

- A. CALL TO ORDER
- B. PUBLIC COMMENT
- C. INTRODUCTIONS
- D. ADDITIONS TO AGENDA
- E. READING OF MINUTES

- I. May Minutes

Documents:

[MAY MINUTES.PDF](#)

- F. OLD BUSINESS

- I. Board Checklist

Documents:

[BOARD CHECKLIST.PDF](#)

- G. NEW BUSINESS

- H. Region XIII Preschool Developmental Disabilities Services

- I. Update Community Screening

- II. Update State EIEP Contracts

- I. Early Education/Child Care

- J. Early Head Start

- I. EHS COVID Funds SF-424A

Documents:

[EHS COVID FUNDS SF-424A .PDF](#)

- II. EHS Federal Review Summary

- K. BUDGET

- I. 2020-2021 Budget FINAL With Reductions

Documents:

[2020-2021 BUDGET FINAL WITH REDUCTIONS.PDF](#)

- L. OTHER NEW BUSINESS

M. DIRECTOR'S REPORT

I. Director Report June 2020

Documents:

[DIRECTOR REPORT JUNE 2020 .PDF](#)

N. TREASURER'S REPORT

I. May Financial Report

Documents:

[MAY FINANCIAL REPORT.PDF](#)

O. STATISTICAL REPORT

I. May Statistical Report

Documents:

[MAY STATISTICAL REPORT.PDF](#)

P. NEXT MEETING DATE:

July 29, 2020

Q. ADJOURN



Children's Developmental Services of Campbell County

- Early Childhood
- Region XIII PDDS
- Early Head Start

Children's Developmental Services of Campbell County
Board of Director's Meeting
May 27, 2020

1801 South 4-J Road
Gillette, WY 82718
phone 307.682.2392
fax 307.682.8463
<http://www.ccgov.net/cds>

MEETING PLACE:

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting via Microsoft Teams, April 29, 2020.

CALL TO ORDER:

The meeting was called to order by Chairwoman Wendy Balo at 7:05p.m.

PUBLIC COMMENT:

There was no Public Comment.

INTRODUCTIONS:

Board members present via Microsoft Teams were Wendy Balo, Carol Yonkee, Bertine Bahige, and Tyler Watts. Early Head Start Coordinator Stephanie Stevens, Early Childhood Coordinator Tausha Edmonds, Early Intervention Coordinator Trena Bauder, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:

Bob Tranas added the Part B Contract and Part C Contract to the Agenda.

READING OF MINUTES:

Bertine Bahige made a motion to approve the April 2020 minutes as written. Carol Yonkee seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

REGION XIII PDDS:

Update on current services:

Trena Bauder provided an update on how services continue to be offered and provided. Some of the ways that services are being provided are through teletherapy and zoom. Some families have elected to have services provided through the phone or packets. Children in the full day with an IEP receive their services in the classroom when they are here. The feedback from families has been mostly positive. The families that have accepted the services continue to see progress.



Campbell County
w y o m i n g



Accredited by the
National Academy
of Early Childhood
Programs

New Legislation – SF 0087 SLP Licensing:

Trena Bauder reported on the recent legislative session and how a repeal of an existing Wyoming Statute as a part of a much larger bill (SF0087) has unintentionally left several Wyoming PTSB certified SLP's without the ability to maintain a license to practice speech therapy as of July 1, 2020. Those who lobbied for this legislation and wanted singular licensing in Wyoming for Speech Pathologists failed to inform the legislators that the repeal of W.S. 33-33-104 was going to leave 22 SLP's across the State without a license to practice. Trena, Bob, Suzie Eastman, SLP from CDS-CC and others from CCSD as well as other SLP's around Wyoming have been working with the Wyoming Speech Pathology Licensing Board and legislators to correct this error. The error does affect one of our full time SLP's from CDS-CC. The Licensing Board has written emergency rules that are being reviewed by Governor Gordan and hopefully signed by the end of the week. Once the Emergency Rules are signed, the 22 SLP's will then be able to apply for licensure through the Wyoming Licensing Board and each of the PTSB certified SLP's credentials will be reviewed.

Part B Contract:

Bob Tranas presented the Part B Contract. The Federal and State funds will come in as budgeted. This contract is effective July 1, 2020 through June 30, 2021. The contract amount is \$2,011,478.40.

Bertine Bahige made a motion to accept the Part B Contract as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

Part C Contract:

Bob Tranas presented the Part Contract. The contract amount is \$856,771.24.

Carol Yonkee made a motion to accept the Part C Contract as submitted. Tyler Watts seconded. With a unanimous vote, the motion carried.

EARLY CHILDHOOD EDUCATION:

Update on staff project during COVID-19 Closure:

Tausha Edmonds provided an update on the completed and ongoing projects that staff are participating in during the COVID-19 Closure.

EARLY HEAD START:

Gold Data:

Stephanie Stevens shared Teaching Strategies Data regarding children's outcomes.

COVID-19 Funds

Stephanie Stevens shared that CDS Early Head Start will be receiving \$10,440.00 in response to COVID-19. The funds will be used to purchase new laptops, access to zoom, and other supplies needed to help accommodate change due to COVID-19.

EHS Communication:

Program Instruction COVID-19 Guidance:

Stephanie Stevens reported that the amount allocated for the COVID-19 funds from the Office of Head Start will be increasing. The amount of the increase is not known at this time. These are one-time funds that must be used to respond to the COVID-19 emergency.

Information Memorandum – Fiscal:

Stephanie Stevens shared an Information Memorandum that outlines changes being made due to COVID-19.

OHS Federal Review:

Stephanie Stevens reported that the Office of Head Start will conduct a review starting June 8, 2020.

BUDGET:

Provisional Approval:

Bob Tranas shared that after the submission of the 2020-2021 budget the Campbell County Commissioners requested additional reductions. Some of these reductions include taking out the playground shade structures, cutting the cost of replacing the playground structure from \$38,000.00 to \$28,000.00. IT and the bus safety restraints were approved.

OTHER NEW BUSINESS:

New Range PayScale:

Bob Tranas shared the New range PayScale. The new scale is effective July 2020.

COVID-19

Bob Tranas shared the plan for Phase II for reopening.

Carol Yonkee made a motion to accept the Phase II Plan for reopening. Tyler Watts seconded. With a unanimous vote, the motion carried.

DIRECTOR'S REPORT:

Bob Tranas provided a written report for April.

TREASURER'S REPORT:

March Financial Report:

The April Financial Report was presented.

Bertine Bahige made a motion to accept the March Financial Report as submitted. Carol Yonkee seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

The April statistical reports were reviewed.

ADJOURN:

There being no further business, Bertine Bahige made a motion to adjourn. Tyler Watts seconded. With a unanimous vote, the motion carried. Meeting adjourned at 8:09pm.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is June 24, 2020 7:00 P.M. at the Children's Developmental Services of Campbell County.

Respectfully Submitted,

Cindy Reardon, Secretary
CDS -CC Board of Directors

Wendy Balo, Chairwoman
CDS -CC Board of Directors

Checklist to Evaluate a nonprofit Board of Directors

(certain sections of the following may be specific to the U.S.)

Edited by [Carter McNamara, MBA, PhD](#)

(Be sure to read [How to Use this Tool](#) and [Disclaimers](#) before using information in this document.)

Also see

[Related Library Topics](#)

Rating *	Indicator	Met	Needs Work	N/A
E	1. The roles of the Board and the Executive Director are defined and respected, with the Executive Director delegated as the manager of the organization's operations and the board focused on policy and planning.			
R	2. The Executive Director is recruited, selected, and employed by the Board of Directors. The board provides clearly written expectations and qualifications for the position, as well as reasonable compensation.			
R	3. The Board of Directors acts a governing trustee of the organization on behalf of the community at large and contributors while carrying out the organization's mission and goals. To fully meet this goal, the Board of Directors must actively participate in the planning process as outlined in planning sections of this checklist.			
R	4. The board's nominating process ensures the board remains appropriately diverse with respect to gender, ethnicity, culture, economic status, disabilities, and skills and/or expertise.			
E	5. The board members receive regular training and information about their responsibilities.			
E	6. New board members are oriented to the organization, including the organization's mission, by laws, policies, and programs, as well as their roles and responsibilities as board members.			
A	7. Board organization is documented with a description of the board and board committee responsibilities.			
A	8. Each board has a board operations manual.			
E	9. If the organization has any related party transactions between board members or their family, they are disclosed to the board of directors, the Internal Revenue Service and the auditor.			
E	10. The organization has at least the minimum number of members on the Board of Directors as required by their by laws or state statute.			
R	11. If the organization has adopted by laws, they conform to state statute and have been reviewed by legal counsel.			
R	12. The by laws should include: a) how and when notices for board meetings are made; b) how members are elected/appointed by the board; c) what the terms of office are for officers/members; d) how board members are rotated; e) how ineffective board members are removed from the board; f) a stated number of board members to make up a quorum which is required for all policy decisions.			
R	13. The board of directors review the by-laws.			

A	14. The board has a process for handling urgent matters between meetings.			
E	15. Board members serve without payment unless the agency has a policy identifying reimbursable out-of-pocket expenses.			
R	16. The organization maintains a conflict-of-interest policy and all board members and executive staff review and/or sign to acknowledge and comply with the policy			
R	17. The board has an annual calendar of meetings. The board also has an attendance policy such that a quorum of the organization's board meets at least quarterly.			
A	18. Meetings have written agendas and materials relating to significant decisions are given to the board in advance of the meeting.			
A	19. The board has a written policy prohibiting employees and members of employees' immediate families from serving as board chair or treasurer.			
Indicators ratings: E=essential; R=recommended; A=additional to strengthen organizational activities				

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How to Use the Tool

The checklist indicators represent what is needed to have a healthy, well-managed organization. Since it is a self-assessment tool, organizations should evaluate themselves honestly against each issue and use the response to change or strengthen its administrative operations.

Ratings:

Each indicator is rated based on its importance to the operation and effectiveness of any nonprofit organization. The ratings are:

E: Indicators with an "E" are essential or basic requirements to the operations of *all* nonprofit organizations. Organizations which do not meet the requirements of these indicators could place their organizations in jeopardy.

R: An "R" rating signifies that these indicators are recommended as standard practice for effective nonprofit organizations.

A: Additional indicators which organizations can implement to enhance and strengthen their management operations and activities are rated with an "A".

Checklist Responses:

Organizations can respond in one of three ways to each indicator used:

1. **Needs work**- An indicator that is marked as "Needs Work" implies that work has been done towards achieving this goal. The organization is aware of the need for this indicator and is working towards attaining it.
2. **Met**- All indicators marked as "Met" demonstrate the organization has fulfilled an essential management need. However, the organization should review these indicators in the future to be sure their management remains healthy in view of the many internal and external changes which constantly occur in all organizations.
3. **N/A**- Indicators marked as "N/A" can mean several things, including:
 - the indicator is not applicable to the management operations of this organization
 - the organization is not sure of the need to meet the requirements of this indicator
 - the organization has not met, nor is working on this indicator presently, but may address it in the future

All organizations should take note: All responses to indicators should be reviewed carefully to see if they could improve management operations. Indicators checked “N/A” due to uncertain applicability to the organization must be further reviewed to determine if they should become a part of “doing business.” If the assessors simply do not know what the indicator means, further information may be needed to accurately assess the feasibility of its application. Indicators marked “N/A” because they have not been met but that apply to the organization, may require immediate attention. Technical assistance, consulting, or training may be required to implement these indicators.

The indicators in this checklist should be informative and thought provoking. The checklist can be used to achieve not only a beginning level of good management but improve existing management to provide the organization with greater stability, reliability and success in the nonprofit community. It is also a useful tool if an organization is experiencing management problems, to help pinpoint any weaknesses so action can be taken, or assistance sought to improve the organization’s health. All organizations should use the checklist to re-assess themselves periodically to ensure compliance with established rules and regulations, and to continue improving administrative health through the indicator’s helpful suggestions.

Disclaimer

This checklist is designed to provide accurate and authoritative information regarding the topics covered. Legal requirements and non-legal administrative practice standards reflected herein are capable of change due to new legislation, regulatory and judicial pronouncements, and updated and evolving guidelines. All stated legal requirements are in effect as of September 1, 1995. The same are utilized with the understanding that the provision of this checklist does not constitute the rendering of legal, tax or other professional services.

If the organization requires professional assistance on these or other nonprofit tax, management, or accounting issues, please contact your own professional advisors.

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INDIVIDUAL BOARD MEMBER SELF-EVALUATION FORM

Use the following questions for individual board member evaluation. Board members answering yes to these questions are likely to be fulfilling their responsibilities as board members.

		Yes	No	Not Sure
1.	Do I understand and support the mission of the organization?			
2.	Am I sufficiently knowledgeable about the organization's programs and services.			
3.	Do I follow trends and important developments related to this organization?			
4.	Do I assist with fundraising and/or give a significant annual gift to the organization?			
5.	Do I stay informed about the organization's financial health?			
6.	Do I have a good working relationship with the chief executive?			
7.	Do I recommend individuals for service to this board?			
8.	Do I prepare for and participate in board meetings and committee meetings?			
9.	Do I act as a good-will ambassador for the organization?			
10.	Do I find serving on the board to be a satisfying and rewarding experience?			
11.	Do I attend at least 75% of board meetings during the year?			

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Early Head Start: Program Operations	93.600	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="31,637"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="31,637"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Totals		\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="31,637"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="31,637"/>

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Early Head Start: Program Operations				
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="0"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
h. Other	<input type="text" value="31,637"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="31,637"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text" value="31,637"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="31,637"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text" value="0"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text" value="31,637"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="31,637"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. Early Head Start: Program Operations	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text" value="0"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text" value="0"/>			

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ <input type="text" value="31,637"/>	\$ <input type="text" value="7,909"/>	\$ <input type="text" value="7,909"/>	\$ <input type="text" value="7,909"/>	\$ <input type="text" value="7,910"/>
14. Non-Federal	\$ <input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
15. TOTAL (sum of lines 13 and 14)	\$ <input type="text" value="31,637"/>	\$ <input type="text" value="7,909"/>	\$ <input type="text" value="7,909"/>	\$ <input type="text" value="7,909"/>	\$ <input type="text" value="7,910"/>

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
17. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. TOTAL (sum of lines 16 - 19)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: <input type="text"/>	22. Indirect Charges: <input type="text"/>
23. Remarks: <input type="text"/>	

**CHILDREN'S DEVELOPMENTAL SERVICES
OF CAMPBELL COUNTY
FISCAL YEAR 2020-2021**

Budget Detail

Revised with reductions/6-18-2020/FINAL APPROVED

Reductions in red

yellow indicates new line item)

STANDARD OPERATIONS

REVENUES: Early Education

	BUDGET Approved 2019-2020	BUDGET Final 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER
Enrollments Full Day	256,650.00	266,650.00	10,000.00	4%	1.4856
Enrollments/DFS	40,000.00	40,000.00	0.00	0%	1.4856.1
Enrollments/ Preschool	199,500.00	189,500.00	-10,000.00	-5%	1.4856.2
Interest Income & Misc	1,500.00	1,500.00	0.00	0%	1.5220.20
Sub Totals Preschool Revenue	497,650.00	497,650.00	0.00	0%	

REVENUES: Early Intervention

	BUDGET Approved 2019-2020	BUDGET Final 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER
Grants					
Title VI-B 619 2020-2021	51,799.40	56,160.00	4,360.60	8%	1.4493.20
Title VI-B Flow Thru 2020-2021	77,479.75	81,648.00	4,168.25	5%	1.4495.20
BHD Region XIII PART B 2020-2021	1,795,601.00	1,873,670.00	78,069.00	4%	1.4523
Child Find	65,000.00	65,000.00	0.00	0%	1.4629
BHD Region XIII PART C Federal 2020-2021	114,105.00	111,693.00	-2,412.00	-2%	1.4498
BHD Region XIII PART C 2020-2021	736,327.00	745,078.00	8,751.00	1%	1.4497.06
Medicaid Title 19	62,000.00	62,000.00	0.00	0%	1.4432.3
Reimbursement Income	5,000.00	5,000.00	0.00	0%	1.5491
Sub Total Early Intervention Grants	2,907,312.15	3,000,249.00	92,936.85	3%	

Early Head Start 2020-2021	319,859.04	361,256.00	41,396.96	13%	1.4412.22
Early Head Start 2020-2021 T & TA Funds	10,000.00	10,000.00	0.00	0%	1.4412.23
Sub Total Early Head Start Grants	329,859.04	371,256.00	41,396.96	12.55%	

County Appropriation 2020-2021	2,403,595.81	2,377,435.00	-26,160.81	-1.1%	
TOTAL ALL REVENUE	6,138,417.00	6,246,590.00	108,173.00	2%	

EXPLANATION

Full day Preschool/eliminate credit days effective 1/1/20
DFS Clients (Varies)
AM & PM Preschool/Outback/Amazon/Meadow/Artic
copies/collections

Federal funding VIB /funds 216 children @ 260.00
Federal Part B Title 611 Flow thru funding / 216 children @ 378.00
State funding - 216 children @ \$8311.40 + 363 S.E. = 8674.40
school district contract
Federal Funding 84 children @ 1329.68
State funding 84 children @ 8387.93 + 363 S.E. = 8750.93 + 10,000 PD
medicaid reimbursement/PT OT/Speech + Evaluations
in/out unexpected reimbursement income & expense

3% increase in DDD funding from 19-2020

- EHS Budgeted grant FY20-21 (Sept-June) includes % COLA + QI
- EHS Budgeted grant FY20-21 (Sept-June) TA Funds

1.1% decrease from budget 19-20
2% increase from budget 19-20

EXPENDITURES	BUDGET	BUDGET	DIFFERENCE	Percentage	CHART OF	EXPLANATION
ADMINISTRATION	Approved	Final		of	ACCOUNTS	
	2019-2020	2020-2021		Difference	NUMBER	
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	136,681.00	138,079.00	1,398.00	1%	701.6022	4 full time/moved (less DD)
Full Time Overtime	6,200.00	6,200.00	0.00	0%	701.6023	Overtime for full time non-exempt employee
Regular Earnings Part Time	23,797.00	23,797.00	0.00	0%	701.6024	1 part time employees (less DD)
Additional Requested Payroll	0.00	0.00	0.00	#DIV/0!	701.6028	
Compensation Adjustment	10,135.00	0.00	-10,135.00	-100%	701.6039	As per Commissioners Merit Increase
Employers Contributions						
Empl. Contribution Fica	25,526.00	25,146.00	-380.00	-1%	701.6041	FICA @ 7.65%
P/R Benefit Expenditures	184,841.00	193,953.00	9,112.00	5%	701.6042	Life/Health/Dental/Retirement
TOTAL WAGES AND BENEFITS	387,180.00	387,175.00	-5.00	0%		
Contractual Services						
Communications & Transportation						
Postage & Freight	400.00	300.00	-100.00	-25%	701.6052	postage meter & scale
Publicity						
Public Relations	200.00	200.00	0.00	0%	701.6091	Board Committee Work
50 Year Open House Celebration	2,500.00	0.00	-2,500.00	-100%	701.6091.06	50 year celebration
Dues & Subscriptions						
Periodicals	400.00	400.00	0.00	0%	701.6101	Subscriptions
Collection Agency	750.00	750.00	0.00	0%	701.6102	bad debt expense
Utility Service						
Electricity, Water & Sewer	20,000.00	25,000.00	5,000.00	25%	701.6111	shared exp with EHS DDD /utility increase
Propane & Natural Gas	3,500.00	3,000.00	-500.00	-14%	701.6114	shared exp with EHS DDD /utility increase
Garbage Collections	3,500.00	2,000.00	-1,500.00	-43%	701.6116	shared exp with EHS DDD/ Dumpster 2 X week pick ups
Maintenance/Licensing Agreement						
Maintenance Agreement	8,500.00	8,500.00	0.00	0%	701.6234	copier/fax
Travel Employees						
Tuition & Fees	1,000.00	1,000.00	0.00	0%	701.6517.1	
Conferences/Seminars & Workshops	750.00	750.00	0.00	0%	701.6517.3	
Employee Transportation	300.00	300.00	0.00	0%	701.6517.4	mileage @ .57.5
Meals & Lodging	2,250.00	750.00	-1,500.00	-67%	701.6517.5	Added in Leadership WY
TOTAL CONTRACTUAL SERVICES	44,050.00	42,950.00	-1,100.00	-2%		
Supplies						
General Office Supplies	3,000.00	2,500.00	-500.00	-17%	701.6531	shared exp with EHS DDD/shredder
Paper Supplies	1,200.00	1,200.00	0.00	0%	701.6533	shared exp with EHS + DDD (Pre included)
Operating Supplies						
TOTAL SUPPLIES	4,200.00	3,700.00	-500.00	-12%		
Fixed Charges						
Insurance						
General Liability	150.00	150.00	0.00	0%	701.6933	surety bonds for Carol/Emily/Treasurer
Surety Bonds						
TOTAL FIXED CHARGES	150.00	150.00	0.00	0%		
Capital Outlay						
Furniture / Fixtures/Equipment	1,000.00	1,000.00	0.00	0%	701.7202	Replacement of chairs/items under 1,000
Technology/Phone/Pro Care Software	750.00	750.00	0.00	0%	701.7214	support for Pro Care software/up grades
TOTAL CAPITAL OUTLAY	1,750.00	1,750.00	0.00			
TOTALS ADMINISTRATION	437,330.00	435,725.00	-1,605.00	0%		.001% decrease in Budget from 19-20 for ADM

EXPENDITURES	BUDGET Approved 2019-2020	BUDGET Final 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
Early Education/Child Care						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	752,942.00	766,276.00	13,334.00	2%	702.6022	22 full time (less DD)
Regular Earnings Part Time	0.00	0.00	0.00	0%	702.6024	
Salaries & wages Temp. Emp.						
Regular Earnings/Subs	32,000.00	30,400.00	-1,600.00	-5%	702.6032	subs on call 12.96 per hour
Regular Earnings/Classroom Assistants	0.00	0.00	0.00	0%	702.6034	15 hour week High School Assistant/DELETE
Additional Requested Payroll	0.00	0.00	0.00	0%	702.6038	
Compensation Adjustment	27,718.00	0.00	-27,718.00	-100%	702.6039	career advancement I to II w/ FICA & Ret + Merit Adj
Employers Contributions						
Empl. Contribution Fica	77,086.00	75,910.00	-1,176.00	-2%	702.6041	FICA
P/R Benefit Expenditures	595,458.00	640,634.00	45,176.00	8%	702.6042	life/health/dental/retirement
TOTAL WAGES AND BENEFITS	1,485,204.00	1,513,220.00	28,016.00	2%		
Contractual Services						
Printing/Duplicating						
Booklets/Parent Handbooks	500.00	500.00	0.00	0%	702.6072	ink cartridges for printers
Publicity						
Dues & Subscriptions						
Periodicals/Curriculum	9,000.00	9,000.00	0.00	0%	702.6101	Creative Curriculum/Gold Portfolio /Teaching Strategices
Assoc., Committee Dues	250.00	250.00	0.00	0%	702.6102	DFS and Food Licenses
Hepatitis B Vaccination/CRIML Bckgrnd	1,200.00	1,200.00	0.00	0%	702.6381	cks are 39.00 per new employee
Naeyc Accreditation	1,000.00	1,000.00	0.00	0%	702.6383	NAEYC Accreditation - school chapters
Family Functions	500.00	500.00	0.00	0%	702.6391	Family Activities
Travel Employees						
Tuition & Fees	2,162.00	2,162.00	0.00	0%	702.6517.1	CDA's/CPR Training
Conferences/Seminars/Workshops	4,650.00	4,650.00	0.00	0%	702.6517.3	annual staff training
Employee Transportation	250.00	250.00	0.00	0%	702.6517.4	
Meals & Lodging	500.00	500.00	0.00	0%	702.6517.5	
TOTAL CONTRACTUAL SERVICES	20,012.00	20,012.00	0.00	0%		
Supplies						
School Supplies	10,000.00	8,000.00	-2,000.00	-20%	702.6554	
Classroom Supplies	2,200.00	2,200.00	0.00	0%	702.671	Classroom supplies
Food	60,000.00	60,000.00	0.00	0%	702.6665	
Kitchen Supplies	10,000.00	6,500.00	-3,500.00	-35%	702.669	dishes, paper products/moved to Kitchen Maintenance
Medical Supplies	500.00	500.00	0.00	0%	702.6671	misc medical supplies included/sunscreen
Repairs & Maintenance						
Furnishings	1,000.00	1,000.00	0.00	0%	702.6762	Cots/tables/chairs
Kitchen Maintenance	2,850.00	1,000.00	-1,850.00	-65%	702.6762.4	Steamer/ Convey Oven/Repairs & Maintenance
TOTAL SUPPLIES	86,550.00	79,200.00	-7,350.00	-8%		
Fixed Charges						
Insurance						
Preschool Accident Insurance	4,300.00	4,300.00	0.00	0%	702.6942	100.00 deductible/Hartford Ins/ 331 children x 11.00
TOTAL FIXED CHARGES	4,300.00	4,300.00	0.00	0%		
Capital Outlay						
Playground Equipment	2,000.00	2,000.00	0.00	0%	702.7216	outside toys/ 2 playgrounds
Total Capital Outlay	2,000.00	2,000.00	0.00	0%		
Totals Preschool-Childcare	1,598,066.00	1,618,732.00	20,666.00	1%		1% increase in Budget from 19-20 for PRE



EXPENDITURES	BUDGET	BUDGET	DIFFERENCE	Percentage	CHART OF	EXPLANATION
Early Intervention	Approved	Final		of	ACCOUNTS	
	2019-2020	2020-2021		Difference	NUMBER	
WAGES AND BENEFITS						
Salaries & wages Permanent Emp.						
Regular Earnings	2,061,600.00	2,121,024.00	59,424.00	3%	703.6022	28 full time + ADM/ PRE /EHS DD exp/Added full time SPA
Regular Earnings/Part Time	89,540.00	54,328.00	-35,212.00	-39%	703.6024	2 part time + Emily DD
Temporary Part Time Subs	31,185.00	31,185.00	0.00	0%	703.6032	substitutes on call 12.96 per hour
Additional Requested Payroll	0.00	0.00	0.00	#DIV/0!	703.6038	
Compensation Adjustment	55,288.00	0.00	-55,288.00	-100%	703.6039	as per County Commisioners ?
Employers Contributions						
Empl. Contribution Fica/WC	171,809.00	169,716.00	-2,093.00	-1%	703.6041	fica/ workers comp
P/R Benefit Expenditures	1,065,403.00	1,154,162.00	88,759.00	8%	703.6042	life/health/dental/18.12% ret/def comp
Flex Benefit	21,010.00	21,900.00	890.00	4%	703.6046	100 to 1000. per employee / health savings plan included + wellness
TOTAL PERSONAL SERVICES	3,495,835.00	3,552,315.00	56,480.00	2%		
Contractual Services						
Communications						
Postage & Freight	800.00	800.00	0.00	0%	703.6052	Cost allocation
Telephone/DATA Plan	2,500.00	2,500.00	0.00	0%	703.6053	2 Cell phones bus/Hot Spot for I pads
Publicity						
Advertising	500.00	2,300.00	1,800.00	360%	703.6092	open positions/Developmental Wheels
Recruitment/Relocation	2,500.00	2,500.00	0.00	0%	703.6093.01	open positions
Dues & Subscriptions						
Periodicals	500.00	500.00	0.00	0%	703.6101	LRP Publications
Professional Dues	3,000.00	3,000.00	0.00	0%	703.6102.2	Certifications/Licenses Fees/Associate dues
Utilities	61,700.00	54,222.00	-7,478.00	-12%	703.6111	DD portion of CDS Utilities/Annex @ 70% + Source + Garbage
Professional Services						
Children's Transportation	8,830.00	8,830.00	0.00	0%	703.6137	parents transportation reimbursement/fuel
Consulting	10,000.00	10,000.00	0.00	0%	703.6146	Outside contracts/Translaters
Inter Agency Coordinating Council	500.00	500.00	0.00	0%	703.6386	agency activities/luncheons ICC/ 3 per year
Region XIII Social Emotional	10,000.00	10,000.00	0.00	0%	703.6393	Trainings/Contract/parenting classes/ as per SF34 Social Emotional Services/Prymid
Travel Employees						
Tuition & Fees	3,000.00	3,000.00	0.00	0%	703.6517.1	state funds designated for training
State Training and Technical Assistance	15,000.00	15,000.00	0.00	0%	703.6517.22	includes Part C training 10,000
Employee Transportation	500.00	500.00	0.00	0%	703.6517.4	.57.5 per mile
Meals & Lodging	5,000.00	5,000.00	0.00	0%	703.6517.5	
TOTAL CONTRACTUAL SERVICES	124,330.00	118,652.00	-5,678.00	-5%		
Supplies						
General Office Supplies	5,000.00	5,000.00	0.00	0%	703.6531	Cost allocation + Actual/Shredder
Paper Supplies	3,000.00	3,000.00	0.00	0%	703.6533	Cost allocation + Actual
School Supplies	8,000.00	8,000.00	0.00	0%	703.6554	Protocols
School Furnishing	1,000.00	1,000.00	0.00	0%	703.6771.1	items under 1000.00
School Furnishing Additional Classroom	0.00	0.00	0.00	#DIV/0!	703.6771.2	not opening new classroom this year
Part C Supplies/Curriculum	1,400.00	1,400.00	0.00	0%	703.6748	Supplies/Teaching Strategy Gold
Repairs & Maintenance						
Vehicle Parts & Repairs	5,760.00	5,760.00	0.00	0%	703.6751	4 Vehicles/2 buses
TOTAL SUPPLIES	24,160.00	24,160.00	0.00	0%		
Fixed Charges						
Reimbursement Expense	5,000.00	5,000.00	0.00	0%	703.7105	in and out/unexpected
Total Fixed Charges	5,000.00	5,000.00	0.00	0%		
Capital Outlay						
Office Equipment	500.00	500.00	0.00		703.7194	desks/file cabinets/state cuts
School Equipment	5,000.00	5,000.00	0.00	0%	703.7217	Equipment Repairs & Maintenance

Total Capital Outlay	5,500.00	5,500.00	0.00	0%
Totals for Early Intervention	3,654,825.00	3,705,627.00	50,802.00	1%

1% increase in Budget from 19-20 for DD

EXPEDITURES Early Head Start	BUDGET Approved 2019-2020	BUDGET Final 2020-2021	DIFFERENCE	Percentage of Difference	CHART OF ACCOUNTS NUMBER	EXPLANATION
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	251,636.00	247,684.00	-3,952.00	-2%	704.6022	5 full time - less DDD
Compensation Adjustment	6,790.00	0.00	-6,790.00	-100%	704.6039	as per County Commissioners
Employers Contributions						
Empl. Contribution Fica/WC	23,560.00	22,453.00	-1,107.00	-5%	704.6041	fica/ workers comp
P/R Benefit Expenditures	131,203.00	144,518.00	13,315.00	10%	704.6042	life/health/dental/retirement
Flex Benefit	2,990.00	3,800.00	810.00	27%	704.6046	Flex @ 100.00 / + health savings plan + wellness
TOTAL WAGES AND BENEFITS	416,179.00	418,455.00	2,276.00	1%		Personnel services includes CDS share
Contractual Services						
Communications						
Postage/Freight/Copies	700.00	700.00	0.00	0%	704.6052	monthly expense to CDS/rental maintenance + actual
Printing Special Forms	600.00	600.00	0.00	0%	704.6071	Home Visits/lesson plans
Associate Dues	552.00	552.00	0.00	0%	704.6102	Wyo + Region VIII dues
Utilities						
Utilities	5,359.00	6,393.00	1,034.00	19%	704.6111	monthly expense to CDS for Annex/ 30%/source gas + garbage
Travel & Training						
Consulting Training	300.00	300.00	0.00	0%	704.6146.01	Nutrition Contract/bi annual
Technical Assistance 2020-2021	2,000.00	2,000.00	0.00	0%	704.6146.07	Training monies as set by Feds (July & Aug 2020)
Technical Assistance 2019-2020	8,000.00	8,000.00	0.00	0%	704.6146.09	Training monies as set by Feds (Sept 2020 - June 2021)
Vehicle Transportation	2,500.00	2,500.00	0.00	0%	704.6517.4	monthly expense to keep vehicles running/fuel
Vehicle Maintenance/Repair	900.00	900.00	0.00	0%	704.6751	repairs on vehicles/actual costs/3 vehicles
Out of Town Travel	0.00	0.00	0.00	#DIV/0!	704.6282	out of town travel/balance of TA set by Feds/moved to 6146.07
TOTAL CONTRACTUAL SERVICES	20,911.00	21,945.00	1,034.00	5%		
Supplies						
General Office Supplies	1,300.00	1,300.00	0.00	0%	704.6531	monthly expense to CDS
Classroom/Home Base Educational Supplies	1,775.00	1,775.00	0.00	0%	704.6554	actual for extra supplies/monthly expense for CDS supplies/CC GOLD
Preschool Accident Insurance	171.00	171.00	0.00	0%	704.6942	monthly cost
TOTAL SUPPLIES	3,246.00	3,246.00	0.00	0%		
Parent Services						
Parents Books & Resources	150.00	150.00	0.00	0%	704.6181.01	
Other Parent Services/Child Care	1,400.00	1,400.00	0.00	0%	704.6181.02	child care provided for classes/interactions, etc./Translations/move to utilities
Parents Activities/Travel	250.00	250.00	0.00	0%	704.6517.9	
Family Enrichment Counsel	3,060.00	38,060.00	35,000.00	1144%	704.6181.03	Contract w/M. Bruse (YES House)/QI Mental Health
Health Services Contract	3,000.00	3,000.00	0.00	0%	704.6181.04	contracted nurse/Di Ohman
TOTAL Parents Services	7,860.00	42,860.00	35,000.00	445%		
Totals for Early Head Start	448,196.00	486,506.00	38,310.00	9%		9% increase in Budget from 19-20 for EHS
TOTAL EXPENDITURES	6,138,417.00	6,246,590.00	108,173.00	2%		2% increase in Budget from 19-20

Director's Report

June 2020

Early Intervention:

- Screening clinics will be offered in person beginning on or around June 25, 2020. A screening through Zoom will also be an option.
- The changes in licensing which impacted two of our Licensed Speech and Language Pathologists has been resolved. Our practicing SLP has been issued her new license.

Early Childhood:

- We are working on filling all vacancies left by children going to kindergarten this Fall. New children attending half-day preschool will begin on August 31, while full day children will either begin on August 17th or 24th.

Early Head Start:

- The Federal review was completed the week of June 8th. By all accounts the visit went very well, the official report will be coming.

Financial:

- Budget has been provisionally approved. The public hearing is scheduled for June 15th.
- October 1st is the new schedule for the launch of Tyler Technologies, the new accounting system.

Personnel:

- The County will be implementing a new Performance Appraisal system. Training will occur during the month of July and it will be implemented during August.

Other:

- I will begin scheduling meetings with the Candidates for Campbell County Commissioner.

Facility:

- We will be scheduling a couple projects that will need to be completed this summer:
 - Kitchen floor
 - Roof replacement from last summer's hailstorm.

FOR THE MONTH OF May 2020

REVENUES Received	
Enrollments	\$14,233.87
Over Payment in Child Care	\$181.50
Enrollments DFS	\$0.00
Enrollments Preschool	\$1,724.26
Over Payment in 1/2 day Preschool	\$0.00
Misc	\$75.15
Sub total Preschool Monies	\$15,851.78
BHD Region XIII Part B State May	\$149,633.40
BHD Region XIII Part B VIB Federal May	\$4,316.58
BHD Region XIII Part B Flow thru Federal May	\$6,456.67
BHD Region XIII Part C State - May	\$60,527.27
BHD Region XIII Part C Federal April	\$8,777.28
Child Find -- CCSD	\$0.00
Medicaid Waiver/Title 19	\$1,026.86
Reimbursement	\$0.00
Early Head Start -April exp	\$33,538.42
Early Head Start T & TA Funds	\$0.00

TOTAL RECEIPTS	\$264,276.48
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Monies Transferred to Campbell County	
REGION XIII Expenses - DD Expenses April DD Exp	
including Part C/Title VIB/Medicaid/Flow Thru Expenses	\$233,924.42
Early Head Start Expenses - April	\$33,538.42
TOTAL Monies transferred	\$267,462.84

Miscellaneous Income	
Collections	\$75.15
Copies	\$0.00
Kindergarden transition summit	\$0.00
Total	\$75.15

SUMMARY REPORT

DISBURSEMENTS	
ADMINISTRATION	\$57,697.65
EARLY CHILDHOOD	\$191,322.00
EARLY INTERVENTION	\$417,767.03
EARLY HEAD START	\$60,710.95
TOTAL DISBURSEMENTS	\$727,497.63

Preschool Monies + Transferred Monies - Less Disbursements	
DIFFERENCE = CAMPBELL CO. APPROPRIATION	-\$444,183.01

<i>Total Enrollment Accounts Receivable as of 4-30-2020</i>	-\$4,370.64
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Child Care/Preschool & DFS -	
Charges and adjustments	\$ 17,319.90
Less payments received	\$ 15,958.13
Balance Accounts Receivable as of 5-31-30	\$ (3,008.87)

GRANT FUNDED BANK BALANCES: 1ST NATIONAL BANK	
REGION XIII ACCOUNT	\$230,738.06
EARLY HEAD START	\$84.26
5/31/2020	\$230,822.32

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
FISCAL YEAR 2019-2020
FINANCIAL STATEMENT FOR May 2020
Percentage of Year Expended 92%

	MAY REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
REVENUES EARLY CHILDHOOD EDUCATION							
Enrollments/Full Day Preschool	14,052.37	256,650.00	238,516.62	0.93	18,133.38	1.4856	Parent's Fees
Enrollments/DFS	0.00	40,000.00	25,332.25	0.63	14,667.75	1.4856.1	DFS Clients
Enrollments/ Preschool	1,724.26	199,500.00	125,432.15	0.63	74,067.85	1.4856.2	Preschool
Interest Income & Misc	75.15	1,500.00	2,109.91	1.41	-609.91	1.5220.20	Misc Income
Totals Early Childhood Education	15,851.78	497,650.00	391,390.93	0.79	106,259.07		
REVENUES EARLY INTERVENTION							
Grants							
Title VI-B Federal 619 2019-2020	4,316.58	51,799.40	47,482.40	0.92	4,317.00	1.4493.19	Federal VIB Funding 19-20 205 children @ 252.68
Title VI-B Federal Flow Thru 2019-2020	6,456.67	77,479.75	71,023.37	0.92	6,456.38	1.4495.19	Federal Flow Thru Funding 19-20 205 Children @ 377.95
BHD - Region XIII Part B State 2019-2020	149,633.40	1,795,601.00	1,645,967.40	0.92	149,633.60	1.4523	State Part B Funding includes Social Emotional 207 @ 8674.40
BHD - Region XIII Part C Federal 2019-2020	8,777.28	114,105.00	96,550.11	0.85	17,554.89	1.4498	Federal Part C funding 19-20 83 children @ 1374.76
BHD - Region XIII Part C State 2019-2020	60,527.27	736,327.00	665,799.87	0.90	70,527.13	1.4497.06	State Part C Funding 19-20 83 children @ 8750.93 includes SE + PD Funds
Child Find		65,000.00	65,000.00	1.00	0.00	1.4629	school district contract
Medicaid Title 19	1,026.86	62,000.00	46,205.13	0.75	15,794.87	1.4432.3	reimbursement from State/OT,PT, SPEECH
Reimbursement Income	0.00	5,000.00	1,241.00	0.25	3,759.00	1.5491	in/out unexpected reimbursement
Total Early Intervention	230,738.06	2,907,312.15	2,639,269.28	0.91	268,042.87		
REVENUES EARLY HEAD START							
Early Head Start 2019-2020	33,538.42	319,859.04	264,381.43	0.83	55,477.61	1.4412.20	EHS Budget FY 19 (Sept-August)
Early Head Start 2019-2020 T & TA Funds		10,000.00	3,324.07	0.00	6,675.93	1.4412.21	Technical Assistant Funds
Total Early Head Start	33,538.42	329,859.04	267,705.50	0.83	62,153.54		
Campbell County Appropriation	444,183.01	2,403,595.81	2,355,749.75	0.98	47,846.06		Income less expenses
TOTAL ALL REVENUE	724,311.27	6,138,417.00	5,654,115.46	0.92	484,301.54		Totals

EXPENDITURES ADMINISTRATION	MAY	CURRENT YEAR	2019-2020	PERCENT	UNENCUMBERED	Explanation
	Expenditures	2019-2020 BUDGETED	Expended TO DATE	OF BUDGET	BALANCE	
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	20,767.86	136,681.00	125,032.57	0.91	11,648.43	701.6022 4 full time/ less DD
Regular Earnings Overtime	354.21	6,200.00	4,323.05	0.70	1,876.95	701.6023 Overtime for non-exempt employee
Regular Earnings/part time	3,386.77	23,797.00	22,567.91	0.95	1,229.09	701.6024 1 part time less DD
Additional Requested Payroll		0.00	0.00		0.00	701.6028
Compensation Adjustment		10,135.00	10,506.74	1.04	-371.74	701.6039 As per County Commissioners
Employers Contributions						
Empl. Contribution Fica	2,687.45	25,526.00	21,903.90	0.86	3,622.10	701.6041 7.65% Fica Tax
P/R Benefit Expenditures	28,518.05	184,841.00	166,667.51	0.90	18,173.49	701.6042 life/dental/health/17.12% RET
TOTAL WAGES AND BENEFITS	55,714.34	387,180.00	351,001.68	0.91	36,178.32	
Contractual Services						
Communications & Transportation						
Postage & Freight	-121.49	400.00	66.43	0.17	333.57	701.6052 postage meter and scale
Telephone - Advertising		0.00	0.00	#DIV/0!	0.00	701.6053
Publicity						
Public Relations/Board Expense		200.00	180.88	0.90	19.12	701.6091 Board/Committee Work
50 Year Anniversary Acitivities		2,500.00	449.77	0.18	2,050.23	701.6091.06 50 year anniversary activities
Dues & Subscriptions						
Periodicals		400.00	528.29	1.32	-128.29	701.6101 Subscriptions
Collection Agency		750.00	991.76	1.32	-241.76	701.6102
Utility Service						
Electricity, Water & Sewer	130.27	20,000.00	8,957.37	0.45	11,042.63	701.6111 shared exp with EHS DDD
Propane & Natural Gas	164.49	3,500.00	1,866.00	0.53	1,634.00	701.6114 shared exp with EHS DDD
Garbage Collections	352.75	3,500.00	2,652.25	0.76	847.75	701.6116 shared exp with EHS DDD
Maintenance/Licensing Agreement						
Maintenance Agreement	1,332.00	8,500.00	4,543.20	0.53	3,956.80	701.6234 copier/fax
Travel Employees						
Tuition & Fees		1,000.00	477.00	0.48	523.00	701.6517.1
Conferences/Seminars & Workshops		750.00	99.75	0.13	650.25	701.6517.3
Employee Transportation		300.00	165.41	0.55	134.59	701.6517.4
Meals & Lodging		2,250.00	1,269.06	0.56	980.94	701.6517.5 mileage @ .58 Leadership WY
TOTAL CONTRACTUAL SERVICES	1,858.02	44,050.00	22,247.17	0.51	21,802.83	
Supplies						
General Office Supplies	-444.00	3,000.00	2,126.92	0.71	873.08	701.6531 shared exp with EHS DDD
Paper Supplies	153.05	1,200.00	1,317.58	1.10	-117.58	701.6533 shared exp with EHS + DDD
TOTAL SUPPLIES	-290.95	4,200.00	3,444.50	0.82	755.50	
Fixed Charges						
Insurance						
General Liability		150.00	150.00	1.00	0.00	701.6933 surety Bonds for Carol/Emily/Treasurer
TOTAL FIXED CHARGES	0.00	150.00	150.00	1.00	0.00	
Capital Outlay						
Furniture/ Fixtures/Equipment	416.24	1,000.00	697.63	0.70	302.37	701.7202 Replacement of Chairs/items under 1000
Technology/Phone/Pro Care Software		750.00	150.00	0.20	600.00	701.7214 support Pro Care Software
TOTAL CAPITAL OUTLAY	416.24	1,750.00	847.63	0.48	902.37	
SUB TOTAL ADMINISTRATION	57,697.65	437,330.00	377,690.98	0.86	59,639.02	

EXPENDITURES	MAY Expenditures	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
		2019-2020 BUDGETED	Expended TO DATE				
EARLY EDUCATION/CHILD CARE							
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	90,952.64	752,942.00	675,427.88	0.90	77,514.12	702.6022	22 full time employees (less DD)
Regular Earnings/Part Time		0.00	0.00	#DIV/0!	0.00	702.6024	
Salaries & wages Temp. Emp.							
Regular Earnings/Subs	-2,598.75	32,000.00	18,084.23	0.57	13,915.77	702.6032	10.81 per hour on call
Regular Earnings/Class Assistants		0.00	0.00	#DIV/0!	0.00	702.6034	
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	702.6038	
Compensation Adjustment		27,718.00	25,255.38	0.91	2,462.62	702.6039	
Employers Contributions							
Empl. Contribution Fica	7,914.87	77,086.00	71,860.51	0.93	5,225.49	702.6041	7.65% fica
P/R Benefit Expenditures	91,498.38	595,458.00	527,883.94	0.89	67,574.06	702.6042	health/dental/ 17.12% RET
TOTAL WAGES AND BENEFITS	187,767.14	1,485,204.00	1,318,511.94	0.89	166,692.06		
Contractual Services							
Printing/Duplicating							
Printing Cartridges		500.00	500.00	1.00	0.00	702.6072	ink cartridges for printers
Dues & Subscriptions							
Periodicals/Curriculum		9,000.00	7,934.15	0.88	1,065.85	702.6101	Creative Curriculum/Gold Portfolios/Teaching Strat
Assoc., Committee Dues		250.00	50.00	0.20	200.00	702.6102	DFS and Food Licencese
Hepatitis B Vaccination/CRIML Bckgrnd		1,200.00	679.00	0.57	521.00	702.6381	background ck 39.00 per person
Naeyc Accreditation		1,000.00	1,035.00	1.04	-35.00	702.6383	NAEYC Accrediation/school chapters
Family Functions		500.00	162.82	0.33	337.18	702.6391	Parents/Family Activities
Travel Employees							
Tuition & Fees	30.00	2,162.00	1,158.10	0.54	1,003.90	702.6517.1	CDA's/CPR
Conferences/Seminars/Workshops		4,650.00	3,746.94	0.81	903.06	702.6517.3	annual staff training
Employee Transportation		250.00	0.00	0.00	250.00	702.6517.4	.545 mileage reimbursement
Meals & Lodging		500.00	219.07	0.44	280.93	702.6517.5	
TOTAL CONTRACTUAL SERVICES	30.00	20,012.00	15,485.08	0.77	4,526.92		
Supplies							
School Supplies	10.26	10,000.00	7,614.78	0.76	2,385.22	702.6554	
Classroom Supplies		2,200.00	884.23	0.40	1,315.77	702.671	classroom supplies
Food	2,767.51	60,000.00	44,460.24	0.74	15,539.76	702.6665	
Kitchen Supplies	753.42	10,000.00	2,593.46	0.26	7,406.54	702.669	dishes/paper products
Medical Supplies	7.92	500.00	265.23	0.53	234.77	702.6671	misc. medical including sunscreen
Repairs & Maintenance							
Furnishings		1,000.00	659.26	0.66	340.74	702.6762	cots/tables/chairs
Kitchen Maintenance		2,850.00	0.00	0.00	2,850.00	702.6762.4	Steamer/Convey Oven/repair
TOTAL SUPPLIES	3,539.11	86,550.00	56,477.20	0.65	30,072.80		
Fixed Charges							
Insurance							
Preschool Accident Insurance	-14.25	4,300.00	3,484.25	0.81	815.75	702.6942	100 deductible
TOTAL FIXED CHARGES	-14.25	4,300.00	3,484.25	0.81	815.75		
Capital Outlay							
Playground Equipment		2,000.00	518.32	0.26	1,481.68	702.7216	outside toys
TOTAL CAPITAL OUTLAY	0.00	2,000.00	518.32	0.26	1,481.68		
Sub Totals Early Education/Child Care	191,322.00	1,598,066.00	1,394,476.79	0.87	203,589.21		

EXPENDITURES	MAY Expenditures	CURRENT YEAR		2019-2020 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2019-2020 BUDGETED					
EARLY INTERVENTION							
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	227,527.48	2,061,600.00	1,877,602.91	0.91	183,997.09	703.6022	28 full time employees + ADM & PRE/EHS DD
Regular Earnings/Part Time	5,090.33	89,540.00	43,132.60	0.48	46,407.40	703.6024	3 part time employees + ADM DD
Temp Part time/Subs	2,598.75	31,185.00	28,586.25	0.92	2,598.75	703.6032	substitues on call 10.81
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	703.6038	
Compensation Adjustment		55,288.00	56,851.29	1.03	-1,563.29	703.6039	as per county commissioners
Employers Contributions							
Empl. Contribution Fica/WC	17,595.21	171,809.00	191,399.74	1.11	-19,590.74	703.6041	7.65% fica + WC
P/R Benefit Expenditures	155,047.45	1,065,403.00	929,830.02	0.87	135,572.98	703.6042	health/dental/17.12% ret /Def Com
Flex Benefits		21,010.00	28,262.50	1.35	-7,252.50	703.6046	100.00 flex + employee/Health Savings Plan included
TOTAL WAGES AND BENEFITS	407,859.22	3,495,835.00	3,155,665.31	0.90	340,169.69		
Contractual Services							
Communications							
Postage & Freight	66.57	800.00	732.27	0.92	67.73	703.6052	
Telephone/Data Plan	594.95	2,500.00	2,351.61	0.94	148.39	703.6053	Cell Phones + Data Plan for I pads
Publicity							
Advertising		500.00	0.00	0.00	500.00	703.6092	open positions
Recruitment/Relocation		2,500.00	0.00	0.00	2,500.00	703.6093.01	open positions
Dues & Subscriptions							
Periodicals		500.00	456.00	0.91	44.00	703.6101	LRP Publications
Professional Dues	200.00	3,000.00	1,859.00	0.62	1,141.00	703.6102.2	Certifications/License Fees/Assoc Dues
Utilities	5,142.00	61,700.00	56,562.00	0.92	5,138.00	703.6111	DDD portion of utilities.Annex
Professional Services							
Children's Transportation	-208.34	8,830.00	3,219.36	0.36	5,610.64	703.6137	mileage reimbursement/fuel
Consulting		10,000.00	1,935.00	0.19	8,065.00	703.6146	Outside contracts/Translators
Infant Inter Agency Council		500.00	333.84	0.67	166.16	703.6386	Agency acitivities/luncheons ICC
Region XIII Social Emotional		10,000.00	6,970.65	0.70	3,029.35	703.6393	Trainings/Contracts/Parent classes as per SF34 Social Emotional/Prymid
Travel Employees							
Tuition & Fees	30.00	3,000.00	2,750.39	0.92	249.61	703.6517.1	
State Training and Technical Assistance	3,198.40	15,000.00	17,581.17	1.17	-2,581.17	703.6517.22	state funds for training
Employee Transportation		500.00	40.58	0.08	459.42	703.6517.4	.545 per mile
Meals & Lodging		5,000.00	3,354.59	0.67	1,645.41	703.6517.5	
TOTAL CONTRACTUAL SERVICES	9,023.58	124,330.00	98,146.46	0.79	26,183.54		
Supplies							
General Office Supplies	654.25	5,000.00	5,114.24	1.02	-114.24	703.6531	includes shredder expense
Paper Supplies	216.67	3,000.00	2,579.37	0.86	420.63	703.6533	
School Supplies		8,000.00	4,611.02	0.58	3,388.98	703.6554	Protocols
School Furnishings		1,000.00	0.00	0.00	1,000.00	703.6771.1	Items under 1,000
School Furnishings/Additional Classroom		0.00	0.00	#DIV/0!	0.00	703.6771.2	
Part C Supplies		1,400.00	1,242.37	0.89	157.63	703.6748	Teaching Strategies Gold/Net/Supplies
Repairs & Maintenance							
Vehicle Parts & Repairs	13.31	5,760.00	2,898.70	0.50	2,861.30	703.6751	
TOTAL SUPPLIES	884.23	24,160.00	16,445.70	0.68	7,714.30		
Fixed Charges							
Reimbursement Expense		5,000.00	741.00	0.15	4,259.00	703.7105	in/out expense
Total Fixed Charges	0.00	5,000.00	741.00	0.15	4,259.00		
Capital Outlay							
Office Equipment		500.00	0.00	0.00	500.00	703.7194	desks/file cabinets
School Equipment		5,000.00	3,128.36	0.63	1,871.64	703.7217	Equipment Repair and Maintenance
TOTAL CAPITAL OUTLAY	0.00	5,500.00	3,128.36	0.57	2,371.64		
Sub totals for Early Intervention	417,767.03	3,654,825.00	3,274,126.83	0.90	380,698.17		

EXPENDITURES	MAY Expenditures	CURRENT YEAR	2019-2020	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2019-2020 BUDGETED	Expended TO DATE			
EARLY HEAD START						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	28,138.09	251,636.00	212,348.02	0.84	39,287.98	704.6022
Compensation Adjustment		6,790.00	5,368.82	0.79	1,421.18	704.6039
Employers Contributions						
Empl. Contribution Fica	2,411.87	23,560.00	24,642.37	1.05	-1,082.37	704.6041
P/R Benefit Expenditures	21,987.33	131,203.00	114,195.71	0.87	17,007.29	704.6042
Flex Benefits		2,990.00	3,437.50	1.15	-447.50	704.6046
TOTAL WAGES AND BENEFITS	52,537.29	416,179.00	359,992.42	0.86	56,186.58	
Contractual Services						
Communications						
Postage & Freight/Copies	54.92	700.00	604.12	0.86	95.88	704.6052
Printing Special Forms		600.00	254.00	0.42	346.00	704.6071
Associate Dues		552.00	72.00	0.13	480.00	704.6102
Utilities						
Utilities	446.59	5,359.00	4,912.49	0.92	446.51	704.6111
Travel Employees						
Consulting Training		300.00	0.00	0.00	300.00	704.6146.01
Technical Assitance (carry over June)		2,000.00	2,000.00	1.00	0.00	704.6146.07
Technical Assitance (current year)	30.00	8,000.00	2,046.07	0.26	5,953.93	704.6146.09
Vehicle Transportation	208.34	2,500.00	2,291.74	0.92	208.26	704.6517.4
Vehicle Maintenance/Repair		900.00	738.01	0.82	161.99	704.6751
TOTAL CONTRACTUAL SERVICES	739.85	20,911.00	12,918.43	0.62	7,992.57	
Supplies						
General Office Supplies	100.00	1,300.00	1,222.40	0.94	77.60	704.6531
Classroom/Home Base Educational Supplies	7,319.56	1,775.00	8,748.52	4.93	-6,973.52	704.6554
Preschool Accident Insurance	14.25	171.00	156.75	0.92	14.25	704.6942
TOTAL SUPPLIES	7,433.81	3,246.00	10,127.67	3.12	-6,881.67	
Parent Services						
Parents Books & Resources		150.00	0.00	0.00	150.00	704.6181.01
Other Parent Services/Child Care		1,400.00	406.42	0.29	993.58	704.6181.02
Parents Activities/Travel		250.00	0.00	0.00	250.00	704.6517.9
Family Enrichment Counsel		3,060.00	810.01	0.26	2,249.99	704.6181.03
Health Services Contract		3,000.00	2,295.00	0.77	705.00	704.6181.04
TOTAL PARENT SERVICES	0.00	7,860.00	3,511.43	0.45	4,348.57	
Sub totals for Early Head Start	60,710.95	448,196.00	386,549.95	0.86	61,646.05	
TOTAL EXPENDITURES	727,497.63	6,138,417.00	5,432,844.55	0.89	705,572.45	Totals

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
EHS Budget for September 2019-August 2020
FY 19-20 \$\$\$314,296.00+ 5563.00 COLA + 10,000. TA = 329,859.00 federal dollars

FINANCIAL STATEMENT FOR May 2020

Percentage of Year Expanded 75%

Budget Detail

EHS FINANCIAL 19-20

REVENUE:

Early Head Start 2019-2020
 Early Head Start 2019-2020 T & TA FUNDS
 Campbell County Appropriation

MAY REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2019-2020 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
33,538.42	319,859.04	264,381.43	0.83	55,477.61	704.4412.19	EHS FY16 approved grant 2019-2020
0.00	10,000.00	3,324.07	0.33	6,675.93	704.4412.19	EHS FY16 approved grant 2019-2020
	118,336.96	0.00	0.00	118,336.96	701.5751	County hard dollars

EARLY HEAD START EXPENDITURES EXPEDITURES

Personal Services
 Salaries & wages Permanent Emp.
 Regular Earnings
 Compensation Adjustment
 Employers Contributions
 Empl. Contribution Fica
 P/R Benefit Expenditures
 P/R Flex Benefit
TOTAL PERSONAL SERVICES
 Contractual Services
 Communications
 Postage & Freight/Copies
 Printing Special Forms
 Associate Dues
 Utilities
 Utilities
 Travel Employees
 Consulting Training
 T & TA Expenses
 Vehicle Transportation
 Vehicle Maintenance/Repair
TOTAL CONTRACTUAL SERVICES
 Supplies
 General Office Supplies
 Classroom/Home Base Educational Supplies
 Preschool Accident Insurance
TOTAL SUPPLIES
 Parent Services
 Parents Books & Resources
 Other Parent Services/Child Care
 Parents Activities/Travel
 Family Enrichment Counsel
 Health Services Contract
TOTAL PARENT SERVICES

MAY REVENUES	CURRENT YEAR 2019-2020 BUDGETED	2018-2019 RECEIVED TO DATE	PERCENTAGE OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
28,138.09	251,636.00	174,593.54	0.69	77,042.46	704.6022	5 FULL TIME /
	6,790.00	5,368.82	0.79	1,421.18	704.6039	as per county commissioners
2,411.87	23,560.00	21,390.38	0.91	2,169.62	704.6041	7.65% fica/WC
21,987.33	131,203.00	101,001.76	0.77	30,201.24	704.6042	flex/health/dental/reU
0.00	2,990.00	2,650.00	0.89	340.00	704.6046	FLex Benefits/Health savings
52,537.29	416,179.00	305,004.50	0.73	111,174.50		personal services include CDS share
54.92	700.00	494.28	0.71	205.72	704.6052	Monthly Exp to CDS
	600.00	254.00	0.42	346.00	704.6071	
	552.00	0.00	0.00	552.00	704.6102	
446.59	5,359.00	4,019.31	0.75	1,339.69	704.6111	Monthly Exp to CDS
	300.00	0.00	0.00	300.00	704.6146.01	Nutrition
30.00	10,000.00	3,354.07	0.34	6,645.93	704.6146.07	Trainings
208.34	2,500.00	1,875.06	0.75	624.94	704.6517.4	Monthly Exp to CDS
	900.00	725.63	0.81	174.37	704.6751	repairs on vehicles
739.85	20,911.00	10,722.35	0.51	10,188.65		
100.00	1,300.00	1,022.40	0.79	277.60	704.6531	Monthly Exp to CDS
7,319.56	1,775.00	7,893.76	4.45	-6,118.76	704.6554	actual for x-tra supplies/mo for CDS supplies
14.25	171.00	128.25	0.75	42.75	704.6942	Monthly Exp to CDS
7,433.81	3,246.00	9,044.41	2.79	-5,798.41		
	150.00	0.00	0.00	150.00	704.6181.01	parents books & supplie
	1,400.00	325.29	0.23	1,074.71	704.6181.02	child care for classes/interactions/translatons
	250.00	0.00	0.00	250.00	704.6517.9	reimbursement for parents
	3,060.00	506.26	0.17	2,553.74	704.6181.03	counsel/legal parents/Consulting
	3,000.00	1,769.50	0.59	1,230.50	704.6181.04	public health nurse
0.00	7,860.00	2,601.05	0.33	5,258.95		

Total expenditures for Early Head Start

60,710.95

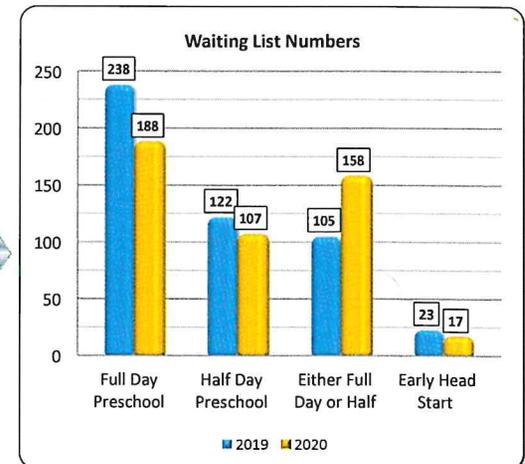
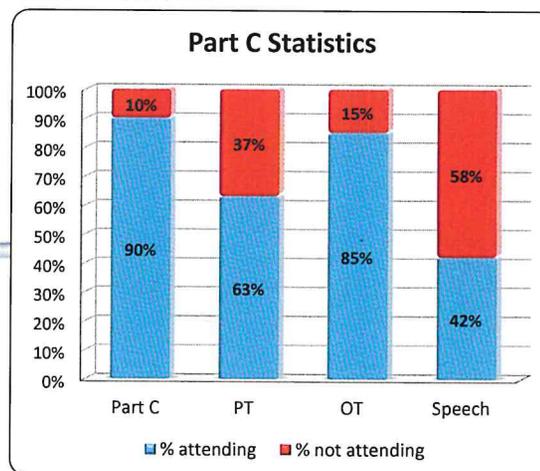
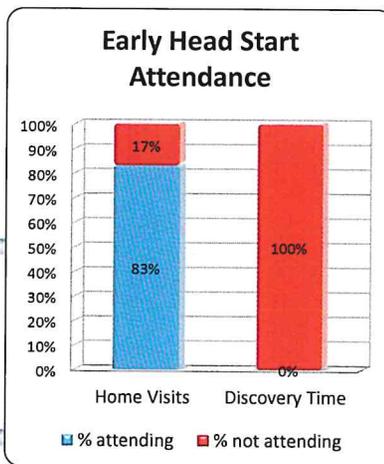
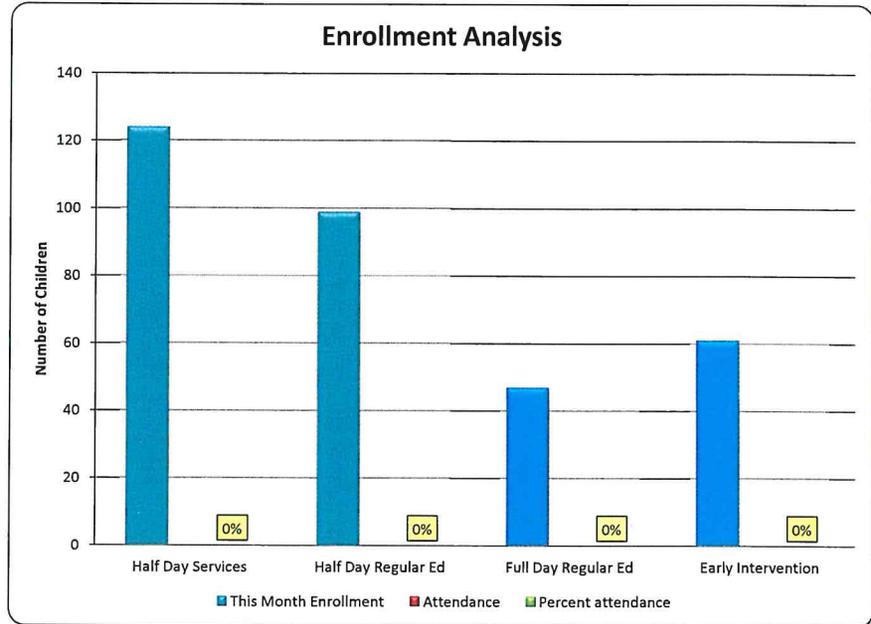
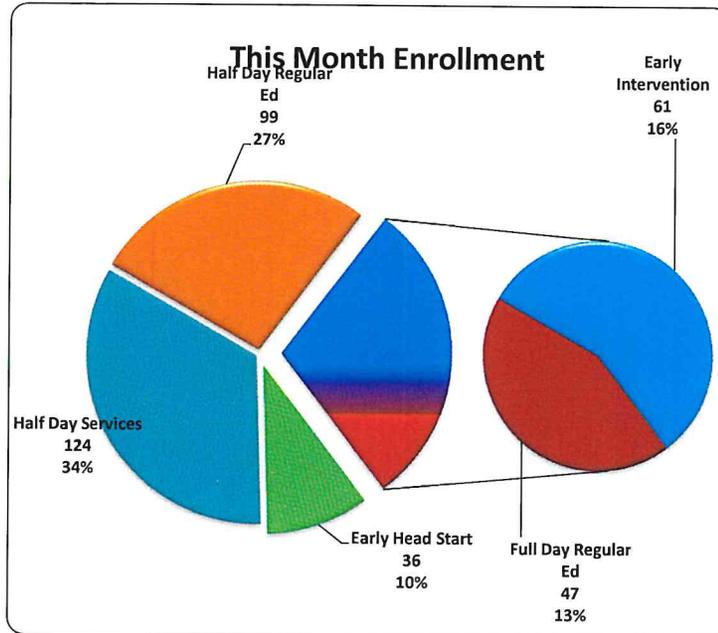
448,196.00

327,372.31

0.73

120,823.69

May 2020
Statistical Report
COVID - 19



May 2020
Statistical Report
COVID - 19

