



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

Administrative Committee Meeting
January 27, 2010
1560 North Meadowcrest Blvd.
Crystal River, Fl. 34429
1-800-444-2801 Access Code 7125663
9:00 AM.
AGENDA

I	Call to Order, Welcome and Introductions		Phil Bumgarner
II	Approval of Agenda		
III	Consent Agenda		
	Administrative Committee Minutes – December 16, 2009	2	
IV	Treasurer’s Report		
	Profit & Loss; Budget vs. Actual FY2009-2010	6	Charlie Richer
	Budget vs. Actual by Class Report FY2009-2010	10	
V	Executive Director’s Report	20	
VI	Action Items		Sonya Bosanko
	Action Item 2009-10-34: Budget Amendment #5	29	
VII	New/Unfinished Business		
	Next Meeting Date Feb. 24, 2010		Phil Bumgarner
VIII	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
December 16, 2009**

Members Present

Phil Bumgarner	Debbie Lattin	Charlie Richer	DuWayne Sipper
Rob Wardlow			

Staff Present

Sonya Bosanko	Lynne Coughlin	Amber Donahoe	Ingrid Ellis
J.R. Gorentz	Tonya Hiers	Wendy Lokan	Glenna McManigell
Desirae Rickman	Tom Scheffey	Sandra Woodard	

Others Present

Charlotte Eadler	Jo Geib	Cassie Romanik	Debbie Waller
Ginger Washburn			

Call to Order, Welcome and Introductions

Chair Bumgarner called the meeting to order at 9:04a.m. Introductions were completed.

Approval of Agenda

Rob Wardlow motioned to approve the agenda and accept Mrs. Bosanko's recommendation. Debbie Lattin seconded the motion. Motion carried unanimously.

Consent Agenda

Administrative Committee Minutes – December 16, 2009

Debbie Lattin motioned to approve the Consent Agenda. Rob Wardlow seconded the motion. Motion carried unanimously.

Treasurer's Report

Profit & Loss; Budget vs. Actual FY2009-2010
Budget vs. Actual by Class Report FY2009-2010

Sonya Bosanko presented the Treasurer's Report to the committee members. The report covered the period of July through October 2009. She explained that on page five were all of the revenue accounts. She also explained that there was an additional \$5,000.00 in funds received from Sumter County Sunset Rotary. She stated that she had reviewed the line item "Other Income" as requested by the Committee and explained that this was an incorrect posting of provider VPK payback dollars, and that the correcting journal entry was performed in November. The correction would be visible on future reports. She explained the School Readiness program spending is at 49.1%, some of that due to the deficit. Overall expenses are at 45.8 % which includes the VPK program and the School Readiness Program. She explained that the Coalition's operating expenses began on page 10. The overall spending rate is at 31.84% which is slightly skewed due to \$ 74,365.00 in unallocated expenditures. These dollars will eventually be reallocated out of this account. Spending is at a good rate, a little bit under what would be expected for the time of year. A freeze has been put in place on the managers for non-essential spending, hoping to create a surplus within the operating budget to help rectify the deficit.

Executive Director's Report

Ms. Bosanko stated the only real update outside of the reports that were submitted, is the 2008 – 2009 deficit dollars. She explained that AWI had reduced the Coalition's School Readiness Grant Agreement in error. \$481,000.00 of the \$550,000.00 has been received for the School Readiness program. They have not allocated the VPK or given the Coalition a new VPK grant at this time. However, the remaining dollars may not have been received yet because it does not appear that there has not been overspending in the VPK program. It is anticipated that the dollars will come in.

Mrs. Bosanko presented the Match Program reports for Citrus and Sumter Counties. In Citrus County, there has been approximately \$46,000.00 collected from the United Way. It is anticipated that there will be a need of \$87,000.00 in matching funds; there is a deficit of approximately \$41,000.00. Ms. Bosanko further stated that she and J.R. Gorentz are working on rectifying this. They have contacted the Sheriff's Office and expect to receive some dollars from them. There have conducted some fundraising events here and have future plans for fundraising events. Ms. Bosanko spoke of the Suncoast Business Masters Auction and the anticipation of a \$10,000.00 donation.

Ms. Bosanko explained that she and J.R. Gorentz had presented a letter, which Rob Wardlow had signed, asking for a waiver of the DGL match and a hold harmless for the remaining match in Citrus County and Sumter County. She stated that we may not be awarded the waivers, and will update the committee on this situation at a later date.

Ms. Bosanko stated that Sumter County is a big concern due that the local Rotary Clubs, which have been the Coalition's primary funder, will not have the ability this fiscal year to host any big fundraising events. They have issues within their club and dwindling membership. They have advised the Coalition to not expect any large donations. There has been a \$5,000.00 donation received and a possibility of some smaller donations being received. However, there is an anticipated a need for approximately \$53,000.00. A presentation is being done to the United Way of Lake & Sumter Counties in January, asking for \$32,000.00.

A fundraising idea was presented by Duwayne Sipper. He suggested a direct mailing request for donations with cards signed by children or with hand prints. He suggested creating a database of donors that could be contacted again at a future date. The national average is \$15.00 to \$20.00 per reply with approximately 5% coming back.

A Gold Seal Provider Report was presented to show that by March 2010 the Coalition will have utilized the entire budget assigned to Gold Seal which is \$499,250.00. Ms. Bosanko explained the difference between the billing of Gold Seal dollars to the State under the School Readiness program and the Gold Seal program. The plan is to shift the qualifying children to the ARRA program, to reduce the School Readiness spending for the Gold Seal, to increase the \$500,000.00 budget and support the expenditures through the end of the fiscal year. Ms. Bosanko stated that she would have to keep the committee up to date on this action.

The wait list report was presented. There are currently 139 children total on the list in all five counties.

Rob Wardlow motioned to approve the Executive Director's Report. Charlie Richer seconded the motion. Motion carried unanimously.

New/Unfinished Business

Ms. Bosanko presented the Utilization Report. The report reflects the current deficit of \$842,000.00 reduced from \$1,078,000.00 from last month. The plan to date was that natural attrition would rectify the budget; however it is six months into the fiscal year and the deficit is higher than anticipated. In an effort to reduce the deficit, Ms. Bosanko held a meeting with Citrus County providers to discuss possible strategies to reduce the deficit. Ms. Bosanko presented the strategies to the committee that were discussed at the meeting. The following Direct Services Deficit Plan has been developed taking into consideration each county's position. However, the considerations should be reviewed carefully and supported fully by the Administrative Committee members prior to taking action on the Direct Services Deficit Plan.

1. In an effort to apply strategies to each county based on county positions within the Coalition's budget, specifically the rates paid to providers and the county deficit, strategies have been developed with the intent of applying the strategies appropriately to each county. For example, the Coalition currently projects an overall deficit of \$842,000; however, approximately 39% of the deficit is attributed to Sumter County as well as a result of higher provider rates paid. As a result, the strategies presented for consideration apply more stringent action in Sumter County, followed by Levy County, representing approximately 32% of the deficit, followed by Citrus County, representing approximately 29% of the deficit.
2. Considering the position above, the strategies take into consideration the projected surplus in Dixie and Gilchrist Counties. As a best business/financial practice the strategies allocate the projected surpluses to counties with projected deficit based on the percentage. The percentage was developed utilizing the county revenue. (Utilizing the county revenue as opposed to the county deficit allows the Coalition to apply the position stated in #2)
3. The strategies also take into consideration the implementation of "non-essential or required programs". Specifically, the strategies call for the immediate suspension of all quality initiative programs (in all counties) and allocation of the remaining budgets to the direct services deficit.
4. The strategies have been developed under the assumption that the Coalition will not receive additional funding from the state or federal government; however, the Coalition will apply to the Agency for Workforce Innovation for a re-obligation in School Readiness funding. In the event the Coalition receives the funding, all strategies approved for implementation would be discontinued.
5. The strategies have been developed with an effective date of January 1, 2010. Any variation to the effective date will cause a significant revision to each strategy. For example, the current strategies are based on the remaining 129 days in the fiscal year. If the Coalition establishes an effective date of February 1, 2010 the strategies must be revised to consider the 21 days lost (January) to implement the plan.

Direct Services Deficit Plan:

1. Continue an enrollment freeze in all counties.
2. Immediately suspend all quality initiative programs and reallocate funding to deficit counties based on the same percentages listed in #3.
3. Allocate the Dixie and Gilchrist County surplus (\$547,146) to deficit counties based on the following percentages:
 - a. Citrus 45.68%
 - b. Levy 25.93%
 - c. Sumter 28.40%

4. Allocate the Dixie and Gilchrist County quality initiative surplus funding to deficit counties based on the same percentages listed in #3.
5. Increase parent fees by \$2.00 per day applying the 50% discount for sibling children.
6. Apply a \$0.50 reduction in Levy County provider rates.
7. Apply a \$2.61 reduction in Sumter County provider rates.
8. It is projected that applying all of the above strategies, as well as allocating \$69,000 of the Coalition's unallocated funds to direct services will reduce the current deficit to \$262,316. The remaining deficit may be rectified through natural attrition.
9. Evaluate the progress of the plan on no less than a monthly basis.

After much discussion, Rob Wardlow motioned to approve the Direct Services deficit plan. DuWayne Sipper seconded the motion. Motion carried unanimously.

Chair Bumgarner recommended that all Advisory Council meetings be suspended temporarily due to the Quality Initiatives being suspended.

Rob Warlow motioned to suspend the meetings of the Advisory Councils until further notice. Charlie Richer seconded the motion. Motion carried unanimously.

Public Input

None

DuWayne Sipper motioned to adjourn at 10:05a.m. Debbie Lattin seconded the motion. Motion carried unanimously.

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

Early Learning Coalition of the Nature Coast
Profit & Loss Budget vs. Actual FY2009-2010
July 2009 – December 2009

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
Income				
1002 Cash Transfer	0.00			
4000 Grant Income				
4001 School Readiness Income				
4001-01 ARRA SR	463,397.12	1,014,999.00	-551,601.88	45.66%
4001 School Readiness Income - Other	5,254,010.61	7,982,203.00	-2,728,192.39	65.82%
Total 4001 School Readiness Income	5,717,407.73	8,997,202.00	-3,279,794.27	63.55%
4002 VPK Program				
4002-01 ARRA VPK	421,136.00	1,056,401.00	-635,265.00	39.87%
4002 VPK Program - Other	2,165,875.60	3,006,678.00	-840,802.40	72.04%
Total 4002 VPK Program	2,587,011.60	4,063,079.00	-1,476,067.40	63.67%
4003 Outreach & Awareness Grant	0.00	11,827.00	-11,827.00	0.0%
4005 Prior Year Income	3,889.60			
Total 4000 Grant Income	8,308,308.93	13,072,108.00	-4,763,799.07	63.56%
4020 Other Income				
4021 Interest	729.52			
4040 Unrestricted Income	809.00			
4041 Sponsor a Child				
4041-01 Sponsor A Child Citrus	100.00			
4041-04 Sponsor A Child Levy	180.00			
Total 4041 Sponsor a Child	280.00			
4042 Match Income				
4042-01 Match Income Citrus				
4042-01 United Way of CC	22,500.00			
4042-01 Match Income Citrus - Other	2,749.39			
Total 4042-01 Match Income Citrus	25,249.39			
4042-05 Match Income Sumter	5,000.00			
Total 4042 Match Income	30,249.39			
4044 Training	480.00			
4020 Other Income - Other	0.00			

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
Total 4020 Other Income	32,547.91			
4045 Merchant Services	4,011.00			
Total Income	8,344,867.84	13,072,108.00	-4,727,240.16	63.84%
Expense				
5000 Program Expenses				
5000-01 (School Readiness)				
5001 97BBA Administration	183,384.41	399,110.00	-215,725.59	45.95%
5002 97BBD Non Direct Services	193,471.73	478,932.00	-285,460.27	40.4%
5003 97BDE- Eligibility	191,352.77	319,289.00	-127,936.23	59.93%
5004 97INT Infant Toddler	90,424.93	148,750.00	-58,325.07	60.79%
5005 97Q00 Quality	166,723.73	319,287.00	-152,563.27	52.22%
5006 97QI4 R&R	108,002.19	319,287.00	-211,284.81	33.83%
5007 97QIN Inclusion	29,703.95	39,911.00	-10,207.05	74.43%
5020 Direct Services				
5021 97ADV	812,593.00			
5022 97C00	70,754.73			
5024 97G00	90,617.60			
5025 97GNW	485,317.43			
5026 97GSD	298,959.13			
5028 97P00	2,061,479.39			
5030 97R00	446,142.37			
5035 97GTA	9,548.50			
MATCH	64,178.24			
5020 Direct Services - Other	0.00	5,957,637.00	-5,957,637.00	0.0%
Total 5020 Direct Services	4,339,590.39	5,957,637.00	-1,618,046.61	72.84%
SR FY08/09 Deficit Expense	0.00	481,231.00	-481,231.00	0.0%
Total 5000-01 (School Readiness)	5,302,654.10	8,463,434.00	-3,160,779.90	62.65%
5000-02 ARRA-School Readiness				
5000-02-5001 97BBA	0.00	50,750.00	-50,750.00	0.0%
5000-02-5002 97BBD	0.00	101,500.00	-101,500.00	0.0%
5000-02-5003-97BDE	0.00	40,600.00	-40,600.00	0.0%
5000-02-5004-97INT	4,797.79	40,600.00	-35,802.21	11.82%
5000-02-5005-97Q00	28,037.62	40,600.00	-12,562.38	69.06%
5000-02-5020 ARRA Direct Servic	390,045.46	740,949.00	-350,903.54	52.64%
5000-02-5021 ARRA Gold Seal	40,516.25			
Total 5000-02 ARRA-School Readiness	463,397.12	1,014,999.00	-551,601.88	45.66%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
5100-01 VPK				
5101 VPADM Administration	77,635.43	65,155.00	12,480.43	119.16%
5103 VPENR Enrollment	48,556.29	73,922.00	-25,365.71	65.69%
5105 VPMON Monitoring	8,011.24			
5106 VPPRP Pre-Payment	44,032.57			
5107 VPPRS Direct Services	1,413,465.12	2,867,601.00	-1,454,135.88	49.29%
5108 VPPV Advance	517,237.00			
5110 VPKSD	22,185.01			
Total 5100-01 VPK	2,131,122.66	3,006,678.00	-875,555.34	70.88%
5100-02 ARRA VPK				
5100-02-5101 VPADM	0.00	20,604.00	-20,604.00	0.0%
5100-02-5102 Advance	0.00	8,263.00	-8,263.00	0.0%
5100-02-5103 VPENR	0.00	19,999.00	-19,999.00	0.0%
5100-02-5107 VPPRS	421,136.00	1,007,535.00	-586,399.00	41.8%
Total 5100-02 ARRA VPK	421,136.00	1,056,401.00	-635,265.00	39.87%
5200 (VPK Awareness Grant)				
5201 VPMNI	0.00	6,003.00	-6,003.00	0.0%
5202 VPLPI	0.00	5,824.00	-5,824.00	0.0%
Total 5200 (VPK Awareness Grant)	0.00	11,827.00	-11,827.00	0.0%
5000 Program Expenses - Other				
	0.00			
Total 5000 Program Expenses	8,318,309.88	13,553,339.00	-5,235,029.12	61.38%
5300 (Shared Cost Pool)				
5301 (Indirect)	0.00			
5302 (Occupancy)	0.00			
5303 (Program Support Costs)	0.00			
5304 Payroll Expense	528.79			
5308 - Travel	0.00			
Total 5300 (Shared Cost Pool)	528.79			
5400 (Unrestricted Expense)				
5401 Citrus County	1,275.61			
5402 Dixie County	371.62			
5403 Gilchrist County	30.49			
5404 Levy County	24.84			
5405 Sumter County	116.82			

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
5409 Merchant Services	326.34			
5400 (Unrestricted Expense) - Other	2,092.02			
Total 5400 (Unrestricted Expense)	4,237.74			
5700 Reconciliation Discrep.	-1.02			
5800 Prior Year Refunds	96.00			
5900 Prior Year Expense	13,736.46			
6000 Prior Year Accrued Expense	-715.91			
Total Expense	8,336,191.94	13,553,339.00	-5,217,147.06	61.51%
Net Income	8,675.90	-481,231.00	489,906.90	-1.8%

Early Learning Coalition of the Nature Coast
 Budget vs. Actual by Class Report FY2009-2010
 July 2009 – December 2009

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
10 Quality Initiatives				
10-001 Citrus County				
10-001-01-1400 Assess Product	-78.00	-1,500.00	1,422.00	5.2%
10-001-02-1400 Inclusion	0.00	0.00	0.00	0.0%
10-001-03-1400 Literacy	-183.95	-184.00	0.05	99.97%
10-001-05-1400 Mini Grants	-3,077.00	-4,007.00	930.00	76.79%
10-001-06-1400 Prof Development	-5,001.97	-6,046.00	1,044.03	82.73%
10-001-07-1400 Prov Recruitment	0.00	0.00	0.00	0.0%
10-001-08-1400 Quality Resource	-732.91	-733.00	0.09	99.99%
10-001-09-1400 Resource Room	-201.36	-202.00	0.64	99.68%
10-001-10-1400 TIPS	-4,146.00	-5,795.00	1,649.00	71.54%
10-001-11-1400 Train/Conf.	-77.00	-77.00	0.00	100.0%
Total 10-001 Citrus County	-13,498.19	-18,544.00	5,045.81	72.79%
10-002 Dixie County				
10-002-01-1600 Assess Product	0.00	-350.00	350.00	0.0%
10-002-02-1600 Inclusion	0.00	-500.00	500.00	0.0%
10-002-03-1600 Literacy	0.00	0.00	0.00	0.0%
10-002-06-1600 Prof Development	-40.00	-280.00	240.00	14.29%
10-002-07-1600 Prov Recruitment	-3,000.00	-3,000.00	0.00	100.0%
10-002-08-1600 Quality Resource	0.00	0.00	0.00	0.0%
10-002-09-1600 Resource Room	-89.42	-90.00	0.58	99.36%
10-002-10-1600 TIPS	-342.00	-342.00	0.00	100.0%
10-002-11-1600 Train/Conf.	-174.39	-175.00	0.61	99.65%
Total 10-002 Dixie County	-3,645.81	-4,737.00	1,091.19	76.97%
10-003 Gilchrist County				
10-003-01-1600 Assess Product	0.00	-500.00	500.00	0.0%
10-003-02-1600 Inclusion	0.00	-1,000.00	1,000.00	0.0%
10-003-03-1600 Literacy	0.00	-500.00	500.00	0.0%
10-003-05-1600 Mini Grants	-850.00	-850.00	0.00	100.0%
10-003-06-1600 Prof Development	-1,219.50	-1,420.00	200.50	85.88%
10-003-08-1600 Quality Resource	0.00	0.00	0.00	0.0%
10-003-09-1600 Resource Room	-78.57	-79.00	0.43	99.46%
10-003-10-1600 TIPS	-4,079.00	-4,921.00	842.00	82.89%
10-003-11-1600 Train/Conf.	-174.39	-500.00	325.61	34.88%
Total 10-003 Gilchrist County	-6,401.46	-9,770.00	3,368.54	65.52%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
10-004 Levy County				
10-004-01-1600 Assess Product	0.00	-700.00	700.00	0.0%
10-004-02-1600 Inclusion	0.00	0.00	0.00	0.0%
10-004-03-1600 Literacy	0.00	-300.00	300.00	0.0%
10-004-05-1600 Mini Grants	-1,380.00	-3,000.00	1,620.00	46.0%
10-004-06-1600 Prof Development	-3,781.50	-5,000.00	1,218.50	75.63%
10-004-07-1600 Prov Recruitment	0.00	0.00	0.00	0.0%
10-004-08-1600 Quality Resource	0.00	0.00	0.00	0.0%
10-004-09-1600 Resource Room	-78.56	-250.00	171.44	31.42%
10-004-10-1600 TIPS	-2,344.00	-2,944.00	600.00	79.62%
10-004-11-1600 Train/Conf.	-174.39	-250.00	75.61	69.76%
Total 10-004 Levy County	-7,758.45	-12,444.00	4,685.55	62.35%
10-005 Sumter County				
10-005-01-1700 Assess Product	0.00	-1,425.00	1,425.00	0.0%
10-005-02-1700 Inclusion	0.00	0.00	0.00	0.0%
10-005-03-1700 Literacy	-144.95	-195.00	50.05	74.33%
10-005-05-1700 Mini Grants	-368.00	-368.00	0.00	100.0%
10-005-06-1700 Prof Development	-1,068.00	-2,750.00	1,682.00	38.84%
10-005-07-1700 Prov Recruitment	0.00	0.00	0.00	0.0%
10-005-08-1700 Quality Resource	-357.15	-358.00	0.85	99.76%
10-005-09-1700 Resource Room	-826.95	-300.00	-526.95	275.65%
10-005-10-1700 TIPS	-198.00	-698.00	500.00	28.37%
10-005-11-1700 Train/Conf.	-235.68	-183.00	-52.68	128.79%
Total 10-005 Sumter County	-3,198.73	-6,277.00	3,078.27	50.96%
Total 10 Quality Initiatives	-34,502.64	-51,772.00	17,269.36	66.64%
20 Coalition Operating				
20-100 Advertising				
20-100-101 Advertise General				
20-100-101-1000	-622.40	-4,000.00	3,377.60	15.56%
20-100-101-1100	-704.48	-2,000.00	1,295.52	35.22%
20-100-101-1500	-1,114.00	-1,200.00	86.00	92.83%
20-100-101 Advertise General - Other	0.00			
Total 20-100-101 Advertise General	-2,440.88	-7,200.00	4,759.12	33.9%
20-100-102-1000 Legal Notice	-873.75	-3,000.00	2,126.25	29.13%
20-100-103-1600 VPK Out Reach	0.00	-5,824.00	5,824.00	0.0%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
Total 20-100 Advertising	-3,314.63	-16,024.00	12,709.37	20.69%
20-200 Employee Costs				
20-200-201 Benefit Bank				
20-200-201-1000	-2,442.88	-8,040.00	5,597.12	30.38%
20-200-201-1100	-3,756.04	-12,080.00	8,323.96	31.09%
20-200-201-1200	-2,597.05	-11,060.00	8,462.95	23.48%
20-200-201-1300	-4,875.08	-16,080.00	11,204.92	30.32%
20-200-201-1400	-5,987.26	-19,900.00	13,912.74	30.09%
20-200-201-1500	-8,420.34	-31,960.00	23,539.66	26.35%
20-200-201-1600	-9,785.89	-34,880.00	25,094.11	28.06%
20-200-201-1700	-6,527.67	-22,020.00	15,492.33	29.64%
Total 20-200-201 Benefit Bank	-44,392.21	-156,020.00	111,627.79	28.45%
20-200-202-1100 Pre Employ.	-1,197.00	-1,000.00	-197.00	119.7%
20-200-203 Retirement				
20-200-203-1000	-3,483.89	-12,622.00	9,138.11	27.6%
20-200-203-1100	-4,463.21	-15,273.00	10,809.79	29.22%
20-200-203-1200	-1,631.45	-9,879.00	8,247.55	16.51%
20-200-203-1300	-3,816.30	-14,258.00	10,441.70	26.77%
20-200-203-1400	-4,679.74	-19,727.00	15,047.26	23.72%
20-200-203-1500	-4,988.23	-23,936.00	18,947.77	20.84%
20-200-203-1600	-7,234.25	-30,096.00	22,861.75	24.04%
20-200-203-1700	-4,156.62	-17,817.00	13,660.38	23.33%
Total 20-200-203 Retirement	-34,453.69	-143,608.00	109,154.31	23.99%
20-200-204 Salaries				
20-200-204-1000	-65,638.05	-188,850.00	123,211.95	34.76%
20-200-204-1100	-83,514.72	-140,182.00	56,667.28	59.58%
20-200-204-1200	-49,684.50	-99,965.00	50,280.50	49.7%
20-200-204-1300	-74,897.51	-135,469.00	60,571.49	55.29%
20-200-204-1400	-114,694.19	-186,327.00	71,632.81	61.56%
20-200-204-1500	-95,403.77	-218,577.00	123,173.23	43.65%
20-200-204-1600	-152,071.53	-286,596.00	134,524.47	53.06%
20-200-204-1700	-97,558.29	-184,180.00	86,621.71	52.97%
20-200-204 Salaries - Other	0.00			
Total 20-200-204 Salaries	-733,462.56	-1,440,146.00	706,683.44	50.93%
20-200-205-1100 Workers Comp	-13,307.96	-14,050.00	742.04	94.72%
Total 20-200 Employee Costs	-826,813.42	-1,754,824.00	928,010.58	47.12%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
20-300 Emp. Training/Resources				
20-300-301 Conferences				
20-300-301-1000	-80.00	-2,000.00	1,920.00	4.0%
20-300-301-1100	-321.00	-2,000.00	1,679.00	16.05%
20-300-301-1200	0.00	-1,000.00	1,000.00	0.0%
20-300-301-1300	0.00	-1,000.00	1,000.00	0.0%
20-300-301-1400	-204.00	-1,000.00	796.00	20.4%
20-300-301-1500	-275.00	-2,000.00	1,725.00	13.75%
20-300-301-1600	-50.00	-1,000.00	950.00	5.0%
20-300-301-1700	-318.00	-1,000.00	682.00	31.8%
20-300-301 Conferences - Other	0.00			
Total 20-300-301 Conferences	-1,248.00	-11,000.00	9,752.00	11.35%
20-300-302 Emp. Certifications				
20-300-302-1400	-50.00			
Total 20-300-302 Emp. Certifications	-50.00			
20-300-303 Subscriptions				
20-300-303-1000	-136.61	-200.00	63.39	68.31%
20-300-303-1100	-289.25	-1,000.00	710.75	28.93%
20-300-303 Subscriptions - Other	0.00			
Total 20-300-303 Subscriptions	-425.86	-1,200.00	774.14	35.49%
Total 20-300 Emp. Training/Resources	-1,723.86	-12,200.00	10,476.14	14.13%
20-400 Property/Inventory				
20-400-401-1100 Computers	-4,938.92	-5,000.00	61.08	98.78%
20-400-402-1100 EFS	0.00	-7,750.00	7,750.00	0.0%
20-400-403-1100 Maintenance	-10,778.42	-18,000.00	7,221.58	59.88%
20-400-404-1100 Non-Fixed Asset	-9,841.07	-5,000.00	-4,841.07	196.82%
20-400-405-1100 Fixed Assets	-21.59			
20-400-406-1100 Software	-1,416.09	-5,000.00	3,583.91	28.32%
20-400-407-1100 Electronic Equi	-6,594.86	-8,000.00	1,405.14	82.44%
Total 20-400 Property/Inventory	-33,590.95	-48,750.00	15,159.05	68.91%
20-500 Occupancy				
20-500-501 Cell Phones				
20-500-501-01-1100	-3,749.82	-9,900.00	6,150.18	37.88%
20-500-501-02-1100	-815.39	-3,500.00	2,684.61	23.3%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
20-500-501-03-1100	-1,264.42	-3,100.00	1,835.58	40.79%
20-500-501 Cell Phones - Other	0.00			
Total 20-500-501 Cell Phones	-5,829.63	-16,500.00	10,670.37	35.33%
20-500-502 Electricity				
20-500-502-01-1100	-5,743.51	-16,922.00	11,178.49	33.94%
20-500-502-02-1100	-2,841.97	-6,000.00	3,158.03	47.37%
20-500-502-03-1100	-1,392.27	-4,000.00	2,607.73	34.81%
20-500-502 Electricity - Other	0.00			
Total 20-500-502 Electricity	-9,977.75	-26,922.00	16,944.25	37.06%
20-500-503 Facility Maintenance				
20-500-503-01-1100	-10,497.92	-12,000.00	1,502.08	87.48%
20-500-503-02-1100	-1,740.44	-6,000.00	4,259.56	29.01%
20-500-503-03-1100	-4,364.90	-9,000.00	4,635.10	48.5%
20-500-503 Facility Maintenance - Other	0.00			
Total 20-500-503 Facility Maintenance	-16,603.26	-27,000.00	10,396.74	61.49%
20-500-504 Internet				
20-500-504-01-1100	-5,713.88	-12,216.00	6,502.12	46.77%
20-500-504-02-1100	-7,744.37	-16,308.00	8,563.63	47.49%
20-500-504-03-1100	-5,614.52	-11,216.00	5,601.48	50.06%
20-500-504 Internet - Other	0.00			
Total 20-500-504 Internet	-19,072.77	-39,740.00	20,667.23	47.99%
20-500-505 Lease				
20-500-505-01-1100	-30,719.85	-53,620.00	22,900.15	57.29%
20-500-505-02-1100	-21,342.85	-38,179.00	16,836.15	55.9%
20-500-505-03-1100	-6,750.00	-17,363.00	10,613.00	38.88%
20-500-505 Lease - Other	0.00			
Total 20-500-505 Lease	-58,812.70	-109,162.00	50,349.30	53.88%
20-500-506 Liability Insurance				
20-500-506-01-1100	-1,958.72	-2,895.00	936.28	67.66%
20-500-506-02-1100	-617.70	-574.00	-43.70	107.61%
20-500-506-03-1100	-182.37	-465.00	282.63	39.22%
20-500-506 Liability Insurance - Other	0.00			
Total 20-500-506 Liability Insurance	-2,758.79	-3,934.00	1,175.21	70.13%
20-500-507 Office Phones				

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
20-500-507-01-1100	-3,173.93	-8,100.00	4,926.07	39.18%
20-500-507-02-1100	-2,308.52	-4,300.00	1,991.48	53.69%
20-500-507-03-1100	-2,683.71	-7,300.00	4,616.29	36.76%
20-500-507 Office Phones - Other	0.00			
Total 20-500-507 Office Phones	-8,166.16	-19,700.00	11,533.84	41.45%
20-500-508 Waste				
20-500-508-01-1100	-729.48	-1,800.00	1,070.52	40.53%
20-500-508-02-1100	-249.12	-300.00	50.88	83.04%
20-500-508-03-1100	-329.42	-600.00	270.58	54.9%
20-500-508 Waste - Other	0.00			
Total 20-500-508 Waste	-1,308.02	-2,700.00	1,391.98	48.45%
20-500-509 Water				
20-500-509-01-1100	-421.20	-2,400.00	1,978.80	17.55%
20-500-509-02-1100	-159.10	-700.00	540.90	22.73%
20-500-509-03-1100	-63.47	-720.00	656.53	8.82%
20-500-509 Water - Other	0.00			
Total 20-500-509 Water	-643.77	-3,820.00	3,176.23	16.85%
20-500-510 Storage				
20-500-510-01-1100	-96.56	-1,335.00	1,238.44	7.23%
20-500-510 Storage - Other	0.00			
Total 20-500-510 Storage	-96.56	-1,335.00	1,238.44	7.23%
20-500-511 Sewer				
20-500-511-01-1100	-1,092.26	-2,900.00	1,807.74	37.66%
20-500-511-02-1100	-273.65	-900.00	626.35	30.41%
20-500-511-03-1100	-91.56	-900.00	808.44	10.17%
20-500-511 Sewer - Other	0.00			
Total 20-500-511 Sewer	-1,457.47	-4,700.00	3,242.53	31.01%
Total 20-500 Occupancy	-124,726.88	-255,513.00	130,786.12	48.81%
20-600 Office Supplies				
20-600-602 General Office Supp				
20-600-602-1000	-4,326.11	-6,000.00	1,673.89	72.1%
20-600-602-1100	-3,563.86	-5,000.00	1,436.14	71.28%
20-600-602-1200	-10,291.92	-13,500.00	3,208.08	76.24%
20-600-602-1300	-1,198.18	-1,300.00	101.82	92.17%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
20-600-602-1400	-823.69	-2,400.00	1,576.31	34.32%
20-600-602-1500	-4,833.16	-4,200.00	-633.16	115.08%
20-600-602-1600	-3,359.10	-3,900.00	540.90	86.13%
20-600-602-1700	-2,156.06	-2,900.00	743.94	74.35%
20-600-602 General Office Supp - Other	0.00			
Total 20-600-602 General Office Supp	-30,552.08	-39,200.00	8,647.92	77.94%
20-600-603 Postage				
20-600-603-1000	-53.46	-500.00	446.54	10.69%
20-600-603-1100	-144.83	-2,500.00	2,355.17	5.79%
20-600-603-1200	-4,309.81	-2,500.00	-1,809.81	172.39%
20-600-603-1300	-289.70	-1,800.00	1,510.30	16.09%
20-600-603-1400	-33.56	-1,300.00	1,266.44	2.58%
20-600-603-1500	-464.62	-1,800.00	1,335.38	25.81%
20-600-603-1600	-1,116.18	-1,800.00	683.82	62.01%
20-600-603-1700	-812.10	-1,800.00	987.90	45.12%
20-600-603 Postage - Other	0.00			
Total 20-600-603 Postage	-7,224.26	-14,000.00	6,775.74	51.6%
Total 20-600 Office Supplies	-37,776.34	-53,200.00	15,423.66	71.01%
20-700- Professional Services				
20-700-701-1200 ACH Fees	-539.63	-500.00	-39.63	107.93%
20-700-702-1200 Audit	-8,200.00	-15,800.00	7,600.00	51.9%
20-700-703-1200 Bank Fees	3,712.29			
20-700-704-1000 Board Insurance	-352.20	-3,100.00	2,747.80	11.36%
20-700-706-1100 IT Contract	-34,394.60	-61,425.00	27,030.40	55.99%
20-700-707-1000 Legal Counsel	-262.50	-5,000.00	4,737.50	5.25%
20-700-708 Printing				
20-700-708-1000	0.00	-1,000.00	1,000.00	0.0%
20-700-708-1100	0.00	-1,000.00	1,000.00	0.0%
20-700-708-1200	0.00	-1,000.00	1,000.00	0.0%
20-700-708-1300	0.00	-1,000.00	1,000.00	0.0%
20-700-708-1400	-78.00	-1,000.00	922.00	7.8%
20-700-708-1500	-242.00	-1,000.00	758.00	24.2%
20-700-708-1600	-73.00	-1,000.00	927.00	7.3%
20-700-708-1700	-112.00	-1,000.00	888.00	11.2%
20-700-708 Printing - Other	0.00			
Total 20-700-708 Printing	-505.00	-8,000.00	7,495.00	6.31%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
20-700-709 Prof. Services Other				
20-700-709-1700	0.00			
Total 20-700-709 Prof. Services Other	0.00			
Total 20-700- Professional Services	-40,541.64	-93,825.00	53,283.36	43.21%
20-800 Travel				
20-800-801 Travel Board Member				
20-800-801-1000	-992.72	-3,000.00	2,007.28	33.09%
20-800-801 Travel Board Member - Other	0.00			
Total 20-800-801 Travel Board Member	-992.72	-3,000.00	2,007.28	33.09%
20-800-802 Local Travel				
20-800-802-1000	-424.34	-4,000.00	3,575.66	10.61%
20-800-802-1100	-4,648.85	-7,000.00	2,351.15	66.41%
20-800-802-1200	-448.62	-2,000.00	1,551.38	22.43%
20-800-802-1300	-1,014.56	-4,000.00	2,985.44	25.36%
20-800-802-1400	-2,916.70	-7,000.00	4,083.30	41.67%
20-800-802-1500	-201.49	-1,500.00	1,298.51	13.43%
20-800-802-1600	-5,047.94	-7,000.00	1,952.06	72.11%
20-800-802-1700	-4,354.92	-5,000.00	645.08	87.1%
20-800-802 Local Travel - Other	0.00			
Total 20-800-802 Local Travel	-19,057.42	-37,500.00	18,442.58	50.82%
20-800-803 Out of Area				
20-800-803-1000	-1,267.74	-5,000.00	3,732.26	25.36%
20-800-803-1100	-681.39	-3,000.00	2,318.61	22.71%
20-800-803-1200	0.00	-1,000.00	1,000.00	0.0%
20-800-803-1300	0.00	-1,000.00	1,000.00	0.0%
20-800-803-1400	-619.29	-3,000.00	2,380.71	20.64%
20-800-803-1500	-324.05	-2,000.00	1,675.95	16.2%
20-800-803-1600	0.00	-3,000.00	3,000.00	0.0%
20-800-803-1700	-681.56	-3,000.00	2,318.44	22.72%
20-800-803 Out of Area - Other	0.00			
Total 20-800-803 Out of Area	-3,574.03	-21,000.00	17,425.97	17.02%
Total 20-800 Travel	-23,624.17	-61,500.00	37,875.83	38.41%
Total 20 Coalition Operating	-1,092,111.89	-2,295,836.00	1,203,724.11	47.57%

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
30 Provider Payments				
30-900-901 SR Reimbursement				
30-900-901-1500	-1,383,948.07	-2,539,570.00	1,155,621.93	54.5%
30-900-901-1600	-1,233,081.78	-2,004,576.00	771,494.22	61.51%
30-900-901-1700	-979,430.65	-1,564,269.00	584,838.35	62.61%
30-900-901 SR Reimbursement - Other	136.00			
Total 30-900-901 SR Reimbursement	-3,596,324.50	-6,108,415.00	2,512,090.50	58.88%
30-900-902 VPK Prepayments				
30-900-902-1500	-2,189.69			
30-900-902-1600	-10,108.80			
30-900-902-1700	29,134.91			
30-900-902 VPK Prepayments - Other	0.00			
Total 30-900-902 VPK Prepayments	16,836.42			
30-900-903 VPK Reimbursement				
30-900-903-1500	-705,020.80	-1,258,284.00	553,263.20	56.03%
30-900-903-1600	-372,495.78	-751,006.00	378,510.22	49.6%
30-900-903-1700	-433,290.30	-858,311.00	425,020.70	50.48%
30-900-903 VPK Reimbursement - Other	0.00			
Total 30-900-903 VPK Reimbursement	-1,510,806.88	-2,867,601.00	1,356,794.12	52.69%
30-900-904 SR ARRA				
30-900-904-1500	-140,373.01	-274,152.00	133,778.99	51.2%
30-900-904-1600	-137,577.94	-296,379.00	158,801.06	46.42%
30-900-904-1700	-111,117.81	-170,418.00	59,300.19	65.2%
Total 30-900-904 SR ARRA	-389,068.76	-740,949.00	351,880.24	52.51%
30-900-905 VPK ARRA				
30-900-905-1500	-168,897.96	-442,100.00	273,202.04	38.2%
30-900-905-1600	-112,368.87	-263,866.00	151,497.13	42.59%
30-900-905-1700	-97,747.25	-301,569.00	203,821.75	32.41%
Total 30-900-905 VPK ARRA	-379,014.08	-1,007,535.00	628,520.92	37.62%
Total 30 Provider Payments	-5,858,377.80	-10,724,500.00	4,866,122.20	54.63%
40 Unrestricted				
40-01 Citrus	-1,275.61			
40-02 Dixie	-371.62			

	Jul - Dec 09	Budget	\$ Over Budget	% of Budget
40-03 Gilchrist	-30.49			
40-04 Levy	-24.84			
40-05 Sumter	-116.82			
40 Unrestricted - Other	-1,103.00			
Total 40 Unrestricted	-2,922.38			
50 Prior Year Expense	-13,832.46			
Unclassified	7,010,423.07	0.00	7,010,423.07	100.0%
TOTAL	8,675.90	-13,072,108.00	13,080,783.90	-0.07%

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

Suncoast Business Masters 6th Annual Silent Action:

The Suncoast Business Masters 6th Annual Silent Auction was held in November 2009. The event raised \$10,000 which was donated to the ELCNC. The donation will draw down approximately \$156,600 in federal funding for a total of \$166,600. It is estimated that 66 children will continue to receive School Readiness Services as a result of the donation.

Thank you letters were mailed to all individuals and business that donated items for the auction and individuals that attended the auction

Match Report:

ELCNC staff is currently or has implementing the following match recruitment activities:

1. Lettering writing campaign
2. Grant writing (United Way of Lake and Sumter Counties)
3. ELCNC sponsored drawings
4. Sponsor a Child
5. Civic Groups and Business Presentations
6. Participation in community sponsored fund raising events

As a result of activities implemented to date the following match has been received:

County	Projected Match	Match Received	Variance
Citrus County	\$81,252	\$47,549	\$33,703
Sumter County	\$55,007	\$5,000	\$50,007
Total	\$136,259	\$52,549	\$83,710

Based on current match receivables and the projected match target amount, it does not appear that the ELCNC will meet its match requirement for FY 2009-2010 for Citrus and Sumter Counties. As a result, the ELCNC has requested a hold harmless from the Agency for Workforce Innovation. In the event the ELCNC is not granted the hold harmless, the ELCNC will be forced to terminate School Readiness Services for children enrolled in Billing Group 8 (children from working poor families). Additional updates will be provided throughout the fiscal year.

Gold Seal Report:

Last fiscal year the ELCNC was informed that Gold Seal expenditures which are increased reimbursement rates paid to providers achieving accreditation, are not included in the Coalition's direct service spending percentage. Consequently, the ELCNC established a maximum Gold Seal budget for the purpose of ensuring that 70% of the ELCNC's School Readiness budget was assigned to direct services line items.

Based on the actual Gold Seal expenditures to date and the projected Gold Seal expenditures for the remaining months of the fiscal year it appears that Gold Seal rates may be terminated in March 2010.

	Total Gold Seal Budget:	
		\$ 499,250
<u>Month</u>	<u>Total Gold Seal Expenditures</u>	<u>Remaining Budget</u>
July 2009	\$68,776.25	\$430,474
August 2009	\$57,759.92	\$372,714
September 2009	\$55,963.76	\$316,750
October 2009	\$53,757.70	\$262,992
November 2009	\$50,905.62	\$212,087
December 2009	\$52,312.13	\$159,775
January 2010	\$52,312.13	\$107,462
February 2010	\$52,312.13	\$55,150
March 2010	\$52,312.13	\$2,838
April 2010	\$52,312.13	(\$49,474)
May 2010	\$52,312.13	(\$101,786)
June 2010	\$52,312.13	(\$154,098)

Number of Providers on the Gold Seal Waitlist:

1	Citrus	All About Kids
0	Dixie	
0	Gilchrist	
0	Levy	
0	Sumter	

Utilization:

The Administrative Committee noted a potential deficit in direct services at the beginning of the fiscal year. The projected deficit is a result of many factors some of which include the following:

1. A \$1.13 provider rate increase that was approved on May 18, 2009. The increase was approved based on current enrollment, a projected surplus for FY2008-2009, and a projected increase in revenue for FY2009-2010 as a result of stimulus funds. Following the approval, a decrease in School Readiness funds was realized as well as an increase in enrollment that ranged from 244 additional enrollments to 501 additional enrollments on a monthly basis.
2. A reduction in parent fees was approved on May 6, 2009. The Coalition anticipated a \$123,000 increase in expenses as a result of the reduction.

As a result of the deficit the Administrative Committee recommended aggressive strategies designed to balance the direct services budget by the close of fiscal year 2009-2010. Although the true impacts of the strategies will not be realized until the close of January 2010 significant impacts were realized in December 2009. As a result the deficit was reduced from \$842,000 to \$562,303.

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

Budget Amount: **\$6,849,364.00**

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	\$32,641.83	2,217	14.72	23	\$603,583.80	\$750,762.16	124.38%	-\$147,178.36	\$603,583.80	\$750,762.16	124.38%	-\$147,178.36	Actual
August	\$31,438.64	2,171	14.48	21	\$551,098.25	\$660,211.37	119.80%	-\$109,113.12	\$1,154,682.05	\$1,410,973.53	122.20%	-\$256,291.48	Actual
September	\$28,752.97	1,960	14.67	22	\$577,341.03	\$632,565.39	109.57%	-\$55,224.36	\$1,732,023.08	\$2,043,538.92	117.99%	-\$311,515.84	Actual
October	\$29,498.71	1,961	15.04	22	\$577,341.03	\$630,321.04	109.18%	-\$52,980.01	\$2,309,364.11	\$2,673,859.96	115.78%	-\$364,495.85	Actual
November	\$28,136.30	1,928	14.59	21	\$551,098.25	\$590,862.28	107.22%	-\$39,764.03	\$2,860,462.36	\$3,264,722.24	114.13%	-\$404,259.88	Actual
December	\$27,283.26	1,896	14.39	23	\$603,583.80	\$627,514.92	103.96%	-\$23,931.12	\$3,464,046.16	\$3,892,237.16	112.36%	-\$428,191.00	Actual
January	\$27,282.40	1,896	14.39	21	\$551,098.25	\$572,930.40	103.96%	-\$21,832.15	\$4,015,144.41	\$4,465,167.56	111.21%	-\$450,023.15	Forecast
February	\$27,282.40	1,896	14.39	20	\$524,855.48	\$545,648.00	103.96%	-\$20,792.52	\$4,539,999.89	\$5,010,815.56	110.37%	-\$470,815.67	Forecast
March	\$27,282.40	1,896	14.39	23	\$603,583.80	\$627,495.20	103.96%	-\$23,911.40	\$5,143,583.69	\$5,638,310.76	109.62%	-\$494,727.07	Forecast
April	\$27,282.40	1,896	14.39	22	\$577,341.03	\$600,212.80	103.96%	-\$22,871.77	\$5,720,924.72	\$6,238,523.56	109.05%	-\$517,598.84	Forecast
May	\$27,282.40	1,896	14.39	21	\$551,098.25	\$572,930.40	103.96%	-\$21,832.15	\$6,272,022.97	\$6,811,453.96	108.60%	-\$539,430.99	Forecast
June	\$27,282.40	1,896	14.39	22	\$577,341.03	\$600,212.80	103.96%	-\$22,871.77	\$6,849,364.00	\$7,411,666.76	108.21%	-\$562,302.76	Forecast
Total				261	\$6,849,364.00	\$7,411,666.76	108.21%						

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

Budget Amount: \$2,813,722.00

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	\$12,249.25	920	\$13.31	23	\$247,952.51	\$281,732.68	113.62%	-\$33,780.17	\$247,952.51	\$281,732.68	113.62%	-\$33,780.17	Actual
August	\$11,996.41	900	\$13.33	21	\$226,391.43	\$251,924.67	111.28%	-\$25,533.24	\$474,343.94	\$533,657.35	112.50%	-\$59,313.41	Actual
September	\$10,813.09	774	\$13.97	22	\$237,171.97	\$237,887.89	100.30%	-\$715.92	\$711,515.91	\$771,545.24	108.44%	-\$60,029.33	Actual
October	\$10,848.10	784	\$13.84	22	\$237,171.97	\$238,658.25	100.63%	-\$1,486.28	\$948,687.88	\$1,010,203.49	106.48%	-\$61,515.61	Actual
November	\$10,820.25	790	\$13.70	21	\$226,391.43	\$227,225.27	100.37%	-\$833.84	\$1,175,079.30	\$1,237,428.76	105.31%	-\$62,349.46	Actual
December	\$10,336.43	774	\$13.35	23	\$247,952.51	\$237,737.91	95.88%	\$10,214.60	\$1,423,031.82	\$1,475,166.67	103.66%	-\$52,134.85	Actual
January	\$10,332.90	774	\$13.35	21	\$226,391.43	\$216,990.90	95.85%	\$9,400.53	\$1,649,423.24	\$1,692,157.57	102.59%	-\$42,734.33	Forecast
February	\$10,332.90	774	\$13.35	20	\$215,610.88	\$206,658.00	95.85%	\$8,952.88	\$1,865,034.12	\$1,898,815.57	101.81%	-\$33,781.45	Forecast
March	\$10,332.90	774	\$13.35	23	\$247,952.51	\$237,656.70	95.85%	\$10,295.81	\$2,112,986.64	\$2,136,472.27	101.11%	-\$23,485.63	Forecast
April	\$10,332.90	774	\$13.35	22	\$237,171.97	\$227,323.80	95.85%	\$9,848.17	\$2,350,158.61	\$2,363,796.07	100.58%	-\$13,637.46	Forecast
May	\$10,332.90	774	\$13.35	21	\$226,391.43	\$216,990.90	95.85%	\$9,400.53	\$2,576,550.03	\$2,580,786.97	100.16%	-\$4,236.94	Forecast
June	\$10,332.90	774	\$13.35	22	\$237,171.97	\$227,323.80	95.85%	\$9,848.17	\$2,813,722.00	\$2,808,110.77	99.80%	\$5,611.23	Forecast
Total				261	\$2,813,722.00	\$2,808,110.77	99.80%						

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

Budget Amount: \$199,339.00

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	\$893.72	69	\$12.95	23	\$17,633.83	\$20,555.57	116.57%	-\$2,921.74	\$17,633.83	\$20,555.57	116.57%	-\$2,921.74	Actual
August	\$1,026.34	72	\$12.12	21	\$16,100.46	\$21,553.07	133.87%	-\$5,452.61	\$33,734.29	\$42,108.64	124.82%	-\$8,374.35	Actual
September	\$976.33	75	\$13.02	22	\$16,867.15	\$21,479.35	127.34%	-\$4,612.20	\$50,601.44	\$63,587.99	125.66%	-\$12,986.55	Actual
October	\$872.55	66	\$13.22	21	\$16,100.46	\$18,323.58	113.81%	-\$2,223.12	\$66,701.90	\$81,911.57	122.80%	-\$15,209.67	Actual
November	\$678.67	54	\$12.57	21	\$16,100.46	\$14,252.04	88.52%	\$1,848.42	\$82,802.35	\$96,163.61	116.14%	-\$13,361.26	Actual
December	\$735.05	60	\$12.25	23	\$17,633.83	\$16,906.16	95.87%	\$727.67	\$100,436.19	\$113,069.77	112.58%	-\$12,633.58	Actual
January	\$735.00	60	\$12.25	21	\$16,100.46	\$15,435.00	95.87%	\$665.46	\$116,536.65	\$128,504.77	110.27%	-\$11,968.12	Forecast
February	\$735.00	60	\$12.25	20	\$15,333.77	\$14,700.00	95.87%	\$633.77	\$131,870.42	\$143,204.77	108.60%	-\$11,334.35	Forecast
March	\$735.00	60	\$12.25	23	\$17,633.83	\$16,905.00	95.87%	\$728.83	\$149,504.25	\$160,109.77	107.09%	-\$10,605.52	Forecast
April	\$735.00	60	\$12.25	22	\$16,867.15	\$16,170.00	95.87%	\$697.15	\$166,371.40	\$176,279.77	105.96%	-\$9,908.37	Forecast
May	\$735.00	60	\$12.25	21	\$16,100.46	\$15,435.00	95.87%	\$665.46	\$182,471.85	\$191,714.77	105.07%	-\$9,242.92	Forecast
June	\$735.00	60	\$12.25	22	\$16,867.15	\$16,170.00	95.87%	\$697.15	\$199,339.00	\$207,884.77	104.29%	-\$8,545.77	Forecast
Total				260	\$199,339.00	\$207,884.77	104.29%						

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

Budget Amount: \$526,246.00

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	\$2,263.84	138	\$16.40	23	\$46,552.53	\$52,068.43	111.85%	-\$5,515.90	\$46,552.53	\$52,068.43	111.85%	-\$5,515.90	Actual
August	\$2,113.84	130	\$17.05	21	\$42,504.48	\$44,390.71	104.44%	-\$1,886.23	\$89,057.02	\$96,459.14	108.31%	-\$7,402.12	Actual
September	\$2,104.74	133	\$15.83	22	\$44,528.51	\$46,304.22	103.99%	-\$1,775.71	\$133,585.52	\$142,763.36	106.87%	-\$9,177.84	Actual
October	\$2,107.44	126	\$16.73	21	\$42,504.48	\$44,256.27	104.12%	-\$1,751.79	\$176,090.01	\$187,019.63	106.21%	-\$10,929.62	Actual
November	\$1,961.20	129	\$15.20	21	\$42,504.48	\$41,185.13	96.90%	\$1,319.35	\$218,594.49	\$228,204.76	104.40%	-\$9,610.27	Actual
December	\$2,007.86	120	\$16.73	23	\$46,552.53	\$46,180.83	99.20%	\$371.70	\$265,147.02	\$274,385.59	103.48%	-\$9,238.57	Actual
January	\$2,007.60	120	\$16.73	21	\$42,504.48	\$42,159.60	99.19%	\$344.88	\$307,651.51	\$316,545.19	102.89%	-\$8,893.68	Forecast
February	\$2,007.60	120	\$16.73	20	\$40,480.46	\$40,152.00	99.19%	\$328.46	\$348,131.97	\$356,697.19	102.46%	-\$8,565.22	Forecast
March	\$2,007.60	120	\$16.73	23	\$46,552.53	\$46,174.80	99.19%	\$377.73	\$394,684.50	\$402,871.99	102.07%	-\$8,187.49	Forecast
April	\$2,007.60	120	\$16.73	22	\$44,528.51	\$44,167.20	99.19%	\$361.31	\$439,213.01	\$447,039.19	101.78%	-\$7,826.18	Forecast
May	\$2,007.60	120	\$16.73	21	\$42,504.48	\$42,159.60	99.19%	\$344.88	\$481,717.49	\$489,198.79	101.55%	-\$7,481.30	Forecast
June	\$2,007.60	120	\$16.73	22	\$44,528.51	\$44,167.20	99.19%	\$361.31	\$526,246.00	\$533,365.99	101.35%	-\$7,119.99	Forecast
Total				260	\$526,246.00	\$533,365.99	101.35%						

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

Budget Amount: \$1,575,370.00

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	\$8,291.86	567	\$14.62	23	\$139,359.65	\$190,712.78	136.85%	-\$51,353.13	\$139,359.65	\$190,712.78	136.85%	-\$51,353.13	Actual
August	\$7,656.29	562	\$14.68	21	\$127,241.42	\$160,782.05	126.36%	-\$33,540.63	\$266,601.08	\$351,494.83	131.84%	-\$84,893.75	Actual
September	\$7,255.51	519	\$13.98	22	\$133,300.54	\$159,621.23	119.75%	-\$26,320.69	\$399,901.62	\$511,116.06	127.81%	-\$111,214.44	Actual
October	\$7,149.54	503	\$14.21	21	\$127,241.42	\$150,140.41	118.00%	-\$22,898.99	\$527,143.04	\$661,256.47	125.44%	-\$134,113.43	Actual
November	\$6,903.33	482	\$14.32	21	\$127,241.42	\$144,969.88	113.93%	-\$17,728.46	\$654,384.46	\$806,226.35	123.20%	-\$151,841.89	Actual
December	\$6,451.65	458	\$14.09	23	\$139,359.65	\$148,387.94	106.48%	-\$9,028.29	\$793,744.12	\$954,614.29	120.27%	-\$160,870.17	Actual
January	\$6,453.22	458	\$14.09	21	\$127,241.42	\$135,517.62	106.50%	-\$8,276.20	\$920,985.54	\$1,090,131.91	118.37%	-\$169,146.37	Forecast
February	\$6,453.22	458	\$14.09	20	\$121,182.31	\$129,064.40	106.50%	-\$7,882.09	\$1,042,167.85	\$1,219,196.31	116.99%	-\$177,028.46	Forecast
March	\$6,453.22	458	\$14.09	23	\$139,359.65	\$148,424.06	106.50%	-\$9,064.41	\$1,181,527.50	\$1,367,620.37	115.75%	-\$186,092.87	Forecast
April	\$6,453.22	458	\$14.09	22	\$133,300.54	\$141,970.84	106.50%	-\$8,670.30	\$1,314,828.04	\$1,509,591.21	114.81%	-\$194,763.17	Forecast
May	\$6,453.22	458	\$14.09	21	\$127,241.42	\$135,517.62	106.50%	-\$8,276.20	\$1,442,069.46	\$1,645,108.83	114.08%	-\$203,039.37	Forecast
June	\$6,453.22	458	\$14.09	22	\$133,300.54	\$141,970.84	106.50%	-\$8,670.30	\$1,575,370.00	\$1,787,079.67	113.44%	-\$211,709.67	Forecast
Total				260	\$1,575,370.00	\$1,787,079.67	113.44%						

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

Budget Amount: \$1,734,687.00

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	\$8,943.16	523	\$17.10	23	\$153,453.08	\$205,692.70	134.04%	-\$52,239.62	\$153,453.08	\$205,692.70	134.04%	-\$52,239.62	Actual
August	\$8,645.76	507	\$17.05	21	\$140,109.33	\$181,560.87	129.59%	-\$41,451.54	\$293,562.42	\$387,253.57	131.92%	-\$93,691.15	Actual
September	\$7,603.30	459	\$16.56	22	\$146,781.21	\$167,272.70	113.96%	-\$20,491.49	\$440,343.62	\$554,526.27	125.93%	-\$114,182.65	Actual
October	\$8,521.07	482	\$17.68	21	\$140,109.33	\$178,942.53	127.72%	-\$38,833.20	\$580,452.96	\$733,468.80	126.36%	-\$153,015.84	Actual
November	\$7,772.86	473	\$16.43	21	\$140,109.33	\$163,229.96	116.50%	-\$23,120.63	\$720,562.29	\$896,698.76	124.44%	-\$176,136.47	Actual
December	\$7,752.26	484	\$16.02	23	\$153,453.08	\$178,302.08	116.19%	-\$24,849.00	\$874,015.37	\$1,075,000.84	123.00%	-\$200,985.47	Actual
January	\$7,753.68	484	\$16.02	21	\$140,109.33	\$162,827.28	116.21%	-\$22,717.95	\$1,014,124.71	\$1,237,828.12	122.06%	-\$223,703.41	Forecast
February	\$7,753.68	484	\$16.02	20	\$133,437.46	\$155,073.60	116.21%	-\$21,636.14	\$1,147,562.17	\$1,392,901.72	121.38%	-\$245,339.55	Forecast
March	\$7,753.68	484	\$16.02	23	\$153,453.08	\$178,334.64	116.21%	-\$24,881.56	\$1,301,015.25	\$1,571,236.36	120.77%	-\$270,221.11	Forecast
April	\$7,753.68	484	\$16.02	22	\$146,781.21	\$170,580.96	116.21%	-\$23,799.75	\$1,447,796.46	\$1,741,817.32	120.31%	-\$294,020.86	Forecast
May	\$7,753.68	484	\$16.02	21	\$140,109.33	\$162,827.28	116.21%	-\$22,717.95	\$1,587,905.79	\$1,904,644.60	119.95%	-\$316,738.81	Forecast
June	\$7,753.68	484	\$16.02	22	\$146,781.21	\$170,580.96	116.21%	-\$23,799.75	\$1,734,687.00	\$2,075,225.56	119.63%	-\$340,538.56	Forecast
Total				260	\$1,734,687.00	\$2,075,225.56	119.63%						

Waitlist:

As a result of the direct services deficit enrollment for children eligible for School Readiness Services under Billing Group 8 (children from working poor families) has been frozen since the beginning of the fiscal year. As a result, eligible children have been placed on the waiting list. The following report provides the number of children on the waiting list by County as of December 2009:

Dec-09	Infant	Toddler	Two	Three	Four	Five	School Age	Special Needs	Total
Citrus County	3	3	7	2	1	1	5	0	22
Dixie County	2	3	7	2	2	3	5	0	24
Gilchrist County	3	6	4	4	7	1	5	0	30
Levy County	8	6	8	5	6	2	16	0	51
Sumter County	0	2	1	1	4	0	12	0	20
Total	16	20	27	14	20	7	43	0	147



Early Learning Coalition of the Nature Coast

Serving Citrus-Dixie-Gilchrist-Levy-Sumter Counties

ACTION ITEM

Action Item # 2009-10-34

Date: January 27, 2010 Subject: Budget Amendment #5

Proposed Board Action

Adopt the attached Budget Amendment #5

Budget Considerations:

The purpose of the budget amendment is to reallocate portions of the Coalition Operating budget based on current expenses.

Background Information:

The Coalition's governance policy states that the Administrative Committee is responsible for the oversight of budget development, accurate tracking of expenditures, monitoring and accountability of funds, and to ensure adequate financial controls in coordination with appropriate staff. In addition, the Administrative Committee is responsible for direction and oversight regarding the overall financial management of the ELCNC. Functions of the Administrative Committee include the development and recommendation of budget amendments to the Board.

Points of Consideration:

The Administrative Committee reviews the Coalition's Early Learning Budget during every regularly scheduled meeting. Budget Amendment #5 is a result of the Committee's most recent review.

Effective Date:

January 27, 2010

Supporting Documentation: Budget Amendment # 5

Prepared by: Sonya Bosanko, Executive Director
Submitted by: Phil Bumgarner, Administrative Committee Chairman
Robert Wardlow III, Chairman

History of Action Item:

Committee or Council	Date of Meeting	Action
Administrative Committee	January 27, 2010	
Executive Committee	January 27, 2010	

**Early Learning Coalition of the Nature Coast
Budget Amendment #5**

	Budget	Amendment Amount	Amended Budget
10 Quality Initiatives			
10-001 Citrus County	18,544.00	0.00	18,544.00
10-002 Dixie County	4,737.00	0.00	4,737.00
10-003 Gilchrist County	9,770.00	0.00	9,770.00
10-004 Levy County	12,444.00	0.00	12,444.00
10-005 Sumter County	6,277.00	580.00	6,857.00
Total 10 Quality Initiatives	51,772.00	580.00	52,352.00
20 Coalition Operating			
20-100 Advertising			
20-100-101 Advertise General	7,200.00	0.00	7,200.00
20-100-102-1000 Legal Notice	3,000.00		3,000.00
20-100-103-1600 VPK Out Reach	5,824.00		5,824.00
Total 20-100 Advertising	16,024.00	0.00	16,024.00
20-200 Employee Costs			
20-200-201 Benefit Bank	156,020.00	0.00	156,020.00
20-200-202-1100 Pre Employ.	1,000.00	197.00	1,197.00
20-200-203 Retirement	143,608.00	0.00	143,608.00
20-200-204 Salaries	1,440,146.00	0.00	1,440,146.00
20-200-205-1100 Workers Comp	14,050.00	429.00	14,479.00
Total 20-200 Employee Costs	1,754,824.00	626.00	1,755,450.00
20-300 Emp. Training/Resources			
20-300-301 Conferences	11,000.00	-3,900.00	7,100.00
20-300-302 Emp. Certifications	0.00	50.00	
20-300-303 Subscriptions	1,200.00	-100.00	1,100.00
Total 20-300 Emp. Training/Resources	12,200.00	-3,950.00	8,250.00
20-400 Property/Inventory			
20-400-401-1100 Computers	5,000.00		5,000.00
20-400-402-1100 EFS	7,750.00		7,750.00
20-400-403-1100 Maintenance	18,000.00		18,000.00
20-400-404-1100 Non-Fixed Asset	5,000.00	5,000.00	10,000.00
20-400-405-1100 Fixed Assets			
20-400-406-1100 Software	5,000.00		5,000.00
20-400-407-1100 Electronic Equi	8,000.00		8,000.00
Total 20-400 Property/Inventory	48,750.00	5,000.00	53,750.00
20-500 Occupancy			
20-500-501 Cell Phones	16,500.00	0.00	16,500.00
20-500-502 Electricity	26,922.00	0.00	26,922.00
20-500-503 Facility Maintenance	27,000.00	0.00	27,000.00

	Budget	Amendment Amount	Amended Budget
20-500-504 Internet	39,740.00	0.00	39,740.00
20-500-505 Lease	109,162.00	0.00	109,162.00
20-500-506 Liability Insurance	3,934.00	44.00	3,978.00
20-500-507 Office Phones	19,700.00	0.00	19,700.00
20-500-508 Waste	2,700.00	0.00	2,700.00
20-500-509 Water	3,820.00	0.00	3,820.00
20-500-510 Storage	1,335.00	0.00	1,335.00
20-500-511 Sewer	4,700.00	0.00	4,700.00
Total 20-500 Occupancy	255,513.00	44.00	255,557.00
20-600 Office Supplies			
20-600-602 General Office Supp	39,200.00	3,000.00	42,200.00
20-600-603 Postage	14,000.00	3,400.00	17,400.00
Total 20-600 Office Supplies	53,200.00	6,400.00	59,600.00
20-700- Professional Services			
20-700-701-1200 ACH Fees	500.00	500.00	1,000.00
20-700-702-1200 Audit	15,800.00		15,800.00
20-700-703-1200 Bank Fees		500.00	
20-700-704-1000 Board Insurance	3,100.00		3,100.00
20-700-706-1100 IT Contract	61,425.00		61,425.00
20-700-707-1000 Legal Counsel	5,000.00		5,000.00
20-700-708 Printing	8,000.00	-3,900.00	4,100.00
Total 20-700- Professional Services	93,825.00	-2,900.00	90,925.00
20-800 Travel			
20-800-801 Travel Board Member	3,000.00	-500.00	2,500.00
20-800-802 Local Travel	37,500.00	5,700.00	43,200.00
20-800-803 Out of Area	21,000.00	-11,000.00	10,000.00
Total 20-800 Travel	61,500.00	-5,800.00	55,700.00
Total 40 Unallocated Expenditures	0.00	0.00	0.00
Total 20 Coalition Operating	2,295,836.00	-580.00	2,295,256.00
30 Provider Payments			
30-900-901 SR Reimbursement			
30-900-901-1500	2,539,570.00		2,539,570.00
30-900-901-1600	2,004,576.00		2,004,576.00
30-900-901-1700	1,564,269.00		1,564,269.00
Total 30-900-901 SR Reimbursement	6,108,415.00	0.00	6,108,415.00
30-900-903 VPK Reimbursement			
30-900-903-1500	1,258,284.00		1,258,284.00
30-900-903-1600	751,006.00		751,006.00
30-900-903-1700	858,311.00		858,311.00

	Budget	Amendment Amount	Amended Budget
Total 30-900-903 VPK Reimbursement	2,867,601.00	0.00	2,867,601.00
30-900-904 SR ARRA			
30-900-904-1500	274,152.00		274,152.00
30-900-904-1600	296,379.00		296,379.00
30-900-904-1700	170,418.00		170,418.00
Total 30-900-904 SR ARRA	740,949.00	0.00	740,949.00
30-900-905 VPK ARRA			
30-900-905-1500	442,100.00		442,100.00
30-900-905-1600	263,866.00		263,866.00
30-900-905-1700	301,569.00		301,569.00
Total 30-900-905 VPK ARRA	1,007,535.00		1,007,535.00
Total 30 Provider Payments	10,724,500.00	0.00	10,724,500.00
Total	13,072,108.00	0.00	13,072,108.00