

MEETING DATE:
JANUARY 16, 2020



Facilitator: Eric Harrold

FINANCIAL PLANNING COMMITTEE MEETING AGENDA

Commission Members: Kathy Kossick (Chair), Beth Hassett (Vice-Chair), Lee Turner-Johnson

Advisory Committee Members: Ernie Brown, Walter Wyniarczuk

1. Call to Order/Roll Call
2. Public Comments on Off-Agenda Items
3. Approve Draft Action Summary of October 17, 2019
4. Approve Meeting Schedule Revision
5. Receive Staff Updates
6. Review and Comment on Financial Statements
7. Committee Member Comments

Location: 2750 Gateway Oaks Dr., #330, Sacramento, CA 59833
Quarterly/Third Thursday of the month
First 5 Conference Room

FIRST 5 SACRAMENTO COMMISSION
 2750 Gateway Oaks Dr., Suite 330
 Sacramento, CA 95833

FINANCIAL PLANNING COMMITTEE

DRAFT ACTION SUMMARY

Thursday, October 17, 2019 – 12:30 PM

Members: Kathy Kossick (Chair), Beth Hassett (Vice-Chair), (Vacant Seat)

Advisory Committee Members: Ernie Brown, Walter Wyniarczuk

Staff: Julie Gallelo, Michele Peterson, Katie Cline, Eric Harrold, Gail Syputa

Absent: None

1. Welcome/Call to order and Roll Call

Action: The meeting was called to order at 12:31PM. A quorum was established.

2. Public Comments on Off-Agenda Items

Action: None

3. Approve Draft Action Summary of July 18, 2019

Action: Wyniarczuk/Brown. Approved as recommended.

4. Approve 2020 Meeting Calendar

Action: Wyniarczuk/Brown. Approved as recommended.

5. Receive Staff Updates

Action: Eric Harrold updated members, including:

- Dr. Terrence Jones has decided to not be on the First 5 Commission and the Financial Planning Committee.
- Staff continues to work on the CalWORKS HVI program.
- Staff will meet in the coming months with CAPC to ensure invoicing is completed for the cash grant system.

6. Review and Comment on Financial Statements

Action: The handouts were discussed.

7. Review and Comment Draft Audit

Action: Different auditors have been hired this year. Working on the requests they have asked to be implemented.

8. Committee Member Comments

Action: Eric Harrold asked if any committee members know of anyone that they think may be a good fit for this committee to let him know.

Adjourned: 1:18PM

Respectfully submitted,

Gail Syputa, Clerk
 First 5 Sacramento Commission



January 16, 2020

**FINANCIAL PLANNING COMMITTEE (FPC)
Meeting Calendar
2020
(REVISED 1/16/20)**

Meeting Reoccurrence: 12:30 pm to 1:30 pm
3rd Thursday of the month
Quarterly
First 5 Community Room, 2750 Gateway Oaks Dr., Ste. 330

FPC Meeting Dates:	For Commission Action On:
January 16, 2020 <i>Financials</i>	February 3, 2020 No action needed
April 16, 2020 <i>Recommended Budget Financials</i>	May 4, 2020 Approve Recommended Budget
July 16, 2020 <i>Adopted Budget Financials</i>	August 3, 2020 Approve Adopted Budget
October _____, 2020 <i>Audit Financials</i>	November 2, 2020 Approve Audit

Options for October:	Effect:
Thursday October 8, 2020	Financials may only have 2 months of data instead of whole quarter.
Friday October 9, 2020	
Tuesday October 13, 2020	
Other	Earlier dates can be selected but reporting would not be for the full quarter on the financial statements. A date in November can be selected.

FIRST 5 SACRAMENTO COMMISSION
Financial Planning Committee
January 16, 2020

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Analysis of Financials for Period July 1, 2019 to December 31, 2019

Report Period: 6 months
% of Fiscal Year Complete: 55%

▶▶▶ Detail review of selected accounts and accounts greater than 50% expended compared to budget:

20203100 Business Travel

Budget: \$4,000
Expended: \$7,427 (186%)

These expenses reflect cost associated with Executive Director attending the First 5 California Board meeting in Alameda; Executive Director and five program planners attending the Annual First 5 Summit; purchase of six airline tickets, hotel costs and other minor per diem costs for other travel. Costs recorded in this account can also be charge to 20202900 Business/Conference Expense and vice versa. When both accounts are combined there is a total budget of \$29,143; expenditures of \$9,963; for a total of 34% expended which is well within budget.

20203500 Ed/Training Svc

Budget: \$16,050
Expended: \$9,694 (60%)

This general ledger (G/L) account is where much of the First 5 social media advertising is paid and is similar to account 20203600 Ed/Training Supplies. Both accounts are used for similar concepts but one is for supplies and the other for services. It is not always known during the budget process how much will be needed specific to service or supply. When the accounts are combined, the total budget is \$52,903 and total expenditures are \$18,899 for a rate of 36% expended.

20203900 Employee Transportation

Budget: \$3,000
Expended: \$1,678 (56%)

This G/L account is used to reimburse employees for mileage driven in personal vehicles for County business. The Commission's Media Coordinator has had to travel throughout the county arranging, coordinating, and participating in many events related to First 5. In Q2 over 260 miles a month were averaged along with over \$30 in parking costs.

20205200 Ins Premium

Budget: \$39,678
Expended: \$35,503 (89%)

This G/L account is used to pay insurance premiums. A bulk of the premium has been paid in the beginning of the year and does not model a straight line average (ie. consistent monthly cost)

20289900 Other Operating Services

Budget: \$400
Expended: \$344 (86%)

Clean water filtration system. Used to provide water to First 5 staff and meeting attendees at the First 5 location. This system is more efficient and less expensive than providing bottled water to meeting

attendees. Also in this G/L are expenses for lunches that were provided to the Strategic Planning Committee members since the meeting was held during lunchtime. It appears this account should be budgeted around \$600 or \$50/month in the future and changes made as to where catering would be charged.

▶▶▶ Revenue Analysis

MAA

The second quarter revenue received is as follows: MAA revenue \$398,893; CBCAP and CAPIT \$266,558; Prop 10 \$810,734; Earned interest \$6,438; and CalWORKs \$348,822 were all received in second quarter. SMIF is received once a year at the end of the year.

First 5 Commission Sacramento
Results of Operations
For the Period Ending December 31, 2019

Descriptions	Budget	Actual	(Over) Under Budget	% Remaining Budget
A. REVENUE				
Tobacco Tax Allocation	11,437,170	810,734	10,626,436	
MAA - Federal Funding	900,000	398,893	501,107	
CBCAP/CAPIT	495,000	266,558	228,442	
Interest Earnings	216,000	6,438	209,562	
CalWORKs HVP	3,269,830	648,822	2,621,008	
Other Income and Adjustments	10,000	-	10,000	
Fund Balance		-	-	
Reserve Release		-	-	
TOTAL SOURCES OF FUNDS	16,328,000	2,131,445	14,196,555	87%
B. FUNDED PROGRAMS				
Health	1,651,157	486,689	1,164,468	71%
Personnel	131,464	45,246	86,218	
Professional Svcs	1,494,631	429,914	1,064,717	
Media & Program Support	25,062	11,529	13,533	
Dental	1,734,456	520,109	1,214,347	70%
Personnel	43,518	17,239	26,279	
Professional Svcs	300,000	97,074	202,926	
Capital Projects	1,354,151	400,950	953,201	
Media & Program Support	36,787	4,846	31,941	
Nutrition	806,827	212,975	593,852	74%
Personnel	43,821	15,082	28,739	
Professional Svcs	751,319	193,178	558,141	
Media & Program Support	11,687	4,714	6,973	
Early Care	1,116,880	213,355	903,525	81%
Personnel	17,347	6,132	11,215	
Professional Svcs	1,091,858	204,555	887,303	
Media & Program Support	7,675	2,668	5,007	
School Readiness	4,787,031	842,870	3,944,161	82%
Personnel	173,370	63,387	109,983	
Professional Svcs	4,554,651	746,969	3,807,682	
Media & Program Support	59,010	32,514	26,496	
Effective Parenting	8,423,719	1,756,084	6,667,635	79%
Personnel	103,118	49,038	54,080	
Professional Svcs	8,190,653	1,668,624	6,522,029	
MAA Pymt Fees	79,000	-	79,000	
Media & Program Support	50,948	38,422	12,526	
CalWORKs HVI	3,264,830	990,958	2,273,872	70%
Personnel	130,553	51,717	78,836	
Professional Svcs	3,106,339	929,011	2,177,328	
Media & Program Support	27,938	10,230	17,708	
Community Connections	417,345	136,714	280,631	67%
Personnel	173,473	74,194	99,279	
Professional Svcs	207,223	47,576	159,647	
Media & Program Support	36,649	14,944	21,705	
Policy, Advocacy, and Sustainability	215,079	79,528	135,551	63%
Program Management	336,658	146,737	189,921	56%
Total Funded Programs	22,753,982	5,386,019	17,367,963	76%
C. OPERATING EXPENSES	1,141,733	497,713	644,020	56%
Personnel	778,113	376,129	401,984	52%
Direct Operating Expenses	219,175	74,867	144,308	66%
Allocated Operating Expenses	144,445	46,717	97,728	68%
D. PROGRAM EVALUATION	570,834	206,396	364,438	64%
TOTAL EXPENDITURES	24,466,550	6,090,128	18,376,421	75%

Results of Operations

For the Fiscal Year Through December 31, 2019

<u>Account Description</u>	<u>Budget</u>	<u>Total Actual</u>	<u>% of Budget</u>
Salaries	\$1,451,437	\$638,446	44%
Benefits	690,192	319,547	46%
Total Salaries & Benefits	\$2,141,629	\$957,993	45%
		100.00%	
20202400 Periodical/Suscripts	50	-	0%
20202900 Bus/Conference Exp	21,716	2,536	12%
20203100 Business Travel	4,000	7,427	186%
20203500 Ed/Training Svc	16,050	9,694	60%
20203600 Ed/Training Sup	36,853	9,206	25%
20203800 Employee Recogn	800	-	0%
20203900 Emp Transportation	3,000	1,678	56%
20205200 Ins Premium	39,678	35,503	89%
20206100 Membership Dues	32,540	-	0%
20207600 Office Supplies	7,700	2,392	31%
20208100 Postal Svc	175	-	0%
20208500 Printing Svc	10,800	1,912	18%
20250500 Accounting Svc	36,874	19,466	53%
20250600 Investment Svc	79,000	23,934	30%
20253100 Legal Svc	13,000	4,704	36%
20254100 Personnel Svc	32,222	16,111	50%
20254110 Labor Relations Svc	1,727	864	50%
20259100 Other Prof Svc	21,558,825	4,852,581	23%
20259105 Media Svc	90,000	11,000	12%
20281200 Data Processing Sup	13,000	246	2%
20281301 Finance Gen Accounting	1,303	651	50%
20281302 Finance Payroll	590	295	50%
20281303 Finance Payment Svc	2,323	1,102	47%
20281305 Finance Audits	487	243	50%
20281306 Finance System Control	841	420	50%
20283200 <i>Interpreter Svcs</i>	400	-	0%
20289900 Other Oper. Svc	400	344	86%
20291000 CountyWide IT Svcs	12,923	6,456	50%
20291100 System Dev Svc	25,984	4,538	17%
20291200 System Dev Sup	13,740	6,775	49%
20291300 Auditor Svcs	38,100	-	0%
20291400 Co Exec Cab Svc	7,957	3,979	50%
20291600 Wan Allocation	19,835	9,916	50%
20291700 Alarm Svcs	3,064	1,532	50%
20292100 GS Printing Svcs	11,100	4,475	40%
20292200 GS Postage	800	48	6%
20292300 GS Messenger	3,664	1,840	50%
20292500 GS Purchasing	2,593	1,296	50%
20294200 Cnty Facility Use Chg	644	322	50%
20294300 Leased Prop Use	148,459	73,017	49%
20296200 GS Parking	2,000	462	23%
20298300 GS Surplus Prop Mgmt	409	204	50%
20298700 Telephone Svcs	21,735	11,252	52%
30348000 Co Wide Cost Alloc (A87)	7,559	3,714	49%
Total Services & Supplies	22,324,920	5,132,135	23%
Total Expenditures	\$24,466,549	\$6,090,128	25%
94941000 Interest	\$216,000	6,438	3%
95953000 CalWORKs/PEI	\$3,269,830	648,822	20%
95955500 Medi-Cal State Aid	900,000	398,893	44%
95956900 State - Prop 10	11,437,170	810,734	7%
95956900 State - CAPIT	444,000	253,703	57%
95956900 State - SMIF	10,000	-	0%
95959900 Federal Aid - CBCAP	51,000	12,855	25%
Total Revenue	\$16,328,000	2,131,445	13%