

## **Carver Center FY22 Budget Narrative Revised**

**Dated: 6.4.2021**

### **Summary of Activities:**

I consider this operating budget to be the basis upon which we can make decisions and alterations as the year unfolds. It assumes we keep all the people we have on staff currently plus add in a salary for a 12-month Chief Program Officer or consultant.

The budget assumes that the Carver Market, Teen Center and Citizenship activities continue as is. We have budgeted to bring back Senior Breakfast. Aquatics is starting to roll back but we have not been so ambitious as to budget for break-even (lifeguards are in short supply currently). We plan a small Summer Experience Program from July 6 – August 12 with existing staff and some part-time help (mostly teens).

The fate of After School Elementary Programs is currently unknown. The plan is to a) submit for reimbursement of the 2019-2020 program from the After School Advantage Grant (we now have a contract); begin the process of licensing Carver Center with the idea that the program could return to 400 Westchester Avenue if that is more cost-effective and/or the School District doesn't allow us to return. We are working with LAPA Fundraising's grants officers to explore opportunities to apply for additional funding to bring back the program (albeit probably smaller ... the NYS grant only requires 140 participants). In the fall, while we plan, current staff could run enrichment programs (on site or in the schools) or continue Virtual CAP and plan for 2022.

This month we learned that WESTCOP lost the contract to run Head Start. We do not yet know which agency received the contract, but the expectation is that they will want to run the Port Chester Children's Place Head Start program at Carver Center. Accordingly, I left the rental income and associated expenses in the budget. However, I am guessing that the new agency will not utilize our food service so, the budget only includes our kitchen staff through July and August. The Logistics Coordinator (Mike Williams) has been moved into the Carver Market department.

### **REVENUE**

#### **Unrestricted Contributions**

- Forecast reflects continuing work with LAPA Fundraising to improve major gifts. We predict we will raise enough additional contributed income in FY22 to cover LAPA's fees. That ratio should continue to improve over time.

#### **Restricted Contributions**

- Everything included is either confirmed for very likely to renew

#### **Government Grants**

- Assumes that our food service program (the kitchen) only operates in July & August.

- Assumes we do get the “contract” to serve the school district as we did in FY21 which is not yet confirmed. This summer food service accounts for a net profit of \$60,000 not including indirect costs (labor).
- Assumes we give meals to all children attending summer programs and that we receive government grant reimbursement through the summer food service program.
- WESTCOP has lost the contract for Head Start. I am assuming that the new agency will want to rent space at Carver Center (see rental income) but that they may already have a food vendor.
- Westchester County Grants, while technically government grants, are budgeted under restricted contributions.

#### Rental Income

- Includes Head Start (\$90,000); Basketball; Aquatics (Badger Swim Club is a key component). Leaves some room for growth although more rentals may require incrementally more staffing.

#### Program Fee Income

- Only includes income for Camp/Summer Experience, Citizenship and Aquatics
- Leaves room for new programs in elementary afterschool and middle school which have not been developed.

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#### Food Service Income

- Only included income for Happy Corners Day Care and Tot’s Place in July and August. Fate of food service is in question.

#### Annual Benefit

- Colleen, in consultation with LAPA Fundraising recommend \$460,000 projection with expenses of \$110,000. Early plan is to honor Tom Murphy who hopes we can do something with Capital Theater and/or the band that played at the 75<sup>th</sup> Anniversary event. Yvette has volunteered to chair/co-chair.

#### Endowment Income

- Left in the draw as per recent practice

#### EXPENSES

**Salaries and Benefits** includes existing staff with the addition of a year-round Chief Programs Officer (line might be used for a consultant and/or search firm services). Food Service staff is only included through August. Some salary adjustments are included to meet upcoming thresholds for minimum wage; base salary requirements for exempt staff; cost of living adjustments of 3%.

**Insurance** does not include coverage for CAP at JFK and Edison.

**Food** reflects the demise of the meal program for daycares and afterschool.

We did not budget for the **student dance**. It's a lot of work for the money and we think our efforts are better spent on grant writing, cultivation of individual donors and major gifts work.

**What's not included:**

IMPACT 100! In June we will learn whether we have been awarded \$85,000 to purchase a school bus and pay for staff to drive it; or we will receive \$26,000 in unrestricted funding. Note that if we get the bus, this will influence other program decisions and use of staffing.

Any reimbursement funds received through the NY State Afterschool Advantage Grant.

Future funding through our awarded \$280,000 per year NY State Afterschool Advantage Grant. We would need to find another \$300,000 to run the program in the way that we'd like to operate before we could start the program in addition to restricted gifts and the grant.

Likely continued funding from County Emergency Food Programs but we haven't included income or expense.

\$25,000 of our cash balance is restricted funding for a middle school Junior Carver Scholars Program. I believe our Senior Director of School Aged Children's Programs (Matt Casey) can help me set this program in motion, but we may need to hire a consultant/part-time employee to run the program using the funding. That expense is not included in the operating budget.

Capital Expenses or funding. We will apply for Community Block Development Grants through Westchester County. Carver has received these in the past (repaired our roof 15 years ago).

Capital Improvements for computers. All of Carver Center's aging computers are dying. We've replaced four this year and anticipate this will continue in the months and years ahead. We have applied for \$15,000 to update the Tech Lab with funds from Steve Otis' office.

Potential funding to support digital literacy programming, childcare or COVID recovery.

- A. Bradner
- 6/4/2021