

Capital Area Community Action Agency

Conference Call in
Executive Committee Meeting
Agenda
Tuesday, August 24, 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 | | |
| IV. Action – Recommendation for Review & Approval | | |
| A. Approval of Minutes | | 2 |
| Executive Committee Minutes – June 22, 2021 | | |
| B. Corporate Resolutions – Hancock Whitney Bank | Stephanie Sgouros | 7 |
| C. Fiscal Report | Stephanie Sgouros | 9 |
| • Narrative | | |
| • Revenue & Expenditures Agency-wide | | |
| • Balance Sheet | | |
| • Revenue & Expenditures – major programs | | |
| • Head Start Non Federal Share Match | | |
| • Head Start Credit Card Activity | | |
| V. Chief Executive Officer Report | Tim Center | 32 |
| VI. Chair's Report | | |
| VII. Adjournment | | |

Next Executive Committee Meeting 10/26/2021 - 5:30 pm – Microsoft Teams Video

**Next Board of Directors Meeting 9/28/2021 – 6:00 pm – Ghazvini Center for
Healthcare Education**



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 June 22, 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 5:48 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. Messersmith, and unanimously approved.

ACTION ITEMS

Approval of Minutes

The Chair asked for a motion to approve the minutes of April 27, 2021. Ms. Messersmith made a motion to approve the minutes. It was seconded by Ms. Palmer Smith, and unanimously approved.

FISCAL REPORT

Ms. Sgouros presented the financial report as of April 30, 2021. She said that we have completed seven months of the fiscal year, and as a benchmark 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 nearly \$35,022 for the Franklin County Fire Victims.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at April 30, 2021, is \$320,526 or 63% of the target of \$512,345.

New Variances and Explanations

The Finance Director reviewed the financial report noting new variances that were above the budget benchmark for period ending April 30, 2021. She explained that Staff Screening is over budget due to new hires and some turnover as well as COVID. She said we anticipated that the

budget would be over temporarily. However, there were a number of budget items that were over benchmark so a budget amendment will need to be prepared using our COVID funds.

Ms. Sgouros explained that CSBG is over budget benchmark in office supplies and will go over budget but staff will identify budget items that can be re-categorized such as postage and copy which have available funds. She said that medical and dental are over budget due to COVID. Historically, \$500.00 was sufficient for what was needed in that budget so a budget amendment will need to be prepared using COVID funds.

Ms. Sgouros also noted that there were several revenue variances, most of which results from increased donations received directly and indirectly.

Ms. Johnson asked why Disaster Recovery budget and all other budgets will be over budget by September 30, 2021. Ms. Sgouros explained that the DRSF budget was a new budget so during the initial budget preparation we were not sure where the money should be budgeted. So we need program staff to provide Fiscal with a revised budget.

Ms. Johnson asked will the budget be prepared in-house? Ms. Sgouros said it depends on the amount. Ms. Johnson asked will the update be provided to the Board? Ms. Sgouros said any amendment over \$25K will need Board approval. Ms. Johnson asked will the revisions be reflected in the financial statement in August or September? Ms. Sgouros said, yes.

Ms. Johnson asked Mr. Center, if the department managers are being provided with a working calendar or is there a schedule in place to meet deadlines for items for submission to the Fiscal department? Mr. Center said we discuss budgets, as well a number of activities, during our Program Managers meetings every Wednesday of the month. There is no calendar for budget amendments deadlines.

Ms. Palmer Smith asked why overages in rent and space budget line-time? Ms. Sgouros stated this is typical for this time of year, summarizing that CSBG is over budget due to increase in rent that was unexpected; and DRSF was a new program that we were not sure how to budget items; and WAP was due to allocation changed on October 1, 2021, which was not anticipated.

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.

Head Start Refunding

Mr. Center reported that we have a five-year grant from the Department of Health and Human Services (HHS). He said that each year we submit a refunding application which is an update on the previous year's goals; did we meet our goals for the year? and any modifications for the coming year.

Mr. Center said the refunding application was presented before the Policy Council at the meeting, Thursday, June 17, 2021, which was approved. He said the focus was Homeless and becoming the provider for children in homeless situations. The issue of concern was the pandemic which shutdown the Kearney Center. This dramatically changed homeless and how families were served in Leon County and explained that the focus was how to assist homeless children.

Mr. Center said the refunding application being submitted would include information on how we teach our children and the services needed to make improvements to be stronger and better. The application submission goal is to make Head Start facilities the model for Best Practices Early Childhood Safety. He said that we have been updating some of the Head Start equipment with new playgrounds. He explained that with the help of the Education Coordinators our Centers have shown a dramatic improvement in our School Readiness rate through providing families with skills needed to transition out of poverty. Head Start is a two-generation program working with kids in classrooms and families to integrate families into incredible years or the Getting Ahead Program.

Mr. Center said one of the issues of concern is to evaluate our facilities and examine where we have the opportunity to move into a new affordable facility larger in capacity. He explained that Holdings has our main building so Holdings was set up to become a property holder. If we purchase a facility then the property could be managed out of Holdings. This would enable us to have a mixture of Head start students to incorporate fees for services to students to enable us to work with a multitude of socio-economic families. Promoting healthy families with the work that we do with TITUS.

Mr. Center said performance of students regarding kindergarten readiness is attributable to attendance so we are working on expanding transportation options in Jefferson and Franklin Counties to be able to support families with difficulty to get kids to school on time or to offer extended day to provide support to those families that may need a full day child care option.

Ms. Palmer Smith asked where models or Best Practices can be found for kids being served by program dollars? Mr. Center said he would provide a Best Practice Model from the Early Learning Coalition which would provide a mixture of children.

Mr. Center announced that Florida's Constitutional Amendment #2 was approved to move the State minimum wage to \$15.00/hr. which would impact our budget. We propose to increase to a \$12.00 minimum wage to increase the pay rate for Center staff because the outcomes we are receiving have been rewarding.

Ms. Johnson asked when would the changes be effective? Mr. Center said October 1, 2021. She asked would it be 7.0 hr/per day. Mr. Center said, yes. Ms. Johnson said School Readiness will help to increase funds in our budget? Mr. Center said helping parents to become employed and to move out of poverty. He said all of our Centers are ready for School Readiness in Jefferson and Leon Counties.

Ms. Johnson asked will we have Extended Day at all our Centers? Mr. Center said School Readiness funds Extended Day Program and VPK. We are working with some staffing software to assist with this process. Mr. Center said that we ask for Board approval to submit the Refunding Application.

The Chair asked for a motion to approve the filing of the Refunding Application for the Head Start Grant. Ms. Palmer Smith made a motion to approve the refiling of the Refunding Application. It was seconded by Ms. Messersmith, and unanimously approved.

CEO REPORT

Mr. Center said the office has weathered the pandemic and survived. Beginning July 1, 2021, the COVID-19 Policy will be relaxed. Vaccinated staff do not have to wear a mask or be screened upon entry into the office. We are asking staff to share a copy of their vaccine card, and to sign a document that they understand the rules of not being vaccinated. The vaccine card will be kept in each employees personnel file.

Mr. Center said we will open up to clients July 1, 2021. Any clients visiting the office will need to be masked under the Governors' Orders we cannot ask for proof of being vaccinated so temperature checks will continue.

Mr. Center reported that the Safety Committee is working on a Continuity of Operations Plan (COOP). Should we have a storm or a disaster policy will be in place to continue operations.

Mr. Center said Ms. Sgouros and her team are working with the auditors to get the audit completed for filing by June 30, 2021.

The Disaster Recovery Team is working to get client information uploaded to the NewGen Data Tracking System. The system helps to track eligibility and services we offer to clients. DR is also working with an initiative called "Rebuild Florida". Congress appropriated funds to Florida to help those displaced from their homes with new homes or renovations, basically rebuilding their homes. The Department of Economic Opportunity (DEO) has asked Community Action Agency to assist using those CSBG funds to help with interim housing while these families or displaced.

Mr. Center reported that the Getting Ahead Ceremony was well attended. He said both Community Action and ECHO together are working on the development of an employee resource network a community and prosperity initiative. We are working with organizers on Community Action engagement to consider how Getting Ahead can become a part of employer resource network.

Mr. Center said the Agency maintain regular monthly Head Start management calls. He said he continues scheduled meeting with Jim McShane, CareerSource Capital Region; attended the Tallahassee Chamber of Commerce Annual Meeting to have a conversation on poverty. The

COLA supplemental funds are released. Franklin County renovations of the new facility will be completed by the end of July 2021. A new playground will be built in Franklin at the Van Johnson Complex.

Ms. Palmer Smith asked with the Children's Services Council, how are we preparing for that? Mr. Center said in Leon County they are working through the process to address funding initiatives. There will be opportunities to apply for grant funding in the future.

Mr. Center reported that we currently receive grant funds from the United Way of the Big Bend. We are waiting to hear from them in the next few weeks. He said we have applied to be recognized by the United Way of Northwest Florida (UWNWF), serving Calhoun and Gulf Counties and were accepted.

CHAIR'S REPORT

Ms. Self asked Board members if they reviewed the survey results in the Performance Evaluation for the CEO. There were three Board Members that did not participate. The Chair asked Ms. Self to reach out to those members who did not submit evaluations. The deadline for submission was extended to Friday, June 25, 2021. The evaluation deadline is Friday, June 30, 2021. The Chair will meet with the CEO once all evaluations are received.

Meeting adjourned at 6:55 PM.

Ms. Messersmith, Secretary

Date

CORPORATE AUTHORIZATION RESOLUTION

Hancock Whitney Bank

Branch Name: DOWNTOWN TALLAHASSEE
Name/User ID _____

CAPITAL AREA COMMUNITY ACTION AGENCY HOLDINGS INC
Corporation
309 OFFICE PLAZA DR
Address
TALLAHASSEE FL 32301
City, State, and Zip Code

A. I, _____, certify that I am Secretary (clerk) of the above named corporation organized under the laws of FLORIDA Federal Employer ID Number _____, engaged in business under the trade name of CAPITAL AREA COMMUNITY ACTION AGENCY HOLDINGS and that following is a correct copy of resolutions adopted at a meeting of the Board of Directors of this corporation duly and properly called and held on _____ These resolutions appear in the minutes of this meeting and have not been rescinded or modified

B Be it resolved that,

- (1) The Financial Institution named above is designated as a depository for the funds of this corporation
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by this Financial Institution
- (3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of this corporation with this Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (4) Any of the persons named below, so long as they act in a representative capacity as agents of this corporation, are authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable to open this Account with the Financial Institution and for the effective exercise of their powers indicated below, from time to time with this Financial Institution, concerning funds deposited in this Financial Institution, moneys borrowed from this Financial Institution or any other business transacted by and between this corporation and this Financial Institution subject to any restrictions stated below including, but not limited to, agreements for the issuance to authorized persons of debit and/or ATM cards, and this corporation agrees to, and shall be bound by, the terms and conditions of and shall otherwise be liable under the terms of all such contracts, agreements, stipulations and orders
- (5) Any and all prior resolutions adopted by the Board of Directors of this corporation and certified to this Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, unless supplemented or modified by this authorization.
- (6) This corporation agrees to the terms and conditions of any account agreement, properly opened by any authorized representative(s) of this corporation, and authorizes the Financial Institution named above, at any time, to charge this corporation for all checks, drafts, or other orders for the payment of money that are drawn on this Financial Institution.

C. Print the name(s) and title(s) of any person who is authorized to exercise the powers listed below:

TIM CENTER
NINA SINGLETON SELF
SHANETTA KEEL

- Endorse checks and orders for the payment of money and withdraw funds on deposit with this Financial Institution.
- Receive and use any debit and/or ATM card issued to him or her for the account of this corporation to make deposits and withdraw funds of this corporation, make purchases chargeable to this corporation and receive information, enter into transactions that may otherwise be available, from time to time, through the use of such card(s).
- Enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in this Financial Institution

D I further certify that the Board of Directors of this corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the foregoing resolutions and to confer the powers granted to the person named who have full power and lawful authority to exercise the same

In Witness Whereof, I have hereunto subscribed my name on _____ Date

Attested by One Other Officer

Printed Name and Title

Secretary

Printed Name

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

As of June 30, 2021, we have completed nine months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget, with some Head Start expenses closer to 80%. At month end, the Year to Date Actual Revenue and Expenses are 85% and 81% respectively, with mostly restricted net income of \$317,619 including \$59,407 in the SunTrust Grant and \$30,784 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at June 30, 2021, is \$389,813, or 76%, 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 Nine Months Ending June 30, 2021
Capital Area Community Action Agency**

Unemployment – is over budget due to an increase in the agency's SUTA rate. A refund has been mentioned but not an amount. Management will take this into account in planning next year's budget.

Staff Screening-is over budget in CSBG DRSF because it is a new program with new employees as well as high turnover due to COVID.

Office Supplies – is over the budget in CSBG– 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. Requested a budget amendment to cover.

Contractual Services- Professional – is over budget for LIHEAP due to a number of contract workers being hired. This is offset by savings in payroll costs.

Contractual Services – Health/Disabilities- is over benchmark budget and staff will need to evaluate 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 budget due to increased costs over projected costs.

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 and CSBG overage which is over budget 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.

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

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 in CSBG due to a number of issues over the 5 year grant period. 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 the budget benchmark due to the annual ChildPlus subscription and the addition of anti-virus software.

Fees, Licenses and Permits - is over budget for DRSF. These small fees were not anticipated when the original budget was submitted to DEO, but there are adequate funds in other categories to cover these expenses.

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.

Client Assistance - is over budget due to a grant that finished in March of this year. Remaining funds in all categories of the grant were spent on clients in need. As the grant was closed out, no budget amendment is required.

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.

Registration Fees - is over budget for the agency overall, but is a small amount and will be absorbed into the other training categories.

Meetings / Workshops / Training - shows a negative budget on the agency statement due to the WAP amendment that covers 10/1/2017 - 9/30/2021. CSBG is slightly over budget with no more expenditures expected during this award cycle.

Training/Staff Development - is at budget for CSBG due to uneven expenses throughout the grant period. No more training is expected to occur prior to the next award of funds.

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 Nine Months Ended 6/30/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,764,286	2,767,010	(997,275)	74%
Government Contracts - Federal Indirect	4005	0	6,708	6,708	100%
Government Contracts - STATE	4010	4,502,314	4,171,879	(330,435)	93%
Government Contracts - LOCAL	4020	131,500	108,914	(22,586)	83%
Grants - Other Not-for-Profits	4100	82,424	185,696	103,272	225%
Grants - All Other Sources	4120	36,950	102,343	65,393	277%
Contributions	4200	500	7,033	6,533	1407%
Contributions- Restricted	4210	47,631	63,004	15,373	132%
Special Events	4300	0	2,089	2,089	100%
Commissions-Vending/Photo	4320	2,000	1,218	(782)	61%
Interest Income	4950	0	2,186	2,186	100%
Fringe Pool Revenue	4960	850,000	614,272	(235,728)	72%
Indirect Pool Revenue	4970	639,884	455,659	(184,225)	71%
Other Revenue	4995	<u>3,000</u>	<u>28,632</u>	<u>25,632</u>	954%
Total Revenue		<u>10,060,489</u>	<u>8,516,644</u>	<u>(1,543,845)</u>	85%
Expenditures					
Salaries & Wages	6010	2,973,565	2,116,782	856,784	71%
Fringe	6110	871,740	613,350	258,390	70%
FICA	6120	200,000	152,093	47,907	76%
Unemployment	6130	30,000	38,401	(8,401)	128%
Workers Compensation	6140	35,000	25,893	9,107	74%
Health Insurance	6150	480,000	332,244	147,756	69%
Life Insurance	6160	30,000	20,729	9,271	69%
Retirement	6170	50,000	38,704	11,296	77%
Staff Screenings	6180	4,777	1,859	2,918	39%
Indirect Costs	6210	660,414	461,520	198,894	70%
Travel - In Area	6310	12,488	8,062	4,427	65%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	26,677	23,207	3,469	87%
Program Supplies	6415	30,220	17,182	13,038	57%
Classroom Supplies	6420	60,819	16,929	43,890	28%
Kitchen Supplies	6430	30,604	9,049	21,555	30%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	34,339	20,224	14,115	59%
Postage and Delivery Expense	6600	5,810	2,960	2,850	51%
Contractual Services/Professional	6710	461,238	246,733	214,506	53%
Contractual Services – Health/Disabilities	6715	176,115	158,495	17,620	90%
Rent/Space Cost	6810	300,236	259,011	41,226	86%
Utilities	6820	99,942	74,671	25,271	75%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Nine Months Ended 6/30/2021**

General Liability and Property Insurance	6830	46,859	49,806	(2,947)	106%
Communications	6840	76,120	74,627	1,493	98%
Repairs & Bldg Maintenance- Recurring	6850	107,555	105,697	1,858	98%
Repairs & Bldg Maintenance -	6855	39,472	11,010	28,462	28%
Equipment Maintenance	6910	32,541	22,432	10,109	69%
Vehicle Expense	6920	80,820	29,366	51,454	36%
Equipment Lease	6930	15,350	7,555	7,795	49%
Technology	6940	34,244	23,004	11,239	67%
Fees, Licenses, and Permits	7010	4,387	2,604	1,783	59%
Dues/Subscriptions	7020	9,845	12,836	(2,991)	130%
Special Events	7110	2,000	2,384	(384)	119%
Client Assistance	7210	2,647,826	3,016,700	(368,874)	114%
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	1,145	(345)	143%
Meetings/Workshops/Training	7420	(2,649)	12,723	(15,372)	-480%
Training/Staff Development	7430	58,117	21,592	36,525	37%
Advisory/Board Member Expenses	7440	5,000	1,437	3,563	29%
Advertising	7450	31,388	12,479	18,909	40%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,612	114,768	102,844	53%
Legal Expenses	7530	17,000	177	16,824	1%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	4,110	2,253	1,857	55%
Total Expenditures		<u>10,060,489</u>	<u>8,199,023</u>	<u>1,861,466</u>	81%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>317,619</u>	<u>317,619</u>	

**Capital Area Community Action Agency
Balance Sheet
As of 6/30/2021**

	<u>Current Period Balance</u>
Assets	
Petty Cash	315
Cash Operating Hancock Bank	1,041,071
Cash - Health Insurance Imprest Account	2,552
Cash - Money Market Accounts	77,223
Cash - Restricted	98,096
Grants Receivable	801,974
Property and Equipment Net	<u>322,729</u>
Total Assets	<u>2,343,960</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	123,836
Accrued Leave	57,177
Accrued Wages	114,862
Accrued Fringe Benefits	2,894
Contract Advances	263,701
Contingent Liab Sunshine St Micro Obligated	50,821
Liability- Head Start Parent Activity	3,605
Line of Credit	8,441
Notes Payable	<u>846,973</u>
Total Liabilities	1,472,310
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	229,133
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	554,031
Current Net Income	<u>317,619</u>
Total Net Assets	<u>871,650</u>
Total Liabilities and Net Assets	<u>2,343,960</u>

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 6/30/2021**

CSBG

10/1/2016 - 9/30/2021

95%

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	3,073,978	2,602,651	(471,327)	85%
Total Revenue		<u>3,073,978</u>	<u>2,602,651</u>	<u>(471,327)</u>	85%
Expenditures					
Salaries & Wages	6010	1,194,483	1,043,721	150,763	87%
Fringe	6110	340,741	297,953	42,788	87%
Staff Screenings	6180	2,562	1,788	774	70%
Indirect Costs	6210	296,068	256,725	39,343	87%
Travel - In Area	6310	37,417	20,419	16,999	55%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	12,199	(1,091)	110%
Copies/Printing/Copier	6510	17,324	9,820	7,504	57%
Postage and Delivery Expense	6600	4,527	1,798	2,729	40%
Contractual Services/Professional	6710	49,906	34,525	15,381	69%
Rent/Space Cost	6810	132,086	137,210	(5,124)	104%
Utilities	6820	16,604	13,392	3,212	81%
General Liability and Property Insurance	6830	22,510	22,845	(334)	101%
Communications	6840	52,303	52,574	(271)	101%
Repairs & Bldg Maintenance- Recurring	6850	16,124	11,669	4,455	72%
Equipment Maintenance	6910	16,775	14,568	2,207	87%
Vehicle Expense	6920	54,256	62,113	(7,857)	114%
Equipment Lease	6930	7,435	4,689	2,746	63%
Technology	6940	20,643	13,151	7,492	64%
Fees, Licenses, and Permits	7010	11,433	7,047	4,386	62%
Dues/Subscriptions	7020	22,404	20,679	1,725	92%
Client Assistance	7210	650,757	470,171	180,586	72%
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	10,506	4,159	72%
Meetings/Workshops/Training	7420	20,959	21,365	(406)	102%
Training/Staff Development	7430	1,000	995	5	100%
Advertising	7450	15,079	7,558	7,522	50%
Total Expenditures		<u>3,073,978</u>	<u>2,573,340</u>	<u>500,638</u>	84%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>29,311</u>	<u>29,311</u>	

Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenditures
From Grant Inception Through 6/30/2021

CSBG DRSF

	79%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,299,999</u>	<u>542,964</u>	<u>(757,035)</u>	42%
Total Revenue		<u>1,299,999</u>	<u>542,964</u>	<u>(757,035)</u>	42%
Expenditures					
Salaries & Wages	6010	295,367	126,459	168,907	43%
Fringe	6110	85,597	36,648	48,949	43%
Staff Screenings	6180	178	573	(395)	322%
Indirect Costs	6210	69,183	29,637	39,546	43%
Travel - In Area	6310	4,583	2,978	1,605	65%
Travel - Out of Area	6315	611	0	611	0%
Office Supplies	6410	0	5,656	(5,656)	100%
Copies/Printing/Copier	6510	1,500	867	633	58%
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	38,538	(29,982)	450%
Utilities	6820	2,333	5,081	(2,748)	218%
General Liability and Property Insurance	6830	3,333	0	3,333	0%
Communications	6840	10,500	11,364	(864)	108%
Repairs & Bldg Maintenance- Recurring	6850	2,250	2,873	(623)	128%
Repairs & Bldg Maintenance - Nonrecurring	6855	250	384	(134)	154%
Equipment Maintenance	6910	6,989	900	6,089	13%
Vehicle Expense	6920	50,000	121	49,879	0%
Equipment Lease	6930	1,000	831	169	83%
Technology	6940	3,065	2,372	692	77%
Fees, Licenses, and Permits	7010	0	60	(60)	100%
Client Assistance	7210	686,408	252,898	433,510	37%
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>7,289</u>	<u>2,711</u>	73%
Total Expenditures		<u>1,299,999</u>	<u>539,813</u>	<u>760,186</u>	42%
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 6/30/2021

LIHEAP

4/1/2017 - 9/30/2021

		94%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE	4010		<u>9,467,387</u>	<u>7,978,585</u>	<u>(1,488,802)</u>	84%
Total Revenue			<u>9,467,387</u>	<u>7,978,585</u>	<u>(1,488,802)</u>	84%
Expenditures						
Salaries & Wages	6010		1,117,957	987,404	130,553	88%
Fringe	6110		319,882	283,528	36,355	89%
Staff Screenings	6180		2,679	919	1,761	34%
Indirect Costs	6210		279,598	244,008	35,590	87%
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	9,104	2,396	79%
Copies/Printing/Copier	6510		22,131	15,696	6,435	71%
Postage and Delivery Expense	6600		5,686	3,137	2,549	55%
Contractual Services/Professional	6710		42,500	43,998	(1,498)	104%
Rent/Space Cost	6810		109,245	124,775	(15,530)	114%
Utilities	6820		14,465	9,978	4,487	69%
General Liability and Property Insurance	6830		15,550	17,469	(1,919)	112%
Communications	6840		39,495	41,215	(1,720)	104%
Repairs & Bldg Maintenance- Recurring	6850		15,568	10,834	4,734	70%
Equipment Maintenance	6910		13,690	9,572	4,118	70%
Vehicle Expense	6920		14,390	3,631	10,759	25%
Equipment Lease	6930		7,475	4,012	3,463	54%
Technology	6940		21,651	12,327	9,324	57%
Fees, Licenses, and Permits	7010		1,150	432	718	38%
Dues/Subscriptions	7020		975	175	800	18%
Client Assistance	7210		7,355,558	6,168,898	1,186,659	84%
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>8,017,680</u>	<u>1,449,707</u>	85%
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 6/30/2021

LIHEAP CARES

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	75%				
Revenue					
Government Contracts - STATE	4010	<u>1,677,633</u>	<u>400,375</u>	<u>(1,277,258)</u>	24%
Total Revenue		<u>1,677,633</u>	<u>400,375</u>	<u>(1,277,258)</u>	24%
Expenditures					
Salaries & Wages	6010	190,333	49,134	141,199	26%
Fringe	6110	55,159	14,084	41,075	26%
Staff Screenings	6180	480	301	179	63%
Indirect Costs	6210	44,581	11,390	33,191	26%
Travel - In Area	6310	1,113	0	1,113	0%
Office Supplies	6410	2,800	1,571	1,229	56%
Copies/Printing/Copier	6510	2,800	814	1,986	29%
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%
Communications	6840	0	71	(71)	100%
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	320,419	1,021,879	24%
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>400,423</u>	<u>1,277,210</u>	24%
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 6/30/2021

WAP

10/1/20107 - 9/30/2021

	94%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>2,284,459</u>	<u>1,114,679</u>	<u>(1,169,780)</u>	49%
Total Revenue		<u>2,284,459</u>	<u>1,114,679</u>	<u>(1,169,780)</u>	49%
Expenditures					
Salaries & Wages	6010	320,116	291,190	28,926	91%
Fringe	6110	91,294	83,595	7,699	92%
Staff Screenings	6180	200	0	200	0%
Indirect Costs	6210	81,690	71,575	10,115	88%
Travel - In Area	6310	17,000	10,639	6,361	63%
Office Supplies	6410	4,000	3,807	193	95%
Copies/Printing/Copier	6510	1,500	1,431	69	95%
Postage and Delivery Expense	6600	900	558	342	62%
Contractual Services/Professional	6710	23,314	5,541	17,773	24%
Rent/Space Cost	6810	16,600	17,188	(588)	104%
Utilities	6820	4,000	3,443	557	86%
General Liability and Property Insurance	6830	41,628	26,260	15,369	63%
Communications	6840	8,900	9,291	(391)	104%
Repairs & Bldg Maintenance- Recurring	6850	7,650	3,034	4,616	40%
Equipment Maintenance	6910	2,950	3,032	(82)	103%
Vehicle Expense	6920	18,000	15,139	2,861	84%
Equipment Lease	6930	1,200	1,282	(82)	107%
Technology	6940	850	439	411	52%
Fees, Licenses, and Permits	7010	1,350	1,089	261	81%
Dues/Subscriptions	7020	15,500	5,950	9,550	38%
Client Assistance	7210	1,586,488	535,154	1,051,334	34%
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	15,080	14,247	51%
Advertising	7450	900	788	112	88%
Total Expenditures		<u>2,284,459</u>	<u>1,111,941</u>	<u>1,172,517</u>	49%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>2,738</u>	<u>2,738</u>	

Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Nine Months Ended 6/30/2021

Head Start	75-80%				
		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,695,531	2,734,668	(960,863)	74%
Total Revenue		<u>3,695,531</u>	<u>2,734,668</u>	<u>(960,863)</u>	74%
Expenditures					
Salaries & Wages	6010	1,783,812	1,348,414	435,398	76%
Fringe	6110	516,949	390,771	126,178	76%
Staff Screenings	6180	2,500	919	1,581	37%
Indirect Costs	6210	417,818	316,007	101,811	76%
Travel - In Area	6310	4,000	1,542	2,458	39%
Office Supplies	6410	7,500	7,115	386	95%
Program Supplies	6415	26,935	17,092	9,843	63%
Classroom Supplies	6420	44,847	6,431	38,416	14%
Kitchen Supplies	6430	7,015	73	6,942	1%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	20,000	8,922	11,078	45%
Postage and Delivery Expense	6600	1,500	1,234	266	82%
Contractual Services/Professional	6710	31,000	12,302	18,699	40%
Contractual Services - Health/Disabilities	6715	159,139	148,040	11,099	93%
Rent/Space Cost	6810	207,589	150,614	56,975	73%
Utilities	6820	77,612	64,152	13,460	83%
General Liability and Property Insurance	6830	28,000	17,747	10,253	63%
Communications	6840	47,000	40,889	6,111	87%
Repairs & Bldg Maintenance- Recurring	6850	96,000	93,494	2,506	97%
Repairs & Bldg Maintenance - Nonrecurring	6855	33,772	10,917	22,855	32%
Equipment Maintenance	6910	18,000	13,245	4,755	74%
Vehicle Expense	6920	30,000	16,967	13,033	57%
Equipment Lease	6930	9,600	3,817	5,783	40%
Technology	6940	10,545	9,248	1,297	88%
Fees, Licenses, and Permits	7010	2,500	1,017	1,483	41%
Dues/Subscriptions	7020	2,600	4,324	(1,724)	166%
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	662	(162)	132%
Training/Staff Development	7430	43,163	10,125	33,038	23%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,000	1,845	2,155	46%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	42,739	20,342	22,397	48%
Total Expenditures		<u>3,695,531</u>	<u>2,734,764</u>	<u>960,767</u>	74%
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 June 30, 2021**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		33,964			
Grants - Other Not for Profits		-			
In-Kind Revenue		336,983			
VPK/SR		18,866			
	512,345	389,813	76%	122,532	24%

Head Start Credit Card Expenses June 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6920	255	6/28/2021	37.00 #4466, DARREL JAMES. VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/28/2021	39.50 #4466, DARREL JAMES. VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	6/28/2021	41.00 #4466, DARREL JAMES. VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	7010	255	6/28/2021	35.00 #4466, DARREL JAMES. VISA, 6/28/2021, ANNUAL FEE
HANCOCK CC	1064	7010	256	6/28/2021	263.00 #4466, DARREL JAMES. VISA, 6/28/2021, SC KITCHEN LIC. RENEW
HANCOCK CC	1064	7020	255	6/28/2021	199.90 #4466, DARREL JAMES. VISA, 6/28/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	7430	252	6/28/2021	109.00 #7303, KRISTEN JACKSON RESHARD, VISA, 6/28/2021, C ROBERTS
HANCOCK CC	1064	7450	255	6/28/2021	391.70 #7366, NINA SINGLETON SELF, VISA, 6/28/2021, INDEED
HANCOCK CC	1064	6180	250	6/28/2021	44.66 #5810, VENITA TREADWELL, VISA, 6/28/2021, HENDERSON BKG
HANCOCK CC	1064	6180	255	6/28/2021	44.66 #5810, VENITA TREADWELL, VISA, 6/28/2021, ALEXANDER BKG
HANCOCK CC	1064	6180	255	6/28/2021	44.66 #5810, VENITA TREADWELL, VISA, 6/28/2021, JACKSON BKG
HANCOCK CC	1064	6180	256	6/28/2021	44.66 #5810, VENITA TREADWELL, VISA, 6/28/2021, HAWKINS BKG
HANCOCK CC	1064	6180	256	6/28/2021	44.66 #5810, VENITA TREADWELL, VISA, 6/28/2021, JONES BKG
HANCOCK CC	1064	6180	256	6/28/2021	44.66 #5810, VENITA TREADWELL, VISA, 6/28/2021, PERKINS BKG
HANCOCK CC	1064	6920	255	6/28/2021	15.00 #5810, VENITA TREADWELL, VISA, 6/28/2021, GAS HS VEHICLE
HANCOCK CC	1064	6930	255	6/28/2021	74.50 #5810, VENITA TREADWELL, VISA, 6/28/2021, TEACHING GOLD
LOWES	1064	6415	250	6/1/2021	2.83 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	252	6/1/2021	8.49 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	252	6/1/2021	41.72 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	258	6/1/2021	2.83 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6415	258	6/1/2021	16.05 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6850	250	6/1/2021	34.19 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6850	250	6/1/2021	117.23 #82130109084241, HEAD START, JUNE 2021
LOWES	1064	6850	250	6/1/2021	<u>763.56</u> #82130109084241, HEAD START, JUNE 2021
Total					2,460.46

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.com/ProCreditOffer.

[^]Loyalty program subject to Loyalty Terms & Conditions. Details at Lowe.com/lfp/terms.

**Offer subject to credit approval. For details, see disclosure slip at store or visit Lowe.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	\$1,023.38
- Payments	\$1,023.38
- Other Credits	\$0.00
+ Purchases/Debits	\$986.90
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
New Balance	\$986.90

Payment Information

New Balance	\$986.90
Total Minimum Payment Due	\$42.00
Payment Due Date	07/28/2021

Credit Limit	\$11,000.00
Available Credit	\$10,013.00
Statement Closing Date	07/02/2021
Days in Billing Cycle	30

Transaction Summary

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
06/11	06/11		PAYMENT - THANK YOU	(\$1,023.38)
06/14	06/14	23486	STORE 0417 TALLAHASSEE FL	\$805.28
06/17	06/17	07693	STORE 0417 TALLAHASSEE FL	\$117.23
06/30	06/30	06737	STORE 0417 TALLAHASSEE FL	\$34.19
06/30	06/30	28589	STORE 0417 TALLAHASSEE FL	\$30.20

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Expiration Date	Annual Percentage Rate	Balance Subject To Interest Rate	Interest Charge	Balance Method
Regular Purchases	NA	21.99%	\$0.00	\$0.00	2D

Handwritten signature and date: 7/19/21

CUSTOMER SERVICE: For Account Information log on to www.lowes.com/credit. This account is not registered. The authentication code is: EBTT042, 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.



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
Issued by Hancock Whitney Bank

MEMO STATEMENT

Account Number

Statement Date

06-28-21

00140XAAA-004765-0001-0001-2



NINA SINGLETON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE, FL 32301-2729

**N00004765

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
05-31	05-28	24906411148122336211171	5968	SMK*SURVEYMONKEY.COM 971-2311154 CA	M384.00
05-31	05-29	24692161150100183001303	5969	INDEED 203-564-2400 CT	M501.85
06-01	05-31	24692161152100394778135	5969	INDEED 203-564-2400 CT	M502.71
06-03	06-02	24692161154100973215176	5969	INDEED 203-564-2400 CT	M18.88
06-03	06-02	24755421153271537310988	7216	BLUE RIBBON CLEANERS INC TALLAHASSEE FL	M25.00
06-04	06-02	24164071154105006861730	5943	STAPLES 00110728 TALLAHASSEE FL	M156.96
06-08	06-07	24431061158700881088157	9399	FDLE CCHINET 850-410-8181 FL	M25.00
06-15	06-14	24226381166400000254827	5411	WAL-MART #4620 TALLAHASSEE FL	M125.00
06-17	06-15	24892181167100065503237	5969	INDEED 203-564-2400 CT	M506.70
06-18	06-17	24226381169400000017971	5411	WAL-MART #4427 TALLAHASSEE FL	M60.88
06-18	06-17	24141661168017137144599	7333	FASTSIGNS TALLAHASSEE FL	M255.97
06-21	06-18	24943001170888000046705	5300	COSTCO WHSE #1028 TALLAHASSEE FL	M121.64

*Point HS
Point HS
HS*

Point HS

*gc
9/17/21*

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-28-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,678.57
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,678.57
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 6,000.00

Invoice

Indeed, Inc
Mail code 5160
P.O. Box 660367
Dallas, TX
75266-0367
billing@indeed.com

Invoice #: 44043066
Date: 05/31/2021
Due Date: 05/31/2021

Bill to: Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
nina.self@cacaainc.org

Total Amount: 502.71 USD

Total Due: 0.00 USD

Description / Memo	Amount
May 2021 Sponsored Jobs on Indeed.com	502.71 USD
Sales tax	0.00 USD
Total Amount	502.71 USD

PAID INVOICE
THIS INVOICE IS FOR YOUR RECORDS

Date: 05/31/2021

Terms: Due upon receipt

Due Date: 05/31/2021

Nina Self 5/31/21

1064	13%	65.35
3366	47%	236.27
3368	<u>40%</u>	<u>201.09</u>
		<u>502.71</u>



Invoice

Indeed, Inc
Mail code 5160
P.O. Box 660367
Dallas, TX
75266-0367
billing@indeed.com

Invoice #: 44564906
Date: 05/31/2021
Due Date: 05/31/2021

Bill to: Capital Area Community Action Agency, Inc.
309 Office Plaza Drive
Tallahassee, FL 32301
nina.self@cacaainc.org

Total Amount: 13.88 USD

Total Due: 0.00 USD

Description / Memo	Amount
May 2021 Sponsored Jobs on Indeed.com	13.88 USD
Sales tax	0.00 USD
Total Amount	13.88 USD

PAID INVOICE
THIS INVOICE IS FOR YOUR RECORDS

Date: 05/31/2021

Terms: Due upon receipt

Due Date: 05/31/2021

1064 13.88

Sent:
To:
Subject:

no-reply@indeed.com
Monday, June 21, 2021 12:26 PM
Nina Self
We processed your payment of \$505.70



Thanks! Your payment has been processed.

\$505.70 USD

Capital Area Community Action Agency Inc
Invoice # 45050938

[View Invoice](#)

Your charges

June 2021 Sponsored Jobs on Indeed.com	\$505.70 USD
Sales tax	\$0.00 USD

Charged

VISA *****7366	\$505.70 USD
	June 15, 2021

You may also wish to

[Faint, illegible text]

Have questions?

3366 6670 333.76
 1064 3470 171.94

 \$ 505.70



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

Visa BusinessCard
 Statement of Account
 Issued by Hancock Whitney Bank

0014GXAA - 009014 - 0001 - 0001 - 2



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

**N0009034

MEMO STATEMENT

Account Number

Statement Date

06-28-21

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
05-28	05-26	24892161147100184608078	5542	GATE 1194 Q80 TALLAHASSEE FL	M15.00 ✓
06-02	06-01	24431061153400678000496	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061153400678000504	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061153400678000512	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061152400556000940	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M1.41 ✓
06-02	06-01	24431061152400556000957	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-02	06-01	24431061152400556000981	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-02	06-01	24492151152743716728836	8299	TEACHERSPAYTEACHERS.COM 646-588-0910 NY	M43.25 ✓
06-10	06-09	24431061161400676001025	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M74.60 ✓
06-10	06-09	24431061161400676001033	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-10	06-09	24431061161400676001058	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41 ✓
06-10	06-09	24431061160400554001957	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M1.41 ✓
06-10	06-09	24431061160400554001973	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓
06-10	06-09	24431061160400554001999	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25 ✓

He
7/6

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
06-28-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 357.46
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 357.46
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT AUGUST 2021

Administrative

- COVID-19 policies require a signed declaration and copy of your vaccination card. Masking is relaxed with proof of vaccination. Guests are temperature checked and masked.
- Payroll Protection Program loan was forgiven. The loan was for \$721,000. Unused funds will help secure a reserve account to ensure cash flow and there will be an investment strategy.
- Appraisals of office space will help with rent adjustments for Holdings.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Disaster Recovery Support Grant – Shanon Granado resigned and the CSBG DRSF and Case Management staff will manage the duties.
- Continuing work with ECHO on development of an Employer Resource Network to support employees needing assistance beyond the workplace.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- Head Start re-opened after a virtual pre-service and virtual parent orientations. Working with the Department of Health regarding any COVID classroom closures.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Participated in a 32304 meeting convened by TCC President Jim Murdaugh to explore how best to concentrate efforts that reduce poverty in the area.
- 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, Board meetings and Annual Meeting.
- Attended the Tallahassee-Leon County Chamber of Commerce Annual Community Conference that included workshops on school readiness (Head Start), job creation and poverty reduction (Getting Ahead).

Impact: Developing the infrastructure necessary to support the Agency mission

Resource Development

- Kenneth Taite, Haggai Construction General Contractor, is working on the Franklin Head Start renovation of the Van Johnson Complex wing. Franklin Head Start will operate from the 6th Street Recreation Center while renovations are completed.

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



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



Out of Office

- August 30-September 3 – Community Action Partnership Annual Conference – Boston
- September 9-10 – PTO - Tampa
- September 19-21 – aha Process! Annual Conference – San Antonio
- September – 23-25 – PTO – Orlando
- November 11-12 – Leadership Florida Annual Meeting - Hollywood



GREATER TALLAHASSEE CHAMBER OF COMMERCE

[YOUR CHAMBER](#) [JOIN NOW](#) [MEMBER CENTER](#) [EVENTS](#)[BUSINESS RESOURCES](#) [CONNECT](#) [JOBS](#)[THE COMMUNITY SCORECARD](#)[MEMBER LOGIN](#)

'A workforce crisis': Tallahassee Chamber scorecard points to challenges, opportunities

From the [Tallahassee Democrat](#)

AMELIA ISLAND — Leon County has a poverty and workforce problem that's bad for business.

In January, the Tallahassee Chamber of Commerce rolled out a color-coded "Community Scorecard" modeled after the Florida Chamber Foundation's scorecard for every county.

It includes a dozen metrics that range from Leon County's 20.5% poverty rate to 1,805 incidents of violent crimes in 2020, up from 1,699 the year before.

“There’s a lot of data and information that we as a community should look at,” said Chamber President and CEO Sue Dick, adding each area aligns with the Chamber’s strategic priority areas. [MEMBER LOGIN](#)

During the Chamber’s Economic Forecast event in February, the Chamber reported that Leon County lost 12,000 jobs within a year. Fast forward, and the city and state continue to struggle with workforce challenges.

“In Florida today, there are more jobs looking for people than people looking for jobs,” Florida Chamber President and CEO Mark Wilson told chamber leaders at a board meeting Thursday at Amelia Island, hours before the annual conference was set to begin.

Dick noted that there are 13,264 open positions right now in the Tallahassee region, but only 10,392 people seeking work. The number is even lower for people actively looking for work.

“We have a talent shortage. Simply put, we need more people in the workforce and we need a workforce that is trained with skills for the future,” said Terrie Ard, president and COO of Moore and an executive board member heading up the Chamber’s talent committee.

“In fact, it is a workforce crisis that we now face,” she told Chamber leaders. “You could almost fill Ruby Diamond three times with the shortage we have.”

Dick said the scorecard has been a critical missing piece in how the community moves forward and has been the driver for the Chamber's JobsNow initiative, which ties the need for education and vocational training to meet the city's job growth needs.

YOUR CHAMBER

JOIN NOW

MEMBER CENTER

EVENTS

BUSINESS RESOURCES

CONNECT

JOBS

"We all need to be looking at the s [MEMBER LOGIN](#) we all need to understand what this data means," she said. "All of us, the entire community. And we all need to agree it's not just the Chamber's data."

The Tallahassee Democrat asked numerous public, private and nonprofit leaders to answer two questions about Leon County's Community Scorecard:

- What is the No. 1 priority that we as a community should focus on?
- What jumps out at you, and what does Tallahassee have to do about it?

Here's what they said.

SAMMIE DIXON, VICE CHAIRMAN, PRESIDENT AND CEO AT PRIME MERIDIAN BANK

"The Chamber's Community Scorecard is a roadmap for getting a lot of things done and it shows the interconnectivity of measurements, such as job growth and poverty. In other words, all of these measurements are important because they paint a picture of our community's health and progress. Prosperity is a tide. When that tide rises, through job growth and strong wages, it helps our community in so many ways, such as lower poverty and less crime. If Tallahassee can focus on moving all of these metrics in the right direction, our community will be the better for it."

BERNEICE COX, PRESIDENT AND CEO OF THE UNITED WAY OF THE BIG BEND

“What jumps out at me is that there is not just one solution. At the United Way, we’ve intentionally focused on a strategy that includes housing, early learning, health and mental health, developing skills and providing that safety net for families and seniors facing financial stress. To really make a difference, we have to work together on those kinds of priorities.”

ANTONIO JEFFERSON, BOARD PRESIDENT OF THE MINORITY CHAMBER OF COMMERCE

“While the unemployment rate, the Leon County poverty rate, and Total Index Crimes are showing an uptick, what jumps out to me is despite the impacts of COVID across our entire community, we as a community, have remained relatively stable year over year. I contribute this stability to our citizens, business, and non-profit leaders, elected and appointed officials, and the leadership at the Greater Tallahassee, Capital City Chamber, and the Big Bend Minority Chamber of Commerce’s proactive approach to dealing with community issues.”

STATE REP. RAMON ALEXANDER, D-TALLAHASSEE

“Crime and poverty are areas of concern. The community faces challenges in top issues such as police-community relations, affordable housing, and economic opportunities. Many steps have been taken to reform our current systems to offer meaningful criminal justice reform, but much more progress needs to be made. It will require us all to take part in the need to force an honest dialogue with law enforcement, our leaders, stakeholders, the youth, senior citizens, and the communities they serve.”

SHAWN ROBERTS, PRESIDENT AND CEO MAD DOG CONSTRUCTION

“Poverty. Everything on our community score card is influenced by it. Crime, education, healthcare, housing, workforce training, job growth: it is all influenced by poverty. If we want a vibrant and healthy community, we need vibrant and healthy businesses that can thrive and compete at all levels, and we need job growth supported by a skilled, prosperous, and well-paid work force.”

YOUR CHAMBER JOIN NOW MEMBER CENTER EVENTS
 BUSINESS RESOURCES TO CONNECT TOOLS
 THE COMMUNITY SCORECARD

MEMBER LOGIN

JIM MCSHANE — CEO, CAREERSOURCE CAPITAL REGION

“What jumped at me in June was the rise in the unemployment rate. We were sitting at about 8,500 less in our labor pool from last April. Now it jumped to 5.4%. One would think that this is a good number. However, our labor participation rate hovers between 55% to 65%, meaning 35-45% of the eligible workers are not looking for work. The business community is finding that attracting people to work for them is getting harder and harder. Low wages contribute to low engagement. Businesses need to develop their own pipeline of talent from K-12 to higher education. Apprenticeships, internships, and work experience can help the employer test out the skills they need and train them to their specific needs.”

KIM MOORE, VICE PRESIDENT FOR WORKFORCE INNOVATION AT TALLAHASSEE COMMUNITY COLLEGE

“What jumps out at me is the current direction of our local poverty, crime and unemployment rates. This coupled with the 3rd grade reading scores. As a result, it highlights the importance and need for collaboration to address community challenges. There is no single entity that holds the key to addressing these issues. In order to move the needle, in the right direction, it will require the committed effort of ALL.”

TALLAHASSEE MAYOR JOHN DAILEY

“As the Scorecard shows, we’re making strong progress in vital areas like job growth, kindergarten readiness, graduation rates, and crime, while we’ve got work to do when it comes to poverty and third-grade reading scores, though I’m encouraged by the efforts that are already underway. Every priority area listed is connected. Job growth and 3rd grade reading levels affect poverty and crime, for instance, and it’s only by acknowledging this interconnectedness that we can adequately address the challenges before us. This is why I was such a strong advocate of the Children’s Services Council.”

LEON COUNTY COMMISSION CHAIRMAN RICK MINOR

“Leon County’s poverty rate (20.5%) continues to be much higher than the statewide average (12.7%). We have serious, persistent income inequality that has only become worse since the pandemic. For our community to live up to its full potential, we must: 1) implement economic development strategies that create/attract higher wage jobs, 2) build upon our existing workforce development efforts across the entire spectrum, and 3) invest in measurable, results-based initiatives that grow our middle class by helping families lift themselves out of poverty.”

LEON COUNTY COMMISSIONER CAROLYN CUMMINGS

“At the present time, our No. 1 priority should be protecting our children and families from the deadly effects of the COVID-19 Delta variant while balancing the need to maintain a vibrant economy with job growth and economic development. With a positivity rate of over 15%, it is imperative that the adverse economic impact of the virus on our community is addressed with aggressive policies that create jobs, support and strengthen existing employers and attract new business and industry to the area.

Assuring community members are able to earn a livable wage is essential to maintaining a great and healthy quality of life for all.”

LEON COUNTY COMMISSIONER BRIAN WELCH

YOUR CHAMBER JOIN NOW MEMBER CENTER EVENTS

“I think our No. 1 concern is the Total Violent Crime Index. The increase in violent crimes and murder

across our community has the potential to slow progress in other areas. We will have a hard time recruiting new industries to Leon County if we can't convince people it is a safe place to raise a family. Every cross section of the community needs to be in the same boat, rowing in the same direction when it comes to solving our crime problems.”

[MEMBER LOGIN](#)

YOUR CHAMBER

[Join Today](#)

[Economic Competitiveness & Business Climate](#)

[Advocating for Business](#)

[Driving Value to Members](#)

[Business Directory](#)

[Events Calendar](#)

WEBSITE ADS AVAILABLE

Click here to learn more.

YOUR CHAMBER | JOIN NOW | MEMBER CENTER | EVENTS

BUSINESS RESOURCES | THE CONNECT ROOM

GREATER TALLAHASSEE CHAMBER OF COMMERCE

THE COMMUNITY SCORECARD

MEMBER LOGIN

Get Reliable, Business Internet + **ONE YEAR FREE PREMIUM WI-FI**

electronet POWERED BY HARGRAY FIBER

WHY I JOINED THE CHAMBER

"The Chamber offers many great programs, yet my favorite by far is Leadership Tallahassee. Not only do you meet new people, you also experience parts of Tallahassee that expand your knowledge of our community. I am a better citizen because I participated in Leadership Tallahassee"

Mary Katharine (Croley) Lawler
Doug Croley Insurance Agency

[Read all testimonials](#) »

QUICK LINKS

Facebook | Twitter | YouTube | Instagram | LinkedIn

Greater Tallahassee Chamber of Commerce

Leadership Tallahassee

Access Tallahassee

WORK CHAMBER [JOIN NOW](#) [MEMBER CENTER](#) [EVENTS](#)

CONTACT US

[BUSINESS RESOURCES](#) [CONNECT](#) [JOBS](#)

 [Contact Form](#) [SCORECARD](#)

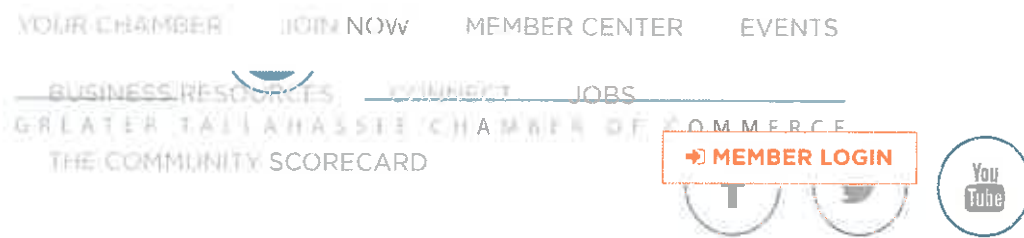
[MEMBER LOGIN](#)

 (850)224-8116

 300 East Park Avenue

Tallahassee, FL 32301

 (850) 561-3860



The Community Scorecard

On a monthly basis, the Chamber will update the metrics within the community scorecard. Data sets for Jobs, Unemployment, Crime, and MWSBE certifications are updated monthly and quarterly. Kindergarten readiness, 3rd Grade Reading Scores, High School Graduation Rates, Post-Secondary Attainment Rates, Poverty Rates, and GDP are updated annually.



KEY TAKEAWAYS

- The unemployment rate in the Tallahassee MSA was 5.4% in June 2021
- Although the unemployment rate is up nearly a percent since last month, it is 2.7% lower than the region’s year-ago rate of 8.1%. The region’s June 2021 unemployment rate was 0.3% lower than the state rate of 5.7%
- The labor force was 193,589, up 16,362 (+9.2%) over the year. There were 10,393 unemployed residents in the region
- In June 2021 nonagricultural employment in the Tallahassee MSA was 178,200, an increase of 6,700 jobs (+3.9%) over the year.
- The leisure and hospitality (+22.1%); professional and business services (+8.7%); education and health services (+5.0%); and manufacturing

YOUR CHAMBER

JOIN NOW

MEMBER CENTER

EVENTS

THAT STATEWIDE OVER THE YEAR
BUSINESS RESOURCES CONNECT JOBS

- The Tallahassee MSA had the third fastest annual job growth rate compared to all the metro areas in the state in leisure and hospitality (+22.1%) in June 2021

MEMBER LOGIN

GOALS

Kindergarten Readiness: 2024 - 75% 2030 - 100%

Third Grade Reading Scores: 2024 - 80% 2030 - 100%

Poverty Rate: 2024 - 15% 2030 - Under 10%

Crime Rates to Rank as the Lowest Ten in Florida

To view the complete jobs information in the Tallahassee MSA including sectors, month-over-month, and year-over-year data, download the [JULY DATA SHEET](#).

To compare similar Metropolitan Statistical Areas within Florida download additional data sheets [HERE](#).

Download the [July 2021 Community Scorecard](#).

YOUR CHAMBER

[YOUR CHAMBER](#) [JOIN NOW](#) [MEMBER CENTER](#) [EVENTS](#)

Economic Competitiveness & Business Climate

[THE COMMUNITY SCORECARD](#)
[Advocating for Business](#)

[MEMBER LOGIN](#)

[Driving Value to Members](#)

[Business Directory](#)

[Events Calendar](#)

WHY I JOINED THE CHAMBER

“As members of the Greater Tallahassee Chamber of Conference since 2010, CCYS has experienced a great deal of benefits and opportunities to expand our network and deepen our current relationships with our community partners. As a local non-profit we do business every day with local Tallahassee businesses like Kraft Nissan, Target Print & Mail, ABC WTXL, and many others, so we understand the importance of maintaining and building relationships. While we interact with the managers, staff, and owners of these businesses on a regular basis through email and phone, we rarely get to see

YOUR CHAMBER JOIN NOW MEMBER CENTER EVENTS

Women's Forum, and Business After Hours allow us to spend time one-one-one time with our partners. This time together in a **MEMBER LOGIN** allows us to deepen our relationships with those that help make CCYS run smoothly. These interactions also allow businesses that support CCYS to get to know us better and ask more in-depth questions about what we do and how we do it so they can be assured that their support of CCYS is well invested. With the recent launch of CCYS' new brand and logo over the past year, the Chamber has also been an invaluable resource that has helped CCYS quickly spread the word about the new brand and the services and programs that we offer to homeless, runaway, and at-risk youth. "

Scott Harrell, Board Member
 CCYS

[Read all testimonials »](#)



QUICK LINKS

Greater Tallahassee Chamber of Commerce

Leadership Tallahassee

Access Tallahassee

World Class Schools

CONTACT US

[Contact Form](#)

(850)224-8116

300 East Park Avenue

Tallahassee, FL 32301

(850) 561-3860

[YOUR CHAMBER](#)

[JOIN NOW](#)

[MEMBER CENTER](#)

[EVENTS](#)

[BUSINESS RESOURCES](#)

[CONNECT](#)

[JOBS](#)

[THE COMMUNITY SCORECARD](#)

[➔ MEMBER LOGIN](#)