

NORTH PENN LEGAL SERVICES
OPERATING BUDGET (see assumptions)
FOR THE FISCAL YEAR ENDED 6/30/2023 - Revision #1

	<u>Budget</u> <u>6/30/2023</u>	<u>Budget</u> <u>6/30/2022</u>	<u>\$</u> <u>Variance</u>	<u>%</u> <u>Variance</u>
REVENUES				
Legal Services Corporation: (LSC)				
Basic Field	3,650,824	2,518,271	1,132,553	45.0%
PLAN:				
Title XX	650,720	652,588	(1,868)	-0.3%
DAP	113,092	113,847	(755)	-0.7%
DAP Innovation	220,707	220,707	-	0.0%
HAF	100,000	30,000	70,000	0.0%
IOLTA	224,045	476,367	(252,322)	-53.0%
State	500,919	501,951	(1,032)	-0.2%
Access to Justice	2,975,813	2,885,966	89,847	3.1%
MLK	7,500	5,000	2,500	100.0%
Aging	417,619	374,251	43,368	11.6%
Special IOLTA	129,000	89,000	40,000	44.9%
CRLA	55,000	110,000	(55,000)	-50.0%
Fair Housing Grant	56,800	44,000	12,800	29.1%
Domestic Violence	272,025	310,675	(38,650)	-12.4%
Bar Association Grants	30,000	17,000	13,000	76.5%
Miscellaneous Grants	32,000	164,500	(132,500)	-80.5%
Lehigh County Eviction Grant	70,000	30,000	40,000	100.0%
Veterans Multi Service	25,500	60,300	(34,800)	100.0%
First Community Foundation	-	72,149	(72,149)	-100.0%
TIG Grant	52,500	40,125	12,375	30.8%
United Way	32,500	32,500	-	0.0%
Northern Tier IOLTA Fellowship	-	12,000	(12,000)	-100.0%
Juvenile Dependency	15,000	15,000	-	0.0%
Arbitration Fees	2,000	2,000	-	0.0%
AIDSnet	3,000	3,000	-	0.0%
Subtotal	9,636,564	8,781,197	855,367	8.9%
Other operating revenues				
Miscellaneous Income	450	450	-	0.0%
Total operating revenues	9,637,014	8,781,647	855,367	8.9%
NON-OPERATING REVENUES				
In-kind Contributions	-	-	-	0.0%
Other Contributions	20,000	20,000	-	0.0%
Interest Income	750	750	-	0.0%
Total non-operating revenues	20,750	20,750	-	0.0%
TOTAL REVENUES	9,657,764	8,802,397	855,367	8.9%

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EXPENSES				
Salaries	5,452,403	4,931,300	521,103	10.6%
Fringe Benefits	2,697,407	2,408,253	289,154	12.0%
Total salaries & fringe benefits	8,149,810	7,339,553	810,257	11.0%
Consultants & Contractors	74,950	73,450	1,500	2.0%
Audit	21,000	19,500	1,500	7.7%
Judicare	85,000	86,000	(1,000)	-1.2%
Employee Travel	10,450	10,450	-	0.0%
Travel - Client Related	17,700	14,000	3,700	26.4%
Travel - Training	18,600	9,600	9,000	93.8%
Travel - Board Members	1,400	1,400	-	0.0%
Rent	432,581	413,996	18,585	4.5%
Utilities	24,400	23,600	800	3.4%
Storage & Other Space Costs	11,895	11,845	50	0.4%
Maintenance Services	43,700	36,100	7,600	21.1%
Parking	30,000	30,000	-	0.0%
Office Supplies	56,000	73,750	(17,750)	-24.1%
Minor Office Accessories	59,700	59,700	-	0.0%
Computer Updates & Software	24,000	20,000	4,000	20.0%
Lease - Furniture & Equipment	4,760	5,900	(1,140)	-19.3%
Maintenance Agreements	86,400	78,600	7,800	9.9%
Repairs & Maintenance - Equipment	3,000	3,800	(800)	-21.1%
Contracted Services - Equipment	-	-	-	0.0%
Insurance	40,000	40,000	-	0.0%
Printing Costs	14,000	21,900	(7,900)	-36.1%
Dues	37,395	30,745	6,650	21.6%
Conferences	12,700	26,700	(14,000)	-52.4%
Staff Training & Development	20,000	5,000	15,000	300.0%
Staff & Board Meetings	4,100	4,100	-	0.0%
Client Training	-	-	-	0.0%
Staff Costs	61,000	71,000	(10,000)	-14.1%
Law Library	71,250	61,250	10,000	16.3%
Connectivity	110,100	113,500	(3,400)	-3.0%
Telephone	39,650	34,900	4,750	13.6%
Advertising	16,500	5,000	11,500	0.0%
Postage	20,800	20,150	650	3.2%
Court Costs	6,520	7,120	(600)	-8.4%
Miscellaneous	2,800	2,500	300	12.0%
Fundraising	3,000	3,000	-	0.0%
Total other operating expenses	1,465,351	1,418,556	46,795	3.3%
Depreciation	37,068	41,500	(4,432)	-10.7%
TOTAL EXPENSES	9,652,229	8,799,609	852,620	9.7%
SURPLUS (DEFICIT)	5,535	2,788	2,747	

**NORTH PENN LEGAL SERVICES
OPERATING BUDGET ASSUMPTIONS
FOR THE FISCAL YEAR ENDED 6/30/2023 - Revision #1**

REVENUES

- * **LSC Revenues** - use of LSC carryover \$1,030,000. Projected carryover request June 2023 is 5%.
- * **PLAN Revenues** - Use of AJA carryover \$100,000 and IOLTA \$24,000 results in projected carryover of 6% each June 2023. Increase in Homeowner Assistance grant of \$70,000.
- * **Aging** - Regional Ombudsman contract Luzerne County for whole year.
- * **Fair Housing Grants** - less emphasis on spent down CARES grants other than Lehigh County Eviction of \$70,000.
- * **Miscellaneous Grants** - expiration of CARES grants - Scranton Cares of \$112,500.
- * **CRLA** - Grant continues for only six months.
- * **Expired & New Grants** -Williamsport MLP (Special IOLTA and First Community Foundation) . New Special IOLTA grant \$129,000.

EXPENSES

- * **Salaries and Fringe Benefits** -reflects a \$2.50 increase for all positions on salary step for the year and a 4% salary increase for non-step positions. Highmark insurance increase of 3%. Filling of open positions for entire year.
- * **Other Expenses**
 - * **Travel** - gradual return to more normal travel experiences.
 - * **Rent** - increase in lease costs.
 - * **Office Supplies** - less office improvements since done in FYE 2022.

