



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Wednesday, November 14, 2012, 2012 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Board Members Present: Jim Cook, Chair; Bonnie Clark, Patrick McHugh

Committee Members Present via Phone: Pat Mulieri

Committee Members Excused: Gus Guadagnino

Staff Present: Danielle Berche, Jim Farrelly, Jak Jakubauskas

Guests Present: None

I. Welcome and Call to Order – Mr. Jim Cook, Chair

Mr. Cook called the meeting of the Finance/Audit Committee to order at 4:12 p.m. and welcomed attendees.

Mr. Cook requested a motion to approve the draft minutes from the Finance/Audit Committee meeting of October 15, 2012. Mr. McHugh so moved and Ms. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review, October 2012 Financial Statements

Ms. Berche distributed a revised Financial Statement Report (attached) and explained the School Readiness administrative cost was at 6.04% with a year to date of 5.05% and VPK administrative cost was at 1.93% for October with a year to date of 4.52%.

Ms. Berche explained that she had received approval from Tallahassee to revise the Cost Allocation Plan by re-classing administrative expenses for the field offices specific to the hours worked by staff in those offices only. She explained that the higher percentages for October will be back on track next month. Additionally, future reports will show the current year to date total percentage for both School Readiness and VPK.

Mr. Farrelly explained the VPK administrative cost must be maintained at or below 4%. Last year the administrative cost was higher creating a deficit that carried over into this fiscal year. Additionally, School Readiness administrative expense may not be as easy to maintain below 4% this fiscal year because of the VPK administrative cost deficit.

Ms. Berche explained that a surplus of approximately \$233,000 was being projected and includes an additional grant of \$38,590 from the state. The Coalition has opened 110 positions for children and they are currently being filled. Additionally, the daily cost per child has been reduced in both counties.

Ms. Berche stated the VPK program has exceeded the total number of children served in both counties serving over 5,000 children, more than ever before.

Ms. Berche referred the Committee to the Expense Summary and informed them there were two (2) unusual expenditures for the month. The first was a \$2,600 expense to repair the transmission in one of the Mobile Outreach Vans and the second was \$4,000 for the audit which is scheduled to be completed in December.

Mr. Farrelly informed the Committee that the state's auditors will be on site beginning December 11, 2012 and Ms. Berche has begun to gather the data they are requesting.

III. Cost Allocation Plan

The reallocation of administrative expenses for the field offices was discussed above.

IV. Discussion, Sage Accounting System

Ms. Berche explained that the state still has not decided when to implement Sage, but the Coalition can go ahead and begin the transfer of data which will take four (4) hours at a cost of \$150 per hour.

Mr. Farrelly reminded the Committee that the Coalition has invested \$25,000 into the Sage software along with annual updates and fees and that \$600 to begin the transfer of data should be considered. Mr. Farrelly suggested that Ms. Berche create a calendar or timeline showing the implementation of Sage including running it parallel to QuickBooks.

Mr. Cook recommended beginning the Sage implementation at the start of the new fiscal year and allowing it to run parallel the latter part of this fiscal year.

Ms. Berche will prepare a suggested calendar for Sage implementation to present at December's Committee meeting.

V. Schedule, Next Meeting Date on December 17, 2012 at 4 p.m.

The next Finance/Audit Committee meeting is scheduled for Monday, December 17, 2012 at 4 p.m.

VI. Public Input

None.

VII. Adjournment

Mr. Cook adjourned the Finance/Audit Committee meeting at 4:37 p.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant