

Finance and Administration Committee

August 10, 2023

9:00 am

Via Zoom Conference Call

Join Zoom Meeting at:

<https://us06web.zoom.us/j/89124283875?pwd=NXFJa0RhVlhkRkxkT3pZYjg1TUJXZz09>

AGENDA

1. Welcome: Chairman:
 - A. Introductions

2. For Information and Review:
 - A. First Steps State Office
 1. FY 2023 Finance Report Template
 2. FY 2024 YTD Updated Finance Report Template with Donations
 3. Other Budget Summary Reports
 - B. State Budget Update
 - C. Local Partnerships
 1. Update on corrective actions and investigations
 2. Update on Act 81 Implementation
 - D. 4K Program Update
 1. New Tuition Amounts
 2. Additional classrooms and students
 - E. Other Program Information

As of:

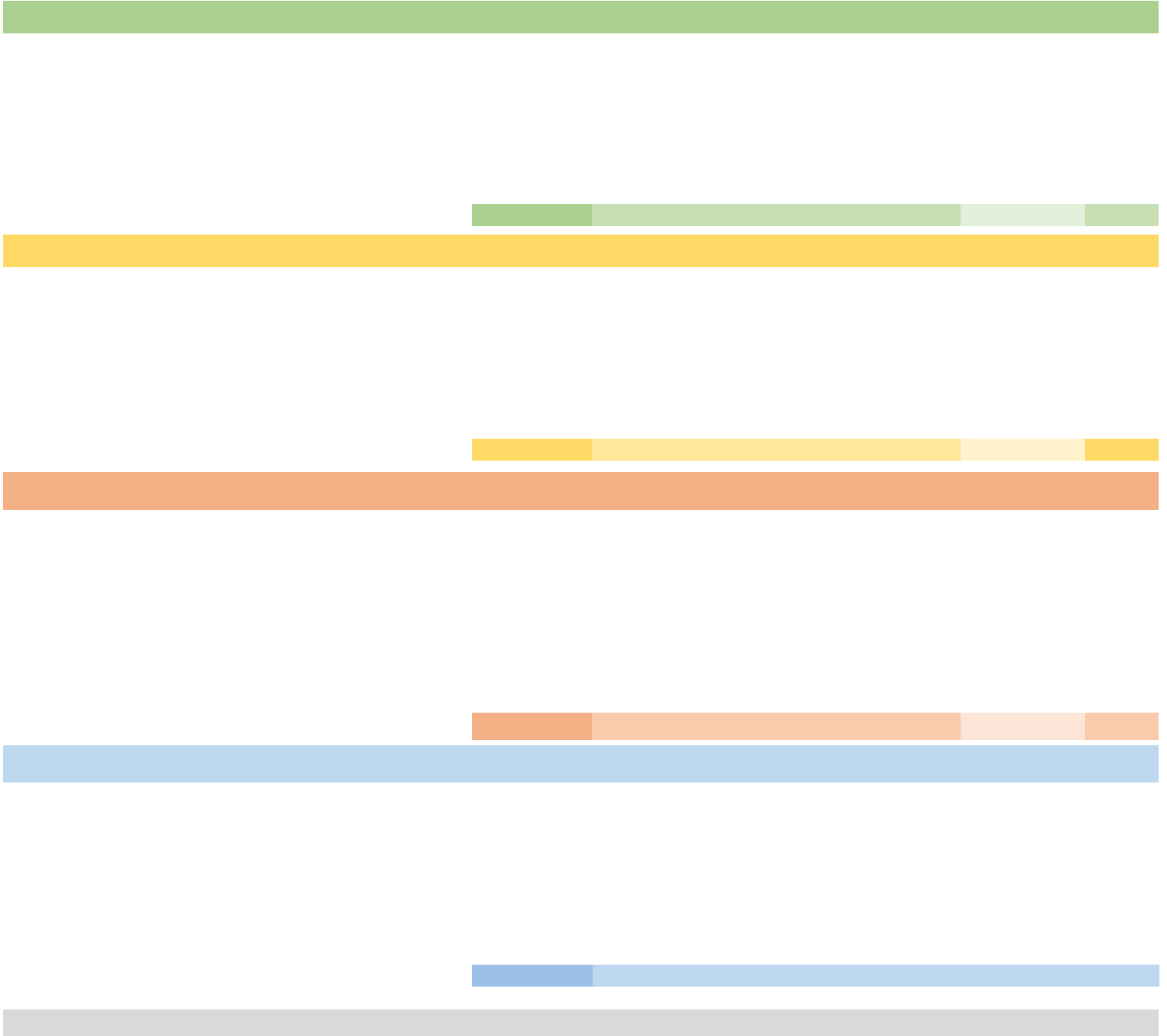
Projected
SpendingRate

8%

FY23 Total
Exps.

FY24 Budget

FY24



| | FY21 Total Exps | FY24 Budget | FY24 Expenditures | FY24 Commitments | FY24 Exps.& Commitments | FY24 Balance | Usage% |
|----------------------|-------------------|-------------------|-------------------|------------------|-------------------------|-------------------|-----------|
| Salaries & Wages | 4,636,080 | 5,720,721 | 460,432 | | 460,432 | 5,260,289 | 8% |
| Fringe | 1,962,752 | 2,547,247 | 155,796 | | 155,796 | 2,391,452 | 6% |
| Contractual | 3,857,694 | 5,700,318 | 2,249 | | 2,249 | 5,698,069 | 0% |
| Supplies & Materials | 822,435 | 1,304,931 | | r | r | 1,304,931 | 0% |
| Rental/Leases | 433,682 | 524,903 | 2,264 | | 2,264 | 522,639 | 0% |
| Travel | 251,741 | 390,577 | | r | r | 390,577 | 0% |
| Equipment | 137,861 | 313,000 | | | | 313,000 | 0% |
| Direct Allocations | 18,903,587 | 27,704,946 | | r | r | 27,704,946 | 0% |
| Private Sector | 23,500,000 | 34,368,931 | 5,000,000 | | 5,000,000 | 29,368,931 | 15% |
| Indirect Costs | 1,382 | 21,364 | | | | | 0% |
| Total | 54,507,213 | 78,596,939 | 5,620,740 | | 5,620,740 | 72,954,834 | 7% |

| | FY20 Total Exps | FY24 Budget | FY24 Expenditures | FY24 Commitments | FY24 Exps.& Commitments | FY24 Balance | Usage% |
|------------------|-----------------|-------------|-------------------|------------------|-------------------------|--------------|--------|
| E.I.A | 39,911,631 | 39,911,631 | 5,508,749 | | 5,508,749 | 34,402,882 | 14% |
| E.I.A Carry Over | 858,898 | 7,155,165 | | | | 7,155,165 | 0% |



South Carolina First Steps
Budget Period: July 01, 2023 - June 30, 2024 (SFY)

FY24 Budget Summary:

| | | |
|-------------------------|--------------|-------------------|
| Policy & Accountability | 3,287,221 | |
| 4K | 40,229,245 | |
| Local Partnerships | 30,938,916 | |
| ECAC | 4,141,555 | |
| | <u>Total</u> | <u>78,596,939</u> |

Fund Source:

| | | | |
|----------------|---------------------|------------|-------------------|
| | State EIA | 39,911,631 | |
| | EIA Carry Forward | 7,155,165 | |
| | General Funds | 14,944,982 | |
| | | | <u>62,011,778</u> |
| | Federal Funds PDG | 2,536,368 | |
| | Federal Funds ESSER | 10,931,968 | |
| | Federal AmeriCorp | 427,523 | |
| | Federal SLDS | 266,194 | |
| | Federal VISTA | 50,000 | |
| | | | <u>14,212,054</u> |
| Private Grants | Doris Duke | 801,778 | |
| | Duke Endowment | 1,206,688 | |
| | Pritzker | 100,000 | |
| | Alliance | 75,000 | |
| | | | <u>2,183,466</u> |
| Other | SCFS | 189,648 | |
| | | | <u>189,648</u> |
| | <u>Total</u> | | <u>78,596,939</u> |

* ESSER funds not finalized for FY2023



Projected
Actual

| PROGRAMS OPERATIONS | | | | | | | | | | | | |
|--|-------------------|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|----------------------|
| Description | Budget | Expended | Balance | Budget | Expended | Balance | Budget | Expended | Balance | Budget | Expended | Balance |
| LOCAL PARTNERSHIPS | 17,345,228 | 15,992,901 | 1,352,327 | 2,612,457 | 2,811,796 | \$ (199,339) | | | | 19,957,685 | 18,804,697 | \$ 1,152,988 |
| LOCAL PARTNERSHIPS SUPPORT & TECHNICAL ASST. | 2,151,504 | 1,866,369 | 285,135 | | | \$ | 1,495,624 | 50,000 | 1,445,624 | 3,647,128 | 1,916,369 | \$ 1,730,759 |
| PRIVATE CONTRACTING | 32,496,679 | 27,419,184 | 5,077,495 | 1,873,457 | | 1,873,457 | 142,058 | | 142,058 | 34,512,194 | 27,419,184 | \$ 7,093,010 |
| EARLY CHILDHOOD ADVISORY COUNCIL | 176,000 | 13,611 | 162,389 | 4,289,918 | 3,801,853 | 488,065 | | | | 4,465,918 | 3,815,464 | \$ 650,454 |
| AMERICORPS | | | | 326,703 | 291,333 | 35,370 | | | | 326,703 | 291,333 | \$ 35,370 |
| POLICY & ACCOUNTABILITY | 2,774,872 | 2,190,857 | 584,015 | 260,103 | | 260,103 | 1,400,000 | 1,217,757 | 182,243 | 4,434,975 | 3,408,615 | \$ 1,026,360 |
| GRAND TOTAL: | 54,944,283 | 47,482,922 | 7,461,361 | 9,362,638 | 6,904,982 | 2,457,656 | 3,037,682 | 1,267,757 | 1,769,925 | 67,344,603 | 55,655,662 | \$ 11,688,941 |

Notes:

1) Local Partnerships:

- a. Funding Sources Education Improvement Act (EIA) Funds
 - b. Formula allocation cash advances are disbursed on a quarterly basis
 - c. Expenditures reflect disbursements from SC First Steps (state level)
 - d. Does not include local level actual expenses to staff and vendors
- 2) Private budgets based on Projected Fund Raising and income & prior year cash.



3) LPS Support & Technical Assistance

- a. Contracted accounting firm (Manley Garvin, LLC)
- b. Accounting Software network support & Data Housing
- c. Programmatic data housing & network support

Federal Funds:

AmeriCorps: 326,703

3) LPS Support & Technical Assistance (cont.)

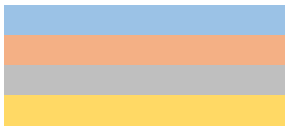
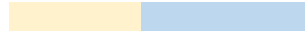
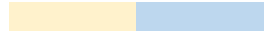
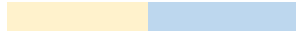
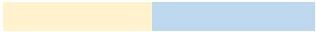
- d. Workers' compensation insurance coverage
- e. External programmatic evaluation
- f. Financial audits annually each LP
- g. Does not include local level actual expenses to staff and vendors
- h. OFS program & finance staff (payroll, rent, contractual, supplies, travel, etc)



Projected
Actual

PROGRAMS OPERATIONS

| Description | Budget | Expended | Balance | Budget | Expended | Balance | Budget | Expended | Balance | Budget | Expended | Balance |
|------------------------------------|------------|-----------|------------|-----------|----------|-----------|-----------|---------------|---------------------------|---------------|----------------------|----------------|
| LOCAL PARTNERSHIPS | 21,108,982 | 196,878 | 20,912,104 | 7,809,475 | | 7,809,475 | 2,020,458 | 4,027 | 2,016,431 | 30,938,915 | 200,905 | 30,738,010 |
| PRIVATE | 37,096,751 | 5,187,059 | 31,909,692 | 3,132,494 | | 3,132,494 | | | | 40,229,245 | 5,187,059 | 35,042,186 |
| EARLY CHILDHOOD ADVISOR COUNCIL | 1,160,993 | | 1,160,993 | 2,802,562 | 44,027 | -7,9498 | -1.3182 | TD90300030000 | TD .0011 Tc <0003000.3182 | TD90300030000 | TD .0011 Tc 189.0011 | 498 --6.7(229, |
| | | | | | | | | | | | | |



Donations

FY 2023

As of June 30, 2023

| DATE RECEIVED | GENERAL | DONOR/PAYOR | FUNDS | PURPOSE / COMMENTS |
|---------------|-----------|--------------------------------|--------------|-----------------------------------|
| Jul 12, 2022 | \$ 120 | Jennifer Humphries-NFG | Restricted | Cherokee County First Steps |
| Jul 12, 2022 | \$ 10,000 | DSS | Restricted | Summit Sponsorship-SC First Steps |
| Jul 14, 2022 | \$ 10,000 | Childrens Trust | Restricted | Summit Sponsorship-SC First Steps |
| Aug 2, 2022 | \$ 500 | Sisters of Charity | Restricted | Summit Sponsorship-SC First Steps |
| Aug 2, 2022 | \$ 1,000 | Head Start Collaboration-SCDSS | Restricted | Summit Sponsorship-SC First Steps |
| Aug 11, 2022 | \$ 2,000 | Enterprise Holdings Foundation | Restricted | SC First Steps |
| Aug 18, 2022 | \$ 2,000 | Enterprise Holdings Foundation | Restricted | SC First Steps |
| Sep 8, 2022 | \$ 2,500 | Institute for Child Success | Restricted | Summit Sponsorship-SC First Steps |
| Sep 8, 2022 | \$ 2,500 | Kaplan Early Learning Co. | Restricted | Summit Sponsorship-SC First Steps |
| Oct 24, 2022 | \$ 15,500 | Enterprise holdings | Restricted | SC First Steps |
| Nov 3, 2022 | \$ 1,500 | SCDDSN | Restricted | Summit Sponsorship-SC First Steps |
| Nov 9, 2022 | \$ 200 | SCIMHA | Restricted | Summit Sponsorship-SC First Steps |
| Nov 14, 2022 | \$ 200 | SC Legal Services | Restricted | Summit Sponsorship-SC First Steps |
| Nov 15, 2022 | \$ 158.44 | Spartanburg Comm. College | Restricted | Summit Sponsorship-SC First Steps |
| Nov 15, 2022 | \$ 600 | Children's Trust | Restricted | Summit Sponsorship-SC First Steps |
| | | NFG - Replacement Check 1/22 | | |
| Nov 22, 2022 | \$ 1,485 | Donations | Unrestricted | SC First Steps |
| Nov 22, 2022 | \$ 1,275 | USC-Columbia | Restricted | Summit Sponsorship-SC First Steps |
| Nov 22, 2022 | \$ 200 | Palmetto Shared Alliance | Restricted | Summit Sponsorship-SC First Steps |
| Nov 22, 2022 | \$ 250 | NFG-Rosemary Paterson | Restricted | Laurens County FS |
| Nov 22, 2022 | \$ 50 | NFG-Erin Hall | Unrestricted | SC First Steps |
| Nov 22, 2022 | \$ 100 | NFG-Mary Dell Hayes | Unrestricted | SC First Steps |
| Nov 22, 2022 | \$ 25 | NFG-Elizabeth Dudek | Unrestricted | SC First Steps |
| Nov 22, 2022 | \$ 100 | NFG-Dana Ritchie | Unrestricted | SC First Steps |
| Nov 22, 2022 | \$ 25 | NFG-Joseph Knapp | Unrestricted | SC First Steps |
| Nov 30, 2022 | \$ 500 | USC-Columbia | Restricted | Summit Sponsorship-SC First Steps |
| Nov 30, 2022 | \$ 25 | NFG-Joe Nation | Unrestricted | SC First Steps |
| Nov 30, 2022 | \$ 25 | NFG-Elizabeth Dudek | Unrestricted | SC First Steps |
| Nov 30, 2022 | \$ 25 | Mary Lee Arthur | Restricted | Lee County FS |
| Nov 30, 2022 | \$ 10,000 | Dave & Cheryl Morley | Unrestricted | SC First Steps |
| Dec 5, 2022 | \$ 200 | Newberry Family Literacy | Restricted | Summit Sponsorship-SC First Steps |
| Dec 6, 2022 | \$ 100 | Mary Lynne Diggs | Unrestricted | SC First Steps |
| Dec 13, 2022 | \$ 50 | Jacob Baker | Unrestricted | SC First Steps |
| Dec 13, 2022 | \$ 250 | American Endowment Foundation | Unrestricted | SC First Steps |
| Dec 14, 2022 | \$ 2,500 | Summit Sponsorship | Restricted | Summit Sponsorship-SC First Steps |
| Dec 19, 2022 | \$ 7 | Summit Sponsorship | Restricted | Summit Sponsorship-SC First Steps |

| | | | | | |
|--------------|----|-------|------------------------------------|--------------|----------------------|
| Mar 13, 2023 | \$ | 100 | Karen Oliver | Restricted | A Night to Celebrate |
| Mar 13, 2023 | \$ | 250 | Ronald and Marilyn Artz | Unrestricted | SCFS |
| Mar 16, 2023 | \$ | 2,500 | Shelley Canright-Schwab Charitable | Unrestricted | SCFS |
| Mar 16, 2023 | \$ | 1,000 | Robinson Gray Stepp & Liffitte | Restricted | A Night to Celebrate |
| Mar 20, 2023 | \$ | 2,500 | Founders Fed.Cr.Union | Restricted | A Night to Celebrate |
| Mar 20, 2023 | \$ | 1,000 | Spinks Family Foundation | Unrestricted | SCFS |
| Mar 21, 2023 | \$ | 1,250 | Riley, Pope and Laney, LLC | Restricted | A Night to Celebrate |
| Mar 21, 2023 | \$ | 1,000 | AmeriHealth Caritas Svcs, LLC | Restricted | A Night to Celebrate |
| Mar 29, 2023 | \$ | 1,000 | Molina Health Care | Restricted | A Night to Celebrate |
| Mar 29, 2023 | \$ | 5,000 | Palmetto Citizens FCU | Restricted | A Night to Celebrate |
| Mar 29, 2023 | \$ | 200 | J. Gregory Hembree | Restricted | A Night to Celebrate |
| Mar 31, 2023 | \$ | 25 | NFG-Joe Nation | Restricted | Lexington County FS |
| Mar 31, 2023 | \$ | 110 | NFG-Lauren Cunliffe | Unrestricted | SCFS |
| Mar 31, 2023 | \$ | 50 | NFG-Barbara Scott | Restricted | Richland County FS |
| Apr 3, 2023 | \$ | 100 | Martha Strickland | Restricted | A Night to Celebrate |
| Apr 10, 2023 | \$ | 1,250 | Riley, Pope and Laney, LLC | Restricted | A Night to Celebrate |
| Apr 14, 2023 | \$ | 5,000 | Dave & Cheryl Morley | Restricted | A Night to Celebrate |
| Apr 14, 2023 | \$ | 200 | Mark Robertson | Restricted | A Night to Celebrate |
| Apr 19, 2023 | \$ | 5,000 | Aflac | Restricted | A Night to Celebrate |
| Apr 19, 2023 | \$ | 1,000 | Humana | Restricted | A Night to Celebrate |
| Apr 18, 2023 | \$ | 2,500 | | | |

Donations

FY 2024

As of July 31, 2023

| DATE RECEIVED | GENERAL | DONOR/PAYOR | FUNDS | PURPOSE / COMMENTS |
|---------------|-----------------|---------------|------------|--------------------|
| Jul 7, 2023 | \$ 1,000 | SC Head Start | Restricted | 2023 Summit |
| Jul 24, 2023 | \$ 2,500 | DHEC | Restricted | 2023 Summit |
| | <u>\$ 3,500</u> | | | |