

Early Learning Coalition of Broward County, Inc.

Finance Meeting Agenda

Aug 29, 2023, at 1:30 PM

Zoom Meeting

Meeting ID: 876 2326 6359 Passcode: 589947

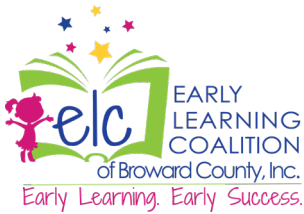
<https://us06web.zoom.us/j/87623266359?pwd=bHY0RkJSZjZjR1F4WW15VjVja2tjdz09>

Members are reminded of conflict-of-interest provisions. In declaring a conflict, please refrain from voting or discussing and declare the following information: 1) Your name and position on the Board, 2) The nature of the conflict, and 3) Who will gain or lose as a result of the conflict. Please also fill out form 8B prior to the meeting.

PAGE		
1.	Call to Order	Cindy Arenberg-Seltzer, Finance Chair
2.	Roll Call	Melody Martinez, Board Liaison
3.	Finance Committee Consent Agenda 1. Approve June 06, 2023, Committee meeting minutes	2 Cindy Arenberg-Seltzer, Finance Chair
4.	Finance Committee Regular Business 1. FIN241RB1 – Preliminary FY 23 Financial Results 2. FIN241RB2 – Approve July Interim Financial Statements 3. FIN241RB3 – Approve Budget Amendment #1 4. FIN241RB4 – Approve Expenses over \$35K 5. FIN241RB5 – Approve Updated Fiscal Policies	4 13 22 28 29 Cindy Arenberg-Seltzer, Finance Chair Christine Klima, CAO
5.	FYI o FYI 1 - FY 23-24 ELC Contracts o FYI 2 - June Cash Disbursements o FYI 3 - July Cash Disbursements o FYI 4 - FY 23-24 Match Fundraising Report o FYI 5 - FY 23-24 Exec/Finance Attendance Chart	37 38 39 40 41
6.	Unfinished Business New Business Matters from the Board Matters from the CEO Matters from the Committee Matters from our Partners Public Comment	
7.	Next ELC Finance Meeting: <u>October 3, 2023</u>	
8.	Adjourn	

Please Note: Agenda is subject to revisions and additions at the discretion of the Chair of the Coalition. Notification will be sent of any such revisions or additions. **Members of the Public:** Please sign up at the entry desk for public comments to be made on any particular agenda items no later than five minutes after the Coalition meeting has been called to order.

“As per [§286.0105, Fla. Stat.](#) Any person who decides to appeal any decision of the Board with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose, may need to ensure that a verbatim record of the proceedings is made which record includes testimony and evidence upon which the appeal is to be based.”



Early Learning Coalition of Broward County, Inc.
Finance Committee Meeting Minutes
June 06, 2023, at 1:30 PM
Virtual Meeting

Members in Attendance	Chair Cindy Arenberg-Seltzer; Dawn Liberta; Laurie Sallarulo; Zachary Talbot
Members Absent	Renee Podolsky; Twan Russell
Staff in Attendance	Renee Jaffe, CEO; Christine Klima, CAO; Judith Merritt, COO; Howard Bakalar, CPO; Hubert Cesar, CIO; Melody Martinez, Board Liaison; Lizbeth Juan, Executive Assistant; Reinier Potts, Financial Analyst; Kasey Lafrance, Contracts Administration Manager; Sarane Epps, Contrast Specialist; Sandra Paul, Senior Director of Provider Reimbursements; Stephanie Landreville, Controller; Allison Metsch, Senior Director of Education & Quality; Ancel Pratt III, Senior Director of Communications; Samantha Dempsey, Accountant; Amy Moore, Sr. Director of Family Services & Provider Relations ; Roy Persaud, Accountant
Others in Attendance	Julie Klahr, Legal Counsel; Monica King joined at 1:55 PM

Item	Action/Discussion
Welcome & Call to Order	<p>Acting Chair Dawn Liberta called the meeting to order at 1:32 PM. The roll was called, and a quorum was established.</p> <p>Chair Cindy Arenberg-Seltzer was on the meeting but requested Dawn Liberta run the meeting.</p>
Consent Agenda 1. Approve March 28, 2023, meeting minutes	<p>There was a Motion to move the Consent Agenda by Laurie Sallarulo and Seconded by Cindy Arenberg-Seltzer. Unanimously approved. Motion Passes.</p>
Regular Committee 1. FIN236RB1 – Approve April Interim Financial Statements 2. FIN236RB2 – Approve Proposed FY 23 Budget Amendment #5 3. FIN236RB3 – Approve FY 24 Preliminary Budget	<p><u>April Interim Financials</u></p> <p>CAO went over the financials and budget amendment.</p> <p>There was a Motion to Approve April 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant by Cindy Arenberg-Seltzer and Seconded by Laurie Sallarulo. Unanimously approved. Motion Passes.</p> <p><u>Approve FY23 Budget Amendment #5</u></p> <p>There was a Motion to Approve FY 2023 Budget Amendment # 5 as presented by Cindy Arenberg-Seltzer and Seconded by Zachary Talbot. Unanimously approved. Motion Passes.</p> <p><u>Preliminary FY 2023 Budget Framework & Approve FY 24 Purchases over \$35K</u></p> <p>CAO shared a PowerPoint presentation covering the Preliminary FY 2024 Budget.</p>

4. FIN236RB4 – Approve FY 24 Purchases over \$35,000	<p>Chair Cindy Arenberg-Seltzer asked if providers knew the consequences of not continuing to pay \$15 per hour to staff for VPK. CAO said yes providers who paid their staff during the hours they were providing VPK services received a premium for that time. CPO said it was communicated to providers in a PLAN meeting and would confirm that is was communicated in writing.</p> <p>There was a Motion to Approve the proposed Preliminary FY 2024 Budget Framework & Approve Specific Purchases over \$35K with one exception under \$35K by Cindy Arenberg-Seltzer and Seconded by Laurie Sallarulo. Unanimously approved. Motion Passes</p>
Unfinished Business	None
New Business	None
Matters from the Chair	None
Public Comments	There was no discussion.
Next Meeting	August 29, 2023, at 1:30 PM
Adjourn	Meeting adjourned at 2:44 PM.

These minutes contain the action items of the Board meeting of the Early Learning Coalition of Broward. They do not include all of 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 before approval at the next meeting.



ITEM/MEETING	FIN241RB1 / Finance Committee
DATE:	August 29, 2023
SUBJECT:	FY 2023 Preliminary Financial Results (Unaudited) Pending 13 th Month Adjustments
FOR ACTION:	No
RECOMMENDED ACTION:	None. FYI only
FINANCIAL IMPACT:	None
ELC STAFF LEAD	C. Klima

Background:

During the month of August, following the end of each fiscal year, the ELC prepares preliminary financial results for the financial year that just ended for information and discussion purposes only. Until the end of September, when “13th month” (and final) invoices are due to DEL, ELC’s books for the fiscal year 2023 will remain open and material changes are still possible. After the final invoice to DEL is submitted, the information-gathering process for ELC’s annual audit begins and the auditors conduct their field work from October to November. Because of this lengthy timeline for closeout set by DEL, **the following analysis is preliminary only and not intended as a final report.**

Current Status:

Fiscal Year 2023 (July 1, 2022, to June 30, 2023) was a historic financial year for the ELC. For the first time since we were founded 23 years ago:

- We were sufficiently funded to enroll every child from every eligible Broward family that applied for School Readiness with no waiting time.
- We were able to pay reimbursement rates that were at or near Federal targets for parent access.
- We had large allocations of Federal stimulus dollars to invest in the growth and development of our child care system.

While we already know that this combination of favorable financial circumstances will be changing in FY 2024 and beyond, FY 2023 gave us a rare opportunity to measure the true size of the need for ELC services in Broward County and made it possible for us to analyze and innovate to pursue greater community impact with our services as never before.

Highlights of the Financial Year are as follows:

Direct Services:

Direct Service Expenditures Compared to Prior Year

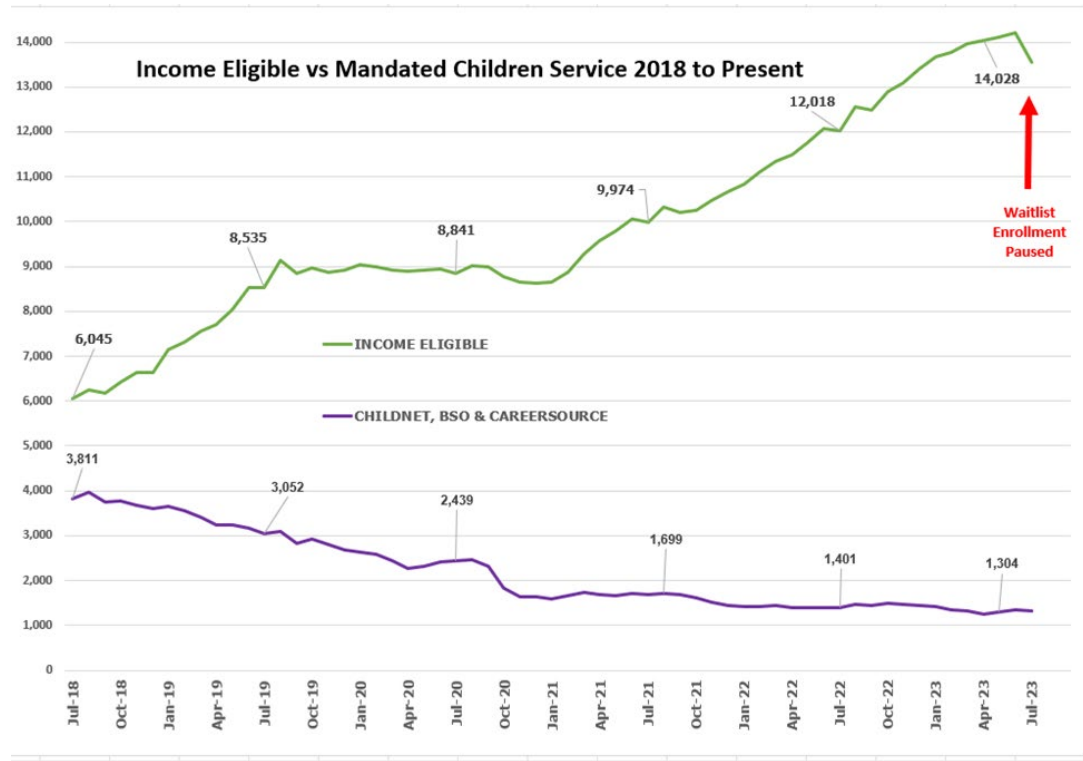
Expenditure Type	FY2023 Actual	FY2022 Actual	Increase Amount	Percent Increase
School Readiness	\$104,177,015	\$72,855,059	\$31,321,957	43%
Voluntary Pre-K	43,079,466	32,774,267	10,305,198	31%
Other Local Programs	2,706,064	2,095,651	610,413	29%
Grants & Stipends	122,335,462	43,687,281	78,648,181	180%
Total	\$272,298,006	\$151,412,258	\$120,885,748	80%

1. School Readiness Direct Services Increased by 43% over the prior year:

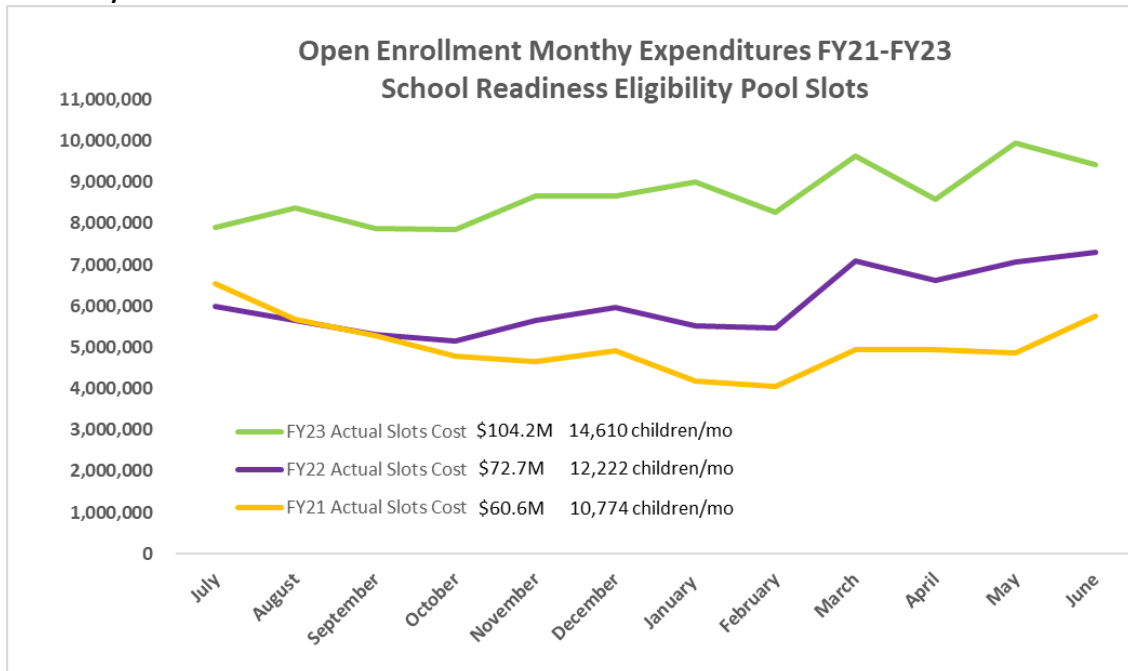
More than 2 years of open enrollment starting in November 2020 showed the extent of Broward’s need

for services and additional funding to sustain it. By the end of FY 23, more than 15,500 children per month received services, nearly 5,000 more than at the start of FY 21. Had open enrollment funding continued into FY24, we believe that number would have continued to climb. See the charts below to see counts of children served, expenditures, and enrollment activities over time.

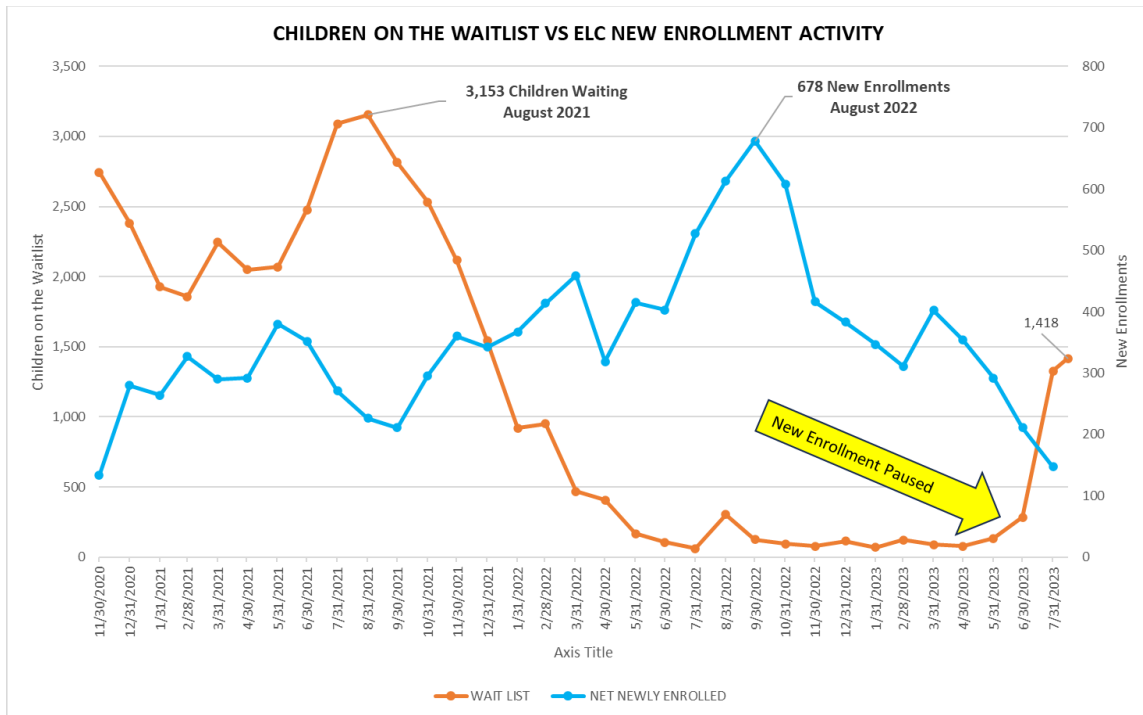
Count of Unduplicated Children Served 2018 to July 2023



Monthly School Readiness Over the Past 3 Years

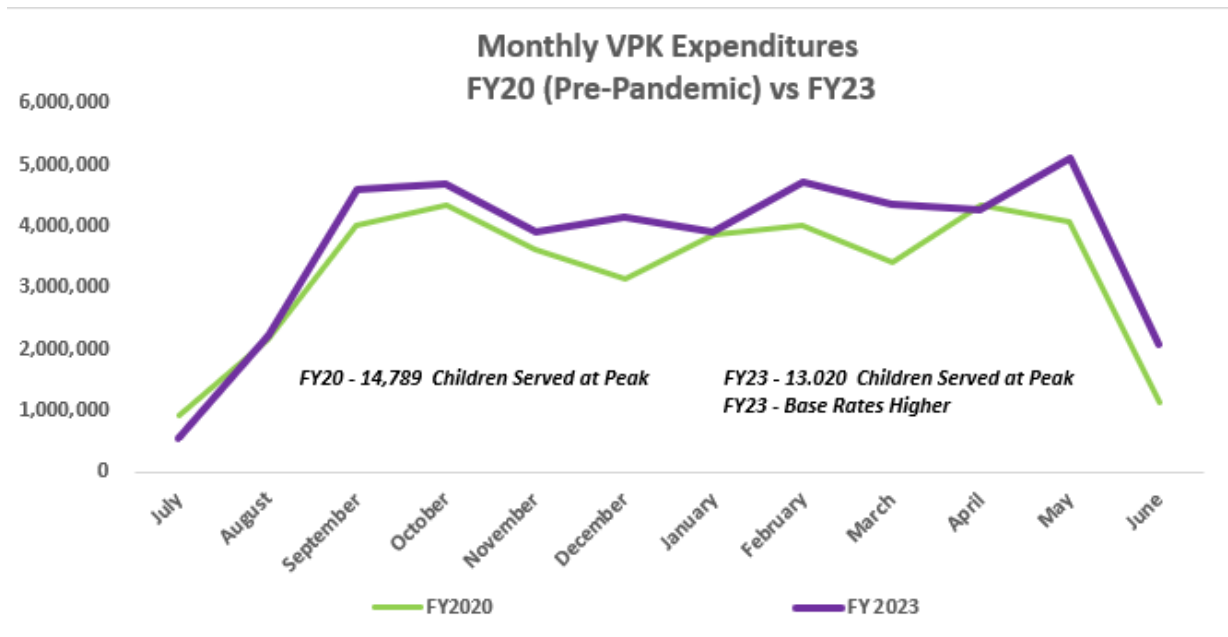


Impact of Open Enrollment Funding on Broward Waiting List



2. VPK direct service expenditures were 31% higher than prior year.

VPK slot expenditures are comparable to pre-COVID, but mostly because of higher base rates and a one-time rate premium authorized by the legislature in FY23. The rate premium, which increased reimbursement for providers that paid their staff \$15/hr or more, will sunset after Summer VPK ends in FY24. The number of participants remained lower in 2023 than pre-pandemic levels despite a vigorous outreach campaign in FY23. VPK is funded each year by DEL to match actual participation and allocations are determined through a Statewide estimating conference process.



3. Other Local Direct Service Program Expenditures Increased by 29% (CSC Vulnerable Populations Program)

In FY23 the average count of unduplicated children served in CSC’s Vulnerable Populations Program each month increased by approximately 7% over the prior year even though the vast majority of new children referred were rapidly transferred into School Readiness funding throughout the year. CSC has increased the funding available for this program by \$1.5 million through September 2024 to ensure all eligible children are served. The contract runs on a government fiscal year from October to September. Young children are referred for prompt enrollment into this program through a variety of CSC-funded family support and other programs based on child vulnerability criteria established collaboratively by CSC and ELC staff. Families that are determined to be eligible for the School Readiness program are transferred when they are called from the SR waitlist.

In FY23 ELC did not need to use any portion of Broward County’s funding for Special Needs children because all children that would otherwise be served were all enrolled in School Readiness. Broward County provides over \$2 million per year in annual School Readiness funding that may also be used for Special Needs children on the waiting list, if applicable.

4. Grant and Stipend Expenditures Increased 180% over the prior year due to large CRRSA & ARPA Federal Stimulus Allocations:

Funding through waves of Federal stimulus funding peaked in FY23. Since March 2020 797 Child Care Small Businesses received grants and 5,111 individual educators received stipends. In FY23 alone, there were 665 providers and 4,495 educators. The grants helped child care providers stay in business during the Pandemic and the economic challenges that followed, while the stipends helped attract, stabilize, and train individual educators in the fragile early education workforce.

Pandemic Relief for Providers & Families	FY20	FY21	FY22	FY23	FY24 (Budgeted)	Total
CARES, CRRSA, ARPA Grants/Stipends/Books	\$ 3,025,045	\$ 25,776,088	\$ 43,242,316	\$ 122,328,462	\$ 19,050,000	\$ 213,421,911
Broward Initiatives (Grants/Stipends/Books)	1,788,020	6,492,765	658,747	207,551		9,147,083
Total	\$ 4,813,065	\$ 32,268,853	\$43,901,063	\$ 122,536,013	\$ 19,050,000	\$ 222,568,994

Non- Direct Program Support and Operating Expenditures:

- Expenditures increased by 16% in Eligibility, Customer Service, Provider Relations and Reimbursements over the prior years as the process of hiring new staff since open enrollment began was completed.
- Expenditures for Quality & Education more than doubled as grant funded staff positions were added and staff purchased large quantities of training materials and licensed learning products to implement the Build a World Class Workforce stipend program.
- Administrative expenditures remained low in FY23 at less than 2% of the total expenditures, but overall costs were higher than the prior year due to the community outreach, equipment, and software license costs of implementing open enrollment and workforce support programs. All vacant administration roles were also filled during the year.

Operating Expenditures Compared to Prior Year

Expenditure Type	FY2023 Actual	FY2022 Actual	Increase Amount	Percent Increase
Direct Services	\$272,298,006	\$151,412,258	\$120,885,748	80%
Eligibility & Provider Payment	8,774,938	7,549,303	1,225,634.91	16%
Quality & Education	8,766,013	3,685,571	5,080,442.66	138%
Total Direct & Program Support	\$289,838,957	\$162,647,131	127,191,826	78%
Admin	5,223,544	4,015,990	1,207,554	30%
Grand Total	\$295,062,501	\$166,663,121	\$128,399,380	77%
<i>Admin % of Expenditures</i>	1.8%	2.4%		

Year End Results

Preliminary Year end results currently indicate a small net surplus of approximately \$13,730 pending auditor review and subject to adjustment. The surplus is due to the following:

- \$5,500 in surplus income received at year end for activities that cross fiscal years or may require further adjustment.
- \$7,995 expense credit for a capital purchase (a server for the financial database) during the 4th quarter. The credit will be amortized through depreciation in future years and is net of \$1,584 of FY23 depreciation expense.
- \$243 in miscellaneous income

Supporting Documents:

- Preliminary, Unaudited FY2023 Financial Statements pending 13th Month Adjustments for Discussion Only



Early Learning Coalition of Broward County, Inc.

PRELIMINARY FINANCIAL STATEMENTS For The Twelve Months Ended June 30, 2023 (Unaudited)

**Submitted to the Finance Committee
For Discussion Only
August 29, 2023**

Early Learning Coalition of Broward County, Inc.
Statement of Financial Position
As of June 30, 2023

	June 30, 2023	June 30, 2022
Assets:		
Cash	\$ 5,236,272	\$ 10,062,564
Grants Receivable	16,624,806	2,524,126
Accounts Receivable	182,536	132,549
Due From Providers	321,911	190,379
Prepaid Expense	45,877	238,585
Fixed Assets	19,479	11,484
Total Assets	\$ 22,430,881	\$ 13,159,687
 Liabilities:		
Accounts Payable	3,065,948	1,733,623
Salary & Benefits Payable	348,414	182,528
Compensated Absences	487,981.71	393,550
Rent Abatement	227,243	209,758
Due to Providers	15,262,524	8,958,600
Due to Other Agencies	1,577,655	1,328,092
Deferred Revenue	1,113,503	19,654
Total Liabilities	\$ 22,083,269	\$ 12,825,806
 Net Assets		
Unrestricted	347,611	333,881
Total Net Assets	347,611	333,881
 Total Liabilities and Net Assets	 \$ 22,430,880	 \$ 13,159,687

Early Learning Coalition of Broward County, Inc.
Statement of Activities
For the Twelve Month Period Ending June 30, 2023

	Jun 2023 Actual	FY 2023 YTD Actual	FY 2022 YTD Actual
Revenue			
Recurring			
DEL School Readiness	\$ 8,235,877	\$ 91,588,851	\$ 67,195,540
DEL School Readiness Match	397,069	5,124,434	5,331,414
DEL SR Rate Differentials	1,157,570	13,686,079	7,768,504
DEL - School Readiness Program Assessments	3,981	444,941	403,260
DEL - Voluntary Pre-K	1,804,985	38,239,022	34,068,364
CSC -School Readiness	993,704	5,587,574	3,514,532
CSC - Vulnerable Populations	278,908	2,888,847	2,313,271
Broward County - School Readiness	125,626	2,253,132	2,037,894
Univ of Florida Lastinger Center		92,170	72,785
United Way & Cities - School Readiness	13,458	354,509	406,881
Miscellaneous Income	32,151	68,187	13,103
Subtotal Recurring Revenue	\$ 13,043,329	\$ 160,327,746	\$ 123,125,547
Non-Recurring Pandemic Relief			
DEL Preschool Development Grant	-	377,076	256,437
DEL - CARES/CRRSA Pandemic Relief	1,493,244	6,890,447	22,051,941
DEL - ARPA Stabilization & Workforce	39,412,775	121,208,241	21,245,313
DEL - ARPA VPK \$15/hr Wage Incentive	363,534	6,272,721	-
Subtotal Non-Recurring Pandemic Relief	\$ 41,269,553	\$ 134,748,485	\$ 43,553,691
Total All Revenue	\$ 54,312,881	\$ 295,076,232	\$ 166,679,238
Expenses			
Direct Services			
School Readiness (State and Local Funds)	\$ 9,440,387	\$ 104,177,015	\$ 72,855,059
DEL - Voluntary Pre-K	2,050,727	43,079,466	32,774,267
CSC - Vulnerable Populations	253,547	2,706,064	2,095,651
Stipends and Grants to Providers	40,455,756	122,335,462	43,687,281
Subtotal Direct Services	\$ 52,200,417	\$ 272,298,006	\$ 151,412,258
Program Support			
Eligibility, Customer Services & Providers	\$ 907,555	\$ 8,774,938	\$ 7,549,303
Quality & Education	709,639	8,766,013	3,685,571
Subtotal Program Support	\$ 1,617,194	\$ 17,540,951	\$ 11,234,873
Total Program (Direct + Support)	\$ 53,817,611	\$ 289,838,957	\$ 162,647,131
Administration	526,939	5,223,540	1.8% 4,015,990
Total Expenses	\$ 54,344,550	\$ 295,062,497	\$ 166,663,121
Change in net assets	\$ (31,668)	\$ 13,730	\$ 16,117
Net assets, beginning of year		333,881	317,763
Net assets, end of the period		\$ 347,611	\$ 333,880

Early Learning Coalition of Broward County, Inc.
Budget to Actual
For The Period Ending June 30, 2023

Revenue:	FY 2023 Budget Amendment 5	YTD Actual	Balance	% Budget Spent	Notes
Recurring					
DEL School Readiness	\$ 91,444,515	\$ 91,588,847	\$ (144,332)	100%	FY24 Allocation Carried Back to FY23
DEL School Readiness Match	5,124,438	5,124,438	-	100%	
DEL SR Rate Differentials	13,484,311	13,686,079	(201,768)	101%	FY24 Allocation Carried Back to FY23
DEL - School Readiness Program Assessments	620,191	444,941	175,250	72%	All CLASS Observations Completed
DEL - Voluntary Pre-K	51,732,328	38,239,022	13,493,306	74%	Participation lower since Pandemic
CSC -School Readiness	4,923,314	5,587,574	(664,260)	113%	Contract Ends Sep/Utilization will be 100%
CSC - Vulnerable Populations	2,485,992	2,888,847	(402,855)	116%	Contract Ends Sep/Utilization will be 100%
Broward County - School Readiness	3,256,496	2,253,132	1,003,364	69%	Contract Ends Sep/Utilization will be 100%
Univ of Florida Lastinger Center	85,000	92,170	(7,170)	108%	Additional funds awarded
United Way & Cities - School Readiness	400,000	354,509	45,491	89%	Intermittent Revenue
Miscellaneous Income	50,000	68,187	(18,187)	136%	Misc Program Income
Subtotal Recurring Revenue	\$ 173,606,585	\$ 160,327,746	\$ 13,278,838	92%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant	387,496	377,076	10,420	97%	Program Ended January 2023
DEL - CARES/CRRSA Pandemic Relief	8,053,271	6,890,447	1,162,824	86%	Balance Reverted & Reappropriated FY24
DEL - ARPA Stabilization & Workforce	119,995,638	121,208,241	(1,212,603)	101%	Balance Reverted & Reappropriated FY24
DEL - ARPA VPK \$15/hr Wage Incentive	7,758,624	6,272,721	1,485,903	81%	Balance Reverted & Reappropriated FY24
Subtotal Non-Recurring Pandemic Relief	\$ 136,195,029	\$ 134,748,485	\$ 1,446,544	99%	
Total All Revenue	\$ 309,801,614	\$ 295,076,232	\$ 14,725,382	95%	
Expense					
Child Care Slots and Incentives					
School Readiness (State and Local Funds)	\$ 104,291,843	\$ 104,177,011	\$ 114,832	100%	
DEL - Voluntary Pre-K	50,155,887	43,079,466	7,076,421	86%	Participation lower since Pandemic
CSC - Vulnerable Populations	2,237,393	2,706,064	(468,671)	121%	Additional Funds Awarded June 2023
Stipends and Grants to Providers	127,981,523	122,335,462	5,646,061	96%	Residual ARPA Carried Forward to FY24
Total Child Care Slots and Incentives	\$ 284,666,646	\$ 272,298,002	\$ 12,368,643	96%	
Sub Recipient Expense					
Children's Forum	237,308	\$ 236,457	851	100%	
211 Broward	462,000	404,211	57,789	87%	Staff Vacancies
Total Sub Recipient Expense	\$ 699,309	\$ 640,669	\$ 58,640	92%	
ELC Operating Expense					
Salaries & Benefits	\$ 16,323,061	\$ 15,874,138	\$ 448,923	97%	
Attorneys	109,000	72,424	36,576	66%	
Auditors	42,500	32,000	10,500	75%	
Consultants & Temps	606,488	606,660	(171)	100%	
Staff & Board Travel & Training	75,000	55,151	19,849	74%	Intermittent Expenditures
Insurance	52,418	51,656	762	99%	
Office Rent, Utilities & Maintenance	471,989	500,300	(28,311)	106%	
Office Machine & Storage Leases	11,410	11,567	(156)	101%	
Software Licenses	230,154	249,496	(19,342)	108%	
Internet, Email, Phones	131,866	138,157	(6,291)	105%	
Cell Phones	93,900	108,258	(14,359)	115%	Addl Phones Needed for Field Staff
Sponsorships & Memberships	66,285	70,868	(4,583)	107%	
Books for Kids	550,000	314,212	235,788	57%	Intermittent Expenditures
Instructional Materials	4,822,841	3,608,438	1,214,402	75%	ARPA funds carried Forward to FY24
Other Operating Costs	273,803	302,042	(28,239)	110%	Addl Supplies for Trainings in the Field
Computer Equipment & Software	127,967	126,086	1,881	99%	
Furniture & Fixtures	11,542	790	10,752	7%	Intermittent Expenditures
Depreciation	-	1,584	(1,584)	0%	
Unallocated (Budget Only)	435,437	-	435,437	0%	Balance to Slots or Carried to FY24
Total ELC Operating Expense	\$ 24,435,660	\$ 22,123,826	\$ 2,311,833	91%	
Total Operating & Sub-Recipient Expense	\$ 25,134,968	\$ 22,764,495	\$ 2,370,473	91%	
Total Expense	\$ 309,801,614	\$ 295,062,497	\$ 14,739,116	95%	

ITEM#/MEETING	FIN241RB2 / Finance Committee
MEETING DATE:	August 29, 2023
SUBJECT:	July 2022 Interim Financial Statements
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve July 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant
FINANCIAL IMPACT:	None

Background Information:

The Interim Financial Statements for the one-month period ending July 31, 2023 are attached for review. Financial Highlights for the month of July 2023 are as follows:

1. Overall

ELC opened the 2023-2024 fiscal year with very high School Readiness expenditures (11% vs 8% target) following more than two years of open enrollment that began in November 2020.

VPK expenditures will start ramping up for the fiscal year beginning in August and new allocations for Stimulus-funded activities will roll out in September.

2. School Readiness Direct Service:

At the end of July 2023, School Readiness Direct Service expenditures were 13% higher than last year which corresponds to 2,000 more children served during the month of July than last year. This year, however, we have had to pause all new enrollments because our base funding allocation for SR, including additional allocations expected this year, are not enough to sustain open enrollment at the 15,500 children/month peak enrollment reached in May 2023 that would likely have continued to rise well into FY24 (and possibly beyond).

With paused new enrollments, the count of children served during July showed a steep decline as expected as we served 622 fewer children than in June. However, it is also possible that not all of the decline is due to children leaving our system since some of them may yet return to services in August after taking a summer break from school. If attendance shows a similar pace of decline in August, we are ready to re-start enrollments at a pace sufficient to offset future monthly attrition (currently at 25% or 350 children/month) and hold enrollments at 14,000 children/month service target. See attached utilization projections for more detail.

3. VPK Direct Service

VPK services are typically minimal over the summer as the majority of participants attend VPK during the regular school year starting in August. Sign-ups for school year services are comparable to the prior year. Funding is allocated by DEL to match the actual need for services each year.

4. Expected New Revenues

\$15 million additional allocation for School Readiness direct services: The Division of Early Learning is in the process of getting approvals to allocate \$77 million for School Readiness base funding to the Coalitions based on need using a process developed collaboratively with the Association for Early Learning Coalitions (AELC) and the leadership of the Coalitions. DEL will issue awards for the funds in September and Broward expects to receive \$15 million (20%) of the funding due to the large unmet need for SR services. However, while \$15 million is a welcome increase, it will only cover about half of the total amount needed to maintain enrollments at the high levels achieved in FY23 and staff continue to advocate for the remainder with DEL and Broward’s legislative delegation. We have also recently learned that the \$77 million pool of funds available for this year may recur in the governor’s budget for FY25.

\$20 million in ARPA Discretionary and Stabilization Funding Allocations: DEL is currently preparing to distribute awards from a pool of approximately \$305 million for ARPA workforce development activities and residual ARPA stabilization grant funds. See budget amendment #1 narrative for expenditure plan details.

Recommended Action:

Approve July 2023 Interim Financial Statements, Pending Approval of an Annual Audit Performed by a Qualified Independent Certified Public Accountant

Supporting Documents:

- July 2023 Interim Financial Statements
- July 2023 Utilization Report



Early Learning Coalition of Broward County, Inc.

INTERIM FINANCIAL STATEMENTS For The Month Ended July 31, 2023

**Submitted to the Finance Committee
August 29, 2023**

Early Learning Coalition of Broward County, Inc.
Statement of Financial Position
As of July 31, 2023

	<u>July 31, 2023</u>	<u>July 31, 2022</u>
Assets:		
Cash	\$ 6,680,890	\$ 28,143,481
Grants Receivable	29,886,874	11,960,914
Accounts Receivable	330,075	401,575
Due From Providers	321,911	174,694
Prepaid Expense	114,748	114,685
Fixed Assets	19,479	11,484
Total Assets	<u>\$ 37,353,977</u>	<u>\$ 40,806,833</u>
 Liabilities:		
Accounts Payable	2,682,990	1,950,729
Salary & Benefits Payable	56,825	59,537
Compensated Absences	487,981.71	\$ 393,550
Rent Abatement	228,039	211,488
Due to Providers	9,876,205	8,753,537
Due to Other Agencies	1,514,937	1,328,092
Deferred Revenue	21,995,870	27,772,659
Total Liabilities	<u>\$ 36,842,849</u>	<u>\$ 40,469,592</u>
 Net Assets		
Unrestricted	511,128	337,241
Total Net Assets	<u>511,128</u>	<u>337,241</u>
 Total Liabilities and Net Assets	 <u>\$ 37,353,977</u>	 <u>\$ 40,806,833</u>

Early Learning Coalition of Broward County, Inc.
Statement of Activities
For The Month Ended July 31, 2023

	July 31, 2023	FY 2023 YTD Actual	FY 2022 YTD Actual
Revenue			
Recurring			
DEL School Readiness	\$ 7,254,323	\$ 7,254,323	\$ 6,634,338
DEL School Readiness Match	769,206	769,206	1,078,947
DEL SR Rate Differentials	1,239,653	1,239,653	-
DEL - School Readiness Program Assessments	11,100	11,100	-
DEL - Voluntary Pre-K	545,505	545,505	546,366
CSC -School Readiness	125,989	125,989	837,684
CSC - Vulnerable Populations	276,781	276,781	191,550
Broward County - School Readiness	829,517	829,517	499,312
Univ of Florida Lastinger Center	-	-	-
United Way & Cities - School Readiness	64,771	64,771	13,339
Miscellaneous Income	169,477	169,477	4,324
Subtotal Recurring Revenue	\$ 11,286,322	\$ 11,286,322	\$ 9,805,861
Non-Recurring Pandemic Relief			
DEL Preschool Development Grant	-	-	-
DEL - CARES/CRRSA Pandemic Relief	-	-	175,244
DEL - ARPA Stabilization & Workforce	6,780	6,780	5,866,772
DEL - ARPA VPK \$15/hr Wage Incentive	81,533	81,533	-
Subtotal Non-Recurring Pandemic Relief	\$ 88,313	\$ 88,313	\$ 6,042,015
Total All Revenue	\$ 11,374,635	\$ 11,374,635	\$ 15,847,876
Expenses			
Direct Services			
School Readiness (State & Local Funds)	\$ 9,063,106	\$ 9,063,106	\$ 7,899,997
DEL - Voluntary Pre-K	546,101	546,101	429,908
CSC - Vulnerable Populations	259,119	259,119	191,550
Stipends and Grants to Providers	59,192	59,192	5,990,789
Subtotal Direct Services	\$ 9,927,518	\$ 9,927,518	\$ 14,512,245
Program Support			
Eligibility, Customer Services & Providers	\$ 588,889	\$ 588,889	\$ 548,362
Quality & Education	351,724	351,724	468,349
Subtotal Program Support	\$ 940,614	\$ 940,614	\$ 1,016,710
Total Program (Direct + Support)	\$ 10,868,131	\$ 10,868,131	\$ 15,528,955
Administration	342,987	342,987	3% 315,561
Total Expenses	\$ 11,211,119	11,211,119	\$ 15,844,516
Change in net assets	\$ 163,516	\$ 163,516	\$ 3,359
Net assets, beginning of year		347,611	337,240
Net assets, end of the period		\$ 511,127	\$ 340,599

Early Learning Coalition of Broward County, Inc.
Budget to Actual
For The Period Ending July 31, 2023

Revenue:	FY24 Preliminary Budget	YTD Actual	Balance	% Budget Spent	Notes
Recurring					
DEL School Readiness	\$ 76,088,524	\$ 7,254,323	\$ 68,834,201	10%	\$15M Additional Allocation Pending
DEL School Readiness Match	5,124,438	769,206	4,355,232	15%	Expense Timing Varies w/ Local Match Avail
DEL SR Rate Differentials	9,745,555	1,239,653	8,505,902	13%	Additional Allocation Pending
DEL - School Readiness Program Assessments	-	11,100	(11,100)	0%	Allocation Pending, Residual FY23 Expense
DEL - Voluntary Pre-K	39,982,829	545,505	39,437,324	1%	Participation Lower since Pandemic
CSC -School Readiness	3,592,850	125,989	3,466,861	4%	FY23 Contract Year Ends Sep, will use 100%
CSC - Vulnerable Populations	3,485,992	276,781	3,209,211	8%	
Broward County - School Readiness	3,256,495	829,517	2,426,979	25%	\$900K Match Award that ends Sep Prioritized
Univ of Florida Lastinger Center	85,000	-	85,000	0%	Program Begins in August
United Way & Cities - School Readiness	400,000	64,771	335,229	16%	Intermittent Revenue
Miscellaneous Income	210,000	169,477	40,523	81%	\$160K Henderson Grant awarded July
Subtotal Recurring Revenue	\$ 141,971,683	\$ 11,286,322	\$ 130,685,361	8%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant					
DEL - CARES/CRRSA Pandemic Relief					
DEL - ARPA Stabilization & Workforce	-	6,780	(6,780)	0%	Allocation Pending, Residual FY23 expense
DEL - ARPA VPK \$15/hr Wage Incentive	-	81,533	(81,533)	0%	Allocation Pending, Residual FY23 expense
Subtotal Non-Recurring Pandemic Relief	\$ -	\$ 88,313	\$ (88,313)	0%	
Total All Revenue	\$ 141,971,683	\$ 11,374,635	\$ 130,597,049	8%	
Expense					
Child Care Slots and Incentives					
School Readiness (State & Local Funds)	\$ 81,244,152	\$ 9,063,106	\$ 72,181,046	11%	High Enrollments
DEL - Voluntary Pre-K	38,445,028	546,101	37,898,927	1%	Participation Lower since Pandemic
CSC - Vulnerable Populations	3,137,393	259,119	2,878,274	8%	
Stipends and Grants to Providers	533,500	59,192	474,308	11%	
Total Child Care Slots and Incentives	\$ 123,360,073	\$ 9,927,518	\$ 113,432,555	8%	
Sub Recipient Expense					
Children's Forum	117,750	\$ 19,185	98,565	16%	Budget Increase Pending
211 Broward	462,000	29,785	432,215	6%	
Total Sub Recipient Expense	\$ 579,750	\$ 48,970	\$ 530,780	8%	
ELC Operating Expense					
Salaries & Benefits	\$ 16,061,916	\$ 1,056,815	\$ 15,005,101	7%	
Attorneys	109,000	2,350	106,650	2%	Intermittent Expenditures
Auditors	43,100	-	43,100	0%	Intermittent Expenditures
Consultants & Temps	164,150	4,331	159,819	3%	Intermittent Expenditures
Staff & Board Travel & Training	75,000	2,307	72,693	3%	Intermittent Expenditures
Insurance	69,000	5,471	63,530	8%	
Office Rent, Utilities & Maintenance	471,989	39,328	432,661	8%	
Office Machine & Storage Leases	4,806	-	4,806	0%	Invoice Pending
Software Licenses	195,144	46,112	149,032	24%	Annual license renewals paid in full in July
Internet, Email, Phones	162,674	8,474	154,200	5%	
Cell Phones	93,900	7,582	86,318	8%	
Sponsorships & Memberships	61,285	32,450	28,835	53%	Annual renewals paid in full In July
Books for Kids	50,000	-	50,000	0%	Intermittent Expenditures
Instructional Materials	50,000	15,996	34,004	32%	Intermittent Expenditures
Other Operating Costs	249,045	13,416	235,630	5%	Intermittent Expenditures
Computer Equipment & Software	50,000	-	50,000	0%	Intermittent Expenditures
Furniture & Fixtures	-	-	-	0%	
Depreciation	-	-	-	0%	
Unallocated (Budget Only)	120,850	-	120,850	0%	
Total ELC Operating Expense	\$ 18,031,859	\$ 1,234,631	\$ 16,797,229	7%	
Total Operating & Sub-Recipient Expense	\$ 18,611,609	\$ 1,283,601	\$ 17,328,008	7%	

Total Expense

\$ 141,971,682 \$ 11,211,119 \$ 130,760,564 8%

SCHOOL READINESS 3 YEAR UTILIZATION FY 2023 - 2025

Fiscal Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness Base	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	Match	Net Billable	
A	Jul-22	21	13,240	-97	\$28.91	5,807,780	962,619	810,496	443,833	13,339	8,038,067	(35,015)	8,003,052	
A	Aug-22	23	13,891	+651	26.17	6,190,104	1,071,210	642,374	444,483	13,550	8,361,722	(34,400)	8,327,322	
A	Sep-22	22	13,817	-74	25.96	5,780,805	1,033,327	620,873	444,483	10,622	7,890,111	(28,557)	7,861,554	
A	Oct-22	21	14,260	+443	26.11	6,377,165	959,400	413,244		69,348	7,819,157	(30,693)	7,788,464	
A	Nov-22	22	14,453	+193	27.57	7,208,998	1,071,764	413,717		70,958	8,765,437	(28,975)	8,736,462	
A	Dec-22	22	14,676	+223	26.71	7,290,353	1,153,020	111,667		68,928	8,623,968	(36,876)	8,587,092	
A	Jan-23	22	14,967	+291	27.38	7,505,371	1,127,466	258,938	111,667	13,503	9,016,945	(38,924)	8,978,021	
A	Feb-23	20	15,000	+33	27.56	6,747,561	1,154,819	231,935	111,667	22,427	8,268,408	(37,139)	8,231,269	
A	Mar-23	23	15,099	+99	27.79	7,964,345	1,320,502	231,935	111,667	20,958	9,649,406	(43,568)	9,605,838	
A	Apr-23	20	15,176	+77	28.29	7,041,792	1,183,347	231,935	111,667	16,458	8,585,199	(41,996)	8,543,203	
A	May-23	23	15,290	+114	28.38	8,239,345	1,376,076	231,935	111,667	20,532	9,979,554	(51,272)	9,928,282	
A	Jun-23	22	15,448	+158	28.18	7,048,313	1,153,373	1,250,000	111,666	13,458	9,576,811	(48,893)	9,527,917	
Ave Enrollments (FY23 Baseline)			14,610		\$27.42	Proj Total	\$ 83,201,932	\$ 13,566,922	\$ 5,449,048	\$ 2,002,800	\$ 354,082	\$ 104,574,784	\$ (456,308)	\$ 104,118,476
Baseline FY23 over FY22			2,387			Budget	83,081,887	13,566,922	5,449,048	2,002,800	354,082	104,556,965	(456,308)	104,100,657
Baseline FY23 over FY17			5,214	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-	-
Avg Cost FY23 over FY17			\$ 8.80	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (17,819)	\$ -	\$ -	\$ -	\$ (17,819)	\$ -	\$ (17,819)	\$ -

Fiscal Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	Match	Net Billable	
A	Jul-23	21	14,826	-622	\$29.07	6,994,839	1,195,178	58,418	737,348	64,782	9,050,566	(51,624)	8,998,942	
P	Aug-23	23	14,794	-32	27.45	7,226,777	1,309,115	35,757	737,348	30,474	9,339,472	(49,782)	9,289,690	
P	Sep-23	21	14,462	-332	27.86	6,453,213	1,203,639	35,757	737,786	30,474	8,460,869	(45,453)	8,415,416	
P	Oct-23	22	14,130	-332	27.00	6,725,696	1,191,023	269,464	175,750	30,474	8,392,408	(47,617)	8,344,790	
P	Nov-23	22	14,098	-32	27.03	6,716,034	1,191,774	269,464	175,750	30,474	8,383,496	(47,617)	8,335,879	
P	Dec-23	21	14,066	-32	27.06	6,377,311	1,139,285	269,464	175,750	30,474	7,992,284	(45,453)	7,946,831	
P	Jan-24	23	14,034	-32	26.94	6,973,794	1,246,552	269,464	175,750	30,474	8,696,034	(49,782)	8,646,253	
P	Feb-24	21	14,002	-32	27.03	6,330,103	1,140,718	269,464	175,750	30,474	7,946,509	(45,453)	7,901,056	
P	Mar-24	21	13,970	-32	27.06	6,320,122	1,141,434	269,464	175,750	30,474	7,937,244	(45,453)	7,891,792	
P	Apr-24	22	13,938	-32	26.96	6,595,915	1,195,526	269,464	175,750	30,474	8,267,129	(47,617)	8,219,512	
P	May-24	23	13,953	+15	27.53	7,109,138	1,249,402	269,464	175,750	30,474	8,834,228	(50,621)	8,783,607	
P	Jun-24	20	14,041	+88	28.53	6,447,486	1,089,601	269,464	175,750	30,474	8,012,775	(46,208)	7,966,567	
Average Enrollments (Ba			14,193		\$27.46	Proj Total	\$ 80,270,428	\$ 14,293,248	\$ 2,555,105	\$ 3,794,233	\$ 400,000	\$ 101,313,014	\$ (572,679)	\$ 100,740,334
Increase to baseline FY2			(417)			Budget	65,470,370	14,293,248	2,555,105	3,794,233	400,000	86,112,956	-	86,112,956
Increase to baseline FY2			4,797	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-	-
Increase in Avg Cost ove			\$ 8.84	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (14,800,058)	\$ -	\$ -	\$ -	\$ (15,200,058)	\$ 572,679	\$ (14,627,379)	\$ -

Fiscal Year 2024-25

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day	School Readiness	School Readiness Gold Seal/QPI	Children's Services Council	Broward County	Local Funding	Total Slot Costs	Match	Net Billable
P	Jul-24	23	13,844	-197	\$27.15	7,125,673	1,059,735	269,464	175,750	15,068	8,645,690	(49,782)	8,595,908
P	Aug-24	22	13,857	+13	27.19	6,670,783	1,157,210	269,464	175,750	15,307	8,288,514	(49,782)	8,238,732
P	Sep-24	21	13,870	+13	27.22	6,409,184	1,060,897	269,464	175,750	12,000	7,927,294	(49,782)	7,877,512
P	Oct-24	23	13,883	+13	27.36	7,101,217	1,111,277	269,464	175,750	78,342	8,736,050	(49,782)	8,686,268
P	Nov-24	21	13,896	+13	27.45	6,375,114	1,111,454	269,464	175,750	80,160	8,011,942	(49,782)	7,962,161
P	Dec-24	22	13,909	+13	27.36	6,785,785	1,064,282	269,464	175,750	77,867	8,373,147	(49,782)	8,323,366
P	Jan-25	23	13,922	+13	27.13	7,064,006	1,163,103	269,464	175,750	15,254	8,687,577	(49,782)	8,637,795
P	Feb-25	20	13,935	+13	27.27	6,065,489	1,065,348	269,464	175,750	25,335	7,601,386	(49,782)	7,551,604
P	Mar-25	22	13,948	+13	27.25	6,827,333	1,067,260	269,464	175,750	23,676	8,363,484	(49,782)	8,313,702
P	Apr-25	22	13,961	+13	27.24	6,786,149	1,117,081	269,464	175,750	18,593	8,367,036	(49,782)	8,317,255
P	May-25	22	13,974	+13	27.66	6,867,272	1,166,721	269,464	175,750	23,194	8,502,401	(49,782)	8,452,619
P	Jun-25	21	13,987	+13	28.59	6,916,658	1,020,493	269,464	175,750	15,204	8,397,569	(49,782)	8,347,787
Average Enrollments (Ba			13,916		\$27.41	Proj Total	\$ 80,994,663	\$ 13,164,863	\$ 3,233,564	\$ 2,109,000	\$ 99,902,090	\$ (597,380)	\$ 99,304,710
Increase to baseline FY2			(277)			Budget	64,970,370	13,164,863	3,233,564	2,109,000	83,477,797	-	83,477,797
Increase to baseline FY2			4,520	(FY17 Baseline= 9,396)		Carry-Over	-	-	-	-	-	-	-
Increase in Avg Cost ove			\$ 8.79	(FY17 Baseline = \$18.62)		Surplus(Deficit)	\$ (16,024,293)	\$ -	\$ -	\$ -	\$ (16,424,293)	\$ 597,380	\$ (15,826,914)

SCHOOL READINESS UTILIZATION FY 2021-2023

Children Services Council Vulnerable Population Contract

New Enrollments from Waitlist:

Enroll per Mo: 39
 Transfer to Sr/ Mo: 19 Avg
 Age Out/Exit Care: 5 Avg
 Rate Incr Effective 7/1/21 & 3/1/22

Funding Changes:



Assumptions:

Daily Average Cost forecast reflects current actual trends.
 All currently requested rate increases approved

Contract Year 2021-22 (CONTRACT EXTENSION)

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-21	22	276	-5	27.74		168,431		168,431
A	Nov-21	22	274	-2	26.44		159,352		159,352
A	Dec-21	21	255	-19	30.62		163,954		163,954
A	Jan-22	23	250	-5	26.18		150,542		150,542
A	Feb-22	20	263	+13	29.93		157,427		157,427
A	Mar-22	22	276	+13	34.78		211,165		211,165
A	Apr-22	21	278	+2	33.18		193,695		193,695
A	May-22	23	288	+10	30.90		204,660		204,660
A	Jun-22	21	273	-15	32.60		186,872		186,872
A	Jul-22	22	268	-5	32.49		191,550		191,550
A	Aug-22	21	305	+37	36.79		235,662		235,662
A	Sep-22	20	310	+5	40.06		248,356		248,356

Projected Total	\$	2,271,665
FY2022 CSC Contract Extension		2,271,665
Surplus(Deficit) CSC Contract Year	\$	-

Contract Year 2022-23

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
A	Oct-22	21	314	+4	35.90		236,755		236,755
A	Nov-22	22	285	-29	37.66		236,135		236,135
A	Dec-22	22	275	-10	36.17		218,800		218,800
A	Jan-23	22	270	-5	33.73		200,340		200,340
A	Feb-23	20	258	-12	37.51		193,568		193,568
A	Mar-23	23	279	+21	36.23		232,463		232,463
A	Apr-23	20	278	-1	37.95		211,017		211,017
A	May-23	23	282	+4	37.36		242,316		242,316
A	Jun-23	22	298	+16	39.02		255,796		255,796
A	Jul-23	21	322	+24	38.32		259,119		259,119
P	Aug-23	23	337	+15	37.20		288,340		288,340
P	Sep-23	21	352	+15	37.20		274,985		274,985

Projected Total	\$	2,849,634
FY23 CSC Contract Year Bud	\$	2,710,668
Surplus(Deficit) CSC Contract Year	\$	(138,966)

Contract Year 2023-24

Act or Proj	Month	Days of Care	Children Served	Children Served +/-	Ave Cost Per Day		Total Slot Costs	Adjustments	Net Billable
P	Oct-23	22	367	+30	35.91		289,920		289,920
P	Nov-23	22	382	+15	35.91		301,770		301,770
P	Dec-23	21	384	+2	36.91		297,625		297,625
P	Jan-24	23	386	+2	35.91		318,790		318,790
P	Feb-24	21	388	+2	35.91		292,578		292,578
P	Mar-24	21	390	+2	35.91		294,086		294,086
P	Apr-24	22	392	+2	35.91		309,670		309,670
P	May-24	23	394	+2	36.41		329,928		329,928
P	Jun-24	20	396	+2	36.91		292,311		292,311
P	Jul-24	23	400	+4	35.91		330,353		330,353
P	Aug-24	22	405	+5	35.91		319,939		319,939
P	Sep-24	21	410	+5	35.91		309,167		309,167

Projected Total	\$	3,686,138
FY23 CSC Contract Year Bud	\$	3,090,754
Surplus(Deficit) CSC Contract Year	\$	(595,384)

ITEM#/MEETING	FIN231RB3 / Finance Committee
MEETING DATE:	August 29, 2023
SUBJECT:	FY 2024 Budget Amendment #1
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve FY2024 Budget Amendment #1
FINANCIAL IMPACT:	\$32,787,804 Net Increase to Revenue and Expense

Background Information:

In June 2023, the Board approved a preliminary annual budget that reflected estimated revenues and expenditures pending receipt of the actual grant award letters from funders. During July, the Division of Early Learning (DEL) issued some, but not all of the expected notices of award for FY2024. The annual budget has been amended to reflect these and other proposed changes.

Current Status: Key changes and updates Included in FY2024 Budget Amendment #1 are as follows:

1. Revenue and Related Expenditures

\$4,813,913 Net Increase to DEL funding allocations for FY24

- DEL allocated approximately \$4.6 million more FY24 Gold Seal and Quality Performance Incentive (QPI) differentials to match our current pace of expenditure. Under the new funding formula, DEL must automatically increase allocations to any Coalition that requires additional funding for these differentials.
- DEL increased Broward’s proportionate share allocation from the Statewide Match funding pool by approximately \$432K for the first time in 3 years. DEL distributes the dollar-for-dollar match funds to all Coalitions that apply according to the relative amount of match funding commitments secured. Small Coalitions are guaranteed a minimum of up to \$10K in dollar-for-dollar match, and individual Coalition annual increases are capped at 12%. Broward was able to increase the size of our application for the funds due to a series of one-time awards from Broward County in FY23, and our proportionate share was increased accordingly. Miami, Palm Beach and Broward submitted the three largest match funding requests in the State.
- Two small additional adjustments totaling \$75K were made by DEL to cover expenses that cross fiscal years.

\$27,973,891 New ARPA funding for Residual Stabilization Grants and Workforce Development Activities

- \$7.5 million in residual ARPA Stabilization grant funds for one last round of stabilization grants for all providers that completed their final round 2 application in April 2023 and that are still in business. Approximately \$7 million in grants are scheduled to be issued as soon we receive advance funds from DEL to cover the cost. The average grant amount for this round will be approximately \$12K.
- \$305K in ARPA funds for residual premiums paid to providers that paid their staff \$15/hr or more for summer VPK services in July. Unfortunately, the rate premium was not renewed by the State legislature for the FY24 school year.
- \$20.1 million in ARPA Discretionary awards for workforce development activities are expected to be finalized in September. While approximately \$850K of this funding has already been awarded for curriculum purchase and CLASS activities, \$19.3 million earmarked for Broward must be “applied for” through a narrative and expenditure plan and approved by DEL to trigger the award.

Once this new allocation is finalized, we will be able to apply it to qualifying residual workforce expenses back to July 1, 2023, but we are not able to initiate new purchases or procurements until DEL actually issues the Notice of Award. Staff are currently preparing the required documentation for the application,

which was released just last week, and the line-item draft budget below has been incorporated into this amended budget. Staff are also preparing documentation in advance of any planned procurements so that RFPs or Sole Sourced postings may be issued promptly as soon as the funds are finalized.

ARPA Discretionary Draft Budget October 1, 2023 to June 30, 2024

Category	Description	Proposed Budget
Pass Through & Incentives	Stipends & Grants for Educators	\$ 11,500,000
	School Readiness Learning Technology for Providers	2,000,000
	Curriculum for Providers	1,777,763
	Unallocated Pending Program Implementation	450,000
Staff Costs	14 FTE Existing Grant Funded Staff 3 FTE Existing Permanent Staff Allocating to ARPA	1,300,000
Consultants	Cadre of Mental Health Coaches (RFP)	250,000
	Cadre of Trainers on a Variety of Topics (RFP)	500,000
	BLI Business Development Training Workshops	50,000
	One Beat CPR Trainings	20,000
Books for Kids	Bookworms & Baby Bookworms (Family Engagement)	500,000
Instructional Materials	Mental Health Kits (Drop Shipped)	350,000
	CLASS trainings; Dimension Guides, Kits, Score Sheets	200,000
	CDA Academy Training Materials	15,000
Conference Costs	BECE Professional Development Conference	100,000
Equipment & Supplies	Laptops, Cell Phones, Portable Projectors & Screens	100,000
Furniture & Fixtures	Model Classroom (RFP)	50,000
Administration	Not to Exceed 5% of Total Expenditures	1,009,324
	Total	\$ 20,172,087

2. Staff Cost Expense Changes

\$675,459 Increase in Staff Cost expense:

- \$243,459 increase to extend funding for 14 ELC staff in grant-funded roles through June 30, 2024. In the preliminary budget, these roles could only be funded through March 31, 2024 because concrete information about new allocations of stimulus dollars was not available for budgeting at the time. Now


that the ARPA funds allocation is in process, the positions can be budgeted all the way to the end of the fiscal year.

- \$431,000 for a bonus pool to pay another round of mid-year performance bonuses to all staff, including the CEO based on individual 6-month progress toward annual performance goals. The presence of ARPA funding in the FY24 budget helps offset the cost of this one-time expenditure. The maximum bonus amount would be \$2,000. Once budget authority is approved, staff will request a one-time policy exception to all total performance pay compensation amounts to exceed the Coalition's current 5% cap.

Supporting Documents:

- Draft FY2023 Budget Amendment #1 with a comparison to last three years.

FY2024 Amended Budget by Business Activity (Proposed Amendment #1)

	Child Care Slots	Program Support Subsidized Child Care & CCR&R	Education & Quality Services	Administration	Total Budget
Revenue:					
Recurring					
DEL School Readiness	\$ 59,759,563	\$ 7,275,000	\$ 4,827,390	\$ 4,082,240	\$ 75,944,193
DEL School Readiness Match	5,556,282	-	-	-	5,556,282
DEL School Readiness Rate Differentials	14,202,945	-	-	-	14,202,945
DEL Program Assessments	-	-	69,010	-	69,010
DEL - Voluntary Pre-K	38,445,028	1,153,351	-	384,450	39,982,829
CSC - Income Eligible	3,233,565	269,464	-	89,821	3,592,850
CSC - Vulnerable Populations	3,137,393	261,449	-	87,150	3,485,992
Broward County- Income Eligible	2,894,663	271,375	-	90,458	3,256,496
Univ of Florida Lastinger Ctr	-	-	85,000	-	85,000
Local Match: United Way & Cities	400,000	-	-	-	400,000
Miscellaneous Grants & Program Income	-	-	202,000	8,000	210,000
Total Recurring	\$ 127,629,439	\$ 9,230,639	\$ 5,183,400	\$ 4,742,120	\$ 146,785,597
Non-Recurring Pandemic Relief					
DEL - ARPA Stabilization & Workforce	-	-	26,285,446	1,383,445	27,668,891
DEL - ARPA VPK \$15/hr Wage Incentive	305,000	-	-	-	305,000
Total Non-Recurring Pandemic Relief	\$ 305,000	\$ -	\$ 26,285,446	\$ 1,383,445	\$ 27,973,891
Total All Revenue	\$ 127,934,439	\$ 9,230,639	\$ 31,468,846	\$ 6,125,564	\$ 174,759,488
Expense:					
Child Care Slots					
DEL School Readiness	\$ 86,047,018	\$ -	\$ -	\$ -	\$ 86,047,018
DEL - Voluntary Pre-K	38,750,028	-	-	-	38,750,028
CSC - Vulnerable Populations	3,137,393	-	-	-	3,137,393
Grants/Stipends	-	-	24,132,806	-	24,132,806
Total Slots & Grants/Stipends	\$ 127,934,439	\$ -	\$ 24,132,806	\$ -	\$ 152,067,245
Sub Recipient Expense					
Children's Forum	-	-	191,794	20,000	211,794
211-Broward	-	337,000	-	125,000	462,000
Total Sub Recipient Expense	\$ -	\$ 337,000	\$ 191,794	\$ 145,000	\$ 673,794
ELC Operating Expense					
Staff Costs	-	\$ 8,348,409	\$ 4,586,522	\$ 3,802,444	\$ 16,737,375
Attorneys	-	-	-	134,000	134,000
Auditors	-	-	-	43,100	43,100
Consultants & Temps	-	6,250	837,900	70,000	914,150
Staff & Board Travel	-	-	60,000	15,000	75,000
Insurance	-	40,503	16,970	11,527	69,000
Office Rent & Utilities	-	290,168	116,133	78,883	485,184
Office Machines & Storage	-	-	-	4,806	4,806
Software Licenses	-	19,000	13,950	162,194	195,144
Phones/Internet/Web Page	-	83,416	34,949	44,309	162,674
Cell Phones	-	-	2,700	91,200	93,900
Sponsorships & Memberships	-	25,000	-	36,710	61,710
Books for Kids	-	-	550,000	-	550,000
Instructional Materiels	-	-	600,000	-	600,000
Fees, Supplies & Other Misc Ops Costs	-	4,000	13,560	231,485	249,045
Computer Equipment	-	-	136,844	13,156	150,000
Furniture & Fixtures	-	-	50,000	12,968	62,968
Unallocated (Budget Only)	-	76,892	124,718	1,228,783	1,430,392
Total ELC Operating Expense	\$ -	\$ 8,893,639	\$ 7,144,246	\$ 5,980,564	\$ 22,018,449
Total ELC Operating Expense & Subs	\$ -	\$ 9,230,639	\$ 7,336,040	\$ 6,125,564	\$ 22,692,243
Total Expense	\$ 127,934,439	\$ 9,230,639	\$ 31,468,846	\$ 6,125,564	\$ 174,759,488
Revenue over Expense	\$ -	\$ -	\$ -	\$ -	\$ -

73%

5%

18%

4%

100%

Proposed FY2024 Preliminary Budget Three Year Comparison



	FY2022 Actual	FY2023 Preliminary Actual (Unaudited)	FY2024 Preliminary Approved Jun 2023	FY2024 Amendment #1 Proposed	Change (Amendment 1 over FY24 Preliminary)	Reason for Change
Revenue:						
Recurring						
DEL School Readiness	\$ 66,402,097	\$ 91,471,187	\$ 76,088,524	\$ 75,944,193	\$ (144,331)	FY23 Carry Back
DEL School Readiness Match	5,331,414	5,124,434	5,124,438	5,556,282	431,844	Actual Award Amt
DEL School Readiness Rate Differential	8,561,947	13,803,743	9,745,555	14,202,945	4,457,390	Actual Award Amt
DEL Program Assessments	403,260	444,941	-	69,010	69,010	FY23 Carry Forward
DEL - Voluntary Pre-K	34,068,364	38,239,022	39,982,829	39,982,829	-	
CSC - Income Eligible	3,514,532	5,587,574	3,592,850	3,592,850	-	
CSC - Vulnerable Populations	2,313,271	2,888,847	3,485,992	3,485,992	-	
Broward County- Income Eligible	2,037,895	2,253,132	3,256,496	3,256,496	-	
Univ of Florida Lastinger Ctr	72,785	92,170	85,000	85,000	-	
Local Match: United Way & Cities	406,881	354,509	400,000	400,000	-	
Miscellaneous Grants & Program Inco	13,103	68,187	210,000	210,000	-	
Subtotal Recurring Revenue	\$ 123,125,548	\$ 160,327,746	\$ 141,971,684	\$ 146,785,597	\$ 4,813,913	
Non-Recurring						
Pandemic Relief						
DEL Preschool Development Grant	256,437	377,076	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	22,051,941	6,890,447	-	-	-	
DEL - ARPA Stabilization & Workforce	21,245,313	121,201,241	-	27,668,891	27,668,891	\$19.3 M Pending Award
DEL - ARPA VPK \$15/hr Wage Incentive		6,272,721		305,000	305,000	FY23 Carry Forward
Subtotal Non-Recurring	\$ 43,553,691	\$ 134,741,485	\$ -	\$ 27,973,891	\$ 27,973,891	
Total All Revenue	\$ 166,679,239	\$ 295,069,232	\$ 141,971,684	\$ 174,759,488	\$ 32,787,804	
Expense:						
Child Care Slots & Grants/Stipends						
DEL School Readiness	\$ 72,852,347	\$ 104,149,015	\$ 81,244,152	\$ 86,047,018	\$ 4,802,866	Primarily Rate Incentives
DEL - Voluntary Pre-K	32,774,267	43,079,466	38,445,028	38,750,028	305,000	Summer VPK Incentives
CSC - Vulnerable Populations	2,095,651	2,706,064	3,137,393	3,137,393	-	
Grants/Stipends	43,687,281	122,356,462	533,501	24,132,806	23,599,306	ARPA Grants & PassThru
Total Slots & Grants/Stipends	\$ 151,409,546	\$ 272,291,007	\$ 123,360,074	\$ 152,067,245	\$ 28,707,171	
Sub Recipient Expense						
Children's Forum	112,098	236,457	117,750	211,794	\$ 94,044	Budget Inc FY24 Only
211-Broward	447,355	404,211	462,000	462,000	-	
Total Sub Recipient Expense	\$ 559,453	\$ 640,669	\$ 579,750	\$ 673,794	\$ 94,044	
ELC Operating Expense						
Staff Costs	\$ 12,137,603	\$ 15,874,138	\$ 16,061,916	\$ 16,737,375	\$ 675,459	See Budget Narrative
Attorneys	46,613	72,424	109,000	134,000	25,000	ERISA Attorney
Auditors	46,800	32,000	43,100	43,100	-	
Consultants & Temps	583,489	606,660	164,150	914,150	750,000	ARPA Consultants
Staff & Board Travel	93,930	55,151	75,000	75,000	-	
Insurance	42,105	51,656	69,000	69,000	-	
Office Rent & Utilities	460,797	597,035	471,989	485,184	13,195	Bldg Share Costs Raised
Office Machines & Storage	7,005	11,567	4,806	4,806	-	
Software Licenses	221,725	274,403	195,144	195,144	-	
Phones/Internet/Web Page	147,324	194,772	162,674	162,674	-	
Cell Phones	59,449	108,258	93,900	93,900	-	
Sponsorships & Memberships	65,525	70,914	61,285	61,710	425	Staff Notaries
Books for Kids	249,260	314,212	50,000	550,000	500,000	ARPA Bookworms
Instructional Materiels	111,766	3,608,438	50,000	600,000	550,000	ARPA MH Kits & CLASS
Fees, Supplies & Other Misc Ops Costs	328,025	123,918	249,045	249,045	-	
Computer Equipment	90,253	125,906	50,000	150,000	100,000	ARPA Equip Estimate
Furniture & Fixtures	675	790	-	62,968	62,968	ARPA Model Clrm \$50K
Depreciation	1,778	1,584	-	-	-	
Unallocated (Budget Only)			120,851	1,430,392	1,309,541	
Total ELC Operating Expense	\$ 14,694,122	\$ 22,123,826	\$ 18,031,860	\$ 22,018,449	\$ 3,986,589	
Total ELC Operating Expense & Subs	\$ 15,253,575	\$ 22,764,495	\$ 18,611,610	\$ 22,692,243	\$ 4,080,633	
Total Expense	\$ 166,663,121	\$ 295,055,502	\$ 141,971,684	\$ 174,759,488	\$ 32,787,804	
Revenue over Expense	\$ 16,118	\$ 13,730	\$ -	\$ -	\$ -	

Proposed FY24 Amendment #1 vs Year to Date Actual



Revenue:	FY2024 Amendment #1 Proposed	July 2023 YTD Actual	Remaining Balance	Percent Spent	
Recurring					
DEL School Readiness	\$ 75,944,193	\$ 7,254,323	\$ 68,689,870	10%	Allocation Adjustment to Cover FY23 Expenses
DEL School Readiness Match	5,556,282	769,206	4,787,076	14%	Actual Amount Awarded
DEL School Readiness Rate Differentials	14,202,945	1,239,653	12,963,293	9%	Actual Amount Awarded
DEL Program Assessments	69,010	11,100	57,910	16%	FY23 Expense Carried Forward to FY24
DEL - Voluntary Pre-K	39,982,829	545,505	39,437,324	1%	School Year Begins in August
CSC - Income Eligible	3,592,850	125,989	3,466,861	4%	
CSC - Vulnerable Populations	3,485,992	276,781	3,209,211	8%	
Broward County- Income Eligible	3,256,496	829,517	2,426,979	25%	Supplemental \$900K Award Expires Sep
Univ of Florida Lastinger Ctr	85,000	-	85,000	0%	Training Year Begins in Aug
Local Match: United Way & Cities	400,000	64,771	335,229	16%	Intermittent Revenue
Miscellaneous Grants & Program Income	210,000	169,477	40,523	81%	160K Henderson Grant Rec'd July
Subtotal Recurring Revenue	\$ 146,785,597	\$ 11,286,322	\$ 135,499,275	8%	
Non-Recurring Pandemic Relief					
DEL Preschool Development Grant	-	-	-	-	
DEL-CARES/CRRSA Pandemic Relief	-	-	-	-	
DEL - ARPA Stabilization & Workforce	27,668,891	6,780	27,662,111	0%	\$7.5M for Stabilization, \$19.3M for Workforce
DEL - ARPA VPK \$15/hr Wage Incentive	305,000	81,533	223,467	27%	Residual VPK Wage Premium for Summer
Subtotal Pandemic Relief	\$ 27,973,891	\$ 88,313	\$ 27,885,578	0%	
Total All Revenue	\$ 174,759,488	\$ 11,374,635	\$ 163,384,853	7%	
Expense:					
Child Care Slots & Grants/Stipends					
DEL School Readiness	\$ 86,047,018	\$ 9,063,106	\$ 76,983,912	11%	Addl funds for slots pending from DEL
DEL - Voluntary Pre-K	38,750,028	546,101	38,203,927	1%	School Year Begins in August
CSC - Vulnerable Populations	3,137,393	259,119	2,878,274	8%	
Grants/Stipends	24,132,806	59,192	24,073,615	0%	\$7M Grants, Balance to ARPA D Activities
Total Slots & Grants/Stipends	\$ 152,067,245	\$ 9,927,518	\$ 142,139,727	7%	
Sub Recipient Expense					
Children's Forum	211,794	19,185	192,609	9%	
211-Broward	462,000	29,785	432,215	6%	
Total Sub Recipient Expense	\$ 673,794	\$ 48,970	\$ 624,824	7%	
ELC Operating Expense					
Staff Costs	\$ 16,737,375	\$ 1,056,815	\$ 15,680,560	6%	
Attorneys	134,000	2,350	131,650	2%	Intermittent Expense
Auditors	43,100	-	43,100	0%	Intermittent Expense
Consultants & Temps	914,150	4,331	909,819	0%	Intermittent Expense
Staff & Board Travel	75,000	2,307	72,694	3%	Intermittent Expense
Insurance	69,000	5,471	63,529	8%	
Office Rent & Utilities	485,184	39,328	445,856	8%	
Office Machines & Storage	4,806	-	4,806	0%	Invoice pending
Software Licenses	195,144	46,112	149,031	24%	Annual Licenses Paid in Full in July
Phones/Internet/Web Page	162,674	8,474	154,200	5%	
Cell Phones	93,900	7,582	86,318	8%	
Sponsorships & Memberships	61,710	32,450	29,260	53%	Intermittent Expense
Books for Kids	550,000	-	550,000	0%	ARPA spend plan pending
Instructional Materials	600,000	15,996	584,004	3%	Intermittent Expense
Fees, Supplies & Other Misc Ops Costs	249,045	13,416	235,629	5%	Intermittent Expense
Computer Equipment	150,000	-	150,000	0%	Intermittent Expense
Furniture & Fixtures	62,968	-	62,968	0%	\$50K Model Classroom ARPA + Cabinets, Door
Unallocated (Budget Only)	1,430,392	-	1,430,392	0%	
Total ELC Operating Expense	\$ 22,018,449	\$ 1,234,631	\$ 20,783,818	6%	
Total Non-Slot Expense	22,692,243	1,283,601	21,408,642	6%	
Total Expense	\$ 174,759,488	\$ 11,211,119	\$ 163,548,369	6%	
Revenue over Expense	\$ -	\$ 163,516	\$ (163,516)		



ITEM#/MEETING	FIN241RB4 / Finance Committee
MEETING DATE:	August 29, 2023
SUBJECT:	FY 2024 Purchases over \$35,000
FOR ACTION:	Yes
RECOMMENDED ACTION:	Approve FY 2024 Purchases over \$35,0000
FINANCIAL IMPACT:	\$5,062,841
ELC STAFF LEAD	C. Klima

Background Information:

In accordance with ELC Fiscal Policy adopted in September 2019, all ELC Vendor Purchases over \$35,000 require prior approval from the Board. Contracts for the purchases will be presented to the Executive Committee.

Current Status:

Program Purchases over \$35,000 for approval

Item	Vendor	Amount	Purpose	Renewal Status	Services
a.	Teachstone, Inc.	\$200,00	CLASS® Trainings & Materials	<ul style="list-style-type: none"> • Sole Sourced • No Renewals • ARPA 	<ul style="list-style-type: none"> • To supply training to educators to upskill staff under the Broward Above and Beyond Workforce Initiative. • See Executive Committee Packet for Detail
b.	Children’s Forum	\$553,205	INCENTIVES\$ Wage Supplements	<ul style="list-style-type: none"> • Sole Sourced • No Renewals 	<ul style="list-style-type: none"> • To supply wage supplements for educators that achieve professional development milestones. • Budget Increase to Existing Agreement • See Executive Committee Packet for Detail
c.	Scholastic	\$500,000	Broward Bookworms	<ul style="list-style-type: none"> • Procured FY22 • FY24 = Year 2 • Up to 4 renewals • ARPA 	<ul style="list-style-type: none"> • To provide book packs drop shipped to Broward families & promote family engagement through literacy. • See Executive Committee Packet for Detail
d.	TBD	\$70,000	Independent Contractor CLASS Observers	<ul style="list-style-type: none"> • RFQ Pending 	<ul style="list-style-type: none"> • To engage qualified independent contractors to conduct CLASS observations @\$350 per Observation. • See Executive Committee Packet for Detail
e.	TBD	\$350,000	Mental Health Support Kits for Providers	RFQ Pending ARPA	<ul style="list-style-type: none"> • Mental Health Support kits to support ARPA-funded Mental Health Support Initiative FY24 • See Executive Committee Packet for Detail
f.	TBD	\$500,000	Professional Development Trainers for Educators	RFQ Pending ARPA	<ul style="list-style-type: none"> • To engage qualified trainers to conduct professional development trainings for educators to upskill the workforce. • See Executive Committee Packet for Detail

Recommended Action:

- Finance Committee and ELC staff Recommend that the Board Approve FY 2024 Vendor Purchases over \$35,000

ITEM#/MEETING	FIN241RB5 / finance Committee
MEETING DATE:	August 29, 2023
SUBJECT:	Proposed Amendment to Fiscal Policies, Internal Controls
FOR ACTION:	YES
RECOMMENDED ACTION:	Approve Proposed Amendment to Fiscal Policies, Internal Controls Effective July 1, 2023 as Presented
FINANCIAL IMPACT:	None

Background Information:

In September 2019 the Board approved the Coalition’s Fiscal Policies after staff completed a comprehensive update to bring them into alignment with best practices.

Current Status:

To keep the policies up to date and aligned with current business practices staff propose adding the following changes to the section on Internal Controls with an effective date of July 1, 2023:

1. Permit Senior Directors and Department Chiefs to authorize in-state travel and expense reimbursements for members of their team. Out of state travel will still require authorization by the CEO. This change will greatly improve organizational efficiency now that the Coalition staff has expanded to over 200 employees, many of whom work in the field or attend trainings in Florida.
2. Incorporate standards for accepting electronic signatures for Agreements and other documents in accordance with Florida law. The attached policy has been reviewed by legal counsel.

Supporting Documents:

- Redline of the Internal Control Policy section with proposed changes.

DRAFT REVISION TO ELC FISCAL POLICIES, INTERNAL CONTROLS (Redline)

Internal Controls

Internal controls are the first line of defense against errors or abuse in an organization. They promote transparency and openness in decision-making. They are essential to an organization that handles public funds. ELC uses the widely-accepted COSO¹ framework to set internal control policies that appropriately divide lines of authority, segregate duties, protect physical assets and promote compliance with laws and regulations through the following policies:

The ELC Organizational Structure and Specific Financial Roles:

ELC's Board assigns lines of authority in decision-making and carrying out financial activities as follows:

Board of Directors:

- Sets Fiscal Policy
- Hires the CEO
- Authorizes Bank Accounts
- Authorizes and Oversees the Annual and Amended Budget
- Approves Interim Financial Statements
- Approves Annual Audit Report
- Approves Annual Tax Return Form 990
- Authorizes Individual Purchases and Contracts in Excess of \$35,000
- Authorizes Issuance of CEO Purchasing Card and Names Purchasing Card Administrator

Board Officers (Chair, Vice Chair, Second Vice Chair, Treasurer, Secretary)

- Bank and Cash Disbursement Signatories for ELC Operating Account
- Authorize CEO Travel, Expense Reimbursement and Time & Attendance (Authorization requests shall be made to the officers in the following order, depending on availability: Chair, First Vice Chair, Second Vice Chair, Treasurer, Secretary)
- Authorize Board Member Travel

Executive Committee

- Reviews all Contracts in Excess of \$35,000 and Recommends Approval to the Board and



Reviews any other Contracts that may Require Committee Review

Finance Committee

- Reviews Fiscal Policy and Recommends Approval to the Board
- Reviews Bank Accounts and Recommends Approval to the Board
- Reviews Annual and Amended Budget and Recommends Approval to the Board
- Reviews Interim Financial Statements and Recommends Approval to the Board

¹ Committee of Sponsoring Organizations of the Treadway Commission

- Reviews Purchases in Excess of \$35,000 and Recommends Approval to the Board

Audit Committee

- Selects Auditors and Recommends Approval to the Board
- Provides Oversight to External Auditors
- Reviews Annual Audit Report and Recommends Approval to the Board
- Reviews Annual Tax Return Form 990 and Recommends Approval to the Board
- Investigates Reports of Suspected Misconduct or Fraud and Recommends Action to the Board

Chief Executive Officer (“CEO”)

- Implements Fiscal Policies
- Hires all Other Staff
- Bank and Cash Disbursement Signatory for all ELC Accounts
- Presents and Implements Annual and Amended Budget
- Presents Interim Financial Reports
- Authorizes Individual Purchases and Contracts for \$35,000 or less
- Authorized Purchasing Card Holder
- Authorizes Issuance of Purchasing Card to Other Qualifying Employees
- Authorizes Employee Travel and Expense Reimbursements
- Assigns Online Cash Transfer and Payroll Transmission Access (Dual Custody)

Chief Administrative Officer (“CAO”)

- Bank and Cash Disbursement Signatory for Employee & Board Activity Account
- Prepares Annual and Amended Budget
- Prepares Interim Financial Reports
- Reviews all Purchases and Contracts
- Authorized Purchasing Card Holder
- Reviews all Employee Travel and Expense Authorizations
- Assigns Online Cash Transfer and Payroll Transmission Access (Dual Custody)
- Assigns Financial Database and Vendor Account User Access
- Authorizes External Invoicing
- Oversees Accounting Functions
- Oversees Contract Administration
- Oversees External Audit and Monitoring Reviews
- Posts Financial Transactions

Chief Information Officer (“CIO”)

- Maintains User Access Control List



- Maintains Online Access Reassignment Capability for All Financial Systems (Dual Custody)
- Maintains Inventory and Physical Access Controls

Controller

- Transmits Online Cash Disbursements (Dual Custody)
- Authorizes External Invoicing
- Posts Financial Transactions

Senior Directors and Department Chiefs

- Effective July 1, 2023 Authorizes Employee In-State Travel and Expense Reimbursements for Members of their team. Out-of-State Travel must be authorized by the CEO.

Electronic Signatures

ELC accepts electronic signatures on contracts, transactions or other documents as legally binding in accordance with §668.50, Florida Statutes, which enacted the Uniform Electronic Transaction Act of 1999, and the Electronic Signatures in Global and National Commerce Act (E-Sign Act). To be considered legally binding, an electronic signature must include procedures or controls to ensure the following:

- **Intent to sign** – Electronic signatures, like traditional wet ink signatures, are valid only if each party intended to sign.
- **Consent to do business electronically** – The parties to the transaction must consent to do business electronically, as determined by context and surrounding circumstances of each transaction, including the parties' conduct.
- **Association of signature with the record** –The electronic record or signature must assure that the electronic signature is attributable to the person identified. Once the record or signature is deemed to be the act of the person, the act of the person may be shown in any manor, including, but not limited to a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.
- **Record retention** –Electronic signature records must enable retention and accurate reproduction for reference by all parties or persons entitled to retain the contract or record.

The Coalition may deploy one or more third party electronic signature processing systems which utilizes a required security procedure, such as the use of algorithms or other codes or encryptions to ensure the security of the process, and to further ensure compliance with the above standards, prevent changes to documents during the signature process and to facilitate efficient document management.

If changes or errors arise in an electronic record or document during the electronic signature process, the party that identifies the change or error must notify the other party promptly and all parties must take steps to resolve the issue as required by §668.50(10), Florida Statutes.

Documents signed electronically are generally deemed sent or received when the document is processed or transmitted through the electronic system in use to obtain the signature(s) as described in §668.50(15), Florida Statutes.

The Coalition strives to streamline operations and eliminate paper documents to the extent practical but reserves the right to decide at its sole discretion whether or when to accept or provide electronic signatures for individual legally binding contracts, transactions or other documents on a case-by-case basis. The specific method utilized shall be chosen in accordance with the size and scope of the

transaction, with consideration afforded, at a minimum to the confidentiality, authentication of signatures, and verification that the document signed is, in all respects, the document to which the signer intends to bind the company.

For internal documents that require review or authorization or approval through a workflow in day-to-day operations, the Coalition may permit the use of alternate electronic acknowledgement systems or methods when a legally binding signature is not otherwise required.

This policy applies to all Coalition employees signing agreements or documents on behalf of the Coalition and does not change or modify all other policies that apply to the execution of agreements or documents on behalf of the Coalition. Electronic signatures shall not be utilized in any transactions where the use of this process is otherwise prohibited by law for the type of transaction involved.

Segregation of Duties

ELC requires that multiple employees perform separate parts of a single process where opportunity for profit, fraud, abuse or errors could exist if one individual had the ability to perform the entire process on his/her own. Most frequently segregation is enforced through user access and database settings.

In particular, ELC separates duties for each fiscal process that involve approving authority, transaction processing, custody & verification of assets, and reconciliation and/or monitoring. Within each function, there may be additional segregation of duties to ensure dual control for critical cash functions and quality assurance oversight to ensure accuracy for all transactions.

The Chief Administrative Officer and the Chief Information Technology Officer conduct monthly reviews of assigned user access to ensure that:

- The segregation of duties outlined above are enforced through appropriately structured user rights;
- Dual custody control is in place for cash transactions;
- Key transactions are assigned to transparent group distribution emails; and
- The finance access and permissions matrix is accessible for business continuity and up to date.

Special Employment Policies for Staff with Fiduciary Responsibilities

All employees in a position of fiscal trust are required to take an annual vacation which is at least five consecutive work days in duration. ELC will make every effort to facilitate and allow the employee to comply with this requirement through cross-training, job rotation and sufficient staffing to ensure coverage. A position of fiscal trust means a position or assignment which requires an employee to receive or disburse monies; reconcile or journalize accounts, process payroll transactions or purchase goods or services on behalf of the ELC.

Physical Security of Assets

ELC's main office is secured by an electronic key card system that allows ELC to track swipes control access outside of business hours and disable access when employees are terminated. ELC has also installed security cameras that monitor client and employee activity. Employees who are issued portable equipment to take to other locations such as laptops, cell phones, tablets, cameras or projectors are required to store the equipment in a secure location when not in use and protect the item from damage at all times. The IT department records the serial number of each item and maintains up to date inventory and employee assignment lists for all capitalized items as well as non-capitalized electronic devices that ELC deems at risk for loss or theft.

In the Fiscal Department, blank check stock, cash or cash receipts in transit for deposit and the Chief Administrative Officer's purchasing card are secured in locked cabinets under the control of designated employees assigned to maintain custody. Unannounced verification of secured items is conducted periodically by the Chief Administrative Officer or the Controller.

Internal Monitoring of Risk Areas

To ensure efficiency, accuracy and good stewardship in the expenditure of public funds, ELC proactively conducts periodic internal reviews of key business activities for compliance with the laws, regulations, administrative requirements and rules of Federal, State, Local and other fund agencies. On a monthly or quarterly basis, internal monitoring testing includes, but is not limited to, the following:

- Client Eligibility Determination Testing
- Provider On-Site Compliance Monitoring
- Provider Post Audit Attendance Monitoring
- Cost Allocation Testing
- Purchasing Card Activity Review
- Employee Online Access Review
- Employee Time and Attendance Review
- Human Resource File Compliance Review
- Inventory Tracking Review

Sub Recipient Compliance Monitoring

ELC conducts periodic monitoring of each sub recipient agreement in accordance with the requirements of Federal Uniform Guidance, other funder requirements and best practices to ensure compliance and appropriate use of funds when qualifying sub awards are issued. Monitoring reviews are conducted pursuant to a formal Coalition monitoring plan that is updated annually and which includes, at a minimum, the following:

- Annual sub recipient risk assessment

- Ongoing evaluation of the quality and results of deliverables submitted
- Annual review of sub recipient audit reports, findings or corrective action activity
- Quarterly financial expenditure testing (desk reviews)
- Annual on-site monitoring review with a written final report

ELC Broward Contract List 2023-2024

Funder or Vendor Name	Amount	Purpose	Type	Term	Status
Division of Early Learning	\$150,739,951	<i>School Readiness, VPK, PDG & Stimulus</i>	Revenue	7/1/23-6/30/24	Active
Broward County	\$2,342,795	<i>SR Match & Special Needs</i>	Revenue	10/1/22- 9/30/27	Active
Children's Services Council	\$3,503,028	<i>Financially Assisted Child Care</i>	Revenue	10/1/22-9/30/23	Active
Children's Services Council	\$3,503,028	<i>Financially Assisted Child Care</i>	Revenue	10/1/23-9/30/24	Pending
Children's Services Council	\$2,373,317	<i>Vulnerable Populations</i>	Revenue	10/1/22-9/30/23	Active
Children's Services Council	\$3,348,317	<i>Vulnerbale Populations</i>	Revenue	10/1/23-9/30/24	Pending
City of Fort Lauderdale	\$50,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Hollywood	\$10,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
City of Pompano Beach	\$21,500	<i>SR Match Funds</i>	Revenue	10/1/23-9/30/24	Pending
City of Deerfield Beach	\$15,000	<i>SR Match Funds</i>	Revenue	10/1/22-9/30/23	Active
United Way	\$130,000	<i>SR Match Funds</i>	Revenue	7/1/23-6/30/24	Active
University of Florida	\$90,000	<i>Training Courses for providers</i>	Revenue	9/1/22-8/31/23	Active
Children's Forum	\$575,000	<i>INCENTIVES® Program</i>	Subrecipient	7/1/23-6/30/24	Active
First Call for Help/211	\$461,092	<i>Community Referral Services</i>	Subrecipient	7/1/23-6/30/24	Active
Accessible Comm for the Deaf	\$1,300	<i>Interpretation Services</i>	Vendor	8/13/18 Ongoing	Active
AT&T	\$93,900	<i>Cell Phones and Hot Spots</i>	State Term PO	7/1/23-6/30/24	Ongoing
BlueJean Software, Inc.	\$33,000	<i>Hosting and Support Services</i>	Vendor	7/1/23-6/30/24	Active
Bryan, Miller, Olive, Attorneys	\$35,000	<i>Labor and employment legal services</i>	Vendor	7/15/23-6/30/24	Active
Causetech DBA Achieve	\$9,463	<i>Website Hosting</i>	Vendor	7/1/23-6/30/24	Active
Carmen Nicholas	\$33,500	<i>Independent CLASS Observer</i>	Vendor	7/1/23-6/30/24	Active
Comcast	\$6,724	<i>Internet</i>	Vendor	7/1/23-6/30/24	Active
Crown Center	\$416,078	<i>Office Lease (est. annual cost)</i>	Lease	2/1/19-1/31/29	Active
FL Dept of Law Enforcement	\$1,863/yr	<i>LiveScan Service (est. annual cost)</i>	Vendor	10/29/18-Ongoing	Active
Goren, Cherof,Doody,Ezrol, PA	\$100,000	<i>Legal Services</i>	Vendor	8/1/23-6/30/24	Active
Intermedia.net, Inc.	\$22,800	<i>Office 365 & Support</i>	Vendor	8/4/2021-Ongoing	Active
Keefe McCullough, LLP	\$42,600	<i>External Audit Preparation</i>	Vendor	7/1/23-6/30/24	Active
Klausner, Kaufman, Jensen, Levinson	\$25,000	<i>Retirement plan legal services</i>	Vendor	7/1/23-6/30/24	Active
One Beat	\$20,000	<i>CPR Training for Providers</i>	Vendor	7/1/23-6/30/24	Active
Revation Systems, Inc.	\$261,113.04	<i>Telecommunications Services</i>	Vendor	9/15/21-9/30/24	Active
School Board Broward County	\$12,605.51/yr	<i>Gulfstream Early Learning Ctr</i>	Lease	9/5/22-9/4/25	Active
Sharp	\$14,353.12	<i>Copier and Printer Rental</i>	State Term PO	11/1/20-9/1/25	Active
Teaching Strategies Gold	\$12,950	<i>Child Assessment Software</i>	Vendor	7/1/23-6/30/24	Active
Trusaic	\$6,500	<i>Monthly Fee for up to 500 W2's</i>	Vendor	6/1/23-6/30/24	Active
Webauthor	\$75,000	<i>CRM Software</i>	Vendor	7/1/23-6/30/24	Active
Brown & Brown	\$0	<i>Information Sharing Agreement</i>	MOU	8/1/20-7/31/26	Active
Broward County	\$0	<i>Crisis Intervention & Support</i>	MOU	11/18/20-11/17/25	Active
Child Abuse Prevention -CAPTA	\$0	<i>Interagency Referrals Cooperation</i>	MOU	9/1/21-8/31/26	Active
School Board Broward County	\$0	<i>Community Partnership</i>	MOU	1/20/2021-6/1/2045	Active
Seventeenth Circuit Court	\$0	<i>Cooperation Agreement</i>	MOU	6/23/20-Ongoing	Active
University of Florida	\$0	<i>Data Use Agreement</i>	MOU	1/1/19-Ongoing	Active
Women in Distress	\$0	<i>Community Partnership</i>	MOU	6/2/21-6/1/24	Active



FYI 2 – Cash Disbursements

In accordance with ELC Cash Disbursement Policy Approved September 12, 2019, cash disbursements issued by ELC in amounts greater than \$1,000 and less than \$35,000 are submitted to the ELC Board for review monthly.

Cash disbursement for June 2023

Vendor Name	Amount	Purpose
Abila	7,409.43	MIP Accounting Software License
ADP, Inc.	2598.98	May 2023 Processing Charges
ADP, Inc.	1262.60	May 2023 Time & Attendance
AT&T Mobility	15,978.33	April 2023 Cell phones and Mobile hot spot
AT&T Mobility	9644.02	May 2023 Cell Phone & Data Charges
Blue Jean Software, Inc.	6,706.25	May 2023 Hosting & Maintenance & Support
Boyd Richard Parker & Colonnelli	2,026.00	November 2022 Legal Services
Boyd Richard Parker & Colonnelli	7,974.00	October 2022 Legal Services
Brittany McCray	30,746.00	Payment Agreement Date 5/31/2023
Business Card	6,226.29	Bank of America Ops Purchase C Klima (no individual items > \$1,000.00)
Business Card- United Way of Broward	1,140.00	Annual Behavioral Health Conference Registration for Inclusion Staff
Business Card- AEC Broward	2,082.10	Provider Appreciation Event On 5/17/23
Business Card- Amazon.com	1,099.60	Computer Speker for Offsite Trainings
Business Leadership Institute for Early L	6,250.00	May 2023 Professional Development Training
Business Leadership Institute for Early L	6,250.00	April 2023 Professional Development Training
Carmen Nicholas	3,500.00	Class Observations for May 2023
Dell Marketing L.P.	9,589.27	PowerEdge R650XS
FPL	1,017.85	May 2023 Service at Crown Center Ste 301
Goren Cherof, Doody, & Ezrol, PA	3,325.00	May 2023 Legal Services
Hazel Solis Rojas, P.A	21,754.00	Payment Per Agreement Dated 05/31/2023
Indeed	9,000.00	May 2023 Jos Posting
Indeed	3,000.00	April 2023 Jos Posting
Junior Achievement of South Florida, Inc	5,000.00	Books, Bucks & Backpacks Sponsorship
No More Mondays, LLC	12,800.00	May 2023 Training and Virtual Consultation
Nova Southeastern University	5,712.00	December 2022 Child Care Training
Nova Southeastern University	5,481.00	November 2022 Child Care Training
Nova Southeastern University	7,005.00	October 2022 Child Care Training
Revation Systems, Inc	7,255.27	May 2023 Services
Scholastic Inc.	15,382.95	Children's Books Ranging In Age Group
The Audio-Visual Group	2,927.00	Samsung-75 4K & UC-SB1-Cam UC
The School Board of Broward County	1,030.00	June 2023 Gulfstream Lease & Custodial Fees
Vantiv Health, LLC	4,250.00	Software Development
Webauthor.Com LLC	5,000.00	June 2023 CRM Software License &AWS
Weauthor.Com LLC	7,500.00	Custom Development



FYI 3 – Cash Disbursements

In accordance with ELC Cash Disbursement Policy Approved September 12, 2019, cash disbursements issued by ELC in amounts greater than \$1,000 and less than \$35,000 are submitted to the ELC Board for review monthly.

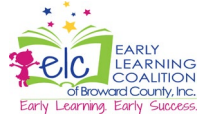
Cash disbursement for July 2023

Vendor Name	Amount	Purpose
Association Of Early Learning Coalitions	32,450.00	FY23-24 Annual Membership Dues
ADP, Inc.	2609.69	June 2023 Processing Charges
ADP, Inc.	1262.60	June 2023 Time & Attendance
AT&T Mobility	8,452.60	June 2023 Cell Phone & Data Charges
Blue Jean Software, Inc.	3,818.75	June 2023 Hosting & Maintenance & Support
Business Card	4,103.95	Bank of America Ops Purchase C Klima (no individual items > \$1,000.00)
Business Card- Intermedia.NET INC	3,185.80	June 2023 Office 365
Business Card- Constant Contact	4,887.40	Email Marketing Management Software
Chris Becerra DBA Chris Becerra Consult.	3,200.00	Professional Development Training Services
Citrix Systems, INC	10,886.40	ShareFile Storage Services
Colonial Life	8,801.43	June 2023 Employee Benefits
Dell Marketing L.P.	2,361.45	Dell USB-C & Base
Florida Department of Education-Division	24,140.63	FY22-23 Interest Return To DEL
Fort Lauderdale Crown Center, LLC	27,406.92	Cam Recon
FPL	1,109.40	June 2023 Service at Crown Center Ste 301 & 309
Goren Cherof, Doody, & Ezrol, PA	6,250.00	June 2023 Legal Services
GOTO Technologies USA, INC	1909.00	Log Meln Rescue Subscription
JeffRon Ventures, LLC	8,730.00	Executive Coaching Service
Kaplan Early Learning Co.	15,995.55	Social Emotional Support Kits
KnowBe4, Inc.	3,888.00	Security Awareness Training For 200 Employee
Last Pass	16,560.00	Annual Business Renewal
M. Hanson & Company, Inc	10,563.12	Cabinet With Hinged Door & Lock Core Keys
Nagios Enterprises LLC	2,515.50	50-Node License & Maintenance Plan
Netwrix Corporation	1,274.00	Audit For Active Directory
Nova Southeastern University	25,509.00	Childcare Training
Q-Q Research Consultants, LLC	22,055.00	Community Needs assessment
Revation Systems, Inc	7,255.33	June 2023 Services
Scholastic Inc.	11,220.00	Children's Books Ranging in Age Group
Sharity, Inc	6,000.00	Milestone 2: Implementation & Development
Staples	1,193.40	June 2023 Office supplies
Staples	1,010.71	July 2023 Office Supplies
Sun Life assurance	23,777.89	July 2023 Employee Benefits
Travelers Casualty	30,528.21	Cyber Insurance
University Of Florida	15,000.00	Community of Practice Facilitator Institute Program
Webauthor.Com LLC	5,000.00	July 2023 CRM Software Licenses
Western NRG, Inc.	1,483.65	Essential Protection Service



Match YTD Match Fundraising Report

Funder	Amount	Status
Coconut Creek	29,249	Pending Response
Cooper City	5,677	Pending Response
Coral Springs (Community Chest)	80,058	Pending Application
Dania Beach	-	No Funding
Davie	-	Application Closed
Deerfield Beach	41,394	Pending Response
Ft. Lauderdale	50,000	Applications Available Summer
Hallandale	19,044	Pending Approval
Hollywood	180,00	Pending Approval
Lauderdale By The Sea	1,000	Approved
Lighthouse Point	2,515	Pending Response
Lauderdale Lakes	52,749	Pending Response
Lauderhill	102,068	Pending Response
Margate	46,137	Pending Response
Miramar	-	Application Closed
North Lauderdale	5,000	Pending Approval
Oakland Park	33,705	Applications Available October
Parkland	2,012	Pending Response
Pembroke Park (Town)	2,875	Pending Response
Pembroke Pines	35,000	Pending Response
Plantation	21,500	Pending approval
Pompano Beach	21,900	Pending Contract
Tamarac	-	Application Closed
Sunrise	64,607	Pending Approval
Southwest Ranches	1,581	Pending Response
West Park	18,469	Pending Response
Weston	5,893	Applications Available November
Wilton Manors	4,240	Applications Available October
Total Municipalities (SR)	\$ 646,673	Total Requested FY23
United Way	130,000	Committed as of July 1, 2023
Child Care Providers	500,000	Committed as of July 1, 2023
Broward County	2,342,795	Committed as of July 1, 2023
CSC	1,936,814	Committed as of July 1, 2023
Total All Match	\$ 5,556,282	Total SR Match



**Early Learning Coalition of Broward County
Finance & Executive Committee Attendance Chart FY 2023-2024**

QUORUM # NEEDED: 4

	FINANCE	Position	Term Started	Term Exp	Aug-29	Oct-03	Nov-28	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Cindy Arenberg Seltzer	Chair	Jun-20	Jun-24								0
2	Maria Hernandez	Member	Jul-23									
3	Dawn Liberta	Member	Sep-21									0
4	Renee Podolsky	Member										0
5	Twan Russell	Member										0
6	Laurie Sallarulo	Member										0
7	Zachary Talbot	Member	Jun-20									0

QUORUM # NEEDED: 4

	EXECUTIVE	Position	Term Started	Term Exp	Aug-29	Oct-03	Nov-28	Jan-23	Feb-27	Apr-30	Jun-04	TOTAL FY ABSENCES
1	Laurie Sallarulo	Chair	Apr-14									0
2	Dawn Liberta	First Vice Chair/Governance	Jun-20	Jun-24								0
3	Twan Russell	Second Vice Chair	Jun-20	Jun-24								0
4	Monica King	Secretary/PRC Chair	Jun-20	Jun-24								0
5	Cindy Arenberg Seltzer	Treasurer	Jun-20	Jun-24								0
6	Michael Asseff	Nominating Chair										0
7	Renee Podolsky	Audit Chair	Jun-22									0

Members who left During FY 23 - 24 Term	Position	Term Started	Last Day									
V= Virtual Meeting												
X= Present at meeting												
ABS= Absent from Meeting												
P= phone attendance												
FM= First Meeting												
LM= Last Meeting												
Shaded areas - no meeting scheduled												
O:\Board\Board- Committee & Board Meetings\Board\FY 2023-2024												

Except for Chair an Officers term is for two years

No officer may hold the same elected position for more than (2) term of two years