

MEMO

To: IGA Governing Board
From: Collaboration Board of Directors
Subject: Budget Revision of Fiscal Year 2015-2016 and Budget Development Considerations for Fiscal Year 2016 -2017
Date: February 17, 2016

The Collaboration Board of Directors has adopted the Preliminary Budget for 2016-2017 in February after review by the Collaboration Council in January 2016. We have also adopted a revised budget for the current fiscal year 2015-2016. We are submitting these two budgets to you for your review and comment.

Budget Revisions 2015-2016

1. Revenue from public support has been adjusted to reflect the experience during the first six months of the fiscal year. Revenues from stock donations and pledge commitments have been included in the projected revenue for individual contributions. Grant revenues are significantly decreased based on the lack of applications that have been funded. We are looking into the reasons for this and believe that some of it is due to the large balance we carry due to the payments made two times each year by the jurisdictions. We are recommending that, for next year, the payments come in at lower increments and more frequently so that a year to date budget to actual report does not distort our financial position. The organizational donation line item is increased significantly due to the \$25,000 donation from the Oak Park Runner Club.
2. The Home Visiting line item is reduced due the change in vendor. The Parenthesis contract was frozen at the prior fiscal year budget. Easter Seals has spent limited funds in November and December. The costs related to Easter Seals' contract are further reduced due to a slower hiring process resulting from Parenthesis's announcement that they would continue to serve the families they had engaged as a result of the contract they had with the Collaboration because they had secured sufficient private funding to serve the families through June 2017.
3. Donor Development and Grant Writer are reduced to reflect the experience 6 months into the fiscal year.
4. The Database contract is reduced to reflect the final value on the contract with Chapin Hall approved by the Board in August 2015.
5. The Data Manager Contract adopted by the Board in July 2015 is now a part of the budget.
6. A special event line item was added to the expenditures to show the anticipated costs of a board spring-time fund raiser.

PRELIMINARY 2016-2017 BUDGET

Below are preliminary recommendations to ensure that we meet the organizational goals, needs and commitments during the 2016-2017 fiscal year.

INCOME

1. Individual gifts are increased to \$85,000 – a \$7,000 increase over the new target for the current fiscal year. This is a stretch for the board in order to address the current pattern that grant requests are not yielding significant funds and we need to find ways to make up for this difference.
2. The amount shown for grant requests is increased over the current year revised projection with the plan to identify and seek grants from local family foundations to the extent possible and to pursue leads with two early childhood funders who may consider the Collaboration to participate in pilots of their initiatives. Initial talks have been held with these foundations.
3. Corporate donations will remain unchanged.
4. Organizational donations have been dropped by \$16,500 due to the Oak Park Runners Club splitting the proceeds from the Good Life race between the Collaboration and the Food Pantry. The 2015 donation was very high; the Runners Club advised us that the total amount of money available for donations may not be as high as fiscal year 2017. The amount budgeted represents a “best guess.”
5. Fees will remain the same for the Symposium. They were raised in FY 2015 to accommodate the early bird workshops. Another increase is not advised at this time.
6. The revenue from a board fundraising events is increased to help offset an expected decline in grant revenues.
7. Government contracts are set at contractual levels except for the Oak Park Public Library. That line item reflects a request for a planned increase in support to \$1,400. Additionally, we anticipate that the state contract for hearing and vision screening which we anticipate will remain at \$0 until the state passes a budget and is able to meet its service obligations.
8. We do not anticipate using the designated database funds for FY 2016-2017. There is a planned use for \$28,600 of the total \$37,000 during FY 2015-2016.
9. Miscellaneous income primarily reflects reimbursement from child care centers and preschools for the \$0.50 per screen cost the developmental screening program.
10. Revenue from temporarily restricted funds is decreased this year due to the time specific use of the grant funds during FY 2015-2016. We anticipate revenue carried from the Grand Victoria grant to support database work at \$8,750 and one gift of \$10,000 from an anonymous donor’s pledge.

EXPENSES

11. Staffing

- No new employee positions have been added to the budget. This does not mean that there will not be an employee or two added as a result of the re-envisioning of the Parenting Resource Program. However, because that process is not complete, all funds to support those activities are in a new line item titled Parenting Support under contracts. These funds have been separated from the home visiting contractual line item. The Parenting Support Line item also includes increased revenue to support a more aggressive and focused outreach program to engage hard to reach families.
- Staff increases have been budgeted at 1%.

- Increases in life and disability insurances will be budgeted at 2% and a 10% increase in health insurance is anticipated based on experience last year. The current cost of life, and short and long term disability for four employees is \$7,500. The health benefit stipend for the current fiscal year is \$6,050 for a single beneficiary and \$9,680 for a family benefit. As the new fiscal year approaches, the numbers will be reviewed for any possible changes. Health Insurance is budgeted assuming 2 employees with a single person plan and 2 employees with a family plan.

Consulting

12. The training specialist line item is increased to accommodate the hiring of a curriculum and instruction coach for the publicly funded preschools that are not part of District 97. It also includes funding to retain Diana Rosenbrock as a consultant to support the Head Start program, represent the Collaboration on state-wide professional development committees and to provide expert guidance to the Collaboration's professional development work. It also includes a small amount for use of outside trainers.

13. The home visiting line item is now limited to contracts related to home visiting rather than including the Parenting Resource Program, a program that is intended to support all parents.

14. The Parent Support line item includes an estimate of expenses to provide all parents with information and support. Because the program is not fully designed and developed, this line item anticipates more robust social media communications, a possible full-time staff position to coordinate activities, money for subcontracts with partner agencies and consultants to deliver services and a more developed outreach component to find and engage families meeting risk criteria for home visiting and for the publicly funded preschools.

15. Grant writer hours are increased slightly over the revised budget projection an increase in hours to accommodate a more intensive work to identify alternative grant makers including family foundations and a different approach to requests for grant funding.

16. The donor development contract is somewhat lower due to a decrease in the amount of support that is needed for the upcoming year. The Collaboration now has a strategic plan and a new donor database that it is using.

17. The outreach work has been moved to the Parent Support line item to reflect the integration of finding and engaging hard to reach families as part of the overall approach to parent information and support. General consulting remains the same to support board development activities, and to obtain consultation when needed for organizational capacity building, human resources and other kinds of operating needs.

18. Program facilitator costs are decreased slightly due to the inclusion of the Directors Round Table and Family Child Care Provider Round Table into the Professional Development Coordinator position.

19. Database costs decrease in anticipation of work being completed per current year contract. If there is an occurrence of unspent funds due to uncompleted work again, those funds will transfer as they did for the current year.

20. Data Management involves working with the staff and Collaboration partners to ensure accurate, complete and timely data entry in the Collaboration's databases, coordinating the Measurement and Evaluation Committee work and helping to develop and written reports.

21. The computer consultant and tech support line item increases as the Collaboration reviews its security and back-up provisions and updates some of its computer and phone equipment and software.

22. The graphic design line item is decreased slightly because the Resource Directory will not be revised during the 2016-2017 fiscal year.
23. The line item budgeted for communications to support routine use of messages on Facebook, Twitter, Instagram, and website etc. It covers the current cost of the contract with our writer and \$5,000 additional to support video postings on our social media platforms.
24. Insurance
All insurance increases are based on industry projections from Willis North America Inc. or insurancenews.net, an online industry newsletter.
25. All operating expense line items are expected to remain within current fiscal year limits. The service charges cover Pay Pal fees. Payroll processing covers the cost of direct deposit of employee payroll checks.
26. Telephone costs increase to accommodate the move to a new office location within Village Hall and two additional phone lines.
27. Webhosting is increased by 9% because rates have been stable over the past two years and we will be moving the website to a new hosting service.
28. Internet costs also reflect an increase for supporting wider band width and a monthly cost for an additional router to support the new office.
29. Postage is increase to support increased donor development activity and a fundraising event for the board.
30. Printing decreases slightly because the Early Childhood Resource Directory will not be printed next year. The reduction does not reflect the entire cost of the Directory to allow for an increase in marketing and materials.
31. The Collaboration will be utilizing additional office space at Village Hall. It is not known at the time of the writing of this budget whether this will result in an increase in rent.
32. There will be a need to assess equipment for replacement and upgrade in software products.
33. Staff and Volunteer Travel and Training reflect the growth in the number of staff who will be working for the Collaboration and utilizing mileage reimbursement, attending conferences and professional development activities.
34. Agency advertising increases to allow for greater visibility online and in print as the Collaboration works to increase awareness of our work over the next couple of years.

Collaboration for Early Childhood
Budget 2016-2017
Preliminary

Description	Proposed FY 2017	Proposed Revised 2016	ADOPTED 2016	ACTUAL 2015
Income				
Public Support				
Individual Contributions (1)	85,000	78,000	75,000	72,974
Foundations (2)	30,000	15,000	55,000	54,700
Corporate Income (3)	3,000	3,000	4,000	2,433
Organizational Donations (4)	12,500	29,000	2,500	18,722
Fees (5)	10,000	10,000	10,000	10,480
Fundraising event (6)	10,000	2,000	5,000	593
Total Public Support	150,500	137,000	151,500	159,902
Government Contracts (7)				
Village of Oak Park	346,552	338,100.00	338,100	262,577.00
Oak Park Township	10,600	10,400.00	10,400	10,400.00
District 97	500,576	488,367.00	488,367	379,277.00
District 200	436,300	425,756.00	425,756	330,652.00
Park District of Oak Park	6,500	6,500.00	6,000	6,000.00
Oak Park Library	1,400	1,300.00	1,200	1,000.00
Illinois Dept of Public Health	0	0	4,600	4,956.00
Total Government Contracts	1,301,928	1,270,423	1,274,423	994,862.00
Bank Interest	500	500	500	690
(8) Release of Designated Database Funds(8)	0	28,600	0	0
Misc/From Reserves	0	0	0	0
Gain on Disposal of Printer	0	0	0	1,248
Misc. Income (9)	1,000	1,000	0	1,063
Released from Temporarily Rest. (10)	18,750	55,000	55,000	38,604
Total Income	1,472,678	1,481,423	1,481,423	1,196,369
Expense				
5000 - Wages (11)				
Executive Director	83,797	83,797	83,797	79,900
Administrator	38,250	38,250	38,250	37,644
Professional Dev. Coord.	53,000	61,326	61,326	57,690
Developmental Screening Coordinator	52,020	52,020	52,020	51,196
Clerical Support	9,000	9,000	12,000	6,148
Payroll Expenses - Taxes	18,059	19,575	19,802	18,039
Benefits	39,000	37,000	41,100	21,986
Total 5000 - Wages	293,126	300,968	308,295	272,603
Contracted Services				
Training Specialists (12)	45,000	25,000	25,000	4,899
Home Visiting Program (13)	410,089	540,000	680,000	443,194
Parent Support (all parents) (14)	260,000	0	0	
Grantwriter (15)	30,000	25,000	50,000	16,246
Donor Development (16)	15,000	18,000	25,000	0
Bookkeeper	15,500	15,000	18,000	8,246
Outreach Worker (17)	0	10,000	10,000	420
Program Facilitators (18)	12,000	13,000	15,000	8,587
Database Development/ Analysis (19)	80,000	108,600	118,000	91,794

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Description	Proposed FY 2017	Proposed Revised 2016	ADOPTED 2016	ACTUAL 2015
Data Management (20)	30,000	30,000	0	0
Financial Services/Audit	15,000	15,000	15,000	7,850
General Consulting	8,000	8,000	8,000	1,300
(21) Computer Consultant/Tech Support	12,000	8,000	12,000	186
Legal Fees	12,000	12,000	12,000	0
Web Dev and Maintenance	9,000	9,000	9,000	8,390
Audiology Technician	19,000	18,000	20,000	15,251
Graphic Design (: (22)	7,000	8,000	8,000	3,025
Communications (23)	35,000	25,000	20,000	2,090
TOTAL Contracted Services	1,014,589	887,600	1,045,000	611,479
5300 - Insurance (24)				
Honesty Assurity	475	450	450	411
Volunteer Accident	445	420	525	420
Liability Insurance	9,720	9,000	9,000	7,227
Directors and Officers	2,000	2,160	2,160	1,411
Workers Comp	2,700	2,400	3,000	1,819
Unemployment Prog, Fees	5,000	5,000	5,000	5,000
Total 5300 - Insurance (4)	20,340	19,430	20,135	16,288
Operating Expenses (25)				
Service Charge	1,000	1,000	750	365
Program or Workshop Supplies	13,000	12,000	12,000	14,489
Program Food	15,000	15,000	15,000	7,879
Office Supplies	5,000	5,000	5,000	4,907
Site Rental	2,500	2,500	3,500	1,246
Office Equipment	2,200	2,200	2,000	767
Payroll Processing	450	302	0	17
Total 5500 Operating Expenses	39,150	38,001.60	38,250	29,670
Telecommunications				
Telephone (26)	6,300	5,395	4,480	3,828
Webhosting (27)	3,500	3,220	3,220	2,566
Internet (28)	2,000	1,400	1,400	1,328
Total Telephone/Telecommunications	11,800	10,015	9,100	7,722
Postage and Delivery (29)	3,400	3,000	3,400	2,736
Printed Materials				
Printing/Film Development (30)	16,000	18,000	16,000	7,518
Subscriptions & Dues	800	800	1,200	375
Total Printed Materials	16,800	18,800	17,200	7,893
Rent (31)	7,500	7,500	7,500	3,875
Computer Hardware and Software (32)	4,000	3,500	3,500	2,625

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Preliminary

Description	Proposed FY 2017	Proposed Revised 2016	ADOPTED	ACTUAL 2015
Staff Volunteer Development (33)				
Staff/Volunteer Travel	5,500	5,000	5,000	743
Staff/volunteer Training	5,000	2,500	5,000	1,330
Staff/volunteer Recognition	500	500		
Total Staff Volunteer Development	11,000	8,000	10,000	2,073
Special Event Costs	5,000	2,000	0	
Licenses and Permits	500	500	500	135
Agency Advertising (34)	6,000	4,000	2,000	150
Miscellaneous Expense	5,000	7,000	8,000	1,812
TOTAL EXPENSE	16,500	11,500	10,500	1,765
Other Income/Expense				
Capital Expense (35)	5,000	7,000	7,000	5000
Total Other Expense	5,000	7,000	7,000	5000
Net Other Income			0	0
				0
Total Expenses	1,443,205	1,315,315	1,479,880	964,061
Net Revenue	29,473	166,108.40	1,543	232,309