

Workforce Solutions Program Year 2021 Budget
July 1, 2021 - June 30, 2022

	<u>Total PY21</u>	<u>Prior Year (PY20)</u>	
	<u>Budget</u>	<u>Budget</u>	<u>Difference</u>
<u>Salaries and Wages</u>			
Salaries and Wages	\$ 452,452	\$ 458,216	\$ (5,764)
Disability & Life Insurance	\$ 8,212	\$ 7,841	\$ 371
FICA	\$ 34,613	\$ 35,054	\$ (441)
Health Insurance	\$ 34,128	\$ 36,722	\$ (2,594)
Vision Insurance	\$ 1,113	\$ 1,286	\$ (173)
Dental Insurance	\$ 4,839	\$ 5,247	\$ (408)
401K Expense	\$ 23,123	\$ 23,411	\$ (288)
Worker's Compensation	\$ 1,425	\$ 1,347	\$ 78
PA Unemployment Compensation	\$ 1,827	\$ 1,827	\$ -
Total Staff Salaries & Fringe Benefits	\$ 561,731	\$ 570,951	\$ (9,220)
<u>Operating Expenses</u>			
Travel & Per Diem	\$ 15,000	\$ 10,000	\$ 5,000
Registration Fees	\$ 10,000	\$ 5,000	\$ 5,000
Meeting Expense	\$ 2,000	\$ 2,000	\$ -
Legal Fees	\$ 300	\$ 300	\$ -
Auditing	\$ 12,350	\$ 11,995	\$ 355
Janitorial Supplies	\$ 2,760	\$ 2,240	\$ 520
IT Supplies	\$ 15,000	\$ 20,000	\$ (5,000)
Office Supplies & Expenses	\$ 15,000	\$ 10,000	\$ 5,000
Advertising	\$ 5,000	\$ 5,000	\$ -
Outreach	\$ 2,000	\$ 10,540	\$ (8,540)
Copying	\$ 3,600	\$ 3,600	\$ -
Rent	\$ 18,000	\$ 18,000	\$ -
Equipment Lease Rental	\$ 300	\$ 229	\$ 71
Furniture	\$ 1,000	\$ 1,000	\$ -
Telephone	\$ 5,280	\$ 5,585	\$ (305)
Internet	\$ 4,020	\$ 3,960	\$ 60
IT Support	\$ 9,200	\$ 9,200	\$ -
Website/Portal Hosting & Maintenance	\$ 20,260	\$ 260	\$ 20,000
Accounting Software & Support	\$ 2,500	\$ 2,000	\$ 500
Postage	\$ 1,350	\$ 1,350	\$ -
Staff Clearances	\$ 450	\$ 450	\$ -
RSAB Expenses	\$ 357,000	\$ 351,000	\$ 6,000
Operator	\$ 25,000	\$ 25,000	\$ -
Dues, Memberships, & Subscriptions	\$ 16,000	\$ 15,250	\$ 750
Insurance	\$ 6,220	\$ 6,220	\$ -
Bank Fees	\$ 685	\$ 685	\$ -
Miscellaneous Operating Expenses	\$ 5,461	\$ 13,546	\$ (8,085)
Total Operating Expenses	\$ 555,736	\$ 534,410	\$ 21,326
Business/Education Connection Activities	\$ -	\$ 24,000	\$ (24,000)
Total Miscellaneous Expenses	\$ -	\$ 24,000	\$ (24,000)
Total Workforce Solutions Budget	\$ 1,117,467	\$ 1,129,361	\$ (11,894)

Workforce Solutions Program Year 2021 Budget

July 1, 2021 – June 30, 2022

- Total PY21 budget amount = \$1,117,467
- Prior year PY20 budget amount = \$1,129,361
- \$11,894 decrease over the prior year
- Significant line item changes to note include:
 - Staff Salaries & Fringe Benefits: adjusted to reflect the staffing changes related to the Executive Director and Director of Strategic Planning positions
 - Operating Expenses:
 - Increased Travel and Registrations by \$5,000 each to reflect anticipated increased activities with the lifting of COVID restrictions
 - Increased Office Supplies by \$5,000 offset by a reduction in IT Supplies
 - Decreased Outreach for our CareerLink centers by \$8,540 – This decrease was added to the CareerLink Resource Sharing Agreement Budgets.
 - Increased Website/Portal Hosting & Maintenance by \$20,000 for the redevelopment and maintenance of our Workforce Solutions website
 - Increased RSAB Expenses by \$6,000 to reflect the total cost of 25 Equus staff working in the CareerLink Centers
 - Decreased miscellaneous operating expenses to \$5,461 to reflect the amount of unbudgeted administrative dollars that are available for this program year
 - Miscellaneous Expenses:
 - Business/Education Connection Activities – removed from the PY21 budget as these activities were funded specifically under the Business Education Partnership grant, which has not been extended for this program year
- All other line items were projected based on PY20 YTD expenditures

PY21 CareerLink Budgets:

	<u>Total PY21</u>	<u>Total PY20</u>	<u>Difference</u>
	<u>Budget</u>	<u>Budget</u>	
Clearfield	\$ 205,568.25	\$ 205,633.25	\$ (65.00)
Dubois	\$ 151,990.00	\$ 158,959.00	\$ (6,969.00)
Elk/Cameron	\$ 176,634.00	\$ 183,211.00	\$ (6,577.00)
Jefferson	\$ 120,920.00	\$ 122,719.00	\$ (1,799.00)
McKean	\$ 167,417.04	\$ 177,833.00	\$ (10,415.96)
Potter	\$ 109,658.76	\$ 114,067.76	\$ (4,409.00)

		<u>Facilities</u>	<u>Operations</u>	<u>Personnel</u>	<u>Total</u>
<u>Clearfield</u>	PY 2021	\$ 114,398.25	\$ 24,265.00	\$ 66,905.00	\$ 205,568.25
	PY 2020	\$ 114,398.25	\$ 24,631.00	\$ 66,604.00	\$ 205,633.25
	Difference	\$ -	\$ (366.00)	\$ 301.00	\$ (65.00)
<u>Dubois</u>	PY 2021	\$ 64,680.00	\$ 19,860.00	\$ 67,450.00	\$ 151,990.00
	PY 2020	\$ 64,680.00	\$ 26,589.00	\$ 67,690.00	\$ 158,959.00
	Difference	\$ -	\$ (6,729.00)	\$ (240.00)	\$ (6,969.00)
<u>Elk/Cameron</u>	PY 2021	\$ 84,600.00	\$ 22,775.00	\$ 69,259.00	\$ 176,634.00
	PY 2020	\$ 84,600.00	\$ 28,867.00	\$ 69,744.00	\$ 183,211.00
	Difference	\$ -	\$ (6,092.00)	\$ (485.00)	\$ (6,577.00)
<u>Jefferson</u>	PY 2021	\$ 47,648.00	\$ 17,086.00	\$ 56,186.00	\$ 120,920.00
	PY 2020	\$ 46,404.00	\$ 20,054.00	\$ 56,261.00	\$ 122,719.00
	Difference	\$ 1,244.00	\$ (2,968.00)	\$ (75.00)	\$ (1,799.00)
<u>McKean</u>	PY 2021	\$ 84,500.04	\$ 16,925.00	\$ 65,992.00	\$ 167,417.04
	PY 2020	\$ 90,675.00	\$ 21,527.00	\$ 65,631.00	\$ 177,833.00
	Difference	\$ (6,174.96)	\$ (4,602.00)	\$ 361.00	\$ (10,415.96)
<u>Potter</u>	PY 2021	\$ 35,681.76	\$ 17,035.00	\$ 56,942.00	\$ 109,658.76
	PY 2020	\$ 35,681.76	\$ 21,584.00	\$ 56,802.00	\$ 114,067.76
	Difference	\$ -	\$ (4,549.00)	\$ 140.00	\$ (4,409.00)

- Decreases in all of the CareerLink budgets are due to adjustments in operational expenses, mainly the removal of the temporary Security Guards at each center that were in place the prior year.
- Other adjustments among operational expenses include: increases in internet costs, Equipment/IT Support, Community Outreach, and Memberships/Subscriptions. See the General Information section on the budgets for more information.
- The McKean County CareerLink budget also shows a decrease in Facility costs due to the renewal of the lease at lower negotiated rate.