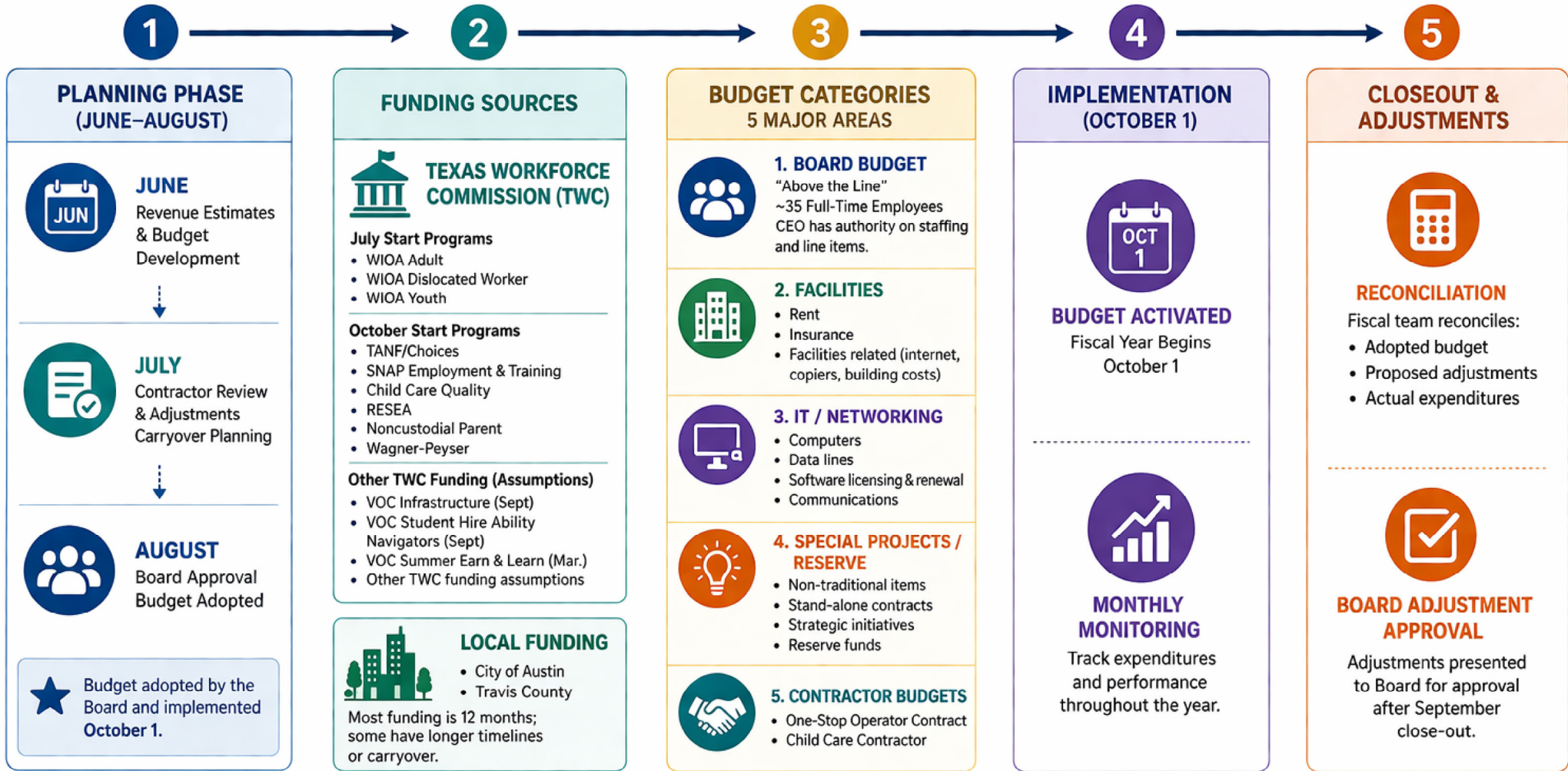


# WORKFORCE BOARD BUDGET PROCESS

A COLLABORATIVE, TRANSPARENT, AND ACCOUNTABLE PROCESS



**OUR GOAL** Steward resources effectively, support our community, and deliver measurable results.

**FISCAL YEAR BEGINS  
OCTOBER 1**

NOTE: Program start months reflect typical timelines and are subject to change based on funding approvals and contract requirements.

# WORKFORCE BOARD BUDGET PROCESS DETAIL

## A COLLABORATIVE, TRANSPARENT, AND ACCOUNTABLE PROCESS

*Our goal is to steward resources effectively, support our community, and deliver measurable results*

### 1. PLANNING PHASE (JUNE – AUGUST)

The annual budget process begins in June, in preparation for presentation to the Board of Directors for approval in August, prior to the start of the fiscal year on October 1.

### 2. FUNDING SOURCES

The primary source of revenue is funding from the Texas Workforce Commission (TWC). Each year, TWC provides estimated funding levels for multiple programs, which form the foundation of the budget.

#### July Start Dates:

- Workforce Innovation and Opportunity Act (WIOA) – Adult
- WIOA – Dislocated Worker
- WIOA – Youth

#### October Start Dates:

- Temporary Assistance for Needy Families (TANF) / Choices
- Child Care and Development Fund – Quality Improvement Activities
- Supplemental Nutrition Assistance Program (SNAP) Employment & Training
- Reemployment Services and Eligibility Assessment (RESEA)
- Noncustodial Parent Choices Program
- Wagner-Peyser Employment Services

#### Other Start Dates:

- Vocational (VOC) Infrastructure Cost Reimbursement Agreement (September)
- VOC Student Hire Ability Navigators (September)
- VOC Summer Earn and Learn (March of the following year) Budget Process

Some funding streams are confirmed by TWC, while others are not formally awarded at the time of budget development. In those cases, leadership makes reasonable funding assumptions based on historical trends, anticipated allocations, and program performance.

In addition to TWC funding, the Board receives funding from the City of Austin and Travis County. While there is often preliminary indication of funding levels, most agreements are for 12-month periods, although some may extend longer and allow for carryover balances.

In July, leadership meets with contractors to review expenditure rates and contract performance. If contractors anticipate not fully expending funds before contracts end on September 30, the Board may request a de-obligation of funds. This step is critical because it allows the Board to identify potential carryover funds, more accurately estimate available funding for October 1, and reduce the risk of over- or under-budgeting in the new fiscal year. This proactive review strengthens fiscal planning and improves budget accuracy entering the new fiscal cycle.

### 3. BUDGET CATEGORIES – 5 MAJOR AREAS

#### 1. Board Budget (“Above the Line”)

This includes costs associated with board operations and staffing, supporting approximately 35 full-time employees. The CEO has broad authority over staffing decisions and line-item allocations within this approved budget, in coordination with the leadership team.

#### 2. Facilities

Includes operational facility-related costs such as rent, insurance, and internet and copier services.

### 3. IT/Networking

Supports agency-wide IT infrastructure, computers, data lines, software licensing and renewals and communications.

### 4. Special Projects/Reserve

Non-traditional or stand-alone contracts, strategic initiatives, reserve funds and unique expenditures that do not fall within routine operating categories.

### 5. Contractor Budgets

Represents the largest share of program expenditures and includes One-Stop Operator Contracts and Child Care Contractor.

## 4. IMPLEMENTATION (OCTOBER 1)

Once the budget is adopted by the Board of Directors in August, it becomes the official financial plan for the upcoming fiscal year beginning October 1. The fiscal team tracks expenditures against budget throughout the year.

## 5. CLOSEOUT & ADJUSTMENTS

After the fiscal team closes out the month of September, a reconciliation is performed comparing the adopted budget, actual expenditures, and proposed adjustments. This review identifies necessary changes to align the budget with updated funding awards, carryover amounts, contract de-obligations, and operational needs. The reconciled and adjusted budget is then presented back to the Board of Directors for approval.

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### **KEY TAKEAWAYS:**

OUR TOTAL BUDGET IS A COMPLEX COMBINATION OF MULTIPLE FUNDING STREAMS, EACH WITH ITS OWN CONTRACTS AND TIMELINES.

- The budget is built from numerous funding sources (TWC, City of Austin, Travis County, federal, special projects, etc.).
- Each funding source may include several separate contracts.
- Contracts operate on different start and end dates.
- Funding levels shift based on contract timing, renewals, and awards.

### **AS A RESULT:**

- Budget increases or decreases may reflect contract timing rather than program expansion or reduction.
- Revenue stability depends on staggered renewals across multiple funders.
- Active contract management is critical to maintaining continuity of services.

**WORKFORCE SOLUTIONS - CAPITAL AREA WORKFORCE BOARD**  
**PROPOSED BUDGET AMENDMENT**  
**F/Y OCTOBER 1, 2025 through SEPTEMBER 30, 2026**

Description	2025/2026 Budget		Proposed Amendment #1	2025/2026 Amended Budget	
	Initial Budget at 10/1/2025	% of Budget	Increase	Proposed Total	% of Change
			(Decrease)		
<b>Workforce Personnel</b>					
Salaries	\$ 3,696,809	3.84	\$ (65,000)	\$ 3,631,809	3.63
Employee Benefits (Insurance)	580,944	0.60	(31,225)	549,719	0.55
Workers Compensation	2,770	0.00		2,770	0.00
Workforce Pension Plan	147,872	0.15	(1,950)	145,922	0.15
Unemployment Insurance Expense	25,350	0.03		25,350	0.03
FICA Matching	282,806	0.29	(4,875)	277,931	0.28
<b>Subtotal</b>	<b>4,736,551</b>	<b>7.36</b>	<b>(103,050)</b>	<b>4,633,501</b>	<b>4.64</b>
<b>Workforce Non-Personnel</b>					
Consultants & Contracts	345,300	0.36		345,300	0.35
Office Supplies	46,000	0.05		46,000	0.05
Printing	3,000	0.00		3,000	0.00
Postage and Freight	1,500	0.00		1,500	0.00
Dues/Memberships/Subscriptions	25,935	0.03		25,935	0.03
Staff Travel In-Town	18,000	0.02		18,000	0.02
Staff Training/Development	45,850	0.05	11,050	56,900	0.06
Board Training/Development	30,970	0.03		30,970	0.03
Advertising / Legal Notices	100	0.00		100	0.00
Equipment Rental/ Maintenance	6,000	0.01		6,000	0.01
Data Lines/Phone	28,500	0.03		28,500	0.03
Insurance Other Than Benefit	66,889	0.07	22,000	88,889	0.09
Software Licensing & Upgrades	65,185	0.07		65,185	0.07
Other Operating Expenses	34,630	0.04	10,000	44,630	0.04
Building Lease/Occupancy	214,851	0.22	60,000	274,851	0.28
Outreach	-	-	-	-	-
<b>Subtotal</b>	<b>932,710</b>	<b>0.97</b>	<b>103,050</b>	<b>1,035,760</b>	<b>1.04</b>
<b>Total Board Operating Budget</b>	<b>5,669,262</b>	<b>5.88</b>	<b>-</b>	<b>5,669,262</b>	<b>5.67</b>
<b>Sub-Recipients/Initiatives:</b>					
Career Centers - C2GPS	8,773,866	9.10	2,909,681	11,683,547	11.69
Child Care Services - Baker Ripley	75,588,365	78.42	(443,727)	75,144,638	75.21
Youth - Goodwill	-	-		-	-
WERC Partners	-	-		-	-
Apprenticeship Partners	-	-		-	-
OYI Project	-	-		-	-
Community Workforce Plan	-	-		-	-
Special Projects <sup>1</sup>	897,731	0.93	518,835	1,416,566	1.42
Occupancy Centers <sup>2</sup>	1,572,783	1.63		1,572,783	1.57
Occupancy Child Care	317,500	0.33		317,500	0.32
Occupancy Vocational Rehabilitation	309,717	0.32		309,717	0.31
Outreach/Comms	275,000	0.29	142,595	417,595	0.42
Network/IT	1,554,631	1.61	165,000	1,719,631	1.72
SNAP TPR	-	-		-	-
Contingencies	1,434,266	1.49	229,378	1,663,644	1.67
<b>Total Sub-Recipients/Initiatives</b>	<b>90,723,858</b>	<b>94.12</b>	<b>3,521,761</b>	<b>94,245,620</b>	<b>94.33</b>
<b>Total Budget</b>	<b>96,393,120</b>	<b>100.00</b>	<b>3,521,761</b>	<b>99,914,881</b>	<b>100.00</b>

Note 1: Special projects include funding for the Red, White, & You annual veterans hiring event; Incumbent Work Training: St. David Project, Summer Earn and Learn; and the Healthcare Workforce Alliance of Central Texas.

Note 2: Occupancy Centers includes funding to support Employment Services and Veterans Commission staffing located at Workforce Solutions career centers.

**WORKFORCE SOLUTIONS - CAPITAL AREA WORKFORCE BOARD REVENUE AMENDMENT**  
**F/Y OCTOBER 1, 2025 through SEPTEMBER 30, 2026**

Grant Name	Grantor	2026 Budget	Amendment	2026 Proposed Amendment	% of Budget
Child care services formula allocation	TWC	\$41,295,106.0	\$ 647,242.4	\$41,942,348.4	42.0%
CCDF quality improvement activity	TWC	2,376,598	82,110	2,458,708	2.5%
Child care and development fund quality improvement activity	TWC	2,879,136	6,880	2,886,016	2.9%
Childcare and development fund childcare local match	TWC	2,580,732	1,113,309	3,694,041	3.7%
Texas Department of Family and Protective Services (DFPS)	TWC	1,912,000	561,000	2,473,000	2.5%
Workforce Innovation and Opportunity Act - Adult	TWC	1,897,755	356,489	2,254,244	2.3%
Workforce Innovation and Opportunity Act - Dislocated	TWC	3,379,802	228,630	3,608,432	3.6%
Workforce Innovation and Opportunity Act - Youth	TWC	1,911,692	418,802	2,330,494	2.3%
Supplemental Nutrition Assistance Program employment &	TWC	328,357	-191	328,166	0.3%
Temporary Assistance for Needy Families/Choice	TWC	2,434,295	142,269	2,576,564	2.6%
Reemployment services and eligibility assessment	TWC	1,049,017	528,349	1,577,366	1.6%
Noncustodial parent choices program	TWC	305,624	33,775	339,399	0.3%
Trade Act services for dislocated workers	TWC	7,500	12,500	20,000	0.0%
Texas Veterans Commission - Resource administration grant	Other	136,980	-3,128	133,852	0.1%
Wagner-Peyser employment services	TWC	475,000	585,962	1,060,962	1.1%
Workforce commission initiatives	TWC	56,349	1,000	57,349	0.1%
VOC Infrastructure cost reimbursement agreement (contract)	TWC	334,717	-19,633	315,084	0.3%
VOC Student hire ability navigators	TWC	113,000	-8,000	105,000	0.1%
VOCSummer earn and learn	TWC	175,000	124,371	299,371	0.3%
Central Texas health care partnership	Other	150,350		150,350	0.2%
Austin Infrastructure Academy	City of	3,371,000	847,834	4,218,834	4.2%
Workforce and education readiness continuum – Travis County	Travis		200,000	200,000	0.2%
UThealth The University of Texas Health Science at Houston	Other	276,019		276,019	0.3%
City of Austin - Quality, Cost, and Choice (Q3C)	City of	1,118,210	-111,821	1,006,389	1.0%
Workforce Innovation and Opportunity Act - Rapid response	TWC	38,000	1,528	39,528	0.0%
Externships for teachers	TWC		2093	2,093	0.0%
City of Austin Level up	City of			0	0.0%
City of Austin Ready to Work	City of			0	0.0%
Travis County Ready to Work	Travis			0	0.0%
United Way	Other		40,000	40,000	0.0%
City of Austin ARPA childcare	City of			0	0.0%
Travis County Quality Childcare Collaborative (QC3)	Travis	700,000		700,000	0.7%
Travis County - ARPA child care	Travis	1,700,000	602,433	2,302,433	2.3%
Employment recovery dislocated worker grant - Tesla	TWC			0	0.0%
City rent account	Other			0	0.0%
Texas Mutual	Other			0	0.0%
Google	Other			0	0.0%
Capital Metro	Other	43,736	-27,534	16,202	0.0%
St. David's Foundation	Other	370,206	369,794	740,000	0.7%
Childcare care and out school time fund	Travis	24,976,939	-3,725,371	21,251,568	21.3%
Non Federal Funds	Other		66,068	66,068	0.1%
Texas Workforce Commission non traditional	TWC		445,000	445,000	0.4%
<b>Total</b>		<b>\$ 96,393,120</b>	<b>\$ 3,521,761</b>	<b>\$ 99,914,881</b>	<b>100%</b>

TWC	63,549,680	5,263,485	68,813,165	68.87%
City of	4,489,210	736,013	5,225,223	5.23%
Travis	27,376,939	-2,922,938	24,454,001	24.47%
Other	977,291	445,200	1,422,491	1.42%