



FINANCE/AUDIT COMMITTEE MEETING MINUTES
Monday, July 16, 2012 at 4 p.m.
15506 County Line Road
Spring Hill, FL 34610

Board Members Present: Jim Cook, Chair; Bonnie Clark, Gus Guadagnino, Patrick McHugh, Mike Ramos

Committee Members Present via Phone: None

Committee Members Excused: Pat Mulieri

Staff Present: Danielle Berche, Sonya Bosanko, 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 4:02 p.m. Introductions were made.

Mr. Cook requested a motion to approve the draft minutes from the Finance/Audit Committee meeting of June 12, 2012. Mr. Guadagnino so moved and Mr. McHugh seconded the motion. All were in favor with no abstentions and the motion carried.

II. Review, June 2012 Financial Statement Report

Ms. Bosanko explained the financial reports are DRAFTS as additional adjustments will be made prior to officially closing the month. The current spending rate for School Readiness is 98.98% and 101.23% for VPK. The VPK administrative rate of 5.31% is over the 4% maximum.

Ms. Bosanko explained there is a surplus of \$137,574 in School Readiness; however, the Coalition is authorized to submit a 13th invoice to the state with last minute expenditures.

A discussion followed on the VPK administrative cost overage and overspending the budget by \$166,259; even though steps have been taken to reduce current spending. Ms. Bosanko explained that she has been in contact with the state to bill the overage into the new fiscal year. However, the state has initially denied the request because Direct Services has not been fully spent out. Mr. Farrelly explained the state gave PHELIC an additional VPK grant of funds in May based on the number of children enrolled in the program. PHELIC did not request these funds and did not utilize them.

Ms. Bosanko explained that coalitions are working with the state to consolidate the current cost allocation plan as it is not a true reflection of VPK administrative costs.

Ms. Bosanko informed the Committee the 13th invoice will take into consideration any final invoices and the financials will be finalized by August 15, 2012. She explained the proposed budget amendment will have some additional items added to it, and although it is not required, it is being presented for Committee approval which will make a difference during the upcoming audit reviews.

Mr. Cook requested a motion to approve the proposed budget amendments as presented. Mr. McHugh so moved and Mr. Guadagnino seconded the motion. All were in favor with no abstentions and the motion carried.

III. Discussion, Workers Compensation Insurance Pool

Mr. Farrelly requested this item be tabled until the next meeting. He gave a brief overview and stated that at one of the last Board meetings a suggestion was made to look into a pool and the Coalition's attorney has researched the issue. Mr. Farrelly stated that the attorney does not recommend self-funding because a certain amount of assets will be required. The information from the attorney will be distributed to the Committee for review and this item will be brought back to the August meeting for further discussion.

IV. Beyond the Financials

Ms. Kier informed the Committee that an 11-year old will be at the July Board meeting to discuss how she has benefitted from the School Readiness program.

V. Audit Cost Survey

Ms. Kier distributed the attached chart and explained this is a comparison of the audit costs for the majority of coalitions in the state and what percentage of their grant award is applied to the audit. This Coalition has one of the lowest audit costs.

VI. Schedule, Next Meeting date on August 20, 2012 at 4 p.m.

The next Finance/Audit Committee will be scheduled for Monday, August 20, 2012 at 4 p.m.

VII. Public Input

None.

VIII. Adjournment

Mr. Cook requested a motion to adjourn the Finance/Audit Committee meeting. Mr. Guadagnino so moved and Mr. Ramos seconded. The Finance/Audit Committee was adjourned without further discussion at 4:40 p.m.

Respectfully submitted by,

Ramute "Jak" Jakubauskas,
Administrative Assistant