

1. Your program budget asks for a \$1,200 funding increase but you are projecting a surplus of \$47,000. It seems like United Way is funding this surplus.
We are only projecting a small surplus for the coming two years to provide a cushion for our budget to cover unexpected costs or dips in revenue. If we do have a surplus, the money will be used to offset the costs of moving to the Jefferson School
2. Please resubmit page 15 with accurate 2010 Actuals. On page 15 you show a \$70,000 budget surplus over two years. How will this surplus be used?
We are not predicting a \$70,000 surplus – please find new budget attached.
3. Please explain the decrease in beneficiaries (p. 16) from FY10 Actual to FY11 Revised.
The Adult Learning Center and IRC recently partnered to provide a citizenship preparation class that is similar to the one we offer. To avoid duplication of services, LVCA set up a meeting with ALC and IRC to explore how we can all provide citizenship preparation skills without cannibalizing each other's programs. Based on that dialogue, LVCA will discontinue our workshop series. The discontinuation of this program will affect our recruitment, as this was a source of new students. To account for this, we are projecting conservatively for the first year we'll be without this program and while we launch new recruitment strategies to mind the gap.
4. There are revenues and expenditures in your total budget that are not part of the Literacy and English Language tutoring program. What do these represent?
Another error. We do not have "other" expenses or revenues.
5. What are your outcome targets for FY12 (page 9)? Please submit an updated page.
Completed outcomes form attached.

FY12 PROGRAM BUDGET REQUEST FORM

Agency: Literacy Volunteers of Charlottesville/Albemarle

Program: Literacy and English Language Tutoring

Program #: 1

Revenue :

	Prior Yr. 2009/2010 <i>Actual</i>	Current Yr. 2010/2011 <i>Budget</i>	Proposed Yr. 2011/2012 <i>Projected</i>	\$ Diff.	% Chg.
1. Albemarle County	26,355	25,037	25,000	-37	-0.1%
2. City of Charlottesville	37,853	37,853	37,000	-853	-2.3%
3. Fluvanna				0	0.0%
4. Greene				0	0.0%
5. Louisa				0	0.0%
6. Nelson				0	0.0%
7. United Way -Thomas Jeff. Area	3,733	4,707	5,875	1,168	24.8%
8. Albemarle County-other				0	0.0%
9. City of Charlottesville-other				0	0.0%
10. State Funding	20,000	62,791	60,000	-2,791	-4.4%
11. Federal Funding				0	0.0%
12. Grants: Foundation and Corp.	28,000	18,250	20,000	1,750	9.6%
13. Fees: Program Service Fees				0	0.0%
14. Fees: Government				0	0.0%
15. Fundraising/Gifts and Bequests	25,764	26,000	27,000	1,000	3.8%
16. Investment Income/Transactions				0	0.0%
17. Miscellaneous Revenue				0	0.0%
18. TOTAL REVENUE	141,705	174,638	174,875	237	0.1%

Note: Numbers input in shaded cells automatically entered on Budget 2.

Expenses :

19. Personnel (Salaries/Benefits)	108,304	111,240	114,500	3,260	2.9%
20. Professional Fees (Consultants)	3,375	3,500	3,700	200	5.7%
21. Occupancy	17,855	18,500	19,000	500	2.7%
22. Supplies	10,306	10,500	10,700	200	1.9%
23. Equipment		6,450		-6,450	-100.0%
24. Direct Distribution of Funds				0	0.0%
25. Miscellaneous	2,037	2,150	2,200	50	2.3%
26. Subtotal Direct Expenses	141,877	152,340	150,100	-2,240	-1.5%
27. Prorate General and Management Expense	17,589	20,000	22,000	2,000	10.0%
28. TOTAL EXPENSES	159,466	172,340	172,100	-240	-0.1%
29. Surplus/(Deficit)	-17,761	2,298	2,775	477	20.8%

Percent of Total Agency Budget :

Current Yr. 83.5% **Proposed Yr.** 77.2%

Number of FTEs:

Current Year 2.5 **Proposed Yr.** 2.5

**Program Beneficiaries
by Locality**

Agency: Literacy Volunteers of Charlottesville/Albemarle

Program: Literacy and English Language Tutoring **Program #:**

Program Beneficiaries* by Locality
(Unduplicated)

Beneficiaries

by Locality:

	FY09 Projected	FY09 Actual	FY10 Projected	FY10 Actual	FY11 Projected	FY11 Revised	FY12 Projected	# Diff. (12 Proj- 11 Rev)	%
Albemarle	121	95	110	95	124	94	97	3	3%
Charlottesville	157	146	151	135	162	109	117	8	7%
Fluvanna	4	3	2	-	2	-	1	1	#DIV/0!
Greene	6	7	11	4	13	5	7	2	40%
Louisa	2	3	5	1	6	2	3	1	50%
Nelson	2	2	-	-	-	-	-	0	#DIV/0!
Total	292	256	279	235	307	210	225	15	7%

* Primary or direct beneficiary of service as defined by the agency. Secondary or indirect beneficiaries are not included in this count.

Explanation

Program Budget - Significant Differences Explanation

1. Explain any significant revenue/expenditure line item increase or decrease as shown on PB-1 Program Budget.

<u>Revenue :</u>	<u>\$ Diff.</u>	<u>% Change</u>	<u>Explanation</u>
1. Albemarle County	-37	-0.15%	
2. City of Charlottesville	-853	-2.25%	
3. Fluvanna	0	0.00%	
4. Greene	0	0.00%	
5. Louisa	0	0.00%	
6. Nelson	0	0.00%	
7. United Way -Thomas Jeff. Area	1,168	24.81%	
8. Albemarle County-other	0	0.00%	
9. City of Charlottesville-other	0	0.00%	
10. State Funding	-2,791	-4.44%	
11. Federal Funding	0	0.00%	
12. Grants: Foundation and Corp.	1,750	9.59%	
13. Fees: Program Service Fees	0	0.00%	
14. Fees: Government	0	0.00%	
15. Fundraising/Gifts and Bequests	1,000	3.85%	
16. Investment Income/Transactions	0	0.00%	
17. Miscellaneous Revenue	0	0.00%	
18. TOTAL REVENUE	237	0.14%	
 <u>Expenses :</u>			
19. Personnel (Salaries/Benefits)	3,260	2.93%	
20. Professional Fees (Consultants)	200	5.71%	
21. Occupancy	500	2.70%	
22. Supplies	200	1.90%	
23. Equipment	-6,450	-100.00%	
24. Direct Distribution of Funds	0	0.00%	
25. Miscellaneous	50	2.33%	
26. Subtotal Direct Expenses	-2,240	-1.47%	
27. Proration:General & Mgmt Expense	2,000	10.00%	
28. TOTAL EXPENSES	-240	-0.14%	
29. Surplus/(Deficit)	477	20.76%	<p>In FY10, LVCA will be upgrading our student computers and software thanks to a grant from Dollar General</p> <p>As the case with many nonprofits, LVCA felt the effects of the economy in regards to our revenue streams. Thankfully, LVCA had reserves to ensure our services were not interrupted. We have modified our fundraising plans accordingly and secured a significant new funding stream allowing us to avoid dipping into reserves in FY11.</p> <p>If this surplus occurs, LVCA will use funds for capital expenses associated with our move to the Jefferson School</p>

**Total Agency
Revenue and Expense Report**

**Total
Budget-1**

Agency: Literacy Volunteers of Charlottesville/Albemarle

	Prior Yr.	Current Yr.	Proposed Yr.	\$ Diff.	% Chg.
	2009/2010	2010/2011	2011/2012		
Revenue :	Actual	Budget	Projected		
1. Albemarle County	26,355	25,037	25,000	-37	-0.1%
2. City of Charlottesville	37,853	37,853	37,853	0	0.0%
3. Fluvanna				0	0.0%
4. Greene				0	0.0%
5. Louisa				0	0.0%
6. Nelson				0	0.0%
7. United Way -Thomas Jeff. Area	3,733	4,707	5,875	1,168	24.8%
8. Albemarle County-other				0	0.0%
9. City of Charlottesville-other				0	0.0%
10. State Funding	20,000	62,791	60,000	-2,791	-4.4%
11. Federal Funding				0	0.0%
12. Grants: Foundation and Corp.	28,272	18,250	19,000	750	4.1%
13. Fees: Program Service Fees				0	0.0%
14. Fees: Government				0	0.0%
15. Fundraising/Gifts and Bequests	71,894	73,000	75,000	2,000	2.7%
16. Investment Income/Transactions	435	450	450	0	0.0%
17. Miscellaneous Revenue				0	0.0%
18. TOTAL REVENUE	188,542	222,088	223,178	1,090	0.5%

Note: Numbers input in shaded cells automatically entered on Agency Beneficiaries.

Expenses :

19. Personnel (Salaries/Fringes)	121,030	125,418	134,180	8,762	7.0%
20. Professional Fees (Consultants)	7,179	8,811	9,000	189	2.1%
21. Occupancy	19,199	19,860	21,332	1,472	7.4%
22. Supplies	17,922	19,800	20,000	200	1.0%
23. Equipment		6,450	10,000	3,550	55.0%
24. Direct Distribution of Funds				0	0.0%
25. Miscellaneous	5,475	6,170	6,500	330	5.3%
26. Subtotal Direct Expenses	170,805	186,509	201,012	14,503	7.8%
27. Prorate General and Management Expense	17,589	20,000	22,000	2,000	10.0%
28. TOTAL EXPENSES	188,394	206,509	223,012	16,503	8.0%

29. Surplus/(Deficit) *	148	15,579	166	-15,413	-98.9%
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* Explain any Surplus or Deficit:

Number of FTE's

Current year: 2.50 **Proposed year** 2.50

Unduplicated Total Beneficiaries for All Programs in Application

Agency: Literacy Volunteers of Charlottesville/Albemarle

Total Beneficiaries* by Locality *(Unduplicated)*

<i>by Locality:</i>	FY09 Projected	FY09 Actual	FY10 Projected	FY10 Actual	FY11 Projected	FY11 Revised	FY12 Projected	# Diff. (12 Proj-11 Rev)	%
Albemarle	121	95	110	95	124	94	97	3	3%
Charlottesville	157	146	151	135	162	109	117	8	7%
Fluvanna	4	3	2	0	2	0	1	1	#DIV/0!
Greene	6	7	11	4	13	5	7	2	40%
Louisa	2	3	5	1	6	2	3	1	50%
Nelson	2	2	0	0	0	0	0	0	#DIV/0!
Total	292	256	279	235	307	210	225	15	7%

PROGRAM OUTCOME MEASURES

Outcome #1

Students will fulfill their commitment to attend tutoring sessions. According to Virginia Department of Education standards, students must attend at least 12 hours of instruction for inclusion in the National Reporting System data.

Indicators	FY09		FY10		FY11		FY12
	Target	Actual	Target	Actual	Target	Revised	Target
A. Students will attend tutoring sessions for a minimum of 12 hours.	80% (240)	78% (199)	80% (223)	81% (190)	82% (252)	86% (180)	84% (190)
B.							
C.							

Comments/Other Data

Outcome #2

Students will meet at least one of their personal literacy goals.

Indicators	FY09		FY10		FY11		FY12
	Target	Actual	Target	Actual	Target	Revised	Target
A. Students will meet at least one personal literacy goal as established during their intake interview.	70% (210)	76% (194)	78% (218)	77% (182)	80% (246)	86% (180)	84% (190)
B.							
C.							

Comments/Other Data

Outcome #3

Students will increase English literacy by achieving improved testing results. Students must complete approximately 80 hours of tutoring in order to be re-assessed and have the opportunity to advance a level.

Indicators	FY09		FY10		FY11		FY12
	Target	Actual	Target	Actual	Target	Revised	Target
A. Increase the percentage of students enrolled who advance at least one testing level.	n/a	25% (64)	28% (78)	34% (79)	30% (92)	36% (75)	38% (86)
B.							
C.							

Comments/Other Data

Outcome #4

Recruit and retain more volunteer tutors in order to serve increasing number of individuals who need literacy tutoring.

Indicators	FY09		FY10		FY11		FY12
	Target	Actual	Target	Actual	Target	Revised	Target
A. Increase the number of active tutors each year.	n/a	156	165	186	170	170	175
B.							
C.							

Comments/Other Data

Outcome #5

Indicators	FY09		FY10		FY11		FY12
	Target	Actual	Target	Actual	Target	Revised	Target
B.							
C.							

Comments/Other Data

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