Association of Counties

FY2024 Expenditure Breakdown Percent and Dollars

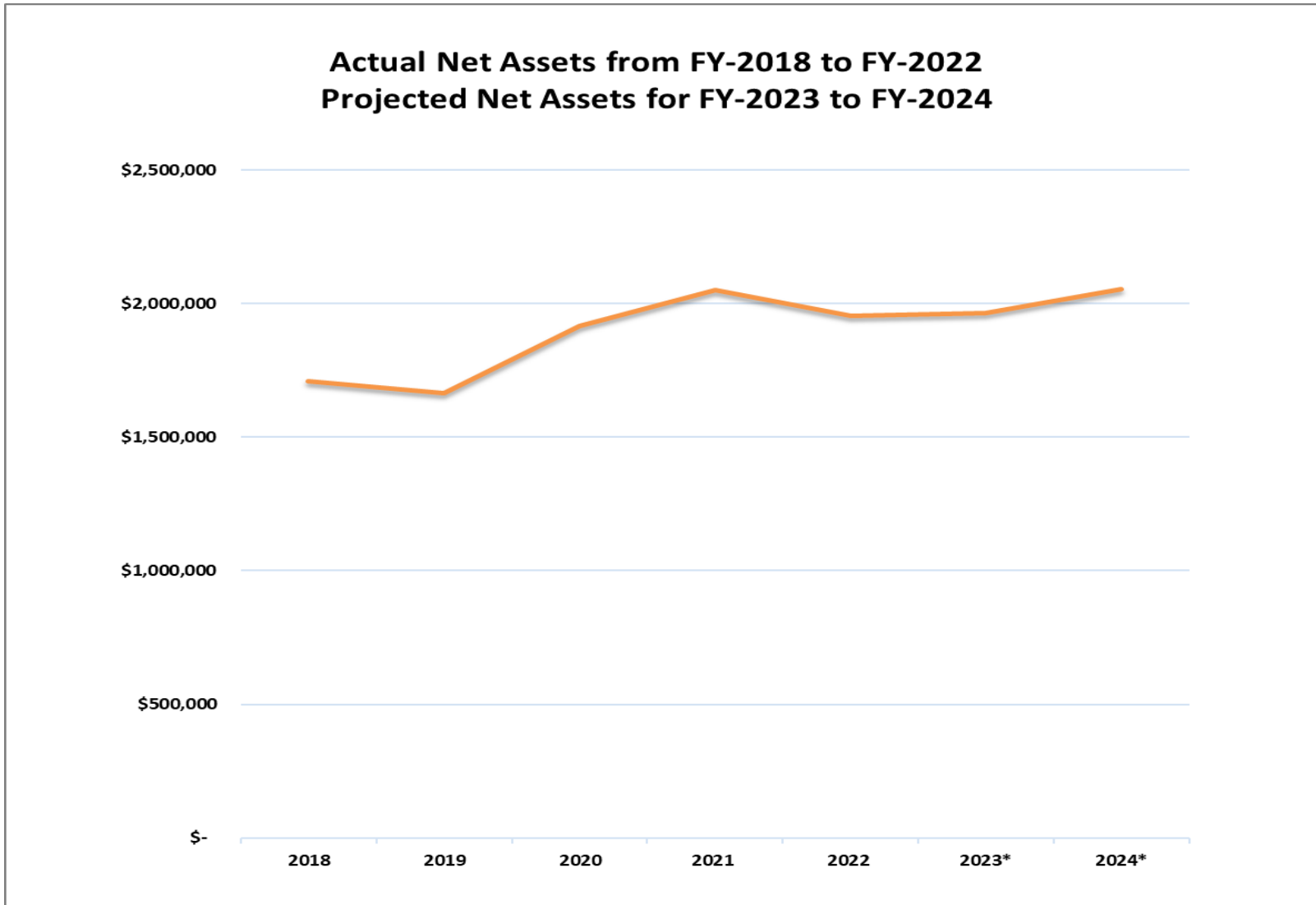


Iowa State Association of Counties

FY2024 Personnel Expense Breakdown - Percent and Dollars



Iowa State Association of Counties



Iowa State Association of Counties

FY-2024 Budget Proposal

- **Summary of Required Actions:**

- Adopt recommended FY-2024 Budget Proposal with following:
 - Approve county dues increase of \$200 per county.
 - Approve funding and staffing for ISAC Technology Service Bureau.
 - Approve ISAC Spring and Annual Conference registration fees. These fees are subject to potential increases due to increasing food, beverage, and venue costs. ISAC University registration fee will increase to \$225.
 - Approve 4.5% increase in the staff salaries line item.
 - Approve a 4.5% increase in the Executive Director's salary.
 - Approve recommended health plan change, adjustment to employee contribution rates, and dental plan contribution increase.
- Bottom line = Operating Fund Balance \$588,408
- Reserve Fund Balance = \$1,016,308
- Depreciation Fund Balance = \$175,000
- Building Development Fund = \$250,000
- Job Evaluation and Compensation Study Fund = \$25,000