

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
29 May 2009
MINUTES

1. ATTENDANCE.

a. Members:

Janice Mee Janet Kahn Steve Spangler 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. *FY2009 CCC/Business Manager Reports.*

1. **SR Enrollment & Provider Payments** – April SR enrollment (1322 children served) showed a slight decrease from the previous month. As previously mentioned we have instituted a waiting list for the remainder of FY2009. Slot payments were \$407k which was an increase from \$372k the previous month. Starting in May, we will be transferring BG8 children into the new “American Recovery and Reinvestment Act” grant received on April 17th. The total dollars allocated under this grant is \$253,999 for the remainder of this Fiscal year. At least \$125k of BG8 slot dollars will be allocated to this new grant. This will allow us to keep children in care, not have to disenroll children in order to remain within budget, especially as these funds do carry over to the new year, with additional new funds anticipated.
2. **News’s and Terms** – We are now only accepting mandated children. Those are BG1 (Protective Services & BG3 (Workforce/Training) for the remainder of this Fiscal year. In April we saw only a net Term of 23 children. Overall, there has been much lower than usual attrition or net “loss” of children.
3. **BG1 SR Enrollment & Provider Payments** – BG1 costs showed a welcomed decrease in the month of April - \$65k compared to \$72k March. Also children enrolled fell from 170 to 150. While it’s too early to tell if this is a trend, it is an encouraging sign.
4. **SR Days Paid & Per Day Costs** - The cost of an average day of service was \$17.01. This dollar amount is in line with what the average cost per day was in FY2008 – which was \$17.03. James expects this dollar amount to increase slightly the remainder of this Fiscal year due to less children being served, while the majority of our costs are fixed.
5. **Board Management Report** – All Financial Expense Indicators in both SR and VPK programs are within their Earmarks. Per Janet’s request, James has modified this report. He has added a “Total Actual Projected” column which will now show the yearly projected dollar amount for each financial indicator versus what we had budgeted at the beginning of the Fiscal year for that category. The other column added is the “Projected Surplus of Deficit” column. This column will show whether we are running (above or below) budget for each financial indicator. Initial response from the committee has been positive.

6. **SR Spending Plan** – Even with the additional ARRA funds allotted to SR slots, we are currently projected to run a \$200k deficit. As of today (May 29th) we have not received word from AWI in regards to our request for an additional \$250k in SR funds. Bill Ammons of AWI stated to James that other Coalitions have not de-obligated SR funds as quickly as in previous years. Bill still feels that we will receive the additional funds, but not until the end of June. In closing, Janet stated a slight deficit is still possible because our “net” terminations per month are not running as high as in previous Fiscal years and she reminded the committee that we are ‘allowed” to surplus or deficit up to 1.5% of our SR allocation as that is an expected range given the size and unpredictability of the SR budgets.
7. **VPK Spending Plan** – Our VPK spending plan is basically right on target. James is forecasting a very slight surplus of \$3k out of our budget of \$4.8 million.

b. Accountant Reports.

a. James informed the committee that the one item on the Account Receivable Aging report has been closed. The amount in the 1-30 day category - \$18,186.22 was received from Sarasota County Partnership for Mental Health on May 15th. James informed the committee that for FY2009 overall salaries will come in under the budgeted amount by about \$35k. Janet stated that this was due to the Coalition not filling one Full-Time position and using temp workers when necessary to help with the workload. James informed the committee that he will present Janet with Fiscal Year 2010 Budget on June 1st. It will then be sent to each B&F committee member via email for review and comment. It will be sent via email to the Board members for their review. The Budget will then be voted on for full approval at our regularly scheduled June 17th meeting.

5. DISCUSSION.

The only item brought up for this discussion at today’s meeting was presented by Steve, who inquired as to where we are on our Audit search. Janet replied that we had received six bids from various Accounting firms to conduct our Audit. She also stated that the cost range to perform the audit was \$11k to \$16k. James informed the committee that he is in the process of finalizing the scorecard to be used next week by the review workgroup. Once a firm has been selected, an engagement letter between our Coalition and the Audit firm will be signed.

6. **ADJOURN.** The meeting was adjourned at 8:28 am. The next meeting is tentively scheduled for Friday, June 26 at 8:00 a.m.

James Pawlak