

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, Inc

PROGRAM YEAR JULY 1, 2023 THROUGH JUNE 30, 2024

FINANCIAL BUDGET

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.
BUDGET PROGRAM YEAR 2023 – 2024

TOTAL FUNDING	<u>\$ 12,371,000</u>
PAYROLL & BENEFITS	\$ 5,767,000
FACILITIES EXPENSE	\$ 2,253,000
EQUIPMENT EXPENSE	\$ 116,000
OPERATIONAL EXPENSE	\$ 1,007,000
AMORT/DEPR	\$ 72,000
TRAINING & SUPPORT COSTS	\$ 3,226,000
TOTAL EXPENSES	<u>\$ 12,441,000</u>

**SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.
BUDGET PROGRAM YEAR 2022 – 2023**

Notes to 2023 – 2024 Financial Budget

Southwest Florida Workforce Development Board, Inc., (the Board) is a not-for-profit corporation that was established in April 1997 under the laws of the State of Florida. The Board is one of twenty-four Regional Workforce Development Boards in the State of Florida providing for the development, planning, monitoring and administration of Federal and State grants.

The following grants and programs are anticipated for the period of July 1, 2023 through June 30, 2024:

A.	Workforce Innovation & Opportunity	\$ 8,350,000
B.	Welfare Transition	\$ 2,557,000
C.	Wagner Peyser	\$ 1,183,000
D.	Disaster Relief - IAN	\$ 2,518,000
E.	Veterans	\$ 130,000
F.	Facilities/Misc	\$ 1,027,000
H.	Planed Carryover 23-24	\$ 3,394,000-
	Total Revenues	\$ 12,371,000

Funding was received from the Florida Department of Economic Opportunity based on formulas derived from historical data. These approved funds are represented above as of the date presented.

Grants are subject to renewals and period amendments and require the fulfillment of certain conditions as set forth in the instrument of the grant. Failure to fulfill the conditions could result in the return of the funds to grantors. Although that is a possibility, the Board deems the contingency remote, since by accepting the contracts and their terms; it has accommodated the objectives of the grantors to the provisions of these contracts.

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The Board covers Region 24 which includes Collier, Charlotte, Hendry, Glades and Lee Counties with offices at the locations shown below. Support and revenue are obtained primarily from Federal grants and State grants. The following is a list of the offices/Career Centers located in the region:

Corporate Office	6800 Shoppes at Plantation Suite 170 Fort Myers, FL 33912
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FULL SERVICE ONE STOP CENTERS

Fort Myers	6800 Shoppes at Plantation Suite 170 Fort Myers, FL 33912
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Naples	3050 Horseshoe Dr Naples, FL 34104
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Port Charlotte	3745 Tamiami Trail Port Charlotte, FL 33953
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Immokalee	750 South 5th Street Immokalee, FL 34142
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Clewiston	215 B South Francisco Street Clewiston, FL 33440
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SATELLITE SERVICE CENTERS

La Belle	921 Anvil Circle La Belle, FL 33935
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SALARIES/WAGES: Projected staffing for program year 23-24 is 51 FTE's. Staff will be stationed at one of the locations listed above. Performance reviews are conducted annually for all employees. Salary level is based on job classification and performance. Salary increases and adjustments are reviewed annually and only distributed once it has been determined that there are adequate funds available.

Additionally, this year's budget contains the cost related Hurricane IAN Disaster Relief wages and benefits for personnel assigned to disaster relief.

TAXES/INSURANCE: All statutory taxes are charged and paid as they relate to employee expenses. Group insurance is bid out annually and handled through a licensed broker for review, recommendations, implementation and year round support. Group insurance includes Medical, Dental, Basic Life, and HSA contributions in conjunction with the high deductible plan in effect. Southwest Florida Workforce Development Board complies with the ACA by offering minimum essential coverage to eligible employees. Costs for the coming year were estimated and included a 2.5% increase. An additional plan is made available with contributions for the additional cost the responsibility of the employee. Contributions for the employees are determined annually while all non employee coverage is the responsibility of the employee. AFLAC is also offered on a voluntary basis to the employees. All costs are the sole responsibility of the employee.

FACILITY EXPENSES: Costs are directly related to the rental, maintenance and operation of the facility and include:

- Rent – Including CAM/Utilities –
- Communications- Voice/Data/Cell
- Maintenance – External and Internal
- Insurance
- One Time Moving/F&F/Equipment

All facilities are rented to non-related parties, contracts have been negotiated with the assistance of a licensed broker for long term cost containment. All leases have provisions for termination if Federal funding is decreased or eliminated.

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EQUIPMENT EXPENSE:

Expense is for non-capitalized equipment and furniture (less than \$ 5,000). Items are based on replacement of current pieces that have become worn with time or require needed upgrade to function efficiently. Annual review of all facilities is made and then a determination based on the use of the items, as well as their age is broken down to the required individual items needed. These include:

Laptop
Computers
Monitors
Servers – Location/USE/Backup/Archives

All equipment is procured through a competitive bid process or is procured from State Contracts. In all cases cost and requirements are considered. Replace items are donated to our local partners or disposed of appropriately.

OPERATIONAL EXPENSE:

Include all normal costs associated with the daily operations of the business. Travel is determined using the State DEO guidelines for reimbursement and approvals, as well as, Florida Statutes regarding food and beverage restrictions for Workforce Boards. Also, prior approval policies as required by DEO are used in conjunction with certain types of expenses. Operations expenses includes but are not limited to:

Travel
Insurance-General
Business Development for Employment & Training
Office Needs
Printing, Postage
Fees – Audit/Monitoring/Legal
Equipment leases – Postage/Copiers/etc

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TRAINING & SUPPORT:

Client support services include payment for daily expenses as well as issuance of gas cards as determined by policy and guidelines. Cards are audited through out the year. Minimal cards are kept on hand for security reasons.

ITA Training for clients, has been budgeted at 57% of the dollars awarded for the current program year as well as carryover from the prior program year. These dollars are designated for training, upgrading of skills and review of techniques for obtaining full time employment. They include direct training costs as well as costs for staff associated with the ITA.

Expenses also include the cost of On the Job Training and Intern programs designed to provide the needed experience in order to gain full time employment.

To carry out its training programs, the organization may enter into an individual training account (Vouchers) with local colleges and other training vendors. The ITA voucher states that the Board will cover the cost of tuition, books, uniforms, tools, etc. needed by the client for training.