

Capital Area
Community Action
Agency

HOLDINGS

**Board Meeting
Agenda
Tuesday, October 26, 2021 – 5:30 pm
309 Office Plaza Drive, Tallahassee, FL
[Join Microsoft Teams](#)**

- | | | |
|------|--|-------------------------|
| I. | Call to Order | Brent Couch, Vice-Chair |
| II. | Agenda Approval | |
| III. | Sign-in/Attendance/Introductions | |
| IV. | Action - For Review | |
| | A. Holding Minutes – December 15, 2020 | 2-3 |
| | B. Appraisal | 4-7 |
| V. | Action – Recommendation for Approval | |
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| | C. Lease | 10-13 |

Capital Area Community Action Agency

**Conference Call-in
Holdings Board Meeting
December 15, 2020**

Members in Attendance:

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

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

The meeting was called to order at 6:14 PM, by the Chair. A quorum was established.

Mr. Center reported that the Capital Area Community Action Agency's Holdings Board Meeting is the Executive Committee of the Agency.

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

Mr. Center reported that Capital Area Community Action Agency is the tenant of Holdings. He explained that the mortgage for the Main Office is held by Capital Area Community Action Agency Holdings, LLC. – Non-Profit. He said the Executive Committee meets annually for the financial report updates.

FISCAL REPORT

Ms. Sgouros gave the Holdings Financial Report for October 31, 2020. She said we have completed one month of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 8% - 9% of the annual budget. She said at month end, the Year to Date Actual Revenue and Expenses are 8% and 4% respectively, with net income of \$2,627.61.

New Variances and Explanations - The Finance Director noted there were no variances over 5% for period ending October 31, 2020.

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

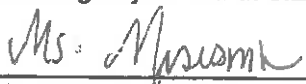
OUTSTANDING DEBT

Ms. Sgouros reviewed a schedule listing the outstanding debt of Holdings, totaling over \$419M. These consisted of the main office building's mortgage, line of credit and roof loan.

IRS TAX RETURNS

Ms. Sgouros explained that the Holdings has two tax returns for the most recently completed reporting period, due to the change in Holding's Non-Profit status. Holdings did not need to pay taxes on either return.

Meeting adjourned at 6:25 PM.



Ms. Messersmith, Secretary



Date

Rent Comparability Study

On

The Capital Area Community Action Agency Office
309 Office Plaza Drive
Tallahassee, Florida 32301

Date of Report

September 28, 2021

Date of Inspection

September 16, 2021

Prepared for

Ms. Kristin Reshard
Quality Assurance Manager (QAM)
Capital Area Community Action Agency
309 Office Plaza Drive, Tallahassee, Florida 32301

Prepared By

Paul L Hyatt, SRA
Northridge Appraisal Company, Inc.
1972 Crowder Road, Suite 5
Tallahassee, Florida 32303
paulh@nrac.net



PARTNERS

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WILLIAM M. FARRELL
State-Certified Residential Real Estate Appraiser RD836
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State-Certified General Real Estate Appraiser RZ2229

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State-Certified Residential Real Estate Appraiser RD7467

September 28, 2021

Ms. Kristin Reshard
Quality Assurance Manager (QAM)
Capital Area Community Action Agency
309 Office Plaza Drive, Tallahassee, Florida 32301

Reference: Comparable Rent Study
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, Florida 32301

Ms. Reshard

Attached is the Rent Comparability Study (RCS) you requested for the Capital Area Community Action Agency office at 309 Office Plaza Drive, Tallahassee, Florida. The purpose of this study is to search for comparable office lease rates.

It should be noted for the client and reader of this report, that this is not an appraisal. In summary I have concluded that the negotiated terms of the referenced lease are below market level for comparable office lease space.

Respectfully,

Paul L. Hyatt, SRA
State-Certified General R.E. Appraiser RZ2229

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SUMMARY OF SALIENT FACTS AND CONCLUSIONS

Date of Report	September 28, 2021
Date of Inspection	September 16, 2021
Client	Capital Area Community Action Agency
Purpose of the Assignment	To provide consulting designed to assist the client in forming a reasonable lease rate for comparable community use or office space. This is a consulting assignment, with not value implications assigned to any specific property. This is not an appraisal assignment.
Scope of Work	The investigation included a search of Leon County public records, a search of real estate data services including CoStar, Tallahassee Board of Realtors, and LoopNet, a review of Northridge Appraisal Company Inc. appraisal files, and interviews with local office brokers and investors.
Land Use Category	OR-2, Office Residential – Medium Density
Highest and Best Use	Office
Marketing/Absorption Period	Typical absorption (lease-up) periods for competing space in the Mid-Town Tallahassee market (2,000-15,000 square feet) ranges from 1-11 months with an average of 5.2 months.
Estimated Market Rent	\$14.50 Per/ Square foot (<i>tenant paying utilities, Insurance, general repairs landscaping and janitorial</i>)

In summary, I have concluded that the negotiated terms of the referenced lease are below market levels for comparable office lease space.

Holdings Budget 2021-2022

Revenue

Rent	9,750	12		117,000
Subtotal			\$	117,000

Expenses

Contractual Services				\$ 3,500
- Tax Prep			1,600	
- Audit			1,600	
- Corporate Tax			300	
General Liability and Property Insurance				5,011
Occupancy				47,460
- Mortgage Payment	2,790	12	33,480	
- Balloon Payment	1,165	12	13,980	
Major Repair Fund	3,167	12		38,000
- Lighting replacement			16,000	
- Air conditioners (one of three remaining)			17,000	
- Miscellaneous (plumbing, etc.)			5,000	
General Maintenance - Recurring				7,400
- Reetz	450	12	5,400	
- Benson's	500	4	2,000	
General Maintenance - Non-Recurring	1,010	12		12,120
Fees, Licenses, and Permits				3,509
- Elevator			3,054	
- FL DACS			350	
- Division of Corporations			70	
- Department of State			35	
Subtotal			\$	117,000

Net Balance

\$ -

Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee 32301

Exterior Improvements	Budget
Remove architectural feature, wood rot, from roofline	\$ 85,000
Awnings	8,000
Clean and Paint	35,000
Landscaping - new trees, ground cover	20,000
TOTAL	\$ 148,000

LEASE AGREEMENT

THIS LEASE AGREEMENT made on the 30th day of October 2021, BETWEEN CAPITAL AREA COMMUNITY ACTION AGENCY HOLDINGS, LEON COUNTY, FLORIDA, a Florida nonprofit corporation, hereinafter called "Holdings," and CAPITAL AREA COMMUNITY ACTION AGENCY, INC., a Florida nonprofit corporation, hereinafter called "Lessee".

RECITALS

By the execution and delivery of this instrument, Holdings does hereby covenant and agree to and with the said Lessee:

- A. **LEASED PREMISES.** Holdings hereby leases to Lessee the property located at 309 Office Plaza Drive, Tallahassee, Florida, 32301.
- B. **TERM.** The term of the lease for the period of five (5) years shall begin immediately and end on September 30, 2026.
- C. **RENTAL RATE BASE TERM.** Lessee will pay to Holdings as rent for the property rental for \$9,750 per month. The monthly rent payment is due the first day of each month. The monthly rental rate will annually increase 2% effective October 1. 2022 - \$9945, 2023 - \$10,144, 2024 - \$10,347, 2025 - \$10,554.
- D. **CANCELLATION.** This lease agreement and any extensions thereof may be cancelled by either party, without cause, by giving 30 days written notice to the other party. Said notice shall be sufficient if delivered personally or by certified mail. In the event of cancellation by Holdings, only rental amounts accrued to the date of the cancellation shall be due and payable.
- E. **FURTHER COVENANTS OF LESSEE.** Lessee, for itself, its successors and assigns, does hereby covenant to and with Holdings as follows:
- F. **DELIVERY OF ALL REQUIRED PAYMENTS:** That the Lessee's performance and obligations to pay under this Agreement is contingent upon annual appropriation from Congress and grant amount from the U.S. Department of Health and Human Services.
 1. **USE OF PREMISES:** That Lessee shall use the property exclusively for the Capital Area Community Action Agency and its programs in a manner that shall not discriminate against any person or class of persons on the basis of race, color, creed, sex, or national origin. Lessee shall not permit or allow a private or public nuisance to exist on or in the property.
 2. **TRANSFER PROHIBITED:** None of the property shall be transferred, sublet, or assigned by Lessee or any agent, employee, or other person acting on its behalf; any such action by Lessee is strictly prohibited.
 3. **POSSESSION, END OF LESASE:** That at the expiration of the term of this lease, Lessee shall peaceably yield to Holdings the property. Any additions which are

fixed, erected on or upon the property by the Lessee shall be and remain the exclusive property of Holdings.

4. **ASSENT IS NO WAIVER:** That no assent, expressed or implied, by Holdings to any breach of the covenants made herein by lessee shall be deemed to be a waiver of any succeeding breach of the same covenant.
5. **MAINTENANCE AND REPAIRS:**

- a. That lessee shall, at its own expense, make any and all nonstructural repairs to the property herein leased which are required during the term of this lease, subject to the prior written approval of Holdings. At the end of said term, Lessee shall return said leased property to Holdings in the condition existing at the time the Lessee originally took possession of the property, reasonable wear and tear excepted. Lessee shall also be responsible for any and all repairs that are caused by or result from its negligence or its use of the building.

- b. That Lessee shall, at its own expense, keep the property clean, sanitary, and free from trash and debris. Lessee shall contract with their own vendor for custodian services for the premises. The Lessee shall, at its own expense, provide the custodial supplies required for custodian services.

6. **INSURANCE:**

- a. That lessee shall keep the leased property and improvements thereto insured against loss by fire, windstorm, and vandalism for the full replacement cost of all improvements to the leased premises, but not "extended coverage".

- b. That Lessee shall take out and continuously maintain, at Lessee's sole cost and expense, Owner's Landlord and Tenant's public liability insurance on the property in an amount not less than \$500,000.00, said amount to be determined by Holdings in its sole discretion.

G. **NO ASSIGNMENT OR SUBLEASE ALLOWED.** Lessee shall not assign this lease or any interest therein or sublet the leased property under any circumstances. Any such action shall constitute an automatic breach of the Lease at Holdings' option.

H. **DEFAULT OR BREACH.** It is further covenanted and agreed by and between the parties hereto that if any default shall be made by Lessee in any payment of rents or taxes, assessments, insurance premiums, or any other sum herein stipulated and agreed to be paid, or Lessee shall fail to keep and perform any other covenant, condition, or agreement herein provided on the part of Lessee to be performed, and such default shall exist for a period of 15 days after notice to Lessee then, and in that case, Holdings may serve upon Lessee written notice of such default; and if such default shall then continue without being wholly remedied for a period of seven days after service of such

notice, or in the case of a breach other than the payment of money, Lessee shall not have commenced the remedying of such default with the seven-day period and diligently prosecuted compliance to final termination, then it shall be lawful for Holdings, without further notice, to declare said demised term ended and to reenter and repossess the property, either with or without process of law and Lessee does, in such event, hereby waive any demand for possession of the property and any and all buildings and improvements then situated thereon. Lessee covenants and agrees, upon the termination of said leases term, at the election of Holdings or in any other way, to surrender and deliver up said property peaceably to Holdings or its successors, immediately upon the termination of said lease term, and this lease shall become void and of no effect. In that event, Holdings shall hold and retain the lease property and this lease shall be forfeited to Holdings.

- I. COVENANTS OF HOLDINGS. Holdings does hereby covenant with Lessee as follows:
1. Holdings covenants with Lessee that the Lessee, upon payment of all rentals due and the performance of all covenants on its part herein contained to be performed, shall have the quiet and peaceful possession and occupancy of the property as to title to the property but not as to the use of said property or any incidence arising from the use of said property.
 2. Holdings shall be responsible for all structural portions of the building on the leased property and shall repair any structural damages thereto if in the judgement of Holdings such repairs are needed.
- J. NOTICES. It is understood and agreed that the notices and payments required by the terms hereof shall be directed, until and unless either party shall request a change of address, as follows:

As to Holdings:

Tim Center
Chief Executive Officer
Capital Area Community Action Agency Holdings
309 Office Plaza Drive
Tallahassee, Florida 32301
Phone: 850.222.2043

As to the Lessee:

Tim Center
Chief Executive Officer
Capital Area Community Action Agency
309 Office Plaza Drive
Tallahassee, FL 32301

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the day and year first above written.

**CAPITAL AREA COMMUNITY ACTION
AGENCY HOLDINGS, A Florida nonprofit corporation**

By: _____

Printed Name: Tim Center

Title: Holdings CEO

**CAPITAL AREA COMMUNITY ACTION
AGENCY, A Florida nonprofit corporation**

By: _____

Printed Name: Tim Center

Title: Chief Executive Officer

Capital Area Community Action Agency

**Executive Committee Meeting
Agenda
Tuesday, October 26, 2021
Upon Completion of the Holdings
309 Office Plaza Drive, Tallahassee, FL
[Join Microsoft Teams](#)**

- | | | |
|--|-------------------------|----|
| I. Call to Order | Brent Couch, Vice-Chair | |
| II. Agenda Approval | | |
| III. Sign-In/Attendance/Introductions | | |
| IV. Action – Recommendation for Review & Approval | | |
| A. Approval of Minutes | | 15 |
| Executive Committee Minutes – August 24, 2021 | | |
| B. Financial Reports | Stephanie Sgouros | 18 |
| • Narrative | | |
| • Revenue & Expenditures Agency-wide | | |
| • Balance Sheet | | |
| • Revenue & Expenditures – major programs | | |
| • Head Start Non Federal Share Match | | |
| • Head Start Credit Card Activity | | |
| C. Telephone System Request For Proposal (RFP) | Tim Center | |
| D. Community Services Block Grant (CSBG)
Organizational Standards | Tim Center | 42 |
| E. Building Exterior Improvement Option | Tim Center | |
| V. Chief Executive Officer Report | Tim Center | 46 |
| VI. Chair's Report | | |
| VII Adjournment | | |

**Next Executive Committee Meeting 12/14/2021 - 5:30 pm – Microsoft Teams
VideoNext Board of Directors Meeting 11/16/2021 – 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 August 24, 2021

Members in Attendance:

Brent Couch, Vice-Chair
Quincee Messersmith, Secretary
Lauren Johnson, Member-at-Large
Shanetta Keel, Treasurer

CACAA Staff:

Tim Center
Nina Self
Margaret Watson
Stephanie Sgouros

The meeting was called to order at 5:53 PM, by the Vice-Chair. A quorum was established.

Member Absent: Derrick Jennings

ACTION ITEMS

Approval of Minutes

The Vice-Chair asked for a motion to approve the minutes of June 22, 2021. Ms. Johnson made a motion to approve the minutes. It was seconded by Ms. Keel, and unanimously approved.

Corporate Authorization Resolutions

Ms. Sgouros presented two Corporate Resolutions explaining that the first Resolution was for Holdings, and the second is for the Agency's Operating Account. Both are being updated to include the new Board Treasurer.

The Vice-Chair asked for a motion to accept the Corporate Resolutions to add Ms. Keel as Treasurer. Ms. Johnson made the motion to accept the Corporate Resolutions to add Ms. Keel. It was seconded by Ms. Keel, and unanimously approved.

FISCAL REPORT

Ms. Sgouros presented the financial report for the month ending June 30, 2021. She said that we have completed nine months of the fiscal year, and as a benchmark would expect the year-to-date actual expenses and revenue to be around 75% of the annual budget, with 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 is \$317,619 including \$59,407 in the SunTrust Grant and \$30,784 for the Franklin County Fire Victims.

Ms. Sgouros reported that the Non-Federal Share (NFS) Match at June 30, 2021, is \$389,813 or 76% of the target of \$512,345. These numbers will remain the same for the month of July but should increase during the month of August and September to meet the target.

New Variances and Explanations

The Finance Director reviewed the financial reports noting variances that were above the budget benchmark for the period ending June 30, 2021. There were several revenue variances, most of which resulted from increased donations received directly and indirectly.

Ms. Sgouros reported that next fiscal year the Fiscal department will include a dash board of budgets for all of our funding. She explained that the dashboard will be provided every month for the Board to review updates.

Ms. Johnson asked if there was additional grants or funding awarded due to the payroll protection program? Mr. Center explained that the Payroll Protection Program loan was forgiven. He said that the \$711,000 amount can develop the necessary reserve for the agency to ensure better cash flow.

Ms. Johnson asked what contract workers were being used in the LIHEAP Program? Intake Workers from Randstad Temporary Staffing Agency when there is an emergency vacancy in LIHEAP. Ms. Self said during that transition period you get to see how they work before hire.

Ms. Johnson asked how are we spending the SunTrust funds? The SunTrust Grant is used for the Getting Ahead/Staying Ahead program, especially the Alice Population to supplement CSBG restricted funds. United Way did not fund the Getting Ahead Program in Leon County for FY21-22 and 22-23. Some funding was awarded for outlining counties.

The Vice-Chair asked for a motion to accept the financial report. Ms. Johnson made a motion to accept the financial report. Mr. Couch, seconded the motion, and it was unanimously approved.

Mr. Center said we will orientate Ms. Keel on Treasurer responsibilities next month. The Finance Committee will be drafting the Annual Agency Budget for the Board to approve at the September Board meeting.

CEO REPORT

Mr. Center said the office has weathered the pandemic and survived. In the month of August we implemented a COVID Policy asking all staff to sign a COVID Declaration informing as to whether they had the vaccine or declined the vaccine. Proof of vaccination will be put in each employee's personnel file. We currently have about 73% employees vaccinated.

The Payroll Protection Program loan was forgiven for \$711,000.00. The unused funds will help secure a reserve account to ensure cash flow. He explained that grants received by the Agency are cost-reimbursable which mean we have to pay our vendors then recoup the expense. We are having appraisals done to all our Head Start Centers and half the main office as we are in the process of being our own landlord.

Head Start began the School Year 2021-2022 with Pre-service, with a week of refresher training, curriculum, health and safety training with speakers in attendance. We conducted on-line orientations for Leon, Jefferson and Franklin County with an overview of daily operations to prepare for the coming year. We currently have 270 students enrolled.

We are working with the Department of Health regarding any COVID classroom closures. We did receive notice from HHS that during the school year we will have a FOCUS Area -1 Monitoring.

We continue our monthly Head Start management calls with our Region IV HHS Office Specialist and ECHO on development of an Employers Resource Network to support employees needing assistance beyond the workplace.

The Disaster Recovery Supplemental Grant Funds will end September 30th. We have not received notice about Stage-3 Funding. This will impact the Agency as well as Tri-County Community Action. Ms. Granado, DR Manager, resigned and the CSBG DRSF and Case Management will manage the duties.

The regular monthly meetings continue with Jim McShane, Career Source Capital Region. There were a number of meetings attended such as FACA Board of Directors and Executive Committee Meetings, UPHS Advocacy Committee, Board meetings and Annual Meeting, Tallahassee-Leon County Chamber of Commerce Annual Community Conference that included workshops on school readiness (Head Start), job creation and poverty reduction (Getting Ahead). Lastly, the 32304 meeting convened by TCC President Jim Murdaugh to explore how best to concentrate efforts that alleviate poverty in the area.

Mr. Couch asked if Head Start staff received any Hazard Pay? Mr. Center said there was approval for a supplemental pay increase but the details have not been sorted out.

Ms. Johnson asked if the committee addressed the COVID-19 policies and how they will affect the Centers re-opening for School Calendar Year 2021-2022. Mr. Center said we have bubble classrooms, children are masked, and parents are dropping children off. We are using HATCH for student that are not attending schools.

Ms. Johnson asked are we following the Leon County 14-day quarantine. It was stated that we are following the Department of Health (DOH) 14-day quarantine.

CHAIR'S REPORT

Meeting adjourned at 6:55 PM.


Ms. Messersmith, Secretary

09/29/2021
Date

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2021
Capital Area Community Action Agency**

As of August 31, 2021, we have completed eleven months of the fiscal year and, as a benchmark, we would expect the year-to-date actual expenses and revenue to be around 92% of the annual budget. At month end, the Year to Date Actual Revenue and Expenses are 109% and 98% respectively, with a net income of \$1,142,702 including \$711,165 in forgiven PPP funds with the remainder mostly restricted including \$58,552 in the SunTrust (now Truist) Grant and \$30,034 for Franklin Co. Fire Victims.

Non-Federal Share (NFS) Match at July 31, 2021, is \$433,640, or 85%, 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 Eleven Months Ending August 31, 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 the agency, HDST, CSBG and CSBG DRSF – staff will work together to identify expenses that might be re-categorized such as postage or copies which have plenty of available funds.

Program Supplies – is over budget in CSBG due to the expense being allocated to a line item that has no budget. This line item is usually reserved for Head Start expenditures.

Copies / Printing / Copier Expenses - is over budget in WAP and will be covered by available funds in Office Supplies.

Medical/Dental Supplies – is over budget in Head Start 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.

Postage and Delivery Expenses – is over budget in Head Start due to expenses associated with the start of the school year. Management will plan for these higher expenses in the coming year.

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.

Rent/Space Cost – is over budget for CSBG, DRSF, LIHEAP, LIHEAP Cares 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, are or are expected to be over budget by September 30th. It is also over budget for LIHEAP Cares as there was no budget allocated to these costs, but will.

General Liability and Property Insurance – is over budget due to increased costs over projected costs in CSBG and LIHEAP. LIHEAP Cares is over budget as there was no budget allocated to these costs, but will.

Communications – is over the budget due to repairs and a few split payments between the fiscal years. The WAP and CSBG overage which is over budget will be updated during the current modification. DRSF overage was due to no existing budget line but will come out of

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2021
Capital Area Community Action Agency**

available funds. A portion of LIHEAP's costs will be transferred to LIHEAP CARES which did not have a budget originally, but will.

Repairs and Maintenance – Recurring – is over budget due to some needed repairs and floor cleaning at the centers as well as a load of mulch. It is over budget in DRSF with recurring maintenance costs being higher than anticipated.

Repairs and Maintenance- Nonrecurring – is over the DRSF budget due to an August 2020 expense of moving. This is a onetime expense. HDST is also slightly over budget due to a number of maintenance items.

Equipment Maintenance – is slightly over budget due to a small increase equipment costs over the length of the WAP contract and higher than anticipated costs in DRSF. LIHEAP CARES also needs a budget amendment.

Equipment Lease - is over the budget in DRSF due to the quarterly prepaid postage machine lease deposit. 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.

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. CSBG and HDST are affected by these. 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 were made to the program budgets to accommodate and no new purchases are expected before the new fiscal year.

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

**Financial Statement Narrative
For the Eleven Months Ending August 31, 2021
Capital Area Community Action Agency**

Registration Fees – is over budget for the agency overall, but is a small amount and will be absorbed into the other training categories. WAP is slightly over budget but will be amended in the new cycle.

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. Head Start is over budget but not when combined with Training / Staff Development.

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.

Advertising – is over budget for the Head Start program due to an enrollment campaign.

Miscellaneous Expenses – is over budget in the agency statement by \$10 due to an unallowed expense that was paid out of General Fund.

We had several revenue variances, most of which resulted from increased donations received directly and indirectly as well as the forgiven PPP loan.

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eleven Months Ended 8/31/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	3,808,871	3,154,232	(654,639)	83%
Government Contracts - Federal Indirect	4005	0	6,708	6,708	100%
Government Contracts - STATE	4010	4,502,314	5,346,491	844,177	119%
Government Contracts - LOCAL	4020	131,500	127,212	(4,288)	97%
Grants - Other Not-for-Profits	4100	84,139	187,268	103,129	223%
Grants - All Other Sources	4120	36,950	103,034	66,084	279%
Contributions	4200	500	8,105	7,605	1621%
Contributions- Restricted	4210	47,631	86,263	38,632	181%
Special Events	4300	0	2,089	2,089	100%
Commissions-Vending/Photo	4320	2,000	1,218	(782)	61%
Interest Income	4950	0	3,680	3,680	100%
Fringe Pool Revenue	4960	850,000	707,097	(142,903)	83%
Indirect Pool Revenue	4970	639,884	522,838	(117,046)	82%
Other Revenue	4995	<u>3,000</u>	<u>741,227</u>	<u>738,227</u>	100%
Total Revenue		<u>10,106,788</u>	<u>10,997,460</u>	<u>890,672</u>	109%
Expenditures					
Salaries & Wages	6010	2,993,995	2,440,575	553,420	82%
Fringe	6110	877,661	707,097	170,564	81%
FICA	6120	200,000	180,146	19,854	90%
Unemployment	6130	30,000	39,615	(9,615)	132%
Workers Compensation	6140	35,000	27,864	7,136	80%
Health Insurance	6150	480,000	402,057	77,943	84%
Life Insurance	6160	30,000	25,196	4,804	84%
Retirement	6170	50,000	44,219	5,781	88%
Staff Screenings	6180	4,777	2,175	2,603	46%
Indirect Costs	6210	665,202	530,568	134,634	80%
Travel - In Area	6310	12,488	10,458	2,030	84%
Travel - Out of Area	6315	489	0	489	0%
Office Supplies	6410	26,677	26,880	(204)	101%
Program Supplies	6415	30,220	22,182	8,038	73%
Classroom Supplies	6420	60,819	19,710	41,109	32%
Kitchen Supplies	6430	30,604	10,679	19,925	35%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	34,339	25,422	8,917	74%
Postage and Delivery Expense	6600	5,810	3,796	2,014	65%
Contractual Services/Professional	6710	461,238	300,566	160,672	65%
Contractual Services – Health/Disabilities	6715	176,115	161,300	14,815	92%
Rent/Space Cost	6810	300,236	312,937	(12,701)	104%
Utilities	6820	106,665	95,280	11,385	89%

**Capital Area Community Action Agency
Statement of Revenues and Expenditures
For the Eleven Months Ended 8/31/2021**

General Liability and Property Insurance	6830	46,859	53,050	(6,191)	113%
Communications	6840	82,843	92,711	(9,868)	112%
Repairs & Bldg Maintenance- Recurring	6850	107,555	139,835	(32,279)	130%
Repairs & Bldg Maintenance -	6855	39,472	35,948	3,524	91%
Equipment Maintenance	6910	32,541	26,599	5,943	82%
Vehicle Expense	6920	80,820	32,931	47,889	41%
Equipment Lease	6930	15,350	9,554	5,796	62%
Technology	6940	34,244	23,745	10,498	69%
Fees, Licenses, and Permits	7010	4,387	2,757	1,630	63%
Dues/Subscriptions	7020	9,845	21,655	(11,810)	220%
Special Events	7110	2,000	2,384	(384)	119%
Client Assistance	7210	2,649,540	3,773,355	(1,123,815)	142%
Equipment (\$5,000 or more)	7310	18,140	17,590	550	97%
Expendable Equipment	7320	35,030	18,636	16,394	53%
Registration Fees	7410	800	2,170	(1,370)	271%
Meetings/Workshops/Training	7420	(2,649)	19,368	(22,017)	-731%
Training/Staff Development	7430	58,117	29,567	28,550	51%
Advisory/Board Member Expenses	7440	5,000	1,580	3,420	32%
Advertising	7450	31,388	25,012	6,376	80%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	217,612	133,724	83,888	61%
Miscellaneous Expenses	7520	0	10	(10)	100%
Legal Expenses	7530	17,000	177	16,824	1%
Interest Expense	7610	2,750	0	2,750	0%
Bank Service Charges	7630	<u>4,110</u>	<u>2,782</u>	<u>1,328</u>	68%
Total Expenditures		<u>10,106,788</u>	<u>9,854,758</u>	<u>252,030</u>	98%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>1,142,702</u>	<u>1,142,702</u>	

**Capital Area Community Action Agency
Balance Sheet
As of 8/31/2021**

	<u>Current Period Balance</u>
Assets	
Petty Cash	315
Cash - Operating Hancock Bank	697,849
Cash - Health Insurance Imprest Account	2,552
Cash - Money Market Accounts	74,469
Cash - Restricted	80,855
Accounts Receivable	195,862
Grants Receivable	1,049,702
Property and Equipment Net	<u>395,627</u>
Total Assets	<u>2,497,231</u>
Liabilities and Net Assets	
Liabilities	
Accounts Payable	164,856
Accrued Leave	57,177
Accrued Wages	5,263
Accrued Fringe Benefits	(2,806)
Contract Advances	157,570
Contingent Liab Sunshine St Micro Obligated	44,142
Liability- Head Start Parent Activity	7,079
Notes Payable	135,658
Line of Credit	<u>5,941</u>
Total Liabilities	574,881
Net Assets	
Beginning Net Assets	
Unrestricted Net Assets	454,750
Invested Property and Equipment	<u>324,898</u>
Total Beginning Net Assets	779,648
Current Net Income	<u>1,142,702</u>
Total Net Assets	<u>1,922,350</u>
Total Liabilities and Net Assets	<u>2,497,231</u>

**Capital Area Community Action Agency
CSBG - Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2021**

**CSBG
10/1/2016 - 9/30/2021**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
	98%				
Revenue					
Government Contracts - STATE	4010	<u>3,073,978</u>	<u>2,655,838</u>	<u>(418,140)</u>	86%
Total Revenue		<u>3,073,978</u>	<u>2,655,838</u>	<u>(418,140)</u>	86%
Expenditures					
Salaries & Wages	6010	1,194,483	1,073,955	120,529	90%
Fringe	6110	340,741	306,715	34,027	90%
Staff Screenings	6180	2,562	1,911	651	75%
Indirect Costs	6210	296,068	263,810	32,258	89%
Travel - In Area	6310	37,417	20,704	16,713	55%
Travel - Out of Area	6315	20,398	5,307	15,091	26%
Office Supplies	6410	11,108	13,603	(2,495)	122%
Program Supplies	6415	0	243	(243)	100%
Copies/Printing/Copier	6510	17,324	10,283	7,041	59%
Postage and Delivery Expense	6600	4,527	1,947	2,580	43%
Contractual Services/Professional	6710	49,906	35,575	14,331	71%
Rent/Space Cost	6810	132,086	144,239	(12,153)	109%
Utilities	6820	16,604	14,380	2,223	87%
General Liability and Property Insurance	6830	22,510	23,301	(791)	104%
Communications	6840	52,303	55,412	(3,109)	106%
Repairs & Bldg Maintenance- Recurring	6850	16,124	12,379	3,745	77%
Equipment Maintenance	6910	16,775	14,863	1,912	89%
Vehicle Expense	6920	54,256	62,828	(8,571)	116%
Equipment Lease	6930	7,435	4,894	2,540	66%
Technology	6940	20,643	13,391	7,252	65%
Fees, Licenses, and Permits	7010	11,433	7,047	4,386	62%
Dues/Subscriptions	7020	22,404	23,904	(1,500)	107%
Client Assistance	7210	650,757	459,500	191,257	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	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	11,670	3,409	77%
Total Expenditures		<u>3,073,978</u>	<u>2,633,284</u>	<u>440,694</u>	86%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>22,554</u>	<u>22,554</u>	

**Capital Area Community Action Agency
CSBG DRSF - Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2021**

		Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,299,999</u>	<u>901,041</u>	<u>(398,958)</u>	69%
Total Revenue		<u>1,299,999</u>	<u>901,041</u>	<u>(398,958)</u>	69%
Expenditures					
Salaries & Wages	6010	295,367	162,906	132,460	55%
Fringe	6110	85,597	47,210	38,387	55%
Staff Screenings	6180	178	573	(395)	322%
Indirect Costs	6210	69,183	38,178	31,005	55%
Travel - In Area	6310	4,583	4,063	521	89%
Travel - Out of Area	6315	611	0	611	0%
Office Supplies	6410	0	6,424	(6,424)	100%
Copies/Printing/Copier	6510	1,500	1,054	446	70%
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	47,938	(39,382)	560%
Utilities	6820	2,333	6,647	(4,313)	285%
General Liability and Property Insurance	6830	3,333	0	3,333	0%
Communications	6840	10,500	13,737	(3,237)	131%
Repairs & Bldg Maintenance- Recurring	6850	2,250	3,635	(1,385)	162%
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	1,064	(64)	106%
Technology	6940	3,065	2,613	452	85%
Fees, Licenses, and Permits	7010	0	60	(60)	100%
Client Assistance	7210	686,408	536,892	149,516	78%
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>9,208</u>	<u>792</u>	92%
Total Expenditures		<u>1,299,999</u>	<u>897,891</u>	<u>402,109</u>	69%
Excess Revenue over (under) Expenditures		<u>(0)</u>	<u>3,150</u>	<u>3,151</u>	

Capital Area Community Action Agency
LIHEAP - Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2021

LIHEAP
4/1/2017 - 9/30/2021

	98%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	9,467,387	8,466,148	(1,001,239)	89%
Total Revenue		<u>9,467,387</u>	<u>8,466,148</u>	<u>(1,001,239)</u>	89%
Expenditures					
Salaries & Wages	6010	1,117,957	928,195	189,762	83%
Fringe	6110	319,882	266,167	53,716	83%
Staff Screenings	6180	2,679	919	1,761	34%
Indirect Costs	6210	279,598	229,969	49,629	82%
Travel - In Area	6310	13,511	6,552	6,959	48%
Travel - Out of Area	6315	8,926	674	8,252	8%
Office Supplies	6410	11,500	9,339	2,161	81%
Copies/Printing/Copier	6510	22,131	14,445	7,686	65%
Postage and Delivery Expense	6600	5,686	3,250	2,436	57%
Contractual Services/Professional	6710	42,500	44,306	(1,806)	104%
Rent/Space Cost	6810	109,245	114,637	(5,392)	105%
Utilities	6820	14,465	9,682	4,783	67%
General Liability and Property Insurance	6830	15,550	15,090	460	97%
Communications	6840	39,495	37,996	1,499	96%
Repairs & Bldg Maintenance- Recurring	6850	15,568	10,086	5,482	65%
Equipment Maintenance	6910	13,690	8,933	4,757	65%
Vehicle Expense	6920	14,390	3,729	10,661	26%
Equipment Lease	6930	7,475	4,217	3,258	56%
Technology	6940	21,651	11,371	10,280	53%
Fees, Licenses, and Permits	7010	1,150	432	718	38%
Dues/Subscriptions	7020	975	175	800	18%
Client Assistance	7210	7,355,558	6,451,008	904,550	88%
Equipment (\$5,000 or more)	7310	1,237	1,237	0	100%
Expendable Equipment	7320	18,530	10,679	7,851	58%
Registration Fees	7410	6,400	2,470	3,930	39%
Meetings/Workshops/Training	7420	3,138	280	2,858	9%
Training/Staff Development	7430	2,000	0	2,000	0%
Advertising	7450	2,500	2,065	435	83%
Total Expenditures		<u>9,467,387</u>	<u>8,187,901</u>	<u>1,279,486</u>	86%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>278,247</u>	<u>278,247</u>	

Capital Area Community Action Agency
LIHEAP Cares - Statement of Revenue and Expenditures
From Grant Inception Through 8/31/2021

	96%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue					
Government Contracts - STATE	4010	<u>1,677,633</u>	<u>571,318</u>	<u>(1,106,315)</u>	34%
Total Revenue		<u>1,677,633</u>	<u>571,318</u>	<u>(1,106,315)</u>	34%
Expenditures					
Salaries & Wages	6010	190,333	159,801	30,532	84%
Fringe	6110	55,159	46,269	8,890	84%
Staff Screenings	6180	480	301	179	63%
Indirect Costs	6210	44,581	37,417	7,164	84%
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	2,473	327	88%
Postage and Delivery Expense	6600	700	0	700	0%
Contractual Services/Professional	6710	6,097	5,108	989	84%
Rent/Space Cost	6810	7,700	17,222	(9,522)	224%
Utilities	6820	0	1,570	(1,570)	100%
General Liability and Property Insurance	6830	0	2,835	(2,835)	100%
Communications	6840	0	5,580	(5,580)	100%
Repairs & Bldg Maintenance- Recurring	6850	4,194	1,460	2,734	35%
Equipment Maintenance	6910	0	1,966	(1,966)	100%
Vehicle Expense	6920	1,400	0	1,400	0%
Technology	6940	4,613	1,196	3,417	26%
Client Assistance	7210	1,342,298	479,709	862,589	36%
Equipment (\$5,000 or more)	7310	1,237	1,237	0	100%
Expendable Equipment	7320	8,231	3,723	4,509	45%
Advertising	7450	<u>3,897</u>	<u>967</u>	<u>2,930</u>	25%
Total Expenditures		<u>1,677,633</u>	<u>770,403</u>	<u>907,230</u>	46%
Excess Revenue over (under) Expenditures		<u>0</u>	<u>(199,084)</u>	<u>(199,084)</u>	

Capital Area Community Action Agency
WAP - Statement of Revenues and Expenditures
From Grant Inception Through 8/31/2021

WAP

10/1/2017 - 9/30/2021

		98%	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	%
Revenue						
Government Contracts - STATE	4010		<u>2,284,459</u>	<u>1,169,839</u>	<u>(1,114,619)</u>	51%
Total Revenue			<u>2,284,459</u>	<u>1,169,839</u>	<u>(1,114,619)</u>	51%
Expenditures						
Salaries & Wages	6010		320,116	302,233	17,883	94%
Fringe	6110		91,294	86,795	4,499	95%
Staff Screenings	6180		200	0	200	0%
Indirect Costs	6210		81,690	74,163	7,527	91%
Travel - In Area	6310		17,000	10,887	6,113	64%
Office Supplies	6410		4,000	3,878	122	97%
Copies/Printing/Copier	6510		1,500	1,536	(36)	102%
Postage and Delivery Expense	6600		900	608	292	68%
Contractual Services/Professional	6710		23,314	5,791	17,523	25%
Rent/Space Cost	6810		16,600	18,274	(1,674)	110%
Utilities	6820		4,000	3,786	214	95%
General Liability and Property	6830		41,628	26,463	15,166	64%
Communications	6840		8,900	9,771	(871)	110%
Repairs & Bldg Maintenance- Recurring	6850		7,650	3,248	4,402	42%
Equipment Maintenance	6910		2,950	3,164	(214)	107%
Vehicle Expense	6920		18,000	15,491	2,509	86%
Equipment Lease	6930		1,200	1,362	(162)	114%
Technology	6940		850	439	411	52%
Fees, Licenses, and Permits	7010		1,350	1,089	261	81%
Dues/Subscriptions	7020		15,500	6,000	9,500	39%
Client Assistance	7210		1,586,488	565,607	1,020,881	36%
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	2,476	(24)	101%
Meetings/Workshops/Training	7420		29,327	16,910	12,417	58%
Advertising	7450		<u>900</u>	<u>788</u>	<u>112</u>	88%
Total Expenditures			<u>2,284,459</u>	<u>1,165,419</u>	<u>1,119,040</u>	51%
Excess Revenue over (under) Expenditures			<u>0</u>	<u>4,420</u>	<u>4,420</u>	

**Capital Area Community Action Agency
Head Start - Statement of Revenues and Expenditures
For the Eleven Months Ended 8/31/2021**

		Total Budget - Original	Current Year Actual	Total Budget Variance - Original	%
	92%				
Revenue					
Government Contracts - FEDERAL - DIRECT	4000	<u>3,740,116</u>	<u>3,121,889</u>	<u>(618,227)</u>	83%
Total Revenue		<u>3,740,116</u>	<u>3,121,889</u>	<u>(618,227)</u>	83%
Expenditures					
Salaries & Wages	6010	1,804,242	1,503,947	300,295	83%
Fringe	6110	522,870	435,845	87,025	83%
Staff Screenings	6180	2,500	1,112	1,388	44%
Indirect Costs	6210	422,606	352,457	70,149	83%
Travel - In Area	6310	4,000	2,192	1,808	55%
Office Supplies	6410	7,500	7,974	(474)	106%
Program Supplies	6415	26,935	21,849	5,086	81%
Classroom Supplies	6420	44,847	9,186	35,661	20%
Kitchen Supplies	6430	7,015	78	6,937	1%
Medical/Dental Supplies	6440	500	895	(395)	179%
Copies/Printing/Copier	6510	20,000	12,057	7,943	60%
Postage and Delivery Expense	6600	1,500	1,584	(84)	106%
Contractual Services/Professional	6710	31,000	13,978	17,023	45%
Contractual Services – Health/Disabilities	6715	159,139	150,570	8,569	95%
Rent/Space Cost	6810	207,589	176,084	31,505	85%
Utilities	6820	84,335	79,389	4,946	94%
General Liability and Property Insurance	6830	28,000	19,166	8,834	68%
Communications	6840	53,723	49,885	3,838	93%
Repairs & Bldg Maintenance- Recurring	6850	96,000	124,443	(28,443)	130%
Repairs & Bldg Maintenance - Nonrecurring	6855	33,772	35,855	(2,083)	106%
Equipment Maintenance	6910	18,000	16,165	1,835	90%
Vehicle Expense	6920	30,000	19,287	10,713	64%
Equipment Lease	6930	9,600	4,810	4,790	50%
Technology	6940	10,545	9,268	1,277	88%
Fees, Licenses, and Permits	7010	2,500	1,054	1,446	42%
Dues/Subscriptions	7020	2,600	8,503	(5,903)	327%
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	4,182	(3,682)	836%
Training/Staff Development	7430	43,163	18,100	25,063	42%
Advisory/Board Member Expenses	7440	2,500	0	2,500	0%
Advertising	7450	4,000	6,125	(2,125)	153%
Parent Activities	7460	1,200	0	1,200	0%
Raw Food Cost	7510	<u>42,739</u>	<u>20,342</u>	<u>22,397</u>	48%
Total Expenditures		<u>3,740,116</u>	<u>3,121,986</u>	<u>618,130</u>	83%
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 Aug 31, 2021**

Match Source	Total Needed	YTD	YTD %	Remaining	Remaining %
Government Contracts - Local		39,246			
Grants - Other Not for Profits		-			
In-Kind Revenue		375,528			
VPK/SR		18,866			
	512,345	433,640	85%	78,705	15%

Head Start Credit Card Expenses August 2021

Vendor ID	Fund Code	GL Code	Activity Code	Effective Date	Expenses Transaction Description
HANCOCK CC	1064	6410	255	8/27/2021	12.00 #7303, KRISTIN JACKSON RESHARD, VISA, 8/27/2021, KEYS
HANCOCK CC	1064	6410	256	8/27/2021	120.77 #7303, KRISTIN JACKSON RESHARD, VISA, 8/27/2021, BADGES
HANCOCK CC	1064	7420	255	8/27/2021	250.00 #7303, KRISTIN JACKSON RESHARD, VISA, 8/27/2021, TEACHSTONE
HANCOCK CC	1064	6920	255	8/27/2021	47.45 #4466, DARREL JAMES, VISA, 8/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	8/27/2021	48.01 #4466, DARREL JAMES, VISA, 8/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	8/27/2021	48.51 #4466, DARREL JAMES, VISA, 8/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	8/27/2021	49.50 #4466, DARREL JAMES, VISA, 8/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	6920	255	8/27/2021	59.00 #4466, DARREL JAMES, VISA, 8/27/2021, GAS HS VEHICLE
HANCOCK CC	1064	7020	255	8/27/2021	199.90 #4466, DARREL JAMES, VISA, 8/27/2021, ZOOM SUBSCRIPTION
HANCOCK CC	1064	6850	255	8/27/2021	175.00 #6982, FATIMA OLEABHIELE, VISA, 8/27/2021, SNAKE REMOVAL
HANCOCK CC	1064	6410	255	8/27/2021	21.38 #6982, FATIMA OLEABHIELE, VISA, 8/27/2021, HS SUPPLIES
HANCOCK CC	1064	6410	255	8/27/2021	21.99 #6982, FATIMA OLEABHIELE, VISA, 8/27/2021, HS SUPPLIES
HANCOCK CC	1064	6410	255	8/27/2021	18.99 #8165, NICHELLE RICHARDS ROLLE, VISA, 8/27/2021, SUPPLIES
HANCOCK CC	1064	7010	255	8/27/2021	35.00 #8165, NICHELLE RICHARDS ROLLE, VISA, 8/27/2021, ANNUAL FEE
HANCOCK CC	1064	7010	255	8/27/2021	2.58 #8165, NICHELLE RICHARDS ROLLE, VISA, 8/27/2021, CC USE FEE
HANCOCK CC	1064	7450	255	8/27/2021	594.22 #7366, NINA SINGLETON SELF, VISA, 8/27/2021, INDEED HS
HANCOCK CC	1064	6180	250	8/27/2021	44.66 #5810, VENITA TREADWELL, VISA, 8/27/2021, BKG A. BROWN
HANCOCK CC	1064	6180	250	8/27/2021	44.66 #5810, VENITA TREADWELL, VISA, 8/27/2021, BKG BRUTON
HANCOCK CC	1064	6180	250	8/27/2021	44.66 #5810, VENITA TREADWELL, VISA, 8/27/2021, BKG HUGHES
HANCOCK CC	1064	6180	256	8/27/2021	44.66 #5810, VENITA TREADWELL, VISA, 8/27/2021, BKG VAUSE
HANCOCK CC	1064	6180	256	8/27/2021	13.68 #5810, VENITA TREADWELL, VISA, 8/27/2021, BKG, SPEARMAN
LOWES	1064	6415	250	8/1/2021	33.36 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6415	250	8/1/2021	62.58 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6415	250	8/1/2021	130.98 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6415	251	8/1/2021	6.63 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6415	255	8/1/2021	97.84 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6415	258	8/1/2021	46.52 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6420	255	8/1/2021	8.56 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6420	255	8/1/2021	12.70 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6420	255	8/1/2021	28.49 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6850	250	8/1/2021	7.11 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6850	255	8/1/2021	31.26 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021
LOWES	1064	6850	255	8/1/2021	59.30 #82130109084241, SUPPLIES, HEAD START, AUGUST 2021

Transactio 2,421.95



**HANCOCK
WHITNEY**

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

Visa BusinessCard
Statement of Account
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16322390 - 008387 - 0001 - 0001 - 2

KRISTIN JACKSON
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729
**N0008387

MEMO STATEMENT

Account Number

Statement Date

08-27-21

8/27/21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-16	08-13	24011341225000039561901	8299	TEACHSTONE TRAINING WWW.TEACHSTON VA	M250.00 ✓
08-19	08-17	24137461230500781986246	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M120.77 ✓
08-20	08-19	24275471231135401113713	5211	GULF COAST LUMBER & SUPPL MONTICELLO FL	M12.00 ✓

STATEMENT DATE 08-27-21	ACCOUNT NUMBER [REDACTED]	ACCOUNT SUMMARY	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES	382.77
		NEW CASH ADVANCES	.00
		CREDITS	.00
		STATEMENT TOTAL	382.77
		TOTAL IN DISPUTE	.00
		CREDIT LIMIT	2,000.00



**HANCOCK
WHITNEY**

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16322390 - 006470 - 0001 - 0001 - 2



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

**N0006470

MEMO STATEMENT

Account Number



Statement Date

08-27-21

9/17/21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-26	24892161208100586843337	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.51 ✓
08-05	08-03	24692161216100667057526	5542	GATE 1194 Q80 TALLAHASSEE FL	M59.00 ✓
08-09	08-06	24692161219100999724543	5542	GATE 1194 Q80 TALLAHASSEE FL	M47.45 ✓
08-09	08-06	24011341218000051725664	4814	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	M199.90
08-16	08-13	24692161226100298469882	5542	GATE 1194 Q80 TALLAHASSEE FL	M49.50 ✓
08-23	08-20	24228991234017024128961	8041	WHOLE HEALTH CLINIC INC TALLAHASSEE FL	M35.00 ✓
08-23	08-20	24692161233100642261250	5542	GATE 1194 Q80 TALLAHASSEE FL	M48.01 ✓

STATEMENT DATE 08-27-21	ACCOUNT NUMBER 	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 487.37
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 487.37
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 5,000.00



**HANCOCK
WHITNEY**

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

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16322390 - 005206 - 0001 - 0001 - 2

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

**N0005206

Handwritten signature

MEMO STATEMENT

Account Number

Statement Date

08-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
08-04	08-02	24137461216100302334486	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M21.38 ✓
08-20	08-18	24137461231500861353944	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M21.99 ✓
08-25	08-24	24692161236100781948853	8999	SQ *BLACK THUMB SERVICES GOSQ.COM FL	M175.00 ✓

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 218.37
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 218.37
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,000.00



**HANCOCK
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16322390-003915-0001-0001-2



NICHELE RICHARDS
CAPITAL AREA CAA
309 OFFICE PLAZA DR
TALLAHASSEE FL 32301-2729

**N0005935

9/2/21

MEMO STATEMENT

Account Number

Statement Date

08-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-28		0000	ANNUAL FEE	M35.00
07-30	07-28	24137461210500847804072	5943	OFFICE DEPOT #108 TALLAHASSEE FL	M18.99
08-18	08-17	24137461230001463389429	5411	PUBLIX #1051 TALLAHASSEE FL	M24.00
08-19	08-18	24226381231400000506621	5411	WAL-MART #4427 TALLAHASSEE FL	M13.96
08-19	08-18	24427331230720217903466	5411	PIGGLY WIGGLY #292 TALLAHASSEE FL	M28.55

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 120.50
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 120.50
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 2,500.00



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1632290 - 004802 - 0001 - 0001 - 2

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

MEMO STATEMENT

Account Number



Statement Date

08-27-21

See 9/1/21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-28	07-27	24055231209207066600045	2741	AHA PROCESS INC 281-426-5300 TX	M1,396.50
07-30	07-29	24692161211100512355781	5969	INDEED 203-564-2400 CT	M502.93
08-02	08-01	24692161213100725250090	5969	INDEED 203-564-2400 CT	M116.59
08-04	08-03	24801971215726717401131	5137	CLOTHESLINE 850-877-9171 FL	M40.81
08-19	08-18	24692161230100726525754	5969	INDEED 203-564-2400 CT	M501.32
08-27	08-27		0000	ANNUAL FEE	M35.00

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-21		
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 2,593.14
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 2,593.14
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 11,000.00

8/27/21 VISA RECONCILIATION

	A	B	C	D	E	F	G	H	I	J
	Vendor	Fund	G/L	Activity	Location	Category	Amount	Tax - 9990	TOTAL	Allocation
2	Indeed	1064	7450			000	\$ 427.50	\$ -	\$ 427.50	
3	Indeed	1064	7450			000	\$ 116.58	\$ -	\$ 116.58	
4	Indeed	1064	7450			000	\$ 50.14	\$ -	\$ 50.14	\$ 594.22
5	Ahal Process Inc	3366	7210	633	400		\$ 237.40	\$ -	\$ 237.40	\$ 237.40
6	Ahal Process Inc	3366	7210	633	600		\$ 684.30	\$ -	\$ 684.30	\$ 684.30
7	Clothesline	3366	7210				\$ 40.81	\$ -	\$ 40.81	\$ 40.81
8	Indeed	3368	7450				\$ 451.18	\$ -	\$ 451.18	\$ 451.18
9	Indeed	3465	7450				\$ 75.43	\$ -	\$ 75.43	\$ 75.43
10	Ahal Process Inc	6215	7210	633	200		\$ 237.40	\$ -	\$ 237.40	\$ 237.40
11	Ahal Process Inc	6215	7210	633	700		\$ 237.40	\$ -	\$ 237.40	\$ 237.40
12	Annual Fee	9990					\$ 35.00	\$ -	\$ 35.00	\$ 35.00
13									\$ -	
14									\$ -	
15	TOTAL DUE:						\$ 2,165.64	\$ -	\$ 2,593.14	\$ 2,593.14
16										
17	7/27/21 Invoice									
18	7/29/21 Invoice									
19	8/18/21 Invoice									



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

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

**N0009371

9/12/21

MEMO STATEMENT

Account Number

Statement Date

08-27-21

STATEMENT MESSAGES

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TRANSACTION DETAIL

Post Date	Trans Date	Reference Number	MCC	Transaction Description	Amount
07-29	07-28	24431061210400675002653	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M0.43
07-29	07-28	24431061210400675001530	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
07-29	07-28	24431061210400675001555	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
07-29	07-28	24431061210400675001671	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
07-29	07-28	24431061209400553005077	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M13.25
07-29	07-28	24431061209400553002900	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
07-29	07-28	24431061209400553002959	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
07-29	07-28	24431061209400553002983	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
08-18	08-17	24431061230400675000330	9399	AHCA *SERVICE FEE BILLERPAYMENT FL	M1.41
08-18	08-17	24431061229400553000553	9399	AGENCY FOR HEALTHCARE AD BILLERPAYMENT FL	M43.25
08-19	08-18	24445001231000887938985	5331	DOLLAR TREE TALLAHASSEE FL	M28.00
08-19	08-18	24445001231400202488908	5300	SAMS CLUB #8120 TALLAHASSEE FL	M92.04

STATEMENT DATE	ACCOUNT NUMBER	ACCOUNT SUMMARY
08-27-21	[REDACTED]	
CUSTOMER SERVICE CALL Toll Free 1-800-448-8812		NEW PURCHASES AND OTHER CHARGES 310.36
		NEW CASH ADVANCES .00
		CREDITS .00
		STATEMENT TOTAL 310.36
		TOTAL IN DISPUTE .00
		CREDIT LIMIT 4,000.00

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.

9/13/21

*21
US
FC
VPK
MS
MS
MS
MS
30 All Centers
26 All Centers*

Lowe's[®] Business Advantage

CAPITAL AREA COMM ACTION
Account Number [REDACTED]

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

Previous Balance	
- Payments	\$738.80
- Other Credits	\$738.80
+ Purchases/Debits	\$0.00
+ Fees Charged	\$525.33
+ Interest Charged	\$0.00
New Balance	\$525.33
Credit Limit	\$11,000.00
Available Credit	\$10,474.00
Statement Closing Date	09/02/2021
Days in Billing Cycle	31

New Balance	\$525.33
Total Minimum Payment Due	\$29.00
Payment Due Date	09/28/2021

Tran Date	Post Date	Reference Number/ Invoice Number	Description of Transaction or Credit	Amount
08/13	08/13		PAYMENT - THANK YOU	
08/17	08/17	05676	STORE 0417 TALLAHASSEE FL	(\$738.80)
08/17	08/17	05677	STORE 0417 TALLAHASSEE FL	\$429.06
08/20	08/20	07180	STORE 0417 TALLAHASSEE FL	\$49.75
				\$46.52

*1.06
0.00
9.06
9.06*

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

*:2.60
CD: 001082
:25
: 09:11:19
: 37
DER ITEMS*

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 # : 29245000000000000000		CAPITAL AREA COMM ACTION		245234	
INVOICE # : 05575		LOWE'S BUSINESS ACCOUNT		P.O. # : 0	
TRANSACTION # : 0		DATE OF SALE : 210817		STORE # : 417	
		AUTHORIZATION : 001082		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000001356270	PVC 28CONE REFLECT TAPE(-	6.000	EA	\$21.83	\$130.98
000000000336490	29 QT HEFTY CLEAR STORAGE	8.000	EA	\$12.23	\$97.84
000000002473564	SS OTD MED BASKET	6.000	EA	\$10.43	\$62.58
000000000099584	ORTHENE 12-OZ FIRE ANT DU	5.000	EA	\$11.86	\$59.30
000000001290653	3167BC 5/16 QUICK LINK SS	4.000	EA	\$8.34	\$33.36
000000000145743	SPEC WASP/HORNET TWINPACK	6.000	EA	\$5.21	\$31.26
000000000855346	40-MM BRASS LOCK	1.000	EA	\$7.11	\$7.11
000000000488028	9-YD GORILLA CLEAR REPAIR	1.000	EA	\$6.63	\$6.63
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$429.06		TAX \$0.00		TOTAL INVOICE	\$429.06
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$429.06

1-2

ACCOUNT # : 29245000000000000000		CAPITAL AREA COMM ACTION		245234	
INVOICE # : 05677		LOWE'S BUSINESS ACCOUNT		P.O. # : 0107	
TRANSACTION # : 0		DATE OF SALE : 210817		STORE # : 417	
		AUTHORIZATION : 000702		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000020048	VEL 2-IN X 15-FT WHT IND	1.000	EA	\$28.49	\$28.49
000000000218893	1-OZ BLUE-STIK ADHESIVE	5.000	EA	\$2.54	\$12.70
0000000003695057	GRLA SLVR TPE 30YD 6PC DI	1.000	EA	\$8.56	\$8.56
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$49.75		TAX \$0.00		TOTAL INVOICE	\$49.75
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$49.75

ACCOUNT # : 29245000000000000000		CAPITAL AREA COMM ACTION		245234	
INVOICE # : 07180		LOWE'S BUSINESS ACCOUNT		P.O. # :	
TRANSACTION # : 0		DATE OF SALE : 210820		STORE # : 417	
		AUTHORIZATION : 000702		REGISTER # :	
S.K.U	DESCRIPTION	QUANTITY	UNIT	PRICE	EXT. PRICE
000000000187738	12-FT X 16-FT SLVR/BRN TA	1.000	EA	\$36.09	\$36.09
000000002523360	DURACELL 2032 4 COUNT	1.000	EA	\$10.43	\$10.43
000000000155670	PROMOTIONAL DISCOUNT APPL	1.000	EA	\$0.00	\$0.00
SUB \$46.52		TAX \$0.00		TOTAL INVOICE	\$46.52
				CREDITS TOTAL	\$0.00
				BALANCE DUE	\$46.52

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Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
JANUARY	1.1	The organization will provide DEO with a roster showing members of the low income sector.	On going	N/A	Complete
	1.3	The organization provides each customer with a customer satisfaction survey to determine how well customers are being served.	On going	N/A	Complete
	2.1	The organization has demonstrated partnerships across the community with other anti-poverty organizations within the area by agreements and MOUs.	On Going	N/A	Complete
	2.3	The organization communicates to the community residence via the website. The website provides a list of programs the agency currently offers.	On Going	N/A	Complete
	2.4	The organization documents the number of volunteers and hours mobilized in support of its activities via sign in sheets.	On Going	N/A	Complete
	4.2	The Organization will complete, date and sign the Community Action Plan.	On going	11/1/2021	
	4.3	The Organization will complete, date and have Community Action Plan signed by the Certified ROMA trainer or trainer on staff.	On going	11/1/2021	
	MARCH	4.4	The governing board will receive annual updates on success on strategies included in the Community Action Plan. The department managers provide updated reports every other month for review to the Chief Operating Officer to share with the governing board.	Annually	3/24/2021 Needs Board Approval
5.1		The organization's governing board is structured in compliance with the Community Service Block Grant (CSBG) Act according to the Boards Bylaws and Board Roster 1. At least one third democratically-selected representatives of the low-income community; 2. One-third local elected officials (or their representatives); and 3. The remaining membership from major groups and interest in the community.	On Going	N/A	Completed

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	5.2	The organization's governing board has written procedures that document a democratic selection process for low-income board members according to the bylaws including procedure to document democratic selection.	On Going	N/A	Completed
	5.5	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.	Maintain	N/A	Completed
	5.7	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.	Maintain	N/A	Completed
	5.9	The organization's governing board receives programmatic reports at each regular board meeting.	Maintain	3/24/2021 Needs Board Approval	Completed
	6.5	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.	Annually	3/24/2021 Needs Board Approval	Completed
	7.2	The organization provides all new employees with a copy of the Employee Handbook; all staff are notified of employment changes.	Maintain	N/A	
MAY	7.4	The governing board conducts a performance appraisal of the CEO/Executive Director within each calendar year.	Annually	5/25/2021 Needs Board Review	Completed
	7.5	The governing board reviews and approves CEO/Executive Director compensation within every calendar year.	Annually	N/A	
	7.6	The organization has a policy in place for regular written evaluation of employees by their supervisors.	Maintain	N/A	
	7.8	All staff participates in a new employee orientation within 60 days of hire.	Ongoing	N/A	

Board Meeting Month	Org. Std. #	Description	Freq.	Board Agenda	Upload
	7.9	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis. All participants will complete sign in sheets, received an agenda and training materials.	Maintain	4/28/2021 Needs Board Approval	Completed
JUNE	8.1	The organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant within the allotted timeframe of 1 year.	Annually	7/28/2021	Completed
JULY	8.2	All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate and board minutes will reflect the review of the audit.	Annually	7/28/2021 Needs Board Approval	Completed
	8.3	The organization's auditor presents the audit to the governing board.	Annually	7/28/2021	Completed
	8.4	The governing board formally receives and accepts the audit to reflect the approval of the audit by the board.	Annually	7/28/2021 Needs Board Approval	Completed
	8.12	The organization documents how it allocates shared costs through an indirect cost rate plan or through a written cost allocation plan.	Annually	7/28/2021	Completed
SEPTEMBER	8.6	The IRS Form 990 is completed annually and made available to the governing board for review.	Annually	11/15/2021	
	8.7	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position and copies of the financial report will be provided.	Monthly	11/15/2021	
	8.8	All required filings and payments related to payroll withholdings are completed on time.	Bi-weekly	9/28/2021	Completed

Capital Area Community Action Agency

CHIEF EXECUTIVE OFFICER REPORT OCTOBER 2021

Administrative

- Monitoring new federal rules on Federal employers and employers over 100 employees for mandatory vaccination and testing.
- Proposing use the forgiven Payroll Protection Program loan to secure a reserve account to ensure cash flow, investment, and exterior building improvement.
- Appraisals of office space will help with rent adjustments for Holdings.

Impact: Better benefits for staff. Better fiscal accountability.

Programmatic

- Disaster Recovery Support Grant – Waiting on Stage 3 Notice of Award from DEO and closing out Stage 2 funding.
- Continue with monthly Head Start management calls with Region IV HHS Office Specialist.
- Head Start continues to work through closures of classrooms and centers with the Department of Health regarding any COVID issues.

Impact: Redesigning entitlement programs toward more independency services.

Communications and Outreach

- Maintain regular meeting schedule with Jim McShane, CareerSource Capital Region.
- Participated in FACA Board of Directors and Executive Committee Meetings.
- Participated in UPHS Advocacy Committee, Board meetings and Annual Meeting.
- Attended the FACA Leadership Conference.
- Presented at the Florida Solar Energy Center Board meeting and webinar forum.

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.

Out of Office

- November 9-10 – PTO – Tampa
- November 11-12 – Leadership Florida Annual Meeting – Hollywood
- November 22-24 – PTO – Thanksgiving
- December 20-23 - Christmas



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