

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING

Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
27 APRIL 2007

MINUTES

1. ATTENDANCE.

a. Members:

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

b. Staff:

Mike Miller

2. CALL TO ORDER. The meeting was called to order at 8:02 a.m.

3. OLD BUSINESS.

- a. Replacement of Fontana CPA's. Janet reported that she had been looking at various options that might include bringing the bookkeeping functions in-house, but engaging an accounting firm to be involved in a periodic oversight role. Mike and I already met with one possible accountant who might function in this role, but she is located in Tampa. Steve mentioned a local accountant, Thomas Menchinger of Flanagan & Menchinger CPA's was interested in talking to us. Mike will visit him after the B&F Committee meeting, as they are located in the Professional Building complex directly across the street from the CCC.
- b. AWI "Monitoring" of 5-6 March. Janet reported that our annual fiscal monitoring by AWI went very well, with no "findings" reported, and only two minor "suggestions" to operations. One is related to completing an additional personnel policy which has been started but not finalized, related to the Sarbane-Oxley act. The other suggestion is to include the market value of our Van on the inventory listing.

4. NEW BUSINESS.

a. FY2007 CCC/Business Manager Reports.

1. **Invoicing –**

- SR slots paid went up slightly from 297,279 in February to 319,757 in March, mostly due to the two more days of scheduled child care in March (22). The net loss in children [-37] between "new's" and "term's", was unfortunately offset by the rise in mandatory enrollments [+34 BG1, BG3, and BG5's]. The BG1 category alone rose 17 and accounted for an additional \$9,000 in slot costs over the previous month. However, we are evaluating the viability of bringing in approximately 75 children in May and June and still be within budget. We need to do this so we will not start the year with a very low number which creates problems as well. We will reassess after seeing the April numbers on/about 8 May, and either slow down or speed up.
- VPK slots paid declined from \$393,993 in February to 331,322 in March, due mostly to a "Spring Break" many providers scheduled for their schools. The biggest unknown for our budget through June is the enrollment for VPKS (Summer VPK). Right now we have 54 enrolled, but it has been slow. Last year we had about 100 more than that.

2. **Board Management Report –** This chart shows us clearly within all management parameters for spending in both the SR and VPK programs.

3. **SR Spending Plan –** With only three months to go in the fiscal year, after having taken numerous steps to decrease our originally projected deficit, and with the increased funds already received from AWI (\$68,000), we are now forecasting a potential deficit of \$33,826 in slots, well within the 1.5% of Grant Award allowed (\$84,560). This projection includes our plan to try and bring enrollment up to approximately 1,025 by the end of June and be

where we want to be to start FY2008. AWI may be issuing additional funds, but we have told them that at this point in the fiscal year, we would be unable to utilize more than 50,000-70,000 dollars more.

4. **VPK Spending Plan** – VPK slot costs are projected to total nearly \$4,000,000 for the year, but the final figure is dependent on the Summer Program enrollment.
 - b. Accountant Reports. There were no questions on these reports. Everything appears to be within expectations.
 - c. AWI Desk Audit of February Expenditures. One month after the completion of our successful annual fiscal monitoring, AWI sent notices that they were conducting “desk audits” of fiscal expenditures. For us that meant they wanted to look at 47 of our 67 expenditures for February. This was loosely defined as a “sample”. We had to submit copies of all back up documentation related to these expenditures. After several emails back and forth as to size of the sample, AWI reduced their requested “sample” to 37. The 4” binder of backup material was FEDEX’ed in yesterday.
5. **DISCUSSION**. In reviewing the chart showing enrollment and slot costs since FY2003 the Treasurer asked if he could see an analysis of per child costs over time. This chart shows that on a “gross” basis, but the monthly Invoicing Reports give a closer view based on actual days served per month and year. Mike will prepare this and distribute it to Committee members.
6. **ADJOURN**. The meeting was adjourned at 8:35 am. The next meeting is scheduled for 8 June and will be primarily used to review Janet’s proposed FY2008 budget and recommend it for Board approval. We will also have preliminary figures for May and therefore will be able to do a fairly close projection as to where we will end the year.

Mike Miller