



**Administrative Committee Meeting**

382 N. Suncoast Blvd  
Crystal River, FL 34429  
December 7, 2016  
9:30 AM

**AGENDA**

Conference Call # 1-800-444-2801  
Access Code: 8378634

- |             |                                                                                     |                         |
|-------------|-------------------------------------------------------------------------------------|-------------------------|
| <b>I</b>    | <b>Call to Order, Welcome and Introductions</b>                                     | <b>Rob Wardlow</b>      |
| <b>II</b>   | <b>Public Input</b>                                                                 |                         |
| <b>III</b>  | <b>Approval of Agenda</b>                                                           |                         |
| <b>IV</b>   | <b>Consent Agenda</b><br>Administrative Committee Minutes – October 5, 2016         | <b>2 Rob Wardlow</b>    |
| <b>V</b>    | <b>Treasurer’s Report</b><br>Budget vs. Actual Report – October 2016                | <b>4 JJ Kenney</b>      |
| <b>VI</b>   | <b>Executive Director’s Report</b>                                                  | <b>11 Sonya Bosanko</b> |
| <b>VII</b>  | <b>Action Items</b>                                                                 |                         |
| <b>VIII</b> | <b>New/Unfinished Business</b><br>Next Regular Meeting Date <b>February 1, 2017</b> |                         |
| <b>IX</b>   | <b>Public Input</b>                                                                 | <b>Rob Wardlow</b>      |

*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.*

**Administrative Committee Meeting  
Draft Minutes  
October 5, 2016**

**Members Present:**

Rob Wardlow                      Ryan Hausner                      JJ Kenney                      (Nina) Jeanie Davis

**Members Absent:**

Phil Scarpelli                      Sonya Warden

**Staff Present:**

Ingrid Ellis                      Desirae Rickman                      Sheri Ellis                      Sonya Bosanko                      Tonya Hiers                      Sandra Woodard

**Others Present:**

Holly Bussard                      Dana Moxley                      Scott Carnahan                      Gailen Spinka

**Others Present via phone:**

Vicky Pitts

**Call to Order, Welcome and Introductions**

Rob Wardlow called the meeting to order at 9:00 am.

**Public Input:**

None

**Approval of Agenda**

*JJ Kenney motioned to approve the agenda. Jeanie Davis seconded the motion. Motion carried unanimously.*

**Consent Agenda**

*JJ Kenney motioned to approve the consent agenda. Jeanie Davis seconded the motion. Motion carried unanimously.*

**Treasurer's Report**

Profit & Loss; Budget vs. Actual Report August 2016

Budget vs. Actual by Class Report August 2016

Mrs. Bosanko presented the Treasurer's Report to the committee beginning on page 5.

The financial reports provided are for the period of July 2016 through August 2016.

The School Readiness program is at an overall spending rate of 8.92%; Non Direct Services 11.15% and Direct Services 0.62%. At this point in the year, the Coalition should be approximately 17% expended.

The Voluntary Prekindergarten program is at an overall spending rate of 1.31%; Non Direct Services 7.68% and Direct Services 0.62%. At this point in the year, the Coalition should be approximately 17% expended.

The spending rate for the agency is at 6.09% with Non Direct Costs at 10.79% and Direct costs at 5.22%.

Mrs. Bosanko noted that Administrative costs are high, due to upfront costs related to the programs in operation and to changes with the reorganization of staff duties. She will monitor this in upcoming months.

Holly Bussard noted that it appears that there is underspending in Direct Services. Mrs. Rickman stated that 50 children from the wait list have received letters of invitation to enroll in the program. Mrs. Bussard asked how those slots are allocated to the counties. Mrs. Hiers noted that children are placed according to required priorities, in the order that they are placed on the wait list.

Mrs. Rickman noted that the ELCNC received an additional \$200,000 in funds, of which \$155,000 will be assigned to Direct Services. Mrs. Bosanko stated that more children will be placed to utilize all available Direct Service funds.

Mrs. Bosanko and Mr. Wardlow discussed the types of financial reports that are presented to the committee and the Board. Mr. Wardlow felt that too much detail is being provided. He felt that the Budget vs. Actual Report and the narrative report are the most beneficial to members. Mrs. Bussard stated that she finds the more detailed Class Accounts Report interesting and that she likes to see county by county spending. Mrs. Bosanko stated that this report can be provided to her by request, but that it will no longer be presented to the committee in accordance with Mr. Wardlow's direction.

Mrs. Bosanko and Mr. Wardlow also discussed the difficulties of completing Treasurer duties since Mr. Scarpelli has moved further away. Mr. Wardlow noted that he could request the Board to approve a temporary assignment of Treasurer duties to him, but stated that a new Treasurer must be appointed. He stated that he would be working with the new appointee to train him/her in the required duties.

### **Executive Director's Report**

Mrs. Bosanko presented the Executive Director's report to the committee.

The FY2016-2017 projected Match requirement for Citrus County is \$73,974.73. The total Match committed at this time is \$37,526.06. The current deficit is \$36,448.67. She noted that the annual Suncoast Business Masters auction is coming up in November, and it is hope that the event will raise \$38,000 - \$40,000.

The FY2016-2017 projected Match requirement for Sumter County is \$67,653.87. The total Match commitment at this time is \$6,885.98. The current deficit is \$60,767.89. Mrs. Woodard is working on fundraising in Sumter County.

The Gold Seal budget is at a projected deficit of \$28,327.

The current School Readiness enrollment in all five counties is 1,744. There were 302 children on the wait list as of the end of August.

The Nature Coast utilization report is showing a surplus of \$171,978.11 in School Readiness direct service dollars.

Discussion occurred regarding the number of Sumter County children on the wait list, as compared to the number in Citrus County. There appears to be an uneven balance of children across the counties. Mrs. Bosanko stated that Citrus County is the only area that requires parents to prove compliance with child support enforcement, which contributes to a lower number of families on the wait list.

Mrs. Bosanko disclosed that her daughter has accepted a position as an aide in a VPK classroom in the Citrus County School System, and that financial decisions related to the VPK program could indirectly benefit her daughter.

The Executive Director's Report was accepted.

### **New/Unfinished Business:**

None

Next Regular Meeting Date: December 7, 2016 at 9:30am.

### **Public Input:**

None

*JJ Kenney motioned to adjourn at 9:22 am. Ryan Hausner seconded the motion. Motion carried unanimously.*

**\*If additional detail regarding the discussion at the meeting is desired, a recording is available at the Coalition's main office.**

Minutes prepared by Ingrid Ellis

**Early Learning Coalition of the Nature Coast, Inc.**  
**Budget vs. Actual Report**  
**October 2016**

	<b>Jul - Oct 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
<b>1002 Cash Transfer</b>	0.00	0.00	0.00	0.0%
<b>4000 Contracts, Grants &amp; Other</b>				
<b>4000-01 State &amp; Federal Grants</b>				
<b>4000-01-01 SR Income</b>	3,157,017.13	2,635,652.00	521,365.13	119.78%
<b>4000-01-02 VPK Income</b>	1,733,629.00	1,405,700.00	327,929.00	123.33%
<b>4000-01-03 O&amp;A</b>	0.00	3,436.00	-3,436.00	0.0%
<b>4000-01-04 PFP Project Income</b>	0.00	150,364.00	-150,364.00	0.0%
<b>4000-01-05 University of Florid</b>	2,100.00	0.00	2,100.00	100.0%
<b>Total 4000-01 State &amp; Federal Grants</b>	4,892,746.13	4,195,152.00	697,594.13	116.63%
<b>4000-03 Match Income</b>				
<b>4000-03-01 United Way</b>				
<b>4000-03-01-01 Citrus County</b>	6,249.99	0.00	6,249.99	100.0%
<b>4000-03-01-02 NCF - Dixie</b>	8.04			
<b>4000-03-01-03 NCF - Gilchrist</b>	8.04			
<b>4000-03-01-04 NCF - Levy</b>	8.04			
<b>4000-03-01-05 Sumter County</b>	0.00	0.00	0.00	0.0%
<b>Total 4000-03-01 United Way</b>	6,274.11	0.00	6,274.11	100.0%
<b>Total 4000-03 Match Income</b>	6,274.11	0.00	6,274.11	100.0%
<b>4000-04 Gifts,Donations,Pledges</b>				
<b>4000-04-01 Match Income</b>				
<b>4000-04-01-01 Citrus County</b>	7,526.06	0.00	7,526.06	100.0%
<b>4000-04-01-05 Sumter County</b>	6,885.98	0.00	6,885.98	100.0%
<b>Total 4000-04-01 Match Income</b>	14,412.04	0.00	14,412.04	100.0%
<b>Total 4000-04 Gifts,Donations,Pledges</b>	14,412.04	0.00	14,412.04	100.0%
<b>4003 Outreach &amp; Awareness Grant</b>	0.00	0.00	0.00	0.0%
<b>Total 4000 Contracts, Grants &amp; Other</b>	4,913,432.28	4,195,152.00	718,280.28	117.12%
<b>4006 Interest Income</b>	32.54	0.00	32.54	100.0%
<b>4020 Other Miscellaneous Rev</b>				
<b>4040 Unrestricted Income</b>	0.00	0.00	0.00	0.0%
<b>4042 Match Income</b>				
<b>4042-01 Match Income Citrus</b>				
<b>4042-01-02 Suncoast Business</b>	-485.00	0.00	-485.00	100.0%
<b>Total 4042-01 Match Income Citrus</b>	-485.00	0.00	-485.00	100.0%
<b>Total 4042 Match Income</b>	-485.00	0.00	-485.00	100.0%
<b>4049 Provider Debt</b>	450.00	0.00	450.00	100.0%
<b>4050 Restitution</b>	-480.10	0.00	-480.10	100.0%
<b>4060 Child Passenger Safety</b>				
<b>4060-01 Unrestricted CPS Funds</b>	0.00	0.00	0.00	0.0%
<b>4060-02 Restricted CPS Funds</b>	300.00	0.00	300.00	100.0%

	<b>Jul - Oct 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
4060-03 CPS Seat Income	2,830.00	0.00	2,830.00	100.0%
<b>Total 4060 Child Passenger Safety</b>	<b>3,130.00</b>	<b>0.00</b>	<b>3,130.00</b>	<b>100.0%</b>
<b>Total 4020 Other Miscellaneous Rev</b>	<b>2,614.90</b>	<b>0.00</b>	<b>2,614.90</b>	<b>100.0%</b>
<b>Total Income</b>	<b>4,916,079.72</b>	<b>4,195,152.00</b>	<b>720,927.72</b>	<b>117.19%</b>
<b>Gross Profit</b>	<b>4,916,079.72</b>	<b>4,195,152.00</b>	<b>720,927.72</b>	<b>117.19%</b>
<b>Expense</b>				
<b>5300 (Shared Cost Pool)</b>				
5304 Payroll Expense	-8.00	0.00	-8.00	100.0%
<b>Total 5300 (Shared Cost Pool)</b>	<b>-8.00</b>	<b>0.00</b>	<b>-8.00</b>	<b>100.0%</b>
<b>5400 (Unrestricted Expense)</b>				
5405 Sumter County	0.00	0.00	0.00	0.0%
5400 (Unrestricted Expense) - Other	726.94	0.00	726.94	100.0%
<b>Total 5400 (Unrestricted Expense)</b>	<b>726.94</b>	<b>0.00</b>	<b>726.94</b>	<b>100.0%</b>
5900 Prior Year Expense - SR	-854.46	0.00	-854.46	100.0%
<b>6040 - Child Passenger Safety</b>				
6040-02 CPS Marketing	122.68	0.00	122.68	100.0%
6040-03 CPS Child Seats	263.92	0.00	263.92	100.0%
6040-05 Registration and Member	0.00	0.00	0.00	0.0%
<b>Total 6040 - Child Passenger Safety</b>	<b>386.60</b>	<b>0.00</b>	<b>386.60</b>	<b>100.0%</b>
<b>6100 Program Expenses</b>				
<b>6100-01 Staff Development</b>				
<b>6100-01-01 Staff Development</b>				
6100-01-01-01 Staff Development	0.00	164.00	-164.00	0.0%
6100-01-01-02 Emp Certification	0.00	0.00	0.00	0.0%
6100-01-01-03 Emp Train & Mat	0.00	0.00	0.00	0.0%
6100-01-01-04 Conferences	150.00	84.00	66.00	178.57%
<b>Total 6100-01-01 Staff Development</b>	<b>150.00</b>	<b>248.00</b>	<b>-98.00</b>	<b>60.48%</b>
6100-01-02 Tuition Reimbursemen	0.00	0.00	0.00	0.0%
<b>Total 6100-01 Staff Development</b>	<b>150.00</b>	<b>248.00</b>	<b>-98.00</b>	<b>60.48%</b>
<b>6100-02 Professional Services</b>				
6100-02-02 Audit	0.00	5,868.00	-5,868.00	0.0%
6100-02-03 IT	0.00	1,664.00	-1,664.00	0.0%
6100-02-04 Legal	0.00	84.00	-84.00	0.0%
6100-02-07 Printing & Reproduct	541.00	1,332.00	-791.00	40.62%
6100-02-08 Repair & Maint	2,348.00	2,500.00	-152.00	93.92%
6100-02-09 Other	2,200.00	3,332.00	-1,132.00	66.03%
<b>Total 6100-02 Professional Services</b>	<b>5,089.00</b>	<b>14,780.00</b>	<b>-9,691.00</b>	<b>34.43%</b>
<b>6100-03 Occupancy</b>				
6100-03-01 Electricity	7,194.32	6,332.00	862.32	113.62%
6100-03-02 Facility Maint	2,530.91	4,832.00	-2,301.09	52.38%
6100-03-03 Office Lease	41,097.30	28,632.00	12,465.30	143.54%
6100-03-04 Waste	1,608.19	1,968.00	-359.81	81.72%
6100-03-05 Water	597.37	476.00	121.37	125.5%

	<b>Jul - Oct 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
6100-03-06 Storage	1,918.70	1,548.00	370.70	123.95%
6100-03-07 Sewer	610.05	560.00	50.05	108.94%
<b>Total 6100-03 Occupancy</b>	<b>55,556.84</b>	<b>44,348.00</b>	<b>11,208.84</b>	<b>125.28%</b>
6100-04 Postage, Freight, Deliv				
6100-04-01 Postage	2,994.20	5,000.00	-2,005.80	59.88%
<b>Total 6100-04 Postage, Freight, Deliv</b>	<b>2,994.20</b>	<b>5,000.00</b>	<b>-2,005.80</b>	<b>59.88%</b>
6100-05 Rentals				
6100-05-01 Office Equipment	2,618.42	2,937.00	-318.58	89.15%
<b>Total 6100-05 Rentals</b>	<b>2,618.42</b>	<b>2,937.00</b>	<b>-318.58</b>	<b>89.15%</b>
6100-06 Supplies				
6100-06-01 Office Supplies	6,089.52	6,332.00	-242.48	96.17%
<b>Total 6100-06 Supplies</b>	<b>6,089.52</b>	<b>6,332.00</b>	<b>-242.48</b>	<b>96.17%</b>
6100-07 Communications				
6100-07-01 Office Phones	5,133.93	2,880.00	2,253.93	178.26%
6100-07-02 Cell Phones	2,747.02	3,332.00	-584.98	82.44%
6100-07-03 Internet	4,558.93	4,064.00	494.93	112.18%
<b>Total 6100-07 Communications</b>	<b>12,439.88</b>	<b>10,276.00</b>	<b>2,163.88</b>	<b>121.06%</b>
6100-08 Insurance				
6100-08-01 D & O	3,315.72	1,332.00	1,983.72	248.93%
6100-08-03 General Liability	1,033.03	1,000.00	33.03	103.3%
6100-08-04 Worker's Comp	9,534.90	3,664.00	5,870.90	260.23%
6100-08-06 Other Insurance	678.52	0.00	678.52	100.0%
<b>Total 6100-08 Insurance</b>	<b>14,562.17</b>	<b>5,996.00</b>	<b>8,566.17</b>	<b>242.87%</b>
6100-09 Tangible Personal Prop				
6100-09-01 Equip =>\$1,000				
6100-09-01-01 Elec Equip	0.00	332.00	-332.00	0.0%
<b>Total 6100-09-01 Equip =&gt;\$1,000</b>	<b>0.00</b>	<b>332.00</b>	<b>-332.00</b>	<b>0.0%</b>
6100-09-02 Equip =<1000				
6100-09-02-01 Computers				
6100-09-02-01-01 < = 250	2,647.86	1,000.00	1,647.86	264.79%
6100-09-02-01-02 > = 250	0.00	1,000.00	-1,000.00	0.0%
6100-09-02-01 Computers - Other	0.00	0.00	0.00	0.0%
<b>Total 6100-09-02-01 Computers</b>	<b>2,647.86</b>	<b>2,000.00</b>	<b>647.86</b>	<b>132.39%</b>
6100-09-02-02 Non Fixed Assets				
6100-09-02-02-01 < = 250	206.24	164.00	42.24	125.76%
6100-09-02-02-02 > = 250	299.99	164.00	135.99	182.92%
6100-09-02-02 Non Fixed Assets - Other	0.00	0.00	0.00	0.0%
<b>Total 6100-09-02-02 Non Fixed Assets</b>	<b>506.23</b>	<b>328.00</b>	<b>178.23</b>	<b>154.34%</b>
6100-09-02-03 Electronic Equip				
6100-09-02-03-01 < = 250	483.65	0.00	483.65	100.0%
6100-09-02-03-02 > = 250	0.00	0.00	0.00	0.0%
6100-09-02-03 Electronic Equip - Other	0.00	0.00	0.00	0.0%
<b>Total 6100-09-02-03 Electronic Equip</b>	<b>483.65</b>	<b>0.00</b>	<b>483.65</b>	<b>100.0%</b>

	<b>Jul - Oct 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Total 6100-09-02 Equip =&lt;1000</b>	3,637.74	2,328.00	1,309.74	156.26%
<b>Total 6100-09 Tangible Personal Prop</b>	3,637.74	2,660.00	977.74	136.76%
<b>6100-10 Quality</b>				
6100-10-02 Training Materials	0.00	164.00	-164.00	0.0%
6100-10-03 Educ & Outreach	0.00	0.00	0.00	0.0%
6100-10-04 Provider Grants	0.00	0.00	0.00	0.0%
6100-10-05 Scholarships	11,054.00	6,664.00	4,390.00	165.88%
<b>Total 6100-10 Quality</b>	11,054.00	6,828.00	4,226.00	161.89%
<b>6100-11 Travel</b>				
6100-11-01 Travel In-State (OA)	1,725.64	1,000.00	725.64	172.56%
6100-11-03 Travel - Local	8,469.14	8,332.00	137.14	101.65%
6100-11-04 Travel - Board	64.56	164.00	-99.44	39.37%
<b>Total 6100-11 Travel</b>	10,259.34	9,496.00	763.34	108.04%
<b>6100-12 Other Expenses</b>				
6100-12-01 Bank Fees (Inc ACH)	1,235.42	832.00	403.42	148.49%
6100-12-02 Software	0.00	264.00	-264.00	0.0%
6100-12-03 Web Services				
6100-12-03-01 EFS	0.00	0.00	0.00	0.0%
6100-12-03-02 Web Serv - Other	16.67	64.00	-47.33	26.05%
6100-12-03 Web Services - Other	0.00	0.00	0.00	0.0%
<b>Total 6100-12-03 Web Services</b>	16.67	64.00	-47.33	26.05%
6100-12-04 Other Emp Expend	0.00	664.00	-664.00	0.0%
6100-12-05 Dues & Subscrip	532.50	1,440.00	-907.50	36.98%
6100-12-06 Tax, License, Fee	773.61	332.00	441.61	233.02%
6100-12-08 Misc/Other Current	400.00	0.00	400.00	100.0%
6100-12-09 Advertising				
6100-12-09-01 Ad - General	1,842.40	1,516.00	326.40	121.53%
6100-12-09-02 Ad - Legal	325.55	464.00	-138.45	70.16%
<b>Total 6100-12-09 Advertising</b>	2,167.95	1,980.00	187.95	109.49%
<b>Total 6100-12 Other Expenses</b>	5,126.15	5,576.00	-449.85	91.93%
<b>6100-13 Employer Prov Sal &amp; Ben</b>				
6100-13-01 Salaries	348,058.74	384,544.00	-36,485.26	90.51%
6100-13-02 Payroll Taxes	25,799.51	33,140.00	-7,340.49	77.85%
6100-13-03 Benefits - Reemploy	8.00	964.00	-956.00	0.83%
6100-13-04 Health Benefits	31,083.83	53,684.00	-22,600.17	57.9%
6100-13-05 Retirement Benefits	29,782.66	34,348.00	-4,565.34	86.71%
6100-13-06 Life,Disabiity,Other	8,572.72	12,584.00	-4,011.28	68.12%
<b>Total 6100-13 Employer Prov Sal &amp; Ben</b>	443,305.46	519,264.00	-75,958.54	85.37%
<b>6100-14 Direct Services - Child</b>				
6100-14-01 School Readiness				
6100-14-01-01 97C00	0.00	0.00	0.00	0.0%
6100-14-01-02 97G00	55,779.55	46,108.00	9,671.55	120.98%
6100-14-01-03 97GNW	243,648.72	246,713.00	-3,064.28	98.76%

	<b>Jul - Oct 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
6100-14-01-04 97GSD	91,518.33	86,768.00	4,750.33	105.48%
6100-14-01-05 97P00	1,053,395.56	1,167,609.00	-114,213.44	90.22%
6100-14-01-06 97R00	492,174.79	445,475.00	46,699.79	110.48%
6100-14-01-07 97GTA	884.48	4,013.00	-3,128.52	22.04%
6100-14-01-08 Match	45,218.30	0.00	45,218.30	100.0%
6100-14-01-09 97CF0	0.00	0.00	0.00	0.0%
6100-14-01-10 97IGS	0.00	0.00	0.00	0.0%
6100-14-01-11 97CSO	561.75	41,583.00	-41,021.25	1.35%
6100-14-01-12 97CSD	5,003.77			
6100-14-01-13 97CSQ	6,054.79	3,888.00	2,166.79	155.73%
<b>Total 6100-14-01 School Readiness</b>	<b>1,994,240.04</b>	<b>2,042,157.00</b>	<b>-47,916.96</b>	<b>97.65%</b>
<b>6100-14-02 VPK</b>				
6100-14-02-01 VPPRS - School Yr	1,262,631.37	1,334,136.00	-71,504.63	94.64%
6100-14-02-02 VPPRS - Summer	25,052.31	16,664.00	8,388.31	150.34%
6100-14-02-03 VPKSD	1,713.20	832.00	881.20	205.91%
6100-14-02-04 VPPRP Prepay	39,045.90	0.00	39,045.90	100.0%
<b>Total 6100-14-02 VPK</b>	<b>1,328,442.78</b>	<b>1,351,632.00</b>	<b>-23,189.22</b>	<b>98.28%</b>
<b>Total 6100-14 Direct Services - Child</b>	<b>3,322,682.82</b>	<b>3,393,789.00</b>	<b>-71,106.18</b>	<b>97.91%</b>
<b>6100-15 VPK Awareness Grant</b>				
6100-15-01 VPMNI	0.00	3,436.00	-3,436.00	0.0%
<b>Total 6100-15 VPK Awareness Grant</b>	<b>0.00</b>	<b>3,436.00</b>	<b>-3,436.00</b>	<b>0.0%</b>
<b>6100-16 Program Advance</b>				
6100-16-01 SR Advance	684,725.00	0.00	684,725.00	100.0%
6100-16-02 VPK Advance	358,035.00	0.00	358,035.00	100.0%
6100-16-03 PFP Advance	0.00	0.00	0.00	0.0%
<b>Total 6100-16 Program Advance</b>	<b>1,042,760.00</b>	<b>0.00</b>	<b>1,042,760.00</b>	<b>100.0%</b>
<b>6100-17 Performance Pilot Proje</b>				
6100-17-01 97PFA	101.27	5,400.00	-5,298.73	1.88%
6100-17-02 97PFC	0.00	0.00	0.00	0.0%
6100-17-03 97PMC	690.36	3,464.00	-2,773.64	19.93%
6100-17-04 97PFPCG	0.00	0.00	0.00	0.0%
6100-17-05 97PFPHN	0.00	79,508.00	-79,508.00	0.0%
6100-17-06 97PFPPR	0.00	17,252.00	-17,252.00	0.0%
6100-17-07 97PFPCCL	0.00	41,264.00	-41,264.00	0.0%
6100-17-08 97PFT	68.96	3,464.00	-3,395.04	1.99%
6100-17-09 UF - ELC Admin	0.00	0.00	0.00	0.0%
6100-17-10 UFCop Practitioner	1,200.00	0.00	1,200.00	100.0%
6100-17-11 UFCoP Facilitator	0.00	0.00	0.00	0.0%
6100-17-12 UF CLASS	0.00	0.00	0.00	0.0%
6100-17-13 UF WELS	0.00	0.00	0.00	0.0%
<b>Total 6100-17 Performance Pilot Proje</b>	<b>2,060.59</b>	<b>150,352.00</b>	<b>-148,291.41</b>	<b>1.37%</b>
<b>Total 6100 Program Expenses</b>	<b>4,940,386.13</b>	<b>4,181,318.00</b>	<b>759,068.13</b>	<b>118.15%</b>
<b>8000 - Provider Disbursement</b>				



	<b>Jul - Oct 16</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>8000-01 SR</b>	0.00	0.00	0.00	0.0%
<b>8000-02 VPK</b>	0.00	0.00	0.00	0.0%
<b>8000-03 VPK PP</b>	0.00	0.00	0.00	0.0%
<b>8000-04 CSQ</b>	0.00			
<b>Total 8000 - Provider Disbursement</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	4,940,637.21	4,181,318.00	759,319.21	118.16%
<b>Net Income</b>	<b>-24,557.49</b>	<b>13,834.00</b>	<b>-38,391.49</b>	<b>-177.52%</b>

**Narrative Budget Report  
October 2016**

**Spending Rate:**

Below are the actual rates for each program, which are also broken out by non-direct services and direct services, and the agency wide spending rates for July through October 2016:

School Readiness Overall Spending Rate: 30.82%

- Non Direct Services: 30.61%
- Direct Services (Match/Advance Removed): 32.62%
- At this point in the fiscal year, we should be approximately 40% expended.

VPK Overall Spending Rate: 31.69%

- Non Direct Services: 29.07%
- Direct Costs (Advance Removed): 31.80%
- At this point in the fiscal year, we should be approximately 40% expended. It is important to note that the VPK program is funded based on the estimated number of four year olds in the county. When we serve more than the expected number, our spending rate is increased; however, we must enroll all children who request VPK services.

Agency Spending Overall Spending Rate: 31.12%

- Non Direct Costs: 30.48%
- Direct Costs (items removed as above): 32.29%

**Spending Rate Threshold:** Below is a list of the thresholds that are required for each OCA and the actual percentage year to date:

**School Readiness Program:**

<b>OCA</b>	<b>Threshold</b>	<b>Actual Spending Year to Date</b>
<b>Administration</b>	<b>Max 5%</b>	<b>6.36%</b>
<b>Admin/Non Direct/Quality</b>	<b>Max 22%</b>	<b>14.93%</b>
<b>Infant &amp; Toddler</b>	<b>Min \$101,323</b>	<b>\$45,140.35 (44.55%)</b>
<b>Quality</b>	<b>Min 4%</b>	<b>8.08%</b>
<b>Direct Services</b>	<b>Min 78%</b>	<b>78.71%</b>

**Voluntary Pre-Kindergarten:**

<b>OCA</b>	<b>Threshold</b>	<b>Actual Spending to Date</b>
<b>Administration</b>	<b>4% of Direct Services Expenses</b>	<b>3.66%</b>
<b>Direct Services</b>	<b>96%</b>	

### Executive Director's Report

**Membership:** Current membership of the Administrative Committee is as follows: Rob Wardlow-Chairman, Phil Scarpelli, JJ Kenney, Jeanie Davis, and Ryan Hausner.

### Gold Seal Report and Projections:

#### School Readiness Match Report and Projections:

Month	Citrus County	Sumter County	Status
July	\$6,117.49	\$5,386.94	Actual
August	\$6,168.84	\$5,660.63	Actual
September	\$5,716.53	\$5,360.51	Actual
October	\$5,586.76	\$5,266.84	Actual
<b>November</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>December</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>January</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>February</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>March</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>April</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>May</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>June</b>	<b>\$5,586.76</b>	<b>\$5,266.84</b>	<b>Projected</b>
<b>Total</b>	<b>\$68,283.70</b>	<b>\$63,809.64</b>	<b>Projected</b>
Total Match Committed	\$42,534.69	\$6,885.98	
Variance	(\$25,749.01)	(\$56,923.66)	

GOLD SEAL PROVIDER REPORT		
School Readiness		
	Total Gold Seal Budget:	\$260,307
	Total INT Budget	
Month	Total Gold Seal Expenditures	Remaining Budget
Jul-16	\$23,892.34	\$236,415
Aug-16	\$24,067.41	\$212,347
Sep-16	\$21,769.34	\$190,578
Oct-16	\$21,819.00	\$168,759
Nov-16	\$21,819.00	\$146,940
Dec-16	\$21,819.00	\$125,121
Jan-17	\$21,819.00	\$103,302
Feb-17	\$21,819.00	\$81,483
Mar-17	\$21,819.00	\$59,664
Apr-17	\$21,819.00	\$37,845
May-17	\$21,819.00	\$16,026
Jun-17	\$21,819.00	(\$5,793)

**School Readiness Enrollment:** The following represents School Readiness and VPK enrollment by county:

County	SR Enrollments	VPK Enrollments
Citrus	754	808
Dixie	41	110
Gilchrist	89	131
Levy	361	268
Sumter	485	496
<b>Total</b>	<b>1730</b>	<b>1813</b>

**School Readiness Waitlist:** As of the end of October 2016, there were 12 children on the Waitlist.

October 2016	Infant	Toddler	Two	Three	Four	Five	School Age	Special Needs	Total
Citrus County	0	2	0	1	1	1	0	0	5
Dixie County	0	0	0	0	0	0	0	0	0
Gilchrist County	0	0	0	0	0	0	0	0	0
Levy County	0	0	0	0	0	0	0	0	0
Sumter County	2	0	2	0	1	1	1	0	7
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>12</b>

### Fiscal Year 2016-2017 Direct Services Utilization Report

Citrus County Budget Amount: <u>\$2,726,460.00</u>							Dixie County Budget Amount: <u>\$285,746.00</u>						
Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status	Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status
July	805	\$12.42	21	\$210,015.77	\$2,516,444.23	A	July	42	\$12.40	21	\$10,935.31	\$274,810.69	A
Aug	782	\$11.50	23	\$206,917.86	\$2,309,526.37	A	Aug	36	\$11.85	23	\$11,445.08	\$263,365.61	A
Sept	732	\$11.94	22	\$192,297.39	\$2,117,228.98	A	Sept	36	\$12.28	22	\$9,725.42	\$253,640.19	A
Oct	754	\$11.51	21	\$182,225.73	\$1,935,003.25	A	Oct	41	\$13.03	21	\$11,217.38	\$242,422.81	A
Nov	754	\$11.51	22	\$190,903.15	\$1,744,100.10	P	Nov	41	\$13.03	22	\$11,751.54	\$230,671.27	P
Dec	754	\$11.51	22	\$190,903.15	\$1,553,196.96	P	Dec	41	\$13.03	22	\$11,751.54	\$218,919.73	P
Jan	754	\$11.51	22	\$190,903.15	\$1,362,293.81	P	Jan	41	\$13.03	22	\$11,751.54	\$207,168.19	P
Feb	754	\$11.51	20	\$173,548.31	\$1,188,745.50	P	Feb	41	\$13.03	20	\$10,683.22	\$196,484.97	P
Mar	754	\$11.51	21	\$182,225.73	\$1,006,519.77	P	Mar	41	\$13.03	21	\$11,217.38	\$185,267.59	P
Apr	754	\$11.51	20	\$173,548.31	\$832,971.45	P	Apr	41	\$13.03	20	\$10,683.22	\$174,584.37	P
May	754	\$11.51	23	\$199,580.56	\$633,390.89	P	May	41	\$13.03	23	\$12,285.70	\$162,298.67	P
Jun	754	\$11.51	22	\$190,903.15	\$442,487.75	P	Jun	41	\$13.03	22	\$11,751.54	\$150,547.13	P
<b>Total</b>			<b>259</b>	<b>\$2,283,972.25</b>	<b>\$442,487.75</b>	<b>S</b>	<b>Total</b>			<b>259</b>	<b>\$135,198.87</b>	<b>\$150,547.13</b>	<b>S</b>
Gilchrist County Budget Amount: <u>\$435,542.00</u>							Levy County Budget Amount: <u>\$1,003,277.00</u>						
Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status	Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status
July	85	\$20.65	21	\$36,855.53	\$398,686.47	A	July	350	\$14.02	21	\$103,057.86	\$900,219.14	A
Aug	93	\$18.93	23	\$40,492.27	\$358,194.20	A	Aug	365	\$12.36	23	\$103,758.48	\$796,460.66	A
Sept	87	\$19.01	22	\$36,376.99	\$321,817.21	A	Sept	338	\$12.91	22	\$96,031.42	\$700,429.24	A
Oct	89	\$17.78	21	\$33,235.84	\$288,581.37	A	Oct	361	\$11.78	21	\$89,323.42	\$611,105.82	A
Nov	89	\$17.78	22	\$34,818.50	\$253,762.87	P	Nov	361	\$11.78	22	\$93,576.92	\$517,528.90	P
Dec	89	\$17.78	22	\$34,818.50	\$218,944.37	P	Dec	361	\$11.78	22	\$93,576.92	\$423,951.99	P
Jan	89	\$17.78	22	\$34,818.50	\$184,125.87	P	Jan	361	\$11.78	22	\$93,576.92	\$330,375.07	P
Feb	89	\$17.78	20	\$31,653.18	\$152,472.69	P	Feb	361	\$11.78	20	\$85,069.92	\$245,305.15	P
Mar	89	\$17.78	21	\$33,235.84	\$119,236.85	P	Mar	361	\$11.78	21	\$89,323.42	\$155,981.73	P
Apr	89	\$17.78	20	\$31,653.18	\$87,583.67	P	Apr	361	\$11.78	20	\$85,069.92	\$70,911.80	P
May	89	\$17.78	23	\$36,401.16	\$51,182.51	P	May	361	\$11.78	23	\$97,830.41	-\$26,918.61	P
Jun	89	\$17.78	22	\$34,818.50	\$16,364.01	P	Jun	361	\$11.78	22	\$93,576.92	-\$120,495.52	P
<b>Total</b>			<b>259</b>	<b>\$419,177.99</b>	<b>\$16,364.01</b>	<b>S</b>	<b>Total</b>			<b>259</b>	<b>\$1,123,772.52</b>	<b>-\$120,495.52</b>	<b>D</b>
Sumter County Budget Amount: <u>\$1,642,383.00</u>							Nature Coast Budget Amount: <u>\$6,093,408.00</u>						
Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status	Month	# of Kids Served	Avg Daily Rate	# of Days	Actual Child Care	Balance	Status
July	469	\$14.51	21	\$142,938.25	\$1,499,444.75	A	July	1,751	\$14.80	21	\$503,802.72	\$5,589,605.28	A
Aug	462	\$13.34	23	\$141,722.66	\$1,357,722.09	A	Aug	1,744	\$13.60	23	\$504,336.35	\$5,085,268.93	A
Sept	451	\$14.05	22	\$139,378.96	\$1,218,343.13	A	Sept	1,644	\$14.04	22	\$473,810.18	\$4,611,458.75	A
Oct	485	\$13.58	21	\$138,331.85	\$1,080,011.28	A	Oct	1,730	\$13.54	21	\$454,334.22	\$4,157,124.53	A
Nov	485	\$13.58	22	\$144,919.08	\$935,092.20	P	Nov	1,730	\$13.54	22	\$475,969.18	\$3,681,155.35	P
Dec	485	\$13.58	22	\$144,919.08	\$790,173.12	P	Dec	1,730	\$13.54	22	\$475,969.18	\$3,205,186.16	P
Jan	485	\$13.58	22	\$144,919.08	\$645,254.04	P	Jan	1,730	\$13.54	22	\$475,969.18	\$2,729,216.98	P
Feb	485	\$13.58	20	\$131,744.62	\$513,509.42	P	Feb	1,730	\$13.54	20	\$432,699.26	\$2,296,517.72	P
Mar	485	\$13.58	21	\$138,331.85	\$375,177.57	P	Mar	1,730	\$13.54	21	\$454,334.22	\$1,842,183.50	P
Apr	485	\$13.58	20	\$131,744.62	\$243,432.95	P	Apr	1,730	\$13.54	20	\$432,699.26	\$1,409,484.25	P
May	485	\$13.58	23	\$151,506.31	\$91,926.64	P	May	1,730	\$13.54	23	\$497,604.15	\$911,880.10	P
Jun	485	\$13.58	22	\$144,919.08	-\$52,992.44	P	Jun	1,730	\$13.54	22	\$475,969.18	\$435,910.92	P
<b>Total</b>			<b>259</b>	<b>\$1,695,375.44</b>	<b>-\$52,992.44</b>	<b>D</b>	<b>Total</b>			<b>259</b>	<b>\$5,657,497.08</b>	<b>\$435,910.92</b>	<b>S</b>