



**Transmittal Memo from CareerSource Pinellas to  
County Administrator**



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**TO:** Mr. Barry Burton, Pinellas County Administrator  
Pinellas County Board of County Commissioners

**FROM:** Steven Meier, Chief Executive Officer

**SUBJECT:** CareerSource Pinellas 2023-2024 Planning Budget

**DATE:** May 17, 2023

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In response to the request from the County Administrator, this transmittal memo highlights the timeline and materials for review by the Board of County Commissioners (BCC) to solicit their consideration of support of the CareerSource Pinellas budget for Fiscal Year 2023-2024. Relative to previous submissions, the additional detailed material is provided to enhance transparency and encourage collaboration.

As requested, this transmittal memo provides the following information and attachments:

- **Attachment 1:** Board of Directors Meeting Minutes of May 17, 2023
- **Attachment 2:** 2023-2024 Planning Budget (Board Action Item)
- **Attachment 3:** 2023-2024 Budgeted Revenues by Funding Streams and Grant
- **Attachment 4:** 2023-2024 Planning Budget (in total)
- **Attachment 5:** 2023-2024 Planning Budget – Federal Grants and Unrestricted
- **Attachment 6:** 2023-2024 Planning Budget – Unrestricted Activity
- **Attachment 7:** 2023-2024 Cost Allocation/Expenditure Report

### **2022-2023 Year in Review**

2022-2023 was a year of transition and growth for CareerSource Pinellas with a continued focus on job seekers and employers of Pinellas County. Some of the highlights of the past year:

- Successfully navigated change, stabilizing operations, fostering an environment of transparency, and realigning our teams with program fundamentals.
- Oversaw the conclusion of the USDOL's Compliance Review resulting from prior administration. CareerSource Pinellas was responsible for paying back \$1,862,989.81 without any exposure to the taxpayers of Pinellas County. The review was ongoing for more than three years.
- Completed successful audits of the June 30, 2022, financial statements and 2022 401K financial statements.
- Hired outside firm to conduct an employee engagement survey to capture opinions and perceptions of the staff. Responses for survey were 72% positive.

- Hired outside firm to perform update of compensation review. The review resulted in pay ranges being increased 4.7%. Salaries of employees were reviewed and a majority of employee salaries were increased effective 1/1/2023 to be consistent with new pay ranges.
- Expanded relationships with community partners such as People Empowering and Restoring Communities (PERC-formerly Pinellas Ex-Offender Re-Entry Coalition), Pinellas County Job Corps, SailFuture Academy, Pinellas County Schools, Florida Dream Center, Homeless Empowerment Program, Foundation for Healthy St. Pete, City of St. Petersburg, Ultimate Medical Academy, St. Petersburg College et. al.
- Partnered with community organizations and local stakeholders to connect approximately 130 young adults with businesses in the region for our 2022 Summer Youth Program providing these future leaders with valuable work experience, insight on career paths, and/or career planning. Focused and expanded Work-based learning opportunities for job seekers of Pinellas County.
- Obtained a baseline letter grade of B+ for program year ended June 30, 2022. The 2021 Reimagining Education and Career Help Act (REACH Act) seeks to improve accountability in the workforce system. The law calls for the REACH Office within the Executive Office of the Governor to develop criteria for assigning a letter grade to each local workforce development board. The criteria is based on local board performance accountability measures and return on investment with the majority of the grade based on improvement by each local board in the long-term self-sufficiency of participants.
- Transitioned HRIS and Payroll systems from ADP to Paycor which has resulted in reduced payroll processing time and fewer payroll processing issues.
- Conducted 8 job fairs, 9 recruitment events, served 1,804 employers and provided assistance to 3,073 job seekers

As the state’s principal workforce policy organization, CareerSource Florida explored approaches to aligning Florida’s 24 local workforce development boards, consistent with the charge for reducing the number of local boards under the REACH Act. The REACH Act seeks to achieve a more coordinated approach in delivering and using essential workforce development resources and services through enhanced alignment and accountability. Many stakeholders from Pinellas County took part in numerous focus group meetings with Ernst & Young (EY) relating to the realignment project undertaken by CareerSource Florida to reduce the number of workforce boards. Even though stakeholders from both regions, Pinellas and Hillsborough, were resistant to the idea of a reduction in the number of workforce boards and specifically the consolidation of CareerSource Pinellas and CareerSource Tampa Bay, the decision was made by the CareerSource Florida Board to consolidate these two regions.

## **2023-2024**

Each year, Pinellas County residents enter the local workforce system seeking new jobs, higher wages, greater skills, and a prosperous future. With the help of career counselors, business services representatives, instructors and other service providers, they forge new pathways to self-sufficiency, undergo basic skills training, and embark on career-focused education, from high school to post-secondary certificates and degrees. Still, others begin apprenticeships or enter the workforce through targeted forms of work-based learning.

CareerSource Pinellas has a robust menu of services to offer to both businesses and individuals in the region. The services to individuals include a wide array of career services including educational scholarships, pre-vocational training, career exploration, career resources, employability skills workshops, and recruitment events. The Career Resource Centers provide access and assistance with the following programs: Workforce Innovation and Opportunities Act (WIOA) Adult, Dislocated Worker and Youth, Welfare Transition Program (WTP), Veterans, Supplemental Nutrition Assistance Program (SNAP), Ticket to Work (TTW) – Disability Navigator, Trade Adjustment Assistance (TAA) and other opportunities provided through direct services and special projects.

In addition, CareerSource Pinellas has services available to businesses including career fairs, labor market information (LMI), job postings, etc. To assist with meeting local employer needs, we have identified five in-demand industry sectors: healthcare and social assistance; construction, manufacturing; financial and insurance; and professional, scientific and technical services. These industries were targeted because the region has strong and positive market trends, the ability to create jobs, a diversified economy and potential growth and development.

The budget is based on the best information we have available to us today. As customer and employer expectations shift and resource opportunities/challenges present themselves, CareerSource Pinellas will be flexible to meet the ever-changing needs of today's workforce and business needs. Some of the 2023-2024 initiatives that will be undertaken or continued:

- Working along with staff from Pinellas County, CareerSource Florida and CareerSource Tampa Bay, CareerSource Pinellas staff will work on transition initiatives with a focus on protecting the interests of Pinellas County employers and job-seekers and CareerSource employees as we embark on setting up a new entity and consolidating the operations of CareerSource Pinellas and Tampa Bay into a new entity.
- Transitioning the provision of youth services to SailFuture. SailFuture's mission is to empower hard-to-reach youth to transform their life outcomes. SailFuture pursues their mission through an integrated network of programs, including a private high school, job training, residential foster care, international sailing expeditions, inpatient and outpatient mental health services, and independent living.
- CareerSource Pinellas is expanding its partnership with Pinellas County Job Corps by offering paid internships in targeted industries to students interested in gaining real work experience. These internships are focused on the trades with certifications offered on Job Corps' campus. In the healthcare industry, students can earn experience toward becoming a certified nursing assistant (CNA), clinical medical assistant, medical administrative assistant or a pharmacy technician. In the construction industry, students can focus on carpentry, electrical, facilities maintenance or plumbing. By partnering with Pinellas County Job Corps and CareerSource Pinellas, an employer can now offer internships at no cost to themselves while the students earn an hourly wage of \$15.
- Expanding on our success and partnership with the Pinellas Ex-Offender Re-Entry Coalition (PERC). Since December 2022, we have successfully placed 22 returning citizens in Paid Work Experience and On-the-Job training (OJT) opportunities with multiple manufacturing companies in Pinellas County paying \$15-\$17/hour. Of these, 9 have been offered permanent positions with the respective employers as of this report. Additional individuals are in various stages of training and interviewing.
- Expand our Summer Youth program to serve approximately 150 youth during the summer of 2023.



**ATTACHMENT 1**  
**Board of Directors Meeting**  
**Minutes of May 17, 2023**



**ATTACHMENT 2**  
**2023-2024**  
**Planning Budget**  
**Memo**



## **ACTION ITEM 5**

### **Program Year 2023-2024 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 \$70,450 for the year. This is comprised of \$102,900 of unrestricted revenues and \$32,450 of unrestricted expenses.

#### **REVENUE**

- **Total Revenues** are budgeted to increase 11.8% from \$9,244,682 to \$10,331,022. DEO Revenue will see an increase of \$771,000, or 8.5%
- **WIOA Revenues** are projected to increase \$447,000 or 8.8% year-over-year. The main driver is the organization's work-based learning and training focus for WIOA Adult, Dislocated Worker and Youth in addition to full staffing within the organization. The proposed budget for the Get There Faster Low-Income Returning Adult Learners grant represents the remaining funds for the \$750,000 grant. Representatives from DEO informed us that this grant will most likely be extended. 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.
- **Employment Services Revenue** is budgeted to increase year-over-year as the organization is fully staffed to provide services to job seekers and employers of Pinellas County.
- **Welfare Transition Revenue** is budgeted to increase as funds are expected to be carry forward from 2022-2023 into 2023-2024 to support our growth in our summer youth program.
- **Supplemental Nutrition Assistance Program (SNAP) Revenue** is budgeted to increase to return to historical levels.



- **Trade Adjustment Assistance (TAA) Revenue** is budgeted to decrease as the program was “sunsetting” by the Federal government effective July 1, 2022. 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. Only those individuals who had TAA “petitions” opened as of June 30, 2022, will be allowed to remain in this program. This program is unique in that if we need additional funding for open petitions, we are able to request additional funds at any time.
- **State Transition Funding** – CareerSource Florida intends to reimburse the organization for efforts spent on transition initiatives to consolidate CareerSource Pinellas with CareerSource Tampa Bay. Items budgeted to be spent on transition are salary, payroll taxes and benefits, legal services, public relations and marketing and information technology.
- **Other Revenue**
  - **Ticket to Work Revenue** – Budgeting \$100,000 which is consistent with 2022-2023 year-to-date activity. Ticket-to-work revenue is considered unrestricted.
  - **Interest** – Interest income is budgeted to increase due to rise in interest rates.

## **EXPENSES**

Total expenses are budgeted to be approximately \$10,260,000.

### **Personnel Expenses**

- Personnel expenses are budgeted to increase from prior year to about \$5,240,000, as the organization has made a conscientious effort to identify and fill critical positions within the organization.
- Salaries comprise 37% and Personnel expenses comprise 51% of the organization’s 2023-2024 budget.
- The budget consists of about 64 FTEs compared to 50 FTES in the previous year’s budget.
  - Headcount in 2023-2024 budget is consistent with pre-pandemic levels (2018-2019).
  - This does not include the 10-15 State employees that are not on the organization’s payroll
  - A portion of leadership teams’ salaries are budgeted for transition activities.

### **Program Expenses**

- Program expenses are budgeted to be approximately \$3,448,000 which represents 34% of the organization’s budget.





- Included in budget is \$500,000 for **Service Provider** of Youth Services.
- **On-the-Job (OJT) Training** is a significant focus of the organization comprised of summer youth program for Welfare Transition (\$375,000) and traditional on-the-job training opportunities for WIOA Adult and Dislocated Worker constituents (\$570,000).
- Organizations are required to spend 20% of their youth dollars on **Paid-Work-Experience**. We are budgeting \$120,000 for this coming fiscal year.
- **Customer Training** is broken down as follows:

Program	Amount
WIOA Adult/Dislocated Worker	1,080,000
Get There Faster	250,000
WIOA Youth	120,000
Welfare Transition Vocational Training	18,000
Trade Adjustment Assistance	6,000
	<b>\$ 1,474,000</b>

- 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 represent the cost of the annual 401k Audit and annual financial statement audits.
- **Legal Fees** of \$96,000 represent estimate of GrayRobinson’s legal expenses. We anticipate that legal fees will be higher than 2022-2023 as we negotiate and set up a new entity consolidating CareerSource Pinellas with CareerSource Tampa Bay.
  - Half of the legal fees budgeted are estimated to support transition initiatives.
  - Nothing has been budgeted related to lawsuit with Chubb to recover insurance funds from the disallowed costs resulting from the U.S. DOL compliance review. Any costs incurred would be charged to unrestricted. do not expect same type of issues to arise.
- **Professional Services** – The majority of these expenses (\$84,000) represent those provided by external marketing/PR firm, Tucker Hall.



- **Contract Labor**

- \$80,000 of the expenses represent contract with Securance, LLC, for services provided by Paul Ashe as Chief Information Officer. We are estimating that half of these will be attributable to transition.
- \$50,000 of these expenses represent teachers' salaries/pay for summer Youth program.

- **Contract IT Services** represents annual cost of managed service provider. Costs are budgeted to increase slightly from current year as contracted services will increase 5% effective January 1.

- **Cybersecurity IT** is our 24/7 monitoring performed by Abacode.

### Insurance

- Budgeting slight increases year-over-year.
- Workers Comp increasing due to higher estimated payroll.
- Auto insurance decreasing due to disposal of vans in February 2023.

### 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 - \$11,000
  - ERISS/SARA – case management system - \$55,000
  - Metrix online training resource that can be customized for individual customers - \$25,000
  - JobScan is a software based resume and assessment and screening tool used by Veterans staff - \$11,000
  - Smartsheet is an effective data management tool - \$9,000
  - GeoSol KIOSK System - \$25,000
  - Barracuda Email Archiver - \$5,000
  - Adobe Pro annual subscription - \$6,000
  - MIP Abila Financial Software - \$7,500
  - DocuSign annual subscription - \$5,500



### **Other**

- **Travel – Out-of-Town/Meetings and Conferences** budgeting for select staff and board members to attend annual Florida Workforce Summit in Orlando and annual National Association of Workforce Boards forum in Washington D.C. In addition, budgeting for Veterans staff to attend annual Veterans Summit in Orlando.

### **Attachments:**

1. 2023-2024 Budgeted Revenues and Variances from Prior Year
2. 2023-2024 CareerSource Pinellas Planning Budget
  - a. Full Organization
  - b. Federal, State and Unrestricted Funding
  - c. Unrestricted Activity
3. 2023-2024 Expenditure Report

### **RECOMMENDATION**

Approval of the 2023-2024 planning budget subject to approval by the Pinellas Board of County Commissioners. The final approved budget will be provided to the Florida Department of Economic Opportunity, CareerSource Florida and posted to the organization's website as required by the Agreement between Career Source Pinellas and the Florida Department of Economic Opportunity.



**ATTACHMENT 3**  
**202 -202 Budgeted Revenues**  
**by Funding Streams and Grant**



## CareerSource Pinellas 2023 - 2024 Planning Budget Revenue Variances

Funding Streams	Proposed Budget for 2023- 2024	Approved Budget Mod 2 2022-2023	\$ Variance	% Variance
<b>Workforce Innovation &amp; Opportunity Act</b>				
Adult	1,700,000	1,549,794	150,206	9.7%
Dislocated Worker	1,750,000	1,612,136	137,864	8.6%
<b>Total Adult/Dislocated Worker</b>	<b>3,450,000</b>	<b>3,161,930</b>	<b>288,070</b>	<b>9.1%</b>
Youth	1,583,069	1,187,924	395,145	33.3%
Get There Faster Low Income Returning Adults	400,000	650,000	(250,000)	(38.5%)
Rapid Response	100,000	85,958	14,042	16.3%
<b>Total WIOA</b>	<b>5,533,069</b>	<b>5,085,812</b>	<b>447,257</b>	<b>8.8%</b>
<b>Employment Services</b>				
Wagner-Peyser	800,000	650,000	150,000	23.1%
Veterans Services	144,000	150,000	(6,000)	(4.0%)
RESEA	425,000	360,000	65,000	18.1%
Apprenticeship Navigator	65,000	62,500	2,500	4.0%
Recovery Navigator	100,000	185,870	(85,870)	(46.2%)
<b>Total Employment Services</b>	<b>1,534,000</b>	<b>1,408,370</b>	<b>125,630</b>	<b>8.9%</b>
<b>Welfare Transition</b>	<b>2,400,000</b>	<b>2,237,000</b>	<b>163,000</b>	<b>7.3%</b>
<b>Supplemental Nutrition Assistance Program</b>	<b>400,000</b>	<b>345,000</b>	<b>55,000</b>	<b>15.9%</b>
<b>Trade Adjustment Assistance</b>	<b>10,000</b>	<b>30,000</b>	<b>(20,000)</b>	<b>(66.7%)</b>
<b>TOTAL DEO</b>	<b>9,877,069</b>	<b>9,106,182</b>	<b>770,887</b>	<b>8.5%</b>
<b>State of Florida - Transition Funding</b>	<b>309,553</b>	-	<b>309,553</b>	-
<b>Other Revenue</b>				
Ticket to Work	100,000	100,000	-	0.0%
Tobacco Free Florida	2,400	2,500	(100)	(4.0%)
Career Fair Sponsorships	-	3,000	(3,000)	(100.0%)
Interest	42,000	33,000	9,000	27.3%
<b>TOTAL NON-DEO</b>	<b>453,953</b>	<b>138,500</b>	<b>315,453</b>	<b>227.8%</b>
<b>BUDGETED REVENUE</b>	<b>10,331,022</b>	<b>9,244,682</b>	<b>1,086,340</b>	<b>11.8%</b>



**ATTACHMENT 4**  
**2023-2024**  
**Planning Budget**  
**(in total)**



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Proposed 2023-2024 Planning Budget	
G/L					
<b>Revenue</b>					
<b>Operating Revenue</b>					
<b>Grant Revenue</b>					
Grant Revenue - Federal	3000	8,075,590	7,501,208	5,617,661	9,877,069
Grant Revenue - State	3001	227,372	-	-	309,553
Grant Revenue - Local	3002	-	-	-	-
<b>Total Grant Revenue</b>		<b>8,302,962</b>	<b>7,501,208</b>	<b>5,617,661</b>	<b>10,186,622</b>
<b>Contributions</b>					
Corporate Revenue	3100	7,538	3,525	1,730	2,400
Sponsorship Revenue	3101	-	1,000	-	-
Donations	3102	-	1,000	-	-
<b>Total Contributions</b>		<b>7,538</b>	<b>5,525</b>	<b>1,730</b>	<b>2,400</b>
<b>Program Revenue</b>					
Ticket to Work Revenue	3103	109,259	82,552	66,423	100,000
Program Revenue	3502	1,290	-	-	-
<b>Total Program Revenue</b>		<b>110,549</b>	<b>82,552</b>	<b>66,423</b>	<b>100,000</b>
<b>Investment Income</b>					
Interest/Dividends	3200	14,090	7,772	19,183	42,000
Unrealized Gain/Loss	3201	-	-	-	-
<b>Total Investment Income</b>		<b>14,090</b>	<b>7,772</b>	<b>19,183</b>	<b>42,000</b>
<b>Other Income</b>					
Other Revenues	3300	691	263	431	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-
<b>Total Other Income</b>		<b>691</b>	<b>263</b>	<b>431</b>	<b>-</b>
<b>Total Revenue</b>		<b>8,435,830</b>	<b>7,597,320</b>	<b>5,705,428</b>	<b>10,331,022</b>
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
Salary Expense	5000	2,740,401	2,558,365	2,029,665	3,783,672
Salary Expense - Benefit Stipend	5005	598,815	498,589	451,835	830,280
Payroll Taxes	5050	246,689	239,296	183,970	358,860
Fringe Benefits (ER Paid)	5060	36,905	27,822	23,258	40,860
Retirement	5090	146,695	131,556	92,012	226,071
<b>Total Personnel Expenses</b>		<b>3,769,505</b>	<b>3,455,628</b>	<b>2,780,740</b>	<b>5,239,743</b>
<b>Program Expenses</b>					
Operating Supplies	5303	873	-	-	-
Food and Beverages	5310	787	1,999	2,481	4,200
Communications	5500	95,528	91,746	65,568	95,520
Outreach/Marketing	5520	16,745	37,078	20,957	35,400
Service Provider Contract	8000	498,623	415,005	219,248	500,000
One-Stop Operator	8100	17,531	37,300	31,706	48,000
Internal Monitoring	8200	34,133	47,270	60,801	68,000



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

	<b>G/L</b>	<b>Actual Yr Ended 6/30/2021</b>	<b>Actual Yr Ended 6/30/2022</b>	<b>Actual 2/28/2023 YTD</b>	<b>Proposed 2023-2024 Planning Budget</b>
OJT	8300	59,396	265,112	363,242	945,000
Paid-Work Experience	8320	20,125	21,061	19,432	120,000
DW Work Experience	8325	155,498	215,680	-	-
Apprenticeships	8330	-	-	-	-
Contracted Workforce Services	8335	54,400	57,200	45,500	24,000
Youth Stipends	8340	31,611	8,926	10,388	16,500
Other Customer Support Services	8341	34,414	31,178	16,433	25,200
Customer Training	8342	1,876,719	1,157,588	931,376	1,474,000
Customer Supportive Services	8343	3,575	59	-	18,000
Licensures	8344	(220)	-	110	-
Training Related Material	8345	92,446	51,828	27,858	48,600
Fees/exams/certifications	8346	34,861	28,355	10,031	25,200
<b>Total Program Expenses</b>		<b>3,027,045</b>	<b>2,467,385</b>	<b>1,825,131</b>	<b>3,447,620</b>
<b>Professional Fees</b>					
Accounting/Audit Fees	5100	31,188	45,943	22,407	56,250
Legal Fees	5101	49,898	147,262	41,984	96,000
Legal (Lobbying)	5105	15,270	35,245	25,245	25,000
Professional Service	5104	37,874	79,107	100,077	85,920
Contract Labor	5170	130,885	227,318	77,494	131,800
Contract IT Services	5171	331,373	331,758	163,112	245,340
Cybersecurity - IT	5172	40,791	40,788	32,790	47,160
<b>Total Professional Fees</b>		<b>637,279</b>	<b>907,421</b>	<b>463,109</b>	<b>687,470</b>
<b>Supplies</b>					
Office Supplies	5302	41,358	15,463	13,667	22,450
Postage/Shipping	5307	2,158	2,682	1,983	3,300
Document Shredding	5308	875	1,141	741	1,404
<b>Total Supplies</b>		<b>44,391</b>	<b>19,286</b>	<b>16,391</b>	<b>27,154</b>
<b>Insurance</b>					
Insurance - Commercial Property	5400	5,370	7,450	4,485	9,000
Insurance - General Liability	5401	55,619	88,265	51,894	77,000
Insurance - Workers Comp	5403	30,618	33,384	8,030	34,054
Insurance - Auto	5404	6,673	7,607	5,376	-
Insurance - Claims	5405	-	-	-	-
<b>Total Insurance</b>		<b>98,280</b>	<b>136,706</b>	<b>69,785</b>	<b>120,054</b>
<b>Occupancy</b>					
Office Rent/Lease	5200	260,597	254,856	181,891	256,415
Other Leases	5201	7,880	2,840	-	-
Utilities	5202	35,414	32,139	21,966	36,700
Repairs & Maintenan	5203	24,941	18,715	8,004	4,680
Security	5204	467	22,215	312	468
Janitorial Expense	5205	43,878	43,867	25,367	39,780
Pest Control	5206	2,321	2,409	1,720	2,580
<b>Total Occupancy</b>		<b>375,498</b>	<b>377,041</b>	<b>239,260</b>	<b>340,623</b>
<b>Office Equipment</b>					





**CareerSource Pinellas**  
**2023-2024 Planning Budget**  
**For the Year Ended June 30, 2024**

	<b>G/L</b>	<b>Actual Yr Ended 6/30/2021</b>	<b>Actual Yr Ended 6/30/2022</b>	<b>Actual 2/28/2023 YTD</b>	<b>Proposed 2023-2024 Planning Budget</b>
Equipment Rent/Lease	5300	38,543	36,829	19,296	24,012
Copy Machine Usage/Maintenance	5301	8,492	9,629	3,772	9,000
Comp Software/License/Maintenance	5304	105,145	103,814	142,740	166,577
Equipment < \$5,000	5305	157,958	7,189	15,998	18,000
Other	5207	-	-	-	-
<b>Total Office Equipment</b>		<b>310,138</b>	<b>157,461</b>	<b>181,806</b>	<b>217,589</b>
<b>Travel and Meetings</b>					
Travel - Mileage	5540	3,499	7,049	5,786	10,900
Travel - Out of Town	5541	-	13,235	28,336	37,750
Meetings/Conferences	5560	4,651	7,680	12,015	18,850
<b>Total Travel and Meetings</b>		<b>8,150</b>	<b>27,964</b>	<b>46,137</b>	<b>67,500</b>
<b>Licences, Dues and Other Fees</b>					
Staff Training/Education	5052	11,435	48,446	16,124	43,050
Other Employee expenses	5055	3,455	(976)	-	-
Recruitment	5095	1,851	8,460	3,376	4,800
Payroll Processing Fees	5103	8,066	7,914	6,247	6,500
License/Dues & Other Fees	5581	30,407	30,805	27,816	40,339
FSA Administrative Expenses	5582	-	-	-	1,080
401k Administrative Fees	5583	6,123	2,250	13,450	9,250
HRIS Administrative Fees	5584	5,109	5,205	7,558	7,800
<b>Total Licences, Dues and Other Fees</b>		<b>66,446</b>	<b>102,104</b>	<b>74,571</b>	<b>112,819</b>
<b>Amortizatoin and Depreciation</b>					
Depreciation Expense	5901	25,677	22,769	629	-
Amortization Expense	5902	-	-	-	-
<b>Total Amortizatoin and Depreciation</b>		<b>25,677</b>	<b>22,769</b>	<b>629</b>	<b>-</b>
<b>Miscellaneous</b>					
Bank Fees	5102	1,122	875	45	-
Other Expense	5700	4,422	(6,526)	13,209	-
Vehicle Expenses	5701	941	230	230	-
Penalties\Disallowed Expenses	5710	341	1,862,990	2,215	-
Interest Expense	5900	-	-	-	-
<b>Total Miscellaneous</b>		<b>6,826</b>	<b>1,857,569</b>	<b>15,699</b>	<b>-</b>
<b>Total Expenditures</b>		<b>8,369,235</b>	<b>9,531,334</b>	<b>5,713,258</b>	<b>10,260,572</b>
<b>Net Revenue over (under) Expenditures</b>		<b>66,595</b>	<b>(1,934,014)</b>	<b>(7,830)</b>	<b>70,450</b>



**ATTACHMENT**  
**202 -202**  
**Planning Budget**  
**(Fed. vs. Unrestricted)**



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

	<b>G/L</b>	<b>Federal Grants</b>	<b>Transition Costs - State</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Revenue</b>					
<b>Operating Revenue</b>					
<b>Grant Revenue</b>					
Grant Revenue - Federal	3000	9,877,069		-	9,877,069
Grant Revenue - State	3001	-	309,553	-	309,553
Grant Revenue - Local	3002	-		-	-
<b>Total Grant Revenue</b>		<b>9,877,069</b>	<b>309,553</b>	<b>-</b>	<b>10,186,622</b>
<b>Contributions</b>					
Corporate Revenue	3100	-		2,400	2,400
Sponsorship Revenue	3101	-		-	-
Donations	3102	-		-	-
<b>Total Contributions</b>		<b>-</b>	<b>-</b>	<b>2,400</b>	<b>2,400</b>
<b>Program Revenue</b>					
Ticket to Work Revenue	3103	-		100,000	100,000
<b>Total Program Revenue</b>		<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
<b>Investment Income</b>					
Interest/Dividends	3200	41,500		500	42,000
Unrealized Gain/Loss	3201	-		-	-
<b>Total Investment Income</b>		<b>41,500</b>	<b>-</b>	<b>500</b>	<b>42,000</b>
<b>Other Income</b>					
Other Revenues	3300	-		-	-
Gain <Loss> on Sale/Disposal	5703	-		-	-
<b>Total Other Income</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Revenue</b>		<b>9,918,569</b>	<b>309,553</b>	<b>102,900</b>	<b>10,331,022</b>
<b>Total Revenue</b>		<b>9,918,569</b>	<b>309,553</b>	<b>102,900</b>	<b>10,331,022</b>
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
Salary Expense	5000	3,632,845	150,827	-	3,783,672
Salary Expense - Benefit Stipend	5005	815,184	15,096	-	830,280
Payroll Taxes	5050	346,884	11,976	-	358,860
Fringe Benefits (ER Paid)	5060	40,860		-	40,860
Retirement	5090	217,774	8,297	-	226,071
<b>Total Personnel Expenses</b>		<b>5,053,547</b>	<b>186,196</b>	<b>-</b>	<b>5,239,743</b>
<b>Program Expenses</b>					
Operating Supplies	5303	-		-	-
Food and Beverages	5310	-		4,200	4,200
Communications	5500	95,520		-	95,520
Outreach/Marketing	5520	35,400		-	35,400
Service Provider Contract	8000	500,000		-	500,000
One-Stop Operator	8100	48,000		-	48,000
Internal Monitoring	8200	68,000		-	68,000
OJT	8300	945,000		-	945,000
EWT	8310	-		-	-



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

	<b>G/L</b>	<b>Federal Grants</b>	<b>Transition Costs - State</b>	<b>Unrestricted</b>	<b>Total</b>
Paid-Work Experience	8320	120,000		-	120,000
Apprenticeships	8330	-		-	-
Contracted Workforce Services	8335	24,000		-	24,000
Youth Stipends	8340	16,500		-	16,500
Other Customer Support Services	8341	25,200		-	25,200
Customer Training	8342	1,474,000		-	1,474,000
Customer Supportive Services	8343	18,000		-	18,000
Licensures	8344	-		-	-
Training Related Material	8345	48,600		-	48,600
Fees/exams/certifications	8346	25,200		-	25,200
<b>Total Program Expenses</b>		<b>3,443,420</b>		<b>4,200</b>	<b>3,447,620</b>
<b>Professional Fees</b>					
Accounting/Audit Fees	5100	56,250		-	56,250
Legal Fees	5101	48,000	48,000	-	96,000
Legal (Lobbying)	5105	-		25,000	25,000
Professional Service	5104	51,920	34,000	-	85,920
Contract Labor	5170	91,800	40,000	-	131,800
Contract IT Services	5171	245,340		-	245,340
Cybersecurity - IT	5172	47,160		-	47,160
<b>Total Professional Fees</b>		<b>540,470</b>	<b>122,000</b>	<b>25,000</b>	<b>687,470</b>
<b>Supplies</b>					
Office Supplies	5302	22,200		250	22,450
Postage/Shipping	5307	3,300		-	3,300
Document Shredding	5308	1,404		-	1,404
<b>Total Supplies</b>		<b>26,904</b>	<b>-</b>	<b>250</b>	<b>27,154</b>
<b>Insurance</b>					
Insurance - Commercial Property	5400	9,000		-	9,000
Insurance - General Liability	5401	77,000		-	77,000
Insurance - Workers Comp	5403	32,697	1,357	-	34,054
Insurance - Claims	5405	-		-	-
<b>Total Insurance</b>		<b>118,697</b>	<b>1,357</b>	<b>-</b>	<b>120,054</b>
<b>Occupancy</b>					
Office Rent/Lease	5200	256,415		-	256,415
Utilities	5202	36,700		-	36,700
Repairs & Maintenan	5203	4,680		-	4,680
Security	5204	468		-	468
Janitorial Expense	5205	39,780		-	39,780
Pest Control	5206	2,580		-	2,580
<b>Total Occupancy</b>		<b>340,623</b>	<b>-</b>	<b>-</b>	<b>340,623</b>
<b>Office Equipment</b>					
Equipment Rent/Lease	5300	24,012		-	24,012
Copy Machine Usage/Maintenance	5301	9,000		-	9,000
Comp Software/License/Maintenance	5304	166,577		-	166,577
Equipment < \$5,000	5305	18,000		-	18,000
Other	5207	-		-	-
<b>Total Office Equipment</b>		<b>217,589</b>	<b>-</b>	<b>-</b>	<b>217,589</b>



**CareerSource Pinellas  
2023-2024 Planning Budget  
For the Year Ended June 30, 2024**

	<b>G/L</b>	<b>Federal Grants</b>	<b>Transition Costs - State</b>	<b>Unrestricted</b>	<b>Total</b>
<b>Travel and Meetings</b>					
Travel - Mileage	5540	10,900		-	10,900
Travel - Out of Town	5541	37,750		-	37,750
Meetings/Conferences	5560	18,850		-	18,850
<b>Total Travel and Meetings</b>		<b>67,500</b>	<b>-</b>	<b>-</b>	<b>67,500</b>
<b>Licences, Dues and Other Fees</b>					
Staff Training/Education	5052	43,050		-	43,050
Other Employee expenses	5055	-		-	-
Recruitment	5095	4,800		-	4,800
Payroll Processing Fees	5103	6,500		-	6,500
License/Dues & Other Fees	5581	37,339		3,000	40,339
FSA Administrative Expenses	5582	1,080		-	1,080
401k Administrative Fees	5583	9,250		-	9,250
HRIS Administrative Fees	5584	7,800		-	7,800
<b>Total Licences, Dues and Other Fees</b>		<b>109,819</b>	<b>-</b>	<b>3,000</b>	<b>112,819</b>
<b>Amortizatoin and Depreciation</b>					
Depreciation Expense	5901	-		-	-
Amortization Expense	5902	-		-	-
<b>Total Amortizatoin and Depreciation</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>					
Bank Fees	5102	-		-	-
Other Expense	5700	-		-	-
Vehicle Expenses	5701	-		-	-
Penalties\Disallowed Expenses	5710	-		-	-
Interest Expense	5900	-		-	-
<b>Total Miscellaneous</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>		<b>9,918,569</b>	<b>309,553</b>	<b>32,450</b>	<b>10,260,572</b>
<b>Net Revenue over (under) Expenditures</b>		<b>-</b>	<b>-</b>	<b>70,450</b>	<b>70,450</b>



**ATTACHMENT 6**  
**202 -202**  
**Planning Budget**  
**(Unrestricted ° )**



**CareerSource Pinellas**  
**2023-2024 Planning Budget**  
**Unrestricted Activity - For the Year Ended June 30, 2024**

G/L	Actual Yr Ended 6/30/2021	Actual Yr Ended 6/30/2022	Actual 2/28/2023 YTD	Unrestricted	
<b>Revenue</b>					
<b>Operating Revenue</b>					
<b>Grant Revenue</b>					
Corporate Revenue	3100	7,538	3,525	1,730	2,400
Sponsorship Revenue	3101	-	1,000	-	-
Donations	3102	-	1,000	-	-
<b>Total Contributions</b>		<b>7,538</b>	<b>5,525</b>	<b>1,730</b>	<b>2,400</b>
<b>Program Revenue</b>					
Ticket to Work Revenue	3103	109,259	82,552	66,423	100,000
Program Revenue	3502	-	-	-	-
<b>Total Program Revenue</b>		<b>109,259</b>	<b>82,552</b>	<b>66,423</b>	<b>100,000</b>
<b>Investment Income</b>					
Interest/Dividends	3200	500	500	500	500
Unrealized Gain/Loss	3201	-	-	-	-
<b>Total Investment Income</b>		<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Other Income</b>					
Other Revenues	3300	691	263	431	-
Gain <Loss> on Sale/Disposal	5703	-	-	-	-
<b>Total Other Income</b>		<b>691</b>	<b>263</b>	<b>431</b>	<b>-</b>
<b>Total Operating Revenue</b>		<b>117,988</b>	<b>88,840</b>	<b>69,084</b>	<b>102,900</b>
<b>Total Revenue</b>		<b>117,988</b>	<b>88,840</b>	<b>69,084</b>	<b>102,900</b>
<b>Expenditures</b>					
<b>Personnel Expenses</b>					
Salary Expense	5000	-	-	5,557	-
Payroll Taxes	5050	111	-	-	-
<b>Total Personnel Expenses</b>		<b>111</b>	<b>-</b>	<b>5,557</b>	<b>-</b>
<b>Program Expenses</b>					
Food and Beverages	5310	787	1,999	2,481	4,200
Communications	5500	(237)	1,430	1,210	-
DW Work Experience	8325	896	-	-	-
Other Customer Support Services	8341	376	1,074	1,513	-
Customer Training	8342	-	9,600	-	-
<b>Total Program Expenses</b>		<b>1,823</b>	<b>14,103</b>	<b>5,205</b>	<b>4,200</b>
<b>Professional Fees</b>					
Accounting/Audit Fees	5100	-	-	-	-
Legal Fees	5101	620	28,528	16,447	-
Legal (Lobbying)	5105	15,270	35,245	25,245	25,000
<b>Total Professional Fees</b>		<b>15,890</b>	<b>63,773</b>	<b>41,692</b>	<b>25,000</b>
<b>Supplies</b>					
Office Supplies	5302	736	331	210	250
Postage/Shipping	5307	-	27	-	-
<b>Total Supplies</b>		<b>736</b>	<b>358</b>	<b>210</b>	<b>250</b>



**CareerSource Pinellas**  
**2023-2024 Planning Budget**  
**Unrestricted Activity - For the Year Ended June 30, 2024**

	<b>G/L</b>	<b>Actual Yr Ended 6/30/2021</b>	<b>Actual Yr Ended 6/30/2022</b>	<b>Actual 2/28/2023 YTD</b>	<b>Unrestricted</b>
<b>Occupancy</b>					
Other Leases	5201	7,880	2,840	-	-
<b>Total Occupancy</b>		<b>7,880</b>	<b>2,840</b>	<b>-</b>	<b>-</b>
<b>Travel and Meetings</b>					
Travel - Out of Town	5541	-	-	1,477	-
<b>Total Travel and Meetings</b>		<b>-</b>	<b>-</b>	<b>1,477</b>	<b>-</b>
<b>Licences, Dues and Other Fees</b>					
Other Employee expenses	5055	3,300	(976)	-	-
License/Dues & Other Fees	5581	177	4,479	3,000	3,000
<b>Total Licences, Dues and Other Fees</b>		<b>3,477</b>	<b>3,503</b>	<b>3,000</b>	<b>3,000</b>
<b>Amortizatoin and Depreciation</b>					
Depreciation Expense	5901	20,642	18,154	629	-
Amortization Expense	5902	-	-	-	-
<b>Total Amortizatoin and Depreciation</b>		<b>20,642</b>	<b>18,154</b>	<b>629</b>	<b>-</b>
<b>Miscellaneous</b>					
Bank Fees	5102	182	756	42	-
Other Expense	5700	(7,875)	(6,221)	5,428	-
Vehicle Expenses	5701	-	-	2,215	-
Penalties\Disallowed Expenses	5710	341	1,862,990	-	-
Allocations		8,186	62,599	11,461	-
<b>Total Miscellaneous</b>		<b>835</b>	<b>1,920,124</b>	<b>19,145</b>	<b>-</b>
<b>Total Expenditures</b>		<b>51,393</b>	<b>2,022,854</b>	<b>76,914</b>	<b>32,450</b>
<b>Net Revenue over (under) Expenditures</b>		<b>66,595</b>	<b>(1,934,014)</b>	<b>(7,830)</b>	<b>70,450</b>





**ATTACHMENT 7**  
**202 -202**  
**Cost Allocation/  
Expenditure Report**



**CareerSource Pinellas**  
**Cost Allocation/Expenditure Report**  
**Planning Budget for the Year Ended June 30, 2024**

	WIOA	Employment Services	WTP	SNAP	TAA	Transition Costs	Cost Pools/Other	Total
Proposed 2023-2024 Budget	<b>5,533,069</b>	<b>1,534,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>10,000</b>	<b>309,553</b>	<b>73,950</b>	<b>10,260,572</b>
<b><u>Budgeted Expenditures</u></b>								
<b><u>Pooled Costs</u></b>								
Program Cost Pool	406,281	509,473	361,938	28,691	-	-	-	<b>1,306,383</b>
Business Services	593,644	112,028	654,762	-	-	-	-	<b>1,360,434</b>
One-Stop Operating	129,313	141,625	61,581	32,220	-	-	-	<b>364,739</b>
MIS\Technology	43,650	47,806	20,786	10,876	-	-	-	<b>123,118</b>
Outreach and Marketing	21,012	23,012	10,006	5,235	-	-	-	<b>59,265</b>
Staff Training and Development	11,522	12,620	5,487	2,871	-	-	-	<b>32,500</b>
Administrative\Program Indirect	455,521	131,965	185,500	33,814	3,900	-	-	<b>810,700</b>
<b>Total Pooled Costs</b>	<b>1,660,943</b>	<b>978,529</b>	<b>1,300,060</b>	<b>113,707</b>	<b>3,900</b>	-	-	<b>4,057,139</b>
	30%	64%	54%	28%	39%	0%		40%
<b><u>Direct Costs</u></b>								
Personnel Expenses	1,023,554	339,041	484,292	256,322	-	186,196	-	2,289,406
Service Provider Contracts	500,000	-	-	-	-	-	-	500,000
Subsidized Employment (OJT/EWT)	690,000	-	375,000	-	-	-	-	1,065,000
Training and Support Services	1,546,360	16,248	34,500	1,500	6,000	-	-	1,604,608
Other Costs	112,212	200,182	206,148	28,471	100	123,357	73,950	744,420
<b>Total Direct Costs</b>	<b>3,872,126</b>	<b>555,471</b>	<b>1,099,940</b>	<b>286,293</b>	<b>6,100</b>	<b>309,553</b>	<b>73,950</b>	<b>6,203,433</b>
	70%	36%	46%	72%	61%	100%	100%	60%
<b>Total Costs</b>	<b>5,533,069</b>	<b>1,534,000</b>	<b>2,400,000</b>	<b>400,000</b>	<b>10,000</b>	<b>309,553</b>	<b>73,950</b>	<b>10,260,572</b>