



Finance Committee Meeting

5/23/2019

9:00 am

Call in number is (888) 585-9008

Conference code is 544917326

I.	Call to Order		
II.	Approval of Minutes – February 21, 2019	Action Item I	Pages: 2-4
III.	Revenue & Expense Statement 18-19 (Unrestricted)	Information Item I	Pages: 5
IV.	Revenue & Expense Statements 18-19	Information Item II	Pages: 6-22
V.	Budget 18-19 (Unrestricted)	Action Item II ¹	Pages: 23
VI.	Budget 18-19	Action Item III ¹	Pages: 24
VII.	Budget 19-20 (Unrestricted)	Action Item IV ¹	Pages: 25
VIII.	Budget 19-20	Action Item V ¹	Pages: 26
IX.	Adjourn		

¹After motion and second, and after board member discussion, the public is invited to comment with a 3 minute limit and 12 minute overall limit

Next Meeting
PY 2019-20 Dates TBD

Finance Committee Meeting
February 21, 2019
9:00 AM

Present: Nina Self, Beth Kirkland, Sarah Murphy, Chiquita McKnight. **Absent:** Mauricio Endara, Tawana Gilbert.
Staff: Jim McShane, Avantra Stroud, Matt Salera.

Recording: Avantra Stroud.

I. Call to Order & Welcome

Chair Nina Self welcomed everyone and called the meeting to order at 9:01 AM. She welcomed our newest Committee Member, Chiquita McKnight and appreciated her for participating in the meeting today. Chair Self stated that the public is allowed to participate; however, public comment is held to a three (3) minute limit.

II. Action Item I: August 23, 2018 Meeting Minutes Approval

Chair Self invited everyone to take a few moments to review the November 13, 2018 Finance Committee meeting minutes, and she asked if anyone had any questions or comments about the minutes.

Question: There were none.

Motion: Chair will entertain a motion to approve the meeting minutes; Beth Kirkland motion. Sarah Murphy second. All in favor. **Action Item I Approved.**

III. Information Item I: Revenue & Expense Statement 18-19 (Unrestricted)

Chair Self stated she will turn it over to CFO Matt Salera to go through this item of the agenda. Matt welcomed Chiquita and explained that he would be providing more details of format for our newest member.

He drew the Committee's attention to page 5 of the Finance Committee agenda packet to Information Item I. He said this is the Revenue & Expenses Statement for Unrestricted Funds for this fiscal year through January 31st. Matt explained we operate on a July through June fiscal year and that we are currently 6 months into the fiscal year. Matt said we held the Talent Innovation Summit which is our biggest event which is why we are over the 58% margin. He said he explained to the Committee at the last meeting that he did not have all the accrued expenses and revenue in for the Talent Innovation Summit but now all is accounted for. He said we had \$7,354 in expenses and brought in \$18,999 in revenue from the event.

Questions. None.

IV. Information Item II: Revenue & Expense Statements 18-19

Matt Salera moved to page 6 in the packet, the Consolidated Revenue & Expense Statement. He said this is our federal funds budget from July through June fiscal year and that we are in the 6 month of the fiscal year. Matt stated we are at 43% of what we budget for under Direct Program Costs.

He said under Allocated Costs & Expenses some lines are expended a little higher such as Cell Phones/Pagers, Conferences & Seminars, and Dues & Memberships. He explained that the Insurance, Legal Fees & Professional Fees are probably the highest of all, and that we will look at both next meeting to see if we need to up the budget on those line items.

Matt said Systems/Telephone are up also which are in relation to our office move. He said Travel is up as it has all the conference costs in it. He said we are at 48% Total Allocated and 45% of what we budgeted for has been expended. He said pages 7-20 were informational items of Revenue and Expenses Consolidated.

Questions. Chair Self asked Matt to explain what's happening with page 9 the Dislocated Worker program and page 16 the Refuge House funds as they seem low. Matt stated the Adult Dislocated Worker and WIOA Dislocated Worker are basically the same grants in which we can transfer funds between the two. He said the Refuge House only expended \$1,080 and we got to keep \$2,292. Matt added that we have enough to cover all program costs and that these pages are informational items only. Chair Self asked Matt how does the move affect the rent. Matt replied the rent did increase and was budgeted in to reflect the new amount.

V. Action Item II: Budget 18-19 (Unrestricted)

Matt Salera explained that the first column is the Approved Budget, the third column is the Proposed Change column which are changes proposed in this meeting, and the last is the Proposed Actual. He reviewed the proposed changes with Committee members present stating the Talent Innovation Summit brought in \$12,679 in sponsorships, and that we've received \$2,813 in FL Tobacco incentive as \$360 for another employee referral came in. He said the FL Tobacco line was updated as we make the payments as the funds comes in. Matt said the proposed increase to total program funds available is to \$15,492, the last line is the breakout of the increase to our surplus of total program funds available actual with proposed actual being \$170,207.

Questions. None.

Motion: Chair will entertain a motion to approve the 18-19 Unrestricted Budget; Chiquita McKnight motion. Sarah Murphy second. All in favor. **Action Item II Approved.**

VI. Action Item III: Budget 18-19

Matt Salera reviewed this agenda item with the Committee members present by stating the Facility Rent and Furniture lines are high and are mainly related to our move. He said a proposed change in that we had a decrease under total program funds available being that DEO grants that operate on federal fiscal year such as Wagner-Peyser, VET, SNAP programs. He added when those funds come in we make adjustments based on that.

Questions. None.

Motion: Chair will entertain a motion to approve the budget for 18-19; Chiquita McKnight motion. Sarah Murphy second. All in favor. **Action Item III Approved.**

VII. Action Item IV: Annual 401K Employee Distributions

Matt went over page 23 the Annual 401K Employee Distributions item in the agenda packet. He said this is the policy laid out and that all funds have been budgeted out. He explained we match 3% of each vested employee's salary and that it's a profit sharing contribution. He explained it is a tiered system made of two groups with tier one being the managerial group of six vested employees and tier two a non-managerial which has eight vested employees. He said for the past 17 years we have allocated 4% to managers and 3% to non-managers. Matt said the CEO, Jim, is part of this calculation that has to be approved of and we don't want him approving of his own contribution so we bring it before the Board for approval by the Finance Committee, then Executive Committee and then the Full Board. The total annual 401K contribution for fiscal year 2018-19 is \$44,269.

Questions. Chair Self asked when the move happening and how it's going. Jim McShane replied we move on Monday. He said we needed furniture to supplement the furniture donated to us by ELC which saved us about \$50,000 and that we owe ELC a big thank-you. He said movers will come tomorrow and Shred-It today. Chair Self stated she imagines this will have services down a couple days. Jim replied that we will be closed on Monday, Feb. 25th.

VIII. Adjourn: Chair Nina Self asked if there were any additional questions or comments. There were none. Chair Self give the public an opportunity to ask any questions or make any comments. There were none. She added the next meeting is May 23.

Motion: Chair will entertain a motion to adjourn; Beth Kirkland motion. Chiquita McKnight second. The meeting adjourned at 9:19 AM.

**Next Meeting:
May 23, 2019
9:00 AM**

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
TEN MONTHS ENDED APRIL 30, 2019
UNRESTRICTED FUNDS**

	2018-2019 APROVED BUDGET	ACTUAL	%	VARIANCE
REVENUE				
Anticipated revenue	\$31,245	\$28,700	92%	\$2,545
Total Revenue	\$31,245	\$28,700	92%	\$2,545
DIRECT COSTS:				
Food & Drinks, Special Grants, Events, Misc.	\$29,500	\$27,355	93%	\$2,145
FL Tobacco	\$745	\$745	100%	\$0
Supplies	\$1,000	\$600	60%	\$400
Total Direct Costs	\$31,245	\$28,700	92%	\$2,545
TOTAL PROGRAM FUNDS AVAILABLE	\$205,335			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	\$174,090			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019
CONSOLIDATED**

	2018-2019 BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	6,685,024	4,436,904	66%	(2,248,120)
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees / Training	374,500	283,083	76%	(91,417)
Books & Supplies	18,500	2,955	16%	(15,545)
Uniforms	10,000	8,713	87%	(1,287)
Transportation & Incentives	38,000	5,844	15%	(32,156)
Testing/Certifications	32,000	22,141	69%	(9,859)
Primary Services Contract - One-Stop Operations	2,400,000	1,742,657	73%	(657,343)
Primary Services Contract - Work Experience	580,000	306,193	53%	(273,807)
Economic Development/Industry Analysis	25,000	-	0%	(25,000)
STEM Ready	-	1,143	0%	1,143
NEG - Hurricane Michael	160,000	-	0%	(160,000)
Apprenticeship Expansion	\$20,000	-	0%	(20,000)
Sector Strategy	\$50,000	-	0%	(50,000)
Emerging Initiative - FL/GA Workforce Alliance	215,000	63,849	30%	(151,151)
Total Program	3,923,000	2,436,578	62%	(1,486,422)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	1,262,219	940,847	75%	(321,372)
Accounting & Auditing	18,000	-	0%	(18,000)
Advertising / Marketing	75,000	39,975	53%	(35,025)
Cell Phones / Pagers	8,000	6,940	87%	(1,060)
Conferences & Seminars	16,000	9,843	62%	(6,157)
Dues & Memberships	15,500	15,701	101%	201
Facility Rent	623,555	481,434	77%	(142,121)
Furniture	91,000	63,534	70%	(27,466)
Insurance	22,000	23,204	105%	1,204
Legal Fees & Professional Fees	68,000	48,490	71%	(19,510)
Maintenance Contracts	20,000	15,204	76%	(4,796)
Postage	6,500	2,330	36%	(4,170)
Recruiting/Staff Development/Recognition	20,000	6,624	33%	(13,376)
Rentals	37,000	23,595	64%	(13,405)
Repairs & Maintenance	28,000	7,437	27%	(20,563)
Security	32,000	16,526	52%	(15,474)
Supplies	59,000	24,893	42%	(34,107)
Systems/Telephone	305,250	232,513	76%	(72,737)
Travel	47,000	36,206	77%	(10,794)
Utilities	8,000	5,032	63%	(2,968)
Total Allocated	2,762,024	2,000,326	72%	(761,698)
INDIRECT COST ALLOCATION	755,519	407,958	54%	(347,561)
TOTAL COSTS AND EXPENSES	6,685,024	4,436,904	66%	(2,248,120)
TOTAL PROGRAM FUNDS AVAILABLE	7,728,800			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	1,043,776			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

	WIOA ADULT			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	2,144,514	1,712,991	80%	(431,523)
\$924,534 expires 6/30/2020. \$(979,881) expires 6/30/2019, \$37,500 expires 6/30/2019, \$81,079 expires 12/30/2019.				
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	360,000	260,364	72%	(99,636)
Books & Supplies	7,000	2,868	41%	(4,132)
Uniforms	4,500	7,986	177%	3,486
Testing/Certification	8,888	9,733	110%	845
One-stop Operations	883,500	669,770	76%	(213,730)
Work Experience	80,000	69,189	86%	(10,811)
Economic Development/Industry Analysis	6,943	-	0%	(6,943)
Total Program	1,350,831	1,019,910	76%	(330,921)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	190,576	203,943	107%	13,367
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	20,830	13,740	66%	(7,090)
Cell Phones / Pagers	1,445	1,943	135%	499
Conferences & Seminars	1,666	1,251	75%	(416)
Dues & Memberships	2,799	4,553	163%	1,754
Facility Rent	172,115	159,789	93%	(12,327)
Furniture	11,387	1,343	12%	(10,044)
Staff Development	-	1,093	0%	1,093
Insurance	3,973	4,320	109%	347
Legal Fees & Professional Fees	14,720	14,879	101%	159
Maintenance Contracts	7,333	6,167	84%	(1,165)
Postage	1,174	739	63%	(435)
Rentals	6,681	7,650	114%	969
Repairs & Maintenance	7,777	1,428	18%	(6,349)
Security	8,471	5,893	70%	(2,578)
Supplies	12,500	6,963	56%	(5,536)
Systems/Telephone	77,141	74,031	96%	(3,110)
Travel	7,499	5,703	76%	(1,796)
Utilities	3,231	2,496	77%	(735)
Total Allocated	551,317	517,925	94%	(33,392)
INDIRECT COSTS ALLOCATION	242,366	175,157	72%	(67,209)
TOTAL COSTS AND EXPENSES	2,144,514	1,712,991	80%	(431,523)
TOTAL PROGRAM FUNDS AVAILABLE	25,732			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(2,118,782)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

WIOA YOUTH				
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	2,116,422	1,315,739	62%	(800,683)
\$477,740 expires 6/30/2019, \$1,855,493 expires 6/30/2020				
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	12,000	17,604	147%	5,604
Books & Supplies	1,000	87	9%	(913)
Uniforms	1,000	609	61%	(391)
Testing/Certifications	10,099	6,307	62%	(3,793)
One-Stop Operations	725,000	529,596	73%	(195,404)
Work Experience	500,000	237,004	47%	(262,996)
Economic Development/Industry Analysis	7,890	-	0%	(7,890)
YouthBuild			0%	-
Total Program	1,256,990	791,206	63%	(465,783)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	216,562	162,116	75%	(54,446)
Accounting & Auditing	-		0%	-
Advertising / Marketing	23,670	10,858	46%	(12,813)
Cell Phones / Pagers	1,642	1,553	95%	(88)
Conferences & Seminars	1,894	945	50%	(949)
Dues & Memberships	3,181	3,363	106%	183
Facility Rent	191,085	120,466	63%	(70,619)
Furniture	12,940	1,357	10%	(11,583)
Staff Development	-	850	0%	850
Insurance	4,514	3,505	78%	(1,009)
Legal Fees & Professional Fees	16,727	11,332	68%	(5,395)
Maintenance Contracts	6,837	3,985	58%	(2,851)
Postage	1,334	537	40%	(797)
Rentals	7,592	5,410	71%	(2,182)
Repairs & Maintenance	8,837	1,379	16%	(7,458)
Security	9,626	4,253	44%	(5,373)
Supplies	14,204	5,193	37%	(9,011)
Systems/Telephone	87,660	58,184	66%	(29,475)
Travel	8,521	3,962	46%	(4,559)
Utilities	3,415	1,627	48%	(1,788)
Total Allocated	620,241	400,875	65%	(219,366)
INDIRECT COSTS ALLOCATION	239,191	123,657	52%	(115,534)
TOTAL COSTS AND EXPENSES	2,116,422	1,315,739	62%	(800,683)
TOTAL PROGRAM FUNDS AVAILABLE	2,333,233			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	216,812			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

WIOA DISLOCATED WORKER

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	113,458	88,476	78%	(24,981)
\$1,500,902 expires 6/30/2019. \$642,055 expires 6/30/2020, \$84,485 expires 12/31/2019, 75,000 expires 5/31/20				
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-	5,000	0%	5,000
Books & Supplies	10,000		0%	(10,000)
Uniforms	4,000		0%	(4,000)
Testing/Certification	647	81	13%	(567)
One-stop Operations	46,500	14,886	32%	(31,614)
Economic Development/Industry Analysis	506	-	0%	(506)
Total Program	61,653	19,967	32%	(41,687)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	13,884	4,288	31%	(9,596)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	1,518	285	19%	(1,232)
Cell Phones / Pagers	105	41	39%	(64)
Conferences & Seminars	121	28	23%	(94)
Dues & Memberships	204	97	47%	(107)
Facility Rent	11,716	3,132	27%	(8,584)
Furniture	830	56,194	6774%	55,365
Staff Development	-	19	0%	19
Insurance	289	74	26%	(216)
Legal Fees & Professional Fees	1,072	288	27%	(784)
Maintenance Contracts	284	130	46%	(153)
Postage	86	17	20%	(68)
Rentals	487	159	33%	(328)
Repairs & Maintenance	567	32	6%	(534)
Security	617	123	20%	(494)
Supplies	911	175	19%	(736)
Systems/Telephone	5,620	1,509	27%	(4,111)
Travel	546	122	22%	(424)
Utilities	125	47	37%	(78)
Total Allocated	38,982	66,760	171%	27,778
INDIRECT COSTS ALLOCATION	12,823	1,750	14%	(11,073)
TOTAL COSTS AND EXPENSES	113,458	88,476	78%	(24,981)
TOTAL PROGRAM FUNDS AVAILABLE	2,339,942			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	2,226,484			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

WELFARE TRANSITION

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	1,037,612	669,711	65%	(367,901)
\$1,195,977 expires 9/30/2019				
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	2,500	115	5%	(2,385)
Books & Supplies	500	-	0%	(500)
Uniforms	500	118	24%	(382)
Transportation & Incentives	38,000	-	0%	(38,000)
Testing/Certification	5,025	2,466	49%	(2,559)
One-stop Operations	565,000	394,236	70%	(170,764)
Economic Development/Industry Analysis	3,925	-	0%	(3,925)
Total Program	615,450	396,935	64%	(218,515)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	107,742	95,695	89%	(12,047)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	11,776	6,661	57%	(5,115)
Cell Phones / Pagers	817	921	113%	104
Conferences & Seminars	942	514	55%	(428)
Dues & Memberships	1,582	1,761	111%	179
Facility Rent	92,757	67,467	73%	(25,290)
Furniture	6,438	808	13%	(5,630)
Staff Development	-	446	0%	446
Insurance	2,246	1,750	78%	(496)
Legal Fees & Professional Fees	8,322	7,011	84%	(1,311)
Maintenance Contracts	2,904	2,733	94%	(171)
Postage	664	288	43%	(375)
Rentals	3,777	3,192	85%	(585)
Repairs & Maintenance	4,396	868	20%	(3,529)
Security	4,789	2,786	58%	(2,003)
Supplies	7,067	2,984	42%	(4,083)
Systems/Telephone	43,612	34,366	79%	(9,246)
Travel	4,239	2,246	53%	(1,993)
Utilities	824	631	77%	(193)
Total Allocated	304,894	233,127	76%	(71,767)
INDIRECT COSTS ALLOCATION	117,267	39,649	34%	(77,618)
TOTAL COSTS AND EXPENSES	1,037,612	669,711	65%	(367,901)
TOTAL PROGRAM FUNDS AVAILABLE	1,195,977			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	158,365			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

	SNAP			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	191,692	125,572	66%	(66,120)
\$53,646 expires 9/30/18. \$211,219 expires 9/30/19				
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-	-	0%	-
Books & Supplies	-	-	0%	-
Testing/Certification	1,111	397	36%	(714)
One-stop Operations	100,000	72,619	73%	(27,381)
Economic Development/Industry Analysis	868	-	0%	-
Total Program	101,979	73,016	72%	(28,095)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	23,823	18,752	79%	(5,071)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	2,604	1,339	51%	(1,265)
Cell Phones / Pagers	181	180	100%	(1)
Conferences & Seminars	208	96	46%	(112)
Dues & Memberships	350	345	99%	(5)
Facility Rent	20,873	12,430	60%	(8,442)
Furniture	1,423	143	10%	(1,280)
Staff Development	-	78	0%	78
Insurance	497	299	60%	(198)
Legal Fees & Professional Fees	1,840	1,319	72%	(521)
Maintenance Contracts	689	602	87%	(87)
Postage	147	66	45%	(81)
Rentals	835	681	82%	(154)
Repairs & Maintenance	972	145	15%	(827)
Security	1,059	518	49%	(541)
Supplies	1,563	606	39%	(957)
Systems/Telephone	9,643	6,617	69%	(3,027)
Travel	937	484	52%	(453)
Utilities	405	188	47%	(216)
Total Allocated	68,049	44,887	66%	(23,161)
INDIRECT COSTS ALLOCATION	21,664	7,669	35%	(13,996)
TOTAL COSTS AND EXPENSES	191,692	125,572	66%	(66,120)
TOTAL PROGRAM FUNDS AVAILABLE	264,865			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	73,172			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

	DVOP			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	83,536	50,924	61%	(32,611)
\$47,118 expires 9/30/2019				
DIRECT PROGRAM COSTS:				
Testing/Certification	1,112	311	28%	(801)
Economic Development/Industry Analysis	869	-	0%	(869)
Total Program	1,980	311	16%	(1,669)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	23,840	11,702	49%	(12,138)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	2,606	1,345	52%	(1,261)
Cell Phones / Pagers	181	51	28%	(130)
Conferences & Seminars	208	6	3%	(203)
Dues & Memberships	350	232	66%	(118)
Facility Rent	24,047	13,704	57%	(10,343)
Furniture	1,424	166	12%	(1,259)
Staff Development	-	56	0%	56
Insurance	497	194	39%	(303)
Legal Fees & Professional Fees	1,841	1,415	77%	(426)
Maintenance Contracts	1,954	1,586	81%	(368)
Postage	147	78	53%	(68)
Rentals	836	740	89%	(95)
Repairs & Maintenance	973	155	16%	(818)
Security	1,060	323	31%	(736)
Supplies	1,564	1,344	86%	(220)
Systems/Telephone	9,650	6,382	66%	(3,268)
Travel	938	4,064	433%	3,126
Utilities	-	43	0%	43
Total Allocated	72,114	43,587	60%	(28,528)
INDIRECT COSTS ALLOCATION	9,441	7,027	74%	(2,414)
TOTAL COSTS AND EXPENSES	83,536	50,924	61%	(32,611)
TOTAL PROGRAM FUNDS AVAILABLE	47,118			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(36,418)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

	UC BASE			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	28,029	19,143	68%	(8,886)
\$22,463 expires 9/30/2019. \$16,600 expires 9/30/2019.				
DIRECT PROGRAM COSTS:				
Testing/Certification	165	73	44%	(92)
One-stop Operations	15,000	11,315	75%	(3,685)
Economic Development/Industry Analysis	129		0%	(129)
Total Program	15,293	11,388	74%	(3,906)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	3,529	2,952	84%	(578)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	386	209	54%	(177)
Cell Phones / Pagers	27	29	108%	2
Conferences & Seminars	31	14	46%	(17)
Dues & Memberships	52	50	96%	(2)
Facility Rent	2,741	1,666	61%	(1,076)
Furniture	211	25	12%	(186)
Staff Development	-	11	0%	11
Insurance	74	38	52%	(35)
Legal Fees & Professional Fees	273	218	80%	(54)
Maintenance Contracts	-		0%	-
Postage	22	7	33%	(15)
Rentals	124	75	61%	(49)
Repairs & Maintenance	144	23	16%	(121)
Security	157	109	69%	(48)
Supplies	231	72	31%	(159)
Systems/Telephone	1,429	1,021	71%	(408)
Travel	139	77	56%	(61)
Utilities	-	-	0%	-
Total Allocated	9,568	6,595	69%	(2,973)
INDIRECT COSTS ALLOCATION	3,168	1,160	37%	(2,008)
TOTAL COSTS AND EXPENSES	28,029	19,143	68%	(8,886)
TOTAL PROGRAM FUNDS AVAILABLE	39,063			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	11,034			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

	LVER			
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	36,388	22,144	61%	(14,244)
\$28,310 expires 9/30/2019.				
DIRECT PROGRAM COSTS:				
Testing/Certification	693	273	39%	(420)
Economic Development/Industry Analysis	541		0%	(541)
Total Program	1,234	273	22%	(961)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	14,857	8,051	54%	(6,805)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	1,624	783	48%	(841)
Cell Phones / Pagers	113	283	251%	170
Conferences & Seminars	130	7	6%	(123)
Dues & Memberships	218	233	107%	15
Facility Rent	2,304	2,074	90%	(231)
Furniture	888	103	12%	(784)
Staff Development	-	62	0%	62
Insurance	310	242	78%	(68)
Legal Fees & Professional Fees	1,148	931	81%	(216)
Maintenance Contracts	-		0%	-
Postage	91	10	11%	(81)
Rentals	521	135	26%	(386)
Repairs & Maintenance	606	97	16%	(510)
Security	660	10	1%	(651)
Supplies	974	1,052	108%	77
Systems/Telephone	6,014	4,075	68%	(1,938)
Travel	585	60	10%	(524)
Utilities	-	-	0%	-
Total Allocated	31,042	18,208	59%	(12,833)
INDIRECT COSTS ALLOCATION	4,112	3,662	89%	(450)
TOTAL COSTS AND EXPENSES	36,388	22,144	61%	(14,244)
TOTAL PROGRAM FUNDS AVAILABLE	28,310			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(8,078)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

WAGNER PEYSER

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	276,571	188,697	68%	(87,875)
\$13,835 expires 9/30/2019 Perf Incentives., \$265,259 expires 9/30/2019. Grants: \$107,258 9/30/18.				
DIRECT PROGRAM COSTS:				
Testing/Certification	3,254	1,797	55%	(1,458)
One-stop Operations	60,000	48,255	80%	(11,745)
Economic Development/Industry Analysis	2,542		0%	(2,542)
Total Program	65,797	50,052	76%	(15,745)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	69,782	37,590	54%	(32,192)
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	7,627	4,169	55%	(3,458)
Cell Phones / Pagers	529	414	78%	(115)
Conferences & Seminars	610	157	26%	(453)
Dues & Memberships	1,025	1,038	101%	13
Facility Rent	44,535	38,886	87%	(5,650)
Furniture	4,170	490	12%	(3,680)
Staff Development	-	276	0%	276
Insurance	1,455	1,060	73%	(395)
Legal Fees & Professional Fees	5,390	4,373	81%	(1,017)
Maintenance Contracts	-	-	0%	-
Postage	430	150	35%	(279)
Rentals	2,446	1,495	61%	(951)
Repairs & Maintenance	2,848	458	16%	(2,390)
Security	3,102	2,205	71%	(896)
Supplies	4,577	1,605	35%	(2,972)
Systems/Telephone	28,246	22,306	79%	(5,941)
Travel	2,746	3,244	118%	498
Utilities	-	-	0%	-
Total Allocated	179,517	119,915	67%	(59,602)
INDIRECT COSTS ALLOCATION	31,257	18,730	60%	(12,528)
TOTAL COSTS AND EXPENSES	276,571	188,697	68%	(87,875)
TOTAL PROGRAM FUNDS AVAILABLE	386,352			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	109,781			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

REFUGE HOUSE

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	9,555	4,520	47%	(5,035)
Grants: \$9,000				
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees	-	-	0%	-
Testing/Certification	58	18	32%	(40)
One-stop Operations	5,000	1,981	40%	(3,019)
Economic Development/Industry Analysis	45	-	0%	(45)
Total Program	5,103	1,999	39%	(3,104)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	1,244	1,346	108%	102
Accounting & Auditing	-	-	0%	-
Advertising / Marketing	136	46	34%	(90)
Cell Phones / Pagers	9	7	72%	(3)
Conferences & Seminars	11	4	38%	(7)
Dues & Memberships	18	13	74%	(5)
Facility Rent	966	425	44%	(541)
Furniture	74	4	6%	(70)
Staff Development	-	3	0%	3
Insurance	26	12	48%	(13)
Legal Fees & Professional Fees	96	49	51%	(47)
Maintenance Contracts	-	-	0%	-
Postage	8	2	20%	(6)
Rentals	44	17	40%	(26)
Repairs & Maintenance	51	6	11%	(45)
Security	55	27	50%	(28)
Supplies	82	17	21%	(65)
Systems/Telephone	503	255	51%	(249)
Travel	49	21	42%	(28)
Utilities	-	-	0%	-
Total Allocated	3,372	2,254	67%	(1,118)
INDIRECT COSTS ALLOCATION	1,080	267	25%	(813)
TOTAL COSTS AND EXPENSES	9,555	4,520	47%	(5,035)
TOTAL PROGRAM FUNDS AVAILABLE	9,000			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(555)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

H1B - STEM Ready

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	80,140	86,346	108%	6,206
\$74,536 expires 10/31/2018				
DIRECT PROGRAM COSTS:				
One-stop Operations	-		0%	-
Testing and Assessment	562	686	122%	124
Economic Development/Industry Analysis	439	-	0%	(439)
STEM Ready	-	1,143	0%	1,143
Transportation & Incentives	-	-	0%	-
Total Program	1,001	1,829	183%	828
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	56,958	58,095	102%	1,137
Advertising / Marketing	1,317	360	27%	(957)
Cell Phones and Pagers	91	202	222%	111
Conferences and Seminars	105	112	106%	6
Dues & Memberships	177	437	247%	260
Facility Rent	1,868	2,479	133%	611
Furniture and Equipment	720	-	0%	(720)
Insurance	251	557	222%	306
Postage	74	44	59%	(30)
Repairs and Maintenance	492		0%	(492)
Legal and Professional Fees	931	392	42%	(538)
Rentals	422	110	26%	(312)
Staff Development	-	192	0%	192
Security	535	12	2%	(523)
Supplies	790	129	16%	(662)
Systems/Telephone	4,876	3,184	65%	(1,692)
Travel	474	1,154	243%	680
Utilities	-	-	0%	-
Total Allocated	70,082	67,459	15	(2,624)
INDIRECT COSTS ALLOCATION	9,057	17,058	188%	8,001
TOTAL COSTS AND EXPENSES	80,140	86,346	108%	6,206
TOTAL PROGRAM FUNDS AVAILABLE	74,536			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	(5,604)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

Emerging Initiative - FL/GA Workforce Alliance

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	262,704	-	0%	(262,704)
\$266,673 expires 3/31/2018.				
DIRECT PROGRAM COSTS:				
Testing and Assessment	387			
Economic Development/Industry Analysis	302			
Emerging Initiative - FL/GA Workforce Alliance	215,000	63,849	30%	(151,151)
Total Program	215,689	63,849	30%	(151,840)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	8,292		0%	(8,292)
Accounting & Auditing	-			
Advertising / Marketing	906		0%	(906)
Cell Phones and Pagers	63		0%	(63)
Conferences and Seminars	73		0%	(73)
Dues & Memberships	122		0%	(122)
Facility Rent	1,286		0%	(1,286)
Furniture and Equipment	495		0%	(495)
Insurance	173		0%	(173)
Postage	51		0%	(51)
Repairs and Maintenance	338		0%	(338)
Legal and Professional Fees	640		0%	(640)
Rentals	291		0%	(291)
Staff Development	-		0%	-
Security	369		0%	(369)
Supplies	544		0%	(544)
Systems/Telephone	3,356		0%	(3,356)
Travel	326		0%	(326)
Utilities	-		0%	-
Total Allocated	17,326	-	-	(17,326)
INDIRECT COSTS ALLOCATION	29,690	8,183	28%	(21,507)
TOTAL COSTS AND EXPENSES	262,704	72,032	27%	(190,673)
TOTAL PROGRAM FUNDS AVAILABLE	266,673			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	3,969			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

NEG - HURRICANE MICHAEL

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	225,483	26,736	12%	(198,748)
\$200,000 expires 9/30/2020				
DIRECT PROGRAM COSTS:			0%	-
NEG - Hurricane Michael	160,000	-	0%	(160,000)
Total Program	160,000	-	0%	(160,000)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	40,000	20,260	51%	(19,740)
Advertising / Marketing		152	0%	152
Cell Phones / Pagers		39	0%	39
Conferences & Seminars		38	0%	38
Dues & Memberships		23	0%	23
Facility Rent		220	0%	220
Furniture	-	56	0%	56
Staff Development	-	34	0%	34
Insurance	-	-	0%	-
Legal Fees & Professional Fees	-	369	0%	369
Maintenance Contracts	-	-	0%	-
Postage	-	1	0%	1
Rentals	-	32	0%	32
Repairs & Maintenance	-	80	0%	80
Security	-	3	0%	3
Supplies	-	167	0%	167
Systems/Telephone	-	1,109	0%	1,109
Travel	-	165	0%	165
Utilities	-	-	0%	-
Total Allocated	40,000	22,746	1	(17,254)
INDIRECT COSTS ALLOCATION	25,483	3,989	16%	(21,494)
TOTAL COSTS AND EXPENSES	225,483	26,736	12%	(198,748)
TOTAL PROGRAM FUNDS AVAILABLE	200,000			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	(25,483)			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

Apprenticeship Expansion

	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	22,548	-	0%	(22,548)
\$150,000 expires 8/31/2020				
DIRECT PROGRAM COSTS:				
Apprenticeship Expansion	20,000			
Total Program	20,000		0%	(20,000)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	-		0%	-
Advertising / Marketing			0%	-
Cell Phones / Pagers			0%	-
Conferences & Seminars			0%	-
Dues & Memberships			0%	-
Facility Rent			0%	-
Furniture			0%	-
Staff Development			0%	-
Insurance			0%	-
Legal Fees & Professional Fees			0%	-
Maintenance Contracts			0%	-
Postage			0%	-
Rentals			0%	-
Repairs & Maintenance			0%	-
Security			0%	-
Supplies			0%	-
Systems/Telephone			0%	-
Travel			0%	-
Utilities			0%	-
Total Allocated			-	-
INDIRECT COSTS ALLOCATION	2,548		0%	(2,548)
TOTAL COSTS AND EXPENSES	22,548	-	0%	(22,548)
TOTAL PROGRAM FUNDS AVAILABLE	150,000			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	127,452			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

Sector Strategy				
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
PROGRAM REVENUE	56,371	-	0%	(56,371)
\$368,000 expires 9/30/2020				
DIRECT PROGRAM COSTS:			0%	-
Sector Strategy	50,000			
Total Program	50,000		0%	(50,000)
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services			0%	-
Advertising / Marketing			0%	-
Cell Phones / Pagers			0%	-
Conferences & Seminars			0%	-
Dues & Memberships			0%	-
Facility Rent			0%	-
Furniture			0%	-
Staff Development			0%	-
Insurance			0%	-
Legal Fees & Professional Fees			0%	-
Maintenance Contracts			0%	-
Postage			0%	-
Rentals			0%	-
Repairs & Maintenance			0%	-
Security			0%	-
Supplies			0%	-
Systems/Telephone			0%	-
Travel			0%	-
Utilities			0%	-
Total Allocated			-	-
INDIRECT COSTS ALLOCATION	6,371		0%	(6,371)
TOTAL COSTS AND EXPENSES	56,371		0%	(56,371)
TOTAL PROGRAM FUNDS AVAILABLE	368,000			
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL	311,629			

**CAREERSOURCE CAPITAL REGION
REVENUE AND EXPENSE STATEMENT
NINE MONTHS ENDED MARCH 31, 2019**

INDIRECT COSTS				
	ANNUAL BUDGET	ACTUAL	%	VARIANCE
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/ Payroll Services	491,129	316,058	64%	(175,071)
Accounting & Auditing	18,000	-	0%	(18,000)
Advertising / Marketing	-	29	0%	29
Cell Phones / Pagers	2,799	1,278	46%	(1,521)
Conferences & Seminars	10,000	6,671	67%	(3,329)
Dues & Memberships	5,423	3,556	66%	(1,866)
Facility Rent	57,261	58,697	103%	1,436
Furniture	50,000	2,845	6%	(47,155)
Staff Development	20,000	3,504	18%	(16,496)
Insurance	7,697	11,153	145%	3,457
Legal Fees & Professional Fees	15,000	5,911	39%	(9,089)
Maintenance Contracts	-	-	0%	-
Postage	2,274	390	17%	(1,884)
Rentals	12,944	3,899	30%	(9,045)
Repairs & Maintenance	-	2,768	0%	2,768
Security	1,500	263	18%	(1,237)
Supplies	13,994	4,588	33%	(9,406)
Systems/Telephone	27,500	19,474	71%	(8,026)
Travel	20,000	14,903	75%	(5,097)
Utilities	-	-	0%	(20,000)
Total Allocated	755,519	455,987	60%	299,532
TOTAL COSTS AND EXPENSES	755,519	455,987	60%	(299,532)

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2018-2019
UNRESTRICTED FUNDS**

	2018-2019 APPROVED BUDGET	YTD CHANGES	PROPOSED CHANGE	PROPOSED ACTUAL
REVENUE				
Anticipated revenue	\$20,500	\$11,105	\$0	\$31,605
Total Revenue	\$20,500	\$11,105	\$0	\$31,605
DIRECT COSTS:				
Food & Drinks, Special Grants, Events, Misc.	\$19,500	\$10,000		\$29,500
FL Tobacco	\$0	\$745		\$745
Supplies	\$1,000	\$0		\$1,000
Total Direct Costs	\$20,500	\$10,745	\$0	\$31,245
TOTAL PROGRAM FUNDS AVAILABLE	\$159,860	\$41,592	\$3,883	\$205,335
SURPLUS OF TOTAL PROGRAM FUNDS AVAILABLE	\$139,360	\$30,847	\$3,883	\$174,090

*** TOTAL PROGRAM FUNDS AVAILABLE INCREASE: \$2,875 Sponsorships, \$112.50 FL Tobacco Free, Fee For Services: \$895.**

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2018-2019
CONSOLIDATED**

	2018-2019 APPROVED BUDGET	YTD CHANGES	PROPOSED CHANGE	PROPOSED ACTUAL
PROGRAM REVENUE				
Anticipated revenue	\$6,290,714	\$324,310	\$70,000	\$6,685,024
Total Revenue	\$6,290,714	\$324,310	\$70,000	\$6,685,024
DIRECT PROGRAM COSTS:				
Participant Tuition & Fees / Training	\$274,500	\$100,000		\$374,500
Books & Supplies	\$18,500			\$18,500
Uniforms	\$10,000			\$10,000
Transportation & Incentives	\$38,000			\$38,000
Testing/Certifications	\$32,000			\$32,000
Primary Services Contract - One-Stop Operations	\$2,500,000	(\$100,000)		\$2,400,000
Primary Services Contract - Work Experience	\$580,000			\$580,000
Economic Development/Industry Analysis	\$25,000			\$25,000
CareerSource Express	\$0			\$0
STEM Ready	\$0			\$0
Hurricane Michael	\$0	\$160,000		\$160,000
Apprenticeship Expansion	\$0		\$20,000	\$20,000
Sector Strategy	\$0		\$50,000	\$50,000
Emerging Initiative - FL/GA Workforce Alliance	\$215,000			\$215,000
Total Program	\$3,693,000	\$160,000	\$70,000	\$3,923,000
ALLOCATED COSTS & EXPENSES:				
Salaries & Benefits/Payroll Services	\$1,222,219	\$40,000		\$1,262,219
Accounting & Auditing	\$18,000			\$18,000
Advertising & Marketing	\$75,000			\$75,000
Cell Phones	\$8,000			\$8,000
Conferences & Seminars	\$16,000			\$16,000
Dues & Memberships	\$15,500			\$15,500
Facility Rent	\$609,495	\$14,060		\$623,555
Furniture	\$30,000	\$61,000		\$91,000
Insurance	\$22,000			\$22,000
Legal & Professional Fees	\$68,000			\$68,000
Maintenance Contracts	\$20,000			\$20,000
Postage	\$6,500			\$6,500
Recruiting/Staff Development/Recognition	\$20,000			\$20,000
Rentals	\$37,000			\$37,000
Repairs & Maintenance	\$18,000	\$10,000		\$28,000
Security	\$28,000	\$4,000		\$32,000
Supplies	\$59,000			\$59,000
Systems/Telephone	\$270,000	\$35,250		\$305,250
Travel	\$47,000			\$47,000
Utilities	\$8,000			\$8,000
Total Allocated	\$2,597,714	\$164,310	\$0	\$2,762,024
TOTAL COSTS AND EXPENSES	\$6,290,714	\$324,310	\$70,000	\$6,685,024
TOTAL PROGRAM FUNDS AVAILABLE	\$6,721,811	\$413,989	\$593,000	\$7,728,800
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	\$431,097	\$89,679	\$523,000	\$1,043,776

SURPLUS

Workforce Investment Act	324,514
Other	79,263
Total	\$ 1,043,776

** Per the recommendation of the Finance Committee, a minimum surplus of \$300,000 will be maintained to ensure that Fiscal Year 2019-20 budget is adequately funded.

* **TOTAL PROGRAM FUNDS AVAILABLE INCREASE:** Apprenticeship Expansion: \$150,000, Sector Strategy: \$368,000 & WIOA State Leve

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2019-2020
UNRESTRICTED FUNDS**

	2018-2019 APPROVED BUDGET	2019-2020 PROPOSED BUDGET	VARIANCE
REVENUE			
Anticipated revenue	\$31,245	\$26,000	(\$5,245)
Total Revenue	\$31,245	\$26,000	(\$5,245)
DIRECT COSTS:			
Food & Drinks, Special Grants, Events, Misc.	\$29,500	\$25,000	(\$4,500)
FL Tobacco	\$745	\$0	(\$745)
Supplies	\$1,000	\$1,000	\$0
Total Direct Costs	\$31,245	\$26,000	(\$5,245)
TOTAL PROGRAM FUNDS AVAILABLE	\$205,335	\$174,090	(\$31,245)
SURPLUS OF TOTAL PROGRAM FUNDS AVAILABLE	\$174,090	\$148,090	(\$26,000)

**CAREERSOURCE CAPITAL REGION
FINANCIAL BUDGET
FISCAL YEAR 2019-2020
CONSOLIDATED**

	2018-2019 APPROVED BUDGET	2019-2020 PROPOSED BUDGET	VARIANCE
PROGRAM REVENUE			
Anticipated revenue	\$6,685,024	\$6,110,845	(\$574,179)
Total Revenue	\$6,685,024	\$6,110,845	(\$574,179)
DIRECT PROGRAM COSTS:			
Participant Tuition & Fees / Training	\$374,500	\$229,500	(\$145,000)
Books & Supplies	\$18,500	\$18,500	\$0
Uniforms	\$10,000	\$10,000	\$0
Transportation & Incentives	\$38,000	\$38,000	\$0
Testing/Certifications	\$32,000	\$29,110	(\$2,890)
Primary Services Contract - One-Stop Operations	\$2,400,000	\$2,115,000	(\$285,000)
Primary Services Contract - Work Experience	\$580,000	\$540,000	(\$40,000)
Economic Development/Industry Analysis	\$25,000	\$22,742	(\$2,258)
Sector Strategy	\$20,000	\$193,000	\$173,000
Apprenticeship Expansion	\$50,000	\$82,000	\$32,000
Hurricane Michael	\$160,000	\$4,500	(\$155,500)
Emerging Initiative - FL/GA Workforce Alliance	\$215,000	\$189,000	(\$26,000)
Total Program	\$3,923,000	\$3,471,352	(\$451,648)
ALLOCATED COSTS & EXPENSES:			
Salaries & Benefits/Temp Employment/Payroll Servi	\$1,262,219	\$1,290,000	\$27,781
Accounting & Auditing	\$18,000	\$18,500	\$500
Advertising & Marketing	\$75,000	\$25,000	(\$50,000)
Cell Phones/Pagers	\$8,000	\$9,500	\$1,500
Conferences & Seminars	\$16,000	\$14,000	(\$2,000)
Dues & Memberships	\$15,500	\$17,500	\$2,000
Facility Rent	\$623,555	\$657,993	\$34,438
Furniture	\$91,000	\$15,000	(\$76,000)
Insurance	\$22,000	\$25,000	\$3,000
Legal & Professional Fees	\$68,000	\$20,000	(\$48,000)
Maintenance Contracts	\$20,000	\$21,000	\$1,000
Postage	\$6,500	\$5,000	(\$1,500)
Recruiting/Staff Development/Recognition	\$20,000	\$18,000	(\$2,000)
Rentals	\$37,000	\$37,000	\$0
Repairs & Maintenance	\$28,000	\$70,000	\$42,000
Security	\$32,000	\$24,000	(\$8,000)
Supplies	\$59,000	\$50,000	(\$9,000)
Systems/Telephone	\$305,250	\$270,000	(\$35,250)
Travel	\$47,000	\$44,000	(\$3,000)
Utilities	\$8,000	\$8,000	\$0
Total Allocated	\$2,762,024	\$2,639,493	(\$122,531)
TOTAL COSTS AND EXPENSES	\$6,685,024	\$6,110,845	(\$574,179)
TOTAL PROGRAM FUNDS AVAILABLE	\$7,728,800	\$6,439,428	(\$1,289,372)
SURPLUS OF TOTAL PROGRAM FUNDS AVAIL.	\$1,043,776	\$ 328,583	(\$715,193)

SURPLUS	
WIOA	\$ 348,980
Other	\$ (20,397)
Total	\$ 328,583

** Per the recommendation of the Finance Committee, a minimum surplus of \$300,000 will be maintained to ensure that Fiscal Year 2019-20 budget is adequately funded.