

To: First 5 Commissioners

From: Wendy Wendt

Date: October 26, 2022

Re: ITEM 3b: 2022-23 First Quarter Financial Report

Recommended Action

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for fiscal year 2022-23 as of September 30, 2022.

Administrative Budget

As of September 2022, 25% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$79,937 (a portion of office rent and staffing costs allocated to program activities). The cost is directly related to work performed for funded programs and can be considered program related expenses as defined by the GFOA guidelines.

Administrative Expense as Percent of Total Operating Expense

The Commission's adopted administrative cap is set at 15%. The administrative cap amount is defined as a percentage of Total Operating Expense. The policy also states that staff will monitor the administrative percentage to ensure it remains within approved limits. If the percentage exceeds the cap amount, staff is required to alert the Commission and explain the reason for a percentage in excess of 15%.

As of September 30, 2022, the Administrative Expense as a percentage of Total Operating Expense is 41.5% (\$91,941/\$221,069) because program and evaluation expenditures were extremely low. Historically first quarter program expenditures have been low, so the higher percentage isn't unexpected. It is anticipated that during the second and third quarter of FY 2022-23, program and evaluation expenditures will increase, reducing the administrative percentage to within the adopted policy guidelines.



Operating Statement

As of September 30, 2022 net revenue is \$-63,655 (pre-audit adjusted).

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – NO 2022-23 Revenue from Q1 has been posted as of this report date. First 5 CA is delayed in receiving updated projections from the Department of Finance for FY22-23 revenue allocations. These projections will be presented to the Commission as soon as they are posted.

Tax Revenue Distribution Schedule 2022-23

July 2022	August 2022	Sept 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023	June 2023

Core Tax Revenue Distribution Schedule 2021-22

July 2021	August 2021	Sept 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022	May 2022	June 2022
121,388	113,682	141,467	99,862	36,529	116,148	130,533	31,463	151,315	107,661	112,242	110,528

2. Total revenue received from all sources through September 30, 2021 is \$157,403.79. This include the accrued June payment from the 2021-22 Tax Revenue Distribution Schedule, accrued IMPACT program income of \$23,560 (for Shared Services Alliance reimbursement), accrued state interest totaling \$809, and \$22,134.39 in accrued MHSA revenue.
3. Total Program and Administrative Expenditures through September 30, 2021 are \$221,069.

	A	B	C	D	E	F
		Jul22-Sep22	Oct22-Dec22	Jan23-Mar23	Apr23-Jun23	Total
1						
2						
3	Child Health and Development					
4	BABES (SLO Co PHD)					-
5	Oral Health Coordinator (SLO Co PHD)					-
6	Tolosa Children's Dental Clinic					-
7	Vision Screening					-
8	Health Access Trainers (Carsel Consulting Group)	5,850				5,850
9	HMG Centralized Access Point					-
10	Home Visiting Coordination					-
11	TOTAL	5,850	-	-	-	5,850
12	Early Learning					
13	First 5 Preschools					-
14	SLO Botanical Garden	3,161				3,161
15	Shared Services Alliance (IMPACT)					-
16	TOTAL	3,161				3,161
17	Family Strengthening					
18	Parents Helping Parents	10,296				10,296
19	MP Health	4,049				4,049
20	South County Youth Coalition					-
21	LINK Paso Robles Family Advocates	16,880				16,880
22	Pregnancy and Parenting Support of SLO County					-
23	CAPSLO COVID Relief Funds					-
24	SLO Chamber Family Friendly Workplace Accelerator					-
25	TOTAL	31,225	-	-	-	31,225
26	Advocacy Projects					
27	CBOR/HOH	2,072				2,072
28	WATC					-
29	Talk Read Sing Campaign	3,089				3,089
30	New/General Advocacy	764				764
31	Other Advocacy Projects					-
32	TOTAL	5,925	-	-	-	5,925
33	Other					
34	Evaluation - Core Allocation	2,050				2,050
35	Child Care Study -- Pendulum Dependent Care Solutions					-
36	Kits for New Parents	480				480
37	Event Sponsorships	500				500
38	Emergency Response Funding					-
39	Oral Health Safety Net Treatment (Contribution)					-
40	PR First 5 ECE - Donation Equipment					-
41	TOTAL	3,030	-	-	-	3,030
42						
43	TOTAL PROGRAM AND EVALUATION EXPENSE	49,191	-	-	-	49,191
44						Quarter ending: 9/30/2022
45						



First 5 Children and Families Commission of San Luis Obispo County				
Administrative Budget				
FY 22-23				
September 30, 2022				
	Beginning	YTD	Ending	%
	Budget Bal	Expensed	Budget Bal	Expensed
Regular Hours - Permanent	502,626	137,536	365,090	27%
Computer Supplies	1,000	47	953	5%
Copy/Printing	2,000	97	1,903	5%
Food	1,000		1,000	0%
Insurance	5,000	1,777	3,223	36%
Copier Maint Contract	150	15	135	10%
Memberships	5,000	399	4,601	8%
Office Expense	2,000	542	1,458	27%
Other Services - Auditor Dept.	8,720	8,720	-	100%
Postage - Direct	100	2	98	2%
Professional Services	67,435	10,497	56,938	16%
Registration/Training	3,000	200	2,800	7%
Rent	37,344	9,346	27,998	25%
Significant Value Purchase	12,000	414	11,586	3%
Special Dept Expense	9,000	1,447	7,553	16%
Phone, Data, Internet Access	5,000	839	4,161	17%
Other Travel Expenses	3,000		3,000	0%
Contingency	20,000		20,000	0%
Total Administrative Expense	684,375	171,878	512,497	25%
Less: Program Related Admin	(378,347)	(79,937)	(298,410)	21%
Net Administrative Expense	306,028	91,941	214,087	30.0



First 5 Children and Families Commission of San Luis Obispo County						
Operating Statement (unaudited)						
FY 22-23						
September 30, 2022						
EXPENSES		Jul - Sept	Oct - Dec	Jan - Mar	Apr-Jun	YTD
Administration		171,878				171,878
	Less: Program Related Admin	(79,937)				(79,937)
	Net Administrative Expense	91,941	-	-	-	91,941
Program & Evaluation						
	Child Health and Development	5,850				5,850
	Early Learning	3,161				3,161
	Family Strengthening	31,225				31,225
	Hands on Heroes	2,072				2,072
	We Are the Care					-
	Collaborative Child Care Study					-
	Other Advocacy	764				764
	Talk Read Sing Campaign	3,089				3,089
	Event Sponsorships	500				500
	Kits for New Parents	480				480
	Evaluation (Core)	2,050				2,050
	Emergency Response Funding					-
	Plus: Program Related Admin	79,937				79,937
	Total Program & Evaluation Expense	129,128	-	-	-	129,128
	Total Operating Expense	221,069	-	-	-	221,069
REVENUE (Trust Fund: 3300000000)						
	Prop 10 Tobacco Tax	110,527				110,527
	IMPACT (SSA)	23,560				23,560
	SMIF (Prop 10 interest)	809				809
	MHSA Revenue	22,134				22,134
	Interest (Local)					-
	MAA					-
	Other Revenue	373				373
	Total Revenue	157,404	-	-	-	157,404
	Net Revenue (Expenses)	(63,665)	-	-	-	(63,665)



First 5 Children and Families Commission of San Luis Obispo County			
Balance Sheet (TRUST FUND 3300000000)			
9/30/2022 (unaudited)			
ASSETS			
Cash in County treasury		\$	9,466,241
Receivables - Accrued Income			
Rent Deposit & Prepaid Rent		\$	7,277
Bank Deposit		\$	10,000
	Total Assets	\$	9,483,518
LIABILITIES			
Accounts/Salaries payable			
Trust Deposits		\$	1,004
Deferred Revenue			
	Total Liabilities	\$	1,004
FUND BALANCE			
Fund Balance:		\$	9,546,181
	Reserved for Encumbrances	\$	1,105,678
	Total Reserved	\$	1,105,678
	Fund Balance Available		8,376,836
	Total Fund Balance	\$	9,482,514
	Total Liabilities and Fund Balance	\$	9,483,518