

Executive Committee (Acting as Board)

Thursday, August 30, 2018

9:00 am – 11:00 am

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. Determination of Quorum & Call to Order – Jim Grafstrom, Chair

- A. Fundraising and Friend Raising
 - 1. Board Donations
 - 2. Thank You Notes to Donors
 - 3. Volunteer Forms
 - 4. FY 18/19 Required Documents

II. Consent Agenda – Providing Oversight* (See Section VII.A.)

III. Approval of Minutes*

- A. June 28, 2018 – Open Session
- B. June 28, 2018 – Closed Session

IV. President's Report^Δ – M. Sonnenberg

- 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

V. Establishing a Strategic Direction for the Future

- A. New Board Orientation^Δ – C. Sampson
- B. Investment Funding^Δ – M. Sonnenberg
- C. Pathways for Prosperity – Multi-Party Letter of Agreement^Δ – M. Sonnenberg
- D. PFC 10-10 Club^Δ – Sharon Moyer
- E. Tasty Tuesday^Δ – Sharon Moyer

VI. New Business

- A. Financial Summary: July 2018^Δ – S. Gronowski
- B. New Forever Young Childcare* – M. Sonnenberg
- C. NC Pre-K Update^Δ – A. Hix

VII. CONSENT ITEMS/ITEMS FOR INFORMATION

A. Consent Agenda Items

1. Program (Action Items)*

- a. *PED Committee – (Meeting August 7, 2018) – M. Hardin, Chair*
 - i. *Revised Fundraising Policy*
 - ii. *Revised Volunteer Policy*
- b. *Finance Committee – (Meeting August 21, 2018) – S. Gronowski, Chair*
 - i. *Accounting Policy, Section 7 - Payroll*
 - ii. *Investment Funding (See Section V.B.)*
 - iii. *FY 17/18 Partnership Umbrella Budget (PUB)*
 - iv. *FY 17/18 Exhibits A&B*

2. Committee Information (Non Action)⁴

- a. *PED Committee*
 - i. *PED Committee Description*
 - ii. *Public Engagement Policy*
- b. *P&E Committee – (Meeting August 14, 2018) – A. Cannon, Chair*
 - i. *See Committee Information Sheet*
- c. *Finance Committee*
 - i. *Financial Reports: June 2018^e*
 - (1) *FY 17/18 Final Cash and In-Kind Report*
 - ii. *Financial Reports: July 2018^e*
 - (1) *Smart Start*
 - (2) *NC Pre-Kindergarten*
 - (3) *All Funding Sources*
 - (4) *Unrestricted State Revenues*
 - (5) *Cash and In-Kind Report*

B. Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Human Resource	September 12, 2018	8:00 am – 9:15 am
Board Development	September 12, 2018	9:30 am – 11:00 am
Facility & Tenant	September 17, 2018	11:30 am – 1:00 pm
CCR&R	September 19, 2018	9:00 am – 11:00 am
Board of Directors (& NC Pre-K Planning)	September 20, 2018	12:00 pm – 2:00 pm
Public Engagement & Development (PED)	October 2, 2018	3:00 pm – 5:00 pm
Planning & Evaluation	October 9, 2018	2:00 pm – 4:00 pm
Finance	October 16, 2018	3:00 pm – 5:00 pm
Executive	October 18, 2018	9:00 am – 11:00 am

C. Upcoming Events/Volunteer Opportunities

EVENT	DATE	LOCATION	CONTACT
Truckload of Hope (Diaper Bank)	September 8, 2018	PFC	Michelle Hearon @ 826-3073
Tasty Truck Tuesday	September 11, 2018 11:00am-2:00pm	Westwood Shopping Center	Sharon Moyer @ 826-3072
Kidtopia	November 10, 2018	Crown Area	Sharon Moyer @ 826-3072
PFC Annual Celebration	December 12, 2018 10:00am-6:00pm	PFC	Sharon Moyer @ 826-3072
Soirée	March 16, 2019	Crown Arena	Sharon Moyer @ 826-3072
Story & Art Time	2 nd & 4 th Friday of each Month – 10:30- noon	PFC	Bobbie Capps @ 826-3044
Grandparent Support Group	3 rd Tuesday of each Month 10:00-noon	PFC	Vicky Jimenez @ 826-3024

D. Holiday Schedule

HOLIDAY	DATE CLOSED
Labor Day	Monday, September 3, 2018

VIII. Adjournment – Jim Grafstrom, Chair

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

° Electronic Copy (Hard copies are available upon request)



Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
June 28, 2018 (9:06am-10:05am)
Be the Driving Force



MEMBERS PRESENT: Amy Cannon, Hank Debnam, Jim Grafstrom, Marcus Hedgepeth, Angie Malave and Chris Rey (via phone)

MEMBERS ABSENT: Angela Crosby, Van Gunter, Perry Melton and Wanda Wesley

NON-VOTING ATTENDEES: Marie Clark, Belinda Gainey, Anna Hall, Marie Lilly, Carole Mangum, Sharon Moyer and Mary Sonnenberg

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Determination of Quorum & Call to Order Chris Rey, Chair (via phone) A. Fundraising and Friend Raising 1. Board Donations – Currently at 100% 2. Thank You Note Cards to Donors 3. Volunteer Forms	The scheduled meeting of the Executive Committee was held at the PFC Family Resource Center at 351 Wagoner Drive, Fayetteville, NC, on Thursday, June 28, 2018, and beginning at 9:06am pursuant to prior written notice to each committee member. Chris Rey, Chair, determined that quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes. A.1. Chris Rey reported to the members that PFC has received 100% Board donations. A.2. Thank You Note cards were distributed for committee members to complete. A.3. Chris asked the members to fill out the volunteer form if they read the packet prior to coming to the meeting.	Called to Order None None None	None None None None
II. Consent Agenda – Providing Oversight (Section VIII.A.) (Please Reference Agenda)	Chris Rey requested a motion to accept the Executive Committee Consent Agenda Section VIII.A. Jim Grafstrom moved to accept the Executive Committee Consent Agenda Section VIII.A. as presented. Hank Debnam seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous.	Motion Carried	None
III. Closed Session Minutes – April 26, 2018*	The minutes of the April 26, 2018 Closed Session of the Executive Committee meeting were distributed at the meeting by Marie Clark and reviewed by the committee members. Amy Cannon moved to accept the April 26, 2018 Closed Session Executive Committee meeting minutes, with a correction to the date. Jim Grafstrom 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
IV. President's Report A. North Carolina Partnership for Children (NCPC) / Division of Child Development and Early Education (DCDEE) Updates / Legislative Update B. Dolly Parton's Imagination Library (DPIL) Statewide Expansion C. Presentations	Mary Sonnenberg gave the President's Report; A. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates 1. NCPC - Cash/In-Kind Requirement. Due to issues with getting reports on Parent Fees from NC FAST, there will be no penalties assessed to local partnerships for not meeting the match requirement this year. We will still have to report all cash/in-kind and NCPC will be providing summaries of what our results of estimates of where we would have stood in the fall for planning purposes for fundraising efforts for FY18/19. Many partnerships are dependent on the parent fees as part of meeting this requirement. We generally have about \$500,000 of our match from this source.	None	None

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	<p>See attached email.</p> <ol style="list-style-type: none"> 2. Federal Level - Omnibus spending bill passed by Congress and signed by President Trump in March had some cuts for SNAP (formerly Food Stamps). Congress has just released the new Farm Bill (H.R. 2) focused on serious changes and cuts to these benefits. Reductions in student loans. H.R. 2 was defeated in the House of Representatives, but passed on a second vote. 3. NC Legislature - The short session officially began Wednesday, May 16. Anticipate adjournment June 29. <ol style="list-style-type: none"> a. Primary goal was to adjust the state budget. Budget passed after Governor vetoed. b. See attached summary for the budget. c. CCDBG increase of \$70M recurring dollars and infusion \$50M of one-time funding over 3 years. Legislature swapped \$50M of this funding into NC Pre-K, which reduced state funding for NC Pre-K. See budget summary. d. Other bills under consideration: Tax law changes, Nonprofit annual reporting requirements (simple, no-fee annual reporting system), potential Constitutional Amendments (tax cap, requirement for citizens to show photo ID when voting, prison reform, GEN-X to offset environmental impact) e. Go Big for Early Childhood bill (S726) has multiple components: appropriates funds for ongoing, increased source of funds beyond the base budget for the NC Pre-K program for FY 2018 – 2023; increases funding for the NC Partnership for Children by \$20 million for FY 2018-20, increases the reimbursement rate for NC Pre-K slots by 3% for FY 2018-19, and provides a tax credit to certain early education teachers and directors to improve retention and increase education levels. 4. OTHER Initiatives <ol style="list-style-type: none"> a. DCDEE – Child Care Development Block Grant: RFA for statewide initiatives to support Infant/Toddler services (CCDBG Infant/Toddler set aside). NCPC applied with input from the Smart Start network, focus on Family Support & SHAPE NC. Awards are being announced this week. b. RFA for Capacity Building for NC Pre-K: Request could be up to 2% of our allocation. Administrative costs to support NC Pre-K are allowable in this request. Submitted May 12. Notified last week that we received our full request for this additional funding. c. 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. <p>B. Dolly Parton’s Imagination Library Statewide Expansion</p> <ol style="list-style-type: none"> 1. Expansion continues to be strong across the state. As of June 21, the statewide total 		
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Partnership for Children of Cumberland County, Inc. (PFC)
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	<p>is up to 159,061 children. Over 110,000 new children were enrolled this year. These numbers reflect graduations and children that move. These numbers exceeded the targets for FY 17/18.</p> <ol style="list-style-type: none"> 2. DPIL is now available in all 100 counties and 94.5% of the 1,091 zip codes in NC. 3. We are now live in expansion with our contract agreement with United Way of Cumberland County. The link for online registration through expansion is available. Approximately 1,300 children have been signed up under expansion since the end of April. <i>Per Sharon, the number of children signed under the expansion is now 1,490. NCPC is planning to provide more marketing DPIL.</i> 4. We will not have to revert any unused funds received for this activity for FY 17/18. We are waiting for guidance on accounting requirements for any unspent funds. <p>C. Presentations – Linda Blanton and Eileen Cedzo have worked with NC Prevent Child Abuse on a proposal to present at the National ACEs (Adverse Childhood Experiences) conference in October. This is a great opportunity to share the work done at the local level on the SOAR committee on the Cumberland County Child Abuse Prevention plan at the national level.</p> <p><i>NCPC is having its 25th Anniversary Gala on September 22, 2018 at Marbles Kids Museum in Raleigh, NC.</i></p>		
<p>V. Establishing a Strategic Direction for the Future</p> <ol style="list-style-type: none"> A. Investment Committee ^Δ B. \$10 a Month, 10 Hours a Year: Champion for Children ^Δ 	<ol style="list-style-type: none"> A. Marie Clark reported that the Investment Committee is still being established. Monies are now in an account at PNC Bank and collecting interest of approximately \$300 a month. A decision needs to be made on how to move forward. A meeting will be scheduled with Charles Morris, Mary Sonnenberg and Jim Grafstrom to discuss the next steps. B. Sharon Moyer reported that the PED Committee has proposed a reoccurring donor drive as a way to assist with Cash and In-Kind. The campaign consists of donors providing \$10 a month and 10 hours a year. This will raise approximately \$72,500. Angie Malave stated that the PED Committee feels it is better to ask for a smaller amount. Mary Sonnenberg stated that this will also assist with receiving board donations. 	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>
<p>VI. New Business</p> <ol style="list-style-type: none"> A. Financial Reports: May 2018 ^Δ <ol style="list-style-type: none"> 1. Smart Start 2. NC Pre-Kindergarten 3. DCDEE – Region 5 4. All Funding Sources 5. Cash and In-Kind B. Budget Revisions* <ol style="list-style-type: none"> 1. Carolina Collaborative Community Care – 4C 	<p>A.1-5. Marie Lilly, Marie Clark and Carole Mangum provided an overview of the Financial Reports for May 2018.</p> <p>A.6. Anna Hall provided an overview of the Cash and In-Kind Report.</p> <p>B.1.a. Anna Hall provided an overview of the Reach Out and Read budget revision. Monies were moved from Line #47-Non-Cash Grants and Awards and placed in Line #39-Furniture/Non-Computer Eqpt. \$500+ per Item.</p> <p>Jim Grafstrom moved to accept the Reach Out and Read budget revision as presented. Amy Cannon 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>None</p> <p>None</p> <p>Motion Carried</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
June 28, 2018 (9:06am-10:05am)
*Be the Driving Force***

<p>a. Reach Out and Read C. Human Resources 1. PFC Organizational Chart, Effective June 30, 2018*</p>	<p>C.1. Mary Sonnenberg reported that the PFC Organization Chart has been updated reflecting the PFC structure effective June 30, 2018. The Vice President of Finance position is now listed; the Accounting Manager has signed an offer letter and is scheduled to begin employment at PFC in July. Hank Debnam moved to accept the PFC Organization Chart as presented. Angie Malave 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>Motion Carried</p>	<p>None</p>
<p>VII. CLOSED SESSION – PERSONNEL ACTION*</p>	<p>At 9:50 am, Chris Rey, asked for a motion to go into closed session to discuss Personnel Actions, 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. Angie Malave moved to enter into closed session with Mary Sonnenberg and Marie Clark present. Marie Clark is to act as secretary for the closed session. Amy Cannon 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. At 10:01 am Hank Debnam moved to go out of closed session and enter open session. Jim Grafstrom seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. All votes were unanimous. The motion carried. The Executive Committee meeting went back into open session at 10:02 am Angie Malave made the motion to approve the decisions made in closed session. Amy Cannon 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>Motion Carried Motion Carried Motion Carried</p>	<p>None None None</p>
<p>VIII. Consent Items/Items for Information (See Agenda)</p>		<p>None</p>	<p>None</p>
<p>IX. Adjournment – Chris Rey, Chair</p>	<p>Mary Sonnenberg reminded the members that her performance review needs to be completed at July’s Board meeting. Chris stated that he had received some feedback but more is welcomed, in case any of the members of Executive Committee had not already done so. Once he has finished the review and met with Mary, he will email it to the members and schedule a conference call to review the document. Then it will go to Board in July. Chris thanked Jim Grafstrom for stepping to assist him as he has relocated. It is good to know that Jim will be the new Chair. Chris also expressed his appreciation to the committee for their support and the opportunity to serve as Chair. The experience and what he has learned from PFC and the staff will impact the Washington, DC community as he continues to settle in.</p>	<p>None None</p>	<p>None None</p>



Partnership for Children of Cumberland County, Inc. (PFC)
Executive Committee (Acting as Board) Meeting Minutes
June 28, 2018 (9:06am-10:05am)
Be the Driving Force



	As there was no further business, the meeting was adjourned at 10:05 am.	Adjourned	None
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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

Executive Committee (Acting as Board) – President’s Report

Thursday, August 30, 2018

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 6th to be able to apply.

5. We have established a grants team to review grant opportunities and to determine 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.
- 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.
- 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.
- E. **Planning Activities**
 1. **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.
 2. **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.

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 Fayetteville, NC 28303
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 ccpfc.org

MEMORANDUM

Date: August 21, 2018

To: PFC Finance Committee

From: Mary Sonnenberg, PFC President

Subject: Investment Options

Procedures:

President, VP of Finance and Charles Morris met August 13, 2018 to review investments and determine strategies. Information to be presented to Finance Committee per procedures for oversight and then to Board (and/or Executive Committee Acting as Board) for information on at least a semi-annual basis.

Total in PNC account \$532,630 (as of July 31, 2018)

Recommendation:

Divest to have no more than the \$250,000 with FDIC insurance in any one account:

Location	Amount	Additional Requirements
PNC	\$240,000	Money Market Account
Community Bank – Lumbee Guaranty Bank (To be finalized*)	\$100,000 (CD) \$1,000 Checking	Minimum Deposit, Small Checking Account (if required)
Community Bank – Capital Bank (To be finalized*)	\$100,000 (CD) \$1,000 Checking	Minimum Deposit, Small Checking Account (if required)
BOA Checking (PFC's main checking account)	\$25,630 (needed reserve in operating budget of USR funds)	Looking into an interest-bearing/sweep account to earn on our checking account
E-Trade Account	\$65,000	Any interest reinvested
Total	\$532,630	

*Also talked with First Bank for their rates on CDs/Money Market Accounts

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.

July 31, 2018

1 Balance Sheet

- a. The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.
- b. Historically at yearend and in July, funds are at its lowest until grant reimbursements are received during the first quarter.

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\$.

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

- a. PFC is in full contract with DCDEE effective 07-01-2018.
- b. The total grant is \$8,923,135 and currently consists of \$7,223,172 of state funds and \$1,699,963 of federal funds.

4 DCDEE - Region 5 Grants [Federal Funds]

PFC's three Region 5 grants are NOT in contract effective 07-01-18.

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. The reimbursement based grantors are on schedule with their monthly reimbursements.

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 may **need to be converted to operating cash during this fiscal yearend** to cover the anticipated shortfall as projected. Currently the projected need is \$25,000.

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.

MEMORANDUM

DATE: 8/30/2018

TO: Executive Committee (Acting As Board)

FROM: Mary Sonnenberg, President

SUBJECT: New Forever Young Child Care

- 1. The director, Jean Weston, of New Forever Young Child Care has requested to be eligible to received subsidy payments through PFC after having been terminated from the NC Pre-K program in December 2012. She has accessed no services through PFC since that time.**

New Forever Young Child Care was terminated from the NC Pre-K program December 2012 due to issues related to being paid by DSS Subsidy for a child that they were also being paid to serve through NC Pre-K. The program was terminated pursuant to the section in the contract entitled "Termination Without Cause" found in Attachment 2 of their contract. Termination was approved by the NC Pre-K Committee and the Executive Committee was notified of the termination.

In addition to the termination, a recommendation was made to add language to PFC contract documents for NC Pre-K to clarify the requirement to notify the Partnership in the event that another subsidy provider begins providing subsidy assistance for a child enrolled in a program funded by PFC. Failure of the provider to notify PFC would result in termination for a period of at least 6 months and longer as determined by the PFC President. This language was similar to the language in PFC's Subsidy MOA

- 2. Recommend New Forever Young Child Care be eligible to receive subsidy from Partnership for Children of Cumberland County.**

Mary Sonnenberg, President, has reviewed all historical documentation related to the termination with PFC staff.

- Current contracts for Subsidy and NC Pre-K do contain the language recommended at the time of the termination.
- Verified that the program is eligible to receive subsidy through DSS.
- They have a current DCDEE Rated License and are a 4-Star Center.
- They meet the requirements for programs eligible to receive subsidy through PFC.
- They would not be eligible at this time to be a NC Pre-K site as they did not go through site selection Spring 2018.

Public Engagement & Development Committee Information Meeting of August 7, 2018 Recommendations

An updated description of the PED Committee will be given to the PFC Board for approval.

The updated description reflects current board priorities and departments structure. Additionally, consideration to change the committee name to Community Engagement Development Committee.

A revised Fundraising Policy was adopted. Updates reflect alignment with NCGS language.

A revised Volunteer Policy was adopted. Updates reflect alignment with NCGS language.

A revised copy of the Public Engagement Policy was reviewed. However, THE changes were extensive and will need further consideration from the committee. Committee plans to review, offer edits ahead of the next meeting in hopes to approve at that time.

Finance Committee Recommendations

Meeting of August 21, 2018

RECOMMENDATIONS

- A. Accounting Policy, Section 7 – Payroll: The Finance Committee recommends accepting Accounting Policy, Section 7 – Payroll as presented.
- B. Investment Funding: The Finance Committee moves to accept all information as presented regarding investment funding, in combination with specific information from the financial institutions in which the Finance Committee may be utilizing for approval to the board. A called Finance Committee meeting will be scheduled to discuss the information and make a recommendation prior to the scheduled September 20, 2018 board meeting. A final recommendation will be presented to the Board of Directors.
- C. FY 17/18 Partnership Umbrella Budget (PUB): The Finance Committee recommends accepting the FY 17/18 Partnership Umbrella Budget (PUB) as presented.
- D. FY 17/18 Exhibits A&B: The Finance Committee recommends accepting the FY 17/18 Exhibits A&B as presented.

INFORMATION

- E. The FY 18/19 Board and Committee Calendar was issued for information only.
- F. Cumberland Financial Reports for June 2018 were presented as an FYI:
 - 1. Smart Start
 - 2. NC Pre-Kindergarten
 - 3. DCDEE – Region 5
 - 4. All Funding Sources
 - 5. Unrestricted State Revenues
 - 6. Cash and In-Kind Report
- G. Cumberland Financial Reports for July 2018 were presented as an FYI:
 - 1. Smart Start
 - 2. NC Pre-Kindergarten
 - 3. All Funding Sources
 - 4. Unrestricted State Revenues
 - 5. Cash and In-Kind Report
- H. The Monitoring Status Reports for Fiscal, Program and Contracts were provided for information.

Partnership for Children of Cumberland County, Inc.

Accounting Policies and Procedures

Section 7 - Payroll

Purpose:

To establish policies and procedures to ensure that payroll expenses are recorded accurately and timely.

1. Policies

- a. All payroll transactions will be recorded accurately and in a timely manner.
- b. Legislation governing Smart Start and the NCPC Fiscal Accountability Plan require the payroll processing be outsourced. The Partnership's payroll is processed through Paychex, Inc. utilizing the MyPaychex web-based self-service portal to the Human Resources, Time & Labor and Payroll modules.
 - a. The following employees will be assigned administrator rights:
 - i. ~~Human Resources Manager or Fiscal Monitoring Coordinator,~~
 - ii. ~~Controller,~~
 - i. Chief Operating Officer
 - ii. Executive Specialist (HR back up)
 - iii. Vice President of Finance and
 - iv. President.
 - b. The duties and responsibilities assigned to employees, supervisors and administrators within Paychex, Inc. may not be re-assigned or delegated to other employees. User names and passwords may not be shared with other employees. Failure to follow these policies may result in disciplinary action up to and including termination.
- c. State and federal payroll tax regulations and procedures mandate periodic payments of employee liabilities. All payroll liabilities will be paid promptly. Although these reports are prepared and filed by Paychex, Inc., the Partnership is ultimately responsible for the information reported.
- d. IRS form 941, prepared by Paychex, Inc., is reconciled to the entries recorded in the general ledger for salaries, FICA and SUI each quarter.
- e. Pay detail are regarded as highly confidential and records will be secured in the Human Resources Manager's locked cabinet.
- f. Payroll costs will be assigned to different fund sources or activities based upon time worked in each activity as denoted on timesheets.
- g. The Board of Directors approves new positions and salary ranges. The President will establish the salary and work schedules for individual employees and has the authority to make decisions concerning hiring, termination and disciplining of employees.
- h. All payments for compensation to exempt and non-exempt employees will be supported by timesheets that are reviewed and approved by the appropriate supervisor.
- i. The Board Chair will approve timesheets, which includes leave requests for the President. This process will take place after the fact and within 60 ~~45~~ days.
- j. Adequate internal controls will be in place for payroll processing.

2. Guidelines

Partnership for Children of Cumberland County, Inc.

Accounting Policies and Procedures

Section 7 - Payroll

- a. Payroll expenses may not be charged to activities based on budgets or estimates, but based on actual cost by funding source as applicable and within the established funder guidelines.
- b. Non-profit agencies are not required to pay federal unemployment tax (FUTA) but may be required to pay state unemployment insurance (SUI).
- c. Payroll processing fees are an administrative expense that may not be charged to Smart Start services or program income funds.
- d. PFC will use a payroll journal entry template that fits its specific payroll needs.
- e. A 9XX series fund may be used to account for employee payroll withholdings but is not required.
- f. PFC should obtain Payroll Journal Prior to Processing, Payroll Registers, Labor Distribution reports, or similar listings, from its payroll provider.
- g. Payroll is paid on a lag basis (e.g., paid on Friday for the two-week period ending the preceding Friday); the lag period allows time to record all overtime, leave, terminations, etc.

President

Procedure Approval Date

Procedure Effective Date

Policy:

Created/Approved – June 2004; Effective – July 2004

Revised – June 2006; Effective – July 2006

Revised – June 2007; Effective – June 2007

Revised – October 2007; Effective – July 2007

Revised – June 2008; Effective – July 2008

Revised – September 2010; Effective – October 2010

Revised – May 2012; Effective – June 2012

Revised – November 2014; Effective – December 2014

Revised – August 2018; Effective – September 2018

Procedures:

Created/Approved – August 2006; Effective – July 2006

Revised – August 2007; Effective – June 2007

Revised – October 2007; Effective – July 2007

Revised – June 2008; Effective – July 2008

Revised – October 2008; Effective – July 2008 Titles only

Revised – September 2010; Effective – October 2010

Revised – May 2012; Effective – June 2012

Revised – January 2013; Effective – January 2013

Revised – December 2013; Effective – January 2014 (titles only)

Revised – November 2014; Effective – December 2014

Revised – August 2018; Effective – September 2018

Partnership for Children of Cumberland County, Inc.
Partnership Umbrella Budget for Major Funding Sources
FY 17/18 Final

Updated :
FY 17 18 Projection 0618 Final

Budgets for Select Funding Sources and Programs/Activities (Does not include: prior-year Smart Start, Sales Tax Reimbursement or Expense and Forfeited Flexible Spending Accounts.)		Smart Start (Allocation - 100%) Effective 12/15/17	Multi- Accounting & Contracting	Unrestricted State Revenues (Reserve Accts)	Unrestricted State Revenues (Prior Yr. Carryover)	NC Pre- Kindergarten	NC Pre-K Admin. Fees (Reg. & Expan.)	Dolly Parton Imagination Library	NC Pre-K Quality Funds (CCDF)	Family Caregiver Grant	Region 5 DCD Grant - Core	Region 5 DCD Grant Special Projects - Infant/Toddler	Region 5 DCD Grant Special Projects - Healthy Social Behaviors	Donations	Vending Machines	Kohl's	Private Grants	PFC Annual Engagements	CCF - Grandparents Support	
Fund Code		143 & 144	201	208	208	206	211	216	328	301	307	312	313	601	515	518	526	531	535	
Contract Period		07/17-06/18	07/17-06/18	N/A	N/A	07/17-06/18	07/17-06/18	10/17-06/19	09/17-06/18	07/17-06/18	07/17-06/18	07/17-06/18	07/17-06/18	N/A	N/A	N/A	N/A	N/A	N/A	
(1) Direct Service Providers & State Level Contracts		3,319,317						1,747												(1)
(2) CCR&R-Core Services (less IT)		603,692		-			72,355			2,825	258,455	119,225	102,900	1,081	99	500	134		9,690	(2)
(3) CCR&R-Professional Development Career Center		280,167												-	9					(3)
(4) CCR&R-Subsidy (TANF/CCDF eligible)		366,368																		(4)
(5) CCR&R-Subsidy (non-TANF/CCDF eligible)		94,420																		(5)
(6) CCR&R-Subsidy - Administration		35,450																		(6)
(7) CCR&R-Early Childhood Programs (QEG)		125,719																		(7)
(8) CCR&R-NC Pre-K Direct Support					(300)	7,782,650	168,203								18					(8)
(9) CCR&R-NC Pre-K Qual. Maint./Support & Coordination							-													(9)
(10) CCR&R-High Quality Maintenance (HQM)		231,274																		(10)
(11) CCR&R-NC Pre K Direct Administrative Support							114,305		168,203											(11)
(12) EPA - Evaluation, Planning & Accountability (less IT)		292,771									-				9	-		-		(12)
(13) EPA - Prog. Coord.-Mon./Support		145,554																		(13)
(14) Community Engagement & Resource Development		194,752						17,848							18	86		775		(14)
(15) Government & Military Affairs (Advocacy)																				(15)
(16) PFC Family Resource Center		324,492													18		-			(16)
(17) Information Technology (160,553 + 56,411)		216,964			-										63					(17)
(18) Fundraising																				(18)
(19) Subtotal		6,230,940	-	-	(300)	7,782,650	354,863	19,595	168,203	2,825	258,455	119,225	102,900	1,081	234	586	134	775	9,690	(19)
(20) Administrative Operations		319,799	74,277	-	11,534	-	149,747	-	-	-	25,169	11,524	9,668	9,266	85	2,081		-	-	(20)
(21) PFC Staff Events and Training					-										1,372	-	1,383			(21)
(22) Total		6,550,739	74,277	0	11,234	7,782,650	504,610	19,595	168,203	2,825	283,624	130,749	112,568	10,347	1,691	2,667	1,517	775	9,690	(22)
(23)																				(23)
(24)																				(24)
(25) Actual for FY 17/18		6,598,689	74,277	429,000	(429,000)	7,905,562	504,610	28,002	168,203	2,896	319,370	130,749	129,645	10,221	535	-	-	-	2,263	(25)
(26) Actual Carryover for FY 16/17		-		84,696	444,448	-	-	-		-	-		-	19,816	1,730	5,510	4,468	1,080	7,427	(26)
(27)		6,598,689	74,277	513,696	15,448	7,905,562	504,610	28,002	168,203	2,896	319,370	130,749	129,645	30,037	2,265	5,510	4,468	1,080	9,690	(27)
(28) Allocated		6,550,739	(1) 74,277	(2) -	11,234	7,782,650	504,610	19,595	168,203	2,825	283,624	130,749	112,568	10,347	1,691	2,667	1,517	775	9,690	(28)
(29) Unallocated		47,960	-	513,696	4,214	122,912	-	8,407	-	71	35,746	-	17,077	19,690	574	2,843	2,951	305	-	(29)
(30)		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	(30)

Notes:

- (1) Adjusted to actual - reversions by activity included with Smart Start report for 06/30/18.
- (2) Investment options to be discussed at Finance Cmte on 08/21/18 for presentation to Exec and Board.
- (3) Unspent NC Pre-K funds approved for the purchase of materials that support natural learning environments, physical activity and numeracy. (March 2018)
- (4) Funding for DPIL - \$10,000 to support implementation and expansion of the DPIL initiative & \$18,002 for marketing, outreach to increase enrollment.

Partnership for Children of Cumberland County, Inc.
Partnership Umbrella Budget for Major Funding Sources
FY 17/18 Final

Updated :
FY 17 18 Projection 0618 Final

Budgets for Select Funding Sources and Programs/Activities (Does not include: prior-year Smart Start, Sales Tax Reimbursement or Expense and Forfeited Flexible Spending Accounts.)	CarMax Foundation	Unrestricted State Revenues (Endowment Fund)	Program Income	PFC RC II Rental Income	Old GEMS Shared Services	Forward March	Region 5 - Project Income	Hoke County PFC	Contracted Data Services - iDashboards/ New GEMS	Annual Fundraiser (Solree)	Solree - KidStuff	Fundraising - Admin Ops. (Prior Yrs Allocation)	PFC FRC - Capital Projects	Annual Fundraiser - Mission Moment FY 16/17 (Restricted)	Annual Fundraiser - ECE Education (Restricted)	Interest Income - Non SS Related	Information Technology - Outside Orgs.	Total
Fund Code	536	599	801	802 & 812	804	806	807	815	816	820	822	824	825	827	828	899	992-996	
Contract Period	01/18-12/18	N/A	N/A	N/A	N/A	N/A	07/17-06/18	07/17-06/18	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
(1) Direct Service Providers & State Level Contracts							-											3,321,064
(2) CCR&R-Core Services (less IT)			8,898				7,925			1,660					2,365			1,191,804
(3) CCR&R-Professional Development Career Center			375												-			280,551
(4) CCR&R-Subsidy (TANF/CCDF eligible)															-			366,368
(5) CCR&R-Subsidy (non-TANF/CCDF eligible)			35,418											7,886				137,724
(6) CCR&R-Subsidy - Administration																		35,450
(7) CCR&R-Early Childhood Programs (QEG)																		125,719
(8) CCR&R-NC Pre-K Direct Support										5,600								7,956,171
(9) CCR&R-NC Pre-K Qual. Maint./Support & Coordination										1,242								1,242
(10) CCR&R-High Quality Maintenance (HQM)																		231,274
(11) CCR&R-NC Pre K Direct Administrative Support	2,350																	284,858
(12) EPA - Evaluation, Planning & Accountability (less IT)			20,743		14,272			13,929	19,246		1,275				-	-		362,245
(13) EPA - Prog. Coord.-Mon./Support								-		-								145,554
(14) Community Engagement & Resource Development	-		2,228							5,738	4,966							226,411
(15) Government & Military Affairs (Advocacy)						4,248				1,690					-	-		5,938
(16) PFC Family Resource Center			32,707	119,990														477,207
(17) Information Technology (160,553 + 56,411)										(5)							79,812	296,839
(18) Fundraising										50,772								50,772
(19) Subtotal	2,350	-	100,369	119,990	14,272	4,248	7,925	13,929	19,246	66,702	6,241	-	-	7,886	2,365	-	79,812	15,497,191
(20) Administrative Operations	-			50,000	-	-			14,345	2,210		-	-			472	-	680,177
(21) PFC Staff Events and Training										-						-		2,755
(22) Total	2,350	0	100,369	169,990	14,272	4,248	7,925	13,929	33,591	68,912	6,241	0	0	7,886	2,365	472	79,812	16,177,368
(23)																		
(24)										(5)								
(25) Actual for FY 17/18	10,000	-	75,066	155,943	-	12,880	7,925	14,720	12,982	103,401	-	2,193	-	-	-	2,591	145,429	16,418,152
(26) Actual Carryover for FY 16/17	-	31,384	98,139	117,371	14,179	10,677	-	14,925	26,372	76,198	15,074	3,609	21,578	9,170	5,000	16,094	27,897	1,056,842
(27)	10,000	31,384	173,205	273,314	14,179	23,557	7,925	29,645	39,364	179,599	15,074	5,802	21,578	9,170	5,000	18,685	173,326	17,474,994
(28) Allocated	2,350	-	100,369	169,990	14,272	4,248	7,925	13,929	33,591	68,912	6,241	-	-	7,886	2,365	472	79,812	16,177,368
(29) Unallocated	7,650	31,384	72,836	103,324	(93)	19,309	-	15,716	5,763	110,687	8,833	5,802	21,578	1,284	2,635	18,213	93,514	1,294,871
(30)	S	T	U	V	W	X	Y	Z	AA	BB	CC	DD	EE	FF	GG	HH	II	(7)

Notes:

(5) Actual revenues and expenses for 2018 Solree (cash basis).

(6) ITSC became a non-Smart Start activity 3 years ago. Ending balance for those 3 years:

FY 15/16 (\$35,736)

FY 16/17 \$27,897

FY 17/18 \$93,514

(7) Reconciliation:

\$1,294,871 FY 17/18 PUB - Ending Balance

(\$122,912) NC Pre-K not drawn down

(\$21,004) Sales tax, COBRA, Forfeited FSA

\$66 Prior year Smart Start funds to be reverted; Employee Withholding

\$1,151,021 Cash per All Funding Sources Report as of June 30, 3018

Partnership for Children of Cumberland County, Inc.

Unaudited Statement of Receipts, Expenditures, and Net Assets - Modified Cash Basis
For the Year Ended June 30, 2018

Exhibit A

Smart Start does not include DSS subsidy, DSS Admin, or WAGES						(2)	
	Unrestricted Funds		Temporarily Restricted Funds	Permanently Restricted Funds	Total Funds	Current Year	Prior Year
	Smart Start Funds	Other Funds					
Receipts:							
State Awards and Contracts - Smart Start, MAC, DPIL & NC Pre-K	\$ 3,764,410	\$ 8,381,020	\$ 8,407	\$ 0	\$ 12,153,837	90.4%	44.7%
Federal Awards - Region 5, NC Pre-K, Grandparents Support	0	750,863	0	0	750,863	5.6%	50.7%
Local Awards	0	0	0	0	0		
Private Contributions - Individual/Corporate Donations, CCF Grandparents, CarMax	0	23,106	7,649	0	30,755	0.2%	0.1%
Special Fund Raising Events - Solree (Revenue & Expenses w/ years overlapping)	0	52,628	2,193	0	54,821	0.4%	0.4%
Interest and Investment Earnings - CDs & Money Market Account	0	2,591	0	0	2,591	0.0%	0.1%
Sales Tax Refunds	0	19,629	0	0	19,629	0.1%	0.2%
Other Receipts - Rental Income, CCR&R Workshops, GEMS, iDashboards, IT Svcs, Forward March	0	424,946	0	0	424,946	3.2%	3.8%
Total Receipts	3,764,410	9,654,783	18,249	0	13,437,442		
Net Assets Released from Restrictions:							
Satisfaction of Program Restrictions - CCF, KidStuff, Mission Moment (Subsidy & ECE Initiatives)	0	23,920	(23,920)	0	0		
Expiration of Time Restrictions					0		
PROFIT AND LOSS	3,764,410	9,678,703	(5,671)	0	13,437,442		
Expenditures:							
Programs:							
Child Care and Education Affordability - Subsidized child care - PFC, FTCC & Easter Seals	821,984	43,304	0	0	865,288	6.4%	6.1%
Child Care and Education Quality - CCR&R (Core, QE, HQM, Fam Sup, PDCC & Library) & Kindermusik	1,468,506	574,025	0	0	2,042,531	15.2%	15.2%
Family Support - PFC RC, Autism, Comm. Engage., DPIL, Reach Out & Read	580,704	206,422	0	0	787,126	5.9%	3.6%
Health and Safety - Assuring Better Child Health & Development	79,874	0	0	0	79,874	0.6%	0.4%
NC Pre-K	(24)	8,242,271	0	0	8,242,247	61.3%	62.2%
Support:							
Fund Raising	0	0	0	0	0		
Management and General	319,409	363,135	0	0	682,544	5.1%	5.3%
Program Coordination and Evaluation	493,957	69,572	0	0	563,529	4.2%	6.1%
Other:							
Service Activities - PFC Information Technology Service Center	0	79,875	0	0	79,875	0.6%	0.6%
Refund of Prior Year Grant - Region 5 CCR&R reversion for FY 16/17	0	63,816	0	0	63,816	0.5%	0.2%
Sales Tax Paid	0	28,524	0	0	28,524	0.2%	0.1%
Total Expenditures	3,764,410	9,670,944	0	0	13,435,354		
Excess/Deficiency of Receipts Over Expenditures	0	7,759	(5,671)	0	2,088		
Net Assets at Beginning of Year	0	1,011,031	40,280	31,384	1,082,695		
Net Assets at End of Year	\$ 0	\$ 1,018,790	\$ 34,609	\$ 31,384	\$ 1,084,783		
Net Assets Consisted of:							
Cash and Cash Equivalents - Checking (w CDs payout), Petty Cash & Money Market	\$ 48,017	\$ 1,037,010	\$ 34,609	\$ 0	\$ 1,119,636		
Beneficial Interest in the Community Foundation - Endowment	0	0	0	31,384	31,384		
Investments	0	0	0	0	0		
Refunds Due From Contractors	0	0	0	0	0		
BALANCE SHEET	48,017	1,037,010	34,609	31,384	1,151,020		
Less: Due to State - Smart Start reversion, FY 17/18 & prior years	48,017	0	0	0	48,017		
Funds Held for Others - Tenant Security Deposits (\$17,000) & Employee Withholding (\$1,220)	0	18,220	0	0	18,220		
TOTAL NET ASSETS	\$ 0	\$ 1,018,790	\$ 34,609	\$ 31,384	\$ 1,084,783		

The accompanying notes are an integral part of the financial statements.

Partnership for Children of Cumberland County, Inc.
Unaudited Statement of Functional Expenditures - Modified Cash Basis
For the Year Ended June 30, 2018

Exhibit B

	Total	Personnel	Contracted Services	Supplies and Materials	Other Operating Expenditures	Fixed Charges and Other Expenditures	Property and Equipment Outlay	Services/ Contracts/ Grants
Smart Start Funds:								
Programs:								
Child Care and Education Affordability	\$ 821,984	\$ 35,384	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 786,600
Child Care and Education Quality	1,468,506	884,303	172,831	81,180	101,012	16,240	35,764	177,176
Family Support	580,704	345,715	63,395	18,716	65,211	10,704	14,911	62,052
Health and Safety	79,874	0	0	0	0	0	0	79,874
NC Pre-K	(24)	(24)	0	0	0	0	0	0
	<u>2,951,044</u>	<u>1,265,378</u>	<u>236,226</u>	<u>99,896</u>	<u>166,223</u>	<u>26,944</u>	<u>50,675</u>	<u>1,105,702</u>
Support:								
Fund Raising	0	0	0	0	0	0	0	0
Management and General	319,408	235,219	19,731	6,633	34,003	18,681	5,141	0
Program Coordination and Evaluation	493,958	326,159	75,950	36,630	41,462	7,130	6,627	0
	<u>813,366</u>	<u>561,378</u>	<u>95,681</u>	<u>43,263</u>	<u>75,465</u>	<u>25,811</u>	<u>11,768</u>	<u>0</u>
	(1)							
Total Smart Start Fund Expenditures	<u>\$ 3,764,410</u>	<u>\$ 1,826,756</u>	<u>\$ 331,907</u>	<u>\$ 143,159</u>	<u>\$ 241,688</u>	<u>\$ 52,755</u>	<u>\$ 62,443</u>	<u>\$ 1,105,702</u>
								(3)
Other Funds:								
Programs:								
Child Care and Education Affordability	\$ 43,304	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 43,304
Child Care and Education Quality	574,025	440,613	10,974	6,750	37,536	8,271	3,367	66,514
Family Support	206,422	49,279	29,260	2,180	73,231	36,538	11,094	4,840
Health and Safety	0	0	0	0	0	0	0	0
NC Pre-K	8,242,271	118,189	26,774	8,445	11,239	21,436	1,009	8,055,179
	<u>9,066,022</u>	<u>608,081</u>	<u>67,008</u>	<u>17,375</u>	<u>122,006</u>	<u>66,245</u>	<u>15,470</u>	<u>8,169,837</u>
Support:								
Fund Raising	0	0	0	0	0	0	0	0
Management and General	363,135	331,086	14,367	576	12,922	2,713	346	1,125
Program Coordination and Evaluation	69,572	22,726	12,043	32,420	1,587	796	0	0
	<u>432,707</u>	<u>353,812</u>	<u>26,410</u>	<u>32,996</u>	<u>14,509</u>	<u>3,509</u>	<u>346</u>	<u>1,125</u>
Other:								
Service Activities	79,875	241,751	(193,000)	9,919	15,663	1,127	4,415	0
Refund of Prior Year Grant	63,816	0	0	0	0	63,816	0	0
Sales Tax Paid	28,524	0	0	28,524	0	0	0	0
	<u>172,215</u>	<u>241,751</u>	<u>(193,000)</u>	<u>38,443</u>	<u>15,663</u>	<u>64,943</u>	<u>4,415</u>	<u>0</u>
Total Other Funds Expenditures	<u>\$ 9,670,944</u>	<u>\$ 1,203,644</u>	<u>\$ (99,582)</u>	<u>\$ 88,814</u>	<u>\$ 152,178</u>	<u>\$ 134,697</u>	<u>\$ 20,231</u>	<u>\$ 8,170,962</u>
								(4)

The accompanying notes are an integral part of the financial statements.

Partnership for Children of Cumberland County, Inc.
Review of FY 17/18 Exhibits A and B - Board and Committees

Exhibit A: Unaudited Statement of Receipts, Expenditures and Net Assets - Modified Cash Basis

- (1) \$52,628 and \$2,193 represent net proceeds from the FY 17/18 Soiree, plus any prior year receipts
- (2) Percentages for Receipts and Expenditure Categories
- (3) Excess/Deficiency of Receipts Over Expenditures (Non-SS) Spending from Unrestricted State Revenues (USR) has once again been reduced

FY 11/12	\$	(477,153)	FY 11/12	\$	1,302,369
FY 12/13	\$	(385,544)	FY 12/13	\$	382,177
FY 13/14	\$	(144,491)	FY 13/14	\$	217,656
FY 14/15	\$	(253,325)	FY 14/15	\$	213,344
FY 15/16	\$	(221,731)	FY 15/16	\$	159,561
FY 16/17	\$	95,617	FY 16/17	\$	90,110
FY 17/18	\$	2,088	FY 17/18	\$	11,534

Exhibit B: Unaudited Statement of Functional Expenditures - Modified Cash Basis

- (1) Total Smart Start Fund Expenditures does not include DSS Subsidy, DSS Admin or WAGE\$
- 3,764,410 Per Exhibits A & B
2,783,410 DSS Subsidy, DSS Admin & WAGE\$
\$ 6,547,820
2,920 Prior year reversions
\$ 6,550,740 Per Smart Start Monthly Report
- (2) PFC IT Service Center's services to in-house activities has been cost allocated to Smart Start through the contract services expense line
- (3) \$ 1,105,702 29% of Smart Start Expenditures from Exhibit B went into the community as grants, subsidy and materials (same as last year)
- \$ 3,889,112 60% of Smart Start Expenditures went into the community as grants, subsidy and materials when DSS and WAGE\$ allocations are included (same as last year)
- (4) \$ 8,170,962 85% of Other Funds Expenditures from Exhibit B went into the community as grants, subsidy and materials (same as last year)

Planning and Evaluation Committee Recommendations
Meeting of August 8, 2018 2:00 PM – 3:10 PM

ACTION: None taken

- Amy Cannon commented on the past year's allocation process and the upcoming fiscal year
- Amy introduced new committee members Amanda Klinck, Ken Lawhead, and Jennifer Taft and gave an overview of the P&E committee to the new members
- Amy asked that all members fill out their required forms
- Mary discussed the monitoring process and briefly reviewed the monitoring policies and procedures; the committee is to revisit the topic at next meeting to make recommendations
- Mary discussed the CAD, logic model, etc. review and change process and timelines; the committee is to revisit the topic at the next meeting to make recommendations
- Mary spoke about the strategic planning process as the new allocation cycle begins
- Mary discussed the 2017 – 2018 Annual Progress Report data review and reporting timeline; the committee is to revisit the topic at the next meeting to make recommendation
- Mary reviewed the President's Report
- Mary talked about the Annual Celebration in December
- Adjourned at 3:10 PM

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.

June 30, 2018

1 Balance Sheet

- a. The cash balances; investments and liabilities are at the anticipated amounts and are sufficient for the current needs.
- b. Historically at yearend and in July, funds are at its lowest until grant reimbursements are received during the first quarter.

2 Smart Start Grant [State Funds]

All of the fiscal year 2017-2018 Smart Start allocation of **\$6,598,689 [includes DSS and WAGE\$]** was spent except for five of PFC's in-house activities and two Direct Service Partners (DSPs)

PFC IN-HOUSE ACTIVITIES

1 Child Care Resource & Referral (CCR&R) Core	\$ 11,977.90
2 Child Care Resource & Referral (CCR&R) High Quality Maintenance (HQM)	3,105.65
3 Child Care Resource & Referral (CCR&R) Quality Enhancement Grants (QEG)	837.98
4 Child Care Resource & Referral (CCR&R) Professional Development Career Center (PDCC)	13,946.07
5 Community Engagement	10,130.86
TOTAL	<u><u>\$ 39,998.46</u></u>

DIRECT SERVICE PARTNERS

1 Carolina Collaborative Community Care (4'Cs) - Assuring Better Health and Development	\$ 926.21	
2 Carolina Collaborative Community Care (4'Cs) - Reach Out and Read	7,024.58	
	<u><u>\$ 7,950.79</u></u>	Less than 1 percent Not Spent
To Be Reverted to NCPC	\$ 47,949.25	0.73%

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

- a. Due to the amount of federal funds received, the Partnership **would normally** be audited extensively for fiscal responsibility and federal compliances, i.e. an A-133 audit since we have available at least \$750,000 in federal funds for the fiscal year.
The Partnership **did not spend** \$750,000 of federal funds and thus **will not** be audited for FY1718.

- b. All of the fiscal year 2017-2018 NC Pre-Kindergarten grants of **\$8,578,375** was spent except for:

1 State - Subsidy TANF	\$ 122,912.00	
TOTAL	\$ 122,912.00	This amount was NOT drawn down and thus is not reverted to DCDEE

**1.43%
Percentage NOT
Spent**

4 DCDEE - Region 5 Grants [Federal Funds]

All of the fiscal year 2017-2018 Region 5 Lead Agency grants of **\$579,764** was spent except for:

Core Services	\$ 35,745.56	
Infant Toddler Project	\$ -	
Healthly Social Behaviors (HSB)	\$ 17,076.42	
TOTAL	\$ 52,821.98	This amount will be reverted to SWCDC

**9.11%
Percentage NOT
Spent**

5 All Funding Sources

The cash balance at month-end is as projected and is sufficient for the requirements of the upcoming month.

6 Unrestricted State Revenues (USR)

- a. The overall spending for this budget is less than anticipated at the end of the year.
- b. The goal is to continue to use these funds only when other funding streams cannot be used or is not available.

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. Since the 19% required match was not met for the FY ended June 30, 2018, there will be no contribution to the PFC endowment.
- c. Due to limitations of NC FAST, DCDEE will be unable to generate DSS Parent Fee data. We rely heavily on this data to meet our cash & in-kind match requirement. Because of these limitations, NCPC will not impose penalties on LPs that fail to meet the match requirements.
- d. **The actual shortfall for FY2017-2018 is \$587,863; see attached report and summary for detail.**

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

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

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

1

CASH DONATIONS		April	May	June	Y-T-D
Cash Donations - In-House					
Board & Committee Donations	501-4410	\$ 500.00	\$ -	\$ 255.00	\$ 1,670.00
Staff Donations	501-4410	\$ -	\$ -	\$ -	\$ 170.00
Donations - General Admin Operations	501-4410	\$ 302.00	\$ 999.87	\$ 1,775.00	\$ 5,775.83
Donations - General CCR&R	501-4410	\$ -	\$ -	\$ -	\$ 400.00
Donations - Reach Out & Read	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - General PD&C	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - General PFCRC	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - PD&C KidStuff	501-4410	\$ -	\$ -	\$ -	\$ -
Donations - CCR&R Angel Tree	501-4410	\$ -	\$ -	\$ -	\$ 1,480.00
Donations - Vending Machine Proceeds	515-4410	\$ 58.39	\$ 28.05	\$ 60.25	\$ 534.65
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -	\$ -	\$ -
Donations - Forward March Conference	806-4830	\$ -	\$ -	\$ -	\$ 17,267.00
Donations - Fundraising Events 2017	820-4611	\$ -	\$ -	\$ -	\$ 3,000.00
Donations - Fundraising Events 2018	820-4611	\$ 3,650.00	\$ 3,835.50	\$ 6,670.00	\$ 75,000.50
Donations - Fundraising Event Sales 2017	820-4601	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2018	820-4601	\$ -	\$ -	\$ 10.00	\$ 27,727.50
Program Income - Rent from Resource Center I	801-4824	\$ 3,566.07	\$ 3,595.33	\$ 3,835.57	\$ 43,301.06
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ 50.00	\$ -	\$ 2,100.00
Program Income - Nurturing Parenting Workshop F	801-4836	\$ -	\$ -	\$ -	\$ -
Program Income - Tenant Copier Fees	801-5311	\$ 22.00	\$ 124.65	\$ -	\$ 740.89
Program Income - CCR&R Workshop Fees	801-4823	\$ 1,065.00	\$ 2,530.00	\$ 725.00	\$ 18,325.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ 45.45	\$ 5.00	\$ 147.15	\$ 1,420.26
Program Income - PDCC IACET Workshop Fees	801-4822	\$ 430.00	\$ -	\$ 300.00	\$ 3,350.00
Program Income - PD&C Services	801-4834	\$ -	\$ -	\$ -	\$ -
Program Income - PD&C KidStuff	801-4834	\$ 150.00	\$ -	\$ -	\$ 150.00
Program Income - Summer Camp Expo	801-4833	\$ -	\$ -	\$ -	\$ -
Program Income - Other	801-4827	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center II	812-4761	\$ 4,166.66	\$ 4,166.66	\$ 4,166.74	\$ 50,000.00
Cost Reduction - Car Seat Program Parent Fees	144-6902	\$ 380.00	\$ 260.00	\$ -	\$ 3,440.00
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -	\$ -	\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -	\$ -	\$ -
					\$ -
Total Cash Donations - In-House		\$ 14,335.57	\$ 15,595.06	\$ 17,944.71	\$ 255,852.69

Cash Donations - Direct Service Providers					
1st Quarter (July - September)					\$ 26,089.67
2nd Quarter (October - December)					\$ 13,588.17
3rd Quarter (January - March)					\$ 20,293.81
4th Quarter (April - June)				\$ 27,918.75	\$ 27,918.75
PFC Child Care Subsidy Parent Fees					\$ 21,444.07
Total Cash Donations - Direct Service Providers		\$ -	\$ -	\$ 27,918.75	\$ 109,334.47

TOTAL CASH DONATIONS	\$ 14,335.57	\$ 15,595.06	\$ 45,863.46	\$ 365,187.16
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2

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

5.7%

IN-KIND DONATIONS					
In-Kind Donations - In-House					
In-Kind Donations - Volunteer Time		\$ 12,496.00	\$ 10,973.76	\$ 12,206.32	\$ 92,436.32
Discounts on Materials - Kaplan		\$ -	\$ -		\$ 152.52
Discounts on Materials - Brame		\$ -	\$ -		\$ -
Discounts on Materials - Discount School Supply		\$ -	\$ -		\$ 161.58
Discounts on Materials - Lakeshore		\$ -	\$ -		\$ 109.96
Discounts on Software - Techsoup Stock		\$ -	\$ -		\$ 85,863.00
Donations - Other In-Kind		\$ -	\$ -		\$ 15,979.35
PFC Staff Donations - Supplies and Mileage		\$ -	\$ -		\$ 233.67
PFC Board Member Donations - Supplies and Mileage		\$ -	\$ -		\$ -
Total In-Kind Donations - In-House		\$ 12,496.00	\$ 10,973.76	\$ 12,206.32	\$ 194,936.40

In-Kind Donations - Direct Service Providers					
1st Quarter (July - September)					\$ 19,461.62
2nd Quarter (October - December)					\$ 25,178.75
3rd Quarter (January - March)					\$ 30,695.73
4th Quarter (April - June)				\$ 18,164.98	\$ 18,164.98
Total In-Kind Donations - Direct Service Providers				\$ 18,164.98	\$ 93,501.08

TOTAL IN-KIND DONATIONS	\$ 12,496.00	\$ 10,973.76	\$ 30,371.30	\$ 288,437.48
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4.4%

3

GRAND TOTAL	\$ 26,831.57	\$ 26,568.82	\$ 76,234.76	\$ 665,887.84
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10.1%

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

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

TARGET REMAINING

\$ (587,863.07)

4

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Cash & In-Kind Contributions Report

Fiscal Year 2017/2018

SUMMARY

Total Smart Start Allocation:	\$	6,598,689.00
Target Cash & In-Kind Required (19%):	\$	1,253,750.91

Actual Cash Match Reported YTD 2018	\$	377,450.36
Actual In-Kind Match Reported YTD 2018	\$	288,437.48
Anticipated DSS Subsidy Parent Fees	\$	572,000.00 *
Total Anticipated FY17/18	\$	1,237,887.84

Anticipated Actual Match Requirement*	\$	1,253,750.91
Projected Shortfall*	\$	(15,863.07)

* Based on an average over the last 4 years

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS July 31, 2018

FOOTNOTES - BALANCE SHEET

A. The cash accounts at July 31, 2018 total \$1,284,341.76.

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	\$532,630.68	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		\$564,014.68				

B. Employees' payroll deductions at July 31, 2018 from the current month and from prior months total \$1,545.12. 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

July 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.

DIRECT SERVICE PROVIDERS: The Smart Start grants for the Direct Service Providers (DSPs) budgets are in full contract at July 1, 2018.

ADMINISTRATION: The Smart Start grant for the Administration budget is in full contract at July 1, 2018.

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

Assets

Bank of America Checking Account	\$ 719,927.08	}	A
PNC Bank - Money Market Reserve	532,630.68		
Petty Cash, Change Funds, Undeposited Receipts	400.00		
Beneficial Interest in Community Foundation	31,384.00		
Employee Advances (for travel)	184.00		
	<u>184.00</u>		

Total Assets

1,284,525.76

Liabilities and Net Assets

Flex-Spending Payable	1,033.72	}	B
AFLAC Payable	0.10		
United Way Payable	511.12		
Legal Shield Payable	0.18		
Tenant Security Deposits	16,965.68		
Unrestricted Net Assets	1,011,030.51		
Temporarily Restricted Net Assets	40,280.55		
Permanently Restricted Net Assets	31,384.00		C
Excess Revenues over (under) Expenditures	183,319.90		
	<u>183,319.90</u>		

Total Liabilities and Net Assets

\$ 1,284,525.76

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 JULY 31, 2018

										If monthly spending was equal, at month-end, the percentages should be:	
										8%	92%
										% of Budget Expended	% of Available Funds

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 JULY 31, 2018		
										If monthly spending was equal, at month-end, the percentages should be:		
										8%	92%	
EXPENDITURES												
Activity		Agency			07/01/18 Budget	Advances	July	August	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Family Support												
14	Autism Outreach & Resource Ctr.		Autism of CC		\$ 45,000.00	\$ -			\$ -	\$ 45,000.00	0%	100%
15	PFC Family Resource Center	IH	Partnership for Children		\$ 130,144.00		\$ 8,640.50		\$ 8,640.50	\$ 121,503.50	7%	93%
16	All Children Excel [ACE] NEW 07-01-18	IH	Partnership for Children		\$ 180,785.00		\$ 15,974.97		\$ 15,974.97	\$ 164,810.03	9%	91%
17	Child Passenger Safety Car Seat NEW 07-01-18	IH	Partnership for Children		\$ 5,000.00		\$ -		\$ -	\$ 5,000.00	0%	100%
18	Community Engagement & Resource Development	IH	Partnership for Children		\$ 210,886.00		\$ 28,313.91		\$ 28,313.91	\$ 182,572.09	13%	87%
19	Reach Out & Read Grant		Carolina Collaborative Community Care (4C)		\$ 16,500.00				\$ -	\$ 16,500.00	0%	100%
			Family Support Total:	9%	\$ 588,315.00	\$ -	\$ 52,929.38	\$ -	\$ 52,929.38	\$ 535,385.62	9%	
System Support												
20	P&E - Planning & Evaluation	IH	Partnership for Children		\$ 475,225.00		\$ 44,074.44		\$ 44,074.44	\$ 431,150.56	9%	91%
			System Support Total:	8%	\$ 475,225.00	\$ -	\$ 44,074.44	\$ -	\$ 44,074.44	\$ 431,150.56	9%	
		Total of Approved Projects:			\$ 6,278,890.00	\$ -	\$ 178,547.99	\$ -	\$ 178,547.99	\$ 6,100,342.01		
21	Administration	IH	Partnership for Children	5%	\$ 319,799.00	\$ -	\$ 32,781.75		\$ 32,781.75	\$ 287,017.25	10%	90%
Unallocated Smart Start SERVICES Funds					\$ -							
Unallocated Smart Start ADMINISTRATION Funds					\$ -							
Total Smart Start Funds Expended						\$ -	\$ 211,329.74	\$ -	\$ 211,329.74			
							Total Allocated Smart Start Funds Remaining		\$ 6,387,359.26			

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

FY 18/19 Revenues per Contract
\$ 8,398,245
\$ 174,963
\$ 349,927
\$ 8,923,135

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

Fiscal Year 2018/ 2019

as of July 31, 2018	
SHOULD BE	
8%	92%

FUND	Activity	FY 18/19 Budget 7/1/2018	July	August	September	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
211	9100-999 Administrative Operations	\$ 152,533.00	\$11,023.81			\$11,023.81	\$141,509.19	7%	93%
211	3104-001 CCR&R - Core	\$ 66,330.00	\$8,137.35			\$8,137.35	\$58,192.65	12%	88%
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 131,064.00	\$8,209.60			\$8,209.60	\$122,854.40	6%	94%
	Services Sub-Total	\$ 197,394.00	\$16,346.95	\$0.00	\$0.00	\$16,346.95	181,047.05	8%	92%
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 3,920,545.00	\$0.00			\$0.00	\$3,920,545.00	0%	100%
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 2,952,700.00	\$0.00			\$0.00	\$2,952,700.00	0%	100%
	Fund 206 Sub-Total	\$ 6,873,245.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,873,245.00	0%	100%
319	2342-015 NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 1,525,000.00	\$0.00			\$0.00	\$1,525,000.00	0%	100%
	Fund 319 Sub-Total	\$ 1,525,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,525,000.00	0%	583%
328	3322-017 NC Pre-K New CCDF Quality Funds - Federal Funds	\$ 174,963.00	\$7,668.03			\$7,668.03	\$167,294.97	4%	96%

Total Budget Remaining \$8,888,096.21

Total NC Pre-K Grant	\$ 8,923,135.00
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$35,038.79
	\$0.00
	\$0.00
	\$35,038.79
Total State Funds	\$7,223,172.00
Total Federal Funds	\$1,699,963.00
Total NC Pre-K Grant	\$8,923,135.00

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
			July	August	September	YTD	July	August	September	YTD	
			RESTRICTED FUNDS								
206	NC Pre-K Grant - State Funds (per child)	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ -	\$ -			\$ -	\$ 27,370.76			\$ 27,370.76	\$ (27,370.76)
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
319	NC Pre-K Grant (per slot) - Federal Funds	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
	CASH ADVANCE from DCDEE -NC Pre-K Grant	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ -	\$ -			\$ -	\$ 7,668.03			\$ 7,668.03	\$ (7,668.03)
	Sub-total for NC Pre-K	\$ -								Sub-total	\$ (35,038.79)
301	Family CareGivers Program	\$ 70.63	\$ -			\$ -	\$ 70.63			\$ 70.63	\$ -
307	DCD Grant - SWCDC	\$ 35,745.56	\$ -			\$ -	\$ 50,119.68			\$ 50,119.68	\$ (14,374.12)
312	Region 5 - Infant/Toddler Project	\$ -	\$ -			\$ -	\$ 8,332.72			\$ 8,332.72	\$ (8,332.72)
313	Region 5 - Healthy Social Behavior	\$ 17,076.42	\$ -			\$ -	\$ 26,599.56			\$ 26,599.56	\$ (9,523.14)
807	Region 5 - Program Income	\$ -	\$ 720.00			\$ 720.00	\$ -			\$ -	\$ 720.00
	Sub-total for Other Restricted	\$ 52,892.61								Sub-total	\$ (31,509.98)
138	Smart Start - Services (FY 14/15)	\$ -	\$ -			\$ -	\$ (349.00)			\$ (349.00)	\$ 349.00
141	Smart Start - Admin. (FY 16/17)	\$ 14.54	\$ -			\$ -	\$ 14.54			\$ 14.54	\$ -
142	Smart Start - Services (FY 16/17)	\$ 52.98	\$ -			\$ -	\$ 52.98			\$ 52.98	\$ -
144	Smart Start - Services (FY 17/18)	\$ 47,949.25	\$ -			\$ -	\$ 47,949.25			\$ 47,949.25	\$ -
145	Smart Start - Admin. (FY 18/19)	\$ -	\$ 39,975.00			\$ 39,975.00	\$ 32,781.75			\$ 32,781.75	\$ 7,193.25
146	Smart Start - Services (FY 18/19)	\$ -	\$ 439,653.00			\$ 439,653.00	\$ 178,731.99			\$ 178,731.99	\$ 260,921.01
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ -			\$ -	\$ 4,285.14			\$ 4,285.14	\$ (4,285.14)
216	Dolly Parton's Imagination Library	\$ 8,406.47	\$ 346.20			\$ 346.20	\$ -			\$ -	\$ 8,752.67
801	Program Income (SS Related)	\$ 72,836.17	\$ 4,940.83			\$ 4,940.83	\$ 317.21			\$ 317.21	\$ 77,459.79
804	GEMS Shared Services (PI SS Related)	\$ (92.51)	\$ 2,600.00			\$ 2,600.00	\$ 1,060.00			\$ 1,060.00	\$ 1,447.49
902	COBRA - Employee Insurance Withholdings	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
	Sub-total for Smart Start & Related	\$ 129,166.90								Sub-total	\$ 351,838.07

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
			July	August	September	YTD	July	August	September	YTD	
	UNRESTRICTED FUNDS										
208	Unrestricted State Revenues - For Operating Purposes	\$ 4,214.88	\$ -			\$ -	\$ 1,210.38			\$ 1,210.38	\$ 3,004.50
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 513,695.97	\$ -			\$ -	\$ -			\$ -	\$ 513,695.97
501	Individual Gifts & Donations	\$ 19,690.36	\$ 955.35			\$ 955.35	\$ -			\$ -	\$ 20,645.71
515	Vending Machine Commissions	\$ 574.00	\$ 38.06			\$ 38.06	\$ 92.58			\$ 92.58	\$ 519.48
518	Kohl's Corporate Grants	\$ 2,843.08	\$ 971.00			\$ 971.00	\$ -			\$ -	\$ 3,814.08
526	Unrestricted Private Funds	\$ 2,950.68	\$ -			\$ -	\$ -			\$ -	\$ 2,950.68
531	PFC Annual Engagements	\$ 305.26	\$ -			\$ -	\$ -			\$ -	\$ 305.26
536	The CarMax Foundation Grant	\$ 7,649.43	\$ -			\$ -	\$ -			\$ -	\$ 7,649.43
537	Foundation for the Carolinas Grant via Long Leaf Foundation	\$ -	\$ 17,500.00			\$ 17,500.00	\$ -			\$ -	\$ 17,500.00
802	PFCRC II (Non-Smart Start)	\$ 103,323.97	\$ 7,355.07			\$ 7,355.07	\$ 3,628.35			\$ 3,628.35	\$ 107,050.69
806	Forward March Conference	\$ 19,308.57	\$ 13,800.00			\$ 13,800.00	\$ -			\$ -	\$ 33,108.57
812	PFCRC II - Administration	\$ -	\$ 4,750.00			\$ 4,750.00	\$ 2,796.87			\$ 2,796.87	\$ 1,953.13
815	Hoke - Contracted Eval (not program income)	\$ 15,716.34	\$ -			\$ -	\$ 3,180.00			\$ 3,180.00	\$ 12,536.34
816	Contracted Data Services	\$ 5,763.28	\$ 2,600.00			\$ 2,600.00	\$ 7,950.00			\$ 7,950.00	\$ 413.28
820	Fundraising - PFC Annual Soiree	\$ 110,687.10	\$ 25.00			\$ 25.00	\$ 273.63			\$ 273.63	\$ 110,438.47
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	\$ -			\$ -	\$ -			\$ -	\$ 2,634.54
897	Sales Tax	\$ (22,258.15)	\$ -			\$ -	\$ 273.38			\$ 273.38	\$ (22,531.53)
899	Interest Income (from Investment Funds)	\$ 18,213.11	\$ 373.31			\$ 373.31	\$ -			\$ -	\$ 18,586.42
904	Forfeited FSA	\$ 578.02	\$ -			\$ -	\$ -			\$ -	\$ 578.02
905	Employee Withholding	\$ 676.15	\$ 24,940.96			\$ 24,940.96	\$ 24,650.01			\$ 24,650.01	\$ 967.10
	Sub-total for Unrestricted Funds	\$ 844,063.70								Sub-total	\$ 873,317.25

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
			July	August	September	YTD	July	August	September	YTD	
	INFORMATION TECHNOLOGY										
992	PFC IT Management	\$ -	\$ -			\$ -	\$ 329.54			\$ 329.54	\$ (329.54)
993	IT - Core	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
994	IT - Outside Agencies	\$ 93,513.32	\$ 9,911.19			\$ 9,911.19	\$ 7,243.76			\$ 7,243.76	\$ 96,180.75
995	IT - PFC Enhanced	\$ -	\$ -			\$ -	\$ -			\$ -	\$ -
996	IT - PFC Regular	\$ -	\$ -			\$ -	\$ 1,500.00			\$ 1,500.00	\$ (1,500.00)
Sub-total for Information Technology		\$ 93,513.32								Sub-total	\$ 94,351.21
	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	\$ 1,284,341.76

ADDITIONAL SUMMARIZED INFORMATION
USR
Operating Cash 3,004.50
Investments 513,695.97
\$ 516,700.47

NCPK
Operating Cash (35,038.79)
Cash Advance -
\$ (35,038.79)

Partnership for Children of Cumberland County, Inc. - UNRESTRICTED STATE REVENUES

Fiscal Year 2018 / 2019									
							SHOULD BE:	8%	92%
	Activity	FY 18/19 Budget Effective 7/1/2018	July	August	September	Expenditures Y-T-D	Unspent Allocated Budget Amount	% of Budget Expended	% of Available Funds
	Administrative Operations	\$ 12,850.00	\$ 1,210.38			\$ 1,210.38	\$ 11,639.62	9%	91%
	CC&R - Core (in case of Federal shutdown)	\$ 50,000.00	\$ -			\$ -	\$ 50,000.00	0%	100%
	Sub-Total	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	0%	100%
	Total Allocated Budget for FY17-18	62,850.00							
	Allocated Budget Amount SPENT		\$ 1,210.38	\$ -	\$ -	\$ 1,210.38			
	Allocated Budget Amount UNSPENT						\$ 61,639.62		
	SUMMARY OF CASH AND INVESTMENTS								
	July 1 - Total Cash Carryover including Investments							\$ 517,910.85	
	Unallocated Unrestricted State Revenues at the month end (see investment note below)					\$ (58,635.12)	<---- Cash of \$4,214.88 in GL 1113 at 07-01-18 less the FY 18-19 budget amount		
	Funds Held for Others at the month end (Payroll Withholdings)					\$ -			
	Unspent Budget for FY17-18 at the month end					\$ 61,639.62			
	Subtotal (cash in GL 1113 at the month end to be used for operating funds)		\$ -	\$ -			\$ 3,004.50		
	Investments at month end (Includes money market account and certificates of deposits, if applicable)	\$513,695.97				\$ -	\$ 513,695.97	<---- \$25,000 of the investments may be redeemed and used for operating funds if needed.	
	CURRENT TOTAL OF CASH AND INVESTMENTS AT THE MONTH END						\$ 516,700.47		

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		July	August	September	Y-T-D
Cash Donations - In-House					
Board & Committee Donations	501-4410	\$ 120.00			\$ 120.00
Staff Donations	501-4410	\$ 1.00			\$ 1.00
Donations - General Admin Operations	501-4410	\$ 834.35			\$ 834.35
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	\$ 38.06			\$ 38.06
Donations - PFC Annual Engagements	531-4410	\$ -			\$ -
Donations - Forward March Conference	806-4830	\$ 13,800.00			\$ 13,800.00
Donations - Fundraising Events 2017	820-4611	\$ -			\$ -
Donations - Fundraising Events 2018	820-4611	\$ -			\$ -
Donations - Fundraising Event Sales 2017	820-4601	\$ -			\$ -
Donations - Fundraising Event Sales 2018	820-4601	\$ 25.00			\$ 25.00
Program Income - Rent from Resource Center I	801-4824	\$ 4,289.88			\$ 4,289.88
Program Income - Conference Room Rental RCI	801-4762	\$ -			\$ -
Program Income - Nurturing Parenting Workshop Ft	801-4836	\$ -			\$ -
Program Income - Tenant Copier Fees	801-5311	\$ -			\$ -
Program Income - CCR&R Workshop Fees	801-4823	\$ 340.00			\$ 340.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ 60.95			\$ 60.95
Program Income - PDCC IACET Workshop Fees	801-4822	\$ 225.00			\$ 225.00
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
Cost Reduction - Car Seat Program Parent Fees	144-6902	\$ -			\$ -
Quality Enhancement - Cash Matches	144-6904	\$ -			\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -			\$ -
		\$ -			\$ -
Total Cash Donations - In-House		\$ 24,484.24	\$ -	\$ -	\$ 24,484.24

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

TOTAL CASH DONATIONS	\$ 24,484.24	\$ -	\$ -	\$ 24,484.24
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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			\$ 971.00
Cumberland Community Foundation (100% Private	535-4425	\$ -			\$ -
TOTAL GRANTS		\$ 971.00	\$ -	\$ -	\$ 971.00

0.4%

IN-KIND DONATIONS					
In-Kind Donations - In-House					
In-Kind Donations - Volunteer Time		\$ -			\$ -
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		\$ -			\$ -
PFC Board Member Donations - Supplies and Mileage		\$ -			\$ -
		\$ -			\$ -
Total In-Kind Donations - In-House		\$ -	\$ -	\$ -	\$ -

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

TOTAL IN-KIND DONATIONS	\$ -	\$ -	\$ -	\$ -
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0.0%

GRAND TOTAL	\$ 25,455.24	\$ -	\$ -	\$ 25,455.24
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0.4%

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

\$ (1,228,295.67)

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