

**FINANCE COMMITTEE**  
**Wednesday, September 18, 2013**  
**SC Works Clemson Conference Room**  
**2:00 P.M.**

**AGENDA**

- ✔ Call to Order David Collins, Chair
- ✔ Approval of June 19, 2013 Minutes \* David Collins
- ✔ PY' 12 Budget Overview Brandi Runion, WorkLink
  - a. Henkels & McCoy
    - i. Adult/DW Grant\*
    - ii. Youth Grant
  - b. WorkLink Grants
    - i. WIA Budget
    - ii. Rapid Response & Incentive Grants
- ✔ PY' 13 Budget Overview Brandi Runion
  - a. WorkLink Grants
    - i. WIA Budget \*
    - ii. Rapid Response, Incentive, & DWT NEG Grants
  - b. Henkels & McCoy
    - i. Adult/DW Grant
    - ii. Youth Grant
- ✔ Other Business
- ✔ Adjournment

\* Requires Vote

**UPCOMING MEETINGS:**

October 23, 2013– Finance Meeting – 3:00 pm – WorkLink  
October 30, 2013 – Board Meeting – 1:00 pm – Madren Center

**FINANCE COMMITTEE**  
**Meeting Minutes**  
**June 19, 2013 @ 3:00 pm**  
**CAT Conference Room**

**Members Present**

David Collins, Chair  
Mike Wallace

Danny Brothers

Michael Keith

**Members Absent:**

Ronnie Booth

Kristi King-Brock

Stephanie Collins

**Providers:**

Kal Kunkel

**Staff Present:**

Brandi Runion  
Windy Graham

Jennifer Kelly  
Sharon Crite

Patty Manley  
Ronnie Allen

**I. Welcome and Introductions**

David Collins, Chair called the meeting to order and announced the meeting was being recorded for processing of minutes and that a quorum was present to conduct business of the committee.

**II. Minutes**

The minutes from the April 17, 2013 meeting were e-mailed with the meeting notice and included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

**ACTION TAKEN: Mike Wallace made a motion to approve the minutes as submitted, second by Danny Brothers. The motion carried with a unanimous voice vote.**

**III. PY'12 Budget Overview**

**a. Henkels & McCoy**

**i. Adult/DW Grant**

Brandi Runion referred to pages 5 - 9 of the meeting packet stating this is a summary of the Adult and DW Grant expenditures thru May 26, 2013 in the form of charts, graphs and a spreadsheet showing that \$1,460,937 has been spent. Henkels & McCoy has spent 76.33% of the 90% goal as of May 26, 2013 and have OJT and Facility costs that will be paid in June. These expenditures will put them over their goal of 90% expenditure rate by June 30, 2013.

Committee members noted typographical/formula errors on the graphs on pages 5 & 8 and requested Henkels & McCoy correct errors prior to this information being

included in the Board meeting packet on June 26, 2013. Kal Kunkel will make sure corrections are made and will send revised information to Ms. Runion.

**ii. Youth Grant**

Ms. Runion referred to page 10 of the meeting packet which is a summary of the Youth Grant stating \$686,684 has been spent through May 26, 2013 which is 80.81% of their 90% goal. Henkels & McCoy still has outstanding expenditures that will be paid in June which will put them over their goal of 90% expenditure rate by June 30, 2013.

**b. WorkLink Grants**

**i. WIA Budget**

Ms. Runion referred to page 14 which is an update of the PY'12 WorkLink Budget through May 31, 2013 and explained this is a budget request to move \$750 from Job Fair Expenses line item that were unspent to the Outreach line item in order to pay for the publishing of the Business Services Representative position posting.

**ACTION TAKEN: Mike Wallace made a motion to approve the budget request as proposed, second by Danny Brothers. The motion carried with a unanimous voice vote.**

Ms. Runion referred to page 15 and provided an update on what has been paid to the SC Appalachian Council of Governments (COG) in indirect costs through May 2013 which is \$115,054.77.

**ii. Rapid Response & Incentive Grants**

Ms. Runion referred to page 11 stating this is an update on the Rapid Response Incumbent Worker Training grants we received for Bowers Emergency Services and Pace Labels, Inc. Pace Labels, Inc. has submitted an expense reimbursement for \$2,581 which is being processed and Bowers Emergency Services submitted a reimbursement request June 18, 2013 in the amount of \$9,001.50 which will be processed this week.

Palmetto Plating Co. in Easley was approved on June 17, 2013 by SC Department of Employment & Workforce (DEW) to receive a total of \$40,400 RR/IWT Grant. Horizon Machining & Manufacturing in Six Mile has submitted an application to SCDEW for review.

SC Manufacturing Extension Partnership (SCMEP) is working with Technology Solutions in Seneca and Wilbert Plastics in Easley to get an application prepared to send to SCDEW soon.

Ms. Runion referred to page 12, the High Performing Workforce Board Incentive Grant, 11HPW01 stating this is a budget request to move \$2,674 from Youth WorkKeys line items to Staff & Board Travel & Training line item. Ms. Runion explained that \$11,000 was budgeted for Youth WorkKeys, those invoices have been received totaling \$8,326 falling \$2,674 short of the budgeted amount of \$11,000.

**ACTION TAKEN: Michael Keith made a motion to approve the budget request as proposed, second by Danny Brothers. The motion carried with a unanimous voice vote.**

Ms. Runion referred to page 13 and provided a brief update of our three Incentive Grants.

**IV. PY'13 Budget Overview**

**a. PY'13 Funding Allocations**

Ms. Runion referred to page 16 and explained the Funding Allocations our region received for Program Year 2013:

Adult	\$832,761
Dislocated Worker	\$823,748
Youth	\$891,462

**b. WorkLink Grants**

**i. WIA Budget**

Ms. Runion referred to the PY'13 proposed WIA Budget on pages 17-18 and stated the combined Henkels & McCoy Adult/DW grant is \$1,530,000 and the Youth grant is \$839,929. Ms. Runion also provided a brief explanation of the recommendations for In-House Expenses of the proposed budget stating (1) Salary/Fringe for WorkLink Staff members includes 7 staff members; (2) the Negotiations Committee decided to remove the Facility costs from the Henkels & McCoy budget due to the new service delivery model. A Resource Sharing Agreement (RSA) is being drafted to be signed by the COG and SCDEW which will state the total amount of the comprehensive center and satellite centers. SCDEW will reimburse the COG/WorkLink for their share of the centers as well as a percentage of the Finance Director's time managing the contracts and invoices. SCDEW will reimburse Henkels & McCoy for their share of the Center Manager's time managing the SC Works Centers and satellites; (3) Outreach has been increased in an effort to communicate the changes in the new delivery model, the comprehensive center and the satellite locations.

**ACTION TAKEN: Mike Wallace made a motion to approve the budget as presented, second by Michael Keith. The motion carried with a unanimous voice vote.**

**ii. Grant Opportunities**

Page 19 of the meeting packet lists the following three grant opportunities that WorkLink has applied for:

1. Dislocated Worker National Emergency Grant with SCDEW (DW-NEG) – \$55,357
2. Trade Adjustment Assistance Community College and Career Training Grant with Tri-County Technical College (TAACCCT) - \$2,656
3. Make it in America Grant - \$1,299,610

Ms. Runion stated if these grants are awarded, the WIB and Henkels & McCoy Budget will be adjusted accordingly.

**c. Henkels & McCoy**

**i. Adult/DW Grant**

Ms. Runion referred to pages 20-23 and stated the Henkels & McCoy PY'13 WIA Adult & DLW Budget of \$1,530,000 had been approved by the Executive Committee on June 17, 2013 via email vote.

**ii. Youth Grant**

Ms. Runion referred to pages 24-27 stating the Henkels & McCoy PY'13 WIA Youth Budget of \$839,929 will be discussed at the Executive Committee for vote on June 24, 2013.

**V. Other Business**

**VI. Adjournment**

With no further business to discuss, the meeting was adjourned.

*Respectfully submitted by: Patty Manley, Office Manager*



## Worklink Workforce Investment Board Grant #12A995H1&12D995H1

### Budget vs. Actual Expenditures YTD

		ADULT				
	codes	ADULT	FINAL	Total Expenses	Balance	% Spent
<b>MOD#3</b>	<b>4/24/13</b>	<b>Budget</b>	<b>FW40-43</b>			
<b>Salary Total</b>	0.0	315,262	(26,103)	305,683	9,579	96.96%
<b>Fringe Benefit Total</b>	0.1-0.5	134,694	(7,152)	96,348	38,346	71.53%
<b>Subtotal</b>		<b>\$449,956</b>	<b>-\$33,255</b>	<b>\$402,031</b>	<b>\$47,925</b>	<b>89.35%</b>
<b>Operating Costs</b>						
Facility TCTC	1.1	39,766	21,573	42,569	(2,803)	107.05%
Staff Consumable Supplies	1.2	14,459		8,384	6,075	57.99%
Advertising	1.3	13,792	0	3,444	10,348	24.97%
Printing/Copies	1.4	7,415	1,758	5,687	1,728	76.70%
Communications	1.5	12,385	29	9,274	3,111	74.88%
Staff Travel	1.6	20,721	108	18,524	2,197	89.40%
Staff Training/Technical Services	1.7	3,707		1,903	1,804	51.34%
Staff Computer Leases	1.8	8,841	0	7,615	1,226	86.13%
Software License	2.11	13,087		3,517	9,570	26.87%
Postage	1.9	3,179	116	1,445	1,734	45.45%
<b>Subtotal</b>		<b>\$137,352</b>	<b>\$23,584</b>	<b>\$102,362</b>	<b>\$34,990</b>	<b>74.53%</b>
<b>Training cost</b>						
Participant Supplies	2.1	12,358	751	4,198	8,160	33.97%
Instructional Supply Cost (part books)	2.2	16,220		20,326	(4,106)	125.31%
Credential Exam Fees	2.3	14,644	2,536	12,443	2,201	84.97%
TABE Assessment	2.4	7,940		7,940	0	100.00%
Workkeys	2.12	12,358	365	7,468	4,890	60.43%
Tuition(Adult Ed Skill Upgrade&GED)	2.5	63,866		63,866	0	100.00%
Individualized Training	2.6					
TCTC Pre Emp Workshops		30,895		30,895	0	100.00%
Account/Voucher cost		165,500	365	160,496	5,004	96.98%
On the Job Training	2.8	116,640	4070	56,256	60,384	48.23%
Awards / Events	2.10	1,545		0	1,545	0.00%
<b>Subtotal</b>		<b>\$441,966</b>	<b>\$8,087</b>	<b>\$363,888</b>	<b>\$78,078</b>	<b>82.33%</b>
<b>Supportive Service Cost</b>						
Transportation	3.2	30,818	1,315	18,530	12,288	60.13%
Childcare	3.3	8,193	60	6,708	1,485	81.87%
Uniforms,Drug Screens etc	3.4	6,179	209	7,905	(1,726)	127.93%
Emergency Assistance	3.5	3,090		0	3,090	0.00%
<b>Subtotal</b>		<b>\$48,280</b>	<b>\$1,584</b>	<b>\$33,143</b>	<b>\$15,137</b>	<b>68.65%</b>
<b>Training/Professional Service Fee/Pofit</b>						
Training Fee (Profit)	4.1	51,156	\$0	\$45,071	\$6,085	88.11%
Audit	4.2	7,866		\$7,866	\$0	100.00%
Indirect	4.3	100,572	\$0	\$86,602	\$13,970	86.11%
<b>Subtotal</b>		<b>\$159,594</b>	<b>\$0</b>	<b>\$139,539</b>	<b>\$20,055</b>	<b>87.43%</b>
<b>TOTALS</b>		<b>\$1,237,148</b>	<b>\$0</b>	<b>\$1,040,963</b>	<b>\$196,185</b>	<b>84.14%</b>

DLW				
DLW	FINAL	Total Expenses	Balance	% Spent
<b>Budget</b>	<b>FW40-43</b>			
194,952	(9,763)	203,638	(8,686)	104.46%
83,292	(2,705)	62,079	21,213	74.53%
<b>\$278,244</b>	<b>-\$12,468</b>	<b>\$265,717</b>	<b>\$12,527</b>	<b>95.50%</b>
24,591	11,293	25,992	(1,401)	105.70%
8,941	0	5,936	3,005	66.39%
8,528	0	2,494	6,034	29.24%
4,585	7	2,705	1,880	59.00%
7,659	17	5,896	1,763	76.98%
12,813	79	12,584	229	98.21%
2,293		1,388	905	60.53%
5,467	0	4,668	799	85.39%
8,093		2,590	5,503	32.00%
1,966	63	1,019	947	51.83%
<b>\$84,936</b>	<b>\$11,459</b>	<b>\$65,272</b>	<b>\$19,664</b>	<b>76.85%</b>
7,642	35	2,141	5,501	28.02%
10,030	111	11,637	(1,607)	116.02%
9,056	70	4,033	5,023	44.53%
4,910		4,910	0	100.00%
7,642	200	2,360	5,282	30.88%
39,494		39,494	0	100.00%
19,105		19,105	0	100.00%
66,200	185	61,247	4,953	92.52%
20,160		13,386	6,774	66.40%
955		50	905	5.24%
<b>\$185,194</b>	<b>\$601</b>	<b>\$158,363</b>	<b>\$26,831</b>	<b>85.51%</b>
19,057	295	9,255	9,802	48.56%
5,067		0	5,067	0.00%
3,821	113	1,990	1,831	52.08%
1,910		0	1,910	0.00%
<b>\$29,855</b>	<b>\$408</b>	<b>\$11,245</b>	<b>\$18,610</b>	<b>37.67%</b>
31,634	\$0	\$25,030	\$6,604	79.12%
4,864		\$4,864	\$0	100.00%
62,192	\$0	\$48,605	\$13,587	78.15%
<b>\$98,690</b>	<b>\$0</b>	<b>\$78,499</b>	<b>\$20,191</b>	<b>79.54%</b>
<b>\$676,919</b>	<b>\$0</b>	<b>\$579,096</b>	<b>\$97,823</b>	<b>85.55%</b>

TOTAL			
Total Budget	ADULT&DLW	Total Balance	Total % Spent
	TO DATE		
510,214	509,321	893	99.82%
217,986	158,427	59,559	72.68%
<b>\$728,200</b>	<b>\$667,748</b>	<b>\$60,452</b>	<b>91.70%</b>
64,357	68,561	(4,204)	106.53%
23,400	14,320	9,080	61.20%
22,320	5,938	16,382	26.60%
12,000	8,392	3,608	69.93%
20,044	15,170	4,874	75.68%
33,534	31,108	2,426	92.77%
6,000	3,291	2,709	54.85%
14,308	12,283	2,025	85.85%
21,180	6,107	15,073	28.83%
5,145	2,464	2,681	47.89%
<b>\$222,288</b>	<b>\$167,634</b>	<b>\$54,654</b>	<b>75.41%</b>
20,000	6,339	13,661	31.70%
26,250	31,963	(5,713)	121.76%
23,700	16,476	7,224	69.52%
12,850	12,850	0	100.00%
20,000	9,828	10,172	49.14%
103,360	103,360	0	100.00%
50,000	50,000	0	100.00%
231,700	221,743	9,957	95.70%
136,800	69,642	67,158	50.91%
2,500	50	2,450	2.00%
<b>\$627,160</b>	<b>\$522,251</b>	<b>\$104,909</b>	<b>83.27%</b>
49,875	27,785	22,090	55.71%
13,260	6,708	6,552	50.59%
10,000	9,895	105	98.95%
5,000	0	5,000	0.00%
<b>\$78,135</b>	<b>\$44,388</b>	<b>\$33,747</b>	<b>56.81%</b>
82,790	70,101	12,689	84.67%
12,730	12,730	0	100.00%
162,764	135,207	27,557	83.07%
<b>\$258,284</b>	<b>\$218,038</b>	<b>\$40,246</b>	<b>84.42%</b>
<b>\$1,914,067</b>	<b>\$1,620,059</b>	<b>\$294,008</b>	<b>84.64%</b>



## Worklink Workforce Investment Board Grant #12Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1303

Budgeted Expenses			1303-11012	Total Expenses	Balance	% Spent
codes	Budget	FINAL				
mod #3 3/1/13	FW 40-43					
<b>Salary Total</b>	0.0 332,164	607		318,535	13,629	95.90%
<b>Fringe Benefit Total</b>	0.1-0.5 112,257	286		112,491	(234)	100.21%
<b>Subtotal</b>	<b>\$444,421</b>	<b>\$893</b>		<b>\$431,026</b>	<b>\$13,395</b>	<b>96.99%</b>
Facility TCTC	1.1 12,000			12,000	0	100.00%
<b>Equipment Purchases</b>						
Staff Computer Leases	1.8 7,465			7,359	106	98.58%
Software License	2.11 3,600			3,706	(106)	102.94%
<b>Subtotal</b>	<b>11,065</b>	<b>0</b>		<b>11,065</b>	<b>0</b>	<b>100.00%</b>
<b>Operating Costs</b>						
Staff Consumable Supplies	1.2 7,200	1,829		5,722	1,478	79.47%
Printing/Copies	1.4 4,800	21		4,960	(160)	103.33%
Communications	1.5 12,876	46		13,370	(494)	103.84%
Staff Travel	1.6 24,644			13,908	10,736	56.44%
Postage	1.9 3,835	342		2,902	933	75.67%
Participant Supplies	2.1 4,650	834		3,897	753	83.81%
<b>Subtotal</b>	<b>\$58,005</b>	<b>\$3,072</b>		<b>\$44,759</b>	<b>\$13,246</b>	<b>77.16%</b>
<b>Customer Wage and Fringe Benefits</b>						
Work Experience	2.9 37,120			25,283	11,837	68.11%
<b>Individualized Training Cost</b>						
Participant Books	2.2 5,400			6,324	(924)	117.11%
Assessment/Exam Fees(inc workke	2.3 8,650	268		9,157	(507)	105.86%
TABE Testing Materials	2.4 2,050			2,050	0	100.00%
Tuition (Adult Education)	2.5 38,758			38,756	2	99.99%
Tuition ( College or Vocational)	2.6 34,650			23,561	11,089	68.00%
<b>Subtotal</b>	<b>\$89,508</b>	<b>\$268</b>		<b>\$79,848</b>	<b>\$9,660</b>	<b>89.21%</b>
<b>Customer Supportive Services Cost</b>						
Transportation	3.2 22,500	330		17,930	4,570	79.69%
Childcare	3.3 4,800			1,165	3,635	24.27%
Training Support Materials	3.4 3,100	70		2,728	372	88.00%
<b>Subtotal</b>	<b>\$30,400</b>	<b>\$400</b>		<b>\$21,823</b>	<b>\$8,577</b>	<b>71.79%</b>
<b>Customer Needs Based Related Payment Cost</b>						
Student Incentives (skills&inc comp	3.1 37,183			32,841	4,342	88.32%
Emergency Assistance	3.5 3,500			500	3,000	14.29%
<b>Subtotal</b>	<b>\$40,683</b>	<b>\$0</b>		<b>\$33,341</b>	<b>\$7,342</b>	<b>81.95%</b>
<b>Staff Training/Tech Services</b>						
Staff Training/Conferences	1.7 4,500			1,697	2,803	37.71%
<b>Other</b>						
Advertising	1.3 6,000			4,588	1,412	76.47%
Audit	5,653			5,653	0	100.00%
Awards/Events	2.10 1,600			1,600	0	100.00%
<b>Subtotal</b>	<b>\$13,253</b>	<b>\$0</b>		<b>\$11,841</b>	<b>\$1,412</b>	<b>89.35%</b>
Training Fee (Profit)	4.1 36,765	232		33,173	3,592	90.23%
Indirect	1.11 72,280	405		64,201	8,079	88.82%
<b>TOTALS</b>	<b>\$850,000</b>					
<b>Monthly Actual Expenses</b>						
			<b>\$5,270</b>	<b>\$770,057</b>	<b>\$79,943</b>	<b>90.59%</b>

WorkLink Program Year 2012 Financial Status

	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD June	Actual % Expended	Goal Expended	Goal % Expended	Balance
<b>PY'12 Allocations (NFA-12-01)</b>	\$ 763,248	\$ 84,805	\$ 850,452	\$ 94,495	\$ 851,486	\$ 94,610	\$ 2,739,096					
<b>Transfer of funds</b>	212,613		(212,613)									
Carryover from PY'11	903,990	87,296	190,614	102,223	435,079	80,909	1,800,111					
	<b>\$ 1,879,851</b>	<b>\$ 172,101</b>	<b>\$ 828,453</b>	<b>\$ 196,718</b>	<b>\$ 1,286,565</b>	<b>\$ 175,519</b>	<b>\$ 4,539,207</b>					
<b>Obligations</b>												
Henkels & McCoy - Adult	\$ 1,237,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,237,148	\$ 1,040,963	84.14%	\$ 1,237,148	100.00%	\$ 196,185
Henkels & McCoy - DW	-	-	676,919	-	-	-	676,919	579,096	85.55%	676,919	100.00%	97,823
Undesignated Funds	360,093	88,116	66,909	104,746	366,555	58,186	1,044,605	-	0.00%	-	0.00%	1,044,605
Henkels & McCoy - Youth	-	-	-	-	850,000	-	850,000	770,057	90.59%	850,000	100.00%	79,943
Total Pass-Through Contracts	\$ 1,597,241	\$ 88,116	\$ 743,828	\$ 104,746	\$ 1,216,555	\$ 58,186	\$ 3,808,672	\$ 2,390,116	62.75%	\$ 2,764,067	72.57%	1,418,556
<b>Total Revenue after Obligations</b>	<b>\$ 282,610</b>	<b>\$ 83,985</b>	<b>\$ 84,625</b>	<b>\$ 91,972</b>	<b>\$ 70,010</b>	<b>\$ 117,333</b>	<b>\$ 730,535</b>					
<b>In-House Expenses</b>	<b>Program Adult</b>	<b>Admin Adult</b>	<b>Program DW</b>	<b>Admin DW</b>	<b>Program Youth</b>	<b>Admin Youth</b>	<b>Total</b>	<b>YTD June</b>	<b>Actual % Expended</b>	<b>Goal Expended</b>	<b>Goal % Expended</b>	<b>Balance</b>
Salaries	142,000	27,000	41,500	35,000	32,500	52,000	330,000	289,789	87.81%	330,000	100.00%	40,211
Fringe	45,000	8,775	13,250	11,175	10,300	16,500	105,000	89,445	85.19%	105,000	100.00%	15,555
Travel - Training/Conferences/Meetings	6,500	1,200	2,500	1,800	3,500	500	16,000	(103)	-0.64%	16,000	100.00%	16,103
Travel - Committee/Board	1,980	-	660	-	3,360	-	6,000	1,969	32.82%	6,000	100.00%	4,031
Supplies - Consummable	-	800	-	900	-	800	2,500	1,975	79.00%	2,500	100.00%	525
Supplies - Non-Consummable	-	1,000	-	1,000	-	500	2,500	1,697	67.88%	2,500	100.00%	803
WorkKeys	190	-	35	-	-	-	225	224	99.33%	225	100.00%	2
Consulting	-	150	-	100	-	100	350	204	58.29%	350	100.00%	146
Insurance - Tort	-	2,500	-	2,500	-	2,000	7,000	7,062	100.89%	7,000	100.00%	(62)
Insurance - Auto C&C	-	75	-	75	-	75	225	183	81.33%	225	100.00%	42
Insurance - Auto Liab	-	350	-	250	-	200	800	760	95.00%	800	100.00%	40
Postage	-	850	-	800	-	850	2,500	1,222	48.88%	2,500	100.00%	1,278
Printing	-	1,400	-	1,300	-	1,300	4,000	3,279	81.98%	4,000	100.00%	721
Telephone Voice & LD & Cellphones	-	3,500	-	3,500	-	3,500	10,500	10,353	98.60%	10,500	100.00%	147
Web Site Hosting & Renewal Fees	-	5,040	-	2,520	-	2,520	10,080	6,327	62.77%	10,080	100.00%	3,753
Newspapers, Magazines, & Books	-	700	-	650	-	350	1,700	-	0.00%	1,700	100.00%	1,700
Memberships, Dues, & Prof Fees	-	2,000	-	1,300	-	1,000	4,300	2,867	66.67%	4,300	100.00%	1,433
Training	9,800	-	3,500	-	6,700	-	20,000	1,224	6.12%	20,000	100.00%	18,776
Conf & Mtg Fees	-	700	-	300	-	-	1,000	-	0.00%	1,000	100.00%	1,000
Job Fair Expenses	17,500	-	5,750	-	-	-	23,250	16,174	69.57%	23,250	100.00%	7,076
Rent - WorkLink Storage	-	480	-	380	-	340	1,200	890	74.17%	1,200	100.00%	310
Rent - WorkLink Office	-	7,000	-	6,000	-	6,000	19,000	17,362	91.38%	19,000	100.00%	1,638
R&M - Equipment	-	500	-	250	-	250	1,000	290	29.00%	1,000	100.00%	710
R&M & Gas - WIA Car	-	1,000	-	1,000	-	1,000	3,000	1,844	61.47%	3,000	100.00%	1,156
IT Maint/Support	-	1,500	-	1,500	-	1,000	4,000	3,434	85.85%	4,000	100.00%	566
Outreach	-	1,500	-	750	-	500	2,750	2,724	99.05%	2,750	100.00%	26
COG Meeting Expense	-	1,000	-	1,000	-	3,000	5,000	3,572	71.44%	5,000	100.00%	1,428
Equipment	-	3,625	-	3,222	-	1,208	8,055	8,055	100.00%	8,055	100.00%	0
Indirect Cost Pool	59,640	11,340	17,430	14,700	13,650	21,840	138,600	129,069	93.12%	138,600	100.00%	9,531
<b>Total In-House</b>	<b>\$ 282,610</b>	<b>\$ 83,985</b>	<b>\$ 84,625</b>	<b>\$ 91,972</b>	<b>\$ 70,010</b>	<b>\$ 117,333</b>	<b>\$ 730,535</b>	<b>\$ 601,890</b>	<b>82.39%</b>	<b>730,535</b>	<b>100.00%</b>	<b>128,645</b>



# WorkLink Program Year 2012 Financial Status

## Indirect Rate Analysis

	<b>Indirect</b>	<b>Salaries</b>	<b>% Rate</b>
July	7,041.90	10,604.26	66.41%
August	14,351.29	37,888.23	37.88%
September	12,274.59	25,507.71	48.12%
October	13,771.72	26,656.41	51.66%
November	11,814.69	23,212.50	50.90%
December	7,939.32	23,371.28	33.97%
January	13,260.56	23,766.75	55.79%
February	8,433.31	18,582.17	45.38%
March	9,525.83	27,686.25	34.41%
April	8,729.24	18,457.50	47.29%
May	7,912.32	18,457.50	42.87%
June	14,014.09	35,598.32	39.37%
	<u>129,068.86</u>	<u>289,788.88</u>	<u>44.54%</u>
Budget	138,600.00	330,000.00	
% Spent	93.12%	87.81%	

**WorkLink Program Year 2012 Financial Status**

11INC01 - Incentive Grant

	<b>Program Revenue</b>					
	\$ 57,999					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance Unspent</b>
Supplies - Non-Consumable	\$ 1,741	1,741	100%	1,741	100.00%	\$ -
CDF Training - Adult/DW	3,846	3,846	100%	3,846	100.00%	-
WorkKeys Profiles - Employers	12,000 *	10,500	88%	10,500	87.50%	1,500
SC Works Orientation Video	1,100	1,100	100%	1,100	100.00%	-
ADA Computer Equipment	3,802	3,802	100%	3,802	100.00%	-
AOP Business Showcase	10,000	10,000	100%	10,000	100.00%	-
Training - WIA Staff	5,151	5,151	100%	5,151	100.00%	-
Building Renovations	20,359	20,359	100%	20,359	100.00%	-
<b>Total In-House</b>	\$ 57,999	\$ 56,499	97%	\$ 56,499	97.41%	\$ 1,500

Grant Period: 4/16/12-6/30/13

**THIS GRANT IS CLOSED**

*\*Notified on 6/28/13 that one company was not going to participate*

**WorkLink Program Year 2012 Financial Status**

11HPW01 - Incentive Grant

	<b>Program Revenue</b>					
	\$ 25,000					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance Unspent</b>
Staff/Board Travel & Training	\$ 9,174	9,174	100%	9,174	100.00%	\$ -
Printing	4,125	4,125	100%	4,125	100.00%	-
Youth WorkKeys	8,326	8,326	100%	8,326	100.00%	-
EMSI	3,375	3,375	100%	3,375	100.00%	-
<b>Total In-House</b>	\$ 25,000	\$ 25,000	100%	\$ 25,000	100.00%	\$ -

Grant Period: 7/16/12-6/30/13

**THIS GRANT IS CLOSED**

**WorkLink Program Year 2013 Financial Status**

12INC01 - Incentive Grant

	<b>Program Revenue</b>					
	\$ 5,417					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance Unspent</b>
2013 AOP BIS Transportation	\$ 5,417	-	0%	-	0.00%	\$ 5,417

Grant Period: 4/1/13-6/30/14

**WorkLink Program Year 2012 Financial Status**

## 12RRIWT11 - Rapid Response Grant

	<b>Program Revenue</b>						
	\$ 34,599						
	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance Unspent</b>
Bowers EMS/Signature Services	\$ 34,599		28,348	82%	28,348	81.93%	\$ 6,251
<b>THIS GRANT IS CLOSED</b>							
Grant Period: 1/2/13-6/30/13*							
*Extended from 5/31/13 to 6/30/13							

**WorkLink Program Year 2013 Financial Status**

## 12RRIWT18 - Rapid Response Grant

	<b>Program Revenue</b>						
	\$ 24,100						
	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Pace Labels, Inc Grant	\$ 24,100		24,100	100%	6,100	25.31%	\$ 18,000
Grant Period: 2/25/13-10/31/13							

**WorkLink Program Year 2013 Financial Status**

## 12RRIWT25 - Rapid Response Grant

	<b>Program Revenue</b>						
	\$ 40,400						
	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Palmetto Plating Company, Inc	\$ 40,400		40,400	100%	-	0.00%	\$ 40,400
Grant Period: 6/20/13-4/30/14							

**WorkLink Program Year 2012 Financial Status**

## 13RRIWT03 - Rapid Response Grant

	<b>Program Revenue</b>						
	\$ 30,075						
	<b>Program Expenditures</b>		<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance Unspent</b>
Horizon Machining & Manufacturing, Inc	\$ 30,075	**	-	0%	-	0.00%	\$ 30,075
Grant Period: 7/12/13-7/11/14							
** This grant has been closed out. Company does not wish to accept the funds at this time							

WorkLink Program Year 2013 Financial Status - ORIGINAL

*Funds not received from SCDEW yet		Program Adult*	Admin Adult*	Program DW*	Admin DW*	Program Youth	Admin Youth	Total	YTD-August	Actual % Expended	Goal Expended	Goal % Expended	Balance			
<b>PY'13 Allocations (NFA-13-01)</b>		<b>749,485</b>	<b>83,276</b>	<b>741,373</b>	<b>82,375</b>	<b>802,316</b>	<b>89,146</b>	<b>2,547,971</b>								
Transfer of funds (35%)		259,480		(259,480)				-								
PY'12 Carryover		654,521	84,138	188,244	92,275	458,863	69,165	1,547,206								
		<b>1,663,486</b>	<b>167,414</b>	<b>670,137</b>	<b>174,650</b>	<b>1,261,179</b>	<b>158,311</b>	<b>4,095,177</b>								
<b>Obligations</b>																
Henkels & McCoy - Adult		1,060,778	-	-	-	-	-	1,060,778	141,800	13%	176,796	17%	918,978			
Henkels & McCoy - DW		-	-	469,223	-	-	-	469,223	55,063	12%	78,204	17%	414,160			
Henkels & McCoy - Youth						839,929		839,929	94,216	11%	139,988	17%	745,713			
Undesignated Funds		335,122	33,298	108,013	53,352	310,927	26,932	867,644	-	0%	-	0%	867,644			
Total Pass-Through Contracts		1,395,900	33,298	577,236	53,352	1,150,856	26,932	3,237,574	291,079	9%	394,988	12%	2,946,495			
<b>Total Revenue after Obligations</b>		<b>267,586</b>	<b>134,116</b>	<b>92,901</b>	<b>121,298</b>	<b>110,323</b>	<b>131,379</b>	<b>857,603</b>								
		<b>Program Adult</b>	<b>Admin Adult</b>	<b>Program DW</b>	<b>Admin DW</b>	<b>Program Youth</b>	<b>Admin Youth</b>	<b>Total</b>	<b>YTD-August</b>	<b>Actual % Expended</b>	<b>Goal Expended</b>	<b>Goal % Expended</b>	<b>Balance</b>	<b>Original Budget</b>	<b>Net Change</b>	
<b>In-House Expenses</b>																
Salaries	349,816.00	122,160	37,806	41,383	37,797	62,026	48,644	349,816	50,943	15%	58,303	17%	298,873	349,816	-	0%
Fringe	108,632.00	37,201	11,954	12,650	11,951	19,396	15,480	108,632	15,612	14%	18,105	17%	93,020	108,632	-	0%
SC Works Centers & Satellites Facility Costs	263,085.00	136,651	28,494	55,658	21,192	2,850	18,240	263,085	12,585	5%	43,848	17%	250,500	171,213	91,872	54%
Payment from SCDEW for Facilities	(113,904.00)	(79,733)	-	(34,171)	-	-	-	(113,904)	-	0%	-	0%	(113,904)	(54,242)	(59,662)	110%
Travel - Training/Conferences/Meetings	8,500.00		3,000		2,500		3,000	8,500	-	0%	1,417	17%	8,500	8,500	-	0%
Travel - Committee/Board	2,500.00		250		250		2,000	2,500	-	0%	417	17%	2,500	2,500	-	0%
Supplies - Consummable	2,250.00		750		750		750	2,250	538	24%	375	17%	1,712	2,250	-	0%
Supplies - Non-Consummable	1,000.00		335		335		330	1,000	480	48%	167	17%	520	1,000	-	0%
EMSI Data Charges	3,375.00		1,125		1,125		1,125	3,375	563	17%	563	17%	2,812	3,375	-	0%
Consulting	210.00		70		70		70	210	-	0%	35	17%	210	210	-	0%
Insurance - Tort	7,560.00		2,520		2,520		2,520	7,560	1,257	17%	1,260	17%	6,303	7,560	-	0%
Insurance - Auto C&C	190.00		65		65		60	190	29	15%	32	17%	161	190	-	0%
Insurance - Auto Liab	770.00		260		260		250	770	127	16%	128	17%	643	770	-	0%
Postage	500.00		170		170		160	500	79	16%	83	17%	421	500	-	0%
Printing	4,000.00		1,334		1,334		1,332	4,000	43	1%	667	17%	3,957	4,000	-	0%
Telephone Voice	1,074.00		358		358		358	1,074	1,407	131%	179	17%	(333)	1,074	-	0%
Telephone LD	324.00		108		108		108	324	419	129%	54	17%	(95)	324	-	0%
Cellphone (Executive Director)	12.00		6		5		1	12	12	100%	12	100%	-	1,450	(1,438)	-99%
Web Site Hosting & Renewal Fees	7,080.00		2,360		2,360		2,360	7,080	1,020	14%	1,180	17%	6,060	7,080	-	0%
Newspapers, Magazines, & Books	-		-		-		-	-	-	0%	-	0%	-	165	(165)	-100%
Memberships, Dues, & Prof Fees	3,300.00		1,100		1,100		1,100	3,300	50	2%	550	17%	3,250	2,800	500	18%
Training	20,000.00		8,500		5,000		6,500	20,000	-	0%	3,333	17%	20,000	16,250	3,750	23%
Job Fair Expenses	22,000.00		11,000		11,000		-	22,000	-	0%	-	0%	22,000	-	22,000	100%
Rent - WorkLink Office	606.00		200		200		206	606	606	100%	606	100%	0	4,905	(4,299)	-88%
R&M & Gas - WIA Car	2,500.00		835		835		830	2,500	309	12%	417	17%	2,191	2,500	-	0%
IT Maint/Support (WIB Only)	5,300.00		1,770		1,770		1,760	5,300	281	5%	883	17%	5,019	5,300	-	0%
Outreach	5,000.00		3,000		1,500		500	5,000	189	4%	833	17%	4,811	5,000	-	0%
COG Meeting Expense	5,000.00		867		868		3,265	5,000	226	5%	833	17%	4,774	5,000	-	0%
Indirect Cost Pool (42%)	146,923.00	51,307	15,879	17,381	15,875	26,051	20,430	146,923	22,619	15%	24,487	17%	124,304	146,923	-	0%
<b>Total In-House</b>	<b>857,603.00</b>	<b>267,586</b>	<b>134,116</b>	<b>92,901</b>	<b>121,298</b>	<b>110,323</b>	<b>131,379</b>	<b>857,603</b>	<b>109,394</b>	<b>13%</b>	<b>158,766</b>	<b>19%</b>	<b>748,209</b>	<b>805,045</b>	<b>52,558</b>	<b>7%</b>

**PY'13 Cost Allocation Plan**

SC Works Easley FTE (D)		
1.00	Henkels Staff	33.33%
2.00	SCDEW Staff	66.67%
3.00		100.00%

SC Works Seneca FTE €		
1.00	Henkels Staff	50.00%
1.00	SCDEW Staff	50.00%
2.00		100.00%

SC Works Anderson FTE (F)		
1.00	Henkels Staff	50.00%
1.00	SCDEW Staff	50.00%
2.00		100.00%

SC Works Honea Path FTE (G)		
1.00	Henkels Staff	50.00%
1.00	SCDEW Staff	50.00%
2.00		100.00%

Program Manager FTE (A)		
11.00	Henkels Staff	37.93%
18.00	SCDEW Staff	62.07%
29.00		100.00%

Comprehensive Center FTE (Beginning September) (B)		
7.00	Henkels Staff	25.93%
7.00	WIB Staff	25.93%
13.00	SCDEW Staff	48.15%
27.00		100.00%

Anderson SC Works Center (C)		
4.00	Henkels Staff	21.05%
15.00	SCDEW Staff	78.95%
19.00		100.00%

Comprehensive Center FTE (Beginning September) (H) - Phones & IT only (non WIB)		
7.00	Henkels Staff	35.00%
13.00	SCDEW Staff	65.00%
20.00		100.00%

\*Payable to Henkels & McCoy  
 \*\*Payable to SCACOG  
 \*\*\*Payable to SCDEW

**Base - Core Staff**

Staff Positions that benefit SCDEW

Title	Employee	Actual Wage	% of Time on			Total Billable	WIA Time	SC Works Time	Henkels	WIB	SCDEW	Total	Notes
			Project	Billable Wage	Fringe								
Center Manager*	Matt Fields	\$ 41,600.00	100%	\$ 41,600.00	\$ 20,271.68	\$ 3,640.00	\$ 65,511.68	\$ 9,826.75	\$ 55,684.93	21,121.87	-	34,563.06	55,684.93 A
							\$ 65,511.68	\$ 9,826.75	\$ 55,684.93	21,121.87	-	34,563.06	55,684.93

**Facilities Costs**

Anderson SC Works Center***	Per Year Costs	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	Henkels	WIB	SCDEW	Total	Notes
Communications	11,400.00	950.00	950.00	-	-	-	-	-	-	-	-	-	-	1,900.00	400.00	-	1,500.00	1,900.00	C
Equipment Rent	5,700.00	475.00	475.00	-	-	-	-	-	-	-	-	-	-	950.00	200.00	-	750.00	950.00	
Premises Expense	21,000.00	1,750.00	1,750.00	-	-	-	-	-	-	-	-	-	-	3,500.00	736.84	-	2,763.16	3,500.00	
Computers	600.00	200.00	200.00	-	-	-	-	-	-	-	-	-	-	400.00	400.00	-	-	400.00	
Security	20,700.00	1,725.00	1,725.00	-	-	-	-	-	-	-	-	-	-	3,450.00	726.32	-	2,723.68	3,450.00	

**Satellite Centers\*\***

SC Works Easley	13,200.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00	4,400.00	-	8,800.00	13,200.00	D
SC Works Seneca	13,200.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	13,200.00	6,600.00	-	6,600.00	13,200.00	E
SC Works Anderson	13,200.00	-	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	9,900.00	4,950.00	-	4,950.00	9,900.00	F
SC Works Honea Path	3,600.00	-	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,300.00	1,650.00	-	1,650.00	3,300.00	G
WIA Copier Use	2,000.00	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	2,000.00	2,000.00	-	-	2,000.00	WIA only expense
SCDEW Copier Use & Long Distance Calls	5,000.00	200.00	420.00	420.00	420.00	420.00	420.00	450.00	450.00	450.00	450.00	450.00	450.00	5,000.00	-	-	5,000.00	5,000.00	SCDEW only expense

**Comprehensive SC Works Center (Clemson, SC)\*\***

Lease/Rent (\$12*8,600 sq ft)	103,200.00	-	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	8,600.00	94,600.00	22,296.30	30,896.30	41,407.41	94,600.00	B
Common Area Maintenance (\$567.5/mo)	6,810.00	-	567.50	567.50	567.50	567.50	567.50	567.50	567.50	567.50	567.50	567.50	567.50	6,242.50	1,471.30	2,038.80	2,732.41	6,242.50	WIB pays 100% of August expenses
Power	16,675.90	-	1,200.00	3,500.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	15,500.00	3,707.41	4,907.41	6,885.19	15,500.00	WIB pays 100% of August expenses
Janitorial (Procured with Defender Services)	22,000.00	-	250.00	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	18,583.33	4,753.09	5,003.09	8,827.16	18,583.33	WIB pays 100% of August expenses
Pest Control	460.00	-	75.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	425.00	90.74	165.74	168.52	425.00	WIB pays 100% of August expenses
Telephones (non WIB) - Upstate Computers	12,000.00	-	-	5,000.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	10,670.00	3,734.50	-	6,935.50	10,670.00	H
Cubicles	10,200.00	-	-	10,200.00	-	-	-	-	-	-	-	-	-	10,200.00	-	-	10,200.00	10,200.00	100% SCDEW Expense
IT Support (non WIB) - Technology Solutions	11,000.00	-	-	7,325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	10,250.00	3,587.50	-	6,662.50	10,250.00	H
Shred It	780.00	-	-	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	650.00	168.52	168.52	312.96	650.00	
Anderson Fire & Safety	101.85	-	-	101.85	-	-	-	-	-	-	-	-	-	101.85	26.41	26.41	49.04	101.85	
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
		7,666.67	18,879.17	40,314.35	17,442.50	17,442.50	17,442.50	17,472.50	17,472.50	17,472.50	17,472.50	17,472.50	17,472.50	224,022.68	61,898.91	43,206.25	118,917.52	224,022.68	

Red = Estimates

**Additions to the above for WIA only items:**

Henkels Share of Anderson	1,736.84	UpFit	25,000.00	SCDEW pays for Henkels	34,563.06	(center mgr)
Total Security	3,450.00	Signage (installation)	1,650.00	SCDEW pays SCACOG	113,904.37	(bldg)
Total Satellite	46,600.00	Sale of Furniture	(4,200.00)			
Total Comp Center	167,222.68	Refund from Tiger Paw Storage	(425.00)	SCACOG pays SCDEW	1,736.84	(anderson)
Total building in WIB Budget	219,009.53	Tech Sol (Labor, Install & Supplies for Move)	3,900.00			
Additional building items WIB only	44,076.00	Cubicle Relocation	1,400.00			
Total Budget	263,085.53	Keys	2,525.00			
Reimbursed from SCDEW	(113,904.37)	Moving of WIA	4,100.00			
Total WIB Costs	149,181.16	Moving of Henkels	3,991.00			
		Moving of Phones	935.00			
		Telephones/Internet (Northland Cable)-WIB Only	5,200.00			
			44,076.00			

**WorkLink Program Year 2013 Financial Status**

13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	<b>Program Revenue</b>					
	\$ 55,357					
	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Salaries, Fringe & Indirect (WIB)	\$ 2,624	-	0%	-	0.00%	\$ 2,624
Henkels & McCoy	52,733	52,733	100%	-	0.00%	52,733
<b>Total In-House</b>	\$ 55,357	\$ 52,733	95%	\$ -	0.00%	\$ 55,357
Grant Period: 8/8/13-6/30/15						

**WorkLink Program Year 2013 Financial Status**

13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	<b>Program Expenditures</b>	<b>Total Obligated</b>	<b>Total % Obligated</b>	<b>Actual Expended</b>	<b>Actual % Expended</b>	<b>Balance</b>
Indirect Cost	\$ 4,029	-	0%	-	0.00%	\$ 4,029
Audit Fee	351	-	0%	-	0.00%	\$ 351
Profit	2,303	-	0%	-	0.00%	\$ 2,303
Instructional Training	29,250	-	0%	-	0.00%	\$ 29,250
OJT	16,800	-	0%	-	0.00%	\$ 16,800
<b>Total In-House</b>	\$ 52,733	\$ -	0%	\$ -	0.00%	\$ 52,733
Grant Period: 8/8/13-6/30/15						



## Worklink Workforce Investment Board Grant #13A995H1&13D995H1

Budget vs. Actual Expenditures YTD

	codes	ADULT		Total Expenses	Balance	% Spent
		ADULT	ADULT			
		1400-1000	1400-11002			
<b>MOD#3 4/24/13</b>		<b>Budget</b>	7/1-7/28	7/29-8/25		
Salary Total	0.0	301,390	22,653	22,987	45,640	255,750 15.14%
Fringe Benefit Total	0.1-0.5	148,348	8,790	8,772	17,562	130,786 11.84%
<b>Subtotal</b>		<b>\$449,738</b>	<b>\$31,443</b>	<b>\$31,759</b>	<b>\$63,202</b>	<b>\$386,536 14.05%</b>
<b>Operating Costs</b>						
Staff Consumable Supplies	1.2	8,400		194	194	8,206 2.31%
Advertising	1.3	1,932			0	1,932 0.00%
Printing/Copies	1.4	8,400	178	210	388	8,012 4.62%
Communications	1.5	7,479	398	527	925	6,554 12.37%
Staff Travel	1.6	22,326	654	1,372	2,026	20,300 9.07%
Staff Training/Technical Services	1.7	3,360			0	3,360 0.00%
Staff Computer Leases	1.8	8,285			0	8,285 0.00%
Software License	2.11	4,410		4410	4,410	0 100.00%
Postage	1.9	3,591	70	98	168	3,423 4.68%
<b>Subtotal</b>		<b>\$68,183</b>	<b>\$1,300</b>	<b>\$6,811</b>	<b>\$8,111</b>	<b>\$60,072 11.90%</b>
<b>Training cost</b>						
Participant Supplies	2.1	12,600	30	294	324	12,276 2.57%
Instructional Supply Cost (part books)	2.2	19,950	778	202	980	18,970 4.91%
Credential Exam Fees	2.3	15,050	59		59	14,991 0.39%
Workkeys	2.12	7,350		467	467	6,883 6.35%
Tuition(Adult Ed Skill Upgrade&GED)	2.5	72,353	2670	12848	15,518	56,835 21.45%
Individualized Training	2.6					
TCTC Pre Emp Workshops		24,500			0	24,500 0.00%
Account/Voucher cost		143,140		28170	28,170	114,970 19.68%
On the Job Training	2.8	72,000		5692	5,692	66,308 7.91%
<b>Subtotal</b>		<b>\$366,943</b>	<b>\$3,537</b>	<b>\$47,673</b>	<b>\$51,210</b>	<b>\$315,733 13.96%</b>
<b>Supportive Service Cost</b>						
Transportation	3.2	25,725	90	915	1,005	24,720 3.91%
Childcare	3.3	8,190			0	8,190 0.00%
Uniforms, Drug Screens etc	3.4	7,000	6	999	1,005	5,995 14.36%
Emergency Assistance	3.5	1,750			0	1,750 0.00%
<b>Subtotal</b>		<b>\$42,665</b>	<b>\$96</b>	<b>\$1,914</b>	<b>\$2,010</b>	<b>\$40,655 4.71%</b>
<b>Training/Professional Service Fee/Pofit</b>						
Training Fee (Profit)	4.1	46,764	1,834	7,779	9,613	\$37,151 20.56%
Audit	4.2	7,120			\$0	\$7,120 0.00%
Indirect	4.3	81,837	\$3,209	\$4,445	\$7,654	\$74,183 9.35%
<b>Subtotal</b>		<b>\$135,721</b>	<b>\$5,043</b>	<b>\$12,224</b>	<b>\$17,267</b>	<b>\$118,454 12.72%</b>
<b>TOTALS</b>		<b>\$1,063,250</b>	<b>\$41,419</b>	<b>\$100,381</b>	<b>\$141,800</b>	<b>\$921,450 13.34%</b>

DLW	DLW		Total Expenses	Balance	% Spent
	DLW	DLW			
	1400-11001	1400-11003			
<b>Budget</b>	7/1-7/8	7/29-8/25			
129,167	10,055	10,117	20,172	108,995	15.62%
63,577	3,836	3,848	7,684	55,893	12.09%
<b>\$192,744</b>	<b>\$13,891</b>	<b>\$13,965</b>	<b>\$27,856</b>	<b>\$164,888</b>	<b>14.45%</b>
3,600		83	83	3,517	2.31%
828			0	828	0.00%
3,600	76	90	166	3,434	4.61%
3,205	168	224	392	2,813	12.23%
9,568	326	599	925	8,643	9.67%
1,440			0	1,440	0.00%
3,551			0	3,551	0.00%
1,890		1890	1,890	0	100.00%
1,539	30	41	71	1,468	4.61%
<b>\$29,221</b>	<b>\$600</b>	<b>\$2,927</b>	<b>\$3,527</b>	<b>\$25,694</b>	<b>12.07%</b>
5,400	265	94	359	5,041	6.65%
8,550	106	151	257	8,293	3.01%
6,450	70	455	525	5,925	8.14%
3,150			0	3,150	0.00%
31,009	7035	5506	12,541	18,468	40.44%
10,500			0	10,500	0.00%
74,475		2657	2,657	71,818	3.57%
28,800			0	28,800	0.00%
<b>\$168,334</b>	<b>\$7,476</b>	<b>\$8,863</b>	<b>\$16,339</b>	<b>\$151,995</b>	<b>9.71%</b>
11,025	185	330	515	10,510	4.67%
3,510			0	3,510	0.00%
3,000		283	283	2,717	9.43%
750			0	750	0.00%
<b>\$18,285</b>	<b>\$185</b>	<b>\$613</b>	<b>\$798</b>	<b>\$17,487</b>	<b>4.36%</b>
20,042	1,086	1,293	\$2,379	\$17,663	11.87%
3,051			\$0	\$3,051	0.00%
35,073	\$1,901	\$2,263	\$4,164	\$30,909	11.87%
<b>\$58,166</b>	<b>\$2,987</b>	<b>\$3,556</b>	<b>\$6,543</b>	<b>\$51,623</b>	<b>11.25%</b>
<b>\$466,750</b>	<b>\$25,139</b>	<b>\$29,924</b>	<b>\$55,063</b>	<b>\$411,687</b>	<b>11.80%</b>

TOTAL	Total Budget	ADULT&DLW		Total Balance	Total % Spent
		ADULT&DLW	Total Balance		
		TO DATE			
430,557	65,812	364,745	15.29%		
211,925	25,246	186,679	11.91%		
<b>\$642,482</b>	<b>\$91,058</b>	<b>\$551,424</b>	<b>14.17%</b>		
12,000	277	11,723	2.31%		
2,760	0	2,760	0.00%		
12,000	554	11,446	4.62%		
10,684	1,317	9,367	12.33%		
31,894	2,951	28,943	9.25%		
4,800	0	4,800	0.00%		
11,836	0	11,836	0.00%		
6,300	6,300	0	100.00%		
5,130	239	4,891	4.66%		
<b>\$97,404</b>	<b>\$11,638</b>	<b>\$85,766</b>	<b>11.95%</b>		
18,000	683	17,317	3.79%		
28,500	1,237	27,263	4.34%		
21,500	584	20,916	2.72%		
10,500	467	10,033	4.45%		
103,362	28,059	75,303	27.15%		
35,000	0	35,000	0.00%		
217,615	30,827	186,788	14.17%		
100,800	5,692	95,108	5.65%		
<b>\$535,277</b>	<b>\$67,549</b>	<b>\$467,728</b>	<b>12.62%</b>		
36,750	1,520	35,230	4.14%		
11,700	0	11,700	0.00%		
10,000	1,288	8,712	12.88%		
2,500	0	2,500	0.00%		
<b>\$60,950</b>	<b>\$2,808</b>	<b>\$58,142</b>	<b>4.61%</b>		
66,806	11,992	54,814	17.95%		
10,171	0	10,171	0.00%		
<b>\$116,910</b>	<b>\$11,818</b>	<b>105,092</b>	<b>10.11%</b>		
<b>\$193,887</b>	<b>\$23,810</b>	<b>\$170,077</b>	<b>12.28%</b>		
<b>\$1,530,000</b>	<b>\$196,863</b>	<b>\$1,333,137</b>	<b>12.87%</b>		



## Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses			1403-I1000	1403-I1001	Total Expenses	Balance	% Spent
	codes	Budget	7/1-7/28	7/29-8/25			
<b>Salary Total</b>	0.0	325,644	21,842	22,670	44,512	281,132	13.67%
<b>Fringe Benefit Total</b>	0.1-0.5	123,066	7,829	8,009	15,838	107,228	12.87%
<b>Subtotal</b>		<b>\$448,710</b>	<b>\$29,671</b>	<b>\$30,679</b>	<b>\$60,350</b>	<b>\$388,360</b>	<b>13.45%</b>
<b>Operating Costs</b>							
Staff Consumable Supplies	1.2	6,000	75		75	5,925	1.25%
Advertising	1.3	9,000			0	9,000	0.00%
Printing/Copies	1.4	4,800		9	9	4,791	0.19%
Communications	1.5	10,746	917	972	1,889	8,857	17.58%
Staff Travel	1.6	26,590	804	887	1,691	24,899	6.36%
Staff Training/Conferences	1.7	6,000			0	6,000	0.00%
Computer Leases,Software	1.8	11,360		3600	3,600	7,760	31.69%
Postage	1.9	3,585	89	189	278	3,307	7.75%
<b>Subtotal</b>		<b>\$78,081</b>	<b>\$1,885</b>	<b>\$5,657</b>	<b>\$7,542</b>	<b>\$70,539</b>	<b>9.66%</b>
<b>Individualized Training Cost</b>							
Participant Supplies	2.1	6,400	0		0	6,400	0.00%
Participant Books	2.2	8,000			0	8,000	0.00%
Assessment/Exam Fees(inc workke	2.3	8,650			0	8,650	0.00%
TABE Testing Materials	2.4	2,050			0	2,050	0.00%
Tuition (Adult Education)	2.5	38,758		7267	7,267	31,491	18.75%
Tuition ( College or Vocational)	2.6	24,990		45	45	24,945	0.18%
Work Experience	2.9	41,760	765	1569	2,334	39,426	5.59%
Awards/Events	2.10	1,600			0	1,600	0.00%
<b>Subtotal</b>		<b>\$132,208</b>	<b>\$765</b>	<b>\$8,881</b>	<b>\$9,646</b>	<b>\$122,562</b>	<b>7.30%</b>
<b>Customer Supportive Services Cost</b>							
Student Incentives (skills&inc comp	3.1	40,491	2257	1900	4,157	36,334	10.27%
Transportation	3.2	22,500	625	505	1,130	21,370	5.02%
Childcare	3.3	4,800			0	4,800	0.00%
Training Support Materials	3.4	3,200		3	3	3,197	0.09%
Emergency Assistance	3.5	3,500			0	3,500	0.00%
<b>Subtotal</b>		<b>\$74,491</b>	<b>\$2,882</b>	<b>\$2,408</b>	<b>\$5,290</b>	<b>\$69,201</b>	<b>7.10%</b>
<b>Other</b>							
Training Fee (Profit)	4.1	36,675	1,760	2,381	4,141	32,534	11.29%
Audit	4.2	5,584			0	5,584	0.00%
<b>Subtotal</b>		<b>\$42,259</b>	<b>\$1,760</b>	<b>\$2,381</b>	<b>\$4,141</b>	<b>\$38,118</b>	<b>9.80%</b>
Indirect		64,180	3,080	4,167	7,247	56,933	11.29%
<b>TOTALS</b>		<b>\$839,929</b>	<b>\$40,043</b>	<b>\$54,173</b>	<b>\$94,216</b>	<b>\$745,713</b>	<b>11.22%</b>
<b>Monthly Actual Expenses</b>							