

To: First 5 Commissioners

From: Wendy Wendt

Date: October 28, 2021

Re: ITEM 4c: 2021-22 First Quarter Financial Report

Recommended Action

Staff recommends the Commission approve the Administrative Budget report and Operating Statement for fiscal year 2021-22 as of September 30, 2021.

Administrative Budget

As of September 2021, 25% of the administrative budget was spent.

Administrative budget comments:

1. Program Related Administrative Expenses – Administrative budget spending has been reduced by \$67,116 (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, 2021, the Administrative Expense as a percentage of Total Operating Expense is 44% (\$94,944/\$213,176) 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 2021-22, program and evaluation expenditures will increase, reducing the administrative percentage to within the adopted policy guidelines.

Operating Statement

As of September 30, 2021 net revenue is \$-24,721.

Operating Statement comments:

1. Prop 10 Tobacco Tax Revenue – NO 2021-22 Revenue from Q1 has been posted as of this report date. A May 2021 Revenue projection estimates an annual appropriation of \$1,753,150. This is a slight increase from the actual tax revenue received in FY 2020-21 (\$1,741,456), which includes a core appropriation of 1,338,118, \$402,286 in Prop 56 backfill, and \$1,052 in state interest revenue.

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										

Core Tax Revenue Distribution Schedule 2020-21

July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021
115,017	126,687	126,642	124,681	44,622	127,898	148,931	32,255	140,521	121,288	122,980	106,597

2. Total revenue received from all sources through September 30, 2021 is \$188,855. This includes accrued June payments from the 2020-21 Tax Revenue Distribution Schedule, accrued IMPACT program income of \$19,665 (via SLO County Office of Education), accrued state interest totaling \$1,052, \$49,106 in accrued MHSA revenue, and \$11,807 in accrued revenue from MAA.
3. Total Program and Administrative Expenditures through September 30, 2021 are \$213,176.

Fund Balance Detail

GASB 54	6/30/2021 (audited)	9/30/2021 (unaudited)	12/31/2021	3/31/2022	6/30/2022
Nonspendable	\$ 7,277	\$ 7,277			
Restricted	\$ 52,140	\$ 52,140			
Committed	\$ 3,734,116	\$ 3,832,433			
Assigned	\$ 5,601,647	\$ 5,315,103			
Unassigned					
TOTAL	\$ 9,395,180	\$ 9,206,953			



	Jul21-Sep21	Oct21-Dec21	Jan22-Mar22	Apr22-Jun22	Total
Child Health and Development					
BABES (SLO Co PHD)					-
Oral Health Safety Net Treatment (Contribution)					-
Oral Health Coordinator (SLO Co PHD)					-
Tolosa Children's Dental Clinic					-
Vision Screening					-
Health Access Trainers (Carsel Consulting Group)	4,669				4,669
3 by 3 Research (Carsel Consulting Group)	1,046				1,046
3 by 3 Internal Program Expenses	2,848				2,848
3 by 3 Bravo	4,297				4,297
3 by 3 CHC					-
HMG Centralized Access Point					-
TOTAL	12,860	-	-	-	12,860
Early Learning					
PR First 5 ECE - Donation Equipment					-
First 5 Preschools					-
TOTAL	-	-	-	-	-
Family Strengthening					
Parents Helping Parents	6,549				6,549
MP Health					-
South County Youth Coalition					-
LINK Paso Robles Family Advocates	17,585				17,585
Pregnancy and Parenting Support of SLO County					-
CAPSLO COVID Relief Funds					-
SLO Chamber Family Friendly Workplace Accelerator					-
TOTAL	24,134	-	-	-	24,134
Advocacy Projects					
CBOR/HOH	935				935
WATC	1,801				1,801
Talk Read Sing Campaign	1,250				1,250
New/General Advocacy					-
Other Advocacy Projects					-
TOTAL	3,986	-	-	-	3,986
Other					
Evaluation - Core Allocation	8,516				8,516
Child Care Study-- Pendulum Dependent Care Solutions					-
Kits for New Parents	487				487
Event Sponsorships	1,133				1,133
Emergency Response Funding					-
TOTAL	10,136	-	-	-	10,136
TOTAL PROGRAM AND EVALUATION EXPENSE	51,116	-	-	-	51,116

Quarter ending: 9/30/2021

First 5 Children and Families Commission of San Luis Obispo County				
Administrative Budget				
FY 21-22				
September 30, 2021				
	Beginning	YTD	Ending	%
	Budget Bal	Expensed	Budget Bal	Expensed
Regular Hours - Permanent	452,882	125,362	327,520	28%
Computer Supplies	1,000	47	953	5%
Copy/Printing	2,000		2,000	0%
Food	1,000	155	845	16%
Insurance	4,000		4,000	0%
Copier Maint Contract	300	23	277	8%
Memberships	6,000	290	5,710	5%
Office Expense	3,000	250	2,750	8%
Other Services - Auditor Dept.	8,393	8,393	-	100%
Postage - Direct	100		100	0%
Professional Services	67,710	12,885	54,825	19%
Registration/Training	3,000	50	2,950	2%
Rent	45,072	11,269	33,803	25%
Significant Value Purchase	9,000	361	8,639	4%
Special Dept Expense	10,533	1,992	8,541	19%
Phone, Data, Internet Access	5,000	983	4,017	20%
Other Travel Expenses	3,000		3,000	0%
Contingency	20,000		20,000	0%
Total Administrative Expense	641,990	162,060	479,930	25%
Less: Program Related Admin	(378,834)	(67,116)	(311,718)	18%
Net Administrative Expense	263,156	94,944	168,212	36.1

First 5 Children and Families Commission of San Luis Obispo County

Operating Statement (Unaudited)

FY 21-22

September 30, 2021

EXPENSES	Jul - Sept	Oct - Dec	Jan - Mar	Apr-Jun	YTD
<u>Administration</u>	162,060				162,060
Less: Program Related Admin	(67,116)				(67,116)
Net Administrative Expense	94,944	-	-	-	94,944
<u>Program & Evaluation</u>					
Child Health and Development	12,860				12,860
Early Learning					-
Family Strengthening	24,134				24,134
Hands on Heroes	935				935
We Are the Care	1,801				1,801
Collaborative Child Care Study					-
Other Advocacy					-
Talk Read Sing Campaign	1,250				1,250
Event Sponsorships	1,133				1,133
Kits for New Parents	487				487
Evaluation (Core)	8,516				8,516
Emergency Response Funding					-
Plus: Program Related Admin	67,116				67,116
Total Program & Evaluation Expense	118,232	-	-	-	118,232
Total Operating Expense	213,176	-	-	-	213,176
REVENUE (Trust Fund: 3300000000)					
Prop 10 Tobacco Tax	106,597				106,597
IMPACT	19,665				19,665
IMPACT HUB Payment					
SMIF (Prop 10 interest)	1,052				1,052
MHSA Revenue	49,106				49,106
Interest (Local)					-
MAA	11,807				11,807
Other Revenue	228				228
Total Revenue	188,455	-	-	-	188,455
Net Revenue (Expenses)	(24,721)	-	-	-	(24,721)



First 5 Children and Families Commission of San Luis Obispo County			
Balance Sheet (TRUST FUND 3300000000)			
9/30/2021 (unaudited)			
ASSETS			
Cash in County treasury			\$ 9,183,054
Receivables - Accrued Income			
Rent Deposit & Prepaid Rent			\$ 7,277
Bank Deposit			\$ 10,000
	Total Assets		\$ 9,200,332
LIABILITIES			
Accounts/Salaries payable			\$ 17,090
Trust Deposits			\$ 1,010
Deferred Revenue			
	Total Liabilities		\$ 18,100
FUND BALANCE			
Fund Balance:			\$ 9,206,953
	Reserved for Encumbrances		\$ 1,377,674
	Total Reserved		\$ 1,377,674
	Fund Balance Available		7,804,558
	Total Fund Balance		\$ 9,182,233
	Total Liabilities and Fund Balance		\$ 9,200,332