

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
26 JANUARY 2007
MINUTES

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer) 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.

- a. FY2006 Audit Wrap-Up. Janet reported that the audit was finalized and presented to the Board on 17 January by Larry Krajaulis of Florida CPA Services, P.A. There were no findings and therefore, no "management letter" issued.

4. NEW BUSINESS.

- a. FY2007 CCC/Business Manager Reports.

1. **Invoicing –**

- SR slots paid went down from \$372,107 in November to 324,032 in December, a significant drop, mostly due to the holidays and there being less days of paid child care. The net loss in children was -64 between "new's" and "term's", so we are expecting another significant drop in January, which we need. However, we are still over utilized at this point in the year. Due to *actuals* incurred year-to-date, we only have an average of \$310,700 left to spend for the remaining seven months on slots. The SR Spending Plan for FY2007 (assuming no new funding) reflects declining targets through the end of the year.
- VPK slots paid declined even more than SR, from \$406,268 for November to \$253,317 in December. This was principally due to the holiday period, as most providers followed the public school schedule, and few held classes after 15 December. 1463 children were paid for December, which continued to exceed our original budget target goal of 1300, as well as our highest month from last Fall of 1023. There are funds still available to us from our grant allocation so Mike will reallocate \$600,000 from the "unallocated" category to VPK slots within our operational budget when he submits the February Invoice.

2. **SR Spending Plan** – Based on the first six months, if enrollment stays steady, we are forecasting a deficit of 207,389 in slots for the year. This was reported to the state recently, in response to their call for data from coalitions who might need additional funds, or who might have excess funds. Of course, we do not expect enrollment to stay steady because we have been reducing paid numbers steadily since August when non-mandatory intakes were suspended. However, if we are successful in increasing our Grant Award, we could then start working the wait list, currently with about 155 families on it, with probably about 225 children. We anticipate receiving an answer to our request in mid February or so. We requested funds to cover the projected shortfall/deficit and, at the request of the Board, additional funds to serve families now on the wait list, for a total of \$564.914

3. **VPK Spending Plan** – VPK costs for December were significantly lower than November, but then should bounce right back up for January, as we have not been losing children in this program. December was a "light" month for most providers due to the holidays.

b. Accountant Reports. There were no questions on these reports.

5. **DISCUSSION.** Janet reported that our accounting firm, Fontana CPA's, has notified us of their decision to step away from the type of work that they have done for us since 2002, and focus full-time on auditing. Their preference is for this to be effective at the end of FY2007. The Treasurer will give Mike the name of some local companies that also do this type of support work for his follow-up.
6. **ADJOURN.** The meeting was adjourned at 8:35 am. The next meeting is now scheduled for 2 March, and it will be scheduled for a non-typical meeting date, taking the place of both the regular February and the regular March meetings. The next meeting after that will be 27 April, after tax season.

Mike Miller