

Capital Area Community Action Agency

Executive Committee Meeting Agenda

Tuesday, October 22, 2019 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL - 32301
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. Approval of Minutes
 - i) Board Meeting – August 27, 2019
 - B. Board Representative
 - i) Shanetta Keel, Capital City Bank, Tallahassee
 - C. Fiscal Report
 - Narrative
 - Revenue & Expenditures Agency-wide
 - Balance Sheet
 - Revenue & Expenditures – major programs
 - Head Start Non Federal Share Match
 - Credit Card Activity Spreadsheet and Statements
 - ESF 15 (Franklin County) Report
- V. Fiscal Services RFP Responses
- VI. Auditor RFP Responses
- VII. Chief Executive Officer's Report
- A. Lease and Contract Agreements
- VIII. Chair's Report
- IX. Adjournment

Next Executive Committee Meeting 12/24/2019 - 5:30 pm – 309 Office Plaza Drive

Next Board of Directors Meeting 11/26/2019 – 6:00 pm – Ghazvini Center for Healthcare Education



United Way of the Big Bend

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Capital Area Community Action Agency

Capital Area Community Action Agency
Executive Committee
Meeting Minutes
August 27, 2019

Members in Attendance:

Christy McElroy, Chair
Derrick Jennings*, Vice-Chair
Kara Palmer Smith*, Treasurer/Secretary
Lauren Johnson

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

*Attended by Phone

The meeting was called to order at 5:33 p.m. by the Chair. A quorum was established.

The Chair asked for a motion to approve the agenda. Mr. Jennings made a motion to approve the agenda. It was seconded by Ms. Johnson, and unanimously approved.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of June 26, 2019. Ms. Johnson made a motion to approve the minutes. It was seconded by Mr. Jennings, and unanimously approved.

Board Member, Candidate

Mr. Center reported that Mr. Brent Couch was introduced to the Board at the full Board meeting July 23rd. He is asking the Board to nominate and approve Mr. Brent Couch be seated on the Board.

The Chair asked for a motion to nominate Mr. Brent Couch to the full Board. Ms. Palmer Smith made the motion. It was seconded by Ms. Johnson, and unanimously approved.

FISCAL REPORT

Ms. Sgouros gave the June 30, 2019, financial report. She said that we have completed nine months of the fiscal year and, as a benchmark would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget with some Head Start expenses closer to 80%. However, at year end, the Year to Date Actual Revenue and Expenses are 90% and 82% respectively, with mostly restricted net income of \$636,754 including \$75,000 for the SunTrust award and approximately \$140,000 for the Franklin County Fire Victims fund.

She said the NFS Match totals \$599,258 or 68% of the \$881,324 total match required for the fiscal year ending September 30, 2019. We expected NFS to be in the 75% to 80% range at this point in the year.



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Ms. Sgouros said to note that, CSBG, LIHEAP and Weatherization grants received funding through March 2019, though additional funding through at least the end of the fiscal year ending September 30, 2019. She said we expect NFS to be in the 75% to 80% range at this point in the year. Ms. Sgouros said that we have 3 new variances and explanations for this report: (1) General Liability and Property Insurance is over budget due to a mid-year premium increase, and additional insurance to cover vehicles; (2) Legal Expenses for two items: a fine from DCF and legal advice for an EEOC complaint; (3) Special Events Revenue from the Golden Apple Gala; (3) Interest Income from the SunTrust grant, which was put in a Money Market account, where it will be kept until it is spent.

The Chair asked for a motion to accept the financial report. Ms. Johnson made a motion to accept the financial report. It was seconded by Ms. Palmer Smith, and unanimously approved.

Corporate Resolution – Hancock Whitney Bank

Ms. Sgouros reported that the officers on the Corporate Resolution were incorrect. Mr. Center stated that we have changed some of the officers and are now updating financial documents for bank purposes. We requested to have the bank draft the documents for the safe deposit box and checking account. We ask for Board approval to accept the Corporate Resolution.

Ms. Johnson made a motion to approve the Corporate Authorization Resolution. It was seconded by Ms. Palmer Smith, and unanimously approved.

Fiscal Management - RFP

Mr. Center said that we have not contracted our Fiscal Department since 2016. We are currently on a month to month contract. It is time to renew the Request for Proposal (RFP) Fiscal Contract. Mr. Center stated that the Executive Committee is the review team. The Chair requests that Mr. Center and Ms. Self be included in the review process along with the Executive Committee. She also asked if we require a Request for Qualifications (RFQ) in the review process for the Contract. If not, she would like this to be a requirement. Mr. Center explained that the RFQ step is not necessary in this instance as the qualifications will be included in the proposal. Adding the RFQ step would add a two to four weeks to the procurement process. She asked where the RFP would be posted. Mr. Center replied on the Website, Facebook, Tallahassee Democrat, and Accounting Firms.

The Chair asked for a motion to have Mr. Center and Ms. Self included in the review committee. Mr. Jennings made the motion to have the Mr. Center and Ms. Self included in the review committee. Ms. Johnson seconded the motion, and it was unanimously approved.

Head Start 2019-2020 Budget – Revised

Mr. Center reported that at the Executive Committee Meeting June 26th, the Board approved a budget to be submitted to HHS for the upcoming year for Head Start. We agreed that we would revise the budget with expenditures as well as forecast expenditures. We worked with Program Staff to revise categories to ensure that the budget is in line with what was spent in the past year, so that we would not go over budget.

Mr. Center asked the Board to adopt the Revised Head Start Budget. The Chair asked Ms. Johnson the concerns discussed in Policy Council. Ms. Johnson said questions were raised concerning budget line-items. She inquired why the Raw Food line item was not allocated in the budget. Mr. Center explained that the Child Care Food Program (CCFP) expenses are not charged to the federal Head Start budget. The Chair asked if we could capture the differences in the federal direct costs and state costs.

Mr. Jennings made a motion to accept the revised Head Start Budget. It was seconded by Ms. Johnson, and unanimously approved.

Ms. Johnson asked at what point will we look at contracts and leases for Head Start? Mr. Center said we are currently reviewing vendor contracts. The Board asked that we provide contracts for review at the next Executive Committee Meeting.

The Chair suggested that we review locations for our Southside Head Start. Mr. Center stated that we can complete a facilities review. The Leon County Contract is through summer of 2020.

Personal Identifying Information Policy Updates

The agency received a letter of response from the Department of Economic Opportunity (DEO) to the Audit of Personally Identifiable Information Internal (PII) Control Practices at Community Action Agency. The findings indicated that the Agency does not have policies and procedures in place regarding the handling of Personal Identifying Information. We submitted a response because it was determined that corrective action was needed in various departments throughout the agency. Mr. Sidney Watts, IT Department assisted with the policy and procedures draft for how to deal with Personal Identifiable Information (PII). This is the first step in adopting the policy and procedures. We ask for the adoption of the Audit of Personally Identifiable Information Internal (PII) Control Practices.

The Chair asked for a motion to adopt the Audit of Personally Identifiable Information. Ms. Johnson made the motion to accept the Personal Identifiable Information (PII). It was seconded by Mr. Jennings, and unanimously approved.

Information – IRS Tax Returns

Mr. Center said that Auditors prepared our Income Tax Returns for our Agency as a Non-Profit, and Holdings. Ms. Sgouros stated that this was submitted to the Board for information purposes. Ms. Sgouros said for the purpose of the Bylaws, IRS Tax Returns be given to the Board before being filed. The Chair asked that an email be sent to the Board requesting that they review the IRS Tax Returns.

PROGRAM UPDATES

Ms. Self presented program updates. She said that the GA classes are complete with 12 clients transitioning out. The ceremony will be September 10, 2019, at Capital City County Club, 6:30 PM – 8:30 PM. Wakulla only had two participants complete the program. We are recruiting for the next class in Wakulla which has already started. We completed the review for Jefferson and Leon – they will begin classes in the next few weeks.

We hired several new employees.

New Employees

Vacancies

Intake Worker Leon County
Teacher – Franklin County

Larry Simmons, Case Manager, Gadsden
Erica Foster, Intake Worker, Gadsden County (Temp)
Cathy Williams, Case Manager, Leon County (Temp)
Asha Campbell, Teacher, South City
Doretta Williams, Teacher, South City
Thea Clement, Teacher Assistant (PT), South City
Shekedra Battles, Cook, South City
Lawanda Jones, Teacher Assistant, Jefferson
Jeff Ryan, Special Projects Coordinator (Temp Project)

LIHEAP

The Chair is concerned about the low number of services being offered in Gulf County because in the month of July 380 clients were served.

WEATHERIZATION

They projected to have 152 units completed by the end of the contract 2020. There were 43 units completed with 17 units in progress.

CSBG

Staying Ahead had only twelve participants in the program.

HEAD START

We currently have 363 students enrolled out of 378 students.

CEO

Mr. Center reported that Community Action together with Habitat for Humanity was highlighted at the United Way Kickoff Luncheon on August 27th at the Leon County Civic Center. Ms. Katina Frances, Getting Ahead graduate was featured speaker. Based on the positive response of the story shared by the Getting Ahead graduate, the United Way has expressed a desire to produce a commercial highlighting the Getting Ahead program. Staff will work with the United Way of the Big Bend to see how we can help.

Mr. Center reported that we have secured Essential Elements for grant writing for the Head Start proposal. Our targeted date for Grant release is September 4th. The Grant is due November 4th. Ms. Johnson asked what the cost is for the Grant writer. The cost is \$9,000.00.

Mr. Center presented to the Board, the Benevon Model document. He said the Benevon Model is focused on fundraising events to highlight the agency's mission. It is about providing information to inform the community on what we do. We were contacted by Vocational Rehabilitation who focus on outcomes for people with disabilities. Jeff Ryan, will manage the Benevon point of entry event. He will work with the agency for three months.

Mr. Center said that Ms. Self was reviewing the Bylaws and identified that the Executive Committee should focus on major items. Ms. Self said that the concern she had was that redundant information being reported in the Executive Committee and full Board. The Executive Committee should review items that need to be brought before the full Board.

Ms. Palmer Smith would like to review some examples of Benevon Models. Mr. Center said he would make an inquiry of Benevon.

Ms. Johnson reported that Ms. Kim Wilson, Policy Council Representative, is interested in attending the Board meetings. She would be eligible to serve as a Low-Income Community Representative.

CHAIR'S REPORT

Annual Review

Mr. Center said we provided a summary of the evaluations for the CEO Performance Goals to the Board. The Chair asked Ms. Self to resubmit the evaluations to the Board so that we can receive feedback. She suggested that each member meet with Tim to discuss performance. Ms. Self asked that Board members review the Performance Goals to see if the CEO meets those Performance Goals.

Meeting adjourned at 7:35 p.m.

Kara Palmer Smith, Secretary

Date

Shanetta Chess

716 Midyette Rd | [Tallahassee, FL 32301] | [3522222771] | [shanettac6@gmail.com or keel.shanetta@ccbq.com]

Professional Summary

Experienced Professional with focus on continuous development. Strong belief in empowering myself and others to grow and reach their highest potential. Dedicated to remarkable customer service and impactful Community Service.

Education

- University of Florida, Gainesville, FL
- Bachelor of Science | Fall 2010
- Major: Family, Youth, and Community Sciences | Minor: Education

Experience

April 2018-Present

Traveling Associate | Capital City Bank | Tallahassee, FL

April 2018-Present

Traveling Associate II-District 11 | Capital City Bank | Tallahassee, FL

- Participates in Night Depository procedures.
- Understands and participates Vault and Working Cash Drawer.
- Balances money in drawer with teller machine daily.
- Uses Override Authority to assist teller team.
- Understands and participates in handling client disputes.
- Understands and participates Teller Cash Recycler and Cash Dispensers.
- Completes Key/Combo Logs.

October 2017-March 2018

Seasonal Flow Team Member

|Target-Bradfordville|Tallahassee,FL

- Unload freight
- replenish stock on floor
- assist guests

April 2017-Present

Lean and Quality Director(until 04/02/18)/Team Lead | Chick-Fil-A North Monroe| Tallahassee,FL

- Ensure fresh and safe food preparation environment daily
- Monitor and uphold food safety standards
- Simplify processes and systems
- Customer service and guest engagement

May 2017-July 2017*

Supervisor| Sodexo | Tallahassee, FL

- Hold up food safety standards to ensure guest safety
- Schedule shifts to maximize service and minimize labor costs
- Train and develop team members
- Prevent bottlenecks in service

February 2008-May 2014/February 2017- June 2017

Supervisor| Aramark | Gainesville & Tallahassee, FL*

- Manage several different locations to grow my skills and certifications in the company
- Hold up food safety standards to ensure guest safety
- Schedule shifts to maximize service and minimize labor costs
- Train and develop team members
- Prevent bottlenecks in service

April 2016-March 2017

Zaxby's GM (Rolling) | Demersseman Group, Inc. (Franchise)

- Manage all aspects of the store to create maximum value
- Establish and build relationships with team members and guests to create positive experiences
- Schedule shifts to maximize service and minimize labor costs
- Maintain building through scheduled cleaning and maintenance to create a safe and clean environment

May 2013-April 2016

Director FOH | Chick-Fil-A |Governor's Square Mall Tallahassee, FL 32301

- Collaborated with BOH Director and Owner to set yearly, quarterly, and monthly goals to run a profitable, competitive, and growing business
- Trained and Developed Managers and team members to maximize leadership
- Schedule shifts to maximize service and minimize labor costs
- Establish and build relationships with team members and guests to create positive experiences

Volunteer Experience

- Classroom volunteer 2002-2010
- Various events through employment at Chick-Fil-A
- Reading Pals (United Way) September 2016-2018
- New Mt.Zion AME Hospitality Ministry 2017-present

Awards and Acknowledgments

- 2010 Volunteer of the Year A. Quinn Jones School Gainesville, FL
- Aramark Employee of the Month April 2015
- CFA Promotion from team member to Jr. leader Fall 2013
- CFA Promotion from Jr. Leader to Sr Leader Spring 2014
- CFA Promotion from Sr.Leader to Director January 2015
- CFA Monthly Bonus(s) earned for Meeting and Exceeding Sales and Labor Goals
- Team Member of the Month August 2017
- Promotion to Lean and Quality Director August 2017

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2019
Capital Area Community Action Agency**

As of August 31, 2019, we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 92%. At month end, the Year to Date Actual Revenue and Expenses are 87% and 81% respectively, with mostly restricted net income of \$571,363 including \$75,000 for the SunTrust award and approximately \$83,000 for the Franklin Co. Fire Victims fund.

Year to Date Non-Federal Share (NFS) Match totals \$705,618 or 80% of the \$881,324 total match required for the fiscal year ending September 30, 2019. We would expect NFS to be in the 90% to 95% range at this point in the year.

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.

Health Insurance - is over and will exceed the budget by approximately \$65,000. Next year's budget has been adjusted to meet this increase caused by higher participation, increased employee retention, and increased health care costs.

Program Supplies – is slightly over the budget with a deficit predicted of less than \$2000.

Kitchen Supplies – is over the budget but in line with the numbers from prior year. The total spent in 2017-2018 was \$23,433 – almost twice the budgeted amount for 2018-2019.

Rent/Space Cost – is over budget due to several rate increases and we anticipate this item significantly exceeding budget by year end.

Utilities – are over budget. Based on prior year data (\$96K in FY17-18), it is expected that this budget line will go over by approximately \$30,000.

General Liability and Property Insurance – is over budget due to a mid-year premium increase as well as additional insurance to cover vehicles.

Communications – is over the budget with only a couple of repairs in the expenses. Last year's actual expenses were \$76,000 and it is expected that this year's expenses will be similar.

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2019
Capital Area Community Action Agency**

Repairs and Building Maintenance – is over budget but is actually \$20,000 under YTD from 2017-2018. The total expense that year was \$169,713.

Special Events - These expenses were not budgeted, but were more than covered by the revenue raised.

Registrations – is over budget but when netted with Meetings/Workshops/Training and Training/Staff Development, the amount of total budget in these area is about 75% and on track.

Raw Food – is over the budget and with the current rate of spending, a budget deficit of \$33,000 is expected.

Legal Expenses – This consists of two items: a fine from DCF and legal advice for an EEOC complaint.

Revenue Variances and Explanations

Government Contracts – Federal Indirect – This is a timing difference in the FEMA budget which will be corrected before year end.

Grants – Other Not-For-Profits – is over budget expectations due to higher than expected revenues, primarily from non-profit utility co-ops and some carryforwards.

Grants – All Other Sources – This contains the SunTrust Foundation award, which was unexpected and received in a lump-sum.

Contributions – The balance consists of unrestricted general donations and can be used by any of the agency programs as needed. Unspent revenue can be used in future years.

Contributions – Restricted – The revenue balance in this category are from three major areas: (1) School Readiness/Extended Day parent payments, (2) utility donations, such as Duke Energy Neighbor, and (3) Getting Ahead/Staying Ahead donations. Unspent revenue can be used in future years.

Special Events – This revenue is from the Golden Apple Gala, which was not budgeted. The net revenue will be used to offset some of the HDST overages.

Commissions - This is a timing difference. Revenues that were not spent in the prior year were carried forward.

Interest Income – The majority of this income is from the SunTrust grant, which was put in a Money Market account, where it will be kept until it is spent.

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2019
Capital Area Community Action Agency**

Other Revenue – The majority of these funds are carryforwards of revenues that were not spent last fiscal year. Reasons for this include a partially vacant administrative department position and non-grant revenues received late in the year.

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	3,388,748	(136,549)	96%
Government Contracts - Federal Indirect	4005	3,209	11,700	8,491	365%
Government Contracts - STATE	4010	4,085,207	3,019,122	(1,066,085)	74%
Government Contracts - LOCAL	4020	156,500	128,804	(27,696)	82%
Grants - Other Not-for-Profits	4100	25,733	60,827	35,094	236%
Grants - All Other Sources	4120	15,000	77,780	62,780	519%
Contributions	4200	3,500	14,837	11,337	424%
Contributions- Restricted	4210	235,055	294,979	59,924	125%
Special Events	4300	0	9,429	9,429	100%
Commissions-Vending/Photo	4320	2,000	5,138	3,138	257%
Interest Income	4950	0	1,250	1,250	100%
Fringe Pool Revenue	4960	796,597	716,097	(80,500)	90%
Indirect Pool Revenue	4970	690,118	596,049	(94,069)	86%
Other Revenue	4995	9,750	25,367	15,617	260%
Total Revenue		9,547,966	8,350,126	(1,197,840)	87%
Expenditures					
Salaries & Wages	6010	2,866,352	2,547,711	318,641	89%
Fringe	6110	815,898	716,546	99,353	88%
FICA	6120	200,000	189,997	10,003	95%
Unemployment	6130	45,000	33,289	11,711	74%
Workers Compensation	6140	57,000	41,959	15,041	74%
Health Insurance	6150	415,000	444,370	(29,370)	107%
Life Insurance	6160	27,000	26,040	960	96%
Retirement	6170	39,597	38,335	1,262	97%
Staff Screenings	6180	41,506	906	40,600	2%
Indirect Costs	6210	655,207	606,335	48,872	93%
Travel - In Area	6310	29,518	15,865	13,653	54%
Travel - Out of Area	6315	2,905	35	2,870	1%
Office Supplies	6410	19,604	14,110	5,494	72%
Program Supplies	6415	28,061	28,209	(147)	101%
Classroom Supplies	6420	38,246	32,903	5,343	86%
Kitchen Supplies	6430	12,721	19,459	(6,738)	153%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier	6510	22,729	21,580	1,148	95%
Postage and Delivery Expense	6600	4,707	1,913	2,793	41%
Contractual Services/Professional	6710	327,625	232,663	94,961	71%
Contractual Services - Health/Disabilities	6715	170,870	162,657	8,213	95%
Rent/Space Cost	6810	223,016	262,436	(39,420)	118%
Utilities	6820	72,253	89,747	(17,493)	124%
General Liability and Property Insurance	6830	50,261	49,454	807	98%
Communications	6840	64,009	70,627	(6,618)	110%
Repairs & Bldg Maintenance- Recurring	6850	95,690	85,186	10,504	89%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	36,804	(36,804)	100%
Equipment Maintenance	6910	24,582	23,227	1,356	94%
Vehicle Expense	6920	67,773	56,060	11,713	83%
Equipment Lease	6930	12,805	8,543	4,262	67%
Technology	6940	30,139	19,411	10,728	64%

Capital Area Community Action Agency
Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/2019

Fees, Licenses, and Permits	7010	6,579	4,549	2,030	69%
Dues/Subscriptions	7020	14,677	10,432	4,245	71%
Special Events	7110	0	3,910	(3,910)	100%
Client Assistance	7210	2,740,860	1,601,787	1,139,073	58%
Expendable Equipment	7320	24,434	8,372	16,062	34%
Registration Fees	7410	11,668	13,357	(1,689)	114%
Meetings/Workshops/Training	7420	41,272	32,271	9,001	78%
Training/Staff Development	7430	42,498	25,930	16,568	61%
Advisory/Board Member Expenses	7440	7,000	4,056	2,944	58%
Advertising	7450	6,566	4,656	1,910	71%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	180,139	188,871	(8,732)	105%
Legal Expenses	7530	0	2,064	(2,064)	100%
Interest Expense	7610	7,000	0	7,000	0%
Bank Service Charges	7630	3,500	1,861	1,639	53%
Total Expenditures		9,547,966	7,778,763	1,769,203	81%
Excess Revenue over (under) Expenditures		(0)	571,363	571,363	

Capital Area Community Action Agency
Balance Sheet
For the Eleven Months Ended 8/31/2019

	<u>Current Period Balance</u>
Assets	
Petty Cash	860
Cash Operating Hancock Bank	443,231
Cash - Money Market Hancock Bank	76,212
Cash-Bank Restricted	69,523
Cash - Centennial Bank - Restricted	83,339
Grants Receivable	570,033
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,470,506</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	3,831
Accrued Leave	49,802
Accrued Wages	56,852
Accrued Fringe Benefits	(4,586)
Accrued Taxes	4,810
Contract Advances	81,030
Contingent Liab Sunshine St Micro Obligated	22,993
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>138,473</u>
Total Liabilities	356,810
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	217,435
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	542,333
Current Net Income	<u>571,363</u>
Total Net Assets	<u>1,113,696</u>
Total Liabilities and Net Assets	<u>1,470,506</u>

Capital Area Community Action Agency
 CSBG - Statement of Revenues and Expenditures
 From Grant Inception Through 8/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,439,907</u>	<u>1,826,208</u>	<u>(613,699)</u>	<u>75%</u>
Total Revenue		<u>2,439,907</u>	<u>1,826,208</u>	<u>(613,699)</u>	<u>75%</u>
Expenditures					
Salaries & Wages	6010	907,800	701,947	205,853	77%
Fringe	6110	257,660	199,033	58,627	77%
Staff Screenings	6180	1,062	542	520	51%
Indirect Costs	6210	228,919	176,029	52,890	77%
Travel - In Area	6310	34,747	11,568	23,179	33%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	9,308	3,932	5,376	42%
Program Supplies	6415	0	13	(13)	100%
Copies/Printing/Copier	6510	14,924	5,428	9,496	36%
Postage and Delivery Expense	6600	3,327	1,053	2,274	32%
Contractual Services/Professional	6710	38,906	14,863	24,043	38%
Rent/Space Cost	6810	102,374	84,083	18,292	82%
Utilities	6820	14,342	9,099	5,243	63%
General Liability and Property Insurance	6830	19,326	11,780	7,546	61%
Communications	6840	40,063	30,771	9,292	77%
Repairs & Bldg Maintenance- Recurring	6850	16,124	7,788	8,336	48%
Repairs & Bldg Maintenance -	6855	0	75	(75)	100%
Equipment Maintenance	6910	14,375	10,745	3,629	75%
Vehicle Expense	6920	47,056	36,968	10,088	79%
Equipment Lease	6930	6,235	2,967	3,268	48%
Technology	6940	18,119	7,547	10,572	42%
Fees, Licenses, and Permits	7010	10,659	6,348	4,311	60%
Dues/Subscriptions	7020	15,214	10,946	4,269	72%
Client Assistance	7210	553,638	412,384	141,254	74%
Expendable Equipment	7320	22,373	15,018	7,355	67%
Registration Fees	7410	13,966	9,911	4,054	71%
Meetings/Workshops/Training	7420	20,959	14,229	6,730	68%
Advertising	7450	<u>8,032</u>	<u>3,058</u>	<u>4,975</u>	<u>38%</u>
Total Expenditures		<u>2,439,907</u>	<u>1,793,434</u>	<u>646,473</u>	<u>74%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>32,774</u>	<u>32,774</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditure
From Grant Inception Through 8/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	7,201,483	4,299,372	(2,902,111)	60%
Total Revenue		<u>7,201,483</u>	<u>4,299,372</u>	<u>(2,902,111)</u>	<u>60%</u>
Expenditures					
Salaries & Wages	6010	820,232	499,001	321,231	61%
Fringe	6110	233,601	142,115	91,486	61%
Staff Screenings	6180	76,424	451	75,974	1%
Indirect Costs	6210	135,388	129,018	6,370	95%
Travel - In Area	6310	12,443	6,092	6,351	49%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	10,300	3,876	6,424	38%
Copies/Printing/Copier	6510	18,531	9,352	9,179	50%
Postage and Delivery Expense	6600	4,486	1,896	2,590	42%
Contractual Services/Professional	6710	27,500	15,128	12,372	55%
Rent/Space Cost	6810	77,945	54,140	23,805	69%
Utilities	6820	12,065	3,867	8,198	32%
General Liability and Property Insurance	6830	9,350	6,039	3,311	65%
Communications	6840	32,295	19,901	12,394	62%
Repairs & Bldg Maintenance- Recurring	6850	13,168	4,369	8,799	33%
Equipment Maintenance	6910	10,690	4,762	5,928	45%
Vehicle Expense	6920	11,390	3,568	7,822	31%
Equipment Lease	6930	5,375	1,971	3,404	37%
Technology	6940	19,888	6,176	13,712	31%
Fees, Licenses, and Permits	7010	850	137	713	16%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	5,632,993	3,333,246	2,299,747	59%
Expendable Equipment	7320	16,730	3,474	13,256	21%
Registration Fees	7410	5,500	2,470	3,030	45%
Meetings/Workshops/Training	7420	2,738	0	2,738	0%
Advertising	7450	2,000	0	2,000	0%
Total Expenditures		<u>7,201,483</u>	<u>4,251,897</u>	<u>2,949,586</u>	<u>59%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>47,475</u>	<u>47,475</u>	

Capital Area Community Action Agency
WAP - Statement of Revenue and Expenditures
From Grant Inception Through 8/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,315,013</u>	<u>603,231</u>	<u>(711,782)</u>	<u>46%</u>
Total Revenue		<u>1,315,013</u>	<u>603,231</u>	<u>(711,782)</u>	<u>46%</u>
Expenditures					
Salaries & Wages	6010	234,312	150,384	83,928	64%
Fringe	6110	66,732	42,829	23,903	64%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	60,493	38,405	22,088	63%
Travel - In Area	6310	16,000	7,213	8,787	45%
Office Supplies	6410	4,000	1,342	2,658	34%
Copies/Printing/Copier	6510	1,800	812	988	45%
Postage and Delivery Expense	6600	750	239	511	32%
Contractual Services/Professional	6710	20,692	3,000	17,692	14%
Rent/Space Cost	6810	9,219	4,937	4,282	54%
Utilities	6820	0	1,041	(1,041)	100%
General Liability and Property Insurance	6830	27,237	13,384	13,853	49%
Communications	6840	5,750	3,467	2,283	60%
Repairs & Bldg Maintenance- Recurring	6850	6,375	809	5,566	13%
Equipment Maintenance	6910	0	1,509	(1,509)	100%
Vehicle Expense	6920	13,750	7,430	6,320	54%
Equipment Lease	6930	500	369	131	74%
Technology	6940	400	254	146	63%
Fees, Licenses, and Permits	7010	1,125	712	413	63%
Dues/Subscriptions	7020	12,750	5,400	7,350	42%
Client Assistance	7210	799,222	270,630	528,592	34%
Expendable Equipment	7320	3,250	930	2,321	29%
Registration Fees	7410	0	1,226	(1,226)	100%
Meetings/Workshops/Training	7420	29,706	12,607	17,099	42%
Advertising	7450	<u>750</u>	<u>264</u>	<u>486</u>	<u>35%</u>
Total Expenditures		<u>1,315,013</u>	<u>569,192</u>	<u>745,821</u>	<u>43%</u>
Excess Revenue over (under) Expenditures		<u>(0)</u>	<u>34,039</u>	<u>34,039</u>	

Capital Area Community Action Agency
Head Start Programs Statement of Revenue and Expenditures
For the Eleven Months Ended 8/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,525,297	3,388,748	(136,549)	96%
Government Contracts - STATE	4010	426,240	610,857	184,617	143%
Government Contracts - LOCAL	4020	53,500	53,144	(356)	99%
Grants - Other Not-for-Profits	4100	13,000	11,919	(1,081)	92%
Contributions- Restricted	4210	0	2,157	2,157	
Total Revenue		4,018,037	4,066,825	48,788	101%
Expenditures					
Salaries & Wages	6010	1,975,376	1,831,387	143,989	93%
Fringe	6110	562,588	512,537	50,051	91%
Staff Screenings	6180	2,500	320	2,180	13%
Indirect Costs	6210	520,986	462,218	58,768	89%
Travel - In Area	6310	3,500	3,151	349	90%
Travel - Out of Area	6315	500	35	465	7%
Office Supplies	6410	7,500	5,606	1,894	75%
Program Supplies	6415	24,017	27,692	(3,675)	115%
Classroom Supplies	6420	38,246	32,903	5,343	86%
Kitchen Supplies	6430	12,721	19,459	(6,738)	153%
Medical/Dental Supplies	6440	500	270	230	54%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	12,000	13,512	(1,512)	113%
Postage and Delivery Expense	6600	1,200	840	360	70%
Contractual Services/Professional	6710	15,000	11,398	3,602	76%
Contractual Services – Health/Disabilities	6715	170,837	162,497	8,340	95%
Rent/Space Cost	6810	150,000	203,280	(53,280)	136%
Utilities	6820	62,500	84,723	(22,223)	136%
General Liability and Property Insurance	6830	21,000	28,189	(7,189)	134%
Communications	6840	37,530	49,060	(11,530)	131%
Repairs & Bldg Maintenance- Recurring	6850	75,000	79,860	(4,860)	155%
Repairs & Bldg Maintenance - Nonrecurring	6855	0	36,720	(36,720)	
Equipment Maintenance	6910	14,000	16,635	(2,635)	119%
Vehicle Expense	6920	37,350	23,956	13,394	64%
Equipment Lease	6930	8,500	6,452	2,048	76%
Technology	6940	12,500	13,267	(767)	106%
Fees, Licenses, and Permits	7010	1,500	1,371	129	91%
Dues/Subscriptions	7020	2,500	2,269	231	91%
Expendable Equipment	7320	5,000	3,395	1,605	68%
Registration Fees	7410	2,000	5,688	(3,688)	
Meetings/Workshops/Training	7420	14,850	13,796	1,054	78%
Training/Staff Development	7430	40,998	25,831	15,167	
Advisory/Board Member Expenses	7440	2,000	1,669	331	83%
Advertising	7450	2,000	379	1,622	19%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	180,139	188,870	(8,731)	105%
Total Expenditures		4,018,037	3,869,233	148,804	96%
Excess Revenue over (under) Expenditures		0	197,592	197,592	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 11 Months Ending August 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		53,144			
Grants - Other Not for Profits		11,919			
In-Kind Revenue		454,915			
VPK/SR		185,640			
	881,324	705,618	80%	175,706	20%

AUG 2019 HDST CREDIT CARD CHARGES

Vendor Name	Expenses Code	GL	Fund Code	Effective Date	Document Description	Transaction Description
HANCOCK WHITNEY BANK	7.50 6410		1064	8/27/201	#XXXXXXXX-6982, FATIMA ALEXANDER, AUG	STAPLES - SUPPLIES
HANCOCK WHITNEY BANK	3.75 6410		1064	8/27/201	#XXXXXXXX-6982, FATIMA ALEXANDER, AUG	STAPLES - SUPPLIES
HANCOCK WHITNEY BANK	13.00 6415		1064	8/27/201	#XXXXXXXX-6982, FATIMA ALEXANDER, AUG	DOLLAR TREE - PRESVC SUPP
HANCOCK WHITNEY BANK	32.00 6920		1064	8/27/201	#XXXXXXXX-6982, FATIMA ALEXANDER, AUG	GAS - HS VEHICLE
HANCOCK WHITNEY BANK	375.00 7420		1064	8/27/201	#XXXXXXXX-6982, FATIMA ALEXANDER, AUG	RED CROSS-PRESVC ROOM
HANCOCK WHITNEY BANK	21.12 6850		1064	8/27/201	#XXXXXXXXX6700, TIM CENTER, AUG 2019	LOWES - CONCRETE FOR REPAIR-MABRY
HANCOCK WHITNEY BANK	161.63 7420		1064	8/27/201	#XXXXXXXXX6700, TIM CENTER, AUG 2019	HOTEL DEPOSIT - FHSA
HANCOCK WHITNEY BANK	225.00 7420		1064	8/27/201	#XXXXXXXXX6700, TIM CENTER, AUG 2019	REGISTRATION - FHSA
HANCOCK WHITNEY BANK	85.75 6920		1064	8/27/201	#000000006623, DARREL JAMES, AUG 2019	DORIS MALOY - TITLE FOR HS BUS
HANCOCK WHITNEY BANK	93.00 6920		1064	8/27/201	#000000006623, DARREL JAMES, AUG 2019	GATE - GAS FOR HS VEHICLE
HANCOCK WHITNEY BANK	476.40 7430		1064	8/27/201	#XXXXXXXXX7303-KRISTIN RESHARD, AUG.	FAMU BOOKSTORE - DAVIS
HANCOCK WHITNEY BANK	205.30 7430		1064	8/27/201	#XXXXXXXXX7303-KRISTIN RESHARD, AUG.	FIU - MOUSA
HANCOCK WHITNEY BANK	250.00 7430		1064	8/27/201	#XXXXXXXXX7303-KRISTIN RESHARD, AUG.	TEACHSTONE - MOUSA
HANCOCK WHITNEY BANK	157.00 7440		1064	8/27/201	#000000008165, NICHELE ROLLE, AUG 2019	MOES-POLICY COUNCIL MEETING
HANCOCK WHITNEY BANK	8.48 7440		1064	8/27/201	#000000008165, NICHELE ROLLE, AUG 2019	PUBLIX-POLICY COUNCIL MEETING
HANCOCK WHITNEY BANK	75.00 6180		1064	8/27/201	#000000007366, NINA SELF, AUG 2019	FLORIDA MVR SERVICES
HANCOCK WHITNEY BANK	222.76 7430		1064	8/27/201	#000000005810, VENITA TREADWELL, AUG	HOTEL - ORLANDO-A.LARKINS
Total HANCOCK CC -	<u>2,412.69</u>					
LOWE'S	355.49 6420		1064	8/31/201	REPAIRS & SUPPLIES HS CENTERS, AUG 2019	REPAIRS & SUPPLIES HS CENTERS, AUG
LOWE'S	<u>1,343.39 6855</u>		1064	8/31/201	REPAIRS & SUPPLIES HS CENTERS, AUG 2019	REPAIRS & SUPPLIES HS CENTERS, AUG
Total LOWES - LOWE'S	<u>1,698.88</u>					
TOTAL CREDIT CARD	<u>4,111.57</u>					



**HANCOCK
WHITNEY**

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Statement of Account
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HANCOCK WHITNEY BANK
PO BOX 81750
NEW ORLEANS LA 70161-1750



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FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005361

MEMO STATEMENT

Account Number

Statement Date

08-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-31	07-29	24164079211105001142031	5943	STAPLES 00110726 TALLAHASSEE FL	M3.78 ✓
07-31	07-29	24164079211105001142023	5943	STAPLES 00110726 TALLAHASSEE FL	M7.50 ✓
07-31	07-30	24445009212000855703235	5331	DOLLAR TREE TALLAHASSEE FL	M13.00 ✓
08-14	08-13	24692189226100889414030	8398	ARC*RED CROSS DONATION 800-733-2767 CA	M375.00 ✓
08-20	08-20	74270849232100010993117	0000	BRANCH PAYMENT - THANK YOU	M18.99 ✓
08-22	08-21	24692189233100870000141	5542	CHEVRON 0374826 CRAWFORDVILLE FL	M32.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 431.25
		NEW CASH ADVANCES .00
		CREDITS 18.39
		STATEMENT TOTAL 412.86
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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MEMO STATEMENT

Account Number
[REDACTED]

Statement Date

08-27-19

1632390 004501 . 0001 . 0001 -7
TIM CENTER
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0004501

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-14	08-12	24207859225168902096575	8699	FLORIDA HEAD START ASSOCI 850-8946477 FL	M300.00 ✓
08-16	08-15	24692169227100214221674	5200	LOWES #00417 TALLAHASSEE FL	M22.71 ✓
08-16	08-15	24231689227722541188642	7011	HARD ROCK HOTEL-DAYTONA 3869477300 FL 978163869477300 ARRIVAL: 10-08-19	M161.63 ✓
08-19	08-16	24431069228026426952235	5734	ADOBE *ACROPRO SUBS 800-833-8687 CA	M14.99 ✓
08-19	08-17	24022079230016003547953	5542	SUNOCO 0373471200 MADISON FL	M33.79 ✓
08-19	08-16	24164059229378008644069	5542	EXXONMOBIL 97311260 GREENVILLE FL	M36.19 ✓
08-19	08-17	24692169230100021694589	3710	THE RITZ CARLTON AMLA AMELIA ISL FL 151044 ARRIVAL: 08-16-19	M240.00 ✓
08-20	08-20	74270849232100010993059	0000	BRANCH PAYMENT - THANK YOU	M245.72 ✓
08-21	08-20	24692169232100328707991	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M59.13 ✓
08-22	08-20	74207859233169502058289	8699	FLORIDA HEAD START ASSOCI TALLAHASSEE FL	M75.00 cr ✓
08-22	08-21	24013399233002929575922	8641	TALLHASSEE CHAMBER OF COM HTTP://TALCHA FL	M175.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
08-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	1,043.44
CUSTOMER SERVICE CALL		NEW CASH ADVANCES	.00
		CREDITS	320.72
Toll Free 1-800-448-8812		STATEMENT TOTAL	722.72
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	6,000.00



**HANCOCK
WHITNEY**

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16322390-003717-0001-0001-2

 DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0003717

MEMO STATEMENT

Account Number

Statement Date

08-27-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-01	07-30	24692169212100748532684	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
08-15	08-14	24445009226300467784266	9399	B2P*LEON COUNTY TALLAHASSEE FL	M85.75 ✓
08-16	08-15	24445009227300484168849	9399	B2P*LEON COUNTY TAX FEE TALLAHASSEE FL	M2.14 ✓
08-19	08-15	24692169228100637922766	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.00 ✓
08-20	08-20	74270849232100010993133	0000	BRANCH PAYMENT - THANK YOU	M133.00
08-23	08-21	24228999234017038834955	8041	WHOLE HEALTH CLINIC INC TALLAHASSEE FL	M70.00 ✓
08-26	08-22	24228999235017038105847	8041	WHOLE HEALTH CLINIC INC TALLAHASSEE FL	M35.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 285.89
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 133.00
		STATEMENT TOTAL 152.89
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

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Statement of Account
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HANCOCK WHITNEY BANK
PO BOX 61750
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MEMO STATEMENT

Account Number

Statement Date

08-27-19



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

***N0007623

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-31	07-29	24388949211432530004647	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M5.30 ✓
07-31	07-29	24388949211432530004639	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M200.00 ✓
08-22	08-21	24137489233300587987427	5942	FL-AM-UNIV-BKSTORE #7530 TALLAHASSEE FL	M476.40 ✓
08-23	08-22	24492159234637880897836	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M250.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 931.70
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 931.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number

Statement Date

08-27-19



16372390-006566-0001-0001-2

|||||
NICHELE RICHARDS
CAPITAL AREA CAA *#N0006566
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
08-14	08-12	248864882262907940458	4121	TAXI SVC TALLAHASSEE TALLAHASSEE FL	M31.00 ✓
08-20	08-20	74270848232100010993076	0000	BRANCH PAYMENT - THANK YOU	M400.47
08-23	08-22	24137488235001488885363	5411	PUBLIX #1051 TALLAHASSEE FL	M8.48 ✓
08-23	08-23	24231688235083302402488	5811	MOE'S SW GRILL #373 OLO TALLAHASSEE FL	M157.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-19	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 186.48
		NEW CASH ADVANCES .00
		CREDITS 400.47
		STATEMENT TOTAL 203.99 cr
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
WHITNEY**

HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

08-27-19



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

***NDD08902

STATEMENT MESSAGES

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

TRANSACTION DETAIL

Trans Date	Reference Number	MCC	Transaction Description	Amount
8-06	24431069218036208338950	3722	WYNDHAM ORLANDO RESORTS ORLANDO FL 20833895 ARRIVAL: 08-04-19	M222.78 ✓
8-12	24228389225091007695409	5300	SAMSCLUB #8120 TALLAHASSEE FL	M149.13 ✓
8-13	74228389227360849477976	5300	SAMSCLUB #8120 TALLAHASSEE FL	M2.67 cr ✓
8-13	74228389227360849477984	5300	SAMSCLUB #8120 TALLAHASSEE FL	M6.12 cr ✓
8-20	74270849232100010993018	0000	BRANCH PAYMENT - THANK YOU	M517.50

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 371.89
CUSTOMER SERVICE CALL		NEW CASH ADVANCES 00
Toll Free	1-800-448-8812	CREDITS 526.29
		STATEMENT TOTAL 154.40 cr
		TOTAL IN DISPUTE 00
		CREDIT LIMIT 4,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
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HANCOCK WHITNEY BANK
PO BOX 61750
NEW ORLEANS LA 70161-1750

MEMO STATEMENT

Account Number

Statement Date

08-27-19



16322390 004808 0001 0001 7


 NINA SINGLETON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0004808

STATEMENT MESSAGES

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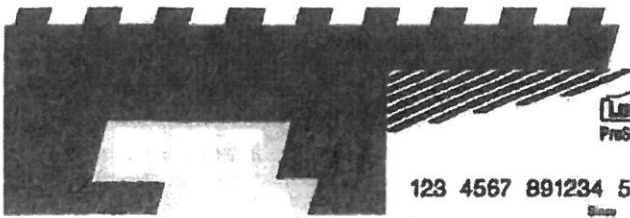
TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-30	07-29	24431089210026833848582	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
07-30	07-29	24431089210026833848242	9399	FDLE CCHINET 850-410-8161 FL	M25.00 ✓
07-30	07-29	24760829210230000029459	7622	CPR TALLAHASSEE TALLAHASSEE FL	M321.43 ✓
08-05	08-03	24445009215300465652377	9399	B2P*LEON COUNTY TAX FEE TALLAHASSEE FL	M2.64 ✓
08-05	08-03	24445009215300465652294	9399	B2P*LEON COUNTY TAX FEE TALLAHASSEE FL	M2.73 ✓
08-05	08-02	24445009214300521414516	9399	B2P*LEON COUNTY TALLAHASSEE FL	M105.75 ✓
08-05	08-02	24445009214300521414441	9399	B2P*LEON COUNTY TALLAHASSEE FL	M109.27 ✓
08-19	08-17	24988949230017081489484	7399	FLORIDA MVR SERVICES 800-910-8201 FL	M150.00 ✓
08-20	08-20	74270849232100010993174	0000	BRANCH PAYMENT - THANK YOU	M296.03 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 741.82
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS 296.03
Toll Free 1-800-448-8812		STATEMENT TOTAL 445.79
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



OK @ 9/16/19



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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

1-2

Summary of Account Activity

Previous Balance	\$1,087.42
- Payments	\$1,087.42
- Other Credits	\$0.00
+ Purchases/Debits	\$1,698.88
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00

New Balance \$1,698.88

Credit Limit	\$11,000.00
Available Credit	\$9,301.00
Statement Closing Date	09/02/2019
Days in Billing Cycle	31

Payment Information

New Balance	\$1,698.88
Total Minimum Payment Due	\$71.00
Payment Due Date	09/28/2019

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
08/08	08/08	07174	STORE 0417 TALLAHASSEE FL	\$355.49
08/09	08/09	80478	STORE 0716 TALLAHASSEE FL	\$538.35
08/14	08/14	14482	STORE 0716 TALLAHASSEE FL	\$831.01
08/25	08/25		PAYMENT - THANK YOU	(\$1,087.42)
08/26	08/26	06140	STORE 0417 TALLAHASSEE FL	\$174.03

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 EBT842, 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.

**Franklin County - ESF15
Donation Revenues & Expenses
Report for September 2019**

	Date	Revenues	Expenditures	Description	Balance
1	10/01/18	\$ 100.00	\$ -	loan from agency to open checking account	\$ 100.00
2	10/02/18	\$ 224,857.36	\$ -	transfer of donations to agency	\$ 224,957.36
	11/05/18	\$ -	\$ 10,000.00	CD to secure VISA card	\$ 214,957.36
3	11/13/18	\$ -	\$ 200.00	reimburse loan from agency to open checking and savings account (\$100 each)	\$ 214,757.36
4	11/29/18	\$ 10,198.00	\$ -	Community Foundation donation	\$ 224,955.36
5	12/31/18	\$ -	\$ -	No activity	\$ 224,955.36
6	01/14/19	\$ -	\$ 331.72	utility pole for Frances and Edward Estes	\$ 224,623.64
7	01/14/19	\$ -	\$ 225.00	trailer repairs at 605 Wilderness Rd	\$ 224,398.64
8	03/01/19	\$ 12,768.80	\$ -	donation from Emerald Coast Recycling	\$ 237,167.44
9	03/01/19	\$ 3,500.00	\$ -	administrative fees	\$ 240,667.44
10	03/11/19	\$ -	\$ 31.12	check order (deducted from administrative fees received)	\$ 240,636.32
11	05/10/19	\$ -	\$ 550.00	Repairs to two travel trailers housing fire victims	\$ 240,086.32
12	05/10/19	\$ -	\$ 97,701.20	Purchase of 2 homes for fire victim families	\$ 142,385.12
13	05/23/19	\$ -	\$ 175.57	Supplies (deducted from administrative fees received)	\$ 142,209.55
14	06/26/19		\$ 489.00	Apartment Deposit fee for client	\$ 141,720.55
15	07/11/19		\$ 7,400.00	Septic tank & install	\$ 134,320.55
16	07/12/19		\$ 230.00	triler replacement battery	\$ 134,090.55
17	07/12/19		\$ 53,459.50	Purchase of 2 mobile homes for Golden & Johnson	\$ 80,631.05
18	07/12/19		\$ 700.00	Transport & set up trailers for 2 clients (paid out of CUMBAA recyclables donation)	\$ 79,931.05
19	08/02/19		\$ 1,400.00	Water & Sewer Connection - 723 Home Pl.	\$ 78,531.05
20	08/12/19	\$ 5,908.00		CUMBAA recyclables donation (check originally made out to County)	\$ 84,439.05
21	08/16/19		\$ 1,099.76	Repairs and moving for client at 601 Ridge Rd; Repairs at 667 and 701 Ridge Rd.	\$ 83,339.29
22	09/05/19		\$ 10,250.00	Approved Purchase of FEMA Trailer by Limerock client	\$ 73,089.29
23	09/12/19		\$ 1,600.00	Water tap installation for Limerock client	\$ 71,489.29
24					
25					
26					
27					
28					
29					
30					

Name: Tim Center
Title: CEO

Signature: 
Date: 10/15/19



P.O. BOX 966
 CONWAY, AR 72033
 888-372-9788
 www.my100bank.com



*****AUTO**ALL FOR AADC 323
 12963 0.6590 AB 0.412 53 3 43



CAPITAL AREA COMMUNITY ACTION AGENCY, IN
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

09/30/19
 251
 IMAGES 2
 CYCLE-031

*** CHECKING *** 0900 BUSINESS CK
 ACCOUNT NUMBER 0502818251
 PREVIOUS STATEMENT BALANCE AS OF 08/31/19 83,339.29
 PLUS 0 DEPOSITS AND OTHER CREDITS00
 LESS 2 CHECKS AND OTHER DEBITS 11,850.00
 CURRENT STATEMENT BALANCE AS OF 09/30/19 71,489.29
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 30

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
1015	09/19	10,250.00	1016	09/20	1,600.00			

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08/31	83,339.29	09/19	73,089.29	09/20	71,489.29		

Handwritten signature and date: 10/17/19



NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

CAPITAL AREA COMMUNITY ACTION AGENCY
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301

1015

1015

***Ten Thousand Two Hundred Fifty and 00/100 Dollars

DATE: 9/12/2019 AMOUNT: \$10,250.00

PAY TO THE ORDER OF: CAPITAL AREA COMMUNITY ACTION AGENCY, INC
309 OFFICE PLAZA DRIVE
TALLAHASSEE, FL 32301

VOID AFTER 90 DAYS

1015

⑆001015⑆ ⑆082902757⑆

09/19/2019 1015 \$10,250.00

CAPITAL AREA COMMUNITY ACTION AGENCY
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301

1016

1015

***One Thousand Six Hundred and 00/100 Dollars

DATE: 9/12/2019 AMOUNT: \$1,600.00

PAY TO THE ORDER OF: EAST POINT WATER & SEWER
40 ISLAND DR
EASTPOINT, FL 32328-0610

VOID AFTER 90 DAYS

1016

⑆001015⑆ ⑆082902757⑆

09/20/2019 1016 \$1,600.00





P.O. BOX 966
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 888-372-9788
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*****AUTO**ALL FOR AADC 323
 12964 0.4670 AB 0.412 53 3 44

|||
 CAPITAL AREA COMMUNITY ACTION AGENCY, IN
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

09/30/19
 ██████████529
 CYCLE-100

*** SAVINGS *** 0456 PAN BUSINESS SV
 ACCOUNT NUMBER 0700083529
 PREVIOUS STATEMENT BALANCE AS OF 06/30/19 100.00
 PLUS 0 DEPOSITS AND OTHER CREDITS00
 LESS 0 WITHDRAWALS AND OTHER DEBITS00
 CURRENT STATEMENT BALANCE AS OF 09/30/19 100.00
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 92

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
06/30	100.00						
PAYER FEDERAL ID NUMBER..... 71-0009885							
INTEREST PAID YEAR TO DATE..... .00							

CS
 10/19/19



NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT OCTOBER 2019

Administrative

- One response was received for the Financial Services RFP and responses to the Audit Services RFP are due October 21st.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Met with DEO to discuss transfer of ownership of the camper/trailers to deserving parties. Each trailer will be handled on a case-by-case basis.
- First draft of the Head Start grant was received and staff are working on the editing process. Head Start grant budget is being developed. The grant is due November 12, 2019.
- Crisis Intake vacancies available in Leon and Gadsden Counties.

Impact: Redesigning entitlement programs to toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Working with Brooke Brunner and Superintendent Hanna on the partnership of professional development to improve outcomes for students.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Benevon fundraising model implementation has been delayed. ARC staffing did not work out..
- Received \$4,500 from Glick Philanthropies to support Male Engagement activities and Getting Ahead/Staying Ahead
- Signed the CHSP and United Way of the Big Bend grants. Working on the subgrant with ECHO for Getting Ahead with the ALIC population.

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

Out of Office

- Vacation – November 13-14, 2019
- Vacation – November 25-27, 2019
- Vacation – Dec 18-Jan 3, 2019

Upcoming Events

- January 8-10, 2020, NCAP Conf – San Juan, Puerto Rico
- May 12-15, 2020 – FACA Annual Conference – Fort Lauderdale



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MASTER LIST
ACTIVE CONTRACTS, LEASES, AGREEMENTS

VENDOR NAME	TYPE OF AGREEMENT	EXPIRATION DATE	Contact	SPECIAL NOTES	MONTHLY COST
A. KEITH DEAN	FISCAL SERVICES	1/1/16	Stephanie/TIM		
ADVANTICA	EMPLOYEE DENTAL / VISION PLAN INSURANCE	10/26/16	NINA SELF		**Varies
APALACHICOLA WELLNESS, LLC	FRANKLIN CO. CAP OFFICE LEASE AGREEMENT	5/31/21	TIM	FEB 1, 2019 TO JAN 31, 2019 RENEWED 5/31/2019	\$ 1,250.00
BENSON'S HEATING AND AIR CONDITIONING	SERVICE AGREEMENT	5/31/19	TIM		\$ 1,140.00
BIG BEND JOBS & ED. COUNCIL INC.	GADSDEN CO CAP OFFICE LEASE AGREEMENT	6/30/20	Nina/Tim		\$ 367.63
BIG BEND JOBS & ED. COUNCIL INC.	WAKULLA CO. CAP OFFICE LEASE AGREEMENT	6/30/20	Nina/Tim		\$ 367.63
BODISON'S JANITORIAL	JANITORIAL SERVC. FOR ADMIN AND HEAD START	ONGOING	Margie	EST FEB 8, 2018	\$ 1,200.00
CACAA-HOLDINGS ACCOUNT	LEASE AGREEMENT WITH CACAA, INC.	8/25/27	TIM		\$ 8,533.00
CALHOUN CO. BOARD OF CO. COMMISSIONERS	LEASE AGREEMENT/MEMO OF COMMITMENT	12/31/18	Anne Robinson		
Capital Health Plan (CHP)	Health Insurance		Nina/Tim		**Varies
Carr, Riggs & Ingram	Audit - Financial		Nina/Tim		
CENTENNIAL BANK TO CACAA	PURCHASE CONTRACT		TIM		
CENTURY LINK	CEO EMPLOYMENT AGREEMENT	3/1/20	TIM	EXECUTED MAY 30, 2017	
CITY OF APALACHICOLA	Emergency Line	ONGOING	Margie/ Tim	Term 2 years	
CITY OF TALLAHASSEE-LIHEAP	HEAD START FRANKLIN CO CENTER LEASE AGREEMENT	6/30/19	Nina/ Tim	ONGOING SINCE AUG 3, 2015	\$ 53.85
CITY OF TALLAHASSEE	HOME ENERGY VENDOR PAYMENT AGRWMT	ONGOING	VICTORIA MATHIS	LAST RCVD: MAR 31, 2014	\$ 400.00
CMA TECHNOLOGIES	SERVICES- ELECTRICAL/ UTILITIES	ONGOING	Nina/ Tim	ESTABLISHED JUL 31, 2014	
Colonial	FOR CMTOOLS CLIENT DATABASE	8/31/19	VICTORIA MATHIS	ANNUAL PAYMENT RENEWAL SINCE OCT 2007	\$ 2,000.00
COMCAST	Employee Disability/Life Insurance	ONGOING	Nina/Tim		**Varies
COMMUNICATION SOLUTIONS UNLIMITED	SERVICES- VOICE LINES/ VOICEMAIL	ONGOING	TIM	ESTABLISHED APR 26, 2013	\$ 1,150.00
COPY FAX / SUNRAY LEASING	SERVICE/REPAIRS-COMM./ALARM LINES	ONGOING	Margie	INCOMPLETE IN FILE. (4/18/18-requested copy by email-NOT RECEIVED)	
DUKE ENERGY FLORIDA	14 MO EQUIP. LEASE & EQUIPMENT MAINT. AGREEMENT	ONGOING	Margie/Tim	MAINT AGREEMNT.-AUTO RENEWS-EST.JUL 1, 2014	\$ 501.98
ELECTRONET	ENERGY NEIGH. FUND PROG.	2/20/21	VICTORIA MATHIS		
FRANKLIN CO. EMERGENCY SUPPORT FUNCTION(ESF)15	LETTER OF AUTHORIZATION	9/30/23	TIM CENTER	ESTABLISHED APR. 2016	\$ 951.48
FRIENDSHIP PRIMITIVE BAPTIST CHURCH	CONTRACT- COLLECT/MANAGE DONATIONS FOR RECOVERY DURING AND AFTER DISASTERS	5/31/19	Barbara Evans	FIVE YEARS/ EXPIRES SEPT 2023	
Gilmore Services	KITCHEN/STORAGE CLOSET LEASE AGREEMENT		Margie		\$ 1,200.00
GOODWILL IND. BIG BEND, INC.(GIBB FOUNDATION)	File Storage/Shredding	7/15/17	Tim Center	MONTH TO MONTH-IN NEG. PER TIM	**Varies
Guardian	MABRY HEADSTART CNTR. LEASE AGREEMENT		Nina/Tim		\$ 3,605.00
GULF COAST WORKFORCE BOARD dba CAREERSOURCE	Employee Dental Plan Insurance	8/1/2016	Anne Robinson	UNLESS TERMINATED BY BOTH PARTIES-NO DATE SET	**Varies
HANCOCK LETTER OF CREDIT	MEMO OF UNDERSTANDING-FRANKLIN/GULF CO. CAP OFFC	8/4/22	TIM	LOAN MATURITY: AUG 4, 2022	
JEFFERSON CO. SENIOR CITIZENS CENTER, INC.	LOAN DATE 8/4/2017	2/28/21	Anne Robinson	March 1, 2019 to February 28, 2021	\$ 1,000.00
JEFFERSON CO. SOLID WASTE DEPT	REFUSE CONTRACT/ MAIN OFFICE CONTAINERS	ONGOING	Nina/ Tim	LAST RCVD: SEPT 30, 2005	\$ 150.00
JOHNSON SECURITY SOLUTIONS (PREV TYCO)	SALES AND SERVICE AGREEMENT-inclds.main office/headstart	AUTO RENEWS	Margie/ Tim	AUTO RENEWS ANNUALLY/ ESTABLISHED AUG 15, 2012	\$ 1,002.33
Johnson, Adrian	SERVICE DELIVERY FOR FOOD DELIVERY - FRANKLIN CO. HEAD START	5/31/19	Barbara/Darrel	FROM FEB 28 2019 THRU MAY 2020	
KIA AUTOSPORT	PURCHASE CONTRACT- HEADSTART VEH	PURCHASE	Nina/ Tim	PURCHASED JUN 14, 2016	
Krizner Law Firm	Legal - HR		Nina/Tim		\$ 5,000.00
LONG GROVE (LB ROYAL) CENTER	PURCHASE CONTRACT-HEADSTART CNTR	PURCHASE	TIM	PURCHASED OCTOBER 2002	Annual
MARPAN SUPPLY CO., INC.	EQUIP. LEASE AGREEMENT- REFUSE CONTAINER/MAIN OFFICE	PURCHASE	TIM		\$ 96.00
MARPAN SUPPLY CO., INC.	EQUIP. LEASE AGREEMENT- REFUSE CONTAINER/PUTNAM DR.	ONGOING	TIM	ONGOING- ESTABLISHED SEP 21, 2107	\$ 123.00
MARPAN SUPPLY CO., INC.	EQUIP.LEASE-8CY REFUSE CONTRACT/ CONTAINERS - SO. CITY CENTER	ONGOING	TIM CENTER	ONGOING- ESTABLISHED 10/2/2018	
MASSEY SERVICES	SERVICE AGREEMENT FOR OFFICE PLAZA	ONGOING	Margie/ Tim	Nina Self- 8/2016	\$ 300.00
MASSEY SERVICES	SERVICE AGREEMENT FOR MABRY	ONGOING	Margie/ Tim	ONGOING - ESTABLISHED	\$ 150.00

