

## **YSB Budget Documents FAQs & Common Mistakes to Avoid**

### **Note:**

- Free Technical Assistance is available to all YSBs through CYSA.
- DCF requests that you contact CYSA first before contacting DCF staff: [support@ctyouthservices.org](mailto:support@ctyouthservices.org)

### **SFY2023/2024 Budget Projections – Due 9/1/2023**

- File name: Master Budget Revised 7.25.23.xls
- Submit your SFY2023/2024 budget plan via email by 9/1 to: [douglas.howard@ct.gov](mailto:douglas.howard@ct.gov). Put your YSB name in the Subject.
- First quarter payments have been issued without the budget document to all eligible YSBs. All future quarterly payments will be held until SFY24 requirements are met.
- You will see there are additional funding lines in your allocations this year called Enhancement and Supplement. This is added funding being given to each YSB. Important things to note are:
  - It does not require a town match from the YSB.
  - Funds must be used for direct services or referred 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).
  - In an effort to ensure equitable distribution allotments were determined using Census numbers.
- Narratives are required for each line-item detailing how the funding will be spent.
- If your In-kind match, Enhancement dollars or Supplemental dollars are going to be used towards 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.

### **SFY2022/2023 Budget Report – Due 10/2/2023**

- If you need a copy of your SFY2022/2023 budget, please email [douglas.howard@ct.gov](mailto:douglas.howard@ct.gov)
- Enter ACTUAL adjusted Income in Column E (Base/Main Grant, Supplement and Enhancement). Municipal Match DOES NOT change from the original award amount.
- You can adjust funding between lines/rows in Column E. Leave the amounts you originally projected in Column C. Enter the amounts as you actually spent them in Column E. Then be sure to explain the changes in Column J by leaving the original narrative and amending it.

- 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 to: Douglas Howard  
DCF  
505 Hudson St  
Hartford, CT 06106

**Common mistakes to avoid your budget being sent back to be corrected:**

- The amounts in the (4000) Revenue section are incorrect. The amounts must equal the amounts DCF awarded. An email was sent with what the amounts are for all YSB's on July 24, 2023. Some common mistakes are:
  - Municipal match is higher than Base/Main Grant. This amount needs to match the original main grant amount only. Not the combination of the Base/Main Grant and Enhancement Grant and not the entire amount the Town is contributing.
  - Amounts equal the amount from the year before. The amounts change yearly based on the amount given to us from the legislator and census data updates.
- Both the Budget column and the SFY Expenses column are filled in. Only the Budget column (C) is to be completed at the beginning of the Fiscal Year. The SFY Expenses column (E) is for completion at the end of the year.
- No narratives are written. Written 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 and Supplement 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 activities.
- 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.