

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING

Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
26 September 2008

MINUTES

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer)

Janice Mee

Chris Kofler

b. Staff:

James Pawlak

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

3. OLD BUSINESS.

None

4. NEW BUSINESS.

a. FY2008 CCC/Business Manager Reports.

1. **SR Enrollment & Provider Payments** – For the first two months of FY2009, in terms of dollars spent on SR slots, we are in a slight surplus position. Linda has already started an aggressive Outreach program to bring in more eligible children.
2. **News's and Terms** – The net terms outnumbered the news (113 terms vs. 98 news) in August. As FY2009 begins, we now are in the process of ramping up our Outreach program to begin the process of bringing in new children. James reported that Janet is still considering in January of 2009, if child enrollment does not pick up, a temporary rate increase to the market level for our Providers.
3. **BG1 SR Enrollment & Provider Payments** – So far in FY2009, BG1 costs have averaged 9.4% higher than FY2008. Should this trend continue over the next two months, we will have to consider moving additional funds from other OCA cost centers to cover the additional expenses. This may in fact use up any projected surplus.
4. **SR Days Paid & Per Day Costs** - The cost of an average day of service was \$18.36. The majority of our costs are fixed and with the expected increase in number of children to be served over the next few months, we expect this cost per day to decrease to an average of \$17.00 a day.
5. **Board Management Report** – SR parameters for Admin (3.1%) and Non-Direct (12.2%) were within the Grant Earmarks of Admin (5%) and Non-Direct (14%). The VPK Admin parameter (7.8%) was not within the State Parameter of (5%). James stated that this is a normal occurrence at the beginning of each Fiscal Year. The majority of CCC staff has allocated work time to the enrolling of VPK children. With September being the first full month of children being paid, we expect this Admin percentage to drop below 5% threshold within the next two months.
6. **SR Spending Plan** – **We** are currently running a surplus of \$144k in SR funds. James stated that this surplus will be worked down over the next few months as more children become eligible for SR services. (see items 1 and 2 above).

7. **VPK Spending Plan** – We are currently running a surplus of \$385k in VPK funds. The VPK summer program always has fewer children enrolled and hence the payout of slot dollars is substantially less (\$225k in August). Going forward, with the start of the VPK fall program, the payout of slots will return to the normal range of \$450k to \$500k which in turn will work down this surplus. Enrollment is higher this year than prior year.

b. Accountant Reports.

a. James informed the Board that the Accounts Receivable aging reports shows an outstanding balance of \$24k between 61 and 90 days. This is the State's 13th SR invoice that was submitted to OEL which were expenses that occurred in June. James stated that this money has already been received and will not be on next month's financials. He also stated that we show an Accounts Payable to FCCFD of \$22k that is over 90 days. This was an EFT payment that our Accountant processed in May (thru our bank, Wachovia) that was never received by FCCFD. A personnel change at FCCFD allowed this to go unnoticed on their end. We have since resent the monies and it was received by FCCFD, so this dollar amount will not be on next month's financials.

5. DISCUSSION.

a. Steve inquired as to the status of our audit. James replied that Larry Kraujalis is currently working on it (he is the same person who conducted last year's ELC audit). Janice stated that she did not receive her financial reports prior to today's meeting. She will provide James with a new email address so next month's reports can be sent to her. In closing, James stated that the AWI - ELIS team will be in Sarasota next week to review how we currently use our EFS system and what enhancements would we like with the new ELIS system which is scheduled to replace EFS. The following week the OEL Annual Eligibility team and the OEL Self-Assessment team will be conducting their annual monitorings the week of October 13th. First assessment of these audits will be presented at next month's meeting

6. ADJOURN. The meeting was adjourned at 8:32 am. The next meeting is tentatively scheduled for 31 October.

James Pawlak