

Collaboration for Early Childhood
Budget vs. Actual
July 2016 through June 2017

	<u>Jul '16 - Jun 17</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
4000 · Public Support			
4010 · Individual Contributions (1)	88,310.33	72,000.00	122.65%
4020 · Foundations (2)	8,750.00	50,000.00	17.5%
4030 · Corporate Income (3)	854.00	3,000.00	28.47%
4040 · Organizational Donations (4)	21,834.00	12,500.00	174.67%
4060 · Fees (5)	11,496.00	10,000.00	114.96%
4080 · Fundraising Event (6)	10,694.50	8,000.00	133.68%
4100 · Grant Income (7)	32,250.00		
Total 4000 · Public Support	<u>174,188.83</u>	<u>155,500.00</u>	<u>112.02%</u>
4200 · Government Contracts			
4210 · Village of Oak Park(8)	231,034.66	346,552.00	66.67%
4220 · Oak Park Township	10,500.00	10,600.00	99.06%
4230 · District 97 (8)	333,717.32	500,576.00	66.67%
4240 · District 200 (8)	290,833.34	436,300.00	66.66%
4250 · Park District of Oak Park	6,500.00	6,500.00	100.0%
4260 · Oak Park Library	1,500.00	1,400.00	107.14%
4280 · Illinois Dept of Public Health (9)	5,887.00	0.00	100.0%
Total 4200 · Government Contracts	<u>879,972.32</u>	<u>1,301,928.00</u>	<u>67.59%</u>
4300 * Temporarily Restricted Income (10)			
4800 · Bank Interest	777.07	500.00	155.41%
4910 · Misc Income	1,590.50	1,000.00	159.05%
4990 · Temporarily Restricted Net Asst			
4991 · Released From Temporarily Restr (11)	8,750.00	18,750.00	46.67%
Total 4990 · Temporarily Restricted Net Asst	<u>8,750.00</u>	<u>18,750.00</u>	<u>46.67%</u>
Total Income	<u>1,065,278.72</u>	<u>1,477,678.00</u>	<u>72.09%</u>
Gross Profit	<u>1,065,278.72</u>	<u>1,477,678.00</u>	<u>72.09%</u>
Expense			
5000 · Wages			
5009 · Grants & Contracts Manager (12)	6,259.58	7,153.00	87.51%
5001 · Executive Director	87,322.19	87,000.00	100.37%
5002 · Administrator (13)	32,497.79	35,000.00	92.85%
5003 · Prof. Development Coordinator (14)	50,092.79	53,530.00	93.58%
5004 · Clerical Support (15)	29.23	9,090.00	0.32%
5007 · Developmental Screening Coordin (16)	55,970.08	57,000.00	98.19%
5008 · Parenting Resource Program Coor (17)	21,153.88	23,080.00	91.66%
5005 · Payroll Expenses-Taxes	18,479.71	18,239.00	101.32%
5006 · Employee Benefits (18)	22,798.68	39,000.00	58.46%
Total 5000 · Wages	<u>294,603.93</u>	<u>329,092.00</u>	<u>89.52%</u>
5100 · Contracted Services			
5115 · Home Visiting Program (19)	211,402.58	410,089.00	51.55%
5110 · Training Specialist	48,690.00	47,000.00	103.6%
5120 · Grantwriter (20)	3,570.00	30,000.00	11.9%
5130 · Bookkeeper (21)	8,337.50	15,500.00	53.79%
5140 · Outreach Worker (22)	1,043.00		
5170 · Donor Development (23)	8,616.00	15,000.00	57.44%
5175 · Parent Support (24)	6,910.00	260,000.00	2.66%
5210 · Program Facilitators	10,971.25	12,000.00	91.43%

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5215 · Database Development/Analyst (25)	62,102.36	100,618.00	61.72%
5220 · Accounting/Audit (26)	9,665.00	15,000.00	64.43%
5230 · General Consulting	4,725.00	8,000.00	59.06%
5245 · Compu Consultant/Tech Support (27)	2,063.21	12,000.00	17.19%
5250 · Legal Fees (28)	0.00	12,000.00	0.0%
5270 · Audiology Technician (29)	16,861.35	19,000.00	88.74%
5275 · Data Management (30)	20,722.00	30,000.00	69.07%
5280 · Web Development (31)	7,044.00	9,000.00	78.27%
5285 · Graphic Design (32)	2,565.00	7,000.00	36.64%
5290 · Communications (33)	18,254.00	35,000.00	52.15%
Total 5100 · Contracted Services	443,542.25	1,037,207.00	42.76%
5300 · Insurance			
5315 · Dishonesty Assurity	455.70	475.00	95.94%
5314 · Volunteer Accident Insurance	420.00	445.00	94.38%
5305 · General Liability	6,999.45	9,720.00	72.01%
5310 · Directors and Officers	1,514.04	2,000.00	75.7%
5312 · Workers Comp Insurance	2,132.84	2,700.00	78.99%
5313 · Unemployment Insur Prg Fees (34)	668.50	5,000.00	13.37%
Total 5300 · Insurance	12,190.53	20,340.00	59.93%
5500 · Operating Expenses			
5511 · Childcare for Programs	75.00	0.00	100.0%
5501 · Service Charges	955.39	1,000.00	95.54%
5503 · Program or Workshop Supplies (35)	15,971.84	13,000.00	122.86%
5504 · Program Food	12,974.36	15,000.00	86.5%
5505 · Office Supplies	3,536.51	5,000.00	70.73%
5506 · Site Rental (36)	829.00	2,500.00	33.16%
5508 · Office Equipment (37)	201.24	2,200.00	9.15%
5509 · Payroll Processing (38)	157.50	450.00	35.0%
Total 5500 · Operating Expenses	34,700.84	39,150.00	88.64%
6100 · Telephone/Telecommunications			
6101 · Telephone	5,476.20	6,300.00	86.92%
6103 · Webhosting (39)	1,494.48	3,500.00	42.7%
6105 · Internet (40)	1,018.80	2,000.00	50.94%
Total 6100 · Telephone/Telecommunications	7,989.48	11,800.00	67.71%
6201 · Postage and Delivery (41)	1,372.17	3,400.00	40.36%
6250 · Printed/Online Materials			
6251 · Printing/Film Development	13,283.48	16,000.00	83.02%
6252 · Subscriptions & Dues (42)	1,366.33	800.00	170.79%
Total 6250 · Printed/Online Materials	14,649.81	16,800.00	87.2%
6290 · Rent (43)	4,374.00	7,500.00	58.32%
6291 · Computer Hardware & Software (44)	5,647.53	4,000.00	141.19%
6300 · Staff Volunteer Development			
6310 · Staff/Volunteer Travel	2,318.54	5,500.00	42.16%
6320 · Staff/volunteer Training (45)	660.00	5,000.00	13.2%
6340 · Staff/Volunteer Recognition	667.42	500.00	133.48%
Total 6300 · Staff Volunteer Development	3,645.96	11,000.00	33.15%
6400 · Licenses and Filing Fees	205.00	500.00	41.0%
6500 · Agency Advertising (46)	1,724.56	6,000.00	28.74%
6600 · Special Event Costs (47)	0.00	5,000.00	0.0%

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6900 · Miscellaneous Expense (48)	768.45	5,000.00	15.37%
Total Expense	825,414.51	1,496,789.00	55.15%
Net Ordinary Income	239,864.21	-19,111.00	-1,255.11%
Other Income/Expense			
Other Income			
4994 · Unrealzd gains (losses) on Invm	1,400.08		
Total Other Income	1,400.08		
Other Expense			
7200 · Capital Expense	0.00	5,000.00	0.0%
Total Other Expense	0.00	5,000.00	0.0%
Net Other Income	1,400.08	-5,000.00	-28.0%
Net Income	241,264.29	-24,111.00	-1,000.64%

Collaboration for Early Childhood

Notes to Year to Date Budget Comparison Report (Preliminary – Pre Audit) Explanations for Variances from Budget

1. We experienced greater success than anticipated in soliciting individual donations. Some major donors who had indicated that they may not be able to continue with their donations at prior levels maintained the giving level of the prior year.
2. Foundations: this amount appears lower because we moved grants received for the current year to its own line item. Foundation income represents gifts from individual donors who use family foundations to make their gifts.
3. Corporate donations were lower than anticipated. We had hoped to obtain more sponsorships of Karaoke4Kids.
4. Organizational donations are greater than budgeted due to a larger than anticipated donation from the Oak Park Runners Club. We expected the Club to provide an even split in a donation between the Collaboration and another nonprofit. However, the Club provided the same donation as the year prior.
5. We had the highest attendance ever at our annual Symposium resulting in higher than anticipated revenue from fees.
6. The fundraising event did better than we expected. We will not be as conservative as in the next fiscal year.
7. Grant income includes funds received from grants that were expended during the fiscal year. They are restricted by purpose and by time. \$18,750 is being moved to the temporarily restricted line item on our balance sheet because the grant runs through October and we have not fully expended the funds. This is a new line item recommended by our consulting accountant to address grant funds.
8. Per a new billing arrangement with the Village of Oak Park, Districts 97 and 200, we are billing every other month on the contract through the IGA to try to keep the revenue closer to the expenditures. We did not bill for 1/3 of the amount of the contract. This is largely because we are still ramping up the home visiting program, and revised and adopted a plan for the Parenting Resource Program after terminating a contract for these services in December 2015.
9. We did not budget revenue through the Illinois Department of Public Health for the Hearing and Vision Screening Program because of the lack of an Illinois State budget. We did not think the State would be issuing contracts for these services last year.
10. Temporarily restricted income reflects funds committed by the OPRF Community Foundation and Grand Victoria for fiscal year 2017-2018 and November 1 2017- October 31, 2018 respectively.
11. Temporarily restricted income includes revenue from Grand Victoria Foundation for the grant period ending October 31, 2016. It also includes revenue from a \$10,000 pledge made in 2013.

12. We hired a 20 hour per week grant writer in May. This position had been a contract position and was not working well for us. The lower than budgeted amount in the wage line item is because the grant writer took an unpaid vacation in June.

13. The administrator was given an increase to \$35,000/year in January. Because the increase was 6 months into the fiscal year, the budgeted amount was not expended.

14. Professional Development Coordinator position is underspent because the person in this position took unpaid personal leave.

15. The person in the clerical position left employment during the summer of 2016. We did not refill this position. The administrator was able to take on this work.

16. The Developmental Screening Coordinator was given an increase to \$57,000/year in January 2017. Because the increase was 6 months into the fiscal year, the budgeted amount was not expended.

17. The Parenting Resource Program Coordinator was hired two weeks later than planned.

18. Benefits did not reach the amount budgeted because we hired the Parenting Resource Program Coordinator mid-year, and the executive director did not use the health benefit. The Collaboration always budgets for all staff to use the health insurance stipend and also budgets for a combination of individual and family stipends. The staff used the individual stipend only this past year.

19. The home visiting program is in the growth phase. We decided to keep the budgeted amount consistent with the contract so that we would be aware of the obligation to fully fund the contract as the program begins to reach capacity.

20. Grant writer line time is underspent because the consultant was unable to provide us with the hours we had contracted for. We re-thought the work and position and brought it in house as a half-time position in May.

21. The Bookkeeper continues to work fewer than anticipated hours. We are evaluating this arrangement over the course of the next six months.

22. We had hoped to hire an outreach worker as staff. The many growing components of the organization caused us to delay this until the 2017-2018 fiscal year. We hired someone over the summer 2016 to engage in outreach for us to enroll children in the publicly funded preschools.

23. Donor development was also underspent. We are increasing the role of this position in the next fiscal year and will evaluate the number of hours required over the course of the next year.

24. Parent Support is a new line item. The Collaboration adopted a plan to relaunch the Parenting Resource Program in September 2017. The Parenting Resource Program Coordinator was hired as a staff member in late January 2017. This line item will be reduced in 2017-2018 but will still provide funds for program initiatives/subcontracts as contemplated in the Parenting Resource Program plan.

25. Database Development/ Analyst looks underspent. The \$100,618 budgeted includes the cost of the building of the database valued at \$19,851 during the fiscal year. This amount is shown on the balance

sheet and not on the profit and loss statement. The total amount spent on database development and analysis was \$81,953.46. A key staff member at Chapin Hall, our contractor, was ill and there was a change in position of another person resulting in \$18,665 that will be carried over for the following fiscal year. These funds appear in the designated database base fund.

26. We have not spent the amount budgeted for the consulting accountant. The amount of consulting needed was lower than anticipated.

27. Computer/tech support was very low this year. We upgraded equipment and experienced fewer problems.

28. The Collaboration maintains a practice of budgeting for legal counsel should the need arise. We also are working to grow a reserve fund to \$30,000. There was not a need for an attorney's services this year.

29. One center decided not to have the hearing of their children checked resulting in a lower than anticipated cost for the audiology technician contract.

30. Data services are underspent but the need is increasing as our services and data collection grow.

31. The Parenting Resource Program Coordinator is supporting the development of our web and social media platforms reducing the number of hours required from a consultant.

32. We had planned to engage a graphic designer in the redevelopment of all of our marketing materials. This has been put off until 2017-2018. We also thought that we would produce more material for our Parenting Resource Program.

33. The board had contemplated expanding the communications contract. The Parenting Resource Program Coordinator has these skills and is contributing to this effort, reducing the revenue required for this work.

34. Some of the costs for this line item are on our balance sheet in an unemployment insurance account. We keep this high in case we have any claims that cause payments to increase.

35. We purchased additional screening kits and tablets for community programs this past spring causing us to go over budget in this line item. This was part of a new initiative in our Developmental Screening Program. We also purchased more than usual materials for use in our Parenting Resource Program outreach activities since we are expanding this program component.

36. Site rental budget anticipated possible costs for use of space for a Baby Fair which did not occur and other program activities including space rental for Karaoke4Kids if needed. We used venues that waived fees or did not charge fees.

37. We always budget for office equipment in case something breaks unexpectedly or has aged out. Nothing aged out this year and we did not need to replace any furniture or equipment.

38. Payroll processing is lower than budgeted because we moved the cost for the Intuit Payroll service to the subscriptions and dues line item. Costs shown in this line item are for direct deposit fees.

39. Webhosting cost less than anticipated because we have yet to receive a bill for the 4th quarter. We also paid for the collab4kids website in one, three year lump sum two years ago so the cost for the hosting does not show on the profit and loss report.
40. We added an additional office space this past year. Initially our tech people thought we would have to add an additional access and router but we found that adding a booster was sufficient.
41. We reduced costs for postage and delivery this year by coordinating drop offs of directories and other resources to centers and preschools with our consultative visits and by bringing more items to meetings. Fewer people are requesting Symposium registration materials in hard copy and are using the online information and registration tool.
42. Expenditures were higher than budgeted because we placed the Intuit Payroll support cost into this line item this year. This occurred after we adopted the budget. In prior years it had gone in the computer hardware and software line item.
43. We had budgeted a higher amount for rent because we are now occupying two office spaces at Village Hall. We learned after the start of the year that there would not be an increase in rent so we came in significantly under budget.
44. We purchased four computers this past year. Three needed replacement due to poor functioning and we purchased a new one for the new Parenting Resource Program Coordinator position.
45. Staff accessed free trainings this year except for one conference. All trainings except for the conference were local, limiting the need for air travel and hotel costs.
46. A planned launch of new communications materials was delayed. These funds were also meant to support the Parenting Resource Program which is just now ramping up to reach parents of very young children.
47. We were advised by Sassetti to place special event costs in a program number rather than in a separate account line item. It is now in program #80.
48. We budget some funds every year for unanticipated expenses. We have been working to grow programs and adding new activities over the past four years. The amount budgeted is half of what it was the prior year. We will continue to ratchet down the amount as we have more confidence that our experience truly reflects costs.

Collaboration for Early Childhood
Balance Sheet
As of June 30, 2017
Jun 30, 17

ASSETS

Current Assets

Checking/Savings

1100 - Cash

1125 - Community Bank Non-Prof Checkg 80,894.66

1151 - Community Bank Money Mkt 809,378.72

1152 - PayPal 100.00

Total 1100 - Cash 890,373.38

Total Checking/Savings 890,373.38

Accounts Receivable

1600 - Pledge Receivable

1610 - Discounted Pledge Receivable -1,092.87

1600 - Pledge Receivable - Other 10,000.00

Total 1600 - Pledge Receivable 8,907.13

1500 - Accounts Receivable 6,336.25

Total Accounts Receivable 15,243.38

Other Current Assets

1310 - Prepaid Insurance

1311 - Workman's Comp 843.51

1312 - D&O Insurance 956.51

1313 - Gen Liability 315.45

1310 - Prepaid Insurance - Other 1,189.37

Total 1310 - Prepaid Insurance 3,304.84

1130 - Charles Schwab Account 25,690.50

1510 - Grants Receivable (1) 51,000.00

Total Other Current Assets 79,995.34

Total Current Assets 985,612.10

Fixed Assets

1400 - Furniture & Fixtures 871.15

1401 - Office & Computer Equipment 17,817.50

1402 - Database Asset 125,117.09

1410 - Less Accumulated Depreciation -37,047.00

Total Fixed Assets 106,758.74

Other Assets

1153 - First NonProfit

1155 - Unemployment Insurance Reserves 1,100.00

1154 - Unemployment Insurance Fund 4,400.00

1156 - First Nonprofit Investment Inc. 316.30

Total 1153 - First NonProfit 5,816.30

Total Other Assets 5,816.30

TOTAL ASSETS 1,098,187.14

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Collaboration for Early Childhood Balance Sheet

As of June 30, 2017

Jun 30, 17

2000 - Accounts Payable	123,788.97
Total Accounts Payable	123,788.97
Credit Cards	
2160 - Chase Credit Card	7,933.67
Total Credit Cards	7,933.67
Other Current Liabilities	
2120 - Accrued Vacation	4,329.88
2150 - Accrued Wages (2)	11,760.74
2100 - Payroll Liabilities	927.70
Total Other Current Liabilities	17,018.32
Total Current Liabilities	148,740.96
Long Term Liabilities	
2125 - Lexmark Copier/Printer Lease	1,545.64
Total Long Term Liabilities	1,545.64
Total Liabilities	150,286.60
Equity	
1110-01 - Unrestr Net Ass/Rel fr TempRest	10,000.00
1140 - Designated Health Insurance (3)	25,000.00
1150 - Board Designated Legal Fund (4)	29,000.00
1160 - Designated Database Funds (5)	52,100.00
1170 - Home Visiting Fund (6)	10,000.00
1110 - Unrestricted Net Assets (R/E)	498,819.25
1502 - Temporarily Restr Net Assets	80,585.94
Net Income	242,395.35
Total Equity	947,900.54
TOTAL LIABILITIES & EQUITY	1,098,187.14

Collaboration for Early Childhood
Balance Sheet June 2017 Notes

1. Grants receivable includes a \$45,000 grant commitment from Grand Victoria and a \$6,000 grant commitment from Oak Park River Forest Community Foundation.
2. Accrued wages reflects staff earnings during the last 2 week pay period in June 2017 but paid in July 2017.
3. The board decided to increase the health insurance fund due to the instability in the market place and the possibility of significantly increased costs to employees during the next couple of years.
4. The Board routinely places unspent, budgeted dollars for legal counsel into a designated fund in case of any future need for legal services.
5. Designated Database funds grew significant this year due to more than \$18,000 in unspent contract funds by Chapin Hall. These funds and an additional \$35,000 of the designated funds are scheduled to be spent in FY 2018.
6. The home visiting fund was established in FY 2016 when a transition to a new contractor resulted in lower than anticipated expenditures and a potential need for capital purchases by the contract in future years due to a slower ramp up in services.