

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
27 OCTOBER 2006
MINUTES

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer) Chris Kofler Janice Mee Janet Kahn Linda Mason

b. Staff:

Mike Miller

2. CALL TO ORDER. The meeting was called to order at 8:00 am.

3. OLD BUSINESS. None.

4. NEW BUSINESS.

a. FY2007 CCC/Business Manager Reports.

1. Invoicing –

- SR slots paid went up from \$400,648 in August to \$411,717 in September, but included over \$27,000 in late attendance for August. So, the more accurate number for actual attendance in September was closer to \$385,000. Regardless, we are still over utilized at this point in the year. Enrollment must be brought down over the next several months. Due to *actuals* incurred year-to-date, we only have an average of \$330,000 to spend for the remaining nine months on slots. The SR Spending Plan for FY2007 reflects declining targets through December. We will most likely be unable to initiate new intakes until after the first of the calendar year.
- VPK slots paid rose slightly from \$372,687 in August (*the first month of the Fall Program*), to \$389,588 for September. 1432 children were paid for September, exceeding our budget target goal of 1300, as well as our highest month from last Fall of 1023.
- This month's Invoicing Report now includes a section for Adjustments and Late Attendance. This was moved from the old Utilization Report.

2. Utilization – Mike removed this particular report from the monthly list as no longer necessary, since he is now putting out a monthly Spending Plan for both VPK and SR that tailors projected utilization for each program in a more easily understood format.

3. SR Spending Plan – Based on numbers in the Invoicing report above, we are pretty consistent with costs experienced in July thru September last year for non-slot purposes. Slot costs, though, are higher than for the same period last year, a "good news, bad news" situation which is being managed.

4. VPK Spending Plan – VPK costs are trending as expected and reflect a higher enrollment for this year's Fall Program as noted above.

b. Accountant Reports. There were no questions on these reports, but Mike pointed out that two new tabs had been added to the file – *Accounts Receivable Aging Detail* and *A/P Aging Summary*. Previously these categories were only shown as single line summary totals on the *Balance Sheet*. Based on several recent incidents, we have seen the need to watch these much closer to avoid getting into "aged" situations.

5. **DISCUSSION.** Mike mentioned that there had been a recent reorganization of the financial function within CCC based on experience with FY2006. We eliminated the previous Reimbursement Coordinator and incorporated those responsibilities into the Business Manager position, and made the reimbursement staff person to be at a worker level (not a supervisor), and then added on staff to that department to relieve Mike of administrative functions. Mike is now directly supervising three employees who are responsible for provider payments and other fiscal related tasks for both SR and VPK, as well as other business or administrative functions as needed to meet organizational needs.
6. **ADJOURN.** The meeting was adjourned at 8:35 am. Due to the coming holidays, there will be no additional meetings until 5 January 2007. Mike will send out reports in November and December when figures are available.

Mike Miller