

Capital Area Community Action Agency

Conference Call in
Executive Committee Meeting
Agenda
Tuesday, October 27, 2020 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL - 32301
[Join Microsoft Teams Meeting](#)

I.	Call to Order	Derrick Jennings, Chair	
II.	Agenda Approval		
III.	Sign-in/Attendance/Introductions		<u>Page</u>
IV.	Action – Recommendation for Review and Approval		
	A. Approval of Minutes		
	i) Executive Committee – August 25, 2020		2-4
	B. Fiscal Report		
	• Narrative		5-7
	• Revenue & Expenditures Agency-wide		8-9
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	• Revenue & Expenditures – major programs		11-14
	• Head Start Non Federal Share Match		15
	• Credit Card Activity Spreadsheet and Statements		16-24
	• ESF 15 (Franklin County) Report		25-26
V.	Chief Executive Officer's Report		27
VI.	CSBG Organizational Standards Update		28-31
VII.	Head Start – Update		32
VIII.	Chair's Report		
IX.	Adjournment		

Next Executive Committee Meeting 12/15/2020 - 5:30 pm – Microsoft Teams Video

Next Board of Directors Meeting 11/17/2020 – 6:00 pm – Microsoft Teams Video



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Capital Area Community Action Agency

Conference Call-in Executive Committee Meeting Minutes August 25, 2020

Members in Attendance:

Brent Couch, Vice-Chair
Kara Palmer Smith, Treasurer
Quincee Messersmith, Secretary
Lauren Johnson, Member-at-Large

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

Member Absent: Derrick Jennings

The meeting was called to order at 5:46 PM, by the Vice-Chair. A quorum was established.

ACTION ITEMS

Approval of Minutes

The Vice-Chair asked for a motion to approve the minutes of June 23, 2020. Ms. Messersmith made a motion to approve the minutes. It was seconded by Ms. Johnson, and unanimously approved.

FISCAL REPORT

Ms. Sgouros gave the June 30, 2020, 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 Head Start's near 100% due to the abbreviated 9-month contract. However, at month end, the Year to Date Actual Revenue and Expenses are 55% and 51% respectively, with mostly restricted net income of \$504,211, including \$69,531 for the SunTrust Grant and nearly \$61,506 for the Franklin County Fire Victims.

Grant End Non-Federal Share (NFS) Match totals \$590,101 or 89% of the \$660,993 total match required for the grant period ending June 30, 2020. A waiver is expected.

Ms. Sgouros noted that there were a number of revenue variances, Grants other Non-for-Profits, Grants all other Sources, Contributions Restricted, and Other Revenue. All variances were to the good. Most resulted from increased donations received directly and indirectly.

Ms. Johnson asked what the reason is for the overages in Technology. Mr. Center said due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software.

The Vice-Chair asked for a motion to approve the financial report. Ms. Messersmith made a motion to accept the financial report. It was seconded by Ms. Johnson, and unanimously approved.

CEO REPORT

Mr. Center reported that Thomas Howell Ferguson will be make a formal presentation at the next Board meeting, September 22, 2020.

Mr. Center said that client access to office continue to be maintained. We continue to use proper hygiene by cleaning of surfaces and entry points regularly. As staff enters the building, temperatures are checked daily to make sure nobody has a fever. We have purchased masks for staff and require anybody coming into the building to wear a mask as we continue to practice social distancing.

Mr. Center said that we are working on a COVID-19 Policy. Our Safety Committee is working with various representatives within the department on policies and procedures for the Agency. In addition, Head Start is working on a COVID-19 Policy and procedures specific to Head Start. These range from social distance to classroom, as well as orientating parents on cleanliness.

He reported that a staff member reported being in close contact with a person who tested positive for COVID-19. She has removed herself from the Center to self quarantine for two weeks.

Ms. Johnson asked what process we have in place for staff upon return to work after the quarantine. Ms. Self said an employee would receive from The Department of Health, Leon (DOH) a COVID Quarantine letter or return to work letter. Mr. Center said that Bodison Cleaning Services are responsible for specialized cleaning daily, in addition to our Center staff. We have also purchased foggers and a ZONA for a more in-depth cleaning. He said with reduced capacity in our classrooms there should be the ability to manage the cleaning of these areas.

Mr. Couch requested an update on the EEOC complaint filed by a former Case Manager. Mr. Center confirmed that EEOC declared that the complaint was unfounded. Ms. Self said EEOC gave a no-cause with the right to file suit in 90-days. We are hopeful that this issues is resolved.

Mr. Center said that the LIHEAP CARES and CSBG CARES funding is being administered out to COVID impacted residents, to help with high utility bills and to eliminate evictions. All but two of the camper trailers in Franklin County have been committed to permanent owners.

Mr. Center said we had a meeting with DEO, Thomas Howell Ferguson and Tri County on the Disaster Recovery Support Grant to discuss steps for outreach to counties to help hurricane victims. We are hiring to fill the Natural Disaster positions with the next month.

The Getting Ahead Classes will conclude soon with much success. We are working with CareerSource Capital Region focusing on advertising to reach COVID-19 impacted residents.

HEAD START

Mr. Center reported that Head Start resumed their two-week Pre-service for staff and teachers through Zoom. He said we received notice from HHS that Head Start was awarded the COVID and Cola Grant.

We ask for approval from the Board to file for extension to the July 1, 2020, deadline to submit the funding application. He said we also ask for Board approval to file with Health and Human Services (HHS) the refunding application.

Mr. Couch asked how long the process takes to submit the application. Mr. Center said the process takes a week to submit.

The Board approved the request to file for extension to the July 1, 2020, deadline to submit the funding application, and the Board approved to file with Health and Human Services (HHS) the refunding application.

Franklin Head Start Center and Jefferson County Head Start will reopen August 26, 2020. All remaining Centers will reopen August 30, 2020.

CSBG Organizational Standards

Mr. Center explained that DEO requires the agency to follow a series of criteria to meet 52 Organizational Standards under CSBG. He mentioned that today DEO launched a new online data tracking for Organizational Standards. We will have an update at the next meeting September 22, 2020.

Meeting adjourned at 6:30 p.m.

Ms. Messersmith, Secretary

Date

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2020
Capital Area Community Action Agency**

As of August 31, 2020, 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% of the annual budget with Head Start's near 67% due to the abbreviated 3-month contract. At month end, the Year to Date Actual Revenue and Expenses are 59% and 58% respectively, with mostly restricted net income of \$142,871 including \$68,849 in the SunTrust Grant and \$47,631 for Franklin Co. Fire Victims. A number of new grants have been received by the agency in the last couple of months and while reflected in the budget, have not been active and therefore no expenses have been incurred. This has had the effect of understating the revenue and expenditure percentages for the fiscal year for the combined report.

Year to Date Non-Federal Share (NFS) Match reported totals \$47459, which is 23% of the \$206,847 total match required for the grant period ending September 30, 2020. A waiver for the shortfall, which was due to COVID-19, is expected.

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. These explanations frequently feature the terms "over budget" or "over the budget benchmark". "Over budget" usually refers to situations where more has been spent in total than was allocated. It may also refer to unexpected expenses that will cause the line item to be overspent by year/grant end. "Over the budget benchmark" refers to items that are currently over what we would expect, if expense were incurred evenly each month. Usually, the items that are "over the budget benchmark" are not incurred evenly each month and are expected to be at or near what was allocated by year/grant end.

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 and none of the Agency's largest grants are on the Agency's same fiscal year.

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2020
Capital Area Community Action Agency**

What this means is that the Agency-wide Statement of Revenue and Expenses has lost some of its effectiveness. While it is still a good way to judge overall performance such as total revenues, total expenditures and net income/(loss), it is less useful by budget line item with differing fiscal years. (For example, "travel-out-of-area" appears to have a negative budget, but this is just a reduction in a 3 year grant with an overall budget of more than \$20K.)

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 variances:

Retirement – Is over budget due to higher participation in the program than anticipated and longer tenure of employees.

Copies/Printing/Toner/Paper – is over benchmark budget for Head Start due to a large copier overage charge for July.

Postage – is over budget due to a postage refill in July in preparation for the new school year.

Rent/Space Cost – is currently over the budget benchmark, but was amended during the LIHEAP and WAP budget modifications **and will again be updated during the current WAP modification.**

General Liability and Property Insurance – is over the budget benchmark, but was amended during the LIHEAP budget modification. The Head Start budget did not include an insurance payment but the last yearly payment was paid in July.

Communications – This will be updated during the current WAP modification.

Repairs & Maintenance – Recurring – is over the benchmark budget and should be reviewed for upcoming budgets. Agency wide the average monthly is just over \$10K for the past 12 months and \$9800 for the prior year. This number remains fairly constant so should be budgeted at \$10 K per month.

Equipment Lease - is over the benchmark budget due to the quarterly prepaid postage machine lease deposit. This is expected to even out in subsequent months and was also adjusted in the recent WAP modification **and will again be updated during the current WAP modification.**

Vehicle Expense - is over the budget benchmark due to payment of the auto insurance binder which is prepaid and will come in line with the budget in subsequent months.

Technology – was over the budget benchmark due to the annual renewal of the Teaching Strategies Gold subscription as well as a virtual learning software.

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2020
Capital Area Community Action Agency**

Registration Fees – appears to be over the budget benchmark. However, no more registration fees will be charged to this line item bringing it in line by fiscal year end. **WAP registration fees are for training and will be moved to meetings/workshops/trainings.**

Meetings/Workshops/Trainings – **this is over budget as no funds were budgeted here for the 3 month HDST budget, but the training was needed. This will be offset by underspending in other HDST categories.**

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. **For HDST, these expenses should be in Training and Technical Assistance.**

There were also a number of revenue variances, Grants Other Not-For-Profits, Grants All Other Sources, Contributions Restricted, and Other Revenue. All variances were to the good. Most resulted from increased donations received directly and indirectly.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eleven Months Ending 8/31/2020**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	4,721,982	3,140,032	(1,581,950)	66%
Government Contracts - Federal Indirect	4005	22,145	15,950	(6,195)	72%
Government Contracts - STATE	4010	6,090,767	2,536,098	(3,554,669)	42%
Government Contracts - LOCAL	4020	124,293	98,541	(25,753)	79%
Grants - Other Not-for-Profits	4100	145,219	185,188	39,969	128%
Grants - All Other Sources	4120	27,500	104,818	77,318	381%
Contributions	4200	50,500	15,537	(34,963)	31%
Contributions- Restricted	4210	77,821	106,464	28,643	137%
Commissions-Vending/Photo	4320	2,000	1,444	(556)	72%
Interest Income	4950	0	2,078	2,078	100%
Fringe Pool Revenue	4960	847,984	704,052	(143,932)	83%
Indirect Pool Revenue	4970	620,395	520,665	(99,730)	84%
Other Revenue	4995	4,000	23,239	19,239	581%
Total Revenue		<u>12,734,607</u>	<u>7,454,107</u>	<u>(5,280,500)</u>	59%
Expenditures					
Salaries & Wages	6010	3,474,528	2,423,770	1,050,758	70%
Fringe	6110	897,701	705,347	192,355	79%
FICA	6120	202,984	177,670	25,314	88%
Unemployment	6130	45,000	23,056	21,944	51%
Workers Compensation	6140	50,000	28,485	21,515	57%
Health Insurance	6150	531,880	437,247	94,633	82%
Life Insurance	6160	34,713	25,912	8,801	75%
Retirement	6170	40,000	41,038	(1,038)	103%
Staff Screenings	6180	14,014	2,642	11,372	19%
Indirect Costs	6210	674,316	526,793	147,523	78%
Travel - In Area	6310	18,624	8,831	9,793	47%
Travel - Out of Area	6315	(4,057)	0	(4,057)	0%
Office Supplies	6410	19,286	18,204	1,082	94%
Program Supplies	6415	30,374	19,444	10,930	64%
Classroom Supplies	6420	113,995	74,292	39,703	65%
Kitchen Supplies	6430	34,189	15,021	19,168	44%
Medical/Dental Supplies	6440	1,575	757	818	48%
Copies/Printing/Copier	6510	24,320	13,932	10,388	57%
Postage and Delivery Expense	6600	4,198	2,005	2,193	48%
Contractual Services/Professional	6710	382,866	277,425	105,442	72%
Contractual Services – Health/Disabilities	6715	256,801	134,400	122,401	52%
Rent/Space Cost	6810	335,188	275,793	59,395	82%
Utilities	6820	110,849	91,384	19,465	82%
General Liability and Property Insurance	6830	75,394	49,784	25,610	66%
Communications	6840	94,854	80,045	14,808	84%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eleven Months Ending 8/31/2020**

Repairs & Bldg Maintenance- Recurring	6850	106,751	112,395	(5,644)	105%
Repairs & Bldg Maintenance - Nonrecurring	6855	104,955	30,633	74,322	29%
Equipment Maintenance	6910	35,285	25,863	9,422	73%
Vehicle Expense	6920	52,411	44,082	8,328	84%
Equipment Lease	6930	13,917	12,336	1,581	89%
Technology	6940	43,249	64,086	(20,837)	148%
Fees, Licenses, and Permits	7010	8,491	3,020	5,471	36%
Dues/Subscriptions	7020	15,192	11,484	3,708	76%
Special Events	7110	2,000	630	1,370	32%
Client Assistance	7210	4,225,192	1,319,204	2,905,989	31%
Equipment (\$5,000 or more)	7310	132,000	0	132,000	0%
Expendable Equipment	7320	48,467	39,854	8,612	82%
Registration Fees	7410	6,859	0	6,859	0%
Meetings/Workshops/Training	7420	38,611	8,501	30,110	22%
Training/Staff Development	7430	35,876	35,554	322	99%
Training and Technical Assistance	7435	9,622	0	9,622	0%
Advisory/Board Member Expenses	7440	4,508	1,686	2,822	37%
Advertising	7450	12,212	3,474	8,738	28%
Parent Activities	7460	1,200	132	1,068	11%
Raw Food Cost	7510	211,510	132,225	79,285	63%
Legal Expenses	7530	30,000	10,783	19,217	36%
Interest Expense	7610	12,664	0	12,664	0%
Bank Service Charges	7630	5,700	2,016	3,684	35%
Operating Transfers Out	9000	<u>84,342</u>	<u>0</u>	<u>84,342</u>	0%
Total Expenditures		<u>12,704,607</u>	<u>7,311,235</u>	<u>5,393,371</u>	58%
Excess Revenue over (under) Expenditures		<u>30,000</u>	<u>142,871</u>	<u>112,871</u>	

**Capital Area Community Action Agency
Balance Sheet
As of 8/31/2020**

	<u>Current Period Balance</u>
Assets	
Petty Cash	375
Cash Operating Hancock Bank	408,465
Cash - Money Market Hancock Bank	77,021
Cash-Bank Restricted	49,601
Cash - Centennial Bank - Restricted	37,556
PPP Money Market	310,829
Grants Receivable	741,812
Property and Equipment Net	<u>227,308</u>
Total Assets	<u>1,852,966</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	82,025
Accrued Leave	49,802
Accrued Wages	57,450
Accrued Fringe Benefits	4,580
Accrued Taxes	9,420
Contract Advances	41,008
Contingent Liab Sunshine St Micro Obligated	39,114
Liability- Head Start Parent Activity	3,605
Notes Payable	<u>877,865</u>
Total Liabilities	1,164,870
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	220,327
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	545,225
Current Net Income	<u>142,871</u>
Total Net Assets	<u>688,096</u>
Total Liabilities and Net Assets	<u>1,852,966</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2020

CSBG - August 2020
10/01/2016 - 3/31/2021

87%

		Total	Current	Total	
		Budget -	Period	Budget	
		Original	Actual	Variance -	%
		<u>Original</u>	<u>Actual</u>	<u>Original</u>	
Revenue					
Government Contracts - STATE	4010	3,073,978	2,209,245	(864,733)	72%
Total Revenue		<u>3,073,978</u>	<u>2,209,245</u>	<u>(864,733)</u>	72%
Expenditures					
Salaries & Wages	6010	1,194,483	912,606	281,878	76%
Fringe	6110	340,741	259,956	80,786	76%
Staff Screenings	6180	2,562	1,763	799	69%
Indirect Costs	6210	296,068	225,948	70,120	76%
Travel - In Area	6310	37,417	17,386	20,031	46%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	7,362	3,746	66%
Copies/Printing/Copier	6510	17,324	7,232	10,092	42%
Postage and Delivery Expense	6600	4,527	1,294	3,233	29%
Contractual Services/Professional	6710	49,906	24,354	25,552	49%
Rent/Space Cost	6810	132,086	114,892	17,195	87%
Utilities	6820	16,604	11,923	4,680	72%
General Liability and Property Insurance	6830	22,510	17,631	4,879	78%
Communications	6840	52,303	42,401	9,902	81%
Repairs & Bldg Maintenance- Recurring	6850	16,124	10,177	5,947	63%
Equipment Maintenance	6910	16,775	12,592	4,183	75%
Vehicle Expense	6920	54,256	53,935	321	99%
Equipment Lease	6930	7,435	3,886	3,549	52%
Technology	6940	21,467	12,805	8,662	60%
Fees, Licenses, and Permits	7010	11,433	6,745	4,688	59%
Dues/Subscriptions	7020	22,404	15,678	6,727	70%
Client Assistance	7210	650,757	394,595	256,162	61%
Expendable Equipment	7320	23,585	17,564	6,021	74%
Registration Fees	7410	14,666	9,911	4,754	68%
Meetings/Workshops/Training	7420	20,959	15,471	5,488	74%
Training/Staff Development	7430	1,000	0	1,000	0%
Advertising	7450	15,079	3,146	11,933	21%
Total Expenditures		<u>3,073,978</u>	<u>2,206,558</u>	<u>867,420</u>	72%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,686</u>	<u>2,686</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2020

LIHEAP - AUGUST 2020
4/17/2017 - 3/31/2020

85%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>10,060,665</u>	<u>6,049,747</u>	<u>(4,010,918)</u>	60%
Total Revenue		<u>10,060,665</u>	<u>6,049,747</u>	<u>(4,010,918)</u>	60%
Expenditures					
Salaries & Wages	6010	1,117,957	780,901	337,056	70%
Fringe	6110	319,882	224,465	95,417	70%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	196,250	83,348	70%
Travel - In Area	6310	13,511	6,423	7,088	48%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	11,500	6,193	5,307	54%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	22,131	12,518	9,613	57%
Postage and Delivery Expense	6600	5,686	2,503	3,183	44%
Contractual Services/Professional	6710	42,500	35,627	6,873	84%
Rent/Space Cost	6810	109,245	90,754	18,491	83%
Utilities	6820	14,465	7,738	6,727	53%
General Liability and Property Insurance	6830	15,550	12,255	3,295	79%
Communications	6840	39,495	30,885	8,610	78%
Repairs & Bldg Maintenance- Recurring	6850	15,568	8,028	7,540	52%
Equipment Maintenance	6910	13,690	7,440	6,250	54%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,132	4,343	42%
Technology	6940	22,888	9,935	12,953	43%
Fees, Licenses, and Permits	7010	1,150	368	782	32%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,948,836	4,636,205	3,312,631	58%
Expendable Equipment	7320	18,530	6,957	11,573	38%
Registration Fees	7410	6,400	2,470	3,930	39%
Meetings/Workshops/Training	7420	3,138	235	2,903	7%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	<u>2,500</u>	<u>237</u>	<u>2,263</u>	9%
Total Expenditures		<u>10,060,665</u>	<u>6,086,770</u>	<u>3,973,895</u>	61%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(37,022)</u>	<u>(37,022)</u>	

Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2020

WAP - AUGUST 2020
10/01/2017 - 3/31/2021

83%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>886,887</u>	<u>(1,397,572)</u>	39%
Total Revenue		<u>2,284,459</u>	<u>886,887</u>	<u>(1,397,572)</u>	39%
Expenditures					
Salaries & Wages	6010	320,116	230,651	89,465	72%
Fringe	6110	91,294	66,020	25,274	72%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	57,529	24,161	70%
Travel - In Area	6310	17,000	9,725	7,275	57%
Office Supplies	6410	4,000	3,222	778	81%
Copies/Printing/Copier	6510	1,500	1,223	277	82%
Postage and Delivery Expense	6600	900	377	523	42%
Contractual Services/Professional	6710	23,314	4,311	19,003	18%
Rent/Space Cost	6810	11,000	11,711	(711)	106%
Utilities	6820	4,000	2,661	1,339	67%
General Liability and Property Insurance	6830	41,628	19,401	22,227	47%
Communications	6840	6,900	6,728	172	98%
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,098	5,552	27%
Equipment Maintenance	6910	2,700	2,296	404	85%
Vehicle Expense	6920	18,000	11,285	6,715	63%
Equipment Lease	6930	850	908	(58)	107%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,047	303	78%
Dues/Subscriptions	7020	15,500	5,700	9,800	37%
Client Assistance	7210	1,586,488	391,134	1,195,354	25%
Expendable Equipment	7320	5,000	3,383	1,617	68%
Registration Fees	7410	1,226	1,226	0	100%
Meetings/Workshops/Training	7420	40,402	14,680	25,723	36%
Advertising	7450	<u>900</u>	<u>264</u>	<u>636</u>	29%
Total Expenditures		<u>2,284,459</u>	<u>847,833</u>	<u>1,436,625</u>	37%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>39,054</u>	<u>39,054</u>	

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Two Months Ending 8/31/2020
67%**

**Head Start - August 2020
7/1/2020 - 9/30/2020**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>827,387</u>	<u>335,433</u>	<u>(491,954)</u>	41%
Total Revenue		<u>827,387</u>	<u>335,433</u>	<u>(491,954)</u>	41%
Expenditures					
Salaries & Wages	6010	410,662	155,196	255,466	38%
Fringe	6110	119,010	44,976	74,034	38%
Staff Screenings	6180	2,237	313	1,924	14%
Indirect Costs	6210	96,188	36,351	59,837	38%
Travel - In Area	6310	875	316	559	36%
Office Supplies	6410	2,735	1,925	810	70%
Program Supplies	6415	8,746	3,621	5,125	41%
Classroom Supplies	6420	17,125	2,215	14,910	13%
Medical/Dental Supplies	6440	815	33	782	4%
Copies/Printing/Copier	6510	1,800	2,279	(479)	127%
Postage and Delivery Expense	6600	300	388	(88)	129%
Contractual Services/Professional	6710	4,000	1,232	2,768	31%
Contractual Services – Health/Disabilities	6715	10,059	1,432	8,627	14%
Rent/Space Cost	6810	40,862	27,473	13,389	67%
Utilities	6820	23,888	15,047	8,841	63%
General Liability and Property Insurance	6830	-	1,521	(1,521)	100%
Communications	6840	13,000	8,130	4,870	63%
Repairs & Bldg Maintenance- Recurring	6850	25,750	19,230	6,520	75%
Repairs & Bldg Maintenance - Nonrecurring	6855	10,750	1,713	9,037	16%
Equipment Maintenance	6910	4,750	2,919	1,831	61%
Vehicle Expense	6920	7,000	3,156	3,844	45%
Equipment Lease	6930	2,150	958	1,192	45%
Technology	6940	7,560	750	6,810	10%
Fees, Licenses, and Permits	7010	375	133	242	35%
Dues/Subscriptions	7020	625	195	430	31%
Special Events	7110	500	-	500	0%
Expendable Equipment	7320	750	-	750	0%
Meetings/Workshops/Training	7420	100	250	(150)	250%
Training/Staff Development	7430	-	4,082	(4,082)	100%
Training and Technical Assistance	7435	9,622	-	9,622	0%
Advisory/Board Member Expenses	7440	375	-	375	0%
Advertising	7450	1,875	180	1,696	10%
Parent Activities	7460	300	-	300	0%
Raw Food Cost	7510	2,603	644	1,959	25%
Total Expenditures		<u>827,387</u>	<u>336,656</u>	<u>490,731</u>	
Excess Revenue over (under) Expenditures		-	<u>(1,223)</u>	<u>(1,223)</u>	

Capital Area Community Action Agency, Inc.
 Head Start NFS Match Requirements
 For the Month Ending August 31, 2020

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		6,846			
Grants - Other Not for Profits		-			
In-Kind Revenue		40,613			
VPK/SR		-			
	206,847	47,459	23%	159,388	77%

Head Start Credit Card Charges Aug 2020

Vendor ID	Fund	GL	Activity	Effective	Expenses	Transaction Description
	Code	Code	Code	Date		
HANCOCK CC	1064	6180	252	8/27/2020	1.41	#5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN JOHNSON
HANCOCK CC	1064	6180	252	8/27/2020	43.25	#5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN JOHNSON
HANCOCK CC	1064	6180	256	8/27/2020	1.41	#5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN FLOURNAH
HANCOCK CC	1064	6180	256	8/27/2020	43.25	#5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN FLOURNAH
HANCOCK CC	1064	6180	258	8/27/2020	1.41	#5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN ANDERSON
HANCOCK CC	1064	6180	258	8/27/2020	43.25	#5810, VENITA TREADWELL, 8/27/2020, BKGRD SCREEN ANDERSON
HANCOCK CC	1064	6410	251	8/27/2020	87.94	#8165, NICHELE RICHARDS ROLLE, 8/27/2020, PROGRAM SUPPLIES
HANCOCK CC	1064	6440	255	8/27/2020	32.62	#4466, DARREL JAMES, 8/27/2020, HEALTH SUPPLIES
HANCOCK CC	1064	6840	255	8/27/2020	16.78	#4466, DARREL JAMES, 8/27/2020, ZOOM PARENTS MEETING
HANCOCK CC	1064	6840	255	8/27/2020	126.90	#4466, DARREL JAMES, 8/27/2020, ZOOM PARENTS ORIENTATION
HANCOCK CC	1064	6850	251	8/27/2020	15.89	WEEK 3, SEPTEMBER 2020, VISAS, BATTERIES FOR FRANKLIN HS
HANCOCK CC	1064	6850	251	8/27/2020	429.48	WEEK 3, SEPTEMBER 2020, VISAS, MULCH & SAND FOR FRANKLIN HS
HANCOCK CC	1064	6920	255	8/27/2020	26.00	#4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	6920	255	8/27/2020	45.00	#4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	6920	255	8/27/2020	46.00	#4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	6920	255	8/27/2020	47.01	#4466, DARREL JAMES, 8/27/2020, GAS WAP VEHICLE
HANCOCK CC	1064	7010	255	8/27/2020	35.00	#8165, NICHELE RICHARDS ROLLE, 8/27/2020, VISA ANNUAL FEE
HANCOCK CC	1064	7420	255	8/27/2020	250.00	#7308, KRISTIN JACKSON RESHARD, 8/27/2020, RECERTIFICATION
HANCOCK CC	1064	7430	252	8/27/2020	799.00	#7308, KRISTIN JACKSON RESHARD, 8/27/2020 - ROBERTS
HANCOCK CC	1064	7430	256	8/27/2020	15.43	#7308, KRISTIN JACKSON RESHARD, 8/27/2020, - DILDY
HANCOCK CC	1064	7430	256	8/27/2020	69.76	#7308, KRISTIN JACKSON RESHARD, 8/27/2020, - DILDY
HANCOCK CC	1064	7430	256	8/27/2020	75.99	#7308, KRISTIN JACKSON RESHARD, 8/27/2020, - KUMBA
HANCOCK CC	1064	7430	256	8/27/2020	121.66	#7308, KRISTIN JACKSON RESHARD, 8/27/2020, - KUMBA
HANCOCK CC	1064	7450	255	8/27/2020	154.50	#4466, DARREL JAMES, 8/27/2020, ADVERTISING RECRUITMENT
HANCOCK CC	1064	7450	255	8/27/2020	25.00	#8165, NICHELE RICHARDS ROLLE, 8/27/2020, RECRUITMENT AD
LOWES	1064	6415	250	8/13/2020	18.98	#82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6415	256	8/13/2020	21.82	#82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6415	256	8/13/2020	75.92	#82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6415	258	8/13/2020	18.98	#82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
LOWES	1064	6420	255	8/13/2020	89.85	#82130109084241, MULTIPLE HS CENTERS, 8/13/2020 - 8/20/2020
Total					<u>2,779.49</u>	



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

Visa BusinessCard
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16322400-006974-0001-0001-2

DARREL JAMES
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0006974

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-03	07-31	24692160214100380904115	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.01 ✓
08-07	08-06	24493980220026946431802	5968	ZOOM.US 888-799-9666 CA	M16.78 ✓
08-07	08-05	24692160219100855274536	5542	GATE 1194 Q80 TALLAHASSEE FL	M46.00 ✓
08-17	08-14	24692160228100090589689	5542	GATE 1194 Q80 TALLAHASSEE FL	M26.00 ✓
08-19	08-18	24493980232026919162406	5968	ZOOM.US 888-799-9666 CA	M126.90 ✓
08-24	08-21	24692160235100837301076	5542	GATE 1194 Q80 TALLAHASSEE FL	M45.00 ✓
08-24	08-21	24493980234438381678975	8211	VP* JOHN PAUL II CATHOLIC 850-201-5744 FL	M154.50 ✓
08-25	08-24	24226380238091000047784	5411	WAL-MART #1077 TALLAHASSEE FL	M32.62 ✓

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 9/8/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 494.81
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 494.81
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

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16322400-005270-0001-0001-2

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

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

**N0005270

MEMO STATEMENT

Account Number



Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-03	07-31	24269790214000969214570	5814	JIMMY JOHNS - 170 TALLAHASSEE FL	M102.80 ✓
08-14	08-13	24431060227400188000451	5251	ACE HDWE APALACHICOLA FL	M429.48 ✓
08-17	08-15	74269790228501055287932	5812	CHICKEN SALAD CHICK - TALLAHASSEE FL	M9.00cr
08-17	08-14	24137460228001412736726	5411	PUBLIX #1051 TALLAHASSEE FL	M22.39 ✓
08-17	08-15	24269790228500842441989	5812	CHICKEN SALAD CHICK - TALLAHASSEE FL	M129.00 ✓
08-26	08-24	24445000238100121803287	5331	DOLLAR-GENERAL #4821 MONTICELLO FL	M15.89 ✓

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9/10/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 699.56
		NEW CASH ADVANCES .00
		CREDITS 9.00
		STATEMENT TOTAL 690.56
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

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16322400 - 007961 - 0001 - 0001 - 2


 KRISTIN JACKSON
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729
 **N0007961

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-13	08-12	24492150225852057083447	4816	SMARTHORIZONS 850-475-4041 FL	M799.00 ✓
08-21	08-20	24692160233100642626065	5942	AMZN MKTP US*MM9MB9300 AMZN.COM/BILL WA	M69.76 ✓
08-21	08-21	24692160234100978524362	5942	AMZN MKTP US*MM5ZH3JIO AMZN.COM/BILL WA	M81.69 ✓
08-24	08-21	24692160234100260980660	5942	AMZN MKTP US*MM54A4JRO AMZN.COM/BILL WA	M15.43 ✓
08-24	08-23	24692160236100552566787	5942	AMZN MKTP US*MM9TN5711 AMZN.COM/BILL WA	M121.66 ✓
08-26	08-25	24492150238637954617842	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M250.00 ✓

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8/27/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND
		OTHER CHARGES 1,337.54
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,337.54
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



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16322400 - 006197 - 0001 - 0001 - 2

|||||||
 NICHELE RICHARDS
 CAPITAL AREA CAA ***N0006197
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

MEMO STATEMENT

Account Number

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08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-29		0000	ANNUAL FEE	M35.00
08-20	08-19	24204290232000398793522	7311	FACEBK KBLBSVWSJ2 650-5434800 CA	M25.00
08-27	08-26	24431060240400187000471	5251	ACE HDWE APALACHICOLA FL	M87.94

bc
 9/8/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 147.94
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 147.94
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



**HANCOCK
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NEW ORLEANS LA 70161-1750



1632400-004769-0001-0001-2

|||||
NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLZ
TALLAHASSEE FL 32301-2729
**N0004769

MEMO STATEMENT

Account Number

Statement Date

08-27-20

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-31	07-30	24492150213852397330163	8398	PAYPAL *CAREERSOURC 402-935-7733 CA	M50.00
08-03	08-02	24692160215100441456039	5969	INDEED 203-564-2400 CT	M145.00
08-05	08-04	74481310217000001008007	0000	INT'L TRANSACTION FEE	M31.23*
08-05	08-04	74481310217000001008007	5734	1PLACE AUCKLAND	M3,123.00
08-18	08-17	24559300230900019301672	8398	UNITED PARTNERS FOR HUMAN 850-2968330 FL	M325.00
08-19	08-18	24226380232400000694584	5411	WAL-MART #4427 TALLAHASSEE FL	M400.00
08-27	08-27		0000	ANNUAL FEE	M35.00

* conversion fee for the
1 place purchase

9/10/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 4,109.23
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 4,109.23
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

HANCOCK WHITNEY BANK
PO BOX 61750
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MEMO STATEMENT

Account Number

Statement Date

08-27-20



16322400-004518-0001-0001-2

TIM CENTER
 CAPITAL AREA CAA
 309 OFFICE PLZ
 TALLAHASSEE FL 32301-2729

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-29		0000	ANNUAL FEE	M35.00
08-11	08-10	24431060223083328683388	5942	AMZN MKTP US*MF1UX1870 AM AMZN.COM/BILL WA	M149.80
08-11	08-10	24692160223100902668429	5942	AMZN MKTP US*MF8X308S2 AMZN.COM/BILL WA	M159.80
08-12	08-11	24692160224100606613522	5942	AMZN MKTP US*MF3RV2DK2 AMZN.COM/BILL WA	M149.80
08-12	08-11	24692160224100621513715	5942	AMZN MKTP US*MF7R21D02 AMZN.COM/BILL WA	M149.80
08-13	08-11	7475542022573225777986	3831	WALDORF 561-4473000 FL	M242.95cr
08-13	08-12	24122590225027011158172	9399	CITY OF APALACHICOLA APALACHICOLA FL	M206.00
08-13	08-13	24692160226100569619985	5732	APPLE.COM/US 800-676-2775 CA	M2,536.00
08-14	08-13	24492150226852114190911	7399	PAYPAL *JGTCONTRACT 402-935-7733 CA	M320.00
08-17	08-16	24431060229700641619773	5734	ADOBE ACROPRO SUBS 408-536-6000 CA	M14.99
08-17	08-14	24692160227100446461790	4900	SPEEDPAY:DUKE-ENERGY 800-777-9898 NC	M378.50
08-20	08-19	24493980233026928210377	5968	ZOOM.US 888-799-9666 CA	M248.47
08-21	08-20	24692160233100794514572	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M59.13
08-27	08-26	24692160239200602511259	5732	APPLE.COM/US 800-676-2775 CA	M12,622.40

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9/18/20

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 17,029.69
		NEW CASH ADVANCES .00
		CREDITS 242.95
		STATEMENT TOTAL 16,786.74
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

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

MEMO STATEMENT

Account Number

[REDACTED]

Statement Date

08-27-20



1632400-008930-0001-0001-2

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

**N0008930

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	24431060210400679000985	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
07-28	07-27	24431060210400679001025	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
07-28	07-27	24431060209400557001835	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
07-28	07-27	24431060209400557001884	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
08-05	08-04	24431060218400677001854	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
08-05	08-04	24431060217400555003494	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
08-12	08-11	24137460225001256266486	5411	PUBLIX #1051 TALLAHASSEE FL	M60.07 ✓

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STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-20	[REDACTED]	NEW PURCHASES AND OTHER CHARGES 194.05
CUSTOMER SERVICE CALL		NEW CASH ADVANCES .00
		CREDITS .00
Toll Free 1-800-448-8812		STATEMENT TOTAL 194.05
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00



SAVE 5%* EVERY DAY
60 DAYS

SEP 09 REC'D

0% INTEREST FOR 60 DAYS**
ON PURCHASES MADE NOW-10.31.20



Minimum monthly payments required. Regular rates apply to any remaining promotional balance after the 60-day promotional period ends.

*/**Subject to credit approval. See store or lowesforpros.com for details. *Exclusions apply.

** Offer is automatic when a qualifying purchase is made on your Lowe's Business Account. Regular account terms apply to non-promo purchases, and after promotion ends, to remaining promotional balances. See your credit card agreement for your applicable terms.

Lowe's® Business Card Account

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Summary of Account Activity	
Previous Balance	\$0.00
- Payments	\$0.00
- Other Credits	\$0.00
+ Purchases/Debits	\$778.86
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$778.86
Credit Limit	\$11,000.00
Available Credit	\$10,221.00
Statement Closing Date	09/02/2020
Days in Billing Cycle	31

Payment Information	
New Balance	\$778.86
Total Minimum Payment Due	\$33.00
Payment Due Date	09/28/2020

Promotion Expiration Notification
NOTE: YOU HAVE A PROMOTIONAL PURCHASE EXPIRING. SEE PROMOTIONAL PURCHASE SUMMARY FOR DETAILS.

Promotional Purchase Summary

The applicable terms of your promotional purchase(s) are below. NO INTEREST promotions are not assessed Interest charges during the promotional period. For each promotional purchase, standard account terms will apply to any remaining balance after the Expiration Date. To make more than one payment, you can pay online at the online address stated above or you can mail in your payment to the address on the remit stub. This address is also available from our automated customer service system.

Purchase Date	Purchase Amount	Promotion Type	Accrued INTEREST CHARGES	Billed INTEREST CHARGES	Payoff Amount	Expiration Date
08/13/2020	\$189.46	No Interest With Payment	\$0.00	\$0.00	\$189.46	11/02/2020
08/14/2020	\$260.51	No Interest With Payment	\$0.00	\$0.00	\$260.51	11/02/2020
08/20/2020	\$328.89	No Interest With Payment	\$0.00	\$0.00	\$328.89	11/02/2020

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT642, 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 2020**

	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	trailer 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	12/12/20		\$ 115.00	Replace Battery in client's trailer	\$ 67,630.98
28	01/14/20		\$ 324.99	Repairs to travel trailer housing fire victims	\$ 67,305.99
29	02/29/20	\$ -	\$ -	No activity	\$ 67,305.99
30	03/31/20	\$ -	\$ -	No activity	\$ 67,305.99
31	04/30/20	\$ -	\$ -	No activity	\$ 67,305.99
32	05/31/20	\$ -	\$ -	No activity	\$ 67,305.99
33	06/02/20		\$ 300.00	Transport of Trailer	\$ 67,005.99
34	06/22/20		\$ 5,500.00	Donated Mobile Home Setup	\$ 61,505.99
35	07/02/20		\$ 23,950.00	Reimbursement to CACAA - 3 Travel Trailers to Fire Victims	\$ 37,555.99
36	08/31/20	-	\$ -	No activity	\$ 37,555.99
37	09/30/20	-	\$ -	No activity	\$ 37,555.99

Name: Tim Center

Title: CEO

Signature: 

Date: _____

October 19, 2020



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09/30/20

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

CYCLE-031

*** CHECKING *** 0900 BUSINESS CK
 ACCOUNT NUMBER 0502818251
 PREVIOUS STATEMENT BALANCE AS OF 08/31/20 37,555.99
 PLUS 0 DEPOSITS AND OTHER CREDITS00
 LESS 0 CHECKS AND OTHER DEBITS00
 CURRENT STATEMENT BALANCE AS OF 09/30/20 37,555.99
 NUMBER OF DAYS IN THIS STATEMENT PERIOD 30

BALANCE BY DATE

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
08/31	37,555.99						

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT OCTOBER 2020

Administrative

- Work is wrapping up on collecting the information on benefits and assessing any price increases for Open Enrollment for November. CHP has increased rates by only 1.9%.
- Client access to offices is managed. All staff and guests in the building have their temperature checked, masks are required, and proper hygiene and cleaning is taking place.
- Risk Management – All classrooms are open and no students or staff on quarantine.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Staff continue to work on closing out the relief fund and camper inventory.
- Disaster Recovery Support Grant – An offer was accepted to be program manager but the candidate accepted a different position out of town. An Administrative Assistant was hired.
- ALICE Getting Ahead with ECHO per the United Way grant is now up and running. recruiting now. Three classes will be held over the next twelve months.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Focusing on advertising to reach COVID-19 impacted residents. Working on shared messaging with CareerSource offices to those who have applied for unemployment and welfare and SNAP benefits.

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Working on a supplemental Head Start grant for Disaster Recovery funding. Kenneth Taite, General Contractor for Louise B. Royal Head Start Center renovation, may serve as Project Manager for Franklin Renovation, Titus Project on Welaunee, Mahan Drive, Royal (drainage), and Jefferson County.

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

Out of Office

- Monday, November 9 – PTO – Tampa
- November 23-25 – Thanksgiving Week



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850.222.2043
www.CapitalAreaCommunityActionAgency.org



Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Completed
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Completed
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs	On Going	N/A	Completed
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	on going	N/A	Completed
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	on going	N/A	Completed
	4.2	The Organization will complete, date and sign the Community Action Plan	On going	10/27/2020 Needs Board Approval	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff	On going	10/27/2020 Needs Board Approval	
MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the	Annually	3/24/2020	Completed
	4.5	The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short term absence of 3 months	Maintain	3/24/2020	Completed
	5.1	The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	4/28/2020	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection	On Going	4/28/2020	Completed
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws	Maintain	N/A	Completed
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting	Maintain	N/A	Completed
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	1/28/2020	Completed
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment	Maintain	N/A	Completed
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/26/2020 Needs Board Review	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	5/26/2020 Needs Board Review	Completed
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors	Maintain	N/A	Completed
	7.7	The organization has a whistle blower policy that has been approved by the governing board.	Ongoing	5/26/2020 Needs Board Review	Completed
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	Completed
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	N/A	Completed
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	9/22/2020	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	9/22/2020	Completed
	8.3	The organization's auditor presents the audit to the governing board.	Annually	9/22/2020	Completed
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board	Annually	9/22/2020	Completed
	8.12	The organization documents how it allocates shared cost through an indirect cost rate plan or through a written cost allocation plan.	Annually	9/22/2020	Completed
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	11/17/2020	
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be	Monthly	11/17/2020	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	9/22/2020	Completed
	8.9	The governing board annually approves an organization-wide budget.	Annually	9/22/2020 Needs Board Approval	Completed
	8.13	The organization has a written policy in place for record retention and destruction.	Maintain	11/17/2020	
	9.1	The organization has systems in place to track and report client demographics and services customers receive via in house data base. The data base the agency is currently using is SHAH New Gen.	Ongoing	N/A	
	9.2	The organization has a system or systems in place to track family, agency, and/ or community outcomes via the agency data	Maintain	N/A	
	9.3	The organization has presented to the governing board for review or action within the past 12 months, an analysis of the agency's outcomes and operational programs, adjustments and improvements identified via minutes, notes and reports	Annually	10/27/2020 Needs Board Approval	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	9.4	The organization submits its annual Community Service Block Grant (CSBG) Information Survey (IS Survey) data report, and it reflects client demographics and organization-wide outcomes.	Annually	1/4/2021	
January 2021		SUBMIT		1/4/2021	

Capital Area Community Action Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: October 8, 2020

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

Staffing

All Center staff are working and in their Centers. Extended day serves have begun and are staffed.

Facilities

Health and Safety Screeners have been completed and a corrective action list is being compiled. Work on Franklin will commence before the end of the month.

Curriculum

The iPads are being deployed to the Centers for attendance and management reports to be tracked in real-time. Columbus Day in-service will focus on Creative Curriculum training.

Conscious Discipline Safe Place classroom centers are being implemented.

Enrollment

South City still has capacity. Attendance has not reached 100% at all the Centers. Staff continue to work with families to encourage attendance and educate families about safety steps being implemented.

Federal and State Regulations

Community Action Head Start continues to work with and follow local health and education regulations.



United Way of the Big Bend

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