



FINANCE COMMITTEE MEETING
September 26, 2018, 9:00 am
ELC Board Room

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|------|--|-----------|
| I. | Welcome & Introductions | Bob Eadie |
| II. | Approval of Minutes | Bob Eadie |
| | A. Motion to approve minutes for the month of September 2018 | |
| III. | Financial Statements | Bob Eadie |
| | A. School Readiness/VPK | |
| | B. Early Head Start | |
| IV. | Information Items | Bob Eadie |
| | A. Update on EFS Modernization | |
| | B. Early Head Start Credit Card Report | |
| V. | Public Comments | Bob Eadie |
| VI. | 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.



Finance Committee Meeting
August 28, 2018; 10:00 AM
Early Learning Coalition Board Room

Committee Attendees: Adrian Alfonso (via conference call); Bob Eadie (via conference call); Gilda Ferradaz (via conference call); Theresa Axford (via conference call)

Absent Committee: Philip Gassman; Alex Soto

Staff Attendees: Angelo Parrino; Alex Sanchez; Mercy Castiglione; Jackye Russell; Vanessa Aguilera; Sandra Gonzalez; Leigh Cooper; Belkis Torres (via conference call); Fred Hicks; Jose Hernandez

I. Welcome and Introductions **Bob Eadie**

- B. Eadie called the meeting to order and welcomed everyone. Quorum was established.

II. Approval of Minutes **Bob Eadie**

- Motion to approve minutes by A. Alfonso.
- Motion seconded by T. Axford.
- Motion was unanimously passed.

III. Financial Statements **Bob Eadie**

- M. Castiglione stated that the financials at this point are an estimate due to the problems with the new OEL website.

IV. Informational Items **Bob Eadie**

- The EFS Modernization – F. Hicks discussed the current challenges the ELC is facing:
 - Incomplete data migration impacting current School Readiness clients and wait-list applicants (wrong parents, providers, children, fees, etc. were imported from EFS Legacy.)
 - Restrictive rules for eligibility entry in EFS Mod causes multiple system errors.
 - Inconsistent e-mail notifications to parents and providers advising of processed or terminated cases.
 - Attendance module is not fully functioning for providers.
 - Parents and Coalition staff are unable to directly modify e-mail accounts for families and must send service tickets to OEL
 - Certain processed eligibility cases disappear from the system.



- In some instances, parents are unable to sign eligibility certificates to acknowledge enrollments.
 - Out-of-county and in-county transfer module is not fully functioning.
 - Inability to generate internal compliance reports in Tableau to monitor data accuracy.
 - Coalition, Provider, and Parent Portals are run at slow speed.
 - Heightened level of frustration and complaints by system users (parents, providers, and staff.)
 - Backlog of over 1300 cases to re-enter in EFS Mod once functionality returns.
 - OEL acknowledges backlog of hundreds of service desk tickets for 30 coalitions.
 - ELC of Miami-Dade/Monroe has been unable to pull children from the waiting list.
 - Increased concerns from Coalitions throughout the state about their ability to fully utilize their 2018-2019 budgets.
 - Providers are unable to verify rosters of enrolled children.
 - Double work for staff to enter information into two parallel systems (EFS Legacy and EFS Mod.)
 - Lack of internal quality control due to non-functioning reports.
 - Coalition staff is now forced to track parents down to complete electronic acknowledgements (backlog of over 2000 cases in EFS Mod.)
 - Parents and providers are unable to process transfers in EFS Mod.
- B. Eadie stated that the Early Head Start credit card report is in your packet for review.

V. **Public Comments**

Bob Eadie

VI. **Adjourn**

Bob Eadie

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Financial Position

(In thousands \$000)

	Unaudited As of 8/31/2018
Assets	
Cash & Cash Equivalents	10,198
Grants Receivable	26,610
VPK Prepayment	3,058
Property and Equipment, Net	343
Other Assets	106
 Total Assets	 \$ 40,315
Liabilities	
Accounts Payable	14,591
Advances Due to OEL & Other	23,903
Deferred Revenues	14
Accrued Expenses & Other Liabilities	598
 Total Liabilities	 39,106
Net Assets	
Unrestricted	598
Temporarily Restricted	611
Total Net Assets	1,209
 Total Liabilities and Net Assets	 \$ 40,315

Early Learning Coalition of Miami-Dade and Monroe Counties

Statement of Activities
(In thousands \$000)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>8/31/2018</u>
Support and revenues			
Grants	\$ 0	\$ 25,679	\$ 25,679
Contributions and Other	0	128	128
Net Assets Released from Restrictions	<u>25,724</u>	<u>(25,724)</u>	<u>0</u>
 Total Support and Revenues	 25,724	 84	 25,807
 Expenses			
Early Education Services	24,668		24,668
Administration	<u>1,055</u>		<u>1,055</u>
 Total Expenses	 <u>25,724</u>	 <u>0</u>	 <u>25,724</u>
 Change in Net Assets	 0	 84	 83
 Beginning Net Assets	 598	 527	 1,125
 Ending Net Assets	 <u>\$ 598</u>	 <u>\$ 611</u>	 <u>\$ 1,209</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 8/31/2018</u>
Expenses:			
Payroll & Employee Benefits	1,917	559	2,476
Direct Child Care Services	21,243	0	21,243
Contracted Services-Subrecipients	401	13	414
Dues & Subscriptions	3	57	59
Occupancy Costs	426	36	462
Telephone & Communications	51	29	80
Equipment Repair & Maintenance	1	1	2
Postage & Freight	8	1	9
Printing	16	1	17
Professional Fees	90	122	212
Travel & Transportation Expenses	23	13	36
Program Supplies	317	16	333
Meetings & Conferences	0	9	9
Insurance-General & Liability	73	5	78
Office	43	188	231
Other Administrative Costs	56	5	61
Total Expenses	\$ 24,668	1,055	25,724

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

	Preliminary YTD 8/31/2018
Cash Flows From Operating Activities	
Change In Net Assets	84
Adjustments to reconcile change in net cash provided by	
Depreciation Expense	0
(Increase) Decrease in Assets:	
Grants Receivables	(10,726)
Other Assets	(58)
VPK Prepayment	(3,057)
Increase (Decrease) in Liabilities:	
Accounts Payable-Vendors	2,222
Other Accrued Expenses & Other Payables	(235)
Advances Due to OEL	18,602
Advances Due to Other Grantors	0
Deferred Revenues	0
Total Adjustments	6,748
Net Cash Flows From Operating Activities	6,832
Cash Flows from Investing Activities:	
Purchase of furniture and equipment	
Net Cash Flows From Investing Activities	
Change in Cash	6,832
Cash - Beginning of Period	3,367
Cash Balance End of Period	\$ 10,198



BUDGET VARIANCE
August
2018
In 000'S

School Readiness					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	126,407	10,369	20,041	84.15%	83.33%
EXPENDITURES					
Salary and Fringe	12,551	939	1,684	86.58%	
Child Care Services	103,815	8,985	17,565	83.08%	
Contractual Services	3,204	118	229	92.85%	
Occupancy	1,553	168	302	80.55%	
Travel/Conf/Dev	296	14	33	88.98%	
Program Activity	4,414	24	24	99.45%	
IT	326	106	157	52.01%	
Other	248	15	49	80.34%	
TOTAL EXP	126,407	10,370	20,042	84.14%	83.33%

VPK					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	58,658	1,865	2,366	95.97%	83.33%
EXPENDITURES					
Salary and Fringe	1,437	96	188	86.92%	
Child Care Services	56,476	1,734	2,044	96.38%	
Contractual Services	71	3	55	22.33%	
Occupancy	124	17	33	73.04%	
Travel/Conf/Dev	13	1	2	80.27%	
Program Activity	400			100.00%	
IT	64	11	16	75.29%	
Other	73	2	28	61.82%	
TOTAL EXP	58,658	1,865	2,366	95.97%	83.33%

EARLY HEAD START					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
Office of Head Start	10,038	948	1,975	80.32%	83.33%
EXPENDITURES					
Salary and Fringe	2,677	269	473	82.32%	
Child Care Services	5,875	576	1,041	82.28%	
Contractual Services	892	8	40	95.55%	
Occupancy	306	56	296	3.12%	
Travel/Conf/Dev	35	1	33	4.73%	
Program Activity	53	2	34	35.92%	
IT	74	27	45	39.38%	
Other	128	9	14	89.14%	
TOTAL EXP	10,038	948	1,976	80.32%	83.33%

TCT and OTHER					
Category	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
The Children's Trust	14,771	17	1,072	92.74%	
Other	760	182	208	72.68%	
Refugee	1,050	74	146	86.13%	
Teen Parent	545			100.00%	
	17,126	274	1,425	91.68%	83.33%
EXPENDITURES					
Salary and Fringe	1,844	61	116	93.72%	
Child Care Services	14,065	69	593	95.78%	
Contractual Services	517	8	302	41.60%	
Occupancy	60	8	12	79.36%	
Travel/Conf/Dev	41	26	33	18.82%	
Program Activity	573		275	52.00%	
IT	6	3	4	40.27%	
Other	20	1	5	75.26%	
TOTAL EXP	17,126	175	1,340	92.18%	83.33%
NET		98	86		

TOTAL	Budget	Current Month Actual	Current Year Actual	% Budget Remaining	Target % Budget Remaining
REVENUE					
State of Florida	185,065	12,234	22,407	87.89%	
Office of Head Start	10,038	948	1,975	80.32%	
The Children's Trust	14,771	17	1,072	92.74%	
Other	760	182	208	72.68%	
Refugee	1,050	74	146	86.13%	
Teen Parent	545			100.00%	
TOTAL REVENUE	212,229	13,455	25,808	87.84%	83.33%
EXPENDITURES					
Salary and Fringe	18,510	1,365	2,461	86.70%	
Child Care Services	180,232	11,364	21,243	88.21%	
Contractual Services	4,684	138	626	86.63%	
Occupancy	2,042	249	644	68.47%	
Travel/Conf/Dev	384	41	102	73.58%	
Program Activity	5,439	26	333	93.88%	
IT	470	148	220	53.06%	
Other	469	27	95	79.65%	
TOTAL EXP	212,229	13,358	25,724	87.88%	83.33%
NET		97	84		

AUGUST 2018 BTA AMEX -

Trans. Date	AMEX Description	Amount	ELC Description	Dist Code PAYROLL CODE
08/01/18	AMERICAN AIRLINES 800-433-7300 TX	\$ (294.41)	Airfare for Cecilia N. to attend Poverty Simulation Atlanta, GA July 22-24 (trip cancelled due to airline requested refund)	520EHO
08/01/18	AMERICAN AIRLINES 800-433-7300 TX	\$ (294.41)	Airfare for Belkis T. to attend Poverty Simulation Atlanta, GA July 22-24 (trip cancelled due to airline requested refund)	520EHO
08/01/18	AMERICAN AIRLINES 800-433-7300 TX	\$ (294.41)	Airfare for Tatiana L. to attend Poverty Simulation Atlanta, GA July 22-24 (trip cancelled due to airline requested refund)	520EHO

\$ **(883.23)**

Quarterly Breakdown - Airfare, Hotel, Car Rental	
Total Airfare August	\$ (883.23)
Total Hotel August	\$ -
Total car rental & tolls August	\$ -

\$ **(883.23)**