



**OPERATING BUDGET
FY 2020-21**

	Operating Fund	Community Investment Loan Fund	Total Governmental Funds
REVENUES/INFLOWS			
Program revenues:			
Proposition 10 apportionment	\$ 5,234,075	\$ -	\$ 5,234,075
First 5 California IMPACT	363,570	-	363,570
Pritzker Children's Initiative	6,800	-	6,800
Grants - Other	16,670	-	16,670
Loan repayments	-	123,320	123,320
Loan fees	-	10,000	10,000
Interest earnings	202,855	44,690	247,545
Other	32,500	-	32,500
Total revenues/inflows	<u>5,856,470</u>	<u>178,010</u>	<u>6,034,480</u>
EXPENDITURES/OUTFLOWS			
Program expenditures:			
Neighborhoods for Learning (NfL)	2,900,000	-	2,900,000
Countywide Preschool Spaces	1,440,000	-	1,440,000
Program and Systems Integration	1,467,615	-	1,467,615
Countywide Linkage to Resources & Early Intervention	365,000	-	365,000
Challenge Grants	400,000	-	400,000
Results-Based Accountability & Quality Assurance	257,000	-	257,000
Community Investment Loan Fund -			
Implementation	-	35,000	35,000
Loan Disbursements	-	500,000	500,000
Administration*	645,000	-	645,000
Equipment replacement	5,000	-	5,000
Total expenditures/outflows	<u>7,479,615</u>	<u>535,000</u>	<u>8,014,615</u>
Excess (deficiency) of revenues/inflows over (under) expenditures/outflows	<u>(1,623,145)</u>	<u>(356,990)</u>	<u>(1,980,135)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	8,445	-	8,445
Transfers out	-	(8,445)	(8,445)
Total other financing sources and uses	<u>8,445</u>	<u>(8,445)</u>	<u>-</u>
Change in fund balance	(1,614,700)	(365,435)	(1,980,135)
Fund balance, beginning of year - forecasted	<u>11,932,542</u>	<u>596,977</u>	<u>12,529,519</u>
Fund balance, end of year - forecasted	<u>\$ 10,317,842</u>	<u>\$ 231,542</u>	<u>\$ 10,549,384</u>

*Projected Administrative Percent 8.0%



FOR REFERENCE
Approved 6/27/2019

**OPERATING BUDGET
FY 2019-20**

	Operating Fund	Community Investment Loan Fund	Total Governmental Funds
REVENUES/INFLOWS			
Program revenues:			
Proposition 10 apportionment	\$ 5,485,450	\$ -	\$ 5,485,450
First 5 California IMPACT	444,940	-	444,940
Pritzker Children's Initiative	75,000	-	75,000
Federal grant revenue -			
Pay for Success	105,000	-	105,000
CA Department Education - QRIS Certification	21,755	-	21,755
Grants - Other	-	-	-
Loan repayments	-	141,710	141,710
Loan fees	-	7,000	7,000
Interest earnings	231,855	39,690	271,545
Other	-	-	-
Total revenues/inflows	<u>6,364,000</u>	<u>188,400</u>	<u>6,552,400</u>
EXPENDITURES/OUTFLOWS			
Program expenditures:			
Neighborhoods for Learning (NfL)	4,080,000	-	4,080,000
Countywide Preschool Spaces	1,440,000	-	1,440,000
Systems Change Efforts and Program Management	1,493,740	-	1,493,740
Countywide Linkage to Resources & Early Intervention	365,000	-	365,000
Challenge Grants	400,000	-	400,000
Results-Based Accountability	240,000	-	240,000
Community Investment Loan Fund -			
Implementation	-	35,000	35,000
Loan Disbursements	-	350,000	350,000
Administration*	645,000	-	645,000
Equipment replacement	5,000	-	5,000
Total expenditures/outflows	<u>8,668,740</u>	<u>385,000</u>	<u>9,053,740</u>
Excess (deficiency) of revenues/inflows over (under) expenditures/outflows	<u>(2,304,740)</u>	<u>(196,600)</u>	<u>(2,501,340)</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	13,130	-	13,130
Transfers out	-	(13,130)	(13,130)
Total other financing sources and uses	<u>13,130</u>	<u>(13,130)</u>	<u>-</u>
Change in fund balance	(2,291,610)	(209,730)	(2,501,340)
Fund balance, beginning of year - forecasted	<u>9,662,780</u>	<u>488,800</u>	<u>10,151,580</u>
Fund balance, end of year - forecasted	<u>\$ 7,371,170</u>	<u>\$ 279,070</u>	<u>\$ 7,650,240</u>

*Projected Administrative Percent 7.1%

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
PROGRAM AND SYSTEMS INTEGRATION, EVALUATION, HELP ME GROW, AND ADMINISTRATION
FY 2020-21**

5000 - Regular Salaries

Projected salaries provide for advancement within the established salary ranges. Positions budgeted are as follows:
Program and Systems Integration Change and Program Management: 5.85 regular FTEs plus 1.40 FTE for grant-funded projects - decreased by 1.10 FTE based on grant budgets and increased by .65 FTE to allocate a portion of Executive Director's time to this cost center

Help Me Grow: 1.75 regular FTE - increased by 1.05 FTE to bring parent navigation component of program in-house
Evaluation: 0.65 regular FTE - increased by .05 FTE for allocation of ED and adjustment to Office Coordinator allocation
Admin: 3.90 regular FTEs - increased by .25 FTE to add a position, which is offset by the re-allocation of ED

5005 - Overtime

2.5% of projected non-exempt salaries

5010 - Supplemental Payments

Auto allowance in lieu of mileage reimbursement for Executive Director - \$575/mo. - based on current County rate

5015 - Retirement Contribution

Based on projected total salaries - employer contribution matches up to 7% of salaries

5020 - Social Security

Based on projected total salaries - 6.2%

5030 - Medicare

Based on projected total salaries - 1.45%

5040 - Group Insurance

Medical/Dental Insurance, estimated 15% increase for medical and dental in December 2020
Vision Insurance, estimated 15% increase in January 2021

5050 - State Unemployment Ins.

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

5060 - Worker's Compensation Ins.

Calculated on projected payroll, \$0.36/\$100 (clerical/in-office) \$0.41/\$100 (field) - includes estimated 5% increase

6000 - Accounting and Audit Services

MIP Licensing, Support, & Maintenance, estimated 5% increase from prior year; MIP Cloud \$300 per mo.
CPA Consultant¹ (40 hrs. @ \$125 per hr. + \$500 expenses)
Audit fee¹ (\$18,120 for financial & expanded audit)
Annual Payroll fees¹ (Paychex-\$342/mo. - includes estimated 5% increase)
Estimated Bank Fees¹ - estimated at \$230/mo., based on historical fees - no rate increase anticipated

6010 - Attorney Services¹

Projected on anticipated usage at \$247/hr., includes an estimated 5% increase from prior year

¹ Allocation methodology - Shared operating costs allocated on the basis of budgeted full-time equivalents (FTEs) among all internal cost centers.

**FIRST 5 VENTURA COUNTY
BUDGET ASSUMPTIONS
PROGRAM AND SYSTEMS INTEGRATION, EVALUATION, HELP ME GROW, AND ADMINISTRATION
FY 2020-21**

6020 - Professional & Special Services

Includes computer maintenance/support & off-site back up storage¹; 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, evaluation, special projects); public/legal notices - based on historical costs and estimated usage. For Program/System Integration, also includes the allocation for community capacity building/training efforts; for Evaluation also includes the contract for the data system.

6040 - Building Leases & Rentals¹

Office Lease - 3210 sq. ft. (\$1.96 per sf) July-December 2020 - includes estimated 3.1% CPI increase for 2020
Office Lease - 3210 sq. ft. (\$2.08 per sf based on projected max. increase of 6%) January-June 2021
Storage - 275 sq. ft. - Monthly Rate of \$275 - no rate increase

6050 - Telephone/Communication Charges¹

Estimated costs for telephone at \$200/mo. based on historical usage; data services at \$90/mo. - adjusted for a 6% increase

6060 - Liability Insurance¹

General Liability & Professional Liability for FY20-21 - rate increase estimated at 10%
Directors and Officers/EPLI - FY20-21 forecast - rate increase estimated at 3%

6070 - Membership and Dues

State First 5 Association¹ - Base dues calculated at \$1.45 per birth (no rate increase) based on 2017 births (9,321) 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 supplies¹, minor equipment, books and publications, initiative-related materials (e.g., children's books), and postage - based on historical usage and anticipated need

6120 - Printing & Copying

Estimated costs for copy¹ 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 at IRS mileage rate of \$0.575, 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

Within the allocation for capacity building/training efforts, includes estimated costs related to supporting mission-related events/activities by partnering with community agencies - based on historical usage and anticipated need

¹ Allocation methodology - Shared operating costs allocated on the basis of budgeted full-time equivalents (FTEs) among all internal cost centers.

**First 5 Ventura County
Positions Budgeted
FY 2020-21**

	PROGRAM & SYSTEMS INTEGRATION CHANGE & PROGRAM MANAGEMENT	HELP ME GROW	RESULTS- BASED ACCOUNTABILITY	ADMINISTRATION	TOTAL	FY19-20 COMPARISON
Regular Positions	FTE		FTE	FTE	FTE	FTE
(1) Executive Director	<u>0.65</u>		<u>0.10</u>	4.00 <u>0.25</u>	1.00	1.00
(1) Director of Operations Finance & Administration				1.00	1.00	1.00
<u>(1) Director of Human Resources & Operations</u>				<u>1.00</u>	1.00	0.00
(1) Director of Program & Evaluation	0.60		0.40		1.00	1.00
(5) Program Manager	3.35	0.70 <u>1.70</u>	0.20		5.25	4.25
(1) Operations Manager	0.60			0.40	1.00	1.00
(1) Fiscal Administrator				1.00	1.00	1.00
(1) Office Coordinator	0.65	<u>0.05</u>	0.40 <u>0.05</u>	0.25	1.00	1.00
Subtotal Regular Positions	5.20 <u>5.85</u>	0.70 <u>1.75</u>	0.70 <u>0.75</u>	3.65 <u>3.90</u>	12.25	10.25
(2) Grant-funded/Temporary Positions *	2.50 <u>1.40</u>				1.40	2.50
Total Positions Budgeted	7.70 <u>7.25</u>	0.70 <u>1.75</u>	0.70 <u>0.75</u>	3.65 <u>3.90</u>	13.65	12.75

* Temporary positions budgeted at 1.40 FTE for Program & Systems Integration, which are primarily covered by grant funding

Shared Operating Cost Allocation Percentage 53% 13% 5% 29% 100%

**ADMINISTRATION BUDGET
FY 2020-21**

Acct. #		FY 2019-20 APPROVED BUDGET	FY 2019-20 12 MONTH FORECAST (9+3)	FY 2020-21 PROPOSED BUDGET	ANNUAL BUDGET VARIANCE \$	ANNUAL BUDGET VARIANCE %	FY 20-21 BUDGET TO FORECAST VARIANCE \$	FY 20-21 BUDGET TO FORECAST VARIANCE %
Salaries and Benefits								
5000	Regular Salaries	\$ 392,300	\$ 387,500	\$ 386,500	(5,800)	-1%	\$ (1,000)	0%
5005	Overtime	2,000	-	2,000	-	0%	2,000	100%
5010	Supplemental Payments	7,000	6,960	1,800	(5,200)	-74%	(5,160)	-74%
5015	Retirement Contribution	27,600	27,040	27,500	(100)	0%	460	2%
5020	FICA Contribution	24,000	22,700	24,000	-	0%	1,300	5%
5030	Medicare Contribution	5,900	5,700	5,700	(200)	-3%	-	0%
5040	Group Insurance	72,000	56,500	83,300	11,300	16%	26,800	37%
5050	State Unemployment Ins.	2,200	600	2,300	100	5%	1,700	77%
5060	Worker's Comp Ins.	2,000	1,700	1,900	(100)	-5%	200	10%
	Subtotal Salaries and Benefits	535,000	508,700	535,000	-	0%	26,300	5%
Services and Supplies								
6000	Accounting and Audit Services	20,200	19,800	20,000	(200)	-1%	200	1%
6010	Attorney Services	7,600	7,400	7,300	(300)	-4%	(100)	-1%
6020	Professional & Special Services	19,500	12,000	20,200	700	4%	8,200	42%
6040	Building Leases & Rentals	24,400	23,300	24,200	(200)	-1%	900	4%
6050	Telephone & Communication	1,700	1,200	1,700	-	0%	500	29%
6060	Liability Insurance Premiums	4,200	4,150	4,500	300	7%	350	8%
6070	Membership and Dues	6,300	6,200	6,000	(300)	-5%	(200)	-3%
6080	Supplies	5,000	4,850	5,000	-	0%	150	3%
6120	Printing & Copying	1,600	1,000	1,600	-	0%	600	38%
6150	Meeting Costs - Room/Misc	4,500	2,200	4,500	-	0%	2,300	51%
6160	Travel	10,000	4,000	10,000	-	0%	6,000	60%
6170	Education & Training	5,000	5,200	5,000	-	0%	(200)	-4%
	Subtotal Services and Supplies	110,000	91,300	110,000	-	0%	18,700	17%
	Total Budget	\$ 645,000	\$ 600,000	\$ 645,000	\$ -	0%	\$ 45,000	8%

**PROGRAM & SYSTEMS INTEGRATION
BUDGET
FY 2020-21**

<u>Acct. #</u>	<u>Salaries and Benefits</u>	<u>PROPOSED BUDGET</u>
5000	Regular Salaries	\$ 555,900
5005	Overtime	2,500
5010	Supplemental Payments	4,600
5015	Retirement Contribution	39,500
5020	FICA Contribution	34,200
5030	Medicare Contribution	8,200
5040	Group Insurance	103,800
5050	State Unemployment Ins.	3,800
5060	Worker's Comp Ins.	2,500
	Subtotal Salaries and Benefits	755,000
	 <u>Services and Supplies</u>	
6000	Accounting and Audit Services	14,700
6010	Attorney Services	13,100
6020	Professional & Special Services	93,000
6040	Building Leases & Rentals	43,000
6050	Telephone & Communication	2,500
6060	Liability Insurance Premiums	7,900
6070	Membership and Dues	12,000
6080	Supplies	15,200
6120	Printing & Copying	14,100
6150	Meeting Costs	5,200
6160	Travel	23,100
6170	Education & Training	12,200
	Community Capacity Building & Training Activities	100,000
	Subtotal Services and Supplies	356,000
	 BUDGET	 1,111,000
	 Grant-funded and one item costs:	
	CA QRIS IMPACT Hub - Region 7	274,615
	NfL Quality Support - IMPACT grant	50,000
	Pritzker grant & local match	22,000
	Website Redesign (carryover - one-time cost)	10,000
	GRAND TOTAL BUDGET	<u>\$ 1,467,615</u>

**SYSTEMS CHANGE EFFORTS & PROGRAM MANAGEMENT
BUDGET
FY 2019-20**

<u>Acct. #</u>		<u>PROPOSED BUDGET</u>
	<u>Salaries and Benefits</u>	
5000	Regular Salaries	\$ 400,000
5005	Overtime	2,500
5015	Retirement Contribution	29,000
5020	FICA Contribution	25,500
5030	Medicare Contribution	6,000
5040	Group Insurance	71,300
5050	State Unemployment Ins.	3,500
5060	Worker's Comp Ins.	2,200
	Subtotal Salaries and Benefits	540,000
	<u>Services and Supplies</u>	
6000	Accounting and Audit Services	18,000
6010	Attorney Services	15,000
6020	Professional & Special Services	94,000
6040	Building Leases & Rentals	40,000
6050	Telephone & Communication	2,700
6060	Liability Insurance Premiums	9,000
6070	Membership and Dues	14,500
6080	Supplies	17,200
6120	Printing & Copying	22,000
6150	Meeting Costs	8,000
6160	Travel	19,500
6170	Education & Training	10,100
	Community Capacity Building & Training Activities	100,000
	Subtotal Services and Supplies	370,000
	BUDGET	910,000
	Grant-funded and one item costs:	
	CA QRIS IMPACT Hub/Certification Grant - Region 7	438,740
	Pay for Success Feasibility Study	105,000
	Website Redesign (one-time cost)	40,000
	GRAND TOTAL BUDGET	<u>\$ 1,493,740</u>

**RESULTS-BASED ACCOUNTABILITY
BUDGET
FY 2020-21**

	PROPOSED BUDGET
Staffing	\$ 105,000
Operating Expenses	<u>17,000</u>
Subtotal Staffing and Operating Expenses	122,000
Evaluation Data Program (Persimmony)	85,000
Evaluation Services	<u>50,000</u>
Subtotal Services and Strategies	<u>135,000</u>
TOTAL BUDGET	<u>\$ 257,000</u>

**RESULTS-BASED ACCOUNTABILITY
BUDGET
FY 2019-20**

	PROPOSED BUDGET
Staffing	\$ 85,000
Operating Expenses	<u>20,000</u>
Subtotal Staffing and Operating Expenses	105,000
Evaluation Data Program (Persimmony)	85,000
Evaluation Services	<u>50,000</u>
Subtotal Services and Strategies	135,000
TOTAL BUDGET	<u>\$ 240,000</u>

Note:

Community capacity building and training activities budgeted under new cost center for Systems Change Efforts.

**HELP ME GROW
BUDGET
FY 2020-21**

	PROPOSED BUDGET
Staffing	\$ 205,000
Operating Expenses	<u>80,000</u>
TOTAL BUDGET	<u>\$ 285,000</u>

EQUIPMENT BUDGET

FY 2020-21

	<u>PROPOSED BUDGET</u>
Computers, monitors, printers	\$4,000
Miscellaneous office equipment, furniture, and fixtures	\$1,000
TOTAL EQUIPMENT BUDGET	\$5,000

Notes:

FY 2019-20 Budgeted Amount	\$11,500
FY 2019-20 12 mo. Forecast	\$11,500
Projected Amount Available in Equipment Fund	\$17,760