

Capital Area
Community Action
Agency

Head Start Policy Council Meeting

AGENDA

October 19, 2017

6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Election of Officers
5. Consent
 - a. Policy Council Minutes September 21, 2017
6. Action
 - a. Financial Report
 - b. Personnel Actions
 - c. By- Laws
7. CLASS Scores
8. Education Coordinator Report
9. Director's Report
10. Office of Head Start Updates
11. Chairperson's Report
12. Other Business
13. Meeting Adjourned

Next Meeting: Scheduled for November 16, 2017



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



Head Start Policy Council Meeting

Minutes

September 21, 2017

6:00pm

1. Meeting called to order at 6:00 pm
2. Roll call was taken by Lauren Johnson. Representatives present included the following: Heather Harris(R), Kim Wilson (A), Veronica Doolan (R), Katessia Carr (R), Geraldine Kersaint (A), Talethia Edwards(R), Khenitha Peterson(R), Yolandria Donald (A), Charlean Lanier (CR), Lauren Johnson, and Luciana Brown.

Capital Area Community Action Agency staff present included the following people: Kristin Reshard, Nichele Rolle, Venita Treadwell, Nina Self, Cynthia Valencic and Tim Center.

Guest present Roger Newsome and Idella Mann.

3. We now have a quorum.
4. Policy Council Orientation- Members were thanked for volunteering to represent their centers on the policy council. Nichele Rolle and Lauren Johnson conducted an orientation to all new policy council members present. Forms and documents that will be used throughout their tenure were explained and members were informed of their new responsibility. Tim explained the Robert's parliamentary rules for a meeting. Members were given a copy of the by-laws to review before next meeting; changes, if any, will be made to the by-laws and signed in October's meeting. Members were asked to review the roles of chairperson, vice chairperson, and secretary and prepare a brief speech for next meeting explaining why they are interested in that position. All members present signed a code of conduct and confidentiality statement.

5. Consent

- a. Minutes- The minutes were reviewed by all members of Policy Council. No corrections or changes were needed.

A Motion to consent to the minutes was made by Khenitha Peterson. The motion was seconded by Charlean Lanier. The motion was approved and carried forward.

6. Action Items

- a. Financial Report- The financial report was reviewed by Cynthia Valencic. Cynthia explained her role in the meeting and what each line item on the budget was used for. Talethia Edwards asked the cost of the food grant and wanted to know if the cost decreased since

parents that this school year we will begin focusing on S.T.E.A.M (Science, Technology, Engineering, Arts, and Math).

9. Director's Report: Tim reviewed the attached report. Tim informed the Policy Council that we have located and signed a lease with a nearby church to utilize their kitchen for the preparation of food for South City students.
10. Office of Head Start Updates: No updates at this time.
11. Other Business: Lauren informed the Policy Council of a S.T.E.M. event taking place the upcoming weekend. Venita Treadwell informed parents that Head Start will have a science fair this year on October 21st at TCC. Signs will be posted within the next few days. Parents are encouraged to submit a project entry with their child. Each class will also complete science projects.
12. The meeting was adjourned at 8:03 p.m.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/17

		Total Budget	Current	Total Budget	
		- Original	Year Actual	Variance -	
				Original	%
Revenue					
4000	Government Contracts -	3372460	2982062	(390398)	88%
4010	Government Contracts - STATE	3661763	2936103	(725660)	80%
4020	Government Contracts - LOCAL	119500	109804	(9696)	92%
4100	Grants - Other Not-for-Profits	27625	29814	2190	108%
4200	Contributions	22500	97385	74885	433%
4300	Special Events	0	582	582	
4320	Commissions-Vending/Photo	1100	2209	1109	201%
4950	Interest Income	0	83	83	
4960	Fringe Pool Revenue	736907	715925	(20982)	97%
4970	Indirect Pool Revenue	613907	527095	(86812)	86%
4995	Other Revenue	0	10333	10333	
	Total Revenue	<u>8555762</u>	<u>7411396</u>	<u>(1144366)</u>	87%
Expenditures					
6010	Salaries & Wages	2734850	2251796	483054	82%
6110	Fringe	756731	636020	120711	84%
6120	FICA	200000	166542	33458	83%
6130	Unemployment	53407	42895	10512	80%
6140	Workers Compensation	65000	35418	29582	54%
6150	Health Insurance	350000	345070	4930	99%
6160	Life Insurance	30000	22906	7094	76%
6170	Retirement	30000	27963	2037	93%
6180	Staff Screenings	2417	3375	(958)	140%
6210	Indirect Costs	649734	542488	107246	83%
6310	Travel - In Area	19671	10862	8810	55%
6315	Travel - Out of Area	22182	7647	14535	34%
6410	Office Supplies	21439	7771	13668	36%
6415	Program Supplies	23561	21739	1823	92%
6420	Classroom Supplies	46903	34624	12279	74%
6430	Kitchen Supplies	23982	16307	7675	68%
6440	Medical/Dental Supplies	2000	1293	707	65%
6510	Copies/Printing/Copier	27226	18930	8297	70%
6600	Postage and Delivery Expense	5423	3528	1895	65%
6710	Contractual	349018	236947	112071	68%
6715	Contractual Services –	112517	145404	(32887)	129%
6810	Rent/Space Cost	256947	230250	26697	90%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/17

6820	Utilities	74524	60605	13918	81%
6830	General Liability and Property	43785	41619	2166	95%
6840	Communications	65604	61408	4197	94%
6850	Repairs and Maintenance-	164143	161614	2529	98%
6910	Equipment Maintenance	31072	24229	6842	78%
6920	Vehicle Expense	42964	40787	2177	95%
6930	Equipment Lease	15743	11886	3857	75%
6940	Technology	37600	15052	22548	40%
7010	Fees, Licenses, and Permits	8410	6632	1777	79%
7020	Dues/Subscriptions	17148	16105	1043	94%
7100	Volunteer	750	197	553	26%
7110	Special Events	0	22	(22)	
7210	Client Assistance	1978292	1704977	273315	86%
7320	Expendible Equipment	47510	29127	18383	61%
7410	Registration Fees	12223	15179	(2956)	124%
7420	Training/Meetings/Workshops	62581	61576	1005	98%
7430	Staff Development	7239	4017	3222	55%
7440	Advisory/Board Member	6200	3179	3021	51%
7450	Advertising	7533	3597	3936	48%
7460	Parent Activities	1134	1559	(425)	137%
7510	Raw Food Cost	144397	149890	(5493)	104%
7530	Legal Expenses	0	39884	(39884)	
7610	Interest Expense	500	741	(241)	148%
7630	Bank Service Charges	<u>3400</u>	<u>2797</u>	<u>603</u>	82%
	Total Expenditures	<u>8555762</u>	<u>7266454</u>	<u>1289307</u>	85%
	Excess Revenue over (under)	<u>(0)</u>	<u>144942</u>	<u>144942</u>	

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/17

		Total Budget -	Current Year	Total Budget	
		Original	Actual	Variance -	%
		Original	Actual	Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,372,460	2,982,062	(390,398)	88%
4010	Government Contracts - STATE	544,793	535,920	(8,873)	98%
4020	Government Contracts - LOCAL	60,000	50,494	(9,506)	84%
4100	Grants - Other Not-for-Profits	20,000	18,337	(1,663)	92%
4210	Contributions- Restricted	0	2,475	2,475	
	Total Revenue	3,997,253	3,589,289	(407,964)	90%
Expenditures					
6010	Salaries & Wages	1,915,267	1,647,230	268,037	86%
6110	Fringe	523,556	464,000	59,556	89%
6180	Staff Screenings	1,800	2,861	(1,061)	159%
6210	Indirect Costs	487,920	418,642	69,278	86%
6310	Travel - In Area	2,000	2,415	(415)	121%
6315	Travel - Out of Area	4,000	2,757	1,243	69%
6410	Office Supplies	9,000	3,697	5,303	41%
6415	Program Supplies	21,291	21,567	(276)	101%
6420	Classroom Supplies	46,903	34,624	12,279	74%
6430	Kitchen Supplies	23,982	16,307	7,675	68%
6440	Medical/Dental Supplies	2,000	1,293	707	65%
6510	Copies/Printing/Copier Maintenance/Ton	9,000	10,762	(1,762)	120%
6600	Postage and Delivery Expense	1,600	1,831	(231)	114%
6710	Contractual Services/Professional	55,061	20,736	34,325	38%
6715	Contractual Services – Health/Disability:	110,517	144,834	(34,317)	131%
6810	Rent/Space Cost	184,000	170,787	13,213	93%
6820	Utilities	62,500	54,147	8,353	87%
6830	General Liability and Property Insurance	21,000	20,200	800	96%
6840	Communications	37,530	40,057	(2,527)	107%
6850	Repairs and Maintenance- Building	148,867	153,444	(4,577)	103%
6910	Equipment Maintenance	18,500	14,778	3,722	80%
6920	Vehicle Expense	29,500	32,416	(2,916)	110%
6930	Equipment Lease	8,500	7,898	603	93%
6940	Technology	25,016	8,851	16,165	35%
7010	Fees, Licenses, and Permits	5,000	2,636	2,364	53%
7020	Dues/Subscriptions	5,000	4,218	782	84%
7100	Volunteer	750	197	553	26%
7320	Expendible Equipment	35,500	18,283	17,217	52%
7410	Registration Fees	3,500	6,425	(2,925)	184%
7420	Training/Meetings/Workshops	38,905	45,734	(6,829)	118%
7430	Staff Development	5,889	1,470	4,419	25%
7440	Advisory/Board Member Expenses	2,200	1,680	520	76%
7450	Advertising	5,668	3,203	2,465	57%
7460	Parent Activities	1,134	1,559	(425)	137%
7510	Raw Food Cost	144,397	149,890	(5,493)	104%
	Total Expenditures	3,997,253	3,531,429	465,824	88%
	Excess Revenue over (under) Expenditures	<u>0</u>	<u>57,860</u>	<u>57,860</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending August 31, 2017

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		50,494			
Grants - Other Not for Profits		18,337			
In-Kind Revenue		438,680			
VPK/SR		278,446			
	843,116	785,957	93%	57,159	7%

Head Start Credit Card Purchases Aug 2017

Vendor Name	Fund Code	GL Code	Activity Code	Location Code	Effective Date	Document Number	Expenses
HANCOCK BANK	1064	6180	251	200	8/28/2017	082817-NS	68.50
HANCOCK BANK	1064	6410	251	200	8/28/2017	082817-DJ	21.39
HANCOCK BANK	1064	6410	251	200	8/28/2017	082817-DJ	41.90
HANCOCK BANK	1064	6410	251	200	8/28/2017	082817-TC	49.71
HANCOCK BANK	1064	6410	255	600	8/28/2017	082817-DJ	19.97
HANCOCK BANK	1064	6410	256	600	8/28/2017	082817-KJ	32.92
HANCOCK BANK	1064	6415	251	200	8/28/2017	082817-DJ	5.89
HANCOCK BANK	1064	6415	251	200	8/28/2017	082817-DJ	81.14
HANCOCK BANK	1064	6415	251	200	8/28/2017	082817-DJ	87.97
HANCOCK BANK	1064	6415	251	200	8/28/2017	082817-KJ	63.36
HANCOCK BANK	1064	6415	251	200	8/28/2017	082817-TC	281.81
HANCOCK BANK	1064	6415	255	600	8/28/2017	082817-DJ	140.84
HANCOCK BANK	1064	6415	256	600	8/28/2017	082817-KJ	114.95
HANCOCK BANK	1064	6415	256	600	8/28/2017	082817-KJ	257.08
HANCOCK BANK	1064	6420	251	200	8/28/2017	082817-KJ	67.50
HANCOCK BANK	1064	6420	252	600	8/28/2017	082817-KJ	23.64
HANCOCK BANK	1064	6600	251	200	8/28/2017	082817-KJ	23.95
HANCOCK BANK	1064	6810	255	600	8/28/2017	082817-KJ	225.00
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-DJ	89.22
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-DJ	149.92
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-KJ	53.50
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-KJ	59.80
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-KJ	87.82
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-KJ	93.77
HANCOCK BANK	1064	6850	251	200	8/28/2017	082817-TC	9.78
HANCOCK BANK	1064	6850	256	600	8/28/2017	082817-KJ	10.20
HANCOCK BANK	1064	6850	256	600	8/28/2017	082817-KJ	139.99
HANCOCK BANK	1064	6850	256	600	8/28/2017	082817-KJ	139.99
HANCOCK BANK	1064	6850	256	600	8/28/2017	082817-NS	534.93
HANCOCK BANK	1064	6850	256	600	8/28/2017	082817-NS	3,500.00
HANCOCK BANK	1064	6850	259	600	8/28/2017	082817-DJ	78.00
HANCOCK BANK	1064	6850	259	600	8/28/2017	082817-DJ	82.52
HANCOCK BANK	1064	6850	259	600	8/28/2017	082817-DJ	88.03
HANCOCK BANK	1064	6850	259	600	8/28/2017	082817-DJ	88.03
HANCOCK BANK	1064	6920	255	600	8/28/2017	082817-DJ	34.00
HANCOCK BANK	1064	6920	255	600	8/28/2017	082817-DJ	41.39
HANCOCK BANK	1064	6920	255	600	8/28/2017	082817-DJ	47.00
HANCOCK BANK	1064	6920	255	600	8/28/2017	082817-DJ	48.00
HANCOCK BANK	1064	7010	000	000	8/28/2017	082817-NS	120.00
HANCOCK BANK	1064	7100	252	600	8/28/2017	082817-	68.50
HANCOCK BANK	1064	7420	110	600	8/28/2017	082817-DJ	115.00
HANCOCK BANK	1064	7420	110	600	8/28/2017	082817-	24.00

HANCOCK BANK	1064	7420	110	600	8/28/2017 082817-	54.09
HANCOCK BANK	1064	7420	110	600	8/28/2017 082817-	56.32
HANCOCK BANK	1064	7420	255	600	8/28/2017 082817-KJ	25.25
HANCOCK BANK	1064	7440	255	600	8/28/2017 082817-DJ	9.49
HANCOCK BANK	1064	7440	255	600	8/28/2017 082817-DJ	35.42
HANCOCK BANK	1064	7440	255	600	8/28/2017 082817-	124.05
HANCOCK BANK	1064	7450	251	200	8/28/2017 082817-DJ	<u>58.17</u>

Total 7,673.70

LOWE'S	1064	6415	251	200	8/31/2017 083117	143.10
LOWE'S	1064	6415	251	200	8/31/2017 083117	537.92
LOWE'S	1064	6415	255	600	8/31/2017 083117	5.39
LOWE'S	1064	6850	250	600	8/31/2017 083117	385.28
LOWE'S	1064	6850	251	200	8/31/2017 083117	482.47
LOWE'S	1064	6850	256	600	8/31/2017 083117	102.87
LOWE'S	1064	6850	256	600	8/31/2017 083117	164.16
LOWE'S	1064	6850	258	500	8/31/2017 083117	<u>376.47</u>

Total 2,197.66

Total Credit Cards 9,871.36

Document Description

ACCT#XXXX7366- NINA SINGLETON
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6700- TIM CENTER
ACCT#XXXX6623/ DARREL JAMES
ACCT# 7303- KRISTIN JACKSON
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT# 7303- KRISTIN JACKSON
ACCT#XXXX6700- TIM CENTER
ACCT#XXXX6623/ DARREL JAMES
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ACCT# 7303- KRISTIN JACKSON
ACCT#XXXX6700- TIM CENTER
ACCT# 7303- KRISTIN JACKSON
ACCT# 7303- KRISTIN JACKSON
ACCT# 7303- KRISTIN JACKSON
ACCT#XXXX7366- NINA SINGLETON
ACCT#XXXX7366- NINA SINGLETON
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
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ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX7366- NINA SINGLETON
ACCT#XXXX6706- NICHELE RICHARDS
ACCT#XXXX6623/ DARREL JAMES
ACCT#XXXX6982- FATIMA OLEABHIELE

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Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

Nina Singleton Self

RECEIVED
D 13 2017

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	24435657208083701644237	7393	DTIS UPS PROJECTS ALEXANDRIA VA	M68.50 ✓
08-01	07-31	24512397212900012400103	5713	BRIAN BARNARD'S FLOORIN 850-3868689 FL	M3,500.00 ✓
08-07	08-04	24988947218017039329214	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M200.00 ✓
08-08	08-07	24445007220000937364117	5411	PUBLIX #857 TALLAHASSEE FL	M57.57 ✓
08-17	08-15	24247607228500599992062	1711	ROTO ROOTER TALLAHASSEE FL	M534.93 ✓
08-28	08-25	24789307239542705302339	6300	THE GENERAL 615-7441462 TN	M299.92 ✓

Nina Self 9/11/17

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-28-17	XXXXXXXXXXXX	NEW PURCHASES AND OTHER CHARGES <i>W</i> 4,660.92
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS .00
		STATEMENT TOTAL 4,660.92
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

PAGE 1 OF 1

AE

*make - B Noble
making bank
my deposit
for G/A - Nicole fish
Callahan Mentor Mtg
FL MVR Srvs.
checking Dr. Records of
Employees*

9000	<i>(AS) 81807010</i>		\$ 200.00 ✓	<i>24</i>
1064			120 ✓	
3366			36 ✓	
3465			16 ✓	
3514			4 ✓	
TOTAL			\$ 4,660.92 ✓	\$ 0.00

Finance Department Only

Session Date AP1709034B
Check Date _____ Check # _____

Do not stamp or write on this document. If you have any questions, please call the Capital Area Community Action Agency at 512-343-7210.



AUTHORIZATION FOR PAYMENT

RECEIVED
SEP 13 2017

Date Received 09/01/2017

Date Submitted 09/13/2017

Vendor Name Hancock Bank

Group or Invoice # ~~20827~~

Payment Amount \$ 4,660.92

Notes Nina Self VISA expenses for 8/28/17 billing
acct XXXX 7366

Prepared or Submitted by

Printed Name Nina Self

Signature *Nina Self*

Approved by

Printed Name Tim Center

Signature *Tim Center*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6180	251	200	\$ 68.50 ✓	
1064	6850	256	600	\$ 534.93 ✓	
1064	6850	256	600	\$ 3,500.00 ✓	
3366	7210	587	600	\$ 299.92 ✓	
7210 3750 (AS)	6215 7210	633	100	\$ 57.57 ✓	
9000	(AS) 6180 7010			\$ 200.00 ✓	
1064				120 - ✓	
33166				36 - ✓	
34165				116 - ✓	
3514				4 - ✓	
TOTAL				\$ 4,660.92 ✓	\$ 0.00

*Background - B Noble
fix plumbing leak
flooring deposit
car ins. for G/A - Nicole fish
Food - Calhoun Mentor Mtg
FL MVR Svc.
checking Dr. records of Employees*

Finance Department Only

Session Date AP170903HB
Check Date _____ Check # _____

Invoice	Description
082817-DJ	[REDACTED]

ount
\$1,363.29

Hancock Bank
MAHAN
09/22/17 12:15

Seq: 0068 ID: 101764 CB: 7124

Account Number: xxxxxxxxxxxx6623
Credit Card Payment \$1,363.29
Posting Date: 09/22/17
Thank you for banking with Hancock

\$1,363.29

LMP40 M/P CHECK



Rev 2/14

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Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-31	07-28	24692167209100494345991	3665	HAMPTON INN FLORIDA MA ORLANDO FL 003859 ARRIVAL: 07-26-17	✓M115.00✓
08-03	08-01	24692167214100575240643	5542	GATE 1194 Q80 TALLAHASSEE FL	✓M34.00✓
08-07	08-05	24692167218100205813989	5200	LOWES #00716* TALLAHASSEE FL	✓M19.97✓
08-07	08-04	24755427216292161585554	5099	INTERSTATE FIRE SYSTEM IN TALLAHASSEE FL	✓M41.39✓
08-07	08-04	24692167217100633888232	5542	GATE 1194 Q80 TALLAHASSEE FL	✓M48.00✓
08-08	08-07	24431067220400188000560	5251	ACE HDWE APALACHICOLA FL	✓M21.39✓
08-08	08-07	24224437220101015207297	5251	TAYLORS BULDING SU EASTPOINT FL	✓M41.90✓
08-08	08-07	24445007220000937358929	5411	WINN-DIXIE #0086 TALLAHASSEE FL	✓M51.53✓
08-09	08-08	74445007221000955103508	5411	WINN-DIXIE #0086 TALLAHASSEE FL	✓M16.11cr
08-11	08-08	24224437223101029432565	5814	KRISPY KREME #453 TALLAHASSEE FL	✓M9.49✓
08-11	08-09	24445007222200119823769	7513	U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	✓M89.22✓
08-11	08-09	24445007222200119823843	7513	U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	✓M149.92✓
08-14	08-11	244450072224200148592417	7513	U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	✓M78.00✓
08-14	08-11	24760627224410300806669	5111	QUICKIDCARD.COM INC 800-8775704 NY	✓M140.84✓
08-15	08-14	24431067227400187000457	5251	ACE HDWE APALACHICOLA FL	✓M87.97✓
08-16	08-16	74270847228100007986033	0000	BRANCH PAYMENT - THANK YOU	M2,671.43

HS Health Mng Mtg
Fuel - co. car
Padlocks for centers
Repair on vehicle exting.
Fuel - co. car
Corded telephone
Cables and phone cords
✓ Food
U-Haul moving truck

= 674.21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-28-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,379.40
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 2,687.54
		STATEMENT TOTAL 1,308.14 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00

Handwritten signature

			Transaction Description	Amount
		00222960158	5331 DOLLAR-GENERAL #4464 APALACHICOLA FL	✓M5.89✓
08-16	08-14	24692167227100875637329	5542 GATE 1194 Q80 TALLAHASSEE FL	✓M47.00✓
		24445007227100222960075	5331 DOLLAR-GENERAL #4464 APALACHICOLA FL	✓M81.14✓
08-16	08-14	24445007227200122631642	7513 U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	✓M88.03✓
08-17	08-15	24445007228200127386944	7513 U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	✓M82.52✓
08-17	08-15	24445007228200127387025	7513 U-HAUL AT FLORIDA STATE U TALLAHASSEE FL	✓M88.03✓
08-28	08-25	24141667237017083661640	7333 FASTSIGNS TALLAHASSEE FL	✓M58.17✓

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SEP 15 2017

63.29 (AS)

PAGE 2 OF 2

1064	(AS) 6445 CA10	251	200	\$ 21.39 ✓	
1064	6445 CA10	251	200	\$ 41.90 ✓	
1064	7440 (Food)	255 (Health Advisory)	600	\$ 51.53 ✓	35.42
1064	6920 (Franklin County) (AS) move truck	251	200	\$ 89.22 ✓	
1064	6920 (Franklin County)	251	200	\$ 149.92 ✓	
1064	6850 6920 (Move of BR)	259 (Final supplies)	600	\$ 78.00 ✓	
TOTAL				\$ 690.32	\$ 16.11

HS Health Mng Mtg
Fuel - co. car
Padlocks for centers
Repair on vehicle exting.
Fuel - co. car
corded telephone
cables and phone cords
Food
U-Haul moving Truck
= 674.21

Finance Department Only

Session Date APR 7 09 03 HB
Check Date _____ Check # _____

Capital Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
 SEP 15 2017

Date Received 09/14/2017

Date Submitted 09/15/2017

Vendor Name Hancock Bank

pg 1 of 2

Group or Invoice # ~~XXXXXXXXXX~~

Payment Amount \$ 1,379.40

1363.29 (S)

Notes
~~XXXXXXXXXX~~
 Darrel James

Prepared or Submitted by

Printed Name Judy Green

Signature

Judy Green

9-15-17

Approved by

Printed Name Darrel James

Signature

D James

9-15-17

AT 800

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR	
1064	7420 (Holel)	110 (B. Evans)	600	\$ 115.00		HS Health mgng Mtg
1064	6920	255	600	\$ 34.00		Fuel - co. car
1064	(AS) 6445 (410)	255	600	\$ 19.97		Padlocks for centers
1064	6920	255	600	\$ 41.39		Repair on vehicle exting.
1064	6920	255	600	\$ 48.00		Fuel - co. car
1064	(AS) 6445 (410)	251	200	\$ 21.39		corded telephone
1064	6445 (410)	251	200	\$ 41.90		cables and phone cords
1064	7440 (Food)	255 (Health Advisory)	600	\$ 51.53	\$ 16.11	Food
1064	(AS) 6920 (Franklin County)	move truck (about) 251	200	\$ 89.22		unhaul moving truck
1064	(AS) 6920 (Franklin County)	251	200	\$ 149.92		
1064	(AS) 6920 (Move of BR)	259 (Final supplies)	600	\$ 78.00		
TOTAL				\$ 690.32	\$ 16.11	= 674.21

 Finance Department Only

Session Date APR 17 09 03 HB

Check Date _____

Check # _____

AUTHORIZATION FOR PAYMENT

Date Received 09/14/2017

Date Submitted 09/15/2017

Vendor Name Hancock Bank

pg 2 of 2

Group or Invoice #

Payment Amount \$ 1,379.40

Notes

Darrel James

Prepared or Submitted by

Printed Name Judy Green

Approved by

Printed Name Darrel James

Signature

Judy Green

9-15-17

Signature

Darrel James

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6415 (ID Badges)	255	600	\$ 140.84	
1064	6415	251	200	\$ 87.97	
1064	6920	251	200	\$ 5.89	
1064	6920	255	600	\$ 47.00	
1564	6415	251	200	\$ 81.14	
1064	6920	259	600	\$ 88.03	
1064	6920	259	600	\$ 82.52	
1064	7450	251	200	\$ 58.17	
1064	7440 (Food)	255 (Health Advisory)	600	\$ 9.49	
1264	6850	259	600	\$ 88.03	
TOTAL				\$ 601.05	\$ 0.00

empty ID badges
mp bucket cordless
spring water
face-co. car
grocery supplies
water truck
signage printing
water truck

Finance Department Only

Session Date
Check Date

Check #

...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.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

Kristin Jackson

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SEP 15 2017

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-07	08-05	24692167217100599196448	8398	ARC*RED CROSS DONATION 800-733-2767 CA(see affidavit)	✓M225.00
08-08	08-07	74445007220000937371125	5411	PUBLIX #1051 TALLAHASSEE FL	✓M7.38
08-08	08-07	24445007220000937371047	5411	PUBLIX #1051 TALLAHASSEE FL	✓M32.63
08-08	08-07	24445007220400164575130	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	✓M138.59
08-10	08-09	24122597221030014739849	7399	ELSASSERS LOCK KEY TALLAHASSEE FL	✓M10.20
08-10	08-09	24445007222400163526074	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	✓M17.40
08-10	08-09	24445007222400163525993	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	✓M63.36
08-11	08-10	24445007223000968033828	9402	USPS PO 1102100305 APALACHICOLA FL	✓M23.95
08-11	08-10	24431067223400181000325	5251	ACE HDWE APALACHICOLA FL	✓M59.80
08-11	08-10	24231687223837000012717	5331	FAMILY DOLLAR #0604 APALACHICOLA FL	✓M67.50
08-11	08-10	24431067223400181000192	5251	ACE HDWE APALACHICOLA FL	✓M87.82
08-11	08-10	24431067223400181000150	5251	ACE HDWE APALACHICOLA FL	✓M93.77
08-14	08-13	24427337225720036295254	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	✓M15.04
08-14	08-12	24427337225710047851120	5814	MCDONALD'S F7544 TALLAHASSEE FL	✓M19.23
08-14	08-12	24445007225000893387925	5411	WINN-DIXIE #0052 TALLAHASSEE FL	✓M32.92
08-14	08-11	24231687224091032159505	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	✓M139.99
08-14	08-12	24231687225091022230620	5251	HARBOR FREIGHT TOOLS 238 TALLAHASSEE FL	✓M139.99

37 (AS)

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-28-17	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,497.75
		NEW CASH ADVANCES .00
Toll Free	1-800-448-8812	CREDITS 106.07
		STATEMENT TOTAL 1,391.68
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

PAGE 1 OF 2

[Handwritten Signature]

See affidavit
supplies Pre Serv. Mtg
(~~\$138.59~~) supplies for classrooms
Padlocks, Duct TAPE, cable
overnight Franklin Lic.
Cypress mulch
Balls and Totes
new center supplies for bldg
" " "
refreshments for staff working move

PAGE 2 OF 2

To get the average charges on Cash Advances, this gives us the daily balance and the amount of the advance.

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
08-28-17

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SEP 15 2017

[Signature]



TRANSACTION DETAIL					
Post	Trans	Reference Number	MCC	Transaction Description	Amount
18-15	08-12	24224437227101027658977	5814	KRISPY KREME #453 TALLAHASSEE FL	M119.98 ✓
18-15	08-14	24906417226043122683351	7342	SVM*TERMINIX INTL 800-8376464 TN	M53.50 ✓
18-15	08-13	24610437226010200310087	5200	THE HOME DEPOT #6374 TALLAHASSEE FL	M257.08 ✓
18-16	08-16	74270847228100007985977	0000	BRANCH PAYMENT - THANK YOU	M98.69

.37 (AS)

- See affidavit
- supplies Pre Serv. Mtg
- (\$138.50) supplies for classrooms
- Padlocks, Duct TAPE, cable
- Overnight Franklin Lic.
- Cypress mulch
- Balls and Totes
- new center supplies for bldg
- " " "
- refreshment for staff working move

Capital Area
Community Action Agency

AUTHORIZATION FOR PAYMENT

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 SEP 15 2017

Date Received 09/14/2017

Date Submitted 09/15/2017

Vendor Name Hancock Bank

pg 1 of 2

Group or Invoice # 082817-KJ

Payment Amount \$ 1,497.75 1490.37 (AS)

Notes
~~ACCOUNT # 7003~~
 Kristin Jackson-Reshard

Prepared or Submitted by Printed Name Judy Green

Signature Judy Green 9-15-17

Approved by Printed Name Kristin Jackson-Reshard

Signature Kristin Reshard

CAT
700

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6810 (Space for Pre-service)	255	600	\$ 225.00 ✓	
1064	7420 (Pre-Service)	255	600	\$ 32.63 ✓	\$ 7.38
1064	6415 6420 (AS)	252	600	\$ 23.64 ✓	
1064	6415	256	600	\$ 114.95 ✓	
(AS) 1064 1064	6415	251	200	\$ 63.36 ✓	
1064	6600	251	200	\$ 23.95 ✓	
1064	6850	251	200	\$ 59.80 ✓	
1064	6415 6420 (AS)	251	200	\$ 67.50 ✓	
1064	6850	251	200	\$ 87.82 ✓	
1064	6850	251	200	\$ 93.77 ✓	
1064 990	7110-6930-6850 (AS)	256	600	\$ 15.04 ✓	
TOTAL				\$ 807.46	\$ 7.38

See affidavit supplies Pre Serv Mtg (\$138.59) supplies for classrooms Padlocks, Duct TAPE, cable overnight Franklin Lic. Cypress mulch Balls and Totes new center supplies for bldg " " " refreshment for staff working move

800-08

 Finance Department Only Session Date APR 10 903 HR
 Check Date _____ Check # _____

Capital Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

Date Received 09/14/2017

Date Submitted 09/15/2017

Vendor Name Hancock Bank

pg 1 of 2

Group or Invoice # 0828

Payment Amount \$ 1,497.75 1490.37 (AS)

Notes

Kristin Jackson-Reshard

Prepared or Submitted by

Printed Name Judy Green

Signature _____

Approved by

Printed Name Kristin Jackson-Reshard

Signature *Kristin Reshard*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850	256	600	\$ 10.20 ✓	
<i>✓</i> 1064 9990	<i>7110</i> 6415 <i>6850</i>	256	600	\$ 19.23 ✓	
1064	6415 <i>6410</i>	256	600	\$ 32.92 ✓	
1064	6850	256	600	\$ 139.99 ✓	
1664	6850	256	600	\$ 139.99 ✓	
1064	<u>6415</u>	256	600	\$ 257.08 ✓	
1064	6850	251	200	\$ 53.50 ✓	
<i>✓</i> 1064 9990	<i>7110</i> 6415 <i>6850</i>	256	600	\$ 19.98 ✓	
<i>✓</i> 1064 9990	<i>7420</i> 6415 <i>7110</i>	256	600	\$ 17.40 ✓	
TOTAL				\$ 690.29	\$ 0.00

Keys made
 refreshments for staff of moving center
 " " "
 } Silver Tarp 29x49
 misc prog. supplies
 Terminex pest control - see lost receipt
 see lost receipt at tadan
 food for staff of man
 - (snack/food)
 for pre service ting

Finance Department Only

Session Date _____
 Check Date _____ Check # _____

Capital Area
**Community
 Action**
 Agency

AUTHORIZATION FOR PAYMENT

RECEIVED
 SEP 4 2017

Date Received 09/13/2017

Date Submitted 09/13/2017

Vendor Name Hancock Bank

Group or Invoice # [REDACTED]

Payment Amount \$ 475.93

Notes
[REDACTED]
 Nichele Richards - Rolle

Prepared or
 Submitted by

Printed Name Judy Green

Signature Judy Green

9-13-17

Approved by

Printed Name Nichele Rolle/Darrel James

Signature Nichele Rolle Darrel James

9-13-17

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1664	6430	251	200	\$ 116.36	✓
1664	ok 6430	251	200	\$ 167.02	✓
1064	7440 (Policy Council)	255 (Food)	600	\$ 124.05	✓
1064	7100 (Background for Grandparent)	252 (Royal/Williams)	600	\$ 68.50	✓
				TOTAL	
				\$ 475.93	\$ 0.00

Franklin Co ~~supplies~~ Kitch: supplies FOR kitchen

Finance Department Only

Session Date APR 17 2017 HB

Check Date _____

Check # _____

Payee HANCOCK BANK
 Vendor ID HANCOCK CC

Account

56125
 9/21/2017

Invoice	Description	Amount
[REDACTED]	[REDACTED]	\$2,811.80

Hancock Bank
 MAHAN
 09/22/17 12:12

Seq: 0060 ID: 101764 CB: 7124

[REDACTED]

Credit Card Payment \$2,811.80
 Posting Date: 09/22/17
 Thank you for banking with Hancock

\$2,811.80

LMP40 M/P CHECK



Rev 2/14

10130 (9/16) J111/54

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

Approved by Printed Name CHARLEAN LANIER OR HAROLD ROSS
 Signature *Charlean M. Lanier*

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR	
3366	6315 ⁷⁴¹⁰	REGISTRATION-CACAP	CONF-PHILEDDELPHIA	\$ 750.00 ✓		CAT
1064	6410	251-DRIVEWAY SIGNS	200-OFFICE SUPPLIES	\$ 49.71 ✓		800 (not re-pass signs)
9000	6510	PRINTER INK	600	\$ 102.78 ✓		
9000	7420	HOTEL-ANN.CHAMBER	OF COMMERCE CONF	\$ 226.44 ✓	\$ 44.88 ✓	800
9000	7020	SUBSCRIP-REOCCUR	ADOBE ACROPRO	\$ 14.99 ✓		
3366	7020	SUBSCRIP-REOCCUR	TALLH DEMOCRAT	\$ 27.95 ✓		
9000	7010	RENEWAL W/STATE	DBPR	\$ 313.00 ✓		
9000	7420	HOTEL-FACAFAMPA		\$ 158.22 ✓		800
1064	6415	251-(2)SHADE SAILS	200	\$ 281.81 ✓		
9000	7420	HOTEL-FACA (TO BE	REIMB BY FACA)	\$ 922.00 ✓		
1064	6850	^{Lowes} 251	200	\$ 64.46 ✓	\$ 54.68 ✓	(Lost receipt)
TOTAL				\$ 2,911.36	\$ 99.56	

Finance Department Only

Session Date APR 09 03 HB
 Check Date _____ Check # _____

... money. Automatically For hassle-free details and to start saving with your eligible Hancock Business Credit Card for today, visit visasavingsedge.com.

Transactions causing an over-limit situation on your account may not be honored. Access to credit may be declined at any time your account is in a past due status or may be delayed until check payments have cleared. Please refer to Terms and Conditions.

Tim Center

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	74692167208100781009652	5200	LOWES #00417* TALLAHASSEE FL	M54.68 cr
07-31	07-28	24692167210100796073215	5200	LOWES #00417* TALLAHASSEE FL	M64.46
08-11	08-10	24210737223286132400143	8398	COMMUNITY ACTION PARTNER 202-265-7546 DC - <i>CSBG</i>	M750.00 ✓
08-15	08-14	24431067227400187000549	5251	ACE HDWE APALACHICOLA FL - <i>HS</i>	M49.71 ✓
08-16	08-16	74270847228100007986017	0000	BRANCH PAYMENT - THANK YOU	M1,566.55
08-16	08-14	24445747227100222961975	5943	OFFICE DEPOT #108 TALLAHASSEE FL - <i>Admin</i>	M102.78 ✓
08-16	08-13	24692167227100864181354	3592	OMNI AIP RESORT 904-261-6161 FL - <i>Admin</i>	M226.44 ✓
				174893 ARRIVAL: 08-11-17	
08-17	08-15	24610437228004024024436	5734	ADOBE *ACROPRO SUBS 800-833-6687 CA - <i>Admin</i>	M14.99 ✓
08-18	08-13	74692167229100159146461	3592	OMNI AIP RESORT 904-261-6161 FL - <i>Admin</i>	M44.88 cr
				174893 ARRIVAL: 08-11-17	
08-22	08-21	24692167233100960516604	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN - <i>Admin</i>	M27.95 ✓
08-24	08-23	24431067236400523007207	9399	STATE OF FL DBPR 850-487-1395 FL - <i>HS</i>	M313.00 ✓
08-28	08-26	24692167238100160249472	3509	MARRIOTT TAMPA WESTSHO TAMPA FL - <i>Admin - FACA</i>	M158.22 ✓
				000819 ARRIVAL: 08-23-17	
08-28	08-25	24692167237100469193968	5200	LOWES #00417* 850-386-5022 NC - <i>HS</i>	M281.81 ✓

STATEMENT DATE 08-28-17	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,911.36
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 1,666.11
		STATEMENT TOTAL 1,245.25
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

*CAT
800*

ck

Cost	\$750.00
Cost	Complimentary
Complimentary	Complimentary

Amount Paid	Amount Due
750.00	\$0.00
50.00	\$0.00

daily balance
advances on Cash
advances on Cash

HANCOCK BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Whitney Bank

L

MEMO STATEMENT

Account Number
[REDACTED]
Statement Date
08-28-17

CAT
only
just.



TRANSACTION DETAIL						
Post	Trans					
Date	Date	Reference Number	MCC	Transaction Description		Amount
08-28	08-26	24692167238100160249407	3509	MARRIOTT TAMPA WESTSHO TAMPA FL 000477 ARRIVAL: 08-23-17	← PAGO	M922.00

CAT
800

Cost
\$750.00

Cost
Complimentary
Complimentary

Amt Paid	Amt Due
\$750.00	\$0.00
\$750.00	\$0.00

Payee LOWE'S
Vendor ID LOWES

Account #:

56169
9/21/2017

Invoice	Description	Discount	Amount
083117 LOWES	XXXXXXXXXX -DISPUTE OF FRAUD FOR \$606.04	\$0.00	\$2,284.20
Total :		\$0.00	\$2,284.20

Notes: The \$606.04 is a disputed amount under investigation. The total for the receipts and interest is \$2284.20.

Prepared or Submitted by: Printed Name Judy Green
Signature Judy Green 9-15-17

Approved by: Printed Name Venita Treadwell
Signature Venita Treadwell 9/15/17

FUND	GENERAL LEDGER	ACTIVITY	LOCATION	DR	CR
1064	6850	258	500	\$ 376.47 ✓	
1064	6415	255	600	\$ 5.39 ✓	file crate
1064	6415	251	200	\$ 537.92 ✓	
1064	6415	251	200	\$ 143.10 ✓	
1064	6850	250	600	\$ 385.28 ✓	
1064	6850	251	200	\$ 482.47 ✓	
1064	6850	256	600	\$ 102.87 ✓	
1064	6850	256	600	\$ 164.16 ✓	
1064 9990	7610	255	600	\$ 86.54 ✓	interest charged
TOTAL				\$ 2,284.20 ✓	\$ 0.00

 Finance Department Only
 Session Date AP 170903
 Check Date _____ Check # _____

Services

yc

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION

Visit us at www.lowes.com/credit
Customer Service: 1-800-444-1408

Summary of Account Activity	
Previous Balance	\$4,493.14
- Payments	\$1,862.89
- Other Credits	\$0.00
+ Purchases/Debits	\$2,803.70
+ Fees Charged	\$0.00
+ Interest Charged	\$86.54
New Balance	\$5,520.49
Credit Limit	\$10,000.00
Available Credit	\$0.00
Statement Closing Date	09/02/2017
Days in Billing Cycle	31

Payment Information	
New Balance	\$5,520.49
Total Minimum Payment Due	\$230.00
Payment Due Date	09/28/2017

I charge?

1-2

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
08/03	08/03		PAYMENT - THANK YOU	(\$1,862.89)
08/04	08/04	07372	STORE 0417 TALLAHASSEE FL	✓ \$164.16
08/08	08/08	23663	STORE 0417 TALLAHASSEE FL	✓ \$376.47
08/11	08/11	27541	STORE 0417 TALLAHASSEE FL	✓ \$5.39
08/11	08/11	10637	STORE 0716 TALLAHASSEE FL	✓ \$537.92
08/11	08/11	15069	STORE 0716 TALLAHASSEE FL	✓ \$143.10
08/12	08/12	02430	STORE 0716 TALLAHASSEE FL	✓ \$385.28
08/13	08/13	53133	STORE 0417 TALLAHASSEE FL	✓ \$482.47
08/13	08/13	24793	STORE 0417 TALLAHASSEE FL	✓ \$102.87
08/18	08/18	14691	STORE 0741 PORT ORANGE FL	Disputed \$606.04
09/02	09/02		*INTEREST CHARGE*	✓ \$86.54

ie old card has possible for the

Interest Charge Calculation					
Your Annual Percentage Rate (APR) is the annual interest rate on your account.					
Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$4,633.51	\$86.54	2D

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

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: NATT978, or call toll-free 1-800-444-1408.

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

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

SUBTOTAL: 885.26
 TOTAL TAX: 8.06



P.O. Box 4019 Gullport, MS 39502

Return Service Requested

447 110000 001

CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301



Hancock Bank, a trade name of Whitney Bank



Page: 1 of 1

Statements Dates
09/01/2017 - 09/30/2017

Account Number:
4620332

Images:
0

***ZERO CHECKS* E0**

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Checking Account Summary

PREVIOUS BALANCE	1,187.68	AVERAGE BALANCE	
+ 0 CREDITS	.00		1,187.68
- 0 DEBITS	.00	YTD INTEREST PAID	.00
- SERVICE CHARGES	.00		
+ INTEREST PAID	.00		
ENDING BALANCE	1,187.68		

• **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
08/31	1,187.68				



110000001

Capital Area
Community Action
Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: October 11, 2017

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

Staffing

Franklin County is looking for a teacher.

Facilities

The catering kitchen at the Friendship Primitive Baptist Church is now up and running serving the South City Head Start Center.

Franklin County has a task force helping to identify how best to create a permanent Early Education Center. It will be necessary to request supplemental funding based on the amount of refurbishment that will be needed at the Johnson Complex (former Apalachicola High School). Preliminary estimates are being prepared now by a contractor.

Curriculum

No new reports on curriculum issues. The focus with staff is in documenting in the online portal the individualized educational metrics about the students.

Enrollment

Centers are fully enrolled with waiting lists for all but Franklin County.

Franklin County

The facility slated for the permanent home will require substantial renovation and improvements. While the Task Force is working on fundraisers and looking at contributions from the City (\$25,000),



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Federal and State Regulations

There are no new regulations to share at this time.

Danya International notified the agency that the Head Start program will receive a Focus Area 2 and a Classroom Assessment Scoring System (CLASS) review in FY 2018. They will provide a 60-day notice prior to the review. Policy Council members may be included in the monitoring visit.

Budget

The 20% match is close to being on schedule. We do not anticipate needing to request a waiver.

Disaster Recovery from 2017 Hurricanes

 eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-17-02

To: All Head Start and Early Head Start Agencies and Delegate Agencies in Areas Affected by the 2017 Hurricanes and Related Recovery Efforts

Information:

The Administration for Children and Families (ACF) and the Office of Head Start (OHS) are very concerned about the devastation resulting from recent disasters affecting large numbers of Head Start programs, children, families, and staff. OHS is removing barriers to make it easier for Head Start agencies to meet the needs of those children and families affected by disasters, especially newly homeless children and families. Head Start programs serve a critical role in the recovery of impacted communities.

First, Head Start programs are urged to begin taking steps to resume services. Even if facilities are inoperable, program staff can support families in meeting their basic needs, including nutrition, health and mental health support, and alternative care for their children. Second, programs that have operable facilities are encouraged to allow displaced Head Start families supervised access to those facilities, including kitchens, rest/napping areas, computer labs, bathrooms, laundry, and power sources for re-charging phones and other communication devices. Grantees are encouraged to support families in accessing local, state, and federal relief and leveraging their community partnerships and resources to support other relief efforts.

Serving Other Eligible Head Start Families

Grantees near impacted areas are encouraged to assess how their services and resources might be used or shared to assist others affected by these disasters. Please consider your physical resources (e.g., facilities, equipment, supplies) and your human assets (e.g., staff, physicians, social workers, mental health personnel) that might be of assistance. In some cases, Head Start eligible children and their families might relocate to your community from other communities or close by states that were devastated by disasters. Finding creative ways to reach out and serve these families is encouraged.

Administrative Flexibility

OHS will rely on the judgment of governing bodies and program administrators at the community level to determine the most expeditious steps necessary to resume services. Individual states may waive some aspects of licensing requirements post-disaster, and programs are encouraged to contact their state licensing representative or Regional Office for guidance.

In some circumstances, if a grantee is unable to comply with a Head Start standard as a direct result of a disaster, OHS will consider waiver of that standard. However, no Head Start standard or requirement will be waived where failure to comply endangers the health and safety of children or constitutes fraud or misuse of federal funds. Grantees must, at all times, be able to assure the safety of children and financial accountability for funds and property.

Eligibility, Recruitment, Selection, and Enrollment

Grantees that offer both Head Start and Early Head Start may serve eligible impacted children ages birth to 5 within their overall funded enrollment and are not restricted to the current funded enrollment slots assigned to each program. Grantees that do not currently offer Early Head Start but that have appropriate space and staff qualified to serve infant and toddlers may contact their Regional Office about the potential to serve displaced infants and toddlers. Head Start programs that do not have qualified infant and toddler staff are encouraged to work with local programs that may have space for infants and toddlers or offer home visiting programs. As we work together to serve affected children and families, we must do so in ways that do not put children at risk.

Any age-eligible child from a family that has had to abandon their home because of the disaster should be considered homeless under the definition of "homeless children" in the McKinney-Vento Homeless Assistance Act. These children are eligible for Head Start services due to loss of housing or the fact they are living in emergency shelters or sharing housing with family or friends.

If a displaced family does not have the eligibility documentation in-hand, programs should be flexible in accepting signed statements from the family attesting to necessary eligibility information. Migrant and Seasonal Head Start programs can consider serving displaced children and families without regard to their income primarily coming from agricultural work if they have the space and resources to do so without diminishing services to children of agricultural workers.

Program Options and Hours of Program Operations

OHS will, for the remainder of the school year, allow any grantee to serve impacted or displaced children in any program option or options without obtaining advance approval. This applies to a conversion of a program segment, such as a center, to another program option so programs can accommodate as many children as possible. This time-limited exception to required procedures for obtaining OHS permission to convert services to a different program option as a "change to the scope or objectives of a program" under 45 CFR § 75.308(c)(1)(i) is based on the need for programs to act quickly in response to this large-scale and widespread emergency situation to ensure children's safety and well-being. Also for the remainder of this school year, affected programs may add or reduce hours or days of program operations without obtaining prior approval as long as these changes can be justified.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using Head Start Enterprise System (HSES) correspondence.

Space, Class Size, and Ratios

Adequate classroom space may be a challenge post-disaster as programs strive to serve children displaced by the disaster. To allow grantees to be as responsive as possible to these children and their families, this communication constitutes waiver approval, for grantees in areas affected by large-scale disasters, as described under 45 CFR § 1302.24(c)(1) and (2) to exceed the class size/group size requirements of 45 CFR § 1302.21(b) and 1302.23(b) as long as grantees maintain appropriate adult to child ratios and comply with state and local licensing requirements, except when the state or local licensing agency waives these requirements, in which case grantees would not need to comply with the waived requirements. In cases where grantees cannot comply with square footage requirements for centers in 45 CFR Part § 1302.21(d)(2) during a temporary recovery period, compliance with a less stringent state or local standard will be regarded by OHS as evidence of a good faith effort to comply with the Head Start standard to the degree possible.

Grantees are required to notify their Regional Office of the action(s) taken as soon as it is practical to do so, using HSES correspondence.

Additional Classroom Staffing and Teacher Credentials

Using funds from existing operating budgets, programs may temporarily open additional classrooms to serve displaced children now considered homeless under the McKinney-Vento Act or children whose Head Start programs have closed due to damage. In addition, programs are encouraged to give priority to hiring staff displaced from other programs when hiring new classroom staff to cover classrooms. All staff working directly with children must be eligible for employment under applicable criminal background check requirements under the Head Start Act and state child care licensing requirements.

Safe Environments

Floodwater carries a wide variety of contaminants that can cause illness to young children. Contaminants can also aggravate existing medical conditions and accelerate the progress and severity of infections. Grantees are cautioned to

be sure services are resumed only when children can be safely served in their centers and outdoor play areas. If centers or playgrounds were flooded, grantees should test indoor air quality and playground soil to be sure that contaminant levels are safe for children birth through age 5. Porous objects (e.g., wood, paper, bedding, books, etc.) should be carefully cleaned and inspected to assure they do not harbor contaminants that pose a danger to children. All state child care licensing requirements related to re-opening centers post-disaster must also be met before service in centers is resumed. Consult local and state health authorities for further information and be aware of flood recovery information available from the Centers for Disease Control and Prevention, which includes information and helpful links to other resources: <https://www.cdc.gov/features/flood-safety/index.html>.

Health and Mental Health Services

Addressing the health and mental health of children, families, and staff impacted by a disaster is critical to the recovery process. Children, families, and Head Start staff may experience stress and even trauma related to a hurricane or other disaster. These effects can be short-term or long-term and responses may vary across individuals. Grantees are encouraged to work with local agencies and partners to assure that all affected children receive needed health and mental health services as quickly as possible. When enrolling newly homeless children, programs must make best efforts to ascertain children's health status and immediate needs. Programs are also encouraged to work cooperatively to share children's records with health care providers locally and those who may be serving displaced children in other locations.

The following resources are available to assist programs in responding to a disaster as well as preparing for any future emergencies.

The Head Start Emergency Preparedness Manual[PDF, 997KB] addresses response and recovery as well as preparation. The Head Start Emergency Preparedness Manual addresses response and recovery as well preparation.

Psychological First Aid is an evidence-informed approach for assisting children, adolescents, adults, and families in the aftermath of disaster. The field manual includes handouts for parents, caregivers, as well as children birth to 5.

Children's Responses to Crises and Tragic Events[PDF, 125KB] is a tip sheet identifying what behaviors young children may display after a tragic event. Knowing what to look for can help programs determine when to get children the support they need.

Helping Your Child Cope After a Disaster[PDF, 125KB] is a tip sheet that provides families and staff with tools to help a child after a disaster or crisis. Children benefit when adults assure them that they are safe and help them learn how to cope effectively.

Nutrition

The U.S. Department of Agriculture (USDA) Food and Nutrition Services (FNS) has provided additional flexibilities for Child Nutrition Programs, including the Child and Adult Care Food Program (CACFP). For example, on August 29, 2017, FNS approved a request from Texas for waivers or program flexibilities for CACFP that will allow all schools and child care institutions and facilities in declared disaster counties to waive meal pattern requirements through September 30, 2017. Additionally, on September 3, 2017, FNS approved a request from Texas to substitute certain Women, Infants, and Children (WIC) approved food items (e.g., fluid milk, bread, and eggs) through September 24, 2017, due to regional demand and supply chain disruptions caused by Hurricane Harvey. For the latest information on disaster-related flexibilities in your service area, please visit <https://www.fns.usda.gov/disaster/>.

Children with Disabilities

When serving displaced children, programs should, where possible, acquire the Individualized Education Plans (IEPs) or Individual Family Service Plans (IFSPs) to assure the least possible disruption of these critical services.

Fiscal Management

Recovery Costs: Grantees are expected to seek out and apply for all available national, state, and local disaster recovery funding. Insurance policies should be carefully reviewed to determine the extent to which losses may be covered. Insurance claims should be submitted promptly with regular follow-up on claims status. Insurance proceeds received on account of losses related to Head Start-funded property are related program income which must be spent on allowable program and recovery expenses.

If necessary, affected grantees may use funds already awarded for program operations and training and technical assistance (T/TA) to support needed recovery efforts (see Budget Modifications below). If OHS receives disaster relief funding, that funding may be used to replace program operation and T/TA funds re-directed to post-disaster recovery and resumption of services. Grantees should be mindful of budget consequences when using program and T/TA funds for recovery activities to assure that sufficient program operations and T/TA funding remains available for ongoing provision of services.

Budget Modifications: It is anticipated that funds awarded for program operations may need to be re-directed to different budget categories to address post-disaster clean-up, repairs, health and safety issues, replacement of damaged equipment, furnishing and supplies, and other costs associated with resumption of services. Within a fiscal year, grantees may re-budget up to the lesser of \$250,000 or 25 percent of their annual funding between budget categories without prior written approval. In the event that re-budgeting in excess of the noted amount is needed, a revised SF-424 and prior written approval is required per 45 CFR § 75.308(b)(v).

Staffing and Wages: Program staff and volunteers may have suffered personal and property losses on account of the disaster. Employees may not be able to reach their work locations and centers may be closed for extended periods of time. Grantees should consider federal and state labor laws to determine whether they are required to compensate staff unable to work on account of inclement weather. The U.S. Department of Labor website provides helpful information about disaster related benefits and support: <https://www.dol.gov/general/hurricane-recovery>.

Laid-off employees should be encouraged to apply for unemployment compensation benefits and any other financial assistance available to support dislocated workers. If there are tasks that can be performed offsite, employees may be allowed to temporarily work from home during the disaster recovery period. Employees who take on new job responsibilities during the disaster recovery period, such as contacting parents or cleaning up centers, can be paid their regular wages for such work. Reasonable amounts of overtime may be paid if necessary to support recovery activities. Employees and volunteers should engage in clean-up and other onsite recovery activities only with appropriate supervision and safety gear.

To facilitate the retention and availability for recall of employees when services resume, employees laid off on account of the disaster may be paid their regular wages (allocated for shared employees) from Head Start funds for up to two weeks (80 hours for hourly employees, one half of the regular monthly salary for salaried employees) if they are unable to engage in other employment activities, such as those noted above.

Equipment: Replacement of equipment needed for classroom operations, transportation and nutrition services is critical to resumption of services in affected areas. Grantees in the affected areas are hereby given ACF approval under 45 CFR § 75.308(c)(1)(xi) to purchase equipment needed to replace damaged or destroyed items at a per-unit cost of up to \$25,000. As soon as possible following purchase, grantees are required to inform their Regional Office of the equipment purchased, the equipment it replaced, and the cost of the purchased items. Prior written approval is required for replacement of equipment with a per-unit cost of more than \$25,000.

Procurement: Programs may experience post-disaster scarcity of materials and labor needed for recovery, particularly construction services. Grantees are encouraged to seek out reputable, licensed, local contractors to assist in recovery efforts. In consideration of the emergency and the pressing need to move forward with recovery activities, vehicle replacement, equipment, furnishing, materials, supplies and minor repairs and renovations related to these disasters which do not require compliance with 45 CFR § 1303-Subpart E may be undertaken by noncompetitive proposals as allowed in 45 CFR § 75.329(f)(2) for up to 12 months following the date of this Information Memorandum (IM). Procurement requirement as noted in 45 CFR §§ 75.329–75.335 must be followed and a complete application using

SF-429 and Attachment B in compliance with 45 CFR § 1303-Subpart D must be submitted for purchase, construction, or major renovations as defined in 45 CFR § 1305.2. Grantees are reminded of the need to retain adequate documentation of all disaster recovery expenses noting their relationship to post-disaster recovery.

Davis-Bacon Act: Unless waived in disaster relief legislation passed by Congress, the Davis-Bacon Act applies to covered construction activities in excess of \$2,000. Davis-Bacon Act compliance information may be found at: <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Information on Damage and Recovery

Collecting accurate data on damages and recovery costs is critical. Head Start facilities that have been damaged should be inspected as soon as it is safe to do so. Grantees should prioritize those repairs that must be completed before the facilities can reopen. Your Regional Office will be in close communication with you about your recovery efforts and it is very important that you submit accurate data as soon as you have determined the scope and projected costs of these repairs. The following information will be particularly helpful:

- Did the center experience flooding or other damage?
- Was the structure of the center damaged (e.g., windows blown out, serious roof damage, exterior walls damaged, foundation settled, floodwater more than 2 feet in depth at highest point)?
- What non-structural damage did the center experience (e.g., playground flooded, soaked flooring, minor roof damage, floodwater less than 2 feet in depth at highest point, some windows broken)?
- Were supplies and furnishings damaged at the center?
- Were buses or other vehicles at the center damaged directly or submerged over wheel depth in water? How many?

While we do not have information on the potential recovery funds for Head Start, having accurate information as soon as possible will help to inform federal recovery efforts. Given the extensive power outages, OHS will also grant extensions to those grantees affected by the recent disaster and recovery efforts in submitting SF-425s, SF-429s, End of Month Enrollment Data, and refunding applications due October 1, 2017. As soon as practical, please notify your Regional Office of the need for such an extension.

Next Steps

OHS recognizes the incredible commitment and strength of program staff across the country, even as we know many staff are themselves personally affected when a disaster strikes a community. ACF and OHS will assist and support you in every way possible. National and Regional ACF staff will be available to help coordinate services among the Head Start programs in neighboring communities and in your state, as well as the federal, state, and local entities with which you partner. If programs encounter other barriers to responding to children and families in need or to partnering with local education agencies or child care agencies, aside from those included in this IM, please let your Regional Office know so we can work together to resolve those barriers. Additionally, fiscal year 2018 monitoring schedules will be adjusted, as necessary, for programs impacted by the disaster.

Lastly, this IM focuses on what you can do now with the funding you have or can leverage through other sources. If Congress appropriates recovery funds for Head Start, OHS is committed to work as expeditiously as possible to communicate the process for applying for relief funding.

Thank you so much for doing all you can to help children, families, and staff who have experienced such disruption and loss.

/ Ann Linehan /

Ann Linehan
Acting Director
Office of Head Start