



FINANCE & AUDIT COMMITTEE MEETING MINUTES
Wednesday, January 17, 2018 at 9 a.m.
15506 County Line Road, Suite 103
Spring Hill, FL 34610

Committee Members Present: Neil Thompson, Chair; Dr. Amy Anderson

Committee Members Present via Phone: Gus Guadagnino, Adam Horn

Committee Members Excused: None

Coalition Staff Present: Jim Farrelly, Rachel Hardy, Jak Jakubauskas, Steve Knobl

Others Present: None

I. Welcome and Call to Order

Mr. Thompson called the Finance/Audit Committee to order at 9:02 a.m.

II. Public Comment on any Action Items

No public in attendance.

III. Review/Adoption, Draft Minutes from Finance/Audit Committee Meeting of December 13, 2017

Mr. Thompson requested a motion to approve the minutes from the December 13, 2017 meeting as presented. Dr. Anderson so moved and Mr. Horn seconded the motion. All were in favor with no abstentions and the motion carried.

IV. Review/Approval, December 2017 Financial Statements

Ms. Hardy reported that the budget for Direct Services was expected to be expended at 52.44%, but the actual spending was at 50.59% for the fiscal year budget. She explained the spending categories were all within the required minimum and maximum spending rates. The Administration maximum is 5% with the current year to date at 2.83% and Quality minimum of 4% is at 5.48% for the year. Year to date Direct Services of 85.47% combined with Quality indicates over 90% is being expended on children.

Ms. Hardy explained the Coalition received \$1,256.00 in match funds bringing the match year to date total to \$10,835.16. She reported the majority of funds this month came from the United Way of Pasco grant.

Ms. Hardy reported that a surplus of \$237,149.58 is being projected for FY 2017-18. With this information, the waitlist has been opened.

For VPK, Ms. Hardy reported the current spending rate is at 48.23% with administration at 3.19% for year to date.

Mr. Thompson inquired if showing historical information on the School Readiness report such as the percentage of year to date from the previous year would be beneficial. Ms. Hardy stated she would add a column with this information to show a year over year comparison for both School Readiness and VPK.

Mr. Farrelly explained the December financials have the Coalition in a very good financial position. The budget is reviewed monthly to project funds through June 30, 2018 to ensure that grant funds will be in the black. The current overall projection is showing a surplus of nearly \$587,000. The waitlist has been opened to enroll children to reduce this surplus.

Ms. Hardy explained the VPK report shows less enrollment for December due to a large VPK provider not submitting their rosters in time to be included in this report.

Mr. Thompson requested a motion to approve the December financial statements. Mr. Guadagnino so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

V. Presentation, FY 17 A-133 Audit - Mr. Eric Fontana, Fontana CPAs

Mr. Fontana began his presentation of the Coalition's A-133 Audit. Mr. Fontana complimented Ms. Hardy on being proactive and explained, after reviewing several items with the Committee including having a positive surplus in Net Assets and being in compliance with the requirements for School Readiness and VPK, there were no audit findings, no issues and no management letter.

After a brief discussion and some further explanations from Mr. Fontana, Mr. Thompson requested a motion to approve the A-133 Audit as presented. Mr. Guadagnino so moved and Dr. Anderson seconded the motion. All were in favor with no abstentions and the motion carried.

VI. Review, Requested Supplemental Financial Information

Ms. Hardy explained the supplemental information is being provided as requested including the additional verbiage on the School Readiness report regarding Federal Match requirements.

The first request from Mr. Horn was to include the Budgeted Revenue in the Statement of Revenues and Expenditures report. Dr. Anderson stated she did not believe the variance column was necessary. The Committee agreed to have these changes included in future reports.

Ms. Hardy explained the second request was to include the average monthly expenses compared to current expenses. She reported the month to month expenses are usually the same and an explanation would be shown if there was more than a 10% variance. The Committee agreed to have this information included in future reports.

Ms. Hardy explained the final request was to show a comparison of the current expenses plus an estimate of expenses through June. Also included in this report would be the budget variances for the noted expenses. The Committee agreed to have this information included in future reports.

Ms. Hardy stated the inclusion of this new information will begin with the January reports. Mr. Thompson inquired if the Committee could be made aware of how the monthly estimate of funds to enroll children is made. Mr. Farrelly explained this was an internal process, but it will be discussed at the February meeting.

A brief discussion followed on the high quality of work performed by Ms. Hardy as well as her increased responsibilities as dictated by the Coalition's growth and OEL.

VII. Discussion, Possible Date Change for March 21, 2018 Finance Meeting

No change to this meeting date was made.

VIII. Next Meeting will be held Wednesday, February 21, 2018

Mr. Thompson stated the Finance/Audit Committee will meet next month on February 21, 2018 at 9 am.

IX. Public Input

None.

X. Adjournment

Mr. Thompson adjourned this meeting of the Finance/Audit Committee at 9:45 a.m. without further discussion.

Respectfully submitted by,

Jak Jakubauskas,
Administrative Assistant I