

Capital Area **Community Action** Agency

EXECUTIVE COMMITTEE

Agenda

Tuesday, February 20, 2018 – 5:30 pm
309 Office Plaza Drive, Tallahassee
Conference Call 605.475.4700 - 275857

- I. Call to Order Christy McElroy, Chair
- II. Agenda Approval
- III. Sign-in/Attendance/Introductions
- IV. 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
- V. Program Updates
 - A. Family Support Services Department
 - B. Head Start
- VI. Chief Executive Officer's Report
- VII. Chair's Report
 - A. Evaluation of Chief Executive Officer
- VIII. Adjournment

Next Executive Committee Meeting 2/20/18 – 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 1/23/18 – 6:00 pm – Ghazvini Center for Healthcare Education



309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



**Financial Statement Narrative
For the Three Months Ending December 31, 2017
Capital Area Community Action Agency**

As of December 31, 2017, we have completed three months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget, with some Head Start expenses closer to 30%. At month end, the Year to Date Actual Revenue and Expenses are 29% and 28% respectively, with net income of \$81,263.

Year to Date in-kind and non-Federal share match totals \$218,057, which is 26% of the \$843,116 total match required for the fiscal year ending September 30, 2018.

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.

Contractual Services – Health/Disabilities – is over budget benchmark because there are more services required, especially for diagnosis, near the start of the school year. Also, for the second year in a row, there are more than the minimum required 10% of children needing services. This expense is expected to taper off as the year progresses.

General Liability and Property Insurance – is over the budget benchmark due to the deposit and first payment of insurance. This line item is paid over the first eight months of the year so will even out over the course of the year.

Communications – is slightly over the percentage desired due to a number of maintenance issues.

Repairs and Maintenance is over budget benchmark but should decrease some as the year progresses.

Technology- is for renewals of technology for various programs which are paid at the beginning of the fiscal year. There should not be any more expenses charged here for the remainder of the year.

**Financial Statement Narrative
For the Three Months Ending December 31, 2017
Capital Area Community Action Agency**

Dues and Subscriptions – is over the budget benchmark but is made up mostly of expenses that mostly occur at the beginning of the fiscal year.

Client Assistance - is slightly over benchmark budget due to timing of the various grant periods.

Registration Fees – is a front loaded expense as well that will even out over the course of the year.

Raw Food Cost – is slightly over budget but is expected to be a bit lower after implementation of the newly rented kitchen.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Three Months Ended 12/31/2017

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
4000	Government Contracts - FEDERAL	3,372,460	891,502	(2,480,958)	26%
4010	Government Contracts - STATE	2,491,376	855,917	(1,635,459)	34%
4020	Government Contracts - LOCAL	122,000	38,922	(83,078)	32%
4100	Grants - Other Not-for-Profits	39,098	4,899	(34,199)	13%
4200	Contributions	3,500	2,124	(1,376)	61%
4210	Contributions- Restricted	0	9,241	9,241	
4320	Commissions-Vending/Photo	2,000	1,052	(948)	53%
4960	Fringe Pool Revenue	744,738	199,215	(545,523)	27%
4970	Indirect Pool Revenue	627,868	174,303	(453,565)	28%
4995	Other Revenue	<u>9,750</u>	<u>2,586</u>	<u>(7,164)</u>	27%
	Total Revenue	<u>7,412,790</u>	<u>2,179,763</u>	<u>(5,233,027)</u>	29%
Expenditures					
6010	Salaries & Wages	2,525,093	704,098	1,820,996	28%
6110	Fringe	711,335	200,053	511,282	28%
6120	FICA	187,738	47,210	140,528	25%
6130	Unemployment	50,000	2,338	47,662	5%
6140	Workers Compensation	42,000	11,959	30,041	28%
6150	Health Insurance	385,000	93,286	291,714	24%
6160	Life Insurance	30,000	6,622	23,378	22%
6170	Retirement	35,000	8,159	26,841	23%
6180	Staff Screenings	4,013	474	3,539	12%
6210	Indirect Costs	608,097	176,394	431,702	29%
6310	Travel - In Area	16,035	3,504	12,531	22%
6315	Travel - Out of Area	11,087	0	11,087	0%
6410	Office Supplies	16,173	2,211	13,963	14%
6415	Program Supplies	25,520	7,025	18,495	28%
6420	Classroom Supplies	48,270	224	48,046	0%
6430	Kitchen Supplies	35,000	5,293	29,707	15%
6440	Medical/Dental Supplies	1,000	107	893	11%
6510	Copies/Printing/Copier Maintenance	21,148	3,637	17,511	17%
6600	Postage and Delivery Expense	4,237	508	3,729	12%
6710	Contractual Services/Professional	313,099	60,440	252,659	19%
6715	Contractual Services – Health/Dis.	181,188	54,771	126,417	30%
6810	Rent/Space Cost	266,702	72,420	194,282	27%
6820	Utilities	79,376	19,125	60,252	24%
6830	General Liability and Property Ins.	43,791	28,504	15,286	65%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Three Months Ended 12/31/2017

6840	Communications	55,029	18,653	36,376	34%
6850	Repairs and Maintenance- Building	97,747	35,008	62,740	36%
6910	Equipment Maintenance	20,538	6,305	14,233	31%
6920	Vehicle Expense	48,571	15,725	32,846	32%
6930	Equipment Lease	13,190	2,831	10,359	21%
6940	Technology	21,238	21,262	(24)	100%
7010	Fees, Licenses, and Permits	5,041	1,532	3,510	30%
7020	Dues/Subscriptions	15,930	7,821	8,109	49%
7210	Client Assistance	1,180,216	410,297	769,919	35%
7320	Expendible Equipment	19,113	2,410	16,703	13%
7410	Registration Fees	7,243	3,073	4,170	42%
7420	Training/Meetings/Workshops	47,647	9,617	38,030	20%
7430	Staff Development	37,520	1,280	36,240	3%
7440	Advisory/Board Member Expenses	7,500	322	7,178	4%
7450	Advertising	7,079	177	6,903	2%
7460	Parent Activities	1,200	0	1,200	0%
7510	Raw Food Cost	172,351	52,742	119,609	31%
7610	Interest Expense	7,000	122	6,878	2%
7630	Bank Service Charges	<u>3,500</u>	<u>601</u>	<u>2,899</u>	17%
	Total Expenditures	<u>7,408,556</u>	<u>2,098,140</u>	<u>5,310,416</u>	28%
	Excess Revenue over (under) Expenditures	<u>4,234</u>	<u>81,623</u>	<u>77,389</u>	

Capital Area Community Action Agency
Balance Sheet
For the Three Months Ended 12/31/17

	Current Period Balance
Assets	
Petty Cash	510
Cash Operating Hancock Bank	641,815
Cash-Bank Restricted	77,740
Grants Receivable	612,211
Building	245,000
Accumulated Depreciation - Building	(70,795)
Equipment	76,691
Total Assets	<u>1,583,172</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	1,225
Accrued Leave	59,615
Accrued Wages	35,260
Accrued Fringe Benefits	7,214
Accrued Taxes	2,687
Contract Advances	329,729
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	600,801
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	575,850
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	900,748
Current Net Income	<u>81,623</u>
Total Net Assets	<u>982,371</u>
Total Liabilities and Net Assets	<u>1,583,172</u>

Head Start Credit Card Purchases - December 2017

Vendor Name	Expenses	Fund Code	GL Code	Effective Date	Transaction Description
HANCOCK BANK	125.63	1064	6415	12/27/2017	ID BADGES FOR CENTERS
HANCOCK BANK	91.81	1064	6415	12/27/2017	POLICY/PROCEDURE MANUAL MTG.
HANCOCK BANK	80.97	1064	6415	12/27/2017	SUPPLIES TO ACCOMODATE FOR
HANCOCK BANK	90.73	1064	6420	12/27/2017	CLASSROOM ACTIVITY SUPPLIES- DEC
HANCOCK BANK	30.20	1064	6420	12/27/2017	CLASSROOM SUPPLIES-ALL CNTRS.-DEC.
HANCOCK BANK	27.00	1064	6430	12/27/2017	TIMERS FOR KITCHENS AT CENTER
HANCOCK BANK	6.65	1064	6600	12/27/2017	SHIPPING FEE FOR ID BADGES
HANCOCK BANK	53.50	1064	6850	12/27/2017	TERMINIX PEST CONTROL- FRANKLIN
HANCOCK BANK	131.00	1064	6920	12/27/2017	FUEL FOR CO. CAR
HANCOCK BANK	233.92	1064	7320	12/27/2017	OFFICE CHAIRS (SALES TAX DEDUCTED-
HANCOCK BANK	455.00	1064	7320	12/27/2017	VERIDESK/STANDING MAT FOR KRISTIN'S
HANCOCK BANK	25.00	1064	7420	12/27/2017	BAGGAGE FEE
HANCOCK BANK	50.00	1064	7420	12/27/2017	DELTA- BAGGAGE FEE/ NHSA, AUSTIN, TX
HANCOCK BANK	21.59	1064	7420	12/27/2017	FOOD - NHSA TRAINING
HANCOCK BANK	18.03	1064	7420	12/27/2017	FOOD NHSA TRAINING
HANCOCK BANK	84.52	1064	7420	12/27/2017	FOOD- NHSA TRAINING
HANCOCK BANK	156.91	1064	7420	12/27/2017	FOOD- NHSA-PARENT/FAMILY ENGAGE.
HANCOCK BANK	20.21	1064	7420	12/27/2017	FOOD- UBER TO AIRPORT/ NHSA
HANCOCK BANK	742.17	1064	7420	12/27/2017	HOTEL -NHSA TRAINING
HANCOCK BANK	247.39	1064	7420	12/27/2017	HOTEL- NHSA TRAINING
HANCOCK BANK	989.56	1064	7420	12/27/2017	HOTEL- NHSA, AUSTIN, TX CONF.
HANCOCK BANK	537.00	1064	7420	12/27/2017	REGISTRATION FEE FOR NHSA TRAINING,
HANCOCK BANK	28.32	1064	7420	12/27/2017	SHUTTLE FEE/ NHSA AUSTIN, TX CONF.
HANCOCK BANK	799.00	1064	7420	12/27/2017	TRANING/L.SPEARMAN-SMART HORIZONS
HANCOCK BANK	11.60	1064	7420	12/27/2017	UBER TRANSPORTATION FROM AIRPORT

5,057.71 Transaction

Total HANCOCK	5,057.71				
LOWE'S	39.37	1064	6850	12/31/2017	57.31 LESS RETURNED ITEM 17.94
LOWE'S	465.38	1064	6850	12/31/2017	ACCT#XXX4241-DEC 2017- SUPPLIES FOR
LOWE'S	369.90	1064	6850	12/31/2017	SALES TAX CREDITED WILL BE ON JAN
LOWE'S	37.71	1064	6850	12/31/2017	SALES TAX CREDITED WILL BE ON JAN.

Total LOWES - 912.36

Report

Report 5,970.07

Report Current

Payee: HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

56793
 1/16/2018
 nt
 \$1,591.87

Invoice	Description
122717-KJ	[REDACTED] KRISTIN JACKSON

Hancock Bank
 MAHAN
 01/17/18 10:39

Seq: 0029 ID: 105924 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$1,593.90
 Posting Date: 01/17/18
 Thank you for banking with Hancock

\$1,591.87

money order - 2.03

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-01	11-29	24164077334105001440324	5943	STAPLES 00110726 TALLAHASSEE FL ✓	✓M91.81
12-05	12-04	24445007339001149249474	5331	DOLLARTREE TALLAHASSEE FL ✓	✓M4.00
12-05	12-04	24226387339400004245141	5411	WAL-MART #4427 TALLAHASSEE FL ✓	✓M22.28
12-05	12-04	24445007339400150685503	5411	WM SUPERCENTER #4520 TALLAHASSEE FL ✓	✓M62.31
12-06	12-05	24906417339047838031890	7342	SVM*TERMINIX INTL 800-8376464 TN ✓	✓M53.50
12-06	12-04	24138297339708000054947	5311	SEARS ROEBUCK 1585 TALLAHASSEE FL ✓	✓M76.97
12-14	12-13	24445007348001193526156	5331	DOLLAR TREE TALLAHASSEE FL ✓	✓M29.03
12-18	12-18	74270847352100008486411	0000	BRANCH PAYMENT - THANK YOU	✓M102.57
12-19	12-18	24492157352894841289302	4816	SMARTHORIZONS 850-475-4041 OK ✓	✓M799.00
12-20	12-19	24431067353026482774599	5399	VARIDESH 800-207-2587 TX ✓	✓M455.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-17	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 1,593.90
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 102.57
Toll Free 1-800-448-8812		STATEMENT TOTAL 1,491.33
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00

[Handwritten signature]

Payee HANCOCK BANK
 Vendor ID HANCOCK CC

Account #:

00799
 56799
 1/16/2018

Invoice	Description
122717-VT	[REDACTED] - VENITA TREADWELL

Amount
 \$120.93

Hancock Bank
 MAHAN
 01/17/18 10:36

Seq: 0024 ID: 105924 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$120.93
 Posting Date: 01/17/18

Thank you for banking with Hancock

\$120.93

LMP40 M/P CHECK

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101301 (9/16) 0131756

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-11	12-10	24445007345000978206904	5411	PUBLIX #1306 TALLAHASSEE FL ✓	M30.20 ✓
12-12	12-11	24445007346400158111081	5411	WM SUPERCENTER #4520 TALLAHASSEE FL ✓	M9.81 ✓
12-12	12-11	24445007346400158111164	5411	WM SUPERCENTER #4520 TALLAHASSEE FL ✓	M28.80 ✓
12-12	12-11	24226387346400003028879	5411	WAL-MART #4520 TALLAHASSEE FL ✓	M37.12 ✓
12-14	12-13	24445007348001193531420	5331	DOLLAR TREE TALLAHASSEE FL ✓	M15.00 ✓
12-18	12-18	74270847352100008486510	0000	BRANCH PAYMENT - THANK YOU	M178.53

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-17	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 120.93
		NEW CASH ADVANCES .00
		CREDITS 178.53
		STATEMENT TOTAL 57.60 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Handwritten signature

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

56791
 16/2018

Invoice	Description
122717-DJ	[REDACTED] - DARRELL JAMES

721.99

Hancock Bank
 MAHAN
 01/17/18 10:35

Seq: 0022 ID: 105924 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$1,721.99
 Posting Date: 01/17/18
 Thank you for banking with Hancock

Tota

721.99

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10130 (9/16) J131758

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-01	11-29	24445747334100238994457	5943	OFFICE DEPOT #108 TALLAHASSEE FL ✓ <i>Tax charged</i>	M251.53 ✓
12-05	12-04	24492157338741362821576	5812	SQ *KEBABALICIOUS AUSTIN TX ✓	M8.28 ✓
12-05	12-03	24269797338100344321458	5814	CAT CORAS KITCHEN - 76 ATLANTA GA ✓	M8.48 ✓
12-05	12-03	24239007338900015903455	5812	COOPERS OLD TIME PIT BAR AUSTIN TX ✓	M25.64 ✓
12-06	12-04	24692167339100650834005	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34093 ARRIVAL: 12-04-17	M7.25 ✓
12-06	12-05	24269797340001191116072	5812	GUSS FRIED CHICKEN - AUST AUSTIN TX ✓	M10.61 ✓
12-06	12-03	24717057338873380475282	3058	DELTA AIR BAGGAGE FEE TALLAHASSEE FL ✓ JAMES/DARREL DEPARTURE:	M25.00 ✓
12-07	12-05	24692167340100184793591	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34132 ARRIVAL: 12-05-17	M6.71 ✓
12-07	12-05	24055237340837000003455	5812	CALI PIZZA KITC INC #203 AUSTIN TX ✓	M28.13 ✓
12-08	12-06	24692167341100810432498	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34292 ARRIVAL: 12-06-17	M3.52 ✓
12-08	12-06	24692167341100810431557	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34235 ARRIVAL: 12-06-17	M9.74 ✓
12-08	12-07	24431067342698098913219	5814	ATLANTA AIRPORT ATLANTA GA ✓	M16.31 ✓
12-08	12-06	24692167341100810430013	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX ✓ M34253 ARRIVAL: 12-06-17	M19.49 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-17	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,739.60
		NEW CASH ADVANCES .00
		CREDITS 1,490.99
		STATEMENT TOTAL 248.61
		TOTAL IN DISPUTE .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

12-27-17

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-08	12-07	24717057342873420517352	3058	DELTA AIR BAGGAGE FEE AUSTIN TX ✓ JAMES/DARREL DEPARTURE:	M25.00 ✓
12-11	12-07	24431067342698084235908	5814	AUSTIN AIRPORT-F&B AUSTIN TX ✓	M12.75 ✓
12-11	12-02	24493987336602604034967	4789	SUPERSHUTTLE EXECUCARAUS 512-929-3900 TX ✓	M28.32 ✓
12-11	12-08	24760627343479300677855	5111	QUICKIDCARD.COM, INC. 800-8775704 NY ✓	M132.28 ✓
12-11	12-08	24692167342100428689173	3509	JW MARRIOTT AUSTIN AUSTIN TX ✓ 012019 ARRIVAL: 12-03-17	M989.56 ✓
12-14	12-12	24692167347100916027097	5542	GATE 1194 Q80 TALLAHASSEE FL ✓	M45.50 ✓
12-18	12-18	74270847352100008486395	0000	BRANCH PAYMENT - THANK YOU	M1,490.99 ✓
12-20	12-18	24692167353100362245475	5542	GATE 1194 Q80 TALLAHASSEE FL ✓	M50.50 ✓
12-22	12-20	24692167355100517712302	5542	GATE 1194 Q80 TALLAHASSEE FL ✓	M35.00 ✓

Payee HANCOCK BANK
 Vendor ID HANCOCK CC Account #:

56795
 1/16/2018
 Amount
 \$2,177.59

Invoice	Description
122717-NR	[REDACTED] NICHELE RICHARDS

Hancock Bank
 MAHAN
 01/17/18 10:36

Seq: 0023 ID: 105924 CB: 7123

Account Number: [REDACTED]
 Credit Card Payment \$2,177.59
 Posting Date: 01/17/18
 Thank you for banking with Hancock

\$2,177.59

LMP40 M/P CHECK



Rev 2/14

101301

31756

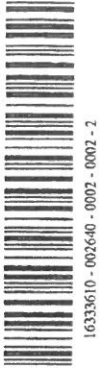
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
11-29	11-28	24493987332014001222142	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M537.00
11-30	11-29	24445007334001082488324	5411	PUBLIX #1051 TALLAHASSEE FL	M18.01
11-30	11-29	24231687334207088701092	5814	MOE'S SW GRILL #373 TALLAHASSEE FL	M152.00
12-05	12-04	24492157338740222880707	5812	SQ *KEBABALICIOUS AUSTIN TX	M8.23
12-05	12-05	24692167339100351136684	4121	UBER *TRIP 6TMJ7 800-592-8996 CA	M11.60
12-05	12-03	24269797338100344321862	5814	CAT CORAS KITCHEN - 76 ATLANTA GA	M15.12
12-05	12-03	24239007338900015903448	5812	COOPERS OLD TIME PIT BAR AUSTIN TX	M18.03
12-05	12-04	24692167338100120615431	3509	JW MARRIOTT AUSTIN AUSTIN TX	M247.99
				011505 ARRIVAL: 12-03-17	
12-06	12-05	24269797340001191116494	5812	GUSS FRIED CHICKEN - AUST AUSTIN TX	M10.77
12-07	12-05	24692167340100184794748	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX	M3.73
				M34116 ARRIVAL: 12-05-17	
12-07	12-05	24692167340100184794128	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX	M4.82
				M34120 ARRIVAL: 12-05-17	
12-07	12-05	24055237340837000003414	5812	CALI PIZZA KITC INC #203 AUSTIN TX	M16.23
12-08	12-06	24692167341100810432019	3509	JW MARRIOTT AUSTIN F&B AUSTIN TX	M8.88
				M34218 ARRIVAL: 12-06-17	
12-08	12-07	24431067342698098530070	5814	ATLANTA AIRPORT ATLANTA GA	M16.74
12-08	12-07	24492157341719823066036	4121	UBER TRIP 67XSW HELP.UBER.COM CA	M20.21
12-08	12-06	24239007341900016105386	5812	COOPERS OLD TIME PIT BAR AUSTIN TX	M21.59

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
12-27-17	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,177.59
		NEW CASH ADVANCES .00
		CREDITS 1,671.83
		STATEMENT TOTAL 505.76
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00

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

12-27-17

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-08	12-07	24717057342873420517345	3058	DELTA AIR BAGGAGE FEE AUSTIN TX RICHARDS/NICHEL DEPARTURE:	M25.00 ✓
12-11	12-08	24692167342100428688886	3509	JW MARRIOTT AUSTIN AUSTIN TX 011505 ARRIVAL: 12-03-17	M742.17 ✓
12-14	12-13	24427337347720034716734	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL ✓	M6.62 ✓
12-14	12-13	24492157347740192331334	5812	SQ *GAINES STREET P TALLAHASSEE FL ✓	M93.45 ✓
12-18	12-18	74270847352100008486452	0000	BRANCH PAYMENT - THANK YOU	M1,671.83 ✓
12-18	12-15	24269797350100457842111	7999	SKY ZONE - TALLAHASSEE TALLAHASSEE FL ✓	M200.00 ✓

Payee LOWE'S
Vendor ID LOWES

Account #:

56833
1/22/2018

Invoice	Description	Discount	Amount
123117LOWES	ACCT#XXX4241-DEC 2017- SUPPLIES FOR REAIRS/MAIN...	\$0.00	\$912.36
Total :		\$0.00	\$912.36

Statement closing date	01/02/2018
Days in Billing Cycle	31

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
12/02	12/03	07555	STORE 0417 TALLAHASSEE FL	✓ \$17.54
12/03	12/03	53965	STORE 0417 TALLAHASSEE FL	✓ \$78.68
12/03	12/03	20593	STORE 0716 TALLAHASSEE FL	✓ \$83.57
12/05	12/05	27574	STORE 0417 TALLAHASSEE FL	✓ \$175.62
12/12	12/12		PAYMENT - THANK YOU	(-\$1,622.22)
12/15	12/15	53095	STORE 0417 TALLAHASSEE FL - TAX charged	✓ \$397.65
12/16	12/16	02504	STORE 0716 TALLAHASSEE FL	✓ \$41.25
12/16	12/16	10323	STORE 0716 TALLAHASSEE FL	✓ \$7.52
12/17	12/17	02606	STORE 0716 TALLAHASSEE FL	✓ \$57.31
12/17	12/17		STORE 0716 TALLAHASSEE FL	✓ (\$17.94)
12/17	12/17	02620	STORE 0716 TALLAHASSEE FL - TAX charged	✓ \$40.54
12/21	12/21	11998	STORE 0716 TALLAHASSEE FL	✓ \$61.20
01/02	01/02	code: 1764/7610/255	*INTEREST CHARGE*	\$36.01

Interest Charge Calculation	
Your Annual Percentage Rate (APR) is the annual interest rate.	
Type of Balance	Expiration Date
Regular Purchases	NA

Important Account Information
5% EVERYDAY CREDIT DISCOUNT WAS APPLIED AT P...
APPEAR ON THIS STATEMENT. PLEASE CONSULT YOU...
THE 5% SAVINGS. THANK YOU FOR USING LOWE'S AS

Chuck
1-11-18
Interest has been credited and will show on next bill.
Judy Green

CUSTOMER SERVICE: For Account Information log on to w...
authentication code is: EBTT642, or call toll-free 1-800-444-1...
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.

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		24,800			
Grants - Other Not for Profits		5,750			
In-Kind Revenue		78,366			
VPK/SR		109,141			
	843,116	218,057	26%	625,059	74%

Capital Area Community Action Agency

MEMORANDUM

TO: Tim Center, Nina Self
FROM: Terry Mutch
RE: Weatherization Assistance Program
DATE: January 22, 2018

Work on the 2017-18 weatherization contract is currently under way as of November 1, 2017. To date, 18 homes have been processed and inspected. Of those 18 homes, 3 homes have been deferred due to client/dwelling issues, 4 homes have been completed and inspected, and 11 homes are currently in the bid process or are currently in the process of being weatherized.

For the 2017-18 weatherization contract, CACAA received its Notice of Funds Availability (1st of three awards) from DEO on October 20, 2017. The current amount available for draw is \$272,692.40. The final 2 awards will be released based on the agency spend rate.

During the 2016-17 contract, CACAA completed 47 homes. It is anticipated that under the provisions of the current 2017-18 WX contract, CACAA will complete approximately 60-65 homes.

Weatherization at a Glance

County	2015-16 Contract Units Completed	2016-17 Contract Units Completed	2017-18 Contract Units Projected
Calhoun*	-	-	-
Franklin	2	0	4
Gadsden	11	4	10
Gulf	2	2	2
Jefferson	2	3	3
Leon	51	36	36
Liberty	-	0	2
Wakulla	4	2	3
Total	72	47	60

*Modification for Calhoun County has not been finalized so projections aren't available currently



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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 2017 and will end September 30th 2018.

Low Income Home Energy Assistance Program

Below is the total unduplicated number of households/individuals served for January 2017.

County	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	June 2018	July 2018	August 2018	Sept. 2018	Total
<i>Calhoun</i>	27/59	13/23	24/43	43/94									107/219
<i>Franklin</i>	22/45	13/32	14/32	12/19									61/128
<i>Gadsden</i>	69/166	45/118	34/93	65/154									213/531
<i>Gulf</i>	23/38	11/22	11/26	19/28									64/114
<i>Jefferson</i>	20/47	18/60	30/84	45/113									113/304
<i>Leon</i>	279/802	217/562	228/626	284/791									1,008/2,781
<i>Liberty</i>	11/22	4/9	7/21	16/34									38/86
<i>Wakulla</i>	21/50	11/37	8/25	21/51									61/163
Totals	472/1,229	332/863	356/950	505/1,284									1,665/4,326

Due to the impact of hurricane Irma, the State of Florida Office Of The Governor has released an approved the release of the FY 2017-2018 Low Income Home Energy Assistance Weather-Related/Supply-Shortage funds to assist low-income households in counties affected by weather. Total amount to be spend \$38,725 to be divided between the 8 counties. Start date September 4th, ending December 2nd 2017.

Community Action has submitted a modification to Department of Economic Opportunity to spend the \$38,725 released for Low Income Home Energy Assistance Weather-Related/Supply-Shortage funds. This amount will be added to the current Liheap budget.

Starting October 1st, Low Income Home Energy Assistance funds can also assist with purchasing Propane.

Emergency Services / Donated Funds – Rentals Assistance For the month of September 2017, Total Served 20 households.

Starting October 1st, Low Income Home Energy Assistance funds can also assist with purchasing Propane.

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

February 13, 2018

Tim Center, Chief Executive Officer
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, Florida 32301

Re: Community Services Block Grant Agreement #16SB-OD-12-00-04-004
Community Services Block Grant Agreement #15SB-OD-12-00-04-004
Low Income Home Energy Assistance Program Agreement #16EA-OF-12-00-04-005
Low Income Home Energy Assistance Program Agreement #15EA-OF-12-00-04-005

Dear Mr. Center:

Department of Economic Opportunity (DEO) has scheduled the monitoring visit to review the agreements identified above for April 2-6, 2018. Ms. Thea Austin will be reviewing the administrative, fiscal and program records for these agreements. The entrance interview will begin at 9:00am on Monday, April 2, 2018. The exit interview is tentatively set for 10:00am on Friday, April 6, 2018. If any of the Community Action Agency or county board members wish to attend the entrance or exit interview, please ensure the meeting is publicly noticed per the CSBG Agreement.

DEO's LIHEAP and CSBG Monitoring Field Manuals are included with this announcement letter as a separate email attachment to help agency staff prepare for the review. This process requires the submission of agency documentation to DEO prior to the on-site visit, as well as documentation to have on-hand during the visit. See both the LIHEAP and CSBG Field Manuals, Part 2, for the checklists of required materials to submit. Please submit the documentation listed in Part 2 for each program by Friday, March 9, 2018, by email or hard copy.

If the agency has any questions regarding this visit, please contact Ms. Austin at (850) 717-8460 or by email at dorothea.austin@deo.myflorida.com.

Sincerely,

Debbie Smiley, Chief
Bureau of Economic Self-Sufficiency

DS/ta

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.Floridajobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

Getting Ahead Report

Current Enrollments as of 2/15/2018

County	Starting Enrollments	Current Enrollments	Group A	Group B	Group C
Calhoun/Liberty	TBD	-	-	-	-
Gadsden	TBD	-	-	-	-
Jefferson	16	16	*4	9	3
Leon	15	14	*3	9	2
Wakulla	7	-	0	7	0

*Group A are currently dual enrolled in Getting Ahead and Adult Continuing Education Program (GED)

Calhoun/Liberty

- Recruiting on going
- Anticipated time to start – 1st week April

Gadsden

- Recruiting on going
- Gadsden Technical Institute (GTI) currently recruiting students to attend
- 5 applicants have passed the Interview stage
- GTI projects 3 more applicants for class to begin
- Targeted date the end of February

Jefferson

- Class is currently in Module 5 The Importance of Language
- Attendance is consistent
- Recruiting for August 2018 ongoing

Leon County

- Class is currently in Module 4 Hidden Rules
- 2 participants are no longer attending. One due to hospitalization and the other did not give a reason. Attempts to contact the 2nd participant via phone and email have been done.
- Recruiting for the August 2018 session ongoing

Wakulla

- 6 participants have passed the background screening
- Start date March 12, 2017 (date changed due to staffing)
- Classes will be held on Monday evenings

Staying Ahead Mentor Program

- Mentor/mentee's match for the active Staying Ahead participants are underway
- Recruiting is ongoing
- Staying Ahead mentor anticipated launch date the 1st week in April

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: February 13, 2018

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

Staffing

All staffing is full at this time. However, a staff member lost their VPK credentials and Ms. Treadwell is covering for half days in Jefferson. A teacher in Royal has been moved to a floater position at South City receive more focused coaching and support on classroom management. A new teachers and teacher assistant is in place at Royal.

Facilities

Franklin County will need major renovations and HHS Region IV has directed us to reach out to the US Department of Agriculture for assistance.

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.

Federal and State Regulations

Federal monitoring took place and monitors met with Policy Council representatives. The monitoring visit altered the management team to areas for improvement. A formal monitoring report will be available in three to four months.



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Budget

The non-federal share previously being counted from Jefferson County Schools is being replaced by Early Learning Coalition School Readiness and VPK funds. No waiver is being anticipated at this time for the 20% match requirement.

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2018

Administrative

- Staff turnover is requiring a re-evaluation of knowledge, skills and abilities for certain positions – namely case management.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- *Getting Ahead in a Just-Gettin’-By World/Staying Ahead*
 - Leon and Jefferson Getting Ahead Classes underway. Recruiting for Wakulla and Gadsden.
- Head Start
 - Franklin County program now looking to USDA on recommendation from HHS Region IV for funding. Also, Focus Area 2 and CLASS monitoring now complete. Look for results in March/April.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Preparing grant proposals for United Way of the Big Bend and the revised Community Human Services Partnership grant processes from City/County.
- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region. Co-locating offices has increased partnership between the agencies.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Need serious focus on Board member recruitment.

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



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Florida Association for Community Action Board

- Board meeting – March 7-8, Orlando
- FACA Annual Conference – May 14-18 - Tampa

Out of Office

- February 27-28 – Vacation – Palm Beach
- March 1-5 – Vacation – St. George
- March 29 – Vacation – Tampa
- June 27-30 – Vacation - Tampa

Upcoming Events

- Leadership Florida Annual Meeting – June 14-17 – Sarasota
- CAPLAW Annual Conference – June 20-22 – Albuquerque
- Annual Community Action Partnership Conference – August 27-31 - Denver