

Port Chester Carver Center Budget Narrative 9.8.2020

Notes:

Budget expects that Carver Center will pay off half of our \$350,000 credit line early in the fiscal year.

Included in our cash-on-hand is \$146,000 in restricted funding for the Carver Market. So while our operating budget is break-even, we can use these funds to off-set Market expenses as needed.

It is expected that Carver Center's PPP loan will be forgiven.

Carver Center has not YET received funds from the NY State After School Advantage Grant. \$280,000 was originally anticipated for FY20.

General:

1. Note that front desk staff and custodial coverage are budgeted (as of September) for building hours to be 7:30am (accommodating Head Start) till 8:30pm (primarily for Citizenship classes but leaves room for Rentals, Aquatics, Boy Scouts, Teen Center, other activities as we are able to resume)
2. Costs include a 3% cost of living increase for nearly every employee. Two salary adjustments have been made (food pantry manager and one front desk receptionist).

G&A

- Bank charges are lower reflecting lower program fees (less credit card processing).
- Professional Fees includes MMJ (accounting and HR) and Condon O'Meara (audit)
- Interest expense assumes we pay off half our credit line now

Facilities

- Rental income includes revenue from WESTCOP for Head Start. Redemption Church will rent the gym beginning in October at \$3,000 per month until they are able to return to the AMC Movie Theater. We are receiving inquiries for basketball rentals.
- Assumes full custodial coverage as of September 8 and through the end of the year.
- Occupancy lower reflecting reduced expenses July/August.
- No major capital expenses are reflected in the operating budget. Some Board-level review of the capital needs grid is warranted.

Food Pantry

- As noted above, we have funds reserved for operations of food pantry and/or food services that are not reflected in the operating budget.

- We have not budgeted to pay more than \$10,000 for food because a) Feeding Westchester still isn't charging us; b) we have been awarded in-kind grants for food purchases from Feeding Westchester; c) we can use reserved cash from restricted gifts for food and d) we are confident that existing donors stand ready to help us buy food if needed.
- Restricted contributions includes an anticipated Community Block Development Grant from Westchester County of \$30,000.

Food Service

- The enrollment numbers for Head Start meals are way down over previous years. Budget and staffing has been adjusted.
- Carver Center has not yet received permission from the Child and Adult Care Food Program to distribute snapper (and be reimbursed for it). Budget reflects expectation that reimbursement levels match last year. This could change.
- Government Grants includes a recently approved CDBG grant of \$25,000 from Westchester County which will be used for food and STAFF to make meals to distribute on Saturdays throughout the fall. \$2,500 of the grant is for administrative expenses.

Development

- Consultants and Contract Labor represents expenses for a firm, LAPA Fundraising for August – June. They are covering for Colleen's maternity leave and will ensure that our annual appeal is produced without missing a beat. Continued retention is to help Carver Center up our game around increased individual giving (major gifts fundraising), grants and donor-centric activities. There is a 30-day cancellation clause in our contract so we can monitor how the partnership is going after Colleen returns to work.
- Budget assumes that our spring event will be virtual – either online or dinner parties in private homes paid for by "table hosts". Leadership for the event has been found and discussions have just begun. If we can do a big event in person, expenses will go up and revenue will need to rise accordingly.

Marketing

- Continues at present levels

CAP

- No funding from the New York State After School Advantage Grant has been included for FY21.
- Budget includes two full time educators (JFK and Edison site directors) for 12 months and one for part of the year. Plan is to eliminate the middle school site director position. Background:

Carver has learned that the comprehensive middle school program that we were running should be licensed. If we want to re-build, we will need staff in place to pursue licensing.

- Dalio Grant Award is \$175,000 this year – unrestricted. Grant was received in early September. We have been told this is going to be our last grant. Budget currently uses these funds to cover expenses for Site Directors at Edison and JFK and Middle School (partial year).
- Assumed that one of the above elementary site director positions will be Director for Summer Camp 2021, which is part of the FY22 budget.
- Includes \$12,000 contractual fee to hire Larchmont/Mamaroneck STEM Alliance to help us get the Virtual Mentoring Program off the ground.
- \$25,000 was received in FY20 from the Westchester Community Foundation to start a Carver Junior Scholars Program for the middle-schoolers in FY21. Timing is still not finalized nor are detailed program description plans. The JFK Site Director might be able to run this program.
- Note that the Makerspace coordinator salary is in Teen Center. Possibility exists that makerspace programming could be developed for Middle Schoolers a la carte for no additional expense.
- Note that the majority of the funding for these two full-time positions is coming from the final year of our Dalio grant

Five Steps

- We haven't budgeted to continue running payroll for this organization. Need to discuss whether they plan to implement the program in FY21. Need to discuss whether we want to continue to do this as we have been accepting liability for these employees as part of Carver Center but we do not manage them directly. The organization has been paying its employees throughout the pandemic so there is income and expense in July/August. We have a \$10,000 deposit from them which will need to be returned if we cancel our arrangement.

Senior Activities

- Left supply money in the budget in case we can resume senior breakfast.

McKinney Vento

- Funds cover activities for newcomer teens in Port Chester. Currently running outdoor basketball.

Teen Center

- Funding includes the County Invest in Kids grant; Con Edison; Westchester Youth Bureau; Women's Fellowship First Congregational support AND news funding for Carver Scholars Program (\$25,000) that should be achievable with LAPA Fundraising's help and the fact that a current donor wants to re-direct her current unrestricted support to the teen center.
- We've left expenses in for things like field trips that may not happen. Miss Kelley is working on her plan for the year which includes continuing virtual teen center activities; Carver Scholar Program; Nia girls; Unity boys and other on-site activities in small groups.

Adult Learning

- Citizenship enrollment is underway with plans to start on September 14.
- English as a second-language plans have not yet been confirmed.
- We should pursue restricted funding opportunities with LAPA fundraising for citizenship.

Enrichment

- \$2,000 set aside for Black History Month; Hispanic Heritage month and/or summer block party as are supported annually in typical times.

Aquatics

- Carver's pool is currently closed and we are awaiting our permit from the County.
- Swim lessons are not currently permitted.
- This budget assumes we resume rentals and some limited programmatic activity. Full-time salary for the Aquatics Director is incorporated (see census below). Rentals and program activity will require life guard coverage.

Learning General – Change to Program General

- Expense represents 1) salary for Director of Systems and Information. This position manages all program information around outcomes. Position typically manages all purchasing of supplies. Preparing to re-direct to manage business end of food service business (claims related to state grants and all internal compliance procedures). These duties were formerly handled by Chief Business Officer.
- Currently includes \$40,000 in salary to create a Director of Programs position (part-time or starting later in the season).
- No plans to re-hire a Chief Learning Officer.

Census

- Carver Center is helping Port Chester with the census effort. We are being given a grant of \$34,500 from the Westchester Community Foundation. \$10,000 is reserved to hire staff to support this effort over the next few weeks or until October 30. Balance will offset salary expenses of CEO, Director of Talent Engagement and Director of Aquatics who has been assigned to lead census effort.