

Capital Area
Community Action
Agency

Head Start Policy Council Meeting
2813 South Meridian Street, Tallahassee
Conference Call # 712.770.5505 Code 598472
August 22, 2019
6:00 p.m.

1. Call to Order
2. Sign-in/Attendance
3. Establish a Quorum
4. Consent
 - a. Policy Council Minutes
5. Action
 - a. Financial Report
 - b. Personnel Actions
6. Center Updates- What's Working and What's Not
7. Director's Report
8. Program Updates
9. Office of Head Start Updates
10. Chairperson's Report
11. Other Business
12. Meeting Adjourned

Next Meeting: Scheduled for September 19, 2019



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



Head Start Policy Council Meeting

Minutes

July 18, 2019

6:00pm

1. Teleconference meeting called to order at 6: 10 pm
2. Roll call was taken by Nichele Rolle. Representatives present included the following: Devonna Arnold (R), Kim Wilson (R), Tiffany Similien (CR), and Katessia Carr (R).

Capital Area Community Action Agency staff present included the following people: Tim Center, Kristin Reshard, Nichele Rolle, Nina Self, Venita Treadwell and Cynthia Valencic.
3. Quorum was not established.
4. Consent
 - a. Minutes- The minutes were reviewed by all members of Policy Council. Members consent to accept the minutes as typed.
5. Action Items
 - a. Financial Report- Cynthia Valencic reviewed the financial report and the attached Financial Statement Narrative. We would expect to be around 66% with our revenue and expenses however we are at 84% respectively, this includes deferred revenue. We are at 66% with our non-federal share and would historically be around 70% to 75% at this time of the year. Travel in area is over budget due to having to provide food transportation in Franklin County. Kitchen supplies are over budget but in line with last year. Rent and space is over the benchmark as well as utilities. We are over budget in communications and if it continues we may be \$10,000 over. VPK funds were received recently.

Financial report was tabled until August's meeting

- b. Personnel Actions- Mrs. Treadwell presented Lawanda Jones as a candidate for an assistant teacher in Jefferson County. (See attached bio in PC packet for more information on candidate).

No quorum established. Vote will be conducted via email/ letter from members.

- c. 2019-2020 School Calendar- The calendar was amended to reflect changes in Franklin County. The Head Start school calendar will follow the Leon County Schools calendar

with a few changes. School will begin August 12th and will end a week earlier than LCS which would be June 22, 2020. Franklin County will follow the Franklin County Schools calendar but will be closed November 1st for Seafood festival and will only have 3 days off for Thanksgiving instead of 5. School in Franklin County will be released 2 weeks prior to Memorial Day. Christmas Break and Spring break will remain the same in all counties.

No quorum established. Vote will be conducted via email/ letter from members.

- d. 2019-2020 Head Start Budget- Nina reviewed the amended attached proposed budget and budget narrative (Please refer to the packet). The amended budget proposes to cut 1 week of pre-service for teachers. By doing this, we save in salary, fringe and benefits, \$83,000 can be reallocated. The maintenance person and Individualization Specialist salary is also vacant. An additional \$31,000 was allocated to classroom supplies. \$19,000 went to contractual services. \$11,000 increase to Contractual Services disabilities. Another \$5,000 went to training.

No quorum established; Tabled to August meeting.

6. Director's Report: Tim stated we reached an agreement with Leon County Schools regarding the rent at South City and rent will decrease by \$1,000 and it will be retroactive to October 1, 2018. Tim stated the City of Tallahassee is looking for a new location to relocate the police station and our South City location is possibly 1 of the choices. We received a donation of a swing set to replace a weather stricken set at Mabry Enrichment Center. Tim stated the plans for Orientation have begun and we will have 2 sessions instead of 1.
7. Pre-service 2019- Please see attached agenda. Mrs. Treadwell is excited about training with Donna Fowler from Teaching Strategy Goals.
8. Office of Head Start Updates: No office of Head Start updates at this time.
9. Chairperson's report: No office of Head Start Updates at this time. However, Chairperson Kim Wilson, wanted to know when parents would be informed of the Orientation date and time. Nichele stated it will be sent out next week via email and text. Mrs. Treadwell also gave the date for the Open House.
10. Chairperson's Report: No chairperson's report at this time.
11. Other Business: Nichele stated that an email will be sent out requesting members to decide if they want to move the August meeting date to August 22nd instead of August 15th which is during the 1st week of school.
12. The meeting was adjourned at 6:45 p.m.

**Head Start Financial Statement Narrative
For the Nine Months Ending June 30, 2019
Capital Area Community Action Agency**

As of June 30, 2019, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget with some Head Start expenses closer the 80%. At month end, the Year to Date Actual Revenue and Expenses are 89% and 84% respectively, with income of \$203,318. This income includes deferred revenues of \$63,499 from the prior fiscal and the revenue from this year's VPK. These funds are earmarked for expected expenses later in the year for restocking of program and classroom supplies.

Year to Date Non-Federal Share (NFS) Match totals \$599,258, or 68% of the \$881,324 total match required for the fiscal year ending September 30, 2019. At this point in the year, we would expect to be between 75-80%.

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.

Program Supplies-is slightly over benchmark budget primarily due to the addition of bottled water in our centers. The difference in the amount from last fiscal year and this year is the difference in adding Artezia to the other centers.

Kitchen Supplies – is over the budget but in line with the numbers from prior year. The total spent in 2017-2018 was \$23,432.85 – almost twice the current year budgeted amount.

Copies/Printing/Copier – is over the benchmark budget but is actually almost \$1500 less than the YTD for the prior year.

Contractual Services – Health/Disabilities – is slightly above the budget benchmark, but this is expected and should even out over the year.

Rent/Space Cost – is over the benchmark budget. Unless changed, this item will exceed budget by approximately \$60,000 by year end. CACAA is currently in negotiations to reduce the lease amount of South City so there may be a savings here in the last two months of the year.

**Head Start Financial Statement Narrative
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Utilities – are over benchmark budget and will be over budget for the year. The South City location's utilities are over double the amount of prior year. This is a set amount and doesn't fluctuate with usage. It is anticipated that this budget line will be over by \$30,000 by year end.

General Liability and Property Insurance – is over budget, as the rates increased. This expense is charged over 10 months and will not be incurred in August and September.

Communications – is currently over the benchmark budget with only a couple of repairs in the expenses. This item is forecast to be over budget by year end, by approximately \$10,000.

Repairs and Maintenance – Recurring and Non-recurring – These are both over the budget (113% combined). Adjustments to the overall budget should be made to accommodate these expenses.

Equipment Maintenance – is currently over the benchmark budget but in line with prior year. Our contracted maintenance is \$14,500 without any unexpected issues so this budget line is forecasted to be over by \$2,500.

Technology and Dues and Subscriptions – reflects a number of yearly expenses paid in October so it is over the benchmark budget currently but should even out over the course of the year.

Registrations and Meetings/Workshops/Training – are over the benchmark budget with expenses mostly attributed to the FHSA conference. However, when combined with the budget currently in Training/Staff Development, the three are more in line with what would be expected (about 59%). Management should continue to monitor these three lines items together to ensure that they are brought to within budget before year end.

Raw Food Cost – is slightly over the budget benchmark. Part of this is due to some charges being miscoded here and part is due to loss associated with Hurricane Michael. Management will continue to monitor this situation and adjust as necessary.

Revenue Variances and Explanations

Government Contracts - State - is over benchmark budget due to both an increase in the payments from VPK and to deferred revenues from the prior fiscal year, which are not included in the budget. Hopefully, the trend will continue.

Capital Area Community Action Agency
Head Start Programs Statement of Revenue and Expenditures
For the Nine Months Ended 6/30/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	2,955,764	(569,533)	84%
Government Contracts - STATE	4010	426,240	568,076	141,836	133%
Government Contracts - LOCAL	4020	53,500	47,768	(5,732)	89%
Grants - Other Not-for-Profits	4100	13,000	9,752	(3,248)	75%
Contributions- Restricted	4210	0	2,157	2,157	
Total Revenue		<u>4,018,037</u>	<u>3,583,517</u>	<u>(434,520)</u>	89%
Expenditures					
Salaries & Wages	6010	1,975,376	1,620,238	355,138	82%
Fringe	6110	562,588	452,425	110,163	80%
Staff Screenings	6180	2,500	245	2,255	10%
Indirect Costs	6210	520,986	407,982	113,003	78%
Travel - In Area	6310	3,500	2,800	700	80%
Travel - Out of Area	6315	500	35	465	7%
Office Supplies	6410	7,500	4,254	3,246	57%
Program Supplies	6415	24,017	22,592	1,425	94%
Classroom Supplies	6420	38,246	10,994	27,501	29%
Kitchen Supplies	6430	12,721	16,067	(3,346)	126%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	12,000	10,814	1,186	90%
Postage and Delivery Expense	6600	1,200	552	648	46%
Contractual Services/Professional	6710	15,000	8,543	6,547	57%
Contractual Services – Health/Disabilities	6715	170,837	161,545	9,292	95%
Rent/Space Cost	6810	150,000	174,552	(24,552)	116%
Utilities	6820	62,500	67,760	(5,260)	108%
General Liability and Property Insurance	6830	21,000	25,967	(4,967)	124%
Communications	6840	37,530	38,781	(1,251)	103%
Repairs & Bldg Maintenance- Recurring	6850	75,000	69,681	5,319	121%
Repairs & Bldg Maintenance -	6855	0	21,247	(21,247)	
Equipment Maintenance	6910	14,000	13,635	365	97%
Vehicle Expense	6920	37,350	21,810	15,540	58%
Equipment Lease	6930	8,500	5,348	3,152	63%
Technology	6940	12,500	11,619	881	93%
Fees, Licenses, and Permits	7010	1,500	1,067	94	71%
Dues/Subscriptions	7020	2,500	2,269	231	91%
Expendable Equipment	7320	5,000	2,437	2,563	49%
Registration Fees	7410	2,000	5,688	(3,688)	284%
Meetings/Workshops/Training	7420	14,850	12,953	1,897	87%
Training/Staff Development	7430	40,998	21,843	19,155	53%
Advisory/Board Member Expenses	7440	2,000	1,504	496	75%
Advertising	7450	2,000	139	1,862	7%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	180,139	162,543	17,596	90%
Total Expenditures		<u>4,018,037</u>	<u>3,380,198</u>	<u>637,839</u>	84%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>203,318</u>	<u>203,318</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 9 Months Ending June 30, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		47,768			
Grants - Other Not for Profits		9752			
In-Kind Revenue		367,344			
VPK/SR		174,394			
	881,324	599,258	68%	282,066	32%

Head Start Credit Card Purchases June 2019

Vendor Name	Code	Transaction Description	Document Description
HANCOCK WHITNEY	7430	HOTEL- REGION IV CONF	ACCT#XXXX7303- KRISTIN JACKSON RESHARD
HANCOCK WHITNEY	7430	BOOKS FOR KUMBA JENNEH	ACCT#XXXX7303- KRISTIN JACKSON RESHARD
HANCOCK WHITNEY	7430	BOOKS FOR KUMBA JENNEH	ACCT#XXXX7303- KRISTIN JACKSON RESHARD
HANCOCK WHITNEY	6920	FULEL- CO. CAR	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7010	ANNUAL VISA FEE	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/ TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	FOOD/TRAINING- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	HOTEL- REGION IV CONF.	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	RENTAL CAR FEE- REGION IV CONF.	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	INSURANCE- RENTAL CAR/ REGION IV CONF.	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	PARKING FEE/ HOTEL- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	PARKING FEE/ HOTEL- REGION IV CONF	ACCT#XXXX6623- DARREL JAMES
HANCOCK WHITNEY	7430	IN SERVICE RENTAL SPACE	ACCT#XXXX6982- FATIMA OLEABHIELE
HANCOCK WHITNEY	7430	IN SERVICE RENTAL SPACE	ACCT#XXXX6982- FATIMA OLEABHIELE
HANCOCK WHITNEY	7010	DEPT.BUS.PROF.REGUL. ANNUAL FEE-STAND ALONE	ACCT#XXXX8165- NICHELE ROLLE
HANCOCK WHITNEY	7320	WALMART-SMART TABLET FOR RECRUITMENT PURPOSES	ACCT#XXXX8165- NICHELE ROLLE
HANCOCK WHITNEY	7430	HOTEL- REGION IV CONF	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	FOOD/ REGION IV HEAD START CONF-ATLANTA, GA	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	FOOD/ REGION IV HEAD START CONF-ATLANTA, GA	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	FOOD/ REGION IV HEAD START CONF-ATLANTA, GA	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	FOOD/ REGION IV HEAD START CONF-ATLANTA, GA	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	FOOD/ REGION IV HEAD START CONF-ATLANTA, GA	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	FOOD/ REGION IV HEAD START CONF-ATLANTA, GA	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	PARKING FEE/HOTEL- REGION IV CONF	ACCT# XXXX5810- VENITA TREADWELL
HANCOCK WHITNEY	7430	PARKING FEE/HOTEL- REGION IV CONF	ACCT# XXXX5810- VENITA TREADWELL
LOWE'S	6855	ACCT#XXX84241 FOR JUN 2019- PAINT/MAINT. SUPPIES	ACCT#XXX84241 FOR JUN 2019
LOWE'S	6855	ACCT#XXX84241 FOR JUN 2019- PAINT/MAINT. SUPPIES	ACCT#XXX84241 FOR JUN 2019
LOWE'S	6855	ACCT#XXX84241 FOR JUN 2019- PAINT/MAINT. SUPPIES	ACCT#XXX84241 FOR JUN 2019
LOWE'S	6855	AIRLESS PAINT SPRAYER EQUIPMENT	ACCT#XXX84241 FOR JUN 2019



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NEW ORLEANS LA 70161-1750



16321780-007807-0001-0001-2

KRISTIN JACKSON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0007807

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Account Number



Statement Date

06-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

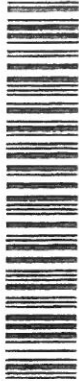
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06-19	06-19	74270849170100010766723	0000	BRANCH PAYMENT - THANK YOU	M46.60
06-24	06-20	24431069172722254961647	3640	HYATT REGENCY ATLANTA 8885886308 GA 228978218885886308 ARRIVAL: 06-17-19	M693.61
06-27	06-25	24137469177500864964241	5942	FLINTUMIBKSTORE #7859 305-348-2691 FL	M27.95
06-27	06-25	24137469177500864964324	5942	FLINTUMIBKSTORE #7859 305-348-2691 FL	M29.99

Handwritten signature and date: 7/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-19		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 751.55
		NEW CASH ADVANCES .00
		CREDITS 46.60
		STATEMENT TOTAL 704.95
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16321780 - 003839 - 0001 - 0001 - 2

DARREL JAMES
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0003859

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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-03	05-31	24013399151004227702578	5999	AWARDS4U TALLAHASSEE FL	M59.95
06-03	05-31	24013399151004227702321	5999	AWARDS4U TALLAHASSEE FL	M349.75
06-14	06-12	24692169164100229988320	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
06-17	06-15	24493989166026722495804	6300	TRAVEL INSURANCE POLICY 800-729-6021 VA	M45.00
06-19	06-19	74270849170100010766673	0000	BRANCH PAYMENT - THANK YOU	M1,047.30
06-19	06-18	24210739169400721000899	5814	GLC CAFE ATLANTA GA	M10.43
06-19	06-17	24269799169500715243704	7399	SHERATON - ATLANTA ATLANTA GA	M21.00
06-19	06-17	24231689169698798576541	5812	HARD ROCK ATLANTA R ATLANTA GA	M24.50
06-20	06-19	24122599170018014339071	5812	METRO DINER 404-5771420 GA	M15.07
06-20	06-19	24755429170261707490439	5815	CAFE MOMO ATLANTA GA	M17.54
06-20	06-18	24269799170500752630331	7399	SHERATON - ATLANTA ATLANTA GA	M21.00
06-21	06-19	24269799171500777666947	7399	SHERATON - ATLANTA ATLANTA GA	M21.00
06-21	06-20	24391219172826183110959	3366	BUDGET RENT-A-CAR TALLAHASSEE FL	M280.16
06-24	06-20	24765019172839000780385	5814	COOK OUT MACON. MACON GA	M5.34
06-24	06-20	24431069172722253849629	3640	HYATT REGENCY ATLANTA ATLANTA GA 22896878 ARRIVAL: 06-16-19	M1,131.48
06-26	06-26		0000	ANNUAL FEE	M35.00

Handwritten signature and date 7/13/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-19	[REDACTED]	
<p>CUSTOMER SERVICE CALL</p> <p>Toll Free 1-800-448-8812</p>		NEW PURCHASES AND OTHER CHARGES 2,080.22
		NEW CASH ADVANCES .00
		CREDITS 1,047.30
		STATEMENT TOTAL 1,032.92
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



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FATIMA OLEABHIELE
CAPITAL AREA CAA
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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-29	24445009150001003732815	5331	DOLLAR TREE TALLAHASSEE FL	M18.00 ✓
05-31	05-30	24445009151001072029399	5331	DOLLAR TREE TALLAHASSEE FL	M1.00 ✓
05-31	05-30	24013399150004074451007	5999	AWARDS4U TALLAHASSEE FL	M10.00 ✓
05-31	05-30	24692169151100335799269	5970	MICHAELS STORES 1551 TALLAHASSEE FL	M10.17 ✓
05-31	05-30	24445009151001072029472	5411	PUBLIX #1051 TALLAHASSEE FL	M24.00 ✓
05-31	05-30	24226389151091004238565	5300	SAMSCLUB #8120 TALLAHASSEE FL	M81.38 ✓
05-31	05-30	24765019150200000000017	7221	TIM YOHO PHOTOGRAPHY 8503831830 FL	M211.75 ✓
05-31	05-30	24445009152001125760874	5411	PUBLIX #1051 TALLAHASSEE FL	M44.95 ✓
06-03	05-31	24692169156100637703006	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M75.00 ✓
06-06	06-05	24692169156100637702974	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M150.00 ✓
06-06	06-05	24692169156100637702974	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M311.29 ✓
06-19	06-19	74270849170100010766707	0000	BRANCH PAYMENT - THANK YOU	

Handwritten signature
7/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
06-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	626.25
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	311.29
Toll Free 1-800-448-8812		STATEMENT TOTAL	314.96
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



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NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

**N0006855

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

06-27-19

STATEMENT MESSAGES

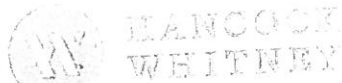
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Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
05-30	05-29	24431069149091076005615	9399	DEPT OF BUS AND PROF R BILLERPAYMENT FL	M263.00
06-19	06-19	74270849170100010766764	0000	BRANCH PAYMENT - THANK YOU	M701.03
06-24	06-21	24445009173400165521490	5411	WM SUPERCENTER #4427 TALLAHASSEE FL	M24.88

Handwritten signature and date: 7/3/19

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 287.88
		NEW CASH ADVANCES .00
		CREDITS 701.03
		STATEMENT TOTAL 413.15 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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Account Number



Statement Date

06-27-19



**N0009146

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729

STATEMENT MESSAGES

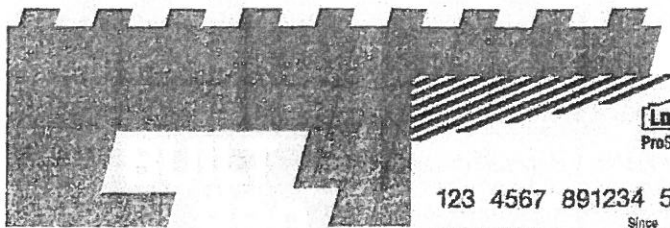
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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
06-17	06-16	24431069168400111000125	5814	KFC J718245 TALLAHASSEE FL - last rept Aff'd	M8.38
06-19	06-19	74270849170100010766855	0000	BRANCH PAYMENT - THANK YOU	M1,069.00
06-19	06-18	24224439170104002597908	5812	MAX LAGERS ATLANTA GA	M17.42
06-20	06-19	24269799171001207516075	5812	GUSS WORLD FAMOUS FRIE ATLANTA GA	M10.80
06-21	06-20	24445009171300490911576	5812	GOLDEN CORRAL 2478 CORDELE GA	M17.66
06-21	06-19	24427339171710006645596	5814	CHICK-FIL-A #00238 ATLANTA GA	M19.65
06-21	06-20	24122549172744001275191	5542	BP#1722032CKW 2211933 ATLANTA GA	M43.62
06-24	06-20	24431069172722254961332	3640	HYATT REGENCY ATLANTA ATLANTA GA <i>Parking</i> ARRIVAL: 06-17-19	M45.00
06-24	06-20	24431069172722252622811	3640	HYATT REGENCY ATLANTA 8885886308 GA ARRIVAL: 06-17-19	M90.00
06-24	06-20	24431069172722253845833	3640	HYATT REGENCY ATLANTA ATLANTA GA ARRIVAL: 06-16-19	M951.48

Handwritten signature and date: 7/13/19

STATEMENT DATE 06-27-19	ACCOUNT NUMBER 	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 1,204.01
		NEW CASH ADVANCES .00
		CREDITS 1,069.00
		STATEMENT TOTAL 135.01
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



123 4567 891234 5

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1-2

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
 Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$87.07
- Payments	\$87.07
- Other Credits	\$0.00
+ Purchases/Debits	\$818.91
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$818.91
Credit Limit	\$11,000.00
Available Credit	\$10,181.00
Statement Closing Date	07/02/2019
Days in Billing Cycle	30

Payment Information	
New Balance	\$818.91
Total Minimum Payment Due	\$35.00
Payment Due Date	07/28/2019

Handwritten: (7/9/19)

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/03	06/03	10038	STORE 0716 TALLAHASSEE FL	\$279.74
06/07	06/07	10886	STORE 0716 TALLAHASSEE FL	\$46.50
06/12	06/12	09155	STORE 0716 TALLAHASSEE FL	\$492.67
06/24	06/24		PAYMENT - THANK YOU TALLAHASSEE FL	(\$87.07)

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%	\$0.00	\$0.00	2D	

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT142, 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.



PO Box 4019
 Gulfport, MS 39502-4019
 Return Service Requested



Page: 1 of 1
 Statements Dates
 06/01/2019 - 06/30/2019

375 010000 001
CAPITAL AREA COMMUNITY ACTION AGENCY
HEAD START POLICY COUNCIL
PARENT ACTIVITY FUND
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301

Account Number:
 4620332

Images:
 0

***ZERO CHECKS* E0**

Handwritten signature and date 7/19/19

**VISIT HANCOCKWHITNEY.COM OR CALL US AT 800-448-8812
 TO ENROLL IN ONLINE BANKING WITH ESTATEMENTS.**

Checking Account Summary

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

Handwritten checkmark and signature

● **Balance By Date**

Date	Balance	Date	Balance	Date	Balance
05/31	1,187.68				



010000001

RECEIVED
 JUL 10 2019