



10570 S. Federal Hwy., Suite 300• Port St. Lucie, FL 34952
www.ckkids.net

Series 1000: Funding and Fiscal Management

Policy Name Budgets

Policy Number 1002

Origination Date: November 1, 2013

Revision Date: August 14, 2023

Policy

It is the policy of Communities Connected for Kids to prepare an annual operating budget in concert with Communities Connected for Kids mission and to monitor actual performance against those budgets on a monthly basis.

Scope

Budgets are prepared to meet the overall mission of the Agency. Financial forecasts / budgets are prepared to provide the ability to manage financing requirements and resources.

Our mission is to enhance the safety, permanency and well-being for all children in Okeechobee & the Treasure Coast through a community network of family support services. Our vision is to eliminate child abuse, neglect and abandonment in Okeechobee & the Treasure Coast so all children grow to their full potential.



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1.

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Budget Preparation

1. Budgets are prepared in cooperation with the fiscal staff, program staff and senior management for agency provided programs.
2. Budgets are prepared utilizing four guiding principles to meet the overall mission of the agency while recognizing, program priorities, anticipated funding levels, direct and administrative costs to operate programs and the potential for changing costs and conditions:
3. Ensure direct services funding to children and families is protected
4. Ensure adequate funding is available to the providers to ensure a robust service delivery network
5. Ensure funding is available to stabilize and continually improve the workforce
6. Ensure funding is available to provide the tools, technology and infrastructure needed to support the service delivery system.
7. Budget details are prepared individually by funding source, program and then consolidated by Agency utilizing current year monthly forecasts.
8. An operating reserve is an unrestricted fund balance set aside to stabilize a nonprofit's finances by providing a cushion against unexpected events, losses of income, and large unbudgeted expenses. While CCKids does not project an operating reserve, excess funds are permissible to be held for future fiscal year expenses. DCF refers to this reserve as 'Carry Forward Funds' and are used in accordance to the Chart 8 and DCF Contract.

Budget Approval

1. The budget is reviewed and approved by the Communities Connected for Kids Chief Financial Officer, approved by the Chief Executive Officer, and then submitted and presented to Board of Directors Finance Committee and finally to the full board for final approval. The approval process is completed at least annually.

Budget Review

1. The budget provides the basis for performance evaluation and to render the ability to take corrective action in the event the actual revenue and expense do not match budgeted revenue and expense.
2. Budgets verses actual revenue and expense are reported monthly to Communities Connected for Kids supervisors and Senior Management staff.
3. Budgets verses actual revenue and expense are reported monthly through interim financial statements and presentation to the Communities Connected for Kids Board of Directors
4. Trends are reviewed in order to forecast and budget for future contracts, billings and fee changes. Amendments to the budget are considered for such changes as new programs, changes in government or other funding sources. Amendment will follows the same approval process as stated above in paragraph 3.

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DocuSigned by:
Approved Carol Deloach
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Carol Deloach, CEO

August 14, 2023

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