



**OPERATING BUDGET
FY 2018/19**

| REVENUES | Operating Fund | Community Investment Loan Fund |
|--|---------------------|--------------------------------------|
| Proposition 10 Distribution | \$6,042,435 | |
| First 5 California - Impact | 402,953 | |
| Pay for Success - Feasibility Study Grant | 170,710 | |
| Foundation and Other Grants | 29,200 | |
| Interest Earnings | 314,300 | \$46,715 |
| Loan Origination Fees | | 7,000 |
| Loan Repayments | | 109,315 |
| Allocation from Loan Fund | | 221,970 |
| Allocation from Fund Balance & Sustainability Fund | 7,255,702 | |
| Transfer of Loan Fund Interest Earnings | 8,580 | |
| TOTAL PROJECTED REVENUES | \$14,223,880 | \$385,000 |
| EXPENDITURES | | |
| Program Budget | \$13,545,880 | |
| Neighborhoods for Learning (NfLs) | 8,523,750 | |
| Countywide Specialized Program Strategies | 1,879,000 | |
| Countywide Preschool Efforts | 1,501,130 | |
| Challenge Grants | 400,000 | |
| Results Based Accountability & Quality Assurance | 312,000 | |
| Program Management & Community Initiatives | 930,000 | |
| Community Investment Loan Fund Budget | | |
| Loan Administration | | \$35,000 |
| Loan Disbursements (balance based on a loan fund of \$1.3 million) | | 350,000 |
| *Administration Budget | 670,000 | |
| Equipment Budget | 8,000 | |
| TOTAL PROJECTED EXPENDITURES | \$14,223,880 | \$385,000 |

*Projected Administrative Percent 4.59% **

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



FOR REFERENCE
Revised 7/20/2017

**OPERATING BUDGET
FY 2017-18**

| REVENUES | Operating Fund | Community Investment Loan Fund |
|--|---------------------|--------------------------------------|
| 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 | | 468,455 |
| Allocation from Fund Balance & Sustainability Fund | 5,396,540 | |
| Transfer of Loan Fund Interest Earnings | 7,675 | |
| TOTAL PROJECTED REVENUES | \$13,265,000 | \$620,000 |
| 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) | | 590,000 |
| *Administration Budget | 625,000 | |
| Equipment Budget | 10,000 | |
| TOTAL PROJECTED EXPENDITURES | \$13,265,000 | \$620,000 |

*Projected Administrative Percent 4.50% **

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

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
ADMINISTRATION AND PROGRAM MANAGEMENT/COMMUNITY INITIATIVES BUDGETS
FY 2018/19**

5000 - Regular Salaries

Admin: Positions Budgeted (3.80 regular FTE - no change)

Program Management/Community Initiatives: Positions Budgeted (5.90 Regular FTE - no change) plus 1.0 FTE for grant-funded projects - decreased by 0.5 FTEs based on grant budgets, for a total of 6.90 FTEs.

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

Budget 5% Merit Pool in July 2018

5005 - Overtime

2.5% of projected non-exempt salaries

5010 - Supplemental Payments

Auto allowance in lieu of mileage reimbursement for Executive Director - \$525 p/mo. - no projected rate increase

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 2018

Vision Insurance, estimated 15% increase in January 2019

5050 - State Unemployment Ins.

Calculated on projected FY18/19 payroll, budgeted at maximum rate of 6.2%

5060 - Worker's Compensation Ins.

Calculated on projected FY18/19 payroll, \$0.53/\$100 (in-office) \$0.60/\$100 (field) - includes estimated 10% increase

6000 - Accounting and Audit Services¹

MIP Licensing, Support, & Maintenance, estimated 5% increase from prior year; MIP Cloud \$200 per mo.

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

Audit fee (\$17,900 for financial & expanded audit, plus \$500 for out-of-pocket expenses)

Annual Payroll fees² (Paychex-\$330/mo. - includes estimated 5% increase)

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

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

6010 - Attorney Services¹

Projected on anticipated usage at \$218/hr., includes \$9/hr. rate (or 4%) increase from prior year

¹ Allocation methodology - Shared operating costs allocated on the basis of budgeted full-time equivalents (FTEs). The percentage of shared costs allocated to Administration is 36% and Program Management/Community Initiatives is 64%, based on 6.90 FTEs in Program Management & Community Initiatives and 3.80 FTEs in Administration, an 2% shift from the prior year in the allocation of shared costs from Program Management/Community Initiatives to Administration.

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 all internal departments based on budgeted FTEs.

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
ADMINISTRATION AND PROGRAM MANAGEMENT/COMMUNITY INITIATIVES BUDGETS
FY 2018/19**

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, special projects); 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. (\$1.84 per sf) July-December 2017 - includes 3.5% CPI increase for 2018
Office Lease - 3210 sq. ft. (\$1.95 per sf based on projected max. increase of 6%) January-June 2019
Storage-Monthly Rate of \$275 - no rate increase

6050 - Telephone/Communication Charges²

Estimated costs for telephone at \$200p/mo. based on historical usage; data services at \$88p/mo. - adjusted for 10% increase

6060 - Liability Insurance²

General Liability & Professional Liability for FY18/19 - includes rate increase of 1%
Directors and Officers/EPLI - FY18/19 forecast - includes estimated increase of 5%

6070 - Membership and Dues

State First 5 Association² - Base dues calculated at \$1.40 per birth based on 2016 births
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, community convenings, etc.

6165 - Travel

Mileage - anticipated usage with rate increase of 4% (\$0.565), 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 budgeted full-time equivalents (FTEs). The percentage of shared costs allocated to Administration is 36% and Program Management/Community Initiatives is 64%, based on 6.90 FTEs in Program Management & Community Initiatives and 3.80 FTEs in Administration, an 2% shift from the prior year in the allocation of shared costs from Program Management/Community Initiatives to Administration.

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 all internal departments based on budgeted FTEs.

First 5 Ventura County

Positions Budgeted
FY 2018/19

| | <u>ADMINISTRATION</u> | | <u>PROGRAM MANAGEMENT & COMMUNITY INITIATIVES</u> | | <u>RESULTS ACCOUNTABILITY</u> | | <u>TOTAL</u> | <u>FY17/18 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 | | 0.60 | | | 0.40 | | 1.00 | 1.00 |
| (4) Program Manager | | 3.20 | | | 0.35 | | 3.55 | 3.55 |
| (1) Operations Manager | 0.50 | | | | | | 1.00 | 1.00 |
| (1) Special Projects Coordinator | | 1.00 | | | | | 1.00 | 1.00 |
| (1) Fiscal Administrator | 1.00 | | | | | | 1.00 | 1.00 |
| (1) Office Coordinator | 0.30 | | 0.60 | | 0.10 | | 1.00 | 1.00 |
| Subtotal Regular Positions | 3.80 | 5.90 | 0.85 | 10.55 | 1.00 | 11.55 | 10.55 | 10.55 |
| (2) Grant-funded/Temporary Positions * | | 1.00 | | | | | 1.00 | 1.50 |
| Total Positions Budgeted | 3.80 | 6.90 | 0.85 | 11.55 | 11.55 | 12.05 | 12.05 | 12.05 |

* Temporary positions budgeted of 1.0 FTE for Program Management are covered by grant funding

ADMINISTRATION BUDGET

FY 2018/19

| Account No. | Description | FY 2017/18 | FY 2017/18 | FY 2018/19 | ANNUAL | FY 18/19 | FY 18/19 | |
|---|---------------------------------|------------------|-------------------------|------------------|--------------------|-------------------|--------------------------------|-------------------------------|
| | | 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 | \$374,500 | \$348,400 | \$392,700 | \$18,200 | 5% | \$44,300 | 12% |
| 5005 | Overtime | \$2,000 | \$500 | \$2,000 | \$0 | 0% | \$1,500 | 75% |
| 5010 | Supplemental Payments | \$6,300 | \$6,300 | \$6,300 | \$0 | 0% | \$0 | 0% |
| 5015 | Retirement Contribution | \$26,500 | \$23,700 | \$27,700 | \$1,200 | 5% | \$4,000 | 15% |
| 5020 | FICA Contribution | \$23,000 | \$22,000 | \$24,000 | \$1,000 | 4% | \$2,000 | 9% |
| 5030 | Medicare Contribution | \$5,600 | \$5,100 | \$5,900 | \$300 | 5% | \$800 | 14% |
| 5040 | Group Insurance | \$67,100 | \$62,200 | \$85,000 | \$17,900 | 27% | \$22,800 | 34% |
| 5050 | State Unemployment Ins. | \$2,200 | \$840 | \$2,200 | \$0 | 0% | \$1,360 | 62% |
| 5060 | Worker's Comp Ins. | \$2,800 | \$1,960 | \$2,600 | -\$200 | -7% | \$640 | 23% |
| Total - Salaries and Employee Benefits | | \$510,000 | \$471,000 | \$548,400 | \$38,400 | 8% | \$77,400 | 15% |
| Services and Supplies | | | | | | | | |
| 6000 | Accounting and Audit Services | \$14,000 | \$15,500 | \$20,000 | \$6,000 | 43% | \$4,500 | 32% |
| 6010 | Attorney Services | \$7,200 | \$4,800 | \$8,000 | \$800 | 11% | \$3,200 | 44% |
| 6020 | Professional & Special Services | \$31,300 | \$52,600 | \$28,000 | -\$3,300 | -11% | -\$24,600 | -79% |
| 6040 | Building Leases & Rentals | \$23,700 | \$23,500 | \$24,500 | \$800 | 3% | \$1,000 | 4% |
| 6050 | Telephone & Communication | \$1,700 | \$1,100 | \$1,700 | \$0 | 0% | \$600 | 35% |
| 6060 | Liability Insurance Premiums | \$4,600 | \$4,400 | \$4,700 | \$100 | 2% | \$300 | 7% |
| 6070 | Membership and Dues | \$6,800 | \$6,600 | \$7,000 | \$200 | 3% | \$400 | 6% |
| 6080 | Supplies | \$5,800 | \$4,000 | \$5,800 | \$0 | 0% | \$1,800 | 31% |
| 6120 | Printing & Copying | \$1,900 | \$1,400 | \$1,900 | \$0 | 0% | \$500 | 26% |
| 6150 | Meeting Costs - Room/Misc | \$4,500 | \$3,200 | \$4,500 | \$0 | 0% | \$1,300 | 29% |
| 6160 | Travel | \$8,500 | \$6,400 | \$10,500 | \$2,000 | 24% | \$4,100 | 48% |
| 6170 | Education & Training | \$5,000 | \$5,500 | \$5,000 | \$0 | 0% | -\$500 | -10% |
| Total Services and Supplies | | \$115,000 | \$129,000 | \$121,600 | \$6,600 | 6% | -\$7,400 | -6% |
| Total Appropriations | | \$625,000 | \$600,000 | \$670,000 | \$45,000 | 7% | \$70,000 | 12% |

**PROGRAM MANAGEMENT & COMMUNITY INITIATIVES
BUDGET
FY 2018/19**

| <u>Account</u> No. | <u>Description</u> | <u>PROPOSED BUDGET</u> |
|-----------------------|---|----------------------------|
| | <u>Salaries and Employee Benefits</u> | |
| 5000 | Regular Salaries | \$426,000 |
| 5005 | Overtime | \$2,500 |
| 5015 | Retirement Contribution | \$30,100 |
| 5020 | FICA Contribution | \$26,700 |
| 5030 | Medicare Contribution | \$6,300 |
| 5040 | Group Insurance | \$94,900 |
| 5050 | State Unemployment Ins. | \$3,500 |
| 5060 | Worker's Comp Ins. | \$3,000 |
| | Total - Salaries and Employee Benefits | \$593,000 |
| | <u>Services and Supplies</u> | |
| 6000 | Accounting and Audit Services | \$23,500 |
| 6010 | Attorney Services | \$14,500 |
| 6020 | Professional & Special Services | \$144,500 |
| 6040 | Building Leases & Rentals | \$45,800 |
| 6050 | Telephone & Communication | \$2,700 |
| 6060 | Liability Insurance Premiums | \$8,800 |
| 6070 | Membership and Dues | \$14,000 |
| 6080 | Supplies | \$18,200 * |
| 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 | \$337,000 |
| | TOTAL BUDGET | \$930,000 |

* Includes \$1,000 in prior year donation for distribution of children's books

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

| <u>Account</u> | | <u>PROPOSED</u> |
|----------------|---|------------------|
| <u>No.</u> | <u>Description</u> | <u>BUDGET</u> |
| | <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 |

**RESULTS BASED ACCOUNTABILITY & QUALITY ASSURANCE
BUDGET
FY 2018/19**

| <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 | \$47,000 * |
| Total Services & Strategies | \$192,000 |
| TOTAL BUDGET | \$312,000 |

* Includes \$7,000 in expenditures for the Center for the Study of Social Policy (CSSP) grant

**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 |

EQUIPMENT BUDGET

FY 2018/19

| | <u>PROPOSED BUDGET</u> |
|--|-----------------------------------|
| Computers, monitors, printers | \$7,500 |
| Miscellaneous office equipment, furniture and fixtures | \$500 |
| TOTAL EQUIPMENT BUDGET | \$8,000 |

Notes:

| | |
|--|----------|
| FY 2017/18 Budgeted Amount | \$10,000 |
| FY 2017/18 12 mo. Forecast | \$10,000 |
| Projected Amount Available in Equipment Fund | \$15,705 |