



**OPERATING BUDGET
FY 2016-17**

REVENUES	Operating Fund	Community Investment Loan Fund
Proposition 10 Distribution	\$6,888,555	
First 5 California - Impact	902,357	
Center for the Study of Social Policy	60,000	
Interest Earnings	38,176	\$50,016
Loan Origination Fees		7,000
Loan Repayments		106,271
Allocation from Loan Fund		615,283
Allocation from Fund Balance & Sustainability Fund	4,478,802	
Transfer of Interest Earnings Loan Fund	5,160	
	\$12,373,050	\$778,570
 EXPENDITURES		
Program Budget	11,725,050	
Neighborhoods for Learning (NfLs)	6,780,305	
Countywide Specialized Program Strategies	1,700,800	
Countywide Preschool Efforts	1,963,945	
Challenge Grants	100,000	
Results Based Accountability & Quality Assurance	365,000	
Program Management & Community Initiatives	815,000	
 Community Investment Loan Fund Budget		
Loan Administration		28,570
Loan Disbursements (balance based on a loan fund of \$1.3 million)		750,000
 *Administration Budget	640,000	
Equipment Budget	8,000	
TOTAL PROJECTED EXPENDITURES	\$12,373,050	\$778,570

*Projected Administrative Percent 4.87% **

** would decrease as opportunities for new leveraged funds are realized.



FOR REFERENCE
Approved 6/18/2015

**OPERATING BUDGET
FY 2015-16**

REVENUES	Operating Fund	Community Investment Loan Fund
Proposition 10 Distribution	\$6,803,700	
First 5 California - Child Signature Program (CSP)	311,875	
First 5 California - CARES Plus	148,390	
CA Dept of Ed - Race to the Top	767,582	
Ventura County Public Health - Kaiser HEAL Zone grant	7,650	
Scripps Howard Foundation Grant	2,297	
Interest Earnings	20,801	47,220
Loan Origination Fees		14,000
Loan Repayments		98,735
Allocation from Loan Fund		\$601,265
Transfer from Sustainability Fund	4,388,810	
Transfer of Interest Earnings Loan Fund	33,895	-33,895
TOTAL PROJECTED REVENUES	<u>\$12,485,000</u>	<u>\$727,325</u>
 EXPENDITURES		
Program Budget	11,767,000	
Neighborhoods for Learning (NfLs)	6,780,305	
Countywide Specialized Program Strategies	1,717,500	
Countywide Preschool Efforts	2,209,648	
Communications, Education & Development	364,547	
Results Based Accountability & Quality Assurance	295,000	
Program Management	400,000	
Community Investment Loan Fund Budget		
Loan Administration		27,325
Loan Disbursements (balance based on a loan fund of \$1.3 million)		700,000
*Administration Budget	710,000	
Equipment Budget	8,000	
TOTAL PROJECTED EXPENDITURES	<u>\$12,485,000</u>	<u>\$727,325</u>

*Projected Administrative Percent 5.37% **

** would decrease as opportunities for new leveraged funds are realized.

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
ADMINISTRATION AND PROGRAM MANAGEMENT BUDGETS
FY 2016/17**

5000 - Regular Salaries

Admin: Positions Budgeted (reduced to 3.85 FTE from 4.70 FTE due to reallocation between cost centers)
Program Management: Positions Budgeted (increased to 3.65 FTE from 3.40 FTE due to reallocation between cost centers)
Community Initiatives: Positions Budgeted (reduced to 2.20 FTE from 2.80 FTE) - see supplemental budget assumptions
Budget 4% Merit Pool in July 2016

5005 - Overtime

2.5% of projected non-exempt salaries

5010 - Supplemental Payments

Auto allowance in lieu of mileage reimbursement for Executive Director - no rate increase

5015 - Retirement Contribution

Based on projected total salaries - employer contribution contemplated at upward adjustment to 7% of salaries

5020 - FICA Contribution

Based on projected total salaries - 6.2%

5030 - Medicare Contribution

Based on projected total salaries - 1.45%

5040 - Group Insurance

Medical/Dental Insurance, estimated 15% increase for medical and dental in December 2016
Vision Insurance, estimated 15% increase in January 2017

5050 - State Unemployment Ins.

Calculated on projected FY16/17 payroll, budgeted at maximum rate of 6.2%

5060 - Worker's Compensation Ins.

Calculated on projected FY16/17 payroll, \$0.70/\$100 (in-office) \$0.76/\$100 (field); 10% rate increase estimated

6000 - Accounting and Audit Services¹

Estimated Bank Fees - estimated at \$230/mo., based on historical usage - adjusted for estimated increase of 10% and additional donation account

Audit fee (\$16,500 for financial & expanded audit, plus \$500 for out-of-pocket expenses)

Annual Payroll fees² (Paychex-\$310/mo. - includes estimated 5% increase)

FSA Administration fees² (Paychex-\$100/mo.)

CPA Consultant (80 hrs. @ \$125 per hr. + \$500 expenses)

MIP Support & Maintenance, estimated 5% increase from prior year

6010 - Attorney Services¹

Projected on anticipated usage at \$201/hr., includes \$2/hr. rate increase from prior year

¹ Allocation methodology - Shared operating costs allocated on the basis of regular full-time equivalents (FTEs). The percentage of shared costs allocated to Administration is 40% and Program Management/Community Initiatives is 60%, based on 5.85 FTEs in Program Management & Community Initiatives and 3.85 FTEs in Administration, an 18% shift from the prior year in the allocation of shared costs from Administration to Program Management/Community Initiatives.

² Allocation methodology - Office lease costs, liability insurance, First 5 Association dues, and shared office expenses (office supplies, phone/communication, copier, computer support, & payroll fees) allocated to internal departments based on regular FTEs. Liability insurance and First 5 Association dues are being allocated to all cost centers beginning in FY16/17, as these shared costs benefit/support all internal departments.

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
ADMINISTRATION AND PROGRAM MANAGEMENT BUDGETS
FY 2016/17**

6020 - Professional & Special Services

Includes computer maintenance/support & off-site back up storage²; phone support; temporary staffing services; and consultants - based on historical costs and estimated usage. Also includes estimated usage for employee classifieds, public and legal notices.

6040 - Building Leases & Rentals²

Office Lease - 3210 sq. ft. (\$1.74 per sf) July-December 2016 - no CPI increase for 2016

Office Lease - 3210 sq. ft. (\$1.84 per sf based on projected max. increase of 6%) January-June 2017

Storage-Monthly Rate of \$275 - no rate increase

6050 - Telephone/Communication Charges²

Estimated costs for telephone at \$200p/mo. and data services at \$80p/mo., adjusted for 14% increase for data services

6060 - Liability Insurance²⁴

General Liability & Professional Liability- FY16/17 forecast - no rate increase

Directors and Officers/EPLI - FY16/17 forecast - includes estimated increase of 10%

6070 - Membership and Dues

State First 5 Association²⁴ - 33% increase in FY16/17 dues - due to new rate structure. Additional \$2,500 in dues for new Policy & Communications fund

Additional organizations (e.g. local chapter of GFOA)

6080 - Supplies

Estimated costs for general office supplies², minor equipment, books and publications, and postage based on historical usage

6120 - Printing & Copying²

Estimated costs for copy and printing charges, adjusted for increased usage of copier, offset by decreased usage of individual printers

6150 - Meeting Costs - Room/Misc.

Estimated costs for room rental and meeting costs, anticipated usage for Commission & Committee meetings

6165 - Travel

Mileage - anticipated usage with rate increase of 3%, based on FTEs

Estimated costs for travel to meetings, conferences and seminars - based on historical usage and anticipated need

6175 - Education & Training

Estimated costs for staff development; registration fees to attend conferences and seminars - based on historical usage and anticipated need

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Budget Assumptions for Community Initiatives - Supplemental

To improve integration between internal departments and to streamline budgeting/financial reporting, Community Initiatives (previously called Communications, Education & Development) will be combined with Program Management for budgeting purposes.

Staffing reduced to 2.20 FTE from 2.80 FTE. These FTEs combined with 3.85 FTEs in Program Management, results in a total of 5.85 for "Program Management & Community Initiatives".

Operating costs includes direct costs for operating/office expenses, including the allocation of shared operating/office expenses between all internal departments. Specific operating costs include:

- Website hosting/maintenance and technical/design support
- Educational-based messaging and communications to the community-at-large
- Collateral materials
- Children's books for distribution to the community
- Consulting support for resources development
- Parent leadership development
- Partnership support, e.g., community events/sponsorships and Chamber memberships
- Hosting of AmeriCorps member

In future years, these assumptions will be included under the "Administration and Program Management Budget Assumptions"

First 5 Ventura County

Positions Budgeted
FY 2016/17

	<u>ADMINISTRATION</u>		<u>PROGRAM MANAGEMENT & COMMUNITY INITIATIVES*</u>		<u>RESULTS ACCOUNTABILITY</u>		<u>TOTAL</u>	<u>FY15/16 COMPARISON</u>
	FTE	FTE	FTE	FTE	FTE	FTE		
Regular Positions								
(1) Executive Director	1.00						1.00	1.00
(1) Director of Operations	1.00						1.00	1.00
(1) Director of Program & Evaluation		0.75		0.25			1.00	1.00
(1) Director of Communications, Education & Development		1.00					1.00	1.00
(3) Program Manager		2.15 2.05		.40 .50			2.55	2.55
(1) Strategic Initiatives & Special Projects Manager		1.00					1.00	1.00
(1) Community Education Coordinator		1.00					1.00	1.00
(1) Executive Assistant <u>Office Coordinator</u>	.70 .35	.30 .55		0.10			1.00	1.00
(2) Fiscal Administrator	1.00						1.00	1.00
(1) Operations Manager	1.00 0.50	0.50					1.00	1.00
Total Positions Budgeted	3.85	5.85	0.85	10.55	11.55			

* Previously titled Communications, Education & Development, now combined with Program Management.

ADMINISTRATION BUDGET

FY 2016/17

Account No.	Description	FY 2015/16	FY 2015/16	FY 2016/17	ANNUAL	ANNUAL	FY 16/17	FY 16/17
		APPROVED BUDGET	12 MONTH FORECAST (9+3)	PROPOSED BUDGET	BUDGET VARIANCE \$	BUDGET VARIANCE %	BUDGET TO FORECAST VARIANCE \$	BUDGET TO FORECAST VARIANCE %
Salaries and Employee Benefits								
5000	Regular Salaries	\$408,000	\$400,500	\$380,000	-\$28,000	-7%	-\$20,500	-5%
5005	Overtime	\$2,500	\$500	\$2,500	\$0	0%	\$2,000	80%
5010	Supplemental Payments	\$4,550	\$4,550	\$4,550	\$0	0%	\$0	0%
5015	Retirement Contribution	\$15,300	\$13,700	\$28,000	\$12,700	83%	\$14,300	93%
5020	FICA Contribution	\$24,000	\$21,850	\$21,750	-\$2,250	-9%	-\$100	0%
5030	Medicare Contribution	\$6,200	\$5,700	\$5,800	-\$400	-6%	\$100	2%
5040	Group Insurance	\$98,550	\$74,000	\$65,000	-\$33,550	-34%	-\$9,000	-9%
5050	State Unemployment Ins.	\$2,800	\$1,500	\$2,200	-\$600	-21%	\$700	25%
5060	Worker's Comp Ins.	\$4,100	\$3,100	\$3,200	-\$900	-22%	\$100	2%
Total - Salaries and Employee Benefits		\$566,000	\$525,400	\$513,000	-\$53,000	-9%	-\$12,400	-2%
Services and Supplies								
6000	Accounting and Audit Services	\$25,500	\$24,000	\$16,500	-\$9,000	-35%	-\$7,500	-29%
6010	Attorney Services	\$11,000	\$6,500	\$8,500	-\$2,500	-23%	\$2,000	18%
6020	Professional & Special Services	\$35,500	\$11,500	\$33,000	-\$2,500	-7%	\$21,500	61%
6040	Building Leases & Rentals	\$28,500	\$27,000	\$27,500	-\$1,000	-4%	\$500	2%
6050	Telephone & Communication	\$2,000	\$1,300	\$1,800	-\$200	-10%	\$500	25%
6060	Liability Insurance Premiums	\$7,500	\$7,700	\$6,000	-\$1,500	-20%	-\$1,700	-23%
6070	Membership and Dues	\$7,000	\$6,700	\$7,000	\$0	0%	\$300	4%
6080	Supplies	\$7,000	\$6,500	\$6,500	-\$500	-7%	\$0	0%
6120	Printing & Copying	\$2,000	\$1,200	\$2,200	\$200	10%	\$1,000	50%
6150	Meeting Costs - Room/Misc	\$4,500	\$3,000	\$4,500	\$0	0%	\$1,500	33%
6160	Travel	\$8,500	\$5,800	\$8,500	\$0	0%	\$2,700	32%
6170	Education & Training	\$5,000	\$3,800	\$5,000	\$0	0%	\$1,200	24%
Total Services and Supplies		\$144,000	\$105,000	\$127,000	-\$17,000	-12%	\$22,000	15%
Total Appropriations		\$710,000	\$630,400	\$640,000	-\$70,000	-10%	\$9,600	2%

**PROGRAM MANAGEMENT & COMMUNITY INITIATIVES
BUDGET
FY 2016/17**

<u>Account</u>		<u>PROPOSED</u>
No.	<u>Description</u>	<u>BUDGET</u>
	<u>Salaries and Employee Benefits</u>	
5000	Regular Salaries	\$354,500
5005	Overtime	\$500
5015	Retirement Contribution	\$25,800
5020	FICA Contribution	\$22,200
5030	Medicare Contribution	\$5,200
5040	Group Insurance	\$100,500
5050	State Unemployment Ins.	\$3,300
5060	Worker's Comp Ins.	\$3,000
	Total - Salaries and Employee Benefits	\$515,000
	<u>Services and Supplies</u>	
6000	Accounting and Audit Services	\$23,500
6010	Attorney Services	\$12,100
6020	Professional & Special Services	\$120,000
6040	Building Leases & Rentals	\$41,600
6050	Telephone & Communication	\$2,400
6060	Liability Insurance Premiums	\$7,700
6070	Membership and Dues	\$11,500
6080	Supplies	\$16,600
6120	Printing & Copying	\$21,800
6150	Meeting Costs	\$10,000
6160	Travel	\$18,500
6170	Education & Training	\$5,000
7005	Community Events/Sponsorships	\$9,300
	Total Services and Supplies	\$300,000
	TOTAL BUDGET	\$815,000

**RESULTS BASED ACCOUNTABILITY & QUALITY ASSURANCE
BUDGET
FY 2016/17**

<u>Description</u>	<u>PROPOSED BUDGET</u>
Staffing	\$90,000
Operating Expenses	\$20,000
Total - Staffing and Operating Expenses	\$110,000
Evaluation Data Program (Persimmony)	\$95,000
Evaluation Services	\$55,000
Capacity Building & Training Activities	\$45,000
PACT Best Practices (CSSP Research to Action Grant)	\$60,000
Total Services & Strategies	\$255,000
TOTAL BUDGET	\$365,000

EQUIPMENT BUDGET**FY 2016/17**

	<u>PROPOSED BUDGET</u>
Computers, monitors, printers	\$6,000
Miscellaneous office equipment, furniture and fixtures	\$2,000
TOTAL EQUIPMENT BUDGET	\$8,000

Notes:

FY 2015/16 Budgeted Amount	\$8,000
FY 2015/16 12 mo. Forecast	\$7,500
Projected Amount Available in Equipment Fund	\$18,069