

**Revised Finance Committee Meeting Agenda**

Tuesday, May 15, 2018

**3:00 pm – 5:00 pm**

PFC Resource Center

**I. Call to Order & Chair Comments<sup>Δ</sup>**

- A. Welcome
- B. Volunteer Form
- C. FY 18/19 Finance Committee Chair/Members
- D. FY 18/19 DRAFT Board and Committee Calendar

**II. Approval of March 20, 2018 Minutes\***

**III. Accounting Reports<sup>Δ</sup>**

- A. Financial Reports: April 2018<sup>Δ</sup> – Marie Clark
  - 1. Smart Start
  - 2. NC Pre-Kindergarten
  - 3. DCDEE – Region 5
  - 4. All Funding Sources
  - 5. Cash and In-Kind Report – Anna Hall

**IV. New Business**

- A. Budget Revisions/Amendments\* – Anna Hall
  - 1. Autism Society of Cumberland County
  - 2. Kindermusik/Music Therapy
- B. In-House Budget Revisions/Amendments\* – Marie Clark
  - 1. Evaluation, Planning and Accountability
  - 2. Family Resource Center
  - 3. Community Engagement
  - 4. Child Care Resource and Referral – Carole Mangum
- C. Fixed Assets Disposals\* – Marie Clark
- D. FY 18/19 Partnership Umbrella Budget (PUB)\* – Marie Clark
- E. FY 18/19 Administrative Operations Budget\* – Marie Clark
- F. FY 18/19 System of Support (SOS) Recommendation\* – Marie Clark

**V. Contract Management Report<sup>Δ</sup>**

- A. FY 17/18 DSP Fiscal Monitoring Status Report – Marie Clark

**VI. President's Report<sup>Δ</sup>**

- A. North Carolina Partnership for Children (NCPC) / Division of Child Development and Early Education (DCDEE) Updates / Legislative Update
- B. Dolly Parton's Imagination Library (DPIL) Statewide Expansion
- C. Conferences – Essentials for Childhood and Growing Up Well Task Force Reconvening (NC Institute of Medicine), May 18, 2018, Durham
- D. FY 17/18 PFC Audit
- E. Kidtopia, November 10, 2018, Crown Arena

**VII. Information**

- A. Upcoming Committee Meetings

<b>MEETING</b>	<b>MEETING DATE</b>	<b>MEETING TIME</b>
Facility & Tenant	May 21, 2018	11:30 am – 1:00 pm
Board of Directors ( & NC Pre-K Planning)	May 24, 2018	12:00 pm – 2:00 pm
Public Engagement & Development (PED)	June 5, 2018	3:00 pm – 5:00 pm
Planning & Evaluation	June 12, 2018	2:00 pm – 4:00 pm
CCR&R	June 21, 2018	9:00 am – 11:00 am
Executive	June 28, 2018	9:00 am – 11:00 am
Board Development	FY 18/19	9:30 am – 11:00 am
Human Resource	FY 18/19	8:00 am – 9:15 am
<b><i>Finance</i></b>	<b><i>FY 18/19</i></b>	<b><i>3:00 pm – 5:00 pm</i></b>

- B. Upcoming Events/Volunteer Opportunities

<b>EVENT</b>	<b>DATE</b>	<b>LOCATION</b>	<b>CONTACT</b>
Truckload of Hope (Diaper Bank)	June 2, 2018	PFC	Michelle Hearon @ 826-3073
Kidtopia	November 10, 2018	Crown Expo Center	Sharon Moyer @ 826-3072
Story & Art Time	2 <sup>nd</sup> & 4 <sup>th</sup> Friday of each month – 10:30- noon	PFC	Bobbie Capps @ 826-3044
Grandparent Support Group	3 <sup>rd</sup> Tuesday of each month – 10:00-noon	PFC	Vicky Jimenez @ 826-3022

- C. Holiday Schedule

<b>HOLIDAY</b>	<b>DATE(S) CLOSED</b>
Memorial Day	May 28, 2018

**VIII. Adjournment**

\* Needs Action <sup>Δ</sup> Information Only / Possible Conflict of Interest (Recusals) <sup>ε</sup> Electronic Copy

## Partnership for Children of Cumberland County

Board & Committee Meeting Calendar (with Professional Conferences) FY 2018/2019

All meetings to be held at the Partnership for Children Resource Center unless otherwise noted

	PED	CCR&R	Planning & Evaluation	Human Resource	Facility & Tenant	Finance	Board Development	Executive	Board of Directors	North Carolina Pre-Kindergarten
Support Staff	<b>Danielle Fennern</b>	<b>Tamiko Colvin</b>	<b>Susan McAllister</b>	<b>Stacia Manuel</b>	<b>V. Baker-Johnson</b>	<b>Belinda Gainey</b>	<b>Belinda Gainey</b>	<b>Belinda Gainey</b>	<b>Belinda Gainey</b>	<b>Belinda Gainey</b>
Chair	<b>Mike Hardin</b>	<b>Wanda Wesley</b>	<b>Amy Cannon</b>	<b>Hank Debnam</b>	<b>Hank Debnam</b>	<b>Sandee Gronowski</b>	<b>Chas Sampson</b>	<b>Jim Grafstrom</b>	<b>Jim Grafstrom</b>	<b>Alana Hix</b>
Frequency	August October February April June	September November February June	2 <sup>nd</sup> Tuesday Bi-Monthly	2 <sup>nd</sup> Wednesday Bi-Monthly	3 <sup>rd</sup> Monday Monthly	3 <sup>rd</sup> Tuesday Bi-Monthly	2 <sup>nd</sup> Wednesday Bi-Monthly	Last Thursday Bi-Monthly Opposite Board	Last Thursday Bi-Monthly	Last Thursday Bi-Monthly after Board Mtg (Includes PFC Board)
Time	3:00pm-5:00pm	9:00am-11:00am	2:00pm-4:00pm	8:00am-9:15am	11:30am-1:00pm	3:00pm-5:00pm	9:30am-11:00am	9:00am-11:00am	12:30pm-2:00pm	12:00pm – 12:30pm
July 2018					7/16/18				7/26/18	7/26/18
August	8/7/18		8/14/18		8/20/18	8/21/18		8/30/18		
September		9/20/18		9/12/18	9/17/18		9/12/18		9/27/18	9/27/18
October	10/2/18		10/9/18		10/15/18	10/16/18		10/25/18		
November		11/15/18		11/14/18	11/19/18		11/14/18			
December			12/11/18		12/17/18			12/12/18*	12/12/18 – PFC Annual Celebration	
January 2019				1/9/19	1/14/19*	1/15/19	1/9/19		1/31/19	1/31/19
February	2/5/19	2/21/19	2/12/19		2/18/19			2/28/19		
March				3/13/19	3/18/19	3/19/19	3/13/19		3/28/19	3/28/19
April	4/2/19		4/9/19		4/15/19			4/25/19		
May				5/8/19	5/20/19	5/21/19	5/8/19		5/23/19*	5/23/19*
June	6/4/19	6/20/19	6/11/19		6/17/19			6/27/19		
	*Denotes not on a regular scheduled date									
Upcoming Conferences & Events	NC Center for Non-Profit Conf Sept 12-14, 2018, RTP, NC; Forward March Training Seminar and Symposium Nov. 1-2, 2018, Ft. Bragg, NC; Kidtopia, November 10, 2018, Crown Arena; PFC Annual Celebration December 12, 2018, PFC; Soirée March 2019, Crown Coliseum; Head Start Conf 2019, Raleigh, NC; Partnership's KidStuff April 27-28, 2019, Festival Park; Smart Start Conf 2019, Greensboro, NC									

**Partnership for Children of Cumberland County, Inc.**  
**Finance Committee Meeting Minutes**  
**March 20, 2018 (3:05 pm to 4:17 pm)**  
***Be the Driving Force***

**MEMBERS PRESENT:** Lisa Childers, Robin Deaver, Sandee Gronowski, Dawn Keeler and Perry Melton

**MEMBERS ABSENT:** Marcus Hedgepeth, Brenda Reid-Jackson, Donna Pyles and Jody Risacher

**NON-VOTING ATTENDEES:** Linda Blanton, Crystal Briscoe, Marie Clark, Belinda Gainey, Anna Hall, Marie Lilly, Carole Mangum and Mary Sonnenberg

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Call to Order & Chair Comments A. Welcome B. Volunteer Form	The scheduled meeting of the Finance Committee was held at the PFC Family Resource Center at 351 Wagoner Drive, Fayetteville, NC, on Tuesday, March 20, 2018, and began at 3:05 pm pursuant to prior written notice to each committee member. Lisa Childers, Acting Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes.  A. Lisa Childers, Acting Chair, welcomed everyone to the meeting. B. Committee members who reviewed the committee packet prior to the meeting were asked to complete the volunteer form that was placed on the table with their packet.	Called to Order	None
II. Approval of Meeting Minutes A. January 16, 2018*	A. The minutes for the January 16, 2018 scheduled meeting were previously distributed and reviewed by the committee members. Sandee Gronowski moved to accept the minutes as presented. Dawn Keeler seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.	Motion Carried	None
III. Accounting Reports <sup>^</sup> A.1.-5. Financial Reports – February 2018 A.6. Cash and In-Kind Report B. FY 17/18Partnership Umbrella Budget (PUB)*	A.1.-5. The Financial Reports for February 2018 were previously distributed. Marie Lilly, Marie Clark and Carole Mangum reviewed the reports with the committee A.6. The Cash and In-Kind Report for February 2018 was previously distributed. Anna Hall reviewed the report with the committee. B. Marie Clark reviewed the FY 17/18 Partnership for Children Umbrella Budget (PUB) with the committee. Robin Deaver made a motion to accept the FY 17/18 Partnership for Children Umbrella Budget (PUB), effective March 31, 2018, as presented. Dawn Keeler seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.	None  None  Motion Carried	None  None  None



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<p>IV. New Business</p> <p>A. Budget Amendments/Revisions*</p> <ol style="list-style-type: none"> <li>1. Reach Out and Read</li> <li>2. ABCD</li> <li>3. Dolly Parton's Imagination Library</li> </ol> <p>B. In-House Budget Amendments/Revisions*</p> <ol style="list-style-type: none"> <li>1. Smart Start Administration</li> <li>2. Smart Start Child Care Resource and Referral (CCR&amp;R)</li> <li>3. Smart Start PFC Child Care Subsidy Non-TANF/CCDF</li> </ol> <p>C. Disposal of Asset – Autism Society of Cumberland County*</p> <p>D. Assets Disposals*</p> <p>E. FY 18/19-20/21 Smart Start Allocation Recommendations*</p>	<p>A.1. Anna Hall reviewed the Reach Out and Read budget amendment with the committee. The recommendation is that the Reach Out and Read budget be reduced by \$15,800 and that this amount be transferred to the ABCD program. Perry Melton moved to accept the Reach Out and Read budget amendment as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>A2. Anna Hall reviewed the ABCD budget amendment with the committee. The recommendation is that the \$15,800 from the Reach Out and Read budget be transferred to the ABCD program due to the fact that the ABCD program is in need of additional staff funding. Perry Melton moved to accept the ABCD budget amendment as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>A.3 Anna Hall reviewed the Dolly Parton Imagination Library budget amendment with the committee. The recommendation is to use the remaining funds from the initial \$6,000 allotment to sponsor more children in Dolly Parton's Imagination Library. The initial budget will not change; only the total number of children sponsored. Perry Melton moved to accept the Dolly Parton's Imagination Library budget revision as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>B.1. Marie Lilly reviewed the Smart Start Administration budget revision with the committee. Changes were made within the budget with no increase nor decrease to the original budget. Dawn Keeler moved to accept the Smart Start Administration budget revision, effective April 15, 2018, as presented. Robin Deaver seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>B.2. Carole Mangum reviewed the Child Care Resource Referral &amp; Referral (CCR&amp;R) budget amendment with the committee. Due to lapsed salaries, \$34,420 is being moved from this budget to assist with the Child Care Subsidy non-TANF/CCDF budget. Lisa Childers moved to accept the Smart Start Child Care Resource and Referral (CCR&amp;R) budget amendment, effective April 15, 2018, as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. The motion carried. Recusals: Robin Deaver, Dawn Keeler and Perry Melton</p> <p>B.3. Carole Mangum reviewed the PFC Child Care Subsidy Non-TANF /CCDF budget amendment with the committee. It is being recommended to add \$34,420 to budget line 43 which increases the Purchases of Services. This is being increased to provide payments to early care and education providers on a direct per child basis to continue assisting 17 non-TANF/CCDF families through year end. Lisa Childers moved to accept the Smart Start PFC Child Care Subsidy Non-TANF/CCDF budget amendment, effective April 15, 2018, as presented. Sandee Gronowski seconded</p>	<p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
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**Partnership for Children of Cumberland County, Inc.**  
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	<p>the motion. Hearing no further discussion, the Chair put the motion to a vote. The motion carried. Recusals: Robin Deaver, Dawn Keeler and Perry Melton</p> <p>C. Anna Hall reviewed the Disposal of Asset – Autism Society of Cumberland County (ASCC) memo with the committee. It is being recommended that the ownership of an office furniture suite (desk, return and a 2-drawer file cabinet) be transferred from PFC to ASCC. ASCC has been in possession on the office furniture suite since 2000. Dawn Keeler moved to accept the Disposal of Asset – Autism Society of Cumberland County which will allow ASCC ownership of the office furniture suite as presented. Perry Melton seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>D. Marie Lilly reviewed the Assets Disposals memo with the committee. It is being recommended that Dottie Adams, former employee, retains ownership of a laptop, purchased in April 2013 and a printer, purchased in August 2012. The PFC ITSC staff will remove all PFC network resources from the laptop, via remote services. Dottie is in possession of a scanner which will be returned to PFC and transferred to Crystal Briscoe, new MAC Coordinator, by June 30, 2018. Perry Melton moved to accept the Assets Disposals requests as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried.</p> <p>E. Marie Clark, Linda Blanton, Mary Sonnenberg and Carole Mangum reported on the FY 18/19-20/21 Smart Start Allocation Recommendations. The amount of Smart Start dollars to be allocated were \$6,278,890; the Smart Start grant request was \$6,634,951, which totaled an overage of \$356,061. There was a total of three Allocation Team meetings, which each lasted approximately 3 hours each, totaling about 369 volunteer hours totaling the value of \$8,363.68. Marie Clark reported that she and Anna Hall were fiscal leads on the Early Care and Education (ECE) activities. Recommendations for ECE are as follows:</p> <ul style="list-style-type: none"> <li>• Fund PFC Child Care Subsidy at requested amount of \$366,368.</li> <li>• Fund DSS Child Care Subsidy TANF at requested amount of \$2,230,306.</li> <li>• Fund Parents for Higher Education Subsidy (TANF) \$207,260 and not at request amount of \$307,260.</li> <li>• Fund PFC Child Care Subsidy Admin Non-TANF at \$35,150 and not at the requested amount of \$35,450.</li> <li>• Fund DSS Child Care Subsidy Admin Non-TANF at \$159,807 and not at the requested amount of \$178,424.</li> <li>• Fund Parents for Higher Education Subsidy Admin (Non-TANF) at \$11,450 and not at the requested amount of \$36,050.</li> </ul>	<p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p>
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**Partnership for Children of Cumberland County, Inc.**  
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- Fund PFC Child Care Subsidy Non-TANF at \$59,500 and not at the requested amount of \$60,000.
- Fund Spainhour Subsidized Child Care (Non-TANF) at the requested amount of \$91,716.
- Fund Child Care Resource and Referral at \$1,432,792 and not at the requested amount of \$1,445,042.
- Fund Kindermusik at \$57,209 and not at the requested amount of \$65,557.
- Fund WAGE\$ at \$371,554 and not at the requested amount of \$450,000.

Linda Blanton and Mary Sonnenberg reported on the Family Support and Health Allocation Panel. Recommendations from this panel are as follows:

- Fund Assuring Better Child Health & Development at \$92,238 and not at the requested amount of \$93,502.
- Fund All Children Excel at \$180,785 and not at the requested amount of \$198,825.
- Fund Autism Circle of Parent Support Program at the requested amount of \$45,000.
- Fund Family Connect at \$100,000 and not at the requested amount of \$110,000.
- Fund Child Passenger Safety Car Seat at \$5,000 and not at the requested amount of \$15,000.
- Fund Reach Out and Read at \$16,500 and not at the requested amount of \$32,859.

Carole Mangum served on the System Support Allocation Panel. The recommendations from this panel are as follows:

- Fund Family Resource Center at \$130,144 and not at the requested amount of \$133,502.
- Fund Community Engagement and Development at \$210,886 and not at the requested amount of \$241,105.
- Fund Program Monitoring and Evaluation at the requested amount of \$475,225.

All applications were evaluated using the Smart Start Allocation Rubric. The rubric assessed the level of alignment to PFC Strategic Plan. The matrix below shows the level of alignment to PFC Strategic Goals and Objectives for each applicant.

<b>100% – 85%</b> - indicates <u>strong</u> alignment to Strategic Plan, should be recommended for funding	<b>84% – 60%</b> - indicates <u>moderate</u> alignment to Strategic Plan, should be consider for funding	<b>59% or lower</b> – indicates <u>weak</u> alignment to Strategic Plan, should not be considered funding unless documentation that a special population is being negatively impacting
1. Planning, Monitoring & Evaluation – 97% 2. Child Care Resource and Referral (CCR&R) – 94%	1. Parents for Higher Education Subsidy (TANF) – 79% 2. Family Resource Center (FRC) – 79%	Child Passenger Safety Car Seats Program – 45%

	<div><div><div><div><div><div>3. Community Engagement &amp; Development – 94%</div><div>4. Family Connect*– 91%</div><div>5. Assuring Better Child Health and Development (ABCD) – 88%</div><div>6. DSS Child Care Subsidy (TANF) – 88%</div><div>7. Spainhour-Subsidized Child Care – 85%</div><div>8. WAGE\$ - 85%</div></div></div><div><div><div>3. All Children Excel (ACE) – 76%</div><div>4. PFC Child Care Subsidy (TANF) &amp; (Non-TANF) - 73%</div><div>5. Autism Circle of Parent Support Program – 73%</div><div>6. Kindermusik – 73%</div><div>7. Reach Out and Read (ROR) – 67%</div></div></div></div></div></div>				
	Lisa Childers moved to accept the FY 18/19-20/21 Smart Start Allocation Recommendations as presented. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. The motion carried. Recusals: Robin Deaver, Dawn Keeler and Perry Melton			Motion Carried	None
V. Contract Management Report <sup>^</sup> A. FY 17/18 DSP Contract Monitoring Status Report B. FY 17/18 Region 5 Contract Monitoring Status Report	A. Marie Clark reviewed the FY 17/18 DSP Contract Monitoring Status Report. B. Carole Mangum reviewed the FY 17/18 Region 5 Contract Monitoring Status Report.			None None	None None
VI. President’s Report A. North Carolina Partnership for Children (NCPC) Update / Legislative Update B. NC Justice Center, Pathways to Prosperity Community Meetings C. 2018 Soirée Update D. KidStuff, April 28-29, 2018, Dogwood Festival E. 2018 Smart Start Conference, April 30 – May 3, 2018, Greensboro, NC F. Kidtopia, November 10, 2018, Crown Arena	Mary Sonnenberg gave the President’s report; <b>A. North Carolina Partnership for Children (NCPC) Update / Legislative Updates</b> 1. NCPC Legislative agenda a. Promoting Young Children’s Healthy Development (Parent education on child development & positive parenting practices, home visiting programs that help new parents) b. Strengthening Early Care and Education System (Expansion of NC Pre-K, additional funding for quality care for children birth-three, increased education and compensation for early childhood teachers and workforce) 2. DCDEE – Child Care Development Block Grant Focus Groups a. Program Standards and Quality Improvement (NC Foundations for Early Learning and Development, School age care, Technical Assistance, Focus on Infant/Toddler initiatives, Healthy Social Behavior Specialists & other specialty areas)			None	None





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**March 20, 2018 (3:05 pm to 4:17 pm)**  
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<p>G. Dolly Parton Imagination Library (DPIL)</p>	<p>b. Subsidy (waiting list, improving family-friendly policies, prioritization for vulnerable &amp; underserved populations, Birth-3 year olds)</p> <p>c. Capacity for expansion on NC Pre-K</p> <p>3. Federal Level</p> <p>a. <b>Continuing Resolution for budget through March 23.</b></p> <p>b. CHIP funded for 10 years, four years beyond the 6-year extension last month.</p> <p>c. Home visiting (MIECHV) funded for five years at level funding. (NC has not accessed this funding to date.) This provides funding for Healthy Families America and Nurse-Family Partnerships. This funding does not require a state match.</p> <p>d. Community Health Centers funded for two years.</p> <p>e. The Child Care and Development Block Grant (CCDBG) doubled the discretionary funding to \$5.9 billion in FY 2018 and FY 2019. This is the largest increase ever. Details being worked out by March 23. Estimate \$96M to NC.</p> <p>4. State Level</p> <p>a. HB90 passed Senate and House. Addressed K-3 class size requirements (phasing in the requirements), State Board of Elections and fund related to the Atlantic Coast Pipeline.</p> <p>b. Also established a statutory appropriation for NC Pre-K with increases in funding to eliminate the current waiting list. It will be critical for Cumberland County to assess the capacity to serve children that are more eligible and to continue to recruit children to determine the ability to expand NC Pre-K. The legislation directs funding for NC Pre-K in the base budget as follows:</p> <p>i. FY 2019-20: \$82 million</p> <p>ii. FY 2020-21(and each subsequent year): \$91 million</p> <p><b>B. NC Justice Center, Pathways for Prosperity (<a href="http://www.pathwaysforprosperity.org">www.pathwaysforprosperity.org</a>)</b></p> <p>1. The Early Childhood work group is finalizing their objectives.</p> <p>2. The focus objectives are around: 1.) Improved attendance, 2.) Increased access to health care for children, and 3.) Increased access to quality childcare.</p> <p>3. Overall plan developed in March/April 2018; followed by convening of Neighborhood Revitalization groups.</p> <p><b>C. Soiree Update</b></p> <p>1. Approximately 350 in attendance</p> <p>2. Estimated \$105,000 cash &amp; in-kind; still calculating volunteers &amp; final expenses</p> <p><b>D. Week of the Young Child, April 16-21, 2018</b></p> <p>1. Kick off will be here at PFC on April 16</p> <p>2. Activities will be posted on website and Facebook</p> <p>3. If you'd like to read or go to a program for an activity, contact Michelle Hearon</p> <p><b>E. KidStuff, April 28-29, 2018, Dogwood Festival</b></p> <p>1. Moving to Person Street</p>	
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	<ul style="list-style-type: none"><li>2. Will need volunteers throughout weekend – Contact Sharon Moyer</li></ul> <p><b>F. Smart Start Conference – April 30-May 3, 2018, Greensboro</b></p> <ul style="list-style-type: none"><li>1. Birthday celebration Wednesday evening – Can register for that for \$25.</li><li>2. Leadership Symposium Thursday, May 3, 2018, 8:00-noon. Board members attending: Perry Melton, Patricia Crouch, Wanda Wesley &amp; Jim Grafstrom.</li></ul> <p><b>G. Kidtopia, November 10, 2018, Crown Arena – More details to come late summer</b></p> <p><b>H. Dolly Parton Imagination Library Statewide Expansion</b></p> <ul style="list-style-type: none"><li>1. Expansion is going strong across the state. As of mid-March, 71,759 expansion children have registered with DPIL. That takes the statewide total to over 123,987 children.</li><li>2. We are completing our contract with United Way, the DPIL affiliate in Cumberland County. We anticipate launching expansion April 1.</li><li>3. We have received a marketing grant from NCPC to assist with recruitment.</li></ul>		
VII. Information	See Agenda	None	None
VIII. Adjournment	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 4:17 pm.	Adjourned	None

**Submittal:** The minutes of the above stated meeting are submitted for approval. \_\_\_\_\_  
Secretary of Meeting Date

**Approval:** Based on Committee consensus, the minutes of the above stated meeting are hereby approved as presented and/or corrected. \_\_\_\_\_  
Committee Chair Date

# PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

## FOOTNOTES FOR FINANCIAL REPORTS April 30, 2018

### FOOTNOTES - BALANCE SHEET

A. The cash accounts at April 30, 2018 total \$1,314,239.14.

Included in the cash balance amount are the following investment vehicles:

Banking Institution	Investment Type	Current Amount	Term (months)	Maturity Date	Interest Rate	Annual Percentage Yield
PNC Bank	Money Market	\$531,558.10	n/a	n/a	n/a	.50%
Cumberland Community Foundation	Beneficial Interest in Endowment Fund	\$31,384.00	n/a	n/a	n/a	n/a
<b>TOTAL</b>		<b>\$562,942.10</b>				

B. Advances to employees for per diems for meals for the annual Smart Start Conference in May 2018. These advances are recouped before the end of May 2018 when the staff submit their expense reports.

C. Employees' payroll deductions at April 30, 2018 from the current month and from prior months total \$3,154.70. These accounts are reconciled on a monthly basis and at yearend to ensure that the correct amounts are being accounted for.

D. Per Board approval, an endowment fund was established on June 29, 2012 with the Cumberland Community Foundation, Inc. with an initial amount of \$25,000.00. Since this amount is an irrevocable gift of assets, it is classified as a permanently restricted net asset for accounting purposes. It is also classified as a "Beneficial Interest in Community Foundation" in the Assets section of the Balance Sheet.

NCPC defines permanently restricted net assets as "used to classify assets that have donor-imposed stipulations that neither expire with time nor can be fulfilled or removed by actions of the organization. An example would be an endowment fund whereby the principal is maintained for investment purposes and the interest earnings may be available for use. This FASB code is rarely used."

Additional funds totaling \$4,732.00 was added to the endowment as of June 30, 2013. The Partnership made an additional deposit of \$768.00 to the endowment in September 2014. The Partnership also made an additional deposit of \$666.00 to the endowment in July 2015. During January 2016, additional deposits totaling \$218.00 were received for the endowment. This amount was transferred to the Foundation in February 2016. The total contributions from the Partnership to the endowment, including these funds, are now a total of \$31,384.00. There were no additional funds added to this endowment during the 2016-2017 fiscal year.

**FOOTNOTES FOR FINANCIAL REPORTS**  
**April 30, 2018**

**FOOTNOTES - SMART START GRANT SPREADSHEET**

**SERVICES (In-House Activities):** The Smart Start grants for all of the Services budgets are in full contract effective July 1, 2017.

**DIRECT SERVICE PROVIDERS:** The Smart Start grants for the Direct Service Providers (DSPs) budgets are in full contract at July 1, 2017.

**ADMINISTRATION:** The Smart Start grant for the Administration budget is in full contract at July 1, 2017.

**UNALLOCATED SERVICE FUNDS:** There are currently no unallocated Service funds effective December 15, 2017.

**Partnership for Children of Cumberland County, Inc.**  
**Balance Sheet**  
**April 30, 2018**

**Assets**

Bank of America Checking Account	\$ 750,897.04	}	<b>A</b>
PNC Bank - Money Market Reserve	531,558.10		
Petty Cash, Change Funds, Undeposited Receipts	400.00		
Beneficial Interest in Community Foundation	31,384.00		
Employee Advances (for travel)	880.90	<b>B</b>	
	<hr/>		

<b>Total Assets</b>	<hr/> <u>1,315,120.04</u> <hr/>
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**Liabilities and Net Assets**

Flex-Spending Payable	3,150.45	}	<b>C</b>
AFLAC Payable	0.30		
Dental Insurance Payable	4.47		
Vision Payable	(1.15)		
Legal Shield Payable	0.63		
Tenant Security Deposits	16,123.76		
Unrestricted Net Assets	1,011,030.51		
Temporarily Restricted Net Assets	40,280.55		
Permanently Restricted Net Assets	31,384.00	<b>D</b>	
Excess Revenues over (under) Expenditures	213,146.52		
	<hr/>		

<b>Total Liabilities and Net Assets</b>	<hr/> <u>\$ 1,315,120.04</u> <hr/>
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**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2017 - 2018**

**FY 17/18 SMART START FULL ALLOCATION \$6,598,689**

(per Allocation Memo dated 06-02-2017)

**TOTAL ALLOCATION FOR ADMINISTRATION -----> \$319,799**

FY 17/18 Smart Start Admin Base Allocation **\$319,799**

**TOTAL ALLOCATION FOR SERVICES -----> \$6,278,890**

FY 17/18 Smart Start Services Allocation : **\$6,278,890**

**AS OF APRIL 30, 2018**

If monthly spending was equal, at month-end, the percentages should be:

**83% 17%**

**EXPENDITURES**

Activity		Agency			04/15/18 Budget	Advances	February	March	April	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Early Care & Education Subsidy - TANF Only													
1	Subsidized Child Care		Dept. of Social Services		\$ 2,230,306.00		\$ 269,815.00	\$ 221,369.00		\$ 1,873,256.20	\$ 357,049.80	84%	16%
2	CCR&R - Subsidy	IH	Partnership for Children		\$ 366,368.00		\$ 41,538.61	\$ 21,152.46	\$ 20,180.41	\$ 351,151.95	\$ 15,216.05	96%	4%
3	Child Care Scholarships		Fayetteville Tech. Com. College		\$ 207,260.00		\$ 18,088.20	\$ 18,088.82	\$ 18,035.62	\$ 171,359.64	\$ 35,900.36	83%	17%
			ECE Subsidy TANF Total:	45%	\$ 2,803,934.00	\$ -	\$ 329,441.81	\$ 260,610.28	\$ 38,216.03	\$ 2,395,767.79	\$ 408,166.21	85%	
		Minimum of 39% Required											
Early Care & Education Subsidy - Non-TANF													
4	CCR&R - Non-TANF Dual Subsidy	IH	Partnership for Children		\$ 94,420.00		\$ 100.00	\$ -	\$ 7,815.06	\$ 67,815.06	\$ 26,604.94	72%	28%
5	Spainhour/Child Play		Easter Seals UCP		\$ 107,002.00		\$ 9,553.75	\$ 9,553.75	\$ 9,553.75	\$ 87,894.50	\$ 19,107.50	82%	18%
			ECE Subsidy Non-TANF Total:	3%	\$ 201,422.00	\$ -	\$ 9,653.75	\$ 9,553.75	\$ 17,368.81	\$ 155,709.56	\$ 45,712.44	77%	
Early Care & Education Subsidy - Administration													
6	Subsidy Support Staff		Dept. of Social Services		\$ 178,424.00		\$ -	\$ -	\$ -	\$ 178,424.00	\$ -	100%	0%
7	Child Care Scholarship - Admin Support		Fayetteville Tech. Com. College		\$ 11,550.00		\$ 1,005.76	\$ 1,193.05	\$ 1,091.27	\$ 8,941.51	\$ 2,608.49	77%	23%
8	CCR&R - Subsidy Administration	IH	Partnership for Children		\$ 35,450.00		\$ 2,854.07	\$ 4,022.55	\$ 2,929.99	\$ 30,226.12	\$ 5,223.88	85%	15%
			ECE Subsidy Administration Total	4%	\$ 225,424.00	\$ -	\$ 3,859.83	\$ 5,215.60	\$ 4,021.26	\$ 217,591.63	\$ 7,832.37	97%	
Early Care & Education Quality & Affordability													
9	CCR&R - Quality Enhancement Grants	IH	Partnership for Children		\$ 190,557.00		\$ 8,467.64	\$ 10,536.64	\$ 7,844.93	\$ 107,102.84	\$ 83,454.16	56%	44%
10	CCR&R - High Quality Maintenance	IH	Partnership for Children		\$ 253,235.00		\$ 14,475.99	\$ 19,200.98	\$ 13,876.27	\$ 191,004.59	\$ 62,230.41	75%	25%
11	CCR&R - Core Services	IH	Partnership for Children		\$ 764,727.00		\$ 61,326.90	\$ 69,055.64	\$ 54,207.20	\$ 586,071.13	\$ 178,655.87	77%	23%
12	CCR&R - Professional Dev. Career Cente	IH	Partnership for Children		\$ 270,413.00		\$ 18,435.00	\$ 27,671.07	\$ 28,359.81	\$ 218,939.34	\$ 51,473.66	81%	19%
13	WAGE\$		Child Care Svcs. Association		\$ 374,680.00		\$ 75,610.02	\$ 49,104.93	\$ 38,831.92	\$ 343,660.37	\$ 31,019.63	92%	8%
14	Kindermusik & Music Therapy		Kerri Hurley		\$ 67,403.00	\$ 9,618.00	\$ 5,768.74	\$ 7,675.48	\$ 5,768.19	\$ 55,581.38	\$ 11,821.62	82%	18%
			ECE Quality Total:	31%	\$ 1,921,015.00	\$ 9,618.00	\$ 184,084.29	\$ 183,244.74	\$ 148,888.32	\$ 1,502,359.65	\$ 418,655.35	78%	
		Minimum of 70% Total Required			82%								
Health and Safety													
15	Assuring Better Health and Development (ABCD) NEW DSP at 07-01-17		Carolina Collaborative Community Care (4C's)		\$ 80,800.00	\$ -	\$ 8,160.27	\$ 8,767.47		\$ 60,165.53	\$ 20,634.47	74%	26%
			Health & Safety Total:	1%	\$ 80,800.00	\$ -	\$ 8,160.27	\$ 8,767.47	\$ -	\$ 60,165.53	\$ 20,634.47	74%	

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2017 - 2018**

<b>FY 17/18 SMART START FULL ALLOCATION</b>	<b>\$6,598,689</b>
<small>(per Allocation Memo dated 06-02-2017)</small>	
<b>TOTAL ALLOCATION FOR ADMINISTRATION -----&gt;</b>	<b>\$319,799</b>
FY 17/18 Smart Start Admin Base Allocation	\$319,799
<b>TOTAL ALLOCATION FOR SERVICES -----&gt;</b>	<b>\$6,278,890</b>
FY 17/18 Smart Start Services Allocation :	\$6,278,890

											AS OF APRIL 30, 2018		
											If monthly spending was equal, at month-end, the percentages should be:		
											83%	17%	
EXPENDITURES													
Activity	Agency			04/15/18 Budget	Advances	February	March	April	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds	
Family Support													
16	Autism Outreach & Resource Ctr.		Autism of CC		\$ 46,100.00		\$ 3,113.96	\$ 460.06	\$ 170.31	\$ 42,974.75	\$ 3,125.25	93%	7%
17	PFC Family Resource Center	IH	Partnership for Children		\$ 306,227.00		\$ 22,233.42	\$ 34,236.29	\$ 33,728.90	\$ 243,083.82	\$ 63,143.18	79%	21%
18	Community Engagement & Resource Development - NEW 07-01-17	IH	Partnership for Children		\$ 190,083.00		\$ 23,696.73	\$ 23,476.72	\$ 18,588.30	\$ 146,337.47	\$ 43,745.53	77%	23%
19	Dolly Parton Imagination Library - NEW DSP at 07-01-17		United Way of Cumberland County, Inc.		\$ 6,000.00		\$ 500.00	\$ 500.00		\$ 3,897.50	\$ 2,102.50	65%	35%
20	Reach Out & Read Grant NEW 08-31-17		Carolina Collaborative Community Care (4C's)		\$ 16,500.00		\$ 4,047.15	\$ 1,120.73		\$ 7,698.05	\$ 8,801.95	47%	53%
			Family Support Total:	9%	\$ 564,910.00	\$ -	\$ 8,160.27	\$ 59,793.80	\$ 52,487.51	\$ 443,991.59	\$ 120,918.41	79%	
System Support													
21	PD&C - Program Coord. - Monitoring & S	IH	Partnership for Children		\$ 145,554.00		\$ 12,897.78	\$ 17,322.03	\$ 10,777.86	\$ 124,689.36	\$ 20,864.64	86%	14%
22	P&E - Planning & Evaluation	IH	Partnership for Children		\$ 335,831.00		\$ 19,706.82	\$ 34,011.58	\$ 29,544.82	\$ 280,583.91	\$ 55,247.09	84%	16%
			System Support Total:	8%	\$ 481,385.00	\$ -	\$ 32,604.60	\$ 51,333.61	\$ 40,322.68	\$ 405,273.27	\$ 76,111.73	84%	
			Total of Approved Projects:		\$ 6,278,890.00	\$ 9,618.00	\$ 575,964.82	\$ 578,519.25	\$ 301,304.61	\$ 5,180,859.02	\$ 1,098,030.98		
23	Administration	IH	Partnership for Children	5%	\$ 319,799.00	\$ -	\$ 22,212.10	\$ 32,599.87	\$ 20,921.39	\$ 273,567.36	\$ 46,231.64	86%	14%
Unallocated Smart Start SERVICES Funds					\$ -								
Unallocated Smart Start ADMINISTRATION Funds					\$ -								
Total Smart Start Funds Expended						\$ 9,618.00	\$ 598,176.92	\$ 611,119.12	\$ 322,226.00	\$ 5,454,426.38			
							Total Allocated Smart Start Funds Remaining				\$ 1,144,262.62		

- 4 PFC - Non-TANF Dual Subsidy - 05/10/18 check run included \$13,000. On target to expend remainder prior to June 30th.
- 6 DSS Subsidy Support Staff - historically spends down early in the fiscal year; FY 16/17 budget was expended by Jan. '17; services will be provided for the remainder of the year through non-Smart Start funding sources
- 9 PFC - Quality Enhancement Grants - majority of spending is late in the fiscal year; materials are purchased after other tasks are completed and criteria are met or verified
- 19 UW - Dolly Parton Imagination Library - April FSR has not been submitted. Anticipate an increase in monthly spending.
- 20 4C - Reach Out & Read - April FSR has not been submitted. Anticipated this week with changes discussed at fiscal monitoring meeting last week.

Partnership for Children of Cumberland County, Inc. - NC PRE-KINDERGARTEN GRANT

FY 17/18 Projected Revenues
\$ 8,073,765
\$ 168,203
\$ 336,407
\$ 8,578,375

NC Pre-k Grant Payments to Providers  
2% New CCDF Quality Funds  
4% Administrative Fee  
Total NC Pre-k Grant

Fiscal Year 2017 / 2018

as of April 30, 2018	
SHOULD BE	
83%	17%

FUND	Activity	FY 17/18 Budget 9/1/2017	February	March	April	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
211	9100-999 Administrative Operations	\$ 152,161.00	\$16,812.26	\$23,882.16	\$15,615.98	\$116,351.01	\$35,809.99	76%	24%
211	3104-001 CCR&R - Core	\$ 62,308.00	\$5,615.96	\$ 8,295.89	\$6,326.57	\$59,923.47	\$2,384.53	96%	4%
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 121,938.00	\$12,444.66	\$12,735.04	\$7,718.19	\$109,115.13	\$12,822.87	89%	11%
	Services Sub-Total	\$ 184,246.00	\$ 18,060.62	\$21,030.93	\$14,044.76	\$169,038.60	\$15,207.40	92%	8%
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 6,862,700.00	\$681,775.00	\$631,275.00	\$651,850.00	\$4,964,475.00	\$1,898,225.00	72%	28%
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 1,211,065.00	\$163,250.00	\$111,975.00	\$165,100.00	\$1,030,450.00	\$180,615.00	85%	15%
	Fund 206 Sub-Total	\$ 8,073,765.00	\$845,025.00	\$743,250.00	\$816,950.00	\$5,994,925.00	\$2,078,840.00	74%	26%
328	3322-017 NC Pre-K New CCDF Quality Funds - Federal Funds	\$ 168,203.00	\$18,583.55	\$29,482.80	\$9,535.14	\$64,119.54	\$104,083.46	38%	62%

Total Budget Remaining

\$2,233,940.85

Total NC Pre-K Grant	\$ 8,578,375.00
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$898,481.43
	\$817,645.89
	\$856,145.88
	\$6,344,434.15
Total State Funds	\$8,410,172.00
Total Federal Funds	\$168,203.00
Total NC Pre-K Grant	\$8,578,375.00



**Partnership for Children of Cumberland County, Inc.**

**Region 5 DCDEE Lead Agency Grant  
Fiscal Year 2017 - 2018**

TOTAL FY 2017 - 2018 REGION 5 LEAD AGENCY ALLOCATION **\$579,764.00**

FY 2017 - 2018 10% Overhead / Administration Allocation **\$52,351.00**

FY 2017 - 2018 Program/Services Allocation **\$527,413.00**

EXPENDITURES								as of April 30, 2018	
								83%	17%
Activity		07/01/17 Budget	February	March	April	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Region 5 Lead Agency - Core Services		\$ 228,965.00	\$ 14,316.10	\$ 19,193.12	\$ 12,578.26	\$ 142,008.23	\$ 86,956.77	62%	38%
Core Services - 10% Overhead/Administration for CCR&R		\$ 600.00	\$ 68.30	\$ 2.20	\$ 10.16	\$ 576.74	\$ 23.26	96%	4%
Core Services - 10% Overhead/Administration for Admin Ops		\$ 28,079.00	\$ 1,869.35	\$ 2,116.99	\$ 1,840.39	\$ 16,017.64	\$ 12,061.36	57%	43%
Contracts & Grants - Anson County		\$ 9,954.00	\$ -	\$ -	\$ 2,529.44	\$ 7,438.96	\$ 2,515.04	75%	25%
Contracts & Grants - Montgomery County		\$ 8,345.00	\$ -	\$ -	\$ -	\$ -	\$ 8,345.00	0%	100%
Contracts & Grants - Moore County		\$ 28,899.00	\$ 5,894.01	\$ 2,979.62	\$ -	\$ 16,597.15	\$ 12,301.85	57%	43%
Contracts & Grants - Richmond County		\$ 14,528.00	\$ -	\$ -	\$ -	\$ -	\$ 14,528.00	0%	100%
		<b>\$ 319,370.00</b>	<b>\$ 22,147.76</b>	<b>\$ 24,291.93</b>	<b>\$ 16,958.25</b>	<b>\$ 182,638.72</b>	<b>\$ 136,731.28</b>	<b>57%</b>	<b>43%</b>
Region 5 Infant Toddler Project		\$ 118,863.00	\$ 15,744.93	\$ 13,070.11	\$ 8,773.98	\$ 106,263.97	\$ 12,599.03	89%	11%
Infant Toddler - 10% Overhead/Administration for CCR&R		\$ 400.00	\$ 2.87	\$ 1.42	\$ 6.73	\$ 336.49	\$ 63.51	84%	16%
Infant Toddler - 10% Overhead/Administration for Admin Ops		\$ 11,486.00	\$ 1,515.59	\$ 1,302.42	\$ 963.29	\$ 10,289.91	\$ 1,196.09	90%	10%
		<b>\$ 130,749.00</b>	<b>\$ 17,263.39</b>	<b>\$ 14,373.95</b>	<b>\$ 9,744.00</b>	<b>\$ 116,890.37</b>	<b>\$ 13,858.63</b>	<b>89%</b>	<b>11%</b>
Region 5 Healthy Social Behaviors Project		\$ 117,859.00	\$ 9,531.73	\$ 11,705.66	\$ 9,277.35	\$ 84,279.73	\$ 33,579.27	72%	28%
Healthy Social Behavior - 10% Overhead/Administration for CCR&R		\$ 600.00	\$ 2.21	\$ 1.17	\$ 5.13	\$ 546.04	\$ 53.96	91%	9%
Healthy Social Behavior - 10% Overhead/Administration for Admin Ops		\$ 11,186.00	\$ 899.61	\$ 1,166.83	\$ 984.40	\$ 7,876.29	\$ 3,309.71	70%	30%
		<b>\$ 129,645.00</b>	<b>\$ 10,433.55</b>	<b>\$ 12,873.66</b>	<b>\$ 10,266.88</b>	<b>\$ 92,702.06</b>	<b>\$ 36,942.94</b>	<b>72%</b>	<b>28%</b>
Total Allocated DCD Funds Remaining							\$ 187,532.85		
Summary for 10% Overhead / Administration	PFC	\$ 52,351.00	\$ 4,357.93	\$ 4,591.03	\$ 3,810.10	\$ 35,643.11	\$ 16,707.89	68%	32%

# Partnership for Children of Cumberland County, Inc.

## All Funding Sources

Fiscal Year 2017 - 2018

FUND CODE		July 1, 2017 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			February	March	April	YTD	February	March	April	YTD	
RESTRICTED FUNDS											
206	NC Pre-K Grant - State Funds (per child)	\$ -	\$ 761,275.00	\$ 777,675.00	\$ 781,400.00	\$ 5,195,025.00	\$ 845,025.00	\$ 743,250.00	\$ 817,600.00	\$ 5,188,198.00	\$ 6,827.00
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ -	\$ 807,377.00	\$ -	\$ -	\$ -	\$ 807,377.00	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ -	\$ 22,180.59	\$ 21,563.02	\$ 34,263.75	\$ 210,318.71	\$ 34,872.88	\$ 44,913.09	\$ 29,660.74	\$ 251,861.67	\$ (41,542.96)
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ -	\$ 33,640.00	\$ -	\$ -	\$ -	\$ 33,640.00	\$ -
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ -	\$ 3,224.81	\$ 3,293.24	\$ 3,283.55	\$ 9,801.60	\$ 18,583.55	\$ 29,482.80	\$ 9,535.14	\$ 64,119.54	\$ (54,317.94)
	Sub-total for NC Pre-K	\$ -								Sub-total	\$ (89,033.90)
301	Family CareGivers Program	\$ 120.00	\$ -	\$ -	\$ 74.00	\$ 1,497.00	\$ 56.59	\$ 16.68	\$ 1,399.00	\$ 3,015.37	\$ (1,398.37)
307	DCD Grant - SWCDC	\$ -	\$ -	\$ 45,193.00	\$ 23,311.13	\$ 162,182.37	\$ 22,147.76	\$ 24,291.93	\$ 16,958.25	\$ 182,638.72	\$ (20,456.35)
312	Region 5 - Infant/Toddler Project	\$ 55,958.94	\$ -	\$ 26,049.07	\$ 14,342.24	\$ 106,220.20	\$ 17,263.39	\$ 14,373.95	\$ 9,744.00	\$ 172,849.31	\$ (10,670.17)
313	Region 5 - Healthy Social Behavior	\$ -	\$ -	\$ 18,937.95	\$ 12,847.95	\$ 81,760.87	\$ 10,433.55	\$ 12,873.66	\$ 10,266.88	\$ 92,702.06	\$ (10,941.19)
807	Region 5 - Program Income	\$ -	\$ 245.00	\$ 190.00	\$ 1,995.00	\$ 5,875.00	\$ 520.00	\$ 1,245.00	\$ 650.00	\$ 3,085.53	\$ 2,789.47
	Sub-total for Other Restricted	\$ 56,078.94								Sub-total	\$ (40,676.61)
128	Smart Start - Services (FY 09/10)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (115.62)	\$ 115.62
136	Smart Start - Services (FY 13/14)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (304.30)	\$ -	\$ -	\$ (304.30)	\$ 304.30
139	Smart Start - Admin. (FY 15/16)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
140	Smart Start - Services (FY 15/16)	\$ 3,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,600.00	\$ -
141	Smart Start - Admin. (FY 16/17)	\$ 4.84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.84	\$ (0.00)
142	Smart Start - Services (FY 16/17)	\$ 55,981.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (466.80)	\$ 55,514.62	\$ 466.80
143	Smart Start - Admin. (FY 17/18)	\$ -	\$ 27,420.00	\$ 27,090.00	\$ 26,485.00	\$ 282,795.00	\$ 22,212.10	\$ 32,599.87	\$ 21,036.29	\$ 273,682.26	\$ 9,112.74
144	Smart Start - Services (FY 17/18)	\$ -	\$ 299,707.00	\$ 296,097.00	\$ 289,487.00	\$ 3,091,013.00	\$ 268,178.53	\$ 298,716.37	\$ 265,784.31	\$ 2,732,850.78	\$ 358,162.22
201	MAC SS Grant (Accting/Contracting)	\$ 101.93	\$ 12,385.16	\$ -	\$ 12,385.16	\$ 61,925.80	\$ 7,684.93	\$ 10,604.76	\$ 7,793.09	\$ 63,205.92	\$ (1,178.19)
216	Dolly Parton's Imagination Library	\$ -	\$ -	\$ -	\$ 28,002.00	\$ 28,002.00	\$ -	\$ -	\$ -	\$ -	\$ 28,002.00
801	Program Income (SS Related)	\$ 96,952.64	\$ 7,415.74	\$ 5,278.07	\$ 5,256.52	\$ 63,178.07	\$ 20,037.07	\$ 23,121.91	\$ 836.49	\$ 87,199.38	\$ 72,931.33
804	GEMS Shared Services (PI SS Related)	\$ 14,178.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,530.63	\$ 5,647.49
902	COBRA - Employee Insurance Withholdings	\$ (137.96)	\$ (62.34)	\$ (1,130.74)	\$ -	\$ 4,891.71	\$ -	\$ (334.10)	\$ -	\$ 4,749.53	\$ 4.22
Sub-total for Smart Start & Related		\$ 170,680.99								Sub-total	\$ 473,568.53

# Partnership for Children of Cumberland County, Inc.

## All Funding Sources Fiscal Year 2017 - 2018

FUND CODE		July 1, 2017 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			February	March	April	YTD	February	March	April	YTD	
	UNRESTRICTED FUNDS										
208	Unrestricted State Revenues - For Operating Purposes	\$ (34,153.21)	\$ -	\$ -	\$ -	\$ -	\$ 1,138.92	\$ 1,446.27	\$ 1,048.03	\$ (39,040.69)	\$ 4,887.48
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 563,322.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,626.82	\$ 513,695.97
501	Individual Gifts & Donations	\$ 19,816.78	\$ 122.04	\$ 200.00	\$ 802.00	\$ 7,190.96	\$ -	\$ (210.62)	\$ 91.27	\$ 2,327.25	\$ 24,680.49
515	Vending Machine Commissions	\$ 1,730.10	\$ 21.41	\$ 41.47	\$ 58.39	\$ 446.35	\$ -	\$ (314.82)	\$ -	\$ 1,690.75	\$ 485.70
518	Kohl's Corporate Grants	\$ 5,510.44	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,458.20	\$ 3,052.24
526	Unrestricted Private Funds	\$ 4,467.73	\$ -	\$ -	\$ -	\$ -	\$ 68.11	\$ -	\$ -	\$ 1,517.05	\$ 2,950.68
531	PFC Annual Engagements	\$ 1,080.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 329.82	\$ -	\$ 713.78	\$ 366.22
535	Cumberland Community Foundation - Grandparents Support Grant	\$ 7,426.80	\$ -	\$ -	\$ -	\$ 2,263.20	\$ -	\$ -	\$ -	\$ 9,690.00	\$ -
536	The CarMax Foundation Grant	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ 1,800.00	\$ 226.72	\$ 159.79	\$ 2,186.51	\$ 7,813.49
802	PFCRC II (Non-Smart Start)	\$ 112,969.76	\$ 9,442.81	\$ 10,400.66	\$ 11,523.12	\$ 87,013.08	\$ 6,947.50	\$ 9,653.05	\$ 7,134.69	\$ 98,337.26	\$ 101,645.58
806	Forward March Conference	\$ 10,676.98	\$ -	\$ -	\$ -	\$ 18,167.00	\$ 180.27	\$ 5,392.63	\$ 219.01	\$ 9,290.97	\$ 19,553.01
812	PFCRC II - Administration	\$ -	\$ 4,166.66	\$ 4,166.66	\$ 4,166.66	\$ 41,666.60	\$ 3,791.47	\$ 5,686.35	\$ 3,777.76	\$ 42,514.63	\$ (848.03)
815	Hoke - Contracted Eval (not program income)	\$ 14,925.04	\$ -	\$ -	\$ -	\$ 9,640.00	\$ 2,789.97	\$ 2,826.53	\$ -	\$ 13,928.70	\$ 10,636.34
816	Contracted Data Services	\$ 26,371.83	\$ -	\$ -	\$ -	\$ 12,981.78	\$ -	\$ 138.95	\$ 345.00	\$ 33,353.95	\$ 5,999.66
820	Fundraising - PFC Annual Soiree	\$ 76,197.65	\$ 14,700.00	\$ 62,212.50	\$ 3,615.00	\$ 95,077.50	\$ 1,281.84	\$ 9,091.68	\$ 47,113.47	\$ 63,646.97	\$ 107,628.18
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 15,074.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 675.00	\$ 14,399.46
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 3,609.29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,609.29
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,578.00
827	Fundraising - Mission Moments	\$ 9,170.00	\$ 100.00	\$ (100.00)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,170.00	\$ -
828	Fundraising - Early Care & Education Initiatives	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,100.00	\$ -	\$ 406.40	\$ 2,606.40	\$ 2,393.60
897	Sales Tax	\$ (13,362.26)	\$ 6,266.43	\$ -	\$ -	\$ 19,628.69	\$ 1,395.40	\$ 1,475.75	\$ 842.09	\$ 10,861.57	\$ (4,595.14)
899	Interest Income (from Investment Funds)	\$ 16,094.22	\$ 284.93	\$ 312.71	\$ 360.92	\$ 1,892.07	\$ -	\$ 140.00	\$ -	\$ 472.45	\$ 17,513.84
904	Forfeited FSA	\$ 148.62	\$ -	\$ -	\$ -	\$ 869.28	\$ -	\$ 253.00	\$ -	\$ 723.00	\$ 294.90
905	Employee Withholding	\$ -	\$ 24,799.93	\$ 30,840.41	\$ 25,091.82	\$ 83,541.53	\$ 24,043.08	\$ 32,145.84	\$ 24,410.06	\$ 81,408.95	\$ 2,132.58
	Sub-total for Unrestricted Funds	\$ 867,655.02								Sub-total	\$ 859,873.54

# Partnership for Children of Cumberland County, Inc.

## All Funding Sources

Fiscal Year 2017 - 2018

FUND CODE		July 1, 2017 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			February	March	April	YTD	February	March	April	YTD	
	INFORMATION TECHNOLOGY										
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164.97	\$ 496.61	\$ 143.16	\$ 2,696.27	\$ (2,696.27)
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.07	\$ (0.02)	\$ 0.02
994	IT - Outside Agencies	\$ 27,897.16	\$ 9,021.65	\$ 13,041.33	\$ 14,366.52	\$ 123,155.00	\$ 3,059.29	\$ 6,893.94	\$ 3,512.80	\$ 60,161.58	\$ 90,890.58
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,012.00	\$ 138.77	\$ 2,160.95	\$ 9,070.75	\$ (9,070.75)
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total for Information Technology		\$ 27,897.16								Sub-total	\$ 79,123.58
	OTHER FUNDS										
599	Cumberland Community Foundation Endowment	\$ 31,384.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,384.00
	Sub-total for Other Funds	\$ 31,384.00								Sub-total	\$ 31,384.00
	TOTAL	\$ 1,153,696.11								TOTAL	\$ 1,314,239.14

ADDITIONAL SUMMARIZED INFORMATION
USR
Operating Cash 4,887.48
Investments 513,695.97
\$ 518,583.45

NCPK
Operating Cash (89,033.90)
Cash Advance -
\$ (89,033.90)

# PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

## Cash & In-Kind Contributions Report Fiscal Year 2017/2018

Total Smart Start Allocation: \$ 6,598,689.00  
 Target Cash & In-Kind Required (19%): \$ 1,253,750.91  
 Target Cash Required (≥13%): \$ 857,829.57  
 Target In-Kind Required (±6%): \$ 395,921.34

1

CASH DONATIONS		February	March	April	Y-T-D
<b>Cash Donations - In-House</b>					
Board & Committee Donations	501-4410	\$ 65.00	\$ 75.00	\$ 500.00	\$ 1,415.00
Staff Donations	501-4410	\$ -	\$ -	\$ -	\$ 170.00
Donations - General Admin Operations	501-4410	\$ 57.04	\$ 125.00	\$ 302.00	\$ 3,000.96
Donations - General CCR&R	501-4410	\$ -	\$ -	\$ -	\$ 400.00
Donations - Reach Out & Read	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - General PD&C	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - General PFCRC	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - PD&C KidStuff	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - CCR&R Angel Tree	501-4410	\$ -	\$ -	\$ -	\$ 1,480.00
Donations - Vending Machine Proceeds	515-4410	\$ 21.41	\$ 41.47	\$ 58.39	\$ 446.35
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -	\$ -	\$ -
Donations - Forward March Conference	806-4830	\$ -	\$ -	\$ -	\$ 17,267.00
Donations - Fundraising Events 2017	820-4611	\$ -	\$ -	\$ -	\$ 3,000.00
Donations - Fundraising Events 2018	820-4611	\$ 13,600.00	\$ 35,695.00	\$ 3,650.00	\$ 64,495.00
Donations - Fundraising Event Sales 2017	820-4601	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2018	820-4601	\$ 1,200.00	\$ 26,517.50	\$ -	\$ 27,717.50
Program Income - Rent from Resource Center I	801-4824	\$ 3,970.29	\$ 3,141.37	\$ 3,566.07	\$ 35,870.16
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -	\$ -	\$ 2,050.00
Program Income - Nurturing Parenting Workshop F	801-4836	\$ -	\$ -	\$ -	\$ -
Program Income - Tenant Copier Fees	801-5311	\$ -	\$ 125.01	\$ 22.00	\$ 616.24
Program Income - CCR&R Workshop Fees	801-4823	\$ 2,890.00	\$ 1,765.00	\$ 1,065.00	\$ 15,070.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ 80.45	\$ 121.70	\$ 45.45	\$ 1,268.11
Program Income - PDCC IACET Workshop Fees	801-4822	\$ 475.00	\$ 250.00	\$ 430.00	\$ 3,050.00
Program Income - PD&C Services	801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - PD&C KidStuff	801-4834	\$ -	\$ -	\$ 150.00	\$ 150.00
Program Income - Summer Camp Expo	801-4833	\$ -	\$ -	\$ -	\$ -
Program Income - Other	801-4827	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center II	812-4761	\$ 4,166.66	\$ 4,166.66	\$ 4,166.66	\$ 41,666.60
Cost Reduction - Car Seat Program Parent Fees	144-6902	\$ 300.00	\$ 360.00	\$ 380.00	\$ 3,180.00
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -	\$ -	\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -	\$ -	\$ -
					\$ -
<b>Total Cash Donations - In-House</b>		<b>\$ 26,825.85</b>	<b>\$ 72,383.71</b>	<b>\$ 14,335.57</b>	<b>\$ 222,312.92</b>

<b>Cash Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ 26,089.67
2nd Quarter (October - December)					\$ 13,588.17
3rd Quarter (January - March)	\$ -	\$ 20,293.81			\$ 20,293.81
4th Quarter (April - June)					\$ -
PFC Child Care Subsidy Parent Fees	\$ -	\$ -			\$ 21,444.07
<b>Total Cash Donations - Direct Service Providers</b>	<b>\$ -</b>	<b>\$ 20,293.81</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,415.72</b>

<b>TOTAL CASH DONATIONS</b>	<b>\$ 26,825.85</b>	<b>\$ 92,677.52</b>	<b>\$ 14,335.57</b>	<b>\$ 303,728.64</b>
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2

<b>GRANTS</b>					
Carmax Foundation (100% Private Grants)	536-4426	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
WalMart Foundation (100% Private Grants)	533-4423	\$ -	\$ -	\$ -	\$ -
Raising A Reader (100% Private Grants)	534-4420	\$ -	\$ -	\$ -	\$ -
Kohl's Corporate Grants (100% Private Grants)	518-4420	\$ -	\$ -	\$ -	\$ -
Cumberland Community Foundation (100% Private	535-4425	\$ -	\$ -	\$ -	\$ 2,263.20
<b>TOTAL GRANTS</b>		<b>\$ 10,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,263.20</b>

\* 4.8%

<b>IN-KIND DONATIONS</b>					
<b>In-Kind Donations - In-House</b>					
In-Kind Donations - Volunteer Time		\$ 2,039.12	\$ 15,523.44	\$ 12,496.00	\$ 69,255.56
Discounts on Materials - Kaplan		\$ -	\$ -	\$ -	\$ 152.52
Discounts on Materials - Brame		\$ -	\$ -	\$ -	\$ -
Discounts on Materials - Discount School Supply		\$ -	\$ -	\$ -	\$ 161.58
Discounts on Materials - Lakeshore		\$ -	\$ -	\$ -	\$ 109.96
Discounts on Software - Techsoup Stock		\$ -	\$ -	\$ -	\$ 85,863.00
Donations - Other In-Kind		\$ 3,591.40	\$ 11,370.00	\$ -	\$ 15,979.35
PFC Staff Donations - Supplies and Mileage		\$ 148.62	\$ 63.85	\$ -	\$ 233.67
PFC Board Member Donations - Supplies and Mileage		\$ -	\$ -	\$ -	\$ -
					\$ -
<b>Total In-Kind Donations - In-House</b>		<b>\$ 5,779.14</b>	<b>\$ 26,957.29</b>	<b>\$ 12,496.00</b>	<b>\$ 171,755.64</b>

<b>In-Kind Donations - Direct Service Providers</b>					
1st Quarter (July - September)					\$ 17,499.06
2nd Quarter (October - December)					\$ 25,178.75
3rd Quarter (January - March)	\$ -	\$ 30,695.73			\$ 30,695.73
4th Quarter (April - June)					\$ -
<b>Total In-Kind Donations - Direct Service Providers</b>	<b>\$ -</b>	<b>\$ 30,695.73</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,373.54</b>

<b>TOTAL IN-KIND DONATIONS</b>	<b>\$ 5,779.14</b>	<b>\$ 57,653.02</b>	<b>\$ 12,496.00</b>	<b>\$ 245,129.18</b>
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3.7%

3

<b>GRAND TOTAL</b>	<b>\$ 42,604.99</b>	<b>\$ 150,330.54</b>	<b>\$ 26,831.57</b>	<b>\$ 561,121.02</b>
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8.5%

- 1 - Current Month Reporting
- 2 - YTD Cash Reported
- 3 - YTD In-Kind Reported
- 4 - Amount remaining to reach target

TARGET REMAINING

\$ (692,629.89)

4

\* This grant was not fully spent and \$7736.80 was reverted to the funder.



**Direct Service Provider**  
**Revision or Amendment Request Form**

**Section I. Basic Information**

Direct Services Provider: Autism Society of Cumberland County Contract #: DSP-1718-001  
Activity Name: Autism Outreach and Resource Services Amendment #: \_\_\_\_\_  
Purpose Svc Code/Activity ID: 5505 Revision #: 1

**Section II. Change Type Requested**

- |  |  |
|--|--|
| <input type="checkbox"/> Initiate Contract                             | <input type="checkbox"/> Terminate Contract/Activity             |
| <input type="checkbox"/> Change existing Contract Activity Description | <input type="checkbox"/> Amend Budget                            |
| <input checked="" type="checkbox"/> Revise Budget                      | <input type="checkbox"/> Other Changes (dates, provisions, etc.) |
- \*\*Requested Effective Date: 6/15/18 Describe: \_\_\_\_\_

**\*\*Unless a later month is requested, Revision/Amendment Requests received on or before the 10<sup>th</sup> of each month, if approved, will be effective on the 15<sup>th</sup> of the following month. All revisions/amendments are effective on the 15<sup>th</sup> or 31<sup>st</sup> depending on NCPC timeframes.**

**Section III. Justification**

The Autism Outreach & Resource Services activity expended all Smart Start funds in the following line items on the dates listed: (1) Personnel funds in February, 2018; (2) Equipment Rental in March, 2018; and (3) Insurance and Bonding in August, 2017. Other funding sources have been utilized to supplement Smart Start funding to support those costs for our activity. As we reviewed year-to-date expenditures and anticipate year-end costs, we realize that excess funds exist in the Office Supplies, Travel, Employee training, Advertising and Outreach, and Stipends/Scholarships line items. We are requesting to move the excess funds from those line items to Personnel, Equipment Rental, and Insurance and Bonding in order to reduce the amount of other funds used to supplement Smart Start funding for those line items.

**Section IV. DSP Authorizing Signature(s)**

Cecilia R. Bailey  
Signature of Contract Administrator

5-10-2018  
Date

\_\_\_\_\_  
Second Authorized Signature (if required by Direct Service Provider) Date

**Section V. Partnership for Children Approval or Denial**

The contract/budget revision/amendment is approved as submitted, effective. \_\_\_\_\_

The contract/budget revision/amendment is denied for the reason(s) stated below.

Copies of the Executive Committee and/or Board of Directors Meetings indicating the approval or denial of amendment and revision requests are on file in the Contracts Office.



**Partnership for Children of Cumberland County, Inc.  
DSP Budget Revision/Amendment Request**

<b>DSP:</b> Autism Society of Cumberland County	<b>Activity Name:</b> Autism Outreach and Resource Services
<b>Requested Effective Date:</b> 6/15/2018 <b>Contract #:</b> DSP-1718-001	

Line #	Description	Budget Effective xx/xx/xxxx	Amount Changed	Budget Effective xx/xx/xxxx	Explanation
11	Personnel	\$ 34,025	\$ 1,500	\$ 35,525	Increase to utilize unspent funds from other line items
12	Contracted Professional Services	\$ 3,090		\$ 3,090	
14	Office Supplies & Materials	\$ 1,375	\$ (875)	\$ 500	Reduce to meet actual expenses through the year end
15	Service Related Supplies			\$ -	
17	Travel	\$ 500	\$ (195)	\$ 305	Reduce to meet actual expenses through the year end
18	Communications & Postage	\$ 1,700		\$ 1,700	
19	Utilities			\$ -	
20	Printing and Binding			\$ -	
21	Repair and Maintenance			\$ -	
22	Meeting/Conference Expense	\$ 200		\$ 200	
23	Employee Training (no travel)	\$ 500	\$ (200)	\$ 300	Reduce to meet actual expenses through the year end
24	Advertising and Outreach	\$ 1,000	\$ (910)	\$ 90	Reduce to meet actual expenses through the year end
25	Board Member Expense			\$ -	
27	Office Rent (Land, Buildings, Etc.)			\$ -	
28	Furniture Rental			\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 1,200	\$ 440	\$ 1,640	Increase to utilize unspent funds from other line items
30	Vehicle Rental			\$ -	
31	Dues, Subscriptions and Fees	\$ 750		\$ 750	
32	Insurance & Bonding	\$ 1,600	\$ 400	\$ 2,000	Increase to utilize unspent funds from other line items
33	Book/Library Reference Materials			\$ -	
34	Mortgage Interest/Bank Fees			\$ -	
35	Other Expenses			\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item			\$ -	
40	Computer Equipment/Printers, \$500+ per item			\$ -	
41	Furniture/Eqpt. under \$500 per item			\$ -	
43	Purchases of Services			\$ -	
45	Stipends/Scholarships	\$ 160	\$ (160)	\$ -	Reduce to meet actual expenses through the year end
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards			\$ -	
	<b>Total</b>	<b>\$ 46,100</b>	<b>\$ -</b>	<b>\$ 46,100</b>	

Cecilia R. Bailey  
DSP Authorized Signature

5-10-2018  
Date

Fiscal Year 2017/2018



## Direct Service Provider Revision or Amendment Request Form

### Section I. Basic Information

Direct Services Provider: Kerri Hurley Contract #: DSP-1718-005  
Activity Name: Kindermusik/Music Therapy Amendment #: \_\_\_\_\_  
Purpose Svc Code/Activity ID: \_\_\_\_\_ Revision #: 1

### Section II. Change Type Requested

- |  |  |
|--|--|
| <input type="checkbox"/> Initiate Contract                             | <input type="checkbox"/> Terminate Contract/Activity             |
| <input type="checkbox"/> Change existing Contract Activity Description | <input type="checkbox"/> Amend Budget                            |
| <input checked="" type="checkbox"/> Revise Budget                      | <input type="checkbox"/> Other Changes (dates, provisions, etc.) |
- \*\*Requested Effective Date: 5/1/18 Describe: \_\_\_\_\_

\*\*Unless a later month is requested, Revision/Amendment Requests received on or before the 10<sup>th</sup> of each month, if approved, will be effective on the 15<sup>th</sup> of the following month. All revisions/amendments are effective on the 15<sup>th</sup> or 31<sup>st</sup> depending on NCPC timeframes.

### Section III. Justification

By purchasing kits for this year's Kindermusik & Music Therapy participants in fewer shipments, and by Kerri Hurley donating her discount to the Partnership, we were able to realize a cost savings, totalling \$26.57 on line #47 (Non-Cash Grants and Awards. This request is to move \$26.57 to Line item 17 for Travel and will be paid to Music Therapist, Georgene Fayssoux who has had significant travel this year with classes. To date our mileage has already totalled \$2,655.94 from Kerri Hurley and Georgene Fayssoux as in kind donation over the budgeted allotment.

### Section IV. DSP Authorizing Signature(s)

Kerri Hurley  
Signature of Contract Administrator

5-7-18  
Date

\_\_\_\_\_  
Second Authorized Signature (if required by Direct Service Provider)

\_\_\_\_\_  
Date

### Section V. Partnership for Children Approval or Denial

The contract/budget revision/amendment is approved as submitted, effective: \_\_\_\_\_

The contract/budget revision/amendment is denied for the reason(s) stated below:  
\_\_\_\_\_  
\_\_\_\_\_

Copies of the Executive Committee and/or Board of Directors Meetings indicating the approval or denial of amendment and revision requests are on file in the Contracts Office.



**Partnership for Children of Cumberland County, Inc.**  
**DSP Budget Revision/Amendment Request**

DSP: **Kerri Hurley** Activity Name: \_\_\_\_\_  
 Requested Effective Date: **5/1/2018** Contract #: **DSP-1718-005**

Line #	Description	Budget Effective xx/xx/xxxx	Amount Changed	Budget Effective 05/01/18	Explanation
11	Personnel	\$ 33,679		\$ 33,679	
12	Contracted Professional Services	\$ 26,560		\$ 26,560	
14	Office Supplies & Materials			\$ -	
15	Service Related Supplies			\$ -	
17	Travel	\$ 1,222	\$ 27	\$ 1,249	Moved from non cash grants (kits purchased) to travel. To date
18	Communications & Postage			\$ -	
19	Utilities			\$ -	
20	Printing and Binding			\$ -	
21	Repair and Maintenance			\$ -	
22	Meeting/Conference Expense			\$ -	
23	Employee Training (no travel)			\$ -	
24	Advertising and Outreach			\$ -	
25	Board Member Expense			\$ -	
27	Office Rent (Land, Buildings, Etc.)			\$ -	
28	Furniture Rental			\$ -	
29	Equipment Rental (Phones, Computers, etc.)			\$ -	
30	Vehicle Rental			\$ -	
31	Dues, Subscriptions and Fees			\$ -	
32	Insurance & Bonding	\$ 257		\$ 257	
33	Book/Library Reference Materials			\$ -	
34	Mortgage Interest/Bank Fees			\$ -	
35	Other Expenses			\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item			\$ -	
40	Computer Equipment/Printers, \$500+ per item			\$ -	
41	Furniture/Eqpt. under \$500 per item			\$ -	
43	Purchases of Services			\$ -	
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards	\$ 5,685	\$ (27)	\$ 5,658	moved to line item 17 for mileage/travel.
	<b>Total</b>	<b>\$ 67,403</b>	<b>\$ -</b>	<b>\$ 67,403</b>	

*Kerri S Hurley*  
 DSP Authorized Signature

*5-7-18*  
 Date

Fiscal Year 2017/2018

**Partnership for Children of Cumberland County, Inc.**  
**In-House Activity Budget Revision/Amendment Request**

Unit:		Partnership for Children of Cumberland County, Inc.		Activity Name:		Evaluation, Planning & Accountability	
		Evaluation, Planning & Accountability		Requested Effective Date:		6/15/2018	
Line #	Description	Budget Effective 12/15/17	Amount Changed	Budget Effective 06/15/18	Explanation		
11	Personnel	\$ 172,265.00	\$ (5,000.00)	\$ 167,265.00	Reduce to anticipated Smart Start costs through year-end due to lapse salary.		
12	Contracted Professional Services	\$ 75,526.00		\$ 75,526.00			
14	Office Supplies & Materials	\$ 8,651.00	\$ 32,000.00	\$ 40,651.00	The GEMS and iDashboard License coded incorrectly. Instead of in Dues & Subscription it should have been in Office Supplies & Materials.		
15	Service Related Supplies	\$ -		\$ -			
17	Travel	\$ 1,000.00		\$ 1,000.00			
18	Communications & Postage	\$ 10,500.00		\$ 10,500.00			
19	Utilities	\$ 6,000.00		\$ 6,000.00			
20	Printing and Binding	\$ 750.00		\$ 750.00			
21	Repair and Maintenance	\$ 10,000.00		\$ 10,000.00			
22	Meeting/Conference Expense	\$ -		\$ -			
23	Employee Training (no travel)	\$ 750.00		\$ 750.00			
24	Advertising and Outreach	\$ 1,000.00		\$ 1,000.00			
25	Board Member Expense			\$ -			
27	Office Rent (Land, Buildings, Etc.)			\$ -			
28	Furniture Rental			\$ -			
	Equipment Rental (Phones, Computers, etc.)	\$ 8,000.00		\$ 8,000.00			
29							
30	Vehicle Rental			\$ -			
31	Dues, Subscriptions and Fees	\$ 33,229.00	\$ (30,000.00)	\$ 3,229.00	The GEMS and iDashboard License coded incorrectly. Instead of in Dues & Subscription it should have been in Office Supplies & Materials.		
32	Insurance & Bonding		\$ 3,000.00	\$ 3,000.00	To cover cost allocation		
33	Book/Library Reference Materials			\$ -			
34	Mortgage Interest/Bank Fees			\$ -			
35	Other Expenses			\$ -			
	Furniture/Non-Computer Eqpt. \$500+ per item			\$ -			
39							
	Computer Equipment/Printers, \$500+ per item	\$ 5,500.00		\$ 5,500.00			
40							
41	Furniture/Eqpt. under \$500 per item	\$ 2,660.00		\$ 2,660.00			
43	Purchases of Services			\$ -			
45	Stipends/Scholarships			\$ -			
46	Cash Grants and Awards			\$ -			
47	Non-Cash Grants and Awards			\$ -			
	Total	\$ 335,831.00	\$ -	\$ 335,831.00			

Partnership's President Signature

Date

Fiscal Year 2016/2017

**Partnership for Children of Cumberland County, Inc.  
In-House Activity Budget Revision/Amendment Request**

Unit:		Partnership for Children of Cumberland County, Inc.		Activity Name: Family Resource Center	
				Requested Effective Date: 6/15/2018	
Line #	Description	Budget Effective 11/15/17	Amount Changed	Budget Effective 06/15/18	Explanation
11	Personnel	\$ 211,777.00	(\$10,000)	\$ 201,777.00	Lapsed salary resulted on less spent
12	Contracted Professional Services	\$ 19,500.00	\$ 1,300.00	\$ 20,800.00	Increase due to unanticipated need of tempoary help
14	Office Supplies & Materials	\$ 5,000.00		\$ 5,000.00	
15	Service Related Supplies	\$ 4,000.00	\$ 6,100.00	\$ 10,100.00	Increase due to volume of materials consumed by visitors and training participants
17	Travel	\$ 2,000.00		\$ 2,000.00	
18	Communications & Postage	\$ 1,500.00		\$ 1,500.00	
19	Utilities	\$ 15,600.00		\$ 15,600.00	
20	Printing and Binding	\$ 1,100.00		\$ 1,100.00	
21	Repair and Maintenance	\$ 25,500.00	\$ 3,000.00	\$ 28,500.00	Increase needed to cover unanticipated costs
22	Meeting/Conference Expense	\$ 2,000.00	\$ 2,500.00	\$ 4,500.00	Increase due to increased attendees at scheduled meetings
23	Employee Training (no travel)	\$ 1,500.00		\$ 1,500.00	
24	Advertising and Outreach	\$ 2,500.00		\$ 2,500.00	
25	Board Member Expense	\$ -			
27	Office Rent (Land, Buildings, Etc.)	\$ -			
28	Furniture Rental	\$ -			
29	Equipment Rental (Phones, Computers, etc.)	\$ -	\$ 800.00	\$ 800.00	Funds added due to need for cell phone cost
30	Vehicle Rental	\$ -			
31	Dues, Subscriptions and Fees	\$ 1,000.00		\$ 1,000.00	
32	Insurance & Bonding	\$ 3,000.00		\$ 3,000.00	
33	Book/Library Reference Materials	\$ -			
34	Mortgage Interest/Bank Fees	\$ -			
35	Other Expenses	\$ -			
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -			
40	Computer Equipment/Printers, \$500+ per item	\$ 4,750.00		\$ 4,750.00	
41	Furniture/Eqpt. under \$500 per item	\$ 500.00	\$ 800.00	\$ 1,300.00	Increase due to unanticipated costs
43	Purchases of Services	\$ -			
45	Stipends/Scholarships	\$ -			
46	Cash Grants and Awards	\$ -			
47	Non-Cash Grants and Awards	\$ 5,000.00	\$ (4,500.00)	\$ 500.00	Cost of materials moved to Service Related Supplies (line 15) and Meeting/Conference Expense (line 22)
	Total	\$ 306,227.00	\$ -	\$ 306,227.00	

Partnership's President Signature \_\_\_\_\_

Date \_\_\_\_\_

Fiscal Year 2016/2017

**Partnership for Children of Cumberland County, Inc.  
In-House Activity Budget Revision/Amendment Request**

Unit:	Partnership for Children of Cumberland County, Inc.		Activity Name:		Community Engagement and Resource Development
			Requested Effective Date:		6/15/2018
Line #	Description	Budget Effective 07/01/17	Amount Changed	Budget Effective 06/15/18	Explanation
11	Personnel	\$ 162,013.00	\$ (11,108.00)	\$ 150,905.00	Was not fully staffed until December, 2017
12	Contracted Professional Services	\$ 15,000.00	\$ 3,000.00	\$ 18,000.00	Fionta (website company) was removed from PDC and moved to CE.
14	Office Supplies & Materials	\$ 5,000.00	\$ (1,000.00)	\$ 4,000.00	Anticipated need to year-end to include staff office supplies, MailChimp (\$600 per year), Adobe Stock (\$960) and Image Service (\$500).
15	Service Related Supplies	\$ -	\$ 10.00	\$ 10.00	Automotive Supplies and Expenses
17	Travel	\$ 500.00	\$ 238.00	\$ 738.00	Increase to staff reimbursement for travel to conferences to include subsistence, transportation and lodging.
18	Communications & Postage	\$ -	\$ 1,165.00	\$ 1,165.00	Long distance and staff mobile phone
19	Utilities	\$ -		\$ -	
20	Printing and Binding	\$ 750.00	\$ (250.00)	\$ 500.00	Reduce to anticipated need to year-end
21	Repair and Maintenance	\$ -		\$ -	
22	Meeting/Conference Expense	\$ -	\$ 37.00	\$ 37.00	Supplies for attending outreach events
23	Employee Training (no travel)	\$ 750.00	\$ 750.00	\$ 1,500.00	Anticipated need to year-end for three staff. Conference fees.
24	Advertising and Outreach	\$ 1,000.00	\$ 5,400.00	\$ 6,400.00	Increase to cover additional outreach. The additional moneys will go to targeted social media advertising for CCR&R and other SS Funded activities.
25	Board Member Expense	\$ -		\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 1,620.00	\$ 8.00	\$ 1,628.00	Increase to anticipated need to year-end.
30	Vehicle Rental	\$ -		\$ -	
31	Dues, Subscriptions and Fees	\$ 3,450.00	\$ 1,350.00	\$ 4,800.00	To cover the cost of Racks (server where our website is hosted) - \$2,481 and Picto - \$290. Costs moved from PDC to CE.
32	Insurance & Bonding	\$ -		\$ -	
33	Book/Library Reference Materials	\$ -		\$ -	
34	Mortgage Interest/Bank Fees	\$ -		\$ -	
35	Other Expenses	\$ -		\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -		\$ -	
40	Computer Equipment/Printers, \$500+ per item	\$ -		\$ -	
41	Furniture/Eqpt. under \$500 per item	\$ -	\$ 400.00	\$ 400.00	New monitors and other equipment for staff
43	Purchases of Services	\$ -		\$ -	
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 190,083.00	\$ -	\$ 190,083.00	

Partnership's President Signature

Date

Fiscal Year 2016/2017

# PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Summary of Fixed Assets for Disposal  
To the Board of Directors for Approval on May 24, 2018

COST						
FIXED ASSET TAG #	STATUS	DESCRIPTION	YEAR PURCHASED	FURNITURE & EQUIPMENT OVER \$500	COMPUTERS & EQUIPMENT OVER \$500	LEASEHOLD IMPROVEMENTS OVER \$500
	<i>The following systems &amp; equipments are obsolete, out of warranty and have hardware issues that are unrepairable and the parts needed for repair exceed the current value of the obsolete device. The equipment has been cannibalized for usable parts for the PFC systems and the remaining parts will be sent to the Ann Street landfill for recycling.</i>		Sorted in date order			
20727	See above	Dell Inspiron 531 Desktop Computer	Jan-08		605.70	
20735	See above	Dell Opti Plex 740 Desktop Computer	Mar-08		1,280.75	
20804	See above	Dell Latitude XT2 Tablet	Aug-09		2,411.28	
20805	See above	Dell Latitude XT2 Tablet	Aug-09		2,411.28	
20806	See above	Dell Latitude XT2 Tablet	Aug-09		2,411.28	
20833	See above	Dell Studio XPS 8100 Desktop Computer	Jun-10		699.99	
20898	See above	Dell Studion XPX 8500 Desktop Computer	Apr-13		699.99	
				\$ -	\$ 10,520.27	\$ -
7 Items for Disposal		TOTAL DISPOSALS		\$10,520.27		

Partnership for Children of Cumberland County, Inc  
Administrative Operations Budget FY 18/19

Direct Services Provider:		Smart Start - Administration	Smart Start (Services - Program Monitoring (Fiscal) Fund	Multi- Accounting & Contracting Grant Amount	Unrestricted State Revenues Amount	PFCRC II Rent Amount	NC Pre-K Amount	Region 5 Amount	Kohl's Amount	Misc.  Funds Amount	Total  Funds Amount
Contract #:	Activity #:	Fund	Fund	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Activity Name: Administrative Operations											
11) Personnel		145	146	201	208	802	211	3XX	518	Solree, FM,DPIL	
		\$239,059.00	\$48,000.00	\$66,381.00	\$0.00	\$57,000.00	\$152,086.00	\$50,528.00	\$0.00	\$8,000.00	\$621,054.00
12) Contracted Professional Services		\$19,540.00	\$0.00	\$4,000.00	\$12,850.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,390.00
13) Total Personnel/Contracted Services		\$258,599.00	\$48,000.00	\$70,381.00	\$12,850.00	\$57,000.00	\$152,086.00	\$50,528.00	\$0.00	\$8,000.00	\$657,444.00
14) Office Supplies & Materials		\$6,000.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,800.00
15) Service Related Supplies		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16) Total Supplies & Materials		\$6,000.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,800.00
17) Travel		\$3,300.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,550.00
18) Communications & Postage		\$10,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00
19) Utilities		\$5,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,400.00
20) Printing & Binding		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
21) Repair and Maintenance		\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00
22) Meeting/Conference Expense		\$1,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00	\$0.00	\$4,400.00
23) Employee Training (no travel)		\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00
24) Advertising and Publicizing		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
25) Board Member Expense		\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$2,600.00
26) Total Non-Fixed Operating Expenses		\$33,600.00	\$0.00	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$0.00	\$39,650.00
27) Office Rent (Land, Buildings, etc.)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28) Furniture Rental		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29) Equipment Rental (Phones, Computer, etc.)		\$3,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,300.00
30) Vehicle Rental		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31) Dues, Subscriptions & Fees		\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,700.00
32) Insurance & Bonding		\$11,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00
33) Books (Library Reference Materials)		\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00
34) Not Available for Use											\$0.00
35) Other Expenses (Bank Service Fees)		\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
36) Total Fixed Charges & Other Expenses		\$18,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,600.00
37) Not Available for Use											\$0.00
38) Not Available for Use											\$0.00
39) Furniture/Non-Computer Eqpt., \$500+ per item		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
40) Computer Equipment/Printers, \$500+ per item		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
41) Furniture/Eqpt., under \$500 per item		\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
42) Total Property & Equipment Outlay		\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
50) Total Budgeted Expenditures		\$319,799.00	\$48,000.00	\$74,431.00	\$12,850.00	\$57,000.00	\$152,086.00	\$50,528.00	\$2,800.00	\$8,000.00	\$725,494.00

Non-personnel costs \$104,440.00

Note: Reconciliation to FY 18/19 PUB - \$725,494 - \$48,000 (included in Program Monitoring & Evaluation (Services) + \$47,834 (NC Pre-K Capacity Building RFA) = \$725,328

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ccpfc.org

## MEMORANDUM

**DATE:** May 15, 2018

**TO:** Finance Committee

Board of Directors

**FROM:** Marie Clark, Chief Operating Officer  
Linda Blanton, VP of Planning, Development & Communication

**SUBJECT:** 2018-2019 System of Support Recommendations

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### SYSTEM OF SUPPORT (SOS) OVERVIEW

In September 2007, the Board approved the System of Support which is an intensive programmatic technical assistance program. The SOS program is designed to prevent program non-compliance issues. Direct Service Providers with one or more of the following risk factors are placed on the SOS:

- a. reduction in program staff, excessive turnover of supervisory staff, or turnover in key staff positions
- b. funded less than 2 years
- c. issues noted in the previous year's Formal Site Visit report
- d. undertaking of a new direction per PFC guidance
- e. additional criteria identified by staff based on current realities

**Program Monitoring:** All programs on the SOS will receive two programmatic Formal Site Visits and Informal Site Visits as needed.

**Fiscal Monitoring:** All programs on the SOS will be required to furnish back-up documentation for selected budget lines and/or expenditures along with each monthly Financial Status Report (FSR) to be desktop monitored. Each program will also receive one Informal Site Visit in the second quarter and one Formal Site Visit in the fourth quarter.



### **2018-2019 SOS PROGRAM MONITORING STAFF RECOMMENDATION**

Vice President of Planning, Development & Communication recommends the following programs to be **removed from** the SOS for 2018-2019 based on successful program monitoring results:

1. Community Engagement
  - a. New internal activity for FY 17/18
2. Carolina Community Collaborative Care (ABCD)
  - a. First year to receive funding as an external DSP for FY 17/18
3. Literacy activities
  - a. Reach Out and Read
    - i. First year to receive funding as an external DSP for FY 17/18
  - b. UW – Dolly Parton Imagination Library (External DSP)
    - i. Funded less than 2 years

Vice President of Planning, Development & Communication recommends the following programs to be **placed on** the SOS for 2018-2019:

1. Family Connect
  - a. First year of funding
2. All Children Excel
  - a. New model to be implemented
  - b. Separated from Family Resource Center
3. Child Passenger Safety Car Seats
  - a. The activity is transitioning out
  - b. Previously housed under Family Support
4. Child Care Resource & Referral
  - a. Internal activity which has been modified to incorporate 3 previously separate internal activities (Professional Development Career Center, Quality Enhancement Grants & High Quality Maintenance).

### **2018-2019 SOS FISCAL MONITORING STAFF RECOMMENDATION**

Chief Operating Officer recommends the following programs **continue on** the SOS with desktop monitoring and technical assistance for 2018-2019:

1. Autism Society of Cumberland County
  - a. Additional support necessary based on FY 17-18 monthly desktop monitoring
  - b. Recommend quarterly desktop monitoring for September 2018, December 2018, March 2019 and June 2019.
2. Carolina Community Collaborative Care (Assuring Better Child Health and Development & Reach Out and Read)
  - a. Additional support necessary based on FY 17-18 monthly desktop monitoring
  - b. Funded less than 2 years.



**Partnership for Children of Cumberland County, Inc.**  
**DSP Fiscal Monitoring Status Report FY 17/18**  
Updated 05/10/18

Direct Service Provider	Tasks Completed	Tasks Remaining
<b>Autism Society of Cumberland County</b> <i>Autism Outreach &amp; Resource Serv.</i> SOS	<ul style="list-style-type: none"> <li>Monthly desktop monitoring performed.</li> <li>Sworn Certification &amp; Accounting for year end 6/30/17 received and reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>Activity to remain on SOS for FY 17/18.</li> <li>FM site visit to be scheduled in June 2018.</li> </ul>
<b>Carolina Community Collaborative Care</b> <i>ABCD</i> <i>Reach Out and Read</i> SOS	<ul style="list-style-type: none"> <li>Monthly desktop monitoring performed.</li> <li>Audited financial statements for FY 16/17 received and reviewed. No issues related to the Smart Start grant.</li> </ul>	<ul style="list-style-type: none"> <li>FM site visits conducted in August and December 2017.</li> <li>FM site visit to be conducted prior to June 30, 2018.</li> </ul>
<b>Easter Seals UCP NC &amp; VA</b> <i>Dorothy Spainhour/Child Play</i>	<ul style="list-style-type: none"> <li>FM site visit completed on March 27, 2018.</li> <li>FM report issued on 04/26/18.</li> <li>No FM findings or issues identified.</li> </ul>	<ul style="list-style-type: none"> <li>Review of monthly FSRs.</li> </ul>
<b>Fayetteville Technical Community College</b> <i>Child Care Scholarships and Administration Support</i>	<ul style="list-style-type: none"> <li>FY 16/17 Audit Report reviewed. No issues related to the Smart Start grant.</li> </ul>	<ul style="list-style-type: none"> <li>FM site visit to be scheduled prior to June 2018.</li> </ul>
<b>Kerri Hurley</b> <i>Kindermusik/Music Therapy</i>	<ul style="list-style-type: none"> <li>FM site visit completed on March 27, 2018.</li> <li>FM report issued on 04/03/18.</li> <li>No FM findings or issues identified.</li> </ul>	<ul style="list-style-type: none"> <li>Review of monthly FSRs.</li> </ul>
<b>United Way of Cumberland Cty.</b> <i>Dolly Parton Imagination Library</i> SOS	<ul style="list-style-type: none"> <li>Monthly desktop monitoring performed.</li> <li>Audited financial statements for FY 16/17 received and reviewed. No issues related to the Smart Start grant.</li> </ul>	<ul style="list-style-type: none"> <li>FM site visit to be conducted prior to June 30, 2018.</li> </ul>

## **Finance – President’s Report**

Tuesday, May 15, 2018

### **A. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates**

1. The short session officially begins Wednesday, May 16
  - a. Primary goal is to make adjustments to the state budget
  - b. Other bills under consideration: Tax law changes, Nonprofit annual reporting requirements (simple, no-fee annual reporting system), potential Constitutional Amendments (tax cap, requirement for citizens to show photo ID when voting)
2. Governor’s early childhood recommended adjustments to the state’s FY 18-19 budget:
  - a. Increase funding for Smart Start by \$15 Million (10% increase)
  - b. Fund 2,000 additional NC Pre-K slots
  - c. Raise the NC Pre-K reimbursement rate by 10% per slot
  - d. Increase NC Pre-K administrative support by 2%
  - e. Provide over 9,000 additional slots for child care subsidy payments
  - f. Increase the subsidy market rate for children ages 3-5 in Tier 3 counties
3. Additional items in Governor’s proposal:
  - a. A plan for expanding Medicaid to provide health insurance for 670,000 additional North Carolinians; funding to assist with transition to managed care systems
  - b. Increased funding for the Housing Trust Fund, Parks and Recreation Trust Fund, Clean Water Trust Fund, and Farmland Preservation Trust Fund, all of which support the work of certain types of nonprofits
  - c. Additional state support to the NC Department of Public Safety work with nonprofits on re-entry programs for previously incarcerated individuals
  - d. An additional \$250,000 in one-time state funding for the statewide 2-1-1 program that is administered through United Way
  - e. Significant raises in pay for public school teachers and principals
4. DCDEE – Child Care Development Block Grant
  - a. RFA for statewide initiatives to support Infant/Toddler services (CCDBG Infant/Toddler set aside). NCPC applied with input from the Smart Start network. RFA was due by May 4.
  - b. RFA for Capacity Building for NC Pre-K: Request could be up to 2% of our allocation. Administrative costs to support NC Pre-K are allowable in this request. Submitted May 12.
5. Federal Level
  - a. Omnibus spending bill passed by Congress and signed by President Trump in March had

some cuts for SNAP (formerly Food Stamps). Congress has just released the new Farm Bill focused on serious changes and cuts to these benefits.

**B. Dolly Parton's Imagination Library Statewide Expansion**

1. Expansion continues to be strong across the state. As of May 10, 97,037 expansion were enrolled and the statewide total is up to 145,597 children. These numbers reflect graduations and children that move.
2. DPIL is now available in all 100 counties and 91% of the zip codes in NC.
3. We are now live in expansion with our contract agreement with United Way of Cumberland County. The link for online registration through expansion is available. We signed up close to 200 children at the Dogwood Festival. In addition to Cumberland County children, we received applications for other counties in our surrounding area.
4. We will be pushing marketing through an additional grant from NCPC to assist with recruitment. Please encourage any parents that you know of to register for DPIL if they are not already part of this program.

**C. Conferences – Essentials for Childhood and Growing Up Well Task Force Reconvening (NC Institute of Medicine), May 18, 2018 , Durham**

1. Based on the Partnership's work on the Community Child Abuse Prevention Plan, we have been asked to participate in a panel on Community Strategies during this full day meeting.
2. Linda Blanton and Eileen Cedzo have been instrumental in convening, collaborating and bringing to fruition the first community-wide plan in the state. Their work, along with many others, will be the focus of the discussion.

**D. FY 17/18 PFC Audit**

1. Due to receiving no additional federal funding for NC Pre-K this year, we will not meet the threshold for a single audit for FY 17-18.
2. Regardless of audit status, we have to submit an audit package to NCPC.
3. In order to continue to be "audit" ready, we are strengthening our programmatic monitoring and quality assurance processes through Linda Blanton's Planning and Evaluation Department. Linda implemented some additional processes through our Smart Start allocation process this year. In addition, we are expanding what her department does for program monitoring to all activities, regardless of funding stream.

**E. Kidtopia, November 10, 2018, Crown Arena – More details to come!**