



Early Learning Coalition of Santa Rosa County

Meeting Packet

Executive Committee

Finance Committee

Board of Directors

3-25-2025



AGENDA
Coalition Executive Committee Meeting
March 25, 2025
9:00 a.m.

- Call to Order Anna Weaver
- Approval of Minutes (*Action Item*) Ms. Weaver
 - September 10, 2024
- CEO's Report (*Information Item*) Ms. Stuckey
- Public Discussion/Announcements Ms. Weaver
- Adjourn Ms. Weaver



**Early Learning Coalition of Santa Rosa County
Executive Committee Meeting Minutes
September 10, 2024 9:00 AM**

Attendees: *Executive Committee Members Present: Jenea Highfill, Kim Patrick, John Walker, Anna Weaver; Board Member Present: Rachel Connell; Staff Present: Ron Geri, Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic*

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Anna Weaver called the meeting to order at 9:02 a.m. A quorum was established.
Anna Weaver	Approval of Minutes	Anna Weaver presented the minutes from the June 11, 2024, Executive Committee meeting. John Walker made a motion to approve the minutes of the June 11, 2024, Executive Committee Meeting, seconded by Jenea Highfill. The motion carried unanimously.
Melissa Stuckey	CEO's Report	Melissa Stuckey gave an update on activities taking place within the Coalition including the conclusion of the Accountability Monitoring conducted by the Division of Early Learning. The Coalition had no major findings and once the final report is received from DEL, the report will be presented at the next board meeting.
Anna Weaver	Public Discussion/Announcements	There was none.
Anna Weaver	Adjourn	Anna Weaver adjourned the meeting at 9:09 a.m.



AGENDA
Coalition Finance Committee Meeting
March 25, 2025
9:30 a.m.

- | | |
|--|---------------------------|
| ➤ Call to Order | John Walker |
| ➤ Approval of Minutes (<i>Action Item</i>) <ul style="list-style-type: none">• September 10, 2024 | Mr. Walker |
| ➤ Appointment of Member to Executive Committee (<i>Action Item</i>) <ul style="list-style-type: none">• John Crane | Mr. Walker |
| ➤ Finance Report (<i>Action Item</i>) <ul style="list-style-type: none">• November/December 2024 & January 2025 Financials | Mr. Walker
Ms. Valovic |
| ➤ Public Discussion/Announcements | Mr. Walker |
| ➤ Adjourn | Mr. Walker |



Early Learning Coalition of Santa Rosa County
Finance Committee Meeting Minutes
September 10, 2024 9:30 AM

Attendees: Finance Committee Members Present: Rachel Connell, John Walker, Anna Weaver; Staff Present: Ron Geri, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Treasurer John Walker	Call to Order	John Walker called the Finance Committee meeting to order at 9:30 a.m. A quorum was established.
Mr. Walker	Approval of Minutes	Mr. Walker presented the minutes of the June 11, 2024, Finance Committee Meeting. Anna Weaver made a motion to approve the minutes of the June 11, 2024, Finance Committee Meeting, seconded by Rachel Connell. The motion carried unanimously.
CFO Barbora Valovic	Financials FY 23-24	Barbora Valovic presented the financials for April and May 2024. Ms. Weaver made a motion to approve the financials for April and May 2024, seconded by Rachel Connell. The motion carried unanimously.
Ms. Valovic	Proposed Budget for FY 23-24	Barbora Valovic presented the proposed budget revision for the 2023-2024 fiscal year to include additional funding for VPK and Gold Seal that was received. Anna Weaver made a motion to approve the budget revision as presented, seconded by Rachel Connell. The motion carried unanimously.
Ms. Valovic	CFO's Report	Ms. Valovic gave an update on the Coalition's current fiscal standing, stating that the Coalition stayed within the targeted restrictions for the 2023-2024 fiscal year. Ms. Valovic mentioned that administrative funding for VPK did increase from 4% to 5%. She also mentioned that the fiscal on-site audit will begin the first week of November.
Mr. Walker	Public Discussion/Announcements	There was none.
Mr. Walker	Adjourn	John Walker adjourned the meeting at 9:56 a.m.

Early Learning Coalition of Santa Rosa County

Balance Sheet

03/14/25

As of November 30, 2024

Accrual Basis

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	255,374.37
11010 · Petty Cash	73.50
Total Checking/Savings	255,447.87
Accounts Receivable	
11400 · Grants Receivable	1,671,260.07
Total Accounts Receivable	1,671,260.07
Other Current Assets	
13000 · Prepaid Expenses	
13020 · VPK	346,514.81
13000 · Prepaid Expenses - Other	23,335.43
Total 13000 · Prepaid Expenses	369,850.24
Total Other Current Assets	369,850.24
Total Current Assets	2,296,558.18
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	
18610 · ROU Gulf Breeze Asset	22,394.00
18620 · ROU Milton Asset	70,303.00
18630 · Intangible Assets	80,232.50
Total 18600 · Other Assets	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	2,475,655.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	744,101.70
Total Accounts Payable	744,101.70
Credit Cards	
20102 · Accounts Payable - Credit Cards	
0875 · Melissa Stuckey - NEW	-7.24
9242 · Cindy Schundelmier	443.37
Total 20102 · Accounts Payable - Credit Cards	436.13
Total Credit Cards	436.13
Other Current Liabilities	
20200 · Grant Advances	
20210 · School Readiness	594,964.80
20211 · SR Plus ADV	6,000.00
20220 · VPK	402,648.00
Total 20200 · Grant Advances	1,003,612.80
24100 · Accrued Leave and Payroll	35,519.08
25800 · Unearned or Deferred Revenue	
25820 · VPK	346,514.81
25800 · Unearned or Deferred Revenue - Other	17,638.66
Total 25800 · Unearned or Deferred Revenue	364,153.47

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of November 30, 2024

	<u>Nov 30, 24</u>
Total Other Current Liabilities	1,403,285.35
Total Current Liabilities	2,147,823.18
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	
27110 · ROU Gulf Breeze Liability	23,161.00
27120 · ROU Milton Liability	74,475.00
Total 27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	2,245,459.18
Equity	
32000 · Unrestricted Net Assets	231,964.01
Net Income	-1,767.99
Total Equity	230,196.02
TOTAL LIABILITIES & EQUITY	<u>2,475,655.20</u>

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2024-2025

03/14/25

Accrual Basis

November 2024

	Nov 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	776,752.67	805,244.00	-28,491.33	96.5%
43429 · Local Match	7,800.00	3,900.00	3,900.00	200.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	7.27	12.50	-5.23	58.2%
44400 · TAP Program	3,049.64	130.00	2,919.64	2,345.9%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	1,925.00	0.00	1,925.00	100.0%
46800 · In-Kind Match Revenue	0.00	6,000.00	-6,000.00	0.0%
Total Income	789,534.58	815,286.50	-25,751.92	96.8%
Gross Profit	789,534.58	815,286.50	-25,751.92	96.8%
Expense				
60000 · Salary & Wages	52,847.41	59,735.20	-6,887.79	88.5%
60050 · Fringe Benefits	16,087.31	19,909.00	-3,821.69	80.8%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	1,736.51	1,839.58	-103.07	94.4%
60135 · Postage & Freight	14.45	70.00	-55.55	20.6%
60145 · Contract Services	696,747.04	678,933.11	17,813.93	102.6%
60195 · Equipment - Rental/Lease	278.12	407.40	-129.28	68.3%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	156.00	243.85	-87.85	64.0%
60220 · Insurance	553.54	727.07	-173.53	76.1%
60240 · Maintenance and Repair	1,039.45	453.25	586.20	229.3%
60250 · Materials and Supplies	392.07	24,013.30	-23,621.23	1.6%
60270 · Membership & Subscriptions	0.00	294.44	-294.44	0.0%
60300 · Professional Services	7,629.61	3,113.75	4,515.86	245.0%
60310 · Publication and Printing Cost	0.00	110.95	-110.95	0.0%
60330 · Rental Cost	8,860.39	9,757.00	-896.61	90.8%
60350 · Training and Education Cost	0.00	1,385.20	-1,385.20	0.0%
60370 · Travel Cost	521.13	3,848.75	-3,327.62	13.5%
60400 · Office Supplies & Furniture ...	366.01	1,189.65	-823.64	30.8%
60500 · Information Technology	499.76	669.20	-169.44	74.7%
60600 · Employee Related Expenses	0.00	341.45	-341.45	0.0%
60900 · Miscellaneous Expenses	876.60	6.10	870.50	14,370.5%
67800 · In-Kind Match Expense	0.00	6,167.00	-6,167.00	0.0%
Total Expense	788,605.40	815,286.50	-26,681.10	96.7%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2024-2025
November 2024

	<u>Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>929.18</u>	<u>0.00</u>	<u>929.18</u>	<u>100.0%</u>

Early Learning Coalition of Santa Rosa County Profit & Loss Budget vs. Actual - YTD FY 2024-2025 July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	3,850,853.42	3,926,220.00	-75,366.58	98.1%
43429 · Local Match	15,600.02	19,500.00	-3,899.98	80.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	29.13	62.50	-33.37	46.6%
44400 · TAP Program	4,505.60	520.00	3,985.60	866.5%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
44500 · Public Contributions	50.00	0.00	50.00	100.0%
46400 · Other Types of Income	4,496.48	0.00	4,496.48	100.0%
46800 · In-Kind Match Revenue	0.00	30,000.00	-30,000.00	0.0%
Total Income	3,875,534.65	3,976,302.50	-100,767.85	97.5%
Gross Profit	3,875,534.65	3,976,302.50	-100,767.85	97.5%
Expense				
60000 · Salary & Wages	264,843.19	298,676.00	-33,832.81	88.7%
60050 · Fringe Benefits	79,399.25	102,721.62	-23,322.37	77.3%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	9,210.99	10,073.84	-862.85	91.4%
60135 · Postage & Freight	134.51	350.00	-215.49	38.4%
60145 · Contract Services	3,421,492.25	3,299,775.71	121,716.54	103.7%
60195 · Equipment - Rental/Lease	1,390.60	2,037.00	-646.40	68.3%
60200 · Equipment and Other Capital	0.00	9,899.00	-9,899.00	0.0%
60210 · Bank Charges	819.50	1,219.40	-399.90	67.2%
60220 · Insurance	2,772.30	3,636.76	-864.46	76.2%
60240 · Maintenance and Repair	1,861.00	2,821.25	-960.25	66.0%
60250 · Materials and Supplies	7,286.07	116,265.40	-108,979.33	6.3%
60270 · Membership & Subscriptions	2,949.00	1,472.17	1,476.83	200.3%
60300 · Professional Services	14,918.85	11,289.75	3,629.10	132.1%
60310 · Publication and Printing Cost	0.00	554.75	-554.75	0.0%
60330 · Rental Cost	48,500.41	48,022.35	478.06	101.0%
60350 · Training and Education Cost	0.00	6,956.05	-6,956.05	0.0%
60370 · Travel Cost	9,890.33	19,243.75	-9,353.42	51.4%
60400 · Office Supplies & Furniture <1k	4,866.25	5,948.25	-1,082.00	81.8%
60500 · Information Technology	2,137.94	2,766.70	-628.76	77.3%
60600 · Employee Related Expenses	0.00	1,707.25	-1,707.25	0.0%
60900 · Miscellaneous Expenses	4,784.20	30.50	4,753.70	15,685.9%
67800 · In-Kind Match Expense	0.00	30,835.00	-30,835.00	0.0%
Total Expense	3,877,302.64	3,976,302.50	-98,999.86	97.5%
Net Income	-1,767.99	0.00	-1,767.99	100.0%

11:55 AM

12/19/24

Early Learning Coalition of Santa Rosa County
Reconciliation Summary
11001 · Regions - Pace, Period Ending 11/29/2024

	<u>Nov 29, 24</u>
Beginning Balance	305,899.55
Cleared Transactions	
Checks and Payments - 94 items	-857,243.02
Deposits and Credits - 5 items	820,593.52
Total Cleared Transactions	<u>-36,649.50</u>
Cleared Balance	<u>269,250.05</u>
Uncleared Transactions	
Checks and Payments - 16 items	-13,875.68
Total Uncleared Transactions	<u>-13,875.68</u>
Register Balance as of 11/29/2024	<u>255,374.37</u>
New Transactions	
Checks and Payments - 86 items	-745,391.83
Deposits and Credits - 1 item	851,604.19
Total New Transactions	<u>106,212.36</u>
Ending Balance	<u><u>361,586.73</u></u>

Early Learning Coalition of Santa Rosa County

Balance Sheet

03/14/25

As of December 31, 2024

Accrual Basis

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	284,284.59
11010 · Petty Cash	73.50
Total Checking/Savings	284,358.09
Accounts Receivable	
11400 · Grants Receivable	1,653,297.25
Total Accounts Receivable	1,653,297.25
Other Current Assets	
13000 · Prepaid Expenses	
13020 · VPK	392,151.85
13000 · Prepaid Expenses - Other	28,879.95
Total 13000 · Prepaid Expenses	421,031.80
Total Other Current Assets	421,031.80
Total Current Assets	2,358,687.14
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	
18610 · ROU Gulf Breeze Asset	22,394.00
18620 · ROU Milton Asset	70,303.00
18630 · Intangible Assets	80,232.50
Total 18600 · Other Assets	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	2,537,784.16
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	740,667.40
Total Accounts Payable	740,667.40
Credit Cards	
20102 · Accounts Payable - Credit Cards	
0875 · Melissa Stuckey - NEW	36.99
4968 · Barbora Valovic	59.80
Total 20102 · Accounts Payable - Credit Cards	96.79
Total Credit Cards	96.79
Other Current Liabilities	
20200 · Grant Advances	
20210 · School Readiness	594,964.80
20211 · SR Plus ADV	6,000.00
20220 · VPK	402,648.00
Total 20200 · Grant Advances	1,003,612.80
24100 · Accrued Leave and Payroll	64,079.63
25800 · Unearned or Deferred Revenue	
25820 · VPK	392,151.85
25800 · Unearned or Deferred Revenue - Other	9,838.68
Total 25800 · Unearned or Deferred Revenue	401,990.53

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of December 31, 2024

	<u>Dec 31, 24</u>
Total Other Current Liabilities	1,469,682.96
Total Current Liabilities	2,210,447.15
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	
27110 · ROU Gulf Breeze Liability	23,161.00
27120 · ROU Milton Liability	74,475.00
Total 27100 · Notes, Mortgages, and Leases	97,636.00
Total Long Term Liabilities	97,636.00
Total Liabilities	2,308,083.15
Equity	
32000 · Unrestricted Net Assets	231,964.01
Net Income	-2,263.00
Total Equity	229,701.01
TOTAL LIABILITIES & EQUITY	<u>2,537,784.16</u>

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2024-2025

03/14/25

Accrual Basis

December 2024

	Dec 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	786,156.11	805,240.00	-19,083.89	97.6%
43429 · Local Match	7,799.98	3,900.00	3,899.98	200.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	4.98	12.50	-7.52	39.8%
44400 · TAP Program	3,256.00	130.00	3,126.00	2,504.6%
44475 · UFLCL-ELF	340.00	0.00	340.00	100.0%
44500 · Public Contributions	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	28.31	8,334.00	-8,305.69	0.3%
46800 · In-Kind Match Revenue	0.00	6,000.00	-6,000.00	0.0%
Total Income	797,585.38	823,616.50	-26,031.12	96.8%
Gross Profit	797,585.38	823,616.50	-26,031.12	96.8%
Expense				
60000 · Salary & Wages	75,973.38	59,735.20	16,238.18	127.2%
60050 · Fringe Benefits	18,635.62	19,909.00	-1,273.38	93.6%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	1,734.42	1,839.58	-105.16	94.3%
60135 · Postage & Freight	12.41	70.00	-57.59	17.7%
60145 · Contract Services	686,261.86	682,025.11	4,236.75	100.6%
60195 · Equipment - Rental/Lease	278.12	407.40	-129.28	68.3%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	163.50	243.85	-80.35	67.0%
60220 · Insurance	562.65	727.07	-164.42	77.4%
60240 · Maintenance and Repair	107.45	453.25	-345.80	23.7%
60250 · Materials and Supplies	0.00	24,013.30	-24,013.30	0.0%
60270 · Membership & Subscriptions	0.00	294.44	-294.44	0.0%
60300 · Professional Services	2,873.54	4,901.75	-2,028.21	58.6%
60310 · Publication and Printing Cost	0.00	110.95	-110.95	0.0%
60330 · Rental Cost	8,718.65	10,457.00	-1,738.35	83.4%
60350 · Training and Education Cost	0.00	1,385.20	-1,385.20	0.0%
60370 · Travel Cost	363.45	3,848.75	-3,485.30	9.4%
60400 · Office Supplies & Furniture ...	777.64	1,189.65	-412.01	65.4%
60500 · Information Technology	499.88	3,419.20	-2,919.32	14.6%
60600 · Employee Related Expenses	0.00	341.45	-341.45	0.0%
60900 · Miscellaneous Expenses	1,117.82	6.10	1,111.72	18,324.9%
67800 · In-Kind Match Expense	0.00	6,167.00	-6,167.00	0.0%
Total Expense	798,080.39	823,616.50	-25,536.11	96.9%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2024-2025
December 2024

	<u>Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Income	<u>-495.01</u>	<u>0.00</u>	<u>-495.01</u>	<u>100.0%</u>

Early Learning Coalition of Santa Rosa County Profit & Loss Budget vs. Actual - YTD FY 2024-2025 July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	4,637,009.53	4,731,460.00	-94,450.47	98.0%
43429 · Local Match	23,400.00	23,400.00	0.00	100.0%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	34.11	75.00	-40.89	45.5%
44400 · TAP Program	7,761.60	650.00	7,111.60	1,194.1%
44475 · UFLCL-ELF	340.00	0.00	340.00	100.0%
44500 · Public Contributions	50.00	0.00	50.00	100.0%
46400 · Other Types of Income	4,524.79	8,334.00	-3,809.21	54.3%
46800 · In-Kind Match Revenue	0.00	36,000.00	-36,000.00	0.0%
Total Income	4,673,120.03	4,799,919.00	-126,798.97	97.4%
Gross Profit	4,673,120.03	4,799,919.00	-126,798.97	97.4%
Expense				
60000 · Salary & Wages	340,816.57	358,411.20	-17,594.63	95.1%
60050 · Fringe Benefits	98,034.87	122,630.62	-24,595.75	79.9%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	10,945.41	11,913.42	-968.01	91.9%
60135 · Postage & Freight	146.92	420.00	-273.08	35.0%
60145 · Contract Services	4,107,754.11	3,981,800.82	125,953.29	103.2%
60195 · Equipment - Rental/Lease	1,668.72	2,444.40	-775.68	68.3%
60200 · Equipment and Other Capital	0.00	11,970.25	-11,970.25	0.0%
60210 · Bank Charges	983.00	1,463.25	-480.25	67.2%
60220 · Insurance	3,334.95	4,363.83	-1,028.88	76.4%
60240 · Maintenance and Repair	1,968.45	3,274.50	-1,306.05	60.1%
60250 · Materials and Supplies	7,286.07	140,278.70	-132,992.63	5.2%
60270 · Membership & Subscriptions	2,949.00	1,766.61	1,182.39	166.9%
60300 · Professional Services	17,792.39	16,191.50	1,600.89	109.9%
60310 · Publication and Printing Cost	0.00	665.70	-665.70	0.0%
60330 · Rental Cost	57,219.06	58,479.35	-1,260.29	97.8%
60350 · Training and Education Cost	0.00	8,341.25	-8,341.25	0.0%
60370 · Travel Cost	10,253.78	23,092.50	-12,838.72	44.4%
60400 · Office Supplies & Furniture <1k	5,643.89	7,137.90	-1,494.01	79.1%
60500 · Information Technology	2,637.82	6,185.90	-3,548.08	42.6%
60600 · Employee Related Expenses	0.00	2,048.70	-2,048.70	0.0%
60900 · Miscellaneous Expenses	5,902.02	36.60	5,865.42	16,125.7%
67800 · In-Kind Match Expense	0.00	37,002.00	-37,002.00	0.0%
Total Expense	4,675,383.03	4,799,919.00	-124,535.97	97.4%
Net Income	-2,263.00	0.00	-2,263.00	100.0%

Early Learning Coalition of Santa Rosa County

Reconciliation Summary

11001 · Regions - Pace, Period Ending 12/31/2024

	<u>Dec 31, 24</u>
Beginning Balance	269,250.05
Cleared Transactions	
Checks and Payments - 112 items	-835,172.89
Deposits and Credits - 6 items	853,385.26
Total Cleared Transactions	<u>18,212.37</u>
Cleared Balance	<u><u>287,462.42</u></u>
Uncleared Transactions	
Checks and Payments - 4 items	-3,177.83
Total Uncleared Transactions	<u>-3,177.83</u>
Register Balance as of 12/31/2024	<u><u>284,284.59</u></u>
New Transactions	
Checks and Payments - 100 items	-751,834.37
Deposits and Credits - 1 item	724,591.69
Total New Transactions	<u>-27,242.68</u>
Ending Balance	<u><u>257,041.91</u></u>

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of January 31, 2025

03/14/25

Accrual Basis

	Jan 31, 25
ASSETS	
Current Assets	
Checking/Savings	
11001 · Regions - Pace	191,212.24
11010 · Petty Cash	73.50
Total Checking/Savings	191,285.74
Accounts Receivable	
11400 · Grants Receivable	1,722,445.88
Total Accounts Receivable	1,722,445.88
Other Current Assets	
12000 · Undeposited Funds	44,916.39
13000 · Prepaid Expenses	
13020 · VPK	365,579.12
13000 · Prepaid Expenses - Other	26,845.86
Total 13000 · Prepaid Expenses	392,424.98
Total Other Current Assets	437,341.37
Total Current Assets	2,351,072.99
Fixed Assets	
15000 · Furniture and Equipment	29,925.00
17100 · Accum Depr - Furn and Equip	-29,925.00
Total Fixed Assets	0.00
Other Assets	
18600 · Other Assets	
18610 · ROU Gulf Breeze Asset	22,394.00
18620 · ROU Milton Asset	70,303.00
18630 · Intangible Assets	80,232.50
Total 18600 · Other Assets	172,929.50
18700 · Security Deposits Asset	6,167.52
Total Other Assets	179,097.02
TOTAL ASSETS	2,530,170.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20100 · Accounts Payable	756,208.88
Total Accounts Payable	756,208.88
Credit Cards	
20102 · Accounts Payable - Credit Cards	
0875 · Melissa Stuckey - NEW	239.07
3598 · Megan Saye	26.88
3606 · Shannon Peterson	217.40
4968 · Barbora Valovic	165.21
Total 20102 · Accounts Payable - Credit Cards	648.56
Total Credit Cards	648.56
Other Current Liabilities	
20200 · Grant Advances	
20210 · School Readiness	594,964.80
20211 · SR Plus ADV	6,000.00
20220 · VPK	402,648.00
Total 20200 · Grant Advances	1,003,612.80
24100 · Accrued Leave and Payroll	67,045.52
25800 · Unearned or Deferred Revenue	
25820 · VPK	365,579.12

Early Learning Coalition of Santa Rosa County

Balance Sheet

As of January 31, 2025

	<u>Jan 31, 25</u>
25800 · Unearned or Deferred Revenue - Other	9,838.68
Total 25800 · Unearned or Deferred Revenue	<u>375,417.80</u>
Total Other Current Liabilities	<u>1,446,076.12</u>
Total Current Liabilities	<u>2,202,933.56</u>
Long Term Liabilities	
27100 · Notes, Mortgages, and Leases	
27110 · ROU Gulf Breeze Liability	23,161.00
27120 · ROU Milton Liability	74,475.00
Total 27100 · Notes, Mortgages, and Leases	<u>97,636.00</u>
Total Long Term Liabilities	<u>97,636.00</u>
Total Liabilities	<u>2,300,569.56</u>
Equity	
32000 · Unrestricted Net Assets	231,964.01
Net Income	-2,363.56
Total Equity	<u>229,600.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,530,170.01</u></u>

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - Month FY 2024-2025

03/14/25

Accrual Basis

January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	862,430.82	805,240.00	57,190.82	107.1%
43429 · Local Match	0.00	3,900.00	-3,900.00	0.0%
43450 · Interest Income-Restricted	6.44	12.50	-6.06	51.5%
44400 · TAP Program	2,798.62	130.00	2,668.62	2,152.8%
44475 · UFLCL-ELF	0.00	0.00	0.00	0.0%
46400 · Other Types of Income	500.00	0.00	500.00	100.0%
46800 · In-Kind Match Revenue	0.00	6,000.00	-6,000.00	0.0%
Total Income	865,735.88	815,282.50	50,453.38	106.2%
Gross Profit	865,735.88	815,282.50	50,453.38	106.2%
Expense				
60000 · Salary & Wages	50,933.12	59,735.20	-8,802.08	85.3%
60050 · Fringe Benefits	18,465.01	19,938.94	-1,473.93	92.6%
60100 · Advertising & Public Relations	0.00	0.00	0.00	0.0%
60130 · Communication Cost	1,737.63	1,839.58	-101.95	94.5%
60135 · Postage & Freight	14.60	70.00	-55.40	20.9%
60145 · Contract Services	765,193.11	675,633.97	89,559.14	113.3%
60195 · Equipment - Rental/Lease	278.12	407.40	-129.28	68.3%
60200 · Equipment and Other Capital	0.00	2,071.25	-2,071.25	0.0%
60210 · Bank Charges	160.50	243.85	-83.35	65.8%
60220 · Insurance	518.50	727.07	-208.57	71.3%
60240 · Maintenance and Repair	107.45	253.25	-145.80	42.4%
60250 · Materials and Supplies	440.91	24,013.30	-23,572.39	1.8%
60270 · Membership & Subscriptions	387.00	294.44	92.56	131.4%
60300 · Professional Services	7,951.28	7,108.90	842.38	111.8%
60310 · Publication and Printing Cost	0.00	110.95	-110.95	0.0%
60330 · Rental Cost	9,958.37	9,457.00	501.37	105.3%
60350 · Training and Education Cost	1,211.91	1,385.20	-173.29	87.5%
60370 · Travel Cost	7,007.45	3,848.80	3,158.65	182.1%
60400 · Office Supplies & Furniture ...	869.48	1,189.65	-320.17	73.1%
60500 · Information Technology	200.00	439.20	-239.20	45.5%
60600 · Employee Related Expenses	0.00	341.40	-341.40	0.0%
60900 · Miscellaneous Expenses	402.00	6.15	395.85	6,536.6%
67800 · In-Kind Match Expense	0.00	6,167.00	-6,167.00	0.0%
Total Expense	865,836.44	815,282.50	50,553.94	106.2%
Net Income	-100.56	0.00	-100.56	100.0%

Early Learning Coalition of Santa Rosa County
Profit & Loss Budget vs. Actual - YTD FY 2024-2025
 July 2024 through January 2025

03/14/25

Accrual Basis

	Jul '24 - Jan 25	Budget	\$ Over Budget	% of Budget
Income				
43400 · DOE/FLOEL Grants	5,499,440.35	5,536,700.00	-37,259.65	99.3%
43429 · Local Match	23,400.00	27,300.00	-3,900.00	85.7%
43430 · Other Grants	0.00	0.00	0.00	0.0%
43450 · Interest Income-Restricted	40.55	87.50	-46.95	46.3%
44400 · TAP Program	10,560.22	780.00	9,780.22	1,353.9%
44475 · UFLCL-ELF	340.00	0.00	340.00	100.0%
44500 · Public Contributions	50.00	0.00	50.00	100.0%
46400 · Other Types of Income	5,024.79	8,334.00	-3,309.21	60.3%
46800 · In-Kind Match Revenue	0.00	42,000.00	-42,000.00	0.0%
Total Income	5,538,855.91	5,615,201.50	-76,345.59	98.6%
Gross Profit	5,538,855.91	5,615,201.50	-76,345.59	98.6%
Expense				
60000 · Salary & Wages	391,749.69	418,146.40	-26,396.71	93.7%
60050 · Fringe Benefits	116,499.88	142,569.56	-26,069.68	81.7%
60100 · Advertising & Public Relations	46.00	0.00	46.00	100.0%
60130 · Communication Cost	12,683.04	13,753.00	-1,069.96	92.2%
60135 · Postage & Freight	161.52	490.00	-328.48	33.0%
60145 · Contract Services	4,872,947.22	4,657,434.79	215,512.43	104.6%
60195 · Equipment - Rental/Lease	1,946.84	2,851.80	-904.96	68.3%
60200 · Equipment and Other Capital	0.00	14,041.50	-14,041.50	0.0%
60210 · Bank Charges	1,143.50	1,707.10	-563.60	67.0%
60220 · Insurance	3,853.45	5,090.90	-1,237.45	75.7%
60240 · Maintenance and Repair	2,075.90	3,527.75	-1,451.85	58.8%
60250 · Materials and Supplies	7,726.98	164,292.00	-156,565.02	4.7%
60270 · Membership & Subscriptions	3,336.00	2,061.05	1,274.95	161.9%
60300 · Professional Services	25,743.67	23,300.40	2,443.27	110.5%
60310 · Publication and Printing Cost	0.00	776.65	-776.65	0.0%
60330 · Rental Cost	67,177.43	67,936.35	-758.92	98.9%
60350 · Training and Education Cost	1,211.91	9,726.45	-8,514.54	12.5%
60370 · Travel Cost	17,261.23	26,941.30	-9,680.07	64.1%
60400 · Office Supplies & Furniture <1k	6,513.37	8,327.55	-1,814.18	78.2%
60500 · Information Technology	2,837.82	6,625.10	-3,787.28	42.8%
60600 · Employee Related Expenses	0.00	2,390.10	-2,390.10	0.0%
60900 · Miscellaneous Expenses	6,304.02	42.75	6,261.27	14,746.2%
67800 · In-Kind Match Expense	0.00	43,169.00	-43,169.00	0.0%
Total Expense	5,541,219.47	5,615,201.50	-73,982.03	98.7%
Net Income	-2,363.56	0.00	-2,363.56	100.0%

Early Learning Coalition of Santa Rosa County

Reconciliation Summary

11001 · Regions - Pace, Period Ending 01/31/2025

	<u>Jan 31, 25</u>
Beginning Balance	287,462.42
Cleared Transactions	
Checks and Payments - 95 items	-810,357.05
Deposits and Credits - 4 items	728,147.77
Total Cleared Transactions	<u>-82,209.28</u>
Cleared Balance	<u><u>205,253.14</u></u>
Uncleared Transactions	
Checks and Payments - 14 items	-10,991.26
Total Uncleared Transactions	<u>-10,991.26</u>
Register Balance as of 01/31/2025	<u><u>194,261.88</u></u>
New Transactions	
Checks and Payments - 9 items	-6,824.15
Deposits and Credits - 1 item	90,597.77
Total New Transactions	<u>83,773.62</u>
Ending Balance	<u><u>278,035.50</u></u>



Agenda
Board of Directors Meeting
March 25, 2025, 10:00 a.m.

- Call to Order Ms. Weaver

- Approval of Board Minutes (*Action Item*) Ms. Weaver
 - February 12, 2025

- Finance Committee Report John Walker
Barbora Valovic
 - November/December 2024 & January 2025 Financials (*Action Item*)
 - Appointment of Finance Member to Executive Committee: John Crane (*Information Item*)

- Coalition Updates (*Information Items*) Melissa Stuckey
Shannon Peterson
Megan Saye
 - CEO's Report
 - Education Programs Report
 - Operations/Client Services Report

- Utilization Reports as of February 2025 (*Information Items*) Mr. Geri
 - Funding Summary
 - Utilization and Projection Report

- Announcements/Public Discussion Ms. Weaver

- Adjourn Ms. Weaver

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
February 12, 2025, 10:00 AM**

Attendees: Renee Cobb, Johnny Crane, Jane Davis, Tarae Donaldson, Angela Evans, Bobbie Lewter, Hannah Percell, Chanda Ryan, Bambi Sealy, Melissa Sidoti, Anna Weaver; **Staff:** Shannon Peterson, Megan Saye, Melissa Stuckey, Barbora Valovic

Lead	Topic	Discussion
Chairperson Anna Weaver	Call to Order	Chair Anna Weaver called the Board Meeting to order at 10:05 a.m. A quorum was established.
Anna Weaver	Approval of Minutes	Ms. Weaver presented the minutes from the November 14, 2024, Board Meeting. Renee Cobb made a motion to approve the Board Minutes from the November 14, 2024, Board Meeting, seconded by Bobbie Lewter. The motion carried unanimously.
Anna Weaver Representatives of Moss, Krusick, & Associates	Presentation of Audit & 990	Representatives of Moss, Krusick & Associates, CPAs were in attendance. Senior Audit Manager Chris Bobek introduced Audit Senior Nicholas Pereda who conducted the audit. Mr. Krusick provided information about the firm and spoke about the firm’s history conducting the Coalition’s audit. Mr. Bobek then presented the audit. He explained that the ELC of Santa Rosa is a low-risk auditee and there were no findings. Mr. Krusick provided a brief overview of the 990 and stated that this document is filed after the approval of the audit. He said the Coalition is very conservative, taking no aggressive tax positions and he also mentioned that 990s are public information. He pointed out the statement in the audit that asked if the Board met and received a copy to which the answer is “yes.” Ms. Cobb made a motion to approve the audit, seconded by Ms. Lewter. The motion carried unanimously. Ms. Cobb made a motion to approve the 990, seconded by Ms. Lewter. The motion carried unanimously.
Barbora Valovic	Finance Report	CFO Barbora Valovic presented the financials for September and October 2024. Treasurer John Walker was unable to attend the meeting. Ms. Lewter made a motion to approve the financials for September and October 2024, seconded by Johnny Crane. CEO Melissa Stuckey explained that the agenda item regarding Mr. Crane’s appointment to the Executive Committee would have to be tabled at this time due to lack of quorum for the Finance Committee meeting resulting in cancelation of the meeting this morning.

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
February 12, 2025, 10:00 AM**

<p>Melissa Stuckey Shannon Peterson</p>	<p>Policy Revision</p>	<p>Ms. Stuckey presented a proposed revision to Policy 3.05, Private and Public-School Pre-Kindergarten Readiness Rates, and explained that the process in the current 3.05 no longer applies as a new process has been developed. She asked Director of Early Learning Programs Shannon Peterson to address the changes in statute/rule as outlined in the proposed Policy 3.05 Voluntary Pre-Kindergarten Provider Performance Metric.</p> <p>Ms. Stuckey explained that a proposed revision to Policy 3.06 was to be presented at today’s meeting; however, regulations related to this process are currently in rule promulgation. Once the new rule is in place, the revised policy will be presented at a future meeting.</p> <p>Melissa Sidoti made a motion to approve the revision to Policy 3.05 as presented, seconded by Hannah Percell. The motion carried unanimously.</p>
<p>Coalition Staff</p>	<p>Coalition Updates</p>	<p>Ms. Stuckey talked about Coalition staff participating in the Association of Early Learning Coalitions Annual Training Camp/Leadership Conference in Dayton Beach in January. The training included Coalition-to-Coalition workshops and roundtables presenting best practices from Early Learning Coalitions across Florida.</p> <p>Ms. Peterson presented information from the Programs Department. She stated that the Inclusion Specialist continues to conduct behavior observations in support of parents, providing needed resources and referrals. She said staff will also be participating in upcoming community events such as the School District’s “Birth to Five, Help Me Thrive” by providing resources to parents. The department will hold six VPK training sessions in addition to monthly directors’ roundtables with participation by 14-20 directors, on average. Staff are also conducting pre-CLASS Assessments and providing mentoring to improve classroom interactions and CLASS scores. Ms. Peterson also provided information about the BookSmart Initiative which provides free books for all Florida children ages 3-12 and provided the link in the chat for board members to access.</p> <p>Operations Director Megan Saye presented information about CCR&R and community outreach events. Staff recently read to ten centers in the county during Celebrate Literacy Week, Florida! The theme was “Building Literacy: Constructing the Foundation for Success!” and staff dressed up as construction workers. Ms. Saye also shared photos from the “Pictures with Santa” event which saw participate by more than 250 individuals. In addition, Ms. Saye told board members that Coalition staff would be participating in the Storybook Village event during Children’s Day at the Capitol in April. Coalition staff selected</p>

**Early Learning Coalition of Santa Rosa County
Coalition Board Meeting
February 12, 2025, 10:00 AM**

		<p>farming/agriculture as the theme, with related activities for the children to enjoy. In addition, the Coalition will give “Tuffy” books to the children and Kyle Holley, Tuffy’s former owner and the book’s co-author will be in attendance as well. Ms. Saye also mentioned that CCR&R staff will be participating in several community outreach events such as the upcoming “All Moms All Babies Color Run” sponsored by the Florida Health Department in Santa Rosa County.</p> <p>Ms. Stuckey also mentioned “The Hanging of the Hands’ event. Each year children all over Florida create pieces of hand artwork that are sent to Tallahassee to hang in the Capitol Rotunda during Children’s Week. This event reminds legislators that the future of our children is in their hands. Several Santa Rosa providers participate in this event by having local children submit art work.</p>
Melissa Stuckey	Utilization Report	<p>Ron Geri was unable to attend the meeting. Ms. Stuckey presented the November Funding and Utilization Reports as information items stating that spending is on track.</p> <p>Ms. Valovic mentioned that DEL recently asked for reob/deob requests from Coalitions, but Santa Rosa only requested additional funding for quality and special needs. Ms. Stuckey also explained that Coalition staff are working on a special needs application and matrix. Providers who are willing to provide enhanced services for children may be eligible for an increase in their SR reimbursement.</p> <p>Ms. Stuckey thanked both the Board and the staff for the work they do on behalf of the community.</p>
Anna Weaver	Public Discussion	<p>Ms. Weaver provided information about the upcoming Chili Cookoff to benefit Santa Rosa Kids House and said they are still looking for vendors, cooks, and sponsors.</p>
Anna Weaver	Adjournment	<p>Ms. Weaver adjourned the meeting at 11:26 a.m.</p>

Early Learning Coalition of Santa Rosa County
Summary Report by Funder
FY 2024 - 2025

School Readiness Summary		
Report Month	Children Served	Slot Costs
Jul-2024	954	\$464,032.18
Aug-2024	925	\$395,166.43
Sep-2024	899	\$408,545.67
Oct-2024	941	\$448,191.67
Nov-2024	917	\$412,968.09
Dec-2024	895	\$412,795.46
Jan-2025	885	\$436,071.06
Feb-2025	883	\$372,042.26
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$3,349,812.82

VPK Summary		
Report Month	Children Served	Slot Costs
Jul-2024	4	\$4,956.00
Aug-2024	1,036	\$213,596.74
Sep-2024	1,073	\$343,818.76
Oct-2024	1,080	\$384,595.82
Nov-2024	1,069	\$254,821.10
Dec-2024	1,068	\$253,155.21
Jan-2025	1,073	\$308,056.81
Feb-2025	1,065	\$323,931.21
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$2,086,931.65

TAPP Summary		
Report Month	Children Paid	Slot Costs
Jul-2024		
Aug-2024		
Sep-2024	1	\$43.80
Oct-2024	2	\$1,279.80
Nov-2024	3	\$2,772.40
Dec-2024	3	\$2,960.00
Jan-2025	4	\$2,544.20
Feb-2025	4	\$2,708.00
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$12,308.20

SR Plus Summary		
Report Month	Children Paid	Slot Costs
Jul-2024		
Aug-2024		
Sep-2024		
Oct-2024		
Nov-2024	2	\$11.91
Dec-2024	3	\$746.22
Jan-2025	4	\$899.74
Feb-2025	4	\$739.27
Mar-2025		
Apr-2025		
May-2025		
Jun-2025		
YTD Total:		\$2,397.14

Early Learning Coalition of Santa Rosa County
Utilization summary
FY 2024 - 2025

School Readiness Funding					
Report Month	Children Served	Monthly Slot Budget	Actual Slot Costs	Monthly Spending Rate	Monthly Surplus / (Deficit)
Jul-2024	954	\$429,640.83	\$464,032.18	108.00%	(34,391.35)
Aug-2024	925	\$429,640.83	\$395,166.43	91.98%	34,474.40
Sep-2024	899	\$429,640.83	\$408,545.67	95.09%	21,095.16
Oct-2024	941	\$429,640.83	\$448,191.67	104.32%	(18,550.84)
Nov-2024	917	\$429,640.83	\$412,968.09	96.12%	16,672.74
Dec-2024	895	\$429,640.83	\$412,795.46	96.08%	16,845.37
Jan-2025	885	\$429,640.83	\$436,071.06	101.50%	(6,430.23)
Feb-2025	883	\$429,640.83	\$372,042.26	86.59%	57,598.57
Mar-2025					
Apr-2025					
May-2025					
Jun-2025					
		Annual Slot Budget	YTD Slot Costs	Projected Annual Rate	Projected Surplus/ (Deficit)
		\$5,155,690.00	\$3,349,812.82	100.00%	\$213.63

Slot Dollars remaining:	\$1,805,877
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