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Budget narrative:

Major points discussed with the CareerSource Chipola Finance Committee and the Board of Directors.

- The overall budget has an expected funding decrease from the previous year's budget due to the upcoming end of the disaster program funding for Hurricane Michael. This is offset by the decrease in expenditures for the recovery efforts funded by the grants.
- There is a significant decrease in expenditures for lines related to equipment, maintenance, and furniture. This decrease is due in large part to the steps taken post Hurricane Michael to replace items and address maintenance issues. As an example, during the last year CSC completely replaced desk top computers with a virtual desktop type system.
- A line was added for Licenses/Software. A decision was made to break this line out separate from data lines and telephone. The amount reflects the significant amount of required and necessary software and licenses necessary for the programs operated.
- Marketing and Outreach funding has a significant decrease due to the end of the disaster programs.
- NDWG Training and Equipment has a significant decrease due to the end of the disaster programs.
- Rent was increased as part of the last contract signed for the Marianna facility which called for an automatic increase after date certain.
- Salaries and fringes are decreased over the previous budgeted amount but increased over actual expenditures from last year. This increase is partly due to unfilled positions that are expected to be filled this program year to help us meet the demand for trained workers in the region. In addition, the Board of Directors approved a merit raise for staff that will average no more than five percent overall. This amount was provided to reward staff for performance as well as assisting in efforts to maintain staffing levels and retain trained employees in the current employment climate.
- Most training programs have a decrease from the budgeted items from last year, but a significant increase over the actual expenditure rates for last year. This is due in large part to the impacts of Covid and the end of the disaster programs. With the disaster programs many individuals opted for training through recovery work instead of the more traditional classroom experience. With the end of the disaster program, we expect more individuals to enter traditional training, but this will also be offset by the current labor market that allows many individuals that would normally seek training to gain meaningful employment without further training.

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Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities via the Florida Relay Service at 711.

DRAFT BUDGET DOCUMENT SUBJECT TO APPROVAL

<b>Funding Source/Income</b>	<b>Income Amount</b>	<b>Carryover Amount</b>	<b>Total</b>
			\$ -
			\$ -
NDWG Funding- Sally		\$ 160,434	\$ 160,434
NDWG Funding - Covid	\$ 200,000	\$ 269,762	\$ 469,762
NDWG Funding - Michael		\$1,092,468	\$1,092,468
Opportunity Florida Contract	\$ 220,000		\$ 220,000
Other Grants	\$ 111,934		\$ 111,934
Reemployment Assistance			\$ -
Reemployment Eligibility and Assessment	\$ 50,000	\$ 10,966	\$ 60,966
Rural Initiatives	\$ 312,500		\$ 312,500
SNAP		\$ 11,652	\$ 11,652
Infrastructure Funding Agreement	\$ 10,728		\$ 10,728
Unrestricted Funds not otherwise catagorized			\$ -
Veteran's Services - DVOP	\$ 43,844	\$ 3,146	\$ 46,990
Veteran's Services - LVER	\$ 50,689	\$ 2,410	\$ 53,099
Wagner Peyser	\$ 103,054	\$ 2,019	\$ 105,073
Wagner Peyser Incentives			\$ -
Temporary Assistance to Needy Families	\$ 330,279		\$ 330,279
WIOA Adult	\$ 307,346	\$ 306,497	\$ 613,843
WIOA Dislocated Worker	\$ 153,892	\$ 168,819	\$ 322,711
WIOA Dislocated Worker Supplemental			\$ -
WIOA In-School Youth Special Grant		\$ 268,304	\$ 268,304
WIOA Supplemental			\$ -
WIOA Youth	\$ 268,041	\$ 270,332	\$ 538,373
WIOA Foundational Skills	\$ 41,666		\$ 41,666
WIOA Building Construction Tech		\$ 95,752	\$ 95,752
WIOA State Level- Rapid Response	\$111,934		\$ 111,934
WIOA State Level-Performance Incentives		\$ 34,940	\$ 34,940
<b>Totals</b>	<b>\$2,315,907</b>	<b>\$2,697,501</b>	<b>\$5,013,408</b>

	Proposed 2021-22	Budgeted Last Year	Actual Last Year
<b>Income</b>	\$ 5,013,408	\$ 7,191,356	
<b>Expense Category</b>			
Accounting/Finance Consulting	\$ 18,000	\$ 18,000	\$ 17,500
Organizational Advertising	\$ 1,600	\$ 1,000	\$ 1,551
Data Lines and Telephone	\$ 80,000	\$ 70,000	\$ 79,840
Equipment & Facility Maintenance	\$ 35,000	\$ 124,337	\$ 75,528
Equipment/Furniture	\$ 40,000	\$ 85,000	\$ 136,391
Garbage Disposal/Janitorial Supplies	\$ 6,500	\$ 3,500	\$ 6,131
Insurance	\$ 25,000	\$ 25,000	\$ 24,587
Legal/Corporate Fees	\$ 1,000	\$ 1,000	\$ -
License/Software	\$ 70,000		\$ 67,436
Marketing/Outreach	\$ 15,000	\$ 125,000	\$ 7,034
Memberships and Dues	\$ 16,000	\$ 18,000	\$ 14,049
NDWG Training and Employment	\$ 900,000	\$ 3,169,475	\$ 2,457,104
Other	\$ 5,000	\$ 10,000	\$ 21,084
Other Contractual Services	\$ 10,000	\$ 15,000	\$ 83,135
Pest Control	\$ 1,500	\$ 1,500	\$ 955
Postage	\$ 2,000	\$ 2,000	\$ 2,242
Professional Employment Agency Fee	\$ 17,000	\$ 20,000	\$ 12,307
Rent	\$ 140,500	\$ 130,000	\$ 125,500
Salary/Fringes - CareerSource Chipola staff	\$ 1,300,000	\$ 1,491,034	\$ 1,206,695
Security Systems	\$ 3,000	\$ 4,000	\$ 2,484
Storage Rooms	\$ 2,500	\$ 2,500	\$ 2,398
Supplies	\$ 35,000	\$ 40,000	\$ 33,071
Trade Adjustment Act Program	\$ -	\$ -	\$ -
Training Materials	\$ 1,000	\$ 10,000	\$ 715
Travel/Training - CareerSource Chipola Board	\$ 15,000	\$ 15,000	\$ 3,242
Travel/Training - CareerSource Chipola Staff	\$ 15,000	\$ 20,000	\$ 1,889
Travel/Training - DEO Staff	\$ 500	\$ 1,000	\$ -
Utilities	\$ 28,000	\$ 33,000	\$ 26,256
Building Construction Trade (JCSB)	\$ 95,752	\$ -	\$ 98,272
Welfare Transition Program	\$ 15,000	\$ 175,000	\$ 2,804
WIOA Adult Program	\$ 150,000	\$ 200,000	\$ 40,591
WIOA Dislocated Worker Program	\$ 150,000	\$ 75,000	\$ 8,127
WIOA Youth Program	\$ 200,000	\$ 250,000	\$ 59,318
WIOA Youth Special Project	\$ 150,000	\$ 275,000	\$ 28,633
WIOA Performance Funding Training	\$ -	\$ 50,000	\$ 14,481
Sub Total:	\$ 3,544,852	\$ 6,460,346	\$ 4,661,350
<b>Planned Carryover Funds</b>	\$ 1,468,556	\$ 731,010	
<b>Total:</b>	\$ 5,013,408	\$ 7,191,356	

Budgeted last year is as passed in the original budget and does not reflect changes approved by the board for expenditure after the budget was passed. The budget includes ramping down of the disaster programs and anticipates moving individuals into traditionally funded training as disaster funded training ends. The budget also includes an average 5% raise for the 21-22 program year for staff based upon performance evaluations. Dislocated Worker funds may be transferred to Adult funding as needed if there is not significant demand by dislocated workers.