

Capital Area Community Action Agency

Executive Committee Agenda

Tuesday, March 15, 2016 – 5:30 pm

309 Office Plaza Drive -Tallahassee, FL 32301

Conference Call –Dial In - (605) 475-4700, participant code 275857#

1. Call to Order Charlean Lanier, Chair
2. Agenda Approval
3. Sign-in/Attendance
4. Consent
 - a. Executive Committee Minutes February 16, 2016
5. Action
 - a. Fiscal Report
 - i. Narrative
 - ii. Revenue & Expenditures Agency
 - iii. Balance Sheet
 - iv. Credit Card Activity Spreadsheet
 - v. Credit Card Statements
 - vi. Revenue & Expenditures by program
6. Program Updates
 - a. Family Support Services Department
 - b. Head Start
7. Chief Executive Officer's Report
8. Chair's Report
9. Adjournment

Next Executive Committee Meeting 4/19/16 – 5:30 pm – Agency Conference Room

Next Board of Directors Meeting 3/22/16- 6:00 pm- Ghazvini Center for Healthcare Education



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityAction.org



Capital Area Community Action Agency
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 1/1/2016 Through 1/31/2016

1064 - Head Start

	Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
Revenue				
4000	448,933.00	2,735,012.63	3,281,002.00	(545,989.37)
4995	<u>0.00</u>	<u>881.35</u>	<u>0.00</u>	<u>881.35</u>
	<u>448,933.00</u>	<u>2,735,893.98</u>	<u>3,281,002.00</u>	<u>(545,108.02)</u>
Expenditures				
6010	195,144.24	1,179,067.63	1,582,013.00	402,945.37
6110	55,577.06	335,798.40	450,557.00	114,758.60
6180	579.00	1,741.90	1,800.00	58.10
6210	50,144.25	281,345.23	349,602.00	68,256.77
6310	384.91	4,129.02	5,302.00	1,172.98
6315	0.00	149.98	1,443.00	1,293.02
6410	391.08	3,278.94	12,750.00	9,471.06
6415	2,345.22	13,990.78	16,280.00	2,289.22
6420	173.44	73,171.98	57,585.00	(15,586.98)
6430	0.00	0.00	0.00	0.00
6440	0.00	4,751.58	3,500.00	(1,251.58)
6510	344.55	5,592.06	12,402.00	6,809.94
6600	0.00	1,124.05	2,080.00	955.95
6710	4,269.00	44,772.54	69,629.00	24,856.46
6720	1,232.00	3,278.00	1,800.00	(1,478.00)
6730	0.00	45.00	0.00	(45.00)
6740	0.00	0.00	0.00	0.00
6750	9,663.00	45,796.96	79,200.00	33,403.04
6810	16,601.54	123,403.60	233,002.00	109,598.40
6820	6,328.51	51,147.78	66,616.00	15,468.22
6830	1,812.51	14,369.66	21,000.00	6,630.34
6840	6,848.51	33,971.83	37,530.00	3,558.17
6850	27,140.51	303,362.44	139,500.00	(163,862.44)
6910	1,619.00	11,706.07	15,500.00	3,793.93
6920	2,397.74	18,480.74	22,500.00	4,019.26
6930	799.31	7,678.79	11,500.00	3,821.21
6940	0.00	42,105.09	28,000.00	(14,105.09)
7010	126.00	4,711.73	4,000.00	(711.73)
7020	0.00	6,691.85	2,300.00	(4,391.85)
7100	0.00	0.00	750.00	750.00
7110	0.00	79.82	0.00	(79.82)
7310	0.00	0.00	8,500.00	8,500.00
7320	4,400.00	72,725.77	4,500.00	(68,225.77)
7410	0.00	1,955.00	4,000.00	2,045.00
7420	4,758.43	13,254.52	28,577.00	15,322.48
7430	100.00	2,429.02	1,500.00	(929.02)
7440	137.02	1,765.38	2,400.00	634.62
7450	959.74	5,433.62	1,250.00	(4,183.62)
7460	25.98	321.13	1,134.00	812.87
7510	0.00	362.10	1,000.00	637.90
7630	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<u>394,302.55</u>	<u>2,713,989.99</u>	<u>3,281,002.00</u>	<u>567,012.01</u>

Capital Area Community Action Agency
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 1/1/2016 Through 1/31/2016

Excess Revenue over (under) Expenditures 54,630.45 21,903.99 0.00 21,903.99

1164 - Head Start - CHSP

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4020	Government Contracts - LOCAL	0.00	62,782.73	60,000.00	2,782.73
	Total Revenue	<u>0.00</u>	<u>62,782.73</u>	<u>60,000.00</u>	<u>2,782.73</u>
	Expenditures				
6010	Salaries & Wages	2,192.31	14,615.40	19,146.00	4,530.60
6011	Salaries & Wages - OJT	0.00	270.00	0.00	(270.00)
6110	Fringe	624.36	4,162.41	5,452.00	1,289.59
6210	Indirect Costs	563.34	3,458.53	3,259.00	(199.53)
6410	Office Supplies	0.00	72.95	0.00	(72.95)
6415	Program Supplies	0.00	2,053.27	0.00	(2,053.27)
6510	Copies/Printing/Copier Maintenance/Toner/Paper	0.00	59.50	0.00	(59.50)
6600	Postage and Delivery Expense	0.00	0.00	0.00	0.00
6710	Contractual Services/Professional	0.00	462.50	0.00	(462.50)
6720	Speech Services	8,342.00	20,094.00	21,750.00	1,656.00
6740	Mental Health Services	0.00	4,400.19	10,393.00	5,992.81
6750	Health/Fitness	0.00	5,478.04	0.00	(5,478.04)
7420	Training/Meetings/Workshops	0.00	(86.94)	0.00	86.94
7430	Staff Development	0.00	0.00	0.00	0.00
	Total Expenditures	<u>11,722.01</u>	<u>55,039.85</u>	<u>60,000.00</u>	<u>4,960.15</u>
	Excess Revenue over (under) Expenditures	<u>(11,722.01)</u>	<u>7,742.88</u>	<u>0.00</u>	<u>7,742.88</u>

1464 - USDA / CCFP

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4010	Government Contracts - STATE	0.00	158,372.44	270,000.00	(111,627.56)
	Total Revenue	<u>0.00</u>	<u>158,372.44</u>	<u>270,000.00</u>	<u>(111,627.56)</u>
	Expenditures				
6010	Salaries & Wages	1,114.20	14,922.42	10,000.00	(4,922.42)
6110	Fringe	317.31	4,249.85	2,848.00	(1,401.85)
6210	Indirect Costs	286.29	3,413.82	2,569.60	(844.22)
6430	Kitchen Supplies	0.00	3,409.36	0.00	(3,409.36)
6710	Contractual Services/Professional	0.00	230.00	0.00	(230.00)
6750	Health/Fitness	0.00	0.00	0.00	0.00
7320	Expendible Equipment	0.00	0.00	0.00	0.00
7510	Raw Food Cost	24,476.07	180,652.42	254,582.40	73,929.98
	Total Expenditures	<u>26,193.87</u>	<u>206,877.87</u>	<u>270,000.00</u>	<u>63,122.13</u>

Capital Area Community Action Agency
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 From 1/1/2016 Through 1/31/2016

Excess Revenue over (under) Expenditures (26,193.87) (48,505.43) 0.00 (48,505.43)

1664 - VPK

		Current Period	Current Year	Total Budget -	Total Budget
		Actual	Actual	Original	Variance -
Revenue					
4010	Government Contracts - STATE	26,926.65	158,593.91	297,644.00	(139,050.09)
	Total Revenue	<u>26,926.65</u>	<u>158,593.91</u>	<u>297,644.00</u>	<u>(139,050.09)</u>
Expenditures					
6010	Salaries & Wages	19,190.89	123,987.77	151,255.00	27,267.23
6110	Fringe	5,465.55	35,311.72	43,077.00	7,765.28
6210	Indirect Costs	4,931.28	29,449.55	33,425.00	3,975.45
6410	Office Supplies	0.00	4,966.00	0.00	(4,966.00)
6415	Program Supplies	0.00	15,522.00	0.00	(15,522.00)
6420	Classroom Supplies	0.00	2,942.72	5,000.00	2,057.28
6430	Kitchen Supplies	1,232.92	11,435.92	20,000.00	8,564.08
6510	Copies/Printing/Copier Maintenance/Toner/Paper	0.00	3,846.50	3,000.00	(846.50)
6810	Rent/Space Cost	0.00	7,590.52	10,000.00	2,409.48
6820	Utilities	0.00	2,995.00	10,000.00	7,005.00
7310	Equipment (\$5,000 or more)	0.00	0.00	11,887.00	11,887.00
7320	Expendible Equipment	<u>0.00</u>	<u>12,149.93</u>	<u>10,000.00</u>	<u>(2,149.93)</u>
	Total Expenditures	<u>30,820.64</u>	<u>250,197.63</u>	<u>297,644.00</u>	<u>47,446.37</u>
Excess Revenue over (under) Expenditures		<u>(3,893.99)</u>	<u>(91,603.72)</u>	<u>0.00</u>	<u>(91,603.72)</u>

3365 - Community Services Block Grant

		Current Period	Current Year	Total Budget -	Total Budget
		Actual	Actual	Original	Variance -
Revenue					
4010	Government Contracts - STATE	44,858.21	529,502.58	646,401.00	(116,898.42)
	Total Revenue	<u>44,858.21</u>	<u>529,502.58</u>	<u>646,401.00</u>	<u>(116,898.42)</u>
Expenditures					
6010	Salaries & Wages	26,026.02	169,043.20	260,013.00	90,969.80
6011	Salaries & Wages - OJT	0.00	9,708.51	0.00	(9,708.51)
6110	Fringe	7,142.17	47,287.07	74,194.00	26,906.93
6111	Fringe - OJT	0.00	2,676.56	0.00	(2,676.56)
6140	Workers Compensation	0.00	0.00	0.00	0.00
6180	Staff Screenings	48.00	487.00	594.00	107.00
6210	Indirect Costs	5,541.84	36,691.54	57,569.00	20,877.46
6211	Indirect Costs - OJT	0.00	2,076.83	0.00	(2,076.83)
6310	Travel - In Area	171.68	4,060.71	8,900.00	4,839.29
6315	Travel - Out of Area	0.00	15,799.89	10,159.00	(5,640.89)
6410	Office Supplies	28.07	4,014.76	5,000.00	985.24
6415	Program Supplies	0.00	0.00	0.00	0.00

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6510	Copies/Printing/Copier Maintenance/Toner/Paper	295.44	8,473.29	14,204.00	5,730.71
6600	Postage and Delivery Expense	67.12	533.42	1,500.00	966.58
6710	Contractual Services/Professional	0.00	12,943.18	13,600.00	656.82
6810	Rent/Space Cost	2,085.94	19,188.28	35,500.00	16,311.72
6820	Utilities	113.99	4,268.96	10,000.00	5,731.04
6830	General Liability and Property Insurance	486.58	2,089.72	5,050.00	2,960.28
6840	Communications	945.53	7,807.28	11,000.00	3,192.72
6850	Repairs and Maintenance- Building	785.60	4,923.66	8,000.00	3,076.34
6910	Equipment Maintenance	404.00	3,399.83	1,200.00	(2,199.83)
6920	Vehicle Expense	22.95	1,534.95	4,000.00	2,465.05
6930	Equipment Lease	108.96	911.25	5,000.00	4,088.75
6940	Technology	0.00	3,388.40	9,000.00	5,611.60
7010	Fees, Licenses, and Permits	24.00	1,040.29	1,285.00	244.71
7020	Dues/Subscriptions	0.00	1,818.10	6,395.00	4,576.90
7210	Client Assistance	315.56	174,076.16	87,980.00	(86,096.16)
7320	Expendible Equipment	0.00	6,299.26	4,000.00	(2,299.26)
7420	Training/Meetings/Workshops	0.00	11,125.56	10,000.00	(1,125.56)
7450	Advertising	<u>244.76</u>	<u>1,543.03</u>	<u>2,258.00</u>	<u>714.97</u>
	Total Expenditures	<u>44,858.21</u>	<u>557,210.69</u>	<u>646,401.00</u>	<u>89,190.31</u>
	Excess Revenue over (under) Expenditures	<u>0.00</u>	<u>(27,708.11)</u>	<u>0.00</u>	<u>(27,708.11)</u>

3376 - FEDERAL EMERG MGMT ASSOC

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4100	Grants - Other Not-for-Profits	<u>0.00</u>	<u>21,761.00</u>	<u>0.00</u>	<u>21,761.00</u>
	Total Revenue	<u>0.00</u>	<u>21,761.00</u>	<u>0.00</u>	<u>21,761.00</u>
	Expenditures				
7210	Client Assistance	<u>0.00</u>	<u>17,488.80</u>	<u>0.00</u>	<u>(17,488.80)</u>
	Total Expenditures	<u>0.00</u>	<u>17,488.80</u>	<u>0.00</u>	<u>(17,488.80)</u>
	Excess Revenue over (under) Expenditures	<u>0.00</u>	<u>4,272.20</u>	<u>0.00</u>	<u>4,272.20</u>

3750 - Family Support Services - Restricted

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4200	Contributions	0.00	4,200.00	0.00	4,200.00
4210	Contributions- Restricted	<u>450.00</u>	<u>6,360.00</u>	<u>0.00</u>	<u>6,360.00</u>
	Total Revenue	<u>450.00</u>	<u>10,560.00</u>	<u>0.00</u>	<u>10,560.00</u>
	Expenditures				
7210	Client Assistance	620.29	11,153.19	0.00	(11,153.19)
7420	Training/Meetings/Workshops	<u>0.00</u>	<u>60.67</u>	<u>0.00</u>	<u>(60.67)</u>

Capital Area Community Action Agency
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Total Expenditures	<u>620.29</u>	<u>11,213.86</u>	<u>0.00</u>	<u>(11,213.86)</u>
Excess Revenue over (under) Expenditures	<u>(170.29)</u>	<u>(653.86)</u>	<u>0.00</u>	<u>(653.86)</u>

3773 - Talquin Assistance Program

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4100	Grants - Other Not-for-Profits	0.00	0.00	15,000.00	(15,000.00)
4210	Contributions- Restricted	<u>0.00</u>	<u>10,098.00</u>	<u>0.00</u>	<u>10,098.00</u>
	Total Revenue	<u>0.00</u>	<u>10,098.00</u>	<u>15,000.00</u>	<u>(4,902.00)</u>
	Expenditures				
7210	Client Assistance	<u>2,321.34</u>	<u>13,030.34</u>	<u>15,000.00</u>	<u>1,969.66</u>
	Total Expenditures	<u>2,321.34</u>	<u>13,030.34</u>	<u>15,000.00</u>	<u>1,969.66</u>
	Excess Revenue over (under) Expenditures	<u>(2,321.34)</u>	<u>(2,932.34)</u>	<u>0.00</u>	<u>(2,932.34)</u>

3811 - Duke Energy Neighbor

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4210	Contributions- Restricted	<u>0.00</u>	<u>1,993.77</u>	<u>0.00</u>	<u>1,993.77</u>
	Total Revenue	<u>0.00</u>	<u>1,993.77</u>	<u>0.00</u>	<u>1,993.77</u>
	Expenditures				
7210	Client Assistance	<u>241.12</u>	<u>888.03</u>	<u>0.00</u>	<u>(888.03)</u>
	Total Expenditures	<u>241.12</u>	<u>888.03</u>	<u>0.00</u>	<u>(888.03)</u>
	Excess Revenue over (under) Expenditures	<u>(241.12)</u>	<u>1,105.74</u>	<u>0.00</u>	<u>1,105.74</u>

3813 - Weatherization - Restricted

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4200	Contributions	0.00	1,700.00	0.00	1,700.00
4210	Contributions- Restricted	<u>0.00</u>	<u>1,872.00</u>	<u>0.00</u>	<u>1,872.00</u>
	Total Revenue	<u>0.00</u>	<u>3,572.00</u>	<u>0.00</u>	<u>3,572.00</u>
	Expenditures				
7420	Training/Meetings/Workshops	<u>0.00</u>	<u>20.46</u>	<u>0.00</u>	<u>(20.46)</u>
	Total Expenditures	<u>0.00</u>	<u>20.46</u>	<u>0.00</u>	<u>(20.46)</u>

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Excess Revenue over (under) Expenditures 0.00 3,551.54 0.00 3,551.54

6214 - United Way

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4100	Grants - Other Not-for-Profits	<u>1,666.67</u>	<u>10,833.33</u>	<u>20,000.00</u>	<u>(9,166.67)</u>
	Total Revenue	<u>1,666.67</u>	<u>10,833.33</u>	<u>20,000.00</u>	<u>(9,166.67)</u>
	Expenditures				
6310	Travel - In Area	0.00	0.00	0.00	0.00
6410	Office Supplies	0.00	0.00	0.00	0.00
6415	Program Supplies	0.00	137.85	4,143.00	4,005.15
6600	Postage and Delivery Expense	0.00	483.69	0.00	(483.69)
6720	Speech Services	0.00	0.00	0.00	0.00
6740	Mental Health Services	0.00	0.00	482.00	482.00
7210	Client Assistance	0.00	0.00	0.00	0.00
7420	Training/Meetings/Workshops	181.00	3,357.17	10,875.00	7,517.83
7430	Staff Development	0.00	1,473.96	4,500.00	3,026.04
7440	Advisory/Board Member Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Expenditures	<u>181.00</u>	<u>5,452.67</u>	<u>20,000.00</u>	<u>14,547.33</u>
	Excess Revenue over (under) Expenditures	<u>1,485.67</u>	<u>5,380.66</u>	<u>0.00</u>	<u>5,380.66</u>

6215 - United Way - Neighboring Counties

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4100	Grants - Other Not-for-Profits	<u>483.33</u>	<u>5,465.87</u>	<u>5,800.00</u>	<u>(334.13)</u>
	Total Revenue	<u>483.33</u>	<u>5,465.87</u>	<u>5,800.00</u>	<u>(334.13)</u>
	Expenditures				
6720	Speech Services	0.00	872.00	0.00	(872.00)
6740	Mental Health Services	0.00	331.36	2,000.00	1,668.64
7210	Client Assistance	45.00	3,142.59	3,800.00	657.41
7420	Training/Meetings/Workshops	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Expenditures	<u>45.00</u>	<u>4,345.95</u>	<u>5,800.00</u>	<u>1,454.05</u>
	Excess Revenue over (under) Expenditures	<u>438.33</u>	<u>1,119.92</u>	<u>0.00</u>	<u>1,119.92</u>

6414 - Project Quincy

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				

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4020	Government Contracts - LOCAL	<u>0.00</u>	<u>6,596.56</u>	<u>7,500.00</u>	<u>(903.44)</u>
	Total Revenue	<u>0.00</u>	<u>6,596.56</u>	<u>7,500.00</u>	<u>(903.44)</u>
Expenditures					
7210	Client Assistance	<u>0.00</u>	<u>1,576.76</u>	<u>7,500.00</u>	<u>5,923.24</u>
	Total Expenditures	<u>0.00</u>	<u>1,576.76</u>	<u>7,500.00</u>	<u>5,923.24</u>
	Excess Revenue over (under) Expenditures	<u>0.00</u>	<u>5,019.80</u>	<u>0.00</u>	<u>5,019.80</u>

6514 - Project Share

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
Revenue					
4020	Government Contracts - LOCAL	<u>3,839.31</u>	<u>33,089.21</u>	<u>42,000.00</u>	<u>(8,910.79)</u>
	Total Revenue	<u>3,839.31</u>	<u>33,089.21</u>	<u>42,000.00</u>	<u>(8,910.79)</u>
Expenditures					
6210	Indirect Costs	0.00	4,900.00	8,400.00	3,500.00
7210	Client Assistance	<u>3,854.02</u>	<u>15,626.77</u>	<u>33,600.00</u>	<u>17,973.23</u>
	Total Expenditures	<u>3,854.02</u>	<u>20,526.77</u>	<u>42,000.00</u>	<u>21,473.23</u>
	Excess Revenue over (under) Expenditures	<u>(14.71)</u>	<u>12,562.44</u>	<u>0.00</u>	<u>12,562.44</u>

6600 - Fund Raising

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
Revenue					
4200	Contributions	0.00	0.00	30,000.00	(30,000.00)
4300	Special Events	0.00	55,424.87	0.00	55,424.87
4950	Interest Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Revenue	<u>0.00</u>	<u>55,424.87</u>	<u>30,000.00</u>	<u>25,424.87</u>
Expenditures					
6310	Travel - In Area	0.00	0.00	500.00	500.00
6410	Office Supplies	0.00	0.00	500.00	500.00
6510	Copies/Printing/Copier Maintenance/Toner/Paper	0.00	0.00	500.00	500.00
6710	Contractual Services/Professional	0.00	0.00	0.00	0.00
6910	Equipment Maintenance	0.00	0.00	500.00	500.00
6940	Technology	0.00	0.00	0.00	0.00
7010	Fees, Licenses, and Permits	0.00	0.00	500.00	500.00
7020	Dues/Subscriptions	0.00	0.00	0.00	0.00
7110	Special Events	0.00	29,435.02	0.00	(29,435.02)
7320	Expendible Equipment	0.00	0.00	1,000.00	1,000.00
7420	Training/Meetings/Workshops	0.00	0.00	5,200.00	5,200.00
7450	Advertising	0.00	0.00	1,000.00	1,000.00
7630	Bank Service Charges	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>	<u>300.00</u>

Capital Area Community Action Agency
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 1/1/2016 Through 1/31/2016

Total Expenditures	<u>0.00</u>	<u>29,435.02</u>	<u>10,000.00</u>	<u>(19,435.02)</u>
Excess Revenue over (under) Expenditures	<u>0.00</u>	<u>25,989.85</u>	<u>20,000.00</u>	<u>5,989.85</u>

7500 - Fringe Pool

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
Revenue					
4960	Fringe Pool Revenue	<u>86,033.16</u>	<u>463,195.20</u>	<u>629,891.00</u>	<u>(166,695.80)</u>
	Total Revenue	<u>86,033.16</u>	<u>463,195.20</u>	<u>629,891.00</u>	<u>(166,695.80)</u>
Expenditures					
6120	FICA	14,672.26	131,800.06	169,157.00	37,356.94
6130	Unemployment	10,356.92	20,668.61	37,800.00	17,131.39
6140	Workers Compensation	3,988.60	39,318.17	52,245.00	12,926.83
6150	Health Insurance	28,456.03	232,279.20	317,989.00	85,709.80
6160	Life Insurance	2,914.04	16,638.25	25,200.00	8,561.75
6170	Retirement	3,212.60	20,419.57	24,000.00	3,580.43
6710	Contractual Services/Professional	<u>0.00</u>	<u>2,450.00</u>	<u>3,500.00</u>	<u>1,050.00</u>
	Total Expenditures	<u>63,600.45</u>	<u>463,573.86</u>	<u>629,891.00</u>	<u>166,317.14</u>
	Excess Revenue over (under) Expenditures	<u>22,432.71</u>	<u>(378.66)</u>	<u>0.00</u>	<u>(378.66)</u>

9000 - Indirect Cost Pool

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
Revenue					
4100	Grants - Other Not-for-Profits	0.00	231.00	0.00	231.00
4970	Indirect Pool Revenue	68,996.54	486,134.84	533,706.00	(47,571.16)
4995	Other Revenue	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Total Revenue	<u>68,996.54</u>	<u>486,365.84</u>	<u>533,706.00</u>	<u>(47,340.16)</u>
Expenditures					
6010	Salaries & Wages	25,290.83	167,350.03	205,815.00	38,464.97
6110	Fringe	7,202.83	47,661.29	58,616.00	10,954.71
6180	Staff Screenings	0.00	347.00	300.00	(47.00)
6310	Travel - In Area	0.00	278.13	1,100.00	821.87
6315	Travel - Out of Area	62.71	1,723.07	0.00	(1,723.07)
6410	Office Supplies	722.90	2,308.25	4,500.00	2,191.75
6510	Copies/Printing/Copier Maintenance/Toner/Paper	120.20	2,427.80	5,500.00	3,072.20
6600	Postage and Delivery Expense	0.00	212.18	1,100.00	887.82
6710	Contractual Services/Professional	17,662.13	175,514.39	220,000.00	44,485.61
6810	Rent/Space Cost	1,023.96	8,714.41	14,000.00	5,285.59
6820	Utilities	0.00	1,892.00	2,800.00	908.00
6830	General Liability and Property Insurance	1,104.88	5,669.95	9,500.00	3,830.05
6840	Communications	256.72	2,645.27	2,900.00	254.73
6850	Repairs and Maintenance- Building	358.94	2,151.03	3,000.00	848.97

Capital Area Community Action Agency
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 1/1/2016 Through 1/31/2016

6910	Equipment Maintenance	479.00	2,483.22	3,750.00	1,266.78
6920	Vehicle Expense	181.01	1,232.63	2,000.00	767.37
6930	Equipment Lease	152.96	1,171.21	2,200.00	1,028.79
6940	Technology	0.00	4,277.77	1,500.00	(2,777.77)
7010	Fees, Licenses, and Permits	0.00	467.65	900.00	432.35
7020	Dues/Subscriptions	446.99	3,180.77	2,900.00	(280.77)
7320	Expendible Equipment	0.00	766.40	3,000.00	2,233.60
7410	Registration Fees	0.00	1,587.00	600.00	(987.00)
7420	Training/Meetings/Workshops	1,685.85	7,868.98	6,000.00	(1,868.98)
7440	Advisory/Board Member Expenses	568.68	3,064.06	3,200.00	135.94
7450	Advertising	0.00	506.47	500.00	(6.47)
7630	Bank Service Charges	0.00	1,141.34	250.00	(891.34)
	Total Expenditures	<u>57,320.59</u>	<u>446,642.30</u>	<u>555,931.00</u>	<u>109,288.70</u>
	Excess Revenue over (under) Expenditures	<u>11,675.95</u>	<u>39,723.54</u>	<u>(22,225.00)</u>	<u>61,948.54</u>

9990 - General Fund

		Current Period Actual	Current Year Actual	Total Budget - Original	Total Budget Variance - Original
	Revenue				
4200	Contributions	0.00	1.00	7,500.00	(7,499.00)
4320	Commissions-Vending/Photo	0.00	862.40	1,100.00	(237.60)
4995	Other Revenue	<u>0.00</u>	<u>6,129.25</u>	<u>0.00</u>	<u>6,129.25</u>
	Total Revenue	<u>0.00</u>	<u>6,992.65</u>	<u>8,600.00</u>	<u>(1,607.35)</u>
	Expenditures				
6410	Office Supplies	0.00	0.00	50.00	50.00
6510	Copies/Printing/Copier Maintenance/Toner/Paper	0.00	0.00	0.00	0.00
6600	Postage and Delivery Expense	0.00	0.00	50.00	50.00
6710	Contractual Services/Professional	0.00	2,111.70	6,000.00	3,888.30
7010	Fees, Licenses, and Permits	0.00	900.00	0.00	(900.00)
7110	Special Events	0.00	52.14	0.00	(52.14)
7420	Training/Meetings/Workshops	0.00	725.89	0.00	(725.89)
7430	Staff Development	0.00	2,299.68	0.00	(2,299.68)
7610	Interest Expense	0.00	(146.37)	0.00	146.37
7630	Bank Service Charges	<u>15.00</u>	<u>1,566.02</u>	<u>2,500.00</u>	<u>933.98</u>
	Total Expenditures	<u>15.00</u>	<u>7,509.06</u>	<u>8,600.00</u>	<u>1,090.94</u>
	Excess Revenue over (under) Expenditures	<u>(15.00)</u>	<u>(516.41)</u>	<u>0.00</u>	<u>(516.41)</u>

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center
FROM: Cynthia Valencic
RE: March 9, 2016
DATE: Family Support Services Program Update

Family Self-Sufficiency Program

National Performance Indicator

Goal 1: Low Income People Become More Self-Sufficient

Getting Ahead/Staying Ahead

The Fall Getting Ahead Fall classes have finished and transition ceremonies are now taking place. The dates and locations are:

- Leon County – March 8, 2016, 12:00 noon – 2:00 p.m., Capital City Country Club
- Gadsden County - March 11, 2016, 12:00 noon – 2:00 p.m., Golf Club of Quincy
- Jefferson County – March 21, 2016m 12:00 noon – 2:00 p.m., Monticello Opera House

Applicants for the spring classes are now being interviewed and classes will begin in early April. In addition, case managers are now evaluating their Getting Ahead participants for transition into Staying Ahead.

Below are enrollments in Getting Ahead and FSSP by County for FY 15-16.

County	Enrolled	Graduates	Staying Ahead	
			GA	No GA
<i>Calhoun</i>	0	0	0	0
<i>Franklin</i>	0	0	1	0
<i>Gadsden</i>	5	5	8	0
<i>Gulf</i>	0	0	0	1
<i>Jefferson</i>	13	8	20	0
<i>Leon</i>	19	16	20	0
<i>Liberty</i>	0	0	2	0
<i>Wakulla</i>	0	0	3	0

Staying Ahead meeting dates for Leon Staying Ahead are March 17, April 21, May 19 and June 16.



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Weatherization Assistance Program

National Performance Indicator

Goal 2: The Conditions In Which Low-Income People Live Are Improved

The chart below tracks the number of weatherized homes for the contract year-to-date beginning May 1, 2015 through the end of the contract on March 31, 2016.

County	Amount Allocated*	Amount Spent**	M	J	J	A	S	O	N	D	J	F	M	A	Total
Franklin	\$15,962	\$12,633	0	0	0	0	0	0	1	0	0	1	0	0	2
Gadsden	\$90,436	\$59,407	0	0	6	0	0	0	1	3	0	0	0	0	10
Gulf	\$16,502	\$0	0	0	0	0	0	0	0	0	0	0	0	0	0
Jefferson	\$20,012	\$14,150	0	0	0	0	0	0	1	1	0	0	0	0	2
Leon	\$383,560	\$136,408	0	0	0	0	1	4	4	2	2	10	0	0	23
Wakulla	\$30,785	\$17,340	0	0	0	0	0	0	0	2	2	0	0	0	4
Totals*	\$557,257	\$239,938	0	0	6	0	1	4	7	8	4	11	0	0	41

*The amount allocated per county is based on total award.

**The amount spent includes the 30% program support.

Emergency Services Program

National Performance Indicator

Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments.

The LIHEAP contract for 2015-2016 began April 1, 2015. Below are the unduplicated counts of households and individuals (HH/IND) served by county through February 29, 2016.

County	Apr. – Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	March 2016	Total
Calhoun	126/313	17/41	17/39	24/64		184/457
Franklin	83/197	13/41	16/55	21/46		133/339
Gadsden	561/1514	90/267	85/212	97/193		833/2186
Gulf	110/213	11/36	11/30	10/22		142/301
Jefferson	214/474	26/42	37/72	39/81		316/669
Leon	2107/6114	222/632	288/733	235/566		2852/8045
Liberty	84/215	8/32	11/30	19/39		122/316
Wakulla	180/505	16/76	20/60	14/38		230/679
Totals	3465/9545	403/1167	485/1231	459/1049		4812/12992

Administration

The Agency submitted its Organizational Standards, as required under the Community Services Block Grant, by March 2, 2016, prior to the March 4 deadline.

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council
FROM: Tim Center, CEO and Acting Head Start Director
RE: Head Start Director's Report
DATE: March 14, 2016

The following memo serves as my update to the Community Action Head Start Policy Council and Board of Directors.

Staffing

Vacancies include the Early Childhood Development Manager, a Family Advocate, and Education Coordinator. New substitute teachers and a Teacher Assistant for Jefferson County have been hired. This will enable Venita Treadwell, Education Coordinator, to get out of the classroom and work with teachers and teacher assistants.

The Early Childhood Development Manager position responsible for education and child development related duties has been advertised. Recruitment efforts have come up short in terms of qualified applicants. We are working with CareerSource for head hunting efforts. The position needs to be filled as soon as possible.

One of the three Education Coordinators, Latreas Palmer, resigned. She is moving to Miami. Head Start Centers have been assigned to the other two Coordinators – Antenette Larkins and Venita Treadwell. We reclassified a teacher in Franklin to have Director/Education Coordinator responsibilities.

The Early Learning Coalition of the Big Bend has offered to assist with training needs related to *Creative Curriculum*. Teachers also enrolled in a *Quality of Feedback* course to address an area where they scored low on the CLASS assessment.

Facilities

Louise B. Royal Head Start Center renovations will complete this week with final inspections taking place during Spring Break. Students will return to the Royal Head Start Center on Tuesday, March 22, 2016. The budget for the renovation costs above the start-up funds will be close to \$70,000. This will be financed through the use of a line of credit.



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Kitchen upgrades at the Mabry location will enable the program to cook meals for both Mabry and the South City location. Ovens are being installed during Spring Break. Staff are being hired. Delivery of meals will begin the week of March 28th.

Curriculum

Education Coordinators have been working with the Early Learning Coalition to prepare a rigorous training program at the beginning of the next school year in order to implement the *Creative Curriculum* uniformly

Federal and State Regulations

Ronniece Boston, HHS Program Administrator, and Maisah Williams, HHS Project Director, will visit the Agency the week of March 22. They plan to visit with the management team, the Board of Directors, and Policy Council members. This is not a formal monitoring but a trip to familiarize themselves with our program and agency.

The week of March 7 had Back 2 Basics conduct a mock Environmental Health and Safety monitoring visit of the six Head Start locations. A written report was delivered at the end of the review. A number of issues were identified including:

- Classroom cleanliness
- Appropriate staff monitoring of students
- Cleaning supplies
- Proper notices on bulletin boards
- Working flashlights

Staff are working to implement the changes necessary. Contracted cleaning crews are being instructed as to the expectations per the regulations.

State licensing of child care centers by the Department of Children and Families is being conducted currently in Royal and Mabry Centers. These licenses should be renewed without problem.

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Task Force
FROM: Tim Center
RE: Head Start Update
DATE: March 14, 2016

The following serves as my update regarding the Head Start program. My Head Start Director's Report is also serving to update on the program for the Directors and Policy Council.

Budget

The projected renovations budget shortfall will be absorbed by a line of credit. The food budget with the pending changes will keep the program budget line solvent and ahead of budget by the end of the fiscal year.

Staffing

Weekly Management Team meetings and Education Coordinator meetings focus on current job descriptions, responsibilities and current workloads to ensure accountability and responsibility. This process is also revealing concerns about certain aspects about operations that are also being addressed.

Curriculum

Working with the Early Learning Coalition, we will develop a training protocol to implement the *Creative Curriculum*.

Facilities

Royal Head Start Center will open the first day of spring break. Mabry Center kitchen upgrades will be complete by the end of the month.

Federal and State Regulations

The Agency contracted with Back 2 Basics to conduct a thorough Environmental Health and Safety monitoring. The report was enlightening as to the steps necessary to clean up the classrooms and meet with regulations associated with the subject.

HHS Program Director and Manager will be on site to visit the program the week of March 21.



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Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT MARCH 2016

Administrative

- Completed Human Resources Audit and held management training session with Bill Krizner.
- Held an OSCARS contest for staff.
- Opened new office in Jefferson County.
- Pending a re-organization of office responsibilities, personnel review will examine assignments and responsibilities to encourage cross-training and holistic approach to families through bundled services.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin'-By World* transition luncheons held in Leon and Gadsden. Jefferson County will be March 21. Wakulla and Calhoun/Liberty will be next. Working to strengthen community connections. *Staying Ahead* mentor orientation held in Leon County with more than 20 new mentors.
- Successfully began offering bundled services and outreach opportunities for Intake and Head Start to work together. Launched outreach plans for South City and Mabry Street. Setting up monthly calendar to serve all Centers.
- Co-located the Wakulla County office with the CareerSource Capital Region office. Wakulla County staff resigned and new hire is being pursued.
- Hosting Phil DeVol, author of *Getting Ahead*, to conduct regional training for facilitators which will include Case Managers and Head Start Family Advocates – March 29-30, 2016.
- Secured a \$25,000 grant from the Office of the Attorney General for Financial Literacy efforts.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Step Up for Gadsden being evaluated for the model for other community engagement and recruitment efforts.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region and now participating in the Community of Practice effort.
- Will be working with CareerSource Florida Executive Committee in April to discuss new vision of prosperity for employers and employees.

Impact: Developing the infrastructure necessary to support the Agency mission

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Resource Development

- Developing a work plan for the Spring *Benevon* mission-focused luncheon. Board member participation will be critical for fundraising.

Impact: Broaden the community network supporting the Agency efforts and services.

Florida Association for Community Action Board

- Thursday, March 24th – Board Conference Call

Out of Office

- Florida Head Start Conference – April 19-22, 2016
- Vacation – May 5, 2016
- Florida Association for Community Action Conference – May 10-13, 2016
- Vacation – May 13, 2016
- CAPLAW Conference – June 22-23, 2016
- Vacation – June 24, 2016
- National Community Action Partnership Conference – August 30-September 2, 2016