

SFY23 Budget Report Document

FAQs & Common Mistakes to Avoid

Original file name: [Master Budget Revised 6.27.22.xls](#)

Note: Your YSB may have renamed the file.

FAQs

- ❖ NEW Budget Allocations. Stacie Albert emailed updated budget allocations on 1/23/2023. Please use those allocations for all reporting.
- ❖ There was an additional funding line in your allocations this year called Supplement. This is added funding given to each YSB. Important things to note are:
 - It does not require a town match from the YSB.
 - It is required to be used for direct services.
 - The allocations also include a Cost-of-Living Adjustment (COLA) for those that it is applicable to and must be accounted for in the same section in which it was awarded (e.g. Base/Main Grant, Supplemental).
 - Supplemental dollars cannot be used for Core Unit Functions
- ❖ The purpose of enhancement funds is to enhance existing direct services to youth. Funds can also be used for maintenance fees associated with use of a web-based data collection tool.
- ❖ Narratives are required for each line-item detailing how the funding was spent.
- ❖ You may adjust funding between lines. Leave the amounts you originally projected in Column C. Enter the amounts as you actually spent them in Column E. Be sure to explain the changes in the narrative (Column J) by leaving the original narrative and just amending it.
- ❖ If your In-kind match, Enhancement dollars or Supplemental dollars were used for salaries, you must list the position(s), e.g. Executive Director, Counselor, YSB staff. No need to provide FTE, hourly rate or fringe benefits numbers.
- ❖ Payments are issued quarterly based on awarded annual amounts. YSBs cannot request funds, nor can DCF issue funds, prior to the next quarter.

Budget Reports

- ❖ Submit your FY2022/2023 budget report via email by 9/30 to: stacie.albert@ct.gov. Put your YSB name in the Subject.
- ❖ If there are unspent funds at the end of any fiscal year they must be returned to the state. Make check payable to: State of Connecticut Treasury. Mail it to:
 - Stacie Albert
 - DCF
 - 505 Hudson St
 - Hartford, CT 06106

Common mistakes to avoid your budget being sent back to be fixed:

- ❖ The amounts in the (4000) Revenue section are incorrect
 - The amounts must equal the amounts DCF awarded. Stacie Albert emailed updated budget allocations on 1/23/2023. Please use those allocations for all reporting. Some Common mistakes are:
 - Municipal match is higher than Base/Main Grant. This amount needs to match main grant only. Not the combination of the Base/Main Grant and Enhancement Grant and not the actual amount the Town is contributing.
 - Amounts equal the amount from the year before. The amounts change yearly based on amount given to us from the legislator and census data updates.
- ❖ the Budget column is to be completed at the beginning of the Fiscal Year. The SFY Expenses column is for completion at the end of the year.
- ❖ No narratives are written. Writing narratives are a requirement in the budget. The categories listed under the (5000-7000) expenses sections in Column D are at the Macro level. DCF needs them brought down to a somewhat Micro level. For example: After-School Programs: What types of after-school programs. Also include descriptions such as: Activity Fees, Materials & Supplies, etc.
- ❖ It isn't clear on the budget that the Enhancement dollars are being used for direct services. This is required by Statute.
 - If all of the funding is in a Salary line without a narrative explaining the person(s) salary that is being covered or partially supplemented, it is unclear if it is someone that provides direct services. Just need a narrative that says program facilitator, social worker, etc. DCF needs to ensure it isn't only Administrative Staff.
 - The "other" categories are listed in the budget to use if the YSB is doing something DCF hasn't thought of. If "other" is used, it needs to have the title the YSB calls it as well as a detailed narrative explaining it.
- ❖ Budget is not balanced.
 - It can't have more projected to be spent than DCF manages
 - It can't have less projected to be spent than DCF manages
- ❖ Missing the Municipal Match amount in the actual projected expended (5000) section. Adding a narrative revenue (4000) section doesn't actually project it out below causing the budget to be unbalanced.

FREE Technical Assistance is available through CYSA.

DCF requests that you contact Michelle Milczanowski first, before contacting DCF staff.

Michelle can be reached at:

support@ctyouthservices.org