



Welcome to Training for DCF Grant Budgets

Date of Presentation:

Thursday, February 2, 2023, 11:00 a.m. - noon

Overview: We will cover the use of the Excel forms for FY23 budget reports.

Presenters: Michelle R. Milczanowski, MPA, RPM Consulting Partners, LLC

Kathryn Dube, Executive Director, CYSA



Deadlines

Due Date	Original File Name <i>(Note your YSB may have renamed the file)</i>	Sheet Name	Content	Submission
8/1/23 5pm	YSB_JRBdatacollection July2022 June2023_Final10.6.2022 or YSB_JRBdatacollection July2022 June2023_Final10.6.2022b	Financial Summary	Revenue sources for the entire FY2022/2023 YSB budget	Submit your report via email: To: bgoff@charteroakgroup.com, and CC: steven.smith@ct.gov Put your YSB name in the Subject
9/30/23 5pm	Master Budget Revised 6.27.22.xls <i>(Note your YSB may have renamed the file)</i>	YSB Budget	Actual revenue and expenses for FY2022/2023 for ONLY the DCF granted funds and match	Submit your budget report via email: To: stacie.albert@ct.gov Put your YSB name in the Subject



NEW Budget Allocations

Stacie Albert emailed updated
budget allocations on 1/23/2023.

Please use those allocations for all reporting.



CYSA

CONNECTICUT YOUTH
SERVICES ASSOCIATION

FY23 Allocations

Original:

BASE	\$14,000
SUPPLEMENT	\$7,246
ENHANCEMENT	\$10,671

Revised:

BASE	\$14,102
SUPPLEMENT	\$7,299
ENHANCEMENT	\$10,754



**Revenue Sources for the Entire YSB's
FY2022/2023 Budget**

Report Due 8/1/2023

as part of the Data Collection Report Form



CYSA

CONNECTICUT YOUTH SERVICES ASSOCIATION

	A	B
1	YSB NAME:	SFY23
2		
3		
4	Entire YSB Revenue Budget	
5	YSB Main/Base Grant, Enhancement, Supplemental & Match	
6	DCF Main/Base Grant	
7	DCF Enhancement Grant	
8	DCF Supplemental Payment	
9	Municipal Match (100% of base only)	
10	A- Cash match	
11	B- In-kind match (may be up to 50%)	
12	Total Match (must equal base grant)	0.00
13	DCF + Match Total	\$ -

Collaborator Report

Financial Summary

Tier 1- Direct Services Report



CYSA

CONNECTICUT YOUTH
SERVICES ASSOCIATION

	A	B
14	All Other Funds	
15	C - Other Municipal	
16	D - Other State/Federal Funds	
17	E - Private/Foundation Grants	
18	F1 - Cash Donations	
19	F2 - In-kind Donations	
20	G - Fundraising	
21	All Other Funds Total	\$ -
22	Total Budget	\$ -
23	YSB Grant % of Total Budget	#DIV/0!
24	All Other Funds % of Total Budget	#DIV/0!
25		
26	Total # of Collaborators	0



**Actual FY2022/2023 revenue and expenses
for ONLY**

DCF granted funds and match

Report Due 9/30/2023

**Note: If you need a copy of your FY2022/2023 budget,
please email stacie.albert@ct.gov**



Reminder: Please Use FY23 Allocations

Original:

BASE	\$14,000
SUPPLEMENT	\$7,246
ENHANCEMENT	\$10,671

Revised:

BASE	\$14,102
SUPPLEMENT	\$7,299
ENHANCEMENT	\$10,754



Enter ACTUAL Income in Column E

Municipal Match DOES NOT change.

	A	B	C	E	F	G	H
3	(4000) REVENUE						
4			Budget	SFY Expenses	Total Current Expenses		BALANCE
5	4001	DCF Income (Main Grant)	\$14,000	\$14,102	\$14,102		(\$102)
6	4002	DCF Income (Enhancement)	\$10,671	\$10,754	\$10,754		(\$83)
7	4003	Municipal Match	\$14,000	\$14,000	\$14,000		\$0
8	4004	Supplemental Payment	\$7,246	\$7,922	\$7,922		(\$676)
9		Total DCF-Overseen Income	\$45,917	\$46,778	\$46,778		(\$861)



CYSA

CONNECTICUT YOUTH SERVICES ASSOCIATION

Enter ACTUAL Expenses in Column E

You may adjust funding between lines/rows.

	E	F	G	H	I	J
3	BUDGET NARRATIVE					
	<i>SFY Expenses</i>	<i>Total Current Expenses</i>		<i>BALANCE</i>		
4						
5		\$0		\$0		
6		\$0		\$0		
7		\$0		\$0		
8		\$0		\$0		
9	\$0	\$0		\$0		
10						
11	\$0	\$0		\$0		
12		\$0		\$0		
13		\$0		\$0		
14		\$0		\$0		
15		\$0		\$0		
16		\$0		\$0		
17		\$0		\$0		

Fill in the actual expenses that occurred. If where you spent differs from your submitted approved beginning of the year budget, make sure you adjust the narratives accordingly.



If you have changes, *do not erase* existing narrative, simply *add to it* explaining the change.

Examples:

5109 Positive Youth Development

Added Babysitters Training, First Aid & CPR Training

5110 Prevention Services

Awareness campaigns (Red Ribbon Week, Child Abuse Prevention, etc.), family paint nights. Additional expenses incurred due to larger participation in community awareness programs: Red Ribbon Week, family night events and drug box awareness.

5409 Staff Training

Staff training. Department budget covered trainings



Enter ACTUAL Expenses in Column E

Income and Expenses Must Balance

B	C	E
	Budget	SFY Expenses
Total Income	\$45,917	\$46,778
Total Expense	\$45,917	\$46,778
Surplus/(Deficit)	\$0	\$0

Correct

B	C	E
	Budget	SFY Expenses
Total Income	\$45,917	\$46,778
Total Expense	\$45,917	\$45,917
Surplus/(Deficit)	\$0	\$861

Incorrect



**If you do not spend all DCF grants funds
you must return the balance.**

Make check payable to: State of Connecticut Treasury

Mail it to:

**Stacie Albert
DCF
505 Hudson St
Hartford, CT 06106**



FREE

Technical Assistance is available through CYSA.
DCF requests that you contact Michelle **first**
before contacting DCF staff.

Michelle can be reached at:

support@ctyouthservices.org



Thank you

for taking time to be a part of this training today!

Please remember to contact Michelle
with any questions:

support@ctyouthservices.org