



# **Welcome to Training for DCF SFY25 Budget Process**

**Date of Presentation:  
August 6, 2024, 10:00 a.m. - 12:00 p.m.**

**Overview:** Review of the budget projections form for the DCF SFY25 grant and important process changes.



## Agenda

- Deadlines and new submission process
- YSB training on use of the current Excel budget file
- Changes for SFY25
- Budget Adjustment Requests
- Approval considerations
- Online Lunch Time Q&As
- Final questions



# Upcoming Deadlines

**NEW process**

Due Date	Content	Submission
9/3/24 5pm (due to holiday)	<b>Projected</b> revenue and expenses for <b>SFY2024/2025</b> for ONLY the DCF granted funds and match	Submit your budget plan via email: To: <b>support@ctyouthservices.org</b> Put your YSB name in the Subject
9/30/24 5pm	<b>Actual</b> revenue and expenses for <b>SFY2023/2024</b> for ONLY the DCF granted funds and match	Submit your budget report via email: To: <b>support@ctyouthservices.org</b> Put your YSB name in the Subject

**Note: Your total SFY24 YSB revenue should have been submitted to Dillinger by 6/21.**



## **Acceptance and Changes**

- Submit budgets to CYSA, do not copy DCF staff.
- CYSA will review your budget document and respond with acceptance, or a list of area(s) in need of attention.
- If your budget changes significantly you must request a Budget Adjustment.



## SFY25 Allocations

Additional funding was budgeted again this year and appears as a Supplemental line on the allotment spreadsheet. This funding, similar to Enhancement, is to be used for direct services only. In an effort to ensure equitable distribution allotments were determined using Census numbers.

**Remember: Supplemental and Enhancement dollars *must be used* for Direct Services**



## **Allocations and Payments**

First quarter payments have been issued without the budget projections but all future quarterly payments will be held until the budget is received and approved.

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



## **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.**



# Budgeting Revenue

Projections for SFY25 for  
**ONLY** the DCF granted funds and match

		SFY2025 Budget Projections	BUDGET NARRATIVE
4001	DCF Income (Base/Main Grant)	\$14,103	YSB Director Salary
4002	DCF Income (Enhancement)	\$8,604	10 summer camperships
4003	Municipal Match	\$14,103	YSB Director Salary
4004	Supplemental Payment	\$3,101	Recreational Programs and balance of Camperships
<b>Total DCF-Overseen Income</b>		<b>\$39,911</b>	

Describe positions providing direct services, e.g.

Youth & Family Social Worker (Counseling Services)

## **Budgeting Expenses**

### **Projections for SFY25 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).

<b>5100 DIRECT SERVICE ACTIVITIES</b>	
5101	After-School Programs
5102	Community Service Facilitati
5103	Counseling
5104	Drop-In Centers
5105	Employment Services
5106	Juvenile Review Board
5107	Mentoring
5108	Parent/Child Support Groups
5109	Positive Youth Development
5110	Prevention Services
5111	Recreational Programs

**Use the 5100 area to budget for any service/dollars that will be provided directly by the YSB.**

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

<b>5200 REFERRED DIRECT SERVICE ACTIVITIES</b>	
5201	After-School Programs
5202	Community Service Facilitati
5203	Counseling
5204	Drop-In Centers
5205	Employment Services
5206	Juvenile Review Board
5207	Mentoring
5208	Parent/Child Support Groups
5209	Positive Youth Development
5210	Prevention Services
5211	Recreational Programs
5212	Special Education Services

**Use the 5200 area to budget for any service/dollars that will be provided by a provider that is contracted by the YSB.**

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



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.

<b>5400 FIXED COSTS</b>	
5401	Communications
5402	Equipment
5403	Food
5404	Insurance
5405	Janitorial
5406	Maintenance & Repair
5407	Office Supplies
5408	Rent
5409	Staff Training
5410	Staff Travel Reimbursement
5411	Utilities
5412	Vehicle Lease

**Use the 5400 area to budget for any fixed cost to DIRECTLY run the YSB.**

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

**7000 STAFFING / ADMINISTRATIVE & GENERAL EXPENSES**

7110	Staff Salaries & Wages
7120	Fringe Benefits
7150	All Other A/G

**Use the 7000 area to budget for any salaries for YSB activities and other A/G.**

**\*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), you must list the position(s), e.g. Executive Director, Bookkeeper, Human Resources.**

**\*Remember to list all grant funded positions in the narrative in the 4000 Revenue section.**

## 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.





## Approval Considerations

Your SFY25 budget projections must be submitted by **5pm on September 3<sup>rd</sup>**.

Submit your budget plan via email:

To: [support@ctyouthservices.org](mailto: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.
- Projected budget is not balanced.



## Budget Adjustment Requests

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.**



## Examples:

<b>B. BUDGET CHANGE</b>			
Enter the total amount of approved budget and revision request for each category for which you are requesting a change. The Total Adjusted Budget Requested column will automatically update.			
BUDGET CATEGORY	APPROVED BUDGET	REVISION REQUEST	TOTAL ADJUSTED BUDGET REQUESTED
5100 - Direct Service Activities	\$5,000.00	\$400.00	-\$4,600.00
5200 - Referred Direct Service Activities			\$0.00
5300 - Core Unit Functions	\$400.00	\$5,000.00	\$4,600.00
5400 - Fixed Costs			\$0.00
7000 - Staffing / Administrative & General			\$0.00
<b>TOTALS</b>	\$5,400.00	\$5,400.00	

Must get DCF approval to reallocate between Direct Services and Core Unit Functions **greater than 20%**.



BUDGET CATEGORY	APPROVED BUDGET	REVISION REQUEST	TOTAL ADJUSTED BUDGET REQUESTED
5100 - Direct Service Activities	\$5,000.00	\$4,500.00	-\$500.00
5200 - Referred Direct Service Activities			\$0.00
5300 - Core Unit Functions	\$500.00	\$1,000.00	\$500.00
5400 - Fixed Costs			\$0.00
7000 - Staffing / Administrative & General			\$0.00
<b>TOTALS</b>	\$5,500.00	\$5,500.00	

Adjustment request is unnecessary – a \$500 change (10%) is less than 20%.



BUDGET CATEGORY	APPROVED BUDGET	REVISION REQUEST	BUDGET REQUESTED
5100 - Direct Service Activities	\$600.00	\$0.00	-\$600.00
5200 - Referred Direct Service Activities	\$100.00	\$700.00	\$600.00
5300 - Core Unit Functions			\$0.00
5400 - Fixed Costs			\$0.00
7000 - Staffing / Administrative & General			\$0.00
<b>TOTALS</b>	\$700.00	\$700.00	

Adjustment request is unnecessary – grant funds are still being used for Direct Services.



## **Budget Adjustment Form**

- All fields must be completed; incomplete forms will be denied.
- Adjustment form narrative must detail all changes from the original approved fiscal year budget.



## Process

- To request a budget adjustment, grantees must submit an updated budget spreadsheet along with the completed request form.
- Requests must be emailed to:  
[douglas.howard@ct.gov](mailto:douglas.howard@ct.gov)

DCF will review all adjustment requests for completeness and reasonableness and provide a notification of approval or denial.



# **CYSA Online Lunch Time Q&A on SFY25 Budget Projections**

Tuesday, 8/20, 12-1pm  
Wednesday, 8/28, 12-1pm

Register in advance at [www.ctyouthservices.org](http://www.ctyouthservices.org)

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



# **Final Questions?**



**FREE**

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

**[support@ctyouthservices.org](mailto:support@ctyouthservices.org)**

Should you need an extension to the deadline, please email **[support@ctyouthservices.org](mailto:support@ctyouthservices.org)** as soon as possible.



*Thank you*

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

Please remember to contact CYSA  
with any budget related questions:

**[support@ctyouthservices.org](mailto:support@ctyouthservices.org)**