

Capital Area Community Action Agency

Head Start Policy Council Meeting

AGENDA

June 16, 2016

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes May 19, 2016
5. Action
 - a. Financial Report
 - b. Personnel Actions
 - c. Self Assessment
6. Center Updates- What's working and what's not?
7. Director's Report
8. Office of Head Start Updates
9. Chairperson's Report
10. Other Business
11. Meeting Adjourned

Next Meeting: Scheduled for July 21, 2016



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



Head Start Policy Council Meeting

Minutes

May 19, 2016

6:00 pm

1. Meeting called to order at 6:12pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: : Na'Sheida Francois (R), Lauren Johnson (R), Luciana Brown, (R), Faline Moses (CR), Charlean Lanier (CR) and Tiffany Similien(CR)

Capital Area Community Action Agency staff present included the following people: Darrel James, Nichele Rolle, Laura Ward, Kristin Jackson, and Tim Center

3. We now have a quorum.

4. Action Items

- a. Minutes- The minutes were reviewed by all members of Policy Council.

A Motion to approve the minutes was made by Charlean Lanier. The motion was seconded by Lauren Johnson. The motion was approved and carried forward.

- b. Financial Report- The financial report was reviewed by Laura Ward.

Lauren asked to clarify the ending date of the fiscal year. Laura confirmed the fiscal year end is September 30. Also, if the line item for Staff Development, that's currently showing as under budget, would be used prior to the end of the fiscal year. It was explained by Tim that the program is planning on utilizing the dollars during the upcoming months to facilitate additional training and the provide opportunities for staff to attend training and workshops.

A motion to accept and approve the financial report was made by Luciana Brown. The motion was seconded by Charlean Lanier. The motion was approved and carried forward.

- c. Cost of Living Adjustment (COLA) - Tim reviewed the spending plan for the recent Cost of Living Allowance of \$58,419.00 that was awarded by the Department of Health and Human Services to the Agency. This will result in a 1.8% raise for the staff and the ability to offset the cost of supplies and operational cost.

A motion to approve the spending plan (COLA) was made by Lauren Johnson. The motion was seconded by Charlean Lanier. The motion was approved and carried forward.

- d. Supplemental Funding Request- Tim covered the attached proposed budget request for supplemental funding. This request for funding will address environmental health and safety needs of the Head Start Center. The request includes playground equipment & upkeep, kitchen renovations, and center classroom construction for the Bainbridge Road Head Start center along with a request for a new school bus and passenger vans.

A motion to approve the Supplemental Funding Request was made by Lauren Johnson. The motion was seconded by Charlean Lanier. The motion was approved and carried forward.

- e. Personnel Actions- There is currently a candidate, Ms. Tonjia Baker, who is being interviewed for the Early Childhood Development Manager Position. If an offer is rendered further information would be provided to Policy Council to review and vote upon.

Tim also covered staffing goals and ratios for the upcoming school year. The program will begin to take a look at how to ensure we have the enough Teachers, Teaching Assistants and subs in the center to all the Education Specialist to execute their role/job duties without having to fill in the teacher role(s). Also how to allow the Head Start Center Directors to stay out of the classrooms so that they can actual execute their role. The adjustment will further facilitate a more efficient operation of the center(s).

- f. Franklin County Calendar- Nichele reviewed the Franklin county school county and made the following adjustments for our Franklin County Head Start calendar:
 - i. October 17, 2016 will be an In-Service Day for staff
 - ii. November 21-25, 2016 Franklin County will be closed for the Thanksgiving Holiday
 - iii. Students will return to school from Spring Break on March 21, 2017. March 20th will be an In-Service day for staff.
 - iv. The last day of school will by May 26, 2017

A motion to accept and approve the calendar was made by Luciana Brown. The motion was seconded by Charlean Lanier. The motion was approved and carried forward.

5. Center Updates: What's working and What's not:

- a. Luciana states that everything is going great and the transition ceremony was a huge success. Compliments was also provided to the students in the VPK classes that are striving hard to learn their sight words. In addition to the feedback, Luciana provided an update on Kindergarten registration and what is expected. Luciana suggested bringing

all the teachers up to speed on the sight words requirements. Some of the parents at the center were not aware of the sight words or the kindergarten standards. She also suggests more meetings like the one held with the Principal.

- b. Lauren stated that everything is working fine at the center. Lauren wanted to know if the Program can post notice to the parents to remind them not to leave the children unattended in the car. Staff will work to address this issue as well as car seats.
 - c. Na'Sheida requested clarification on the requested dress for transition ceremonies and what was decided by Policy Council.
6. Director's Report: Tim reviewed the attached Director's Report for the month of May. In addition to the report the following topics were discussed:
- a. Currently, Kristin is working to complete the annual self-assessment that has to be submitted to the Department of Health and Human Service by July 1, 2016. In order to get this approved the Policy Council will review and discuss and approve the assessment during a conference call.
 - b. On May 31, there will be an all agency staff training to cover coming attractions. Also, to review and implement a better New Hire training process. There will be a pre-service session in August to get all the current staff on the same page.
 - c. The program is also looking to improve the Open House process and how it is done. Ideas were discussed with current parents on ways the process can be improved and our expectations.
7. Office of Head Start Updates (PI): Tim reviewed the attached Program Instruction (PI) which provides information about additional funds that are available to Head Start next year to either extend the programs length of day or the length of the school year. Although the likelihood of receiving the grant was small, it was decided that Head Start will submit a request to extend the school year for the L. B. Royal Center.
8. Chairperson's Report: No report provided for review.
9. Self-Assessment Review: Kristin provided an update on the self-assessment status. She is needing additional parent feedback and will work with Nichele to solicit more feedback from our parents.
10. Open Discussion: None
11. The meeting was adjourned at 7:24pm

Statement of Revenues and Expenditures
Head Start Programs
For the 7 Months Ended 4/30/2016

	Current Year Total Budget		
	Actual	- Original	%
Revenue			
4000 Government Contracts - FEDERAL	2,093,914	3,281,002	64%
4010 Government Contracts - STATE	385,617	526,000	73%
4020 Government Contracts - LOCAL	39,369	60,000	66%
4100 Grants - Other Not-for-Profits	<u>11,667</u>	<u>20,000</u>	58%
Total Revenue	<u>2,530,566</u>	<u>3,887,002</u>	65%
Expenditures			
6010 Salaries & Wages	1,066,040	1,764,314	60%
6110 Fringe	300,274	503,039	60%
6180 Staff Screenings	1,495	1,800	83%
6210 Indirect Costs	270,921	453,357	60%
6310 Travel - In Area	662	2,000	33%
6410 Office Supplies	4,858	9,000	54%
6415 Program Supplies	20,479	24,500	84%
6420 Classroom Supplies	16,891	25,403	66%
6430 Kitchen Supplies	15,091	16,000	94%
6440 Medical/Dental Supplies	901	1,500	60%
6510 Copies/Printing/Copier	4,356	8,200	53%
6600 Postage and Delivery Expense	768	1,480	52%
6710 Contractual Services/Professional	40,705	47,500	86%
6720 Speech/Mental Services	47,449	41,885	113%
6750 Health/Fitness	59,182	72,098	82%
6810 Rent/Space Cost	110,506	184,000	60%
6820 Utilities	38,695	62,616	62%
6830 General Liability and Property	18,202	21,000	87%
6840 Communications	30,329	37,530	81%
6850 Repairs and Maintenance- Building	200,147	217,474	92%
6910 Equipment Maintenance	9,476	16,500	57%
6920 Vehicle Expense	19,818	23,500	84%
6930 Equipment Lease	4,868	8,500	57%
6940 Technology	14,483	28,000	52%
7010 Fees, Licenses, and Permits	4,492	6,000	75%
7020 Dues/Subscriptions	4,980	6,000	83%
7100 Volunteer	0	750	0%
7320 Expendible Equipment	23,179	30,600	76%
7410 Registration Fees	2,000	4,000	50%
7420 Training/Meetings/Workshops	22,686	35,974	63%
7430 Staff Development	1,604	2,250	71%
7440 Advisory/Board Member Expenses	1,448	2,400	60%
7450 Advertising	5,424	7,500	72%
7460 Parent Activities	321	1,134	28%
7510 Raw Food Cost	176,004	219,198	80%
Total Expenditures	<u>2,538,734</u>	<u>3,887,002</u>	65%
Excess Revenue over (under)	<u>(8,168)</u>	<u>0</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending April 30, 2016

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		49,371			
Grants - Other Not for Profits		13,455			
In-Kind Revenue		372,912			
VPK		196,723			
		632,461	77%	187,790	23%
		820,251			

Capital Area Community Action Agency
 Credit Card Activity
 For the Month Ended 4/30/2016
 Fund GL

Vendor Name	Expenses	Code	Code
DTIS UPS	68.50	1064	6180
L2G Fingerprint	76.75	1064	6180
Staples	10.99	1064	6420
Michaels	100.46	1064	6420
Office Depot	144.98	1064	6420
TLC Chiropractic	40.00	1064	6750
Newmans Auto	168.00	1064	6920
Gate	39.00	1064	6920
Shell	12.00	1064	6920
Gate	55.60	1064	6920
Gate	44.00	1064	6920
Kangaroo	12.00	1064	6920
Early Learning	325.00	1064	7410
ELC Big Bend	25.00	1064	7410
Best Transportation	39.00	1064	7420
Pza E	20.54	1064	7420
Porano Past	14.21	1064	7420
Auntie Annes	3.99	1064	7420
Culinara	8.43	1064	7420
Subway	10.39	1064	7420
Taze Mediterranean	13.11	1064	7420
Old Spaghetti Warehouse	25.56	1064	7420
Hampton Inn	783.72	1064	7420
Publix	48.57	1064	7420
EE & C	10.00	1064	7420
Feldsmen Tucker Leife	149.00	1064	7420
EE & C	20.00	1064	7420
EE & C	15.00	1064	7420
Feldsmen Tucker Leife	149.00	1064	7420
Hilton Hotels	590.27	1064	7420
Piggly Wiggly	49.04	1064	7440
Winn Dixie	64.40	1064	7440
Winn Dixie	100.86	1064	7450
Cupcake Diva - Paypal	115.00	1064	7450
Toys R Us	149.99	1064	7450
Walgreens	22.68	1064	7450
Walgreens	35.34	1064	7450
Walgreens	37.47	1064	7450
Michaels	22.95	1064	7450
Hobby Lobby	27.93	1064	7450
Dollartree	30.00	1064	7450
Staples	75.57	1064	7450
CVS	5.80	1064	7450
Michaels	26.84	1064	7450
Indeed	353.46	1064	7450
Total HANCOCK CC - HANCOCK	4,140.40		
LOWE'S	1,125.87	1064	6850
Total LOWES - LOWE'S	1,125.87		
Total Credit Cards	5,266.27		

CAPITAL AREA COMMUNITY ACTION AGENCY GENERAL OF

Payee HANCOCK BANK
Vendor ID HANCOCK CC

53112
5/17/2016

Invoice	Description
042716DJ	ACCT# XXXX6623/ DARREL JAMES

Amount
\$1,973.46

Hancock Bank
MAHAN
05/18/16 13:15

Seq: 0042 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6623
Credit Card Payment \$1,973.46
Posting Date: 05/18/16
Thank you for banking with Hancock

\$1,973.4

LMP40 M/P CHECK
Rev 2/14



10130/10130 (11/15) 678099

... plus 3.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-29	03-28	24323036089122088010020	7538	NEWMAN'S AUTO AIR TALLAHASSEE FL	M168.00 ✓
04-04	04-01	74207856093160103442159	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M149.90cr
04-04	04-01	24164076093105129208127	5943	STAPLES 00110726 TALLAHASSEE FL	M10.99 ✓
04-04	04-01	24207856093160103442188	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M56.18 ✓
04-04	04-01	24207856093160103441958	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M89.99 ✓
04-04	04-01	24207856093160103442162	5046	BIG BEND RESTAURANT SUPPL TALLAHASSEE FL	M149.90 ✓
04-06	04-04	24692166096000349734050	5542	GATE 1194 Q80 TALLAHASSEE FL	M39.00 ✓
04-07	04-06	24210736098207771000048	8041	TLC CHIROPRACTIC, INC. 850-222-5700 FL	M40.00 ✓
04-11	04-09	24316056101548798040736	5541	SHELL OIL 57542529904 TALLAHASSEE FL	M12.00 ✓
04-11	04-08	24692166100000343516663	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M100.46 ✓
04-11	04-08	24445006100600256726544	5411	WINN-DIXIE #0086 TALLAHASSEE FL - lost Rept Aff	M100.87 ✓
04-11	04-09	24492156100894624855052	5499	PAYPAL *CUPCAKEDIVA 402-935-7733 CA	M115.00 ✓
04-11	04-08	24391216100508309805893	5945	TOYS R US #8730 TALLAHASSEE FL	M149.99 ✓
04-13	04-11	24692166103000114794777	5542	GATE 1194 Q80 TALLAHASSEE FL	M55.60 ✓
04-20	04-20	74270846111100005928120	0000	BRANCH PAYMENT - THANK YOU	M658.05cr
04-21	04-19	24445746111100523884273	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M144.98 ✓
04-22	04-20	24692166112000965900258	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00 ✓
04-25	04-23	24492156114741448040920	7929	SQ *FRONT TALLAHASSEE FL	M696.50 ✓



STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04/27/16	4802-3900-0050-6623	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 1,973.46
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 807.95
		STATEMENT TOTAL 1,165.51
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00

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Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

53113

53113
5/17/2016

Invoice	Description
042716FO	ACCT# 5696/ FATIMA OLEANHIELE-ALEXANDER



Hancock Bank
MAHAN
05/18/16 13:20

Seq: 0052 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx5696
Credit Card Payment \$1,023.04
Posting Date: 05/18/16
Thank you for banking with Hancock

int
\$1,023.04

\$1,023.04

LMP40 M/P CHECK

Rev 2/14



101301

10130/10130 (11/15) 678099

AMENDMENT OF ACCOUNT AGREEMENT: Beginning March 29, 2016, the Annual Percentage Rate will be computed monthly as of the last day of each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
04-12	04-11	24610436102004162574955	5542	KANGAROO CITGO # 1442 TALLAHASSEE FL	M12.00 ✓
04-13	04-12	24798656104034091361013	4121	BEST TRANSPORTATION OF SAINT LOUIS MO	M39.00 ✓
04-14	04-13	24164076104531738037648	5814	PZA E CLT 12203337 CHARLOTTE NC	M20.54 ✓
04-15	04-13	24342856105700050529768	5812	PORANO PASTA ST. LOUIS MO	M14.21 ✓
04-18	04-17	24231686109400120005003	5814	AUNTIE ANNE'S TX111 DALLAS TX	M3.99 ✓
04-18	04-14	24427336105720022346779	5411	CULINARIA #301 ST. LOUIS MO	M8.43 ✓
04-18	04-16	24164076108255214869094	5814	SUBWAY 00442814 DFW AIRPORT TX	M10.39 ✓
04-18	04-14	24013396106002035086509	5812	TAZE MEDITERRANEAN STREET SAINT LOUIS MO	M13.11 ✓
04-18	04-15	24493986107207799700064	5812	OLD SPAGHETTI FCTRY 12 SAINT LOUIS MO	M25.56 ✓
04-18	04-17	24755426108151083547956	3665	HAMPTON INNS SAINT LOUIS MO	M783.72 ✓
			00004752	ARRIVAL: 04-12-16	
04-20	04-20	74270846111100005928021	0000	BRANCH PAYMENT - THANK YOU	M1,632.64cr
04-20	04-19	24445006111000592749853	5411	PUBLIX #1051 TALLAHASSEE FL	M74.12 ✓
04-26	04-25	24445006117000563081744	5411	PUBLIX #1051 TALLAHASSEE FL	M17.97 ✓

attention
intervention

CAT
800

STATEMENT DATE 04/27/16	ACCOUNT NUMBER 4802-3900-0054-5696	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,023.04
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,632.64
		STATEMENT TOTAL 609.60
		TOTAL IN DISPUTE 0.00cr
		CREDIT LIMIT 2,000.00

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Payee HANCOCK BANK
Vendor-ID HANCOCK CC

Acco

53116
5/17/2016

Invoice	Description
042716NR	ACCT# XXXX6706/ NICHELE RICHARDS

Hancock Bank
MAHAN
05/18/16 13:17

Seq: 0046 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6706
Credit Card Payment \$1,464.62
Posting Date: 05/18/16
Thank you for banking with Hancock

Amount
\$1,464.62

\$1,464.62

LMP40 M/P CHECK

Rev 2/14



101301

0130 (11/15) 678099

Beginning March 29, 2016, the Annual Percentage Rate will be computed monthly as of the last day of each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-30	03-29	24164076089091007728673	5411	TARGET 00008441 TALLAHASSEE FL	M60.00
03-30	03-29	24445006090000538097941	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M120.00
03-30	03-29	24247606089300418929258	5812	BAMBOO WOK TALLAHASSEE FL	M160.00
04-06	04-05	24445006097000612362610	5411	PUBLIX #782 TALLAHASSEE FL	M24.61
04-06	04-05	24445006097000612362792	5411	PUBLIX #782 TALLAHASSEE FL	M32.99
04-06	04-05	24445006097600242382910	5912	WALGREENS #4091 TALLAHASSEE FL	M100.00
04-06	04-05	24492156096741481640653	5812	SQ *GAINES STREET P TALLAHASSEE FL	M154.60
04-08	04-07	24445006099600238909773	5912	WALGREENS #10717 TALLAHASSEE FL	M20.89
04-08	04-07	24445006099600238909690	5912	WALGREENS #9578 CRAWFORDVILLE FL	M22.68
04-08	04-07	24445006099600238909443	5912	WALGREENS #3374 TALLAHASSEE FL	M35.34
04-08	04-07	24445006099600238909518	5912	WALGREENS #4091 TALLAHASSEE FL	M37.47
04-11	04-08	24692166100000343516168	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M22.95
04-11	04-08	24445006100200158066881	5945	HOBBY-LOBBY #469 TALLAHASSEE FL - lost receipt	M27.93
04-11	04-08	24164076100868032170004	5331	DOLRTREE 2222 00022228 TALLAHASSEE FL	M30.00
04-11	04-08	24164076100105006416307	5943	STAPLES 00110726 TALLAHASSEE FL	M75.57
04-12	04-11	24445006103000606704605	5411	PUBLIX #1051 TALLAHASSEE FL	M48.57
04-13	04-12	24445006104000584562784	5411	PUBLIX #782 TALLAHASSEE FL	M15.56
04-14	04-12	24269796104100838229310	5814	JIMMY JOHNS - 169 - MO 850-575-4725 FL	M97.98
04-15	04-12	24164076105868057290005	5331	DOLRTREE 1135 00011353 TALLAHASSEE FL	M35.90
04-20	04-20	74270846111100005928187	0000	BRANCH PAYMENT - THANK YOU	M374.43cr
04-20	04-19	24445006111600236409010	5912	WALGREENS #3374 TALLAHASSEE FL	M100.00
04-22	04-21	24427336112720038198819	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M49.04
04-22	04-21	24445006112300563793131	5411	WINN-DIXIE #0116 TALLAHASSEE FL	M64.40
04-27	04-26	24445006118000599638193	5912	CVS/PHARMACY #04469 TALLAHASSEE FL	M50.00
04-27	04-26	24445006118000599638011	5411	PUBLIX #782 TALLAHASSEE FL	M78.14

Display board

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04/27/16	4802-3910-0009-6706	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 1,464.62
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 374.43
		STATEMENT TOTAL 1,090.19
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,500.00

la

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Account #:

53114
5/17/2016

Invoice	Description	Amount
042716KJ	ACCT#XXXX7303/ KRITIN JACKSON	\$289.62
Total :		\$289.62

Handwritten notes:
3/17/16
3/17/16
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LMP40 M/P CHECK

Rev 2/14



1013010130 (11/15) 678099

For each current Billing Cycle and will be an annual rate equal to Wall Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-29	03-28	24431066089026123693466	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
03-30	03-28	24254776089467695720014	7399	FELDESMAN TUCKER LEIFE 202-4668960 DC	M149.00 ✓
04-08	04-07	24431066099026254283655	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL - <i>affidavit</i>	M20.00 ✓ <i>lost receipt</i>
04-11	04-08	24445006100000685470097	5912	CVS/PHARMACY #01256 TALLAHASSEE FL	M5.80 ✓
04-11	04-08	24692166100000343516242	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M26.84 ✓
04-14	04-13	24435656104083753680318	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
04-18	04-15	24226386107400005870550	5411	WAL-MART #4427 TALLAHASSEE FL	M9.48 ✓
04-20	04-20	74270846111100005928146	0000	BRANCH PAYMENT - THANK YOU	M1,233.03 cr

Handwritten signature: Maria Helf

Handwritten notes: 2 lost receipts

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
04/27/16	4802-3920-0002-7303	NEW PURCHASES AND OTHER CHARGES	289.62
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	0.00
		CREDITS	1,233.03
Toll Free	1-800-448-8812	STATEMENT TOTAL	943.41
		TOTAL IN DISPUTE	0.00 cr
		CREDIT LIMIT	2,000.00

Handwritten signature: ba

Bank

5/17/2016

Payee HANCOCK BANK
Vendor ID HANCOCK CC

Amount \$944.21

Invoice	Description
042716NS	ACCT# XXXX7366/ NINA SELF (SINI

Hancock Bank
MAHAN
05/18/16 13:16
Seq: 0044 ID: 101764 CB: 7122
Account Number: xxxxxxxxxxxx7366
Credit Card Payment \$944.21
Posting Date: 05/18/16
Thank you for banking with Hancock

\$944.

10130/10130 (11/15) 678099

LMP40 M/P CHECK

101301

the Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-29	03-28	24431066089026124457366	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M15.00 ✓
04-04	04-01	24692166092000358393990	5969	INDEED 203-564-2400 CT	M353.46 ✓
04-07	04-05	24254776097467695720030	7399	FELDESMAN TUCKER LEIFE 202-4668960 DC	M149.00 ✓
04-13	04-12	24492156103741360741276	8398	SQ *EARLY LEARNING TALLAHASSEE FL	M325.00 ✓
04-18	04-15	24492156106894770600603	8398	PAYPAL *ELCBIGBENDR 402-935-7733 CA	M25.00 ✓
04-20	04-20	74270846111100005927981	0000	BRANCH PAYMENT - THANK YOU	M921.07cr
04-20	04-19	24692166110000978008794	9399	L2G*FL FINGERPRINT 626-325-9600 CA	M76.75 ✓

*k.com adv.
dit - Erica Lawrence
background check
Care Trng
Regis for Training
by Smith*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04/27/16	4802-3910-0008-7366	NEW PURCHASES AND OTHER CHARGES 944.21
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 921.07
		STATEMENT TOTAL 23.14
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,500.00

53119

53119

53119

5/17/2016

COMMUNITY ACTION AGENCY GENER
Payee HANCOCK BANK
Vendor ID HANCOCK CC



Hancock Bank

Hancock Bank
MAHAN
05/18/16 13:13

Invoice Description
042716TC ACCT#6700 / TIM CENTER

Amount
0.00 \$2,953.27

Seq: 0038 ID: 101764 CB: 7122

Account Number: xxxxxxxxxxxx6700
Credit Card Payment \$2,953.27
Posting Date: 05/18/16
Thank you for banking with Hancock

0.00 \$2,953.27

LMP40 M/P CHECK

Rev 2/14

101301

10130/10130 (11/15) 678099

Street Prime on that day plus 5.75%. The Monthly Periodic Rate is 1/12th of each Annual Percentage Rate so calculated and will apply during the next Billing Cycle to calculate Finance Charges.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
03-29	03-28	24224436089104025158213	5812	GEORGIO'S TORREYA TALLAHASSEE FL	✓ M370.41
03-30	03-28	24431066089978001749002	3001	AMERICAN AIR0010627304286 FORT WORTH TX CENTER/TIM DEPARTURE: 03-28-16 RVU AA Y FEE	✓ M14.97
03-30	03-28	24431066089978000754508	3001	AMERICAN AIR0012195436583 FORT WORTH TX CENTER/TIM DEPARTURE: 04-05-16 TLH AA V MIA AA V TLH	✓ M540.20
04-04	04-01	24559306092900016500031	7399	COMMUNITY ACTION PROGRAM 617-3576915 MA	✓ M540.00
04-04	04-01	24210738092083305630097	8398	COMMUNITY ACTION PARTNER 202-265-7546 DC	✓ M595.00
04-11	04-09	24692166100000691715537	3509	MARRIOTT HARBOR BEACH FT LAUDERDALE FL 011778 ARRIVAL: 04-09-16	✓ M209.79
04-18	04-15	24610436107004035011974	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	✓ M14.99
04-18	04-15	24767256107000000439755	5192	THE WAKULLA NEWS 352-5636363 FL	✓ M44.00
04-19	04-18	24906416109025250628583	4816	DROPBOX*PC2J6NVF7JXX DB.TT/CHELPE CA	✓ M9.99
04-20	04-20	74270846111100005928047	0000	BRANCH PAYMENT - THANK YOU	M1,792.97cr
04-21	04-20	24692166111000713476602	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	✓ M23.65
04-25	04-22	24755426114161145674559	3504	HILTON HOTELS DAYTONA BEACH FL 0002242096	✓ M590.27

See attached note for credit next mo.

Reservation
ARRIVAL: 04-18-16 ml
Arrival: 6-22-23, 2016
Night deposit

cat 860

cat 800

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04/27/16	4802-3910-0005-6700	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES 2,953.27
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,792.97
		STATEMENT TOTAL 1,160.30
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 6,000.00

Payee LOWE'S
Vendor ID LOWES

Account #:

53092
5/12/2016

Invoice	Description	Discount	Amount
042816LOWES	ACCT# XXXX1113873/ REPAIRS FOR MULTIPLE HEADSTA...	\$0.00	\$1,125.87
Total :		\$0.00	\$1,125.87

Notes Repairs for centers.
acct # XXX 1113873

Prepared or Submitted by Printed Name Judy Green
Signature *Judy Green* 5-10-16

Approved by Printed Name Nina Self
Signature *Nina Self*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850	250*	600	\$ 182.06	-\$ 113.76
1064	6850	259	600	\$ 399.44	66.36
1064	6850	259	600	\$ 70.16	
1064	6850	259	600	\$ 204.82	
1064	6850	259	600	\$ 54.81	
1064	6850	252	600	\$ 11.37	
1064	6850	250*	600	\$ 55.10	
1064	6850	259	600	\$ 104.53	
1064	6850	255	600	\$ 223.70	
TOTAL				\$ 1,305.99	-\$ 180.12

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259
662.87
+104.53
767.40
250
123.40

Finance Department Only

Session Date APR 16 2012
Check Date _____ Check # _____