

# Finance and Operations Committee Meeting

## AGENDA

Tuesday, May 30, 2023, 8:00 AM  
Open to the Public  
1000 College Blvd., Bldg. 11  
Pensacola, FL 32504



**ESCAMBIA**  
**CHILDREN'S TRUST**  
Our Children. Our Community. Our Future.

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- I. Call to Order
  - II. Approval of Agenda
  - III. Public Comments\* on Agenda Items
  - IV. Approval of Minutes
  - V. Review of Financial Statements for month ending April 30, 2023
  - VI. Review of Tentative FY2023-2024 Budget
  - VII. Insurance Update
  - VIII. Public Comments\*
  - IX. Adjournment

*\* The Escambia Children's Trust welcomes comments from the public. Those who wish to address the Board may do so at this time. Those addressing the Board should complete a Public Comment Form prior to speaking and should state their full name and affiliation for the official record. In the interest of time, we ask that one person be designated to speak on behalf of a constituency and that all comments are limited to three (3) minutes. Thank you.*

**Escambia Children's Trust**  
**Finance / Operations Committee Meeting**  
**April 6, 2023 @ 11:00 AM**

Open to the public at 1000 College Blvd., Building 11, Room 1102  
Pensacola, FL 32504

**MINUTES**

<b>Meeting Title:</b>	Finance and Operations Committee		
<b>Date:</b>	April 6, 2023	<b>Time:</b>	11:00 AM
<b>Location:</b>	1000 College Blvd., Bldg. 11, Room 1102, Pensacola, FL 32504		
<b>Chair:</b>	David Peaden	<b>Scribe:</b>	Alma Ellis
<b>Participants:</b>	<p><b>Board Members:</b> David Peaden, Tori Woods, Patty Hightower</p> <p><b>Staff/advisors:</b> Tammy Greer, Executive Director; Tammy Abrams, Director of Finance and Operations; Alma Ellis, Board Liaison/Administrative Specialist, Dr. Kimberly Krupa, Director of Programs and Performance, Richard Stone, Program and Research Coordinator, Meredith Bush, Esq. Legal</p>		
<b>Not Present:</b>	Stephanie White		
<ul style="list-style-type: none"> <li>○ <b>Call To Order @ 11:16 AM</b></li> <li>○ <b>Public Comment Regarding Agenda</b> - None</li> <li>○ <b>Approval of Minutes</b> - All in general agreement to approve the Minutes of the March 6, 2023 meeting.</li> <li>○ <b>Review of Financial Statements</b> <ul style="list-style-type: none"> <li>○ Tammy Abrams reviewed the highlights financial statements.</li> </ul> </li> <li>○ <b>Discussion Items</b> <ul style="list-style-type: none"> <li>○ <u>Office Lease Renewal</u> <ul style="list-style-type: none"> <li>▪ All in general agreement to recommend the Board allow the Executive Director enter contract negotiations with Pensacola State College for office space (to include custodial services).</li> </ul> </li> <li>○ <u>Budget Amendment</u> <ul style="list-style-type: none"> <li>▪ After discussion, all were in general agreement to recommend the Board approve the Amended Budget as presented.</li> </ul> </li> <li>○ <u>Insurance Renewal</u> <ul style="list-style-type: none"> <li>▪ After discussion, it was determined by the Committee that the Trust does not need Board approval to renew insurance policies, as long as any increase is considered reasonable by the Treasurer, Finance Director and Executive Director.</li> </ul> </li> </ul> </li> </ul>			

- **New Business – None**
- **Public Comment regarding non-agenda items – None**
- **Adjournment at 11:53 AM**

**Escambia Children's Trust**  
**Joint Personnel / Finance Committee Meeting**  
**May 9, 2023, at 4:30 PM**

Location: 221 S. Palafox Place  
 Open to public  
 Pensacola, FL 32502

**MINUTES**

<b>Meeting Title:</b>	Escambia Children's Trust Joint Personnel and Finance Committee Meeting		
<b>Date:</b>	May 9, 2023	<b>Time:</b>	4:30 PM
<b>Location:</b>	221 S. Palafox Street, Pensacola, FL 32502		
<b>Chair:</b>	Ms. Tori Woods	<b>Scribe:</b>	Alma Ellis
<b>Participants Present:</b>	<p><b>Committee Members:</b> Ms. Tori Woods, Mr. Walter Sachs, Ms. Patty Hightower, Ms. Stephanie White, Mr. David Peaden</p> <p><b>Staff/Advisors:</b> Tammy Greer, Executive Director; Kimberly Krupa, Ph.D., Director of Programs and Performance; Meredith Bush, Esq., Legal Counsel; Alma Ellis, Board Liaison and Administrative Specialist; Rick Stone, Programs and Research Coordinator, Tammy Abrams, Director of Finance and HR</p>		
<b>Not Present:</b>			

- **Call to Order**
  - Meeting called to order at 4:33 pm.
- **Approval of Agenda**
  - Agenda approved
- **Items for Discussion / Recommendation**
  - ECT Positions – These positions have been removed from the Board Agenda and will be re-visited at a later date.
  - FY2022-2023 Budget Amendment without new positions – Ms. Abrams presented FY2022-2023 Budget Amendment that does not include any new positions. This Amendment will be recommended to the Board for approval.
  - FY2023-2024 Tentative Budget – Ms. Abrams presented the FY2023-2024 Tentative Budget, the Committee were all in agreement to discuss this at the Board Meeting prior to making any recommendations.
- **Public Comments**
  - No public comments
- **Adjournment**
  - With no further business and no public comments, this meeting was adjourned at 5:19 pm.

**Escambia Children's Trust**  
**FY 2023 - 2024 Tentative Budget**  
**October 1, 2023 - September 30, 2024**  
**Summary**

<b>Estimated Revenues</b>	<b>23/24 Fiscal Year</b>	<b>Percentage of total budget</b>	<b>Prior year amended budget</b>	<b>Prior year percent</b>
Ad Valorem Taxes (at 95% to allow for uncollectable)	\$10,411,700	48.36%	\$ 10,108,447	53.74%
Interest income	\$420,000	1.95%	\$ 502,669	2.67%
<b>Total Revenues</b>	<b>\$10,831,700</b>		<b>\$ 10,611,116</b>	
Beginning Fund Balance	\$10,700,000	49.69%	\$ 8,200,000	43.59%
Use of Fund Balance	\$0			
Total Estimated Revenues and use of fund balance	\$21,531,700	100.00%	\$ 18,811,116	100.00%

**Expenditures**

Financial and Administrative

Tax Collector Fee @ 2.5% of taxes collected	\$260,293		\$ 252,711	
Accounting & Auditing	\$2,400		\$ 36,300	
Special District Fees	\$150		\$ -	
Bank Fees	\$6,300		\$ 6,300	
Total Financial and Administrative	\$269,143	1.25%	\$ 295,311	1.38%

Operating Expenditures

Employee Salaries and Benefits	\$547,979		\$ 504,540	
Contracted Professional Services	\$365,565		\$ 268,921	
Occupancy	\$38,840		\$ 15,739	
Insurance	\$19,525		\$ 19,046	
Software & Apps	\$125,000		\$ 110,185	
Other Operating	\$275,602		\$ 260,634	
Total Operating Expenditures	\$1,372,511	6.37%	\$ 1,179,065	6.46%

Grants and Aids

Renewals from 22/23 fiscal year (Continuation Grants)	\$10,700,000		\$ -	
New Program Funding (unallocated)	\$8,669,461		\$ 16,831,318	
Total Grants and Aids	\$19,369,461	89.96%	\$ 16,831,318	89.47%

Total Expenditures \$21,011,115 \$18,305,694

Reserves (5% of taxes collected)	\$520,585	2.42%	\$ 505,422	2.69%
Total Expenditures, Reserves, and Fund Balance	\$21,531,700	100.00%	\$ 18,811,116	100.00%