



**FINANCE & AUDIT COMMITTEE MEETING MINUTES**  
**Wednesday, December 16, 2015, 9 a.m.**  
**15506 County Line Road, Suite 103**  
**Spring Hill, FL 34610**

**Committee Members Present: Pat McHugh, Chair; Dr. Amy Anderson**

**Committee Members Present via Phone: Cathy Dofka, Gus Guadagnino**

**Committee Members Excused: None**

**Coalition Staff Present: Rachel Hardy, Jak Jakubauskas, Betsy Kier, Maria Marcoux**

**Others Present: None**

**I. Welcome and Call to Order**

Mr. McHugh called the Finance/Audit Committee to order at 9:05 a.m. and welcomed Committee members.

**II. Review and Adoption of Draft Minutes from Finance/Audit Committee Meeting of November 18, 2015**

Mr. McHugh requested a motion to approve the minutes of the November 18, 2015 Finance/Audit Committee meeting as presented. Mr. Guadagnino so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

**III. Review, November 2015 Financial Statements**

Ms. Hardy reported the Coalition's spending rate was projected to be 41.62%, but was actually 43.15%. Minimum and maximum rates are well within requirement levels with 85.08% expended on Direct Services for the year. Ms. Hardy reported that no Match funds were received resulting in a total balance of \$2,263.86. Utilization projections indicate School Readiness will have a projected Direct Services budget surplus of \$48,353.93 based on a 4% attrition rate. The difference in the projected surplus amount between this month and last month is due to the enrollment of over 1,000 children over the last two (2) months. This is the Coalition's highest enrollment since 2010.

Ms. Hardy reported the VPK Direct Services spending rate was 37.20% with administrative expenses at 3.12% for the month and VPK Direct Services expenses at 95.76% for the year.

Mr. McHugh requested a motion to accept the November financials as presented. Mr. Guadagnino moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried.

**IV. Review/Approval, Revisions to Budget**

Ms. Hardy explained that \$8,500 from Health Insurance will be moved to cover overages in the following categories: Board Expenses due to the final payment for Strategic Planning; Bank Service Fees due to an increase in fees by SunTrust; and Insurance due to the addition of the second mobile van unit to the insurance policy.

Additionally \$5,600 will be moved from Equipment Lease to cover overages in Postage/Shipping, Cell Phone and Internet/Cable categories.

Mr. McHugh requested a motion to approve the revisions as presented. Dr. Anderson so moved and Ms. Dofka seconded the motion. All were in favor with no abstentions and the motion carried.

**V. Audit, FY 2015**

Mr. McHugh explained a meeting had taken place with the auditor to review the audit. There were no findings; however, a material weakness was noted – overspending in the fiscal year and the inability to match the overspending with increased revenues.

Ms. Hardy explained OEL allows Coalitions to rollover 1.5% of the next year’s grant award, but if more than 1.5% is needed, permission will be required to rollover the funds. Eric Fontana CPA will present the audit in January to the Executive Committee and then to the full Board at the January meeting.

**VI. Forecasting for SR Direct Services Spending**

Ms. Hardy explained the forecast is currently showing a Direct Services budget surplus of \$48,353 at a 4% attrition rate which is considerably less than the \$811,978 predicted last month. The Coalition has seen zero attrition in the last two (2) months and has enrolled approximately 1,000 children. Another factor in the reduced forecast is the increased average daily rate in Pasco County. This is due to BG8 and mandated children being enrolled.

Ms. Kier stated that approximately 400 children, aged 0-5 years of age were placed which accounts for the higher daily cost of care. The wait list is currently closed and Ms. Kier is beginning to see an increase in mandated placements. The Coalition may need to take action with the other agencies referring clients for services if the high numbers continue. She explained that Eligibility staff members are thorough in their follow ups on mandated clients to ensure their cases are still active.

Ms. Kier reported the wait list currently has approximately 371 school-aged children and 30 in the 0-5-years of age category.

**VII. Next meeting will be held on Wednesday, January 20, 2016 at 9 a.m.**

The Committee will next meet on Wednesday, January 20, 2016 at 9 a.m.

**VIII. Public Input**

None.

**IX. Adjournment**

Mr. McHugh adjourned this meeting of the Finance/Audit Committee at 9:18 a.m. without further discussion.

Respectfully submitted by,

Ramute “Jak” Jakubauskas,  
Administrative Assistant I