



# Finance Committee Meeting

Rescheduled to June 14, 2021 at 12:00 p.m.

Zoom Link: <https://fresnoeoc.zoom.us/j/87068512036>

Meeting ID: 870 6851 2036

1-669-900-6833



## FINANCE COMMITTEE MEETING AGENDA

RESCHEDULED TO JUNE 14, 2021 at 12:00 P.M.

### 1. CALL TO ORDER

### 2. ROLL CALL

### 3. APPROVAL OF MAY 12, 2021 MINUTES

A. May 12, 2021 Finance Committee Minutes	Approve	3
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### 4. FINANCIAL REPORTS: APRIL

Accept

A. Agency Financial Statements		7
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B. Head Start Financial Status Report		11
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### 5. INSURANCE RENEWAL

A. Insurance Renewal	Accept	14
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### 6. NON- COMPETITIVE PROCUREMENT

A. Non-Competitive Procurements	Information	26
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### 7. HEALTH INSURANCE REPORT

A. Health Insurance	Information	28
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### 8. VARIANCE REPORTS

Information

A. California State Preschool Program (CSPP)		30
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B. School of Unlimited Learning (SOUL)		32
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### 9. PUBLIC COMMENTS

(This portion of the meeting is reserved for persons wishing to address the Committee on items within jurisdiction but not on the agenda. Comments are limited to three minutes).

### 10. OTHER BUSINESS

Next meeting: Wednesday, September 8, 2021 at 12:00 PM

### 11. ADJOURNMENT

**FINANCE COMMITTEE MEETING  
Wednesday, May 12, 2021  
12:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Charles Garabedian, Chair, called the meeting to order at 12:00 PM.

**2. ROLL CALL**

Roll was called and a quorum was established.

COMMITTEE MEMBERS	PRESENT	STAFF		
Charles Garabedian (chair)	✓	Jim Rodriguez	Emilia Reyes	
Alysia Bonner	✓	Steve Warnes	Jack Lazzarini	
James Martinez	✓	Thelma Harrison	Karina Perez	
Itzi Robles	✓	Lucy Yang	Michelle Tutunjian	
		Cesar Lucio	Elizabeth Jonasson	

**3. APPROVAL OF MINUTES**

A. April 14, 2021 Finance Committee Minutes

Public comment: None heard.

**Motion by:** Bonner **Second by:** Robles

**Ayes:** Garabedian, Martinez, Robles, Bonner

**Nays:** None heard

**4. FINANCIAL REPORTS: March 2021**

A. Agency Financial Statements

Jim Rodriguez, Chief Financial Officer, presented the Agency Statement of Activities and Statement of Financial position. As of March 31, 2021, the Agency had preliminary revenue of \$35,563,551 million, including \$10 million in-kind contribution, which is an increase of 3.2 million higher than the previous month. \$1.9 million was repayment of federal interest to Health and Human Services. The net loss is \$1,132,154. The Agency had revenue of \$32,365,278.

B. Head Start Financial status report:

Head Start Financial Status Report as of March 2021. The 18 month grant periods is 83% complete. Rodriguez presented the March 31, 2021 Head Start and Early Head Start Financial Status Reports: Rodriguez explains, the Statement of Financial Position, Cash & Investments is \$13,327,027 and increase of last year. The Notes Receivable is \$16,378,128 as we are receiving more activities from Access Capital. Liabilities is \$2,696,162 higher than last year on Accounts payable of \$4,376,242. The total Funds Balance is \$26,747,023 as it did decrease from last year due to the big loss of the current year. Rodriguez presented the T & TA chart stating that it is running under budget as it is noted previous month. Did get a 6-month extension. Credit card Expense for Head Start as of March 2021 is \$5,941. It is being use towards staff training and

program supplies. Rodriguez present the chart of

Duration funds at a budget of \$2,001,636 million. It was only at 12% left with \$1760,033. The Blyth Project is at 13.03 and is still waiting for Head start of approve. Early Head Start Federal Expenditures for 18 months is \$8,180,224 with a remaining balance of \$2,225,108 with 3 month

Program Area	% of budget	Notes
Head Start – Basic	69%	Personnel is underspent due to a pending one-time COVID payments to staff for extra duties. A budget modification is being developed.
Head Start – Training & Technical Assistance (T&TA)	29%	COVID impacted planned training.

Program Area	% of budget	Notes
Duration	8%	Funds are underspent due to updates to site selection, pending 1303 approval from HHS for Clinton/Blythe, and fee/permit delays in the installation of the Dakota Circle modular building.
Early Head Start – Basic	69%	Personnel is underspent due to a pending one-time COVID payments to staff for extra duties. A budget modification is being developed.
Early Head Start – T&TA	15%	COVID impacted planned training.

of school left. Credit Card Expense for March 2021 is \$644 for office supplies and program supplies.

Public comment: None heard.

**Motion by:** Bonner **Second by:** Martinez  
**Ayes:** Garabedian, Bonner, Martinez, Robles  
**Nayes:** None heard

## 5. Monitoring Report

Rodriguez review the WIC audit from California State Controller, total contract cost is \$5,548,821 and there is \$00.00 Adjustment and Exception. Which is really good.

Public comment: Garabedian, thanked WIC staff for their hard work for such a great audit outcome.

**Motion by:** Bonner **Second by:** Martinez  
**Ayes:** Garabedian, Bonner, Martinez, Robles  
**Nayes:** None heard

## 6. Funding List

A. Funding list

Rodriguez, Chief Financial Officer, present the LCC receiving proposition 68 funds totaling to \$489,000. Fresno Street Saints, got funding from Central Valley Community Foundation and County of Fresno totaling to \$1,500,000.

The funding list is highlighted in yellow to be easier to flag or see. There are 35 programs that is being funded by 56 funding sources. There are 164 contracts with 68 different funding period.

Garabedian, chairs, want to ask staffs to put the words out if they know anyone who have a business or is having a difficult financial assistant, pass the words out about Access Plus Capital. It will help business get on the financial road to help them establish their business. Rodriguez, added about the Access Plus Capital website to get latest information.

Public comment: None heard

No action required.

## **7. Non- Competitive Procurement**

### **A. Non- competitive Procurements**

Rodriguez, Chief Financial Officer, present a gifted from Fresno City, a park called Pride Park to Fresno EOC. It is by Franklin Head Start on Martin street. Rodrigues said, the park still needs to be fence and there is only one company in Sanger that has the material and inventory. Fresno EOC contracted with Sanger Fence to install fences around Pride park.

Garabedian, chairs, asked "how long is the fence in feet and how much?" Rodrigues stated that he doesn't have the answer to that but he will get some answer and let Garabedian know.

Public comment: None heard

No action required.

## **8. Health Insurance Report**

### **A. Health Insurance Report**

Warnes, Finance Director Assistant, present the health insurance fund report from January- March 2021 with a \$3.4 million from Agency contribution program and employees contribution. With the same period, agency pay out \$2.3 million in expenses of, COVID related claims. The Fund Balance is \$5,013,770 estimated to cover 5.7 month of expensive. Expenses for the Employee and Agency is \$362,388 Health Claims was paid in March which is below \$500,000 monthly average cost. Another major cost is Prescriptions Paid at \$169,885 which is average over the last 12 months.

Bonner, asked, "if there is an increase in the Employees contributions from last year to this year?" Warnes, said that Employees contributions has increase this year as of January 1, 2021. Both Employees and Employer contribution has increase to help with health care inflation.

Bonner asked, "if it's bi-weekly deduction or monthly deduction?" Warnes said, "it's done bi-weekly by Payroll."

Public comment: None heard

No action required.

## **9. Investment Report**

#### A. Investment Report

Warnes, present Investment Report quarterly from January to March with a total of \$4,096,896. It is broken up between Wells Fargo and Citibank. Citibank is pledged as a loan of \$777,158. In Wells Fargo, the most funds are in Certificated of Deposit. The interest rate continues to drop. An annual interest earned on income investment is \$88,020 with an average rate of 2.24%.

Public comment: None heard

No action required.

#### 10. **Variance Reports (WIC)**

##### A. WIC

Rodriguez, present WIC YTD of March 31, 2021 second quarter, about 42% of funding has been used for program and outreach materials. There is a plan to utilize the funds for telephone system, entrance locking system, outreach and training material supplies for re-opening.

Public comment: None heard

No action required.

#### 11. **Public Comments**

Public comment: None heard

#### 12. **Other Business**

- Next meeting: Wednesday, June 9, 2021 @ 12:00pm

Public comment: None heard

#### 13. **ADJOURNMENT**

Garabedian adjourned meeting at 12:29PM.

Respectfully submitted,

Charles Garabedian, Chair



## FINANCE COMMITTEE MEETING

<b>Date:</b> June 9, 2021	<b>Program:</b> Finance
<b>Agenda Item #:</b> 4	<b>Director:</b> N/A
<b>Subject:</b> Financial Reports	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Staff recommends Committee acceptance for full Board consideration the interim consolidated financial statements as of April 2021 and acceptance of the financial status report for the Head Start 0-5 program as of April 2021.

### Background

In accordance with the Agency's bylaws, the Finance Committee shall advise in the preparation and administration of the operating budget and oversee the administration, collection, and disbursement of the financial resources of the organization. Additionally, the Treasurer is to ensure the commissioners understand the financial situation of the organization, which includes ensuring that financial statements for each month are available for each meeting of the Board of Commissioners. Monthly financials for Fresno EOC (consolidated) and for Head Start are provided for review and acceptance.

### Fiscal Impact

#### (A) Agency Statement of Activities and Statement of Financial Position:

As of April 30, 2021, the Agency had preliminary revenue of \$ 45 million, including \$11 million of in-kind contributions, and net operating loss of \$1.7 million. This was due to the repayment of federal interest to Health and Human Services in the amount of \$1.9 million which occurred in February 2021. In comparison, the Agency had revenue of \$42 million including in-kind of \$ 10.4 million as of the corresponding period of the preceding year.

#### (B) Head Start 0-5 Financial Status Report as of April 2021. The 18 month grant period is 89% complete.

#### (C)

Program Area	% of budget	Notes
Head Start – Basic	80%	Personnel is underspent due to a pending one-time COVID payments to staff for extra duties. A budget modification is being developed.

Head Start – Training & Technical Assistance (T&TA)	29%	COVID impacted planned training.
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<b>Program Area</b>	<b>% of budget</b>	<b>Notes</b>
Duration	11%	Funds are underspent due to updates to site selection, pending 1303 approval from HHS for Clinton/Blythe, and fee/permit delays in the installation of the Dakota Circle modular building.
Early Head Start – Basic	79%	Personnel is underspent due to a pending one-time COVID payments to staff for extra duties. A budget modification is being developed.
Early Head Start – T&TA	15%	COVID impacted planned training.

### **Conclusion**

If approved by the Committee, this item will move forward for full Board consideration at the June 23, 2021 Commission Meeting.



**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF FINANCIAL POSITION**  
**As of April 30, 2021**

	2021	2020	Differences
<b>ASSETS</b>			
CASH & INVESTMENTS	\$ 14,210,171	\$ 13,413,685	\$ 796,486
ACCOUNTS RECEIVABLE	15,012,949	10,381,610	4,631,339
PREPAIDS/DEPOSITS	208,606	169,055	39,551
INVENTORIES	174,329	167,313	7,017
PROPERTY, PLANT & EQUIPMENT	13,303,182	14,645,149	(1,341,968)
NOTES RECEIVABLE (net)	15,032,660	14,517,728	514,931
<b>TOTAL ASSETS</b>	<b>\$ 57,941,896</b>	<b>\$ 53,294,540</b>	<b>\$ 4,647,356</b>
<b>LIABILITIES</b>			
ACCOUNTS PAYABLE	\$ 3,695,234	\$ 2,221,620	\$ 1,473,614
ACCRUED PAYROLL LIABILITIES	2,187,936	2,182,574	5,362
DEFERRED REVENUE	3,131,588	762,207	2,369,381
NOTES PAYABLE	14,300,078	13,362,609	937,469
HEALTH INSURANCE RESERVE	4,982,465	3,176,751	1,805,714
OTHER LIABILITIES	1,397,747	2,295,127	(897,380)
<b>TOTAL LIABILITIES</b>	<b>\$ 29,695,048</b>	<b>\$ 24,000,888</b>	<b>\$ 5,694,161</b>
<b>FUND BALANCE</b>			
CURRENT OPERATING EARNINGS (YTD)	(\$1,748,744)	\$ 234,781	\$ (1,983,525)
UNRESTRICTED NET ASSETS	14,930,727	15,471,312	(540,585)
REVOLVING LOAN FUND	5,020,125	2,788,197	2,231,928
INVESTMENT IN GENERAL FIXED ASSETS	10,044,741	10,799,363	(754,622)
<b>TOTAL FUND BALANCE</b>	<b>\$ 28,246,849</b>	<b>\$ 29,293,653</b>	<b>\$ (1,046,804)</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 57,941,896</b>	<b>\$ 53,294,540</b>	<b>\$ 4,647,356</b>

**FRESNO ECONOMIC OPPORTUNITIES COMMISSION**  
**STATEMENT OF ACTIVITIES**  
**For The Third Month Period Ended April 30, 2021 and 2020**

	<b>A</b>	<b>B</b>	<b>A - B</b>	<b>C</b>	<b>D</b>	<b>B - D</b>
	<b>BUDGET JAN - DEC 2020</b>	<b>ACTUAL APRIL 2021</b>	<b>BUDGET BALANCE REMAINING</b>	<b>ACTUAL JAN - DEC 2020</b>	<b>ACTUAL APRIL 2020</b>	<b>ACTUAL 2021 vs 2020 Differences</b>
<b>REVENUES AND SUPPORT</b>						
GRANT REVENUE	\$ 82,029,680	\$ 25,247,566 31%	\$ 56,782,114	73,880,314	\$ 23,816,379	1,431,186
GRANT REVENUE - LENDING CAPITAL	-	-	-	438,674	-	-
CHARGES FOR SERVICES	16,426,275	7,301,268 44%	9,125,007	17,473,531	5,599,321	1,701,947
OTHER PROGRAM REVENUE	3,536,400	626,972 18%	2,909,428	3,147,836	1,487,095	(860,124)
CONTRIBUTIONS	69,685	72,388 104%	(2,703)	187,423	22,428	49,961
MISCELLANEOUS INCOME	219,265	71,968 33%	147,297	319,067	36,292	35,676
INTEREST & INVESTMENT INCOME	96,000	35,354 37%	60,646	138,432	22,173	13,181
AFFILIATE INTEREST INCOME	977,720	353,849 36%	623,871	938,448	242,175	111,673
RENTAL INCOME	1,256,595	68,293 5%	1,188,302	1,284,203	424,122	(355,829)
<b>TOTAL CASH REVENUE</b>	<b>\$ 104,611,620</b>	<b>\$ 33,777,658 32%</b>	<b>\$ 70,833,962</b>	<b>\$ 97,807,928</b>	<b>\$ 31,649,986</b>	<b>2,127,672</b>
IN KIND REVENUE	\$ 32,991,055	\$ 11,338,739 34%	\$ 21,652,316	22,057,737	10,482,471	856,269
<b>TOTAL REVENUE &amp; SUPPORT</b>	<b>137,602,675</b>	<b>45,116,397 33%</b>	<b>92,486,278</b>	<b>119,865,666</b>	<b>42,132,457</b>	<b>2,983,940</b>
<b>EXPENDITURES</b>						
PERSONNEL COSTS	\$ 66,198,180	\$ 22,710,739 34%	\$43,487,441	59,374,528	\$ 20,928,124	1,782,615
ADMIN SERVICES	5,810,400	1,674,204 29%	4,136,196	4,977,874	1,546,738	127,466
PROFESSIONAL SERVICES - AUDIT	103,915	25,686 25%	78,229	83,844	23,092	2,594
CONTRACT SERVICES	11,712,675	3,075,203 26%	8,637,472	6,078,354	2,693,430	381,772
FACILITY COSTS	5,345,730	1,686,634 32%	3,659,096	5,646,226	1,813,030	(126,396)
TRAVEL, MILEAGE, VEHICLE COSTS	2,691,175	388,691 14%	2,302,484	1,550,013	739,489	(350,798)
EQUIPMENT COSTS	1,717,700	370,371 22%	1,347,329	1,163,027	308,446	61,925
DEPRECIATION - AGENCY FUNDED	345,000	80,342 23%	264,658	361,861	122,475	(42,134)
OFFICE EXPENSE	1,717,700	972,275 57%	745,424	3,551,960	491,589	480,686
INSURANCE	804,060	246,093 31%	557,967	736,437	249,867	(3,774)
PROGRAM SUPPLIES & CLIENT COSTS	7,625,880	2,637,032 35%	4,988,848	8,310,778	2,423,317	213,715
INTEREST EXPENSE	145,275	56,610 39%	88,665	209,247	56,810	(200)
OTHER COSTS	234,030	1,524,804 652%	(1,290,774)	438,275	18,797	1,506,007
<b>TOTAL CASH EXPENDITURES</b>	<b>\$ 104,451,720</b>	<b>\$ 35,448,683 34%</b>	<b>\$ 69,003,037</b>	<b>92,482,424</b>	<b>\$ 31,415,205</b>	<b>4,033,478</b>
IN KIND EXPENSES	\$ 32,991,055	\$ 11,338,739 34%	\$ 21,652,316	\$ 22,057,737	\$ 10,482,471	856,269
<b>TOTAL EXPENDITURES</b>	<b>137,442,775</b>	<b>46,787,422 34%</b>	<b>90,655,352</b>	<b>114,540,161</b>	<b>41,897,676</b>	<b>4,889,746</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>\$ 159,901</b>	<b>\$ (1,671,025)</b>	<b>\$ 1,830,926</b>	<b>\$ 5,325,505</b>	<b>\$ 234,781</b>	<b>(1,905,806)</b>
<b>OTHER INCOME / EXPENSE</b>						
TRANSIT GRANT ASSET DEPRECIATION		77,719	(77,719)	366,531	100,000	(22,281)
<b>NET SURPLUS (DEFICIT)</b>	<b>\$ 159,901</b>	<b>(\$1,748,744)</b>	<b>1,908,645</b>	<b>\$ 5,692,036</b>	<b>\$ 134,781</b>	<b>(1,883,525)</b>

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
April 30, 2021

Description	Head Start - Basic				Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$31,872,767	\$2,243,797	\$23,539,151	\$8,333,616				
Fringe Benefits	12,210,971	\$814,711	10,769,622	1,441,349				
<b>Total Personnel</b>	<b>44,083,738</b>	<b>\$3,058,508</b>	<b>34,308,773</b>	<b>9,774,965</b>				
Travel	16,465	\$0	15	16,450	-	-	-	-
Equipment*	-	\$0	-	-	-	-	-	-
Supplies	2,238,335	\$25,189	2,297,057	(58,722)	43,156	-	36,368	6,788
Contractual	1,459,026	\$139,784	1,859,412	(400,386)	468	-	205	263
Facilities / Construction								
Other:								
Food Cost	1,561,118	\$182,028	772,086	789,032				
Transportation	870,158	\$152,695	776,923	93,235				
Staff Mileage	329,661	\$12,112	210,892	118,769				
Field Trips, including Transportation	52,175	\$0	6,888	45,287				
Space	1,123,247	\$41,124	1,117,060	6,187				
Utilities / Telephone / Internet	747,387	\$204	555,892	191,495				
Publication/Advertising/Printing	63,252	\$257	40,406	22,846				
Repair/Maintenance Building	707,555	\$128,709	447,470	260,085				
Repair/Maintenance Equipment	146,850	(\$209)	143,276	3,574				
Property & Liability Insurance	231,669	\$12,549	193,742	37,927				
Parent Involvement / CWPC	118,289	\$832	13,850	104,439				
Other Costs*	124,712	\$2,148	77,297	47,415				
Staff & Parent Training					514,562	(10)	122,929	391,633
<b>Total Direct Charges</b>	<b>\$53,873,637</b>	<b>\$3,755,930</b>	<b>42,821,037</b>	<b>\$11,052,600</b>	<b>\$558,186</b>	<b>(10)</b>	<b>159,502</b>	<b>\$398,684</b>
<b>Total Indirect Charges</b>	<b>\$3,969,194</b>	<b>\$281,695</b>	<b>\$3,211,578</b>	<b>\$757,616</b>	<b>\$27,228</b>	<b>-</b>	<b>\$11,963</b>	<b>\$15,265</b>
<b>Total Federal Expenditures</b>	<b>\$57,842,831</b>	<b>\$4,037,625</b>	<b>46,032,615</b>	<b>\$11,810,216</b>	<b>\$585,414</b>	<b>(10)</b>	<b>\$171,465</b>	<b>\$413,949</b>
% of Annual Budget Expended to Date			80%				29%	
<b>Non-Federal Share</b>	<b>\$13,880,375</b>	<b>\$1,009,406</b>	<b>\$8,673,804</b>	<b>\$5,206,571</b>	<b>\$146,354</b>	<b>(3)</b>	<b>\$42,866</b>	<b>\$103,488</b>

**Credit Card Expenses: Credit card statement dated 4/1/21 - 4/30/21**  
**April 2021 expenses**

Staff Training (Including meeting costs)	695.00	HS UNIVERSI- ONLINE REGISTRATION FEE
Office Supplies	27.97	AMAZON.COM- LENOVO 65 W CHARGER
Program Supplies - Kitchen	300.17	THE HOME DEPOT- OVER THE RANGE MICROWAVE
Program Supplies - Classroom	1,160.37	TARGET, AMZN-CHILDRENS'S CONSUMABLES MAGNIPOROS 3X LARGE LED PAGE MAGNIFIER, TRU-RAY HEAVY WEIGHT, SELF-ADHESIVE FOAM,, FLOER SEEDS, CRAFT SMART ACRYLIC PAINT
Parent Engagement Supplies	415.91	WAL- MART, AMAZON, DOLLOR TREE- LPC MEETING/ TRAINING SUPPLIES, LITERACY/ SCHOOL READINESS
Contract Services-Facility repair	452.91	AZUGA FLEET, CITY OF FRESNO- VEHICLE TRACKING MAINTENANCE SUPPOET HS AND EHS, RECORD APPLICAAION FEE

\$ 3,052

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
April 30, 2021

Description	Head Start - Duration Start-Up/Operations			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$0	-	-	\$0
Fringe Benefits	-	-	-	-
<b>Total Personnel</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Travel	-	-	-	-
Equipment*	94,000	-	-	94,000
Supplies	366,376	(36,011)	39,080	327,296
Contractual	429,400	21,964	170,887	258,513
Facilities /Construction	1,057,160	-	-	1,057,160
Other:				
Food Cost	-	-	-	-
Transportation	-	-	-	-
Staff Mileage	-	-	-	-
Field Trips, including Transportation	-	-	-	-
Space	-	-	-	-
Utilities / Telephone / Internet	-	-	-	-
Publication/Advertising/Printing	-	-	-	-
Repair/Maintenance Building	-	-	-	-
Repair/Maintenance Equipment	-	-	-	-
Property & Liability Insurance	-	-	-	-
Parent Involvement / CWPC	-	-	-	-
Other Costs*	54,700	89	17,679	37,021
Staff & Parent Training	-	-	-	-
<b>Total Direct Charges</b>	<b>2,001,636</b>	<b>(\$13,957)</b>	<b>\$227,646</b>	<b>\$1,773,990</b>
<b>Total Indirect Charges</b>	<b>\$0</b>	<b>-</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Federal Expenditures</b>	<b>\$2,001,636</b>	<b>(\$13,957)</b>	<b>\$227,646</b>	<b>\$1,773,990</b>
% of Annual Budget Expended to Date			11%	
<b>Non-Federal Share</b>	-	-	-	-

Fresno Economic Opportunities Commission  
Head Start/Early Head Start Financial Status  
Monthly Report  
April 30, 2021

Description	Early Head Start - Basic				Early Head Start - T & TA			
	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining	Annual Budget	Current Expenses	YTD Expenses	Balance Remaining
Personnel	\$4,813,590	\$349,408	\$3,682,787	\$1,130,803	\$44,714	\$0	\$0	\$44,714
Fringe Benefits	1,171,725	\$95,362	1,271,359	(99,634)	11,608	\$0	-	11,608
<b>Total Personnel</b>	<b>5,985,315</b>	<b>444,770</b>	<b>4,954,146</b>	<b>1,031,169</b>	<b>56,322</b>	<b>-</b>	<b>-</b>	<b>56,322</b>
Travel	-	\$0	-	-	-	\$0	-	-
Equipment*	-	\$0	-	-	-	\$0	-	-
Supplies	359,940	\$2,030	254,829	105,111	1,500	\$0	125	1,375
Contractual	180,640	\$9,068	238,523	(57,883)	128	\$0	29	99
Facilities /Construction	616,000	\$0	-	616,000				
Other:								
Food Cost	68,193	\$4,450	175,617	(107,424)				
Transportation	5,057	\$554	6,192	(1,135)				
Staff Mileage	37,680	\$790	15,416	22,264				
Field Trips, including Transportation	-	-	-	-				
Space	154,342	\$5,242	167,438	(13,096)				
Utilities / Telephone / Internet	101,576	\$5,164	116,485	(14,909)				
Publication/Advertising/Printing	5,640	\$29	4,593	1,047				
Repair/Maintenance Building	77,484	\$973	17,276	60,208				
Repair/Maintenance Equipment	18,150	\$0	5,863	12,287				
Property & Liability Insurance	30,011	\$1,726	26,685	3,326				
Parent Involvement / CWPC	4,630	\$0	1,800	2,830				
Other Costs*	8,389	\$0	9,666	(1,277)				
Staff & Parent Training					94,973	(\$125)	22,834	72,139
<b>Total Direct Charges</b>	<b>\$7,653,047</b>	<b>474,795</b>	<b>5,994,529</b>	<b>\$1,658,518</b>	<b>\$152,923</b>	<b>(\$125)</b>	<b>\$22,988</b>	<b>\$129,935</b>
<b>Total Indirect Charges</b>	<b>\$527,177</b>	<b>\$35,610</b>	<b>\$449,590</b>	<b>\$77,587</b>	<b>\$7,460</b>	<b>(\$9)</b>	<b>\$1,724</b>	<b>\$5,736</b>
<b>Total Federal Expenditures</b>	<b>\$8,180,224</b>	<b>\$510,405</b>	<b>\$6,444,119</b>	<b>\$1,736,105</b>	<b>\$160,383</b>	<b>(\$134)</b>	<b>\$24,712</b>	<b>\$135,671</b>
% of Annual Budget Expended to Date			79%				15%	
<b>Non-Federal Share</b>	<b>\$2,045,056</b>	<b>\$127,601</b>	<b>\$1,611,030</b>	<b>\$434,026</b>	<b>\$40,095</b>	<b>(\$34)</b>	<b>\$6,178</b>	<b>\$33,918</b>

<b>Credit Card Expenses: Credit card statement dated 4/1/21 - 4/30/21</b>	
<b>April 2021 expenses</b>	
Program Supplies - Classroom	338.86 TARGET, HOMEDEPOT- WEIGHTED BLANKET, LEAKTITE 5QT RED PLASTIC BUCKET W/ STEEL HANDLE
Contract Services-Facility repair	22.99 AZUGA FLEET- VEHICLE TRACKING MAINTENANCE SUPPORT HS AND EHS
	\$ 362



## FINANCE COMMITTEE MEETING

<b>Date:</b> June 9, 2021	<b>Program:</b> Finance
<b>Agenda Item #:</b> 5	<b>Director:</b> N/A
<b>Subject:</b> Insurance Renewal	<b>Officer:</b> Jim Rodriguez

### Recommended Action

Staff recommends Committee acceptance for full Board consideration the renewal of the insurance policies presented below for the period July 1, 2021 to July 1, 2022 for a quoted premium of \$753,967.

### Background

The following insurance coverage is being renewed:

- A. NIAC - Property. Provides replacement cost coverage on buildings (limit \$34.3 million) and personal property (limit \$8.0 million) as well as business income. Also included is coverage for Contractor Equipment. Premium \$172,455.
- B. Palmer and Tuft – Property for the two Head Start centers in Huron and Mendota. NIAC was not able to cover these two facilities based on the distance from the nearest fire station so a separate policy is obtained. Premium \$1,327.
- C. Hartford – Crime. Provides crime coverage with a \$2,500,000 limit for Employee Theft and a \$500,000 for non-employee theft, forgery, counterfeit paper, and electronic transfers. This policy provides coverage to employees who duties include cash handling as well as ERISA coverage for the Pension Plan. Premium: \$7,214.
- D. NIAC – General Liability. Provides \$3 million aggregate and \$1 million each occurrence. Includes General Liability, Liquor Liability, Employee Benefits Liability, and Improper Sexual Misconduct coverage. Premium: \$30,461.
- E. NIAC – Improper Sexual Misconduct. Provides \$3 million aggregate and \$1 million each occurrence. Premium: \$12,500.
- F. General Star Indemnity Insurance Co. – Provides Medical Mal-Practice coverage. Provides \$3 million aggregate and \$1 million each occurrence as well as abuse and molestation coverage for the innocent insured at \$1 million. Coverage extends to the contracted physician as well as the nurses, dieticians, and lactation consultants on staff. Premium: \$11,755.

- G. NIAC - Automobile. Provides automotive insurance for 213 vehicles with \$1,000,000 of combined single limit liability coverage with a \$5,000 deductible. Premium: \$298,473.
- H. NIAC - Umbrella. Provides \$10 million Excess Umbrella coverage. Premium: \$94,140.
- I. NIAC – D&O/EPL. Provides Directors & Officers Liability, including Employment Practices Liability. Provides \$2 million aggregate and \$1 million each occurrence with \$25,000 deductible. Premium: \$82,667.
- J. Houston Casualty Company – Cyber Liability. Provides \$1,000,000 per claim and aggregate coverage for multimedia, security and privacy, network security, cyber extortion, regulatory actions, and privacy breach coverage. Premium: \$10,259.
- K. NIAC – Social Service Professional Liability. Provides \$3 million aggregate and \$1 million each occurrence. Premium: \$7,716.
- L. National Union Fire Insurance Co of Pittsburgh (AIG) – AD&D. Provides \$250,000 aggregate and \$25,000 each occurrence for Accidental Death or Dismemberment for registered volunteers, participants, and students. Premium: \$25,000.

The renewal proposal prepared by the Agency's Insurance Broker, Heffernan Insurance Brokers, is included for further reference on the above recommendations which are to retain coverage with the incumbent carriers. The proposal includes a marketing analysis and premium comparison.

### **Fiscal Impact**

The total annual premiums are approximately \$753,967 that is approximately a 6% increase from the prior year's premiums of \$710,573. There are increase in premiums for the property policy (11%), cyber (10%), general liability (2%), and umbrella (4%). In contrast, directors and officers policy decreased by (7%). Medical malpractice policy, auto policy and crime had a flat renewal.

### **Conclusion**

If approved by the Committee, this item will move forward for full Board consideration at the June 23, 2021 Commission Meeting.

**Fresno Economic Opportunities Commission  
Liability Package Executive Renewal Summary 2021 to 2022**

Over the past few months, Heffernan Insurance Brokers has conducted a thorough market analysis for the Liability, Property, Auto, Medical Malpractice, Accident, Cyber and Directors & Officers/Employment Practices policies of Fresno Economic Opportunities Commission (Fresno EOC). We not only negotiated renewal terms with your incumbent carriers, but also approached other carriers to check the pulse of the overall marketplace. This summary encompasses an analysis of your renewal options, claim performance, changes in the marketplace and our carrier recommendations for the 2021-2022 policy year.

**State of the Insurance Marketplace:**

When we presented our renewal option last year, the pandemic was still relatively new and its impact to the insurance world was unknown. A year later, we have a better picture of the pandemic's impact. The insurance market began to harden in mid-2019. Automobile liability has been steadily increasing for the past 7 years as distracted drivers and technology in cars have driven up repair costs. Property prices have gone up as large-scale disasters like California wildfires have cost the industry billions of dollars. Juries have penalized defendants and awarded large sums which have exhausted liability limits and caused the entire marketplace to drastically shift their pricing and the amount of limits to be offered. The Directors & Officers/Employment Practices (D&O/EPL) marketplace remains difficult as increased claims activity for harassment and discrimination hits companies of all sizes and diversity requirements have put company's Boards & C-Suites under the microscope. Cyber claims activity exploded in 2020 with ransomware becoming the trendy method of attack.

The pandemic exacerbated the hardening market. With businesses shut down, the insurance marketplace felt the pinch of reduced revenues but increased claims activities. All of which put additional stress on the market and provided an additional reason for pricing increases. Nearly every line of coverage is experiencing a rate increase. On average, low-to-moderate increases are hitting General Liability, Professional Lines (like Medical Malpractice, etc.) and Automobile policies (for classes light in exposure). Moderate-to-significant increases are hitting Property, Directors & Officers Liability, Umbrella, Employment Practices Liability, Cyber Liability and Automobile (for classes heavy in exposure). In addition to rate increases, we are also seeing carriers increase deductibles on policies, shifting more of the risk to policy holders. Lastly, across virtually all lines of coverage, communicable disease exclusions are being attached to policies. These exclusions make clear the industry is not looking to be the sole remedy for businesses affected by future pandemics. All factors considered, we do expect the hard market to remain into 2022 before it shows signs of leveling out.

**Fresno EOC's Performance:**

Across the board, Fresno EOC had a good year in regards to losses. There was one property claim, totaling \$22,430. There were only 4 automobile claims this year, totaling \$7,148 in incurred costs. There were two Directors & Officers/Employment Practices claims totaling \$50,417 in incurred costs. With the size of Fresno EOC, the loss performance is very favorable. With the market segments noted above that are hardening, the only thing an insured can control is their performance. We applaud Fresno EOC for doing a good job of managing their claims this past policy year.



### **Nonprofits Insurance Alliance of California (NIAC) Renewal:**

Despite the hardening of the insurance marketplace, we are pleased to be presenting an overall modest increase in premium. Fresno EOC's 2020-2021 written premium was \$710,573 and the renewal for 2021-2022 is \$753,967; which is an increase of 6%. The property premium bore the brunt of the increase as the premium rose 25% this year. Part of this increase can be contributed to an increase in exposure as the total insured values grew by over \$3 Million. The rest of the increase can be attributed to the hardening property market. NIAC compensated for the property premium increase by providing flat or reduced rates and premiums on the most of the other lines. The General Liability increased by only 2%, despite the organization adding 12 new locations over the last year. The Automobile premium remained flat, which is a major victory as fleets of Fresno EOC's size would typically see a double-digit increase. The Umbrella premium was up slightly, as it reflects the pricing of the policies below. The D&O/EPL premium is down 7%, which is another big victory. Also, we are happy to share NIAC kept all the same deductibles in place, including the D&O/EPL deductible. The Accident policy with AIG saw a significant increase in exposure which led to a corresponding increase in estimated premium. As expected, NIAC attached a communicable disease exclusion to each policy, with the exception of the automobile. With the turmoil in the insurance marketplace, we are thrilled with the terms of NIAC's renewal. Fresno EOC continues to be a steady performer with low numbers of claims across all lines of coverage. NIAC recognizes Fresno EOC's performance and made adjustments to their pricing in order to compensate for the policies where they were forced to take on rate.

### **Market Analysis:**

Heffernan Insurance Brokers contacted several insurance carriers for this year's renewal. We obtained responses from several carriers who were either unable to compete with the current pricing or were uncomfortable with the loss history. We have provided those results in the marketing analysis portion of the proposal.

Upon completion of our market analysis, the carriers that offered the best overall proposal were again NIAC/General Star/Houston Casualty/Hartford/AIG. The pricing, program structure, and services of NIAC remain the best option this year. Throughout negotiations, NIAC was the carrier who most expressed the desire to retain Fresno EOC as a client and continue the long-term relationship.

### **Heffernan Insurance Brokers Recommendation:**

After completing our analysis, Heffernan Insurance Brokers recommends Fresno EOC bind coverage with NIAC/General Star/Houston Casualty/Hartford/AIG. Besides offering the best pricing, NIAC continues to offer low deductibles in a time when the competition keeps increasing the deductible obligations of policy holders. NIAC also provides consistent claims services to help with the management of the Fresno EOC' claims. NIAC is a valued partner to Heffernan and Fresno EOC and we look forward to this continued partnership.

Sincerely,

Brian O'Callaghan  
Senior Vice President  
Heffernan Insurance Brokers

Jordann Coleman  
Vice President  
Heffernan Insurance Brokers

Stacey Okimoto  
Executive Account Manager  
Heffernan Insurance Brokers

7/1/21 to 7/1/22 Property, Liability & Automobile Coverages - NIAC Property for Palmer and Tuft - Great Lakes SE Directors & Officers - NIAC Crime - Hartford Medical Malpractice - General Star Accident Insurance - AIG Cyber Liability - Houston Casualty			7/1/20 to 7/1/21 Property, Liability & Automobile Coverages - NIAC Property for Palmer and Tuft - Great Lakes SE Directors & Officers - NIAC Crime - Hartford Medical Malpractice - General Star Accident Insurance - AIG Cyber Liability - Houston Casualty		
<b>Coverage</b> Blanket Building Limit: Blanket BPP/Computer Limit: Blanket BI/EE Limit: EDP at 1900-1920 Mariposa Mall:  EDP Limit All Other [unnamed] Locations:  Building Ordinance Valuable Papers Equipment Breakdown Contractors Equipment  Deductible: Coinsurance: Building & BPP Coinsurance: Business Income/EE  Incidental Coverages: Accounts Receivables Newly Acquired or Constructed Newly Acquired or Constructed Outdoor Property Valuable Papers  No. of Locations	<b>Limit</b> \$34,388,755 \$8,080,207 Actual Loss Sustained \$1,047,000 Hardware \$1,100,000 Software \$50,000 Business Income/Extra Expense  \$75,000 Equipment \$25,000 Data & Media \$50,000 Separately Stored Data & Media \$500,000 Included at Listed Locations Included as a Cause Of Loss at Listed Locations \$588,202 Listed Items - Blanket Limit  \$5,000 90% Not Applicable - Actual Loss Sustained Form  \$1,000,000 \$2,000,000 Each Building \$1,000,000 Business Personal Property \$25,000 \$1,000,000 On Premises  130	<b>Premium</b> \$172,455	<b>Coverage</b> Blanket Building Limit: Blanket BPP/Computer Limit: Blanket BI/EE Limit: EDP at 1900-1920 Mariposa Mall:  EDP Limit All Other [unnamed] Locations:  Building Ordinance Valuable Papers Equipment Breakdown Contractors Equipment  Deductible: Coinsurance: Building & BPP Coinsurance: Business Income/EE  Incidental Coverages: Accounts Receivables Newly Acquired or Constructed Newly Acquired or Constructed Outdoor Property Valuable Papers  No. of Locations	<b>Limit</b> \$32,627,850 \$6,480,540 Actual Loss Sustained \$1,047,000 Hardware \$1,100,000 Software \$50,000 Business Income/Extra Expense  \$75,000 Equipment \$25,000 Data & Media \$50,000 Separately Stored Data & Media \$500,000 Included at Listed Locations Included as a Cause Of Loss at Listed Locations \$588,202 Listed Items - Blanket Limit  \$5,000 90% Not Applicable - Actual Loss Sustained Form  \$1,000,000 \$2,000,000 Each Building \$1,000,000 Business Personal Property \$25,000 \$1,000,000 On Premises  118	<b>Premium</b> \$137,706
Property Policy - Palmer and Tuft	\$245,000 Building and Business Pers Property	\$1,327	Property Policy - Palmer and Tuft	\$245,000 Building and Business Pers Property	\$1,200
General Liability Coverage	\$3,000,000 General Aggregate \$3,000,000 Products Aggregate \$1,000,000 Pers. & Ad. Inj. \$1,000,000 Each Occurrence \$500,000 Fire Legal Liab. - Each Fire \$20,000 Medical Payments No Deductible	\$30,461	General Liability Coverage	\$3,000,000 General Aggregate \$3,000,000 Products Aggregate \$1,000,000 Pers. & Ad. Inj. \$1,000,000 Each Occurrence \$500,000 Fire Legal Liab. - Each Fire \$20,000 Medical Payments No Deductible	\$29,891
Employee Benefits Liability Claims Made-Retro Date 7/1/04	\$1,000 Deductible	Included in GL	Employee Benefits Liability Claims Made-Retro Date 7/1/04	\$1,000 Deductible	Included in GL
Defense is outside the limit on General Liability and Professional Liability; inside the limit on Improper Sexual Misconduct			Defense is outside the limit on General Liability and Professional Liability; inside the limit on Improper Sexual Misconduct		
Liquor Liability	\$1,000,000 Each Common Cause	Included In GL	Liquor Liability	\$1,000,000 Each Common Cause	Included In GL
Professional Liability	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$7,716	Professional Liability	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$6,521
Improper Sexual Misconduct	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$12,500	Improper Sexual Misconduct	\$3,000,000 Aggregate \$1,000,000 Each Claim	\$12,000
Directors and Officers Liability Including Employment Practices	\$1,000,000 Each Wrongful Act \$2,000,000 Annual Aggregate \$25,000 Retention	\$82,667	Directors and Officers Liability Including Employment Practices	\$1,000,000 Each Wrongful Act \$2,000,000 Annual Aggregate \$25,000 Retention	\$88,824
Automobile	\$1,000,000 Liability - Combined Single Limit \$5,000 Medical Payments \$1,000,000 Uninsured Motorists \$1,000 Comprehensive Deductible \$1,000 Collision Deductible \$5,000 Liability Deductible 213 Vehicles	\$298,473	Automobile	\$1,000,000 Liability - Combined Single Limit \$5,000 Medical Payments \$1,000,000 Uninsured Motorists \$1,000 Comprehensive Deductible \$1,000 Collision Deductible \$5,000 Liability Deductible 212 Vehicles	\$299,636
Umbrella/Excess Liability	\$10,000,000 Each Occurrence \$10,000,000 Aggregate \$10,000 Deductible/SIR	\$94,140	Umbrella/Excess Liability	\$10,000,000 Each Occurrence \$10,000,000 Aggregate \$10,000 Deductible/SIR	\$90,447
Includes Excess Improper Sexual Conduct and Directors & Officers Liability	\$1,000,000		Includes Excess Improper Sexual Conduct and Directors & Officers Liability	\$1,000,000	
Medical Malpractice Insurance 1 Physician Run Off for Two Physicians	\$1,000,000 Each Claim \$3,000,000 Aggregate \$1,000,000 Sub-Limit Abuse and Molestation Ea Clm \$1,000,000 Sub-Limit Abuse and Molestation Agg \$5,000 Deductible Each Claim 4/15/1985 Retroactive Date	\$11,755	Medical Malpractice Insurance 1 Physician Run Off for Two Physicians	\$1,000,000 Each Claim \$3,000,000 Aggregate \$1,000,000 Sub-Limit Abuse and Molestation Ea Clm \$1,000,000 Sub-Limit Abuse and Molestation Agg \$5,000 Deductible Each Claim 4/15/1985 Retroactive Date	\$11,787
Crime	\$2,500,000 Employee Dishonesty \$10,000 Deductible	\$7,214	Crime	\$2,500,000 Employee Dishonesty \$10,000 Deductible	\$7,214
Accident Insurance 6150 Participants (Headstart children & volunteers)	\$250,000 Policy Aggregate Limit	\$25,000 (estimated)	Accident Insurance 3500 Participants (Headstart children & volunteers)	\$250,000 Policy Aggregate Limit	\$16,000
Cyber Liability	\$1,000,000 Each Claim \$1,000,000 Aggregate	\$10,259	Cyber Liability	\$1,000,000 Each Claim \$1,000,000 Aggregate	\$9,347
<b>Total Annual Premium:</b>		<b>\$753,967</b>	<b>Total Annual Premium:</b>		<b>\$710,573</b>

# PREMIUM RECAP

Coverage Carrier	AM Best Rating	Admitted or Non-Admitted In California	Billing Method	Premium
<u>Property</u> Nonprofits Insurance Alliance of California	AVIII	Admitted	Direct by Insurance Company	\$172,455 Premium
<u>Property – Palmer &amp; Tuft</u> Great Lakes Insurance SE	A+XV	Non-Admitted	By HIB	\$1,029 Premium \$297 State Tax & Fee
<u>Crime Coverages</u> Hartford Fire Insurance Company	AXV	Admitted	By HIB	\$7,214 Premium
<u>Liability Coverages</u> Nonprofits Insurance Alliance of California	AVIII	Admitted	Direct by Insurance Company	\$50,677 Premium
<u>Automobile</u> Nonprofits Insurance Alliance of California	AVIII	Admitted	Direct by Insurance Company	\$298,473 Premium
<u>Umbrella Liability</u> Nonprofits Insurance Alliance of California	AVIII	Admitted	Direct by Insurance Company	\$94,140 Premium
<u>Directors &amp; Officers/Employment Practices</u> Nonprofits Insurance Alliance of California	AVIII	Admitted	Direct by Insurance Company	\$82,667 Premium
<u>Medical Malpractice Liability</u> General Star Indemnity Insurance Company	A++XV	Non-Admitted	By HIB	\$11,094 Premium \$300 Intermediary Fee \$361 State Tax & Fee
<u>Accident Insurance</u> National Union Fire Ins. Co. of Pittsburg	A+XV	Admitted	By HIB	\$25,000 Premium (Estimated)
<u>Cyber Insurance</u> Houston Casualty Company	A++XV	Non-Admitted	By HIB	\$9,504 Premium \$250 Intermediary Fee \$310 State Tax & Fee \$195 Company Fee
Total Premium, Fees and Taxes:				\$753,966

# PREMIUM RECAP

## Payment Plans

- ▶ NIAC Policies: directly invoiced by NIAC; 25% due 7/20/2021; 9 monthly installments following
- ▶ Property Policy for Palmer & Taft: invoiced by HIB; due 7/20/2021
- ▶ Crime Policy: directly invoiced by Hartford; due 7/20/2021
- ▶ Medical Malpractice Policy: invoiced by HIB; due 7/20/2021
- ▶ Accident Policy: invoiced by HIB; due 7/20/2021
- ▶ Cyber Policy: invoiced by HIB; due 7/20/2021

## Binding Conditions

- ▶ Required copy of this proposal with coverage options, changes and deletions shown on the proposal along with the Signed Authorization to Bind Coverage is required prior to binding coverage.
- ▶ Please review location and vehicle schedules prior to signing bind authorization; make any changes on the bind authorization page
- ▶ Signed and dated D-1 Form (see attached to this proposal)

### Important binding conditions for the Cyber Liability

- Confirmation of the approximate number of unique records the Applicant collects, stores, hosts, processes, controls, uses or shares that contain any private or sensitive information in either paper or electronic form. **Included credit card transactions.** (We need a best estimate or upper limit.)
- Confirmation MFA is utilized and will remain active for ALL remote network access. **(If MFA for remote network access is not active or will be disabled, terms are invalid and premium will increase)**
- Does the Applicant use SolarWinds Orion Platform? If yes, an exclusion will be added. Please note, we are accepting notices of circumstance related to the recent SolarWinds Orion hack. Notice can be provided on the current policy to preserve coverage. All details can be forwarded to submitclaims@tmhcc.com.

### Important binding condition for the Property insurance for Tuft and Palmer locations:

- Confirm no Federal Pacific/Stab Lok, Zinsco, and/or Split-Bus electrical panels.
- Confirm that there are fully functional, actively engaged Smoke detectors in all living units and hallways.
- Confirm operational Central Station Burglar Alarm on Premises.

# PREMIUM RECAP

IMPORTANT INFORMATION	
	If the insurance carrier issues a Notice of Cancellation, all open items such as sales/payroll reports, premiums due etc., MUST be sent to the insurance carrier <b>PRIOR to the Cancellation date</b> in order for the policy to be reinstated. MOST insurance carriers now only send out one notice of cancellation and if all items are not met, no further notice is sent to you AND your policy will have cancelled.
	Should you (the insured) elect to cancel your policy mid-term, you may be charged a short-rate cancellation penalty as determined by the insurance carrier regardless of the reasons to cancel. Please read your policy and endorsements for cancellation provisions.
	Please refer to the policy for a complete list of exclusions, warranties, endorsements and limitations.
	We recommend that you keep a copy of your policy (ies) and endorsements. Heffernan Insurance Brokers' retention policy is five (5) years from the expiration date of the policy as required by The Department of Insurance.
	Insurance carriers are rated by AM Best for financial Solvency. AM Best ratings are included in the above as of June 2, 2021. For the most current insurance company rating information , please go to <a href="http://www.ambest.com">www.ambest.com</a>
	It is the policy of the Heffernan Insurance Brokers to discourage the use of carriers whose Best Rating is less than B+. If you are offered a quote with a carrier who is rated lower than B+, it is typically the only viable option we could obtain. If you are offered a quote for less than B+ rated then you will be required to sign an authorization to bind with a carrier less than B+ rated except for California State Compensation Insurance Fund for Workers Compensation as they withdrew from AM Best Rating.

## Minimum Earned Premium - Applicable to the Cyber, Medical Malpractice and Stand Alone Property Policies

1. Non Admitted Carrier: The SLAD-1 form states "If you, as the applicant, required that the insurance policy you have purchased be bound immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker fee charged for this insurance will be returned to you".
2. The insurance carrier requires a minimum earned premium of 25% of the premium and the fees are 100% fully earned upon binding coverage. Therefore, if the policy is cancelled within 5 days, the policy will not be prorated and instead you will be responsible for the 25% minimum earned premium and 100% of the Taxes and Fees

Please be advised that this quote will expire on the expiration date of your current coverage.

# COMPARISONS AND MARKETING ANALYSIS

## PREMIUM/EXPOSURE COMPARISON

Coverage	2021	2020	% Change
Property	\$172,455	\$137,706	25%
Property - Palmer & Tuft	\$1,326	\$1,200	10%
General Liability	\$30,461	\$29,891	2%
Automobile	\$298,473	\$299,636	0%
Professional Liability	\$7,716	\$6,521	18%
Improper Sexual Conduct	\$12,500	\$12,000	4%
Directors & Officers/EPLI	\$82,667	\$88,824	-7%
Umbrella	\$94,140	\$90,447	4%
Medical Malpractice	\$11,755	\$11,787	0%
Crime	\$7,214	\$7,214	0%
Accident *	\$25,000	\$16,000	56%
Cyber Liability	\$10,259	\$9,347	10%
<b>Totals:</b>	<b>\$753,966</b>	<b>\$710,573</b>	<b>6%</b>
Total Values:	\$42,468,962	\$39,108,390	9%
No. of Locations:	129	118	10%
No of Vehicles:	213	212	0%
Volunteers/Students Exposure	6,150	3,500	76%

\*2021 Premium is estimated; formal quote is pending

# COMPARISONS AND MARKETING ANALYSIS

## MARKETING ANALYSIS

Insurance Carrier	Response
<b>Property, Liability and Automobile</b>	
NIAC	Quotations Presented \$615,745
Berkley Human Services	Indication of over \$300,000 for auto only
Hanover	Could not provide a competitive quotation
Philadelphia	Could not provide a competitive quotation
Scottsdale	Indication of over \$700,000 for all coverages
<b>Directors and Officers Liability</b>	
NIAC	Quotations Presented \$82,667
Hanover	Minimum Retention \$75,000
Philadelphia	Minimum Retention \$100,000
<b>Cyber Liability</b>	
Houston Casualty Co.	Quotation Presented \$10,259
Corvus	Quoted \$21,500
BRIT	Cyber Crime limited to \$100,000
AtBay Program	Quoted \$13,933; Financial Fraud limited to \$250,000

# LOSS SUMMARY

Property (In Excess of \$5,000 deductible)					
Policy Year	Open Claims	Closed Claims	Reserved	Paid	Total
2020	0	1	\$0	\$22,430	\$22,430
2019	0	0	\$0	\$0	\$0
2018	0	6	\$0	\$32,088	\$32,088
2017	0	1	\$0	\$4,370	\$4,370
2016	0	2	\$0	\$191,394	\$191,394

General Liability									
Policy Year	Open Claims	Closed Claims	Expenses			Loss			Grand Total
			Reserved	Paid	Total	Reserved	Paid	Total	
2020	0	2	\$0	\$0	\$0	\$0	\$250	\$250	\$250
2019	0	2	\$0	\$17,333	\$17,333	\$0	\$23,224	\$23,224	\$40,557
2018	0	2	\$0	\$0	\$0	\$0	\$250	\$250	\$250
2017	0	3	\$0	\$376	\$376	\$0	\$4,766	\$4,766	\$5,142
2016	1	0	\$9,180	\$24,081	\$33,261	\$0	\$0	\$0	\$33,261

Automobile									
Policy Year	Open Claims	Closed Claims	Expenses			Loss			Grand Total
			Reserved	Paid	Total	Reserved	Paid	Total	
2020	1	4	\$500	\$1,408	\$1,908	\$2,500	\$2,740	\$5,240	\$7,148
2019	2	36	\$2,649	\$16,070	\$18,719	\$25,000	\$154,098	\$179,098	\$197,817
2018	2	18	\$38,867	\$14,201	\$53,068	\$130,000	\$92,924	\$222,924	\$275,992
2017	2	25	\$5,714	\$63,625	\$69,339	\$100,000	\$158,231	\$258,231	\$327,570
2016	0	17	\$0	\$4,546	\$4,546	\$0	\$20,966	\$20,966	\$25,512



# LOSS SUMMARY

Directors & Officers Liability									
Policy Year	Open Claims	Closed Claims	Expenses			Loss			
			Reserved	Paid	Total	Reserved	Paid	Total	Grand Total
2020	2	0	\$40,261	\$2,109	\$42,370	\$7,777	\$0	\$7,777	\$50,147
2019	0	1	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2018	1	4	\$14,892	\$10,108	\$25,000	\$0	\$0	\$0	\$25,000
2017	0	1	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2016	0	5	\$0	\$21,764	\$21,764	\$0	\$49,000	\$49,000	\$70,764

## FINANCE COMMITTEE MEETING

<b>Date:</b> June 9, 2021	<b>Program:</b> Finance
<b>Agenda Item #:</b> 6	<b>Director:</b> N/A
<b>Subject:</b> Non-Competitive Procurements	<b>Officer:</b> Jim Rodriguez

### Background

The information presented below is intended to keep the Committee apprised on any procurements made through a non-competitive procurement process.

In accordance with the Accounting Policies and Procedures Manual, Noncompetitive Procurements are “special purchasing circumstances, in which competitive bids are not obtained. Noncompetitive procurement (purchases and contracts) are only permissible in the following circumstances (2 CFR 200.320 [f]):

- An emergency exists that does not permit delay,
- Only one source of supply is available,
- If the awarding agency expressly authorizes noncompetitive proposals in response to a written request from the Agency,
- Or after solicitation of a number of sources, competition is determined to be inadequate.

The key requirement for the use of noncompetitive procurement is that the other methods of procurement are not feasible and one of the above circumstances exists.” A report on the non-competitive procurement awards is to be made to the Board of Commissioners.

Vendor	Purpose	Amount	Justification
Zumwalt Construction	LCC - Construction under Prop 68, Phase 2 & 3 for the development of the PML Vocational Training Building Second Floor located at 1815 E. California Ave.	\$847,100	LCC posted an RFP for this project however Zumwalt Construction was the only firm to submit the proposal for the project. SIMS-PBK, the architectural firm for the project has determined the price of the proposal is fair and reasonable given current market conditions. Competition is determined to be inadequate after solicitation of a number of sources.

Affinity Truck Center Body Shop	Food Services – Painting of the school bus that was purchased to deliver meals to low-income youth, ages 18 and under, in rural communities of Fresno County for the No Kids Hungry Campaign.	\$11,890	Potential vendors were contacted to seek written cost estimate to paint and due to the required timeline from the funder, only one vendor responded with the cost estimate
Dave Bang & Associates Inc.	Head Start - to replace and repair broken slides and supply parts for the Jefferson and Roosevelt sites for children's playground.	\$7,004	Only vendor that is Factory Certified Licensed Contractor by the manufacturer of the slides.



## FINANCE COMMITTEE MEETING

<b>Date:</b> June 9, 2021	<b>Program:</b> Finance
<b>Agenda Item #:</b> 7	<b>Director:</b> N/A
<b>Subject:</b> Health Insurance	<b>Officer:</b> Jim Rodriguez

### Background

The information presented below is intended to keep the Committee apprised on the financial status of the Agency's self-funded health insurance plan.

As of April 30, 2021, the health insurance reserve is at \$4.9 million, which covers approximately 5.9 months of average expenditures. To date, contributions from programs and employees for 2021 total \$4,432,540 while the Fund paid out \$3,441,530 in expenses. COVID-related claims costs (to be funded by CSBG CARES) totals \$269,905 according to reports provided by our third-party administrator. The health insurance report is included for reference.

Changes to the health insurance plan in 2019 through 2021 include:

- Effective January 2019: 5% increases in Employer and Employee premiums, and increase the coverage of preventive dental procedures from 80% to 100%.
- Effective January 2020: 4% overall increase in Employer premiums and 22% overall increase in Employee premiums. Wellness plan now has the same annual deductible but will have a 25% discounted employee premium. The employee + child and employee + children tiers were consolidated.
- Effective January 2021: 6% increase in Employer premiums and an average 16% increase to Employee premiums.
- Below table presents a sample of the 2021 monthly health insurance premium tier rates. Rates vary depending on the type of coverage selected.

	Agency	Employee (Wellness Incentive)	Total Premium
Employee(EE) Only	\$ 594	\$ 108	\$ 702
EE +Child(ren)	\$ 1,074	\$ 192	\$ 1,266
EE + Family	\$ 1,428	\$ 258	\$ 1,686
EE + Spouse	\$ 1,194	\$ 210	\$ 1,404

**FRESNO EOC**  
**HEALTH INSURANCE FUND REPORT**  
 THROUGH APRIL 30, 2021

	2021						2020		
	January	February	March	April	YTD totals Jan - Apr	Mo. Avg. Prev 12 mos	YTD totals Jan - Apr	Annual Jan - Dec	Annual Mo. Avg Jan - Dec
<b>Beginning Fund Balance</b>	<b>3,991,455</b>	<b>4,258,188</b>	<b>4,659,792</b>	<b>5,004,457</b>					
<b>Income</b>									
Agency Contributions	868,403	858,194	852,325	847,093	3,426,015	829,008	3,537,861	10,059,937	838,328
Additional Agency Contr.	51,529	64,762	65,667	87,947	269,905	27,913	141	65,197	5,433
Employee Contributions	283,964	176,372	181,307	94,977	736,620	143,722	767,773	1,755,815	146,318
<b>Total Income</b>	<b>1,203,896</b>	<b>1,099,328</b>	<b>1,099,299</b>	<b>1,030,017</b>	<b>4,432,540</b>	<b>1,000,643</b>	<b>4,305,775</b>	<b>11,880,949</b>	<b>990,079</b>
<b>Expenses</b>									
Health Claims Paid	500,161	302,551	362,388	686,188	1,851,288	485,106	2,194,018	6,164,003	513,667
Dental Claims Paid	65,934	67,225	51,751	50,080	234,990	47,926	206,506	546,628	45,552
Prescriptions Paid	210,323	158,769	169,885	143,417	682,394	152,657	833,335	1,982,823	165,235
Vision Claims Paid	12,742	9,468	7,580	14,869	44,659	9,006	34,541	97,955	8,163
Stop Loss Premiums	89,987	101,368	106,728	103,446	401,529	109,013	455,383	1,362,007	113,501
Stop Loss Claims	0	0	0	0	0	(10,343)	(69,628)	(193,741)	(16,145)
Life Insurance Premiums	14,000	13,799	13,676	13,548	55,023	14,128	58,897	173,408	14,451
Pinnacle	14,462	14,514	14,393	14,410	57,779	14,552	59,667	176,507	14,709
Blue Cross	14,970	14,933	14,822	14,840	59,565	15,177	61,697	184,255	15,355
Benefits Consultant	6,917	6,917	6,916	6,917	27,667	7,480	30,887	92,979	7,748
Employee Assist. Program	1,877	1,876	1,877	1,876	7,506	1,877	7,506	22,518	1,877
Preferred Chiropractors	1,005	1,003	995	996	3,999	847	3,140	9,299	775
Other Expenses	4,785	5,300	3,624	1,423	15,131	2,307	7,420	19,976	1,665
ACA Fees	0	0	0	0	0	435	0	5,220	435
<b>Total Expenses</b>	<b>937,163</b>	<b>697,723</b>	<b>754,635</b>	<b>1,052,010</b>	<b>3,441,530</b>	<b>850,166</b>	<b>3,883,369</b>	<b>10,643,836</b>	<b>886,986</b>
<b>Current Fund Activity (net)</b>	<b>266,733</b>	<b>401,605</b>	<b>344,664</b>	<b>(21,992)</b>	<b>991,010</b>	<b>150,476</b>	<b>422,406</b>	<b>1,237,113</b>	<b>103,093</b>
<b>Ending Fund Balance</b>	<b>4,258,188</b>	<b>4,659,792</b>	<b>5,004,457</b>	<b>4,982,465</b>	<b>4,982,465</b>				
<b>Enrollment</b>									
Employee only-Traditional	294	287	288	290		290		330	
High-Deduct	57	56	57	58		57		41	
Family coverage-Traditional	416	421	414	413		416		463	
High-Deduct	37	37	36	35		36		28	
Dental coverage only	31	36	35	35		34		36	
Temp/On Call Plan	0	1	1	1		1		0	
<b>Total employees enrolled</b>	<b>835</b>	<b>838</b>	<b>831</b>	<b>832</b>		<b>834</b>		<b>898</b>	
<b>Total dependants covered</b>									
Average contributions per employee	1,442	1,312	1,323	1,238		1,200		1,103	
Average expenses per employee	1,122	833	908	1,264		1,019		988	

Estimated # months funded: 5.9



## FINANCE COMMITTEE MEETING

<b>Date:</b> June 9, 2021	<b>Program:</b> SOUL/CSPP
<b>Agenda Item #:</b> 8	<b>Director:</b> Mark Wilson/Rosa Pineda
<b>Subject:</b> Variance Report	<b>Officer:</b> Jim Rodriguez

### Background

The information presented below is intended to keep the Committee apprised on the fiscal status of selected program(s) within the Agency that are routinely shared with Program Directors and Executive staff.

The following prepared financial analysis reports will be presented:

- **SOUL**
  - Through 83% of the reporting period, 59% of revenues have been earned compared to budget. 62% of expense budget has been utilized as of April 30, 2021.
- **CSPP**
  - Through 75% of the reporting period, approximately 77% of budget has been utilized as of April 30, 2021. Revenues are below budget due to the COVID-19 pandemic. Revenue is generated based on enrolled attendance and since the onset of the pandemic many enrollment slots were not filled. After the summer of 2020, filling enrollments proved to be difficult.
  - Expenses have exceeded revenues for the reporting period due to the need of additional staff in order to sanitize the classroom environment. The loss of \$227,000 will be partially recovered from CARES Act funds and any prior year fund balances.

**2020-2021 CSPP TOTAL BUDGET**
**As of: 4/30/2021**
**% Budget Time Lapsed: 75.00%**
**% Budget Used: 77.36%**

	<b>Total Budget</b>	<b>YTD Expenses</b>	<b>Total Balance</b>	<b>% Used</b>
Revenue:				
State of California Dept. of Education	1,074,224	634,605	439,619	59.08%
USDA	27,173	14,448	12,725	53.17%
Fresno Co. Office Of Ed. Early Stars	30,000	0	30,000	0.00%
Parent Fees	1,800	152	1,648	8.44%
<b>Total Revenue</b>	<b>1,133,197</b>	<b>649,205</b>	<b>483,992</b>	<b>57.29%</b>
Salaries	618,529	486,020	132,510	78.58%
Fringe Benefits	247,412	228,850	18,562	92.50%
Food/Snack Items	32,308	2,362	29,946	7.31%
Classroom Supplies	28,565		28,565	0.00%
Equipment Less Than \$5,000	1,000	0	1,000	0.00%
Bottled Water	125	33	92	26.07%
Food Disposable	14,000	3,547	10,453	25.34%
Janitorial Supplies	4,300	2,115	2,185	49.20%
Field Trip Costs	600	508	92	84.73%
Pest Control	2,000	1,677	323	83.84%
Security	1,435	1,037	398	72.28%
Janitorial / Yard Maintenance	28,100	24,188	3,912	86.08%
Repairs and Maintenance	12,138	3,084	9,054	25.40%
Rent	23,885	21,155	2,730	88.57%
Water and Sewer	5,350	5,179	171	96.81%
Utilities	12,000	12,036	-36	100.30%
Communication Cost	14,000	15,527	-1,527	110.90%
Mileage	2,000	616	1,384	30.80%
Office Supplies	3,054	3,081	-27	100.87%
Lease Copier	2,500	2,510	-10	100.39%
Postage	100	8	92	7.72%
Staff Training/Certification	2,310	1,135	1,175	49.15%
License Fees	400	103	298	25.63%
Audit Fee	2,543	1,907	637	74.97%
Admin Cost	74,543	59,972	14,571	80.45%
<b>Total Expenses</b>	<b>1,133,197</b>	<b>876,647</b>	<b>256,550</b>	<b>77.36%</b>
<b>Net Income/(Loss)</b>	<b>0</b>	<b>-227,443</b>		

Note: Additionally, the California Department of Education (CDE) has worked with the Administration and the State Legislature on the issue of continuing reimbursements to providers at the maximum certified hours of care, regardless of a child's attendance, for all children enrolled, including those that are certified with a variable schedule. **An agreement was made by these parties to continue paying providers at the maximum certified hours of care, regardless of attendance, and interim guidance is below.**

**Fresno County Economic Opportunities Commission**
**Program: School of Unlimited Learning**
**Contract Term: July 2020 - June 2021**
**SOUL (All Projects)**
**For Internal Purposes: Budget Projection**
**83.33%**

Budget Category	Original Budget Preliminary	YTD Actual 4/30/21	Balance as of 4/30/21	% Spent as of 4/30/21
<b>REVENUES:</b>				
<b>Revenue Limit</b>				
ADA/categorical/SS	2,143,950	<b>1,108,744</b>	<b>1,035,206</b>	<b>52%</b>
ADA-EPA	36,000	<b>313,065</b>	<b>277,065</b>	<b>870%</b>
Property Tax	181,625	-	<b>181,625</b>	<b>0%</b>
Fed Rev:				
Title I Grant	57,212	<b>18,068</b>	<b>39,144</b>	<b>32%</b>
Title II, Part A	6,564	<b>4,534</b>	<b>2,030</b>	<b>69%</b>
Title IV, Part A	10,000	<b>2,500</b>	<b>7,500</b>	<b>25%</b>
CSBG CARES Funds	176,740	<b>78,533</b>	<b>98,207</b>	<b>44%</b>
CSBG	35,000	<b>28,358</b>	<b>6,642</b>	<b>81%</b>
State Rev: USDA - Food (Dept. of Education)	28,500	<b>5,258</b>	<b>23,242</b>	<b>18%</b>
Lottery	37,260	<b>24,652</b>	<b>12,608</b>	<b>66%</b>
Mandate Block Grant	8,373	<b>8,373</b>	-	<b>100%</b>
LLMF Funds	35,703	<b>35,703</b>	-	<b>100%</b>
CSI ESSA	170,123	<b>43,965</b>	<b>126,158</b>	<b>26%</b>
Cares-Covid Relief-CDE	49,656	<b>49,360</b>	<b>296</b>	<b>99%</b>
Local Rev: SPANO	100,000	<b>100,000</b>	-	<b>100%</b>
Donations, interest & other	13,000	<b>1,740</b>	<b>11,260</b>	<b>13%</b>
<b>TOTAL</b>	<b>3,089,706</b>	<b>1,822,854</b>	<b>1,820,982</b>	<b>59%</b>
<b>SALARIES &amp; FRINGES:</b>				
Salaries/Vacator	1,383,949	<b>1,068,232</b>	<b>315,718</b>	<b>77%</b>
Fringe/Benefits	480,436	<b>372,692</b>	<b>107,744</b>	<b>78%</b>
<b>TOTAL</b>	<b>1,864,385</b>	<b>1,440,924</b>	<b>423,462</b>	<b>77%</b>
<b>TEXTBOOKS &amp; CURRICULA</b>				
5520 COMPUTER SUPPLIES	5,000		<b>5,000</b>	<b>0%</b>
5758 PROGRAM SUPPLIES - BOOKS & PUBLICATIONS	12,500	<b>56</b>	<b>12,444</b>	<b>0%</b>
<b>TOTAL</b>	<b>17,500</b>	<b>56</b>	<b>17,444</b>	<b>0%</b>
<b>MATERIALS &amp; SUPPLIES</b>				
5415 EQUIPMENT Under \$5,000	109,300	<b>91,713</b>	<b>17,587</b>	<b>84%</b>
5450 EQUIPMENT OVER \$5,000	41,570	<b>7,415</b>	<b>34,155</b>	<b>18%</b>
5535 OFFICE SUPPLIES	20,500	<b>5,643</b>	<b>14,857</b>	<b>28%</b>
5722 FOOD - OTHER	3,500	<b>57</b>	<b>3,443</b>	<b>2%</b>
5724 FOOD - SNACKS	1,000	-	<b>1,000</b>	<b>0%</b>
5725 FOOD - SNACK BAR	500	-	<b>500</b>	<b>0%</b>
5732 MEETING COSTS - INTERNAL	1,250	-	<b>1,250</b>	<b>0%</b>
5539 SUPPLIES - PERSONAL PROTECTIVE EQUIP	15,500	<b>11,765</b>	<b>3,736</b>	<b>76%</b>
5784 RECREATION EXPENSE	1,500	-	<b>1,500</b>	<b>0%</b>
<b>TOTAL</b>	<b>194,620</b>	<b>116,592</b>	<b>78,028</b>	<b>60%</b>
<b>FOOD:</b>				
5115 CONTRACT SERVICES - MEALS	30,000	<b>6,031</b>	<b>23,969</b>	<b>20%</b>
<b>TOTAL</b>	<b>30,000</b>	<b>6,031</b>	<b>23,969</b>	<b>20%</b>
<b>TRAVEL &amp; CONFERENCES</b>				
5311 Transportation- FIELD TRIPS	500	-	<b>500</b>	<b>0%</b>
5315 FUEL - OIL & GAS	1,000	<b>448</b>	<b>552</b>	<b>45%</b>
5330 MILEAGE	3,000	-	<b>3,000</b>	<b>0%</b>
5335 OUT - OF - COUNTY TRAVEL	1,000	-	<b>1,000</b>	<b>0%</b>
5708 CONFERENCE FEES (NON - TRAVEL)	500	-	<b>500</b>	<b>0%</b>
5792 STAFF TRAINING	23,231	<b>6,686</b>	<b>16,545</b>	<b>29%</b>
5810 TRAINING OTHER	1,500	-	<b>1,500</b>	<b>0%</b>
<b>TOTAL</b>	<b>30,731</b>	<b>7,134</b>	<b>23,597</b>	<b>23%</b>
<b>INSURANCE:</b>				
5605 INSURANCE - AUTO	1,350.00	<b>1,079</b>	<b>272</b>	<b>80%</b>
5620 INSURANCE - GENERAL LIABILITY	2,970.00	<b>2,634</b>	<b>336</b>	<b>89%</b>



5621 INSURANCE - CYBER LIABILITY	170.00	151	19	89%
5630 INSURANCE - EXCESS LIABILITY	1,085.00	798	287	74%
5635 INSURANCE - PROPERTY	8,395.00	6,892	1,503	82%
<b>TOTAL</b>	<b>13,970</b>	<b>11,553</b>	<b>2,417</b>	<b>83%</b>
<b>RENT, LEASE, REPAIR &amp; IMPROVEMENTS</b>				
5110 CONTRACT SERVICES - JANITORIAL				
5215 OFFICE RECONFIGURATION	500	155	345	31%
5240 RENTAL - OFFICE	83,949	67,159	16,790	80%
5255 REPAIRS / MAINTENANCE - BUILDING	20,000	13,425	6,575	67%
5260 SECURITY SERVICES	1,500	1,361	139	91%
5270 UTILITIES - GAS / ELECTRIC	15,500	10,261	5,239	66%
5280 WATER/SEWER/GARBAGE	5,000	2,987	2,013	60%
5350 REPAIRS & MAINTENANCE - VEHICLES	1,500	73	1,427	5%
5405 DEPRECIATION EXPENSE	10,124	2,367	7,757	23%
5457 REPAIRS & MAINTENANCE - EQUIPMENT	1,000		1,000	0%
5435 LEASED - COPIERS	7,500	4,315	3,185	58%
5425 LEASED - RENTAL OFFICE EQUIPMENT	1,000	579	421	58%
<b>TOTAL</b>	<b>147,573</b>	<b>102,682</b>	<b>44,891</b>	<b>70%</b>
<b>PROF/CONSULT SRVCS &amp; OPERATING EXP:</b>				
5060 ADVERTISEMENT-RECRUITMENT	2,000	500	1,500	25%
5125 CONTRACT SERVICES - OTHER	16,500	6,337	10,163	38%
5160 PROFESSIONAL SERVICES - AUDIT	10,280	1,547	8,733	15%
5195 PROFESSIONAL SERVICES - Medical	1,000	550	450	55%
5170 PROFESSIONAL SERVICES - CONSULTING	1,000	350	650	35%
5165 PROFESSIONAL SERVICES - computer	17,000		17,000	0%
5205 JANITORIAL SERVICES	21,500	15,380	6,120	72%
5210 LICENSES FEES	5,000	1,070	3,930	21%
5220 PEST CONTROL SERVICES	2,500	1,867	633	75%
5285 YARD MAINTENANCE	2,000		2,000	0%
5512 SUBSCRIPTION EXPENSE	11,500	4,109	7,391	36%
5522 SOFTWARE LICENSES	60,706	28,451	32,255	47%
5550 POSTAGE/EXPRESS MAIL	2,100	1,770	330	84%
5555 PRINTING	1,000		1,000	0%
5701 ADVERTISEMENT - OTHER	1,000		1,000	0%
5706 BUS TOKENS	3,525		3,525	0%
5733 EMPLOYEE APPRECIATION	1,000		1,000	0%
5737 OUTREACH	1,500		1,500	0%
5730 LICENSE - PREMISE	2,500		2,500	0%
5743 PARENT INVOLVEMENT	500	(76)	576	-15%
5757 PROGRAM - MISCELLANEOUS	8,500		8,500	0%
5760 PROGRAM SUPPLIES - KITCHEN	1,500		1,500	0%
5762 PROGRAM INCENTIVES	5,000		5,000	0%
5766 CLASSROOM SUPPLIES	59,474	19,231	40,243	32%
5768 FOOD DISPOSABLES SUPPLIES	2,500		2,500	0%
5772 JANITORIAL SUPPLIES	5,000	1,053	3,947	21%
5774 MEDICAL SUPPLIES	1,500		1,500	0%
5776 PERSONAL ARTICLES SUPPLIES	1,500		1,500	0%
5780 RECREATION SUPPLIES	1,500		1,500	0%
5806 SUPPORTIVE COSTS-OTHER	750		750	0%
5924 RECOGNITION	3,000	241	2,759	8%
5108 Oversight/Special Ed fee	227,355		227,355	0%
Spano Donation	100,000		100,000	0%
<b>TOTAL</b>	<b>580,690</b>	<b>82,380</b>	<b>499,310</b>	<b>14%</b>
<b>COMMUNICATIONS</b>				
5570 TELEPHONE	18,034	12,786	5,248	71%
5575 HOTSPOTS	58,552	63,221	(4,669)	108%
5571 TELEPHONE - CELLULAR	6,000	1,662	4,338	28%
<b>TOTAL</b>	<b>82,586</b>	<b>77,669</b>	<b>4,917</b>	<b>94%</b>
<b>INDIRECT COSTS:</b>				
5144 INDIRECT COSTS (5.41%)	127,651	71,275	56,376	56%
<b>TOTAL</b>	<b>127,651</b>	<b>71,275</b>	<b>56,376</b>	<b>56%</b>
<b>TOTAL COSTS</b>	<b>3,089,706</b>	<b>1,916,296</b>	<b>1,096,382</b>	<b>62%</b>
<b>Surplus (Deficit)</b>	<b>0</b>	<b>(93,442)</b>		