



Proposed 5/18/2017

**OPERATING BUDGET
FY 2017-18**

REVENUES	Operating Fund	Community Investment Loan Fund
	<u> </u>	<u> </u>
Proposition 10 Distribution	\$6,647,775	
First 5 California - Impact	1,008,445	
Pay for Success - Feasibility Study Grant	150,000	
Interest Earnings	54,565	\$47,870
Loan Origination Fees		6,000
Loan Repayments		97,675
Allocation from Loan Fund		128,455
Allocation from Fund Balance & Sustainability Fund	5,396,540	
Transfer of Loan Fund Interest Earnings	7,675	
	<u> </u>	<u> </u>
TOTAL PROJECTED REVENUES	<u><u>\$13,265,000</u></u>	<u><u>\$280,000</u></u>
EXPENDITURES		
Program Budget	12,630,000	
Neighborhoods for Learning (NfLs)	7,217,245	
Countywide Specialized Program Strategies	1,750,800	
Countywide Preschool Efforts	2,266,955	
Challenge Grants	200,000	
Results Based Accountability & Quality Assurance	305,000	
Program Management & Community Initiatives	890,000	
Community Investment Loan Fund Budget		
Loan Administration		30,000
Loan Disbursements (balance based on a loan fund of \$1.3 million)		250,000
*Administration Budget	625,000	
Equipment Budget	10,000	
TOTAL PROJECTED EXPENDITURES	<u><u>\$13,265,000</u></u>	<u><u>\$280,000</u></u>

*Projected Administrative Percent 4.61% **

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



FOR REFERENCE
Approved 06/16/2016

**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	
TOTAL PROJECTED REVENUES	\$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.

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
ADMINISTRATION AND PROGRAM MANAGEMENT/COMMUNITY INITIATIVES BUDGETS
FY 2017/18**

5000 - Regular Salaries

Admin: Positions Budgeted (3.80 regular FTE - reduced from 3.85 FTE)

Program Management/Community Initiatives: Positions Budgeted (5.90 Regular FTE - increase of .05 FTE from prior year)
plus 1.5 FTE for grant-funded projects

Results Accountability: Positions Budgeted (.85 regular FTE - no change)

Budget 5% Merit Pool in July 2017

5005 - Overtime

2.5% of projected non-exempt salaries

5010 - Supplemental Payments

Auto allowance in lieu of mileage reimbursement for Executive Director - rate increase from \$375 to \$525 p/mo. following County guidelines

5015 - Retirement Contribution

Based on projected total salaries - employer contribution matches up 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 2017

Vision Insurance, estimated 15% increase in January 2018

5050 - State Unemployment Ins.

Calculated on projected FY17/18 payroll, budgeted at maximum rate of 6.2%

5060 - Worker's Compensation Ins.

Calculated on projected FY17/18 payroll, \$0.64/\$100 (in-office) \$0.72/\$100 (field); 10% rate increase estimated

6000 - Accounting and Audit Services¹

Estimated Bank Fees - estimated at \$230/mo., based on historical usage - no rate increase anticipated

Audit fee (\$17,200 for financial & expanded audit, plus \$500 for out-of-pocket expenses)

Annual Payroll fees² (Paychex-\$325/mo. - includes estimated 5% increase)

FSA Administration fees² (estimated at \$100/mo. and annual fee of \$125)

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 \$209/hr., includes \$8/hr. rate (or 4%) increase from prior year

¹ Allocation methodology - Shared operating costs allocated on the basis of ~~regular~~ budgeted full-time equivalents (FTEs). The percentage of shared costs allocated to Administration is 34% and Program Management/Community Initiatives is 66%, based on 5.90 FTEs in Program Management & Community Initiatives and 3.80 FTEs in Administration, an 6% 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~~ budgeted FTEs.

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
ADMINISTRATION AND PROGRAM MANAGEMENT/COMMUNITY INITIATIVES BUDGETS
FY 2017/18**

6020 - Professional & Special Services

Includes computer maintenance/support & off-site back up storage²; phone support; website hosting/maintenance/programming; customer relations database; temporary staffing services and consultants (e.g., content based messaging/graphic design, parent leadership, resource development); public/legal notices - based on historical costs and estimated usage. Also includes estimated cost for re-design of website.

6040 - Building Leases & Rentals²

Office Lease - 3210 sq. ft. (\$1.78 per sf) July-December 2017 - includes 2.1% CPI increase for 2017
Office Lease - 3210 sq. ft. (\$1.88 per sf based on projected max. increase of 6%) January-June 2018
Storage-Monthly Rate of \$275 - no rate increase

6050 - Telephone/Communication Charges²

Estimated costs for telephone at \$250p/mo. and data services at \$88p/mo., adjusted for 10% increase for telephone and data services

6060 - Liability Insurance²

General Liability & Professional Liability- FY17/18 forecast - includes estimated increase of 5%
Directors and Officers/EPLI - FY17/18 forecast - includes estimated increase of 10%

6070 - Membership and Dues

State First 5 Association² - no change in base dues calculated at \$1.40 per birth based on 2013 (10,565) plus additional \$2,500 in dues for Policy & Communications fund and \$2,500 for Help Me Grow California fund
Additional organizations (e.g. local chapter of GFOA, Chambers)

6080 - Supplies

Estimated costs for general office supplies², minor equipment, books and publications, initiative-related materials (e.g., children's books), and postage based on historical usage

6120 - Printing & Copying²

Estimated costs for copy and printing/collateral charges - based on historical usage and anticipated need

6150 - Meeting Costs - Room/Misc.

Estimated costs for room rental and meeting costs, anticipated usage for Commission & Committee meetings, Parent Leadership, Business Alliance, etc.

6165 - Travel

Mileage - anticipated usage with rate increase of 4%, 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

7007 - Community Events & Sponsorships

Estimated costs for supporting mission-related events/activities by partnering with community agencies and the NFLs - based on historical usage and anticipated need

¹ Allocation methodology - Shared operating costs allocated on the basis of ~~regular~~ **budgeted** full-time equivalents (FTEs). The percentage of shared costs allocated to Administration is 34% and Program Management/Community Initiatives is 66%, based on 5.90 FTEs in Program Management & Community Initiatives and 3.80 FTEs in Administration, an 6% 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~~ **budgeted** FTEs.

First 5 Ventura County

Positions Budgeted
FY 2017/18

	<u>ADMINISTRATION</u>		<u>PROGRAM MANAGEMENT & COMMUNITY INITIATIVES</u>		<u>RESULTS ACCOUNTABILITY</u>		<u>TOTAL</u>	<u>FY16/17 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
(3-4) Program Manager			3.05		0.50		3.55	2.55
(1) Operations Manager	0.50		0.50				1.00	1.00
(1) <i>Strategic Initiatives & Special Projects Manager</i>			1.00				1.00	1.00
(1) Special Projects Coordinator	1.00						1.00	1.00
(2) Fiscal Administrator							1.00	1.00
(1) Office Coordinator	0.35 .30		0.55 .60		0.10		1.00	1.00
Subtotal Regular Positions	3.80		5.90		0.85		10.55	10.55
(2) Grant-funded/Temporary Positions *			1.50				1.50	
Total Positions Budgeted	3.80		7.40		0.85		12.05	

* Temporary positions budgeted of 1.5 FTE for Program Management are covered by grant funding

ADMINISTRATION BUDGET

FY 2017/18

Account No.	Description	FY 2016/17	FY 2016/17	FY 2017/18	ANNUAL	ANNUAL	FY 17/18	FY 17/18
		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	\$380,000	\$280,000	\$374,500	-\$5,500	-1%	\$94,500	25%
5005	Overtime	\$2,500	\$500	\$2,000	-\$500	-20%	\$1,500	60%
5010	Supplemental Payments	\$4,550	\$2,000	\$6,300	\$1,750	38%	\$4,300	95%
5015	Retirement Contribution	\$28,000	\$14,500	\$26,500	-\$1,500	-5%	\$12,000	43%
5020	FICA Contribution	\$21,750	\$15,000	\$23,000	\$1,250	6%	\$8,000	37%
5030	Medicare Contribution	\$5,800	\$4,100	\$5,600	-\$200	-3%	\$1,500	26%
5040	Group Insurance	\$65,000	\$41,500	\$67,100	\$2,100	3%	\$25,600	39%
5050	State Unemployment Ins.	\$2,200	\$1,100	\$2,200	\$0	0%	\$1,100	50%
5060	Worker's Comp Ins.	\$3,200	\$1,900	\$2,800	-\$400	-13%	\$900	28%
Total - Salaries and Employee Benefits		\$513,000	\$360,600	\$510,000	-\$3,000	-1%	\$149,400	29%
Services and Supplies								
6000	Accounting and Audit Services	\$16,500	\$15,500	\$14,000	-\$2,500	-15%	-\$1,500	-9%
6010	Attorney Services	\$8,500	\$5,200	\$7,200	-\$1,300	-15%	\$2,000	24%
6020	Professional & Special Services	\$33,000	\$14,300	\$31,300	-\$1,700	-5%	\$17,000	52%
6040	Building Leases & Rentals	\$27,500	\$26,300	\$23,700	-\$3,800	-14%	-\$2,600	-9%
6050	Telephone & Communication	\$1,800	\$1,200	\$1,700	-\$100	-6%	\$500	28%
6060	Liability Insurance Premiums	\$6,000	\$5,000	\$4,600	-\$1,400	-23%	-\$400	-7%
6070	Membership and Dues	\$7,000	\$6,800	\$6,800	-\$200	-3%	\$0	0%
6080	Supplies	\$6,500	\$5,000	\$5,800	-\$700	-11%	\$800	12%
6120	Printing & Copying	\$2,200	\$1,900	\$1,900	-\$300	-14%	\$0	0%
6150	Meeting Costs - Room/Misc	\$4,500	\$2,600	\$4,500	\$0	0%	\$1,900	42%
6160	Travel	\$8,500	\$5,800	\$8,500	\$0	0%	\$2,700	32%
6170	Education & Training	\$5,000	\$4,800	\$5,000	\$0	0%	\$200	4%
Total Services and Supplies		\$127,000	\$94,400	\$115,000	-\$12,000	-9%	\$20,600	16%
Total Appropriations		\$640,000	\$455,000	\$625,000	-\$15,000	-2%	\$170,000	28%

**PROGRAM MANAGEMENT & COMMUNITY INITIATIVES
BUDGET
FY 2017/18**

<u>Account</u>		PROPOSED
No.	<u>Description</u>	BUDGET
	<u>Salaries and Employee Benefits</u>	
5000	Regular Salaries	\$387,500
5005	Overtime	\$2,500
5015	Retirement Contribution	\$27,500
5020	FICA Contribution	\$24,100
5030	Medicare Contribution	\$5,700
5040	Group Insurance	\$96,000
5050	State Unemployment Ins.	\$3,500
5060	Worker's Comp Ins.	\$3,200
	Total - Salaries and Employee Benefits	\$550,000
	<u>Services and Supplies</u>	
6000	Accounting and Audit Services	\$26,500
6010	Attorney Services	\$14,000
6020	Professional & Special Services	\$147,500
6040	Building Leases & Rentals	\$44,500
6050	Telephone & Communication	\$2,700
6060	Liability Insurance Premiums	\$8,600
6070	Membership and Dues	\$14,000
6080	Supplies	\$17,200
6120	Printing & Copying	\$22,000
6150	Meeting Costs	\$10,000
6160	Travel	\$18,700
6170	Education & Training	\$5,000
7005	Community Events/Sponsorships	\$9,300
	Total Services and Supplies	\$340,000
	TOTAL BUDGET	\$890,000

**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 2017/18**

<u>Description</u>	<u>PROPOSED BUDGET</u>
Staffing	\$100,000
Operating Expenses	\$20,000
Total - Staffing and Operating Expenses	\$120,000
Evaluation Data Program (Persimmony)	\$90,000
Evaluation Services	\$55,000
Capacity Building & Training Activities	\$40,000
Total Services & Strategies	\$185,000
TOTAL BUDGET	\$305,000

**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 2017/18

	<u>PROPOSED BUDGET</u>
Computers, monitors, printers	\$8,000
Miscellaneous office equipment, furniture and fixtures	\$2,000
TOTAL EQUIPMENT BUDGET	\$10,000

Notes:

FY 2016/17 Budgeted Amount	\$8,000
FY 2016/17 12 mo. Forecast	\$7,300
Projected Amount Available in Equipment Fund	\$17,968