

Children's Services Council

Finance Committee Meeting

Thursday, February 23, 2017, 3:15 p.m.

AGENDA / MINUTES

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 Dumars, Director Financial Services, Solid Waste Authority
John Marino, Volunteer

CSC Staff:

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

Agenda Items:

- 1 January 26, 2017 Minutes
- 2 January 31, 2017 Financial Statements
- 3 Report to Council summary
- 4 Adjournment

Discussion Items:

- 1 Investment Policy Review Update
- 2 Finance Committee Members

Next Meeting: March 30, 2017

Children's Services Council

Finance Committee Meeting

Thursday, January 26, 2017, 4:00 p.m.

AGENDA / MINUTES

Welcome and introductions

Finance Committee Members:

Tom Lynch, CSC Finance Committee Chair, **Present via telephone**
Thomas Bean, CSC Finance Committee Vice-chair, **Present**
Greg Langowski, Chair Children's Services Council, **Not Present**
Tom Weber, Vice Chair Children's Services Council, **Not 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 via telephone**
Jennifer Diehl, CFO, **Present**
Tom Sheehan, General Counsel, **Present**
Elsa Sanchez, Senior Executive Assistant, **Present**

Agenda Items:

- 1 December 8, 2016 Minutes, **Consensus for Council to approve**
- 2 November 30, 2016 Financial Statements, **Consensus for Council to approve**
- 3 December 31, 2016 Financial Statements, **Consensus for Council to approve**
- 4 Report to Council summary
- 5 Adjournment

Discussion Items:

- 1 Investment Policy, **Consensus for CEO to move forward with a contract for the review of CSC's investment policy (\$2,500)**

Next Meeting: February 23, 2017

AGENDA ITEM: 2

TITLE: **Financial Statements – January 31, 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 four months ended January 31, 2017. The audit of the Council for the fiscal year ended September 30, 2016 has not been completed and the applicable figures represent unaudited numbers.

Balance Sheet:

As of January 31, 2017 the Council had \$108,207,485 in cash and investments. Of this balance, \$30,000,000, net of unamortized discounts and premiums, was held in federal government bonds, \$68,477,854 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 \$19,554,398 represent the costs associated with furniture and fixtures, equipment, and building costs and have not been updated for fiscal year 16-17 pending completion of the audit.

Statement of Revenue and Expenses:

The budgeted expenditure rate at January 31, 2017 is 33.33%. The estimated expenditure rate for Children’s Programs at January 31, 2017 is 27.07%

RECOMMENDATION:

I recommend the Finance Committee propose that the Council accept the January 31, 2017 Financial Statements as submitted.

CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY

BALANCE SHEET (Unaudited)

January 31, 2017

	<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	\$ 108,195,737	\$ 11,748	\$ 108,207,485
Accounts Receivable	2,530,762	-	2,530,762
Advances to Agencies	4,401,903	-	4,401,903
Prepaid Expenses	285,085	-	285,085
Due From - General Fund	-	59,726	59,726
Capital Assets	19,554,398	-	19,554,398
	<hr/>	<hr/>	<hr/>
Total Assets	<u>134,967,885</u>	<u>71,474</u>	<u>135,039,359</u>
<u>Liabilities & Fund Balance</u>			
<u>Liabilities</u>			
Allocations to Children's Services Programs	6,479,069	71,474	6,550,543
Deferred Revenue	500,003	-	500,003
Accounts Payable	506,011	-	506,011
Due to - Special Revenue Fund	59,726	-	59,726
Total Liabilities	<u>7,544,809</u>	<u>71,474</u>	<u>7,616,283</u>
Fund Balance			
Nonspendable:			
Prepaid Expenses	285,085	-	285,085
Assigned:			
Reserved in accordance with fund balance policy	34,496,527	-	34,496,527
Unassigned:	73,087,066	-	73,087,066
	<hr/>	<hr/>	<hr/>
Total Fund Balance	<u>107,868,678</u>	<u>-</u>	<u>107,868,678</u>
Investment in Capital Assets	19,554,398	-	19,554,398
	<hr/>	<hr/>	<hr/>
Total Liabilities and Fund Balance	\$ <u>134,967,885</u>	\$ <u>71,474</u>	\$ <u>135,039,359</u>

**CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
STATEMENT OF REVENUE AND EXPENSES CHANGES IN FUND BALANCE
FOR THE FOUR MONTHS ENDED JANUARY 31, 2017**

	General Fund					Special Revenue Fund					Total				
						<i>Prevention Partnership for Children, Inc.</i>									
	Revised Approved 2016/2017 Budget	Budget Through 1/31/2017	Actual Through 1/31/2017	Variance YTD	% YTD	Approved 2016/2017 Budget	Budget Through 1/31/2017	Actual Through 1/31/2017	Variance YTD	% YTD	Revised Approved 2016/2017 Budget	Budget Through 1/31/2017	Actual Through 1/31/2017	Variance YTD	% YTD
Revenues															
Ad Valorem Property Taxes	\$ 113,092,475	\$ 92,897,641	\$ 92,897,641	\$ -	82.14%	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 113,092,475	\$ 92,897,641	\$ 92,897,641	\$ -	82.14%
Interest Income	400,000	133,333	147,740	14,407	36.94%	-	-	-	-	0.00%	400,000	133,333	147,740	14,407	36.94%
Unrealized Gain or Loss	-	-	(111,240)	(111,240)	100.00%	-	-	-	-	0.00%	-	-	(111,240)	(111,240)	100.00%
Department of Health/Agency for Health Care Administration	3,094,966	1,031,655	1,239,481	207,826	40.05%	-	-	-	-	0.00%	3,094,966	1,031,655	1,239,481	207,826	40.05%
Palm Beach County Head Start Match	2,100,000	700,000	738,393	38,393	35.16%	-	-	-	-	0.00%	2,100,000	700,000	738,393	38,393	35.16%
JPB Foundation	250,000	83,333	77,052	(6,281)	30.82%	-	-	-	-	0.00%	250,000	83,333	77,052	(6,281)	30.82%
Income from Tenants	70,000	23,333	25,263	1,930	36.09%	-	-	-	-	0.00%	70,000	23,333	25,263	1,930	36.09%
Other Income	100,000	33,333	35,953	2,620	35.95%	-	-	-	-	0.00%	100,000	33,333	35,953	2,620	35.95%
Cash Carryforward	9,076,761	-	-	-	0.00%	-	-	-	-	0.00%	9,076,761	-	-	-	0.00%
Total Revenues	128,184,202	94,902,630	95,050,283	147,653	74.15%	-	-	-	-	0.00%	128,184,202	94,902,630	95,050,283	147,653	74.15%
Expenditures															
Administrative Expenditures	5,218,109	1,739,370	1,821,302	(81,932)	34.90%	-	-	477	(477)	100.00%	5,218,109	1,739,370	1,821,779	(82,409)	34.91%
Capital Expenditures	350,000	116,667	195,576	(78,909)	55.88%	-	-	-	-	0.00%	350,000	116,667	195,576	(78,909)	55.88%
Contingency	500,000	-	-	-	0.00%	-	-	-	-	0.00%	500,000	-	-	-	0.00%
Non-Operating Expenses	3,046,003	2,189,884	2,189,884	-	71.89%	-	-	-	-	0.00%	3,046,003	2,189,884	2,189,884	-	71.89%
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	33,753,114	26,661,892	7,091,222	26.33%	2,742,285	685,571	618,677	66,894	22.56%	104,001,628	34,438,686	27,280,569	7,158,117	26.23%
Support Services:															
Programmatic Support	9,413,838	3,137,946	3,425,456	(287,510)	36.39%	-	-	-	-	0.00%	9,413,838	3,137,946	3,425,456	(287,510)	36.39%
Total Children's Programs	110,673,181	36,891,060	30,087,348	6,803,712	27.19%	2,742,285	685,571	618,677	66,894	22.56%	113,415,466	37,576,632	30,706,025	6,870,606	27.07%
Total Expenses	125,441,917	40,936,981	34,294,110	6,642,871	27.34%	2,742,285	685,571	619,154	66,417	22.58%	128,184,202	41,622,552	34,913,264	6,709,288	27.24%
Excess Revenues over Expenses			60,756,173					(619,154)					60,137,019		
Other Financing Sources (Uses)															
Transfers in (out)	(2,742,285)	(914,095)	(619,154)	(294,941)	22.58%	2,742,285	457,048	619,154	(162,107)	22.58%	-	-	-	-	0.00%
Net Changes in Fund Balances			60,137,019					-					60,137,019		
Fund Balances															
October 1, 2016			47,731,659					-					47,731,659		
January 31, 2017			<u>\$ 107,868,678</u>					<u>\$ -</u>					<u>\$ 107,868,678</u>		

AGENDA ITEM: 3

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. January 26, 2017 Minutes
 - b. January 31, 2017 Financial Statements
- 2** Note: Council was informed that the investment policy review was anticipated to be presented at the February Finance Committee meeting. Due to scheduling conflicts, the presentation will now occur in June 2017.