

Children's Services Council

Finance Committee Meeting

Thursday, August 3, 2017, 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, CEO

Jen Diehl, CFO

Tom Sheehan, General Counsel

Elsa Sanchez, Senior Executive Assistant

Agenda Items:

- 1 Minutes June 22, 2017
- 2 June 30, 2017 Financial Statements
- 3 Updated Millage for 17-18
- 4 Summary Report to Council
- 5 Other
- 6 Adjournment

Discussion Items:

- 1 Non-programmatic Allocation Resolution

Next Meeting: September 14, 2017

Children's Services Council

Finance Committee Meeting

Thursday, June 22, 2017, 4:00 p.m.

AGENDA / MINUTES

Welcome and introductions

Finance Committee Members:

Tom Lynch, CSC Finance Committee Chair, **Not 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, CEO, **Present**

Jen Diehl, CFO, **Present**

Tom Sheehan, General Counsel, **Present**

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

Agenda Items:

- 1 Minutes April 27, 2017, **Consensus for Council to approve**
- 2 May 31, 2017 Financial Statements, **Consensus for Council to approve**
- 3 CSC Proposed 2017-2018 Budget, **Consensus for Council to approve**
- 4 Investment Policy and "currently available" investments, **Consensus for Council to approve; will consider LGIP once cash flow analysis complete**
- 5 Summary Report to Council
- 6 Other
- 7 Adjournment

Discussion Items:

- 1 Non-programmatic Allocation Resolution, **Tabled for continued discussion at next meeting**

Next Meeting: August 3, 2017

AGENDA ITEM: 2

**TITLE: Financial Statements –June 30, 2017
(Unaudited)**

STAFF: Jennifer Diehl, CFO, 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 nine months ended June 30, 2017. The audit of the Council for the fiscal year ended September 30, 2016 has been completed and the applicable figures represent audited numbers.

Balance Sheet:

As of June 30, 2017 the Council had \$81,125,056 in cash and investments. Of this balance, \$30,000,000, net of unamortized discounts and premiums, was held in federal government bonds, \$38,185,803 was held in a public funds money market account, and \$300,000 was held in the Morgan Stanley Institutional Government Advisory Fund #8342. The remainder of the funds were on deposit in the Council’s operating accounts.

The Capital Assets and the Investment in Capital Assets for \$18,952,794 represent the costs associated with furniture and fixtures, equipment, and building costs and have been updated for fiscal year 16-17 after completion of the audit.

Statement of Revenue and Expenses:

The budgeted expenditure rate at June 30, 2017 is 75%. The estimated expenditure rate for Children’s Programs at June 30, 2017 is 63.18%

RECOMMENDATION:

I recommend the Finance Committee propose that the Council accept the June 30, 2017 Financial Statements as submitted.

	<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	\$ 81,113,890	\$ 11,166	\$ 81,125,056
Accounts Receivable	1,066,774	-	1,066,774
Advances to Agencies	3,927,408	-	3,927,408
Prepaid Expenses	490,367	-	490,367
Due From - General Fund	-	314,295	314,295
Capital Assets	18,952,794	-	18,952,794
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Total Assets	105,551,233	325,461	105,876,694
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<u>Liabilities & Fund Balance</u>			
<u>Liabilities</u>			
Allocations to Children's Services Programs	4,779,638	317,470	5,097,108
Deferred Revenue	97,370	-	97,370
Accounts Payable	270,846	7,991	278,837
Due to - Special Revenue Fund	314,295	-	314,295
Total Liabilities	5,462,149	325,461	5,787,610
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Fund Balance			
Nonspendable:			
Prepaid Expenses	490,367	-	490,367
Assigned:			
Reserved in accordance with fund balance policy	34,496,527	-	34,496,527
Unassigned:	46,149,396	-	46,149,396
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Total Fund Balance	81,136,290	-	81,136,290
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Investment in Capital Assets	18,952,794	-	18,952,794
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Total Liabilities and Fund Balance	\$ 105,551,233	\$ 325,461	\$ 105,876,694
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	General Fund					Special Revenue Fund					Total					
	Approved 2016/2017 Budget	Budget Through 6/30/2017	Actual Through 6/30/2017	Variance YTD	% YTD	Prevention Partnership for Children, Inc.					Approved 2016/2017 Budget	Budget Through 6/30/2017	Actual Through 6/30/2017	Variance YTD	% YTD	
						Approved 2016/2017 Budget	Budget Through 6/30/2017	Actual Through 6/30/2017	Variance YTD	% YTD						
Revenues																
Ad Valorem Property Taxes	\$ 113,092,475	\$ 107,040,623	\$ 107,040,623	\$ -	94.65%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 113,092,475	\$ 107,040,623	\$ 107,040,623	\$ -	94.65%	
Interest Income	400,000	300,000	483,063	183,063	120.77%	-	-	-	-	0.00%	400,000	300,000	483,063	183,063	120.77%	
Unrealized Gain or Loss	-	-	(151,320)	(151,320)	100.00%	-	-	-	-	0.00%	-	-	(151,320)	(151,320)	100.00%	
Department of Health/Agency for Health Care Administration	3,094,966	2,321,225	2,151,849	(169,376)	69.53%	-	-	-	-	0.00%	3,094,966	2,321,225	2,151,849	(169,376)	69.53%	
Palm Beach County Head Start Match	2,100,000	1,575,000	1,575,000	-	75.00%	-	-	-	-	0.00%	2,100,000	1,575,000	1,575,000	-	75.00%	
JPB Foundation	250,000	187,500	115,578	(71,922)	46.23%	-	-	-	-	0.00%	250,000	187,500	115,578	(71,922)	46.23%	
Income from Tenants	70,000	52,500	57,088	4,588	81.55%	-	-	-	-	0.00%	70,000	52,500	57,088	4,588	81.55%	
Other Income	100,000	75,000	103,410	28,410	103.41%	-	-	-	-	0.00%	100,000	75,000	103,410	28,410	103.41%	
Cash Carryforward	9,076,761	-	-	-	0.00%	-	-	-	-	0.00%	9,076,761	-	-	-	0.00%	
Total Revenues	128,184,202	111,551,848	111,375,291	(176,557)	86.89%	-	-	-	-	0.00%	128,184,202	111,551,848	111,375,291	(176,557)	86.89%	
Expenditures																
Administrative Expenditures	5,218,109	3,913,582	3,376,937	536,645	64.72%	-	-	1,059	(1,059)	100.00%	5,218,109	3,913,582	3,377,996	535,586	64.74%	
Capital Expenditures	350,000	262,500	237,702	24,798	67.91%	-	-	-	-	0.00%	350,000	262,500	237,702	24,798	67.91%	
Contingency	500,000	-	-	-	0.00%	-	-	-	-	0.00%	500,000	-	-	-	0.00%	
Non-Operating Expenses	3,046,003	2,700,298	2,700,298	-	88.65%	-	-	-	-	0.00%	3,046,003	2,700,298	2,700,298	-	88.65%	
Reserve for Uncollectible Taxes	5,654,624	-	-	-	0.00%	-	-	-	-	0.00%	5,654,624	-	-	-	0.00%	
Children's Services Programs:																
Direct Services:																
Funded Programs & Initiatives	101,259,343	75,944,507	63,184,015	12,760,492	62.40%	2,742,285	1,828,190	1,687,415	140,775	61.53%	104,001,628	77,772,697	64,871,430	12,901,267	62.38%	
Support Services:																
Programmatic Support	9,413,838	7,060,379	6,786,140	274,238	72.09%	-	-	-	-	0.00%	9,413,838	7,060,379	6,786,140	274,238	72.09%	
Total Children's Programs	110,673,181	83,004,886	69,970,155	13,034,730	63.22%	2,742,285	1,828,190	1,687,415	140,775	61.53%	113,415,466	84,833,076	71,657,570	13,175,505	63.18%	
Total Expenses	125,441,917	89,881,266	76,285,092	13,596,174	60.81%	2,742,285	1,828,190	1,688,474	139,716	61.57%	128,184,202	91,709,456	77,973,566	13,735,890	60.83%	
Excess Revenues over Expenses			35,090,199					(1,688,474)					33,401,725			
Other Financing Sources (Uses)																
Transfers in (out)	(2,742,285)	(2,056,714)	(1,688,474)	(368,240)	61.57%	2,742,285	1,828,190	1,688,474	139,716	61.57%	-	-	-	-	0.00%	
Net Changes in Fund Balances			33,401,725					-					33,401,725			
Fund Balances																
October 1, 2016			47,734,565					-					47,734,565			
June 30, 2017			\$ 81,136,290					\$ -					\$ 81,136,290			

AGENDA ITEM: 3

TITLE: Updated Millage for Fiscal Year 17-18

STAFF: Jennifer Diehl, CFO

SUMMARY:

As previously approved by the Finance Committee and CSC Council, CSC staff has the authority to adjust the millage rate to provide the same amount of budgeted tax revenue in the event the final figures from the Property Appraiser are different than the preliminary figures used to calculate the tax revenue. Since the previous Finance Committee and Council meeting in June 2017, revised assessed values have been provided by the Property Appraiser's Office. The proposed millage rate will be reduced to .6590 from the .6605 millage rate presented to the Committee and the Council in June 2017.

TITLE: **Summary for Presentation to Council**

STAFF: Jennifer Diehl, CFO, Children’s Services Council of Palm Beach County

SUMMARY:

1. Council to approve the following:
 - a. June 22, 2017 Minutes
 - b. June 30, 2017 Financial Statements
2. FYI to Council – Millage rate decreased from .6605 to .6590 due to higher tax base in final figures from Property Appraiser.