

**EARLY LEARNING COALITION OF PASCO AND  
HERNANDO COUNTIES, INC.**

**2007-2008 OPERATING BUDGET NARRATIVE**

Salaries and Benefits: wages paid to Coalition employees and related benefits. These benefits include 80% of employee's group health coverage (dependent premiums paid by employee), payments made to employee's retirement plan (403-B) on a match basis up to 3% of gross wages, FICA (7.65%), and workers compensation insurance (1.9% of gross wages).

Quality Initiatives: Board approved initiatives to enhance School Readiness services for providers, children and families.

Office Expenses: costs associated with normal office operations. This includes casual labor, computer support/information technology, computer supplies, copier supplies/maintenance, inventory purchases, office supplies, postage/delivery, printing, and storage rental.

Occupancy: recurring expenses for office rent, electricity, pest control, and janitorial services.

Telephone/Internet: costs associated with voice (local and long distance) and data connections, business cellular telephones, and general telephone maintenance and repair.

Travel/Transportation: reimbursement (.445 cents/mile) paid to Coalition employees for bona fide business travel, eligible meal per diems, parking/tolls, lodging, and vehicle fuel/maintenance for outreach van.

Conferences/Meetings: costs for approved conference registration fees and Coalition employee trainings/seminars.

Dues/Subscriptions/Filing Fees: Coalition related dues (i.e., Chamber of Commerce), subscriptions, and annual filing fees (i.e., Annual Corporation filing).

Equipment: includes routine repairs to office equipment and maintenance agreements.

Insurance: annual premiums for general liability, directors and officers, workers' compensation and automobile insurance policies.

Contract Services: costs associated with independent contractors providing monitoring, outreach, plan development, and payroll processing services.

Professional Fees: costs for the Coalition's independent audit and any legal expenses.

Board Expenses: costs for approved Board Member participation at conferences and scheduled Board orientation/workshops.

Advertising/Public Relations: costs to increase community/public awareness and related Coalition events/activities, employee recruitment, Coalition meeting notices and request for proposal notices as necessary.

Other Operating Expenses: general operating expenses that include web hosting, website maintenance, bank charges/interest, moving expenses and technical assistance.