

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
29 APRIL 2005
MINUTES

1. ATTENDANCE.

a. Members:

Steve Spangler (Treasurer) Janet Kahn Linda Mason Vicky Seymour

b. Staff:

Mike Miller

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

3. OLD BUSINESS. None.

4. NEW BUSINESS.

a. CCC Reports.

- **Invoicing Report** – This report shows the total of all invoices cut by the Coalition during the month to pay for both management of operations (CCC and Coalition) and direct services (Partnership, County, SMH, Passport, MHP, etc.). There were no anomalies seen in the March statistics, just a continuing expansion of costs due to a slowly, but steadily, rising enrollment total. Geoff Foss (in an e-mail as he was unable to attend the meeting) questioned the last line at the bottom of the chart - “*cost per child per day*”. It appeared that the formula for that particular data item was incorrect. Vicky will check it out and fix it. Vicky will also change the title of the line “*CCR&R*” in the first group of OCAs to “*Resource and Referral*” to coincide with the same line on the F/A Report.
- **Utilization** – Enrollment rose from 1,250 to 1,265, and payments to providers with OEL funds rose from \$332,000 in February to \$375,000 in March. Mike’s latest projections still show as much as a \$500,000 surplus (we have since offered back \$250,000 to AWI to be redistributed). We have also increased our planned quality expenses. However, our current level of monthly slot expenditures is just about where we want to be when we begin FY2006. Which means, that our current mix of 1,265 significantly younger children will not support the old enrollment target of 1350 with a slot budget of just \$4.4 million. Mike had distributed the latest snapshot of the age of enrolled children which showed a significant shift toward the younger categories.
- **Scholarship Intake Summary** – We went backward during March, with 33 reported enrollments and 48 disenrollments from 4-31 March on the CCC report. This appears to conflict with the rise in numbers of children paid for March (1265), but some of those paid could have been just for the early part of the month before they were disenrolled. We will have a better feel with the April statistics. Almost half of the March disenrollments were due to the failure of families “*to return documentation per procedure*”.

b. F/A Reports. Geoff Foss had requested that several line titles of the “*Profit and Loss – Budget vs. Actual*” be renamed to coincide with titles on the CCC Invoicing Report. Mike will coordinate with Eric.

5. DISCUSSION. None.

6. ADJOURN. The meeting was adjourned at 8:30 am. The next meeting will be at 8:00 am, Friday, 27 May, at Cavanaugh & Company, LLP.

Mike Miller