



Hidalgo County Head Start

MEMORANDUM

“Children first...”

Date: April 20, 2016

To: Hidalgo County Policy Council
Hidalgo County Commissioners’ Court

From: Teresa Flores, Executive Director

C.C: Edmundo Garcia, Assistant Program Director
Nora Munoz, Assistant Program Director
Elma Carrera, Chief Financial Officer

Subject: 2016 Budget Amendment

As you may recall the Head Start Budget period for 2015 was extended, by the Department of Health and Human Services (HHS) through 06/30/2016, pending the final outcome of the Designated Renewal System (DRS) application. In order to continue providing services from 1/01/2016 through 06/30/2016 this extension awarded \$14,442,009 or 56% of the total budget under grant No.06CH0183.

Budget Categories	Total Annual Budget 2016	Notice of Award Amendments# 2 & 3	Total Budget 1/1/2015 Thru 6/30/2016
PERSONNEL	16,705,464	9,294,581	26,000,045
FRINGE BENEFITS	6,509,456	3,745,707	10,255,163
TRAVEL	0	0	0
EQUIPMENT	61,600	0	61,600
SUPPLIES	608,602	334,363	942,965
CONTRACTUAL	0	0	0
FACILITIES/CONST	0	0	0
OTHER	1,904,181	1,067,358	2,971,539
TOTAL BUDGET	25,789,303	14,442,009	40,231,312

Since the funds awarded under amendments 2 and 3 represent 56% of the annual budget this proposed budget amendment includes the purchase of classroom supplies, equipment and accrued salaries from 07/01/2016 to

07/15/2016 needed to end the operating fiscal year. As grant No.06CH0183 will no longer exist after 06/30/16, we must plan to utilize (spend) and encumber any projected positive variance by 06/30/2016. HCHSP's actual year-to-date expenditures plus projected estimated expenditures are expected to render an unappropriated fund balance that must be utilized by 6/30/2016, as illustrated below:

Budget Categories	Total Budget 1/1/2015 Thru 6/30/2016	Y-T-D Actual & Projected Expenditures 1/1/2015 Thru 6/30/2016	Estimated Fund Balance 6/30/2016
PERSONNEL	26,000,045	25,033,410	966,635
FRINGE BENEFITS	10,255,163	10,186,457	68,706
TRAVEL	0	0	0
EQUIPMENT	61,600	49,489	12,111
SUPPLIES	942,965	1,529,098	-586,133
CONTRACTUAL	0	0	0
FACILITIES/CONST	0	0	0
OTHER	2,971,539	2,733,425	238,114
TOTAL BUDGET	40,231,312	39,531,879	699,433

We propose to reallocate/redirect the estimated fund balance of \$699,433 to purchase much needed supplies and equipment as detailed below:

Equipment \$128,730

The reallocations of funds to the equipment category will allow us to purchase and replace much needed vehicles that are in a state of disrepair and have never been replaced.

1 Cargo Van	To Replace unit 50, a 1996 Ford with 253,395 miles and in very poor condition	\$ 25,390
Passenger Van	New van to transport parents and staff to trainings and events, and save wear/tear on the regular buses.	\$ 28,103
Head Start Signage	New electronic messaging sign to replace old dilapidated.	\$ 17,132
Pickup Truck	New pickup for Field Operations and transportation personnel	\$ 22,690
Truck and Lift	To replace existing truck for delivery to centers, in very poor condition	\$ 35,415
	Total	\$128,730

Supplies \$570,703.

The reallocation of funds in this category will allow us to continue to strengthen classroom instruction and provide operational supplies and small tools to ensure a safe and clean developmental environment.

Frog Street Curriculum	\$187,530
Kindermusik Curriculum	\$194,515
Classroom Computers	\$ 20,000
Computer Tablets	\$ 17,000
LAPD Packets	\$ 84,235
Special Services supplies	\$ 6,144
Class furniture/shelves	\$ 4,950
Tires for buses	\$ 9,631
Ground maintenance work	\$ 20,000
Field Operations safety attire	\$ 6,498
4 A/C Units @\$2,622.50	\$ 10,490
Electrical supplies	\$ 4,890
Repair Bus supplies	\$ 1,631
Riding Mower	\$ 1,999
Utility Trailer	\$ 1,190
Total	\$570,703