

BAY CONSORTIUM WORKFORCE DEVELOPMENT BOARD

Proposed Draft PY19-20 Budget

REVENUE	APPROVED PY 18-19		Nov Approved PY 19-20	PROPOSED PY 19-20
WIOA ADMINISTRATIVE	\$ 182,649.23		\$ 138,764.20	\$ 138,764.20
WIOA ADULT PROGRAM	\$ 475,906.50		\$ 461,581.70	\$ 461,581.70
WIOA DISLOCATED WORKER PROGRAM	\$ 805,463.00		\$ 526,497.03	\$ 526,497.03
WIOA YOUTH PROGRAM	\$ 672,471.57		\$ 613,957.98	\$ 613,957.98
ECONOMIC EQUITY INITIATIVE				\$ 200,000.00
RAPID RESPONSE IWT				\$ 26,300.00
BRANDING	\$ 25,000.00			
RR Business Support Initiative				\$ 87,314.00
MANAGEMENT FEES (ONE STOP)	\$ 6,214.91		\$ 6,214.91	\$ 6,214.91
TOTAL REVENUE	\$ 2,167,705.21		\$ 1,747,015.82	\$ 2,060,629.82
	PY 18-19	YTD ACTUAL	NOV Approved	PY 19-20
	APPROVED	PY 18-19	PY 19-20	PROPOSED
EXPENSES (WDB/STAFF)				
ADVERTISING	\$ 500.00	\$ 631.00	\$ 500.00	\$ 500.00
AUDIT EXPENSE	\$ 15,500.00	\$ 13,000.00	\$ 15,500.00	\$ 15,500.00
DUES AND PUBLICATIONS	\$ 1,000.00	\$ 314.60	\$ 500.00	\$ 500.00
EMPLOYEE FRINGE BENEFITS	\$ 66,319.67	\$ 64,154.97	\$ 58,123.40	\$ 58,123.40
EMPLOYEE SALARIES	\$ 221,065.55	\$ 221,065.55	\$ 193,744.66	\$ 193,744.66
EQUIPMENT PURCHASE	\$ 2,500.00	\$ 4,794.18	\$ 1,500.00	\$ 1,500.00
EQUIPMENT RENTAL	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
EQUIPMENT REPAIR	\$ 750.00	\$ 831.68	\$ 750.00	\$ 750.00
INSURANCE	\$ 7,000.00	\$ 6,432.00	\$ 7,000.00	\$ 7,000.00
OFFICE RENT	\$ 10,000.00	\$ 9,999.96	\$ 10,000.00	\$ 10,000.00
OFFICE SUPPLIES	\$ 2,000.00	\$ 2,860.98	\$ 2,000.00	\$ 2,000.00
PAYROLL TAXES	\$ 20,448.56	\$ 19,815.43	\$ 17,921.38	\$ 17,921.38
POSTAGE AND DELIVERY	\$ 500.00	\$ 381.60	\$ 500.00	\$ 500.00
PRINTING AND REPRODUCTION	\$ 1,000.00	\$ 611.76	\$ 500.00	\$ 500.00
PROFESSIONAL FEES/SERVICES/PT STAFF	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00
STAFF TRAINING	\$ 3,000.00	\$ 4,098.10	\$ 5,000.00	\$ 5,000.00
STAFF TRAVEL	\$ 12,750.00	\$ 12,973.31	\$ 12,750.00	\$ 12,750.00
TELEPHONE/COMMUNICATIONS/NETWORK	\$ 7,500.00	\$ 7,515.57	\$ 6,500.00	\$ 6,500.00
WDB/CLEO MEMBER TRAVEL/EXPENSES	\$ 15,500.00	\$ 12,289.31	\$ 13,500.00	\$ 13,500.00
SUB TOTAL	\$ 392,833.78	\$ 385,270.00	\$ 351,789.44	\$ 351,789.44
	PY 18-19	ACTUAL	NOV Approved	PY 19-20
	APPROVED	PY 18-19	PY 19-20	PROPOSED
EXPENSES (PROGRAMS)				
SUB AREA 16 Adult/Dislocated	\$ 443,948.84	\$ 386,773.86	\$ 350,309.34	\$ 350,309.34
SUB AREA 17 and 18 Adult/Dislocated*	\$ 357,256.02	\$ 338,152.32	\$ 261,754.16	\$ 261,754.16
SUB AREA 22 Adult/Dislocated	\$ 219,384.68	\$ 213,252.55	\$ 192,903.93	\$ 192,903.93
SUB AREA 16 YOUTH	\$ 252,222.75	\$ 170,709.56	\$ 210,519.14	\$ 210,519.14
SUB AREA 17 and 18 YOUTH*	\$ 215,162.87	\$ 139,065.62	\$ 172,693.75	\$ 172,693.75
SUB AREA 22 YOUTH	\$ 134,080.50	\$ 79,352.01	\$ 132,198.05	\$ 132,198.05
OJT PROJECTS	\$ 20,000.00	\$ -	\$ -	\$ -
INCUMBENT WORKER TRAINING	\$ 20,000.00	\$ 7,050.00	\$ 10,000.00	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ -	\$ -	\$ -	\$ 180,000.00
RAPID RESPONSE IWT				\$ 26,300.00
RR Business Support Initiative				\$ 87,314.00
BRANDING	\$ 25,000.00	\$ 24,397.74	\$ -	\$ -
SUB TOTAL	\$ 1,737,055.66	\$ 1,408,753.66	\$ 1,380,378.37	\$ 1,673,992.36
TOTAL EXPENSES	\$ 2,129,889.44	\$ 1,794,023.66	\$ 1,732,167.81	\$ 2,025,781.80
UNOBLIGATED RESERVE	\$37,815.77		\$14,848.01	\$ 34,848.02
TOTAL EXPENSES AND RESERVE	\$ 2,167,705.21		\$ 1,747,015.82	\$ 2,060,629.82

*Same provider of services for 17 & 18.

Revised May 26, 2020

July 29, 2019



**VIRGINIA
CAREER WORKS**

BAY CONSORTIUM REGION

MEMORANDUM

To: Bay Consortium Workforce Development Board
From: Jackie Davis, Executive Director
Date: May 19, 2020
Subject: Proposed Budget for Fiscal Year 2020 - 2021

I have provided you the proposed operational budget for the Bay Consortium Workforce Development Board, Inc. for the July 1, 2020 to June 30, 2021 fiscal year. This document contains data that would support an annual operation that includes a board staff of four full time positions, funding to support Bay WDB quarterly Committee and Board meetings, funding to support Local Elected Officials meetings, funding to support one Comprehensive One-Stop Center located in Fredericksburg, VA, three non-comprehensive Workforce Centers (Warsaw, Saluda, and Onley), and funding to support youth programs in the Workforce Development Area. Total projected revenue for the year is \$1,923,081.40 (based on Department of Labor and VCCS WIOA Allocations). Total projected expenses are \$1,843,253.06. Total unobligated reserves are \$79,828.34. The following represents a percentage breakout:

WDB Support/WDB Staff	19%
Contracts/Programs	77%
Unobligated Reserve	4%

This proposed budget represents my professional judgment concerning the levels of projected revenues and expenditures necessary to provide the services required by the Workforce Innovation and Opportunity Act (WIOA) and the various grants and other such funding received by Bay WDB.

Should you have questions or need additional information regarding this matter, please feel free to contact me at any time.

Bay Consortium Workforce Development Board, Inc.

PY 2020-2021 Proposed Budget

	Projected PY 19-20			
Revenue	PY 19-20 Approved	Projected PY 20-21	Carryover	Total PY 20-21
WIOA Admin	\$ 138,764.20	\$ 136,186.78	\$ -	\$ 136,186.78
WIOA Adult	\$ 461,581.70	\$ 386,533.80	\$ 62,790.56	\$ 449,324.36
WIOA Dislocated	\$ 526,497.03	\$ 453,392.52	\$ 12,500.00	\$ 465,892.52
WIOA Youth	\$ 613,957.98	\$ 385,754.70	\$ 75,029.72	\$ 460,784.42
Economic Equity Initiative	\$ 200,000.00	\$ -	\$ 110,999.97	\$ 110,999.97
Management Fee (One-Stop)	\$ 6,214.91	\$ 6,214.91	\$ -	\$ 6,214.91
Rapid Response IWT	\$ 26,300.00	\$ -	\$ -	\$ -
RR Busines Support Initiative	\$ 87,314.00	\$ -	\$ 30,000.00	\$ 30,000.00
Wagner Peyser - Title III	\$ -	\$ 263,678.44	\$ -	\$ 263,678.44
Total Revenue	\$ 2,060,629.82	\$ 1,631,761.15	\$ 291,320.25	\$ 1,923,081.40
Expenses				
Board	PY 19-20 Approved	Actual	Projected	Proposed PY20-21
Advertising	\$ 500.00	\$ -	\$ -	\$ 500.00
Audit	\$ 15,500.00	\$ 16,700.00	\$ 16,700.00	\$ 16,700.00
Dues/Publications	\$ 500.00	\$ 22.59	\$ 22.59	\$ 500.00
Employee Salaries	\$ 193,744.66	\$ 167,751.86	\$ 193,744.66	\$ 193,744.66
Employee Benefits	\$ 58,123.40	\$ 50,917.44	\$ 58,123.40	\$ 58,123.40
Employee Taxes	\$ 17,921.38	\$ 16,292.47	\$ 17,921.38	\$ 17,921.38
Equip. Purchase	\$ 1,500.00	\$ 1,361.73	\$ 1,361.73	\$ 1,500.00
Equip. Rental	\$ 3,500.00	\$ 4,359.61	\$ 4,500.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ -	\$ -	\$ 750.00
Insurance	\$ 7,000.00	\$ 5,241.00	\$ 5,241.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 9,166.67	\$ 9,999.96	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 1,824.36	\$ 1,824.36	\$ 2,000.00
Postage	\$ 500.00	\$ 235.39	\$ 335.39	\$ 500.00
Printing	\$ 500.00	\$ -	\$ -	\$ 500.00
Telephone/Communications	\$ 6,500.00	\$ 6,047.05	\$ 6,715.67	\$ 6,700.00
Professional Fees/PT Staff	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Professional Development	\$ 5,000.00	\$ 4,771.64	\$ 4,771.64	\$ 5,000.00
Staff Travel	\$ 12,750.00	\$ 14,811.97	\$ 15,500.00	\$ 15,500.00
Board/CLEO Travel	\$ 13,500.00	\$ 8,480.62	\$ 9,000.00	\$ 13,500.00
Board Total	\$ 351,789.44	\$ 307,984.40	\$ 345,761.78	\$ 356,439.44
Programs	PY 19-20 Approved	Actual	Projected	Proposed PY20-21
SUB AREA 16 Adult/Dislocated	\$ 350,309.34	\$ 276,869.88	\$ 330,298.69	\$ 235,430.14
SUB AREA 17 and 18 Adult/Dislocated*	\$ 261,754.16	\$ 198,048.68	\$ 259,358.73	\$ 243,750.97
SUB AREA 22 Adult/Dislocated	\$ 192,903.93	\$ 145,354.88	\$ 164,337.25	\$ 204,138.82
SUB AREA 16 YOUTH	\$ 210,519.14	\$ 152,993.56	\$ 177,097.68	\$ 97,252.43
SUB AREA 17 and 18 YOUTH*	\$ 172,693.75	\$ 121,540.95	\$ 154,963.08	\$ 140,978.50
SUB AREA 22 YOUTH	\$ 132,198.05	\$ 95,071.83	\$ 128,168.48	\$ 107,587.44
INCUMBENT WORKER TRAINING	\$ 10,000.00	\$ -	\$ 682.20	\$ 10,000.00
One-Stop Operator	\$ 50,000.00	\$ 33,333.92	\$ 50,000.00	\$ 50,000.00
ECONOMIC EQUITY INITIATIVE	\$ 180,000.00	\$ 55,078.40	\$ 76,003.12	\$ 103,996.88
RAPID RESPONSE IWT	\$ 26,300.00	\$ 23,197.50	\$ 23,197.50	\$ -
RR Busines Support Initiative	\$ 87,314.00	\$ -	\$ -	\$ 30,000.00
Wagner Peyser - Title III	\$ -	\$ -	\$ -	\$ 263,678.44
Programs Total	\$ 1,673,992.36	\$ 1,101,489.60	\$ 1,364,106.73	\$ 1,486,813.62
Expense Total	\$ 2,025,781.80	\$ 1,409,474.00	\$ 1,709,868.51	\$ 1,843,253.06
Unobligated Reserve	\$ 34,848.02			\$ 79,828.34
Total	\$ 2,060,629.82			\$ 1,923,081.40