




**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2016-030

CONTACT: Paula Sadler, Budget Analyst
Budgeting & Financial Services

TELEPHONE: 833-5833

TO: Select School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: February 17, 2016
SUBJECT: Child Care Budget Mid-Year Reviews

Each school's original Child Care budget was based on an estimate using prior years' financial information and factoring in any anticipated changes to the program. The final budget will be adjusted to the actual revenue collected. In order to help schools anticipate budget reductions, the Budgeting Department has completed a mid-year review of the Child Care budgets as of January 31, 2016. The attached spreadsheet indicates the following:

Fiscal Year 2013-2014

- Column A – "Total Revenue Collected FY 2014" indicates the actual revenue received for fiscal year 2013-2014.
- Column B – "Revenue Collected As of January 31, 2014" indicates the revenue actually collected as of January 31.
- Column C – "Percent of Total Revenue Collected" indicates the percentage of total revenue collected as of January 31, 2014. This was calculated by dividing January 31 revenue (Column B) by total revenue (Column A).

Fiscal Year 2014-2015

- Column D – "Total Revenue Collected FY 2015" indicates the actual revenue received for fiscal year 2014-2015.
- Column E – "Revenue Collected As of January 31, 2015" indicates the revenue actually collected as of January 31.
- Column F – "Percent of Total Revenue Collected" indicates the percentage of total revenue collected as of January 31, 2015. This was calculated by dividing January 31 revenue (Column E) by total revenue (Column D).

Fiscal Years 2013-2014 & 2014-2015

- Column G – "Average Percent of Total Revenue Collected" is the average of Columns C (fiscal year 2013-2014) and F (fiscal year 2014-2015). This will be used to project fiscal year 2015-2016 revenue.

Fiscal Year 2015-2016

- Column H – "Revenue Collected As of January 31, 2016" indicates the actual revenue collected as of January 31
- Column I – "Projection of Total Revenue for FY 2016" is based on the "Average Percent of Total Revenue Collected" calculated in Column G and the actual revenue collected as of January 31, 2016. The assumption is that if a child care collected an average of 58%

of its revenue as of January 31 in the previous two years, it would be expected to collect 58% of fiscal year 2015-2016 revenue as of January 31, 2016. The projection is calculated by dividing the January 31 revenue (Column H) by the January average percentage (Column G) and rounded to the nearest thousand dollars.

- Column J – “Original FY 2016 Allocation” is the child care’s original allocation per the School Budget Manual.
- Column K – Budgeting performed a preliminary review in November and adjusted projected budgets by the amount shown in the “Preliminary Budget Decrease” column.
- Column L – This is the “Current Fiscal Year 2016 Allocation” calculated by adding columns J and K.
- Column M – “Potential Increase/(Decrease) Based on Projection” is the amount the budget would be increased or decreased based on the projected revenue in Column I.
- Column N – “Actual Mid-Year Budget Increase/(Decrease)” is the amount of the actual budget adjustment for this mid-year review. If a child care’s revenue is projected to be greater than its original budget, the budget will be increased by 50% of the projected increase. If a child care’s revenue is projected to be less than its current budget, the budget will be decreased by 100% of its projected reduction. This adjustment will be made in 1010.9100.0510.Center.Project.

Please note that Walker Child Care is not included in the first spreadsheet as it is a new child care started on August 17, 2015. Walker Child Care had been in operation for 5.50 months as of January 31, 2016.

- Column A – The actual “Revenue Collected August 2015 – January 2016” was entered in this column.
- Column B – “Number of Months in Operation” is the number of months in operation from August 17 through January 31.
- Column C – The “Average Revenue Per Month” was calculated by dividing the actual revenue to date (Column A) by the number of months to date (Column B).
- Column D – “Number of Months Remaining in Year” is the number of months from February through June.
- Column E – The “Projected Revenue for Remaining Months” was calculated by multiplying the average revenue per month (Column C) by the number of months remaining (Column D).
- Column F – The “Total Revenue Projected for Fiscal Year 2016” is a combination of the revenue collected to date (Column A) and the projected revenue (Column E).
- Column G – “Original FY 2016 Allocation” is the child care’s original allocation.
- Column H – Budgeting performed a preliminary review in November and adjusted projected budgets by the amount shown in the “Preliminary Budget Decrease” column.
- Column I – This is the “Current Fiscal Year 2016 Allocation” calculated by adding columns G and H.
- Column J – “Potential Increase/(Decrease) Based on Projection” is the amount the budget would be increased or decreased based on the projected revenue in Column F.
- Column K – “Actual Mid-Year Budget Increase/(Decrease)” is the amount of the actual budget adjustment for this mid-year review. If a child care’s revenue is projected to be greater than its original budget, the budget will be increased by 50% of the projected increase. If a child care’s revenue is projected to be less than its current budget, the budget will be decreased by 100% of its projected reduction. This adjustment will be made in 1010.9100.0510.Center.Project.

Should you have any questions, need additional information, or have information that would affect this budget review, please contact Paula Sadler at 833-5833.

Attachment

cc: Executive Staff
Bookkeepers

SCHOOL DISTRICT OF OKALOOSA COUNTY
CHILD CARE BUDGET REVIEW - MID-YEAR
FISCAL YEAR 2015-2016
FEBRUARY 16, 2016

CENTER	SCHOOL NAME	PROJECT NO.	REVENUE NO.	FISCAL YEAR 2013-2014			FISCAL YEAR 2014-2015			AVERAGE PERCENT OF TOTAL REVENUE COLLECTED	FISCAL YEAR 2015-2016						
				TOTAL REVENUE COLLECTED FY 2014	REVENUE COLLECTED AS OF 1/31/14	PERCENT OF TOTAL REVENUE COLLECTED	TOTAL REVENUE COLLECTED FY 2015	REVENUE COLLECTED AS OF 1/31/15	PERCENT OF TOTAL REVENUE COLLECTED		REVENUE COLLECTED AS OF 1/31/16	PROJECTION OF TOTAL REVENUE FOR FY 2016	ORIGINAL FY 2016 ALLOCATION	PRELIM. BUDGET DECREASE	CURRENT FY 2016 ALLOCATION	POTENTIAL INCREASE/ (DECREASE) BASED ON PROJECTIO	ACTUAL MID-YEAR BUDGET INCREASE/ (DECREASE)
				(B / A)			(E / D)				(H / G)		DATED 11/12/15 (J + K)		(I - L)	INCR = (M X 50%) DECR = (M X	
0051	BOB SIKES ELEMENTARY	2181	3463	\$ 191,364	\$ 106,690	56%	\$ 186,798	\$ 105,069	56%	56%	\$ 106,694	\$ 191,000	\$ 188,000	\$ (8,000)	\$ 180,000	\$ 11,000	\$ 5,500
0151	EDGE ELEMENTARY	2176	3476	172,225	99,295	58%	161,060	93,016	58%	58%	79,269	137,000	158,000	(21,000)	137,000	-	-
0222	NORTHWOOD ELEMENTARY	2170	3470	146,489	88,578	60%	134,191	81,763	61%	61%	82,645	135,000	136,000	(12,000)	124,000	11,000	5,500
0251	RIVERSIDE ELEMENTARY	2168	3468	167,522	99,490	59%	159,215	91,029	57%	58%	100,581	173,000	157,000	-	157,000	16,000	8,000
0281	WRIGHT ELEMENTARY	2178	3478	79,143	45,027	57%	102,679	53,966	53%	55%	54,039	98,000	88,000	-	88,000	10,000	5,000
0571	PLEW ELEMENTARY	2174	3477	218,638	122,532	56%	241,965	132,577	55%	56%	146,393	261,000	229,000	-	229,000	32,000	16,000
0741	BLUEWATER ELEMENTARY	2175	3475	316,105	173,527	55%	325,421	191,345	59%	57%	187,920	330,000	320,000	(10,000)	310,000	20,000	10,000
0751	ANTIOCH ELEMENTARY	2179	3469	169,765	95,021	56%	198,685	112,088	56%	56%	109,917	196,000	184,000	-	184,000	12,000	6,000
TOTAL				\$ 1,461,251	\$ 830,160		\$ 1,510,014	\$ 860,853			\$ 867,458	\$ 1,521,000	\$ 1,460,000	\$ (51,000)	\$ 1,409,000	\$ 112,000	\$ 56,000

NOTES:

- COLUMN "E" ROUNDED TO THE NEAREST THOUSAND DOLLARS.
- SCHOOL CHILD CARE BUDGETS INDICATING A DECREASE IN COLUMN "G" WILL BE ADJUSTED AT 100% OF THE PROJECTED DEFICIT.
- SCHOOL CHILD CARE BUDGETS INDICATING AN INCREASE IN COLUMN "G" WILL BE ALLOCATED 50% OF THE PROJECTED REVENUE INCREASE

NEW CHILD CARE - STARTED AUGUST 17, 2015

CENTER	SCHOOL NAME	PROJECT NO.	REVENUE NO.		A	B	C	D	E	F	G	H	I	J	K
					REVENUE COLLECTED AUGUST 2015 - JANUARY 2016	NUMBER OF MONTHS IN OPERATION	AVERAGE REVENUE PER MONTH	NUMBER OF MONTHS REMAINING IN YEAR	PROJECTED REVENUE FOR REMAINING MONTHS	TOTAL REVENUE PROJECTED FOR FY 2016	ORIGINAL FY 2016 ALLOCATION	PRELIM. BUDGET DECREASE	CURRENT FY 2016 ALLOCATION	POTENTIAL INCREASE/ (DECREASE) BASED ON PROJECTIO	MID-YEAR BUDGET INCREASE/ (DECREASE)
					(A / B)			(C x D)		(A + E)		(I - L)		INCR = (M X 50%) DECR = (M X	
0731	WALKER ELEMENTARY	2171	3464		\$ 40,882	5.50	\$ 7,433	5.00	\$ 37,165	\$ 78,000	\$ 105,350	\$ (17,350)	\$ 88,000	\$ (10,000)	\$ (10,000)

NOTE:

- ORIGINAL REVENUE ALLOCATION WAS MADE FOR 12 MONTHS. DAY CARE WILL ONLY BE OPERATIONAL FOR 10.50 MONTHS