

## 2023 Budget Document

### FAQs & Common Mistakes to Avoid

#### FAQs

- ❖ File name: [Master Budget Revised 6.27.22.xls](#)
- ❖ Submit your FY2022/2023 budget plan via email by 8/1 to: [stacie.albert@ct.gov](mailto:stacie.albert@ct.gov). Put your YSB name in the Subject.
- ❖ First quarter payments will be issued without the budget document but all future quarterly payments will be held until the budget is received and approved.
- ❖ You will see there is an additional funding line in your allocations this year called 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.
  - It is required to be used for 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).
- ❖ 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.
- ❖ Supplemental dollars cannot be used for Core Unit Functions
- ❖ If there are unspent funds at the end of any fiscal year they must be returned to the state....

#### Common mistakes to avoid your budget being sent back to be fixed:

- ❖ The amounts in the (4000) Revenue section are incorrect
  - The amounts must equal the amounts DCF awarded. An email is sent with what the amounts are for all YSB's at the beginning of the year and subsequent emails if amounts change. DCF also posted the [list](#) on the website under For Providers - Youth Service Bureau. Some Common mistakes are:
    - Municipal match is higher than Base/Main Grant. This amount needs to match main grant only. Not the combination of the Base/Main Grant and Enhancement Grant and not the actual amount the Town is contributing.
    - Amounts equal the amount from the year before. The amounts change yearly based on 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 is to be completed at the beginning of the Fiscal Year. The SFY Expenses column is for completion at the end of the year.

- ❖ No narratives are written. Writing 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 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 it.
- ❖ 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.