

Capital Area **Community Action** Agency

Conference Call in Executive Committee Meeting Agenda

Tuesday, February 23, 2021 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL

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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 Minutes – December 15, 2020		2-4
	B. Fiscal Report		
	• Narrative		5-6
	• Revenue & Expenditures Agency-wide		7-8
	• Balance Sheet		9
	• Revenue & Expenditures – major programs		10-13
	• Head Start Non Federal Share Match		14
	• Credit Card Activity Spreadsheet and Statements		15-17
V.	Chief Executive Officer's Report		18-19
VI.	Head Start – Update		20
	i) FY2021-2022 School Calendar		21
VII.	Chair's Report		
VIII.	Adjournment		

Next Executive Committee Meeting 4/27/2021 - 5:30 pm – Microsoft Teams Video

***Next Board of Directors Meeting 3/23/2021 – 6:00 pm – Ghazvini Center for
Healthcare Education***



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Capital Area **Community Action** Agency

Conference Call-in Executive Committee Meeting Minutes December 15, 2020

Members in Attendance:

Derrick Jennings, Chair
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

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

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

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of August 25, 2020. _____ made a motion to approve the minutes. It was seconded by _____, and unanimously approved.

FISCAL REPORT

Ms. Sgouros gave the October 31, 2020, financial report. She said that we have completed one month of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 8% to 9% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 9% and 8% respectively, with mostly restricted net income of \$156,207, including \$67,666 in the SunTrust Grant and nearly \$51,131 for the Franklin County Fire Victims.

Ms. Sgouros explained that for the Year to Date Non-Federal Share (NFS) shortfall, a waiver is expected due to COVID-19.

New Variances and Explanations

The Finance Director reviewed the financial report noting new variances that were above the budget benchmark for period ending October 31, 2020.

Mr. Couch asked for all Revenue and Expenditures large variances, and to provide explanations for any variances significantly under budget. Ms. Sgouros said that for future reports explanations would be noted in the narrative.

Mr. Couch asked why amendment to the Head Start utilities? Mr. Center stated that a proposed budget amendment to the Head Start budget would be brought before the Board to make adjustments. He said the Board will be updated at the March 2021 meeting.

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

CEO REPORT

Mr. Center said the office continues to practice social distance and screening all employees and visitors. All guests and visitors have their temperature checked, masks are required, and proper hygiene and cleaning is taking place. He said a decision was made to delay opening our Head Start Centers for Winter break. Teachers will return to the classrooms January 4, 2021, and students will return to classrooms January 7, 2021.

Mr. Center reported that Angela Webster in our Franklin County office is closing out relief funds and camper trailer inventory. Only 3 campers left. He further explained that the Disaster Relief Supplemental Funding Grant for Hurricane Michael victims is being managed by our Case Managers who are working with the Local Long Term Recovery Groups.

The ALICE Getting Ahead with ECHO United Way is up and running with recruiting new participants for the January 2020-2021 program.

Mr. Center continues to regularly meet via webinars with partners in the community focusing on advertising to reach COVID-19 impacted residents. He said that Celena Grant, Outreach Coordinator will be directing Outreach efforts with the CareerSource Communications team. He said we are researching how our services will be promoted in the community to the clients impacted by COVID-19.

Mr. Center reported that he met with the Apalachicola City Commission and City Manager regarding the Franklin Head Start Program. He explained that Kenneth Taite, Project Manager is working on the Scope of Work for the project. The project should be completed for the upcoming school year 2021.

Mr. Center updated the Board on the Getting Ahead Program explaining that Ms. Watson is no longer with the Agency. He said that the Case Managers will resume with facilitating the classes.

Mr. Center said included in your packet are the new Board Meeting Calendar dates for the upcoming calendar year 2020-2021. He ask that the Board adopt the FY2020-2021 Board Meeting Calendar dates.

The Chair ask for a motion to approve the Board Meeting Calendar dates for FY2021.

HEAD START

Mr. Center reported that all the Centers are up and running. The Centers have not yet reached 100% enrollment. He said we have Extended Day services at Louise B. Royal. The Head Start staff continues to work with families to encourage attendance by educating families that safety measures are being implemented.

Mr. Center said beginning January 2021, Program Managers will attend the Board meetings. He explained that at the next Board meeting, Ms. Treadwell will provide the Head Start Program Class Assessment and Coaching Plans.

Ms. Johnson asked that Ms. Watson's issues be explained. Ms. Self gave a background of events.

Ms. Johnson asked if the Class Assessment be provided to the Board prior to the January 26, 2021, Board meeting.

CSBG Organizational Standards

Mr. Center said that we are working to complete the 52 Organizational Standards under CSBG. He mentioned that DEO launched a new online data tracking for Organizational Standards. Ms. Watson is responsible for uploading the documents to the web based program. The Organizational Standards Submission for FY2021 should be completed by January 4, 2021.

Meeting adjourned at 6:15 PM.

Ms. Messersmith, Secretary

Date

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

As of December 31, 2020, we have completed three months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 25% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 26% and 24% respectively, with mostly restricted net income of \$212,904 including \$67,666 in the SunTrust Grant and \$50,128 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at December 31, 2020, is \$136,544 or 15% of the \$923,883 target.

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.

In Fiscal Year 2020-2021, more than half of all currently active grants have a grant period that differs from the Agency's fiscal year and only one of the Agency's largest grants are on the Agency's same fiscal year.

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.

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

To compensate for this issue, we have focused on the major programs' statements instead for individual line item budgets. This leaves us with the following variances:

Rent/Space Cost – is currently over the budget benchmark, but was amended during the LIHEAP and WAP budget modifications **and was again updated during the current WAP modification. Changes will appear in next month's reports.**

Utilities – is over benchmark budget and is likely to go over budget by approximately \$30,000 without an amendment. Monthly costs to Head Start are over \$9,200.

General Liability and Property Insurance – is over the benchmark budget due to the 25% deposit payment made in November. This line item will come within budget as the year progresses.

Repairs and Maintenance – Recurring – is slightly over the benchmark budget due to some needed repairs and floor cleaning at the centers as well as a load of mulch.

Communications – is over the benchmark budget due to repairs and a few split payments between the fiscal years. This should even out over the next few months without any additional repairs needed. The WAP overage will be updated during the current modification.

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. It was adjusted in the recent WAP modification **and will again be updated during the current WAP modification.**

Vehicle Expense – is over budget partially due to the 25% insurance down payment. This category will be reviewed to remove repair expenses and any other expenses related to the camper/trailers that should be charged to direct assistance.

Dues and Subscriptions – are over budget due to some necessary subscriptions in response to COVID best practices. **We will move these charges to the COVID grant once it has been extended.**

Equipment (\$5000 or More) – is over budget due to the purchase of a server replacement. Adjustments will be made to the program budgets to accommodate.

Expendable Equipment – is over budget due to the purchase of several computers and other equipment. **Adjustments will be made to the program budgets to accommodate.**

Training/Staff Development – is over the benchmark budget due to a large number of trainings at the beginning of the year. This should come into line over the next few months.

We had several revenue variances, most of which resulted from increased donations received directly and indirectly.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ending 12/31/2020**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original %	
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	988,373	(2,707,158)	27%
Government Contracts - Federal Indirect	4005	0	7,000	7,000	100%
Government Contracts - STATE	4010	4,294,026	952,707	(3,341,319)	22%
Government Contracts - LOCAL	4020	131,500	49,615	(81,885)	38%
Grants - Other Not-for-Profits	4100	82,424	67,504	(14,920)	82%
Grants - All Other Sources	4120	36,950	72,690	35,740	197%
Contributions	4200	500	6,227	5,727	1245%
Contributions- Restricted	4210	47,631	19,523	(28,108)	41%
Commissions-Vending/Photo	4320	2,000	0	(2,000)	0%
Interest Income	4950	0	1,825	1,825	100%
Fringe Pool Revenue	4960	850,000	199,431	(650,569)	23%
Indirect Pool Revenue	4970	639,884	147,834	(492,050)	23%
Other Revenue	4995	3,000	22,926	19,926	764%
Total Revenue		9,783,446	2,535,653	(7,247,793)	26%
Expenditures					
Salaries & Wages	6010	2,781,580	688,493	2,093,086	25%
Fringe	6110	816,102	199,620	616,482	24%
FICA	6120	200,000	55,242	144,758	28%
Unemployment	6130	30,000	980	29,020	3%
Workers Compensation	6140	35,000	9,561	25,439	27%
Health Insurance	6150	480,000	110,731	369,269	23%
Life Insurance	6160	30,000	6,544	23,456	22%
Retirement	6170	50,000	12,105	37,895	24%
Staff Screenings	6180	4,617	318	4,300	7%
Indirect Costs	6210	615,442	150,086	465,356	24%
Travel - In Area	6310	10,826	1,414	9,412	13%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	19,940	8,531	11,409	43%
Program Supplies	6415	30,130	7,130	23,000	24%
Classroom Supplies	6420	50,347	10,141	40,206	20%
Kitchen Supplies	6430	30,604	2,708	27,896	9%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	29,939	5,413	24,526	18%
Postage and Delivery Expense	6600	4,010	944	3,066	24%
Contractual Services/Professional	6710	411,863	78,715	333,148	19%
Contractual Services – Health/Disabilities	6715	178,013	56,170	121,843	32%
Rent/Space Cost	6810	280,336	90,106	190,230	32%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Three Months Ending 12/31/2020**

Utilities	6820	90,595	30,594	60,001	34%
General Liability and Property Insurance	6830	46,859	26,724	20,135	57%
Communications	6840	74,120	27,598	46,522	37%
Repairs & Bldg Maintenance- Recurring	6850	107,555	33,691	73,864	31%
Repairs & Bldg Maintenance	6855	39,472	2,488	36,984	6%
Equipment Maintenance	6910	32,291	9,058	23,233	28%
Vehicle Expense	6920	78,220	11,977	66,243	15%
Equipment Lease	6930	15,000	2,251	12,749	15%
Technology	6940	41,184	7,984	33,200	19%
Fees, Licenses, and Permits	7010	4,387	111	4,276	3%
Dues/Subscriptions	7020	9,845	5,090	4,755	52%
Special Events	7110	2,000	0	2,000	0%
Client Assistance	7210	2,796,704	572,021	2,224,683	20%
Equipment (\$5,000 or more)	7310	0	17,671	(17,671)	100%
Expendable Equipment	7320	32,953	13,613	19,340	41%
Registration Fees	7410	800	0	800	0%
Meetings/Workshops/Training	7420	5,700	744	4,957	13%
Training/Staff Development	7430	44,663	16,053	28,610	36%
Advisory/Board Member Expenses	7440	5,000	23	4,977	0%
Advertising	7450	20,689	6,518	14,172	32%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,611	42,839	174,773	20%
Legal Expenses	7530	20,000	90	19,910	0%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	662	3,448	16%
Total Expenditures		<u>9,783,446</u>	<u>2,322,749</u>	<u>7,460,696</u>	24%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>212,904</u>	<u>212,904</u>	

Capital Area Community Action Agency
Balance Sheet
As of 12/31/2020

	Current Period Balance
Assets	
Petty Cash	315
Cash Operating Hancock Bank	453,397
Cash - Money Market Accounts	388,222
Cash - Restricted	118,124
Grants Receivable	1,101,634
Property and Equipment Net	<u>200,889</u>
Total Assets	<u>2,262,582</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	85,574
Accrued Leave	50,882
Accrued Wages	46,850
Accrued Fringe Benefits	13,577
Contract Advances	251,514
Contingent Liab Sunshine St Micro Obligated	46,918
Liability- Head Start Parent Activity	3,605
Line of Credit	49,455
Notes Payable	<u>847,098</u>
Total Liabilities	1,395,474
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	329,306
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	654,204
Current Net Income	<u>212,904</u>
Total Net Assets	<u>867,108</u>
Total Liabilities and Net Assets	<u>2,262,582</u>

Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 12/31/2020

CSBG

10/1/2016 - 3/31/2021

94%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,324,354</u>	<u>(749,624)</u>	76%
Total Revenue		<u>3,073,978</u>	<u>2,324,354</u>	<u>(749,624)</u>	76%
Expenditures					
Salaries & Wages	6010	1,194,483	961,600	232,884	81%
Fringe	6110	340,741	274,154	66,587	80%
Staff Screenings	6180	2,562	1,788	774	70%
Indirect Costs	6210	296,068	237,428	58,640	80%
Travel - In Area	6310	37,417	18,076	19,341	48%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	9,427	1,681	85%
Copies/Printing/Copier	6510	17,324	8,177	9,147	47%
Postage and Delivery Expense	6600	4,527	1,456	3,071	32%
Contractual Services/Professional	6710	49,906	24,924	24,982	50%
Rent/Space Cost	6810	132,086	127,538	4,549	97%
Utilities	6820	16,604	12,790	3,814	77%
General Liability and Property Insurance	6830	22,510	20,021	2,490	89%
Communications	6840	52,303	46,469	5,834	89%
Repairs & Bldg Maintenance- Recurring	6850	16,124	11,024	5,100	68%
Equipment Maintenance	6910	16,775	13,182	3,593	79%
Vehicle Expense	6920	54,256	57,486	(3,229)	106%
Equipment Lease	6930	7,435	4,118	3,317	55%
Technology	6940	21,467	12,805	8,662	60%
Fees, Licenses, and Permits	7010	11,433	6,757	4,676	59%
Dues/Subscriptions	7020	22,404	17,915	4,489	80%
Client Assistance	7210	650,757	404,068	246,688	62%
Equipment (\$5,000 or more)	7310	0	824	(824)	100%
Expendable Equipment	7320	23,585	17,732	5,853	75%
Registration Fees	7410	14,666	9,911	4,754	68%
Meetings/Workshops/Training	7420	20,959	15,596	5,363	74%
Training/Staff Development	7430	1,000	0	1,000	0%
Advertising	7450	<u>15,079</u>	<u>5,480</u>	<u>9,599</u>	36%
Total Expenditures		<u>3,073,978</u>	<u>2,326,055</u>	<u>747,923</u>	76%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(1,701)</u>	<u>(1,701)</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 12/31/2020

LIHEAP

4/1/2017 - 3/31/2021

94%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>10,060,665</u>	<u>6,768,655</u>	<u>(3,292,010)</u>	67%
Total Revenue		<u>10,060,665</u>	<u>6,768,655</u>	<u>(3,292,010)</u>	67%
Expenditures					
Salaries & Wages	6010	1,117,957	868,716	249,241	78%
Fringe	6110	319,882	249,132	70,750	78%
Staff Screenings	6180	2,679	771	1,909	29%
Indirect Costs	6210	279,598	216,193	63,405	77%
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	8,568	2,932	75%
Copies/Printing/Copier	6510	22,131	13,731	8,400	62%
Postage and Delivery Expense	6600	5,686	2,834	2,852	50%
Contractual Services/Professional	6710	42,500	36,196	6,304	85%
Rent/Space Cost	6810	109,245	104,688	4,557	96%
Utilities	6820	14,465	8,703	5,762	60%
General Liability and Property Insurance	6830	15,550	14,645	905	94%
Communications	6840	39,495	35,500	3,995	90%
Repairs & Bldg Maintenance- Recurring	6850	15,568	9,350	6,218	60%
Equipment Maintenance	6910	13,690	8,293	5,397	61%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,441	4,034	46%
Technology	6940	22,888	9,935	12,953	43%
Fees, Licenses, and Permits	7010	1,150	380	770	33%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,948,836	5,185,675	2,763,161	65%
Equipment (\$5,000 or more)	7310	0	1,237	(1,237)	100%
Expendable Equipment	7320	18,530	14,402	4,128	78%
Registration Fees	7410	6,400	2,470	3,930	39%
Meetings/Workshops/Training	7420	3,138	280	2,858	9%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	<u>2,500</u>	<u>1,082</u>	<u>1,418</u>	43%
Total Expenditures		<u>10,060,665</u>	<u>6,807,124</u>	<u>3,253,541</u>	68%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(38,469)</u>	<u>(38,469)</u>	

Capital Area Community Action Agency
WAP Statement of Revenues and Expenditures
From Grant Inception Through 12/31/2020

3514 - WAP - WEATHERIZATION

10/01/2017 - 3/31/2021

93%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	2,284,459	997,763	(1,286,696)	44%
Total Revenue		<u>2,284,459</u>	<u>997,763</u>	<u>(1,286,696)</u>	44%
Expenditures					
Salaries & Wages	6010	320,116	255,551	64,565	80%
Fringe	6110	91,294	73,267	18,027	80%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	63,222	18,467	77%
Travel - In Area	6310	17,000	9,918	7,082	58%
Office Supplies	6410	4,000	3,621	379	91%
Copies/Printing/Copier	6510	1,500	1,287	213	86%
Postage and Delivery Expense	6600	900	458	442	51%
Contractual Services/Professional	6710	23,314	4,453	18,861	19%
Rent/Space Cost	6810	11,000	13,975	(2,975)	127%
Utilities	6820	4,000	2,999	1,001	75%
General Liability and Property Insurance	6830	41,628	25,004	16,624	60%
Communications	6840	6,900	7,676	(776)	111%
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,504	5,146	33%
Equipment Maintenance	6910	2,700	2,558	142	95%
Vehicle Expense	6920	18,000	12,928	5,072	72%
Equipment Lease	6930	850	1,080	(230)	127%
Technology	6940	850	254	596	30%
Fees, Licenses, and Permits	7010	1,350	1,047	303	78%
Dues/Subscriptions	7020	15,500	5,800	9,700	37%
Client Assistance	7210	1,586,488	459,732	1,126,756	29%
Equipment (\$5,000 or more)	7310	0	1,180	(1,180)	100%
Expendable Equipment	7320	5,000	3,560	1,440	71%
Registration Fees	7410	2,452	1,226	1,226	50%
Meetings/Workshops/Training	7420	39,176	14,680	24,497	37%
Advertising	7450	900	553	347	61%
Total Expenditures		<u>2,284,459</u>	<u>968,534</u>	<u>1,315,925</u>	42%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>29,229</u>	<u>29,229</u>	

Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Three Months Ending 12/31/2020

				Total Budget	
		Total Budget	Current Year	Variance -	
		Original	Actual	Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,695,531</u>	<u>948,743</u>	<u>(2,746,788)</u>	26%
Total Revenue		<u>3,695,531</u>	<u>948,743</u>	<u>(2,746,788)</u>	26%
Expenditures					
Salaries & Wages	6010	1,783,812	467,715	1,316,097	26%
Fringe	6110	516,949	135,544	381,405	26%
Staff Screenings	6180	2,500	45	2,455	2%
Indirect Costs	6210	417,818	109,609	308,209	26%
Travel - In Area	6310	4,000	730	3,270	18%
Office Supplies	6410	7,500	1,668	5,832	22%
Program Supplies	6415	26,935	7,040	19,895	26%
Classroom Supplies	6420	44,847	(331)	45,178	-1%
Kitchen Supplies	6430	7,015	0	7,015	0%
Medical/Dental Supplies	6440	500	0	500	0%
Copies/Printing/Copier	6510	20,000	2,046	17,954	10%
Postage and Delivery Expense	6600	1,500	405	1,095	27%
Contractual Services/Professional	6710	31,000	1,424	29,576	5%
Contractual Services - Health/Disabilities	6715	159,139	45,715	113,424	29%
Rent/Space Cost	6810	207,589	52,990	154,599	26%
Utilities	6820	77,612	25,989	51,623	33%
General Liability and Property Insurance	6830	28,000	8,960	19,040	32%
Communications	6840	47,000	15,566	31,434	33%
Repairs & Bldg Maintenance- Recurring	6850	96,000	29,955	66,045	31%
Repairs & Bldg Maintenance - Nonrecurring	6855	33,772	2,395	31,377	7%
Equipment Maintenance	6910	18,000	4,379	13,621	24%
Vehicle Expense	6920	30,000	6,792	23,208	23%
Equipment Lease	6930	9,600	1,196	8,404	12%
Technology	6940	18,241	0	18,241	0%
Fees, Licenses, and Permits	7010	2,500	35	2,465	1%
Dues/Subscriptions	7020	2,600	3,124	(524)	120%
Special Events	7110	2,000	0	2,000	0%
Equipment (\$5,000 or more)	7310	0	7,696	(7,696)	100%
Expendable Equipment	7320	5,000	5,152	(152)	103%
Meetings/Workshops/Training	7420	500	0	500	0%
Training/Staff Development	7430	43,163	2,599	40,564	6%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,000	0	4,000	0%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>42,739</u>	<u>0</u>	<u>42,739</u>	0%
Total Expenditures		<u>3,695,531</u>	<u>938,435</u>	<u>2,757,096</u>	25%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>10,308</u>	<u>10,308</u>	

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

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		16,381			
Grants - Other Not for Profits		-			
In-Kind Revenue		115,098			
VPK/SR		5,065			
	923,883	136,544	15%	787,338	85%

Head Start Credit Card Charges December 2020

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6180	250	12/28/2020	44.66	#5810, VENITA TREADWELL, VISA, BKG SCREEN - SHANTEL JACKSON
HANCOCK CC	1064	6920	255	12/28/2020	18.00	#4466, DARREL JAMES, VISA, 12/28/2020, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	12/28/2020	42.00	#4466, DARREL JAMES, VISA, 12/28/2020, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	12/28/2020	50.00	#4466, DARREL JAMES, VISA, 12/28/2020, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	12/28/2020	199.90	#4466, DARREL JAMES, VISA, 12/28/2020, GAS HS VEHICLE
Total					354.56	



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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

12-28-20



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

***NO006617

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

TRANSACTION DETAIL					
Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-04	12-02	24692160338100158051595	5542	GATE 1194 Q80 TALLAHASSEE FL	M50.00 ✓
12-07	12-06	24492150341637308882306	4814	ZOOM.US 888-799-9888 WWW.ZOOM.US CA	M199.90 ✓
12-09	12-08	24607940344091198000018	8011	PHOENIX FAMILY HEALTH CT 850-697-3420 FL	M81.64 ✓
12-11	12-09	24592160345100626602434	5542	GATE 1194 Q80 TALLAHASSEE FL	M18.00 ✓
12-21	12-17	24692160353100029546963	5542	GATE 1194 Q80 TALLAHASSEE FL	M42.00 ✓

9/11/22

STATEMENT DATE 12-28-20	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 371.54
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 371.54
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



HANCOCK
WHITNEY

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16323630 - 008868 - 0001 - 0001 - 2



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

***N0008868

MEMO STATEMENT

Account Number

Statement Date

12-28-20

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 visaasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
12-08	12-07	24491080348400872002350	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
12-08	12-07	24491080342400550004834	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25

OK
1/14/21

STATEMENT DATE 12-28-20		ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL			NEW PURCHASES AND OTHER CHARGES	44.66
			NEW CASH ADVANCES	.00
			CREDITS	.00
			STATEMENT TOTAL	44.66
			TOTAL IN DISPUTE	.00
			CREDIT LIMIT	4,000.00

Toll Free 1-800-448-8812

Capital Area **Community Action** Agency

CHIEF EXECUTIVE OFFICER REPORT FEBRUARY 2021

Administrative

- 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.
- Safety Committee working on drills and policy implementation.
- Mabry Head Start facility
- Risk Management – Mabry Classroom quarantined Tuesday, January 19, through February 2, 2020.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response – Staff working to transfer three remaining campers – two left.
- Disaster Recovery Support Grant – Shanon Granado and her team are working with the Long Term Recovery Groups. We have been asked by the DEO to accelerate client payments.
- ALICE Getting Ahead with ECHO per the United Way grant is starting a new class this month. ALICE clients are meeting with Community Action Case Managers for Staying Ahead services.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Held meeting with CareerSource Capital Region marketing team to review steps for online marketing of crisis services.
- Participated in FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee and Board meetings.
- Working on COVID-19 impacted resident outreach.
- Tallahassee-Leon County Chamber of Commerce launching a prosperity initiative and working with their organizers on Community Action engagement.

Impact: Developing the infrastructure necessary to support the Agency mission



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850.222.2043
www.CapitalAreaCommunityActionAgency.org



Resource Development

- Working on a supplemental Head Start grant for Disaster Recovery funding seeking an extension of the grant period to permit repairs and renovation to take place. Kenneth Taite, General Contractor for Louise B. Royal Head Start Center renovation, will serve as Project Manager for Franklin Renovation.
- Prepared and submitting packets for the United Way of the Big Bend and United of Northwest Florida.
- Potential Board member recruitment focused on Getting Ahead clients in neighboring counties. Also, meeting with individuals interested in serving in this capacity.

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

Out of Office

- March 4,5 & 8th, 2021 – Vacation
- March 16-16 - Vacation
- March 19 - Vacation

Capital Area **Community Action** Agency

MEMORANDUM

TO: Head Start Policy Council and Board of Directors
FROM: Tim Center, CEO and Head Start Director
RE: Head Start Director's Report
DATE: February 16, 2021

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

Staffing

Jefferson Head Start is closed for Quarantine and will re-open February 23rd. All other Center staff are working and in their Centers. Extended day services at Royal will close at the end of the month due to under-enrollment.

Facilities

Maintenance of the facilities continues using contracted services. A panic bar for quick exit will be installed at the entrance gate at Royal – this has been a special order and taken longer than expected. Franklin repairs to maintain the building have been made.

Curriculum

Coaching sessions continue with Teaching Strategies. The calendar for the 2021-2022 school year is offered for your review and approval.

Enrollment

Attendance has been good but has not reached 100%. 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.

Capital Area Community Action Agency Head Start

2021-2022 Jefferson and Leon School Calendar

July '21						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August '21						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October '21						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November '21						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December '21						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January '22						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March '22						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April '22						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '22						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June '22						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

 School Closed/ Holidays

 Teacher in-Service Day (no school for students)

 Day Count Students

 First and Last Day of School

 100th day

 Day Count Staff