

ELCHC BUDGET WORKSHOP – MARCH 26, 2018

DISCUSSION

ISSUE:	ELCHC Operating Budget – Fiscal Year Ending 6/30/19
FISCAL IMPACT:	\$5,080,619
FUNDING:	School Readiness, VPK, BOCC grant, Other local funding.

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Early Learning Coalition of Hillsborough County

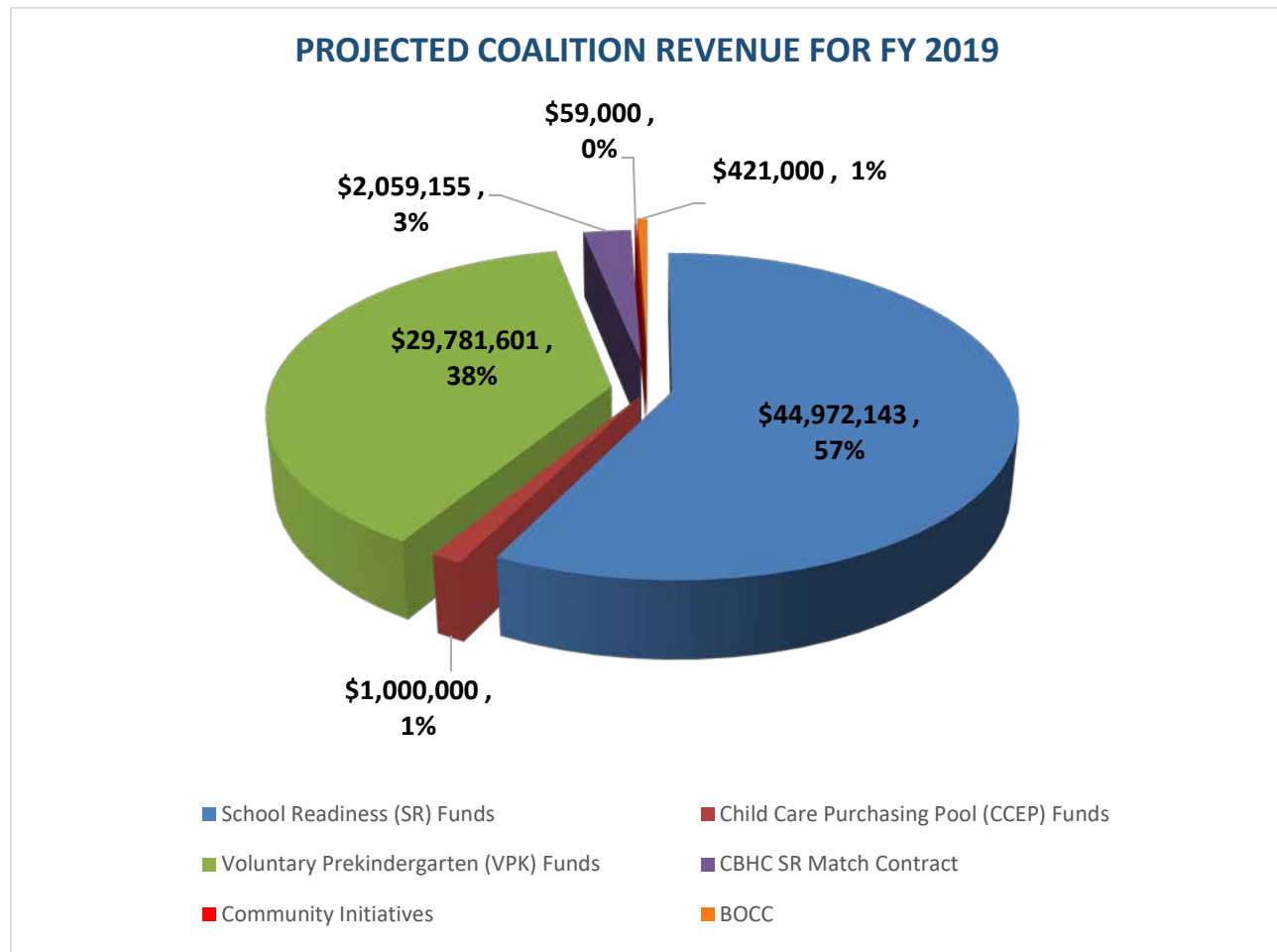
Budget Overview

Fiscal Year Ending 06/30/19

Revenue to support the Coalition’s operations and services are derived primarily from grants and contracts with the Office of Early Learning (OEL), the Children’s Board of Hillsborough County (CBHC), Hillsborough County Board of County Commissioners and other community initiatives with which the Coalition is involved. FY 2019 allocation information has not been received from the Office of Early Learning (OEL). The OEL revenue figures indicated here are based on the original allocations for FY 2018. The allocation for the Children’s Board (CBHC) match contract will be received later this year. The budget will be revised once final allocations are available from OEL and CBHC. Total projected revenue is as follows:

Projected Coalition Revenue for FY 2019

School Readiness (SR) Funds	\$44,972,143
Child Care Purchasing Pool (CCEP) Funds	\$1,000,000
Voluntary Prekindergarten (VPK) Funds	\$29,781,601
CBHC SR Match Contract	\$2,059,155
Community Initiatives	\$59,000
Board of County Commissioners	\$421,000
Total Projected Revenue	\$78,292,899



COALITION OPERATING BUDGET

The Coalition's operating expenditures are derived from the following sources: OEL-School Readiness Funds, OEL-VPK Funds, Hillsborough County Board of County Commissioners and various community initiatives.

The proposed Coalition operating budget is summarized below:

Funding Source	FY 2018	FY 2019	% Change
School Readiness	\$3,351,115	\$3,676,248	9.70%
Voluntary Prekindergarten	\$1,123,498	\$1,132,269	.78%
Quality Counts for Kids	\$ 139,354	-	(100%)
Community Initiatives	\$ 278,378	\$ 272,102	(2.25%)
Total Budget	\$4,892,345	\$5,080,619	3.85%

- The proposed FY 2019 operating budget totals \$5,080,619 for all Coalition operations and personnel expenses.
 - This is an increase from FY 2018 revised budget of \$188,274 or 3.85%.
 - The School Readiness budget increased by \$325,133.
 - Costs associated with providing quality support to providers as part of Office Of Early Learning's Performance Funding Project, and projected costs associated with the implementation of House Bill 1091.
 - The VPK budget increased by \$8,771.
 - The budget for community initiatives decreased by \$6,276.

ADDITIONAL INFORMATION

The School Readiness, VPK, and CBHC SR Match allocations are subject to change.

- The final allocation from OEL has not been received yet. Once the final allocation is received, the budget will be revised.
- Contract negotiations with SDHC, Child Care Licensing, and Early Childhood Council have not been completed. The allocations for each of these subcontractors indicated in this budget are subject to change.
 - The allocated amount for the SDHC contract reflects the original allocation provided for FY 2018,



Agency Wide Proposed Budget Summary

Fiscal Year Ending 6/30/2019

	Revised Budget FY 2018	Proposed Budget FY 2019	% Chg
Revenue			
School Readiness	45,972,143	45,972,143	0%
Voluntary Pre-Kindergarten	29,781,601	29,781,601	0%
CBHC Quality Counts for Kids	139,354	0	-100%
CBHC School Readiness Match	2,059,155	2,059,155	0%
Community Projects	708,000	480,000	-32%
Total Revenue	78,660,253	78,292,899	
Program Expenses			
<i>School Readiness</i>			
School District of Hillsborough County	40,945,171	39,245,171	-4%
BOCC Child Care Licensing	1,058,904	1,058,904	0%
Early Childhood Council	49,500	49,500	0%
Programmatic Reserve Funds	567,453	1,934,427	241%
CBHC School Readiness Match	2,059,155	2,059,155	0%
<i>Total School Readiness</i>	<i>44,680,183</i>	<i>44,347,157</i>	
<i>Voluntary Pre-Kindergarten</i>			
Direct Services	28,636,103	28,635,225	0%
Early Childhood Council	22,000	22,000	0%
<i>Total Voluntary Pre-Kindergarten</i>	<i>28,658,103</i>	<i>28,657,225</i>	
<i>Quality Counts</i>			
Champions for Children	181,568	-	-100%
<i>Total Quality Counts</i>	<i>181,568</i>	<i>-</i>	
<i>Other Program</i>			
School Readiness Match (CCEP)	102,100	183,992	0%
City of Tampa-CDBG (CCEP)	100,000		
Programmatic Reserve Funds	45,954	23,906	
<i>Total Other Program</i>	<i>248,054</i>	<i>207,898</i>	
Total Program Expenses	73,767,908	73,212,280	
ELCHC Operating Expenses			
Personnel	3,642,327	3,922,250	8%
Occupancy	389,757	395,852	2%
Professional Fees	59,642	54,900	-8%
Travel & Training	57,606	55,634	-3%
Provider Quality Support	200,000	204,000	2%
Insurance	22,025	22,025	0%
Technology	229,613	144,417	-37%
Educational Supplies	53,565	60,391	13%
Office Supplies	35,294	29,900	-15%
Outreach	89,000	94,240	6%
Printing/Binding	37,980	41,400	9%
Other Operating	75,536	55,610	-26%
Total ELCHC Operating Expenses	4,892,345	5,080,619	3.9%
Grand Total Expenditures	78,660,253	78,292,899	
Change in Net Assets	0	0	



**Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19**

	Revised Budget FY 2018	Proposed Budget FY 2019	Change	
<u>ELCHC Program Expenses</u>				
<u>School Readiness</u>				
School District of Hillsborough Count	40,945,171	39,245,171	(1,700,000)	Represents contract allocation for SDHC to provide School Readiness services. Amount represents original allocation to SDHC for 2018. Once the 2019 Notice of Award is received, the contract will be amended to reflect the change in the award from OEL
BOCC Child Care Licensing	1,058,904	1,058,904	0	Allocation for Board of County Commissioners Child Care Licensing to provide child care licensing and inspection services.
Early Childhood Council	49,500	49,500	0	Represents contract allocation to provide School Readiness Inclusion services.
Programmatic Reserve Funds	567,453	1,934,427	1,366,974	Unallocated funds of \$326,000 were reallocated during fiscal year 2018.
CBHC School Readiness Match	2,059,155	2,059,155	0	Allocation for School Readiness match funds. \$816,008-Child Care Executive Partnership (CCEP) funds \$1,179,147-BG8 Match \$64,000-Metropolitan Ministries
<u>Voluntary Pre-Kindergarten</u>				
Direct Services	28,636,103	28,635,225	(878)	Allocation for VPK child care services.
Early Childhood Council	22,000	22,000	0	Represents contract allocation to provide Voluntary Prekindergarten Inclusion services.
<u>Quality Counts</u>				
Champions for Children	181,568	0	(181,568)	Effective 10/1/17, The contract with Champions for Children was funded with BOCC funds. The contract expires 6/30/18 and is not expected to be renewed.
<u>Other Program</u>				
School Readiness Match (CCEP)	102,100	183,992	81,892	\$183,992 represents the remaining portion of the \$1,000,000 budgeted for CCEP. This portion is funded by the Hillsborough County Board Of County Commissioners grant.
<u>ELCHC Operating Expenses</u>				
Personnel	3,642,327	3,922,250	279,923	Total \$147,190 of the increase is reflected by an increase of 2 FTEs over FY 2018. The proposed budget also includes a 3% increase for all employees at a cost of \$79,280. \$53,453 represents the increase in salary and benefits for the CEO position.



**Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19**

	Revised Budget FY 2018	Proposed Budget FY 2019	Change	
Occupancy	389,757	395,852	6,095	The occupancy budget reflects the following: \$322,338-Lease for Dale Mabry offices. Lease is due to expire October 2019. \$20,316-Lease for School Readiness offices located in Floriland Office Center, colocated with Career Source. Lease is due to expire June 2019. \$6,600-Ricoh Copier lease. The current copier lease is expiring. This amount represents an estimate of the new lease amount. \$13,008-Internet access including dual ISPs thru Frontier and Spectrum. Also includes use of hotspots by staff working with providers and families in the field. \$9,240-Bouncetel telephone service for the in-house VOIP telephone system. \$18,350-Includes janitorial service as well as carpet and furniture cleaning. \$6,000-Monthly security monitoring by Tyco.
Professional Fees	59,642	54,900	(4,742)	Includes legal, audit and payroll admin fees. The budget for audit fees is reduced by \$2,000 while the budget for legal fees is reduced by \$2,742, based on estimated actual for 2018. \$18,000-Audit fees paid to Moore, Stephens, Lovelace for the annual independent audit. \$33,900-Payroll administration fees paid to our PEO, HROI for administering payroll and benefits. \$3,000-Legal fees
Travel & Training	57,606	55,634	(1,972)	Reflects local travel for staff engaged in monitoring, assessments, and technical assistance to providers. Also includes staff attendance at the annual NAEYC, BUILD, and One Goal conferences as part of their professional development.
Provider Quality Support	200,000	204,000	4,000	Includes stipends paid to teachers to attend trainings as well as to provide quality supports for providers.
Insurance	22,025	22,025	0	Includes liability, D&O, and employee crime & dishonesty. ELC is on a two-year insurance plan. Premiums are not expected to increase until October 2019.
Technology	229,613	144,417	(85,196)	Represents maintenance/support for hardware and software. Also includes online subscriptions such as Office 365, Sharefile and Adobe Pro DC. \$9,000-Managed IT services contract



**Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19**

Revised	Proposed	
Budget	Budget	
FY 2018	FY 2019	Change

				<p>\$12,000-Monthly hosting fees for ELC's provider portal.</p> <p>\$5,000-Upgrades to the ELC provider portal related to ASQ's.</p> <p>\$10,000-Continues development of child care app.</p> <p>\$6,800-Annual license renewal of ELC's accounting, purchasing, and budgeting software.</p> <p>\$6,000-Licenses for Tableau and Impromptu reporting software for use with the state's online portal and EFS.</p> <p>\$11,115-Subscriptions to Sharefile, GoTo Meeting and Office 365</p> <p>\$14,400-Hosting of ELC's accounting system.</p> <p>\$5,300-Replacement of 5 employee laptops, 2 desktops, and 10 employee VOIP phones.</p> <p>\$14,400-Website maintenance.</p> <p>\$6,000-Apricot database</p> <p>\$12,960-ERS software licenses for the QC program</p> <p>\$9,442-Online subscriptions to Adobe Pro, Liquid Web, Digicert and other online subscriptions.</p> <p>\$20,000-New Learning Management System.</p> <p>\$2,000-Misc computer supplies such as monitors, keyboards, mice etc.</p>
Educational Supplies	53,565	60,391	6,826	
				<p>Materials associated with provider training, technical assistance, as well as other resources such as MMCI, CLASS Score Sheets, and Dimension Guides. These materials will support the state Performance Funding Project and recently passed legislation (HB 1091).</p> <p>\$7,000-Supply of books for book garden and IECF</p> <p>\$5,650-CLASS Booklets and Dimension guides</p> <p>\$1,541-Supplies for trainings</p> <p>\$27,200-MMCI kits for Pre-k and Infant Toddler</p> <p>\$16,000-Teaching Strategies Gold.</p> <p>\$3,000-New prop boxes for providers to utilize in classrooms.</p>
Office Supplies	35,294	29,900	(5,394)	Misc office supplies based on estimated actual for
Outreach	89,000	94,240	5,240	Represents targeted funding for outreach.
				<p>\$5,000-Glazer Museum's Toddler Takeover</p> <p>\$4,000-Quarterly Provider Meetings</p> <p>\$15,000-Day Of Play Event. Staff will be seeking sponsors for this event again in 2019.</p> <p>\$7,640-Back to School Fair</p> <p>\$5,000-Quarterly Parent night</p>



**Proposed Operating Budget by Program
Fiscal Year Ending 6/30/19**

	Revised Budget FY 2018	Proposed Budget FY 2019	Change	
				\$4,000-Full Page Ads in Tampa Bay Parenting magazine
				\$8,000-Continued rollout of rebrand
				\$8,000-CCR&R Activities
				\$14,000--Additional Outreach activities
				\$1,000-Paid Social Media Posts
				\$7,600-Provider Appreciation Day
				\$15,000-Conference for provider Community
Printing/Binding	37,980	41,400	3,420	Includes production of publications such as the training bulletin, the Focus Magazine, QCFK brochures and internal copying/printing.
				\$15,000-Publication of the VPK calendar
				\$13,600-Misc printing for VPK, SR, and CCR&R
				\$5,000-Printing and binding costs directly related to promotion of Quality Counts and IECF.
				\$7,800-Allocated for internal copier/printer usage.
				Based on 2018 estimated actual.
Other Operating	75,536	55,610	(19,926)	Misc items including:
				\$2,100-Storage rental, and postage
				\$1,800-Dues/Subscriptions for online software, annual filing fees, job posting etc
				\$4,500-IACET submission and annual fee.
				\$5,000-Subscription to MyOn Reader
				\$19,750-Membership fees for AELC and Tampa Chamber.
				\$2,000-Bank service charges
				\$18,000-Represents the cost of background screenings for clients, mostly child care providers. This is a revenue generating activity. The coalition charges the provider a fee for processing the background
				\$1,500-Repair of laminator in provider workroom
				\$960-Stripe credit card processing fees



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

Proposed Operating Budget by Program Fiscal Year Ending 6/30/19

ELCHC Operating Expenses	SR	VPK	COMPROJ	TOTAL
Personnel	3,005,199	917,051	0	3,922,250
Occupancy	284,063	111,789	0	395,852
Professional Fees	39,397	15,503	0	54,900
Travel & Training	50,940	4,694	0	55,634
Provider Quality Support	0	0	204,000	204,000
Insurance	14,400	7,625	0	22,025
Technology	115,128	29,289	0	144,417
Educational Supplies	60,391	0	0	60,391
Office Supplies	21,536	7,964	400	29,900
Outreach	35,432	10,066	48,742	94,240
Printing/Binding	20,357	21,043	0	41,400
Other Operating	29,406	7,244	18,960	55,610
Total ELCHC Operating Expenses	3,676,248	1,132,269	272,102	5,080,619

Early Learning Coalition of Hillsborough County

FTE Summary

Fiscal Year Ending 6/30/2019

Position	FTE	Funding Source(s)
Accountant I	1	SR, VPK
Accountant specialist	1	SR, VPK
Chief Executive Officer	1	SR, VPK
Chief Financial Officer	1	SR, VPK
Chief Operating Officer	1	SR, VPK
Communications/Outreach Specialist	1	SR, VPK
Communications/Outreach Specialist	1	SR, VPK
Data Analyst	1	SR, VPK
Database administrator	1	SR, VPK
Director of Communications & Outreach	1	SR, VPK
Director of Organizational Development	1	SR, VPK
Executive assistant	1	VPK
Family Services Coordinator	1	SR, VPK
Family Services Receptionist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist	1	SR, VPK
Family Services Specialist (Vacant)	1	SR, VPK
Finance Manager	1	SR, VPK
Finance Specialist	1	VPK
Finance Specialist	1	VPK
Finance Specialist	1	VPK
Human Resources Manager	1	SR, VPK
IT Maintenance	1	SR, VPK
Practitioner Coordinator	1	SR
Professional Development Coordinator	1	SR, VPK
Professional Development Coordinator	1	SR, VPK
Professional Development Liaison	1	SR
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK
Professional Development Specialist	1	SR, VPK

Early Learning Coalition of Hillsborough County

FTE Summary

Fiscal Year Ending 6/30/2019

Professional Development Specialist	1	SR, VPK
Program Compliance Manager	1	SR
Provider Services Coordinator	1	SR, VPK
Provider Services Coordinator	1	SR
Provider Services Coordinator	1	SR
Provider Services Specialist	1	VPK
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR
Provider Services Specialist	1	SR
Provider Services Specialist	1	SR
Provider Services Specialist	1	SR
Provider Services Specialist	1	SR, VPK
Provider Services Specialist	1	SR
Senior Finance Specialist	1	VPK
Senior Finance Specialist	1	VPK
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