



First draft FY24 Budget Narrative

June 6, 2023

Submitted by Anne Bradner

As discussed at the April Board meeting, the school district will not fund afterschool programs for children in either the summer of '23 or the academic season for FY24. Carver Center is exploring the possibility of running a small afterschool program for tweens at Carver Center. This version of the FY24 budget assumes there is no elementary afterschool program in the district and no afterschool hot meal program. We have not yet incorporated a budget for the tween program into this draft.

Program Assumptions:

Adult Learning – Citizenship and ESL classes

Aquatics – programming anticipated for a full 12 months.

CAP/Afterschool - No funds have (yet) been budgeted (revenue or expense) for afterschool programs for middle school or elementary school children. Two staff positions are budgeted to terminate in September unless this changes.

Carver Market – moved one part-time custodian to Market operations (from facility). Budget includes Market, Retail Recovery, Dinner at Noon

Case Management – new department funded via Mother Cabrini grant which is assumed to renew in January.

Enrichment – Unity Day, Hispanic Heritage, and Black History Month events

Food service - does not include any income or expense for afterschool hot meals. The budget includes summer food service for our own camp; year-long daycares (Tots Place and Happy Corners) and academic year Head Start food service (4

classrooms at Carver and 8 classrooms at Spring Street). One less staff member than the current team.

Newcomers/Mckinney Vento – Contracted program via school district that is part of Teen Center

Program General – Chief Program Officer and Director of Systems and Information

Summer Camp - estimated as a program for 60 children held at Carver Center

Teen Center – staffed for a full-time director plus a scholar coach and an assistant.

Revenue Assumptions:

Unrestricted Contributions – budgeted \$1M

Restricted Contributions – please see detailed spreadsheet. Contributions are lower than last year due to a) no afterschool funding from PCSD and b) less “Covid funding” for Market from Westchester County Planning Department and no Business First grant.

Government Grants – no afterschool food service reimbursements. Summer Food service is currently budgeted as food service income.

Rental Income – based on current activity in aquatics and the facility.

Food Service income – please see food service above.

Annual Benefit income – Saturday, April 13, 2024, is reserved at Westchester Country Club. Estimated at a net of \$350,000 versus a net of \$427,000 in our projection for FY23.

Miscellaneous – nothing anticipated, but a note is made “below the line” that we will transfer \$62,744 from our Retail Recovery 3-year grant account to offset expenses in the Carver Market, primarily for staff in FY24. Last year we had \$160,000 revenue from our ERC and insurance reimbursement for the pipe burst.

Also, following discussion with the advancement committee on June 2nd, we added a \$100,000 withdrawal from the endowment, which exists to support Carver Center programs.

Expense Assumptions:

- All personnel are budgeted within one class/program, regardless of how many classes/programs their jobs may encompass.
- We budgeted a 5% cost of living for all personnel except for the CEO.
- G&A and Facility expenses are not allocated across programs.
- Significant Variances:
 - The increase in food service general is due to the re-opening of the Spring Street/Port Chester Head Start location and meal service.
 - Insurance – reflects increases in our current contract.
 - Repairs and Maintenance – FY23 projected expenses include those related to the winter pipe burst.
 - Automobile Expenses – all vehicle expenses (school bus, retail recovery van, etc.) are budgeted under Food Services
 - Advertising – Indeed.com for open positions typically most used by aquatics and afterschool
 - Subscriptions – increase of \$12,000 per year for Apricot 360, Carver’s first comprehensive client database.
 - Supplies – lower primarily due to no afterschool meals (700 youth per day)

Projection for FY23:

Carver Center is currently projecting a year-end surplus of \$391,000.

As per the cash management and investment policy, we should consider how to best use this surplus. Our policy suggests we establish a reserve fund as follows:

*The second category is the **reserve funds**, e.g., the monies which have been set aside by the Board of Trustees, typically after Carver has a financial surplus for a full fiscal year. The reserve funds are available to make necessary capital improvements and such improvements must be recommended by the appropriate committee, typically the Space Utilization Committee, and approved by the Executive Committee.*

I recommend we consider this as part of our final budget process in September.