

EARLY LEARNING COALITION OF SARASOTA COUNTY  
**BUDGET AND FINANCE COMMITTEE MEETING**  
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota  
31 October 2008  
**MINUTES**

**1. ATTENDANCE.**

**a. Members:**

Laura Benson    Janice Mee    Janet Kahn    Chris Kofler    Linda Mason

**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 three full months of FY2009, in terms of dollars spent on SR slots, we remain in a slight surplus position. Linda and CCC staff have implemented extensive outreach to bring in more eligible children.
2. **News's and Terms** – The net terms outnumbered the news (124 terms vs. 115 news). Still in process of ramping up the process of bringing in new children. James is confident over the next two months we will see a net number of new children served of at least seventy-five.
3. **BG1 SR Enrollment & Provider Payments** – BG1 costs have continued to be higher than in FY2008. Should this trend continue we will have to consider moving additional funds from other OCA cost centers to cover the additional expenses.
4. **SR Days Paid & Per Day Costs** - The cost of an average day of service was \$18.43. 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 (3.3%) and Non-Direct (11.9%) were within the Grant Earmarks of Admin (5%) and Non-Direct (14%). The VPK Admin parameter (5.1%) was still not within the State Parameter of (5%). As stated in last month's meeting, this is a normal occurrence at the beginning of each Fiscal Year. 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 \$110k in SR funds.
7. **VPK Spending Plan** – We are currently running a surplus of \$82k in VPK funds. 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.

**b. Accountant Reports.**

James informed the Board that the Accounts Receivable aging report shows an outstanding balance of \$37k between 1 and 30 days. This is the County's invoice that was submitted in

September which was for expenses that occurred in August. James stated that this money has already been received and will not be on next month's financials. Janet inquired why we would have a DOE LPP amount (\$89.57) and OEL amount of (\$74.00) showing as outstanding between 1 and 30 days. James responded that he thought the \$74.00 was an Outreach cost on a weekly RFE that should have been invoiced to OEL. The DOE cost looks to be an entry error. James will follow up with our Accountant to ensure that these dollar amounts will be reconciled and removed from next month's financials.

There were no further questions.

#### **5. DISCUSSION.**

James stated that under our SR Spending Plan we will see a new OCA category next month (QVP). This OCA cost center is used specifically for Quality Services directed to VPK providers. At the present time these costs are being allocated to our Q00 OCA cost center. However OEL would like us to break out these costs between SR and VPK.

Laura asked when we would see an increase in our Deferred Revenue costs, specifically under GCCFV (Balance is \$251k vs \$29 in expenses). Janet stated we will be spending at least \$100k in sustaining dollars to Providers in November that should draw this amount down by half. The QIS expenditures come in spurts with specific cost items paid at specifically planned times during the year.

The final discussion point was brought up by Chris. He wanted to know if we received any feedback on the AWI interviews that were conducted with Board representatives earlier this month. Janet stated the response from OEL was "very positive". They said our Board is very well informed and involved in the Coalitions activities within our Community. The Self-Assessment exit phone interview will be held with OEL on December 9<sup>th</sup>, which at that time we will be presented with a Draft document outlining their review and specific issues noted.

**6. ADJOURN.** The meeting was adjourned at 8:28 am. There will be no meeting in November due to holidays. The next meeting is tentatively scheduled for 12 December.

James Pawlak