

WorkSource

2.23.11

1. Please provide a revised total agency budget, if projections have changed.

The attached file includes updates to the budgets for the On-Site Program and the Total Agency Budget. Discussion relating to the funding that WorkSource receives for the On-Site program through the Comprehensive Services Act (CSA) can be found on page 8 of our funding application. On January 31, 2011, WorkSource met with representatives from the Charlottesville City Schools to discuss the loss of most CSA funding as of December 31, 2010. The City Schools informed WorkSource in early February that they had identified \$12,500 for FY12 to serve students who were previously funded through CSA funds. Since our FY12 budget showed \$23,000 for this particular line item of revenue (Item 9 – City of Charlottesville – other), there is an additional \$10,500 shortfall for a total shortfall of \$55,500 compared to the current year's budget.

2. Have you considered outdoor landscaping or other agricultural work for clients?

Years ago, WorkSource performed the grounds maintenance at the Federal Executive Institute. It is my understanding that the lack of staff expertise in landscaping and demanding federal standards are the major reasons that we no longer do that work at FEI! I am familiar with two organizations in Virginia that operate grounds maintenance operations utilizing persons with disabilities. Seasonality, marketing, stiff competition and heavy subsidies are challenges for both programs. One of the programs started its venture in 2009 and had capital expenditures of \$57,000 to get it operational (truck, trailer, movers, etc.) While a significant operating loss was projected for the first year, the loss was twice what they expected.

WorkSource formerly owned and operated an agricultural business that traded as Sweet Pea Foods. It grew and sold the best bean sprouts available and had an incredible commercial customer list that included major food distributors and grocery store chains. Unfortunately, the financial losses grew faster than the bean sprouts and we closed the business in late 1995. While our Day Support program has both flower and vegetable gardens, the gardening experience is not a work activity.

In spite of the challenging economic times, WorkSource still continually evaluates business opportunities that might help the organization to carry out its mission of providing job training and employment for persons with disabilities. In recent years, WorkSource has looked at document destruction services, records retention/scanning, recycling and a mobile car washing operation. We would welcome any additional suggestions. Sales from the existing WorkSource "businesses" generated 51% of the organization's revenue for FY 10.

FY12 PROGRAM BUDGET REQUEST FORM

Agency: WorkSource Enterprises

Program: On-Site Vocational Services

Program #: 1

Revenue :

- 1. Albemarle County
- 2. City of Charlottesville
- 3. Fluvanna
- 4. Greene
- 5. Louisa
- 6. Nelson
- 7. United Way -Thomas Jeff. Area
- 8. Albemarle County-other
- 9. **City of Charlottesville-other**
- 10. State Funding
- 11. Federal Funding
- 12. Grants: Foundation and Corp.
- 13. Fees: Program Service Fees
- 14. Fees: Government
- 15. Fundraising/Gifts and Bequests
- 16. Investment Income/Transactions
- 17. Miscellaneous Revenue
- 18. **TOTAL REVENUE**

Prior Yr.	Current Yr.	Proposed Yr.		
2009/2010	2010/2011	2011/2012		
<i>Actual</i>	<i>Budget</i>	<i>Projected</i>	\$ Diff.	% Chg.
			0	0.0%
			0	0.0%
			0	0.0%
			0	0.0%
			0	0.0%
			0	0.0%
8,000	8,073	12,000	3,927	48.6%
2,057	2,500	2,000	-500	-20.0%
67,880	68,000	12,500	-55,500	-81.6%
			0	0.0%
			0	0.0%
			0	0.0%
		1,000	1,000	#DIV/0!
91,119	90,661	88,916	-1,745	-1.9%
			0	0.0%
			0	0.0%
76,642	97,200	87,840	-9,360	-9.6%
245,698	266,434	204,256	-62,178	-23.3%

Expenses :

- 19. Personnel (Salaries/Benefits)
- 20. Professional Fees (Consultants)
- 21. Occupancy
- 22. Supplies
- 23. Equipment
- 24. Direct Distribution of Funds
- 25. Miscellaneous
- 26. **Subtotal Direct Expenses**
- 27. Prorate General and Management Expense
- 28. **TOTAL EXPENSES**

260,435	281,027	280,962	-65	0.0%
1,880	2,900	1,000	-1,900	-65.5%
38,846	38,140	29,678	-8,462	-22.2%
1,901	1,700	1,100	-600	-35.3%
3,433	3,350	3,354	4	0.1%
0	0	0	0	0.0%
48,161	48,869	48,868	-1	0.0%
354,656	375,986	364,962	-11,024	-2.9%
29,973	32,559	34,438	1,880	5.8%
384,629	408,545	399,400	-9,144	-2.2%

29. Surplus/(Deficit)

-138,931	-142,111	-195,144	-53,034	37.3%
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Percent of Total Agency Budget :

Current Yr.	14.2%	Proposed Yr.	14.2%
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Number of FTEs:

Current Year	5.450	Proposed Yr.	5.450
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Revised 2/22/11 - Changes Shown in Bold Type

**Total Agency
Revenue and Expense Report**

**Total
Budget-1**

Agency: WorkSource Enterprises

Revenue :

	Prior Yr. 2009/2010	Current Yr. 2010/2011	Proposed Yr. 2011/2012		
	Actual	Budget	Projected	\$ Diff.	% Chg.
1. Albemarle County	0	0	0	0	0.0%
2. City of Charlottesville	0	0	0	0	0.0%
3. Fluvanna	0	0	0	0	0.0%
4. Greene	0	0	0	0	0.0%
5. Louisa	0	0	0	0	0.0%
6. Nelson	0	0	0	0	0.0%
7. United Way -Thomas Jeff. Area	39,550	40,334	50,000	9,666	24.0%
8. Albemarle County-other	2,057	2,500	2,000	-500	-20.0%
9. City of Charlottesville-other	182,590	180,210	124,710	-55,500	-30.8%
10. State Funding	0	0	0	0	0.0%
11. Federal Funding	0	0	0	0	0.0%
12. Grants: Foundation and Corp.	0	0	0	0	0.0%
13. Fees: Program Service Fees	2,106	2,000	9,900	7,900	395.0%
14. Fees: Government	1,030,909	1,041,991	1,017,735	-24,256	-2.3%
15. Fundraising/Gifts and Bequests	23,840	36,900	20,500	-16,400	-44.4%
16. Investment Income/Transactions	41,888	12,000	10,000	-2,000	-16.7%
17. Miscellaneous Revenue	1,485,875	1,569,051	1,573,295	4,244	0.3%
18. TOTAL REVENUE	2,808,811	2,884,986	2,808,140	-76,846	-2.7%

Expenses :

19. Personnel (Salaries/Fringes)	2,099,847	2,144,910	2,138,572	-6,338	-0.3%
20. Professional Fees (Consultants)	42,458	40,970	38,666	-2,304	-5.6%
21. Occupancy	191,319	192,917	165,842	-27,075	-14.0%
22. Supplies	302,737	311,052	287,680	-23,372	-7.5%
23. Equipment	22,868	22,260	22,472	212	1.0%
24. Direct Distribution of Funds	0	0	0	0	0.0%
25. Miscellaneous	170,352	172,877	165,408	-7,469	-4.3%
26. Subtotal Direct Expenses	2,829,581	2,884,986	2,818,640	-66,346	-2.3%
27. Prorate General and Management Expense	0	0	0	0	0.0%
28. TOTAL EXPENSES	2,829,583	2,884,986	2,818,640	-66,346	-2.3%

29. Surplus/(Deficit)	-20,772	0	-10,500	-10,500	#DIV/0!
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* Explain any Surplus or Deficit:

Number of FTE's

Current year: 38.58 **Proposed year** 38.10

Revised 2/22/11 - Changes Shown in Bold Type