



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Wednesday, August 17, 2011 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Board Members Present: Jim Cook, Chair; Patrick McHugh

Committee Members Present via Phone: Pat Mulieri

Committee Members Excused: Bonnie Clark, Debora Martoccio

Staff Present: Jim Farrelly, Jak Jakubauskas, Betsy Kier

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 4:08 p.m.

Mr. Cook requested a motion to approve the draft minutes from the Finance/Audit Committee Meeting of July 20, 2011. Mr. McHugh so moved and Ms. Mulieri seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review, July Financial Statements

Ms. Kier noted an error in the narrative report within item #1 – the month reflected should be July, not January. Ms. Kier stated that as July is the first month of the new fiscal year, the Coalition does not yet have a comprehensive idea of how many children will actually be served. She explained the FY 2011-12 budget shows a deficit in School Readiness services of \$764,000. However, this deficit should level off with natural attrition which is usually about 7% per month. Ms. Kier predicts that a noticeable drop should be indicated in September's financial statements.

Ms. Kier stated the projection for this fiscal year's enrollment is based on 3,947 children and movement from the wait list is currently closed, as is the one-in/one-out policy. She explained that the Coalition historically begins the new fiscal year with a projected deficit in the July budget which is based on projections.

Mr. Cook inquired where the \$2,243 in match funds came from. Ms. Kier explained this was part of the grant funds from the Hernando County Board of Commissioners. These funds are due to expire this year. Mr. Farrelly stated he intends to make a plea to the Commission boards of both counties for funds for early learning otherwise, the state may deduct the unraised match amount from the Coalition's yearly award.

Ms. Kier continued, stating that administrative categories for both School Readiness and VPK must be monitored closely to keep expenses down. She informed the Committee that OEL was also looking at possible ways of keeping VPK expenses down for Coalitions. She is in the process of preparing a request for a waiver that would allow Mid Florida Head Start and Pasco Head Start to write their own certificates and submit the paperwork to the Coalition office for final processing.

Ms. Kier also reported that VPK enrollment is down this year with Pasco enrollment down by 1,200 children and Hernando down by 100 children. However, Head Start does have approximately 500 enrollments yet to be entered into the database. Ms. Kier stated that eight (8) providers do not have VPK classrooms because of the lack of children. A minimum of four (4) children are needed to open a VPK classroom.

Ms. Kier explained that she would prepare an eligibility report versus enrollment report for the September meeting in order to provide a more comprehensive breakdown on the numbers of children in the program. She reported that VPK enrollment is down throughout the state.

Mr. Cook indicated that the narrative report also included a statement that the Budget vs. Actual by Class Report was also attached, but this report no longer needs to be compiled by Ms. Bosanko as indicated by the Board at the July meeting. Additionally, the word "accrual" at the top left corner of the financial report needs to be removed.

III. Discussion, Next Meeting Date on September 14, 2011 at 4:00 P.M.

The next Finance/Audit Committee meeting is scheduled for Wednesday, September 14, 2011 at 4 p.m.

IV. Public Input

None.

V. Adjournment

Mr. Cook adjourned the Finance/Audit Committee meeting at 4:30 p.m. without further discussion.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant