

**Board of Directors
Meeting Agenda**

Thursday, January 17, 2019
NC Pre-K – 12:00 pm – 12:30 pm
PFC Board – 12:30 pm – 2:00 pm
Charles Morris Conference Room

***Be the Driving Force** to meet our roles and responsibilities as a non-profit Board by:*

➤ *Providing Oversight* ➤ *Ensuring Adequate Resources* ➤ *Establishing a Strategic Direction*

- I. Networking [12:00]**
- II. Determination of NC Pre-K Quorum & Call to Order [12:10]**
- III. Adjourn NC Pre-K [12:20]**
- IV. Determination of Board Quorum & Call to Order – J. Grafstrom [12:20]**
 - A. Volunteer Forms
 - B. Board Donations 31%
- V. Approval of Minutes – J. Grafstrom [12:30]**
 - A. October 18, 2018 – Open Session*
 - B. October 18, 2018 – Closed Session*
 - C. August 30, 2018 – Executive Committee (Acting as Board)[^]
- VI. Consent Agenda – Providing Oversight* (See Section XI.) – J. Grafstrom [12:40]**
- VII. Establishing a Strategic Direction for the Future [12:45]**
 - A. Board Development – M. Sonnenberg/C. Sampson
 - 1. Board Priorities [^] (30 minutes)
 - 2. Board Nominee – Cotina Jones – Cumberland County Public Library & Information Center*
 - 3. Board Matrix – Hank Debnam’s Position*
 - B. ByLaws* – M. Sonnenberg
 - C. Credit Card Authorization* - M. Sonnenberg
 - D. Investments[^] – M. Sonnenberg
 - E. Family Connects[^] – M. Sonnenberg
- VIII. Ensuring Adequate Resources & Engagement [1:20]**
 - A. Contingency Reversion Plan* - M. Lilly/C. Mangum/A. Hall
 - B. Budget Amendments/Revisions* - M. Lilly/C. Mangum/A. Hall
 - 1. Direct Service Providers
 - a. Reach Out and Read
 - b. Kindermusik & Music Therapy Connection
 - c. Autism Circle of Parents Support Program

2. In-House Activities
 - a. Administration
 - b. Child Care Resource and Referral
 - c. Planning, Monitoring and Evaluation
 - d. Child Care Subsidy – Non-TANF
 - e. Family Resource Center – Revision
 - f. Community Engagement and Development
 - g. All Children Excel – Revision
 - h. Family Connect – Revision
- C. Soirée, Date March 16, 2019^Δ – C. Sampson/S. Moyer

IX. President's Report^Δ [1:35]

- A. North Carolina Partnership for Children (NCPC) Update / Legislative Update
- B. Grant Opportunities (CarMax; NCPC Disaster Relief Fund)
- C. PFC 10-10 Club
- D. NCPC 25th Celebration, March 2, 2019, 7:00pm-11:00 pm, Marbles Kids Museum
- E. Forward March Conference, May 30-31, 2019, Iron Mike Center
- F. Disaster Relief Funds
- G. Think Babies – Infant/Toddler Initiatives

X. CLOSED SESSION – PERSONNEL ACTION* [1:45]

XI. Consent Agenda Items*

- A. *Human Resource Committee – (January 9, 2019) – H. Debnam*
 1. ***See Section X. CLOSED SESSION***
- B. *Board Development Committee – (January 9, 2019) – C. Sampson*
 1. ***See Section VII. A.***
- C. *Finance Committee – (January 15, 2019) – S. Gronowski*
 1. *Credit Card Authorization (See Section VII.C.)*
 2. *Fixed Assets Disposals^e*
- D. *Committee Information (Non Action)^Δ*
 1. *Board Development Committee (January 9, 2019)*
 - a. *FY 19/20*
 - i. *Open Board Positions*
 - ii. *Potential FY 19/20 Board Officers*
 - iii. *Executive Committee Members*
 - iv. *Committee Chairs*
 - v. *Draft Board/Committee Calendar*
 2. *Finance Committee (January 15, 2019)*
 - a. *Investments (See Section VII.D)*
 - b. *Financial Reports: December 2018^e*
 - i. *Smart Start*
 - ii. *NC Pre-Kindergarten*
 - iii. *DCDEE – Region 5*
 - iv. *All Funding Sources*
 - v. *Cash and In-Kind Report*
 - c. *Contingency Reversion Plan/Budget Revisions &/or Amendments (See Section VIII.)*

XII. Adjourn [2:00]

* Needs Action ^Δ Information Only ! Possible Conflict of Interest (Recusals)

^e Electronic Copy (Hard copies are available upon request)



Partnership for Children of Cumberland County, Inc.
Board of Directors Meeting Minutes
October 18, 2018 (9:28 am to 11:01 am)
Be the Driving Force



MEMBERS PRESENT: Julie Aul, Erika Beasley, Angela Crosby, Patricia Crouch (D), Robin Deaver, Hank Debnam, Jim Grafstrom, Sandee Gronowski, Dr. Meredith Gronski, Van Gunter, Shauna Hopkins, Alana Hix (D), Karen McDonald, Jami McLaughlin, Perry Melton, Ayesha Neal, Tawnya Rayman, Chas Sampson, Jennifer Taft and Wanda Wesley
MEMBERS ABSENT: Christiana Adeyemi, Amy Cannon, Lisa Childers, Dr. Marvin Connelly, Dr. Phyllis Dunham, Michael Hardin, Marcus Hedgepeth, Brenda Reid Jackson, Angie Malave and Sarah Pitts
NON-VOTING ATTENDEES: Ar-Nita Davis, Belinda Gainey, Anna Hall, Marie Lilly, Rosalie Mallon, Carole Mangum, Stacia Manuel, Sharon Moyer, Steve Riley, Candy Scott, Mary Sonnenberg and Mike Yeager

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Networking		None	None
II. Determination of NC Pre-K Quorum & Call to Order		None	None
III. Adjourn NC Pre-K		None	None
IV. Determination of Board Quorum & Call to Order A. Introductions 1. Shauna Hopkins B. Volunteer Forms C. Board Donations 14%	<p>The meeting of the Board of Directors was held at the Partnership for Children Resource Center, 351 Wagoner Drive, Fayetteville, NC, on October 18, 2018 beginning at 9:28 am pursuant to prior written notice to each Board member. Jim Grafstrom, Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey, Executive Specialist, was Secretary for the meeting and recorded the minutes.</p> <p>A.1. Shauna Hopkins, new board member, introduced herself to the board.</p> <p>B. Jim Grafstrom asked board members to complete the volunteer form that was placed with their packets. The form is to include time spent reading emails, reviewing packets and all other meetings you may have attended in regards to the Partnership for the Children which did not require you to sign-in.</p> <p>C. Jim stated that all board members are required to make a board donation. The current status of board members who have provided their donation is 14%. The goal is to have 100% board donations June 30, 2019.</p> <p>Sharon Moyer distributed some handouts and explained the PFC 10-10 Club. Funds given on behalf of the PFC 10-10 Club are counted towards board donations.</p>	Called to Order	None
V. Approval of Minutes* A. July 26, 2018 – Open Session*	<p>A. The minutes of the July 26, 2018, Board of Directors meeting were previously distributed and reviewed by the board members.</p>		



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	<p>o Contact information for the Interim President (an Interim President cannot also serve as a board member);</p> <p>o Plans for recruitment and selection of a new President, including who will serve as the transition committee.</p> <p>Once the candidate makes a verbal acceptance of the offer the HR Manager will forward the final candidates resume, verification letter, verification of education (either copy of transcript or diploma and background check. to NCPC's Organizational Development Director for review and approval.</p> <p>Once the Board approves the candidate, The Transition Committee chair or HR Manager will advise the candidate on the date of Board approval, official offer letter signing and start date.</p> <p>Hank Debnam moved to accept Succession Plan as presented. Tawnya Rayman seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>B.1. Mary Sonnenberg reported that there are three board priorities that the board needs to focus on. Board members are seated in groups for each group to focus on one priority and report out to other board members. Group 1 focus is NC Pre-K with Jim Grafstrom as the board lead, Group 2 focus is Community Engagement/Fund Development with Chas Sampson as the board lead and Group 3 focus is Infrastructure (Facilities) with Hank Debnam as the board lead.</p>		
	<p>The following are results from each group:</p>	Motion Carried	None
		None	None

Group 1 – NC Pre-K
 Board Lead: Jim Grafstrom

Discussion Points

Recruitment	<p>Question: What are additional strategies that can be implemented so that we can recruit children in large numbers earlier in the recruitment cycle for the coming school year?</p> <ol style="list-style-type: none"> Major missing element: A Centralized drive. <ul style="list-style-type: none"> Crown can host a day of recruitment to include all our partners ---NC Pre-K Day Possibly also registering 3 year olds. Duplicate the event Quarterly, plus monthly events at the community level Goal will be to implement a ONE DAY RECRUITMENT in late February 2019-Early March 2019 Challenges: <ul style="list-style-type: none"> Timing of the Drive – Needs to be coordinated, delivered, and executed in 3 months. Transitions of Families --- can handle monthly, during recruitment periods at PFC
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Processing of applications	<p>Question: What timelines are needed in order to receive applications from all sources to do eligibility and prioritization of children before the end of the current school year?</p> <ol style="list-style-type: none"> 1. The NC Pre-K program is still reviewing staffing needs, looking at leveraging other roles. 2. Begin the process earlier. 3. Do placement waves.....no later than June, instead of beginning in June 4. Recruit facilities to assist 5. Coordinate with DSS to provide significant assistance (including electronic equipment) in setting up and implementing with PFC a large event with a public presence.
Timely payment	<p>Question: What supports can be provided to assist programs in having qualified (all their paperwork submitted) teachers in place at the beginning of the school year?</p> <p>We did not get to this question.</p>
Other questions/ideas to spread the word about NC Pre-K early and often	<p>Marketing efforts to include:</p> <ul style="list-style-type: none"> - Digital Blast OUTS! - Letters/Flyers/Brochures sent to different partners - Information sent to the County Public Information Officer - Physical presence where families are w/materials distributed at different locations city-wide (Health Dept, Housing Dept/HUD office, etc....) - FREE ADVERTISING, FREE ADVERTISING, FREE ADVERTISING
<p>Group 2 – Community Engagement/Fund Development</p> <p>Board Lead: Chas Sampson</p>	
Discussion Points	
Fund Development	<p>Question: How can we frame fund development to show needs in the community beyond saying we have to meet the 19% Smart Start Program Match?</p> <p>PM: Fayetteville is a hard marketing market; suggestion: educating the public & our donors to on why we need the match – to continue to support the children whose education supports their businesses.</p> <p>SG: Let the asks come from board members.</p> <p>EB: Owners/Decision Makers meeting – opportunity for educating them about why it’s important to support PFC.</p> <p>SM: Staff develop a “did you know?” type handout. SG & EB have agreed to and offered to meet with center owners. Assign other board directors to centers, providers, DSPs, tenants.</p> <p>AN: Similar education opportunities to tenants because they may not know about the importance of supporting PFC.</p> <p>PM: Board members to reach out to their vendors to see if they will support.</p> <p>SM: We have a plan to do that for our vendors already.</p> <p>SG: A lot of companies are looking for a way to receive a tax deduction.</p>
In-Kind Contributions	<p>Question: What are ways to maximize leveraging our in-kind contributions?</p> <p>SM: In-kind donors at Soiree are used as a vehicle; should we be using the in-kind to support to cover expenses for ss services and using soiree income to pay for soiree expenses.</p> <p>MG: Doctoral students trained to provide ECE classes – could they volunteer to provide their services at no cost?</p> <p>RD: High School Students who need volunteer hours – is there a recurring volunteer opportunity that we could utilize those students for? They’re required/preferred to do all their hours with one organization; FTS High School POC Debra Vajer Head of Global Studies</p>
Donor drives	<p>Question: What are strategies for donor drives?</p> <p>RD: Ask those who receive our services – smaller amounts probably, but an investment.</p>



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	EB/PM: Ask – WHO is the decision maker?
Special Events	Question: What is the role of events in fund development strategies?
Community Engagement	Question: How do we use community engagement and outreach to leverage and promote fund development?
Other ideas?	
Group 3 – Infrastructure (Facilities) Board Lead: Hank Debnam	
Discussion Points	
Infrastructure needs	<p>Question: What priorities need to be set into action to address long-term infrastructure needs of the building?</p> <p>1st Priority - Health and Safety Issues – windows/walls (especially those with mold/mildew issues) need to be fixed first</p> <p>Mike: Windows were never properly installed. Windows are water resistant not water proof: at the end of the windows there is a missing a piece that causes leakage. There are 50+ defected window glass – seals bad. Glass alone is \$130,000. Another \$50,000 for other costs.</p> <p>Some walls contain mold due to water leakage need to address right away</p>
Funding strategies	<p>Question: What funding strategies could be utilized to pay for capital expenditures for the building?</p> <p>Begin with projects that can be covered with Smart Start funds</p> <p>Per Shauna, there are grants for windows due to hurricane. There is federal funding available due to hurricane. May be able to get money for windows.</p> <p>Mike: There may be future opportunities from the LongLeaf Foundation as they reallocate monies.</p> <p>Have vendors/contractors access building and provide estimates Seek vendors/contractors that can come at no charge</p>
Community resources	<p>Question: Who may be community resources that could help evaluate the needs and/or assist with a plan for this type of capital expenditure?</p> <p>Grants (unrestricted)</p> <p>Increase tenant lease – currently review every year</p> <p>Loan – use grants to pay off loan</p> <p>If board knows of any vendors/contractors dealing with capital improvement let PFC know</p> <p>Perry suggested doing loan – make an adjustment with tenants</p>



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	<p>Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. Recusal: Van Gunter</p> <p>C. Marie Lilly reviewed the FY 2018-2019 Exhibits A&B with the board. Chas Sampson moved to accept FY 2018-2019 Exhibits A&B as presented. Van Gunter seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>D. Sharon Moyer reported that Kidtopia will be held on November 10, 2018 from 11:00am-4:00pm. The event is being held at the Crown Expo Center.</p> <p>E. Sharon reported that the Truckload of Hope is Saturday, October 20, 2018. Volunteers are needed.</p> <p>F. Sharon reported that the Soirée is being held on Saturday, March 16, 2019 at the Crown Arena. The theme for Soirée is the 80s.</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>
<p>IX. President's Report</p> <p>A. North Carolina Partnership for Children (NCPC) Update / Legislative Update</p> <p>B. Longleaf Grant / Other Grant Opportunities</p> <p>C. Fall Conferences</p> <p>D. PFC 10-10 Club</p> <p>E. 2018 PFC United Way Campaign</p> <p>F. Forward March Conference, November 1-2, 2018</p> <p>G. NCPC 25th Celebration, Marbles Kids Museum - Postponed</p> <p>H. PFC Annual Celebration, December 12, 10:00am-6:00pm</p> <p>I. Hurricane Florence Recovery</p>	<p>Mary Sonnenberg gave the President's Report;</p> <p>A. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates</p> <ol style="list-style-type: none"> NCPC – We are in the second year of Dolly Parton's Imagination Library Expansion. Cumberland County, with the collaborative work between PFC and the United Way of Cumberland County is now at a 21% saturation rate. There are 186,050 children enrolled in DPIL statewide, 143,128 through the NCPC Expansion and 42,922 through affiliates that existed prior to expansion. DPIL is now offered in ALL 1,091 zip codes in NC!! NC Legislature – The Hurricane Florence relief package was passed by the General Assembly and signed into law by Governor Cooper Tuesday, October 16. The full bill can be found here and this is a link to a detailed summary of the appropriations. Executive Order by Governor for DHHS to develop an Early Childhood Action Plan for children birth through age eight by November 1. The plan is being led by DHHS with DPI involved in recommendations for Pre-K through Grade 3, particularly around third grade reading levels. The approach is to address the whole child. DHHS had already been working on early childhood goals and is integrating work already done by the Pathways to Grade-Level Reading and the work of the Early Childhood Advisory Council. The main content areas are that: Children are Healthy, Safe & Nurtured and Learning and Ready to Learn. Once the plan is released November 1, there will be opportunities for public comment. Federal Level –The Farm Bill expired on September 30. This bill includes SNAP (Food Stamp) benefits that impact many families in our community, in addition to farmers. OTHER Initiatives/Meetings <ol style="list-style-type: none"> Child Care Commission – significant discussion regarding the 5-Star system and decoupling the rated license system from standard licenses. Was to be considered 	<p>None</p>	<p>None</p>

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at September meeting. Also looking at reducing education requirements for Directors (from BA + 4 years to AA + 5 years) and increasing class size for infants from 10 to 12. Due to Hurricane Florence, the September Commission meeting was cancelled. The next Child Care Commission meeting is November 5 from 9:00 am – 3:00 pm in Raleigh at the Dix Grill. Information shared at NC Pre-K Directors meeting and PFC committee meetings.

B. Grant Opportunities

1. **Longleaf Grant** – Awarded \$17,500 towards capital projects including signage, door accessibility and the irrigation system. Mike Yeager is the lead on these projects and work has begun. Anticipate completion Spring 2019. PFC received a WRAL Azalea Gardens grant for 25 azaleas that will be planted on the PFC grounds.
2. **NC Early Childhood Coalition Think Babies Project Advocacy Mini-grants** – Requested \$2,000 to focus on screening awareness and connections to services. We were not funded. Only eight grants were awarded. Montgomery County Partnership for Children, one of our Region 5 counties, received one of the awards.
3. **NC Community Foundation** – Louise Oriole Burevitch Endowment community grants for eastern NC counties. Requested to support the work of S.O.A.R and the Community Child Abuse Prevention Plan. Requested \$32,000 to support Parent Cafes. We have not heard on this request.
4. **Women’s Giving Circle** – grant application due in October. New focus areas this year to include literacy, child abuse prevention, foster care and life skills for adults. Cumberland County Library will be applying with us collaborating on a literacy project. Attended the 10th Anniversary Celebration for the Women’s Giving Circle October 4th.

C. Conferences that staff are attending this Fall: NC Center for Nonprofits Conference, National ACE (Adverse Childhood Experiences) Conference & Pediatric Symposium, the ATTACH (Association for Training on Trauma and Attachment in Children) Conference, the National Black Child Development Institute, the 2018 NC Home Visiting Summit and the NCAEYC Annual Conference. These are professional development opportunities that staff has identified as priorities this year.

D. PFC 10/10 Club – This is a great opportunity to do recurring donations and count volunteer time for PFC. Currently our website is down for on-line donations. You can see Sharon or Anna if you want to set up a recurring donation for the 10/10 Club.

E. 2018 PFC United Way Campaign – Campaign began Wednesday, October 10. Pledge goal is \$8,000. Hosting a food drive with of a goal of 2500 items. Food will be divided between Fayetteville Urban Ministry and Second Harvest Food Bank. Each organization provided a listing of foods they need. Board members and tenants each have a collection box located in the downstairs lobby. Staff are allowed to volunteer in the community as part of the campaign. Pledges are due by November 15 and food drive ends at 2pm on November 13.



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Be the Driving Force



	<p>F. Forward March Conference – November 1 & 2, 2018, Iron Mike Conference Center, Fort Bragg. The VIP Dinner is November 1, 2018 from 6:00-8:00 pm at the Airborne and Special Operations Museum. If you would like to attend on behalf of PFC, please see Sharon Moyer. This conference is a collaborative effort between PFC and SR-AHEC. This is the ninth year of the conference.</p> <p>G. NCPC 25th Celebration, Marbles Kids Museum, Raleigh was postponed due to the impact of Hurricane Florence. It will be rescheduled but we have not heard the new date yet.</p> <p>H. PFC Annual Celebration – 25th Anniversary, December 12, 2018, 10:00 am-6:00 pm. Open House at the Partnership offices.</p> <p>I. Hurricane Florence Recovery – We are collaborating with Save the Children and the counties in Region 5 in identifying childcare programs that suffered losses. Save the Children has funding that will flow through PFC to assist these programs. These efforts are occurring through Regional Child Care Resource & Referral agencies in those areas impacted by the storm. Assessment of needs has been coordinated with DCDEE Child Care Consultants. We have also been actively sharing information to programs and families on resources available to assist them in recovery.</p> <p>J. SOAR Committee Cumberland County Child Abuse Prevention Plan – A group from PFC, the Child Advocacy Center and Prevent Child Abuse of NC presented a one-year update of progress on the community child abuse prevention plan to the Cumberland County Commissioners at their meeting October 15, 2018. There was great interest in the Parent Cafes, which are parent engagement activities and the showings of the Resilience Film. The SOAR committee continues to meet regularly with over 2 dozen agencies contributing to the plan and its implementation.</p> <p>K. Greater Fayetteville Chamber State of the Community, Surviving Hurricane Florence – October 17, 2018. The Crown Coliseum Ballroom was filled with members of the business community, county and city staff and officials and state government representatives. The focus was on the past year and recovery after Hurricanes Florence and Michael. It was amazing to hear and see the results of close collaboration between many entities during these natural disasters and the emphasis on the resilience of the community.</p>		
<p>X. CLOSED SESSION – PERSONNEL ACTION</p>	<p>At 10:54 am, Jim Grafstrom, Chair, asked for a motion to go into closed session, with Mary Sonnenberg and Stacia Manuel present, to discuss a confidential matter, pursuant to NC Open Meetings Law, §143-318.11. Closed Sessions, Section (6) – To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.</p>		



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	Van Gunter moved to enter into closed session with Mary Sonnenberg and Stacia Manuel present. Stacia Manuel is to act as secretary for the closed session. Perry Melton seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
	At 11:00 am Van Gunter moved to go out of closed session and return to open session. Hank Debnam seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
	At 11:01 am Chas Sampson moved to approve the decisions made in closed session. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.	Motion Carried	None
XI. Consent Agenda Items/Items for Information (See Agenda)	The Consent Agenda items were approved in Section VI. Consent Agenda – Providing Oversight.	None	None
XII. Adjourn	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 11:01 am.	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. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
August 30, 2018 (9:05am-10:03am)
Be the Driving Force



MEMBERS PRESENT: Hank Debnam (arrived at 9:16am), Jim Grafstrom, Sandee Gronowski, Dr. Meredith Gronski, Van Gunter, Alana Hix, Chas Sampson and Wanda Wesley
MEMBERS ABSENT: Amy Cannon, Angela Crosby, Michael Hardin and Perry Melton
NON-VOTING ATTENDEES: Belinda Gainey, Anna Hall, Marie Lilly, Rose Mallon, Carole Mangum, Sharon Moyer and Mary Sonnenberg

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order Jim Grafstrom, Chair A. Fundraising and Friend Raising 1. Board Donations 2. Thank You Note Cards to Donors 3. Volunteer Forms 4. FY 18/19 Required Documents	<p>The scheduled meeting of the Executive Committee was held at the PFC Family Resource Center at 351 Wagoner Drive, Fayetteville, NC, on Thursday, August 30, 2018, and beginning at 9:05am pursuant to prior written notice to each committee member. Jim Grafstrom, Chair, determined that quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes.</p> <p>A.1. Jim Grafstrom asked committee members to give their board donations as early as possible. There are several opportunities in which board members are able to give, i.e. PFC 10/10 Club. Sharon Moyer explained the PFC 10-10 Club (see Section V.D.) A board member matrix was provided to the committee members to place their names beside a group of board members which they can contact throughout the year to remind them to provide their board donations.</p> <p>A.2. Thank You Note cards were distributed for committee members to complete.</p> <p>A.3. Jim asked the members to fill out the volunteer form if they read the packet prior to coming to the meeting.</p> <p>A.4. Committee members who had not completed their FY 18/19 Required Documents were asked to complete and return them at the end of the meeting.</p>	<p>Called to Order</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
II. Consent Agenda – Providing Oversight (Section VII.A.) <i>(Please Reference Agenda)</i>	<p>Jim Grafstrom requested a motion to accept the Executive Committee Consent Agenda Section VII.A.</p> <p>Van Gunter moved to accept the Executive Committee Consent Agenda Section VII.A. as presented. Chas Sampson seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous.</p>	<p>Motion Carried</p>	<p>None</p>
III. Approval of Minutes* A. June 28, 2018 – Open Session B. June 28, 2018 – Closed Session	<p>The minutes from June 28, 2018, were previously distributed to committee members for their review.</p> <p>Alana Hix moved to accept the June 28, 2018 Executive Committee meeting minutes. Van Gunter seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.</p> <p>The minutes of the June 28, 2018 Closed Session of the Executive Committee meeting were distributed at the meeting by Mary Sonnenberg and reviewed by the committee members.</p> <p>Van Gunter moved to accept the June 28, 2018 Closed Session Executive Committee meeting minutes. Sandee Gronowski seconded the motion. Hearing no further discussion, the Chair put</p>	<p>Motion Carried</p> <p>Motion Carried</p>	<p>None</p> <p>None</p>

**Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
August 30, 2018 (9:05am-10:03am)
*Be the Driving Force***

	the motion to a vote. All votes were unanimous. There were no abstentions. The motion carried.		
IV. President's Report A. North Carolina Partnership for Children (NCPC) / Legislative Update B. Longleaf Grant / Other Grant Opportunities C. NCPC 25th Celebration, September 22, 2018, 7:00-11:00 pm, Marbles Kids Museum D. Reader's Choice Ceremony E. Planning Activities	Mary Sonnenberg gave the President's Report; A. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates 1. NCPC - The final 2018-19 budget allows NCPC and local partnerships to use up to 1% of state funds for fund-raising activities. These funds will come from service dollars. Local partnerships have three options: amend budgets to use 1% for fund-raising activities, revert the 1% to NCPC to do the fundraising activities statewide, or to make no changes in allocations. Board approval is needed to make this change. 2. Federal Level – Senate passed their version of the Farm Bill this week without the House changes in eligibility and work requirements for SNAP benefits. Still must be reconciled with the House, which had initially included cuts and work requirements. 3. OTHER Initiatives a. Capacity Building Grant for NC Pre-K: Received an increase of 2% in our allocation. Administrative costs to support NC Pre-K were allowable in this request. Some of this grant will be going toward recruitment efforts for NC Pre-K. This allocation is still in process. b. Child Care Commission – significant discussion regarding the 5-Star system and decoupling the rated license system from standard licenses. To be considered at September meeting. Also looking at reducing education requirements for Directors (from BA + 4 years to AA + 5 years) and increasing class size for infants from 10 to 12. The next Child Care Commission meeting is September 17 in Raleigh at the Dix Grill. Information shared at NC Pre-K Directors meeting and PFC committee meetings. B. Longleaf Grant/Other Grant Opportunities 1. Longleaf Grant – Awarded \$17,500 towards capital projects including signage, door accessibility and the irrigation system. Mike Yeager is the lead on these projects. 2. NC Early Childhood Coalition Think Babies Project Advocacy Mini-grants – intent to apply by August 3, proposal was due August 20. As Region 5 Lead, required to apply. Requested \$2,000 to focus on screening awareness and connections to services. 3. NC Community Foundation – Louise Oriole Burevitch Endowment community grants for eastern NC counties. Proposal was due August 20. Requested to support the work of S.O.A.R and the Community Child Abuse Prevention Plan. Requested \$32,000 to support Parent Cafes. Parent Cafes are a strategy to increase parent engagement and part of our community collaboration to focus on child abuse prevention. 4. Women's Giving Circle – grant application due in October. New focus areas this year to include literacy, child abuse prevention, foster care and life skills for adults. Preliminary discussions occurring with Cumberland County Library on collaborating on a literacy project. Will attend required meeting September 6 th to be able to apply. 5. We have established a grants team to review grant opportunities and to determine	None	None

**Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
August 30, 2018 (9:05am-10:03am)
*Be the Driving Force***

	<p>the fit of the grant for the Partnership and its strategic plan, the capacity for us to be able to implement the project, how it will address our Smart Start match, and potential impact.</p> <p>C. NCPC 25th Celebration, September 22, 7:00-11:00 pm, Marbles Kids Museum, Raleigh. There are reduced ticket prices for partnership staff. General ticket prices are \$125 for an individual and \$225 for a couple. Black-tie optional.</p> <p>D. Reader's Choice Ceremony, Embassy Suites, August 23, 2018, 6:00 pm. PFC WON for Best Non-Profit. This is a testament to the staff, Board and our community partners. We are honored to have been selected.</p> <p>E. Planning Activities</p> <ol style="list-style-type: none"> Family Connects – We have begun meeting with Duke University to assess capacity for this Home Visiting program. This is our new activity that was approved as part of our 2018-2021 Smart Start allocation cycle. Ashley Alvord from Duke University attended the Mandatory DSP In-Service August 9th, presented at the S.O.A.R. Committee August 15th, and will be here August 30th to meet with representative from DSS, the Health Department and Cape Fear Valley Health System. Triple P – The Cumberland County Health Department was named the lead for the Southeastern Region for implementation of Triple P Positive Parenting Program. The initial site visit was at the Health Department August 28th with representatives from Cumberland, Moore, Onslow and New Hanover Counties in attendance. <p><i>Not on agenda:</i> Mary reported that Perry Melton wanted to make sure board members are aware that the Building Blocks Early Education Center in Harnett County had an incident reported regarding a child in the facility. Perry Melton is handling all the necessary procedures that need to be made regarding this incident.</p> <p>On September 12-14, 2018, some PFC staff will be attending the NC Nonprofit Conference.</p> <p>Jim Grafstrom stated that he attended a press conference with Governor Cooper. One of the interesting things from the press conference was that the Governor said that one of the reasons Booz Allen chose to expand in Cumberland County is because of the work in early childhood education.</p>		
<p>V. Establishing a Strategic Direction for the Future</p> <ol style="list-style-type: none"> New Board Orientation ^Δ Investment Funding ^Δ Pathways for Prosperity – Multi-Party Letter of Agreement ^Δ PFC 10-10 Club ^Δ Tasty Tuesday ^Δ 	<ol style="list-style-type: none"> Chas Sampson stated that the New Board Orientation went well. Mary Sonnenberg will follow-up with one-on-one meetings with each new board member. Jim Grafstrom stated that all board orientations are open to all board members. Mary stated that the Investment Committee has been dissolved; this was approved by Board at the July 2018 meeting. The Finance Committee will now oversee the PFC investments. Information from several banks was provided to the Finance Committee. The committee will be provided more specifics on the rates and a called Finance Committee will take place. After reviewing the information, a recommendation will be 	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>



Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
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Be the Driving Force



	<p>C. Alana Hix provided a NC Pre-K update. As of today, August 30, 2018, there are 1,376 children placed in the NC Pre-K program and 121 children that are waiting to be placed. There are 11 more applications being processed. All of the NC Pre-K contracts have been signed. Per Jim Grafstrom, this is the second year PFC has administered this process. Things are better than the previous year but changes still need to be made. Everyone needs to make sure NC Pre-K is administered the appropriate way. The plan is to have everything done by mid to late August for next fiscal year.</p> <p>Not on Agenda: Forward March is November 1-2, 2018 at the Iron Mike Center.</p>	None	None
VII. Consent Items/Items for Information (See Agenda)		None	None
VIII. Adjournment – Jim Grafstrom, Chair	As there was no further business, the meeting was adjourned at 10:03 am.	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

Board Development Committee Recommendations

Meeting of January 9, 2019

RECOMMENDATIONS

- A. The Board Development Committee recommends Cotina Jones to serve on the PFC Board of Directors beginning July 1, 2019, serving a three year term in the position of a representative from the Cumberland County Public Library.
- B. Due to Hank Debnam's retirement, the Board Development Committee recommends changing Hank's position on the board from Local Mental Health Community Organization to Community at Large.

INFORMATION

- C. The following board members first term ends on June 30, 2019. The Vice Chair will contact them to see if they are willing to serve a second term.

Board Member	Position
Sarah Pitts	Faith Community
Marcus Hedgepeth	Business Leader

- D. The Board Development Committee is in the process of determining Board Officers, Executive Committee members and Committee Chairs for FY 19/20.
- E. A Draft FY 19/20 Board and Committee Calendar was reviewed. The dates will be confirmed once committee chairs are finalized.



PFC is a 501(c)(3) nonprofit organization supported by public and private funds through Smart Start – North Carolina's Early Childhood Initiative, tax-deductible donations, and grants.

Nomination Form

Board of Directors Membership

Contact Information

Nominee Name: Cotina Jones

Company Name: Cumberland County Public library and Information Center

Work Address: 300 Maiden Lane Fayetteville, NC 28301

Home Address:

Work Phone: 910-483-7727 ext 1302

Cell Phone:

Home Phone:

Home Email:

Work Email: cjones@cumberland.lib.nc.us

LinkedIn Account: Yes ___ No X

Personal Information – Please use back or additional sheets if necessary.

Please explain how the nominee would contribute to the Partnership's mission as a board member:

I would share with the board resources that are available in our library for our community. I would also ensure that the library shares resources and information available from the Partnership for Children.

What work experience or expertise would this nominee bring? (attach resume if helpful)

Résumé is attached

List experiences as a volunteer (including boards, committees, other community service):

In years past...I have volunteered to read to different elementary classes in Durham, NC. I have also served as a tutor. Since I have relocated to Fayetteville I have not served as a volunteer.

Nominee, please list your personal reasons for being willing to serve on the Partnership board:

It is important for our children to have access to the necessary resources so that they can be successful in their education. Quite often we hear that children need to have their basic needs met before they can begin to be productive and attentive in the classroom. In addition, children need someone to be that voice for them.

Authorization

The undersigned certify that the above information is true and accurate and permission is given to use the above information for nomination purposes.

Cotina Jones

Printed Name of Nominee

Cotina Jones

Signature of Nominee

7/9/18

Date

Jody Risacher

Printed Name of Board Member

Jody Risacher

Signature of Board Member

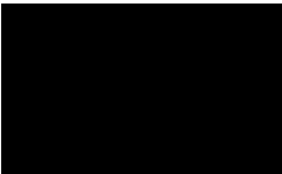
8/1/18

Date

Submitting Application

Submitting Application

Cotina Jones



Education

Doctoral Student: Leadership Studies – 2012 to present

North Carolina Agricultural and Technical State University

Master of Library Science – June 1999

North Carolina Central University

Bachelor of Science: Biology – May 1995

North Carolina Central University

Additional Training

MLA Working Through Conflict – October 2004

SOLINET Strategic Planning Workshop – August 2005

SOLINET Digital Library Program Development – December 2006

SOLINET Management Workshops – March 2007

Triangle Research Library Network Management Academy – October 2007

Management for First Time Supervisors – June 2008

Communication Skills Workshop – May 2009

Web 2.0 for Librarians – May 2009

HBCU Library Alliance Leadership Institute – August 2009-June 2010

Employment

Deputy Library Director – November 2016 to present

Cumberland County Public Library and Information Center, Fayetteville, NC

- ☐ Supervises either directly or indirectly the library's eight branch managers
- ☐ Supervises four division managers
- ☐ Oversees all personnel concerns
- ☐ Assist with updating the library's policies, procedures, and manuals
- ☐ Manage library in absence of the director
- ☐ Assist with facilities management
- ☐ Complete library reports
- ☐ Coordinates the statistical collection and analysis for the library
- ☐ Oversees the professional development for the library staff
- ☐ Attends Board of Trustee Meetings and other relevant meetings as a library representative
- ☐ Presents to the Board of Trustees and other groups as requested

Assistant Director of Library Services – September 2010 to November 2016

North Carolina Central University, Durham, NC

- ☐ Supervise Reference, Government Documents, and Curriculum Materials Center Departments
- ☐ Assist with budget management
 - Including conducting general library audits of budget and resources
- ☐ Plan staff development experiences
- ☐ Manage library in absence of director
- ☐ Attend and provide updates at Board of Trustees, Chancellor, and Provost Meetings in absence of director
- ☐ Assist with day to day management and supervision of the library
- ☐ Manage personnel concerns: including hiring, dismissals, and employee conflicts
- ☐ Write and update library policies and procedures
- ☐ Assist in writing the library's strategic plan
- ☐ Assist library departments in creating their departmental goals and objectives
- ☐ Assist in creating the library's marketing plan
- ☐ Supervise ongoing library projects to ensure timely completion
- ☐ Assist with the Friends of the Library
- ☐ Provide opportunities to integrate emerging technologies into the various library departments
- ☐ Assist with library assessment and look for ways to incorporate necessary changes into day to day library practices and procedures
- ☐ Assist with creating evening and weekend work schedule
- ☐ Complete library reports upon request
- ☐ Complete and submit library statistics to the university and various agencies
- ☐ Compile the library's annual report
- ☐ Assist with collection management
- ☐ Assist with facilities management

Special Projects Coordinator & Health Science Librarian – October 2006 to August 2010

Winston-Salem State University, Winston-Salem, NC

- ☐ Manage special projects
- ☐ Member and contributor of the personnel committee
- ☐ Assist with maintaining the serials collection
- ☐ Assist with planning and creating the Faculty Information Literacy Institute (O'K Scholars Program)
- ☐ Supervise six full-time library staff members and two part-time library staff members
- ☐ Supervise the Media Team
 - Including the management of video projects
 - Management of the Media Services desk
- ☐ Assist in planning staff development workshops
- ☐ Plan new staff orientation program
- ☐ Participate on the library instruction committee
- ☐ Provide library instruction to health science students, faculty, and staff
- ☐ Provide research assistance to faculty, staff, and students
- ☐ Present at various library conferences
- ☐ Manage and overhaul Archives

- ☐ Began and managed digitization projects (including the digitization of student theses, Friends of the Library publications, and Faculty publications)
- ☐ Manage the Serials project (include converting the collection from primarily print to primarily electronic and microform)
- ☐ Responsible for the collection development of the health and life sciences collections
- ☐ Assist with gathering information for SACS

Health Science Librarian – May 2004 to September 2006

Winston-Salem State University, Winston-Salem, NC

- ☐ Participate on the library instruction committee
- ☐ Provide library instruction to health sciences students, faculty, and staff
- ☐ Participate on the electronic resources committee
- ☐ Provide research assistance to faculty, staff, and students
- ☐ Responsible for the collection development of the health and life sciences collections
 - o Included making recommendations for periodicals and electronic resources
- ☐ Chair of the Serials Team
 - o The team was responsible for eliminating serial duplication and for converting from primarily print collection to primarily electronic and microform collection

Media Specialist – July 2003 to April 2004

Vance County Schools, Henderson, NC

- ☐ Provide library instruction to students
- ☐ Maintain library automation system
- ☐ Plan and implement a book fair
- ☐ Maintain the library's budget
- ☐ Provide reference and readers' advisory services to students and teachers
- ☐ Participate regularly in after school hall duty
- ☐ Supervise one full-time employee and two student assistants
- ☐ Maintain the library's collection: ordering, weeding, and inventory
- ☐ Complete all monthly and yearly library reports
 - o Including the Fixed Asset Inventory for the entire school

Media Specialist – August 1999 to July 2003

Granville County Schools, Oxford, NC

- ☐ Provide library instruction to students
- ☐ Plan and implement a book fair twice a year
- ☐ Collaborate with other media specialists in the county
- ☐ Participate regularly in after school bus duty
- ☐ Maintain library automation system
- ☐ Conduct workshops for teachers and teacher assistants
- ☐ Maintain the library's budget
- ☐ Maintain the library's collection: ordering, weeding, and inventory
- ☐ Supervise one full-time employee
- ☐ Grant writing
- ☐ Participate on the School Accreditation Committee
- ☐ Chair the school-wide literacy committee

- ☐ Provide reference and readers' advisory services to students and teachers
- ☐ Complete all monthly and yearly library and technology related reports
- ☐ Plan and implement school-wide library / reading incentive programs
- ☐ Assist with Battle of the Books

Branch Manager – February 1998 to August 1999

Granville County Public Library System, Oxford, NC

- ☐ Conduct workshops for library staff
- ☐ Write newspaper articles
- ☐ Supervise two part-time employees
- ☐ Supervise the circulation desk responsibilities
- ☐ Provide reference and readers' advisory services to the community
- ☐ Collection development: ordering, weeding, and inventory
- ☐ Assist with automating the library
- ☐ Market library services to surrounding community
- ☐ Assist with Quiz Bowl

Part-time Reference Librarian – April 1997 to January 1998 & August 1999 to April 2004

Granville County Public Library System, Oxford, NC

- ☐ Manage the library in the evenings and on the weekends
- ☐ Assist with circulation duties as needed
- ☐ Provide reference and readers' advisory services to the community

Biology Teacher – August 1995 to January 1998

Granville County Schools, Oxford, NC

Presentations

Brown Bag Lunch and Learn Series: Library Services in the Health Sciences – March 28, 2006

Off-Campus Library Services Conference: Creating an informational CD-Rom for Distance Clinical Laboratory Science Students – April 2006

UNC – Teaching and Learning with Technology Conference: Active Learning in Library Instruction – March 2007

ACRL Conference; poster presentation: Creating Library Instruction Podcasts – March 2007

ALA Conference; poster presentation: Faculty – Librarian Collaboration – June 2008

JCLC Conference; presentation: Protecting the Legacy: Library Leadership through Cooperation – September 2012

HBCU Library Alliance; webinar: Revising the Library Staff Orientation Program – June 2013

NCLA Biennial Conference; presentation: The HBCU Library Alliance Leadership Exchange Program and Revising the Library Staff Orientation Program – October 2013

Charleston Conference; presentation: Triangle Research Libraries Network / Oxford University Press Pilot: an Evolving Model for Consortial Print and E-Books Collection – November 2013

Library Resources for Distance Education Patrons a webinar – November 2015

Publications

Jones, C.M. and Dornberger, J. (2006). Creating an informational CD-Rom for distance clinical laboratory science students. *Journal of Library Administration*, v. 45, n.1/2, p. 229- 244.

Jones, C.M. (2009). Internet resources: Health literacy. *MLA News*, n.416, p.11.

Jones, C. (2010). Granting Collaboration: Information Literacy for Faculty. LOEX Conference Proceedings.

Jones, C. (2011). Contributor: *MLA Master Guide to Authoritative Information Resources in the Health Sciences*. Neal-Schuman Publishers

Other Library Activity

Librarian Selector: Doody's Core Titles List – 2004 to present

Triangle Research Libraries Network:

Beyond Print Steering Committee – 2011

Council of Directors – 2010 to present

Collections Council Steering Committee – 2010 to present

Human Resources Steering Committee – 2011

Historically Black Colleges and Universities Library Alliance:

Leadership Institute Mentor: 2012

Wayne State University / HBCU Library Alliance Project iDOL Mentor: 2014 – present

NCLA Library Administration and Management Committee Member – 2018

ALA Library Leadership and Management Association Mentoring Committee Member – 2018

Board Transition Worksheet - January 17, 2019

NCPC Suggested Roles - Government	Board Member	1st Term Expires	2nd Term Expires
County Commissioner's Office	Open		
County Manager's Office	Cannon, Amy		6/30/2021
Department of Social Services - NC Pre-K Mandated	Reid-Jackson, Brenda		NCPK
Local Health Agency or Health Services Provider	Open		
School Administrator - NC Pre-K Mandated	Connelly, Dr. Marvin		NCPK
Higher Education Institution	Deaver, Robin	6/30/2020	6/30/2023
	Gronski, Dr. Meredith	6/30/2020	6/30/2023
Local Cooperative Extension Agency	Childers, Lisa		6/30/2021
Local Public Library	Jones, Cotina	6/30/2022	6/30/2025
Municipal Government	McDonald, Karen	6/30/2020	6/30/2023

Patricia Crouch Designee

Alana Hix Designee

Joined Board November 2017

NCPC Suggested Roles - Services	Board Member	1st Term Expires	2nd Term Expires
Child Care Provider - Licensed Center - NC Pre-K Mandated	Crosby, Angela		6/30/2021
	Melton, Perry		6/30/2021
Child Care Provider - Licensed Home	Open		
Military Child Care Rep	Open		
Local Head Start Program Representative - NC Pre-K Mandated	Adeyemi, Christiana		NCPK
Local Mental Health Community Organization	Open		
	Wesley, Wanda	6/30/2020	6/30/2023
Child Care Resource & Referral (non-employee) or Another Child-Serving Agency Representative - NC Pre-K Mandated	Neal, Ayesha	6/30/2021	6/30/2024
Other Non-Profit Human Service Agency	Hopkins, Shauna	6/30/2021	6/30/2024
Public School Exceptional Children's Preschool Program Representative - NC Pre-K Mandated	Aul, Julie		NCPK

NCPC Suggested Roles - Business/Community	Board Member	1st Term Expires	2nd Term Expires
Parent of a child 5 or younger - NC Pre-K Mandated	Gunter, Van		6/30/2019
	Hardin, Michael	6/30/2020	6/30/2023
	McLaughlin, Jami	6/30/2021	6/30/2024
Faith Community	Pitts, Sarah	6/30/2019	6/30/2022
Inter-Agency Coordinating Council or parent of a child with a disability	Rayman, Tawnya	6/30/2020	6/30/2023
Foundation or other philanthropic organization	Open		
Business Leader	Grafstrom, James		6/30/2021
	Hedgepeth, Marcus	6/30/2019	6/30/2022
	Malave, Angie		6/30/2021
	Sampson, Chas	6/30/2020	6/30/2023
	Beasley, Erika	6/30/2021	6/30/2024
Military Community Rep	Gronowski, Sandee	6/30/2020	6/30/2023
Community At Large	Taft, Jennifer	6/30/2021	6/30/2024
	Dunham, Dr. Phyllis	6/30/2021	6/30/2024
	Debnam, Hank		6/30/2020
	Morris, Charles		Emeritus

 1st Term Ending 6/30/19 = 2
 2nd Term Ending 6/30/19 = 1

 1st Term Ending 6/30/20 = 8
 2nd Term Ending 6/30/20 = 1

 1st Term Ending 6/30/21 = 6
 2nd Term Ending 6/30/21 = 6

2nd Term Ending 6/30/22 = 2

2nd Term Ending 6/30/23 = 8

2nd Term Ending 6/30/24 = 6

The support you need to help children succeed.



PFC is a 501(c)(3) nonprofit organization supported by public and private funds through Smart Start, NC Pre-Kindergarten, tax-deductible donations, and grants.

BYLAWS

**Adopted by Board of Directors
December 8, 1994**

Revisions

March 28, 1996
March 27, 1997
November 21, 1997
March 22, 1999
July 29, 1999
February 3, 2000
November 30, 2000
May 31, 2001
July 26, 2001
January 30, 2003
May 29, 2003
July 29, 2004
September 29, 2005
January 25, 2007
September 27, 2007

July 31, 2008
November 25, 2008
March 26, 2009
June 26, 2009
August 28, 2009
September 18, 2009
March 31, 2011
May 30, 2013
May 29, 2014
March 24, 2016
April 28, 2016
July 28, 2016
June 29, 2017
May 24, 2018

Approved by Board of Directors – ~~May 24, 2018~~January 17, 2019

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

at any meeting. The vote of a majority of the directors voting on any matter at a meeting of the Board at which a quorum is present shall be the act of the Board on that matter unless the vote of a greater number is required by law or by the Articles of Incorporation or bylaws of this Corporation. Votes by proxy are prohibited.

The Chair's presence may satisfy the requirements for quorum at any meeting, Board or committee, and will vote only in the event of a tie vote. The chairs of each committee will also satisfy the requirements for quorum and will only vote in the event of a tie vote at committee meetings. Each officer, Board director, and committee member is held accountable to the Conflicts of Interest policy as listed in Article VI of these bylaws and must abstain from voting when such conflicts arise.

Section 10. Informal Action by Directors: Any actions required or permitted to be taken at any meeting of the Board may be taken without a meeting if the text of the resolution or matter agreed upon is sent to all the directors in office and all of the directors' consent to such action in writing setting forth the action taken. Such consent in writing shall be filed with the minutes of the proceedings of the Board to be kept at the principal office and have the same force and effect as a vote of the Board at a meeting, whether done before or after the action so taken.

Section 11. Parliamentary Rules: All meetings shall be conducted in an open, orderly, and fair manner and in accordance with the *Modern Rules of Order – Most Current Edition* published by the American Bar Association circa 1999.

Section 12. Compliance with State Requirements: So long as the Corporation receives funding from the State of North Carolina, it shall conduct its operations, including its meetings, in a manner comparable to Article 33C of Chapter 143 of the General Statutes "The Open Meetings Law," Chapter 132 of the General Statutes "The Public Records Law."

**ARTICLE V
COMMITTEES**

Section 1. General Committee Guidelines: The committee structures, except the Executive Committee, act within the authority as delegated by the Board. Committee membership and participation may include both Board directors and non-Board participants, with the exception of the Board Development Committee and Human Resource Committee. These committees shall consist of both current and former Board directors and non-Board participants. Non-Board participants shall have all rights and privileges of Board directors except a vote at Board meetings. Non-Board participants shall have voting rights within the committee process only.

Committee activities are viewed as funnels for the deposit of ideas, interests, and issues for full discussion. Committees should seek opportunities to collaborate with other committees, groups, individuals, agencies, and organizations. The committee process is an open forum supporting full discussion of issues and concerns in preparation for recommendations to the full Board.

All standing committees, special committees, and sub-committees, shall abide by all regulations listed in these bylaws with particular note to Article IV Sections 1-7 and Sections 9-12 with regard to meetings. Due to the fact that all committees recommend action on matters to the Board and have no final approval authority, with the exception of the Executive Committee, and because holding these groups to the strict quorum requirements listed herein which from time to time causes delays in the approval process, quorum for committees, special committees, and sub-committees shall be defined as one-third or 33% of active membership with the exception of the Executive Committee, Finance Committee, Human Resource Committee, and Board Development

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

Committee. Quorum for these committees as stated shall be 50% of the active membership. Quorum for the North Carolina Pre-Kindergarten Committee ~~and Investment Committee~~ shall be 50% of active membership plus one. Quorum shall be determined at the beginning of a meeting for all items requiring action.

Section 2. Committees and Membership: The Chair and/or Board may from time to time establish such standing committees, special committees, sub-committees, or workgroups as it deems necessary to assist the Board in carrying out its duties and responsibilities to the Corporation on a continuing basis. Standing committees will include but are not limited to Executive Committee, Board Development Committee, Human Resource Committee, Finance Committee, Planning and Evaluation Committee, Public Engagement and Development Committee, Child Care Resource and Referral Advisory Committee, Facility and Tenant Committee, North Carolina Pre-Kindergarten Committee, ~~Investment Committee~~ and Audit Committee.

The Chair, with input and assistance from the President, shall appoint committee members to each standing committee. The Chair shall review committee membership each year and make new appointments as necessary. The Chair will appoint each committee Chair to serve for that year. Committee Chairs will appoint Vice-Chairs. In order to have full Board participation, the Chair may appoint each Board director to one or more committees. Each member of a committee holds office until his successor is elected, or until he resigns or is removed from the committee. A member of a committee may succeed himself. The Chair, committee chair, or President may invite additional individuals with expertise in a particular area to meet with and assist the committee. Such advisors shall not vote or be counted in determining the existence of a quorum and may be excluded from any closed session of the committee.

Section 3. Executive Committee: The Executive Committee shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer, the immediate past Chair, standing committee chairs, Cumberland County School Superintendent (or designee) and may include two other directors of the Board to be appointed by the Chair and approved by the Board. If the immediate Past Chair is unable or unwilling to serve, the Board of Directors may approve the service of another Past Chair in the place of the immediate Past Chair. The Executive Committee shall have and may act in the capacity of the Board between meetings of the Board except when acting in matters of bylaws revisions, Board director or officer nominations, and except as limited by N.C.G.S. 55A-8-25. The Executive Committee shall not have the authority to reverse decisions previously made by the full Board. The Chair shall present a report to the Board of the actions taken in its place by the Executive Committee. The Executive Committee may also present a Consent Agenda for the Board's approval as outlined in Article IV Section 8.

The Executive Committee meets bi-monthly or as called by the Chair to review operational, programmatic, and financial matters. It may deal with urgent situations that cannot wait for the next full Board meeting, specific questions referred to the committee by the Board, issues that need preliminary discussion and refinement before the Board considers them, or routine matters that do not require full Board disposition. The Executive Committee is charged with the responsibility of establishing, implementing, and reviewing the bylaws where appropriate. All revisions to these bylaws or Articles of Incorporation are to be approved by the Board with ten days written notice of the review of said revisions.

The Executive Committee will work in conjunction with the Human Resource Committee and the Chair when selecting a President. The Executive Committee members are also responsible for assessing the performance of the President by providing confidential written input to the Chair (utilizing the evaluation tools and methodology recommended by the Human Resource Committee

<p style="text-align: center;">BYLAWS OF Partnership for Children of Cumberland County, Inc.</p>

and approved by the Board). The Chair will provide this data to the Executive Committee in a summarized report. The President works closely with this committee and members serve as his/her principal support and sounding board.

Section 4. Board Development Committee: The Board Development Committee is chaired by the Vice-Chair/Chair-Elect of the Board and membership is limited to six current and former Board directors. The Board Development Committee members must have a minimum of one year Board experience. The President works closely with this committee to provide input on organizational needs and to identify Board leadership. The Board Development Committee meets as called by the chair. In the event the Board Development Committee Chair is removed from office or resigns, any officer may call a meeting for the purposes stated herein.

The Board Development Committee identifies, recruits, and proposes directors and officers to the full Board. The Board Development Committee leads the Board in identifying the type of directors and officers the Corporation needs. With the assistance of the President, the Committee develops written descriptions of directors and officers responsibilities and creates a plan for identifying prospective directors and officers. Once the process is under way, the Committee plays an active part in cultivating new directors and officers, screens candidates, and recommends candidates to the full Board for approval. In addition, it may plan and conduct orientation for new directors and officers, and organize continuing education programs that enhance knowledge of governance responsibilities in general and this Corporation in particular.

Section 5. Human Resource Committee: The Human Resource Committee is chaired by a Board member and is composed of a minimum of five current and former Board Directors. The Human Resource Committee will meet a minimum of quarterly or as called by the committee chair. The Human Resource Committee shall work with the Finance Committee, President as staff liaison, and the Corporation Chief Operating Officer.

The Human Resource Committee advises the President on personnel policy issues and develops personnel policy guidelines for approval by the Board. The Human Resource Committee recommends the tools and methodologies to be used in the performance evaluation of all Corporation staff. The Human Resource Committee also keeps the Board informed about labor-related legislative issues at the national, state, and local levels.

In general, the Human Resource Committee will focus its work on policy issues and avoid becoming involved in staff hiring, promotion, and evaluation matters that are the responsibility of the President. The Human Resource Committee works with the Executive Committee and the Board Chair in selecting and evaluating the President.

Section 6. Finance Committee: The Finance Committee is chaired by the Board Treasurer. Committee members total a minimum of eight with five Board directors and three non-Board participants. The Finance Committee meets bi-monthly or as called by the chair, and works with the President in carrying out its responsibilities as directed in these bylaws.

The Finance Committee receives, reviews, and recommends proposals for funding to the Board and participates in the interview process with potential grantees. The Finance Committee reviews and presents the Corporation's annual budget for Board approval. Budget amendments and revisions will be processed through the Finance Committee. Rare instances may occur where immediate action may be taken by the Executive Committee. The Finance Committee will ~~also~~ participate in developing and implementing policies and procedures for proposal review, developing and reviewing a financial policy manual, and oversight of contracts management. The Finance Committee will also provide oversight for investment funds.

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

at the NCPK Committee meeting. The designee shall not appear for the director at committee meetings of which the director is a member. The director shall inform the Chair of the NCPK Committee in writing of the designee appointment. The NCPK Committee will meet bi-monthly or as called by the co-chairs.

Purpose of the NCPK Committee: The authorizing legislation for the NCPK Program requires: “a system built upon existing local school boards and systems, private child care providers, and other entities that demonstrate the ability to establish or expand pre-kindergarten capacity.” To comply with this legislative mandate, the NCPK Program requires every county (or region) that chooses to participate in NCPK to establish and maintain a County/Region NCPK Committee. The purpose of the committee is to:

- (1) Select a contractor agency;
- (2) Develop operational policies and procedures;
- (3) Ensure collaboration and shared responsibility for developing, approving, and implementing the local plan for delivering NC PK services at the community level;
- (4) Ensure that services are built on the existing early childhood service delivery system, and that service providers in the community with the ability to provide NCPK services have the opportunity to express interest and be considered;
- (5) Provide ongoing, collaborative advice about local policies and procedures in the implementation of NCPK services; and
- (6) Provide oversight for the local program (both program and fiscal).

~~**Section 12. — Investment Committee:** The Investment Committee is chaired by a Board director. Membership consists of a minimum of five members, including the Board Treasurer or Finance Committee designee, Board directors and non-Board participants. The Investment Committee will meet a minimum of semi-annually or as called by the chair and working with the President in carrying out its responsibilities as directed by these bylaws.~~

~~Within the broad framework of the Investment Policy set by the Board of Directors, the Investment Committee shall have direct responsibility for the oversight and management of the Partnership's investments.~~

~~The Investment Committee will review the Investment Policy at least annually, recommending revisions to the board as necessary. Manage the Partnership's investments with the goal of meeting short and long term financial needs. Prudently select and monitor the Partnership's investments. Enact proper control procedures and account for all investment, record keeping and administrative expenses associated with the investments while communicating all material information to the board. Avoid prohibited transactions and conflicts of interest.~~

Section 13.12. Audit Committee: The Audit Committee is chaired by the Board Chair. Committee members shall consist of the board officers to include the Vice-Chair/Chair-Elect, Treasurer and Secretary. The Audit Committee meets as called by the Chair and works with the President in carrying out its responsibilities as directed in these bylaws. The Audit Committee:

- (1) Reviews the results of each audit to include the audit report, the financial statements, the management letter prepared by the Office of the State Auditor and any other pertinent reports;
- (2) Reviews with the Office of the State Auditor any difficulties encountered while performing the audit or disagreements with management;
- (3) Conducts private review sessions as requested by the Office of the State Auditor; and
- (4) Establishes procedures for reviewing and handling complaints or concerns

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

acted and of the reasonable amount of indemnity due him or her.

SECRETARY'S CERTIFICATE

THIS IS TO CERTIFY that the Bylaws of Cumberland County Partnership for Children, Inc., were duly approved and adopted by the Board of Directors of said Corporation at a meeting held on ~~May 24, 2018~~January 17, 2019.

Signed: _____
~~Van Gunter~~Dr. Meredith Gronski, Secretary

Dated: _____

Attested: _____
James Grafstrom, Board ~~Vice~~-Chair

Dated: _____



**Partnership for Children of Cumberland County, Inc.
Contingency Reversion Plan
FY 18/19**

Reversions or Reserved Funds							
Direct Service Provider	Activity	Description/Comments	Amount	Approval or Recommendation	Date	Description/Comments	Amount
4C	Reach Out and Read	Reduced activity time and combined travel	\$2,000	To Board for approval	01/17/19		\$2,000
PFC	Planning, Monitoring & Evaluation	Realignment for projected expenditures through year-end, to include lapsed salaries	\$8,171	To Board for approval	01/17/19		\$8,171



Direct Service Provider Revision or Amendment Request Form

Section I. Basic Information

Direct Services Provider: CAROLINA COLLABORATIVE COMCARE Contract #: DSP 1819-002
Activity Name: REACH OUT AND READ Amendment #: _____
Purpose Svc Code/Activity ID: 5523-262 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: 2/1/2019 Describe: _____

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

Section III. Justification

An evaluation of our spending to date in FY2019 made it clear that we are unlikely to utilize all the funding available to us for the ROR program. We thus wish to reduce our budget somewhat as detailed in the DSP Budget Revision/Amendment Request Form accompanying this page.

Section IV. DSP Authorizing Signature(s)

_____ Signature of Contract Administrator	_____ 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: <u>DSP 1819-002</u>		Activity Name: <u>REACH OUT AND READ</u>	
Requested Effective Date: <u>2/1/2019</u>		Contract #: <u>DSP 1819-002</u>	

Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 01/01/19	Explanation
11	Personnel	\$ 7,365	\$ (1,365)	\$ 6,000	Not enough activity to fill all the hours in budget
12	Contracted Professional Services			\$ -	
14	Office Supplies & Materials			\$ -	
15	Service Related Supplies			\$ -	
17	Travel	\$ 835	\$ (635)	\$ 200	ROR Travel typically combined with other travel; no charge
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			\$ -	
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	\$ 8,300		\$ 8,300	No expenditure yet, but will purchase more books.
	Total	\$ 16,500	\$ (2,000)	\$ 14,500	

 DSP Authorized Signature

 Date

Fiscal Year 2018/2019



Direct Service Provider Revision or Amendment Request Form

Section I. Basic Information

Direct Services Provider: Kerri Hurley Contract #: DSP-1819-005
Activity Name: Kindermusik and Music Therapy Amendment #: 1
Purpose Svc Code/Activity: 3109 Revision #: _____
ID: _____

Section II. Change Type Requested

- ☐ Initiate Contract ☐ Terminate Contract/Activity
☐ Change existing Contract Activity Description ☒ Amend Budget
☐ Revise Budget ☐ Other Changes (dates, provisions, etc.)

**Requested Effective Date: 2/15/19

Describe:

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

Section III. Justification

Please provide a clear but concise justification for the change(s) requested. For budget change requests, please provide a line-item specific justification on the Budget Revision/Amendment Form. Begin typing here, the box will expand if necessary. Current grant only covers 25 classrooms served with Kindermusik. 45 classrooms need services with a current waiting list. 4 additional Pre-K classrooms will be served by 7 weekly Kindermusik sessions in Cumberland County Schools. Approximately 64 additional children will be served and an additional 8 teachers. Application requests have already been received from these classes currently not being served. NC Pre-K class needs services from Music Therapist and they are currently not served at Dorothy Spainhour. NC Pre-K class at Dorothy Spainhour will be served for 10 weeks with additional 18 children and 2 teachers. Mileage for additional schools and classes added. In kind mileage always exceeds budgeted and allotted allocation. Request also covers a total of 157 home kits including literacy magazine and CD or book with CD (68 new children in Cumberland County Schools and 4 new classroom teachers) with Kindermusik services added to 4 classrooms. 84 home kits including literacy book/magazine and CD to be provided for 4 classes (84 children) at Dorothy Spainhour classes and for teachers in each class (5 teacher kits). Evaluations and observations support evidence of enhanced services when parents and children have literacy and music at home. Home literacy kits are supported with Kindermusik Evidence Based curricula.

Section IV. DSP Authorizing Signature(s)

Kerri S. Hurley
Signature of Contract Administrator

1-9-19
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.

RECEIVED
JAN 10 2019

BY:

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

DSP: <u>Kerri Hurley Kindermusik and Music Therapy</u>			Activity Name: <u>Kindermusik and Music Therapy</u>	
			Requested Effective Date: <u>2/15/2019</u> Contract #: <u>DSP-1819-005</u>	

Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 01/15/19	Explanation
11	Personnel	\$ 27,299	\$3,360.00	\$ 30,659	4 additional Pre-K classes will be served in Cumberland County
12	Contracted Professional Services	\$ 25,560	\$900.00	\$ 26,460	1 additional class of NC Pre-K students to be served at Dorothy
14	Office Supplies & Materials			\$ -	
15	Service Related Supplies			\$ -	
17	Travel	\$ 822	\$ 1,200	\$ 2,022	Additional mileage to compensate for in kind already donated
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	\$ 3,271	\$ 2,611	\$ 5,882	Funding for remaining literacy/music home kits needed in
47	Non-Cash Grants and Awards			\$ -	
	Total	\$ 57,209	\$ 8,071	\$ 65,280	

Kerri Hurley
DSP Authorized Signature

1-9-19
Date

Fiscal Year 2018/2019



Direct Service Provider Revision or Amendment Request Form

Section I. Basic Information

Direct Services Provider:	Autism Society of Cumberland County	Contract #:	1819-001
Activity Name:	Autism Circle of Parents Support Program	Amendment #:	1
Purpose Svc Code/Activity ID:	5505	Revision #:	

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 checked="" type="checkbox"/> Amend Budget |
| <input type="checkbox"/> Revise Budget | <input type="checkbox"/> Other Changes (dates, provisions, etc.) |

**Requested Effective Date: 02/15/2019

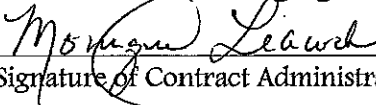
Describe:

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

Section III. Justification

ASCC is requesting additional funds in Personnel to meet the anticipated expenses through year-end. ASCC consistently needs additional Personnel funds to cover wages and other expenses related to Smart Start and COP activities performed by the Director of Programs and Outreach and the Administrative Coordinator. ASCC is also requesting additional funds for Contracted Services to continue to provide childcare for the increase in attendance of parents, caregivers, and their children who attend Circle of Parents (COP). COP meets every Thursday from 10:00 am to 12:00 pm and is required by Prevent Child Abuse NC (PCANC). As the ASCC continuously strives to increase the number of parents and caregivers attending COP, additional childcare has been necessary and it is important that we are in compliance with COP requirements and protocol. It also provides much needed respite for our parents and caregivers while they attend COP. Additional funds are also requested for the costs of required Insurance and Bonding. ASCC has utilized all Smart Start funding for Insurance and Bonding, thus far. ASCC requests an increase to meet the expected additional costs of the required insurance packages and policies.

Section IV. DSP Authorizing Signature(s)


Signature of Contract Administrator

9 January 2019
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.

RECEIVED
JAN 08 2019

BY: 

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

DSP: Autism Society of Cumberland County Activity Name: Autism Circle of Parents Support Program
 Requested Effective Date: 2/15/2019 Contract #: DSP- 1819-001

Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 34,000	\$ 1,000	\$ 35,000	Increase to meet expected expenses through year- end
12	Contracted Professional Services	\$ 3,000	\$ 400	\$ 3,400	Increase to meet expected expenses through year-end
14	Office Supplies & Materials	\$ 700		\$ 700	
15	Service Related Supplies	\$ -		\$ -	
17	Travel	\$ 400		\$ 400	
18	Communications & Postage	\$ 1,500		\$ 1,500	
19	Utilities	\$ -		\$ -	
20	Printing and Binding	\$ -		\$ -	
21	Repair and Maintenance	\$ -		\$ -	
22	Meeting/Conference Expense	\$ 200		\$ 200	
23	Employee Training (no travel)	\$ 500		\$ 500	
24	Advertising and Outreach	\$ 1,000		\$ 1,000	
25	Board Member Expense	\$ -		\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 1,200		\$ 1,200	
30	Vehicle Rental	\$ -		\$ -	
31	Dues, Subscriptions and Fees	\$ 750		\$ 750	
32	Insurance & Bonding	\$ 1,600	\$ 700	\$ 2,300	Increase to meet expected expenses through year- end
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	\$ 150		\$ 150	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 45,000	\$ 2,100	\$ 47,100	

RECEIVED
 JAN 09 2019

BY: *Kale*

Morgan Leach
 DSP Authorized Signature

9 January 2019
 Date

Fiscal Year 2018/2019

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

Unit:		Partnership for Children of Cumberland County, Inc.		Activity Name: Smart Start Administration	
		Requested Effective Date:		2/15/2019	
Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 239,059.00	\$ 1,000.00	\$ 240,059.00	Increase personnel costs to align expenditures in the applicable line items below. There are other funding streams to support Admin personnel costs and sufficient funds are projected in those budgets to cover this change in this Smart Start budget.
12	Contracted Professional Services	\$ 19,540.00		\$ 19,540.00	
14	Office Supplies & Materials	\$ 6,000.00	\$ 200.00	\$ 6,200.00	Increase annual budget amount to be aligned with anticipated costs through yearend
15	Service Related Supplies	\$ -		\$ -	
17	Travel	\$ 3,300.00	\$ 500.00	\$ 3,800.00	Increase annual budget amount to be aligned with anticipated costs through yearend
18	Communications & Postage	\$ 10,000.00	\$ (2,000.00)	\$ 8,000.00	Decrease annual budget amount to be aligned with anticipated costs through yearend.
19	Utilities	\$ 5,400.00	\$ 300.00	\$ 5,700.00	Increase annual budget amount to be aligned with anticipated costs through yearend
20	Printing and Binding	\$ 500.00		\$ 500.00	
21	Repair and Maintenance	\$ 7,500.00		\$ 7,500.00	
22	Meeting/Conference Expense	\$ 1,700.00		\$ 1,700.00	
23	Employee Training (no travel)	\$ 2,200.00		\$ 2,200.00	
24	Advertising and Outreach	\$ 500.00		\$ 500.00	
25	Board Member Expense	\$ 2,500.00	\$ (500.00)	\$ 2,000.00	Decrease annual budget amount to be aligned with anticipated costs through yearend.
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 3,300.00		\$ 3,300.00	
30	Vehicle Rental	\$ -		\$ -	
31	Dues, Subscriptions and Fees	\$ 2,700.00		\$ 2,700.00	
32	Insurance & Bonding	\$ 11,000.00		\$ 11,000.00	
33	Book/Library Reference Materials	\$ 100.00		\$ 100.00	
34	Mortgage Interest/Bank Fees	\$ 1,500.00		\$ 1,500.00	
35	Other Expenses	\$ -		\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ 500.00		\$ 500.00	
40	Computer Equipment/Printers, \$500+ per item	\$ 2,000.00		\$ 2,000.00	
41	Furniture/Eqpt. under \$500 per item	\$ 500.00	\$ 500.00	\$ 1,000.00	Increase annual budget amount to be aligned with anticipated costs through yearend
43	Purchases of Services	\$ -		\$ -	
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 319,799.00	\$ -	\$ 319,799.00	

Department Manager Signature _____

Date _____

Fiscal Year 2018/2019

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

Unit: Partnership for Children of Cumberland County, Inc.		Activity Name: Child Care Resource and Referral			
		Requested Effective Date: 2/15/2018			
Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 936,774.00	\$ (61,000.00)	\$ 875,774.00	Reduction due to additional funding streams provided to support the work done on other grants.
12	Contracted Professional Services	\$ 199,553.00	\$ (10,000.00)	\$ 189,553.00	Decreased to reflect projected information technology services [GL 5279] allocated to this activity based on actual usage in FY 17-18 and projected 1/2 year usage remaining FY 18-19.
14	Office Supplies & Materials	\$ 34,460.00		\$ 34,460.00	
15	Service Related Supplies	\$ 3,400.00		\$ 3,400.00	
17	Travel	\$ 33,700.00		\$ 33,700.00	
18	Communications & Postage	\$ 14,000.00		\$ 14,000.00	
19	Utilities	\$ 15,000.00		\$ 15,000.00	
20	Printing and Binding	\$ 825.00		\$ 825.00	
21	Repair and Maintenance	\$ 24,225.00		\$ 24,225.00	
22	Meeting/Conference Expense	\$ 3,000.00		\$ 3,000.00	
23	Employee Training (no travel)	\$ 25,755.00		\$ 25,755.00	
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.)	\$ 12,250.00		\$ 12,250.00	
30	Vehicle Rental	\$ 3,000.00		\$ 3,000.00	
31	Dues, Subscriptions and Fees	\$ 3,625.00		\$ 3,625.00	
32	Insurance & Bonding	\$ 3,125.00		\$ 3,125.00	
33	Book/Library Reference Materials	\$ -		\$ -	
34	Mortgage Interest/Bank Fees	\$ -		\$ -	
35	Other Expenses	\$ -		\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ 2,000.00		\$ 2,000.00	
40	Computer Equipment/Printers, \$500+ per item	\$ 4,000.00		\$ 4,000.00	
41	Furniture/Eqpt. under \$500 per item	\$ 1,500.00		\$ 1,500.00	
43	Purchases of Services	\$ -		\$ -	
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ 20,000.00	\$ 10,000.00	\$ 30,000.00	Increased the Technical Assistance Star Rated Bonus initiative to add 4 additional centers @\$2,500 each.
47	Non-Cash Grants and Awards	\$ 90,100.00		\$ 90,100.00	
	Total	\$ 1,432,792.00	\$ (61,000.00)	\$ 1,371,792.00	

Partnership's President Signature _____

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: Planning, Monitoring and Evaluation			
Planning and Evaluation		Requested Effective Date: 2/15/2019			
Line #	Description	Budget Effective 08/15/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 312,915.00	\$ (11,671.00)	\$ 301,244.00	Decrease to account for lapse salary and to align the changes in all lines below
12	Contracted Professional Services	\$ 77,526.00	\$ 10,000.00	\$ 87,526.00	Amount needed to cover projected information technology services [GL 5279] allocated to this activity based on the number of nodes at 7-1-18.
14	Office Supplies & Materials	\$ 39,610.00	\$ (3,000.00)	\$ 36,610.00	Decrease to align projected expenditures to yearend
15	Service Related Supplies	\$ 500.00		\$ 500.00	
17	Travel	\$ 3,425.00	\$ 4,000.00	\$ 7,425.00	Increase to align projected expenditures to yearend
18	Communications & Postage	\$ 10,500.00	\$ 2,000.00	\$ 12,500.00	Increase to align projected expenditures to yearend
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	\$ 264.00		\$ 264.00	
23	Employee Training (no travel)	\$ 1,735.00	\$ 700.00	\$ 2,435.00	Increase to align projected expenditures to yearend
24	Advertising and Outreach	\$ 1,000.00		\$ 1,000.00	
25	Board Member Expense	\$ -		\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 8,000.00	\$ (5,500.00)	\$ 2,500.00	Decrease to align projected expenditures to yearend
30	Vehicle Rental	\$ -	\$ 300.00	\$ 300.00	Increase to align projected expenditures to yearend
31	Dues, Subscriptions and Fees	\$ 3,000.00	\$ (1,700.00)	\$ 1,300.00	Decrease to align projected expenditures to yearend
32	Insurance & Bonding	\$ -	\$ 2,500.00	\$ 2,500.00	Increase to align projected expenditures to yearend
33	Book/Library Reference Materials	\$ -		\$ -	
34	Mortgage Interest/Bank Fees	\$ -	\$ 100.00	\$ 100.00	Increase to align projected expenditures to yearend
35	Other Expenses	\$ -		\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -	\$ 300.00	\$ 300.00	Increase to align projected expenditures to yearend
40	Computer Equipment/Printers, \$500+ per item	\$ -	\$ 3,000.00	\$ 3,000.00	Increase to align projected expenditures to yearend
41	Furniture/Eqpt. under \$500 per item	\$ -	\$ 800.00	\$ 800.00	Increase to align projected expenditures to yearend
43	Purchases of Services	\$ -	\$ -	\$ -	
45	Stipends/Scholarships	\$ -	\$ -	\$ -	
46	Cash Grants and Awards	\$ -	\$ -	\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 475,225.00	\$ 1,829.00	\$ 477,054.00	

10,000.00 from CCR&R for IT services (8,171.00) for requests on the CRP 1,829.00
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Partnership's President Signature _____

Date _____

Fiscal Year 2018/2019

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

Unit: Partnership for Children of Cumberland County, Inc.		Activity Name: PFC Child Care non-TANF/CCDF			
		Requested Effective Date: 2/15/2018			
Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ -	\$ -	\$ -	
12	Contracted Professional Services	\$ -	\$ -	\$ -	
14	Office Supplies & Materials	\$ -	\$ -	\$ -	
15	Service Related Supplies	\$ -	\$ -	\$ -	
17	Travel	\$ -	\$ -	\$ -	
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	\$ -	\$ -	\$ -	
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	\$ 51,000.00	\$ 50,000.00	\$ 101,000.00	Increased to serve current children through June 30th and to add additional crisis families with children on the waiting list.
45	Stipends/Scholarships	\$ -	\$ -	\$ -	
46	Cash Grants and Awards	\$ -	\$ -	\$ -	
47	Non-Cash Grants and Awards	\$ 8,500.00	\$ 1,000.00	\$ 9,500.00	Increased to pay registration fees for crisis families added from the waiting list.
	Total	\$ 59,500.00	\$ 51,000.00	\$ 110,500.00	

Partnership's President Signature _____

Date _____

Fiscal Year 2017/2018

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

Unit: <u>Partnership for Children of Cumberland County, Inc.</u>		Activity Name: <u>P&E</u>		Requested Effective Date: <u>PFC Family Resource Center</u>	
				<u>2/15/2019</u>	
Line #	Description	Budget Effective 08/15/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 53,000.00	\$ -	\$ 53,000.00	
12	Contracted Professional Services	\$ 34,699.00	\$ (3,200.00)	\$ 31,499.00	Reduced to cover unanticipated need for lobby brochures in Line 15 - service related supplies
14	Office Supplies & Materials	\$ 2,535.00	\$ -	\$ 2,535.00	
15	Service Related Supplies	\$ -	\$ 3,200.00	\$ 3,200.00	Brochures for distribution in lobby
17	Travel	\$ -	\$ -	\$ -	
18	Communications & Postage	\$ 500.00	\$ -	\$ 500.00	
19	Utilities	\$ 15,060.00	\$ (1,400.00)	\$ 13,660.00	Reduced to cover unanticipated costs for equipment rental and furniture needs
20	Printing and Binding	\$ 750.00	\$ -	\$ 750.00	
21	Repair and Maintenance	\$ 19,500.00	\$ -	\$ 19,500.00	
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.)	\$ -	\$ 900.00	\$ 900.00	Allocated portion of copier leases
30	Vehicle Rental	\$ -	\$ -	\$ -	
31	Dues, Subscriptions and Fees	\$ 300.00	\$ -	\$ 300.00	
32	Insurance & Bonding	\$ 3,800.00	\$ -	\$ 3,800.00	
33	Book/Library Reference Materials	\$ -	\$ -	\$ -	
34	Mortgage Interest/Bank Fees	\$ -	\$ -	\$ -	
35	Other Expenses	\$ -	\$ -	\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -	\$ 500.00	\$ 500.00	Unanticipated furniture needs
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	\$ -	\$ -	\$ -	
	Total	\$ 130,144.00	\$ -	\$ 130,144.00	

Partnership's President Signature _____

Date _____

Fiscal Year 2018/2019

**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 Development			
Community Engagement		Requested Effective Date: 2/15/2019			
Line #	Description	Budget Effective 07/01/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 194,361.00	\$ (25,860.00)	\$ 168,501.00	Decrease to align Smart Start funds and use Program Income for the projected shortfall
12	Contracted Professional Services	\$ -	\$ 750.00	\$ 750.00	Allocated portion of security services were not originally budgeted
14	Office Supplies & Materials	\$ 2,200.00	\$ 7,300.00	\$ 9,500.00	To include website maintenance and monthly MailChimp and MailGun; and allocated portions of office and janitorial supplies not originally budgeted
15	Service Related Supplies	\$ -	\$ 85.00	\$ 85.00	Includes materials not originally budgeted
17	Travel	\$ 2,000.00	\$ (1,000.00)	\$ 1,000.00	Don't need as much
18	Communications & Postage	\$ 2,160.00	\$ 1,140.00	\$ 3,300.00	Allocated portion of phone service and internet services were not in the original budget
19	Utilities	\$ -	\$ 2,500.00	\$ 2,500.00	Allocated portion of electric bills were not originally budgeted
20	Printing and Binding	\$ 750.00	\$ (400.00)	\$ 350.00	Do not need as much
21	Repair and Maintenance		\$ 2,500.00	\$ 2,500.00	Allocated portion of lawn care, cleaning, etc. were not originally budgeted
22	Meeting/Conference Expense	\$ 750.00		\$ 750.00	
23	Employee Training (no travel)	\$ 1,645.00	\$ 155.00	\$ 1,800.00	Additional needed to cover upcoming conferences and trainings not origially projected
24	Advertising and Outreach	\$ 3,400.00	\$ 12,600.00	\$ 16,000.00	An invoice for outreach advertising from FY1718 was not available until the current fiscal year
25	Board Member Expense	\$ -		\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 1,620.00	\$ (1,420.00)	\$ 200.00	Over estimated (No storage fees)
30	Vehicle Rental			\$ -	
31	Dues, Subscriptions and Fees	\$ 2,000.00	\$ 200.00	\$ 2,200.00	Underestimated (includes Adobe, Pantheon)
32	Insurance & Bonding	\$ -	\$ 800.00	\$ 800.00	Allocated property and auto insurance costs were not originally budgeted
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	\$ -	\$ 200.00	\$ 200.00	Not put into original budget
41	Furniture/Eqpt. under \$500 per item	\$ -	\$ 450.00	\$ 450.00	Not put into original budget
43	Purchases of Services	\$ -		\$ -	
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 210,886.00	\$ -	\$ 210,886.00	

Partnership's President Signature _____

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. P & E		Activity Name: All Children Excel Requested Effective Date: 2/15/2019			
Line #	Description	Budget Effective 07/01/19	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 166,000.00		\$ 166,000.00	
12	Contracted Professional Services			\$ -	
14	Office Supplies & Materials	\$ 1,500.00		\$ 1,500.00	
15	Service Related Supplies	\$ 2,000.00		\$ 2,000.00	
17	Travel	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00	Anticipated need through year end; In State Mileage
18	Communications & Postage	\$ 500.00	\$ 200.00	\$ 700.00	Anticipated need through year end
19	Utilities			\$ -	
20	Printing and Binding	\$ 350.00	\$ (200.00)	\$ 150.00	Reduced to meet anticipated need through year end.
21	Repair and Maintenance			\$ -	
22	Meeting/Conference Expense	\$ 4,785.00	\$ (4,000.00)	\$ 785.00	Food no longer provided for SOAR Meetings
23	Employee Training (no travel)	\$ 2,000.00		\$ 2,000.00	
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	\$ 750.00		\$ 750.00	
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			\$ -	
43	Purchases of Services			\$ -	
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards	\$ 900.00		\$ 900.00	
47	Non-Cash Grants and Awards			\$ -	
	Total	\$ 180,785.00	\$ -	\$ 180,785.00	

Partnership's President Signature _____

Date _____

Fiscal Year 2018/2019

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

Partnership for Children of Cumberland County, Inc.		Activity Name: Family Connects			
Unit: Planning, Monitoring & Evaluation	Requested Effective Date: 2/15/2019				
Line #	Description	Budget Effective 08/15/18	Amount Changed	Budget Effective 02/15/19	Explanation
11	Personnel	\$ 17,750.00	\$ (7,750.00)	\$ 10,000.00	Realign budget to reflect actual anticipated expenditures based on contract with Duke Family Connect
12	Contracted Professional Services	\$ 80,000.00	\$ 10,000.00	\$ 90,000.00	Realign budget to reflect actual anticipated expenditures based on contract with Duke Family Connect
14	Office Supplies & Materials	\$ 1,500.00	\$ (1,500.00)	\$ -	Realign budget to reflect actual anticipated expenditures based on contract with Duke Family Connect
15	Service Related Supplies	\$ -	\$ -	\$ -	
17	Travel	\$ -	\$ -	\$ -	
18	Communications & Postage	\$ -	\$ -	\$ -	
19	Utilities	\$ -	\$ -	\$ -	
20	Printing and Binding	\$ 750.00	\$ (750.00)	\$ -	Realign budget to reflect actual anticipated expenditures based on contract with Duke Family Connect
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	\$ -	\$ -	\$ -	
	Equipment Rental (Phones, Computers, etc.)	\$ -	\$ -	\$ -	
29	Computers, etc.)	\$ -	\$ -	\$ -	
30	Vehicle Rental	\$ -	\$ -	\$ -	
31	Dues, Subscriptions and Fees	\$ -	\$ -	\$ -	
32	Insurance & Bonding	\$ -	\$ -	\$ -	
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	\$ -	\$ -	\$ -	
40		\$ -	\$ -	\$ -	
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	\$ -	\$ -	\$ -	
	Total	\$ 100,000.00	\$ -	\$ 100,000.00	

Partnership's President Signature _____

Date _____

Fiscal Year 2017/2018

Finance Committee
Tuesday, January 15, 2019
Board of Directors Meeting
Thursday, January 17, 2019
President's Report

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

1. **NCPC** – The MAC workgroup met for the past year to come up with recommendations for updating processes and requirements for MAC sites. This included looking at increased funding. These recommendations are going to the NCPC Board this month. PFC is a MAC lead and has been part of the workgroup. This accounting support is critical to the network. We currently have five partnerships as part of our MAC site.
2. **NC Department of Health & Human Services** – Food & Nutrition Services: Because of the federal shutdown, the U.S. Department of Agriculture (USDA) has instructed states to issue February's Food and Nutrition benefits early. On Sunday, January 20, 2019, households already receiving FNS benefits will receive their February benefits that would normally be available between February 3rd and 21st. Once these benefits are issued, there will not be additional benefits issued to those households in February. New applications will continue to be taken and processed
3. **NC Legislature** – The General Assembly will be going into the long session at the end of the month. Multiple groups are working on the legislative agenda for early childhood initiatives. As we receive information, we will share it with you.
4. **Early Childhood Action Plan for children birth through age eight** - The final plan will be launched at an Early Childhood Summit that is scheduled for February 27 in Raleigh. Governor Cooper's office just announced the award of a **\$4.5M preschool development grant from the U.S. Administration for Children and Families Office of Child Care** (in the U.S. Health and Human Services budget). The Governor's press release indicated that this grant would help NC make progress with its Early Childhood Action Plan. The grant will be administered by the NC Division of Child Development and Early Education.
5. **OTHER** – Op-eds ran in the News & Observer supporting funding for early childhood ("[Benefits of Pre-K do not fade with age](#)", "[NC's 'Read to Achieve' program failed. Let's turn the page.](#)").

B. Grant Opportunities

1. **CarMax** – We submitted our report in December for the first year of funding that focused on transition to kindergarten. We recently were informed that we have received funding for a second year. The annual allocation is for \$10,000.
2. **Disaster Relief Fund from NCPC** – We requested funds from this fund to address water damage from leaks in the building that have been exacerbated by the hurricanes over that last two years. We

351 Wagoner Drive, Suite 200
Fayetteville, NC 28303
P 910-867-9700 / F 910-867-7772
ccpfc.org

were granted \$7,000 from the funds raised by NCPC. Part of the funding was earmarked from partnerships that owned their building.

3. **Dolly Parton's Imagination Library Marketing RFA** –NCPC put out an RFA again to support marketing of the expansion of DPIL throughout the state. We submitted a request for \$22,000, with a focus again on digital marketing. We received our full request.
 4. **RFA for Infant and Toddler Technical Assistance Pilot Project**– We were not funded for the pilot.
- C. PFC 10-10 Club** – If you have not signed up, please do so ASAP. This is a great opportunity to develop ongoing funding and volunteer resources for PFC.
- D. NCPC 25th Celebration has been rescheduled for March 2, 2019, 7:00 pm – 11:00 pm, Marbles Kids Museum in Raleigh.** We will have staff and several board members attending.
- E. Forward March Conference** – The conference was postponed until May 30 & 31, 2019 due to low registration. The location of the conference is at the Iron Mike Conference Center. The VIP dinner will be May 30th. We will share information about registration once timelines are finalized.
- F. Think Babies** – There are several initiatives focusing on services to children birth-three years of age and their families. The NC Early Education Coalition has received funding from the Pritzker Foundation and Zero to Three to focus on these initiatives. Their 2019 Policy Priorities are included in your packet. In addition, NCPC is looking at a proposal to the Pritzker Foundation to focus on Home Visiting and Child Care Deserts for infants and toddlers in NC.

PFC is a 501(c)(3) non-profit organization supported by public and private funds through Smart Start, NC Pre-K, tax-deductible donations, and grants.



a partner
in the

Smart Start
network

Be the Driving Force.



ATTENTION:

Food and Nutrition Services (Food Stamp) Recipients

Your February benefits will be loaded to your EBT card on Jan. 20 due to the federal government shutdown.

These are your only benefits for February 2019.

Please budget for
buying food wisely!

Additional benefits cannot be added for future months until the federal shutdown is resolved.



State of North Carolina • Department of Health and Human Services

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ATENCIÓN:

Beneficiarios de Servicios de Alimentos y Nutrición (Estampillas de Comida)

Sus beneficios correspondientes al mes de Febrero serán depositados en su tarjeta de EBT el 20 de Enero debido al paro de labores del gobierno. **Estos beneficios serán los correspondientes a Febrero 2019.**

iPor favor haga bien su presupuesto y use sus beneficios sabiamente!

No se agregaran más beneficios en los futuros meses hasta que el paro de labores del gobierno se resuelva.



State of North Carolina • Department of Health and Human Services

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North Carolina 2019 Policy Priorities for Infants, Toddlers, and Families

Developed by the Think Babies™ NC Leadership Team



When we support our youngest children in having the opportunity to fulfill their potential, we create the best outcomes in health, education, and economic well-being for everyone in North Carolina.

Brains are built, not born. During the first years of life, babies' experiences are built into their bodies — shaping brain development and building the foundation for all future learning, behavior and health. Parents play the lead role in their child's healthy development, but all parents are stretched in the earliest months and years of their child's life. Our state and our communities all have a role to play in providing parents with support they may need at this especially critical time. Policies and programs should ensure healthy beginnings at birth, support families with young children, and make high-quality child care and learning environments more accessible and affordable to all parents who want them. When we support them in their earliest years, we prepare our babies to grow, learn and succeed—and our communities, workforce and economy become stronger and more productive.



All Young Children Need Healthy Beginnings

Children's development during the early years of life is strongly affected by their health. Healthy adults are more likely to conceive healthy babies, and women with health insurance are more likely to get timely and adequate prenatal care. When parents have health insurance coverage, children are more likely to have insurance, keep insurance, and access needed health care services. Parents with health insurance are healthier and can better support children's development. Supporting pregnant women at work reduces infant mortality, improves mom and baby's health, and reduces doctor and hospital visits. When children have good health in utero, good birth outcomes, and access to needed health services, they are more likely to have good physical health and on-track development during childhood and throughout life.

Think Babies™ NC 2019 Policy Priorities

- Make sure parents have access to health insurance by closing the coverage gap.
- Adopt reasonable workplace accommodations for pregnant employees.



All Young Children Need Supported Families and Supportive Communities

A stable, secure relationship with a nurturing, caring adult is a key factor in young children's development. Parents play the lead role in their children's healthy development, but all parents are stretched in the earliest months and years of their children's lives. Communities can provide parents with support they may need at this especially critical time.

Think Babies™ NC 2019 Policy Priorities

- Increase opportunities for home visiting and parenting education programs.
- Adopt paid family and medical leave for employees.



All Young Children Need Access to Quality Early Care and Learning Experiences

Children's development and learning in the first few years lay the foundation for all of the years that follow. Children who attend high-quality early education programs are better prepared for success in school—academically, socially and emotionally. Children in higher quality programs have more advanced language and math skills, more advanced social skills, and more supportive relationships with their teachers. Access to high-quality child care with well educated, well compensated teachers helps prepare children to grow, learn and succeed.

Think Babies™ NC 2019 Policy Priorities

- Increase child care subsidy funding to expand access to high-quality, affordable infant and toddler child care for low-income families.
- Make sure families living in child care deserts have access to high-quality infant and toddler child care.
- Ensure infants and toddlers have well educated and well compensated teachers with the skills needed to support healthy development.



All Young Children Need To Be Counted

An estimated 73,000 children in North Carolina under age 5 live in hard-to-count census tracts. Adequate census counts determine the amount of federal support a state receives. If these children are missed, the state stands to lose more than \$5 billion in federal investments like Child Care Subsidies, Head Start, nutrition support (SNAP) and health care (Medicaid) that primarily benefit the most vulnerable children.

Think Babies™ NC 2019 Policy Priorities

- Make sure North Carolina's infants and toddlers benefit from their fair share of federal investments in programs that support healthy development by ensuring an accurate 2020 Census count.



About Think Babies™ NC:

Think Babies™ NC seeks to advance policies that support the healthy development of North Carolina's babies and toddlers. It is aligned with the NC Pathways to Grade-Level Reading initiative and the NC Early Childhood Action Plan. Think Babies™ NC is led by the NC Early Education Coalition with support from the NC Early Childhood Foundation and a Leadership Team of state and local organizations focused on advancing public awareness and policy solutions for infants, toddlers, and their families.

For more information, contact:

Michele Rivest, Policy Director, NC Early Education Coalition

Michele.Rivest@NCEarlyEducationCoalition.org

Visit the Think Babies™ NC website: <https://www.ncearlyeducationcoalition.org/think-babies.html>

Finance Committee Recommendations

Meeting of January 15, 2019

RECOMMENDATIONS

- A. Credit Card Authorization: The Finance Committee moved to accept canceling the PFC credit card(s), American Express and/or Visa, that were issued to Marie Clark and issue cards to Marie Lilly. These credit cards will be kept in the PFC safe until they are needed.
- B. Fixed Assets Disposals: The Finance Committee recommends accepting the disposal of the listed computer equipment totaling \$11,460.77 as presented.

INFORMATION

- C. Investments: Per the approval of the October board meeting, funding for investments will be distributed as recommended. Updated signature cards will be available soon for board officers to sign.
- D. Cumberland Financial Reports for December 2018 were distributed as an FYI:
 - 1. Smart Start
 - 2. NC Pre-Kindergarten
 - 3. DCDEE – Region 5
 - 4. All Funding Sources
 - 5. Cash and In-Kind Report
- E. Contingency Reversion Plan/Budget Revisions &/or Amendments: The Contingency Reversion Plan was issued for information only. Further information will be added and issued for approval at the January board meeting.
- F. The Monitoring Status updates for Fiscal, Contracts, Program and Region 5 were provided for information.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Summary of Fixed Assets for Disposal

To the Board of Directors for Approval on January 17, 2019

COST						
FIXED ASSET TAG #	STATUS	DESCRIPTION	YEAR PURCHASED	FURNITURE & EQUIPMENT OVER \$500	COMPUTERS & EQUIPMENT OVER \$500	LEASEHOLD IMPROVEMENTS OVER \$500
	<i>The following systems & 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			
20728	See above	Dell Poweredge 1900 Email Server	Jan-08		4,967.48	
20767	See above	Dell Optiplex 740 computer with flat panel monitor/speakers	Aug-08		1,421.42	
20807	See above	HP Laserjet multifunction printer (includes \$150 credit in Nov. 2009)	Oct-09		549.98	
20838	See above	Dell Studio XPS 8100 Computer	Sep-10		939.99	
20879	See above	Dell Studio XPS 8500 mini-tower computer	Aug-12		751.99	
20888	See above	Dell Vostro 260 computer	Oct-12		624.00	
20892	See above	Dell Studio XPS 8500 mini-tower computer	Dec-12		727.96	
20890	See above	Dell Studio XPS 8500 mini-tower computer	Dec-12		727.96	
20926	See above	Dell XPS 8700 desktop computer	Jun-14		749.99	
				\$ -	\$ 11,460.77	\$ -
7 Items for Disposal		TOTAL DISPOSALS		\$11,460.77		

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FINANCIAL SUMMARY - WHAT YOU NEED TO KNOW

Board Responsibility

The review of the financial statements is the responsibility of the Committee and Board Members of PFC.

The detailed financial reports have been provided to you via email and will be provided electronically during the meeting.

December 31, 2018

1 Balance Sheet

The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.

2 Smart Start Grant [State Funds]

- a. PFC's Smart Start grant budgets are reflected at full allocation effective 07-01-2018.
- b. The total allocation for FY2018-2019 is \$6,598,689 including DSS and WAGE\$.
- c. The spending percentages at this point in the year are as anticipated.
- d. All budgets are in the review process to determine if they are adequate through yearend.

3 NC Pre-Kindergarten Grant [State and Federal Funds]

- a. PFC is in full contract with DCDEE effective 07-01-2018.
- b. PFC was awarded an additional grant amount of \$174,963 as a part of the NC Pre-K Capacity Building funding. This amount is 100% federal funds and will be effective from November 1, 2018 through June 30, 2019.
- c. DCDEE amended PFC's current NC Pre-K contract by decreasing the state funds and increasing the federal funds by \$5,048,073, respectively. The total NC Pre-K grant is now \$9,098,098 with \$6,923,629 in federal funds and \$2,174,469 in state funds.

4 DCDEE - Region 5 Grants [Federal Funds]

- a. PFC's three Region 5 grants are in contract effective 07-01-18.
- b. The funder is currently in arrears of reimbursing PFC \$217,956.23 for the months of July 2018 through December 2018. The funder is aware and will research the status of the reimbursements.

5 All Funding Sources

- a. The cash balance at month-end is as projected and is sufficient for the requirements of the upcoming month.
- b. Most of the reimbursement based grantors are on schedule with their monthly reimbursements.
- c. The reimbursement based Region 5 grants are behind schedule with their monthly reimbursements due to their delay in fully processing their contracts in a timely manner.

6 Unrestricted State Revenues (USR)

- a. The goal is to continue to use these funds only when other funding streams cannot be used or is not available.
- b. Some investment funds **will need to be converted to operating cash during this fiscal year** to cover the shortfall as projected in the Fund 208 operating fund. The amount approved by the Board to cover the projected need is \$25,000. This amount should be transferred during the first quarter of 2019.

7 Cash and In-kind Report

- a. The 19% match amount reflected on the monthly report is reflected at 100% of the full allocation.
- b. PFC's Leadership Team, staff and Board members will continue to discuss and implement strategies to meet our match requirement. PFC did not meet the 19% match requirement for FY1718 nor for FY1617.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS December 31, 2018

FOOTNOTES - BALANCE SHEET

A. The cash accounts at December 31, 2018 total \$2,073,512.72.

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	\$534,419.21	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
TOTAL		\$565,803.21				

B. Employees' payroll deductions at December 31, 2018 from the current month and from prior months total \$(726.16). These accounts are reconciled on a monthly basis and at yearend to ensure that the correct amounts are being accounted for.

C. 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

December 31, 2018

FOOTNOTES - SMART START GRANT SPREADSHEET

SERVICES (In-House Activities): The Smart Start grants for all of the Service budgets are in full contract effective July 1, 2018. Budgets are being reviewed to determine if they are adequate through yearend.

DIRECT SERVICE PROVIDERS: The Smart Start grants for the Direct Service Providers (DSPs) budgets are in full contract at July 1, 2018. Budgets are being reviewed to determine if they are adequate through yearend.

ADMINISTRATION: The Smart Start grant for the Administration budget is in full contract at July 1, 2018. The budget is being reviewed to determine if it is adequate through yearend.

Partnership for Children of Cumberland County, Inc.
Balance Sheet
December 31, 2018

Assets

Bank of America Checking Account	\$ 1,507,309.51	}	A
PNC Bank - Money Market Reserve	534,419.21		
Petty Cash, Change Funds, Undeposited Receipts	400.00		
Beneficial Interest in Community Foundation	31,384.00		
Employee Advances (for travel)	(15.00)		
	<hr/>		
Total Assets	<u><u>2,073,497.72</u></u>		

Liabilities and Net Assets

Health Insurance Payable	(2,390.60)	}	B
Flex-Spending Payable	1,209.07		
AFLAC Payable	447.66		
Payroll Withholding - 401k	0.01		
Vision Payable	7.48		
Legal Shield Payable	0.22		
Tenant Security Deposits	16,564.36		
Unrestricted Net Assets	1,018,790.36		
Temporarily Restricted Net Assets	34,609.55		
Permanently Restricted Net Assets	31,384.00		C
Excess Revenues over (under) Expenditures	972,875.61		
	<hr/>		
Total Liabilities and Net Assets	<u><u>\$ 2,073,497.72</u></u>		

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2018 - 2019

FY 18/19 SMART START FULL ALLOCATION	\$6,598,689
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TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$319,799
--	------------------

FY 18/19 Smart Start Admin Base Allocation	\$319,799
---	------------------

TOTAL ALLOCATION FOR SERVICES ----->	\$6,278,890
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FY 18/19 Smart Start Services Allocation :	\$6,278,890
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AS OF DECEMBER 31, 2018

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

EXPENDITURES

	Activity	Agency		08/15/18 Budget	Advances	November	December	Y-T-D	Remaining Budget	50% % of Budget Expended	50% % of Available Funds
	Early Care & Education Subsidy - TANF Only										
1	Subsidized Child Care	Dept. of Social Services		\$ 2,230,306.00		\$ 252,062.00	\$ 289,404.00	\$ 1,748,639.00	\$ 481,667.00	78%	22%
2	CCR&R - Subsidy	IH Partnership for Children		\$ 366,368.00		\$ 38,188.91	\$ 41,792.39	\$ 129,245.27	\$ 237,122.73	35%	65%
3	Child Care Scholarships	Fayetteville Tech. Com. College		\$ 207,260.00	\$ -	\$ 25,178.88	\$ 24,500.49	\$ 92,086.77	\$ 115,173.23	44%	56%
		ECE Subsidy TANF Total:	45%	\$ 2,803,934.00	\$ -	\$ 315,429.79	\$ 355,696.88	\$ 1,969,971.04	\$ 833,962.96	70%	
		Minimum of 39% Required									
	Early Care & Education Subsidy - Non-TANF										
4	CCR&R - Non-TANF Dual Subsidy	IH Partnership for Children		\$ 59,500.00		\$ 5,947.65	\$ 5,217.15	\$ 22,472.58	\$ 37,027.42	38%	62%
5	Spainhour/Child Play	Easter Seals UCP		\$ 91,716.00	\$ -	\$ 7,643.00	\$ 7,643.00	\$ 45,858.00	\$ 45,858.00	50%	50%
		ECE Subsidy Non-TANF Total:	2%	\$ 151,216.00	\$ -	\$ 13,590.65	\$ 12,860.15	\$ 68,330.58	\$ 82,885.42	45%	
	Early Care & Education Subsidy - Administration										
6	Subsidy Support Staff	Dept. of Social Services		\$ 159,807.00		\$ (14,661.00)	\$ -	\$ 145,146.00	\$ 14,661.00	91%	9%
7	Child Care Scholarship - Admin Support	Fayetteville Tech. Com. College		\$ 11,450.00	\$ -	\$ 1,205.27	\$ 1,217.49	\$ 5,741.32	\$ 5,708.68	50%	50%
8	CCR&R - Subsidy Administration	IH Partnership for Children		\$ 35,150.00		\$ 2,843.11	\$ 2,849.62	\$ 18,201.25	\$ 16,948.75	52%	48%
		ECE Subsidy Administration Total	3%	\$ 206,407.00	\$ -	\$ (10,612.62)	\$ 4,067.11	\$ 169,088.57	\$ 37,318.43	82%	
	Early Care & Education Quality & Affordability										
9	CCR&R - Core Services	IH Partnership for Children		\$ 1,432,792.00		\$ 93,895.74	\$ 107,331.65	\$ 642,285.90	\$ 790,506.10	45%	55%
10	WAGES	Child Care Svcs. Association		\$ 371,554.00		\$ 13,433.21	\$ 11,193.75	\$ 172,869.57	\$ 198,684.43	47%	53%
	Kindermusik & Music Therapy [SEE PSC 5417]	Kerri Hurley		\$ -	\$ -	\$ 4,714.45	\$ (22,062.86)	\$ -	\$ -	#DIV/0!	#DIV/0!
		ECE Quality Total:	29%	\$ 1,804,346.00	\$ -	\$ 112,043.40	\$ 96,462.54	\$ 815,155.47	\$ 989,190.53	45%	
		Minimum of 70% Total Required									
	Health and Safety										
11	Assuring Better Health and Development (ABCD)	Carolina Collaborative Community Care (4C)		\$ 92,238.00	\$ -	\$ 7,456.26	\$ 5,936.26	\$ 38,269.54	\$ 53,968.46	41%	59%
12	Family Connect NEW at 07-01-18	IH Partnership for Children		\$ 100,000.00	\$ -	\$ -	\$ -	\$ 22,500.00	\$ 77,500.00	23%	78%
13	Kindermusik & Music Therapy [NEW PSC FOR FY1819 effective 7-1-18 per NCPG]	Kerri Hurley		\$ 57,209.00	\$ 9,534.83	\$ -	\$ 27,345.13	\$ 27,345.13	\$ 29,863.87	48%	52%
		Health & Safety Total:	4%	\$ 249,447.00	\$ 9,534.83	\$ 7,456.26	\$ 33,281.39	\$ 88,114.67	\$ 161,332.33	35%	

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2018 - 2019

FY 18/19 SMART START FULL ALLOCATION	\$6,598,689
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TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$319,799
--	------------------

FY 18/19 Smart Start Admin Base Allocation	\$319,799
---	------------------

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

FY 18/19 Smart Start Services Allocation :	\$6,278,890
---	--------------------

AS OF DECEMBER 31, 2018

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

EXPENDITURES

	Activity	Agency		08/15/18 Budget	Advances	November	December	Y-T-D	Remaining Budget	50% % of Budget Expended	50% % of Available Funds
	Family Support										
14	Autism Outreach & Resource Ctr.	Autism of CC		\$ 45,000.00	\$ -	\$ 5,242.21	\$ 5,949.38	\$ 37,083.21	\$ 7,916.79	82%	18%
15	PFC Family Resource Center	IH Partnership for Children		\$ 130,144.00		\$ 7,050.79	\$ 10,017.30	\$ 60,197.72	\$ 69,946.28	46%	54%
16	All Children Excel [ACE] NEW 07-01-18	IH Partnership for Children		\$ 180,785.00		\$ 17,029.17	\$ 14,806.24	\$ 103,910.32	\$ 76,874.68	57%	43%
17	Child Passenger Safety Car Seat NEW 07-01-18	IH Partnership for Children		\$ 5,000.00		\$ (80.00)	\$ (200.00)	\$ 4,099.29	\$ 900.71	82%	18%
18	Community Engagement & Resource Development	IH Partnership for Children		\$ 210,886.00		\$ 18,661.12	\$ 17,449.51	\$ 123,470.82	\$ 87,415.18	59%	41%
19	Reach Out & Read Grant	Carolina Collaborative Community Care (4C)		\$ 16,500.00	\$ -	\$ 203.18	\$ 382.56	\$ 2,323.77	\$ 14,176.23	14%	86%
		Family Support Total:	9%	\$ 588,315.00	\$ -	\$ 48,106.47	\$ 48,404.99	\$ 331,085.13	\$ 257,229.87	56%	
	System Support										
20	P&E - Planning & Evaluation	IH Partnership for Children		\$ 475,225.00		\$ 26,896.53	\$ 26,247.29	\$ 210,202.52	\$ 265,022.48	44%	56%
		System Support Total:	8%	\$ 475,225.00	\$ -	\$ 26,896.53	\$ 26,247.29	\$ 210,202.52	\$ 265,022.48	44%	
		Total of Approved Projects:		\$ 6,278,890.00	\$ 9,534.83	\$ 512,910.48	\$ 577,020.35	\$ 3,651,947.98	\$ 2,626,942.02		
21	Administration	IH Partnership for Children	5%	\$ 319,799.00	\$ -	\$ 23,139.80	\$ 26,947.98	\$ 184,803.39	\$ 134,995.61	58%	42%
	Unallocated Smart Start SERVICES Funds			\$ -							
	Unallocated Smart Start ADMINISTRATION Funds			\$ -							
		Total Smart Start Funds Expended		\$ 9,534.83		\$ 536,050.28	\$ 603,968.33	\$ 3,836,751.37			
								Total Allocated Smart Start Funds Remaining	\$ 2,761,937.63		

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

FY 18/19 Revenues per Contract	Fiscal Year 2018/ 2019		
\$ 8,398,245	NC Pre-k Grant Payments to Providers		
\$ 174,963	2% CCDF Quality Funds		
\$ 174,963	2% New Capacity Building Funds		
\$ 349,927	4% Administrative Fee		
\$ 9,098,098	Total NC Pre-k Grant		
			as of December 31, 2018
			SHOULD BE
			50% 50%

FUND	Activity		FY 18/19 Budget 11/1/2018	October	November	December	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
211	9100-999	Administrative Operations	\$ 152,533.00	\$10,916.89	\$10,927.28	\$10,611.42	\$70,455.44	\$82,077.56	46%	54%
211	3104-001	CCR&R - Core	\$ 66,330.00	\$6,032.93	\$6,264.72	\$7,064.46	\$46,098.79	\$20,231.21	69%	31%
	3323-017	NC Pre-k Coordination (In-Direct)	\$ 131,064.00	\$13,916.02	\$14,078.72	\$14,002.71	\$84,934.99	\$46,129.01	65%	35%
		Services Sub-Total	\$ 197,394.00	\$19,948.95	\$20,343.44	\$21,067.17	\$131,033.78	66,360.22	66%	34%
206	2342-015	NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 1,042,784.00	\$0.00	\$164,250.00	\$0.00	\$164,250.00	\$878,534.00	16%	84%
	2348-015	NC Pre-K Non-TANF/CCDF - State Funds	\$ 781,758.00	\$0.00	\$7,800.00	\$0.00	\$7,800.00	\$773,958.00	1%	99%
		Fund 206 Sub-Total	\$ 1,824,542.00	\$0.00	\$172,050.00	\$0.00	\$172,050.00	\$1,652,492.00	9%	91%
319	2342-015	NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 5,587,648.00	\$355,400.00	\$1,274,225.00	\$598,100.00	\$2,356,975.00	\$3,230,673.00	42%	58%
	2348-015	NC Pre-K Non-TANF/CCDF - Federal Funds	\$ 986,055.00	\$90,550.00	\$264,500.00	\$125,650.00	\$480,700.00	\$505,355.00	49%	51%
		Fund 319 Sub-Total	\$ 6,573,703.00	\$445,950.00	\$1,538,725.00	\$723,750.00	\$2,837,675.00	\$3,736,028.00	43%	89%
328	3322-017	NC Pre-K New CCDF Quality Funds - Federal Funds	\$ 174,963.00	\$0.00	\$0.00	\$4,617.45	\$12,285.48	\$162,677.52	7%	93%

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

FY 18/19 Revenues per Contract		Fiscal Year 2018/ 2019
\$ 8,398,245	NC Pre-k Grant Payments to Providers	
\$ 174,963	2% CCDF Quality Funds	
\$ 174,963	2% New Capacity Building Funds	
\$ 349,927	4% Administrative Fee	as of December 31, 2018
\$ 9,098,098	Total NC Pre-k Grant	SHOULD BE
		50% 50%

FUND	Activity	FY 18/19 Budget 11/1/2018	October	November	December	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
329	3323-017 NC Pre-K New Capacity Building Funds - Federal Funds effective 11-1-2018	\$ 73,240.00	\$0.00	\$3,415.79	\$3,424.83	\$6,840.62	\$66,399.38	9%	91%
329	3104-001 NC Pre-K New Capacity Building Funds - Federal Funds effective 11-1-2018	\$ 31,489.00	\$0.00	\$0.00	\$0.00	\$0.00	\$31,489.00	0%	100%
329	9100-999 NC Pre-K New Capacity Building Funds - Federal Funds effective 11-1-2018	\$ 47,833.00	\$0.00	\$0.00	\$0.00	\$0.00	\$47,833.00	0%	100%
329	5603-007 NC Pre-K New Capacity Building Funds - Federal Funds effective 11-1-2018	\$ 22,401.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,401.00	0%	100%
	Fund 319 Sub-Total	\$ 174,963.00	\$0.00	\$3,415.79	\$3,424.83	\$6,840.62	\$168,122.38	4%	0%

Total Budget
Remaining \$5,867,757.68

Total NC Pre-K Grant	\$ 9,098,098.00
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$476,815.84 \$1,745,461.51 \$763,470.87 \$3,230,340.32
Total State Funds	\$2,174,469.00
Total Federal Funds	\$6,923,629.00
Total NC Pre-K Grant	\$9,098,098.00

Partnership for Children of Cumberland County, Inc.

**Region 5 DCDEE Lead Agency Grant
Fiscal Year 2018 - 2019**

TOTAL FY 2018 - 2019 REGION 5 LEAD AGENCY ALLOCATION **\$625,907.00**

FY 2018 - 2019 10% Overhead / Administration Allocation **\$56,390.00**

FY 2018 - 2019 Program/Services Allocation **\$569,517.00**

EXPENDITURES									as of December 31, 2018	
									50%	50%
Activity		07/01/18 Budget	September	October	November	December	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Region 5 Lead Agency - Core Services		\$ 240,126.00	\$ 12,632.18	\$ 11,160.95	\$ 11,235.97	\$ 11,529.51	\$ 76,640.78	\$ 163,485.22	32%	68%
Core Services - 10% Overhead/Administration for CCR&R		\$ 500.00	\$ 57.22	\$ 209.75	\$ 0.49	\$ -	\$ 409.64	\$ 90.36	82%	18%
Core Services - 10% Overhead/Administration for Admin Ops		\$ 29,174.00	\$ -	\$ 4,908.99	\$ 1,121.21	\$ 2,196.30	\$ 8,295.90	\$ 20,878.10	28%	72%
Contracts & Grants - Anson County		\$ 9,954.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,954.00	0%	100%
Contracts & Grants - Montgomery County		\$ 8,345.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,345.00	0%	100%
Contracts & Grants - Moore County		\$ 29,399.00	\$ -	\$ -	\$ -	\$ 10,487.36	\$ 10,487.36	\$ 18,911.64	36%	64%
Contracts & Grants - Richmond County		\$ 14,528.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,528.00	0%	100%
		\$ 332,026.00	\$ 12,689.40	\$ 16,279.69	\$ 12,357.67	\$ 24,213.17	\$ 95,833.68	\$ 236,192.32	29%	71%
Region 5 Infant Toddler Project		\$ 133,963.00	\$ 8,751.62	\$ 8,437.36	\$ 9,300.91	\$ 10,036.84	\$ 57,583.48	\$ 76,379.52	43%	57%
Infant Toddler - 10% Overhead/Administration for CCR&R		\$ 200.00	\$ 28.65	\$ 125.85	\$ 0.28	\$ -	\$ 162.10	\$ 37.90	81%	19%
Infant Toddler - 10% Overhead/Administration for Admin Ops		\$ 13,196.00	\$ -	\$ 3,662.76	\$ 916.80	\$ 952.23	\$ 5,531.79	\$ 7,664.21	42%	58%
		\$ 147,359.00	\$ 8,780.27	\$ 12,225.97	\$ 10,217.99	\$ 10,989.07	\$ 63,277.37	\$ 84,081.63	43%	57%
Region 5 Healthy Social Behaviors Project		\$ 133,202.00	\$ 7,688.81	\$ 8,048.90	\$ 8,285.82	\$ 8,563.34	\$ 53,496.17	\$ 79,705.83	40%	60%
Healthy Social Behavior - 10% Overhead/Administration for CCR&R		\$ 200.00	\$ 14.43	\$ 125.85	\$ 0.25	\$ -	\$ 147.85	\$ 52.15	74%	26%
Healthy Social Behavior - 10% Overhead/Administration for Admin Ops		\$ 13,120.00	\$ -	\$ 3,517.10	\$ 828.33	\$ 855.73	\$ 5,201.16	\$ 7,918.84	40%	60%
		\$ 146,522.00	\$ 7,703.24	\$ 11,691.85	\$ 9,114.40	\$ 9,419.07	\$ 58,845.18	\$ 87,676.82	40%	60%
Total Allocated DCD Funds Remaining								\$ 407,950.77		
Summary for 10% Overhead / Administration	PFC	\$ 56,390.00	\$ 100.30	\$ 12,550.30	\$ 2,867.36	\$ 4,004.26	\$ 19,748.44	\$ 36,641.56	35%	65%

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2018 - 2019

FUND CODE		July 1, 2XXX Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			October	November	December	YTD	October	November	December	YTD	
	RESTRICTED FUNDS										
206	NC Pre-K Grant - State Funds (per child)	\$ -	\$ -	\$ 172,050.00	\$ 167,400.00	\$ 339,450.00	\$ -	\$ 172,050.00	\$ -	\$ 172,050.00	\$ 167,400.00
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ -	\$ 46,532.70	\$ 30,865.84	\$ 31,207.59	\$ 168,852.11	\$ 30,865.84	\$ 31,270.72	\$ 31,678.59	\$ 168,580.22	\$ 271.89
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ -	\$ 32,909.00	\$ -	\$ -	\$ -	\$ 32,909.00	\$ -
319	NC Pre-K Grant (per slot) - Federal Funds	\$ -	\$ -	\$ 1,538,725.00	\$ 647,100.00	\$ 2,185,825.00	\$ -	\$ 1,538,725.00	\$ -	\$ 1,538,725.00	\$ 647,100.00
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ 459,150.00	\$ -	\$ 1,298,974.00	\$ 445,950.00	\$ -	\$ 723,750.00	\$ 1,298,950.00	\$ 24.00
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ -	\$ -	\$ -	\$ -	\$ 8,297.58	\$ -	\$ -	\$ 4,617.45	\$ 12,285.48	\$ (3,987.90)
329	NC Pre-K Capacity Building Grant - Federal Funds Effective 11-1-18	\$ -	\$ -	\$ -	\$ 3,415.79	\$ 3,415.79	\$ -	\$ 3,415.79	\$ 3,424.83	\$ 6,840.62	\$ (3,424.83)
	Sub-total for NC Pre-K	\$ -								Sub-total	\$ 807,383.16
301	Family CareGivers Program	\$ 70.63	\$ -	\$ -	\$ 738.00	\$ 738.00	\$ -	\$ -	\$ 234.47	\$ 1,043.20	\$ (234.57)
307	DCD Grant - SWCDC	\$ 35,745.56	\$ -	\$ -	\$ -	\$ -	\$ 16,279.69	\$ 12,357.67	\$ 24,213.17	\$ 131,579.24	\$ (95,833.68)
312	Region 5 - Infant/Toddler Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,225.97	\$ 10,217.99	\$ 10,989.07	\$ 63,277.37	\$ (63,277.37)
313	Region 5 - Healthy Social Behavior	\$ 17,076.42	\$ -	\$ -	\$ -	\$ -	\$ 11,691.85	\$ 9,114.40	\$ 9,419.07	\$ 75,921.60	\$ (58,845.18)
807	Region 5 - Program Income	\$ -	\$ 365.00	\$ 895.00	\$ 1,280.00	\$ 4,215.00	\$ -	\$ 750.00	\$ 516.28	\$ 1,266.28	\$ 2,948.72
	Sub-total for Other Restricted	\$ 52,892.61								Sub-total	\$ (215,242.08)
136	Smart Start - Services (FY 13/14)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (235.00)	\$ (235.00)	\$ 235.00
138	Smart Start - Services (FY 14/15)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 349.00	\$ -	\$ -
141	Smart Start - Admin. (FY 16/17)	\$ 14.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14.54	\$ -
142	Smart Start - Services (FY 16/17)	\$ 52.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52.98	\$ -
143	Smart Start - Admin. (FY 17/18)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186.72	\$ -	\$ -
144	Smart Start - Services (FY 17/18)	\$ 47,949.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,250.38	\$ 47,949.25	\$ -
145	Smart Start - Admin. (FY 18/19)	\$ -	\$ 27,987.00	\$ 27,676.00	\$ 26,222.00	\$ 176,570.00	\$ 14,992.83	\$ 23,139.80	\$ 26,947.98	\$ 184,803.39	\$ (8,233.39)
146	Smart Start - Services (FY 18/19)	\$ -	\$ 307,807.00	\$ 304,380.00	\$ 288,402.00	\$ 1,941,961.00	\$ 330,313.63	\$ 262,145.49	\$ 277,025.16	\$ 1,543,889.79	\$ 398,071.21
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ -	\$ 12,366.11	\$ -	\$ 24,732.22	\$ 3,599.24	\$ 5,241.62	\$ 5,742.82	\$ 32,803.52	\$ (8,071.30)
216	Dolly Parton's Imagination Library	\$ 8,406.47	\$ 3,111.80	\$ 804.00	\$ -	\$ 6,762.00	\$ 1,308.72	\$ 368.00	\$ 440.00	\$ 2,116.72	\$ 13,051.75
801	Program Income (SS Related)	\$ 72,836.17	\$ 5,526.69	\$ 6,669.79	\$ 3,252.42	\$ 35,734.30	\$ 298.82	\$ 493.76	\$ 322.06	\$ 12,871.89	\$ 95,698.58
804	GEMS Shared Services (PI SS Related)	\$ (92.51)	\$ -	\$ -	\$ -	\$ 2,600.00	\$ -	\$ -	\$ -	\$ 3,560.00	\$ (1,052.51)
902	COBRA - Employee Insurance Withholdings	\$ -	\$ -	\$ -	\$ -	\$ 2,426.88	\$ 1,204.37	\$ 1,204.37	\$ -	\$ 4,817.48	\$ (2,390.60)
	Sub-total for Smart Start & Related	\$ 129,166.90								Sub-total	\$ 487,308.74

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2018 - 2019

FUND CODE		July 1, 2XXX Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			October	November	December	YTD	October	November	December	YTD	
UNRESTRICTED FUNDS											
208	Unrestricted State Revenues - For Operating Purposes	\$ 4,214.88	\$ -	\$ -	\$ -	\$ -	\$ 1,428.93	\$ 1,467.74	\$ 1,502.63	\$ 9,294.90	\$ (5,080.02)
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 513,695.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 513,695.97
501	Individual Gifts & Donations	\$ 19,690.36	\$ 2,450.62	\$ 360.00	\$ 85.00	\$ 6,130.08	\$ 428.16	\$ 3,080.00	\$ 32.63	\$ 4,728.72	\$ 21,091.72
515	Vending Machine Commissions	\$ 574.00	\$ 65.06	\$ 63.34	\$ -	\$ 207.01	\$ -	\$ -	\$ -	\$ 442.09	\$ 338.92
518	Kohl's Corporate Grants	\$ 2,843.08	\$ -	\$ -	\$ -	\$ 971.00	\$ 10.00	\$ 100.00	\$ 875.00	\$ 985.00	\$ 2,829.08
526	Unrestricted Private Funds	\$ 2,950.68	\$ -	\$ -	\$ -	\$ -	\$ 725.25	\$ 119.63	\$ 59.95	\$ 1,134.01	\$ 1,816.67
531	PFC Annual Engagements	\$ 305.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 305.26
536	The CarMax Foundation Grant	\$ 7,649.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 87.75	\$ 6,353.17	\$ 6,440.92	\$ 1,208.51
537	Foundation for the Carolinas Grant via Long Leaf Foundation	\$ -	\$ -	\$ -	\$ -	\$ 17,500.00	\$ -	\$ -	\$ -	\$ 660.00	\$ 16,840.00
802	PFCRC II (Non-Smart Start)	\$ 103,323.97	\$ 14,006.74	\$ 10,289.22	\$ 6,778.00	\$ 56,450.25	\$ 6,698.54	\$ 7,014.51	\$ 7,898.56	\$ 76,426.68	\$ 83,347.54
806	Forward March Conference	\$ 19,308.57	\$ 5,167.00	\$ 500.00		\$ 23,830.66	\$ 292.90	\$ -		\$ 439.35	\$ 42,699.88
812	PFCRC II - Administration	\$ -	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 28,500.00	\$ 4,405.43	\$ 4,283.44	\$ 4,283.44	\$ 26,204.18	\$ 2,295.82
815	Hoke - Contracted Eval (not program income)	\$ 15,716.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,020.69	\$ 4,244.29	\$ 11,472.05
816	Contracted Data Services	\$ 5,763.28	\$ -	\$ -	\$ -	\$ 5,840.00	\$ -	\$ -	\$ -	\$ 8,155.13	\$ 3,448.15
820	Fundraising - PFC Annual Soiree	\$ 110,687.10	\$ 1,789.09	\$ -	\$ 2,000.00	\$ 3,814.09	\$ 141.83	\$ 2,642.50	\$ 1,472.27	\$ 6,475.91	\$ 108,025.28
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 8,832.98	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,832.98
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 5,802.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,802.11
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,578.00
827	Fundraising - Mission Moments	\$ 1,284.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,284.02	\$ -
828	Fundraising - Early Care & Education Initiatives	\$ 2,634.54	\$ -	\$ -	\$ -	\$ -	\$ 2,600.90	\$ (504.00)	\$ (30.00)	\$ 2,066.90	\$ 567.64
897	Sales Tax	\$ (22,258.15)	\$ -	\$ -	\$ -	\$ 22,258.15	\$ 1,019.37	\$ 590.96	\$ 1,449.83	\$ 5,361.14	\$ (5,361.14)
899	Interest Income (from Investment Funds)	\$ 18,213.11	\$ 385.75	\$ 350.93	\$ 362.86	\$ 2,161.84	\$ (725.25)	\$ -	\$ -	\$ -	\$ 20,374.95
904	Forfeited FSA	\$ 578.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4.25	\$ -	\$ 25.50	\$ 552.52
905	Employee Withholding	\$ 676.15	\$ 22,227.99	\$ 23,582.12	\$ 24,729.94	\$ 150,069.54	\$ 22,811.63	\$ 23,622.01	\$ 23,933.37	\$ 149,633.77	\$ 1,111.92
	Sub-total for Unrestricted Funds	\$ 844,063.70								Sub-total	\$ 857,793.81

Partnership for Children of Cumberland County, Inc.

All Funding Sources

Fiscal Year 2018 - 2019

FUND CODE		July 1, 2XXX Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			October	November	December	YTD	October	November	December	YTD	
	INFORMATION TECHNOLOGY										
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 401.98	\$ 73.08	\$ 109.63	\$ 1,462.38	\$ (1,462.38)
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
994	IT - Outside Agencies	\$ 93,513.32	\$ 17,883.46	\$ 18,294.45	\$ 3,778.00	\$ 64,322.31	\$ 6,891.81	\$ 9,955.16	\$ 7,931.37	\$ 49,400.16	\$ 108,435.47
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190.00	\$ -	\$ -	\$ 2,088.00	\$ (2,088.00)
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub-total for Information Technology		\$ 93,513.32								Sub-total	\$ 104,885.09
	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	\$ 1,151,020.53								TOTAL	\$ 2,073,512.72

ADDITIONAL SUMMARIZED INFORMATION
USR
<i>Operating Cash</i> (5,080.02)
<i>Investments</i> 513,695.97
\$ 508,615.95

NCPK
<i>Operating Cash</i> 811,347.06
<i>Cash Advance</i> 24.00
\$ 811,371.06

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Cash & In-Kind Contributions Report Fiscal Year 2018/2019

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

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CASH DONATIONS		October	November	December	Y-T-D
Cash Donations - In-House					
Board & Committee Donations	501-4410	\$ 460.00	\$ 75.00	\$ 50.00	\$ 970.00
Staff Donations	501-4410	\$ -	\$ -	\$ -	\$ 371.00
Donations - General Admin Operations	501-4410	\$ 1,990.62	\$ 285.00	\$ 35.00	\$ 4,589.08
Donations - General CCR&R	501-4410	\$ -	\$ -	\$ -	\$ -
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	\$ -	\$ -	\$ -	\$ -
Donations - Vending Machine Proceeds	515-4410	\$ 65.06	\$ 63.34	\$ -	\$ 207.01
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -	\$ -	\$ -
Donations - Forward March Conference	806-4830	\$ 5,167.00	\$ 500.00	\$ -	\$ 23,830.66
Donations - Fundraising Events 2018	820-4611	\$ 1,789.09	\$ -	\$ -	\$ 1,789.09
Donations - Fundraising Events 2019	820-4611	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
Donations - Fundraising Event Sales 2018	820-4601	\$ -	\$ -	\$ -	\$ 25.00
Donations - Fundraising Event Sales 2019	820-4601	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center I	801-4824	\$ 2,996.34	\$ 4,645.09	\$ 2,760.89	\$ 22,576.25
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -	\$ -	\$ -
Program Income - Nurturing Parenting Workshop Fees	801-4836	\$ -	\$ 450.00	\$ -	\$ 450.00
Program Income - Tenant Copier Fees	801-5311	\$ -	\$ 23.80	\$ 93.29	\$ 143.92
Program Income - CCR&R Workshop Fees	801-4823	\$ 2,040.00	\$ 1,060.00	\$ 360.00	\$ 5,915.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ 62.35	\$ 84.70	\$ 81.53	\$ 530.57
Program Income - PDCC IACET Workshop Fees	801-4822	\$ 250.00	\$ 430.00	\$ 50.00	\$ 1,900.00
Program Income - PD&C Services	801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - PD&C KidStuff	801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - Summer Camp Expo	801-4833	\$ -	\$ -	\$ -	\$ -
Program Income - Other	801-4827	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center II	812-4761	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 28,500.00
Cost Reduction - Car Seat Program Parent Fees	146-6902	\$ 60.00	\$ 80.00	\$ 200.00	\$ 520.00
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -	\$ -	\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Total Cash Donations - In-House		\$ 19,630.46	\$ 12,446.93	\$ 10,380.71	\$ 94,317.58

Cash Donations - Direct Service Providers					
1st Quarter (July - September)					\$ 3,798.05
2nd Quarter (October - December)					\$ -
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
PFC Child Care Subsidy Parent Fees					\$ -
Total Cash Donations - Direct Service Providers		\$ -	\$ -	\$ -	\$ 3,798.05

TOTAL CASH DONATIONS	\$ 19,630.46	\$ 12,446.93	\$ 10,380.71	\$ 98,115.63
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GRANTS					
Carmax Foundation (100% Private Grants)	536-4426				\$ -
WalMart Foundation (100% Private Grants)	533-4423				\$ -
Raising A Reader (100% Private Grants)	534-4420				\$ -
Kohl's Corporate Grants (100% Private Grants)	518-4420				\$ 971.00
Cumberland Community Foundation (100% Private Grants)	535-4425				\$ -
TOTAL GRANTS		\$ -	\$ -	\$ -	\$ 971.00

1.5%

IN-KIND DONATIONS					
In-Kind Donations - In-House					
In-Kind Donations - Volunteer Time		\$ 4,733.55			\$ 16,196.51
Discounts on Materials - Kaplan					\$ -
Discounts on Materials - Brame					\$ -
Discounts on Materials - Discount School Supply					\$ -
Discounts on Materials - Lakeshore					\$ -
Discounts on Software - Techsoup Stock					\$ -
Donations - Other In-Kind					\$ -
PFC Staff Donations - Supplies and Mileage					\$ 242.98
PFC Board Member Donations - Supplies and Mileage					\$ -
					\$ -
Total In-Kind Donations - In-House		\$ 4,733.55	\$ -	\$ -	\$ 16,439.49

In-Kind Donations - Direct Service Providers					
1st Quarter (July - September)					\$ 15,500.48
2nd Quarter (October - December)			\$ 35,657.67		\$ 35,657.67
3rd Quarter (January - March)					\$ -
4th Quarter (April - June)					\$ -
Total In-Kind Donations - Direct Service Providers			\$ 35,657.67		\$ 51,158.15

TOTAL IN-KIND DONATIONS	\$ 4,733.55	\$ -	\$ 35,657.67	\$ 67,597.64
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1.0%

GRAND TOTAL	\$ 24,364.01	\$ 12,446.93	\$ 46,038.38	\$ 166,684.27
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2.5%

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

TARGET REMAINING

\$ (1,087,066.64)

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