



**FINANCE & AUDIT COMMITTEE MEETING MINUTES**  
**Monday, July 22, 2013 4 p.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Pat McHugh, Chair; Dr. Bonnie Clark, Gus Guadagnino, Dr. Steve Knobl**

**Committee Members Excused: Jim Cook**

**Committee Members Present via Phone: Dr. Bonnie Clark until her arrival**

**Coalition Staff Present: Danielle Berche, Jim Farrelly, Jak Jakubauskas**

**Others Present: None**

**I. Welcome and Call to Order – Mr. Pat McHugh**

Mr. McHugh called the Finance and Audit Committee to order at 4:02 p.m. and welcomed Committee members.

**II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting on June 17, 2013**

Mr. McHugh requested a motion to approve the minutes from the June 17, 2013 meeting. Mr. Guadagnino so moved and Dr. Knobl seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, June, 2013 Financial Statements**

Ms. Berche explained that the Coalition has one more invoice to submit to close the fiscal year. Administration spending was at 4.69% for the year. Non-Direct spending is at 5.74%; Quality is at 6.40% and Direct Services at 83.17%. Ms. Berche explained the Coalition secured \$62.50 this month in match funds bringing the year-to-date total to \$24,526.53.

She reported that the VPK spending rate was 97.13% with administration spending at 3.19% well below the 4% maximum required. She informed the Committee the Coalition had been informed, prior to the end of the fiscal year, that the VPK direct services award had been reduced by \$481,760.

Ms. Berche referred the Committee to the Expense Summary spreadsheet and noted the increase in Fax Service expenses was due to the installation of dedicated fax lines for the Provider Specialists; Advertising saw an increase due to ads run for open positions; Occupancy was increased due to the installation of an ADT security system to secure all locations with a video alarm system. Other noted line items included Office Supplies to purchase items for the upcoming fiscal year; Sage Training is still ongoing; Software

included the purchase of a server for ATLAS, an online VPK registration system and Quality saw an increase for additional resource materials and books for the mobile outreach vans along the curriculum training materials.

Ms. Berche explained that \$93,000 from the FY 2012-13 budget still has not been used, but new monitors and a new server have been ordered and provider adjustments are pending to further decrease this balance. She stated the balance will be close to zero by the time the final invoice is submitted to the state by September 23, 2013.

Ms. Berche briefly discussed the School Readiness Direct Services Utilization Report and explained the Coalition has served 4,490 children; more children have been served this year than in previous years. With the open enrollments, Hernando utilized \$22,429 more in funds than anticipated. For VPK, a total of 53,009 children were served this fiscal year.

#### **IV. Progress, Forecasting Model for SR Direct Services Spending**

Ms. Berche explained she is still working on the formula expected to be used for forecasting. She explained Sage reports will be issued next month, but the format will be similar to the current report format. A draft of the report will be presented at the August meeting for review and input. Mr. Farrelly added that the forecasting will allow the Coalition to spend funds on direct services earlier in the year.

#### **V. Review, RFP's received for Audit Services**

Ms. Berche distributed the (attached) summary and explained that twelve (12) letters were sent to local firms and five (5) responses were received. She explained the firms had been ranked by fee with the Fontana firm coming in well below the other proposals. This firm has also worked with four (4) other local Coalitions and has been highly recommended by the ELC of Hillsborough.

After a brief discussion, the Committee agreed to Mr. Farrelly's suggestion that he and Ms. Berche will reach out to Fontana to meet and discuss the Coalition's needs and requirements. A final recommendation will be brought back to the August Committee meeting.

#### **VI. Update, Sage Accounting System**

Ms. Berche reported that Sage continues to go well and all current checks written are being processed using Sage. Ms. Berche is also in the process of personalizing reports to capture as much information as possible. She noted that the Fontana firm has also worked with Sage in other Coalitions.

**VII. Schedule, Next Meeting Date on Monday, August 19, 2013 at 4:00 p.m.**

The next Finance/Audit Committee meeting was scheduled for Monday, August 19, 2013 at 4:00 p.m.

**VIII. Public Input**

None.

**IX. Adjournment**

Mr. McHugh requested a motion to adjourn. Mr. Guadagnino so moved and this meeting of the Finance/Audit Committee was adjourned at 4:36 p.m. with no further discussion.

Respectfully submitted by,

Sherrri Singleton  
Receptionist