



**ELC Finance Committee Meeting**  
**Thursday January 25, 2024; 10:00 AM**  
**Meeting ID: 886 0061 9016**  
**Passcode: 257353**

- |  |                        |
|--|------------------------|
| <b>I. Welcome &amp; Introductions</b>              | <b>Loreen Chant</b>    |
| <b>II. Approval of Minutes</b>                     | <b>Loreen Chant</b>    |
| • Motion to approve minutes for November 30, 2023. |                        |
| <b>III. Financial Statements</b>                   | <b>Loreen Chant</b>    |
| A. School Readiness/VPK                            |                        |
| B. Early Head Start                                |                        |
| <b>IV. Informational Items</b>                     | <b>Loreen Chant</b>    |
| A. Slot Utilization                                | <b>Sandra Gonzalez</b> |
| • Miami Dade County                                |                        |
| • Monroe County                                    |                        |
| <b>VI. Public Comments</b>                         | <b>Loreen Chant</b>    |
| <b>VII. Meeting Adjourn</b>                        | <b>Loreen Chant</b>    |

**General Information:**

Next Meeting: February 29, 2024; 10 A.M.

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children's chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.



**ELC Finance Committee Meeting**  
**Thursday November 30, 2023; 10:00 AM**  
**Meeting ID: 831 3939 1504**  
**Passcode: 686472**

## **MINUTES**

**Committee Attendees:** Loreen Chant; Matthew Bruno; Chuck Mohr; Dr. Armstrong

**Staff Attendees:** Evelio Torres; Angelo Parrino; Mercy Castiglione; Sandra Gonzalez; Michelle Meilan Lisney Badillo; Ahmed Mitwalli; Alex Sanchez; Ana Rodriguez; Fiorella Christie; Belkis Torres; Pamela Hollingsworth; Lissandra Curbelo; Ana Sejeck; Jacqueline Dominguez

### **I. Welcome & Introductions**

**Loreen Chant**

- A. L. Chant called the meeting to order and welcomed everyone.
- B. K. Gregory called roll and quorum was established with 3 voting members

### **II. Approval of Minutes**

**Loreen Chant**

- Motion to approve minutes for October 26, 2023.
  - L. Chant -Motion to approve by Dr, Armstrong
  - Motion seconded by M. Bruno
  - Motion unanimously passed.

### **III. Financial Statements**

**Loreen Chant**

Financial statements for School Readiness/VPK and Early Head start was provided by M. Castiglione and A. Sanchez.

- A. School Readiness/VPK
- B. Early Head Start

Mission: To promote high-quality school readiness, voluntary pre-kindergarten and after school programs, thus increasing all children's chances of achieving future educational success and becoming productive members of society. The Coalition seeks to further the physical, social, emotional and intellectual needs of Miami-Dade and Monroe County children with a priority toward the ages before birth through age 5.



**IV. Resolutions**

**Alex Sanchez**

- **11303023-01RFP External Fiscal Monitoring (Award)**  
Action Requested: Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2023-10 (External Fiscal Monitoring Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  
- **11302023-02 RFP Teaching Pyramid Infant-Toddler Observation Scale (Award)**  
Action Requested: Approval of the Evaluation Committee’s award recommendation for Request for Proposal (RFP) #ELCMDM2023-05 (Teaching Pyramid Infant-Toddler Observation Scale Services) and authorize the President and CEO to negotiate and execute a contract with the selected vendor.
  - L. Chant – Motion to approve resolutions in a block vote by C. Mohr
  - Motion seconded by Dr. Armstrong
  - Motion unanimously passed.

**V. Summary of This Year’s Monitoring Cycle by Watson and Rice, LLP**

**Mercy Castiglione**

**VI. Informational Items**

**Loreen Chant**

- A. Slot Utilization reports were provided by Sandra Gonzalez.
  - Miami Dade County
  - Monroe County

**VI. Public Comments**

**Loreen Chant**

**VII. Meeting Adjourn**

**Loreen Chant**

**General Information:**

Next Meeting: January 25, 2024; 10 A.M.

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	<b>Unaudited As of 12/31/2023</b>
<b>Assets</b>	
Cash & Cash Equivalents	23,864
Grants Receivable	20,491
VPK Prepayment	6,162
Property and Equipment, Net	174
Other Assets	50
Total Assets	<b>\$ 50,741</b>
<b>Liabilities</b>	
Accounts Payable	16,409
Advances Due to OEL & Other	24,554
VPK Prepayment	2,875
Accrued Expenses & Other Liabilities	4,704
Total Liabilities	<b>48,541</b>
<b>Net Assets</b>	
Unrestricted	1,743
Temporarily Restricted	457
Total Net Assets	<b>2,200</b>
Total Liabilities and Net Assets	<b>\$ 50,741</b>

**Early Learning Coalition of Miami-Dade and Monroe Counties**

**Statement of Activities**  
*(In thousands \$000)*

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>12/31/2023</u>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 116,959	\$ 116,959
Contributions and Other	0	583	583
Net Assets Released from Restrictions	<u>117,568</u>	<u>(117,568)</u>	<u>0</u>
 Total Support and Revenues	 117,568	 (26)	 117,542
<b>Expenses</b>			
Early Education Services	113,899		113,899
Administration	<u>3,669</u>		<u>3,669</u>
 Total Expenses	 <u>117,568</u>	 <u>0</u>	 <u>117,568</u>
 <b>Change in Net Assets</b>	 0	 (26)	 (26)
 <b>Beginning Net Assets</b>	 1,743	 483	 2,226
 <b>Ending Net Assets</b>	 <u>\$ 1,743</u>	 <u>\$ 457</u>	 <u>\$ 2,200</u>

**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Statement of Functional Expenses**  
*(In thousands \$000)*

	<u>Early Education Services</u>	<u>Administration</u>	<b>Preliminary YTD 12/31/2023</b>
<b>Expenses:</b>			
Payroll & Employee Benefits	7,607	2,328	9,935
Direct Child Care Services	92,518	0	92,518
Contracted Services-Subrecipients	462	0	462
Dues & Subscriptions	8	61	69
Occupancy Costs	514	100	614
Telephone & Communications	69	114	183
Equipment Repair & Maintenance	0	0	0
Postage & Freight	2	13	15
Printing	0	0	0
Professional Fees	112	558	670
Travel & Transportation Expenses	48	26	74
Program Supplies	571	34	605
Meetings & Conferences	11	5	16
Insurance-General & Liability	122	61	183
Office	31	336	367
Other Administrative Costs	11,823	34	11,857
<b>Total Expenses</b>	<b>\$ 113,899</b>	<b>3,669</b>	<b>117,568</b>

**Early Learning Coalition of Miami-Dade and Monroe Counties**  
**Statement of Cash Flows**  
*(In thousands \$000)*

	<b>Preliminary YTD 12/31/2023</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	(26)
<b>Adjustments to reconcile change in net cash provided by</b>	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	3,029
Other Assets	171
VPK Prepayment	(6,162)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(7,896)
Other Accrued Expenses & Other Payables	2,625
Advances Due to DEL	25,686
Advances Due to Other Grantors	573
Deferred Revenues	0
<b>Total Adjustments</b>	<b>18,026</b>
<b>Net Cash Flows From Operating Activities</b>	<b>18,001</b>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	
Change in Cash	18,001
Cash - Beginning of Period	5,863
<b>Cash Balance End of Period</b>	<b>\$ 23,864</b>

**BUDGET VARIANCE**  
**December**  
**2023**  
*In 000'S*

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	229,363	11,292	77,748	66.10%	50.00%
<b>EXPENDITURES</b>					
Salary and Fringe	15,853	1,261	7,322	53.81%	
Child Care Services	122,427	9,348	57,006	53.44%	
Contractual Services	2,204	162	832	62.24%	
Occupancy	1,585	100	750	52.69%	
Travel/Conf/Dev	338	4	73	78.24%	
Program Activity	86,304	391	11,155	87.07%	
IT	326	13	248	24.12%	
Other	326	12	363	-11.06%	
<b>TOTAL EXP</b>	<b>229,363</b>	<b>11,292</b>	<b>77,748</b>	<b>66.10%</b>	<b>50.00%</b>

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	64,896	4,852	26,308	59.46%	50.00%
<b>EXPENDITURES</b>					
Salary and Fringe	1,641	71	567	65.41%	
Child Care Services	57,317	4,754	25,560	55.41%	
Contractual Services	71	24	82	-15.01%	
Occupancy	124	2	45	63.93%	
Travel/Conf/Dev	13		10	23.95%	
Program Activity	5,594		9	99.83%	
IT	64		24	62.46%	
Other	73		10	85.80%	
<b>TOTAL EXP</b>	<b>64,896</b>	<b>4,852</b>	<b>26,308</b>	<b>59.46%</b>	<b>50.00%</b>

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
Office of Head Start	12,039	928	6,932	42.42%	50.00%
<b>EXPENDITURES</b>					
Salary and Fringe	3,488	312	1,729	50.45%	
Child Care Services	6,042	541	3,767	37.66%	
Contractual Services	536	35	177	66.93%	
Occupancy	167	22	163	2.64%	
Travel/Conf/Dev	90	2	90	-0.23%	
Program Activity	1,508	10	309	79.52%	
IT	6	3	75	-1259.71%	
Other	203	3	623	-207.38%	
<b>TOTAL EXP</b>	<b>12,039</b>	<b>928</b>	<b>6,932</b>	<b>42.42%</b>	<b>50.00%</b>

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
The Children's Trust	15,080	1,058	6,460	57.16%	
Other	88	83	95	-7.61%	
Teen Parent	45			100.00%	
	<b>15,213</b>	<b>1,142</b>	<b>6,554</b>	<b>56.92%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	1,077	53	240	77.70%	
Child Care Services	13,980	1,070	6,142	56.07%	
Contractual Services	5	13	45	-809.60%	
Occupancy	95	3	23	76.29%	
Travel/Conf/Dev			3		
Program Activity	50		99	-97.68%	
IT	5		8	-61.72%	
Other	1	1	9	-780.22%	
<b>TOTAL EXP</b>	<b>15,213</b>	<b>1,142</b>	<b>6,569</b>	<b>56.82%</b>	<b>50.00%</b>
<b>NET</b>			<b>-14</b>		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	294,259	16,144	104,056	64.64%	
Office of Head Start	12,039	928	6,932	42.42%	
The Children's Trust	15,080	1,058	6,460	57.16%	
Other	88	83	95	-7.61%	
Teen Parent	45			100.00%	
<b>TOTAL REVENUE</b>	<b>321,512</b>	<b>18,214</b>	<b>117,542</b>	<b>63.44%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	22,059	1,698	9,858	55.31%	
Child Care Services	199,767	15,713	92,475	53.71%	
Contractual Services	2,817	234	1,137	59.63%	
Occupancy	1,971	128	980	50.29%	
Travel/Conf/Dev	440	7	176	59.97%	
Program Activity	93,455	401	11,572	87.62%	
IT	401	17	355	11.48%	
Other	603	16	1,004	-66.51%	
<b>TOTAL EXP</b>	<b>321,512</b>	<b>18,214</b>	<b>117,556</b>	<b>63.44%</b>	<b>50.00%</b>
<b>NET</b>			<b>-14</b>		



EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.  
 BUDGET VS. ACTUALS  
 FOR THE MONTH ENDED December 31, 2023

Grant Mandates	Target	YTD Actuals
a. Direct Services (Minimum Allowed)	78%	85.5%
b. Administrative, Quality and Non-Direct Services	22%	14.5%
	100%	100%
- Administrative Services (Maximum Allowed)	5%	3.3%
- Quality (Minimum Allowed)	4%	4.9%

CATEGORY	BUDGET	Current Month Actual	YTD Actuals	Forecast	Surplus/ (Deficit)		
<b>REVENUE</b>							
State of Florida	229,363,471	11,673,715	77,774,359	221,268,534	8,094,937		
<b>TOTAL REVENUES</b>	<u>229,363,471</u>	<u>11,673,715</u>	<u>77,774,359</u>	<u>221,268,534</u>	<u>8,094,937</u>		
<b>EXPENSES</b>							
Direct Services	103,537,000	9,348,145	57,005,666	85.5%	96,994,541	78.1%	6,542,459
Quality	6,800,783	621,211	3,255,478	4.9%	5,805,780		995,003
Non-Direct Services	17,034,821	753,553	4,217,495	6.3%	16,954,797		80,024
Administrative	4,934,107	375,458	2,224,990	3.3%	4,456,656		477,451
Other	97,056,760	<b>NOTE</b> 575,349	11,070,729		97,056,760		-
<b>TOTAL EXPENSES</b>	<u>229,363,471</u>	<u>11,673,715</u>	<u>77,774,359</u>		<u>221,268,534</u>		<u>8,094,937</u>
<b>NET CHANGE</b>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>		<u>-</u>

**NOTE: Other consists of the following:**

Quality Performance Incentive :	\$ 4,996,038	Reoccurring Funds
Gold Seal:	16,262,068	Reoccurring Funds
Special Needs:	1,172,156	Reoccurring Funds
Preschool Development Grant:	199,990	Sunsetting as of 12-30-23
Coronavirus, Aid, Relief, and Economic Security	11,126,202	Sunsetting as of 9-30-23
American Rescue Plan Act:	10,963,152	Sunsetting as of 9-30-23
ARPA Discretionary:	3,805,163	Sunsetting as of 6-30-24
Early Learning ARPA Discretionary:	46,962,427	Sunsetting as of 6-30-24
ARPA - Homeless	1,569,564	Sunsetting as of 6-30-24
Total Other:	<u>\$ 97,056,760</u>	

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**Early Learning Coalition of Miami-Dade/Monroe**  
 School Readiness (SR) Slot Utilization Snapshot - Miami-Dade  
 12/1/2022 comparison to 12/1/2023

Dec-22		Dec-23		Dec-22		Dec-23	
<b># of Sch. Readiness Children Served</b>		<b># of Sch. Readiness Children Served</b>					
<b>18,868</b>		<b>18,816</b>					
<b><u>Ages for SR Children Served</u></b>		<b><u>Ages for SR Children Served</u></b>		<b><u>EHS Children Served</u></b>		<b><u>EHS Children Served</u></b>	
<i>INF</i>	530	<i>INF</i>	580	<i>INF</i>	77	<i>INF</i>	62
<i>TOD</i>	1,646	<i>TOD</i>	1,770	<i>TOD</i>	239	<i>TOD</i>	258
<i>2YR</i>	2,480	<i>2YR</i>	2,489	<i>2YR</i>	347	<i>2YR</i>	384
<i>Three Year Old</i>	3,029	<i>Three Year Old</i>	2,875	<i>Three Year Old</i>	108	<i>Three Year Old</i>	58
<i>Pre-School (4 and 5)</i>	3,468	<i>Pre-School (4 and 5)</i>	3,545				
<i>School Age</i>	6,642	<i>School Age</i>	6,390				
<i>0 Days Paid</i>	1,073	<i>0 Days Paid</i>	1,167				
<b>Total</b>	<b>18,868</b>	<b>Total</b>	<b>18,816</b>	<i>Pregnant Women</i>	0	<i>Pregnant Women</i>	2
				<b>Total</b>	<b>771</b>	<b>Total</b>	<b>764</b>
<b><u>Children Served Activity</u></b>		<b><u>Children Served Activity</u></b>					
<i>Beginning Census</i>	18,566	<i>Beginning Census</i>	18,672				
<i>Net Increase/Decrease</i>	302	<i>Net Increase/Decrease</i>	144				
<b>Total</b>	<b>18,868</b>	<b>Total</b>	<b>18,816</b>				
<b><u>SR Payments</u></b>		<b><u>SR Payments</u></b>					
	<b>\$9,753,086</b>		<b>\$9,322,513</b>				
<b><u># of SR Applications in the Queue</u></b>		<b><u># of SR Applications in the Queue</u></b>					
<i>Ages 0-5</i>	68	<i>Ages 0-5</i>	26				
<i>School Ages 6-13</i>	8	<i>School Ages 6-13</i>	6				
<b>Total</b>	<b>76</b>	<b>Total</b>	<b>32</b>				
<b>Acronym</b>							
School Readiness (SR)							
<b>Disclaimer: Number's include prior period adjustments</b>							

# Early Learning Coalition of Miami-Dade/Monroe

School Readiness (SR) Slot Utilization Snapshot - Monroe

12/1/2022 comparison to 12/1/2023

Dec-2022	Dec-2023
<b># of Sch. Readiness Children Served</b> <b>290</b>	<b># of Sch. Readiness Children Served</b> <b>260</b>
<b><u>Ages for SR Children Served</u></b>	<b><u>Ages for SR Children Served</u></b>
<i>INF</i> 9	<i>INF</i> 6
<i>TOD</i> 25	<i>TOD</i> 29
<i>2YR</i> 43	<i>2YR</i> 40
<i>Three Year Old</i> 52	<i>Three Year Old</i> 52
<i>Pre-School (4 and 5)</i> 58	<i>Pre-School (4 and 5)</i> 48
<i>School Age</i> 93	<i>School Age</i> 79
<i>0 Days Paid</i> 10	<i>0 Days Paid</i> 6
<b>Total</b> <b>290</b>	<b>Total</b> <b>260</b>
<b><u>Children Served Activity</u></b>	<b><u>Children Served Activity</u></b>
<i>Beginning Census</i> 276	<i>Beginning Census</i> 248
<i>Net Increase/Decrease</i> 14	<i>Net Increase/Decrease</i> 12
<b>Total</b> <b>290</b>	<b>Total</b> <b>260</b>
<b><u>SR Payments</u></b> <b>\$154,465</b>	<b><u>SR Payments</u></b> <b>\$148,657</b>
<b><u># of SR Applications in the Queue</u></b>	<b><u># of SR Applications in the Queue</u></b>
<i>Ages 0-5</i> 0	<i>Ages 0-5</i> 0
<i>School Ages 6-13</i> 0	<i>School Ages 6-13</i> 0
<b>Total</b> <b>0</b>	<b>Total</b> <b>0</b>
<b>Acronym</b> School Readiness (SR)	
<b>Disclaimer: Number's include prior period adjustments</b>	