

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF SEPTEMBER 2019

DESCRIPTION	September YTD Actual	Total Budget	Remaining Budget	75% % YTD
a. PERSONNEL	\$ 180,978	\$ 294,506	\$ 113,528	61%
b. FRINGE BENEFITS	112,881	146,451	33,570	77%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	11,649	17,300	5,651	67%
f. CONTRACTUAL	540,796	1,284,300	743,504	42%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	491,640	1,897,915	1,406,275	26%
I. TOTAL DIRECT CHARGES	\$ 1,337,944	\$ 3,640,472	\$ 2,302,528	37%
j. INDIRECT COSTS	48,988	50,672	1,684	97%
k. TOTAL-ALL BUDGET CATEGORIES	\$ 1,386,932	\$ 3,691,144	\$ 2,304,212	38%
<i>In-Kind (Non-Federal Share)</i>	<i>\$ 340,213</i>	<i>\$ 922,786</i>	<i>\$ 582,573</i>	<i>37%</i>

CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU
EARLY HEAD START PROGRAM
BUDGET PERIOD JANUARY - DECEMBER 2019
AS OF SEPTEMBER 2019

1	3	4	5	6	
	Actual Sep-19	Total YTD Actual	Total Budget	Remaining Budget	75% % YTD
Expenditures					
a. Salaries & Wages (Object Class 6a)					
Permanent 1011	30,871	166,004	233,399	67,395	71%
Temporary 1013	3	14,974	61,107	46,133	25%
a. PERSONNEL (Object class 6a)	30,874	180,978	294,506	113,528	61%
b. FRINGE (Object Class 6b)	16,028	112,881	146,451	33,570	77%
d. EQUIPMENT (Object Class 6d)	-	-	-	-	
e. SUPPLIES (Object Class 6e)					
1. Office Supplies	67	1,323	2,500	1,177	53%
2. Child and Family Serv. Supplies/classroom St	212	8,878	7,000	(1,878)	127%
4. Other Supplies	-	(212)	-	212	
Computer Supplies, Software Upgrades, Con	-	-	3,500	3,500	0%
Health/Safety Supplies	-	-	700	700	0%
Miscellaneous Supplies	40	1,580	2,100	520	75%
Employee Morale	-	-	1,000	1,000	0%
Household Supplies	-	80	500	420	16%
e. SUPPLIES (Object Class 6e)	319	11,649	17,300	5,651	67%
f. CONTRACTUAL (Object Class 6f)					
2. Health/Disabilities Services	-	-	-	-	
Health Consultant	1,920	2,500	7,800	5,300	32%
Other Health/Dental Services Costs	-	-	-	-	
5. Training & Technical Assistance - PA11	-	-	-	-	
Interaction	-	-	5,500	5,500	0%
Diane Godard	-	-	7,500	7,500	0%
Josephine Lee (\$35,000/2)	-	2,886	5,000	2,114	58%
Susan Cooke (\$60,000/2)	1,500	1,500	6,500	5,000	23%
8. Other Contracts	-	-	-	-	
FB-Fairgrounds Partnership	-	71,000	107,000	36,000	66%
FB-E. Leland/Mercy Housing Partnership	-	55,000	145,000	90,000	38%
Apiranet	-	413,000	708,000	295,000	58%
Apiranet HVI	-	(159,882)	-	159,882	
Crossroads	-	82,000	152,000	70,000	54%
Martinez ECC	-	72,792	140,000	67,208	52%
f. CONTRACTUAL (Object Class 6f)	3,420	540,796	1,284,300	743,504	42%
h. OTHER (Object Class 6h)					
2. Bldg Occupancy Costs/Rents & Leases (Rents & Leases/Other Income)	-	529	1,800	1,271	29%
4. Utilities, Telephone	-	1,290	2,700	1,410	48%
5. Building and Child Liability Insurance	-	-	-	-	
6. Bldg. Maintenance/Repair and Other Occupa	-	437	2,300	1,863	19%
8. Local Travel (55.5 cents per mile)	39	2,296	4,100	1,804	56%
9. Nutrition Services	-	-	-	-	
Child Nutrition Costs	-	-	300	300	0%
13. Parent Services	-	-	-	-	
Parent Conference Registration - PA11	-	-	4,000	4,000	0%
PC Orientation, Trainings, Materials & Trans	-	1,161	4,000	2,839	29%
Policy Council Activities	-	-	100	100	0%
Parent Activities (Sites, PC, BOS luncheon)	-	1,198	1,900	702	63%
Child Care/Mileage Reimbursement	-	690	100	(590)	690%
14. Accounting & Legal Services	-	-	-	-	
Auditor Controllers	-	-	500	500	0%
Data Processing/Other Services & Supplies	-	2,043	3,000	957	68%
15. Publications/Advertising/Printing	-	-	-	-	
Recruitment Advertising (Newspaper, Brochu	-	-	100	100	
16. Training or Staff Development	-	-	-	-	
Agency Memberships (WIPFLI, Meeting Fee	-	26	2,200	2,174	1%
Staff Trainings/Dev. Conf. Registrations/Mei	-	9,174	48,244	39,070	19%
17. Other	-	-	-	-	
Site Security Guards	-	1,453	2,000	547	
Vehicle Operating/Maintenance & Repair	439	10,317	9,000	(1,317)	115%
Equipment Maintenance Repair & Rental	-	1,872	5,000	3,128	37%
Dept. of Health and Human Services-data Ba	-	-	1,000	1,000	
Other Operating Expenses (Facs Admin/Othc	14,182	15,174	5,000	(10,174)	303%
Other Departmental Expenses	-	443,980	1,800,571	1,356,591	
h. OTHER (6h)	14,660	491,640	1,897,915	1,406,275	26%
i. TOTAL DIRECT CHARGES (6a-6h)	65,301	1,337,944	3,640,472	2,302,528	37%
j. INDIRECT COSTS	-	48,988	50,672	1,684	97%
k. TOTALS - ALL BUDGET CATEGORIES	65,301	1,386,932	3,691,144	2,304,212	38%
Non-Federal Match (In-Kind)	16,325	340,213	922,786	582,573	37%

EARLY HEAD START PROGRAM - Org no. 1460

JANUARY - DECEMBER 2019

As of SEPTEMBER 2019 - PERIOD 3

75%

101%

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Description	2019 Budget	Remaining Budget	Total Actual YTD	% YTD	Period 3 Actual Sep-19	Total Projection close-Out	Total Projected YTD	Projected Balance Year End	% To Date
Expenditures									
a. Salaries & Wages (Object Class 6a)									
Permanent 1011	233,399	67,394.85	166,004.15	71.1%	30,871.32	60,500.00	226,504.15	6,894.85	97%
Temporary 1013	61,107	46,133.11	14,973.89	24.5%	2.99	10,000.00	24,973.89	36,133.11	41%
TOTAL PERSONNEL (6a)	294,506	113,527.96	180,978.04	61.5%	30,874.31	70,500.00	251,478.04	43,027.96	85%
b. FRINGE BENEFITS (Object Class 6b)			-						
Fringe Benefits	146,451	33,569.62	112,881.38	77.1%	16,028.04	45,300.00	158,181.38	(11,730.38)	108%
TOTAL FRINGE (6b)	146,451	33,569.62	112,881.38	77.1%	16,028.04	45,300.00	158,181.38	(11,730.38)	108%
e. SUPPLIES (Object Class 6e)									
1. Office Supplies	2,500	1,176.87	1,323.13	52.9%	67.25	1,257.00	2,580.13	(80.13)	103%
2. Child and Family Services Supplies (Incl.classroom Supplies)	7,000	(1,878.26)	8,878.26	126.8%	211.84	-	8,878.26	(1,878.26)	127%
4. Other Supplies	-	211.84	(211.84)	#DIV/0!		-	(211.84)	211.84	
Computer Supplies, Software Upgrades, Computer Replacen	3,500	3,500.00	-	0.0%		3,500.00	3,500.00	-	100%
Health/Safety Supplies	700	700.00	-	0.0%		700.00	700.00	-	100%
Mental Health/Diasabilities Supplies	-	-	-	#DIV/0!		-	-	-	
Miscellaneous Supplies	2,100	520.33	1,579.67	75.2%	40.00	560.33	2,140.00	(40.00)	102%
Emergency Supplies	-	-	-	#DIV/0!		-	-	-	
Employee Health and Welfare	1,000	1,000.00	-	0.0%		1,000.00	1,000.00	-	100%
Household Supplies	500	420.48	79.52	15.9%		488.12	567.64	(67.64)	114%
TOTAL SUPPLIES (6e)	17,300	5,651.26	11,648.74	67.3%	319.09	7,505.45	19,154.19	(1,854.19)	111%
f. CONTRACTUAL (Object Class 6f)									
2. Health/Disabilities Services									
Health Consultant (J. Ventling)	7,800	5,300.00	2,500.00	32.1%	1,920.00	3,840.00	6,340.00	1,460.00	81%
5. Training & Technical Assistance - PA11									
Interaction	5,500	5,500.00	-	0.0%		5,500.00	5,500.00	-	100%
Diane Godard	7,500	7,500.00	-	0.0%		7,500.00	7,500.00	-	100%
Josephine Lee (\$35,000/2)	5,000	2,114.00	2,886.00	57.7%		2,114.00	5,000.00	-	100%
Nalo Ayannakai	6,500	5,000.00	1,500.00		1,500.00	5,000.00	6,500.00	-	100%
8. Other Contracts									
FB-Fairgrounds (12 slots x12 months x \$500=\$72,000)	107,000	36,000.00	71,000.00	66.4%		36,000.00	107,000.00	-	100%
FB-East Leland (30 slots x 12 months x \$500=\$180,000)	145,000	90,000.00	55,000.00	37.9%		90,000.00	145,000.00	-	100%
Aspiranet (118 slots x12 months x \$500=\$708,000)	708,000	295,000.00	413,000.00	58.3%		295,000.00	708,000.00	-	100%
Aspiranet Home Visiting Program	-	159,882.03	(159,882.03)	#DIV/0!		159,882.03	-	-	#DIV/0!
Crossroads (28 slots x 11 months x \$500=\$154,000)	152,000	70,000.00	82,000.00	53.9%		70,000.00	152,000.00	-	100%
Martinez ECC (23 slots x 12 months x \$500=\$138,000)	140,000	67,208.24	72,791.76	52.0%		67,208.24	140,000.00	-	100%
TOTAL CONTRACTUAL (6f)	1,284,300	743,504.27	540,795.73	42.1%	3,420.00	742,044.27	1,282,840.00	1,460.00	100%

EARLY HEAD START PROGRAM - Org no. 1460

JANUARY - DECEMBER 2019

As of SEPTEMBER 2019 - PERIOD 3

75%

101%

Description	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	2019 Budget	Remaining Budget	Total Actual YTD	% YTD	Period 3 Actual Sep-19	Total Projection close-Out	Total Projected YTD	Projected Balance Year End	% To Date
h. OTHER (Object Class 6h)									
1. Depreciation/Use Allowance	-	-	-			-	-	-	
2. Bldg Occupancy Costs/Rents & Leases (Rents & Leases/Other Income)	1,800	1,271.08	528.92	29.4%		1,660.18	2,189.10	(389.10)	122%
4. Utilities, Telephone	2,700	1,410.01	1,289.99	47.8%		2,306.60	3,596.59	(896.59)	133%
6. Bldg. Maintenance/Repair and Other Occupancy	2,300	1,862.99	437.01	19.0%		1,957.65	2,394.66	(94.66)	104%
8. Local Travel (55.5 cents per mile effective 1/1/2012)	4,100	1,803.85	2,296.15	56.0%	38.86	3,475.70	5,771.85	(1,671.85)	141%
9. Nutrition Services									
Child Nutrition Costs	300	300.00	-	0.0%		300.00	300.00	-	100%
13. Parent Services									
Parent Conference Registration - PA11	4,000	4,000.00	-	0.0%		4,000.00	4,000.00	-	100%
PC Orientation, Trainings, Materials & Translation - PA11	4,000	2,838.91	1,161.09	29.0%		2,838.91	4,000.00	-	100%
Policy Council Meetings (including food)	100	100.00	-	0.0%		100.00	100.00	-	100%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	1,900	701.57	1,198.43	63.1%		726.84	1,925.27	(25.27)	101%
Child Care/Mileage Reimbursement	100	(590.09)	690.09	690.1%		100.00	790.09	(690.09)	790%
14. Accounting & Legal Services									
Auditor Controllers	500	500.00	-	0.0%		500.00	500.00	-	100%
Data Processing/Other Services & Supplies	3,000	956.95	2,043.05	68.1%		1,400.00	3,443.05	(443.05)	115%
15. Publications/Advertising/Printing									
Recruitment Advertising (Newspaper, Brochures)	100	100.00	-	0.0%		100.00	100.00	-	100%
16. Training or Staff Development									
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAE)	2,200	2,174.26	25.74	1.2%		2,174.26	2,200.00	-	100%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA	48,244	39,070.04	9,173.96	19.0%		39,103.18	48,277.14	(33.14)	100%
17. Other									
Site Security Guards	2,000	547.48	1,452.52	72.6%		547.48	2,000.00	-	100%
Field Trips	-	-	-			-	-	-	
Vehicle Operating/Maintenance & Repair	9,000	(1,317.40)	10,317.40	114.6%	439.41	2,780.00	13,097.40	(4,097.40)	146%
Equipment Maintenance Repair & Rental	5,000	3,127.99	1,872.01	37.4%		2,678.09	4,550.10	449.90	91%
Dept. of Health and Human Services-data Base (CORD)	1,000	1,000.00	-	0.0%		1,000.00	1,000.00	-	
Other Operating Expenses (CSD Admin/Facs Mgt. Alloc-140)	5,000	(10,173.99)	15,173.99	303.5%	14,181.68	760.00	15,933.99	(10,933.99)	319%
Comprehensive Services with State Child	1,800,571	1,356,590.88	443,980.12	24.7%		1,356,590.88	1,800,571.00	-	100%
TOTAL OTHER (6h)	1,897,915	1,406,274.53	491,640.47	25.9%	14,659.95	1,425,099.77	1,916,740.24	(18,825.24)	101%
I. TOTAL DIRECT CHARGES (6a-6h)	3,640,472	2,302,527.64	1,337,944.36	36.8%	65,301.39	2,290,449.49	3,628,393.85	12,078.15	100%
j. INDIRECT COSTS	50,672	1,683.90	48,988.10	96.7%		40,600.00	89,588.10	(38,916.10)	177%
k. TOTALS - ALL BUDGET CATEGORIES	3,691,144	2,304,211.54	1,386,932.46	37.6%	65,301.39	2,331,049.49	3,717,981.95	(26,837.95)	101%

	<u>Actual</u>	<u>YTD</u>		
T/TA Expenses	17,246.79	81,817.14	Personnel Proj Surplus (Deficit)	31,297.58
T/TA Funding	82,944.00	82,944.00	Other Proj. Surplus (deficit)	(58,135.53)
Surplus (Deficit)	65,697.21	1,126.86	Net Proj. Surplus (deficit)	(26,837.95)

Non-Federal Match (In-Kind)	922,786	582,573.01	340,212.99	36.9%	16,325.35	340,212.99	582,573.01	37%
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