



Annual Submission of Local Workforce Development Board Budget

LWDB Number: 14

LWDB Name: WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas

Contact Name: Steven Meier, Interim CEO and CFO

Contact Number: 727-608-1709

For questions related to submitted budget, please contact Steven Meier at Smeier@careersourcepinellas.com

In accordance with the Agreement between WorkNet Pinellas, Inc. d/b/a CareerSource Pinellas (RWB 14) and the Florida Department of Economic Opportunity (DEO), CareerSource Pinellas respectfully submits its Fiscal Year 2022-2023 Planning Budget to DEO.

The 2022 – 2023 Planning Budget has been approved by the RWB Board of Directors on May 26, 2022, and subsequently approved by the Pinellas County Board of County Commissioners during its regular meeting on June 21, 2022.

LWDB Executive Director, LWDB Board Chair, Local Elected Official. Includes signatures and names of Steven Meier, Barclay Harless, and Charlie Justice.

ATTEST: KEN BURKE, CLERK

By: [Signature]



APPROVED AS TO FORM By: Matthew Tolny, Office of the County Attorney



2022-2023
Planning Budget
Memo



Program Year 2022-2023 Planning Budget

Per the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity, each Local Workforce Development Board (LWDB) is required to submit an annual detailed budget of revenues and expenditures by funding source by October 1.

CareerSource Pinellas is budgeting a surplus of \$53,960 for the year. This is comprised of \$91,000 of unrestricted revenues and \$37,040 of unrestricted expenses.

REVENUE

- **Total Revenues** are budgeted to decrease <6.4>% from \$9,766,000 to \$9,145,000. DEO Revenue will see a decrease of \$352,000, or <3.7>%.
- **WIOA Revenues** are projected to increase slightly year-over-year. The main driver is full-year of the Get There Faster Low-Income Returning Adult Learners grant that is budgeted to contribute \$650,000. The purpose of the award is to provide adults and youth seeking education and training the opportunity to earn industry recognized cloud computing or other information technology (IT) related credentials of value identified by the Florida Department of Education (DOE). Through partnerships enabled among Florida's technical colleges, state colleges, and/or local workforce development boards, low-income returning adult learners and youth who reside in high poverty Florida zip codes are to be prioritized for support to participate in an available post-secondary degree or non-degree training program or a registered apprentice program.

2022-2023 will see either no funding or reduced funding in a number of WIOA grants as these grants ended during 2021-2022 or will end early this coming fiscal year. These grants are: Rapid Response, Apprenticeship Expansion, Apprenticeship Navigator, Soft Skills, COVID Dislocated Worker Grant and SFY 19-20 Performance Incentives.

- **Employment Services Revenue** is budgeted to be flat year-over-year.
- **Welfare Transition Revenue** is budgeted to decrease in our initial budget. During 2021-2022, CareerSource Pinellas requested additional funds to support our summer youth program. Since there were funds available at the state-level, we were awarded additional funds. There may be an opportunity to request additional funds this year but there is no certainty funds will be available at this time.



Program Year 2022-2023 Planning Budget

- **Supplemental Nutrition Assistance Program (SNAP) Revenue** is budgeted to increase to return to historical levels.
- **Trade Adjustment Assistance (TAA) Revenue** is budgeted to decrease. TAA is a federal program of the United States government to act as a way to reduce the damaging impact of certain sectors of the U.S. economy. The number of TAA “petitions” has reduced over the last couple of years. This program is unique in that if we see an increase in the number of petitions, we are able to request additional funds at any time.
- **Youthbuild Revenue** will decrease as this grant ended in May 2022.

EXPENSES

Total expenses are budgeted to be approximately \$9,100,000.

Personnel Expenses

- Personnel expenses are budgeted to increase from prior year to about \$4,054,000, as the organization has made a conscientious effort to identify and fill critical positions within the organization.
- Salaries comprise 32% and Personnel expenses comprise 45% of the organization’s 2022-2023 budget.
- The budget consists of about 50 FTEs with many of the positions upgraded from prior year: Chief Operating Officer, Finance Director, Director of Policy and Compliance.
 - This does not include the 10-15 State employees

Program Expenses

- Budgeting Program expenses to be almost \$3.6 Million this coming fiscal year which represents 39% of the organization’s budget.
- Included in budget is \$525,000 for Pinellas Education Foundation as **Service Provider** of Youth Services. This will be the final year before the organization will be required to put Youth Services out for competitive bid.
- **On-the-Job (OJT) Training** is comprised of summer youth program for Welfare Transition (\$325,000) and traditional on-the-job training opportunities for Dislocated Workers.
- Organizations are required to spend 20% of their youth dollars on **Paid-Work-Experience**. We are budgeting \$144,000 for this coming fiscal year.



Program Year 2022-2023 Planning Budget

- **Apprenticeships** are a big focus from the State and in 2021-2022, the organization set a good foundation. We are budgeting \$90,000.
- **Contracted Services** of \$72,000 represent the cost of online workshops outsourced to St. Petersburg College.
- **Customer Training** is broken down as follows:

Program	Amount
WIOA Adult/Dislocated Worker	1,260,000
Get there Faster Grant Training	450,000
WIOA Youth	144,000
Welfare Transition Vocational Training	24,000
Trade Adjustment Assistance	67,800
	\$ 1,945,800

- During the coming fiscal year, we will have flexibility to adjust funds between training and work-based learning if needed.

Professional Fees

- **Accounting/Audit Fees** of \$35,000 represent the cost of the annual 401k Audit and annual financial statement audit.
- **Legal Fees** of \$90,000 represent estimate of GrayRobinson's legal expenses. We anticipate that legal fees will be lower than 2021-2022 as we do not expect same type of issues to arise.
- **Professional Services** represents those provided by external marketing/PR firm, Tucker Hall.
- **Contract Labor** represents contract with Securance, LLC, for services provided by Paul Ashe as Chief Information Officer. Costs are budgeted to decrease from current year as most of the strategic projects have been completed and less management will be required.
- **Contract IT Services** represents annual cost of managed service provider. Costs are budgeted to decrease from current year as contracted services are lower with new managed service provider and fewer expected special projects.
- **Cybersecurity IT** is our 24/7 monitoring performed by Abacode.



Program Year 2022-2023 Planning Budget

Insurance

- Budgeting increases year-over-year.
- Workers Comp increasing due to higher estimated payroll and not budgeting for annual dividend since not able to be determined.

Occupancy

- **Office rent** represents lease costs for EPI Center Administrative offices, Gulf-to-Bay and St. Petersburg career centers and Tarpon Springs satellite center.

Office Equipment

- **Computer Software/License/Maintenance** consists of:
 - Microsoft Office 365 Subscription - \$9,000
 - ERISS/SARA – case management system - \$55,000
 - Kiosk System - \$25,000
 - Barracuda Email Archiver - \$5,000
 - MIP Abila Financial Software - \$7,000

Attachments:

1. 2022-2023 Budgeted Revenues
2. 2022-2023 Revenue Variances from Prior Year
3. 2022-2023 CareerSource Pinellas Planning Budget
4. 2022-2023 Expenditure Report



2022-2023 Budgeted Revenues by Funding Streams and Grant



CareerSource Pinellas 2022-2023 Planning Budget Budgeted Revenues

Funding Streams	Estimated Allocations 2022- 2023	Carry Forward from 2021-2022	Carry Forward to 2023-2024	Revenue Budgeted for 2022-2023
Workforce Innovation & Opportunity Act				
Adult	1,155,000	900,000	(505,206)	1,549,794
Dislocated Worker	1,340,000	1,412,136	(1,140,000)	1,612,136
Youth	900,000	1,187,924	(900,000)	1,187,924
Rapid Response	-	30,000	-	30,000
Get There Faster Low Income Returning Ad.	-	650,000	-	650,000
Total WIOA	3,395,000	4,180,060	(2,545,206)	5,029,854
Employment Services				
Wagner-Peyser	650,000	200,000	(200,000)	650,000
Local Veterans	30,000	-	-	30,000
Disabled Veterans	120,000	-	-	120,000
Recovery Navigator	-	185,870	-	185,870
RESEA	364,000	120,000	(124,000)	360,000
Total Employment Services	1,164,000	505,870	(324,000)	1,345,870
Welfare Transition	2,237,000	-	-	2,237,000
Supplemental Nutrition Assistance Program	360,000	75,000	(90,000)	345,000
Trade Adjustment Assistance				
TAA Training	72,000	-	-	72,000
TAA Case Management and Administration	24,000	-	-	24,000
Total TAA	96,000	-	-	96,000
TOTAL DEO	7,252,000	4,760,930	(2,959,206)	9,053,724
Other Revenue				
Ticket to Work	78,000	-	-	78,000
Tobacco Free Florida	4,000	-	-	4,000
Career Fair Sponsorships	3,000	-	-	3,000
Interest	6,000	-	-	6,000
TOTAL NON-DEO	91,000	-	-	91,000
TOTAL 2021-2022 BUDGETED REVENUE	7,343,000	4,760,930	(2,959,206)	9,144,724



**2022 - 2023 Budgeted Revenues vs.
2021-2022 Budgeted Revenues with Variances**



**CareerSource Pinellas
2022 - 2023 Planning Budget
Revenue Variances**

Funding Streams	Proposed Budget for 2022-2023	Approved Budget Mod 2 2021-2022	\$ Variance	% Variance	Comments
Workforce Innovation & Opportunity Act					
Adult	1,549,794	1,350,000	199,794	14.8%	
Dislocated Worker	1,612,136	1,700,000	(87,864)	(5.2%)	2022-2023 Budget represents 2021-2023 award plus \$200,000 of 2022-2023 award
Total Adult/Dislocated Worker	3,161,930	3,050,000	111,930	3.7%	
Youth	1,187,924	1,050,000	137,924	13.1%	2022-2023 Budget represents 2021-2023 award
Get There Faster Low Income Returning Adults	650,000	-	650,000	-	Grant awarded in 2021-2022 for \$750,000
Rapid Response	30,000	115,710	(85,710)	(74.1%)	Grant ends in 2023; 2022-2023 budget represents remaining grant funds
Apprenticeship Expansion	-	87,016	(87,016)	(100.0%)	Grant ended in 2021-2022
Apprenticeship Navigator	-	53,143	(53,143)	(100.0%)	Grant ended in 2021-2022
Soft Skills	-	14,444	(14,444)	(100.0%)	Grant ended in 2021-2022
COVID Dislocated Worker Grant	-	289,251	(289,251)	(100.0%)	Grant ended in 2021-2022
SFY 19-20 Performance Incentives	-	254,596	(254,596)	(100.0%)	Grant ended in 2021-2023
Total WIOA	5,029,854	4,914,160	115,694	2.4%	
Employment Services					
Wagner-Peyser	650,000	650,000	-	0.0%	DEO funding flat with prior year.
Veterans Services	150,000	153,000	(3,000)	(2.0%)	Based upon 2021-2022 spending and anticipated allocations.
RESEA	360,000	335,000	25,000	7.5%	Based upon 2021-2022 spending and anticipated allocations.
One-Stop Security	-	100,000	(100,000)	(100.0%)	Grant ended in 2021-2022
Recovery Navigator	185,870	102,000	83,870	82.2%	Grant ends in 2023; 2022-2023 budget represents remaining grant funds
Total Employment Services	1,345,870	1,340,000	5,870	0.4%	
Welfare Transition	2,237,000	2,685,288	(448,288)	(16.7%)	No anticipated carryover into 2022-2023 from prior year
Supplemental Nutrition Assistance Program	345,000	280,000	65,000	23.2%	Estimated based upon 2020-2021 spending and anticipated decrease in SNAP funding
Trade Adjustment Assistance	96,000	186,000	(90,000)	(48.4%)	Based upon 2021-2022 spending; can request additional funding.
TOTAL DEO	9,053,724	9,405,448	(351,724)	(3.7%)	
Youthbuild - Department of Labor	-	225,000	(225,000)	(100.0%)	Grant ended in 2021-2022
Other Revenue					
Ticket to Work	78,000	108,000	(30,000)	(27.8%)	
Tobacco Free Florida	4,000	11,500	(7,500)	(65.2%)	
Career Fair Sponsorships	3,000	3,000	-	-	
Donations	-	1,000	(1,000)	-	
Interest	6,000	12,000	(6,000)	(50.0%)	Bank balances decreased due to payout of disallowed expenses from DOL Compliance Review
TOTAL NON-DEO	91,000	360,500	(269,500)	(74.8%)	
BUDGETED REVENUE	9,144,724	9,765,948	(621,224)	(6.4%)	



2022-2023
Planning Budget
(in total)



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Revenue					
Operating Revenue					
Grant Revenue					
Grant Revenue - Federal	3000	9,441,414	8,075,590	5,282,189	9,053,724
Grant Revenue - State	3001	-	227,372	-	-
Grant Revenue - Local	3002	(1,662)	-	-	-
Total Grant Revenue		9,439,752	8,302,962	5,282,189	9,053,724
Contributions					
Corporate Revenue	3100	17,175	7,538	1,725	4,000
Sponsorship Revenue	3101	3,750	-	1,000	3,000
Donations	3102	716	-	1,000	-
Total Contributions		21,641	7,538	3,725	7,000
Program Revenue					
Ticket to Work Revenue	3103	99,153	109,259	43,384	78,000
Usage Fee Revenue	3104	-	-	-	-
STEM - Field Trips	3400	-	-	-	-
Camp Fees	3421	-	-	-	-
Before/After Care	3422	-	-	-	-
Cyber Security	3470	-	-	-	-
Program Revenue	3502	-	1,290	-	-
Total Program Revenue		99,153	110,549	43,384	78,000
Investment Income					
Interest/Dividends	3200	19,106	14,090	5,869	6,000
Unrealized Gain/Loss	3201	723	-	-	-
Total Investment Income		19,829	14,090	5,869	6,000
Other Income					
Other Revenues	3300	288	691	102	-
Gain <Loss> on Sale/Disposal	5703	610,040	-	-	-
Total Other Income		610,328	691	102	-
Total Revenue		10,190,703	8,435,830	5,335,269	9,144,724
Expenditures					
Personnel Expenses					
Salary Expense	5000	3,194,070	2,740,401	1,722,924	2,923,315
Salary Expense - Benefit Stipend	5005	803,506	598,815	362,618	629,000
Payroll Taxes	5050	283,359	246,689	164,503	286,730
Fringe Benefits (ER Paid)	5060	19,810	36,905	22,367	37,200
Health Ins	5070	-	-	-	-
Retirement	5090	177,539	146,695	99,389	177,621
Total Personnel Expenses		4,478,284	3,769,505	2,371,801	4,053,866
Program Expenses					
Operating Supplies	5303	10,064	873	-	1,200



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Food and Beverages	5310	1,743	787	1,671	2,400
Communications	5500	112,706	95,528	61,486	83,856
Outreach/Marketing	5520	24,706	16,745	17,107	36,400
Service Provider Contract	8000	496,297	498,623	278,740	525,000
One-Stop Operator	8100	42,100	17,531	22,477	45,000
Internal Monitoring	8200	-	34,133	34,115	65,000
OJT	8300	(11,420)	59,396	172,064	385,000
EWT	8310	(30,788)	-	-	-
Paid-Work Experience	8320	3,971	20,125	4,740	144,000
DW Work Experience	8325	-	155,498	216,401	-
Apprenticeships	8330	-	-	-	90,000
Contracted Workforce Services	8335	-	54,400	34,400	72,000
Youth Stipends	8340	-	31,611	14,005	12,000
Other Customer Support Services	8341	25,946	34,414	20,384	33,600
Customer Training	8342	2,668,075	1,876,719	850,401	1,945,800
Customer Supportive Services	8343	117,149	3,575	-	39,000
Licensures	8344	930	(220)	-	-
Training Related Material	8345	119,331	92,446	44,370	72,600
Fees/exams/certifications	8346	111,553	34,861	20,646	33,000
Non Reportable ITA	8347	4,095	-	-	-
Total Program Expenses		3,696,460	3,027,045	1,793,007	3,585,856
Professional Fees					
Accounting/Audit Fees	5100	39,813	31,188	30,645	35,000
Legal Fees	5101	109,898	49,898	91,117	90,000
Legal (Lobbying)	5105	-	15,270	30,245	25,000
Professional Service	5104	64,460	37,874	45,870	73,680
Contract Labor	5170	14,988	130,885	143,104	76,800
Contract IT Services	5171	281,885	331,373	255,748	230,628
Cybersecurity - IT	5172	67,260	40,791	27,192	43,200
Total Professional Fees		578,302	637,279	623,921	574,308
Supplies					
Office Supplies	5302	24,666	41,358	11,172	17,940
Postage/Shipping	5307	4,812	2,158	1,797	4,500
Document Shredding	5308	1,186	875	712	950
Total Supplies		30,663	44,391	13,681	23,390
Insurance					
Insurance - Commercial Property	5400	11,773	5,370	4,701	23,900
Insurance - General Liability	5401	72,914	55,619	54,258	73,784
Insurance - Workers Comp	5403	11,328	30,618	22,010	57,543
Insurance - Auto	5404	7,186	6,673	5,071	8,400
Insurance - Claims	5405	2,500	-	-	-
Total Insurance		105,701	98,280	86,040	163,627
Occupancy					
Office Rent/Lease	5200	231,886	260,597	174,343	253,679



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Actual Yr Ended 6/30/2020	Actual Yr Ended 6/30/2021	Actual 2/28/2022 YTD	Proposed 2022-2023 Planning Budget
Other Leases	5201	18,814	7,880	2,220	4,440
Utilities	5202	52,790	35,414	20,705	34,300
Repairs & Maintenan	5203	14,232	24,941	18,155	3,480
Security	5204	1,400	467	4,318	468
Janitorial Expense	5205	43,618	43,878	27,185	44,130
Pest Control	5206	2,837	2,321	1,568	2,352
Total Occupancy		365,577	375,498	248,494	342,849
Office Equipment					
Equipment Rent/Lease	5300	33,572	38,543	25,174	31,636
Copy Machine Usage/Maintenance	5301	21,818	8,492	6,407	9,120
Comp Software/License/Maintenance	5304	72,456	105,145	77,772	113,573
Equipment < \$5,000	5305	53,805	157,958	2,389	17,500
Other	5207	-	-	-	-
Total Office Equipment		181,651	310,138	111,742	171,829
Travel and Meetings					
Travel - Mileage	5540	11,849	3,499	3,035	9,000
Travel - Out of Town	5541	7,971	-	13,235	24,700
Meetings/Conferences	5560	10,661	4,651	6,662	16,750
Total Travel and Meetings		30,431	8,150	22,932	50,450
Licences, Dues and Other Fees					
Staff Training/Education	5052	1,398	11,435	20,725	24,950
Other Employee expenses	5055	42	3,455	-	-
Recruitment	5095	1,617	1,851	856	18,700
Payroll Processing Fees	5103	9,422	8,066	5,319	8,950
License/Dues & Other Fees	5581	25,491	30,407	24,936	40,384
FSA Administrative Expenses	5582	450	-	-	600
401k Administrative Fees	5583	9,292	6,123	500	12,000
HRIS Administrative Fees	5584	6,053	5,109	3,521	5,400
Total Licences, Dues and Other Fees		53,765	66,446	55,857	110,984
Amortizatn and Depreciation					
Depreciation Expense	5901	29,929	25,677	-	8,900
Amortization Expense	5902	1,247	-	-	-
Total Amortizatn and Depreciation		31,176	25,677	-	8,900
Miscellaneous					
Bank Fees	5102	1,990	1,122	694	-
Other Expense	5700	24,393	4,422	-	-
Vehicle Expenses	5701	2,056	941	230	4,705
Penalties\Disallowed Expenses	5710	8,700	341	-	-
Interest Expense	5900	16,015	-	-	-
Total Miscellaneous		53,153	6,826	924	4,705
Total Expenditures		9,605,164	8,369,235	5,328,399	9,090,764
Net Revenue over (under) Expenditures		585,539	66,595	6,870	53,960



2022-2023
Planning Budget
(Fed. vs. Unrestricted)



CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023

	G/L	Federal Grants	Unrestricted	Total
Revenue				
Operating Revenue				
Grant Revenue				
Grant Revenue - Federal	3000	9,053,724	-	9,053,724
Grant Revenue - State	3001	-	-	-
Grant Revenue - Local	3002	-	-	-
Total Grant Revenue		9,053,724	-	9,053,724
Contributions				
Corporate Revenue	3100	-	4,000	4,000
Sponsorship Revenue	3101	-	3,000	3,000
Donations	3102	-	-	-
Total Contributions		-	7,000	7,000
Program Revenue				
Ticket to Work Revenue	3103	-	78,000	78,000
Usage Fee Revenue	3104	-	-	-
STEM - Field Trips	3400	-	-	-
Camp Fees	3421	-	-	-
Before/After Care	3422	-	-	-
Cyber Security	3470	-	-	-
Program Revenue	3502	-	-	-
Total Program Revenue		-	78,000	78,000
Investment Income				
Interest/Dividends	3200	-	6,000	6,000
Unrealized Gain/Loss	3201	-	-	-
Total Investment Income		-	6,000	6,000
Other Income				
Other Revenues	3300	-	-	-
Gain <Loss> on Sale/Disposal	5703	-	-	-
Total Other Income		-	-	-
Total Operating Revenue		9,053,724	91,000	9,144,724
Total Revenue		9,053,724	91,000	9,144,724
Expenditures				
Personnel Expenses				
Salary Expense	5000	2,923,315	-	2,923,315
Salary Expense - Benefit Stipend	5005	629,000	-	629,000
Payroll Taxes	5050	286,730	-	286,730
Fringe Benefits (ER Paid)	5060	37,200	-	37,200
Health Ins	5070	-	-	-
Retirement	5090	177,621	-	177,621
Total Personnel Expenses		4,053,866	-	4,053,866
Program Expenses				
Operating Supplies	5303	1,200	-	1,200
Food and Beverages	5310	-	2,400	2,400



**CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023**

	G/L	Federal Grants	Unrestricted	Total
Communications	5500	83,856	-	83,856
Outreach/Marketing	5520	36,400	-	36,400
Service Provider Contract	8000	525,000	-	525,000
One-Stop Operator	8100	45,000	-	45,000
Internal Monitoring	8200	65,000	-	65,000
OJT	8300	385,000	-	385,000
EWT	8310	-	-	-
Paid-Work Experience	8320	144,000	-	144,000
DW Work Experience	8325	-	-	-
Apprenticeships	8330	90,000	-	90,000
Contracted Workforce Services	8335	72,000	-	72,000
Youth Stipends	8340	12,000	-	12,000
Other Customer Support Services	8341	33,600	-	33,600
Customer Training	8342	1,945,800	-	1,945,800
Customer Supportive Services	8343	39,000	-	39,000
Licensures	8344	-	-	-
Training Related Material	8345	72,600	-	72,600
Fees/exams/certifications	8346	33,000	-	33,000
Non Reportable ITA	8347	-	-	-
Total Program Expenses		3,583,456	2,400	3,585,856
Professional Fees				
Accounting/Audit Fees	5100	35,000	-	35,000
Legal Fees	5101	90,000	-	90,000
Legal (Lobbying)	5105	-	25,000	25,000
Professional Service	5104	73,680	-	73,680
Contract Labor	5170	76,800	-	76,800
Contract IT Services	5171	230,628	-	230,628
Cybersecurity - IT	5172	43,200	-	43,200
Total Professional Fees		549,308	25,000	574,308
Supplies				
Office Supplies	5302	17,940	-	17,940
Postage/Shipping	5307	4,500	-	4,500
Document Shredding	5308	950	-	950
Total Supplies		23,390	-	23,390
Insurance				
Insurance - Commercial Property	5400	23,900	-	23,900
Insurance - General Liability	5401	73,784	-	73,784
Insurance - Workers Comp	5403	57,543	-	57,543
Insurance - Auto	5404	8,400	-	8,400
Insurance - Claims	5405	-	-	-
Total Insurance		163,627	-	163,627
Occupancy				
Office Rent/Lease	5200	253,679	-	253,679
Other Leases	5201	-	4,440	4,440
Utilities	5202	34,300	-	34,300
Repairs & Maintenan	5203	3,480	-	3,480



CareerSource Pinellas
2022-2023 Planning Budget
For the Year Ended June 30, 2023

	G/L	Federal Grants	Unrestricted	Total
Security	5204	468	-	468
Janitorial Expense	5205	44,130	-	44,130
Pest Control	5206	2,352	-	2,352
Total Occupancy		338,409	4,440	342,849
Office Equipment				
Equipment Rent/Lease	5300	31,636	-	31,636
Copy Machine Usage/Maintenance	5301	9,120	-	9,120
Comp Software/License/Maintenance	5304	113,573	-	113,573
Equipment < \$5,000	5305	17,500	-	17,500
Other	5207	-	-	-
Total Office Equipment		171,829	-	171,829
Travel and Meetings				
Travel - Mileage	5540	9,000	-	9,000
Travel - Out of Town	5541	24,700	-	24,700
Meetings/Conferences	5560	16,750	-	16,750
Total Travel and Meetings		50,450	-	50,450
Licences, Dues and Other Fees				
Staff Training/Education	5052	24,950	-	24,950
Other Employee expenses	5055	-	-	-
Recruitment	5095	18,700	-	18,700
Payroll Processing Fees	5103	8,950	-	8,950
License/Dues & Other Fees	5581	35,884	4,500	40,384
FSA Administrative Expenses	5582	600	-	600
401k Administrative Fees	5583	12,000	-	12,000
HRIS Administrative Fees	5584	5,400	-	5,400
Total Licences, Dues and Other Fees		106,484	4,500	110,984
Amortizatoin and Depreciation				
Depreciation Expense	5901	8,200	700	8,900
Amortization Expense	5902	-	-	-
Total Amortizatoin and Depreciation		8,200	700	8,900
Miscellaneous				
Bank Fees	5102	-	-	-
Other Expense	5700	-	-	-
Vehicle Expenses	5701	4,705	-	4,705
Penalties\Disallowed Expenses	5710	-	-	-
Interest Expense	5900	-	-	-
Total Miscellaneous		4,705	-	4,705
Total Expenditures		9,053,724	37,040	9,090,764
Net Revenue over (under) Expenditures		-	53,960	53,960



2022-2023
**Cost Allocation/
Expenditure Report**



**CareerSource Pinellas
Cost Allocation/Expenditure Report
Planning Budget for the Year Ended June 30, 2023**

	WIOA	Employment Services	WTP	SNAP	TAA	Cost Pools/Other	Total
Proposed 2022-2023 Budget	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764
<u>Budgeted Expenditures</u>							
Pooled Costs							-
Program Cost Pool	223,827	429,874	244,333	53,761	7,491	-	959,286
Business Services	350,000	50,000	273,229	50,000	-	-	723,229
One-Stop Operating	181,851	88,504	99,905	21,982	-	-	392,242
MIS\Technology	17,948	35,070	19,591	4,311	-	-	76,920
Outreach and Marketing	29,641	52,954	32,357	7,119	4,965	-	127,036
Staff Training and Development	4,387	7,837	4,787	1,054	735	-	18,800
Administrative\Program Indirect	694,636	139,845	367,679	20,354	10,221	-	1,232,735
Total Pooled Costs	1,502,290	804,084	1,041,881	158,581	23,412	-	3,530,248
	30%	60%	47%	46%	24%		39%
Direct Costs							
Personnel Expenses	610,254	311,427	671,967	150,337	-	-	1,743,985
Service Provider Contracts	507,000	-	18,000	-	-	-	525,000
Subsidized Employment (OJT/EWT)	294,000	-	325,000	-	-	-	619,000
Training and Support Services	1,996,800	1,200	48,000	6,000	72,000	-	2,124,000
Other Costs	119,510	229,159	132,152	30,082	588	37,040	548,531
Total Direct Costs	3,527,564	541,786	1,195,119	186,419	72,588	37,040	5,560,516
	70%	40%	53%	54%	76%		61%
Total Costs	5,029,854	1,345,870	2,237,000	345,000	96,000	37,040	9,090,764