

Capital Area
Community Action
Agency

**Executive Committee Meeting
Agenda**

**Monday, December 16, 2019 – 6:00 pm (upon conclusion of Board meeting)
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) Executive Committee – October 22, 2019
ii) Board Minutes – November 18, 2019 – for review
B. 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. Weatherization Assistance Program – monitoring update
VI. Chief Executive Officer's Report
A. Meeting Dates for Next Year
VII. Chair's Report
VIII. Adjournment

Next Executive Committee Meeting 2/25/2020 - 5:30 pm – 309 Office Plaza Drive

***Next Board of Directors Meeting 1/28/2019 – 6:00 pm – Ghazvini Center for
Healthcare Education***



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Capital Area Community Action Agency

Capital Area Community Action Agency Executive Committee Meeting Minutes October 22, 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

Members Absent: Kara Palmer Smith

*Attended by Phone

The meeting was called to order at 5:35 p.m. by the Chair. A quorum was established.

The Chair asked for introductions from visiting guests: Two guests include Deirdre Mitchell, and Tanzy Gibson, Program Specialists, US Department of Health and Human Services (HHS). The guests were here performing site visits, meeting with Board Members, Policy Council, and Head Start staff.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of August 27, 2019. Mr. Jennings made a motion to approve the minutes. It was seconded by Ms. Johnson, and unanimously approved.

Board Member, Candidate

Mr. Center reported that Ms. Shanetta Keel, Capital City Bank has expressed an interest in becoming a part of the Board. He said we are offering consideration for Board membership.

The Chair asked for a motion to nominate Ms. Keel to the full Board. Mr. Jennings made the motion to accept Ms. Keel to the full Board. It was seconded by Ms. Johnson, and unanimously approved.

FISCAL REPORT

Ms. Sgouros gave the August 31, 2019, financial report. She said that we have completed eleven months of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 92%. However, 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 County Fire Victims fund. She said the NFS Match totals \$705,618

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or 80% of the \$881,324 total match required for the fiscal year ending September 30, 2019. We expected NFS to be in the 90% to 95% range at this point in the year. She said that we would not meet our NFS Share Match requirement of \$175,706 remaining as of August 2019, by the end of September 2019.

Ms. Sgouros reported that we had 3 new variances and explanations for this report. **Interest Income** is the income from the SunTrust grant, which was put in a Money Market account (MMA), where it will be kept until it is spent. The Board voted to approve the MMA, about a year ago.

Ms. Sgouros gave the Franklin County – ESF Report. She said we have spent an additional \$11,850 since August 2019. We have expectations to sell more trailers in the future to spend down the balance.

The Chair mentioned that during hurricane Nestor, Franklin County experienced flooding in the area. Mr. Center reported that there were no requests made for hurricane assistance.

Ms. Johnson asked how the Head Start budget overages would be factored in to the Agency-wide budget. Mr. Center stated that the Head Start budget would be slightly over budgeted. We will ask for Board approval to draw down on the line of credit.

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 Mr. Jennings, and unanimously approved.

Fiscal Services RFP Responses

Mr. Center reported that the RFP closed October 3, 2019, with one response. He said we met with James Moore & Associates Accounting Firm, prior to the close of the RFP. They wanted detailed information on the organization. Upon the review, it was decided they would not bid the RFP.

Ms. Self said a copy of the Proposal was mailed to each Executive Committee Member that included both a copy of the current proposal and a score sheet. Ms. Self said that she would resubmit the proposal to the Board since the contract begins January 2020, to allow time for Board review.

Auditor RFP Responses

Ms. Sgouros reported that we received three Audit Proposals. The Chair asked Ms. Sgouros to email copies to the Executive Committee, Mr. Dean, Mr. Center and Ms. Self.

The Chair asked what the turnaround time on the Audit Proposals is. Ms. Sgouros said the firms would need to present at the November or December meeting. The Chair said the November and December meetings would need to be rescheduled due to the Holidays. She asked that a conference call be scheduled on November 14th with Executive Board members to discuss the three proposals between 12:00 PM – 1:00 PM.

Mr. Center said that we would Poll Board members to reschedule the Board meeting to November 18th or 20th, and reschedule the Executive Committee Meeting to Monday, December 16th.

CEO REPORT

Mr. Center reported that Deirdre Mitchell, and Tanzy Gibson with HHS visited the agency during the week of October 21-23, 2019. They were here interviewing staff and visiting Head Start Centers. During their site visits they urged that our current centers may need to be investigated further.

Mr. Center reported that the first draft of the Head Start Grant Application was received and staff is working on editing process. We will need a conference call November 4th to present before the Board and Policy Council. The grant is due November 12, 2019.

Mr. Center said that Open enrollment benefits will begin November 1, 2019.

Mr. Center met with DEO to discuss transfer of ownership of the camper/trailers to displaced victims. He said we will reach out to our partners (CareerSource and Emergency Operations Center) in Gulf, Liberty and Calhoun Counties for displaced hurricane victims in need of camper trailers. The EOC team in Franklin County has offered to purchase a trailer which will be used as a mobile unit. The Chair mentioned that Ms. Vickie Abrams, Gulf County may be in need of a camper trailer.

Mr. Center reported that Mr. Darrel James, Head Start and Ms. Anne Robinson, FSSP, have been working together at Leon Apartment Complex and were awarded a grant from Glick Philanthropies to support Male Engagement activities and Getting Ahead/Staying Ahead.

Mr. Center said we are in the process of reviewing our current contracts and leases to see if there is negotiation potential in our contracts. A copy of the contracts and leases tracking sheet was included in the packet. We are working to cap our expenses.

Meeting adjourned at 6:30 p.m.

Kara Palmer Smith

Date

Capital Area Community Action Agency

Board of Directors Meeting Minutes November 18, 2019

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Stephanie Sgouros
Margaret Watson

Member Absent: Allen Jones, Quincee Messersmith, Lauren Johnson, Pam Ridley

*Attended by Phone

The meeting was called to order at 6:06 p.m. by the Chair. A quorum was established.

The Chair asked for audit presentations from the three selected audit firms, Lanigan & Associates, P.C., Carr, Riggs & Ingram, LLC, and Thomas Howell Ferguson, P.A. Mr. Center said that based on the Executive Committee Meeting of November 14th, a decision was made to have 10-minute presentations at the full Board. He said that included in the Board packet was a score sheet. Ms. Sgouros asked that the score sheet be amended to show that Thomas Howell Ferguson - 4% increase annually - \$24,000 (2019), \$24,000 (2020), and \$25,075 (2021).

Mr. Center stated that an Audit RFP was advertised for CPA firms to provide audit and tax services for our organization and its owned subsidiary. This process is needed to ensure that we have a proper independent audit being performed for the Agency. The selected firm will need to be working on the audit by January 2020. He said that the agency is required to have an audited financial statement and single audit report, due to its size, and due to the amount of federal funds received. All of our audits for each of the grants are combined in to one single audit as part of the Federal Single Audit Act. The audit includes the Holdings subsidiary, which is the property owner for main office building.

John Keillor, Lanigan & Associates, gave a brief overview of the firm. He reported that the firm's niche is non-profit and governmental agencies. He said that Capital Area was a client for about 10 years.

The Chair asked if the team was located in Tallahassee. He said that all audits are performed by the local Tallahassee office. Staff from the Thomasville office will only be pulled to help out the local team. Thomasville is mainly a tax office. She asked if the firm has security systems in place to protect the agencies audits. He said that the firm has a high level IT security system.

Thomas Howell Ferguson – Allison Harrel, Jeff Barbacci, and Renn Vickers. The team presented credentials to provide audit and tax services to Community Action. The proposal addresses the firm’s specialization within the nonprofit and governmental industries and their products and services designed specifically for those agencies similar to Community Action.

Ms. Palmer Smith questioned that the proposal shows that the fees could be decreased, but it reflects that the fees increase during FY 2020-2021. She said “how will this work? Ms. Harrell, clarified that the initial preparation includes the new revenue recognition standard implementation; however, as the engagement progresses, over the years, the fees could decrease.

Ms. Palmer Smith asked if the firm has a more current peer review. It is expected by December 31st.

Mr. Couch asked how many audit team members? There is a total of 5 to 6 members.

Carr, Riggs and Ingram – Michael Carter and Jeannine Busch, Carr Riggs, and Ingram has been the agency’s audit and tax services firm for the past six years. Their goal is to provide their clients with illuminating solutions by providing innovative IDEAS to move them from compliance to providing a competitive advantage.

The Chair questioned that CRI provided a proposal for audit and tax services at a much higher cost than any other proposal. Mr. Carter said that the agency has a number of grants that are complex to prepare.

Ms. Palmer Smith asked if they were the main contact for the agency. Ms. Busch, would be the main contact for the agency.

The Chair asked for a vote from Board members. She asked that a conference call be scheduled after Board members have reviewed the proposals. Ms. Sgouros requested that a decision be made by the next Board meeting so that we have a contract in place by January 2, 2020.

The Chair asked that a conference call be scheduled for December 10th, at 12:00 PM to discuss audit firms.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of September 24, 2019. Ms. Edgar made the motion to approve the minutes. It was seconded by Ms. Palmer Smith, and unanimously approved.

Board of Directors

Mr. Center asked that we defer the vote to seat Ms. Shanetta Keel, on the Board to the next Board meeting in January 2020.

Annual Elections – January 2020

Mr. Center stated that the annual elections are January 2020. This meeting will include our succession planning. He said that the Chair is eligible to serve until 2022. A note will be sent out to the Board members asking if interested in being elected officers to the Board.

FISCAL

As of September 30, 2019, we have completed twelve months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 100%. At month end, the Year to Date Actual Revenue and Expenses are 94% and 92% respectively, with mostly restricted net income of \$245,695.59 including \$76,312 for the SunTrust award and approximately \$71,489 for the Franklin County Fire Victims fund.

Year to Date Non-Federal Share (NFS) Match totals \$916,021 or 104% of the \$881,324 total match required for the fiscal year ending September 30, 2019. This result was achieved by spending down all of the carry forwards in VPK and SR, which are now at zero.

Ms. Sgouros said we have until December 30, 2019, to close out Head Start.

New Variances and Explanations

Life Insurance and Retirement is slightly over budget primarily due to higher participation and increased employee retention.

Copies, Printing, Copier Maintenance, Toner and Paper is slightly over budget due to color copy overages. All employees have been instructed to make sure grayscale is the default setting on contracted copies.

Special Events is revenue from the Golden Apple Gala, which was not budgeted. We are using the net review of \$37,000 to offset some of the HDST overages.

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

ESF 15 – Franklin County

Ms. Sgouros said the report balance did not change from the prior month. As of the end of both September and October 2019, the balance was \$71,489.29.

Ms. Palmer Smith asked what was the total In-kind? Ms. Sgouros said mainly volunteers and child service providers (Titus, Lynn James, Mental Health) as well as, Space and some travel and supplies.

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

PROGRAM UPDATES

COO Report

Ms. Self presented the Summary of Programs for the month of October 2019. She said that we currently have Getting Ahead classes in Jefferson, Leon and Calhoun Counties, with 42 participants. Our plan is to present “Getting Ahead While Getting Out”, the model of Getting Ahead to reduce recidivism, to participants in Gadsden County Jail, with classes scheduled to begin before December 1st. She said that we are planning to introduce “The R Rules”, the model of Getting Ahead for high School students in Franklin and Gulf Counties in the year 2020.

Ms. Self said we are casting a call for Getting Ahead facilitators. The goal is to expand to other dimensions of the program. We need experienced group facilitators to carry out the mission. We are planning a train-the-trainer workshop for people with some training experience who would like to facilitate Getting Ahead classes. If any Board member is interested, or knows of someone who is, please contact Ms. Self.

CEO Report

Mr. Center reported that we completed and submitted the Head Start grant and will await scoring results in spring. He said we had Jason Flowers, HHS, visit to conduct a DRS Facilities Review of four of the five centers. The completed report will be sent to the agency in the next few weeks. The results will provide direction on the next steps.

Mr. Center reported that we had a meeting with DEO, Office of Economic Vitality. An economic group for Tallahassee, to identify the Alice Populations.

Mr. Center stated that included in your packet is a copy of Board Member responsibilities. It is a guide to inform leaders of the unique aspects associated with governing a volunteer, membership organization.

The meeting adjourned at 7:50 p.m.

Ms. Kara Palmer Smith

Date

**Financial Statement Narrative
For the Month Ending October 31, 2019
Capital Area Community Action Agency**

As of October 31, 2019, we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8% of the annual budget with Head Start's around 11% due to the abbreviated 9-month contract. At month end, the Year to Date Actual Revenue and Expenses are 12% and 9% respectively, with mostly restricted net income of \$179,202 including \$70,458.05 SunTrust Grant and nearly \$82,000 for Franklin Co. Fire Victims.

Year to Date Non-Federal Share (NFS) Match reported totals \$101,905, which is 15% of the \$660,993 total match required for the fiscal year ending June 30, 2019.

Expenditure Variances and Explanations

The Agency-wide 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, 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.

New Circumstances

In Fiscal Year 2019-2020, the agency faces an unusual situation. Nearly half (11) of all currently active grants (23) have a grant period that differs from the Agency's fiscal year. Furthermore, none of the Agency's largest grants are on the Agency's fiscal year.

What this means is that the Agency-wide statement has lost some of its effectiveness as a management tool. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less reliable by budget line item with differing fiscal years.

To compensate for this issue, we have decided to focus on the major programs' statements instead for individual line item budgets. This leaves us with the following budget items.

Contractual Services/Professional – is over benchmark budget due to nearly \$15,000 paid for contract intake workers since August. This money is offset by reduced salary and fringe expenses.

Contractual Services/Health-Disabilities – is over the budget benchmark due to the large number of assessments that are done during the first 3 months of the school year. This item is expected to decrease in following months.

Financial Statement Narrative
For the Month Ending October 31, 2019
Capital Area Community Action Agency

General Liability and Property Insurance – is over the budget benchmark due to payment of the binder but is expected to even out over the year.

Repairs & Bldg Maintenance – Nonrecurring – is over the benchmark budget due to a large number of repairs in the centers as well as extra lawn services.

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder but is expected to decrease in following months.

Technology – is over benchmark budget primarily due to the yearly Teaching Strategies subscription and a virtual learning software. This is a category that uses most of its budget at the beginning of the school year.

Training/Staff Development - is over the budget benchmark due to a number of trainings in the early part of the fiscal year. It is expected to even out over the year.

Capital Area Community Action Agency
Statement of Revenues and Expenditures
From 10/1/2019 Through 10/31/2019

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,643,973	279,460	(2,364,512)	11%
Government Contracts - Federal Indirect	4005	5,045	8,950	3,905	177%
Government Contracts - STATE	4010	2,888,073	299,832	(2,588,241)	10%
Government Contracts - LOCAL	4020	116,000	11,156	(104,844)	10%
Grants - Other Not-for-Profits	4100	125,219	23,585	(101,634)	19%
Grants - All Other Sources	4120	0	69,958	69,958	100%
Contributions	4200	50,500	700	(49,800)	1%
Contributions- Restricted	4210	0	78,150	78,150	100%
Commissions-Vending/Photo	4320	2,000	0	(2,000)	0%
Interest Income	4950	0	827	827	100%
Fringe Pool Revenue	4960	847,984	46,634	(801,350)	5%
Indirect Pool Revenue	4970	620,395	34,987	(585,408)	6%
Other Revenue	4995	4,000	0	(4,000)	0%
Total Revenue		<u>7,303,189</u>	<u>854,239</u>	<u>(6,448,950)</u>	12%
Expenditures					
Salaries & Wages	6010	2,184,728	160,971	2,023,758	7%
Fringe	6110	645,054	46,649	598,404	7%
FICA	6120	202,984	16,367	186,617	8%
Unemployment	6130	45,000	655	44,345	1%
Workers Compensation	6140	50,000	2,806	47,194	6%
Health Insurance	6150	450,000	34,058	415,942	8%
Life Insurance	6160	30,000	2,262	27,738	8%
Retirement	6170	40,000	3,638	36,362	9%
Staff Screenings	6180	39,521	0	39,521	0%
Indirect Costs	6210	430,364	35,687	394,676	8%
Travel - In Area	6310	12,573	691	11,882	5%
Travel - Out of Area	6315	(4,180)	0	(4,180)	0%
Office Supplies	6410	14,176	1,450	12,726	10%
Program Supplies	6415	22,088	3,377	18,710	15%
Classroom Supplies	6420	39,201	203	38,998	1%
Kitchen Supplies	6430	36,478	2,612	33,866	7%
Medical/Dental Supplies	6440	777	136	641	18%
Copies/Printing/Copier	6510	16,765	2,042	14,723	12%
Postage and Delivery Expense	6600	2,384	484	1,900	20%
Contractual Services/Professional	6710	323,850	20,773	303,076	6%
Contractual Services - Health/Disabilities	6715	108,229	33,706	74,524	31%
Rent/Space Cost	6810	187,547	25,334	162,213	14%
Utilities	6820	66,390	12,001	54,389	18%
General Liability and Property Insurance	6830	59,035	15,948	43,087	27%
Communications	6840	55,342	8,649	46,693	16%
Repairs & Bldg Maintenance- Recurring	6850	76,512	8,758	67,753	11%
Repairs & Bldg Maintenance -	6855	17,750	6,096	11,654	34%
Equipment Maintenance	6910	20,737	2,083	18,654	10%

Capital Area Community Action Agency
Statement of Revenues and Expenditures
From 10/1/2019 Through 10/31/2019

Vehicle Expense	6920	29,242	8,527	20,714	29%
Equipment Lease	6930	8,667	1,166	7,501	13%
Technology	6940	30,201	13,350	16,851	44%
Fees, Licenses, and Permits	7010	5,079	(8)	5,087	0%
Dues/Subscriptions	7020	9,822	2,467	7,355	25%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	1,692,274	156,961	1,535,313	9%
Expendable Equipment	7320	6,474	4,374	2,100	68%
Registration Fees	7410	4,833	0	4,833	0%
Meetings/Workshops/Training	7420	37,637	951	36,686	3%
Training/Staff Development	7430	20,499	6,679	13,820	33%
Training and Technical Assistance	7435	30,749	0	30,749	0%
Advisory/Board Member Expenses	7440	2,933	255	2,678	9%
Advertising	7450	2,595	233	2,363	9%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	211,016	27,461	183,555	13%
Legal Expenses	7530	10,000	5,000	5,000	50%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	<u>3,300</u>	<u>183</u>	<u>3,117</u>	6%
Total Expenditures		<u>7,293,688</u>	<u>675,037</u>	<u>6,618,651</u>	9%
Excess Revenue over (under) Expenditures		<u>9,501</u>	<u>179,202</u>	<u>169,701</u>	

Capital Area Community Action Agency
Balance Sheet
For the Month Ended 10/31/2019

Current Period
Balance

Assets

Petty Cash	860
Cash Operating Hancock Bank	141,208
Cash - Money Market Hancock Bank	76,413
Cash-Bank Restricted	27,408
Cash - Centennial Bank - Restricted	71,039
Grants Receivable	679,690
Property and Equipment Net	<u>227,308</u>

Total Assets

1,223,926

Liabilities and Net Assets

Liabilities

Accounts Payable	68,520
Accrued Leave	49,802
Accrued Wages	24,580
Accrued Fringe Benefits	(2,541)
Accrued Taxes	3,675
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	390,138

Net Assets

Beginning Net Assets

Unrestricted Net Assets	329,689
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	654,586

Current Net Income

179,202

Total Net Assets

833,788

Total Liabilities and Net Assets

1,223,926

Capital Area Community Action Agency
 HDST Programs - Statement of Revenue and Expenditures
 For the Period 10/1/2019 Through 10/31/2019

10/01/2019 - 06/30/2020

11%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	2,643,973	279,460	(2,364,512)	11%
Government Contracts - STATE	4010	599,087	76,521	(522,566)	13%
Government Contracts - LOCAL	4020	53,500	0	(53,500)	0%
Grants - Other Not-for-Profits	4100	84,560	4,560	(80,000)	5%
Contributions- Restricted	4210	<u>0</u>	<u>279</u>	<u>279</u>	100%
Total Revenue		<u>3,381,120</u>	<u>360,820</u>	<u>(3,020,300)</u>	11%
Expenditures					
Salaries & Wages	6010	1,564,903	117,850	1,447,053	8%
Fringe	6110	452,810	34,153	418,657	8%
Staff Screenings	6180	1,112	0	1,112	0%
Indirect Costs	6210	366,988	27,604	339,385	8%
Travel - In Area	6310	3,203	22	3,181	1%
Office Supplies	6410	5,822	417	5,405	7%
Program Supplies	6415	21,699	3,377	18,321	16%
Classroom Supplies	6420	39,201	203	38,998	1%
Kitchen Supplies	6430	36,478	2,612	33,866	7%
Medical/Dental Supplies	6440	777	136	641	18%
Copies/Printing/Copier	6510	11,738	1,713	10,025	15%
Postage and Delivery Expense	6600	920	194	726	21%
Contractual Services/Professional	6710	51,778	60	51,718	0%
Contractual Services - Health/Disabilities	6715	108,229	33,706	74,524	31%
Rent/Space Cost	6810	155,896	17,775	138,122	11%
Utilities	6820	61,019	10,198	50,821	17%
General Liability and Property Insurance	6830	21,000	5,491	15,509	26%
Communications	6840	39,000	5,735	33,265	15%
Repairs & Bldg Maintenance- Recurring	6850	68,250	7,967	60,283	12%
Repairs & Bldg Maintenance - Nonrecurring	6855	17,250	6,096	11,154	35%
Equipment Maintenance	6910	14,250	1,460	12,790	10%
Vehicle Expense	6920	21,000	4,895	16,105	23%
Equipment Lease	6930	6,450	781	5,669	12%
Technology	6940	13,992	7,585	6,407	54%
Fees, Licenses, and Permits	7010	1,125	(34)	1,159	-3%
Dues/Subscriptions	7020	1,875	1,512	363	81%
Special Events	7110	1,500	0	1,500	0%
Client Assistance	7210	41,130	120	41,010	0%
Expendable Equipment	7320	2,250	413	1,837	18%
Meetings/Workshops/Training	7420	3,060	562	2,498	18%
Training/Staff Development	7430	20,499	6,679	13,820	33%
Training and Technical Assistance	7435	30,749	0	30,749	0%
Advisory/Board Member Expenses	7440	1,125	160	965	14%
Advertising	7450	2,625	0	2,625	0%
Parent Activities	7460	900	0	900	0%
Raw Food Cost	7510	<u>211,016</u>	<u>27,461</u>	<u>183,555</u>	13%
Total Expenditures		<u>3,401,619</u>	<u>326,901</u>	<u>3,074,718</u>	10%
Excess Revenue over (under) Expenditures		<u>(20,499)</u>	<u>33,919</u>	<u>54,418</u>	

Capital Area Community Action Agency
 CSBG - Statement of Revenues and Expenditures
 From Grant Inception Through 10/31/2019

10/01/2016 - 03/31/2020

88%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,439,907	1,899,493	(540,414)	78%
Total Revenue		<u>2,439,907</u>	<u>1,899,493</u>	<u>(540,414)</u>	<u>78%</u>
Expenditures					
Salaries & Wages	6010	907,800	739,793	168,008	81%
Fringe	6110	257,660	209,874	47,786	81%
Staff Screenings	6180	1,062	542	520	51%
Indirect Costs	6210	228,919	185,471	43,448	81%
Travel - In Area	6310	34,747	13,190	21,558	38%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	9,308	4,937	4,371	53%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	14,924	6,172	8,752	41%
Postage and Delivery Expense	6600	3,327	1,095	2,233	33%
Contractual Services/Professional	6710	38,906	16,413	22,493	42%
Rent/Space Cost	6810	102,374	89,130	13,244	87%
Utilities	6820	14,342	9,877	4,465	69%
General Liability and Property Insurance	6830	19,326	12,738	6,589	66%
Communications	6840	40,063	32,681	7,382	82%
Repairs & Bldg Maintenance- Recurring	6850	16,124	8,245	7,879	51%
Equipment Maintenance	6910	14,375	11,041	3,334	77%
Vehicle Expense	6920	47,056	40,308	6,748	86%
Equipment Lease	6930	6,235	3,126	3,108	50%
Technology	6940	18,119	8,587	9,532	47%
Fees, Licenses, and Permits	7010	10,659	6,433	4,226	60%
Dues/Subscriptions	7020	15,214	11,876	3,339	78%
Client Assistance	7210	553,638	415,937	137,700	75%
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	8,032	3,058	4,975	38%
Total Expenditures		<u>2,439,907</u>	<u>1,874,989</u>	<u>564,918</u>	<u>77%</u>
Excess Revenue over (under) Expenditures		0	24,504	24,504	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2019

04/01/2017 - 09/30/2020

74%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>7,201,483</u>	<u>4,695,282</u>	<u>(2,506,201)</u>	<u>65%</u>
Total Revenue		<u>7,201,483</u>	<u>4,695,282</u>	<u>(2,506,201)</u>	<u>65%</u>
Expenditures					
Salaries & Wages	6010	820,232	539,056	281,176	66%
Fringe	6110	233,601	153,596	80,005	66%
Staff Screenings	6180	800	476	325	59%
Indirect Costs	6210	211,012	138,971	72,041	66%
Travel - In Area	6310	12,443	6,205	6,238	50%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	10,300	4,076	6,224	40%
Copies/Printing/Copier	6510	18,531	9,993	8,538	54%
Postage and Delivery Expense	6600	4,486	2,106	2,380	47%
Contractual Services/Professional	6710	27,500	25,079	2,421	91%
Rent/Space Cost	6810	77,945	59,658	18,287	77%
Utilities	6820	12,065	4,706	7,359	39%
General Liability and Property Insurance	6830	9,350	7,169	2,181	77%
Communications	6840	32,295	21,391	10,904	66%
Repairs & Bldg Maintenance- Recurring	6850	13,168	4,771	8,397	36%
Equipment Maintenance	6910	10,690	5,188	5,502	49%
Vehicle Expense	6920	11,390	3,568	7,822	31%
Equipment Lease	6930	5,375	2,116	3,259	39%
Technology	6940	19,888	7,305	12,583	37%
Fees, Licenses, and Permits	7010	850	172	678	20%
Dues/Subscriptions	7020	675	175	500	26%
Client Assistance	7210	5,632,993	3,647,893	1,985,100	65%
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	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0%</u>
Total Expenditures		<u>7,201,483</u>	<u>4,650,287</u>	<u>2,551,196</u>	<u>65%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>44,996</u>	<u>44,996</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 10/31/2019

10/01/2017 - 09/30/2020

69%

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,681,422</u>	<u>667,382</u>	<u>(1,014,040)</u>	40%
Total Revenue		<u>1,681,422</u>	<u>667,382</u>	<u>(1,014,040)</u>	40%
Expenditures					
Salaries & Wages	6010	295,156	162,732	132,423	55%
Fringe	6110	84,060	46,368	37,693	55%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	75,843	41,480	34,363	55%
Travel - In Area	6310	15,000	8,023	6,977	53%
Office Supplies	6410	4,000	1,636	2,364	41%
Copies/Printing/Copier	6510	1,500	839	661	56%
Postage and Delivery Expense	6600	900	267	633	30%
Contractual Services/Professional	6710	22,814	3,000	19,814	13%
Rent/Space Cost	6810	11,440	5,779	5,661	51%
Utilities	6820	0	1,395	(1,395)	100%
General Liability and Property Insurance	6830	37,628	17,170	20,459	46%
Communications	6840	6,900	3,829	3,071	55%
Repairs & Bldg Maintenance- Recurring	6850	7,650	965	6,685	13%
Equipment Maintenance	6910	0	1,640	(1,640)	100%
Vehicle Expense	6920	17,500	8,322	9,178	48%
Equipment Lease	6930	600	429	171	71%
Technology	6940	500	254	246	51%
Fees, Licenses, and Permits	7010	1,350	712	638	53%
Dues/Subscriptions	7020	15,500	5,450	10,050	35%
Client Assistance	7210	1,040,852	315,658	725,193	30%
Expendable Equipment	7320	3,500	930	2,571	27%
Meetings/Workshops/Training	7420	37,628	13,833	23,795	37%
Advertising	7450	<u>900</u>	<u>264</u>	<u>636</u>	<u>29%</u>
Total Expenditures		<u>1,681,422</u>	<u>640,975</u>	<u>1,040,448</u>	<u>38%</u>
Excess Revenue over (under) Expenditures		<u>0</u>	<u>26,407</u>	<u>26,407</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the 1 Month Ending October 31, 2019

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local	\$	1,245			
Grants - Other Not for Profits	\$	6,667			
In-Kind Revenue	\$	61,050			
VPK/SR	\$	32,944			
	660,993	\$ 101,905	15%	559,088	85%

HDST CC Purchases October 2019

Vendor ID	Fund Code	GL Code	Activity Code	Expenses Transaction Description	Original Invoice/Credit Number
HANCOCK CC	1064	6440	251	2.00 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - DENTAL SUPPLIES	111419VISA-KR
HANCOCK CC	1064	6440	251	29.95 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - DENTAL SUPPLIES	111419VISA-KR
HANCOCK CC	1064	6940	255	500.00 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - OBSERVER RECERT	111419VISA-KR
HANCOCK CC	1064	7430	110	348.00 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - AIRFARE B.EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	109.00 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - BUS B. EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	109.14 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - HOTEL B EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	260.78 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - HOTEL B.EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	460.00 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - REGIST. B. EVANS	111419VISA-KR
HANCOCK CC	1064	7430	110	23.63 #7303, KRISTEN JACKSON RESHARD, 10/28/19-FLIGHT INS. B.EVANS	111419VISA-KR
HANCOCK CC	1064	7430	256	30.00 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - KUMBA/FIU	111419VISA-KR
HANCOCK CC	1064	7430	256	205.30 #7303, KRISTEN JACKSON RESHARD, 10/28/19 - KUMBA/FIU	111419VISA-KR
HANCOCK CC	1064	6440	255	104.33 #6623, DARREL JAMES, 10/28/19, DENTAL SUPPLIES	111419 VISA-
HANCOCK CC	1064	6920	255	44.00 #6623, DARREL JAMES, 10/28/19, GAS FOR HS VEHICLE	111419 VISA-
HANCOCK CC	1064	6920	255	51.00 #6623, DARREL JAMES, 10/28/19, GAS FOR HS VEHICLE	111419 VISA-
HANCOCK CC	1064	7430	110	1,767.00 #6623, DARREL JAMES, 10/28/19 - REGISTRATION, 3 STAFF, TRAIN	111419 VISA-
HANCOCK CC	1064	7430	110	795.00 #6623, DARREL JAMES, 10/28/19, HOLTEL-KIZER, TRAINING	111419 VISA-
HANCOCK CC	1064	7320	250	139.80 ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19, SWING SEATS	111419-VISA-
HANCOCK CC	1064	7320	250	273.32 ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19, SWING SEATS	111419-VISA-
HANCOCK CC	1064	7440	255	12.78 ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19 - ADVIS. BD	111419-VISA-
HANCOCK CC	1064	7440	255	29.95 ACCT:6982 FATIMA OBLEABHIELE ALEXANDER 10/28/19 - ADVIS. BD	111419-VISA-
HANCOCK CC	1064	7440	256	33.05 #8165, NICHELE RICHARDS ROLLE, 10/28/19 POLICY COUNCIL	111419-VISA-
HANCOCK CC	1064	7440	256	83.99 #8165, NICHELE RICHARDS ROLLE, 10/28/19 POLICY COUNCIL	111419VISA-NR
HANCOCK CC	1064	6420	250	6.00 #5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, MABRY	111419VISA-NR
HANCOCK CC	1064	6420	251	1.00 #5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, FRNKLN	111419 VISA-VT
HANCOCK CC	1064	6420	252	3.00 #5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, ROYAL	111419 VISA-VT
HANCOCK CC	1064	6420	252	6.70 #5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, ROYAL	111419 VISA-VT
HANCOCK CC	1064	6420	256	10.00 #5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, SC	111419 VISA-VT
HANCOCK CC	1064	6420	258	2.00 #5810, VENITA TREADWELL, 10/28/19, CLASSROOM SUPPLIES, JEFF	111419 VISA-VT

HANCOCK CC	1064	6920	251	25.00 #5810. VENITA TREADWELL, 10/28/19, GAS HS CAR TO FRANKLIN	111419 VISA-VT
HANCOCK CC	1064	7430	110	150.76 #5810. VENITA TREADWELL, 10/28/19, HOTEL JUDY GREEN	111419 VISA-VT
				5,616.48	
LOWES	1064	6855	250	338.22 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWES
LOWES	1064	6855	251	2.68 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWES
LOWES	1064	6855	252	117.62 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWES
LOWES	1064	6855	255	118.28 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWES
LOWES	1064	6855	256	35.08 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWES
LOWES	1064	6855	258	167.16 ACCT:82130109084241, REPAIR HS CENTERS 10/7/19 - 10/25/19	100719-LOWES
				779.04	

Report 6,395.52

Report Current



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16723010 - 003667 - 0001 - 0001 - 2



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

***0003667

60
11/3/19

MEMO STATEMENT

Account Number

Statement Date

10-28-19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-01	24692169275100500458668	5542	GATE 1194 Q80 TALLAHASSEE FL	M51.00
10-10	10-10	74270849283100011182684	0000	BRANCH PAYMENT - THANK YOU	M469.62
10-10	10-09	24435659283207130700062	8398	NATIONAL HEAD START ASSO 703-739-0875 VA	M1,767.00
10-14	10-11	24231689285722543328914	7011	HARD ROCK HOTEL-DAYTONA 3869477300 FL 1043413869477300 ARRIVAL: 10-06-19	M795.00
10-17	10-16	24226389290400004018152	5411	WAL-MART #4520 TALLAHASSEE FL	M104.33
10-23	10-21	24692169295100921952766	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.00

STATEMENT DATE
10-28-19

ACCOUNT NUMBER
[REDACTED]

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free

1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	2,761.33
NEW CASH ADVANCES	.00
CREDITS	469.62
STATEMENT TOTAL	2,291.71
TOTAL IN DISPUTE	.00
CREDIT LIMIT	3,000.00



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

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
10-28-19



FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0005256

Handwritten signature and date 11/3/19

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-10	10-10	74270849283100011182700	0000	BRANCH PAYMENT - THANK YOU	M82.70
10-10	10-08	24717059282162828054491	5941	SWINGSET MALL 800-9857659 WA	M273.32
10-17	10-16	24226389290091005293843	5411	WAL-MART #3307 CRAWFORDVILLE FL	M17.96
10-23	10-22	24231689295083314006272	5812	PANERA BREAD #600984 TALLAHASSEE FL	M12.78
10-23	10-22	24137469296001418390922	5411	PUBLIX #852 TALLAHASSEE FL	M29.95
10-28	10-24	24717059298172980978959	5941	SWINGSET MALL 800-9857659 WA	M139.80

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY	
10-28-19	[REDACTED]	NEW PURCHASES AND OTHER CHARGES	473.81
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW CASH ADVANCES	.00
		CREDITS	92.70
		STATEMENT TOTAL	381.11
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00

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



MEMO STATEMENT

Account Number

Statement Date

10-28-19



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

**N0006373

LOC WITH

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-03	10-02	24247608275300539335599	5812	BAMBOO WOK TALLAHASSEE FL	M120.40 ✓
10-10	10-10	74270849283100011182742	0000	BRANCH PAYMENT - THANK YOU	M1,045.06
10-11	10-09	24431089283400417000274	5812	OLIVE GARDEN 0021236 TALLAHASSEE FL	M193.49 ✓
10-18	10-17	24137489291001470587394	5411	PUBLIX #1051 TALLAHASSEE FL	M33.05 ✓
10-18	10-17	24801979291400074000635	5812	A TOWN WINGS TALLAHASSEE FL	M83.99 ✓
10-18	10-17	24431089291400642002012	5812	SONNY'S BBQ #10 TALLAHASSEE FL	M179.80 ✓

STATEMENT DATE
10-28-19

ACCOUNT NUMBER
[REDACTED]

ACCOUNT SUMMARY

CUSTOMER SERVICE CALL

Toll Free 1-800-448-8812

NEW PURCHASES AND OTHER CHARGES	610.73
NEW CASH ADVANCES	.00
CREDITS	1,045.06
STATEMENT TOTAL	434.33 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



16323010-007567-0001-0001-2



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

**N0007567

MEMO STATEMENT

Account Number
[REDACTED]

Statement Date
10-28-19

gr
11/5/19

STATEMENT MESSAGES

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

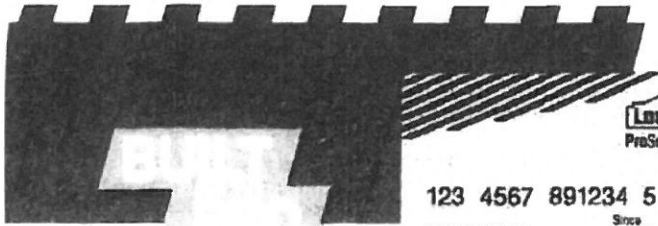
TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
10-04	10-03	24431089277400184001057	5251	ACE HDWE APALACHICOLA FL	M2.00
10-04	10-03	24431089277400184000919	5251	ACE HDWE APALACHICOLA FL	M29.95
10-04	10-02	24073149276900015660793	8220	TTAS WEB 270-7453026 KY	M480.00
10-10	10-10	74270849283100011182668	0000	BRANCH PAYMENT - THANK YOU	M242.10
10-10	10-09	24492159282717197222273	6300	ALLIANZ TRAVEL INS ALLIANZINS US VA	M23.83
10-10	10-09	24445009283600115821178	7011	HOTEL*DELTA EXPEDIA.COM NV	M260.78
10-11	10-09	24717059283872831426614	3058	DELTA AIR 0062402733316 DELTA.COM CA EVANS/BARBARA DEPARTURE: 12-10-19 TLH DL E ATL DL E SAV DL E ATL DL E TLH	M348.00
10-15	10-15	24431089288026814994341	8220	FIU ADMISSIONS 305-348-7184 FL	M30.00
10-15	10-14	24445009288600112981919	7011	ORBITZ*7484785485931 ORBITZ.COM NV	M109.14
10-16	10-14	24251389288017037095866	4131	RED COACH INC 877-733-0724 FL	M109.00
10-18	10-16	24388949290432530001357	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M5.30
10-18	10-16	24388949290432530001340	8220	FLORIDA INT'L UNIVERSI 800-3398131 FL	M200.00
10-25	10-24	24492159297637141654848	8299	TEACHSTONE TRAINING WWW TEACHSTON VA	M500.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
10-28-19	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 2,077.80
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS 242.10
		STATEMENT TOTAL 1,835.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



6/12/19



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Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
 Account Number [REDACTED]

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

Summary of Account Activity		Payment Information	
Previous Balance	\$0.00	New Balance	\$779.04
- Payments	\$0.00	Total Minimum Payment Due	\$33.00
- Other Credits	\$14.47	Payment Due Date	11/28/2019
+ Purchases/Debits	\$793.51		
+ Fees Charged	\$0.00		
+ Interest Charged	\$0.00		
New Balance	\$779.04		
Credit Limit	\$11,000.00		
Available Credit	\$10,220.00		
Statement Closing Date	11/02/2019		
Days in Billing Cycle	31		

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
10/07	10/07	34610	STORE 0417 TALLAHASSEE FL	\$245.81 ✓
10/23	10/23	07132	STORE 0417 TALLAHASSEE FL	\$216.73 ✓
10/23	10/23	24128	STORE 0417 TALLAHASSEE FL	\$89.59 ✓
10/23	10/23		STORE 0417 TALLAHASSEE FL	(\$14.47) ✓
10/25	10/25	08559	STORE 0417 TALLAHASSEE FL	\$241.38 ✓

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: EBTT442, or call toll-free 1-800-444-1408.

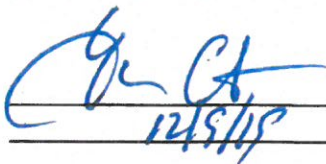
PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

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 ~~October~~^{November} 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	10/30/19	\$ -	\$ -	No activity	\$ 71,489.29
25	11/01/19		\$ 450.00	Repairs for Trailers housing Limerock Fire victims	\$ 71,039.29
26	11/27/19		\$ 3,293.31	Partial Reimbursement for Fiscal Contract Services attributable to ESF 15	\$ 67,745.98
27					
28					
29					
30					

Name: Tim Center
 Title: CEO

Signature: 
 Date: 12/9/19 12/09/19



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



*****AUTO**ALL FOR AADC 323
 15309 0.6590 AB 0.412 60 3 44



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

11/30/19
 IMAGES 2
 CYCLE-031

*** CHECKING *** 0900 BUSINESS CK
 ACCOUNT NUMBER 0502818251
 PREVIOUS STATEMENT BALANCE AS OF 10/31/19 71,489.29
 PLUS 0 DEPOSITS AND OTHER CREDITS00
 LESS 2 CHECKS AND OTHER DEBITS 3,743.31
 CURRENT STATEMENT BALANCE AS OF 11/30/19 67,745.98
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 30

CHECK TRANSACTIONS

SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT	SERIAL	DATE	AMOUNT
1017	11/01	450.00	1018	11/27	3,293.31			

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/31	71,489.29	11/01	71,039.29	11/27	67,745.98

Handwritten signature
 12/9/19



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

1017
1017

****Four Hundred Fifty and 00/100 Dollars

DATE: 10/24/2019 AMOUNT: \$450.00

PAY TO THE ORDER OF: FLORIDA-GEORGIA MOBILE RV SERVICE
6501 TIM TAM TRAIL
TALLAHASSEE, FL 32309

VOID AFTER 90 DAYS

11/01/2019 1017 \$450.00

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

1018
1018

****Three Thousand Two Hundred Ninety Three and 31/100 Dollars

DATE: 11/21/2019 AMOUNT: \$3,293.31

PAY TO THE ORDER OF: A. KEITH DEAN CPA
2029 LAUREL ST
TALLAHASSEE, FL 32303

VOID AFTER 90 DAYS

11/27/2019 1018 \$3,293.31



QUALITY ASSURANCE INSPECTION

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

Inspection Date: 10/15/2019

Findings & Notes (Compliance Concerns)	Reference Photos	Reference Documents	Corrective Action Prescribed by DEO
1. In the MHEA input under infiltration "evaluate duct sealing" is check "Yes", this means you ran a duct blaster on the home but there are no pictures in the file to corroborate this.	3. See All Photos		
2. On a MHEA the last item on the "cost" column should always be higher than or equal to your total cost on the BWR. If there is a change order for a job the NEAT/MHEA must be update to include changes.			
3. Ductwork leaking at 8.7 PA. Agency noted multiple attempts to seal ductwork with little change in between each attempt, it is unlikely to get under 1.0 PA due to the difficulty of getting to the ductwork.			
4. Final blower door: 1184. QAI blower door: 1301.			

QUALITY ASSURANCE INSPECTOR NAME: LANCE GAST

Signature: On File	Gulf Beach Development, Inc.	Client Name:	Sandra Walker, 1630 Balkin Road, Lot 97, Tallahassee, Florida 32305
Certification Number:	CDC1521427	Job Number:	17WHLH34
Funding Source:	<input type="checkbox"/> DOE <input checked="" type="checkbox"/> LEW	PASSED DATE: 10/15/2019 FAILED DATE:	
I hereby confirm that this job is considered Passed or Failed based on the 2015 Florida WAP SWS and P&G.			

QUALITY ASSURANCE INSPECTION

CAPITAL AREA COMMUNITY ACTION AGENCY, INC.

Inspection Date: 10/15/2019

Findings & Notes (Compliance Concerns)	Reference Photos	Reference Documents	Corrective Action Prescribed by DEO
<p>1. In the MHEA input under infiltration "evaluate duct sealing" is check "Yes", this means you ran a duct blaster on the home but there are no pictures in the file to corroborate this.</p> <p>2. On a MHEA the last item on the "cost" column should always be higher than or equal to your total cost on the BWR. If there is a change order for a job the NEAT/MHEA must be updated to include changes.</p> <p>3. HVAC repair listed under H&S with no medical waiver in file? It also did not come up on the MHEA for replacement so was put in as an H&S item.</p> <p>4. An agency staff member mentioned that they were doing zonal pressure testing for pass-through grills with the blower door running. This is a form of zonal pressure testing but should be only used to locate rooms with higher Pascal pressure (PA) readings, so the leaks can be addressed with infiltration funds. When testing to see if a home needs pass through grills ALL interior and exterior doors and windows should be closed. Air takes the path of least resistance and if one interior door is left open it will affect all the readings for the home. Note that the blower door should not be set up in the door at this time. Once this is done the air conditioner motor should be turned to the "on" position and each room should be tested on pressure / pressure remembering to close the door after finishing each room. 3pa or higher requires a pass-through grill.</p> <p>5. Final blower door: 2099. QAI blower door: 2148.</p>		3. Program Notice 15-08	3. Request a medical waiver, provide reasoning as to why it was put under H&S, or payback funds.

QUALITY ASSURANCE INSPECTOR NAME: LANCE GAST

Signature: On File	Gulf Beach Development, Inc.	Client Name:	William Allred, 9054 Alicia Court, Tallahassee, Florida 32303
Certification Number:	CDC1521427	Job Number:	17WVHL37
Funding Source:	<input type="checkbox"/> DOE <input checked="" type="checkbox"/> LEW	PASSED	DATE: 10/15/2019
I hereby confirm that this job is considered Passed or Failed based on the 2015 Florida WAP SWS and P&G.		FAILED	DATE: 10/15/2019

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT DECEMBER 2019

Administrative

- Three responses to the Audit Services RFP were received and reviewed by the Executive Committee, Board and will be voted on at a special meeting.
- Reviewing copy machine leases with CopyFax2000 to work on savings – new policies in place regarding more expensive color printing for Head Start.
- Will discuss with Leon County Schools and Friendship Baptist Church (kitchen) about current lease arrangements. Will follow up with Goodwill next.
- Open enrollment closed and more employees signed up for Flexible Spending Accounts that will help cover medical and dependent care expenses pre-tax.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – DEO is working with Tri-County Community Action to facilitate a transfer of the usable camper-trailers from Franklin for use with Hurricane Michael victims in Jackson County (Marianna).
- Working with TCC ASPIRE community initiative to focus on post-secondary education for struggling families.
- Addressed the Society for Human Resource Management chapter about the Getting Ahead/Staying Ahead program and development of the Employer Resource Network with Freddy Branham, ECHO.
- Coordinating Head Start Training and Technical Assistance offers referred by HHS Program Specialist Deirdre Mitchell.
- Working with TYCO/Johnson Controls to review video and security monitoring at Head Start Centers.

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. The initiative is called Forward Leon.

Impact: Developing the infrastructure necessary to support the Agency mission



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850.222.2043
www.CapitalAreaCommunityActionAgency.org



Resource Development

- Working on the UWBB subgrant with ECHO for Getting Ahead with the ALICE population.

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

Out of Office

- Vacation – Dec 18, 2019-Jan 3, 2020
- Vacation – January 23-25, 2020
- Vacation – February 6-7, 2020

Upcoming Events

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

Capital Area
Community Action
Agency

2020 Board Meeting Calendar Notice

Board of Directors

The volunteer Board meets every 4th Tuesday at 6:00 pm every other month at the TCC Ghazvini Center for Healthcare, 1528 Surgeons Drive, Tallahassee. Meetings are open to the public.

- January 28, 2020
- March 24, 2020
- May 26, 2020
- July 28, 2020
- September 22, 2020
- November 24, 2020

Executive Committee

The Board's Executive Committee meets the 4th Tuesday on alternate months at 5:30 PM at the main office 309 Office Plaza Drive, Tallahassee. Meetings are open to the public.

- February 25, 2020
- April 28, 2020
- June 23, 2020
- August 25, 2020
- October 27, 2020
- December 22, 2020



United Way of the Big Bend

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