

Virtual Finance Committee Meeting Agenda
Quorum = 4 (50%) (Total Committee Members = 8)

Tuesday, October 20, 2020

3:00 pm – 5:00 pm

ZOOM

I. Call to Order & Chair Comments^Δ

- A. Welcome
- B. Volunteer Forms
- C. Donations / PFC 10-10 Club

II. Approval of August 18, 2020 Minutes*

III. Accounting Reports

- A. Financial Reports: September 2020^Δ – Marie Lilly / Steve Terry
 - 1. Smart Start
 - 2. NC Pre-Kindergarten
 - 3. South West Child Development Commission (SWCDC) – Region 5
 - 4. All Funding Sources
 - 5. Cash and In-Kind Report – Anna Hall
- B. September E-Trade Statement ^e – Mary Sonnenberg

IV. New Business

- A. Projected Reversions/Carry Forward* – Mary Sonnenberg
 - 1. Contingency Reversion Plan* – Anna Hall
 - 2. Activity Budget Amendments* – Anna Hall / Mary Sonnenberg
 - 3. Proposed Smart Start Allocations* – Marie Lilly
- B. ACH Processing – Accounting Policies and Procedures Section 9a* – Marie Lilly
- C. Timeline for Infrastructure Project^Δ – Mary Sonnenberg

V. President’s Report^Δ

1. North Carolina Partnership for Children (NCPC) / DCDEE Updates / Legislative Updates
2. Grant Opportunities / Updates
3. COVID-19 Updates
4. PFC Audit / NCPC Monitoring
5. RFPs
6. Events

VI. Contract Management Report^Δ

- A. Monitoring Status Timelines
 1. Fiscal Report – Anna Hall / Dottie Adams
 2. Contracts Report – Anna Hall
 3. Program Report – Pamela Federline
 4. NC Pre-K Report – Carole Mangum

VII. Information

A. Upcoming Committee Meetings

MEETING	MEETING DATE	MEETING TIME
Executive	October 29, 2020	9:00 am – 11:00 am
CCR&R	November 12, 2020	9:00 am – 11:00 am
Facility & Tenant	November 16, 2020	11:30 am – 1:00 pm
Human Resource	November 17, 2020	8:00 am – 9:15 am
Board Development	November 18, 2020	9:30 am – 11:00 am
Board of Directors (& NC Pre-K Planning)	November 19, 2020	12:00 pm – 2:00 pm
Planning & Evaluation	December 8, 2020	2:00 pm – 4:00 pm
Public Engagement & Development (PED)	January 7, 2021	9:00 am – 11:00 am
<i>Finance</i>	<i>January 19, 2021</i>	<i>3:00 pm – 5:00 pm</i>

B. Holiday Schedule

HOLIDAY	DATE CLOSED
Veteran’s Day	Wednesday, November 11, 2020
Thanksgiving	Wednesday, November 25 – Friday, November 27, 2020
Christmas	Thursday, December 24 – Thursday, December 31, 2020
New Year’s Day	Friday, January 1, 2021

VIII. Adjournment

* Needs Action ^Δ Information Only / Possible Conflict of Interest (Recusals) ^ε Electronic Copy



Partnership for Children of Cumberland County, Inc.
Finance Committee Virtual Meeting Minutes
August 18, 2020 (3:03 pm to 4:08 pm)
Be the Driving Force



MEMBERS PRESENT: Lisa Childers, Robin Deaver, Sandee Gronowski, Dawn Keeler, Perry Melton, Donna Pyles and Steve Terry
MEMBERS ABSENT: Robin Deaver, Brenda Jackson
NON-VOTING ATTENDEES: Dottie Adams, Belinda Gainey, Anna Hall, Marie Lilly and Mary Sonnenberg

AGENDA ITEM	DISCUSSION & RECOMMENDATION	ACTION	FOLLOW-UP
I. Call to Order & Chair Comments A. Welcome / Introductions B. Volunteer Forms C. Donations / PFC 10-10 Club D. FY 20/21 Required Documentation Per Policy E. FY 20/21 Board and Committee Calendar	<p>The scheduled meeting of the Finance Committee was held via Zoom on Tuesday, August 18, 2020, and began at 3:03 pm pursuant to prior email notice to each committee member. Steve Terry, Chair, determined that a quorum was present and called the meeting to order. Belinda Gainey was Secretary for the meeting and recorded the minutes.</p> <p>A. Steve Terry welcomed everyone to the meeting. All committee members were asked to introduce themselves.</p> <p><i>Due to this being Steve Terry's first meeting, Marie Lilly assisted Mr. Terry with Chairing the meeting.</i></p> <p>B. Committee members who reviewed the committee packet prior to the meeting were asked to complete the volunteer form that was emailed to them with their packet.</p> <p>C. Mary Sonnenberg informed the committee that all board members are asked to donate to PFC and committee members are allowed to donate as well.</p> <p>D. Belinda Gainey informed the committee that they each received an email containing the FY 20/21 Required Documents. They are each to complete these and return as early as possible.</p> <p>E. Belinda asked the committee members to view the dates for the Finance Committee listed on the FY 20/21 Board and Committee Calendar and record the dates on their calendars.</p>	Called to Order	None
II. Approval of Minutes* A. May 19, 2020	A. The minutes for the May 19, 2020 scheduled meeting were previously emailed and reviewed by the committee members.		



Partnership for Children of Cumberland County, Inc.
Finance Committee Meeting Minutes
August 18, 2020 (3:03 pm to 4:08 pm)
Be the Driving Force



	<p>Lisa Childers moved to accept the minutes as presented. Perry Melton seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. If anyone did not approve the motion, they were asked to place their comment in the ZOOM chat box. All votes were unanimous. The motion carried.</p>	<p>Motion Carried</p>	<p>None</p>
<p>III. Accounting Reports</p> <p>A. Financial Reports: June 2020^Δ</p> <ol style="list-style-type: none"> 1. Financial Summary 2. FY 19/20 Final Partnership Umbrella Budget* 3. FY 19/20 Exhibits A&B* 4. FY 19/20 Final Cash and In-Kind Report^Δ <p>B. Financial Reports: July 2020^Δ</p> <ol style="list-style-type: none"> 1. Smart Start 2. NC Pre-Kindergarten 3. South West Child Development Commission (SWCDC) 4. All Funding Services 5. Unrestricted State Revenues (USR) 6. Cash and In-Kind Report <p>C. July E-Trade Statement ^e</p>	<p>A.1. The Financial summary for June 2020 was previously emailed. Marie Lilly reviewed the reports with the committee.</p> <p>A.2. Marie Lilly provided an overview of the FY 19/20 Partnership Umbrella Budget (PUB). Dawn Keeler made a motion to accept the PUB as presented. Lisa Childers seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. If anyone did not approve the motion, they were asked to place their comment in the ZOOM chat box. All votes were unanimous. The motion carried.</p> <p>A.3. Marie reviewed the FY 19/20 Exhibits A&B with the committee. Sandee Gronowski made a motion to accept the FY 19/20 Exhibits A&B as presented. Perry Melton seconded the motion. Hearing no further discussion, the Chair put the motion to a vote. If anyone did not approve the motion, they were asked to place their comment in the ZOOM chat box. All votes were unanimous. The motion carried.</p> <p>A.4. The Final FY 19/20 Cash and In-Kind Report was previously emailed. Anna reviewed the report with the committee.</p> <p>B.1.-5. The Financial Reports for July 2020 were previously emailed. Marie Lilly and Mary Sonnenberg reviewed the reports with the committee.</p> <p>B.6. Deferred</p> <p>C. Marie provided an overview of the July E-Trade statement. The information was viewed electronically during the meeting.</p>	<p>None</p> <p>Motion Carried</p> <p>Motion Carried</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>
<p>IV. New Business</p> <p>A. PFC FY 19/20 Audit Preparation ^Δ</p> <p>B. NCPC Monitoring^Δ</p>	<p>A. Marie reported that the PFC FY 19/20 Virtual Audit is taking place on August 31, 2020.</p> <p>B. Marie reported that the NCPC Monitoring is taking place on September 21, 2020. The Monitor is due to be at PFC.</p>	<p>None</p> <p>None</p>	<p>None</p> <p>None</p>
<p>V. President's Report^Δ</p>	<p>The President's Report is included in the packet.</p>	<p>None</p>	<p>None</p>
<p>VI. Contract Management Report</p> <p>A. Monitoring Status Timelines</p> <ol style="list-style-type: none"> 1. Fiscal Report 2. Contracts Report 3. Program Report 4. NC Pre-K Report 	<p>A.1.-A.2. Anna provided an overview of the Fiscal Monitoring status for FY 19/20 and FY 20/21.</p> <p>A.3. Mary provided an overview of the Program Monitoring status.</p> <p>A.4. Mary provided an overview of the NC Pre-K Monitoring status.</p>	<p>None</p> <p>None</p> <p>None</p>	<p>None</p> <p>None</p> <p>None</p>



Partnership for Children of Cumberland County, Inc.
Finance Committee Meeting Minutes
August 18, 2020 (3:03 pm to 4:08 pm)
Be the Driving Force



VII. Information	See Agenda	None	None
VIII. Adjournment	As there was no further business; the chair announced the meeting adjourned. The meeting was adjourned at 4:08 pm.	Adjourned	None

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

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

**PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
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.

September 30, 2020

1 Balance Sheet

- a. 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 85% of full allocation effective 07-01-2020.
- b. The total allocation for FY2020-2021 at 85% is \$5,587,090 including DSS and WAGE\$.
- c. PFC is anticipated to be in 100% full allocation in November 2020.
- d. PFC is anticipated to receive 100% of the reverted FY1920 Smart Start Services Funds totaling \$425,261.
- e. PFC is anticipated to receive \$7,121 for a partial refund of MAC Support from the prior year.
This will be included in the amended Smart Start allocation from NCPC. \$567 will be added back to Admin and \$6,554 to Services.

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

- a. PFC is in full contract with DCDEE effective 07-01-2020
- b. The total grant is \$9,098,063 which currently consists of \$3,766,081 of federal funds and \$5,331,972 of state funds.
- c. Historically this distribution of state and federal funds is amended by DCDEE before yearend.
- d. PFC received 1/10th of the administrative plus direct services grant in September 2020. The amount was \$892,309.

4 DCDEE - Region 5 Grants [Federal Funds]

- a. PFC's three Region 5 grants for Core and Infant Toddler are now in contract effective 07-01-20.
- b. The Region 5 Healthy Social Behaviors [HSB] Contract was amended and extended by two months making it a 14-month contract effective 07-01-2019 through 08-31-2020. The FY20-21 contract is anticipated to be a 10-month contract effective 09-01-2020 through 06-30-2021. It will soon be fully in contract.

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. Grant based reimbursements are anticipated to be timely.

6 Unrestricted State Revenues (USR) - Fund 208

- a. The goal is to continue to use these funds only when other funding streams cannot be used or is not available.
- b. The cash equivalent balances in Fund 208 consists of the following at the end of the month:

PNC Bank Money Market Account	220,095.41	<i>Does not include interest earned in Fund 899</i>
Select Bank - Certificate of Deposit	100,000.00	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Certificate of Deposit	100,000.00	<i>Does not include interest earned in Fund 899</i>
Lumbee Bank - Checking Account [from investments]	125.00	<i>Deposited \$100, fees of \$40 refunded, Deposited \$25</i>
E-Trade Funds Account	68,000.00	<i>Gains/Losses are not reflected in the financial statements</i>
	488,220.41	

Interest Earned - Fund 899	
PNC Bank Money Market	23,770.05
Select Bank - CD	3,126.82
Lumbee Bank - CD	2,285.66
	29,182.53

Investments - Fund 208	488,220.41
Interest Earned - Fund 899	29,182.53
TOTAL INVESTMENTS PLUS INTEREST	517,402.94

- c. There is currently a sufficient balance in the operating funds portion of the USR funding stream for the upcoming fiscal year.

7 Cash and In-kind Report

- a. The 19% match amount reflected on the monthly report is reflected at 85% 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 FY1920, FY1819, FY1718 nor for FY1617.
- c. Since the 19% required match was not met for the FY ended June 30, 2020, there will be no contribution to the PFC endowment.
- d. The penalty for not meeting the match in FY1920 has been waived due to COVID-19.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

FOOTNOTES FOR FINANCIAL REPORTS September 30, 2020

FOOTNOTES - BALANCE SHEET

A. The cash accounts at September 30, 2020 total \$1,800,172.37.

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	\$243,865.46	n/a	n/a	n/a	.50%
Select Bank	CD	\$103,126.82	15	05/20/21	1.10%	1.11%
Lumbee Bank	CD	\$102,285.66	15	05/21/21	.55%	.55%
Lumbee Bank	Checking	\$125.00	n/a	n/a	n/a	n/a
E-Trade	Financial Trades	\$68,000.00	n/a	n/a	n/a	n/a
Cumberland Community Foundation	Beneficial Interest in Endowment Fund	\$31,384.00	n/a	n/a	n/a	n/a
TOTAL		\$548,786.94				

B. Employees' payroll deductions at September 30, 2020 from the current month and from prior months total \$(7,501.26) which includes \$7,050.00 of pre-funded HRA/FSA anticipated to be deducted by Blue Cross and Blue Shield in November 2020. 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

September 30, 2020

FOOTNOTES - SMART START GRANT SPREADSHEET

SERVICES (In-House Activities): The Smart Start grants for all of the Service budgets are in contract at 85% of full allocation effective July 1, 2020.

DIRECT SERVICE PROVIDERS: The Smart Start grants for all of the Direct Service Providers (DSPs) budgets are in contract at 85% of full allocation effective July 1, 2020.

ADMINISTRATION: The Smart Start grant for the Administration budget is in contract at 85% of full allocation effective July 1, 2020.

Partnership for Children of Cumberland County, Inc.
Balance Sheet
September 30, 2020

Assets

Bank of America Checking Account	\$ 1,250,985.43	} A
PNC Bank - Money Market Reserve	243,865.46	
Select Bank - Certificate of Deposit	103,126.82	
Lumbee Bank - Certificate of Deposit	102,285.66	
Lumbee Bank - Checking Account [from investments]	125.00	
E-Trade Funds Account	68,000.00	
Petty Cash, Change Funds, Undeposited Receipts	400.00	
Beneficial Interest in Community Foundation	31,384.00	
Total Assets	1,800,172.37	

Liabilities and Net Assets

Vendor Accounts Payable		} B
<i>Due to keyed A/P session with inconsistent date</i>	(11,700.00)	
Forfeited FSA and HRA Pre-Funding	(7,177.49)	
COBRA Insurances	0.41	
Health Insurance Payable	70.77	
Flex-Spending Payable	(399.02)	
AFLAC Payable	0.36	
Dental Insurance Payable	3.06	
Vision Payable	0.68	
Legal Shield Payable	(0.03)	
Tenant Security Deposits	23,349.30	
Unrestricted Net Assets	1,054,926.88	
Temporarily Restricted Net Assets	149,030.53	
Permanently Restricted Net Assets	31,384.00 C	
Excess Revenues over (under) Expenditures	560,682.92	
Total Liabilities and Net Assets	\$ 1,800,172.37	

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2020 - 2021

FY 20/21 SMART START 85% ALLOCATION	\$5,587,090
TOTAL ALLOCATION FOR ADMINISTRATION ----->	\$325,958
FY 20/21 Smart Start Admin Base Allocation	\$270,087
FY 20/21 Additon of 1% Fundraising Grant [9200-990]	\$55,871
TOTAL ALLOCATION FOR SERVICES ----->	\$5,261,132
FY 20/21 Smart Start Services Allocation :	\$5,317,003
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]	\$ (55,871)
Carryforward Funds from FY19/20 to be used in FY20/21	\$0

AS OF SEPTEMBER 2020

								If monthly spending was equal, at month-end, the percentages should be:		
								25%	75%	
								EXPENDITURES		
Activity	Agency		10/15/20 Budget	Advances	August	September	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Early Care & Education Subsidy - TANF Only										
1	Subsidized Child Care	Dept. of Social Services	\$ 1,895,760.00		\$ 338,781.00	\$ 287,682.00	\$ 942,223.00	\$ 953,537.00	50%	50%
2	CCR&R - Subsidy	IH Partnership for Children	\$ 311,413.00		\$ -	\$ -	\$ -	\$ 311,413.00	0%	100%
3	Child Care Scholarships	Fayetteville Tech. Com. College	\$ 176,171.00		\$ -	\$ 14,346.20	\$ 14,346.20	\$ 161,824.80	8%	92%
4	NC Pre-K Susidy TANF	IH Partnership for Children	\$ -		\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
		ECE Subsidy TANF Total:	45% \$ 2,383,344.00	\$ -	\$ 338,781.00	\$ 302,028.20	\$ 956,569.20	\$ 1,426,774.80	40%	
		Minimum of 39% Required								
Early Care & Education Subsidy - Non-TANF										
5	CCR&R - Non-TANF Dual Subsidy	IH Partnership for Children	\$ 50,575.00		\$ -	\$ -	\$ -	\$ 50,575.00	0%	100%
6	Spainhour/Child Play	Easter Seals UCP	\$ 77,957.00		\$ -	\$ -	\$ -	\$ 77,957.00	0%	100%
7	NC Pre-K Subsidy Non-TANF	IH Partnership for Children	\$ -		\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
		ECE Subsidy Non-TANF Total:	2% \$ 128,532.00	\$ -	\$ -	\$ -	\$ -	\$ 128,532.00	0%	
Early Care & Education Subsidy - Administration										
8	Subsidy Support Staff	Dept. of Social Services	\$ 135,836.00		\$ 79,513.32	\$ -	\$ 135,836.00	\$ -	100%	0%
9	Child Care Scholarship - Admin Support	Fayetteville Tech. Com. College	\$ 9,733.00		\$ 398.65	\$ 1,158.56	\$ 1,557.21	\$ 8,175.79	16%	84%
10	CCR&R - Subsidy Administration	IH Partnership for Children	\$ 29,877.00		\$ -	\$ -	\$ 6.29	\$ 29,870.71	0%	100%
		ECE Subsidy Administration Total	3% \$ 175,446.00	\$ -	\$ 79,911.97	\$ 1,158.56	\$ 137,399.50	\$ 38,046.50	78%	
Early Care & Education Quality & Affordability										
11	CCR&R - Core Services	IH Partnership for Children	\$1,151,699.00		\$ 97,952.28	\$ 103,333.92	\$ 340,652.73	\$ 811,046.27	30%	70%
12	WAGES	Child Care Svcs. Association	\$ 315,821.00		\$ 77,316.27	\$ 27,775.00	\$ 105,091.27	\$ 210,729.73	33%	67%
		ECE Quality Total:	28% \$ 1,467,520.00	\$ -	\$ 175,268.55	\$ 131,108.92	\$ 445,744.00	\$ 1,021,776.00	30%	
		Minimum of 70% Total Required	79%							

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC. - SMART START GRANT - FY 2020 - 2021

FY 20/21 SMART START 85% ALLOCATION		\$5,587,090
TOTAL ALLOCATION FOR ADMINISTRATION ----->		\$325,958
FY 20/21 Smart Start Admin Base Allocation		\$270,087
FY 20/21 Additon of 1% Fundraising Grant [9200-990]		\$55,871
TOTAL ALLOCATION FOR SERVICES ----->		\$5,261,132
FY 20/21 Smart Start Services Allocation :		\$5,317,003
FY 20/21 Reduction for 1% Fundraising Grant [9200-990]		\$ (55,871)
Carryforward Funds from FY19/20 to be used in FY20/21		\$0

AS OF SEPTEMBER 2020

		EXPENDITURES							If monthly spending was equal, at month-end, the percentages should be:	
		10/15/20	Advances	August	September	Y-T-D	Remaining Budget	25%	75%	
Activity	Agency	Budget						% of Budget Expended	% of Available Funds	
Health and Safety										
13	Assuring Better Health and Development (ABCD)	Carolina Collaborative Community Care (4C)	\$ 78,402.00		\$ 6,064.69	\$ 7,297.08	\$ 21,244.84	\$ 57,157.16	27%	73%
14	Family Connect	IH Partnership for Children	\$ 85,000.00		\$ -	\$ 28.16	\$ 28.16	\$ 84,971.84	0%	100%
15	Kindermusik & Music Therapy [NEW PSC FOR FY1819 effective 7-1-18 per NCPC]	Kerri Hurley	\$ 48,628.00	\$ 8,488.50	\$ 1,000.00	\$ 3,343.78	\$ 5,343.78	\$ 43,284.22	11%	89%
Health & Safety Total:			4%	\$ 212,030.00	\$ 8,488.50	\$ 7,064.69	\$ 10,669.02	\$ 26,616.78	13%	
Family Support										
16	Autism Outreach & Resource Ctr.	Autism of CC	\$ 38,250.00		\$ 7,859.38	\$ 10,601.77	\$ 25,043.11	\$ 13,206.89	65%	35%
17	PFC Family Resource Center	IH Partnership for Children	\$ 163,543.00		\$ 12,683.01	\$ 14,492.00	\$ 42,807.38	\$ 120,735.62	26%	74%
18	All Children Excel [ACE]	IH Partnership for Children	\$ 170,808.00		\$ 8,781.38	\$ 10,810.75	\$ 41,445.10	\$ 129,362.90	24%	76%
19	Child Passenger Safety Car Seat	IH Partnership for Children	\$ 4,250.00		\$ -	\$ 1,479.78	\$ 1,479.78	\$ 2,770.22	35%	65%
20	Community Engagement & Resource Development	IH Partnership for Children	\$ 215,900.00		\$ 19,131.17	\$ 26,652.03	\$ 71,245.71	\$ 144,654.29	33%	67%
21	Reach Out & Read Grant	Carolina Collaborative Community Care (4C)	\$ 14,025.00		\$ 519.15	\$ 77.72	\$ 1,502.87	\$ 12,522.13	11%	89%
Family Support Total:			12%	\$ 606,776.00	\$ -	\$ 48,974.09	\$ 64,114.05	\$ 183,523.95	30%	
System Support										
22	P&E - Planning & Evaluation	IH Partnership for Children	\$ 287,484.00		\$ 35,104.66	\$ 25,379.87	\$ 96,617.50	\$ 190,866.50	34%	66%
System Support Total:			5%	\$ 287,484.00	\$ -	\$ 35,104.66	\$ 25,379.87	\$ 96,617.50	34%	
Total of Approved Projects:				\$ 5,261,132.00	\$ 8,488.50	\$ 685,104.96	\$ 534,458.62	\$ 1,846,470.93		
23	Administration	IH Partnership for Children	5%	\$ 270,087.00	\$ -	\$ 31,157.79	\$ 26,173.40	\$ 103,619.14	38%	62%
24	1% Fundraising	IH Partnership for Children	1%	\$ 55,871.00	\$ -	\$ 266.10	\$ 45.11	\$ 312.21	1%	99%
Unallocated Smart Start SERVICES Funds				\$ -						
Unallocated Smart Start ADMINISTRATION Funds				\$ -						
Total Smart Start Funds Expended				\$ 8,488.50	\$ 716,528.85	\$ 560,632.02	\$ 1,950,402.28			
							Total Allocated Smart Start Funds Remaining	\$ 3,636,687.72		

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

Fiscal Year 2020/ 2021

FY 20/21 Revenues per Contract	
\$ 8,398,200	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
\$ 9,098,053	Total NC Pre-k Grant

as of September 30, 2020	
SHOULD BE	
25%	75%

FUND	Activity	FY 20/21 Budget					Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
		7/1/2020	July	August	September					
211	9100-999 Administrative Operations	\$ 5,565.00	\$ 5,560.33	\$ 4.67	\$ -	\$ 5,565.00	\$0.00	100%	0%	
	3104-001 CCR&R - Core	\$ 92,383.00	\$ 12,125.90	\$ 8,194.58	\$ 8,047.06	\$28,367.54	\$64,015.46	31%	69%	
	3323-017 NC Pre-k Coordination (In-Direct)	\$ 251,979.00	\$ 24,324.63	\$ 18,794.02	\$ 16,990.39	\$60,109.04	\$191,869.96	24%	76%	
	Fund 211 Sub-Total	\$ 349,927.00	\$42,010.86	\$26,993.27	\$25,037.45	\$94,041.58	255,885.42	27%	73%	
206	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 452,862.00	\$ -	\$ -	\$ -	\$0.00	\$452,862.00	0%	100%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 99,409.00	\$ -	\$ -	\$ -	\$0.00	\$99,409.00	0%	100%	
	Fund 206 Sub-Total	\$ 552,271.00	\$0.00	\$0.00	\$0.00	\$0.00	\$552,271.00	0%	100%	
210	2342-015 NC Pre-k Subsidy (Direct - Child Reimbursement) - State Funds	\$ 3,488,945.00	\$ -	\$ -	\$ -	\$0.00	\$3,488,945.00	0%	100%	
	2348-015 NC Pre-K Non-TANF/CCDF - State Funds	\$ 765,866.00	\$ -	\$ -	\$ -	\$0.00	\$765,866.00	0%	100%	
	Fund 210 Sub-Total	\$ 4,254,811.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,254,811.00	0%	100%	
319	2342-015 NC Pre-k Subsidy TANF (Direct - Child Reimbursement) - Federal Funds	\$ 2,980,628.00	\$ -	\$ 37,050.00	\$ 527,050.00	\$564,100.00	\$2,416,528.00	19%	81%	
	2348-015 NC Pre-K Non-TANF/CCDF - Federal Funds	\$ 610,490.00	\$ -	\$ 9,750.00	\$ -	\$9,750.00	\$600,740.00	2%	98%	
	Fund 319 Sub-Total	\$ 3,591,118.00	\$0.00	\$46,800.00	\$527,050.00	\$573,850.00	\$ 3,017,268.00	16%	232%	
328	3322-017 NC Pre-K New CCDF Quality Funds - Federal Funds	\$ 174,963.00	\$ 32,785.37	\$ 3,338.54	\$ 7,015.72	\$43,139.63	\$131,823.37	25%	75%	
212	3323-017 NC Pre-K New Capacity Building Funds - State Funds	\$ 150.00	\$ 150.00	\$ -	\$ -	\$150.00	\$0.00	100%	0%	
212	9100-999 NC Pre-K New Capacity Building Funds - State Funds	\$ 174,813.00	\$ 18,481.30	\$ 19,600.85	\$ 20,211.33	\$58,293.48	\$116,519.52	33%	67%	
	Fund 212 Sub-Total	\$ 174,963.00	\$18,631.30	\$19,600.85	\$20,211.33	\$58,443.48	\$116,519.52	67%		

Total Budget Remaining **\$8,328,578.31**

Total NC Pre-K Grant	\$ 9,098,053.00
Unallocated NC Pre-k Revenues	\$ -
Total NC Pre-k Grant Expended	\$93,427.53 \$96,732.66 \$579,314.50 \$769,474.69
Total State Funds	\$5,331,972
Total Federal Funds	\$3,766,081
Total NC Pre-K Grant	\$9,098,053.00

Partnership for Children of Cumberland County, Inc.

TOTAL FY 2020 - 2021 REGION 5 LEAD AGENCY ALLOCATION **\$489,097.00**

FY 2020 - 2021 10% Overhead / Administration Allocation **\$44,063.00**

FY 2020 - 2021 Program/Services Allocation **\$445,034.00**

		EXPENDITURES						as of September 30, 2020	
								25%	75%
Activity		07/01/20 Budget	July	August	September	Y-T-D	Remaining Budget	% of Budget Expended	% of Available Funds
Region 5 Lead Agency - Core Services		\$ 246,166.00	\$ 21,576.49	\$ 16,888.30	\$ 20,513.99	\$ 58,978.78	\$ 187,187.22	24%	76%
Core Services - 10% Overhead/Administration for CCR&R		\$ 1,100.00	\$ 82.63	\$ 89.73	\$ 102.87	\$ 275.23	\$ 824.77	25%	75%
Core Services - 10% Overhead/Administration for Admin Ops		\$ 29,299.00	\$ 6.26	\$ 43.29	\$ 5,492.13	\$ 5,541.68	\$ 23,757.32	19%	81%
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	\$ -	\$ -	\$ -	\$ -	\$ 29,399.00	0%	100%
Contracts & Grants - Richmond County		\$ 14,528.00	\$ -	\$ -	\$ -	\$ -	\$ 14,528.00	0%	100%
		\$ 338,791.00	\$ 21,665.38	\$ 17,021.32	\$ 26,108.99	\$ 64,795.69	\$ 273,995.31	19%	81%
Region 5 Infant Toddler Project		\$ 136,642.00	\$ 7,367.79	\$ 6,614.01	\$ 11,687.92	\$ 25,669.72	\$ 110,972.28	19%	81%
Infant Toddler - 10% Overhead/Administration for CCR&R		\$ 1,545.00	\$ 31.95	\$ 15.56	\$ 68.23	\$ 115.74	\$ 1,429.26	7%	93%
Infant Toddler - 10% Overhead/Administration for Admin Ops		\$ 12,119.00	\$ -	\$ -	\$ 2,386.46	\$ 2,386.46	\$ 9,732.54	20%	80%
		\$ 150,306.00	\$ 7,399.74	\$ 6,629.57	\$ 14,142.61	\$ 28,171.92	\$ 122,134.08	19%	81%
Region 5 Healthy Social Behaviors Project	10 month contract for FY20-21 [09/01/2020 - 06/30/2021]	\$ -	\$ -	\$ -	\$ 9,676.55	\$ 9,676.55	\$ (9,676.55)	#DIV/0!	#DIV/0!
Healthy Social Behavior - 10% Overhead/Administration for CCR&R		\$ -	\$ -	\$ -	\$ 78.05	\$ 78.05	\$ (78.05)	#DIV/0!	#DIV/0!
Healthy Social Behavior - 10% Overhead/Administration for Admin Ops		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	#DIV/0!
		\$ -	\$ -	\$ -	\$ 9,754.60	\$ 9,754.60	\$ (9,754.60)	#DIV/0!	#DIV/0!
Total Allocated DCD Funds Remaining							\$ 386,374.79		
Summary for 10% Overhead / Administration	PFC	\$ 44,063.00	\$ 120.84	\$ 148.58	\$ 8,127.74	\$ 8,397.16	\$ 35,665.84	19%	81%

Partnership for Children of Cumberland County, Inc.

All Funding Sources Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 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)	\$ 11,224.00	\$ -	\$ -	\$ -	\$ -	\$ 11,224.00	\$ -	\$ -	\$ 11,224.00	\$ -
210	NC Pre-K Expansion Grant - Lottery Funds - STATE FUNDS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
211	NC Pre-K Grant - 4% Admin Fees	\$ 2,614.45	\$ -	\$ -	\$ -	\$ -	\$ 44,625.31	\$ 26,993.27	\$ 25,037.45	\$ 96,656.03	\$ (94,041.58)
211	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ 52,489.00	\$ 52,489.00		\$ -	\$ -	\$ -	\$ 52,489.00
212	NC Pre-K Capacity Building Grant - State Funds	\$ (25,234.78)	\$ 25,234.78	\$ -	\$ -	\$ 25,234.78	\$ 18,631.30	\$ 19,600.85	\$ 20,211.33	\$ 58,443.48	\$ (58,443.48)
319	NC Pre-K Grant (per slot) - Federal Funds	\$ 800.00	\$ 46,800.00	\$ -	\$ -	\$ 46,800.00	\$ 800.00	\$ 46,800.00	\$ -	\$ 47,600.00	\$ -
319	1/10 CASH PAYMENT from DCDEE -NC Pre-K Grant	\$ -	\$ -	\$ -	\$ 839,820.00	\$ 839,820.00	\$ -	\$ -	\$ 538,750.00	\$ 538,750.00	\$ 301,070.00
328	NC Pre-K Grant CCDF Quality Funds-Federal Funds	\$ (27,851.21)	\$ 27,851.20	\$ -	\$ 32,785.37	\$ 60,636.57	\$ 32,785.37	\$ 3,338.54	\$ 7,015.72	\$ 43,139.63	\$ (10,354.27)
	Sub-total for NC Pre-K	\$ (38,447.54)								Sub-total	\$ 190,719.67
301	Family CareGivers Program	\$ (2,067.12)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.80	\$ 607.00	\$ 609.80	\$ (2,676.92)
307	DCD Grant - SWCDC	\$ 43,760.32	\$ -	\$ -	\$ 44,550.54	\$ 44,550.54	\$ 65,425.67	\$ 17,021.32	\$ 26,108.99	\$ 108,555.98	\$ (20,245.12)
312	Region 5 - Infant/Toddler Project	\$ 4,600.46	\$ -	\$ -	\$ 17,171.40	\$ 17,171.40	\$ 12,000.16	\$ 6,629.57	\$ 14,142.61	\$ 32,772.34	\$ (11,000.48)
313	Region 5 - Healthy Social Behavior	\$ (19,631.60)	\$ -	\$ 53,343.58	\$ (6,902.46)	\$ 46,441.12	\$ 15,193.55	\$ 11,615.95	\$ 9,754.60	\$ 36,564.10	\$ (9,754.58)
807	Region 5 - Program Income	\$ -	\$ 18.60	\$ -	\$ 90.00	\$ 108.60	\$ 2,049.59	\$ 1,614.67	\$ (3,664.26)	\$ -	\$ 108.60
	Sub-total for Other Restricted	\$ 26,662.06								Sub-total	\$ (43,568.50)
147	Smart Start - Admin. (FY 19/20)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (76.80)	\$ -	\$ -	\$ (76.80)	\$ 76.80
148	Smart Start - Services (FY 19/20)	\$ 423,177.17	\$ -	\$ -	\$ -	\$ -	\$ 422,895.57	\$ -	\$ -	\$ 422,895.57	\$ 281.60
149	Smart Start - Admin. (FY 20/21)	\$ -	\$ 47,916.00	\$ 31,062.00	\$ 31,408.00	\$ 110,386.00	\$ 46,288.95	\$ 31,423.89	\$ 26,218.51	\$ 103,931.35	\$ 6,454.65
150	Smart Start - Services (FY 20/21)	\$ -	\$ 428,316.00	\$ 277,665.00	\$ 280,750.00	\$ 986,731.00	\$ 238,453.64	\$ 190,930.07	\$ 204,600.34	\$ 633,984.05	\$ 352,746.95
201	MAC SS Grant (Accting/Contracting)	\$ -	\$ -	\$ 16,352.00	\$ -	\$ 16,352.00	\$ 8,852.20	\$ 6,495.53	\$ 4,176.42	\$ 19,524.15	\$ (3,172.15)
216	Dolly Parton's Imagination Library	\$ 1,281.70	\$ -	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	\$ -	\$ 1,179.00	\$ 1,179.00	\$ 7,602.70
801	Program Income (SS Related)	\$ 68,725.43	\$ 3,002.57	\$ 6,554.19	\$ 6,405.17	\$ 15,961.93	\$ 6,708.39	\$ 254.19	\$ 320.31	\$ 7,282.89	\$ 77,404.47
804	GEMS Shared Services (PI SS Related)	\$ 1,300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,300.00
902	COBRA - Employee Insurance Withholdings	\$ 34.87	\$ 88.22	\$ 53.75	\$ 88.22	\$ 230.19	\$ 88.22	\$ 88.22	\$ 88.21	\$ 264.65	\$ 0.41
	Sub-total for Smart Start & Related	\$ 494,519.17								Sub-total	\$ 442,695.43

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 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	\$ 15,140.22	\$ -	\$ -	\$ -	\$ -	\$ 2,163.46	\$ 1,704.37	\$ 1,538.51	\$ 5,406.34	\$ 9,733.88
	Unrestricted State Revenues - Invested in CDs and Money Market Account	\$ 488,220.41	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 488,220.41
501	Individual Gifts & Donations	\$ 50,620.59	\$ 775.00	\$ 1,963.25	\$ 580.00	\$ 3,318.25	\$ (1,838.70)	\$ (77.12)	\$ 264.51	\$ (1,651.31)	\$ 55,590.15
515	Vending Machine Commissions	\$ 340.38	\$ 41.41	\$ 13.13	\$ 15.82	\$ 70.36	\$ -	\$ -	\$ -	\$ -	\$ 410.74
518	Kohl's Corporate Grants	\$ 4,356.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,356.34
536	The CarMax Foundation Grant	\$ 9,834.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,834.10
537	Foundation for the Carolinas Grant via Long Leaf Foundation	\$ 2,010.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,010.81
539	Foundation for the Carolinas Grant - Operation Restoration	\$ 90,712.50	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	\$ -	\$ -	\$ -	\$ -	\$ 165,712.50
543	CC Foundation - Family Connect Grant	\$ 33,922.64	\$ -	\$ -	\$ -	\$ -	\$ 5,913.18	\$ 4,379.89	\$ 4,495.03	\$ 14,788.10	\$ 19,134.54
544	Falcon Children's Home - Car Seat Safety Program Donation	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
545	CC Foundation - Toilet Training Grant	\$ 7,572.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720.00	\$ 720.00	\$ 6,852.00
802	PFCRC II (Non-Smart Start)	\$ 85,333.91	\$ 12,545.66	\$ 18,758.05	\$ 13,667.77	\$ 44,971.48	\$ 8,816.29	\$ 8,140.11	\$ 41,867.50	\$ 58,823.90	\$ 71,481.49
806	Forward March Conference	\$ 42,408.25	\$ -	\$ (7,250.00)	\$ (1,500.00)	\$ (8,750.00)	\$ -	\$ -	\$ -	\$ -	\$ 33,658.25
809	Hoke County Consumer Ed (not program income)	\$ -	\$ -	\$ -	\$ 1,787.23	\$ 1,787.23	\$ -	\$ 1,787.23	\$ 4,264.26	\$ 6,051.49	\$ (4,264.26)
812	PFCRC II - Administration	\$ 34,462.52	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 14,250.00	\$ 6,453.15	\$ 3,785.32	\$ 4,301.05	\$ 14,539.52	\$ 34,173.00
815	Hoke - Contracted Eval (not program income)	\$ 19,099.46	\$ -	\$ -	\$ -	\$ -	\$ 3,903.51	\$ 138.43	\$ -	\$ 4,041.94	\$ 15,057.52
816	Contracted Data Services	\$ 3,448.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,448.15
820	Fundraising - PFC Annual Soiree	\$ 108,763.71	\$ 3,702.27	\$ -	\$ -	\$ 3,702.27	\$ 8,051.83	\$ 250.00	\$ 5.85	\$ 8,307.68	\$ 104,158.30
822	Fundraising - PFC Annual Soiree - Kidstuff	\$ 3,702.27	\$ (3,702.27)	\$ -	\$ -	\$ (3,702.27)	\$ -	\$ -	\$ -	\$ -	\$ -
824	Fundraising - PFC Annual Soiree - Administrative Allocation	\$ 6,587.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,587.08
825	Capital Projects Fund	\$ 21,578.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,578.00
827	Fundraising - Mission Moments	\$ 139.52	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 139.52
828	Fundraising - Early Care & Education Initiatives	\$ 1,804.28	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,804.28
897	Sales Tax	\$ (10,066.79)	\$ -	\$ -	\$ 10,066.79	\$ 10,066.79	\$ 282.24	\$ 1,005.27	\$ 1,186.21	\$ 2,473.72	\$ (2,473.72)
899	Interest Income (from Investment Funds)	\$ 29,160.94	\$ 10.33	\$ 9.26	\$ 2.00	\$ 21.59	\$ -	\$ -	\$ -	\$ -	\$ 29,182.53

Partnership for Children of Cumberland County, Inc.

All Funding Sources
Fiscal Year 2020 - 2021

FUND CODE		July 1, 2020 Beginning Cash Balance	Receipts				Expenditures				Ending Cash Balance
			July	August	September	YTD	July	August	September	YTD	
904	Forfieted FSA	\$ (7,022.87)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154.62	\$ 154.62	\$ (7,177.49)	
905	Employee Withholding	\$ (1,046.13)	\$ 39,684.19	\$ 24,592.14	\$ 27,701.87	\$ 91,978.20	\$ 39,412.59	\$ 24,438.65	\$ 27,405.01	\$ 91,256.25	\$ (324.18)
Sub-total for Unrestricted Funds		\$ 1,046,082.29							Sub-total		\$ 1,073,883.94
INFORMATION TECHNOLOGY											
992	PFC IT Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 417.42	\$ 260.72	\$ 305.36	\$ 983.50	\$ (983.50)
993	IT - Core	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,017.26	\$ 1,017.26	\$ (1,017.26)
994	IT - Outside Agencies	\$ 113,633.77	\$ 6,666.85	\$ 6,925.53	\$ 4,484.00	\$ 18,076.38	\$ 10,233.17	\$ 8,109.27	\$ 6,867.68	\$ 25,210.12	\$ 106,500.03
995	IT - PFC Enhanced	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (414.02)	\$ (414.02)	\$ 414.02
996	IT - PFC Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (144.54)	\$ (144.54)	\$ 144.54
Sub-total for Information Technology		\$ 113,633.77							Sub-total		\$ 105,057.83
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		\$ 1,673,833.75							TOTAL		\$ 1,800,172.37

ADDITIONAL SUMMARIZED INFORMATION
USR
Operating Cash 9,733.88
Investments 488,220.41
\$ 497,954.29

NCPK
Operating Cash (162,839.33)
Cash Advance 353,559.00
\$ 190,719.67

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.

Cash & In-Kind Contributions Report
Fiscal Year 2020/2021

Total Smart Start Allocation: \$ 5,587,090.00
 Target Cash & In-Kind Required (19%): \$ 1,061,547.10
 Target Cash Required (≥13%): \$ 726,321.70
 Target In-Kind Required (±6%): \$ 335,225.40

1

CASH DONATIONS		July	August	September	Y-T-D
Cash Donations - In-House					
Board & Committee Donations	501-4410	\$ 20.00	\$ 590.00	\$ 315.00	\$ 925.00
Staff Donations	501-4410	\$ -	\$ 128.00	\$ -	\$ 128.00
Donations - General Admin Operations	501-4410	\$ 755.00	\$ 1,245.25	\$ 265.00	\$ 2,265.25
Donations - Vending Machine Proceeds	515-4410	\$ 41.41	\$ 13.13	\$ 15.82	\$ 70.36
Donations - PFC Annual Engagements	531-4410	\$ -	\$ -	\$ -	\$ -
Donations - Forward March Conference	806-4830	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2018	820-4611	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Events 2019	820-4611	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2019	820-4601	\$ -	\$ -	\$ -	\$ -
Donations - Fundraising Event Sales 2020	820-4601	\$ -	\$ -	\$ -	\$ -
Program Income - Rent from Resource Center I	801-4824	\$ 2,787.57	\$ 5,589.19	\$ 4,029.67	\$ 12,406.43
Program Income - Conference Room Rental RCI	801-4762	\$ -	\$ -	\$ -	\$ -
Program Income - Nurturing Parenting Workshop F	801-4836	\$ -	\$ -	\$ -	\$ -
Program Income - Tenant Copier Fees	801-5311	\$ 96.52	\$ -	\$ 42.70	\$ 139.22
Program Income - CCR&R Workshop Fees	801-4823	\$ 215.00	\$ 965.00	\$ 3,035.00	\$ 4,215.00
Program Income - CCR&R Resource Library Fees	801-4823	\$ -	\$ -	\$ 22.50	\$ 22.50
Program Income - PDCC IACET Workshop Fees	801-4822	\$ -	\$ -	\$ -	\$ -
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	\$ 14,250.00
Cost Reduction - Car Seat Program Parent Fees	146-6902	\$ -	\$ -	\$ 60.00	\$ 60.00
Quality Enhancement - Cash Matches	144-6904	\$ -	\$ -	\$ -	\$ -
Cost Reduction - Unlimited Online Learning	144-5317	\$ -	\$ -	\$ -	\$ -
					\$ -
Total Cash Donations - In-House		\$ 8,665.50	\$ 13,280.57	\$ 12,535.69	\$ 34,481.76

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		\$ 8,665.50	\$ 13,280.57	\$ 12,535.69	\$ 34,481.76
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GRANTS		July	August	September	Y-T-D
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				\$ -
Cumberland Community Foundation (100% Private	535-4425				\$ -
TOTAL GRANTS		\$ -	\$ -	\$ -	\$ -

0.6%

IN-KIND DONATIONS		July	August	September	Y-T-D
In-Kind Donations - In-House					
In-Kind Donations - Volunteer Time		\$ 63.15			\$ 63.15
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		\$ 63.15	\$ -	\$ -	\$ 63.15

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		\$ 63.15	\$ -	\$ -	\$ 63.15
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0.0%

GRAND TOTAL		\$ 8,728.65	\$ 13,280.57	\$ 12,535.69	\$ 34,544.91
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0.6%

\$ (1,027,002.19)

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

4



Account Number: [REDACTED]

Statement Period : September 1, 2020 - September 30, 2020

Account Type: NON-PROFIT

Customer Update:

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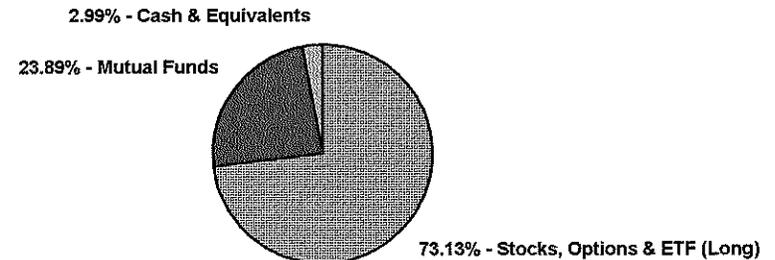
ACCOUNT OVERVIEW

Last Statement Date: August 31, 2020

Beginning Account Value (On 08/31/20): \$ 77,355.55
 Ending Account Value (On 09/30/20): \$ 76,731.37
 Net Change: \$ -624.18

For current rates, please visit etrade.com/rates

ASSET ALLOCATION (AS OF 09/30/20)



ACCOUNT VALUE SUMMARY

	AS OF 09/30/20	AS OF 08/31/20	% CHANGE
Cash & Equivalents	\$ 2,291.86	\$ 2,217.05	3.37%
Total Cash/Margin Debt	\$ 2,291.86	\$ 2,217.05	3.37%
Stocks, Options & ETF (Long)	\$ 56,110.64	\$ 56,660.90	-0.97%
Mutual Funds	\$ 18,328.87	\$ 18,477.60	-0.80%
Total Value of Securities	\$ 74,439.51	\$ 75,138.50	-0.93%
Net Account Value	\$ 76,731.37	\$ 77,355.55	-0.81%

Securities products and services are offered by E*TRADE Securities LLC, Member FINRA/SIPC. Sweep Deposit Account is a bank deposit account with E*TRADE Bank, a Federal savings bank, Member FDIC. Sweep deposit accounts at each bank are FDIC-insured up to a maximum of \$250,000. Securities products and cash balances other than Sweep Deposit Account funds are not FDIC-insured, are not guaranteed deposits or obligations of E*TRADE Bank, and are subject to investment risk, including possible loss of the principal invested.



Account Number: [REDACTED]

Statement Period : September 1, 2020 - September 30, 2020

Account Type: NON-PROFIT

MUTUAL FUNDS (23.89% of Holdings)

DESCRIPTION	SYMBOL/ CUSIP	ACCT TYPE	QUANTITY	PRICE	TOTAL MKT VALUE	PORTFOLIO (%)	EST. ANNUAL INCOME
**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL	VWEHX	Cash	3,171.085	5.7800	18,328.87	23.89	923.00
TOTAL MUTUAL FUNDS					\$18,328.87	23.89%	\$923.00
TOTAL PRICED PORTFOLIO HOLDINGS (ON 09/30/20)					\$76,731.37		
TOTAL ESTIMATED ACCOUNT HOLDINGS ANNUAL INCOME					\$2,359.00		

TRANSACTION HISTORY

DIVIDENDS & INTEREST ACTIVITY

DATE	TRANSACTION TYPE	DESCRIPTION	SYMBOL/ CUSIP	AMOUNT DEBITED	AMOUNT CREDITED
09/01/20	Dividend	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL RECORD 08/31/20 PAY 08/31/20	VWEHX		73.25
09/04/20	Dividend	VANGUARD SCOTTSDALE FUNDS VANGUARD LONG-TERM CORPORATE BOND ETF CASH DIV ON 259 SHS REC 09/02/20 PAY 09/04/20 NON-QUALIFIED DIVIDEND	VCLT		72.21
09/15/20	Dividend	***THOMSON REUTERS CORP COM NEW CASH DIV ON 8 SHS REC 08/20/20 PAY 09/15/20 FRGN W/H@SOURCE	TRI	0.46	3.04
09/28/20	Interest	EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT INTEREST			0.02
TOTAL DIVIDENDS & INTEREST ACTIVITY				\$0.46	\$148.52
NET DIVIDENDS & INTEREST ACTIVITY					\$148.06



Account Number: [REDACTED]

Statement Period : September 1, 2020 - September 30, 2020

Account Type: NON-PROFIT

OTHER ACTIVITY

DATE	DESCRIPTION	SYMBOL/ CUSIP	TRANSACTION TYPE	QUANTITY	PRICE	AMOUNT DEBITED	AMOUNT CREDITED
09/01/20	**VANGUARD FIXED INCOME SECS FD INC-HIGH YIELD CORP PORTFOL REINVEST PRICE \$ 3.85	VWEHX	Reinvest	12.521		73.25	
TOTAL OTHER ACTIVITY						\$73.25	
NET OTHER ACTIVITY						\$73.25	

EXTENDED INSURANCE SWEEP DEPOSIT ACCOUNT (ESDA) ACTIVITY (0.0100% APY/0.0100%APY Earned as of 09/30/20)

Under the Extended Insurance Sweep Deposit Account (ESDA) Program, cash balances from your brokerage account into the ESDA Program may shift from one program bank to another on a daily basis and a different combination or subset of the Program Banks may be used from day to day with dynamic deposit limits. Your ESDA Program cash balances will be FDIC-insured up to an aggregate of at least \$1,250,000. Uninvested cash balances in the ESDA program are not covered by SIPC. The balance in your bank deposit sweep account may be withdrawn on your order and proceeds returned to your securities account or remitted to you. To see a list of Program Banks please visit www.etrade.com/esdaagreement or call us at 1-800-ETRADE-1 (1-800-387-2331).

DATE	TRANSACTION TYPE	DESCRIPTION	TRANSACTION AMOUNT
09/01/20		OPENING BALANCE	\$2,217.05
09/04/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	72.21
09/16/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	2.58
09/28/20	Deposit	EXTND INS SWEEP ACCT(FDIC-INS)	0.02
09/30/20		CLOSING BALANCE	\$2,291.86



Direct Service Provider Revision or Amendment Request Form

Section I. Basic Information

Direct Services Provider: Easterseals UCP Dorothy Spainhour Center Contract #: DSP-2021-003
 Activity Name: Subsidized child care Amendment #: _____
 Purpose Svc Code/Activity ID: _____ 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: _____ 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

We would like to revert \$45,858.00 for the months of July-December 2020 due to our center being closed because of COVID-19. This amount is the amount of our full budget, \$7,643 a month.

Section IV. DSP Authorizing Signature(s)

Anneth... 10-15-20
 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: Easterseals UCP Dorothy Spainhour Center Activity Name: Subsidized child care
Requested Effective Date: 10/15/2020 Contract #: DSP-2021-003

Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective 01/01/21	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	\$ 91,716	\$ (45,858)	\$ 45,858	budget reversion due to being closed for COVID-19
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards			\$ -	
	Total	\$ 91,716	\$ (45,858)	\$ 45,858	



DSP Authorized Signature

10-15-20

Date

**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 [9100-999]			
Administration		Requested Effective Date: TBD			
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	Explanation
11	Personnel	\$ 194,338.00	\$ 48,229.00	\$ 242,567.00	Increase from 85% Smart Start Contract to 100% Smart Start Contract PLUS \$567 MAC Support partial year refund
12	Contracted Professional Services	\$ 28,050.00		\$ 28,050.00	
14	Office Supplies & Materials	\$ 7,100.00		\$ 7,100.00	
15	Service Related Supplies	\$ 50.00		\$ 50.00	
17	Travel	\$ 2,000.00		\$ 2,000.00	
18	Communications & Postage	\$ 6,954.00		\$ 6,954.00	
19	Utilities	\$ 5,900.00		\$ 5,900.00	
20	Printing and Binding	\$ 750.00		\$ 750.00	
21	Repair and Maintenance	\$ 7,400.00		\$ 7,400.00	
22	Meeting/Conference Expense	\$ 595.00		\$ 595.00	
23	Employee Training (no travel)	\$ -		\$ -	
24	Advertising and Outreach	\$ 250.00		\$ 250.00	
25	Board Member Expense	\$ -		\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 2,950.00		\$ 2,950.00	
30	Vehicle Rental	\$ -		\$ -	
31	Dues, Subscriptions and Fees	\$ 3,000.00		\$ 3,000.00	
32	Insurance & Bonding	\$ 9,750.00		\$ 9,750.00	
33	Book/Library Reference Materials	\$ -		\$ -	
34	Mortgage Interest/Bank Fees	\$ 1,000.00		\$ 1,000.00	
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	\$ -		\$ -	
Total		\$ 270,087.00	\$ 48,229.00	\$ 318,316.00	

Department Manager Signature _____

Date _____

Fiscal Year 2020/2021



Direct Service Provider Revision or Amendment Request Form

Section I. Basic Information

Direct Services Provider: Child Care Services Associaton Contract #: _____
 Activity Name: Child Care WAGE\$® Program Amendment #: _____
 Purpose Svc Code/Activity ID: _____ 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: TBD 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. The Partnership for Children of Cumberland County has expressed interest in addressing compensation as a priority, and the Child Care WAGE\$® Program has worked with the partnership to develop a strategy to begin Tier Three payments in January for the second half of the year. This will significantly increase the compensation each participant receives through the program. It will be communicated as a one-time opportunity. New applicants may be picked up with this funding and will become priority participants, but the amount requested (based on data available at this time) would still leave a waiting list so as not to overly burden the following year. The request is for \$150,000 in addition to the planned full allocation.

Section IV. DSP Authorizing Signature(s)

Marsha Basloe 10/7/2020
 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: **Child Care Services Association** Activity Name: **Child Care WAGES@ Program**
 Requested Effective Date: **TBD** Contract #: _____

Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	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			\$ -	
45	Stipends/Scholarships	\$ 315,821	\$ 205,733	\$ 521,554	This includes the amount to go to 100% of the planned allocation plus \$150,000 to support moving to Tier Three as of January. This would increase compensation for the active participants and allow some new applicants to join the program.
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards			\$ -	
Total		\$ 315,821	\$ 205,733	\$ 521,554	

*At this time, the effective date cannot be anticipated due as it is contingent upon NCPC's date of notice to PFC of availability of funds.

**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 & Development			
Community Engagement		Requested Effective Date: TBD			
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	Explanation
11	Personnel	\$ 178,900.00	\$ 38,100.00	\$ 217,000.00	Increase to return to 100% allocation
12	Contracted Professional Services	\$ 12,000.00	\$ 74,875.00	\$ 86,875.00	\$2,500 for Shared Services, \$45,630 Website upgrades and maintenance, \$15,500 Google Grant Consultant, \$39,375 Sustainability Consultant = \$103,005 - \$16,130 from 1% funds = \$86,875
14	Office Supplies & Materials	\$ 4,000.00		\$ 4,000.00	
15	Service Related Supplies	\$ 50.00		\$ 50.00	
17	Travel	\$ 1,000.00		\$ 1,000.00	
18	Communications & Postage	\$ 3,300.00		\$ 3,300.00	
19	Utilities	\$ 2,000.00		\$ 2,000.00	
20	Printing and Binding	\$ 750.00		\$ 750.00	
21	Repair and Maintenance	\$ 2,500.00		\$ 2,500.00	
22	Meeting/Conference Expense	\$ 750.00		\$ 750.00	
23	Employee Training (no travel)	\$ 1,800.00		\$ 1,800.00	
24	Advertising and Outreach	\$ 875.00		\$ 875.00	
25	Board Member Expense	\$ -		\$ -	
27	Office Rent (Land, Buildings, Etc.)	\$ -		\$ -	
28	Furniture Rental	\$ -		\$ -	
29	Equipment Rental (Phones, Computers, etc.)	\$ 200.00		\$ 200.00	
30	Vehicle Rental	\$ -		\$ -	
31	Dues, Subscriptions and Fees	\$ 2,200.00		\$ 2,200.00	
32	Insurance & Bonding	\$ 800.00		\$ 800.00	
33	Book/Library Reference Materials	\$ -		\$ -	
34	Mortgage Interest/Bank Fees	\$ -		\$ -	
35	Other Expenses	\$ -		\$ -	
39	Furniture/Non-Computer Eqpt. \$500+ per item	\$ -		\$ -	
40	Computer Equipment/Printers, \$500+ per item	\$ 4,325.00		\$ 4,325.00	
41	Furniture/Eqpt. under \$500 per item	\$ 450.00		\$ 450.00	
43	Purchases of Services	\$ -		\$ -	
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ 215,900.00	\$ 112,975.00	\$ 328,875.00	

Department Manager Signature _____

Date _____

Fiscal Year 2020/2021



Direct Service Provider Revision or Amendment Request Form

Section I. Basic InformationDirect Services Provider: CC DSS

Contract #: _____

Activity Name: CC DSS Subsidy

Amendment #: _____

Purpose Svc Code/Activity
ID: _____

Revision #: _____

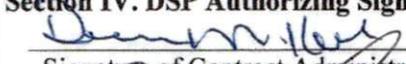
Section II. Change Type Requested Initiate Contract Terminate Contract/Activity Change existing Contract Activity Description Amend Budget Revise Budget Other Changes (dates, provisions, etc.)**Requested Effective Date: 10/16/2020

Describe: _____

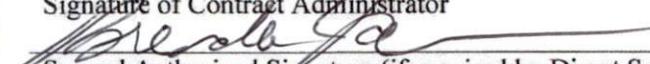
**Unless a later month is requested, Revision/Amendment Requests received on or before the 10th of each month, if approved, will be effective on the 15th of the following month. All revisions/amendments are effective on the 15th or 31st depending on NCPC timeframes.

Section III. Justification

CCDSS was requested by the state to remove children from the waiting list at the end of FY 19-20. This included Smart Start eligible Children. This budget amendment is to request additional subsidy funds which will be utilized to distribute subsidy payments for eligible Smart Start Children that were removed from the waiting list in FY 20-21. This amount will allow CCDSS to pay for approximately 35 additional children using Smart Start Subsidy funds.

Section IV. DSP Authorizing Signature(s)
Signature of Contract Administrator

Date

10/14/2020
Second Authorized Signature (if required by Direct Service Provider)

Date

10-15-20**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>Cumberland County DSS</u>		Activity Name: <u>CC DSS Child Care Subsidy</u>			
		Requested Effective Date: <u>10/16/2020</u> Contract #: _____			
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	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	\$ 2,230,306	\$ 200,000	\$ 2,430,306	Increase budget to assist with paying qualified Smart Start Children taken off the waiting list for FY 20-21
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards			\$ -	
	Total	\$ 2,230,306	\$ 200,000	\$ 2,430,306	

*At this time, the effective date cannot be anticipated due as it is contingent upon NCPC's date of notice to PFC of availability of funds.


DSP Authorized Signatory

10-15-20
Date



Direct Service Provider Revision or Amendment Request Form

Section I. Basic InformationDirect Services Provider: CC DSS

Contract #: _____

Activity Name: CC DSS Subsidy Support

Amendment #: _____

Purpose Svc Code/Activity

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: 10/16/2020

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

CCDSS exceeds the Smart Start Budget for Subsidy Support each year. The increased budget amount would be used to assist with paying for staff in support of additional subsidy money for qualified Smart Start Children taken off the Waiting List in FY 20-21. This will allow CCDSS to pay an additional .25 FTE DSS Child Care worker's salary.

Section IV. DSP Authorizing Signature(s)[Signature]
Signature of Contract Administrator10/14/2020
Date[Signature]
Second Authorized Signature (if required by Direct Service Provider)10-15-20
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: Cumberland County DSS Activity Name: CC DSS Child Care Subsidy Support
Requested Effective Date: 10/16/2020 Contract #: _____

Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	Explanation
11	Personnel	\$ 157,000 <u>159,807</u>	\$ 10,000	\$ 167,000 <u>169,807</u>	Increase budget amount to assist with paying for staff in support of additional subsidy money for qualified Smart Start Children taken off the Waiting List in FY
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			\$ -	
45	Stipends/Scholarships			\$ -	
46	Cash Grants and Awards			\$ -	
47	Non-Cash Grants and Awards			\$ -	
Total		\$ 157,000	\$ 10,000	\$ 167,000	

Corrected per TLC with P. Crouch 10/20/2020 9:57 am UP

*At this time, the effective date cannot be anticipated due as it is contingent upon NCPC's date of notice to PFC of availability of funds.


DSP Authorized Signature

10-15-20
Date

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

Unit: Partnership for Children of Cumberland County, Inc. Child Care Resource & Referral - NC Pre-K		Activity Name: NC Pre-K Enhancements Requested Effective Date: TBD			
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	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	\$ -	\$ 71,000.00	\$ 71,000.00	Payments to early care and education providers on a direct allocationn basis to enhance the NC Pre-K rate for children served in the NC Pre-K program whose families meet the Temporary Assistance for Needy Families (TANF) or Child Care Development Fund (CCDF) eligibility guidelines. This is for the FY 20-21 NC Pre-K HeadStart, Cumberland County Schools & private sector providers.
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ -	\$ 71,000.00	\$ 71,000.00	

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

Unit: Partnership for Children of Cumberland County, Inc. Child Care Resource & Referral - NC Pre-K		Activity Name: NC Pre-K Enhancements (Non-TANF) Requested Effective Date: TBD			
Line #	Description	Budget Effective 07/01/20	Amount Changed	Budget Effective TBD*	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	\$ -	\$ 12,527.00	\$ 12,527.00	Payments to early care and education providers on a direct allocation basis to enhance the NC Pre-K rate for children served in the NC Pre-K program whose families do not meet the Temporary Assistance for Needy Families (TANF) or Child Care Development Fund (CCDF) eligibility guidelines. This is for the SFY20-21 NC Pre-K providers, to include HeadStart, Cumberland County School system & private providers.
45	Stipends/Scholarships	\$ -		\$ -	
46	Cash Grants and Awards	\$ -		\$ -	
47	Non-Cash Grants and Awards	\$ -		\$ -	
	Total	\$ -	\$ 12,527.00	\$ 12,527.00	

Department Manager Signature _____

Date _____

Fiscal Year 2020/2021

Partnership for Children of Cumberland County, Inc. - FY 18/19 - 19/20 - 20/21 Proposed Smart Start Allocations
(Updated: October 19, 2020)

		Effective November 30, 2020					
PSC	AC	Activity	Contractor	BOARD APPROVED ON April 30, 2020 Projections for FY 20/21 100% Smart Start Allocations Effective 07- 01-2020	Requests for Reverted Funds and Portion of MAC Support Refund [Total Amount is \$425,592 PLUS \$567 PLUS \$6,554 EQUALS \$432,713]	FOR BOARD APPROVAL ON NOVEMBER 19, 2020 Projections for FY 20/21 Smart Start Allocations Effective 11-30-2020	Totals and Percentages to Ensure Smart Start Legislative Mandates Are Met
		EC&E Subsidy [X3XX]					
2341	002	Child Care Subsidy (TANF)	Partnership for Children	\$ 366,368	\$ -	\$ 366,368	
2340	760	DSS Child Care Subsidy (TANF)	Department of Social Services	\$ 2,230,306	\$ 200,000	\$ 2,430,306	
2341	218	FTCC CC Scholarship (TANF)	Fayetteville Technical Community College	\$ 207,260	\$ -	\$ 207,260	
							\$ 3,003,934 45%
2361	021	Child Care Subsidy/Admin.	Partnership for Children	\$ 35,150	\$ -	\$ 35,150	
2360	750	DSS CC Subsidy Support/Admin.	Department of Social Services	\$ 159,807	\$ 10,000	\$ 169,807	
2361	256	FTCC CC Scholarship/Admin.	Fayetteville Technical Community College	\$ 11,450	\$ -	\$ 11,450	
							\$ 216,407 3%
2347	022	Child Care Subsidy (Non-TANF)	Partnership for Children	\$ 59,500	\$ -	\$ 59,500	
2347	210	Spainhour/Child Play Subsidy	Easter Seals UCP	\$ 91,716	\$ (45,858)	\$ 45,858	
2342	034	NC Pre-K Enhancements (TANF)	Partnership for Children	\$ -	\$ 71,000	\$ 71,000	
2348	035	NC Pre-K Enhancements (non-TANF)	Partnership for Children	\$ -	\$ 12,527	\$ 12,527	\$ 188,885 3%
							\$ 3,409,226 51%
		EC&E Quality [X1XX]					
							(\$ 1,889,084.10 required)
3104	001	Child Care Resource and Referral	Partnership for Children	\$ 1,389,200	\$ -	\$ 1,389,200	
3107	720	WAGE\$	Child Care Services Association	\$ 371,554	\$ 150,000	\$ 521,554	
							\$ 1,910,754 29%
							\$ 5,319,980 80%
							(\$ 4,681,211 required)
		Health/Safety [X4XX]					70% required/80% target
5410	259	ABCD [Assuring Better Child Health & Development]	4Cs (Carolina Collaborative Community Care)	\$ 92,238	\$ -	\$ 92,238	
5413	032	Family Connect	Partnership for Children	\$ 100,000	\$ -	\$ 100,000	
5417	220	Kindermusik	Kerri Hurley	\$ 57,209	\$ -	\$ 57,209	
							\$ 249,447 4%
		Family Support [X5XX]					
5505	232	Autism Circle of Parents Support Program	Autism Society of Cumberland County	\$ 45,000	\$ -	\$ 45,000	
5505	031	All Children Excel	Partnership for Children	\$ 200,950	\$ -	\$ 200,950	
5506	027	PFC Family Resource Center	Partnership for Children	\$ 158,144	\$ -	\$ 158,144	
5506	033	Child Passenger Safety Car Seats	Partnership for Children	\$ 5,000	\$ -	\$ 5,000	
5517	030	Community Engage. & Dev.	Partnership for Children	\$ 254,000	\$ 74,875	\$ 328,875	
5523	262	Reach Out & Read (ROR)	4Cs (Carolina Collaborative Community Care)	\$ 16,500	\$ -	\$ 16,500	

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**Partnership for Children of Cumberland County, Inc. - FY 18/19 - 19/20 - 20/21 Proposed Smart Start Allocations
(Updated: October 19, 2020)**

PSC	AC	Activity	Contractor	BOARD APPROVED ON April 30, 2020 Projections for FY 20/21 100% Smart Start Allocations Effective 07- 01-2020	Requests for Reverted Funds and Portion of MAC Support Refund [Total Amount is \$425,592 PLUS \$567 PLUS \$6,554 EQUALS \$432,713]	FOR BOARD APPROVAL ON NOVEMBER 19, 2020 Projections for FY 20/21 Smart Start Allocations Effective 11-30-2020	Totals and Percentages to Ensure Smart Start Legislative Mandates Are Met		
							\$ 754,469	11%	(33)
		Program Support [X6XX]							(34)
5603	007	Planning, Monitoring & Evaluation	Partnership for Children	\$ 338,216	\$ -	\$ 338,216			(35)
							\$ 338,216	5%	(36)
							\$ 1,342,132	20%	(37)
							20% target		(38)
							\$ 6,662,112	100%	(39)
		Requests (Over)/Under Allocation							(40)
		TOTAL SERVICES		\$ 6,189,568	\$ 472,544	\$ 6,662,112			(41)
9100	999	Administration	Partnership for Children	\$ 317,749	\$ 567	\$ 318,316	\$ 317,749	5%	(42)
9200	999	Fundraising - 1% Allowance of Total Allocation	Partnership for Children	\$ 65,730	\$ -	\$ 65,730	\$ 65,730	1%	(43)
		TOTAL ADMINISTRATION		\$ 383,479	\$ 567	\$ 384,046		(1% Fundraising Allowance)	(44)
		TOTAL ALLOCATION		\$ 6,573,047	\$ 473,111	\$ 7,046,158	\$ 7,045,591		(45)
									(46)
									(47)

THE INFORMATION BELOW IS AN INTEGRAL COMPONENT TO THIS DOCUMENT.

\$ (40,398)
UNALLOCATED or
(OVER ALLOCATED)

Direct funding towards the highest priority needs, “move the needle” and have a substantial impact with collective strategic investments, and lead to the outcomes PFC desires for children, families, and/or early childhood professionals in the Early Childhood System. These outcomes can be grouped into three categories:

- *Access outcomes includes the supports and services that all children and families should be able to access.
- *Quality outcomes underscore what research and practice indicates; access alone does not provide the desired outcomes, high quality supports and services are essential.
- *Equity outcomes target specific populations. With achievement gaps, disparities in health status, and the geographic and socioeconomic diversities in Cumberland County, there is a need to target resources and services to specific populations.

The FY 20/21 Smart Start Allocation Plan and organizational budget plan will be submitted to the Board for approval.

Legislative Mandates:

- (1) Not less than seventy percent (70%) of the funds spent in each year of the direct services allocation must be used for programs child care-related activities and early childhood education
- (2) Not less than thirty percent (30%) of the funds spent in each year of the direct services allocation must be used for child care subsidies
- (3) **Because of the \$59m federal funding matching requirement, PFC is required to maintain child care subsidies at not less than \$2,803,934.**

A Smart Start allocation reduction in any amount or percentage must come from other activities and not from the activities with PSC 2340 or PSC 2341.

Partnership for Children of Cumberland County, Inc.

Accounting Policies and Procedures

Section 9a – ACH Payment Processing

Purpose:

To ensure that documents submitted for ACH payment are reviewed and processed, accurately and timely while maintaining internal controls and segregation of duties.

Definitions:

- Automated Clearing House (ACH) transactions are electronic payments that occur when money moves from one bank to another and can be used to pay vendors in lieu of a check.
- ACH Payment Authorization – Document approving the release of an ACH payment via PFC’s banking portal.

1. Policies

- a. All policies related to payment processing will follow the Accounting Policies and Procedures Section 9 – Payment Processing up to the point of the actual printing of the check. This policy Section 9a – ACH Payment Processing is only for the ACH electronic payment process.
- b. The Partnership will utilize the Abila MIP Accounting Software to process the ACH vendor payments. Authorization for using Abila ACH processing must be granted and set up in advance by the IT Department of the North Carolina Partnership for Children (NCPC).
- c. The approved ACH electronic payment files will be transmitted through the Bank of America portal for disbursements to vendors. Authorization for using the banking portal must be granted and set up in advance by the Customer Service Department of Bank of America.
- d. A complete and approved Vendor Direct Deposit Authorization Form will be on file for all applicable vendors determined to be paid electronically. The current group of mandatory vendors will be Direct Service Providers (DSPs), NC Pre-K providers and subsidy providers. Other vendors may be selected by management as deemed necessary for expedient payment purposes.
- e. Pre-notifications (zero-dollar entries) are set up through the Abila MIP Accounting Software.
- f. The Vice President of Finance or the Accounting Manager will initiate and process ACH transactions using the accounting software. All ACH Payment Authorizations (batch printouts) will require two authorized signatures. Only Board-authorized signers (the Board Chair, Vice Chair, Treasurer and the President) may authorize payments to be released.
- g. Authorized signers shall not sign an ACH Payment to himself/herself or to an organization for which there is a real or perceived conflict of interest.
- h. Original source documents will be submitted to the authorized signers for ACH payment approvals.
- i. After two authorized check signers have approved the ACH Payment Authorization, electronic payments to the vendors will be released by the Vice President of Finance, the Accounting Manager or the President as documented by signature and date.
- j. No signature stamps are to be used.

Partnership for Children of Cumberland County, Inc.
Accounting Policies and Procedures

Section 9a – ACH Payment Processing

2. General Guidelines

- a. Sufficient cash must be on hand in the operating account to cover ACH payments prior to submission via the bank's portal.
- b. The ACH electronic payment submissions will follow the standard Check Signing Schedule.
- c. ACH transactions will be entered into separate payables sessions from transactions that will be paid through the standard check printing process.
- d. Accounts payables documents [invoices, RIPRs, etc.] paid by ACH will be filed in accordance with the standard process in the Accounting Policies and Procedures – Section 9 Payment Processing.

3. Procedures

a. Vendor Direct Deposit Authorization

- 1) During the contracting process, the Contracts Coordinator will provide a *Vendor Direct Deposit Authorization* form to the fiscal representative for each applicable vendor.
 - a) The preferred delivery method is email so that the information may be entered electronically before the form is printed, then signed and dated by an authorized representative. This is to preserve the legibility of the document.
 - b) The Contracts Coordinator will forward the completed form to the Vice President of Finance and the Accounting Manager for inclusion of the vendor information into the Abila MIP accounting software. The hard copy forms will be on file with the Accounting Manager.
- 2) The *Vendor Direct Deposit Authorization* form, must be signed, dated and submitted by an authorized representative in order to:
 - a) Cancel ACH transactions;
 - b) Change account type;
 - c) Change financial institutions and/or
 - d) Change routing or account numbers.
- b. The standard procedures for payment processing will follow the Accounting Policies and Procedures – Section 9 Payment Processing. The Vice President of Finance or the Accounting Manager will print checks for vendors who will not be paid electronically and will print vouchers for the electronic payments. The vouchers are similar to checks but are printed on blank paper.
- c. **BEFORE** electronic submission to the bank, the ACH vendor listing containing payment amounts; along with the vouchers attached to the standard original supporting documents will be submitted to the authorized signers. Two authorized signatures on the ACH Payment Authorization form will serve as approval for the Vice President of Finance or the Accounting Manager to submit the data file to Bank of America through the established banking portal.

Partnership for Children of Cumberland County, Inc.
Accounting Policies and Procedures

Section 9a – ACH Payment Processing

- d. The Vice President of Finance or the Accounting Manager will complete the electronic transmission process by following Bank of America’s ACH Voice Response Unit (VRU) Security Procedure. This procedure requires calling into the bank and providing details about the batch totals. Having access to a telephone is required for this step. **IMPORTANT – If this step is not processed, the batch will NOT be transmitted and will be held until the VRU security step is completed.** The bank will call and email the President, Vice President of Finance and Accounting Manager as a reminder that a batch has been submitted and not verified for release.
 - e. The remainder of the accounts payable process for canceling the invoices, filing the documents, etc. will follow the Accounting Policies and Procedures Section 9 – Payment Processing.
- 4. Attachments/Forms** – Attachments/Forms may be updated annually. Other modifications or replacements which do not significantly alter content may occur periodically. For updates, please contact the PFC Accounting Unit staff.
- a. Vendor Direct Deposit Authorization form
 - b. ACH Payment Authorization form
 - c. MIP Fund Accounting Electronic Funds Transfer for A/P User’s Guide
 - d. Steps for Processing ACH Transactions via Abila MIP Accounting
 - e. Bank of America ACH Voice Response Unit (VRU) Security Procedures
 - f. Bank of America’s Secure Web Transmission Interface User Guide [B2Bi Portal]

President

Board **Policies** Approval Date [*Executive Committee or Board approval required*]

Procedures Approval Date [*does not require Board approval*]

July 1, 2020

Procedures Effective Date

Policies:
Created/Board Approved – October 2020; Effective – July 2020

Procedures:
Created/Board Approved – October 2020; Effective – July 2020

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
FAMILY RESOURCE CENTER BUILDING
CAPITAL REPAIRS PROJECT
FISCAL CONSIDERATIONS
As of September 23, 2020

1. One of the calculations for determining possible Unrelated Business Income Tax [UBI] is for PFC to maintain an 85%/15% balance of square footage occupancy on debt-financed property. The 85% refers to the use of the property that is related to PFC's mission and tax-exempt purpose.
2. Currently PFC has exceeded the not-greater than 15% limit because maintaining this percentage was unnecessary since PFC has not carried debt since October 2010 when the building purchase was paid off in full.
3. The FRC building is currently occupied at 35% of non-like mission entities. Non-like mission entities consists of for-profit businesses and non-profits with unrelated missions. If a tenant is for profit, it does not matter what their mission is. If a tenant is non-profit and is not like PFC's mission, they also fall into this category.
4. If we have the opportunity for new tenants, we can be safer to accept additional non-profit/like-mission organizations. However, we should NOT turn away any reputable tenants because their rent payments will surely be greater than any UBI tax by far.
5. The only time PFC paid UBI federal taxes was for June 2006 and the amount was only \$147.
6. It is highly unlikely that we would have to pay UBI taxes even if we had relevant taxable income due to past years' carryforward losses. The IRS previously allowed 20 years to use the carryforward but they have now removed the time limit. There is an elaborate calculation to determine UBI. It is not just net rent income per our Form 990 times a tax rate.
7. If PFC acquires debt before June 30, 2021, a Form 990-T will also be required because we have exceeded the 15% limit for this fiscal year. Currently PFC is only required to file an annual Form 990 form because it is not debt-financed.
8. Our CPAs are not discouraging PFC from going into debt prior to June 30, 2021 if necessary to keep the building project going. The tax returns [Form 990 and Form 990-T] will just take additional time and calculations....and money to pay for their services.

PARTNERSHIP FOR CHILDREN OF CUMBERLAND COUNTY, INC.
FAMILY RESOURCE CENTER BUILDING
CAPITAL REPAIRS PROJECT
FISCAL CONSIDERATIONS
As of September 23, 2020

9. If PFC begins the building project, the following funds are currently available.

FUND CODE - NAME	CASH BALANCE
Fund 537 - Foundation for the Carolinas Grant	\$2,010.81
Fund 539 - Foundation of the Carolinas-Operation Restoration Grant	\$165,712.50
Fund 825 - FRC Capital Projects Fund	\$21,578.00
Fund 501 - NCPC's Disaster Relief Funds received on 02-15-2019	\$7,000.00
TOTAL CURRENT FUNDS AVAILABLE	\$196,301.31

10. If PFC acquires a debt, the loan payments will be considered unallowable to be paid from grants and thus will have to be paid from unrestricted funds.

- a. Fund 802 - FRC II Rent Income is currently the primary source of recurring unrestricted funds.
- b. This funding stream currently supports other unallowable expenditures related to the building upkeep as well as supporting administrative costs that are not funded or under funded by other grants.
- c. The current cash balance in Fund 802 as of August 31, 2020 is \$107,013.99.

11. If PFC acquires a debt, there are currently investments that can be redeemed. These investments are currently being held to support the Partnership for unknown future funding constraints.

FUNDING TYPE	AMOUNT
Select Bank CD	\$103,126.82
Lumbee Bank CD	\$102,285.66
PNC Bank - Money Market Reserve Account	\$243,863.46
E-Trade Funds Account - current market value	\$77,355.55
TOTAL	\$526,631.49

Amortization Calculator

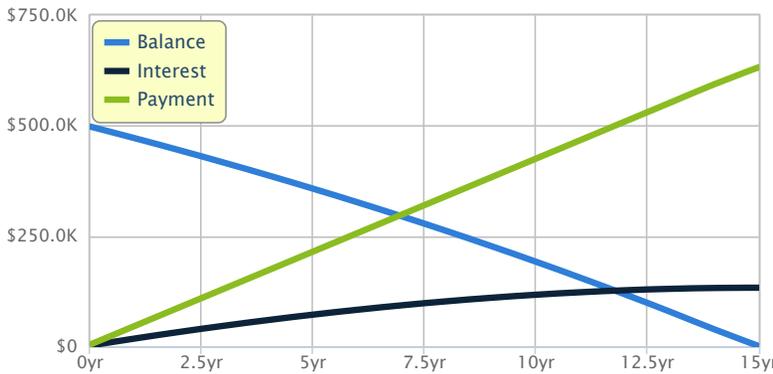
Loan Amount
 Loan Term years
 Interest Rate (APR)

Monthly Pay: \$3,513.34

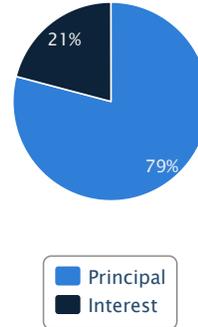
Total of 180 Loan Payments \$632,401.89

Total Interest \$132,401.89

Loan Amortization Graph



Payment Breakdown



Annual Amortization Schedule

	Beginning Balance	Interest	Principal	Ending Balance
1	\$500,000.00	\$15,860.55	\$26,299.53	\$473,700.42
2	\$473,700.42	\$14,992.96	\$27,167.12	\$446,533.25
3	\$446,533.25	\$14,096.75	\$28,063.33	\$418,469.87
4	\$418,469.87	\$13,171.00	\$28,989.08	\$389,480.73
5	\$389,480.73	\$12,214.66	\$29,945.42	\$359,535.28
6	\$359,535.28	\$11,226.81	\$30,933.27	\$328,601.97
7	\$328,601.97	\$10,206.36	\$31,953.72	\$296,648.22
8	\$296,648.22	\$9,152.28	\$33,007.80	\$263,640.37
9	\$263,640.37	\$8,063.39	\$34,096.69	\$229,543.63
10	\$229,543.63	\$6,938.59	\$35,221.49	\$194,322.09
11	\$194,322.09	\$5,776.69	\$36,383.39	\$157,938.65
12	\$157,938.65	\$4,576.45	\$37,583.63	\$120,354.97
13	\$120,354.97	\$3,336.60	\$38,823.48	\$81,531.46
14	\$81,531.46	\$2,055.90	\$40,104.18	\$41,427.22
15	\$41,427.22	\$732.89	\$41,427.19	\$0.00

by Calculator.net

**Board of Directors Meeting
(Virtual Meeting)
Thursday, September 24, 2020
President's Report**

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

1. **NCPC** – Continuing to meet twice weekly with network executive directors.
 - 100% allocation plus carry-forward funds: budget amendments anticipated in October/November. Beginning planning for recommendations for carry-forward funds.
 - \$5M in additional CARES funding (part of a total of \$20M for early childhood). NCPC is in contract with DCDEE and activities to start October 1. Focus on Resources for Resilience training and support for Wonderschool business software for Family Child Care Homes. Included in the proposals is access to technology for families to access services and Family Child Care Homes to utilize online resources.
2. **DCDEE** – Continue to monitor updated guidance for child care programs and NC Pre-K operation.
 - Subsidy programs operating under normal processes in September. Payment will be based on actual attendance and Parent Fees will no longer be waived. Programs must meet enhanced health and safety standards.
 - PPE and cleaning supplies have been provided to child care providers, with vendors delivering directly to them.
 - DCDEE is working to address concerns related to COVID-19 including payment when a facility is closed due to quarantine, when a subsidized child is not able to attend a facility due to being quarantined, and school-age children attending facilities full-time now that has started for the year.
 - ChildCareStrongNC Public Health Toolkit updated (see attached).
3. **NC Legislature** – The General Assembly went back into session September 2 and allocated COVID-19 relief through federal CARES money. Allocations included \$35M in flexible operational grants for licensed child care providers, \$8M to support low income families seeking remote learning opportunities in licensed and community based programs, \$19M to certain community based organizations to provide access to remote learning, flexibility on certain child care licensing requirements for community based programs during a state of emergency (temporary), a New Extra Credit Grant of \$335 to households with one or more children due to school closures.

B. Grant Opportunities/Updates

1. **Infrastructure Grant Opportunities:** Have requested proposal from Steve Fleming for third phase of work to complete design plans as well as potential phasing of the project.
2. **PDG RFP from NCPC for Family Connects Pilots anticipated in next 60 days.** The focus will be on single counties, rural and/or high need with the innovation of telehealth. Application will be done by Letter of Interest.

C. COVID-19 Updates

1. **PFC implemented its HR 110 Communicable Disease Policy on Monday, March 16. Building closed to general public March 30 and this status continues.**
2. **Phase 2:** We are implementing procedures and protocols following federal and state health and safety guidelines for returning to work. The Governor has extended Phase 2 Safer at Home through October 2 with some modifications.
3. **PFC Guidelines:**
 - a. Staggered schedules continue, determined by supervisors by department to manage business and programmatic functions. Staggered schedules may include a combination of teleworking and on-site work.
 - b. Staff continuing to telework the majority of work time include TAs and Professional Development staff and staff who are in high-risk categories.
 - c. Masks provided to all staff to reinforce the 3 Ws.
 - d. PFC Staff, Tenants and their clients, and contractors (i.e. cleaning and security) must complete a screening questionnaire for COVID-19 prior to entry into the building.
 - e. Family First Paid Sick Leave and FMLA Expansion available for those staff who meet the criteria.
 - f. Virtual options for contact with families and providers continue. Limited face-to-face contact with families and providers done with supervisor guidance when dictated to complete deliverables. In those cases, procedures for 3 Ws and screening are followed.
 - g. Began limited utilization of conference room space for groups of no more than 10 people effective June 22 in order to meet deliverables. Screening procedures, the 3 Ws and cleaning procedures must be followed by all participants including the facilitator of the group.
 - h. Enhanced cleaning of the building throughout the day continues.
 - i. The building is restricted to PFC staff, tenants and tenant clients by appointment only. Access is Monday-Friday only, with client appointments during the hours of 8:30 am – 6:00 pm. The building remains closed on weekends and PFC recognized holidays through Phase 2.
 - j. Extended hours proposed for building access, beginning in October for two evenings a week and one Saturday each month.
 - k. Per Policy HR 110, President maintains regular contact with Board Chair for review and continuation of services. Regular communication going out to Board. Decisions are made based on state guidance and mandates.
 1. Email Updates and DHHS Guidance documents posted on website: ccpfc.org.

D. PFC Audit/NCPC Monitoring

1. Auditors did their virtual site work the week of August 31. Follow-up work continues by auditors.
2. NCPC Monitor on site the week of September 21. Staff provided documents requested ahead of time and have met with monitor upon request during site visit. Follow up will occur as she completes her review and report.

E. RFPs

1. **The RFP for the Three-Year Smart Start Grant Cycle July 1, 2021 through June 30, 2024 posted.**
2. **The RFP for a new phone system (VoIP) posted.**

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

3. **RFP for Sustainability Planning Consultant** posted.
4. **RFP for Google Ad Grant Certified Professional** posted.

F. Events

1. **Flu Shots** – Will be available to staff and board members October 6, Noon-3:00 pm. Anthony will provide registration information
2. **Board and Committee Meetings:** Meetings conducted virtually at least through the end of Phase 2 due to space limits of conference rooms for social distancing. When we resume face-to-face meetings, a virtual option will continue to be available.
3. **All Staff Virtual meetings:** Effective July 8 conducted second and fourth Wednesdays, 2:30-3:30 pm through the duration of the COVID-19 emergency.
4. **The CCR&R department will host virtual Provider meetings in October focused on School-age programming.** Two sessions scheduled: October 5, 6:30-8:30 pm; October 10, 10:00 am – Noon.
5. **Bidder's Conference (Mandatory) for Three-Year Smart Start Cycle,** October 12, Virtual sessions at 10:00 am and 2:00 pm.
6. **Recruiting for RFP Allocation Review teams** for an estimated 15-20 hour commitment from January to March over three meetings and application review and scoring. Contact Pamela Federline (pfederline@ccpfc.org).

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.



Be the Driving Force.