

# Capital Area Community Action Agency

## EXECUTIVE COMMITTEE

### Agenda

Tuesday, March 18, 2017 – 5:30 pm  
309 Office Plaza Drive, Tallahassee

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- I. Call to Order Charlean Lanier, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. Consent
- A. Executive Committee Minutes February 21, 2017
  - B. Executive Committee Minutes March 21, 2017
- V. Action – Recommendation for Review and Approval
- A. Fiscal Report
    - Narrative
    - Revenue & Expenditures Agency - 2 page
    - Balance Sheet
    - Credit Card Activity Spreadsheet
    - Credit Card Statements
    - Revenue & Expenditures by program
    - Head Start Match
- VI. Program Updates
- A. Family Support Services Department
  - B. Head Start
    - Credit Card report
    - Credit Card statements
- VII. Chief Executive Officer's Report
- A. Office building foreclosure update
- VIII. Chair's Report
- IX. Adjournment

***Next Executive Committee Meeting 4/18/17 – 5:30 pm – 309 Office Plaza Drive***

***Next Board of Directors Meeting 5/23/17 – 6:00 pm – Ghazvini Center for Healthcare Education***



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043  
[www.CapitalAreaCommunityAction.org](http://www.CapitalAreaCommunityAction.org)



Capital Area Community Action Agency, Inc.  
Executive Board Meeting  
February 21, 2017

**MINUTES DRAFT**

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**Members in Attendance:**

Charlean Lanier, Chair  
Cheryl Thompson, Vice Chair  
Brandon Wienke, Treasurer

**CACAA Staff:**

Tim Center  
Nina Self  
Stephanie Sgouros

Absent: Harold Ross, Secretary

The meeting was called to order by the Chair at 5:39 pm and a quorum was established.

Ms. Lanier called for the review and approval of the agenda. Mr. Wienke moved for approval and Ms. Thompson seconded the motion. It was unanimously approved.

The next item was the Consent Agenda which included the Executive Committee minutes from the January 17, 2017 meeting. Mr. Wienke moved for approval and Ms. Thompson seconded the motion. It was unanimously approved.

**Action Items**

***LIHEAP Subgrant Agreement Modification 2***

The first action item was the review and approval of the Low-Income Home Energy Assistance Program (LIHEAP) Subgrant Agreement Modification 2 with the Florida Department of Economic Opportunity. The amount of the modification is \$1,838,829. This modification is for Fiscal Year 2015 carryover funds. Mr. Wienke moved for approval and Ms. Thompson seconded the motion. It was unanimously approved.

***Fiscal Report***

Ms. Sgouros gave the fiscal report for the period ended 12/31/16. She stated that we were three months into the fiscal budget year, and expenditures should be about 25% of the annual allocation. She reported expenses and revenues are at about 30%, and there is a net loss of \$3,088. She stated it should even out before the end of the year. A new budget category entitled "Contractual Services – Health" was created. It combines the categories Speech, Medical/Dental, Mental Health and Health/Fitness Services. This change will allow us to more easily spend funds on the services that the children need without requiring the movement of budget authority. Ms. Thompson moved for approval of the fiscal report and Mr. Wienke seconded the motion. It was unanimously approved.

### ***Chief Executive Officer's Report***

Mr. Center reported the administrative office building is being foreclosed on by Centennial Bank. He met with the owner, Jim Rudnick to get more information and to determine if the agency could possibly buy the building. Chip Ciocchetti, our banker from Hancock Bank, and Board members Brandon Wienke and Cheryl Thompson were also in attendance. Staff attending was Stephanie Sgouros and Nina Self. Mr. Rudnick said this building was collateral for another project he was working on that didn't work out. The building price is \$600,000. We currently pay a sub-prime rental rate of \$8/sq. ft. If someone else bought the building they may go to market price which is \$14.00/sq. ft. Rudnick said he could find another investor to buy the building and rent it to us if we decided we didn't want to buy it. Mr. Center said we would come out better buying over renting. A down payment of 20% would be required. He said we have 10% now, but it would wipe out our reserve.

Mr. Center has talked with the representative at Centennial Bank who said the bank would probably buy the building back and resell it. They are willing to work with us if we wanted to purchase it. Centennial is in the process of getting an appraisal. After some discussion Ms. Lanier said the two Board members, Wienke and Thompson, would have to recuse themselves from voting on the financing if their bank submitted a proposal for financing.

Mr. Wienke moved for Mr. Center to go forward with the process of obtaining a loan for \$600,000 to purchase the building. Ms. Thompson seconded the motion, and it was unanimously approved.

Mr. Wienke moved for Mr. Center to encumber the Louise B. Royal Head Start Center for 20% of the loan. Ms. Thompson seconded the motion, and it was unanimously approved.

### **Program Updates**

#### ***Head Start***

Mr. Center reported that Franklin County Schools contacted us to say they will need to move all Pre-K classrooms to another location in the fall due to an increase in their enrollment. This includes the two classrooms we occupy and the ones that their Pre-K program occupies. The proposed site is an older building that needs a lot of repair and maintenance. Staff has been looking at alternative locations, but has not been successful in locating one yet. Staff has reported to the Board on several occasions the difficulty of finding staff with the right credentials to teach Head Start in Franklin County. Because of these two major issues staff is researching the need to no longer provide Head Start in Franklin County. Once sufficient data has been collected to justify the reallocation of slots, staff will present it to the Board for approval. This would also require approval from HHS. We wouldn't lose the 37 slots, but they would be transferred to Leon County to expand the program here.

CLASS evaluations are ongoing with teacher development plans being implemented. HHS Advisors visited with our team this week to provide technical assistance in this area.

A concept paper for the “Golden Apple Gala” was shared with the Board. The concept was introduced at the last Board meeting and excitement for the event has been generated from Board and staff. More details will be given in the next meeting.

The next full Board meeting will be held on March 20, 2017.

The meeting was adjourned at 7:02 pm by the Board Chair.

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Harold Ross, Secretary

Date: \_\_\_\_\_

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Capital Area Community Action Agency, Inc.  
Executive Board Meeting  
March 21, 2017

**MINUTES DRAFT**

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**Members in Attendance:**

Charlean Lanier, Chair  
Cheryl Thompson, Vice Chair  
Brandon Wienke, Treasurer  
Harold Ross, Secretary

**CACAA Staff:**

Tim Center  
Nina Self  
Stephanie Sgouros

The meeting was called to order by the Chair at 5:30 pm and a quorum was established.

Ms. Lanier called for the review and approval of the agenda. Mr. Ross moved for approval and Mr. Wienke seconded the motion. It was unanimously approved.

The next item was the Consent Agenda which included the Executive Committee minutes from the February 17, 2017 meeting. The minutes were inadvertently omitted from the meeting package so they were tabled until the next meeting.

**Action Items**

***Fiscal Report***

Ms. Sgouros gave the fiscal report for the period ended 1/31/17. She stated that we were four months into the fiscal budget year, and expenditures should be about 33% of the annual allocation. She reported expenses and revenues are at 41%. In-kind Contributions were at 41% which is where we should be at this time of the year. She stated that Contributions and Legal Expenses are both over their benchmark budget due to settlements in two Human Resource lawsuits which were not anticipated in the original budget. The agency had to pay the portion of the \$5,000 insurance deductible that wasn't paid in the prior year budget. The insurance company paid for everything else over that amount. Mr. Wienke moved for approval of the fiscal report and Mr. Ross seconded the motion. It was unanimously approved.

The Chair asked Mr. Center to give an update on the building foreclosure. Mr. Center said that because of the foreclosure issue the agency hasn't paid rent for two months. He said we were holding those funds until we are told by the court how to proceed. Ms. Sgouros said she would follow up with Centennial Bank to see how they wanted us to handle the rent sent they are the lienholder. Mr. Wienke said the foreclosure auction was to be held on March 22<sup>nd</sup> and he anticipates Centennial Bank would bid \$600,000. The auction site posted the building is worth \$500,000 so no one would probably bid against them.

***Franklin County Head Start***

Mr. Center presented a recommendation to the Board that the agency not provide Head Start services in Franklin County after this school year. The reasons were:

1. Franklin County Schools can no longer provide facilities for our program.
2. The lack of other properties in Franklin County to relocate the program.
3. The lack of transportation for the children if we moved off the school campus.
4. The workforce in Franklin County is lacking candidates that meet the DCF and Head Start qualifications for teaching staff. Most of the current staff has education waivers approved by HHS to allow them to work provided they are in school to get the required credentials.
5. Franklin County schools provide VPK services for 4-year olds. That would leave us with providing services to 3-year olds only. It would be hard to recruit two classrooms with only those demographics.

Mr. Center said the Board needed to make a decision soon because staff was recruiting for fall 2017 and parents were applying for the Franklin location. After some discussion Ms. Thompson moved that the agency shut down the Franklin Head Start Center after the school year ends and move the allocated slots to Leon County since HHS wouldn't penalize us from doing so. Mr. Ross seconded the motion and it was unanimously approved. The members told Mr. Center to make sure we help staff with the transition. Mr. Center stated that we would work with Work Force and the Franklin County Schools to see if we could get the employees placed as soon as possible.

### **Program Updates**

#### ***Head Start***

Mr. Center reported that the Head Start Pre-Service Training agenda will include trauma care training for all staff. This training will assist staff in providing better service to children in the classroom who may be experiencing some type of trauma. Poverty is a trauma situation and 100% of our students experience this.

Student attendance is increasing partially due to the Family Advocates contacting parents within a couple of hours of them being absent. This alerts them to any issues the parents may be experiencing in getting them to school, and they can assist them to resolve the issue. They are also working with the parents to improve enrollment in outer agency programs. 90% of Head Start parents are unemployed.

Staff is working on a process to improve collections of the parent portion of School Readiness fees. It is required that parents pay their portion so they won't be dropped by the Early Learning Coalition from the School Readiness program.

#### ***Getting Ahead***

A church in Calhoun County has adopted the Getting Ahead program. Our Calhoun County Case Manager, Clarissa Medina, is currently conducting a class that includes members from the church. The church sponsored the location and the workbooks for the class. A church in Jefferson County has also vowed support for the program financially, in-kind and mentors.

***LIHEAP***

The LIHEAP budget year will end on March 31<sup>st</sup>. We project that we will have less than 5% of the allocation remaining at that time. In the past we have had a “March Madness” to get everyone in so we can spend the dollars before the deadline so we wouldn’t have to return the funds. This year didn’t require that because we spent the monthly allocations. Dollars were reallocated to other counties from the counties who didn’t reach their monthly allocation.

**Weatherization**

The Weatherization contract was extended through 9/30/17. We have 7 months to complete 70 homes. We are working with SHIP fund agencies to partner and expand funds.

**CEO Report**

Wilma McKay, Executive Director of FACA has resigned. Mr. Center, as a member of the FACA Board, has been asked to chair the recruitment committee to find a replacement.

Mr. Center stated the Board needs to look at other revenue producing opportunities in case Congress cuts funding for the programs that we provide. Staff researched the option of providing a summer childcare program but the numbers showed we would lose more than gain to do that.

Ms. Lanier asked if there was an update on the Golden Apple Gala. Mr. Center said there was no update at this time but staff is working on details.

The next full Board meeting will be held on May 23, 2017.

The meeting was adjourned at 6:15 pm by the Board Chair.

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Harold Ross, Secretary

Date: \_\_\_\_\_

# Capital Area Community Action Agency

## Board of Directors Meeting Minutes March 28, 2017

### Member in Attendance:

Charlean Lanier, Chair  
Brandon Wienke, Treasurer  
Harold Ross, Secretary\*  
Bishop Willie Green\*  
Derrick Jennings  
Lauren Johnson  
Christy McElroy\*  
Kara Palmer Smith\*

### Staff:

Tim Center  
Stephanie Sgouros  
Venita Treadwell  
Kristin Reshard  
Judy Green

\*Attended by phone

Absent:

The meeting was called to order by the Chair at 6:03 p.m. and a quorum was established. The sign in sheet was passed out for signatures.

Mr. Wienke made the motion for the approval of the agenda. It was Ms. Johnson and unanimously approved.

Mr. Wienke made the motion for approval of the consent agenda. The motion was second by Ms. Johnson and it was unanimously approved.

Mrs. Sgourous gave the financial report for the 3<sup>rd</sup> quarter. She said that 33% of the budget was spent. She also said that the In-kind match was at 48% which is right about where we should be, but we must keep a close on it. We are over budget for legal expenses. Ms. Sgourous also said a \$42,000 draw down was done to cover the overage for the renovations done at Louise B. Royal. The savings of the food cost has been used to cover part of the overage for Louise B. Royal.

Mr. Weinke made a motion to approve the Fiscal Report. Mr. Jennings seconded the motion and unanimously approved.

Ms. Lanier wanted to know about the contributions and legal expenses.

Mrs. Treadwell had a question about the 6410 (office supplies). She wanted to know if that was what was left. Ms. Sgouros explained that she was not looking at the classroom supplies and told her which line it was. Ms. Treadwell thanks her for the explanation.

### Head Start

Mr. Center asked everyone to turn to page 27 in their packet. He said that the Franklin County School Superintendent told him that due to increase enrollment at the school they would not have room for Head Start at the school nor would they have any room at the old school where they will be locating the Pre-K program. Mr. Center said that with us being located at the central location, we took advantage of their transportation for our children. In order for us to stay in Franklin County we would have to not only find a location, but qualified staff. Mr. Center stated that there are other private child care facilities that could pick up the children. Then we would shift the 37 slots in Franklin County to Leon County. Then we would have to figure out where to put them. Mr. Center then told the Board that he had gotten a call from the Rocky Hannah, Leon County School Superintendent, who offered us 2 more classrooms at South City Center as well as a bus. Ms. McElroy wanted to know how Franklin County feels about the move. Mr. Center said that he didn't fully know if the school there knew what the Superintendent plan was. Mr. Center said we would provide support for the staff there with trying to assist them with finding another job. He said that the school will be offering School Readiness and VPK for the parents. Mr. Center said he wasn't sure how to approach the announcement with the parents. Mr. Center said it was hard for him to make that decision. Ms. Palmer said it would be a good idea to form a committee to figure out how to approach it. Mr. Center said it would be helpful to get the word out. Mr. Center said it was not about us or them kicking us to the curve. Mr. Wienke wanted to know if there will be a risk about another firm picking up Franklin County and lose part of our funding. Mr. Center said no. Mr. Center also said that he had been in contact with our HHS representative and they said they said we would not be a reduction of funds. Ms. Smith said if we could us the 37 slots in Leon County that's great.

Ms. Johnson said the questions the Policy Council had they were answered. The Franklin County representative was not there, but he said that the community always pulled together. They wanted to know about the domino effect. Mr. Center said that they had a 1:15 phone conference with the Franklin County staff. Mr. Center said that Darrel James and his staff will work with the parents in getting them registered at a new location.

Mr. Wienke made the motion to close the Franklin County Head Start Center. Ms. Johnson seconded the motion and it was unanimously approved.

Mr. Center then talked about the Bainbridge Road Center. Mr. Center said it was in need of major repair, the traffic was bad for getting out of the center and the location of apartment on both sides was not good. Mr. Center said that the owner offered to sell it to us for \$275,000 dollars. Mr. Center said the Policy Council said if the owner offered to give it us, don't even accept it.

Mr. Center said that the parents on School Readiness need to be properly invoiced for payment. He then told the Board that pages 36 through 43 are the monthly Head Start reports.

#### Golden Apple Gala

Mr. Center said that at the last Board meeting Mrs. Treadwell proposed a "Golden Apple Gala" to honor staff. Mr. Center then asked Mrs. Treadwell to speak. Mrs. Treadwell then passed out the information she and her team had put together to present to the Board. The sheet broke out the expenditures for the event. Mr. Center said he would like for a couple of Board member to be on the final committee. Mrs. Treadwell said with Gala maybe it would inspire our teachers and help with the retention of staff. It would also help the staff know who the Board and Policy Council members are. She felt like not only would it cause great retention but pride in our Agency. Mrs. Treadwell said we already had one sponsor, Mrs. Gaye Harper, who has volunteered to do all decoration for the event free. Mrs. Treadwell said that we are looking at two sites, the Tallahassee Elk Lodge and the Country Club with a tentative date of May 20<sup>th</sup>. Mr. Center said if any Board member would like to help please contact Mrs. Treadwell. Mr. Weinke suggested Cheryl Thompson the Vice Chair of the Board.

Mr. Center said that the LIHEAP contract will be closing out the end of this month and we have spent 95% of the funds which is great. The new contract should start in April.

Mr. Center told the Board that the Weatherization program has been expended for 3 months. He also said that Terry Mutch and Jerome Hamlet have done a great job with this program.

Mr. Center said that the Jefferson County Getting Ahead Program just had their graduation program. He also said that the Liberty and Calhoun County Getting Ahead Programs are getting started. The Getting Ahead Programs in Gadsden and Leon County have stalled because they don't have case managers. Mr. Center said that they are trying to get those 2 positions as well as a Case Manager Supervisor position filled. Ms. Johnson wanted to know if the positions have been advertised. Mr. Center said yes.

#### CEO Report

Mr. Center told the Board that Diane Haggerty had exhausted her FMLA and they had made contact with her about it. Mr. Center said he didn't think that she will be returning to her position, so the position will be advertised.

Mr. Center said the grant review for the city and county will be held on April 11<sup>th</sup> and April 19<sup>th</sup> around 5:00 p.m. Mr. Center told the Board that the review team will take notice when the Board participates in the review process. He said it would be nice if some Board members could show up for either review. Mr. Center also told the Board that there is an Income Council as well as Wells Fargo who are inviting us to apply for some funds that are available.

#### Foreclosure Update



Mr. Center told us that building the Administrative Office has been auction off and Centennial Bank purchased it back. They paid \$400,000 for it. The bank is trying to sell it for \$525,000. The question came up about the cost for the purchase of the building. Mr. Weinke said the bank would definitely try to sell it for about \$600,000 because of so many different costs they occurred during the purchase. Mr. Center said the Board may want to vote on pursuing the purchase of the building. Mr. Weinke said he didn't think that would work. Mr. Weinke said he think they would sell it for \$525,000. Mr. Weinke said we could take a secondary loan and we would be paying less than our rent. Mrs. Sgouros said if nothing major happen we would be okay. Mr. Weinke said that way we would have built a 20% cushion.

Mr. Weinke made a motion to allow us to purchase the building underneath a holding company at the appraised value.

Ms. McElroy wanted to know if we were in a hurry to purchase the building because she was not ready to vote on it. Mr. Center said no. Mr. Weinke said the bank is in a hurry to get rid of the building. Ms. McElroy said she understood that the Executive Board Committee had more information than her, but she needed more information before she could vote on it.

Mr. Weinke said he was sure that Centennial Bank will want to move it and he feels someone else is interested. Mr. Center said that they could write something up and give it to the Board for them to review. Mrs. Treadwell wanted to know what happens if someone came in and offered more would you go up on the offer. Mr. Center said no we would only but pays the market value. Mr. Weinke said we will allow Mr. Center and the fiscal department to express our interest in potentially purchasing the building.

Stephanie said she will go back and recalculate the figures.

Mr. Weinke suggested that the Board try to meet again the week of April 10<sup>th</sup> through 14<sup>th</sup>. The final date they came up with is April 12<sup>th</sup> at 12:00 to discuss the purchase of the building via conference call.

Ms. McElroy said she had some good news about dental car in Gulf County. The had received a grant from DuPont Need. This the last year that the grant will be given to churches. She said it will be going to community outreach. She said this may be something the agency may want to apply for next year.

#### Chair's Report

Ms. Lanier said she had been to San Francisco with Mr. Center. She said they had some great workshops and the trip was great.

They will work on getting the information about the foreclosure to the Board members.

Mr. Weinke made a motion the adjourn the meeting at 7:20 p.m. It was seconded by Ms. Johnson and unanimously approved.

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Harold Ross, Secretary

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Date Approved

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**Financial Statement Narrative  
For the Five Months Ending February 28, 2017  
Capital Area Community Action Agency**

As of February 28, 2017, we are a bit over 40 percent of the way through the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget with some Head Start expenses closer to 50%. At month end, the Year to Date Actual Revenue and Expenses are 49% and 48% of their respective budgets. Our overall year to date net income is \$58,314.

February's In-kind revenue for Federal purposes was \$53,684. When paired with our local match for the year of \$149,612, we are at 53% of the \$834,856 Federal match required for the fiscal year ending September 30, 2017.

**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.

Staff Screenings- is over budget due to an influx of Head Start employees.

Contractual Services – Health – is over benchmark budget due to evaluations and more services at the beginning of the year. This is a new line item that was formed from Speech, Mental and Health Services.

General Liability and Property Insurance – is over the benchmark budget due to a large upfront deposit. This expense occurs over 10 months.

Vehicle Expense – part of the Auto Insurance is charged to this line item and is tied to the large upfront deposit as above. This balance will come back in-line with budget during of the course of the year.

Dues and Subscriptions – is over the benchmark budget due to a large number of subscriptions due in the early part of the year but will even out.

Client Assistance – this item is over benchmark budget due to the ending of the LIHEAP grant. This is expected to change in April, with the start of the new LIHEAP grant.

**Financial Statement Narrative**  
**For the Five Months Ending February 28, 2017**  
**Capital Area Community Action Agency**

Registration Fees – this item is over benchmark budget due to a change in the way registrations are now accounted for, separately from other travel costs. Any overages will be covered by training and out-of-town travel budget.

Raw Food Cost – is slightly over the benchmark budget. Over the course of the year, this should even out, especially as there will be no expenses in this category in June and July.

Contributions and Legal Expenses - are both over their benchmark budget due to settlements in two Human Resource lawsuits, which were not anticipated in the original budget. Insurance reimbursed CACAA for most of the cash outlay.

Capital Area Community Action Agency  
Statement of Revenues and Expenditures  
For the 5 Months Ended 2/28/17

		Total	Current	Total	
		Budget -	Year	Budget	
		Original	Actual	Variance -	%
				Original	
<b>Revenue</b>					
4000	Government Contracts - FEDERAL	3,339,421	1,415,960	(1,923,461)	42%
4010	Government Contracts - STATE	2,631,235	1,566,838	(1,064,397)	60%
4020	Government Contracts - LOCAL	119,500	58,590	(60,910)	49%
4100	Grants - Other Not-for-Profits	26,000	20,264	(5,736)	78%
4200	Contributions	22,500	68,656	46,156	305%
4300	Special Events	0	582	582	
4320	Commissions-Vending/Photo	1,100	860	(240)	78%
4950	Interest Income	0	33	33	
4960	Fringe Pool Revenue	736,907	267,089	(469,818)	36%
4970	Indirect Pool Revenue	613,907	258,652	(355,255)	42%
4995	Other Revenue	0	6,105	6,105	
	<b>Total Revenue</b>	<u>7,490,570</u>	<u>3,663,629</u>	<u>(3,826,940)</u>	49%
<b>Expenditures</b>					
6010	Salaries & Wages	2,586,280	1,114,880	1,471,401	43%
6110	Fringe	714,418	313,842	400,576	44%
6120	FICA	200,000	77,042	122,958	39%
6130	Unemployment	53,407	23,996	29,411	45%
6140	Workers Compensation	65,000	16,071	48,929	25%
6150	Health Insurance	350,000	158,775	191,225	45%
6160	Life Insurance	30,000	10,970	19,030	37%
6170	Retirement	30,000	12,013	17,987	40%
6180	Staff Screenings	2,305	2,447	(142)	106%
6210	Indirect Costs	609,400	268,318	341,082	44%
6310	Travel - In Area	16,922	4,714	12,207	28%
6315	Travel - Out of Area	21,182	2,601	18,582	12%
6410	Office Supplies	20,539	5,086	15,452	25%
6415	Program Supplies	23,561	11,369	12,192	48%
6420	Classroom Supplies	46,903	4,266	42,637	9%
6430	Kitchen Supplies	23,982	10,406	13,576	43%
6440	Medical/Dental Supplies	2,000	0	2,000	0%
6510	Copies/Printing/Copier	25,276	7,867	17,409	31%
6600	Postage and Delivery Expense	5,073	756	4,317	15%
6710	Contractual Services/Professional	341,154	96,774	244,380	28%
6715	Contractual Services -	112,517	79,511	33,006	71%
6810	Rent/Space Cost	244,859	110,931	133,928	45%
6820	Utilities	73,324	26,404	46,919	36%
6830	General Liability and Property	40,859	28,298	12,561	69%

Capital Area Community Action Agency  
Statement of Revenues and Expenditures

		For the 5 Months Ended 2/28/17			
6840	Communications	60,604	27,268	33,336	45%
6850	Repairs and Maintenance-	162,943	73,069	89,873	45%
6910	Equipment Maintenance	29,872	11,023	18,849	37%
6920	Vehicle Expense	41,964	25,094	16,870	60%
6930	Equipment Lease	14,743	6,212	8,531	42%
6940	Technology	35,650	11,826	23,824	33%
7010	Fees, Licenses, and Permits	8,310	3,562	4,747	43%
7020	Dues/Subscriptions	17,048	11,450	5,598	67%
7100	Volunteer	750	0	750	0%
7210	Client Assistance	1,191,919	871,901	320,019	73%
7320	Expendible Equipment	46,010	12,060	33,950	26%
7410	Registration Fees	11,473	9,449	2,024	82%
7420	Training/Meetings/Workshops	60,169	25,512	34,656	42%
7430	Staff Development	7,239	2,751	4,488	38%
7440	Advisory/Board Member Expenses	6,200	1,311	4,890	21%
7450	Advertising	7,283	0	7,283	0%
7460	Parent Activities	1,134	87	1,047	8%
7510	Raw Food Cost	144,397	84,165	60,232	58%
7530	Legal Expenses	0	39,884	(39,884)	100%
7610	Interest Expense	500	0	500	0%
7630	Bank Service Charges	3,400	1,353	2,047	40%
	Total Expenditures	<u>7,490,569</u>	<u>3,605,316</u>	<u>3,885,254</u>	48%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>58,314</u>	<u>58,314</u>	



Capital Area Community Action Agency  
Balance Sheet  
For the 5 Months Ended 02/28/17

	Current Period Balance
<b>Assets</b>	
Petty Cash	510
Cash Operating Hancock Bank	77,341
Cash-Bank Restricted	77,740
Grants Receivable	637,398
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,043,885</u>
<b>Liabilities and Net Assets</b>	
<b>Liabilities</b>	
Accounts Payable	32,658
Accrued Leave	59,615
Accrued Wages	25,487
Accrued Fringe Benefits	3,265
Accrued Taxes	4,214
Contract Advances	80,487
Due to Grantor	0
Contingent Liab Sunshine St Micro Unobligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	370,798
<b>Net Assets</b>	
Beginning Net Assets	
Unrestricted Net Assets	289,875
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	614,773
Current Net Income	<u>58,314</u>
Total Net Assets	<u>673,087</u>
Total Liabilities and Net Assets	<u>1,043,885</u>

Capital Area Community Action Agency, Inc.  
 Head Start NFS Match Requirements  
 For the Month Ending February 28, 2017

<b>Match Source</b>	<b>Total Needed</b>	<b>YTD</b>	<b>YTD %</b>	<b>Remaining</b>	<b>Remaining %</b>
Government Contracts - Local		30,118			
Grants - Other Not for Profits		8,335			
In-Kind Revenue		255,470			
VPK		149,612			
		<b>443,536</b>	<b>53%</b>	<b>391,320</b>	<b>47%</b>
		<b>834,856</b>			

## Emergency Services Program

### *National Performance Indicator*

*Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential By Strengthening Family and Other Supportive Environments. This report started October 1st 2016 and will end September 30<sup>th</sup> 2017.*

### *Low Income Home Energy Assistance Program*

Below is the total unduplicated number of households/individuals served for March 2017. The Low Income Home Energy Assistance 16-17 Grant ended March 31, 2017. The new 17-18 Low Income Home Energy Assistance Grant started April 1, 2017 and will end March 31<sup>st</sup>, 2018.

<b>County</b>	<b>Oct 2016</b>	<b>Nov 2016</b>	<b>Dec 2016</b>	<b>Jan 2017</b>	<b>Feb 2017</b>	<b>Mar 2017</b>	<b>Total</b>
<b>Calhoun</b>	24/52	28/54	19/52	14/31	23/45	26/42	134/276
<b>Franklin</b>	10/24	18/50	7/18	9/21	10/16	18/36	72/165
<b>Gadsden</b>	74/214	78/228	47/120	97/211	89/231	84/200	469/1204
<b>Gulf</b>	13/25	12/28	3/11	10/17	9/11	6/15	53/107
<b>Jefferson</b>	25/64	31/55	32/92	30/76	35/73	34/62	187/422
<b>Leon</b>	288/844	248/705	205/574	258/681	204/483	239/589	1442/3876
<b>Liberty</b>	12/35	10/36	10/29	12/28	16/31	14/23	74/182
<b>Wakulla</b>	15/52	26/86	13/43	12/29	18/46	8/28	92/284
<b>Totals</b>	461/1310	451/1242	336/939	442/1094	404/936	429/995	2523/6516

### Emergency Services Community Services Block Grant – Rentals Assistance 6.2.C

From October 1<sup>st</sup>, 2016 to December 31<sup>st</sup>, 2016 a total of (358) families were assisted with emergency rental assistance (22) families received assistance with a rental deposit.



---

## Head Start to shut down next year

### Wednesday

Posted Apr 12, 2017 at 4:00 PM

Updated at 10:27 AM

By DAVID ADLERSTEIN

Apalachicola Times Editor

Follow

A lack of affordable space and transportation, and a difficulty finding certified staff, have prompted closure of the county's Headstart program, at least for the next school year.

In an April 7 letter to the parents of the 37 students currently enrolled in the program, Tim Center, CEO of the Capital Area Community Action Agency (CACAA), which administers Head Start in the county, outlined the reasons why the program for 3 to 5-year-olds will not be accepting applications for the 2017-18 school year.

"A number of factors require us to make significant changes that will impact Franklin County for an indefinite period of time," he wrote. "This decision was not made lightly."

In a telephone interview last week, Center said that both the board of the non-profit CACAA, as well as the policy council that governs the Head Start contract for Leon, Jefferson and Franklin counties, had voted to approve cancelling the program in Franklin County for next year.

"We have been working through this for several months, and have had conversations with Superintendent Traci Moses to figure out what decisions will be made for us and what we do in light of those decisions," he said. "We'll be taking at least a year off."

In his letter, Center wrote that “a major catalyst prompting this decision” was that space would no longer be available in 2017-18 at either the Franklin County School main campus, or on the campus of the former Brown Elementary School.

“Head Start has relied greatly upon the transportation services provided by the school district to permit students from Apalachicola, Carrabelle and Eastpoint to attend Head Start,” Center wrote. CACAA has operated the Head Start program in Franklin County since 1994, and over that time, has had locations in Apalachicola, Carrabelle and Eastpoint, though not all at the same time.

In an interview Monday, Moses confirmed that growth in the district’s enrollment numbers next year would mean adding a fifth kindergarten class next year, and that with three pre-Kindergarten classes, and five classes in each of the first, second and third grades, the school would need both rooms now being used by Head Start.

“We’re completely out of space,” said Moses.

The district extended space on the campus to Head Start a couple years ago, and the program moved over from the portable classrooms that it had been using on the former Brown campus in Eastpoint.

Returning to Brown, though, isn’t an option next year, since the alternative school is moving back there, and other classroom space is needed for adult education.

Of the two portables that had been housed there, one is in poor shape, with a leaky roof and holes in the floors, and the other is needed for The Nest after-school program, Moses said.

Center made clear in the interview that the decision to move Head Star to the main campus had been a big boon to the program, which at one time had operated Head Start in both Eastpoint and Carrabelle.

“With that move came an incredible opportunity to provide a seamlessness from early childhood education to a K-12 environment, strengthened by transportation,” he said, noting that the Head Start children could ride the bus with older siblings.

“We were trying to make a very significant attempt in Franklin County to meet the needs of most of those folks eligible for our services, and at the same time we’re strengthening the entire family structure by encouraging students to come to school,” Center said.

“There’s an intangible value when little brother goes with big brother. You get a kid thinking ‘I go to school, that’s what I do.’ These are all very good things that were happening and we have a very difficult choice right now that will be temporary but is necessary.” HE SAID.

Center also made clear that transportation and available space were not the only reasons for discontinuing the program.

“To open a classroom in each of the three towns would require enough staff who have the required credentials to serve in Head Start, including a four-year degree in early childhood education and the Childhood Development Associate (CDA) credential,” he wrote in his letter. “Finding qualified staff in Franklin County who meet the federal rules has been very difficult.”

Center said four of the program’s six staffers in the county -a director, two teachers, two CDAs and a family advocate – are employed under waivers from federal guidelines because they have not earned the required educational credentials.

“The way Head Start has progressively increased the requirements and credentials of the educational staff, we would need to be able to find staff who met all qualifications,” he said. “In instances where it is difficult to find those staff we have been requesting waivers of staff not having requisite requirements.

“Without transportation to a centralized site in Franklin County, we would have to shift to multiple locations and we’re having difficulty staffing within a single location now,” Center said. “Multiply that by two or three, it becomes nearly impossible.

“The issue is that when you need to hire qualified staff, that the workforce available in Franklin County is not there and that can be a challenge,” he said.



Center said Franklin County has representatives on both the CACAA board, as well as the Head Start Policy Council. He said board member Carol Barfield was unable to attend the board meeting when the decision was made, “but was aware of what we were working on,” and that Bob Shattuck was in the hospital at the time of the last Policy Council meeting when this issue was considered.

Center said CACAA’s total Head Start grant is for \$4.1 million, to serve 378 children in the three counties. “With 37 students (in Franklin County), we have about \$370,000 available – this is not enough to provide for three locations, plus transportation and fully staff each location,” he said.

“This is the reality, of a very deserving community that makes it very hard to fulfill federal requirements,” Center said.

He said the funds that had been expended in Franklin County will be redirected to Leon County, where about 4,000 children are eligible for the current allocation of 350 slots.

Center estimated that about 13 students will be impacted next year by the closure, since the 5-year-olds will move into Kindergarten, and the 4-year-olds into the state-funded voluntary pre-Kindergarten program at the school. Those who are 3-year-olds are being encouraged to apply for School Readiness funding from the Early Learning Coalition.

Center said he plans to answer questions from parents at a meeting slated for Thursday afternoon, April 27 in the Head Start classrooms at the school.

Sarah Wilson, parent of a Head Start 3-year-old, said she was distressed to see the program disappear next year.

“Dante likes it, he enjoys the teachers,” she said. “His vocabulary has improved, he’s potty-trained now. They do a great job helping parents with potty training. I think the teachers do a great job.”

Wilson said she thinks the closure will particularly impact working, single moms, who often don’t have the resources to pay for day care.

“I think it’s a terrible decision,” she said. “I think it’s a sign of how overlooked Franklin County is as far as resources services and programs.

“I don’t like to see programs like that just go away because people don’t feel like doing their jobs and overcoming government challenges of keeping these programs in place,” she said.

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Petitioning CEO Capital Area Community Action Agency and 1 other

# Save Head Start in Franklin County



[Sarah Wilson](#) United States



**Sarah Wilson**

United States

**20**

Supporters

Head Start, a much needed program for the 3 year olds, and the parents of, may discontinue its service for Franklin County. This program fosters job stability for parents and consistency for children transitioning from Early Head Start to VPK. It provides a safe and nurturing environment for children while parents work. Voice your desire to have this program remain in place for our community. This petition will be presented to the CEO of Capital Area Community Action Agency at a meeting on April 13th on behalf of parents, family, and concerned citizens who are not able to attend.

**This petition will be delivered to:**

- **CEO**  
Capital Area Community Action Agency
- **Board Member**  
Clarice Powell

**Read the letter**

Letter to  
**CEO** Capital Area Community Action Agency  
**Board Member** Clarice Powell

We the parents and citizens of this community feel the Head Start program is greatly needed and not only beneficial, but essential to the overall well-being of the members of this community. We understand that serving Franklin County presents

some challenges, however, we feel our county, our families, and especially our children are WORTH any and all the effort that is required to overcome challenges, work with local institutions and educators, and encourage community involvement to make certain that the Head Start Program continues to serve Franklin County. Please consider our petition when making any future decisions. Thank you.

**Sarah Wilson** started this petition with a single signature, and now has 20 supporters. Start a petition today to change something you care about.

## Updates

1. 5 hours ago  
10 supporters
2. 16 hours ago  
Sarah Wilson started this petition

## Reasons for Signing

Kids need all the opportunity they can have.

**Ben Law**, Eastpoint, FL

5 hrs ago

1

—

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You disagree or think the content is inappropriate or offensive.
- Infringes on my rights  
Defamation, libel, copyright or trademark violations, or exposure of personal information.
- Abusive or hateful  
Promotes hate against protected classes, or engages in cyberbullying or harassment.
- Inappropriate multimedia  
Violent or sexually graphic images or videos, or unauthorized use of personal images.
- Misleading or spam  
Comment appears to be spam.
- Harmful to children  
Exposure of information about a child or child sexual exploitation.
- Violence, suicide, or self harm  
Threatens or encourages violence or harm to oneself or others.
- Impersonation  
Someone is pretending to be me.

▼

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Reported comments are reviewed by Change.org staff to determine if they violate our [Terms of Service](#) or [Community Guidelines](#).

Thank you for taking the time to report content. Our team will review your claim and contact you if we need more information.

My daughter loved it. The kids needs this

**Nicole Webb**, Eastpoint, FL

49 mins ago

1

Report

□

### Report abuse

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You disagree or think the content is inappropriate or offensive.
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Defamation, libel, copyright or trademark violations, or exposure of personal information.
- Abusive or hateful  
Promotes hate against protected classes, or engages in cyberbullying or harassment.
- Inappropriate multimedia  
Violent or sexually graphic images or videos, or unauthorized use of personal images.
- Misleading or spam  
Comment appears to be spam.
- Harmful to children  
Exposure of information about a child or child sexual exploitation.
- Violence, suicide, or self harm  
Threatens or encourages violence or harm to oneself or others.
- Impersonation  
Someone is pretending to be me.

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Reported comments are reviewed by Change.org staff to determine if they violate our [Terms of Service](#) or [Community Guidelines](#).

Thank you for taking the time to report content. Our team will review your claim and contact you if we need more information.

I'm signing because early childhood education is an invaluable resource that gives young children the tools needed for success in education.

**Michael Kelly**, Rock Island, IL

7 hrs ago

1

Report

□



# Family and Community Engagement Manager Monthly Monitoring Report

Requirement	Bainbridge	Franklin	Jefferson	Mabry	Royal	South City	TOTAL
<b>PROGRAM STATUS (Monthly)</b>							
Number of Students Enrolled for Month	52	37	31	54	54	147	375
Number of Student Withdrawals for Month	0	0	0	1	0	2	3
Number of Vacancies	0	0	1	1	2	3	7
Number of Students on Wait List	21	0	0	17	11	47	96
Number of VPK Students Enrolled	30	0	5	14	22	62	133
Number of School Readiness Students Enrolled	6	0	0	1	3	10	20
Number of School Readiness Wait List Students Enrolled							
<b>FAMILY STATUS</b>							
Number of Family Needs Assessment	52	37	31	56	54	148	378
Number of Initial Home Visits (45)							
<b>Family Partnership Agreement</b>							
Number of FPA Initiated (45)	52	37	31	56	54	148	378
Number of FPAs in progress (February)							
Number of FPAs completed (May)							

Center	Head Start Enrollment and Attendance	
	Funded	Enrollment on 3/31/17
Bainbridge	52	52
Franklin	37	37
Jefferson	31	31
Mabry	56	54
Royal	54	54
South City	148	147
<b>Total</b>	<b>378</b>	<b>375</b>
		August Average Daily Attendance (ADA)
		91%
		80%
		77%
		80%
		87%
		86%
		<b>85%</b>

## Family and Community Engagement Manager Monthly Monitoring Report

<b>Number of Referrals (Review referrals)</b>	<b>Bainbridge</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Emergency Assistance (Food, shelter, clothing)	1	0	2	1	1	10	15
Domestic Violence Referrals	0	0	0	0	0	0	0
Substance Abuse Referrals (prevention or treatment)	0	0	0	0	0	1	1
Child Abuse or Neglect Referrals	0	0	0	0	0	3	3
Assistance for incarcerated Family Members	0	0	1	0	1	0	2
Education Referral	3	0	1	2	0	1	7
Employment	0	0	1	0	0	2	3
<b>Parent Meetings/Trainings</b>							
Parent Committee Meetings	0	0	0	0	0	0	0
Number of Parents at the Parent Committee Meetings	0	0	0	0	0	0	0
Number of Male Parents at Parent Committee Meetings	0	0	0	0	0	0	0
Number of parents Committee meetings attended (Family Advocate)	0	0	0	0	0	0	0
Number of Parents Committee meetings attended (Parent Engagement Coordinator)	0	0	0	0	0	0	0
Number of Parents in attendance on Policy Council							5
Number of Coordinated Trainings for Policy Council							0
Number of Parenting Classes							3
Number of Family Activities/Events Coordinated							0
Number of Family Activities Specific to Male Engagement							0
Number of Parent Trainings Conducted							0
Number of Volunteer Orientations							0
<b>Home Visits</b>	<b>Bainbridge</b>	<b>Franklin</b>	<b>Jefferson</b>	<b>Mabry</b>	<b>Royal</b>	<b>South City</b>	<b>Total</b>
Required Home Visit Follow up (February)							
Number of Additional Home Visits/Meetings							
Number of Contacts documented in Case Notes	10	7	6	12	6	15	56
Number of Contacts documented per absenteeism	4	6	6	8	1	20	45

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Number of Files Reviewed</b>	153
<b>Review of Parent Board</b>	4
<b>Volunteers (PEC)</b>	
Number of Volunteers	55
Total of Program In kind	112 hours
<b>FAMILY AND COMMUNITY</b>	
Family Advocate Workers Meetings	2
Family Advocate Workers Trainings	1
Community Meetings	2

<b>Transportation</b>	
Field Trips	7
Maintenance	0
Trainings	1

Family and Community Engagement Manager  
Monthly Monitoring Report

<b>HEALTH SPECIALIST</b>	<b>Total</b>
<b>PRE-ENROLLMENT REQUIREMENTS</b>	
Up to date immunizations	373
Expire immunizations	2
Up to date Physicals	370
Expired Physicals	5
Number of individual Health Care Plan	15
Number of Children with Health Insurance	382
<b>ENROLLMENT</b>	
Number of children with dental home	201
Number of dental homes referrals	0
Completed dental exams	136
Incomplete dental exams	237
Needed dental treatment	25
Receiving dental treatment	0
Completed dental treatment	0
Number of medical home	371
Number of medical home referrals to Advocates	0
<b>45 DAYS REQUIREMENT</b>	
Vision screenings	367
Vision referrals	24
Hearing screenings	359
Hearing Referrals	1
Growth Assessment	372
BMI Referrals	0

# Family and Community Engagement Manager Monthly Monitoring Report

<b>90 DAYS REQUIREMENT</b>	<b>Total</b>
Number of dental home established	201
Number of dental exams	136
Number of children requiring dental treatment	25
Number of completed dental treatment	0
Number of medical homes established	371
Hematocrit/Hemoglobin	178
Blood lead	198
<b>NUTRITION</b>	
Number of Breakfast	5,023
Number of Lunch	5,129
Number of PM Snacks	4,570
Number of Children with Special Diets	13
<b>MONITORING ACTIVITIES</b>	
Health Files Review	153
Child Care Food Program Tool	0
Kitchen Inspection Tool	0

# Family and Community Engagement Manager

## Monthly Monitoring Report

<p><b>Corrective Action and Follow Up</b></p>	<p><b>Attendance.</b></p> <ul style="list-style-type: none"> <li>The required Average Daily Attendance (ADA) requirements at each Center were met for March. The ADA was 85% for the month. All centers met the ADA requirement, except Franklin, Jefferson, and Mabry. These three centers did not make the required ADA in February either. Attendance in Franklin continues to be down due to the potential closing of the head start center. Medical exclusions and transportation issues contribute to attendance issues at Jefferson and Mabry.</li> </ul> <p><b>Extended Day.</b></p> <ul style="list-style-type: none"> <li>Families continue to come off the Community Action Wait List due to ELC offering School Readiness to them. Students will not be accepted into the VPK program for the remainder of the school year, since we are at the end of the school year. We are working with the Fiscal Department to assist with invoicing parents that owe balances, and to improve the collection of fees from parents enrolled in the School Readiness program and on the Community Action Wait List.</li> </ul> <p><b>Late Policy.</b></p> <ul style="list-style-type: none"> <li>Teaching staff are completing referrals on families bringing their children late and departing from school late. These families are being dealt with on an individual basis beginning with the Family Advocate.</li> </ul> <p><b>Health Requirements.</b></p> <ul style="list-style-type: none"> <li>Health requirements continue to be upheld. Children are excluded if their health records expire, and staff works with them to get them updated so they can return to school as quickly as possible.</li> </ul>
<p><b>Strengths</b></p>	<p>Students continue to be called up from the Wait List to receive School Readiness from the Early Learning Coalition.</p> <p>For August through March, we have met the Average Daily Attendance requirements.</p> <p>No Head Start center has been cited for a health violation during DCF visits this school year.</p>

# Family and Community Engagement Manager Monthly Monitoring Report

<b>Areas of Concerns and Barriers</b>
Closing Head Start in Franklin County, and finding space for 36 additional children in Leon County.
Attendance continues to decline at some centers.
Filing documents and maintaining children files at the centers.
Incorporating new Head Start Performance Standards and getting staff trained on the new standards.

<b>Professional Development</b>
Bi-weekly management and team meetings.
Child Care Food Program training in Panama City, Florida.

<b>Manager Monitoring Activities</b>
Verifying Head Start eligibility for all families enrolled into the Head Start program.
Reviewing reports in ChildPlus as it relates to attendance
Ensuring documentation in ChildPlus relating to absences
Reviewing Child Care Food Program claim

Family and Community Engagement Manager  
Monthly Monitoring Report

Submitted by:

Darrel James

Date:



Payee HANCOCK BANK  
 Vendor ID HANCOCK CC

Account

55178

55178  
 3/21/2017

Invoice	Description
022717KJ	[REDACTED] - KRISTIN JACKSON RESHA

*Jackson*

Amount  
 \$1,750.53

Hancock Bank  
 MAHAN  
 03/23/17 15:24

Seq: 0032 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx  
 Credit Card Payment \$1,750.53  
 Posting Date: 03/23/17  
 Thank you for banking with Hancock

\$1,750.53

LMP40 M/P CHECK

Rev 2/14



101301

10100 (9/16) J131756

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**TRANSACTION DETAIL**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-01	01-31	24445007032400132220270	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M23.88 ✓
02-01	01-31	24692167031000873704731	9399	L2G*GAPS FINGERPRINT 626-325-9600 CA	M36.25 ✓
02-02	02-01	24445007033000761851988	5411	PUBLIX #852 TALLAHASSEE FL	M50.00 ✓
02-06	02-03	24493987034026884334514	6300	TRAVEL INSURANCE POLICY 800-729-6021 VA	M45.00 ✓
02-06	02-03	24164077034060350063974	3387	ALAMO RENT-A-CAR TALLAHASSEE FL 135006397	M326.40 ✓
02-07	02-06	24431057037200000000028	5812	SHERATON ATLANTA HOTEL F ATLANTA GA	M17.50 ✓
02-08	02-06	24224437039104021081640	5812	PRICKLY PEAR TAQUE ATLANTA GA	M17.80 ✓
02-08	02-07	24431067039207588603476	5812	PAPPADEAUX SEAFOOD KIT MARIETTA GA	M38.93 ✓
02-09	02-07	24431067039286688800364	5812	WAFFLE HOUSE 2146 ATLANTA GA	M13.17 ✓
02-10	02-09	24692167040000333180000	5542	TEXACO 0303795 TALLAHASSEE FL	M17.58 ✓
02-10	02-09	24164077040060367898133	3387	ALAMO RENT-A-CAR TALLAHASSEE FL 536789813	M89.58 ✓
02-13	02-09	24164077041978417920418	5542	RACEWAY6725 47767256 COLUMBUS GA <i>lost receipt #</i>	M21.78 ✓
02-13	02-11	24692167042000383257227	9399	L2G*GAPS FINGERPRINT 626-325-9600 CA	M36.25 ✓
02-13	02-10	24435657041083312693905	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
02-13	02-10	24435657041083701194499	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
02-13	02-10	24755427041170413062575	3504	HILTON HOTELS ATLANTA GA 2493661	M806.91 ✓
02-14	02-14	74270847045100007192013	0000	BRANCH PAYMENT - THANK YOU	M1,877.89cr
02-16	02-15	24692167046000662386222	9399	L2G*GAPS FINGERPRINT 626-325-9600 CA	M36.25 ✓
02-16	02-15	24692167046000662386289	9399	L2G*GAPS FINGERPRINT 626-325-9600 CA	M36.25 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02/27/17	[REDACTED]	NEW PURCHASES AND
CUSTOMER SERVICE CALL		OTHER CHARGES <i>709</i> 1,750.53
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 1,877.89
		<b>STATEMENT TOTAL</b> 127.36cr
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

AUTHORIZATION FOR PAYMENT

Date Received 03/08/2017

Date Submitted 03/09/2017

Vendor Name Hancock Bank 1 of 2

Group or Invoice # 022717KJ Payment Amount \$ 1,750.53

Notes Account # [REDACTED]  
Kristin Jackson

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 3-9-17

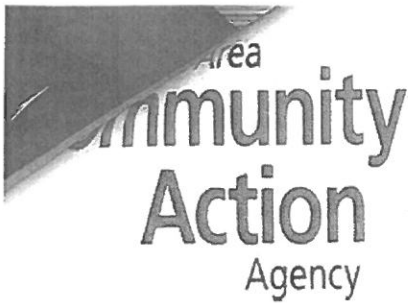
Approved by Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6415 (CD Player)	251 (Franklin Cty)	200	\$ 23.88 ✓	
1064	6180 (Pat Carroll)	251 (Franklin Cty)	200	\$ 36.25 ✓	fingerprinting
1064	6415 (Staff Incentives)	255 (Teacher of the Month)	600	\$ 50.00 ✓	gift cards
1064	7420 (Car Rental)	110 (Training in ATL)	<del>600</del>	\$ 326.40 ✓	
1064	7420 (Car Rental/Insurance)	110 (Training in ATL)	<del>600</del>	\$ 45.00 ✓	
1064	7420 (Dinner)	110 (Training in ATL)	<del>600</del> (AS)	\$ 17.50 ✓	see receipt to Station
1064	7420 (Dinner)	110 (Training in ATL)	<del>600</del>	\$ 17.80 ✓	
1064	7420 (Dinner)	110 (Training in ATL)	<del>600</del>	\$ 38.93 ✓	
1064	7420 (Lunch)	110 (Training in ATL)	<del>600</del>	\$ 13.17 ✓	
1064	7420 (Gas)	110 (Training in ATL)	<del>600</del>	\$ 17.58 ✓	
1064	7420 (Car Rental)	110 (Training in ATL)	<del>600</del>	\$ 89.58 ✓	
TOTAL				\$ 678.09	\$ 0.00

CAT  
800  
(AS)

\*\*\*\*\*  
Finance Department Only
 Session Date AP 170303HB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_



**AUTHORIZATION FOR PAYMENT**

Date Received 03/08/2017

Date Submitted 03/09/2017

Vendor Name Hancock Bank

*1 of 2*

Group or Invoice # \_\_\_\_\_

Payment Amount \$ 1,750.53

Notes Account # ~~71013~~  
Kristin Jackson

Prepared or Submitted by

Printed Name Judy Green

Signature \_\_\_\_\_

Approved by

Printed Name Nina Self

Signature \_\_\_\_\_

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Gas)	110 (Training n ATL)	<del>600</del>	\$ 21.78 ✓	
1064	6180 (Anna McCoy)	255 (GA Screening)	<del>600</del> <i>sk</i>	\$ 36.25 ✓	
1064	6180 (Nina Self)	255 (Background Screening)	600	\$ 68.50 ✓	
1064	6180 (Anna McCoy)	255 (Background Screening)	600	\$ 68.50 ✓	
1064	7420 (Hotel)	110 (Training in ATL)	<del>600</del>	\$ 806.91 ✓	
1064	6180 (Sheneakia Robinson)	259 (GA Screening)	<del>600</del>	\$ 36.25 ✓	
1064	6180 (ShayIndria Corker)	259 (GA Screening)	<del>600</del>	\$ 36.25 ✓	
				TOTAL	\$ 1,074.44
					\$ 0.00

*CAT 800*  
*(AS)*

*CAT 800*

\*\*\*\*\*

Finance Department Only

Session Date \_\_\_\_\_

Check Date \_\_\_\_\_

Check # \_\_\_\_\_



Account #:
<b>Description</b>
XXX- NINA SELF (SINGLETON)

*Singleton*

Hancock Bank  
MAHAN  
03/23/17 15:25

Seq: 0033 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$466.50  
Posting Date: 03/23/17  
Thank you for banking with Hancock

unt	\$466.50
	\$466.50

LMP40 M/P CHECK



Rev 2/14

Save time and money. Automatically. For hassle-free details and to start saving with your eligible Hancock Business Credit Card for FREE today, visit [visasavingsedge.com](http://visasavingsedge.com).

**TRANSACTION DETAIL**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-27	24692167027000849508741	1799	IN *B & T FENCING, INC. 850-9421003 FL	M192.50 ✓
01-30	01-27	24692167027000850575639	8999	IN *FLEXFACTS - GRANT BEN 917-6927015 NJ	M274.00 ✓
01-30	01-27	24055237027083753266649	5310	WALMART.COM 8009666546 800-966-6546 AR <i>pd 2/9/17</i>	M4,000.00
02-14	02-14	74270847045100007192039	0000	BRANCH PAYMENT - THANK YOU	M3,120.19cr
02-14	02-14	74270847045100007192054	0000	BRANCH PAYMENT - THANK YOU <i>pd early - 2/9/17</i>	M4,000.00cr

*Nina Self 3/8/17*

<b>STATEMENT DATE</b> 02/27/17	<b>ACCOUNT NUMBER</b> <del>XXXXXXXXXXXX</del>	<b>ACCOUNT SUMMARY</b>	
<b>CUSTOMER SERVICE CALL</b>  Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	4,466.50
		NEW CASH ADVANCES	0.00
		CREDITS	7,120.19
		<b>STATEMENT TOTAL</b>	2,653.69cr
		TOTAL IN DISPUTE	0.00
		<b>CREDIT LIMIT</b>	6,000.00

55176

Payee HANCOCK BANK  
Vendor ID HANCOCK CC

Account #:

55176  
3/21/2017

Invoice	Description
022717DJ	ACCT#XXX / DARREL JAMES

*James*

unt  
\$2,485.06

Hancock Bank  
MAHAN  
03/23/17 15:23

Seq: 0030 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$2,485.00  
Posting Date: 03/23/17  
Thank you for banking with Hancock

\$2,485.06

LMP40 M/P CHECK



Rev 2/14

10130 (9/16) J131758

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**TRANSACTION DETAIL**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-27	24692167028000163314808	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
01-30	01-28	24445007028300413401159	5812	GOLDEN CORRAL - #734 TALLAHASSEE FL	M185.38 ✓
01-31	01-30	24427337030720008297119	5814	PANERA BREAD #00984 TALLAHASSEE FL	M8.79 ✓
01-31	01-30	24445007031000738591677	5331	DOLLAR TREE TALLAHASSEE FL	M18.00 ✓
01-31	01-30	24445007031000738591750	5411	PUBLIX #1051 TALLAHASSEE FL	M68.03 ✓
02-06	01-30	24224437035101036228541	5814	KRISPY KREME #453 TALLAHASSEE FL	M8.69 ✓
02-07	02-07	24055237038400391002037	5812	PICCADILLY ATHM ATLANTA GA	M11.10 ✓
02-07	02-06	24055227038006995215957	7523	LAZ PARKING 536 ATLANTA GA	M20.00 ✓
02-08	02-07	24055227039006995850711	7523	LAZ PARKING 536 ATLANTA GA	M12.00 ✓
02-08	02-07	24755427038170385449664	5814	CAFE MOMO ATLANTA GA	M16.12 ✓
02-08	02-07	24055227039006996385501	7523	LAZ PARKING 536 ATLANTA GA	M20.00 ✓
02-08	02-07	24431067039207588603435	5812	PAPPADEAUX SEAFOOD KIT, MARIETTA GA	M21.03 ✓
02-08	02-07	24055227039091158000296	7523	EMPIRE PARKING SERVICES ATLANTA GA	M75.00 ✓
02-09	02-07	24431057039200071016216	5812	SHERATON ATLANTA HOTEL F ATLANTA GA FOOD	M11.34 ✓
02-09	02-08	24055227040006996306389	7523	LAZ PARKING 536 ATLANTA GA	M12.00 ✓
02-09	02-08	24755427039170397559475	5814	CAFE MOMO ATLANTA GA	M16.43 ✓
02-09	02-08	24055227040006997066669	7523	LAZ PARKING 536 ATLANTA GA	M20.00 ✓
02-10	02-08	24755427040150400654742	5812	HILTON SO ELMNTS MKRPL ATLANTA GA	M6.97 ✓
02-13	02-09	24427337041710008178408	5814	CHICK-FIL-A #00718 COLUMBUS GA	M9.06 ✓
02-13	02-10	24692167042000294613799	5542	GATE 1194 Q80 TALLAHASSEE FL	M41.00 ✓
02-13	02-10	24755427041170413062583	3504	HILTON HOTELS ATLANTA GA	M355.68 ✓
			2493695	ARRIVAL: 02-10-17	
02-13	02-10	24755427041170413062591	3504	HILTON HOTELS ATLANTA GA	M355.68 ✓
			2493696	ARRIVAL: 02-10-17	

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02/27/17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES <i>m</i> 2,485.06
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 2,870.26
		<b>STATEMENT TOTAL 385.20</b>
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 3,000.00



HANCOCK BANK  
 PO BOX 61750  
 NEW ORLEANS LA 70161-1750



Visa BusinessCard  
 Statement of Account  
 Issued by Whitney Bank

**MEMO STATEMENT**

Account Number



Statement Date

02/27/17

**TRANSACTION DETAIL**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-13	02-10	24755427041170413065594	3504	HILTON HOTELS ATLANTA GA 2493694	M355.68 ✓
				ARRIVAL: 02-10-17	
02-13	02-10	24755427041170413065610	3504	HILTON HOTELS ATLANTA GA 2493698	M355.68 ✓
				ARRIVAL: 02-10-17	
02-14	02-14	74270847045100007192070	0000	BRANCH PAYMENT - THANK YOU	M2,870.26cr
02-14	02-13	24498137044702968101939	7011	THE FLORIDA HOTEL & CONF ORLANDO FL 1465696	M134.00 ✓
				ARRIVAL: 02-10-17	
02-20	02-17	24692167049000364580012	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00 ✓
02-27	02-25	24269797057100619314989	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M74.40 ✓
02-27	02-24	24269797056100604371250	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL	M186.00 ✓



Capital Area  
**Community Action**  
 Agency

**RECEIVED**  
 MAR 09 2017

**AUTHORIZATION FOR PAYMENT**

Date Received 03/08/2017

Date Submitted 03/09/2017

Vendor Name Hancock Bank

*pg 1 of 3*

Group or Invoice # 022717DJ

Payment Amount \$ 2,485.06

Notes  
 Account # ~~6000~~  
 Darrel James

Prepared or Submitted by

Printed Name Judy Green

Signature *Judy Green*

*3-9-17*

Approved by

Printed Name Nina Self

Signature *Nina Self*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6920 (Gas)	255	600	\$ 45.00 ✓	
6214	7420 (Male Engagement)	255 (Food)	600	\$ <del>161.20</del> <i>185.38</i> ✓	
1064	7440 (Advisory Meeting)	255 (Health/Food)	600	\$ 8.79 ✓	
1064	7440 (Advisory Meeting)	255 (Supplies)	600	\$ 18.00 ✓	
1064	7440 (Advisory Meeting)	255 (Food)	600	\$ 68.03 ✓	
1064	7440 (Advisory Meeting)	255 (Food)	600	\$ 8.69 ✓	
1064	7420 (Dinner)	110 (Training in ATL)	<del>600</del>	\$ 11.10 ✓	} CAT 800
1064	7420 (Parking)	110 (Training in ATL)	<del>600</del>	\$ 20.00 ✓	
1064	7420 (Parking)	110 (Training in ATL)	<del>600</del>	\$ 12.00 ✓	
1064	7420 (Dinner)	110 (Training in ATL)	<del>600</del>	\$ 16.12 ✓	
1064	7420 (Parking)	110 (Training in ATL)	<del>600</del>	\$ 20.00 ✓	
<b>TOTAL</b>				\$ 388.93	\$ 0.00

\*\*\*\*\*

Finance Department Only

Session Date APR 10 303 HB

Check Date \_\_\_\_\_ Check # \_\_\_\_\_

# Capital Area Community Action Agency

## AUTHORIZATION FOR PAYMENT

Date Received 03/08/2017

Date Submitted 03/09/2017

Vendor Name Hancock Bank *Pg 2 of 3*

Group or Invoice # \_\_\_\_\_ Payment Amount \$ 2,485.06

Notes Account # ~~5000~~  
Darrel James

Prepared or Submitted by Printed Name Judy Green

Signature \_\_\_\_\_

Approved by Printed Name Nina Self

Signature \_\_\_\_\_

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR <sup>(AS)</sup>	CR
1064	7420 (Dinner)	110 (Training in ATL)	<del>600</del>	<del>\$ 19.03</del>	✓
1064	7420 (Parking)	110 (Training in ATL)	<del>600</del>	\$ 75.00	✓
1064	7420 (Lunch)	110 (Training in ATL)	<del>600</del>	\$ 11.34	✓
1064	7420 (Parking)	110 (Training in ATL)	<del>600</del>	\$ 12.00	✓
1064	7420 (Lunch)	110 (Training in ATL)	<del>600</del>	\$ 16.43	✓
1064	7420 (Parking)	110 (Training in ATL)	<del>600</del>	\$ 20.00	✓
1064	7420 (Lunch)	110 (Training in ATL)	<del>600</del>	\$ 6.97	✓
1064	7420 (Lunch)	110 (Training in ATL)	<del>600</del>	\$ 9.06	✓
1064	7420 (Gas)	110 (Training in ATL)	<del>600</del>	\$ 41.00	✓
1064	7420 (Hotel)	110 (Training in ATL)	<del>600</del>	\$ 355.68	✓
1064	7420 (Hotel)	110 (Training in ATL)	<del>600</del>	\$ 355.68	✓
<b>TOTAL</b>				<b>\$ 922.19</b>	<b>\$ 0.00</b>

*CAT*  
*800*

\*\*\*\*\*

Finance Department Only

Session Date \_\_\_\_\_

Check Date \_\_\_\_\_ Check # \_\_\_\_\_

# Capital Area Community Action Agency

## AUTHORIZATION FOR PAYMENT

Date Received 03/08/2017

Date Submitted 03/09/2017

Vendor Name Hancock Bank

Group or Invoice # \_\_\_\_\_ Payment Amount \$ 2,485.06

Notes Account #~~80003~~  
Darrel James

Prepared or Submitted by Printed Name Judy Green

Signature \_\_\_\_\_

Approved by Printed Name Nina Self

Signature \_\_\_\_\_

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Hotel)	110 (Training in ATL)	600	\$ 355.68 ✓	
1064	7420 (Hotel)	110 (Training in ATL)	600	\$ 355.68 ✓	
1064	7420 (Hotel/Barbara)	110 (Training in Orlando)	600	\$ 134.00 ✓	
1064	6920 (Gas	255	600	\$ 42.00 ✓	
6214	7420 (Male Engagement)	255 (Sky Zone)	600	\$ 74.40 ✓	
6214	7420 (Male Engagement)	255 (Sky Zone)	600	\$ 186.00 ✓	
<b>TOTAL</b>				<b>\$ 1,147.76</b>	<b>\$ 0.00</b>

*CAF  
800*

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Finance Department Only

Session Date \_\_\_\_\_

Check Date \_\_\_\_\_ Check # \_\_\_\_\_

BANK  
CC

Account #:

Description

XXXXXXXXXX - FATIMA OLEABHIELE ALEXAN

*oleabhiele*

55177

55177  
3/21/2017

unt  
\$441.16

Hancock Bank  
MAHAN  
03/23/17 15:26

Seq: 0035 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$441.16

Posting Date: 03/23/17

Thank you for banking with Hancock

\$441.16

LMP40 MP CHECK

Rev 2/14



101301

10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
01-30	01-27	24431067028026432518786	8351	EARLY EDUC & CARE INC .EECKIDS.ORG FL	M10.00 ✓
01-30	01-26	24316057027548945058150	5542	SHELL OIL 57543723902 CRAWFORDVILLE FL	M61.50 ✓
02-06	02-02	24164077034140126250004	5812	OLIVE GARDEN 00012369 TALLAHASSEE FL	M149.50 ✓
02-10	02-09	24445007041000703750769	5411	PUBLIX #1051 TALLAHASSEE FL	M28.72 ✓
02-13	02-09	24801637041286002942395	5814	BROOKLYN PIZZA TALLAHASSEE FL	M56.44 ✓
02-14	02-14	74270847045100007192096	0000	BRANCH PAYMENT - THANK YOU	M631.93cr
02-14	02-13	24431067045200588303579	5814	CHIPOTLE 1535 TALLAHASSEE FL	M40.00 ✓
02-21	02-20	24445007052600200963215	5912	WALGREENS #9578 CRAWFORDVILLE FL	M60.00 ✓
02-24	02-24		0000	ANNUAL FEE	M35.00

<b>STATEMENT DATE</b> 02/27/17	<b>ACCOUNT NUMBER</b> XXXXXXXXXX	<b>ACCOUNT SUMMARY</b>
<b>CUSTOMER SERVICE CALL</b>		NEW PURCHASES AND OTHER CHARGES <i>ms</i> 441.16
		NEW CASH ADVANCES 0.00
Toll Free 1-800-448-8812		CREDITS 631.93
		<b>STATEMENT TOTAL</b> 190.77cr
		TOTAL IN DISPUTE 0.00
		<b>CREDIT LIMIT</b> 2,000.00



55180

55180  
3/21/2017

Payee HANCOCK BANK  
Vendor ID HANCOCK CC Account #

Invoice	Description
022717VT	ACCT#XXXX VENITA TREADWELL

*Treadwell*

mount	\$35.00
	\$35.00

Hancock Bank  
MAHAN  
03/23/17 15:25

Seq: 0034 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$35.00  
Posting Date: 03/23/17  
Thank you for banking with Hancock

LMP40 M/P CHECK



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(9/16) J131758

Save time and money. Automatically. For hassle-free details and to start saving with your savings today, visit visasavingsedge.com.

TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-24	02-24		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
02/27/17	<del>XXXXXXXXXX</del>	NEW PURCHASES AND OTHER CHARGES <i>W</i> 35.00
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 0.00
		CREDITS 0.00
Toll Free 1-800-448-8812		STATEMENT TOTAL 35.00
		TOTAL IN DISPUTE 0.00
		CREDIT LIMIT 2,000.00

\*\*\*\*\*

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
 MAR 09 2017  
 @

Date Received 03/07/2017

Date Submitted 03/08/2017

Vendor Name Hancock Bank

Group or Invoice # 022717 VT Payment Amount \$ 35.00

Notes Account #~~XXXX~~  
 Venita Treadwell

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 3-8-17

Approved by Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7010 (Annual Fee)	255	600	\$ 35.00	
<b>TOTAL</b>				<b>\$ 35.00</b>	<b>\$ 0.00</b>

\*\*\*\*\*

Finance Department Only

Session Date AP 170303+FB  
 Check Date \_\_\_\_\_ Check # \_\_\_\_\_



55174

55174  
3/21/2017

Center

Amount  
\$3,288.82

Hancock Bank  
MAHAN  
03/23/17 15:23

Seq: 0031 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxx  
Credit Card Payment \$3,288.82  
Posting Date: 03/23/17  
Thank you for banking with Hancock

\$3,288.82

LMP40 M/P CHECK

Rev 2/14



101301

10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-13	02-10	24755427041170413063276	3504	HILTON HOTELS ATLANTA GA 2505727	M896.96
02-13	02-10	24755427041170413066386	3504	HILTON HOTELS ATLANTA GA 2505726	M896.96
02-13	02-10	24755427041170413066394	3504	HILTON HOTELS ATLANTA GA 2505729	M896.96
02-14	02-14	74270847045100007191981	0000	BRANCH PAYMENT - THANK YOU	M3,335.73cr
02-17	02-15	24610437047004027498149	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA	M14.99
02-21	02-20	24692167051000735306985	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M27.95
02-27	02-24	24089137057409600142664	8398	COMMUNITY ACTION PROGRAM 617-357-6915 MA	M555.00

HS

STATEMENT DATE  
02/27/17

ACCOUNT NUMBER

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	3,288.82
NEW CASH ADVANCES	0.00
CREDITS	3,335.73
<b>STATEMENT TOTAL</b>	<b>46.91cr</b>
TOTAL IN DISPUTE	0.00
<b>CREDIT LIMIT</b>	<b>6,000.00</b>

Capital Area  
**Community  
 Action**  
 Agency

**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
 MAR 15 2017

Date Received 03/15/2017

Date Submitted 03/15/2017

Vendor Name HANCOCK VISA

Group or Invoice # 022717-TC Payment Amount \$ 3,288.82

Notes ACCT#XXXX- TIM CENTER

Prepared or Submitted by Printed Name ANN SUSCO  
 Signature *Ann Susco*

Approved by Printed Name ~~TIM CENTER~~ Charlene Lanier or Brandon Wientke  
 Signature *Charlene M Lanier*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420	110-HOTEL/ REG IV TRNG	0-VENITA TREADWELL	\$ 896.96	
1064	7420	110-HOTEL/ REG IV TRNG	0- PAMELA JACKSON	\$ 896.96	
1064	7420	110-HOTE/ REG IV TRNG	0- KIBERLY SMITH	\$ 896.96	
9000	7020	REOCCURRING SUBSC	ADOBE ACROPRO	\$ 14.99	
3366	7020	REOCCURRING SUBSC	600-TALL DEMOCRAT	\$ 27.95	
9000	7410	REGIS-CAPLAW NATL.	TRNG CONF-DENVER,CO	\$ 555.00	
<b>TOTAL</b>				\$ 3,288.82	\$ 0.00

CAT  
820

\*\*\*\*\*

Finance Department Only

Session Date APR 17 2017  
 Check Date APR 17 2017 Check # 4348



**AUTHORIZATION FOR PAYMENT**

**RECEIVED**  
MAR 09 2017  
@

Date Received 03/08/2017

Date Submitted 03/08/2017

Vendor Name Hancock Bank

Group or Invoice # 022717 NR

Payment Amount \$ 173.52

Notes  
Account # ~~000~~  
Nichele Richards Rolle

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 3-8-17

Approved by Printed Name Nina Self

Signature Nina Self

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	7420 (Lunch)	110 (Training in Atl)	<del>600</del>	\$ 5.20 ✓	
1064	7420 (Dinner)	110 (Training in Atl)	<del>600</del>	\$ 10.79 ✓	
1064	7420 (Dinner)	110 (Training in Atl)	<del>600</del>	\$ 19.00 ✓	
1064	7420 (Lunch)	110 (Training in Atl)	<del>600</del>	\$ 9.18 ✓	
1064	7420 (Lunch)	110 (Training in Atl)	<del>600</del>	\$ 10.26 ✓	
1064	7420 (Dinner)	110 (Training in Atl)	<del>600</del>	\$ 8.50 ✓	
1064	7420 (Lunch)	110 (Training in Atl)	<del>600</del>	\$ 10.49 ✓	
1064	7440 (Policy Council)	255 (Food)	600	\$ 20.89 ✓	
1064	7440 (Policy Council)	255 (Food)	600	\$ 79.21 ✓	
<b>TOTAL</b>				\$ 173.52 ✓	\$ 0.00

CAT (AS)  
800

\*\*\*\*\*

Finance Department Only

Session Date AP170303 HB  
Check Date \_\_\_\_\_ Check # \_\_\_\_\_

05119  
3/21/2017

int  
\$173.52

*Richards*

Account #  
Description  
XXXX6 051 NICHELE RICHARDS ROLLE

Hancock Bank  
MAHAN  
03/23/17 15:28

Seq: 0038 ID: 010553 CB: 7126

Account Number: xxxxxxxxxxxxxx  
Credit Card Payment \$173.52  
Posting Date: 03/23/17  
Thank you for banking with Hancock

\$173.52

LMP40 M/P CHECK



101301

10130 (9/16) J131756

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**TRANSACTION DETAIL**

Post Date	Tran Date	Reference Number	MCC	Transaction Description	Amount
02-07	02-06	24226387038400003730915	5411	WAL-MART #5422 BAINBRIDGE GA <i>lost receipt</i>	M5.20 ✓
02-07	02-07	24055237038400391002011	5812	PICCADILLY ATHM ATLANTA GA	M10.79 ✓
02-08	02-07	24431067039207588603492	5812	PAPPADEAUX SEAFOOD KIT MARIETTA GA	M19.00 ✓
02-09	02-07	24431057039200071224133	5812	SHERATON ATLANTA HOTEL F ATLANTA GA	M9.18 ✓
02-09	02-07	24755427039730399211845	5812	HILTON SO ELMNTS MKRPL ATLANTA GA	M10.26 ✓
02-09	02-08	24755427039170397555986	5814	CAFE MOMO ATLANTA GA - <i>lost receipt</i>	M10.49 ✓
02-13	02-09	24427337041710008176733	5814	CHICK-FIL-A #00718 COLUMBUS GA	M8.50 ✓
02-14	02-14	74270847045100007192138	0000	BRANCH PAYMENT - THANK YOU	M1,389.64cr
02-24	02-23	24445007055000796348953	5411	PUBLIX #1051 TALLAHASSEE FL PC	M20.89 ✓
02-24	02-23	24692167054000437723435	5812	SQ *GAINES STREET PIES TALLAHASSEE FL PC	M79.21 ✓

STATEMENT DATE  
02/27/17

ACCOUNT NUMBER  
*[REDACTED]*

**ACCOUNT SUMMARY**

**CUSTOMER SERVICE CALL**

Toll Free 1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	<i>no</i> 173.52
NEW CASH ADVANCES	0.00
CREDITS	1,389.64
<b>STATEMENT TOTAL</b>	<b>1,216.12cr</b>
TOTAL IN DISPUTE	0.00
CREDIT LIMIT	2,500.00





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Summary of Account Activity	
Previous Balance	\$1,094.53
- Payments	\$1,094.53
- Other Credits	\$37.03
+ Purchases/Debits	\$1,486.80
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
<b>New Balance</b>	<b>\$1,449.77</b>
Credit Limit	\$10,000.00
Available Credit	\$8,380.00
Statement Closing Date	03/02/2017
Days in Billing Cycle	28

Payment Information	
New Balance	\$1,449.77
Total Minimum Payment Due	\$61.00
Payment Due Date	03/28/2017

Transaction Summary				Amount
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	
02/10	02/10	67611	STORE 0417 TALLAHASSEE FL	\$145.91
02/10	02/10	24348	STORE 0417 TALLAHASSEE FL	\$812.10
02/13	02/13		STORE 0417 TALLAHASSEE FL	(\$37.03)
02/13	02/13	32038	STORE 0417 TALLAHASSEE FL	\$37.99
02/17	02/17	53165	STORE 0417 TALLAHASSEE FL	\$329.41
02/18	02/18	12400	STORE 0417 TALLAHASSEE FL	\$116.27
02/21	02/21	23548	STORE 0417 TALLAHASSEE FL	\$8.64
02/23	02/23		PAYMENT - THANK YOU	(\$1,094.53)
02/28	02/28	27153	STORE 0417 TALLAHASSEE FL	\$36.48

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# Capital Area Community Action Agency

## CHIEF EXECUTIVE OFFICER REPORT APRIL 2017

### Administrative

- Diane Haggerty has exhausted our FML. Nina and I are evaluating a shared Administrative Support position.
- An offer of \$525,000 to purchase the main office building from Centennial Bank was accepted by Centennial Bank. Staff are working through the financing and contracts with Hancock Bank.

*Impact: Better benefits for staff. Better fiscal accountability.*

### Programmatic

- *Getting Ahead in a Just-Gettin'-By World/Staying Ahead*
  - Chief Operating Officer continues to act as Case Manager Supervisor conducting weekly with the Case Managers. A Supervisor will be hired within the next 60 days to reinforce the new procedures and efforts.
  - Leon graduated a new class.
- Head Start
  - Leon County Schools has pledged through the Superintendent's office two more classrooms in the South City location, use of the cafeteria and a used school bus.

*Impact: Redesigning entitlement programs to toward more independency services.*

### Communications and Outreach

- Met with the United Way of the Big Bend Director to discuss post-CHSP processes.
- Made a CHSP presentations for Head Start April 11 and will present again on April 19 for *Getting Ahead*.
- Continuing work with the Income Council of the United Way of the Big Bend strategic initiatives.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.
- Shot video and did interview for Tallahassee Democrat on proposed federal budget cuts.

*Impact: Developing the infrastructure necessary to support the Agency mission*



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## **Resource Development**

- Working to outline the *Prosperity Circle* fundraising campaign for a 2017 launch. Donors to make three-year pledges. Wells Fargo is included.

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

## **Florida Association for Community Action Board**

- Board Meetings - March 20 and June 17, 2017
- Chairing the Transition and Selection Committee in the Executive Director search process.

## **Out of Office**

- Vacation – March 20-21, 2017
- Vacation – March 25-26, 2017

## **Upcoming Events**

- FACA Annual Conference – May 9-12 - Jacksonville
- CAPLAW – June 7-9 - Denver
- Leadership Florida Annual Conference – June 29-July 2 – West Palm Beach
- CAP Annual Conference – August 29-September 1 - Philadelphia

# Tallahassee nonprofits convene over possible federal funding cuts

**TaMaryn Waters**, Democrat staff writer

Published 4:53 p.m. ET April 11, 2017 | Updated 10:53 p.m. ET April 11, 2017



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(Photo: Democrat files)

Federal lobbyists for Leon County said local nonprofits will likely dodge deep federal funding cuts for the rest of this fiscal year but the following year could be a funding bloodbath.

President Donald Trump's federal budget rollout proposes \$54 billion in cuts and sweeping reductions that would impact local programs, ranging from health care to homelessness. Much remains unknown, but Tuesday's roundtable discussion paints a bleak forecast, nonprofit directors and CEOs feared.

"It's very difficult to predict how this will play out," said Vicki Cram, a lobbyist with Squire Patton Boggs. However, she warned reductions of some sort are likely to occur.

Federal grants represent roughly half of all revenues at local nonprofits, which employ one in 10 residents. According to the "Sector Forward: Impact and Opportunity Nonprofits in Leon County and Florida's Big Bend" report, nonprofits attracted \$33 million in federal funding.

"We need to think about strategies now," said Leon County Commissioner Kristin Dozier, who organized the roundtable talk. "This is an economic impact for us for not just the individual but for the whole community. We're going to be paying for law enforcement. We're going to be paying for healthcare if we're not heading things off at the beginning."

Contact TaMaryn Waters at [twaters@tallahassee.com](mailto:twaters@tallahassee.com) or follow @TaMarynWaters on Twitter.

Read or Share this story: <http://on.tdo.com/2opQbii>

# Nonprofits air concerns over looming federal budget cuts

TaMarlyn Waters, Democrat staff writer

Published 9:03 a.m. ET April 15, 2017 | Updated 5:46 p.m. ET April 15, 2017

federal  
cuts.

expert on  
federal  
budget  
concerns



(Photo: utah778, Getty Images/iStockphoto)

The timing couldn't be worse.

Jim McShane recently opened a new facility on Blair Stone Road to serve job hunters with leads and link businesses with the workforce. Last year, CareerSource Capital Region hosted 47 hiring fairs and placed more than 7,900 unemployed men and women with jobs in Gadsden, Leon and Wakulla counties.

The tri-county region's unemployment rate in February was 4.4 percent — .1 percentage point lower than the year-over-year rate of 4.5 percent. There were 8,297 unemployed residents and Leon County's unemployment rate was 4.3 percent.

A revolving door of job seekers come to CareerSource. Yet, the state is on a roll for job creation in targeted sectors, McShane explained. Then President Trump's skinny budget went public.

McShane and other nonprofit leaders are nervous and scrambling for information. They received a gut check last week when they realized what \$54 billion in federal cuts would look like for local nonprofits. And the people and families they serve.

They're barely getting by on shoe-string budgets. There's a chance some version of Trump's proposed budget will be passed by Congress and slash federal funds they depend on. Dozens of nonprofit leaders sat in the County Commission Chambers, not making a sound during last week's roundtable discussion.

"My initial thoughts that almost all of the public-service related support systems are in jeopardy at this point," McShane said. "Which is why that room was so tense."

Federal grants represent roughly half of all revenues at local nonprofits, which employ one in 10 residents. CareerSource's entire \$9 million budget comes from federal funding. The bulk of it stems from the Workforce Innovation & Opportunity Act and the rest is used to help job seekers transition out of welfare, receive food stamps and other services.

And while the nonprofit has helped thousands find jobs, CareerSource has half the funding it received in 2000. The idea of even more cuts to an already anemic budget was enough to put McShane and two of his board members on a plane bound for Washington, D.C., two weeks ago.

"What happens is we have less and less people to do more and more work," McShane said. "In our world, nonprofits are experiencing the same thing.

"You want the business community to be vocal about keeping these programs going because they do have an impact. Our message up there was at least keep us funded at this point at least where we're at."

McShane and his board members were on a mission to meet with policymakers. They wanted to tell their story while meeting with Congressmen Al Lawson and Neil Dunn, along with labor aides for U.S. Senators Marco Rubio and Bill Nelson.

Critical decisions will be made in the coming weeks.

The federal government is operating on fiscal year 2016 levels and a Continuation Resolution, which expires on April 28. Another extension resolution is likely to occur, according to Leon County's lobbyists with Squire Patton Boggs. A lack of a budget or resolution would force a government shutdown, which officials want to avoid.

According to Boggs, heading into next fiscal year means the budget plans that alleviated sequestration and maintained the current budgetary cap of \$1.07 trillion will expire. If that happens, that could lead to across-the-board funding reductions ranging from 5 to 7 percent.

Congress is on a two-week recess; members will return to work in the last week of April. They will determine how to meet Trump's request for an extra \$30 billion in military spending and \$3 billion in border security.

McShane said there are about a dozen areas that need funding. He worries his nonprofit would be among the last to be funded or sustain the brunt of cuts if other areas are spared deep reductions.

"Until it becomes clear, I have to look at every option to decide what I can and cannot afford," McShane said. "So it gets down to what services are really needed and what services I could eliminate. I hope I don't have to eliminate anything."

CareerSource has 60 employees at its four facilities, two in Tallahassee, one in Crawfordville and Quincy. He may have to close locations, host fewer job fairs or lay off employees.

All options are on the table.

Contact TaMaryn Waters at [tlwaters@tallahassee.com](mailto:tlwaters@tallahassee.com) or follow @TaMarynWaters on Twitter.

## Funding fears among other local nonprofits:



Dr. Temple Robinson, CEO of Bond Community Health Center. (Photo: Bond Community Health Center)

**Nonprofit: Bond Community Health Center, Inc.**

**Population served:** Healthcare

**Federal funding received:** \$1.4M

**Federal funds represent this much of our budget:** 20%

**Concern regarding proposed federal budget:** Increases in the number of uninsured patients that must be served with stagnant dollars. Decreases in access to care.

**Impact of federal funding cuts to our nonprofit:** Workflow reductions and decreases in the variety and level of services.

**Nonprofit: Brehon Family Services**

**Population served:** Brehon House provides a maternity home for adult women who are both homeless and pregnant; in-home support services for families at risk for child abuse/neglect.



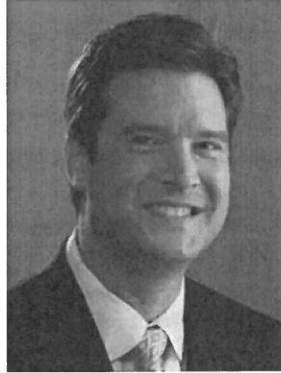
**Jackie Malone, executive director for Brehon Family Services.** (Photo: Brehon Family Services.)

**Federal funding received:** No direct federal funding; some years a variable percentage of state funds received contain federal dollars.

**Federal funds represent this much of our budget:** Zero direct federal allocations

**Concern regarding proposed federal budget:** Will create huge gaps in local community resources that depend on federal funding.

**Impact of federal funding cuts to our nonprofit:** May limit our state contracts to state funds only, which could significantly decrease the number of families served.



**Tim Center, CEO of Capital Area Community Action Agency.** (Photo: Capital Area Community Action Agency)

**Nonprofit: Capital Area Community Action Agency**

**Population served:** Serving low-income families in eight counties by helping pay utility bills, making homes more energy efficient, providing no-cost robust childcare services through Head Start, and working to move people off public assistance.

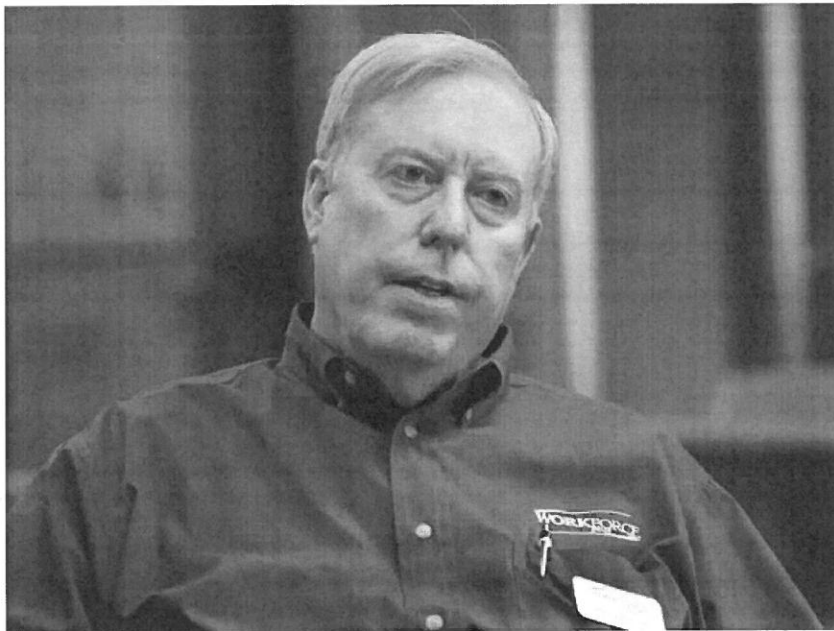
**Federal funding received:** \$8.1 million

**Federal funds represent this much of our budget:** 99%

**Concern regarding proposed federal budget:** The Trump "Skinny Budget" eliminates half our programs that serve more than 10,000 people annually.

**Impact of federal funding cuts to our nonprofit:** Utilities will be shut off, neighbors will continue with high energy bills, more than 300 families won't be able to go to school or work without Head Start child development care, and will curtail efforts to move people off public assistance to careers. And, more than 100 staff will lose their jobs.

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**Jim McShane, CEO of CareerSource Capital Region.** (Photo: Glenn Beil/Tallahassee Democrat, Glenn Beil)

**Nonprofit:** CareerSource Capital Region

**Population served:** Career seekers and employers in Gadsden, Leon, and Wakulla counties

**Federal funding received:** Approximately \$9M, includes regular funding through the Workforce Innovation and Opportunity Act as well as additional grants and programs.

**Federal funds represent this much of our budget:** 99.9%

**Concern regarding proposed federal budget:** Our biggest concern regarding the proposed federal budget is that there may be cuts to the funding that enables our team to serve career seekers and employers in our community.

**Impact of federal funding cuts to our nonprofit:** If there are significant cuts to the federal funding that supports our organization it may lessen our ability to provide solutions to career seekers and businesses in our community.



**Matt Guse, CEO of Early Learning Coalition of the Big Bend.** (Photo: Early Learning Coalition of the Big Bend)

**Nonprofit:** Early Learning Coalition of the Big Bend Region, Inc.

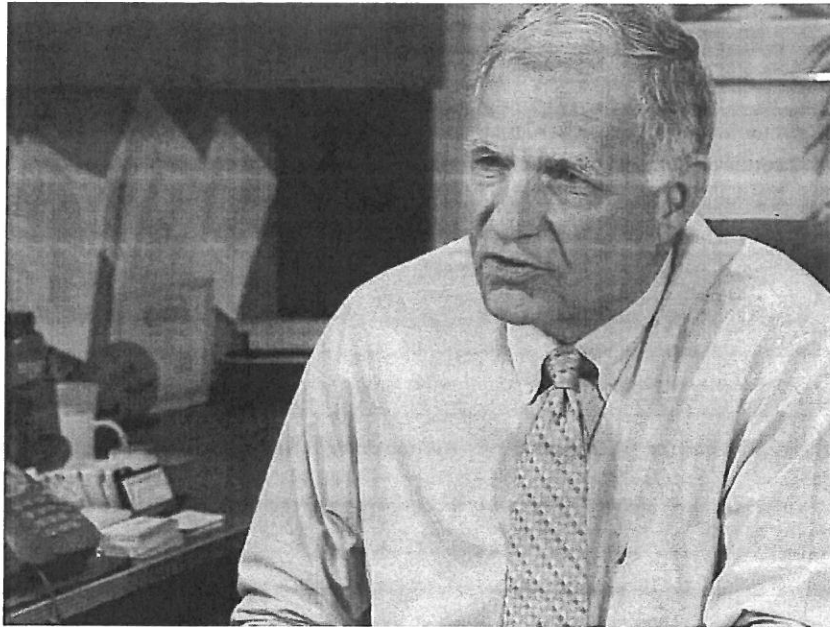
**Population served:** Children of low-income working families.

**Federal funding received:** Fluctuates.

**Federal funds represent this much of our budget:** Approximately 60%.

**Concern regarding proposed federal budget:** Unsure how/ if the current federal budget proposal will impact child care.

**Impact of federal funding cuts to our nonprofit:** Any significant reductions at the federal level would likely result in an increase of our waitlist and potentially the disenrollment of children from the school readiness program.



**Mark Baldino, president and CEO of Elder Care Services.** (Photo: Elder Care Services.)

**Nonprofit:** Elder Care Services, Inc.

**Population served:** Seniors 60 and above.

**Federal funding received:** \$1,573,514.

**Federal funds represent this much of our budget:** 33%.

**Concern regarding proposed federal budget:** Defunding the Corporation for National & Community Services CNCS - over 550 seniors will be without meaningful volunteer opportunities and the critical community needs that these volunteers address will go unmet. Additionally, distributing block grants to states instead of current federal allocations will likely decrease funding prospects and severely impact our low-income seniors.

**Impact of federal funding cuts to our nonprofit:** an entire department would need to be dissolved, causing the loss of 1 Director and 6 Volunteer Coordinators who manage 3 key programs – Senior Companions, Foster Grandparents and Retired Senior Volunteers that serve over 1500 clients and 560 volunteers each year.



**Pam Davis, executive director for Kids Incorporated** (Photo: Kids Incorporated)

**Nonprofit: Kids Incorporated of the Big Bend**

**Population served:** Low-income families with children ages 0-3.

**Federal funding received:** \$3,468,572.

**Federal funds represent this much of our budget:** 85%.

**Concern regarding proposed federal budget:** Block granting funds to State (currently Kids Incorporated receives our funds directly from the Feds) and budget cuts, though known have been announced as yet..

**Impact of federal funding cuts to our nonprofit:** We would have to close if we lost ALL of our federal funds. If we had a reduction in federal funds, depending on the level of cuts, we would reduce our slots accordingly, which, could result in closing a location.

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