

# **2013-2015 Mid Two Year Revised Budget**



# 2013 – 2015

## Mid Two Year Revised Budget



### Five Parts To The Budget

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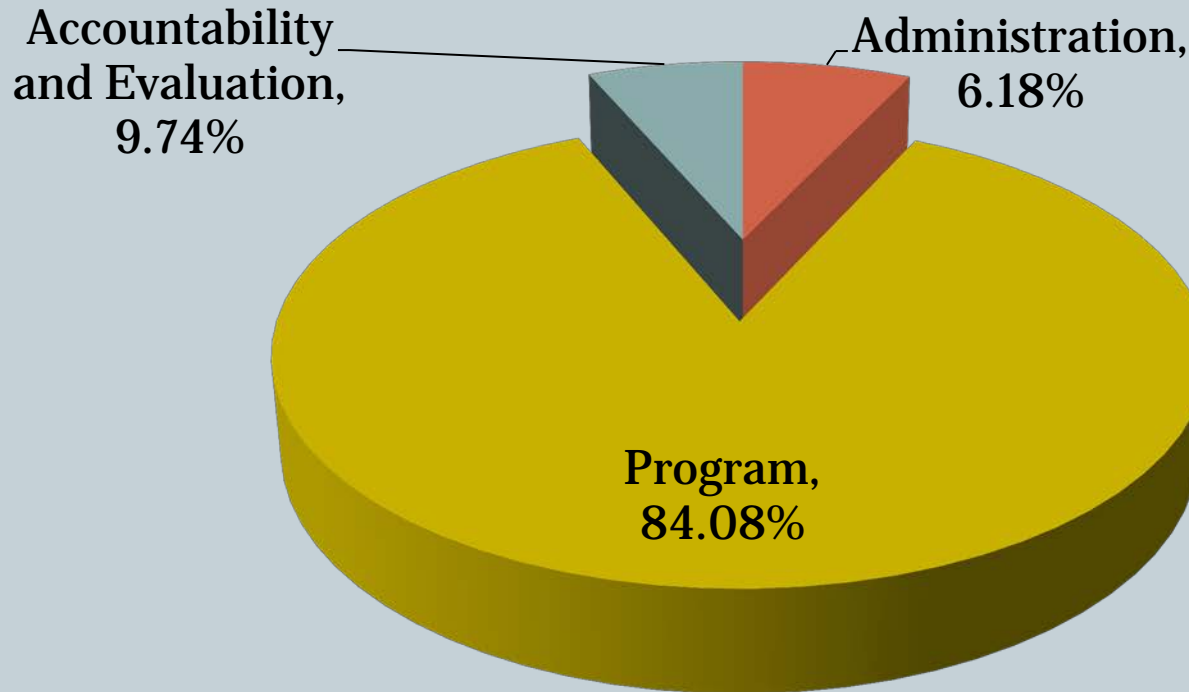
# Budget Framework History

FINANCIAL TOPIC	OUTCOME
<b>Term of the Strategic Plan</b>	7 Year Plan (2013-2020)
<b>Multi-Year Budget</b>	2 Year Budget
<b>Establish percentage limits by cost categories:</b> <ul style="list-style-type: none"> <li>▪ Administration</li> <li>▪ Program</li> <li>▪ Evaluation</li> </ul>	Percentages should not exceed: <ul style="list-style-type: none"> <li>▪ Administration – 10%</li> <li>▪ Program – 80%</li> <li>▪ Evaluation 10%</li> </ul>
<b>Tracking and reporting Program Investment – Strategic Plan</b>	<ol style="list-style-type: none"> <li>1. Focus Areas (Early Learning, Health Promotion, Strong Families)</li> <li>2. Birth to 3<sup>rd</sup> Grade Community Partnerships</li> <li>3. Public Policy and Advocacy</li> <li>4. Partnerships and Collaborative Efforts</li> </ol>
<b>Level of Funding</b>	Maintain a level of program funding throughout the Strategic Plan
<b>Contingency</b>	Maintain a contingency fund in amount not to exceed 3 months of operating budget.

# Mid Two Year Adjustments

	Original Amount	Proposed Revision Amount	Variance Amount
Revenue (Increase)	\$22,072,500	\$22,288,238	\$215,738
Cost Savings (Decrease)			
Salaries Benefits	\$3,329,832	\$3,223,179	\$106,653
Services & Supplies	\$976,992	\$962,037	\$14,955
Contingency Fund	\$500,000	\$315,317	\$184,683
Public Policy & Advocacy	\$1,562,200	\$1,447,500	\$114,700
Partnerships & Collaborative Efforts	<u>\$2,009,000</u>	<u>\$1,957,157</u>	<u>\$51,843</u>
<b>Total Cost Savings</b>			<u>\$472,834</u>
Plus Additional Revenue			<b>\$688,572</b>
<b>Program Investment Line Items (Increase)</b>			
Primary Focus Areas	\$10,548,750	\$10,820,185	\$271,435
Birth to 3 <sup>rd</sup> Grade Community Partnerships	\$1,265,726	\$1,682,863	\$417,137
<b>Total Program Investment Line Items (Increase)</b>			<b>\$688,572</b>

# Percentage Breakdown of Expenses



**Administrative Costs-** Administrative costs are general in nature. This principle distinguishes between those costs that specifically and directly benefit a business unit, program, or evaluation activity from those that do not. Administrative costs support the Commission's basic mission rather than specific program goals. This principle distinguishes between the nature of costs that provide direct value to achieving specific program goals and objectives from those that do not.

**Program Costs-** Costs incurred by the Commission readily assignable to a program or service provider (other than for evaluation activities) and/or in the execution of direct service provision. Program functions include direct services, program outreach and education, program and community agency technical assistance and support, and program database management.

**Evaluation Costs-** Costs incurred by the Commission in the evaluation of funded programs based upon their accountability framework and data collection and evaluation for required reporting to state and local stakeholders.



**2013-2015  
REVISED  
TWO YEAR BUDGET**

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## **INTRODUCTION**

At First 5 Fresno County (F5FC), we want all children to thrive. We are an advocacy organization that invests resources and supports efforts to improve the lives children ages 0-5 and their families.

Research proves that a child's brain develops most dramatically during the first five years than any other time. Based on this research, California voters passed Proposition 10, the California Children and Families Act, in 1998. Proposition 10 added a 50 cent tax on all tobacco products to fund programs and invest in efforts that support children 0-5 and their families. Proposition 10 funds are distributed to local counties based on a formula that includes the number of babies born in each county. F5FC is responsible for developing a strategic plan which guides local funding decisions that are consistent with the intent of the California Children and Families Act. Since inception, F5FC has received an average of \$12 million annually and invests an average of \$15 million annually through leveraging State and local funding.

## **FIRST 5 FRESNO COUNTY IS COMMITTED TO FISCAL RESPONSIBILITY AND TRANSPARENCY**

At F5FC, we take our budget and fiscal responsibility seriously. Wise resource management allows us to make a greater impact in our community and helps ensure a bright future for our children in Fresno County.

Fiscal Year (FY) 2013-2014 has proven to be a fiscally challenging year for the Commission. The Commission was tasked with the implementation of the first year of the 2013-2020 Strategic Plan with a reduction of fiscal resource, including a lower average balance in our investment accounts and overall reduction of Proposition 10 revenues. Regardless of these challenges, Commissioners and F5FC staff are confident the budget and long term financial plan developed will provide a stable base for the Commission's strategic investments for FY 2014-2015.

## **FY 2013-2014 HIGHLIGHTS AND ACCOMPLISHMENTS**

1. Implementation of the first year of the 2013-2020 Strategic Plan.
2. Funded two year commitments to service providers and community partners for approximately \$10.5 million.
3. Successful completion of the Commission's 10<sup>th</sup> Independent Audit Report with no findings.
4. Completion of the New Market Tax Credit transaction, leveraging approximately \$5.2 million in federal funds to construct approximately 43,288 square feet Lighthouse for Children facility in downtown Fresno. The twelve month construction project began in January 2014.
5. Implemented a five year school readiness longitudinal study to measure the impact of early childhood services on children's school achievement from pre-kindergarten through third grade.
6. Developed a public policy and advocacy evaluation approach in response to key priorities identified in the 2013-2020 Strategic Plan.
7. Opened the Community Learning Center Training Hub in partnership with Fresno Housing Authority and Youth Leadership Institute at the Helm Home located in downtown Fresno.
8. Launch and implementation of the B3 Initiative. The B3 Initiative is a partnership between Preschool California, the David & Lucile Packard Foundation, and the Fresno County Office of Education to support a comprehensive prenatal to third grade alignment efforts. The goal of this initiative is to transform how children, birth to age eight, learn and build on their early life experiences targeting school districts in Fresno County. The selected school districts include Fresno Unified School District, Central Unified School District, Fowler Unified School District, Kings Canyon Unified School District and Firebaugh Las Deltas Unified School District.



- 9. Maintained a variety of different cost saving strategies, preserving the Commission’s administrative rate at 6%. F5FC staff merged the Finance and Operations Department and created the Business Department resulting in cost savings and decreasing administrative costs.
- 10. Implemented an Accounts Receivable module to efficiently track and monitor multiple revenue resources. This provides the Commission a more efficient reporting mechanism to capture Accounts Receivable by identifying overdue receivables and providing timely collection notices.

**PREPARATION OF PROPOSED REVISED TWO YEAR BUDGET**

The budgeting process began in conjunction with the development of the 2013-2020 Strategic Plan and aligns with the annual review of the plan. Throughout the entire process, Commissioners were committed to continue collaborating with community partners and leveraging resources to maximize F5FC funds. During times of reduced funding and limited resources it becomes increasingly important to leverage the available expertise and knowledge of the community and to build from initiatives that have a strong foundation of evidence. This unified approach not only allows for more effective use of resources, but it also allows for enhanced focus and greater collective impact. The following are the financial topics, resources, strategies and outcomes that the Commission adopted during the 2013-2020 Strategic Plan for the proposed revised two year budget:

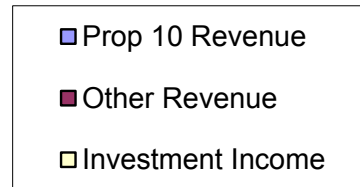
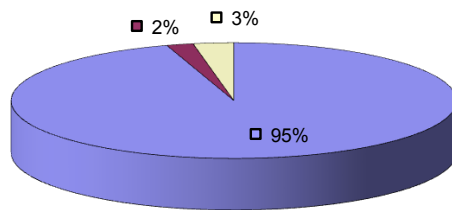
<b>FINANCIAL TOPIC</b>	<b>OUTCOME</b>	<b>RATIONALE</b>
<b>Term of the Strategic Plan</b>	7 Year Plan (FY 2013-2020)	Aligns with the Commission’s efforts on the Birth to Third Grade Reading
<b>Multi-Year Budget</b>	2 Year Budget	<ul style="list-style-type: none"> <li>▪ Integrate goal-setting and budgetary process.</li> <li>▪ Reinforce the Commission’s commitment to long-term fiscal health by looking beyond a one-year time horizon</li> <li>▪ Retain the fiscal control provided by annual budgets.</li> <li>▪ Reduce time and effort in preparing annual budget</li> </ul>
<b>Establish percentage limits by funding areas:</b> <ul style="list-style-type: none"> <li>▪ Administration</li> <li>▪ Program</li> <li>▪ Evaluation</li> </ul>	Percentages should not exceed: <ul style="list-style-type: none"> <li>▪ Administration – 10%</li> <li>▪ Program – 80%</li> <li>▪ Evaluation 10%</li> </ul>	Demonstrates the Commission’s ongoing commitment to direct the majority of Proposition 10 funds to community investments
<b>Tracking and reporting Program Investment – Strategic Plan</b>	<ol style="list-style-type: none"> <li>1. Focus Areas (Early Learning, Health Promotion, Strong Families)</li> <li>2. Birth to 3<sup>rd</sup> Grade Community Partnerships</li> <li>3. Public Policy and Advocacy</li> <li>4. Partnerships and Collaborative Efforts</li> </ol>	Aligning all expenditures with the Strategic Plan meets legal requirement
<b>Level of Funding</b>	Maintain a constant level of program funding throughout the Strategic Plan	Minimize any interruption of services to children in Fresno County
<b>Contingency</b>	Maintain a contingency fund in amount not to exceed 3 months of operating budget.	Safeguard against any unplanned expenditures

The annual review of the 2013-2015 two year budget provides the Commission the opportunity to see how current resources are being used to meet the goals and objectives of the community and that those objectives are balanced with the resources available to provide the required level of service going into the 2014-2015 fiscal year.

**FIRST 5 FRESNO COUNTY  
2013-2015  
REVISED TWO YEAR BUDGET ACTIVITY SUMMARY**

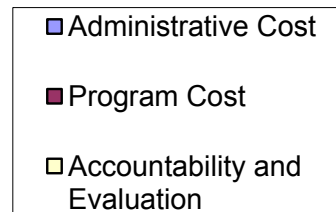
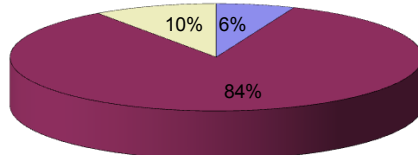
**TOTAL FUNDS AVAILABLE**

<b>Line Items</b>	<b>Recommended Budget Amounts</b>
Prop 10 Revenue	\$21,201,100
Other Revenue	\$432,001
Investment Income	\$655,137
	<b>\$22,288,238</b>



**TOTAL ALLOCATIONS**

<b>Line Items</b>	<b>Recommended Budget Amounts</b>
Administrative Cost	\$1,377,452
Program Cost	\$18,739,298
Accountability and Evaluation	2,171,488
	<b>\$22,288,238</b>



**FIRST 5 FRESNO COUNTY**  
**2013-2015**  
**REVISED TWO YEAR BUDGET**  
**(Breakdown by: Evaluation/Program/Administration)**

**REVENUES**

Prop 10 Revenues	\$21,201,100
Other Revenues	\$432,001
Interest Revenues - County Treasury	\$44,552
Investment Income	\$610,585
<b>Total Revenue</b>	<b>\$22,288,238</b>

**OPERATING BUDGET**

	Evaluation	Program	Administration	Total
Salaries and Benefits	\$225,623	\$2,191,762	\$805,795	\$3,223,179
Services & Supplies	\$43,793	\$425,416	\$492,828	\$962,037
Operations Contingency Fund	\$22,072	\$214,416	\$78,829	\$315,317
<b>Total Operational Budget</b>	<b>\$291,488</b>	<b>\$2,831,593</b>	<b>\$1,377,452</b>	<b>\$4,500,533</b>

<b>Strategic Plan Investments</b>	Evaluation	Program	Administration	Total
Focus Areas	\$0	\$10,820,185		\$10,820,185
Birth to 3rd Grade Community Partnerships	\$0	\$1,682,863		\$1,682,863
Public Policy and Advocacy	\$0	\$1,447,500		\$1,447,500
Partnerships and Collaborative Efforts	\$0	\$1,957,157		\$1,957,157
Accountability and Evaluation	\$1,880,000	\$0		\$1,880,000
<b>Total Strategic Plan Investments</b>	<b>\$1,880,000</b>	<b>\$15,907,705</b>	<b>\$0</b>	<b>\$17,787,705</b>
<b>Total Proposed Budget Expenses</b>	<b>\$2,171,488</b>	<b>\$18,739,298</b>	<b>\$1,377,452</b>	<b>\$22,288,238</b>
<b>Total Proposed Allocations and Percentage</b>	<b>9.74%</b>	<b>84.08%</b>	<b>6.18%</b>	<b>100%</b>

**FIRST 5 FRESNO COUNTY  
2013-2015  
REVISED TWO YEAR BUDGET SUMMARY DETAIL**

<b>Revenues</b>					
	Original Two Year Amounts	Projected Year 1 Actual Amounts 7/1/2013 to 6/30/2014	Proposed Year 2 Budget Amounts 7/1/2014 to 6/30/2015	Revised Two Year Amounts	Variance
Prior Year Carryover Revenue	\$204,172	\$0	\$1,242,812	\$1,242,812	\$1,038,640
Prop 10 Revenue	\$21,201,100	\$10,789,000	\$10,412,100	\$21,201,100	\$0
Other Revenue	\$250,000	\$307,001	\$125,000	\$432,001	\$182,001
Interest Revenue - County Treasury	\$25,900	\$31,852	\$12,700	\$44,552	\$18,652
Investment Income	\$595,500	\$320,085	\$290,500	\$610,585	\$15,085
<b>Total Revenues</b>	<b>\$22,072,500</b>	<b>\$11,447,938</b>	<b>\$12,083,112</b>	<b>\$22,288,238</b>	<b>\$215,738</b>
<b>Operating</b>					
<b>Salary &amp; Benefits</b>					
Salary Expense	\$2,163,747	\$998,659	\$1,069,515	\$2,068,173	(\$95,574)
Payroll Tax Expense	\$209,679	\$97,033	\$101,831	\$198,864	(\$10,815)
Retirement Expense	\$189,198	\$87,336	\$93,518	\$180,854	(\$8,344)
Employee Benefits Expense	\$738,203	\$335,547	\$402,656	\$738,203	\$0
Worker's Comp. Expense	\$19,005	\$12,897	\$14,187	\$27,084	\$8,079
Education Allowance	\$10,000	\$5,000	\$5,000	\$10,000	\$0
<b>Total Salaries &amp; Benefits</b>	<b>\$3,329,832</b>	<b>\$1,536,472</b>	<b>\$1,686,708</b>	<b>\$3,223,179</b>	<b>(\$106,653)</b>
<b>Services &amp; Supplies</b>					
Advertising Expense	\$3,000	\$675	\$1,500	\$2,175	(\$825)
Audit Expense	\$47,000	\$22,000	\$25,000	\$47,000	\$0
Capital Expense - Computers & Software	\$13,000	\$8,000	\$14,350	\$22,350	\$9,350
Commissioner/Advisory Expense	\$12,500	\$1,200	\$6,750	\$7,950	(\$4,550)
Dues & Subscription Expense	\$70,250	\$35,125	\$35,125	\$70,250	(\$0)
Equipment Rental/Maintenance Expense	\$119,688	\$59,390	\$68,618	\$128,008	\$8,320
General & Administrative Expense	\$22,300	\$12,300	\$10,000	\$22,300	\$0
Insurance Expense	\$22,430	\$6,468	\$7,110	\$13,578	(\$8,852)
Office Expense	\$19,776	\$12,720	\$12,720	\$25,440	\$5,664
Postage Expense	\$2,000	\$375	\$1,500	\$1,875	(\$125)
Printing Expense	\$2,100	\$1,000	\$1,100	\$2,100	\$0
Program Development/Strategic Planning Expense	\$45,000	\$0	\$25,000	\$25,000	(\$20,000)
Professional Service Expense	\$212,000	\$111,000	\$121,000	\$232,000	\$20,000
Rental/Lease Rooms/Office Expense	\$262,484	\$117,782	\$131,242	\$249,024	(\$13,460)
Staff Training & Conference Expense	\$52,800	\$12,956	\$32,400	\$45,356	(\$7,444)
Telephone Expense	\$53,664	\$26,832	\$26,832	\$53,664	\$0
Local Travel Expense	\$17,000	\$5,867	\$8,100	\$13,967	(\$3,033)
<b>Total Operations Expenses</b>	<b>\$976,992</b>	<b>\$433,690</b>	<b>\$528,347</b>	<b>\$962,037</b>	<b>(\$14,955)</b>
Operations Contingency Fund	\$500,000	\$65,317	\$250,000	\$315,317	(\$184,683)
<b>Total Operating</b>	<b>\$4,806,824</b>	<b>\$2,035,479</b>	<b>\$2,465,054</b>	<b>\$4,500,533</b>	<b>(\$306,291)</b>
<b>Strategic Plan Investments</b>					
<b>Strategic Plan Investments</b>					
<b>Focus Areas</b>					
Health Promotion	\$3,087,412	\$1,433,059	\$1,733,796	\$3,166,855	\$79,443
Early Learning	\$4,063,168	\$1,885,968	\$2,281,752	\$4,167,720	\$104,551
Strong Families	\$3,398,170	\$1,577,301	\$1,908,309	\$3,485,611	\$87,440
<b>Total Strategic Plan Investments</b>	<b>\$10,548,750</b>	<b>\$4,896,328</b>	<b>\$5,923,857</b>	<b>\$10,820,185</b>	<b>\$271,435</b>
<b>Birth to 3rd Grade Community Partnerships</b>					
Birth to Third Grade Reading	\$1,265,726	\$632,863	\$750,000	\$1,382,863	\$117,137
Partnership Grant (Packard Foundation)	\$0	\$300,000	\$0	\$300,000	\$300,000
<b>Total P3 Community Partnerships</b>	<b>\$1,265,726</b>	<b>\$932,863</b>	<b>\$750,000</b>	<b>\$1,682,863</b>	<b>\$417,137</b>
<b>Public Policy and Advocacy</b>					
Community Relations	\$107,200	\$10,500	\$85,000	\$95,500	(\$11,700)
Community Education	\$670,000	\$127,000	\$440,000	\$567,000	(\$103,000)
Policy and Advocacy	\$785,000	\$373,300	\$411,700	\$785,000	\$0
<b>Total Public Policy and Advocacy</b>	<b>\$1,562,200</b>	<b>\$510,800</b>	<b>\$936,700</b>	<b>\$1,447,500</b>	<b>(\$114,700)</b>
<b>Partnerships and Collaborative Efforts</b>					
Community Partnerships	\$1,430,000	\$681,657	\$748,500	\$1,430,157	\$157
Community Professional Development Support	\$579,000	\$208,000	\$319,000	\$527,000	(\$52,000)
<b>Total Partnerships and Collaborative Efforts</b>	<b>\$2,009,000</b>	<b>\$889,657</b>	<b>\$1,067,500</b>	<b>\$1,957,157</b>	<b>(\$51,843)</b>
<b>Accountability and Evaluation</b>					
Accountability Services	\$680,000	\$340,000	\$340,000	\$680,000	\$0
Evaluation Services	\$1,200,000	\$600,000	\$600,000	\$1,200,000	\$0
<b>Total Accountability and Evaluation</b>	<b>\$1,880,000</b>	<b>\$940,000</b>	<b>\$940,000</b>	<b>\$1,880,000</b>	<b>\$0</b>
<b>Total Strategic Plan Investments</b>	<b>\$17,265,676</b>	<b>\$8,169,648</b>	<b>\$9,618,057</b>	<b>\$17,787,705</b>	<b>\$522,029</b>
<b>Total First 5 Fresno County Budget</b>	<b>\$22,072,500</b>	<b>\$10,205,126</b>	<b>\$12,083,112</b>	<b>\$22,288,238</b>	<b>\$215,738</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

**OPERATING EXPENSES**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Salaries</b>				
Justification/Calculations:				
	<b>\$2,163,747</b>	\$998,659	\$1,069,515	<b>\$2,068,173</b>
Proposed: The Commission approved staffing of 19 FTE is being reduced to 18 FTE. F5FC staff is recommending to leave one position vacant ultimately providing a cost savings to the Commission. Salaries are recommended at 18 FTE.				
	<b>Current 2-Year Amount 2,163,747</b>	<b>Revised 2-Year Amount 2,068,173</b>	<b>Variance (95,574)</b>	
Justification: Due to the December 2013 restructure, the Commission was provided a cost savings in salaries. The restructure included reducing the approved FTE allocation from 18 to 17 and the elimination of two Director level positions.				
<b>Total Evaluation Expense</b>	2,068,173	x	7%	144,772
<b>Total Program Expense</b>	2,068,173	x	68%	1,406,358
<b>Total Administration Expense</b>	2,068,173	x	25%	517,043

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Payroll Taxes</b>				
Justification/Calculations:				
	<b>\$209,679</b>	\$97,033	\$101,831	<b>\$198,864</b>
A. Federal Income Contribution Act: The employer's share is set by the federal government at 9.05% of gross salary				
Year 1:	\$998,659	x	9.05%	\$90,379
Year 2:	\$1,069,515	x	9.05%	\$96,791
B. State Unemployment Insurance - The payroll tax is based on the premium				
Year 1:	\$126,000	x	4.00%	\$5,040
Year 2:	\$126,000	x	4.00%	\$5,040
C. Federal Unemployment Training Tax and State Unemployment Training Tax				
Year 1:	\$126,000	x	1.50%	\$1,690
Year 2:	\$119,000	x	1.50%	\$1,785
	<b>Current 2-Year Amount 209,679</b>	<b>Revised 2-Year Amount 198,864</b>	<b>Variance (10,815)</b>	
Justification: The reduction in salaries resulted in a savings of approximately \$10,815 in payroll taxes.				
<b>Total Evaluation Expense</b>	198,864	x	7%	13,920
<b>Total Program Expense</b>	198,864	x	68%	135,228
<b>Total Administration Expense</b>	198,864	x	25%	49,716

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Retirement</b>				
Justification/Calculations:				
	<b>\$189,198</b>	\$87,336	\$93,518	<b>\$180,854</b>
Retirement is 8.74% of total gross salary for 18 staff positions.				
Year 1:	\$998,659	x	8.74%	\$87,323
	Annual Salaries Amount		Percentage	Total Amount
Year 2:	\$1,069,515	x	8.74%	\$93,518
	Annual Salaries Amount		Percentage	Total Amount
	<b>Current 2-Year Amount 189,198</b>	<b>Revised 2-Year Amount 180,854</b>	<b>Variance (8,344)</b>	
Justification: An additional savings in retirement is also contributed to the reduction in salaries. The total cost savings is approximately \$8,344.				
<b>Total Evaluation Expense</b>	180,854	x	7%	12,660
<b>Total Program Expense</b>	180,854	x	68%	122,981
<b>Total Administration Expense</b>	180,854	x	25%	45,214

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Employee Benefits</b>				
Justification/Calculations:				
	<b>\$738,203</b>	\$335,547	\$402,656	<b>\$738,203</b>
The Commission's insurance broker provided projections assuming no plan changes and utilization are made. A conservative increase of 17% is projected to the current plan. HCR age compression will not occur until the renewal in 2014.				
Year 1:	\$291,780	x	15%	\$335,547
	FY2012-13 Annual Amount		Rate Increase	Annual Amount
The Commission's insurance broker projects a conservative 25% increase in the second year (FY2014-2015).				
Year 2:	\$335,547	x	20%	\$402,656
	FY2013-14 Annual Amount		Rate Increase	Annual Amount
<b>Total Evaluation Expense</b>	738,203	x	7%	51,674
<b>Total Program Expense</b>	738,203	x	68%	501,978
<b>Total Administration Expense</b>	738,203	x	25%	184,551

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

					Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Workers Compensation</b>								
Justification/Calculations:								
					\$19,005	\$12,897	\$14,187	\$27,084
The following is the cost breakdown by year:								
Year 1:		\$12,050	x	7%	=	\$12,897		
		FY2012-13 Annual Amount		Rate Increase		Annual Amount		
Year 2:		\$12,897	x	10.0%	=	\$14,187		
		FY2013-14 Annual Amount		Rate Increase		Annual Amount		
	<b>Current 2-Year Amount</b>					<b>Revised 2-Year Amount</b>		<b>Variance</b>
	19,005					27,084		8,079
Justification: Given that the Commission has been more involved in the community, the Commission's positions have been reclassified under the workers compensation definition to the salesman category. As a result, an increase of 7% has been applied to the policy. The unanticipated increase is approximately \$8,079.								
<b>Total Evaluation Expense</b>		27,084	x	7%				1,896
<b>Total Program Expense</b>		27,084	x	68%				18,417
<b>Total Administration Expense</b>		27,084	x	25%				6,771

					Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Educational Stipend</b>								
Justification/Calculations:								
					\$10,000	\$5,000	\$5,000	\$10,000
Currently, the Commission has three staff seeking higher level of education. The Commission offers educational reimbursement to staff for an amount of \$1,000 per fiscal year. A total of \$5,000 a year is projected to be spent by fiscal year.								
<b>Total Evaluation Expense</b>		10,000	x	7%				700
<b>Total Program Expense</b>		10,000	x	68%				6,800
<b>Total Administration Expense</b>		10,000	x	25%				2,500

					Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Advertising Expense</b>								
Justification/Calculations:								
					\$3,000	\$675	\$1,500	\$2,175
Minimal cost are associated with advertising. Commission staff utilizes online resources to recruit and advertise F5FC business. F5FC staff is recommending \$1,500 annually to be set aside for an as needed basis. Examples include public notice, RFP, RFA, etc.								
	<b>Current 2-Year Amount</b>					<b>Revised 2-Year Amount</b>		<b>Variance</b>
	3,000					2,175		(825)
Justification: Commission staff has been utilizing electronic forms of communication versus utilizing newspaper advertisement for RFP, RFA, etc. As a result, a decrease of \$825 is being recommended.								
<b>Total Evaluation Expense</b>		2,175	x	0%				0
<b>Total Program Expense</b>		2,175	x	0%				0
<b>Total Administration Expense</b>		2,175	x	100%				2,175

					Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Audit Expense</b>								
Justification/Calculations:								
					\$47,000	\$22,000	\$25,000	\$47,000
Independent auditing services were procured in FY2011-2012 for three years. The agreed upon amounts for the three years is as follow: FY2011-2012 is \$20,500; FY2012-2013 is \$22,000; and FY2013-2014 is \$23,000. Auditing services will be procured in FY2014-2015, F5FC staff is projecting approximately \$25,000 per fiscal year.								
<b>Total Evaluation Expense</b>		47,000	x	0%				0
<b>Total Program Expense</b>		47,000	x	0%				0
<b>Total Administration Expense</b>		47,000	x	100%				47,000

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Equipment/Capital Expense</b>				
Justification/Calculations:				
	<b>\$13,000</b>	\$8,000	\$14,350	<b>\$22,350</b>
Proposed: Replacement/Repairs of Equipment and Furniture: \$200,000 value of F5 equipment X 2% is recommended for the use and replacement of equipment for F5FC. The total equals \$5,000 per fiscal year. Based on the current fiscal year's expenditures of \$4,700, the \$5,000 is reasonable for each fiscal year.				
	<b>Current 2-Year Amount 13,000</b>	<b>Revised 2-Year Amount 22,350</b>	<b>Variance 9,350</b>	
Justification: The amount estimated for year 2 is approximately \$14,350 (approximately \$610/month x 12 months + \$7,022 Miscellaneous Hardware). Calculations are based on common practice of budgeting 20% of the value of the agency's assets and replacing normal wear & tear equipment.				
<b>Total Evaluation Expense</b>	22,350	x	7%	1,565
<b>Total Program Expense</b>	22,350	x	68%	15,198
<b>Total Administration Expense</b>	22,350	x	25%	5,588

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Commissioner Expense</b>				
Justification/Calculations:				
	<b>\$12,500</b>	\$1,200	\$6,750	<b>\$7,950</b>
Proposed: The line item is budgeted for 9 Commissioners for potential equipment, trainings, workshops associated with F5FC's work. Examples include but not limited to F5 State Annual Conference, mileage reimbursement, etc. Annual amount is budgeted at \$750 per Commissioner. Historically, the Commission has been underspent by 50% in this line item.				
	9	x	\$750	\$6,750
	Number of Commissioners		Average Cost	Annual Amount
	<b>Current 2-Year Amount 12,500</b>	<b>Revised 2-Year Amount 7,950</b>	<b>Variance (4,550)</b>	
Justification: Commissioners have not requested reimbursement for any expenses incurred for Commission business providing a cost savings of approximately \$4,550.				
<b>Total Evaluation Expense</b>	7,950	x	0%	0
<b>Total Program Expense</b>	7,950	x	0%	0
<b>Total Administration Expense</b>	7,950	x	100%	7,950

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Dues and Subscriptions Expense</b>				
Justification/Calculations:				
	<b>\$70,250</b>	\$35,125	\$35,125	<b>\$70,250</b>
The cost associated with subscriptions and dues for the twelve month period is based on First 5 Association followed:				
	\$562,010	x	6.25%	\$35,125
	Annual Budget		F5FC Percentage	
Plus miscellaneous subscriptions, publications, and dues are estimated at \$7,000				
<b>Total Evaluation Expense</b>	70,250	x	7%	4,917
<b>Total Program Expense</b>	70,250	x	68%	47,770
<b>Total Administration Expense</b>	70,250	x	25%	17,562

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Equipment Rental/Maintenance Expense</b>				
Justification/Calculations:				
	<b>\$119,688</b>	\$59,390	\$68,618	<b>\$128,008</b>
<b>Equipment Maintenance:</b>				
The Commission's general and administrative equipment includes postage and copier/scanner maintenance. The cost breakdown by year is as follows: postage maintenance \$290 x 4 quarterly = \$1,160 annually; copier/scanner maintenance: \$410 x 12 months = \$4,920 annually. In the second year, F5FC staff is projecting costs to increase by 10%.				
		Postage Maintenance	\$1,160	\$1,276
		Copier/Scanner Maintenance	\$4,920	\$5,412
		<b>Equipment Maintenance Sub-Total</b>	<b>\$6,080</b>	<b>\$6,688</b>
<b>Computer Maintenance:</b>				
The Commission contracts out Information Technology support to provide desktop and server support. The amount estimated for year 2 is approximately \$35,000 (approximately \$2,916.67/month x 12 months)				
		Desktop and Server Support	\$10,560	\$35,000
		Additional Support	\$3,000	\$0
		<b>Computer Maintenance Sub-Total</b>	<b>\$13,560</b>	<b>\$35,000</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Cont. Equipment Rental/Maintenance Expense</b>				
Justification/Calculations:				
Accounting System Maintenance		\$7,700	\$7,700	
FATS Maintenance		\$290	\$290	
Anti-virus Software		\$360	\$360	
Email Spam Filter		\$540	\$540	
Web service		\$150	\$150	
Fax Service		\$210	\$210	
Server Support		\$1,680	\$1,680	
<b>Software Sub-Total</b>		<b>\$10,930</b>	<b>\$10,930</b>	
<b>Breastfeeding Friendly (BFF) Express Trailer Maintenance:</b>				
The BFF Express is used during outdoor community events primarily to support breastfeeding mothers and to encourage community dialogue about the importance of supporting breastfeeding.				
Cost associated with the BFF's preventive maintenance, repairs, transport, and fuel for the generator are as follows:				
1.) Repairs, maintenance & replacement parts - \$100,000 value of the BFF X 2% reasonable percentage based on use equals \$5,000 annually.				
2.) Transportation, cleaning and fuel: based on the last six months we spent approximately \$5,200. As a result F5FC staff is projecting \$11,000 per fiscal year.				
Repairs, Maintenance and Replacement		\$5,000	\$5,000	
Transportation, Cleaning, and Fuel		\$11,000	\$11,000	
<b>BFF Express Maintenance Sub-Total</b>		<b>\$16,000</b>	<b>\$16,000</b>	
<b>Current 2-Year Amount</b>	<b>119,688</b>	<b>Revised 2-Year Amount</b>	<b>128,008</b>	<b>Variance</b>
				<b>8,320</b>
Justification: In the past two years the Commission experienced several information technology (IT) issues. Staff was directed to resolve and create an efficient IT plan to ensure ongoing connectivity. The result was to hire a local IT firm to provide ongoing technical support. An increase of \$8,320 is being requested to cover the additional IT support & management.				
<b>Total Evaluation Expense</b>	128,008	x	7%	<b>8,961</b>
<b>Total Program Expense</b>	128,008	x	68%	<b>87,045</b>
<b>Total Administration Expense</b>	128,008	x	25%	<b>32,002</b>

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>General and Administrative Expense</b>				
Justification/Calculations:				
	<b>\$22,300</b>	\$12,300	\$10,000	<b>\$22,300</b>
Costs associated with management, financial, and other expenses which are incurred by or allocated to the Commission and which are for the general management and administration of the Commission that can not be assigned to a specific line item. Costs include bank charges, dependent care plan, etc. Average expenditures for the past five years have been approximately \$10,000.				
<b>Total Evaluation Expense</b>	22,300	x	0%	<b>0</b>
<b>Total Program Expense</b>	22,300	x	0%	<b>0</b>
<b>Total Administration Expense</b>	22,300	x	100%	<b>22,300</b>

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Insurance Expense</b>				
Justification/Calculations:				
	<b>\$22,430</b>	\$6,468	\$7,110	<b>\$13,578</b>
Proposed: The Commission is required to carry liability insurance. The costs are as followed: SLIP \$5,500 annually; SPIP \$3,500 annually.				
<b>Current 2-Year Amount</b>	<b>22,430</b>	<b>Revised 2-Year Amount</b>	<b>13,578</b>	<b>Variance</b>
				<b>(8,852)</b>
Justification: Originally F5FC staff projected a 10% increase in the second year for a total of \$9,900 annually. An additional \$1,400 annual for CSAC (Crime Bond) for \$1,400. However due to the Commission's record of no claims filed, a cost savings was provided of approximately \$8,852. Decreasing the overall budget amount.				
<b>Total Evaluation Expense</b>	13,578	x	7%	<b>950</b>
<b>Total Program Expense</b>	13,578	x	68%	<b>9,233</b>
<b>Total Administration Expense</b>	13,578	x	25%	<b>3,395</b>

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Office Expense</b>				
Justification/Calculations:				
	<b>\$19,776</b>	\$12,720	\$12,720	<b>\$25,440</b>
Proposed: Cost includes day-to-day supplies and materials for the Commission's staff. Currently office expenses average \$580 a month. F5FC staff recommends a slight decrease of \$560 per month X 12 months for a total \$6,720 annually for 2013-2015 with a 5% increase in the following fiscal year for a total of \$7,056 annually.				
<b>Current 2-Year Amount</b>	<b>19,776</b>	<b>Revised 2-Year Amount</b>	<b>25,440</b>	<b>Variance</b>
				<b>5,664</b>
Justification: Day to day office expenses were under budgeted by approximately \$5,664. Staff is requesting an increase to the line item to cover all expenses for the two year period.				
<b>Total Evaluation Expense</b>	25,440	x	7%	<b>1,781</b>
<b>Total Program Expense</b>	25,440	x	68%	<b>17,299</b>
<b>Total Administration Expense</b>	25,440	x	25%	<b>6,360</b>



**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Postage Expense</b>				
Justification/Calculations:				
	\$2,000	\$375	\$1,500	\$1,875
Proposed: On average the Commission has spent approximately \$1,200 annually on postage. Costs are \$400 quarterly for a total of \$1,200 annually. F5FC staff is requesting an additional \$300 for unexpected high volume mailing, if needed. A total is \$1,500 is being requested for the second fiscal year.				
	<b>Current 2-Year Amount</b> 2,000	<b>Revised 2-Year Amount</b> 1,875	<b>Variance</b> (125)	
Justification: Staff fully implemented electronic funds transfer (EFT) payments versus mailing checks to vendors and contractors. EFT payments do not require postage, providing the Commission an additional cost savings of \$125.				
<b>Total Evaluation Expense</b>	1,875	x	7%	131
<b>Total Program Expense</b>	1,875	x	68%	1,275
<b>Total Administration Expense</b>	1,875	x	25%	469

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Printing Expense</b>				
Justification/Calculations:				
	\$2,100	\$1,000	\$1,100	\$2,100
The Commission does minor printing throughout the year. F5FC staff utilizes online publications via websites or distributes mail electronically as a cost savings measure. The recommended budget amount is to remain the same as the current year for \$1,100 annually. The cost may include business cards and unexpected printing expenses.				
<b>Total Evaluation Expense</b>	2,100	x	7%	147
<b>Total Program Expense</b>	2,100	x	68%	1,428
<b>Total Administration Expense</b>	2,100	x	25%	525

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Program Development Expense/Strategic Planning Implementation</b>				
Justification/Calculations:				
	\$45,000	\$0	\$25,000	\$25,000
Proposed: The majority of the 2013-2020 Strategic Plan (SP) has been implemented, F5FC staff is recommending approximately \$25,000 for any additional cost for printing and online materials to showcase the SP.				
	<b>Current 2-Year Amount</b> 45,000	<b>Revised 2-Year Amount</b> 25,000	<b>Variance</b> (20,000)	
Justification: The intensive review of the 2013-2020 Strategic Plan was not planned for this year and staff were able to utilize pro-bono expertise for specific planning work at no cost. Additionally, no expenses were incurred in FY2013-2014 therefore providing the Commission a cost savings of \$20,000.				
<b>Total Evaluation Expense</b>	25,000	x	0%	0
<b>Total Program Expense</b>	25,000	x	0%	0
<b>Total Administration Expense</b>	25,000	x	100%	25,000

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Professional Services</b>				
Justification/Calculations:				
	\$222,000	\$111,000	\$121,000	\$232,000
Proposed: The Commission utilizes the professional services line item to obtain a specific technical or unique function performed by independent contractor or consultant whose occupations are not fulfilled by F5FC staff. Examples of professional services include those of: accountants, attorneys, business consultants, business development managers, law firms, human resources, payroll services, investment, custodial services and translators. Current budget amounts for legal services includes \$110,000 annually with an average of \$9,166 per month. However current expenditures are averaging \$5,000 per month which is a good trend for an agency like the Commission. Hence, F5FC staff is recommending \$5,000 cost X 12 month = \$80,000 annually. All other contract services are recommended to remain at their current amount with a total decrease of \$141,000 from the current budget amount.				
		Legal Services	\$70,000	\$80,000
		Human Resource Services	\$2,500	\$2,500
		Investment Services	\$20,000	\$20,000
		Custodial Services	\$5,000	\$5,000
		Payroll Services	\$1,700	\$1,700
		Translation Services	\$1,800	\$1,800
		Unexpected Misc. Professional Services	\$10,000	\$10,000
		<b>Professional Services Total</b>	<b>\$111,000</b>	<b>\$121,000</b>
	<b>Current 2-Year Amount</b> 222,000	<b>Revised 2-Year Amount</b> 232,000	<b>Variance</b> 10,000	
Justification: An increase of \$10,000 is being requested for legal fees. The increase is due to unforeseen additional services such as negotiations of sublessee agreements and unanticipated information requests from other entities.				
<b>Total Evaluation Expense</b>	232,000	x	0%	0
<b>Total Program Expense</b>	232,000	x	0%	0
<b>Total Administration Expense</b>	232,000	x	100%	232,000

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Rental/Lease Office Space Expense</b>				
Justification/Calculations:				
	\$262,484	\$117,782	\$131,242	\$249,024
Proposed: The monthly lease for the Commission's office space is \$8505 per month X 12 months = \$102,060 annually. Rental room cost for Commission meetings, trainings, and workshops are estimated annually at \$25,000. Additional storage space is needed to store the past five years of the Commission's records at Derrell's Mini Storage. Costs are \$2,091 per unit x 2 units = \$4,182 annually.				
		Office Space \$102,060	\$102,060	
		Rental Rooms \$11,540	\$25,000	
		Additional Storage \$4,182	\$4,182	
		<b>Rental/Lease Office Space Total</b>	<b>\$117,782</b>	<b>\$131,242</b>
	<b>Current 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>	
	262,484	249,024	(13,460)	
Justification: A decrease of approximately \$13,460 is being requested. The savings is due to room rentals not being utilized as frequently.				
<b>Total Evaluation Expense</b>	249,024	x	7%	17,432
<b>Total Program Expense</b>	249,024	x	68%	169,336
<b>Total Administration Expense</b>	249,024	x	25%	62,256

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Staff Trainings and Conferences Expense (Out of Town Travel)</b>				
Justification/Calculations:				
	\$52,800	\$12,956	\$32,400	\$45,356
Proposed: Estimated cost for staff trainings and conference are projected based on 18 F5FC staff is estimated at \$1,800 per staff member per year (\$1,800 average X 18 staff = \$32,400 annually). Trainings include staff to attend First 5 State Annual Conference, annual retreats, Annual Government Financial Officer Association Conference, Early Care Education (Zero to Three) Conference, State Annual Grants and Contracts Compliance Conference, and Grant Makers for Children, Youth, and Families Annual Conference. All trainings must be aligned with the Commission Strategic Plan 2013-2020.				
	<b>Current 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>	
	52,800	45,356	(7,444)	
Justification: Cost savings is due to staff maximizing local opportunities for professional development. Staff is recommending a decrease of approximately \$7,444.				
<b>Total Evaluation Expense</b>	45,356	x	7%	3,175
<b>Total Program Expense</b>	45,356	x	68%	30,842
<b>Total Administration Expense</b>	45,356	x	25%	11,339

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Telephone and Data line Expense</b>				
Justification/Calculations:				
	\$53,664	\$26,832	\$26,832	\$53,664
Telephone expenses include phone landlines, data lines, wireless and cellular services. Monthly average expense for landlines is \$576 cost x 12 months = \$6,912 annually. Monthly data lines are approximately \$650 cost x 12 months = \$7,800 annually. Monthly wireless plans for lpad access are \$185 cost x 12 months = \$2,220 annually plus \$10 per month for each device x 20 devices = \$200 total per month x 12 months = \$2,400 annually for total \$4,620 annually. This is consolidating all l pads onto one account. Annual cellular services and reimbursement include approximately \$625 cost x 12 month = \$7,500 annually.				
<b>Total Evaluation Expense</b>	53,664	x	7%	3,756
<b>Total Program Expense</b>	53,664	x	68%	36,492
<b>Total Administration Expense</b>	53,664	x	25%	13,416

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Local Travel Expense</b>				
Justification/Calculations:				
	\$17,000	\$5,867	\$8,100	\$13,967
Proposed: F5FC Program and Finance Officers are required to administer Annual Contract Reviews (ACR) to all funded Service Providers throughout Fresno County as well as provide onsite technical assistance to Service Providers and Community Partners. Estimated cost are projected based on past expenses, the recommended budget amount is \$12,500 annually. The IRS allowable mileage reimbursement for 2014 is 56¢ per mile.				
15 x \$45 = \$675 x 12 = \$8,100				
F5FC Staff Monthly Average Annually Per Staff Months Agency Total				
	<b>Current 2-Year Amount</b>	<b>Revised 2-Year Amount</b>	<b>Variance</b>	
	17,000	13,967	(3,033)	
Justification: To provide the Commission additional cost savings staff car pooled and limited their local travel. As a result staff is recommending a decrease of \$3,003 to be moved to program investments.				
<b>Total Evaluation Expense</b>	13,967	x	7%	978
<b>Total Program Expense</b>	13,967	x	68%	9,498
<b>Total Administration Expense</b>	13,967	x	25%	3,492

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Operations Contingency Fund</b>				
Justification/Calculations:	<b>\$500,000</b>	\$65,317	\$250,000	<b>\$315,317</b>
<p>Proposed: An amount kept in reserve to guard against possible losses. A separate fund set aside to meet unforeseen and unavoidable requirements that may arise during the budget year. Certain types of contingency (such as meeting obligations) may be specified as a potential use for such funds.</p>				
	<b>Current 2-Year Amount 500,000</b>	<b>Revised 2-Year Amount 315,317</b>	<b>Variance (184,683)</b>	
<p>Justification: The Commission is projecting to spend approximately \$65,317 from the operations contingency fund for legal fees regarding litigation with the State of California. Approximately \$184,683 is recommended to go towards the 2013-2020 Strategic Plan - primary focus areas.</p>				
<b>Total Evaluation Expense</b>	315,317	x	7%	<b>22,072</b>
<b>Total Program Expense</b>	315,317	x	68%	<b>214,416</b>
<b>Total Administration Expense</b>	315,317	x	25%	<b>78,829</b>

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

**2013-2020  
STRATEGIC PLAN INVESTMENTS**

Focus Areas	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount	
Justification/Calculations:	\$10,548,750	\$4,896,328	\$5,923,857	\$10,820,185	
<b>Early Learning</b>					
The Commission's early learning efforts support an increase in the number and capacity of quality early learning programs as well as properly identifying and supporting children with special needs. Specifically, the strategies will positively influence the following 3rd grade reading predictive factors:					
<input type="checkbox"/> High Quality Early Childhood Education; Preschool <input type="checkbox"/> Optimal Language Development <input type="checkbox"/> Achieving Typical Developmental Milestones <input type="checkbox"/> Optimal Social-Emotional and Mental Health (Parent-Child) <input type="checkbox"/> Child's Parents have High School Diploma					
	<b>2013-2020 Strategic Plan Funding</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	
	<b>Early Learning Sub-Total</b>	\$1,670,667	\$1,670,667	\$1,670,667	
<b>Health Promotion</b>					
The Commission focuses the majority of its health promotion investments and activities to help children stay healthy. Preventative care and early identification of special health needs are critical to the health and development of children from a prenatal stage through age five. The Commission will invest in efforts that positively influence the following health focused 3rd grade reading predictive factors:					
<input type="checkbox"/> Adequate Prenatal Care; Typical Birth weight <input type="checkbox"/> Good Nutrition and Overall Physical Health <input type="checkbox"/> Optimal Social-Emotional and Mental Health (Parent-Child) <input type="checkbox"/> Optimal Language Development <input type="checkbox"/> Achieving Typical Developmental Milestones <input type="checkbox"/> Secure and Healthy Homes; Resource Rich Community					
	<b>2013-2020 Strategic Plan Funding</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	
	<b>Health Promotion Sub-Total</b>	\$2,198,671	\$2,198,671	\$2,198,671	
<b>Strong Families</b>					
The family strengthening investments and activities are focused on supporting the healthy development of relationships between parents and their young children. The Commission believes that healthy parent-child bonding and attachment, utilization of parenting practices leading to optimal development, and supports that connect families with resources and services will lead to more stable and nurturing homes and neighborhoods. In this focus area, the Commission will invest in efforts that will positively influence the following 3rd grade reading predictive factors:					
<input type="checkbox"/> Consistent Parenting and Appropriate Discipline <input type="checkbox"/> Optimal Social-Emotional and Mental Health (Parent-Child) <input type="checkbox"/> Optimal Language Development <input type="checkbox"/> Achieving Typical Developmental Milestone <input type="checkbox"/> Child's Parents have High School Diploma <input type="checkbox"/> Secure and Healthy Homes; Resource Rich Community					
	<b>2013-2020 Strategic Plan Funding</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	
	<b>Strong Families Sub-Total</b>	\$1,838,826	\$1,838,826	\$1,838,826	
	<b>Focus Areas Total</b>	<b>\$5,708,164</b>	<b>\$5,708,164</b>	<b>\$5,708,164</b>	
			<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>	<b>Variance</b>
	Primary Focus Area (2 Year Awards) Total	\$11,416,328	\$11,416,328	\$0	
	Previous FY2012-2013 Encumbrances	\$6,520,000	\$6,520,000	\$0	
	Balance for Two Year Contract Awards	\$4,896,328	\$4,896,328	\$0	
	2013-2020 Strategic Plan Third Year of Funding Amount	\$5,652,422	<b>\$5,923,857</b>	\$271,435	
	Primary Focus Area Total	\$10,548,750	\$10,820,185	\$271,435	
	Average Per Fiscal Year	\$5,274,375	\$5,410,093		
<b>Justification: The majority of the Commission's funds are directed towards the primary three focus areas, Early Learning, Health Promotion, and Strong Families. At the May 2013 Commission meeting the Commission awarded approximately \$11,416,328 million to the primary three focus areas for the first two years of the 2013-2020 Strategic Plan. The Commission had allocated \$6,520,000 in the 2012-2013 F5FC approved budget, under the Strategic Plan Investment line item. The remaining balance is \$4,896,328 for the first two years of the Strategic Plan was awarded from FY2013-2015 two year budget. The Commission then allocated \$5,652,422 from the FY 2013-2015 budget for the third year of the 2013-2020 Strategic Plan. The third year of awards will be based on performance and will require the Commission's approval. Staff is recommending to increase the line item with an additional \$271,435 to fully fund all contracts.</b>					
<b>Total Evaluation Expense</b>	10,820,185	x	0%	0	
<b>Total Program Expense</b>	10,820,185	x	100%	10,820,185	
<b>Total Administration Expense</b>	10,820,185	x	0%	0	

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Birth to 3rd Grade Community Partnerships</b>				
Justification/Calculations:	\$1,265,725	\$932,863	\$750,000	\$1,682,863
<b>Birth to 3rd Grade Community Partnerships</b>				
In order to build upon initial school readiness and achieve future school success, kindergarten and early elementary experiences must build upon early childhood experiences. This means it is critical that there is an alignment of high quality early childhood experiences with high quality early elementary experiences.				
The Commission is a partner of a collaboration for a comprehensive birth to 3rd grade alignment effort. As part of this, F5FC has successfully developed a network of high-level partnerships focused on policy change resulting in children who are healthy and succeeding in school and supported by strong families. The 2013-2020 F5FC Strategic Plan will garnish this momentum and continue to surge forward with children and families as its only priority.				
<b>B3 Sub-Total</b>	\$1,500,000	\$1,500,000		
	<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>	<b>Variance</b>	
B3 Efforts Two Year Total	\$3,000,000	\$3,000,000	\$0	
Previous FY2012-2013 Encumbrances	\$3,000,000	\$3,000,000	\$0	
Balance for Two Year Funding	\$0	\$0	\$0	
2013-2020 Strategic Plan Third Year of Funding Amount	\$1,265,725	\$1,500,000	\$234,275	
B3 Total	\$1,265,725	\$1,500,000	\$234,275	
Average Per Fiscal Year	\$632,862.50	\$750,000		
<b>Justification:</b> Under these efforts the Commission has allocated \$3 million for two years from the 2012-2013 F5FC approved budget. F5FC staff is recommending to assign \$1,500,000 versus the original set aside of \$1,265,725 for the third year of 2013-2020 Strategic Plan. An increase of \$234,275 for the required match from the participating districts.				
<b>Total Evaluation Expense</b>	1,682,863	x	0%	0
<b>Total Program Expense</b>	1,682,863	x	100%	1,682,863
<b>Total Administration Expense</b>	1,682,863	x	0%	0

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Public Policy and Advocacy</b>				
Justification/Calculations:	\$1,562,200	\$510,800	\$936,700	\$1,447,500
<b>Community Relations</b>				
Communication with the Commission's various stakeholders and marketing are essential for promoting community building and to create support for improving the lives of children. The ultimate goal is to drive awareness about the Commission's role in the community and our work and serve as a resource to the community and reinforce the value of making children a priority. Our Community Relations expenses include several costs that are necessary to keep the public informed on matters of public concern and relating to the Commission's activities and/or accomplishments. F5FC staff is recommending the following dollar amounts:				
	<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>	<b>Variance</b>	
F5FC Community Relations Items	77,200	65,500	(11,700)	
Report to the Community (RC)	15,000	5,000	(10,000)	
Website	15,000	25,000	10,000	
<b>Community Relations Expense Sub-Total</b>	<b>107,200</b>	<b>95,500</b>	<b>(11,700)</b>	
<b>Justification:</b> The purchase of marketing items and educational resources will take place in FY 2014-2015 since in-house materials purchased in the previous year were sufficient for FY 2013-2014. This is an opportunity to reduce cost by purchasing items at once in year two. Additionally, First 5 California donated literacy books (It's Picnic Day, Potter!) to the Commission and helped reduce spending cost. Therefore, only a portion of unspent funds in year one will be allocated to year two.				
<b>Community Education</b>				
For F5FC to be successful in achieving the goals set forth in our 2013-2020 Strategic Plan, the community must believe and support the health and development of young children is important and must be made a priority. In order to promote an optimal environment for children, the Commission will educate and advocate for policies and practices that will promote children's optimal health and development.				
The campaigns in this line item will have an ultimate goal of educating broad publics and could include producing of creative concepts that may include collaterals, TV & radio (and possibly print).				
Specifically for the Breastfeeding Education Campaign, the first year would be used to create collateral items and launch the campaign. Year two could focus on re-tweaking elements as needed. The exact elements to be created and costs are TBD based on proposals from the RFP that will be released to the community.				
	<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>	<b>Variance</b>	
Early Literacy Education Campaign	450,000	300,000	(150,000)	
Community/Corporate Partnership	60,000	53,000	(7,000)	
Community Media Partnership	150,000	200,000	50,000	
Hands On Hero Campaign	10,000	14,000	4,000	
<b>Communication Education Sub-Total</b>	<b>670,000</b>	<b>567,000</b>	<b>(103,000)</b>	
<b>Justification:</b> In FY 2014-2015, staff will procure for a firm to develop a public education campaign that will take on the concepts of First 5 California's "Talk, Read, Sing" campaign focused on language development and tailor the messages to Fresno County audiences with emphasis on local community assets to promote early literacy and language development. As a result providing the Commission approximately \$150,000 of savings.				

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

			Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Cont. Public Policy and Advocacy</b>						
Justification/Calculations:						
<b>Policy and Advocacy</b>						
The Commission will support, educate and advocate for policies that will promote children's optimal health and development. This critical work aims to make lasting community change by working with policy makers and other community influencers to make policy decisions that positively impact young children and their families. In particular, the Commission wants to influence policy and improve practices in the areas of: education and promotion of child-friendly laws and workplaces, creating a breastfeeding friendly community, and supporting systems change advocacy focused on children reading on grade level by 3rd grade. Estimated cost is as follows:						
			<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>		<b>Variance</b>
		Annual F5FC Event	15,000	15,000		0
		Event Sponsorship Program	40,000	40,000		0
		Advocacy Efforts	3,600	3,600		0
		First 5 Policy & Educational Support Items	48,400	48,400		0
		Mini Grants for BFF spaces	30,000	30,000		0
		Sytems Change Advocacy Mini Grants	20,000	20,000		0
		Breastfeeding Trailer	6,600	6,600		0
		Welcome Baby Bags	471,400	471,400		0
		Child Friendly Business Campaign	150,000	150,000		0
		<b>Policy and Advocacy Sub-Total</b>	<b>785,000</b>	<b>785,000</b>		<b>0</b>
<b>Total Evaluation Expense</b>	1,447,500	x	0%			0
<b>Total Program Expense</b>	1,447,500	x	98%			1,418,550
<b>Total Administration Expense</b>	1,447,500	x	2%			28,950

			Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount
<b>Partnerships and Collaborative Efforts</b>						
Justification/Calculations:						
			<b>\$2,009,000</b>	<b>\$889,657</b>	<b>\$1,067,500</b>	<b>\$1,957,157</b>
<b>Community Partnerships</b>						
F5FC operates with the belief that supporting young children and their families is a community responsibility. Lasting improvements to the health and development of the county's youngest residents are possible when community organizations, policy makers, families, and F5FC work together to mobilize support and services for young children. Collaboration among agencies will provide families with more integrated and comprehensive support. F5FC will facilitate community partnerships and collaboration by regularly convening funded and unfunded partners. The strategic planning process identified partnership and collaborative effort priorities as:						
			<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>		<b>Variance</b>
		BASIC Project	400,000	399,657		(343)
		Community Learning Center Training Hub	120,000	120,000		0
		Parent Leadership and Advocacy Grants	140,000	145,500		5,500
		Prevent Child Abuse California - AmeriCorp	320,000	315,000		(5,000)
		First 5 Association - The Children's Movement Organization	250,000	250,000		0
		First 5 Orange County - AmeriCorps Vista Participant	50,000	50,000		0
		Learn2Earn Community Partnership Efforts	50,000	50,000		0
		Collective Impact Partnership Efforts	100,000	100,000		0
		<b>Community Partnerships Sub-Total</b>	<b>1,430,000</b>	<b>1,430,157</b>		<b>157</b>
<b>Community Professional Development Support</b>						
The Commission promotes ongoing professional development and capacity building opportunities that enhance the knowledge and skills of providers, parents and care givers to further their career goals. Partners from all disciplines (ECE, Mental Health, Early Intervention, Health, Parent Support etc.) who serve children ages 0-5 and their families in Fresno County are welcome to attend training and networking opportunities.						
			<b>Current 2- Year Amount</b>	<b>Revised 2- Year Amount</b>		<b>Variance</b>
		Capacity Building Participant Grants	200,000	200,000		0
		Sustainability Participant Grant	40,000	40,000		0
		Sustainability Meeting Expenses and Materials	20,000	20,000		0
		Fatherhood Engagement Efforts	50,000	50,000		0
		Sustainability Project Training and Community Practice Efforts	120,000	120,000		0
		Service Provider Support and Technical Assistance	132,000	86,000		(46,000)
		Finance Training	5,000	5,000		0
		Media Training	12,000	6,000		(6,000)
		<b>Community Professional Development Sub-Total</b>	<b>579,000</b>	<b>527,000</b>		<b>(52,000)</b>
			<b>2,009,000</b>	<b>1,957,157</b>		
	<b>Current Amount</b>	<b>Revised Amount</b>			<b>Variance</b>	
	2,009,000	1,957,157			(51,843)	
Justification: FY 2013-2014 presented several unforeseen but exciting opportunities for the program staff, which resulted in cost savings, however, it is anticipated that going into FY 2014-2015, regular activities originally budgeted for will resume. For example, The Lisa Project (TLP) evolved into a collaborative partnership resulting in several sponsorships from various agencies decreasing the need for First 5 funds. In addition, due to the magnitude of TLP various trainings were put on hold (ASQ, Mental Health First Aid). Throughout all line items, staff has been actively trying to cut cost and utilize other resources. Total cost savings is approximately \$51,843 which is being allocated to the primary focus areas of the strategic plan.						
<b>Total Evaluation Expense</b>	1,957,157	x	0%			0
<b>Total Program Expense</b>	1,957,157	x	100%			1,957,157
<b>Total Administration Expense</b>	1,957,157	x	0%			0

**DETAIL BUDGET LINE ITEMS  
COST ANALYSIS AND JUSTIFICATION**

	Original Total 2-Year Amount	Projected Actuals Year 1 Amount	Proposed Revised Year 2 Amount	Proposed Revised Total 2-Year Amount															
<b>Accountability and Evaluation</b>																			
Justification/Calculations:	<b>\$1,880,000</b>	\$940,000	\$940,000	<b>\$1,880,000</b>															
<b>Accountability</b>																			
<p>F5FC is a responsible steward of public dollars. Organizations that receive F5FC funds report financial, program, and evaluation data in order to ensure compliance within their contractual guidelines. F5FC staff partner with grantees to ensure best practices are utilized by all programs. The fiscal reporting structure of the Commission was developed in accordance with the First 5 Financial Management Guide. This guide was developed by the Government Finance Officers Association of the United States and Canada (GFOA).</p> <p>F5FC Commissioners are responsible for ensuring that funds are used as voters intended when Proposition 10 was passed in 1998. Commissioners work with F5FC staff to ensure policies and procedures are consistent with the state law. The Commission utilizes Persimmony International, Inc., as the agency's contract management database. The system tracks all phases of procurement, development and contract compliance. F5 staff is recommending a renewal of the Persimmony contract to support the Commission's evaluation and state annual reporting requirements. F5FC staff is recommending \$140,000 to Harder + Company Community Research to provide ongoing maintenance and technical assistances ensuring accurate data and contract compliance.</p> <p>The following line items are being requested to support the Commission's accountability and contract compliance efforts:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Contract Management System</td> <td align="right">\$200,000</td> <td align="right">\$200,000</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Maintenance and Technical Assistance Services</td> <td align="right">\$140,000</td> <td align="right">\$140,000</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Accountability Sub-Total</b></td> <td align="right"><b>\$340,000</b></td> <td align="right"><b>\$340,000</b></td> <td></td> <td></td> </tr> </table>					Contract Management System	\$200,000	\$200,000			Maintenance and Technical Assistance Services	\$140,000	\$140,000			<b>Accountability Sub-Total</b>	<b>\$340,000</b>	<b>\$340,000</b>		
Contract Management System	\$200,000	\$200,000																	
Maintenance and Technical Assistance Services	\$140,000	\$140,000																	
<b>Accountability Sub-Total</b>	<b>\$340,000</b>	<b>\$340,000</b>																	
<b>Evaluation</b>																			
<p>The effectiveness of the Commission's investments are monitored regularly by staff as well as a contracted evaluator. The contracted evaluator works with the Commission, staff, and grantees to inform ongoing program practices and to evaluate progress towards the Commission's desired outcomes. The Commission uses accountability and evaluation data to inform its decision-making, ensuring that funds are used as efficiently and effectively as possible. F5FC staff is recommending to renew contract with Harder + Company Community Research, as the Commission's evaluator.</p> <p>With the new 2013-2020 F5FC Strategic Plan framework, Harder+Company is prepared to enhance the existing evaluation framework to ensure it continues to closely assess the outcomes for children and families based on the updated strategies and corresponding indicators. In 2014-2015 we will continue to deepen the rigor of our evaluation approach. The following line item is requested to support the Commission's evaluation efforts:</p> <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Evaluation Services</td> <td align="right">\$600,000</td> <td align="right">\$600,000</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Evaluation Sub-Total</b></td> <td align="right"><b>\$600,000</b></td> <td align="right"><b>\$600,000</b></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Accountability and Evaluation Total</b></td> <td align="right"><b>\$940,000</b></td> <td align="right"><b>\$940,000</b></td> <td></td> <td></td> </tr> </table>					Evaluation Services	\$600,000	\$600,000			<b>Evaluation Sub-Total</b>	<b>\$600,000</b>	<b>\$600,000</b>			<b>Accountability and Evaluation Total</b>	<b>\$940,000</b>	<b>\$940,000</b>		
Evaluation Services	\$600,000	\$600,000																	
<b>Evaluation Sub-Total</b>	<b>\$600,000</b>	<b>\$600,000</b>																	
<b>Accountability and Evaluation Total</b>	<b>\$940,000</b>	<b>\$940,000</b>																	
<b>Total Evaluation Expense</b>	1,880,000	x	100%	<b>1,880,000</b>															
<b>Total Program Expense</b>	1,880,000	x	0%	<b>0</b>															
<b>Total Administration Expense</b>	1,880,000	x	0%	<b>0</b>															