

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, Inc

PROGRAM YEAR JULY 1, 2025 THROUGH JUNE 30, 2026

FINANCIAL BUDGET

SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.

BUDGET PROGRAM YEAR 2025 – 2026

| | |
|----------------------------|---------------|
| TOTAL FUNDING | \$ 13,348,000 |
| PAYROLL & BENEFITS | \$ 5,258,000 |
| FACILITIES EXPENSE | \$ 2,401,000 |
| I.T. EXPENSE | \$ 464,000 |
| OPERATIONAL EXPENSE | \$ 627,000 |
| TRAINING & SUPPORT EXPENSE | \$ 4,512,000 |
| AMORT/DEPR | \$ 72,000 |
| TOTAL EXPENSES | \$ 13,334,000 |

**SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.
BUDGET PROGRAM YEAR 2025 – 2026**

Notes to 2025 – 2026 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, 2025 through June 30, 2026:

| | | |
|----|------------------------------------|---------------|
| A. | Workforce Innovation & Opportunity | \$ 7,725,000 |
| B. | Welfare Transition | \$ 4,131,000 |
| C. | Wagner Peyser | \$ 864,000 |
| E. | Misc | \$ 64,000 |
| F. | Facilities/Misc | \$ 564,000 |
| | Planned Carryover 24-25 | \$ 0 |
| | Total Revenues | \$ 13,348,000 |

Funding was received from the Florida Department of Commerce 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.

**SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.
BUDGET PROGRAM YEAR 2025 – 2026**

Notes to 2025 – 2026 Financial Budget

The Board covers Region 24 which includes Collier, Charlotte, Hendry, Glades, Monroe 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 |
| Fort Myers | 6800 Shoppes at Plantation Suite 170 Fort Myers, FL 33912 |
| Naples | 3050 Horseshoe Dr Naples, FL 34104 |
| Port Charlotte | 3745 Tamiami Trail Port Charlotte, FL 33953 |
| Immokalee | 750 South 5th Street Immokalee, FL 34142 |
| Clewiston | 205 W.C. Owen Ave Clewiston, FL 33440 |
| Tavernier | 92300 Overseas Highway Tavernier, FL 33070 |
| Key West | 1111 12 Street #312 Key West, FL 33040 |
| La Belle | 870 W. Hickpochee Ave La Belle, FL 33938 |

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BUDGET PROGRAM YEAR 2025 – 2026**

Notes to 2025 – 2026 Financial Budget

SALARIES/WAGES: Projected staffing for program year 25-26 is 63 FTE's. Salary level is based on job classification and performance. Salary increases and adjustments are reviewed and only distributed once it has been determined that there are adequate funds available. Expenses have been budgeted for recurring salaries, anticipated salary increases, potential incentives and contributions to a 403b plan.

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. 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. A 403b plan is offered to all employees. Employer contributions are determined annually based on available funds. Current year contributions are calculated at a maximum of 3% of the annual wage or the amount of the Employee contribution

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 or have costs that are not considered material.

**SOUTHWEST FLORIDA WORKFORCE DEVELOPMENT BOARD, INC.
BUDGET PROGRAM YEAR 2025 – 2026**

Notes to 2025 – 2026 Financial Budget

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. Replaced 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 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 FLCOMM 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

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BUDGET PROGRAM YEAR 2025 – 2026**

**Notes to 2025 – 2026 Financial Budget
Equipment leases – Postage/Copiers/etc**

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 for WIOA Adult and Dislocated Worker 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 Work Experience programs designed to provide the needed requirements 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.