



Welcome to Training for DCF SFY25 Budget Process

**Date of Presentation:
September 16, 2024, 10:00 a.m. - 12:00 p.m.**

Overview: Review of budget actuals reporting for the DCF SFY24 grant and important process changes.



Agenda

- Deadline and new submission process
- YSB training on SFY24 Excel budget report
- Approval considerations
- Changes for SFY25
- Online Lunch Time Q&As
- Final questions



Upcoming Deadline

NEW process

Due Date	Content	Submission
9/30/24 5pm	Actual revenue and expenses for SFY2023/2024 for ONLY the DCF granted funds and match	Submit your budget report via email: To: support@ctyouthservices.org Put your YSB name in the Subject

Notes:

- Your total SFY24 YSB revenue was due to Dillinger by 6/21.
- Your projected SFY25 expenses was due to CYSA by 9/3.
- If you need a copy of your SFY24 budget, please email **support@ctyouthservices.org**



FREE

Technical Assistance is available through CYSA.
DCF requests that you **contact CYSA first**:

support@ctyouthservices.org

- Send CYSA an email and begin your subject line with the word "**QUESTION**". This is will help identify your email for faster response.
- Should you need an extension to the deadline, please email CYSA as soon as possible.



Acceptance and Changes

- Submit budgets to CYSA, do not copy DCF staff.
- You will meet the DCF deadline by that submission.
- CYSA will review your budget document and respond with acceptance, or a list of area(s) in need of attention.

Note: If you have submitted a budget and realize now that you need to make changes, I caution you to wait to hear from CYSA as there may be other issues to resolve and this saves you time in making multiple revisions.



Adjusted SFY24 Allocations

NEW Budget Allocations

- Updated budget allocations were emailed on 7/11/2024.
- PDF is available on CYSA's website.
- Please use those allocations for all reporting.



Allocations and Payments

To confirm the dates and amounts of YSB funding please use Vendor Self-Serve (VSS) to access Core-CT:

<http://www.osc.ct.gov/vendor/index.html>



Budget Revenue

- Types
- Uses
- Limitations
- Importance of narrative (even if it was blank when approved)



Base/Main Grant & Municipal Match

- May be used for any YSB related expense.
- Each municipality must contribute an amount equal to the amount of DCF's Base/Main grant.
- No more than 50% of the match shall be in-kind services.
- Narrative must note the type and amount of any in-kind services, if applicable.



Enhancement Grant

- Must be used to enhance existing direct services to youth, which may include full/portion of salaries of positions that provide direct services.
- May not supplant already existing funding for the same program services.
- Can be used for maintenance fees associated with use of a web-based data collection tool.
- Does not require a town match from the YSB.



Supplemental Grant

- Must be used for direct services to youth, which may include full/portion of salaries of positions that provide direct services.
- Does not require a town match from the YSB.

Note: Neither Enhancement nor Supplemental funds are guaranteed year to year.



SFY24 Allocations

Original:

BASE	\$14,000
SUPPLEMENT	\$7,246
ENHANCEMENT	\$10,671

Revised:

BASE	\$14,102
SUPPLEMENT	\$7,299
ENHANCEMENT	\$10,754



Enter ACTUAL Income in Column E

Municipal Match DOES NOT change.

		Budget	SFY Expenses	Total Current Expenses	BALANCE
4001	DCF Income (Main Grant)	\$14,000	\$14,102	\$14,102	(\$102)
4002	DCF Income (Enhancement)	\$10,671	\$10,754	\$10,754	(\$83)
4003	Municipal Match	\$14,000	\$14,000	\$14,000	\$0
4004	DCF Supplemental Income	\$7,246	\$7,922	\$7,922	(\$676)
Total DCF-Overseen Income		\$45,917	\$46,778	\$46,778	(\$861)



Reporting Revenue Narrative

Actuals for SFY24 for ONLY the DCF granted funds and match

		Budget	BUDGET NARRATIVE
4001	DCF Income (Main Grant)	\$14,000	YSB Director Salary
4002	DCF Income (Enhancement)	\$10,671	10 Summer Camperships (Referred Direct Services)
4003	Municipal Match	\$14,000	YSB Director Salary
4004	DCF Supplemental Income	\$7,246	Recreational Programs (Direct Service) and balance of Camperships (Referred Direct Services)
Total DCF-Overseen Income		\$45,917	

Describe positions providing direct services, e.g.

Youth & Family Social Worker (Counseling Services)

Reporting Expenses

Actuals for SFY24 for **ONLY the DCF granted funds and match**

Expense lines including more than one funding source must identify each by name in the narrative:

- Base
- Enhancement
- Match
- Match In-Kind
- Supplement

Sports Rec League (Enhancement). Youth and Family Cultural Arts Series (Supplemental).



Enter ACTUAL Expenses in Column E

- You may adjust funding between lines/rows.
- If your budget was approved for SFY24 – report on it the way you budgeted.
- SFY25 budgets are enforcing pre-pandemic rules.

	E	F	G	H	I	J
3						BUDGET NARRATIVE
4	<i>SFY Expenses</i>	<i>Total Current Expenses</i>		<i>BALANCE</i>		
5		\$0		\$0		
6		\$0		\$0		
7		\$0		\$0		
8		\$0		\$0		
9	\$0	\$0		\$0		
10						
11	\$0	\$0		\$0		
12		\$0		\$0		
13		\$0		\$0		
14		\$0		\$0		
15		\$0		\$0		
16		\$0		\$0		
17		\$0		\$0		

Fill in the actual expenses that occurred. If where you spent differs from your submitted approved beginning of the year budget, make sure you adjust the narratives accordingly.



If you have changes, ***do not erase*** existing narrative, simply ***add to it*** explaining the change.

Examples:

- 5101 After-School Programs
Added Babysitters Training, First Aid & CPR Training

- 5110 Prevention Services
Awareness campaigns (Red Ribbon Week, Child Abuse Prevention, etc.), family paint nights. Additional expenses incurred due to larger participation in community awareness programs: Red Ribbon Week, family night events and drug box awareness.

- 5409 Staff Training
Staff training. Department budget covered trainings



5300 CORE UNIT FUNCTIONS	
5301	Community Outreach
5302	Research & Evaluation
5303	Resource Development
5304	Youth Advocacy
	Other:
	Other:

Use the 5300 area for the cost associated with the evaluation, planning, coordination and implementation of services.

Use the "Other" lines to indicate a core unit function that is not listed. You can add as many as you need. Please include a detailed narrative explanation.

Reminder: Enhancement grant funds may be used for maintenance fees associated with use of a web-based data collection tool (line 5302 – Research & Evaluation), but no other Core Unit Functions or Fixed Costs.



Salary Narrative

(Impacts Revenue lines and expense line 7110)

- If your budget includes salaries for direct service provision, you must list the position(s), e.g. Counselor, Social Worker, Camp Staff, and what direct services they provide.
- Administrative salaries may use Base/Main grant or Municipal Match funds (NOT Enhancement or Supplemental Funds). Must list the position(s), e.g. Director, Bookkeeper, Human Resources.

Importance of Narrative for Salaries

Include grant revenue source in the narrative.

7110	Staff Salaries & Wages	Base Grant and Municipal Match funding covers a portion of the salaries for the YSB Director (who provides administrative and planning functions) and a Youth and Family Counselor (who provides individual and family counseling to school aged children and their families).
7120	Fringe Benefits	Fringe benefits calculated @14% of salaries. Base Grant and Municipal Match funded.

Income and Expenses
Should Balance

	<i>SFY Expenses</i>
Total Income	\$45,838
Total Expense	\$45,838
Surplus/(Deficit)	\$0

Correct →

	<i>SFY Expenses</i>
Total Income	\$45,838
Total Expense	\$54,632
Surplus/(Deficit)	-\$8,794

Incorrect →

	<i>SFY Expenses</i>
Total Income	\$45,838
Total Expense	\$39,526
Surplus/(Deficit)	\$6,312

Unspent Funds →



Unspent DCF grants funds must be returned

Make check payable to: **State of Connecticut Treasury**

Mail the check and a copy of your SFY24 budget to:

**Douglas Howard
DCF Fiscal Central Office
7th Floor
505 Hudson St
Hartford, CT 06106**



Approval Considerations

Your SFY24 budget actuals must be submitted by **5pm on September 30th**.

Submit your budget plan via email:

To: support@ctyouthservices.org

Put your YSB name in the Subject



Common Mistakes

-
- Income amounts are incorrect.
- It isn't clear on that Enhancement and Supplemental dollars are being used for direct services. List categories on the income line narratives.
- Narratives are missing or incomplete.
- The Salary line is missing name of position and what, if any, direct services they provide.
- Direct Services vs Referred Direct Services
- Budget is not balanced.



Budget Adjustment Requests

New in SFY25

Required to modify an approved budget if it changes by:

- **20% or more** change between Direct Services and Administrative activities (including Core Unit Functions or Fixed Costs).
- **\$5,000.00 or more.**



CYSA Online Lunch Time Q&A on SFY24 Budget Actuals

Tuesday, 9/24, 12-1pm

Friday, 9/27, 12-1pm

Register in advance at www.ctyouthservices.org

After registering, you will receive a confirmation email containing information about joining the meeting.



Final Questions?

Thank you

for taking time to be a part of this training today!

Technical Assistance is available **FREE** through CYSA.

DCF requests that you **contact CYSA first:**

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