



**FINANCE COMMITTEE MEETING  
October 30, 2019, 10:00 am  
ELC Board Room  
415-655-0003 meeting # 730 981 430**

- |      |  |           |
|------|--|-----------|
| I.   | Welcome & Introductions  | Bob Eadie |
| II.  | Approval of Minutes  | Bob Eadie |
|      | A. Motion to approve minutes for September, 2019   |           |
| III. | Financial Statements   | Bob Eadie |
|      | A. School Readiness/VPK  |           |
|      | B. Early Head Start  |           |
| IV.  | Resolutions  | Bob Eadie |
|      | A. Resolution 10022019-01 – Modify the fiscal impact and funding source for Construction Services Agreement 18-04 awarded for Early Head Start playgrounds to the selected vendor. |           |
| V.   | Information Items  | Bob Eadie |
|      | A. Update on EFS Modernization   |           |
|      | B. Update on Cybersecurity Committee   |           |
|      | C. Funding Formula   |           |
|      | D. EHS Credit Card Report  |           |
| VI.  | Public Comments  | Bob Eadie |
| VII. | Meeting Adjourn  | Bob Eadie |

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.

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	<b>Unaudited As of 9/30/2019</b>
<b>Assets</b>	
Cash & Cash Equivalents	10,775
Grants Receivable	24,471
VPK Prepayment	1,860
Property and Equipment, Net	357
Other Assets	282
 Total Assets	 <b>\$ 37,745</b>
<b>Liabilities</b>	
Accounts Payable	11,332
Advances Due to OEL & Other	18,365
VPK Prepayment	6,000
Accrued Expenses & Other Liabilities	641
 Total Liabilities	 <b>36,338</b>
<b>Net Assets</b>	
Unrestricted	576
Temporarily Restricted	831
Total Net Assets	<b>1,407</b>
 Total Liabilities and Net Assets	 <b>\$ 37,745</b>

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

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

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>9/30/2019</u>
<b>Support and revenues</b>			
Grants	\$ 0	\$ 36,902	\$ 36,902
Contributions and Other	(1)	(4)	(5)
Net Assets Released from Restrictions	<u>36,613</u>	<u>(36,613)</u>	<u>0</u>
 Total Support and Revenues	 36,612	 285	 36,897
 <b>Expenses</b>			
Early Education Services	34,923		34,923
Administration	<u>1,690</u>		<u>1,690</u>
 Total Expenses	 <u>36,613</u>	 <u>0</u>	 <u>36,613</u>
 <b>Change in Net Assets</b>	 (1)	 285	 284
 <b>Beginning Net Assets</b>	 577	 546	 1,123
 <b>Ending Net Assets</b>	 <u>\$ 576</u>	 <u>\$ 831</u>	 <u>\$ 1,407</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>	<u>Preliminary YTD 9/30/2019</u>
<b>Expenses:</b>			
Payroll & Employee Benefits	3,385	1,076	4,462
Direct Child Care Services	30,703	0	30,703
Contracted Services-Subrecipients	191	0	191
Dues & Subscriptions	3	1	5
Occupancy Costs	315	73	388
Telephone & Communications	49	74	123
Equipment Repair & Maintenance	0	1	1
Postage & Freight	1	8	9
Printing	9	2	11
Professional Fees	63	213	276
Travel & Transportation Expenses	38	20	58
Program Supplies	50	2	52
Meetings & Conferences	17	3	21
Insurance-General & Liability	76	6	82
Office	0	205	205
Other Administrative Costs	22	5	27
<b>Total Expenses</b>	<b>\$ 34,923</b>	<b>1,690</b>	<b>36,613</b>

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

	<b>Preliminary YTD 9/30/2019</b>
<b>Cash Flows From Operating Activities</b>	
<b>Change In Net Assets</b>	284
<b>Adjustments to reconcile change in net cash provided by</b>	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(20,355)
Other Assets	(61)
VPK Prepayment	(1,860)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	(1,031)
Other Accrued Expenses & Other Payables	(294)
Advances Due to OEL	19,509
Advances Due to Other Grantors	600
Deferred Revenues	0
<b>Total Adjustments</b>	<b>(3,492)</b>
<b>Net Cash Flows From Operating Activities</b>	<b>(3,208)</b>
<b>Cash Flows from Investing Activities:</b>	
Purchase of furniture and equipment	
<b>Net Cash Flows From Investing Activities</b>	
Change in Cash	(3,208)
Cash - Beginning of Period	13,983
<b>Cash Balance End of Period</b>	<b>\$ 10,775</b>



**BUDGET VARIANCE**  
**September**  
**2019**  
*In 000'S*

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	138,159	7,696	25,216	81.75%	75.00%
<b>EXPENDITURES</b>					
Salary and Fringe	15,855	1,087	3,172	79.99%	
Child Care Services	110,501	6,295	21,007	80.99%	
Contractual Services	3,204	118	323	89.92%	
Occupancy	1,585	143	496	68.67%	
Travel/Conf/Dev	338	24	46	86.45%	
Program Activity	6,024	4	10	99.83%	
IT	326	3	174	46.62%	
Other	326	13	35	89.33%	
<b>TOTAL EXP</b>	<b>138,159</b>	<b>7,686</b>	<b>25,263</b>	<b>81.71%</b>	<b>75.00%</b>

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	55,987	3,945	6,234	88.87%	75.00%
<b>EXPENDITURES</b>					
Salary and Fringe	1,437	41	138	90.41%	
Child Care Services	53,834	3,890	6,052	88.76%	
Contractual Services	71	3	8	89.05%	
Occupancy	124	9	29	76.21%	
Travel/Conf/Dev	13		2	86.92%	
Program Activity	372			100.00%	
IT	64		8	87.24%	
Other	73	1	2	97.42%	
<b>TOTAL EXP</b>	<b>55,987</b>	<b>3,945</b>	<b>6,239</b>	<b>88.86%</b>	<b>75.00%</b>

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
Office of Head Start	10,988	902	2,583	76.49%	75.00%
<b>EXPENDITURES</b>					
Salary and Fringe	3,186	245	783	75.41%	
Child Care Services	6,692	576	1,634	75.58%	
Contractual Services	409	32	61	85.03%	
Occupancy	167	30	41	75.19%	
Travel/Conf/Dev	40	15	42	-7.30%	
Program Activity	110		23	79.14%	
IT	133	1	-17	112.68%	
Other	253	3	14	94.35%	
<b>TOTAL EXP</b>	<b>10,988</b>	<b>902</b>	<b>2,583</b>	<b>76.49%</b>	<b>75.00%</b>

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
The Children's Trust	13,230	701	2,445	81.52%	
Other	260	68	263	-1.23%	
Refugee	883	66	157	82.24%	
Teen Parent	545			100.00%	
	<b>14,918</b>	<b>835</b>	<b>2,865</b>	<b>80.80%</b>	<b>75.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	2,078	121	333	83.97%	
Child Care Services	11,538	511	2,010	82.58%	
Contractual Services	517	5	75	85.54%	
Occupancy	60	12	42	29.63%	
Travel/Conf/Dev	101	3	6	94.19%	
Program Activity	573	2	21	96.38%	
IT	31	23	34	-11.21%	
Other	20	2	8	61.86%	
<b>TOTAL EXP</b>	<b>14,918</b>	<b>679</b>	<b>2,528</b>	<b>83.05%</b>	<b>75.00%</b>
<b>NET</b>		156	337		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
<b>REVENUE</b>					
State of Florida	194,147	11,641	31,450	83.80%	
Office of Head Start	10,988	902	2,583	76.49%	
The Children's Trust	13,230	701	2,445	81.52%	
Other	260	68	263	-1.23%	
Refugee	883	66	157	82.24%	
Teen Parent	545			100.00%	
<b>TOTAL REVENUE</b>	<b>220,053</b>	<b>13,378</b>	<b>36,897</b>	<b>83.23%</b>	<b>75.00%</b>
<b>EXPENDITURES</b>					
Salary and Fringe	22,556	1,493	4,426	80.38%	
Child Care Services	182,565	11,271	30,703	83.18%	
Contractual Services	4,201	159	467	88.89%	
Occupancy	1,936	194	610	68.51%	
Travel/Conf/Dev	491	43	96	80.48%	
Program Activity	7,079	6	54	99.24%	
IT	554	27	200	63.90%	
Other	672	19	59	91.26%	
<b>TOTAL EXP</b>	<b>220,053</b>	<b>13,212</b>	<b>36,613</b>	<b>83.36%</b>	<b>75.00%</b>
<b>NET</b>		166	284		



**Early Learning Coalition Finance Committee Meeting**

**October 30, 2019**

**Resolution: 10302019-01**

**Action Requested: Modify the fiscal impact and funding source for Construction Services Agreement 18-04 awarded for Early Head Start playgrounds to the selected vendor.**

**Fiscal Impact: The contract is for an approximate amount of \$632,540.00 until December 31, 2019, which is subject to the availability of funding.**

**Funding Source: Florida Office of Early Learning, Department of Health and Human Services, Administration for Children and Families**

**Strategic Goal:**

- Needing Children**
- Youngest Children**
- Educate All**

- Providers**
- Internal Capacity**
- Funding**

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**RESOLUTION: 10302019-01**

**MODIFY THE FISCAL IMPACT AND FUNDING SOURCE FOR CONSTRUCTION SERVICES AGREEMENT 18-04 AWARDED FOR EARLY HEAD START PLAYGROUNDS TO THE SELECTED VENDOR.**

WHEREAS, the Finance Committee has been apprised of the program goals through the attached narrative, hereby incorporated by reference, and the Finance Committee is in agreement with the goals described therein;

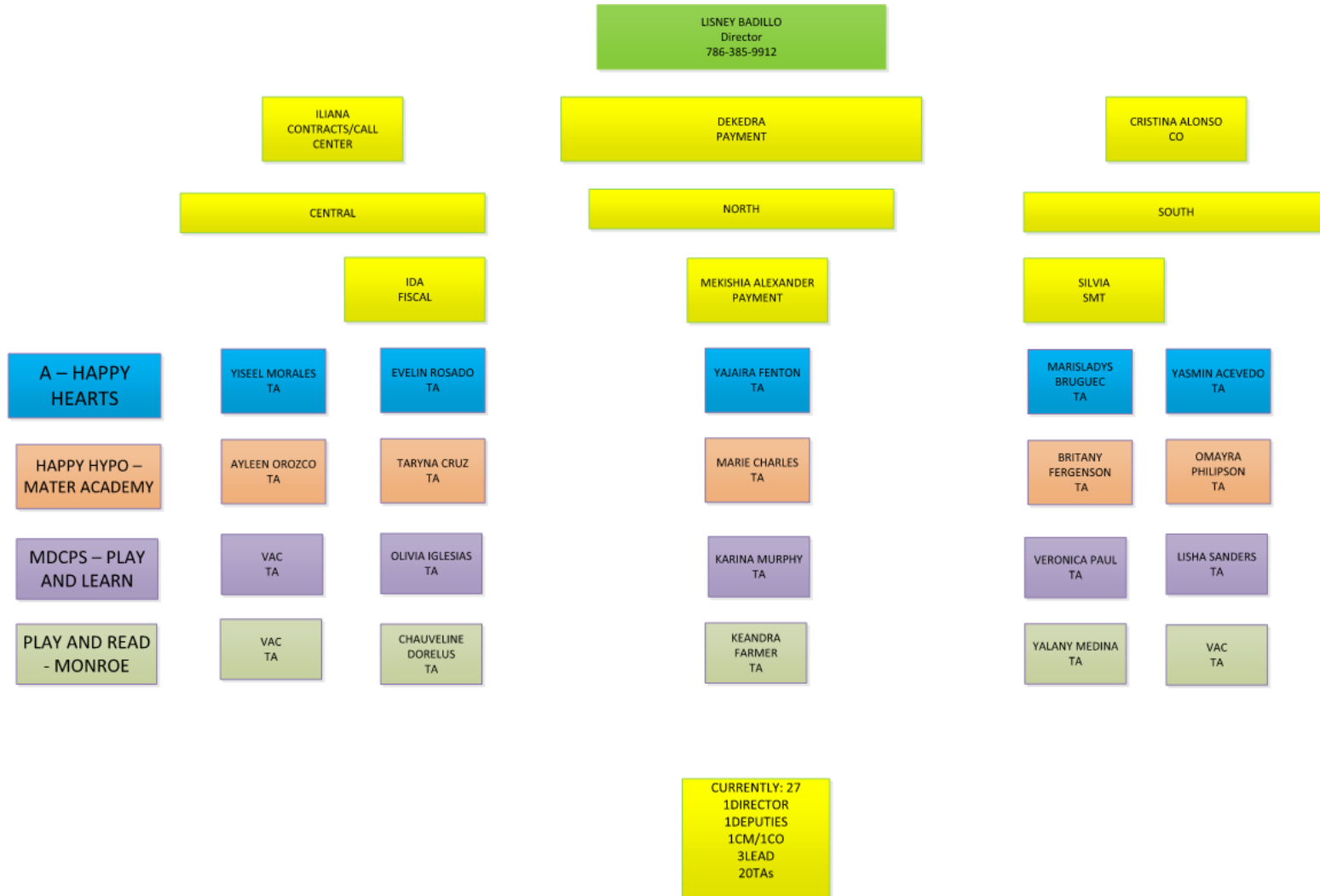
WHEREAS, the Finance Committee recommends approving this action;

NOW, THEREFORE, be it resolved that the Finance Committee shall present this action to the Executive Committee of the Early Learning Coalition of Miami-Dade/Monroe, Inc., and shall recommend that the Executive Committee approve this action at the next Executive Committee meeting.

**Background:**

Resolution #04012019-05 authorized the President and CEO to release a Request for Proposal (RFP) for Early Head Start Playgrounds. On May 6<sup>th</sup>, 2019, the Early Learning Coalition's Executive/Finance Committee approved the award to Kaplan Early Learning Company. Due to recent analysis we determined that School Readiness children dually enrolled in the Early Head Start Program use the play area. Therefore, we should be able to allocate a percentage to the Florida Office of Early Learning funding source.







AUGUST 2019 BTA AMEX

Trans. Date	AMEX Description	Traveler	ELC Description	Amount
7/29/2019	BUDGET RENTAL CAR 800 - 482 - 0159 FL	Tatiana Larionova	Tolls for Tatiana Larionova to attend Florida Annual Nutrition Symposium in Marco Island, July 13th-16th	\$ 19.00
7/31/2019	BUDGET RENTAL CAR 800 - 482 - 0159 FL	Sandrina Seraphin	Tolls for Sandrina Seraphin to attend One Goal Building The Future Together "Putting Families First", July 16th-19th	\$ 26.47
08/15/19	EMBASSY SUITES 813 - 769-8300	Belkis Torres	Credit Lodging Taxes for Belkis Torres to attend the FHSA Conference in Tampa, September 3rd -5th	\$ (24.87)
08/22/19	ROSEN SHINGLE ONLINE 407-9969939 FL	Priscilla Ferrer	Lodging for Priscilla Ferrer to attend the Health Network Meeting with the Florida Head Start Collaboration Office in Orlando, September 3rd-4th	\$ 139.00
08/22/19	ROSEN SHINGLE ONLINE 407-9969939 FL	Belkis Torres	Lodging for Belkis Torres to attend the Leadership Summit at the FLAEYC Conference in Orlando, September 3rd-5th	\$ 278.00
08/23/19	HARD ROCK HOTEL 386 - 947-7300 FL	Eimy Ramirez	Lodging for Eimy Ramirez to attend the Social Services Competency-Based Training in Daytona, Florida, October 6th-11th	\$ 745.00
08/23/19	HARD ROCK HOTEL 386 - 947-7300 FL	Mashonda McClain	Lodging for Mashonda McClain to attend the Social Services Competency-Based Training in Daytona, Florida, October 6th-11th	\$ 745.00
08/26/19	MARCO ISLAND MARRIOTT		Credit Lodging Taxes for Tatiana Larionova to attend the FAND Symposium in Marco Island, July 13th-16th	\$ (71.64)

08/29/19	ROSEN SHINGLE ONLINE 407-9969939 FL	Priscilla Ferrer	Credit Lodging for Priscilla Ferrer to attend Health Network Meeting with the Florida Head Start Collaboration Office in Orlando, September 3rd -4th (Cancelled due to Hurricane Dorian)	\$ (139.00)
08/29/19	ROSEN SHINGLE ONLINE 407-9969939 FL	Belkis Torres	Credit Lodging for Belkis Torres to attend a Leadership Summit at the FLAEYC Conference in Orlando, September 3rd-5th (Cancelled due to Hurricane Dorian)	\$ (278.00)
			Total EHS Credit Card Expenses	\$ 1,438.96