



FINANCE COMMITTEE MEETING
April 8, 2011; 12:00 – 1:00 PM
MEETING SUMMARY

ATTENDING:

Board

Dr. Bill Mason
Dr. John Balog
Ken Wilson
Jill Smith
Gloriden Norris
Dr. Anne Egan – by phone

Staff

Linda Lanier
Cynthia Nixon
Dolly Dillin
Chandra Brown
Kitty Tucker

Dr. Bill Mason, Committee Chair, called the meeting to order at 12:10 PM.

FINANCE REPORT:

Cynthia Nixon presented the finance statements, quarterly financial summary and slot reports (attached) with no significant issues to report.

FUNDING:

ACTION ITEM: FY 10-11 SUMMER CAMP GRANTS:

Members were asked to approve the Summer Camp Grant awards as recommended by the Summer Camp Review Committee. Summer camp grants will be awarded to 27 agencies totaling \$1,686,391. With a remaining balance of \$142,450 staff will contact approved sites to determine if they can accommodate an additional week of camp. John Balog made the motion, Ken Wilson seconded, the motion was approved.

NEW BUSINESS:

The Finance committee was presented with the Grant Review/Funding Evaluation for FY11-12 continuation grants. Staff explained how the portfolio was laid out; the committee members discussed the grading information and review criteria as presented. The committee was satisfied with the information and approved the portfolio for submission to the full board on April 20.

ADJOURN:

Dr. Mason adjourned the meeting at 1:15pm

JACKSONVILLE CHILDREN'S COMMISSION
Budget to Actual Variance Review
Special Revenue Subfund - 191

Year to Date Ending:

February 28, 2011

	Revised Budget	Budget Year to Date	Actual Year to Date	Variance Favorable (Unfavorable)	Remaining Budget
REVENUES:					
Intergovernmental Revenue	294,300	122,625	147,150	24,525	147,150
Earnings on Investment	50,000	20,833	4,046	(16,787)	45,954
Other Miscellaneous Earnings	4,000	1,667	680	(987)	3,320
Contributions from Other Funds	20,818,963	8,674,568	10,482,074	1,807,506	10,336,889
Total Revenues	21,167,263	8,819,693	10,633,950	1,814,257	10,533,313
EXPENDITURES:					
Salaries	2,390,560	996,067	846,508	149,559	1,544,052
Employee Benefits	696,110	290,046	250,500	39,546	445,610
Internal Service Charges	464,464	193,527	171,751	21,776	292,713
Other Operating Expenses	2,186,131	910,888	253,992	656,896	1,932,139
Capital Outlay	9,058	3,774	9,054	(5,280)	4
Grants and Aids	14,608,826	6,087,011	5,594,342	492,669	9,014,484
Transfers	2,279,681	949,867	2,279,681	(1,329,814)	-
Total Expenditures	22,634,830	9,431,180	9,405,828	25,352	13,229,002

**Jacksonville Children's Commission
Summary Financial Report
As of February 28, 2011**

	2010-2011 Original Council Approved Budget		2010-2011 Revised Budget		2010-2011 Actual Expenditures	Y-T-D Encumbrances	Remaining Balance
City Accounts:							
Office of the Director	\$ 2,879,726	(1)	\$ 2,005,676		\$ 463,820	\$ 8,777	\$ 1,533,079
Office of the Director - Grants Administration	\$ 12,750,419	(2)	\$ 12,098,559		\$ 4,706,718	\$ 3,146,753	\$ 4,245,088
Office of the Director - Community Relations	\$ 80,624	(3)	\$ 104,155		\$ 25,023	\$ 9,040	\$ 70,092
Office of the Director - Children's Zone	\$ 737,660	(4)	\$ 1,046,458		\$ 239,602	\$ 390,367	\$ 416,489
Don Brewer Early Literacy	\$ 389,820	(5)	\$ 636,064		\$ 6,735	\$ 243,981	\$ 385,348
Early Literacy - JCC Teams	\$ 3,494,788	(6)	\$ 3,718,629		\$ 1,471,935	\$ 1,179,864	\$ 1,066,830
Early Literacy - RALLY Book Club	\$ 307,316	(7)	\$ 332,042		\$ 70,453	\$ 15,038	\$ 246,551
JCC Training Institute	\$ 381,726	(8)	\$ 413,566		\$ 141,861	\$ 18,979	\$ 252,726
Add: Transfers Out	\$ -		\$ 2,279,681		\$ 2,279,681	\$ -	\$ -
Total City Accounts	\$ 21,022,079		\$ 22,634,830		\$ 9,405,828	\$ 5,012,799	\$ 8,216,203

	2010-2011 Original Council Approved Budget		2010-2011 Revised Budget		2010-2011 Actual Expenditures	Y-T-D Encumbrances	Remaining Balance
Jacksonville Journey Accounts:							
Early Literacy	\$ 2,000,000	(9)	\$ 2,200,497		\$ 815,131	\$ 1,184,869	\$ 200,497
Summer Camps	\$ 1,081,400		\$ 1,163,600		\$ (4,600)	\$ -	\$ 1,168,200
Out of School Suspension Centers	\$ 1,067,423		\$ 1,091,864		\$ 29,849	\$ 820,979	\$ 241,036
Team Up Program	\$ 1,488,044		\$ 1,488,044		\$ 465,292	\$ 489,467	\$ 533,285
Total Jacksonville Journey Accounts	\$ 5,636,867		\$ 5,944,005		\$ 1,305,672	\$ 2,495,315	\$ 2,143,018

	Grant Period		Approved Budget		Actual Expenditures	YTD Encumbrances	Remaining Balance
Grant Accounts:							
Early Learning Coalition Grant	07/01/10 - 06/30/11		\$ 28,717,954	(10)	\$ 16,930,254	\$ 124,903	\$ 11,662,797
Refugee Childcare Program	10/01/10 - 09/30/11		\$ 291,171		\$ 70,064	\$ -	\$ 221,107
After School Food Program - Supper Program	10/01/10 - 09/30/11		\$ 1,378,508	(11)	\$ 341,582	\$ 883,420	\$ 153,506
After School Food Program - Snack Program	10/01/10 - 09/30/11		\$ 187,336	(12)	\$ 57,918	\$ 105,803	\$ 23,615
Healthy Families Florida	07/01/10 - 06/30/11		\$ 2,025,559	(13)	\$ 1,450,918	\$ 474,759	\$ 99,882
21st Century Community Learning Center	08/01/10 - 07/31/11		\$ 960,693	(14)	\$ 503,465	\$ 441,997	\$ 15,231
21st Century Community Learning Center	08/01/10 - 07/31/11		\$ 647,654	(15)	\$ 355,349	\$ 272,665	\$ 19,640
Fostering Children's Mental Health Initiative	09/30/10 - 09/29/11		\$ 1,375,184	(16)	\$ 255,461	\$ 1,080,015	\$ 39,708
Total Grant Accounts			\$ 35,584,059		\$ 19,965,011	\$ 3,383,562	\$ 12,235,486

**Jacksonville Children's Commission
Summary Financial Report - Notes
As of February 28, 2011**

Notes:

- (1) The original budget of \$2,879,726 has been revised to include transfers out of \$625,000 for the Early Learning Coalition Grant and \$255,713 for the after-school food programs, and adjustments for prior year encumbrance carry-forwards of \$6,663.
- (2) The original budget of \$12,750,419 has been revised to include transfers out of \$1,253,781 and adjustments for prior year encumbrance carry-forwards of \$601,921.
- (3) The original budget of \$80,624 has been revised to include adjustments for prior year encumbrance carry-forward of \$23,531.
- (4) The budget original budget of \$737,660 has been revised to include adjustments for prior year encumbrance carry-forward of \$308,798.
- (5) The original budget of \$389,820 has been revised to include adjustments for prior year encumbrance carry-forward of \$246,244.
- (6) The budget original budget of \$3,494,788 has been revised to include adjustments for prior year encumbrance carry-forward of \$223,841.
- (7) The original budget of \$307,316 has been revised to include adjustments for prior year encumbrance carry-forward of \$24,726.
- (8) The original budget of \$381,726 has been revised to include adjustments for prior year encumbrance carry-forward of \$31,840.
- (9) The difference between the "Council Approved Budget" amounts and "Revised Budget" amounts represents prior year encumbrance carry-forward amounts.
- (10) The ELC funding is \$28,092,954. The City's contribution is \$625,000.

Due to new reporting requirements, we have split out the tracking of the after-school snack program from the supper
(11) program. The total award combined is \$1,310,131. The supper portion of the USDA grant is funded at \$1,136,242. The budget includes the City's contribution of \$242,266 to cover meals for students over 12 years old.

Due to new reporting requirements, we have split out the tracking of the after-school snack program from the supper
(12) program. The total award combined is \$1,310,131. The snack portion of the USDA grant is funded at \$173,889. The budget includes the City's contribution of \$13,447 to cover costs that are expected to exceed the amount awarded by the USDA.
- (13) The Healthy Families Grant is funded at \$725,531. The current budget includes \$175,000 of grant fund balance that is being carried forward for use in the current fiscal year and the City's contribution of \$1,125,028.
- (14) This 21st Century Learning Grant is funded at \$703,287 by the State. The budget includes the City's contribution of \$257,406.
- (15) This 21st Century Learning Grant is funded at \$578,190 by the State. The budget includes the City's contribution of \$69,464.
- (16) The Fostering Children's Mental Health Initiative is funded \$1,000,000 by the Federal Department of Health & Human Services and \$230,000 from local not-for-profit groups. The budget includes the City's contribution of \$145,184.

Jacksonville Children's Commission - Early Learning Coalition of Duval Slot Utilization Plan - Subsidized Child Care - FY 2010-2011

		Slot Dollars	Number of Children Served	Number of Children on Wait List	Avg Monthly Rate	Gross Increase	Attrition / Reduction	Net Change From Prior Month	
July	Actual	\$ 2,301,444	7,669	4,921	\$ 300.10	864	(400)	464	
August		\$ 2,240,506	7,789	4,897	\$ 287.65	727	(607)	120	
September		\$ 2,061,750	7,384	4,690	\$ 279.22	204	(609)	(405)	
October		\$ 1,975,714	7,495	4,264	\$ 263.60	589	(478)	111	
November		\$ 2,136,475	7,581	3,826	\$ 281.82	654	(568)	86	
December		\$ 2,227,216	7,711	3,403	\$ 288.84	529	(399)	130	
January		\$ 2,046,312	7,601	3,972	\$ 269.22	589	(699)	(110)	
February		\$ 1,931,478	7,462	4,518	\$ 258.84	468	(607)	(139)	
March		Projected	\$ 2,151,743	7,260	Not Projected	\$ 296.38	229	(431)	(202)
April			\$ 2,020,660	7,128		\$ 283.49	289	(421)	(132)
May	\$ 1,901,163		7,026		\$ 270.61	411	(513)	(102)	
June	\$ 1,909,722		6,736		\$ 283.49	299	(588)	(289)	

NOTES:

Annual Slot Utilization \$\$	\$ 24,904,184	<p>1. The amount of slot dollars expended for the month of February includes \$230,412 in ARRA funds, serving 884 children in that billing group. \$1,555,206 has been spent in that category since July 1st. If the utilization pattern continues as expected, that billing group will be over expended by \$223,518 by June 30th.</p> <p>2. Enrollment at the end of February was 7,785, causing the average enrollment for the month to be 7,900 and the number of slots paid to be 94.47% of this average enrollment, which is slightly above the annual average rates for the prior two years. As of March 14th, the total enrollment number was 7,400. The number of children on the wait list as of that morning was 4,814.</p>
Budgeted slot \$\$	\$ 24,881,208	<p>3. The amount budgeted for FY 2010/2011 includes \$22,778,204 in SR funds and \$2,103,004 in ARRA funds.</p> <p>4. Enrollment is ongoing in the "must serve" categories of BG-1 (protective services) and BG-3 (TANF/cash assistance), but attrition is also steady. On January 6th, the ELC of Duval requested that no additional children be enrolled into BG-8 until further notice. The ELC also began steadily shifting children from the BG-8 category to the ARRA category to ensure ARRA funds are fully expended by June 30th.</p>
Surplus (Deficit)	\$ (22,976)	<p>5. To leverage additional funding received for the CCEP program, it was mutually agreed that the traditional JCC cash match be utilized for that funding stream instead of this one. The pool of potential enrollees is the same for BG-8, ARRA and CCEP.</p>

Service Level Trend - FY 2010-2011 Actual: July '10 - February '11 Projected: March to June '11

