

Capital Area Community Action Agency

Conference Call in
Executive Committee Meeting
Agenda
Tuesday, April 27, 2021 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL
[Click here to join the 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 Minutes – February 23, 2021 | | 1-5 |
| | B. Fiscal Report | | |
| | • Narrative | | 6-8 |
| | • Revenue & Expenditures Agency-wide | | 9-10 |
| | • Balance Sheet | | 11 |
| | • Revenue & Expenditures – major programs | | 12-16 |
| | • Head Start Non Federal Share Match | | 17 |
| | • Credit Card Activity Spreadsheet and Statements | | 18-24 |
| V. | Chief Executive Officer's Report | | 25 |
| VI. | Head Start – Update | | |
| VII. | Chair's Report | | |
| VIII. | Adjournment | | |

Next Executive Committee Meeting 6/22/2021 - 5:30 pm – Microsoft Teams Video

**Next Board of Directors Meeting 5/25/2021 – 6:00 pm – Ghazvini Center for
Healthcare Education**



United Way of the Big Bend

309 Office Plaza Drive • Tallahassee, Florida • 32301 • 850.222.2043
www.CapitalAreaCommunityActionAgency.com



Capital Area
Community Action
Agency

**Conference Call-in Executive Committee
Meeting Minutes
February 23, 2021**

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 5:34 PM, by the Chair. A quorum was established.

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

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of December 15, 2020. Ms. Palmer Smith made a motion to approve the minutes with a question. She said the minutes appear incomplete with motions approve. Ms. Watson explained that she had technology issues and was unable to capture the motion for approval. It was seconded by Mr. Couch, and unanimously approved.

FISCAL REPORT

Ms. Sgouros gave the December 31, 2020, financial report. She said that we have completed three months of the fiscal year, and as a benchmark 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 nearly \$50,128 for the Franklin County Fire Victims.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at December 31, 2020, is \$136,544 or 15% of the \$923,883 for the school year.

New Variances and Explanations

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

Ms. Palmer Smith asked that communications line-item be explained. Mr. Center explained that the increase in communications was due to an upgrade to our phone system as well as the purchase of new cell phones for Head Start to use with iPads and note taking.

Ms. Palmer Smith asked for an explanation as to why repairs and maintenance line-item is over budget. Mr. Center said we are monitoring the budget; however, most of the repairs are maintenance to our Head Centers.

Ms. Palmer Smith asked what is the status of the rental lease agreement between Leon County Schools and South City Head Start? Mr. Center explained that Leon County Schools has not discounted their market rate rental charges.

Mr. Center reported that he will be meeting with the Superintendent of Schools in Franklin County to discuss the Children's Learning Center relocation of our Head Start Center.

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

CEO REPORT

Mr. Center said the office continue to practice social distance and screening of all employees and visitors. All guests and visitors have their temperatures checked, masks are required, and proper hygiene and cleaning is taking place.

Mr. Center reported that the Safety Committee has been meeting regularly to discuss safety measures at the main office location and the Head Start Centers. The committee is working on policy issues as well as establishing drills to meet safety standards.

Mr. Center said that there was a car accident near the Mabry Head Start Center. He explained that the accident caused damage to a telephone pole which cut power to the Center. It was reported that the Jefferson County Head Start was closed for two weeks due to a COVID outbreak.

Mr. Center said the Disaster Recovery team is working with the Long Term Recovery Groups to meet the needs of the families impacted by disaster.

The ALICE Getting Ahead with ECHO United Way is up and running with recruiting new participants for the upcoming class. The ALICE clients are meeting with Community Action Case Managers for Staying Ahead services.

Mr. Center said we have a pending no-cost budget extension for Head Start funding and COVID-19 startup funding. He explained that the Agency was unaware that the startup funds had to be obligated and spent during the three-month grant period. He said we are waiting to hear approval from HHS.

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 Celéna Grant, Outreach Manager 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. He said the Tallahassee-Leon County Chamber of Commerce is launching Prosperity Leon, a community and prosperity initiative. We are working with organizers on Community Action engagement.

HEAD START - Update

Mr. Center reported that Mr. Darrel James, Family Services Community Engagement Manager is working on a Head Start recruitment recording with a local radio station.

Ms. Johnson asked will funding be affected due to Louise B Royal closing Extended Day? Ms. Center said the Center was closed due to under-enrollment.

Mr. Center reported that an agreement between the Florida Head Start Association (FHSA) and the Department of Children and Families (DCF), have arranged for data to be shared from DCF directly to the FSHA list of families who qualified for TANA as eligibility criteria for Head Start. He also reported that a funding packet was submitted for the United Way of the Big Bend and United of Northwest Florida.

Mr. Center said that we are focused on recruiting Getting Ahead clients in our neighboring communities as potential Board members. He also asked for Board participation to recruit members.

Mr. Center said that DEO Community Planning Section is working to develop under the umbrella agreement, a single contract that would cover three of our funding sources. This

would reduce the number of modifications being brought before the Board. He said additional funds were made available for COLA for Head Start staff.

Ms. Johnson asked for the status of Bonus Language in our Employee Handbook Procedures. Mr. Center said guidelines and language are being reviewed and CAPLAW has been contacted for assistance.

Mr. Center reported that the Agency had an Agency-wide staff call to discuss COVID-19 pandemic and vaccination-related issues with Dr. Andrea Friall, Chief Medical Officer with Tallahassee Memorial Healthcare. The Staff is not being mandated to take the vaccine.

Ms. Johnson asked if the Board could receive an overview of where the COVID-19 funds were spent. Mr. Center said that the Agency has spent a significant amount and that additional services are being evaluated to spend down the grant..

Ms. Center said we would like to poll Board members to get feedback to continue Board meetings at the TCC Ghazvini Center. No changes to the meeting location were suggested.

FY2021-2022 School Calendar

Mr. Center shared the draft 2021-2022 School Calendar for Head Start.

Meeting adjourned at 6:20 PM.

Ms. Messersmith, Secretary

Date

**Financial Statement Narrative
For the Five Months Ending February 28, 2021
Capital Area Community Action Agency**

As of February 28, 2021, we have completed five months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 42% of the annual budget, with some Head Start expenses closer to 50%. At month end, the Year to Date Actual Revenue and Expenses are 43% and 42% respectively, with mostly restricted net income of \$122,307 including \$65,892 in the SunTrust Grant and \$35,022 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at February 28, 2021, is \$ 213,597 of the \$512,345 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.

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:

**Financial Statement Narrative
For the Five Months Ending February 28, 2021
Capital Area Community Action Agency**

Rent/Space Cost – is slightly over budget for CSBG and LIHEAP. These budget lines will be amended to accommodate with available funds.

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 Maintenance – is slightly over budget due to a small increase equipment costs over the length of the WAP contract.

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.

Technology – is over budget due to the annual Childplus subscription and the addition of anti-virus software.

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 at 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.*

Meetings / Workshops / Training – shows a negative budget on the agency statement due to the WAP amendment that covers 10/1/2017 - 3/31/2021.

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.

**Financial Statement Narrative
For the Five Months Ending February 28, 2021
Capital Area Community Action Agency**

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 5 Months Ended 2/28/2021**

| | | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|--|------|--|--------------------------------|---|----------|
| Revenue | | | | | |
| Government Contracts - FEDERAL - DIRECT | 4000 | 3,731,943 | 1,564,391 | (2,167,552) | 42% |
| Government Contracts - Federal Indirect | 4005 | 0 | 6,708 | 6,708 | 100% |
| Government Contracts - STATE | 4010 | 4,502,314 | 1,813,199 | (2,689,115) | 40% |
| Government Contracts - LOCAL | 4020 | 131,500 | 51,295 | (80,205) | 39% |
| Grants - Other Not-for-Profits | 4100 | 82,424 | 105,499 | 23,075 | 128% |
| Grants - All Other Sources | 4120 | 36,950 | 100,670 | 63,720 | 272% |
| Contributions | 4200 | 500 | 6,732 | 6,232 | 1346% |
| Contributions- Restricted | 4210 | 47,630 | 70,047 | 22,417 | 147% |
| Commissions-Vending/Photo | 4320 | 2,000 | 0 | (2,000) | 0% |
| Interest Income | 4950 | 0 | 1,940 | 1,940 | 100% |
| Fringe Pool Revenue | 4960 | 850,000 | 333,889 | (516,111) | 39% |
| Indirect Pool Revenue | 4970 | 639,884 | 247,845 | (392,039) | 39% |
| Other Revenue | 4995 | 3,000 | 25,832 | 22,832 | 861% |
| Total Revenue | | <u>10,028,145</u> | <u>4,328,048</u> | <u>(5,700,098)</u> | 43% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 2,969,704 | 1,149,279 | 1,820,425 | 39% |
| Fringe | 6110 | 870,621 | 333,155 | 537,465 | 38% |
| FICA | 6120 | 200,000 | 88,122 | 111,878 | 44% |
| Unemployment | 6130 | 30,000 | 23,349 | 6,651 | 78% |
| Workers Compensation | 6140 | 35,000 | 15,075 | 19,925 | 43% |
| Health Insurance | 6150 | 480,000 | 187,129 | 292,871 | 39% |
| Life Insurance | 6160 | 30,000 | 11,285 | 18,715 | 38% |
| Retirement | 6170 | 50,000 | 20,597 | 29,403 | 41% |
| Staff Screenings | 6180 | 4,777 | 765 | 4,012 | 16% |
| Indirect Costs | 6210 | 659,506 | 250,753 | 408,753 | 38% |
| Travel - In Area | 6310 | 12,488 | 3,068 | 9,420 | 25% |
| Travel - Out of Area | 6315 | 489 | 0 | 489 | 0% |
| Office Supplies | 6410 | 23,840 | 13,895 | 9,945 | 58% |
| Program Supplies | 6415 | 30,130 | 12,129 | 18,001 | 40% |
| Classroom Supplies | 6420 | 50,347 | 12,948 | 37,399 | 26% |
| Kitchen Supplies | 6430 | 30,604 | 5,480 | 25,124 | 18% |
| Medical/Dental Supplies | 6440 | 500 | 62 | 438 | 12% |
| Copies/Printing/Copier | 6510 | 33,839 | 10,498 | 23,341 | 31% |
| Postage and Delivery Expense | 6600 | 5,310 | 1,543 | 3,767 | 29% |
| Contractual Services/Professional | 6710 | 464,238 | 126,762 | 337,477 | 27% |
| Contractual Services - Health/Disabilities | 6715 | 178,013 | 79,954 | 98,059 | 45% |
| Rent/Space Cost | 6810 | 300,236 | 153,194 | 147,042 | 51% |
| Utilities | 6820 | 99,942 | 47,307 | 52,635 | 47% |
| General Liability and Property Insurance | 6830 | 46,859 | 35,520 | 11,338 | 76% |
| Communications | 6840 | 76,120 | 41,433 | 34,687 | 54% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 107,555 | 54,369 | 53,187 | 51% |
| Repairs & Bldg Maintenance - | 6855 | 39,472 | 4,528 | 34,944 | 11% |
| Equipment Maintenance | 6910 | 32,541 | 13,415 | 19,127 | 41% |
| Vehicle Expense | 6920 | 80,820 | 17,870 | 62,950 | 22% |

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the 5 Months Ended 2/28/2021**

| | | | | | |
|--|-------------|-------------------|------------------|------------------|-------------|
| Equipment Lease | 6930 | 15,350 | 3,422 | 11,928 | 22% |
| Technology | 6940 | 27,644 | 21,864 | 5,779 | 79% |
| Fees, Licenses, and Permits | 7010 | 4,387 | 621 | 3,766 | 14% |
| Dues/Subscriptions | 7020 | 9,845 | 7,672 | 2,173 | 78% |
| Special Events | 7110 | 2,000 | 0 | 2,000 | 0% |
| Client Assistance | 7210 | 2,648,426 | 1,322,887 | 1,325,539 | 50% |
| Equipment (\$5,000 or more) | 7310 | 18,140 | 17,590 | 550 | 97% |
| Expendable Equipment | 7320 | 36,030 | 16,369 | 19,661 | 45% |
| Registration Fees | 7410 | 800 | 550 | 250 | 69% |
| Meetings/Workshops/Training | 7420 | (4,149) | 828 | (4,977) | -20% |
| Training/Staff Development | 7430 | 44,663 | 16,852 | 27,811 | 38% |
| Advisory/Board Member Expenses | 7440 | 5,000 | 1,148 | 3,852 | 23% |
| Advertising | 7450 | 31,388 | 7,189 | 24,199 | 23% |
| Parent Activities | 7460 | 1,200 | 0 | 1,200 | 0% |
| Raw Food Cost | 7510 | 217,611 | 73,980 | 143,631 | 34% |
| Legal Expenses | 7530 | 20,000 | 177 | 19,824 | 1% |
| Interest Expense | 7610 | 2,750 | 0 | 2,750 | 0% |
| Bank Service Charges | 7630 | 4,110 | 1,107 | 3,003 | 27% |
| Total Expenditures | | <u>10,028,145</u> | <u>4,205,740</u> | <u>5,822,405</u> | 42% |
| Excess Revenue over (under) Expenditures | | <u>0</u> | <u>122,307</u> | <u>122,307</u> | |

**Capital Area Community Action Agency
Balance Sheet
As of 2/28/2021**

| | Current Period Balance |
|---|---------------------------|
| Assets | |
| Petty Cash | 315 |
| Cash Operating Hancock Bank | 335,881 |
| Cash - Money Market Accounts | 388,618 |
| Cash - Restricted | 111,264 |
| Grants Receivable | 850,272 |
| Property and Equipment Net | <u>322,729</u> |
| Total Assets | <u>2,009,078</u> |
| Liabilities and Net Assets | |
| Liabilities | |
| Accounts Payable | 131,129 |
| Accrued Leave | 57,177 |
| Accrued Wages | 20,361 |
| Accrued Fringe Benefits | 17,545 |
| Contract Advances | 233,383 |
| Contingent Liab Sunshine St Micro Obligated | 46,918 |
| Liability- Head Start Parent Activity | 3,605 |
| Line of Credit | 26,866 |
| Notes Payable | <u>846,973</u> |
| Total Liabilities | 1,383,958 |
| Net Assets | |
| Beginning Net Assets | |
| Unrestricted Net Assets | 177,914 |
| Invested Property and Equipment | <u>324,898</u> |
| Total Beginning Net Assets | 502,812 |
| Current Net Income | <u>122,307</u> |
| Total Net Assets | <u>625,120</u> |
| Total Liabilities and Net Assets | <u>2,009,078</u> |

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 2/28/2021**

CSBG

10/1/2016 - 3/31/2021

98%

| | | Total Budget - Original | Current Period Actual | Total Budget Variance - Original | % |
|--|-------------|-------------------------------|-----------------------------|---|-------------|
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | 3,073,978 | 2,364,800 | (709,178) | 77% |
| Total Revenue | | <u>3,073,978</u> | <u>2,364,800</u> | <u>(709,178)</u> | 77% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 1,194,483 | 980,990 | 213,493 | 82% |
| Fringe | 6110 | 340,741 | 279,773 | 60,968 | 82% |
| Staff Screenings | 6180 | 2,562 | 1,788 | 774 | 70% |
| Indirect Costs | 6210 | 296,068 | 241,973 | 54,095 | 82% |
| Travel - In Area | 6310 | 37,417 | 18,400 | 19,018 | 49% |
| Travel - Out of Area | 6315 | 20,398 | 5,307 | 15,091 | 26% |
| Office Supplies | 6410 | 11,108 | 10,759 | 349 | 97% |
| Copies/Printing/Copier | 6510 | 17,324 | 8,808 | 8,516 | 51% |
| Postage and Delivery Expense | 6600 | 4,527 | 1,546 | 2,981 | 34% |
| Contractual Services/Professional | 6710 | 49,906 | 24,924 | 24,982 | 50% |
| Rent/Space Cost | 6810 | 132,086 | 134,109 | (2,022) | 102% |
| Utilities | 6820 | 16,604 | 13,373 | 3,230 | 81% |
| General Liability and Property Insurance | 6830 | 22,510 | 20,976 | 1,534 | 93% |
| Communications | 6840 | 52,303 | 48,220 | 4,083 | 92% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 16,124 | 11,548 | 4,576 | 72% |
| Equipment Maintenance | 6910 | 16,775 | 13,477 | 3,297 | 80% |
| Vehicle Expense | 6920 | 54,256 | 59,153 | (4,897) | 109% |
| Equipment Lease | 6930 | 7,435 | 4,223 | 3,211 | 57% |
| Technology | 6940 | 21,055 | 13,222 | 7,832 | 63% |
| Fees, Licenses, and Permits | 7010 | 11,433 | 6,770 | 4,663 | 59% |
| Dues/Subscriptions | 7020 | 22,404 | 18,714 | 3,690 | 84% |
| Client Assistance | 7210 | 650,757 | 399,462 | 251,295 | 61% |
| Equipment (\$5,000 or more) | 7310 | 412 | 824 | (412) | 200% |
| 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 | 15,079 | 5,782 | 9,297 | 38% |
| Total Expenditures | | <u>3,073,978</u> | <u>2,367,361</u> | <u>706,617</u> | 77% |
| Excess Revenue over (under) Expenditures | | <u>0</u> | <u>(2,562)</u> | <u>(2,562)</u> | |

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 2/28/2021

LIHEAP

4/1/2017 - 3/31/2021

98%

| | | Total Budget - Original | Current Period Actual | Total Budget Variance - Original | % |
|---|-------------|--|--------------------------------------|---|-------------|
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | <u>9,467,387</u> | <u>7,034,452</u> | <u>(2,432,935)</u> | 74% |
| Total Revenue | | <u>9,467,387</u> | <u>7,034,452</u> | <u>(2,432,935)</u> | 74% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 1,117,957 | 901,866 | 216,091 | 81% |
| Fringe | 6110 | 319,882 | 258,739 | 61,143 | 81% |
| Staff Screenings | 6180 | 2,679 | 821 | 1,859 | 31% |
| Indirect Costs | 6210 | 279,598 | 223,962 | 55,636 | 80% |
| 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 | 8,759 | 2,741 | 76% |
| Copies/Printing/Copier | 6510 | 22,131 | 15,177 | 6,954 | 69% |
| Postage and Delivery Expense | 6600 | 5,686 | 2,890 | 2,796 | 51% |
| Contractual Services/Professional | 6710 | 42,500 | 36,196 | 6,304 | 85% |
| Rent/Space Cost | 6810 | 109,245 | 111,315 | (2,070) | 102% |
| Utilities | 6820 | 14,465 | 9,287 | 5,178 | 64% |
| General Liability and Property Insurance | 6830 | 15,550 | 15,600 | (50) | 100% |
| Communications | 6840 | 39,495 | 37,241 | 2,254 | 94% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 15,568 | 9,961 | 5,607 | 64% |
| Equipment Maintenance | 6910 | 13,690 | 8,720 | 4,970 | 64% |
| Vehicle Expense | 6920 | 14,390 | 3,631 | 10,759 | 25% |
| Equipment Lease | 6930 | 7,475 | 3,546 | 3,929 | 47% |
| Technology | 6940 | 22,270 | 11,517 | 10,753 | 52% |
| Fees, Licenses, and Permits | 7010 | 1,150 | 380 | 770 | 33% |
| Dues/Subscriptions | 7020 | 975 | 175 | 800 | 18% |
| Client Assistance | 7210 | 7,355,558 | 5,387,523 | 1,968,034 | 73% |
| Equipment (\$5,000 or more) | 7310 | 618 | 1,237 | (618) | 200% |
| 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 | 2,500 | 1,082 | 1,418 | 43% |
| Total Expenditures | | <u>9,467,387</u> | <u>7,073,873</u> | <u>2,393,514</u> | 75% |
| Excess Revenue over (under) Expenditures | | <u>0</u> | <u>(39,420)</u> | <u>(39,420)</u> | |

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception through 2/28/2021

WAP

10/1/2017 - 3/31/2021

98%

| | | Total | Current | Total | |
|--|-------------|------------------|------------------|--------------------|-------------|
| | | Budget - | Period | Budget | |
| | | Original | Actual | Variance - | |
| | | | | Original % | |
| Revenue | | | | | |
| Government Contracts - STATE | 4010 | <u>2,284,459</u> | <u>1,017,804</u> | <u>(1,266,655)</u> | 45% |
| Total Revenue | | <u>2,284,459</u> | <u>1,017,804</u> | <u>(1,266,655)</u> | 45% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 320,116 | 266,344 | 53,772 | 83% |
| Fringe | 6110 | 91,294 | 76,394 | 14,900 | 84% |
| Staff Screenings | 6180 | 200 | 0 | 200 | 0% |
| Indirect Costs | 6210 | 81,690 | 65,752 | 15,938 | 80% |
| Travel - In Area | 6310 | 17,000 | 10,118 | 6,882 | 60% |
| Office Supplies | 6410 | 4,000 | 3,710 | 290 | 93% |
| Copies/Printing/Copier | 6510 | 1,500 | 1,386 | 114 | 92% |
| Postage and Delivery Expense | 6600 | 900 | 483 | 417 | 54% |
| Contractual Services/Professional | 6710 | 23,314 | 4,453 | 18,861 | 19% |
| Rent/Space Cost | 6810 | 16,600 | 15,044 | 1,556 | 91% |
| Utilities | 6820 | 4,000 | 3,216 | 784 | 80% |
| General Liability and Property Insurance | 6830 | 41,628 | 25,429 | 16,199 | 61% |
| Communications | 6840 | 8,900 | 8,090 | 810 | 91% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 7,650 | 2,715 | 4,935 | 35% |
| Equipment Maintenance | 6910 | 2,950 | 2,770 | 180 | 94% |
| Vehicle Expense | 6920 | 18,000 | 13,754 | 4,246 | 76% |
| Equipment Lease | 6930 | 1,200 | 1,127 | 73 | 94% |
| Technology | 6940 | 850 | 439 | 411 | 52% |
| Fees, Licenses, and Permits | 7010 | 1,350 | 1,047 | 303 | 78% |
| Dues/Subscriptions | 7020 | 15,500 | 5,850 | 9,650 | 38% |
| Client Assistance | 7210 | 1,586,488 | 486,282 | 1,100,206 | 31% |
| Equipment (\$5,000 or more) | 7310 | 1,099 | 1,099 | 0 | 100% |
| Expendable Equipment | 7320 | 5,000 | 3,560 | 1,440 | 71% |
| Registration Fees | 7410 | 2,452 | 1,776 | 676 | 72% |
| Meetings/Workshops/Training | 7420 | 29,877 | 14,680 | 15,197 | 49% |
| Advertising | 7450 | 900 | 788 | 112 | 88% |
| Total Expenditures | | <u>2,284,459</u> | <u>1,016,307</u> | <u>1,268,152</u> | 44% |
| Excess Revenue over (under) Expenditures | | <u>(0)</u> | <u>1,498</u> | <u>1,498</u> | |

**Capital Area Community Action Agency
HDST - Statement of Revenues and Expenditures
For the 5 Months Ending 2/28/2021**

| | | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|--|-------------|--|--------------------------------|---|-------------|
| Revenue | | | | | |
| Government Contracts - FEDERAL - DIRECT | 4000 | <u>3,695,531</u> | <u>1,532,049</u> | <u>(2,163,482)</u> | 41% |
| Total Revenue | | <u>3,695,531</u> | <u>1,532,049</u> | <u>(2,163,482)</u> | 41% |
| Expenditures | | | | | |
| Salaries & Wages | 6010 | 1,783,812 | 765,937 | 1,017,875 | 43% |
| Fringe | 6110 | 516,949 | 221,969 | 294,980 | 43% |
| Staff Screenings | 6180 | 2,500 | 317 | 2,183 | 13% |
| Indirect Costs | 6210 | 417,818 | 179,500 | 238,318 | 43% |
| Travel - In Area | 6310 | 4,000 | 938 | 3,062 | 23% |
| Office Supplies | 6410 | 7,500 | 2,922 | 4,578 | 39% |
| Program Supplies | 6415 | 26,935 | 12,039 | 14,896 | 45% |
| Classroom Supplies | 6420 | 44,847 | 2,450 | 42,397 | 5% |
| Kitchen Supplies | 6430 | 7,015 | 73 | 6,942 | 1% |
| Medical/Dental Supplies | 6440 | 500 | 62 | 438 | 12% |
| Copies/Printing/Copier | 6510 | 20,000 | 4,055 | 15,945 | 20% |
| Postage and Delivery Expense | 6600 | 1,500 | 709 | 791 | 47% |
| Contractual Services/Professional | 6710 | 31,000 | 1,424 | 29,576 | 5% |
| Contractual Services – Health/Disabilities | 6715 | 159,139 | 69,499 | 89,640 | 44% |
| Rent/Space Cost | 6810 | 207,589 | 91,610 | 115,979 | 44% |
| Utilities | 6820 | 77,612 | 39,775 | 37,837 | 51% |
| General Liability and Property Insurance | 6830 | 28,000 | 11,934 | 16,066 | 43% |
| Communications | 6840 | 47,000 | 23,073 | 23,927 | 49% |
| Repairs & Bldg Maintenance- Recurring | 6850 | 96,000 | 47,838 | 48,162 | 50% |
| Repairs & Bldg Maintenance - Nonrecurring | 6855 | 33,772 | 4,435 | 29,337 | 13% |
| Equipment Maintenance | 6910 | 18,000 | 7,407 | 10,593 | 41% |
| Vehicle Expense | 6920 | 30,000 | 10,101 | 19,899 | 34% |
| Equipment Lease | 6930 | 9,600 | 1,862 | 7,738 | 19% |
| Technology | 6940 | 10,545 | 9,248 | 1,297 | 88% |
| Fees, Licenses, and Permits | 7010 | 2,500 | 346 | 2,155 | 14% |
| Dues/Subscriptions | 7020 | 2,600 | 3,524 | (924) | 136% |
| Special Events | 7110 | 2,000 | 0 | 2,000 | 0% |
| Equipment (\$5,000 or more) | 7310 | 7,696 | 7,696 | 0 | 100% |
| Expendable Equipment | 7320 | 5,000 | 7,908 | (2,908) | 158% |
| Meetings/Workshops/Training | 7420 | 500 | 0 | 500 | 0% |
| Training/Staff Development | 7430 | 43,163 | 3,398 | 39,765 | 8% |
| 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>1,532,049</u> | <u>2,163,482</u> | 41% |
| Excess Revenue over (under) Expenditures | | <u>0</u> | <u>0</u> | <u>0</u> | |

**Capital Area Community Action Agency
 HDST Covid - Statement of Revenues and Expenditures
 For the 5 Months Ended 2/28/2021**

| | | Total Budget - Original | Current Year Actual | Total Budget Variance - Original | % |
|---|------|--|------------------------------------|---|----------|
| Revenue | | | | | |
| Government Contracts - FEDERAL - DIRECT 4000 | | 332,189 | 240,305 | (91,884) | 72% |
| Total Revenue | | <u>332,189</u> | <u>240,305</u> | <u>(91,884)</u> | 72% |
| Expenditures | | | | | |
| Office Supplies | 6410 | 0 | 5,682 | (5,682) | 100% |
| Program Supplies | 6415 | 0 | 482 | (482) | 100% |
| Classroom Supplies | 6420 | 58,495 | 51,474 | 7,021 | 88% |
| Contractual Services – Health/Disabilities | 6715 | 115,467 | 1,890 | 113,577 | 2% |
| Technology | 6940 | 0 | 15,063 | (15,063) | 1% |
| Fees, Licenses, and Permits | 7010 | 0 | 31 | (31) | 100% |
| Equipment (\$5,000 or more) | 7310 | 132,000 | 139,662 | (7,662) | 106% |
| Expendable Equipment | 7320 | 23,227 | 12,566 | 10,661 | 54% |
| Training/Staff Development | 7430 | 3,000 | 13,454 | (10,454) | 448% |
| Total Expenditures | | <u>332,189</u> | <u>240,305</u> | <u>91,884</u> | 72% |
| Excess Revenue over (under) Expenditures | | <u>0</u> | <u>0</u> | <u>0</u> | |

**Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending February 28, 2021**

| Match Source | Total Needed | YTD | YTD % | Remaining | Remaining % |
|--------------------------------|---------------------|----------------|--------------|------------------|--------------------|
| Government Contracts - Local | | 22,014 | | | |
| Grants - Other Not for Profits | | - | | | |
| In-Kind Revenue | | 178,531 | | | |
| VPK/SR | | 13,052 | | | |
| | 512,345 | 213,597 | 42% | 298,748 | 58% |

Capital Area Community Action Agency
 Vendor Activity
 From 2/1/2021 Through 2/28/2021

FEB 2021 HDST CC Expenses

| Vendor ID | Fund | GL Code | Activity Code | Effective Date | Expenses Transaction Description |
|------------------|-------------|----------------|----------------------|-----------------------|---|
| HANCOCK CC | 1064 | 6180 | 255 | 2/26/2021 | 44.66 #5810, VENITA TREADWELL, VISA, 2/26/2021, BKG SCREEN JGREEN |
| HANCOCK CC | 1064 | 6180 | 256 | 2/26/2021 | 44.66 #4466, DARREL JAMES, VISA, 2/26/2021, BKG SCREEN, NEELY |
| HANCOCK CC | 1064 | 6410 | 255 | 2/26/2021 | 75.00 #4466, DARREL JAMES, VISA, 2/26/2021, TABLE |
| HANCOCK CC | 1064 | 6715 | 251 | 2/26/2021 | 50.00 #4466, DARREL JAMES, VISA, 2/26/2021, DENTAL EXAM, |
| HANCOCK CC | 1064 | 6920 | 255 | 2/26/2021 | 38.00 #4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE |
| HANCOCK CC | 1064 | 6920 | 255 | 2/26/2021 | 40.00 #4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE |
| HANCOCK CC | 1064 | 6920 | 255 | 2/26/2021 | 40.02 #4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE |
| HANCOCK CC | 1064 | 6920 | 255 | 2/26/2021 | 41.00 #4466, DARREL JAMES, VISA, 2/26/2021, GAS HS VEHICLE |
| HANCOCK CC | 1064 | 6920 | 255 | 2/26/2021 | 16.33 #5810, VENITA TREADWELL, VISA, 2/26/2021, GAS HS VEHICLE |
| HANCOCK CC | 1064 | 7010 | 251 | 2/26/2021 | 154.50 #4466, DARREL JAMES, VISA, 2/26/2021, FIRE INSPECTION FHS |
| HANCOCK CC | 1064 | 7010 | 255 | 2/26/2021 | 35.00 #5810, VENITA TREADWELL, VISA, 2/26/2021, ANNUAL FEE |
| HANCOCK CC | 1064 | 7010 | 255 | 2/26/2021 | 35.00 #6982, FATIMA ALEXANDER, VISA, 2/26/2021, ANNUAL FEE |
| HANCOCK CC | 1064 | 7020 | 255 | 2/26/2021 | 199.90 #4466, DARREL JAMES, VISA, 2/26/2021, ZOOM SUBSCRIPTION |
| HANCOCK CC | 1064 | 7430 | 255 | 2/26/2021 | 300.00 #7303, KRISTIN RESHARD, 2/26/2021, RIVHSA REGIS |
| LOWES | 1064 | 6415 | 251 | 2/25/2021 | 12.34 #82130109084241, SUPPLIES HS CENTERS, 2/25/2021 |
| LOWES | 1064 | 6415 | 252 | 2/25/2021 | 9.10 #82130109084241, SUPPLIES HS CENTERS, 2/25/2021 |
| LOWES | 1064 | 6415 | 252 | 2/25/2021 | 12.34 #82130109084241, SUPPLIES HS CENTERS, 2/25/2021 |
| LOWES | 1064 | 6415 | 255 | 2/25/2021 | 30.92 #82130109084241, SUPPLIES HS CENTERS, 2/25/2021 |
| LOWES | 1064 | 6415 | 256 | 2/25/2021 | 2.45 #82130109084241, SUPPLIES HS CENTERS, 2/25/2021 |
| LOWES | 1064 | 6415 | 258 | 2/25/2021 | <u>14.71</u> #82130109084241, SUPPLIES HS CENTERS, 2/25/2021 |

Transactio 1,195.93



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16320570 - 006781 - 0001 - 0001 - 2



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

**N0006781

MEMO STATEMENT

Account Number

Statement Date

02-26-21

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 |
|-----------|------------|-------------------------|------|---|-----------|
| 01-28 | 01-26 | 24228991027017030988854 | 8041 | WHOLE HEALTH CLINIC INC TALLAHASSEE FL | M35.00 ✓ |
| 02-01 | 01-29 | 24692161030100741542711 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M40.02 ✓ |
| 02-08 | 02-06 | 24492151038837758818384 | 4814 | ZOOM.US 888-799-8666 WWW.ZOOM.US CA | M199.90 ✓ |
| 02-12 | 02-10 | 24692161042100272391526 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M41.00 ✓ |
| 02-18 | 02-16 | 24692161048100219886780 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M40.00 ✓ |
| 02-18 | 02-17 | 24210731049091526000011 | 8099 | PANCARE DENTAL ST JOE PORT ST. JOE FL | M50.00 ✓ |
| 02-22 | 02-18 | 24692161050100522123777 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M38.00 ✓ |
| 02-24 | 02-23 | 24431061055400870000618 | 9399 | AHCA *SERVICE FEE BILLERPAYMENT FL | M1.41 ✓ |
| 02-24 | 02-23 | 24431081054400558001465 | 9399 | AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL | M43.25 ✓ |
| 02-24 | 02-23 | 24707801054027018426087 | 7399 | EPCI - PC - CITY HALL PANAMA CITY FL | M154.50 ✓ |
| 02-25 | 02-24 | 24801971055726837448837 | 5021 | EXECUTIVE OFFICE FURNITU TALLAHASSEE FL | M75.00 ✓ |

Handwritten signature and date: 2/19/21

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--|----------------|--|
| 02-26-21 | [REDACTED] | |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 718.08 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 718.08 |
| | | 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



16320570-005291-0001-0001-2


 FATIMA OLEABHIELE
 CAPITAL AREA CAA
 309 OFFICE PLAZA DR
 TALLAHASSEE FL 32301-2729
 **N0005291

MEMO STATEMENT

Account Number



Statement Date

02-26-21

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 |
|-----------|------------|-------------------------|------|---------------------------|---------|
| 02-24 | 02-24 | | 0000 | ANNUAL FEE | M35.00 |
| 02-24 | 02-23 | 24137481055001252223310 | 5411 | PUBLX #852 TALLAHASSEE FL | M130.00 |

Handwritten signature
3/19/21

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--|----------------|--|
| 02-26-21 | | |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 165.00 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 165.00 |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 2,000.00 |



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16230570 - 009122 - 0001 - 0001 - 2

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

MEMO STATEMENT

Account Number



Statement Date

02-26-21

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0009122

STATEMENT MESSAGES

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TRANSACTION DETAIL

| Post Date | Trans Date | Reference Number | MCC | Transaction Description | Amount |
|-----------|------------|-------------------------|------|---|----------|
| 01-29 | 01-28 | 24431061029400674001417 | 9399 | AHCA *SERVICE FEE BILLERPAYMENT FL | M1.41 ✓ |
| 01-29 | 01-28 | 24431061028400562002462 | 8399 | AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL | M43.25 ✓ |
| 02-24 | 02-24 | | 0000 | ANNUAL FEE | M35.00 |
| 02-25 | 02-23 | 24682161055100941260437 | 5542 | GATE 1194 Q80 TALLAHASSEE FL | M16.33 ✓ |

[Handwritten signature]
3/19/21

| STATEMENT DATE | ACCOUNT NUMBER | ACCOUNT SUMMARY |
|--|----------------|---------------------------------------|
| 02-26-21 | | |
| CUSTOMER SERVICE CALL Toll Free 1-800-448-8812 | | NEW PURCHASES AND OTHER CHARGES 95.99 |
| | | NEW CASH ADVANCES .00 |
| | | CREDITS .00 |
| | | STATEMENT TOTAL 95.99 |
| | | TOTAL IN DISPUTE .00 |
| | | CREDIT LIMIT 4,000.00 |



SAVE 5%¹ EVERY DAY

PLUS+ 60 DAYS



0% INTEREST FOR 60 DAYS*

ON PURCHASES MADE NOW - 3.31.21

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

¹Subject to credit approval. See the disclosure slip at the Customer Service or ProServices Desk, or Lowe'sForPros.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.

2-1

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 | | Payment Information | |
|-----------------------------|----------------|---------------------------|------------|
| Previous Balance | \$253.45 | New Balance | \$81.86 |
| - Payments | \$253.45 | Total Minimum Payment Due | \$29.00 |
| - Other Credits | \$0.00 | Payment Due Date | 03/28/2021 |
| + Purchases/Debits | \$81.86 | | |
| + Fees Charged | \$0.00 | | |
| + Interest Charged | \$0.00 | | |
| New Balance | \$81.86 | | |
| Credit Limit | \$11,000.00 | | |
| Available Credit | \$10,918.00 | | |
| Statement Closing Date | 03/02/2021 | | |
| Days in Billing Cycle | 28 | | |

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 |
|---------------|-----------------|--------------------------|--------------------------|-------------------------|---------------|-----------------|
| 01/14/2021 | \$30.79 | No Interest With Payment | \$0.00 | \$0.00 | \$0.00 | Paid Off |
| 01/14/2021 | \$222.68 | No Interest With Payment | \$0.00 | \$0.00 | \$0.00 | Paid Off |
| 02/25/2021 | \$81.86 | No Interest With Payment | \$0.00 | \$0.00 | \$81.86 | 05/02/2021 |

319/21

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.

| ACCOUNT # [REDACTED] | | CAPITAL AREA COMM ACTION | | 209211 | |
|----------------------|---------------------------|--------------------------|------|----------------------|----------------|
| INVOICE #: 87675 | | LOWE'S BUSINESS ACCOUNT | | P.O. #: | |
| TRANSACTION #: 0 | | DATE OF SALE : 210225 | | STORE #: 417 | |
| | | AUTHORIZATION : 000561 | | REGISTER #: | |
| S.K.U | DESCRIPTION | QUANTITY | UNIT | PRICE | EXT. PRICE |
| 000000002855449 | DU COPPERTOP 24CT AAA BAT | 2.000 | EA | \$15.46 | \$30.92 |
| 000000000889875 | PS CDLS 1-IN LF BLD 47-64 | 1.000 | EA | \$14.71 | \$14.71 |
| 000000000806966 | 6FT SWIFFER DUSTER 360 EX | 1.000 | EA | \$12.34 | \$12.34 |
| 000000000294292 | 24-CT SWIFFER WETJET PAD | 1.000 | EA | \$12.34 | \$12.34 |
| 000000000876709 | 2-CT SWIFFER WETJET CLEAN | 1.000 | EA | \$9.10 | \$9.10 |
| 00000000020248 | 2-CU FT NO FLOAT CYPRESS | 1.000 | EA | \$2.45 | \$2.45 |
| 000000000155670 | PROMOTIONAL DISCOUNT APPL | 1.000 | EA | \$0.00 | \$0.00 |
| SUB \$81.86 | | TAX \$0.00 | | TOTAL INVOICE | \$81.86 |
| | | | | CREDITS TOTAL | \$0.00 |
| | | | | BALANCE DUE | \$81.86 |

1 2

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT APRIL 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.
- Auditors are using spare office to conduct review of files and documents.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Eastpoint Wildfire Emergency Recovery Response –Staff working close out.
- Disaster Recovery Support Grant – Shanon Granado and her team are working with the Long Term Recovery Groups.
- ALICE Getting Ahead with ECHO per the United Way grant is underway.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist. New supplemental grant funds to be awarded in coming months.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee and Board meetings.
- 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

Resource Development

- Still waiting for formal approval from HHS for release of supplemental Head Start grant for start-up funding 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.

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

Out of Office

- May 18-21 – FACA Board Meeting – Fort Lauderdale



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



**CAPITAL AREA COMMUNITY ACTION AGENCY, INC.
CSBG BOARD OF DIRECTORS ROSTER
DATE OF LAST REVISION: December 28, 2020**

Sector: Public

| Name | Entity Represented | Mailing Address & Email Address | Telephone #'s Office Fax Cell | Date when originally seated on board | Date seated for current term | Expiration date of current term | Term Renewal |
|---|-------------------------------------|--|--|--------------------------------------|------------------------------|---------------------------------|--------------|
| Ms. Quincee Messersmith, Secretary | Wakulla County Commission Appointee | Wakulla County Commission 18 Gulf Breeze Drive Crawfordville, FL 32327 gmessersmith@mywakulla.com | Cell: (850) 508-7774 | 4/23/2019 | 4/23/2019 | *Appointed | |
| Ms. Kara Palmer Smith, Treasurer | Early Learning Coalition (ELC) | 2639 N Monroe Street, Building C-300 Tallahassee, FL 32303 kpalmsmith@gmail.com | Cell: (850) 264-3186 | 11/18/14 | 11/18/14 | 6/30/2021 | |

Bolded Names = Executive Committee

Sector: Private

| Name | Entity Represented | Mailing Address & Email Address | Telephone #'s Office Fax Cell | Date when originally seated on board | Date when seated for current term | Expiration date of current term | Term Renewal |
|-----------------------------|-------------------------------|--|--|--------------------------------------|-----------------------------------|---------------------------------|--------------|
| Mr. Brent Couch, Vice-Chair | Simply Healthcare Plans, Inc. | 3711 Shamrock Street, W Apt. 0-271 Tallahassee, FL 32309 Brentacouch@gmail.com | (850) 980-3337 | 09/24/19 | 09/24/21 | 09/24/21 | |
| Ms. Lisa Edgar | Leon County | 6328 Duck Call Court Tallahassee, FL 32309 lisaedgaroffice@gmail.com | Cell: (850) 322-6502 | 07/24/18 | 07/24/18 | 07/2021 | |
| Shanetta Keel | Leon County | 716 Midyette Rd Tallahassee, FL 32301 shanettac6@gmail.com | Cell: (352) 222-2771 | 11/18/2019 | 11/18/2019 | 11/18/2022 | |

Names = Executive Committee

Sector: Low Income

| Name | Entity Represented | Mailing Address & Email Address | Telephone #'s Office Fax Cell | Date when originally seated on board | Date when seated for current term | Expiration date of current term | Term Renewal |
|---|----------------------|---|--|--|-----------------------------------|---------------------------------|--------------|
| Mr. Derrick Jennings, Chair | Jefferson County | 1095 1 st Street Monticello, FL 32344 Derrick.jennings36@yahoo.com | Cell: (850) 342-8015 | 11/15/16 | 11/15/16 | 11/2019 | 01/28/2020 |
| Ms. Lauren Johnson, Member-at-Large | Leon County | 3417 Sunnyside Drive Tallahassee, FL FSU_gur18@yahoo.com | Cell: (850) 322-1749 | Elected 11/10/16; Seated 11/15/16 | 11/15/16 | 11/2019 | 03/24/2020 |
| Ms. Danielle Graham, Policy Council Chair | Leon County | 2305 Hartsfield Court Tallahassee, FL 32303 Daniellegraham2010@gmail.com | Cell: (850) 408-1718 | Seated 03/25/2021 | 03/23/24 | 3/24/2027 | |
| Mr. Allen Jones | NAACP Gadsden County | 96 Kirby Circle Havana, FL 32333 Justallen@aol.com | (850) 339-6042 (850) 251-9832 | 01/22/19 | 01/22/19 | 01/22/2022 | |

Bolded Names = Executive Committee