

Lake Family Resource Center

Early Head Start Budget

May 1, 2012 - April 30, 2013

Significant changes to this budget period Include:

*The allocation for the Family Services Coordinator was increased to full-time, to reflect her actual duties that include half time supervision of the Family Advocates and half time home-base case management.

| | | | | | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|--|---|----------|---|------|-------------|-----------------|----------------|---------------------|
| A. Personnel | | | | | | | | |
| <i>Child Health and Developmental Services Personnel</i> | | | | | | | | |
| 1. | Site Supervisor | \$33,280 | X | 100% | FTE | \$ 33,280 | | \$ 33,280 |
| | Coordinates educational services, monitors developmental screenings, oversees Nutrition service area and provides site supervision for center based services. | | | | | | | |
| 2. | Therapist | \$52,000 | X | 3% | FTE | 1,560 | | 1,560 |
| | Responsible for child observations and counseling and case conferencing with staff | | | | | | | |
| 3. | Infant/Toddler Teachers | \$28,080 | X | 600% | FTE | 168,480 | | 168,480 |
| | Provide direct services to the children in center based program option. Teachers are responsible for planning and implementation of developmentally appropriate activities for infants and toddlers. | | | | | | | |
| 4. | Family Advocates | \$28,080 | X | 500% | FTE | 140,400 | | 140,400 |
| | Provide direct services to clients in the home based program option. Home Visitors are responsible for planning and implementation of developmentally appropriate activities during home visits and providing family partnership services to families. Allocation includes a Center Based Home Visitor. | | | | | | | |
| 5. | Education Coord. | \$47,840 | X | 30% | FTE | 14,352 | | 14,352 |
| | Oversees education, ensures all children are receiving curriculum activities based on individual needs as well as monitors teacher education status. 70% FTE for this position is accounted for under the Program Director line item. | | | | | | | |
| 6. | ERSEA/Governance Coordi | \$34,320 | X | 50% | FTE | 17,160 | | 17,160 |
| | Oversees ERSEA and Governance service areas. Ensures that program is in compliance with enrollment, recruitment, selection, eligibility and attendance guidelines. Ensures that program is following guidelines for governance service area including recruitment of parent participants, training of PPC and BOD members, agendas and meeting minutes. | | | | | | | |

| | | | | | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|--|----------|---|------|-----|-------------|-----------------|----------------|---------------------|
| Health/Mental Health/ Disabilities | | | | | | | | |
| 7. Coordinator | \$32,240 | X | 50% | FTE | 16,120 | | | 16,120 |
| Oversees health, disabilities and mental health service areas. Ensures that children identified as having a disability are properly assessed and receiving services. Works with parents, teachers, and therapists to ensure mental health services are available and provided. Monitors compliance with child health screenings, immunizations, lead, etc. and provides direct service staff with updates and information for parents. | | | | | | | | |
| 8. Cook | \$25,418 | X | 100% | FTE | 25,418 | | | 25,418 |
| Responsible for the coordination and preparation of meals and snacks in the Infant/Toddler center. | | | | | | | | |
| Family and Community Partnerships Personnel | | | | | | | | |
| 9. Family Services Coordinator | \$33,280 | X | 100% | FTE | 33,280 | | | 33,280 |
| Oversees Family and Community Partnerships. Also supervises Family Advocates. | | | | | | | | |
| Program Design and Management Personnel | | | | | | | | |
| 10. Program Director | \$47,840 | X | 70% | FTE | 33,488 | | | 33,488 |
| Oversees and is responsible for the administration and operation of the EHS Program. Oversees the Education Service area., <i>30% FTE for this position is accounted for under the Education Coordinator line item.</i> | | | | | | | | |
| 8. Human Resources Manager | \$39,915 | X | 10% | FTE | 3,992 | | | 3,992 |
| Responsible for coordination and administration of program Human Resource issues. | | | | | | | | |
| 9. Director of Finance | \$62,400 | X | 12% | FTE | 7,488 | | | 7,488 |
| Responsible for agency and program fiscal oversight. | | | | | | | | |
| 10. Accounting Assistant | \$29,120 | X | 35% | FTE | 10,192 | | | 10,192 |
| Provides bookkeeping and payroll services to the program. | | | | | | | | |
| 11. Agency Executive Director | \$75,312 | X | 2% | FTE | 1,506 | | | 1,506 |
| Responsible for general oversight, particularly in the area of fiscal and governance issues; coordination of agency Board of Directors and the PPC. | | | | | | | | |

| | | | | | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|---|-----------------------------|-------|----------|-----------|------------------|-----------------|----------------|-------------------------|
| 12. Director of Programs | \$62,400 | X | 15% | FTE | 9,360 | | | 9,360 |
| Responsible for program compliance, and supervision of the Head Start Director | | | | | | | | |
| Other Personnel | | | | | | | | |
| 13. Program Aide | \$21,840 | X | 100% | FTE | 21,840 | | | 21,840 |
| Responsible for daily cleaning and laundry in the center and providing break coverage for teachers. | | | | | | | | |
| SUB-TOTAL PERSONNEL | | | | | <u>537,915</u> | <u>-</u> | <u>-</u> | <u>537,915</u> |
| B. Fringe Benefits | | | | | | | | |
| Voluntary and mandatory benefits provided to program staff calculated at 35% of personnel costs. | | | | | 188,270 | | | 188,270 |
| Retirement | | | 4% = | 21,516.61 | | | | |
| Social Security and Medicare Taxes | | | 7.25% = | 38,999 | | | | |
| Workers Compensation | | | 3.75% = | 20,172 | | | | |
| Medical, dental and vision insurance | | | 20.00% = | 107,583 | | | | |
| | | | 35% | 188,270 | | | | |
| TOTAL PERSONNEL | | | | | <u>\$726,186</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 726,186</u> |
| C. Travel | | | | | | | | |
| 1. Staff Out-of Town Travel | | | | | | | | |
| ERSEA Training | | | | | | \$ 2,645 | | \$ 2,645 |
| 2 people/3 days | | | | | | | | |
| Plane Tickets | 2 X | \$600 | | \$1,200 | | | | |
| Per-Diem | \$71 x 3 days x 2 people | | | 426 | | | | |
| Mileage | 220 miles x .51 | | | 112 | | | | |
| Airport Shuttle | \$20 x 2 trips x 2 people | | | 80 | | | | |
| Airport Parking | \$9 x 4 days | | | 27 | | | | |
| Hotel | \$200 x 3 nights x 2 people | | | 800 | | | | |
| Health & Mental Health Training | | | | | | | | |
| 2 people / 2 days, location to be determined | | | | | | | | |
| Per-Diem | \$71 x 2 days x 2 people | | | 284 | | 796 | | 796 |
| Mileage | 220 miles x .51 | | | 112 | | | | |
| Hotel | \$200 x 1 night x 2 people | | | 400 | | | | |

| | | | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|--|-----------------------------|----------|-------------|------------------|----------------|---------------------|
| Family Partnerships | | | | 2,645 | | 2,645 |
| 2 people/3 days | | | | | | |
| Plane Tickets | 2 X \$600 | \$ 1,200 | | | | |
| Per-Diem | \$71 x 3 days x 2 people | 426 | | | | |
| Mileage | 220 miles x .51 | 112 | | | | |
| Airport Shuttle | \$20 x 2 trips x 2 people | 80 | | | | |
| Airport Parking | \$9 x 4 days | 27 | | | | |
| Hotel | \$200 x 3 nights x 2 people | 800 | | | | |
| Head Start Act/Performance Standards | | | | \$ 2,645 | | \$ 2,645 |
| 2 people/3 days | | | | | | |
| Plane Tickets | 2 X \$600 | \$ 1,200 | | | | |
| Per-Diem | \$71 x 3 days x 2 people | 426 | | | | |
| Mileage | 220 miles x .51 | 112 | | | | |
| Airport Shuttle | \$20 x 2 trips x 2 people | 80 | | | | |
| Airport Parking | \$9 x 4 days | 27 | | | | |
| Hotel | \$200 x 3 nights x 2 people | 800 | | | | |
| Disabilites | | | | \$ 796 | | \$ 796 |
| 2 people / 2 days, location to be determined | | | | | | |
| Per-Diem | \$71 x 2 days x 2 people | 284 | | | | |
| Mileage | 220 miles x .51 | 112 | | | | |
| Hotel | \$200 x 1 night x 2 people | 400 | | | | |
| Governance/Management Training | | | | \$ 6,244 | | \$ 6,244 |
| 4 people / 4 days | | | | | | |
| Plane Tickets | 4 X \$600 | \$ 2,400 | | | | |
| Per-Diem | \$71 x 4 days x 4 people | 1,136 | | | | |
| Mileage | 220 miles x .51 | 112 | | | | |
| Airport Shuttle | \$20 x 2 trips x 4 people | 160 | | | | |
| Airport Parking | \$9 x 4 days | 36 | | | | |
| Hotel | \$200 x 3 nights x 4 people | 2,400 | | | | |
| TOTAL TRAVEL | | | <u>\$ -</u> | <u>\$ 15,772</u> | <u>\$ -</u> | <u>\$ 15,772</u> |

E. Supplies

1. Office Supplies

| | | | |
|--|----------|----------|--------|
| | \$ 4,230 | \$ 6,000 | 10,230 |
|--|----------|----------|--------|

Includes the cost of pens, paper, general office needs, desk supplies, postage, etc. calculated at \$330 per month. Donated supplies provided to the program valued at \$500 per month.

| | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|--|------------------|-----------------|------------------|---------------------|
| 2. Child and Family Services Supplies | 6,000 | | 8,000 | 14,000 |
| Includes the cost of toy replacement, consumable art supplies, curriculum / resource materials and diapers. In-kind will come from donations from community members and organizations of diapers, consumable supplies and toys valued at \$8,000 | | | | |
| 3. Other Supplies | 500 | | | 500 |
| Allocation for serving the needs of disabled clients. | | | | |
| Total Supplies | <u>\$ 10,730</u> | <u>\$ -</u> | <u>\$ 14,000</u> | <u>\$ 24,730</u> |
| F. Contractual | | | | |
| There will be no sub-contracts | | | | |
| Total Contractual | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| G. Construction | | | | |
| There will be no construction in this period | | | | |
| Total Construction | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| H. Other | | | | |
| 1. Building Rental | \$ 55,308 | | \$ 6,000 | 61,308 |
| Rental cost of child development center at \$4,300 x 12 months = \$51,600. Also included is the prorated cost of office space for Family Advocates calculated at \$309 x 12 months = \$3,708. In-kind conference and meeting space is provided to the project in a building owned by LFRC and depreciation rates are used for the valuation of this in-kind. This in-kind is calculated at \$300 x 12 months = \$3,600. In-kind administrative office space is provided to the project in a building owned by LFRC calculated at \$200 x 12 = \$2,400. | | | | |
| 2. Utilities and Telephone | 20,400 | | 2,400 | 22,800 |
| Prorated cost of utilities, including electricity, water and garbage services calculated at \$1,200 per month. Also includes the pro-rated cost of telephone an internet services calculated at \$500 per month. Internet services provided at a reduced rate. | | | | |

| | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|--|-------------|-----------------|----------------|---------------------|
| 3. Building and Child Liability Insurance Prorated cost of required building, vehicle and student accident insurance, calculated at approximately \$1,000 per month. | 12,000 | | | 12,000 |
| 4. Building Maintenance and Repair General cost of building maintenance and repair as well as quarterly carpet cleaning and weekly janitorial service calculated at approximately \$881 per month. In-kind includes electrical and licensed contractor services valued at \$80/hr x approximately 598 hrs = \$47,836 and donated materials valued at \$10,000. | 6,000 | | 57,836 | 63,836 |
| 5. Local Travel Reimbursement to staff for mileage traveled within service area to home visits, client transportation and various meetings, calculated at approximately 2,400 miles per month @ .555 per mile. In-kind provided by parents and volunteers to travel to a from volunteer oportunities at 904 x .555 = \$502 | 16,000 | | 502 | 16,502 |
| 6. Nutrition Services Cost of providing meals and snacks to center based children and meals for parent and volunteer meetings including socializations, PPC meetings and other volunteer events. Most all cost for meals provided in the center based option are reimbursed from the California Child Care Food Program. Included as in-kind are donated food and supplies valued at \$2,436 | 2,500 | | 2,436 | 4,936 |

| <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|-------------|-----------------|----------------|---------------------|
| | | 89,010 | 89,010 |

7. **Volunteers**

Program and parent volunteers. Calculated at:

*PPC - 3 hrs a month x 12 months x 6 members x \$30 = **\$6,480**

*Childcare at PPC meetings - 2 caregivers x \$16/hour x 3 hours x 12 months = **\$1,152**

*Classroom volunteers - 4 hrs/week x 44 weeks x 5 volunteers x \$16 = **\$14,080**

*Parent Participation - parents working on assigned activities between visits from Home Visitor - 148 visits x 12 months x \$16 = **\$28,416**

*Governance Member time for training opportunities - 80 hours x 4 members x \$45 = **\$14,400**

*Parent and Policy Council time for training opportunities - 40 hrs x 6 members x \$30 = **\$7,200**

*Landscape design and maintenance - **\$5,000**

*Program reception provided during all staff and other agency meetings - 4 hrs x 12 months x \$16 = **\$768**

*Supportive case management services provided by outside and inside agency Multi-Disciplinary Teams valued at 440 hrs x \$15 = **\$6,600**

*Supervising Therapist for Therapist Interns for program services valued at 104 hours x \$47.25 = **\$4,914**

8. **Substitute Infant/Toddler Teachers**

20,742

20,742

Substitutes for Infant/Toddler Teachers to provide services to center based clients in the absence of primary teachers. Calculated at approximately 1380 hours per year @ \$15 per hour. (Hourly rate includes payroll taxes)

9. **Parent Services**

3,000

3,000

Includes the parent activities fund, reimbursement for mileage, parent meetings and socials.

10 **Accounting and Legal Services**

6,500

6,000

12,500

Is the prorated cost of annual agency audit provided at a reduced rate.

| | | <u>Base</u> | <u>T&TA</u> | <u>In-Kind</u> | <u>Total Budget</u> |
|---|---------|-------------------|------------------|-------------------|-------------------------|
| 11. Publication / Advertising / Printing | | 400 | | 10,000 | 10,400 |
| Includes the cost of printing program brochures, placing recruitment advertisements and publication of the monthly newsletter. In-kind includes brochure design, printing and translation valued at \$50/ hr x 200 hrs = \$10,000 | | | | | |
| 12. Training and Staff Development | | | | | |
| Registration Fees & Supplies | | | 6,683 | | 6,683 |
| ERSEA Training | \$ 500 | | | 500 | 500 |
| Health/Mental Health | 500 | | | 413 | 413 |
| Family Partnerships | 600 | | | | |
| Head Start Act/Performance Standards | 600 | | | | - |
| Disabilities | 300 | | | | |
| Governance/Management | 2,780 | | | 71 | 71 |
| Various in-county training | | | | | |
| In-kind volunteer trainers 600 hrs x \$50 = \$30,000 | 1,403 | | | 30,000 | 30,000 |
| 13. Other | | | | | |
| Other operating expenses | | 18,451 | | | 18,451 |
| Dues and Subscriptions | \$2,000 | | | | |
| Equipment & Computer Repair & Maintenance provided at a reduced rate. | 7,000 | | | 6,000 | 6,000 |
| Equipment Rental (copiers & postage meter) | 6,200 | | | | |
| Vehicle fuel & oil | 1,000 | | | | |
| Vehicle repair & maintenance provided at a reduced rate. | 1,500 | | | 5,000 | 5,000 |
| Fingerprinting/Background checks | 751 | | | | |
| Total Other | | <u>\$ 161,301</u> | <u>\$ 6,683</u> | <u>\$ 216,168</u> | <u>\$ 384,152</u> |
| TOTAL PROGRAM 2012 - 2013 PROGRAM BUDGET | | <u>\$ 898,217</u> | <u>\$ 22,455</u> | <u>\$ 230,168</u> | <u>\$ 1,150,840</u> |