

EARLY LEARNING COALITION OF SARASOTA COUNTY
BUDGET AND FINANCE COMMITTEE MEETING
Cavanaugh & Company, LLP, Conference Room, 2381 Fruitville Road, Sarasota
01 SEPTEMBER 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 8:03 am.

3. OLD BUSINESS. None.

4. NEW BUSINESS.

a. Draft FY2006 CCC Reports.

- **Invoicing** – We changed the format of the report to “portrait” from “landscape” and expanded it to two pages so it will be easier to read and use. We will change several titles to fully clarify what expenses are being captured in each. in several places, and the Treasurer requested changes on page 2 to make it easier to follow through the sub-totals to the grand total.
- **OEL Utilization** – Several corrections were noted for the next report. Basically, we are off to a reasonable, though slightly low beginning to the fiscal year. We spent \$324,170 in state funds for direct child care services, somewhat under the \$355,000 monthly target to fully utilize all slot funding in FY2006. There is an ongoing effort to process and bring in new families.
- **GIA Utilization** (continuing) – An analysis based on July spending shows that we need to increase our expected outlays by \$21,000 over the last two months of the County’s fiscal year. There is a plan in place to do that. We will reassess after the August figures are available.

b. F/A Reports. The Balance Sheet had not changed, but the management reports (P&L – Budget v. Actual) were revised to better follow CCC expenses monthly, and to include all VPK Program expenses as well. Janet tasked Mike to follow up with Eric on several questions regarding numbers and format. The Treasurer also noted that we had nearly doubled last year’s budget, due to the VPK Program.

5. DISCUSSION. The Treasurer gave some advice about our upcoming audit, and next year’s process to competitively procure the following three-year’s worth of audit services. This was last done two years ago.

6. ADJOURN. The meeting was adjourned at 8:35 am. The next meeting will be at 8:00 am, Friday, 30 September, at Cavanaugh & Company, LLP.

Mike Miller