



Children's Services Council
OF MARTIN COUNTY

SAMPLE CONTRACT

2010-11

**Children's Services Council of Martin County
2030 S.E. Ocean Boulevard
Stuart, Florida 34996-3304**

**Phone: 772-288-5758 / Fax: 772-288-5799
Website: www.cscmc.org / E-mail: cscmc@cscmc.org**

SAMPLE Contract (DRAFT)
between
Children's Services Council of Martin County
and
Today's Child, Inc.
Today's Child Program

I. PURPOSE

The Children's Services Council of Martin County, hereinafter referred to as CSCMC, and Today's Child, Inc., hereinafter referred to as Provider, enter into this mutual contract, including all its Attachments referred to herein for the period commencing July 1, 2010, and extending through June 30, 2011.

II. STAFF

Provider agrees to employ staff, at its expense, to execute services provided in accordance with this Contract. Such individuals shall not be considered employees of CSCMC and are subject to the supervision, personnel practices, and policies of the Provider. Unless otherwise approved by CSCMC, all staff shall meet qualifications, as stated in the CSCMC Application, and any approved revisions that were submitted for the fiscal year 2010-11 funding.

III. SERVICES

1. Provider agrees to deliver services to accomplish measurable objectives, as stated in Attachment 2 Measurable Objectives, in accordance with recognized child welfare practices, as determined by CSCMC in service areas, stated in Attachment 3 Geographical Service Area, and pursuant to Attachment 1 General Conditions of the Contract, and any Special Conditions, as stated in Section IX of this Contract.
2. All funded programs must participate in the fiscal and program components of the Services and Activities Management Information System (SAMIS).
3. Entry into this mutual Contract constitutes agreement by the Provider to follow the processes and procedures contained in the CSCMC Program and Funding Policies, and to provide services in the manner defined in the CSCMC Application submitted by the Provider.

IV. FUNDS

The budget for both CSCMC and other funds (if any) for accomplishing the above stated services shall be set forth in Attachment 4 Budget. CSCMC agrees to reimburse up to \$250,000.00 for actual costs incurred for services rendered pursuant to this Contract.

All grant allocations are payable from funds appropriated on an annual basis. Notwithstanding anything to the contrary in this Contract, the obligation of CSCMC to provide funding for any year is subject to annual appropriation.

V. METHOD OF PAYMENT

1. CSCMC issues payment on a cost-reimbursement basis. Expenses incurred by the program that were included in the approved budget in SAMIS will be reimbursed. Requests for payment must be completed monthly and submitted by the 10th of each month, following the month of expenditure. Under normal circumstances reimbursement requests submitted by the 10th of the month will be processed by the end of the month. Final reimbursement is made only after completion of fiscal review by CSCMC and submission of end-of-year program statistics to CSCMC. Failure to submit program statistics may result in forfeiture of any remaining program funds.
2. Request for advance funds for operating expenses may be made in writing by the first Friday in June prior to the receipt of the first month's reimbursement.

VI. TERMINATION

1. It is the intent of CSCMC to assure a consistent and orderly delivery of children's services. It is also the intent of CSCMC to terminate contracts only in those situations where such action is essential for protection of its interest and the interest of children, as determined by CSCMC.
2. Except as provided in Subparagraphs 3 and 4 below, this Contract may be terminated by either party upon no less than 30-days notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.
3. In the event that funds to finance this Contract become unavailable, CSCMC may terminate this Contract upon no less than 24 hours notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. CSCMC shall endeavor, whenever possible and consistent with its legal obligations and principles of prudent management, to provide 30-days notice for termination for lack of funds. CSCMC shall be the final authority as to the availability of funds and the extension of notice beyond the minimum time herein stated. Notwithstanding the foregoing, this Contract shall automatically terminate if CSCMC does not budget and appropriate sufficient funding to make grant payments for any given year.
4. In addition to the rights, as set forth in Paragraph 2 above, this Contract may be terminated by CSCMC for any breach by Provider of the terms of this Contract, including all its Attachments, upon 24-hours written notice. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery. CSCMC, at its discretion, may waive any breach by the Provider in writing, but such waiver shall not constitute a waiver of any future breaches, including breaches of the same type.

Provided, however, CSCMC agrees to pay for all Provider's services and expenses incurred pursuant to this agreement up to the date of termination.

5. The above provisions shall not limit CSCMC's right to legal remedies.

VII. LIABILITY

To the extent permitted by law, the Provider agrees to indemnify and hold harmless CSCMC from liability on account of any injuries, damages, omissions, commissions, actions, causes of actions, claims, suits, judgments, and damages accruing, including court costs and attorney's fees, as a result of services performed or not performed, or any negligent act by the Provider or funding granted or not granted by CSCMC or any action arising out of the operation of this Contract.

The Provider shall be responsible for providing general liability insurance coverage at the level deemed adequate by CSCMC and whatever other insurance coverages are deemed reasonably necessary by CSCMC, which insurance shall be maintained at all times during the existence of this Contract. Upon execution of this Contract, the Provider shall furnish CSCMC with a current Certificate of Liability Insurance listing Children's Services Council of Martin County as the Certificate Holder and an Additional Insured with respect to General Liability.

VIII. COMMENCEMENT OF PAYMENT

Unless specifically authorized by CSCMC, payment for services rendered under this Contract shall not commence prior to its effective date, which is the date of Contract execution.

IX. SPECIAL CONDITIONS

The following conditions apply to the following CSCMC funded program:

Today's Child Program

**CHILDREN'S SERVICES COUNCIL
OF MARTIN COUNTY**

TODAY'S CHILD, INC.

Executive Director

Signature of Authorized Organization
Representative

Date

Printed Name

Date

Signature of Agency Board of Directors'
Chair/President

Printed Name

Date

**ATTACHMENT 1
GENERAL CONDITIONS OF THE CONTRACT**

1. Attachments to the Contract

Provider will submit the following with the signed Contract to CSCMC:

- An updated list of Board Members' names and affiliated organization names.
- A current Certificate of Liability Insurance listing Children's Services Council of Martin County as the Certificate Holder and an Additional Insured with respect to General Liability.
- A copy of any subcontracts for the provision of any portion of services funded by CSCMC. Subcontracting or assigning requires prior CSCMC approval.

2. Ownership of Application

All materials and supporting documentation submitted in response to the CSCMC Application become public documents and the property of CSCMC.

3. Application Becomes Part of CSCMC Contract

Approved measurable objectives, service areas, budget, and special conditions will become a part of the CSCMC Contract.

4. Contract Revisions

The Contract and its Attachments constitute the contractual relationship between the Provider and CSCMC. No amendments to this Contract or its Attachments may be made without the prior written approval of CSCMC and Provider.

5. Waiver

CSCMC reserves the right to waive requirements of the CSCMC Contract and its Attachments when warranted.

6. Program Monitoring

Program monitoring and evaluation timetable and procedures will be provided to organizations after CSCMC allocations are made. All funded programs will be subject to a minimum of one mid year site visit and two drop in visits. All funded programs will be subject to quarterly program performance reviews.

7. Fiscal Reviews

All funded programs will be subject to a minimum of one fiscal site review.

8. Mandatory Participations

All funded programs must participate with the Character Counts! program, incorporate Developmental Assets in their programs, sign a provider contract and participate in the Whole Child Connection, and participate and provide agency information to 211 Palm Beach/Treasure Coast Inc.

9. **CSCMC-Funded Staff Training Requirement**

Provider's Direct Service staff funded by CSCMC, wholly or partially, must participate in 30 hours per contract year of Continuing Education/training specific to job competencies. The number of training hours required for staff employed less than 40 hours may be pro-rated based on a formula provided by CSCMC. Seasonal employees (employed during Christmas, Spring, and Summer breaks only) are waived from this requirement.

10. **Background Screening**

Providers must, at a minimum, comply with the Level 2 screening standards, outlined in Chapter 435.04 of the Florida Statutes.

Exemptions may be granted in accordance with Chapter 435.07 of the Florida Statutes only. CSCMC requires notification from Providers prior to the hiring of exempt staff. CSCMC reserves the right of final approval on employment involving exemptions.

Program staff, volunteers, and interns who are in direct contact positions and owners, operators, or directors are required to undergo the background screening process.

Screenings must be no more than two years old.

11. **Diversification of Funding**

CSCMC expects organizations to engage in fiscal capacity building by seeking non-tax funds to support their programs. CSCMC expects Providers that are recipients of program funds to diversify their funding sources.

12. **Nondiscrimination**

Provider agrees that no person on the grounds of race, sex, disability, origin, religion, marital status, or political belief shall be excluded from participation in, denied the benefits of, or be otherwise discriminated against as an employee, volunteer, or participant of the Provider, except that programs may designate services for specific participant groups, as defined in the CSCMC Application. Provider agrees to maintain reasonable access for persons with disabilities.

13. **Provider Staff Membership On Board**

Provider agrees that its staff shall not serve as members of its governing board.

14. **Confidential Information**

Recipient of Service Confidentiality

Provider shall not use or disclose any information that specifically identifies a recipient of services under the Contract and its Attachments, and for any purpose not in conformity with federal, state, or local law and related regulations, except on written consent of the recipient, his responsible agent, or guardian where authorized by law.

CSCMC Staff Access to Confidential Records

Provider agrees that all program records and supporting documentation shall be subject at all times to inspection and review by CSCMC staff or its duly authorized agent. If the information to be inspected and reviewed requires written consent of recipients of program services, it shall be the responsibility of the Provider to obtain any consent necessary.

15. Assignments and Subcontracts

Provider shall not assign the responsibility of the Contract to another party or subcontract for any of the work contemplated under the Contract without prior written approval of CSCMC. No approval by CSCMC of any assignment or subcontract shall be deemed an obligation by CSCMC to provide funds in addition to the total dollar amount stated in this Contract.

Any Provider that enters into a subcontract for the provision of any portion of services funded by CSCMC must provide a copy of that subcontract to CSCMC with the signed CSCMC Contract and/or to the Provider's Contract Specialist if the subcontract is executed during the contract year.

All such assignments or subcontracts shall be subject to the conditions of the Contract and its Attachments. Providers must have a monitoring and evaluation process in place in order to determine that the Subcontractors are in compliance with their subcontracts. A summary report must be provided to CSCMC at mid and end of year.

16. Required Documentation Non-Compliance

Failure to provide requested program or fiscal documents or information to CSCMC staff by the designated due date may result in withholding of monthly reimbursement payments. If payment is withheld, it shall be held until such time as the requested material is provided.

17. Notifications

Change in Program Services

Provider agrees to inform CSCMC in a timely manner of any circumstances or events that may reasonably be considered to jeopardize its capability to continue to meet its obligations under the terms of the Contract.

Staff Vacancies or Changes

CSCMC must be notified, in writing immediately, when a key staff position such as Executive Director, Program Manager, Finance Director and other essential staff (i.e. Program Manager, SAMIS Data or Fiscal Entry Specialist) becomes vacant. CSCMC should also be notified of any change in the number of hours worked (i.e. full time to part time or part time to full time). Written notice should include the date of termination or change in hours worked and information regarding the effect on service delivery and plans for filling the position if applicable.

All notifications should be addressed to the Provider's assigned CSCMC Contract Specialist and the designated CSCMC Executive Assistant.

18. **Records Retention Policies**

Provider agrees:

- A. To maintain books, records, and documents in accordance with generally accepted accounting procedures and practices, which accurately and appropriately reflect all expenditures of funds listed in the budget approved by CSCMC.
- B. That all financial records and supporting documentation shall be subject at all times to inspection, review, or audit by CSCMC staff or its duly authorized agent.
- C. To maintain and file reports related to services provided under the Contract with CSCMC in a timely fashion. Final reimbursement is made only after completion of fiscal review by CSCMC and submission of end-of-year program statistics to CSCMC. Failure to submit program statistics may result in forfeiture of any remaining program funds.
- D. To retain all financial records, supporting documentation, statistical records, and any other documents pertinent to the Contract for a period of five years after termination of the Contract. If an audit has been initiated and audit findings have not been resolved at the end of six years, all records shall be retained until resolution of audit findings.

19. **Publication**

Publicizing of CSCMC Support

Provider agrees to identify CSCMC support on its letterhead, organization's newsletter, and other printed and electronic materials and to utilize every reasonable opportunity to publicize the support received from CSCMC. A copy of the CSCMC logo can be obtained at the CSCMC office. CSCMC's decal must be prominently displayed in a public place.

Access to Publications

Provider agrees to supply CSCMC, without charge, up to three copies of any publication developed in connection with implementation of programs addressed by the Contract. Such publications will state that the program is supported by CSCMC. Provider agrees that CSCMC will have unlimited use of copyrighted materials developed under this Contract.

20. **SERVICES AND ACTIVITIES MANAGEMENT INFORMATION SYSTEM (SAMIS)**

SAMIS Fiscal Requirements

SAMIS Budgets: Upon receipt of the Council's approval of funding allocations, Providers must submit a budget in SAMIS that reflects the limits of the allocation. This budget must be submitted and approved in SAMIS by the date specified in the CSCMC Application. All budgets are subject to CSCMC staff approval, and upon approval, the budget will become part of the Contract. Failure to comply with this time frame may delay the issuance of a Contract which may result in daily reductions of the CSCMC allocation, corresponding to the date that the signed Contract is received by CSCMC.

SAMIS Fiscal Training

Provider will attend CSCMC SAMIS fiscal training. Attendance is mandatory for all fiscal staff who are involved in the budgeting and reimbursement process. All financial management related to receiving CSCMC funds will be handled through SAMIS.

SAMIS Measurable Objectives

Measurable objectives must be submitted and approved by CSCMC staff by the date specified in the CSCMC Application. Failure to comply with this time frame may delay the issuance of a Contract which may result in daily reductions of the CSCMC allocation, corresponding to the date that the signed Contract is received by CSCMC.

All measurable objectives become a part of this Contract. Any change to the agreed upon measurable objectives and/or method of measurement must be approved by CSCMC staff.

SAMIS Program Training

Provider will attend the CSCMC SAMIS program training. Attendance is mandatory for all program staff who will be entering data into the system.

SAMIS Program Monitoring

Provider will submit progress reports and other information in such format and at such times as may be prescribed by CSCMC and to cooperate in site visits and other on-site monitoring (including, but not limited to, access to sites, staff, fiscal, and participant records, logs, and the provision of related information).

SAMIS program-related data for a given quarter must be updated by the dates specified below:

1st Quarter Data:	October 31
2nd Quarter Data:	January 31
3rd Quarter Data:	April 30
4th Quarter Data:	July 31

21. Audit

Audit Policy

Within 180 days of the close of its fiscal year (due date), the Provider agrees to submit to CSCMC an independent audit of the financial statements of the entity in its entirety and any accompanying management letter(s). The audit must be performed by a firm licensed to perform audits in the State of Florida and conducted in accordance with generally accepted auditing standards and standards established by the American Institute of Certified Public Accounts (AICPA). The audit will separately identify CSCMC revenues, fees, donations, and expenditures by program.

If a Provider does not comply with the audit requirement, it is considered out of compliance and is not eligible for CSCMC funds for the next funding cycle. A financial penalty equal to 5% of the monthly reimbursement request will be imposed for late submission. If an audit is not provided to CSCMC within 60 days of the due date, the existing Contract between CSCMC and the Provider will be terminated.

Audit Exceptions

Programs funded for \$25,000 or less will be exempt from the audit requirement. Providers with a TOTAL AGENCY BUDGET of less than \$150,000 may request Council's approval of a fiscal review in lieu of an audit. However, the request must be made prior to the allocation of CSCMC funds.

Audit Extension

An audit extension request may be filed if a Provider cannot comply with the time frame listed above. The request should be in writing from the Provider's auditor and addressed to CSCMC's Director of Finance and Human Resources. The request must contain the reason for the delay and an estimated date of completion. Approval is at the discretion of CSCMC's Executive Director.

22. Redirection of Resources

Projected resources that have been identified in the budget to support the services remain the responsibility of the Provider. The Provider is advised that such resources may not be redirected by the Provider to other uses without prior written approval of CSCMC. Failure to obtain CSCMC approval may be grounds for breach of Contract.

23. Return of Funds

Provider agrees to return to CSCMC any overpayment due to unearned funds or funds disallowed pursuant to the terms of this Contract that were disbursed to Provider by CSCMC. Such funds shall be considered CSCMC funds and shall be refunded to CSCMC in accordance with its instructions.

24. Reporting Other Sources of Funds

Provider will report all requests to other sources for financial support, relating to the program, to the CSCMC Contract Specialist at the mid year monitoring. Provider must also be prepared to furnish an explanation of how such additional funds will be used. A full copy of requests or applications for other financial support will be provided upon request by CSCMC.

25. Pre-Allocation Expenses

CSCMC will not be liable for any costs incurred by Applicants related the response to the CSCMC Application, nor will it fund any pre-allocation expenses (i.e. copy costs).

26. Use of Funds

CSCMC funds will not be used for expenditures also funded by other sources.

ATTACHMENT 2

Today's Child, Inc. Today's Child Program

MEASURABLE OBJECTIVES FY 2010-11

Participant Level Measurable Objectives (CDG)

All Primary Participants will be measured through the Measurable Objective reporting module in SAMIS within a twelve month period. The Provider agrees to collect measurable objectives data using the method agreed upon by the Provider and CSCMC staff. Any change to the agreed upon method of measurement must first be negotiated with CSCMC staff.

Service Component: Respite Care

<u>Objective ID</u>	<u>Objective Description</u>
269	Increase the computer skills among students participating in youth development activities by at least 20%. *Target Level %: <u>80</u>
270	Decrease socially inappropriate behaviors among students participating in youth activities by at least 20%. *Target Level %: <u>80</u>
271	Increase socially appropriate behaviors among students participating in youth activities by at least 20%. *Target Level %: <u>80</u>

Contracted Service Levels

Participant Level Minimum Service Levels (CDG)

Primary Participants

Contracted Primary Youth: 120

Contracted Primary Adults: 55

Total Contracted Primary Youth and Adults: 175

Secondary Participants

Estimated Secondary Youth: 0

Estimated Secondary Adults: 0

Total Secondary Youth and Adults:0

Group Level Minimum Service Levels (Group Activity)

Section I: Minimum Service Levels for Group Activities

Contracted Youth: 0

Contracted Adults: 0

Total Contracted Youth and Adults: 0

Section II: Number of Activities

Activity Type	Quantity
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Section III: Number of Youth and Adults per Activity

Activity Type	Youth	Adults
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SAMPLE

ATTACHMENT 3

GEOGRAPHICAL SERVICE AREA

Provider agrees whenever possible to maintain service sites that are accessible to the target population. Provider will advise CSCMC of any changes made in service sites.

The geographical service area for this agreement is as follows: (check one)

Program Name	Service will be provided countywide	Services will be provided less than countywide. Service will be provided in the following zip codes (list all zip codes of the target area)
Today's Child, Inc.	X	

ATTACHMENT 4

BUDGET

The Provider will deliver services according to the budget statements submitted with the CSCMC Application.

Revised budgets should be submitted by Provider in accordance with the provision of Attachment 1, General Conditions of the Contract.

Budget Amendment:

Provider may make two budget amendments during the contract year using the budget amendment process in SAMIS. Narratives must be completed in SAMIS for the line item from which dollars are being moved and also for the line item to which dollars are added. These detailed narratives should explain the reason for the request, including what has occurred that was unanticipated at the time that the budget was submitted to CSCMC. Budget amendments will not be accepted after the reimbursement period covering expenditures through March 31 of the contract year. Provider must submit the amendment in SAMIS prior to April 15 of the contract year.

Such budget amendments must be made according to the CSCMC Budget Amendment Policy listed below:

1. Executive Director or his/her designee may review and approve all budget amendment requests of \$4,999 or less, provided the budget amendment does not negatively impact the program.
2. All budget amendment requests of \$5,000 or more require Council approval and must be submitted and approved by CSCMC staff no later than the second Monday of the month in which a Council meeting is held.
3. Organizations shall make adjustments according to CSCMC procedures.
4. Any adjustments made by organizations that are not in accordance with CSCMC policy shall not be reimbursed.
5. CSCMC staff must approve salary changes or staff reclassifications for a CSCMC funded position. If approved, CSCMC is not obligated to any additional commitment of funds.

TODAY'S CHILD PROGRAM
CURRENT & PROPOSED OPERATING BUDGET
 (ROUND NUMBERS UP TO THE NEAREST DOLLAR)

ACCT# TITLE	(1)	(2)	(3)	(4)	(5)	(6)
	2009-10	2010-11		2009-10	2010-11	
	PROG. BUDG.	PROG. BUDG.	% CHG.	ORIG. ALLOC.	ORIG. ALLOC.	% CHG.
Salary Accounts:						
569.120 Regular Salaries and Wages	\$0	\$197,125	100%	\$0	\$81,375	100%
Total Salary :	\$0	\$197,125	100%	\$0	\$81,375	100%
Fringe Accounts:						
569.210 FICA	\$0	\$15,081	100%	\$0	\$6,224	100%
569.220 Retirement Contributions	\$0	\$9,857	100%	\$0	\$4,069	100%
569.230 Life and Health Insurance	\$0	\$23,460	100%	\$0	\$10,200	100%
569.240 Workers Compensation	\$0	\$3,942	100%	\$0	\$1,628	100%
569.250 Unemployment Compensation	\$0	\$2,957	100%	\$0	\$1,220	100%
Total Fringe :	\$0	\$55,297	100%	\$0	\$23,341	100%
Operating Expense Accounts:						
569.270 Travel/Conference/Training	\$0	\$1,977	100%	\$0	\$1,977	100%
569.260 Travel/Daily	\$0	\$5,500	100%	\$0	\$5,500	100%
569.280 Office Supplies	\$0	\$4,860	100%	\$0	\$2,430	100%
569.290 Telephone	\$0	\$7,200	100%	\$0	\$3,600	100%
569.300 Postage/Shipping	\$0	\$2,237	100%	\$0	\$2,237	100%
569.310 Utilities	\$0	\$9,600	100%	\$0	\$4,800	100%
569.320 Occupancy(Building & Grounds)	\$0	\$6,800	100%	\$0	\$3,400	100%
569.330 Printing & Publications	\$0	\$4,500	100%	\$0	\$2,250	100%

ACCT# TITLE	(1)	(2)	(3)	(4)	(5)	(6)
	2009-10	2010-11		2009-10	2010-11	
	PROG. BUDG.	PROG. BUDG.	% CHG.	ORIG. ALLOC.	ORIG. ALLOC.	% CHG.
569.340 Subscriptions, Dues, Memberships	\$0	\$1,350	100%	\$0	\$675	100%
569.350 Insurance	\$0	\$6,800	100%	\$0	\$3,400	100%
569.360 Equipment Rental & Maintenance	\$0	\$8,580	100%	\$0	\$4,290	100%
569.370 Advertising	\$0	\$6,200	100%	\$0	\$3,100	100%
569.380 Equipment Purchases	\$0	\$15,500	100%	\$0	\$15,500	100%
569.390 Professional Fees	\$0	\$13,720	100%	\$0	\$6,860	100%
569.400 Books/Educational Materials	\$0	\$1,500	100%	\$0	\$750	100%
569.410 Food & Nutrition	\$0	\$0	0%	\$0	\$0	0%
569.420 Administrative Costs	\$0	\$21,265	100%	\$0	\$21,265	100%
569.430 Audit Expense	\$0	\$15,000	100%	\$0	\$7,500	100%
569.440 Specific Assistance to Individuals	\$0	\$20,150	100%	\$0	\$20,150	100%
569.450 Other/Miscellaneous	\$0	\$600	100%	\$0	\$600	100%
569.460 Other/Contract	\$0	\$10,000	100%	\$0	\$10,000	100%
569.470 Program Supplies	\$0	\$50,000	100%	\$0	\$25,000	100%
569.480 Other/Special Project	\$0	\$0	0%	\$0	\$0	0%
Total Operating Expense :	\$0	\$213,339	100%	\$0	\$145,284	100%
Total Program Expenses:	\$0	\$465,761	100%	\$0	\$250,000	100%

**TODAY'S CHILD PROGRAM
SALARY AND FRINGE PREPARATION
FISCAL YEAR 2010-11**

Position	Staff	% Time Hrs/Wk # Wks	Gross Salary 2010-11	Salary In Program 2010-11	Fringe In Program 2010-11	Request For Salary 2010-11	Request For Fringe 2010-11	Salary Funding %
Accounting Specialist	Welch, Karen	50% 20 52	\$11,250	\$5,625	\$1,930	\$5,625	\$1,931	100.00%
Administrative Assistant	Todd, Jeanne	100% 20 52	\$13,000	\$6,500	\$3,089	\$3,250	\$1,543	50.00%
Counselor	Smith, John	100% 40 52	\$30,000	\$30,000	\$8,925	\$15,000	\$4,462	50.00%
Counselor	Fisher, Robert	100% 40 52	\$30,000	\$30,000	\$8,925	\$15,000	\$4,462	50.00%
Program Director	Clark, Melissa	100% 40 52	\$45,000	\$45,000	\$11,348	\$22,500	\$5,673	50.00%
Program Specialist	Brooks, Samantha	100% 40 52	\$40,000	\$40,000	\$10,540	\$20,000	\$5,270	50.00%
Program Specialist	Nelson, Chad	100% 40 52	\$40,000	\$40,000	\$10,540	\$0	\$0	0.00%
TOTALS			\$209,250	\$197,125	\$55,297	\$81,375	\$23,341	41.28%

**PROGRAM BUDGET REPORT
TODAY'S CHILD, INC.
TODAY'S CHILD PROGRAM
FISCAL YEAR 2010-11**

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
Salary and Fringe Narrative					
569.120	Regular Salaries and Wages		197,125.00	81,375.00	0.00
		11/16/2009 Program FTE 6.5			
	<u>Other Funders</u>				
	Funding Organization			Amount	
	Funds from Government Sources - DCF			63,250.00	
	Miscellaneous - Workforce Development Board Youth Council			52,500.00	
		Total:		115,750.00	
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569.210	FICA		15,081.00	6,224.00	0.00
		11/15/2009 Total salaries X 7.65%			
	<u>Other Funders</u>				
	Funding Organization			Amount	
	Funds from Government Sources - DCF			4,839.00	
	Miscellaneous - Workforce Development Board Youth Council			4,017.00	
		Total:		8,856.00	
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569.220	Retirement Contributions		9,857.00	4,069.00	0.00
		11/15/2009 5% retirement contributions			
	<u>Other Funders</u>				
	Funding Organization			Amount	
	Funds from Government Sources - DCF			3,163.00	
	Miscellaneous - Workforce Development Board Youth Council			2,625.00	
		Total:		5,788.00	
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569.230	Life and Health Insurance		23,460.00	10,200.00	0.00
		11/15/2009 Health @ \$300/mth X 2 X 12 = \$7,200, Dental, life and STD @ \$40/mth X 2 X 12 = \$960. Total = \$8,160			

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
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Other Funders

Funding Organization	Amount
Funds from Government Sources - DCF	7,140.00
Miscellaneous - Workforce Development Board Youth Council	6,120.00
Total:	13,260.00

569.240	Workers Compensation		3,942.00	1,628.00	0.00
		11/15/2009 2% X \$233,500. CSC portion \$2,335			

Other Funders

Funding Organization	Amount
Funds from Government Sources - DCF	1,265.00
Miscellaneous - Workforce Development Board Youth Council	1,050.00
Total:	2,315.00

569.250	Unemployment Compensation		2,957.00	1,220.00	0.00
		11/15/2009 1.5% X \$233,500. CSC portion = \$1,700			

Other Funders

Funding Organization	Amount
Funds from Government Sources - DCF	949.00
Miscellaneous - Workforce Development Board Youth Council	788.00
Total:	1,737.00

Salary and Fringe Totals: 252,422.00 104,716.00 0.00

Operating Expense Budget Narrative

569.270	Travel/Conference/Training		1,977.00	1,977.00	0.00
		11/16/2009 Conference registration for 4 staff @ \$200 = \$800, hotel for 2 nights = \$800. Meals for 4 staff @ \$46 X 4 = \$184, mileage @ .55 X 350 = \$193			

Original Budget Calculation
 $= (4 * 200) + (800) + (46 * 4) + (350 * .55)$

Other Funders

Funding Organization	Amount
Total:	

569.260	Travel/Daily		5,500.00	5,500.00	0.00
		11/16/2009 Average of 100 miles per week for 2 FTE = annual miles of 10,000			

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
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Original Budget Calculation
=200*50*.55

Other Funders

Funding Organization

Amount

Total:

569.280	Office Supplies		4,860.00	2,430.00	0.00
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11/16/2009 Office and computer supplies @ \$405 month X 12 = \$4,860.
CSC portion 50%

Original Budget Calculation
=90*4.5*12

Other Funders

Funding Organization

Amount

Foundations - Martin County Community Foundation

2,430.00

Total: 2,430.00

569.290	Telephone		7,200.00	3,600.00	0.00
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11/16/2009 Reimburse 4 staff for use of personal cells phones @ \$25
month x 4 X 12 = \$1,200, local and long distance @ \$150 month x 12 X
2 locations = \$3,600, DSL connect @ \$100 X 12 X 2 locations = \$2,400.
CSC portion 50%

Original Budget Calculation
=(4*25*12)+(150*12*2)+(100*12*2)

Other Funders

Funding Organization

Amount

Foundations - Martin County Community Foundation

3,600.00

Total: 3,600.00

569.300	Postage/Shipping		2,237.00	2,237.00	0.00
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11/16/2009 First class postage \$600 annual, quarterly newsletter
= \$1537 and overnight delivery = \$100.

Original Budget Calculation
=600+1537+100

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
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Other Funders

Funding Organization Amount

Total:

569.310	Utilities		9,600.00	4,800.00	0.00
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11/16/2009 Electric for 2 locations @ \$400 X 2 X 12 = \$9,600.
CSC portion 50%

Original Budget Calculation

=400*2*12

Other Funders

Funding Organization Amount

Foundations - Martin County Community Foundation			4,800.00	
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			4,800.00	
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569.320	Occupancy (Building & Grounds)		6,800.00	3,400.00	0.00
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11/16/2009 2 Locations - \$21 Sq ft X 3,000 sq ft X program allocation of 10% = \$6,300, repairs and maintenance @ \$250 X 12 = \$3,000.

Original Budget Calculation

=(21*3000*10%)+(250*2)

Other Funders

Funding Organization Amount

Foundations - Martin County Community Foundation			3,400.00	
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			3,400.00	
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569.330	Printing & Publications		4,500.00	2,250.00	0.00
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11/16/2009 Letterhead, envelopes & staff business cards = \$1,600, program brochures = \$2,900, CSC portion 50%

Original Budget Calculation

=1600+2900

Other Funders

Funding Organization Amount

Foundations - Martin County Community Foundation			2,250.00	
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			2,250.00	
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569.340	Subscriptions, Dues, Memberships		1,350.00	675.00	0.00
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11/16/2009 Professional organizations = \$500, newspapers = \$250, Chamber dues = \$200, parenting magazines = \$400. CSC portion 50%

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
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Original Budget Calculation
=500+250+200+400

Other Funders

Funding Organization	Amount
Contributions - AnnualAppeal/Donations/Legacies/Bequests/Memorials	675.00
Total:	675.00

569.350	Insurance		6,800.00	3,400.00	0.00
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11/16/2009 Property and Liability, professional liability = \$6,800.
CSC portion 50%

Original Budget Calculation
=6800

Other Funders

Funding Organization	Amount
Contributions - AnnualAppeal/Donations/Legacies/Bequests/Memorials	3,400.00
Total:	3,400.00

569.360	Equipment Rental & Maintenance		8,580.00	4,290.00	0.00
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11/16/2009 Mthly fees for copy machine = \$480 X 12 = \$5,760, postage
machine = \$60 X 12 = \$720, maintenance costs = \$175 X 12 = 2,100.
CSC portion 50%

Original Budget Calculation
=5760+720+2100

Other Funders

Funding Organization	Amount
Foundations - Martin County Community Foundation	4,290.00
Total:	4,290.00

569.370	Advertising		6,200.00	3,100.00	0.00
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11/16/2009 Legal ads = \$1,000, Classified = \$200, annual report = \$5,000.
CSC portion 50%

Original Budget Calculation
=1000+200+5000

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
Other Funders					
	Funding Organization			Amount	
	Foundations - Martin County Community Foundation			3,100.00	
		Total:		<u>3,100.00</u>	
569.380	Equipment Purchases		15,500.00	15,500.00	0.00
		11/16/2009 First year program = Computers, furniture and equipment for 2 locations.			
		Original Budget Calculation			
		=15500			
Other Funders					
	Funding Organization			Amount	
		Total:			
569.390	Professional Fees		13,720.00	6,860.00	0.00
		11/16/2009 Attorney fees = \$8,000, Computer consultants = \$5,000, Payroll fees @ \$60 X 12 = \$720. CSC portion 50%			
		Original Budget Calculation			
		=8000+5000+720			
Other Funders					
	Funding Organization			Amount	
	Foundations - Martin County Community Foundation			6,860.00	
		Total:		<u>6,860.00</u>	
569.400	Books/Educational Materials		1,500.00	750.00	0.00
		11/16/2009 Books and videos for staff training = \$1,500. CSC portion 50%			
		Original Budget Calculation			
		=1500			
Other Funders					
	Funding Organization			Amount	
	Foundations - Martin County Community Foundation			750.00	
		Total:		<u>750.00</u>	
569.420	Administrative Costs		21,265.00	21,265.00	0.00
		11/16/2009 5 % of salaries for ED = \$80,000 (\$4K), Controller = \$60,000 (\$3K), IT Director = 60,000 (\$3K), and associated operating costs = occupancy, office supplies, travel, dues and subscriptions, misc. costs = 11,265			

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
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Original Budget Calculation
=21265

Other Funders
Funding Organization

Amount

Total:

569.430	Audit Expense		15,000.00	7,500.00	0.00
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11/16/2009 Annual audit = \$15,000. CSC portion = 50%

Original Budget Calculation
=15000

Other Funders
Funding Organization

Amount

Foundations - Martin County Community Foundation

7,500.00

Total: 7,500.00

569.440	Specific Assistance to Individuals		20,150.00	20,150.00	0.00
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11/16/2009 650 gift cards @ \$25 per card for stipends = \$16,250.
Reimbursement for childcare for families @ \$25 each X 3 sessions X 52 = \$3,900.

Original Budget Calculation
=16250+3900

Other Funders
Funding Organization

Amount

Total:

569.450	Other/Miscellaneous		600.00	600.00	0.00
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11/16/2009 Fingerprints, drug screening costs @ \$600.

Original Budget Calculation
=600

Account #	Account Name	Narrative	Program Budget	CSC Allocation	Amended CSC
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Other Funders

Funding Organization Amount

Total:

569.460	Other/Contract		10,000.00	10,000.00	0.00
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11/16/2009 Field trip transportation costs and admissions. Approximately 2 trips per week for 10 weeks (summer)@ \$500 per trip. Includes admissions, hourly driver, transportation fee and per mile cost.

Original Budget Calculation
=10000

Other Funders

Funding Organization Amount

Total:

569.470	Program Supplies		50,000.00	25,000.00	0.00
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11/16/2009 Parenting and child curriculums, art & crafts supplies and materials = \$50,000. CSC portion = 50%

Original Budget Calculation
=50000

Other Funders

Funding Organization Amount

Funds from Government Sources - DCF			25,000.00
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Total:			25,000.00
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569.480	Other/Special Project		0.00	0.00	0.00
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Original Budget Calculation
=0+0

Other Funders

Funding Organization Amount

Total:

Operating Expense Total:	213,339.00	145,284.00	0.00
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Grand Total:	465,761.00	250,000.00	0.00
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Other Funders

Funding Organization	Amount
Contributions - AnnualAppeal/Donations/Legacies/Bequests/Memorials (Detail)	4,075.00
Contributions - Miscellaneous (Detail)	0.00
Foundations - Martin County Community Foundation (Detail)	38,980.00
Funds from Government Sources - DCF (Detail)	105,606.00
Miscellaneous - Workforce Development Board Youth Council (Detail)	67,100.00
	<hr/>
	215,761.00

Audit Trail

edpethicis surrogate for EDPethic created document - Nov 15 2009 1:09PM
edpethic forwarded document to -EDPethic - Nov 16 2009 5:08PM
edpethic submitted document to CSC for approval - Nov 16 2009 5:08PM
epethic approved document - Nov 16 2009 5:09PM
edpethic unapproved document - Nov 16 2009 5:16PM
epethic rejected document - sent back to -EDPethic - Nov 16 2009 5:17PM
 > Rejected
edpethic forwarded document to -EDPethic - Nov 16 2009 5:36PM
edpethic submitted document to CSC for approval - Nov 16 2009 5:36PM
epethic approved document - Nov 16 2009 5:36PM
edpethic unapproved document - Nov 17 2009 3:43PM

**Today's Child Program
SOURCES OF REVENUE**

Funder Type/Funder	2008-09 Total	2009-10 Budget	2009-10 Amend	2009-10 Total	2010-11 Budget	2010-11 Amend	2010-11 Total	Percent Increase/ Decrease
Contributions								
Annual Appeal/Donations/Le gacies/Bequests/Memorials	\$0	\$0	\$0	\$0	\$4,075	\$0	\$4,075	100%
	\$0	\$0	\$0	\$0	\$4,075	\$0	\$4,075	100%
Foundations								
Martin County Community Foundation	\$0	\$0	\$0	\$0	\$38,980	\$0	\$38,980	100%
	\$0	\$0	\$0	\$0	\$38,980	\$0	\$38,980	100%
Funds from Government Sources								
DCF	\$0	\$0	\$0	\$0	\$105,606	\$0	\$105,606	100%
	\$0	\$0	\$0	\$0	\$105,606	\$0	\$105,606	100%
Miscellaneous								
Workforce Development Board Youth Council	\$0	\$0	\$0	\$0	\$67,100	\$0	\$67,100	100%
	\$0	\$0	\$0	\$0	\$67,100	\$0	\$67,100	100%
Grand Total	\$0	\$0	\$0	\$0	\$215,761	\$0	\$215,761	100%

FY 2010-11 Totals

Total Amended Program Revenue **\$465,761**
Total Program Budget **\$465,761**
Difference **\$0**

Total Amended CSC Allocation **\$250,000**
Total Amended CSC Budget **\$250,000**
Difference **\$0**

**Today's Child Program
SOURCES OF REVENUE
NARRATIVE**

Funder Type/Funder	FY 2010-11 Total	Narrative
Contributions		
Annual Appeal/Donations/Legacies/Bequests/Memorials	\$4,075	
Miscellaneous	\$0	
Foundations		
Martin County Community Foundation	\$38,980	
Funds from Government Sources		
DCF	\$105,606	
Miscellaneous		
Workforce Development Board Youth Council	\$67,100	