

Capital Area **Community Action** Agency

**Conference Call in
Executive Committee Meeting
Agenda
Tuesday, June 22, 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 – April 27, 2021		2-5
	B. Fiscal Report		
	• Narrative		6-8
	• Revenue & Expenditures Agency-wide		9-10
	• Balance Sheet		11
	• Revenue & Expenditures – major programs		12-17
	• Head Start Non Federal Share Match		18
	• Credit Card Activity Spreadsheet and Statements		19-25
	C. Head Start Refunding Application		
V.	Chief Executive Officer’s Report		26-27
VI.	Chair’s Report		
	A. CEO Evaluation		
VII.	Adjournment		

Next Executive Committee Meeting 8/24/2021 - 5:30 pm – Microsoft Teams Video

***Next Board of Directors Meeting 7/27/2021 – 6:00 pm – Ghazvini Center for
Healthcare Education***



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Capital Area **Community Action** Agency

Conference Call-in Executive Committee Meeting Minutes April 27, 2021

Members in Attendance:

Derrick Jennings, 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 5:42 PM, by the Chair. A quorum was established.

Member Absent: Brent Couch

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

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of February 23, 2021. Ms. Palmer Smith made a motion to approve the minutes. It was seconded by Ms. Johnson, and unanimously approved.

FISCAL REPORT

Ms. Sgouros presented the financial reports for the month ending February 28, 2021. She said that we have completed five months of the fiscal year, and as a benchmark 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 nearly \$35,022 for the Franklin County Fire Victims. She said the number continues to decrease.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at February 28, 2021, is \$213,597 or 42% of the reduced target of \$512,345 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 February 28, 2021. She explained that the only variance being reported was Meetings/Workshops/Training. She said this was due to an adjustment made this year to a multi-year grant. She said that the WAP budget began October 1, 2017 with 98% reported. The agency budget showed the adjustment only across the current year and not over the entire multiple year budget.

Ms. Johnson asked if we had a plan for the SunTrust funds? Mr. Center said the funds will be used for the Getting Ahead programs to cover expenses that cannot be used on CSBG restricted funds. These funds may also be used for meals and the transition ceremony. She asked if there was a deadline to use the funds. Mr. Center said there is no deadline for the funds to be spent.

Ms. Johnson asked what are the specifics of the variances in the budget line-item for the explanation that the variances will be covered by the programs? She asked what line-item will be used to cover those budget variances. Mr. Center said as we move through the grant year adjustments are made with the unspent funds from other line-items, since each of the grants have various program years.

Ms. Johnson asked why the CSBG and LIHEAP funds are 98%? Ms. Sgouros said that the funding goes through March 31, 2021. She asked are we meeting the client's needs – are we getting the monies to our clients? Mr. Center said in the last three months the Agency has spent more than half million dollars in direct client assistance. He explained that if the funds are not used they will carry-over. Ms. Johnson asked if the LIHEAP funds carry-over. Mr. Center said those funds do not carry over. The Agency is working with DEO on spending the balance of the LIHEAP funds.

Ms. Johnson asked did the Agency receive an extension on the COVID funds? Mr. Center said the request has been submitted to HHS. He explained that the funds will be extended for the 5-year grant period. He said the balance of the funds will be used for Hazard pay. Ms. Johnson asked if a procedure was put in place for Hazard Pay? We are waiting for approval from HHS to draw down the remainder of the funds.

Ms. Johnson asked if contractual services being provided in-person or virtual. Mr. Center said at our South City Head Start Center, a classroom has been converted for the Physical Therapist and Speech Therapist to come in to the classroom to work individually with the students.

The Chair asked for a motion to approve the Financial Report. Ms. Johnson made a motion to approve the Financial Report. It was seconded by Ms. Palmer Smith, 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 auditors are in the office to conduct review of files and documents for the next few weeks.

Mr. Center reported that the Eastpoint Wildfire Emergency Recovery Response staff continue to work on closing out the relief fund and camper inventory. He said the Agency will be working with the County to dispose of the remaining funds.

Mr. Center stated the Disaster Recovery team is working with the Long Term Recovery Groups to meet the needs of the families impacted by disaster. A new employee was hired from Tri-County for our Calhoun County office. This move was closer for travel from Panama City.

Mr. Center reported that ECHO United Way is up and running with their United Way Grant funded program for the Getting Ahead. We are working with ECHO and the Chamber of Commerce, developing an employee resource network to get the employers engaged in the concept of providing a service to help get employees who are not meeting their potential into the Getting Ahead program. The goal is to provide them with resources, i.e. transportation, childcare, housing to become more stable.

Mr. Center said the Agency maintain regular monthly Head Start management calls with Region IV HHS Office Specialist, providing updates. He said he continues schedule meeting with Jim McShane, CareerSource Capital Region.

Mr. Center said the Tallahassee-Leon County Chamber of Commerce is launching Prosperity Leon, a community and prosperity initiative. We are working with the business community of Leon County to focus on the poverty Zip-Code of 32304. He said organizers are looking at the issue of early childhood to locate those businesses to adopt pre-school centers with hopes that our Centers could be adopted.

Mr. Center informed the Board that we have a pending no-cost budget extension for Head Start funding. He said we continue to wait for formal approval from HHS for release of supplemental Head Start grant for funding to permit repairs and renovation to take place. He confirmed that the notice of award has been forwarded for funds to be released in 7-10 business days.

Mr. Center said the Results Oriented Management and Accountability (ROMA) process is required by DEO of all Community Actions to follow in terms of management organizational structure and logic model for their programs. We currently do not have a ROMA Trainer on staff. He has signed up for the three month course to become a certified trainer.

Mr. Center presented the Executive Committee with an updated copy of the Board Matrix.

Ms. Palmer Smith said her Board term expires June 30, 2021.

HEADSTART UPDATE

Mr. Center reported that a child at the South City Head Start Center tested positive for COVID-19. The classroom has been shut down until May 10th.

Mr. Center said that he spoke with Deidre Mitchell, HHS about Supplemental funding for a new Head Start facility.

Meeting adjourned at 6:10 PM.

Ms. Messersmith, Secretary

Date

**Financial Statement Narrative
For the Seven Months Ending April 30, 2021
Capital Area Community Action Agency**

As of April 30, 2021, we have completed seven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 58% of the annual budget, with some Head Start expenses closer to 70%. At month end, the Year to Date Actual Revenue and Expenses are 69% and 66% respectively, with mostly restricted net income of \$250,825 including \$63,977 in the SunTrust Grant and \$35,022 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at April 30, 2021, is \$320,526-63% 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 Seven Months Ending April 30, 2021
Capital Area Community Action Agency**

Staff Screening-new program and new employees, high turnover due to covid

Office Supplies – is over the benchmark budget in CSBG and will likely go over the budget – staff will work together to identify expenses that might be re-categorized such as postage or copies which have plenty of available funds.

Medical/Dental Supplies – is over budget with a purchase to cover needs. The original budget was only \$500 so the dollar amount over is small. Request budget amendment to cover.

Contractual Services – Health/Disabilities- is over benchmark budget and staff will need to evaluate after the school year closes to determine if an amendment is needed before the new school year begins.

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

Utilities- are over budget for DRSF and are averaging \$490 per month. At the current rate, this budget line will be over budget by about \$4,500. This budget line item and all other DRSF budget line items that are or are expected to be over budget by September 30th.

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.

Repairs and Maintenance- Nonrecurring – is over the DRSF budget due to an August 2020 expense of moving. This is a onetime expense and can be covered with a budget amendment.

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. LIHEAP CARES also needs a budget amendment.

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.

**Financial Statement Narrative
For the Seven Months Ending April 30, 2021
Capital Area Community Action Agency**

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.

Special Events – is over budget on the agency statement due to the purchase of caps and gowns out of the Head Start Restricted Fund but is offset by unbudgeted donations in Special Events Revenue.

Equipment (\$5,000 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 - 9/30/2021.

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 Seven Months Ended 4/30/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,731,943	2,302,077	(1,429,866)	62%
Government Contracts - Federal Indirect	4005	0	6,708	6,708	100%
Government Contracts - STATE	4010	4,502,314	3,320,568	(1,181,746)	74%
Government Contracts - LOCAL	4020	131,500	86,489	(45,011)	66%
Grants - Other Not-for-Profits	4100	82,424	118,881	36,457	144%
Grants - All Other Sources	4120	36,950	101,941	64,991	276%
Contributions	4200	500	7,032	6,532	100%
Contributions- Restricted	4210	47,631	58,704	11,073	123%
Special Events	4300	0	2,133	2,133	100%
Commissions-Vending/Photo	4320	2,000	0	(2,000)	0%
Interest Income	4950	0	2,167	2,167	100%
Fringe Pool Revenue	4960	850,000	506,525	(343,475)	60%
Indirect Pool Revenue	4970	639,884	376,693	(263,191)	59%
Other Revenue	4995	<u>3,000</u>	<u>27,232</u>	<u>24,232</u>	908%
Total Revenue		<u>10,028,146</u>	<u>6,917,150</u>	<u>(3,110,996)</u>	69%
Expenditures					
Salaries & Wages	6010	2,973,565	1,744,564	1,229,001	59%
Fringe	6110	871,740	505,603	366,137	58%
FICA	6120	200,000	122,022	77,978	61%
Unemployment	6130	30,000	36,129	(6,129)	120%
Workers Compensation	6140	35,000	20,796	14,205	59%
Health Insurance	6150	480,000	260,784	219,216	54%
Life Insurance	6160	30,000	16,014	13,986	53%
Retirement	6170	50,000	31,132	18,868	62%
Staff Screenings	6180	4,777	1,419	3,358	30%
Indirect Costs	6210	660,414	381,154	279,260	58%
Travel - In Area	6310	12,488	5,818	6,670	47%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	23,840	18,132	5,708	76%
Program Supplies	6415	30,130	16,346	13,784	54%
Classroom Supplies	6420	50,347	15,721	34,626	31%
Kitchen Supplies	6430	30,604	8,796	21,808	29%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	34,339	14,787	19,552	43%
Postage and Delivery Expense	6600	5,810	2,482	3,328	43%
Contractual Services/Professional	6710	461,238	185,957	275,281	40%
Contractual Services - Health/Disabilities	6715	174,225	135,548	38,677	78%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Seven Months Ended 4/30/2021**

Rent/Space Cost	6810	300,236	209,025	91,212	70%
Utilities	6820	99,942	62,683	37,259	63%
General Liability and Property Insurance	6830	46,859	43,317	3,541	92%
Communications	6840	76,120	59,765	16,355	79%
Repairs & Bldg Maintenance- Recurring	6850	107,555	78,506	29,050	73%
Repairs & Bldg Maintenance - Nonrecurring	6855	39,472	6,187	33,285	16%
Equipment Maintenance	6910	32,541	17,765	14,776	55%
Vehicle Expense	6920	80,820	23,598	57,222	29%
Equipment Lease	6930	15,350	5,784	9,566	38%
Technology	6940	30,644	23,004	7,639	75%
Fees, Licenses, and Permits	7010	4,387	1,295	3,092	30%
Dues/Subscriptions	7020	9,845	11,422	(1,577)	116%
Special Events	7110	2,000	2,274	(274)	114%
Client Assistance	7210	2,647,826	2,420,799	227,027	91%
Equipment (\$5,000 or more)	7310	18,140	17,590	550	97%
Expendable Equipment	7320	35,030	17,847	17,183	51%
Registration Fees	7410	800	550	250	69%
Meetings/Workshops/Training	7420	(2,649)	2,241	(4,890)	-85%
Training/Staff Development	7430	44,663	18,310	26,353	41%
Advisory/Board Member Expenses	7440	5,000	1,238	3,762	25%
Advertising	7450	31,388	9,410	21,978	30%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,612	107,708	109,903	49%
Legal Expenses	7530	17,000	177	16,824	1%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	1,731	2,379	42%
Total Expenditures		<u>10,028,145</u>	<u>6,666,324</u>	<u>3,361,821</u>	66%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>250,825</u>	<u>250,825</u>	

**Capital Area Community Action Agency
Balance Sheet
As of 4/30/2021**

	<u>Current Period Balance</u>
Assets	
Petty Cash	315
Cash Operating Hancock Bank	253,220
Cash - Health Insurance Imprest Account	47,730
Cash - Money Market Accounts	388,776
Cash - Restricted	101,431
Grants Receivable	1,600,639
Property and Equipment Net	<u>322,729</u>
Total Assets	<u>2,714,840</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	156,900
Accrued Leave	57,177
Accrued Wages	153,374
Accrued Fringe Benefits	252
Contract Advances	263,701
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	1,555,765
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	583,351
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	908,249
Current Net Income	<u>250,825</u>
Total Net Assets	<u>1,159,075</u>
Total Liabilities and Net Assets	<u>2,714,840</u>

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 4/30/2021**

CSBG

10/1/2016 - 9/30/2021

88%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,522,044</u>	<u>(551,934)</u>	82%
Total Revenue		<u>3,073,978</u>	<u>2,522,044</u>	<u>(551,934)</u>	82%
Expenditures					
Salaries & Wages	6010	1,194,483	1,013,753	180,731	85%
Fringe	6110	340,741	289,268	51,473	85%
Staff Screenings	6180	2,562	1,788	774	70%
Indirect Costs	6210	296,068	249,702	46,366	84%
Travel - In Area	6310	37,417	20,209	17,208	54%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	11,035	73	99%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	17,324	9,181	8,143	53%
Postage and Delivery Expense	6600	4,527	1,742	2,785	38%
Contractual Services/Professional	6710	49,906	31,662	18,244	63%
Rent/Space Cost	6810	132,086	131,089	998	99%
Utilities	6820	16,604	13,151	3,453	79%
General Liability and Property Insurance	6830	22,510	21,932	578	97%
Communications	6840	52,303	50,763	1,540	97%
Repairs & Bldg Maintenance- Recurring	6850	16,124	11,185	4,939	69%
Equipment Maintenance	6910	16,775	13,772	3,002	82%
Vehicle Expense	6920	54,256	60,571	(6,314)	112%
Equipment Lease	6930	7,435	4,518	2,917	61%
Technology	6940	20,643	13,151	7,492	64%
Fees, Licenses, and Permits	7010	11,433	6,787	4,646	59%
Dues/Subscriptions	7020	22,404	20,619	1,785	92%
Client Assistance	7210	650,757	461,854	188,903	71%
Equipment (\$5,000 or more)	7310	824	824	0	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>5,782</u>	<u>9,297</u>	38%
Total Expenditures		<u>3,073,978</u>	<u>2,492,884</u>	<u>581,094</u>	81%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>29,161</u>	<u>29,161</u>	

Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenses
From Grant Inception Through 4/30/021

CSBG DRSF

55%

		Total Budget	Current	Total Budget	
		- Original	Period	Variance -	
			Actual	Original	%
Revenue					
Government Contracts - STATE	4010	1,299,999	421,820	(878,178)	32%
Contributions- Restricted	4210	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>	
Total Revenue		<u>1,299,999</u>	<u>419,320</u>	<u>(880,678)</u>	32%
Expenditures					
Salaries & Wages	6010	295,367	90,122	205,245	31%
Fringe	6110	85,597	26,117	59,480	31%
Staff Screenings	6180	178	499	(321)	280%
Indirect Costs	6210	69,183	21,121	48,062	31%
Travel - In Area	6310	4,583	1,593	2,991	35%
Travel - Out of Area	6315	611	0	611	0%
Office Supplies	6410	0	5,093	(5,093)	100%
Copies/Printing/Copier Maintenance/Toner/Paper	6510	1,500	537	963	36%
Postage and Delivery Expense	6600	250	55	195	22%
Contractual Services/Professional	6710	46,111	8,069	38,042	17%
Rent/Space Cost	6810	8,556	34,200	(25,644)	400%
Utilities	6820	2,333	4,405	(2,072)	189%
General Liability and Property Insurance	6830	3,333	0	3,333	0%
Communications	6840	10,500	9,889	611	94%
Repairs & Bldg Maintenance - Recurring	6850	2,250	2,256	(6)	100%
Repairs & Bldg Maintenance - Nonrecurring	6855	250	384	(134)	154%
Equipment Maintenance	6910	6,989	900	6,089	13%
Vehicle Expense	6920	50,000	63	49,937	0%
Equipment Lease	6930	1,000	498	502	50%
Technology	6940	3,065	2,372	692	77%
Fees, Licenses, and Permits	7010	0	60	(60)	100%
Client Assistance	7210	686,408	195,224	491,184	28%
Equipment (\$5,000 or more)	7310	824	824	0	100%
Expendable Equipment	7320	11,111	5,336	5,775	48%
Advertising	7450	<u>10,000</u>	<u>6,554</u>	<u>3,446</u>	66%
Total Expenditures		<u>1,299,999</u>	<u>416,170</u>	<u>883,829</u>	32%
Excess Revenue over (under) Expenditures		(0)	<u>3,150</u>	<u>3,151</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 4/30/2021

LIHEAP

4/1/2017 - 9/30/2021

91%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>9,467,387</u>	<u>7,595,529</u>	(1,871,858)	80%
Total Revenue		<u>9,467,387</u>	<u>7,595,529</u>	(1,871,858)	80%
Expenditures					
Salaries & Wages	6010	1,117,957	946,233	171,724	85%
Fringe	6110	319,882	271,596	48,286	85%
Staff Screenings	6180	2,679	919	1,761	34%
Indirect Costs	6210	279,598	234,360	45,238	84%
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	8,937	2,563	78%
Copies/Printing/Copier	6510	22,131	15,613	6,518	71%
Postage and Delivery Expense	6600	5,686	3,003	2,683	53%
Contractual Services/Professional	6710	42,500	37,684	4,816	89%
Rent/Space Cost	6810	109,245	118,032	(8,787)	108%
Utilities	6820	14,465	9,737	4,728	67%
General Liability and Property Insurance	6830	15,550	16,556	(1,006)	106%
Communications	6840	39,495	39,553	(58)	100%
Repairs & Bldg Maintenance- Recurring	6850	15,568	10,291	5,277	66%
Equipment Maintenance	6910	13,690	9,146	4,544	67%
Vehicle Expense	6920	14,390	3,631	10,759	25%
Equipment Lease	6930	7,475	3,841	3,634	51%
Technology	6940	21,651	12,327	9,324	57%
Fees, Licenses, and Permits	7010	1,150	397	753	35%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,355,558	5,866,027	1,489,531	80%
Equipment (\$5,000 or more)	7310	1,237	1,237	0	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>9,467,387</u>	<u>7,634,624</u>	<u>1,832,762</u>	81%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(39,095)</u>	<u>(39,095)</u>	

Capital Area Community Action Agency
LIHEAP CARES - Statement of Revenues and Expenditures
From Grant Inception through 4/30/2021
55%

LIHEAP CARES

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,677,633</u>	<u>209,117</u>	<u>(1,468,516)</u>	12%
Total Revenue		<u>1,677,633</u>	<u>209,117</u>	<u>(1,468,516)</u>	12%
Expenditures					
Salaries & Wages	6010	190,333	42,123	148,210	22%
Fringe	6110	55,159	12,141	43,018	22%
Staff Screenings	6180	480	301	179	63%
Indirect Costs	6210	44,581	9,818	34,763	22%
Travel - In Area	6310	1,113	0	1,113	0%
Office Supplies	6410	2,800	833	1,967	30%
Copies/Printing/Copier	6510	2,800	0	2,800	0%
Postage and Delivery Expense	6600	700	0	700	0%
Contractual Services/Professional	6710	6,097	0	6,097	0%
Rent/Space Cost	6810	7,700	0	7,700	0%
Repairs & Bldg Maintenance- Recurring	6850	4,194	0	4,194	0%
Equipment Maintenance	6910	0	900	(900)	100%
Vehicle Expense	6920	1,400	0	1,400	0%
Technology	6940	4,613	0	4,613	0%
Client Assistance	7210	1,342,298	141,310	1,200,988	11%
Equipment (\$5,000 or more)	7310	1,237	1,237	0	100%
Expendable Equipment	7320	8,231	0	8,231	0%
Advertising	7450	<u>3,897</u>	<u>504</u>	<u>3,393</u>	13%
Total Expenditures		<u>1,677,633</u>	<u>209,166</u>	<u>1,468,467</u>	12%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(49)</u>	<u>(49)</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 4/30/2021

WAP

10/1/2017 - 9/30/2021

90%

		<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>Total Budget Variance - Original</u>	<u>%</u>
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>1,055,426</u>	<u>(1,229,033)</u>	46%
Total Revenue		<u>2,284,459</u>	<u>1,055,426</u>	<u>(1,229,033)</u>	46%
Expenditures					
Salaries & Wages	6010	320,116	280,147	39,969	88%
Fringe	6110	91,294	80,394	10,899	88%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	68,987	12,703	84%
Travel - In Area	6310	17,000	10,351	6,649	61%
Office Supplies	6410	4,000	3,753	247	94%
Copies/Printing/Copier	6510	1,500	1,396	104	93%
Postage and Delivery Expense	6600	900	533	367	59%
Contractual Services/Professional	6710	23,314	4,825	18,489	21%
Rent/Space Cost	6810	16,600	16,116	484	97%
Utilities	6820	4,000	3,341	659	84%
General Liability and Property Insurance	6830	41,628	25,854	15,774	62%
Communications	6840	8,900	8,768	132	99%
Repairs & Bldg Maintenance- Recurring	6850	7,650	2,834	4,816	37%
Equipment Maintenance	6910	2,950	2,901	49	98%
Vehicle Expense	6920	18,000	14,530	3,470	81%
Equipment Lease	6930	1,200	1,232	(32)	103%
Technology	6940	850	439	411	52%
Fees, Licenses, and Permits	7010	1,350	1,054	296	78%
Dues/Subscriptions	7020	15,500	5,900	9,600	38%
Client Assistance	7210	1,586,488	504,169	1,082,319	32%
Equipment (\$5,000 or more)	7310	1,649	1,099	550	67%
Expendable Equipment	7320	5,000	3,560	1,440	71%
Registration Fees	7410	2,452	1,776	676	72%
Meetings/Workshops/Training	7420	29,327	14,680	14,647	50%
Advertising	7450	900	788	112	88%
Total Expenditures		<u>2,284,459</u>	<u>1,059,428</u>	<u>1,225,030</u>	46%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(4,002)</u>	<u>(4,002)</u>	

**Capital Area Community Action Agency
HDST - Statement of Revenues and Expenditures
For the Seven Months Ended 4/30/2021**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,695,531</u>	<u>2,269,734</u>	<u>(1,425,797)</u>	61%
Total Revenue		<u>3,695,531</u>	<u>2,269,734</u>	<u>(1,425,797)</u>	61%
Expenditures					
Salaries & Wages	6010	1,783,812	1,142,608	641,204	64%
Fringe	6110	516,949	331,128	185,821	64%
Staff Screenings	6180	2,500	553	1,947	22%
Indirect Costs	6210	417,818	267,775	150,043	64%
Travel - In Area	6310	4,000	1,183	2,817	30%
Office Supplies	6410	7,500	5,188	2,312	69%
Program Supplies	6415	26,935	16,256	10,679	60%
Classroom Supplies	6420	44,847	5,223	39,624	12%
Kitchen Supplies	6430	7,015	73	6,942	1%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	20,000	5,994	14,006	30%
Postage and Delivery Expense	6600	1,500	1,059	441	71%
Contractual Services/Professional	6710	31,000	5,144	25,856	17%
Contractual Services – Health/Disabilities	6715	159,139	125,093	34,046	79%
Rent/Space Cost	6810	207,589	122,781	84,808	59%
Utilities	6820	77,612	53,779	23,833	69%
General Liability and Property Insurance	6830	28,000	14,908	13,092	53%
Communications	6840	47,000	32,721	14,279	70%
Repairs & Bldg Maintenance- Recurring	6850	96,000	68,964	27,036	72%
Repairs & Bldg Maintenance - Nonrecurring	6855	33,772	6,094	27,678	18%
Equipment Maintenance	6910	18,000	10,326	7,674	57%
Vehicle Expense	6920	30,000	13,550	16,450	45%
Equipment Lease	6930	9,600	2,995	6,605	31%
Technology	6940	10,545	9,248	1,297	88%
Fees, Licenses, and Permits	7010	2,500	621	1,879	25%
Dues/Subscriptions	7020	2,600	3,924	(1,324)	151%
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	4,856	38,307	11%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,000	1,287	2,713	32%
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>2,269,831</u>	<u>1,425,700</u>	61%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(97)</u>	<u>(97)</u>	

**Capital Area Community Action Agency, Inc.
Head Start NFS Match Requirements
For the Month Ending April 30, 2021**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		28,521			
Grants - Other Not for Profits		-			
In-Kind Revenue		273,139			
VPK/SR		18,866			
	512,345	320,526	63%	191,819	37%

Capital Area Community Action Agency
Vendor Activity
From 4/1/2021 Through 4/30/2021

April 2021 Head Start Credit Card Expenses

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses	Transaction Description
HANCOCK CC	1064	6850	251	4/27/2021	163.27	#6700, TIM CENTER, VISA, 4/27/2021, BLDG REPAIR, FHS
HANCOCK CC	1064	6920	255	4/27/2021	43.00	#4466. DARREL JAMES, VISA, 4/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2021	43.00	#4466. DARREL JAMES, VISA, 4/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	4/27/2021	44.25	#4466. DARREL JAMES, VISA, 4/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	4/27/2021	199.90	#4466. DARREL JAMES, VISA, 4/27/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	255	4/27/2021	650.00	#6982, FATIMA OLEABHIELE ALEXANDER VISA, 4/27/2021, TRAINING
HANCOCK CC	1064	6180	251	4/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 4/27/2021, BKGD SCREEN BYRD
HANCOCK CC	1064	6180	256	4/27/2021	44.66	#5810, VENITA TREADWELL, VISA, 4/27/2021, BKGD SCREEN HARRIS
HANCOCK CC	1064	6420	250	4/27/2021	13.00	#5810, VENITA TREADWELL, VISA, 4/27/2021, CLSRM SUPPLIES
HANCOCK CC	1064	6420	255	4/27/2021	59.00	#5810, VENITA TREADWELL, VISA, 4/27/2021, CLSRM SUPPLIES
LOWES	1064	6420	255	4/8/2021	381.34	#82130109084241, HEAD START, SUPPLIES, 4/8/21-4/14/21
LOWES	1064	6850	250	4/8/2021	248.90	#82130109084241, HEAD START, SUPPLIES, 4/8/21-4/14/21
LOWES	1064	6850	256	4/8/2021	<u>42.69</u>	#82130109084241, HEAD START, SUPPLIES, 4/8/21-4/14/21
Transaction Total					<u>1,977.67</u>	



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16321170-004890-0001-0001-2

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

**N0004390

MEMO STATEMENT

Account Number

Statement Date

04-27-21

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
03-30	03-28	24431051088798621025253	7011	THE BREAKERS HOTEL 5616556661 FL 8A7C9716-81D0-40000000000	M275.00
				ARRIVAL: 03-28-21	
04-01	03-31	24906411090117703208204	5734	BLN*GINGER SOFTWARE IN 866-3127733 MA	M74.88
04-07	04-05	24692161096100466996945	5542	GATE 1194 Q80 TALLAHASSEE FL	M29.00
04-08	04-07	24445001098400170588566	5411	WM SUPERCENTER #4520 TALLAHASSEE FL	M22.29
04-08	04-07	24493981098400661000901	5941	ACADEMY SPORTS #112 TALLAHASSEE FL	M39.98
04-08	04-07	24137461098001311926761	5411	PUBLIX #1051 TALLAHASSEE FL	M62.99
04-08	04-06	24055221097200588200820	5814	GLUTHRIE'S - MONROE STREE TALLAHASSEE FL	M63.86
04-08	04-06	24692161097100006591106	5814	WHATABURGER 574 TALLAHASSEE FL	M86.33
04-19	04-16	24943001106700563570635	5734	ADOBE ACROPRO SUBS 408-536-8000 CA	M14.99
04-20	04-19	24011341109000050465645	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US GA	M299.90
04-21	04-20	24692161110100067521276	5968	GAN*1558TALLHDEMOCIRC 888-426-0491 IN	M65.58
04-26	04-23	24431081114400182001541	5251	ACE HDWE APALACHICOLA FL	M77.91
04-26	04-23	24431061114400182001400	5251	ACE HDWE APALACHICOLA FL	M85.36
04-26	04-23	24906411113119552019123	5968	EIG*CONSTANTCONTACT.COM 855-2295506 MA	M420.00

*OK
5/3/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21	[REDACTED]	
CUSTOMER SERVICE CALL		NEW PURCHASES AND OTHER CHARGES 1,598.07
Toll Free 1-800-448-8812		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 1,598.07
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 22,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16321170-066434-0001-0001-2



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

***N0006434

MEMO STATEMENT

Account Number

Statement Date

04-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-02	03-31	24692161091100710930521	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
04-07	04-06	24011341096000052317815	4814	ZOOM.US 888-799-9886 WWW.ZOOM.US CA	M199.90
04-09	04-07	24692161098100952571481	5542	GATE 1194 Q80 TALLAHASSEE FL	M43.00
04-15	04-13	24692161104100391222268	5542	GATE 1194 Q80 TALLAHASSEE FL	M44.25

8/2
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 330.15
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 330.15
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 3,000.00



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank



16321170 - 005024 - 0001 - 0001 - 2

|||||
FATIMA OLEABHIELE
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
***0005024

MEMO STATEMENT

Account Number
[REDACTED]
Statement Date
04-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-15	04-13	74284481104114301421895	0000	INT'L TRANSACTION FEE	M8.50
04-15	04-13	74284481104114301421895	8244	PAYPAL *SIGNUPTRAIN 4029357733	M650.00 ✓
04-19	04-17	24492151108852435760336	8999	PAYPAL *BIBLICALINN 402-936-7793 CA	M99.99

GC
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21	[REDACTED]	
CUSTOMER SERVICE CALL		
Toll Free	1-800-448-8812	
		NEW PURCHASES AND OTHER CHARGES 756.49
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 756.49
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
WHITNEY**

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

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



16321170-008915-0001-0001-2

VENITA TREADWELL
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0008915

MEMO STATEMENT

Account Number

Statement Date

04-27-21

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 viasavingsedge.com.

TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
04-01	03-31	24445001091000862959120	5331	DOLLAR TREE TALLAHASSEE FL	M59.00 ✓
04-06	04-05	24431081098400671000832	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
04-06	04-05	24431081098400671000857	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
04-06	04-05	24431081098400559001234	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
04-06	04-05	24431081098400559001259	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
04-19	04-15	24445001106500473325101	5331	DOLLAR-GENERAL #4734 TALLAHASSEE FL	M13.00 ✓
04-26	04-24	24692161114100800355624	5947	TCT* RHYME UNIVERSITY 877-472-8738 MN	M2,274.38 ✓

Be
5/3/21

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
04-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,435.70
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,435.70
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

LOWE'S PROS Lowe's For Pros Loyalty[^] Members can get



0% INTEREST FOR 60 DAYS**

Offer is available on purchases made at least 5 business days after you become a Lowe's For Pros Loyalty Member with your card registered/enrolled in your Lowe's For Pros Account.

Learn more at Lowe's.com/ProCreditOffer.

[^]Loyalty program subject to Loyalty Terms & Conditions. Details at Lowe's.com/lfp/terms.
^{**}Offer subject to credit approval. For details, see disclosure slip at store or visit Lowe's.com/credit.

Lowe's[®] Business Advantage

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	\$300.13
- Payments	\$300.13
- Other Credits	\$0.00
+ Purchases/Debits	\$672.93
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$672.93
Credit Limit	\$11,000.00
Available Credit	\$10,327.00
Statement Closing Date	05/02/2021
Days in Billing Cycle	30

Payment Information	
New Balance	\$672.93
Total Minimum Payment Due	\$29.00
Payment Due Date	05/28/2021

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
03/05/2021	\$84.52	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/24/2021	\$215.61	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off
03/29/2021	\$151.96	No Interest With Payment	\$0.00	\$0.00	\$0.00	Paid Off

Transaction Summary				
Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
04/08	04/08	53435	STORE 0417 TALLAHASSEE FL	\$381.34
04/14	04/14	35482	STORE 0417 TALLAHASSEE FL	\$291.59
04/17	04/17		PAYMENT - THANK YOU	(\$300.13)

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT342, 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		233743	
INVOICE # : 53435		LOWE'S BUSINESS ACCOUNT		P.O. # : 0	
TRANSACTION # : 0		DATE OF SALE : 210408		STORE # : 417	
		AUTHORIZATION : 000903		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001620177	25.00-OZ FOODIE SWEET BER	16.000	EA	\$4.25	\$68.00
000000001171303	14.60-OZ ORG RD BEL BNKER	10.000	EA	\$4.16	\$41.60
000000001171296	14.60-OZ ORG GRN BELL OLY	10.000	EA	\$4.16	\$41.60
000000000757864	1.5-CU FT VEG/HERB GRDN S	5.000	EA	\$8.07	\$40.35
000000001171179	19.30-OZ SUGAR BABY WATER	10.000	EA	\$2.85	\$28.50
000000001167057	19.30-OZ BRPLES BSH HYB C	10.000	EA	\$2.85	\$28.50
000000001167018	19.30-OZ GYPSY PEPPER PBS	10.000	EA	\$2.85	\$28.50
000000001167002	19.30-OZ BANANA HOT PEPPE	10.000	EA	\$2.85	\$28.50
000000001136823	19.30-OZ JALAPENO HOT PEP	10.000	EA	\$2.85	\$28.50
000000001166884	6-PK GEORGIA HYBRID COLLA	4.000	EA	\$3.78	\$15.12
000000000132959	2-CU FT FLW/VG GARDN SOIL	2.000	EA	\$7.13	\$14.26
000000000901407	V WATERMELON SUGAR BABY H	4.000	EA	\$1.69	\$6.76
000000001020819	ONION SETS YELLOW PEG PBS	1.000	EA	\$4.73	\$4.73
000000001020756	ONION SETS RED PEG PBS	1.000	EA	\$4.73	\$4.73
000000001152879	V WATERMELON CRIMSON SWEE	1.000	EA	\$1.69	\$1.69
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$381.34		TAX \$0.00		TOTAL INVOICE	\$381.34
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$381.34

2-1

ACCOUNT # [REDACTED]		CAPITAL AREA COMM ACTION		233743	
INVOICE # : 35482		LOWE'S BUSINESS ACCOUNT		P.O. # : NA	
TRANSACTION # : 0		DATE OF SALE : 210414		STORE # : 417	
		AUTHORIZATION : 000819		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000186797	BHK 30-FT X 50-FT BLUE/GR	2.000	EA	\$124.45	\$248.90
000000000863828	TRUPER STEEL TINE RAKE(-8	3.000	PC	\$14.23	\$42.69
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$291.59		TAX \$0.00		TOTAL INVOICE	\$291.59
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$291.59

Capital Area Community Action Agency

MEMORANDUM

TO: All Staff
FROM: Tim Center, CEO and Head Start Director *TC*
RE: Pandemic Response Going Forward
DATE: June 15, 2021

The Agency has weathered the pandemic and survived. All staff have gone above and beyond over the last fourteen months. Thank you!

Given the availability of the vaccine and the decline in infection rates, it is time to begin to plan to return to a bit more normalcy in the office and how we deal with each other and clients. The following will become effective July 1, 2021.

First, if you have been vaccinated, we ask that you share a copy of your vaccine card. A copy will be placed in your secure and private personnel file. Margie Watson will make the copy of your vaccine card.

Second, if you have been vaccinated, you will no longer have your temperature monitored when you enter the building. Nor will you have to wear a mask in the office.

Third, if you feel that you are at risk or continue to be concerned about the COVID-19 virus, you can continue to wear a mask or ask that a mask be worn in your office. Each person has a different situation and we must respect one another. For this reason, it would be helpful to be sure to have a mask in your pocket.

Fourth, if you have a valid reason to not be vaccinated – e.g., doctor's permit or religious objection, please sign the form to be placed in your secure and private personnel file.

Those who refuse to sign or be vaccinated must continue to wear a face mask and complete temperature checks upon entry to the office.

Fifth, for a limited time, we will continue to ask clients visiting the office to have their temperature monitored and to wear a mask when in the office. We are not permitted to require their vaccine card. If a client voluntarily provides a copy of their vaccine card, they will be permitted to be maskless.

In closing, we will revisit this response in September to determine whether we can continue with further relaxation of protective measures.



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



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: June 15 2021

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

Staffing

A COLA supplemental will be paid once funds are released. A Hazard Pay supplement is also being formulated once funds are released. All staff were provided an end-of-year packet for next school year. The minimum wage for all staff will go to at least \$11 per hour.

Facilities

Maintenance of the facilities continues using contracted services. Franklin renovations of the new facility are being done with a goal of end of July for completion. A new playground will go in in Franklin's location.

Curriculum

Implementation of the Creative Curriculum continues to indicate positive outcomes for students with a significant majority showing kindergarten readiness for the four-year old students.

Enrollment

Staff are registering students for the coming year. A radio campaign has completed. Unfortunately, fewer than half of the slots have been accepted. Additional marketing will be needed to avoid last minute issues.

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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