

Children's Services Council

Finance Committee Meeting

Tuesday, May 22, 2018, 4:00 p.m.

AGENDA / MINUTES

Welcome and introductions

Finance Committee Members:

Tom Lynch, CSC Finance Committee Chair
Thomas Bean, CSC and CSC Finance Committee Vice-chair
Tom Weber, CSC Chair
Paul Dumars, Director Financial Services, Solid Waste Authority
John Marino, Volunteer

CSC Staff:

Lisa Williams-Taylor, Ph.D., CEO
Debra Heim, CFO
Jennifer Diehl
Tom Sheehan, General Counsel
Elsa Sanchez, Senior Executive Assistant

Agenda Items:

- 1 Minutes 4/26/2018
- 2 Proposed 2017-2018 CSC General Fund Budget Revision
- 3 Financial Statements 4/30/2018
- 4 Adjournment

Next Meeting: June 28, 2018 4:30 PM

Children's Services Council

Finance Committee Meeting

Thursday, April 26, 2018, 4:00 p.m.

AGENDA / MINUTES

Welcome and introductions

Finance Committee Members:

Tom Lynch, CSC Finance Committee Chair, **Present**

Thomas Bean, CSC and CSC Finance Committee Vice-chair, **Present**

Tom Weber, CSC Chair, **Present**

Paul Dumars, Director Financial Services, Solid Waste Authority, **Not Present**

John Marino, Volunteer, **Not Present**

CSC Staff:

Lisa Williams-Taylor, Ph.D., CEO, **Present**

Debra Heim, CFO, **Not Present**

Jennifer Diehl, **Present**

Tom Sheehan, General Counsel, **Present**

Elsa Sanchez, Senior Executive Assistant, **Present**

Agenda Items:

- 1 Minutes 3/29/2018, **Recommends Council to approve**
- 2 CSC Proposed 2018-2019 Budget, **Recommends Council to approve**
- 3 CSC Budget Forecasts 2018-2019 through 2022-2023, **For informational purposes only, no action required**
- 4 Financial Statements 3/31/2018, **Recommends Council to approve**
- 5 Adjournment

Next Meeting: May 24, 2018 4:00 PM

AGENDA ITEM: 2

TITLE: Proposed 2017-2018 CSC General Fund Budget Revision

STAFF: Debra Heim, CFO

SUMMARY:

The proposed CSC Budget Revision to the 2017-2018 budget is submitted to the Finance Committee. The budget revision compares the originally approved budget to the proposed revision. The net effect on the total budget will not exceed \$2,300,000.

Expenditures

The following revision to the budgeted expenditures is being proposed:

An increase in the Program Strategy Budgeted expenditures not to exceed \$2,300,000 for additional Summer Camp Scholarships to allow approximately 2,200 additional children access to summer camp. These dollars would come from Fund Balance. It is likely we will have under expenditures this fiscal year that would be sufficient to support this expenditure, however, funds are still under contract with Providers at this time and committing to these summer camp scholarships without this budget revision will put us in an over contracted position.

RECOMMENDATION:

We recommend the Finance Committee propose that the Council approve the proposed 2017-2018 CSC Budget Revision as submitted contingent upon the approval of Resolution #18-013 Authorizing Additional Funding for Summer Camp Scholarships.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 PROPOSED BUDGET REVISION
 OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	2017/18 ORIGINAL APPROVED BUDGET	2017/18 PROPOSED BUDGET REVISION	INCREASE (DECREASE) DIFFERENCE
<u>REVENUES</u>			
AD VALOREM TAXES	\$ 116,814,453	\$ 116,814,453	\$ -
GRANT INCOME			
Palm Beach County Head Start Match	1,100,000	1,100,000	\$ -
JPB Foundation	-	-	\$ -
Department of Health/Agency for Health Care Administration	3,355,246	3,355,246	-
Sub-Total Grant Income	<u>4,455,246</u>	<u>4,455,246</u>	<u>-</u>
INTEREST INCOME	500,000	500,000	-
INCOME FROM TENANTS	75,000	75,000	-
OTHER INCOME	125,000	125,000	-
CASH BALANCES BROUGHT FORWARD	<u>10,281,153</u>	<u>12,581,153</u>	<u>2,300,000</u>
TOTAL	\$ 132,250,852	\$ 134,550,852	\$ 2,300,000
<u>EXPENDITURES</u>			
CHILDREN'S PROGRAMS			
Direct Services	\$ 108,361,465	\$ 110,661,465	\$ 2,300,000
Support Services	9,827,479	9,827,479	-
Sub-Total Children's Programs	<u>118,188,944</u>	<u>120,488,944</u>	<u>2,300,000</u>
ADMINISTRATIVE EXPENSES	5,441,364	5,441,364	-
CAPITAL EXPENDITURES	262,500	262,500	-
NON OPERATING EXPENSES			
Palm Beach County Property			
Appraiser Fees	848,079	848,079	-
Palm Beach County Tax Collector Fees	2,336,759	2,336,759	-
Sub-Total	<u>3,184,838</u>	<u>3,184,838</u>	<u>3,184,838</u>
CONTINGENCY	<u>500,000</u>	<u>500,000</u>	<u>-</u>
SUB-TOTAL EXPENDITURES	127,577,645	129,877,645	2,300,000
RESERVE FOR UNCOLLECTABLE TAX	4,673,206	4,673,206	-
TOTAL	\$ 132,250,852	\$ 134,550,852	\$ 2,300,000
PROPOSED MILLAGE RATE: .6590			

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 PROPOSED REVISED BUDGET BY FUND
 OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	<u>GENERAL FUND</u>		<u>SPECIAL REVENUE FUND</u>		<u>2017 - 2018</u>	
			<u>PREVENTION PARTNERSHIPS</u>		<u>TOTAL BUDGET</u>	
			<u>FOR CHILDREN, INC.</u>			
<u>REVENUES</u>						
AD VALOREM TAXES	\$ 116,814,453	88.64%	-	0.00%	\$ 116,814,453	86.82%
GRANT INCOME						
Palm Beach County Head Start Match	1,100,000	0.83%	-	0.00%	1,100,000	0.82%
Department of Health/Agency for Health Care Administration	<u>3,355,246</u>	<u>2.55%</u>	-	0.00%	<u>3,355,246</u>	<u>2.49%</u>
Sub-Total Grant Income	<u>4,455,246</u>	<u>3.38%</u>	-	0.00%	<u>4,455,246</u>	<u>3.31%</u>
INTEREST INCOME	500,000	0.38%	-	0.00%	500,000	0.37%
INCOME FROM TENANTS	75,000	0.06%	-	0.00%	75,000	0.06%
OTHER INCOME	125,000	0.09%	-	0.00%	125,000	0.09%
TRANSFER IN (OUT)	<u>(2,772,743)</u>	<u>-2.10%</u>	<u>2,772,743</u>	100.00%	-	<u>0.00%</u>
CASH BALANCES BROUGHT FORWARD	<u>12,581,153</u>	<u>9.55%</u>	-	0.00%	<u>12,581,153</u>	<u>9.35%</u>
TOTAL	<u>\$ 131,778,109</u>	<u>100.00%</u>	<u>\$ 2,772,743</u>	<u>100.00%</u>	<u>\$ 134,550,852</u>	<u>100.00%</u>
<u>EXPENDITURES</u>						
CHILDREN'S PROGRAMS						
Direct Services						
Program Services	\$ 105,883,722	80.35%	\$ 2,772,743	100.00%	\$ 108,656,465	80.75%
Special Funds and Other	95,000	0.07%	-	0.00%	95,000	0.07%
Public Education/Awareness	1,910,000	1.45%	-	0.00%	1,910,000	1.42%
Sub-total Direct Services	107,888,722	81.87%	2,772,743	100.00%	110,661,465	82.25%
Support Services						
Programmatic Support Expenses	9,827,479	7.46%	-	0.00%	9,827,479	7.30%
Sub-total Support Services	<u>9,827,479</u>	<u>7.46%</u>	-	<u>0.00%</u>	<u>9,827,479</u>	<u>7.30%</u>
Sub-Total Children's Programs	117,716,201	89.33%	2,772,743	100.00%	120,488,944	89.55%
ADMINISTRATIVE EXPENSES	5,441,364	4.13%	-	0.00%	5,441,364	4.04%
CAPITAL EXPENDITURES	262,500	0.20%	-	0.00%	262,500	0.20%
NON OPERATING EXPENSES						
Palm Beach County Property Appraiser Fees	848,079	0.64%	-	0.00%	848,079	0.63%
Palm Beach County Tax Collector Fees	<u>2,336,759</u>	<u>1.77%</u>	-	0.00%	<u>2,336,759</u>	<u>1.74%</u>
Sub-Total Non Operating Expenses	3,184,838	2.42%	-	0.00%	3,184,838	2.37%
CONTINGENCY	<u>500,000</u>	<u>0.38%</u>	-	0.00%	<u>500,000</u>	<u>0.37%</u>
SUB-TOTAL EXPENDITURES	127,104,902	96.45%	2,772,743	100.00%	129,877,645	96.53%
RESERVE FOR UNCOLLECTABLE TAX	<u>4,673,206</u>	<u>3.55%</u>	-	0.00%	<u>4,673,206</u>	<u>3.47%</u>
TOTAL	<u>\$ 131,778,109</u>	<u>100.00%</u>	<u>\$ 2,772,743</u>	<u>100.00%</u>	<u>\$ 134,550,852</u>	<u>100.00%</u>
MILLAGE RATE:	.6590					

AGENDA ITEM: 3

**TITLE: Financial Statements – April 30, 2018
(Unaudited)**

STAFF: Debra Heim, Chief Financial Officer, Children’s Services Council of Palm Beach County

SUMMARY:

The financial statements are presented reflecting the estimated operating results of the General Fund and Special Revenue Fund (Prevention Partnerships for Children, Inc.) for the seven months ended April 30, 2018.

Balance Sheet:

As of April 30, 2018, the Council had \$97,459,143 in cash and investments. Of this balance, \$30,000,000, net of unamortized discounts and premiums, was held in federal government bonds, \$39,085,398 was held in a public funds money market account, and \$24,012,867 was held in Intergovernmental Pools (FEITF). The remainder of the funds were on deposit in the Council’s operating accounts.

The Capital Assets and the Investment in Capital Assets for \$18,124,662 represent the costs associated with furniture and fixtures, equipment, and building costs.

Statement of Revenue and Expenses:

The budgeted expenditure rate at April 30, 2018 is 58.33%. The estimated expenditure rate for Children’s Programs at April 30, 2018 is 50.81%.

RECOMMENDATION:

I recommend the Finance Committee propose that the Council accept the April 30, 2018 Financial Statements as submitted.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
BALANCE SHEET (Unaudited)
APRIL 30, 2018

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total All Funds</u>
		<i><u>Prevention Partnership for Children, Inc.</u></i>	
<u>Assets</u>			
Cash & Investments	\$ 97,221,128	\$ 238,015	\$ 97,459,143
Accounts Receivable	1,352,661	-	1,352,661
Advances to Agencies	4,533,233	-	4,533,233
Prepaid Expenses	371,625	-	371,625
Due From - Special Revenue Fund	51,381	-	51,381
Capital Assets	18,124,662	-	18,124,662
	<hr/>	<hr/>	<hr/>
Total Assets	<u>121,654,690</u>	<u>238,015</u>	<u>121,892,705</u>
<u>Liabilities & Fund Balance</u>			
<u>Liabilities</u>			
Allocations to Children's Services Programs	8,026,781	186,634	8,213,415
Accounts Payable	398,592	-	398,592
Due to - General Fund	-	51,381	51,381
	<hr/>	<hr/>	<hr/>
Total Liabilities	<u>8,425,373</u>	<u>238,015</u>	<u>8,663,388</u>
Fund Balance			
Nonspendable:			
Prepaid Expenses	371,625	-	371,625
Assigned:			
Reserved in accordance with fund balance policy	35,606,480	-	35,606,480
Unassigned:	59,126,550	-	59,126,550
	<hr/>	<hr/>	<hr/>
Total Fund Balance	<u>95,104,655</u>	<u>-</u>	<u>95,104,655</u>
Investment in Capital Assets	18,124,662	-	18,124,662
	<hr/>	<hr/>	<hr/>
Total Liabilities and Fund Balance	<u>\$ 121,654,690</u>	<u>\$ 238,015</u>	<u>\$ 121,892,705</u>

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
STATEMENT OF REVENUE AND EXPENSES CHANGES IN FUND BALANCE
FOR THE SEVEN MONTHS ENDED APRIL 30, 2018**

	<u>General Fund</u>					<u>Special Revenue Fund</u>					<u>Total</u>				
						<u>Prevention Partnership for Children, Inc.</u>									
	Approved 2017/2018 Budget	Budget Through 4/30/2018	Actual Through 4/30/2018	Variance YTD	% YTD	Approved 2017/2018 Budget	Budget Through 4/30/2018	Actual Through 4/30/2018	Variance YTD	% YTD	Approved 2017/2018 Budget	Budget Through 4/30/2018	Actual Through 4/30/2018	Variance YTD	% YTD
Revenues															
Ad Valorem Property Taxes	\$ 116,814,453	\$ 108,060,583	\$ 108,060,583	\$ -	92.51%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 116,814,453	\$ 108,060,583	\$ 108,060,583	\$ -	92.51%
Interest Income	500,000	291,667	509,200	217,533	101.84%	-	-	-	-	0.00%	500,000	291,667	509,200	217,533	101.84%
Unrealized Gain or Loss	-	-	20,897	20,897	100.00%	-	-	-	-	0.00%	-	-	20,897	20,897	100.00%
Department of Health/Agency for Health Care Administration	3,355,246	1,957,227	1,375,250	(581,977)	40.99%	-	-	-	-	0.00%	3,355,246	1,957,227	1,375,250	(581,977)	40.99%
Palm Beach County Head Start Match	1,100,000	641,667	641,667	-	58.33%	-	-	-	-	0.00%	1,100,000	641,667	641,667	0	58.33%
Income from Tenants	75,000	43,750	39,490	(4,260)	52.65%	-	-	-	-	0.00%	75,000	43,750	39,490	(4,260)	52.65%
Other Income	125,000	72,917	144,373	71,456	115.50%	-	-	-	-	0.00%	125,000	72,917	144,373	71,456	115.50%
Cash Carryforward	10,281,153	-	-	-	0.00%	-	-	-	-	0.00%	10,281,153	-	-	-	0.00%
Total Revenues	<u>132,250,852</u>	<u>111,067,809</u>	<u>110,791,458</u>	<u>(276,351)</u>	<u>83.77%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>132,250,852</u>	<u>111,067,809</u>	<u>110,791,458</u>	<u>(276,351)</u>	<u>83.77%</u>
Expenditures															
Administrative Expenditures	5,441,364	3,174,129	3,197,685	(23,556)	58.77%	-	-	834	(834)	100.00%	5,441,364	3,174,129	3,198,519	(24,390)	58.78%
Capital Expenditures	262,500	153,125	13,039	140,086	4.97%	-	-	-	-	0.00%	262,500	153,125	13,039	140,086	4.97%
Contingency	500,000	-	-	-	0.00%	-	-	-	-	0.00%	500,000	-	-	-	0.00%
Non-Operating Expenses	3,184,838	2,790,470	2,790,470	-	87.62%	-	-	-	-	0.00%	3,184,838	2,790,470	2,790,470	-	87.62%
Reserve for Uncollectible Taxes	4,673,206	-	-	-	0.00%	-	-	-	-	0.00%	4,673,206	-	-	-	0.00%
Children's Services Programs:															
Direct Services:															
Funded Programs & Initiatives	105,588,722	61,593,421	53,454,070	8,139,351	50.62%	2,772,743	1,386,372	1,345,833	40,539	48.54%	108,361,465	62,979,793	54,799,903	8,179,890	50.57%
Support Services:															
Programmatic Support	<u>9,827,479</u>	<u>5,732,696</u>	<u>5,247,397</u>	<u>485,299</u>	<u>53.40%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>	<u>9,827,479</u>	<u>5,732,696</u>	<u>5,247,397</u>	<u>485,299</u>	<u>53.40%</u>
Total Children's Programs	115,416,201	67,326,117	58,701,467	8,624,650	50.86%	2,772,743	1,386,372	1,345,833	40,539	48.54%	118,188,944	68,712,489	60,047,300	8,665,189	50.81%
Total Expenses	<u>129,478,109</u>	<u>73,443,841</u>	<u>64,702,660</u>	<u>8,741,181</u>	<u>49.97%</u>	<u>2,772,743</u>	<u>1,386,372</u>	<u>1,346,667</u>	<u>39,704</u>	<u>48.57%</u>	<u>132,250,852</u>	<u>74,830,213</u>	<u>66,049,328</u>	<u>8,780,885</u>	<u>49.94%</u>
Excess Revenues over Expenses			46,088,798					(1,346,667)					44,742,131		
Other Financing Sources (Uses)															
Transfers in (out)	<u>(2,772,743)</u>	<u>(1,617,433)</u>	<u>(1,346,667)</u>	<u>(270,766)</u>	48.57%	2,772,743	1,386,372	1,346,667	39,705	48.57%	-	-	-	-	0.00%
Net Changes in Fund Balances			44,742,131					(0)					44,742,131		
Fund Balances															
October 1, 2017			50,362,524					-					50,362,524		
April 30, 2018			<u>\$ 95,104,655</u>					<u>\$ (0)</u>					<u>\$ 95,104,655</u>		