



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## Administrative Committee Meeting

July 22, 2009

1564 North Meadowcrest Blvd.

Crystal River, Fl. 34429

9:00 AM.

AGENDA

- |      |  |    |                |
|------|--|----|----------------|
| I    | Call to Order, Welcome and Introductions   |    | Phil Bumgarner |
| II   | Approval of Agenda   |    |                |
| III  | Consent Agenda   |    |                |
|      | Administrative Committee Minutes – June 24, 2009   | 2  |                |
| IV   | Treasurer’s Report   |    |                |
|      | Profit & Loss; Budget vs. Actual FY2008-2009   | 5  | Charlie Richer |
|      | Budget vs. Actual by Class Report FY2008-2009  |    |                |
| V    | Executive Director’s Report  | 12 | Sonya Bosanko  |
| VI   | FY2008-2009 Final Utilization Report   | 14 | Sonya Bosanko  |
| VII  | Action Items   |    | Sonya Bosanko  |
|      | Action Item # 2009-10-10 FY2009-2010 Administrative Committee Schedule   | 21 |                |
|      | Action Item # 2009-10-11: FY2009-2010 Budget Amendment #1  | 22 |                |
| VIII | New/Unfinished Business  |    |                |
| IX   | Public Input   |    |                |
|      | <i>Public Input is a time set aside for comments from the general public. Comments must be kept to a 3 minute limit and a speaker’s card must be completed and submitted to the Council Chair. The Council Chair will open the meeting to public discussion at various times during the meeting at his/her discretion.</i> |    |                |

**Administrative Committee Meeting  
Draft Minutes  
June 24, 2009**

**Members Present:**

Phil Bumgarner                      Debbie Lattin                      Rob Wardlow

**Members Absent:**

Charlie Richer                      DuWayne Sipper

**Staff Present:**

Sonya Bosanko                      Amber Donahoe                      Ingrid Ellis                      Desirae Rickman

**Others Present:**

Lori Barnes                      Penny Hansen

**Call to Order, Welcome and Introductions**

Chair Bumgarner called the meeting to order at 9:00a.m.

**Approval of Agenda**

*Debbie Lattin motioned to approve the agenda. Rob Wardlow seconded the motion. Motion carried unanimously.*

**Consent Agenda**

**Administrative Committee Minutes – June 3, 2009**

*Rob Wardlow motioned to approve the Administrative Committee Minutes for June 3, 2009. Debbie Lattin seconded the motion. Motion carried unanimously.*

**Treasurer's Report**

Profit & Loss; Budget vs. Actual FY2008-2009  
Budget vs. Actual by Class Report FY2008-2009

Mrs. Bosanko presented the Treasurer's Report to the committee. She stated that the ELC-Nature Coast's Direct Services budget is on target with spending for FY2008-2009. The Voluntary Pre-Kindergarten program is currently over budget; however the state will re-obligate funds and the Coalition will zero out by the end of the fiscal year. Also, the Coalition has to meet the 70% spending rate in Direct Services. If the Coalition meets that 70% and there is additional enrollment, the dollars will be considered to award additional TIP Program stipends to teachers. She stated that due to the surplus from CDS, the employee merit bonuses will be awarded at the end of the fiscal year as well.

**Executive Directors Report**

Mrs. Bosanko explained that during the Finance Audit conducted by KPMG (AWI contractors); the following two items were identified and corrected:

Finding #1: While performing procedures on the January 2009 bank reconciliation, five checks were identified as being outstanding for over six months.

The Early Learning Coalition of the Nature Coast researched the five file stale checks and completed the following:

- o Check #9421 was voided. A new check was reissued to Ginger West
- o Check #9658 was voided. A new check was reissued to Jennifer Lisa
- o Check #9468 was voided. A new check was reissued to Kid's World Preschool
- o Check #9561 was voided and a payback to the Agency for Workforce Innovation was completed.
- o Check # 10063 was properly voided in the system

Finding #2: While the ELC has documented procedures for conducting sub-recipient monitoring, the ELC's procedures do not include sub-recipient salary testing required in accordance with federal, state and agency guidance. In addition, there was no evidence that the ELC has performed sub-recipient salary testing as part of their ongoing sub-recipient monitoring activities. The ELC has one contract totaling \$11,315,796 with its sub-recipient, Childhood Development Services, Inc. (CDS).

The Early Learning Coalition of the Nature Coast conducted sub-recipient monitoring of two individuals employed by Childhood Development Services. Monitoring indicated sub-recipient employees are completing Personal Activity Reports and allocating salaries based on the PAR in accordance with their Cost Allocation Plan, federal and state regulations.

Mrs. Bosanko stated that in the future, the ELC-Nature Coast will not be required to conduct sub-recipient monitoring due to bringing services in-house.

*Rob Wardlow motioned to approve the Executive Director's Report. Debbie Lattin seconded the motion. Motion carried unanimously.*

Mr. Wardlow suggested contacting Purvis Gray to find out if there are additional costs for auditing services due to bringing services in-house. Mrs. Bosanko stated that she would contact Mark White at Purvis Gray and have discussion with him regarding the audit fees. She stated that she will bring the information back to the committee as soon as possible.

### **Action Items**

#### **A. May 2009 – Enrollment Recommendation (Maintain open enrollment in all five counties)**

*Rob Wardlow motioned to approve the Enrollment Recommendation. Debbie Lattin seconded the motion. Motion carried unanimously.*

### **New/Unfinished Business**

#### **RFP # IT-09-10 – Reading of Proposal Ratings**

*Rob Wardlow motioned to approve the Reading of Proposal Ratings for I/T Services due there only being one company to submit a bid and met all qualifications. Debbie Lattin seconded the motion. Motion carried unanimously.*

Mrs. Bosanko stated that the provider payments for May were paid in the exact same amount as CDS paid them in April. Due to the Coalition's cash flow at the end of the fiscal year, the providers will not be paid their June reimbursement until July. The providers have been notified at the Citrus and Sumter provider

meetings and will be notified at the Tri-County provider meeting. Mrs. Bosanko stated that providers did not show that the late payment would place them in any type of hardship.

Mrs. Bosanko also stated that the Finance Department is working with Capital City Bank to receive a line of credit. There are finance charges associated with the loan; however, Coalition staff can request unrestricted dollars in the community to try to cover those charges.

*Debbie Lattin motioned to include the following as authorized signers on the Capital City Bank account:*

*Chairperson  
Executive Director  
HR Director*

*Rob Wardlow seconded the motion.*

After further discussion, the committee realized that there should be another officer of the Coalition authorized on the account.

*Debbie Lattin amended her motion to include the Treasurer. Rob Wardlow seconded the motion. Motion carried unanimously.*

Mrs. Bosanko informed the committee that the Coalition will keep the SunTrust account as a secondary account for unrestricted funds only.

**Public Input**

None

*Debbie Lattin motioned to adjourn at 9:35a.m. Rob Wardlow seconded the motion. Motion carried unanimously.*

**\*If additional detail regarding the discussion at the meeting is desired, tapes are available at the Coalition's Crystal River office.**

**Early Learning Coalition of the Nature Coast  
Profit & Loss Budget vs. Actual FY2008-2009**

	Jul '08 - Jun 09	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
4000 Grant Income				
4001 School Readiness Income	8,862,274.36	8,850,678.00	11,596.36	100.13%
4002 VPK Program	4,002,987.88	4,050,437.00	-47,449.12	98.83%
4003 Outreach & Awareness Grant	5,164.36	15,086.00	-9,921.64	34.23%
4005 Prior Year Income	693.93			
<b>Total 4000 Grant Income</b>	<b>12,871,120.53</b>	<b>12,916,201.00</b>	<b>-45,080.47</b>	<b>99.65%</b>
4020 Other Income				
4021 Interest	511.08			
4040 Unrestricted Income				
4040-01 Citrus County	318.00			
4040 Unrestricted Income - Other	90.00			
<b>Total 4040 Unrestricted Income</b>	<b>408.00</b>			
4041 Sponsor a Child				
4041-01 Sponsor A Child Citrus	650.00			
<b>Total 4041 Sponsor a Child</b>	<b>650.00</b>			
4042 Match Income				
4042-01 Match Income Citrus				
4042-01 United Way of CC	11,250.00			
4042-01 Match Income Citrus - Other	-32,556.88			
<b>Total 4042-01 Match Income Citrus</b>	<b>-21,306.88</b>			
4042-05 Match Income Sumter	4,425.85			
<b>Total 4042 Match Income</b>	<b>-16,881.03</b>			
4044 Poverty Training	-594.71			
4020 Other Income - Other	3,824.13			
<b>Total 4020 Other Income</b>	<b>-12,082.53</b>			
<b>Total Income</b>	<b>12,859,038.00</b>	<b>12,916,201.00</b>	<b>-57,163.00</b>	<b>99.56%</b>
<b>Expense</b>				
5000 Program Expenses				
5000 (School Readiness)				
5001 97BBA Administration	410,778.43	414,151.00	-3,372.57	99.19%
5002 97BBD Non Direct Services	571,460.42	662,723.00	-91,262.58	86.23%
5003 97BDE- Eligibility	438,661.19	464,963.00	-26,301.81	94.34%
5004 97INT Infant Toddler	127,361.58	175,774.00	-48,412.42	72.46%

5005 97Q00 Quality	540,697.37	346,418.00	194,279.37	156.08%
5006 97QI4 R&R	116,973.83	84,436.00	32,537.83	138.54%
5007 97QIN Inclusion	26,974.86	46,543.00	-19,568.14	57.96%
5020 Direct Services				
5022 97C00	56,217.83	78,400.00	-22,182.17	71.71%
5024 97G00	217,989.80	394,793.00	-176,803.20	55.22%
5025 97GNW	619,051.49	549,977.00	69,074.49	112.56%
5026 97GSD	592,161.57	550,727.00	41,434.57	107.52%
5028 97P00	4,235,569.30	3,773,072.00	462,497.30	112.26%
5030 97R00	908,376.69	1,109,340.00	-200,963.31	81.88%
5034 97ARA	0.00	199,361.00	-199,361.00	0.0%
Total 5020 Direct Services	6,629,366.68	6,655,670.00	-26,303.32	99.61%
Total 5000 (School Readiness)	8,862,274.36	8,850,678.00	11,596.36	100.13%
5100 Voluntary Prekindergarten				
5101 VPADM Administration	99,691.35	92,404.00	7,287.35	107.89%
5103 VPENR Enrollment	81,915.26	81,921.00	-5.74	99.99%
5105 VPMON Monitoring	0.00	13,034.00	-13,034.00	0.0%
5107 VPPRS Direct Services	3,793,455.53	3,863,078.00	-69,622.47	98.2%
5110 VPKSD	13,793.76			
5111 VPHRR	4,064.79			
Total 5100 Voluntary Prekindergarten	3,992,920.69	4,050,437.00	-57,516.31	98.58%
5200 (VPK Awareness Grant)				
5201 VPMNI	9,838.03	9,839.00	-0.97	99.99%
5202 VPLPI	5,164.36	5,247.00	-82.64	98.43%
Total 5200 (VPK Awareness Grant)	15,002.39	15,086.00	-83.61	99.45%
Total 5000 Program Expenses	12,870,197.44	12,916,201.00	-46,003.56	99.64%
5400 (Unrestricted Expense)				
5401 Citrus County	667.04			
5402 Dixie County	22.50			
5403 Gilchrist County	28.89			
5404 Levy County	174.87			
5405 Sumter County	319.89			
5408 Board Mtg. Supplies	215.04			
5400 (Unrestricted Expense) - Other	1,453.07			
Total 5400 (Unrestricted Expense)	2,881.30			
5700 Reconciliation Discrep.	-52.20			
5800 Prior Year Refunds	1,998.89			
Total Expense	12,875,025.43	12,916,201.00	-41,175.57	99.68%
Net Income	-15,987.43	0.00	-15,987.43	100.0%

**Early Learning Coalition of the Nature Coast  
Budget vs. Actual by Class Report FY2008-2009**

	Jul '08 - Jun 09	Budget	\$ Over Budget	% of Budget
<b>10 Quality Initiatives</b>				
<b>10-001 Citrus County</b>				
10-001-01-1400 Assess Product	-1,503.90	-1,504.00	0.10	99.99%
10-001-03-1400 Literacy	-1,680.25	-1,681.00	0.75	99.96%
10-001-05-1400 Mini Grants	-26,571.17	-21,618.00	-4,953.17	122.91%
10-001-06-1400 Prof Development	-13,215.13	-15,175.00	1,959.87	87.09%
10-001-07-1400 Prov Recruitment	-1,352.12	-3,100.00	1,747.88	43.62%
10-001-08-1400 Quality Resource	-994.42	-10,088.00	9,093.58	9.86%
10-001-09-1400 Resource Room	-864.38	-865.00	0.62	99.93%
10-001-10-1400 TIPS	-9,734.00	-9,869.00	135.00	98.63%
10-001-11-1400 Train/Conf.	-1,860.94	-1,862.00	1.06	99.94%
10-001-12-1400 Unallocated	-2,588.15	0.00	-2,588.15	100.0%
<b>Total 10-001 Citrus County</b>	<b>-60,364.46</b>	<b>-65,762.00</b>	<b>5,397.54</b>	<b>91.79%</b>
<b>10-002 Dixie County</b>				
10-002-01-1600 Assess Product	-2,364.41	-2,365.00	0.59	99.98%
10-002-02-1600 Inclusion	-2,893.40	-1,000.00	-1,893.40	289.34%
10-002-06-1600 Prof Development	-400.00	-500.00	100.00	80.0%
10-002-07-1600 Prov Recruitment	0.00	-1,510.00	1,510.00	0.0%
10-002-10-1600 TIPS	-1,116.00	-6,400.00	5,284.00	17.44%
10-002-11-1600 Train/Conf.	-270.12	-225.00	-45.12	120.05%
<b>Total 10-002 Dixie County</b>	<b>-7,043.93</b>	<b>-12,000.00</b>	<b>4,956.07</b>	<b>58.7%</b>
<b>10-003 Gilchrist County</b>				
10-003-01-1600 Assess Product	-1,383.41	-1,403.00	19.59	98.6%
10-003-05-1600 Mini Grants	-13,271.15	-1,502.00	-11,769.15	883.57%
10-003-06-1600 Prof Development	-3,001.15	-5,200.00	2,198.85	57.71%
10-003-09-1600 Resource Room	-1,394.88	-1,395.00	0.12	99.99%
10-003-10-1600 TIPS	-4,176.00	-15,425.00	11,249.00	27.07%
<b>Total 10-003 Gilchrist County</b>	<b>-23,226.59</b>	<b>-24,925.00</b>	<b>1,698.41</b>	<b>93.19%</b>
<b>10-004 Levy County</b>				
10-004-01-1600 Assess Product	-1,383.41	-2,000.00	616.59	69.17%
10-004-05-1600 Mini Grants	-1,120.00	-1,600.00	480.00	70.0%
10-004-06-1600 Prof Development	-4,655.25	-5,000.00	344.75	93.11%
10-004-10-1600 TIPS	-3,643.50	-9,900.00	6,256.50	36.8%
<b>Total 10-004 Levy County</b>	<b>-10,802.16</b>	<b>-18,500.00</b>	<b>7,697.84</b>	<b>58.39%</b>
<b>10-005 Sumter County</b>				
10-005-01-1700 Assess Product	-1,423.57	-1,424.00	0.43	99.97%
10-005-03-1700 Literacy	-671.40	-657.00	-14.40	102.19%
10-005-05-1700 Mini Grants	-396.00	-1,096.00	700.00	36.13%

10-005-06-1700 Prof Development	-9,786.90	-10,051.00	264.10	97.37%
10-005-07-1700 Prov Recruitment	-133.81	-134.00	0.19	99.86%
10-005-08-1700 Quality Resource	-550.48	-1,940.00	1,389.52	28.38%
10-005-09-1700 Resource Room	-1,813.02	-1,814.00	0.98	99.95%
10-005-10-1700 TIPS	-3,649.00	-4,009.00	360.00	91.02%
10-005-11-1700 Train/Conf.	-897.11	-875.00	-22.11	102.53%
<b>Total 10-005 Sumter County</b>	<b>-19,321.29</b>	<b>-22,000.00</b>	<b>2,678.71</b>	<b>87.82%</b>
<b>Total 10 Quality Initiatives</b>	<b>-120,758.43</b>	<b>-143,187.00</b>	<b>22,428.57</b>	<b>84.34%</b>
<b>20 Coalition Operating</b>				
<b>20-100 Advertising</b>				
20-100-101 Advertise Other	-429.69	0.00	-429.69	100.0%
20-100-103-1600 VPK Out Reach	-5,164.36	-5,247.00	82.64	98.43%
20-100 Advertising - Other	-6,658.12	-6,659.00	0.88	99.99%
<b>Total 20-100 Advertising</b>	<b>-12,252.17</b>	<b>-11,906.00</b>	<b>-346.17</b>	<b>102.91%</b>
<b>20-200 Employee Costs</b>				
20-200-201 Benefit Bank	-73,551.25	-73,380.00	-171.25	100.23%
20-200-202-1100 Pre Employ.	-3,879.51	-3,522.00	-357.51	110.15%
20-200-203 Retirement	-63,133.99	-67,254.00	4,120.01	93.87%
<b>20-200-204 Salaries</b>				
20-200-204-1000	-107,525.83	0.00	-107,525.83	100.0%
20-200-204-1100	-8,117.99	0.00	-8,117.99	100.0%
20-200-204-1200	-11,932.64	0.00	-11,932.64	100.0%
20-200-204-1300	-15,391.12	0.00	-15,391.12	100.0%
20-200-204-1400	-17,617.26	0.00	-17,617.26	100.0%
20-200-204-1500	-22,602.94	0.00	-22,602.94	100.0%
20-200-204-1600	-37,081.52	0.00	-37,081.52	100.0%
20-200-204-1700	-20,123.20	0.00	-20,123.20	100.0%
20-200-204 Salaries - Other	-632,435.73	-736,481.00	104,045.27	85.87%
<b>Total 20-200-204 Salaries</b>	<b>-872,828.23</b>	<b>-736,481.00</b>	<b>-136,347.23</b>	<b>118.51%</b>
<b>Total 20-200 Employee Costs</b>	<b>-1,013,392.98</b>	<b>-880,637.00</b>	<b>-132,755.98</b>	<b>115.08%</b>
<b>20-300 Emp. Training/Resources</b>				
20-300-301 Conferences	-3,058.45	-2,454.00	-604.45	124.63%
<b>20-300-303 Subscriptions</b>				
20-300-303-1000	-95.00	-96.00	1.00	98.96%
20-300-303 Subscriptions - Other	-4,281.20	-4,176.00	-105.20	102.52%
<b>Total 20-300-303 Subscriptions</b>	<b>-4,376.20</b>	<b>-4,272.00</b>	<b>-104.20</b>	<b>102.44%</b>
<b>Total 20-300 Emp. Training/Resources</b>	<b>-7,434.65</b>	<b>-6,726.00</b>	<b>-708.65</b>	<b>110.54%</b>
<b>20-400 Property/Inventory</b>				
20-400-401-1100 Computers	-21,137.70	-21,210.00	72.30	99.66%

20-400-402-1100 EFS	-7,000.00	-7,000.00	0.00	100.0%
20-400-403-1100 Maintenance	-11,366.03	-11,370.00	3.97	99.97%
20-400-404-1100 Non-Fixed Asset	-24,478.66	-24,661.00	182.34	99.26%
20-400-406-1100 Software	-325.53	-326.00	0.47	99.86%
20-400-407-1100 Electronic Equi	-36,233.60	-33,055.00	-3,178.60	109.62%
<b>Total 20-400 Property/Inventory</b>	<b>-100,541.52</b>	<b>-97,622.00</b>	<b>-2,919.52</b>	<b>102.99%</b>
<b>20-500 Occupancy</b>				
<b>20-500-501 Cell Phones</b>				
20-500-501-01-1100	-2,800.06	-1,051.00	-1,749.06	266.42%
20-500-501 Cell Phones - Other	-6,551.97	-6,552.00	0.03	100.0%
<b>Total 20-500-501 Cell Phones</b>	<b>-9,352.03</b>	<b>-7,603.00</b>	<b>-1,749.03</b>	<b>123.0%</b>
<b>20-500-502 Electricity</b>				
20-500-502-01-1100	-7,079.34	-5,772.00	-1,307.34	122.65%
20-500-502-02-1100	-28.00	-28.00	0.00	100.0%
20-500-502-03-1100	-888.97	-775.00	-113.97	114.71%
<b>Total 20-500-502 Electricity</b>	<b>-7,996.31</b>	<b>-6,575.00</b>	<b>-1,421.31</b>	<b>121.62%</b>
<b>20-500-503 Facility Maintenance</b>				
20-500-503-01-1100	-15,340.73	-15,400.00	59.27	99.62%
20-500-503-02-1100	-1,182.23	-1,000.00	-182.23	118.22%
20-500-503-03-1100	-1,587.48	-1,400.00	-187.48	113.39%
<b>Total 20-500-503 Facility Maintenance</b>	<b>-18,110.44</b>	<b>-17,800.00</b>	<b>-310.44</b>	<b>101.74%</b>
<b>20-500-504 Internet</b>				
20-500-504-01-1100	-639.60	-640.00	0.40	99.94%
20-500-504 Internet - Other	334.62	0.00	334.62	100.0%
<b>Total 20-500-504 Internet</b>	<b>-304.98</b>	<b>-640.00</b>	<b>335.02</b>	<b>47.65%</b>
<b>20-500-505 Lease</b>				
20-500-505-01-1100	-27,073.70	-29,650.00	2,576.30	91.31%
20-500-505-02-1100	-20,265.85	-21,750.00	1,484.15	93.18%
20-500-505-03-1100	-4,050.00	-5,400.00	1,350.00	75.0%
<b>Total 20-500-505 Lease</b>	<b>-51,389.55</b>	<b>-56,800.00</b>	<b>5,410.45</b>	<b>90.48%</b>
<b>20-500-506 Liability Insurance</b>				
20-500-506-01-1100	-113.30	-114.00	0.70	99.39%
20-500-506 Liability Insurance - Other	-486.76	-490.00	3.24	99.34%
<b>Total 20-500-506 Liability Insurance</b>	<b>-600.06</b>	<b>-604.00</b>	<b>3.94</b>	<b>99.35%</b>
<b>20-500-507 Office Phones</b>				
20-500-507-01-1100	-5,915.77	-5,916.00	0.23	100.0%
20-500-507-02-1100	-4,827.04	-4,828.00	0.96	99.98%
20-500-507-03-1100	-1,994.53	-367.00	-1,627.53	543.47%
<b>Total 20-500-507 Office Phones</b>	<b>-12,737.34</b>	<b>-11,111.00</b>	<b>-1,626.34</b>	<b>114.64%</b>

20-500-508 Waste				
20-500-508-01-1100	-1,220.07	-1,093.00	-127.07	111.63%
Total 20-500-508 Waste	-1,220.07	-1,093.00	-127.07	111.63%
20-500-509 Water				
20-500-509-01-1000	-1,846.11	-1,709.00	-137.11	108.02%
20-500-509-03-1100	-219.21	-156.00	-63.21	140.52%
Total 20-500-509 Water	-2,065.32	-1,865.00	-200.32	110.74%
Total 20-500 Occupancy	-103,776.10	-104,091.00	314.90	99.7%
20-600 Office Supplies				
20-600-601 Furniture				
20-600-601-1000	-720.00	-720.00	0.00	100.0%
20-600-601 Furniture - Other	-8,189.29	-6,810.00	-1,379.29	120.25%
Total 20-600-601 Furniture	-8,909.29	-7,530.00	-1,379.29	118.32%
20-600-602 General Office Supp				
20-600-602-1000	-9,883.36	-215.00	-9,668.36	4,596.91%
20-600-602 General Office Supp - Other	-43,541.58	-47,300.00	3,758.42	92.05%
Total 20-600-602 General Office Supp	-53,424.94	-47,515.00	-5,909.94	112.44%
20-600-603 Postage	-8,135.78	-6,747.00	-1,388.78	120.58%
Total 20-600 Office Supplies	-70,470.01	-61,792.00	-8,678.01	114.04%
20-700- Professional Services				
20-700-701-1200 ACH Fees	-587.79	-650.00	62.21	90.43%
20-700-702-1200 Audit	-15,235.00	-15,235.00	0.00	100.0%
20-700-703-1200 Bank Fees	-260.30	-300.00	39.70	86.77%
20-700-704-1000 Board Insurance	-14,198.17	-14,204.00	5.83	99.96%
20-700-706-1100 IT Contract	-65,583.46	-56,000.00	-9,583.46	117.11%
20-700-707-1000 Legal Counsel	-2,262.50	-1,097.00	-1,165.50	206.24%
20-700- Professional Services - Other	-50,711.82	-53,325.00	2,613.18	95.1%
Total 20-700- Professional Services	-148,839.04	-140,811.00	-8,028.04	105.7%
20-800 Travel				
20-800-802 Local Travel	-37,257.07	-33,616.00	-3,641.07	110.83%
20-800-803 Out of Area	-8,781.06	-9,000.00	218.94	97.57%
Total 20-800 Travel	-46,038.13	-42,616.00	-3,422.13	108.03%
200-233 PLT	-22,551.41	-18,929.00	-3,622.41	119.14%
Total 20 Coalition Operating	-1,525,296.01	-1,365,130.00	-160,166.01	111.73%
30 Provider Payments				
30-900-901 SR Reimbursement				

30-900-901-1500	-501,905.13	0.00	-501,905.13	100.0%
30-900-901-1600	-403,225.37	0.00	-403,225.37	100.0%
30900-901-1700	-308,876.31	0.00	-308,876.31	100.0%
<b>Total 30-900-901 SR Reimbursement</b>	<b>-1,214,006.81</b>	<b>0.00</b>	<b>-1,214,006.81</b>	<b>100.0%</b>
<b>30-900-903 VPK Reimbursement</b>				
30-900-903-1500	-137,057.54	0.00	-137,057.54	100.0%
30-900-903-1600	-122,300.88	0.00	-122,300.88	100.0%
30-900-903-1700	-61,930.45	0.00	-61,930.45	100.0%
<b>Total 30-900-903 VPK Reimbursement</b>	<b>-321,288.87</b>	<b>0.00</b>	<b>-321,288.87</b>	<b>100.0%</b>
<b>ARRA</b>	<b>0.00</b>	<b>-199,361.00</b>	<b>199,361.00</b>	<b>0.0%</b>
Citrus County	-3,954,088.08	-4,453,708.00	499,619.92	88.78%
Dixie County	-416,976.59	-758,074.00	341,097.41	55.01%
Gilchrist County	-711,763.75	-1,006,181.00	294,417.25	70.74%
Levy County	-1,942,385.01	-2,321,164.00	378,778.99	83.68%
Sumter County	-2,645,144.73	-2,679,039.00	33,894.27	98.74%
<b>Total 30 Provider Payments</b>	<b>-11,205,653.84</b>	<b>-11,417,527.00</b>	<b>211,873.16</b>	<b>98.14%</b>
<b>Unclassified</b>	<b>12,885,039.29</b>	<b>0.00</b>	<b>12,885,039.29</b>	<b>100.0%</b>
<b>TOTAL</b>	<b>33,331.01</b>	<b>-12,925,844.00</b>	<b>12,959,175.01</b>	<b>-0.26%</b>

## Executive Director's Report

**Membership:** Current membership of the Administrative Committee is as follows:

Debbie Lattin  
DuWayne Sipper

Rob Wardlow  
Phil Bumgarner-Chairman

Charlie Richer

**Utilization:** On March 4, 2009 the Board unanimously voted to approve Action Item 2008-09-43 revising the Coalition's Service Delivery System. As a result of the revision the Coalition has real time access to eligibility and enrollment activity. This access allows the Coalition to project child care utilization on a daily basis and to make timely decisions with regard to enrollment.

Action Item 2008-09-43 required the Finance Manger to revise the Administrative Operating Procedure to address child care utilization. The following procedure was written:

### 5.55 Utilization Reporting

- A The Coalition utilizes a standard utilization tool to track and report the actual and projected direct services expenditures.
- B The Finance Manager is responsible to entering relevant data into the utilization tool. Relevant data includes enrollment information provided by the Client Services Department including, but not limited to, new enrollment, billing group changes, care level changes, parent fee changes, full time or part time changes, schedule changes, provider transfers, and enrollment terminations.
- C The Finance Manager will analyze the utilization report on a weekly basis and make enrollment recommendations to the Executive Director based on the following:
  - a. If the overall (total) utilization report indicates a surplus of 5% or greater the Finance Director shall calculate the number of children that can be served as a result of the surplus and request approval for enrollment from the Executive Director.
  - b. If the recommendation is approved the placement of children by county shall be determined based on the surplus identified in each county. The Finance Director shall notify the Client Services Managers in writing of the authorized enrollment.
  - c. If the utilization report indicates a surplus of less than 5% the Finance Director shall take no enrollment action.
  - d. If the utilization report indicates a deficit of more than 10% the Finance Director will determine if dis-enrollment is necessary and make a recommendation to the Executive Director. If the Executive Director agrees with the dis-enrollment, prior approval from the Administrative Committee must be received prior to the implementation of the dis-enrollment. The Executive Director will notify the Agency for Workforce Innovation/Office of Early Learning prior to the dis-enrollment.
- D The Executive Director or the Finance Manager shall provide a utilization report to the Administrative Committee during regularly scheduled meetings. The utilization report will include a description of enrollment activity occurring since the prior Administrative Committee meeting.

The utilization report and July 2009 enrollment activity will be presented to the Administrative Committee during the next regularly scheduled meeting.

**FY2008-2009 School Readiness and VPK Funding:** In June 2009 the Agency for Workforce Innovation made an error with regard to the Nature Coast Coalition's School Readiness and Voluntary Pre-Kindergarten funding.

Specifically, the Agency mistakenly noted a surplus in funding when a deficit was present. As a result, the Agency reduced the Nature Coast Coalition's grant agreement and re-obligated the funds to another Coalition. Consequently, the Nature Coast closed FY2008-2009 with a \$11,600 deficit.

To rectify the error the Agency instructed the Coalition to apply the deficit expenditures to the FY2009-2010 grant agreement which will be replenished during the first re-obligation/de-obligation process of FY2009-2010. As a result of this process the Coalition's financial records will reveal a large deficit in the first and second quarter of the fiscal year; however the deficit will be rectified and will not cause a hardship on the Coalition or clients.

## FY2008-2009 Final Utilization Report

The following reports provide the child care utilization for FY2008-2009.

Based on the number of children enrolled and the daily average rate per child, enrollment in all five counties was frozen on July 17, 2009.

Based on enrollment and utilization policies, enrollment activity will be analyzed on a weekly basis. Resulting action will occur in a timely manner. Providers will be notified of enrollment action through the provider alert system.

## FY2008-2009 Final Utilization Report

Early Learning Coalition of the Nature Coast- ROLL UP Utilization Report  
FY2008-2009

Budget Amount: \$6,655,670.00

Month	Daily Cost	# of Children Served	Avg Daily Rate / Child	# of Days	Expected Child Care	Actual Child Care	Spending Rate (Factor)	Surplus/ Deficit	YTD Expected	YTD Actual	YTD Spending Rate	YTD Surplus/ Deficit	Status
July	\$29,617.74	2,040	14.52	21	\$535,513.68	\$621,972.46	116.15%	-\$86,458.78	\$535,513.68	\$621,972.46	116.15%	-\$86,458.78	Actual
August	\$24,844.64	2,159	11.51	23	\$586,514.98	\$571,426.64	97.43%	\$15,088.34	\$1,122,028.66	\$1,193,399.10	106.36%	-\$71,370.44	Actual
September	\$27,364.34	2,050	13.35	22	\$561,014.33	\$591,345.14	105.41%	-\$30,330.81	\$1,683,042.99	\$1,784,744.24	106.04%	-\$101,701.25	Actual
October	\$27,950.79	1,969	14.20	21	\$535,513.68	\$597,330.82	111.54%	-\$61,817.14	\$2,218,556.67	\$2,382,075.06	107.37%	-\$163,518.39	Actual
November	\$24,040.50	1,923	12.50	22	\$561,014.33	\$528,890.93	94.27%	\$32,123.40	\$2,779,571.00	\$2,910,965.99	104.73%	-\$131,394.99	Actual
December	\$25,469.95	1,854	13.74	22	\$561,014.33	\$550,208.92	98.07%	\$10,805.41	\$3,340,585.33	\$3,461,174.91	103.61%	-\$120,589.58	Actual
January	\$22,603.10	1,763	12.82	22	\$561,014.33	\$505,548.26	90.11%	\$55,466.07	\$3,901,599.66	\$3,966,723.17	101.67%	-\$65,123.51	Actual
February	\$23,103.92	1,682	13.74	20	\$510,013.03	\$462,078.31	90.60%	\$47,934.72	\$4,411,612.68	\$4,428,801.48	100.39%	-\$17,188.80	Actual
March	\$21,913.62	1,716	12.77	23	\$586,514.98	\$495,000.43	84.40%	\$91,514.55	\$4,998,127.66	\$4,923,801.91	98.51%	\$74,325.75	Actual
April	\$23,691.25	1,763	13.44	20	\$510,013.03	\$483,482.22	94.80%	\$26,530.81	\$5,508,140.69	\$5,407,284.13	98.17%	\$100,856.56	Actual
May	\$24,571.11	1,990	12.35	23	\$586,514.98	\$565,135.44	96.35%	\$21,379.54	\$6,094,655.67	\$5,972,419.57	97.99%	\$122,236.10	Actual
June	\$30,411.34	2,208	13.77	22	\$561,014.33	\$656,238.51	116.97%	-\$95,224.18	\$6,655,670.00	\$6,628,658.08	99.59%	\$27,011.92	Actual
<b>Total</b>				<b>261</b>	<b>\$6,655,670.00</b>	<b>\$6,628,658.08</b>	<b>99.59%</b>						

Early Learning Coalition of the Nature Coast- Citrus County Utilization Report  
FY2008-2009

Budget Amount: \$2,514,727.00

Month	Daily Cost	# of Children Served	Avg Daily Rate / Child	# of Days	Expected Child Care	Actual Child Care	Spending Rate (Factor)	Surplus/ Deficit	YTD Expected	YTD Actual	YTD Spending Rate	YTD Surplus/ Deficit	Status
July	\$11,263.06	838	\$13.44	21	\$203,112.57	\$236,524.31	116.45%	-\$33,411.74	\$203,112.57	\$236,524.31	116.45%	-\$33,411.74	Actual
August	\$9,290.25	860	\$10.80	23	\$222,456.62	\$213,675.70	96.05%	\$8,780.92	\$425,569.18	\$450,200.01	105.79%	-\$24,630.83	Actual
September	\$10,670.40	812	\$13.14	21	\$203,112.57	\$224,078.39	110.32%	-\$20,965.82	\$628,681.75	\$674,278.40	107.25%	-\$45,596.65	Actual
October	\$10,364.29	778	\$13.32	22	\$212,784.59	\$228,014.32	107.16%	-\$15,229.73	\$841,466.34	\$902,292.72	107.23%	-\$60,826.38	Actual
November	\$9,621.80	789	\$12.19	22	\$212,784.59	\$211,679.55	99.48%	\$1,105.04	\$1,054,250.93	\$1,113,972.27	105.66%	-\$59,721.34	Actual
December	\$10,129.88	753	\$13.45	21	\$203,112.57	\$212,727.57	104.73%	-\$9,615.00	\$1,257,363.50	\$1,326,699.84	105.51%	-\$69,336.34	Actual
January	\$8,280.11	712	\$11.63	23	\$222,456.62	\$190,442.58	85.61%	\$32,014.04	\$1,479,820.12	\$1,517,142.42	102.52%	-\$37,322.30	Actual
February	\$9,464.66	693	\$13.66	20	\$193,440.54	\$189,293.18	97.86%	\$4,147.36	\$1,673,260.66	\$1,706,435.60	101.98%	-\$33,174.94	Actual
March	\$9,012.83	711	\$12.68	22	\$212,784.59	\$198,282.27	93.18%	\$14,502.32	\$1,886,045.25	\$1,904,717.87	100.99%	-\$18,672.62	Actual
April	\$9,657.22	741	\$13.03	21	\$203,112.57	\$202,801.60	99.85%	\$310.97	\$2,089,157.82	\$2,107,519.47	100.88%	-\$18,361.65	Actual
May	\$10,068.67	822	\$12.25	23	\$222,456.62	\$231,579.30	104.10%	-\$9,122.68	\$2,311,614.43	\$2,339,098.77	101.19%	-\$27,484.34	Actual
June	\$12,811.05	934	\$13.72	21	\$203,112.57	\$269,031.96	132.45%	-\$65,919.39	\$2,514,727.00	\$2,608,130.73	103.71%	-\$93,403.73	Actual
<b>Total</b>				<b>260</b>	<b>\$2,514,727.00</b>	<b>\$2,608,130.73</b>	<b>103.71%</b>						

Dixie County Utilization Analysis based on Historical Data and Recommendation  
FY2008-2009

Budget Amount: \$459,356.00

Month	Daily Cost	# of Children Served	Avg Daily Rate/Child	# of Days	Expected Child Care	Actual Child Care	Spending Rate (Factor)	Surplus/ Deficit	YTD Expected	YTD Actual	YTD Spending Rate	YTD Surplus/ Deficit	Status
July	\$1,054.80	87	\$12.12	21	\$36,959.68	\$22,150.82	59.93%	\$14,808.86	\$36,959.68	\$22,150.82	59.93%	\$14,808.86	Actual
August	\$866.29	81	\$10.69	23	\$40,479.65	\$19,924.59	49.22%	\$20,555.06	\$77,439.33	\$42,075.41	54.33%	\$35,363.92	Actual
September	\$878.76	74	\$11.88	22	\$38,719.66	\$19,332.68	49.93%	\$19,386.98	\$116,158.99	\$61,408.09	52.87%	\$54,750.90	Actual
October	\$825.01	67	\$12.31	21	\$36,959.68	\$17,325.24	46.88%	\$19,634.44	\$153,118.67	\$78,733.33	51.42%	\$74,385.34	Actual
November	\$612.99	62	\$9.89	22	\$38,719.66	\$13,485.78	34.83%	\$25,233.88	\$191,838.33	\$92,219.11	48.07%	\$99,619.22	Actual
December	\$570.21	51	\$11.18	22	\$38,719.66	\$12,544.61	32.40%	\$26,175.05	\$230,557.99	\$104,763.72	45.44%	\$125,794.27	Actual
January	\$456.10	44	\$10.37	22	\$38,719.66	\$10,034.11	25.91%	\$28,685.55	\$269,277.66	\$114,797.83	42.63%	\$154,479.83	Actual
February	\$455.61	41	\$11.11	20	\$35,199.69	\$9,112.28	25.89%	\$26,087.41	\$304,477.35	\$123,910.11	40.70%	\$180,567.24	Actual
March	\$417.30	40	\$10.43	23	\$40,479.65	\$9,597.95	23.71%	\$30,881.70	\$344,957.00	\$133,508.06	38.70%	\$211,448.94	Actual
April	\$485.06	43	\$11.28	20	\$35,199.69	\$9,701.11	27.56%	\$25,498.58	\$380,156.69	\$143,209.17	37.67%	\$236,947.52	Actual
May	\$378.43	44	\$8.60	23	\$40,479.65	\$8,703.95	21.50%	\$31,775.70	\$420,636.34	\$151,913.12	36.12%	\$268,723.22	Actual
June	\$554.90	58	\$9.57	22	\$38,719.66	\$12,207.89	31.53%	\$26,511.77	\$459,356.00	\$164,121.01	35.73%	\$295,234.99	Actual
<b>Total</b>				<b>261</b>	<b>\$459,356.00</b>	<b>\$164,121.01</b>	<b>35.73%</b>						

Gilchrist County Analysis based on 2002-2004 Historical Data and Recommendation  
FY2008-2009

Budget Amount: \$602,359.00

Month	Daily Cost	# of Children Served	Avg Daily Rate/Child	# of Days	Expected Child Care	Actual Child Care	Spending Rate (Factor)	Surplus/Deficit	YTD Expected	YTD Actual	YTD Spending Rate	YTD Surplus/Deficit	Status
July	\$2,267.79	133	\$17.05	21	\$48,465.67	\$47,623.53	98.26%	\$842.14	\$48,465.67	\$47,623.53	98.26%	\$842.14	Actual
August	\$1,913.78	142	\$13.48	23	\$53,081.44	\$44,016.89	82.92%	\$9,064.55	\$101,547.11	\$91,640.42	90.24%	\$9,906.69	Actual
September	\$1,973.30	133	\$14.84	22	\$50,773.56	\$43,412.49	85.50%	\$7,361.07	\$152,320.67	\$135,052.91	88.66%	\$17,267.76	Actual
October	\$2,022.70	130	\$15.56	21	\$48,465.67	\$42,476.80	87.64%	\$5,988.87	\$200,786.33	\$177,529.71	88.42%	\$23,256.62	Actual
November	\$1,688.53	120	\$14.07	22	\$50,773.56	\$37,147.57	73.16%	\$13,625.99	\$251,559.89	\$214,677.28	85.34%	\$36,882.61	Actual
December	\$1,868.74	117	\$15.97	22	\$50,773.56	\$41,112.21	80.97%	\$9,661.35	\$302,333.44	\$255,789.49	84.61%	\$46,543.95	Actual
January	\$1,701.05	116	\$14.66	22	\$50,773.56	\$37,423.20	73.71%	\$13,350.36	\$353,107.00	\$293,212.69	83.04%	\$59,894.31	Actual
February	\$1,567.35	103	\$15.22	20	\$46,157.78	\$31,347.05	67.91%	\$14,810.73	\$399,264.78	\$324,559.74	81.29%	\$74,705.04	Actual
March	\$1,540.76	104	\$14.81	23	\$53,081.44	\$35,437.39	66.76%	\$17,644.05	\$452,346.22	\$359,997.13	79.58%	\$92,349.09	Actual
April	\$1,564.11	112	\$13.97	20	\$46,157.78	\$31,282.11	67.77%	\$14,875.67	\$498,504.00	\$391,279.24	78.49%	\$107,224.76	Actual
May	\$1,644.15	118	\$13.93	23	\$53,081.44	\$37,815.50	71.24%	\$15,265.94	\$551,585.44	\$429,094.74	77.79%	\$122,490.70	Actual
June	\$1,958.91	128	\$15.30	22	\$50,773.56	\$43,096.01	84.88%	\$7,677.55	\$602,359.00	\$472,190.75	78.39%	\$130,168.25	Actual
<b>Total</b>				<b>261</b>	<b>\$602,359.00</b>	<b>\$472,190.75</b>	<b>78.39%</b>						

Levy County Analysis based on 2002-2004 Historical Data and Recommendation  
FY2008-2009

Budget Amount: \$1,620,793.00

Month	Daily Cost	# of Children Served	Avg Daily Rate / Child	# of Days	Expected Child Care	Actual Child Care	Spending Rate (Factor)	Surplus/ Deficit	YTD Expected	YTD Actual	YTD Spending Rate	YTD Surplus/ Deficit	Status
July	\$7,807.50	532	\$14.68	21	\$130,408.63	\$163,957.50	125.73%	-\$33,548.87	\$130,408.63	\$163,957.50	125.73%	-\$33,548.87	Actual
August	\$6,536.46	584	\$11.19	23	\$142,828.50	\$150,338.58	105.26%	-\$7,510.08	\$273,237.13	\$314,296.08	115.03%	-\$41,058.95	Actual
September	\$6,851.35	552	\$12.41	22	\$136,618.57	\$150,729.66	110.33%	-\$14,111.09	\$409,855.70	\$465,025.74	113.46%	-\$55,170.04	Actual
October	\$7,438.28	532	\$13.98	21	\$130,408.63	\$156,203.86	119.78%	-\$25,795.23	\$540,264.33	\$621,229.60	114.99%	-\$80,965.27	Actual
November	\$6,080.26	514	\$11.83	22	\$136,618.57	\$133,765.75	97.91%	\$2,852.82	\$676,882.90	\$754,995.35	111.54%	-\$78,112.45	Actual
December	\$6,404.09	508	\$12.61	22	\$136,618.57	\$140,890.06	103.13%	-\$4,271.49	\$813,501.47	\$895,885.41	110.13%	-\$82,383.94	Actual
January	\$5,664.94	465	\$12.18	22	\$136,618.57	\$124,628.65	91.22%	\$11,989.92	\$950,120.03	\$1,020,514.06	107.41%	-\$70,394.03	Actual
February	\$5,480.39	438	\$12.51	20	\$124,198.70	\$109,607.82	88.25%	\$14,590.88	\$1,074,318.73	\$1,130,121.88	105.19%	-\$55,803.15	Actual
March	\$5,236.73	450	\$11.64	23	\$142,828.50	\$120,444.74	84.33%	\$22,383.76	\$1,217,147.23	\$1,250,566.62	102.75%	-\$33,419.39	Actual
April	\$5,908.86	461	\$12.82	20	\$124,198.70	\$118,177.15	95.15%	\$6,021.55	\$1,341,345.93	\$1,368,743.77	102.04%	-\$27,397.84	Actual
May	\$6,088.94	551	\$11.05	23	\$142,828.50	\$140,045.67	98.05%	\$2,782.83	\$1,484,174.43	\$1,508,789.44	101.66%	-\$24,615.01	Actual
June	\$7,460.99	583	\$12.80	22	\$136,618.57	\$164,141.73	120.15%	-\$27,523.16	\$1,620,793.00	\$1,672,931.17	103.22%	-\$52,138.17	Actual
<b>Total</b>				<b>261</b>	<b>\$1,620,793.00</b>	<b>\$1,672,931.17</b>	<b>103.22%</b>						

Early Learning Coalition of the Nature Coast- Sumter County Utilization Report  
FY2008-2009

Budget Amount: \$1,458,435.00

Month	Daily Cost	# of Children Served	Avg Daily Rate / Child	# of Days	Expected Child Care	Actual Child Care	Spending Rate (Factor)	Surplus/ Deficit	YTD Expected	YTD Actual	YTD Spending Rate	YTD Surplus/ Deficit	Status
July	\$7,224.59	450	\$16.05	21	\$117,345.34	\$151,716.30	129.29%	-\$34,370.96	\$117,345.34	\$151,716.30	129.29%	-\$34,370.96	Actual
August	\$6,237.86	492	\$12.68	23	\$128,521.09	\$143,470.88	111.63%	-\$14,949.79	\$245,866.44	\$295,187.18	120.06%	-\$49,320.74	Actual
September	\$6,990.54	479	\$14.59	22	\$122,933.22	\$153,791.92	125.10%	-\$30,858.70	\$368,799.66	\$448,979.10	121.74%	-\$80,179.44	Actual
October	\$7,300.50	462	\$15.80	21	\$117,345.34	\$153,310.60	130.65%	-\$35,965.26	\$486,145.00	\$602,289.70	123.89%	-\$116,144.70	Actual
November	\$6,036.92	438	\$13.78	22	\$122,933.22	\$132,812.28	108.04%	-\$9,879.06	\$609,078.22	\$735,101.98	120.69%	-\$126,023.76	Actual
December	\$6,497.02	425	\$15.29	22	\$122,933.22	\$142,934.47	116.27%	-\$20,001.25	\$732,011.44	\$878,036.45	119.95%	-\$146,025.01	Actual
January	\$6,500.90	426	\$15.26	22	\$122,933.22	\$143,019.72	116.34%	-\$20,086.50	\$854,944.66	\$1,021,056.17	119.43%	-\$166,111.51	Actual
February	\$6,135.90	407	\$15.08	20	\$111,757.47	\$122,717.98	109.81%	-\$10,960.51	\$966,702.13	\$1,143,774.15	118.32%	-\$177,072.02	Actual
March	\$5,706.00	411	\$13.88	23	\$128,521.09	\$131,238.08	102.11%	-\$2,716.99	\$1,095,223.22	\$1,275,012.23	116.42%	-\$179,789.01	Actual
April	\$6,076.01	406	\$14.97	20	\$111,757.47	\$121,520.25	108.74%	-\$9,762.78	\$1,206,980.69	\$1,396,532.48	115.70%	-\$189,551.79	Actual
May	\$6,390.91	455	\$14.05	23	\$128,521.09	\$146,991.02	114.37%	-\$18,469.93	\$1,335,501.78	\$1,543,523.50	115.58%	-\$208,021.72	Actual
June	\$7,625.50	505	\$15.10	22	\$122,933.22	\$167,760.92	136.47%	-\$44,827.70	\$1,458,435.00	\$1,711,284.42	117.34%	-\$252,849.42	Actual
<b>Total</b>				<b>261</b>	<b>\$1,458,435.00</b>	<b>\$1,711,284.42</b>	<b>117.34%</b>						



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ACTION ITEM

Action Item # 2009-10-10

Date: August 5, 2009 Subject: FY2009-2010 Administrative Committee Meeting Schedule

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### Proposed Board Action

Adopt the following FY2009-2010 Administrative Committee Meeting Schedule:

- July 22, 2009
- August 26, 2009
- September 23, 2009
- October 28, 2009
- November 25, 2009
- December 23, 2009
- January 27, 2010
- February 24, 2010
- March 24, 2010
- April 28, 2010
- May 26, 2009
- June 23, 2010

### Budget Considerations:

None

### Background Information:

None

### Points of Consideration:

None

### Effective Date:

August 5, 2009

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Supporting Documentation: None

Prepared by: Sonya Bosanko  
 Submitted by: Executive Committee- Rob Wardlow- Chairman

### History of Action Item:

Committee or Council	Date of Meeting	Action
Administrative Committee	July 22, 2009	



# Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

## ACTION ITEM

Action Item # 2009-10-11

Date: August 5, 2009

Subject: Budget Amendment #1

**Proposed Board Action**

Adopt the following budget amendment:

	Budget	Proposed Amendment	Amended Budget	Percentage Amended
20-300-301-1100 Conference	3,000	200	3,200	7%
20-300-303-1100 Subscriptions	1,700	-500	1,200	-29%
20-400-404-1100 Non Fixed Asset	1,000	-500	500	-50%
20-400-406-1100 Software	1,000	-500	500	-50%
20-500-503-01-1100 Facilities Maintenance Citrus County	5,160	650	5,810	13%
20-500-503-02-1100 Facility Maintenance Tri-County	5,400	300	5,700	6%
20-500-503-03-1100 Facilities Maintenance Sumter County	1,500	300	1,800	20%
20-500-510-01-1100 Storage	0	1,335	1,335	1335 %
20-500-511-01-1100 Sewer Citrus County	0	568	568	568%
20-500-511-02-1100 Sewer Tri-County	0	566	566	566%
20-500-511-03-1100 Sewer Sumter County	0	566	566	566%
20-600-602-1100 General Office Supplies	33,098	-9,310	23,788	-28%
20-600-603-1100 Postage	6,100	-500	5,600	-8%
20-700-706-1100 IT Contract	55,000	6,425	61,425	12%
20-800-802-1100 Local Travel	31,800	1,900	33,700	6%
20-800-803-1100 Out of Area Travel	14,807	-1,500	13,307	-10%
Total	159,565	0	159,565	0%

**Budget Considerations:**

See Points of Consideration

**Background Information:**

The Administrative Committee is responsible for the oversight of the fiscal operations of the Coalition. The above amendment was reviewed and approved by the Administrative Committee.

**Points of Consideration:**

The Budget Amendment considers the following:

- Increased Information Technology costs as a result of the IT-09-10 Request for Proposal Procurement.
- Storage Costs as a result of the transfer of material and records from Childhood Development Services to the Coalition.
- Increased Facility Maintenance costs as a result of pest control services.

Effective Date:  
August 5, 2009

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Supporting Documentation: None

Prepared by: Sonya Bosanko  
Submitted by: Administrative Committee

History of Action Item:

Committee or Council	Date of Meeting	Action
Administrative Committee	July 22, 2009	