



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Monday, August 19, 2013, 4 p.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Pat McHugh, Chair; Dr. Bonnie Clark, Jim Cook

Committee Members Excused: Gus Guadagnino, Dr. Steve Knobl

Committee Members Present via Phone: None

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 4:04 p.m. and welcomed Committee members.

II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting on July 22, 2013

Mr. McHugh requested a motion to approve the minutes from the July 22, 2013 meeting. Dr. Clark so moved and Mr. Cook seconded the motion. All were in favor with no abstentions and the motion carried.

III. Review, July, 2013 Financial Statements

Ms. Berche explained these are new financial reports generated by Sage. The first report indicates the approved budget allotments for programs with their expenses for the month as well as Match generated to date. The next report indicates the breakdown by Other Coast Accumulators (OCA). A brief discussion followed on the \$595,487 under the SR Working Poor category including an explanation on the sliding fee scale (attached) used by Eligibility Specialists for parents earning 150%-200% of the Federal Poverty Level. Mr. Farrelly will invite Ms. Kier to attend the September meeting to give members a better working knowledge on the eligibility process for School Readiness.

Ms. Berche explained Administration spending was at 3.78% for the beginning of the fiscal year. Non-Direct spending is at 5.31%; Quality is at 4.28% and Direct Services at 86.64%. Ms. Berche informed the Committee that \$2.25 in Match funds has been secured this month with the Coalition required to secure \$303,793.68 this fiscal year.

She reported that the VPK administration rate was at 13.08% and direct services at 86.92%. She explained that the majority of VPK enrollments were occurring in July and August so Direct Services will see an increase.

Ms. Berche referred the Committee to the School Readiness Utilization Report and explained the forecast indicates that a deficit of \$1,561,581 will be realized if the number of children served remains at its current number of 4,206.

Mr. Farrelly explained the wait list currently has approximately 800 children and may not be opened until October. A brief discussion followed on the forecast model and the 6% attrition rate used.

IV. Update, Notice of Awards, FY 2013-14 and VPK

Ms. Berche explained the VPK award was decreased by \$130,000 and School Readiness by \$41,000 for a total of \$171,000. Mr. Farrelly reported that originally the Coalition was informed the budget would be held harmless with the addition of \$125,000.

V. Review, Revised Budget, FY 2013-14

Ms. Berche distributed the (attached) budget and explained the salary expense was adjusted due to unfilled open positions as well as contracted services due to the lower cost associated with the audit fees. Additional cuts will have to be made to School Readiness Direct Services to compensate for the budget shortfall.

A brief discussion followed on predictors for staff turnover and the use of unspent funds within budget categories.

The revised budget will be presented at the next Executive Committee meeting for approval.

VI. Progress, Forecasting Model for SR Direct Services Spending

This item was briefly discussed under Item III.

VII. Review/Approval, RFP for Audit Services

Ms. Berche informed the Committee that based on positive references and referrals from other Coalitions a decision was made to utilize the Fontana CPA firm. Ms. Berche and Mr. Farrelly will be meeting with them in the near future.

Mr. Farrelly suggested the Committee make a motion to offer approval of the Fontana CPA firm based on a favorable meeting between the firm, Ms. Berche and himself which will be done prior to the September Finance/Audit Committee meeting.

Mr. McHugh requested a motion based on Mr. Farrelly's recommendation. Mr. Cook so moved and Dr. Clark seconded the motion. All were in favor with no abstentions and the motion carried.

VIII. Schedule, Next Meeting Date on Monday, September 16, 2013 at 4:00 p.m.

The next Finance/Audit Committee meeting was scheduled for Monday, September 16, 2013 at 4:00 p.m.

IX. Public Input

None.

X. Adjournment

Mr. McHugh adjourned the Finance/Audit Committee meeting at 4:40 p.m. with no further discussion.

Respectfully submitted by,

Ramute Jakubauskas
Administrative Assistant