

# Board Special Meeting Agenda

Thursday, June 30, 2022, at 9:00 AM  
Early Learning Coalition Conference Room  
1720 West Fairfield Drive  
Pensacola, FL 32501



---

Call to Order	Stephanie White, Esq.
Approval of Agenda	All
Approval of Millage Rate for FY2022-2023 (Resolution No. 2022-03)	All
Items for Tentative Budget Discussion:	Tammy Greer
<ul style="list-style-type: none"><li>• Cash Balance</li><li>• Staff Benefits</li><li>• Percentage Covered</li><li>• ED Contract</li><li>• Grants Funded for FY2021-2022</li><li>• Amount Available for Awards in FY2022-23</li></ul>	
Approval of Certified Tentative Budget for FY2022-2023 (Resolution No. 2022-04)	All
Public Comment*	
Adjournment	Stephanie White, Esq.

\* *The Escambia Children's Trust welcomes comments from the public. Those who wish to address the Board may do so at this time. Those addressing the Board should complete a Public Comment Form prior to speaking and should state their full name and affiliation for the official record. In the interest of time, we ask that one person be designated to speak on behalf of a constituency and that all comments are limited to three (3) minutes. Thank you.*

---

## **Next meeting:**

Tuesday, July 12, 2022  
3363 W Park Pl  
Room 104  
Pensacola, FL 32505

**Escambia Children's Trust  
FY 2022-2023 Tentative Budget**

**DRAFT**

	<u>Proposed</u>	<u>Revised</u>	
	<u>Budget</u>		
<b>Income</b>			
311.000 Ad Valorem Taxes	\$	11,919,000	
311.010 Interest income	\$	-	
393.000 Special Item (Cash Balance Brought Forward)	\$	8,200,000	
<b>Total Income</b>	\$	<b>20,119,000</b>	
<b>Expenses</b>			
<b>513.00.00 Financial and Administrative</b>			357,570 Tax collector fee @ 3% of taxes collected
<b>564.10.00 Personnel Expenses</b>			
564.10.11 Executive Salaries		120,000	Executive Director
564.10.12 Regular Salaries and Wages		402,480	Comm Spec; Finance Dir; Program Dir; Eval Mgr
564.10.13 Other		130,620	Benefits @ 25% of salaries - pro-rated; needs to broken out below
564.10.21 FICA and Unemployment Taxes		39,970	7.65% FICA; tax on first \$7k of wages at reemployment rate
564.10.22 Retirement Contributions			up to 4% match
564.10.23 Life and Health Insurance			
564.10.24 Workers' Compensation Insurance			
<b>Total 564.10.00 Personnel Expenses</b>		<b>693,070</b>	<i>NOTE: allocation between admin/program will be retrospective</i>
<b>564.30.00 Operating Expenditure/Expenses</b>			
564.30.31 Professional Services		90,000	CP legal services @ \$7,000/mo.; IT Managed Services @ \$500/mo.
564.30.32 Accounting and Auditing		50,000	Accounting services @ \$85/hr; ADP @ \$2,300; audit @ \$20,000
564.30.34 Other Services		9,096	Background check x 4 @ \$24/each; strategic planning; board development
564.30.40 Travel		11,000	3 staff x 40mi/mo x 12 mos x 0.445/mi; travel to other CSC programs, meetings, conferences
564.30.41 Communication Services			
564.30.41.1 Internet Expense			Included in rent
564.30.41.2 Telephone Expense			Included in rent
564.30.41.3 Website Administration			Included in IT Managed Services
564.30.42 Freight & Postage Services		200	Postage estimate
564.30.44 Rent		5,530	Office rent (prepaid annually in May - PSC)
564.30.45.0 Insurance			
564.30.45.1 Directors & Officers Insurance		8,428	Includes 10% increase
564.30.45.2 Liability Insurance		12,650	\$2,500 cyber;\$9,000 for gen. liability, abuse/mol., bus. liability + 10% increase
564.30.45.3 Property Insurance		1,100	Includes 10% increase
564.30.45.4 Surety Bond		1,500	\$355 ea x 3 officers
564.30.47 Printing & Binding		2,500	External, professional printing services (brochures, business cards, etc.)
564.30.48 Promotional Activities		400	Advertising of legal notices in PNJ; outreach events
564.30.49 Other Current Charges		3,144	Bank fees, service charges @ \$262/mo. X 12 mos.
564.30.51 Office Supplies Expense		1,200	Paper, pens, notepads, staplers, etc.
564.30.52.0 Operating Supplies			

564.30.52.1 Software & Apps	15,650 MS Office 365, Adobe Acrobat, Canva, Constant Contact, etc,
564.30.52.2 Miscellaneous Operating Supplies	21,000 Registration for events; food and supplies for outreach events
564.30.54 Books, Publications, Subscriptions, & Memberships	17,000 FACCT membership dues @ \$12,000; other memberships TBD
564.30.55 Training	6,000 Training/professional development for ECT staff
564.30.68 Intangible Assets	175,000 ERP systems (e.g., SAMIS, etc.)
<b>564.80.82 Aids to Private Organizations</b>	18,041,012 Grant contracts to providers
<b>564.90.99 Other Uses - Contingency</b>	595,950 5% contingency for initial reserves

**Total Expenses**

**20,119,000**

**Total Other Expenses**

**Net Other Income**

\$

**0** Net income is zero; budget should be balanced

**Net Income**