



**FIRST 5 SAN MATEO COUNTY  
FINANCE AND ADMINISTRATION COMMITTEE MEETING**

**DATE:** Monday, June 12, 2017  
**TIME:** 9:00 AM to 10:00 AM  
**ADDRESS:** 1700 S. El Camino Real, Suite 405  
San Mateo, CA 94402

**MEMBERS:** Lee Michelson, Michael Garb, Iliana Rodriguez

**STAFF:** Kitty Lopez, Khanh Chau

**AGENDA**

1.	Approval of the June 12, 2017 Finance and Administration Committee Agenda	Michelson
2.	Approval of the May 8, 2017 Finance and Administration Committee Meeting Minutes (See Attachment 2)	Michelson
3.	Review Budget Monitoring Report as of April 30, 2017 (See Attachments 3-3A)	Lopez / Chau
4.	Review and Recommend Approval to Present Long-Term Financial Plan LTFP from FY2015-2016 through FY2019-2020 (FY16/17 Update) at the June 26, 2017 Commission Meeting (See Attachments 4-4C)	Lopez / Chau
5.	Review and Recommend Approval of First 5 San Mateo County's Event Sponsorship Policy FY 2017-2018 at the June 26, 2017 Commission Meeting (See Attachments 5-5A)	Lopez
6.	Verbal Discussion and Update <ul style="list-style-type: none"><li>Strategic Financial Planning FY2018-2020</li><li>Update on County Indirect Cost Allocation A87</li></ul>	Lopez / Chau

**Next Meeting: July 10, 2017**

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**FIRST 5 SAN MATEO COUNTY  
FINANCE AND ADMINISTRATION COMMITTEE  
MEETING MINUTES**

**May 8, 2017**

- Commission Member: Michael Garb, Iliana Rodriguez, Lee Michelson
- Staff: Kitty Lopez, Khanh Chau
- Minutes: Khanh Chau

**1. Approval of the Finance and Administration Committee Meeting Agenda**

A Motion for Approval of the May 8, 2017 Finance and Administration Committee Meeting Agenda was made by Commissioner Rodriguez, seconded by Commissioner Garb. Unanimously approved.

**2. Approval of the February 13, 2017 Finance and Administration Committee Meeting Minutes**

A Motion for Approval of the February 13, 2017 Finance and Administration Committee Meeting Minutes was made by Commissioner Rodriguez and seconded by Commissioner Garb. Unanimously approved.

**3. Review Budget Monitoring Report as of March 31, 2017**

The Committee reviewed the Budget Monitoring Report as of March 30, 2017 (**See Attachment 3A and 3B**) which reflects a 21% positive variance in Ending Fund Balance Projection than the planned Budget. Attributable to this positive variance are higher Interest Revenue, Prop 10 Tax Revenue disbursements, CHI Federal refund, and under spending and/or timing issues in both Program and Administrative and Appropriations line items.

**4. Review and Approval to Present FY2017-18 Draft Budget at the May 22, 2017 Commission Meeting**

Kitty Lopez briefly presented FY2017-18 Draft Budget Assumptions and major changes of the proposed budget. Prop 10 tax revenue projection decreases 11% in FY2017-18 due to \$2 Tobacco Tax implementation but First 5 Commissions will receive back-fill in FY2018-19 to compensate for the drop in revenue associating with new tobacco tax laws; which will likely produce a neutral impact in both years. Major changes in the Appropriations include 2% increase in Program Appropriations and 48% increase in the county indirect cost allocation A87.

Committee members verified if any programs will be eliminated due Prop 10 Tax revenue drop, how next year operation budget will be funded, and if the back-fill revenue is ongoing or just one-year. Kitty Lopez responded that there are no program eliminations in FY2017-18 due to the revenue drop; community investments will be continuing funded from the Reserves withdrawal as the current strategic plan; and the back-fill is in FY2018-19 this point.

The Committee reviewed the FY2017-18 Draft Budget and recommended to present the FY2017-18 Draft Budget at the May 22, 2017 Commission Meeting.

A motion for Recommend Approval to present the FY2017-18 Draft Budget at the Commission Meeting May 22, 2017 was made by Commissioner Rodriguez and seconded by Commissioner Garb. Unanimously approved.

**5. Review and Recommend Approval of First 5 San Mateo County Policies and Bylaws for FY2017-18**

Kitty Lopez briefly stated that there are no changes to the presented Policies and Bylaws, except the Sponsorship policy will be revised and presented at the next Commission meeting.

The Committee reviewed and recommended approval of the Policies and Bylaws at the May 22, 2017 Commission Meeting.

A motion for Recommend Approval to the Policies and Bylaws at the Commission Meeting May 22, 2017 was made by Commissioner Rodriguez and seconded by Commissioner Garb. Unanimously approved.

**6. Verbal Discussion**

**Auditor procurement update:** Kitty Lopez briefly presented the First 5 San Mateo County's Auditor Procurement Process handout; provided an update to the current year auditor procurement with Request for Quotation for the Audit Services being sent to 4 selected CPA firms with due date by May 10, 2017. Kitty Lopez also cited that per the research materials of the GAO (Governmental Accountability Organization), there is no recommendation on mandatory auditor rotation and the mandatory auditor rotation would increase the costs of audits while having little, if any, effect on audit quality.

Committee asked the current audit services contract cost and possibility of signing multiple year audit services contract. Staff Khanh Chau responded that audit services cost is in the range of \$17K and we did not enter into multiple-year audit services contract due to agency interest in seeking competitive bid every year.

**Budget Monitoring Report Frequency:** Committee discussed frequency of the Budget Monitoring Report presentation at the Commission Meeting. Staff Khanh Chau responded that the Quarterly Budget Monitoring Report Summary and Budget Monitoring Report Memo are presented under the Sub Committee Update of the Commission Meeting agenda. Committee members suggested the inclusions of explanation for any significant variances of 10% or above and the Budget Monitoring Report at each Commission meeting.

Commissioner Michelson adjourned the meeting at 9:55 A.M.

**DATE:** June 12, 2017  
**TO:** First 5 San Mateo County Finance and Administration Committee  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Budget Monitoring Report as of April 30, 2017

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## **BUDGET MONITORING REPORT as of April 30, 2017 HIGHLIGHTS**

The Budget Monitoring Report as of April 30, 2017 is presented in **Attachment 3A** with key highlights below:

**YTD Benchmark: 83%**

### **REVENUES**

- YTD Interest Revenue projection is \$122K or 107%, that represents a positive variance or 24% higher than YTD Benchmark due to higher interest earning rate in this fiscal year.
- YTD Prop 10 Tax Revenue projections are \$5.049 million or 86%, that represents a positive variance or 3% higher than YTD Benchmark due to a positive adjustment of Prop 10 Tax Revenue declining rate, which was previously projected too conservative.
- YTD Total Revenues projections are \$5.596 million or 87%, that represents a positive variance or 4% higher than YTD Benchmark. Attributable factors to this positive variance are higher Prop 10 Tax Revenue disbursements, higher Interest Revenue and Federal refund for the CHI program for time period April 2012 to June 2016.

### **APPROPRIATIONS**

- YTD Program Expenditures projections are \$5.442 million or 65%, that represents a positive variance or 18% below YTD Benchmark.  
Major contributions to this positive variance are attributable to underspending and/or timing issues in various grants, Evaluation, and pending planning of the Policy Advocacy, Communications and System Changes unallocated fund budget line.
- YTD Administrative Expenditures projections of \$792K or 77% that represents a positive variance or 6% below YTD Benchmark. Major contributions to this positive variance are attributable to under spending in Professional Services and various administrative budget items, salary and benefit saving due to delayed hiring of an Extra-Help.
- YTD Total Appropriations projections are \$6.234 million or 66% that represents a positive variance or 17% below YTD Benchmark. Major contributions to this positive variance are attributable to under spending and/or timing issues in both Program and Administrative Appropriations.

### **ENDING FUND BALANCE**

- At this time, we are projecting YTD Ending Fund Balance of \$15.207 million or 118%, that represents a positive variance of 18% or \$2,366 million higher than YTD planned budget.

Major contributions to this positive variance are attributable to higher Interest Revenue, higher Prop 10 Tax Revenue disbursements, CHI Federal refund, and under spending and/or timing issues in both Program and Administrative Appropriations.

**FIRST 5 SAN MATEO COUNTY**

**BUDGET MONITORING REPORT AS OF APRIL 30, 2017**

**Attachment 3A**

**YTD Benchmark Percentage :83%**

	FY16-17 REVISED BUDGET	YTD ACTUALS	YTD ACCRUALS*	YTD COMBINED (Actual & Accruals)*	YTD Combined versus Budget %	NOTES
<b>REVENUE</b>						
<b>FUND BALANCE (Beginning)</b>	\$ 15,845,751	\$ 15,845,751	\$ -	\$ 15,845,751		Adjusted Beginning Fund Balance as per the FY15-16 Audit Report.
Interest	114,047	112,583	9,504	122,087	107%	-
Tobacco Tax - Prop 10	5,854,000	4,560,920	487,833	5,048,753	86%	-
IMPACT grant	458,000	-	162,000	162,000	35%	-
Miscellaneous Reimbursements	-	263,510	-	263,510		\$237K are Federal refund for CHI program for the period FY12-16
<b>TOTAL REVENUE</b>	<b>6,426,047</b>	<b>4,937,013</b>	<b>659,337</b>	<b>5,596,350</b>	<b>87%</b>	<b>Positive variance due to higher Interest and Prop 10 Tax revenues and CHI Federal refund.</b>
<b>TOTAL AVAILABLE FUNDS</b>	<b>22,271,798</b>	<b>20,782,764</b>	<b>659,337</b>	<b>21,442,101</b>		
<b>APPROPRIATIONS</b>						
<b>1. PROGRAMS</b>						
Family Engagement	2,349,072	1,523,825	232,375	1,756,200	75%	\$191K are April estimates
Child Health & Development	1,846,186	1,022,273	186,973	1,209,246	65%	\$186K are April estimates
Early Learning	2,170,406	1,110,177	178,367	1,288,544	59%	\$178K are April estimates.
IMPACT Grant	550,122	212,185	41,535	253,720	46%	\$41K are April expenditure estimates.
Policy Advocacy, Communication	421,379	237,492	33,281	270,773	64%	\$33K are April estimates
Policy Advocacy, Communications & Systems Changes - Unallocated Fund	160,000	0	0	0	0%	-
<b>Program Salary &amp; Benefits</b>	<b>488,065</b>	<b>375,852</b>	<b>-</b>	<b>375,852</b>	<b>77%</b>	<b>-</b>
Evaluation	273,620	89,326	76,810	166,136	61%	\$76K are Q3 and April expenditure estimates
<b>Evaluation - Salaries &amp; Benefits</b>	<b>146,464</b>	<b>121,650</b>	<b>-</b>	<b>121,650</b>	<b>83%</b>	<b>-</b>
<b>TOTAL PROGRAM APPROPRIATIONS</b>	<b>8,405,314</b>	<b>4,692,780</b>	<b>749,341</b>	<b>5,442,121</b>	<b>65%</b>	<b>Positive variances due to pending planning of the Policy Advocacy, Communications, System Changes - Unallocated Fund, evaluation, and underspending in various grants.</b>
<b>2. ADMINISTRATIVE</b>						
<b>Salaries and Benefits</b>	<b>636,702</b>	<b>513,602</b>	<b>0</b>	<b>513,602</b>	<b>81%</b>	
<b>Sub Total - Services &amp; Supply</b>	<b>110,400</b>	<b>53,848</b>		<b>53,848</b>	<b>49%</b>	<b>Positive variances due to under spending in various administrative areas</b>
<b>Sub Total - Other Charges</b>	<b>278,150</b>	<b>224,663</b>	<b>-</b>	<b>224,663</b>	<b>81%</b>	<b>-</b>
<b>TOTAL ADMINISTRATIVE APPROPRIATIONS</b>	<b>1,025,252</b>	<b>792,113</b>	<b>0</b>	<b>792,113</b>	<b>77%</b>	<b>Positive variances due to under spending in various line items.</b>
<b>Administrative Cost %</b>	<b>11%</b>		<b>0%</b>	<b>13%</b>		
<b>TOTAL APPROPRIATIONS</b>	<b>9,430,566</b>	<b>5,484,893</b>	<b>749,341</b>	<b>6,234,234</b>	<b>66%</b>	<b>Positive variances due to pending planning of the Policy Advocacy, Communication, and System Changes-Unallocated Fund and underspending in various Program grants and Administrative line items.</b>
<b>FUND BALANCE (ENDING)</b>	<b>12,841,232</b>	<b>15,297,871</b>	<b>-90,004</b>	<b>15,207,867</b>	<b>118%</b>	<b>Positive variances due to higher Interest Revenue, higher Prop 10 Tax Revenue disbursements, CHI federal refund, and under spending in both Program and Admin Appropriations.</b>
<b>Total Salaries and Benefits</b>	<b>1,271,231</b>	<b>1,011,104</b>	<b>0</b>	<b>1,011,104</b>	<b>80%</b>	<b>Positive variances due to delayed hiring of an Extra-Help</b>

**DATE:** June 12, 2017

**TO:** First 5 San Mateo County Finance and Administration Committee

**FROM:** Kitty Lopez, Executive Director

**RE:** Review and Recommend Approval to Present Long-Term Financial Plan LTFP from FY2015-2016 through FY2019-2020 (FY16/17 Update) at the June 26, 2017 Commission Meeting

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### **ACTION REQUESTED**

Review and Recommend Approval of First 5 San Mateo County's Long-Term Financial Plan LTFP from FY2015-2016 through FY2019-2020 (FY16/17 Update) at the June 26, 2017 Commission Meeting

### **BACKGROUND**

Per Prop 10 Statutes, Section 103051(5), "Long-range financial plans, to determine whether state and county commissions have these plans and that the plans have been formally adopted by the commission in a public hearing." Each year all First 5 Commissions are required to publicly review and approve LTFP's for the continuation of Prop 10 Tax funding.

#### **Prop 10 Tax Revenue Projections:**

Department of Finance, State of California, has recently adjusted the Prop 10 Tax Revenue declining rate projection from 4.5% to 2.9%; that adds approximate \$2,927K as additional revenue to F5SMC over the period from FY2015-2016 through FY2019-2020.

The recent new Tobacco Tax laws include the increase in the smoking age to 21, the projected revenue from E-cigarette taxation, and the new \$2 tobacco tax (Proposition 56) that will produce both negative and positive impacts to the Prop 10 Tax Revenue stream. However, the real impacts and projections are not available at this time.

The official Prop 10 Tax Revenue projections will be released in June 2017 by Department of Finance, State of California.

Based on the Governor's Proposal Budget and the best available information, First 5 California Association makes unofficial revenue projections in January 2017 revealing that:

- a. Prop 10 Tax Revenues to F5 Commissions will decrease approximate 17% in FY2017-2018 (new \$2 tobacco tax) and the back-fill will be released in FY2018-2019 to First 5 Commissions to compensate for the drop in revenue associating with new Tobacco Tax laws; and
- b. a likelihood of a neutral net revenue projection for F5SMC in the next 2-3 years.

### **F5SMC's LONG-TERM FINANCIAL PLAN from FY2015-2016 through FY2019-2020 (FY16/17 Update)**

F5SMC's LTFP from FY2015-2016 through FY2019-2020 (FY16/17 Update) (**Attachments 4A and 4B**) are updated with FY15-16 audited financial information, FY16-17 Revised Budget, and FY17-18 Approved Budget (May 2017 Commission Meeting); and are developed based on the following assumptions:

## 1. Revenue

- 0.8% interest earning rate.
- Include the IMPACT grant revenues for the period FY2015-2020.

### Changes

- Employ Prop 10 Tax Revenue adjusted declining rate of 2.9% from 4.5%;
- Employ First 5 California Association's projections (made in January 2017), which reflect various impacts of recent Tobacco Tax laws and Proposition 56 (Prop 10 Tax Revenue drop in FY2017-2018 and back-fill in FY2018-2019), while waiting for the official State Department of Finance's Prop 10 Tax Revenue projections will be released late June 2017.

## 2. Program Appropriations

- FY2017-2018: are updated with 3-year executed contracts and pending investment planning of SPIP funding allocations approved by the Commission.

### Changes:

- Include \$1,100K SPIP funding carry over from FY2015-2018 to FY2018-2020 as a result of pending strategic investment planning and timing issues.
- Community Investment in FY2018-2020: reflects a 10% step-down versus 15% step-down of previous LTFP.

## 3. Administrative Appropriations

- Retain the same staff structure for continuing implementation of the Policy Advocacy, Communications, and System Changes and the 5-year IMPACT grant.
- Approximate \$80K personnel cost is funded from the IMPACT grant annually, which is equivalent to 0.5FTE position.

### Changes

- Admin Appropriations in FY2018-2020: reflects a 15% step-up versus 5% step-up in previous LTFP. The projected increases are attributable to uncontrollable cost increases in county internal service charges and personnel cost projections (inflation, health care cost, and the implementation of San Mateo County Union COLA changes).

### Notes

- We are in current discussion with San Mateo County to reduce the Indirect Cost allocation wherever possible.

## 4. Reserves

- Retain 6-months of Operations and \$1 million Pension Liability

### Changes

- 6-months of Operations increase from \$640K to \$850K from FY2016-2017 and to \$900K from FY2018-2019 due to inflation, COLA, and uncontrollable county internal service cost.

## 5. Ending Fund Balance before Reserves

### Changes

- FY2019-2020 Ending Fund Balance before Reserves is projected at \$5,273K equivalent to 10 months of fiscal revenue, which is \$469K higher than previous LTFP. The higher Ending Fund Balance is to ensure a safety cash flow management after FY2020 due to Prop 10 Revenue are disbursed with 3-month delay.



**SUMMARY of F5SMC's LTFFPs: See Attachment 4C**

**FISCAL IMPACT**

- Admin Cost Rate: 14% average.
- FY2015-2020 Total Program Appropriations of LTFFP (FY16/17 Update) is projected \$34,690K which is \$1,359K higher than Total Program Appropriations of LTFFP (FY15/16 Update) of \$33,331K.
- FY2019-2020 Ending Fund Balance before Reserves of LTFFP (FY16/17 Update) is projected at \$5,273K which represents approximately \$469K higher than FY2019-2020 Ending Fund Balance before Reserves of LTFFP (FY15/16 Update) of \$4,804K.
- It is anticipated that in FY2020-2021, a Cycle "4" grant cycle would bring Total Appropriations in line with Total Revenues.

**RECOMMENDATION**

Review and Recommend Approval of First 5 San Mateo County's Long-Term Financial Plan from FY2015-2016 through FY2019-2020 (FY16/17 Update) at the June 26, 2017 Commission Meeting.



	CYCLE 2				CYCLE 3					Notes to FY18-20
	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	FY16-17 Approved Budget	FY 17-18 Approved Budget	FY 18-19 Projection	FY 19-20 Projections	
<b>FUND BALANCE (BEGINNING)</b>	26,138	24,390	22,122	19,820	16,594	15,844	13,124	9,151	7,358	
<b>REVENUE</b>										
Interest	269	178	145	142	136	114	105	64	52	Prop 10 Tax Revenue will be dropped in FY17-18 and will be back-filled in FY18-19.
Tobacco Tax - Prop 10	6,780	6,522	6,268	6,240	6,098	5,854	5,086	5,899	5,655	
F5CA CSP Grants		-	162	227	199					IMPACT grant adds \$500K revenue annually and funds app. \$80K personnel cost a year.
F5CA IMPACT Grant					20	458	517	598	598	
Other Grants (RTT) & Misc. Revenue	126	304	776	480	289	263	-	-	-	
<b>TOTAL REVENUE</b>	<b>7,175</b>	<b>7,004</b>	<b>7,351</b>	<b>7,089</b>	<b>6,742</b>	<b>6,689</b>	<b>5,708</b>	<b>6,561</b>	<b>6,305</b>	
<b>APPROPRIATIONS</b>										
<b>SPIP Average Step Down (%)</b>						<b>-15%</b>		<b>-10%</b>		
<b>SPIP Average (\$)</b>			<b>7,941</b>			<b>6,769</b>		<b>6,100</b>		
<b>SPIP (excluding other grants)</b>	<b>7,434</b>	<b>7,846</b>	<b>8,310</b>	<b>8,174</b>	<b>5,663</b>	<b>7,191</b>	<b>7,453</b>	<b>6,100</b>	<b>6,100</b>	
Community Investments (FE, CD, EL)	7,212	7,481	8,128	8,003	5,392	6,336	6,112	5,500	5,500	SPIP average step down is 10% in FY18-20 versus 15% in previous LTFPs
Evaluation	222	365	165	160	88	274	454			
Policy, Advocacy, & Communications			17	11	183	581	887	600	600	
<b>Other Grants</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>742</b>	<b>360</b>	<b>580</b>	<b>454</b>	<b>395</b>	<b>395</b>	
Other Grants (RTT, CSP, DLP)				742	350	30	30			
IMPATC Grant					10	550	424	395	395	
<b>Total Program Appropriations</b>	<b>7,434</b>	<b>7,846</b>	<b>8,310</b>	<b>8,916</b>	<b>6,023</b>	<b>7,771</b>	<b>7,907</b>	<b>6,495</b>	<b>6,495</b>	
<b>Operations Average Change (%)</b>						<b>7%</b>		<b>15%</b>		
<b>Operations Average (\$)</b>			<b>1,515</b>			<b>1,627</b>		<b>1,877</b>		
Services and Supplies	163	144	121	200	107	92	110	110	110	Increasing rent and county internal service charges
Other Charges	488	286	212	211	207	275	312	330	330	
Total Salary & Benefits including 80K IMPACT grant	1,243	996	1,010	988	1,156	1,271	1,352	1,419	1,456	Include COLA and \$80K personnel cost funded by IMPACT grant annually.
<b>Operations Appropriations</b>	<b>1,893</b>	<b>1,426</b>	<b>1,343</b>	<b>1,399</b>	<b>1,470</b>	<b>1,638</b>	<b>1,774</b>	<b>1,859</b>	<b>1,896</b>	
<b>Total Appropriations</b>	<b>9,327</b>	<b>9,272</b>	<b>9,653</b>	<b>10,315</b>	<b>7,493</b>	<b>9,409</b>	<b>9,681</b>	<b>8,354</b>	<b>8,391</b>	
<b>FUND BALANCE (ENDING) before RESERVES</b>	<b>23,986</b>	<b>22,122</b>	<b>19,820</b>	<b>16,594</b>	<b>15,844</b>	<b>13,124</b>	<b>9,151</b>	<b>7,358</b>	<b>5,273</b>	FY2020 Ending Fund Balance is \$369K higher than previous LTFPs, which is equal 10 months of fiscal year revenue for safety cash flow after FY2020.
<b>Total Reserves</b>	<b>-</b>	<b>1,640</b>	<b>1,640</b>	<b>1,640</b>	<b>1,640</b>	<b>1,850</b>	<b>1,850</b>	<b>1,900</b>	<b>1,900</b>	
<b>FUND BALANCE (ENDING) after RESERVES</b>	<b>23,986</b>	<b>20,482</b>	<b>18,180</b>	<b>14,954</b>	<b>14,204</b>	<b>11,274</b>	<b>7,301</b>	<b>5,458</b>	<b>3,373</b>	

## **REVENUE**

Interest Earning Rate is projected at 0.8% annually

Department of Finance, State of California and First 5 California recently have adjusted the Prop 10 Tax Revenue declining rate projection from 4.5%, which was previously projected too conservative, to 2.9% that add approximate \$2.9 million additional revenue to F5SMC over the period from FY15-16 through FY19-20.

Prop 10 Tax Revenue are projected using the F5CA Association projections in January 2017 (that reflect the drop Prop 10 Tax Revenue in FY17-18 due to Proposition 56 and the back-fill revenue in FY18-19) while waiting for the official State DOF's Prop 10 Revenue projections released in June 2017.

## **APPROPRIATIONS**

FY17-18 Program Appropriations are updated based on 3-year executed contracts; pending investment planning of SPIP funding allocations approved by Commission; and SPIP funding carry over to FY18-20.

FY18-20 Community Investment SPIP are projected 10% step down versus 15% step down in previous LTFPs.

FY18-20 Administrative Appropriations are projected 15% step up versus 15% reduction of previous year LTFP

Retain current staff structure through FY18-20 to continue implementing the Policy Advocacy, Communications, and System Changes.

## **RESERVES**

Reserves include 6 months of Operations wind down and 1 million Pension Liabilities. The 6 months of Operations increases from \$640K in FY15-16 to \$850K from FY16-17 and \$900K from FY18-19 due to increasing inflation and cost of living.

## **ENDING FUND BALANCES BEFORE RESERVES**

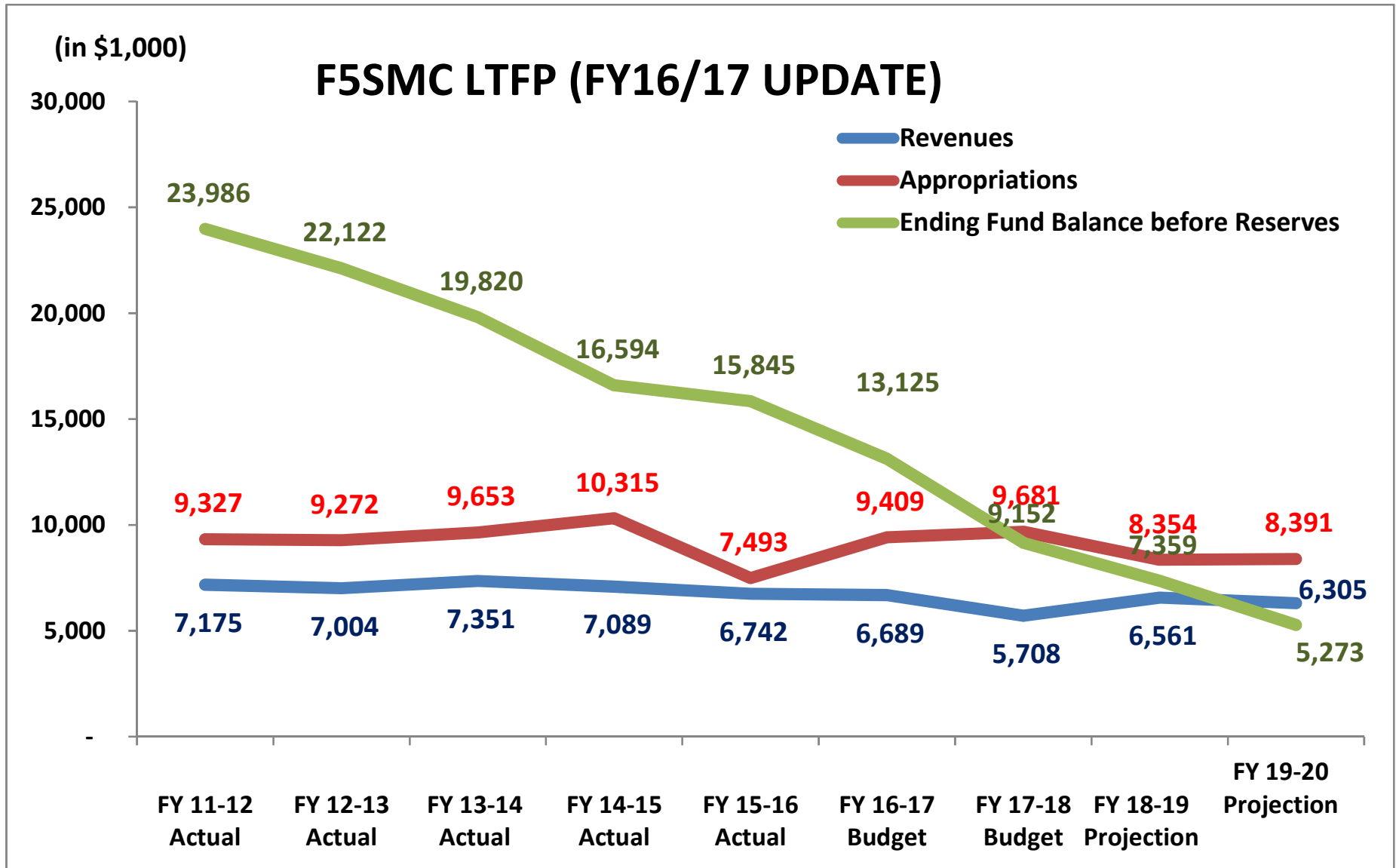
Ending Fund Balance before Reserves is projected at 10 months of Fiscal Revenue to ensure a safety cash flow management after FY2020.

## **NOTES**

FY11-16 Actuals are updated with audited finance information.

FY16-17 Revenue and Appropriations Projections are based on FY16-17 Revised Budget which was approved in February 22 2017.

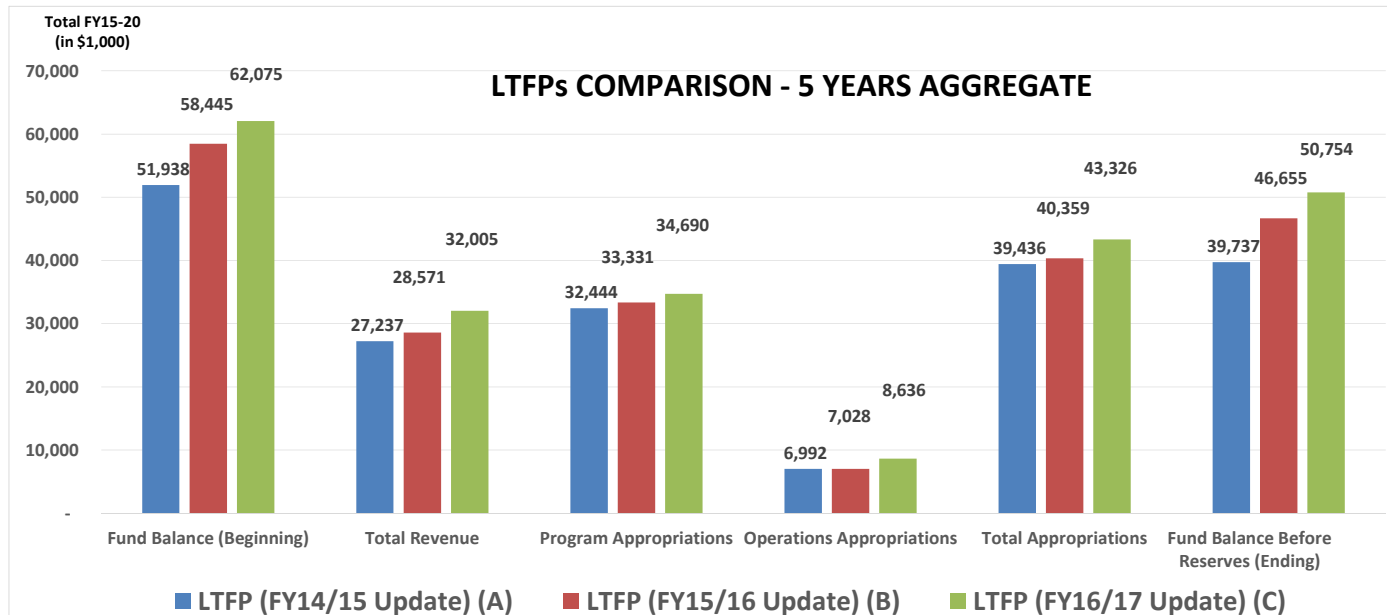
FY17-18 Revenue and Appropriations Projections are based on FY17-18 Budget which was reviewed and approved at May 2017 Commission Meeting.



# LTFPs COMPARISON

LTFP (FY14/15), LTFP (FY15/16), LTFP (FY16/17)

	LTFP (FY14/15 Update) (A)					TOTAL FY15-20	LTFP (FY15/16 Update) (B)					TOTAL FY15-20	LTFP (FY16/17 Update)(C)					TOTAL FY15-20
	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20		FY15-16	FY16-17	FY17-18	FY18-19	FY19-20		FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	
<b>Fund Balance (Beginning)</b>	15,397	13,466	10,550	7,212	5,313	<b>51,938</b>	16,594	14,173	11,619	9,018	7,041	<b>58,445</b>	16,594	15,845	13,125	9,152	7,359	<b>62,075</b>
<b>Total Revenue</b>	6,076	5,645	5,400	5,167	4,949	<b>27,237</b>	6,243	5,915	5,717	5,483	5,212	<b>28,571</b>	6,742	6,689	5,708	6,561	6,305	<b>32,005</b>
<b>Program Appropriations</b>	6,424	6,958	7,088	5,987	5,987	<b>32,444</b>	7,159	6,799	6,620	6,382	6,370	<b>33,331</b>	6,023	7,771	7,906	6,495	6,495	<b>34,690</b>
<b>Operations Appropriations</b>	1,583	1,603	1,650	1,078	1,078	<b>6,992</b>	1,505	1,669	1,698	1,078	1,078	<b>7,028</b>	1,469	1,638	1,775	1,859	1,896	<b>8,636</b>
<b>Total Appropriations</b>	8,007	8,561	8,738	7,065	7,065	<b>39,436</b>	8,664	8,468	8,318	7,460	7,448	<b>40,359</b>	7,492	9,408	9,681	8,354	8,391	<b>43,326</b>
<b>Fund Balance Before Reserves (Ending)</b>	13,466	10,550	7,212	5,313	3,196	<b>39,737</b>	14,173	11,619	9,018	7,041	4,804	<b>46,655</b>	15,845	13,125	9,152	7,359	5,273	<b>50,754</b>



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**DATE:** June 12, 2017  
**TO:** First 5 San Mateo County Finance and Administration Committee  
**FROM:** Kitty Lopez, Executive Director  
**RE:** Review and Recommend Approval of First 5 San Mateo County's Event Sponsorship Policy FY 2017-2018 at the June 26, 2017 Commission Meeting

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**ACTION REQUESTED**

Review and Recommend Approval of First 5 San Mateo County's Event Sponsorship Policy FY 2017-2018 at the June 26, 2017 Commission Meeting

**BACKGROUND**

The First 5 San Mateo County (F5SMC) Finance & Administration Committee reviews mandated, and internal control policies, and recommends approval by the full Commission on an annual basis. With the exception of the Event Sponsorship Policy, the policies were reviewed by the Committee at their May 8<sup>th</sup> meeting, and then approved by the full Commission at the May 22, 2017 Commission meeting.

The Sponsorship Policy was not included in the recent May review and approval process as it was being revised to support communication activities. Revisions to the Event Sponsorship Policy does not include fiscal revisions to the policy; only reporting requirements by sponsorship recipients have been revised (**See Attachment 5A**).

**FISCAL IMPACT**

None. On an annual basis, the amount of available sponsorship dollars will be determined as part of the budget planning process.

**RECOMMENDATION**

Review and Recommend Approval of First 5 San Mateo County's Event Sponsorship Policy FY 2017-2018 at the June 26, 2017 Commission Meeting



**SUBJECT:** EVENT SPONSORSHIP POLICY – FY 2017-2018

**PURPOSE:** To provide support for events targeted at children ages 0-5 and their families in San Mateo County.

**POLICY:** First 5 San Mateo County may provide sponsorship to an event and/or scholarships to parents or providers in the form of funding that meets the Event Sponsorship Eligibility Criteria:

First 5 San Mateo County (F5SMC) has a core strength and long history in developing partnerships and facilitating collaboration. Our vision of **success for every child** would not be possible without the collaboration of our partners throughout the county.

This set of guidelines provides direction for potential community partners interested in receiving sponsorship for community events. The goal is to sponsor community events that broaden F5SMC's reach into the community and focus on the following focus areas as defined in our strategic plan:

- Child Health and Development
- Family Engagement
- Early Learning

#### **Event Sponsorship Eligibility Criteria**

Parents or providers may request a sponsorship if the event meets the following criteria:

- Ties to the focus areas above and are consistent with the Commission's vision and mission
- Targets families/children prenatally to age 5, high priority populations or communities as defined by F5SMC
- Takes place in San Mateo County
- Provides F5SMC with advertisement opportunity and/or includes F5SMC in promotions **prior** to, and **during** the event (For example: print, radio, web, and televised advertisement and promotions)
- Provides a booth space for F5SMC staff to participate during the event, if appropriate
- Requesting agency coordinates with F5SMC staff to ensure proper crediting policy and general marketing is consistent with F5SMC standards and Style Guide whenever possible
- Event is designated smoke free.
- Is not used to lobby or otherwise attempt to influence litigation.
- Is not used for religious purposes.
- Is not used for fundraising purposes.

#### **Event Sponsorship Award Amounts**

- Event Sponsorship Budget will be determined as part of the annual budget cycle preparation.



- Event Sponsorship requests in the amount of \$2,500 or less are reviewed and approved by the Executive Director; approval is based on meeting the eligibility criteria and is contingent upon budget appropriations.

**Standards for Collaboration**

- F5SMC will not endorse, directly or through implied endorsement, specific products, services, educational programs or enterprises.
- As a public agency, products developed in collaboration with F5SMC are in the public domain.

**Post Event Reporting**

- Sponsorship recipient will provide F5SMC with event outcomes data including but not limited to: attendance and participation of other community agencies; attendance of children up to age 5 and their families; an overall description of the event highlighting the value of community collaboration and of First 5's sponsorship investment; A representative from the requesting Agency may be asked to make a brief presentation at a F5SMC Commission Meeting.

Organizations and businesses interested in the Event Sponsorship Program must submit the attached Sponsorship Request Form.

Requests must be received eight weeks prior to the proposed event date. Applications will be accepted on a continuous basis as long as funding is available. This is a reimbursement program and funding will be reimbursed upon completion of the sponsorship requirements.

**Submit Questions and/or Sponsorship Requests to:**

Chonne Sherman, Communications & Operations Liaison  
1700 S. El Camino Real, Suite 405  
San Mateo, CA 94402  
[CSherman@smcgov.org](mailto:CSherman@smcgov.org)



## Sponsorship Request Form FY 2017-18

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**SECTION A – Completed by Requestor**

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Date:

Name of Organization:

Contact Person:

Phone:

Address:

Email:

Names of Collaborating Agencies:

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1. Date of Event:

2. Location of Event:

3. Which First 5 San Mateo County Commission (F5SMC) Strategic focus area(s) does this event support and how:

4. Schedule of Event Activities, (include event title, agenda, speakers etc.).

5. Target Audience(s):

6. How would this event benefit children 0-5?

7. If you are requesting non-financial sponsorship, explain how you would like the F5SMC Commission's support:

If you are requesting funds:

8. Amount requested from the F5SMC Commission:

9. Please indicate purpose of the funding being requested:

10. Please check the type of organization requesting the funds:

\_\_\_\_\_ Business      \_\_\_\_\_ CBO  
\_\_\_\_\_ Non Profit 501(c) 3    Private Agency \_\_\_\_\_    Public Agency \_\_\_\_\_

11. Please list other sponsors (and prospects):

**SECTION B – Completed by F5SMC Lead Staff**

Staff Name: \_\_\_\_\_

Date Request Received: \_\_\_\_\_

Has F5SMC Sponsored this event in the past? If YES, when? \_\_\_\_\_

**SECTION C – Completed by F5SMC Fiscal Staff**

Account number: \_\_\_\_\_

Are funds available in the F5SMC budget?       Yes       No

Comments (If needed):

\_\_\_\_\_  
\_\_\_\_\_

FUNDS AVAILABILITY VERIFIED BY:

\_\_\_\_\_  
Finance & Administration Manager    Date

APPROVED BY:

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date: