

**Children's Services Council of Leon County (CSC Leon)
Finance and Budget Committee Meeting**

Thursday, July 14, 2022, 3:30 p.m.

The Southern Group, 123 S. Adams Street, Tallahassee, FL 32301

Members of the public can view the meeting via live stream on this YouTube channel:

<https://www.youtube.com/channel/UCc74A9evhLxbHlrH63-clbQ>.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. General Public Comment
- V. Formulation of Committee Recommendation for FY 2022-23 Millage Rate
 - A. Review of Recommendation
 - B. Public Comment
 - C. Approval of Committee Recommendation for FY 2022-23 Millage Rate
- VI. Formulation of the Draft FY 2022-2023 Budget
 - A. Review of draft budget
 - B. Public Comment
 - C. Approval of Committee Recommendation for draft FY 2022-23 Budget
- VII. Next Meeting Date
- VIII. Next Meeting Agenda
- IX. Committee Member Comments
- X. Adjournment

CSC Leon Millage Planning Sheet

Prepared June 13

Fiscal Year	FY 22	FY 23			
Option		A	B	C	D
Valuation	\$ 19,598,893,987	\$ 21,424,270,363	\$ 21,424,270,363	\$ 21,424,270,363	\$ 21,424,270,363
Millage	0.3750	0.3750	0.3430	0.4375	0.5000
Ad Valorem at 95%	\$ 6,982,105.98	\$ 7,632,396.32	\$ 6,981,098.50	\$ 8,904,462.37	\$ 10,176,528.42
Projected Annual Increase	-	\$ 650,290.33	\$ (1,007.49)	\$ 1,922,356.39	\$ 3,194,422.44
Annual Reserves	\$ 349,105.30	\$ 381,619.82	\$ 349,054.92	\$ 445,223.12	\$ 508,826.42
Rolling Reserves	\$ 349,105.30	\$ 730,725.11	\$ 698,160.22	\$ 794,328.42	\$ 857,931.72
Notes:					
Valuation for FY 22 is final; valuation for FY 23 is projected based on numbers received from property Appraiser's Office on June 1.					
Millage options prepared for review are (A) staying the same, (B) rolling back to minimize collection increase, (C) increasing to the midpoint between current collection and max allowable, and (D) increasing to the max allowable.					
Budget based on ad valorem with an assumed collection rate of 95%, as directed by Florida Statute.					
Annual increase over FY 22.					
Annual reserves estimated at 5% of the projected budget.					
Rolling reserve is FY 22 reserves plus estimated new FY reserves.					

Children's Services Council of Leon County
Proposed Budget
October 2022 - September 2023

		Proposed Budget	%	
		Oct 2022 - Sept 2023	of total	
Ordinary Income/Expense				
Income				
	Ad Valorem Proceeds (95% collection rate)	\$ 7,632,396.32	69.63%	
	Rolling Reserves	\$ 320,250.00	2.92%	
	Rollover from Previous Year	\$ 3,000,000.00	27.37%	
	Interest	\$ 8,762.12	0.08%	
	Total Income	\$ 10,961,408.44	100.00%	
Expenses				
Compensation & Employee Benefits				
	Health Insurance	\$ 80,000.00	0.73%	Estimated at \$20k for 4 employees
	Payroll taxes	\$ 29,484.00	0.27%	Calculated based on same % of total payroll used in FY21-22
	Retirement Contribution	\$ 80,660.00	0.74%	Calculated based on same % of total payroll used in FY21-22
	Salaries	\$ 323,000.00	2.95%	ED (\$125k), DFO (\$85k), ASM (\$48K), PA/RM (\$65k)
	Employee Benefits - Other	\$ 2,000.00	0.02%	Calculated at \$500 per employee for 4 employees
	Total Staff Compensation & Benefits	\$ 515,144.00	4.70%	
Contract Services				
	Accounting Fees	\$ 30,000.00	0.27%	
	AmeriCorp Vista (x2)	\$ 10,000.00	0.09%	for 2 AmeriCorps Vistas for Provider Relations & Community Engagement
	Audit Fee	\$ 20,000.00	0.18%	estimate for financial audit for FY 2022-2023
	General Counsel (1099-MISC)	\$ 75,000.00	0.68%	Bryant Miller Olive, PA
	Special Projects Manager	\$ 60,000.00	0.55%	Special Projects Manager (contract position)
	Grantwriting Services	\$ 50,000.00	0.46%	To solicit & write grants on behalf of CSC Leon
	Total Contract Services	\$ 245,000.00	2.24%	
	Ad Valorem Collection fees & advertisement(s)	\$ 230,771.89	2.11%	Fee to Tax Collector and TRIM notification advertisement(s) per statute
	Awards & Recognition	\$ 500.00	0.00%	
	Communication Svcs, (cell phones, hot spots)	\$ 5,200.00	0.05%	for staff cell phone, CSC hotspots reimbursements
	Community Awareness/Engagement	\$ 20,000.00	0.18%	incl. collab. w/COT, LC, UWBB on neighborhood-level engagement events
	Dues & Subscription	\$ 15,000.00	0.14%	incl. FACCT, UPHS, INIE, 3 local chambers
	Equipment	\$ 11,000.00	0.10%	equipment rental for office incl. printers, A/V, webcams, mics, etc.
	Furniture	\$ 1,000.00	0.01%	
	Insurance - Liability, D & O, Worker's Comp	\$ 17,500.00	0.16%	

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Proposed Budget
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	IT Hardware	\$ 5,000.00	0.05%	for additional Team Member (PA/RM)
	IT Services (Web & Email)	\$ 1,500.00	0.01%	for website and email services
	Licenses & Fees	\$ 1,000.00	0.01%	
	Misc expenses	\$ 5,000.00	0.05%	
	Occupancy (Rent, Utilities, Janitorial)	\$ -	0.00%	two years occupancy was allocated from FY 2021-22 funding
	Office Supplies	\$ 5,200.00	0.05%	<p>*NOTE: For "Sponsorships" category, incl. events are relevant to local children's issues (Children's Summit: convenes funders, philanthropy, providers, stakeholders to review/address issues for children and families in Leon County, and Soul of Southside Children's Village: focus on children residing in two of the most marginalized zip codes w/screenings, services, school registrations, etc. Lastly, the statewide Children's Week is held in Leon County during Session; sister CSCs usually provide a sponsorship and participate.</p>
	Payroll processing	\$ 10,000.00	0.09%	
	Postage and Courier	\$ 750.00	0.01%	
	Printing and Copying	\$ 2,000.00	0.02%	
	Research	\$ 4,000.00	0.04%	
	Software	\$ 3,000.00	0.03%	
	Sponsorships*	\$ 8,000.00	0.07%	
	Travel (Conferences and Mileage)			
	Conferences & Meetings	\$ 12,000.00	0.11%	FACCT, Greater Chamber, one additional conf/meeting
	Mileage	\$ 9,000.00	0.08%	vicinity and travel mileage
	Total Travel and Meetings	\$ 21,000.00	0.19%	
	Needs Assessment	\$ -	0.00%	
	Public Relations	\$ 50,000.00	0.46%	CSC Leon awareness and branding campaign
	Program & Financial Software	\$ 150,000.00	1.37%	Includes start up costs
	Program Investments			
	Priority Funding	\$ 6,117,172.73	55.81%	
	Summer Funding 2023	\$ 1,600,000.00	14.60%	
	Innovations Funding	\$ 1,500,000.00	13.68%	
	Capacity Building & Technical Assistance	\$ 120,000.00	1.09%	partnerships with capacity building and technical assistance organizations
	Total Program Investments	\$ 9,337,172.73	85.18%	All program investment categories
	Total Reserves	\$ 381,619.82	3.48%	5% of new ad valorem revenue
	Total Expense	\$ 10,961,408.44	100.00%	
	Net Ordinary Income	\$ 0.00		
	Reserves (Rolling)	\$ 701,869.82		sum of FY 2021-22 & FY 2022-23 reserves