



Hidalgo County Head Start Program

Policy Council Consent Agenda

DATE: January 16, 2013

SUBJECT: Approval of Program Financial Report

RATIONALE/NEED: Approval is needed to comply with the Head Start Performance Standard 1304.51(h) (1).

RECOMMENDATION: Administration recommends approval.

COST: N/A

RELATED INFORMATION INCLUDES: Financial Report: December 2012

INITIATED BY: Elma Keller, Finance Director *AC*

REVIEWED BY: Edmundo Garcia, Assistant Program Director *[Signature]*

EXECUTIVE DIRECTOR'S APPROVAL: *[Signature]*



Hidalgo County Head Start Program Memorandum

Date: December 5, 2012

To: Hidalgo County Head Start Policy Council
Hidalgo County Commissioner's Court

From: Teresa Flores, Executive Director *Teresa Flores*

Subject: Year End Budget Balances

As the end of the Head Start fiscal year quickly approaches, the Head Start Program must make certain that all funds granted by the Department of Health and Human Services and approved for the 2012 Budget, are appropriately encumbered and or spent by December 31, 2012.

After accounting for anticipated year end expenditures that include salaries, fringe benefits, supplies, utilities and other, we anticipate our unobligated balance ending 12/31/2012, to be approximately \$115,000. The Program proposes to invest any fund balance in supporting classroom activities, by purchasing classroom supplies and materials.

Please refer to the Statement for the month of November 2012:

Hidalgo County Head Start Encumbrance Budget Report – 2012 From 11/1/2012 Through 11/30/2012

<u>Account Title</u>	<u>Total Budget</u>	<u>YTD Actual</u>	<u>YTD Encumbrance</u>	<u>Total Budget Variance</u>	<u>Percent Total Budget Remaining</u>	<u>Current Actual</u>
SALARIES	16,910,560.20	14,859,414.99	0.00	2,051,145.21	12.12%	1,879,630.97
FRINGE BENEFITS	5,633,388.16	4,876,733.85	0.00	756,654.31	13.43%	516,244.67
OUT OF TOWN TRAVEL	10,000.00	0.00	0.00	10,000.00	100.00%	0.00
SUPPLIES	910,966.70	1,137,521.36	72,479.96	(299,034.62)	(32.82)%	66,599.11
OTHER COST	<u>2,169,690.94</u>	<u>2,218,436.30</u>	<u>24,208.44</u>	<u>(72,953.80)</u>	<u>(3.36)%</u>	<u>360,296.68</u>
Total	<u>25,634,606.00</u>	<u>23,092,106.50</u>	<u>96,688.40</u>	<u>2,445,811.10</u>	<u>9.54%</u>	<u>2,822,771.43</u>



Hidalgo County Head Start Program Memorandum

Date: January 9, 2012

To: Hidalgo County Head Start Policy Council
Hidalgo County Commissioner's Court

From: Teresa Flores, Executive Director *Teresa Flores*

Subject: Year End Budget Balances

The monthly Encumbrance Budget Report report below displays preliminary balances ending 12/31/2012. Once all adjusting and accrual year-end financial entries are completed, all fund balances in the Salary and Fringe Benefits line item, will be shown in final report, as being reallocated to the school supplies, utilities and rent line items, under the "other" category.

The final year-end report for 2012 will be presented at the next meeting, and will show \$0 fund balance remaining.

Hidalgo County Head Start Preliminary Encumbrance Budget Report – 2012 12/1/2012 to 12/31/2012

<u>Account Title</u>	<u>Total Budget</u>	<u>YTD Actual</u>	<u>YTD Encumbrance</u>	<u>Total Budget Variance</u>	<u>Percent Total Budget Remaining</u>	<u>Current Actual</u>
SALARIES	\$16,910,560	\$16,106,901	\$0	\$803,659	4.75%	\$1,247,486
FRINGE BENEFITS	\$5,633,388	\$5,296,583	\$0	\$336,806	5.97%	\$419,849
OUT OF TOWN TRAVEL	\$10,000	\$0	\$0	\$10,000	100.00%	\$0
SUPPLIES	\$910,967	\$1,178,968	\$183,010	-\$451,011	(49.50)%	\$41,447
OTHER COST	<u>\$2,169,691</u>	<u>\$2,293,369</u>	<u>\$18,428</u>	<u>-\$142,106</u>	<u>(6.54)%</u>	<u>\$74,932</u>
	<u>\$25,634,606</u>	<u>\$24,875,820</u>	<u>\$201,437</u>	<u>\$557,349</u>	<u>2.17%</u>	<u>\$1,783,714</u>