



**Western Virginia Workforce Development Board**

**Finance Committee**

February 25, 2020 - 3:00 PM

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

<b>I.</b>	<b>Call to Order</b>	<b>Casey Nicely</b>
<b>II.</b>	<b>Public Comment</b>	
<b>III.</b>	<b>Consent Agenda</b>	<b>Casey Nicely</b>
	<ul style="list-style-type: none"><li>November 20, 2019 Meeting Minutes</li></ul>	
<b>IV.</b>	<b>A-133 Audit Presentation</b>	<b>Corbin Stone</b>
<b>V.</b>	<b>Old Business</b>	<b>Morgan Romeo</b>
	<ul style="list-style-type: none"><li>FY2020 Budget vs. Actual Report – December 31, 2019</li><li>FY2020 Budget Modification<ul style="list-style-type: none"><li>Board Administration</li><li>One Stop Operations</li></ul></li><li>WIOA Title I Programs Update</li></ul>	
<b>VI.</b>	<b>New Business</b>	<b>Morgan Romeo</b>
	<ul style="list-style-type: none"><li>FY2021 Budget Discussion</li><li>Additional Funding Opportunities</li></ul>	
<b>VII.</b>	<b>Other Business</b>	
<b>VIII.</b>	<b>Upcoming Meetings</b>	
	<ul style="list-style-type: none"><li>WVWDB Meeting – March 6, 2020 – Virginia Career Works – Roanoke Center</li></ul>	
<b>IX.</b>	<b>Adjournment</b>	



**Western Virginia Workforce Development Board  
Finance Committee**

November 20, 2019 – 2:00pm

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

<b>Committee Members:</b>	<b>Present:</b>
Casey Nicely, Chair	X
Katherine Holcomb	X
Bill Jones	X
Dr. John Rainone, via phone	X
<b>WVWDB Staff:</b>	<b>Present:</b>
Morgan Romeo	X
Leah Gibson	X
Sherry Dean	X

**Call to Order**

Casey Nicely called the meeting to order at 2:06pm.

**Public Comment**

There were no comments from the public.

**Old Business**

**FY2020 Budget vs. Actual Report**

Morgan Romeo presented the FY2020 Budget vs. Actual report through September 30, 2019. Morgan noted that program expenditures have not changed much from the last report, as expenditures are recording lower than anticipated by the program operator. On page 6, Morgan noted that there are new columns for funds for Career Quest as well as the Regional CTE study program.

**Finance Committee Action:** A motion was made by Bill Jones to accept the FY2020 Budget vs. Actual Report as presented. The motion was seconded by Kathy Holcomb. The motion was carried.

**FY2020 Budget Modification**

Morgan Romeo presented a modification to the approved budget for FY2020 which included additional funding for the Marketing and Outreach position with the Board, increasing funds for legal expenses as needed, and increasing funding for marketing expenses for the year. A line item was also added for contractual services needed for facilities management at the Roanoke Center. Sherry asked about the status of PY17 carryover funds. Morgan noted that the funds were given back to the state and that the state has not responded to our request of using those funds for the Youth program this year. Casey requested that Board staff share with the Finance committee at future meetings the success and rate of return on the marketing expenditures.

**Finance Committee Action:** A motion was made by Kathy Holcomb to accept the FY2020 Budget Modification as presented. The motion was seconded by Bill Jones. The motion was carried.

#### WIOA Title I Programs Update

Morgan Romeo noted the committee to review the report on Page 13 of the packet. The Workforce Center and Services Committee had reviewed this report as well as participant information (not provided today) and noted that participant goals were on track to be met for the year. The Workforce Center and Services Committee did, however, note that \$0 obligations were being reported by ROSS for the Adult & Dislocated Worker programs. Local ROSS program staff have disputed that corporate ROSS staff report \$0 obligated expenses, stating that they are obligating participant expenses regularly. Morgan noted that WVWDB staff will be providing obligation tracking training for the local ROSS staff next week. Morgan also shared that the contractor is not close to meeting the 40% training expenditure requirement for the Adult & Dislocated Worker programs, as reported. Kathy requested that WVWDB staff receive weekly obligation reports from local contractor staff moving forward. Morgan noted that Youth program reports were not provided yet, since WVWDB staff took over enrollment of that program just last month. Reports on the progress of this program will be provided at future meetings.

#### Director's Report

##### Additional Funding Opportunities

Morgan shared that the initial application for the Economic Equity Initiative grant, put out by VCCS, had been denied. Only 5 LWDB's were awarded that grant, but the state is putting the grant out for a second round of proposals. WVWDB staff will be submitting a proposal for the second round, based on feedback and scoring data that was provided following the first round. The second proposal will be submitted in conjunction with our local community colleges as well as Adult Education partners.

Morgan also shared that WVWDB staff are exploring additional funding opportunities such as CDBG, SunTrust Foundation and Southwest Virginia Foundation to see how we can better serve our area. The focus for additional funding would be to increase access to workforce system services, such as increased accessibility through transportation, mobile access, etc.

##### RESTORE Grant

Morgan reported that TAP was recently awarded a new grant, called RESTORE, that will be providing career and wrap around services for women in the area impacted by the opioid crisis. Like the SWIFTStart grant, we will receive coordination fees of \$150 for everyone that is co-enrolled with RESTORE and the WIOA Title I programs. These funds will be placed into Board Funds once received, as we did with the SWIFTStart grant.

#### New Business

##### Infrastructure Funding Agreements

Morgan Romeo presented the recently completed Infrastructure Funding Agreements for all three of our Virginia Career Works Centers in the region. There are agreements in place effective July 1 for the Franklin and Covington Centers. The Roanoke Center has an agreement effective July 1, October 1, and November 1, due to changes in partners on-site at the Center taking up space and providing services. Each IFA was presented to the Committee and reviewed in detail.

#### A-133 Audit Results

Sherry Dean presented the A-133 audit reports to the committee members present. An electronic report was provided via e-mail as well. A representative from the company that completed the audit will come to the next committee meeting to answer any questions, as needed. We received an unmodified opinion on the report, which is the best opinion possible. No findings were identified in the report. Sherry noted on page 3, that where the Board had previously voted to restrict the rent reserve funds, you can see that noted on our assets. Bill asked why, on page 10, rental amounts projected for the coming years appear to decrease annually. Sherry noted that would have to be answered by the company who performed the audit, as they completed that chart.

#### Holiday Family Sponsorship

Morgan Romeo informed the Finance Committee that WVVDB staff learned of an opportunity to further serve our WIOA Title I clients from counterparts in Southwest Virginia. As a result, WVVDB staff are opening an opportunity for Board members to sponsor participants and their families from our WIOA Title I programs for the holidays. We will work to purchase them clothes, coats, shoes, blanket and an item from their wish list. Participation in this will be voluntary. Board members will receive an email and ask for participation. Gifts will be brought to the December 13<sup>th</sup> Board meeting.

#### Virginia Career Works – Roanoke Center Landlord Update

Morgan noted above in the FY2020 Budget Modification item, that a line item was being added to the budget for contractual services for the Virginia Career Works – Roanoke Center. This line item was being added as a result of some mold found at the Center. The mold was removed and cleaned up properly as soon as it was found by Poe & Cronk. However, as a result of the mold being present, WVVDB Staff had an air quality test performed by a reputable contractor to determine safety and health of all staff at the Center. The test results showed no items of concern.

#### Other Business

Bill offered to share the WVVDB A-133 Audit report with American National, for the WVVDB, for annual financial records. Morgan accepted the offer.

The committee reviewed the minutes from the May 2019 meeting. Bill moved to approve the minutes as presented. Casey seconded. The motion passed.

The next WVVDB meeting will be December 13 at 9am at the Virginia Career Works – Roanoke Center. The next Finance Committee meeting will be February 26 at 2pm at the Virginia Career Works – Roanoke Center.

#### Adjournment

The meeting adjourned at 3:10pm.

**Western Virginia Workforce Development Board, Inc.**  
**Profit & Loss Budget vs. Actual**  
July through December 2019

	America Promise				Board			
	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				150,000.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				150,000.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				42.98			
Total 45000 · Investments	0.00				42.98			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	40,826.56	95,469.00	-54,642.44	42.76%	12,950.00			
48200 · Partner Grant Revenue	0.00				0.00			
Total Income	40,826.56	95,469.00	-54,642.44	42.76%	162,992.98			
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				150.00			
Total 60900 · Business Expenses	0.00				150.00			
62100 · Contract Services								
62110 · Accounting Fees	565.20	943.21	-378.01	59.92%	1,036.20			
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	565.20	943.21	-378.01	59.92%	1,036.20			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	2,851.50	5,706.97	-2,855.47	49.97%	0.00			
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
62800 · Facilities and Equipment - Other	0.00				1,236.00			
Total 62800 · Facilities and Equipment	2,851.50	5,706.97	-2,855.47	49.97%	1,236.00			
65000 · Operations								
65030 · Printing and Copying	70.45	144.18	-73.73	48.86%	0.00			
65040 · Supplies	518.15	200.26	317.89	258.74%	226.00			
65050 · Telephone, Telecommunications	68.69				0.00			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	9.50				0.00			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	666.79	344.44	322.35	193.59%	226.00			
65052 · IT Software	283.51	300.38	-16.87	94.38%	0.00			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				200.00			
66000 · Payroll Expenses								
66001 · Wages	25,774.67	60,300.03	-34,525.36	42.74%	0.00			
66014 · Benefits	7,089.02	6,923.18	165.84	102.4%	0.00			
Total 66000 · Payroll Expenses	32,863.69	67,223.21	-34,359.52	48.89%	0.00			
66025 · Payroll Other	2,663.37	2,450.00	213.37	108.71%	0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	30.00	490.63	-460.63	6.12%	0.00			
68320 · Travel	0.00				0.00			
68330 · Training	79.80				0.00			
68300 · Travel and Meetings - Other	819.96	2,235.00	-1,415.04	36.69%	0.00			
Total 68300 · Travel and Meetings	929.76	2,725.63	-1,795.87	34.11%	0.00			
69060 · Program Services	0.00				0.00			
69500 · Miscellaneous	2.74				121.29			
Total Expense	40,826.56	79,693.84	-38,867.28	51.23%	2,969.49			
Net Ordinary Income	0.00	15,775.16	-15,775.16	0.0%	160,023.49			
Net Income	0.00	15,775.16	-15,775.16	0.0%	160,023.49			

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
 July through December 2019

	CareerQuest				GOVA Reg CTE			
	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	13,100.00				0.00			
43450 · Individ, Business Contributions	33.33				0.00			
Total 43400 · Direct Public Support	13,133.33				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00				0.00			
48200 · Partner Grant Revenue	0.00				0.00	3,600.00	-3,600.00	0.0%
Total Income	13,133.33				0.00	3,600.00	-3,600.00	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00	71.25	-71.25	0.0%
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00	71.25	-71.25	0.0%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	0.00				29.70	90.77	-61.07	32.72%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
62800 · Facilities and Equipment - Other	0.00				0.00			
Total 62800 · Facilities and Equipment	0.00				29.70	90.77	-61.07	32.72%
65000 · Operations								
65030 · Printing and Copying	540.00				3.50	10.89	-7.39	32.14%
65040 · Supplies	3,786.16				18.27	15.13	3.14	120.75%
65050 · Telephone, Telecommunications	0.00				5.34			
65051 · Information Technology	0.00				0.00			
65060 · Membership Dues	0.00				0.95			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	4,326.16				28.06	26.02	2.04	107.84%
65052 · IT Software	0.00				0.31	22.69	-22.38	1.37%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	0.00				631.24	2,093.18	-1,461.94	30.16%
66014 · Benefits	0.00				172.85	523.01	-350.16	33.05%
Total 66000 · Payroll Expenses	0.00				804.09	2,616.19	-1,812.10	30.74%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	0.00				3.00	37.06	-34.06	8.1%
68320 · Travel	0.00				-3.00			
68330 · Training	0.00				2.03			
68300 · Travel and Meetings - Other	0.00				21.27	50.00	-28.73	42.54%
Total 68300 · Travel and Meetings	0.00				23.30	87.06	-63.76	26.76%
69060 · Program Services	7,029.28				0.00			
69500 · Miscellaneous	0.00				-0.01			
Total Expense	11,355.44				885.45	2,913.98	-2,028.53	30.39%
Net Ordinary Income	1,777.89				-885.45	686.02	-1,571.47	-129.07%
Net Income	1,777.89				-885.45	686.02	-1,571.47	-129.07%

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
July through December 2019

	GOVA Talent				PY2018 Admin			
	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00				304,703.10	116,131.43	188,571.67	262.38%
48200 · Partner Grant Revenue	0.00	5,000.00	-5,000.00	0.0%	0.00			
Total Income	0.00	5,000.00	-5,000.00	0.0%	304,703.10	116,131.43	188,571.67	262.38%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				25.00			
Total 60900 · Business Expenses	0.00				25.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00	94.20	-94.20	0.0%	7,441.80	7,500.02	-58.22	99.22%
62140 · Legal Fees	0.00				405.00	3,000.00	-2,595.00	13.5%
Total 62100 · Contract Services	0.00	94.20	-94.20	0.0%	7,846.80	10,500.02	-2,653.22	74.73%
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	119.70	120.00	-0.30	99.75%	1,172.70	2,187.69	-1,014.99	53.6%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
62800 · Facilities and Equipment - Other	0.00				0.00			
Total 62800 · Facilities and Equipment	119.70	120.00	-0.30	99.75%	1,172.70	2,187.69	-1,014.99	53.6%
65000 · Operations								
65030 · Printing and Copying	14.05	14.40	-0.35	97.57%	137.76	262.52	-124.76	52.48%
65040 · Supplies	40.15	20.00	20.15	200.75%	504.32	364.63	139.69	138.31%
65050 · Telephone, Telecommunications	9.85				136.08			
65051 · Information Technology	0.00				0.00	1,946.92	-1,946.92	0.0%
65060 · Membership Dues	0.95				574.00	2,295.00	-1,721.00	25.01%
65068 · Newspaper Ads	0.00				304.16	500.00	-195.84	60.83%
Total 65000 · Operations	65.00	34.40	30.60	188.95%	1,656.32	5,369.07	-3,712.75	30.85%
65052 · IT Software	30.31	30.00	0.31	101.03%	197.56			
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				949.00	3,250.00	-2,301.00	29.2%
Total 65100 · Other Types of Expenses	0.00				949.00	3,250.00	-2,301.00	29.2%
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	2,206.65	2,877.26	-670.61	76.69%	15,643.52	42,772.01	-27,128.49	36.57%
66014 · Benefits	614.78	691.43	-76.65	88.91%	4,786.03	12,605.33	-7,819.30	37.97%
Total 66000 · Payroll Expenses	2,821.43	3,568.69	-747.26	79.06%	20,429.55	55,377.34	-34,947.79	36.89%
66025 · Payroll Other	0.00				15,293.46	37,654.00	-22,360.54	40.62%
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	3.00	49.00	-46.00	6.12%	60.01	893.31	-833.30	6.72%
68320 · Travel	7.50				3.37			
68330 · Training	19.88				154.24			
68300 · Travel and Meetings - Other	204.01	70.00	134.01	291.44%	434.24	900.00	-465.76	48.25%
Total 68300 · Travel and Meetings	234.39	119.00	115.39	196.97%	651.86	1,793.31	-1,141.45	36.35%
69060 · Program Services	0.00				0.00			
69500 · Miscellaneous	0.82				5.26			
Total Expense	3,271.65	3,966.29	-694.64	82.49%	48,227.51	116,131.43	-67,903.92	41.53%
Net Ordinary Income	-3,271.65	1,033.71	-4,305.36	-316.5%	256,475.59	0.00	256,475.59	100.0%
Net Income	-3,271.65	1,033.71	-4,305.36	-316.5%	256,475.59	0.00	256,475.59	100.0%

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
July through December 2019

	PY2018 Adult				PY2018 Dislocated			
	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00	479,859.34	-479,859.34	0.0%	0.00	346,606.64	-346,606.64	0.0%
48200 · Partner Grant Revenue	0.00				0.00			
Total Income	0.00	479,859.34	-479,859.34	0.0%	0.00	346,606.64	-346,606.64	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00			
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	179.70	480.00	-300.30	37.44%	479.70	1,078.46	-598.76	44.48%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00				0.00			
62800 · Facilities and Equipment - Other	0.00				0.00			
Total 62800 · Facilities and Equipment	179.70	480.00	-300.30	37.44%	479.70	1,078.46	-598.76	44.48%
65000 · Operations								
65030 · Printing and Copying	21.11	57.60	-36.49	36.65%	56.35	129.42	-73.07	43.54%
65040 · Supplies	76.73	1,727.57	-1,650.84	4.44%	204.61	1,102.53	-897.92	18.56%
65050 · Telephone, Telecommunications	20.62				54.97			
65051 · Information Technology	863.33				746.67			
65060 · Membership Dues	2.85				7.60			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	984.64	1,785.17	-800.53	55.16%	1,070.20	1,231.95	-161.75	86.87%
65052 · IT Software	31.49	120.00	-88.51	26.24%	83.30	269.62	-186.32	30.9%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	0.00				0.00			
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	3,503.33	9,317.44	-5,814.11	37.6%	9,102.45	21,897.23	-12,794.78	41.57%
66014 · Benefits	959.33	2,765.73	-1,806.40	34.69%	2,492.56	6,214.02	-3,721.46	40.11%
Total 66000 · Payroll Expenses	4,462.66	12,083.17	-7,620.51	36.93%	11,595.01	28,111.25	-16,516.24	41.25%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	9.00	196.00	-187.00	4.59%	24.00	440.37	-416.37	5.45%
68320 · Travel	-3.75				-3.75			
68330 · Training	23.94				63.84			
68300 · Travel and Meetings - Other	69.85	195.00	-125.15	35.82%	198.80	475.00	-276.20	41.85%
Total 68300 · Travel and Meetings	99.04	391.00	-291.96	25.33%	282.89	915.37	-632.48	30.9%
69060 · Program Services	125,173.81	465,000.00	-339,826.19	26.92%	86,428.43	315,000.00	-228,571.57	27.44%
69500 · Miscellaneous	0.82				2.20			
Total Expense	130,932.16	479,859.34	-348,927.18	27.29%	99,941.73	346,606.65	-246,664.92	28.83%
Net Ordinary Income	-130,932.16	0.00	-130,932.16	100.0%	-99,941.73	-0.01	-99,941.72	999,417,300.0%
Net Income	-130,932.16	0.00	-130,932.16	100.0%	-99,941.73	-0.01	-99,941.72	999,417,300.0%



**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
July through December 2019

	PY2018 Youth In School				PY2018 Youth Out School			
	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions	0.00				0.00			
43450 · Individ, Business Contributions	0.00				0.00			
Total 43400 · Direct Public Support	0.00				0.00			
45000 · Investments								
45030 · Interest-Savings, Short-term CD	0.00				0.00			
Total 45000 · Investments	0.00				0.00			
46000 · Rke Center Rent	0.00				0.00			
48000 · Federal Grants	0.00	178,896.90	-178,896.90	0.0%	0.00	550,732.33	-550,732.33	0.0%
48200 · Partner Grant Revenue	0.00				0.00			
Total Income	0.00	178,896.90	-178,896.90	0.0%	0.00	550,732.33	-550,732.33	0.0%
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees	0.00				0.00			
Total 60900 · Business Expenses	0.00				0.00			
62100 · Contract Services								
62110 · Accounting Fees	0.00				0.00			
62140 · Legal Fees	0.00				0.00			
Total 62100 · Contract Services	0.00				0.00			
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	1,327.64	3,555.00	-2,227.36	37.35%	3,863.62	9,945.00	-6,081.38	38.85%
62891 · Rent-One Stop	0.00				0.00			
62892 · Furniture	0.00	125.00	-125.00	0.0%	0.00	375.00	-375.00	0.0%
62800 · Facilities and Equipment - Other	0.00				0.00			
Total 62800 · Facilities and Equipment	1,327.64	3,680.00	-2,352.36	36.08%	3,863.62	10,320.00	-6,456.38	37.44%
65000 · Operations								
65030 · Printing and Copying	95.12	201.60	-106.48	47.18%	250.18	518.40	-268.22	48.26%
65040 · Supplies	594.76	742.95	-148.19	80.05%	1,767.01	1,686.69	80.32	104.76%
65050 · Telephone, Telecommunications	139.19	750.00	-610.81	18.56%	407.74	2,250.00	-1,842.26	18.12%
65051 · Information Technology	280.00				443.33			
65060 · Membership Dues	12.35				34.20			
65068 · Newspaper Ads	0.00				0.00			
Total 65000 · Operations	1,121.42	1,694.55	-573.13	66.18%	2,902.46	4,455.09	-1,552.63	65.15%
65052 · IT Software	172.65	845.00	-672.35	20.43%	455.40	2,355.00	-1,899.60	19.34%
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O	0.00				0.00			
Total 65100 · Other Types of Expenses	0.00				0.00			
65130 · Marketing	11.28	1,250.00	-1,238.72	0.9%	37.77	3,750.00	-3,712.23	1.01%
65131 · Outreach	0.00				0.00			
66000 · Payroll Expenses								
66001 · Wages	12,347.75	29,401.31	-17,053.56	42.0%	33,789.00	74,496.71	-40,707.71	45.36%
66014 · Benefits	3,381.23	9,680.04	-6,298.81	34.93%	9,252.56	24,891.53	-15,638.97	37.17%
Total 66000 · Payroll Expenses	15,728.98	39,081.35	-23,352.37	40.25%	43,041.56	99,388.24	-56,346.68	43.31%
66025 · Payroll Other	0.00				0.00			
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	39.00	936.00	-897.00	4.17%	105.00	2,514.00	-2,409.00	4.18%
68320 · Travel	-3.55				-0.20			
68330 · Training	109.68				281.30			
68300 · Travel and Meetings - Other	553.41	1,160.00	-606.59	47.71%	1,168.11	3,200.00	-2,031.89	36.5%
Total 68300 · Travel and Meetings	698.54	2,096.00	-1,397.46	33.33%	1,554.21	5,714.00	-4,159.79	27.2%
69060 · Program Services	23,568.08	130,250.00	-106,681.92	18.09%	42,348.82	424,750.00	-382,401.18	9.97%
69500 · Miscellaneous	10.06				30.40			
Total Expense	42,638.65	178,896.90	-136,258.25	23.83%	94,234.24	550,732.33	-456,498.09	17.11%
Net Ordinary Income	-42,638.65	0.00	-42,638.65	100.0%	-94,234.24	0.00	-94,234.24	100.0%
Net Income	-42,638.65	0.00	-42,638.65	100.0%	-94,234.24	0.00	-94,234.24	100.0%

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
 July through December 2019

	PY2019 Admin				PY2019 YouthOut				Jul - Dec 19
	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense									
Income									
43400 · Direct Public Support									
43410 · Corporate Contributions	0.00				0.00				0.00
43450 · Individ, Business Contributions	0.00				0.00				0.00
Total 43400 · Direct Public Support	0.00				0.00				0.00
45000 · Investments									
45030 · Interest-Savings, Short-term CD	0.00				0.00				0.00
Total 45000 · Investments	0.00				0.00				0.00
46000 · Rke Center Rent	0.00				0.00				119,526.25
48000 · Federal Grants	0.00				0.00				0.00
48200 · Partner Grant Revenue	0.00				0.00				0.00
Total Income	0.00				0.00				119,526.25
Expense									
60900 · Business Expenses									
60920 · Business Registration Fees	0.00				0.00				0.00
Total 60900 · Business Expenses	0.00				0.00				0.00
62100 · Contract Services									
62110 · Accounting Fees	0.00				0.00				0.00
62140 · Legal Fees	0.00				0.00				0.00
Total 62100 · Contract Services	0.00				0.00				0.00
62800 · Facilities and Equipment									
62890 · Rent, Parking, Utilities	0.00				0.00				0.00
62891 · Rent-One Stop	0.00				0.00				122,830.08
62892 · Furniture	0.00				0.00				0.00
62800 · Facilities and Equipment - Other	0.00				0.00				0.00
Total 62800 · Facilities and Equipment	0.00				0.00				122,830.08
65000 · Operations									
65030 · Printing and Copying	0.00				0.00				0.00
65040 · Supplies	0.00				0.00				0.00
65050 · Telephone, Telecommunications	0.00				0.00				0.00
65051 · Information Technology	0.00				0.00				0.00
65060 · Membership Dues	500.00				0.00				0.00
65068 · Newspaper Ads	0.00				0.00				0.00
Total 65000 · Operations	500.00				0.00				0.00
65052 · IT Software	0.00				0.00				0.00
65100 · Other Types of Expenses									
65120 · Insurance - Liability, D and O	0.00				0.00				0.00
Total 65100 · Other Types of Expenses	0.00				0.00				0.00
65130 · Marketing	0.00				0.00				0.00
65131 · Outreach	0.00				0.00				0.00
66000 · Payroll Expenses									
66001 · Wages	5,752.11				0.00				0.00
66014 · Benefits	1,072.81				0.00				0.00
Total 66000 · Payroll Expenses	6,824.92				0.00				0.00
66025 · Payroll Other	2,150.42				0.00				0.00
68300 · Travel and Meetings									
68310 · Conference, Convention, Meeting	0.00				2.99				0.00
68320 · Travel	0.00				0.00				0.00
68330 · Training	0.00				0.00				0.00
68300 · Travel and Meetings - Other	0.00				0.00				0.00
Total 68300 · Travel and Meetings	0.00				2.99				0.00
69060 · Program Services	0.00				0.00				0.00
69500 · Miscellaneous	0.00				0.00				0.00
Total Expense	9,475.34				2.99				122,830.08
Net Ordinary Income	-9,475.34				-2.99				-3,303.83
Net Income	-9,475.34				-2.99				-3,303.83

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
July through December 2019

	Rke Center Rent				RVWC			
	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions				0.00				0.00
43450 · Individ, Business Contributions				0.00				0.00
Total 43400 · Direct Public Support				0.00				0.00
45000 · Investments								
45030 · Interest-Savings, Short-term CD				0.00				0.00
Total 45000 · Investments				0.00				0.00
46000 · Rke Center Rent	236,988.00	-117,461.75	50.44%	0.00				0.00
48000 · Federal Grants				0.00				0.00
48200 · Partner Grant Revenue				0.00				0.00
Total Income	236,988.00	-117,461.75	50.44%	0.00				0.00
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees				0.00				0.00
Total 60900 · Business Expenses				0.00				0.00
62100 · Contract Services								
62110 · Accounting Fees				0.00				188.40
62140 · Legal Fees				0.00				0.00
Total 62100 · Contract Services				0.00				188.40
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities				0.00				359.70
62891 · Rent-One Stop	236,988.00	-114,157.92	51.83%	0.00				0.00
62892 · Furniture				0.00				0.00
62800 · Facilities and Equipment - Other				0.00				0.00
Total 62800 · Facilities and Equipment	236,988.00	-114,157.92	51.83%	0.00				359.70
65000 · Operations								
65030 · Printing and Copying				1,407.67				42.26
65040 · Supplies				458.53				153.44
65050 · Telephone, Telecommunications				9,277.60				41.20
65051 · Information Technology				0.00				38.94
65060 · Membership Dues				0.00				5.70
65068 · Newspaper Ads				0.00				0.00
Total 65000 · Operations				11,143.80				281.54
65052 · IT Software				0.00				23.15
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O				354.00				0.00
Total 65100 · Other Types of Expenses				354.00				0.00
65130 · Marketing				0.00				0.00
65131 · Outreach				0.00				0.00
66000 · Payroll Expenses								
66001 · Wages				0.00				3,535.35
66014 · Benefits				0.00				968.10
Total 66000 · Payroll Expenses				0.00				4,503.45
66025 · Payroll Other				0.00				0.00
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting				0.00				18.00
68320 · Travel				0.00				0.75
68330 · Training				0.00				47.88
68300 · Travel and Meetings - Other				0.00				131.54
Total 68300 · Travel and Meetings				0.00				198.17
69060 · Program Services				22,250.20				0.00
69500 · Miscellaneous				0.00				1.66
Total Expense	236,988.00	-114,157.92	51.83%	33,748.00				5,556.07
Net Ordinary Income	0.00	-3,303.83	100.0%	-33,748.00				-5,556.07
Net Income	0.00	-3,303.83	100.0%	-33,748.00				-5,556.07

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
 July through December 2019

	TAP SWIFTSTART				United Way			
	Budget	\$ Over Budget	% of Budget	Jul - Dec 19	Budget	\$ Over Budget	% of Budget	Jul - Dec 19
Ordinary Income/Expense								
Income								
43400 · Direct Public Support								
43410 · Corporate Contributions				0.00				163,100.00
43450 · Individ, Business Contributions				0.00				33.33
Total 43400 · Direct Public Support				0.00				163,133.33
45000 · Investments								
45030 · Interest-Savings, Short-term CD				0.00				42.98
Total 45000 · Investments				0.00				42.98
46000 · Rke Center Rent				0.00				119,526.25
48000 · Federal Grants	16,000.00	-16,000.00	0.0%	0.00				358,479.66
48200 · Partner Grant Revenue				12,186.16	36,000.00	-23,813.84	33.85%	12,186.16
Total Income	16,000.00	-16,000.00	0.0%	12,186.16	36,000.00	-23,813.84	33.85%	653,368.38
Expense								
60900 · Business Expenses								
60920 · Business Registration Fees				0.00				175.00
Total 60900 · Business Expenses				0.00				175.00
62100 · Contract Services								
62110 · Accounting Fees	542.25	-353.85	34.74%	188.40	118.35	70.05	159.19%	9,420.00
62140 · Legal Fees				0.00				405.00
Total 62100 · Contract Services	542.25	-353.85	34.74%	188.40	118.35	70.05	159.19%	9,825.00
62800 · Facilities and Equipment								
62890 · Rent, Parking, Utilities	690.77	-331.07	52.07%	119.70	150.77	-31.07	79.39%	10,503.66
62891 · Rent-One Stop				0.00				122,830.08
62892 · Furniture				0.00				0.00
62800 · Facilities and Equipment - Other				0.00				1,236.00
Total 62800 · Facilities and Equipment	690.77	-331.07	52.07%	119.70	150.77	-31.07	79.39%	134,569.74
65000 · Operations								
65030 · Printing and Copying	82.89	-40.63	50.98%	14.07	18.09	-4.02	77.78%	2,652.52
65040 · Supplies	115.13	38.31	133.28%	50.99	25.13	25.86	202.91%	8,399.12
65050 · Telephone, Telecommunications				13.71				10,174.99
65051 · Information Technology				0.00				2,372.27
65060 · Membership Dues				1.90				1,150.00
65068 · Newspaper Ads				0.00				304.16
Total 65000 · Operations	198.02	83.52	142.18%	80.67	43.22	37.45	186.65%	25,053.06
65052 · IT Software	172.69	-149.54	13.41%	2,771.06	37.69	2,733.37	7,352.24%	4,048.74
65100 · Other Types of Expenses								
65120 · Insurance - Liability, D and O				0.00				1,303.00
Total 65100 · Other Types of Expenses				0.00				1,303.00
65130 · Marketing				0.00				49.05
65131 · Outreach				0.00				200.00
66000 · Payroll Expenses								
66001 · Wages	9,177.00	-5,641.65	38.52%	2,040.76	3,920.44	-1,879.68	52.05%	114,326.83
66014 · Benefits	3,980.16	-3,012.06	24.32%	558.83	868.72	-309.89	64.33%	31,348.10
Total 66000 · Payroll Expenses	13,157.16	-8,653.71	34.23%	2,599.59	4,789.16	-2,189.57	54.28%	145,674.93
66025 · Payroll Other				0.00				20,107.25
68300 · Travel and Meetings								
68310 · Conference, Convention, Meeting	282.06	-264.06	6.38%	6.00	61.56	-55.56	9.75%	300.00
68320 · Travel				2.63				0.00
68330 · Training				15.36				797.95
68300 · Travel and Meetings - Other	115.00	16.54	114.38%	41.46	100.00	-58.54	41.46%	3,642.65
Total 68300 · Travel and Meetings	397.06	-198.89	49.91%	65.45	161.56	-96.11	40.51%	4,740.60
69060 · Program Services				10,190.68	30,000.00	-19,809.32	33.97%	316,989.30
69500 · Miscellaneous				0.55				175.79
Total Expense	15,157.95	-9,601.88	36.65%	16,016.10	35,300.75	-19,284.65	45.37%	662,911.46
Net Ordinary Income	842.05	-6,398.12	-659.83%	-3,829.94	699.25	-4,529.19	-547.72%	-9,543.08
Net Income	842.05	-6,398.12	-659.83%	-3,829.94	699.25	-4,529.19	-547.72%	-9,543.08

**Western Virginia Workforce Development Bo**  
**Profit & Loss Budget vs. Actual**  
 July through December 2019

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	TOTAL		
	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense			
Income			
43400 · Direct Public Support			
43410 · Corporate Contributions	0.00	163,100.00	100.0%
43450 · Individ, Business Contributions	0.00	33.33	100.0%
Total 43400 · Direct Public Support	0.00	163,133.33	100.0%
45000 · Investments			
45030 · Interest-Savings, Short-term CD	0.00	42.98	100.0%
Total 45000 · Investments	0.00	42.98	100.0%
46000 · Rke Center Rent	236,988.00	-117,461.75	50.44%
48000 · Federal Grants	1,783,695.64	-1,425,215.98	20.1%
48200 · Partner Grant Revenue	44,600.00	-32,413.84	27.32%
Total Income	2,065,283.64	-1,411,915.26	31.64%
Expense			
60900 · Business Expenses			
60920 · Business Registration Fees	0.00	175.00	100.0%
Total 60900 · Business Expenses	0.00	175.00	100.0%
62100 · Contract Services			
62110 · Accounting Fees	9,269.28	150.72	101.63%
62140 · Legal Fees	3,000.00	-2,595.00	13.5%
Total 62100 · Contract Services	12,269.28	-2,444.28	80.08%
62800 · Facilities and Equipment			
62890 · Rent, Parking, Utilities	24,005.43	-13,501.77	43.76%
62891 · Rent-One Stop	236,988.00	-114,157.92	51.83%
62892 · Furniture	500.00	-500.00	0.0%
62800 · Facilities and Equipment - Other	0.00	1,236.00	100.0%
Total 62800 · Facilities and Equipment	261,493.43	-126,923.69	51.46%
65000 · Operations			
65030 · Printing and Copying	1,439.99	1,212.53	184.2%
65040 · Supplies	6,000.02	2,399.10	139.99%
65050 · Telephone, Telecommunications	3,000.00	7,174.99	339.17%
65051 · Information Technology	1,946.92	425.35	121.85%
65060 · Membership Dues	2,295.00	-1,145.00	50.11%
65068 · Newspaper Ads	500.00	-195.84	60.83%
Total 65000 · Operations	15,181.93	9,871.13	165.02%
65052 · IT Software	4,153.07	-104.33	97.49%
65100 · Other Types of Expenses			
65120 · Insurance - Liability, D and O	3,250.00	-1,947.00	40.09%
Total 65100 · Other Types of Expenses	3,250.00	-1,947.00	40.09%
65130 · Marketing	5,000.00	-4,950.95	0.98%
65131 · Outreach	0.00	200.00	100.0%
66000 · Payroll Expenses			
66001 · Wages	256,252.61	-141,925.78	44.62%
66014 · Benefits	69,143.15	-37,795.05	45.34%
Total 66000 · Payroll Expenses	325,395.76	-179,720.83	44.77%
66025 · Payroll Other	40,104.00	-19,996.75	50.14%
68300 · Travel and Meetings			
68310 · Conference, Convention, Meeting	5,899.99	-5,599.99	5.09%
68320 · Travel	0.00	0.00	0.0%
68330 · Training	0.00	797.95	100.0%
68300 · Travel and Meetings - Other	8,500.00	-4,857.35	42.86%
Total 68300 · Travel and Meetings	14,399.99	-9,659.39	32.92%
69060 · Program Services	1,365,000.00	-1,048,010.70	23.22%
69500 · Miscellaneous	0.00	175.79	100.0%
Total Expense	2,046,247.46	-1,383,336.00	32.4%
Net Ordinary Income	19,036.18	-28,579.26	-50.13%
Net Income	19,036.18	-28,579.26	-50.13%

	WIOA Programs														Norfolk Southern Initiative	Career Quest	Economic Equity Grant	RSVP	NRMWRWB - America's Promise	VCW-RC Rent	VCW - Cost Allocation Plan
	Total Budget	Admin	Adult	DWP	IS Youth	OS Youth	United Way - OnRAMP	WVWDB Funds	TAP - SwiftStart	GOVA - Talent Collab.	GOVA - CTE Study										
66000 Payroll Expenses																					
66001 Wages	\$ 263,497.61	\$ 42,551.51	\$ 9,537.94	\$ 17,707.46	\$ 27,773.81	\$ 65,940.60	\$ 3,920.44	\$ -	\$ 10,867.50	\$ 2,877.26	\$ 2,093.18	\$ 5,901.13	\$ -	\$ 4,735.21	\$ 838.64	\$ 68,752.92	\$ -	\$ 27,375.00			
66014 Benefits	\$ 72,058.45	\$ 11,349.23	\$ 2,562.20	\$ 4,615.24	\$ 8,146.48	\$ 20,875.36	\$ 804.79	\$ -	\$ 3,366.99	\$ 640.55	\$ 484.52	\$ 2,159.80	\$ -	\$ 1,009.41	\$ 239.52	\$ 15,804.34	\$ -	\$ 2,625.00			
62100 Contract Services																					
62110 Accounting Fees	\$ 9,420.00	\$ 6,215.88	\$ -	\$ -	\$ -	\$ -	\$ 105.21	\$ -	\$ 440.16	\$ 83.74	\$ 63.34	\$ 282.35	\$ -	\$ 131.96	\$ 31.31	\$ 2,066.06	\$ -	\$ -			
62140 Legal Fees	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
62150 Outside Contract Services	\$ 1,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
62800 Facilities and Equipment																					
62810 Depr and Amort - Allowable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
62830 Donated Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
62835 Donated Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
62840 Equip Rental and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,200.00			
62870 Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
62890 Rent, Parking, Utilities	\$ 24,005.43	\$ 1,890.00	\$ 426.69	\$ 768.58	\$ 3,231.65	\$ 9,101.40	\$ 134.02	\$ -	\$ 560.71	\$ 106.67	\$ 80.69	\$ 359.68	\$ -	\$ 168.10	\$ 39.89	\$ 7,137.35	\$ -	\$ -			
62891 Rent - One Stop	\$ 236,988.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,988.00	\$ -			
62892 Furniture	\$ 500.00	\$ -	\$ -	\$ -	\$ 125.00	\$ 375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00			
62895 Equipment Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65000 Operations																					
65010 Books, Subscriptions, Reference	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65020 Postage, Mailing Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	200.00			
65030 Printing and Copying	\$ 1,440.00	\$ 226.80	\$ 51.20	\$ 92.23	\$ 162.80	\$ 417.17	\$ 16.08	\$ -	\$ 67.29	\$ 12.80	\$ 9.68	\$ 43.16	\$ -	\$ 20.17	\$ 4.79	\$ 315.83	\$ -	\$ 1,530.20			
65040 Supplies	\$ 6,000.00	\$ 315.00	\$ 1,718.69	\$ 1,050.89	\$ 689.06	\$ 1,546.09	\$ 22.34	\$ -	\$ 93.45	\$ 17.78	\$ 13.45	\$ 59.95	\$ -	\$ 28.02	\$ 6.65	\$ 438.65	\$ -	\$ 2,250.00			
65050 Telephone, Telecommunications	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 750.00	\$ 2,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,038.00			
65051 Information Technology/Software	\$ 6,100.00	\$ 1,872.50	\$ 106.67	\$ 192.15	\$ 764.16	\$ 2,144.10	\$ 33.51	\$ -	\$ 140.18	\$ 26.67	\$ 20.17	\$ 89.92	\$ -	\$ 42.02	\$ 9.97	\$ 657.98	\$ -	\$ 6,000.00			
65060 Membership Dues	\$ 2,295.00	\$ 2,295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65065 Meeting Room Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65066 Meeting Refreshments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65068 Newspaper Ads	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65070 Recruitment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,000.00			
65100 Other Types of Expenses																					
65120 Insurance - Liability, D&O	\$ 3,250.00	\$ 3,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65130 Marketing	\$ 13,860.23	\$ -	\$ 4,865.95	\$ 2,725.38	\$ 1,878.93	\$ 4,389.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65151 Event Refereshments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65152 Event Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
65153 Event Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
66025 Payroll Other	\$ 40,104.00	\$ 37,654.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,450.00	\$ -	\$ -			
68300 Travel and Meetings																					
68310 Conference, Convention, Meeting	\$ 5,900.00	\$ 771.75	\$ 174.23	\$ 313.84	\$ 803.96	\$ 2,169.53	\$ 54.73	\$ -	\$ 228.96	\$ 43.56	\$ 32.95	\$ 146.87	\$ -	\$ 68.64	\$ 16.29	\$ 1,074.70	\$ -	\$ 1,500.00			
68320 Travel	\$ 8,498.00	\$ 879.00	\$ 195.00	\$ 373.00	\$ 1,135.00	\$ 2,994.00	\$ 100.00	\$ -	\$ 115.00	\$ 70.00	\$ 50.00	\$ 80.00	\$ -	\$ 114.00	\$ 18.00	\$ 2,375.00	\$ -	\$ -			
69060 Program Services	\$ 256,355.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,500.00	\$ 11,355.44	\$ 180,000.00	\$ 22,500.00	\$ -	\$ -	\$ -			
FY2019 WVWDB Total Costs	\$ 959,972.15	\$ 114,770.68	\$ 19,638.57	\$ 27,838.77	\$ 45,460.85	\$ 112,203.22	\$ 5,191.12	\$ 1,200.00	\$ 15,880.23	\$ 3,879.03	\$ 2,847.97	\$ 51,622.85	\$ 11,355.44	\$ 186,317.54	\$ 23,705.05	\$ 101,072.83	\$ 236,988.00	\$ 62,718.20			
PY2017 Carryforward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
PY2018 Carryforward	\$ 812,758.01	\$ 39,337.99	\$ 235,208.54	\$ 143,731.68	\$ 95,371.20	\$ 286,113.60	\$ -	\$ 12,995.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
PY2019 Funds	\$ 1,957,868.33	\$ 118,817.80	\$ 345,040.20	\$ 360,855.00	\$ 90,866.25	\$ 272,598.75	\$ 36,000.00	\$ 13,500.00	\$ 16,000.00	\$ 5,000.00	\$ 3,600.00	\$ 125,000.00	\$ 13,133.33	\$ 200,000.00	\$ 25,000.00	\$ 95,469.00	\$ 236,988.00	\$ 62,718.20			
Total Funds Available	\$ 2,770,626.34	\$ 158,155.79	\$ 580,248.74	\$ 504,586.68	\$ 186,237.45	\$ 558,712.35	\$ 36,000.00	\$ 26,495.00	\$ 16,000.00	\$ 5,000.00	\$ 3,600.00	\$ 125,000.00	\$ 13,133.33	\$ 200,000.00	\$ 25,000.00	\$ 95,469.00	\$ 236,988.00	\$ 62,718.20			
Vendor Allocations																					
WVWDB Costs	\$ 722,984.15	\$ 114,770.68	\$ 19,638.57	\$ 27,838.77	\$ 45,460.85	\$ 112,203.22	\$ 5,191.12	\$ 1,200.00	\$ 15,880.23	\$ 3,879.03	\$ 2,847.97	\$ 51,622.85	\$ 11,355.44	\$ 186,317.54	\$ 23,705.05	\$ 101,072.83	\$ -	\$ -			
Adult/DLW Provider	\$ 750,000.00	\$ -	\$ 450,000.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Youth Provider (Thru 9/30/19)	\$ 150,000.00	\$ -	\$ -	\$ -	\$ 37,500.00	\$ 112,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Youth Provider (Pre-Ed Services)	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 40,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Youth Provider (Training)	\$ 325,000.00	\$ -	\$ -	\$ -	\$ 75,000.00	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Youth Provider (Financial & Entrepreneurial)	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 3,750.00	\$ 11,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Roanoke/Covington One-Stop Operator	\$ 60,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 7,500.00	\$ 30,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Franklin One-Stop Operator	\$ 15,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 1,500.00	\$ 3,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Roanoke Center Leasees	\$ 236,988.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 236,988.00	\$ 62,718.20			
PY2020 Grant Carryforward	\$ 445,654.19	\$ 43,385.11	\$ 95,610.17	\$ 161,747.91	\$ 10,526.60	\$ 21,759.13	\$ 808.88	\$ 25,295.00	\$ 119.77	\$ 1,120.97	\$ 752.03	\$ 73,377.15	\$ 1,777.89	\$ 13,682.46	\$ 1,294.95	\$ (5,603.83)	\$ -	\$ -			
	23%	37%	28%	45%	12%	8%	2%	100%	1%	22%	21%	59%	14%	7%	5%	-6%	0%	0%			

# The WorkPlace, Inc.

## Budget Revision Request

Budget Period: 10/01/2019 - 06/30/2020

Mod #:1

<b>Subrecipient Name:</b>		<b>The WorkPlace, Inc</b>	
<b>Address:</b>		<b>350 Fairfield Ave., Bridgeport, CT 06604</b>	
<b>Contract #:</b>		<b>0</b>	
<b>Project Name:</b>		<b>Roanoke Covington</b>	
(1)	(2)	(3)	(4)
<b>Budget Line Items</b>	<b>Original Budget Totals</b>	<b>Amount of Change Requested</b>	<b>Revised Budget Totals</b>
<b>A. DIRECT PROGRAM COSTS:</b>			
1 Staff Salaries	\$ 30,964	\$ (3,000)	\$ 27,964
2 Staff Fringe	\$ 9,289	\$ -	\$ 9,289
3 Travel	\$ 10,000	\$ -	\$ 10,000
4 Rent / Utilities	\$ 5,000	\$ -	\$ 5,000
5 Office Expense - Software / PC / Printers	\$ -	\$ -	\$ -
6 Other Direct Costs:			
a. Supplies - Office / Postage / Other		\$ 500	\$ 500
b. Telephone / Internet	\$ -	\$ -	\$ -
c. Conferences / Meetings		\$ 2,000	\$ 2,000
d. Printing / Copying	\$ -	\$ -	\$ -
e. Other: identify	\$ -	\$ -	\$ -
7 Insurance & Bonding		\$ 500	\$ 500
8 Contractual / Outsourced - (identify)	\$ -	\$ -	\$ -
9 Subtotal Program Costs	\$ 55,254	\$ -	\$ 55,254
<b>B. PARTICIPANT COSTS:</b>			
1 Participant Training - (i.e. OST, OJT, Sub. Employer)	\$ -	\$ -	\$ -
2 Participant Individual Training Accounts	\$ -	\$ -	\$ -
3 Participant Supplies / Training Needs	\$ -	\$ -	\$ -
4 Subtotal Participant Cost	\$ -	\$ -	\$ -
<b>C. ADMINISTRATIVE COSTS:</b>			
1 Staff Salaries	\$ -	\$ -	\$ -
2 Staff Fringe	\$ -	\$ -	\$ -
3 Audit / Legal	\$ -	\$ -	\$ -
4 Indirect Costs	\$ 4,746	\$ -	\$ 4,746
5 Subtotal Administrative Costs	\$ 4,746	\$ -	\$ 4,746
<b>D. TOTAL AMOUNT: (A+B+C)</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>

All terms and conditions of original budget remain unchanged and in full effect unless a modification was approved by The WorkPlace. Any variance in each line item exceeding 10% from the original budget requires a budget revision that must be approved by The WorkPlace.

Signature: 

Telephone: (203) 610-8008

Name & Title: GINA VENDITTI CAO

WorkPlace Use Only	
Program Manager: _____	Date: _____
WorkPlace Finance Dept: _____	Date: _____

<b>BUDGET REVISION NARRATIVE</b>	
<i>Explain IN DETAIL how budget calculations and allocations were determined for each line item</i>	
<b>Subrecipient Name:</b>	The WorkPlace, Inc
<b>Budget Period:</b>	October 1,2019-June 30,2020
<b>Contract Number:</b>	0
<b>Project Name</b>	Roanoke Covington
<b>Budget Revision Submission Date:</b>	1/21/2020
<b>A. Direct Program Costs: describe the allocation methodology</b>	
<b>1. Staff Salaries</b>	
<p>Staff Salaries at \$3200 a month for 6 months totals \$19,200 allowing for \$3000 to be split between Conferences, Office Supplies and Insurance.</p>	
<b>2. Staff Fringe</b>	
<b>3. Travel</b>	

<b>4. Rent / Utilities</b>
<b>5. Office Expense - Software / PC / Printers</b>
<b>6 a. Other Direct Costs: Supplies - Office / Postage / Other</b>
<b>6 b. Other Direct Costs: Telephone / Internet</b>



<b>6 c. Other Direct Costs: Conferences / Meetings</b>
<i>Allocation of \$2000 for Conference and Meetings</i>
<b>6 d. Other Direct Costs: Printing / Copying</b>
<b>6 e. Other Direct Costs: Other (identify)</b>
<i>Allocation of \$500 for Supplies and \$500 for Insurance</i>
<b>B. Participant Costs:</b>
<b>1. Participant Training - (i.e. OST, OJT, Subsidized Employment)</b>
<b>2. Participant Individual Training Accounts</b>
<b>3. Participant Supplies / Training Needs</b>
<b>C. Administrative Costs:</b>
<b>1. Staff Salaries</b>

<b>2. Staff Fringe</b>
<b>3. Audit / Legal</b>
<b>4. Indirect Costs</b>

# The WorkPlace, Inc.

## Budget Revision Request

Budget Period: 10/01/2019 - 06/30/2020

Mod #:1

<b>Subrecipient Name:</b>		<b>The WorkPlace, Inc</b>	
<b>Address:</b>		<b>350 Fairfield Ave., Bridgeport, CT 06604</b>	
<b>Contract #:</b>		<b>0</b>	
<b>Project Name:</b>		<b>Franklin Center</b>	
(1)	(2)	(3)	(4)
<b>Budget Line Items</b>	<b>Original Budget Totals</b>	<b>Amount of Change Requested</b>	<b>Revised Budget Totals</b>
<b>A. DIRECT PROGRAM COSTS:</b>			
1 Staff Salaries	\$ 8,036	\$ (1,000)	\$ 7,036
2 Staff Fringe	\$ 2,411	\$ -	\$ 2,411
3 Travel		\$ 100	\$ 100
4 Rent / Utilities	\$ -	\$ -	\$ -
5 Office Expense - Software / PC / Printers	\$ -	\$ -	\$ -
6 Other Direct Costs:			
a. Supplies - Office / Postage / Other		\$ 200	\$ 200
b. Telephone / Internet	\$ -	\$ -	\$ -
c. Conferences / Meetings		\$ 500	\$ 500
d. Printing / Copying	\$ -	\$ -	\$ -
e. Other: identify	\$ -	\$ -	\$ -
7 Insurance & Bonding		\$ 200	\$ 200
8 Contractual / Outsourced - (identify)	\$ -	\$ -	\$ -
9 Subtotal Program Costs	\$ 10,446	\$ -	\$ 10,446
<b>B. PARTICIPANT COSTS:</b>			
1 Participant Training - (i.e. OST, OJT, Sub. Employer)	\$ -	\$ -	\$ -
2 Participant Individual Training Accounts	\$ -	\$ -	\$ -
3 Participant Supplies / Training Needs	\$ -	\$ -	\$ -
4 Subtotal Participant Cost	\$ -	\$ -	\$ -
<b>C. ADMINISTRATIVE COSTS:</b>			
1 Staff Salaries	\$ -	\$ -	\$ -
2 Staff Fringe	\$ -	\$ -	\$ -
3 Audit / Legal	\$ -	\$ -	\$ -
4 Indirect Costs	\$ 804	\$ -	\$ 804
5 Subtotal Administrative Costs	\$ 804	\$ -	\$ 804
D. TOTAL AMOUNT: (A+B+C)	\$ 11,250	\$ -	\$ 11,250

All terms and conditions of original budget remain unchanged and in full effect unless a modification was approved by The WorkPlace. Any variance in each line item exceeding 10% from the original budget requires a budget revision that must be approved by The WorkPlace.

Signature: Gino Venditti

Name & Title: Gino Venditti CAO

Telephone: (203) 610-8508

WorkPlace Use Only	
Program Manager: _____	Date: _____
WorkPlace Finance Dept: _____	Date: _____

<b>BUDGET REVISION NARRATIVE</b>	
<i>Explain IN DETAIL how budget calculations and allocations were determined for each line item</i>	
<b>Subrecipient Name:</b>	The WorkPlace, Inc
<b>Budget Period:</b>	October 1,2019-June 30,2020
<b>Contract Number:</b>	0
<b>Project Name</b>	Franklin Center
<b>Budget Revision Submission Date:</b>	1/21/2020
<b>A. Direct Program Costs: describe the allocation methodology</b>	
<b>1. Staff Salaries</b>	
<p><i>Staff Salaries at \$800 a month for 6 months totals \$4800 allowing for \$1000 to be split between Travel (\$100) Conferences (\$500), Office Supplies(\$250) and Insurance(\$250)</i></p>	
<b>2. Staff Fringe</b>	
<b>3. Travel</b>	
<p><i>Allocation of \$100 for Travel</i></p>	
<b>4. Rent / Utilities</b>	
<b>5. Office Expense - Software / PC / Printers</b>	
<b>6 a. Other Direct Costs: Supplies - Office / Postage / Other</b>	
<b>6 b. Other Direct Costs: Telephone / Internet</b>	

<b>6 c. Other Direct Costs: Conferences / Meetings</b>
<i>Allocation of \$500 for Conference and Meetings</i>
<b>6 d. Other Direct Costs: Printing / Copying</b>
<b>6 e. Other Direct Costs: Other (identify)</b>
<i>Allocation of \$250 for Supplies and \$250 for Insurance</i>
<b>B. Participant Costs:</b>
<b>1. Participant Training - (i.e. OST, OJT, Subsidized Employment)</b>
<b>2. Participant Individual Training Accounts</b>
<b>3. Participant Supplies / Training Needs</b>
<b>C. Administrative Costs:</b>
<b>1. Staff Salaries</b>

<b>2. Staff Fringe</b>
<b>3. Audit / Legal</b>
<b>4. Indirect Costs</b>