

**Financial Statement Narrative
For the Four Months Ending January 31, 2016
Capital Area Community Action Agency**

As of January 31, 2016, we are 33% of the way through the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses to be approximately 33% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 42% and 40% of their respective budgets. Our overall year to date net income is \$142,819.

In-kind revenue for Federal purposes was \$51,423 for January for a total of \$214,813 for the fiscal year. The local match for the year so far is \$127,609. We are at 42% of the \$820,251 Federal match required for the fiscal year ending September 30th 2016.

Expenditure Variances and Explanations

The Statement of Revenue and Expenditures tracks year-to-date progress by budget line item. Actual revenues and expenditures are compared to the original budget for each budget line item by amount and percentage. Some budget line items may be below or above the expected percentage at any given point in the year. This can be caused by something as innocuous as the revenue or expense occurring unevenly at different points of time during the year, such as a one-time insurance payment. In other words, one twelfth of every budget item is not necessarily paid each month. Therefore, when there is a significant variance, the following explanations are provided. It is important to note that, while a specific line item may be over budget, the overall Agency budget should not be over budget. Adjustments are often made at the end of a grant or fiscal year to ensure that all budgets are balanced.

Workers Comp- is over budget benchmark due primarily to a large up front binder and then a payment to our former carrier based on a closing audit. However, based on the rate increase due this line item will likely be over the annual budget for the year.

Indirect Costs – is over benchmark budget because the Indirect rate has been raised from 17.2% to 20%. We can expect this number to continue to be over the budget benchmark.

Travel – Out of Area – is cyclical and will reflect an increase in training travel in the next few weeks. It is also a line item that we may adjust when budgeting cost overruns in other areas.

Program Supplies - is over the budget benchmark due to a number of purchases made at the beginning of the Head Start school year. This expense will return to the expected benchmark in the next couple of months.

Speech Services – is over budget benchmark due to a majority of the work being done in the early part of the school year.

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Health/Fitness- is over the budget benchmark but based on the school year being 40% complete, it is right on target.

General Liability and Property- is over benchmark because there is a substantial binder paid at the beginning of the fiscal year for our Liability Insurance in addition to POI insurance being paid (this is reimbursed by our Weatherization vendors) and Special Risk Assessment Insurance for Head Start.

Communications – is over budget benchmark due to the revamping of the Head Start phone system early in the year. This expense will not continue to increase at the same rate for the remainder of the fiscal year as most of the work has been completed.

Repairs and Maintenance- is over the benchmark budget primarily due to the cost overruns at Royal. When the work is done, we will determine what needs to be expensed and what should be capitalized.

Equipment Maintenance – is higher than the benchmark budget due to a number of maintenance issues. This number may need to be adjusted as the year progresses.

Vehicle Expense - is over the benchmark budget due to a binder, which is made at the beginning of the fiscal year for our auto insurance.

Technology – is over the benchmark budget due to a large number of software contracts being renewed in addition to expenses carried forward from last fiscal year.

Fees, Licenses, and Permits – are higher the budget benchmark due to accreditation expenses in Head Start.

Dues/Subscriptions – are over the benchmark due to a number of payments being made to organizations at the beginning of the year. Over the course of the year, this variance is expected to even out.

Client Assistance – is expected to be higher as the Liheap and Weatherization grants are coming to their close.

Expendable Equipment – is over the budget benchmark due to the purchase of equipment at the beginning of the school year.

Registration Fees – are over the benchmark because a number of meetings are coming up in the near future. In addition, in the past some meeting registrations have been included in travel costs for conferences and this year we are separating these out in order to get a better picture of travel costs.

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Training, Meetings and Workshops – are higher than the benchmark because training is done primarily during the school year and this will even out as the year progresses.

Staff Development – expenses are over the budget benchmark due to the purchase holiday gift cards given to employees in December. This number will level out during the remainder of the year.

Advertising – is over the benchmark budget due to a number of positions being open and the process of filling those positions.

Raw Food Cost – is higher than budgeted but given that the school year is 40% complete this number is realistic. As the new food service plan is implemented, raw food costs should go down.

Capital Area Community Action Agency
Statement of Revenues and Expenditures Report
For the Four Months Ending 1/31/2016

| | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|--|-------------------------------|---------------------------|--|-----|
| Revenue | | | | |
| 4000 Government Contracts - FEDERAL | 3,281,002 | 1,284,567 | (1,996,435) | 39% |
| 4010 Government Contracts - STATE | 2,489,315 | 1,221,472 | (1,267,844) | 49% |
| 4020 Government Contracts - LOCAL | 117,500 | 36,726 | (80,774) | 31% |
| 4100 Grants - Other Not-for-Profits | 40,800 | 8,831 | (31,969) | 22% |
| 4200 Contributions | 37,500 | 8,567 | 28,933 | 23% |
| 4320 Commissions-Vending/Photo | 1,100 | 862 | (238) | 78% |
| 4960 Fringe Pool Revenue | 629,891 | 254,059 | (375,832) | 40% |
| 4970 Indirect Pool Revenue | <u>533,706</u> | <u>204,587</u> | <u>(329,119)</u> | 38% |
| Total Revenue | <u>7,130,814</u> | <u>3,019,671</u> | <u>(4,111,143)</u> | 42% |
| Expenditures | | | | |
| 6010 Salaries & Wages | 2,382,173 | 895,067 | 1,487,105 | 38% |
| 6110 Fringe | 678,584 | 254,059 | 424,526 | 37% |
| 6120 FICA | 169,157 | 60,522 | 108,635 | 36% |
| 6130 Unemployment | 37,800 | 13,613 | 24,187 | 36% |
| 6140 Workers Compensation | 52,245 | 23,559 | 28,686 | 45% |
| 6150 Health Insurance | 317,989 | 104,195 | 213,794 | 33% |
| 6160 Life Insurance | 25,200 | 8,540 | 16,660 | 34% |
| 6170 Retirement | 24,000 | 8,582 | 15,418 | 36% |
| 6180 Staff Screenings | 3,769 | 1,426 | 2,343 | 38% |
| 6210 Indirect Costs | 487,766 | 205,987 | 281,779 | 42% |
| 6310 Travel - In Area | 21,052 | 3,958 | 17,094 | 19% |
| 6315 Travel - Out of Area | 13,602 | 239 | 13,363 | 2% |
| 6410 Office Supplies | 25,591 | 6,142 | 19,449 | 24% |
| 6415 Program Supplies | 20,423 | 9,574 | 10,849 | 47% |
| 6420 Classroom Supplies | 62,585 | 14,124 | 48,461 | 23% |
| 6430 Kitchen Supplies | 20,000 | 5,926 | 14,074 | 30% |
| 6440 Medical/Dental Supplies | 3,500 | 717 | 2,783 | 20% |
| 6510 Copies/Printing/Copier | 38,751 | 5,008 | 33,743 | 13% |
| 6600 Postage and Delivery Expense | 6,444 | 564 | 5,879 | 9% |
| 6710 Contractual Services/Professional | 316,356 | 91,170 | 225,186 | 29% |
| 6720 Speech Services | 23,550 | 15,712 | 7,838 | 67% |
| 6740 Mental Health Services | 12,875 | 2,350 | 10,525 | 18% |
| 6750 Health/Fitness | 79,200 | 36,058 | 43,142 | 46% |
| 6810 Rent/Space Cost | 305,454 | 85,790 | 219,664 | 28% |
| 6820 Utilities | 92,116 | 24,095 | 68,021 | 26% |
| 6830 General Liability and Property | 38,528 | 24,272 | 14,256 | 63% |

Capital Area Community Action Agency
Statement of Revenues and Expenditures Report
For the Four Months Ending 1/31/2016

| | | | | |
|-------------------------------------|------------------|------------------|------------------|-----|
| 6840 Communications | 54,171 | 27,761 | 26,410 | 51% |
| 6850 Repairs and Maintenance- | 152,804 | 67,570 | 85,235 | 44% |
| 6910 Equipment Maintenance | 22,450 | 9,938 | 12,512 | 44% |
| 6920 Vehicle Expense | 29,864 | 13,907 | 15,957 | 47% |
| 6930 Equipment Lease | 20,200 | 4,234 | 15,967 | 21% |
| 6940 Technology | 43,550 | 24,932 | 18,618 | 57% |
| 7010 Fees, Licenses, and Permits | 7,249 | 4,875 | 2,374 | 67% |
| 7020 Dues/Subscriptions | 11,995 | 6,310 | 5,685 | 53% |
| 7100 Volunteer | 750 | 0 | 750 | 0% |
| 7210 Client Assistance | 1,138,288 | 658,066 | 480,222 | 58% |
| 7310 Equipment (\$5,000 or more) | 20,387 | 0 | 20,387 | 0% |
| 7320 Expendible Equipment | 26,918 | 12,389 | 14,529 | 46% |
| 7410 Registration Fees | 5,350 | 3,247 | 2,103 | 61% |
| 7420 Training/Meetings/Workshops | 63,107 | 28,332 | 34,774 | 45% |
| 7430 Staff Development | 6,000 | 2,437 | 3,563 | 41% |
| 7440 Advisory/Board Member Expenses | 5,600 | 1,685 | 3,915 | 30% |
| 7450 Advertising | 5,881 | 4,324 | 1,557 | 74% |
| 7460 Parent Activities | 1,134 | 321 | 813 | 28% |
| 7510 Raw Food Cost | 255,582 | 104,439 | 151,143 | 41% |
| 7630 Bank Service Charges | 3,050 | 836 | 2,214 | 27% |
| Total Expenditures | <u>7,133,039</u> | <u>2,876,852</u> | <u>4,256,187</u> | 40% |
| Excess Revenue over (under) | (2,225) | <u>142,819</u> | <u>145,044</u> | |

Capital Area Community Action Agency
Balance Sheet
For the Period Ending 1/31/2016

Current Period
Balance

Assets

| | |
|-------------------------------------|-------------------------|
| Petty Cash | 498 |
| Cash Operating Hancock Bank | 473,455 |
| Cash in Bank - Restricted | 76,812 |
| Grants Receivable | 612,444 |
| Building | 245,000 |
| Accumulated Depreciation - Building | (80,514) |
| Equipment | <u>13,973</u> |
| Total Assets | <u>1,341,668</u> |

Liabilities and Net Assets

Liabilities

| | |
|---------------------------------------|----------------|
| Accounts Payable | 38,368 |
| Accrued Wages | 99,571 |
| Accrued Fringe Benefits | 6,200 |
| Contract Advances | 255,596 |
| Contingent Liab-Sunshine St Micro | 22,993 |
| Liability- Head Start Parent Activity | 3,605 |
| Notes Payable | 138,473 |
| Deferred Income | <u>51,476</u> |
| Total Liabilities | <u>616,283</u> |

Net Assets

Beginning Net Assets

| | |
|---|-------------------------|
| Unrestricted Net Assets | 284,448 |
| Invested Property and Equipment | <u>298,118</u> |
| Total Beginning Net Assets | 582,566 |
| Current Net Income | <u>142,819</u> |
| Total Net Assets | <u>725,385</u> |
| Total Liabilities and Net Assets | <u>1,341,668</u> |

Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending January 31, 2016

| Match Source | Total Needed | YTD | YTD % | Remaining | Remaining % |
|--------------------------------|-----------------|----------------|------------|----------------|----------------|
| Government Contracts - Local | | 15,723 | | | |
| Grants - Other Not for Profits | | 6,667 | | | |
| In-Kind Revenue | | 214,813 | | | |
| VPK | | 105,219 | | | |
| | 820,251 | 342,422 | 42% | 477,829 | 58% |

Capital Area Community Action Agency
Head Start Credit Card Activity
For the Month of January 2016

| <u>HANCOCK BANK</u> | <u>FUND</u> | <u>GL</u> | <u>AMOUNT</u> |
|------------------------------|-------------|-----------|-----------------|
| Red Cross | 1064 | 7420 | 50.00 |
| Gate | 1064 | 6920 | 41.92 |
| FL Fingerprint | 1064 | 6180 | 76.75 |
| FL Fingerprint | 1064 | 6180 | 76.75 |
| QuickIDCards.com | 1064 | 6415 | 295.13 |
| Fiscal Insti | 1064 | 7420 | 300.00 |
| Region IV Headstart | 1064 | 7420 | 325.00 |
| Office Depot | 1064 | 6415 | 35.96 |
| Hodges Heating and Air | 1064 | 6850 | 371.00 |
| Gate | 1064 | 6920 | 41.02 |
| RPS | 1064 | 7420 | 2.50 |
| Region IV Headstart | 1064 | 7420 | 325.00 |
| Sheraton ATL | 1064 | 7420 | 169.72 |
| FDLE | 1064 | 6180 | 24.00 |
| Indeed | 1064 | 7450 | 959.74 |
| American Airlines/Great Wolf | 1064 | 7420 | 1,399.72 |
| Office Depot | 1064 | 7460 | 25.98 |
| Publix | 1064 | 7440 | 9.27 |
| Olive Garden | 1064 | 7440 | 127.75 |
| Walmart | 1064 | 6420 | 101.49 |
| Early Education & Care | 1064 | 7430 | 80.00 |
| DTIS UPS | 1064 | 6180 | 68.50 |
| Toys R Us | 1064 | 6420 | 8.99 |
| Early Education & Care | 1064 | 7430 | 10.00 |
| WKU T TAS | 1064 | 7420 | 275.00 |
| Window World | 1064 | 6850 | 82.50 |
| Early Education & Care | 1064 | 7430 | 10.00 |
| Eastbay | 1064 | 6415 | 33.01 |
| Michaels | 1064 | 6420 | 62.96 |
| Walmart | 1064 | 6415 | 61.76 |
| Pods | 1064 | 6850 | 149.00 |
| Total Hancock Bank | | | 5,600.42 |
| LOWES | 1064 | 6850 | 153.37 |
| LOWES | 1064 | 6850 | <u>222.13</u> |
| TOTAL LOWES PURCHASES | | | 375.50 |

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account:

52541

52541
2/12/2016

| Invoice | Description |
|----------|------------------------------|
| 012716DJ | ACCT# XXXX6623/ DARREL JAMES |

| Amount |
|------------|
| \$1,809.90 |

Hancock Bank
MAHAN

02/17/16 12:35

Seq: 0024 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6623
Credit Card Payment \$1,809.90

Posting Date: 02/17/16

Thank you for banking with Hancock

\$1,809.90

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TRANSACTION DETAIL

| Post Date | Tran Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|-----------|-------------------------|------|---|-----------|
| 01-04 | 12-31 | 24692165365000694437503 | 8398 | ARC*RED CROSS DONATION 800-733-2767 CA | M50.00 |
| 01-05 | 01-04 | 24445006005000578666674 | 5411 | PUBLIX #610 TALLAHASSEE FL | M15.37 |
| 01-06 | 01-04 | 24692166005000246658576 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M41.92 |
| 01-11 | 01-08 | 24692166008000860126071 | 9399 | FL FINGERPRINT 626-32 PASADENA CA | M76.75 |
| 01-11 | 01-08 | 24692166008000860126113 | 9399 | FL FINGERPRINT 626-32 PASADENA CA | M76.75 |
| 01-13 | 01-13 | 74270846013100005533812 | 0000 | BRANCH PAYMENT - THANK YOU | M1,350.10 |
| 01-18 | 01-16 | 24071056017985325599008 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M2.00 |
| 01-18 | 01-16 | 24071056017985325598950 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M10.00 |
| 01-18 | 01-16 | 24071056017985325598836 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M13.00 |
| 01-18 | 01-16 | 24071056017985325598992 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M20.00 |
| 01-18 | 01-16 | 24071056017985325599040 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M33.00 |
| 01-18 | 01-14 | 24692166015000286908533 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M41.02 |
| 01-18 | 01-16 | 24071056017985325598828 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M43.00 |
| 01-18 | 01-16 | 24071056017985325598786 | 7999 | SKY ZONE - TALLAHASSEE TALLAHASSEE FL | M60.00 |
| 01-18 | 01-15 | 24254776017473520402056 | 5111 | QUICKIDCARD.COM, INC. 800-8775704 NY | M295.13 |
| 01-20 | 01-19 | 24492156019894665458949 | 7392 | PAYPAL *FISCALINSTI 402-935-7733 CA | M300.00 |
| 01-20 | 01-19 | 24431066020206011500088 | 8641 | REGION IV HEADSTART 770-490-9198 GA | M325.00 |
| 01-22 | 01-20 | 24445746021100406434468 | 5943 | OFFICE DEPOT #108 TALLAHASSEE FL | M35.96 |
| 01-22 | 01-20 | 24426296021980002944393 | 1711 | HODGES HEATING AC & REFRI 850-576-1401 FL | M371.00 |

wa - Red Cross

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| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--------------------------|---------------------|--|
| 01/27/16 | 4802-3900-0050-6623 | NEW PURCHASES AND OTHER CHARGES 1,809.90 |
| CUSTOMER SERVICE CALL | | NEW CASH ADVANCES 0.00 |
| | | CREDITS 1,350.10 |
| Toll Free 1-800-448-8812 | | STATEMENT TOTAL 459.80 |
| | | TOTAL IN DISPUTE 0.00 |
| | | CREDIT LIMIT 3,000.00 |

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

52543
2/12/2016

| Invoice | Description |
|----------|------------------------------|
| 012716LL | ACCT# XXX6067/ LAURIE LEINER |

ount
\$497.22

Hancock Bank
MAHAN
02/17/16 12:39

Seq: 0036 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6067

Credit Card Payment \$497.22

Posting Date: 02/17/16

Thank you for banking with Hancock

\$497.22

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TRANSACTION DETAIL

| Post Date | Tran Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|-----------|-------------------------|------|--|-------------|
| 01-11 | 01-07 | 24755426008150088939987 | 7523 | RPS TALLAHASSEE KLEMAN PL TALLAHASSEE FL | M2.50 |
| 01-12 | 01-11 | 24431066012206011000089 | 8641 | REGION IV HEADSTART 770-490-9198 GA | M325.00 |
| 01-13 | 01-13 | 74270846013100005533754 | 0000 | BRANCH PAYMENT - THANK YOU | M1,015.28cr |
| 01-13 | 01-12 | 24431056012036015938807 | 3503 | SHERATON ATLANTA HOTEL ATLANTA GA 1593880 ARRIVAL: 01-12-16 | M169.72 |

Headstart Conf.

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--------------------------|---------------------|---|
| 01/27/16 | 4802-3900-0046-6067 | NEW PURCHASES AND OTHER CHARGES 497.22 |
| CUSTOMER SERVICE CALL | | NEW CASH ADVANCES 0.00 |
| Toll Free 1-800-448-8812 | | CREDITS 1,015.28 |
| | | STATEMENT TOTAL 518.06 |
| | | TOTAL IN DISPUTE 0.00cr |
| | | CREDIT LIMIT 3,500.00 |

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATI

52546

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

52546
2/12/2016

| Invoice | Description |
|----------|--------------------------------------|
| 012716NS | ACCT#XXXX7366/ NINA SINGLETON (SELF) |

| Amount |
|------------|
| \$2,628.22 |

Hancock Bank
MAHAN
02/17/16 12:34

Seq: 0022 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx7366
Credit Card Payment \$2,628.22
Posting Date: 02/17/16
Thank you for banking with Hancock

\$2,628.22

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
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TRANSACTION DETAIL

| Post Date | Tran Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|-----------|-------------------------|------|--|------------------------|
| 01-04 | 01-01 | 24692166001000509169158 | 5969 | INDEED 203-564-2400 CT | M201.46 ✓ |
| 01-13 | 01-13 | 74270846013100005533853 | 0000 | BRANCH PAYMENT - THANK YOU | M2,748.42cr ✓ |
| 01-14 | 01-13 | 24431066013026234126894 | 9399 | FDLE CCHINET 850-410-8161 FL | M24.00 ✓ |
| 01-18 | 01-15 | 24692166015000531752710 | 5969 | INDEED 203-564-2400 CT | M500.23 ✓ |
| 01-27 | 01-25 | 24906046026041600015103 | 3618 | GREAT WOLF GRAPEVINE GRAPEVINE TX 117793730 ARRIVAL: 01-25-16 | M179.66 ✓ |
| 01-27 | 01-25 | 24906046026041600015319 | 3618 | GREAT WOLF GRAPEVINE GRAPEVINE TX 117793752 ARRIVAL: 01-25-16 | M179.66 ✓ |
| 01-27 | 01-26 | 24692166026000942513674 | 5969 | INDEED 203-564-2400 CT | M502.81 ✓ |
| 01-27 | 01-25 | 24717056026870265638108 | 3001 | AMERICAN AI 0017735717785 CHICAGO IL SELF/NINA DEPARTURE: 02-16-16 TLH AA O DFW AA N TLH | M520.20 ✓ |
| 01-27 | 01-25 | 24717056026870265638116 | 3001 | AMERICAN AI 0017735717786 CHICAGO IL JACKSON/KRISTIN DEPARTURE: 02-16-16 TLH AA O DFW AA N TLH | ✓1,040.40 M520.20 ✓ |

wipfli Training -
Nina + Kristin

Nina Self 2/15/16

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--------------------------|---------------------|---|
| 01/27/16 | 4802-3910-0008-7366 | NEW PURCHASES AND OTHER CHARGES  2,628.22 |
| CUSTOMER SERVICE CALL | | NEW CASH ADVANCES 0.00 |
| Toll Free 1-800-448-8812 | | CREDITS 2,748.42 |
| | | STATEMENT TOTAL 120.20 |
| | | TOTAL IN DISPUTE 0.00cr |
| | | CREDIT LIMIT 3,500.00 |

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account:

02040
52545
2/12/2016

| Invoice | Description |
|----------|---------------------------------|
| 012716NR | ACCT#XXXX6706/ NICHELE RICHARDS |

| Amount |
|----------|
| \$163.00 |

Hancock Bank
MAHAN
02/17/16 12:37

Seq: 0030 ID: 102385 CB: 7123

Account Number: xxxxxxxxxxxx6706
Credit Card Payment \$163.00
Posting Date: 02/17/16
Thank you for banking with Hancock

\$163.00

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TRANSACTION DETAIL

| Post Date | Tran Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|-----------|-------------------------|------|--------------------------------------|-----------|
| 01-13 | 01-13 | 74270846013100005533713 | 0000 | BRANCH PAYMENT - THANK YOU | M690.51cr |
| 01-13 | 01-11 | 24445746012100411363661 | 5943 | OFFICE DEPOT #108 TALLAHASSEE FL | M25.98 |
| 01-22 | 01-21 | 24445006022000597073232 | 5411 | PUBLIX #1051 TALLAHASSEE FL | M9.27 |
| 01-25 | 01-21 | 24164076022140111430005 | 5812 | OLIVE GARDEN 00012369 TALLAHASSEE FL | M127.75 |

STATEMENT DATE
01/27/16

ACCOUNT NUMBER
4802-3910-0009-6706

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

ACCOUNT SUMMARY

| | |
|---------------------------------|---------------|
| NEW PURCHASES AND OTHER CHARGES | 163.00 |
| NEW CASH ADVANCES | 0.00 |
| CREDITS | 690.51 |
| STATEMENT TOTAL | 527.51 |
| TOTAL IN DISPUTE | 0.00cr |
| CREDIT LIMIT | 2,500.00 |

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OPERATING

52542

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account

52542
2/12/2016

| Invoice | Description | Amount |
|---|--------------------------------|------------|
| 012716KJ | ACCT#XXXX7303- KRISTEN JACKSON | \$1,160.71 |
| Hancock Bank MAHAN 02/17/16 12:38 | | |
| Seq: 0034 ID: 102385 CB: 7123 | | |
| Account Number: xxxxxxxxxxxx7303 | | |
| Credit Card Payment \$1,160.71 | | |
| Posting Date: 02/17/16 | | |
| Thank you for banking with Hancock | | |
| | | \$1,160.71 |

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TRANSACTION DETAIL

| Post Date | Tran Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|-----------|-------------------------|------|--|-----------|
| 12-31 | 12-30 | 24226385365400001867880 | 5411 | WAL-MART #4520 TALLAHASSEE FL | M101.49 |
| 01-11 | 01-08 | 24435656008083755017961 | 7393 | DTIS UPS PROJECTS ALEXANDRIA VA | M88.50 |
| 01-11 | 01-08 | 24431066009026209581848 | 8351 | EARLY EDUC & CARE INC .EECKIDS.ORG FL | M80.00 |
| 01-13 | 01-13 | 74270846013100005533770 | 0000 | BRANCH PAYMENT - THANK YOU | M149.00cr |
| 01-15 | 01-14 | 74435656014083004217443 | 7393 | DTIS UPS PROJECTS ALEXANDRIA VA | M88.50 |
| 01-18 | 01-15 | 24391216016508309838103 | 5945 | TOYS R US #8730 TALLAHASSEE FL | M8.99 |
| 01-18 | 01-15 | 24492156015894577328853 | 7392 | PAYPAL *FISCALINSTI 402-935-7733 CA reimb feb Stmt | M300.00 |
| 01-20 | 01-20 | 74270846020100005555659 | 0000 | BRANCH PAYMENT - THANK YOU made 1/20 | M969.99cr |
| 01-20 | 01-19 | 24073146019900016100029 | 8220 | WKU T TAS 999-9999999 KY | M275.00 |
| 01-21 | 01-20 | 24493986021207612600031 | 5200 | WINDOW WORLD OF TALLAHAS 8505628800 FL | M82.50 |
| 01-21 | 01-20 | 24013396020002616218862 | 4225 | PODS #102 PODS.COM FL | M149.00 |
| 01-22 | 01-21 | 24431066022026269423876 | 8351 | EARLY EDUC & CARE INC .EECKIDS.ORG FL | M10.00 |
| 01-22 | 01-21 | 24435656021083316674683 | 7393 | DTIS UPS PROJECTS ALEXANDRIA VA | M68.50 |
| 01-25 | 01-22 | 74013396022002890408299 | 4225 | PODS #102 TALLAHASSEE FL | M149.00 |
| 01-25 | 01-22 | 24431066023026272544899 | 8351 | EARLY EDUC & CARE INC .EECKIDS.ORG FL | M10.00 |
| 01-25 | 01-22 | 24717056022160229291036 | 5655 | EASTBAY 800-8262205 WI | M33.01 |
| 01-25 | 01-23 | 24692166024000598476558 | 5970 | MICHAELS STORES 1551 TALLAHASSEE FL | M62.96 |
| 01-26 | 01-25 | 24445006026400145001246 | 5411 | WM SUPERCENTER #1408 TALLAHASSEE FL | M61.76 |
| 01-27 | 01-26 | 24013396026003436115282 | 4225 | PODS #102 PODS.COM FL | M149.00 |

Supplies for In Service
riding - V. Johnson for
V. Johnson for
Supplies for In Service
Institute - S. Sga
Legis
- Royal
rage for Royal
- DeShondrea Bir
thing - D. Bird
- Thomas Cristo

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|---|---------------------|--|
| 01/27/16 | 4802-3920-0002-7303 | NEW PURCHASES AND OTHER CHARGES <i>(initials)</i> 1,460.71 |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW CASH ADVANCES 0.00 |
| | | CREDITS 1,336.49 |
| | | STATEMENT TOTAL 124.22 |
| | | TOTAL IN DISPUTE 0.00 |
| | | CREDIT LIMIT 2,000.00 |

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Account Number 821 3010 111387 3

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Customer Service: 1-800-444-1408

| Summary of Account Activity | |
|-----------------------------|-----------------|
| Previous Balance | \$180.44 |
| - Payments | \$180.44 |
| - Other Credits | \$0.00 |
| + Purchases/Debits | \$375.50 |
| + Fees Charged | \$0.00 |
| + Interest Charged | \$0.00 |
| New Balance | \$375.50 |
| Credit Limit | \$10,000.00 |
| Available Credit | \$9,624.00 |
| Statement Closing Date | 02/02/2016 |
| Days in Billing Cycle | 31 |

| Payment Information | |
|---------------------------|------------|
| New Balance | \$375.50 |
| Total Minimum Payment Due | \$25.00 |
| Payment Due Date | 02/28/2016 |

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FEB 08 2016

BY: _____

| Transaction Summary | | | | | Amount |
|---------------------|-----------|-------------------------------------|--------------------------------------|--|------------|
| Tran Date | Post Date | Reference Number/ Invoice Number | Description of Transaction or Credit | | |
| 01/06 | 01/06 | 39070 | STORE 0417 TALLAHASSEE FL | | \$153.37 |
| 01/06 | 01/06 | 24017 | STORE 0417 TALLAHASSEE FL | | \$222.13 |
| 01/16 | 01/16 | | PAYMENT - THANK YOU | | (\$180.44) |

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

| Type of Balance | Expiration Date | Annual Percentage Rate | Balance Subject To Interest Rate | Interest Charge | Balance Method |
|-------------------|--------------------|---------------------------|-------------------------------------|--------------------|-------------------|
| Regular Purchases | NA | 21.00% | \$0.00 | \$0.00 | 2D |

Important Account Information

5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT POINT OF SALE FOR ALL QUALIFYING INVOICES THAT APPEAR ON THIS STATEMENT. PLEASE CONSULT YOUR ORIGINAL SALES RECEIPT FOR LINE ITEM DETAIL ON THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS YOUR SUPPLIER.

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NAT078, or call toll-free 1-800-444-1408.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights Information and other important information.

