

**Attachment "A"**

<b>Other Benefits - 6050</b>	<b>2024- Budget</b>	<b>2025- Budget</b>
Hep B shots for Staff	220	400
Anniversary Gifts 5yr - \$20, 10 yr. - \$40 15yr -\$60 20yr - \$80 25yr -\$100	5,000	5,800
Staff Appreciation Events (DSP/Emp Appreciation Week)	6,000	7,600
In-house Training Meals (4 @ \$1000)	1,800	4,000
Employee Activities, Gifts Meeting Food & Snacks	2,000	2,500
Appreciation From Supervisors (@ \$25 / employee)	3,250	3,500
EAP	3,931	2,636
Thanksgiving Gift	1,700	2,500
Referral Bonus	2,000	3,600
Short Term Disability - \$2.42 x 112 * 12	3,252	3,252
<b>Total Other Benefits</b>	<b>\$ 29,153</b>	<b>\$ 35,788</b>

<b>Continued Education - 6070</b>	<b>2024- Budget</b>	<b>2025- Budget</b>
<b>Administrative Training</b>		
Executive Director - Continued Education		3,000
Director of Human Resources & Assist. Education (PHR)	400	1,500
<b>Program Training</b>		
<b>Crisis Prevention Intervention - CPI</b>		
CPI Instructor training (Three staff certified every 4 years)	1,200	-
Booklets & Materials & New Videos	1,000	-
<b>Medical</b>		
First Aid / CPR	2,000	3,500
(4) Medication dispensation & diabetic training	2,000	2,000
<b>Training Materials and Resources</b>	200	300
<b>Internal Training Speakers</b>	15,000	15,000
<b>External Training Workshops &amp; Seminars</b>	10,000	10,000
<b>Vocational Training (Sales)</b>		
Department of Labor - Mark Knuckles Training		
Miscellaneous Trainings - Dan Mondlock	10,000	10,000
<b>Total Continued Education</b>	<b>\$ 41,800</b>	<b>\$ 45,300</b>

**Attachment "C"**

Printing & Public Relations - 6400 (Ann)	2024- Budget	2025- Budget
<b>Administration</b>		
(2) Newsletters	7,500	9,000
Annual Report - Design	-	800
Board Member Photos	500	500
Story Boards, Posters, frames, rack cards		350
ADA Compliance add on to website	600	600
Access Press Paper	100	75
Staff/client videos		2,500
Website hosting and editing	3,000	3,200
<b>Program</b>		
Client and Stakeholder Picnic	3,500	2,500
Client Appreciation & Holiday Gifts	5,000	5,400
<b>Vocational Sales &amp; Public Relations</b>		
<b>Production</b>		
Customer Appreciation	300	300
<b>ThriftWorks!</b>		
Social Media Management		200
Constant Contact - Emailing	800	725
Replace Sign	1,500	
New Ad Campaign	2,500	2,500
<b>DocuShred</b>		
Shred Uniform Marketing	350	400
New Ad Campaign	2,500	2,500
Replace Sign	1,500	
<b>General Vocational Activity</b>		
Promotional Items		600
Constant Contact - Emailing	800	725
Adobe Creative Suite - Per License		700
Miscellaneous Items, etc. (MOHR Lunches)		2,500
<b>Total Printing and Public Relations</b>	<b>\$ 30,450</b>	<b>\$ 36,075</b>

**Attachment "C" - Continued**

<b>Fundraising Expenses - 6410</b>	<b>2024- Budget</b>	<b>2025- Budget</b>
Ask and Recognition Expenses - Thnk you cards/ buterflies		
Annual Giving Direct Mail	900	900
Business Sponsorship Program	400	400
QCD Printing and Mailing	200	200
General Fundraising Mailings	700	700
Special Event - External and Internal Campaigns	8,000	10,000
5310 Grant Public Notices & Attorney Review		150
Foundation Visits and Entertainment Expenses	250	300
Marketing and Social Outings to Support Contributions	500	600
Printing of Marketing Communications	500	500
Donations Envelopes	1,000	1,000
Endowment Flyers with Postage	300	300
Memberships & Trainings		
Association of Fundraising Professionals Membership	385	385
Minnesota Council of Nonprofits Training	200	200
Leave a Legacy Fees	35	35
Leave a Legacy Luncheon	600	700
Fundraising Training Courses	250	2,350
Subscription for White Pages (5.99 for 20 look)	72	72
Volunteer Appreciation	1,100	1,000
Thank you Cards/postage/pictures	500	500
Fundraising Consultant		50,000
<b>Total Fundraising Expenses</b>	<b>\$ 15,892</b>	<b>\$ 70,292</b>

Advertising Expense - 6430 (Ann)	2024- Budget	2025- Budget
<b>Vocational Sales &amp; Public Relations</b>		
<b>Competitive Employment</b>	2,000	2,000
<b>Production</b>		
Misc. Advertising	1,000	
<b>ThriftWorks</b>		
Print Ads	3,500	3,500
Other Misc. Advertising	2,500	2,500
<b>DocuShred</b>		
Print Ads	3,500	3,000
Other Misc. Advertising	2,500	1,500
<b>General Vocational Activity</b>		
Sauk Centre Herald Business	1,000	1,000
Other Misc. Advertising	2,800	2,800
Facebook Business & Development Ads		1,800
<b>Total Advertising Expenses</b>	<b>\$ 18,800</b>	<b>\$ 18,100</b>

**Attachment "D"**

Professional Fees - 6800	2024- Budget	2025- Budget
<b>Administrative</b>		
Website Hosting & Domain Names	100	275
IT Consultants - Shift Technologies	10,000	15,000
Principle Insurance Platform	1,950	6,288
Principal ACA Administration	5,600	3,144
401K Document Update & Sage Support	443	2,000
OSAS conversion	2,500	-
NetSuite Support	63,000	63,500
Shred Support - EZShred & License	2,000	2,500
Accessibility Assistance - Databases	10,000	10,000
HR. Software - Sage Silver Care	25,000	26,500
CARF Accreditation (three year certification - 2022)		30,000
Delphia HSA Deduction payments	1,200	
Irecruit Module (*Annually \$4,500)	4,500	4,500
Relias Online Learning System (*Annually \$17,000)	17,000	17,000
<a href="#">Net@Work</a>	1,200	6,000
I9 Processing	1,000	500
Accounting Fees - LarsonAllen		
Annual Financial Audit	32,000	27,100
Annual 990PF Tax Return	2,300	2,450
EE Compliance Audit	4,300	4,550
5500 Employee Benefits Returns	3,000	3,090
401(k) Benefit Plan Audit	8,500	9,000
Other Accounting Services (additional technology fees)	7,500	5,000
WRAP Document	500	500
HR and Legal consultant	15,000	18,000
OT & PT Assessments	11,000	6,000
<b>InfoMart</b>		
Physical/Background Checks/Drug Testing		
Drivers Health Cards Renew in 2025	4,935	4,935
New Hire Health Card	7,875	7,875
New Hire Drug Screen	6,750	6,750
New Hire DHS Background Check	3,300	3,300
Fingerprinting	788	788
New NAID Staff Background	1,250	1,250
Background Checks due in 2024		4,000
MVR's	883	883
Charities Review Council (3yr certification) - 2021	2,000	2,000
<b>Total Professional Fees</b>	<b>\$ 257,373</b>	<b>\$ 294,678</b>

<b>Dues &amp; Licensing - 6820</b>	<b>2024- Budget</b>	<b>2025- Budget</b>
<b>Administrative Dues</b>		
(11) Sam's Club Membership	500	500
Attorney Generals Office - Annual Renewal	25	25
Bloomerang	4,100	5,500
SHRM - CP (3 yr renewal)	200	528
Society for Human Resource Management - SHRM	219	
St. Cloud Kiwanis/Aktion Club	500	500
American Marketing Association	175	200
St. Cloud Optimist Club	120	120
St. Cloud Association of Volunteer Administration (SCAVA & MAVVA)		30
<b>Program Dues</b>		
State licensing	6,000	6,500
Minnesota Organizations of Habilitation Rehabilitation - MOHR	8,140	8,200
Minnesota Council of Non Profits		1,300
St. Cloud Area Human Service Council (SCAHSC)	35	35
Crisis Prevention Institution	600	600
Disability Awareness Council		35
<b>Vocational Dues</b>		
Canva Premium Membership - Ann	350	350
Shred - NAID Certification Fees - Annual Certification	1,200	1,300
Shred - NAID Membership	600	800
(4) Chambers of Commerce Memberships	1,220	1,185
<b>Total Dues &amp; Licenses</b>	<b>\$ 23,984</b>	<b>\$ 27,708</b>