

Children's Services Council

Finance Committee Meeting

Monday, August 24, 2015

11:30 am – 12:30 pm

CSC – Executive Conference Room

AGENDA

Welcome and Introductions

Finance Committee Members:

Tom Lynch, CSC Finance Committee Chair
Thomas Bean, CSC Finance Committee Vice-Chair
Greg Langowski, Chair Children's Services Council
Tom Weber, Vice-Chair Children's Services Council
Paul Dumar, Director of Financial Services, Solid Waste Authority
John Marino, Volunteer, Finance Committee

CSC Staff:

Lisa Williams-Taylor PhD, CEO
Bill Cosgrove, CFO
Jen Diehl, Controller
Tom Sheehan, General Counsel
Elsa Sanchez, Senior Executive Assistant

Agenda Items:

- 1 Minutes August 6, 2015 Finance Committee Meeting
- 2 July 31, 2015 Financial Statements and Expenses by Program
- 3 Proposed 14-15 CSC General Fund Budget Revision
- 4 TRIM Package
- 5 Other

Next Meeting: September 24th - 4:00 - 4:15

Children's Services Council

Finance Committee Meeting

Thursday, August 6, 2015

4:00 – 4:30 pm

CSC – Executive Conference Room

AGENDA/MINUTES

Welcome and Introductions

Finance Committee Members:

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

Thomas Bean, CSC Finance Committee Vice-Chair, **Present**

Greg Langowski, Chair Children's Services Council, **Present**

Tom Weber, Vice-Chair Children's Services Council, **Present**

Paul Dumar, Director of Financial Services, Solid Waste Authority, **Present via Telephone**

John Marino, Volunteer, Finance Committee, **Present via Telephone**

CSC Staff:

Lisa Williams-Taylor PhD, CEO

Bill Cosgrove, CFO

Jen Diehl, Controller

Tom Sheehan, General Counsel

Elsa Sanchez, Senior Executive Assistant

Agenda Items:

- 1 Minutes June 25, 2015 Finance Committee Meeting, **Approved Unanimously**
- 2 June 30, 2015 Financial Statements, **Approved Unanimously**
- 3 Investment Strategy Update – Request to Establish New Banking Relationships and Modify Existing Relationship, **Discussed change in Banking Representative; discussed reasonableness of third party custody account, Approved Unanimously**
- 4 Proposed 14-15 PPC Budget Revision, **Approved Unanimously**
- 5 Other
- 6 Adjournment

Next Meeting: August 27th 4:00-5:00

AGENDA ITEM: 2

TITLE: Financial Statements and Expenses by Program – July 31, 2015 (Unaudited)

STAFF: Jennifer Diehl, Controller, 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 ten months ended July 31, 2015. The audit of the Council for the fiscal year ended September 30, 2014 has been completed and the applicable figures represent audited numbers.

Balance Sheet:

As of July 31, 2015 the Council had \$73,022,098 held in cash and investments. Of this balance, the investments in federal government bonds total \$39,000,000 net of the amortized discount.

The Capital Assets and the Investment in Capital Assets for \$20,832,932 represent the costs associated with furniture and fixtures, equipment, and building costs.

Statement of Revenue and Expenses:

The budgeted expenditure rate at July 31, 2015 is 83.33%. The estimated expenditure rate for Children’s Programs at July 31, 2015 is 75.61%.

RECOMMENDATION:

I recommend the Finance Committee propose that the Council accept the July 31, 2015 Financial Statements as submitted.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BALANCE SHEET (Unaudited)

July 31, 2015

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Total All Funds</u>
		<i>Prevention Partnership for Children, Inc.</i>	
<u>Assets</u>			
Cash & Investments	\$ 73,009,033	\$ 13,065	\$ 73,022,098
Accounts Receivable	1,085,946	-	1,085,946
Advances to Agencies	3,934,354	-	3,934,354
Prepaid Expenses	318,585	-	318,585
Due From - General Fund	-	456,148	456,148
Capital Assets	20,832,932	-	20,832,932
	<hr/>	<hr/>	<hr/>
Total Assets	<u>99,180,850</u>	<u>469,213</u>	<u>99,650,063</u>
<u>Liabilities & Fund Balance</u>			
<u>Liabilities</u>			
Allocations to Children's Services Programs	7,346,675	461,613	7,808,288
Deferred Revenue	820,198	-	820,198
Accounts Payable	257,402	7,600	265,002
Due to - Special Revenue Fund	456,148	-	456,148
Total Liabilities	<u>8,880,423</u>	<u>469,213</u>	<u>9,349,636</u>
Fund Balance			
Nonspendable:			
Prepaid Expenses	318,585	-	318,585
Assigned:			
Reserved in accordance with fund balance policy	36,058,774	-	36,058,774
Unassigned:	33,090,136	-	33,090,136
	<hr/>	<hr/>	<hr/>
Total Fund Balance	<u>69,467,495</u>	<u>-</u>	<u>69,467,495</u>
Investment in Capital Assets	20,832,932	-	20,832,932
	<hr/>	<hr/>	<hr/>
Total Liabilities and Fund Balance	\$ <u>99,180,850</u>	\$ <u>469,213</u>	\$ <u>99,650,063</u>

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
STATEMENT OF REVENUE AND EXPENSES CHANGES IN FUND BALANCE
FOR THE TEN MONTHS ENDED JULY 31, 2015**

	<u>General Fund</u>					<u>Special Revenue Fund</u>					<u>Total</u>				
	<u>Approved</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>	<u>Approved</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>	<u>Approved</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>%</u>
	<u>2014/2015</u>	<u>Through</u>	<u>Through</u>	<u>YTD</u>	<u>YTD</u>	<u>2014/2015</u>	<u>Through</u>	<u>Through</u>	<u>YTD</u>	<u>YTD</u>	<u>2014/2015</u>	<u>Through</u>	<u>Through</u>	<u>YTD</u>	<u>YTD</u>
	<u>Budget</u>	<u>7/31/2015</u>	<u>7/31/2015</u>			<u>Budget</u>	<u>7/31/2015</u>	<u>7/31/2015</u>			<u>Budget</u>	<u>7/31/2015</u>	<u>7/31/2015</u>		
Revenues															
Ad Valorem Property Taxes	\$ 94,363,181	\$ 90,602,389	\$ 90,602,389	\$ -	96.01%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 94,363,181	\$ 90,602,389	\$ 90,602,389	\$ -	96.01%
Interest Income	150,000	125,000	149,628	24,628	99.75%	-	-	-	-	0.00%	150,000	125,000	149,628	24,628	99.75%
Department of Health/Agency for Health Care Administration	3,053,295	2,544,413	2,848,230	303,818	93.28%	-	-	-	-	0.00%	3,053,295	2,544,413	2,848,230	303,818	93.28%
Palm Beach County Head Start Match	4,100,000	3,416,667	3,416,667	-	83.33%	-	-	-	-	0.00%	4,100,000	3,416,667	3,416,667	-	83.33%
Income from Tenants	70,000	58,333	62,323	3,990	89.03%	-	-	-	-	0.00%	70,000	58,333	62,323	3,990	89.03%
Other Income	100,000	83,333	174,421	91,088	174.42%	-	-	-	-	0.00%	100,000	83,333	174,421	91,088	174.42%
Cash Carryforward	20,307,835	-	-	-	0.00%	-	-	-	-	0.00%	20,307,835	-	-	-	0.00%
Total Revenues	122,144,311	96,830,135	97,253,658	423,523	79.62%	-	-	-	-	0.00%	122,144,311	96,830,135	97,253,658	423,523	79.62%
Expenditures															
Administrative Expenditures	5,236,854	4,364,045	3,821,489	542,556	72.97%	-	-	1,081	(1,081)	100.00%	5,236,854	4,364,045	3,822,570	541,475	72.99%
Capital Expenditures	400,000	333,333	53,835	279,498	13.46%	-	-	-	-	0.00%	400,000	333,333	53,835	279,498	13.46%
Contingency	500,000	-	-	-	0.00%	-	-	-	-	0.00%	500,000	-	-	-	0.00%
Non-Operating Expenses	2,653,643	2,565,333	2,565,333	-	96.67%	-	-	-	-	0.00%	2,653,643	2,565,333	2,565,333	-	96.67%
Reserve for Uncollectible Taxes	4,819,391	-	-	-	0.00%	-	-	-	-	0.00%	4,819,391	-	-	-	0.00%
Children's Services Programs:															
Direct Services:															
Funded Programs & Initiatives	96,953,606	80,794,672	73,082,068	7,712,604	75.38%	1,948,398	1,623,665	1,758,424	(134,759)	90.25%	98,902,004	82,418,337	74,840,492	7,577,845	75.67%
Support Services:															
Programmatic Support	9,632,419	8,027,016	7,225,963	801,052	75.02%	-	-	-	-	0.00%	9,632,419	8,027,016	7,225,963	801,052	75.02%
Total Children's Programs	106,586,025	88,821,688	80,308,031	8,513,656	75.35%	1,948,398	1,623,665	1,758,424	(134,759)	90.25%	108,534,423	90,445,353	82,066,455	8,378,897	75.61%
Total Expenses	120,195,913	96,084,399	86,748,688	9,335,711	72.17%	1,948,398	1,623,665	1,759,505	(135,840)	90.31%	122,144,311	97,708,064	88,508,193	9,199,871	72.46%
Excess Revenues over Expenses			10,504,970					(1,759,505)					8,745,465		
Other Financing Sources (Uses)															
Transfers in (out)	(1,948,398)	(1,623,665)	(1,759,505)	135,840	90.31%	1,948,398	1,623,665	1,759,505	(135,840)	90.31%	-	-	-	-	0.00%
Net Changes in Fund Balances			8,745,465										8,745,465		
Fund Balances															
October 1, 2014			60,722,030										60,722,030		
July 31, 2015			<u>\$ 69,467,495</u>					<u>\$ -</u>					<u>\$ 69,467,495</u>		

CSC

Budget by Program as of 7/31/2015

Program Name	Fiscal Year 14-15 Budget Amt	Fiscal Year 14-15 Expended Amt	Fiscal Year 14-15 Amount Remaining	Fiscal Year 14-15 % Expended
211-Special Needs Helpline	\$ 9,540	\$ 9,540	\$ -	100.00%
ARC-First Step to Success	1,574,412	1,334,771	239,641	84.78%
ARC-Healthy Steps for Young Children	813,654	648,705	164,949	79.73%
BCC-Drowning Prevention	50,000	41,271	8,729	82.54%
BIG-Environmental Rating Scale	91,000	-	91,000	0.00%
BUS-QIS System Evaluation	35,000	-	35,000	0.00%
CAI-Aquarius	25,000	21,000	4,000	84.00%
CAI-Healthy Beginnings Data Systems	600,000	411,057	188,943	68.51%
CCC-Child First	330,591	87,000	243,591	26.32%
CFI-Quality Program Assessment	585,722	400,371	185,351	68.36%
CFI-Training Registry	155,000	107,972	47,028	69.66%
CFS-Counseling for Parents & Young Children	250,000	33,398	216,602	13.36%
CFS-Prenatal Plus Mental Health Services	312,847	179,522	133,325	57.38%
CFS-Teen Triple P	103,333	38,674	64,659	37.43%
CFS-Triple P (Positive Parenting Program)	157,643	127,790	29,853	81.06%
CHS-CHS BRIDGES	2,446,375	1,807,604	638,771	73.89%
CHS-Wyman's Teen Outreach Program (TOP)	200,557	176,107	24,450	87.81%
COM-Program Education	1,935,000	1,273,530	661,470	65.82%
DCF-Access Positions	79,371	66,142	13,229	83.33%
DCH-Dental Services for Women & Children	10,000	-	10,000	0.00%
DOH-Dental Services Pregnant Women	45,000	35,640	9,360	79.20%
DOH-Healthy Beginnings Data Entry	501,780	392,559	109,221	78.23%
DOH-Healthy Beginnings Nurses	2,906,959	2,213,725	693,234	76.15%
DOH-Nurse Family Partnership	1,601,952	1,159,496	442,456	72.38%
DOH-WHIN Nurses	497,008	332,706	164,302	66.94%
EDU-Education Commission	12,500	12,500	-	100.00%
ELC-CSC Scholarship Initiative	30,647,629	25,621,899	5,025,730	83.60%
ESF-Early Steps	1,799,697	1,499,748	299,949	83.33%
ETR-Emerging Tier Reimbursement Payments	352,950	-	352,950	0.00%
FCI-FCCH Technical Assistance/Personnel Enhancements	332,807	271,049	61,758	81.44%
FCI-QEP Payments	710,452	710,452	-	100.00%
FCS-Summer Camp Scholarships	1,578,440	1,263,440	315,000	80.04%
FFB-Primary Project	580,668	488,782	91,886	84.18%
FFP-Child First	319,914	44,589	275,325	13.94%
FFP-Healthy Families	1,333,336	1,141,504	191,832	85.61%
FLC-MOTT AfterSchool Network Match (FAN)	10,000	10,000	-	100.00%
FRL-Access to Success (Glades)	82,274	68,839	13,435	83.67%
HCS-Fetal and Infant Mortality Review	130,692	86,104	44,588	65.88%
HCS-PBC Counts	50,000	10,000	40,000	20.00%
HMH-Entry Agency	2,909,781	2,274,110	635,671	78.15%
HMH-Healthy Beginnings Centering Program	408,504	256,470	152,034	62.78%
HMH-Mom Care	483,039	386,993	96,046	80.12%
HPI-HP BRIDGES	3,111,959	2,403,851	708,108	77.25%
HPI-Support of Safe Kids Coalition of Palm Beach County	236,203	187,759	48,444	79.49%
HPI-Wyman's Teen Outreach Program (TOP)	359,897	273,913	85,984	76.11%
HSI-Growing Smart	384,353	276,888	107,465	72.04%
HSI-Healthy Beginnings: Entry Agency (Birth - 5)	2,455,281	1,873,583	581,698	76.31%
ICF-Child First	272,659	772	271,887	0.28%
IMD-Data Warehouse-Application Development	75,000	-	75,000	0.00%
IMD-Issue Trak	4,800	4,000	800	83.33%
IMD-SAMIS Collaboration	58,105	58,105	-	100.00%
IMD-Server Hosting	40,000	36,250	3,750	90.63%
IMD-The Inventory Replacement Initiative	250,000	88,522	161,478	35.41%
JGC-Healthy Beginnings: Mental Health Services	275,000	238,931	36,069	86.88%
KAI-Metrics That Matter	20,000	-	20,000	0.00%
LAS-Juvenile and Foster Children's Project	2,475,307	2,201,594	273,713	88.94%

LAS-Relative Caregiver Project	99,642	82,053	17,589	82.35%
LIT-Budding Readers	372,742	281,239	91,503	75.45%
LIT-Early Literacy Book Distribution Program	132,403	91,353	41,050	69.00%
LIT-Glades Family Education	62,000	50,783	11,217	81.91%
LIT-Parent Child Home Program Oversight	1,954,952	1,556,387	398,565	79.61%
LIT-Reach Out and Read Program	191,763	143,771	47,992	74.97%
LUT-Head Start Program	5,100,000	4,080,000	1,020,000	80.00%
LUT-Match Funding	227,164	171,561	55,603	75.52%
MET-Client Engagement and Attrition Study	8,500	-	8,500	0.00%
MET-Home Visitation Strategy	141,614	57,365	84,249	40.51%
NFP-Sponsorship Agreement	2,650	-	2,650	0.00%
NLI-Prenatal Plus Nutrition Services	150,000	100,504	49,496	67.00%
NPF-Agency Certification and Management Services	1,197,319	825,456	371,863	68.94%
OPS-Other Program Services	674,690	-	674,690	0.00%
PBF-Drowning Prevention Swim Vouchers	75,000	-	75,000	0.00%
PBS-Professional Development System	1,977,743	1,675,465	302,278	84.72%
PBS-SEEK Scholarships	1,175,300	1,055,185	120,115	89.78%
PCC-Healthy Beginnings: Mental Health Services	100,000	87,967	12,033	87.97%
PCC-Teen Triple P	91,265	33,332	57,933	36.52%
PCC-Triple P	970,192	748,247	221,945	77.12%
PER-Child First	101,836	-	101,836	0.00%
PER-Early Child Learning & Innovation Network	225,000	126,320	98,680	56.14%
PER-Gold Pilot	450,000	216,298	233,702	48.07%
PER-Help Me Grow	53,938	53,938	-	100.00%
PER-Palm Beach County Circle Campaign	61,238	61,238	-	100.00%
PER-RFP Light Developmental Services	50,000	-	50,000	0.00%
PER-RFP Mental Health Services	30,000	-	30,000	0.00%
PER-Special Projects	749,493	45,000	704,493	6.00%
PER-Youth Symposium Followup	150,000	64	149,936	0.04%
PFB-Palm Beach County Food Bank	225,000	225,000	-	100.00%
PPD-Child First Training	300,000	118	299,882	0.04%
PPD-Incredible Years	400,000	107,060	292,940	26.77%
PPD-Senior Exec Policy Institute	30,000	-	30,000	0.00%
PPD-Systems Training & Materials	400,000	128,877	271,123	32.22%
PPD-Triple P	160,000	91,401	68,599	57.13%
PTP-Afterschool Program Development	2,534,474	2,062,434	472,040	81.38%
PTP-Enhancements	2,102,114	1,615,015	487,099	76.83%
RCM-Match Funding	35,192	28,303	6,889	80.42%
RDI-Resource Depot	100,000	86,829	13,171	86.83%
SIC-Community Voice	607,332	476,654	130,678	78.48%
SSI-ETO	40,000	14,990	25,010	37.48%
SWY-SWYC	150,000	42,000	108,000	28.00%
SYS-Frontiers of Innovation	73,100	23,323	49,777	31.91%
SYT-Registry Management	110,000	300	109,700	0.27%
TOM-Transportation Consultant	246,800	166,882	79,918	67.62%
TRI-SAMIS Enhancements	20,000	2,219	17,781	11.10%
URB-Wyman's Teen Outreach Program (TOP)	306,890	230,484	76,406	75.10%
UWP-211 of Palm Beach/Treasure Coast	116,422	116,422	-	100.00%
UWP-Common Eligibility	50,000	1,658	48,342	3.32%
UWP-Continuous Improvement Initiative	200,000	200,000	-	100.00%
UWP-Legal Aid Society Non Profit Legal Assistance	50,000	50,000	-	100.00%
UWP-Mentoring Initiative	995,889	995,889	-	100.00%
UWP-Special Needs Initiative	976,971	956,971	20,000	97.95%
VAR-Tier 1 Payments	2,977,987	1,173,608	1,804,379	39.41%
WEL-Welligent 7.0	15,000	12,000	3,000	80.00%
WLS-Application Lic., Maintenance & Development	75,000	40,878	34,122	54.50%
Total	\$96,953,606	\$ 73,082,068	\$23,871,538	75.38%

AGENDA ITEM: 3

TITLE: Proposed 2014-2015 CSC General Fund Budget Revision

STAFF: Jennifer Diehl, Controller

SUMMARY:

The proposed CSC General Fund Budget Revision to the 2014-2015 budget is submitted to the Finance Committee. The budget revision compares the originally approved budget to the proposed revision.

Revenues

The General Fund transfers out are being increased by \$330,000 due to the \$330,000 in additional dollars added to the PPC budgeted revenues for the Tiered Reimbursement Supplements approved by the Council August 6, 2015. The offset of this \$330,000 is being adjusted in the Direct Services expenditures for the payment to PPC.

Expenditures

As mentioned previously, program services are being decreased by \$330,000 for the payment of Tiered Reimbursement Supplements to PPC.

An increase in Personnel expenditures of \$25,586 is being proposed to accommodate for higher than expected tuition reimbursement and short term disability costs. An increase in Building Space of \$1,603 is being proposed to accommodate for higher property owners' association assessments. An increase in Printing & Supplies of \$14,106 is being proposed to accommodate for higher than expected meeting supplies, computer supplies and photography. An increase in Other expenses of \$9,766 is being proposed to accommodate for more employment advertisements and additional banking service charges. In order to offset these increase in expenditures totaling \$51,061, the under expended consulting line item has been decreased by this same amount.

RECOMMENDATION:

We recommend the Finance Committee propose that the Council approve the proposed 2014-2015 CSC Budget Revision as submitted.

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
PROPOSED BUDGET REVISION
OCTOBER 1, 2014 - SEPTEMBER 30, 2015
GENERAL FUND**

	<i>APPROVED BUDGET <u>GENERAL FUND</u></i>	<i>PROPOSED REVISED BUDGET <u>GENERAL FUND</u></i>	<i>INCREASE/ (DECREASE)</i>
<i><u>EXPENDITURES</u></i>			
<i><u>PROGRAMMATIC SUPPORT AND</u></i>			
<i><u>ADMINISTRATIVE EXPENDITURES</u></i>			
Salaries	\$ 7,758,468	\$ 7,758,468	\$ -
Temporary Personnel	15,000	15,000	-
FICA/FICA Med	578,190	578,190	-
Florida Unemployment	147,411	147,411	-
Worker's Compensation	24,051	24,051	-
Health Plan	1,817,405	1,817,405	-
Retirement	1,036,440	1,036,440	-
Long Term Disability	30,001	30,001	-
Tuition Reimbursement	40,000	65,015	25,015
Deferred Compensation	23,000	23,000	-
Retirement Health Savings	128,100	128,100	-
Short Term Disability	24,001	24,572	571
Other Fringe Benefits	<u>122,400</u>	<u>122,400</u>	<u>-</u>
Sub-Total Personnel	<u>11,744,467</u>	<u>11,770,053</u>	<u>25,586</u>
Travel In-Area	12,600	12,600	-
Conference/Staff Develop	215,800	215,800	-
Council Member Travel	3,000	3,000	-
Business Expense	<u>3,000</u>	<u>3,000</u>	<u>-</u>
Sub-Total Travel	<u>234,400</u>	<u>234,400</u>	<u>-</u>
Maintenance & Security	450,000	450,000	-
Offsite Storage	2,000	2,000	-
Utilities	200,002	200,002	-
Quantum Park Taxes, Fees and Assessments	<u>67,499</u>	<u>69,102</u>	<u>1,603</u>
Sub-Total Building Space	<u>719,501</u>	<u>721,104</u>	<u>1,603</u>
Telephone	70,001	70,001	-
Postage	<u>24,600</u>	<u>24,600</u>	<u>-</u>
Sub-Total Communications	<u>94,601</u>	<u>94,601</u>	<u>-</u>
Printing	102,400	102,400	-
Meeting Supplies	13,000	15,629	2,629
Computer Supplies	10,000	21,477	11,477
Photography/Video	50,000	50,000	-
Supplies	<u>43,000</u>	<u>43,000</u>	<u>-</u>
Sub-Total Printing & Supplies	<u>218,400</u>	<u>232,506</u>	<u>14,106</u>
Audit & Legal	108,000	108,000	-
Consulting	515,000	463,939	(51,061)
Insurance	200,000	200,000	-
Inspector General Fee	156,604	156,604	-
Staff Development In-House	67,500	67,500	-
Subscriptions & Publications	22,000	22,000	-
Dues	168,800	168,800	-
Background Checks	3,500	3,500	-
Public Notices & Employ Ads	15,000	24,071	9,071
Banking Services	3,000	3,695	695
Rewards & Recognition	3,500	3,500	-

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 PROPOSED BUDGET REVISION
 OCTOBER 1, 2014 - SEPTEMBER 30, 2015
 GENERAL FUND**

	<i>APPROVED BUDGET GENERAL FUND</i>	<i>PROPOSED REVISED BUDGET GENERAL FUND</i>	<i>INCREASE/ (DECREASE)</i>
Computer Maint & Support	450,000	450,000	-
Planning & Policy Issues	75,000	75,000	-
Copier Equipment	<u>70,000</u>	<u>70,000</u>	<u>-</u>
Sub-Total Other	<u>1,857,904</u>	<u>1,816,609</u>	<u>(41,295)</u>
<u>TOTAL PROGRAMMATIC SUPPORT AND ADMINISTRATIVE EXPENDITURES</u>	<u>\$ 14,869,273</u>	<u>\$ 14,869,273</u>	<u>\$ -</u>
 <u>NON-OPERATING EXPENDITURES</u>			
PBC Tax Collector Fee	\$ 1,866,864	\$ 1,866,864	\$ -
Property Appraiser Fee	<u>\$ 786,779</u>	<u>\$ 786,779</u>	<u>\$ -</u>
Sub-total Non-Operating	<u>2,653,643</u>	<u>2,653,643</u>	<u>-</u>
 CAPITAL EXPENDITURES	 400,000	 400,000	 -
CONTINGENCY	500,000	500,000	-
RESERVE FOR UNCOLLECTABLES	4,819,391	4,819,391	-
 DIRECT FUNDED PROGRAMS & INITIATIVES	 94,923,606	 94,593,606	 (330,000)
 <u>OTHER PROGRAM EXPENDITURES</u>			
Special Funds and Other	95,000	95,000	-
Public Education	<u>1,935,000</u>	<u>1,935,000</u>	<u>-</u>
Sub-total Direct Other Program Expenditures	<u>2,030,000</u>	<u>2,030,000</u>	<u>-</u>
 TOTAL EXPENDITURES	 <u>\$ 120,195,913</u>	 <u>\$ 119,865,913</u>	 <u>\$ (330,000)</u>

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
PROPOSED BUDGET REVISION
OCTOBER 1, 2014 - SEPTEMBER 30, 2015
GENERAL FUND**

	ORIGINAL 2014/2015 GENERAL FUND BUDGET	PROPOSED REVISED 2014/2015 GENERAL FUND BUDGET	INCREASE (DECREASE) DIFFERENCE	% INCREASE (DECREASE)
Revenues				
AD VALOREM TAXES	\$ 94,363,181	\$ 94,363,181	\$ -	\$ -
GRANT INCOME				
Department of Health	3,053,295	3,053,295	-	0.00%
Palm Beach County Head Start Match	4,100,000	4,100,000	-	100.00%
Sub-Total Grant Income	<u>7,153,295</u>	<u>7,153,295</u>	-	<u>0.00%</u>
INCOME FROM TENANTS	70,000	70,000	-	100.00%
INTEREST INCOME	150,000	150,000	-	0.00%
OTHER INCOME	100,000	100,000	-	0.00%
TRANSFER IN (OUT)	(1,948,398)	(2,278,398)	(330,000)	16.94%
CASH BALANCES BROUGHT FORWARD	<u>20,307,835</u>	<u>20,307,835</u>	-	<u>0.00%</u>
Total Revenues	<u>120,195,913</u>	<u>119,865,913</u>	<u>(330,000)</u>	<u>-0.27%</u>
Expenditures				
CHILDREN'S PROGRAMS				
Direct Services				
Program Services	\$ 94,923,606	\$ 94,593,606	\$ (330,000)	-0.35%
Special Funds and Other	95,000	95,000	-	0.00%
Public Education	<u>1,935,000</u>	<u>1,935,000</u>	-	<u>0.00%</u>
Sub-total Direct Services	96,953,606	96,623,606	(330,000)	-0.34%
Support Services				
Programmatic Support Expenses	<u>9,632,419</u>	<u>9,632,419</u>	-	<u>0.00%</u>
Sub-total Support Services	<u>9,632,419</u>	<u>9,632,419</u>	-	<u>0.00%</u>
Sub-total Children's Programs	106,586,025	106,256,025	(330,000)	-0.31%
ADMINISTRATIVE EXPENDITURES	5,236,854	5,236,854	-	0.00%
CAPITAL EXPENDITURES	400,000	400,000	-	0.00%
NON OPERATING EXPENDITURES				
Palm Beach County Property Appraiser Fees	786,779	786,779	-	0.00%
Palm Beach County Tax Collector Fees	<u>1,866,864</u>	<u>1,866,864</u>	-	<u>0.00%</u>
Sub-Total	2,653,643	2,653,643	-	0.00%
CONTINGENCY	<u>500,000</u>	<u>500,000</u>	-	<u>0.00%</u>
SUB-TOTAL EXPENDITURES	115,376,522	115,046,522	(330,000)	-0.29%
RESERVE FOR UNCOLLECTABLE TAX	4,819,391	4,819,391	-	0.00%
TOTAL	<u>120,195,913</u>	<u>119,865,913</u>	<u>(330,000)</u>	<u>-0.27%</u>

CHILDREN’S SERVICES COUNCIL – FINANCE COMMITTEE
AGENDA ITEM
August 24, 2015

AGENDA ITEM: 4

TITLE: Proposed 2015/2016 Annual Budget

CSC STAFF: Bill Cosgrove, Chief Financial Officer
Jennifer Diehl, Controller

SUMMARY:

In addition to the notes to the budget, this budget incorporates the goals, strategies and outcomes that were presented at the Annual Council Planning Session on April 23, 2015. Since the Finance Committee met in June, the total budget amount has not changed.

Ad valorem tax revenue to support the proposed budget amounts to \$102,176,959 which is based on the 9.6% increase in the total tax base within Palm Beach County offset by a reduction in the proposed millage rate. The proposed millage rate will be reduced to .6677.

The proposed 2015-2016 CSC Annual Budget is submitted reflecting the budget of the Children’s Services Council including its special revenue fund, which is also known as Prevention Partnerships for Children, Inc. The total proposed expenditures are \$124,471,046.

Of the total proposed \$124,471,046, Children’s Programs Direct Services are budgeted for \$100,696,792 or 80.90% and Program Administrative Support is budgeted for \$9,781,767 or 7.86% for a combined total of \$110,478,559 or 88.76% of the total budget. The Children’s Programs Direct Services budget reflects a 1.81% or \$1,794,788 increase from 2014/2015. This increase is attributed to additional services for the children including a complete first year of the new Child First program, the redesigned Strong Minds system as well as the expansion of other existing programs. The Program Administrative Support budget reflects a 1.55% or \$149,348 increase which relates to an annually evaluated and revised general and administrative allocation and increased costs related to support personnel such as merit increases and health insurance.

The budget being proposed contains a projected 15% increase over the 2014/2015 health insurance premiums, a 3% total merit pool in correlation with staff performance evaluations and .5% total pool in relation to promotional increases.

The proposed budget for the administrative costs of the Council is \$5,331,721, representing a 1.81% or \$94,867 increase over the 2014/2015 budget. This increase reflects the annually evaluated and revised general and administrative allocation as well as personnel increases mentioned previously. The proposed budget for capital expenses is \$250,000, representing a decrease from the prior year.

RECOMMENDATION: The Finance Committee and Council approve the proposed 2015/2016 Annual Budget.



TRIM PUBLIC HEARING

September 10, 2015 – 6:00 p.m.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

TRIM PUBLIC HEARING, SEPTEMBER 10, 2015

COVER PAGES	Agenda & Synopsis of Exhibits
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EXHIBIT I Certification of Taxable Value/Independent Special District
Maximum Millage Levy Calculation Preliminary Disclosure

EXHIBIT II Comparison of Proposed 2015-2016 Budget to Approved
2014-2015 Annual Budget

EXHIBIT III Proposed 2015-2016 Annual Budget by Fund

EXHIBIT IV Proposed 2015-2016 Annual Budget by Department
(General Fund)

EXHIBIT V Proposed 2015-2016 Strategy Budget

EXHIBIT VI Notes

EXHIBIT VII Proposed TRIM Advertisement

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

**TRIM PUBLIC HEARING
September 10, 2015, 6:00 p.m.**

2300 High Ridge Road, Boynton Beach, FL

AGENDA

- 1. CALL TO ORDER**
- 2. AGENDA**
 - A. Additions, deletions, substitutions
 - B. Adoption
- 3. 2015-16 TENTATIVE BUDGET**
 - A. Percent increase above roll-back rate 6.85%
 - B. Presentation
 - C. Public Comment
 - D. Review
- 4. 2015-16 TENTATIVE MILLAGE RATE - .6677**
 - A. Review
 - B. Public Comment
 - C. Tentative Adoption
- 5. TENTATIVE ADOPTION OF 2015-16 BUDGET**
 - A. Tentative adoption of 2015-16 budget
- 6. ANNOUNCEMENT OF FINAL TRIM HEARING – SEPTEMBER 24, 2015 – 6:00 P.M.**
- 7. PERCENT BY WHICH PROPOSED MILLAGE RATE IS MORE THAN THE ROLL-BACK RATE – 6.85%**
- 8. ADJOURNMENT**



CERTIFICATION OF TAXABLE VALUE

Reset Form

Print Form

DR-420
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year : 2015	County : PALM BEACH
Principal Authority : PALM BEACH CHILDREN'S SERVICES	Taxing Authority : Children's Services Council

SECTION I : COMPLETED BY PROPERTY APPRAISER

1.	Current year taxable value of real property for operating purposes	\$	143,520,975,114	(1)
2.	Current year taxable value of personal property for operating purposes	\$	9,375,114,819	(2)
3.	Current year taxable value of centrally assessed property for operating purposes	\$	132,154,920	(3)
4.	Current year gross taxable value for operating purposes <i>(Line 1 plus Line 2 plus Line 3)</i>	\$	153,028,244,853	(4)
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	2,398,154,717	(5)
6.	Current year adjusted taxable value <i>(Line 4 minus Line 5)</i>	\$	150,630,090,136	(6)
7.	Prior year FINAL gross taxable value from prior year applicable Form DR-403 series	\$	139,557,224,761	(7)
8.	Does the taxing authority include tax increment financing areas? If yes, enter number of worksheets (DR-420TIF) attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (8)
9.	Does the taxing authority levy a voted debt service millage or a millage voted for 2 years or less under s. 9(b), Article VII, State Constitution? If yes, enter the number of DR-420DEBT, <i>Certification of Voted Debt Millage</i> forms attached. If none, enter 0	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Number 0 (9)
Property Appraiser Certification		I certify the taxable values above are correct to the best of my knowledge.		
SIGN HERE	Signature of Property Appraiser:		Date :	
	Electronically Certified by Property Appraiser		6/25/2015 8:18 AM	

SECTION II : COMPLETED BY TAXING AUTHORITY

If this portion of the form is not completed in FULL your taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is not applicable, enter -0-.

10.	Prior year operating millage levy <i>(If prior year millage was adjusted then use adjusted millage from Form DR-422)</i>	0.6745	per \$1,000	(10)
11.	Prior year ad valorem proceeds <i>(Line 7 multiplied by Line 10, divided by 1,000)</i>	\$	94,131,348	(11)
12.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value <i>(Sum of either Lines 6c or Line 7a for all DR-420TIF forms)</i>	\$	0	(12)
13.	Adjusted prior year ad valorem proceeds <i>(Line 11 minus Line 12)</i>	\$	94,131,348	(13)
14.	Dedicated increment value, if any <i>(Sum of either Line 6b or Line 7e for all DR-420TIF forms)</i>	\$	0	(14)
15.	Adjusted current year taxable value <i>(Line 6 minus Line 14)</i>	\$	150,630,090,136	(15)
16.	Current year rolled-back rate <i>(Line 13 divided by Line 15, multiplied by 1,000)</i>	0.6249	per \$1000	(16)
17.	Current year proposed operating millage rate	0.6677	per \$1000	(17)
18.	Total taxes to be levied at proposed millage rate <i>(Line 17 multiplied by Line 4, divided by 1,000)</i>	\$	102,176,959	(18)

19.	TYPE of principal authority (check one)	<input type="checkbox"/> County	<input checked="" type="checkbox"/> Independent Special District	(19)
		<input type="checkbox"/> Municipality	<input type="checkbox"/> Water Management District	
20.	Applicable taxing authority (check one)	<input checked="" type="checkbox"/> Principal Authority	<input type="checkbox"/> Dependent Special District	(20)
		<input type="checkbox"/> MSTU	<input type="checkbox"/> Water Management District Basin	
21.	Is millage levied in more than one county? (check one)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(21)

DEPENDENT SPECIAL DISTRICTS AND MSTUs		STOP HERE - SIGN AND SUBMIT
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22.	Enter the total adjusted prior year ad valorem proceeds of the principal authority, all dependent special districts, and MSTUs levying a millage. <i>(The sum of Line 13 from all DR-420 forms)</i>	\$	94,131,348	(22)
23.	Current year aggregate rolled-back rate <i>(Line 22 divided by Line 15, multiplied by 1,000)</i>		0.6249 per \$1,000	(23)
24.	Current year aggregate rolled-back taxes <i>(Line 4 multiplied by Line 23, divided by 1,000)</i>	\$	95,627,350	(24)
25.	Enter total of all operating ad valorem taxes proposed to be levied by the principal taxing authority, all dependent districts, and MSTUs, if any. <i>(The sum of Line 18 from all DR-420 forms)</i>	\$	102,176,959	(25)
26.	Current year proposed aggregate millage rate <i>(Line 25 divided by Line 4, multiplied by 1,000)</i>		0.6677 per \$1,000	(26)
27.	Current year proposed rate as a percent change of rolled-back rate <i>(Line 26 divided by Line 23, minus 1, multiplied by 100)</i>		6.85 %	(27)

First public budget hearing	Date : 9/10/2015	Time : 6:00 PM EST	Place : 2300 High Ridge Road Boynton Beach Florida 33426
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S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.		
	Signature of Chief Administrative Officer : Electronically Certified by Taxing Authority			Date : 7/23/2015 2:36 PM	
	Title : LISA WILLIAMS-TAYLOR PH.D, CEO		Contact Name and Contact Title : BILL COSGROVE, CFO		
	Mailing Address : 2300 HIGH RIDGE ROAD		Physical Address : 2300 HIGH RIDGE ROAD		
	City, State, Zip : BOYNTON BEACH, FLORIDA 33426		Phone Number : 5617407000 ext 2153		Fax Number : 5618351956



Reset Form


Print Form

MAXIMUM MILLAGE LEVY CALCULATION PRELIMINARY DISCLOSURE

For municipal governments, counties, and special districts

DR-420MM-P
R. 5/12
Rule 12D-16.002
Florida Administrative Code
Effective 11/12

Year: 2015	County: PALM BEACH		
Principal Authority : PALM BEACH CHILDREN'S SERVICES	Taxing Authority: Children's Services Council		
1.	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (1)
<p>IF YES, STOP HERE. SIGN AND SUBMIT. You are not subject to a millage limitation.</p>			
2.	Current year rolled-back rate from Current Year Form DR-420, Line 16	0.6249	per \$1,000 (2)
3.	Prior year maximum millage rate with a majority vote from 2014 Form DR-420MM, Line 13	0.8208	per \$1,000 (3)
4.	Prior year operating millage rate from Current Year Form DR-420, Line 10	0.6745	per \$1,000 (4)
<p>If Line 4 is equal to or greater than Line 3, skip to Line 11. If less, continue to Line 5.</p>			
Adjust rolled-back rate based on prior year majority-vote maximum millage rate			
5.	Prior year final gross taxable value from Current Year Form DR-420, Line 7	\$	139,557,224,761 (5)
6.	Prior year maximum ad valorem proceeds with majority vote <i>(Line 3 multiplied by Line 5 divided by 1,000)</i>	\$	114,548,570 (6)
7.	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value from Current Year Form DR-420 Line 12	\$	0 (7)
8.	Adjusted prior year ad valorem proceeds with majority vote <i>(Line 6 minus Line 7)</i>	\$	114,548,570 (8)
9.	Adjusted current year taxable value from Current Year form DR-420 Line 15	\$	150,630,090,136 (9)
10.	Adjusted current year rolled-back rate <i>(Line 8 divided by Line 9, multiplied by 1,000)</i>	0.7605	per \$1,000 (10)
Calculate maximum millage levy			
11.	Rolled-back rate to be used for maximum millage levy calculation <i>(Enter Line 10 if adjusted or else enter Line 2)</i>	0.7605	per \$1,000 (11)
12.	Adjustment for change in per capita Florida personal income <i>(See Line 12 Instructions)</i>		1.0196 (12)
13.	Majority vote maximum millage rate allowed <i>(Line 11 multiplied by Line 12)</i>	0.7754	per \$1,000 (13)
14.	Two-thirds vote maximum millage rate allowed <i>(Multiply Line 13 by 1.10)</i>	0.8529	per \$1,000 (14)
15.	Current year proposed millage rate	0.6677	per \$1,000 (15)
16.	Minimum vote required to levy proposed millage: (Check one)		
<input checked="" type="checkbox"/>	a. Majority vote of the governing body: Check here if Line 15 is less than or equal to Line 13. The maximum millage rate is equal to the majority vote maximum rate. <i>Enter Line 13 on Line 17.</i>		
<input type="checkbox"/>	b. Two-thirds vote of governing body: Check here if Line 15 is less than or equal to Line 14, but greater than Line 13. The maximum millage rate is equal to proposed rate. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	c. Unanimous vote of the governing body, or 3/4 vote if nine members or more: Check here if Line 15 is greater than Line 14. The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>		
<input type="checkbox"/>	d. Referendum: The maximum millage rate is equal to the proposed rate. <i>Enter Line 15 on Line 17.</i>		
17.	The selection on Line 16 allows a maximum millage rate of <i>(Enter rate indicated by choice on Line 16)</i>	0.7754	per \$1,000 (17)
18.	Current year gross taxable value from Current Year Form DR-420, Line 4	\$	153,028,244,853 (18)

Taxing Authority : Children's Services Council		DR-420MM-P R. 5/12 Page 2	
19.	Current year proposed taxes <i>(Line 15 multiplied by Line 18, divided by 1,000)</i>	\$ 102,176,959	(19)
20.	Total taxes levied at the maximum millage rate <i>(Line 17 multiplied by Line 18, divided by 1,000)</i>	\$ 118,658,101	(20)
DEPENDENT SPECIAL DISTRICTS AND MSTUs			STOP HERE. SIGN AND SUBMIT.
21.	Enter the current year proposed taxes of all dependent special districts & MSTUs levying a millage. <i>(The sum of all Lines 19 from each district's Form DR-420MM-P)</i>	\$ 0	(21)
22.	Total current year proposed taxes <i>(Line 19 plus Line 21)</i>	\$ 102,176,959	(22)
Total Maximum Taxes			
23.	Enter the taxes at the maximum millage of all dependent special districts & MSTUs levying a millage <i>(The sum of all Lines 20 from each district's Form DR-420MM-P)</i>	\$ 0	(23)
24.	Total taxes at maximum millage rate <i>(Line 20 plus Line 23)</i>	\$ 118,658,101	(24)
Total Maximum Versus Total Taxes Levied			
25.	Are total current year proposed taxes on Line 22 equal to or less than total taxes at the maximum millage rate on Line 24? (Check one)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	(25)
S I G N H E R E	Taxing Authority Certification		I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.
	Signature of Chief Administrative Officer :		Date :
	Electronically Certified by Taxing Authority		7/23/2015 2:36 PM
	Title :	Contact Name and Contact Title :	
	LISA WILLIAMS-TAYLOR PH.D, CEO	BILL COSGROVE, CFO	
	Mailing Address :	Physical Address :	
2300 HIGH RIDGE ROAD	2300 HIGH RIDGE ROAD		
City, State, Zip :	Phone Number :	Fax Number :	
BOYNTON BEACH, FLORIDA 33426	5617407000 ext 2153	5618351956	

Complete and submit this form DR-420MM-P, Maximum Millage Levy Calculation-Preliminary Disclosure, to your property appraiser with the form DR-420, Certification of Taxable Value.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 PROPOSED ANNUAL BUDGET
 OCTOBER 1, 2015 - SEPTEMBER 30, 2016

	<u>2014/15 APPROVED BUDGET</u>	<u>2015/16 PROPOSED BUDGET</u>	<u>INCREASE (DECREASE) DIFFERENCE</u>	<u>% INCREASE (DECREASE)</u>
REVENUES				
AD VALOREM TAXES	\$ 94,363,181	\$ 102,176,959	\$ 7,813,778	8.28%
GRANT INCOME				
Palm Beach County Head Start Match	4,100,000	3,100,000	(1,000,000)	-24.39%
JPB Foundation	-	250,000	250,000	100.00%
Department of Health/Agency for Health Care Administration	<u>3,053,295</u>	<u>3,630,806</u>	<u>577,511</u>	<u>18.91%</u>
Sub-Total Grant Income	<u>7,153,295</u>	<u>6,980,806</u>	<u>(172,489)</u>	<u>-2.41%</u>
INTEREST INCOME	150,000	300,000	150,000	100.00%
INCOME FROM TENANTS	70,000	70,000	-	0.00%
OTHER INCOME	100,000	100,000	-	0.00%
CASH BALANCES BROUGHT FORWARD	<u>20,307,835</u>	<u>14,843,281</u>	<u>(5,464,554)</u>	<u>-26.91%</u>
TOTAL	\$ 122,144,311	\$ 124,471,046	\$ 2,326,735	1.90%
EXPENDITURES				
CHILDREN'S PROGRAMS				
Direct Services	\$ 98,902,004	\$ 100,696,792	\$ 1,794,788	1.81%
Support Services	<u>9,632,419</u>	<u>9,781,767</u>	<u>149,348</u>	<u>1.55%</u>
Sub-Total Children's Programs	<u>108,534,423</u>	<u>110,478,559</u>	<u>1,944,136</u>	<u>1.79%</u>
ADMINISTRATIVE EXPENSES	5,236,854	5,331,721	94,867	1.81%
CAPITAL EXPENDITURES	400,000	250,000	(150,000)	-37.50%
NON OPERATING EXPENSES				
Palm Beach County Property				
Appraiser Fees	786,779	772,645	(14,134)	-1.80%
Palm Beach County Tax Collector Fees	<u>1,866,864</u>	<u>2,029,274</u>	<u>162,410</u>	<u>8.70%</u>
Sub-Total	<u>2,653,643</u>	<u>2,801,919</u>	<u>148,276</u>	<u>5.59%</u>
CONTINGENCY	<u>500,000</u>	<u>500,000</u>	<u>-</u>	<u>0.00%</u>
SUB-TOTAL EXPENDITURES	117,324,920	119,362,199	2,037,279	1.74%
RESERVE FOR UNCOLLECTABLE TAX	<u>4,819,391</u>	<u>5,108,848</u>	<u>289,457</u>	<u>6.01%</u>
TOTAL	\$ 122,144,311	\$ 124,471,046	\$ 2,326,735	1.90%

PROPOSED MILLAGE RATE:

0.6677

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
PROPOSED ANNUAL BUDGET
OCTOBER 1, 2015 - SEPTEMBER 30, 2016

	<u>GENERAL FUND</u>		<u>SPECIAL REVENUE FUND</u>		<u>2015 - 2016</u>	
			<u>PREVENTION PARTNERSHIPS</u>		<u>TOTAL BUDGET</u>	
			<u>FOR CHILDREN, INC.</u>			
REVENUES						
AD VALOREM TAXES	\$ 102,176,959	83.90%	-	0.00%	\$ 102,176,959	82.09%
GRANT INCOME						
Palm Beach County Head Start Match	3,100,000	2.55%	-	0.00%	3,100,000	2.49%
JPB Foundation	250,000	0.21%	-	0.00%	250,000	0.20%
Department of Health/Agency for Health Care Administration	<u>3,630,806</u>	2.98%	<u>-</u>	0.00%	<u>3,630,806</u>	2.92%
Sub-Total Grant Income	<u>6,980,806</u>	5.73%	<u>-</u>	0.00%	<u>6,980,806</u>	5.61%
INTEREST INCOME	300,000	0.25%	-	0.00%	300,000	0.24%
INCOME FROM TENANTS	70,000	0.06%	-	0.00%	70,000	0.06%
OTHER INCOME	100,000	0.08%	-	0.00%	100,000	0.08%
TRANSFER IN (OUT)	<u>(2,682,701)</u>	-2.20%	<u>2,682,701</u>	100.00%	<u>-</u>	0.00%
CASH BALANCES BROUGHT FORWARD	<u>14,843,281</u>	12.19%	<u>-</u>	0.00%	<u>14,843,281</u>	11.93%
TOTAL	<u>\$ 121,788,345</u>	99.94%	<u>\$ 2,682,701</u>	100.00%	<u>\$ 124,471,046</u>	100.00%
EXPENDITURES						
CHILDREN'S PROGRAMS						
Direct Services						
Program Services	\$ 95,984,091	78.81%	\$ 2,682,701	100.00%	\$ 98,666,792	79.27%
Special Funds and Other	95,000	0.08%	-	0.00%	95,000	0.08%
Public Education/Awareness	1,935,000	1.59%	-	0.00%	1,935,000	1.55%
Sub-total Direct Services	98,014,091	80.48%	2,682,701	100.00%	100,696,792	80.90%
Support Services						
Programmatic Support Expenses	9,781,767	8.03%	-	0.00%	9,781,767	7.86%
Sub-total Support Services	<u>9,781,767</u>	8.03%	<u>-</u>	0.00%	<u>9,781,767</u>	7.86%
Sub-Total Children's Programs	107,795,858	88.51%	2,682,701	100.00%	110,478,559	88.76%
ADMINISTRATIVE EXPENSES	5,331,721	4.38%	-	0.00%	5,331,721	4.28%
CAPITAL EXPENDITURES	250,000	0.21%	-	0.00%	250,000	0.20%
NON OPERATING EXPENSES						
Palm Beach County Property Appraiser Fees	772,645	0.63%	-	0.00%	772,645	0.62%
Palm Beach County Tax Collector Fees	<u>2,029,274</u>	1.67%	<u>-</u>	0.00%	<u>2,029,274</u>	1.63%
Sub-Total Non Operating Expenses	2,801,919	2.30%	-	0.00%	2,801,919	2.25%
CONTINGENCY	<u>500,000</u>	0.41%	<u>-</u>	0.00%	<u>500,000</u>	0.40%
SUB-TOTAL EXPENDITURES	116,679,498	95.81%	2,682,701	100.00%	119,362,199	95.90%
RESERVE FOR UNCOLLECTABLE TAX	<u>5,108,848</u>	4.19%	<u>-</u>	0.00%	<u>5,108,848</u>	4.10%
TOTAL	<u>\$ 121,788,345</u>	100.00%	<u>\$ 2,682,701</u>	100.00%	<u>\$ 124,471,046</u>	100.00%
MILLAGE RATE:	0.6677					

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
PROPOSED ANNUAL BUDGET
OCTOBER 1, 2015 - SEPTEMBER 30, 2016

Allocations to Children's Programs:

Quality Childcare Programs

Research Specialist	92,086
Technical Assistance Specialists	1,670,381
Tier Payments	870,234
Bridges Liaison	<u>50,000</u>

Total Quality Childcare Programs **2,682,701**

Total Allocations to Children's Programs **2,682,701**

Total Budget **\$ 2,682,701**

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
PROPOSED ANNUAL BUDGET
OCTOBER 1, 2015 - SEPTEMBER 30, 2016

Expenses	Executive Administration	Talent & Operations	Finance	Program Services	Communications	Information Management	TOTALS
SALARIES	386,940	1,021,385	1,142,069	3,776,004	647,423	967,506	7,941,325
TEMPORARY PERSONNEL	-	-	-	15,000	-	-	15,000
FRINGE BENEFITS							
A. FICA	19,196	62,735	67,281	232,358	38,807	58,381	478,758
B. FICA MED	5,611	14,809	16,560	54,752	9,388	14,029	115,149
C. FL Unemployment	5,340	14,095	15,761	52,109	8,934	13,352	109,591
D. Workers' Comp	624	2,704	3,120	11,232	1,664	2,288	21,632
E. Health Plan	90,105	246,007	286,381	1,108,235	193,237	273,302	2,197,266
F. Retirement	52,081	141,037	157,914	436,002	73,458	114,131	974,623
G. Long Term Disability	844	3,659	4,221	15,197	2,251	3,096	29,268
H. Tuition Reimbursement		65,000	-	-	-	-	65,000
J. Retirement Health Savings	3,745	16,227	18,724	67,405	9,986	13,731	129,817
K. Short Term Disability	727	3,148	3,633	13,077	1,937	2,664	25,186
L. Other Fringe Benefits	3,600	15,600	18,000	64,800	9,600	13,200	124,800
Total Fringe Benefits	181,872	585,020	591,595	2,055,167	349,262	508,174	4,271,090
TOTAL PERSONNEL	568,812	1,606,405	1,733,663	5,846,171	996,685	1,475,679	12,227,415
TRAVEL							
A. Local Mileage	1,500	750	3,200	5,000	2,500	500	13,450
B. Staff Development / CSC Business-Related Travel	12,000	44,100	28,000	109,580	18,000	20,000	231,680
C. Council Member Travel	3,000	-	-	-	-	-	3,000
D. Business Expense	3,000	-	-	-	-	-	3,000
TOTAL TRAVEL	19,500	44,850	31,200	114,580	20,500	20,500	251,130
BUILDING SPACE							
A. Maintenance & Security	11,538	49,999	57,692	207,694	30,769	42,308	400,000
B. Offsite Storage	-	-	-	2,000	-	-	2,000
C. Utilities	5,769	25,001	28,846	103,845	15,385	21,154	200,000
D. Emergency Maintenance Fund	1,442	6,250	7,212	25,962	3,846	5,288	50,000
E. Quantum Park Fees and Assessments	346	1,499	1,730	6,234	923	1,269	12,001
F. Real Estate Taxes Quantum Park	1,731	7,501	8,654	31,153	4,615	6,346	60,000
TOTAL BUILDING SPACE	20,826	90,250	104,134	376,888	55,538	76,365	724,001
COMMUNICATIONS							
A. Telecommunications	1,442	6,252	7,212	25,960	3,846	5,288	50,000
B. Postage	-	-	17,000	-	-	-	17,000
2015 Tax Notices			7,600	-	-	-	7,600
Total Postage	-	-	24,600	-	-	-	24,600
TOTAL COMMUNICATIONS	1,442	6,252	31,812	25,960	3,846	5,288	74,600
PRINTING & SUPPLIES							
A. Supplies	1,240	5,374	6,201	22,330	3,308	4,548	43,001
B. Meeting Supplies	1,400	5,200	500	5,000	500	400	13,000
C. Computer Supplies		-	-	-	-	20,000	20,000
D. Printing	200	500	300	400	100,000	1,600	103,000
E. Photography/Video		-	-	-	50,000	-	50,000

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
PROPOSED ANNUAL BUDGET
OCTOBER 1, 2015 - SEPTEMBER 30, 2016

Expenses	Executive Administration	Talent & Operations	Finance	Program Services	Communications	Information Management	TOTALS
TOTAL PRINTING & SUPPLIES	2,840	11,074	7,001	27,730	153,808	26,548	229,001
OTHER EXPENSES							
A. Purchase of Service							
1. Legal	43,000	-	-	-	-	-	43,000
2. Audit		-	60,400	-	-	-	60,400
3. Consulting	100,000	74,000	-	200,000	25,000	50,000	449,000
4. Inspector General Fee		78,302	78,302	-	-	-	156,604
B. Insurance	200,000	-	-	-	-	-	200,000
C. Staff Development - In House		64,000	-	-	-	-	64,000
D. Dues	130,000	6,800	2,500	5,000	2,000	500	146,800
E. Background Checks/Fingerprinting		2,000	-	-	-	-	2,000
F. Subscrip/Publications	1,000	14,700	1,500	3,000	500	2,000	22,700
G. Public Notices & Employment Ads		12,000	-	-	-	-	12,000
H. Copier Equipment	2,019	8,750	10,096	36,346	5,385	7,404	70,000
I. Computer Maint & Support		-	-	-	-	277,336	277,336
J. Planning & Policy Issues	75,000	-	-	-	-	-	75,000
K. Banking Services	-	-	25,000	-	-	-	25,000
L. Service Awards & Recognition		3,500	-	-	-	-	3,500
TOTAL OTHER EXPENSES	551,019	264,052	177,798	244,346	32,885	337,240	1,607,340
TOTAL ADMINISTRATIVE EXPENSES	1,164,439	2,022,883	2,085,608	6,635,675	1,263,262	1,941,620	15,113,487
CAPITAL EXPENSES							
A. Furniture & Equipment	-	31,250	-	-	-	-	31,250
B. Computer Hardware	-	-	-	-	-	125,000	125,000
C. Computer Software	-	-	-	-	-	62,500	62,500
D. Building Improvements	-	31,250	-	-	-	-	31,250
TOTAL CAPITAL EXPENSES		62,500				187,500	250,000
NON OPERATING EXPENSES							
A. Property Appraiser Fee	772,645	-	-	-	-	-	772,645
B. Tax Collector Fee	2,029,274	-	-	-	-	-	2,029,274
TOTAL NON-OPERATING EXPENSES	2,801,919						2,801,919
ALLOCATIONS CHILDREN'S PROGRAMS AND SPECIAL SERVICES							
A. Direct Funded Programs and Initiatives	-	-	-	95,984,091	-	-	95,984,091
B. Healthy Safe & Strong Fund	-	-	-	-	50,000	-	50,000
C. Lobbying/Legislative Issues	-	-	-	-	45,000	-	45,000
D. Public Education	-	-	-	575,000	1,360,000	-	1,935,000
TOTAL ALLOCATIONS CHILDREN'S PROGRAMS AND SPECIAL SERVICES				96,559,091	1,455,000		98,014,091
CONTINGENCY	500,000						500,000
RESERVE FOR UNCOLLECTABLE TAX	5,108,848						5,108,848
TOTAL BUDGET	9,575,206	2,085,383	2,085,608	103,194,766	2,718,262	2,129,120	121,788,345
Budget: Administrative Expenses	1,164,439	1,847,630	852,862	301,573	543,652	621,565	5,331,721
Budget: Capital Expenses		62,500				187,500	250,000

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
 PROPOSED ANNUAL BUDGET
 OCTOBER 1, 2015 - SEPTEMBER 30, 2016

	Executive	Talent &	Finance	Program	Communications	Information	TOTALS
Expenses	Administration	Operations		Services		Management	
Budget: Children's Program: Direct Services		-	-	96,559,091	1,455,000	-	98,014,091
Budget: Children's Program: Support Services		175,253	1,232,746	6,334,102	719,610	1,320,055	9,781,767
Budget: Non-Operating Expenses	8,410,767	-	-	-	-	-	8,410,767
TOTAL BUDGET	9,575,206	2,085,383	2,085,608	103,194,766	2,718,262	2,129,120	121,788,345

Children's Services Council Notes to 2015/16 Fiscal Year Proposed Budget

1. Breakdown of Divisions/Departments

The budget is developed reflecting the functional and program operations within CSC. The functional and program operations as they appear on the detailed budget document are:

- A. Executive Administration** – reflects the costs associated with the CEO function and Administration of the Children's Services Council, such as legal fees, insurance, the non-operating expenses for the Property Appraiser and Tax Collector and organizational consultants.
- B. Talent & Operations** – consists of the Operations, Human Resources, Project Management and Talent Management departments.
- C. Finance** – Consists of the Accounting, Budget Oversight and Audit departments.
- D. Program Services** – Reflects the costs associated with the funded programs and initiatives such as Provider Professional Development, Healthy Beginnings, Quality Early Care and Education, Bridges, and Initiatives. This division also reflects the costs associated with Business Analytics and Evaluation. In addition to funding from ad-valorem tax revenue there is financial support for the programs and initiatives. This support comes from the Department of Health and the Agency for Health Care Administration through the Healthy Start Coalition as well as from the Palm Beach County Head Start Match.
- E. Communications-** Reflects the costs associated with the Communications department.
- F. Information Management-** Reflects the costs associated with the Information Management department.

2. Personnel

- The proposed 2015/16 fiscal year budget contains funding for 104 approved positions and a 3% total merit pool in correlation with staff performance evaluations. .5% is also provided for promotional opportunities.
- Fringe benefits are calculated at existing rates for FICA, Medicare and Florida Unemployment.
- Retirement is calculated at 10% of eligible salaries for employees hired on or after January 1, 2012. This percentage is based on the maximum exposure if a match
- is made depending on the employee's contribution. Prior to a hiring date of January 1, 2012, retirement is calculated at 13% of eligible salaries for employees employed ten years or less, 15% of eligible salaries for employees employed between eleven and fifteen years, 17% for employees employed between sixteen and twenty years, and 19% for employees employed twenty years or more.
- Workers' Compensation is calculated based on the formula supplied by CSC's insurance broker.
- Based on input from CSC's insurance broker and historical trends, health plan premiums have been projected at 15% over 2014/15 fiscal year rates to maintain coverage at existing levels.
- Long Term Disability premiums are projected based on the rate that was provided by the carrier.

Children's Services Council Notes to 2015/16 Fiscal Year Proposed Budget

- Tuition reimbursements have been estimated based on anticipated usage for the 2015/16 fiscal year.
- Retirement Health Savings reflects the estimated amount needed for this benefit.
- Other Fringe Benefits provides for enhancements or additions to the current benefit package offered by CSC and supports health related items.

3. Travel

- The local mileage reimbursement rate is projected at \$0.575 per mile based on the Internal Revenue Service standard mileage rate for 2015. The mileage traveled for each position has been projected based on historical data.
- Staff Development / CSC business-related travel - Staff development reflects the expenses associated with CSC staff achieving their development plans. CSC business-related travel reflects the costs associated with CSC staff and Provider agency staff traveling on CSC related business. An amount has also been budgeted to provide for the costs of staff attendance at business meetings taking place outside of Palm Beach County.
- Council member travel is included to cover the costs relating to travel by Council members on CSC related business.

4. Building Space

- Amounts have been budgeted for Maintenance and Security based on contracts that have been entered into for those services at the 2300 High Ridge Road building as well as actual expenditures incurred through the normal operation of the building. An additional \$50,000 is budgeted to provide for emergency repairs not covered under maintenance agreements. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- Offsite storage costs reflect the expenses related to the storage of historical data at a third party location.
- Utilities are based on projected actual usage and historical data. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- Quantum Park fees cover the costs charged by the Quantum Park Association.
- The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.

5. Communications

- Telecommunication expenses are budgeted based on amounts being billed by various vendors for this item and reflect the costs associated with all telecommunication related expenses. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.

Children's Services Council Notes to 2015/16 Fiscal Year Proposed Budget

- Postage includes the costs for routine mailings as well as amounts projected for costs associated with the mailing of special reports produced by CSC. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- The cost of mailing the 2015 tax notices has been included as an expenditure in conformity with legislation which requires each taxing authority to reimburse the tax collector for their proportionate share of postage.

6. Printing & Supplies

- The anticipated costs for these items are based on planned expenditures, historical information, and projected price increases. Supplies includes anything related to office supplies, program supplies, meeting supplies, training supplies and/or computer supplies.
- Printing reflects the projected costs of producing various reports and newsletters. Additional amounts have been provided to cover projected costs associated with various documents produced in accordance with the CSC publication plan that has been developed.
- Photography/video costs are expenses associated with the communications department and the public education/awareness of program services.

7. Other Expenses

- Legal expenses reflect estimated expenses based on prior years' actual expenses incurred resulting from CSC's various legal issues.
- Audit reflects the projected amounts for the annual audit.
- Consulting has been budgeted under various divisions as follows:
 - Executive Administration – Consultants may be used to provide consulting services related to public policy issues.
 - Talent & Operations - Consultants may be used for leadership and organizational learning services as well as for administrative services related to the facilities.
 - Program Services – Research consultants will be engaged to do research as it relates to cost benefit analysis and special projects. Consultants may be used for evidence-based trainings and the variety of other training programs offered by CSC. Consultants are engaged to provide feedback as to the feasibility of bringing evidence-based programs to Palm Beach County as well as to assist in the evaluation of initiatives.
 - Information - Consultants may be used to assist Information Management in the maintenance and training of various databases and the equipment necessary to maintain these programs.
 - Communications - Consultants may be used to assist Communications in the use of language translations.

The following are descriptions of the other items budgeted under the "Other Expenses" cost category:

- The Inspector General fee is a charge for the Inspector General to exercise its functions and powers for the benefit of CSC.
- Insurance is made up of expenses related to non-benefit insurance premiums.

**Children's Services Council
Notes to 2015/16 Fiscal Year Proposed Budget**

- Staff Development is budgeted to cover the costs associated with training activities designed to enhance CSC staff knowledge and skills to support funded programs.
- Dues reflect the costs of memberships to various organizations to which CSC belongs.
- Background checks/fingerprinting are made up of background checks and fingerprinting expenses related to employees.
- Subscriptions & Publications reflect the costs of various "trade" magazines, journals, curriculums, videos, and books.
- Public Notices and Employment Advertising include the cost of required advertising for public meetings and other CSC activities as well as costs associated with recruitment of CSC staff positions.
- Copier equipment reflects the cost of maintaining and leasing CSC's copier equipment. The amount budgeted is allocated by department based on the number of full-time equivalent (FTE) employees.
- Computer maintenance and support is provided to cover the costs of support for various software programs as well as the repair of the system for those items no longer covered by the manufacturer's warranty period.
- Banking services cover the costs of bank and credit card fees.
- Service Awards and Recognition cover the costs associated with awards and recognition to individuals and/or groups for their accomplishments and contributions to the work of the Children's Services Council.

8. Capital Expenditures

Capital Expenditures reflect the costs associated with the purchase or upgrade of furniture and equipment items and the costs of replacing and increasing CSC's information and data processing technology. The costs associated with these items are summarized as follows:

Furniture & Equipment	\$31,250
Computer Hardware	\$125,000
Computer Software	\$62,500
Building Improvements	\$31,250
Total	\$250,000

9. Non-operating expenses

These expenses have been calculated based on the proposed millage rate for the Tax Collector and the estimated fee provided by the Property Appraiser.

10. Allocations

The total proposed allocation to children's programs and initiatives is approximately \$100,696,792.

**Children's Services Council
Notes to 2015/16 Fiscal Year Proposed Budget**

11. Contingencies

An amount totaling \$500,000 has been budgeted.

12. Reserve for Uncollectable Tax

A 5% reserve has been established to provide for the projected difference in the amount of tax levied and the amount actually collected.

13. Ad Valorem Tax

Revenue was calculated based on a projected increase in the total tax base within Palm Beach County offset by a reduction in the proposed millage rate. The millage rate is being reduced to .6677 for the 2015/16 fiscal year.

14. Grant Income

Grant income is budgeted to reflect grant income from Federal, State and Local dollars through the Department of Health and Agency of Health Care Administration through the Healthy Start Coalition to support CSC's operation of several Healthy Beginnings programs, Palm Beach County to support the Head Start program and the JPB Foundation to support the evaluation of programs.

15. Other income

Other income reflects miscellaneous revenue.

16. Interest income

Interest income is projected based on current interest rate trends applied to average invested balances.

**BUDGET SUMMARY
CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
FISCAL YEAR 2015-2016**

THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY ARE 1.9% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

	GENERAL FUND	FIXED ASSET FUND	SPECIAL REVENUE FUND	TOTAL BUDGET
Balances Brought Forward from Prior Fiscal Years	\$ 14,593,281	\$ 250,000	\$ -	\$ 14,843,281
ESTIMATED REVENUES				
TAXES:	Millage per \$1000			
Ad Valorem	.6677			
	102,176,959	-	-	102,176,959
GRANTS:				
Other Governmental Sources	6,980,806	-	-	6,980,806
INTEREST EARNINGS:	300,000	-	-	300,000
MISCELLANEOUS REVENUES:				
Tenant/Other Income	<u>170,000</u>	-	-	<u>170,000</u>
Transfers In (Out)	<u>(2,682,701)</u>	-	<u>2,682,701</u>	<u>-</u>
Total Revenues	<u>106,945,064</u>	<u>-</u>	<u>2,682,701</u>	<u>109,627,765</u>
Total Estimated Revenues and Balances	<u>\$ 121,538,345</u>	<u>\$ 250,000</u>	<u>\$ 2,682,701</u>	<u>\$ 124,471,046</u>
EXPENDITURES/EXPENSES				
Children's Programs				
Direct Services	\$ 98,014,091	\$ -	\$ 2,682,701	\$ 100,696,792
Support Services	<u>9,781,767</u>	-	-	<u>9,781,767</u>
Sub-total Children's Programs	<u>107,795,858</u>	-	<u>2,682,701</u>	<u>110,478,559</u>
Administrative Expenses	5,331,720	-	-	5,331,720
Capital Expenditures		250,000	-	250,000
Allocation to Contingency Fund	500,000	-	-	500,000
Non-operating Expenses	<u>2,801,919</u>	-	-	<u>2,801,919</u>
Total Expenditures	<u>116,429,497</u>	<u>250,000</u>	<u>2,682,701</u>	<u>119,362,198</u>
Reserves	<u>5,108,848</u>	-	-	<u>5,108,848</u>
Total Appropriated Expenditures and Reserves	<u>\$ 121,538,345</u>	<u>\$ 250,000</u>	<u>\$ 2,682,701</u>	<u>\$ 124,471,046</u>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE MENTIONED TAXING AUTHORITY AS A PUBLIC RECORD.

NOTICE OF PROPOSED TAX INCREASE

The Children's Services Council of Palm Beach County has tentatively adopted a measure to increase its property tax levy.

Last year's property tax levy:

A. Initially proposed tax levy	\$94,363,181
B. Less tax reductions due to Value Adjustment Board and other assessment changes	\$231,833
C. Actual property tax levy	\$94,131,348

This year's proposed tax levy: \$102,176,959

All concerned citizens are invited to attend a public hearing on the tax increase to be held on:

Thursday, September 24, 2015
6:00 P.M.
at
2300 High Ridge Road
Boynton Beach, FL 33426

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.