



**FINANCE COMMITTEE**  
**Wednesday, Sept 1, 2010**  
**5:00 PM**

6301 NW 5<sup>th</sup> Way, Suite 3400, Ft. Lauderdale, FL. 33309

**AGENDA**

- |   |                   |
|---|-------------------|
| 1. Welcome and Call to Order                      | Andrew Bray       |
| 2. Approval of Minutes of<br>June 9, 2010 (Tab 1) | Andrew Bray       |
| 3. Financial Statements (Tab 2)                   | Andrea A. Braynon |
| 4. Utilization Report (Tab 3)                     | Ainsworth Geddes  |
| 5. Unfinished Business                            |                   |
| 6. New Business                                   |                   |
| 7. Next Meeting Date: October 20, 2010            |                   |
| 8. Public Comment                                 |                   |
| 9. Adjourn  |                   |



## Finance Committee Meeting

6/9/2010

4:00 PM

6301 NW 5th Way, 4th Floor  
Fort Lauderdale, FL

**Members in Attendance:** Andrew Bray, Chair, Cindy Arenberg Seltzer, Jeffrey Dwyer, Sidney Calloway

**Members Absent:** Britt Sikes

**Staff in Attendance:** Penny Westberry, CEO, Lee Tirpak, CPO, Andrea Braynon, CFO, Sandra Martinez, Accounting/HR Manager, Jose Abreu, IT, Debbie Bainton, Executive Assistant

**Others in Attendance:** Burnadette Norris-Weeks, General Counsel, Ainsworth Geddes, Gilbert Rincon, Khalil Zeinieh, Chris Wittig, Karl Duell, Jason Sundernein, Israel Gomez, Cindy Calvert, Geoff Adams, Joe Krusilk, Steve Gardner, Dr. Barbara Weinstein, A. Brunson, Rick Covert

### Welcome and Call to Order

Andrew Bray, Chair, called the meeting to order at 4:05 pm  
The Chair gave a brief summary of the public comment policy

### Approval of Minutes

**Motion** made by Cindy Arenberg Seltzer to approve the minutes of March 24, 2010. **Seconded** by Jeffrey Dwyer. **Unanimously approved.**

| Action items:        | Person responsible: | Deadline: |
|----------------------|---------------------|-----------|
| Keep minutes on file | Executive Assistant | 6/10/10   |
|                      |                     |           |

### Financial Statements

Sidney Calloway asked the CFO if there is anything in the statements that she would consider to be unusual activity or an issue of concern that is material that the Committee should know about. Ms. Braynon responded that there was nothing material or significant activity.

**Motion** made by Jeffrey Dwyer to approve the Coalition's April 2010 Financial Statements pending the annual audit performed by a qualified independent certified public accounting firm. **Seconded** by Sidney Calloway. **Unanimously approved**

| Action items:           | Person responsible: | Deadline: |
|-------------------------|---------------------|-----------|
| Keep financials on file | CFO                 | 3/10/10   |

### Utilization Report

Ainsworth Geddes gave a brief summary of the utilizations reports pointing out everything is on target. There were no questions

### RFP Review for External Auditing Services

Self-introductions of the Committee and ELC staff.

The Committee heard presentations and asked questions of the following firms

- Berman, Hopkins, Wright & Laham - Joe Krusick
- Kaufman Rossin Co -- Jeff Adams
- Mayer, Hoff, McCann - Karl Duell Jason Sundernein and Chris Whitting
- Keefer McCullough & Co – Cindy Calvert and Israel Gomez
- Morrison & Brown LLP – Rick Covert, Ann Larus and Vivian Ganff
- Sharpton & Brunson & Co. – Anthony Brunson
- TCBA Watson Rice LLP – Rhea Rivera, Steve Gardener and Ronald Thompkins

The chair called a recess while scores were being tallied

After the recess the following scores were reported

- |                                   |       |
|-----------------------------------|-------|
| • Berman, Hopkins, Wright & Laham | 89.80 |
| • Chinye & Company                | 86.4  |
| • Kaufman Rossin Co               | 81.2  |
| • Mayer, Hoff, McCann             | 82.4  |
| • Keefer McCullough & Co          | 87.4  |
| • Morrison & Brown LLP            | 90.4  |
| • Sharpton & Brunson & Co.        | 85.0  |

- Templeton & Company 82.4
- TCBA Watson Rice LLP 95.2

The Committee discussed the following:

- TCBA Watson Rice is the current Auditors
  - Have been engaged for 4 years
  - Concern about going 7 years with same firm
- Coalition does not have a requirement for rotation
- State does not require rotation – no requirement in new law
- Tabulation of scores were from Sidney Calloway, Cindy Arenberg Seltzer, Andrew Bray, Jeffrey Dwyer, Ainsworth Geddes
- Committee agreed that a five year rotation should be put in place – should this be a one year engagement with no renewals
  - Comfortable with the vendor – worst case scenario 7 years

**Motion made by Sidney Calloway to recommend awarding the Auditing Contract to the TCBA Watson Rice firm under the current solicitation conditions and to have this Committee take up at the most appropriate time a consideration of a mandatory 5 year rotation policy. Seconded by Jeffrey Dwyer. Unanimously approved.**

Mr. Bray thanked everyone who came and gave a presentation and submitted a proposal recognizing the hard work that goes into the proposals.

|                            |
|----------------------------|
| Unfinished Business - none |
| New Business - none        |
| Next Meeting Date - TBD    |
| Public Comment - None      |
| Adjourn                    |

The meeting adjourned at 5:25 pm

These minutes contain the action items of the meeting of the Finance Committee of the Early Learning Coalition. They do not include all the Committee's discussions or comments on each matter or issue raised during the meeting. A tape recording of the meeting is held in the Coalition office. Corrections from the Committee will be taken prior to approval at the next meeting.

Submitted by

Debbie Bainton

Reviewed by

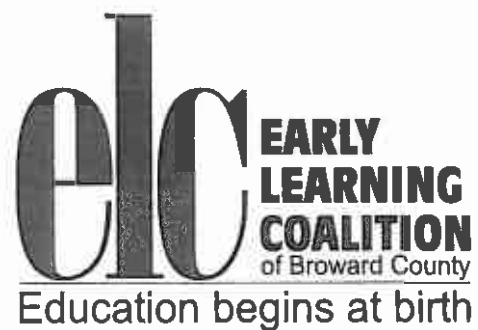
Andrew Bray, Treasurer & Chair of Finance Committee

Andrea A. Braynon, Chief Financial Officer

# Finance Committee Meeting

## Tab 2

Financial Statements will be e-mailed to you  
prior to the meeting



Early Learning Coalition of Broward County, Inc.

Slot Utilization Analysis

July 2010 - June 2011

Prepared August 19, 2010

FINANCIALLY ASSISTED SCHOOL READINESS CHILD CARE

JULY 2010 ACTUAL

Assumes: Full Cost of Care, Inclusive of all Match Funds

Slot Surplus/(Deficit) Forecast:

|           | Month  | Max Days Payable | Slot Expense (\$) | # Children Paid               | Avg Cost Per Child Paid |
|-----------|--------|------------------|-------------------|-------------------------------|-------------------------|
| Actual    | Jul-10 | 22               | \$ 4,169,126      | 10,070                        | \$ 414.01               |
| Projected | Aug-10 | 22               | \$ 3,882,386      | 9,976                         | \$ 389.17               |
| Projected | Sep-10 | 22               | \$ 3,707,688      | 9,976                         | \$ 371.66               |
| Projected | Oct-10 | 21               | \$ 3,539,157      | 9,976                         | \$ 354.77               |
| Projected | Nov-10 | 22               | \$ 3,707,688      | 9,976                         | \$ 371.66               |
| Projected | Dec-10 | 23               | \$ 3,876,219      | 9,976                         | \$ 388.55               |
| Projected | Jan-11 | 21               | \$ 3,539,157      | 9,976                         | \$ 354.77               |
| Projected | Feb-11 | 20               | \$ 3,370,626      | 9,976                         | \$ 337.87               |
| Projected | Mar-11 | 23               | \$ 3,876,219      | 9,976                         | \$ 388.55               |
| Projected | Apr-11 | 21               | \$ 3,539,157      | 9,976                         | \$ 354.77               |
| Projected | May-11 | 22               | \$ 3,707,688      | 9,976                         | \$ 371.66               |
| Projected | Jun-11 | 22               | \$ 4,078,457      | 9,976                         | \$ 408.83               |
|           |        |                  | \$ 44,993,579     |                               | \$ 375.52               |
|           |        |                  | \$ 44,994,549     |                               |                         |
|           |        |                  | <b>\$ 970</b>     | <b>YTD thru June 30, 2011</b> |                         |

Projected Expense Budget Inclusive of All Match Funds

Difference

|                                  | Actual Served    | Actual/Projected Net Change | Prior Month Net Change Forecast | Net Variance (Forecast vs. Actual) | Total Slot Expense   | Slot \$ Variance (Forecast vs. Actual) |
|----------------------------------|------------------|-----------------------------|---------------------------------|------------------------------------|----------------------|--|
| Jun-10                           | 10,818           | 54                          | (200)                           | 254                                | \$ 4,167,983         | \$ (155,622)                           |
| Jul-10                           | 10,070           | (748)                       | (680)                           | (68)                               | \$ 4,169,126         | \$ (53,354)                            |
| Aug-10                           | 9,976            | (94)                        |                                 | (94)                               | \$ 3,882,386         |  |
| Sep-10                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,707,688         |  |
| Oct-10                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,539,157         |  |
| Nov-10                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,707,688         |  |
| Dec-10                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,876,219         |  |
| Jan-11                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,539,157         |  |
| Feb-11                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,370,626         |  |
| Mar-11                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,876,219         |  |
| Apr-11                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,539,157         |  |
| May-11                           | 9,976            | 0                           |                                 | 0                                  | \$ 3,707,688         |  |
| Jun-11                           | 9,976            | 0                           |                                 | 0                                  | \$ 4,078,457         |  |
| <b>Avg Monthly Cost of Care:</b> | <b>\$ 375.52</b> |                             | <b>Totals</b>                   | <b>(162)</b>                       | <b>\$ 44,993,579</b> | <b>\$ (53,354)</b>                     |

Total Enrollment

11,061

|           |       |
|-----------|-------|
| Target    | 9,987 |
| Projected | 9,976 |
| Variance  | (11)  |

**Assumptions:**

1. FCI children served July-June 2011 children served projection = Actual Un-duplicated  
Average monthly cost of care is an average of all age groups, gold seal accredited vs. non-accredited centers, and full-time and part-time care. This average is the cost to the ELC of Broward for one month of care. It does not include parent fees or is meant to depict the amount a child care center would charge a private pay customer.  
As more information and trends are established during the fiscal year, for forecasting purposes, the average monthly cost of care will be adjusted.

As of August 19th, the wait list is at July 10, 2008.

2. The following is the forecast for enrollment and terminations:

|                                | August | September | October |
|--------------------------------|--------|-----------|---------|
| Workforce/ Protective Services | 50     | 50        | 50      |
| Income Eligible                | (144)  | (50)      | (50)    |
| Total Net Children in System   | (94)   | -         | -       |

3. The following estimate of children (slots) were not included in the current total:

|   | May | June | July |
|---|-----|------|------|
| Attendance Sheets submitted late          | 165 | 225  | 403  |
| FCI Enrolled but did not attend           | 178 | 200  | 514  |
| Waiting on voucher paperwork from provide | 0   | 0    | 0    |

**Waiting List per preliminary prescreen as of 07/31/2010**

|                      |        |
|----------------------|--------|
| 0 - 11 Months (INF)  | 1,053  |
| 12 - 23 Months (TOD) | 1,965  |
| 24 - 35 Months (2YR) | 2,088  |
| 36 - 47 Months (3YR) | 1,734  |
| 48 - 59 Months (4YR) | 1,247  |
| 60 - 72 months (5YR) | 681    |
| School Age           | 1,913  |
| Total                | 10,681 |

**NOTES:**

Early Learning Coalition of Broward County, Inc.  
 Slot Utilization Analysis  
 July 2010 - June 2011  
 Prepared August 18, 2010

**VPK - VOLUNTARY PRE-KINDERGARTEN**  
**JULY 2010 ACTUAL**

| Month             | Max Days | Payable | Prepaid (\$) | Prior Months Adjustments (\$) | Total Payment (\$) | # Children Paid | Avg Cost Per Child Paid |
|-------------------|----------|---------|--------------|-------------------------------|--------------------|-----------------|-------------------------|
| Actual            | 22       | \$      | 289,370      | \$ 811,781                    | \$ 1,101,151       | 1,013           | \$ 1,087.02             |
| Projected         | 10       | \$      | 261,355      | \$ 1,086,918                  | \$ 1,348,273       | 11,507          | \$ 117.17               |
| Projected         | 20       | \$      | 493,522      | \$ 3,373,385                  | \$ 3,866,908       | 13,261          | \$ 291.60               |
| Projected         | 20       | \$      | -            | \$ 4,165,798                  | \$ 4,165,798       | 14,286          | \$ 291.60               |
| Projected         | 17       | \$      | -            | \$ 3,559,517                  | \$ 3,559,517       | 14,361          | \$ 247.86               |
| Projected         | 13       | \$      | -            | \$ 2,721,984                  | \$ 2,721,984       | 14,361          | \$ 189.54               |
| Projected         | 19       | \$      | -            | \$ 3,978,284                  | \$ 3,978,284       | 14,361          | \$ 277.02               |
| Projected         | 18       | \$      | -            | \$ 3,899,888                  | \$ 3,899,888       | 14,078          | \$ 277.02               |
| Projected         | 19       | \$      | -            | \$ 3,621,934                  | \$ 3,621,934       | 13,801          | \$ 262.44               |
| Projected         | 19       | \$      | -            | \$ 3,747,804                  | \$ 3,747,804       | 13,529          | \$ 277.02               |
| Projected         | 21       | \$      | -            | \$ 3,979,115                  | \$ 3,979,115       | 12,996          | \$ 306.18               |
| Projected         | 21       | \$      | -            | \$ 2,052,747                  | \$ 2,052,747       | 1,000           | \$ 2,052.75             |
| Projected Expense |          | \$      | 1,044,248    | \$ 36,999,155                 | \$ 38,043,403      |                 | \$ 473.10               |
| Budget            |          |         |              |                               | \$ 38,043,403      |                 |                         |
| Difference        |          |         |              |                               | \$ -               |                 |                         |

YTD thru Jun 30, 2011

| Non Public School Providers      | Public School Providers | Total    | Net Change | Prior Month Net Change Forecast | Net Change Difference (Forecast vs Act) | Total Slot Expense | Slot \$ Variance (Forecast vs Actual) |              |
|----------------------------------|-------------------------|----------|------------|---------------------------------|---|--------------------|---------------------------------------|--------------|
| 957                              | 56                      | 1,013    | 10         | (3)                             | (13)                                    | \$ 1,101,151       | \$ (135,509)                          |              |
| 11,297                           | 210                     | 11,507   | 10,494     |                                 |   | \$ 1,348,273       |                                       |              |
| 13,051                           | 210                     | 13,261   | 1,754      |                                 |   | \$ 3,866,908       |                                       |              |
| 14,076                           | 210                     | 14,286   | 1,025      |                                 |   | \$ 4,165,798       |                                       |              |
| 14,151                           | 210                     | 14,361   | 75         |                                 |   | \$ 3,559,517       |                                       |              |
| 14,151                           | 210                     | 14,361   | 0          |                                 |   | \$ 2,721,984       |                                       |              |
| 14,151                           | 210                     | 14,361   | 0          |                                 |   | \$ 3,978,284       |                                       |              |
| 13,868                           | 210                     | 14,078   | (283)      |                                 |   | \$ 3,899,888       |                                       |              |
| 13,591                           | 210                     | 13,801   | (277)      |                                 |   | \$ 3,621,934       |                                       |              |
| 13,319                           | 210                     | 13,529   | (272)      |                                 |   | \$ 3,747,804       |                                       |              |
| 12,786                           | 210                     | 12,996   | (533)      |                                 |   | \$ 3,978,115       |                                       |              |
| 750                              | 250                     | 1,000    | (11,996)   |                                 |   | \$ 2,052,747       |                                       |              |
| Daily Cost of Care - School Year | \$ 14.58                | \$ 14.58 |            |                                 |   |                    |                                       |              |
| Daily Cost of Care - Summer      | 55.88                   | 55.88    |            |                                 |   |                    |                                       |              |
| Totals                           |                         |          |            |                                 |   |                    | \$ 38,043,403                         | \$ (135,509) |

**Assumptions:**  
 Daily Cost is based on a 3 hour day. Summer Costs are based on 8 weeks of pre-k.  
 The VPK slot costs budget is equal to projected expenses because the State is responsible for all VPK slot costs.